

Mondopad v2.0

Software Guide



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Overview

Launch the Mondopad software

- 1) Turn on the Mondopad device.
- 2) Your Mondopad device has been pre-installed with Mondopad software. Once the Mondopad device is turned on, the behavior of the Mondopad software varies depending on how the Mondopad device 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: Contact your administrator. Your Mondopad device has not been configured.

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.

Two-Fingered Swipe: Using two fingers, touch the screen and swipe your fingers left to add a page to your Whiteboard, right to go to the previous Whiteboard page, up to increase the Whiteboard page size, or down to scroll up the Whiteboard page.

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.

Zoom In: Using two fingertips, touch the screen and move your fingertips closer together to decrease the image or document size.

Zoom Out: Using two fingertips, touch the screen and move your fingertips away from each other to increase the image or document size.

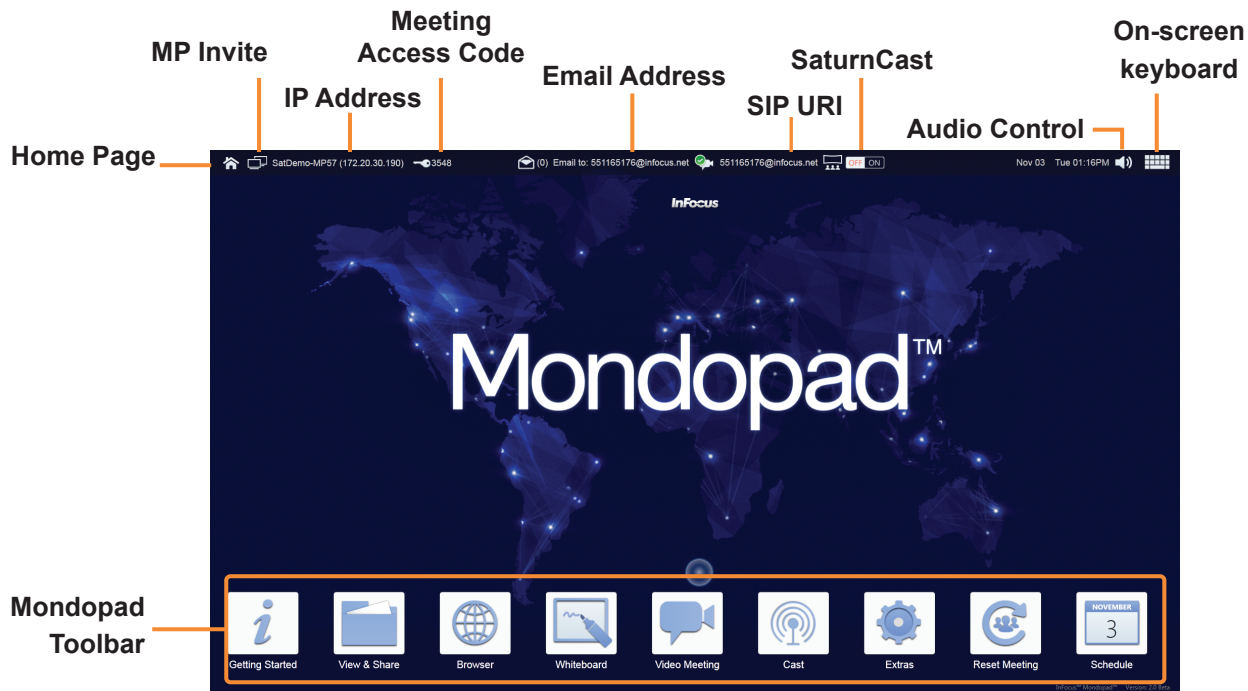
NOTES:

- Avoid placing objects within 1/4" (6mm) of the touch screen, such as shirt sleeves, the palm of your hand, pens, and non-pointing fingers. These objects 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.

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 which allows others within the same network to join the presentation.

Meeting Access Code : displays the access code which participants must use to view and load presentations.

Email Address : displays the email address which presenters can send View & Share 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.

SaturnCast : enables you to turn the SaturnCast multi-configuration video conferencing display system feature on or off. **Note:** This is an experimental feature which must be enabled by your administrator. If SaturnCast is not enabled, the SaturnCast toggle switch is not displayed.

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.

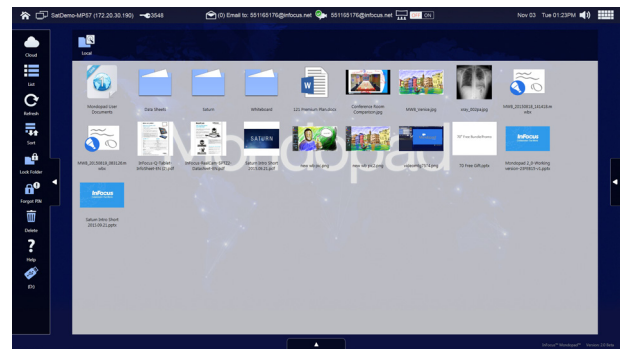
Mondopad toolbar

The Mondopad toolbar varies based on the Mondopad software settings. The following features are the options available in the software. 3rd party application shortcuts can also be added to the Mondopad toolbar. See **Using 3rd Party Applications** and subsequent chapters for more information about Mondopad settings.

	Getting Started: displays instructions on how to upload your presentation, invite another Mondopad or user to the meeting, and how to wirelessly control your PC from the Mondopad device or control the Mondopad device from your PC, iPad or Android.
	View & Share: 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 View & Share folder. Network files can also be accessed from the View & Share folder, if the administrator sets up this feature.
	Browser: provides you with access to the internet using a Chromium browser. Multiple websites can be opened simultaneously and displayed as tabs along the bottom edge of the screen. Standard navigation tools, such as Back, Forward, Refresh, Stop, and Add to Favorites, are available. The Browser also allows the administrator to access Mondopad administrative settings. NOTE: Chromium is only available on Mondopad devices larger than 55" wide. 55" Mondopad devices must be upgraded to i7 PCs (and have 8GB of available memory) in order to be compatible with this feature.
	Browser IE: provides you with access to the internet using an Internet Explorer browser. Multiple websites can be opened simultaneously and displayed as tabs along the bottom edge of the screen. Standard navigation tools, such as Back, Forward, Refresh, Stop, and Add to Favorites, are available. The Browser also allows the administrator to access Mondopad administrative settings.
	Whiteboard: provides a blank whiteboard surface for brainstorming, project updates, and other visual ideas. A complete set of writing and drawing tool 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.
	Video Meeting: The Mondopad device is a SIP endpoint, which allows you to have a video meeting using any SIP-based video conferencing service partner. H232, Skype, Lync calls are supported. Video conferences with multiple callers are also supported when InFocus.net premium service is purchased. Additional protocols may be supported through SIP-based translation services offered by your video conferencing service partner.
	Cast: displays instructions on how to wirelessly display your computer, tablet, or phone content on the panel using ControlView 2.0 or AirPlay. This screen will also indicate when Mondopad is casting to your local machines.
	Extras: provides you with the ability to launch 3rd party applications which have been setup by your administrator. Your administrator also has the ability to upload and manage 3rd party Windows compatible applications to Mondopad and to access the Mondopad device's desktop and control panel from the Extras area.
	Reset Meeting: exits the current meeting and prepares a clean, secure session for a new meeting. NOTE: 3rd party applications are unaffected.
	Schedule: allows your administrator to display a Microsoft® Exchange calendar (Office® 365 or Office® 2007 and later, using EWS service).
	3rd party application shortcuts which have been added to the Mondopad toolbar by your administrator may appear with a Microsoft symbol in the lower right-hand corner. Tap the shortcut to open the application.
	The Mondopad toolbar displays shortcuts for open 3rd party applications. These shortcuts have a green arrow in the lower right-hand corner. Tap the shortcut to switch between the Mondopad interface and the open application.



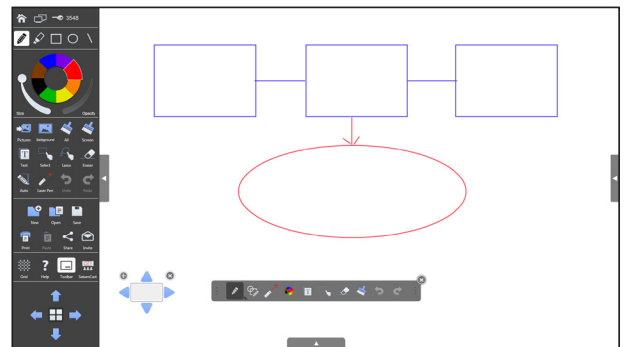
Getting Started



View & Share



Browser



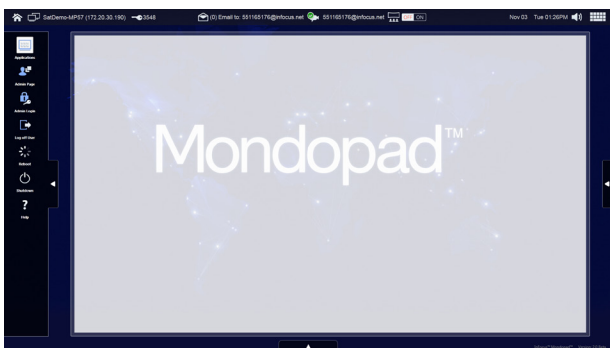
Whiteboard



Video Meeting



Cast



Extras



Schedule

Change users

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

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

Restart the Mondopad device

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

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

Power the Mondopad device down

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

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

Set up a secondary device for use with the dual display feature

Use these instructions to set up a secondary InFocus touch screen device for use with the Mondopad dual display feature. **NOTE:** The secondary device must be an InFocus touch screen device that is larger than 55" wide. 55" Mondopad devices must be upgraded to i7 PCs (and have 8GB of available memory).

- 1) Connect an HDMI cable from the Mondopad device HDMI out port to an HDMI port on the secondary InFocus touch screen device.
- 2) Connect a USB cable from the Mondopad device to the secondary InFocus touch screen device.
- 3) From the Mondopad device's Control Panel, navigate to the **Display > Screen Resolution** settings.
- 4) Tap the **Multiple Displays** drop-down list and select **Extend these displays**.
- 5) Tap the **Identify** button and verify that the Mondopad device is detected as **Display 1**.
- 6) Tap **OK**.
- 7) Navigate to **Tablet PC Settings**.
- 8) Tap **Setup** and follow the device prompts.
- 9) When the touch screens have both been identified, tap **OK**.
- 10) Close the Control Panel.

Using the dual display feature

Once a secondary InFocus touch screen device has been set up and the Dual Display mode has been configured, the Dual Display feature operates as follows:

- When Mondopad detects a secondary device, it will automatically display either the Browser (IE or Chromium), Whiteboard, and View & Share module on that device. This is based on the configuration settings defined by your administrator.
- Depending on the configuration settings, you may see a **Move** button  in the module toolbar. If you see the Move button, use this button to move the module between the two monitors.
- If you do not see a Move button, then you can open two instances of the module (one on each monitor) simultaneously, however you will not be able to move the open modules between the monitors. **NOTE:** Although View & Share can be opened on both monitor, PowerPoint is restricted to a single monitor. This is a Windows limitation.

