

User Manual

ZK-IWBP

Date: September 2022

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.zkteco.com.

Copyright © 2022 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTeco, no portion of this manual can be copied or forwarded in any way or form. All parts of this manual belong to ZKTeco and its subsidiaries (hereinafter the "Company" or "ZKTeco").

Trademark

ZKTeco is a registered trademark of ZKTeco. Other trademarks involved in this manual are owned by their respective owners.

Disclaimer

This manual contains information on the operation and maintenance of the ZKTeco equipment. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied equipment vests in and is the property of ZKTeco. The contents hereof should not be used or shared by the receiver with any third party without express written permission of ZKTeco.

The contents of this manual must be read as a whole before starting the operation and maintenance of the supplied equipment. If any of the content(s) of the manual seems unclear or incomplete, please contact ZKTeco before starting the operation and maintenance of the said equipment.

It is an essential pre-requisite for the satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/equipment. It is further essential for the safe operation of the machine/unit/equipment that personnel has read, understood and followed the safety instructions contained in the manual.

In case of any conflict between terms and conditions of this manual and the contract specifications, drawings, instruction sheets or any other contract-related documents, the contract conditions/documents shall prevail. The contract specific conditions/documents shall apply in priority.

ZKTeco offers no warranty, guarantee or representation regarding the

completeness of any information contained in this manual or any of the amendments made thereto. ZKTeco does not extend the warranty of any kind, including, without limitation, any warranty of design, merchantability or fitness for a particular purpose.

ZKTeco does not assume responsibility for any errors or omissions in the information or documents which are referenced by or linked to this manual. The entire risk as to the results and performance obtained from using the information is assumed by the user.

ZKTeco in no event shall be liable to the user or any third party for any incidental, consequential, indirect, special, or exemplary damages, including, without limitation, loss of business, loss of profits, business interruption, loss of business information or any pecuniary loss, arising out of, in connection with, or relating to the use of the information contained in or referenced by this manual, even if ZKTeco has been advised of the possibility of such damages.

This manual and the information contained therein may include technical, other inaccuracies or typographical errors. ZKTeco periodically changes the information herein which will be incorporated into new additions/amendments to the manual. ZKTeco reserves the right to add, delete, amend or modify the information contained in the manual from time to time in the form of circulars, letters, notes, etc. for better operation and safety of the machine/unit/equipment. The said additions or amendments are meant for improvement /better operations of the machine/unit/equipment and such amendments shall not give any right to claim any compensation or damages under any circumstances.

ZKTeco shall in no way be responsible (i) in case the machine/unit/equipment malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/equipment beyond the rate limits (iii) in case of operation of the machine and equipment in conditions different from the prescribed conditions of the manual.

The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on <http://www.zkteco.com>.

If there is any issue related to the product, please contact us.

ZKTeco Headquarters

Address ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone +86 769 - 82109991

Fax +86 755 - 89602394

For business related queries, please write to us at: sales@zkteco.com.

To know more about our global branches, visit www.zkteco.com.

About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/Floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader door locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of **ZK-IWBP Conference Tablet**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g. OK , Confirm , Cancel .
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	Description
< >	Button or key names for devices. For example, press <OK>.
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols






Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

TABLE OF CONTENTS

1	WHITEBOARD WRITING	8
1.1	WHAT IS A WHITEBOARD?.....	8
1.2	CREATE CONTENT	8
1.3	SHARE CONTENT	9
1.4	FILE FUNCTION.....	9
1.5	WHITEBOARD SETTINGS.....	10
2	ANNOTATION	14
2.1	WHAT ARE THE COMMENTS?.....	14
2.2	HOW TO START ANNOTATING.....	14
3	SMALL BLACKBOARD	15
3.1	WHAT IS A SMALL BLACKBOARD?.....	15
3.2	HOW TO USE THE SMALL BLACKBOARD.....	15
4	WIRELESS SCREEN TRANSMISSION	17
4.1	WHAT IS WIRELESS SCREEN TRANSMISSION?	17
4.2	HOW TO TRANSFER A SCREEN FROM A COMPUTER?.....	17
4.3	HOW TO TRANSFER SCREEN FROM MOBILE PHONE.....	20
5	FINDER.....	22
5.1	WHAT IS A FINDER?.....	22
5.2	HOW TO USE THE FINDER?	22
6	EFFICIENCY TOOLS	24
6.1	WHAT IS A GADGET?.....	24
6.2	HOW TO START THE GADGET?	24
6.3	QUICK UPLOAD WIDGET	25
6.4	SCREEN RECORDING WIDGET	26
6.5	TIMER WIDGET	27

6.6	POLL WIDGET.....	29
6.7	SCREENSHOT WIDGET	31
6.8	CAMERA GADGET	32
6.9	TOUCH LOCK WIDGET.....	33
6.10	SCREEN LOCK WIDGET	34
6.11	EYE PROTECTION GADGET	35
7	BEGINNER'S GUIDE	36

1 Whiteboard Writing

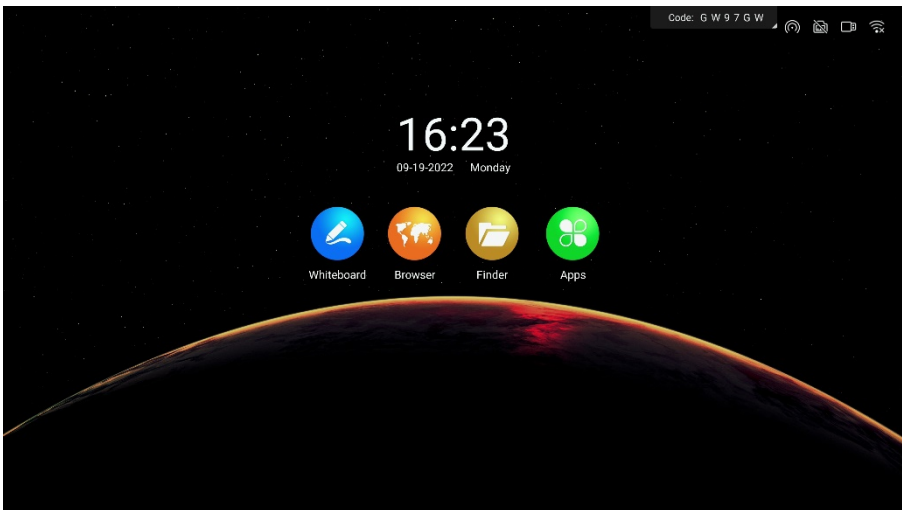
1.1 What is a Whiteboard?

Whiteboard is a multi-functional writing tool that helps users communicate and interact more effectively, provides a comfortable and pleasant experience, and improves team effectiveness. On the homepage, click the **Whiteboard** application button, then after the meeting, scan the code to remove the whiteboard content. The meeting's main goal is to not miss it again.

1.2 Create Content

● Open Whiteboard

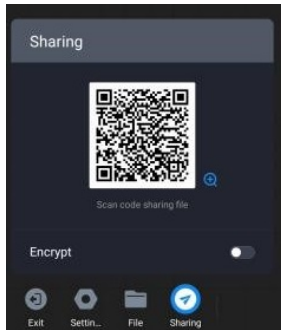
From the homepage of the conference tablet, click the **Whiteboard** application button to open the whiteboard.



1.3 Share Content

- **Scan QR Code to Share**

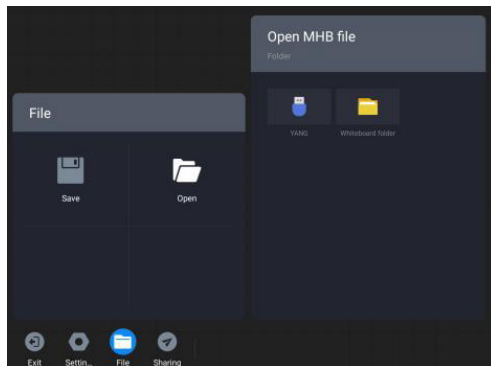
Scan the QR code and take it: The QR code sharing page will appear when you click the **Sharing** button in the lower left toolbar. According to the text instruction, scan the QR code with your mobile phone to access the file link and then save the file.



