



Quidlab E-Meeting & Voting System User's Manual Conferencing Option

Some options may not be visible

Contents

Introduction	3
How to Login	3
How to Navigate	4
Vote Menu	5
Quorum & Voting Results	5
Download Documents	6
Asking Question	6
Asking Question - by Message	6
Asking Question - by Voice	7
Toggle Tile View	7
System user manual download menu	8
Logout	8
Settings.....	9
Technical Support	10
Minimum System Requirements	10
Frequently Asked Questions (FAQ).....	11
Other Questions:.....	12

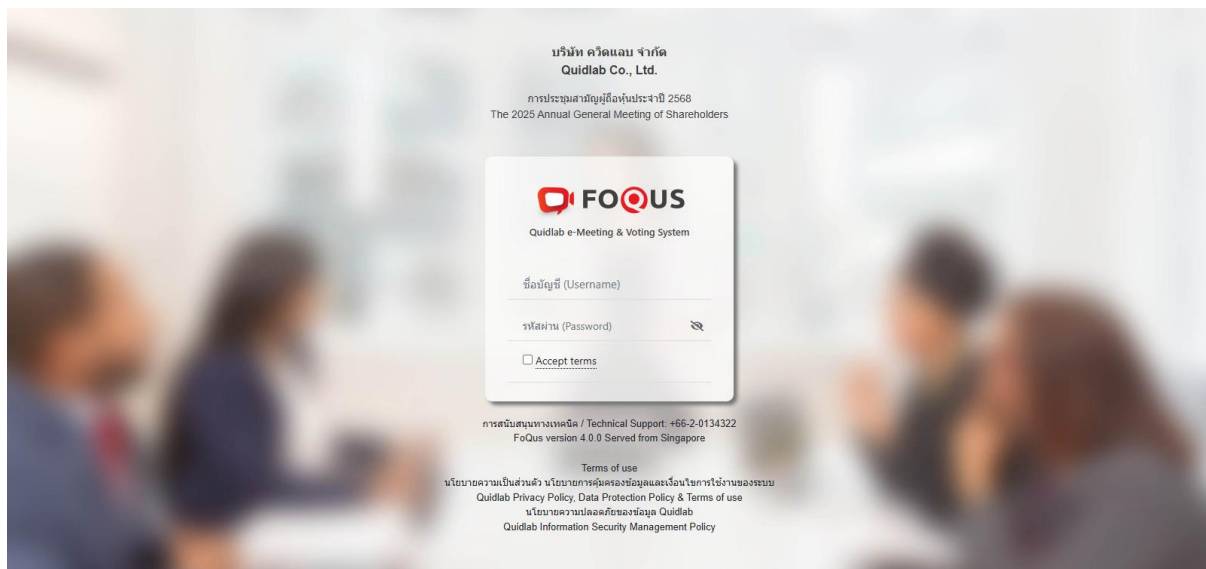
Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is a very easy to use system and does not require any special skills. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use a computer, laptop, tablet or phone.

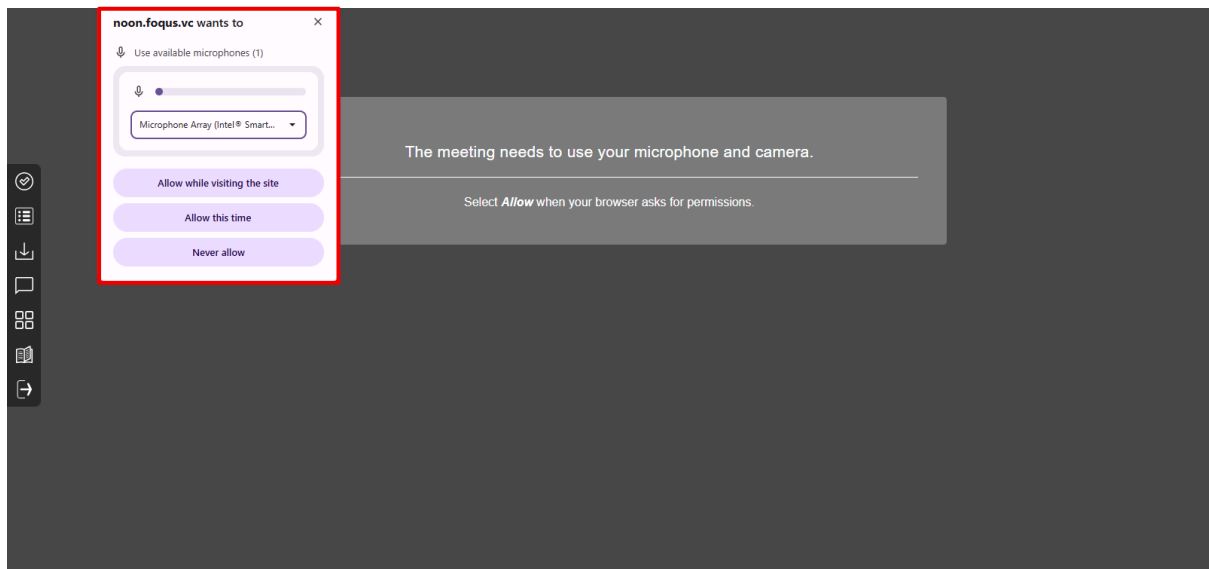
You will receive an email with username and password. This username and password are valid only for E-Meeting or E-Meeting of company stated in the email. Email also contains a link to join the meeting like <https://quidlab.foqus.vc> (Example Only)

