

MONDOPAD™ ULTRA 4.0 FOR WINDOWS® 10

Software Guide for System Administrators



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OVERVIEW

Initial setup

In case you have updated your Mondopad software to version 4.0 on your current Mondopad display, you are required to purchase an activation key to complete the full installation. You can purchase the activation key online at <https://infocus.com/product/ins-mpultra4/>, contact InFocus support at salesupport@infocus.com, or purchase from your reseller.

New devices are provided with a free ConX Service Subscription. The activation key is provided in the Accessories box.

Following are the features that are available for users with a valid Mondopad subscription:

- **ConX provisioned SIP number and email service**
NOTE: The video meeting module using other SIP services are still available without subscription.
- **ConX Video 50 seat meeting room for video meetings**
- **Mondopad Whiteboard Collaboration**
- **Cloud QR share**

These services will be valid for **1(one) year** from the first run of v4.0. After that, users can extend their subscription via InFocus Mondopad portal at <https://mondopad.conxme.com>, by contacting InFocus support at salesupport@infocus.com, or by directly contacting their reseller.

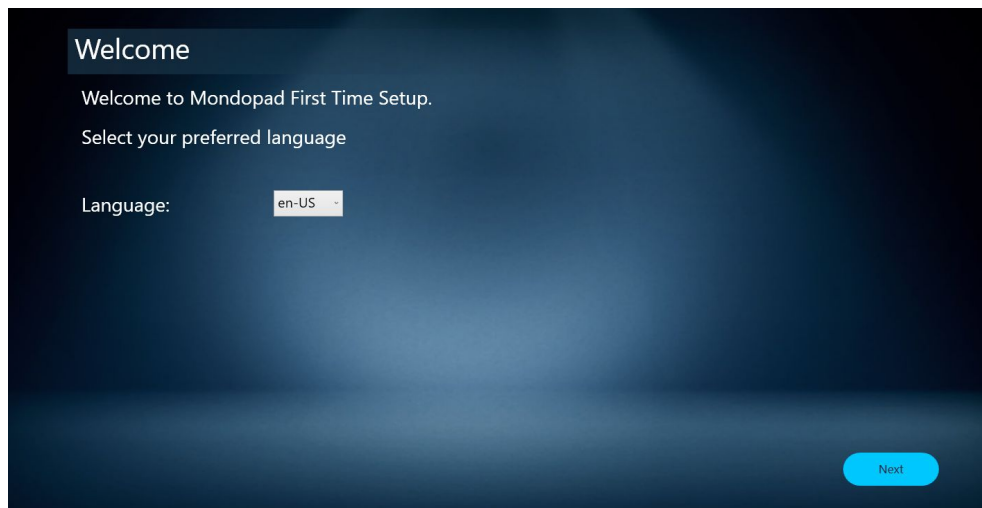
Required preparation

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

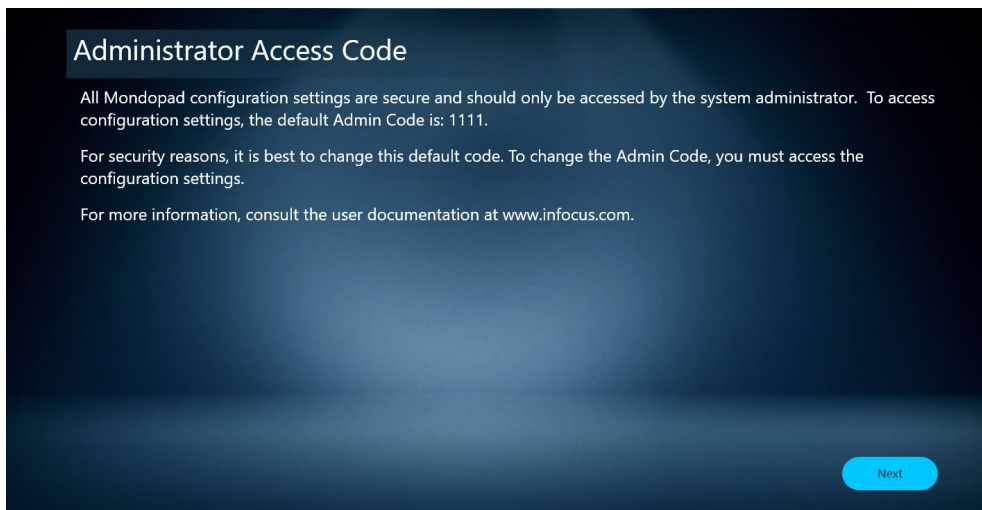
Install and activate the Mondopad software