1.4 File Function

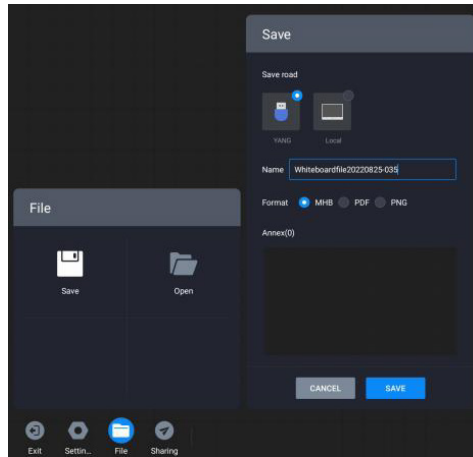
- **File Open**

To open the file operation page, click the **File** button in the lower left toolbar. According to the text prompt, you can access the whiteboard folder to pick the whiteboard file to open. The MHB file format is used for the whiteboard file.



● File Save

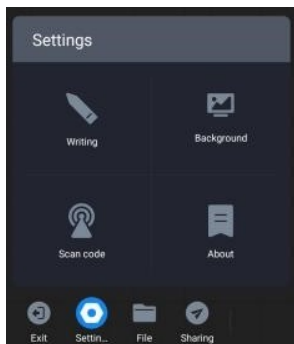
To access the file operation page, click the **File** button in the lower left toolbar. You can save the content of the whiteboard according to the text prompt. The save path might be local storage on the whiteboard or transferred onto a USB auxiliary device. MHB, PDF, and JPG are all possible to save formats.



1.5 Whiteboard Settings

● Whiteboard Settings

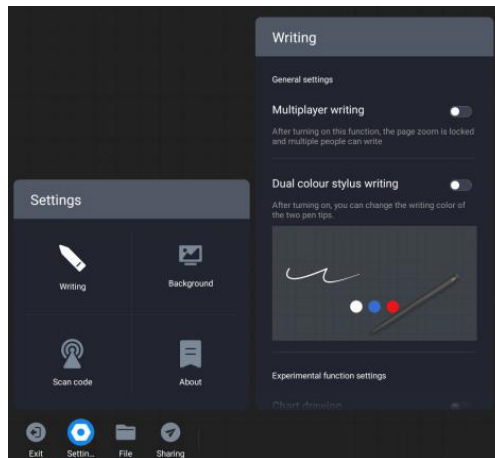
To access the whiteboard setting operation page, click the **Settings** button in the lower left toolbar.



● Writing Settings

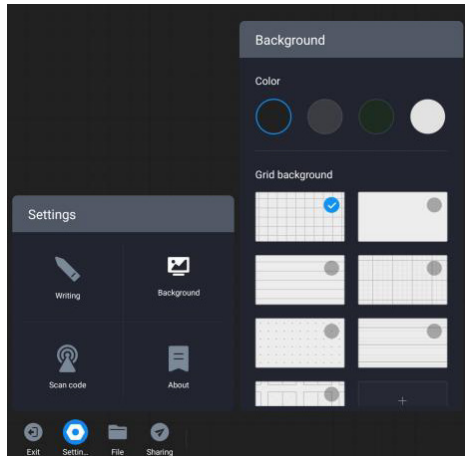
Turn on/off settings for pen tip writing, chart drawing, and two-color pen functions by clicking the **Writing** button. When you switch on the pen tip effect on infrared touch devices, it will appear. It is enabled by default, and the user selection is not modified when the system is restarted. To access the whiteboard setting operation page, click the **Settings** button in the lower left toolbar.

1. **Multiplayer writing:** Turn on the switch to enable automated recognition of writing graphics. It is closed by default, and the default choices are restored after restarting.
2. **Dual colour stylus writing:** The two-color pen feature is enabled in the case of the infrared touch screen, and the two-color pen can be used for writing by many people, as well as the color of the pen tip and finger is defined separately. It is enabled by default, and the user selection is not modified when the system restarts.



● Writing Background

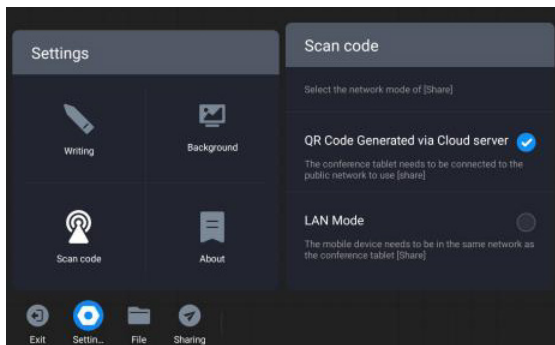
Click the **Background** button to choose different writing backgrounds.



● Scan Code Network

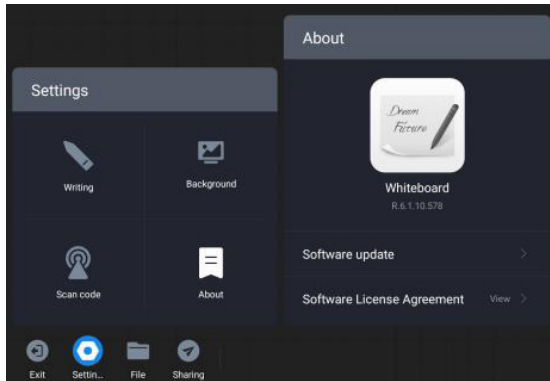
Click **Scan Code** to change the QR code sharing network conditions.

1. **QR Code Generated via Cloud server:** Both mobile phones and conference tablets need to be connected to the Internet to obtain the sharing link.
2. **LAN Mode:** The mobile phone and conference tablet need to be connected to the same local area network to obtain the sharing link.



● About

1. View the current whiteboard version number.
2. View software license agreement.
3. View software update, automatic update or manual update can be set.



2 Annotation

2.1 What are the Comments?

The annotation function allows users to write content and make annotations on the current screen.

2.2 How to Start Annotating

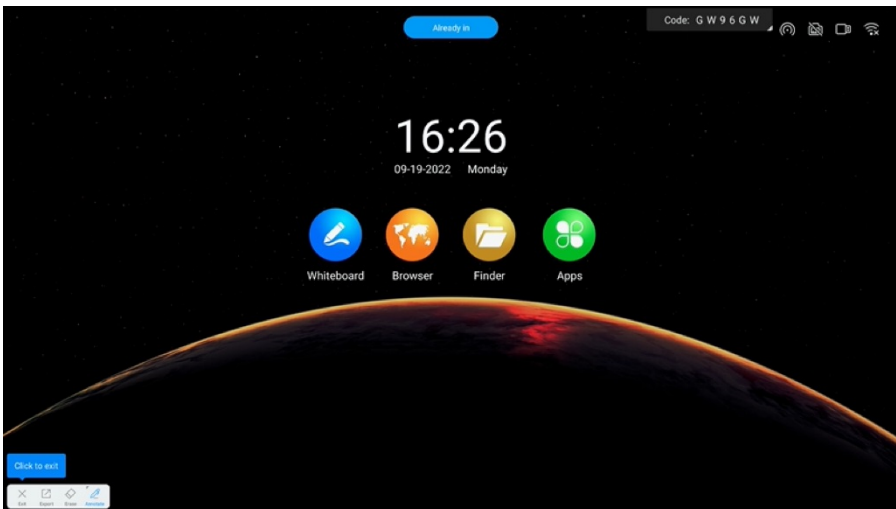
● Function Entry

Comments can be entered in the following scenarios:

1. **Scenario 1:** The comment toolbar will appear whether the PPT is played locally or through the screen. At this time, click the **Comment** button to add your remark.

Note: If you still have a page-turning button after adding the comment in some versions of PowerPoint, you can see the comment along the page at this time.

2. **Scenario 2:** In other cases, the **Comment** button in the sidebar, click to enter the frozen screen comment.



3 Small Blackboard

3.1 What is a Small Blackboard?

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

3.2 How to use the Small Blackboard

- **Evoke the Little Blackboard**

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

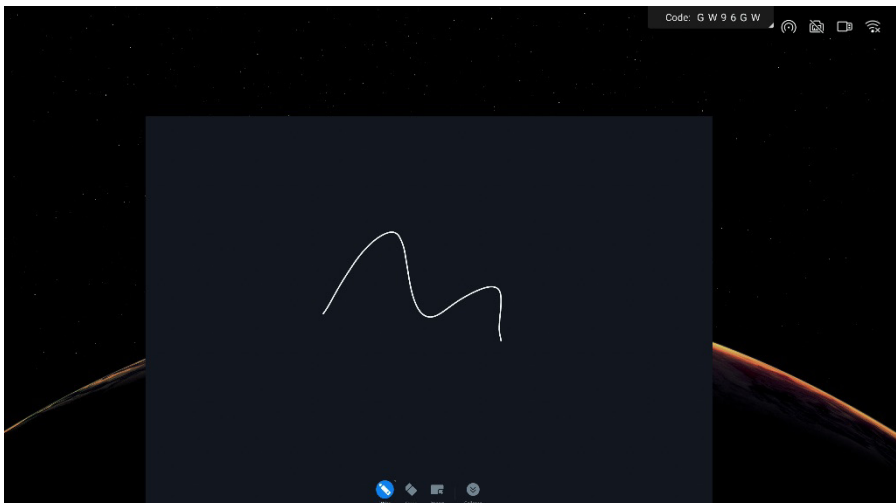
Note: Cannot be used with frozen screen annotation or full-screen whiteboarding.

