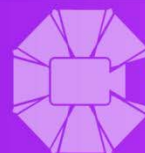V1.9.0

BizConf Video Pro User Manual

Table of Contents

1 Meeting Client

1.1 Download and Installation

➢ PC Instructions

1. Go to http://pro.bizvideo.cn/support/download using your preferred internet browser and click the "Download" button under the "BizConf Video Meeting Client" screen.

BizConf Video Meeting Client

You can generate a shortcut on your computer, after installing BizConf Video App ,you can:
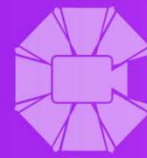
- Quick start meeting
- View your personal meeting list
- Review your details of the meeting
- Setting up the meeting parameters

More looking forward to your findings.

Download

2. After downloading the file and allowing it to run, clicking on the setup file should give the following image：

BizConf Video Pro

Install

Location: C:\Users\ExampleUser\AppData\Roaming\BizConf Video Pr   Browse

3. After either manually setting a path to install the client or using the default location, click on the Install button to have the client be installed in that location：

➢ Mac Instructions

1. Go to http://pro.bizvideo.cn/support/download using your preferred internet browser and click the "Download" button under the "BizConf Video Meeting Client" screen.
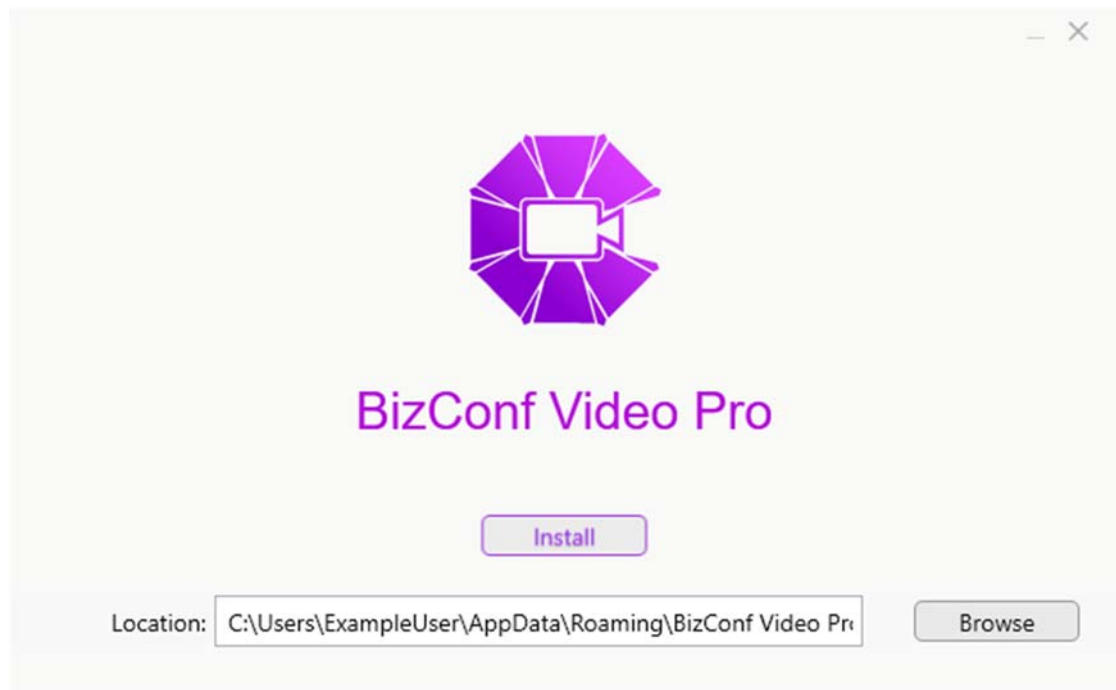

2. After downloading the file and allowing it to run, clicking on the setup file should give the following image：

3. After selecting the location to place the download, the installer will automatically unpack and install the client player.

➢ Mobile Instructions

1. Go to http://pro.bizvideo.cn/support/download using your preferred Internet Browser and click the "iOS" button for iOS, "Android" for Android, or scan the QR code to go to their respective download page.

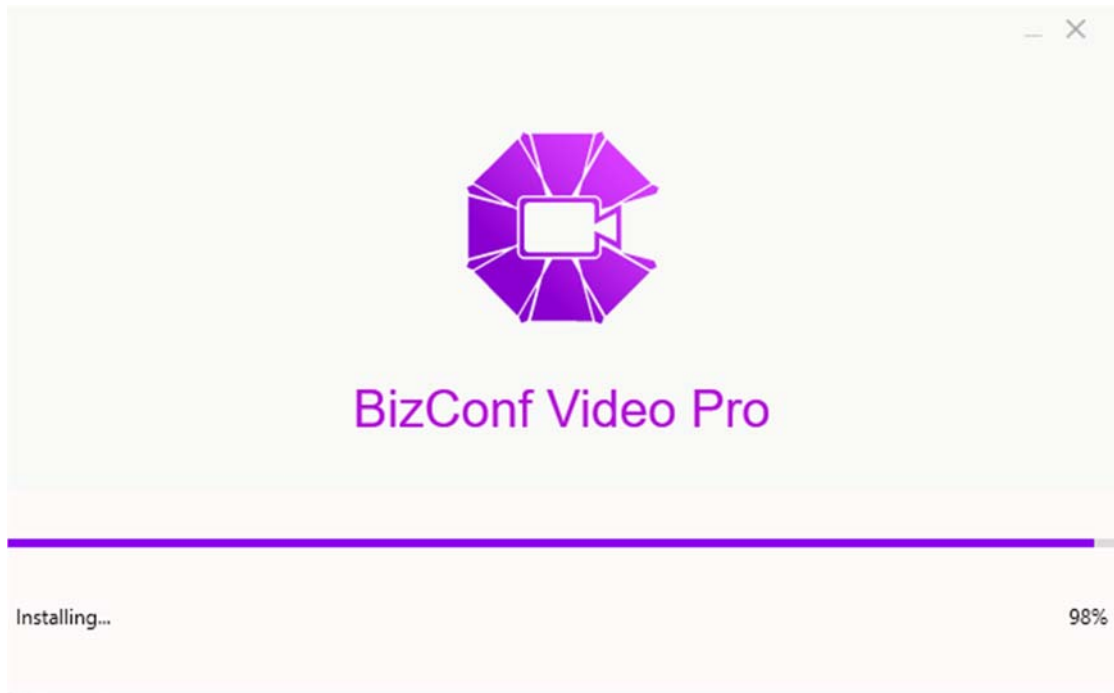

2. iOS users may directly go to the App Store and search for "Bizconf Video Pro" to find and download the app. Android users may find the app with the Baidu Mobile Assistant, 91 Assistant, 360 App Market, Tencent App, Samsung App Store, Huawei App Store, Xiaomi App Store, or OPPO App Store and searching "Bizconf Video Pro" to download the app.

3. Click install or download on your device accordingly.

1.2 PC Instructions

1.2.1 Join Meetings

➢ Users without an Account or not Signed-in

Click the "Join Meeting" button after starting the client. The screen will switch from account login to the meeting information screen. Enter the meeting ID and a valid screen name for the meeting, then press Join Meeting to connect. If there is a password for the meeting, you will be prompted to enter it to connect.
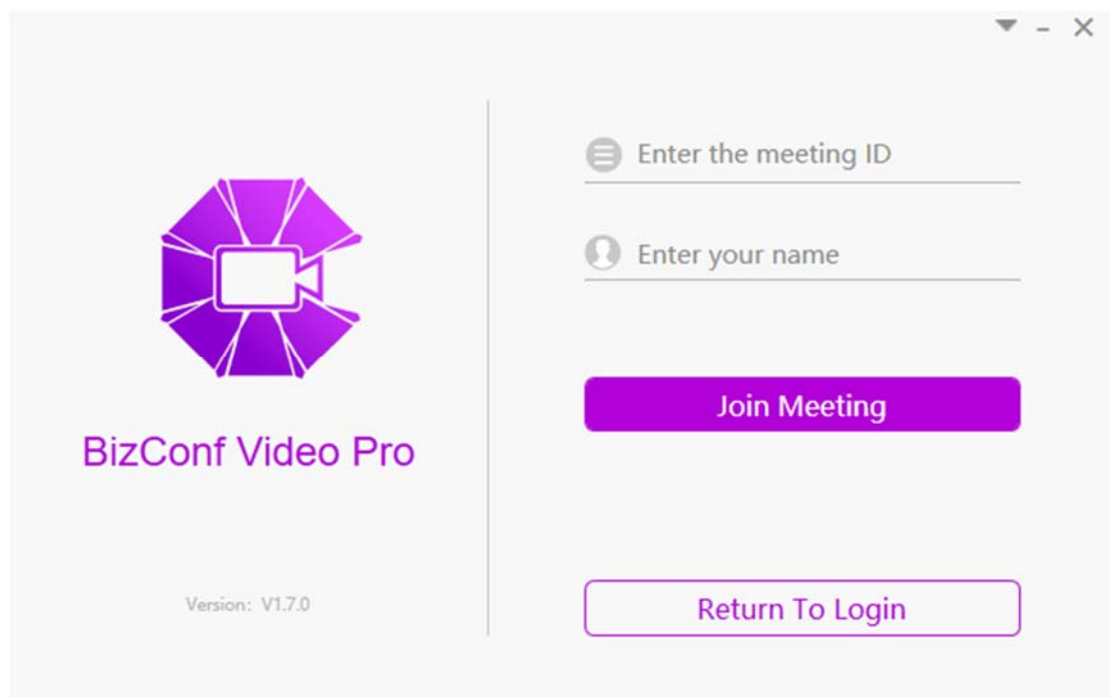
➢ Signed-in Users

After logging in, click the "Join" button on the sidebar to get to the meeting information screen. Enter the meeting ID and a valid screen name for the meeting, then click "Join" to connect to the meeting. If there is a password for the meeting, you will be prompted to enter it to connect. The name of the user joining will be the same as the entered name when joining, not the username or account name.
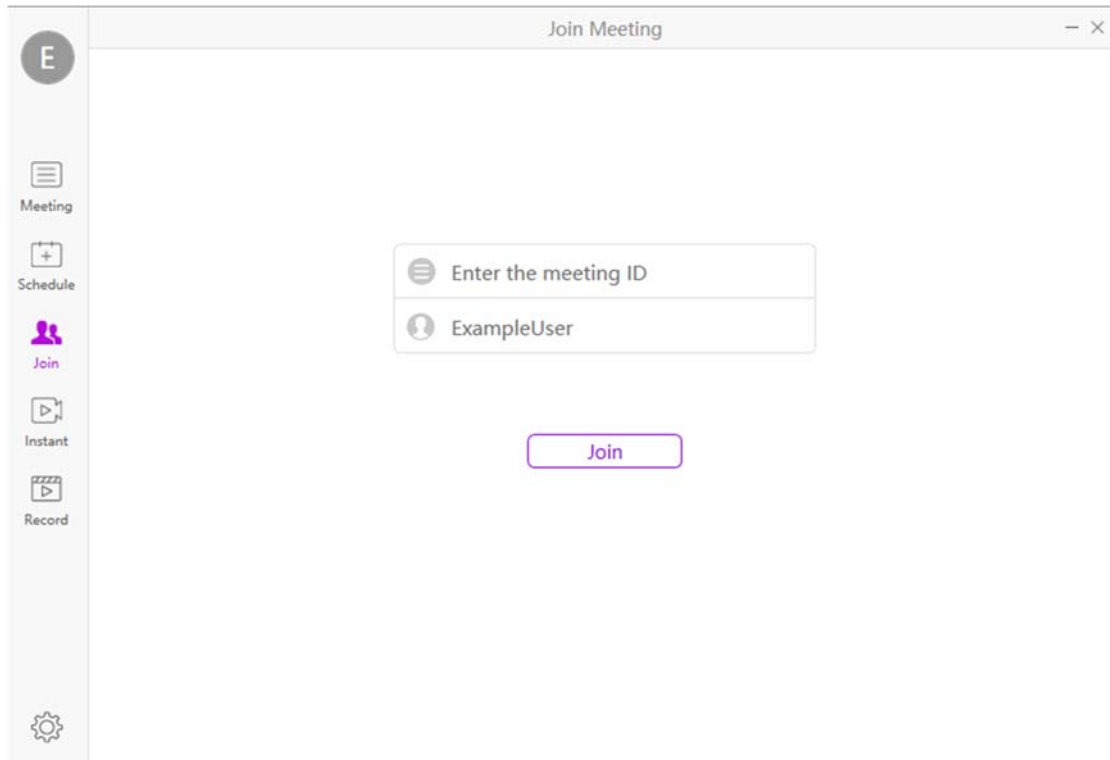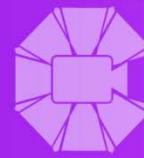
➢ Join through URL

When a meeting has been scheduled, an invitation may be copied and sent to others. This invitation has the meeting ID and password as well as a URL that can be used to directly join the meeting. Entering the URL into a web browser will automatically open the video player and enter the meeting with the username of the account currently in the client used. If it does not open automatically, click on the "Join Meeting" button to get the same effect.
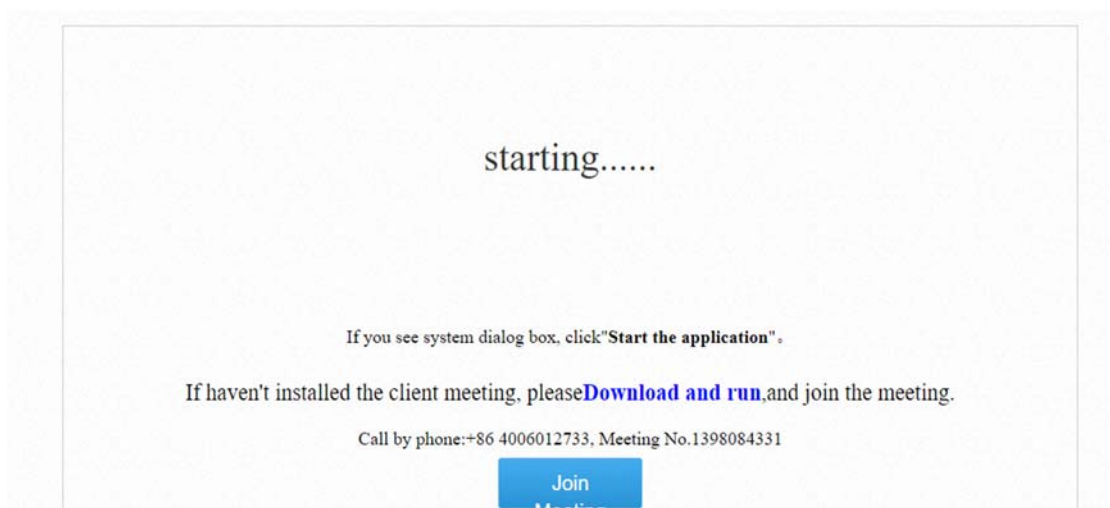
1.2.2   Create Meetings

➢ Creating Meetings for Exclusive Accounts

Click on the "Schedule" button on the sidebar to go to the meeting creation screen. The name, time, duration, and other settings can be changed or set in this screen. Once everything has been finalized, click on the "Schedule" button to schedule a meeting. Any issues with the current settings or information will display an error.
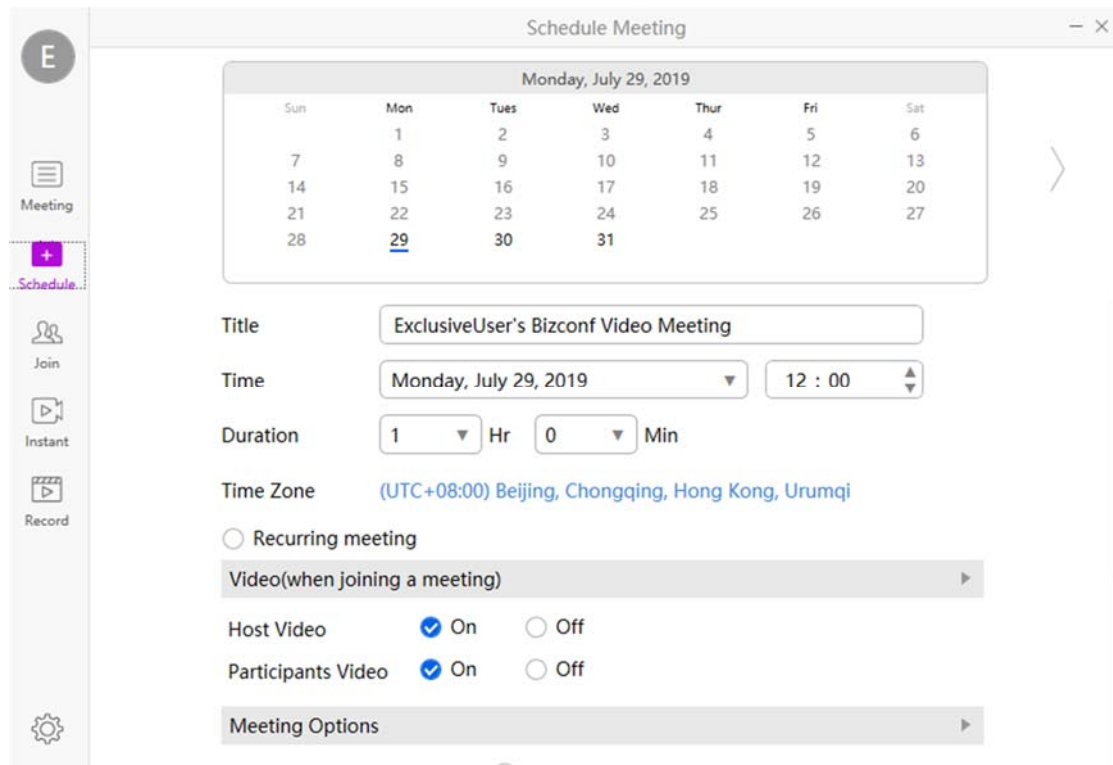
➢ Creating Meetings for Shared Accounts

Click on the "Schedule" button to open the meeting creation screen. The name, time, duration, and other settings can be changed in the same fashion as exclusive accounts; however, unlike exclusive accounts, shared accounts must take into account previously made reservations for meeting rooms that other shared accounts have made. Click on "View available times" next to the "Parties" box in order to see available times for that specified meeting room and date. Once everything has been finalized, click on the "Schedule" button to schedule a meeting. Any issues with the current settings or information will display an error.

Additional Info:

- For both shared and exclusive accounts, meetings cannot intersect their start times or durations with one another. Shared accounts use a set number of shared rooms among each other, while exclusive accounts have their own room to schedule meetings. Greyed out times are unavailable for new meetings.

- The "preparation time" setting determines the time a user may join the meeting room before its scheduled start time. For example, setting it to 60 minutes allows users to join an hour before the start time.

- Passwords may be optionally set, have a character limit of 6-10, and cannot contain special characters.
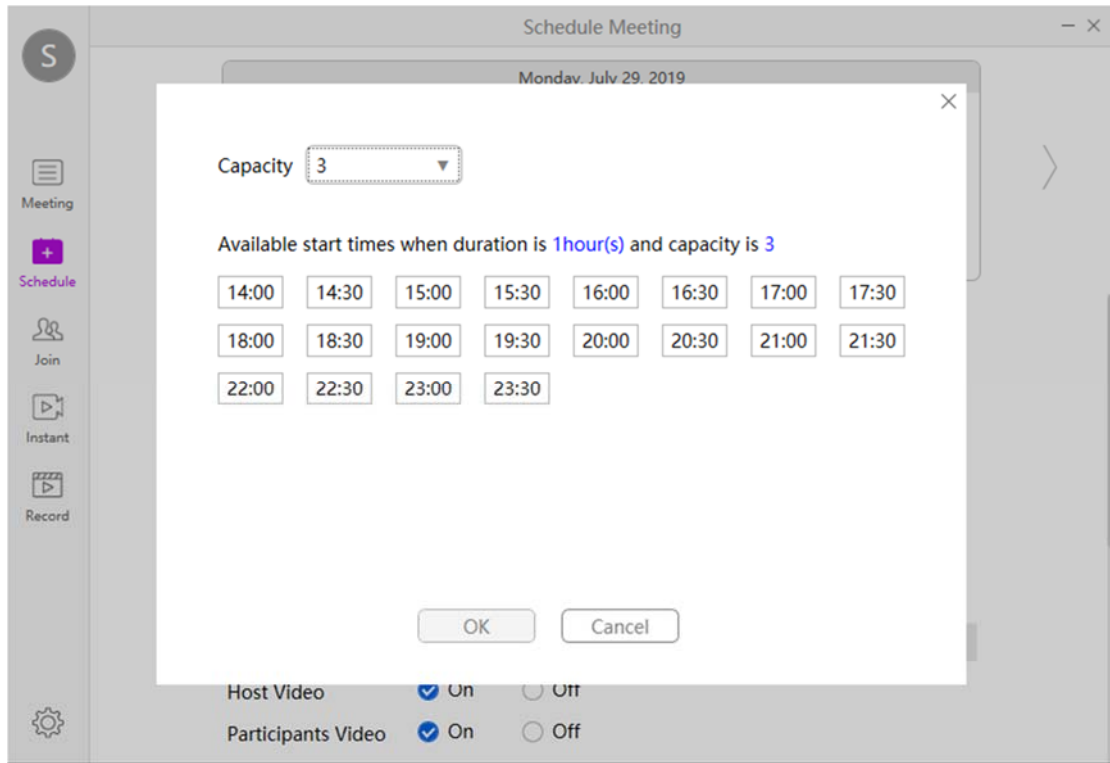
➤ Edit Meetings

Click on the "Meeting" tab on the sidebar, then go to the meeting that needs to be edited.

Click on the pencil icon ✏️ to edit some of the settings or names set for the meeting. Note that shared accounts cannot edit the time, duration, preparation time, or room, only cancel the meeting. Exclusive accounts may edit these settings, but the new time and date cannot conflict with previously scheduled meetings.

