Remarks: Before using this product, please check whether the WTCMS management system software is the latest version. If it is not the latest version, please download the latest version of the system software. For the operation process of downloading the system software, see Chapter 4.1 "Installing and Logging in the WTCMS Electronic Desk" in this manual. Card Management System＂ (page 6), after entering the interface of the latest version of ＂WTCMS Management System Software＂, please check whether the firmware of the table card equipment is the latest version. Section 4.2.5.2 "Device OTA Release" (page 16) of this manual

Content

Version update point:

➜ Ver 1.0 initial version

WTC series conference table card (WiFi version) equipment list

Name	Model	quantity	Remark
WTC series device 7.5 inch	WHA75AA	Users can use multiple units	This device is suitable for conference table cards, Seat cards, seat cards, etc.
WTCMS system software	——	1	Use this system on the computer
WiFi EasyConn APP	——	1	This APP mobile phone use Only supports Android system

WTC series electronic conference table card (WiFi version) manual

1. Overview

This manual mainly introduces the use of WTC series electronic conference table card (WiFi version). The realization of its system functions relies on three components: ①Electronic conference table card (WiFi version) equipment, ②WTCMS electronic table card intelligent management system (WiFi version), ③WiFi EasyConn APP. This device uses WiFi transmission technology. The whole process is as follows: Configure the WiFi network to communicate with the WTCMS electronic table card intelligent management system (WiFi version) through the WiFi EasyConn APP, and pair and bind the table card, then you can make a template and send it to the device, so as to display the content on the device, you One or more table cards can be managed through the management system. The three parts will be introduced below:

2. Electronic conference table and card equipment

The electronic conference table card has a double-sided screen display, low power consumption, and is designed with rechargeable lithium batteries. It is the main body of the table card information display. After the template is made on the WTCMS electronic table card intelligent management system (WiFi version), it is sent to the device.

2.1 Specifications

The electronic table card has the advantages of ultra-low consumption and fast update, and the template content can be permanently displayed after the power is turned off. According to the actual application requirements of electronic conference table cards, 7.5" equipment has been launched. Specifications are described below.

parameter	Description
Screen type	E-ink screen
Features	double-sided screen,low power consumption,Show permanently
Display color	Black、White、Red
Display Resolution（pixel）	800X480
Active area/Display size	163.24X97.94(mm)
Outline dimension	184X135(mm)
Battery capacity	3.7V lithium battery-3000mAh (rechargeable)
DPI	124
Working temperature	0-40℃
Communication	WiFi
Material	PMMA+Aluminum alloy

2.2 Battery

The refreshment of the electronic conference table card template consumes power, so a battery is required. The battery is a lithium battery, which is designed with a rechargeable lithium battery and is charged through the Type-C interface. There is a power switch on the side of the table card, which can be turned off if it is not used for a long time or updated once for a long time, and the content of the screen will still be permanently displayed on the screen.

2.3 Features

a. No base station needed, WiFi wireless update
b. Ultra-low power consumption, the E-ink screen can continue to display the last content without power consumption
c. Online Update
d. Fast update
e. DIY interface supports text/picture/logo/QR code
f. Common template sharing

3. WiFi EasyConn distribution tool

The function of the WiFi EasyConn mobile APP is to configure the channel of the table card network. Input the number of table cards through the WiFi EasyConn mobile APP to configure the number of table cards and network configuration. It is one of the devices in the WTC series table card network configuration. After the network configuration is successful, log in to the WTCMS electronic table card intelligent management system software to bind the configured table cards to use the WTCMS electronic table card intelligent management system software. WTCMS electronic table card intelligent management system software is the control and management center of conference table cards. Users can edit the conference information, enter the participant information and the template of the table card display content, and send the template to the conference table card.

WiFi EasyConn

Note: This tool only supports Android phones

3.1 How to download WiFi EasyConn distribution tool

This WiFi EasyConn can be downloaded from the official website of www.witstec.com. You can also copy the URL below or scan the QR code to open the download with your browser.

A. Download link and QR code (WiFi EasyConn Android mobile app) for Android phones
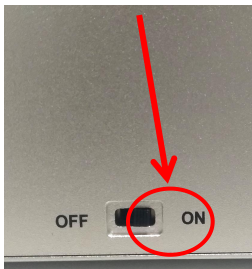https://dev.witstec.com/downloadCenter/getAndroid/WTC

3.2 WiFi EasyConn APP network configuration steps

Before using the APP for pairing, pay attention to ensure that the mobile phone and the computer (WTCMS electronic table card intelligent management system software) are in the same network

Step 1: Turn on the power switch of the table card base, that is, when the white LED light is always on, press and hold the "Configuration Button" button for more than 3 seconds, and the white LED light will flash.
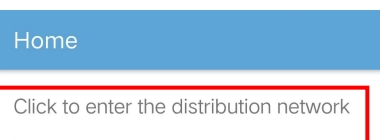
1. Turn on the power switch   **2. Long press the configure button**   **3. The white LED light flashes into a configurable state**

Step 2: Open the home page of the app, "click to enter the distribution network" service.

Step 3: Enter the WiFi password, and set the number of table card devices to be configured, click "Confirm" to start the configuration.

Enter WiFi password

Enter the number of conference table cards

Step 4: After the configuration is completed, the ID number and address list of the table card equipment will be displayed, that is, the network configuration is successful.

Table card equipment ID number

4. WTCMS table card management system (WiFi version)

4.1 Install and log in WTCMS electronic table card management system

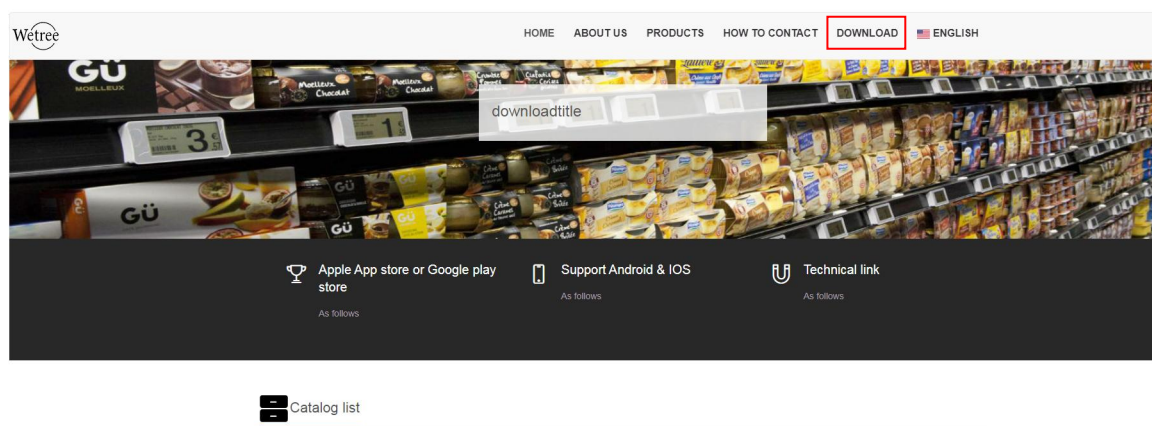After the Bluetooth gateway configuration is completed, the user needs to install the WTCMS conference table and card management system.

Before installing the WTCMS management system, it is necessary to turn off the anti-virus software of the computer, otherwise the download will not be able to be downloaded or the software will function abnormally.

Step 1: Open the browser and enter https://www.witstec.com/download-2/
  to enter the download center of the official website of Witstec

Step 2: Download the WTCMS system from the background management system "download link" below the WTC series.

Click on "Download Link"

Step 3: After the WTCMS electronic table card management system is downloaded, find the folder where the download is stored, and then click "Run". Then select Follow the prompts to allow the action to proceed.
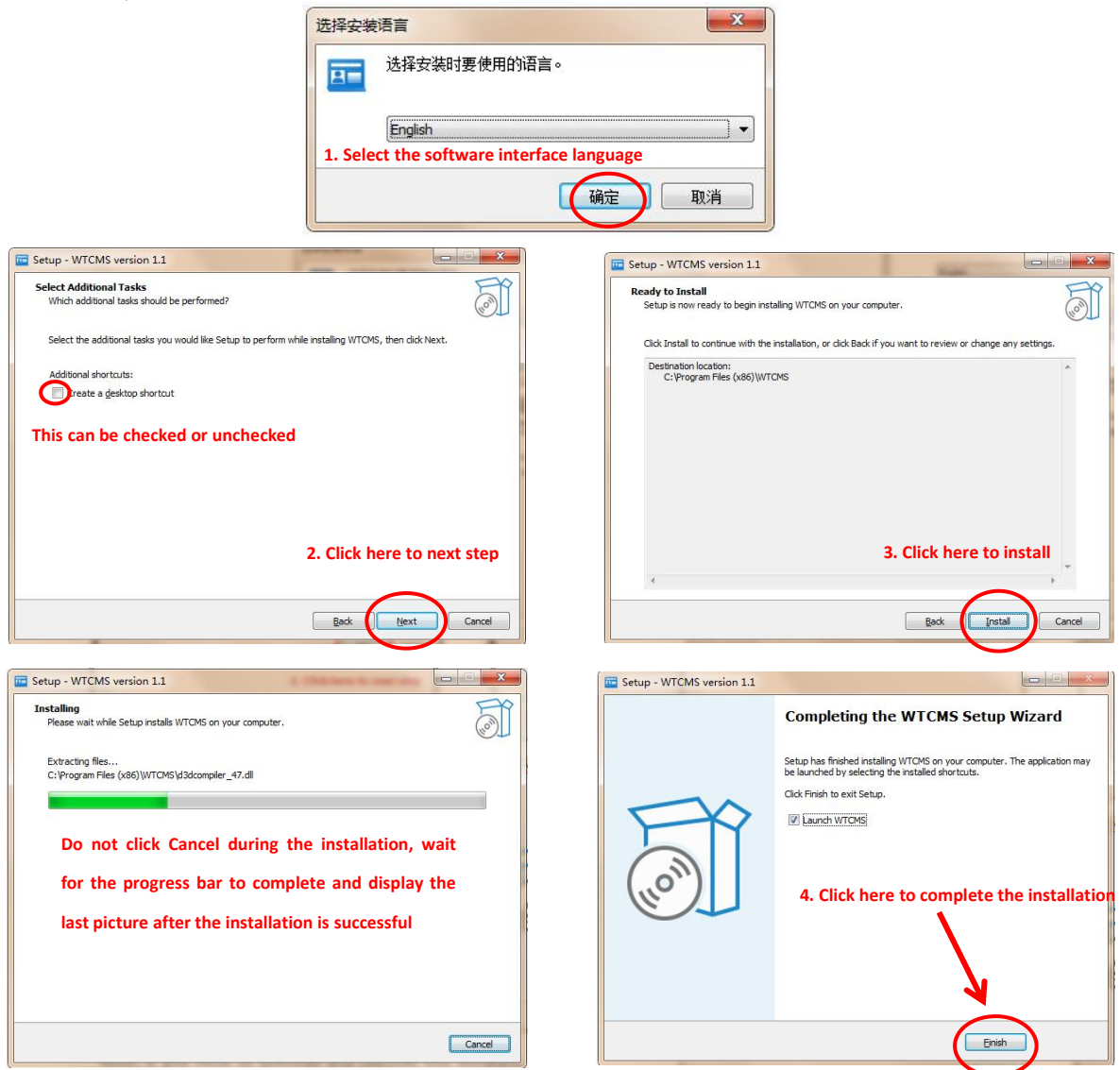