How to Login

1. Click on the link in email or type URL in browser. After clicking you will be taken to E-Meeting website
2. Enter your username & password
3. Click ☒ Accept Terms, then click Login button to join the meeting



4. If the username and password are correct you will be granted access, and a screen will be presented.
5. You may be asked to allow camera and microphone permissions when you join meeting or when you start the camera and microphone (if you do not grant permission, you can still join the meeting however you may not be heard or seen by other people in case you need to ask questions using microphone).

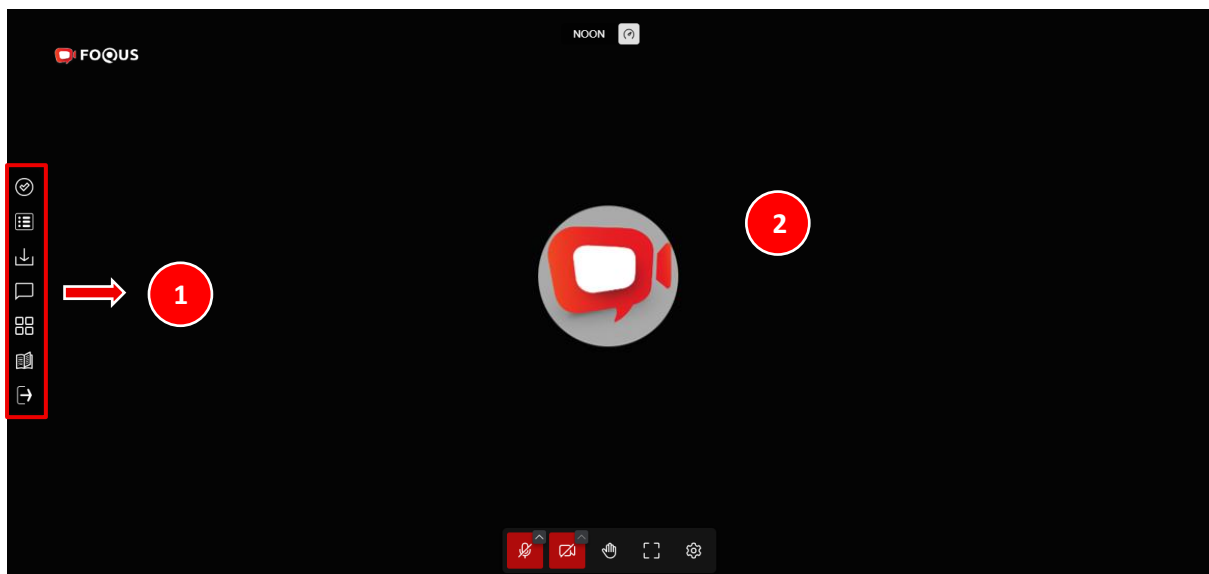


6. Once permission is granted you will be able to see other participants. Depending on meeting requirements you may be able to see all or only some of the participants who have their camera on.

How to Navigate

The E-Meeting system has the following parts which can be navigated by menu located on the left side of the screen **(1)**.

Other users of E-Meeting will be shown in this section **(2)**.