1.2.3　Start Meetings

➢　Instant Meetings for Exclusive Accounts

　　Click on the "Instant" button on the sidebar to go to the quick meeting creation page. The name, password, and other options of the meeting may be set, and pressing "Quick Start" will cause the meeting to begin. Note that Exclusive Accounts have their own unique and constant meeting ID, as they have a personal meeting room.
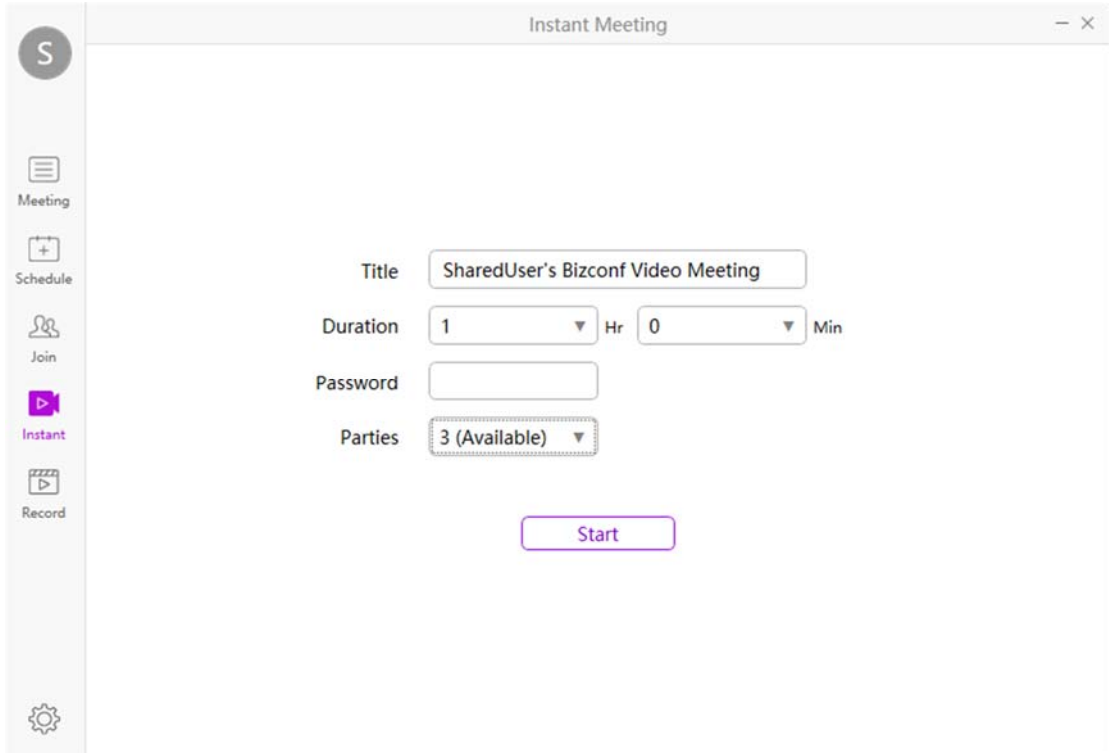
➢ Instant Meetings for Shared Accounts

Click on the "Instant" button on the sidebar to go to the quick meeting creation page. The name and password of the meeting may be set, and pressing "Start" will cause the meeting to begin if the selected room and duration do not conflict with other scheduled meetings. Note that Shared Accounts must share their meeting rooms with other Shared Accounts, and as such there are some cases where there are no available rooms to be used. Greyed out rooms are unavailable at that time.

➢ Start a Scheduled Meeting

The host or creator of the meeting may go to the "Meeting" tab on the sidebar and

click on the arrow   →   button to start the meeting. Note that Exclusive Accounts may start the meeting at any time before or during the duration, while Shared Accounts must wait for the start time or the prep/advance time that was previously set before they are allowed to start the meeting.
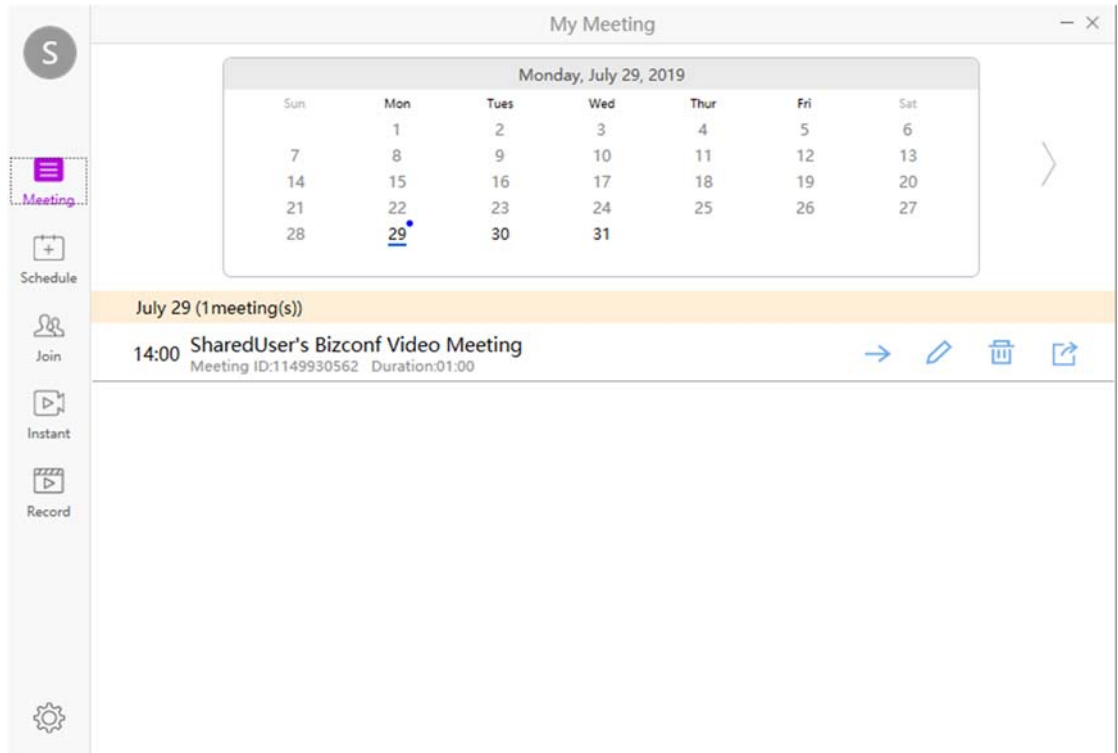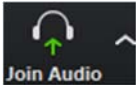
1.2.4   Audio/Video Settings

➢   Audio Settings

When first entering a meeting, a dialogue box will appear with the option to select one of three audio options, with Computer Audio being the default. Click on "Join with Computer Audio" to join the meeting with the default speaker and microphone set, or click "Test speaker and microphone" to check or change audio settings.
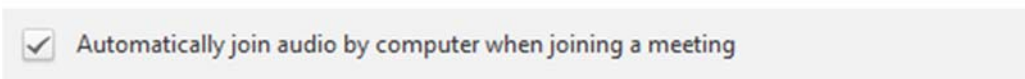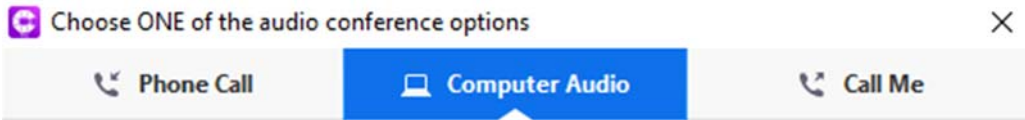
If audio was not joined when entering the meeting or it was exited, then clicking on the "Join Audio" button will cause the previous box to appear again. If the system was successfully able to connect the audio system with the meeting, a message should appear in the middle of the screen indicating success and the "Join Audio" button should be replaced with a "Mute" button. Clicking on the "Mute" button will mute the system's speakers and microphone, while clicking on the "Unmute" button will unmute the audio systems and allow the user to hear and speak again. If there are multiple speakers and microphones set up on the computer, then clicking on the arrow next to the "Mute" or "Unmute" buttons will show a menu that will allow selection of specific microphones or speakers to be used for this meeting and later meetings.

Select a Microphone

Microphone (HD Webcam C525)

✓ Microphone (Logitech USB Headset H340)

Same as System

Select a Speaker

✓ Speakers (Logitech USB Headset H340)

Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

If there are still issues with hearing or speaking, then clicking on the "Test Speaker & Microphone" will open a menu that will play sounds to help troubleshoot the issue. Additionally, either following the steps previously listed above or clicking "Audio Settings" may also help test and configure audio settings.

> ➢ Video Settings

Depending on the user settings, the camera may either be on or off when joining the meeting. If it was set to on, then clicking on the "Stop Video" button will cause the camera feed to end, while clicking on the "Start Video" button will cause the feed to restart. If there are multiple cameras selected, then clicking on the arrow key next to the "Stop Video" or "Start Video" buttons will open a menu where selection of cameras may be done.

Select a Camera
✓ Logitech HD Webcam C525
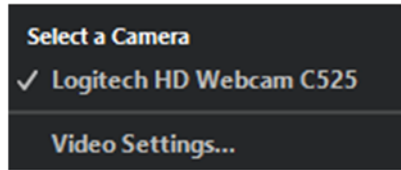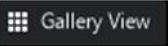
Video Settings...

Further options or troubleshooting may be done by selecting the "Video Settings" option or by clicking on the "Video" tab on the sidebar when opening the Settings by clicking on the gear button.

Settings

- General
- Audio
- **Video**
- Recording
- Statistics
- Accessibility
- Feedback

↻ Rotate 90°

Camera: Logitech HD Webcam C525

⦿ 16:9 (Widescreen) ○ Original Ratio

My Video:
☑ Enable HD
☑ Enable mirror effect
☑ Enable hardware acceleration
☑ Touch up my appearance

Meetings:
☑ Always display participants' name on their video
☐ Turn off my video when joining meeting
☐ Hide Non-Video Participants
☐ Spotlight my video when I speak
☐ Display up to 49 participants per screen in Gallery View

Didn't see any video, trouble shooting

1.2.5 Meeting Controls

➢ Display Selection

The video player has two different modes of viewing multiple people: Gallery View, and Speaker View. Gallery View is the default mode, and shows the maximum amount of people in the meeting on the same page all with the same size screen. If there are more than 25 participants, the remaining users are shown on the next page. Clicking on the Speaker View

Speaker View button on the top right of the screen will change the display mode, which will resize the participants of the meeting so that the current chosen speaker will be the large screen in the center while four users are in a list on the top of the screen. Remaining users who are not speaking can be viewed by clicking on the arrow button. Clicking on the Gallery View

Gallery View button will revert the display mode back to Gallery mode.
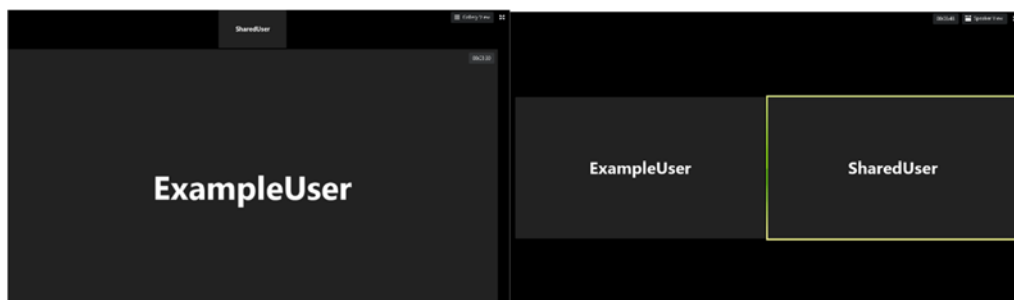
➤ Video Selection

In either mode, double clicking on a screen that is not the current speaker will replace the screen of the seeker's position with the selected user. Clicking on the "Unpin Video"

Unpin Video button will replace that user with the speaker again. Clicking on the blue "…" can have the user stop their own video, pin their own video instead of double clicking, rename themselves, and hide their own camera feed. Hosts may stop and mute other users as well as stop hide participants without a video feed. Clicking on the "…" of other users' screens gives a menu similar to that of clicking their own. All users may pin other videos or open a chat, while the host may ask to start video, rename, make them host, allow them to record, or remove them from this menu.
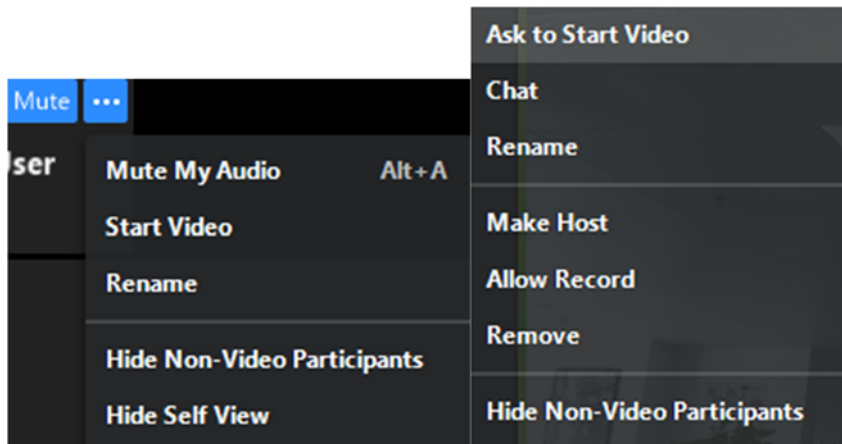
1.2.6   Meeting Management

The current host of the meeting can view and manage the current participants of the

meeting by clicking on the "Manage Participants" button on the bottom bar.

Doing so will open a box which shows a list of the connected users. The host of the meeting is

denoted with (Host). The host may select various options to control the meeting or participants.

Participants (1)

S SharedUser (Host, me)

Mute All   Unmute All   More ∨

➤ Group Management

Using the participants menu, the host may click the "Mute All" button to mute all participants except for the host. This will open a confirmation window where the host must either select "Yes" or "No", either muting or having no effect depending on the selection. Users who have been muted may or may not be able to unmute themselves depending on whether the host checked the "Allow participants to unmute themselves" button. The host may also "Unmute All", which will immediately reverse the "Mute All".

Mute All ✕

Current and new participants will be muted

☑ Allow participants to unmute themselves

[Yes] [No]
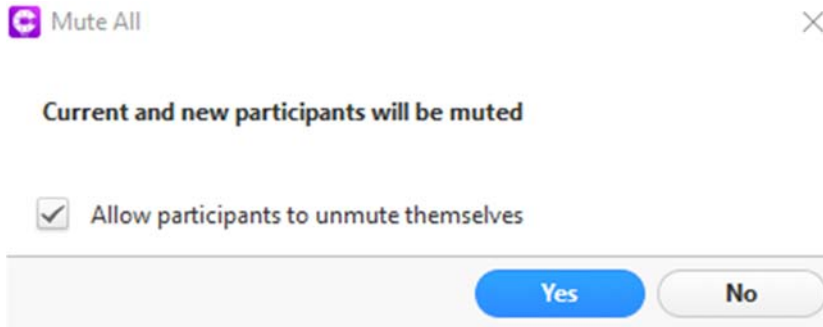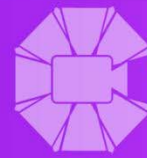
➤ **Screen Sharing**

By default, all participants may share their screen with each other. The host may choose to change sharing options by clicking on the arrow key next to the "Share" [Share] button on the bottom right, then clicking on "Advanced Sharing Options".

Advanced Sharing Options... ✕

How many participants can share at the same time?

◉ One participant can share at a time

◯ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

◯ Only Host   ◉ All Participants

Who can start sharing when someone else is sharing?

◉ Only Host   ◯ All Participants
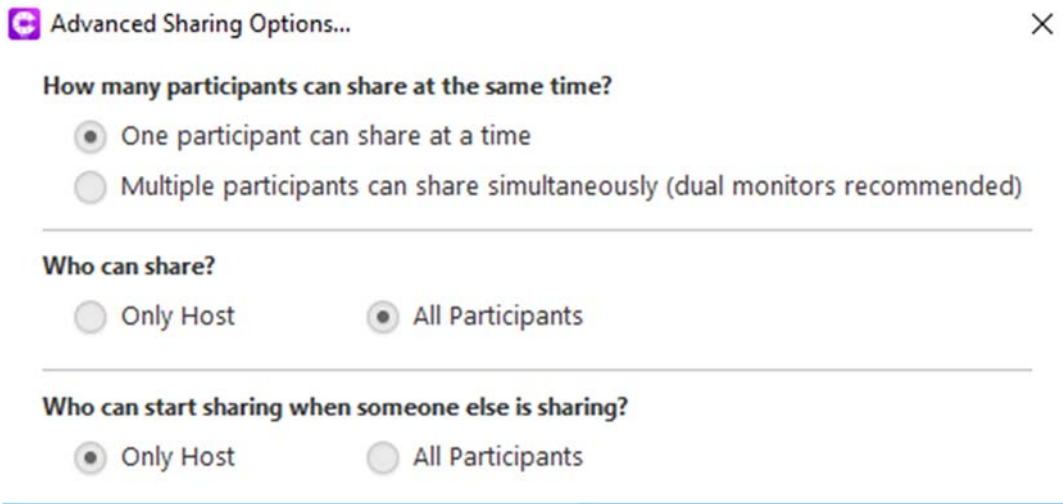
➤ **Lock Meeting**

The host may lock the meeting and prevent any other people from joining the meeting by pressing the "More" button on the Participants screen, then scrolling to "Lock Meeting". A confirmation message will appear, and the host may either go through with it or continue to allow others to join the meeting.

BizConf Video Pro ✕

⚠ No new attendees can join this meeting once locked.

[Yes] [No]
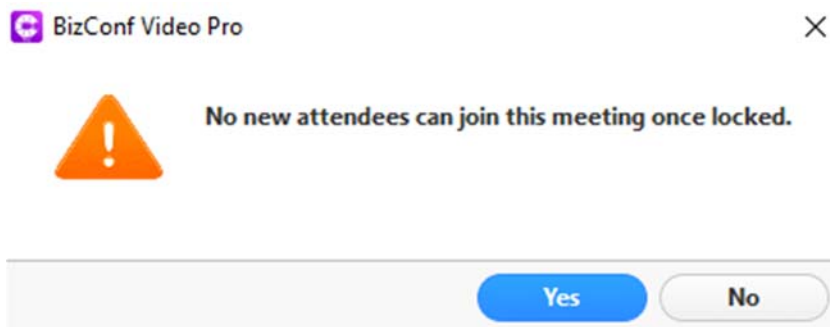
➤ **Individual Management**

The host may mute and unmute individual participants by clicking on the "Mute"/"Unmute" button next to their name. Additional options may be found by clicking on the "More" button, which will open a menu with more options. Clicking on "Chat" will open another window where the host may chat with the other participant; this is the only function which users besides the host may use. Click on "Stop Video" to stop that user's video feed, or "Ask to Start Video" to request the user to start the feed. Click on "Make Host" to change the host of the meeting from the current host to the selected user. Click on "Allow Record" to allow other users to record the meeting starting from that point forward. Click on the "Rename" button next to them to open a textbox that will allow the host to change the user's name for the meeting.. Click on "Remove" to kick the participant from the meeting, although the participant may still come back unless the meeting has been locked.
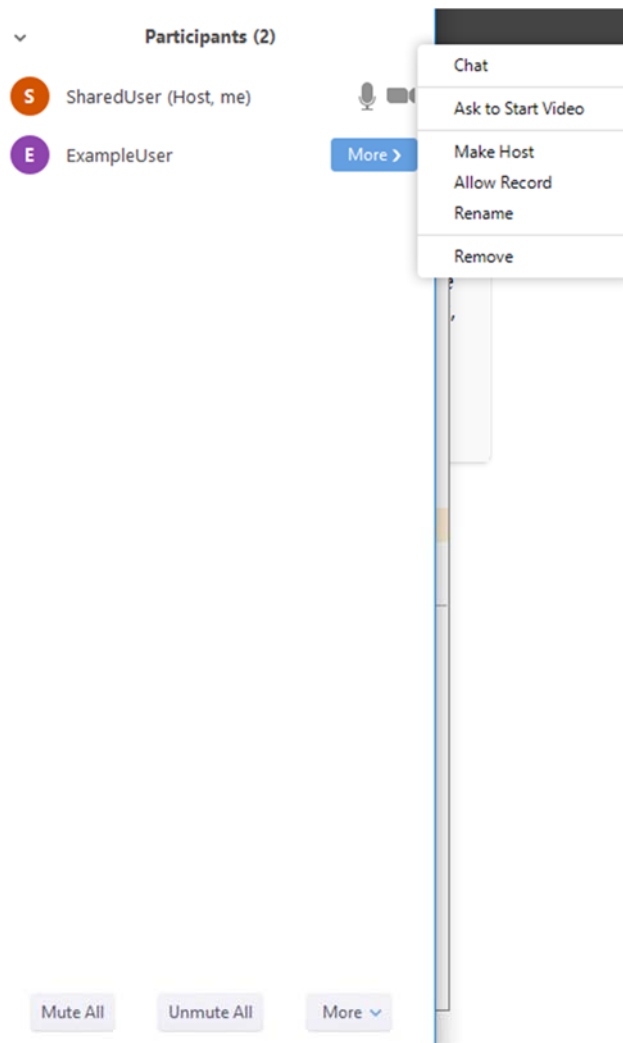
1.2.7   Shared Content

> How to Share

Users may select the "Share" button open a menu that will allow the user to share content

with the other members of the meeting. The entire screen or specific programs may be shared. The "Advanced" tab allows sharing of portion of a screen, sharing only audio, or sharing secondary camera feeds. Additionally, the Whiteboard function in the "Basic" tab allows the sharer to write, draw, or annotate a blank whiteboard created on the sharer's computer. Note the host may set it so that only one person can screen share or many people simultaneously can, and only one screen can be shared at a time.
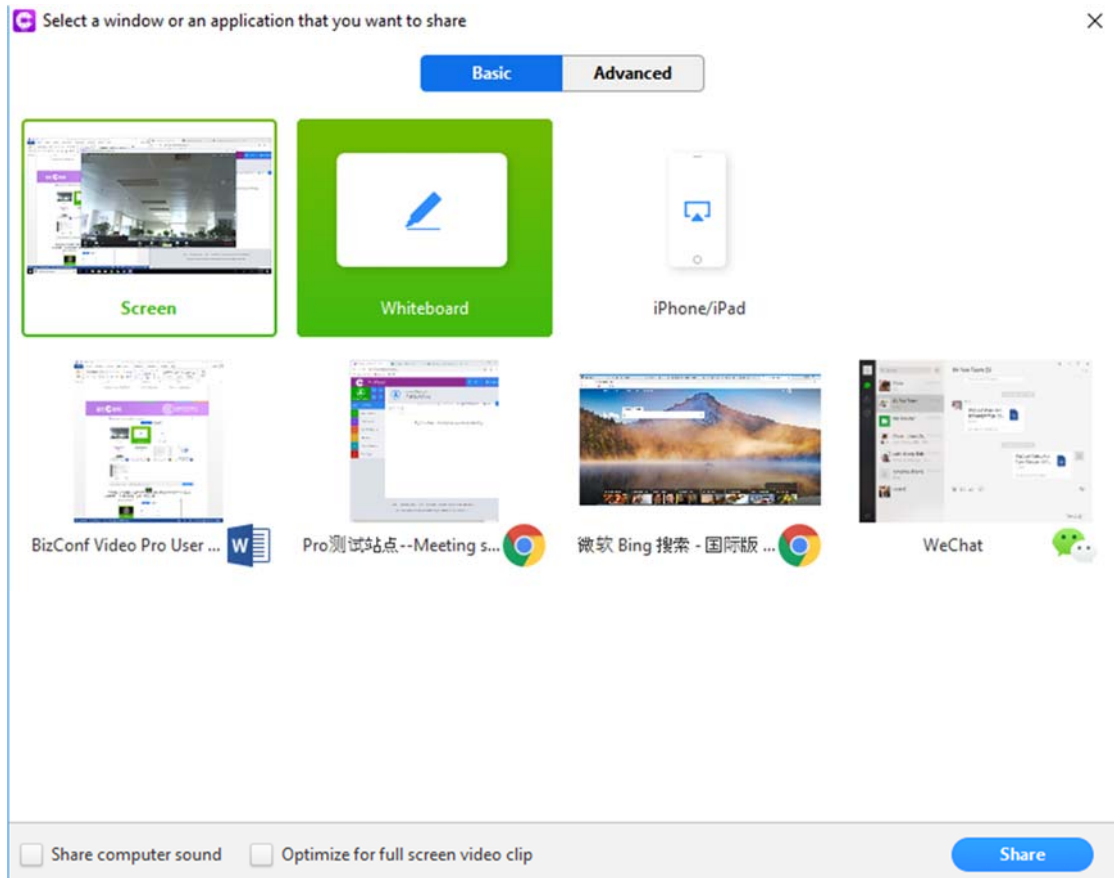
> ➢ Screen Share Layout

Upon selecting whatever content to be shared and pressing the "Share" button, the layout of the player will change. The camera feed will become a minimized window that can be moved around, while the toolbar at the bottom of the player moves to the top, with additional features that can be used.
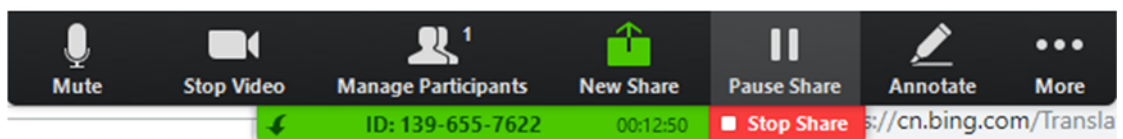
Clicking the "Pause Share" button will pause the data sharing window, freezing the current

content that is being shared. Other users will not be able to see any new changes to the screens until "Resume Share" is pressed. Additionally, if the user is sharing a specific program or browser and the task is minimized, the player will automatically pause the screen share until the program is opened again. Clicking "New Share" will allow the user to select a different screen to share. Note that clicking to share a new Whiteboard will transfer any annotations done to the new Whiteboard, and selecting it again will not clear the annotations. The "Mute", "Stop Video", and "Manage Participants" buttons all function as previously mentioned except other microphones, cameras, or speakers cannot be selected. Hovering over "More" will show additional options that the sharer can take, such as disable other participants from annotating the screen. Clicking the green button with the ID will move the taskbar to the bottom, clicking the red "Stop Share" button will end the screen share, and clicking the "Annotate" button will bring up a menu of various tools that can help the user edit the current content.

