



# MONDOPAD™ ULTRA 3.0 FOR WINDOWS® 10

Software Guide for System Administrators



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# OVERVIEW

## Launch the Mondopad software

- 1) Turn on the Mondopad display.
- 2) Your Mondopad display has been pre-installed with Mondopad software. Once the Mondopad display is turned on, the behavior of the Mondopad software varies depending on how the Mondopad display was configured within your organization and whether local administration rights have been defined.


### If the Mondopad home page displays:

- Begin using the software.

### If the Windows logon screen displays:

- a. Log on using a valid user account name and password. The Mondopad logon screen appears.
- b. Type the same user account name and password into the Mondopad logon screen. The Mondopad home page appears.

### If the Windows desktop displays:

- Tap the **Mondopad** icon  or launch the software through Start > All Programs > InFocus > Mondopad. The Mondopad home page appears.

**If a Windows or Mondopad registration page displays:** Windows or the Mondopad display has not been configured. See page 61.

## Touch screen techniques

**Tap:** Quickly touch the screen once with your finger or stylus. This action is the same as single-clicking the left button of a mouse.

**Double-tap:** Quickly touch the screen twice with your finger or stylus. This action is the same as double-clicking the left button on a mouse.

**Pan:** Touch the screen and move your finger in the direction you want to scroll through the image, document, or page.

**Swipe:** Touch the screen and swipe your finger in the direction you want to move through the document or through the folder images.

**Drag and Drop:** Touch the screen with your finger and hold it until a copy of the file or folder is visible. Without lifting your finger, move your finger across the screen to the location you want to drop your file or folder. Lift your finger.

**Pinch In:** Touch the screen with two fingertips and bring them together in order to zoom out of an image or document.

**Pinch Out:** Touch the screen with two fingertips and spread them apart in order to zoom into an image or document.

### NOTES:


- Avoid placing objects within 1/4" (6mm) of the touch screen. These objects, which include shirt sleeves, the palm of your hand, pens, and non-pointing fingers, interfere with touch screen commands.
- When using a pointing device, make certain that it does not scratch or damage the touch screen surface.

## Mondopad home page


Mondopad software transforms touch screen devices into interactive collaboration tools. This section overviews the Mondopad software features, starting with the Mondopad home page.

From the home page, you can access all the features of the Mondopad software.





**Home Page** : provides quick access from any screen back to the Mondopad home page.

**Name**: displays the name of the Mondopad.

**MP Invite** : enables you to invite another Mondopad within the same WLAN/LAN network to join the Mondopad session. **NOTE:** IP addresses which are manually entered must be pingable.

**IP Address**: displays the current IP address associated with the Mondopad; allows others within the same network to join presentation.


**Mondopad session PIN** : displays the PIN which participants must use to view and load presentations. Unless adjusted, this code changes every 30 min.

**Email Address** : displays the email address which presenters can send files to. This email service is limited to transferring files only.

**SIP URI**: displays the video conferencing address associated with the Mondopad which others can call into from other devices within the network.

**Screen Number**: denotes either screen 1 or 2.

**Date & Time**: denotes the date and time.

**Audio Control** : controls the Mondopad software volume, including mute, and inter-operates with both Windows and the device audio controls.

**On-screen keyboard** : tap to display and use the on-screen keyboard.

**Minimize Button**: minimizes the Mondopad software.

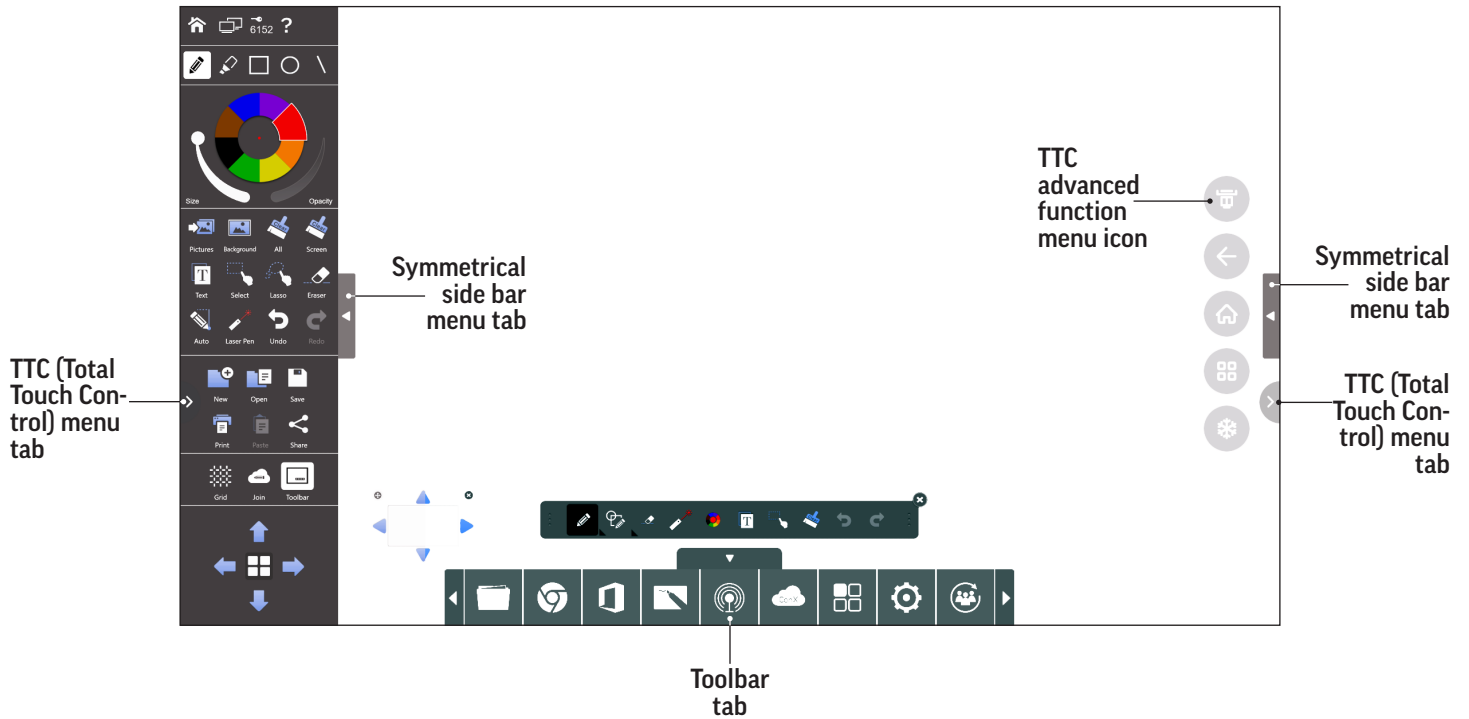
## Tabs – TTC menu, symmetrical side bar and toolbar

The **TTC menu** and **symmetrical side bar** tabs are accessible from either side of the Mondopad screen.

Tapping the TTC menu tab reveals the TTC menu icons. Tap an **advanced function menu icon** to take the action you have chosen.













Every Mondopad module has a **symmetrical side bar menu**, which is accessed through a menu tab.

Tapping an icon on the **toolbar tab** takes you to a Mondopad module.



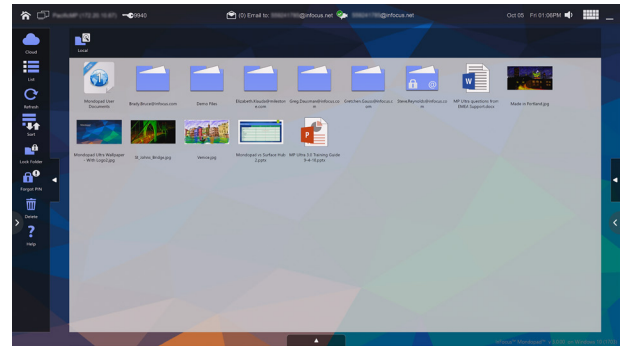
## Mondopad toolbar

The Mondopad toolbar varies based on the Mondopad software settings. Third party application shortcuts can also be added to the Mondopad toolbar.

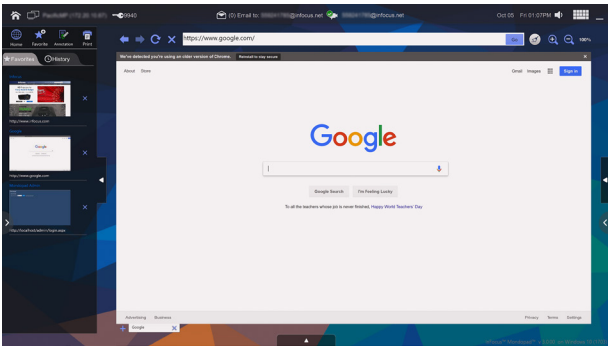
	<b>Getting Started:</b> Displays instructions on how to upload a presentation, invite another Mondopad or user to the meeting, and how to wirelessly control your PC from the Mondopad display or control the Mondopad display from your PC, tablet or mobile device.
	<b>Documents:</b> Displays a list of files which are available for presentation. Supported formats include Windows, Word®, Excel®, and PowerPoint® files, Adobe® PDF files, and standard video, image, music and text files. Files can be sent via email, viewed from a thumb drive, Dropbox, or uploaded through the network to the Documents folder. Network files can also be accessed from the Documents folder, if the administrator sets up this feature.
	<b>Browser IE:</b> Disabled by default.
	<b>Browser:</b> Provides access to the internet using a Chromium browser. Multiple websites can be opened simultaneously and displayed as thumbnail images along the left of the screen. It contains standard navigation tools such as Back, Forward, Refresh, and Stop.
	<b>Office 365:</b> Provides access to Office 365 accounts. All applications are accessible with the exception of Microsoft Teams. Files from any individual's account can be presented, printed, shared and saved.
	<b>Whiteboard:</b> Provides a blank whiteboard surface for brainstorming, project updates, and other visual ideas. A complete set of writing and drawing tools are available in various sizes and colors for drawing and annotation purposes. Whiteboard pages can also be saved for access later as a fully editable file, or saved as JPEG images or PDF files and emailed to another person.
	<b>Cast:</b> Displays instructions on how to wirelessly display your computer, tablet, or phone content on the panel using AirPlay, HDMI®, Chrome, or ControlView 2.0. This screen will also indicate when Mondopad is casting to your local machines.
	<b>Video Meeting:</b> The Mondopad display is a SIP endpoint, which allows video meetings using any SIP-based video conferencing service partner. H.323, Skype, and Skype for Business calls are supported. The number of participants in a video conference is determined by the service package; video conferences with multiple callers can be purchased through <a href="http://www.infocusconx.com">www.infocusconx.com</a> . Additional protocols may be supported through SIP-based translation services offered by your video conferencing service partner.
	<b>Applications:</b> Provides you with the ability to launch third party applications which have been set up by the administrator. The administrator also has the ability to upload and manage third party Windows compatible applications to Mondopad.
	<b>Settings:</b> Provides access to the administrative setting menus.
	<b>Schedule:</b> Allows the administrator to display a Microsoft® Exchange calendar (Office® 365 or Office 2007 and later, using EWS service).
	<b>Reset Meeting:</b> Exits the current meeting and prepares a clean, secure session for a new meeting. <b>NOTE:</b> Third party applications are unaffected.



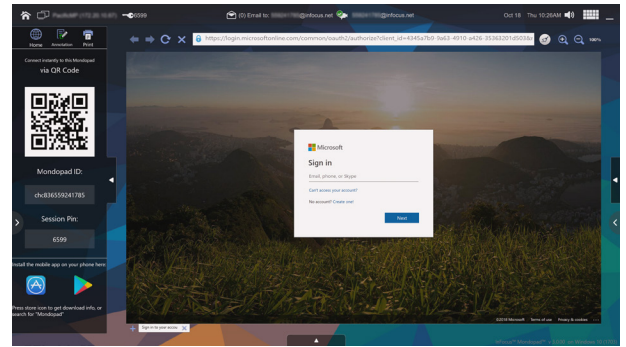
Getting Started



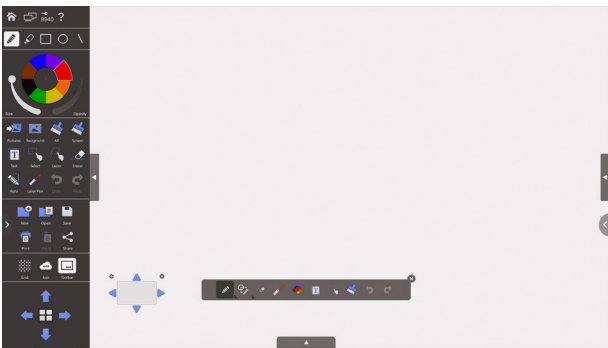
Documents



Browser



Office 365



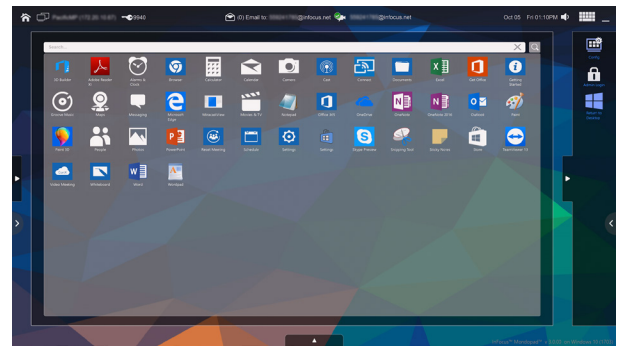
Whiteboard



Cast



Video Meeting



Applications

## Change users

Use this process to change users without rebooting the Mondopad display.

- 1) From the Home Page, tap **Settings**.
- 2) Tap **Log Off User**.
- 3) Tap **Yes** to display the Windows logon screen.

**NOTE:** Mondopad will support only one signed-in user account at a time.

## Restart the Mondopad display

Use this process to close all open applications and restart the Mondopad display.

- 1) From the Home Page, tap **Settings**.
- 2) Tap **Reboot**.
- 3) Tap **Yes**.

## Power the Mondopad display down

Use this process to close all open applications and shut down the Mondopad display.

- 1) From the Home Page, tap **Settings**.
- 2) Tap **Shutdown**.
- 3) Tap **Yes**.

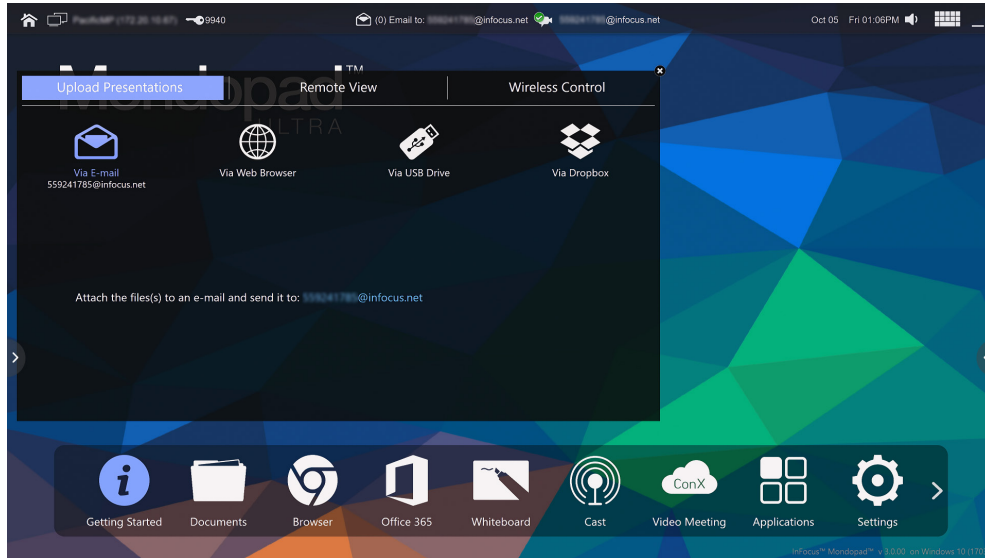
## Set up dual display

Use this to extend the Mondopad display features onto a secondary InFocus touch screen device. This feature is available on all Mondopad displays with the exception of the INF5520 and INF5520A. Administrator assistance may be needed, depending on the Mondopad configuration.

- 1) Connect an HDMI cable from the Mondopad display PC/HDMI out port to an HDMI port on the secondary InFocus touch screen device.
- 2) Connect a USB A-to-B cable from the Mondopad display to the secondary InFocus touch screen device.
- 3) From the Windows control panel, navigate through **Appearance and Personalization** and **Display** to **Change Display Settings**.
- 4) Select 'Make this my main display' and then 'Apply'.
- 5) Click **OK**.
- 6) Navigate to **Tablet PC Settings**.
- 7) Click **Setup** and follow the device prompts.
- 8) When the touch screens have both been identified, click **OK**.
- 9) Close the Windows control panel and begin using dual display.



# GETTING STARTED



**Getting Started** contains information on how to use Mondopad to its full extent. It contains instructions on how to upload a presentation, invite another Mondopad or user to the meeting, and how to wirelessly control your PC from the Mondopad display or control the Mondopad display from your PC, tablet or mobile device.

# SCHEDULE



**Schedule** can be used to reflect the schedule of a conference room where a Mondopad resides, or a personal schedule.


# DOCUMENTS

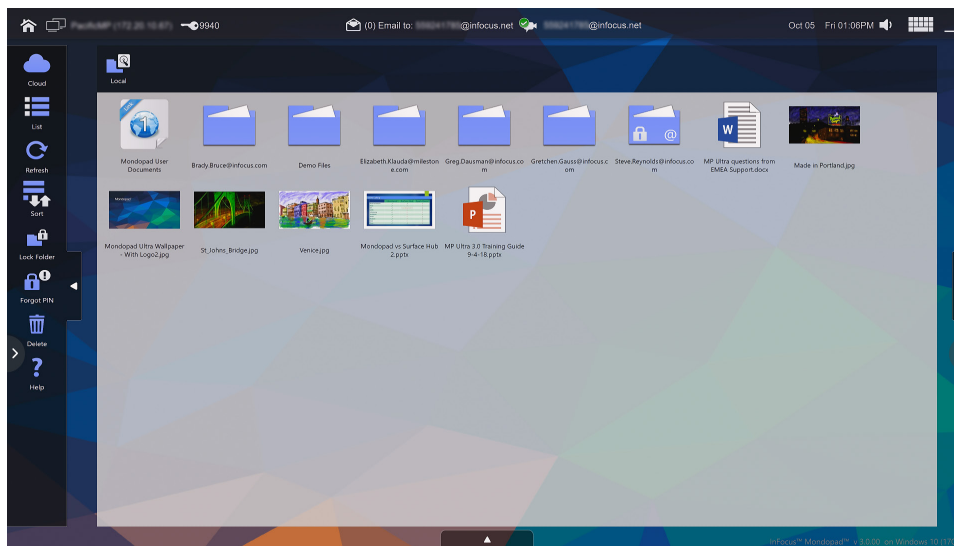
A variety of file types can be presented, saved, and shared from the Documents folder.




Supported File Types	File Extensions
PowerPoint	.ppt, .pptx, .pps, .ppsx, .ppsm
Excel	.xls, .xlsx
Word	.doc, .docx
Images	.jpg, .jpeg, .gif, .bmp, .png, .jpe, .ico
AV files	.wmv, .mp4, .mp3, .avi, .3gp, .wma, .wav, .mov*, .asf
Adobe PDF	.pdf
Other files	.txt, .rtf, .xml






\*.MOV files can be a variety of different video codec formats. Mondopad displays do not ship with all video codecs due to licensing restrictions. However, you can download additional video codecs to improve .MOV file support. For example, Apple's QuickTime application installs additional video codecs.

## The Documents folder


From the Home page, tap **Documents** . You can select a file to display, lock and unlock folders, and copy, send back, and delete files in the Documents folder.



Buttons		Description
	Cloud/Local	Toggles between local files and Dropbox files on the Cloud.
	Thumbnail/List	Toggles between a list view and a thumbnail view.
	Refresh	Refreshes the Documents folder. This is helpful when files have been sent to the Mondopad display via email.

	Sort	Allows the files and folders to be sorted by name, date modified or type.
	Lock Folder	Locks folders which have been copied to or created on the Mondopad display.
	Forgot PIN	Sends the folder security PIN code of emailed folders back to the original email address.
	Delete	Deletes selected files and folders.
	Help	Displays Documents help information.

### Copy a file to/from a USB thumb drive or network drive

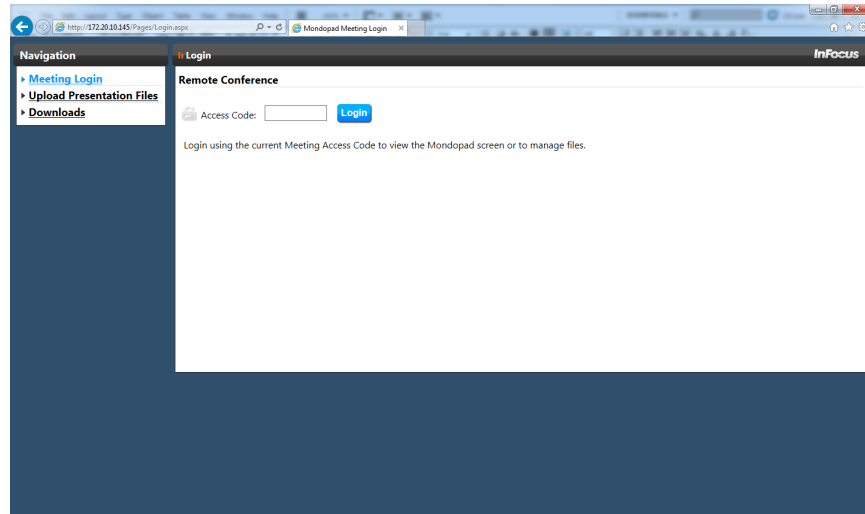
- 1) From the Mondopad toolbar, tap **Documents** .
- 2) Insert an USB thumb drive or select a network drive. If using a USB thumb drive, tap **OK**. (If the dialog box does not appear, tap the **USB** icon in the left-hand Documents folder toolbar.)
- 3) Tap **Copy**.
- 4) Tap **OK**.
- 5) Tap and hold the file you wish to copy until a ghost image of the file icon appears.
- 6) Drag the ghost image to the destination location.
- 7) Tap **Done**.

### Upload a file or file using email

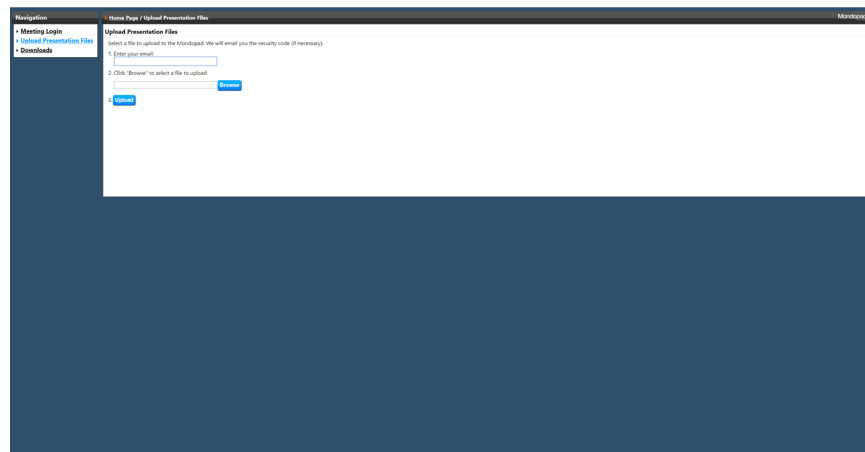
- 1) Use your computer (or smart device) to send the file or files to the email address displayed at the top of the Mondopad screen (or on the **Getting Started > Upload Presentations** tab). An email message from the Mondopad display is sent letting you know that your file was received. **NOTE:** If you do not see the email, check your junk email folder. **NOTE:** The email attachment must be a supported file type. See page "Documents" on page 13
- 2) Navigate to the Documents folder and tap the folder named after your email address.
- 3) If the folder is not visible, tap **Refresh**. Large files may take several minutes to be delivered to the Mondopad display, depending on network traffic.
- 4) Tap the folder.
- 5) If prompted for a PIN, enter the **access code** which was sent in the Mondopad display email.
- 6) Tap **OK**.

## Upload a file using the WLAN

- 1) Using your computer or smart device (not Mondopad), open a web browser. **NOTE:** You must be logged into the same network subnet as the Mondopad display.
- 2) Type the IP address displayed at the top of the Mondopad screen (for example, 172.20.30.82) into the computer or smart device address bar and press **Enter** on your keyboard (or scan the QR code on the **Getting Started > Upload presentations > Via Web Browser** tab).



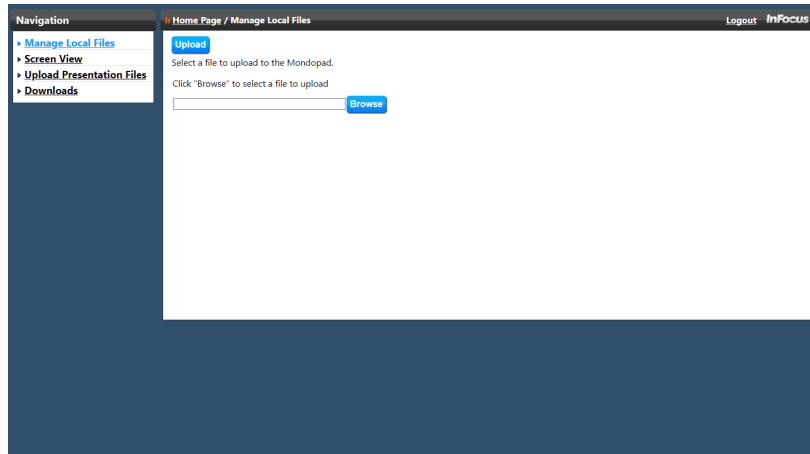
- 3) The Mondopad Remote Conference interface displays. Enter the Mondopad session PIN (displayed at the top of the Mondopad screen) and click **Login**.
- 4) Option 1 – Create a personal folder in the Documents folder:
  - a. Click **Upload Presentation Files** in the left-hand navigation menu.



- b. Type your email address.
- c. Click **Browse**.
- d. Select the desired file on your computer (or smart device) and click **Open**.
- e. Click **Upload**. A folder with your email address and file(s) now appears in the Documents folder.

5) Option 2 – Upload a single file to the Documents folder:

- a. On the **Meeting Login** page, type the Mondopad session PIN from the Mondopad display (for example, 7023) and click **Login. Manage Local Files** displays.



- b. Click **Upload**.
- c. Click **Browse**.
- d. Locate the desired file on your computer (or smart device) and click **Open**.
- e. Click **Upload**. The file now appears in the Documents folder.

## Access a file in Dropbox

Mondopad is not linked to the Dropbox account. Files are only temporarily accessible during the Documents Dropbox login session. Once you log out of the Dropbox account or reset the meeting, these files are no longer accessible anywhere on Mondopad.


- 1) Tap **Documents**.
- 2) Tap **Cloud**.
- 3) Tap **Dropbox login**. The **Sign in to Dropbox** window displays.
- 4) Enter the Dropbox email address and password.
- 5) Tap the **Sign in** button.
- 6) Tap **Allow**.
- 7) Navigate to the desired file.
- 8) When done, tap **Logout**. Your Dropbox account closes.

