








TS-D1000 / TS-820 / TS-920
Software Instructions

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

Version	Date	Modifications (Contents, Pages)
Ver1.0	05.12.29	First Edition
Ver1.1	06.03.13	<ol style="list-style-type: none"> 1、 Modify the camera setting screen. 2、 Increase the control screen for the number of cameras when the system starts. 3、 Store the setting scheme of the camera in a file. 4、 The DO mode of the camera in the original system is retained, and the user can select the DO mode or RS232 mode when the system is started. <p>Amend chapter 1.1 and add chapter 2.3, 3.4 and chapter 9 about the control of multiple cameras</p>
Ver1.2	06.05.11	<ol style="list-style-type: none"> 1. The camera position automatically switches to the default value when the program starts, and the default value can be set by the user. (Modify sections 4.3.1 and 9.3) 2. It is forbidden to drag the unit graphics randomly in the non-conference editing state. (Modify section 4.14) 3. After the device detection is completed, a message box pops up in the middle of the screen to report the detection result. (Modify section 4.15)
Ver1.3	07.01.22	<p>About the camera link function</p> <p>Connect the video switcher to the system</p>
Ver1.4	19.11.07	<p>Remove the existing camera function and replace the camera with an ONVIF camera</p> <p>Added language switching</p> <p>Replace the sample image with a new version</p>
Ver1.5	19.12.02	Add TS-D1000 description
Ver1.6	20.04.07	Updated legend for some screens, added 5.10, 125% font drag problem

Table of Contents

1	Introduction	6
1-1	System Connection Diagram	6
1-2	Operation	6
2	System Installation	6
2-1	RS-232 communication	6
2-2	Software Installation	7
3	Launching the Software	12
3-1	Project Certificate	12
3-2	Project name and password	14
3-3	Camera Setting	15
4	Conference Connection	16
4-1	Menu	16
4-1-1	System Menu	16
4-1-2	Command menu	17
4-1-3	Settings menu	18
4-1-4	Log menu	21
4-1-5	“Display” menu	23
4-1-6	“Help” menu	24
4-2	Toolbar	25
4-2-1	 Equipment Installation Test	25
4-2-2	 Start Vote	25
4-2-3	 Stop Voting	25
4-3	Conference Control	25
4-3-1	 Start of meeting	26
4-3-2	 Terminate Meeting	26
4-4	Current Number of people online	27
4-5	Microphone Volume Adjustment	27
4-6	Camera Control	28
4-7	Voting Control	28
4-8	Remaining Talk Time	29
4-9	Device Connection Status	29
4-10	Conference unit status color	30
4-11	Status Area	30
4-12	Title Bar	30

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

4 – 1 3	Conference unit Graphics.....	31
4 – 1 4	Graphic Display Area.....	31
4 – 1 5	Equipment Installation Test.....	31
5	Meeting Editing Interface.....	32
5 – 1	Title Bar.....	32
5 – 2	Menu.....	33
5-2-1	“File” menu.....	33
5-2-2	“Edit” Menu.....	35
5 – 3	Toolbar.....	35
5 – 4	Conference Name.....	36
5 – 5	Use Function.....	36
5 – 6	List of Personnel.....	36
5 – 7	Status Area.....	36
5 – 8	Conference Unit Graphic.....	37
5 – 9	Graphics Area.....	37
5 – 1 0	The problem that the drag coordinates do not coincide with the actual coordinates in the meeting editing.....	37
6	Meeting Options Dialog.....	39
6 – 1	Status Color Setting.....	39
6 – 2	Voting Setting.....	40
6 – 3	Background Color.....	40
6 – 4	Grid Setting.....	40
6 – 5	Display offline device while meeting is in progress.....	40
6 – 6	Restore Default Setting.....	41
6 – 7	Voting Records.....	41
7	Dialog box for changing speech parameters.....	41
7 – 1	Microphone (Speech) Priority.....	42
7 – 2	Number of Speaker.....	43
7 – 3	Microphone Auto Off.....	43
8	Camera Resource Setting Dialog.....	44
8 – 1	ONVIF Camera Setting.....	44
8-1-1	HIKVISION Camera Configuration.....	44
8-1-2	HIKVISION Camera Configure ONVI Protocol Account.....	46
8 – 2	Add Camera.....	47
8 – 3	Delete Camera.....	48
8 – 4	Setting Changes.....	48

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

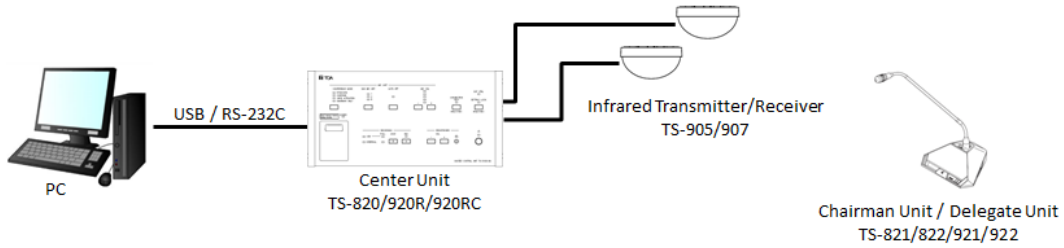
8 – 5	Save Setting	49
8 – 6	Search Camera	50
9	System Parameter Setting Dialog	51
9 – 1	Communication	52
9 – 2	Binder	52
10	Meeting Log Dialog	52
1 0 – 1	Speech Record	53
1 0 – 2	Voting Record	53
11	Language setting	54
12	How to use the software	54
1 2 – 1	First Startup	54
1 2 – 2	Automatically obtain the ID from the conference unit	55
1 2 – 3	Adjust Conference Layout	56

1 Introduction

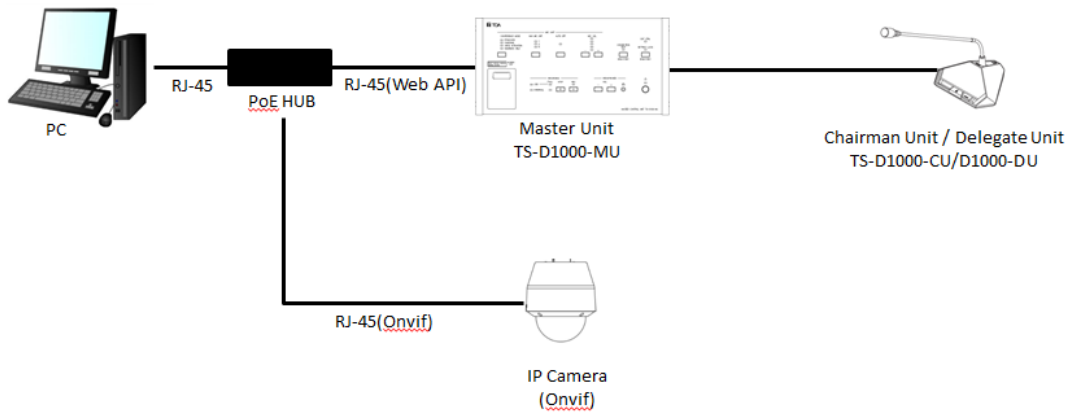
1-1 System Connection Diagram

The system indicates the control of the camera, as shown below:

TS-820/920 System



TS-D1000 system



1-2 Operation

Operating System: Windows 10 64 bit

2 System Installation

2-1 RS-232 communication

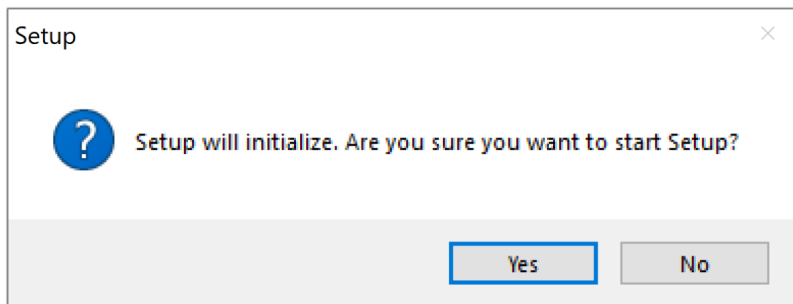
The TS series uses DB-9 connectors for RS-232 communication. If your computer does not have a dedicated DB-9 connector, please use a USB to DB-9 serial converter. Windows 10

supports most of these devices without the need for separate drivers. If the main conference device is a TS-D1000, please make sure that the computer where the software is installed is on the same network segment as the TS-D1000

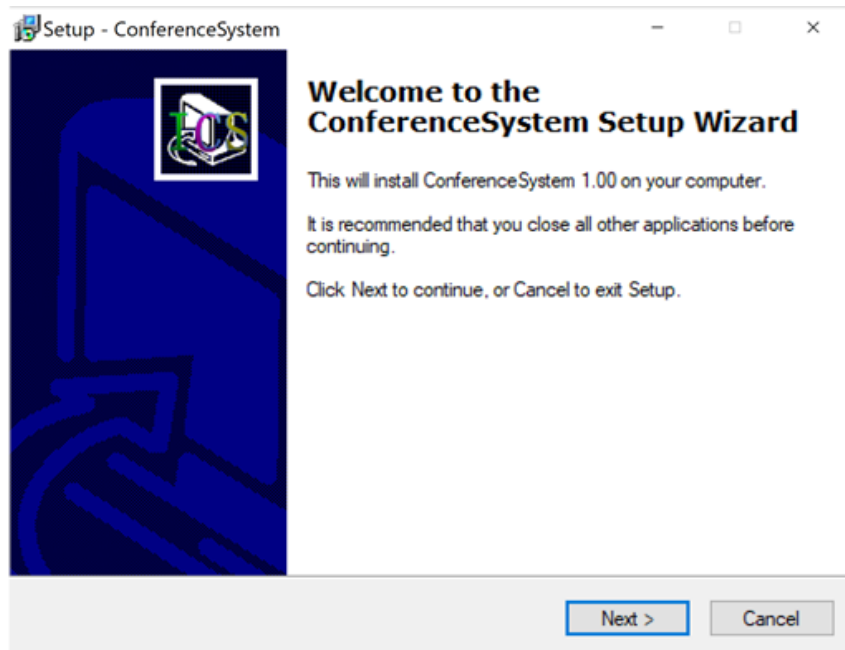
2-2 Software Installation

To install “ConferenceSystem” on your computer, follow these instructions:

- (1) Insert the installation disk into the CD-ROM drive, find the “Setup.exe” file in the installation directory under the CD, and double-click to start the installation.
- (2) When the installation starts, a prompt box as shown in the figure below will pop up, click the “Yes” button to start the installation.

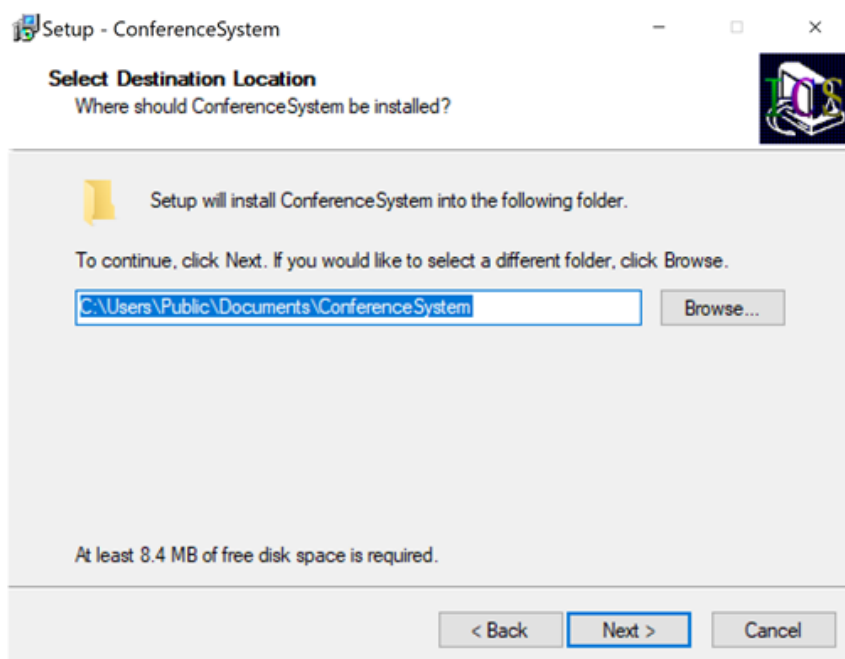


- (3) After confirming that you want to start the installation, the program enters the Windows installation wizard, as shown below



Click the "Next" button to continue or click "Cancel" to cancel the installation.

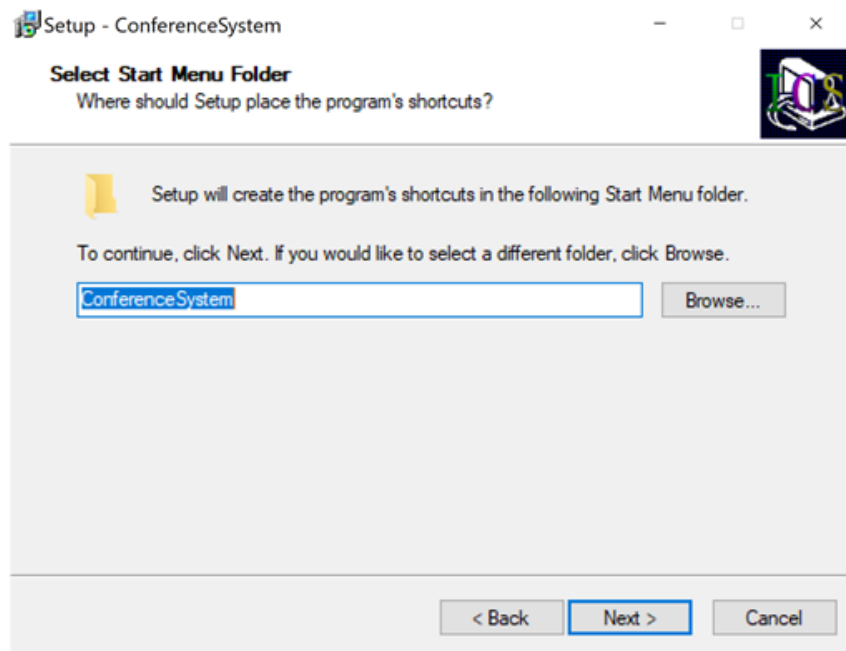
- (4) Set the installation path of the software in the dialog box as shown in the figure below, click the "Next" button to continue or click the "Back" button to return to the previous. Click the "Cancel" button to cancel the installation.