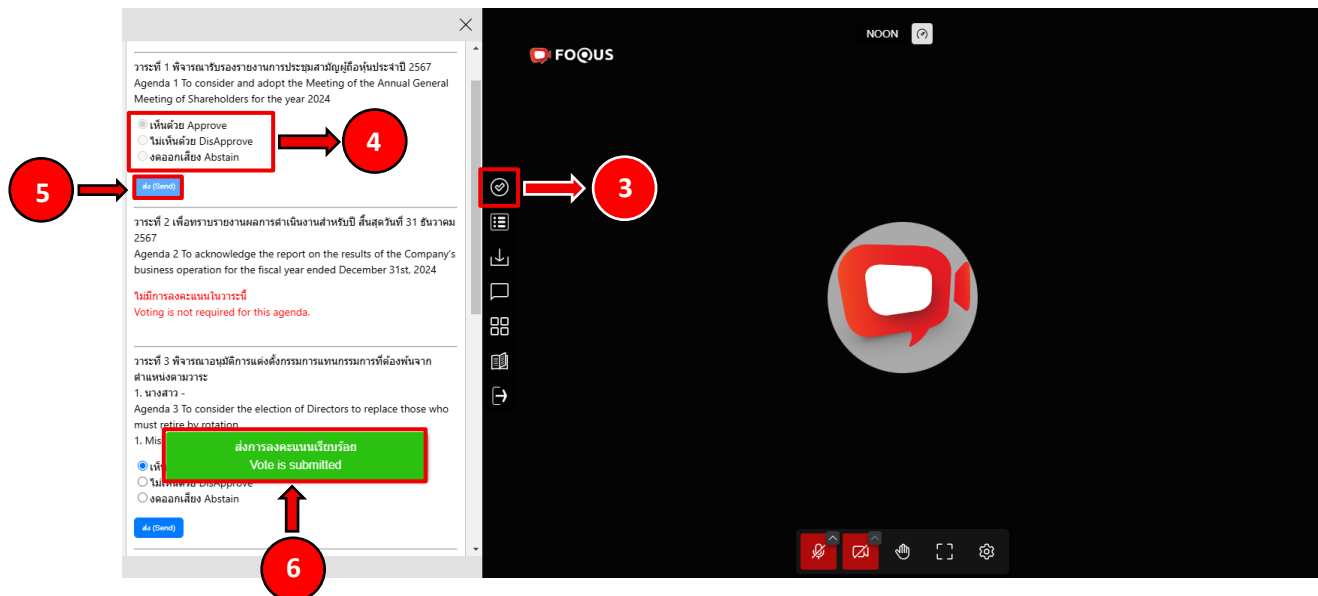


Vote Menu

Once you click on Vote menu **(3)**, you can navigate to the Voting section to cast your vote. You can see all agendas listed here and can cast your vote any time till the time if Agenda is not closed. Once Agenda has been discussed and closed you cannot change your vote. (This Agenda has been closed cannot vote)

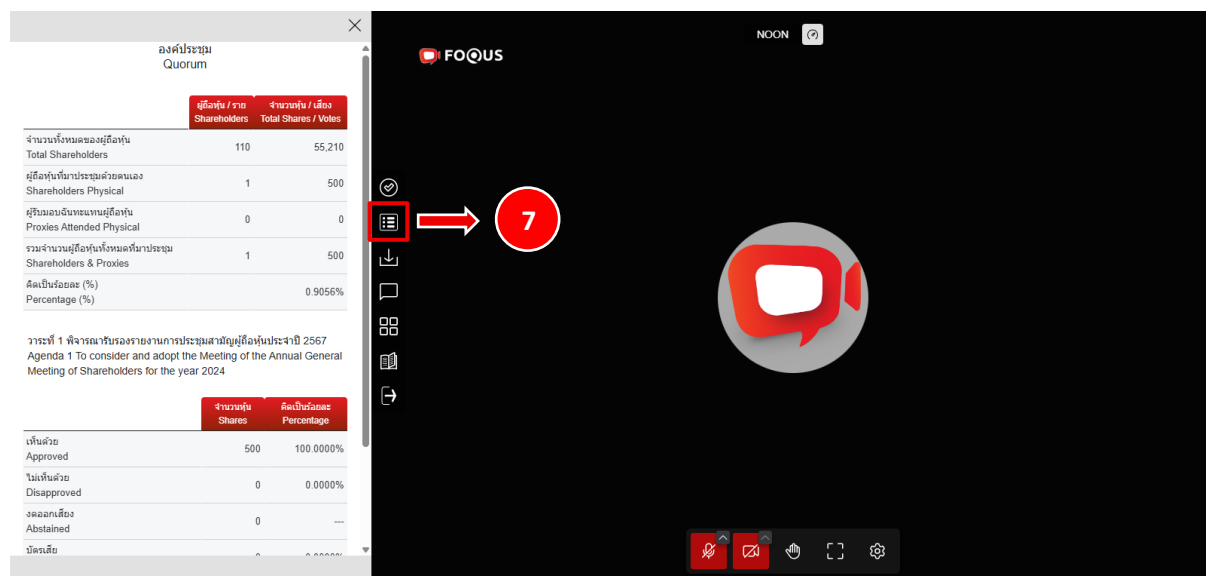
There is a separate Send Button for each agenda. You must click on the radio button **(4)** to choose, "Approve", "Disapprove" or "Abstain" and then click Send **(5)**.

Once your vote is submitted you will be notified by a pop-up alert message. Voted is submitted **(6)**.



