



Prestel NCS-CSW1

Conference Control
Management Software



USER MANUAL

Contents

MANUFACTURER'S REFERENCE	1
LEGAL STATEMENT	1
DISCLAIMER	1
PRIVACY PROTECTION REMINDER	2
COPYRIGHT STATEMENT	2
ABOUT THIS MANUAL	2
1. SUMMARY	1
2. SOFTWARE INSTALLATION	1
2.1. OPERATE ENVIRONMENT	1
2.2. INSTALLATION STEPS	2
2.3. SOFTWARE REGISTRATION	3
3. SOFTWARE EXECUTION	4
4. DISPALY SCREEN	6
5. SOFTWARE LOGIN	7
6. BASIC SETTING	8
7. REPRESENTATIVE DATABASE	9
7.1. REPRESENTATIVE	9
7.2. SEATING CHART	13
8. MEETINGLIST	14
8.1. ADD MEETING	14
8.2. EXECUTE CONFERENCE	20

8.3. EDIT、COPY、EXPORT、DELETE CONFERENCE	27
9. CHANGE PASSWORD.....	32
10. HELP	33
10.1. TUTORIAL DOWNLOAD	33
10.2. ABOUT.....	33

Manufacturer's Reference

Our company is the holder of the following certificates:

- ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CERTIFICATE.
- ISO/IEC 20000-1:2018 INFORMATION TECHNOLOGY-SERVICE MANAGEMENT CERTIFICATE OF CONFORMITY.
- ISO/IEC 27001:2022 INFORMATION SECURITY MANAGEMENT SYSTEM CERTIFICATE OF CONFORMITY.
- ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM CERTIFICATE.
- ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM CERTIFICATE.
- All development, production and distribution processes of the company are managed by this standard and guarantee high quality, technical level and professional aspect of all our products.

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About this manual

This manual is only used as a guide for related products and may differ from the actual product, please refer to the actual product.

The information in this guide is subject to modification without prior notice.

This manual is only used as a guide, and the statements made do not constitute any form of warranty.

The user shall bear full responsibility for the application of the product, our company does not assume any responsibility for any indirect or incidental losses caused by the incorrect use of this guide.

1. Summary

The Conference Control Management Software supports creating, viewing, controlling and managing conference directly in the system. Support adding conference sign-in and voting . Linkage large screen display.

2. Software Installation

2.1. Operate Environment

Lowest configuration requirements:

CPU: i3

Memory: 4G and above

Recommended configuration:

CPU: i5;

Memory: 16G and above

Recommended operating system: Windows 10/Windows 11

Resolution: 1080X1920

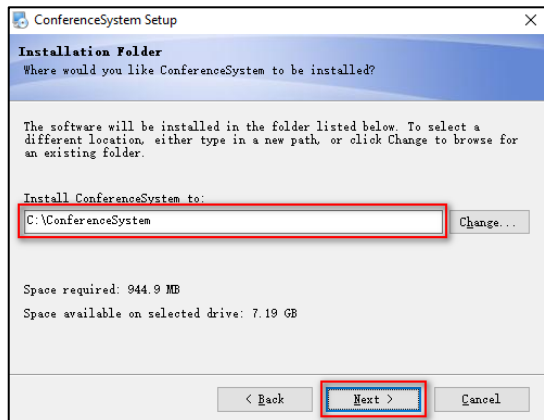
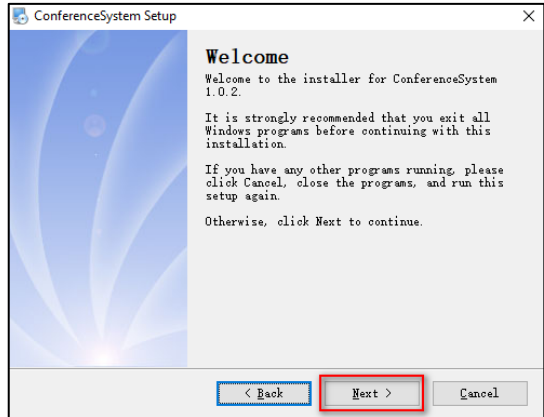
2.2. Installation Steps

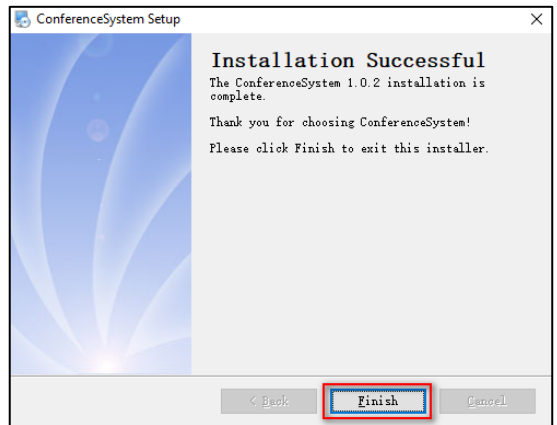
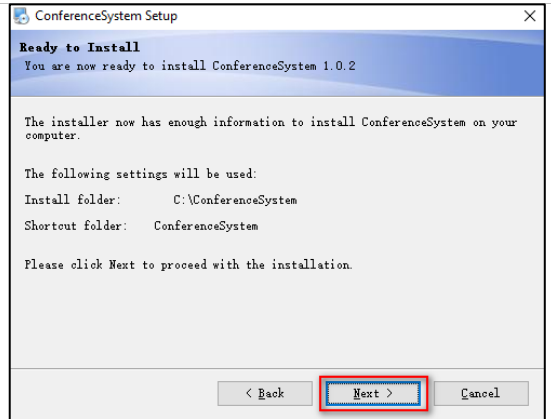
Double-click the installation program  **Setup_ConferenceSystem**, click on "Next," and follow the installation wizard's instructions until the installation is completed.

Operation

- (1) Double-click the software program, Pop up the welcome screen, click on [Next];
- (2) Select the installation path, click on [Next] until the installation is completed, and create a shortcut icon on the desktop.

