VCAssist

Mobile App User Manual

Contents

PREFACE

VCAssist is an App tool that you can use to control VC(video conferencing) system to check meeting schedule, call a meeting, and control camera of VC system.
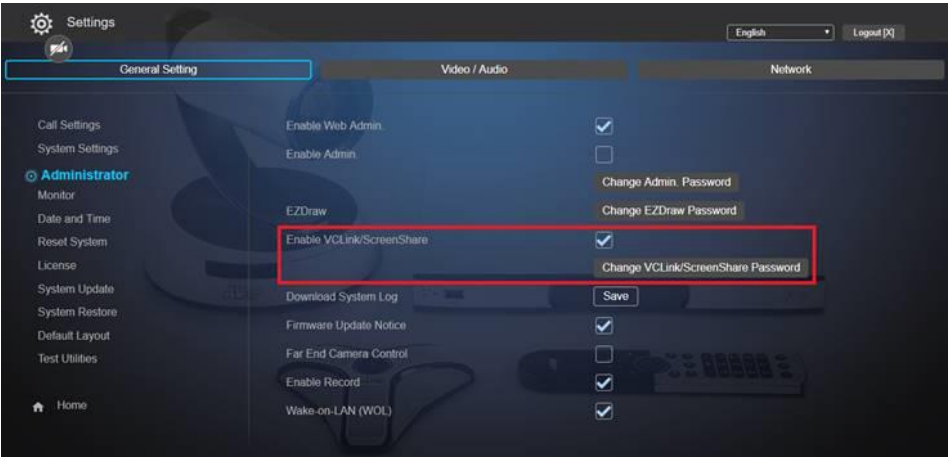
DOWNLOADING THE APP

1. Go to Apple App store or Android Play store on your device.
2. Enter "**VCAssist**" to search.
3. Download the app and install it.
4. After installing, a VCAssist icon ( ) will display on the screen of your device.

[Note]
1. VCAssist supports **iOS 9** or **above**.
2. VCAssist support **Android 5.1** or **above**.

LOGIN

Before login to SVC system, please make sure the " Enable VCLink/ScreenShare" function is enabled on your SVC system. The password of VCLink/ScreenShare is used for VCAssist login.

Run the VCAssist by selecting icon " ".

The IP address of conferencing system the user wants to connect.

The password of VC system(password of VCLink/ScreenShare) the user wants to

Assign a name to indefinite on conferencing system

Select to login.

After login, meeting schedule list and login name is displayed on the screen of VC system site.
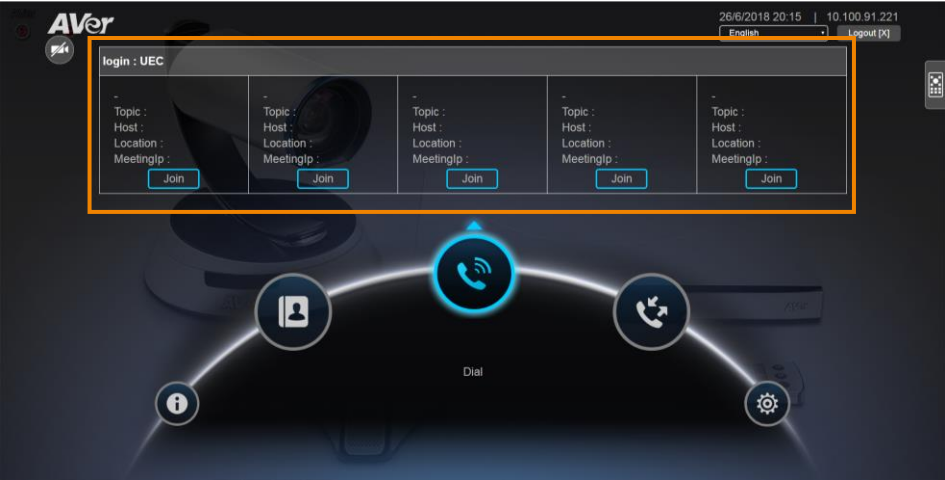
LOGIN WITH OTHER ACCOUNT

1. Select ⚙ > **Change your VC system**.

2. Or select ⚙ > **Logout** > **Login with different VC**.

3. Enter the another VC system's **IP address** and **Password** to connect with.

SKIP LOGIN

Without login, the user only can view meeting schedule VCAssist App version and setup outlook mail server and call type.