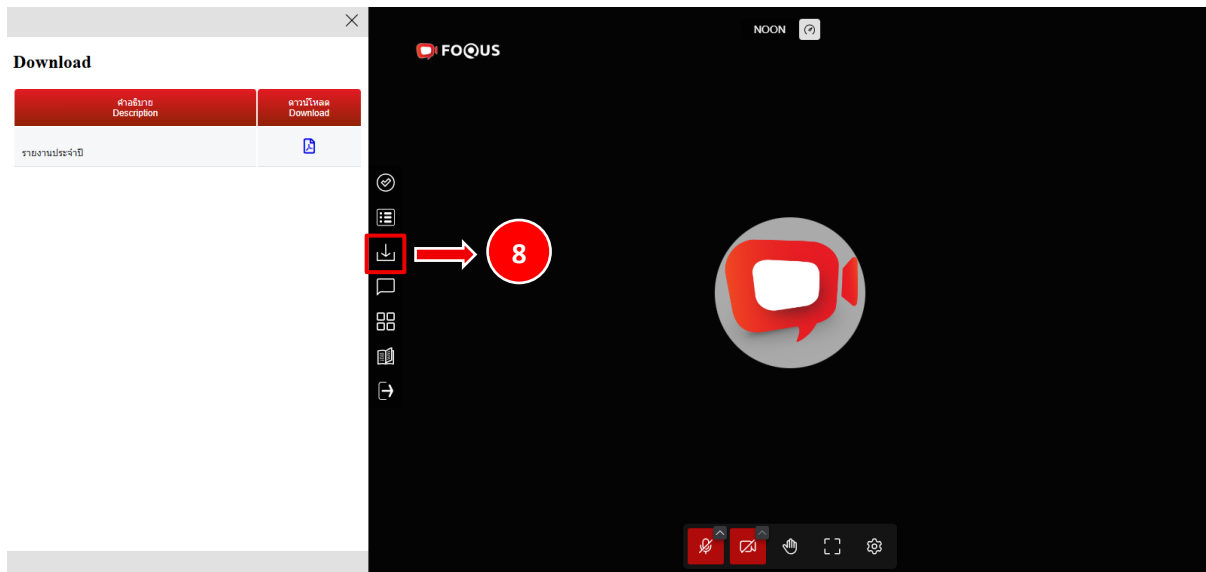
Quorum & Voting Results

You can check quorum and results by clicking on Voting Results Button **(7)** any time, votes will be displayed only after agenda is closed.



Download Documents

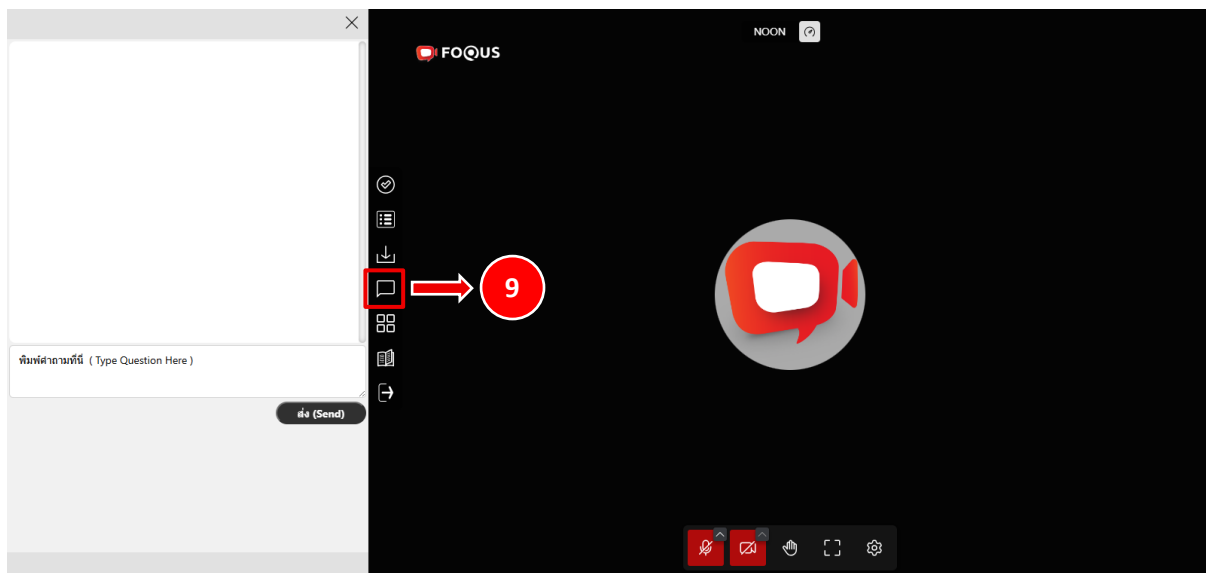
You can download company provided documents, if any e.g., Annual Report, Company presentation etc. by clicking on Download button **(8)**.