- (5) If the installation directory you selected already exists, a dialog box as shown in the figure below will pop up, click the "Yes" button to continue the installation, or click the "No" button to return to the previous dialog box to select a different location, or Cancel

the installation.

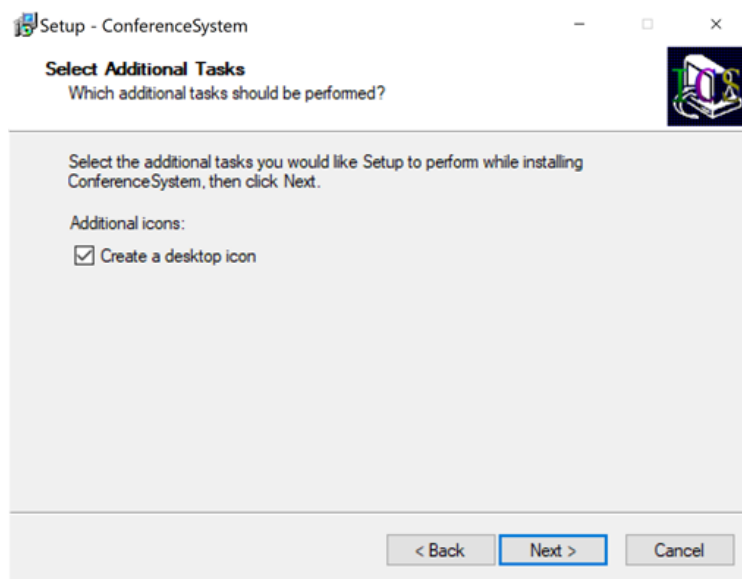
The next screen will prompt you to place a link to the program in the Start Menu folder as shown in the figure below.



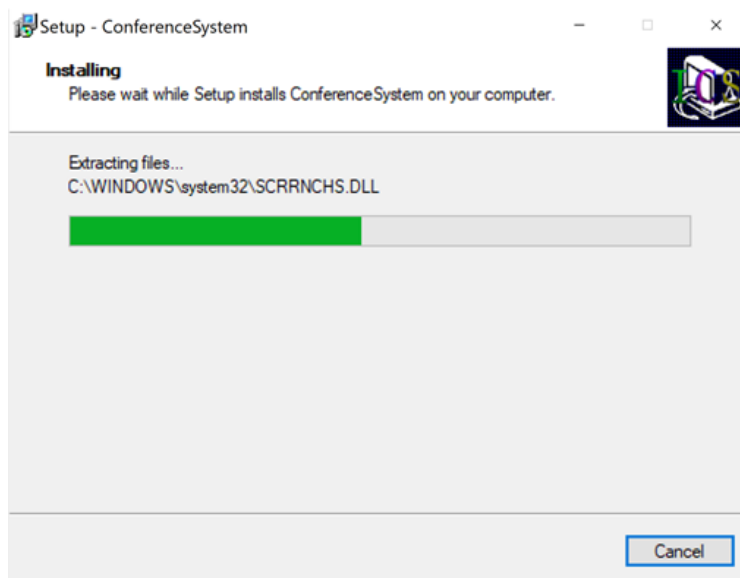
Click the "Next" button to continue or click the "Back" button to return to the previous step. Click the "Cancel" button to cancel the installation.

- (6) The next dialog box prompts you to select whether to put a program shortcut on your desktop. Click "Next" to continue or "Back" to return to the previous step. Click "Cancel" to cancel the installation

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

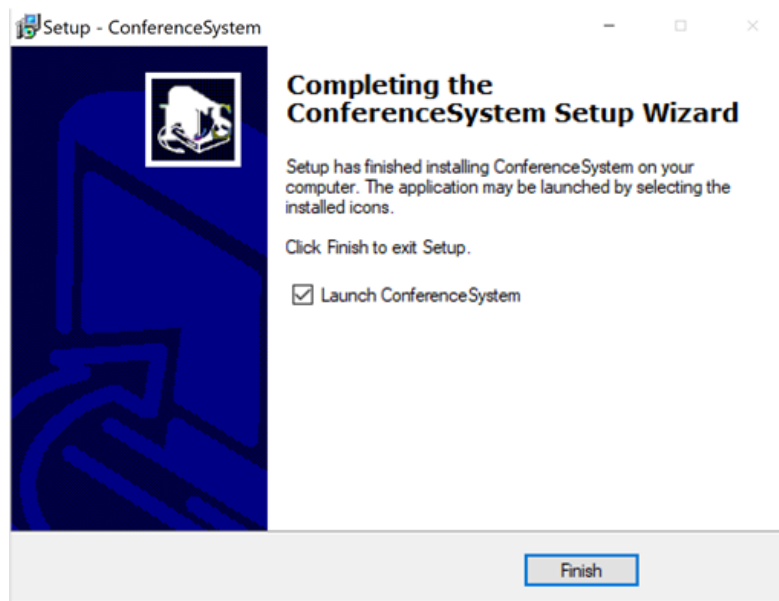


If the settings are correct, click the "Install" button to start the installation, as shown in the figure below. During the installation process, you can click the "Cancel" button in the dialog box to cancel the installation.



TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

- (7) After the installation process is completed, a dialog box (as shown in the figure below) will pop up. Click the “Finish” button to complete the installation. The dialog box has a “Start Conference System” check box. By Selecting it means that the program will start immediately after the installation is completed.



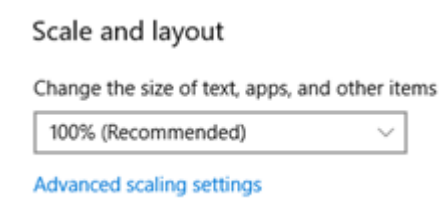
3 Launching the Software

3-1 Project Certificate

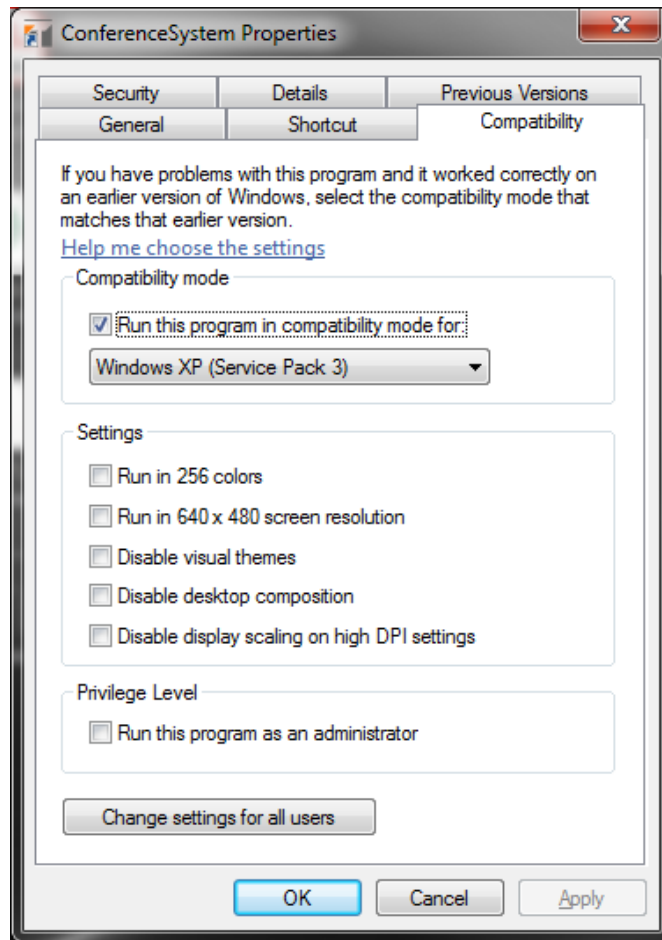
Start the software by selecting “Conference System” from “Programs” in the “Start” menu. If the project certificate is not installed, the following message will pop-up, prompting the user to install the certificate.

The project certificate is located on the software installation disk and the file name is “License.lic”. This file is automatically placed in the installation directory when the software is installed. Without the project certificate, the software will not launch.

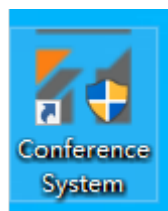
If the certificate is correctly installed, the following dialog box will open



If the computer resolution is 1920*1080, the display and layout support up to 125% zoom. If the computer resolution is 1366*768, the screen display and layout only support 100% zoom.



If the font selection in Windows is 125%, you need to right-click the program icon on the desktop.

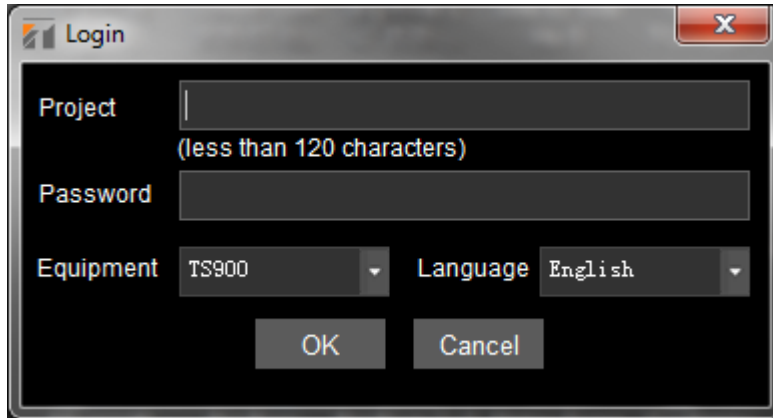


Select attributes

Select Windows Icon in the compatibility option, and then click the [Change High DPI] setting, and tick [Replace High DPI Zoom Behavior, Zoom Execution:] in the popup screen to avoid screen artifacts when dragging a cell in the program editing screen.

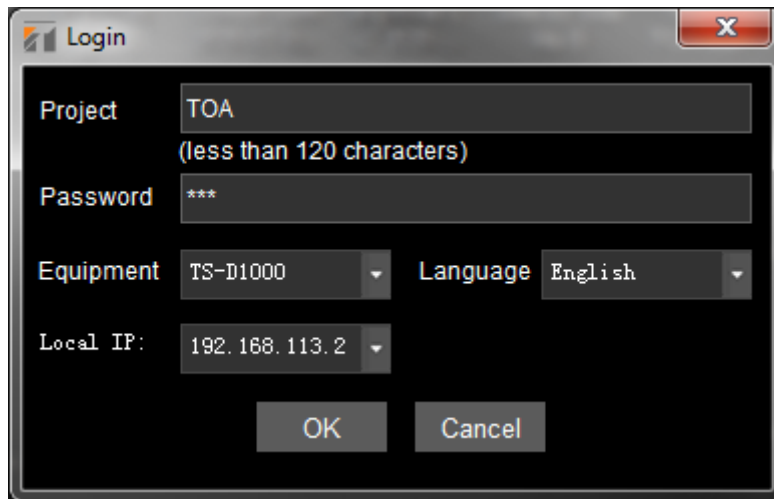
3-2 Project name and password

Enter the Project Name and a password in the Login box. If you are using a TS-D1000 in your system, you will need to enter the IP address here. The monitoring computer and the TS-D1000 must be on the same network.



A screenshot of a 'Login' dialog box. The window title is 'Login'. It contains the following fields and controls:

- Project:** A text input field with a red 'X' icon on the right. Below it, the text '(less than 120 characters)' is displayed.
- Password:** A text input field.
- Equipment:** A dropdown menu currently showing 'TS900'.
- Language:** A dropdown menu currently showing 'English'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.



A screenshot of the 'Login' dialog box with the following fields filled:

- Project:** 'TOA' (with '(less than 120 characters)' below it).
- Password:** '***'.
- Equipment:** 'TS-D1000'.
- Language:** 'English'.
- Local IP:** A new field with a dropdown menu showing '192.168.113.2'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

3-3 Camera Setting

After the user logs in correctly, the following screen will appear:

System Initial Settings

File Name:

Conference Name:

Conference Count:

Camera OK

Camera Communication Type: ONVIF Internet Camera

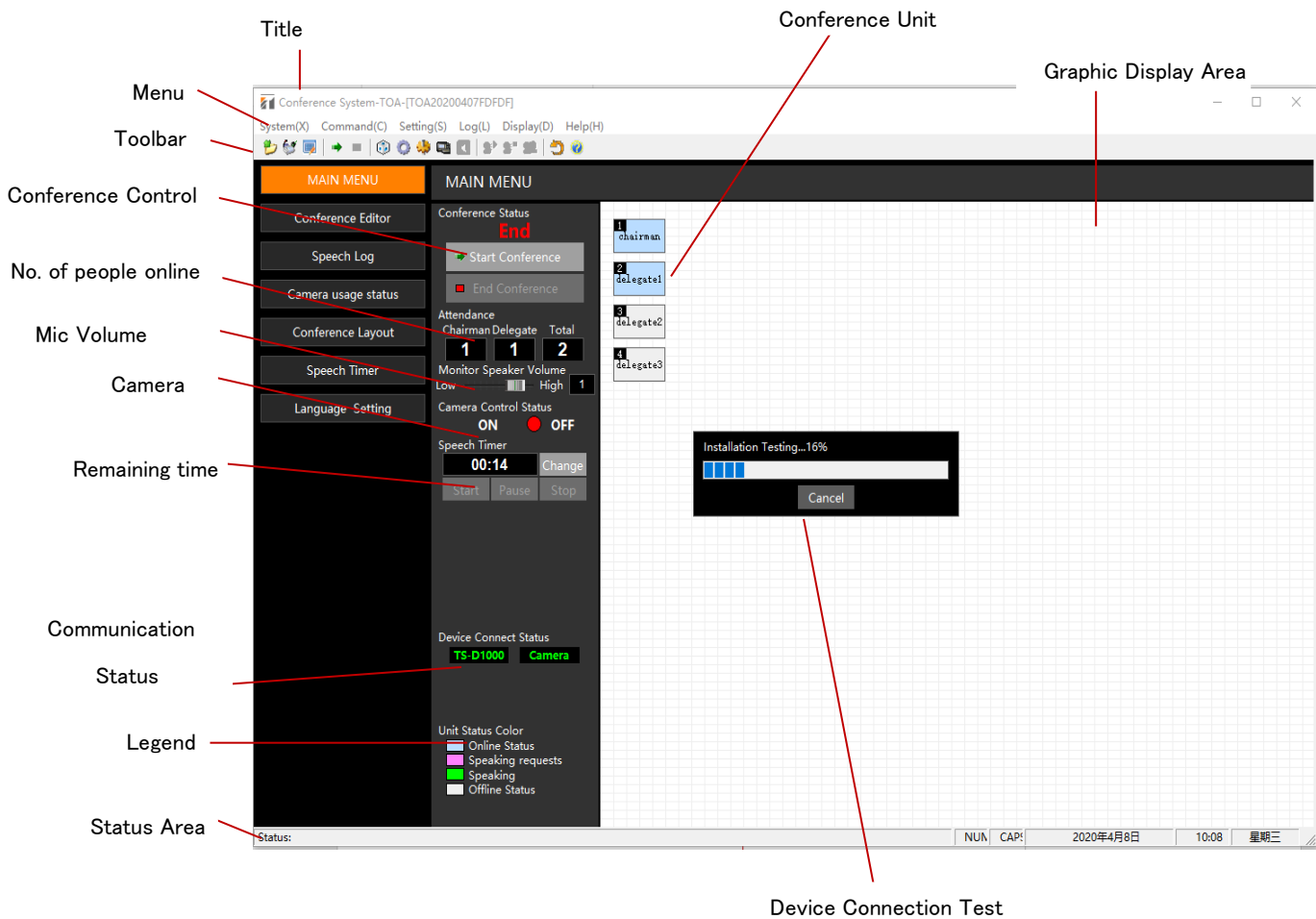
Camera List

Check	Name	Address number	Control Mode	Pointing unit range	Rema

In the screen above, the user can select a previously saved meeting file or create a new one. By default, the control of the conference file and camera follows the last setting. Click OK to move to the Main Interface.