View & Share

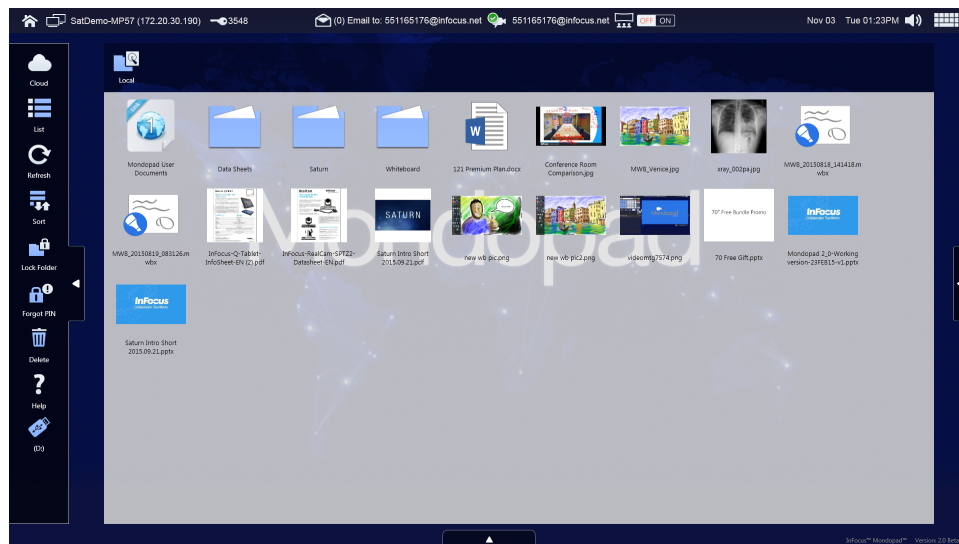
A variety of file types can be presented, saved, and shared from the View & Share folder.

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 devices 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.

Browser view

From the Home page, tap **View & Share** . From the View & Share browser view, you can select a file to display, lock and unlock folders, and copy, send back, and delete files.



Buttons	Description	
	Cloud	toggles between local files and Dropbox files on the Cloud.
	Move	Tap to move the current module to the other screen.
	Thumbnail	toggles between a list view and a thumbnail view.

	Refresh	refreshes the View & Share folder. This is helpful when files have been sent to the Mondopad device 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 device.
	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 View & Share Help information.
	USB	allows the user to quickly navigate to files and folders on an attached USB thumb drive.
	Copy	allows the user to copy files between the local folder and the USB thumb drive.
	Send Back	Only available for files sent to the View & Share folder by email. This feature allows users to send back the edited file to the original source email address.

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

- 1) From the Mondopad toolbar, tap **View & Share** .
- 2) Insert an USB thumb drive or select a network drive. If using an USB thumb drive, tap **OK**. (If the dialog box does not appear, tap the **USB** icon in the left-hand View & Share 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**.

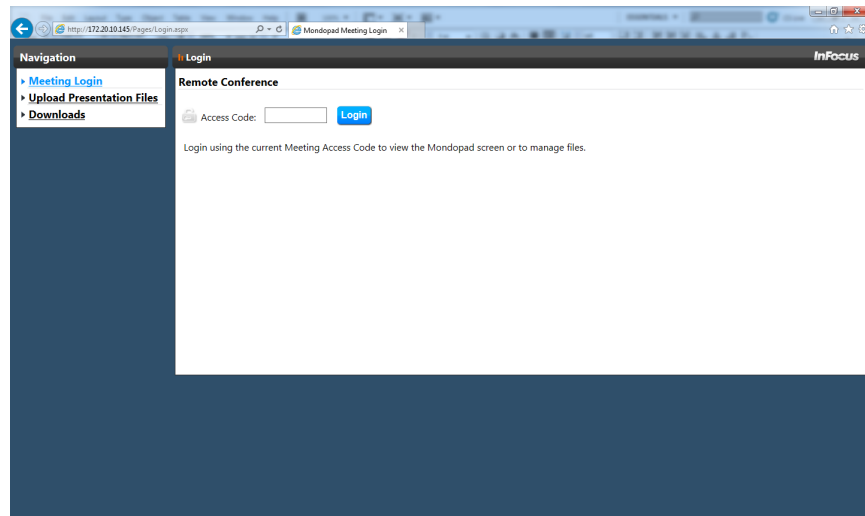
Upload a file or files using email

- 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). **NOTE:** An email message from the Mondopad device is sent letting you know that your file was received.
- 2) Navigate to the View & Share 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 device, depending on network traffic.

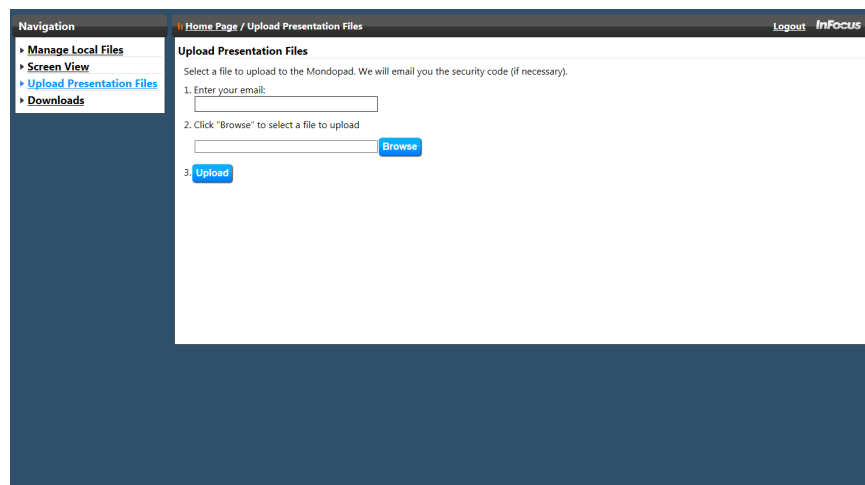
- 4) Tap the folder.
- 5) If prompted for an access code, type the access code which was sent to your email address. **NOTE:** If you do not see the email which contains your access code, check your junk email folder, or tap **Forgot PIN** to have another email sent.
- 6) Tap **OK**.

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 as the Mondopad device.
- 2) Type the IP address (for example, 172.20.30.82) displayed at the top of the Mondopad screen into the computer or smart device address bar and click **Enter** (or scan the QR code on the **Getting Started > Upload presentations > Via Web Browser** tab).



- 3) The Mondopad Remote Conference interface displays.
- 4) **Option 1 - Create a personal folder in the View & Share folder:**

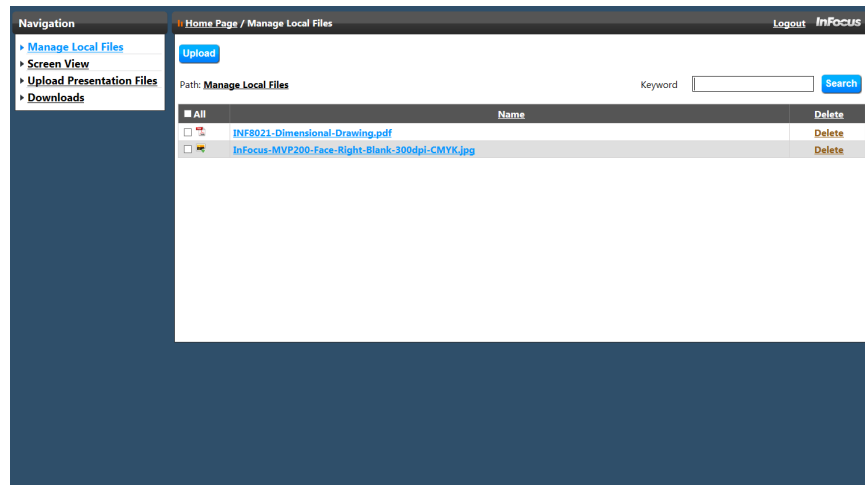


- a. Click **Upload Presentation Files** in the left-hand navigation menu.

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

5) **Option 2 - Upload a single file to the View & Share folder.**

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

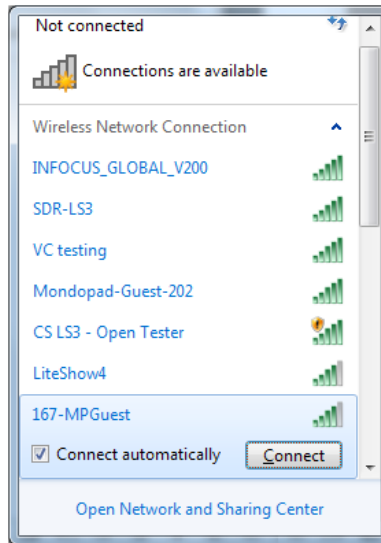


- b. Click **Upload**.
- c. Click **Browse**.
- d. Locate the desired file on your computer (or smart device) and click **Open**.
- e. Click **Upload**. The file now appears in the View & Share folder.

Upload a file using a wireless hotspot connection

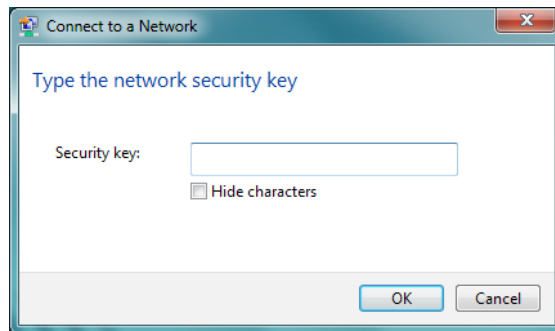
NOTE: Your administrator must set up a Hotspot connection before the Guest presenter can upload their presentation.

- 1) From the Home page, tap **Getting Started** .
- 2) Navigate to the Upload Presentations > Via Web Browser tab.
- 3) Open the Wireless Network Connections on your computer (or smart device).
- 4) Click the Wireless Network Connection which matches the one listed in the Hotspot information.
- 5) Click **Connect**.

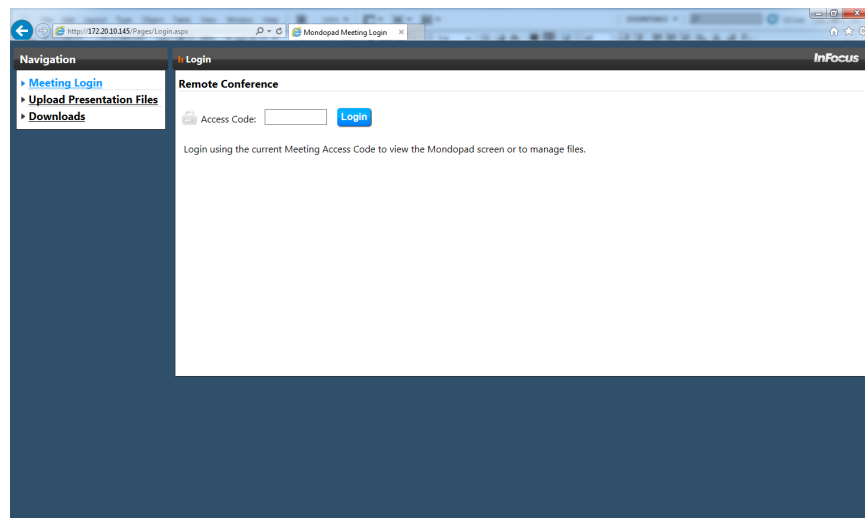


6) Type the network security key (passcode).