Asking Question

Asking Question - by Message

Click on the Ask Question button **(9)** to navigate to Ask Question chat screen. You can type your message in the textbox then click send to send question

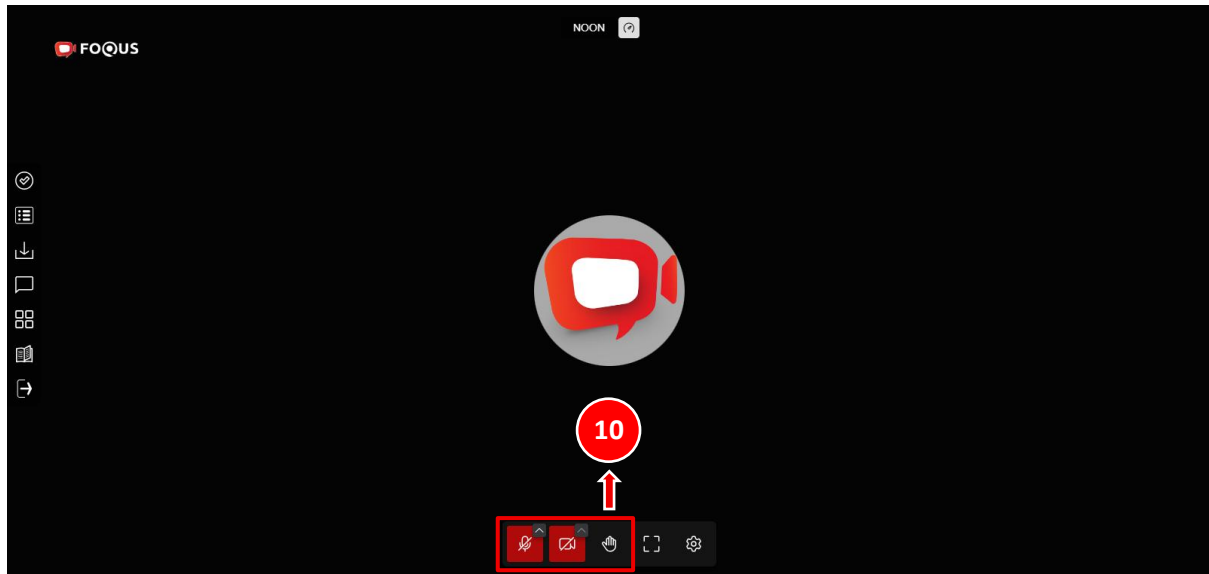


- The question will be sent directly to the company officers, they can see all questions, but you will only see your own question.
- The company cannot reply through chat box to the question. The questions must be answered through the voice only.

Asking Question - by Voice

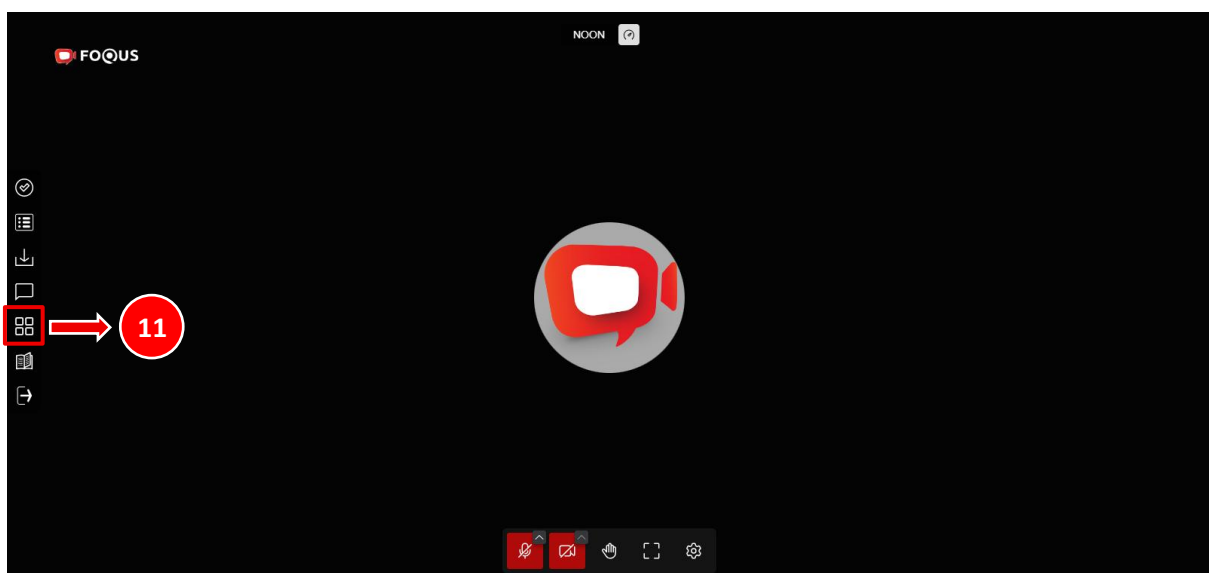
Clicking on the Hand Button **(10)**, and then waiting for the company approval. Once your request is approved, the director or company officer will ask you to unmute your microphone and ask your question. (You may also turn on your camera if required).

