

KRAMER ELECTRONICS LTD.

USER MANUAL

MODEL:

VIA CollageCollaboration Hub

(For Firmware Version 1.7)

P/N: 2900-300475 Rev 4



VIA COLLAGE QUICK START GUIDE

For Installer

This guide helps you install and use your product for the first time. For more detailed information, go to **www.True-Collaboration.com** to download the latest manual or scan the QR code above.

STEP 1: Check What's in the Box

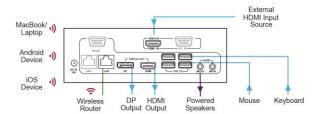
- 1. VIA Collage Collaboration Device
- 3. Quick Start Guide
- 2. Power supply (19V DC) with power cords
- 4. DP to HDMI Adapter

STEP 2: Install the VIA Collage

Place the VIA Collage on a table or mount in a rack with optional adapter RK-COLLAGE.

STEP 3: Inputs and Outputs at a Glance

Always switch off the power on each device before connecting it to your VIA Collage.



Always use Kramer high-performance cables for connecting AV equipment to the ${\bf VIA~Collage}$.

STEP 4: Connect the Unit

- · Connect keyboard and mouse
- · Connect your main display (dual displays are optional)
- Connect a Local Area Network (LAN) cable for connection to your network or use a router for connection to Wi-Fi
- · Connect the power supply
- · Turn on the device

STEP 5: Configure VIA Collage

Open the VIA Collage menu and click on Features, then on Settings.

Enter password: supass.

The Settings Menu tabs are:

- · LAN Settings Configure your network parameters and apply settings
- · Room Name/Code Manage room code and name preferences
- · Configurations Activate/deactivate PiP, media mode and other options
- System Controls Manage your display and audio settings, run control panel, select your language, etc.
- · Wallpaper Insert a custom wallpaper image
- · Third Party Apps Install/remove third party software applications
- · Authentication Activate moderator mode and define moderator/participant settings
- · Mirroring Activate/deactivate iOS mirroring support and configure it

After settings are defined, click on reboot button to apply all settings. For more details, read the Settings section in the user manual.



VIA COLLAGE QUICK START GUIDE

For User

STEP 1: Connect Your Device to the Proper Network

Connect your device to the same network used by Kramer **VIA Collage** in the specific meeting room (either Wi-Fi or LAN).

STEP 2: Run or Download the Application

MAC or PC

- Navigate to the embedded Web page of VIA Collage by entering the Room Name of the VIA into your computer's browser.
- Select Click to Run to execute the application only (intended for guests who will be using the VIA once) or select Click to Install VIA to download the VIA application on your computer (intended for regular users of the VIA).





iOS/Android

Download and install the free VIA App from Apple's App Store or Google's Play Store.
 Use the QR code above.

STEP 3: Login



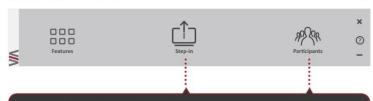
Room Name: Copy the room name as appears in the wallpaper (IP Address).

Nickname: Enter a name for your device.

Room Code: Enter a 4-digit code as it appears in the wallpaper.

Login: Press Login to join the meeting.

STEP 4: Main Menu



Click on Step-in $^{\text{TM}}$ to put your screen up front and on Participants to see who else is connected.

STEP 5: Features



Wireless Connection

Bring your own device (BYOD) and join the session through wireless connection.



MultiMedia

Share uninterrupted full HD wireless video streaming (up to 1080p60) and photos.



Cloud

Drag and drop files to the cloud to share instantly with everyone in the meeting.



File Transfer

Share any size file with any number of participants.



Whiteboard

Annotate, illustrate and edit shared documents: touch-screen compatible.



Start Collaboration

Click to collaborate through a common display, using your own device. Multiple users can interact and control what's happening on the main display at the same time.



iOS Mirroring

Show any content from your iOS device on the main display



Enable Control

Give a participant control over the presenter's MAC® or PC laptops.



Chat

Send an instant message to any other participant.



Web Browser

Open any browser to display content directly from a Web site.



View Main Display

View the main screen on your own device.



Third Party Apps

Supports office applications and conferencing programs such as Skype®, WebEx®, Go To Meeting®, Lync® and more.



HDMI Input 1

Connect any HDMI source (camera, DVD, Blu-ray™) and present it on the main display.

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1 Introduction

Welcome to VIA Collage!

VIA Collage is Kramer's unique, powerful wireless presentation and collaboration hub. It converts any display at any location into an interactive meeting point, and it works with a wide range of presentation devices from desktop and notebook computers to tablets and smartphones.

Each participant in a **VIA Collage** session can quickly view, edit, annotate, comment, and share content with other participants. Participants can share their ideas through the primary screen, or break off with others into smaller groups during a meeting.

The **VIA Collage** integrates seamlessly with any organization's current IT infrastructure, converting any projector or screen into a networked device that users can share and view on their current devices. Every local connection to **VIA Collage** is wireless, free of dongles, cables, and other compatibility peripherals.

Key features of VIA Collage:

- Login using conventional Wi-Fi or LAN connections, no dongle needed
- Provides true HD 1080p/60 video streaming
- Supports Windows laptops and MAC®, as well as iOS and Android mobile operating systems
- Compatible with all common Web browsers
- Up to 255 users can be logged in simultaneously
- Up to 12 participant screens can be displayed simultaneously on dual screens (six on each screen).
- Supports popular third-party conferencing programs
- Touchscreen compatible with whiteboard and full annotation controls

1.1 Applications & Features

Present, share, chat, send and receive files, hold sidebar conversations, annotate, edit, and save copies of all your work, just as you would with a whiteboard or flip chart...except that you can do it all from your notebook computer, tablet, and smartphone.

Here are just a few of the things you can do with VIA Collage:

Up to six different participant screens can be shown at the same time. **VIA Collage** automatically sizes each screen to the maximum available resolution, displaying tiles for two or more screens. Finished sharing? Tap Step-out to disconnect

Chat and Share a file: Need to ask a meeting participant a question? Click on their screen name and send them a text message with complete privacy. Windows and Mac PC users can also share files between themselves or the main presenter, all at the click of a mouse.

Control a participant's computer: Need to access files or play back a presentation from a participant's PC? Simply click Enable Control on the PC, and its cursor can be controlled remotely to launch programs and play media.

Multimedia: Sometimes it's just easier to explain your ideas with a video. Simply click the Multimedia tab on your device's screen and you can load and display JPEG images (all operating systems) and play MP4 videos (Windows and Mac PCs and iOS devices only). You can also display and share PDFs from any logged-in device. VIA Collage features a 10Mbps maximum video bitrate for 30fps or 60fps videos and handles video files of up to 8GB.

Are you using an iOS device with no VIA application? Just mirror your device's screen to the main display by activating the Airplay service of your device.

1.2 VIA Collage Controls and Connections

This section defines VIA Collage.

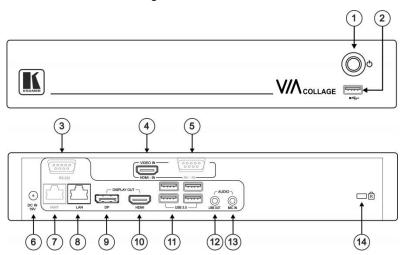


Figure 1: VIA Collage Collaboration Hub

#	Feature	Function
1	Power Button	For turning the machine on and off
2	USB Connector	For upgrading firmware or connecting a USB device
3	RS-232 Connector	Not in use
4	VIDEO IN HDMI-IN Connector	Connects to an HDMI source
5	AV – IN RS-232 Connector	Not in use
6	DC IN 19V Connector	Connects to the 19V DC power supply
7	iAMT RJ-45 Connector	Not in use
8	LAN RJ-45 Connector	Connects to a wireless router
9	DISPLAY OUT DP Connector	Connects to a DisplayPort display
10	DISPLAY OUT HDMI Connector	Connects to an HDMI display
11	USB 3.0 Connectors	Connect to up to four USB devices
12	AUDIO LINE OUT 3.5mm Mini Jack	Connects to an unbalanced stereo audio acceptor
13	MIC IN 3.5mm Mini Jack	Connects to a microphone
14	Lock Opening	Connects to a security locking cable

2 Setting Up VIA Collage



Always switch off the power to each device before connecting it to your **VIA Collage**. After connecting **VIA Collage**, connect its power and then switch on the power to each device.