7) Click **OK**.

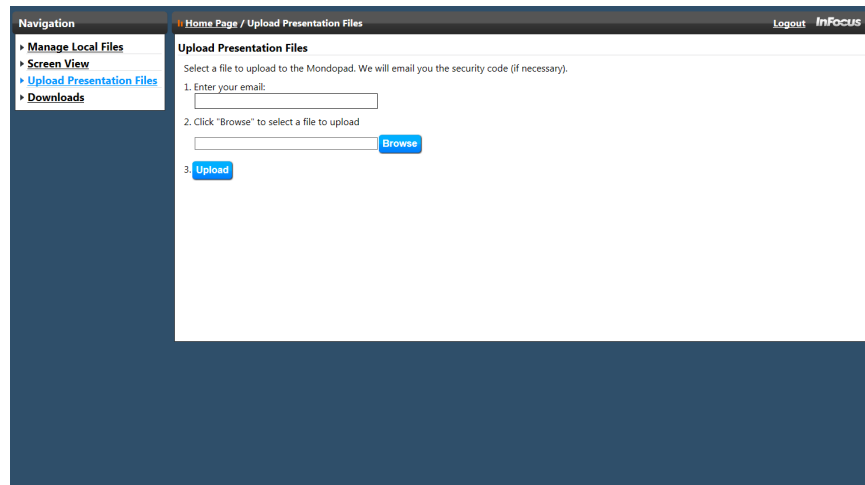


8) Open the laptop's web browser. If the Mondopad Remote Conference interface does not automatically display, type the Mondopad IP address in the address bar and click **Enter** (or scan the QR code on the **Getting Started > Upload presentations > Via Web Browser** tab).



9) The Mondopad Remote Conference interface displays.

10) *Option 1 - Create a personal folder in the View & Share folder:*

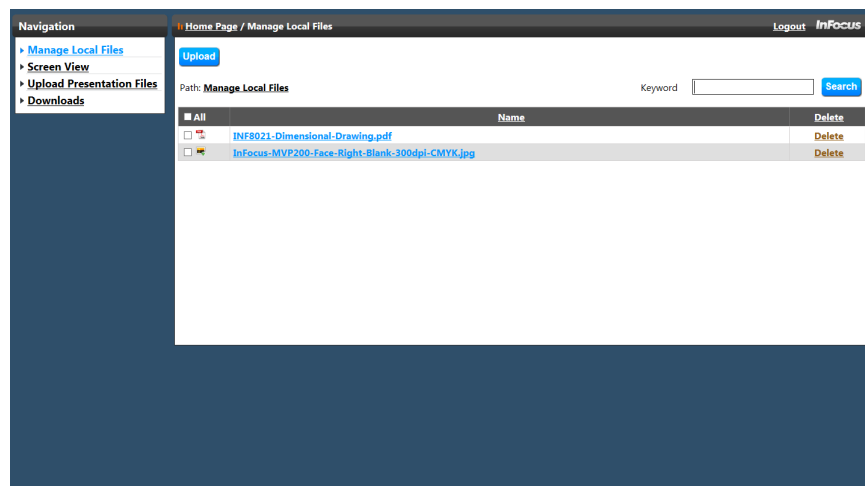


11) Click **Upload Presentation Files** in the left-hand navigation menu.

- a. Type your email address.
- b. Click **Browse**.
- c. Locate the desired file on your computer (or smart device) and click **Open**.
- d. Click **Upload**. A folder with your email address and files now appears in the View & Share folder.

12) *Option 2 - Upload a single file to the View & Share folder:*

- a. On the **Meeting Login** page, type the Meeting Access Code from the Mondopad device (for example, 7023) and click **Login**. The Manage Local Files page 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 View & Share folder.

Access a file in Dropbox

Mondopad is not linked to the Dropbox account. Files are only temporarily accessible during the View & Share 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) Navigate to **View & Share**.
- 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 **Exit**. 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 View & Share folder. This process does not work for folders that were emailed to the Mondopad device.

- 1) Tap **Lock Folder**  in the left-hand column. The Lock Folder dialog box displays.
- 2) Tap **OK**.
- 3) Tap the folder you want to lock. **NOTE:** Only folders which can be locked are accessible. All others are grayed out.
- 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** icon .

Forgotten security PIN code

This process only works for emailed folders, and causes an email, with the folder security PIN code, to be sent back to the original email address. If the locked folder was created or copied into the View & Share file, contact your administrator for assistance.

- 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 file ghost 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.

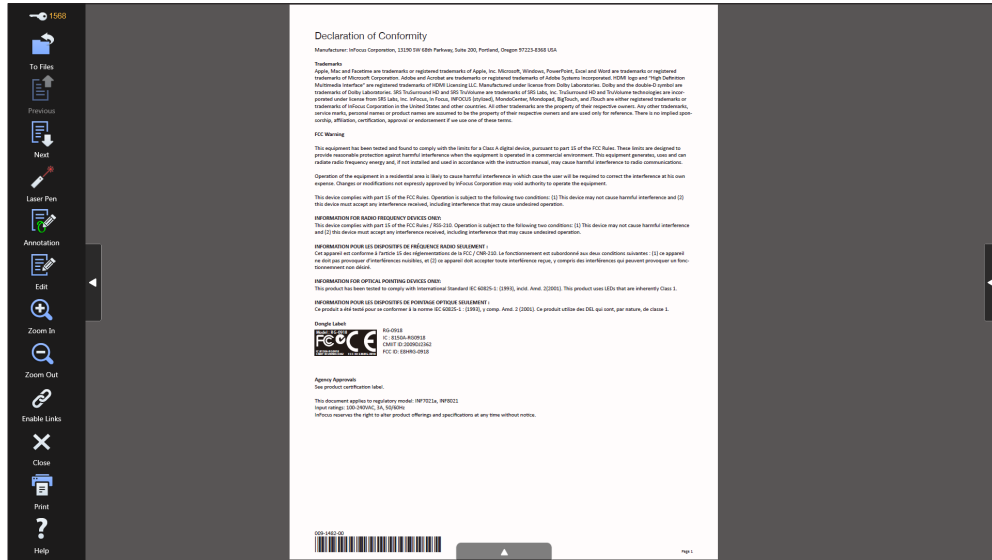
NOTE: Some Mondopad folders are protected from deletion. These folders cannot be deleted and appear grayed out.

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 View & Share files



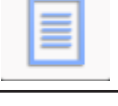
- 1) Tap the View & Share file you wish to present. The file opens. **NOTE:** Files can be opened from local or network folders, Dropbox, or a USB thumb drive.
- 2) If the folder containing the file is locked, enter the PIN code and tap **OK**.
- 3) Use touchscreen hand gestures or the menu options to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

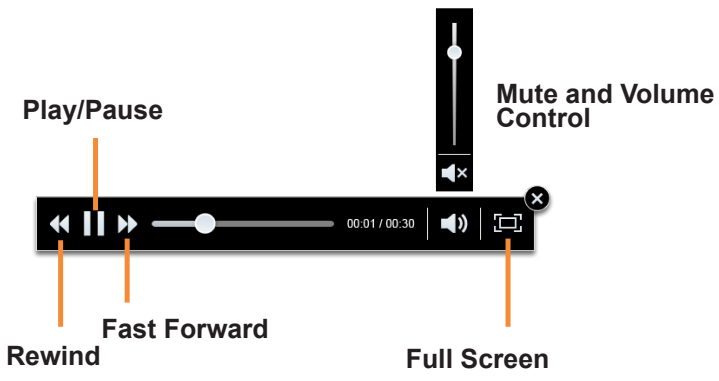
NOTE: If the file was originally emailed to the Mondopad device, you can send the modified file back to the original email address using the **Send Back** icon in the View & Share browser toolbar.

View & Share file-level tools

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

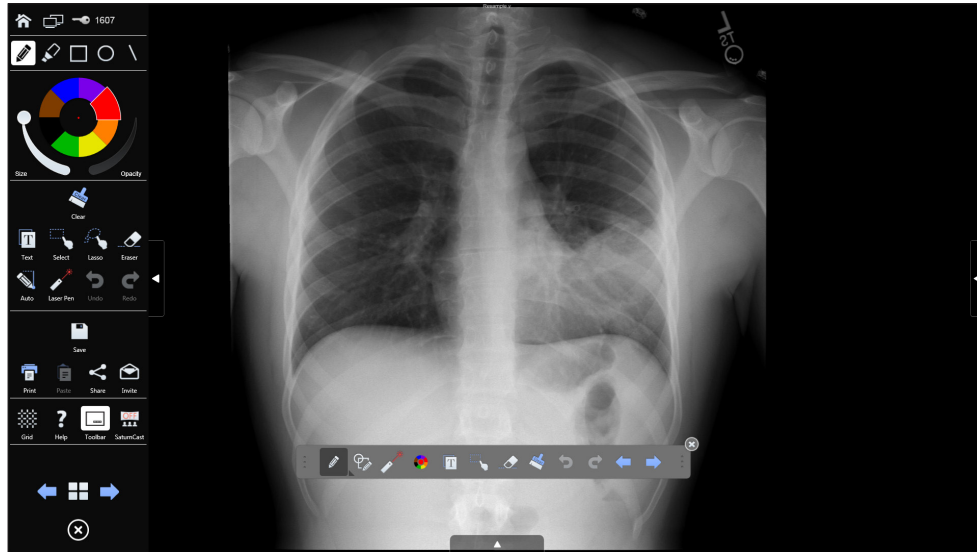
Button		Description
	To Files	Tap to return to the View & Share folder.
	Move	Tap to switch the module between the screens.
	Previous	Tap to display the previous page in the file.
	Previous	Tap to display the previous image in the folder.

	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 24 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 View & Share 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 downsized for the Mondopad device. To display the image in its native resolution, tap the HD 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.
	Size	Tap to adjust the displayed size of the Word document without affecting the print size. Options include Letter (default), Legal, A4 or A5.
	One Page	Tap to display a single page of the Word file at a time.

	Two Page	Tap to display two pages of the Word file at a time.
	Play	Tap to start the 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. NOTE: The printer must be installed through the Windows operating system on the Mondopad device.
	Help	Tap to display View & Share help information.
 When audio or video files are displayed, you can adjust the volume, pause, and play the file. 		

Annotation

View & Share files can be annotated, saved, and shared with others using the Annotation submenu.



Create a drawing

- 1) Open a file from the View & Share folder.
- 2) Tap **Annotation**.
- 3) Tap a drawing object, and the color, pen width, and opacity desired.
- 4) 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.
- 5) Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Annotation tools (varies by file type)" on page 24.

