MAXHUB

V5 OS User Guide

MAXHUB

Chapter One. Whiteboard

MAXHUB

1. Open the whiteboard

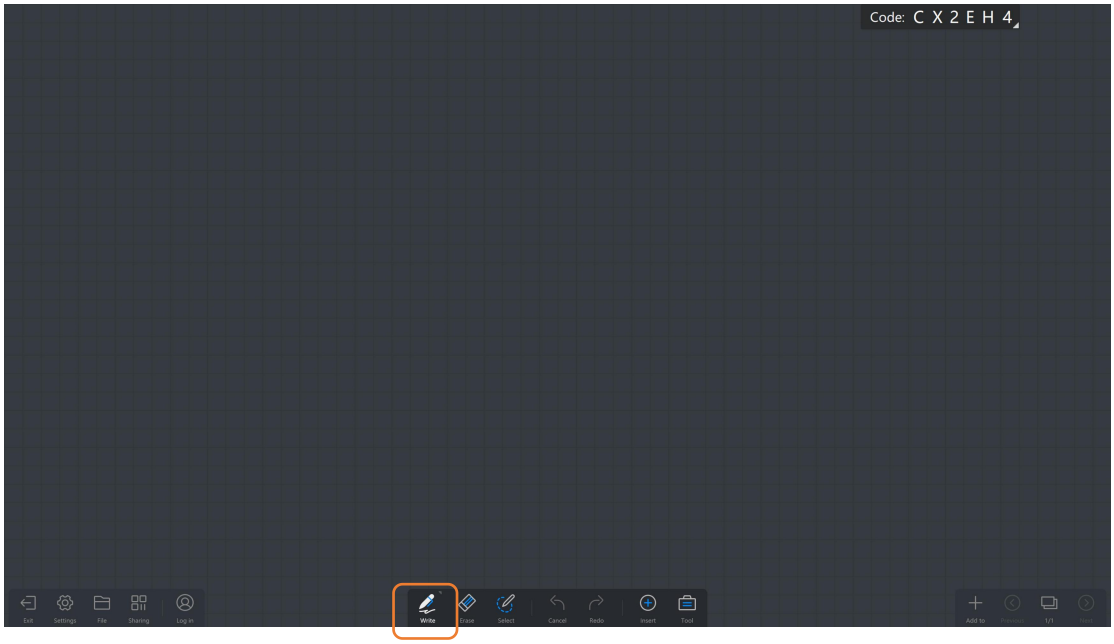
Method 1 : From the homepage of the conference tablet, tap on "whiteboard" to open the whiteboard.

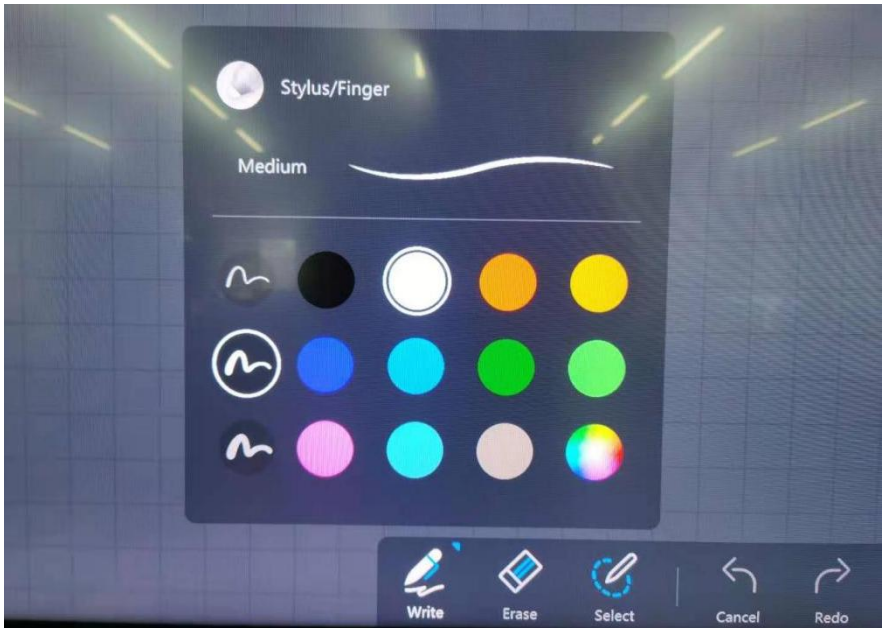
Method 2 : Pick up the writing stylus attached to the IFP, tap on "Whiteboard" of the floating toolbar on the lower left/ lower right screen to open the whiteboard.

2. Change the writing color thickness

Click the "writeboard" button on the toolbar at the bottom of the whiteboard to display the color wheel, and click the color and thickness to be selected.

Note: Touch the color board with the different stylus tips of the stylus SW13 to change the color and thickness of the two tips.



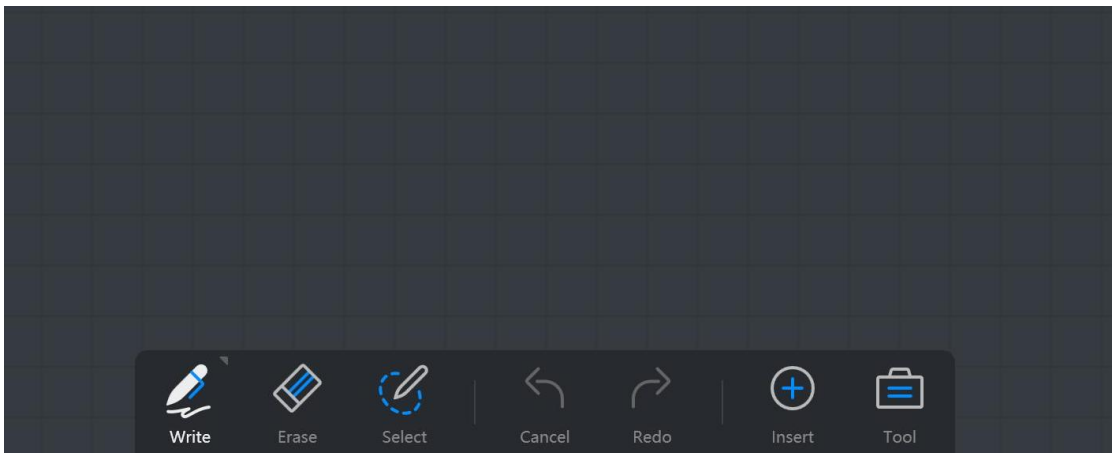


3. Erase

There are three ways to erase handwriting.

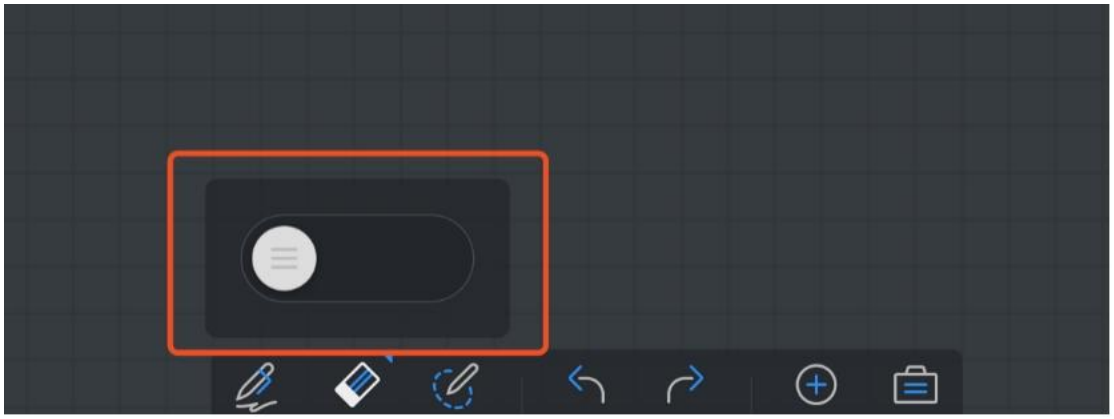
Method 1: Select the "Erase" button on the toolbar to erase with your stylus or finger.

Figure



Method 2 : Swipe on the whiteboard with your palm to erase.

Method 3 : Select the Erase and slide the bar on pop-up window to clear all content.



4. Moving and zooming the whiteboard canvas

Touch the whiteboard with multiple fingers to move the whiteboard, stretch and close the zoomable screen with multiple fingers.

5. Select the elements on the whiteboard

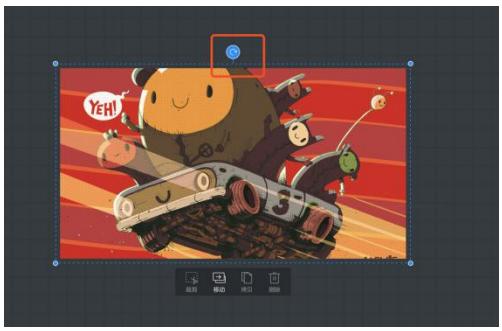
Method 1 : to select the elements by clicking the "Select" button on the toolbar.

Method 2 : long tap on specific content to select it.

Operable functions after selection

Movement and zooming : drag the element (pictures or notes) in blue box to zoom in/ out or move freely.

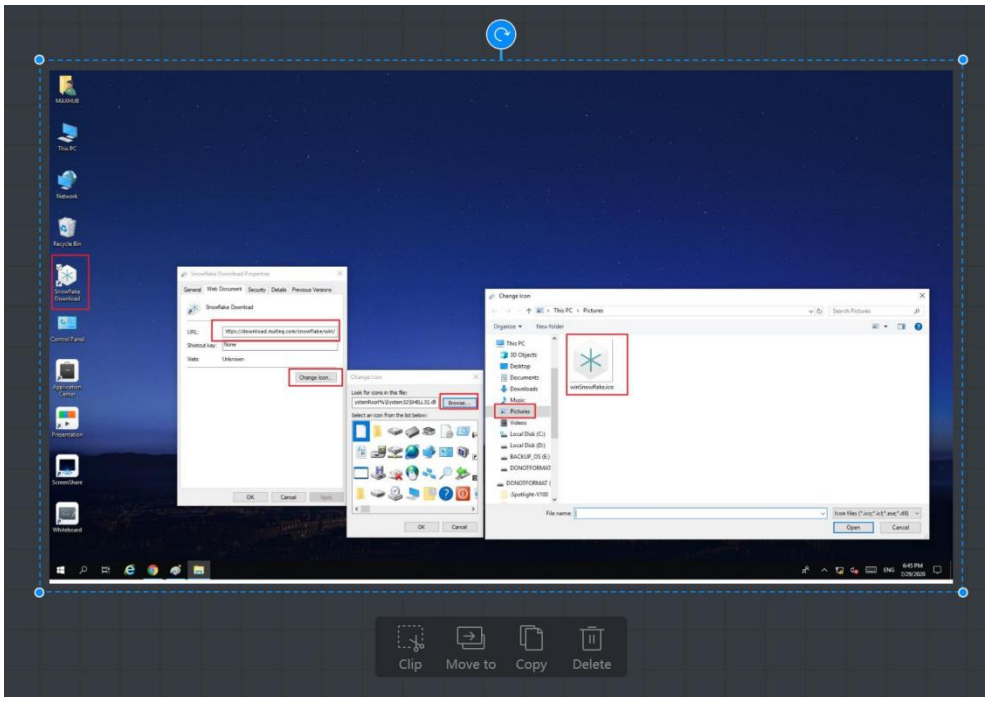
Rotation: Rotate the blue button beyond the picture or notes to control and rotate the content you chose.



Delete: select specific content and click the “delete” from menu below.

Copy: select specific content and click the “copy” to get one copy on the whiteboard.

Move: move the content to another new page.



5. Insert

Click the "Insert" button on the bottom toolbar to select the content to be inserted in the pop-up window.

Note: Support for inserting content: tables, graphics, pictures, word, pdf, ppt, audio, video.

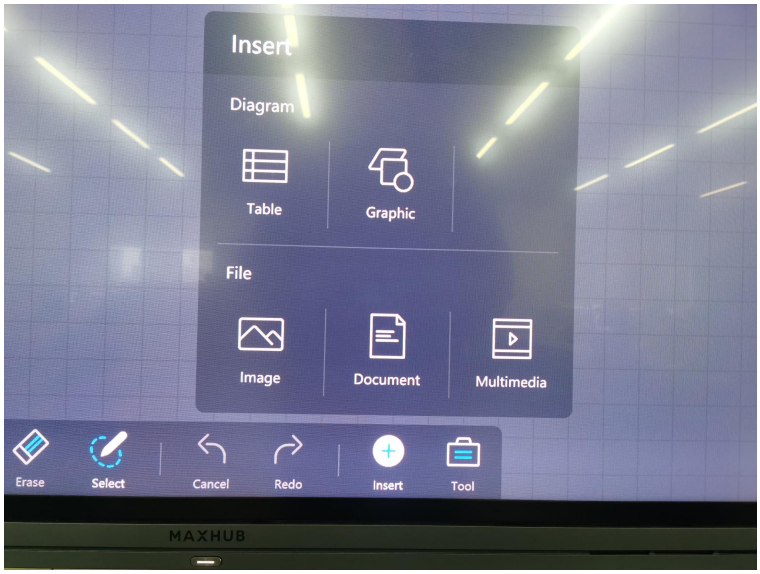
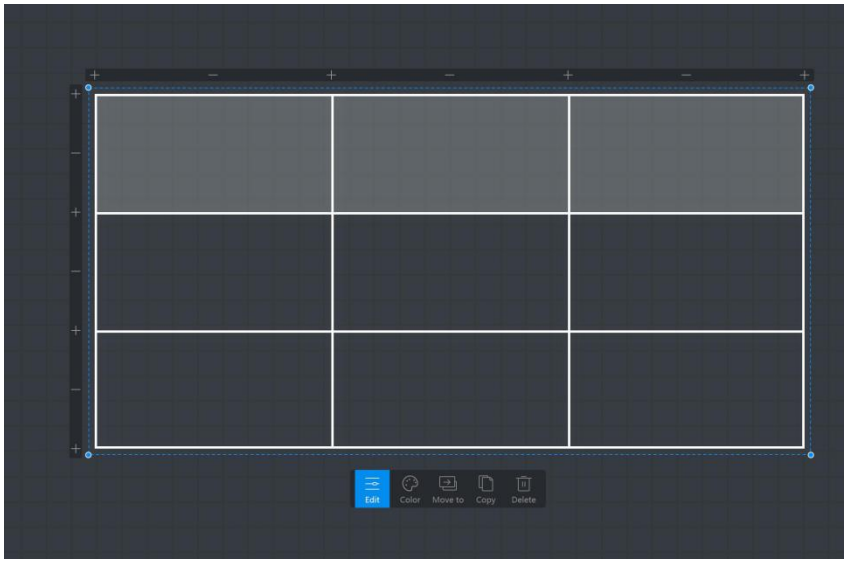


Table:

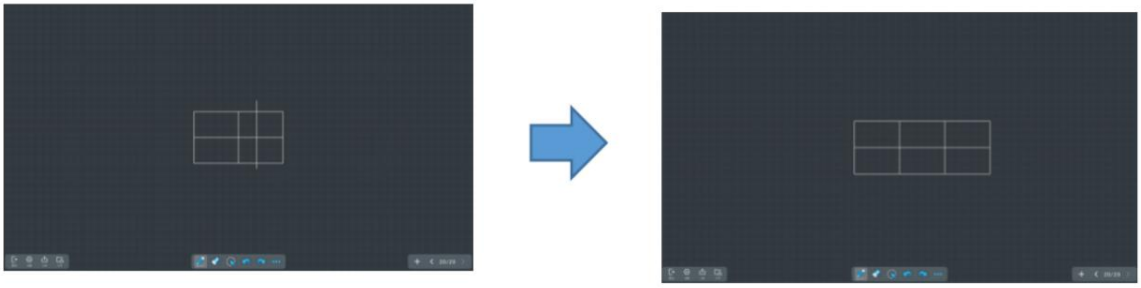
(1) Insert a table: click "table" in the insert selection pop-up window to automatically insert a 3*3 table.