## Folder security

A personal security PIN code can be added to a folder to prevent other people from accessing files within the folder. The method varies based on the type of folder.

### Add a security PIN code

This process allows users to lock personal folders that were created or copied into the Documents folder. This process does not work for folders that were emailed to the Mondopad display.


- 1) Tap **Lock Folder**  in the Documents sidebar. The Lock Folder dialog box displays.
- 2) Tap **OK** (in the top right corner).
- 3) Tap the folder you want to lock. **NOTE:** Only folders which can be locked are accessible. All others appear opaque.
- 4) Type an alphanumeric folder security PIN code. **NOTE:** The PIN code length is determined by administrative settings.
- 5) Tap **OK**.



- 6) Enter the same PIN code in **Confirm New PIN** and tap **OK**.
- 7) Tap **Done**. The folder now requires the PIN to be entered before it can be opened.


## Remove a security PIN code

Security PIN codes can be removed by the original folder owner or by an administrator, if the administrator has set up a global override PIN.

- 1) Tap the locked folder.
- 2) Type the associated PIN code.
- 3) Tap the **Remove PIN** button .

## Forgotten security PIN code

This process only works for emailed folders. An email with the folder security PIN code will be sent back to the original email address. If the locked folder was created or copied into the Documents folder, the administrator can unlock it with a global override PIN. See page 68.

- 1) Tap the **Forgot PIN** button . The Forgot PIN dialog box displays.
- 2) Tap **OK**.
- 3) Tap the emailed folder.
- 4) Tap **Send** in the top right-hand corner of the screen. An email with the security PIN code is sent to the original email address.  
**NOTE:** Your administrator also has the ability to access locked files.

## Delete files and folders

### To delete a single file or folder:

- 1) Tap and hold the file until a ghost file appears.
- 2) Drag the file to **Delete** and release.
- 3) Tap **OK** to confirm deletion.


### To delete folders and multiple files:

- 1) Tap the **Delete** icon.
- 2) Tap the files and folders you wish to delete.
- 3) Once all files and folders have been selected, tap **OK** in the top right-hand corner of the screen.

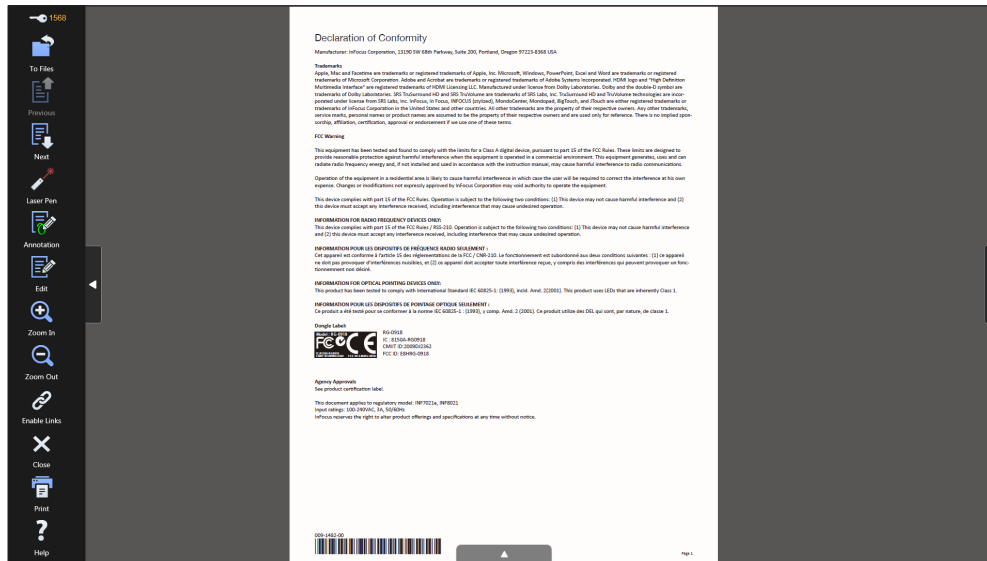
**NOTE:** Some Mondopad folders are protected from deletion. These folders cannot be deleted and appear grayed out.

## Send a file back

This process sends an emailed file back to its owner.

- 1) Tap the emailed folder.
- 2) Tap **Send Back** .
- 3) Select the files to be returned.
- 4) Tap **Send** in the top right-hand corner of the screen.

# Present files in the Documents folder



- 1) Tap the Documents file you wish to present. The file opens. **NOTE:** Files can be opened from local or network folders, Dropbox, or a USB thumb drive.
- 2) If the folder containing the file is locked, enter the PIN code and tap **OK**.
- 3) Use touchscreen hand gestures or the menu options to navigate through the file. **NOTE:** File-level tools vary depending on the file type.





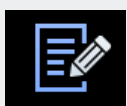









**NOTE:** If the file was originally emailed to the Mondopad display, you can send the modified file back to the original email address using the **Send Back** icon in the Documents taskbar.

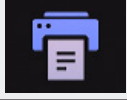

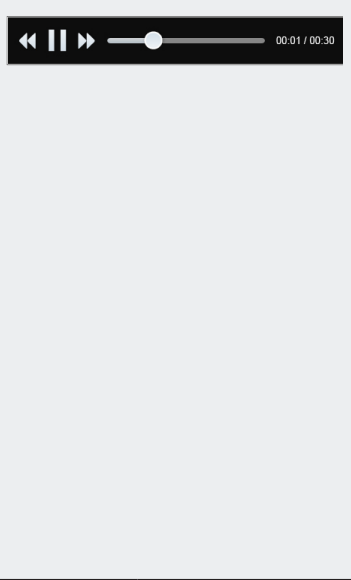
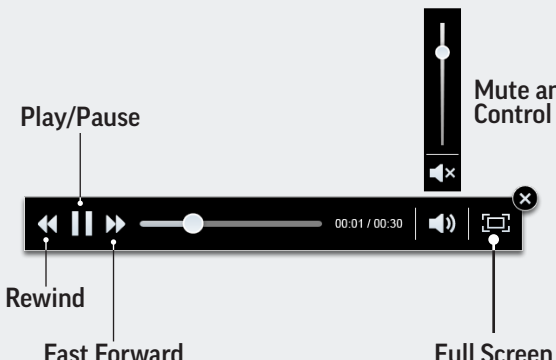
## Documents file-level tools

**NOTE:** File-level tools vary depending on the file type.

Button		Description
	To Files	Tap to return to the Documents folder.
	Move	Tap to switch between the applications shown on the dual screen.
	Previous	Tap to display the previous page in the file.
	Previous	Tap to display the previous image in the folder.

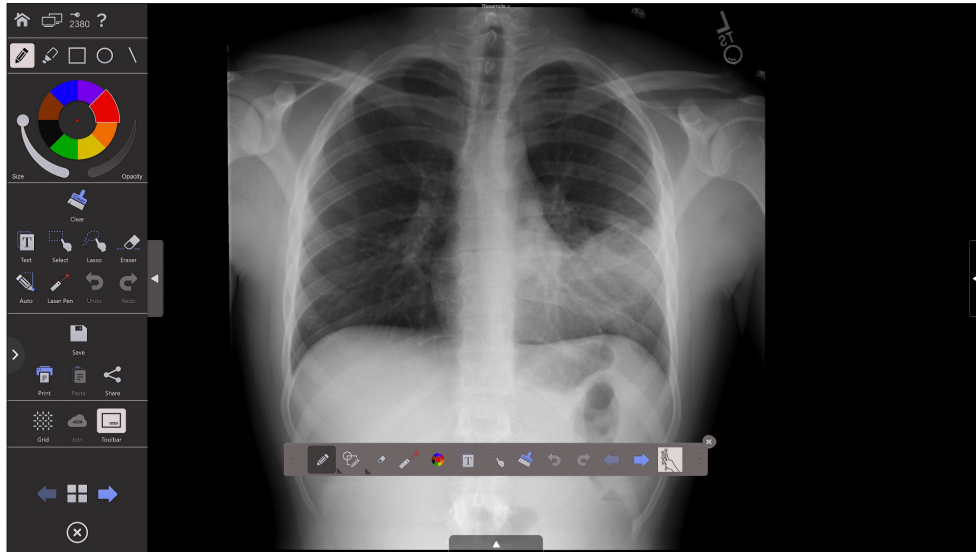


	Next	Tap to display the next page in the file.
	Next	Tap to display the next image in the folder.
	Laser Pen	Tap to highlight something temporarily. The mark disappears when a new mark is made. Laser marks cannot be saved.
	Annotation	Tap to annotate the file. See "Annotation tools (varies by file type)" on page 20 for details.
	Edit	Tap to open the Microsoft or Adobe Reader application and make changes to the files. Closing the application returns you to the Documents folder.
	Zoom In	Tap to magnify a portion of the open file.
	Zoom Out	Tap to reduce a portion of the open file.
	100%	Tap to return the file to its original size.
	HD	Displays when images are greater than 1920x1080. This indicates the image was down-sized for the Mondopad display. To display the image in its native resolution, tap the <b>HD</b> icon.
	Rotate Left	Tap to rotate the image 45 degrees to the left.
	Rotate Right	Tap to rotate the image 45 degrees to the right.
	Enable Links	Tap to activate the embedded PDF and PowerPoint file links.
	Play	Tap to start a PowerPoint slideshow.
	Thumbnails	Tap to display a thumbnail view of the file.
	Close	Tap to close the current document.

	Print	Tap to send the document to a network printer. <b>NOTE:</b> The printer must be installed through the Windows operating system on the Mondopad display.
	Help	Tap to display Documents help information.
	<p>When audio or video files are displayed, you can adjust the volume, pause, and play the file.</p> <div style="text-align: center;">  <p>Play/Pause</p> <p>Mute and Volume Control</p> <p>Rewind</p> <p>Fast Forward</p> <p>Full Screen</p> </div>	

# Annotation

Files in the Documents module can be annotated, saved, and shared with others using the Annotation submenu.



## Create a drawing

Open a file from the Documents folder.

- 4) Tap **Annotation**.
- 5) Tap a drawing object, and the color, pen width, and opacity desired.
- 6) Draw on the page with a stylus or your finger. **TIP:** Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.
- 7) Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Annotation tools (varies by file type)" on page 24.

## Zoom and Scroll in Windows 10

- 1) **Zoom:** Place two fingers on the screen and hold until a translucent circle appears under each one; spread your fingers to increase the picture size; bring your fingers together to decrease the picture size.
- 2) **Scroll:** Place a finger on the screen and hold until a translucent circle appears under it; swipe up or down to move the picture or document up or down.

## Add text

- 1) Open a file from the Documents folder.
- 2) Tap **Annotation**.
- 3) Tap **Text**.
- 4) Tap the screen where you want the text box to be. A text box opens.
- 5) Adjust the font family, size, color, and text box position, as desired.
- 6) Using either a keyboard or the on-screen keyboard, type your text.

**NOTE:** The text overlays the open document and does not affect the text within the displayed document. To edit the original source document, close annotation, and tap Edit in the Documents toolbar.

- 7) Tap **OK** when finished.

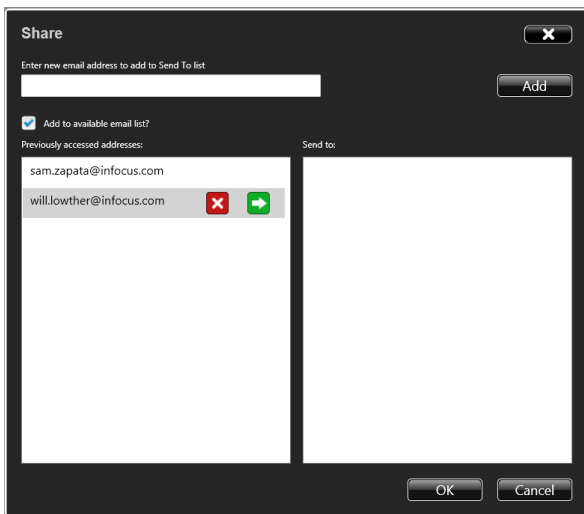
## Save the file

- 1) Tap **Save**.
- 2) Type the file **Name**.
- 3) Select the desired **File Type** (MWBX\*, JPG, and PDF).
- 4) For JPG and PDF file types, select to save the **Current View** or **Whole View**.
- 5) Browse to the **Location** you would like to save the file to or accept the default location.
- 6) Tap **OK**.

\*MWBX files are proprietary Mondopad Whiteboard files which can be shared, opened and edited between devices running Mondopad software.








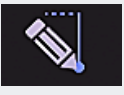


## Share the file



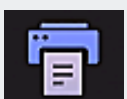
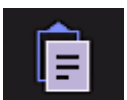


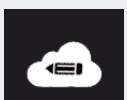







- 1) Tap **Share**. The "Share Options" screen appears.  
The file may be shared with any device which can read the QR code in the "Share Options" screen. The link is accessible for seven days. To email the file, follow the steps below:
  - 2) Select the desired **File Type** (JPG or PDF).
  - 3) Select to share the **Current View** or **Whole View** of the file.
  - 4) Tap **Email**.
  - 5) Enter or select the destination email address(es) and make sure they are listed in the **Send to:** window.
    - a. To select an existing email address: Tap the desired email address from the **Previously accessed addresses** list and tap the green arrow.



- b. To add a new email address: Type the email address into the **Enter new email address to add to Send To list** text box, and tap **Add**.
- NOTE:** You can also add email addresses using the Email Contact Editor menu in the Mondopad Administrative Settings menus.
- 6) When the **Send To** list is complete, tap **OK**. An email message with the subject line "Annotation Screen Capture" is sent to the email address(es). If the email message is not received, have the recipient(s) look in their Junk Mailbox(es).



## Annotation tools (varies by file type)

Icon	Tool Name	Description
	Drawing Objects	Tap to select a drawing object.
	Colors, pen width, and opacity	Tap the color you want to use for the currently selected drawing object. Adjust the pen width and opacity level by sliding the thumbnail buttons. <b>NOTE:</b> The opacity slider is disabled for the pen object, since the pen object is always solid.
	Clear	Tap to remove all drawing objects and images from the current page.
	Text	Tap <b>Text</b> . Then tap the existing text object, or another area on the screen where you want a new text box to be placed, and adjust the placement, font size, color, and type attributes as desired. Type your text and tap <b>OK</b> .
	Select	Tap <b>Select</b> . Tap and drag the selection box around the drawing objects and images which you have overlaid to move, copy, paste, re-size, or delete them.  Once selected: <ul style="list-style-type: none"> <li>• Tap inside the selection and drag to move the selection.</li> <li>• Tap and drag opposing sizing handles to resize the selection.</li> <li>• Tap <b>Copy</b> (at the top of the screen) to copy the selection, and then tap <b>Paste</b> to create a duplicate object set.</li> <li>• Tap <b>Delete</b> to delete the selection.</li> </ul>
	Lasso	Tap <b>Lasso</b> and then draw around the drawing objects and images which you have overlaid to select them.  Once selected: <ul style="list-style-type: none"> <li>• Tap inside the selection and drag to move the selection.</li> <li>• Tap and drag opposing sizing handles to resize the selection.</li> <li>• Tap <b>Copy</b> (at the top of the screen) to copy the selection, and then tap <b>Paste</b> to create a duplicate object set.</li> <li>• Tap <b>Delete</b> to delete the selection.</li> </ul>
	Eraser	Tap <b>Eraser</b> , and then tap and drag across the drawing object to erase the portion you touched. Dragging across the edge of an image deletes the image from the current view.
	Auto	Tap to enable <b>Auto Shape</b> mode where pen and highlighter strokes are automatically converted into regular shapes such as straight lines, triangles, quadrangles, or circles. Tap again to disable <b>Auto Shape</b> mode.
	Laser Pen	Tap to highlight something temporarily. The mark disappears when a new mark is made. Laser marks cannot be saved.
	Undo	Tap to reverse the last executed command.

	Redo	Tap to reverse the last Undo command.
	Save	Tap to save the annotated pages as a Whiteboard file (.mwbx), JPG images, or PDF file.
	Print	Tap to send the annotated pages to a network printer. <b>NOTE:</b> The printer must be installed through the Windows operating system on the Mondopad display.
	Paste	Tap to paste bitmap data from the system clipboard onto the annotation canvas. Text objects cannot be pasted onto the annotation canvas.
	Share	Tap to send an email with an attachment of the annotated pages as either a JPG or PDF file. The document can also be shared with any device which can read a QR code.
	Grid	Tap to show a grid overlay on the canvas. Tap again to remove. <b>NOTE:</b> The grid pattern is not part of the drawing. It is simply an aid.
	Join	For Mondopad-to-Mondopad whiteboard-to-whiteboard collaboration. Requires an InFocus ConX Room; no audio function is available. See page "Whiteboard-to-whiteboard collaboration" on page 43.
	Play	Tap to play the audio-video file.
	Pause	Tap to pause the audio-video file.
	Toolbar	Tap to turn the simplified quick access toolbar on and off.
	Previous	Tap to go to the previous page of the file.
	Thumbnails	Tap to view thumbnails of all the edited pages. Tap a thumbnail to navigate to that page.
	Next	Tap to go to the next page of the file.
	Annotation Off	Tap to close the annotation menu.

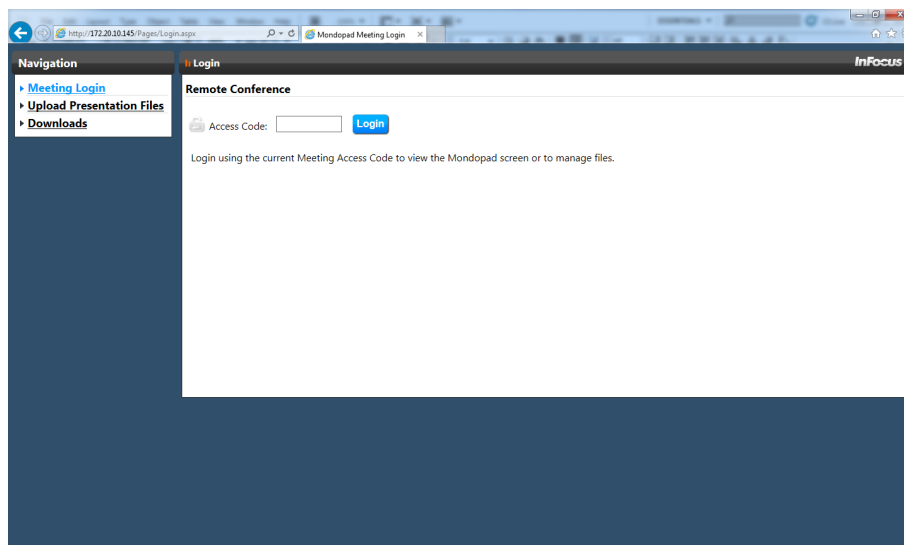
## Invite others to a meeting

### Invite Mondopad via Mondopad

- 1) Tap **MP Invite** . A list of Mondopad displays within the same network appears.
- 2) Tap the desired Mondopad display and tap **OK**.
- 3) If the Mondopad display is not listed:
  - a. Tap **Send Invitation** and type the **IP/Host name**. **NOTE:** Manually entered IP addresses must be pingable and allow port traffic.
  - b. Tap **Send**.
- 4) The other Mondopad party must tap **OK** to accept the invitation and be joined into the session. The primary Mondopad display is now synchronized to the invited Mondopad display.
- 5) To end the session, tap the **MP Invite** icon, and tap the white **Disconnect**  button next to the Mondopad names you wish to disconnect, or tap the **Disconnect All** button to disconnect all connected Mondopad displays. Tap **OK**.

### Presentation View via a browser

- 1) Ask the person coordinating the Mondopad session to provide you with the IP address (for example 172.20.30.82) and the Mondopad session PIN (for example, 7023) from the Mondopad display.
- 2) Using your computer or smart device (not Mondopad), open a web browser.
- 3) Enter the IP address into the address bar and click **Enter**.
- 4) The Mondopad Remote Conference interface and the **Meeting Login** page displays.



- 5) Type the **Access Code** and click **Login**.
- 6) Click **Screen View**.



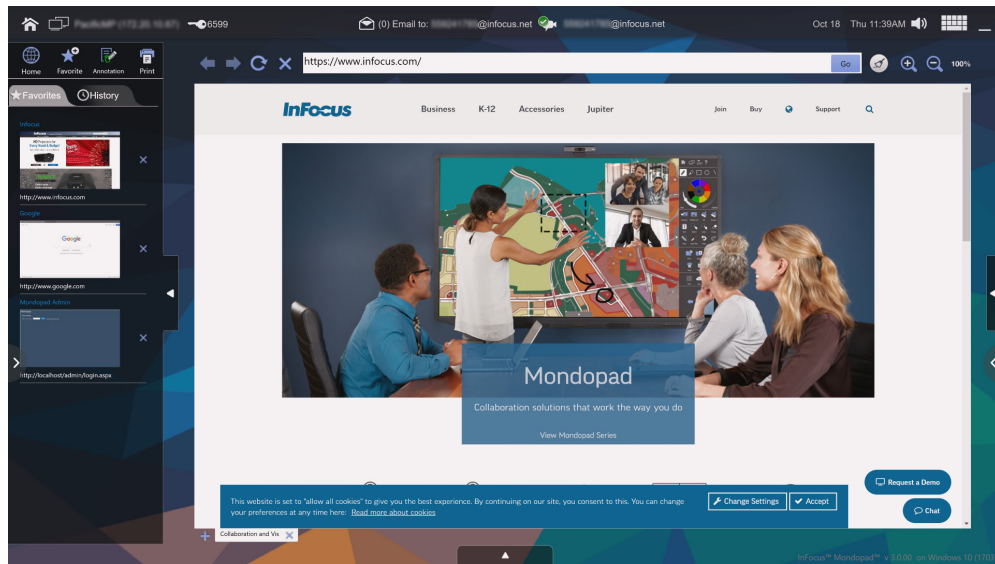
- 7) Use the navigation tools displayed on the right-hand side to control and view the presentation.
- 8) To end the session, click **Logout** (in the upper right corner), or close your browser window.

**NOTES:**

- You must be logged into the same network as the Mondopad display.
- **Screen View** (located on the far right-hand side of the window) provides a limited number of navigation controls for the presenter. Any navigation tools displayed within the presentation window itself are non-functional.







# BROWSER

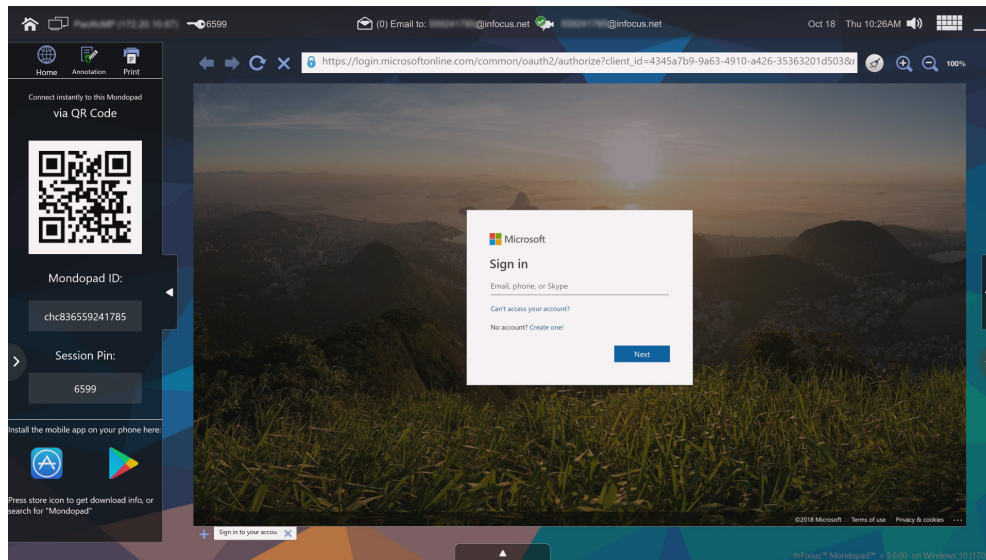


Based on your organization's preferences, use one of the two browsers available to access the internet:

The **Browser** module is the default internet engine. Browser uses the Chromium engine from Google, which is similar to Google's Chrome browser. **Browser IE** uses the Microsoft Internet Explorer internet engine.

## Browser tools

Icon	Tool Name	Description
	Home	Tap to return to the Home page.
	Favorite	Tap to add the current view to your Favorite list.
	Annotation	Tap to access the Annotation menu. See "Annotation tools (varies by file type)" on page 24 for detailed information.
	Print	Tap to send the document to a network printer. <b>NOTE:</b> The printer must be installed through the Windows operating system on the Mondopad display.
	Back	Tap to go back to the previous webpage.
	Forward	Tap to go back to the next webpage.
	Refresh	Tap to refresh the browser.
	Delete	Tap to delete the URL.
	Clear	Tap to clear the browser's temporary file cache. This may be necessary in some cases to allow a page to be viewed correctly.
	Zoom in	Tap to zoom the webpage in.
	Zoom out	Tap to zoom the webpage out.
	Cancel Zoom	Tap to return to the native webpage size.
	Add	Tap to open another browser tab.



Office 365 files from anyone's account can be presented, printed, shared and saved. These hosted applications are accessible, with the exception of Microsoft Teams.

## Add the Mondopad mobile companion application to a mobile device

- 1) Download and install the Mondopad mobile companion app from your mobile device's Apple or Android store.
- 2) Open the Mondopad app and select **Add Office 365 Account**.
- 3) Enter your email and password.
- 4) Add the account.

## Login to a Mondopad via a mobile device

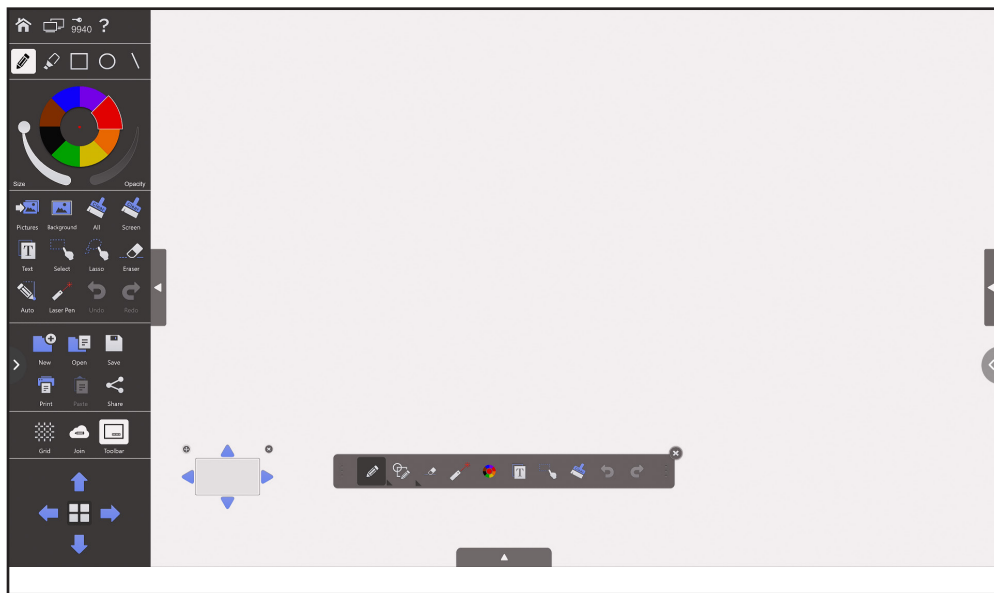
- 1) On the initial login:
  - a) Open the Office 365 module on the Mondopad.
  - b) Select **New Connection** on the mobile device. (It may be necessary to select "Mondopad" next.) The QR code reader opens.
  - c) Scan the QR code from the Mondopad Office 365 sidebar.
  - d) Enter the Mondopad session PIN and select **Sign in with Office 365**.
  - e) Select **Sign In**.
- 2) On all subsequent logins to the same Mondopad:
  - a) Select the Mondopad from your mobile device.
  - b) Press **Login**.
  - c) Enter the Mondopad session PIN.
  - d) Select **Sign In**.
- 3) Log out of the session manually via: the log out button in the Office 365 sidebar; the Mondopad sidebar logout button; or the logout button on the mobile device.