1. Select the software interface language

This can be checked or unchecked

2. Click here to next step

3. Click here to install

Do not click Cancel during the installation, wait for the progress bar to complete and display the last picture after the installation is successful

4. Click here to complete the installation

Note: If you need to uninstall and reinstall this software, you can uninstall this software from the data point "unins000" in the last installation disk, and then download it again.

unins000

After the installation is complete, double-click the icon of the WTCMS electronic table card management system in the desktop shortcut or the folder where the installation is stored to open the software. The icon after the download is complete is as follows:
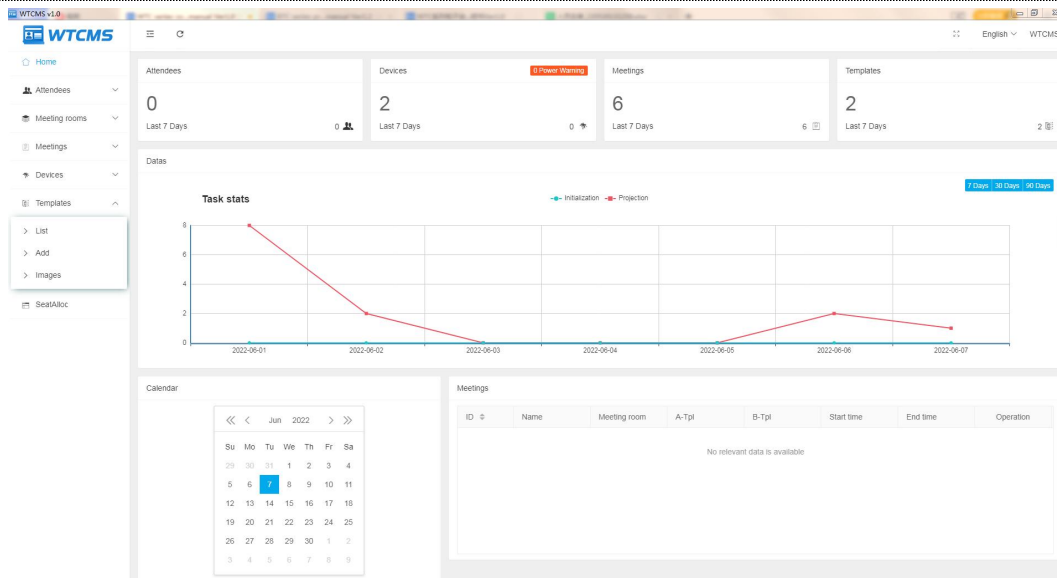

WTCMS

7

4.2 Functions of WTCMS Electronic Table Card Management System

WTCMS electronic table card intelligent management system (WiFi version) is the control center of conference table cards. Users can add templates for meeting information and table card display content, and send the templates to the conference table cards. The WTCMS management system has functions such as table card content delivery update, conference management, personnel management, equipment management, seating arrangement, template sharing, and system settings. After entering the WTCMS management system, you can see seven functional modules: Homepage/Personnel/Conference Room/Conference Management/Equipment Management/Template/Seating System. The following is a detailed introduction of each functional module.

4.2.1 Module 1: Homepage

This module is shown in the figure below, and you can view the execution status and shortcut operations of system functions:

1) Personnel: The total number of people in the roster; you can quickly jump to the "List" page under the "Personnel" module.

2) Equipment: the total number of table card equipment bound; you can quickly jump to the "table card equipment" page under the "equipment" module.

3) Meeting management: the total number of meeting records; you can quickly jump to the "Meeting List" page under the "Meeting Management" module.

4) Template: The total number of templates sent to the device; you can quickly jump to the "List" page under the "Template" module.

5) Task data statistics: display the initialization screen, the overview of the conference projection data, and 90 days of data can be viewed.

6) Calendar: The created meeting will be displayed in the calendar, and the user can view the meeting schedule in the form of a calendar.

7) Conference management: The created conference information will be displayed in the conference management. Users can click the "Operation" function to jump to the "Conference List" page under the "Conference Management" module to view the conference details or preview, edit, and submit. image, delete, etc.

8) The detailed version of this software is displayed in the upper left corner of the system.

9) In the upper right corner of the function module, you can view the corresponding electronic operation instructions.

4.2.2 Module 2: Personnel

The "People" module is divided into list items. "List" is displayed after entering personnel information. The information items that can be entered include: name, company, title, customization and other information items are optional. The following describes the instructions:

①There are two ways to import personnel information: batch import and single input:

➡ Steps to import personnel information in batches: For batch input, you need to click "Import Form" to upload the EXCEL form document. Fill in the information in the form and click "Import form". At this point, the personnel information is imported into the list in batches. The personnel information in the Excel form document needs to be filled in in advance according to the form template format requirements. If you need the form template format for the first time, you can download the template in "Download Person List Template". This function is suitable for meetings with a large number of people.

➡Single input personnel information steps:
Click "Personnel" ➡ "List" ➡ "Add Manually" ➡ enter personnel information ➡ click "Confirm" to save the information. This feature is suitable for meetings with a small number of people.

②Editor information:

➡ Check the person who needs to be edited, click the operation and select Edit to edit the information of the person in the list.
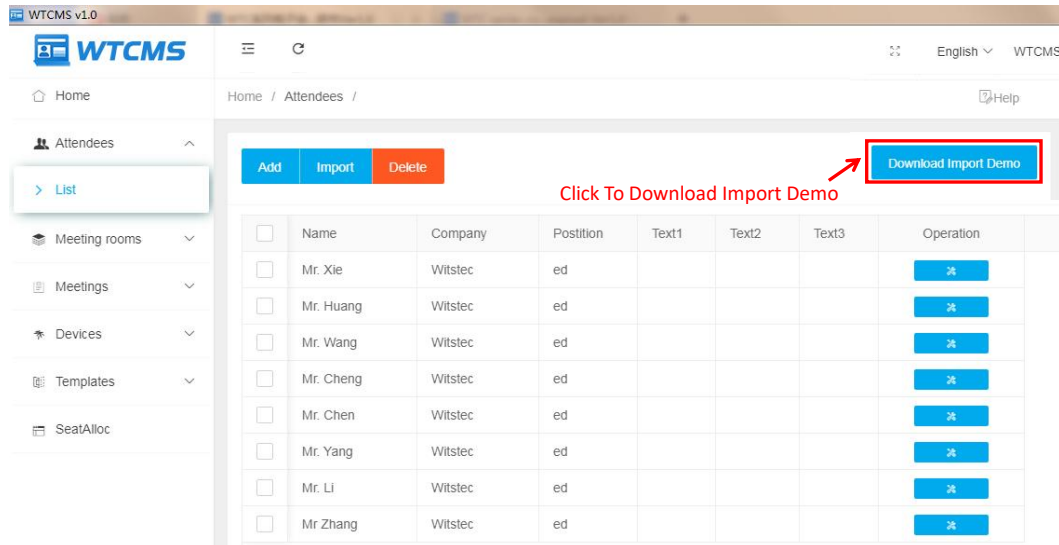
③ There are two ways to delete personnel information: batch deletion and single deletion:

➡Delete in batches: Check all checkboxes, click Delete Record and select Confirm to delete all personnel information in the list.

➡Single delete: Check the person to be deleted, click the operation and select delete record to delete the information of the person in the list.

④ How to download the personnel list template: You can click "Download Import Demo" in the system to export the personnel list in "EXCEL" file format. Users can customize the file path, file name and fill in personnel information.

Note: The exported title bar cannot be changed such as "Name, Company, Title, Custom 1/2/3". Changes can cause the import to appear blank or to fail.

4.2.3 Module 3: Conference Room

Set conference room related information. Users can enter the company conference room information through this function, so that when adding a conference in the conference management, they can directly select the entered conference room.

①Add meeting room information steps:

Click: "Conference Room" ➔ "List" ➔ "Add Manually" ➔ Enter the name of the meeting room/number of staff ➔ click "Confirm" to complete the creation of the meeting room. The created meeting room will be displayed in the list.

②Edit meeting room information steps:

Click "Meeting Room" ➔ "List", click the operation and select Edit to modify the meeting room information.