To connect the VIA Collage as illustrated in the example in Figure 2 you need:

- A VIA Collage Wireless Collaboration Hub
- A display (projector, monitor, or screen).
 NOTE: A touchscreen display is best for annotation
- A Local Area Network (LAN) cable for connection to your network. For wireless network connectivity, use a commercial wireless router

The following client devices can be used with Kramer's **VIA** collaboration hub:

- A Windows 7/8® (32-bit/64-bit) computer
- A Macintosh[®] computer, using OSX 10.6.5 or newer (version 10.6.8 recommended)
- An iPad/iPhone[®] tablet/smartphone with the VIA Collage app installed (iPad 2 or later, iOS 5 or later, iOS 6.0 recommended).
 When using the Airplay service, no application is needed (refer to iOS mirroring section)
- An Android[®] OS 3.2 tablet/smartphone with the VIA Collage app installed

These optional add-ons can enhance your VIA Collage system:

- A USB or HDMI camera for distant participants connecting through Lync[®], Skype[®], GoToMeeting[®], or WebEx[®]
- A conferencing speakerphone for remote communication as well as audio playback of content being shared on the display
- A Kramer SID-X3N 4-input multi-format video-over-HDMI transmitter & stepin commander can also be used to expand the number of local video sources through the VIA Collage HDMI input.

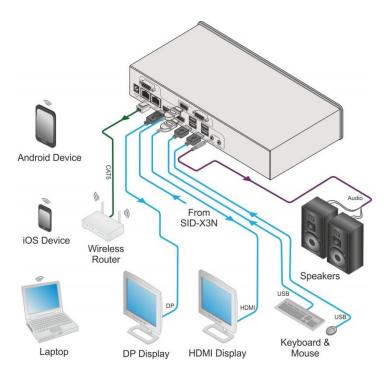


Figure 2: Connecting the VIA Collage Collaboration Hub

2.1 Connecting VIA Collage to a Display

VIA Collage is equipped with dual display output connections.

- The HDMI connection can be used with any compatible projection or directview display, such as an LCD monitor. This connection carries embedded audio, and can also be routed and switched just like any other HDMI connection
- The DisplayPort connection can be used with compatible projection or directview displays. Unlike the HDMI port, the DisplayPort jack does not carry embedded audio and requires a separate audio connection

VIA Collage's internal video card reads the Extended Display Identification Data (EDID) for any connected display and sets the optimum display resolution and image refresh rate automatically through the HDMI and DisplayPort jacks.

For full functionality, **VIA Collage** must be connected to a local area network (LAN). You must assign an IP address to the **VIA Collage**.

NOTE: To allow participation in a collaborative session (send and receive content), connect the **VIA Collage** hub and all participant devices (PCs/ MACs/ smartphones/tablets) to the same network (LAN - wired/wireless).

The **VIA Collage** hub receives user's display/screen information and multimedia files from their device (laptop/tablet/smartphone) and sends them to the collaboration display (the display connected directly to **VIA Collage** hub unit).

2.2 Downloading and Running VIA Collage Software

All participants in a meeting must download and run either the Kramer **VIA** executable file (PC, Mac) or the appropriate Android/iOS app.

To access the PC and Mac executable files:

- Open your Web browser and enter the IP address for your VIA Collage unit
- Your Web browser recognizes your OS (MAC/Windows) and directs you to the correct client software
- Choose from the following two options:



- To run the VIA app virtually (without installing on your computer), select "Click to Run VIA". Once downloaded, locate the file on your computer (under "Downloads") and click to launch it. The VIA Collage login screen appears
- To permanently install the VIA app, select "Click to Install VIA". It downloads an .exe file to your computer and asks if you want to run this file. Click Yes and follow the Setup instructions. The VIA app is saved to the KRAMER folder on your C: drive. It creates a shortcut on the desktop for easy access.



For tablets and smartphones, the Kramer **VIA** app is found in the App Store (iOS) and Google Play (Android).

Alternatively, you can open your Web browser on your mobile device and enter the IP address for your **VIA Collage** unit; choose from the following two options:



Download the app to your tablet/phone and install. When the app is run, the following screen appears:



2.3 Logging In to VIA Collage

Windows and Mac OS

- Choose a username (nickname) for your device (any mix of letters and numbers) then enter it on the login screen
- Next, enter the room code, seen on the lower right part of the screen. This lets you access VIA Collage

iOS and Android

- First, enter the IP address for the VIA Collage. This is found on the main display screen in the lower left
- Next, choose a username (nickname) for your device (it can be any mix of letters and numbers) then enter it on the login screen of your device
- Finally, enter the room code as seen on the lower right part of the screen.
 This lets you access VIA Collage. Now, you're ready to go!

2.4 Using iOS Mirroring to Share your Screen

All participants in a meeting using an Apple device can mirror their screen by using the Airplay service. No application is required to activate this mode. However, the VIA Collage unit must run firmware version 1.6 or later and iOS mirroring feature must be enabled (see the "settings" section for more details).

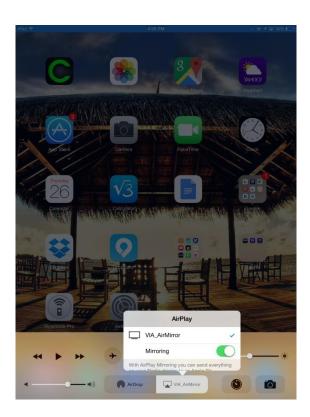
2.4.1 From your iOS Device (iPhone or iPad/Mini iPad)

- 1. Connect your Apple device to the network where the VIA Collage resides.
- 2. Swipe up from the bottom of the iPad or iPhone to reveal the Control Center.



Click AirPlay and choose the VIA Collage's AirPlay device name. By default
the VIA's AirPlay device is named VIA_AirMirror_XXXX, where XXXX is a
random combination of letters and numbers.

Note: If the room code is enabled on the VIA Collage, you are prompted to enter the same 4-digit security code when attempting to mirror you iOS device. This code appears on the main screen of the VIA Collage.



2.4.2 MacBooks and Apple Computers

- 1. Connect your Apple device to the network where the VIA Collage resides.
- 2. Click the AirPlay menu on the Apple Menu Bar. This will be located in the top right corner of the screen near the clock.



Choose the VIA Collage's AirPlay device name.
 By default the VIA's AirPlay device is named VIA_AirMirror_XXXX, where XXXX is a random combination of letters and numbers.

Note: If the Room Code is enabled on the VIA Collage, you are prompted to enter the same 4-digit security code when attempting to mirror you iOS device. This code appears on the main screen of the VIA Collage.

3 VIA Collage Functions and What They Do

VIA Collage presents two types of screens depending whether it is being used by the Admin or by a User. The following screen shots illustrate both types.