Hovering over the "Draw" button will show a menu of various shapes and stencils that may be used to annotate the screen. The "Text" button will create an empty text box, whose color and font size may be changed by clicking the "Format" button and editing the settings there. The "Format" menu can also set the brush size used for the "Draw" shapes and highlighters. The "Select" button can be used to select individually drawn shapes or lines by either clicking and dragging the mouse over the content to be selected or directly clicking and moving it. The "Eraser" works in a similar way, except it removes the content. "Clear" will remove all, the sharers, or other viewers' annotations made. The "Undo" and "Redo" buttons can either revert or repeat the adding or removing of content. The "Spotlight" button will create a laser that can allow the sharer to direct the attentions of others to a specific location; it may be modified so that it becomes an "Arrow" button that creates an arrow with the name of the sharer pointing at content to be highlighted. Finally, clicking the "Save" button will take a screenshot of the screen that is shared and any annotations made on that screen. Note that annotations cannot be made on content that is not the screen being shared.

1.2.8   Dual Screen Display

If the user's computer has a dual screen setup, then turning on dual screen mode will allow one screen to receive the video feed of a meeting while the other screen may be used to receive the screen shares of the meeting. To enable dual screen mode, click on the gear button at the bottom of the sidebar of the main client to open the settings screen, then click on "General Settings", and then click on "Use dual monitors" in the section of "Content Sharing".
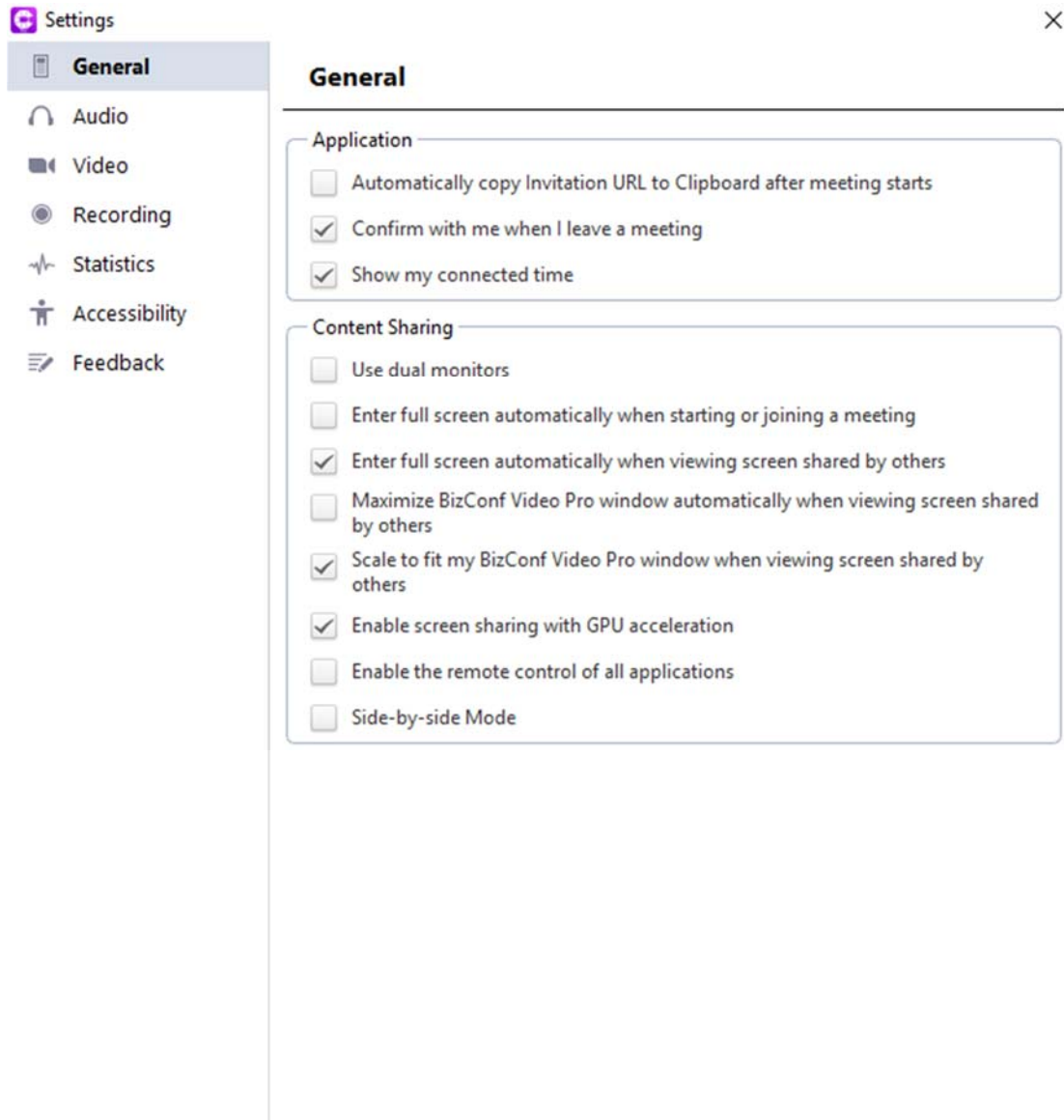
1.2.9   Change Languages

The default language used in the BizConf Video Client is the same as the system's default language. To change the language of the client, the client's symbol in the toolbar must be right clicked to open a menu. Hovering over "Switch Languages" will show all available languages that are currently supported. Note that the client will automatically restart upon switching languages, meaning that the user will automatically leave any meetings that he or she were previously in and any unsaved information in editing or creating a new meeting will be lost.
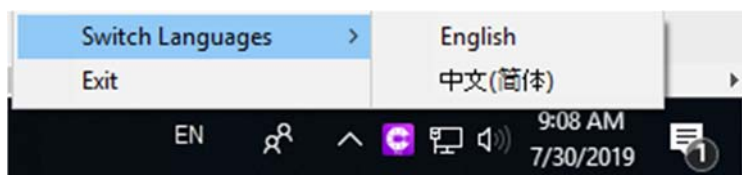
1.2.10   Invite Users

➢   Inviting to Scheduled Meetings

During the creation of a meeting, the user may select one of three options to invite other users: Email, SMS, or Other. If the meeting was able to be successfully generated, the client will automatically create messages that the user may use to send to others. Selecting "Email" will cause the client to open Outlook, Mail, or another app with a pre-generated email that the user may send to others containing the information required to join the meeting. Selecting "SMS" will open a new screen, where the user may input phone numbers to send a text message with the information needed to join the meeting. The meeting creator will have to enter the name of the person and the phone number, then click the plus button to add that person to the list. Added people may be removed by clicking on the trash can button. Once all people have been added, the user must select "Invitation" to send the invite message to those phone numbers via text.
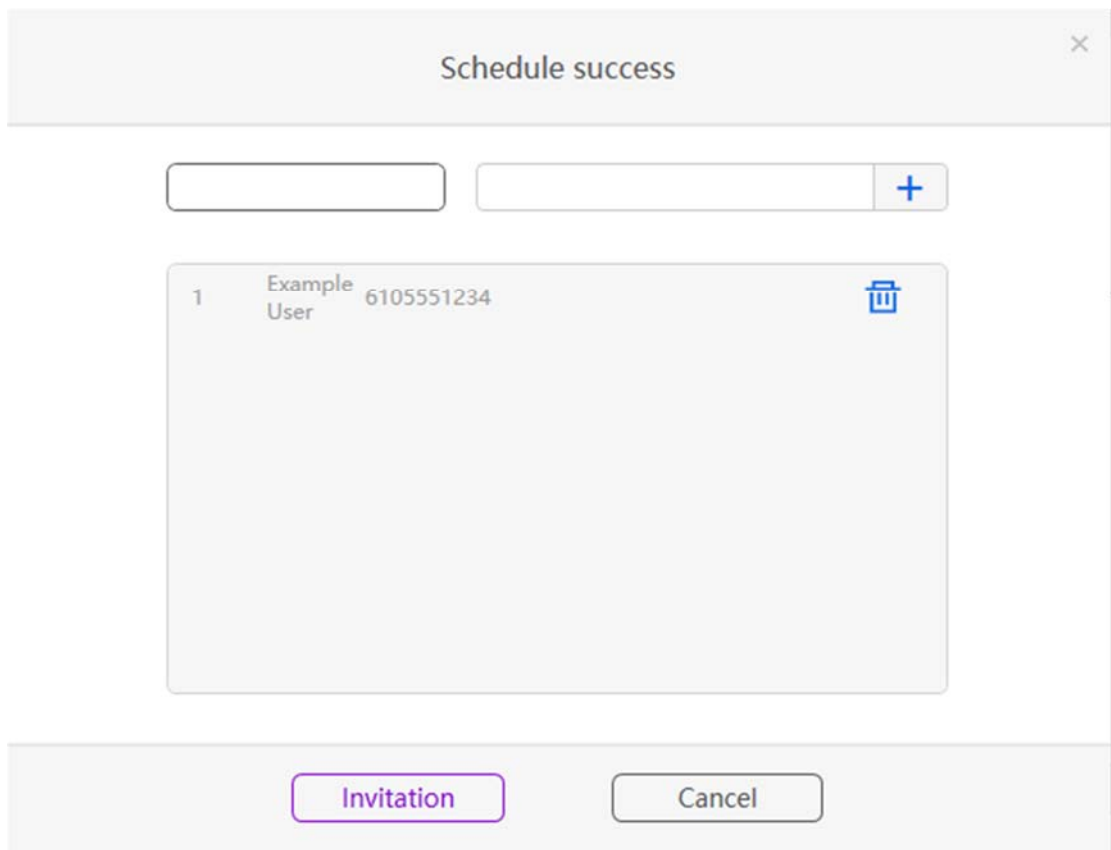
Selecting "Other" will create a text box with the information required to join the meeting. The user can then copy and paste this message and give it to whomever he or she wants to invite.

After a meeting is created, the user may continue to invite others to the meeting by clicking on the "Meeting" tab on the sidebar, going to the meeting in question, and clicking on the arrow coming out of the box [icon] button. Doing so will open a box with the same three options that were previously available to share the invite: using SMS by entering phone numbers, email by

launching the appropriate application, or copy invitation which allows the user to copy and paste the invite to others.
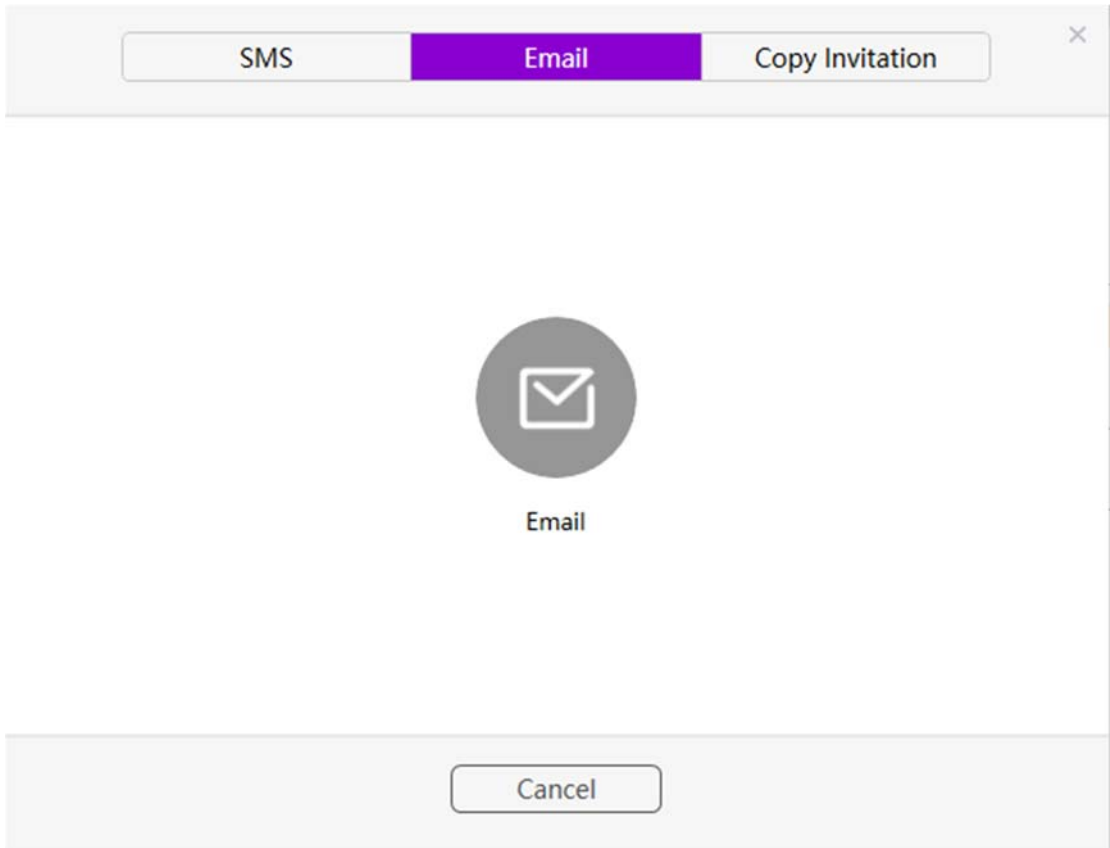
> Inviting during Meetings

After a meeting has started, new users may be invited by clicking on the "Invite"

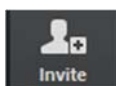 button on the bottom toolbar. This will open another screen which contains different methods for generating invites for other people: Invite by Email, Invite by Phone, Invite a Room System, Copy URL, or Copy Invitation. Invite by Email, Invite by Phone, and Copy Invitation function as when inviting before a scheduled meeting, which is detailed above. Copy URL copies only the direct URL onto the clipboard that can be sent to others, who can paste in the URL in their favorite browser that will cause them to join the meeting. Finally, Invite a Room System can either have other users Dial In or have the inviter Call Out others' room by entering an IP address or E.164 number.

Invite people to join meeting 1396557622

| Invite by Email | Invite by Phone | **Invite a Room System** |

Dial In   Call Out

Call H.323/SIP Room System

Invalid IP address or E.164 number

☑ H.323   ☐ SIP

Call

Copy URL   Copy Invitation

1.2.11   Sending Messages

During a meeting, participants may click on the "Participants" button and then click on the "More" More › button, followed by clicking on the "Chat" option next to the person they wish to talk with to open a chat window. Other users may chat with each other or everyone in the meeting, depending on whether the host has enabled the option to allow chatting with others or just the host. Chats between people are private, and the chat history may be saved by clicking on the "More" button at the bottom of the chat window, then clicking on "Save Chat". This chat history will be downloaded as a .txt file and stored in folder created specifically for that meeting.
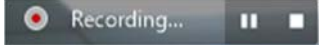
BizConf Video Pro Group Chat

From Me to ExampleUser: (Privately)   02:47 PM
Test message.

To: ExampleUser ∨ (Privately)   More ∨

Type message here...

1.2.12   Record Video

➢ How to Record

During a meeting, clicking on the "Record" button will start recording the current camera feed or screen share. Clicking on either the pause or stop button in the top left, or "Pause/Stop Recording" button in the toolbar will pause or stop the current recording. Paused recordings can be started again by clicking the play button in the top left or the "Resume Recording" button; the play/resume will take the place of the pause buttons, and vice versa. Clicking either stop button will stop the recording and it will be converted into mp4 and saved when the meeting ends in the path settings. Recordings are automatically ended and saved if a meeting ends or the user leaves beforehand.

➢ Recording Settings

The location where recordings are saved may be changed and other settings may be altered by opening the gear button and clicking on the "Recording Setting" on the sidebar.

Settings ✕

General	
Audio	
Video	
Recording	
Statistics	
Accessibility	
Feedback	

Local Recording:

Store my recordings at:

C:\ExampleUser\VideoRecordings   [Open]   [Change]

59 GB remaining.

☐ Choose a location for recorded files when meeting ends

☐ Record a separate audio file for each participant who speaks

☐ Optimize for 3rd party video editor ❓

☐ Add a timestamp to the recording ❓

☑ Record video during screen sharing

☐ Place video next to the shared screen in the recording

1.2.13 Attention Tracking

If someone has turned on screen sharing, participants who have some other program as the active or primary task will have an icon next to their name that only the host may see.

Participants (3)

E ExampleUser (Host, me)

A AFK

S ScreenSharer
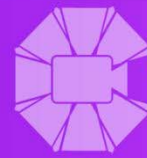
1.2.14   Leave Meetings

➢ Attendee leaves the Meeting

Users may click the "Leave Meeting" **Leave Meeting** button at the toolbar, which will open a second window asking to confirm. The user may also elect to give feedback by pressing the checkbox, which will create another textbox that the user may type their suggestions in and will be sent when the user clicks "Leave Meeting".

Leave meeting   ✕

Do you want to leave this meeting?