③There are two ways to delete meeting rooms: batch deletion and single deletion:

➔Delete in batches: Check all the check boxes, click Delete Record and select Confirm to delete all the meeting room information added in the list.
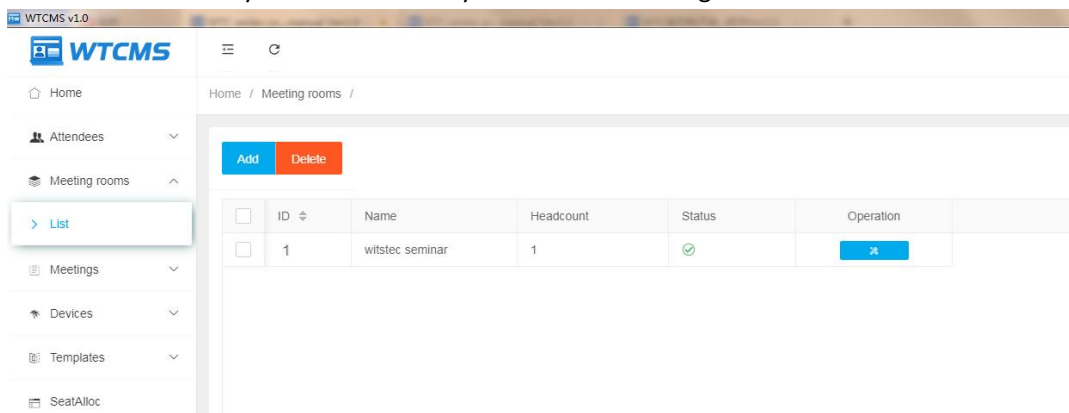
➡️ Delete a single: Check the meeting room to be deleted, click Action, select Delete Record, and select Confirm to delete the meeting room information in the list.

④Disable/enable meeting room information steps:

➡️ Disable meeting room information: If some meeting rooms are temporarily unavailable (due to decoration, etc.), you can click the list item under the meeting room and click the operation to select close, and the meeting room can be disabled successfully. When disabled, the meeting room information will be blocked when the system automatically schedules a meeting.

➡️ Enable meeting room information:

Click the list item under the meeting room, click the operation and select Enable, and the meeting room can be enabled successfully. When enabled, this room information can be selected and used when the system automatically schedules a meeting.
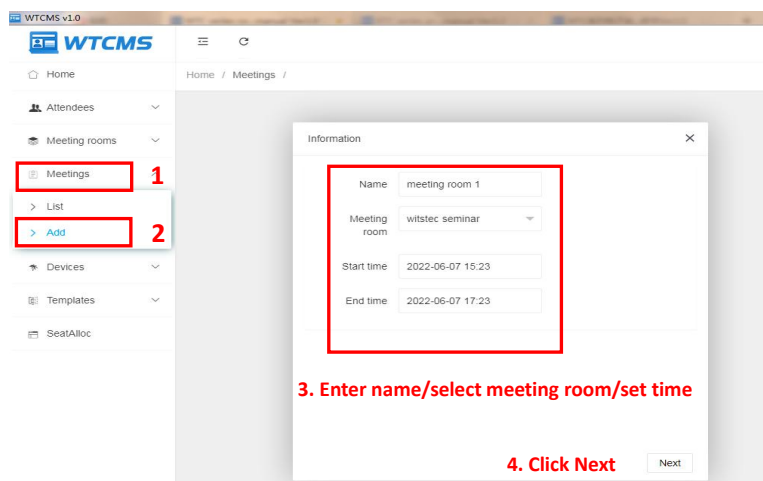

4.2.4 Module 4: Conference Management

This shortcut key includes two sub-modules: Conference List and Add Conference. Through this function, users can add conferences, view the added conference information, edit the added conference information, and manage conference personnel.
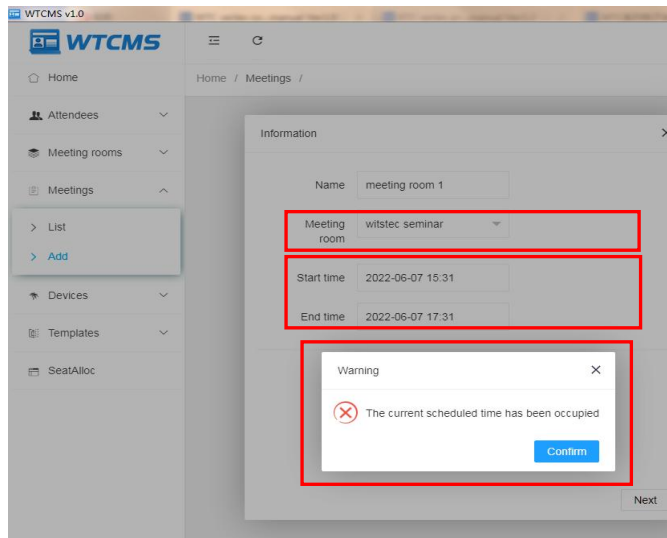
①Add a meeting:

This function can input the information of the proposed meeting, such as the meeting name, conference room, participants, etc., and select the screen template according to the system guidelines to finally complete the screen delivery. The specific operations are as follows:

Step 1: Click Conference Management to select Add Conference, enter the name in the pop-up window, select the added conference room or click Add Conference Room to create a new conference room, set the start and end time of the conference, and click Next.
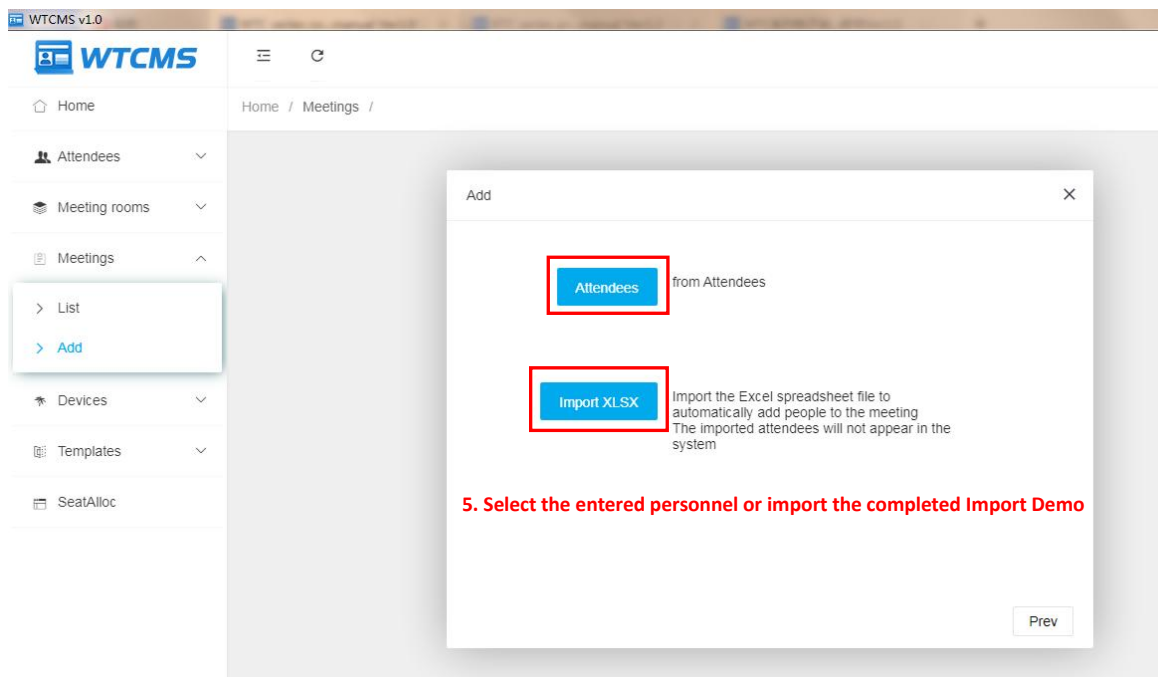
When setting the meeting time, the system will automatically identify whether it conflicts with the meeting time already added in the same meeting room. If the meeting room is the same and the time conflicts, the system will pop up a prompt.
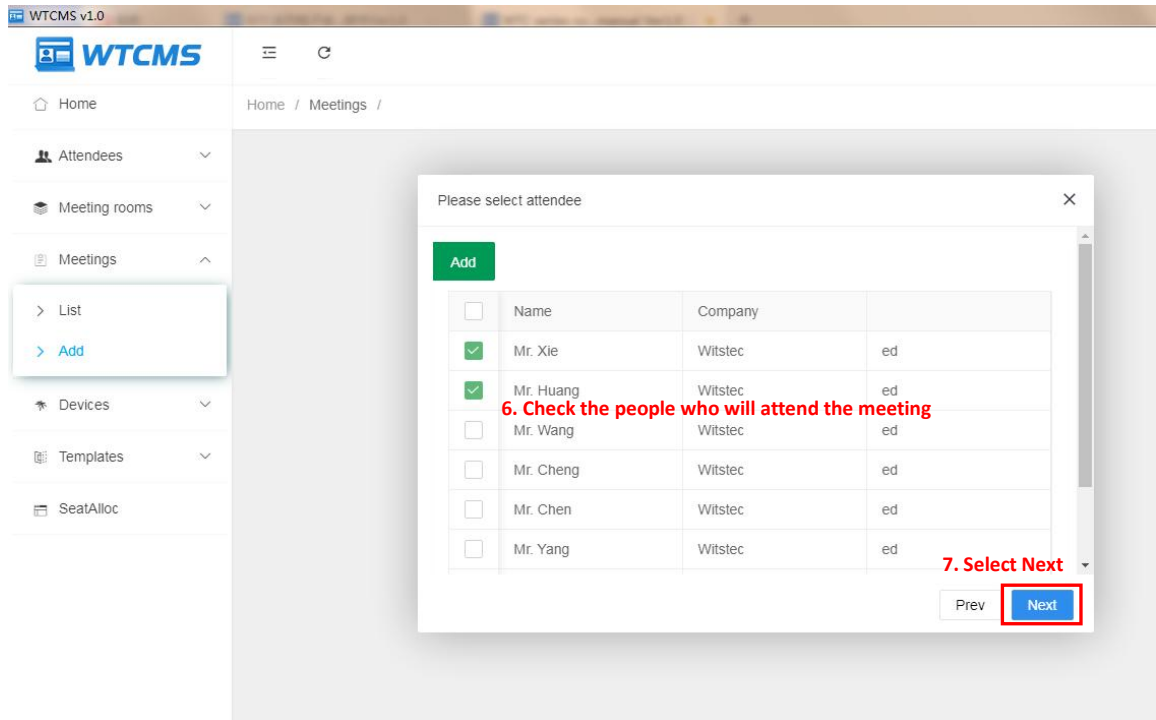