Log out automatically through the **Reset Meeting** icon  on the Mondopad toolbar.

# WHITEBOARD

Use the Whiteboard to brainstorm ideas, create graphs and workflows, or whatever you desire. This blank slate lets you collaborate, share, and save your ideas.

From the Home page, tap **Whiteboard** .




## Create a drawing

- 1) Tap the drawing object you wish to use.
- 2) Tap the color, pen width, and opacity you desire.
- 3) Draw on the canvas with a stylus or your finger. **TIP:** Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.
- 4) Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Whiteboard tools" on page 31.

## Add text

- 1) Tap **Text**.
- 2) Tap the screen where you want the text box to be. A text box opens.
- 3) Adjust the font family, size, color, and text box position, as desired.
- 4) Using either a keyboard or the on-screen keyboard, type your text.
- 5) Tap **OK** when finished.

## Grow the whiteboard canvas

A new whiteboard has a canvas of 1x1. Your whiteboard canvas can grow to be 10 x 10 cells or pages. Grow the canvas by tapping the arrow buttons (at the lower left of the screen). If the current view is on the edge of the canvas, tapping the arrow buttons will grow the canvas in the direction of the arrow. The **Canvas Map View** icon  is a toggle switch that shows or hides the canvas map.

**NOTE:** You can only grow a canvas. You cannot shrink a canvas.

## Navigate in the whiteboard canvas

Tap a Canvas Map arrow key to move the current view one-half page in the direction of the arrow. (If the arrow turns opaque, you have reached the maximum edge of the canvas.) Tap on any cell in the map to move directly to that page. The selected page appears gray in the thumbnail. You can also tap and hold on the selected page and move your finger to any location in the map to select a page.

## Clear the canvas

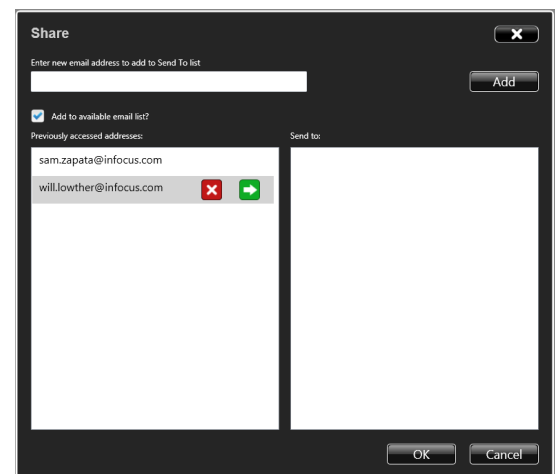
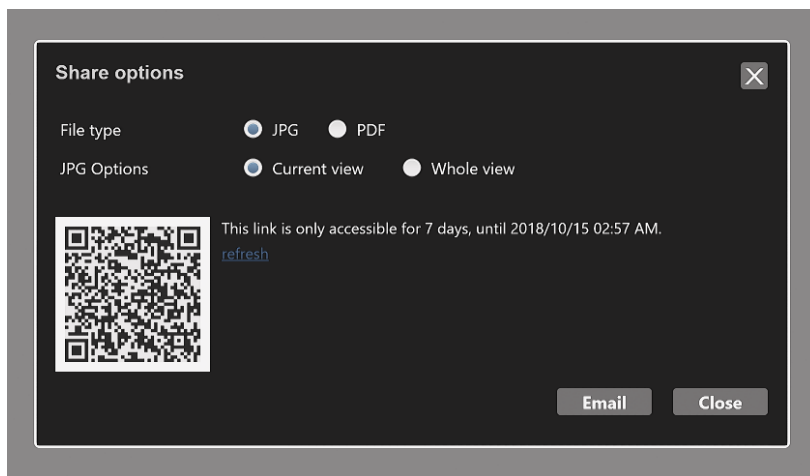
- Use **Clear All** to remove all whiteboard data from the entire whiteboard canvas.
- Use **Clear Screen** to remove only the data shown in the current screen.

## Save the Whiteboard file

- 1) Tap **Save**.
- 2) Type the desired file name in the **Name** text box.
- 3) Select the desired **File Type** (MWBX\*, JPG, or PDF).
- 4) For JPG and PDF file types, select **Current View** or **Whole View**.
- 5) Browse to the **Location** you would like to save the file.
- 6) Tap **Save**.

\*MWBX files are proprietary Mondopad Whiteboard files which can be shared, opened and edited between devices running Mondopad software.

## Share the Whiteboard file



- 1) Tap **Share**.
- 2) Select the desired **File Type** (JPG or PDF).
- 3) Select **Current View** or **Whole View**.
- 4) The Whiteboard can be shared with any device that can scan a QR code.
- 5) Tap **Email**.
- 6) Enter or select the destination email address(es) and make sure they are listed in the **Sent to** window.
  - a. **To select an existing email address:** Tap the desired email address from the **Previously accessed addresses** list and tap the green arrow.


- b. **To add a new email address:** Type the email address into the **Enter new email address to add to Send To list** text box, and tap **Add**.

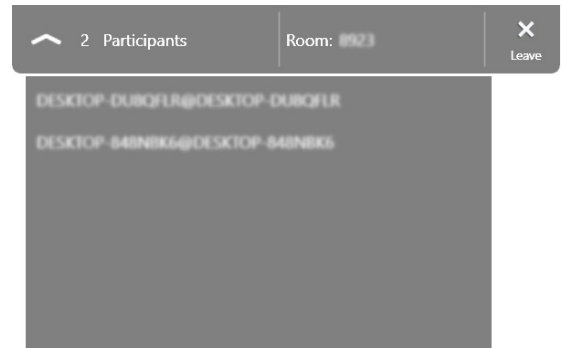
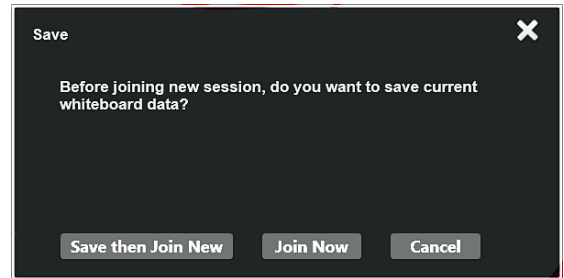
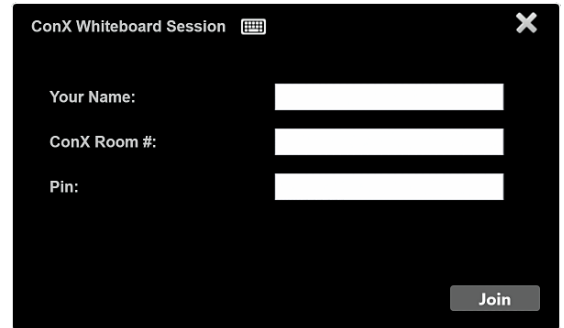
**NOTE:** You can also add email addresses using the Email Contact Editor menu in the Mondopad Administrative Settings menus.

- 7) When the **Send To** list is complete, tap **OK**. An email message with the subject line "Annotation Screen Capture" is sent to the email addresses. If the email message is not received, have the recipient(s) look in their Junk Mailbox(es).




## Whiteboard-to-whiteboard collaboration in a one-to-one cloud meeting between Mondopads












Two or more participants can annotate the same whiteboard in a one-to-one video meeting occurring in a ConX Room.


















- 1) Tap the **Join** icon .
- 2) Enter the device name, ConX room number and PIN. You will be prompted to **Save, Then Join New** or **Join Now**.
- 3) A tab at the top of the display identifies the participants' user names and the ConX room number.
- 4) A participant can leave the session by tapping the **X** above **Leave** on the tab.



## Whiteboard tools

Icon	Tool Name	Description
	Home Page	Tap to go to the Mondopad home page.
	Move	Tap to switch between the applications shown on the dual screen.
	MP Invite	Tap to invite another Mondopad within the same WLAN/LAN network to join the Mondopad session. <b>NOTE:</b> IP addresses which are manually entered must be pingable.

	Drawing Objects	Tap to select a drawing object.
	Colors, pen width, and opacity	Tap the color you want to use for the currently selected drawing object. Adjust the pen width and opacity level by sliding the thumbnail buttons. <b>NOTE:</b> The opacity slider is disabled for the pen object, since the pen object is always solid.
	Pictures	Tap to import an image into the whiteboard canvas. To modify the image, select the image with the Select tool. Grab the sizing handles or pinch to resize the image. Pinch and turn to adjust the angle of the image. Tap <b>OK</b> when done. To remove an imported image, tap the red <b>X</b> in the top right-hand corner of the image.
	Background	Tap to add a background image to the current view (the visible canvas) or as wallpaper for the whole view (the entire canvas). To delete a background image, tap the <b>Background</b> icon and tap <b>Remove Background</b> .
	All	Tap to remove all drawing objects and images from the whole view. <b>NOTE:</b> Background images are not affected.
	Screen	Tap to remove all drawing objects and images from the current view. <b>NOTE:</b> Background images are not affected.
	Text	Tap <b>Text</b> . Then tap the existing text object, or another area on the screen where you want a new text box to be placed, and adjust the placement, font size, color, and type attributes as desired. Type your text and tap <b>OK</b> .
	Select	Tap <b>Select</b> . Tap and drag the selection box around the drawing objects and images which you want to move, copy, paste, re-size, or delete. Once selected: <ul style="list-style-type: none"> <li>• Tap inside the selection and drag to move the selection.</li> <li>• Hold two opposing sizing handles and drag to resize the selection.</li> <li>• Tap <b>Copy</b> to copy the selection, and then tap <b>Paste</b> to create a duplicate object set.</li> <li>• Tap <b>Delete</b> to delete the selection.</li> </ul>
	Lasso	Tap <b>Lasso</b> and then draw around the drawing objects and images to select them. Once selected: <ul style="list-style-type: none"> <li>• Tap inside the selection and drag to move the selection.</li> <li>• Tap and drag two opposing sizing handles to resize the selection.</li> <li>• Tap <b>Copy</b> to copy the selection, and then tap <b>Paste</b> to create a duplicate object set.</li> <li>• Tap <b>Delete</b> to delete the selection.</li> </ul>
	Eraser	Tap <b>Eraser</b> , and then tap and drag across the drawing object to erase the portion you touched. Dragging across the edge of an image deletes the image from the current view.
	Auto	Tap to enable <b>Auto Shape</b> mode where pen and highlighter strokes are automatically converted into regular shapes such as straight lines, triangles, quadrangles, or circles. Tap again to disable <b>Auto Shape</b> mode.

	Laser pen	Tap to highlight something temporarily. The mark disappears when a new mark is made. Laser marks cannot be saved.
	Undo	Tap to reverse the last executed command.
	Redo	Tap to reverse the last Undo function.
	New	Tap to open a new whiteboard canvas.
	Open	Tap to open a saved whiteboard (.mwbx) file.
	Save	Tap to save the file as a Whiteboard file (.mwbx), JPG image, or PDF file.
	Print	Tap to send the Whiteboard file to a network printer. <b>NOTE:</b> The printer must be installed through the Windows operating system on the Mondopad display.
	Paste	Tap to paste bitmap data from the system clipboard onto the whiteboard canvas. Text objects cannot be pasted on the Whiteboard.
	Share	Tap to send an email with an attachment of the whiteboard canvas as either a JPG or PDF file. Tap again to remove.
	Join	For Mondopad-to-Mondopad whiteboard-to-whiteboard collaboration. Requires an InFocus ConX Room; no audio function is available. See page 43.
	Grid	Tap to show a grid overlay on the canvas. Tap again to remove. <b>NOTE:</b> The grid pattern is not part of the drawing. It is simply an aid.
	Toolbar	Tap to turn the simplified quick access tool bar (at the bottom of the screen) on and off.
	Canvas Map View	Tap to view thumbnails of the entire Whiteboard canvas. Tap a thumbnail to navigate to that area of the canvas.
	Left	Tap to scroll one-half page left in the Whiteboard canvas.
	Up	Tap to scroll one-half page up in the Whiteboard canvas.
	Right	Tap to scroll one-half page right in the Whiteboard canvas.
	Down	Tap to scroll one-half page down in the Whiteboard canvas.



# VIDEO MEETING

The administrator has three options for setting up video conferencing with the Mondopad. If the administrator has chosen the embedded SIP interface for video conferencing services, the information below applies.




However, if the administrator set up a third party application such as Skype, look in the Mondopad toolbar for the application shortcut.

If the administrator connected a third party video calling system to an external video input port, you must change to that source, using the Input button on the remote or keypad. **NOTE:** Only audio is routed through Mondopad using this method. An external camera must be connected to the third party video calling system directly.

## Screen overview



**SIP Service icon:** This read-only icon (see below) provides you with the status of the SIP-based conferencing service.




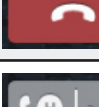




	A call is being made or received.
	Registration has failed. You are not connected to the video conferencing service.
	Ready for a call to be placed.

**SIP URI:** Displays the video conferencing address others can call into.






**Volume control:** Allows you to increase and decrease the speaker volume.

**Video area:** Displays windows of the video conferencing participants. If a bridge call is occurring with multiple participants, the largest window is used by the dominant speaker and the small windows around the edges of the dominant image are used by other participants.








**Dial pad:** Use to initiate a video conferencing call.

Button	Description	
	Backspace	Tap to delete the last type character in the dial field.
	Add Contact	Tap to add a new contact, or to add the number to an existing contact.
	Call	Tap to make a call.
	End Call	Tap to end the call.
	Secondary call button	Tap to make a H.323, Skype, Skype for Business, or SIP audio call.
	Hold/Resume call	Tap to put a call on hold or resume the call.
	Transfer	Tap to transfer the current call to somewhere else.
	Shift	Tap to toggle between the alphanumeric dial pad and special characters dial pad.

**History tab:** Displays your call history.

Button	Description	
	Search	Tap to search the History tab for the criteria entered into the Search text box.
	Clear History	Tap to clear the History tab.
	Add Contact	Tap to add the selected contact to the Contact tab.
	Call Contact	Tap to initiate a video meeting with the contact.
	Delete Contact	Tap to remove a local contact or group.

**Contact tab:** Displays contacts from your personalized address book and other available sources.

Button	Description	
	Search	Tap to search the Contact tab for the criteria entered into the Search text box.
	New Contact	Tap to add a new contact to the Contact tab.
	Export Contacts	Tap to save local contacts to an XML file. This file can be used to import the contacts to another Mondopad display.
	Import Contacts	Tap to import contacts from an XML file to the Mondopad display.
	Call Contact	Tap to initiate a video meeting with the contact.
	Edit Contact	Tap to edit the contact information.
	Save to file	Tap to save the selected contact information to a ConX file, and/or create a link on the Mondopad home page toolbar, or create a Windows desktop shortcut.

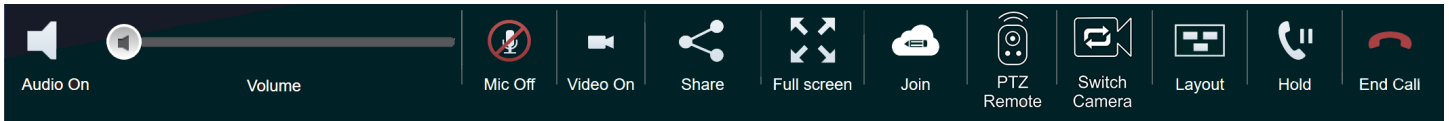
**Settings:** Allows you to change the video meeting settings. **NOTE:** By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable **Settings, Accounts** and/or **Stats** to show in the Video Meeting sidebar. See page 68.














**Accounts:** For administrators only. Used for setting up new and modifying existing account information.

**Stats:** Displays read-only statistics associated with the current call. When call quality is affected, the numbers change accordingly.

## The Active Call Toolbar:

This toolbar only displays during a video call. It auto-hides after five seconds of inactivity. Tap the screen to display the toolbar again.



Button		Description
	Self View	Tap to display the image from the camera on top of the Mondopad. Use Self View to adjust the camera's pan and tilt.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Volume	Use the slider to increase and decrease the speaker volume.
	Mic On/Off	Tap to turn your microphone on or off.
	Video On/ Mute	Tap to mute or unmute the video signal to the remote party.
	Share	Tap to share an application on your PC screen or your entire PC screen with other video call participants.
	Full/Normal Screen	Tap to toggle between full screen and normal screen video.
	Join/Show	Tap to join a whiteboard collaboration (annotation) to the ConX call. See page 43.
	PTZ Remote	Tap to access the PTZ camera control menu. See "Adjust the PTZ Camera" on page 45 for more information.
	Switch Camera	Tap to switch between multiple cameras.
	Layout	Tap to change the layout of the video meeting participant windows.
	Hold/Resume	Tap to put a call on hold or resume the call.
	End Call	Tap to end the call.

# Call Management

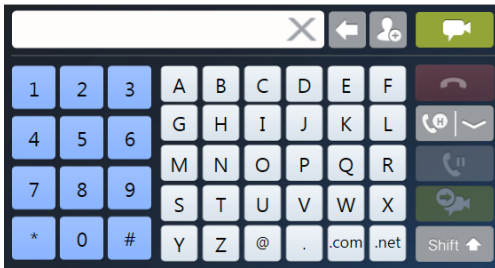
Refer to the documentation your video conferencing service provided for detailed information on how to make and receive calls.

## Make a call using the dial pad

Enter the other party's video conferencing or IP address using the dial pad and tap the **Call** icon. Or, if the desired party is listed in the History or Contacts tab, tap the **Camera** icon located to the right of the desired contact number.

If you are making a Skype, Skype for Business or audio call, tap the Secondary call button and select the appropriate option from the drop-down list. **NOTE:** If making a Skype call, follow the Skype window prompts.

- 1) Using the dial pad, type the other party's video conferencing address.



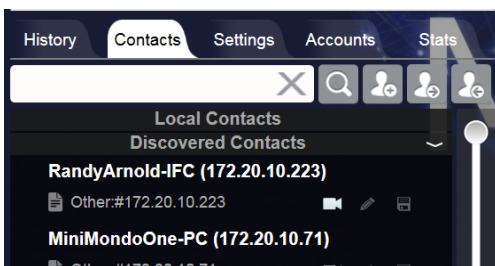
- 2) Tap **Call**.


**NOTE:** If the Mondopad displays are on the same internal network and are on the same side of the firewall, you can call the SIP address directly by typing a pound sign (#) before the IP address. This bypasses the proxy server.

- 3) If you have InFocus.net 121 Premium service and you would like to add another party to the video conference, type the other party's video conferencing address, then tap the **Call Merge** or **Add Caller** button.

## Make a call using the Contacts tab

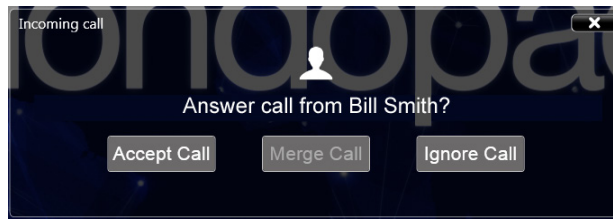
- 1) Tap the **Contacts** or **History** tab.



- 2) Tap the contact you wish to call.
- 3) Tap the Camera icon .

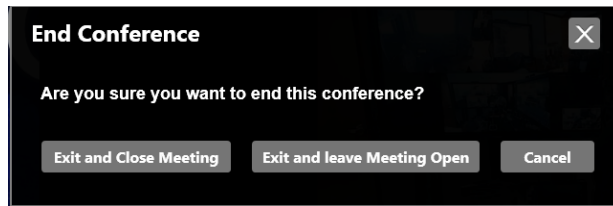
## Accept the call

Once the call is recognized by the Mondopad display, tap **Accept Call** on the pop-up window to begin the audio/video conferencing call, or tap **Ignore Call** to refuse the call. If you have inFocus.net 121 Premium, you can tap **Merge Call** to have a video conference with multiple parties.




## End the call

Tap **End Call** to end the call. If an inFocus.net 121 Premium video conference is in progress, the End Conference window (below) will display. Tap **Exit and Close Meeting** to end the conference completely. Tap **Exit and leave Meeting Open** to leave the meeting and allow the other conference participants to continue the meeting.



## Share the Mondopad screen

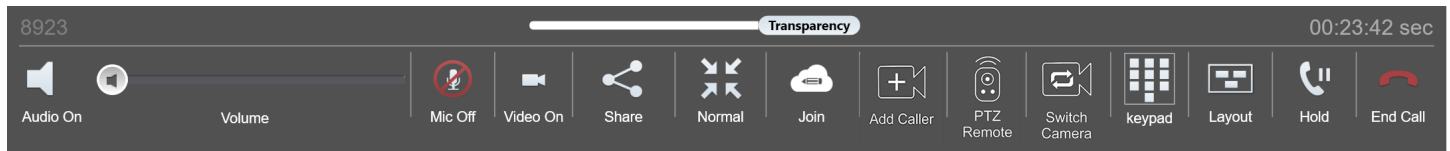
- 1) Start a video call.
- 2) Tap the **Share** button .









- 3) Select the Mondopad feature you wish to share and click **Start**.



- 4) Use the icons on the video meeting participant window and also on the toolbar to control the call.




Button		Description
	Minimize	Tap to minimize the small video meeting participant window.
	Transparency	Use the slider to increase and decrease the transparency level of the call.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Volume	Use the slider to increase and decrease the speaker volume.
	Mic On/Off	Tap to turn your microphone on or off.
	Video On/ Mute	Tap to mute or unmute the video signal to the remote party.
	Share/End Share	Toggle between sharing or not sharing an application on your PC screen or your entire PC screen with other video call participants.
	Normal/Full View	Tap to toggle between full screen and normal screen view video.
	Join	For Mondopad-to-Mondopad whiteboard-to-whiteboard collaboration. Requires an InFocus ConX Room; no audio function is available.

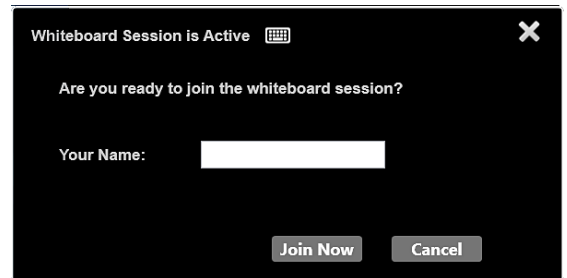
	PTZ Remote	Tap to access the PTZ camera control menu. See "Adjust the PTZ Camera" on page 43 for more information.
	Switch Camera	Tap to switch between multiple cameras.
	Keypad	A 10-key pad.
	Layout	Tap to change the layout of the video meeting participant windows.
	Hold/Resume	Tap to put a call on hold or resume the call.
	End Call	Tap to end the call.

- 5) To stop sharing, tap the **End Share** or **Swap** button as appropriate for your Mondopad display.

## Whiteboard-to-whiteboard collaboration between Mondopads

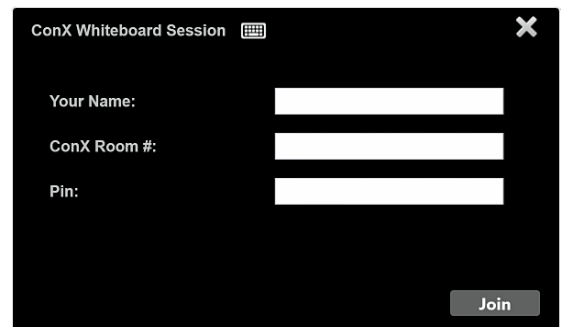
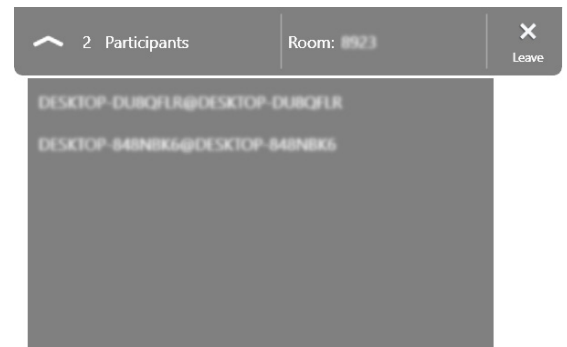
Option 1 – already in a ConX Room:

- 1) After connection to your ConX room, tap the **Join** icon .
- 2) Enter **Your Name** and tap **Join Now**.
- 3) You will be prompted to **Save, Then Join New** or **Join Now**.
- 4) A participant can leave the session by tapping the **X** above **Leave** on the tab.



Option 2 – a one-to-one call:

- 1) The originator calls direct to another Mondopad.
- 2) The recipient (on the other side of the one-to-one call) taps **Accept Call** and **Join Now**.
- 3) The originator is prompted for the device name, the ConX room and the PIN.
- 4) The originator is prompted to **Save, Then Join New** or **Join Now**.
- 5) The recipient taps **Join**.
- 6) The recipient is prompted for the device name, the ConX room number and the PIN.
- 7) The recipient taps **Join** and is prompted to **Save, Then Join New** or **Join Now**.
- 8) Either participant can leave the session by tapping the **X** above **Leave** on the tab at the top of the display.





## Share a third-party application or the desktop

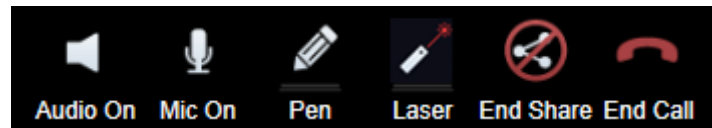
- 1) Start a video call.
- 2) Tap the **Share** button . A list of desktops and applications displays, depending on the Admin settings of your device.









- 3) Select the desktop or application you wish to share and click **Start**.