4 Conference Connection

When the user logs on, the Meeting Master Interface pops up, as shown in the following image. If the communication with the main device is normal and the current meeting is selected, then the program automatically performs a device connection test to find out which meeting units are online in the current meeting.



4-1 Menu

4-1-1 System Menu

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

① Open

Clicking on the “Open” option in the System menu pops up the Open File dialog box. Select a meeting file from the list of .icm files. The meeting interface will automatically be adjusted the last saved audio level, voting function, timer, and camera functions, which can be modified and saved in the file at the end of the meeting as the initial setup for the next meeting. If there is connection between the software and the conference master unit when the file is opened, the device connection test will start automatically to determine how the meeting unit devices are connected and to distinguish between the displays in the screen.

② Enter Meeting Editor

If a meeting is not in progress, you may click the Enter Meeting Editor option in the system menu. The program will close the currently open meeting screen and enter the Meeting Editor screen. From this screen, you can modify the locations, names, and IDs of units shown in the meeting unit display. Details are explained in a later section

③ Select

In the Meeting Master Interface page, click on Options in the System menu. The “Meeting Options” dialog box pops up, and the user can set some parameters which will take effect immediately, regardless of whether the meeting is in progress or not. Details of these settings will be explained in a later section

④ Exit

To exit the Meeting System Interface, click on the “Exit” option in the System menu. A pop-up message box will ask whether you really want to exit the conference system or not. If you exactly want to exit, the meeting will stop immediately and then exit from the system even if the meeting is still on going.

4-1-2 Command menu

① Start speaking

Select a conference unit graphic from the graphic display area. If the conference unit is online and not in the speaking state, then click on “Start Speaking” to turn on the unit’s microphone.

This command is invalid in any of the following situations:

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

- Before the meeting
- No meeting unit graphic selected
- Voting in progress
- Device connection test
- The selected conference unit is not online

② Stop speaking

Select a conference unit graphic from the graphic display area. If the conference unit is online and already in the speaking state, then click on “Stop Speaking” to turn off the unit’s microphone.

This command is invalid in any of the following situations:

- Select a conference unit graphic from the graphic display area. If the conference unit is online and already in the speaking state, then click on “Stop Speaking” to turn off the unit’s microphone.

③ Stop All Speaking

To turn off all microphones during a conference, click the “Stop All Speaking” command from the “Command” menu to turn off all conference unit microphones.

This command is invalid in any of the following situations:

- Before the meeting
- When no one is speaking
- Voting in progress
- Device connection test

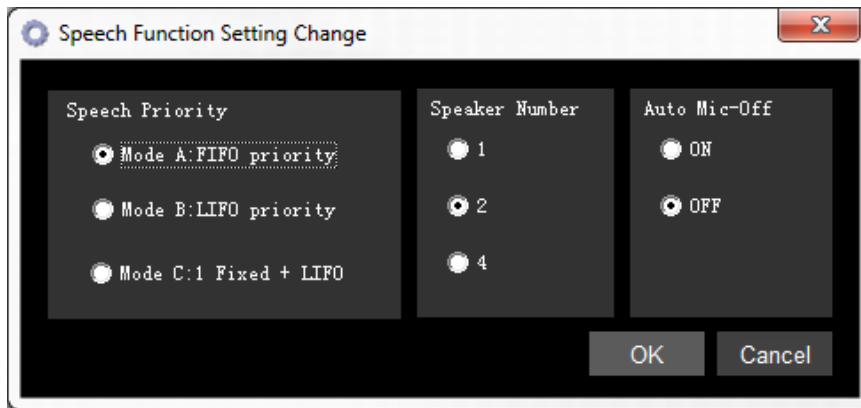
HINT: All of the above commands are accessible by right-clicking on the conference unit graphic

4-1-3 Settings menu

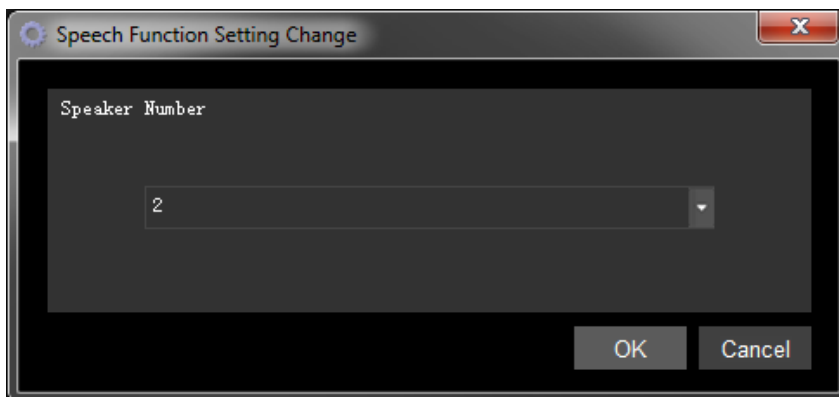
① Speaking parameter change

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

In the “Speaking Parameter Change” dialog box, the user can choose the priority of microphones (LIFO, FIFO, 1 fixed +LIFO), the number of open microphones allowed by the system and whether the Auto Mic-Off function is disabled. We will discuss these options in a later chapter.



When TS-D1000 is selected (shown below), the number of open microphones defaults to 8.



② Camera settings

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

The system is initially set to ONVIF communication control mode. Click the “Camera Resource Setting” item in the “settings” menu, and the system pops up the “Camera Resource Setting” dialog box, as shown in the following figure.

The screenshot shows the 'Camera Resource Setting' dialog box. The left pane, titled 'Camera list', contains a table with one row: 'Camera No.1'. The right pane, titled 'Camera Attributes', contains the following fields and controls:

- Location number: 1
- IP address: 192.168.1.63
- Username: admin
- Password: masked with asterisks
- Pointing unit: 1,2
- Preset: 1 chairman
- Status: Record
- Control mode: Radio buttons for 'Auto', 'The camera will track the first speech', and 'The camera will track the last speech'. 'Auto' is selected.
- System initial setting: 1 chairman
- Buttons: 'Test connection', 'Manual control', 'Clear the preset content', and 'Save
- Remarks: A text area for notes.

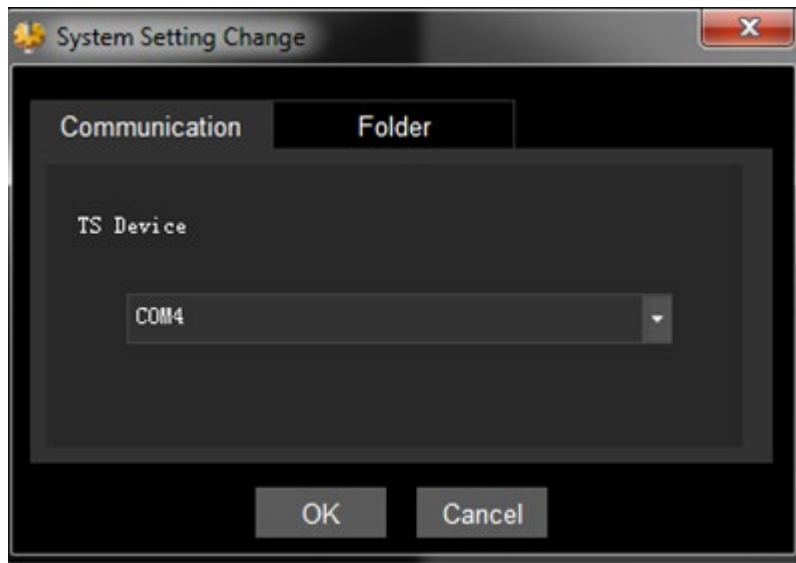
At the bottom of the dialog are buttons for 'Open file', 'Save as...', 'Search Camera', 'Save [S]', and 'Close'.

In this dialog box, the user can set the control mode of the camera to automatic or uncontrolled and save the configuration to a file. For further information on this setting, please refer to the “Camera Resource Settings” section.

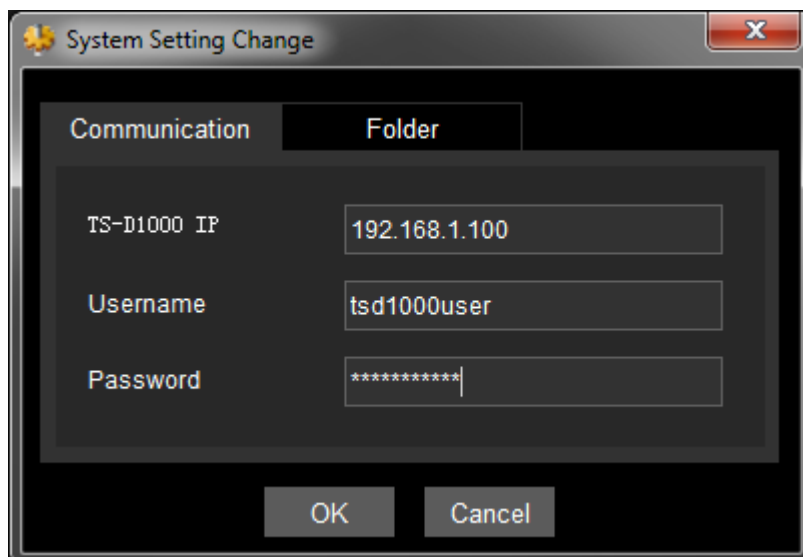
③ System parameter setting

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

Click the “System Parameter Setting” item in the “Settings” menu. The system pops up the “System Parameter Setting” dialog box as shown in the following figure. In this dialog box, the user can set the communication interface between the software and the TS 800 / TS900 main device and can set the “save path” of the conference file and log file. For more information on this setting, please refer to the “System Parameter Setting” section.



When TS-D1000 is selected, the screen is displayed as follows-

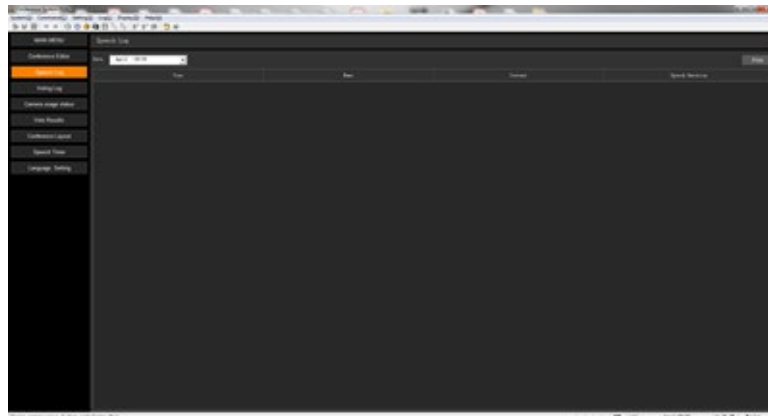


4-1-4Log menu

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

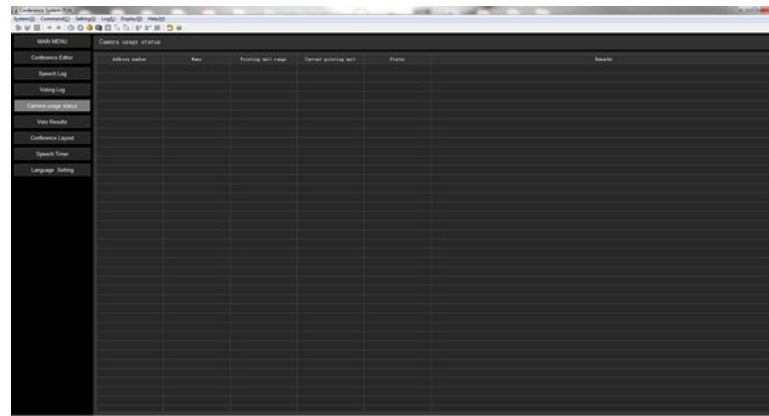
① Speech record

Click the “speaking record” item in the “log” menu. The meeting log window pops up, as shown in the figure below. The window will display the last meeting record. To view the past records, enter a date in the “date input” box at the upper left of the window. That record will be transferred to the list box below. Click the “Print” button in the log window to print out the logs in the list.