(2) add/delete table rows and columns: click the "select" button in the middle toolbar at the

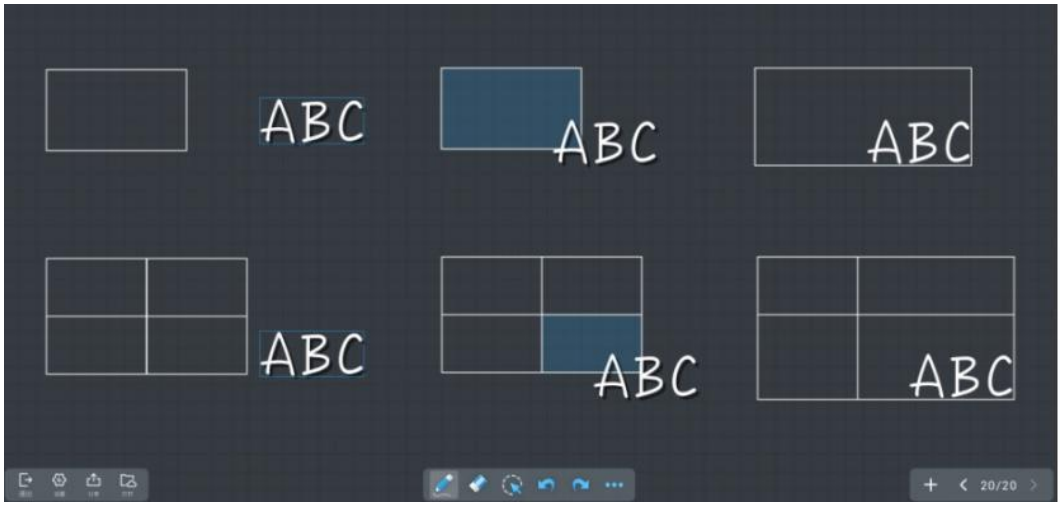
bottom, and select the table to proceed Edit, there will be a button for adding and deleting rows. Click to add or delete ranks.



(3) Hand-painted editing: add a row or column by drawing a line through a whole row or column, and delete a row or column when drawing a line through a whole row or column three times in a row.

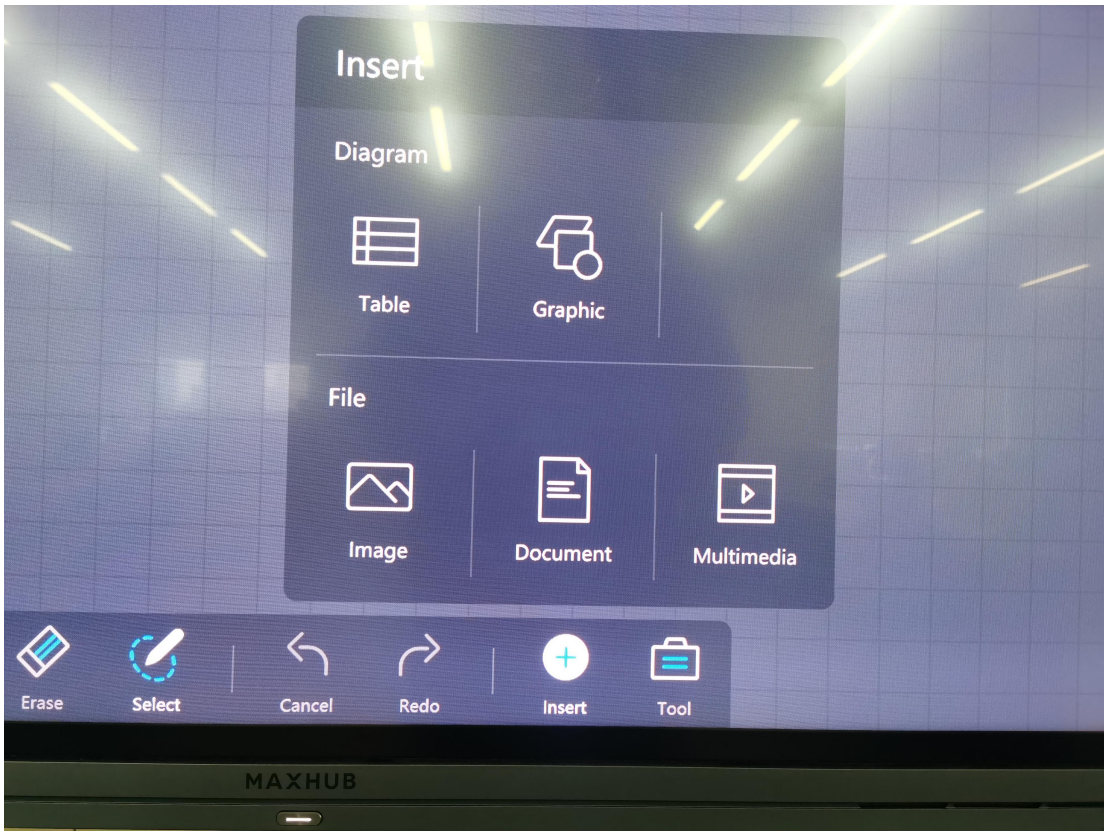


(4) Cell size adaptation: Write in the table, and the table will automatically adjust the size according to the handwriting.

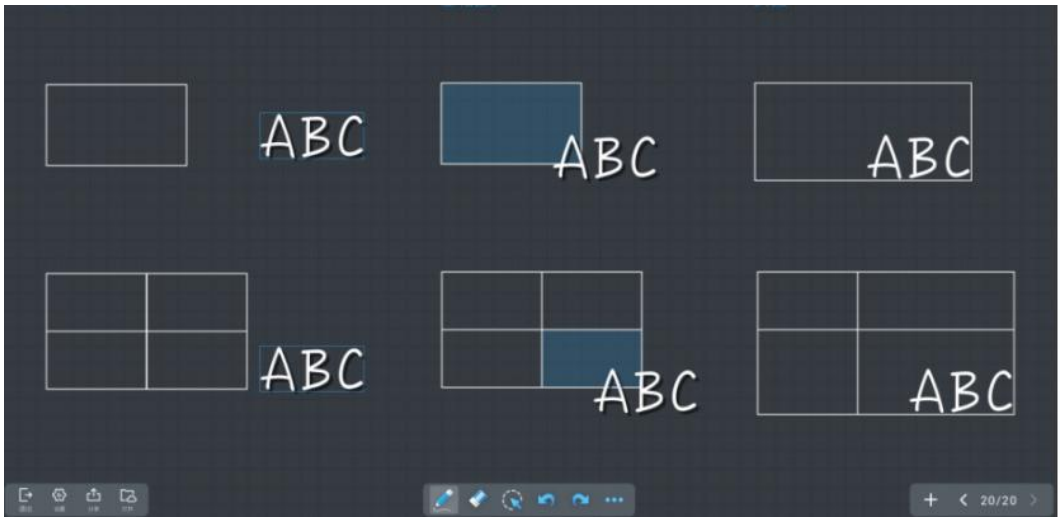


Graphics:

(1) Insert graphics: Click "graphics" in the insert selection pop-up window, a lower-level menu will pop up to select the shape of the graphics, click or drag the graphics to insert the graphics;



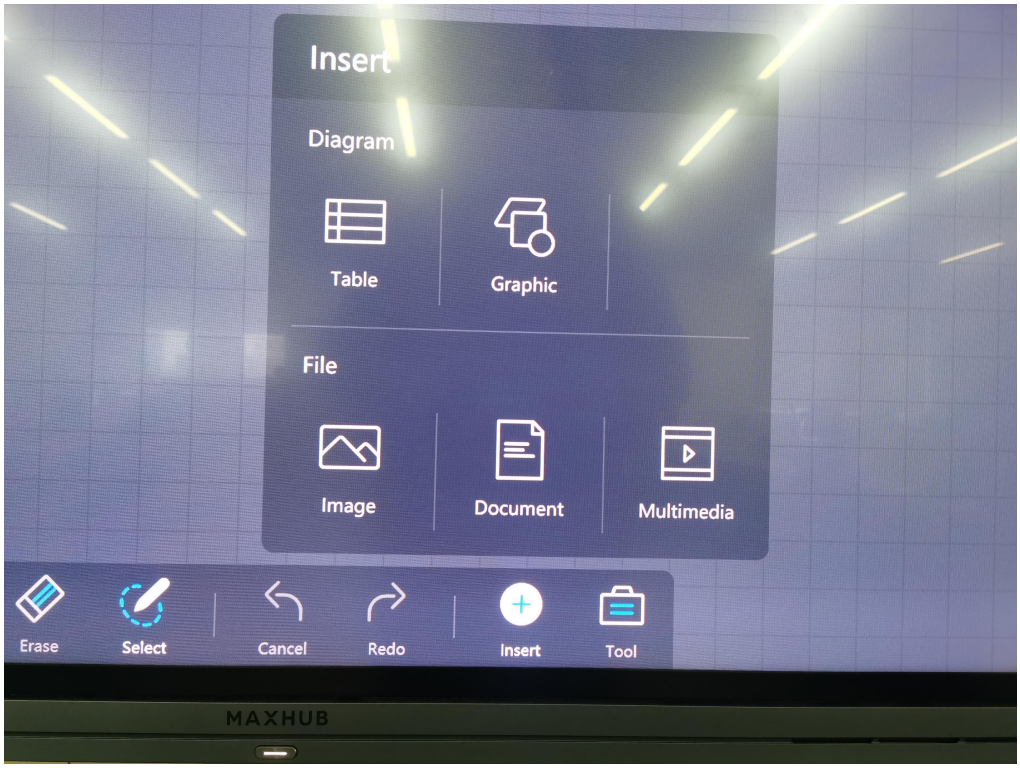
(2) Graphics expansion: write in the graphics, the graphics will be automatically expanded according to the handwriting

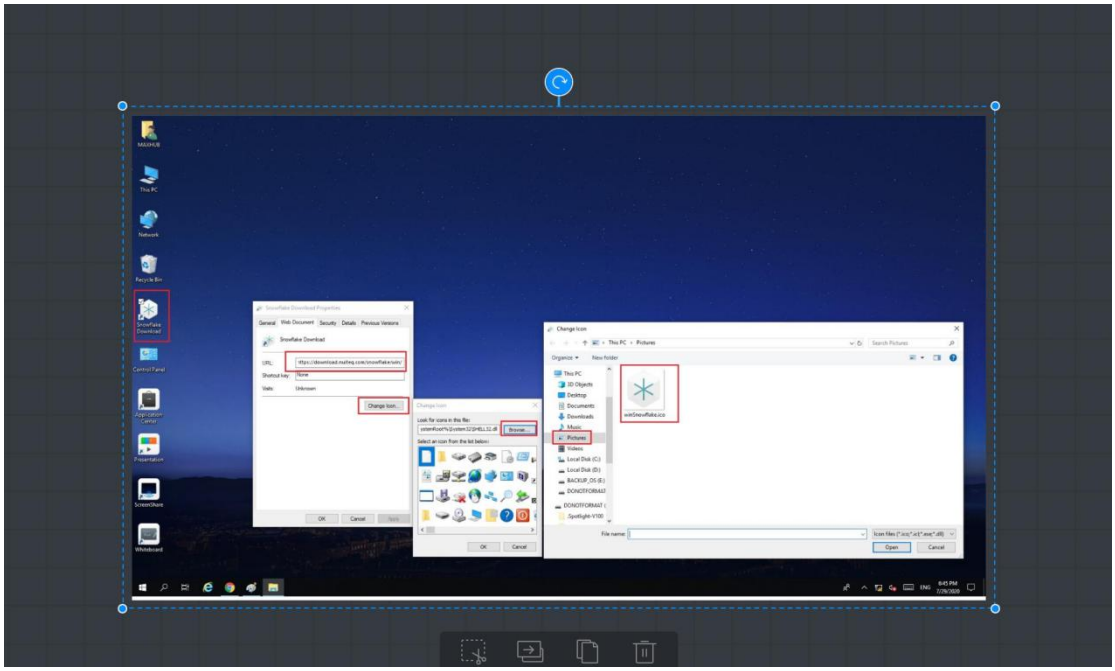


(3) Convert a rectangle to a table: When inserting a rectangle, draw a line through the graph horizontally or vertically, and then perform the graph cutting operation to become a table;

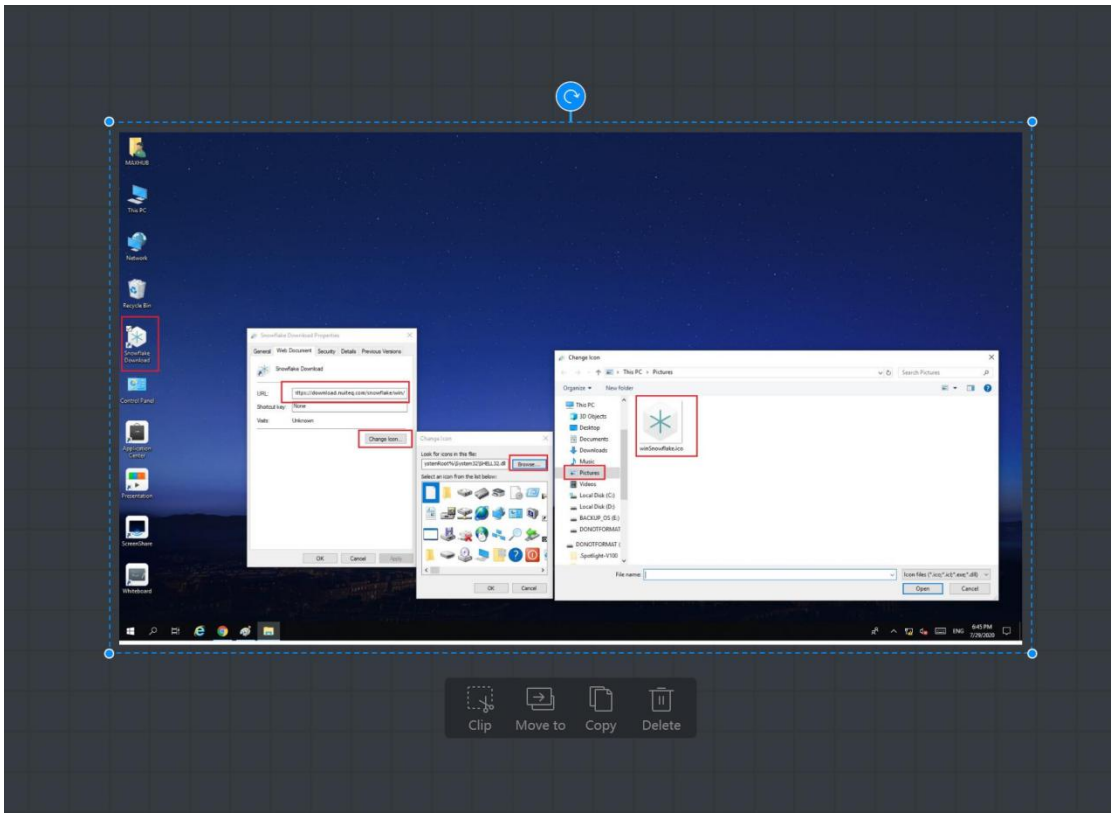
Image:

(1) Insert a picture: Click "Picture" in the insert selection pop-up window, find the desired picture according to the file path, click, double-click or drag the picture to insert the picture;



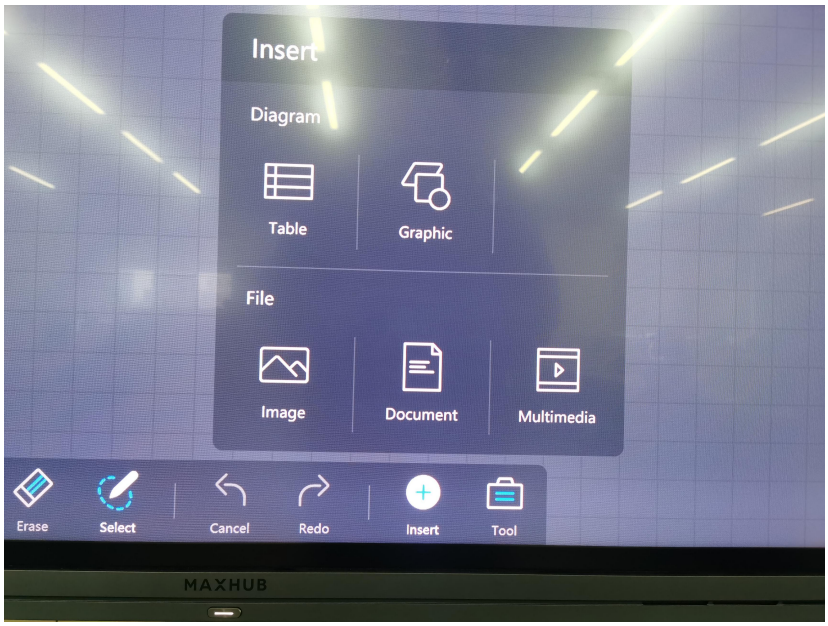


(2) Crop the picture: Click the "Select" button in the middle toolbar at the bottom, and click the "Crop" button in the toolbar below the picture to crop the picture;



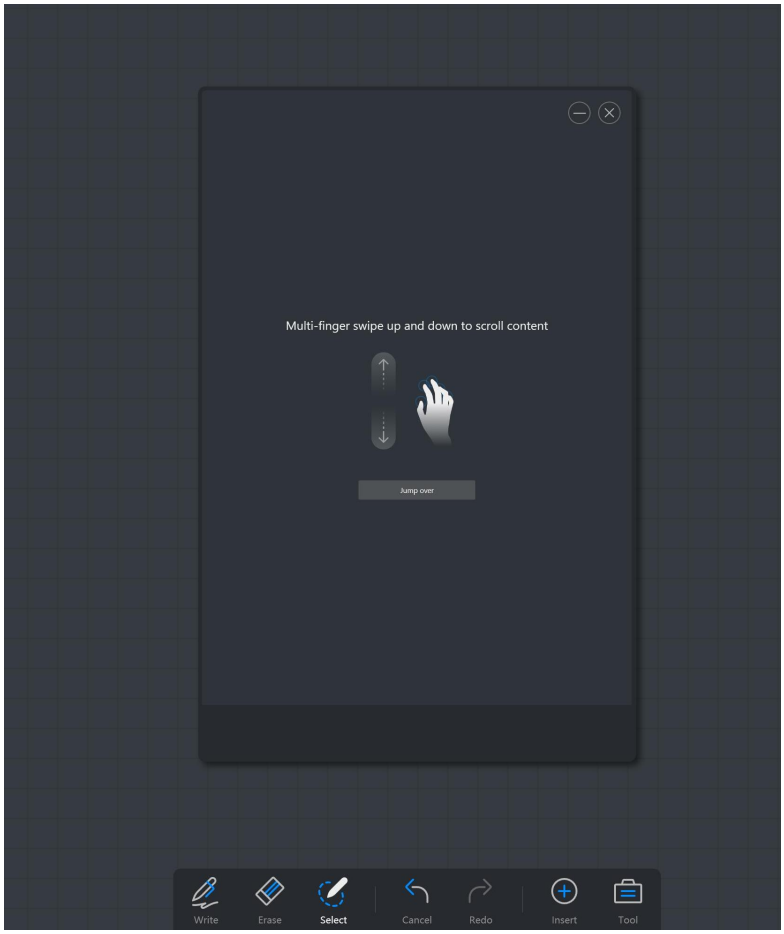
Documentation:

(1) Insert a document: click "document" in the insert selection pop-up window, find the required document according to the file path, click, double-click or drag the picture to insert into the document window;



(2) Support file types: PPT, PDF, WORD.

(3) Document window operation: refers to the document turning into a small window for display.



7. Page management

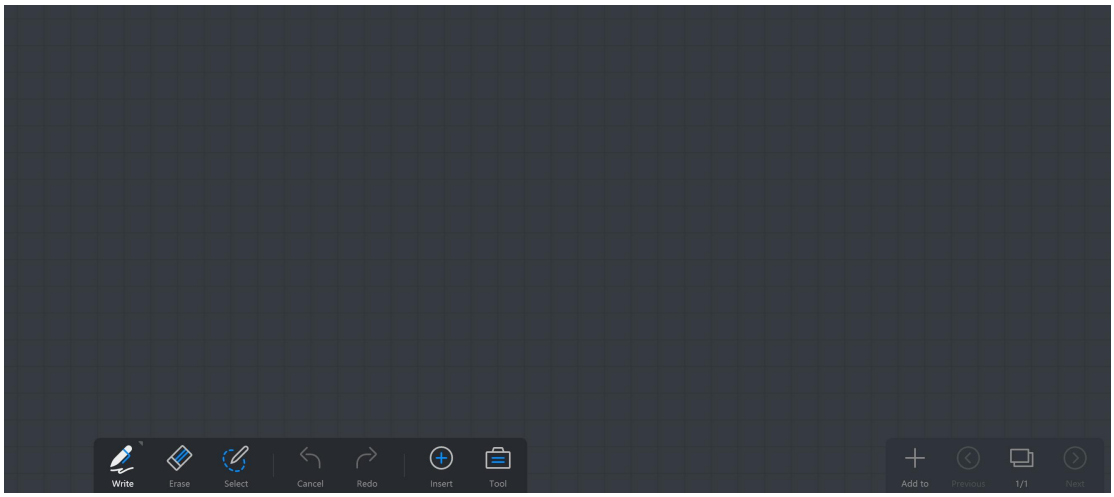
Page management can be performed on the toolbar at the bottom right of the whiteboard, including: adding pages, turning pages, page jumps, and deleting pages

New page:

Click the "Add" button in the toolbar on the right to add a page, the added page is the next page of the current page.

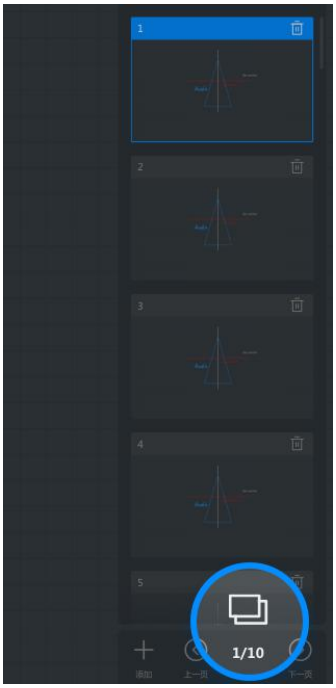
Turn page:

Click the "Previous" and "Next" buttons to turn pages.



Page preview & management:

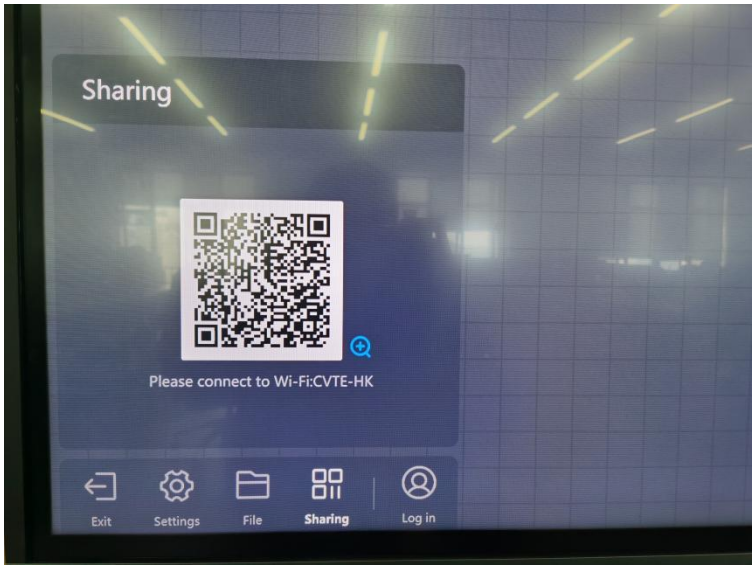
Click "Page Number" in the toolbar on the right to preview the thumbnails of each page, and click the thumbnails to turn pages.



Share & display

1. Scan code to share

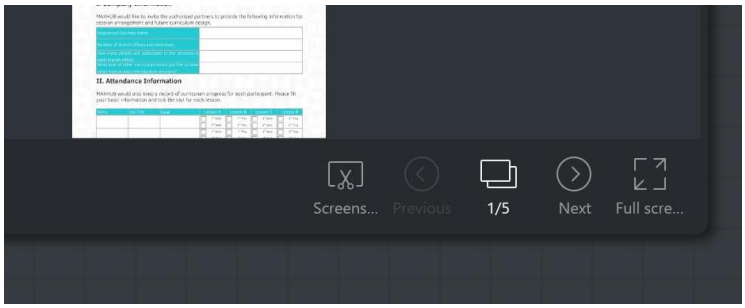
Scan the code and take it away: Click the "Share" button in the lower left toolbar, and the QR code sharing page will pop up. According to the text prompt, scan the QR code with your mobile phone to access the file link, and you can save the file



2. Document window operation:

Turn page:

Click the "turn page" button on the lower right toolbar of the document window, or swipe to turn pages with multi-finger gesture.

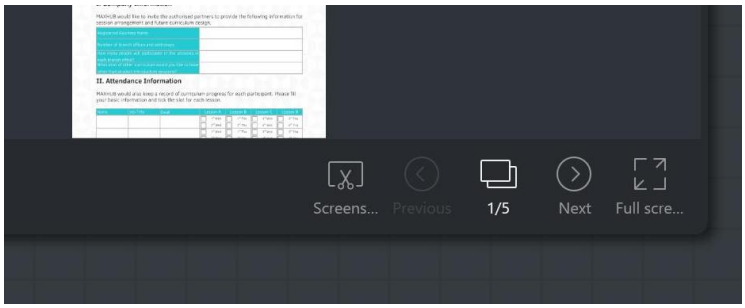


Page preview:

Click the "page number" icon in the toolbar at the bottom right of the document window to preview each page, and click to jump directly to the corresponding page.

Screenshot:

Click the "Screenshot" icon in the toolbar at the bottom right of the document window to insert a screenshot into the whiteboard in the document interface.



Full screen:

Click the "full screen" icon in the toolbar at the bottom right of the document window to display the document window in full screen.

Move the document window:

Use a pen or finger to drag the document window toolbar to move. Or long press the selected window to move.

Zoom the document window:

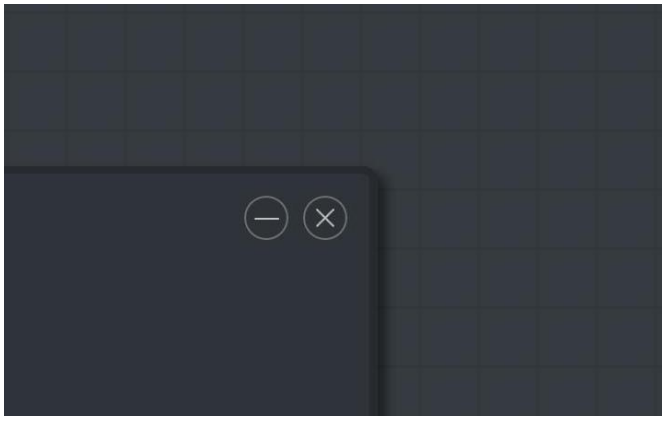
Click size icon at the bottom left of the document window to directly adjust the window size. Or after long press to select, use multiple fingers to zoom in and out.

Document collapsing:

Click the "minimize" icon at the top right of the document window to collapse the document to the bottom toolbar.

Document closed:

Click the "Close" icon at the top right of the document window to close the document.



Full-screen document operation:

Refers to the full-screen display of the entire document.

Annotation tool-pen: click the pen button, a color wheel appears, you can click to change the color and stroke thickness

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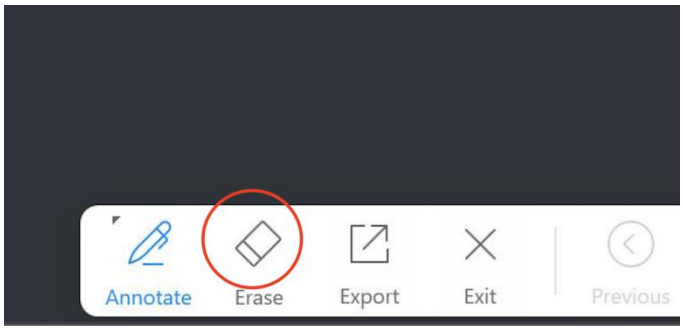
Windowed Annotation Tool-Erase:

There are three ways to achieve erasure.

Method 1: Select the "Erase" button on the bottom toolbar and use your finger or pen to swipe to erase

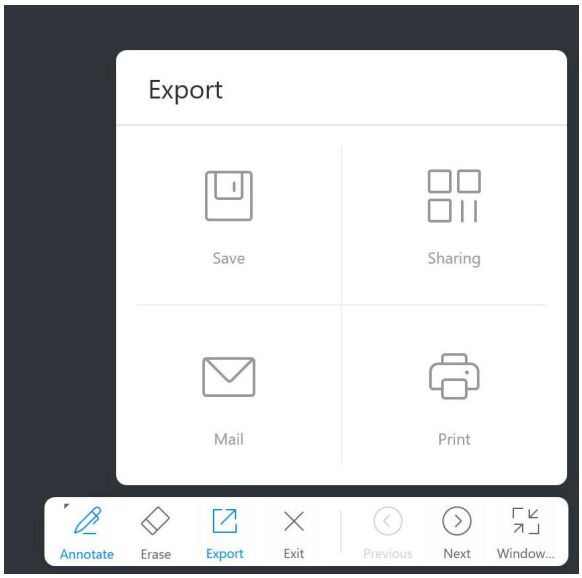


Method 2: In the process of writing, touch and slide on a large area with the palm or back of the hand to erase

Method 3: When the "Erase" button is selected, click the "Erase" button again, and the "Slide to clear screen" pop-up window will appear. Press and hold the slider and swipe to the right to clear all content.

Annotation Tool-Export:

Click to save and take away the annotations records, support sharing, saving, email, and printing.