Please enter your feedback here:

While we won't respond to your comments directly, we will use the information you provide to improve our support resources.
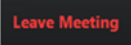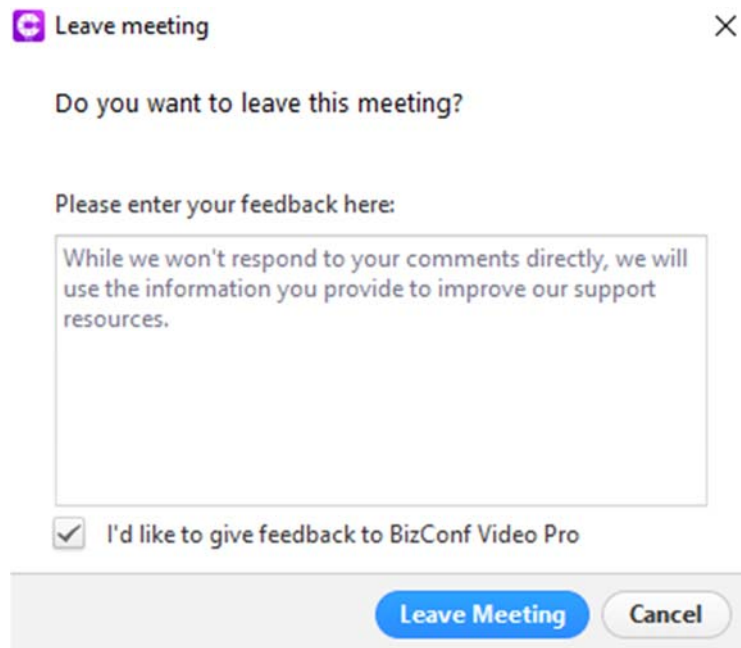
✓ I'd like to give feedback to BizConf Video Pro

Leave Meeting   **Cancel**

➢ Host leaves the Meeting

The host may click the "End Meeting" **End Meeting** button at the toolbar, which will open a second screen. Since there must be a host for a meeting to continue, the host may either completely end the meeting for everyone, leave the meeting which will assign a new host randomly among the remaining participants or go back and assign someone else to be host, which will change "End Meeting" to be ????. If there are no other participants in the meeting,

then the meeting will automatically end. Clicking "I'd like to give feedback to BizConf Video Pro" will open a textbox that the host may type whatever suggestions or ideas which will be sent after ending or leaving the meeting.
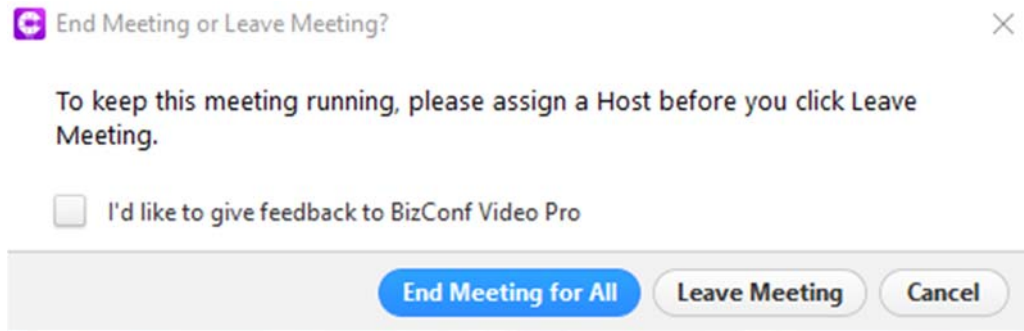
1.2.15   Personal Information

➢   Edit Avatar：

If a user wants to change the picture or avatar associated with the account, the user must hover over icon or current picture to access the personal information menu. Clicking on the avatar itself will open a second menu, which will allow the user to select a picture that is on the computer to be used for the new picture. Note that the picture will not shrink or grow to match the 40x40 or 100x100 size limits, so care must be made for larger or smaller pictures. Additionally, only .png or .jpeg file types are currently supported. Once the appropriate picture has been chosen, clicking the "Ok" button will change the current avatar into the new one.
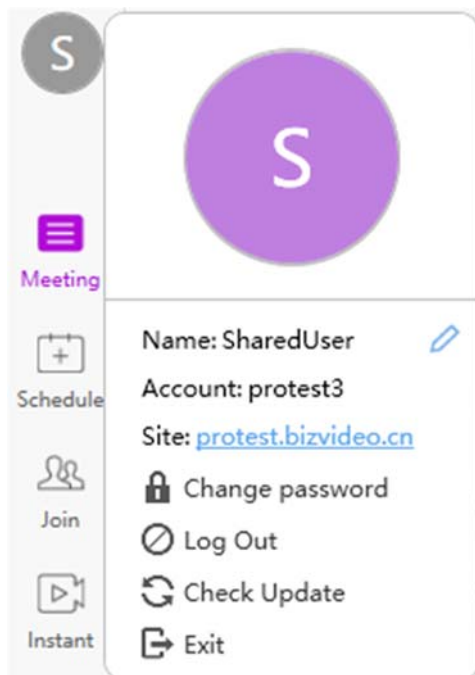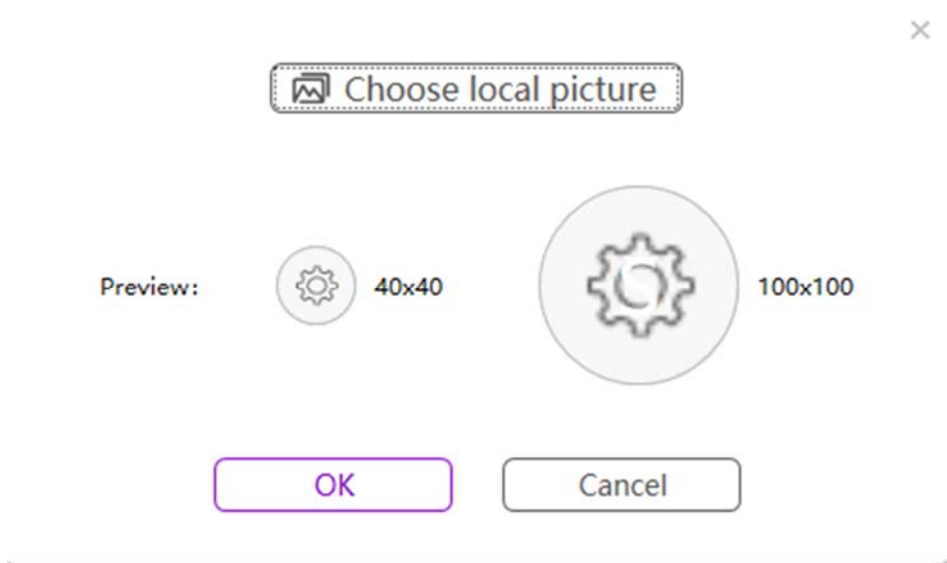
> ➤ Edit Name：
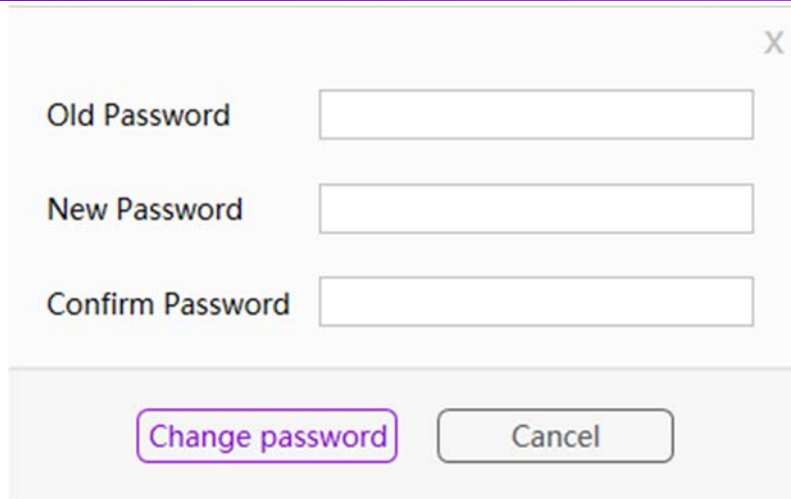
In the same menu mentioned in changing the avatar, click on the pencil ✎ button in the second menu to create a text box. The user may then enter a new screen name, and pressing the enter key will commit the changes made.

> ➤ Website：

In the same menu, clicking on the hyperlink next to the "Site:" box will open an internet browser to that website. This website functions in a similar manner to the client, and the user may use the same credentials as the client to login to the website.

> ➤ Edit Password：

In the same menu, clicking on the "Change Password" button open a new screen. The user must enter their old password and the new password twice. Note that the new password must follow the same rules as the old password: at least 8 characters and contains at least one uppercase, lowercase, and number.

> ➢ Log Out：

In the same menu, clicking on the "Log Out" button will immediately log the user out and return to the main login screen.

> ➢ Check for Updates：

In the same menu, clicking on the "Check Update" button will have the client check to see if there is a new available download. A box should appear that will state if the version currently installed is the latest or not. If it is not the latest, the user may click on the "Upgrade Now" button to update the client.

current version:1.7.0

Latest version
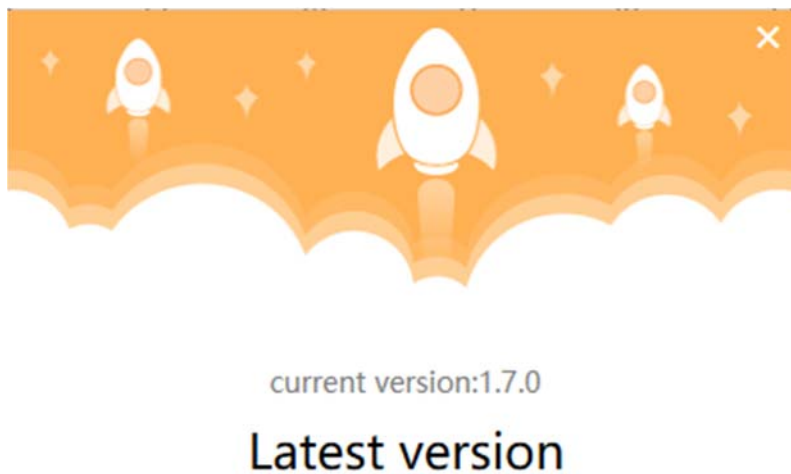
> ➢ Quit：

In the same menu, clicking on the "Exit" button will immediately close the client program.

1.2.16　Configure Proxy Server

Users who are unable to directly access the client to join a meeting may setup a proxy to gain remote access. This can be done by opening the Control Panel, clicking on "Network and Internet",

clicking on "Internet Options", then clicking on the "Connections" tab. Scroll down and click the "LAN Settings", then click to "Use a proxy server for your LAN." Enter the address and port number of the meeting.
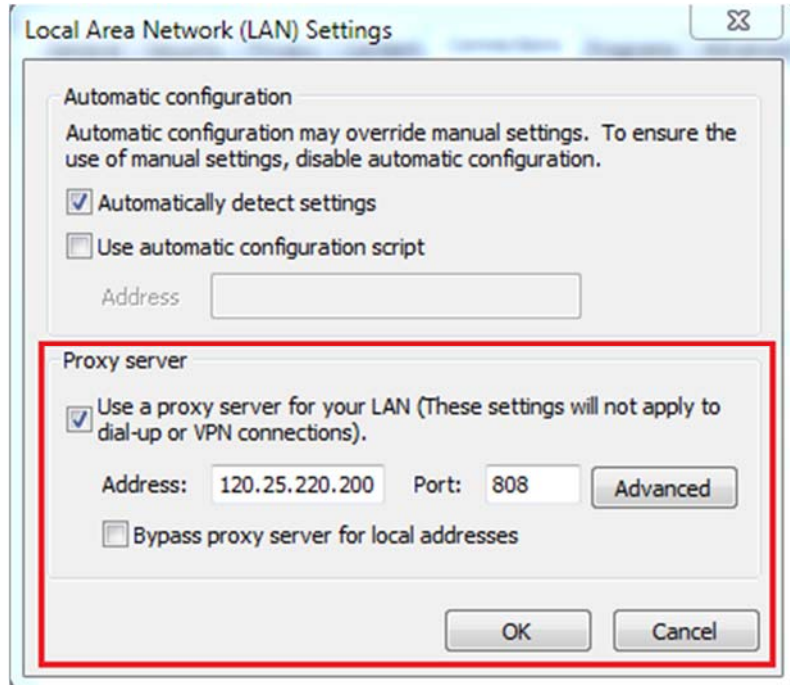
In the client login screen, press the downward arrow ▼ button in the top right of the screen to open the Network Settings page. Select the "Enable Proxy" option and enter the same IP address, port, username, and password then press "Ok". The proxy connection can be checked by clicking "Test".

1.3 IOS Instructions

1.3.1   Join Meetings

➢   Users without an account or not signed in

After opening the app, clicking on the "Join Meeting" button at the bottom of the screen will take the user to the meeting information screen. The user may then enter the meeting ID and the username to use for the meeting, then click the "Join meeting" button to attempt to connect to the given meeting. If the meeting has a password, the user will be prompted for it during connecting.
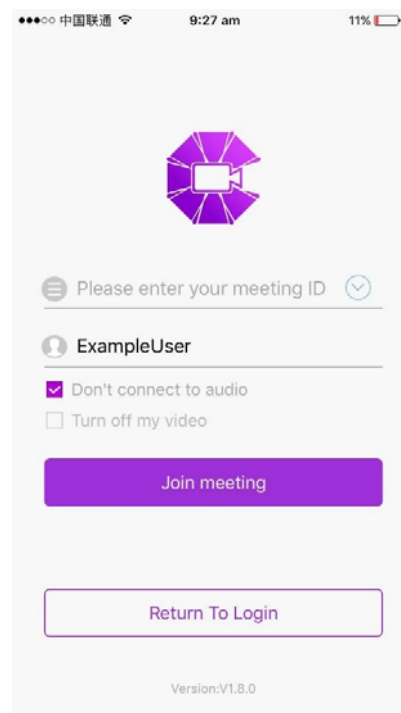
➢   Signed in Users

After opening the app and logging in, click on the "Join" tab in the bottom menu to navigate to the meeting information screen. The user must enter the valid meeting ID and a name before attempting to join by clicking on the "Join meeting" button. If the meeting has a password, the user will have to input that in when asked.
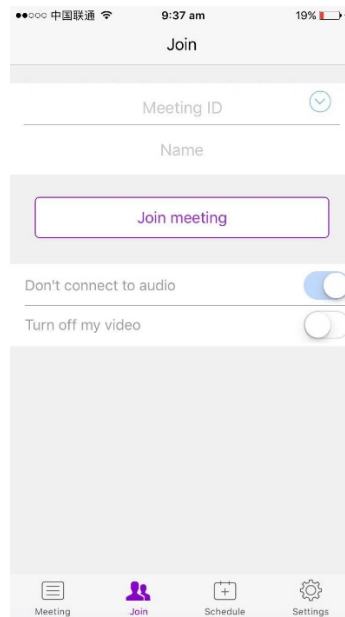
1.3.2   Start Meetings

➢   Start a Scheduled Meeting

Meetings may be started by clicking on the "Meeting" tab to get to the meeting page, clicking

on the meeting that is to be started, then clicking on the "Start"   button that appears. Note

that exclusive accounts may start any meeting at any time, while shared accounts must wait for

the meeting's designated start time or the prep/advance time before the meeting is allowed to

start.

➢   Start an Instant Meeting for Exclusive Accounts

Any exclusive account may simply click on the "Instant" button at the top half of the screen

on the "Meeting" tab to create and start a meeting as long as the user is not currently in a meeting.

The instant meeting's settings may be changed by clicking on the "Settings" button that is next to

the "Instant" one, such as the password.

➢   Start an Instant Meeting for Shared Accounts

Shared users may create an instant meeting by going to the "Meeting" tab and clicking on the

"Instant" button in the top right corner of the screen. The user will then be directed to a screen

where the meeting's title, password, duration, and room must be selected. Due to the nature of shared accounts, if all rooms are filled for that room, duration, and the current time combination, then it may be impossible to create a new instant meeting. Note that unavailable rooms will be denoted by having an (Unavailable) next to the room capacity, or (Available) if the room is currently not in use.
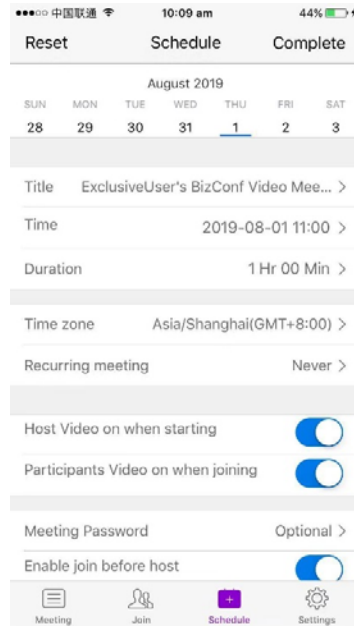

1.3.3   Create Meetings

➢   Creating Meetings for Exclusive Accounts

Clicking on the "Schedule" tab on the bottom menu will open the meeting creation interface, where the user may select or edit various options about the meeting. Once the user is satisfied with the options, clicking on the "Complete" button in the top right hand corner of the screen will create the meeting. Note that there are some constraints on the inputs or times allowed; for more information, see "Additional Info" in section 1.2.2.

➢ Creating Meetings for Shared Accounts：

Clicking on the "Schedule" button at the bottom menu will open the meeting creation screen, where the user may select and edit various options, such as the name, duration, and allow other users to join before the host. Note that shared accounts must take into account previously scheduled meetings of other shared accounts, meaning that for a specific room, the user cannot schedule the same start time or have the duration overlap with the other meeting. Clicking on the "Available Hours" button right below the "Parties" section will show another screen where the user may select a room and see what times that room is available for a given duration. Available times will have a white background, while unavailable times will be greyed out. For more information about scheduling options, see "Additional Info" in section 1.2.2.
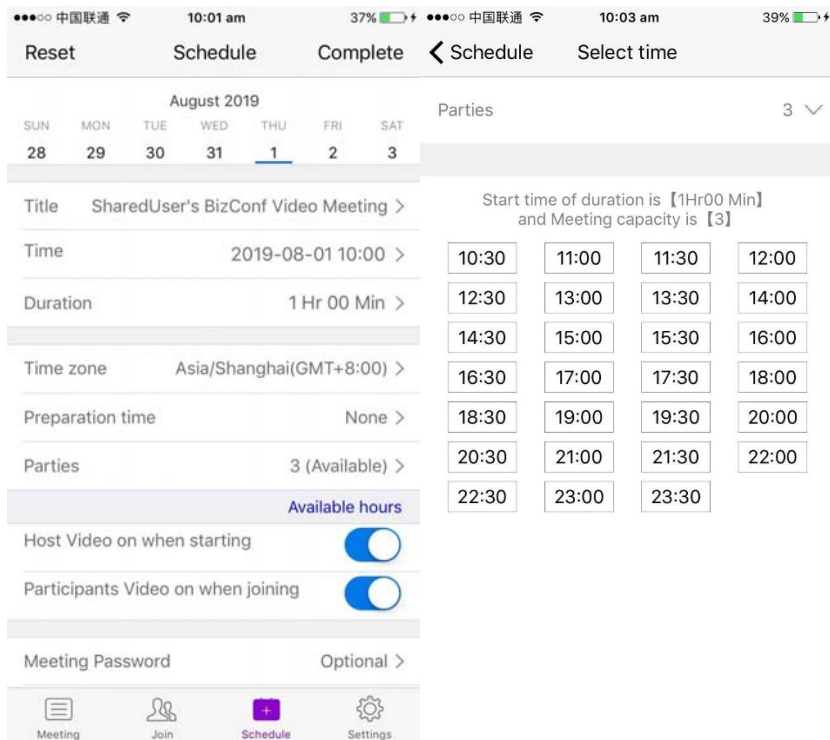
1.3.4 User Settings

Clicking on the "Settings" button on the bottom menu will navigate the user to the settings page, where various options or changes may be made.
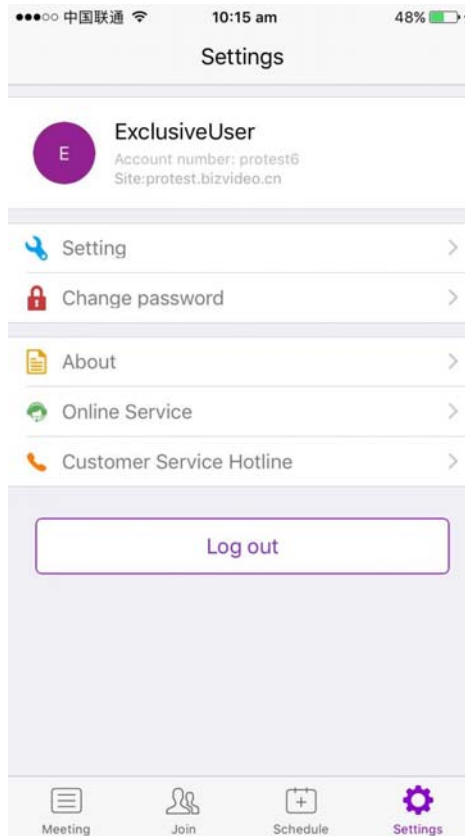
> Edit Username and Avatar

Clicking on the first tab containing the username and avatar will open a secondary screen. The user may then select to either edit the profile photo or the name by clicking on either option. Doing so will open another menu or textbox where the user may select where the picture comes from or what the new username should be.
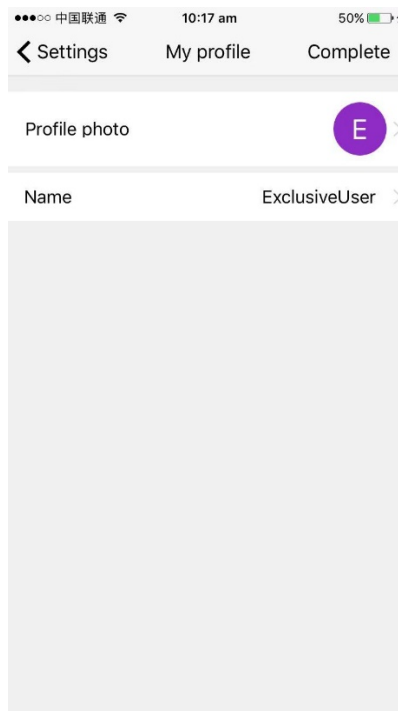
➢ Edit Meeting Settings

Clicking on the "Setting" button under the username and avatar will open a menu containing the default settings of the user when first joining a meeting. The user may enable or disable these options.

➢ Edit Password

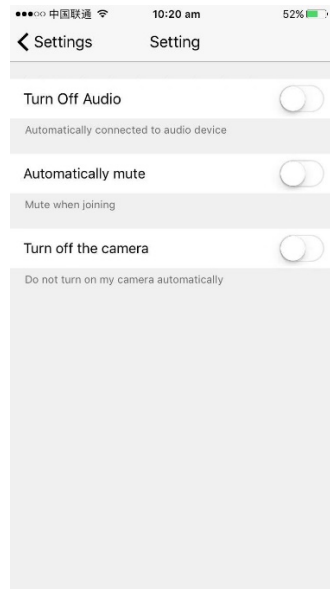Clicking on "Change Password" will ask the user for the Old password before allowing the user to change the password. If the old password is correct, the user will be redirected to a new screen and will have to type in the new password twice in order to verify it and then click on "Complete" to finish the process.
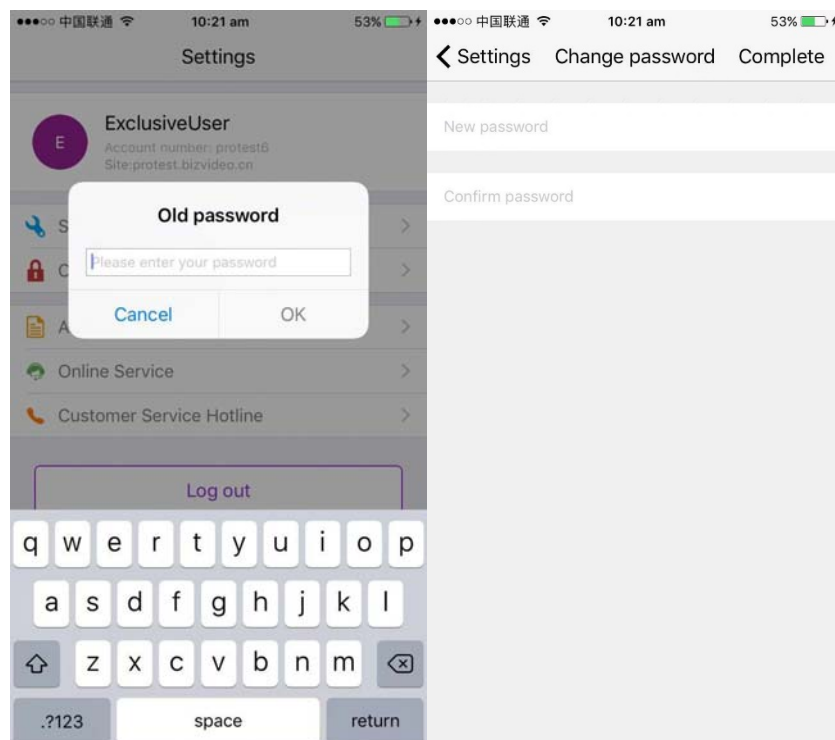
➢ Check software version

Clicking on the "About" button will open a screen stating the version that is currently installed on the phone.