② Voting record

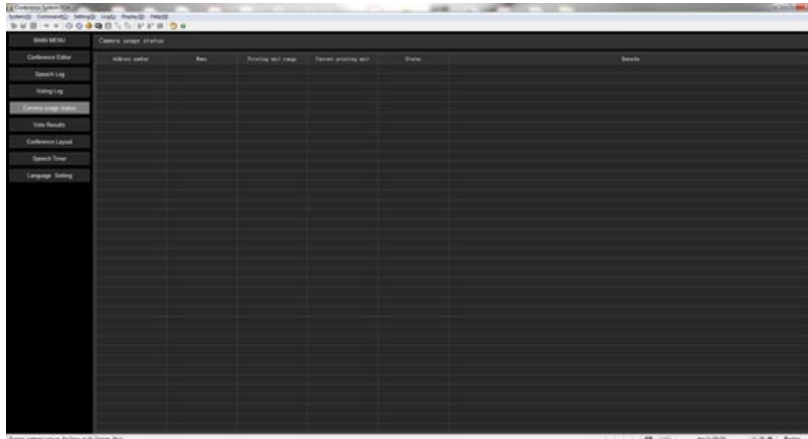
Click the “voting record” item in the “log” menu. The system pops up the meeting log window as shown in the figure below. The window initially displays the voting records of the day. To view past records



enter the date in the “date input” box at the upper left of the window and the system will automatically call up the records of that day and display them in the list box below. Click the “Print” button in the log window to print out the logs in the list.

③ Camera Usage

Click the option with the mouse, the system will pop up the window as shown in the figure below:



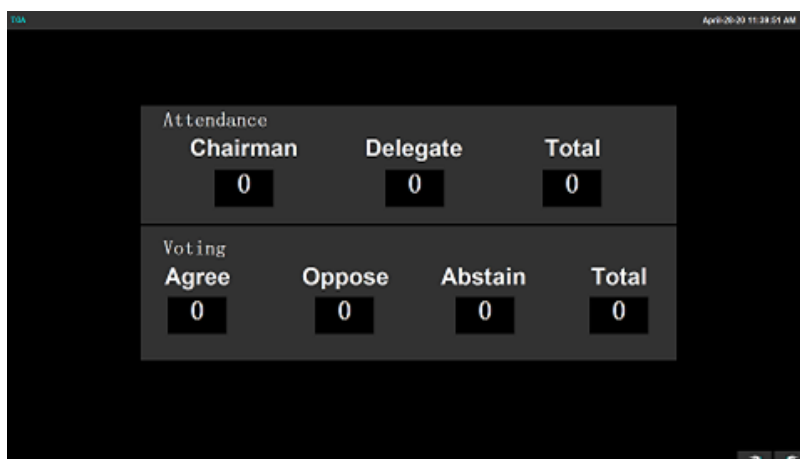
The status of cameras currently used is displayed.

4-1-5 "Display" menu

The options in this menu are mainly used to display the position of the meeting personnel in the meeting, the voting results or the speaking time in full screen to allow the contents to be displayed on a larger screen.

① Voting

From the "Display" menu, select "Vote" and click the mouse or press the shortcut key Ctrl + V to enable a full-screen window as shown below.



Click the exit button in the upper right corner to exit the window.

② Meeting layout

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

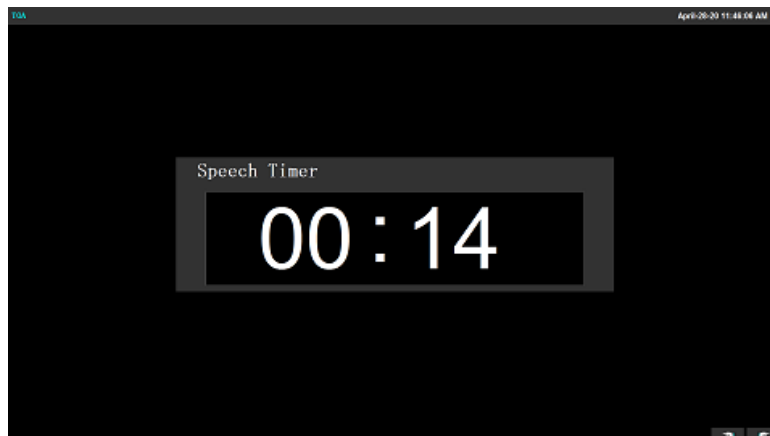
Select “Conference Layout” from the “Display” menu, click the mouse or press the shortcut key Ctrl + G to enable a full-screen window as shown below.



This window displays the name, location and status information of each conference unit in the current conference. Click the exit button in the upper right corner to exit the window

③ Speak time

Select “Speak Time” from the “Display” menu and click the mouse or press the shortcut key Ctrl + T to enable a full-screen window as shown in the figure below. This window displays the speaking time information in the lower right corner. Click exit button in the upper right corner to exit the window.



4-1-6 “Help” menu

① About

Clicking the “About” item in the “Help” menu, displays the software version and information about the software, as shown in the figure below.

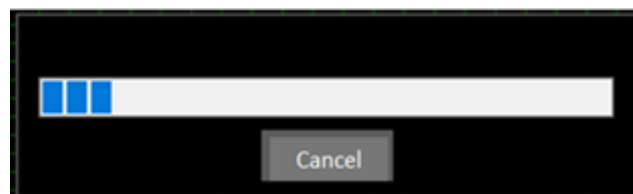


4-2 Toolbar

4-2-1 Equipment Installation Test

When the user clicks the command on the toolbar, the system starts the device connection test process. If the communication connection is normal, the system will pop up the progress window of device detection as shown in the figure below.

It disappears automatically upon completion.



4-2-2 Start Vote

This command has the same function as the “Start” button in 4.7 voting control.

4-2-3 Stop Voting

This command has the same function as the “Stop” button in 4.7 voting control

4-3 Conference Control

The conference control screen is displayed on the upper left of the conference Main Interface, as shown in the following figure. The user can control the start and end of the meeting. Red text indicates whether the current meeting is in progress or stopped



4-3-1 → Start of meeting

Click the "conference start" button in the above screen. If the communication connection is normal, the device connection test process starts. After the connection test process is completed, the device connection status will be shown in the in the graphics display area. These status colors can be modified at any time according to their needs. For further information on this topic, please refer to the content of "Conference Options". If the start is successful, the "Conference Start" button dims, and the "Conference End" button is highlighted. The device ID number in the upper left corner of the conference unit graphic is hidden. Hover the mouse over the graphic and the ID number will show.

When a camera is used in the system, if the conference starts successfully, the camera will automatically go to the default location set in the Camera Resource Settings dialog box.

4-3-2 ■ Terminate Meeting

The user clicks the "Conference Termination" button in the above screen, the command will end the conference and display the conference unit. The ID number on the graph retains the online or offline status of each unit, the "Conference Start" button is highlighted, and the "Conference End" is dimmed.

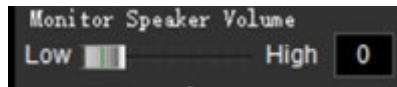
4-4 Current Number of people online

This result is refreshed after the device connection test process. The left box shows the number of chairman units, the center box shows the number of delegate units, and the third box shows the total number of units connected.



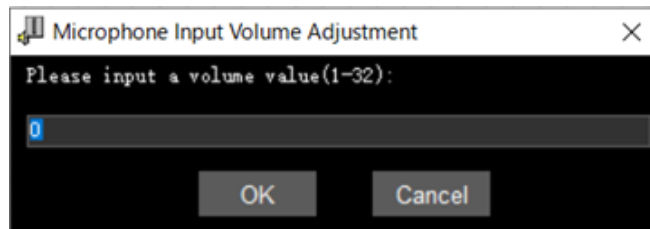
4-5 Microphone Volume Adjustment

- ① As shown in the figure below, you can use the mouse to drag the faders to adjust the microphone volume.



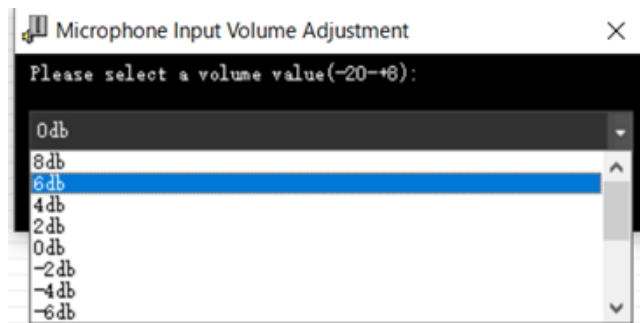
The range of volume setting values is 1-32. The user can also double-click the input box with the mouse, and directly enter the required value. If a non-numeric character is input or the value exceeds the setting range, the system prompts an input error.

Note: The main volume control is still set by turning the "MIC UNIT INPUT " volume knob on the control panel of



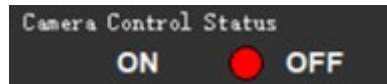
the main unit. The volume adjustment in the above software is only a fine adjustment within a certain range.

- ② If you are using a TS-D1000, the drop-down box range becomes -20dB to + 8dB





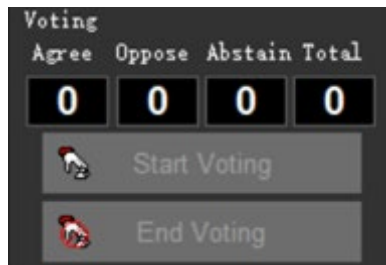
4-6 Camera Control

If the camera function is on when the program starts and the conference settings use the camera function, then the right side of the conference Main Interface will have a screen showing the camera status as shown in the figure below. " OFF " indicates that the software is not controlling the camera direction, while " ON " indicates that the camera has been aimed at a conference unit.



4-7 Voting Control

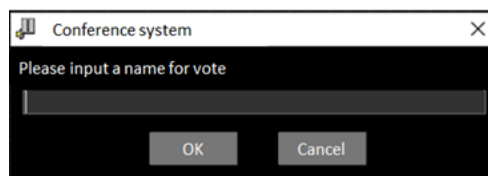
Voting control operation is shown below. The "start"  and "stop"  button perform the same function as in the toolbar.



① Start Voting

For TS900 / TS910 / TS920, if voting function is enabled, then the left side of the conference Main Interface will display the voting screen as shown above. In addition, two command buttons, voting start and stop, have been added in the toolbar.

During the meeting, the user clicks the "Start" button on the screen, and the system displays the input box as shown below.



If communication fails, the input box will not pop up. This input box requires the user to enter the subject name of this vote in order to record it in the log. When the voting is successfully started, the "Start" button is grayed out, and the "Stop" button is highlighted.

② Stop Voting

Press the “Stop” button to end the voting.

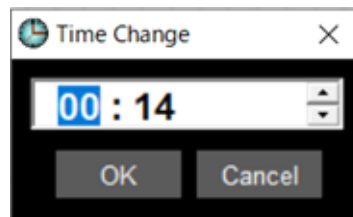
Note: T S-D1000 and 800 series have no voting function

4-8 Remaining Talk Time

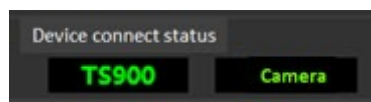
If the user has enabled the “remaining time for speaking” function, the screen shown in the figure below appears on the right of the Main Interface. When you click the “Start” button in the screen and someone is currently speaking, the time in the input box will count down until it is zero, and if the “Stop Speaking” check box is selected, and the counter reaches zero, the unit’s microphone will be turned off. If the check box is not selected, the unit’s microphone remains on, but the “overtime” amount is now shown in red. You may pause the timer or modify the remaining time. The maximum time allowed is 59 minutes and 59 seconds.

Minimum time setting is 0.

4-9 Device Connection Status



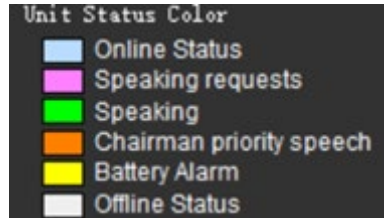
On the right side of the conference Main Interface, there is a display of the status of the software and hardware connection, as shown in the figure below. The left side of the display



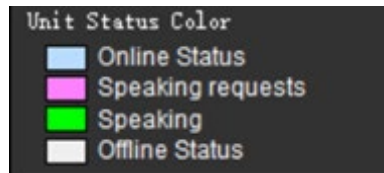
shows connected conference units, and the right side shows connected cameras (only shown if the Camera Function is selected in the login form and Camera Function is selected in the Conference Use Function Display. Green lights indicate normal connections. Red lights indicate disconnected devices or faulty communication.

4-10 Conference unit status color

At the bottom right of the conference Main Interface, the representative colors of each status of the conference unit are displayed. These colors may be changed, but two status states cannot use the same color.



Device Status for TS-D1000



4-11 Status Area

At the bottom of the conference Main Interface is the status area. as shown in the figure below. The first column in the status area displays operation status information during the conference. The next four columns represent four speaking channels. If there is a speech on the channel, the corresponding channel status color will change to green. The next two columns let you know if the Number and CAPs keys are on. The last columns show the date, time, and day of the week, respectively.

There is no color change on the status bar when the selected device is TS-D1000

4-12 Title Bar

The display format of the title bar is:

Conference System – Project Name– [Name of Meeting]

4-13 Conference unit Graphics

The conference unit icons are displayed in the graphic display area of the conference Main Interface. These represent the units available in the conference.

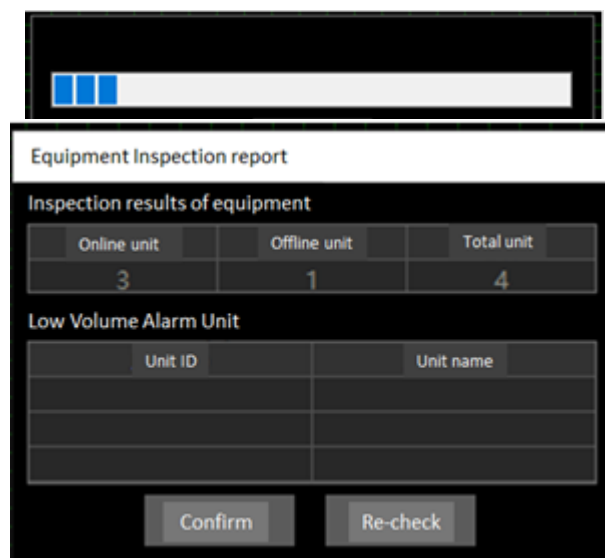
They correspond to the actual hardware device through a unique ID address. When the status of the hardware device changes, the status of the corresponding conference unit icon changes accordingly

4-14 Graphic Display Area

While in a conference, icons in the Graphic Display Area are not moveable. You must be in Edit Mode to rearrange icons

4-15 Equipment Installation Test

The software automatically performs a device connection test after opening the conference file to obtain the status of each conference unit. This test may take some time if the conference system is large. When the system performs device connection testing, the completion progress form of the test is displayed, as shown in the following figure. If you think the current graphic display is consistent with the actual hardware status, you can click the "Cancel" button on the progress form to terminate the device connection test process.