Diagram

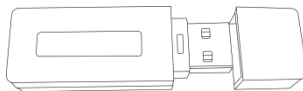




2.3. Software Registration

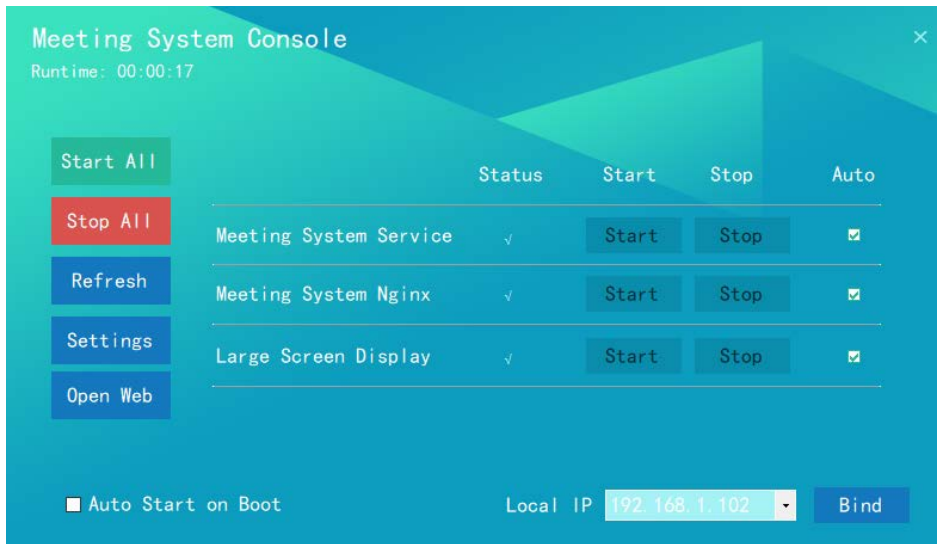
User can get authorization to use the official version software through dongle. The dongle must be inserted while running the software.

Dongle: directly insert dongle to the USB (drive-free), and then reboot the server software.



3. Software Execution

Double click "ConferenceConsole" icon to enter software console.



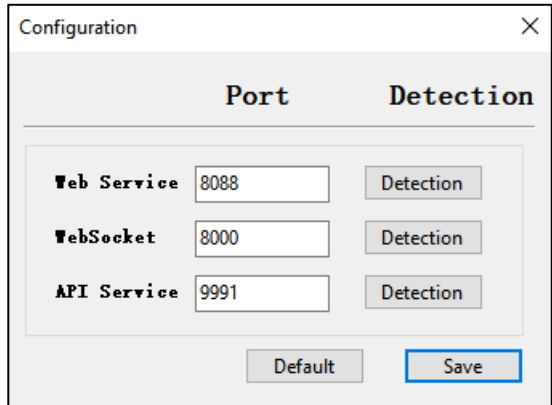
After open the softer console, please check whether the IP address in "Local IP" is correct (when there are several network cards, please bind one of them for Conference Control Management Software), click on the "Bind" button to bind the local IP address after confirmed, and then check whether all servers are started (Server on state: √, server off state: ×)

Open or stop server: When the system starts, the service starts automatically, you can check whether it is started in the "Task Manager" - "Service" of the computer. Click on the "Start All" button or "Stop All" button to start or stop server with one click.

Setting: Click on the "Stop All" button, stop all servers, and then click on the "Settings" button  to set server port.

Port Settings: You can set the port number of each server. The port number can't conflict. You can click on the "detection" button to check whether the port is idle.

Note: Do not change the port except in special cases. Click on "Default" to restore to the default port.

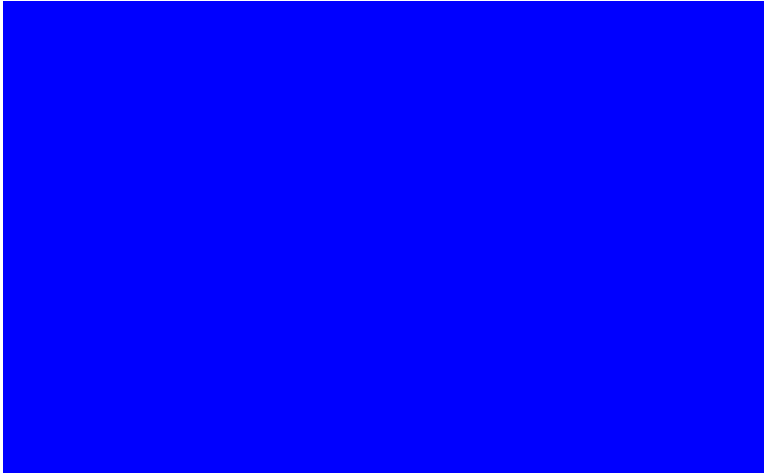


The image shows a 'Configuration' dialog box with a close button (X) in the top right corner. It features two columns: 'Port' and 'Detection'. Under the 'Port' column, there are three rows: 'Web Service' with a text input field containing '8088', 'WebSocket' with a text input field containing '8000', and 'API Service' with a text input field containing '9991'. To the right of each port input field is a 'Detection' button. At the bottom of the dialog, there are two buttons: 'Default' and 'Save'.

	Port	Detection
Web Service	8088	Detection
WebSocket	8000	Detection
API Service	9991	Detection

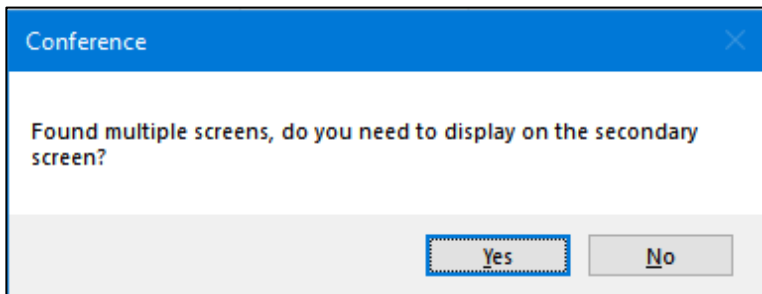
4. Display Screen

When you open the console, a blue display frame opens.



When the software starts, a option of whether to display to the secondary screen will pop up for screen projection. Click on "Yes" to display to the secondary screen.