- **Put Away the Small Blackboard**

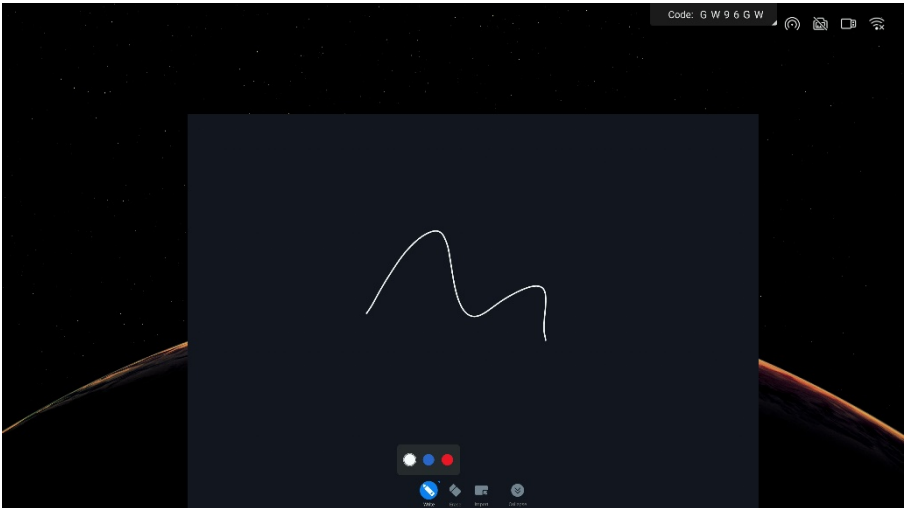
There are two ways to put away the small blackboard:

Method 1: Click the **Collapse** button on the bottom toolbar to hide it.

Method 2: Press and hold with multiple fingers and shake it down quickly.



● **Small Blackboard Use**



4 Wireless Screen Transmission

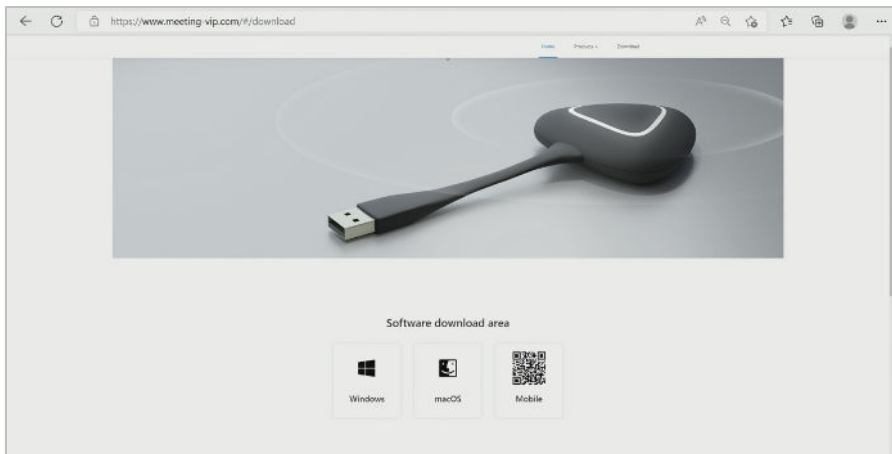
4.1 What is Wireless Screen Transmission?

Wireless screen transmission can project the screens of laptops, mobile phones, and other devices to the conference tablet and present them to the audience without the need for wires.

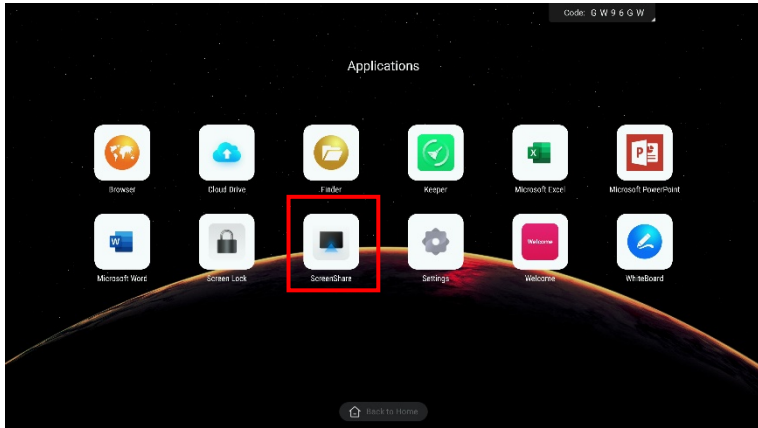
4.2 How to Transfer a Screen from a Computer?

How to use computer screen transfer assistant software to transfer screen?

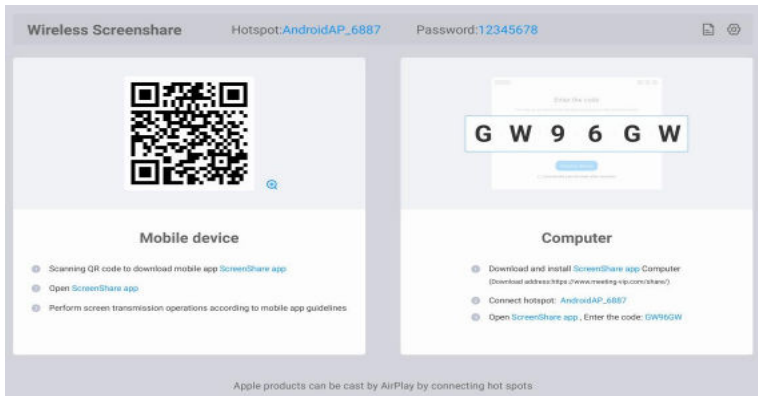
1. Please download the computer screen transfer assistant at <https://www.meeting-vip.com/share/> in advance.



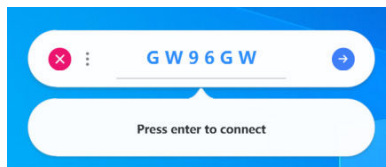
- 2. Find the wireless screen transfer and open the wireless screen transfer application on the conference tablet.



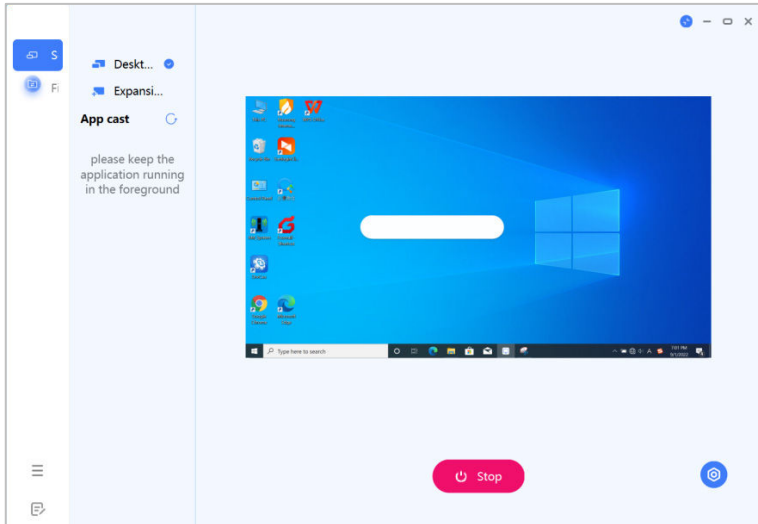
- 3. After opening it, you can see the wireless screen transfer guide and find the screen transfer code.