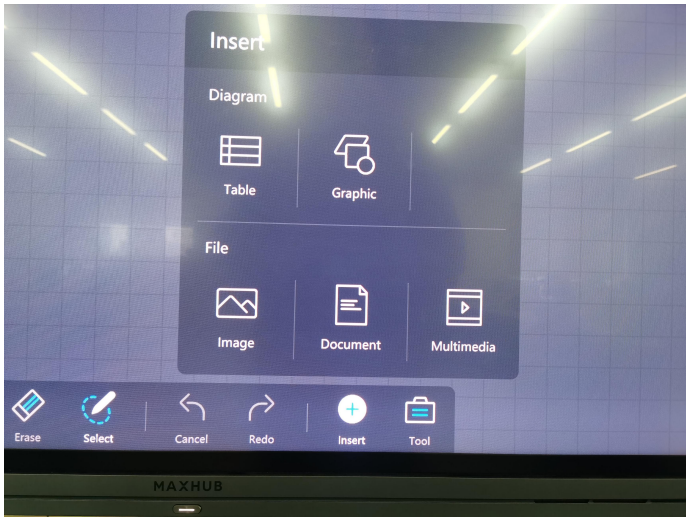


Annotation Tool-Exit: Exit the annotation state, click to exit the annotation state.

3. Multimedia content display:

Insert multimedia:

Click "Multimedia" in the insert selection pop-up window, find the required file according to the file path, click, double-click or drag the picture to insert the multimedia window;



Compatible file types:

Audio, video.

Video window operation:

Refers to turning the video into a small window for display.

Video screenshot:

Click the "Screenshot" icon in the toolbar at the bottom right of the video window to insert a screenshot of the video interface into the whiteboard.

Full screen: Click the "full screen" icon in the toolbar at the bottom right of the document window to display the document window in full screen.

Volume adjustment: Slide up and down on the right side of the video window to adjust the volume of the window.

Move the video window:

Use a pen or finger to drag the video window toolbar to move. Or long press the selected window to move.

Video collapse:

Click the "minimize" icon at the top right of the video window to collapse the video to the toolbar at the bottom.

Video off:

Click the "close" icon at the top right of the video window to close the video.

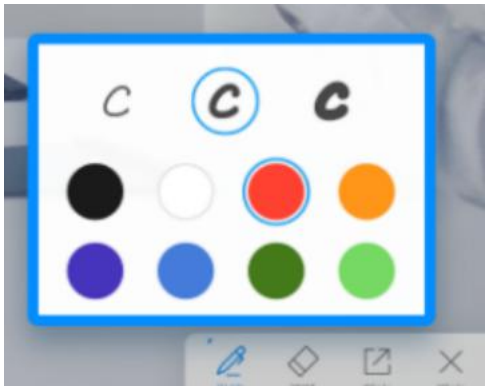
Full screen video play: Display the video in full screen.

Annotation on full screen status of video window:

When the video window is in full-screen state, click the "comment" icon in the lower right toolbar to enter the comment state and expand the comment writing toolbar.

Annotation Tool-Pen:

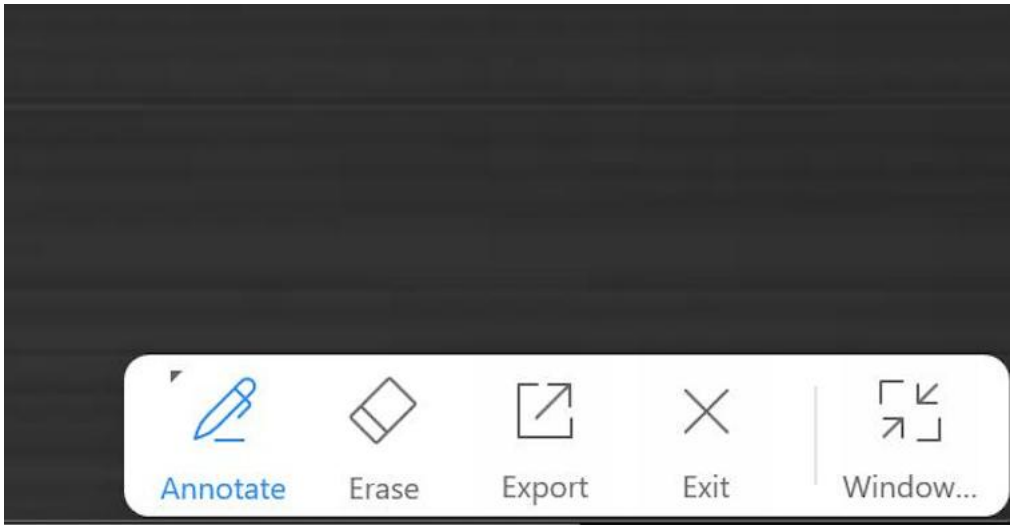
Click the pen button, a color wheel appears, you can click to change the color and stroke thickness



Annotation Tool-erase:

There are three ways to achieve erasure.

Method 1: Select the "Erase" button on the bottom toolbar



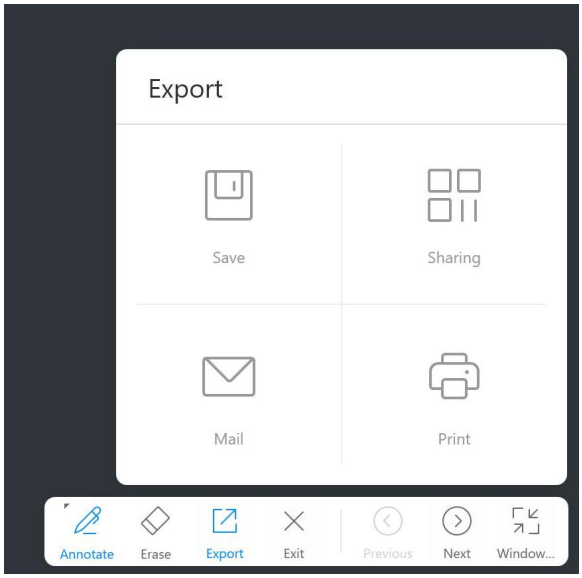
Method 2: erase with the palm or back of the hand

Method 3: When the "Erase" button is selected, click the "Erase" button again, and the "Slide to clear screen" pop-up window will appear. Press and hold the slider and swipe to the right to clear

all content.

Annotation Tool-Export:

Click to save and take away the content of the annotations, support sharing, saving, email, and printing (refer to whiteboard sharing and file operations for specific operations)

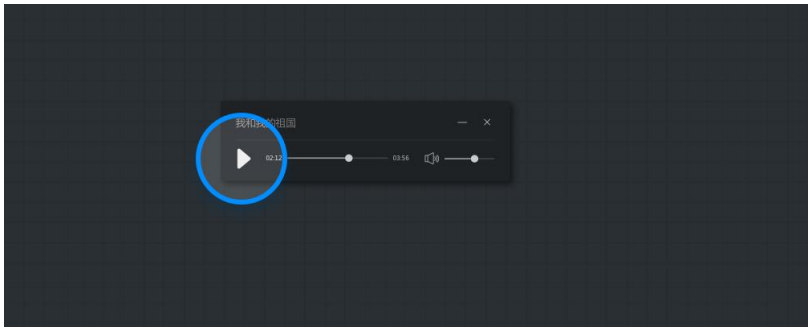


Annotation Tool-Close:

Exit the comment state, click to exit the comment state.

Audio operation:

Audio start and stop; Progress adjustment; Volume adjustment:

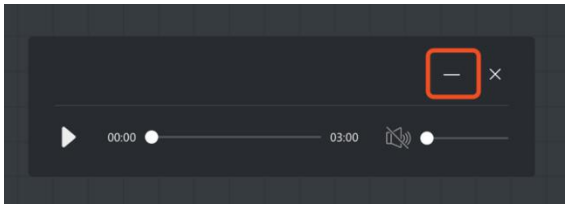


Audio collapse:

Click the "minimize" icon at the top right of the audio bar to collapse the video to the bottom toolbar

Audio off:

Click the "off" icon at the top right of the audio bar to turn off the audio.



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Other

1. **Whiteboard settings:**

Click the "Settings" button in the lower left toolbar to set the whiteboard

Writing settings:

Click "writing settings" to turn on/off settings for pen tip writing, chart drawing, and two-color pen functions

Style:

On infrared touch models, there is a pen tip effect when you turn it on. It is enabled by default, and the user selection is not changed after restart.

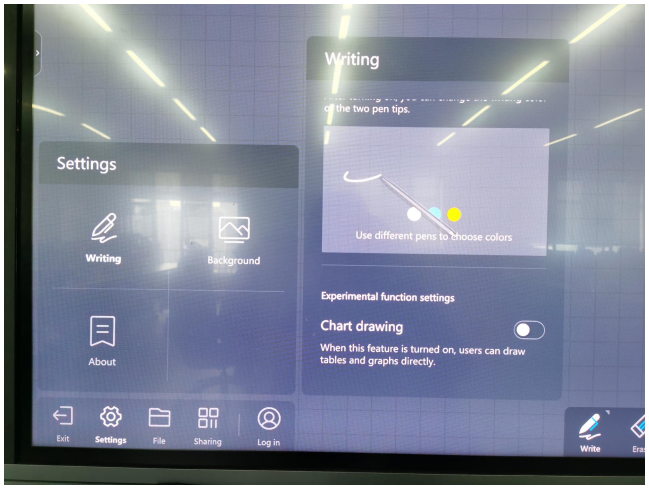
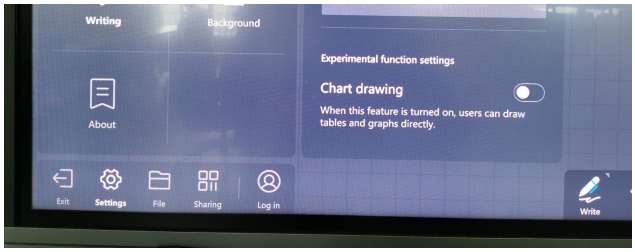


Chart drawing:

Turn on the switch to realize automatic recognition of writing graphics. It is closed by default, and the default options are restored after restarting.

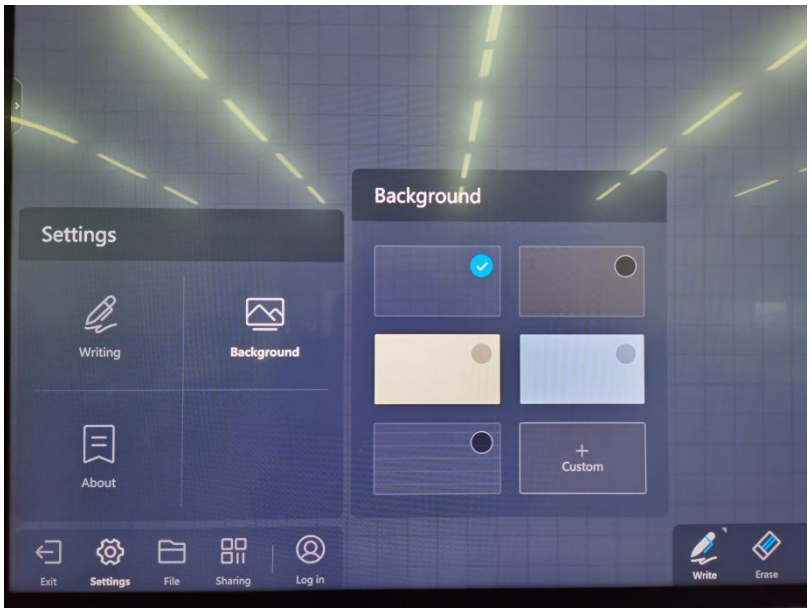


Two-color pen writing:

Two-color pen function In the case of an infrared touch screen, turn on the two-color pen switch, and use the two-color pen to write by multiple people, and you can also define the color of the pen tip and finger separately. It is enabled by default, and the user selection is not changed after restart.

Writing background:

Click "writing background" to choose different writing backgrounds.



Scan code network:

Click "Scan Code Network" to change the QR code sharing network conditions:

Public network mode:

Both mobile phones and conference tablets need to be connected to the Internet to get the sharing link

LAN mode:

The mobile phone and conference tablet need to be connected to the same local area network to get the sharing link

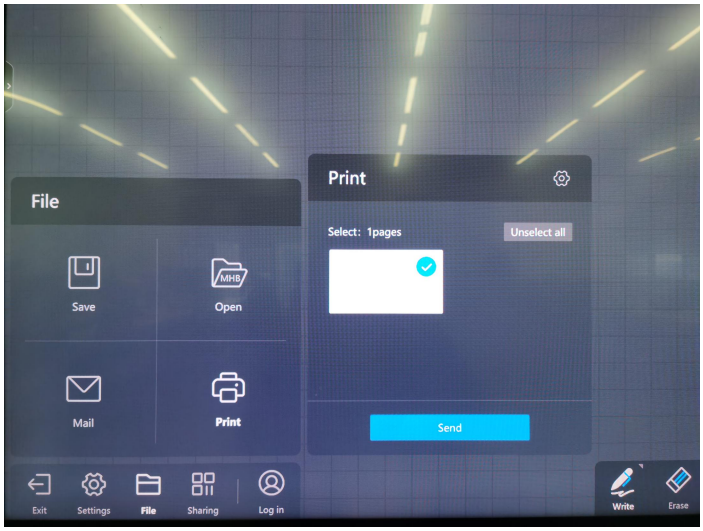
1. File operations:

Click the "File" button in the toolbar on the left to perform corresponding operations on the whiteboard file, including: file saving, opening the whiteboard file, email sending, and file printing.

Turn on:

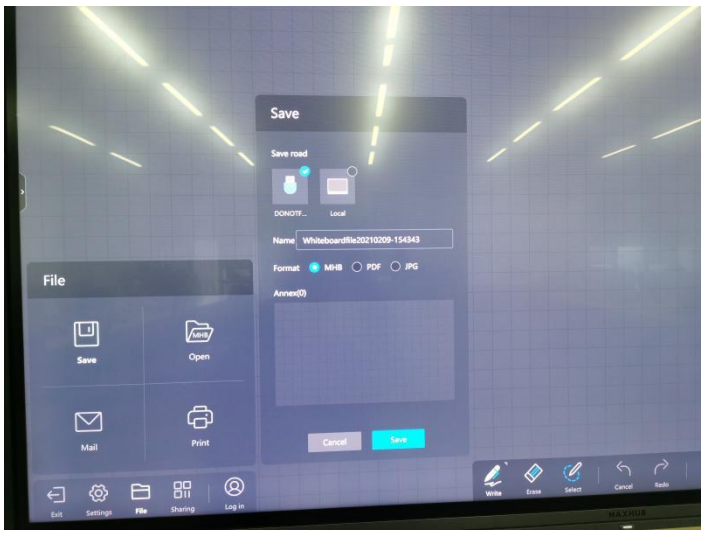
Click the "File" button in the lower left toolbar, and you can see the "Open" button in the pop-up

window. You can open the MHB source file, which is equivalent to opening a new whiteboard.