After the device connection test is completed, a device check report will pop up to inform

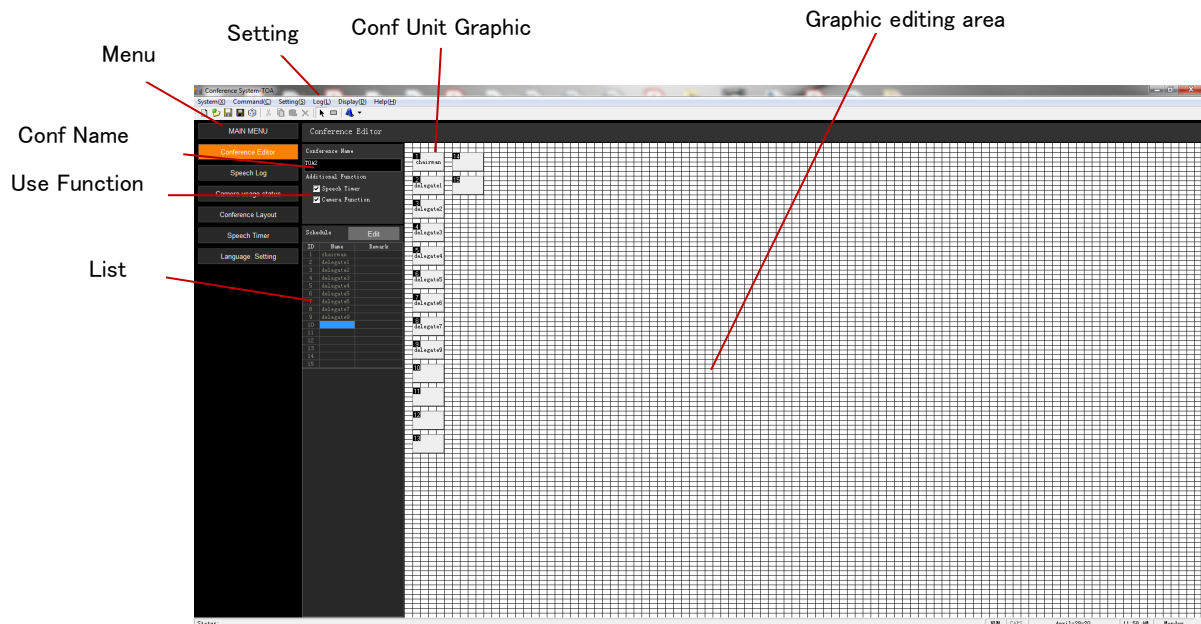
TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

the user of the device check result. As shown below:

The report shows the number of online units, offline units and total number, as well as the unit ID and unit name of units with a low battery. Click the “Recheck” button to perform the device connection test again. Click the “Confirm” button to close the report.

5 Meeting Editing Interface

Click the “Enter Meeting Edit” button in the System menu of the Main Interface or the icon in the toolbar to enter the Meeting Editing Interface.



5-1 Title Bar

The display format of the title bar is:

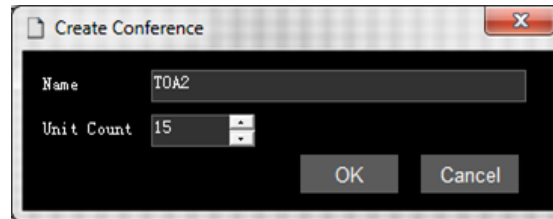
Meeting Editor – Project Name– [Name of Meeting]

5-2Menu

5-2-1 “File” menu

①  New

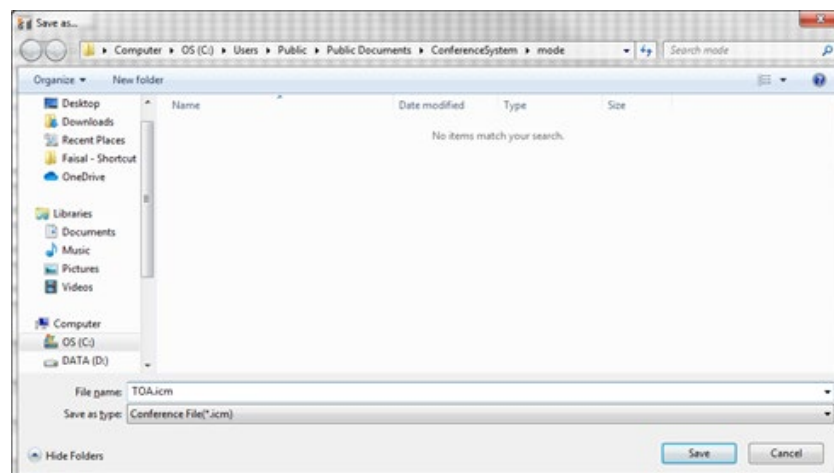
To open a new conference file, select the “New” item from the “File” menu. If there is no unsaved data in the Edit Mode, the system will pop up the “New Meeting” dialog box as shown in the figure below.



If you have unsaved changes to a conference file, the system prompts the user to save the changes to the current meeting. After the changes have been saved, enter the conference name in the conference name input box, and the number of participants in the conference. After confirmation, the graphics editing area will display a neatly arranged group of icons based on the Unit Count and display the meeting name information in the title bar. The ID attribute of the icons is based on the order of entry. Fill in the names of participants that correspond with an icon’s ID.

②  Open

To open an existing file, select “ Open ” from the “File” menu. If the currently edited meeting has been modified but not yet saved, the system will prompt you to save the changes, and then a dialog box to open the meeting file will pop up, as shown below As shown, the initial path for opening the dialog box is the



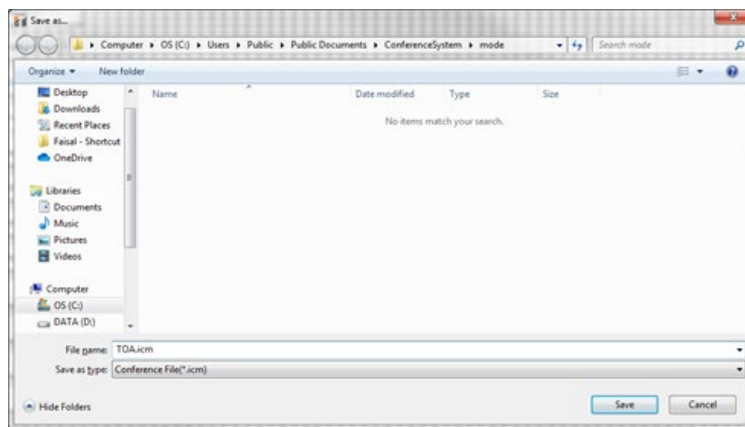
Save path. The conference file type is “.icm “. After the file is opened, the graphic

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

information saved after the last edit of the conference is displayed in the graphic editing area.

③ Save

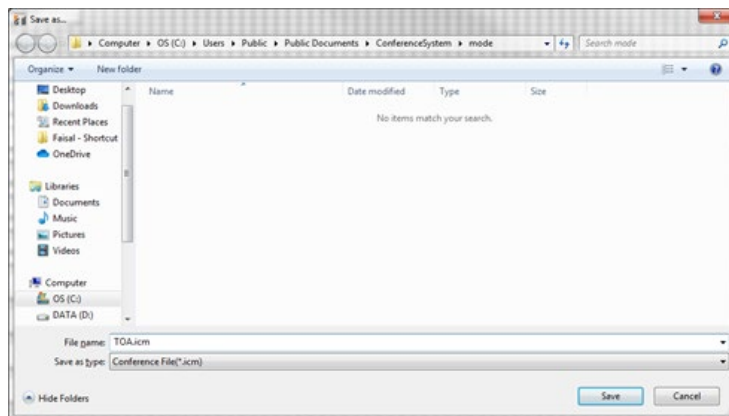
To save a conference, select “ Save ” from the “File” menu. This will save a meeting to its existing file. If the meeting is a newly created meeting, the system pops up a save dialog box as shown in the figure below, asking the user to enter the save path and file name.



The default “Save” path is specified in the System Settings. The file name defaults to the conference name. By default, the saved name is the conference name. You cannot save a file without a name

④ Save As

To save a file as under a different name or in a different location select “Save ... ” item from the “File” menu. Enter new name and/or location and select “Save”. Any alterations to the file before closing the file will be stored with the new name and/or location.



⑤  Option

Options are the same as the Meeting Options box in the Main Interface Options are not available during editing

⑥  Exit

Exits the current system

5-2-2 “Edit” Menu

①  Cut

While in edit mode, selects a conference unit to delete and moves it to the clipboard

②  Copy

While in edit mode, select a conference unit to copy to the clipboard

③  Paste


Click on the graphic area where you want to copy the conference unit, then select Paste to copy from the clipboard

④  Delete

Select a conference unit icon, and then click the “Delete” command in the edit menu.

5-3Toolbar

Most of the commands in the toolbar can be found in the menu. Only the following commands cannot be found in the menu:

①  Ordinary

Under normal circumstances, if you select it, it means the mouse is normal and you cannot add conference graphics.

②  Graphics

Select it, the mouse changes to a cross shape to add graphics to the graphics editing area,

③  Font

A conference unit graphic must be selected in order to access the Dialog box. Specify the required font type, size and color, then click “OK”. The font of the currently selected conference unit graphic is now changed.

To change the font of all conference unit graphics, select the command “set all” from the drop-down list to the right of the item in the toolbar. A font setting dialog box will appear.

5-4 Conference Name

The conference name can be changed as needed during editing. Up to 50 characters may be used for a Conference Name. When saving, this name will be used as the default file name.

5-5 Use Function

The following function setting information is saved in the Conference (.icm) file . When the conference file is enabled, the functions of the Main Interface are enabled-

① Voting

Select whether Voting is to be included in the system functions

② Remaining Speak Time

Enter the time Speak time and select remaining speech time option if desired

③ Camera

Select whether a camera system is included in the system functions.

5-6 List of Personnel

A list of attendees and the ID number of their conference unit. A remarks area is provided for notes. The user can edit ID, name and remarks (title, company name, etc. of any unit graphic.

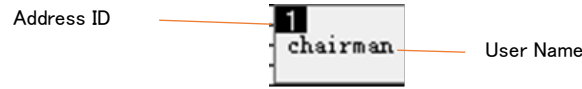
5-7 Status Area

Time and date information are displayed in the status area.

5-8 Conference Unit Graphic

The graphic structure of the conference unit icon is shown in the following figure. It shows the unit address ID number and assigned text (name, title, etc.)

The icon can be dragged to any position in the graphics area.

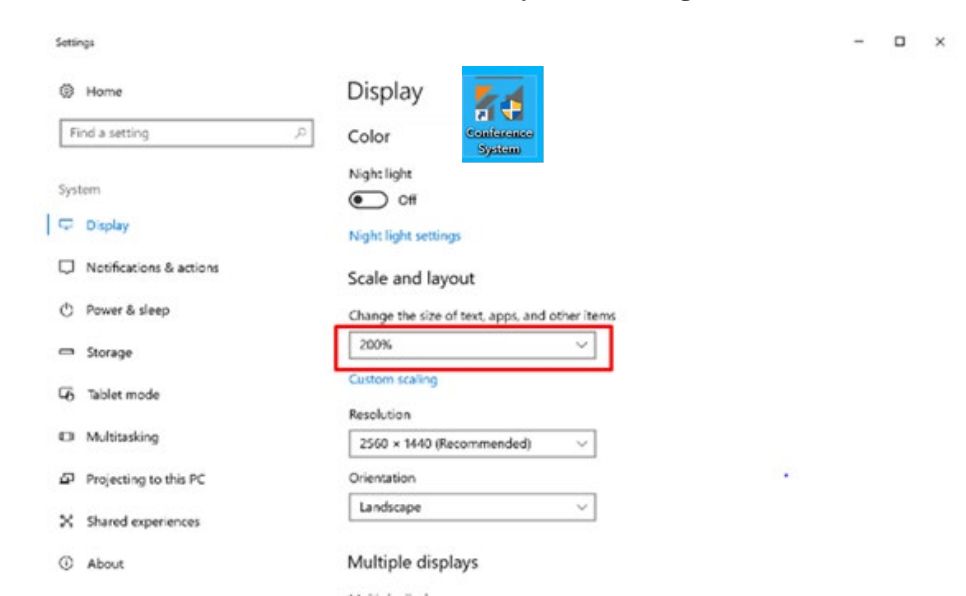


5-9 Graphics Area

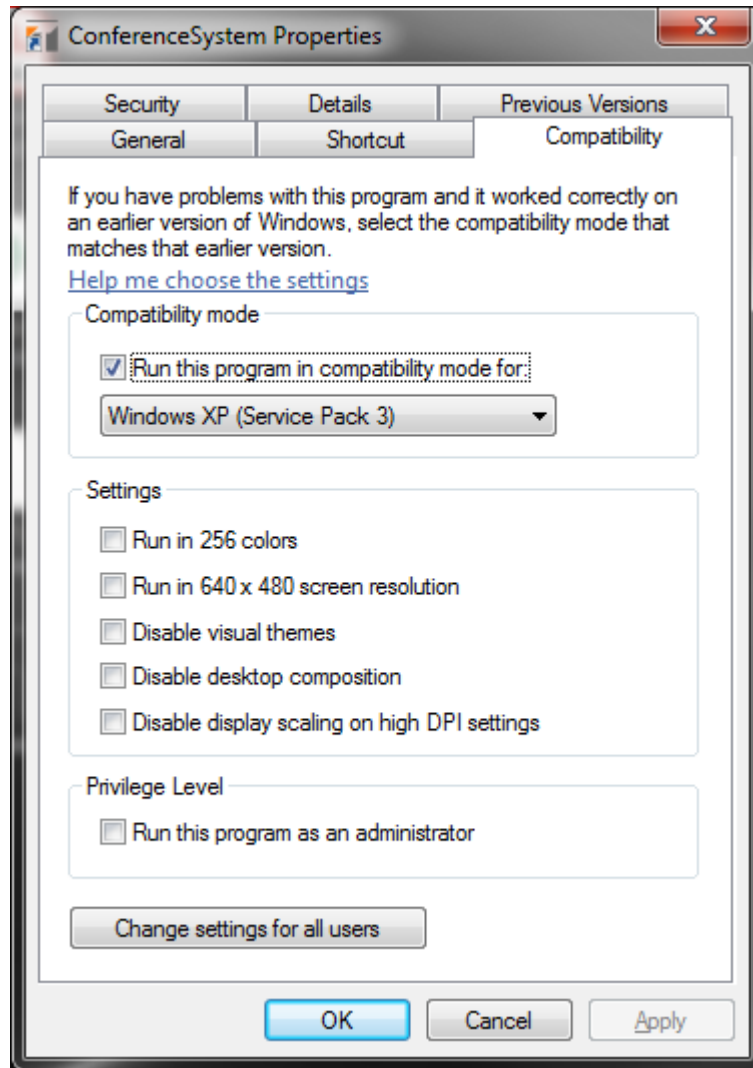
The graphics of the conference unit are displayed in this area. The user can conveniently set the conference seating layout. The Graphics Area size is fixed and cannot be changed.