(This Option is available only in the meeting where the camera and microphone access are allowed for users.)



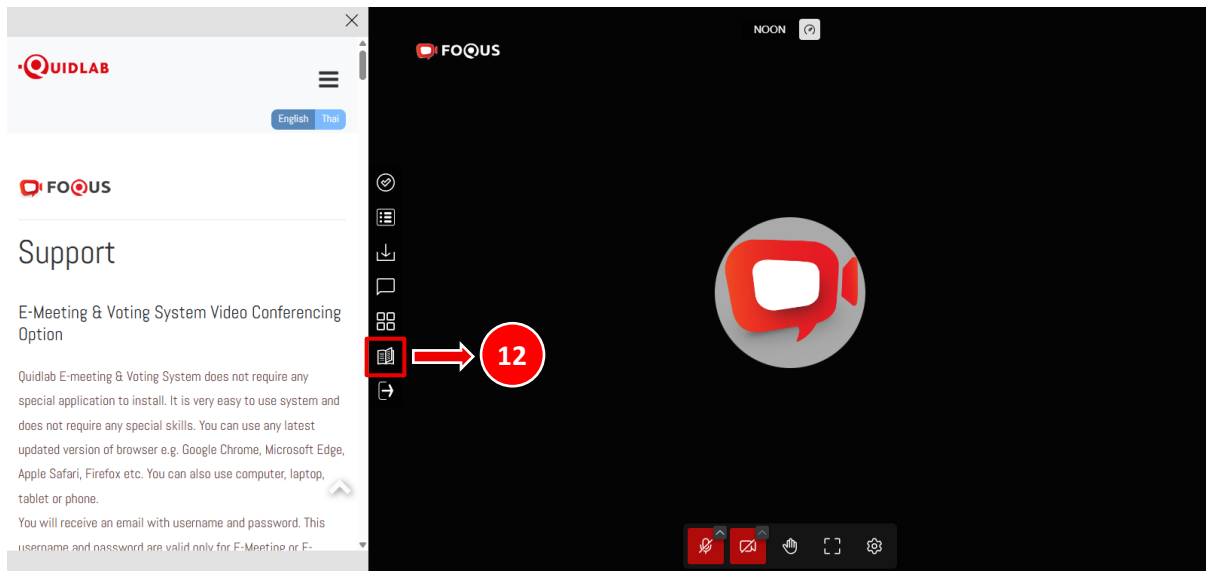
Toggle Tile View

Icon 4 small squares **(11)** You can choose to watch in a single window to see active speaker in full screen. or multiple windows showing thumbnails of all presenters who have their camera on.