Save:

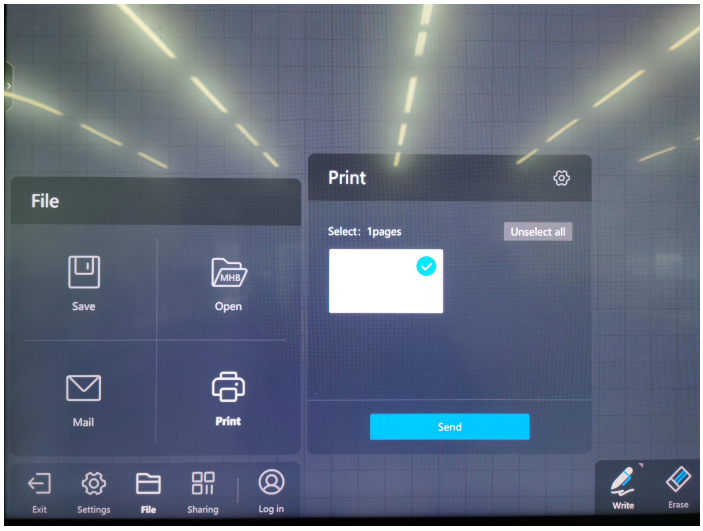
Click the "File" button in the lower left toolbar, and you can see the "Save" button in the pop-up window. It can be saved to local, U disk or cloud disk. File naming and formatting can be modified when saving.



Print:

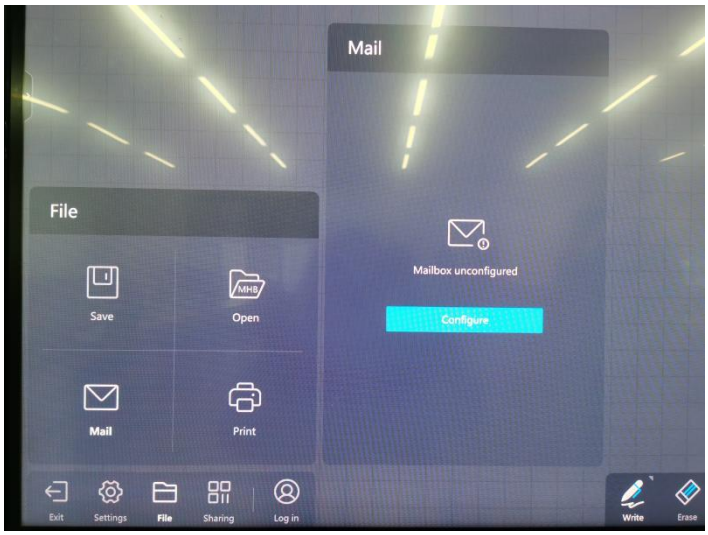
Click the "File" button in the lower left toolbar, and you can see the "Print" button in the pop-up window.

Note: The printer driver needs to be installed before the "Print" button will be displayed.



E-mail:

Click the "File" button in the lower left toolbar, and you can see the "Mail" button in the pop-up window.



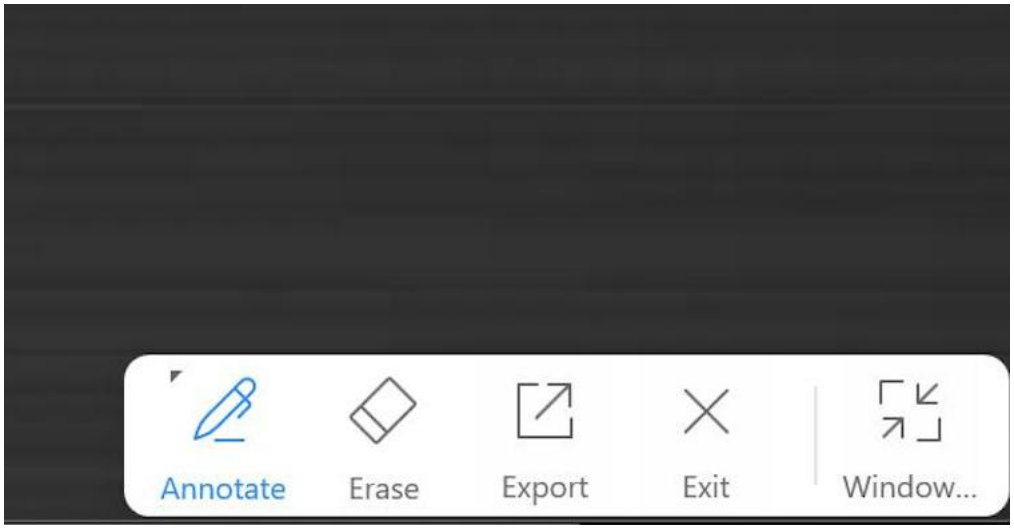
Chapter Two. Annotations

MAXHUB

What is annotation?

The annotation function allows users to write content in the current screen and make information annotations

How to start annotating?



1. Function entry:

There are three scenes to enter comments

Scene one:

When the PPT is played locally or through the screen, the comment toolbar will appear. At this time, click the comment button to enter the comment.

Note: If some versions of PPT still have a page-turning button after entering the comment, the page-side comment can be realized at this time, that is, there is no need to switch comments repeatedly, and the page can be turned directly while writing.

Scene two:

When inserting a document or video into the whiteboard, the annotation toolbar will appear in full-screen playback. At this time, click the annotation button to enter the annotation (see the operating instructions in the whiteboard for details, similar to the other two)

Scene three:

In other cases, there is a comment button in the sidebar, click to enter the frozen screen comment.

PPT multi-page annotations (three-level directory)

Menu: There are multiple function operations in the menu.

End the show: when the PPT is playing, there is an end show button in the PPT annotation toolbar, click to end the show

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Chapter Three. Small Blackboard

MAXHUB

What is a small blackboard?

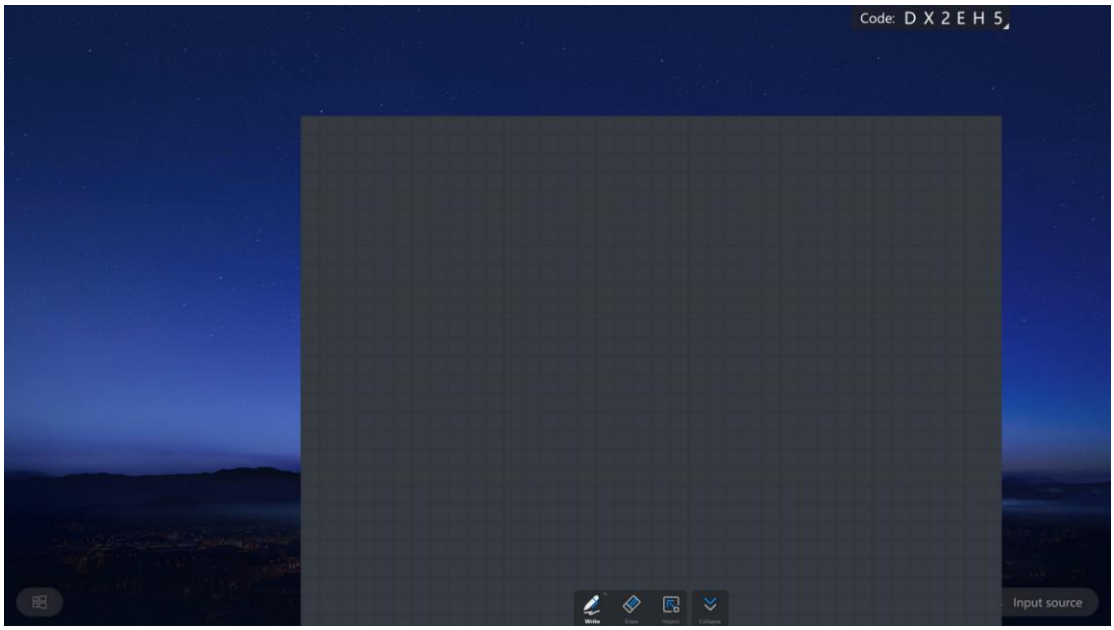
The small blackboard is a floating writing board that can be called up in any interface for temporary writing.

How to use the small blackboard?

1. Open the small blackboard:

Pull up from the bottom of the conference tablet to evoke the small blackboard

Note: Can not be evoked in the case of frozen screen annotation and whiteboard full screen



2. Collapse the small blackboard:

There are two ways to put away the small blackboard.

Method one: Click the "Collapse" button on the bottom toolbar to hide

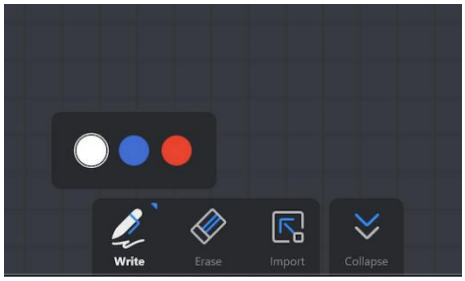
Method Two: Multi-finger hold down and flick down quickly

3. Move blackboard:

Multi-finger press and slide the writing pad to move the writing pad. (Multi-finger means two fingers and more than two fingers)

4. Insert into whiteboard:

Click the "Import" button on the bottom toolbar to import the content into the whiteboard



MAXHUB

Chapter Four.
Wireless Screen-sharing

MAXHUB

What is wireless screen sharing?

wireless screen-sharing can project the screens of laptops, mobile phones and other devices to the conference board and show it to the audience, without the need to use wires to connect to the conference board.

How to use the wireless screen-sharing device to transfer the screen?

1. wireless screen-sharing dongle pairing:

Insert the wireless screen-sharing into the USB interface of the MAXHUB smart conference tablet for pairing.

2. Start the wireless screen-sharing dongle:

3. Wait for the wireless screen-sharing to upgrade

4. Wait for the wireless screen-sharing to pair

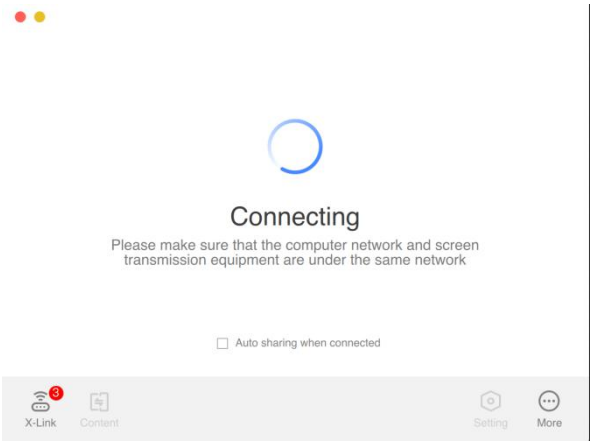
5. The wireless screen-sharing dongle is successfully paired with the conference board

Note: The wireless screen-sharing dongle that has been successfully paired does not need to be paired again, please skip this step.

6. Connect the wireless screen-sharing dongle to the laptop.

7. When using for the first time, Apple computer users should find the application icon in the figure below on the desktop, click to open, and use the program

8. When the program is started, the computer will automatically connect to the paired MAXHUB smart conference tablet. The wireless screen-sharing dongle light flashes to indicate that it is connecting, and the screen transmitter light is always on, indicating that the connection is successful and it is in a shareable state.



9. When the light of the dongle is always on, press the screen button to share the screen

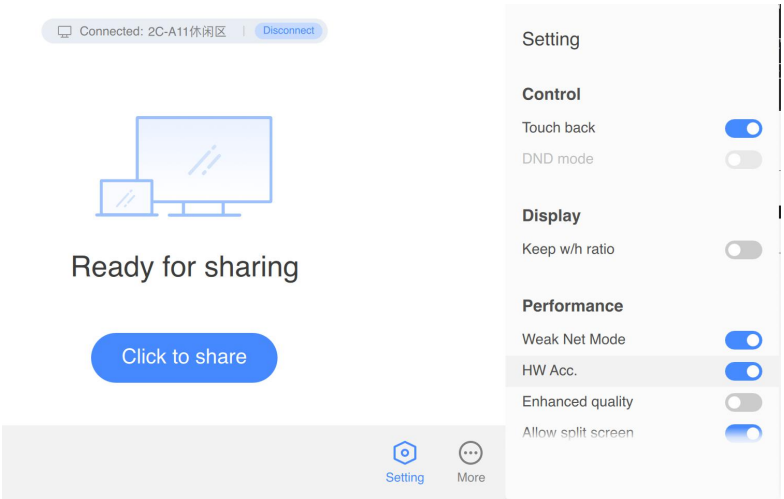
10. Press the wireless screen-sharing dongle button again to disconnect the screen and be in a ready state for sharing

11. Extended screen projection

Open the wireless screen-sharing application on the computer side (same step 7), you can choose to turn on the extended screen in the options to transfer the screen, so that the MAXHUB conference tablet can be used as an extended screen for the computer

12. Turn on the touch screen

You can choose to turn on the touch screen in the options, and then you can realize the function of controlling the computer screen on the MAXHUB smart conference tablet



How to use wireless screen-sharing dongle assistant software to transfer screen

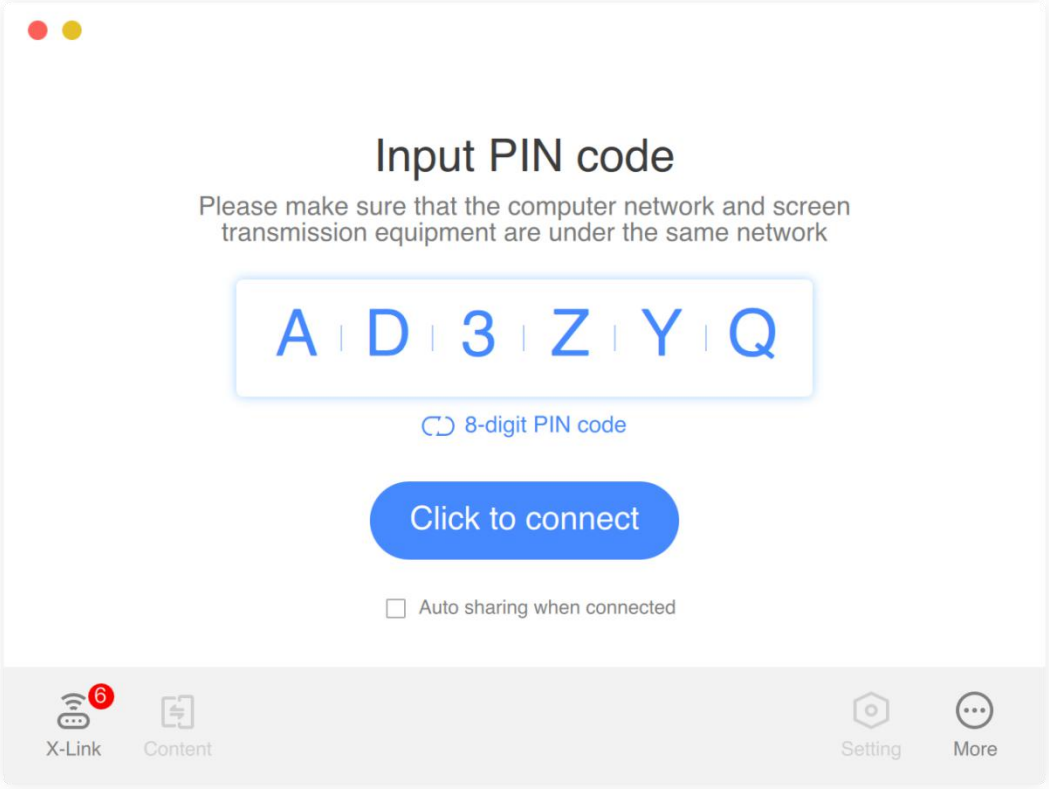
1. Please download the MAXHUB screen share in (https://www.MAXHUB.com/en/)

2. After download, open the app MAXHUB Share.

MAXHUB

3. Open the MAXHUB Share on interactive flat panel and check the user guide.

4. Open MAXHUB Share on PC, and then select single-screen mirroring, and when the other party is transferring the screen, the MAXHUB screen will be preempted to transfer the screen; if you choose to join the mirroring, the split-screen display will be performed when the other people is sharing the screen.