4) Use the icons on the video meeting participant window and also on the toolbar to control the call:

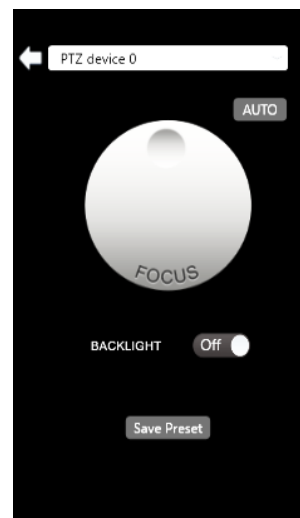
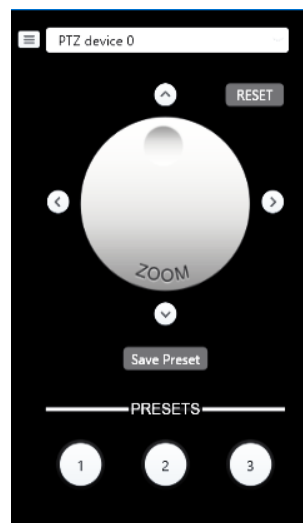


Button	Description	
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Mic On/Mute	Tap to mute or unmute the microphone to the remote party.
	Pen tool	Tap to temporarily annotate items on the shared screen. These marks are only available when sharing data in full screen and cannot be saved.
	Laser tool	Tap to temporarily highlight items on the shared screen. These marks are only available when sharing data in full screen and cannot be saved.
	End share	Tap to stop sharing your screen.
	End call	Tap to end the call.

5) To stop sharing, tap the **End Share** button.

## Adjust the PTZ Camera

If a video meeting is in progress and a PTZ camera has been installed, adjustments can be made to the camera position by tapping the PTZ icon .



- To shift the camera position, tap the appropriate arrow buttons.
- To zoom the image, swipe the **Zoom** button clockwise to zoom in and counter-clockwise to zoom out.
- To reset the camera to its default position, tap **Reset**.
- To focus the camera, tap the icon to the left of "PTZ device...". The **Focus** button operates the same as the Zoom button.
- To close the menu, tap the PTZ icon.

# InstantConference

## Obtain InstantConference

InstantConference is a feature of the InFocus.net 121 Premium subscription level. Users with InFocus video conferencing products (Mondopad, MVP100, BigConnect, etc.) can upgrade their 121 subscription from 121 Basic to 121 Premium.

To upgrade your subscription level, you must purchase the 121 Premium Upgrade (p/n IN121PRM-UP). To renew your existing subscription, you must purchase one of three annual subscription terms: IN121PRM-1Y; IN121PRM-2Y; or IN121PRM-3Y.

## Register 121 Premium

- 1) Once you purchase the 121 Premium subscription, you will receive an activation code. Use this code at [www.infocus.net](http://www.infocus.net) to register your product.
- 2) To use InstantConference features immediately, power on the Mondopad display and navigate to **Video Meeting**.
- 3) Navigate to the **Accounts** tab.
- 4) Edit the default account information.
- 5) Click the **Provision** button. InstantConference features are now available.

**NOTE:** If you do not manually provision your Mondopad display as shown in steps 2 - 5, it may take up to 15 minutes before the auto provisioning cycle is complete.

## InstantConference behavior


If your device has InstantConference capabilities, or you are using a different bridge call service, multiple video windows will be open simultaneously. The largest video window displays the most active participant.

The number of participants who can participate in a bridged video meeting is determined by the service package chosen by the customer.



**TIP:** To change the layout of your video streams, tap \*3 on your keyboard. To change the number of participant cells shown in your combined video stream, tap \*4 on your keyboard.

## Call History

### Save contact from call history

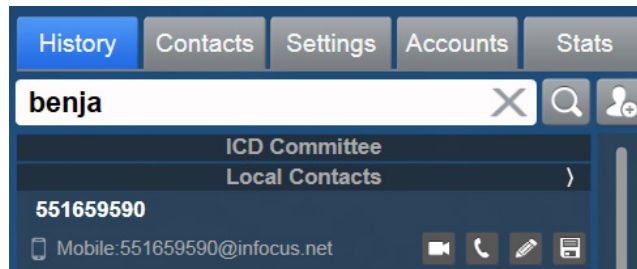
- 1) From the **History** tab, navigate to that specific call and click the **Add Contact** icon .
- 2) Click **Add to Existing** to add the information to an existing contact or click **Create New** to create a new contact.
- 3) Add the contact information and click **Save**.

### Call contact using call history

- 1) From the **History** tab, navigate to the number you wish to call.
- 2) Click the **Video call** button  or the **Audio call** button  to initiate a call.


### Search for contact in History tab


- 1) From the **History** tab, type a few alphanumeric characters in the **Search** field. The contact/history list will immediately display the information which fits the search criteria.

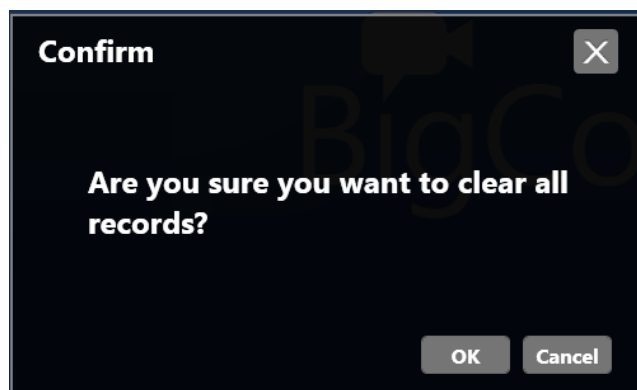


- 2) To clear the search criteria, click the **X** in the search field.

### Clear call history

**To clear the call history associated with a particular call:** Navigate to a specific call record and click the **Delete** button  to the right of the call record. The call record is deleted immediately.

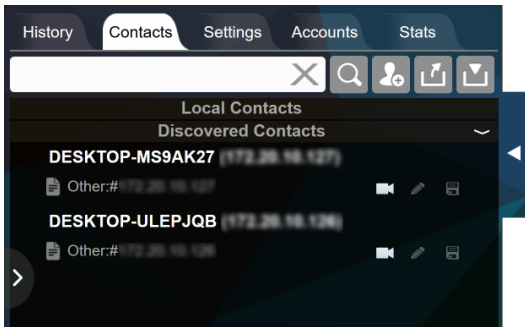
**To clear the entire call history:** Click the **Clear History**  button at the top of the **History** tab, and click **OK** in the **Confirm** window.




# Contacts

## Add a contact

- 1) Tap the **Contacts** tab.

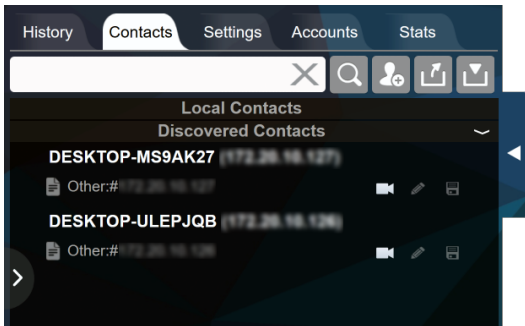



- 2) Tap the **Add Contact** icon .
- 3) Type the contact information into the **Display Name**, **First Name**, **Last Name**, and number text boxes.
- 4) Tap the **Local Group** drop-down list and select the desired group or tap **Edit Group** and the plus icon to add a new group.
- 5) Use the drop-downs to define the type (SIP, Lync, or Skype) and description of the contact numbers (Other, Mobile, Work, Home, Video).
- 6) Tap **Save**.



## Edit contact information

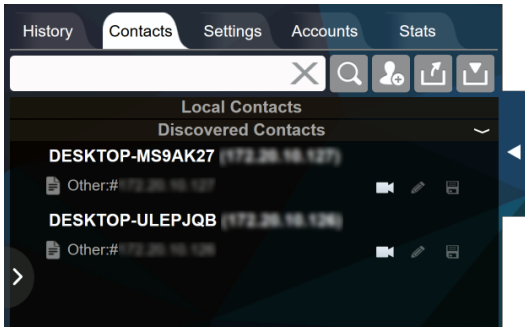
- 1) Tap the **Contacts** tab.




- 2) Tap the contact you wish to edit.
- 3) Tap the **Edit** icon .
- 4) Tap and modify the information as needed.
- 5) Tap **Save**.

## Delete a contact

- 1) Tap the **Contacts** tab.



- 2) Tap the desired contact and tap the **Edit** icon .
- 3) Tap **Delete Contact**.

## Search for a contact

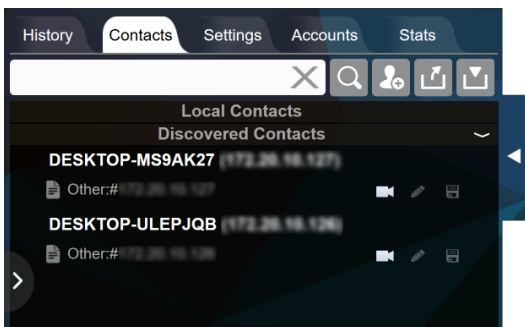
- 1) Tap the **Contacts** (or **History**) tab.
- 2) Type a few alphanumeric characters in the **Search** field. The list updates to reflect the records that meet the search criteria.
- 3) To clear the search criteria, click the **X** in the **Search** field.


## Save contact to the desktop or to the Mondopad toolbar

This process saves a shortcut to your desktop or Mondopad toolbar with the contact number. Double-clicking the shortcut automatically launches the Mondopad software (if it is not already open) and makes the call.

To remove the desktop shortcut, drag it to the recycle bin. To remove the toolbar shortcut, follow the instructions below and click the **Delete from bottom bar tile** button.

- 1) Tap the **Contacts** tab.

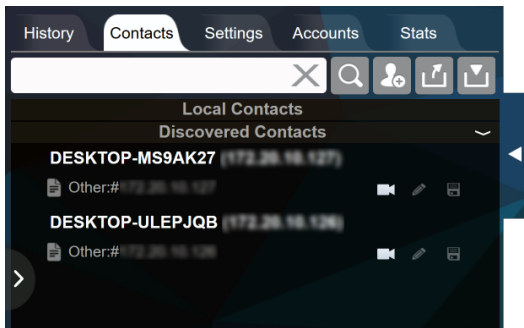



- 2) Tap the contact you wish to edit.
- 3) Tap the **Save** icon .
- 4) Type the file name, if desired.
- 5) To add the shortcut to the desktop, tap the **Create Desktop Shortcut** icon.
- 6) To add the shortcut to the Mondopad toolbar, tap the **Add to Bottom Bar Tile** icon.

## Export Local Contacts

This process saves an XML file of local contacts, which can be used to import the same contact list to other Mondopad displays.

- 1) Tap the **Contacts** tab.

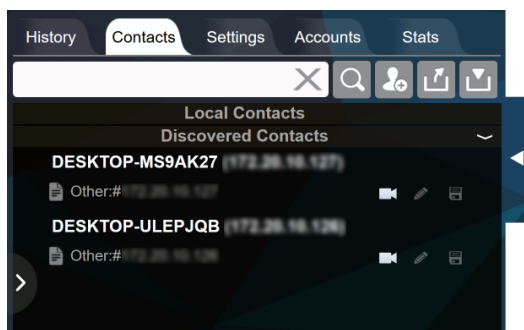



- 2) Tap the **Export Contacts** icon .
- 3) Tap **Browse** and navigate to the location where you want to save the resulting XML file.
- 4) Type a file name in the **Name** field.
- 5) Tap **OK**.

## Import Local Contacts

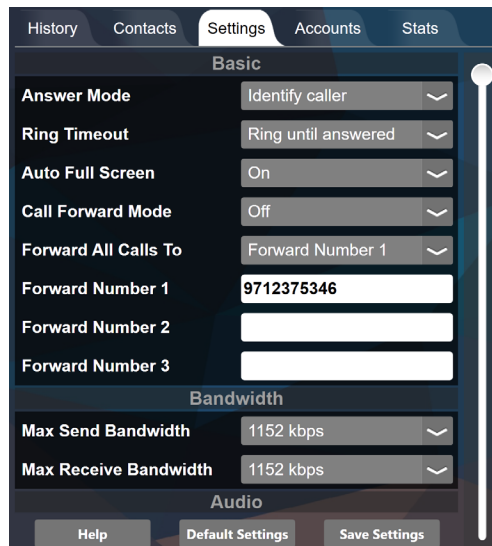
This process imports contacts listed in an XML file to the Mondopad display. To manually create an XML (rather than using the Export Local Contacts feature explained above), see "XML File Format Requirements" on page 111.

- 1) Tap the **Contacts** tab.



- 2) Tap the **Import Contacts** icon .
- 3) Navigate to the location where the XML file is located.
- 4) Tap **Open**.

# Settings



1) Click the **Settings** tab.

**NOTE:** By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable **Settings**, **Accounts** and/or **Stats** to show in the Video Meeting sidebar. See page 68.

2) To return to the default settings, click **Default Settings**.

3) To make changes, navigate to the desired feature (see below) and click the drop-down box.

4) Click the desired option and click **Save Settings** to save your changes. (Or tap **Default Settings** to return the setting options to their factory default settings.)

## Setting tab features

### Basic

- **Answer Mode:** Select the desired answer mode for Mondopad. Options include: Identify caller; Auto reject; and Auto answer.
- **Ring Timeout:** Select the number of times Mondopad should ring before rejecting the call. Options include: Ring until answered; or 10, 20, or 30 seconds.
- **Auto Full Screen:** When enabled, the video conferencing window automatically expands to full screen when a call is connected.
- **Call Forward Mode:** When enabled, all calls are routed to the number associated with the **Forward All Calls To** field.
- **Forward All Calls To:** Select the number that all calls should be routed to when call forwarding is enabled (Options: Forward Number 1, 2, or 3).
- **Forward Number 1:** Define a number for calls to be routed to, if call forwarding has been enabled and **Forward Number 1** has been selected.
- **Forward Number 2:** Define a number for calls to be routed to, if call forwarding has been enabled and **Forward Number 2** has been selected.
- **Forward Number 3:** Define a number for calls to be routed to, if call forwarding has been enabled and **Forward Number 3** has been selected.



## Bandwidth

- **Max Send Bandwidth:** Select the maximum amount of bandwidth outgoing calls should use on the corporate network. Options include: 128, 192, 256, 320, 384, 512, 768, 1024, 1152, 1536, 2048, 3072, and 4096 kbps. **NOTE:** The default is 3072.
- **Max Receive Bandwidth:** Select the maximum amount of bandwidth incoming calls should use on the corporate network. Options include: 128, 192, 256, 320, 384, 512, 768, 1024, 1152, 1536, 2048, 3072, and 4096 kbps. **NOTE:** The default is 3072.

## Audio

- **Preset Audio/Speaker:** The Mondopad display will automatically select between the various presets depending on your hardware setup. If you want to customize the following settings, select **Custom**.
- **SW Echo Cancellation:** When enabled, Echo Cancellation removes the echo from the video conferencing call in order to improve voice quality. Options include: Preferred; Alternative; and Off.
- **Microphone:** Select which microphone should be used by Mondopad.
- **Microphone Auto Ctrl:** When enabled, reduces microphone volume fluctuations automatically.
- **Microphone Volume:** When Microphone Auto Control is disabled, you can use the slider to adjust the microphone volume.
- **Speaker:** Select which speaker should be used during a Mondopad video meeting. Other applications continue to use the default speaker device set up in Windows.
- **Speaker Volume:** Use the slider to adjust the speaker volume.

## Video

- **Preferred Camera:** Select which camera should be used by Mondopad.
- **Aspect ratio:** Select the preferred video image aspect ratio. Options include 4:3 and 16:9.
- **Camera Properties:** Tap **Properties** to access the Video Process Amp and Camera Control Setting submenus associated with the selected camera.

## Provisioning

- **Provisioning URL:** Select **Infocus Provisioning** if an InFocus.net account is being used. If **infocus.net** is selected, the Mondopad display automatically provisions within 10-15 minutes.
- **Provisioning Server 1:** Define a different provisioning server. This is used to set up a local MCU.
- **Provisioning Server 2:** Define a different provisioning server. This is used to set up a local MCU.

## Address Book URL

- **Address Book URL:** enter the URL which contains the video meeting address book information.

## Network



- **DiffServ Audio Priority:** Network control for Mondopad audio traffic prioritization. It is recommended that you leave this at its default setting.
- **DiffServ Video Priority:** Network control for Mondopad video traffic prioritization. It is recommended that you leave this at its default setting.
- **Max. Packet Size:** The maximum size of a single data unit. It is recommended that you leave this at its default setting.
- **RTP Lowest Port Number:** This setting determines the range of UDP ports used by Mondopad for sending and receiving RTP (audio and video) data. Although the allowable range is 0 to 65535, values below 10000 are not recommended. The highest port number must be at least 100 ports higher than the lowest port number (for example, if the RTP Lowest Port Number is 20000, the RTP Highest Port Number must be at least 20099).

- **RTP Highest Port Number:** This setting determines the range of UDP ports used by Mondopad for sending and receiving RTP (audio and video) data. Although the allowable range is 0 to 65535, values below 10000 are not recommended. The highest port number must be at least 100 ports higher than the lowest port number (for example, if the RTP Lowest Port Number is 20000, the RTP Highest Port Number must be at least 20099).

# CAST

- 1) Tap **Cast** from the Mondopad toolbar. The LightCast welcome screen displays, with instructions on how to display computer, tablet, or phone content on the panel using AirPlay, HDMI, Chrome or ControlView 2.0.



- 2) Follow the listed instructions based on your desired device.
- 3) When LightCast is casting, a green LiteCast icon  will display in the top bar. A white LiteCast icon  indicates that devices are connected, but are not casting.



# CONTROLVIEW 2.0

In order to use the ControlView application, your computer must be within the same LAN or WLAN as the Mondopad display.

## Download ControlView 2.0

1) For a Windows computer, open the Mondopad display's IP address on your computer and click **Downloads** to download the ControlView installer, or download directly from: <http://www.infocus.com/accessories/controlview>.

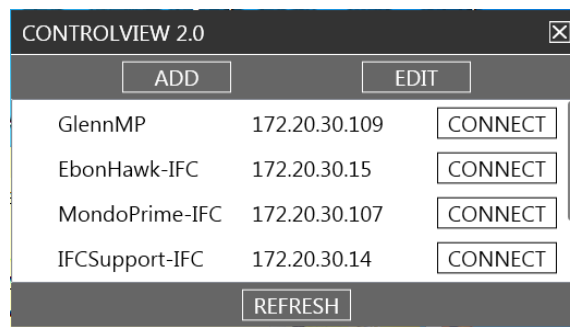
For a tablet or mobile device, go to the Google Play Store and search for **InFocus ControlView**.

2) Click **Run** and follow the prompts to install the software application.

## Connect to a Mondopad display

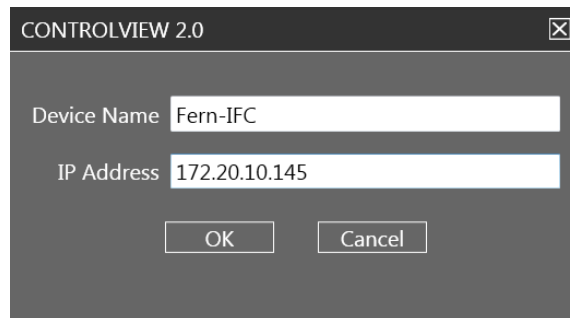
3) Open ControlView.

4) Locate the Mondopad display you would like to use.

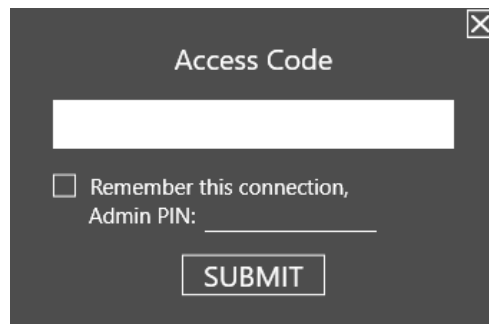


5) If the device you would like to use is not listed:

- Click **Add**.
- Enter the device name and the device's IP address.
- Click **OK**.



6) Click **Connect**.



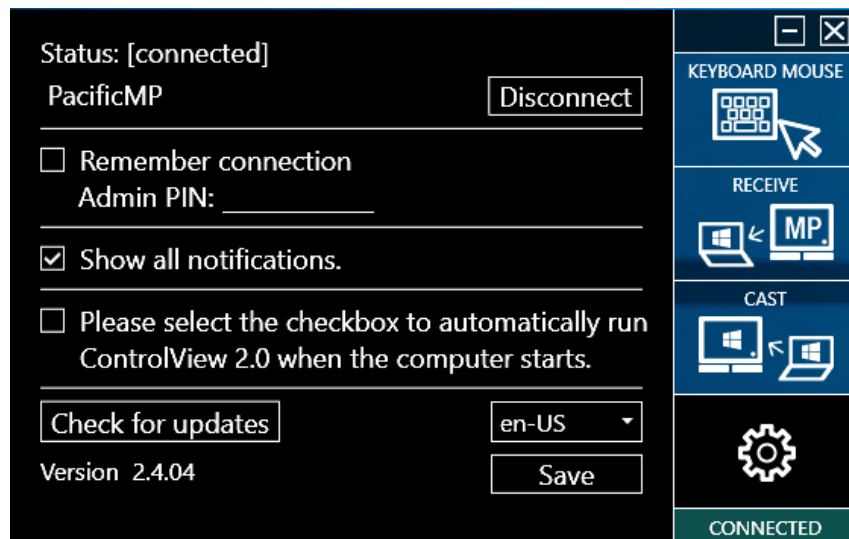
Access Code

Remember this connection,  
Admin PIN: \_\_\_\_\_

**SUBMIT**

7) Type the Mondopad display's session PIN.

8) Click **Submit**. The ControlView menu displays.



Status: [connected]  
PacificMP **Disconnect**

Remember connection  
Admin PIN: \_\_\_\_\_

Show all notifications.

Please select the checkbox to automatically run  
ControlView 2.0 when the computer starts.

**Check for updates** en-US

Version 2.4.04 **Save**

KEYBOARD MOUSE

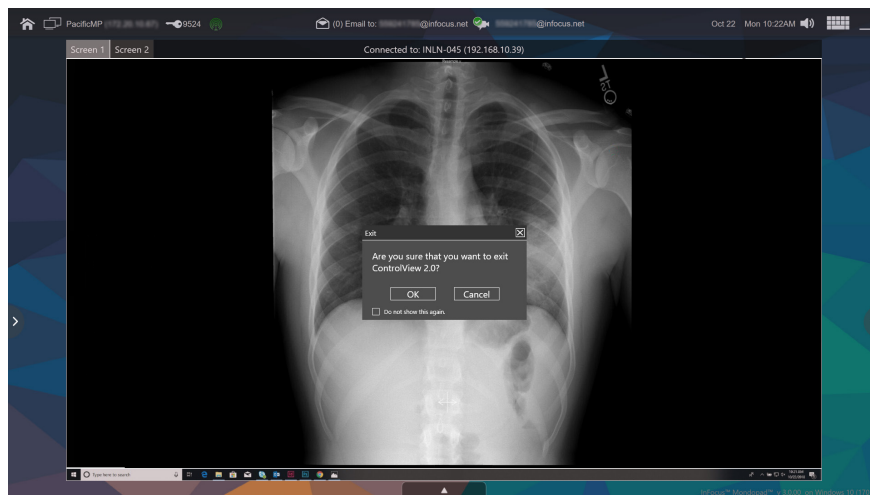
RECEIVE

CAST



**CONNECTED**

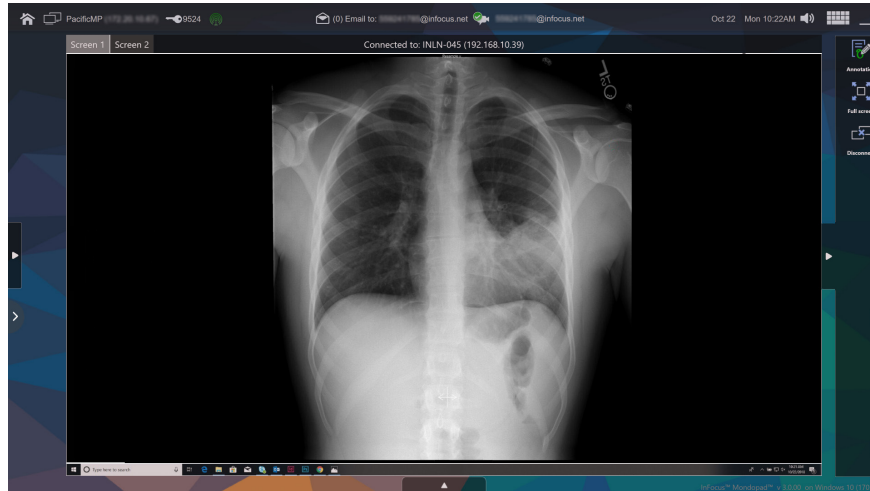
## Switch from a Mondopad to and from a PC, tablet, or mobile device

- 1) Open **ControlView**, select a Mondopad display, and enter the Mondopad session PIN.
- 2) From the ControlView menu:
  - Click **Receive** to duplicate the Mondopad screen, and control the Mondopad menu, from your device. Click the **X** in the upper right corner to exit.
  - Click **Cast** to duplicate your device screen, and control your device, from the Mondopad. To exit, tap either of the directional arrows on the screen and tap **X** from the submenu.
  - Click **Keyboard Mouse** to control the Mondopad display from your device, without displaying the Mondopad screen on your device. To exit, click the **X** in the upper right corner.




## Annotate in Cast

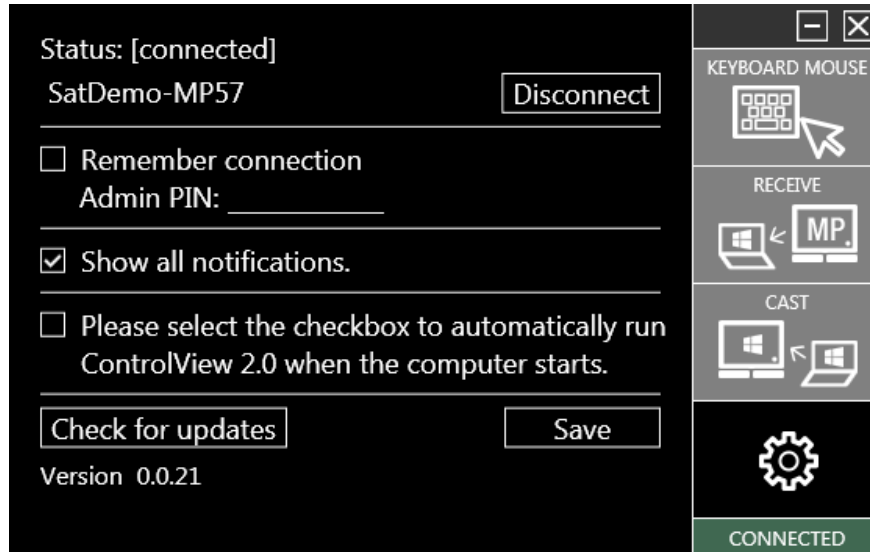
- 1) Open **ControlView**, select a Mondopad display, and enter the Mondopad session PIN.
- 2) From the ControlView menu, select **Cast**.
- 3) Tap one of the directional arrows at either side of the Mondopad screen.
- 4) Tap the **Normal Screen** icon .
- 5) Tap the **Annotation** icon .



## Change ControlView settings

From the ControlView settings window, you can disconnect from the current device, choose to automatically run ControlView when the computer starts, check for updates, and remember the current connection.

- 1) Open **ControlView** and select your device.
- 2) From the ControlView menu, click the **Settings** icon .



- 3) Make any desired changes and click **Save**.



The following section used for initial setup and configuration.