➢ Get online help

If the user still has issues with using the app, clicking on either "Online Service" or "Customer Service Hotline" will redirect the user to two different ways 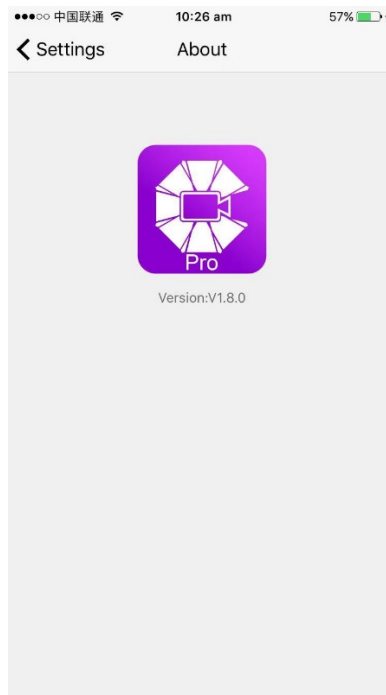for customer service to help. The first option opens a chat box with a customer service representative, while the second option will call the service hotline. Both methods will result in someone connecting and being able to respond to any questions the user may have.

1.3.5   Invite Users

➢ Inviting to Scheduled Meetings

After a meeting has been successfully scheduled, a confirmation screen will appear with the essential details of the meeting and various options to invite other users: "Wechat", "SMS invitation", "Copy invitation message", "Added to calendar", "Email invitation", and "Invite BV-Rooms Pro". Clicking on "Wechat" will open a menu that the user may select contacts to send the invitation message to. "SMS invitation" will allow the user to send a text message of the invite to any phone numbers. Clicking on "Copy invitation message" will copy the invite onto the phone's clipboard, allowing the user to copy and paste the message to other places. "Added to calendar" will add the invite to a calendar, which can be further shared. "Email invitation" will create a pre-

packaged invite containing the information required while the user must enter which email addresses should get the invite. Finally, "Invite BV-Rooms Pro" will open another screen where the user may select the rooms to invite.
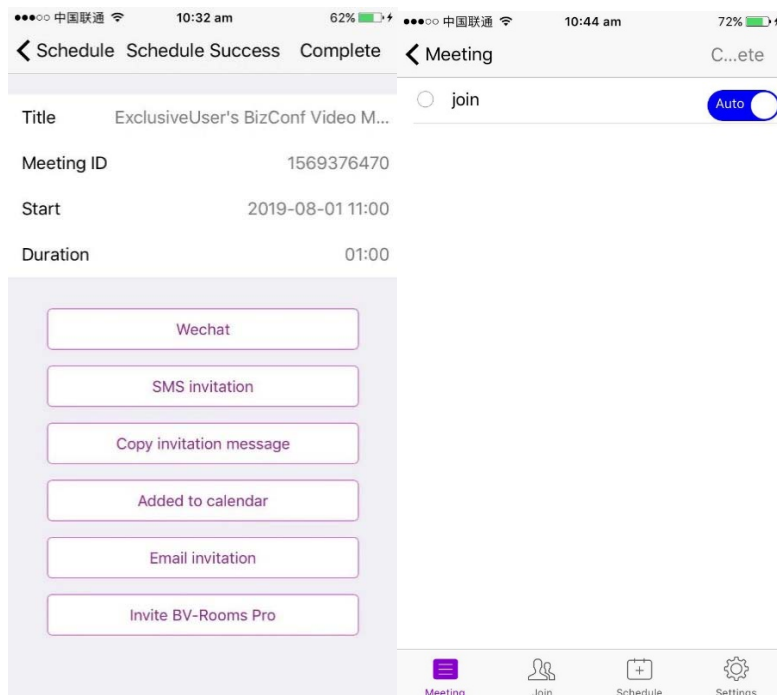
If the user wants to invite more people afterwards, going to the "Meeting" tab, clicking on

the meeting in question, and then clicking on the "Invite" button will open a menu showing similar methods of inviting others: "Wechat", "SMS invitation", "Email invitation", "Copy invitation message", and "Invite BV-Rooms Pro". These options function almost identically to when the meeting is first scheduled in the confirmation window.
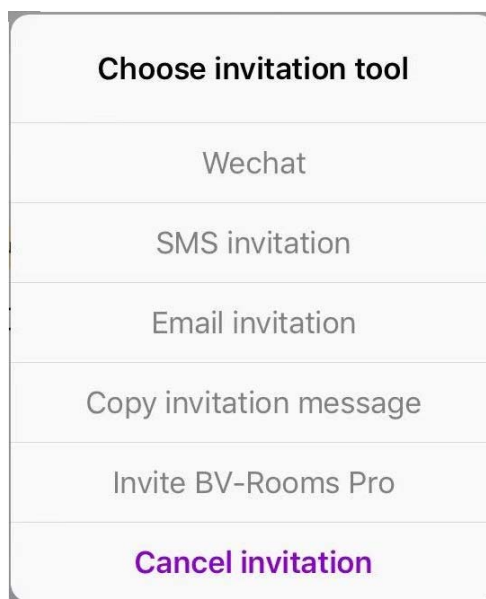

➢ Inviting during a Meeting

To invite users to a meeting that has already started, click on the "Participants" button then click on the "Invite" button on the bottom of the screen to open the invite menu. "Send Email" and "Send Message" function like "Email invitation" and "SMS invitation" as seen above. "Copy URL" copies just a URL link onto the phone's clipboard, which can be pasted onto other places. Copying and pasting the link onto a browser will directly take the invitee to the meeting if the client has already been installed. "Invite by Phone" will allow the inviter to input a name and phone number of the invitee, then call that person. The new participant will have their phone number called and will join with the name previously input as the meeting scree name. "invite H.323/SIP Room System" allows the user to "Dial In" or "Call Out" by entering the IP address to use or pairing code.

| Send Email |
| --- |
| Send Message |
| Copy URL |
| Invite by Phone |
| Invite H.323/SIP Room System |
| Cancel |
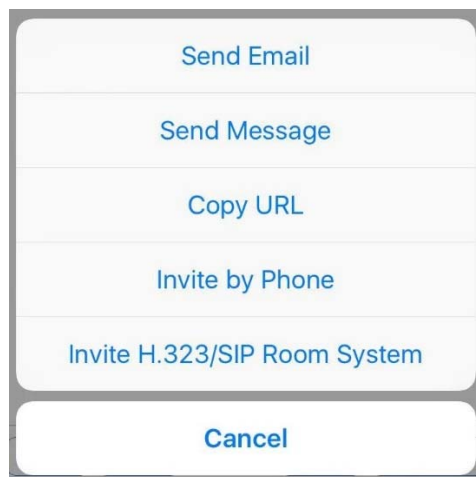
1.3.6   Shared Content

Clicking on the "Share Content" button will open a menu where the user may select various options or content to share with the rest of the meeting: photos, website links, or the phone's screen. Clicking on "Photos" will open a menu where the user may select photos to share with the meeting; the BizConf client must be allowed to access photos in order to share them. Clicking on "Website URL" will have the user enter a website to share, after which an internet browser will be launched and load the content that is on that site. Clicking "Bookmark" is similar except that the user chooses from preset bookmarks to load in the browser. Clicking on "Screen Share" will share the screen of the iPhone with the rest of the meeting. Note that screen sharing requires the iOS version to be 11 or higher.
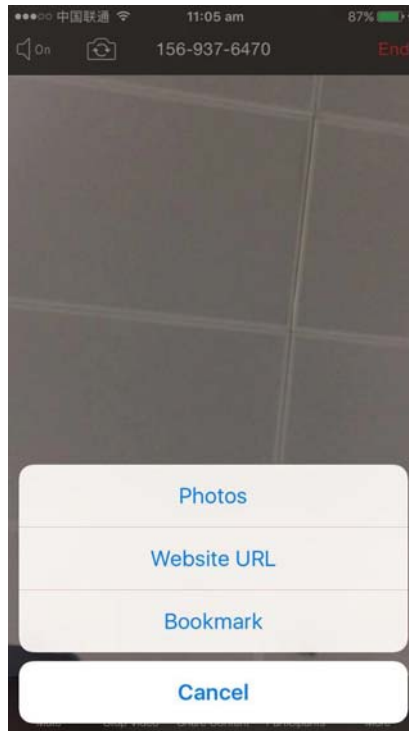
1.3.7   Meeting Management

Clicking on the "Participants" button in the main meeting screen will open the participants menu, where the host may manage the other users. Many of the options are very similar in function to the Window client's meeting management, such as controlling audio/video of other participants, renaming, allow recording, or removing them. See "Individual Management" under the section 1.2.6 for more detailed instructions on what the options do.
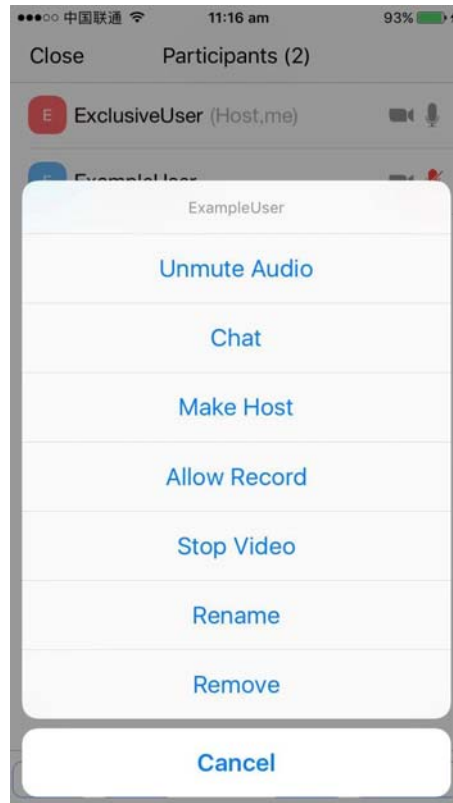
1.3.8 Leave Meetings

➢ Attendee leaves the Meeting

Users may click the "Leave" button at the top right hand corner of the screen, which will open a second window asking to confirm. Confirming will have the user leave the meeting.
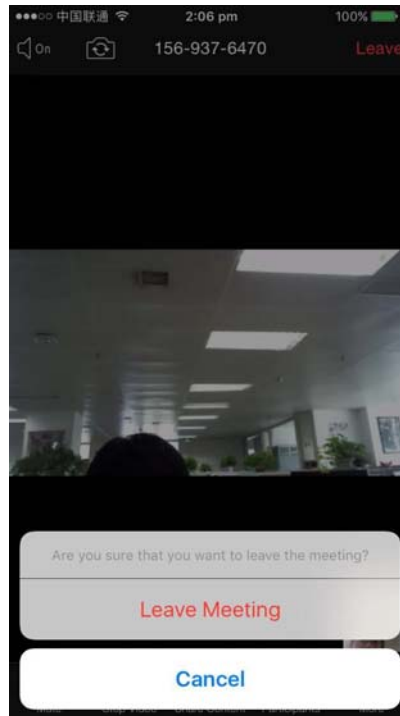
➢ Host leaves the Meeting

The host may leave the meeting by clicking on the "End" button in the top right hand corner of the screen. Doing so will have a confirmation message stating that since there must always be a host for a meeting, the host must either decide to leave and let the system randomly choose the next host or end the meeting for everyone else when leaving. It is highly suggested that the host does not ever leave a meeting without designating someone else the new host unless the intent is to end the meeting for everyone.
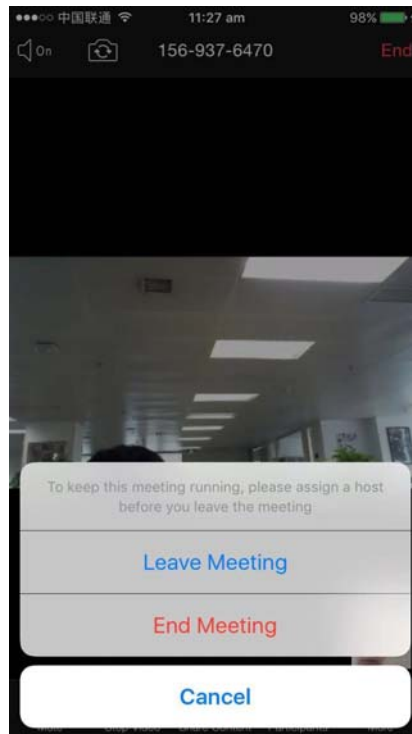
1.3.9   Meeting Controls

When a user first joins a meeting, a menu will open giving various options for the user to join or hear the meeting's audio: "Call using Internet Audio", "Dial in", and "Call My Phone". "Call using Internet Audio" will let the user normally join and have all audio being played or heard come from the phone itself. "Dial in" will have the user select a phone number for the system to call, which will serve as the speaker and microphone for the user. "Call My Phone" is similar to "Dial In". If the user chooses to not join or later disconnects from audio, the option to rejoin and see this menu again can be found by clicking on the "Join Audio" button on the bottom menu. Note that joining audio will have this button be replaced by the "Mute" and "Unmute" button. "Stop Video" and "Start Video" will stop and start the video feed respectively, and pressing the camera rotation button in the top left hand corner will flip the video feed from the front facing camera to the away facing camera. For more information about "Share Content" and "Participants", please see their respective sections above.
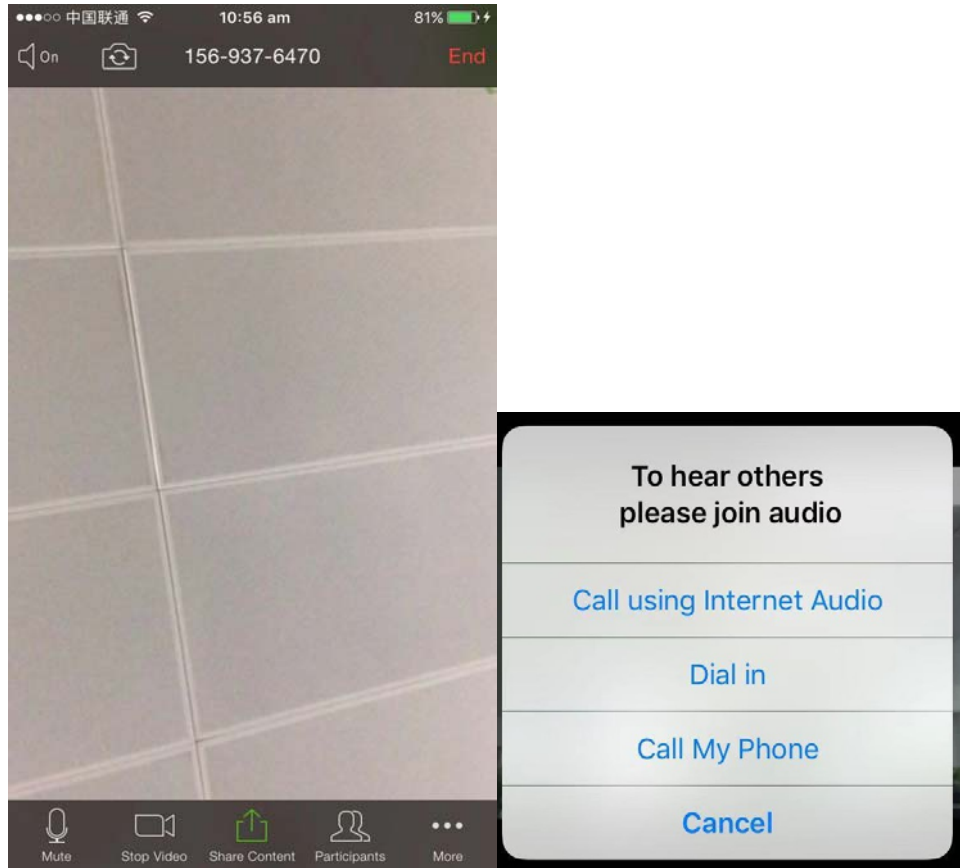
During a meeting, the host may click on the "More" button at the bottom menu to access additional options to control or edit the meeting: "Lock Meeting", "Lock Share", and "Allow Attendees Chat To", "Mute Upon Entry", and "Play Enter/Exit Chime". "Lock Meeting" will prevent more users from joining the meeting, "Lock Share" will let only the host share content, "Mute Upon Entry" mutes newly entered participants, "Play Enter/Exit Chime" toggles a sound when someone leaves or joins, and "Allow Attendees Chat To" changes whether other participants may chat with each other or only the host. The menu for other participants has less options, mainly only allowing the user to raise hand or disconnect audio. "Raise Hand" gives the host a signal that the user may wish to be the speaker or have something else important that warrants the notification.
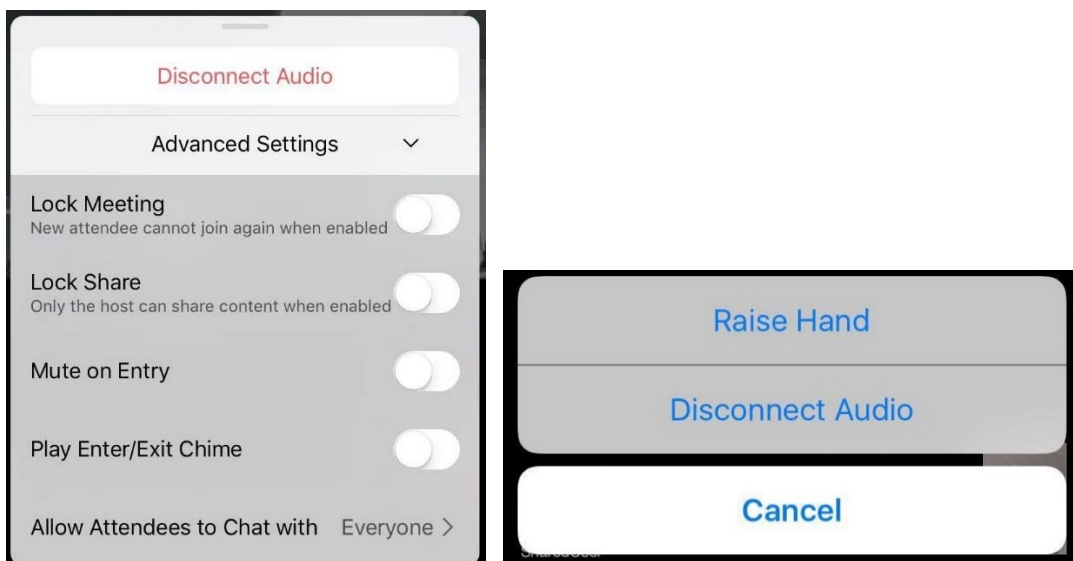
By default, the meeting will start out in speaker mode. Swiping to the left will toggle to safe driving mode. This mode does not use the phone's camera nor does it let the user see other feeds. Instead, the user has to tap the "Tap to speak" button to toggle the microphone on before it speaking. When the user has finished speaking, clicking on the "Done Speaking" button will mute the phone's microphone again.
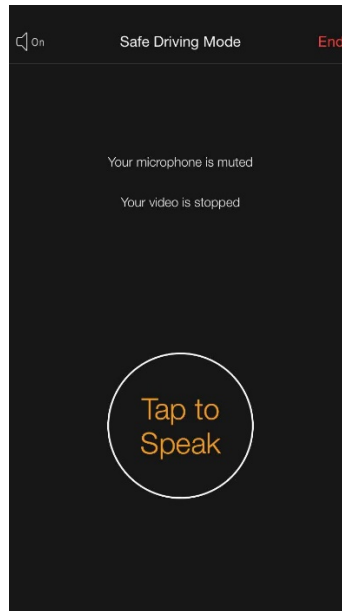

1.4 Android Instructions

1.4.1 Start Meetings

After opening the app and logging in, a meeting may be started by clicking on the meeting to be started and then clicking on the "Start" button. Note that shared accounts must wait for the start time or prep/advance time before it will start, while exclusive accounts may simply start any scheduled meeting immediately.

1.4.2 Join Meetings

➢ Users without an Account or not Signed-in

Click the "Join" button after starting the app. The screen will switch from account login to the meeting information screen. Enter the meeting ID and a valid screen name for the meeting, then press Join Meeting to connect. If there is a password for the meeting, you will be prompted to enter it to connect.
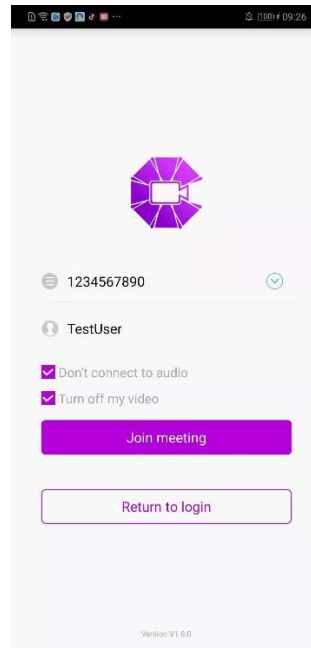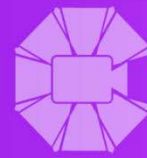
> Signed-in Users

After logging in, click the "Join" button on the bottom menu to get to the meeting information screen. Enter the meeting ID and a valid screen name for the meeting, then click "Join" to connect to the meeting. If there is a password for the meeting, you will be prompted to enter it to connect. The name of the user joining will be the same as the entered name when joining, not the username or account name.
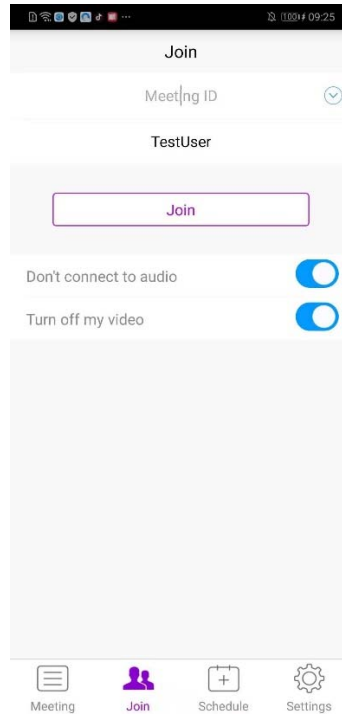
1.4.3   Create Meetings

➢   Creating Scheduled Meetings

Click on the "Schedule" button on the bottom menu to go to the meeting creation screen. The name, time, duration, and other settings can be changed or set in this screen. Shared accounts must take into account previously made reservations for meeting rooms that other shared accounts have made, while exclusive accounts only have to consider their own previously scheduled meetings. Click on "View available times" next to the "Parties" box in order to see available times for that specified meeting room and date. Once everything has been finalized, click on the "Complete" button to schedule a meeting. Any issues with the current settings or information will display an error.

