

EPOS SYSTEM WEB ACCESS

USER GUIDE

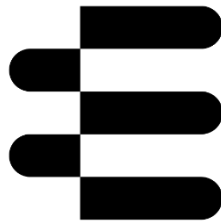


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INTRODUCTION

EPOS SYSTEM WEB ACCESS provides integrated management for **EXPAND VISION 5** and **EXPAND Control** devices.

This manual serves as a comprehensive guide for IT administrators, simplifying the deployment and management of these devices across enterprise networks. It centralizes essential functions for improved video conferencing experience.

Refer to this guide for detailed configuration and maintenance procedures. In case of issues or questions, additional support is available through the user and device manuals or by contacting our technical support team.

Target audience

This manual is made for a diverse group of technology experts and specialists:

- System Administrators
- IT Professionals
- Support Staff
- Audio/Visual Device Managers

System web access

This section provides a step-by-step guide on how to access the web tool to perform tasks.

Step 0 Finding IP Address and Initial Access code

To use the web tool, start by finding the IP address of the collaboration device on the company network using a web browser.

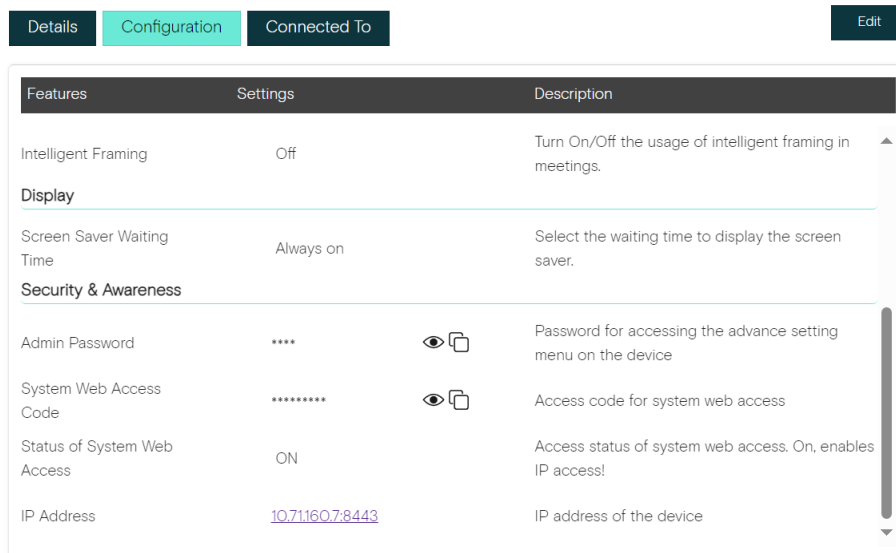
To find the IP address:

Via Controller:

- 1- On first page of controller, click on 'More'
- 2- Enter settings
- 3- Enter device settings
- 4- Click 'About' or 'Network'
- 5- Now under 'About' or 'Network' you can see the IP address.

Via EPOS Manager:

- 1- Open 'Manage device'
- 2- Type in EXPAND Vision 5 on the search field
- 3- Find the relevant device
- 4- Click Configuration
- 5- Under Configuration, see IP addresses



The screenshot shows a configuration page with three tabs: 'Details', 'Configuration', and 'Connected To'. The 'Configuration' tab is active. Below the tabs is a table with three columns: 'Features', 'Settings', and 'Description'. The table lists various settings, including 'Intelligent Framing', 'Display' (Screen Saver Waiting Time), 'Security & Awareness' (Admin Password, System Web Access Code, Status of System Web Access), and 'IP Address'. The IP address is highlighted in blue and underlined as 10711607:8443.

Features	Settings	Description
Intelligent Framing	Off	Turn On/Off the usage of intelligent framing in meetings.
Display		
Screen Saver Waiting Time	Always on	Select the waiting time to display the screen saver.
Security & Awareness		
Admin Password	****	Password for accessing the advance setting menu on the device
System Web Access Code	*****	Access code for system web access
Status of System Web Access	ON	Access status of system web access. On, enables IP access!
IP Address	10711607:8443	IP address of the device

Note: You can only find the device's IP address after it has been deployed on the corporate network.