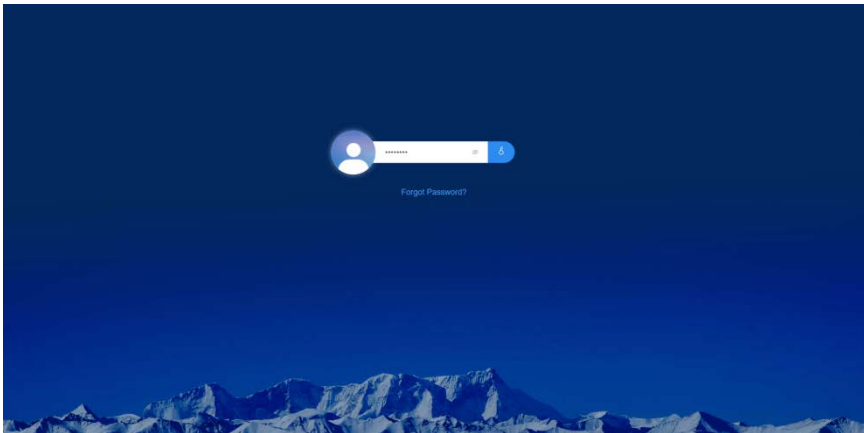
If the screen is not connected to an external large screen or the pop-up window choice is No, the display is fixed in the top left quarter of the computer screen.



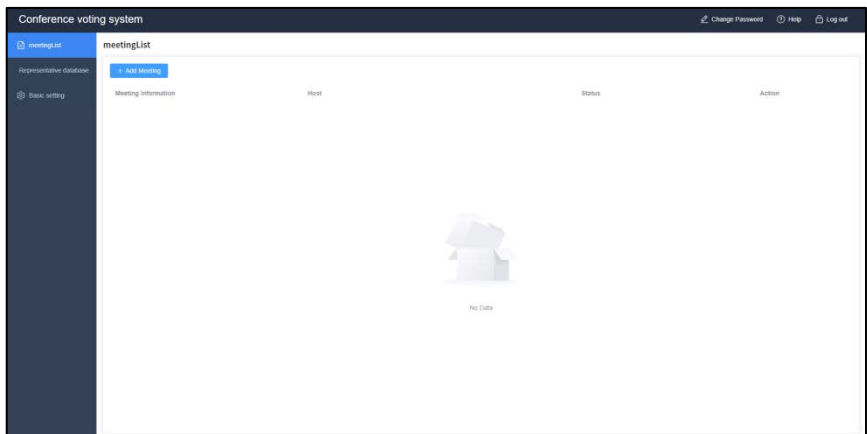
5. Software Login

Click on the "Open Web" button on the software console, then enter the login password in the login window (the default password is Rdc070#*),

Click on  to log in.



After successfully logged in, enter to the Conference Control Management Software.



After successfully logged in, you need to enter the information about the master control host

first , and then perform other operations after the master control host is successfully bound and connected.

6. Basic Setting

In “Basic Setting”, enter the IP address, port number, and ID of the master control host to bind the master control host.

Note:1.The host ID is obtained on the master control host WEB UI (Running status -- ServerID).

2.Only when the status is displayed as "Device Connected Normally" can it be used normally.

Display Resolution: Set display resolution of display screen.

Display Font Size: set the size of the font displayed on the display screen.

Login Timeout: Set the login timeout of Conference Control Management Software, the unit is sceond.

The screenshot shows the 'Basic setting' page of the 'Conference voting system'. The interface has a dark blue sidebar on the left with a menu containing 'meeting list', 'representative database', and 'Basic setting' (which is highlighted). The main content area is titled 'Basic setting' and contains several input fields and controls. At the top right of the main area, there are links for 'Change Password', 'Help', and 'Log out'. The settings include: an IP address field set to '10.1.19.66'; a Port field set to '50054' with a note '(Default: 50054)' and a status indicator 'Device Connected Normally'; a Host ID field set to '4f9e48d21319532'; a 'Display Resolution' section with 'Width' set to '1920' and 'Height' set to '1080'; a 'Display Font Size' field set to '500' with a unit of 'px'; and a 'Login Timeout' field set to '300' with a unit of 'Seconds'. A blue 'Save' button is located at the bottom of the settings area.

7. Representative Database

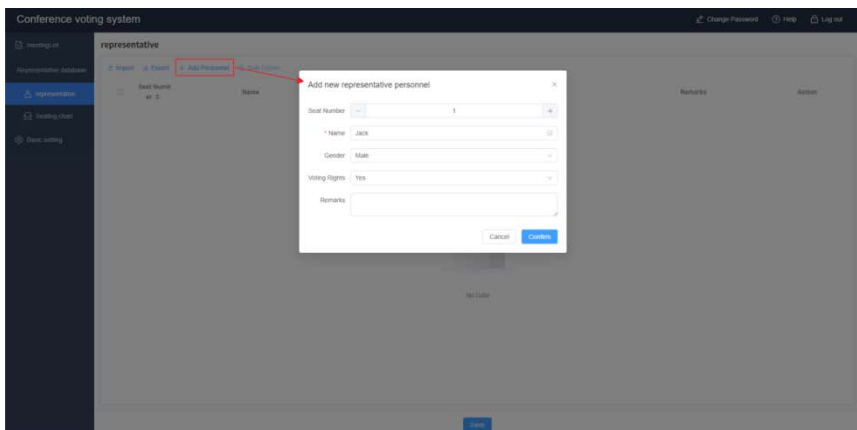
7.1. Representative

Tip: Microphone number needs to be generated on the master control host, otherwise it cannot be mapped with the host online microphone.

7.1.1. Add Personnel

Singly Add

Click on “Add Personnel” button, fill in seat number, name, gender, set voting right, finally, click on “confirm”.