The illustration below shows the **VIA Collage** main Admin screen and its functions:



Figure 3: VIA Collage Admin Features

Item	Icon	Action
1	Features	Allows user to see and access all available features of VIA Collage
2	Whiteboard	Opens a canvas to annotate, draw, and update document collaboratively over a live stream
3	Participants	Provides a list of all participants in the session
4	Cloud	Open the Cloud and all the files that are saved or shared between participants
5	Skype	Starts Skype video conferencing tool
6	Go to Meeting	Starts a GoToMeeting session
7	WebEx	Starts a WebEx session
8	Microsoft Lync	Opens Lync client for audio and video conferencing
9	Web Browser	Opens the browser at the VIA Collage gateway to present any content directly from the Web site
10	Screen Share	Pushes a mirror of the VIA Collage collaboration display on the user's devices (laptop, iPAD, MacBook, Android tablet). The user can see all the activities of the VIA Collage collaboration display on his system (this feature is called "View Main Display" in the Client menu)
11	Third Party Apps	Shows third-party applications installed and integrated with VIA Collage
12	File Transfer	Shares files between the available participants during the session
13	Chat	Allows sending chat messages among available participants during that session
14	HDMI Input 1	Displays/hides the external video source connected to the VIA Collage input
15	Picture in Picture	Switches the external video source (HDMI input)between PIP (Picture-in-Picture) mode and full screen mode
16	Shut Down	Shuts down the VIA Collage system
17	Reboot	Reboots the VIA Collage System
18	Settings	Performs settings on the LAN, configurations related to room code, room name third-party apps, system controls, wallpaper streaming configuration and activation center
19	Display Layout	Allows selecting the layout when several participants are stepped-in (thumbnail view or dynamic view)

The illustration below shows the VIA Collage main User screen and its functions:

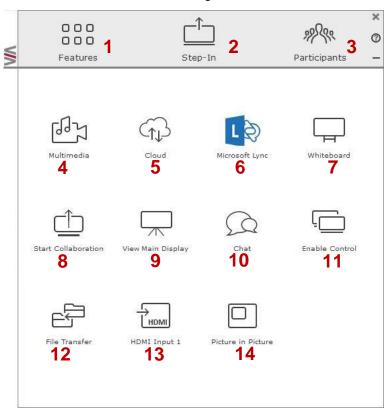


Figure 4: VIA Collage Main User Screen

Item	Icon	Action
1	Features	Allows user to see and access all available features of VIA Collage
2	Step-In/ Step-Out	Allows the user to show his device's screen on main display, or to step out
3	Participants	Provides a list of all participants in the session
4	Multimedia	Supports video formats: avi, vob, mp4, mov, mpx (ex. mpg). Shares smooth full-motion video (up to 1080p/60) and photos
5	Cloud	Drag and drop files to the cloud to share instantly with everyone in the session
6	Microsoft Lync	Opens Lync client for audio and video conferencing
7	Whiteboard	Opens a canvas to annotate, draw, and update document collaboratively over a live stream
8	Start Collaboration	Click to collaborate through a common display using your own device. Multiple users can interact and control the main display at the same time
9	View Main Display	Shows a mirror of the VIA Collage collaboration display on the user's devices (laptop, iPAD, MacBook, Android tablet). The user can see all the activities of the VIA Collage collaboration display on his system (this feature is called "Screen Share" in the Admin menu)
10	Chat	Allows sending chat messages among available participants during that session
11	Enable Control	Gives participants control over the presenters Mac or PC laptop
12	File Transfer	Shares files between the available participants during the session
13	HDMI Input 1	Displays/hides external video source connected to the VIA Collage input
14	Picture in Picture	Switches the external video source (HDMI input)between PIP (Picture-in-Picture) mode and full screen mode

4 Using VIA Collage

VIA Collage is a powerful and versatile collaboration hub that gives participants a wide selection of presentation tools. In this section, we'll look at each of those tools and discuss briefly how it works.

4.1 VIA Collage Main Menu

This section refers to the user's experience.

The **VIA Collage** User main menu has three tabs across the top – Features, Step-In/Out, and Participants.

- Clicking on the Features tab on the main menu allows the user to see and access all available functions of VIA Collage
- Clicking on the Step-In tab on the main menu displays your PC/device screen on the main screen. Clicking Step-Out removes your device screen from the main screen
- Clicking on the Participant List tab reveals a list of all participants in the session

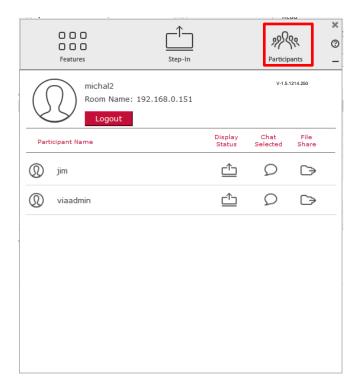


Figure 5: The Participant List

Under Participants, the following icons are used:

Item	Icon	Meaning
Display Status		Start a presentation at a display
		The user is currently presenting
Chat Status	Q	Start a chat session with any available participants
	Q	The participant is currently chatting with you. Click to open the chat session

Item	Icon	Meaning
File Transfer	\hookrightarrow	Start a file transfer with another participant
	\hookrightarrow	File transfer is already active with that participant
Enable Control		Take control of any user while the user is displaying
		Admin has the control of that user

4.2 Enabling Control

This function allows the admin to take control of a participant's PC (Windows or Mac OS). (In our example, <u>Figure 6</u>, *user Dave* has stepped in and the Admin has taken control of *Dave*):

The admin can work on Dave's system as he has taken control. (Admin can play media or work on a document or presentation file collaboratively with *Dave*).

Any other participant who wants to take control or collaborate with *Dave's* system can click on the Start Collaboration icon and drag his laptop mouse to the top and off their local screen. That cursor now moves to the **VIA Collage** unit and appears on the main display of Dave. Buttons are shown in the picture below:

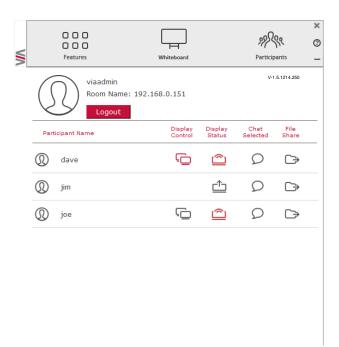


Figure 6: Enable Control

4.3 Chatting with Participants

The admin or user can start a chat session to exchange text messages between users.

To initiate a chat session:

 Go to the participant list and click the chat icon for the desired participant. The chat window opens and you can chat with selected participant:



Figure 7: Chat Window

In the chat window, the participant's name is at the left side of the window and your chat messages are on the right side.

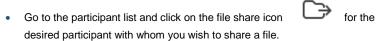
The user can check for active chat sessions by going to Features > Chat

Chat

4.4 Sharing Files

VIA Collage can transfer files between PC/Mac logged in users.

To share a file:



In the cloud directory, select the desired file on your device. Then, click
 Share

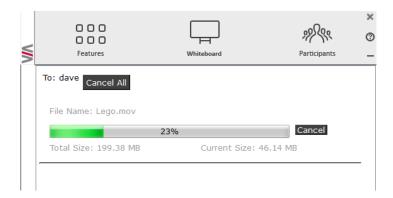


Figure 8: Admin File Sharing

The target participant needs to select a location to save the file and start the file transfer process. Once completed, the file is saved on that participant's system.

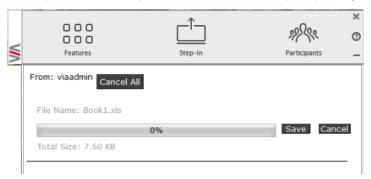


Figure 9: User File Sharing

When completed, the file is saved at receiver's system.

You can check or cancel currently sharing file from *Features > File Transfer*.



4.5 Accessing Cloud Data

The cloud is used to access all data that has been shared by participants using **VIA Collage** hub.

To access cloud data:

Click on Features and then click on the cloud icon
 Cloud directory where all the users' shared files
 were saved.