5-10 The problem that the drag coordinates do not coincide with the actual coordinates in the meeting editing.

When the font selection in Windows is 125% , you need to right-click the Conference System



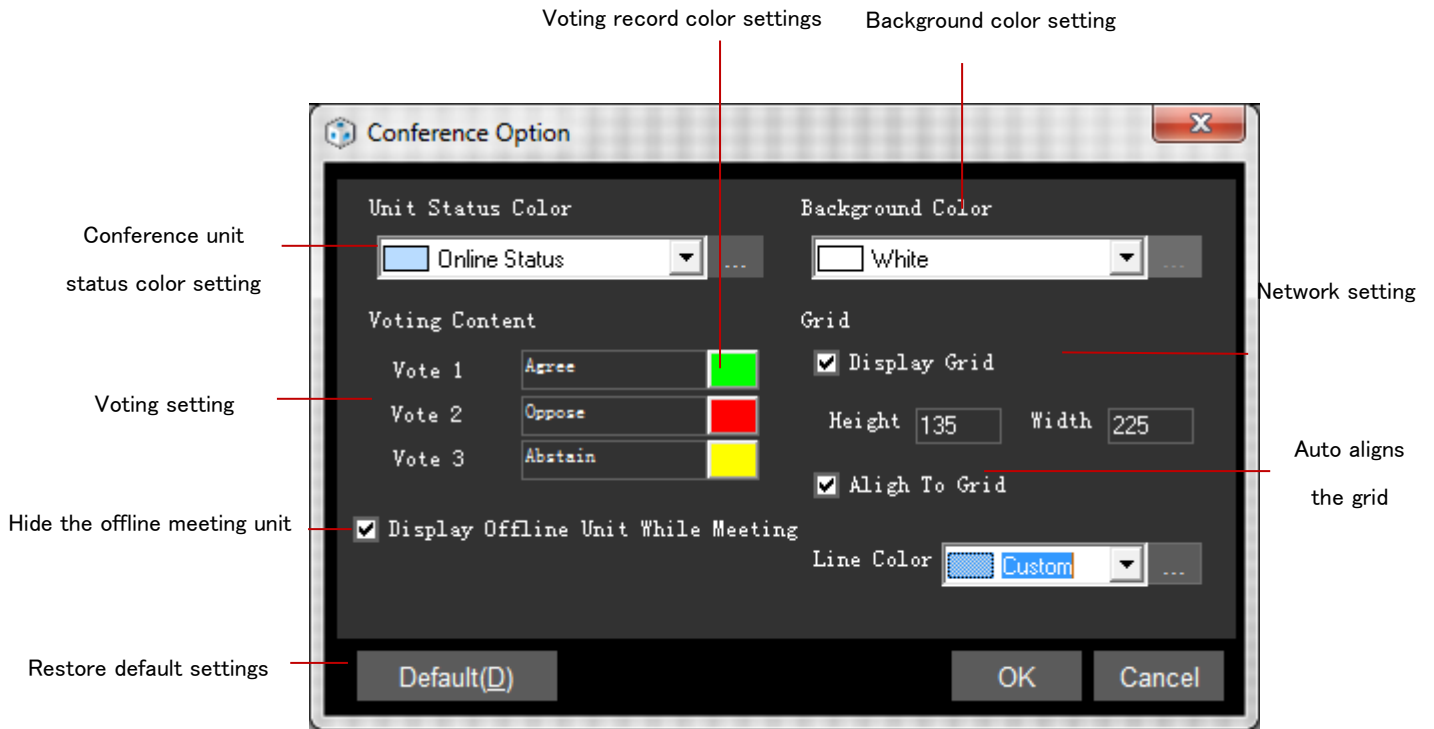
program icon on the desktop and select Properties.



Select Compatibility your Windows, then click [changing the height D the PI] is provided in the pop-up screen for the [High DPI zoom behavior, zoom execution] tick configure as shown above, otherwise a dotted line will appear when dragging the cell on the editing screen

6 Meeting Options Dialog

As shown in the figure below, the meeting options mainly include the following



6-1 Status Color Setting

The graphics of the conference unit are mainly divided into the following states. They are distinguished by different colors when the conference is in progress.

Online status: the communication between the conference unit and the main device is normal.

Speaking : It means that the conference unit has started to speak, and it is in the graphics.

Chairman's priority speech: If someone presses the chairman's priority speech button on the device, the graph will automatically display in this state color.

Low battery alarm: When a low battery alarm occurs in the conference unit device, the graphic of the conference unit in the corresponding conference screen is automatically displayed in this state color.

Offline state: when the communication between the conference unit and the main device is disconnected, the conference unit graphic display is in this state.

Speaking request: If someone presses the request to speak button on the device, the graph will automatically display in this state color

Select the state to be set from the drop-down list of status options, and then click the “ ... ” button to the right of the drop-down list. The system displays a color setting dialog box. After the setting is completed, the color of the corresponding option in the drop-down list changes to the set color. The TS-D1000 does not provide priority to the chairman to speak or battery low battery alarm.

6-2 Voting Setting

As shown in the figure, the setting of voting in the options dialog box is to set the meaning of three kinds of voting representation, which can be the name and number of the meeting personnel. By default, vote 1 means “agree”, vote 2 means “abstain”, and vote 3 means “no”.

Click the color button on the right of the input box, the system displays a color dialog box, allowing the user to set the background color of the vote in the voting log.

6-3 Background Color

The background color of the graphic display area may be changed using this setting.

6-4 Grid Setting

Sets the grid size, alignment and grid line color.

6-5 Display offline device while meeting is in progress

- ① When this check box is selected, the graphics of those offline conference units are displayed in the graphics area when the conference is in progress.
- ② If this check box is not selected, the graphics of those offline conference units will be hidden when the conference is in progress.

Note: The default setting is selected.

When the meeting is stopped, all configured graphics will be displayed.

6-6 Restore Default Setting

Returns the settings in the dialog to their initial state (the settings after the latest software installation), Click "OK" to make the settings take effect.

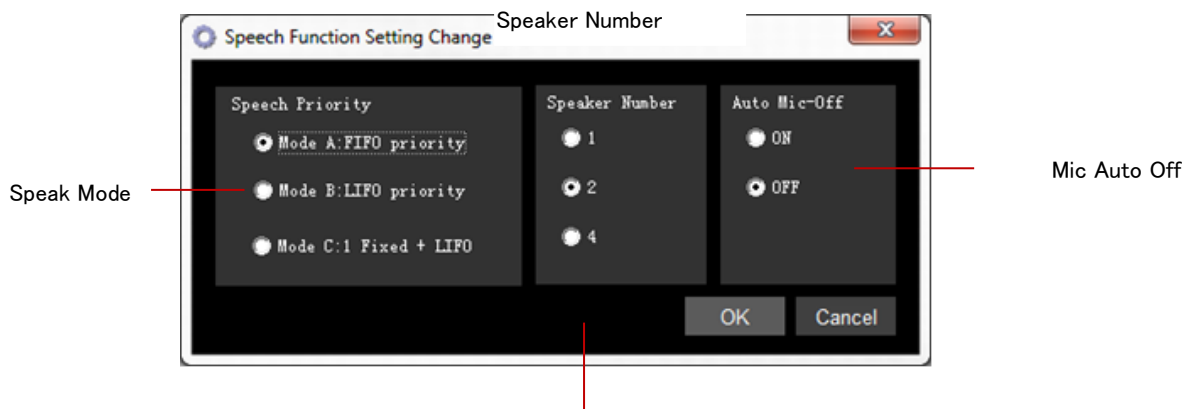
6-7 Voting Records

- ① When this check box is selected, the system will record everyone's voting content in the voting log
- ② Without selecting this check box, the system will not record everyone's voting content in the voting log, and will not display everyone's voting content in the log display window.

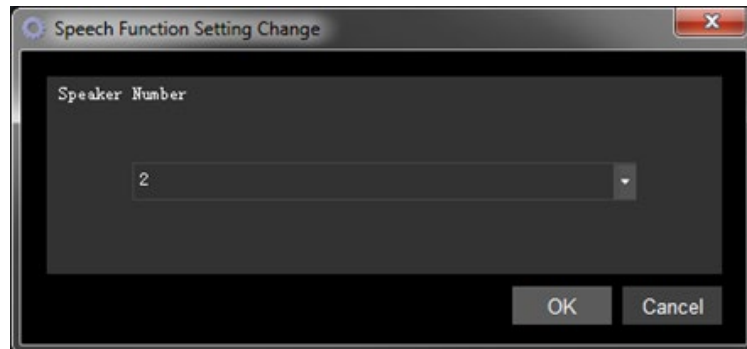
Note: The default setting is not selected.

7 Dialog box for changing speech parameters

If the user wants to change the speaking parameters, they can click the "speaking parameter change" command from the "Settings" menu. The setting dialog box shown below is displayed.



The number of open microphones can be set in the TS-D1000 setting screen.



Note: The content of this parameter setting can also be set on the control panel of the main device, but in the case of normal communication between the software and the main device, the software setting takes precedence.

7-1 Microphone (Speech) Priority

There are three kinds of speaking methods that can be set in the system:

First In First Out (FIFO)

When the number of speakers reaches the set limit, requests for speaking will not be accepted until the first speaker drops out.

Last In First Out (LIFO)

- ① When the number of speakers reaches the set limit, and receives a request to speak, first end the first speech, and then accept the send request.
- ② For example: Set the number of speakers to 2. Receive the first request to speak, (accepted); receive the second request to speak, (accepted); Receive the third speech request, first stop the first speech, and then receive the request to start speaking.

1 fixed, 2 after use FIFO

- ① When the number of speakers reaches the set limit, and then receive the request to

speak, first end the second speech and then accept request to speak.

- ② For example: Set the number of speakers to 2. Receive the first request to speak, (accepted) receive the second request to speak (accepted) Receive the third speech request, first stop the second speech, and then receive the request to start speaking.

7-2Number of Speaker

This parameter sets the maximum number of people who can speak at the same time in the conference. The system provides three options.

7-3Microphone Auto Off

This function is used to turn off a microphone that may have been left open by mistake. This may affect the person who speaks later, so if the function is turned on, the microphone automatically turns off conference unit microphone after detecting that the surrounding volume is below a certain value for more than 30 seconds. 'S microphone is turned off, which stops speaking. As shown in the figure, select " ON " to turn on the function, and select "OFF" to turn off the function.

Note: The content of this parameter setting can also be set on the control panel of the main device, but in the case of normal communication between the software and the main device, the software setting takes precedence

8 Camera Resource Setting Dialog

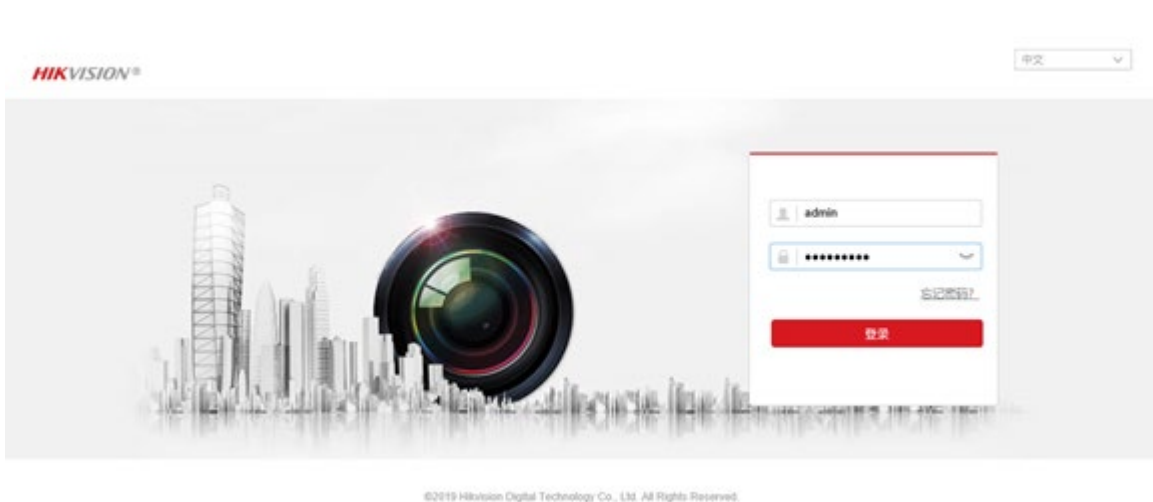
Click the “Camera Resource Setting” command, the system pops up the setting dialog box as shown in the figure below:

8-1 ONVIF Camera Setting

There are many manufacturers of cameras that support the ONVIF protocol, but not all functions are supported by all manufacturers. We will use Hikvision and Dahua as examples. Dahua cameras have fewer ONVIF support modules and only support the zoom function. Hikvision cameras support all the functions available in the Conference System software.

8-1-1 HIKVISION Camera Configuration

- ① Before use, please make sure that the camera network the computer where the software is installed are on the same network segment.
- ② Using the default factory settings of the IP address 192.168.1.64 , enter the address of the camera into the login screen. When prompted to set up a user name and password, do so.