If the user wants to log in, select "**Back to login**" in Setting page.

LOGOUT

Select > **Logout**.

FAMILIAR WITH APP INTERFACE

MEETING

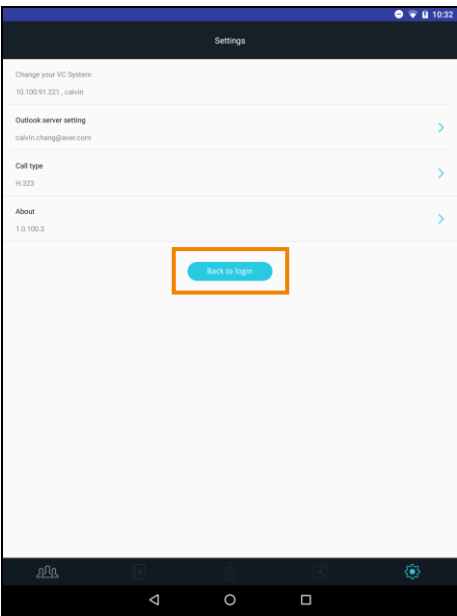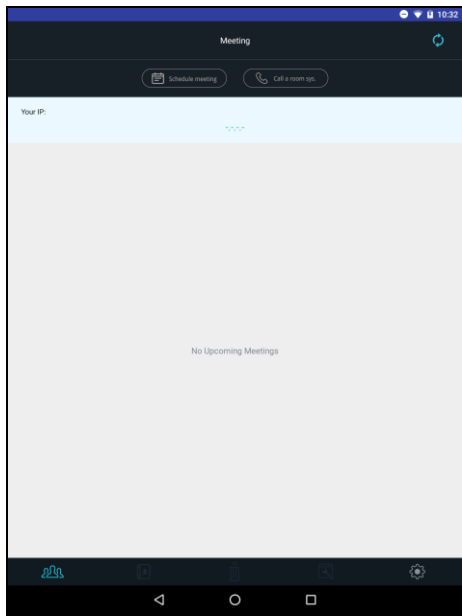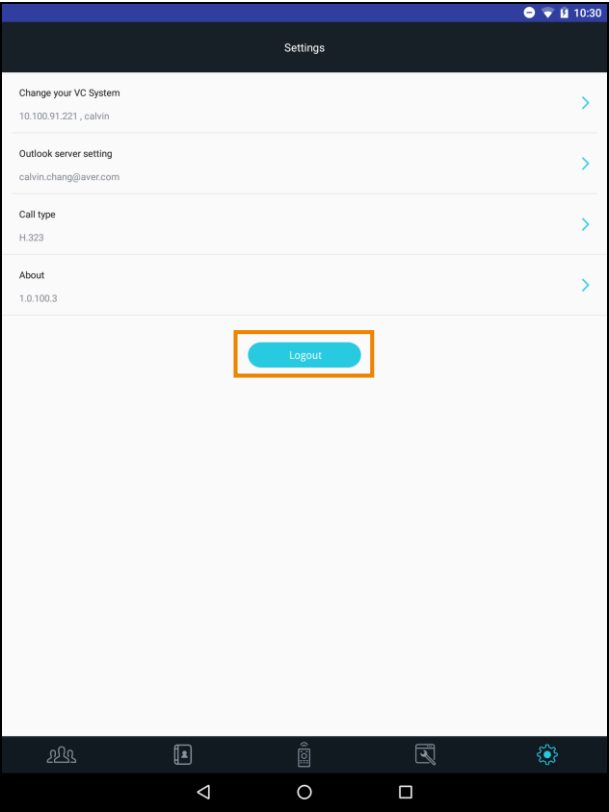In Meeting function( ), the user can send out a meeting invitation, make a video call, view meeting schedule, and join a meeting.

Send meeting schedule button*

Refresh schedule

Make a video call button

The IP of VC system that user has connected.

Meeting schedule list**

Select to join a Meeting.