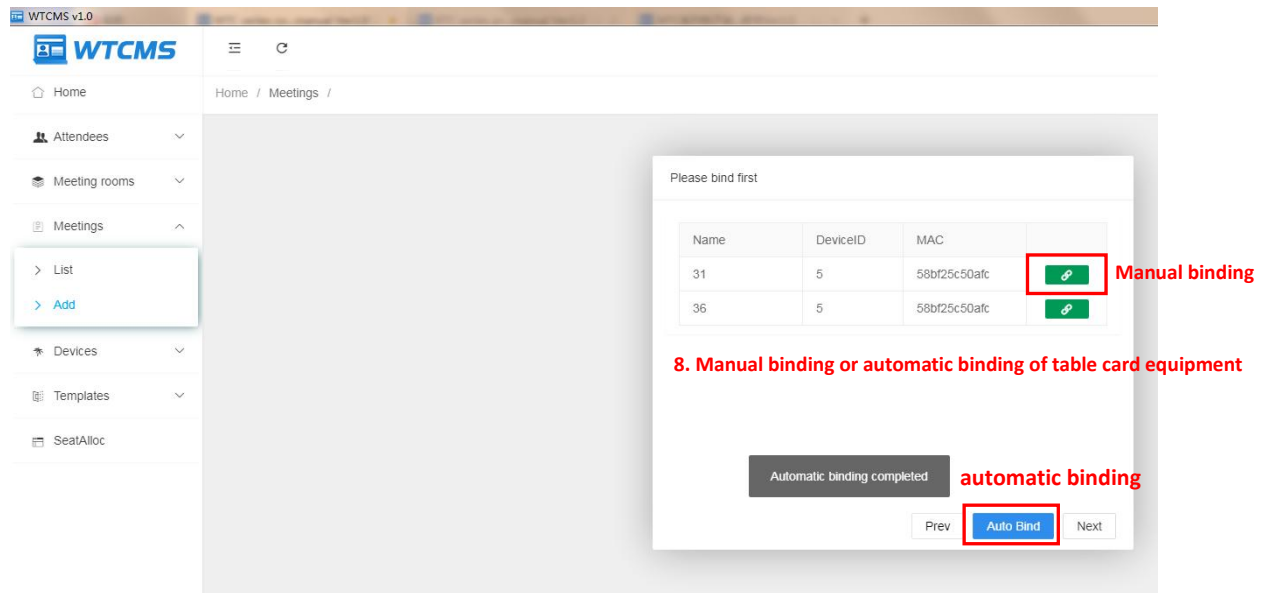**The same meeting room cannot set the same time**

If a meeting is bound with a table card and set the meeting time, the system will not be able to select the table card that has been bound to the table card and the meeting time is being used when adding a new meeting during the meeting. The display content is replaced. This table card can only be used by other conferences after the conference time set by this table card is over.

Step 2: On the pop-up Select Participants page, manually add the personnel list from the personnel list entered in the system or import the personnel list Excel file, select the personnel to participate in the meeting, and click Next after completion.

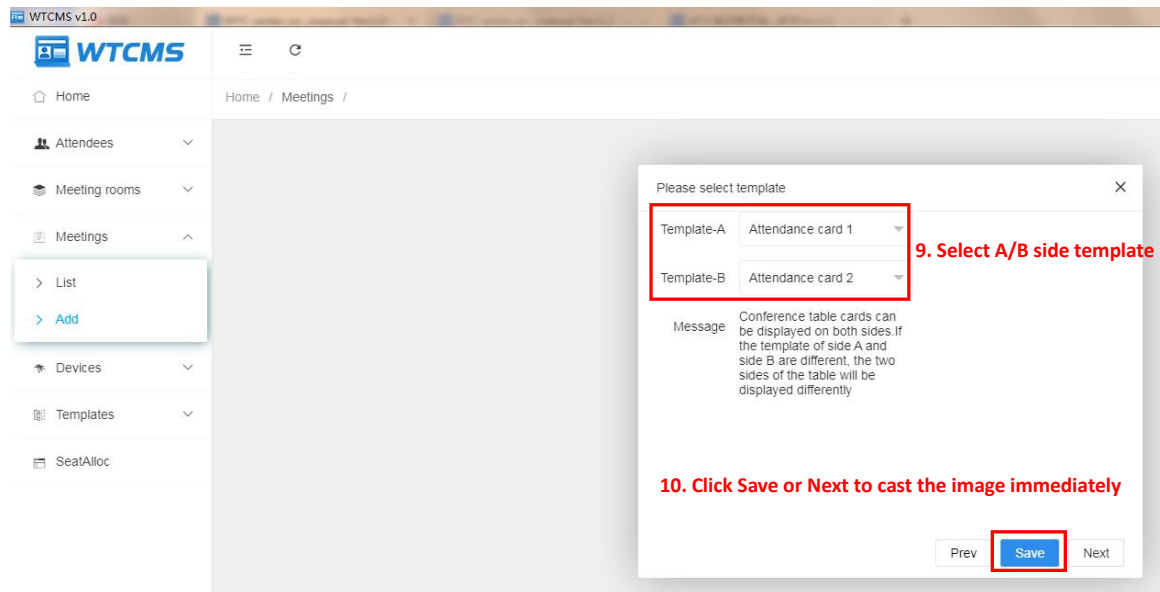**5. Select the entered personnel or import the completed Import Demo**

Step 3: Bind the connected table cards on the pop-up binding electronic table card page (if the table card in the system is displayed offline, you need to check the computer WiFi, and the computer WiFi must be the WiFi that has been successfully configured before). You can choose to manually choose to bind a specific table card device (the device ID displayed on the page is the same as the ID on the label of the physical table card device) or choose automatic binding, and click Next after completion.
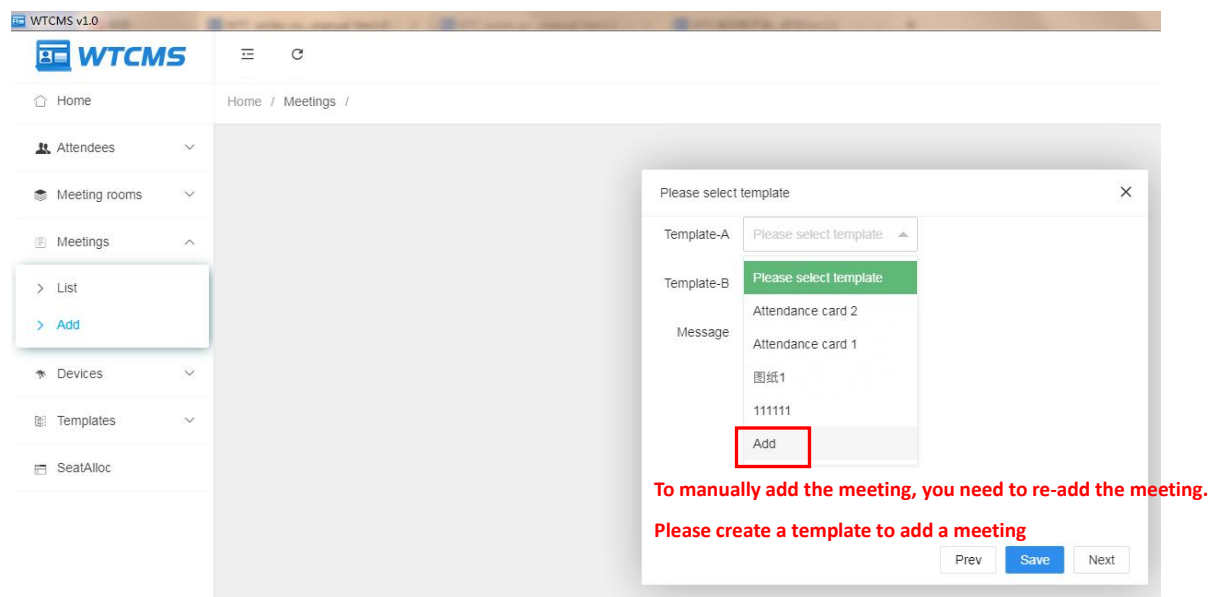

Step 4: Select the created template or manually add a new template on the pop-up template selection page. After completion, you can choose to save. The meeting will be saved and displayed under the meeting list.

The conference table cards can be displayed on both sides. If you choose different templates for sides A and B, the display screens on both sides of the table cards will be different. You can also select only one side to change the screen template.

Click the save meeting button, the system will not project the picture immediately, you can view the meeting in the meeting list and click the button, the system will start the project immediately. The table card screen will flash until the casting is complete.

Please refer to "4.2.6 Module 6: Template" in this document for details about adding a meeting selection and creating template. Create a template before adding a meeting. If you do not create a template, first add a meeting and click Manual Add to jump to the add template interface and then create a template, the previously added meeting will not take effect, you need to add the meeting again.

4.2.5 Module 5: Device Management

4.2.5.1 Table card equipment

This function is to see the relevant information of the table card equipment, but before you can see the information, you need to connect the table card equipment first, and the online status of the table card equipment can be viewed and operated (the online status of the table card equipment needs to be connected to the network first. Successfully and turn on the power, the computer WiFi must be the WiFi that has been successfully configured before), at this time, one device will be added on the system page and the online status will be displayed. If the offline status is displayed, it is not bound by the system. Check whether the network distribution is successful, whether the computer WiFi is the same as the WiFi at the time of network distribution, and whether the power of the table card is turned on, until all devices have joined. After all devices are added, you can see the information of each device on the system page as follows:

ID: This field is the ID number of the electronic table card equipment used for row seat allocation

MAC: This field is the label on the electronic table card device

Version number: This field is the version number of the electronic table card device

Battery Level: This field is the battery level of the electronic table card device

RSSI: This field is the signal strength of the electronic table card equipment

Table card shutdown time: This field is the timing shutdown time of the electronic table card equipment

Update source: This field is the source of the screen displayed by the electronic table card device

Online Status: This field is whether the electronic table card device is online or offline.

Refresh Time: This field is the time when the electronic table card device refreshes the template

Preview screen: This field is used to display the screen display in the preview only after the electronic table card device is refreshed successfully.

Operation: This field is followed by the operation of each device with two options as follows:

 a. Initialization screen

    Project the screen of this device into the device MAC label image of the initialization screen.

 b. Delete records

    Click Delete History to delete this device from the system and leave it.