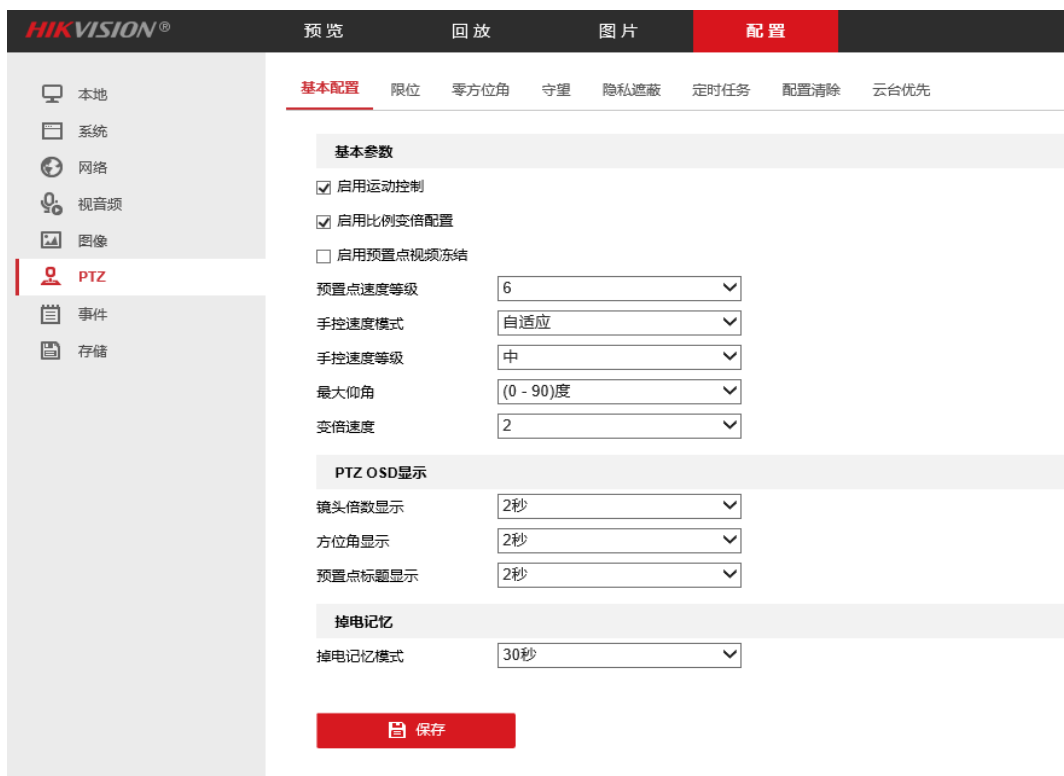
- ③ Once online, the basic configuration can be modified.



- ④ The [Enable Illegal Login Lock] check box in the security service in security management is not checked, as shown in the figure below.



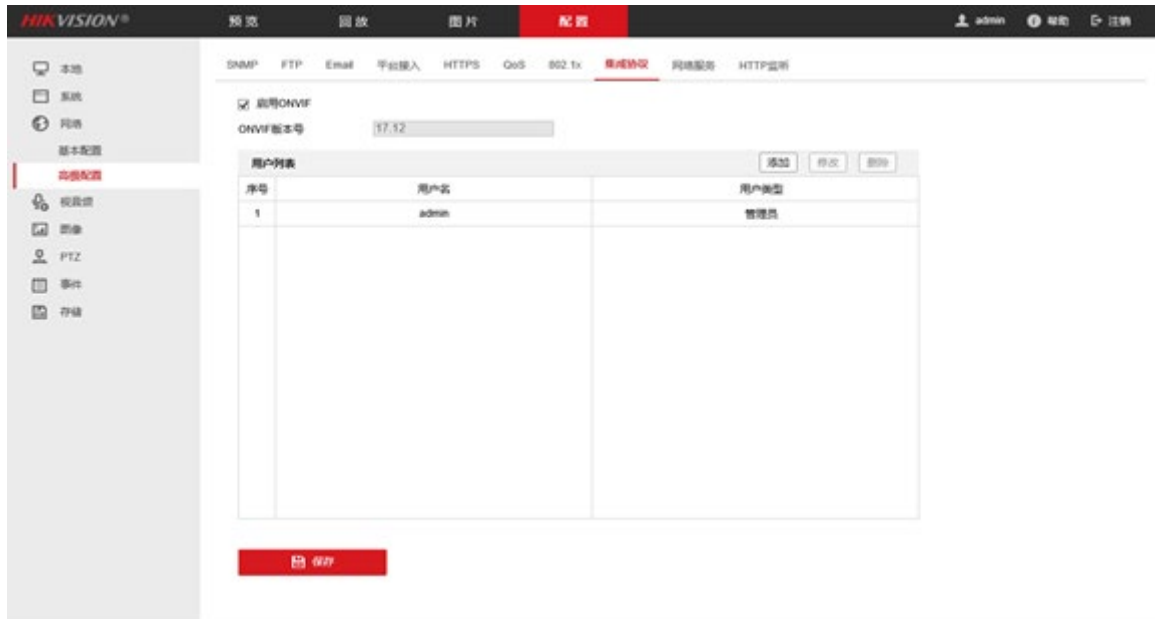
- ⑤ The rotation speed of the camera to the pre-set value position, you can adjust the speed, as shown below.



8-1-2HIKVISION Camera Configure ONVI Protocol Account

TOA CONFERENCE SYSTEM – SOFTWARE INSTRUCTIONS

- ① HIKVISION Camera browser page, click [Configuration] at the top, click [Advanced Settings] in [Network] on the left, and select [Integrated Protocol], as shown below.



- ② 【Enable ONVIF】 Check box and add users who are allowed to use ONVIF protocol in the user list below
- ③ Select [Administrator] for the user type , as shown below

The '用户添加' (Add User) dialog box is shown. It has a title bar with '用户添加' and a close button (X). The dialog contains the following fields and options:

- 用户名** (Username): A text input field. Below it, the instruction reads: '请用数字、小写字母、大写字母、特殊字符 (#\$%&'()*+,-./;<=>?@[]^_`{|}~空格)' (Please use numbers, lowercase letters, uppercase letters, special characters, and spaces).
- 密码** (Password): A text input field. Below it, the instruction reads: '8-16位, 只能用数字、小写字母、大写字母、特殊字符 (!"#\$%&'()*+,-./;<=>?@[]^_`{|}~空格) 两种及以上组合' (8-16 characters, can only use numbers, lowercase letters, uppercase letters, special characters, and spaces in two or more combinations).
- 密码确认** (Confirm Password): A text input field.
- 用户类型** (User Type): A radio button selection with three options:
 - 视频用户 (Video User)
 - 操作员 (Operator)
 - 管理员 (Administrator)

At the bottom right, there are two buttons: '确定' (OK) and '取消' (Cancel).

8-2 Add Camera

To add a camera to the list of cameras, simply select The Vertex Position Camera in the tree on the left side of the screen, right-click, select the Add option in the pop-up menu,

automatically add a camera configuration, or the user can select the “Add from File” option, select the camera profile to add to the list.

8-3 Delete Camera

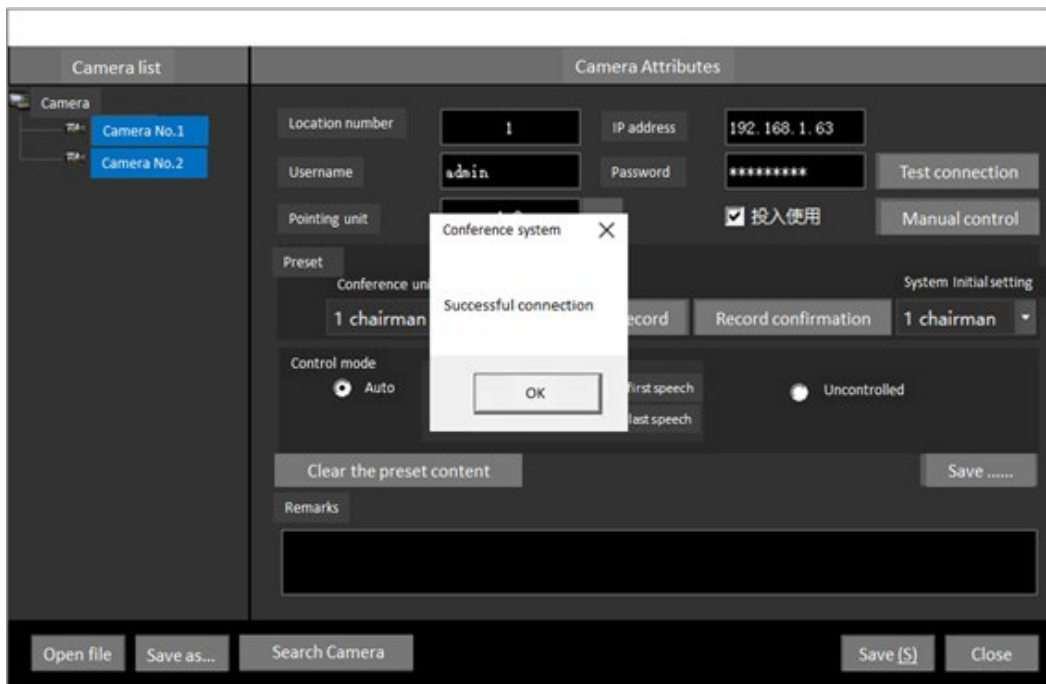
If the user wants to remove a camera from the list, just select the option to delete in the tree, click the right mouse button, and select the “Delete” option in the pop-up menu.

8-4 Setting Changes

Address number: The valid address number of the camera is from 1 to 999, and the user sets it according to the address of the live camera.

Test communication: Input the IP address of ONVIF camera, allow the use of ONVIF protocol username and password, and finally click on “Test Connection” to test for proper connection to the ONVIF camera, as shown below

- Pointing to the unit



The user can select the unit to which the camera may be aimed. Without the specified unit, the camera cannot be turned to it.

- Preset

Adjust the camera to the corresponding unit position, then select a pre-set location number in the screen. Enter the cell ID and click the “Record” button. The position will be saved in the camera’s memory. When the meeting is in progress, the conference unit will automatically send the camera “record confirmation” command and the position of the camera will be adjusted to cover the unit.

Select a unit in the default position drop-down list, the unit will become the default position of the camera, and it will be automatically aligned to the unit when the camera is idle

■ Control Method

The user can choose the tracking mode of the camera or give up tracking as needed. Select automatic "follow first speaker". When there are several speakers in the set of units pointed to by this camera at the same time, the camera will always follow the first speaker until the end of the speech. If you choose to automatically "follow the last speaker", then when there are several speakers in the set of units pointed to by this camera, the camera will follow the last speaker. Select "Uncontrolled", then the camera is not controlled by this software.

8-5 Save Setting

Changed settings must be saved, otherwise the settings are not uploaded. Users can save the settings in the following ways:

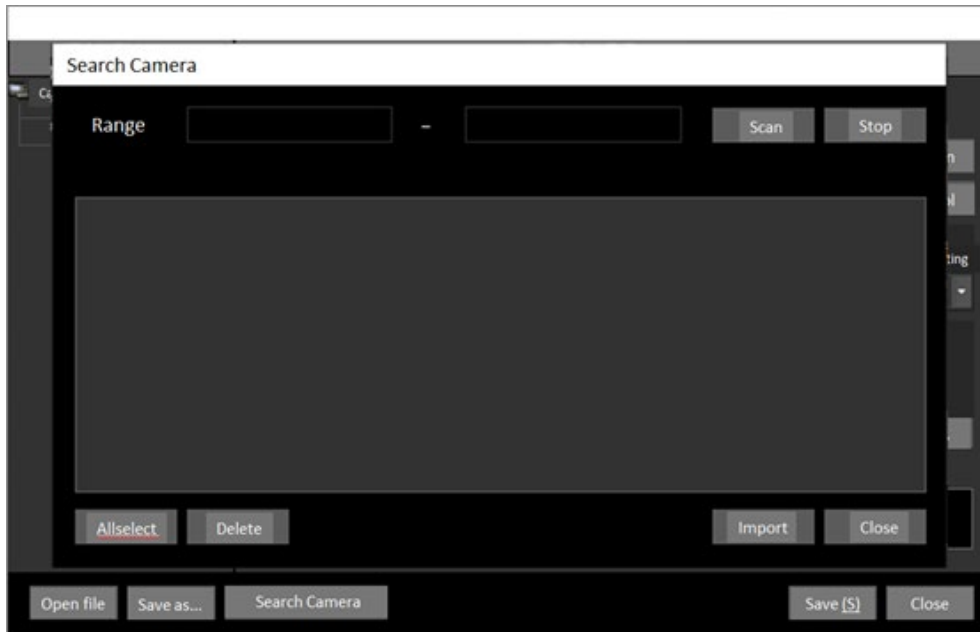
① Save to list

Select the "Save (S)" button at the bottom of the dialog box. If the list is currently read from a file, the changed settings will be saved to the file. If it is a new file, the system will prompt you to enter a name.

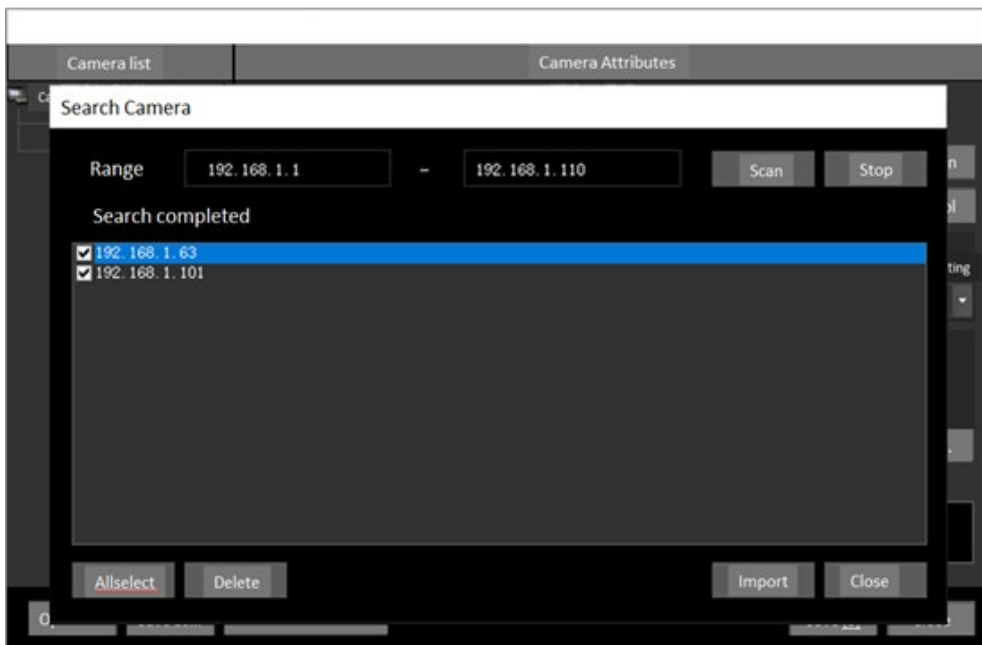
② Save to Camera Configuration File (.ccf).