Tool bar – Meeting, Phonebook, Remote controller, WebTool, Setting

*Schedule meeting function doesn't support on iOS platform.

**Please make sure your device's calendar is allowed VCAssist to access.

PHONEBOOK

Make a call from the phonebook.

Select to call

Search contact site/person from phonebook list

Phonebook list

REMOTE CONTROLLER

Act like as the psychical remote controller to control the VC system user has connected.

Function buttons

Go to next function buttons page. Also, user can swipe to go next page.

When setup VC configuration, user can enter setting values and select "**Send**" to transfer setting parameters to VC system. Help user easier to enter setting value by using psychical remote controller.

Function buttons

WEBTOOL

Link to WebTool page. Enter the password to log in.

[Note]

1. We do recommend to use Chrome browser for best effect.

2. The WebTool doesn't support Apple Safari.

3. To back to VCAssist screen, select the **"Back"** button on your device.

WebTool page.
Enter the password to login.
User can rotate the screen for better screen display.

SETTINGS

Setup up outlook mail server for sending meeting schedule, login to another VC system, select call type, view VCAssist version.

Switch to another VC system connection.

Setup outlook mail server for sending meeting schedule.

Select the call type.

View version of VCAssist App.

Logout from VCAssist App.

USING VCASSIST

In this section, it will describe how to use the functions of VCAssist App.
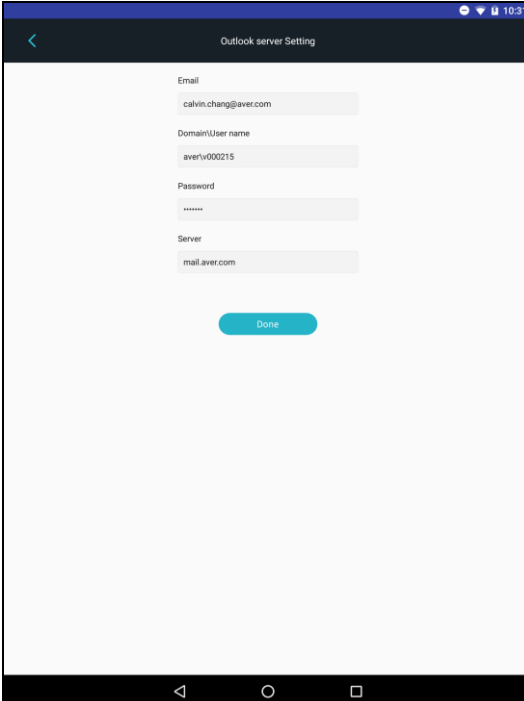**Before starting to use VCAssist, please make sure your outlook mail server is set and is work normal on your device.**

SETUP THE OUTLOOK EMAIL SERVER

[Note] The outlook server setting function doesn't support on **iOS** platform.

1. Select ⚙ from the toolbar.
2. Select "**Outlook server setting**".
3. Enter the "**Email**", "**Domain/User name**", "**Password**", and "**Server**" to set up your outlook mail.
4. Select "**Done**" to verify the settings. If verification is failed, please check the information you have entered is corrected.
5. After completing the setup, the user can send a meeting schedule invitation in VCAssiste App.
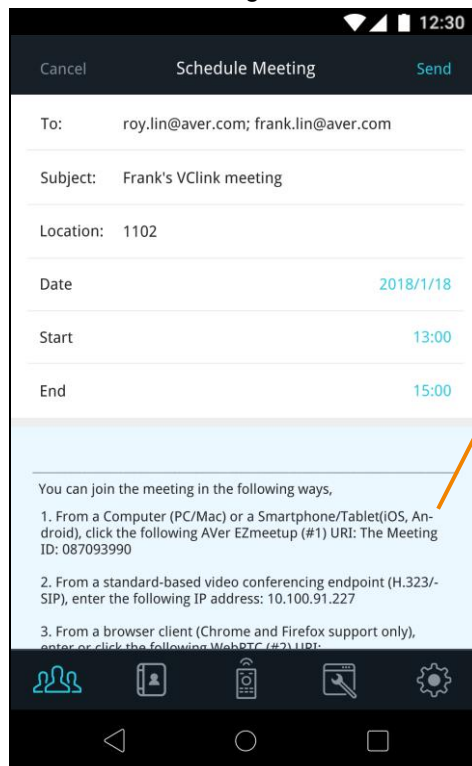
SCHEDULE MEETING

Send a meeting invitation.