How to mirror screen from mobile phone?

1. Please download the MAXHUB share from app store.

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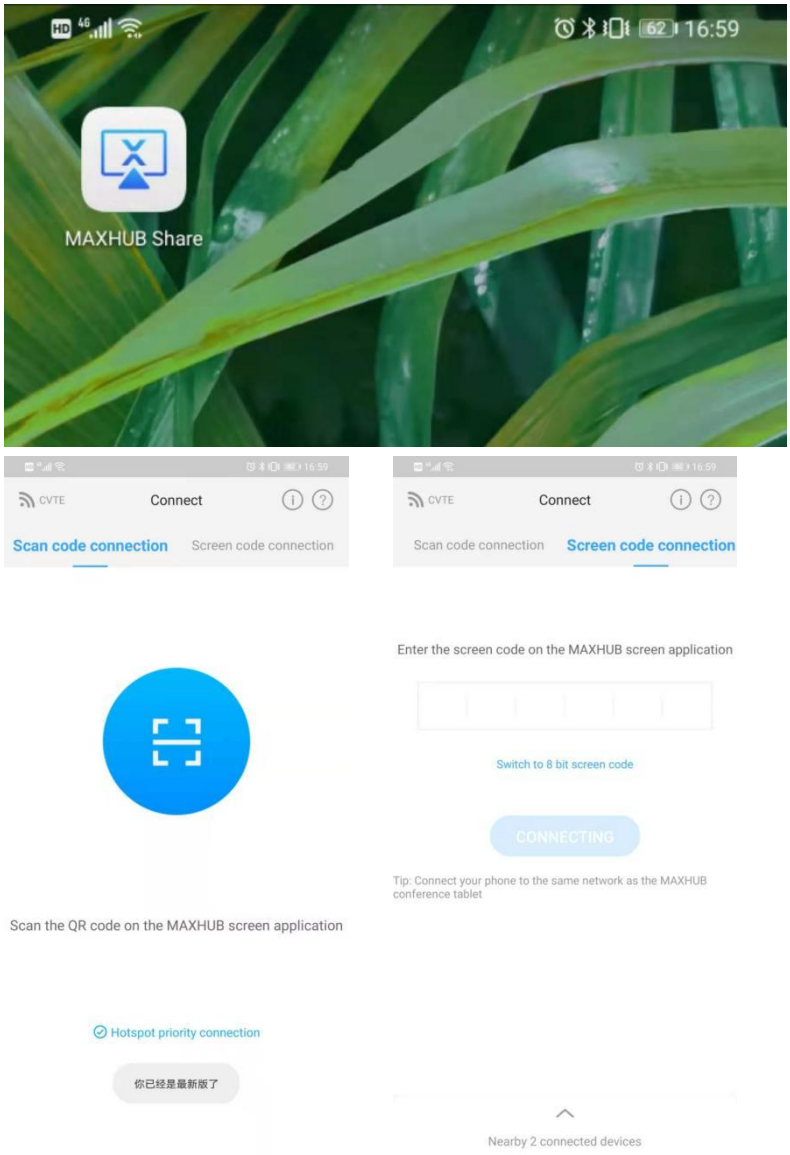
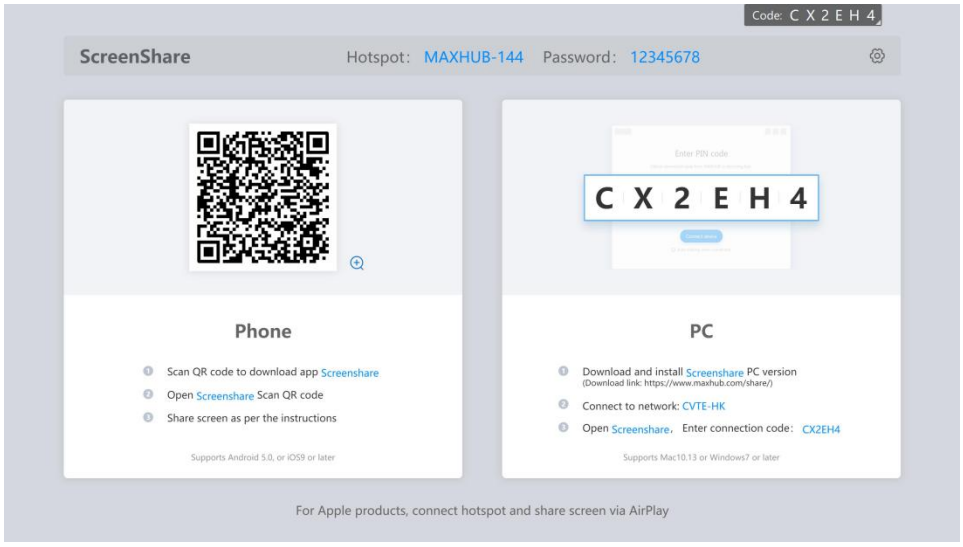
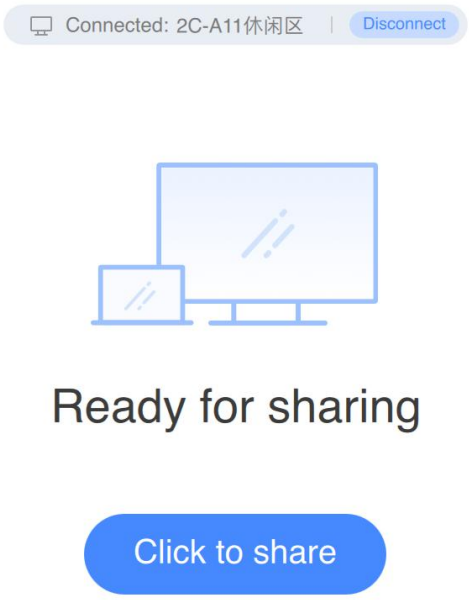


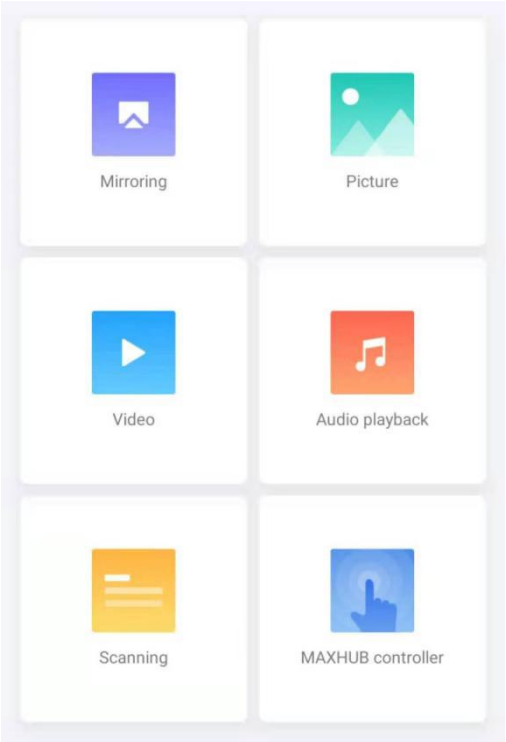
2. After the download is complete, open the MAXHUB share to scan the QR code or input the PIN code on the screen.



3. Wait for the connection to succeed



4. If the connection is successful, you can select the following functions to transfer the screen.



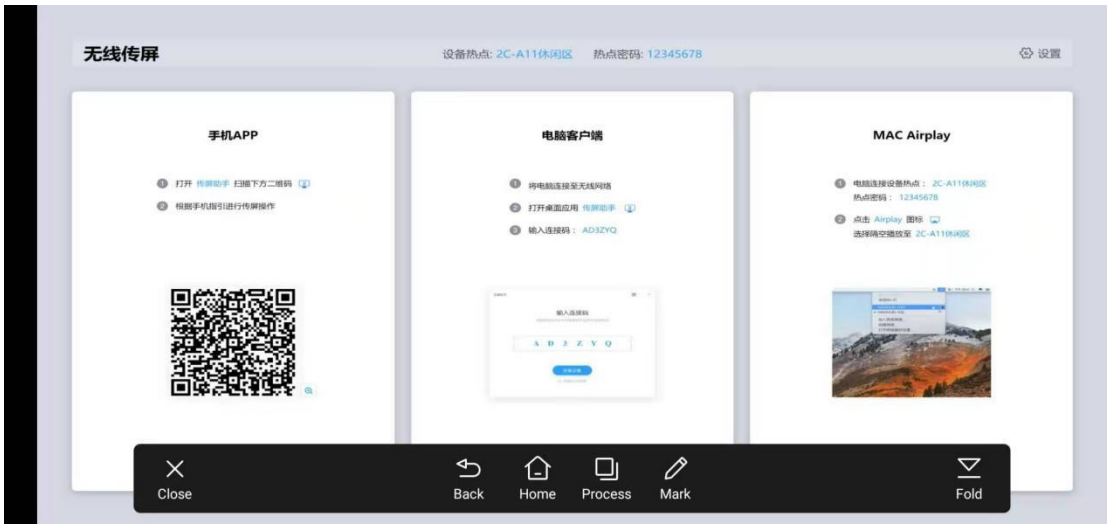
(1) Screen sharing: You can share the screen of your mobile phone to the MAXHUB conference tablet for display;
(2) Picture display: The pictures on the mobile phone can be shared to the MAXHUB for display;
(3) Video sharing: the video on the mobile phone can be shared to the MAXHUB conference

tablet for playback;

(4) Audio sharing: The audio on the mobile phone can be shared to the MAXHUB conference tablet for playback;

(5) Document scanning: You can use the mobile phone camera to scan documents and share them to the MAXHUB conference tablet for display;

(6) Controller: You can use your mobile phone to control the MAXHUB conference tablet in real time.



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Chapter Five. Presentation

MAXHUB

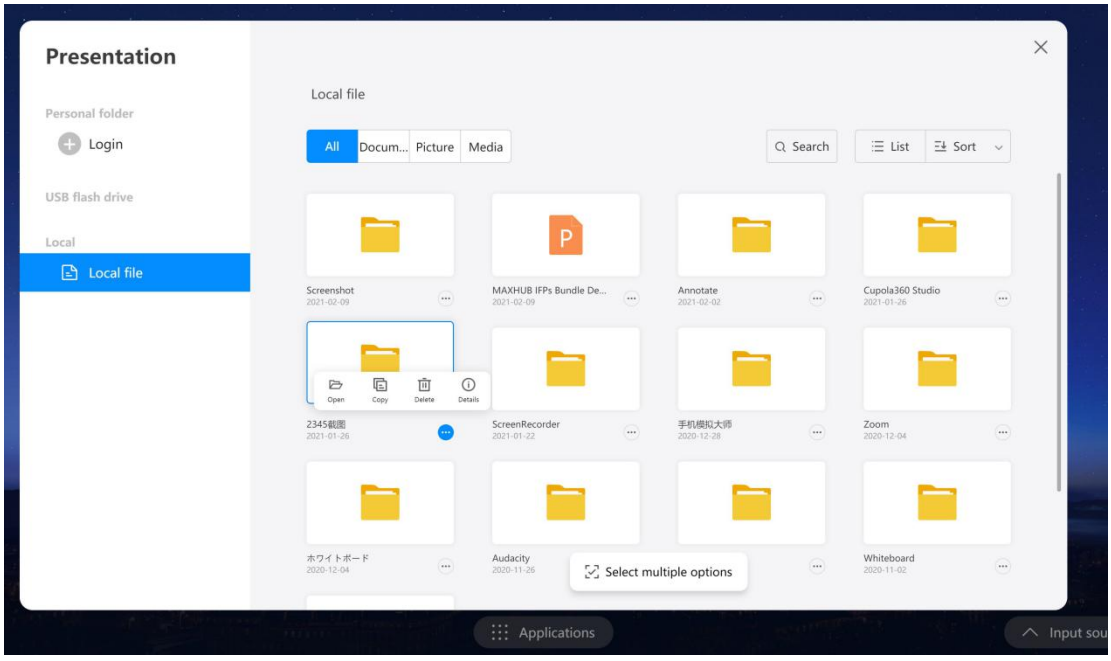
What is presentation?

This App includes functions such as local file management, personal folder (third-party cloud disk) account login, personal folder file management, etc. Various files can be opened through the App for content display (the conference machine needs to be pre-installed with software that can open the corresponding file type Client)

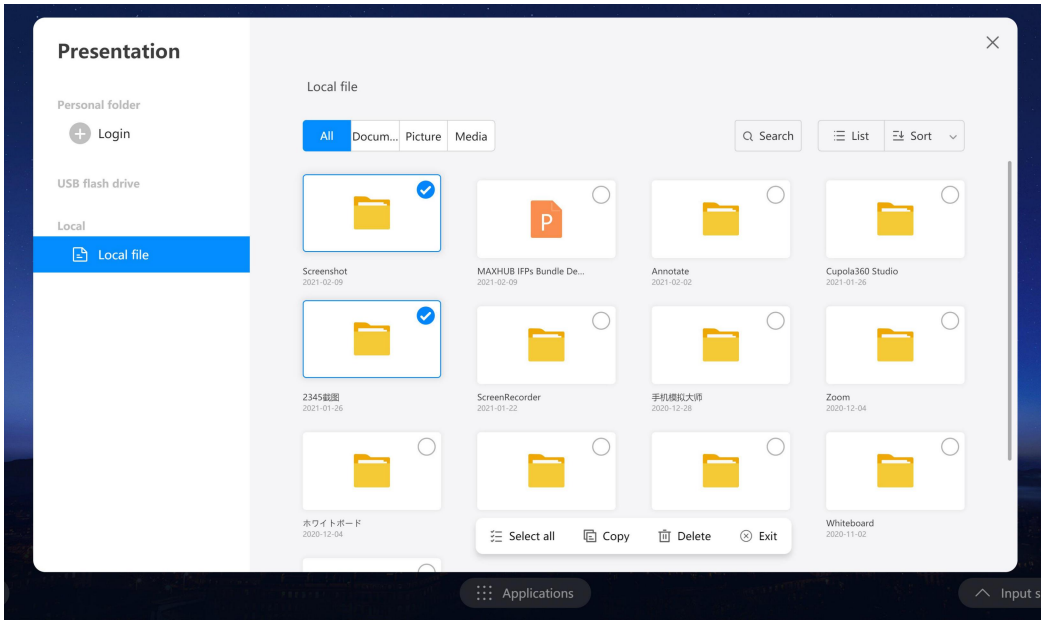
How to use presentation?

1. Click the "Presentation" icon on the homepage to start the presentation App

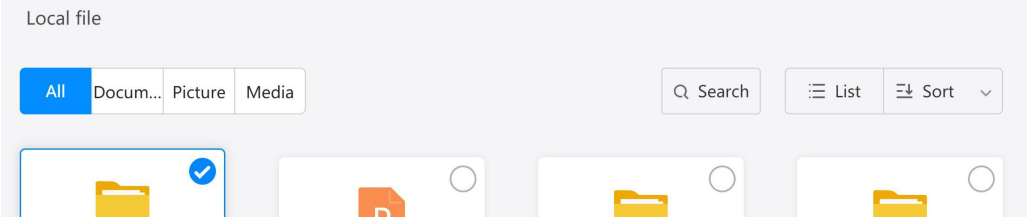
2. Click the "Login" button to complete the account login, and the presentation will load the file in the cloud of the account.