There are five functions in the upper left corner of this page as follows:

 a. Initialization screen

    Tick the checkbox of the field to initialize multiple devices at the same time or tick the specified device to initialize the screen.

b. Turn off the indicator light:

Click Turn Off Indicator → Confirm → to adjust the device's white LED light to off.

c. Table card shutdown time:

Tick the check box of the field to set the scheduled shutdown time for multiple devices at the same time or tick the specified device to set the scheduled shutdown time.

d. Reset number:

Click to reset the number → enter the number (if you enter 2, the equipment will be sorted from 2) → confirm → the ID number of the electronic table card equipment can be changed. This ID number is used for seat allocation. Please change it according to the order of the meeting personnel.

e. Delete records

Tick the checkbox of the field to delete multiple devices from the system at the same time or tick the specified device to delete and leave the system.
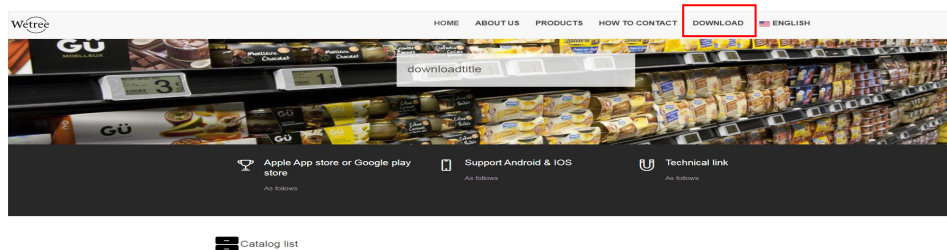

4.2.5.2 Device OTA release

Device OTA refers to the firmware upgrade of WTC series table card devices. When the WTC series table card function is optimized, users can click to choose to add a "firmware file" to choose whether to upgrade.

➡WTC series table card equipment firmware upgrade and download process:

Step 1: Open the browser and enter https://www.witstec.com/download-2/
to enter the download center of the official website of Witstec

Step 2: Download the WTC WiFi table card firmware "download link" under the WTC series to download the WTC series table card device firmware.

１６

Click on the "Download Link"

➔WTC series table card equipment firmware upgrade operation process:

Open the WTCMS conference table card management system → click "Device Management" → "Device OTA Release" → Click "OTA Upload" → Click "Upload" to upload the OTA firmware file of the device to be upgraded (the name of the downloaded device OTA firmware file has the version indicated No.) After uploading, the version number will be automatically displayed in the "OTA version number" box → click OK → At this time, it will prompt "device OTA release successfully". This function is to upgrade the firmware of the table card, (please use it carefully, improper operation will cause the table card to not work properly)

After the firmware update is completed, the list will display the records of the successful firmware release. When this list record shows that the status is enabled, it means that this firmware file has been enabled for firmware update of table card equipment. After uploading the firmware file, the table card equipment under the device management of the WTCMS conference table card management system software will automatically update the firmware. Uploading a new firmware file will update the table card device firmware with the new firmware, and the previously uploaded firmware will be disabled.

Device OTA record: You can view the table card device list after firmware upgrade Steps: Click "Device Management" ➔ "Device OTA Record".
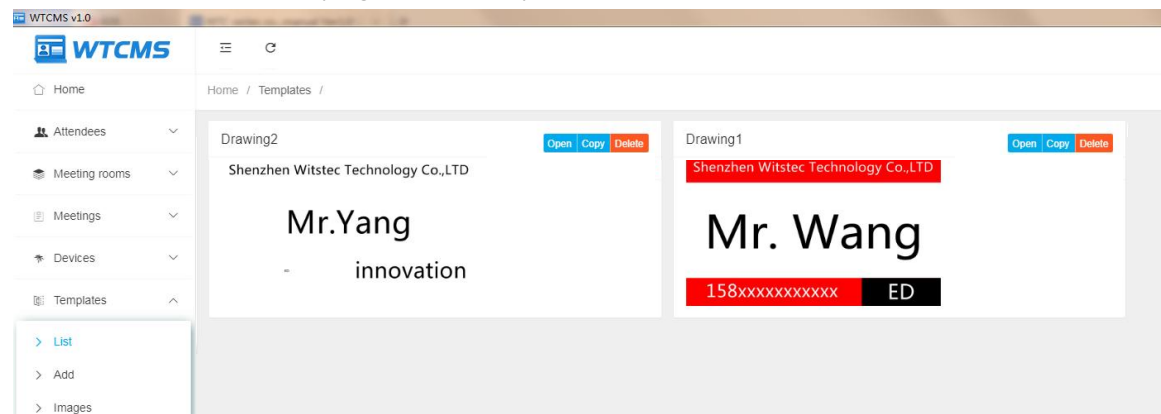
4.2.6 Module 6: Template

The template is the format of the table card display content, which needs to be designed and made in advance. This module is divided into two parts: A. List (for viewing, renaming, editing, and deleting completed templates); B. Add (for DIY design of content templates displayed on conference table cards). C. Material library (used to create material pictures for DIY templates to add and use) (please note that after the template is made, it will be saved locally. If the user logs in to the system from a different computer, the user will not see the template records made before)
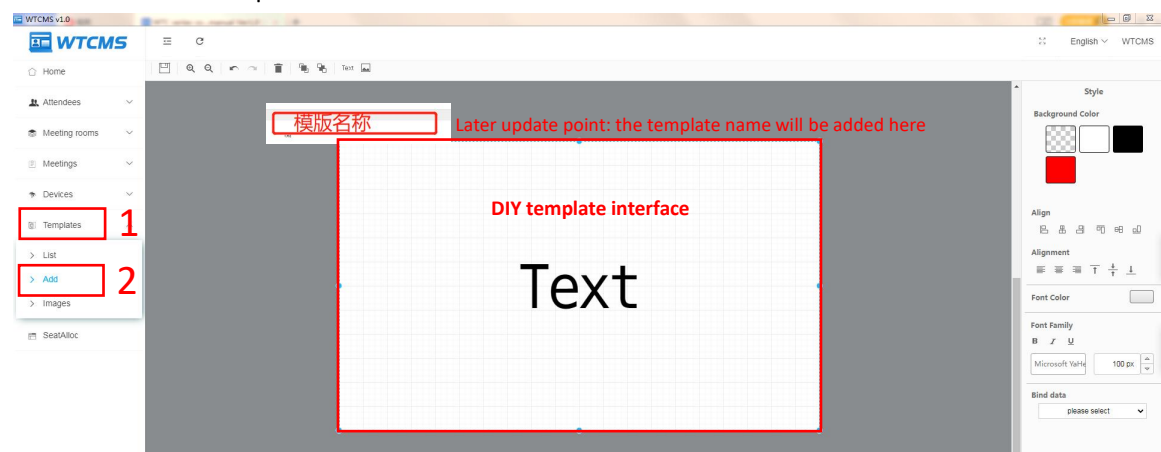
①List

After the template is created, it can be viewed, re-edited or deleted. These operations are implemented in the submodule "Lists" under the "Templates" module.

Steps to open, copy, delete or re-edit a template: Click "Template" ➜ "List" ➜ "Click "Open, Copy, Delete or Re-edit" at the top right of the template to be edited.

②Add

Steps: Click "Template" → "Add" → enter the DIY template editing interface → template creation → save & name the template.