Add text

- 1) Open a file from the View & Share 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 View & Share Navigation toolbar.

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

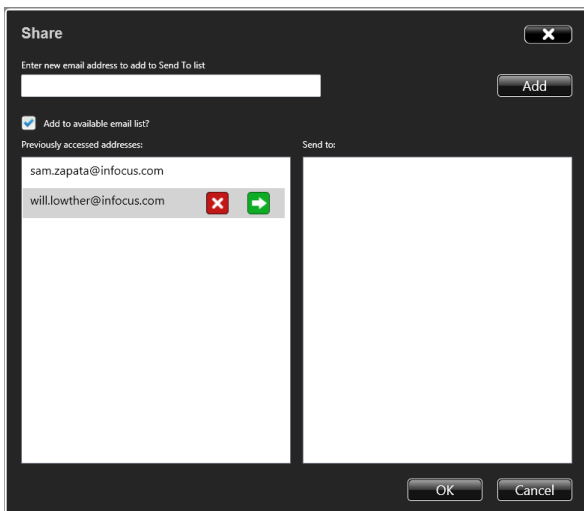
Save the file

- 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**.
- 2) Select the desired **File Type** (JPG or PDF).
- 3) Select to share the **Current View** or **Whole View** of the file.
- 4) Tap **OK**.
- 5) Enter or select the destination email addresses 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 addresses. If the email message is not received, have the recipients look in their Junk Mailbox.

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. NOTE: 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 Text . 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 OK .
	Select	Tap Select . 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: • Tap inside the selection and drag to move the selection. • Tap and drag a sizing handle to resize the selection. • Tap Copy to copy the selection, and then tap Paste to create a duplicate object set. • Tap Delete to delete the selection.
	Lasso	Tap Lasso and then draw around the drawing objects and images to select them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag a sizing handle to resize the selection. • Tap Copy to copy the selection, and then tap Paste to create a duplicate object set. • Tap Delete to delete the selection.
	Eraser	Tap Eraser , 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 Auto Shape mode where pen and highlighter strokes are automatically converted into regular shapes such as straight lines, triangles, quadrangles, or circles. Tap again to disable Auto Shape 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. NOTE: The printer must be installed through the Windows operating system on the Mondopad device.
	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. Tap again to remove.
	Invite	Tap to send an email message with an active link for someone to join the meeting and participate in the annotation session. NOTES: Microsoft Silverlight is required and installs automatically on compatible PC products. The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight), and that are within the same network as the Mondopad.
	Play	Tap to play the audio-video file.
	Pause	Tap to pause the audio-video file.
	Grid	Tap to show a grid overlay on the canvas. Tap again to remove. NOTE: The grid pattern is not part of the drawing. It is simply an aid.
	Help	Tap to display tips and information.
	Toolbar	Tap to turn the simplified quick access tool bar on and off.
	SaturnCast	Tap to turn the SaturnCast feature on or off. When SaturnCast is turned on, the Mondopad desktop is shared in the InFocus.net meeting room and all changes you make will be visible to meeting participants. Note: This is an experimental feature which must be enabled by your administrator. If SaturnCast is not enabled, the SaturnCast toggle switch is not displayed.
	Previous	Tap to go to the previous page of the file.

	Annotation Off	Tap to close the annotation menu.
	Next	Tap to go to the next page of the file.
	Thumbnails	Tap to view thumbnails of all the edited pages. Tap a thumbnail to navigate to that page.

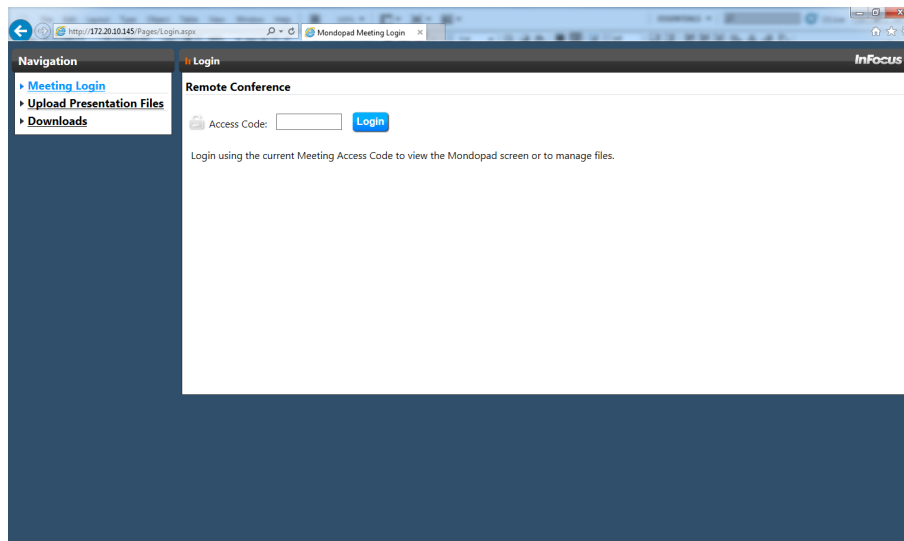
Invite others to a meeting

Invite Mondopad via Mondopad Invite

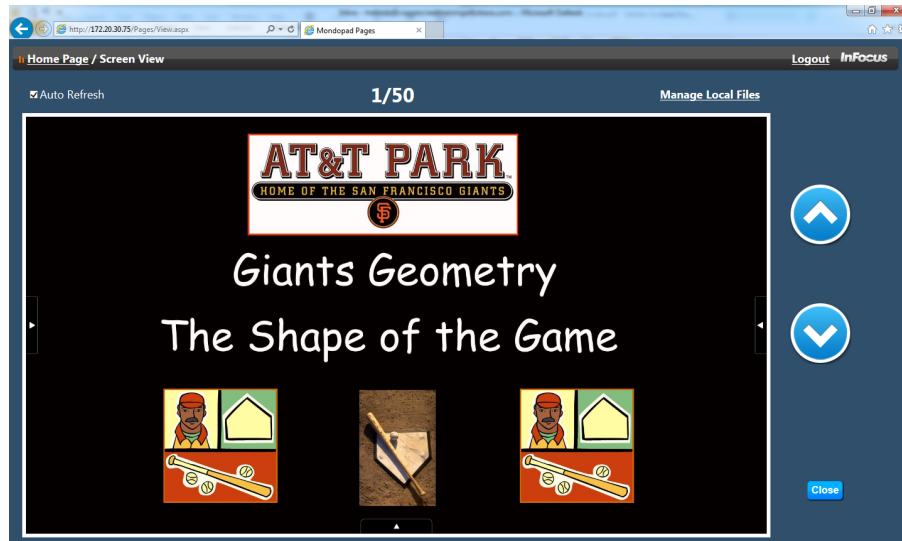
- 1) Tap **MP Invite** . A list of Mondopad devices within the same network appears.
- 2) Tap the desired Mondopad device and tap **OK**.
- 3) If the Mondopad device is not listed:
 - a. Tap **Send Invitation** and type the **IP/Host name**. **NOTE:** Manually entered IP addresses must be pingable and 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 device is now synchronized to the invited Mondopad device.
- 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 devices. 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 Meeting Access Code from the Mondopad device (for example, 7023).
- 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**.

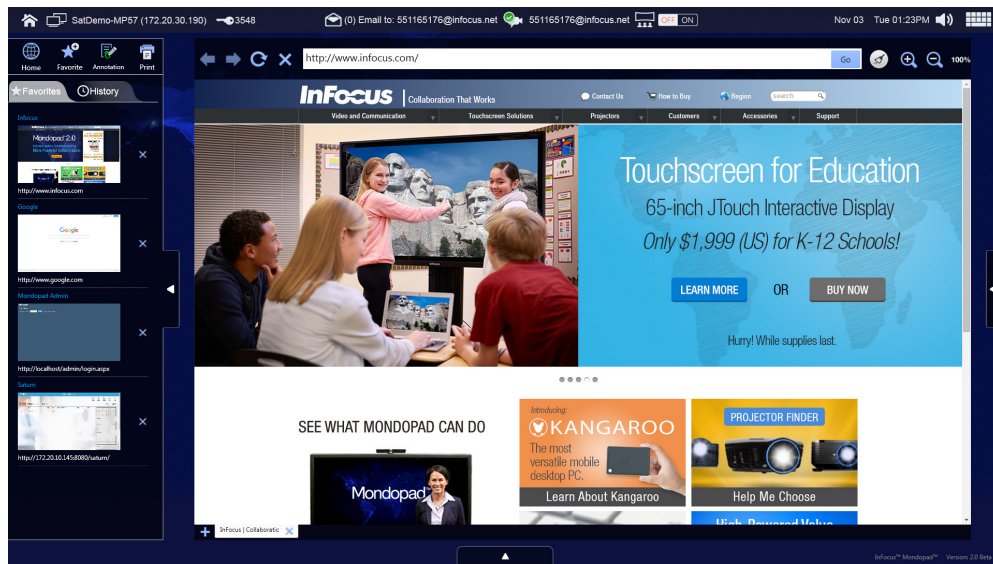


- 7) Use the navigation tools displayed on the right-hand side to control and view the presentation.
- 8) To end the session, click **Logout**, or close your browser window.

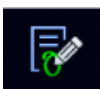
NOTES:

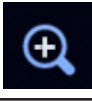
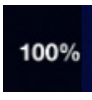
- You must be logged into the same network as the Mondopad device.
- **Screen View** provides a limited number of navigation controls for the presenter located on the far right-hand side of the window. Any navigation tools displayed within the presentation window itself are non-functional.

Browser



Use the Browser to access the internet. Depending on the Mondopad configuration settings, Internet Explorer and/or Chromium browsers may be accessible from the Mondopad home page. **NOTE:** Chromium is only available on Mondopad devices larger than 55" wide. 55" Mondopad devices must be upgraded to i7 PCs (and have 8GB of available memory) in order to be compatible with this feature.

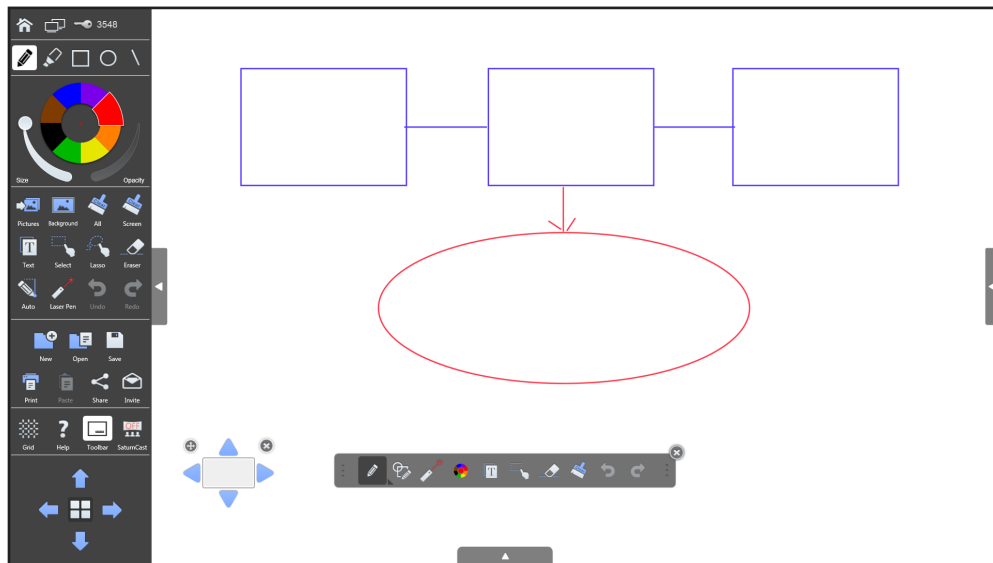
Icon	Tool Name	Description
	Home	Tap to return to the Home page.
	Favorite	Tap to add the current view to your Favorite list.
	Annotation	Tap to access the Annotation menu. See page 24 for detailed information.
	Print	Tap to send the document to a network printer. NOTE: The printer must be installed through the Windows operating system on the Mondopad device.
	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.