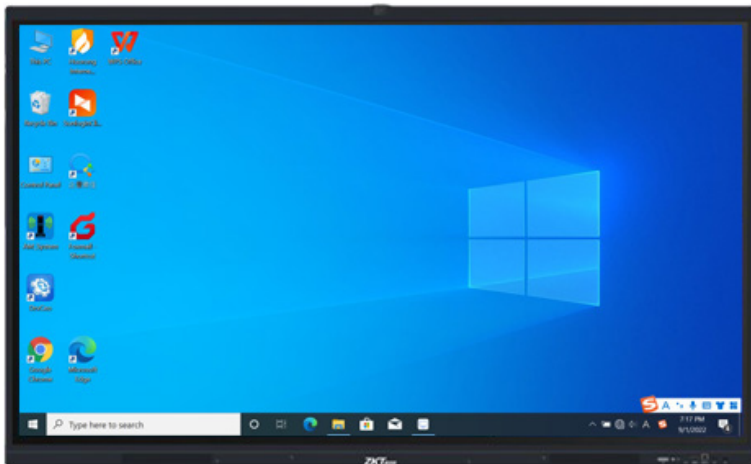
- 4. Open the screen transfer assistant, enter the screen transfer code displayed on the smart conference tablet, and click the → button.



5. Select single-screen mirroring; when the other party uploads the screen, the screen on the smart conference tablet will be preempted to upload the screen. If you want to join the mirroring, the split-screen display will be performed when the other party uploads the screen.

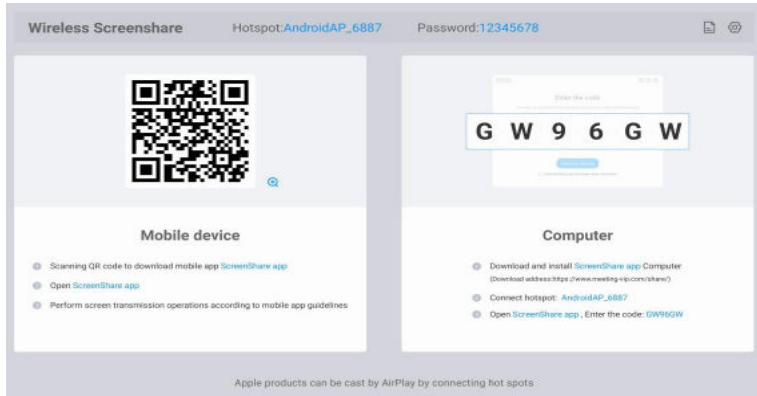


6. Screen transfer can be performed after selection.

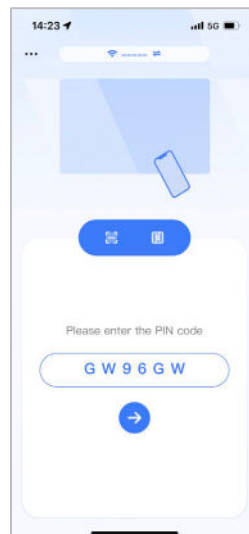
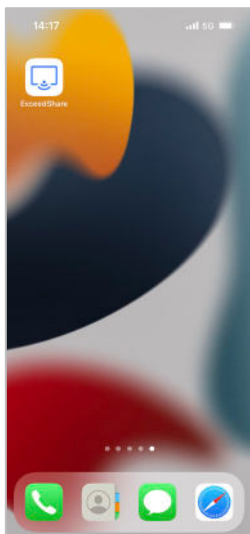


4.3 How to Transfer Screen from Mobile Phone

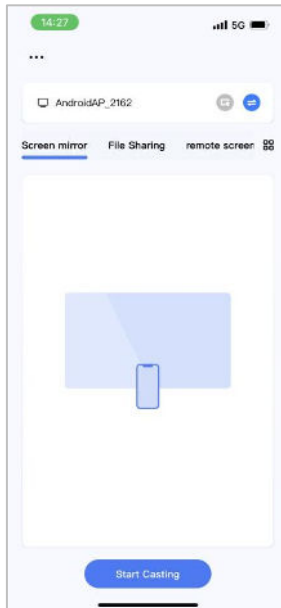
1. Please download the screen transfer assistant at <https://www.meeting-vip.com/share/> in advance, or open the screen transfer assistant and scan the QR code to download.
2. Open the screen sharing assistant on the conference tablet, you can see the wireless screen sharing guide.



3. Use the screen transfer assistant to click the input connection code button, and enter the connection code in the screen transfer assistant on the conference tablet to connect.



4. If the connection is successful, you can select the following functions to transfer the screen.
 - a. **Screen sharing:** the screen of the mobile phone can be shared with the smart conference tablet for display.
 - b. **Picture display:** You can share the pictures on your mobile phone to the smart conference tablet for display.
 - c. **Video playback:** Share the video on the mobile phone to the smart conference tablet for playback.
 - d. **Audio playback:** The audio on the mobile phone can be shared with the smart conference tablet for playback.
 - e. **Document scanning:** You can use the mobile phone camera to scan documents and share them with the smart conference tablet for display.
 - f. **Conference tablet controller:** you can use your mobile phone to control the smart conference tablet in real-time.



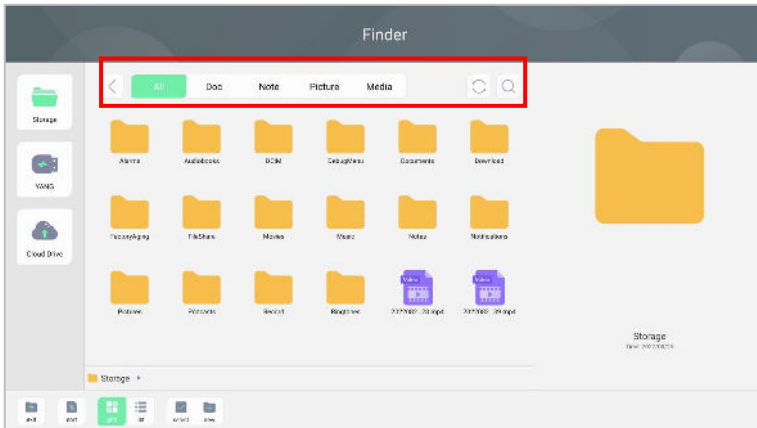
5 Finder

5.1 What is a Finder?

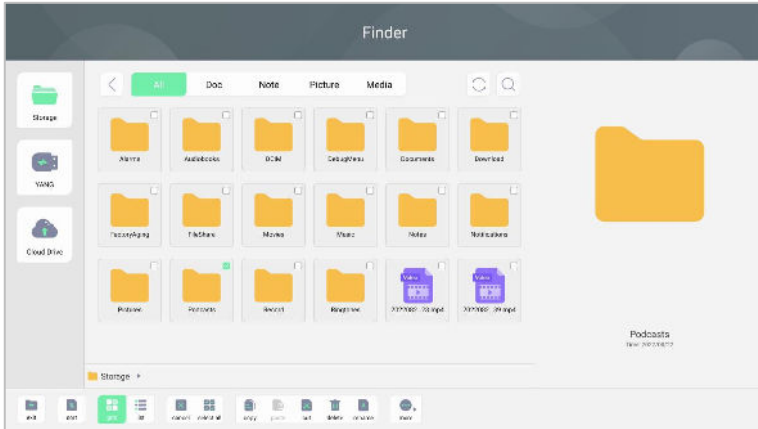
Manuscript presentation is used for local file management, and various files can be opened for content display through manuscript presentation (the conference machine needs to be pre-installed with a software client that can open the corresponding file type).

5.2 How to Use the Finder?

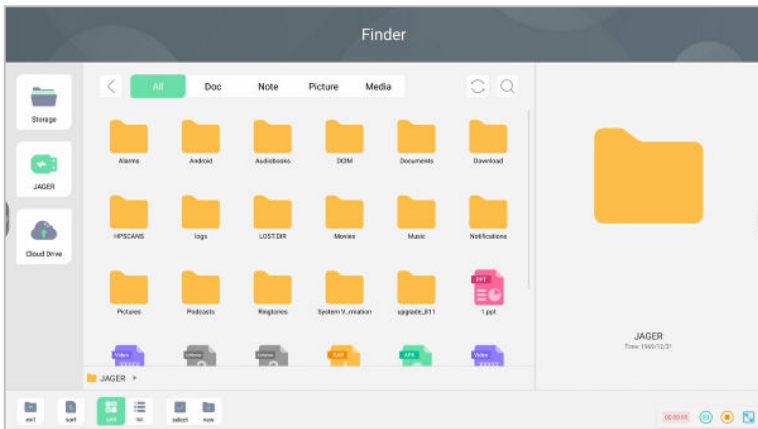
1. Click on the **Apps - Finder** icon on the homepage to start the presentation APP.
2. When a USB storage device is inserted into the conference tablet, the presentation interface displays the drive letter of the USB storage device. To load the file into the relevant storage, click the corresponding drive letter.
3. By using the file type filter button on the interface, you can filter and view files of the relevant kind on the conference machine's local, USB storage devices, and personal folders.