Use the text "Text" and "Image" tools in the upper left corner to design and make templates, click the right side of the text Text tool to set the font style: text background color, text element symmetry, font alignment, font, font color, font size, etc.
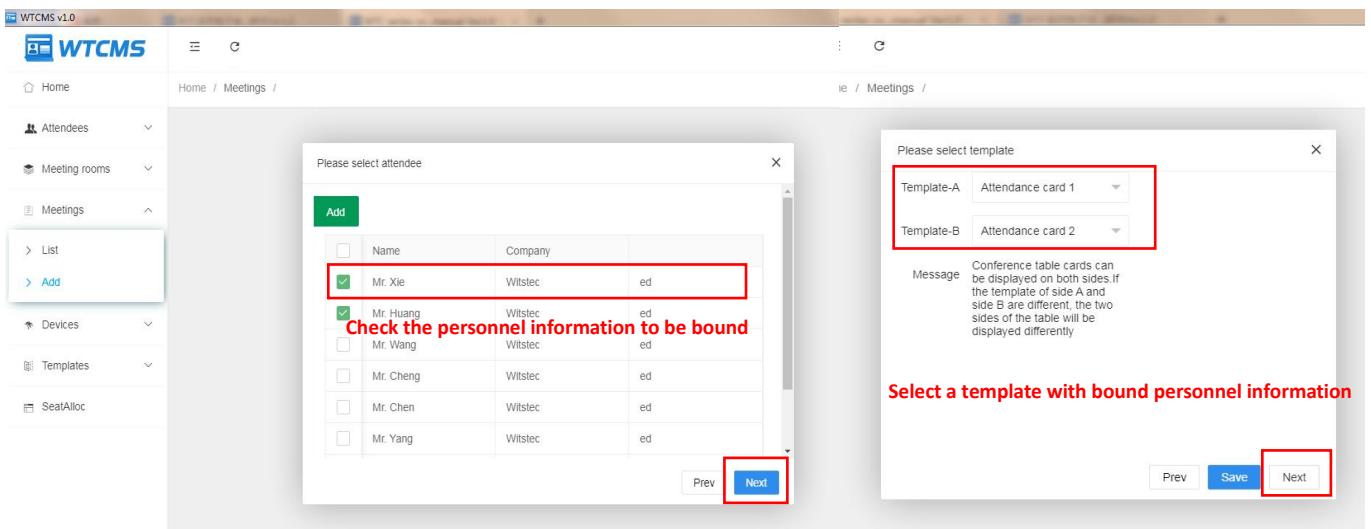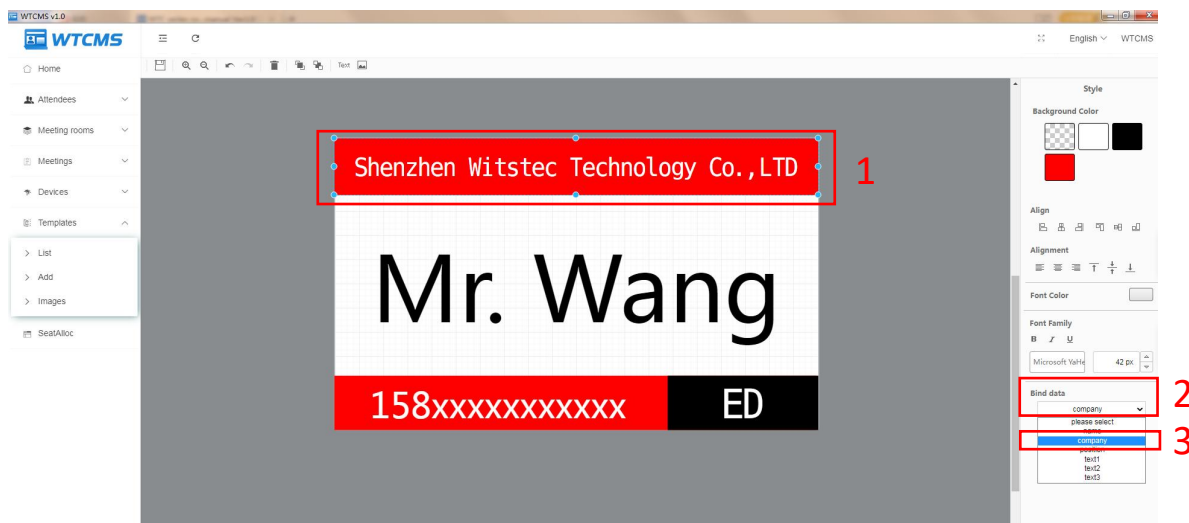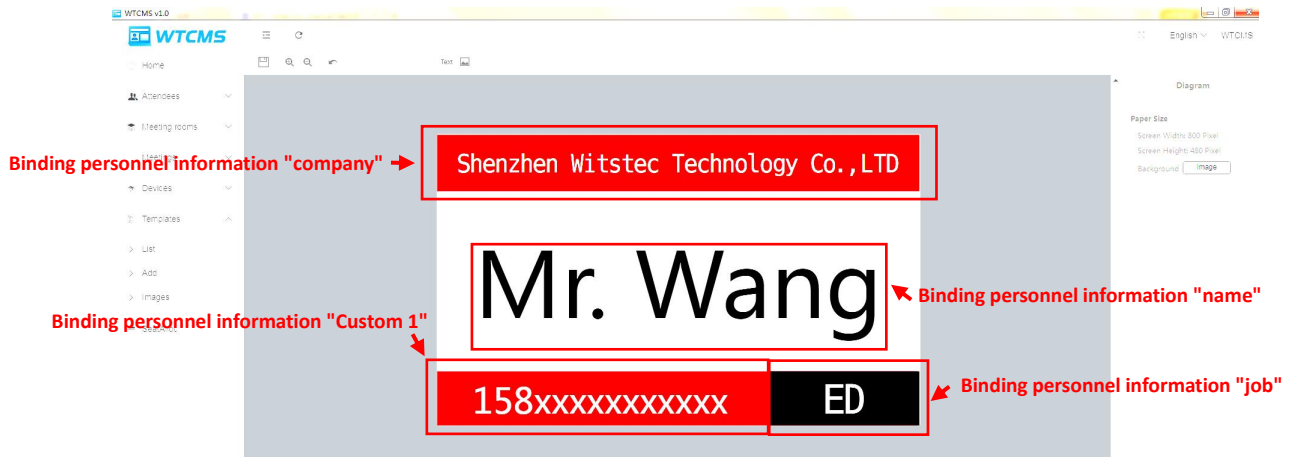
In addition, you can also bind the personnel information to the content in the edit box (name, company, title, custom 1, custom 2, custom 3). The meaning of binding personnel information is that in the case of sharing the template format, only one template needs to be created. After all the personnel information of the participants is bound to this template, the content sent to the conference table card will display the information entered in the roster. , the format and layout will be the same as on the template.

➜Method of binding parameters

For example: in the personnel list, Zhang San's information, after binding the personnel information and the equipment to be displayed, click to select the personnel information, click Next, and then select "attendance card 1" (the template is Wan Zhiguo's information), and finally send the picture to the table card device and display the information of Zhang San.
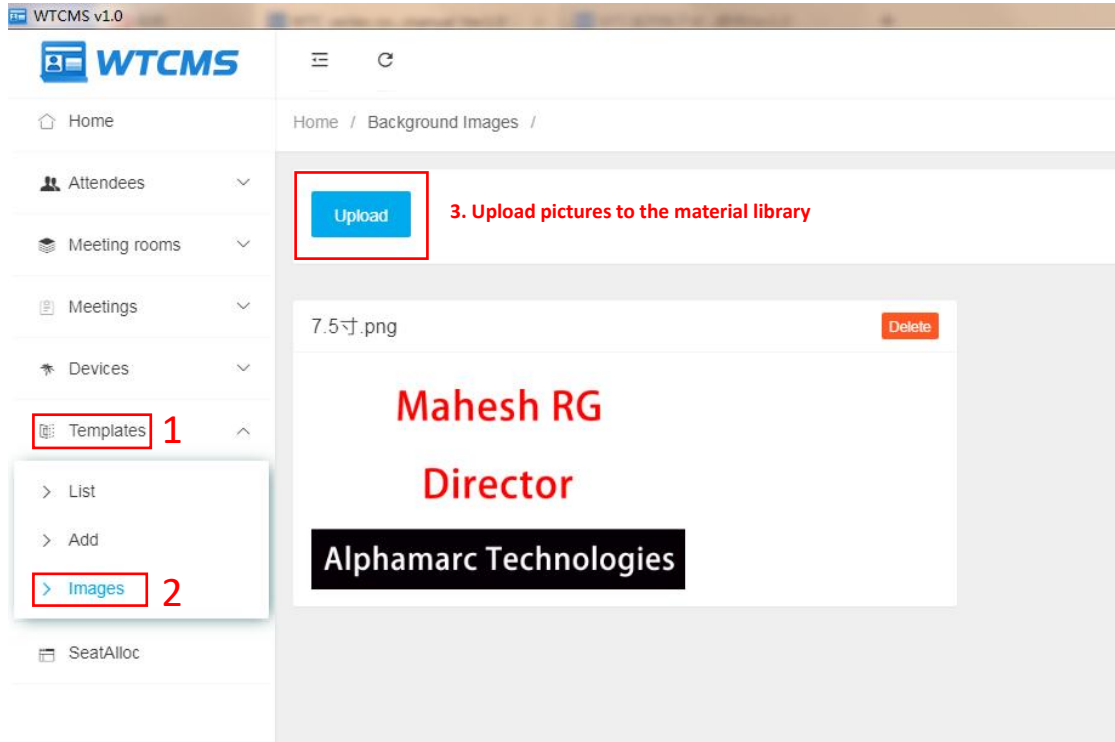
The function of binding parameters saves users a lot of time in creating templates. When the template format is shared, the user only needs to create a template, and the information of the personnel in the template can be bound.

③Material library

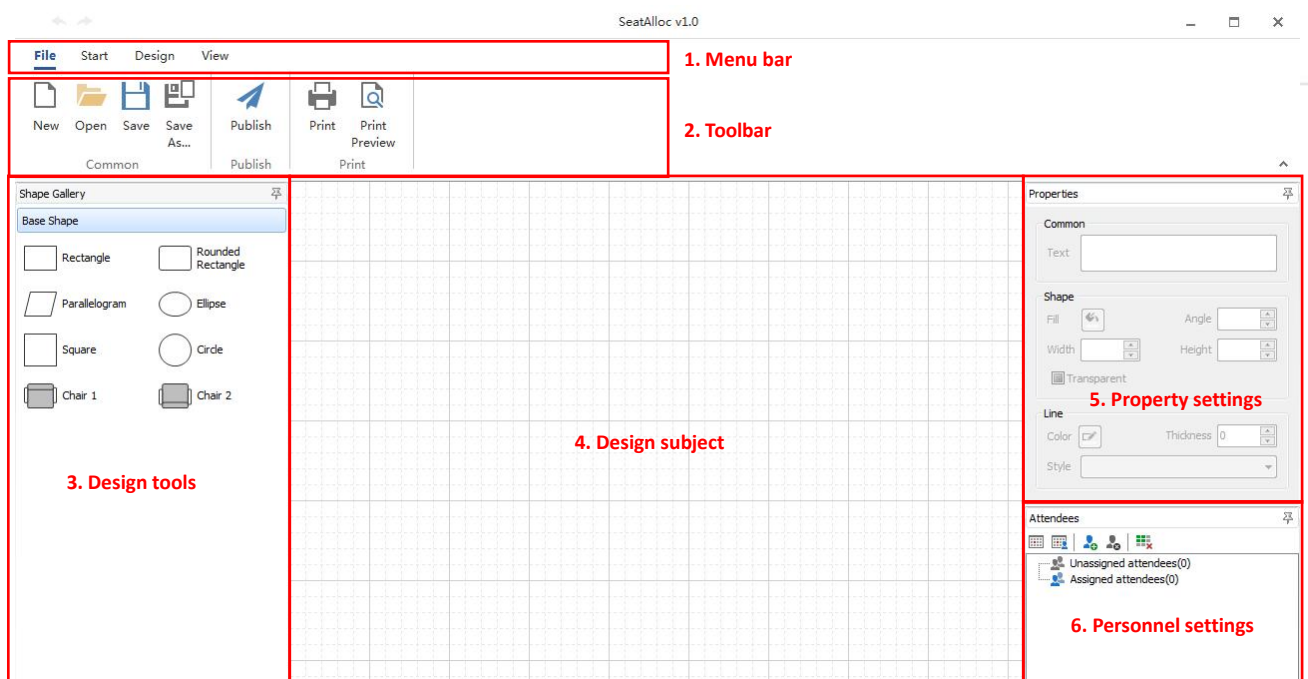You can add stock images to the stock library for use when creating templates.

Steps: Click "Template" ➜ Material Library ➜ "Upload".