➢ Creating Instant Meetings

On the "Meeting" tab, users may click on the "Instant" button. Exclusive accounts may simply click on the button to instantly create a new meeting if the user is not already in a meeting. Shared accounts, upon clicking the "Instant" button that will be in the top right compared to exclusive account being in the top center, will be redirected to another menu where parameters may be set. Due to the nature of shared accounts, it may not be possible to schedule an instant meeting at some times.
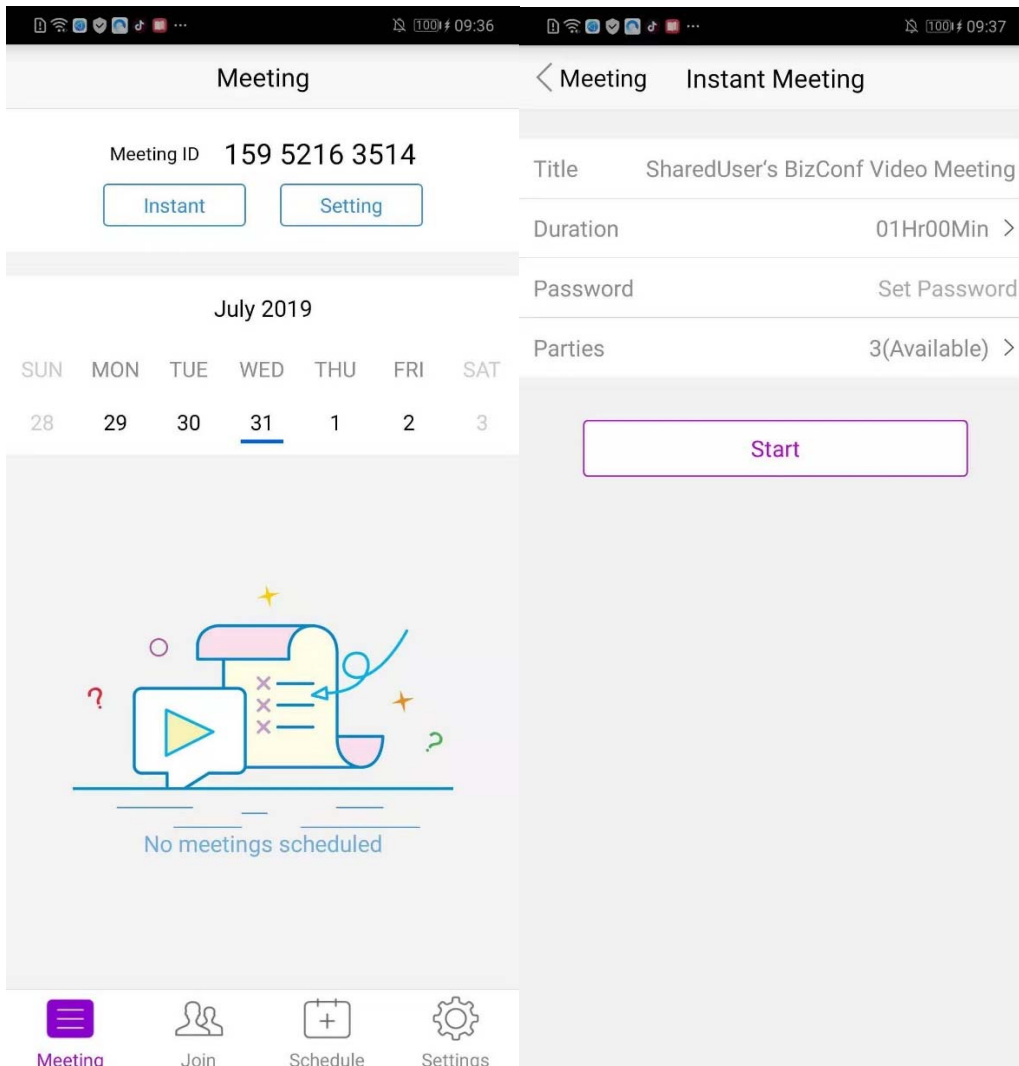
1.4.4　　View Schedule

Clicking on the "Meetings" tab in the bottom menu will show all the meetings that the user has scheduled for the current date. The user may click or scroll to other days on to see the meetings that are scheduled on that date. Clicking on a meeting will show another menu: Start, Edit, Delete, or Invite. "Start" will start the meeting as detailed in the "Start Meetings" section. "Edit" will open a new screen that can allow the user to edit certain settings before the meeting starts, depending on whether the user is an exclusive or shared account. "Delete" will remove the meeting, assuming that the meeting has not started yet. "Invite" will open a menu with which the user may select an option to invite others using that method.
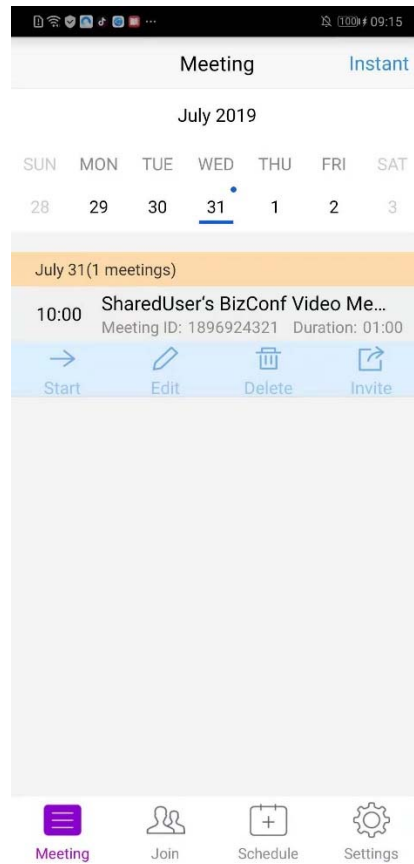
1.4.5 Meeting Settings

A user may change the default settings of a meeting by clicking on the "Settings" tab in the bottom menu, then clicking on the "Setting" button to open the menu settings page. The user may then set different options for joining meetings.
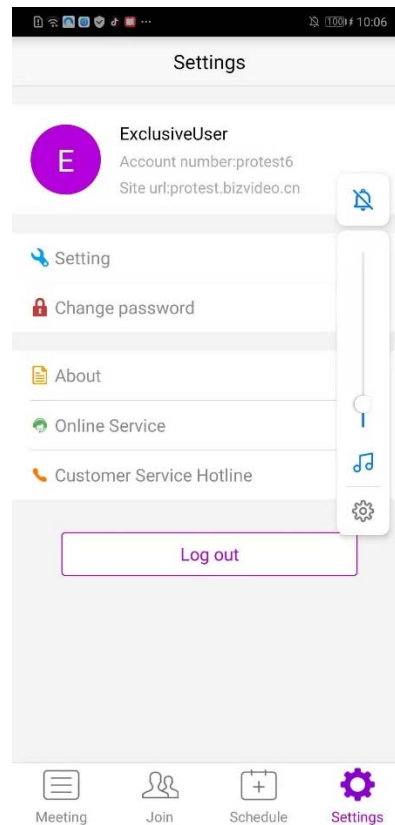
1.4.6   Invite Users

1.4.6.1   Inviting to Scheduled Meetings

After a meeting has been successfully created, the next screen will show various options to other people: "Wechat", "SMS", "Email", "Copy invitation message", and "Add to calendar". Clicking on "Wechat" will open another screen where the user can select people on their contact list to send the invitation message. Clicking on "SMS" will open a new window where the user may select people to send the invitation message, similarly to the "Wechat" option. Clicking on "Email" will direct the user to an email app on the phone, where the user will be able to send a premade email to whomever they wish. Clicking on "Copy invitation message" will directly copy the invite onto the phone's clipboard, allowing the user to paste the message to other places. Clicking on "Add to calendar" will add the event onto the user's own calendar, which can be shared to other calendars.
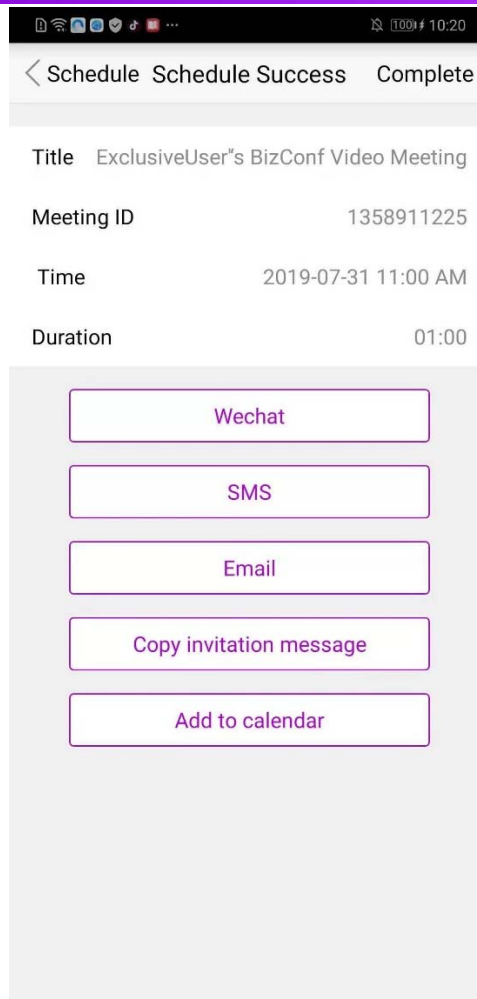
After the meeting has been created, the user may invite others by clicking on the meeting to invite others to, then clicking on the "Invite" button. Doing so will open another menu with options: "Wechat", "SMS", "Email", "Copy invitation message", and "Invite BV-Rooms Pro". The first four function similarly as detailed above when the meeting is first created. The last option, "Invite BV-Rooms Pro", will open another window with which the user may select the rooms to invite, or delete rooms that have already been invited.
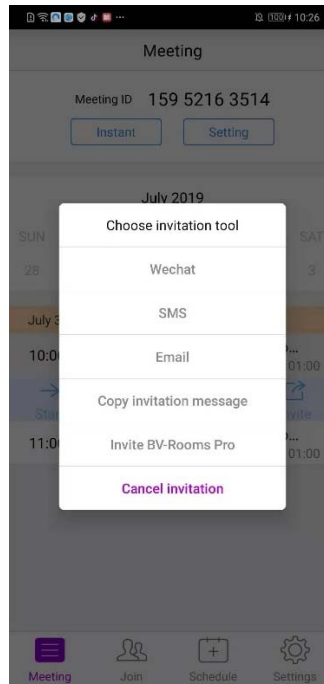
1.4.5.2 Inviting during meetings

Pressing on the "Participants" button on the bottom menu, then clicking on the

"Invite" button at the bottom menu again will open another menu with which the

user may invite more people to the meeting: "Messaging", "Email", "Invite Phone Contacts",

"Invite H.323/SIP Room System", and "Copy URL". The "Messaging" and "Email" options function

similarly to inviting before a meeting, and "Invite Phone Contacts" allows users to invite phone

numbers without SMS ability by directly calling those numbers. "Invite H.323/SIP Room System"

allows users to either dial in or call out, with the inviters or invitees entering the IP address of

either the meeting or room. "Copy URL" copies a URL onto the phone's clipboard which the user

may paste to other places. This URL can directly take others to the meeting as long as they have

an internet browser and the BizConf app or client installed.
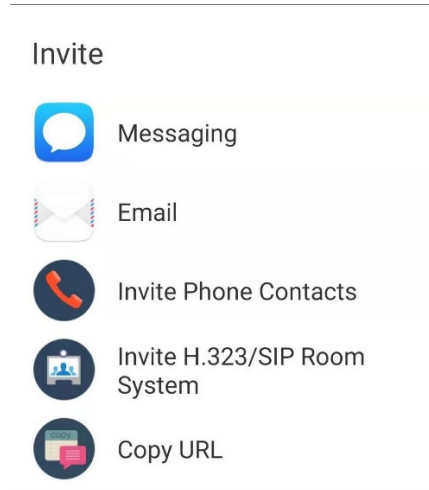
1.4.7   Shared Content

Clicking on the "Share" button on the bottom menu during a meeting will open a menu that allows the user to share various different types of content. Clicking on "Photo" will open another menu from which the user can select the location of the photo. Clicking on any of those options will take the user to that location, where the user may select which picture to use. Clicking on "Document" will take the user to the phone's device storage, where the user will have to browse and find the file to share. Clicking on "Web URL" will open a textbox that the user will have to input the URL, after which the browser will automatically go to that URL and share whatever is on that page. Clicking "Bookmark" will have the user select one of the bookmarks that has been previously saved or add a new one to use; this functions similarly to "Web URL". Clicking on "Screen" will begin sharing the phone's screen, and clicking on "Share Whiteboard" will create a blank canvas for annotations.
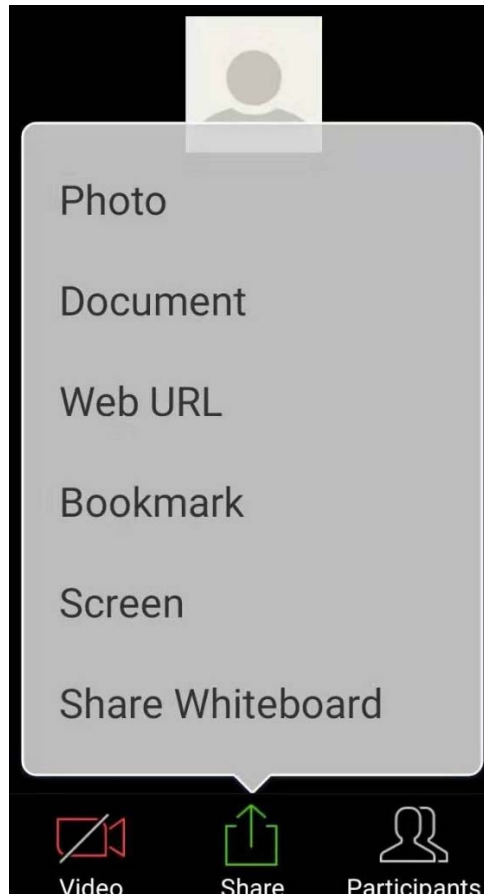
During the screen share, users may annotate on the current content using the annotation menu. Clicking on "Annotate" will open a menu with which the user may annotate. Many of the functions are quite similar to the annotation menu in the Windows client annotation menu. The main difference between the two is that "Draw" has been replaced with "Pen" and "Highlighter", and as such Android does not support shapes. Additionally, there is no option to replace "Spotlight" with the "Arrow" key. Please see "Screen Share Layout" under the section 1.2.7 for more information about the annotation menu.
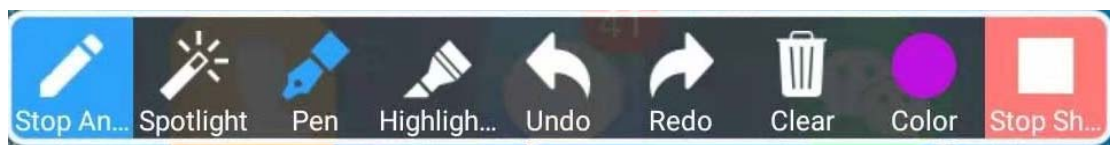

1.4.8   Meeting Management

The host of the meeting may click on the "Participants" button at the bottom menu to switch to the participants screen. Regular users may rename or mute themselves from this menu, while the host has many more options to control users' content or permissions. Many of these commands are similar to the ones available to the host on the Windows client, such as chatting, muting, or stopping video feed. As such, please see section 1.2.6 for more information on the commands available.
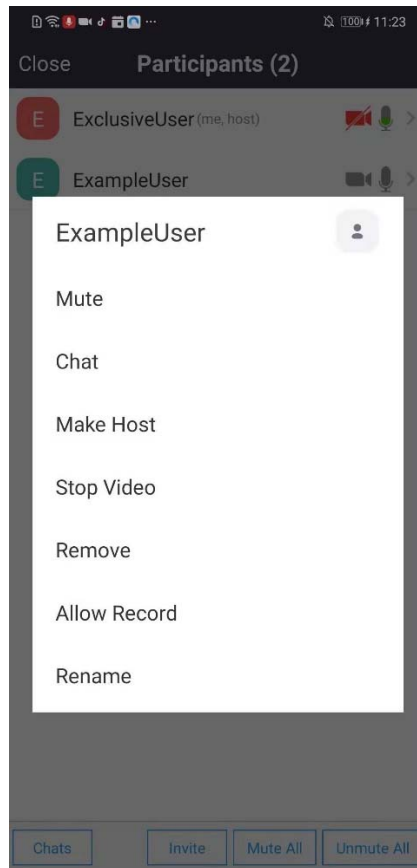
1.4.9   Leave Meetings

Users who are not the current host of the meeting may click on the "Leave" button in the top right corner of a meeting. Doing so will cause a second window to confirm if the user actually intends to leave. The option to leave for hosts is instead replaced with "End." Clicking on the "End" button will also cause a second window to confirm, but also warning that a meeting must have a host in order to continue. Anyone who confirms leaving will immediately exit the meeting, and the system will randomly choose the new host if the leaver was the previous host; it is suggested that the host give someone else the host position before leaving.
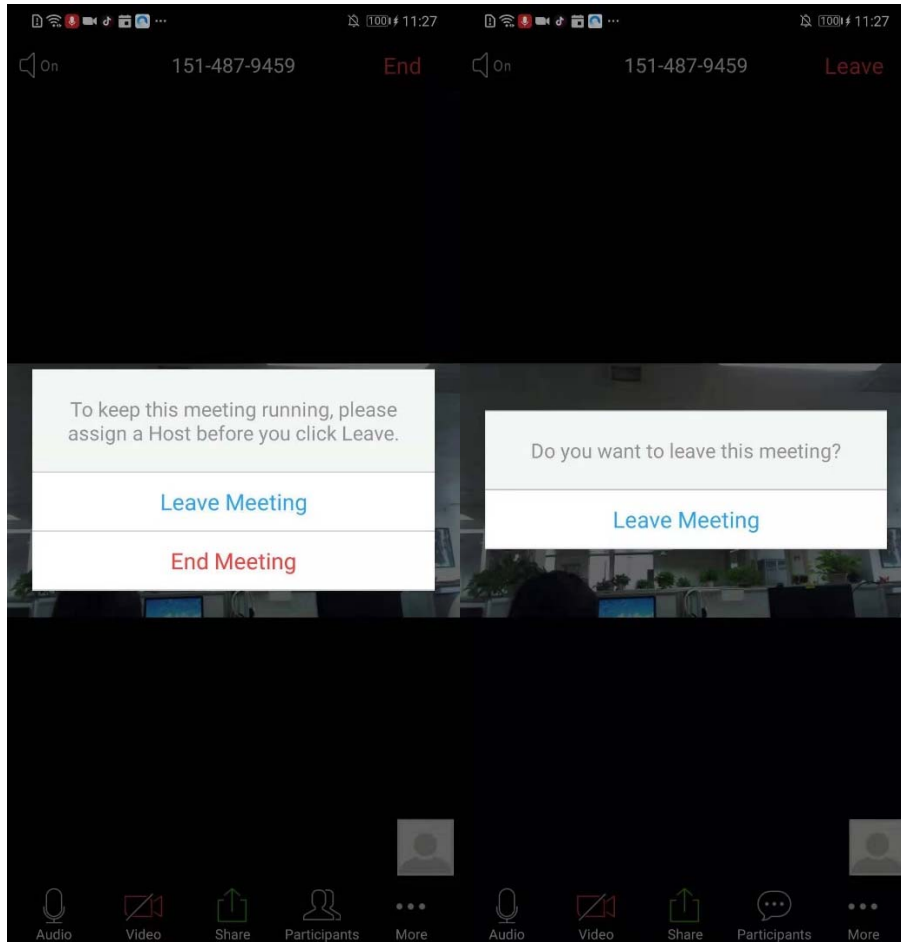
1.4.10   Check for Updates

Checking for updates can be done by clicking on the "Settings" button in the bottom bar of the main app, then clicking on the "About" About button. The new screen that appears will state if the installed version is the latest one available. If it is not, then the "Version update" will state so and allow the user to download the latest update.
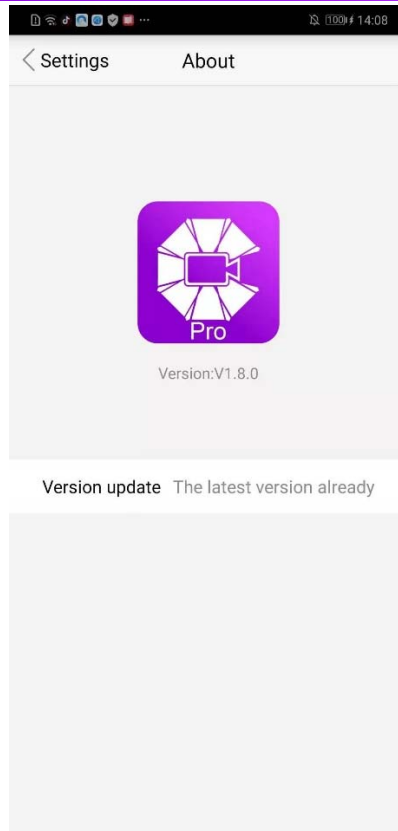
1.4.11 Meeting Controls

During a meeting, the host may click on the "More" button at the bottom menu to access additional options to control or edit the meeting: "Lock Meeting", "Lock Share", and "Allow Attendees Chat To", "Mute Upon Entry", and "Play Enter/Exit Chime". "Lock Meeting" will prevent more users from joining the meeting, "Lock Share" will let only the host share content, "Mute Upon Entry" mutes newly entered participants, "Play Enter/Exit Chime" toggles a sound when someone leaves or joins, and "Allow Attendees Chat To" changes whether other participants may chat with each other or only the host.
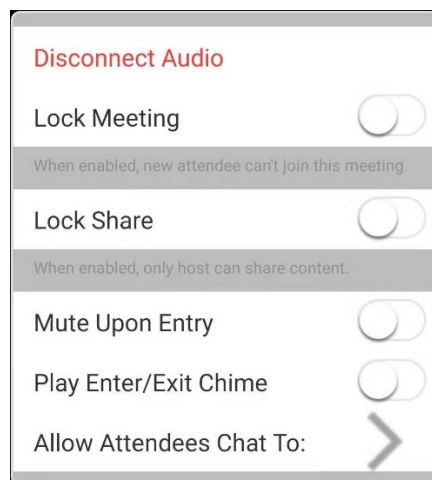
By default, the meeting will start out in speaker mode. Swiping to the right will change the display view to gallery mode, and swiping back to the left will return it to speaker mode. Swiping

to the left on speaker mode will toggle to driving mode. This mode does not use the phone's camera nor does it let the user see other feeds. Instead, the user has to tap the "Tap to speak" button to toggle the microphone on before it speaking. When the user has finished speaking, clicking on the "Done Speaking" button will mute the phone's microphone again.
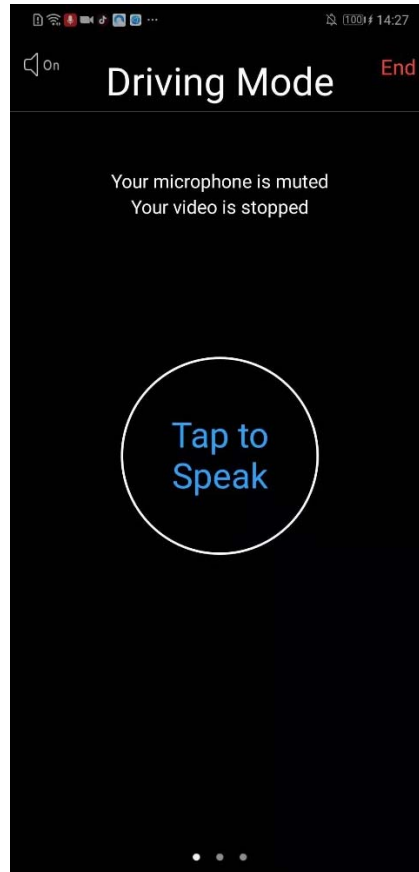
1.5 Mac Instructions

1.5.1 Login

➢ Sign In

After the client is launched, the user should input the account name and password and click "Sign In" to gain access to the system.