New Mondopad displays are not preinstalled with the Mondopad software. Follow the steps below to install and activate the software on your Mondopad display:

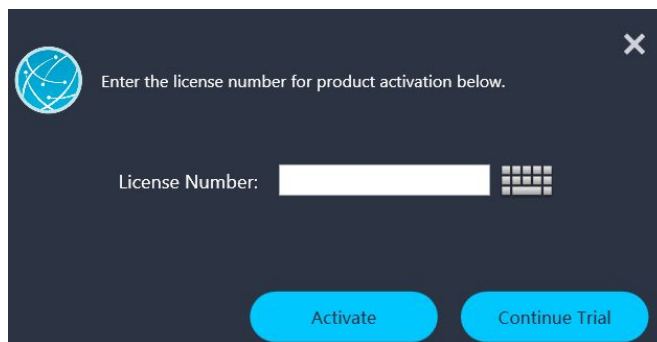
1. In Windows (change Input to PC), download the latest version of the Mondopad software from <https://infocus.com/software/mpultra/> and follow the screen prompts to install it on your Mondopad display.
2. If the Mondopad welcome screen does not automatically display, tap the **Mondopad** icon  on the desktop or launch the Mondopad software through **Start > Mondopad**.



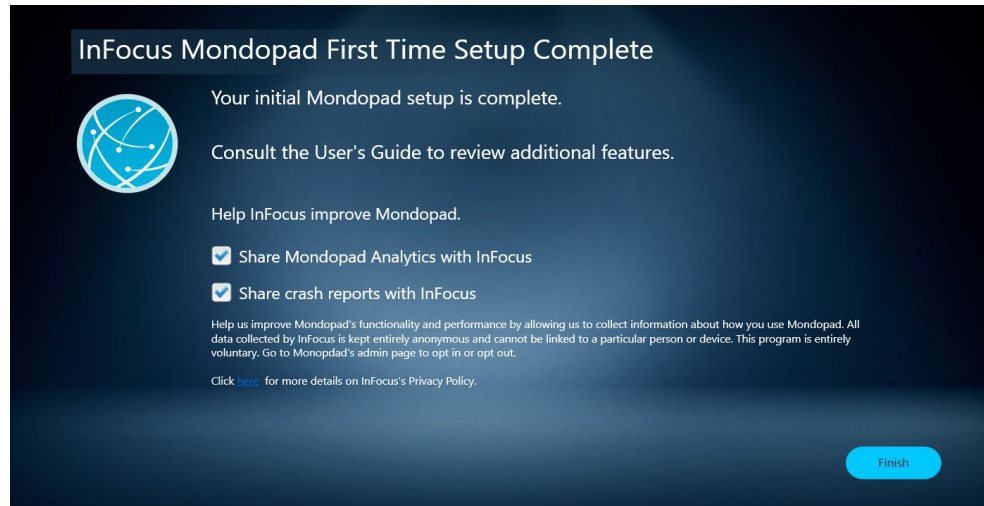
3. Select the desired display language; tap **Next** to continue.



4. Tap **Next**.
5. Enter your activation key and tap **Activate**.



6. If successful, the Mondopad Activation Success window displays. Tap **Finish**. If the activation fails, contact InFocus support.



You have completed the initial Mondopad setup process. Upon restart, it is recommended to set up video conferencing SIP settings, change the device name to something unique and meaningful, set up email settings, and change the Administrative Access Code. See the setup and configuration section on page 72.