[Note]

1. Before sending the meeting invitation, the **outlook mail server** needs to be set on your device(Refer to the user guide of your device) and VCAssist App(Refer to "**Setup the outlook mail server on VCAssist**" section in this manual).
2. Schedule meeting function doesn't support on **iOS** platform.

1. In Meeting page, select [📅 Schedule meeting].
2. Enter the email address of Invitees.
3. Enter the location of the meeting.
4. Select "**Date**", "**Start**" time, and "**End**" time.
5. Enter any contents about this meeting.
6. Select "**Send**" to send out the meeting invitation.

In schedule meeting mail, it provides serval ways for user to join the meeting.

MAKE A CALL

Make a video call.

1. In Meeting page, select 📞 Call a room sys. .

2. Enter the IP address of the VC system that wants to make a call.

3. Select 📞 to make a call.

4. After connecting, the user can use the in-meeting remote controller to control or perform functions on your VC system. Swipe the screen to change to different function page of the remote controller.

5. To end the call, select 📞 button.

6. To exit the VCAssist App, select "**Logout**" button. But the meeting is still on. The user just leaves the VCAssist App only.

Functions of the remote controller

Name	Function
Presentation	Share the content that comes from either the HDMI input source or the DVI/VGA input source. The present icon will appear on the screen when the presentation function is enabled. The icon will disappear after 5 sec. While video call, press presentation button can select the presentation source.
Layout	- Select to change the screen layout. - Select and hold can switch to dual screen mode. This splits the video conferencing screen and present screen onto two separate monitors (two monitors must be connected to use the feature, one through HDMI-1 and one through HDMI-2).
Phonebook	Call out contacts list to make a call. Add, edit, delete or create group contact entries.
Mute	Select to Mute/Unmute the MIC. The mute icon will appear when the MIC is muted. The mute icon will become translucent after 5 seconds.
Delete	Select this button to back delete one character at a time.
Record	Press to select video recording / RTMP function.
Info	Select this button to display the call statistics information.

Name	Function
↰ Back	Return to the previous screen.
▲ ▼ ◀ ▶ Navigation Buttons	- Use these buttons to navigate through the selections in OSD menus or on-screen keyboard. - Pan and tilt the camera to adjust the viewing. - Pan, tilt the zoomed in camera image or captured image.
↵ Enter	- Make a selection in OSD menus. - Accept incoming calls. - Display the site name and icon during the meeting. - Auto Focus function(PTZ camera only).
⊕ / ⊖	Increase/decrease the camera zoom or the captured image magnifications.
🔊 / 🔉	Increase/decrease the speaker volume.
⌇Do Not Disturb	Switch to "DND" mode (Do Not Disturb). The " ⊖ " icon will display on the screen.
📷Snapshot	Capture the image from the camera (OSD menu is not included) and save to external USB pen drive.
⊘Stop Video	Don't display the video of the camera.
EZ EZDraw	Run the EZDraw function on the VC system.
📞Call out	Make a call to other VC system.
📹Far/Near	Select to control either near site or far site camera. The cam ctrl icon will appear on the screen to indicate which site's camera you are controlling. The cam ctrl icon will disappear after press the Far/Near key 5 sec.