Logging in

To access the web tool, type the following into your browser's address bar:

<https://<ip address>:8443>

You will then be directed to the interface shown below:

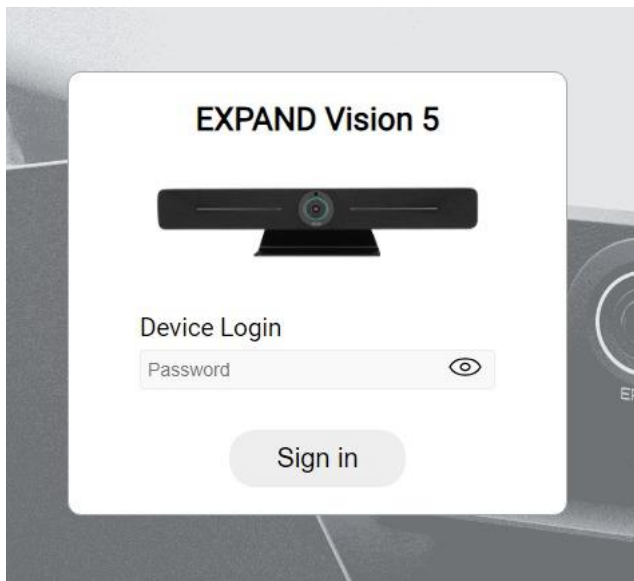


Figure 1 Log in interface

When you get to the login screen, you will need to type in a access code. For your first login, use the default access code, which is the 10-digit serial number of your device.

To find the serial number:

Via controller

- 1- On first page of controller, click on 'More'
- 2- Enter settings
- 3- Enter device settings
- 4- Click 'About'

Via EPOS manager

- 1- Open 'Manage device'
- 2- Type in EXPAND Vision 5 on the search field
- 3- Find the relevant device
- 4- Click Configuration
- 5- If the status of System web access is off, click 'Edit'
- 6- Set the status 'On'
- 7- Set an access code

The first time you log in with Serial number, you will ask to change the access code.

Default access code used!
New password required

Passwords must contain:

1. at least 8 characters
2. an uppercase letter
3. a lowercase letter
4. a number
5. a special character

New access code:

Confirm access code:

Sign in

Here you can update the default access code with your unique password.

The access code must contain:

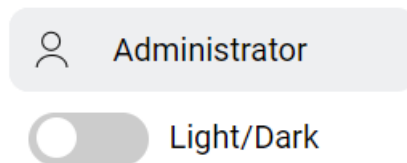
- 8–12 characters
- an uppercase letter
- a lowercase letter
- a number
- a special character

Enhancing Security:

To secure your system, it is important to change the default access code to a strong password.

You can change the access code through the website interface by following the steps below:

- 1- On the side menu, select 'Administrator'



- 2- Under access code

A screenshot of the 'Access Code' settings page. At the top, there are two tabs: 'Access Code' and 'About'. A red arrow points to the 'Access Code' tab. Below the tabs, there are three sections, each with a label and a password input field with an eye icon for visibility: 'Current access code' with 'Current Password', 'New access code' with 'New Password', and 'Confirm access code' with 'Confirm New Password'. Below these sections is a 'Set Access Code' label and an 'Apply' button.

- 3- Change your access code as desired.

