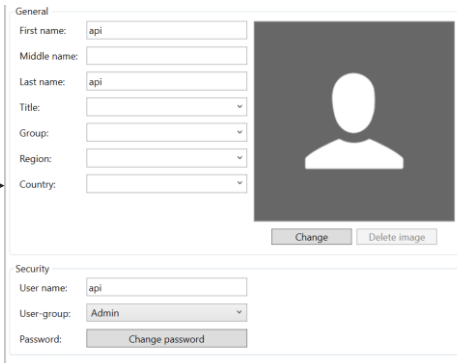
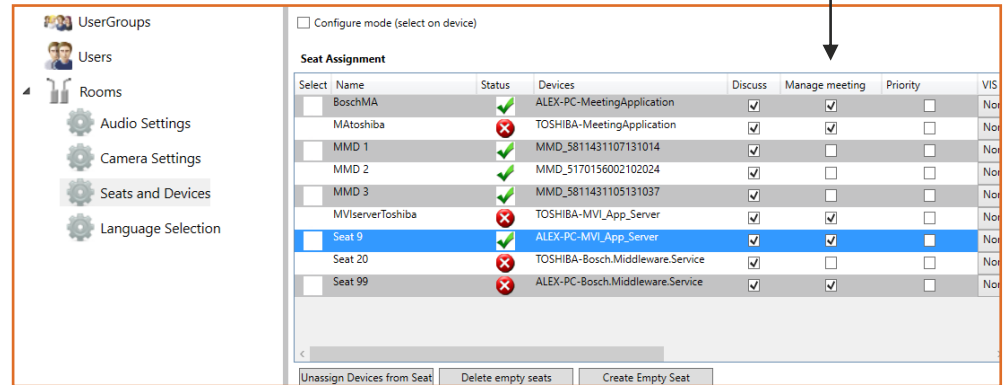


To be able to manage the meeting with **EasyConf** make sure you followed the steps below.
 Or if you see the following warning at the **Control server**: **MM No Manage rights** also follow the steps below.

- **Step 1:** Start the **Bosch Meeting Application**.
- **Step 2:** At **Users** create a user called **API** as in the image below and select **Admin** at **User-group**.
- **Step 3:** Go to: **Configure** → **Rooms** → **Seats and Devices**.
- **Step 4:** Search for **YourComputerName_App_Server** and place a checkmark at **Manage Meeting**.

Select	Name	Status	Devices	Discuss	Manage meeting	Priority	VIS
<input type="checkbox"/>	BoschMA	✓	ALEX-PC-MeetingApplication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	MAtoshiba	✗	TOSHIBA-MeetingApplication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	MMD 1	✓	MMD_5811431107131014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	MMD 2	✓	MMD_5170156002102024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	MMD 3	✓	MMD_5811431105131037	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	MVlserverToshiba	✗	TOSHIBA-MVl_App_Server	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Seat 9	✓	ALEX-PC-MVI_App_Server	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Seat 20	✗	TOSHIBA-Bosch.Middleware.Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Seat 99	✗	ALEX-PC-Bosch.Middleware.Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No

Please start the **EasyConf** software.

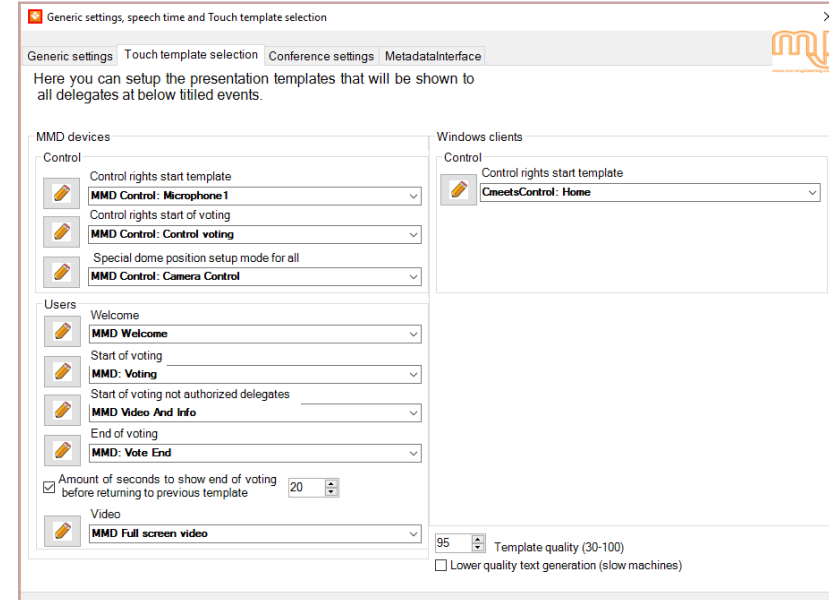
➤ **Step 1:** Open the **MVI Voting and Control**.



➤ **Step 2:** Go to **Templates** → **Touch Control Templates**. A window will open now, like the picture, but with empty fields.

➤ **Step 3:** Select all start templates from the dropdown menu.

➤ **Step 4:** You see the name of the selected template; a template will appear at an **MVI Control Client** or on a Multimedia device at the moment of the situation where its selected for.



Hint: If you don't see any template at the dropdown menu, please check if you have started Meeting Reporter, templates only appear when Meeting Reporter is running.