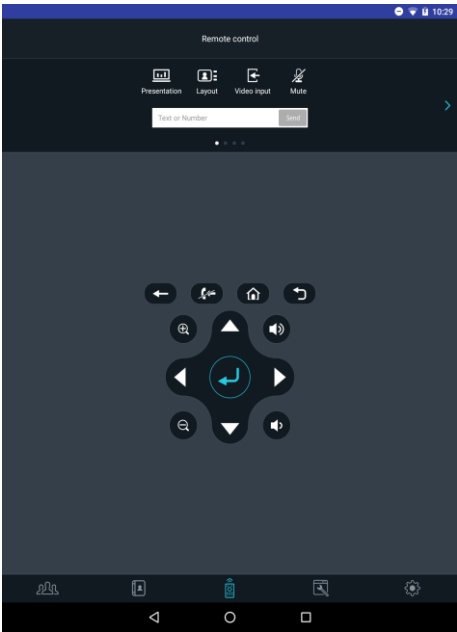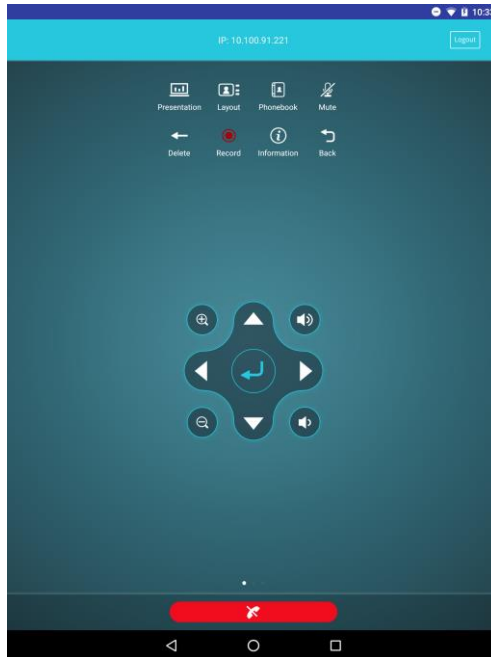| Name		Function
Numeric Pad		- Use to enter alphanumeric. - Select number button 0~ 9 to switch the number frame in main(enlarge) view while conferencing call (When Voice Activated Layout Switch is disabled).
	Preset	- Select the number and save button to set the position. - Select the number button and then select recall button can switch to a preset position.
✖ Hang up		End the call.

JOIN A MEETING FROM A MEETING SCHEDULE

The user can select the meeting that lists on the screen of the VC system to join.
[Note] The meeting schedule only display 5 meeting schedules that are not happening yet in today. To refresh the meeting schedule list, press " "button in VCAssist App.

1. On VCAssist App, select switch to remote controller page.

2. Use ▶ button moves to "**Dial**" option.

3. Then, use ▲ button moves up to the meeting schedule list.

4. Select the meeting that wants to join and select $(\leftarrow)$ button to join the meeting.

   After connecting to the meeting, the VCAssist screen will switch to in meeting control screen.

In Meeting Remote Controller

5. Also, the user can select the "**Join**" button of the meeting invitation from schedule meeting list to join a meeting.
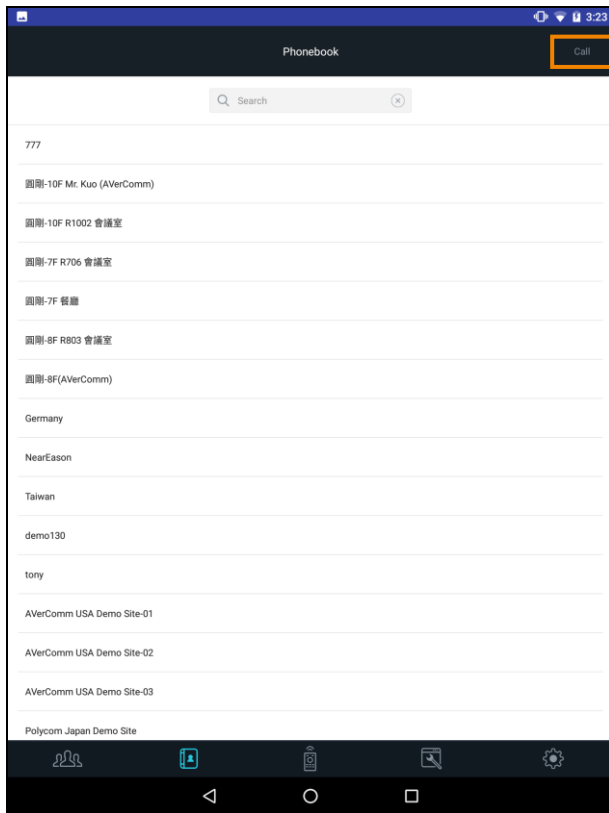
MAKE A CALL FROM PHONEBOOK