4.2.7 Module six: row seat system
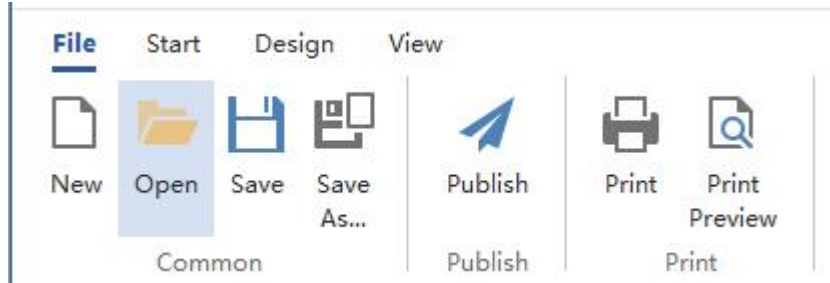
The interface is divided into six parts:

1. Menu bar 2. Toolbar 3. Design tool 4. Design main body 5. Property setting 6. Personnel setting.

4.2.7.1 Function of row seat system

4.2.7.1.1 File menu bar

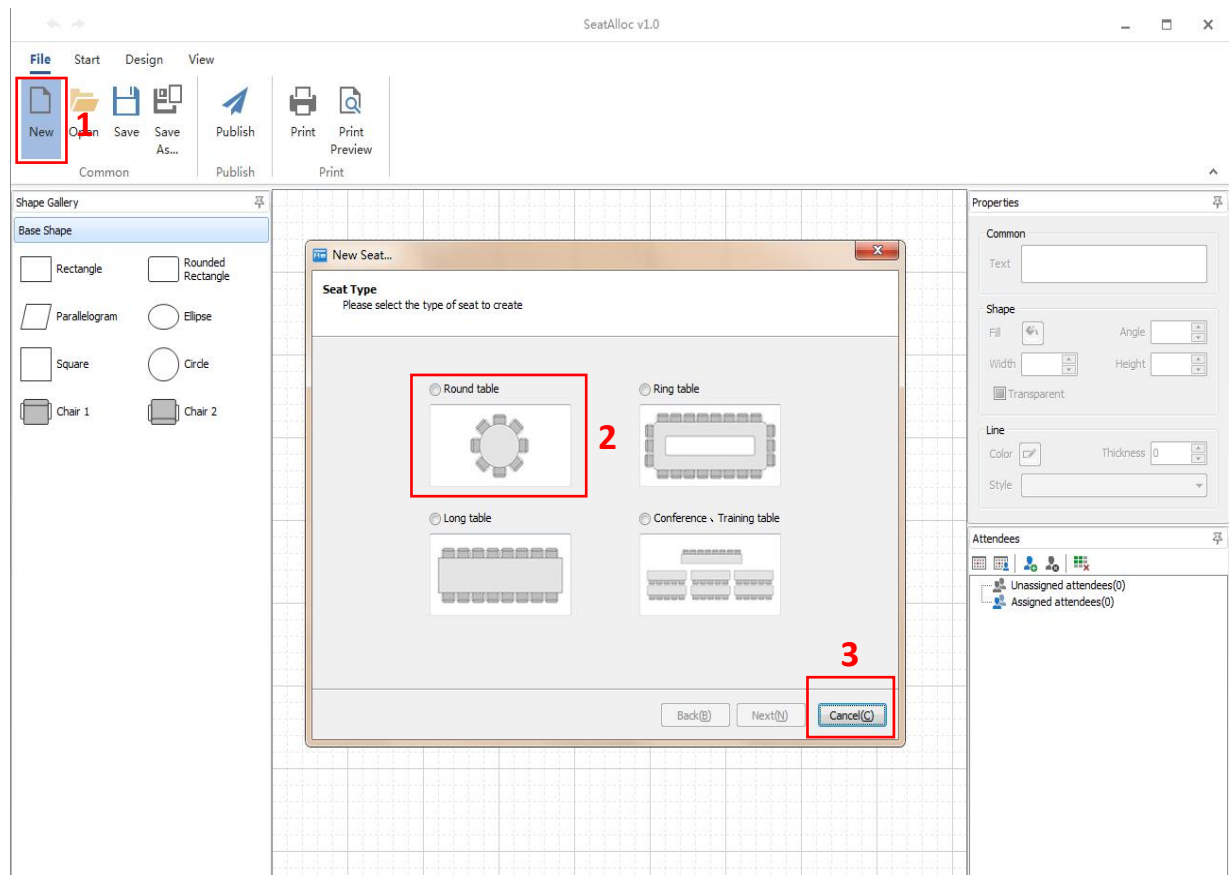There are three parts in the file menu bar: ①General, ②Publish, ③Print.

①Regular:
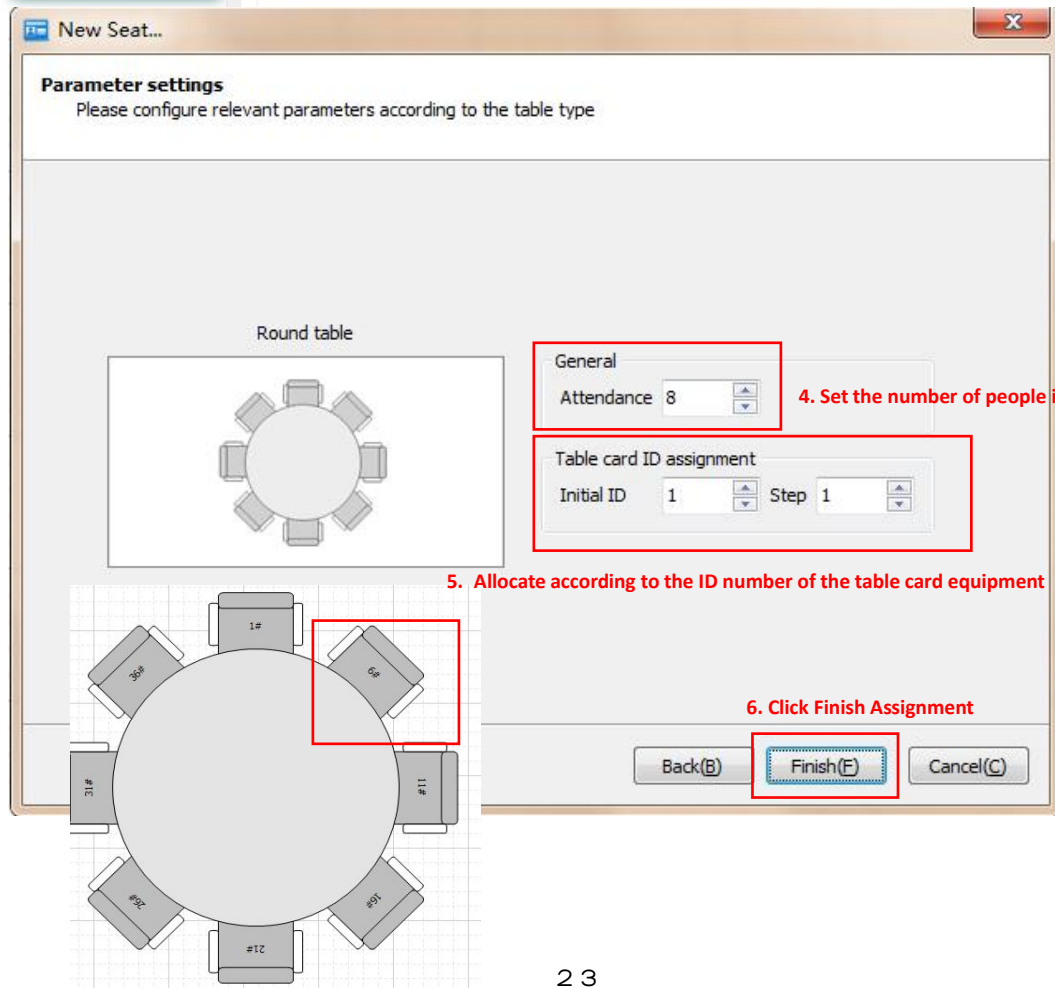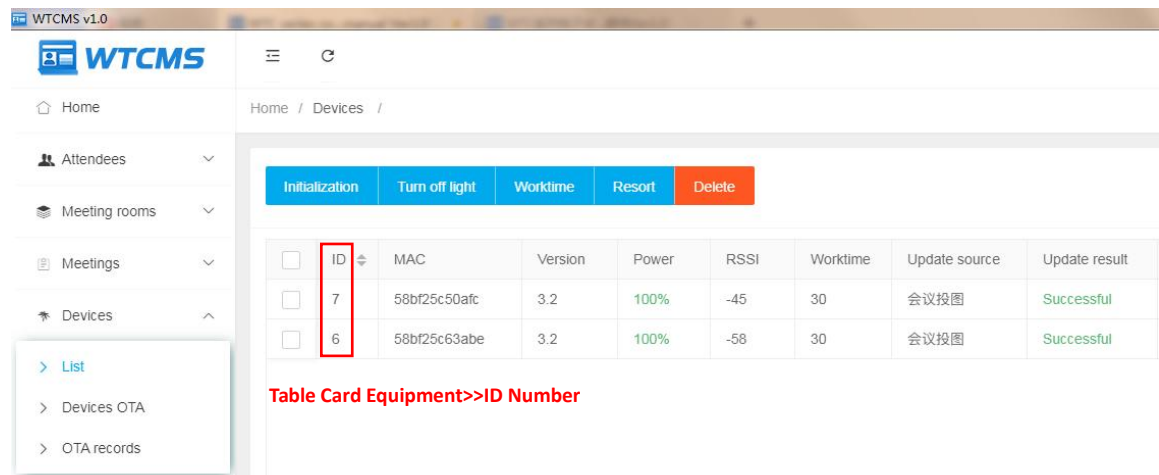
➜New:

The first step is to create a new row

The row seat can choose different shapes of conference table scenes according to the conference personnel and conference table. Operation steps: Click New ➜ Select the row seat type ➜ Click Next.

The second step parameter setting

The number of people in "General Settings" is to set the number of people participating in the meeting, such as: fill in the number of 8 people and assign 8 chairs, and so on. The number assigned in "Table Card Number Assignment" is the initial number that increases one by one. For example, for a meeting with 8 people assigned, the initial number is filled in as 1, then the ID number is assigned from 1, and the number is increased one by one as 5, then every other 5 are assigned ID numbers, and 8 chairs are sorted and assigned as 1, 6, 11, 16, 21, 26, 31, 36. When assigning an ID number, it must be assigned according to Equipment Management >> Table Card Equipment >> ID Number, and the equipment ID number refers to this equipment. ID number 10 for this device.