Touch screen techniques

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

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

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

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

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

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

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

NOTE:

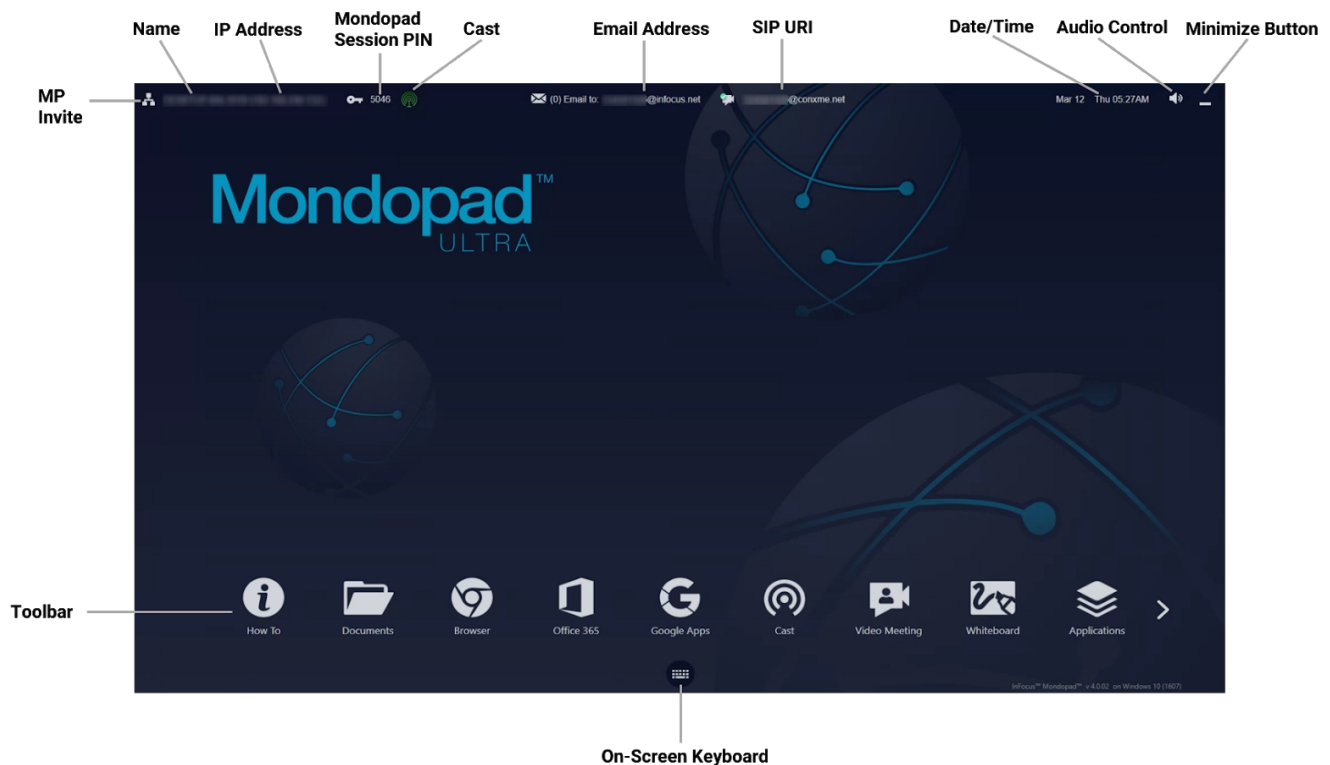
- Avoid placing objects within 1/4" (6mm) of the touch screen. These objects, which include shirt sleeves, the palm of your hand, pens, and non-pointing fingers, interfere with touch screen commands.

- When using a pointing device, make certain that it does not scratch or damage the touch screen surface.

Mondopad home page

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

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



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.

Name: displays the name of the Mondopad.

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

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

Cast: displays when LightCast is casting. A white LiteCast icon indicates that devices are connected, but are not casting.