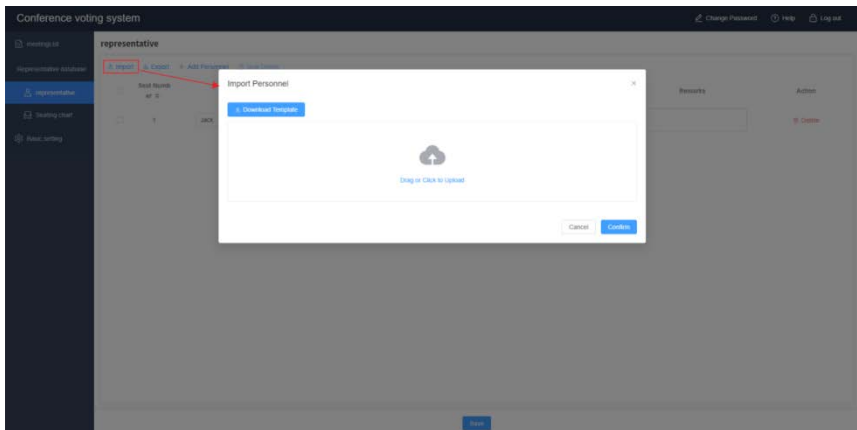


Batch Add

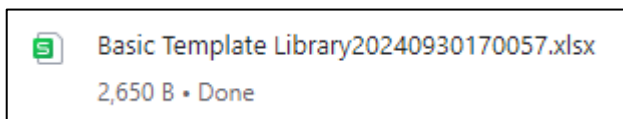
Click on “Import” button, and then click on “Download Template”, fill in the meeting ID, seat number, name, gender, and voting rights of the personnel to be imported in the template document.

Finally, upload the document.

[Note: Keep the Meeting ID to 0.](#)



Click on “Download Template” button, you will get an excel file.



Enter the meeting ID, seat number, name, gender, and voting permission of the personnel to be imported in the template document

A	B	C	D	E	F
Meeting ID	Seat Number	Name	Gender	Has Permission	Remarks
0		1 XXX	Male	No permission	XXXX

Meeting ID: Fixed to 0.

Seat Number: The seat number of the participant must correspond to the seat number of the microphone on the master control unit.

Name: Customize microphone name.

Gender: Customize participant gender.

Has Permission: Customize the permission of participants, permission and no permission are optional (no permission means the participants can only sign in, no voting permission)

Remarks: Make remarks to participants.

Finally, you can upload the document and add representatives in batches.

After representatives are added successfully, click on [Save], the control master unit will synchronize microphone seats information.

Export Personnel

Click on the "Export" button to export personnel document.

You will get an excel file.



View the document.

Meeting ID	Seat Number	Name	Device Type	Is Assigned Seat	Gender	Has Permission	Remarks
0	3	engineer		Unassigned	Male	Permission	
0	2	superviso		Unassigned	Female	Permission	
0	1	manger		Unassigned	Male	Permission	

Meeting ID: The meeting ID of a participant in the representative database. It is fixed to 0.

Seat Number: Seat number of participants.

Name: Name of participants.

Device Type: Reserved.

Is Assigned Seat: Whether participants are assigned seats in the seating map.

Gender: Gender of participants.

Has Permission: Set whether participants have the permission to vote.

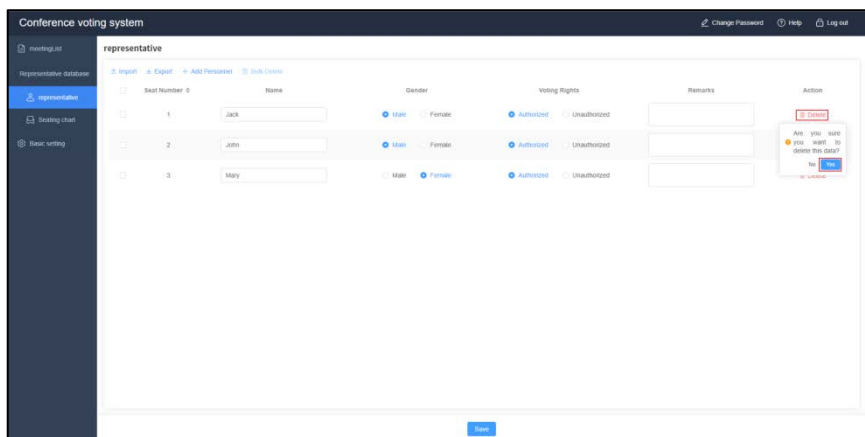
Remarks: Remarks of participants.

The exported file can be imported directly to generate corresponding participants.

7.1.2. Delete personnel

Singly Delete

Click on the "Delete" button in the "Action" column of representative, and then click on "Yes" button to delete representative individually.



Batch Add

Select the representatives to be deleted and then click on "Bulk Delete" button to delete the representatives in batches.

Seat Number	Name	Gender	Voting Rights	Remarks	Action
1	Jack	☒ Male ☐ Female	☒ Authorized ☐ Unauthorized		Delete
2	John	☒ Male ☐ Female	☒ Authorized ☐ Unauthorized		Delete
3	Mary	☐ Male ☒ Female	☒ Authorized ☐ Unauthorized		Delete

After representatives are added successfully, the host will synchronize representatives information.

7.2. Seating Chart

7.2.1. Upload seating chart

Click on "Upload Image" button, upload seating chart picture.

Upload Image

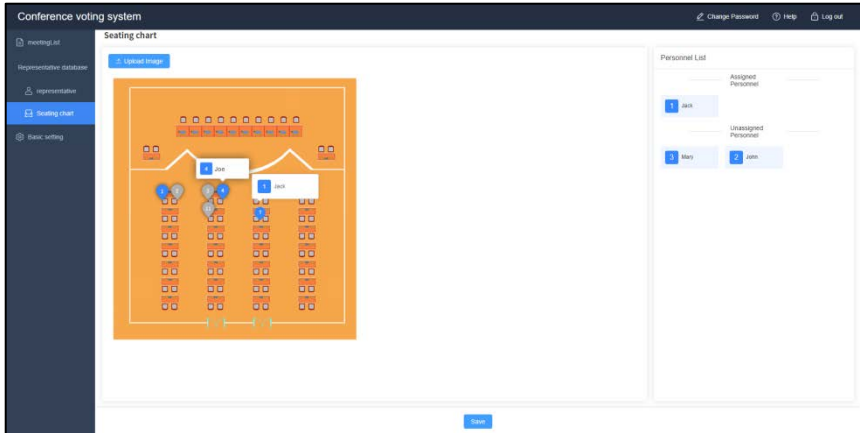
Drag or Click to Upload

Cancel Confirm

7.2.2. Assign Seat

In the Unassigned Personnel column, select an unassigned person and then drag it to the seat in the seating chart picture to assign seat.