Factory reset

If a user forgets the access code and needs to recover the default access code, they must perform a factory default reset on the collaboration device, which resets both the collaboration bar and the controller. Here are the steps to do this:

From your device controller, navigate to:

[Device Settings > Debug Tools > Enter pin* code > Click on Factory Reset.](#)

*Default pin is 0000

Select 'OK' in the popup and the reset is completed. For more information, please see:

[How to factory reset the EXPAND Vision 5 \(youtube.com\)](#)

User Interface overview

Once you have successfully logged in, the screen will transition to the following page:

Figure 3 Digital Dashboard

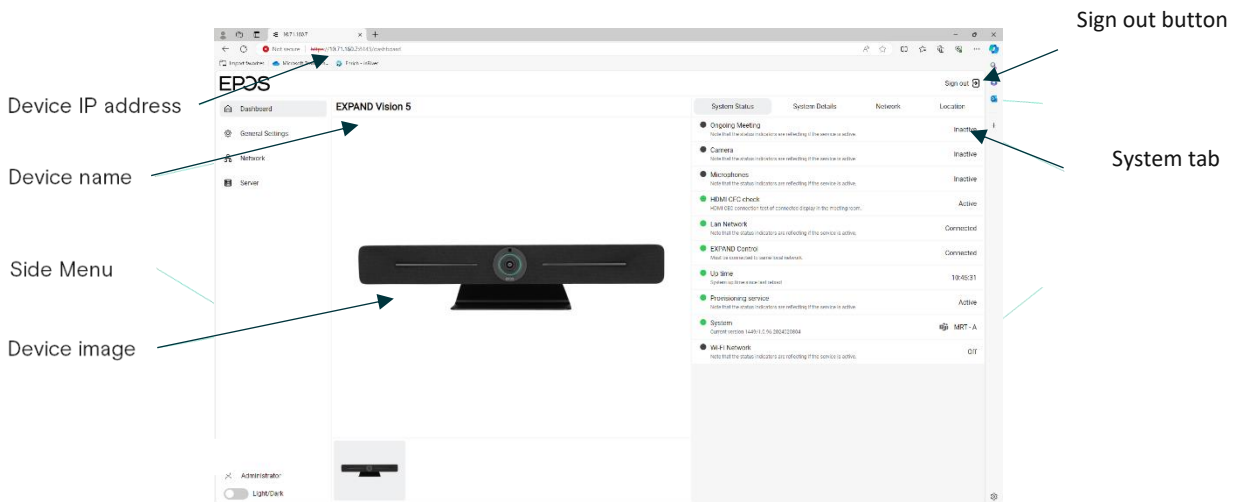


Figure 2 Dashboard UI sections

Dashboard

The dashboard offers status details:

- **System Status:** Summarizes the device's operational state and service connectivity.
- **System Details:** Displays the device name and firmware specifics.
- **Network Status:** Lists network configuration details such as IP address, netmask, and gateway.
- **Location Status:** Indicates the precise installation site of the device, with building, floor, and room information.

To update settings or make changes, please navigate to the appropriate option within the Side Menu.

Auto logout

For security reasons, the web tool features an automatic logout function:

- **Inactivity timer:** After some time of inactivity, a prompt will alert you that an automatic logout will occur in 2 minutes.
- **Options:** Select 'Cancel' to continue your session or 'Log Out' to exit the application immediately.

General Settings

This section of the web tool enables customization of your device for your enterprise needs, including configurations, updates, log downloads, resets, and time adjustments.

Locating “General Settings”

Access the General Settings via the side menu:

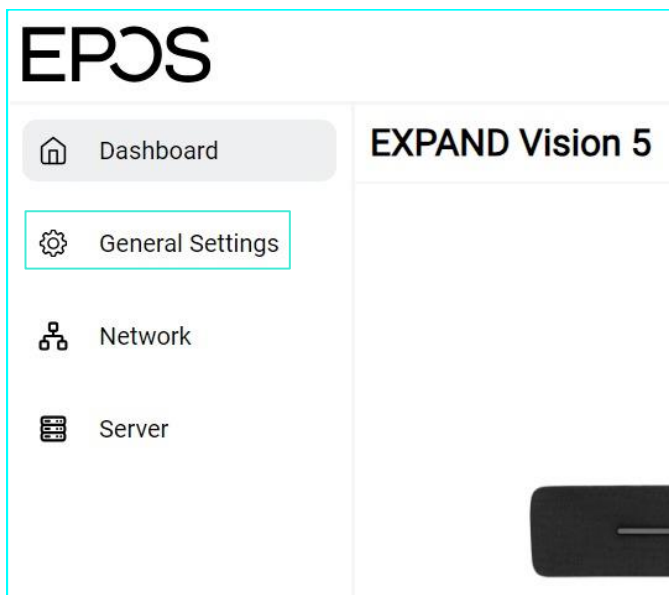


Figure 4 Accessing General Settings menu

Firmware

The Firmware section shows the current version of the software installed on the device. If there is a newer version available, it will be displayed here along with an option to update.

Firmware	System	Location	Time
Installed Firmware			1.9.23365.01
No new firmware available			

System

In this section, we will learn how to download logs, restart the system, and perform a factory default restoration.

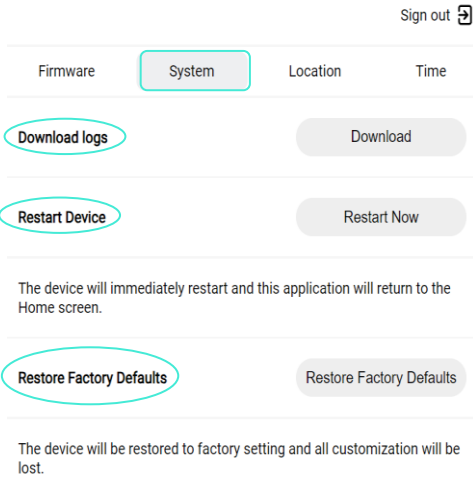


Figure 5 System settings interface

Download Logs:

Click on 'Download Logs' in the 'System' menu as shown in the figure above.

Note: Be aware that log files may be large, requiring the system to enter idle mode as the log is prepared and downloaded.



Figure 6 Logs preparing

Restart Device

Simply click on 'Restart Now', if the device has successfully rebooted, you will view the message below:

Device rebooted successfully!



Figure 7 restarting the device

Restore Factory Defaults:

Click on 'Restore Factory Defaults' in the 'System' menu. If restarting was successful, you will receive the message below:

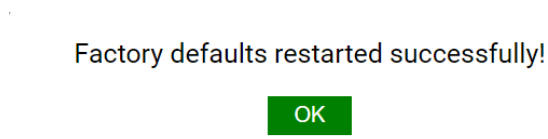
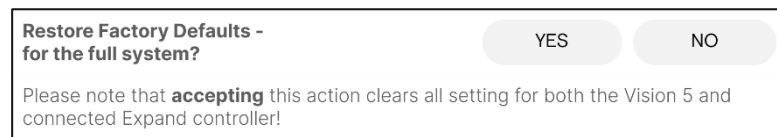


Figure 8 Factory default

Keep in mind that initiating this will perform a complete factory reset, erasing all device settings, and returning it to its original state.

Note: You will also have the option to reset the connected controller simultaneously, allowing for a complete system reset.



Location Management

The "Location" tab allows users to name and modify the locations of their devices

To adjust device Location settings:

- 1- Access General Settings.
- 2- Select the Location tab.
- 3- Update settings as required.

Firmware	System	Location	Time
Device name:	expandvision5t-A004410222700021		
Building:	Mint		
Floor:	2		
Room:	Punch		
Capacity:	4		
<input type="button" value="Apply"/>			

Figure 9 Location settings

- 4- Confirm changes by clicking "Apply."

Note: the "Capacity" parameter indicates the maximum occupancy of the meeting space.

This feature helps to efficiently organize devices within the EPOS Management app.

Time

This section allows you to adjust the device's time zone to match the local time region. To adjust device Location settings:

- 1- Access General Settings.
- 2- Select the Time tab.

3- Update settings as required.

Firmware	System	Location	Time
System date and time			undefined
Change time format		12 hours	▼
Time Zone		Europe/Copenhagen	▼
<input type="button" value="Apply"/>			

Figure 10 Time Settings

4- Confirm changes by clicking "Apply."