4. One-click the file icon on the file list interface to display the floating toolbar and perform operations such as opening, sharing, copying, and deleting files.



- 5. Click the **Select** button to perform batch operations on files.



6 Efficiency Tools

6.1 What is a Gadget?

The gadget is a conference tablet quick tool App. It provides useful functions in a variety of scenarios and assistance in meeting the needs of the conference for file transfer, voting, screen recording, timing, screenshots, and photos.

6.2 How to Start the Gadget?

- **Open Gadget**

Click the arrow on the side of the screen to display the sidebar, the gadget is in the sidebar menu.

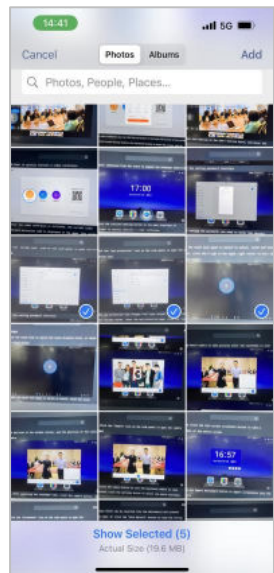
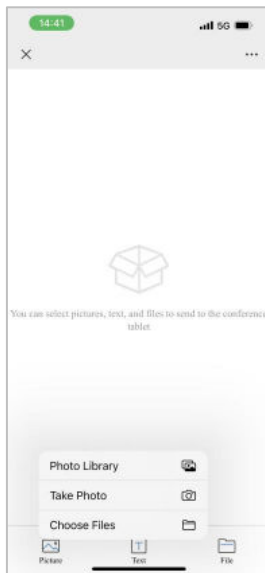
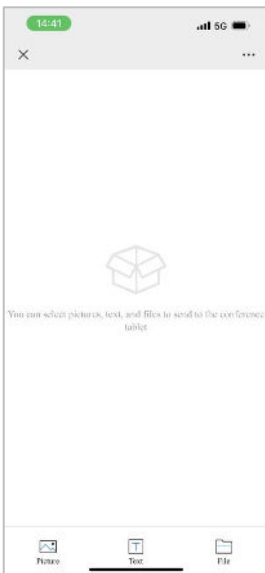


6.3 Quick Upload Widget

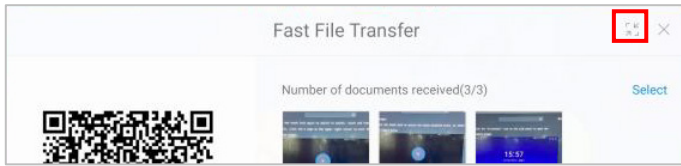
1. Click the **Fast File Transfer** icon in the sidebar to open the quick upload widget.



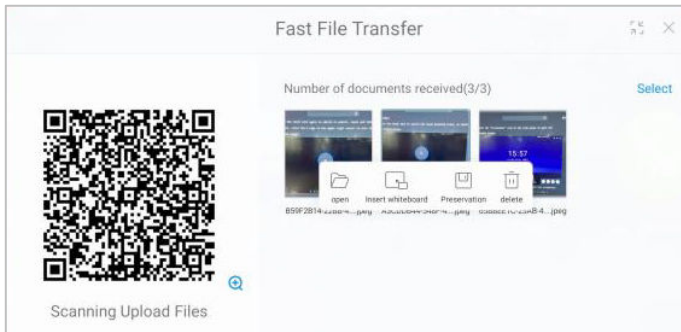
2. After the mobile phone QR scans the code, you can choose to upload pictures, texts, and files on the mobile phone.



3. Click the minimize button in the title bar of the quick upload interface on the conference tablet can minimize the quick upload interface.

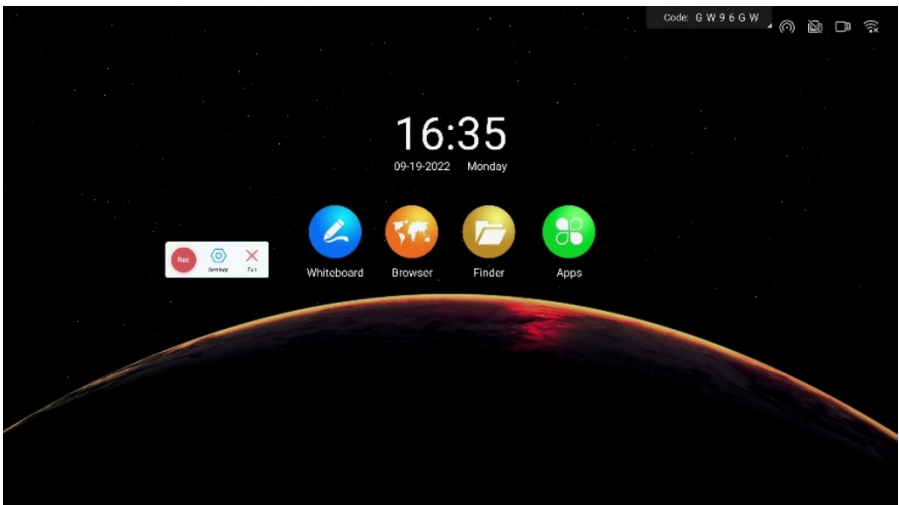



- 4. When you click the file icon received in the fast transfer on the conference tablet, the toolbar appears and you can open, (image) insert into the whiteboard, save, and delete it.



6.4 Screen Recording Widget

- 1. Click the **Record** icon in the sidebar to open the screen recording widget.



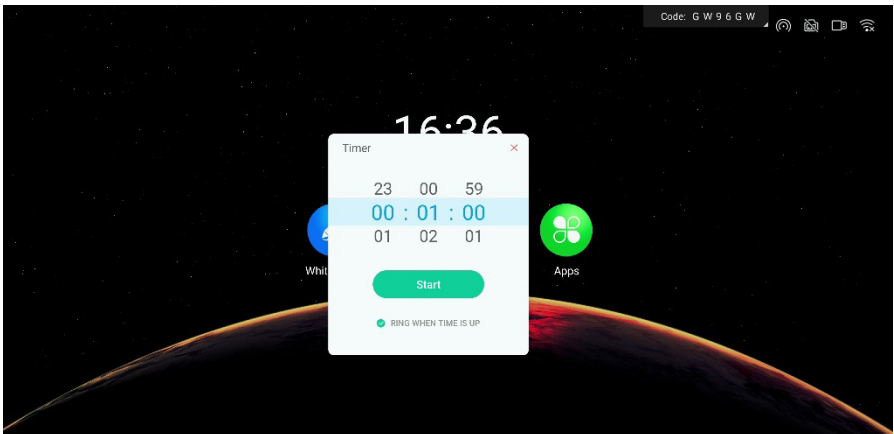
- Click the  icon to begin recording your screen.



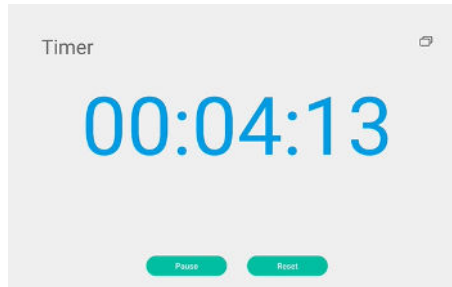
- The screen recording adopts segmented recording, after the recording is merged, after clicking the end recording button, the screen recording file will be automatically saved.


6.5 Timer Widget

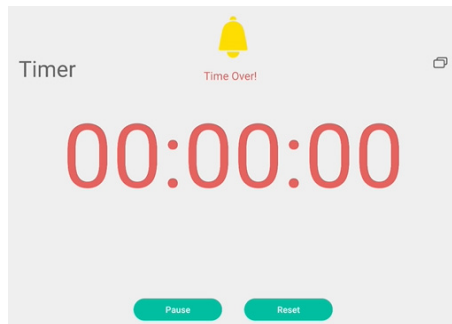
- Click the **Timer** icon in the sidebar to open the timer widget



- Click the **Start** button to start the countdown according to the selected time.