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

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

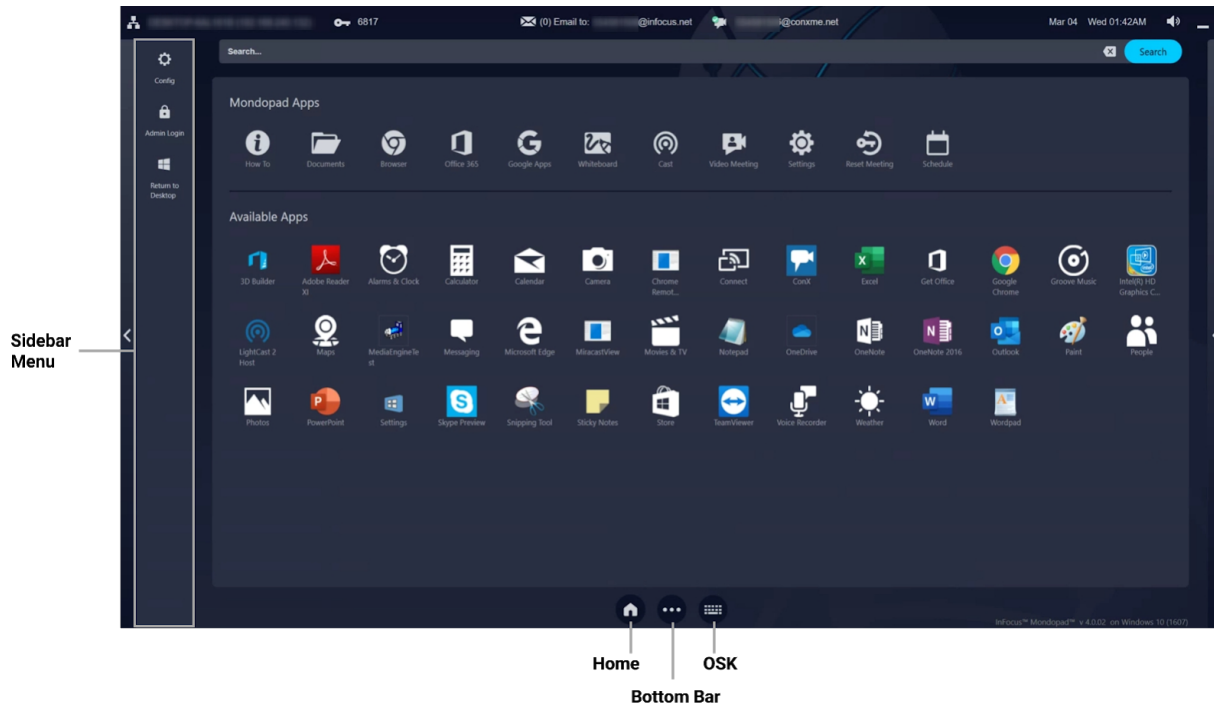
Date & Time: denotes the date and time.

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

Minimize Button: minimizes the Mondopad software.

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

Global access and sidebar menu



You can access Home, Bottom bar, and On-screen keyboard in every Mondopad module. By tapping the **Menu** icon , you can view available modules and access them from there.

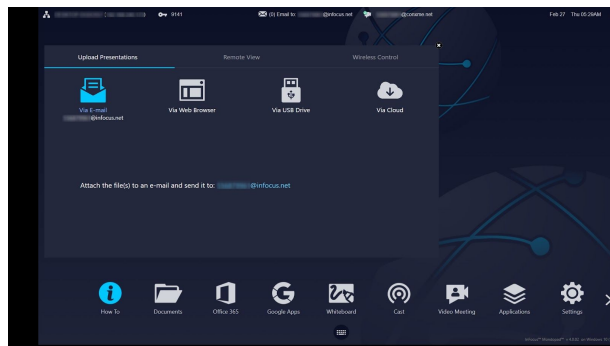
A symmetrical sidebar menu is accessible from either side of the Mondopad screen in every Mondopad module.

Mondopad toolbar

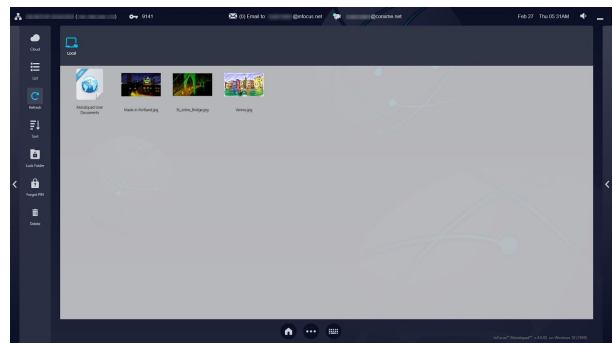
The Mondopad toolbar varies based on the Mondopad software settings. Third party application shortcuts can also be added to the Mondopad toolbar.