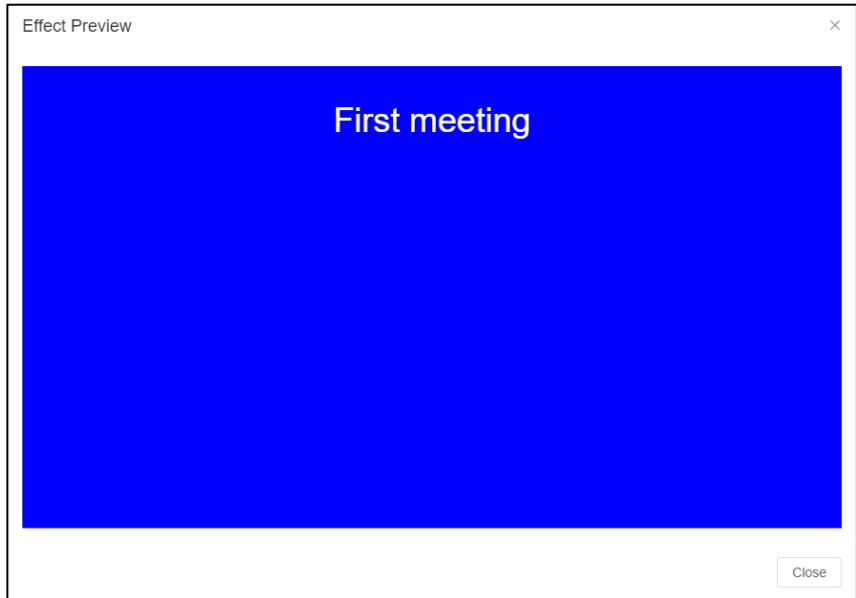
Personnel has assigned seat will appear in the "Assigned Personnel" column.



8. MeetingList

8.1. Add Meeting

During the meeting editing process, you can click on the "Preview" button in the upper left corner to preview how it looks on a large screen. The operation page and the large screen display the large screen effect simultaneously.



8.1.1. Meeting Information

Meeting Name: Set the meeting name.

Host: Fill in the meeting host name.

Meeting Time: Set the meeting time.

Conference voting system

Change Password Help Log out

Create Meeting

1 Meeting Information 2 Banner 3 Representatives 4 Seating Chart 5 Agenda

* Meeting Name New Product Release Conference

* Topic S

* Meeting Time 2024-09-11 09:00:00

Previous Next

After the information is edited, click on [Next].

8.1.2. Banner

Set banner.

Conference voting system

Change Password Help Log out

Create Meeting

1 Meeting Information 2 Banner 3 Representatives 4 Seating Chart 5 Agenda

Previous

New Product Release Conference

Previous Next

After the information is edited, click on [Next].

8.1.3. Representatives

Select representatives.

Note: They are representatives in representative database by default, you can change personnel parameters and import historical meeting representatives.

After the information is edited, click on [Next].

8.1.4. Seating Chart

Assign seats for representatives.

After the information is edited, click on [Next].

Meeting information editing is completed. A meeting must contain at least one agenda then it can be saved.

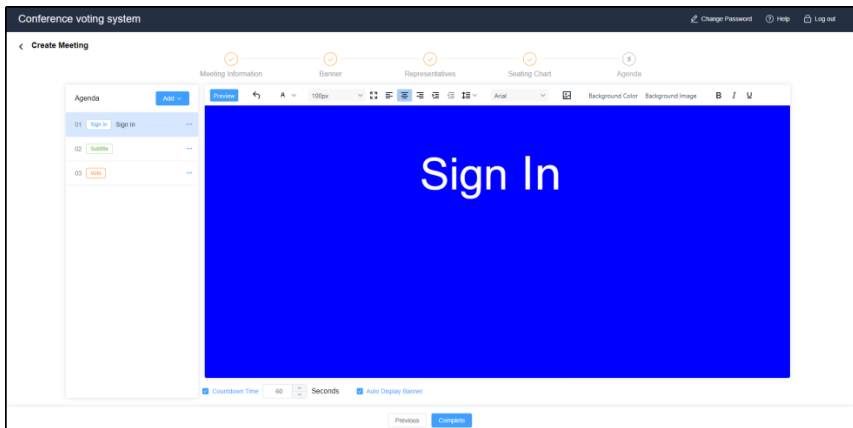
8.1.5. Agenda

Click on "Add" button to add agendas, "Sign In", "Subtitle", "Vote" are optional.

Sign In

Set the sign in agenda, you can check whether to display countdown time, whether auto

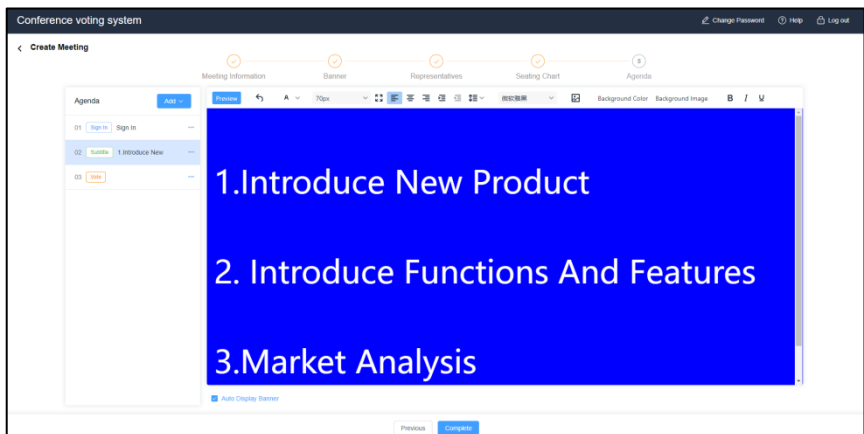
display banner, and set display content of display screen.