Make a call from phonebook list.
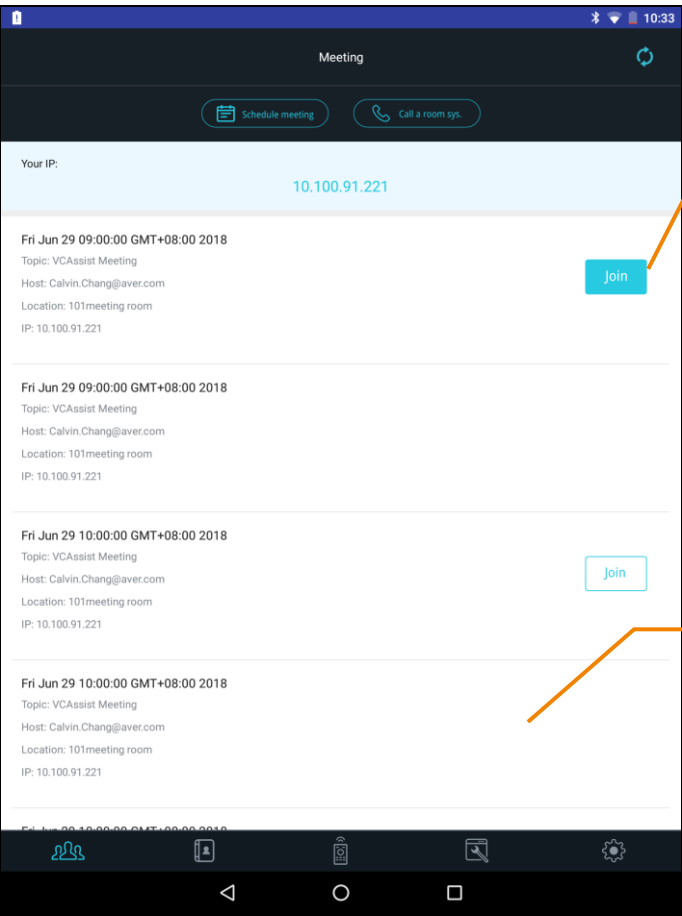
1. Select [icon] switch to the phonebook page.
2. The user should see all contacts on the VC system.
3. Select the contact that wants to call.
4. Then, select "**Call**" to make a call.

Select the "**Call**" to make a call.

MEETING SCHEDULE LIST

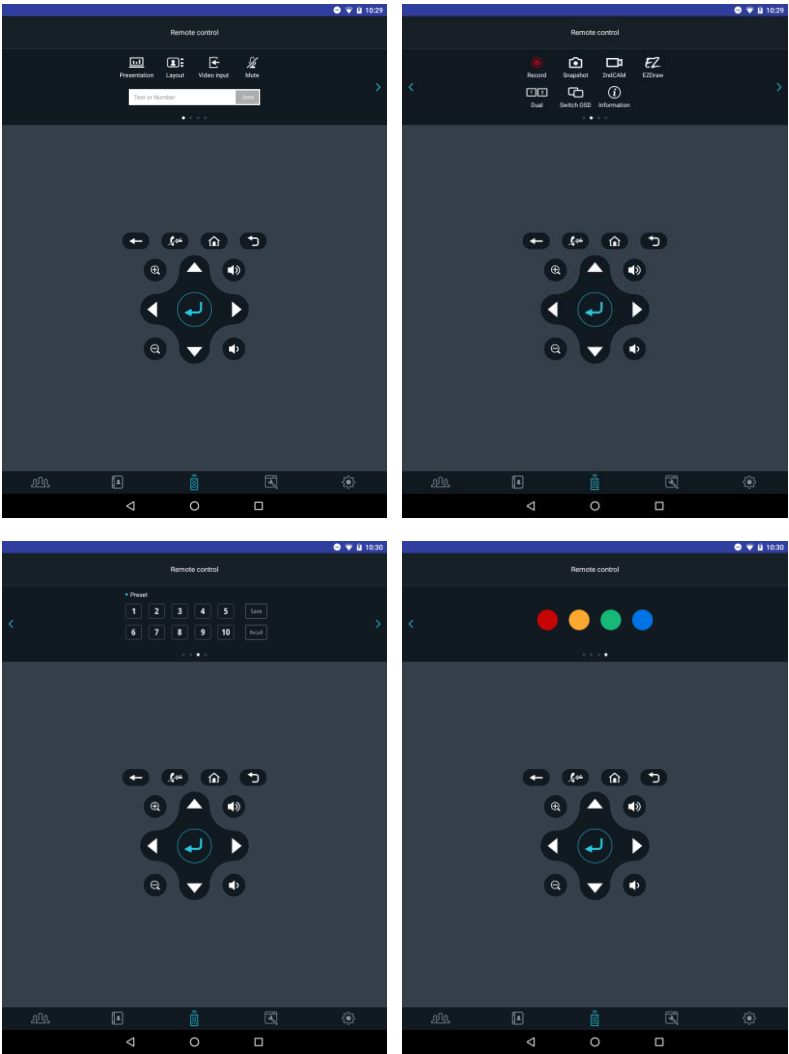The user can view the meeting schedule list that has received in Meeting function page.