3. When the IFP is plugged into a USB disk, the presentation interface will display the drive letter of the USB storage device. Click the corresponding drive letter to load the file in the corresponding storage.

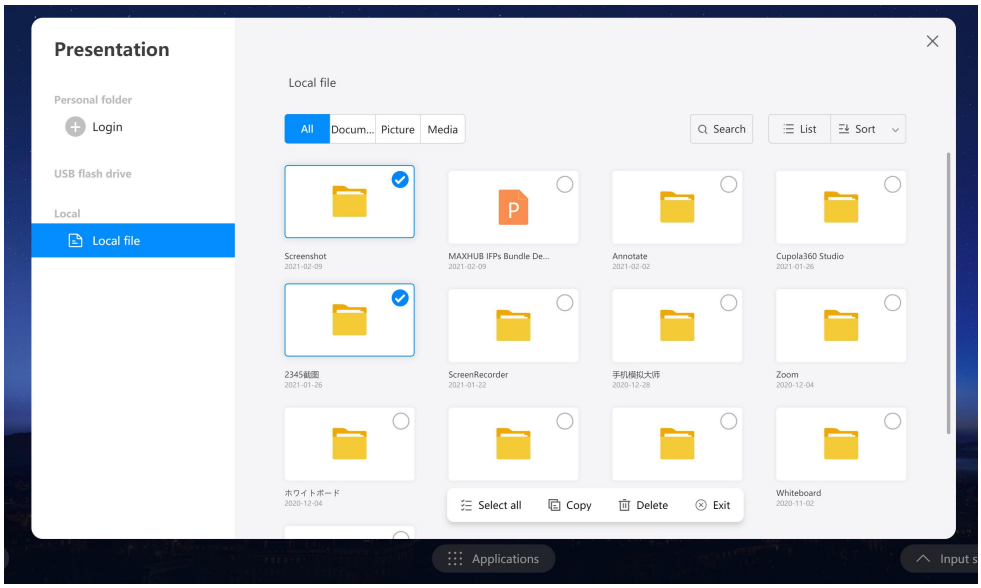


4. For files in the IFP's local, USB storage devices, and personal folders, you can filter and display the files of the corresponding type by clicking the file type filter button on the interface



5. Click the menu button on the file list interface to display the floating toolbar, open, share, copy, delete and other operations on the file.

6. Click the "multiple selection" button to perform batch operations on files



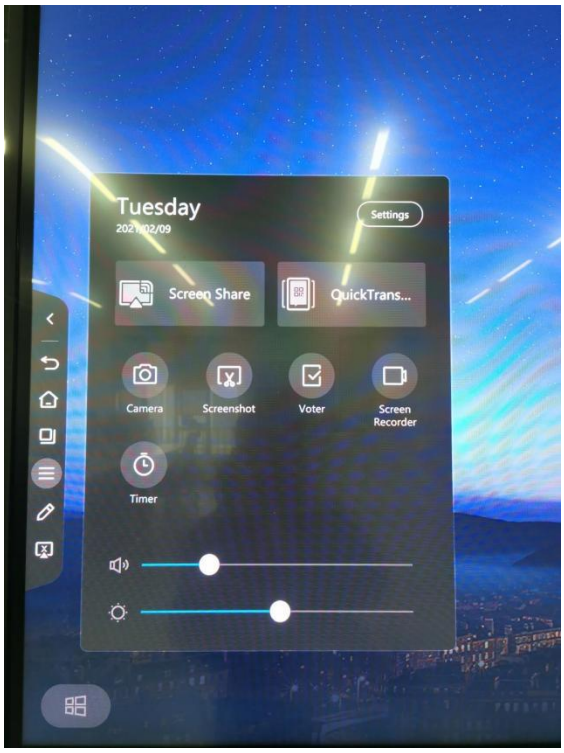
Chapter Six. Quick Tools

MAXHUB

What are quick tools?

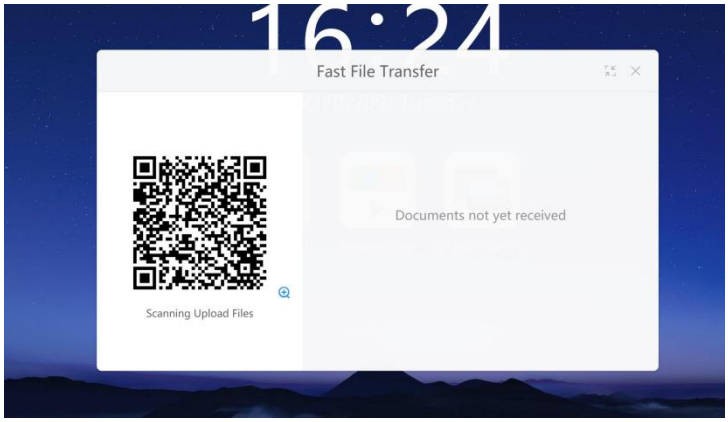
They are quick tool Apps on the IFP. They provide convenient functions in various scenarios and assists in solving the requirements of file transfer, voting, screen recording, timing, screenshots, and photos in the conference.

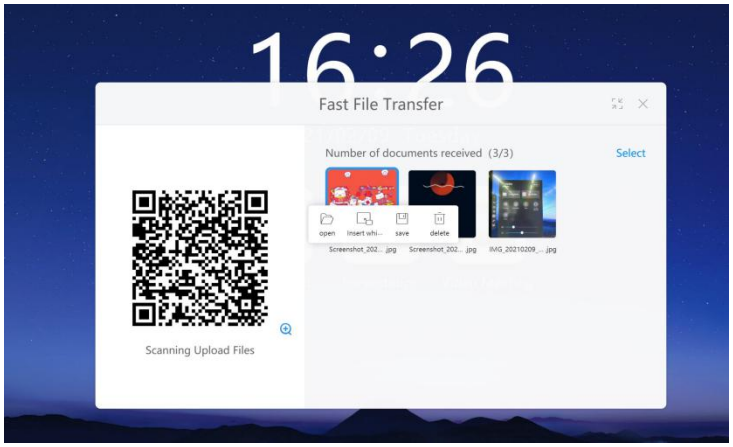
How to start ?



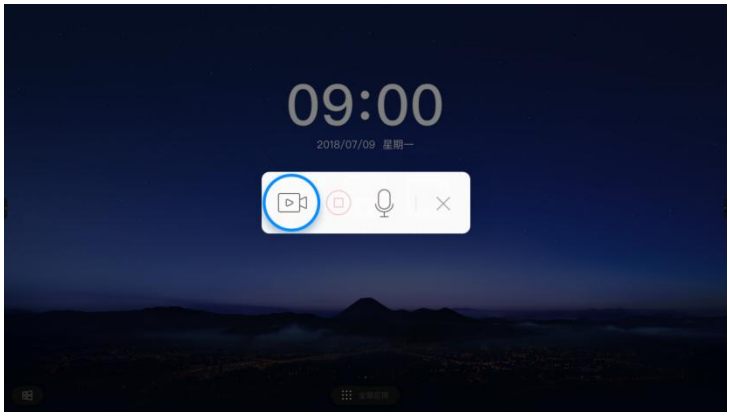
Quick upload widget

1. Click the "Quick upload" icon in the sidebar to open the quick upload widget.
2. After the mobile phone scans the code, you can choose to upload pictures, texts, and files on the mobile phone
3. Click the minimize button in the title bar of the quick upload interface on the big board to minimize the quick upload interface
4. Click the file received in the fast transfer of the big board, and the toolbar will be displayed, and the file can be opened, (picture) inserted into the whiteboard, saved, and deleted.
5. Long press the received picture on the big board, drag it out of the quick upload interface, and release it to insert it directly into the whiteboard





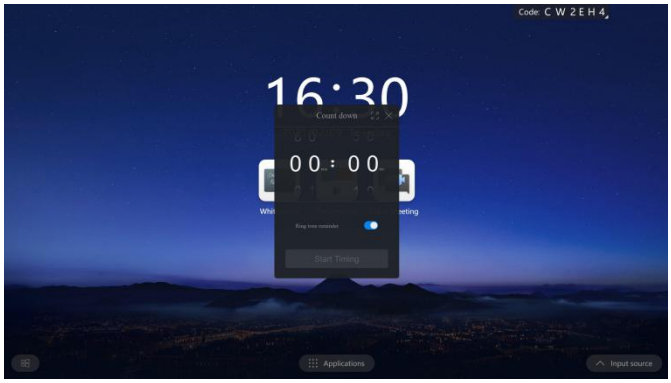
Screen recording widget

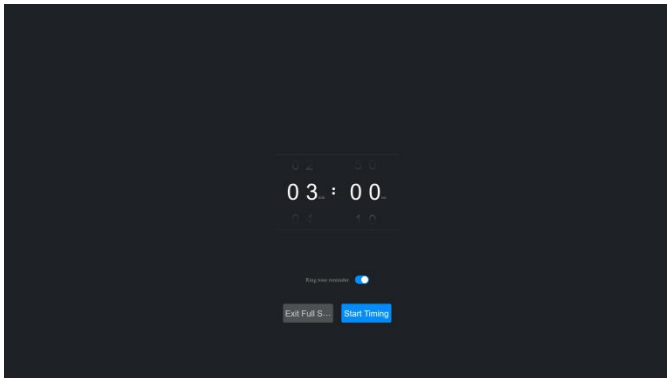


1. Click the "Screen Recording" icon on the side panel to open the screen recording widget.
2. Click the screen recording button to start recording.
3. The screen recording adopts segmented recording, after the recording is combined, after clicking the end recording button, the system will merge the videos recorded in segments.
4. Click the scan code and take away button to display the QR code, scan the code on your mobile phone to get the screen recording video, and the scan code video can be encrypted by entering a password.

Timer widget

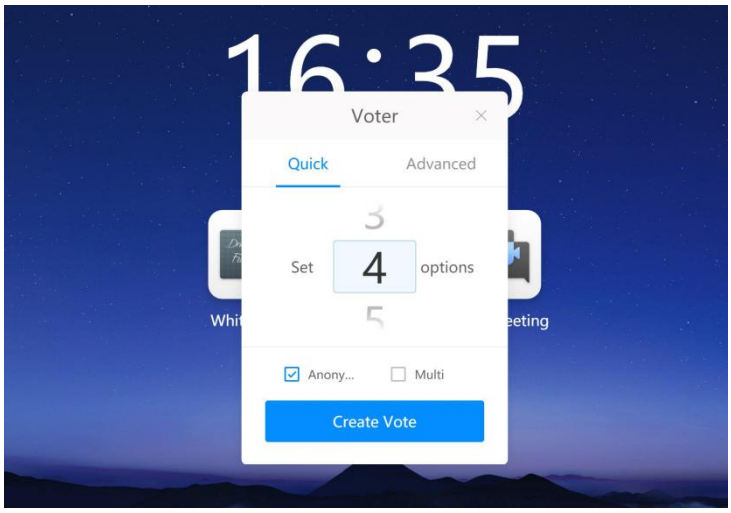
1. Click the "timer" icon on the side panel to open the timer widget
2. Click the "Start Timing" button to start the countdown according to the selected time
3. Select "Ring reminder", there will be a ring reminder before the countdown ends
4. Select "Timeout calculation", when the countdown is over, it will start to count up and record the timeout time
5. Click "Full Screen Display" to display the countdown screen in full screen





Poll widget

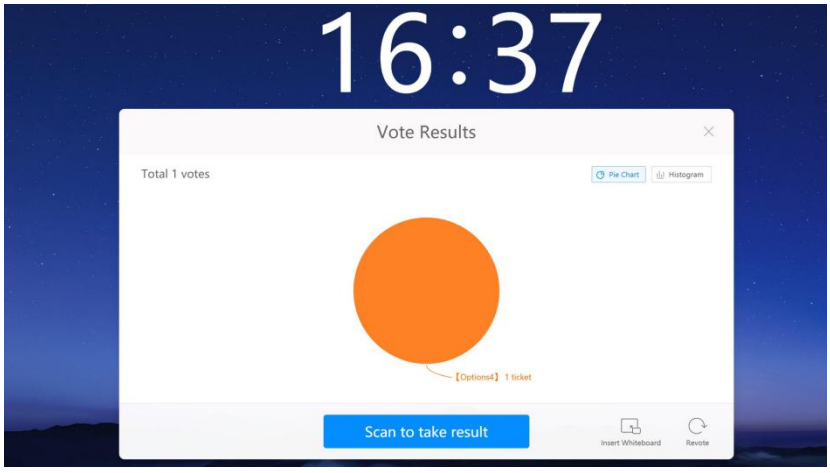
1. Click the "Vote" icon on the side panel to open the voting widget.

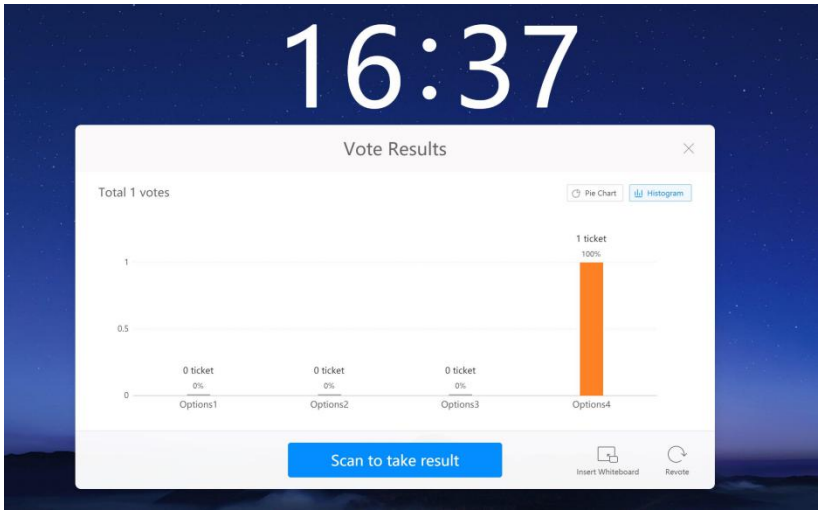


2. Click "Create Voting Code" to immediately generate a voting QR code for the specified number of options. After scanning the code with your mobile phone, you can vote for each option

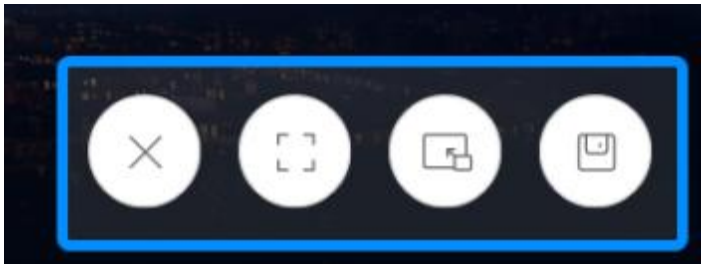
3. Click to select "Anonymous" to vote anonymously

5. The voting results support histogram and pie chart display, and the voting results can be inserted into the whiteboard and scanned with the code. Or click the "Vote Details" button to view the voting options of each voter. Click "Re-Vote" to re-initiate voting





Screen-shot widget



1. Click the "Screen-shot" icon on the side panel to open the screen-shot widget:
2. You can press and hold 8 edit points to adjust the screen-shot area, or click the full-screen screen-shot button to take a screen-shot of the entire screen.