Network


This section displays the network configuration menu.


To access network settings, select 'Network' from the Side Menu.

EPOS

 Dashboard

 General Settings

 Network

 Server

LAN Configuration

The LAN configuration section allows to manage network connections, offering options for automatic or static IP setup.

LAN	Proxy	NTP Server
WiFi		Disconnected
LAN Status		Connected
IP Configuration:	<input checked="" type="radio"/> DHCP <input type="radio"/> Static	
IP Address:	10.71.160.7	
Subnet Mask	255.255.255.0	
Default Gateway	10.71.160.254	
DNS 1	10.100.127.150	
DNS 2	10.100.127.151	
Proxy Host And Port	Host	PORT
MAC Address	00:16:94:70:C5:C5	
<input type="button" value="Apply"/>		

IP Configuration for DHCP & Static

In the 'IP Configuration' section, users can choose between DHCP and Static settings. Here is what each option means:

- DHCP (Dynamic Host Configuration Protocol): Automatically manages IP Addresses, Subnet Masks, and other network details for network devices.
- Static Configuration: Manually input an IP Address, Subnet Mask, and default gateway.

Once the user selected their preferred method click "Apply" to save the settings.

Certain settings are only editable with Static IP Configuration (read-only for DHCP).

Default Gateway

This section specifies the device's IP address used to route traffic to external networks.

Primary DNS (DNS 1)

The main DNS server's IP address, providing IP addresses to devices.

Primary DNS (DNS 2)

The backup DNS server's IP address used if the Primary DNS is unreachable.

MAC Address

A unique identifier for the network interface, permanently set and read-only and the control address for media access.

Once the changes have been made, press "Apply" to save the settings.

Proxy

Proxy serves as a mediator between a user and the internet, managing requests and responses.

The screenshot shows a configuration interface with three tabs: 'LAN', 'Proxy', and 'NTP Server'. The 'Proxy' tab is active. Below the tabs, there is an 'Edit' label on the left and a toggle switch on the right. The main area contains a 'Proxy Host And Port' section with two input fields: 'Host' and 'PORT'.

In this section, you can configure proxy server settings such as the port and host.

- 1- enable the edit tool via the toggle button
- 2- Enter the Host & PORT numbers for the proxy server access.
- 3- Click 'Apply' to save settings.

NTP Server

The Network Time Protocol (NTP) is for timekeeping across internet-connected computers and devices.

To customize the NTP settings or switch to a preferred NTP server, enter the address in the NTP Server section provided below.

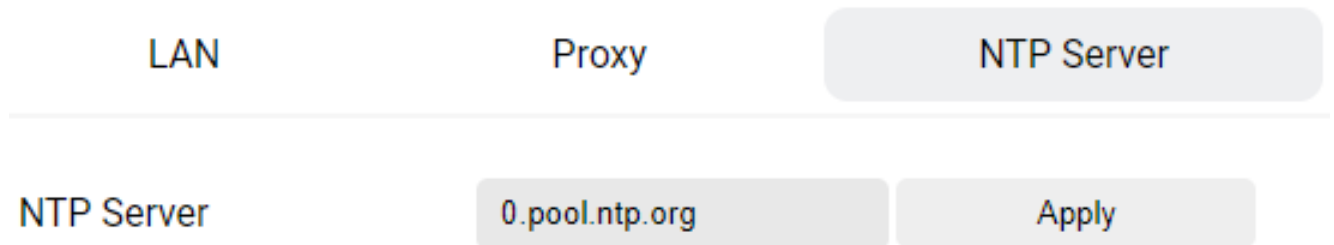


Figure 11 NTP Server

Server

The Server section provides details and configuration options for the EPOS Manager Tenant.