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.
- 1) Tap the color, pen width, and opacity you desire.
- 2) 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.
- 3) Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Whiteboard tools" on page 33.

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

Your whiteboard canvas can grow to be 10 x 10 cells or pages. A new whiteboard has a canvas of 1x1. Grow the canvas by tapping the arrow buttons. 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. Show the canvas map with the Map button.

Note you can only grow a canvas. You cannot shrink the canvas.

Navigate in the whiteboard canvas

Tap the canvas map arrow keys to move the current view 1/2 page in the direction of the arrow. If the arrow is gray, you have reached the maximum edge of the canvas. Tap on any cell in the map to move directly to that page. Tap and hold on the view selector to move it to any location in the map.

Clear the canvas

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

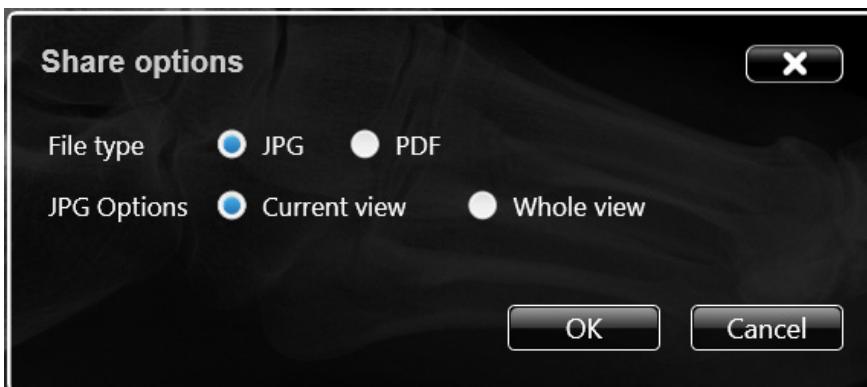
Save the Whiteboard file

- 1) Tap **Save**.
- 2) Type the desired file name in the **Name** text box.
- 3) Select the desired **File Type** (MWBX*, JPG, and 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 to.
- 6) Tap **OK**.

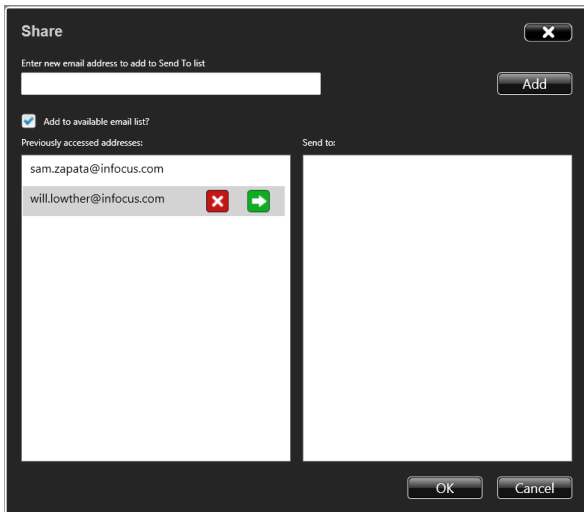
*MWBX files are proprietary Mondopad Whiteboard files which can be shared, opened and edited between devices running Mondopad software.

Share the Whiteboard file

- 1) Tap **Share**.



- 2) Select the desired **File Type** (JPG or PDF).
- 3) Select **Current View** or **Whole View**.
- 4) Tap **OK**.
- 5) Enter or select the destination email addresses 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.



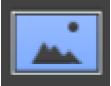
- b. **To add a new email address:** Type the email address into the **Enter new email address to add to Send To list** text box, and tap **Add**.

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

- 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 addresses. If the email message is not received, have the recipients look in their Junk Mailbox.

Whiteboard tools

Icon	Tool Name	Description
	Home Page	Tap to go to the Mondopad home page.
	Move	Tap to switch the module between the screens.
	MP Invite	Tap 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.
	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. NOTE: 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 OK when done. To remove an imported image, tap the red X in the top right-hand corner of the image.

	Back-ground	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 Background icon and tap Remove Background.
	All	Tap to remove all drawing objects and images from the whole view. NOTE: Background images are not affected.
	Screen	Tap to remove all drawing objects and images from the current view. NOTE: Background images are not affected.
	Text	Tap Text. 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 OK.
	Select	Tap Select. 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: • Tap inside the selection and drag to move the selection. • Tap and drag a sizing handle to resize the selection. • Tap Copy to copy the selection, and then tap Paste to create a duplicate object set. • Tap Delete to delete the selection.
	Lasso	Tap Lasso and then draw around the drawing objects and images to select them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag a sizing handle to resize the selection. • Tap Copy to copy the selection, and then tap Paste to create a duplicate object set. • Tap Delete to delete the selection.
	Eraser	Tap Eraser, 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 Auto Shape mode where pen and highlighter strokes are automatically converted into regular shapes such as straight lines, triangles, quadrangles, or circles. Tap again to disable Auto Shape 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 images, or PDF file.
	Print	Tap to send the Whiteboard file to a network printer. NOTE: The printer must be installed through the Windows operating system on the Mondopad device.
	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.
	Invite	Tap to send an email message with an active link for someone to join the meeting and participate in the annotation session. NOTES: Microsoft Silverlight is required and installs automatically on compatible PC products. The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight), and that are within the same network as the Mondopad.
	Grid	Tap to show a grid overlay on the canvas. Tap again to remove. NOTE: The grid pattern is not part of the drawing. It is simply an aid.
	Help	Tap to display tips and information.
	Saturn-Cast	Tap to turn the SaturnCast feature on or off. When SaturnCast is turned on, the Mondopad desktop is shared in the InFocus.net meeting room and all changes you make will be visible to meeting participants. Note: This is an experimental feature which must be enabled by your administrator. If SaturnCast is not enabled, the SaturnCast toggle switch is not displayed.
	Toolbar	Tap to turn the simplified quick access tool bar on and off.
	Left	Tap to scroll 1/2 page left in the Whiteboard canvas.
	Up	Tap to scroll 1/2 page up in the Whiteboard canvas.
	Canvas map view	Tap to view thumbnails of the entire Whiteboard canvas. Tap a thumbnail to navigate to that area of the canvas.
	Right	Tap to scroll 1/2 page right in the Whiteboard canvas.
	Down	Tap to scroll 1/2 page down in the Whiteboard canvas.

Video Meeting

Your administrator has three options for setting up video conferencing with the Mondopad. If your administrator is using the embedded SIP interface for video conferencing services, continue reviewing this chapter.

However if your administrator set up a 3rd party application, such as Skype, look in the Mondopad toolbar for the application shortcut.

If your administrator connected a 3rd 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 3rd 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 audio volume.

Video area: displays windows of the video conferencing participants. If a bridge call is occurring with multiple participants, the largest window is utilized by the dominant speaker and the small windows around the edges of the dominant image are utilized 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.
	Call merge	For InFocus.net 121 Premium users only. Tap to add another caller to the video meeting.
	End Call	Tap to end the call.
	Secondary call button	Tap to make a H.323, Skype, Lync, 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 a new contact to the Contact tab.
	Export Con- tacts	Tap to save local contacts to an XML file. This file can be used to import the con- tacts to another Mondopad device.
	Import Con- tacts	Tap to import contacts from an XML file to the Mondopad device.
	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 menu bar (Bottom Bar Tile) or create a Windows desktop shortcut.

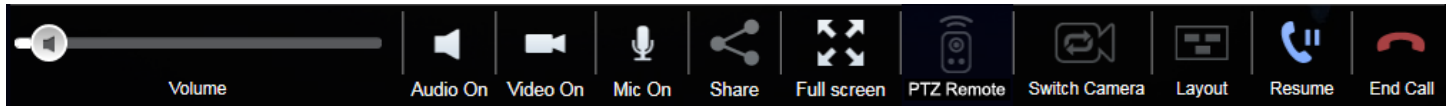
Settings: allows you to change the video meeting settings.

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 impacted, the numbers will turn orange.

Toolbar:

The toolbar auto-hides after 5 seconds of inactivity. Tap the screen to display the toolbar again.



Button	Description	
	Self View	Tap to display the image from the Mondopad device's camera. This is especially useful when you want to adjust the pan and tilt of the camera on top of the device.
	Volume	Use the sliderbar to increase and decrease the volume level of the call.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Video On/Mute	Tap to mute or unmute the video signal to the remote party.
	Mic On/Off	Tap to turn your microphone on or off.
	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.
	Add Caller	For InFocus.net 121 Premium users only. Tap to add another caller to the video meeting.
	PTZ Remote	Tap to access the PTZ camera control menu. See "Adjust the PTZ Camera" on page 46 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

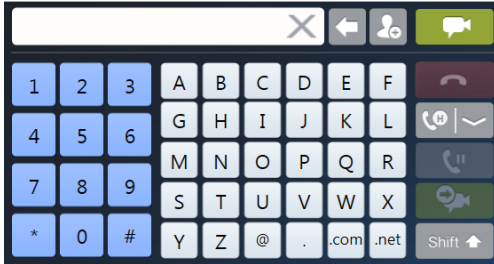
Please refer to the documentation your video conferencing service provided for detailed information on how to make and receive calls.

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. Alternatively, 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, Lync, 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.



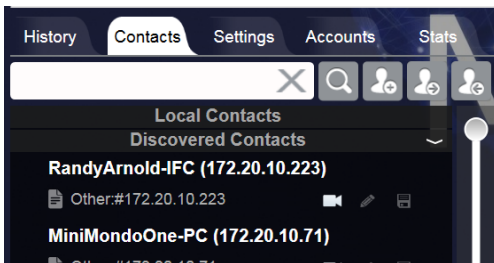
- 2) Tap **Call**.

NOTE: If the Mondopad devices 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, and then tap the **Call merge** or **Add Caller** button.