Chapter Seven. Video Conference

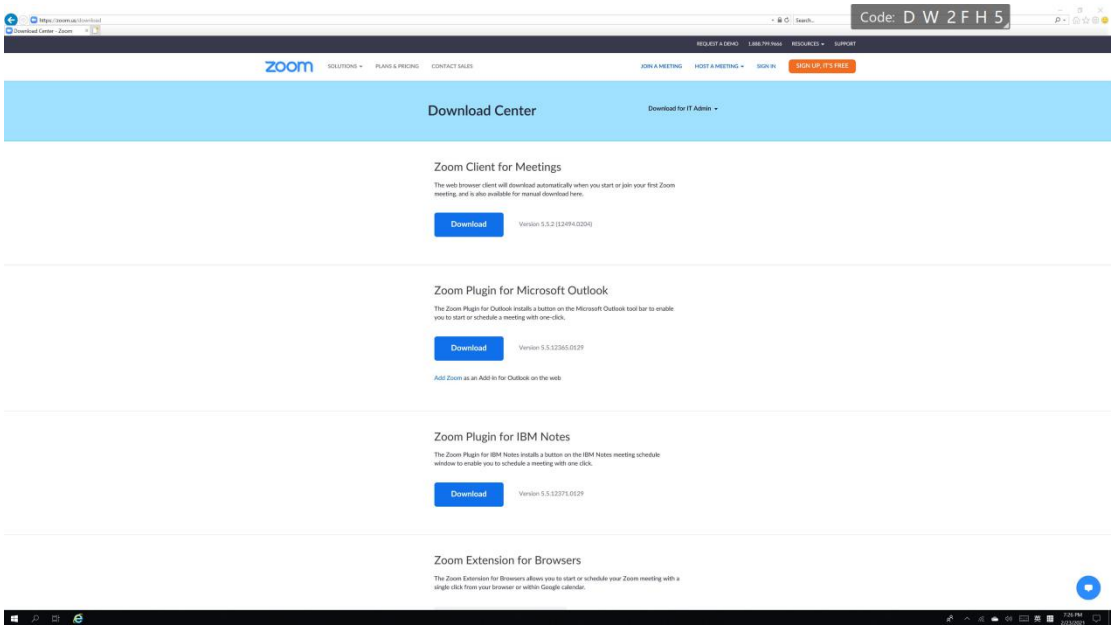
How to use video

The MAXHUB video conference icon on the desktop is an open software interface, and users can open third-party video conferences through this icon. The operation steps are as follows: First, please install the mainstream third-party video conference to MAXHUB (PC module or Android module); then, after installation, enter the settings-application settings, select the required conference software to complete the adaptation; finally, complete the installation and return to the desktop. You can start the video conference via the icon.

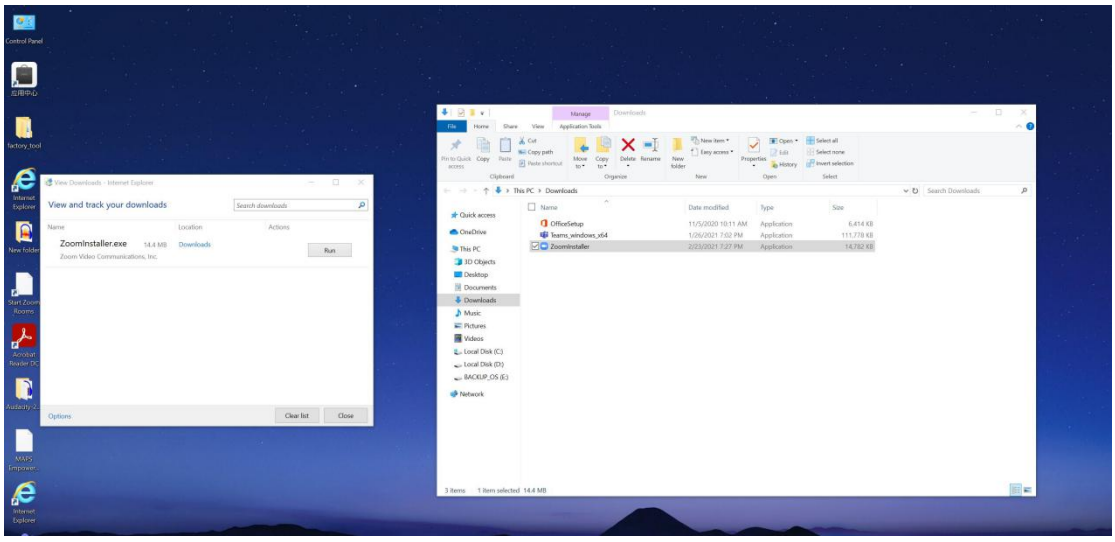
Take ZOOM as an example.

1. Download and install

Go to the link: zoom.us/download to download the zoom.exe.



2. Install on MAXHUB local disk.



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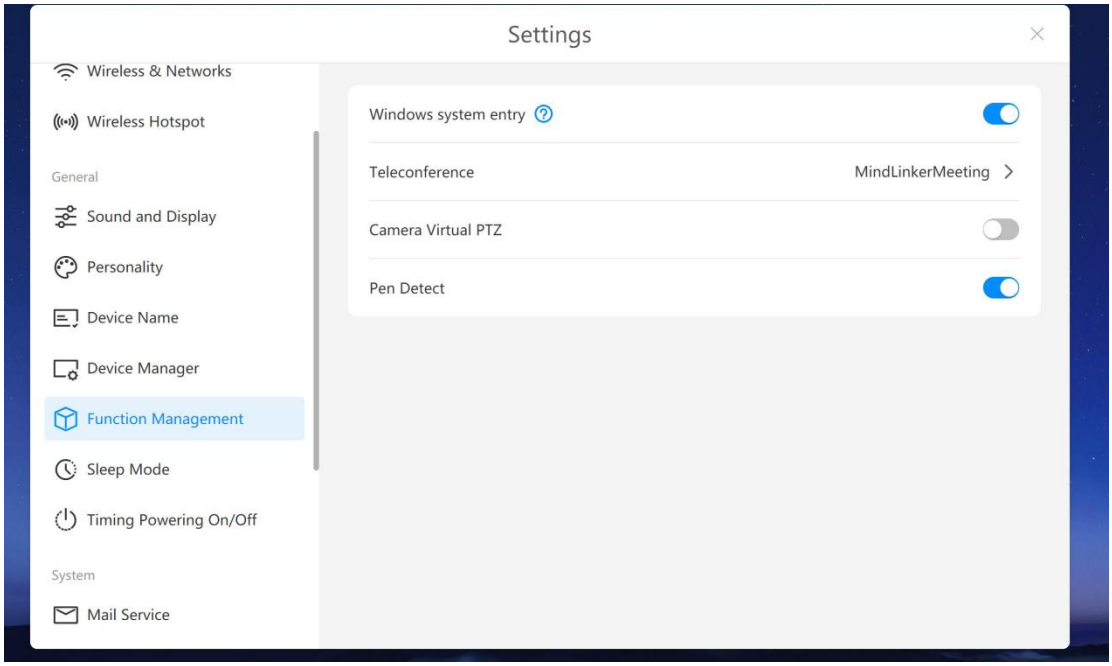
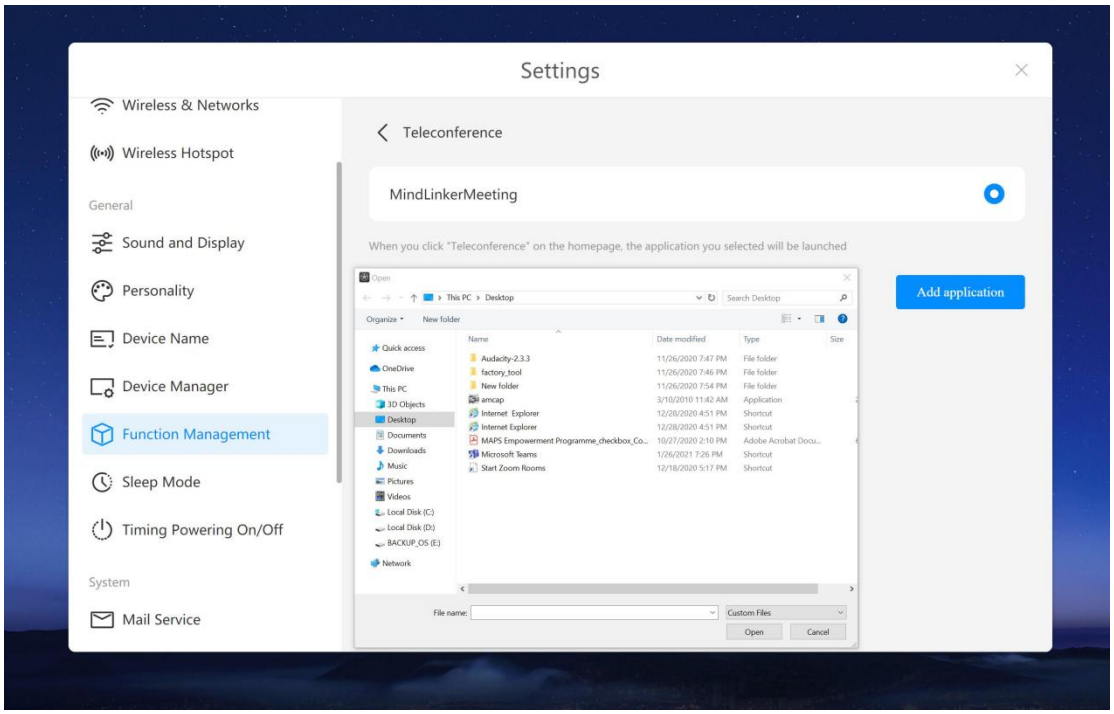
3. Set up the zoom as the default video conference.

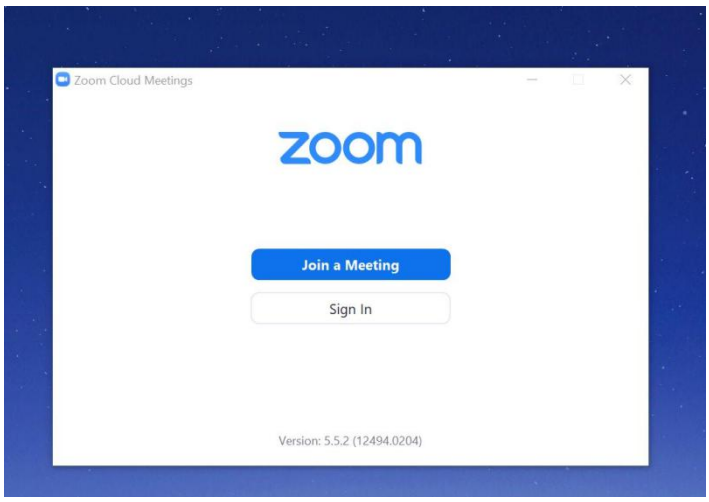
Go to the settings- function Management- video conference.

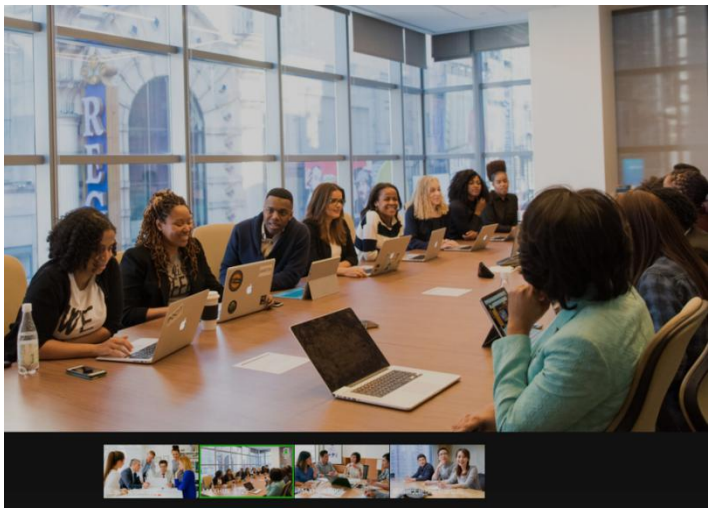


Find the zoom app you downloaded before.



4. Start Video conference





FAQ

1. Whiteboard FAQ:

Q: How to use eraser

A: During the use of the whiteboard, there are two ways to call up the eraser. One is to directly use the back of the hand or palm to touch the whiteboard to call up the eraser; the other is to click the eraser button in the toolbar below the whiteboard to swipe your finger on the whiteboard to erase. In addition; in addition, you can also use the circle selection erasing mode, if you want to clear the full screen content, you can swipe to clear the screen with one click

Q: How to change the writing background

A: Click "Settings—Background" in the tool bar at the bottom left, then click to select and modify

the writing background

Q: How to turn on the pen edge effect
A: Click "Settings-Writing" in the toolbar at the bottom left, and click the open button to achieve the pen sharp effect

Q: How to save meeting files
A: Click "Share" in the toolbar at the bottom left, you can choose to use WeChat to scan the code to take away, save to local or USB, send and print by email

Q: What are the file formats for saving
A: Currently, the whiteboard supports saving meeting files as: MHB (whiteboard-specific format), pictures, PDF; you can select the specific format on the save details page of "Share-Save to";

Q: How to move handwriting, pictures, etc.
A: There are two ways to move handwriting or pictures. One is to click the third "Select" button in the middle toolbar, and then you can move or zoom in and out the handwriting, pictures, etc.

Q: How to use gestures to add/delete rows and columns of a table
A: After adding a table on the whiteboard, if the line runs through the entire row or column, you can add rows or columns, and if the line runs through the entire row or column three times, you can delete rows or columns.

Q: Does the whiteboard support multiple pen writing at the same time?
A: Only support dual-tip pens and multiple pens simultaneously on the infrared screen

Q: What to do when sharing or saving fails
A: Please check the network reason according to the interface prompts. If the sharing or saving fails due to the network reason, please check whether the file is larger than 50M. For larger files, it is recommended to delete part of the content and save or save it for multiple times.

2. Annotation FAQ
Q: Two modes of annotation
A: There are currently two modes of annotation. One is the frozen screen annotation entered from the sidebar. In this mode, the annotation function can only be performed on the current screen; the second is the page annotation entered from the toolbar in the ppt playback state. In this mode, writing handwriting moves with page turning or content movement

Q: How to enter comments
A: Click the comment button in the sidebar to quickly enter the single page comment; in the case of ppt playback, click the comment button in the toolbar to enter the page comment

Q: Can the annotated page be taken away
A: Click "Share-Page Filter" to choose to take away the comment page or the complete ppt

Q: What should I do if I cannot use the mobile network when using the mobile screen transfer assistant to transfer the screen?
A:
(1) The mobile screen transfer assistant uses Wi-Fi for data transmission, and it is currently not possible to use the mobile network when transferring screens;
(2) The mobile phone and the MAXHUB smart conference tablet can be connected to the same local area network. When the screen is transmitted, the mobile phone can also be operated online

Q: There is no sound from the screen of Android phone?
A: Currently, Android phones do not support audio transmission during screen transfer.

Q: How many people can use the conference tablet controller of Mobile Screen Assistant at the same time?
A: It can be used for four parties to watch the real-time screen of MAXHUB smart conference tablet on their mobile phones at the same time, but only one party can control the MAXHUB smart conference tablet at the same time.

Q: Without a wireless screen transfer device, can the computer transfer screen?
A:
(1) Yes, please download the MAXHUB screen transfer assistant on your computer in advance, click More on the MAXHUB smart conference tablet, find the wireless screen transfer, click to open, you can see the screen transfer code
(2) Click to open the screen transfer assistant, enter the screen transfer code on the MAXHUB smart conference tablet,
(3) Click to upload the screen.

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