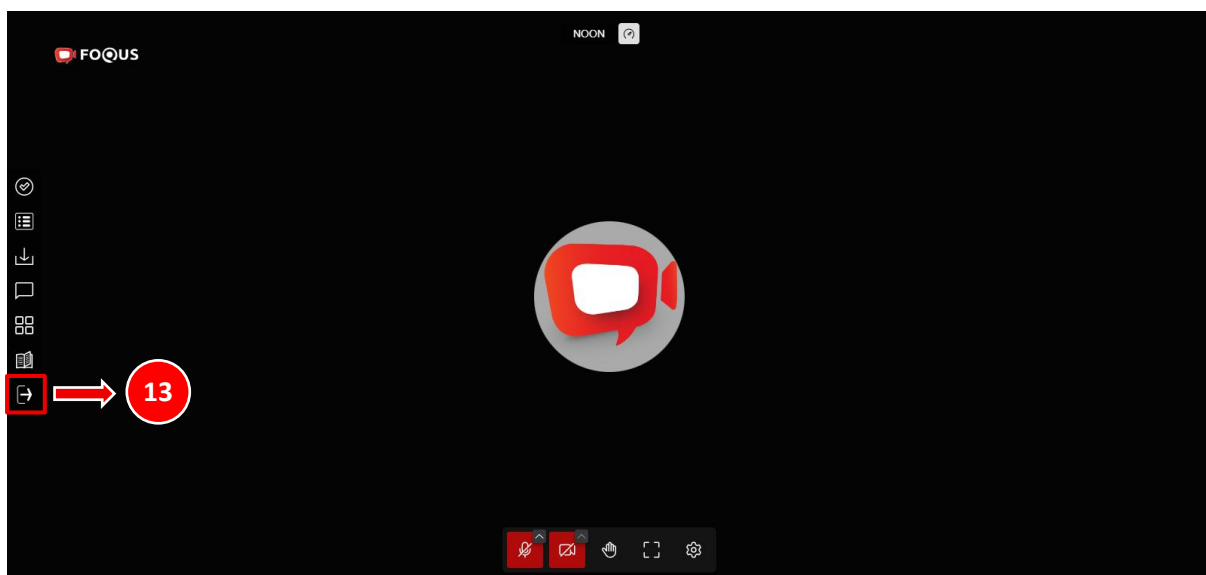
System user manual download menu

To see the manual, you can click on this icon (12).



Logout

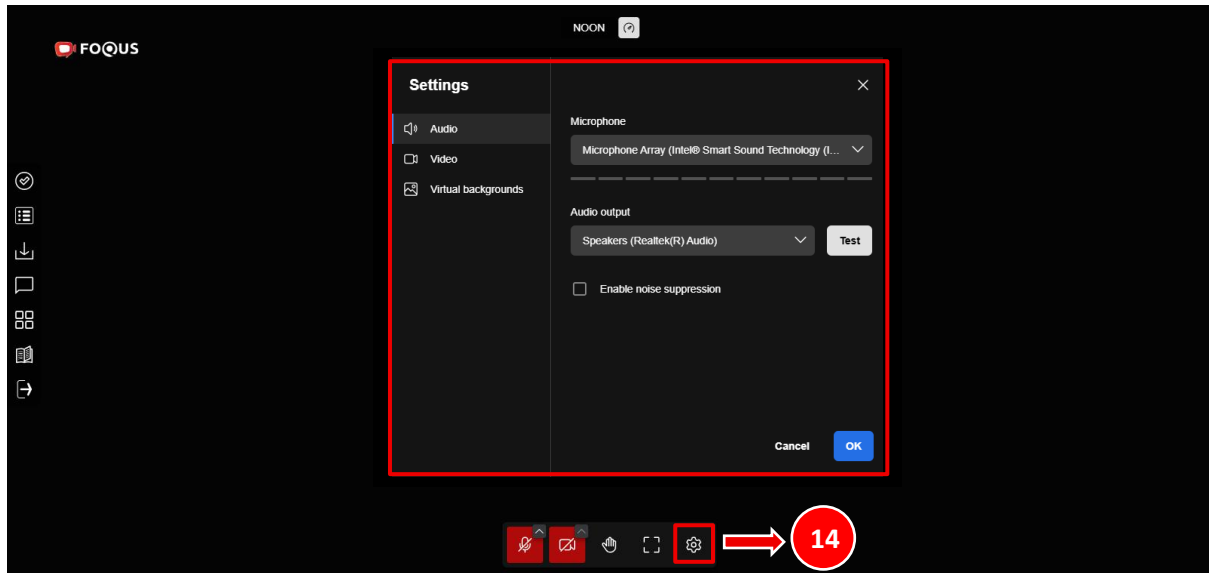
To Logout click on Logout Button (Logout) (13).



Settings

You can change your camera and microphone settings by clicking on Settings button **(14)**.

[This option is available only if camera and microphone access is allowed]



Technical Support

If you see the problem accessing the E-Meeting system you can contact Quidlab at via telephone on 080-008-7616 or 02-0134322 or email at info@quidlab.com

Before contacting technical support, please read the Frequently Asked Questions (FAQ) below which may solve your issue. We recommend that you use a computer (PC) or notebook (Laptop).

- The internet used must be stable and strong enough because the meeting runs for more than 1 hour.
- We recommend to keep your microphone muted & camera off when not talking so other users are not disturbed during meeting.
- When contacting technical support please provide full details of problem, any error message received, type of device used, browser name and version etc.

Minimum System Requirements

Bandwidth	System uses simulcast hence automatically manages video quality or turns off some of videos if bandwidth is low, however for good conference a 5 Mbps bandwidth is recommended.
Video quality	720p
CPU	Video conferencing requires high CPU power, Intel Core i3 or equivalent
Memory	at least 4 GB
Ports	Following ports must be opened for outbound traffic if blocked at firewall
TCP	80 & 443, 5349
UDP	10000

Frequently Asked Questions (FAQ)

Question : Why can't I click a link in my email?

Answer : Some email software may show links as text only. You can copy URL then open in browser Chrome / Safari

Question : I cannot login?

Answer : check the correct username & password provided. Please check if you are copying and pasting username & password correctly. In the most frequent cases, the trailing space for the username and password is copied.

Question : I'm out of the system very often?