Make a call using the Contacts tab

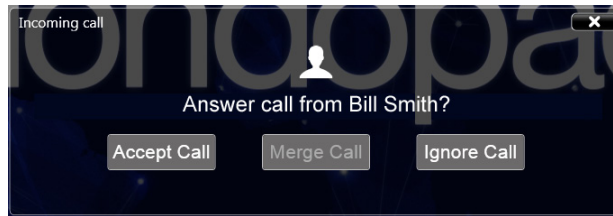
- 1) Tap the **Contacts** or **History** tab.



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

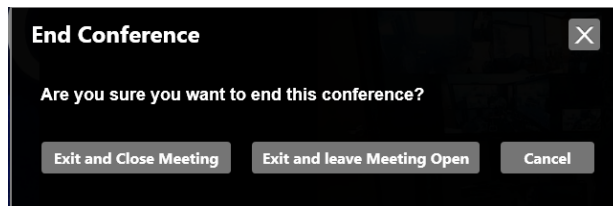
Accept the call

Once the call is recognized by the Mondopad device, 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 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 following window 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

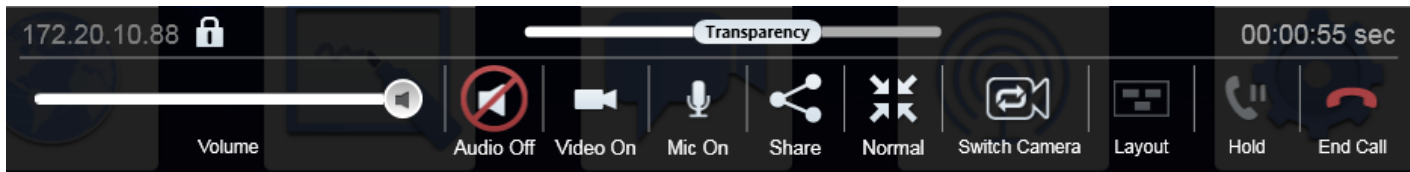
- 1) Start a video call.
- 2) Tap the **Share** button .



- 3) Select the Mondopad feature you wish to share and tap **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.
	Swap	Tap to stop sharing and return to the standard video meeting screen.
	Transparency	Use the sidebar to increase and decrease the transparency level of the call. NOTE: If you have a 55" Mondopad device with an i5 computer, you will not see the Transparency feature. Your device must have an i7 computer and 8GB of available memory to use this feature.
	Volume	Use the sidebar to increase and decrease the volume level of the call.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Video On/Mute	Tap to mute or unmute the video signal to the remote party.
	Mic On/Off	Tap to turn your microphone on or off.
	Share	Tap to share an application on your PC screen or your entire PC screen with other video call participants.
	Full Screen	Tap to toggle between full screen and normal screen video.

	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.

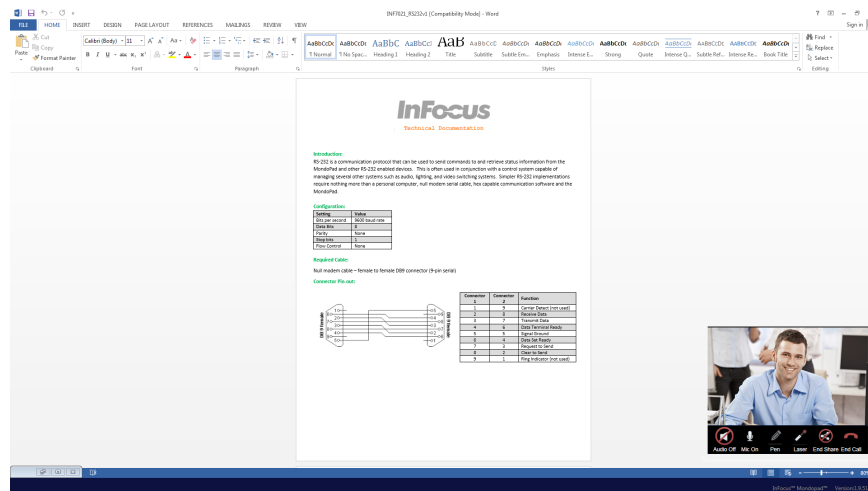
- 5) To stop sharing, tap the **End Share** or **Swap** button as appropriate for your Mondopad device.

Share a third-party application or the desktop

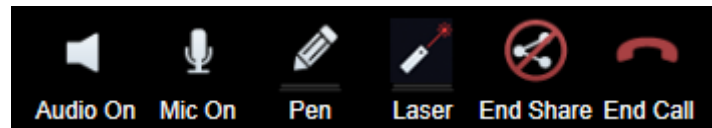
- 1) Start a video call.
- 2) Tap the **Share** button . A list of desktops and applications display depending on the Admin settings of your device.



- 3) Select the desktop or application you wish to share and tap **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 highlight 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 annotate 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 menu 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 Camera**.
- If multiple PTZ cameras are installed, tap the **Select Camera** arrow at the bottom right of the PTZ camera menu to switch between the PTZ cameras.
- To define presets and review other controls (such as focus and backlighting), tap the menu icon in the upper left of the menu. 
- To close the menu, tap the menu button  in the main menu bar.

InstantConference

Obtain InstantConference

Instant Conference 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 to register your product.
- 2) To use InstantConference features immediately, power on the Mondopad device and navigate to **Video Meeting**.
- 3) Navigate to the **Accounts** tab.
- 4) Edit the default account information.
- 5) Tap the **Provision** button. InstantConference features are now available.

NOTE: If you do not manually provision your Mondopad device 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.

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

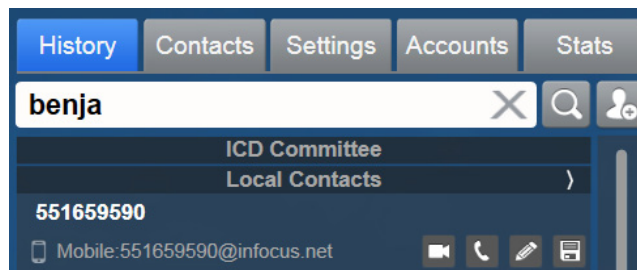
- 1) From the **History** tab, navigate to that specific call and tap the **Add Contact**  button.
- 2) Tap **Add to Existing** to add the information to an existing contact or tap **Create New** to create a New Contact.
- 3) Add the contact information and tap **Save**.

Call contact using call history

- 1) From the **History** tab, navigate to the number you wish to call.
- 2) Tap 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.

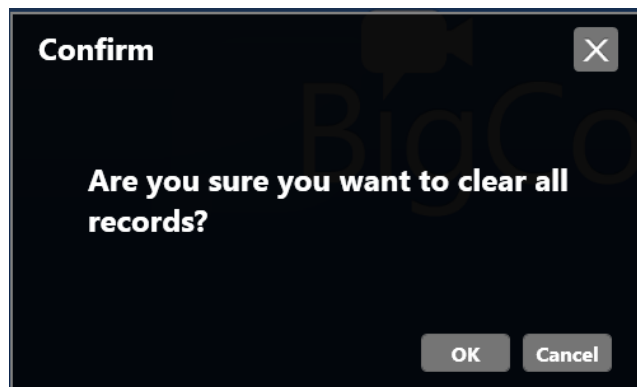


- 2) To clear the search criteria, tap the **X** in the search field.

Clear call history

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

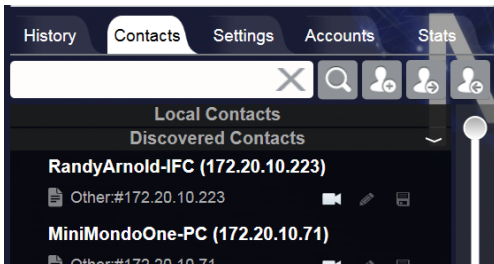
To clear the entire call history: Tap the **Clear History**  button at the top of the **History** tab, and tap **OK** in the **Confirm** window.



Contacts

Add a contact

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

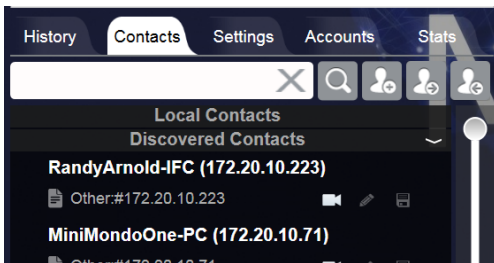


- 2) Tap the **Add Contact** icon .
- 3) Type the contact information into the **Display Name**, **First Name**, **Last Name**, and number text boxes.
- 4) Tap the **Local Group** drop-down list and select the desired group or tap **Edit Group** and the plus icon to add a new group.
- 5) Use the drop-downs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

A screenshot of the 'New Contact' form. The form has a title bar with 'New Contact' and a close button. The fields include: 'Display Name' (text input), 'First Name' (text input), 'Last Name' (text input), 'Local Group' (drop-down menu with 'Local Contacts' selected and an 'Edit Group' button), and a list of contact types: 'SIP' (type), 'Mobile' (description), 'Home' (description), 'Work' (description), 'Video' (description), and 'Other' (description). Each type and description pair has a corresponding text input field and a delete button (X). At the bottom, there are three buttons: 'Delete Contact', 'Cancel', and 'Save'.

Edit contact information

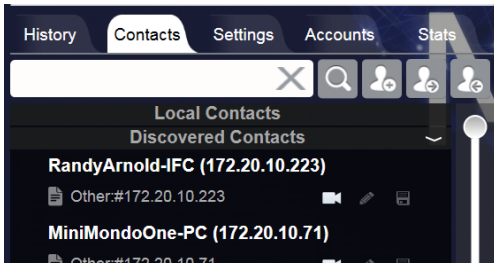
- 1) Tap the **Contacts** tab.



- 2) Tap the contact you wish to edit.
- 3) Tap the **Edit** button .
- 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** button .
- 3) Tap **Delete Contact**.

Search for a contact

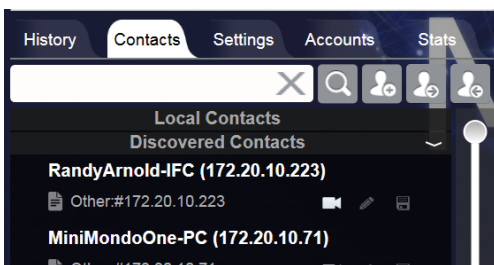
- 1) Tap the **Contacts** (or **History**) tab.
- 2) Type a few alphanumeric characters in the **Search** field. The list updates to reflect the records that meet the search criteria.
- 3) To clear the search criteria, tap the **X** in the **Search** field.

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 shell (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 tap the **Delete from bottom bar tile** button.

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

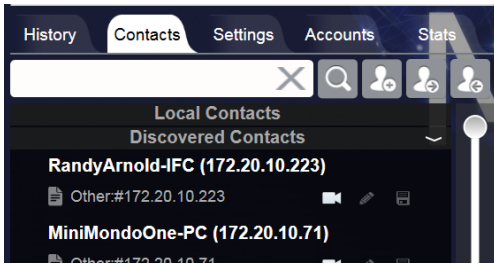


- 2) Tap the contact you wish to edit.
- 3) Tap the **Save** icon .
- 4) Type the file name if desired.
- 5) To add the shortcut to the desktop, tap the **Create Desktop Shortcut** button.
- 6) To add the shortcut to the Mondopad toolbar, tap the **Add to Bottom Bar Tile** button.