Button		Description
	Getting Started	Displays instructions on how to upload a presentation, invite another Mondopad or user to the meeting, and how to wirelessly control your PC from the Mondopad display or control the Mondopad display from your PC, tablet or mobile device.
	Documents	Displays a list of files which are available for presentation. Supported formats include Windows, Word®, Excel®, and PowerPoint® files, Adobe® PDF files, and standard video, image, music and text files. Files can be sent via email, viewed from a thumb drive, Dropbox, or uploaded through the network to the Documents folder. Network files can also be accessed from the Documents folder, if the administrator sets up this feature.
	Browser	Provides access to the internet using a Chromium browser. Multiple websites can be opened simultaneously and displayed as thumbnail images along the left of the screen. It contains standard navigation tools such as Back, Forward, Refresh, and Stop.
	Office 365	Provides access to Office 365 accounts. All applications are accessible, including Microsoft Teams. Features that are available in the Microsoft Teams web version work via the Mondopad browser. Files from any individual's account can be presented, printed, shared and saved.
	Google Apps	Provides access to Google accounts and associated applications. Files from any individual's account can be presented, printed, shared and saved.
	Whiteboard	Provides a blank whiteboard surface for brainstorming, project updates, and other visual ideas. A complete set of writing and drawing tools are available in various sizes and colors for drawing and annotation purposes. Whiteboard pages can also be saved for access later as a fully editable file, or saved as JPEG images or PDF files and emailed to another person.
	Cast	Displays instructions on how to wirelessly display your computer, tablet, or phone content on the panel using AirPlay, HDMI®, Google services, or ControlView 2.0. This screen will also indicate when Mondopad is casting to your local machines.

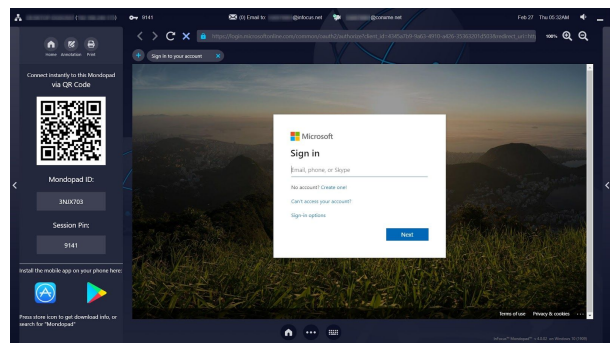
	Video Meeting	The Mondopad display is a SIP endpoint, which allows video meetings using any SIP-based video conferencing service partner. H.323 are supported. The number of participants in a video conference is determined by the service package. Additional protocols may be supported through SIP-based translation services offered by your video conferencing service partner.
	Applications	Provides you with the ability to launch third party applications which have been set up by the administrator. The administrator also has the ability to upload and manage third party Windows compatible applications to Mondopad.
	Settings	Provides access to the administrative setting menus.
	Schedule	Allows the administrator to display a Microsoft Office 365 Exchange calendar.
	Reset Meeting	Exits the current meeting and prepares a clean, secure session for a new meeting. NOTE: Third party applications are unaffected.
	ConX Room	Automatically dials the room that is provided with the subscription. NOTE: The subscription must be valid.



