



### Feature:

#### 1.Conference Management:

- 1.1. Search and view personal related conferences, accept/reject conferences, cancel/view initiated conferences, with a conference review mechanism.
- 1.2. You can create conferences according to different conference types, edit/reset conference types; there are six conference types by default: instant conference, regular conference, paperless conference, video conference, recording conference, and comprehensive conference.
- 1.3. Filter, search, view conference rooms, display basic conference room information, and available/disabled/occupied time.
- 1.4. Users can create personal conference templates, and can quickly initiate conferences through personal templates and system default templates.
- 1.5. The system comes with a minutes template, and users can export historical conference minutes according to the minutes export template.
- 1.6. Users can search, view, delete, and batch export historical conference records related to themselves, and can save historical conferences as personal templates, and export historical conference minutes according to the minutes template.
- 1.7. Conference reservation frequency can be set to improve resource utilization.

#### 2.Contacts:

- 2.1. Create, edit, add group members, and release groups based on the system organizational structure.
- 2.2. Create organizational structure, edit department name and set department supervisor, add department members, adjust employee department, import/delete employees in batches; invite people to join the department by sending a link.
- 2.3. Add/edit/delete positions, add members to the corresponding positions, or remove members from a position in batches.

#### 3.Logistics Services:

- 3.1. You can select the service type, and set the time, place, and required items to initiate the service.
- 3.2. Create/edit/delete logistics item categories, support searching for item names, filter item types to find logistics items, and add/edit/delete/batch delete/import items.
- 3.3. Service records can be found by searching for initiators, filtering service initiation/completion time and service status, and support batch exporting.
- 3.4. In the background, the information and status of the initiated services can be viewed, and the corresponding services can be found by filtering the time and status.
- 3.5. The staff can view the service orders to be responded to in the background, and accept and reject them; they can search for the processed services by filtering the date and processing status, and view the details of the service orders.

#### 4.Space Management:

- 4.1. With system space management function, you can add/edit/delete conference room types.
- 4.2. Add/edit/delete conference room locations, add, disable, and delete conference rooms, edit conference room basic information, reservation rules, and release rules, delete/import conference rooms in batches, and set conference room reservation rules/release rules in batches.

#### 5.Asset Management:

- 5.1. With the asset statistics function, you can enter the asset name/number/brand to search for the asset, and find the asset by filtering the asset type, the conference room associated with the asset, and the asset source. You can add assets, batch import/export, view/copy/edit/delete asset information.
- 5.2. Add/edit/delete asset classifications.
- 5.3. You can search for assets by entering asset name/number, and filtering asset repair report time/status, export asset repair report information, and view/process/delete asset repair report information.



### 6. IoT Control:

- 6.1. Support calling the conference room scene mode, online control of smart devices in the conference room.
- 6.2. Support synchronizing IoT device classification, you can view device classification control properties, add, remove, and batch remove corresponding devices for device classification.
- 6.3. Set periodic running rules for intelligent and controllable devices in the conference room; create, view, disable/enable, delete/batch delete device running rules.
- 6.4. Set running profiles for intelligent and controllable devices in the conference room. You can create new profiles globally, create new profiles in conference rooms, and delete/batch delete profiles.
- 6.5. Set running linkage rules for devices, create/edit/view, enable/disable, delete/batch delete linkage rules.