➢ Remember Password

Clicking on the "Remember me" option will automatically store and load the password for the account when launching the client.

➢ Auto Login

Clicking on the "Auto Sign in" will automatically use the same username and password when last opening the client to login when launching the client, skipping the login screen.

➢ Account Recovery

Clicking on "Forget" will open an internet browser screen where the user may enter the email

address associated with the account and the CAPTCHA code to get sent an email which contains a link for the user to reset the password.
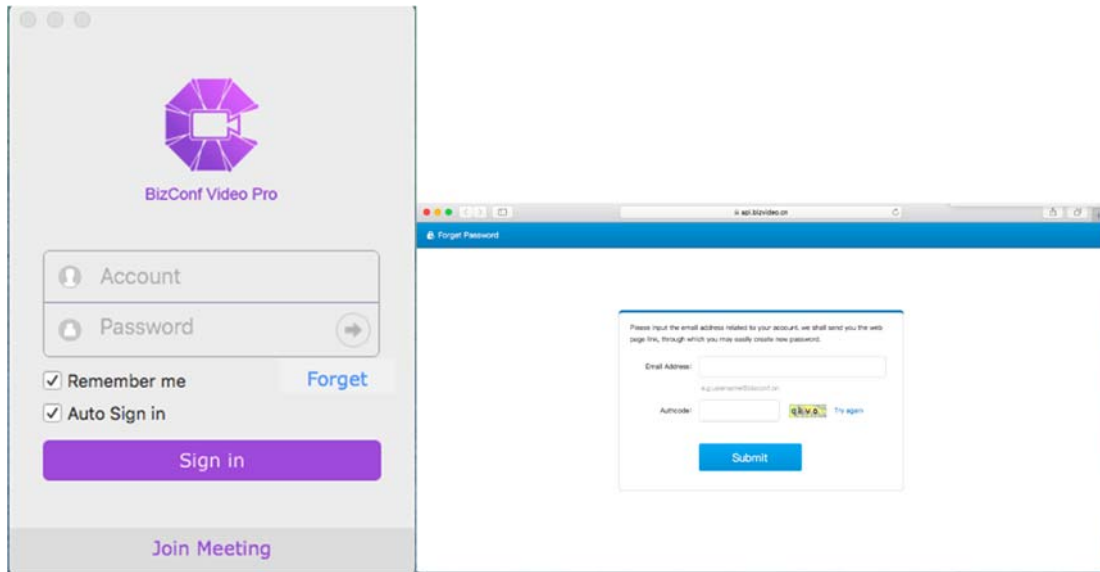
1.5.2　　Join Meetings

➢　　Users without an Account or not Signed-in

Clicking on the "Join Meeting" button below the "Sign In" will switch the screen to the meeting information screen. The user may then enter the meeting ID and a name to be used for the meeting as well as selecting options for joining the meeting before clicking on the "Join Meeting" button. If the meeting has a password the user will be prompted for it.
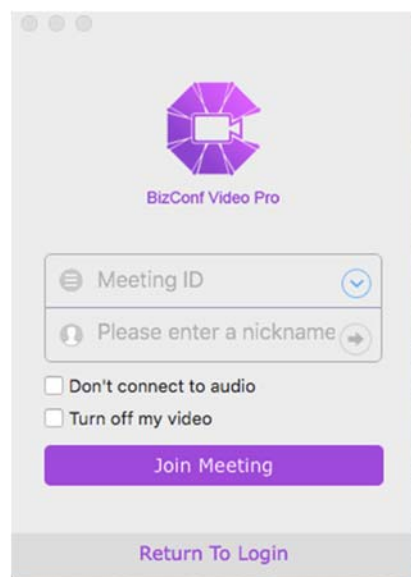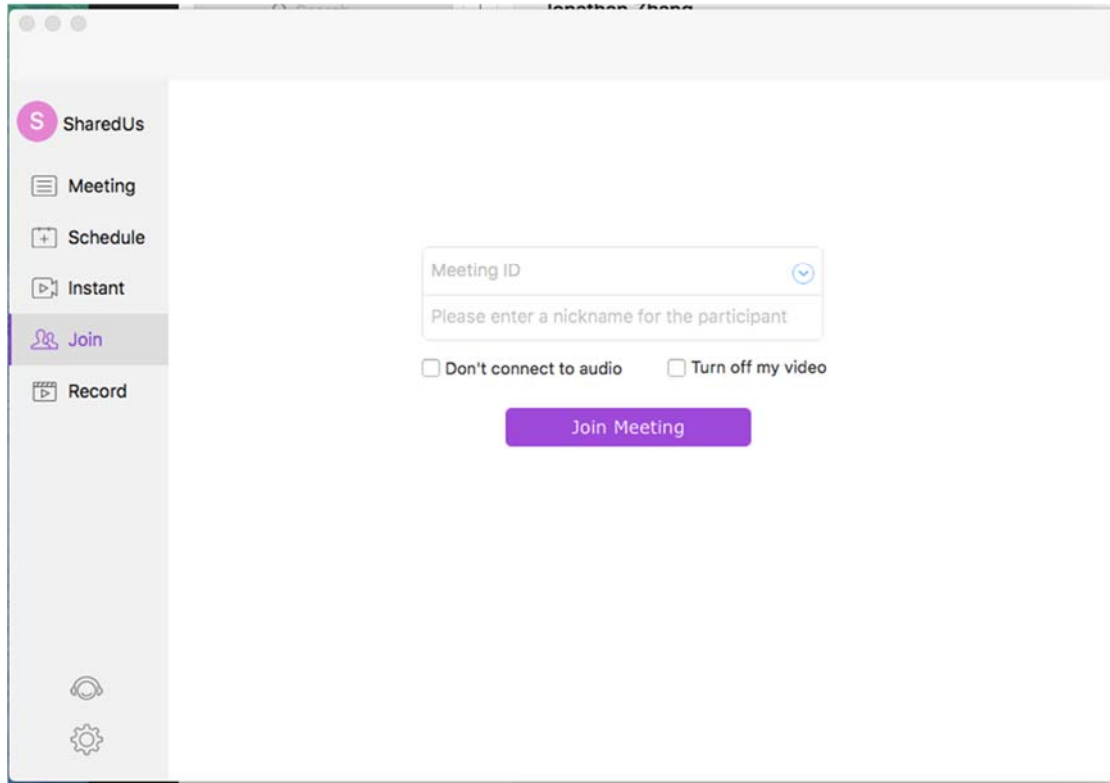

➢　　Signed-in Users

After signing in, clicking on the "Join" tab on the sidebar will bring the user to the meeting information screen. The user may then enter the valid meeting ID and the screen name to be used

for the meeting before clicking on "Join Meeting". If the meeting has a password the user must enter it before fully joining the meeting.
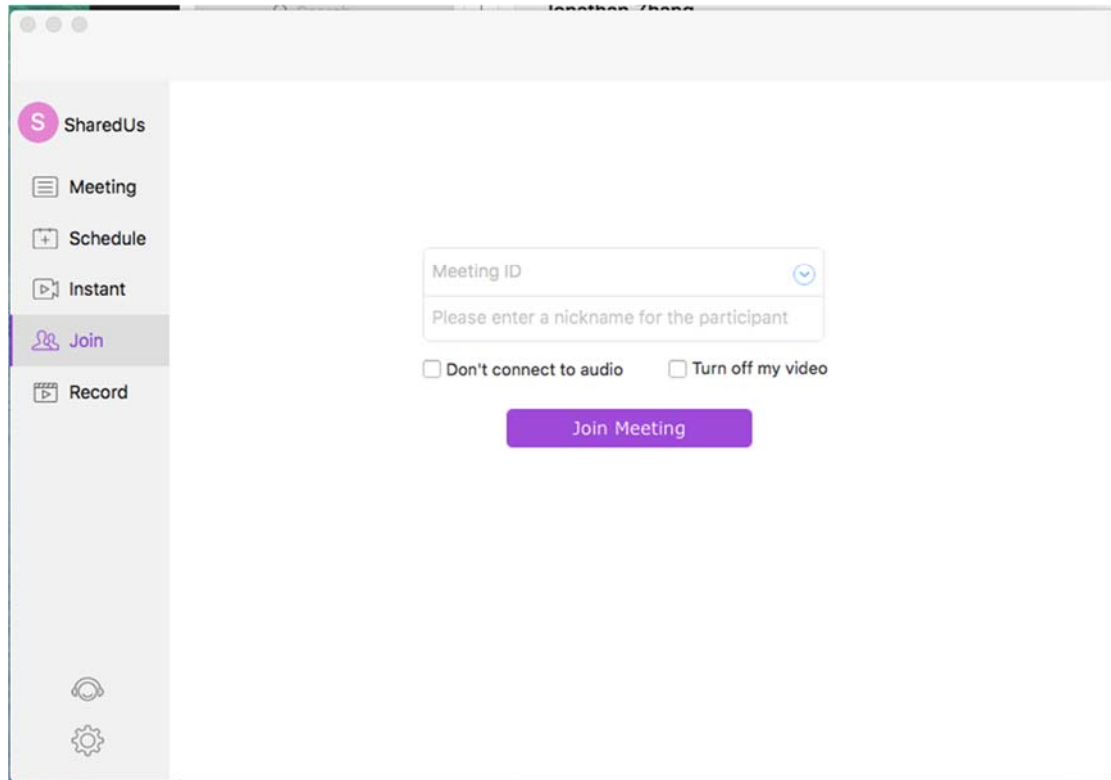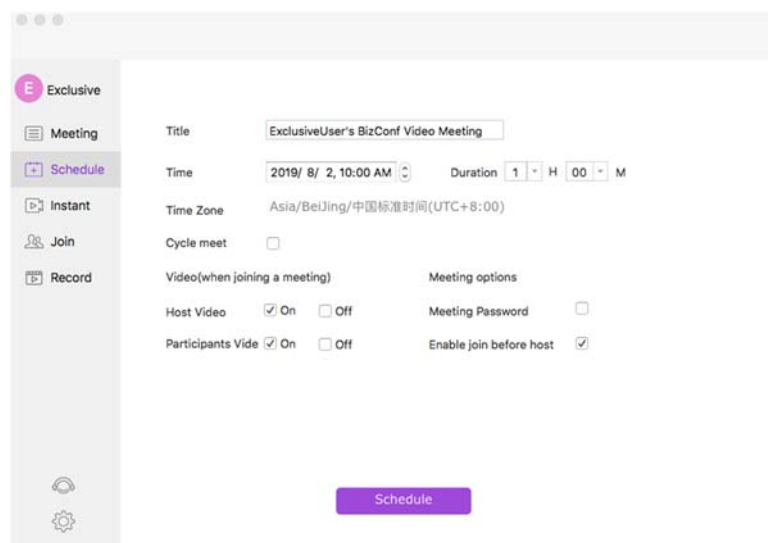

➢ Join through URL

A browser invite link is created when a meeting is successfully scheduled. Any user may join the meeting by copy and pasting the URL into any internet browser, which will automatically cause the client to start and allow the user to join the meeting. Note that if the meeting has not started yet the user will have a waiting screen instead of the usual meeting screen.

1.5.3　　Create Meetings

➤　Creating Meetings for Exclusive Accounts

Clicking on the "Schedule" tab on the bottom menu will open the meeting creation interface, where the user may select or edit various options about the meeting. Once the user is satisfied with the options, clicking on the "Complete" button in the top right hand corner of the screen will create the meeting. Note that there are some constraints on the inputs or times allowed; for more information, see "Additional Info" in section 1.2.2.

➢ Creating meetings for Shared Accounts

Clicking on the "Schedule" button at the bottom menu will open the meeting creation screen, where the user may select and edit various options, such as the name, duration, and allow other users to join before the host. Note that shared accounts must take into account previously scheduled meetings of other shared accounts, meaning that for a specific room, the user cannot schedule the same start time or have the duration overlap with the other meeting. Clicking on the "Available Hours" button next to the "Parties" section will show another screen where the user may select a room and see what times that room is available for a given duration. Available times will have a white background, while unavailable times will be greyed out. For more information about scheduling options, see "Additional Info" in section 1.2.2.
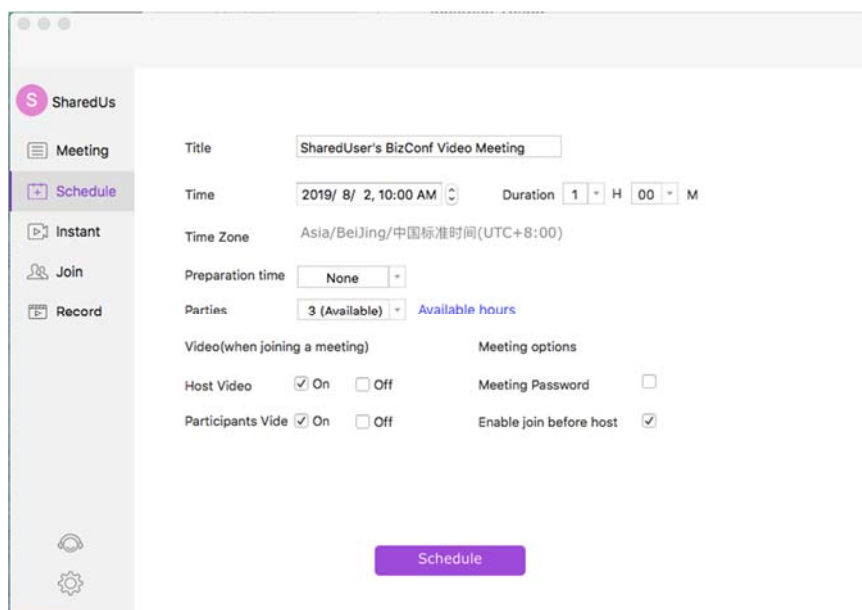
1.5.4   Invite Users

When a meeting is successfully scheduled, a confirmation box will be opened. Clicking on "Invite" will open a new screen where the user may select different options to invite other users: "Message", "Email", "Copy Invitation", and "BV-Rooms Pro". "Message" will open a window where the user may send an iMessage to contacts or other numbers that the inviter has. "Email" will open an email app with the prebuilt invite to send to other emails. "Copy Invitation" will directly copy the invite message to the Mac's clipboard so that the user may paste the invite to other places. "BV-Rooms Pro" will open a window where the user may select rooms to invite to the meeting. If the user wants to invite others after, the user will have to go to the "Meeting" tab and click on the purple icon next to the meeting to invite others to, which will open the same menu.
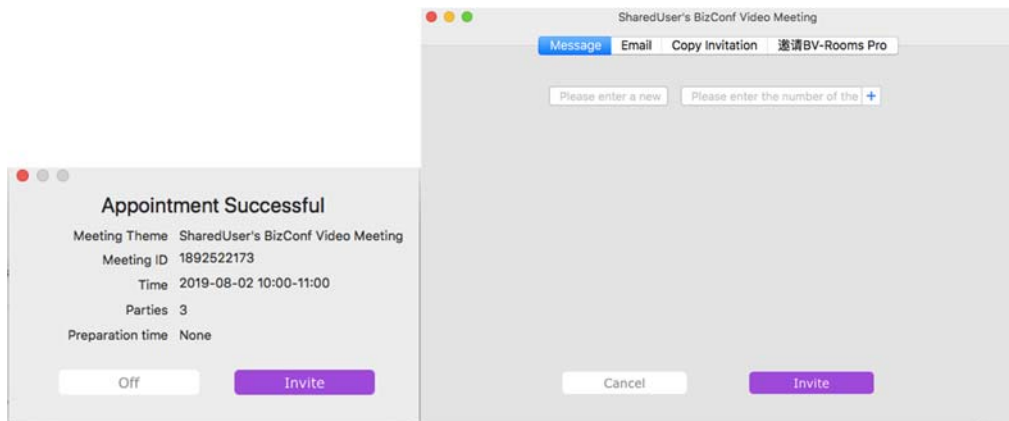

1.5.5   Start Meetings

➢   Start an Instant Meeting for Exclusive Accounts

Any exclusive account may click on the "Instant" button at the sidebar to go to the Instant Meeting screen. The user may then set the title and password and afterwards may click "Start" to begin the meeting as long as the user is not currently in another one.
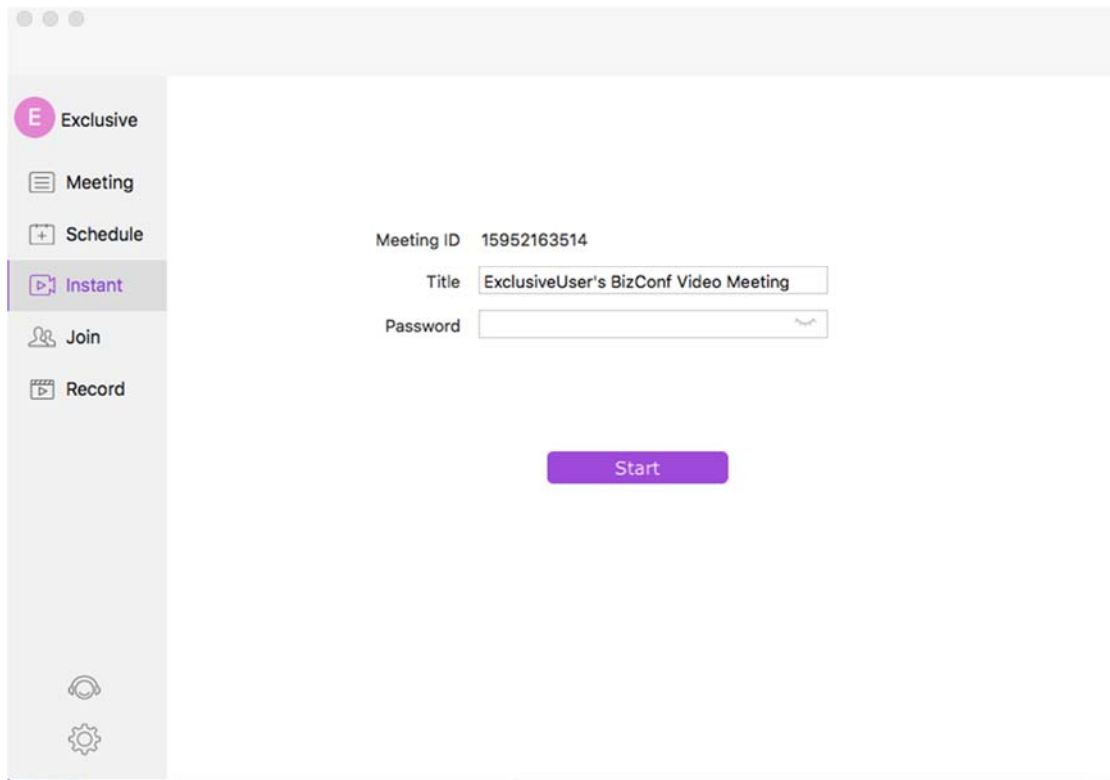
➢ Start an Instant Meeting for Shared Accounts

Shared accounts may click on the "Instant" tab on the sidebar to go to their instant meeting screen, where the user must pick the duration and room (Parties) and change the title or password. Note that since shared accounts must share the rooms with other shared accounts, if all rooms are occupied or will be occupied at that time or for that duration then it may be impossible to start an instant meeting.
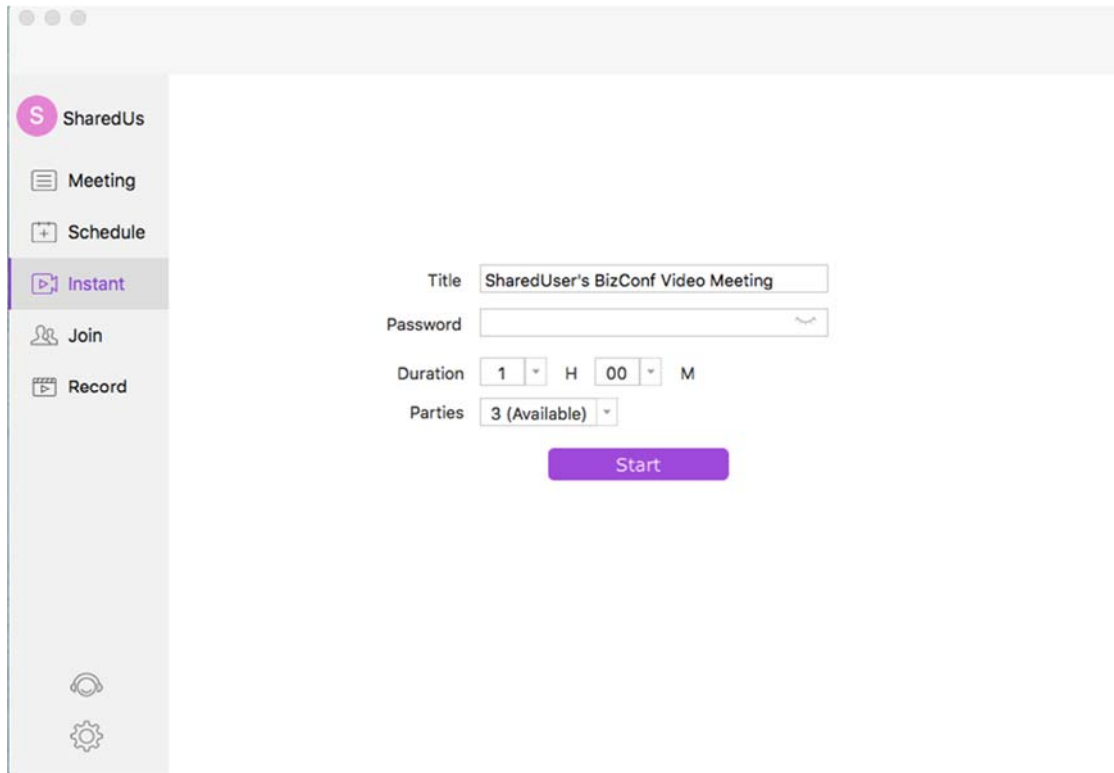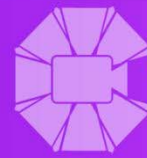
➢ Start a Scheduled Meeting

The host or creator of the meeting may go to the "Meeting" tab on the sidebar and click on

the green ⬤ button to start the meeting. Note that Exclusive Accounts may start the meeting

at any time before or during the duration, while Shared Accounts must wait for the start time or

the prep/advance time that was previously set before they are allowed to start the meeting.