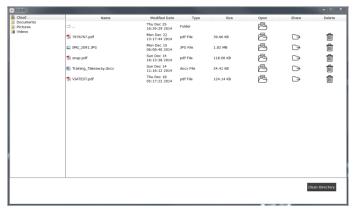


Figure 10: Shared Files on the Cloud

- To delete **one single file** from the cloud directory, click on the **Trash** icon A warning note appears that this is a permanent deletion
- To delete all files from the cloud directory, click on Clean Directory
 A warning note appears that this is a permanent deletion

4.6 Whiteboard Collaboration

The whiteboard function creates a canvas on the **VIA Collage** hub. With whiteboard, you can:

- Access a wide range of drawing and annotating tools
- · Comment on any content shown on screen
- Insert any kind of images
- Annotate on an extended desktop

To open the Whiteboard:

 Go to the main menu and click on the Whiteboard icon. This starts a whiteboard session on VIA Collage.

4.7 Whiteboard Functions

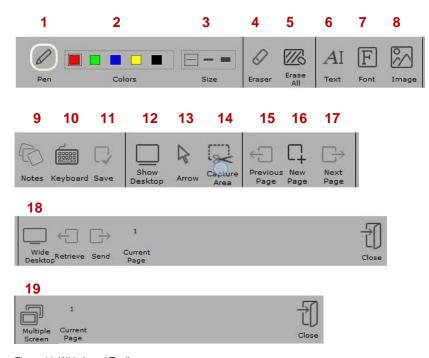


Figure 11: Whiteboard Toolbar

Item	Icon	Action
1	Pen	Enables drawing on the whiteboard
2	Color	Changes the color of the line with various available colors
3	Size	Chooses the line thickness
4	Eraser	Erases your annotations
5	Erase All	Cleans the page
6	Text	Inserts text on your whiteboard page
7	Font	Changes the text font of your whiteboard page
8	Image	Inserts an image at your whiteboard page
9	Notes	Creates comments or remarks about your annotation on your whiteboard page
10	Keyboard	Opens a virtual keyboard to insert text on your whiteboard

Item	Icon	Action
11	Save	Saves all your activities either as PDF or as JPEG format
12	Show Desktop	Displays your desktop with all running applications. The user can also annotate at the running application using the desktop stylus
13	Arrow	Selects any object or image
14	Capture Area	The mouse pointer turns into a plus sign. Click the upper left corner of the area you want to capture and drag along the screen to the limit of the capture. The selected area is displayed in gray. The area is then included in the current or new page as an object
15	Previous page	Moves to previous page (when multiple pages added)
16	New page	Creates a new page or to add a new page
17	Next page	Moves to next page (when multiple pages added)
18	Wide Desktop	This icon appears on the whiteboard when two displays are connected to VIA Collage . Using this function, you can send pages from screen 1 to screen 2 and retrieve pages from screen 2 to screen 1. When a participant sends any page to screen 2 and then annotates it on the main VIA Collage screen, those annotations show simultaneously on screen 2. (see <u>Figure 12</u>)
19	Multiple screen	Available when a dual display is connected to VIA Collage. One display can be used for collaboration on the whiteboard and the second can share content from the users. In multiple screens the user can draw on screen 1 and can send this page to screen 2 to show to the audience. (see Figure 13)

JIA COLLAGE

JIA COLLAGE

Figure 12: Wide Desktop



Figure 13: Multiple Screen

4.7.1 Show Desktop

Show Desktop allows you to hide the whiteboard and to navigate freely on your desktop. A toolbar is available for making annotations on your desktop and capturing an object. For example, capture an area of the screen and add it as an object in your current page.

Icon	Name	Action
	Whiteboard	Press this button to immediately return to your board page
0	Pencil	Writes on the whiteboard
	Eraser	Erases precisely what you have written on the whiteboard
R	Selection Tool	Selects any object to move it and apply changes
	Capture Area Tool	The mouse pointer turns into plus sign. Click and drag over the desired area
	Window selection	Directly captures a window and all of its content.
6	Notes	Adds remarks or comments about the added annotation at the whiteboard
(BBBBB)	Virtual Keyboard	Inserts text on the whiteboard
	Save	Saves your activity in either.jpg or .pdf format
1	Exit	Exits the whiteboard

4.7.2 Screen Share

Screen Share allows the admin to share his screen with all available users so that the user can see all the activities of the gateway running at their local system only.

To use Screen Share:

Click on features and then click on Screen Share



 The user sees the collaboration display screen at their system and a check mark is shown on the Screen Share button



Figure 14: Screen Sharing

The user can zoom in and out by using the magnifying glass "+" and "-" at the top of the window. Using the Tool bar on the left, you can "Pause" on any slide to annotate it and "Reload" at any time to resume to current presented slide.

 To view the main collaboration display on the user's system, the user needs to stop both his display and media

4.8 Showing Content from a Third Party Device

VIA Collage gives you the flexibility to show content from any connected thirdparty device such as a media player, Apple TV, Roku, video cameras with composite video or HDMI outputs, and Samsung's AllShare Play wireless hub, along with your display. You can connect an extra device to VIA Collage using the HDMI input, or add an external HDMI switcher to select from multiple third-party devices.

To use this feature:

Click on Features, then click on Show/Hide output of HDMI Input 1



Figure 15: Showing a Third-Party Screen

4.9 Picture-in-Picture

The **VIA Collage** Picture-in-Picture feature lets you toggle between full-screen mode and PIP mode for HDMI Input 1.

To use PiP:

· Click on Features, and then click on Picture-in-Picture

This toggles the HDMI Input 1 video signal mode between PIP and Full Screen.



If the message shown below appears when HDMI Input is selected, it means that there is no device connected to **VIA Collage**'s HDMI input, or a connected device is not turned on. Report this condition to the admin.



4.10 Calling with Skype

VIA Collage lets you call using Skype to any other Skype user in the world.

To activate Skype:



Click on Features and click on

This launches Skype and you can login and call/chat with any available contact

4.11 Using GoToMeeting

GoToMeeting is integrated with **VIA Collage**, providing you with a simple and powerful way to hold unlimited online meetings. A **VIA Collage** admin can start a meeting and share his screen with any available user, anywhere in the world.

To launch GoToMeeting,

Click on Features and click on



This takes you to the GoToMeeting website (http://www.gotomeeting.com/fec/) where you can download the executable file and start an online meeting

4.12 Using WebEx

WebEx is a conferencing program which lets you and others meet online and share files, information, and expertise. WebEx is integrated with **VIA Collage**.

To activate a WebEx online meeting:

· Click on Features and click on the WebEx icon



This links to the WebEx Web site (http://www.webex.com/) from which you can download the app and start online meetings.

4.13 Using Microsoft Lync

Microsoft Lync provides instant messaging, voice over IP and video conferencing.

To start video conferencing with Microsoft Lync:

Click on Features and click on



This opens the Microsoft Lync sign-in page. The user can login and start messaging or video conferencing.

4.14 Accessing a Web Page

VIA Collage can directly launch a Web browser. You do not need to exit **VIA Collage** to open a Web site, or launch a Web-based presentation.

To open the Web browser:

Click on Features and click on the Web Browsing icon



This opens the default browser (Internet Explorer) through **VIA Collage** and you can navigate to any Web site or online video/presentation file.

Note: In the Web management interface of the settings, you can change the default browser to any one you prefer. For more details, see the Web management settings section.

4.15 Settings Menu

The Settings menu is where you configure your **VIA Collage** unit and manage third party applications.