Select the "**Join**" button to join a meeting.

When meeting schedule is no join button, it means you are the meeting owner.

USING REMOTE CONTROLLER

After using VCAssiste APP connects to the VC system, the user can use remote controller function to control the VC system.

Select ![remote icon] switch to remote controller page on VCAssist App. The remote controller has 4 pages of functions. Swipe the screen or select "**>**" and "**<**" to change between pages.

Functions description is as follows:

Name	Function
Delete	Select this button to back delete one character at a time.
Do Not Disturb	Switch to "DND" mode (Do Not Disturb). The "⊖" icon will display on the screen.
🏠	Back to the home page in OSD menu.
Back	Return to the previous screen.
Navigation Buttons	- Use these buttons to navigate through the selections in OSD menus or on-screen keyboard. - Pan and tilt the camera to adjust the viewing. - Pan, tilt the zoomed in camera image or captured image.
↵ Enter	- Make a selection in OSD menus. - Accept incoming calls. - Display the site name and icon during the meeting. - Auto Focus function(PTZ camera only)
⊕ / ⊖	Increase/decrease the camera zoom or the captured image magnifications.
🔊 / 🔉	Increase/decrease the speaker volume.

Name	Function
Presentation	Share the content that comes from either the HDMI input source or the DVI/VGA input source. The present icon will appear on the screen when the presentation function is enabled. The icon will disappear after 5 sec. While video call, press presentation button can select the presentation source.
Layout	Select to change the screen layout.
Video Input	Press to select camera source output -- Main, 2nd camera, Main camera + 2nd camera, or camera off.
Mute	Select to Mute/Unmute the MIC. The mute icon will appear when the MIC is muted. The mute icon will become translucent after 5 seconds.
Record	Press to select video recording / RTMP function.

Name	Function
Snapshot	Capture the image from the camera (OSD menu is not included) and save to external USB pen drive.
2nd Camera	Select it can switch camera control between the main and 2nd camera (The 2nd camera screen will display " 2nd " icon).
EZ EZDraw	Run the EZDraw function on the VC system.
1 2 Dual	Select it can switch to dual screen mode. This splits the video conferencing screen and present screen onto two separate monitors (two monitors must be connected to use the feature, one through HDMI-1 and one through HDMI-2).
Switch OSD	Call out OSD menu.
(i) Info	Select this button to display the call statistics information.
Preset	- Select the number and save button to set the position. - Select the number button and then select recall button can switch to a preset position.
Stop Video	Don't display the video of the camera.
Call out	Make a call to other VC system.
Far/Near	Select to control either near site or far site camera. The cam ctrl icon will appear on the screen to indicate which site's camera you are controlling. The cam ctrl icon will disappear after press the Far/Near key 5 sec.
● ● ● ●	Functional buttons.

SELECT THE CALL TYPE

Select the call type for using when makes a call from VCAssist App.

1. Select ⚙ from the toolbar.
2. Select "**Call type**".
3. Select the call type – **H.232** or **SIP**.
4. Select "<" can return to the setup page.