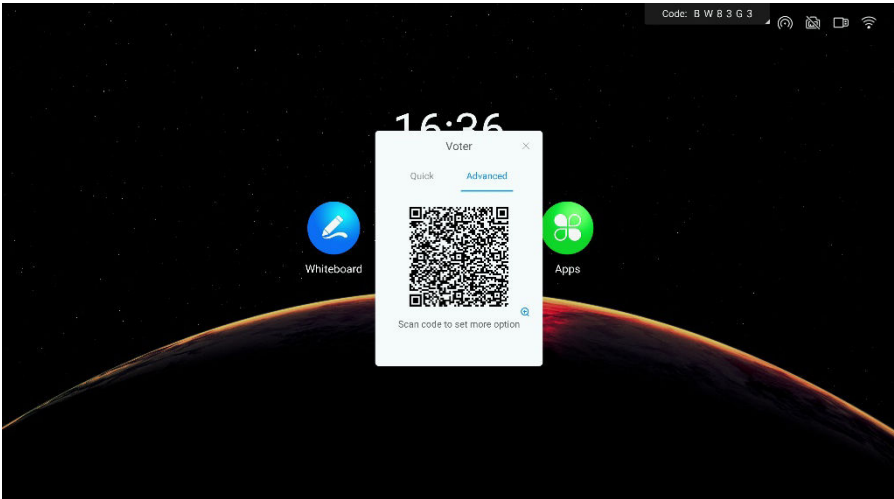


- Select "Ring reminder", and a bell will sound just before the countdown expires as a reminder.
- After the countdown is complete, select "Timeout calculation," which will start counting up and record the timeout time.
- To view the countdown screen, click the  icon to display full screen.

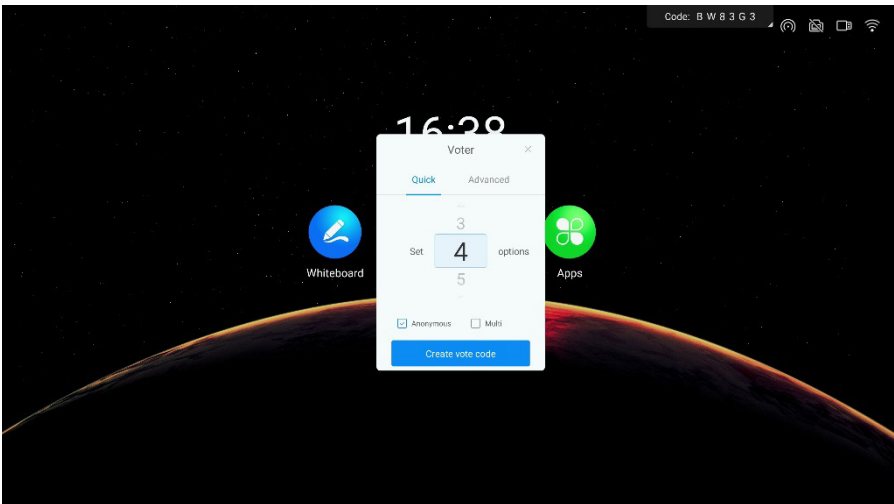


6.6 Poll Widget

1. Click the **Voter** icon in the sidebar to open the voting widget.

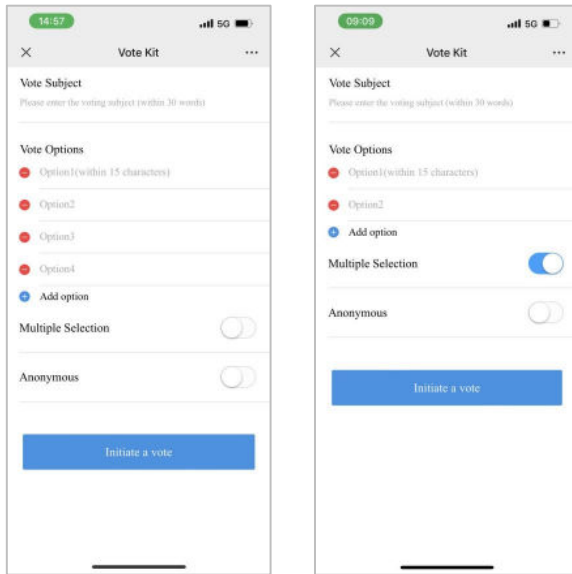


2. Click the **Create vote code** button to immediately generate a voting QR code for the specified number of options. After scanning the code with your mobile phone, you can vote for each option.

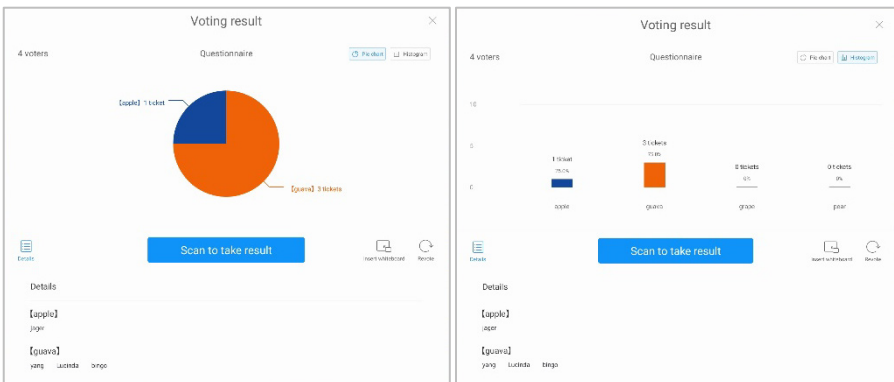


3. Select **Anonymous** to vote anonymously.

- 4. Select **Multi** to allow voters to select multiple options.
- 5. Select **Scan code to edit**, the poll initiator can edit the questionnaire options on the mobile phone. After clicking to initiate a poll, other participants can scan the QR code on the conference tablet to view the questionnaire.




- 6. The voting result supports histogram and pie chart display, and the voting result can be inserted into the whiteboard and scanned with the code. Or click the **Vote result** button to view the voting options of each voter. Click the **Revote** icon to re-initiate voting.




6.7 Screenshot Widget

1. Click the **Screenshot** icon in the sidebar to open the screenshot widget.



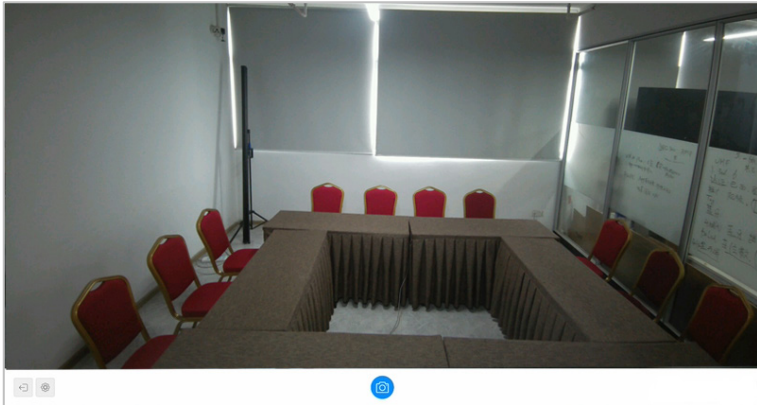
2. You can press and hold 8 edit points to adjust the screenshot area or click the  icon to take a screenshot of the entire screen.




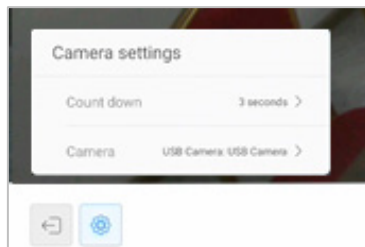
3. Click the  button to save the screenshot image locally on the tablet.


6.8 Camera Gadget

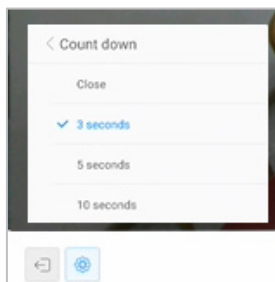
1. Click the **Camera** icon in the sidebar to open the camera widget.



2. Click the  icon to activate the camera, then click the **Camera settings** icon in the lower left corner of the screen to adjust the photo count down, the position of the toolbar button, and the position of the calling camera.