Subtitle

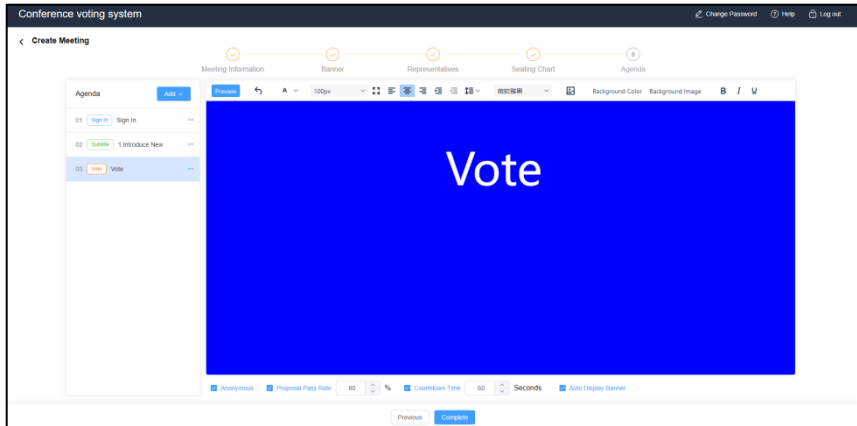
Set subtitles for the meeting agenda.

Check whether auto display banner.

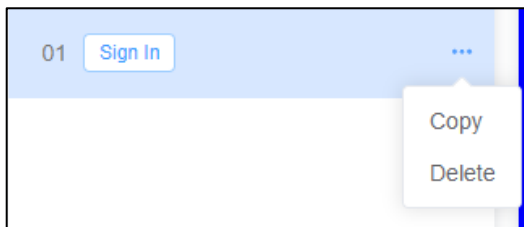


Vote

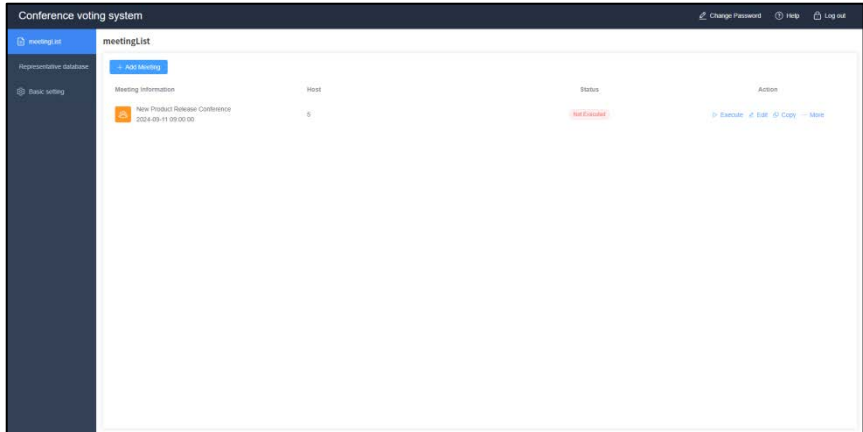
Set the vote agenda, you can check whether to display anonymously, whether to display proposal pass rate, countdown time, whether auto display banner, and set display content of display screen.



Agenda can be dragged to customize the sort, click the three dots button in the top right corner can choose to copy, delete the current agenda.



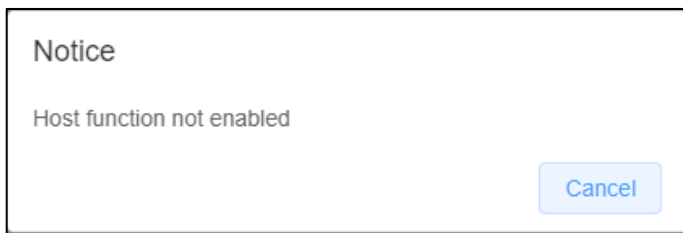
After setting, click on the "Complete" button, a new meeting created.

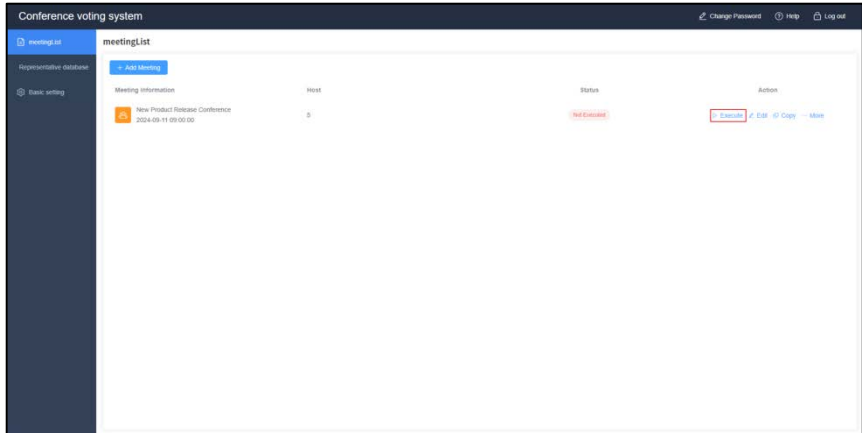


8.2. Execute Conference

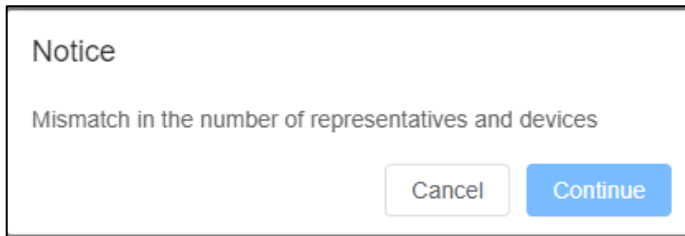
In the meeting list, click on "Execute" button in the "Action" column to execute meeting.

Note: The "Local sign-in vote" function must be disabled on the master control host web page to execute conference (You can disable it under Basic Settings --Conference Params on the master control host WEB UI); Otherwise, the system displays "Host Function is not enabled".