# INITIAL REGISTRATION


You are required to register the Mondopad when it is first powered up. Use local administrator rights during this process. Once the registration is complete, a Mondopad Administrative Account is set up for you, allowing you full access to all Mondopad features. You are not required to enter this information again.

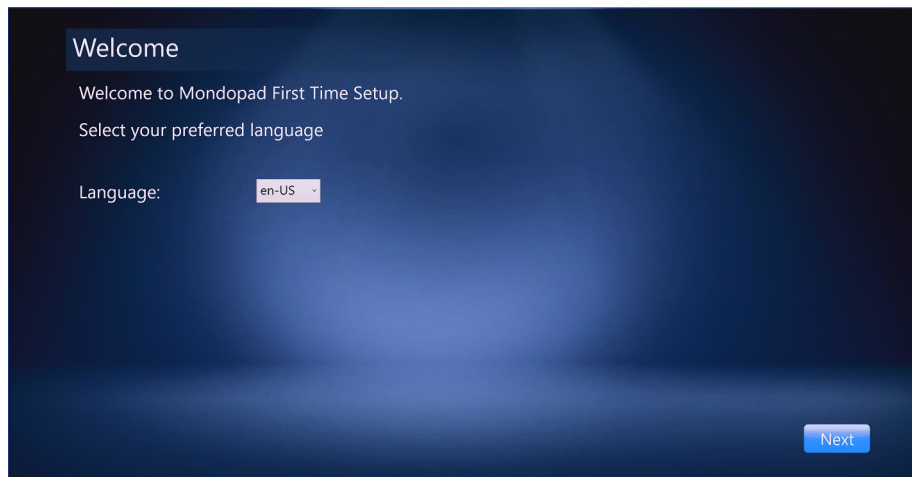
**NOTE:** Microsoft Windows and Office must be activated separately. Both license keys are provided in the Accessories box.

## Required preparation

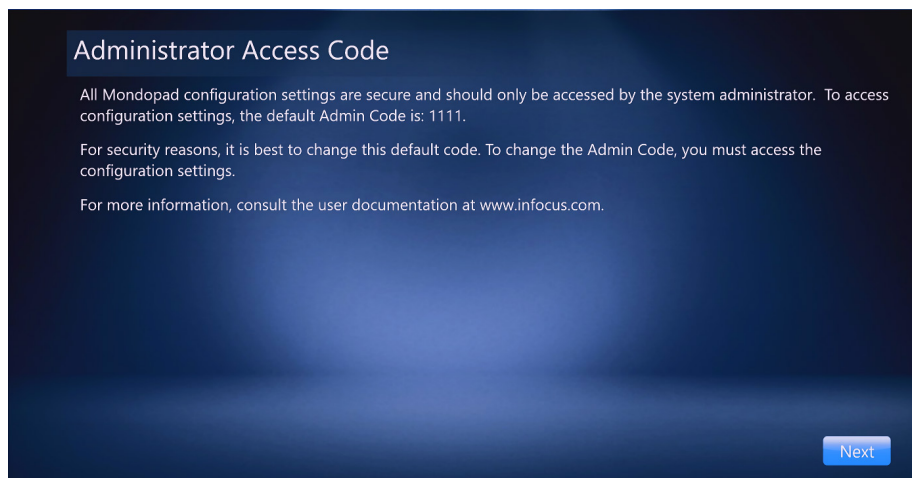
Before starting registration, turn on the Mondopad display and wait two to three minutes for Windows to complete its internal processes. **NOTE:** The device may reboot itself up to two times without intervention. This is normal.

## Register the Mondopad software

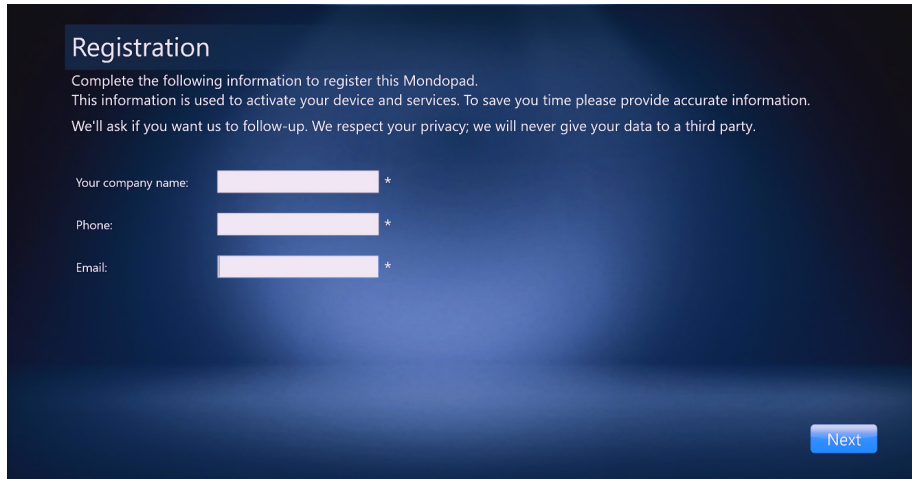
- 1) After the Windows setup is complete and the device restarts (allow three to four minutes), the Mondopad registration process begins.
- 2) If the Mondopad welcome screen does not automatically display, tap the **Mondopad** icon  on the desktop or launch the Mondopad software through Start > InFocus > Mondopad.



- 3) Select the desired display language; tap **Next** to continue.



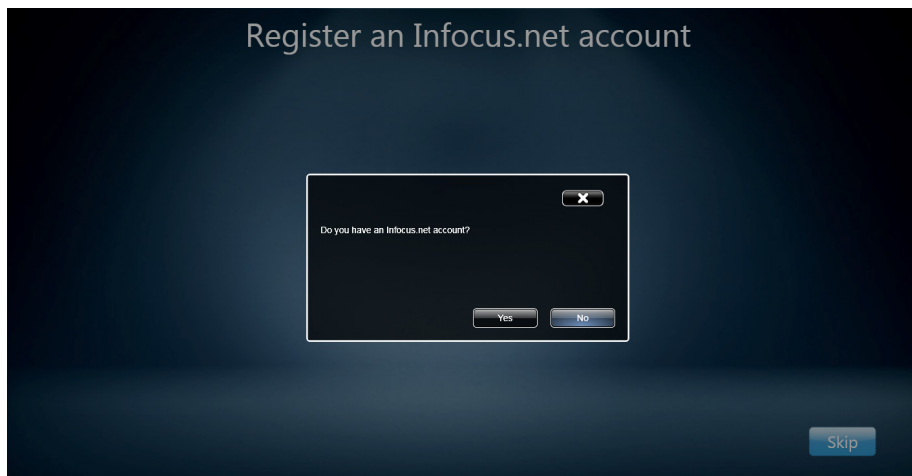
- 4) Tap **Next**.

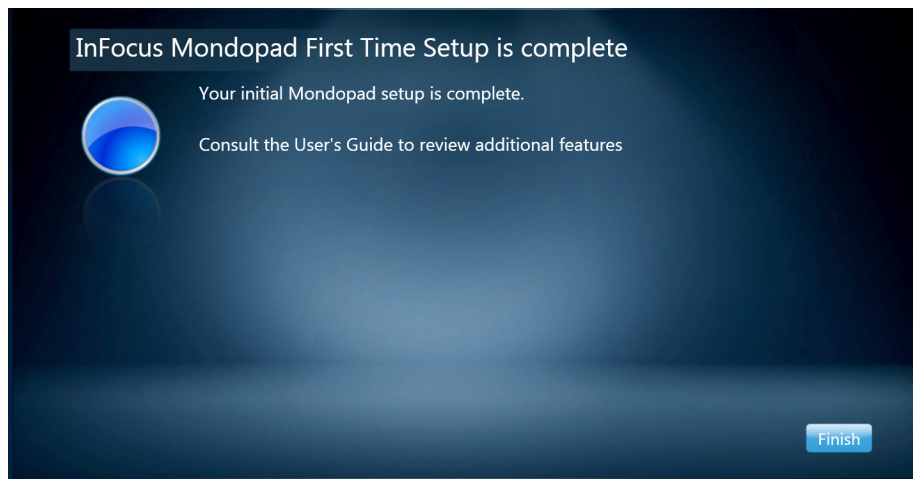


- 5) Enter your registration information. Tap **Next**.
- 6) After checking for updates, Mondopad attempts to register with InFocus. If successful, the Mondopad Registration Success window displays. Tap **Next**. If the registration fails, contact InFocus support at [www.infocus.com/support](http://www.infocus.com/support).

## InFocus.net registration

You will be prompted to set up an InFocus.net account. Follow the prompts to set up an account, if desired.






- 7) Mondopad automatically restarts.
- 8) You have completed the Mondopad Setup and Registration process. Upon restart, it is recommended that you update the Mondopad software, set up video conferencing SIP settings, change the device name to something unique and meaningful, set up email settings, and change the Administrative Access Code.

**NOTES:**

- Be aware that if Windows Update is active, your user base may be negatively affected if the update process occurs during a working session.
- InFocus reviews Windows updates constantly and does its best to ensure Mondopad software compatibility; however, caution is advised when running a Microsoft Windows update.

# ADMINISTRATIVE SETTING MENUS

To set up network and email settings, define the device's name, modify files in the Documents folder, or change the default appearance of the Mondopad home page, you must access the Mondopad Administrative Settings menus.

- 1) Use one of the following methods to access the Administrative menus from the Mondopad screen:
  - After the initial setup and configuration, tap Settings .
  - Access the browser and type **http://localhost/Admin/Login.aspx** in the address bar (by default, this is listed under Favorites).
  - Minimize the Mondopad software and tap the **Mondopad administrator** shortcut on the Windows desktop.
  - Launch a web browser from the Windows desktop and type **http://localhost/admin** in the browser window.

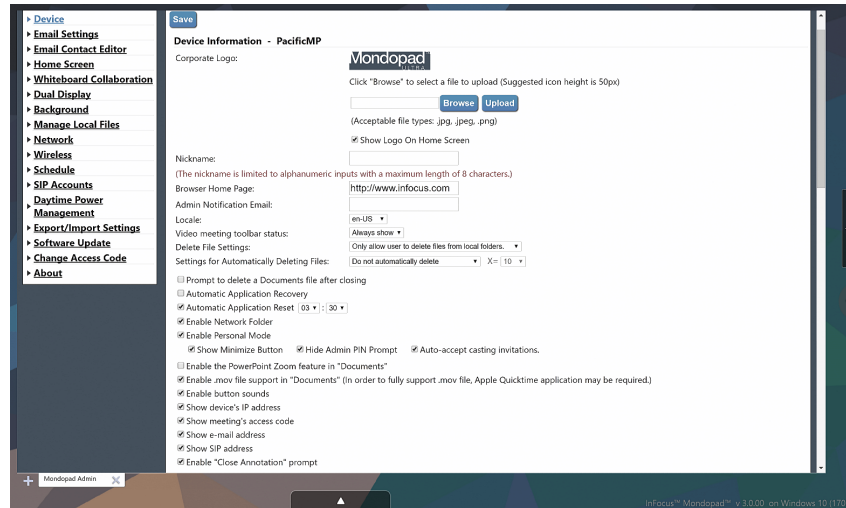
To access the Administrative menus remotely:

- Type the Mondopad IP address in the computer's browser window in the following pattern: `http://xxx.xx.x.xxx/admin` (for example, `http://172.16.1.123/admin`).
- 2) Type the **Admin Access Code** and tap **Login** (or the enter key on the keyboard) to make administrative changes. **NOTE:** The default Admin Access Code is four 1s (1111). InFocus recommends changing the default code as soon as possible.
  - 3) Tap **Logout** (in the upper right) when finished making changes. **NOTE:** Failure to log off properly allows unauthorized users to make changes to administrative menu settings.

Administrative setting menu	Page	Customizing options
Device	65	Modify the corporate logo, device name, default language, and default recovery and security settings.
Email Settings	69	Set up email settings.
Email Contact Editor	72	Manage the email address book for the Mondopad display.
Home Screen	73	Modify the Home page by enabling and disabling the "Getting Started" information, default video, calendar schedule and Mondopad toolbar options.
Whiteboard Collaboration	74	Select the default InFocus whiteboard collaboration server, and/or add another.
Dual Display	74	Define the default Mondopad feature (Whiteboard or Documents) for the secondary touch device.
Background	75	Modify the default background image.
Manage Local Files	76	Manage local files and folders.
Network	77	Set up the wireless and wired network connections.
Wireless	78	Connect to a wireless connection and set up Hotspot access.
Schedule	79	Define a corporate calendar to display on the Home page.
SIP Accounts	80	Set up video conferencing SIP account information.
Daytime Power Management	81	Allows administrators to define the Mondopad display's operating hours and prevents Windows from shutting down the Mondopad display during working hours.
Export/Import Settings	82	Allows administrators to export all the administrative menu settings from one Mondopad display and import them into another Mondopad display.
Software Update	83	Check for Mondopad updates, configure automatic updates, and input the software maintenance plan key.

Change Access Code	84	Modify the Admin Access Code used to access administrative settings in the Browser and Extras areas.
About	85	Provides information about the Mondopad's software version and allows administrators to re-register the Mondopad software and reset the Mondopad software to factory default settings.

## Device



Enter the settings below and tap **Save** when finished.

### Device Information

**Corporate logo:** Defines the logo which appears in the Mondopad Administration area. Any .jpg, .gif, or .png file is supported. For best results, the logo height should not exceed 50 pixels. Select **Show Logo On Home Screen** to display the corporate logo on the Mondopad home page.

**Nickname:** Allows you to type in a user-friendly name for the Mondopad display. This name appears in the device list. If this text box is left blank, the device name is used in the device list.

**Browser Home page:** Defines the default browser Home page. Type the complete URL (for example, <http://www.infocus.com>) in this text box.

**Admin Notification Email:** This is the email address that notifications are sent to if the Admin Access Code is changed, forgotten or should be reset.

**Locale:** Changes the language of the Mondopad software. **NOTE:** The Mondopad software must be restarted for the change to take place.

**Video meeting toolbar status:** Controls the on-screen menu pop-up menu during video conferences; toggles between **Always show** and **Always hide**.

**Delete File Settings:** Allows the administrator to select how files are deleted:

- 1) **Allow user to delete files from all available folders**
- 2) **Only allow user to delete files from local folders**

**Settings for Automatically Deleting Files:** Allows the administrator to select how files are automatically deleted. **Do not automatically delete** protects files from automatic deletion. **Delete files X days since last viewed** and **Delete files X days since created** deletes files that are older than the defined time parameter (1, 5, 10, 20, 30, 40, 50, 60, 90, or 120 days).

**Prompt to delete a Documents file after closing:** When checked, the presenter is asked at the end of the presentation whether or not the presentation file should be deleted. This is for environments which require increased security. **NOTE:** This does not perform a secure delete and does not apply to image file types.

**Automatic Application Recovery:** When checked, causes the Mondopad software to restart if it closes unexpectedly.

**Automatic Application Reset:** When checked, causes the Mondopad software to restart at the selected time. Use the drop down boxes to select the time of day for the reset to occur. **NOTE:** In order to avoid unintentional disruption of a presentation, it is recommended that you select a reset time which occurs after the end of the business day.

**Enable Network Folder:** When enabled, mapped network folders can be viewed through the Documents area by users with administrative privileges.

**Enable Personal Mode:** Personal Mode is enabled by default. **NOTE:** If your organization requires kiosk mode, uncheck this option.

Personal Mode allows the administrator the ability to personalize the following features:

**Show Minimize Button:** When checked, displays a Minimize icon for users in the upper right-hand corner of the Mondopad software. **WARNING:** This allows users to have full access to the Windows desktop.

**Hide Admin PIN Prompt:** When checked, removes the Admin Login icon from the Settings sidebar.

**Auto-Accept Casting Invitations:** When checked, Casting invitations are automatically accepted. **NOTE:** Casting presenters must still enter the current Mondopad session PIN.

**Enable the PowerPoint Zoom feature in "Documents":** When checked, users can zoom their PowerPoint presentations in and out.

**Enable .mov support in "Documents":** When enabled, videos with the .mov extension are supported.

**Enable button sounds:** When checked, the menu buttons emit a sound when tapped or clicked.

**Show device's IP address:** When enabled, the IP address of the device appears at the top of the Mondopad window. **NOTE:** If this feature is disabled, the user can still view this information in the Getting Started menu.

**Show meeting's access code:** When enabled, the Mondopad session PIN appears at the top of the Mondopad window. **NOTE:** If this feature is disabled, the user can still view this information in the Getting Started menu.

**Show email address:** When enabled, the email address of the device appears at the top of the Mondopad window. **NOTE:** If this feature is disabled, the user can still view this information in the Getting Started menu.

**Show SIP Address:** When enabled, the SIP address of the device appears at the top of the Mondopad window. **NOTE:** If Show SIP Address is disabled, the user can still view this information in the Getting Started menu.

**Enable "Close Annotation" prompt:** When checked, the Closing Annotation dialog box displays when an annotation session is interrupted and reminds the user to save the file.

## Meeting Reset Settings

**Close all Third Party Applications launched from Mondopad when meeting is reset:** Removes all third party applications when the meeting is closed or reset.

**Clear web browsing history when meeting is reset:** When enabled, clears all web browsing history from the Browser when the meeting is closed or reset.

**Auto-Reset to Home Page:** When checked, the Mondopad software closes all open files in the Documents folder, resets the meeting, and automatically goes to the Home page.

**Timeout (minutes):** Defines the minutes of inactivity before the Auto-Reset feature runs.

**Force Reset Meeting:** When **True** is selected, the Mondopad software restarts after a certain period of inactivity, closes all open files, and displays a new Mondopad session PIN. When **False** is selected, the Mondopad software goes to the Home page after the defined time (minutes) parameter. The meeting is not reset.

## Cast Settings

**Enable Bonjour UDP broadcasting (required for Airplay and LightCast):** Sends a UDP broadcast to the Apple host/client.

**Resolution of Airplay in Cast:** Select the preferred resolution to accommodate the devices used; 1920 x 1080 is standard. Additional choices are: 640 x 960; 640 x 1136; 750 x 1334; 1024 x 768; 1280 x 720; 1600 x 1200; and 2732 x 2048.

**Require Mondopad Meeting Access Code as password:** Add the Mondopad session PIN to prevent anyone other than the attendees from accessing the meeting.

## Whiteboard Settings

**Enable Whiteboard Auto Save:** When enabled, the contents of every Whiteboard will be saved from initiation (Start Whiteboard with Auto Save) or after one, two, five or 10 minutes (Save Whiteboard every X minutes)

**Enable Auto Smooth:** Applies a preset lag time and weight to Whiteboard strokes.

**Show Page Boundary:** Up to 100 pages and their boundaries can be displayed simultaneously. **NOTE:** Enable if a range of pages is likely to be printed.

**Sharing Whiteboard/Annotation via QR Code:** Shares the presentation with any device which can read a QR code. The QR code is accessible for seven days.

**Share on Public Network:** Disables network discovery features.

**Share on Local Network Only:** Select the length of time the Whiteboard or Annotation remains available: one, seven or 30 days.

**Default Pen Color:** Red, orange, yellow, green, black, brown, blue, purple

**Default Pen Width:** Move the slider to the left or right to select a default width, which is displayed to the right.

**Default Highlighter Color:** Red, orange, yellow, green, black, brown, blue, purple

**Default Highlighter Width:** Move the slider to the left or right to select a default width, which is displayed to the right.

**Default Eraser Size:** Select from small, medium, large, or extra large.

## Extra Settings

**Include the following options without Mondopad Admin login:**

**"Log off User:"** Enables users to terminate their sessions by logging off.

**"Reboot:"** Enables users to restart the Mondopad.

**"Shutdown:"** Enables users to power down the Mondopad device.



## Video Meeting Settings

By default, History and Contacts are enabled in the Video Meeting sidebar. Check the appropriate box to enable **Settings**, **Accounts** and/or **Stats** to show in the Video Meeting sidebar.

## Security and Privacy Settings

**Enable Admin Access Code Change Notification:** When enabled, an email will be sent to the Admin Notification Email address after the defined number of days has passed. Options are 10, 20, 30, 40, 50, 60, 90, or 120 days.

**Protect Email Attachments with Access Code:** When enabled, this adds a folder security PIN code to files received through email and sends the PIN code to the sender via email. This PIN must be used to open the folder.

**Number of PIN Digits:** Defines the allowable length of the PIN codes.

**Lockout duration (after 3 failures):** Refers to the time (minutes) the user is locked out of the folder, if the wrong pin code is entered three times sequentially.

**Global Override PIN:** It is recommended that you set up a Global Override PIN code. This PIN code overrides all personal folder security PIN codes and allows you to open or release all locked folders. Unlike personal folder security PIN codes, Global Override PIN codes require one alphabetic character. See "Access a locked folder" on page 103 for more information.

**Confirm Global Override PIN:** Requires you to re-type your Global Override PIN code for verification.

## Help InFocus improve Mondopad

InFocus asks customers to help improve the Mondopad by providing analytics and crash reports. InFocus collects this information anonymously.

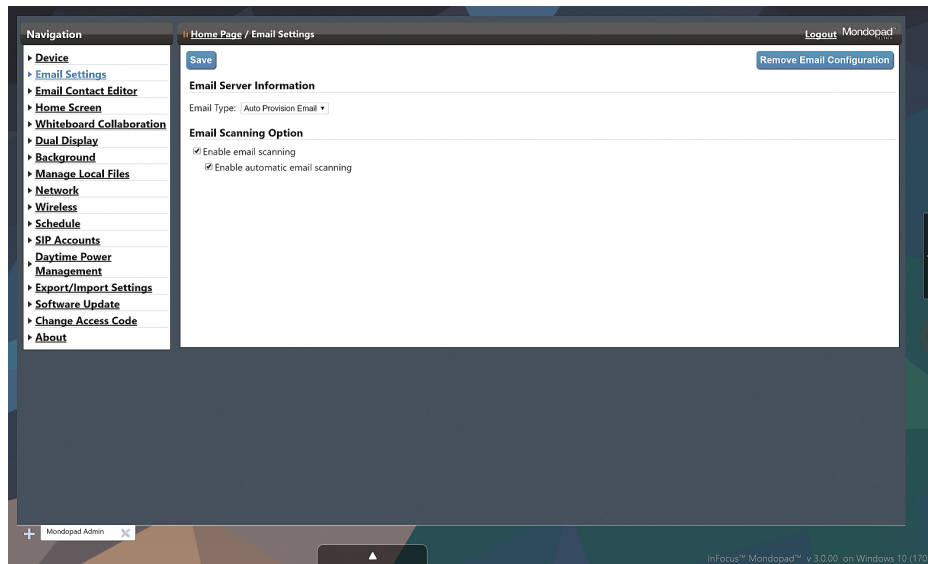
**Share Mondopad Analytics with InFocus:**

**Share Crash Reports with InFocus:**

## Email Settings

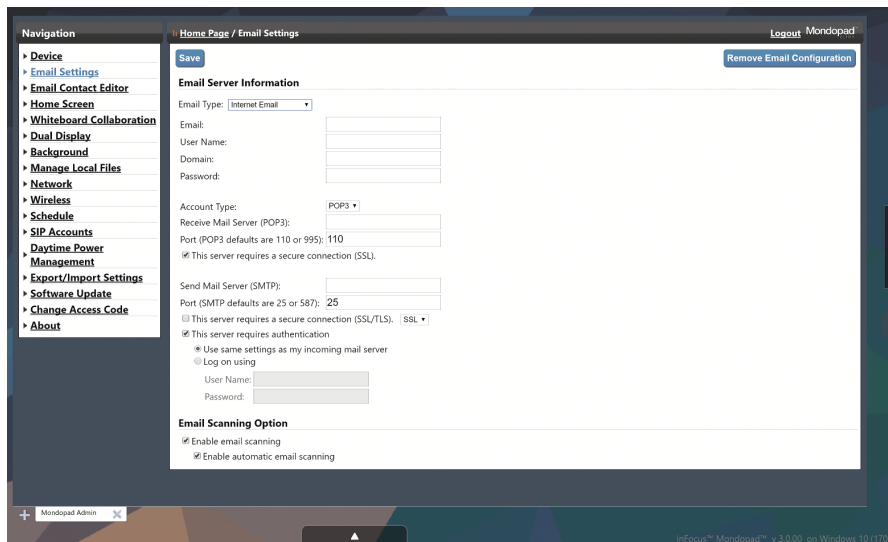
Allows you to define the server information used to send and receive email messages from Mondopad. The setting options change based on the **Email Type** selected. **NOTE:** Some virus protection programs block SMTP ports. Make sure that the SMTP port used in Mondopad under Email Settings is open in the virus program.

For InFocus.net:



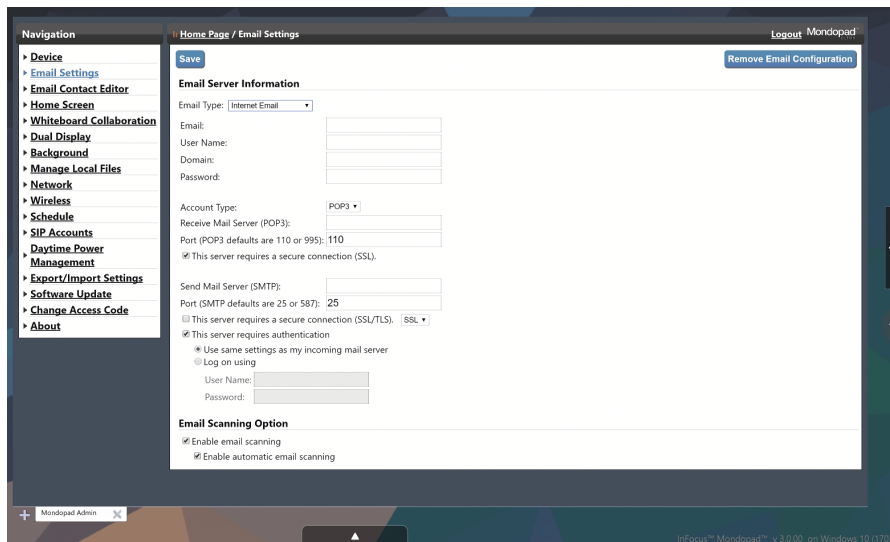
- 1) Select **Auto Provision Email** in the **Email Type** drop-down box. The Mondopad display communicates with the InFocus.net service, and automatically configures the email settings.
- 2) Select **Enable email scanning** if you would like the Mondopad display to automatically scan for new files every 60 seconds.
- 3) Tap **Save**. An email message is sent and received by the device and if successful, displays the message "Receive mail success!"
- 4) If a failure message is received, tap **Save** again. This is usually necessary during a first-time setup due to the time required for the server and device to set up initial configuration settings.