1.5.6   View Schedule

Clicking on the "Meeting" tab will show all meetings for a specified date or time span, which

the user may either change what meetings to display or do operations with the meetings.
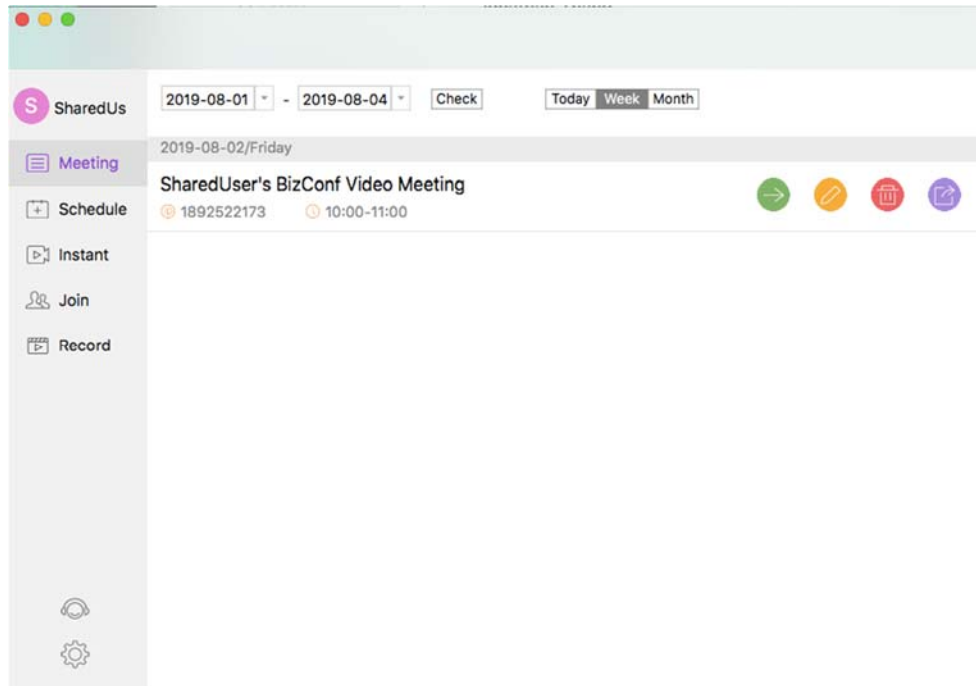
➢ Filter Meetings by Timespan

Meetings can be filtered by changing the start and end dates in the top left corner, then pressing the "Check" button.

➢ Filter Meetings by Unit

The meetings that are currently displayed may also be filtered by the current date, the current week, or the current month instead of filtering by specific time spans.

➢ Start Meeting

Users may click on the green arrow icon to start meetings. For more information, see "Start a Scheduled Meeting" under section 1.5.5.

➢ Edit Meeting

A meeting may be modified by clicking on the orange pencil 🖉 button next to the meeting to be edited, which will open the edit screen. Users may then edit certain options about the meeting, depending on their account status. Exclusive accounts may edit the start time and duration of the meeting but must take into account their other scheduled meetings' conflicts, while shared accounts are not allowed to change the room, start time, or duration.
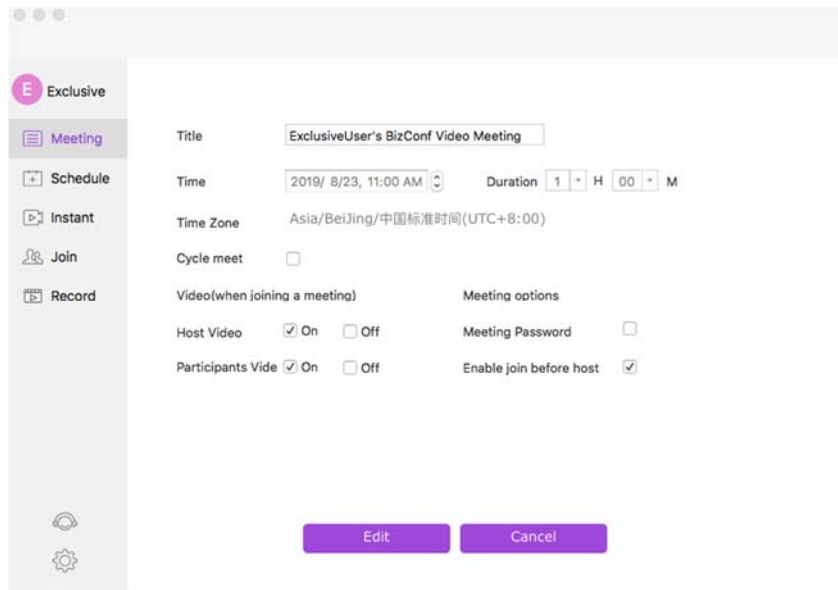
➢ Delete Meeting

Users may click on the red trashcan button to delete or cancel meetings. This will open a second window asking the user for confirmation that the meeting may be canceled. The user must press "OK" for the system to continue with the request and delete the meeting.
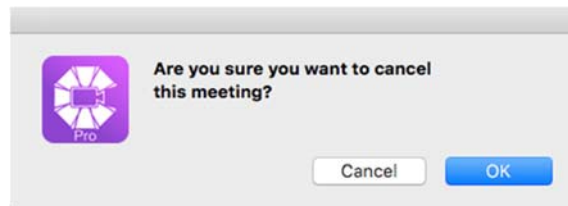

➢ Invite Users

More invites to a meeting may be generated by clicking on the purple icon next to a meeting, which will open another menu for the user to invite others. For more information, see section 1.5.4.
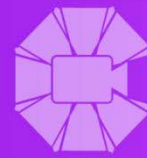
1.5.7 View Recordings

Clicking on the "Record" tab on the sidebar will access the recordings screen, where the user may see all previous recordings and may play, delete, or other operations.
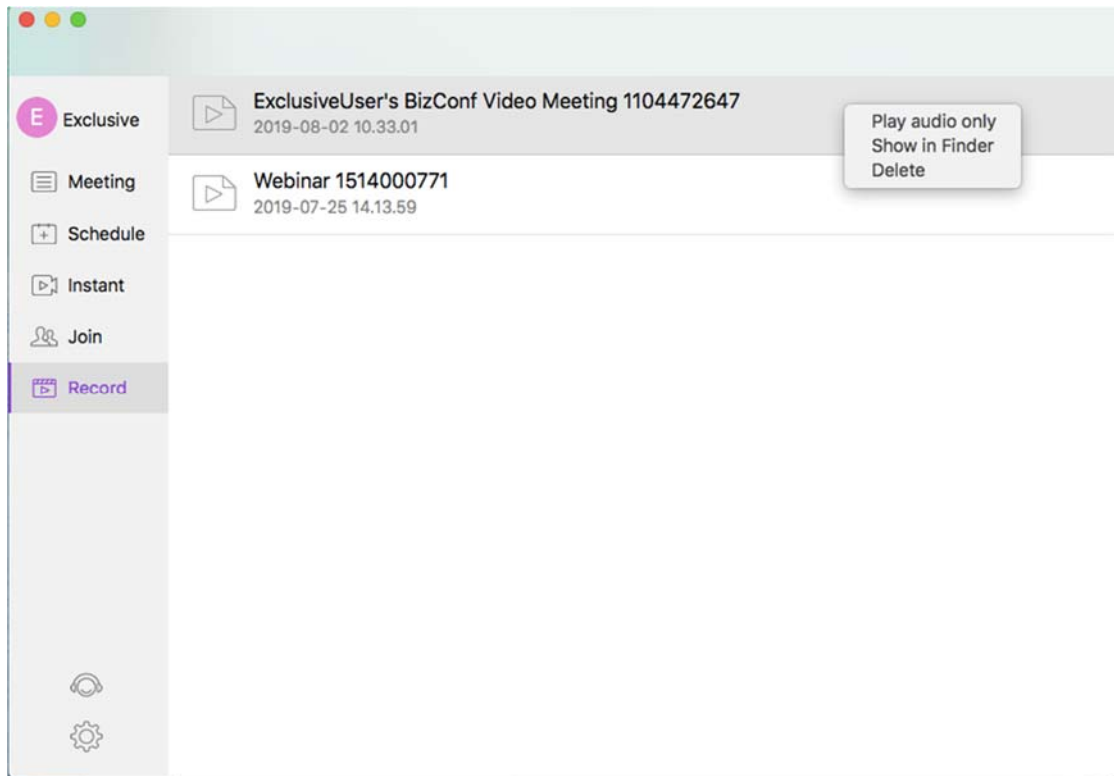
➢ Play recordings

Double clicking on a recording will play the mp4 file, while double tapping on the recording will open another menu. "Play audio only" plays only the audio portion of the recording if pressed.

➢ Open file location

"Show in Finder" option in the menu when double tapping will open the file's location on the computer in the Finder, allowing the user to move, copy, or otherwise edit the recording.

➢ Delete recordings

Clicking on the "Delete" option in the menu when double tapping will delete the recording from the computer. Note that there is no confirmation message, the action cannot be undone, and the recording is permanently deleted and unrecoverable.
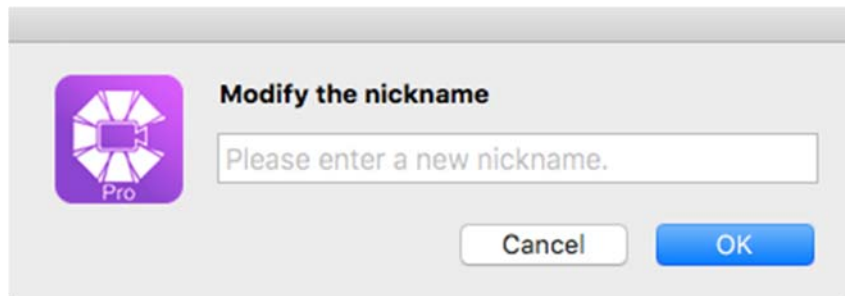
1.5.8   Personal Information

Clicking on the profile and avatar on the side bar will open the profile screen, where the user may change personal information or logout.
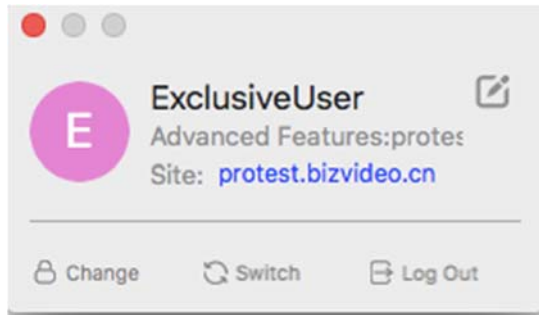
➢ Edit Name

Clicking on the pencil and square icon next to the username will open another window where the user may enter a new username. Clicking "OK" will change the old screen name to the new one.

➢ Edit Password

Clicking on the "Change" button at the bottom left corner will open another window where the user may change the password of the account. The old password and the new password must both be entered and the "OK" button must be pressed for the change to take place. Note that the new password has the same constraints as the old password.
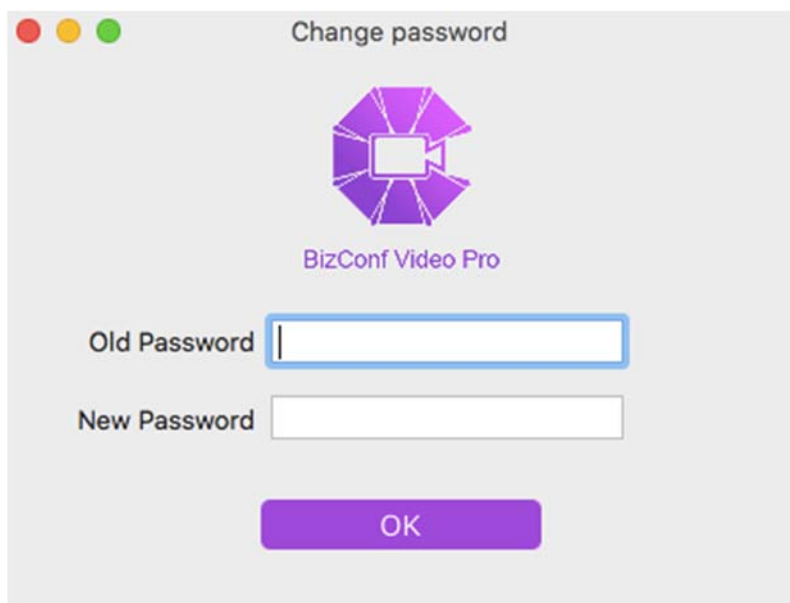
➢ Switch Accounts

Clicking on the "Switch" button will redirect the user to the login screen, where the user may change accounts.
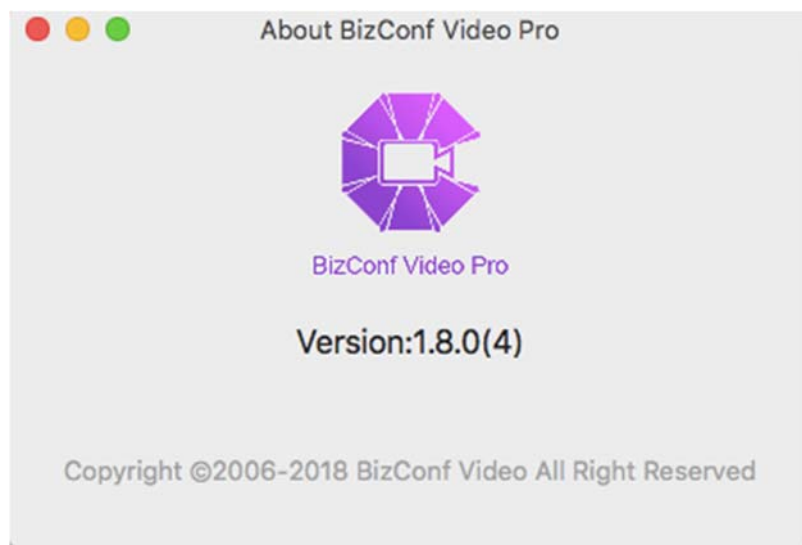
➢ Logout

Clicking on the "Log Out" button will log the account out and return to the login screen.
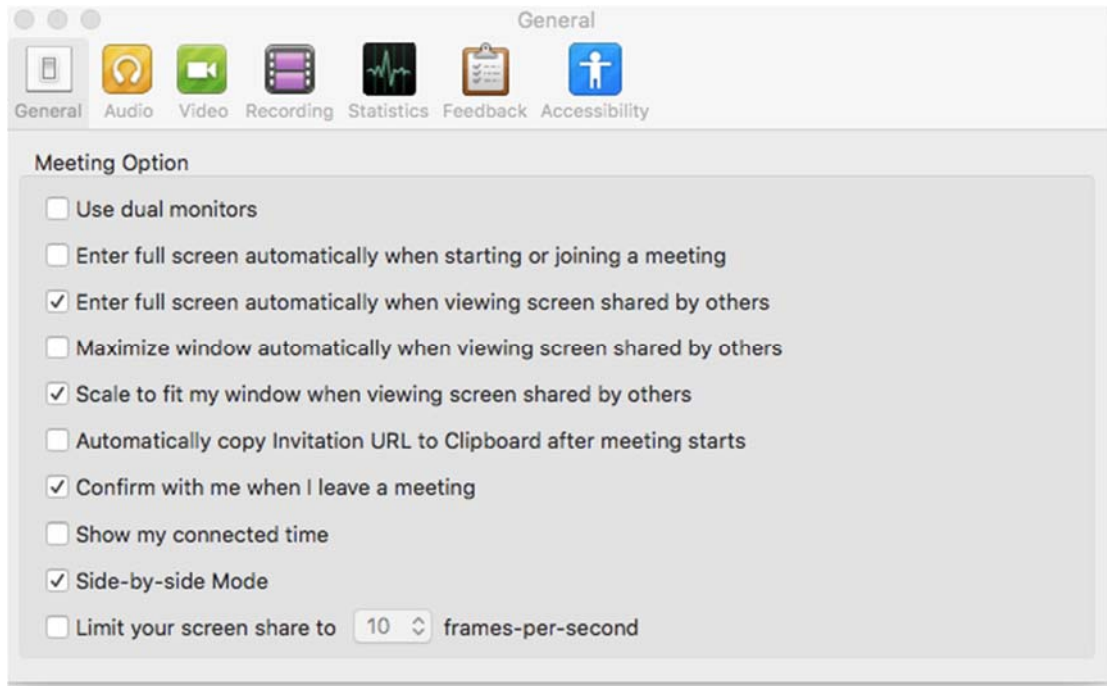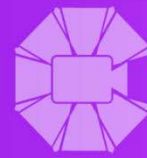
1.5.9 Settings

➢ About BizConf Video Pro

Clicking on "BizConf Video Pro" in the top left hand corner of the screen next to the apple symbol, then clicking on the "About BizConf Video Pro" will open a window showing the current version of the program.

➢ Settings

Clicking on the gear ⚙ icon in the bottom part of the sidebar will open the settings page, where the user may edit or test various audio, video, or other settings. The "General" tab deals with settings for meetings, such as joining them, showing time connected, or how many FPS the player is limited to. The "Audio" tab deals with the speaker and microphone of the computer, and can either set which ones or use or test them. "Video" deals with the camera player, and can be used to set which camera or settings dealing with camera feeds in meetings. "Recording" deals with recordings such as where to save them, and "Statistics" deals with how the system or hardware is currently handling or performing. "Feedback" allows the user to send suggestions or bug reports, and "Accessibility" handles increasing font size or hotkeys for the user.

> ➤ Give Feedback

The user may also give feedback by clicking on the "BizConf Video Pro" button on the top bar, then clicking on "Feedback to BizConf Video Pro". This will open another window where the user enters an identifying name or number and then the feedback, then pressing "Feedback" to send the report or comment.

➢ Check for Updates

Clicking on "BizConf Video Pro" in the top left hand corner of the screen next to the apple symbol, then clicking on the "Check the update" have the system check if there is an update available. If there is a new update then the system will prompt the user in a new screen to update to the latest version by clicking the "Update" button. If there are no updates, then the window will say that it is the latest version.
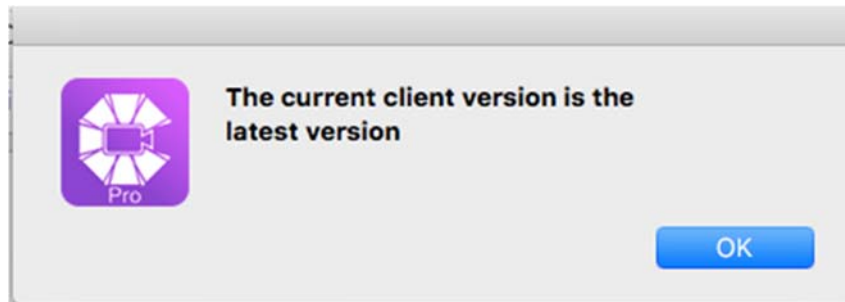
➢ Close Application

Clicking on "BizConf Video Pro" in the top left hand corner of the screen then clicking on the "Quit" button will immediately exit the application. If the user is in any meetings when exiting, the user will automatically leave the meeting.

➢ Video Player

The video player and its functions used in the Mac version is very similar to the one used in the Window's client. For more information about the meeting player and its functions, such as sharing content or managing the meeting, please see the respective section in the Window's client.

1.6 Join Meetings through Hardware

➢ Through H.323 Protocol

223.202.53.83##Meeting ID or 223.202.53.84##Meeting ID

➢ Through SIP Protocol

Meeting ID@223.202.53.83 or Meeting ID@223.202.54.83

1.7 Join Meetings through MCU

➢ Using Polycom MCU

1、Create the meeting with Polycom MCU，

2、Select the meeting, click invite users, then enter the conference IP address of 23.202.53.83 or 223.202.53.84，the meeting can also be joined through Cisco MCU.

Note：The IP address of the meeting may be found in the invite message when inviting users.

3、Use hardware or software terminal that is directed connected to the MCU

4、The interface should show the following image where the user may obtain the verification

code：

5、Click the host's identity ，select ，then enter the five

digit verification code in the text box, then click on the invite to complete the MCU connection.
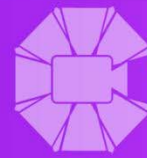

➢ Using Cisco MCU

　1、Create the meeting with Cisco MCU，

　2、Select the meeting, click invite users, then enter the conference IP address of 23.202.53.83

or 223.202.53.84，the meeting can be joined through Cisco MCU.

Note：The IP address of the meeting may be found in the invite message when inviting users.

　3、Find the DTMF soft keyboard and enter the conference ID and #

　4、If there is a password for the meeting the user must enter it before joining the meeting.

1.8 Technical Specifications

1.8.1   PC Hardware Requirements

CPU：Single Core 1GHZ

RAM：2G

1.8.2 PC Operating System

- ➢ Microsoft：

    Windows XP/WIN7/WIN8/WIN10

1.8.3 Mobile Requirements

Apple：10.0 and later.

Android：4.0 and later.