The Settings menu tabs include:

- LAN Settings configures network parameters
- Room Name/Room Code manages room code and name preferences
- Configurations activate/deactivate PIP and media mode, activate/deactivate HDMI input on startup, manage your Cloud directory, etc.
- System Controls manages your display and audio settings, run control panel, select preferred language, etc.
- Wallpaper inserts a customized wallpaper
- Third Party Apps installs/removes third-party software applications
- Authentication activates moderator mode and defines moderator/participant settings
- Mirroring Enable and configure your iOS mirroring feature

To open the settings page use keyboard and mouse connected to **VIA Collage** unit:

- Click on Features to expand
- Click on Settings.



• It requests the password for the VIA Super User

Enter the password "supass". The user name is "su" by default

The Settings screen opens:



Figure 16: Settings Screen

After settings are defined, click on the Reboot tab to apply all.

4.15.1 LAN Settings

Use LAN settings to change the IP address, DNS and default gateway of VIA Collage.



When changing these settings, make sure they are correct. Incorrect values can cause a loss of communication.

To change the IP address:

- Click on LAN Settings
- Enter as required the IP address, subnet mask, default gateway, DNS server 1



Figure 17: LAN Settings Screen

- · When finished, click on Apply Settings
- Click OK at the Confirmation Message
- Click on Reboot to restart the system with the new settings

4.15.2 Room Name/Code Settings

To activate/deactivate Room Code, Date & Time:

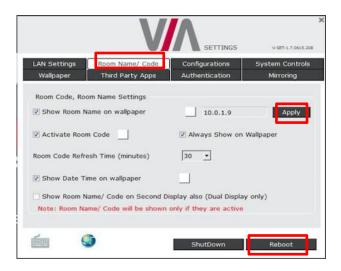


Figure 18: Room/Name Code Screen

- Show Room Name on Wallpaper: This feature displays the Room Name (a standard IP address) on the VIA Collage home screen. By default, it displays the current IP address, but you can change it to a Domain Name System (DNS) name if local DNS services are supported by the network. To change the Room Name, enter the new address or DNS name, then click on Apply and reboot VIA Collage. To login any device to the VIA Collage client, you must enter the same Room Name in the location field on your device
- Activate Room Code: The Room Code is a security overlay feature that
 generates and updates a four digit code. It appears on the lower right of the
 VIA Collage home page. When activated, this code must be entered by any
 device before logging into VIA Collage
- Always show on Wallpaper: If the room code is activated, it always shows
 on the wallpaper below the room name, otherwise the room code only shows
 when logging into any client
- Show Date Time on Wallpaper: Displays the date/time on the top right of the display
- Show Room Name / Code on second Display also: Supported only if there is a second display connected to the VIA Collage unit. This feature

allows you to show the Room Name on the wallpaper of the second display connected



The color of the text of the room name, the room code, the date and time to show on the background of the **VIA Collage** wallpaper can also be changed in this Settings menu.

4.15.3 Configuration Settings

Configuration settings allow the user to change the cloud data path to save cloud data at any desired location. It is also where the user can activate PIP mode or Media mode.

To change configurations:

Click on Configurations



Figure 19: Configurations Screen

The settings include:

- Do not start HDMI input on startup Activate/Deactivate HDMI input when powering the unit on
- Activate PIP Mode Shows the output of the third party device (SID-X3N, Apple TV, Media Player, etc) as a PIP on VIA Collage. Otherwise, the output of a third party device is shown as a full screen image

- Reset PIP Position Resets the default PIP position if the size or position
 of the default PIP window was changed
- Activate Media Mode If multiple displays are connected to VIA Collage, the first display is reserved as the media screen. Multimedia files play only on the first display and the presentation shows on the second display
- Activate System Log Activates the logging of all system activity either by the client or the gateway to aid diagnosing a problem with VIA Collage
- Enable Quick Client Access Enables a floating icon on the desktop of the VIA Collage gateway to open the VIA Collage menu. The user can click on this icon and the menu opens
- Collaboration Data Directory Path Sets the path where all data is saved
 that has been shared over the cloud by other users. By default, the path is to
 the internal storage of the SSD (64Gb). The user can attach USB storage to
 VIA Collage, can change the directory path as needed, or point to a network
 location

4.15.4 System Control Settings

System controls access the control panel, audio settings, display settings, task manager, system health and log files of the **VIA Collage** unit. The log folder is only available if system logging is activated from the configurations tab of settings. You can also select the language for the VIA application here.

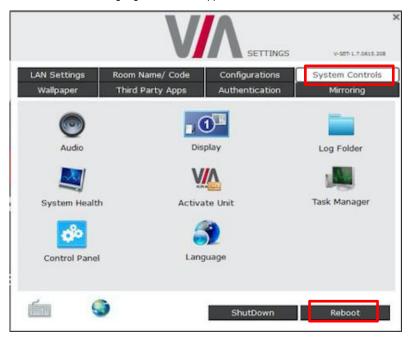


Figure 20: System Control Screen

The **VIA Collage** unit is pre-activated by Kramer. If your unit needs to be re-activated, contact Kramer Technical Support.

4.15.5 Wallpaper Settings

This feature allows any corporation or institution to change the default screen to match their branding and in-room equipment usage instructions.

To change the wallpaper:

- Click on Wallpaper
- · Click on Upload Wallpaper
- Select Wallpaper (must be an image file jpeg, png, bmp) from your system
- Click on Reboot
 The background image on VIA Collage changes after rebooting

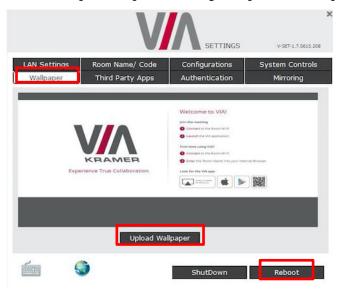


Figure 21: Wallpaper Screen

4.15.6 Third Party App Settings

The Third Party App feature allows the user to add a shortcut to any third party applications already installed on **VIA Collage**. The user can then launch these applications without exiting **VIA Collage**.

The administrator can also install any other third party application that is not available on the system that a user wants to run.

To add a third party application shortcut:

- Click on Third Party Apps
- · Click on Add Application Exe File
- Browse to the executable of the application that you want to add as a shortcut, for example go to: C:\Program Files (x86)\Kingsoft\Kingsoft
 Office\office6 and select wpp.exe to add the shortcut of Word of Kingsoft
 Office
- Click on Reboot

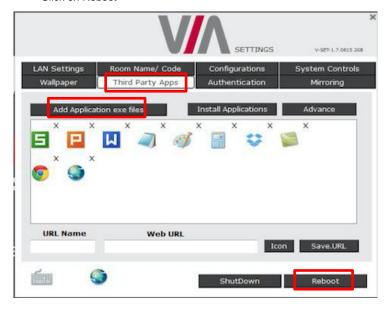


Figure 22: Third Party Apps Screen

The user can also change the icon image and name of the added third party application.

To change the icon image and name of application:

- Click on Advance
 Advance
- The Set Application Name and Icons page opens
- Click on "Click here" to browse and change the icon image
- Change the application name from "Application Name" field

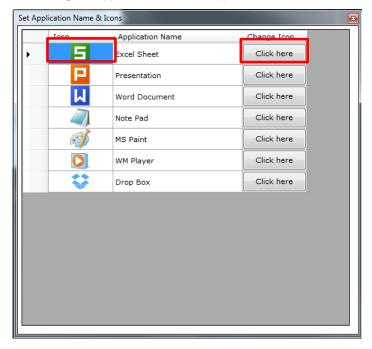
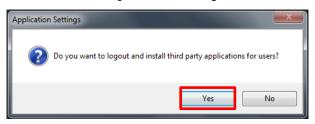


Figure 23: Setting Application Name

- Close this page and the settings page as well.
- Reboot the VIA Collage hub

To Install a Third Party Application:

- Click on Install Applications
 Install Applications
- When asked to logout as a VIA Collage user, click Yes



Login again as an administrator and now you can install any application.
 The default password is "viaadmin".