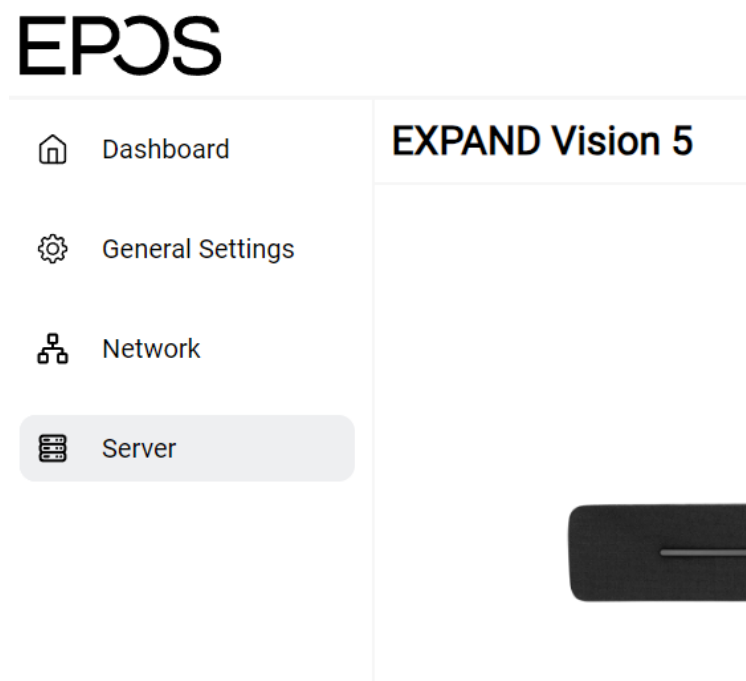


Figure 12 Server section

Changes in the web access synchronizes every 2 hours with EPOS Manager. To synchronize the change immediately, click 'sync' button.

Device Sync

The Device Sync tab displays:

1. The server info for the connected EPOS Manager tenant.
2. Time since the last sync from server to device.

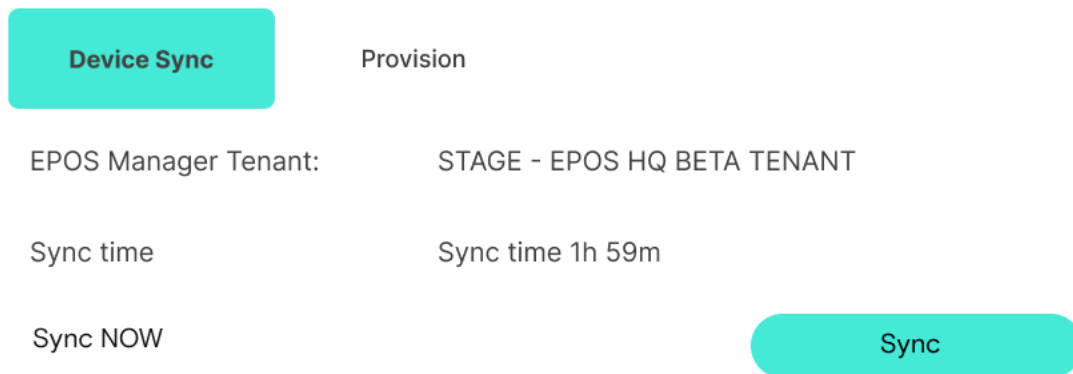


Figure 13 Server - Device Sync

To start synchronization, click on “Sync.”

Provision

Under the Provision Tab, users can select the server type based on their requirements:

- **Enterprise Cloud Server:**
- **On-Premises Server:**

Enterprise Cloud Server:

When choosing Enterprise Cloud mode, users must enter the Quick Connect Code.

Quick Connect code can be generated from EPOS Manager in the 'Provisioning' section.

Device Sync	Provision
Enterprise Cloud	<input checked="" type="checkbox"/>
Quick Connect Code	<input type="text" value="Quick Connect Code"/>
On Premise	<input type="checkbox"/>
Quick connect code	<input type="text" value="GXQICL7P7"/>
On-Premise Server URL	<input type="text" value="https://video-stage.enterprise.eposaudio.c"/>
INFO: Please provide the URL of the EPOS manager on-premise installation.	
<input type="button" value="Apply"/>	
INFO: Use the Quick Connect code generated in EPOS Manager to connect to the tenant. <i>After you apply the new provision data the device will reboot!</i>	

On Premise:

Alternatively, the user can select to be on 'on Premise' mode.