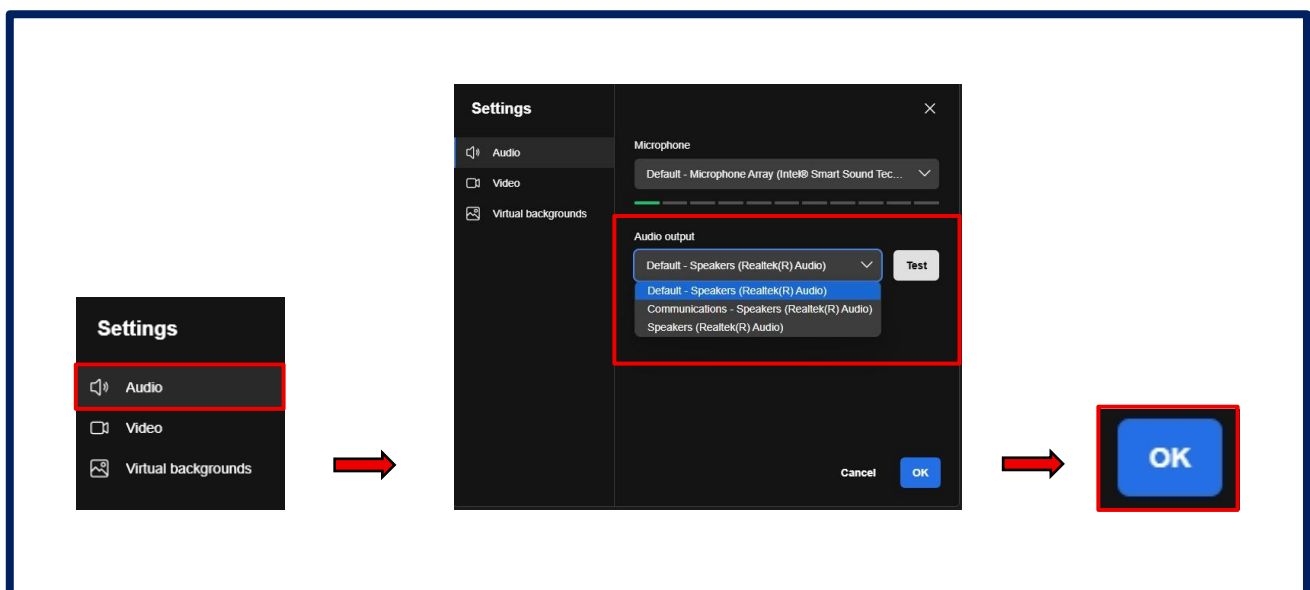
Answer : The internet used must be stable and strong enough because the meeting runs for more than 1 hour / weather conditions may affect the network signal you are using. If you are using WiFi there can be packet drops.

Question : Using headphones/headphones, I can't hear the sound at all. (both bluetooth and wired headphones)

Answer : Please check the volume on your mobile phone or computer to see if it is muted or not.

If you have already checked the sound level, but still haven't heard any sound. Please check that your headphones are connected to the conference system or connected to other devices. You can check as follows:

Go to the meeting system page, press on the mark.  set up / Setting → Audio → Audio output
Press to select the name of your headphones and press OK.



Other Questions:

Question : I can login but get automatically logged out?

Answer : For security reasons each user can login only on one device and if you try to login on another device or different browser on same computer previous login will get logged out automatically. Do not share your username & password with another person.

Question : My voting options are locked, not present for some or all of agendas.

Answer : There are some business rules which can prevent voting and are clearly marked under each agenda for your reference and are self-explanatory, some common cases are as follows:

- The agenda does not require voting and is for acknowledgement only.
- The agenda is already closed hence it gets locked, and you cannot change vote.
- You logged in late and some of the agendas were already voted.
- A proxy form B was sent which has already been voted and does not allow you to change vote.

Question : Do I have to wait for agenda to be discussed before I can cast my vote? or Do I have to wait till the end of the meeting?

Answer : You can cast your votes any time after login and all votes will be recorded. You can also change your vote till the time agenda is not closed by company officers. Once the agenda is closed you cannot change your vote.

Question : My voting or other windows shows “Connection failed. Please log out and log in again” what should I do?

Answer : If the internet connection to voting server is lost you may get this message, you can logout and login again to restore connection.

Question : Will it affect my voting if I logout and login again?

Answer : When you login for the first time the system marks your votes as Approved however you can change your vote any time, even if you logout and login again. Login in and logout several times does not affect your previously cast votes.

Question : I have another technical question?

Answer : Please get in touch with us. 080 -008-7616 or 02-0134322 or via email: info@quidlab.com

Question : How to report a bug or security vulnerabilities?

Answer : If you encounter problems send us an email to info@quidlab.com with the details of vulnerabilities or bug report.