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 devices.

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

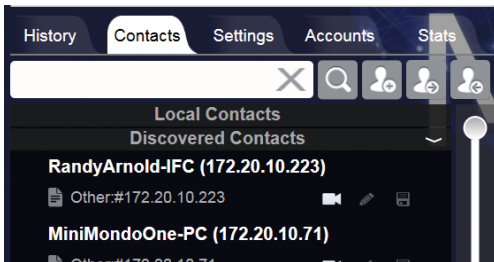


- 2) Tap the **Export Contacts** icon .
- 3) Tap **Browse** and navigate to the location where you want to save the resulting XML file.
- 4) Type a file name in the **Name** field.
- 5) Tap **OK**.

Import Local Contacts

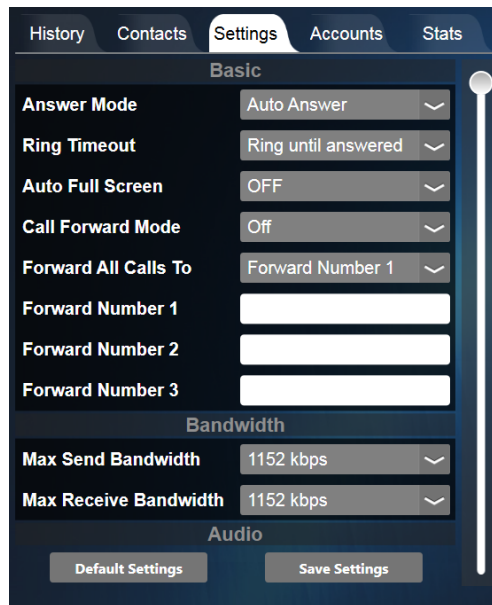
This process imports contacts listed in an XML file to the Mondopad device.

- 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) Tap the **Settings** tab.
- 2) To return to the default settings, tap **Default Settings**.
- 3) To make changes, navigate to the desired feature (see below) and tap the drop-down box.
- 4) Tap the desired option and tap **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, 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 Forward All Calls To field. Options include: Always, NoAnswer, and Busy.
- **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, or 4096 kbps.
- **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, or 4096 kbps.

Audio

- **Preset Audio/Speaker:** The Mondopad device will automatically select between the various presets depending on your hardware setup. If you want to customize the following settings, select **Non STD mode**.
- **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, tap 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:** Tap 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, or select **Provisioning Server 1** or **Provisioning Server 2**. If **infocus.net** is selected, the Mondopad device 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

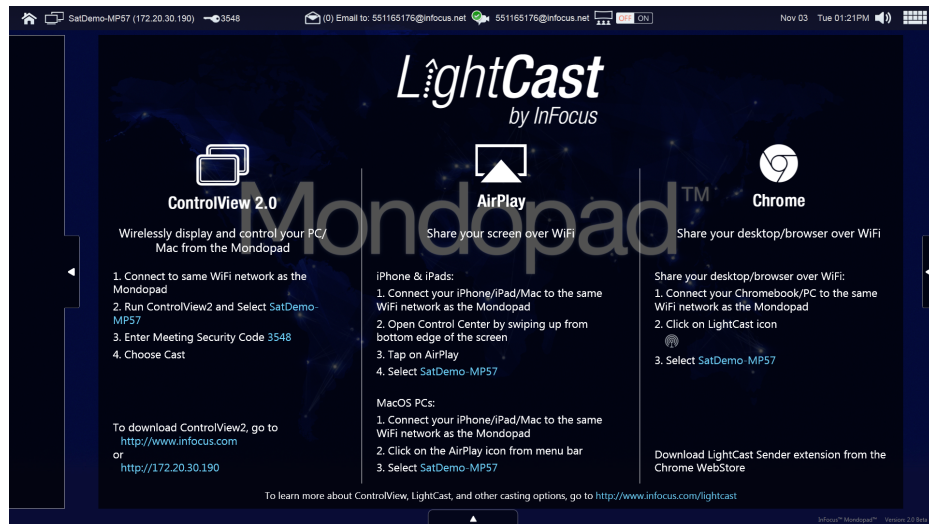
not recommended. The highest port number must be at least 100 ports higher than the lowest port number (for example, if the RTP Lowest Port Number is 20000, the RTP Highest Port Number must be at least 20099).

- **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

The Casting feature allows users to send or receive images using the ControlView 2.0 feature, or embedded AirPlay or Chrome applications. Multiple screens can be casted, including both screens when in Dual Display mode.

- 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 ControlView 2.0, AirPlay, or Chrome.



- 2) Follow the instructions listed 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.



AirPlay

Airplay has the ability to cast from iOS on the same network with sound (maximum 720p resolution). You must have an Apple device with embedded AirPlay in order to use this AirPlay feature on this monitor. In addition, your network must follow Airplay configuration guidelines as specified by Apple.

Notes: Do not use the YouTube app on the iOS device. Use the YouTube website for better performance. If Airplay is not available, check with your system administrator.

Using iOS on an iPad or iPhone

- 1) Open the Control Center on your device by swiping up from the bottom of your iPad or iPhone screen.
- 2) Tap the Airplay icon.
- 3) Make sure Mirroring is turned on.
- 4) Select the device name listed in step 3 of the Connect with AirPlay window.

Using an OS X device

- 1) Select the Airplay icon from the menu bar on OS X device.
- 2) Make sure Mirroring is turned on.
- 3) Select the device name listed in step 2 of the Connect with AirPlay window.

Chrome Browser and Chromebook Cast

- 1) Install **Lightcast Sender** extension from Chrome app store.
- 2) Tap the **LightCast Sender** icon.
- 3) Select what you would like to display:
 - a. Tap **Select Desktop** to cast the desktop of one of your monitors. This mode does not support audio.
 - b. Tap select **Current Tab** to cast your selected tab with audio.

Extras

Button		Description
	Applications	Your system administrator can configure the Mondopad device to allow users to run additional applications from within the Mondopad software shell. Tap the desired application icon to run the application. More than one application can be run simultaneously with the Mondopad software suite. To close the application, tap the Close button or select the appropriate menu item such as File Close. WARNING: Some applications may not fully function with the Mondopad environment. If your application interferes with the Mondopad system, notify your system administrator.
	Admin Page	For administrators only. Provides access to the Mondopad administrative settings menu.
	Add/Remove Apps	For administrators only. Provides access to the system files to locate executable programs and add them to the Applications list.
	Minimize	For administrators only. Minimizes the Mondopad software and exposes the Windows desktop. Tap the Mondopad icon in the task bar to return to the Mondopad shell.
	Exit MP	For administrators only. Closes the Mondopad shell and returns the user to the Windows desktop.
	Admin Login	For administrators only. To ensure the Mondopad device operates consistently for all users, system configuration is restricted to the system administrator and requires an Admin PIN. NOTE: When Personal Mode is enabled through the administrative web pages, all Extras administrative level features are immediately available and do not require an Admin PIN to be entered.
	Admin Logout	For administrators only. Logs the system administrator out of the Extras administrative area. NOTE: When Personal Mode is enabled through the administrative web pages, all Extras administrative level features are immediately available and do not require an Admin PIN to be entered.
	Logoff User	For Mondopad devices using local or domain-based user accounts, users can terminate their session by logging off. This returns the system to the Windows user login page and is controlled by the Windows operating system.
	Reboot	Restarts the Mondopad device.
	Shutdown	Powers down the Mondopad device.

	About	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. Check for Update: InFocus provides periodic software updates for Mondopad devices which have active software maintenance plans. If your Mondopad software maintenance plan is active, tap Check for Update and follow the prompts to update your Mondopad device. If available, the software update will download and install automatically. Input Software Maintenance Plan Key: If your Mondopad software maintenance plan has expired, you must purchase a new license from InFocus. Tap Input Software Maintenance Plan Key to enter a new license.
	Help	Displays tips and information.

ControlView 2.0

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

Download ControlView 2.0

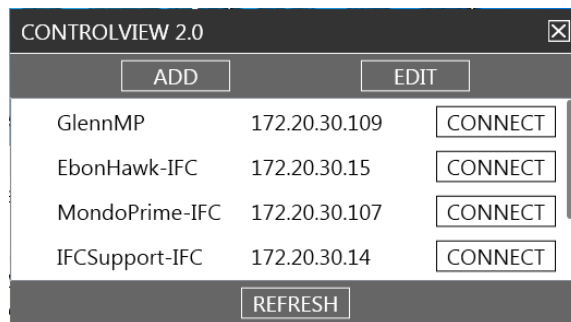
- 1) For a Windows computer, open the Mondopad device's IP address on your computer and click **Downloads** to download the ControlView installer, or download directly from: <http://www.infocus.com/accessories/controlview>.

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

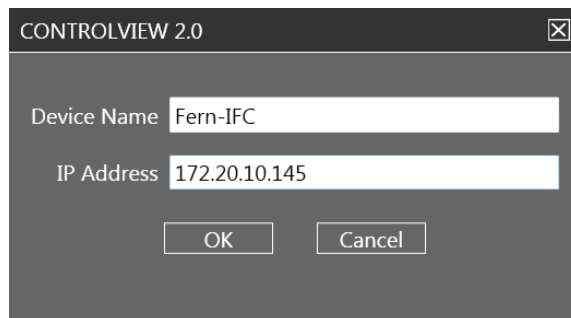
- 2) Click **Run** and follow the prompts to install the software application.

Connect to a Mondopad device

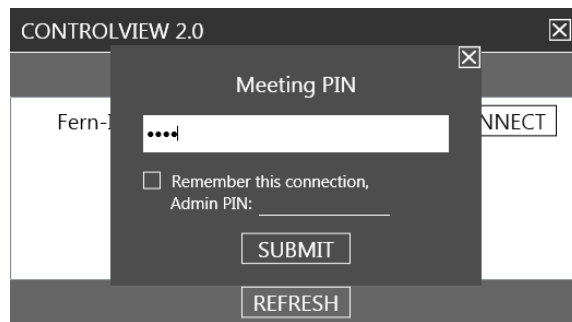
- 3) Open Controlview.
- 4) Locate the Mondopad device you would like to use.



- 5) If the device you would like to use is not listed:
 - a. Click **Add**.
 - b. Enter the device name and the device's IP address.
 - c. Click **OK**.

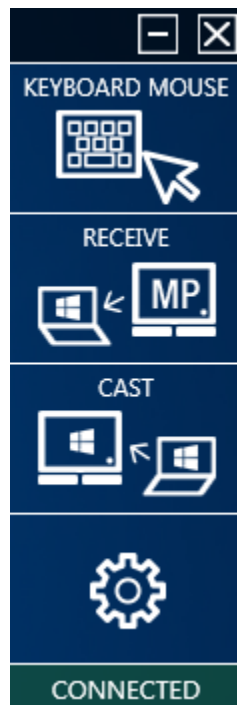


- 6) Click **Connect**.