Operation steps: set the number of people in the meeting → assign the number of table cards → click Finish.

Table Card Equipment>>ID Number

After the allocation is complete, you can click "Save" or "Save As" to save it as a .wsx format file to the computer, and click "Open" to use the saved or saved row seat.

➜ Save: Save the meeting seating arrangement (excluding personnel arrangement) file in *.wsx format.

➜ Save as: Save as meeting seating arrangement (excluding staff arrangement) file in *.wsx format.

➜ Open: Open the file in *.wsx format (excluding staffing arrangements)

② Release:

The third step is to release the meeting:

Publish the meeting directly to the assigned seats, export the seating data Excel document "Personnel List", fill in the personnel information according to the title column, import the seat arranging data of the filled personnel list, and click on the release meeting to quickly cast a map.

The title column of the exported seating data cannot

ID	name	company	postion	Text1	Text2	Text3
1	Mr. Xie	Witstec	ed			
6	Mr. Huang	Witstec	ed			
11	Mr. Wang	Witstec	ed			
16	Mr. Cheng	Witstec	ed			
21	Mr. Chen	Witstec	ed			
26	Mr. Yang	Witstec	ed			
31	Mr. Li	Witstec	ed			
36	Mr Zhang	Witstec	ed			

Fill in the personnel information

7. Import the filled list of personnel

8. Click Publish Meeting

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③Print

Call the local printer to print the row seat.

PDF documents can be generated by "Export to PDF".

4.2.7.1.2 Start menu bar

The start menu bar contains three parts: ①Clipboard, ②Edit, ③Font, ④Paragraph, ⑤Tools, ⑥ Style, ⑦Arrange.

①Clipboard:

It is used to copy, paste, and cut the design content in the "Design Body".

②Edit:

Used for content object selection within the Design Body.

③Font:

It is used to set the font properties of the text content in the "Design Body" or double-click to select it to set the text properties.

④ Paragraph:

Sets the text alignment for text content within the Design Body.

⑤Tools:

Used to add basic and selected shapes in the Design Body.

⑥Style:

Used for basic shape settings added within the Design Body to set color fills and shape outline additions.

(This function cannot be set for chair shape)

⑦ Arrangement:

It is used for top or bottom arrangement of the design content in the "design body".

4.2.7.1.3 Designing the menu bar

① Snap to grid

Shape snap gridlines added within Design Body can be typeset.
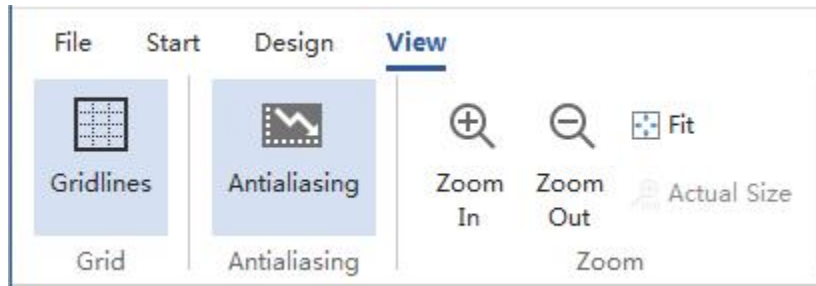

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4.2.7.1.4 View menu bar

①Grid lines

Gridlines can be set for the background within the Design Body.

② Anti-aliasing

Eliminates aliasing from the edges of rotated and enlarged shapes within the Design Body.
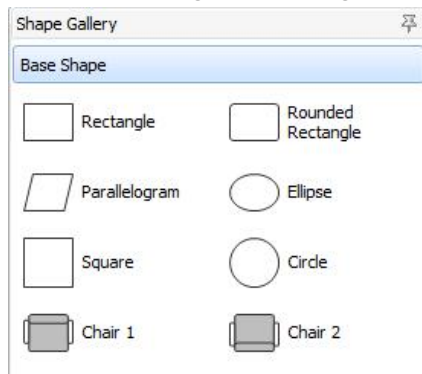
③ Zoom

Zoom in, zoom out, or best scale view display of the Design Body.
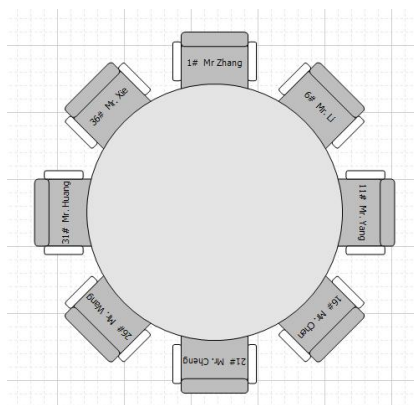

4.2.7.1.5 Design Tools

①Shape Gallery:

By dragging with the mouse, each graphic can be dragged into the "design body" from the design tool area to design the seating arrangement.
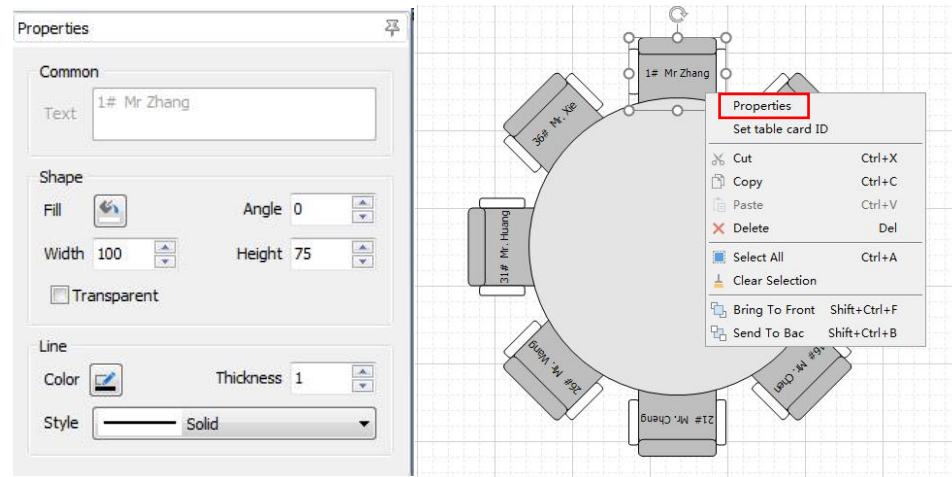

4.2.7.1.6 Design subject

DIY template interface, you can customize the design of rows of seats in different shapes.

4.2.7.1.7 Property Settings

Select the shape in the "Design Body" to perform text editing, shape color fill, width/height/rotation settings, background settings, border line color settings, border line thickness settings, style attribute settings, or double-click the selected shape pop-up control to set properties or Use the right mouse button to select "Object Properties" to set.

4.2.7.1.8 Personnel Settings

Personnel management is a very important part of the seating arrangement. Personnel management can bring convenience to users, and there is no need to frequently arrange personnel lists. According to the personnel list, you can select the personnel participating in the meeting and set the seating arrangement. You can import the personnel list to quickly set the seat row, and you can also manually increase the personnel to set the row seat.

 ：Export seating data to generate *.xls format file

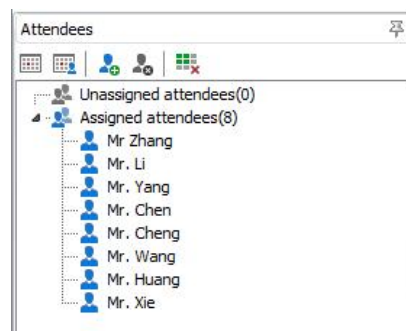 ： Import seating data, edit the exported *xls file, including name, company, title and other information
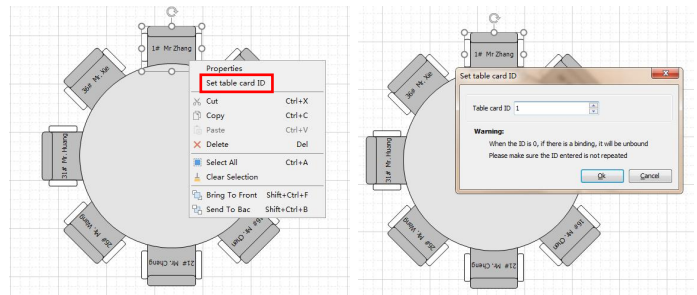
 ：Add staff

 ： delete people

 ： Clear all people list

Select the chair in the "Design Body" to set the numbering. Setting the number can bind the personnel list information to the conference table card and display the information of the person on the conference table card.

Operation steps: Select the chair in the "Design Main Body", right-click to select "Set No." ➔ enter the table number ➔ click OK. The setting number can be bound and set according to the table card ID number according to the table card corresponding to the position of the conference personnel. You can also set the number of seats according to the conference room scene according to the operation instructions of "4.2.7.1.1 File Menu Bar".

Note: The ID of the table card number entered must be the same as the ID on the table card equipment list page, and the seats are in the same row. The device ID cannot be repeated. Please ensure that the input number is not repeated.

5. Briefly describe the steps to update the template

This chapter briefly describes the steps to update the template. Please note that before updating the self-drawn template, you need to make the template first, and you can directly select the template to update the public template.

Step 1: Download WiFi EasyConn Mobile APP

Step 2: Open the mobile APP to configure the network

Step 3: Download WTCMS table card management system

Step 4: Open the WTCMS table card management system

Step 5: Create a template in the WTCMS table card management system

Step 6: Download the personnel list template in the WTCMS table card management system

Step 7: Fill in the personnel list template in the WTCMS table card management system

Step 8: Import personnel list template into WTCMS table card management system

Step 9: Add a meeting room to the WTCMS table card management system and fill in the name and number of people

Step 10: Turn on the power switch of the table card equipment that has been configured with the network (the one used by the WTCMS table card management system

The WiFi of the computer and the electronic table card must be consistent)

Step 11: Add a meeting in the WTCMS table card management system ➔ select personnel ➔ bind table card equipment ➔ select template ➔ send picture