Now download any application on your system and install it on the unit. Reboot the system after installation and add the application shortcut under third party apps for future use as explained above.

The user can also create a link with an associated icon to a desired Web page. She/he must give this icon a special "URL Name" and type in his "Web URL", for example:



After rebooting, the link to this specific Web site is accessible from the Third Party Apps icon, in the main feature menu.

4.15.7 Authentication Settings

In this section, you can activate Moderator and Participant modes. In these modes, a participant requires permission from the moderator to use the Step-In function on **VIA Collage**.

To enable Presentation Mode:

- Click on Authentication
- Select Activate Moderator Mode
- Select which mode you want to use and reboot VIA Collage gateway

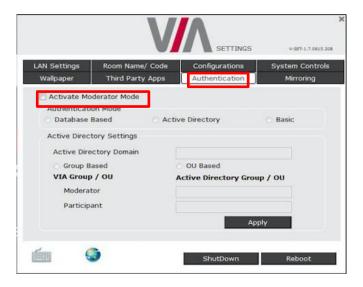


Figure 24: Authentication Screen

There are three different moderator modes:

4.15.7.1 Database Based

This mode requires building a database of users that can access the system. The users receive credentials (username and password).

There are two default users available to login into **VIA Collage** client in Moderator mode.

Moderator:

Default user name: su
 Default password: supass

Participant:

Default user name: user
 Default password: userpass

You can create more users as needed.

To create users:

- Open the VIA Collage Web site by entering the VIA Collage IP address in any Web browser (or open a browser from any client PC connected to same network and enter VIA Collage IP address)
- At the top, login with default moderator username (supass). The moderator can create a database of participants by assigning a Username, Password and Role (Moderator or Participant) to each one of them, as shown in Figure 25 below



Figure 25: Moderator Mode

Now any user who was created by the moderator can get permission to join the session.

It is also possible to select one or more users to be "Web Administrator", with the ability to change the settings from the Web administration interface.

To login into the VIA Collage client when Presentation Mode is activated:

- Open the VIA Collage client and enter the location (IP address of the VIA Collage gateway)
- Enter user name and password (as defined by moderator)
 Now you see the Room Code field.
- Enter the room code (if Room Code is activated)
- Click on Login



Figure 26: Login Screen When Moderator Mode is Active

To start a presentation:

 Click on "Step-In" and VIA Collage sends a request to the moderator for display permission



 The moderator clicks on "Allow" to start the participant's presentation on the collaboration display

The presentation is now visible on the VIA Collage main display

Note: The moderator can "Step-In" at any time without permission.

4.15.7.2 Active Directory

Groups grant access to resources. Organizational units control objects and delegate group policy settings. **VIA Collage** seamlessly integrates with Active directories to avoid the hassle of creating users from VIA Collage's Web UI.

VIA Collage Gateway contains the following groups that must be mapped with Active Directory groups or organizational units:

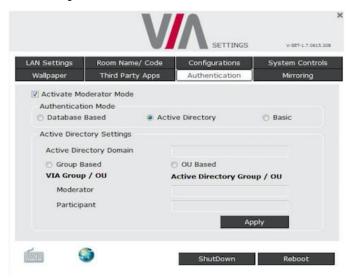
Moderator: A user with meeting moderator rights i.e. this user can directly
display his screen on a VIA Collage Gateway and can allow a participant
requesting for presentation on the main display.

 Participant: A participant of a presentation session who can join the meeting room but cannot project their desktop without the moderator's permission.

Active directory must have groups or OUs similar to the above Moderator-Participant hierarchy. Do not use groups which have any employee in common.

If there is no such group or OU, create them in such a way that an employee is not in the moderator and the participant group at the same time.

Note: All connecting devices should be governed through this AD or they will not be able to login.



- Click Activate Presentation Mode.
- 2. Click Active Directory under Authentication Mode.
- Under Active Directory Settings, type in the Active Directory name in Active Directory Domain text box.
- Select the Group Based or OU Based radio button as per your Active Directory configuration.

Based on the above selection, type the name of Moderator and Participant Group/OU in their respective boxes.

Note: VIA Collage does not discover and connect to the Active Directory; rather it relies on you to correctly enter the details. If there is a typographical error in any of fields, the users (Moderators and Participants) cannot log in.

6. Click Apply and Reboot to apply the changes and restart the unit.

4.15.7.3 Basic

Basic is the simplest moderator mode. By selecting the "Basic" check box and rebooting the system, the VIA unit now selects the first user logged in as the moderator.

At any time, the moderator can leave his role and anyone else can take it.



To login into the VIA Collage client when basic moderator mode is activated:

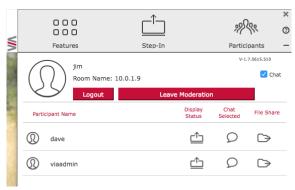
 Open the VIA Collage client and enter the location (IP address of the VIA Collage gateway). 2. Enter the nickname.

The Room Code field appears.

- 3. Enter the room code (if Room Code is activated).
- 4. Click on Login.

If you're the first to login, you are the default moderator.

Click on "Leave Moderation" anytime to stop moderating the session.
 Anyone else can now click on "Become Moderator" to access this privilege.



4.15.8 Mirroring Settings

By default, the iOS mirroring is enabled and the settings are shown as in the following example:



The VIA AirPlay device is named VIA_AirMirror_XXXX, where XXXX is a random combination of letters and numbers This is the name that appears when you look for AirPlay devices on your iOS device and it can be changed.

Additionally, it defaults to allow four iOS devices to simultaneously mirror on the **VIA Collage**. This setting can also be changed. Once these setting changes have been made, click **Apply**. Reboot the **VIA Collage** for the settings to take effect.

4.15.9 Managing Settings from the VIA Web Management Interface

To manage settings using the Web browser:

- . Open the Web browser and enter the IP address for your VIA Collage unit
- Enter user name "su" and password "supass".
- Click on VIA Management tab to access the Settings menu.

Note: Any additional user can be created and get "Web administrator" credentials.

4.15.9.1 Network Settings

Use LAN settings to change the IP address, DNS and default gateway of **VIA Collage**. Apply Settings after finishing.

Information about the Disk Space in use can be found here, as well as the MAC address of the **VIA Collage** device.

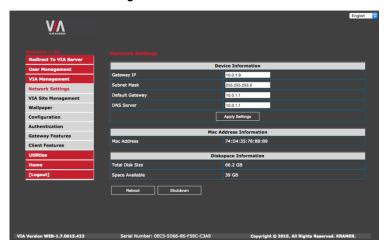


Figure 27: VIA Management - Network Settings

4.15.9.2 VIA Site Management

VIA Site Management Server (VSM Server) is an optional software application (subject to a separate pricing) that allows an administrator to monitor and make changes to all connected **VIA Collage** or Connect gateways. It is a Web-based interface that allows the administrator to:

- Add or modify an existing VIA Gateway (VIA Collage/VIA Connect PRO)
- Push various settings like configuration, gateway features, client features, etc. to Collage/Connect units
- Update Collage/Connect units from the central server when the updates become available
- Manage the following statuses for all Collage/Connect units attached to the VSMS:
 - CPU usage
 - HDD usage
 - Off/on status

- Configuration and download status
- Version status

The VSMS can automatically provide individual configuration to added gateways or the settings can be configured locally.

Some changes must be made to the gateway before it can be managed from a VIA Site Management Server.

- Type the VIA Site Management Server IP
- Type a Gateway ID (a gateway ID can be a random number, as long as it is unique. It helps identify the VIA Collage or Connect unit in question.)
- Click Validate and Save for changes to take effect
- Choose the settings "From HQ" to download the setting from the HQ server or choose "From Gateway" to keep the local settings.
- Click Reboot to restart the unit



Figure 28: VIA Site Management

Contact your regional sales representative for more details about this solution.