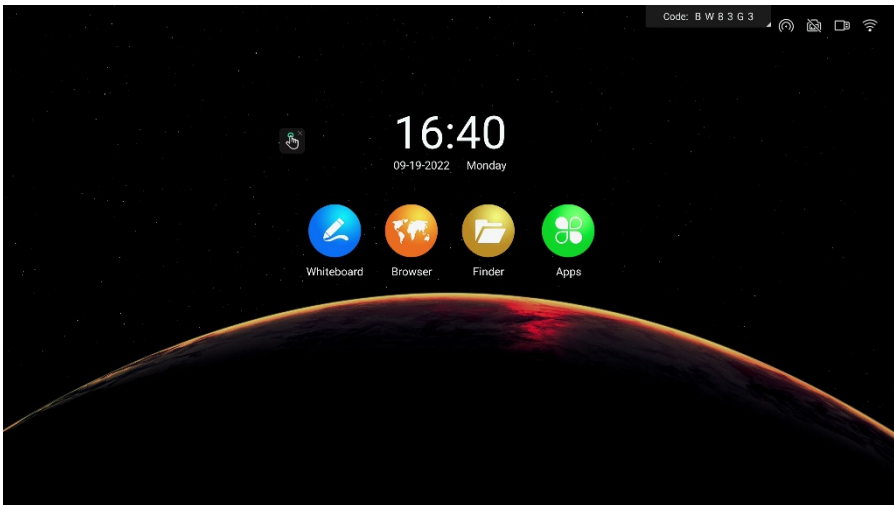
3. After selecting the countdown time, click the  icon, the screen displays the countdown time, and immediately take a picture after the countdown is over.





6.9 Touch Lock Widget

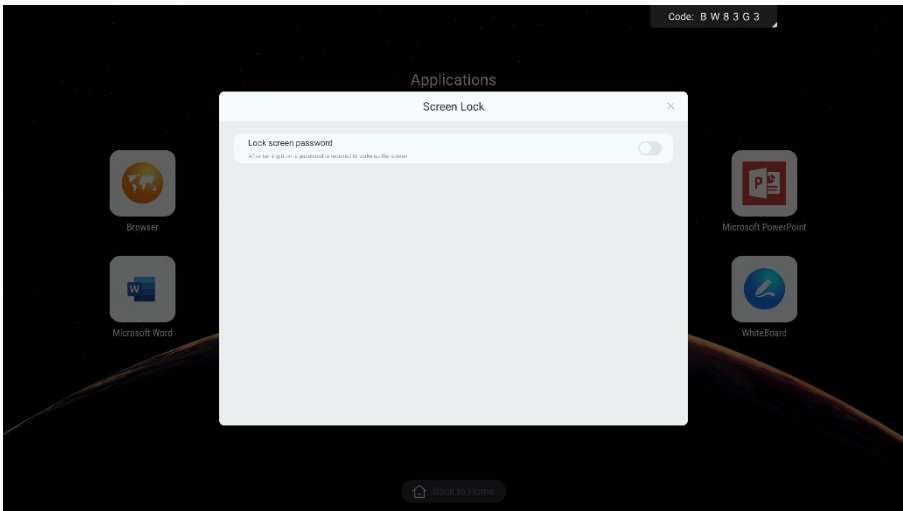
1. Click the **TouchOverlay** icon in the sidebar to open the touch lock widget.
2. Click the or icon to switch the touch disabled state, as shown in the figure below.



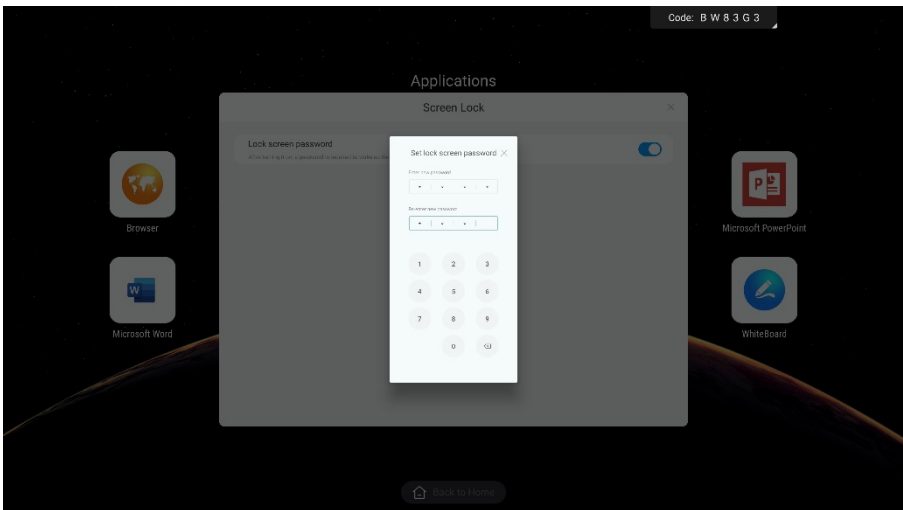
3. Click the **x** sign in the icon's upper right corner to exit the touch lock widget.

6.10 Screen Lock Widget

1. Click the **Screen Lock** icon in the sidebar to open the screen lock tool.




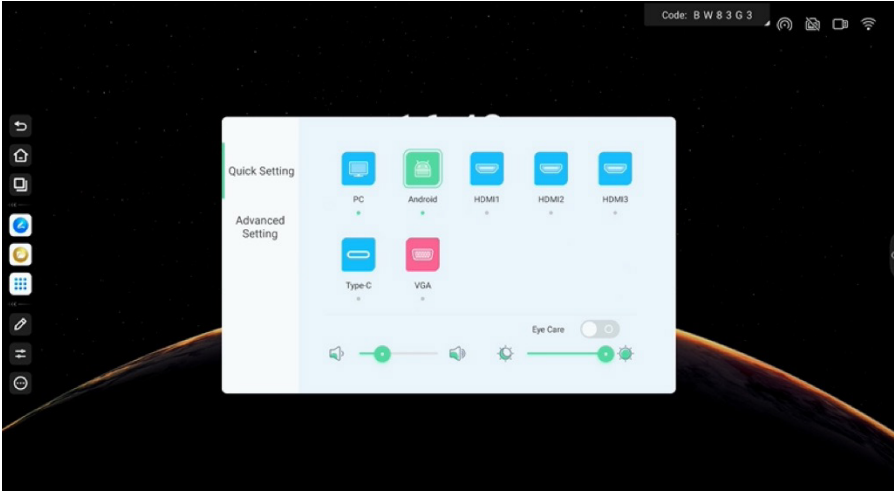
2. Enter the lock screen password.



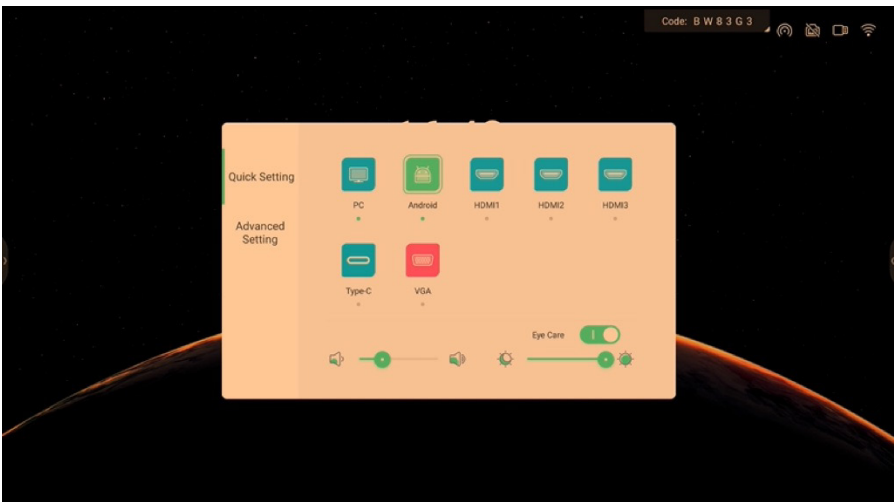
3. After setting the password, you need to enter the correct password every time you wake up on the smart conference tablet.