## For Microsoft Exchange and Office 365:



- 1) Select **Microsoft Exchange** in the **Email Type** drop-down box.
- 2) Type your Microsoft Exchange or Office 365 email address into the **Email** text box.
- 3) Type your Microsoft Exchange or Office 365 user name into the **User Name** text box.
- 4) Type your Microsoft Exchange or Office 365 password into the **Password** text box.
- 5) Type your Microsoft Exchange EWS URL into the **EWS URL** text box. **NOTE:** If using Office 365, type **https://outlook.office365.com/ews/exchange.asmx** into the **EWS URL** text box.
- 6) Type your Microsoft Exchange domain into the **Domain** text box. **NOTE:** If using Office 365, leave the **Domain** text box blank.
- 7) Select **Enable email scanning**. If you would like the Mondopad display to automatically scan for new files every 60 seconds, select **Enable automatic email scanning**.
- 8) Tap **Save**. An email message is sent and received by the device and if successful, displays the message "Receive mail success!"
- 9) If a failure message is received, tap **Save** again. This is usually necessary during a first-time setup due to the time required for the server and device to set up initial configuration settings.

For Internet email:

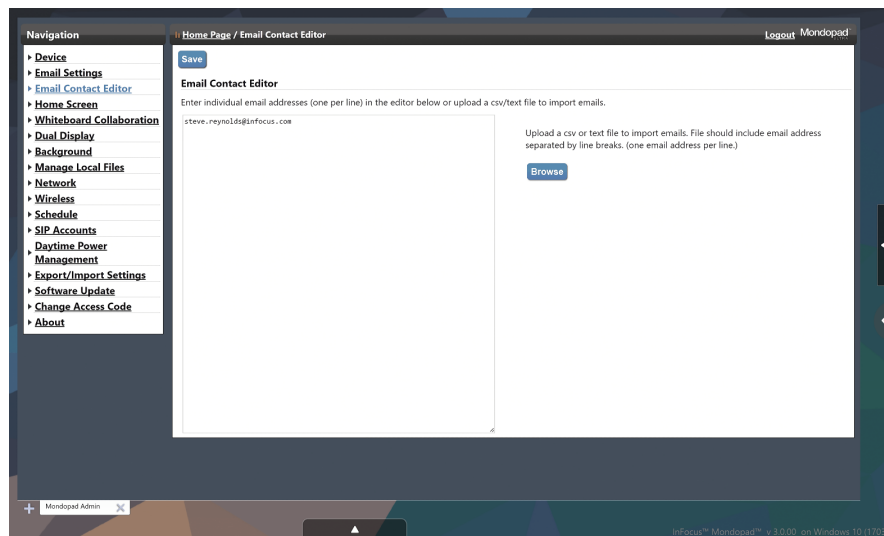


- 1) Select **Internet Email** in **Email Type**.
- 2) Type your email address into the **Email** text box.
- 3) Type your user name into the **User Name** text box. **NOTE:** When using Gmail, the user name must match the email address but does not need the "@gmail.com" text. (For example, the user name for the email address: "jimsmith@gmail.com" could be either "jimsmith" or "jimsmith@gmail.com".)
- 4) Type your domain into the **Domain** text box. **NOTE:** The **Domain** text box for Gmail email addresses must be left blank.
- 5) Type your password into the **Password** text box.
- 6) Tap **Account Type** and select **IMAP** or **POP3** as appropriate for your server.
- 7) Type the **Receive Mail Server**.
- 8) Type the associated **Port** (IMAP defaults are 143 or 993; POP3 defaults are 110 or 995).
- 9) If a secure connection is required, select the **This server requires a secure connection (SSL)** check box.
- 10) Type the **Send Mail Server (SMTP)** address.
- 11) Type the SMTP **Port** (25 or 587).
- 12) If using a secure connection, select either **SSL** or **TLS** in the **This server requires a secure connection** drop-down box.
- 13) If authentication is needed, select the **This server requires authentication** check box, and either:
  - a. Select **Use same setting as my incoming mail server**, or
  - b. Select **Log on using**, and then enter the **User Name** and **Password** associated with that account.
- 14) Select **Enable email scanning**. If you would like the Mondopad display to automatically scan for new files every 60 seconds, select **Enable automatic email scanning**.
- 15) Tap **Save**. An email message is sent and received by the device and if successful, displays the message "Receive mail success!" If a failure message is received, tap **Save** again. This is usually necessary during a first-time set up due to the time required for the server and device to set up initial configuration settings.

To remove the existing email configuration:

Tap the **Remove Email Configuration** button in the upper right.

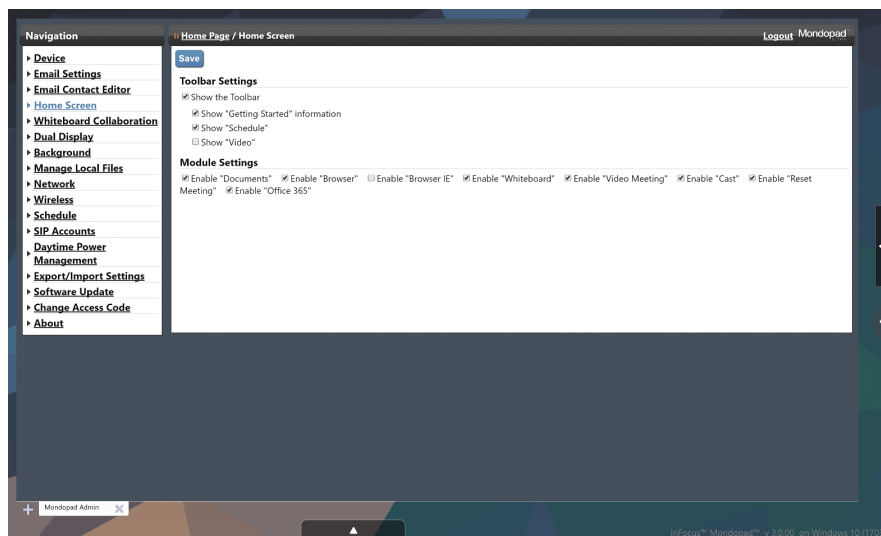
# Email Contact Editor



To add email addresses (used for sharing files and for inviting others via email to join a session), type the individual email addresses (one per line) in the Editor box, or click **Browse** to navigate to the CSV or text file to import a list of contacts.

**NOTE:** CSV/text files must contain one email address per line, separated by line breaks.

# Home Screen



Select from the settings below and tap **Save** when finished making changes:

## Toolbar Settings

**Show the Toolbar:** When selected, allows the administrator to define whether the Getting Started and Schedule icons, as well as an optional video, display on the Mondopad Home page or not.

**Show "Getting Started" Information:** When selected, the Getting Started menu icon displays on the Home page toolbar.

**Show "Schedule":** When selected, the Schedule menu icon displays on the Home page toolbar.

**Show "Video":** When selected, displays a video on the Home page toolbar and provides the options below.

**Auto-play video:** Defines whether the Home page video automatically plays or not. (Changes take effect once Mondopad has powered down and then re-booted.)

**Upload Video:** Allows you to upload a customized .wmv, .mp4, .mp3, .avi, .3gp, .wma, .wav, or .asf video (max size 2GB) for use on the Mondopad Home page.

**Video Name:** Displays the name of the current video which is displayed on the Mondopad home page, when Show Video is enabled with a check mark.

## Module Settings

**Enable "Documents":** When checked, the Documents menu icon displays on the Home page toolbar.

**Enable "Browser":** When checked, the Chromium browser shortcut displays on the Home page toolbar.

**Enable "Browser IE":** When checked, the Browser IE icon displays on the Home page toolbar.

**Enable "Whiteboard":** When checked, the Whiteboard menu icon displays on the Home page toolbar.

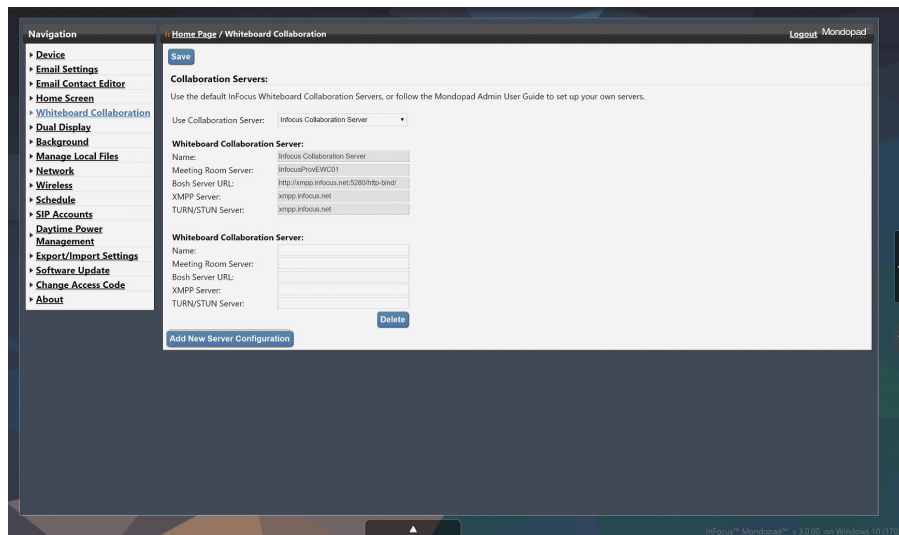
**Enable "Video Meeting":** When checked, the Video Meeting menu icon displays on the Home page toolbar.

**Enable "Cast":** When checked, the Cast menu icon displays on the Home page toolbar.

**Enable "Reset Meeting":** When checked, the Reset Meeting menu icon displays on the Home page toolbar.

**Enable "Office 365":** When checked, the Office 365 menu icon displays on the Home page toolbar.

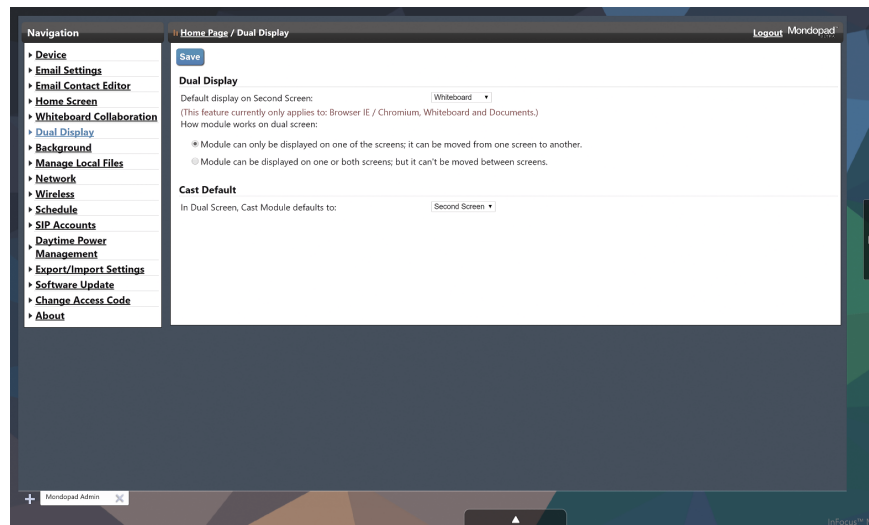
# Whiteboard Collaboration



Tap **Save** to select the InFocus Whiteboard Collaboration Server(s). Additional on-premise ConX/Whiteboard collaboration servers from InFocus can be added by tapping **Add New Server Configuration**.

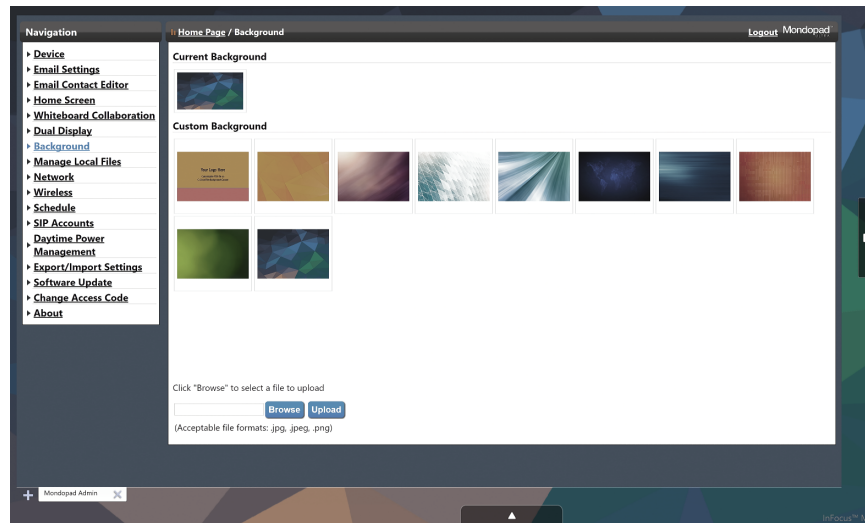
## Dual Display

When a compatible touch screen has been connected to the Mondopad display and the Dual Display feature is active, this option controls which feature displays by default on the secondary touch screen: Whiteboard; Documents; or Video Meeting. Tap the drop-down list to select the default feature; tap **Save**.



**Cast Default:** Select the **Primary Screen** or the **Second Screen** as the Cast Default.

# Background



## To change the background:

- 1) Select the desired background in the Custom Background list or define a new background as per below.
- 2) Background changes take effect immediately.

## To create a custom background:

- 1) Tap **Browse**.
- 2) Locate the desired JPG, PNG or JPEG image (recommended size 1366 x 768 pixels).
- 3) Tap **Open**.
- 4) Tap **Upload**.
- 5) Tap the new image in the Custom Background list.

## To delete a background:

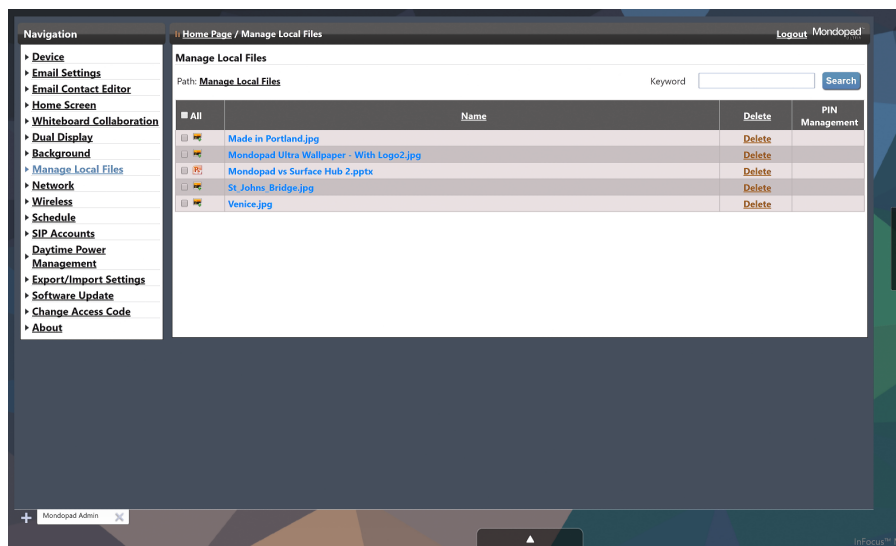
- 1) To delete a background, tap the thumbnail and the red **X** at the top of the background icon.
- 2) Tap **Yes** to confirm.



# Manage Local Files

Lists all the files and folders in the Documents folder, so that you can manage them remotely.

**NOTE:** Only personal folders that were created or copied into the Documents folder can be locked from this screen. Folders that were emailed to the Mondopad display can be locked by selecting Protect Email Attachments with Access Code in the Device menu.



**To add a folder security PIN code to a regular folder** (emailed folders cannot be locked):

- 1) Tap **Set** in the **PIN Management** column located to the right of the folder you wish to lock down.
- 2) Type the desired PIN code into **PIN**.
- 3) Type the PIN code into **Confirm PIN**.
- 4) Tap **OK**.

**To edit a folder security PIN code:**

- 1) Tap **Change** in the **PIN Management** column to the right of the folder.
- 2) Type the desired PIN code into **PIN**.
- 3) Type the PIN code into **Confirm PIN**.
- 4) Tap **OK**.

**To delete a folder security PIN code:**

- 1) Tap **Cancel** in the **PIN Management** column to the right of the folder.
- 2) Tap **OK**.

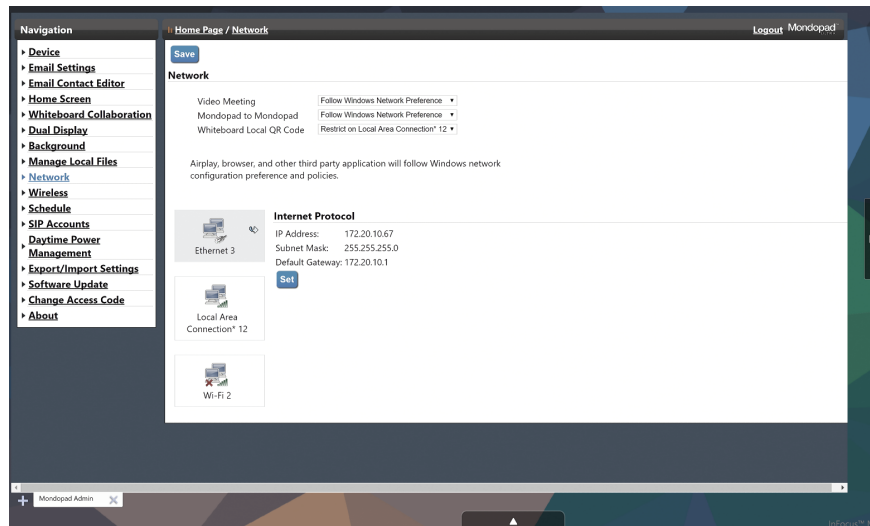
**To delete a single file:**

- 1) Locate the file you wish to delete and tap the **Delete** button to the far right of the file name.
- 2) Tap **OK**.

**To delete multiple folders and files simultaneously:**

- 1) Place a check mark into the box located immediately to the left of each file name.
- 2) When finished, tap **Delete** at the top of the Delete column.

# Network



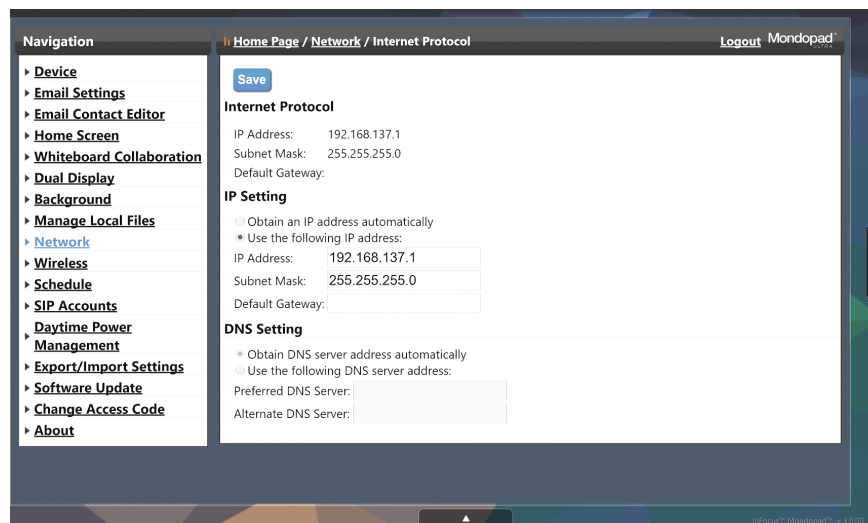
Allows you to enable or disable DHCP and set a static IP address for the wireless adapter and Ethernet ports. These settings affect the Windows control panel settings.

When configuring Mondopad for a network, InFocus recommends using a domain-based network. This allows the Mondopad display to access network resources and allows network users to access the Mondopad document folder if desired.

InFocus recommends that all network configuration and setup be accomplished in Windows in order to ensure that no setup conflicts occur between Windows and the Mondopad administrative shell.

## To set up a wired or wireless connection:

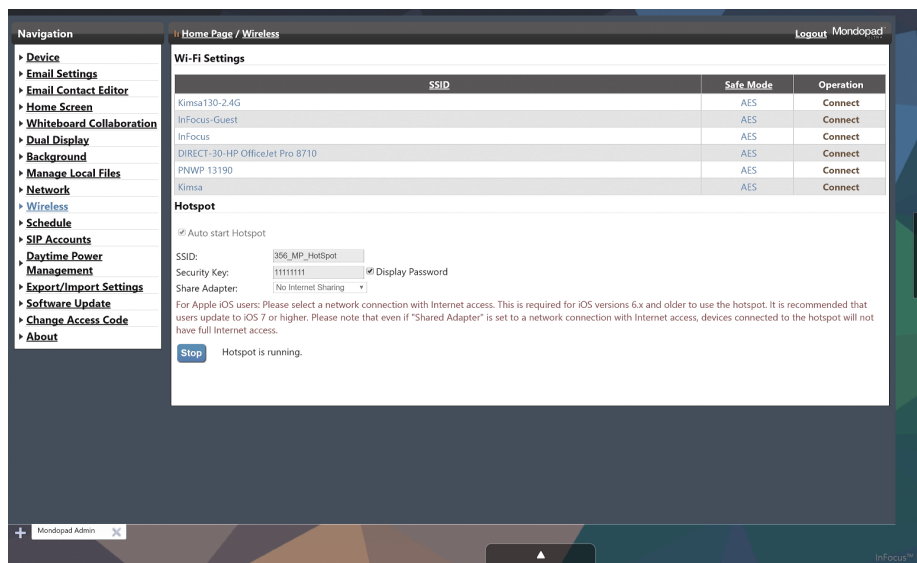
- 1) If you are setting up a wired connection, an RJ45 cable must be connected to the Mondopad and to an access point. Otherwise continue to the next step.
- 2) Tap the **Ethernet 3**, **Local Area Connection\* 12** or **Wi-Fi 2** icon as appropriate.
- 3) Tap **Set**. The Network Internet Protocol page displays.



- 4) Tap **Obtain an IP address automatically** to automatically populate the IP address or tap **Use the following IP address** to type in the IP Address, Subnet Mask, and Default Gateway of the static IP address. **NOTE:** Only IPv4 addresses are supported.

- 5) Tap **Obtain DNS server address automatically** to automatically populate the DNS server address or tap **Use the following DNS server address** to type the Preferred and Alternate DNS Server information manually.
- 6) When finished, tap **Save**.

## Wireless



Allows you to connect to one of the detected wireless networks and set Hotspot parameters. (Hotspot provides guests with a secure wireless network to present from without allowing the guests access to the corporate network.)

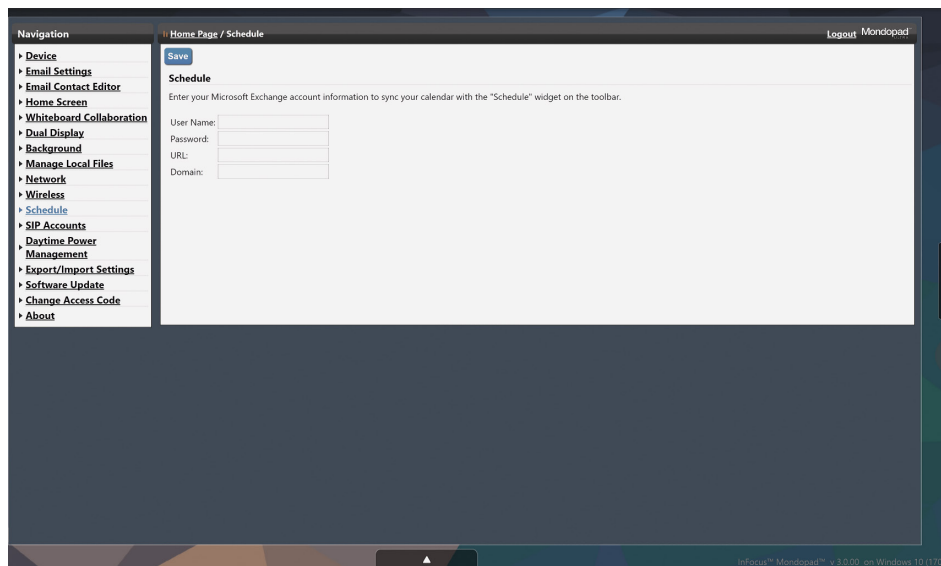
### To set up a wireless connection:

- 1) Locate the desired wireless network from the SSID list and tap **Connect**.
- 2) Type the security key associated with the wireless network when prompted.
- 3) Tap **OK**.

**Auto start Hotspot** is enabled as a default. Tap **Stop** to disable Hotspot; tap **Save/Start** to enable Hotspot. When Hotspot is enabled:

- 1) The SSID is automatically generated. **NOTE:** This can be changed if Hotspot is stopped, but must be a sequence of between 8 to 63 printable ASCII characters, including the space character.
- 2) Tap to select the **Display Password** check box to display the characters, if desired.
- 3) Type the Security Key. **NOTE:** The default security key is eight 1s (11111111). InFocus recommends changing the default security key as soon as possible. The Security key uses WPA/WPA2 security protocol. The WPA passphrase must be a sequence of between 8 to 63 printable ASCII characters, including the space character.
- 4) Tap the **Share Adapter** drop-down list to select the desired option. Refer to the note directly under the drop-down box.

# Schedule



Defines the Microsoft Exchange calendar (2007 and later, using EWS service, or Office 365) which displays when the Schedule icon in the Home page toolbar is tapped. This can be used to reflect a conference room schedule where Mondopad resides or a personal schedule.

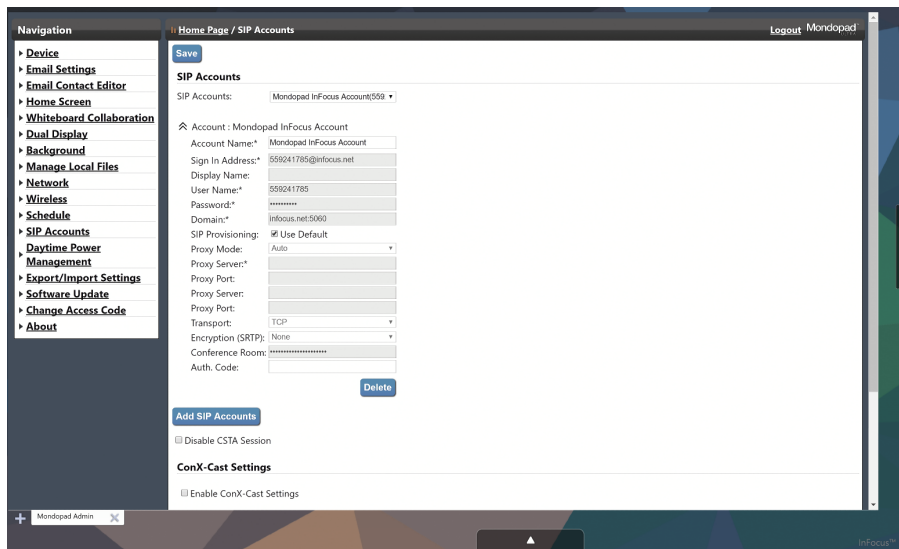
**NOTE:** Because Exchange Server disables the Room Mailbox account by default, it may be necessary to have the Exchange Server administrator enable the account.

## To associate a Microsoft Exchange calendar with the Schedule feature:

- 1) Type the **User Name**.
- 2) Type the **Password** associated with the User Name.
- 3) If not automatically populated, type the **URL** (for example, <https://mail.yourdomain.com/ews/exchange.asmx>) associated with the User Name.
- 4) If not automatically populated, type the **Domain** associated with the User Name.
- 5) Tap **Save**.

**NOTE:** In most cases Auto Discovery automatically populates the URL and domain associated with the User Name and Password.