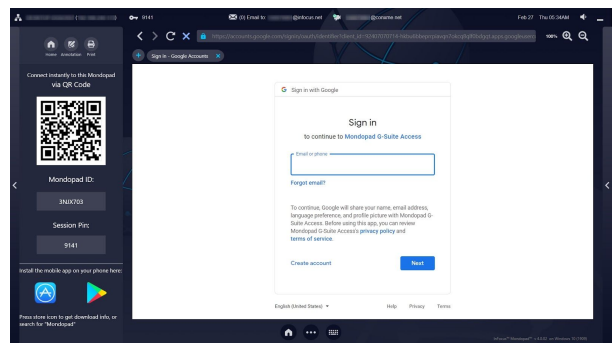
Getting Started



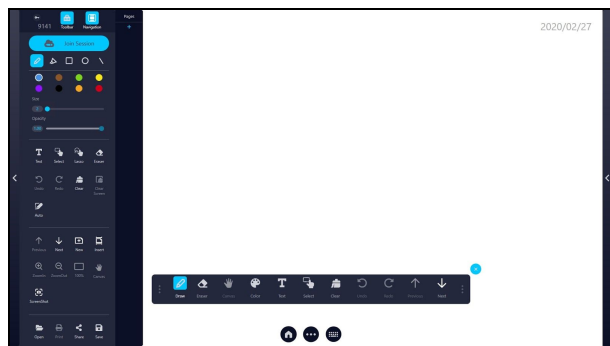
Documents



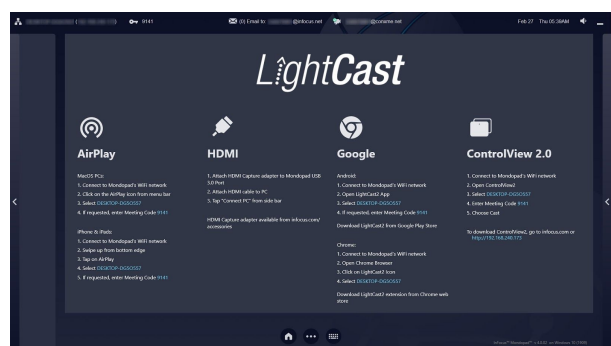
Office 365



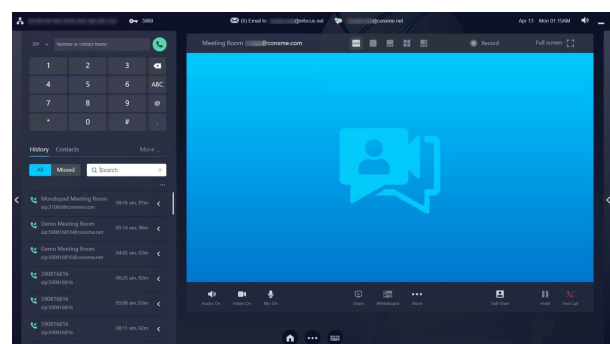
Google Apps



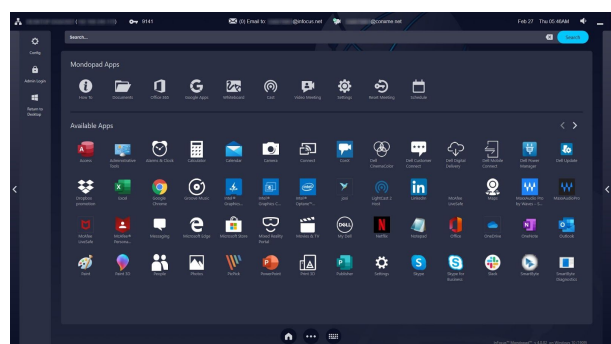
Whiteboard



Cast



Video Meeting



Applications

Change users

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

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

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

Restart the Mondopad display

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

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

Power the Mondopad display down

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

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

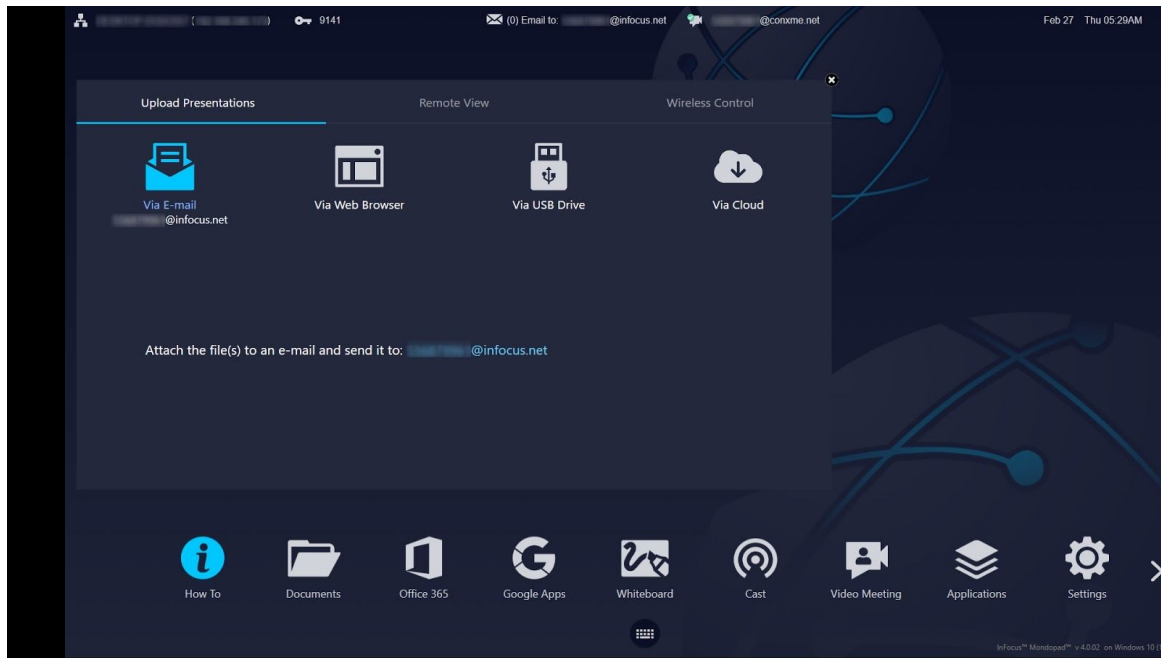
Set up dual display

Use this to extend the Mondopad display features onto a secondary InFocus touch screen device. This feature is available on all Mondopad displays with the exception of the INF5520 and INF5520A.

Administrator assistance may be needed, depending on the Mondopad configuration.

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

GETTING STARTED



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

SCHEDULE



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

DOCUMENTS

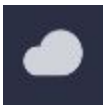
A variety of file types can be presented, saved, and shared from the Documents folder.

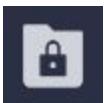
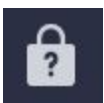
Supported File Types	File Extensions
Power Point	.ppt, .pptx, .pps, .ppsx, .ppsm
Excel	.xls, .xlsx
Word	.doc, .docx
Images	.jpg, .jpeg, .gif, .bmp, .png, .jpe, .ico
AV files	.wmv, .mp4, .mp3, .avi, .3gp, .wma, .wav, .mov*, .asf
Adobe PDF	.pdf
Other files	.txt, .rtf, .xml

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

The Documents folder

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

Buttons		Description
	Cloud/Local	Toggles between local files and Dropbox files on the Cloud.
	Thumbnail/ List	Toggles between a list view and a thumbnail view.

	Refresh	Refreshes the Documents folder. This is helpful when files have been sent to the Mondopad display via email.
	Sort	Allows the files and folders to be sorted by name, date modified or type.
	Lock Folder	Locks folders which have been copied to or created on the Mondopad display.
	Forgot PIN	Sends the folder security PIN code of emailed folders back to the original email address.
	Delete	Deletes selected files and folders.