6.11 Eye Protection Gadget

1. Click the  icon in the sidebar.
2. Click the **Eye Care** switch to open the eye protection tool.



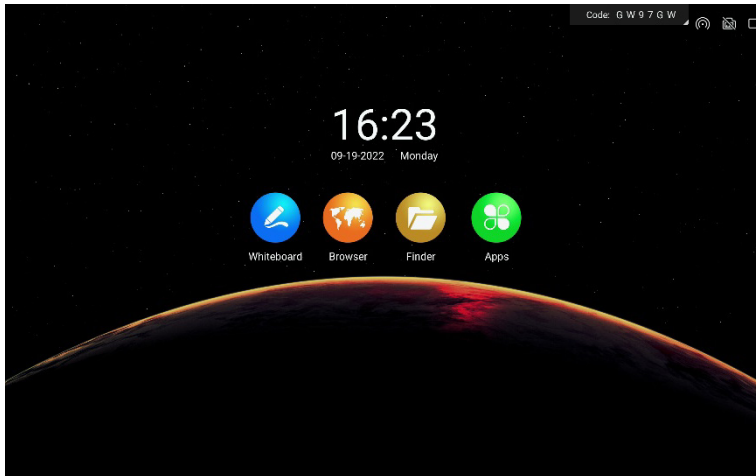
3. The screen becomes warmer, enter the eye protection mode, click the **Eye Care** switch again to close the eye protection mode, and the image mode returns to the previous state.



7 Beginner's Guide

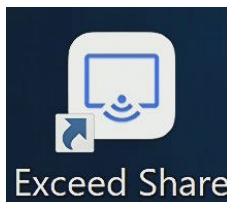
● **How to Start a Meeting?**

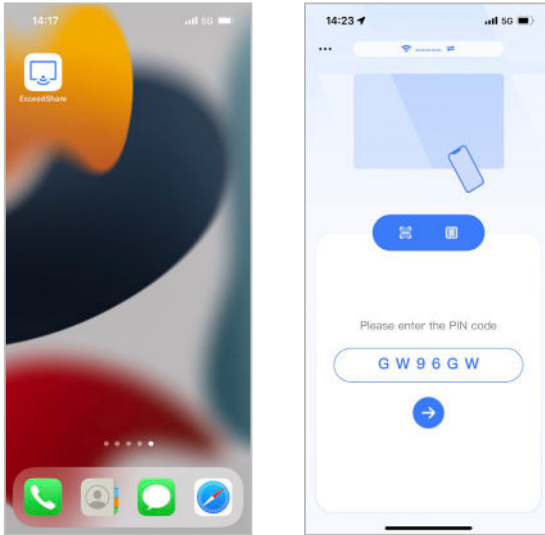
1. Turn on the conference tablet: Make sure that the power is turned on, that the power switch at the location where the power cord is attached to the conference tablet is turned on, and that the power button indication lights up before short pressing the power button to begin.
2. Eliminate the typical water-based pens and whiteboards in favor of the whiteboard software, which allows you to freely create and amend meeting information. Start the whiteboard method: From the meeting tablet's homepage, click the **Whiteboard** icon to open the whiteboard.



● **Wireless Screen Transfer**

Wireless screen casting supports using computer screen transfer assistant software and mobile phone screen casting.



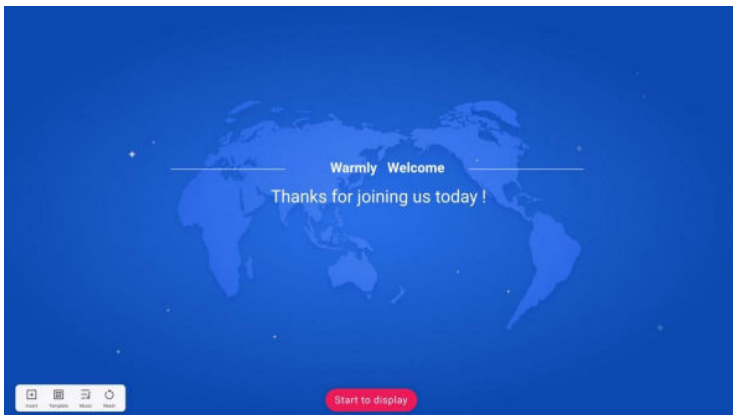


● **Welcome Interface**

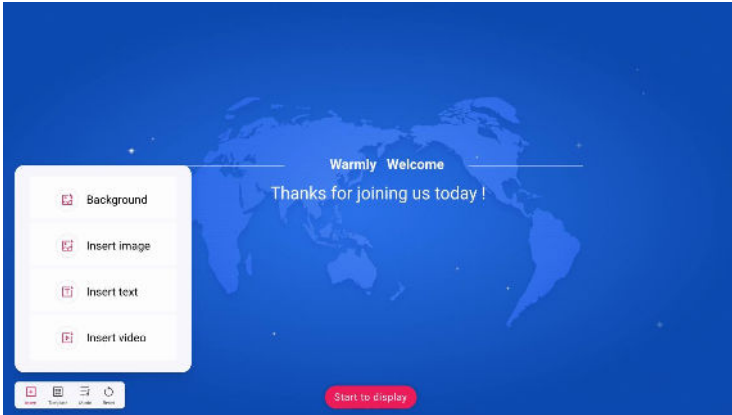
Use the welcome interface App to turn the conference tablet into a welcome display screen.





- 1. Swipe left on the homepage to enter the welcome interface.

Interface Introduction: The main interface of the WEB version welcome screen is shown below, and it includes the following elements: backdrop picture, welcome copy, show start button, and toolbar.

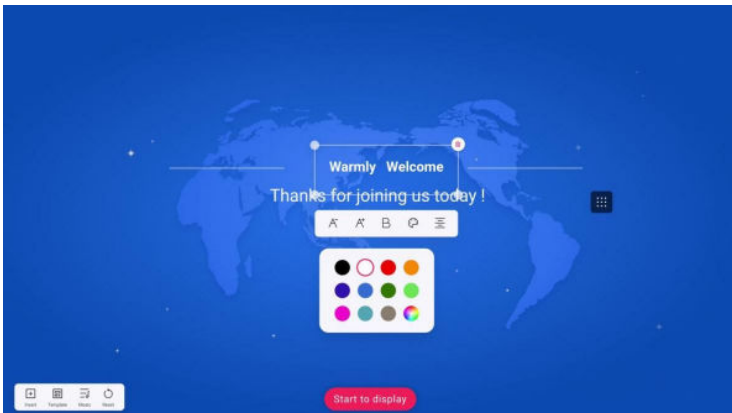




2. Toolbar:






- Click the  button to enter the current welcome interface's elements.
- Click the  button to select an alternative welcome interface template.
- Click the  button to input an alternate or local audio file into the welcome interface.
- Press the  button to return the welcome interface to its initial state.

3. Edit Display Content:




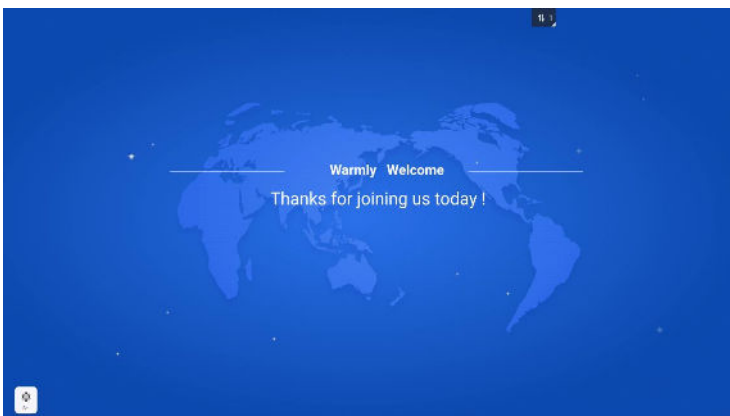
- Click the text on the main interface, and the editing toolbar will appear.
- To control the reduction and enlargement of the text font size, use the  or  buttons.

- c) To control the bolding and cancel the bolding of the text, click the **B** button.
 - d) Click the  button to bring up a color selection pop-up window where you can choose the text color.
 - e) Switch between centering, left-aligning, and right-aligning by clicking the  button.
 - f) Press and hold the small dot on the corner of the text box to drag and modify the size of the text box.
 - g) Click the  button in the top right corner of the text box to delete the text box.
 - h) Press and hold any place in the text box, then drag to move it.
4. Display of Results:

After modifying the elements of the welcome interface, enter the full-screen display mode by clicking the **Start to display** button on the main interface.

Note: In the current version, if you do not touch the screen in the display state for more than 5 seconds, the setting button is automatically hidden, and the quick setting button is immediately displayed when you touch the screen to guarantee that the pure display of the screen.

When you click the  button in the lower left corner of the interface, it will return to the editable state.



ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com