# SIP Accounts



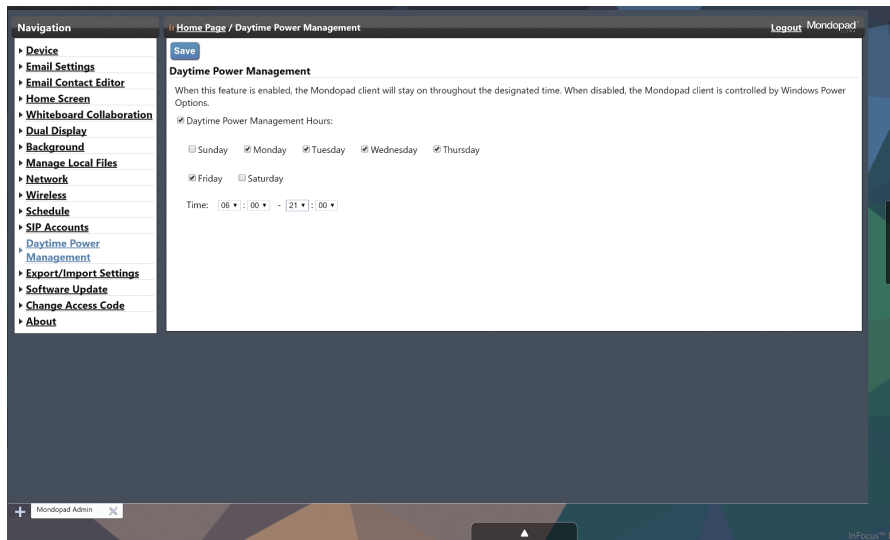
The Mondopad is auto provisioned with an InFocus SIP account. To use another account, tap **Add SIP Accounts**.

- **Account Name:** If using a SIP service other than infocus.net, enter the name of the account.
- **Sign in Address:** If using a SIP service other than infocus.net, enter the address furnished by the SIP provider.
- **Display Name:** Enter a user-friendly name. This name appears as the main account name under the **Accounts** tab.
- **User Name:** If using a SIP service other than infocus.net, enter the user name furnished by the SIP provider.
- **Password:** Enter the information furnished by infocus.net or by the SIP service provider.
- **Domain:** If using a SIP service other than infocus.net, enter the domain furnished by the SIP provider.
- **SIP Provisioning:** TCP is the default. If routing packets are blocked, uncheck "Use Default" and change the **Transport** (below) to TLS.
- **Proxy Mode:** Choose an automatic configuration script or enter the proxy server and port manually.
- **Proxy Server(s):** Enter the information furnished by infocus.net or by the SIP service provider.
- **Proxy Port(s):** Enter the information provided by infocus.net or by the SIP service provider.
- **Transport:** Select between the following options: TCP, UDP, Both (TCP and UDP) or TLS. **NOTE:** Select TLS to provision video conferencing.
- **Encryption (SRTP):** Only available when SIP Transport is set to TLS. Select between the following options: None (no encryption), Required or Best Effort. If Required or Best Effort is chosen, the port setting should be changed to 5061.
- **Conference Room:** Type the name of the associated conference room.
- **Auth. Code:** If managing the Mondopad account(s) through www.infocus.net, use the Authorization Code as a reference.
- Tap **Save**.
- **Disable CSTA Session:** Depending on how the service SIP is configured, it may be necessary to disable CSTA Session.

## ConX Cast settings

A free one-year, three-seat room to ConX Cloud video conferencing is included with every Mondopad. Register by enabling this setting and entering the required information.

# Daytime Power Management

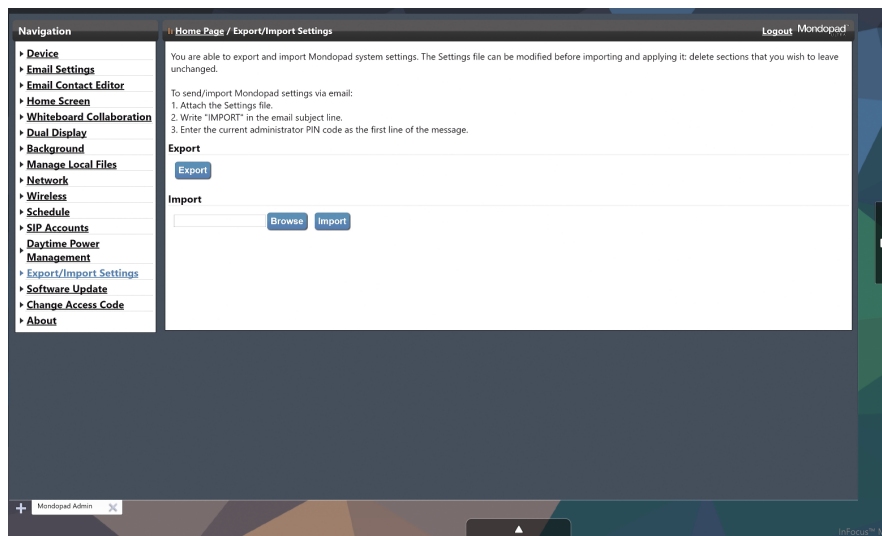


By default, the Mondopad display wakes up at 6AM and goes to sleep at 9PM Monday through Friday. If this is not appropriate for your business needs, change the settings and tap **Save** when finished.

If enabled, Daytime Power Management overrides Windows Power Management settings. Daytime Power Management will wake up at the designated time, even if the device is placed in standby, and will prevent the device from going to sleep during Daytime Power Management hours.

Windows Power Management settings control the Mondopad display when Daytime Power Management is disabled.

# Export/Import Settings



This feature allows administrators to save the administrative menu settings of one Mondopad display to a file, which can then be loaded onto other Mondopad displays, saving time during the setup process.

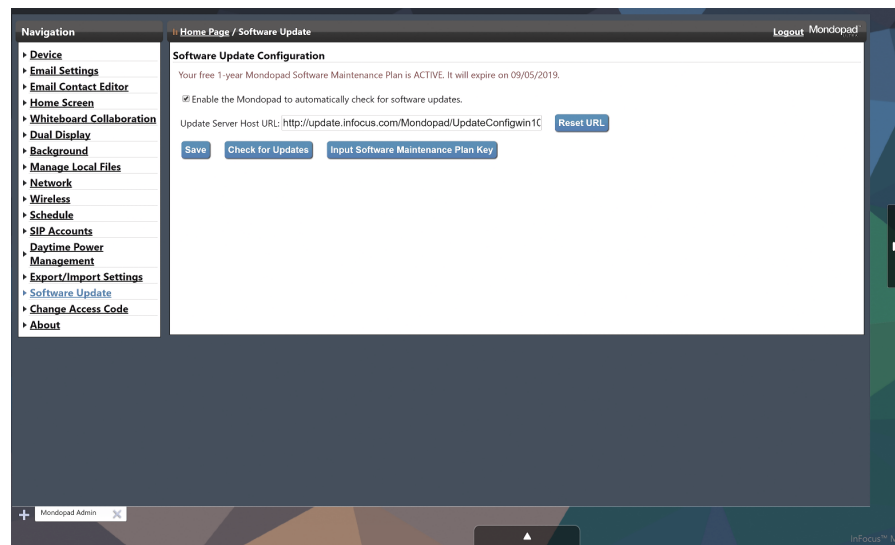
To export Mondopad display settings:

- 1) Tap **Export**.
- 2) Tap "**here**" to download.
- 3) Tap **Save**.
- 4) Type in **File Name**.
- 5) Type in location or accept default.
- 6) Tap **Save**.
- 7) When download is complete, tap **Close**.
- 8) Save the file to a USB stick or email it to another Mondopad by following the on-screen instructions.

To import Mondopad display settings:

- 1) Tap **Browse**.
- 2) Navigate to and tap the settings file.
- 3) Tap **Open**.
- 4) Tap **Import**.

# Software Update



This feature is used to input the software maintenance plan key, check for Mondopad updates, and configure automatic updates. Tap **Save** when changes are complete. **NOTE:** The software cannot be updated unless it meets maintenance requirements and has a valid software maintenance plan key.

**Enable the Mondopad to automatically check for software updates:** When checked, this causes the Mondopad software to display a message on the Mondopad display alerting the users that an update is available.

**Update Server Host URL:** When Update Notification Email is enabled, the Update Server Host URL must be defined in order to ensure the email alert is sent successfully.

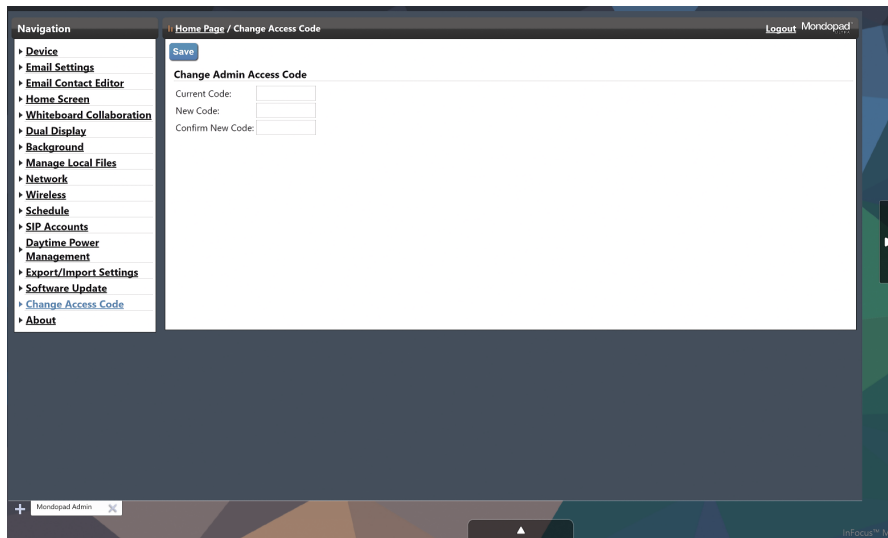
**Check for Updates:** Tap to see if a software update is available. If an update is available, follow the prompts to update the Mondopad display.

**Input Software Maintenance Plan Key:** Tap to enter the software maintenance plan key associated with the device. Follow the prompts.

**NOTE:** The Mondopad software must be running in order to perform a remote update.



# Change Access Code



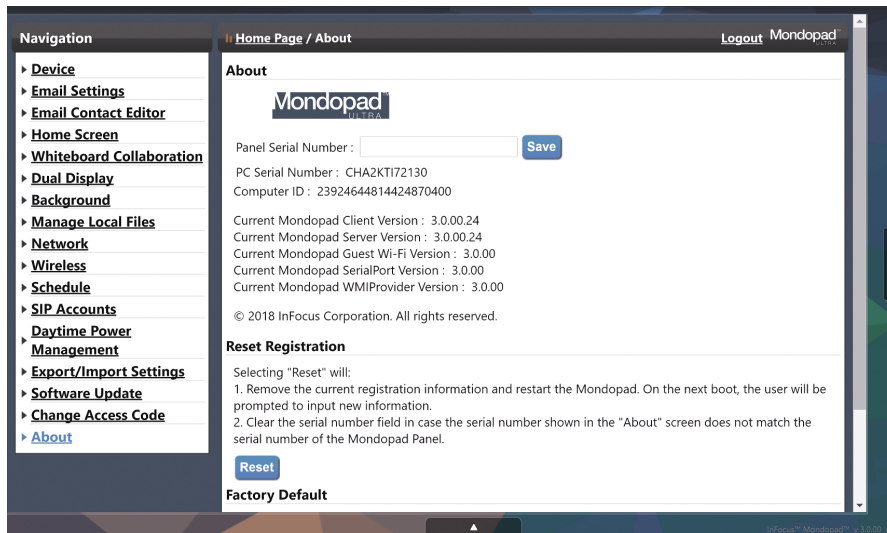
Allows you to define a different Admin Access Code.

## To change the existing Admin Access Code:

- 1) Type the **Current Code**.
- 2) Type the **New Code**.
- 3) Type the same code in **Confirm New Code**.
- 4) Tap **Save**.

**NOTE:** For forgotten access codes, tap **Forgot Admin Access Code**, located to the right of the Login button at the Settings login screen. The Admin Access Code is sent to the email defined in the **Admin Notification Email** field in the **Device** menu.

# About











This screen provides information about the current Mondopad software version and allows you to update the organization and contact information associated with the Mondopad display. On occasion, the serial number cannot be accessed through software. In that case, you will be prompted to enter the serial number from the back of the unit. Once entered, you will be able to use the Auto-provisioning and automatic Activation features.

**NOTE:** The **Computer ID** number may be required if you contact Technical Support regarding software activation. We recommend you keep a record of the Computer ID number, along with the Software License Key, for future reference.

**To re-register the Mondopad software with InFocus during the next power-up cycle:** Tap **Reset** in the Reset Registration section.

**To return the Mondopad software to its factory default settings:** Select the items listed under the Factory Default section that you would like saved, such as the registration information, SIP settings, and email settings. Then tap **Reset**.

## Administrator Settings Toolbar

Button	Description	
	Admin Login	For administrators only. To ensure the Mondopad display operates consistently for all users, system configuration is restricted to the system administrator and requires an Admin PIN. <b>NOTE:</b> When Personal Mode is enabled through the administrative Settings module, all administrative level features are immediately available and do not require an Admin PIN to be entered.
	Minimize	For administrators only. Minimizes the Mondopad software and exposes the Windows desktop. Tap the <b>Mondopad</b> icon in the task bar to return to the Mondopad.
	Exit Mondopad	For administrators only. Closes the Mondopad and returns the user to the Windows desktop.
	Logoff User	For Mondopad displays using local or domain-based user accounts, users can terminate their sessions by logging off. This returns the system to the Windows user login page, controlled by the Windows operating system.
	Reboot	Restarts the Mondopad display.
	Shutdown	Powers down the Mondopad display.
	About	<p>For administrators only. Displays Mondopad software version number, the Computer ID, and the date the Mondopad Software Maintenance plan expires. The Computer ID can be used with Technical Support to help administer your software license key.</p> <p><b>Check for Update:</b> InFocus provides periodic software updates for Mondopad displays which have active software maintenance plans. If your Mondopad software maintenance plan is active, tap <b>Check for Update</b> and follow the prompts to update your Mondopad display. If available, the software update will download and install automatically.</p> <p><b>Input Software Maintenance Plan Key:</b> If your Mondopad software maintenance plan has expired, you must purchase a new license from InFocus. Tap <b>Input Software Maintenance Plan Key</b> to enter a new license.</p>
	Help	Displays tips and information.

# VIDEO MEETING ADMINISTRATION

## Setup options

The Mondopad software is simply a SIP endpoint and can work with any SIP-based service. Some SIP-based services provide translation services to other video conferencing protocols such as H.323. These are the responsibility of the service provider, not InFocus.

There are four options to set up video conferencing with the Mondopad:

**Option 1:** Use the embedded SIP interface which allows you to connect to a SIP-based video conferencing server. Mondopad comes with a built-in SIP client application that supports video conferencing services to make and receive video calls from SIP-based video devices, including devices manufactured by:

- Cisco
- Tandberg
- Polycom
- LifeSize

Furthermore, InFocus offers InFocus.net video conferencing options for those without a standardized SIP-based video conferencing service and for those who want to add interactivity between their existing SIP-based and H.323-based video conference equipment.

As an alternative, Mondopad can dial directly to another Mondopad without a server using the device's IP address. **NOTE:** The receiving Mondopad IP address must be visible within the network and not hidden behind routers or firewalls.

**Option 2:** A video conferencing application (such as Skype) can be installed in Windows. A shortcut will appear in the Applications menu. **NOTE:** Full audio and video capabilities are available.

**Option 3:** A third party video calling system can be connected into an available external video input port of the display (for example, HDMI). You must change to that source, using the Input button on the remote or device keypad, or use the Mondopad PiP feature.

**NOTE:** Only audio is routed through Mondopad. For video purposes, an external camera must be connected to the third party video calling system directly.

**Option 4:** Microsoft Skype for Business allows Skype for Business video conferencing devices to intercommunicate. A Microsoft Skype for Business server is required. Cloud-based Skype for Business services are not supported.

# VIDEO MEETING CONFIGURATION

## Video meeting

If you have a basic unmanaged network with a router provided by your ISP, you will likely need to configure nothing. Most firewalls in a standard configuration will allow a stateful connection.

Socket	Direction	Use	Port Number
TCP and UDP	Outbound	SIP	5060, 5061
UDP	Outbound	InFocus.net media	25000-35000
HTTPS	Outbound	InFocus.net provisioning	443
TCP and UDP	Outbound	H.323	1720
UDP	Outbound	H.323 media	1024-65535

## Email

These outbound TCP ports must be unrestricted, depending on the chosen email service/configuration.

Socket	Direction	Use	Port Number
TCP	Outbound	SMTP	25, 465, 587
TCP	Outbound	IMAP	143, 993
TCP	Outbound	POP	110, 995

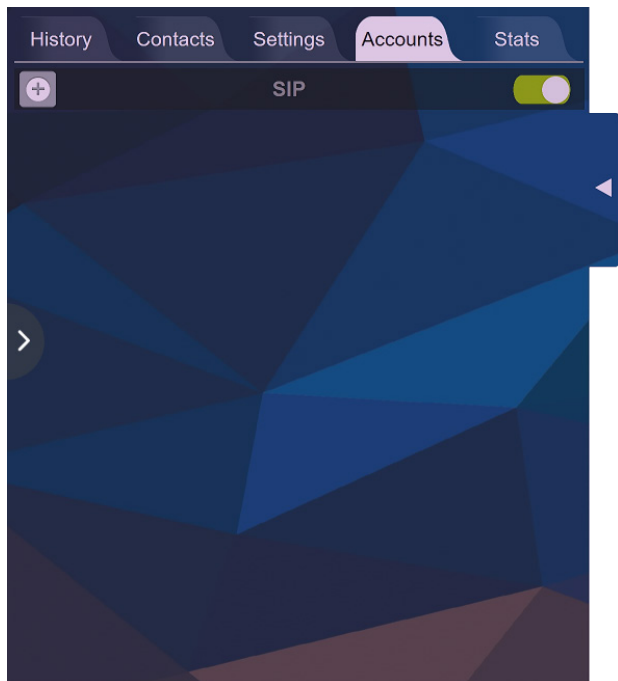
## Mondopad services

All of the services listed below are designed to work on your internal network. This information is provided in case you have security between Mondopads on your internal network which would prevent this communication. Otherwise, it is not likely you will need to make any network configuration changes to use these services.



Socket	Direction	Use	Port Number
UDP	Inbound	Mondopad management tool	10089
TCP	Inbound	Sharing/ControlView	38100, 38101
TCP	Inbound	Sharing/ControlView	53001
UDP	Inbound and Outbound	Sharing/ControlView	10086, 38436-38439
UDP	Inbound and Outbound	Mondopad Discovery	2001

# ACCOUNTS

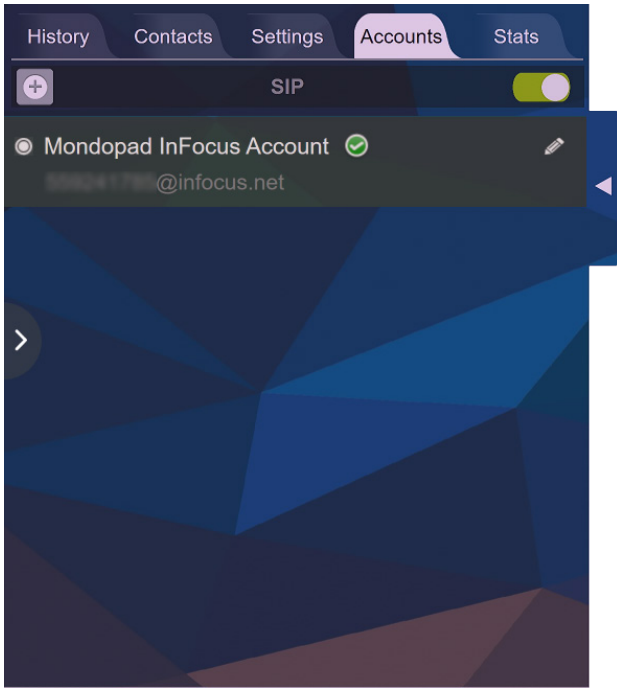
**NOTE:** By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable **Settings**, **Accounts** and/or **Stats** to show in the Video Meeting sidebar. See page 68.

A screenshot of the 'Adding Account' dialog box. The dialog has a title bar with a close button (X). It contains several input fields and dropdown menus. The fields are: Account Name \*, Sign in Address \*, Display Name, User Name \*, Password \*, and Domain \*. Below these are: Proxy Mode (dropdown menu with 'Manual' selected), Proxy Server \* (input field) and Port (input field), Proxy Server (input field) and Port (input field), Transport (dropdown menu with 'TCP' selected), SRTSP (dropdown menu with 'None' selected), and Ad-hoc Conf. Room (input field). At the bottom right, there are three buttons: Cancel, Test Register, and Save.

## Add a SIP account


- 1) Tap the Video Meeting icon  in the toolbar.
- 2) Select the **Accounts** tab.
- 3) Select the **Add** button .
- 4) Enter the Admin Access code.
- 5) Fill in all required fields with the information furnished by your SIP service provider.
- 6) Click **Save**.
- 7) Click **Test Register**.

## Edit a SIP account

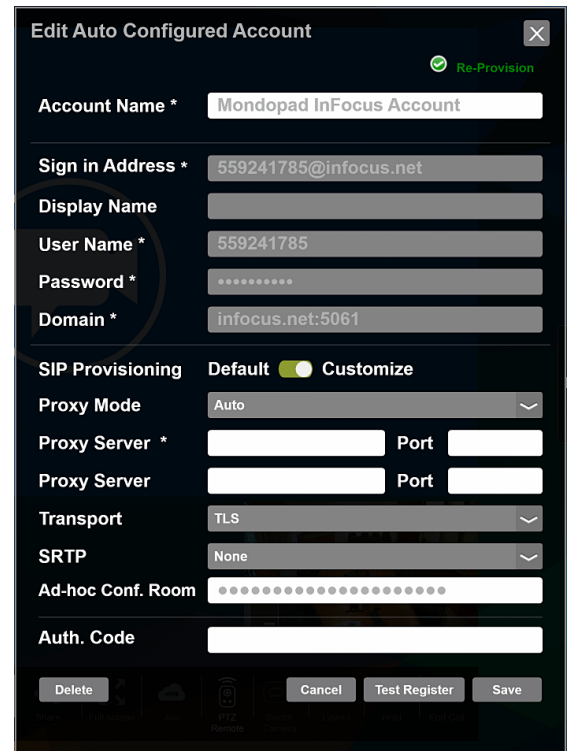
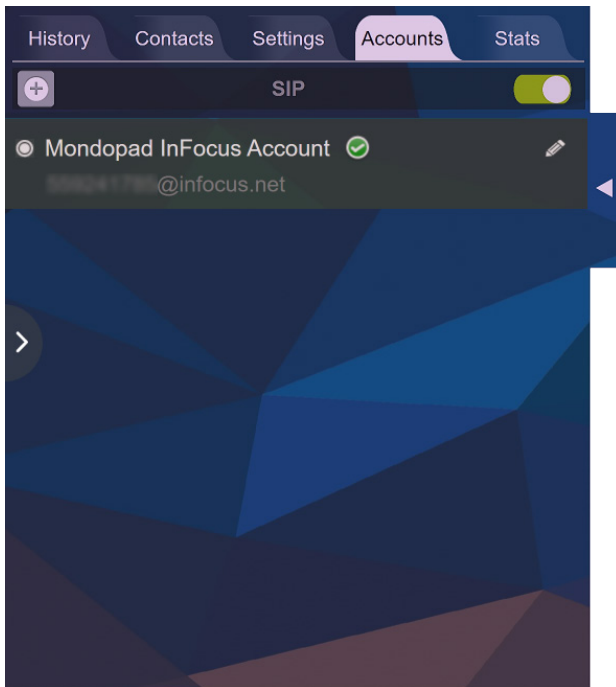
A screenshot of the 'Edit Auto Configured Account' dialog box. The title bar includes a close button and a 'Re-Provision' status indicator. The form contains the following fields:


- Account Name \*: Mondopad InFocus Account
- Sign in Address \*: 559241785@infocus.net
- Display Name: (empty)
- User Name \*: 559241785
- Password \*: (masked with dots)
- Domain \*: infocus.net:5061
- SIP Provisioning: Default (selected) / Customize
- Proxy Mode: Auto (dropdown)
- Proxy Server \*: (empty) Port: (empty)
- Proxy Server: (empty) Port: (empty)
- Transport: TLS (dropdown)
- SRTP: None (dropdown)
- Ad-hoc Conf. Room: (masked with dots)
- Auth. Code: (empty)

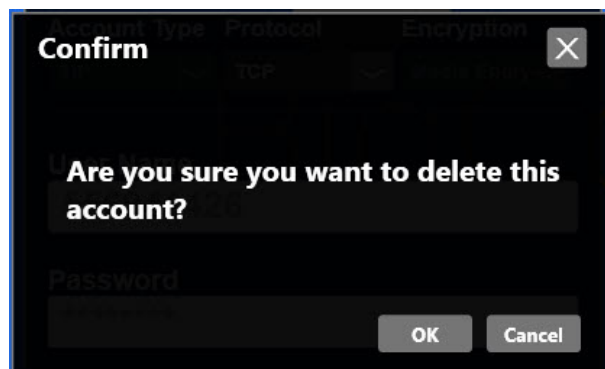
At the bottom, there are buttons for 'Delete', 'Cancel', 'Test Register', and 'Save'. A 'Re-Provision' button is also visible in the top right corner.

- 1) Select the **Accounts** tab.
- 2) Click the **Edit** button  next to the existing account you wish to edit.
- 3) Edit the account information as needed.
- 4) Click **Save**.
- 5) Click **Test Register**.

## Delete an account



- 1) Click the **Accounts** tab.
- 2) Click the **Edit** button  next to the existing account you wish to delete.
- 3) Click **Delete**. The Delete Confirmation window displays.



- 4) Click **OK**.



## Video conferencing settings

See "Settings" on page 51.

## SIP registration process

In the majority of circumstances, Mondopad connects to the SIP-based video conferencing service and makes and receives video calls without any problems. However, network configuration problems, security software and bad account credentials can all cause problems.

In order to diagnose and repair any problems with the video conferencing service, it is important to understand how Mondopad registers with video conferencing service providers.

To connect to the video conferencing service, Mondopad first attempts to reach the assigned video conferencing server by sending a standard HTTP Get request on port 80. The initial request does not include credentials, and the video conferencing server responds with a 401 Unauthorized Error. This is by design, and the 401 response includes a single-use encryption key in the response body.

Mondopad then uses the returned key to encrypt its SIP credentials and sends the encrypted credentials with a second HTTP Get request. This time, the SIP server verifies the credentials and returns a 200 OK response if the credentials are valid (if they are invalid, a second 401 Unauthorized Response is sent instead).

Once Mondopad receives a 200 OK response, it has successfully registered with the video conferencing service and is ready to make and receive video calls.

This registration process occurs each time the video meeting application is started. If left on, Mondopad re-registers in regular intervals to receive any configuration changes.