4.15.9.3 Wallpaper

This feature allows any corporation or institution to change the default screen to match their branding and in-room equipment usage instructions.

To change the wallpaper:

- Click on Upload Wallpaper
- Select Wallpaper (must be an image file jpeg, png, bmp) from your system
- All previously uploaded wallpapers are saved and shown as below. To select one of them, click on "Set".
- Then click on Reboot
 The background image on VIA Collage changes after rebooting

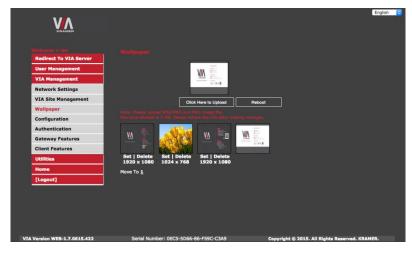


Figure 29: VIA Management - Wallpaper

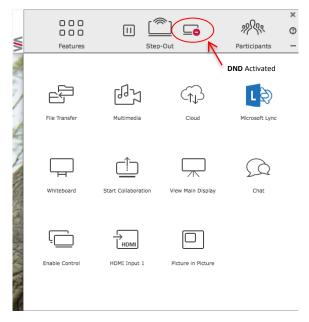
4.15.9.4 Configuration

Configuration settings are:

- **Do not start HDMI input on startup** Activate/Deactivate HDMI input when powering the unit on
- Activate PIP Mode Shows the output of the third party device (SID-X3N, Apple TV, Media Player, etc) as a PIP on VIA Collage. Otherwise, the

output of a third party device is shown as a full screen image

- Reset PIP Position Resets the default PIP position if the size or position
 of the default PIP window was changed
- Activate System Log Activates the logging of all system activity either by the client or the gateway to aid diagnosing a problem with VIA Collage
- Activate Media Mode If multiple displays are connected to VIA Collage, the first display is reserved as the media screen. Multimedia files play only on the first display and the presentation shows on the second display
- Do Not Disturb This feature is aimed to easily enable a Do Not Disturb
 mode that will allow a user to present to the main display without any
 interruptions. Clicking the DND button will prevent ALL interruptions.
 The user that clicked DND has full access to all features:



The other users can see a modified user interface that is only allowing access to two things: View Main Display & Participants' List. The View Main Display icon replaces the Step In button and Features are grayed out:



The User that enabled DND must disable DND to allow other participants to gain full functionality once again.



 Facility to Activate/Deactivate Chat by Moderator – This option is offered to the Moderator of a session, to restrain users from chatting

Display Layout settings:

- Select the layout between Thumbnail view and dynamic view
- Activate / Deactivate Auto-Hide Thumbnails (fade out of the side thumbnails after few seconds)

Room Code, Room Name Settings:

- Show Room Name on Wallpaper: This feature displays the Room Name (a standard IP address) on the VIA Collage home screen. By default, it displays the current IP address, but you can change it to a Domain Name System (DNS) name if local DNS services are supported by the network. To change the Room Name, enter the new address or DNS name, then click on Apply and reboot VIA Collage. To login any device to the VIA Collage client, you must enter the same Room Name in the location field on your device
- Activate Room Code: The Room Code is a security overlay feature that
 generates and updates a four digit code. It appears on the lower right of the
 VIA Collage home page. When activated, this code must be entered by any
 device before logging into VIA Collage

- Always show on Wallpaper: If the room code is activated, it always shows
 on the wallpaper below the room name, otherwise the room code only shows
 when logging into any client. Set here also the refresh time of the Room
 Code (30 minutes as default).
- Show Date Time on Wallpaper: Displays the date/time on the top right of the display
- Show Room Name / Code on second Display also: Supported only if
 there is a second display connected to the VIA Collage unit. This feature
 allows you to show the Room Name on the wallpaper of the second display
 connected



The color of the text of the room name, the room code, the date and time to show on the background of the **VIA Collage** wallpaper can also be changed in this Settings menu. Click on the square to select your preferred color.

iOS Mirror:

Activate or deactivate the iOS Mirroring feature:

- When activated the first time, the VIA's AirPlay device will be named VIA_AirMirror_XXXX, where XXXX is a random combination of letters and numbers. This is the name that will appear when you look for AirPlay devices on your iOS device and it can be changed.
- Additionally, it will default to allow 4 iOS devices to be mirrored to the VIA
 Collage simultaneously. This setting can also be changed. Once these
 setting changes have been made, click Apply. Reboot the VIA Collage to
 allows the settings to take effect.

Auto Power Off Timing:

 Activate this feature to allow the unit to Auto Power Off at a selected time (please note that it is a 24 hours based clock)

Language:

Select your preferred language for your VIA interface

Date and Time Format for Web interface:

Select your preferred Date and Time format

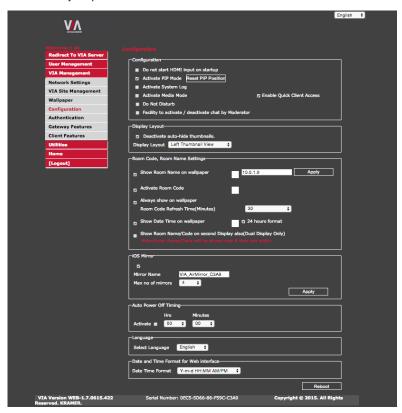


Figure 30: VIA Management - Configuration

4.15.9.5 Authentication

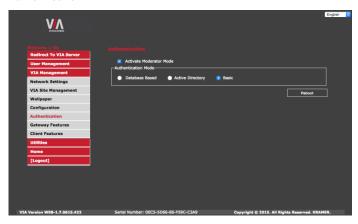


Figure 29: VIA Management - Authentication

Manage the features available on the VIA gateway (see Figure 30):

- Change the default Whiteboard and Web Browsing applications by your preferred ones. Click on the application you want to change and browse your computer to find the one you want to associate as default.
- Remove the features you don't want to offer to the users. Click on the ⊗ on
 the icon you want to hide. Please note that any removed feature will be just
 hidden and not deleted. The space allocated to this specific icon will be left
 blank so you can reorganize manually the order of the icons by simply
 dragging them to your prefferred scheduling. Make sure you click on "Apply"
 and Reboot your unit to apply these changes.

4.15.9.6 Gateway and Client Features:

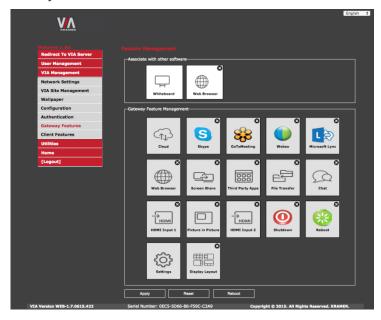


Figure 30: VIA Management - Gateway Features

Manage the features available on the VIA client application (see Figure 31):

Remove the features you don't want to offer to the users. Click on the ⊗ on the icon you want to hide. Please note that any removed feature will be just hidden and not deleted. The space allocated to this specific icon will be left blank so you can reorganize manually the order of the icons by simply dragging them to your prefferred scheduling. Make sure you click on "Apply" and Reboot your unit to apply these changes.