If the user wants to save individual settings, then click the "Save As ..." button to save the file as a single camera configuration file.

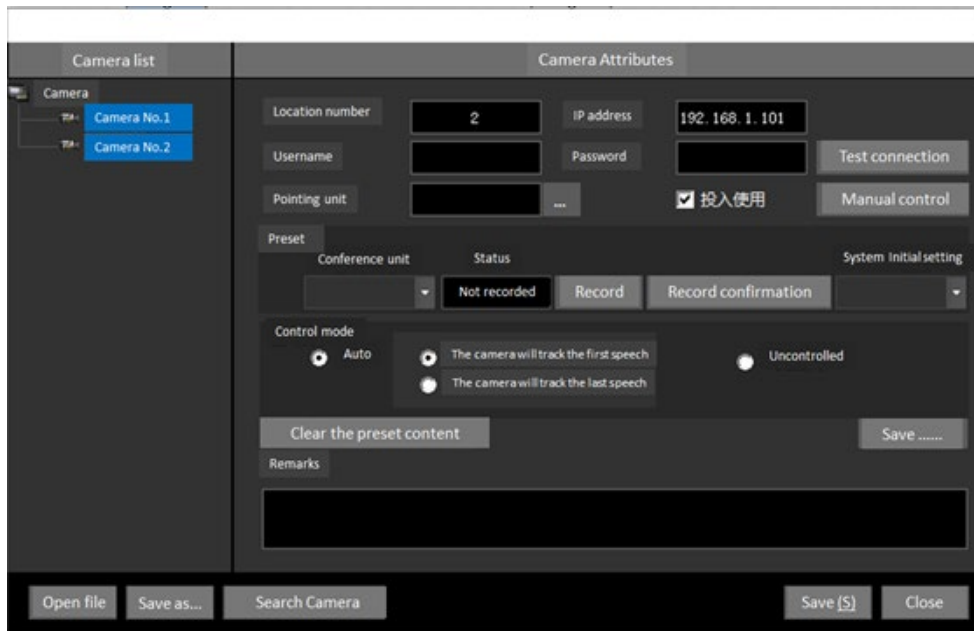
8-6 Search Camera



Click [Search Camera], the search camera interface appears. Enter the range, then click [Scan]



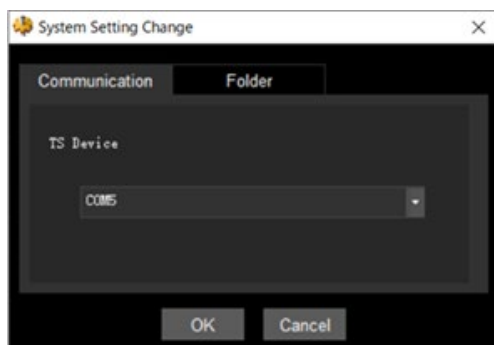
If a camera has been used in the configuration, it is not possible to import another to the same address



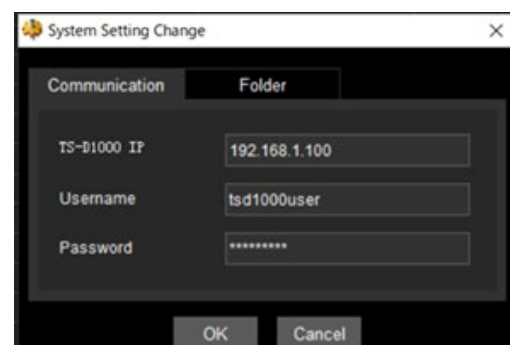
9 System Parameter Setting Dialog

As shown in the figure below, there are two main types of system settings: TS820 or TS920 settings, and TS-D1000 settings.

TS800, TS900 series



TS-D1000



9-1 Communication

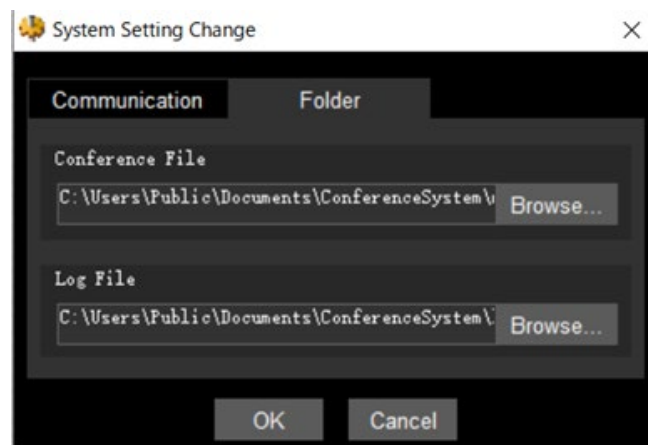
In the system parameter setting dialog box, click the “Communication” to display the communication settings. For TS800/TS900 systems, the communication protocol is RS-232. The system serial communication port is shown in the drop-down list. This port number must be the same as the communication port used on the computer.

The setting will be recorded to a file as the default setting at the next software startup until the user enters this dialog box again to modify the port number.

The TS-D1000 uses network (TCP/IP) communication.

9-2 Binder

In the system parameter setting dialog box, click the “binder” page with the mouse to display the settings related to the file saving path, as shown in the following figure. The parameters set here are mainly the following two routes:



① The way to save conference documents

When the software starts, it automatically searches for the conference file from this path and loads the last used conference file. In the Conference Editing state, this path is used as the default path for saving conference files.

② Log file save route

The logs in the system (such as speech records and voting records) are automatically recorded under this path. When the log window is opened, the program automatically searches for the log file of that day under this path, and then reads and displays it in the list box of the log window.

10 Meeting Log Dialog

The log in this system mainly has the following two categories: speaking record and voting record.

10-1 Speech Record

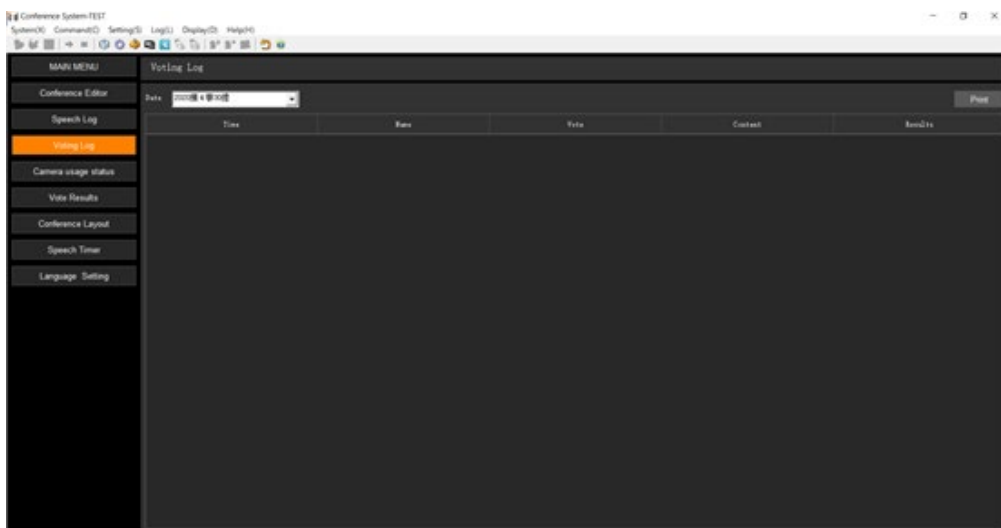
Select “Speaking Record” from the “Log” menu, and the system will pop up the log window as shown in the figure below. Initially, the contents of the current day’s log are automatically displayed. The records are listed in the list box in chronological order. The content of each record is divided into the following four columns:

- a) Time: record the time of occurrence.
- b) Name: the name of the meeting or the name of the person
- c) Content: start and stop of speaking or start and stop of meeting
- d) Action time: speaking time or meeting time

Click any one of these four column headings, and the records will be sorted according to the field information.

10-2 Voting Record

Select “Voting Record” from the “Log” menu, and the system will pop up the log window as shown in the figure below. Initial setting is automatically



Display the contents of the day’s log. The records are listed in the list box in chronological order. The content of each record is mainly divided into the following five columns:

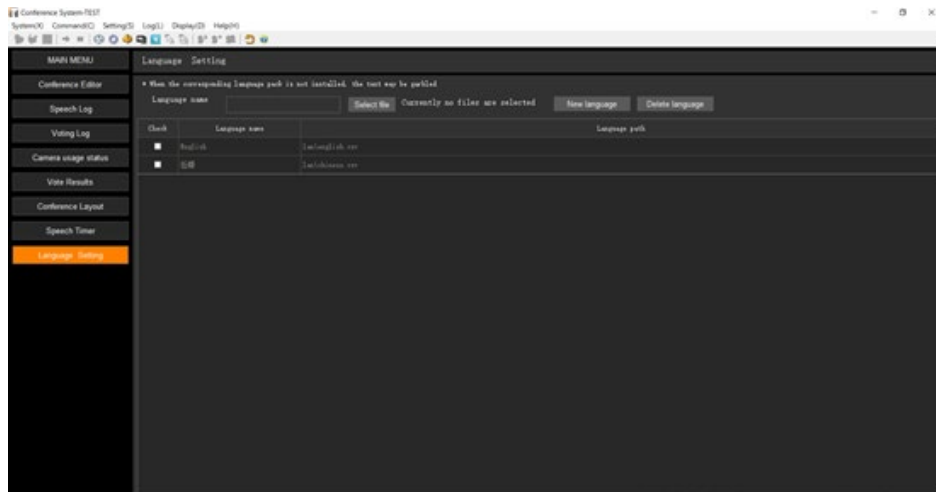
- a) Time: record the time of occurrence.
- b) Name: conference name
- c) Vote: Voting name
- d) Content: start, stop and content of voting
- e) Result: voting result

Click any one of these five column headings, and the records will be sorted according to the

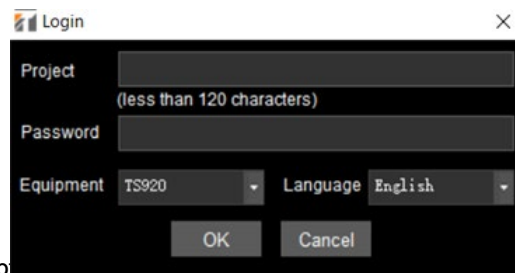
information in this field.

1.1 Language setting

- ① click on the language setting in the left navigation button, to enter the language setting screen



- ② Input language name, Click the "Select File" button to import language file, shown in FIG 3 FIG. Note: The uploaded file can only be in csv format, and the language name and uploaded file name cannot be the same as the existing duplicate name. Finally, click the "Add" button. After the upload is successful, the previous language option will be added in the language selection box of the login screen



1.2 How to use the software

After reading the contents of the previous chapter, you will have a better understanding of the software. The content to be introduced next is to teach you some methods of using this software.

1.2-1 First Startup

- ① Start sequence

Under normal circumstances, first power on the conference main unit TS800 / TS900 and other hardware devices in the system and connect to the computer before starting the software. TS-D1000 guarantees that the machine and the conference main unit are

on the same network segment

② Communication port inspection

When the software is started for the first time after installation, all the settings in the software are set by default. For example, the communication port between the software and the conference main unit TS800 / TS900 is serial port 1 by default. If the port where the hardware device and the computer are actually connected does not match the default setting, after the software is started, the label of the conference main unit TS900 / TS800 or the camera is displayed in red in the device connection status display area, indicating a communication connection failure. You need to change this parameter in the system parameter setting dialog box until the setting matches the actual connection. After the communication connection with the conference main device is normal, the software automatically starts the device connection test process.

③ TS-D1000 communication check

If the IP address of TS-D1000, username, and password do not match the default settings. After the software starts, the device connection status display area, the label of the conference main unit TS-D1000 or camera will display in red, indicating that the communication connection is faulty. In this case, you need to change these parameters in the system parameter setting dialog box until the settings are connected matches.

12-2 Automatically obtain the ID from the conference unit

① Detection Range

During the device connection test, the system will detect each of a valid ID number (TS800, TS820 valid ID from. 1 to 64, TS900 valid ID from. 1 to 96, T S910, TS920 effective the ID from. 1 to 192, the TS-D1000 effective the ID from. 1 to 246), and automatically detects the device on the graphical display.¥

② Create A Graphic

If the graphic of the detected device ID is not configured in the screen, after the detection process is completed, the system automatically creates and displays the graphic corresponding to the ID. So that no matter how many conference unit graphics are configured in your conference file, as long as a complete (not cancelled) device connection test is started and completed, all valid conference unit devices in the conference site will be displayed on the software screen. The name of the newly created graphic is empty, and you need to enter the conference editing screen to set it.

12-3 Adjust Conference Layout

After starting the software for the first time to obtain the on-site configuration of the graphic layout using the above method, in order to make the location of the unit graphics in the conference screen correspond to the location of the actual unit equipment, you can use the following methods to adjust:

- ① Enter the conference progress state:
Click the "Conference Start" button in the Main Interface of the conference.
- ② Set speech parameters:
In the speech parameter change dialog box, set the speaking method to mode B, the number of speakers is 1, click "OK" button to complete the setting.
- ③ Start speaking:
select an online unit graphic from the screen and click the "start speaking" command in the "command" menu.
- ④ Adjust the position:
After the unit graphic in the previous step becomes the speaking state, check which of the unit devices in the field is speaking (the microphone of the unit device that is speaking has a red light on), and adjust the corresponding graphic in the screen according to its position. When adjusting the position of the graphic, you can use the mouse to drag, or you can use the shortcut key Ctrl + arrow key (← ↑ ↓) to fine-tune.
- ⑤ Repeat steps (3) and (4) until all adjustments are completed.