## Bandwidth and Ports

During a video meeting or call, whether it is two-way or a conference with 15 others, Mondopad requires between 128kbps and 4096kbps. Video quality improves as more bandwidth is available for the call.

Mondopad's video meeting application also requires a partially unmanaged connection to the internet. Typically, NAT-based routers and firewalls do not affect SIP calls, but there are circumstances that can be problematic.

- SIP calls generally initiate on port 5060 (both TCP and UDP). This communication portal supports the signaling protocol which is widely deployed for setting up (including tearing down) of sessions involving multimedia communication like video calls, voice calls and even VoIP (Voice over internet Protocol). These links are mostly deployed over broadband internet connections. It is also a feasible transport for the execution of streaming media, video conferencing, online gaming, and instant messaging applications. The protocol running on this port is utilized for the creation, modification, and termination of two-party multicast or unicast sessions. These sessions normally cater to various media streams. If that port is blocked, Mondopad is not able to properly connect to the SIP-based video conferencing service. **IMPORTANT:** Both the 5060 and 5061 UDP/TCP must be open outbound in order to function properly.
- Some routers implement a function called Application Layer Gateway (ALG). ALG routers perform deep packet inspection and attempt to recognize SIP traffic, which can cause problems.

## ALG routers

When an ALG router recognizes SIP traffic, it attempts to improve the quality of the connection by manipulating the packets, changing the source port of outbound traffic to a port of its choosing. Inbound traffic sent to the router-chosen port is also manipulated to be forwarded to the original source port.

Unfortunately, ALG routers do not always properly forward all SIP packets. The result is an unreliable connection. Because of this, using the SIP-based video conferencing service from behind an ALG router is an unsupported scenario. **NOTE:** InFocus recommends trying to change the transport from TCP to TLS.

## Diagnosing problems

If Mondopad is unable to register with the video conferencing service, or make or receive video calls, there are five possible causes:

- Most commonly, difficulty registering, making or receiving calls is due to either insufficient network bandwidth or a lost internet connection. See the Bandwidth and Ports section on page 92.
- When a Mondopad has difficulty registering with your SIP-based video service provider for the very first time or after changes have been made to the internal network, a misconfigured router or firewall is the most likely cause. See "SIP registration process" on page 92.
- Another common problem is invalid credentials, either because the credentials were entered incorrectly or the video conferencing account is not active.
- Most video conferencing services offer hardware and geographical redundancy, so a system interruption is unlikely, but still possible.
- Finally, although rare, it is possible for the Mondopad's NIC to fail.

## Determining the cause

As with most network diagnostics, the first step in diagnosing problems using the video conferencing service is to inspect Mondopad's network access.

Verify that:

- the DNS server is configured and providing the correct IP address for video conferencing server, and
- the gateway is properly configured and the internet can be freely accessed.

## Troubleshooting call quality

- Call quality issues are almost exclusively caused by insufficient bandwidth. Because both parties on a call are simultaneously sending and receiving video, insufficient bandwidth on either end affects both parties. If call quality is only affected while speaking to a particular party or organization, verify that the other party has sufficient bandwidth for the call. See the Bandwidth and Ports section on page 92
- If call quality is intermittently reduced, verify that sufficient bandwidth is always available to the Mondopad. For example, if the network Mondopad is connected to has a 1.5 mbps upstream available and another user on the network is uploading a large file to the internet during a video call, the bandwidth available for the video call can be significantly reduced.
- Because encoding and decoding the video sent and received during a video call requires CPU time, verify that a background task is not significantly impacting CPU resources. Mondopad runs on an Intel Core i5 processor, so CPU resources should always be sufficient for video calls.
- A Statistics tab appears during an active video conferencing call. This read-only information can be used for troubleshooting purposes.

## Registration errors

Assuming Mondopad is connected to the internet, registration errors can occur for two reasons:

- Problems traversing a firewall
- Invalid account credentials

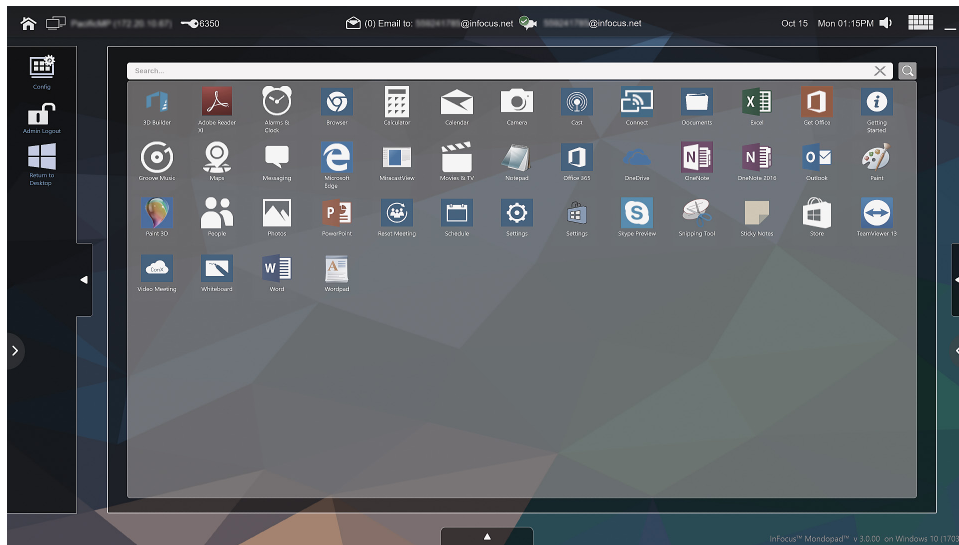
To determine which of the possible causes is at fault, inspect the video conferencing service provider logs for that account.

- Firewall/Router problems: If the video conferencing service logs show repeated “401 Without Authorization” errors, Mondopad is not receiving the encryption key response from the video conferencing service because the local firewall or router is either blocking or not properly routing the traffic.

Also, if the video conferencing service logs indicate that Mondopad is connecting to the service from behind an ALG-enabled router, the router is the most likely cause of registration errors. When an ALG router recognizes SIP traffic, it attempts to improve the quality of the connection by manipulating the packets, changing the source port of outbound traffic to a port of its choosing. Inbound traffic sent to the router-chosen port is also manipulated to be forwarded to the original source port.

- Invalid Credentials: If the video conferencing service logs indicate a single “401 Without Authorization” error followed by repeated “401 With Authorization” errors, then the credentials are invalid. Verify that the credentials are entered properly. If the problem persists, reset the account’s password through the video conferencing service.


# APPLICATIONS



The administrator can install a third party application, show or hide their shortcuts, and move shortcuts to and from the home toolbar.


**NOTE:** All applications must be compatible with a 64-bit Windows 10 operating system to be installed, but not all installed applications may be compatible with the Mondopad software. If you experience problems with an application, it may be necessary to use it in the Windows environment.

## Open an application

- 1) Tap the **Applications**  icon in the home page toolbar.
- 2) Double-tap or long-release any third party or Mondopad application. The app opens.

## Add an application






The following process installs an application and adds a shortcut to the Applications menu.

- 1) Tap the **Applications** icon.
- 2) Tap the **Return to Windows** icon  to gain access to the Windows desktop.
- 3) From the Windows desktop, install your application using the executable file on a USB thumb drive, network location or on the web as you normally would.
- 4) Close and relaunch Mondopad. A shortcut to the new application will appear in the Applications menu.



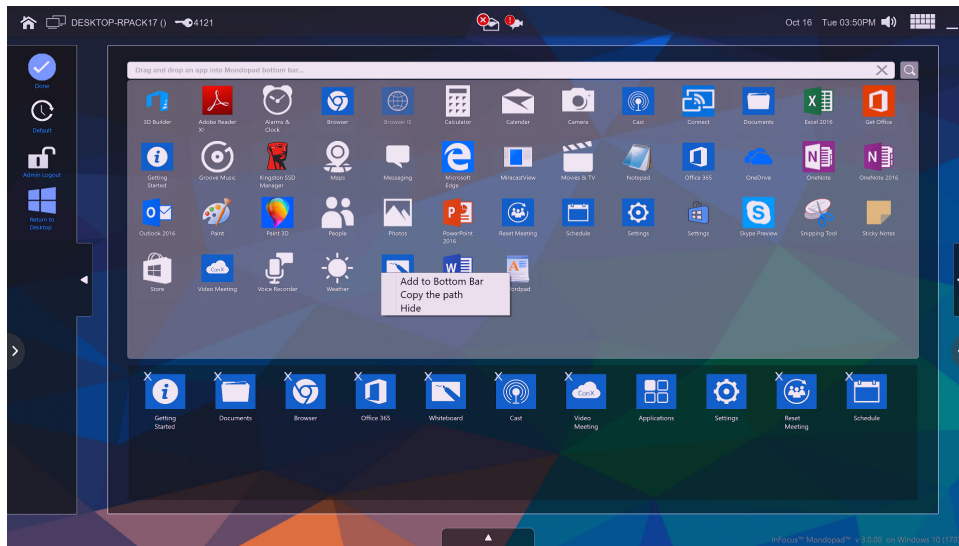
Application Shortcuts

## Add shortcuts to the toolbar


- 1) Tap the **Applications** icon  in the toolbar. All of the installed third party applications, as well as all Mondopad applications, are displayed.
- 2) Tap the **Admin Login** icon  and enter the **Admin Access Code**. Tap **OK**.
- 3) Tap the **Config** icon .
- 4) There are two ways to add shortcuts:
  - a) Tap and hold any icon in the display; tap **Add to Bottom Bar**.
  - b) Drag and drop any icon from the display to the toolbar.
- 5) Tap **Done** . If a core Mondopad application has been returned to the toolbar, follow the screen prompts to reboot Mondopad.
- 6) Tap **Admin Logout**  to re-lock the module. To return to the home screen, tap the Home icon (in the upper left).

## Delete application and Mondopad shortcuts from the toolbar

- 1) If necessary, repeat steps 1 through 3 under "Add application and Mondopad shortcuts to the toolbar" (above).
  - 2) Tap the "X" above any icon to remove it from the toolbar. With the exception of **Applications** and **Settings**, any third party or Mondopad application shortcut can be removed. The icon appears in the Applications display.
  - 3) Tap **Done**.
- NOTE:** These applications will appear grayed out in the Applications display when Applications is reopened. They can be moved back to the toolbar following the steps under "Add shortcuts to the toolbar" (above).
- 4) Tap **Admin Logout** to re-lock the administration area. Tap the Home icon (in the upper left) to return to the home screen. If a core Mondopad application has been added, follow the screen prompts to reboot Mondopad.



## Reorder bottom bar icons

- 1) Tap the **Applications** icon in the toolbar. Tap **Admin Login** and enter the Admin Access Code. Tap **OK**.
- 2) Tap **Config** .
- 3) Long hold and drag to move any icon in the bottom bar.



## Hide an app shortcut

- 1) Tap the **Applications** icon in the toolbar. Tap **Admin Login** and enter the **Admin Access Code**. Tap **OK**.
- 2) Tap **Config**.
- 3) Tap and hold any third party software icon in the display; tap **Hide**.
- 4) Tap **Yes**.







**NOTE:** Only third party application shortcuts can be hidden.

**NOTE:** Removing the application shortcut from the Applications display does not uninstall the application program. Follow normal Windows processes to uninstall the application software from the Mondopad.

## Show an app shortcut

- 1) Tap the **Applications** icon in the toolbar.
- 2) Tap the Return to Desktop icon .
- 3) Navigate to (C:)\\ProgramData\\Infocus\\AppsFilter\\Config.xml. Open Config.xml.
- 4) Delete the line listing of any third party application from the Black List. **NOTE:** If there is a blank line below the listing you just deleted, delete it as well.
- 5) Save Config.xml and exit.
- 6) Tap the Mondopad icon  in the Windows taskbar to re-open Mondopad.
- 7) Open **Applications**. A shortcut to the application you deleted from the Black List is in the menu.

## Applications toolbar

Button		Description
	Admin Login	To begin editing, you must first enter the Admin PIN.
	Config	Use Config to edit the Mondopad bottom bar, and to remove third party software application shortcuts. Requires Admin Login.
	Admin Logout	Use Admin Logout to re-lock the Applications display after an edit.
	Default	Use Default to reset the bottom bar to the default selection and order.
	Done	Use Done to confirm edits.
	Return to Desktop	Allows the user to minimize Mondopad and return to the Windows desktop, even in kiosk mode.

# MONDOPAD NETWORK SETUP PROCESS

Mondopad software v2.0 and later supports Active Directory domain logon, eliminating the need to create local Administrative users. Once the Mondopad display is added to your organization's domain, domain users can log on using their standard domain user name and password combination. IP addresses within the domain are also added to the Video Meeting address book and mapped network folders become available to Administrative users (mapped network folders cannot be accessed by standard domain or local users).

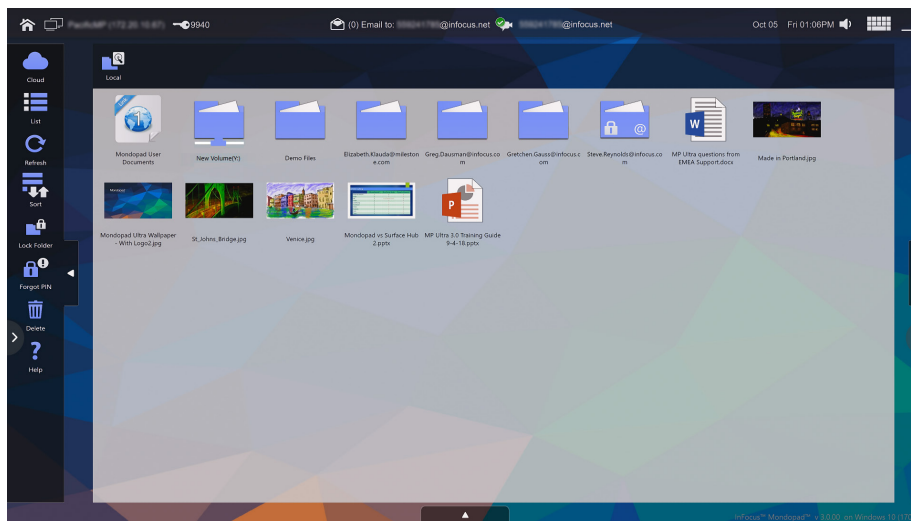
Local User Accounts can also be set up as appropriate for your organization.

With Mondopad software v3.0 and later, network drives can be configured on both domain and non-domain Mondopad PC setups.

**NOTE:** DNS information is not passed between the Mondopad software and the various account access types.

By default, the Mondopad software launches automatically for Windows administrators. Both domain and local users, however, are prompted by Windows and then again by the Mondopad software to enter their login credentials.

Network folders appear in the Documents folder with a blue and white T-bar, as shown in the illustration below – i.e., the "New Volume(Y:)" folder:



**IMPORTANT:** Network printers should be set up using the printer's TCP/IP address, so that all users (regardless of account access type) can use the print feature within the Mondopad software.



# MONDOPAD FIREWALL REQUIREMENTS

In order for these Mondopad functions to work properly, the following firewall requirements are needed:

## Rule 1

- Protocol: TCP
- Port: 2000, 3000
- Direction: Inbound

## Rule 2

- Protocol: UDP
- Port: 2001, 10089, 10086
- Direction: Inbound

## Rule 3

- Protocol: UDP
- Ports: 38436-38439
- Direction: Both inbound and outbound

## Rule 4

- Protocol: TCP
- Port: 80 (http)
- Direction: Inbound

## Rule 5

- Protocol: TCP and UDP
- Port: 5060 (unsecure) or Port: 5061 (secure with TLS)
- Direction: Both inbound and outbound
- For infocus.net SIP service, active calls use the port range 25000-35000. For other SIP service providers, consult the administrator.
- ALG routers block video calls when they convert IP and port addresses. Therefore, the ALG router must be configured to the specific Mondopad display IP/Port for pass thru, otherwise ALG functionality should be disabled.

## Rule 6 (Email needs to be enabled depending on email service/configuration.)

- Protocol: TCP
- SMTP Port: 25 (unsecure) or 587 (secure)
- IMAP Port: 143 (unsecure) or 993 (secure)
- POP Port: 110 (unsecure) or 995 (secure)
- Direction: Outbound

**Rule 7 (VPN needs to be enabled if planning on VPN into other Mondopad locations)**

- If using VPN, the routers at both locations must be setup to enable PPTP, L2TP or IPSEC
- Configuration varies depending on the VPN solution vendor.

**Rule 8 (ControlView)**

- Protocol: TCP
- Port: 6783, 6784, 6785
- Direction: Both inbound and outbound

**Preferred:** All outbound traffic should not be limited by firewall rules.

If the Mondopad display is running Windows Firewall, the Mondopad application attempts to add Rules 1-4 (above) when the application starts and stops. No user activity is required.

If Mondopad is running a third party firewall, please add the above rules (Rules 1-8) to the firewall ACL.

For a Present2 application running on a client computer, use the following required firewall rules:

**Present2 Rule 1**

- Protocol: TCP
- Port: 2000, 3000
- Direction: Inbound

**Present2 Rule 2**

- Protocol: UDP
- Port: 2001, 38439
- Direction: Inbound

**Present2 Rule 3**

- Protocol: UDP
- Ports: 38437
- Direction: Outbound

# PORT REQUIREMENTS

Port Number	Type	Protocol	RFC	Used By
80	TCP	HTTP	2616	AirPlay
443	TCP	HTTPS		AirPlay
554	UDP/TCP	RTSP	2326	AirPlay
3689	TCP	DAAP		iTunes Music Sharing/ Airplay
5297	TCP			Bonjour
5289	UDP/TCP			Bonjour
5353	UDP	MDNS		Bonjour/Airplay
49159	UDP	MDNS (Windows)		Bonjour/Airplay
49163	UDP	MDNS (Windows)		Bonjour/Airplay

## LightCast sender app

Chrome LightCast Sender to Android is WebRTC-based. Port range:

These three server addresses have to be open to the internet (outbound) m360.api.splashtop.com: 443 • turn.relay.splashtop.com:443 • wbs.relay.splashtop.com:443




The three server addresses use port 443 and should be entered into the internet firewall allowing it through.

UDP ports: 5000-65534 – The UDP ports are for the internal network communication only. Do not open these ports in or out of the firewall.

## OTHER


### Minimize the Mondopad software

This process leaves the Mondopad software running but in a minimized state.

- 1) From the Home Page, tap **Settings** .
- 2) Tap **Admin Login** and type the **Admin Access Code**.
- 3) Tap **Minimize** .
- 4) When finished, tap the Mondopad taskbar icon  to maximize the screen.

### Close the Mondopad software

This process closes the Mondopad software and displays the Mondopad desktop.

- 1) From the Home Page, tap **Settings**.
- 2) Tap **Admin Login** and type the **Admin Access Code**.
- 3) Tap **Exit Mondopad** .

### Access a locked folder

A Global Override PIN code must be predefined to use this process. See "Security and Privacy Settings" on page 68 for more information.

- 1) Tap the locked folder.




- 2) Type the Global Override PIN code.
- 3) Tap **OK**. The folder is unlocked.
- 4) To re-lock the folder, close the folder and tap **Re-lock**.

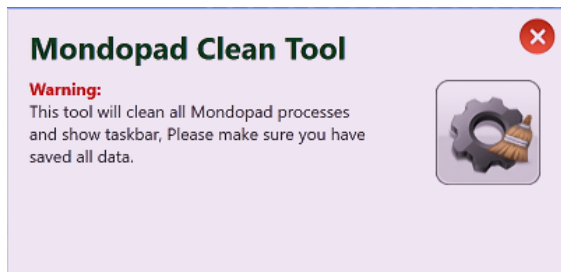
# MAINTENANCE


## Mondopad Clean Tool

We recommend that you periodically run the MPClean utility, especially if the Mondopad software does not perform as expected.

### To run MPClean:


- 1) Close the Mondopad software. See "Close the Mondopad software" on page 103.
- 2) Tap the **MPClean** icon  on the Mondopad display desktop.
- 3) If you do not see this icon on the desktop, look under Windows > Start > All Programs > InFocus > Mondopad.



- 4) Tap the **Broom** icon  to start the utility. A message "Mondopad processes successfully cleaned" appears.
- 5) Close the dialog box.

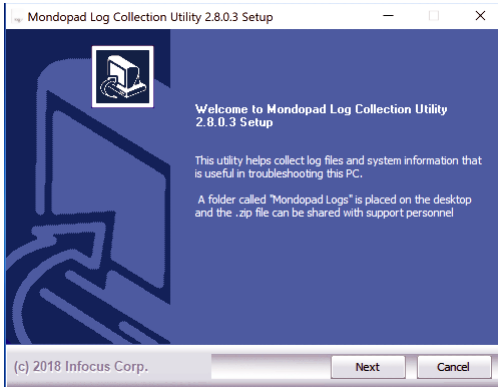
## Mondopad Log Collection

If you are experiencing trouble with your Mondopad software, InFocus may ask you to send a log file. If you are asked to do this, follow these instructions.

- 1) Tap the **MP Logger** icon  on the Mondopad display desktop. If you do not see this icon on the desktop, go to Windows (C:) > InFocus > Mondopad.
- 2) Tap the **Mondopad** image to start the utility.




- 3) Follow the screen prompts to run the utility.
- 4) When the application is finished, a **Mondopad Logs** zip file is created and copied to the desktop.



## Update Mondopad software

Mondopad software updates are made available periodically. If **Enable Software Update Checking** is selected, the Mondopad software displays an alert when an update is available. See "Software Update" on page 83.

**NOTE:** Mondopad software updates are available free of charge for one year from the date the Mondopad software is activated.

- 1) From the Home page, tap **Settings** .
- 2) Type the **Admin Access Code**. Tap **OK**.
- 3) Navigate to **Software Update**.
- 4) Tap **Check for Updates**.
- 5) If an update was found, tap **OK**.

# TROUBLESHOOTING

Symptom	Possible Solutions
I can't see some types of files in the Documents folder	<ul style="list-style-type: none"> <li>Only certain file types are compatible with the Mondopad software. See "Documents" on page 13 for a full listing of compatible file types. If desired, you can display the files from an external source (bypassing the Mondopad software).</li> </ul>
No access to the internet	<ul style="list-style-type: none"> <li>Check Network Setup settings in the Mondopad software.</li> </ul>
Can't pick-up a video conferencing attendee call	<ul style="list-style-type: none"> <li>Check the Answer Mode setting in the Video Meeting Settings &gt; General tab. The Answer Mode should not be set to Auto Reject.</li> </ul>
No image on video conferencing call	<ul style="list-style-type: none"> <li>Verify that the call has not been placed on hold.</li> <li>If you are using a third party video calling system, an external camera must be connected directly to the third party video calling system.</li> <li>If you are unable to see yourself, verify that the camera has been plugged into an available USB A jack on the device.</li> </ul>
No audio for the video conferencing call	<ul style="list-style-type: none"> <li>Verify that the call has not been muted or placed on hold.</li> </ul>
Can't register, make or receive video conferencing calls	<ul style="list-style-type: none"> <li>See "Diagnosing problems" on page 93.</li> </ul>
Poor video conferencing call quality	<ul style="list-style-type: none"> <li>See "Troubleshooting call quality" on page 93.</li> </ul>
The calendar is not populating correctly	<ul style="list-style-type: none"> <li>This feature is only compatible with Windows Exchange 2007 (or newer) and Office 365 with EWS service.</li> </ul>
"Cannot register to server, reason: ..."	<ul style="list-style-type: none"> <li>Review Mondopad Admin &gt; Network, and verify they are defined and connected properly.</li> </ul>
A Meeting Invite was not received	<ul style="list-style-type: none"> <li>Ask the invited party to check his/her junk mail.</li> </ul>
Email messages are not being received by Mondopad	<ul style="list-style-type: none"> <li>Verify that <b>Enable Email Scanning</b> in the Mondopad Admin &gt; Email Settings is enabled.</li> </ul>
A Documents folder is locked	<ul style="list-style-type: none"> <li>Have the sender check his/her email for the Access Code.</li> </ul>
Can't access my email folder in the Documents module.	<ul style="list-style-type: none"> <li>Tap <b>Forgot PIN</b> from the Documents module login screen.</li> </ul>
PowerPoint and images keep panning rather than scrolling	<ul style="list-style-type: none"> <li>Images and files cannot be scrolled when the files are zoomed in or out. Restore the images to their normal size and try again.</li> </ul>

For additional troubleshooting support, please contact:

InFocus Corporation

Technical Support

6am-5pm PST

877-388-8385

[www.infocus.com/support](http://www.infocus.com/support)



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June 13, 2011

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Portland, Oregon 97223

# APPENDIX

## XML File Format Requirements

The following describes the format of the XML file which is read by the Mondopad Video Meeting Phonebook URL field. This XML file is downloaded, parsed and shown as "Online Phonebook" list of contacts. Mondopad administrators can create their own XML file and post it to this field to provide a common phonebook to all their Mondopads.

The document assumes the user is familiar with XML and its basic syntax.

Here is a sample:

```
<?xml version="1.0" encoding="utf-8" standalone="yes"?>
<PhonebookResponse hasMoreEntries="false">
<PhoneBookEntries>
<Contact>
  <Id>250</Id>
  <Name>Company ABC</Name>
  <FirstName></FirstName>
  <LastName>Company ABC</LastName>
  <Group>Main</Group>
  <URI>5721828383@infocus.net</URI>
</Contact>
<Contact>
  <Id>105</Id>
  <Name>Abbi Smith</Name>
  <FirstName>Abbi</FirstName>
  <LastName>Smith</LastName>
  <Group>Employees</Group>
  <URI>5035551231@141.25.142.56</URI>
</Contact>
</PhoneBookEntries>
</PhonebookResponse>
```

### Entries

<PhonebookResponse>

Required entry per the sample

<PhonebookEntries>

Required entry per the sample.

Contains any number of Contact entries

## <Contact>

Primary phone book entry object. Contains all the fields used to define each phonebook entry. These include:

- Id
- Name
- FirstName
- LastName
- Group
- URI

Each contact should include all fields even if the field is to be blank.

## <Id>

Numeric value. Used for internal management. Make certain each contact has a unique ID.

Example: "105"

## <Name>

Used a visible name and default sort key. Often is the combination of the first name and the last name.

Example: "John Smith"

## <FirstName>

Contact's first name.

Example: "John"

## <LastName>

Contacts last name

Example: "Smith"

## <Group>

Contact group. This field can be set to any arbitrary value. Those contacts with the same Group name will be shown together.

Example: "Main"

<URI>

SIP URI value.

A SIP URI is the SIP addressing schema to call another person via SIP. In other words, a SIP URI is a user's SIP phone number. The SIP URI resembles an e-mail address and is written in the following format:

SIP URI = sip:x@y:Port

Where x=Username and y=host (domain or IP)

Since this field knows it must contain a valid SIP address, the "sip:" prefix is not required.

Examples:

"joe.bloggs@212.123.1.213"

"support@phonesystem.3cx.com"

"22444032@phonesystem.3cx.com"

If the target SIP server support non-SIP gateways, the URI field must include data that is acceptable for those gateways. For example, if the SIP service supports POTS gateway or H.323 gateway, the URI field may be a regular phone number or IP address as required.

Examples:

"9491231234"

"98.156.2.25"