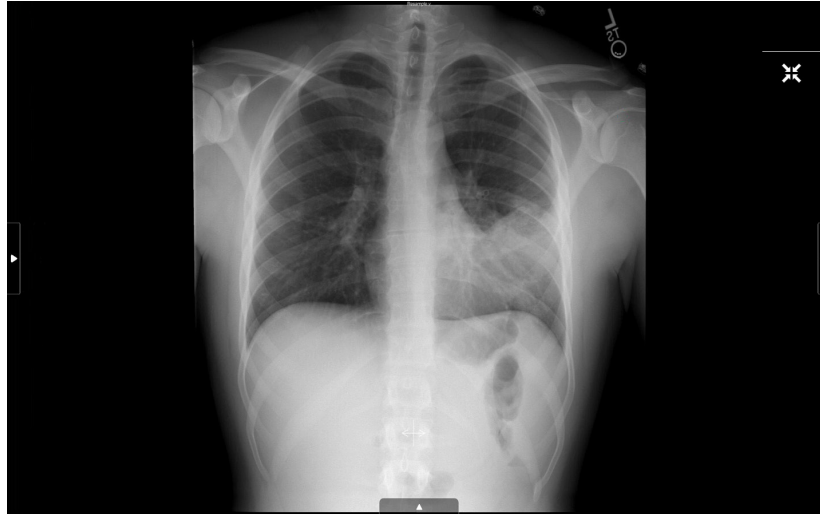
- 7) Type the Mondopad device's Meeting Access Code.

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

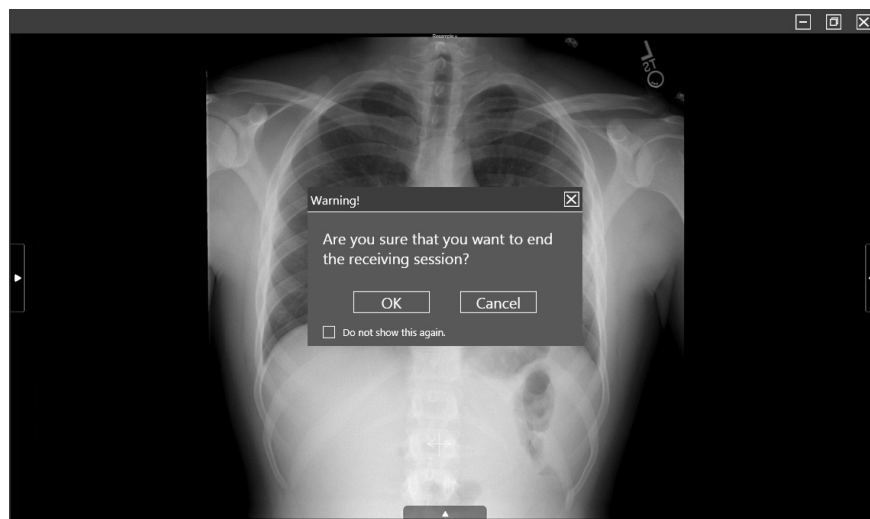


Control the Mondopad device from a PC, tablet, or mobile device

- 1) Open **Controlview** and select your device.
- 2) From the Controlview menu:
 - Click **Receive** to duplicate and control the Mondopad device screen on your PC, tablet, or mobile device.
 - Click **Keyboard Mouse** to control the Mondopad device without displaying the Mondopad device screen on your PC.
- 3) Use your PC, tablet, or mobile device to control the Mondopad device.

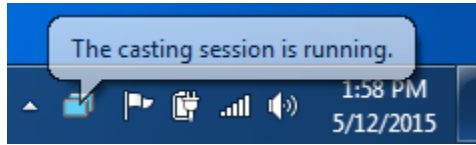


- 4) When finished, click the **X** in the upper right corner of the shared window. The Warning box displays.
- 5) Click **OK**.

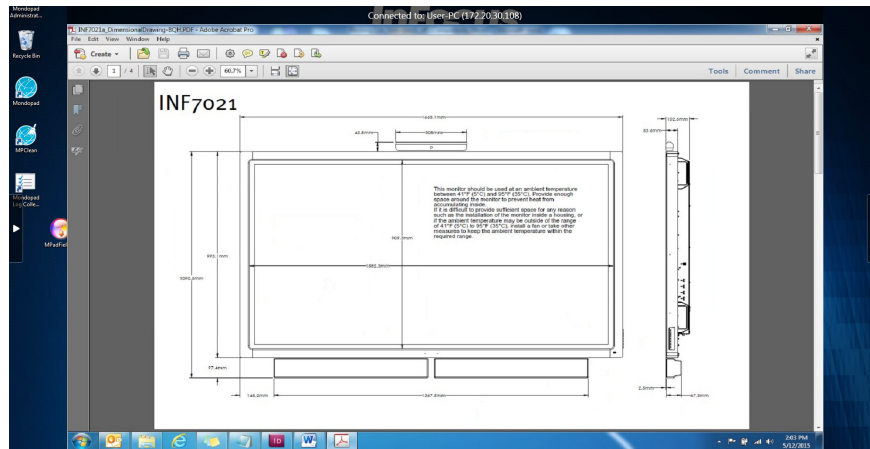


Control a PC, tablet, or mobile device from the Mondopad device

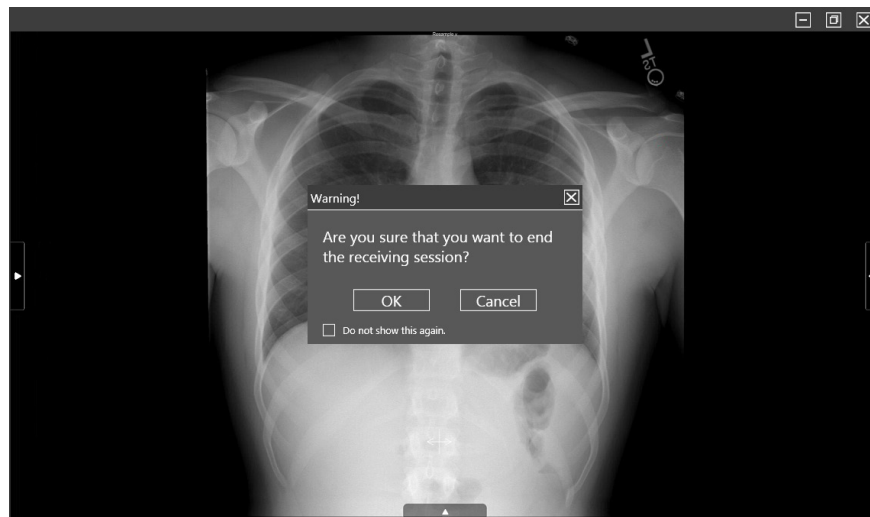
- 1) Open **Controlview** and select your device.
- 2) From the Controlview menu, tap **Cast** to duplicate and control your PC, tablet, or mobile device image onto the Mondopad device.
- 3) The ControlView icon will appear in your Taskbar next to the clock, and an invitation is sent to the Mondopad device.
NOTE: The invitation must be accepted within 30 seconds otherwise your casting session will end.



- 4) Use the Mondopad device to control your PC, tablet, or mobile device.



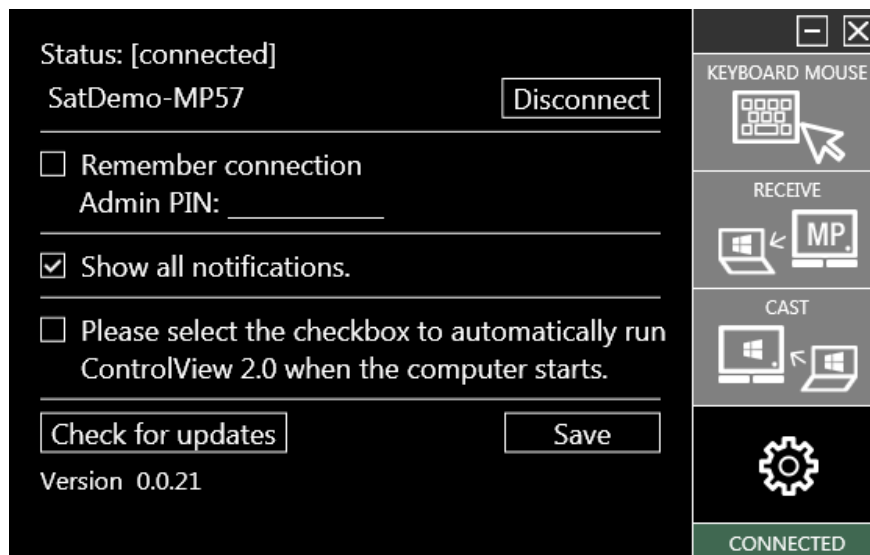
- 5) When finished, tap the **X** in the upper right corner of the shared window. The Warning box displays.
- 6) Tap **OK**.



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, tap the **Settings** icon .



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

Troubleshooting

Symptom	Possible Solutions
I can't see some types of View & Share files	Only certain files types are compatible with the Mondopad software. See "View & Share" on page 11 for a full listing of compatible file types. If desired, you can display the files from an external source (bypassing the Mondopad software).
No access to the internet	Check Network Setup settings in the Mondopad™ software.
Can't pick-up a video conferencing attendee call	Check the Answer Mode setting in the Video Meeting Settings > General tab. The Answer Mode should not be set to Auto Reject.
No image on video conferencing call	- Verify that the call has not been placed on hold. - If you are using a 3rd party video calling system, an external camera must be connected directly to the 3rd party video calling system. - If you are unable to see yourself, verify that the camera has been plugged into an available USB A jack on the device.
No audio for the video conferencing call	Verify that the call has not been muted or placed on hold.
Can't register, make or receive video conferencing calls	Contact your Administrator.
Poor video conferencing call quality	Contact your Administrator.
Can't access the Mondopad Control Panel or system files	To access the Mondopad Control Panel and system files, you must access the password-protected Applications area of the Mondopad software. If the Admin Access Code has been forgotten, tap Forgot PIN from the Browser Admin login screen.
Can't add or delete any programs	Programs cannot be added or deleted without entering the password protected Applications area of the Mondopad software. If the Admin Access Code has been forgotten, tap Forgot PIN from the Browser Admin login screen.
The calendar is not populating correctly	This feature is only compatible with Windows® Exchange 2007 (or newer) and Office 365 with EWS service.
"Cannot register to server, reason: ..."	Contact your Administrator.
A Meeting Invite was not received	- Have the invited party check his/her junk mail. - Microsoft Silverlight is required and installs automatically on compatible PC products. - The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight), and that are within the same network as the Mondopad.
Email messages are not being received by Mondopad	Contact your Administrator.
A View & Share folder is locked	Have the sender check his/her email for the Access Code.
PowerPoint and images keep panning rather than scrolling	Images and files cannot be scrolled when the files are zoomed in or out. Restore the images to their normal size and try again.

The remote Whiteboard application is only partially visible.	• Reduce the page size in the Browser settings.
--	---

For additional troubleshooting support, please contact:

InFocus Corporation

Technical Support

6am-5pm PST

877-388-8385

www.infocus.com/support

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