If the number between meeting participants and online microphones of the master control unit is inconsistent, a prompt will be displayed:



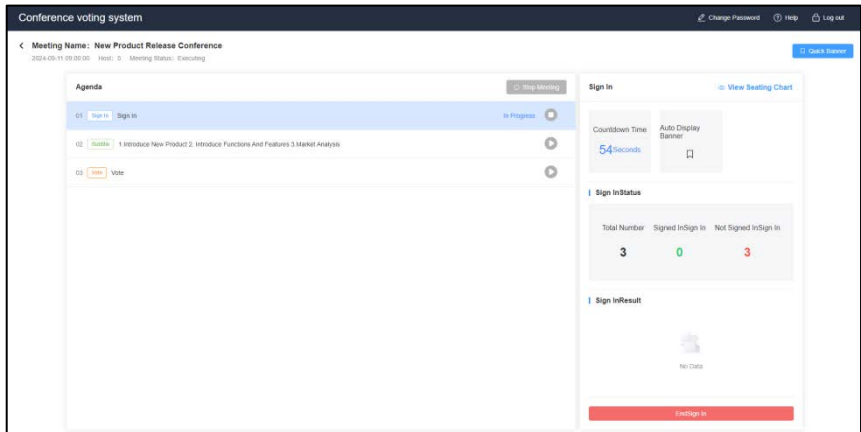
Click on "Continue".

Click on "Quick Banner" button during the implementation of the agenda can display conference banner, Click on "Hide Banner" button to return current agenda.

8.2.1. Sign In

Click on the Run button  next to the "Sign in" agenda to run the sign in meeting agenda.

Click on the  button after the sign-in process is finished to end the current agenda.



Conference Control Management Software and display screen display sign in agenda information.

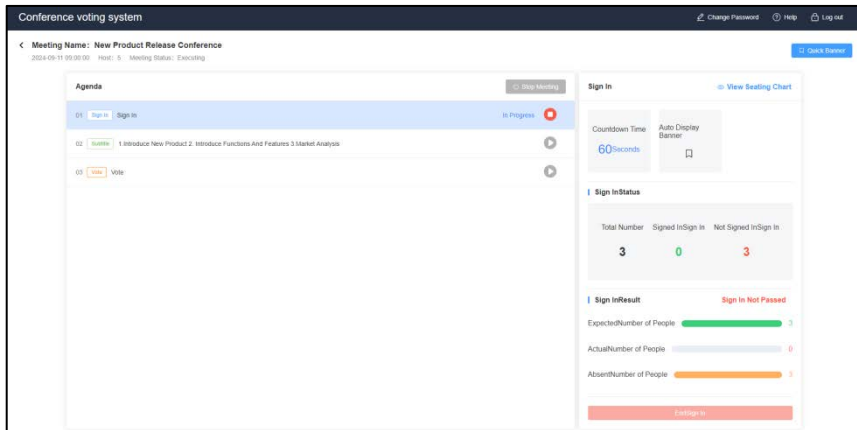
Sign In

count down: 30
Seconds

Signed In: 0

Not Signed In: 3

Representatives will receive the sign-in prompt. After the sign-in, Conference Control Management Software and display screen will display the sign-in result.



Sign In

Expected: 3

Actual: 0

Absent: 3

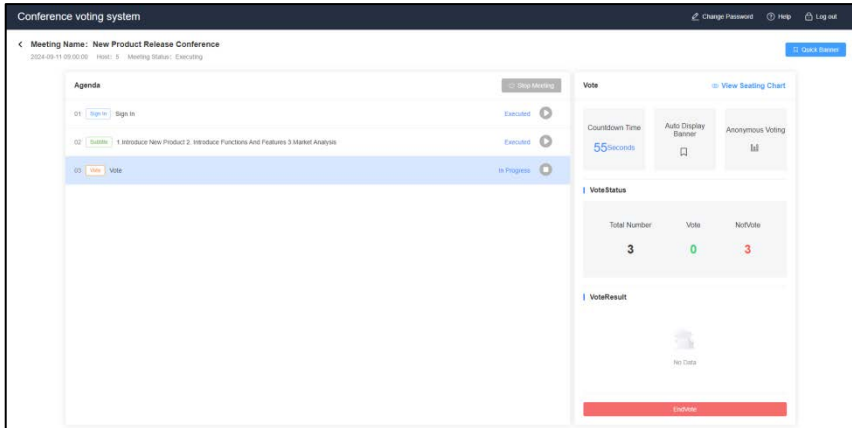
8.2.2. Subtitle

Click on the Run button  next to the "Subtitle" agenda to run the subtitle meeting agenda. Display screen display subtitle agenda information. Click on "Quick Banner" button can display conference banner. Click on the  button can stop current agenda.

- 
- 1.Introduce New Product
 2. Introduce Functions And Features
 - 3.Market Analysis

8.2.3. Vote

Click on the Run button  next to the "Vote" agenda to run the vote meeting agenda. Click on the  button after the vote process is finished to stop the current agenda.

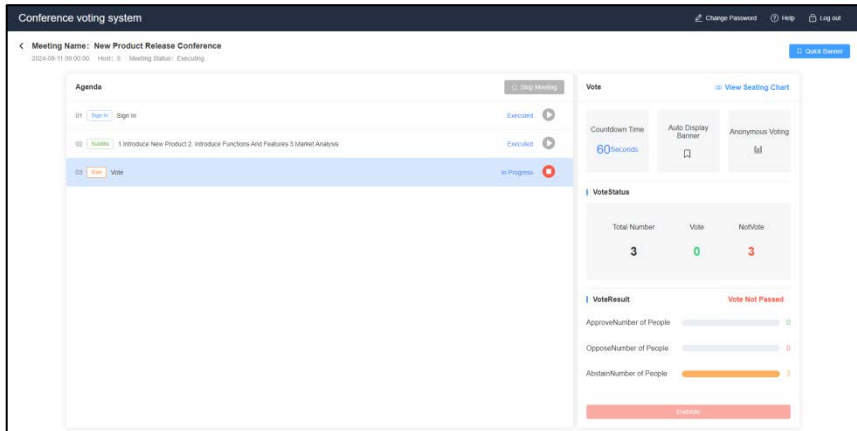


Conference Control Management Software and display screen display vote agenda information. Click on "Quick Banner" button can display conference banner.