In this case an existing EPOS Manager Server can generate a QR code to connect without manually entering the URL or manually enter the 'Quick connect code' and the 'On-Premises Server URL.'

Administrator

The 'Administrator' section allows changing the 'Access Code' and 'About' subsection, which includes guides and legal documentation.

Access Code

You can change the Access Code needed to log into the EPOS System Web Access. Usually, EPOS Manager centrally manages this setting, but you also have the option to change it directly on the local device.

Access Code/Password requirements

- Length: 8–12 characters
- Include at least one uppercase letter
- Include at least one lowercase letter

- Include at least one number
- Include at least one special character

The screenshot shows a user interface for setting an access code. At the top, there are two tabs: 'Access Code' (which is selected) and 'About'. Below the tabs, there are three sections for password input:

- Current access code:** A label followed by a text input field containing 'Current Password' and a toggle icon (an eye with a slash).
- New access code:** A label followed by a text input field containing 'New Password' and a toggle icon.
- Confirm access code:** A label followed by a text input field containing 'Confirm New Password' and a toggle icon.

Below each input field is a note: 'Please note that the code must follow the Password format noted below.' At the bottom of the 'Access Code' section is a button labeled 'Apply'.

Figure 14 Access Code subsection

IMPORTANT

There is no recovery option for a forgotten global access code. If the global access code is lost or forgotten, the only solution is to reset the device to its factory settings.

About

In the "About" section, you will find a link to essential quick start guides for your device, alongside important legal information.

The screenshot shows the 'About' section of the user interface. At the top, there are two tabs: 'Access Code' and 'About' (which is selected). Below the tabs, the content includes:

- A 'Help' link.
- A blue hyperlink labeled 'EPOS EXPAND Vision Guides'.
- A button labeled 'Sign Out'.

Figure 15 About Section current

Appearance

For added user convenience, an alternative Dark Mode feature is available.

To switch between Light and Dark mode, use the “Light/Dark” button at the bottom of the home screen.

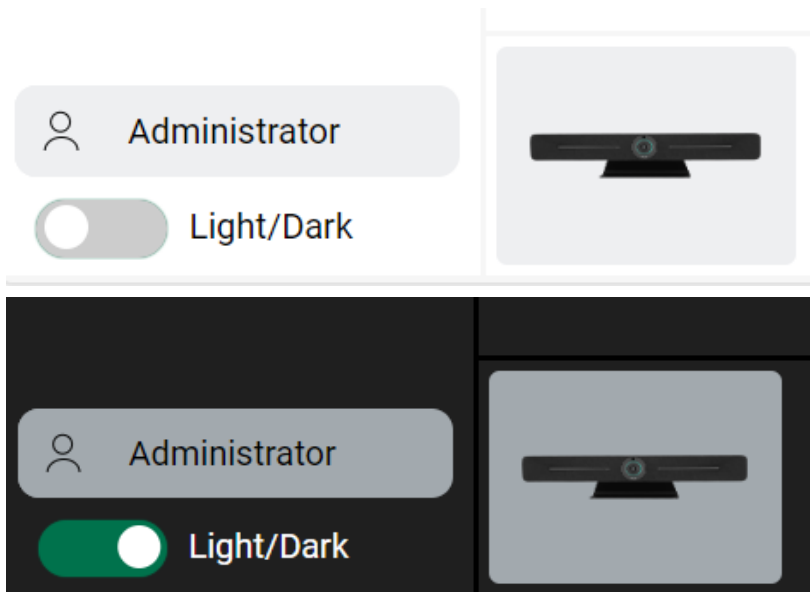


Figure 16 Light/Dark mode