### 7. Operation and Maintenance Management:

- 7.1. Display the operation and maintenance status of all the conference rooms and the equipment in them, and display the normal/minor failure/serious failure/maintenance status and quantity of the conference room.
- 7.2. View inspection work order details, fill in/view inspection work orders, delete/batch delete inspection work orders, and export inspection work orders in batches.
- 7.3. View the details of maintenance work orders, fill in/view maintenance work orders, delete/batch delete maintenance work orders, and export maintenance work orders in batches.
- 7.4. View the details of the alarm work order, complete the work order, delete/batch delete the alarm work order.
- 7.5. You can view the current number of devices online, the number of real-time system alarms, the proportion of device status, and the status of device failures/repairs within one year.
- 7.6. Search and view all equipment details and equipment normal/fault/maintenance status, online/offline status, one-click repair equipment, and equipment warranty.
- 7.7. Search and view real-time alarm records of devices, and assign/ignore alarm work orders.
- 7.8. Query alarm records, cancel assigned alarms, and delete/batch delete alarm records.
- 7.9. Set alarm rules for devices, create/view, enable/disable, delete/batch delete alarm rules.
- 7.10. Set manual inspection plans, create/view, enable/disable, delete/batch delete manual inspection plans.
- 7.11. Set auto joint inspection links, create/view, delete/batch delete joint inspection links, and support one-click joint inspection links.
- 7.12. Set auto joint inspection plans, automatically generate joint inspection tasks, create/view, delete/delete in batches, and enable/disable joint inspection plans.
- 7.13. Automatically record the results of the auto joint inspection, and view the joint inspection form and the details of the joint inspection.
- 7.14. Automatically record all device controls generated by the system, including device control, linkage rule invocation, scene mode invocation, and joint inspection invocation, and support deletion/batch deletion of control records.
- 7.15. Set the operation and maintenance level of the conference room according to the number or type of faulty equipment in the conference room; add and remove inspection personnel, maintenance personnel and alarm processing personnel.
- 7.16. Work orders and alerts can be set to be dispatched manually or automatically.

### 8. Information Release:

- 8.1. With terminal management functions, you can adjust the volume of the device, restart the device, synchronize the device time, group mobile devices, enable/disable devices, and delete devices.
- 8.2. Filter task types to find scheduled tasks, create/edit/delete/send scheduled tasks, and view the task sending history.
- 8.3. Set file auditing and resource auditing on and off, add/delete approvers and set release permissions.
- 8.4. Create/edit/delete material groups and program groups, upload pictures, audio, video, files and other materials, add live streams, playlists, information and other programs, and add, edit, publish, and delete web pages.
- 8.5. With subtitle insertion function, you can edit the text and background color of subtitles, set the size and position of the text, scroll speed and display time, etc.
- 8.6. Support file upload review and content release review, preview and review files and content to be reviewed, and preview the reviewed results.
- 8.7. The conference reservation module is synchronized with the information release entrance screen. After the initiator initiates the conference successfully, it will be synchronized to the entrance screen of the conference room. The conference room entrance screen will display the latest pending and in-progress conferences.

9. Support the function of conference data statistics, including the current month's personal conference statistics and the total conference data statistics. The personal conference statistics include the personal related conference statistics, the proportion of conference types, the proportion of conference time periods and the commonly used conference rooms. The total conference data statistics include the total conference statistics. The total meeting data statistics include the total meeting duration, total number of meeting rooms, user meeting duration within a month, the top ten meeting rooms, and the proportion and number of meeting rooms.
10. Support the function of enterprise information setting, automatically generate the enterprise code, and set the enterprise name, Logo, location, etc.



11. Support the function of uploading face photos, input face information for a single person or upload face information in batches.
12. Support various reservation methods such as APP conference reservation, web terminal conference reservation and entrance screen conference reservation. The APP supports Android and iOS operating systems. The conference reservation includes the conference theme, location, time, host, participants, conference topics, and materials upload, conference sign-in and other functions; after reservation, it supports conference result display notification, logistics service and other functional modules.
13. Support conference information APP notification, SMS notification and other notification methods. Notifications related to conferences such as pre-reminder, end reminder, conference sign-in, start sign-in, end sign-in, conference attachments, conference details, and conference agenda will be sent to relevant personnel. The administrator can edit, modify or cancel the conference of the staff; and a notification reminder will be sent to all participants of the conference.
14. With conference control function, the terminal software runs on the ipad tablet to realize conference start/end, conference time extension, conference topic control, equipment control, conference mode switching, logistics services, video conference management function, as well as the interface display function for temperature and humidity data of the conference room.