Representatives will receive the vote prompt. After the vote, Conference Control

Management Software and display screen will display the vote result.



Vote

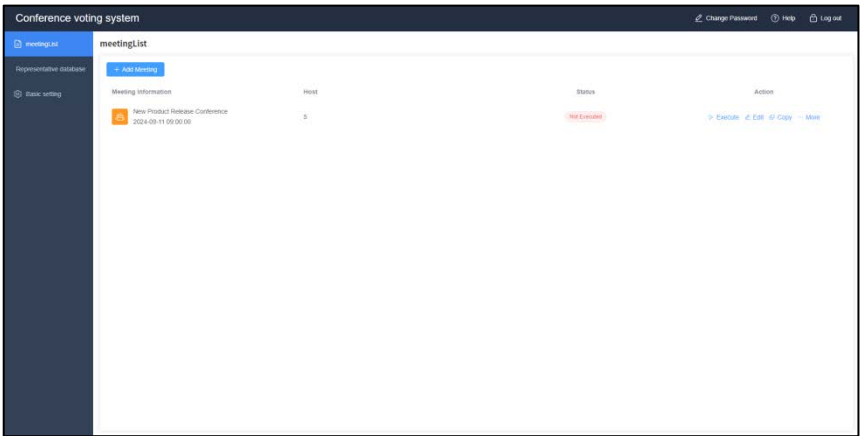
Approve: 0

Oppose: 0

Abstain: 3

Result: Not Passed

8.3. Edit, Copy, Export, Delete Conference



- Edit Conference

Click on “Edit” button in the “Action” column of conference, you can edit conference(conference basic information and conference agenda).

- Copy Conference

Click on “Copy” button in the “Action” column of conference, you can copy conference.

- Export Conference

Click on “More” button in the “Action” column of conference, and then select “Export”, You can export a PDF document containing basic conference information and conference agenda.

- Delete Conference

Click on “More” button in the “Action” column of conference, and then select “Delete”, you can delete conference

Export Conference:

When the meeting is completed, click on Export button will download a pdf document.



Meeting Info Table20240930171902.pdf

27.3 KB • Done

Meeting information

Meeting Info Overview

Current Meeting	testMeetingName	
Meeting Info	ID Number	1
	Meeting Name	testMeetingName
	Host	testHost
	Meeting Time	2024-09-30 17:11:24

Device Information

Device Info

Device Info	Device Content	
Device Info Content	Seat Number	3
	Name	engineer
	Gender	Male
	Is Assigned Seat	Assigned
	Has Permission	Permission
	Remarks	

Meeting Agenda

Meeting Agenda

Meeting Agenda	Meeting Agenda	
Meeting Agenda Content	Agenda ID	1
	Agenda Type	Sign-In
	Creation Time	2024-09-30 17:13:38
	Agenda Title	Sign in
	Is Executed	Executed
	Execution Time	2024-09-30 17:18:19
	Agenda Status	Ended

Sign-In Details And Sign-In Results

Sign-In Details And Sign-In Results		
Current Agenda	Sign in	
Sign-In Results	Meeting ID	1
	Agenda ID	1
	Agenda Title	Sign in
	Total Number	3
	Number of Signed in	3
	Number of Not Signed in	0
Sign-In Details Content	Seat Number	1
	Seat Name	manger
	Sign-in Time	2024-09-30 09:18:20
Sign-In Details Content	Seat Number	3
	Seat Name	engineer
	Sign-in Time	2024-09-30 09:18:23
Sign-In Details Content	Seat Number	2
	Seat Name	supervisor
	Sign-in Time	2024-09-30 09:18:25

Voting Details And Voting Results

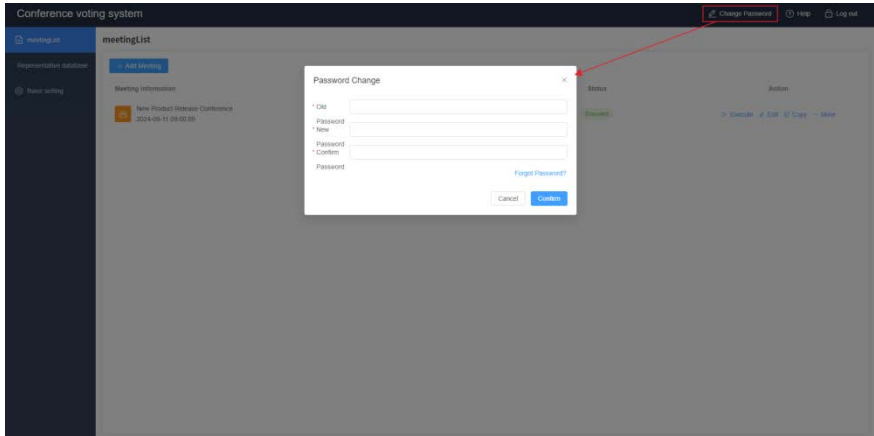
Voting Details And Voting Results

Current Agenda	Vote	
Voting Results	Meeting ID	1
	Agenda ID	3
	Agenda Title	Vote
	Total Number	3
	Voted Number	3
	Not Voted Number	0
	Approval Number	1
	Disapproval Number	2
	Abstain Number	0
	Voting Results	Approved
Vote Details Content	Seat Number	1
	Seat Name	manger
	Voting Results	Agree
	Sign-in Time	2024-09-30 09:18:46
Vote Details Content	Seat Number	3
	Seat Name	engineer
	Voting Results	Disagree
	Sign-in Time	2024-09-30 09:18:48
Vote Details Content	Seat Number	2
	Seat Name	supervisor
	Voting Results	Disagree
	Sign-in Time	2024-09-30 09:18:50

If the anonymous is checked, only the voting results are displayed.

9. Change Password

Click on “Change Password” in the upper right corner to change the password for logging into the Conference Control Management Software.



10. Help

10.1. Tutorial Download

Click on the "Help" button in the upper right corner and select "Tutorial Download" to download the Conference Control Management Software user manual.

10.2. About

Click on the "Help" button in the upper right corner and select "About" to view the software version of the Conference Control Management Software.

