

# SP2TEX

Paperless Multimedia Conference System

## OVERVIEW

Secure paperless meeting system, converting voice to text is a solution applying information technology and artificial intelligence (AI) in the management, organization of conferences, internal meetings of agencies and units.

This solution helps optimize the meeting organization process, minimize the use of documents, increase security, and automatically record meeting minutes through speech-to-text technology.

## OPERATING PRINCIPLE

The system is deployed in a conference room with main components including conference microphone, delegate tablet, AI server and control workstation.

The operation flow is described as follows:

### 1. Audio acquisition:

Each delegate is equipped with a conference microphone connected to the central audio system. This system not only serves the purpose of amplifying the sound in the conference room but also simultaneously transmits the audio signal to the AI server.

### 2. Convert speech to text:

The audio signal is processed on the server installed with AI software capable of recognizing Vietnamese speech. The system automatically separates the speaker, converts the speech content into text, and records the meeting minutes in real time.

The results can be stored, searched, and shared in the paperless meeting software.

### 3. Paperless meetings on digital platforms:

Delegates tablets are installed with paperless meeting software. Here, delegates can:

- Receive meeting notifications and schedules;
- Access, read, take notes and share documents;
- Participate in online voting and discussions;
- Monitor speech content that has been converted into text in real time.

### 4. Management and administration:

A control computer (workstation) is used by the secretary or meeting moderator. This computer can:

- Create, edit, delete meetings;
- Manage the list of participants;
- Monitor the meeting progress and manage documents.



## FEATURE

- Notification: Send information, meeting schedules, and content changes to delegates.
- Document management: Add, delete, share documents, take notes, and track versions.
- Meeting management: Create, edit, delete, set up attendees, time, and meeting content.
- Personal notes: Allow each delegate to take separate notes on documents or meeting content.
- User management: Assign usage rights and access security according to user level.
- Statistics: Store and export detailed reports on meeting time, speech content, documents used and related events.
- Speech to text conversion: Automatically record meeting minutes, support searching and extracting information after the meeting.

## BENEFITS AND EFFECTIVENESS

- Save costs and time organizing: No need to print and issue paper documents.
- Enhance information security: All data is encrypted and stored centrally.
- Automate meeting minutes: Reduce the workload for secretaries, ensuring high accuracy.
- Improve operational efficiency: Support leaders to quickly grasp content, manage history and analyze meeting data.
- Promote digital transformation: Respond to the trend of administrative modernization and apply AI technology in management.

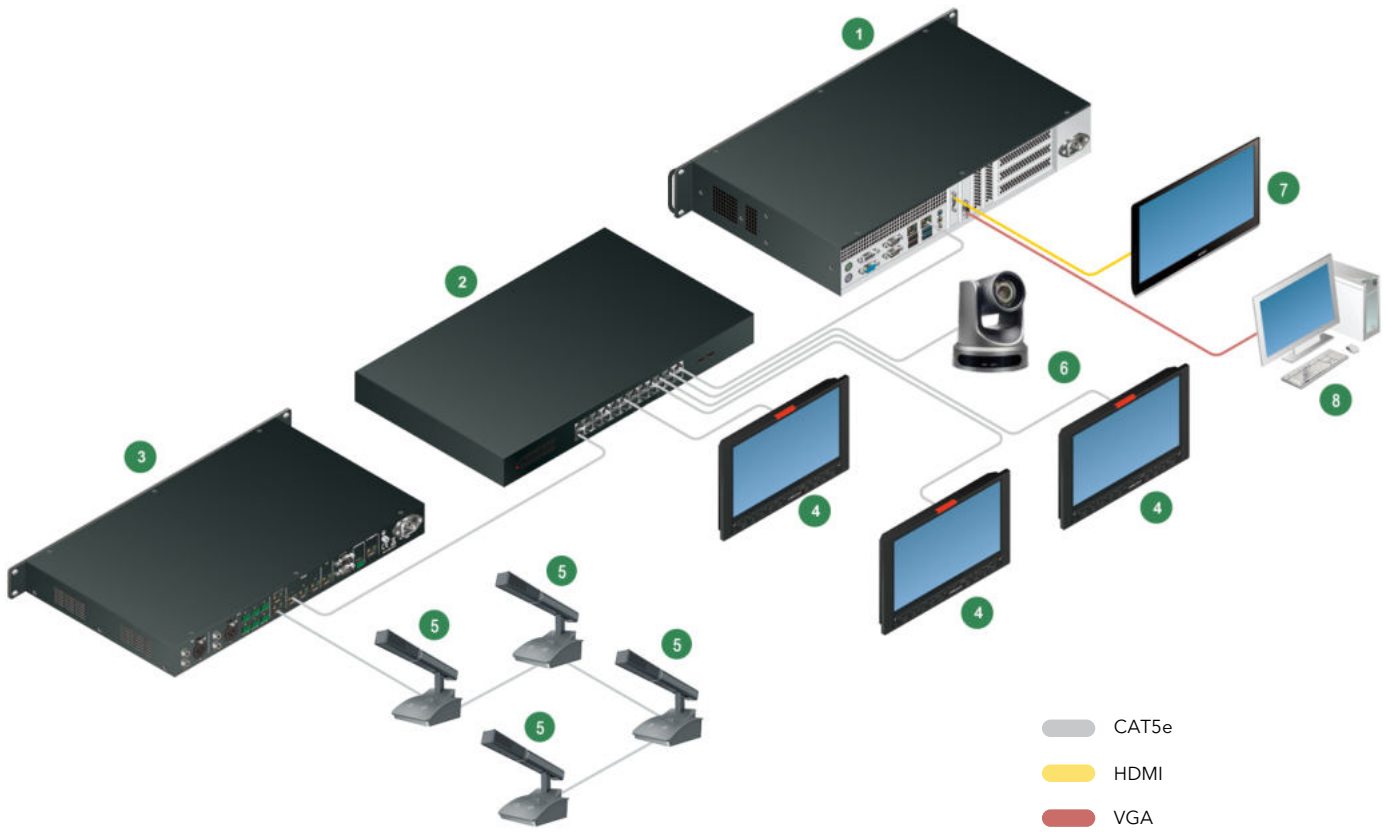


### Recommended hardware configuration

### SP2TEX

DEVICE		
AI SERVER	CPU: 16 Core; RAM: 64GB; HDD: 1TB	Process audio data, run speech-to-text software, store data, and manage the system.
CONTROL PC (WORKSTATION)	CPU: Intel i5; RAM: 8GB; Hard drive: 512GB SSD; Operating system: Windows; MS Office installed	Operate the system, manage meetings, control devices, and monitor all operations.
DELEGATE TABLET	Screen 10 inch; RAM 4GB; Wi-Fi 5GHz	Access paperless meeting software, view documents, take notes, and participate in voting.
CONFERENCE MICROPHONE SYSTEM	Chairman and delegate microphones, central connection via network cable or IP	Record speeches, provide audio to the hall, and transmit audio signals to the AI server.

## DIAGRAM CONNECTION



1 Paperless conference system server

2 Hub Switch

3 Conference controller

4 Paperless desktop multimedia conference unit

5 Microphone

6 Camera

7 Workstation

8 Monitor

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