## ▶ Feature:

| Feature/Parameter | Details |
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| **System Compatibility** | Compatible with Windows 7, Windows 10, Android, HarmonyOS, KylinOS, and UnionTech OS. |
| **Language Support** | Multi-language support with seamless switching during use. |
| **Role Configuration** | Predefined roles include Chairperson, Secretary, and Participants for streamlined meeting control. |
| **Welcome Screen Customization** | Displays customizable content, such as meeting topic, time, participants' names (in English/Chinese), positions, and organizations. |
| **Electronic Nameplates** | Supports customizable participant information display on nameplates. |
| **Sign-In Methods** | Supports username/password sign-in, handwritten signature, secretary-assisted sign-in, and more. |
| **Flexible Seating** | Unassigned participants can select their seats from the participant list. |
| **Face Recognition and Advanced Sign-In** | Supports face recognition, QR code scanning, IC card, and fingerprint-based sign-ins. |
| **Room Layout Visualization** | Allows realistic meeting room layout design using a visual design tool. |
| **Meeting Materials** | Materials can include Office documents, PDFs, images, audio, and video; supports annotation and zoom functions. |
| **Per-Agenda Material Access Control** | Allows configuring participant-specific material access permissions for each agenda. |
| **Agenda and Topic Management** | Supports creating multiple agendas per meeting with linked materials and participants. |

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| **Participant Seating Arrangement** | Visualizes and adjusts seating arrangements for the whole meeting or specific agendas. |
| **Annotation Tools** | Allows annotation and marking on meeting documents using touchscreens, keyboards, or handwriting pads. |
| **Synchronized Screen Sharing** | Participants can apply to share their screen, with options for forced or optional following. |
| **Data Export** | One-click export of pre-meeting and in-meeting materials. |
| **Video Playback** | Supports fast-forward, rewind, pause, and full-screen playback with on-screen prompts in Chinese. |
| **Group Collaboration** | Enables simultaneous group discussions on shared materials. |
| **External Signal Integration** | Allows preview, viewing, and sharing of external signals during meetings. |
| **Screen Sharing and Projection Control** | Enables projection of paperless terminal screens or external signals onto multiple displays. |
| **Split-Screen Projection** | Supports full-screen, two-split, and four-split projection modes. |
| **Interactive Whiteboard** | Supports single-user and multi-user modes, with content automatically saved; customizable for grouped interactions. |
| **Messaging and Communication** | Allows participants to send one-to-one or group messages during meetings. |
| **Meeting Services** | Enables service requests for items like tea, calculators, pens, and custom services. |
| **Meeting Minutes** | Provides quick meeting notes functionality with visual speaker selection. |
| **Agenda Management** | Supports starting/ending agendas, pausing meetings, and agenda-related voice announcements. |
| **Voting and Polling** | Supports real-time polling with custom durations, anonymous or named voting, and score-based voting. |
| **Voting Order Control** | Allows only one active vote at a time, managed by the secretary to ensure orderly proceedings. |

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| **Participant Privacy in Voting** | Ensures participants cannot see others' votes during polling. |
| **Vote Result Management** | Real-time result statistics; chairperson and secretary can choose whether to display results. |
| **Post-Meeting Data Destruction** | Automatically deletes meeting materials from terminals after the meeting. |
| **External Signal Preview** | Supports multiple external signal previews and fullscreen display. |
| **Signal Window Management** | Auto-adjusts the external signal window position after inactivity (1 minute). |
| **Real-Time Annotations** | Saves document annotations and whiteboard content in real time. |
| **Embedded Tools** | Includes common tools like IE browser and calculator for participant convenience. |