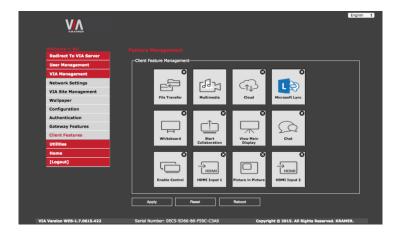


Figure 31: VIA Management - Client Features

4.15.9.7 Webadmin Activity Log



Figure 32: Utilities - Gateway Activity Log

4.15.9.8 Update Firmware

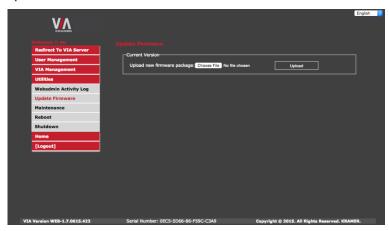


Figure 33: Utilities - Update Firmware

4.15.9.9 Maintenance

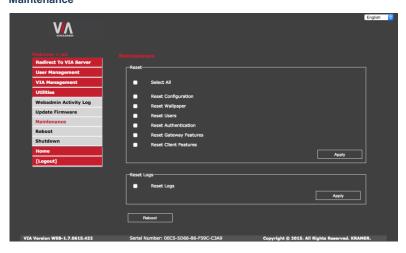


Figure 36: Utilities - Maintenance

4.16 **User Experience**

VIA Collage enables a high level of collaboration in meetings. Participants can share files, chat, edit a common document, or stream full HD (1080p/60) video content. Following is a summary of VIA Collage functions:



Collaboration capabilities have been enhanced with the addition of the popular cloud services:

- Google Drive

DropBox SkvDrive

Link your cloud service (Google Drive, DropBox or SkyDrive) account to your VIA application and enjoy full access to your online documents.

Select one file from your cloud service and select among the following options:

- Open Open the file on your screen and "Step-In" to share it on main screen
- Download Create a copy of your online file to easily access it from your VIA
 Multimedia Feature
- Share Share the selected file using your preferred mailing service

Alternatively, enjoy the ability to select one file saved in your VIA Multimedia feature (photo, document or video) and choose to upload it to your cloud service account, for later usage.

Note: Different devices enable different features depending on the device capabilities. See the following illustrations.

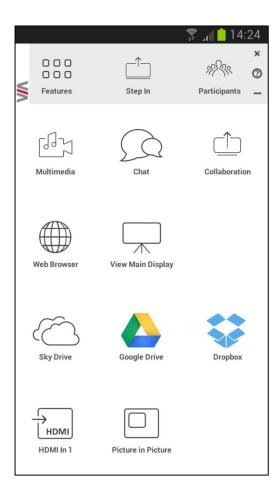


Figure 34: Samsung Galaxy

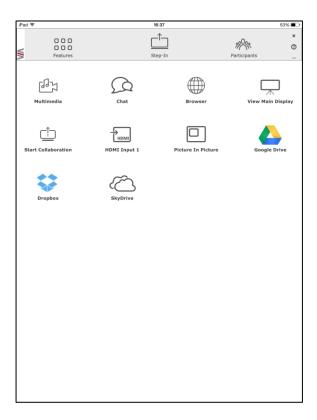


Figure 35: iPad

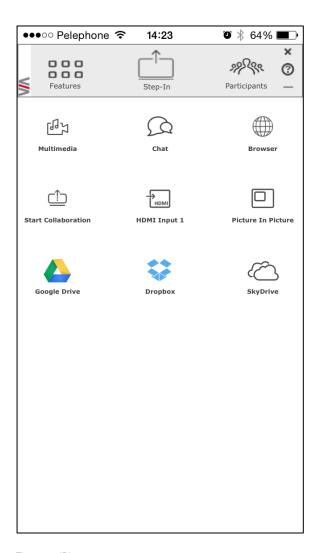


Figure 36: iPhone

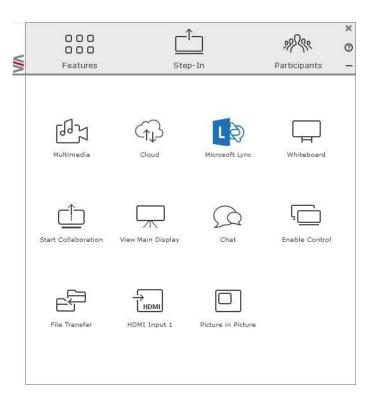


Figure 37: PC

5 Technical Specifications

PROCESSOR:	Quad core 2.9GHz, low power consumption
MAIN MEMORY:	4GB high speed
VIDEO INPUTS:	1 HDMI
VIDEO OUTPUTS:	1 HDMI, 1 DisplayPort
STORAGE:	64GB solid state drive
LAN:	Dual Gigabit LAN port, 10/100/1000 auto, 1 with iAMT 8.0 (not installed)
AUDIO:	Integrated High Definition Audio 5.1 channel HDMI embedded, 1 mic in and 1 line out on 3.5mm mini jacks
USB:	4 USB 3.0 ports, 1 USB 2.0 port
POWER CONSUMPTION:	120W power adapter (19V, 6.32A)
OPERATING TEMPERATURE:	0° to +40°C (32° to 104°F)
STORAGE TEMPERATURE:	-40° to +70°C (-40° to 158°F)
HUMIDITY:	10% to 90%, RHL non-condensing
DIMENSIONS:	11.7" x 2.2" x 8.3" W, D, H
WEIGHT:	2.3kg (5.0lbs)
INCLUDED ACCESSORIES:	3 power cords (US, EU, UK)
OPTIONAL:	2U rack adapter
Specifications are subject to change without notice at http://www.kramerelectronics.com	

LIMITED WARRANTY

The warranty obligations of Kramer Electronics for this product are limited to the terms set forth below:

What is Covered

This limited warranty covers defects in materials and workmanship in this product.

What is Not Covered

This limited warranty does not cover any damage, deterioration or malfunction resulting from any alteration, modification, improper or unreasonable use or maintenance, misuse, abuse, accident, neglect, exposure to excess moisture, fire, improper packing and shipping (such claims must be presented to the carrier), lightning, power surges, or other acts of nature. This limited warranty does not cover any damage, deterioration or malfunction resulting from the installation or removal of this product from any installation, any unauthorized tampering with this product, any repairs attempted by anyone unauthorized by Kramer Electronics to make such repairs, or any other cause which does not relate directly to a defect in materials and/or workmanship of this product. This limited warranty does not cover cartons, equipment enclosures, cables or accessories used in conjunction with this product.

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How Long Does this Coverage Last

Three years as of this printing; please check our Web site for the most current and accurate warranty information.

Who is Covered

Only the original purchaser of this product is covered under this limited warranty. This limited warranty is not transferable to subsequent purchasers or owners of this product.

What Kramer Electronics will do

Kramer Electronics will, at its sole option, provide one of the following three remedies to whatever extent it shall deem necessary to satisfy a proper claim under this limited warranty:

- 1. Elect to repair or facilitate the repair of any defective parts within a reasonable period of time, free of any charge for the necessary parts and labor to complete the repair and restore this product to its proper operating condition. Kramer Electronics will also pay the shipping costs necessary to return this product once the repair is complete.
- 2. Replace this product with a direct replacement or with a similar product deemed by Kramer Electronics to perform substantially the same function as the original product.
- Issue a refund of the original purchase price less depreciation to be determined based on the age of the product at the time remedy is sought under this limited warranty.

What Kramer Electronics will not do Under This Limited Warranty

If this product is returned to Kramer Electronics or the authorized dealer from which it was purchased or any other party authorized to repair Kramer Electronics products, this product must be insured during shipment, with the insurance and shipping charges prepaid by you. If this product is returned uninsured, you assume all risks of loss or damage during shipment. Kramer Electronics will not be responsible for any costs related to the removal or re-installation of this product from or into any installation. Kramer Electronics will not be responsible for any costs related to any setting up this product, any adjustment of user controls or any programming required for a specific installation of this product. How to Obtain a Remedy under this Limited Warranty

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If it is decided that this product should be returned directly to Kramer Electronics, this product should be properly packed, preferably in the original carton, for shipping. Cartons not bearing a return authorization number will be refused.

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