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

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

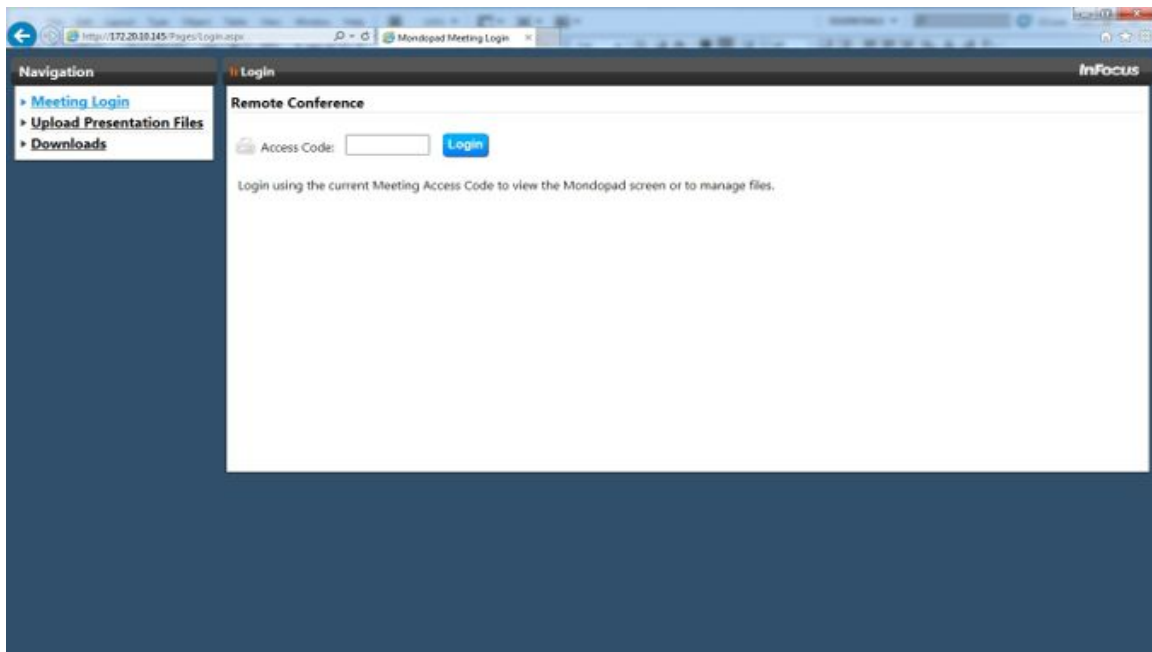
Upload a file or file using email

1. Use your computer (or smart device) to send the file or files to the email address displayed at the top of the Mondopad screen (or on the **Getting Started > Upload Presentations** tab). An email message from the Mondopad display is sent letting you know that your file was received.
NOTE: If you do not see the email, check your junk email folder. **NOTE:** The email attachment must be a supported file type. See page "Documents" on page 19.
2. Navigate to the Documents folder and tap the folder named after your email address.
3. If the folder is not visible, tap **Refresh**. Large files may take several minutes to be delivered to the Mondopad display, depending on network traffic.
4. Tap the folder.
5. If prompted for a PIN, enter the **Access Code** which was sent in the Mondopad display email.

6. Tap **OK**.

Upload a file using the WLAN

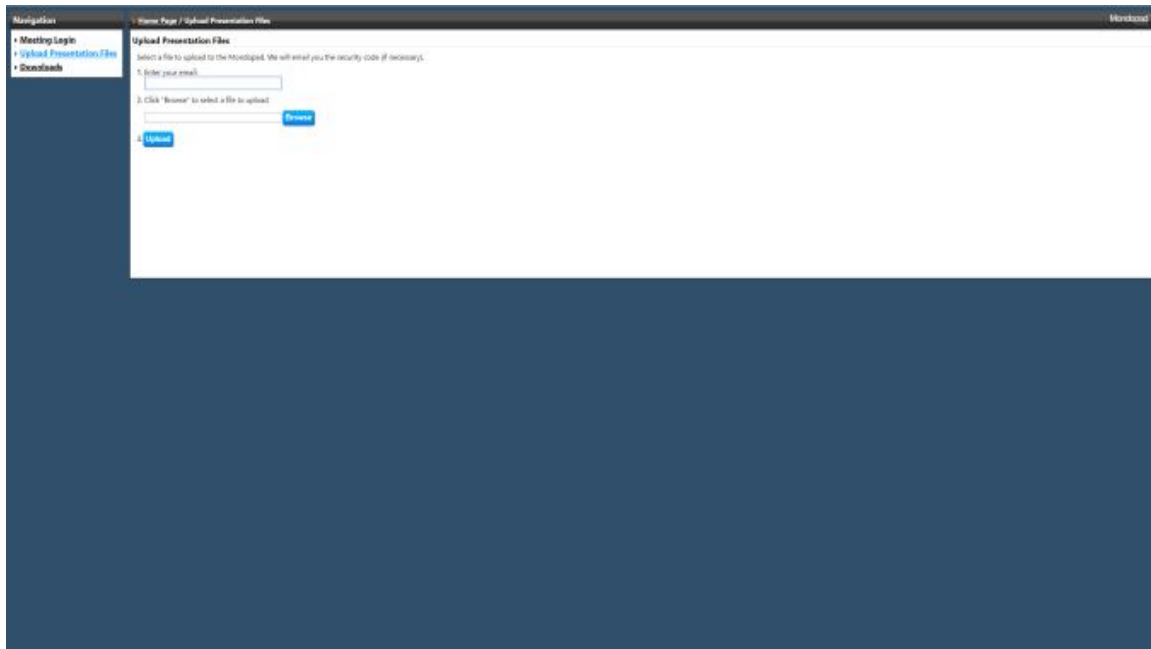
1. Using your computer or smart device (not Mondopad), open a web browser. **NOTE:** You must be logged into the same network subnet as the Mondopad display.
2. Type the IP address displayed at the top of the Mondopad screen (for example, 172.20.30.82) into the computer or smart device address bar and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



3. The Mondopad Remote Conference interface displays. Enter the Mondopad session PIN (displayed at the top of the Mondopad screen) and click **Login**.

4. Option 1 — Create a personal folder in the Documents folder:

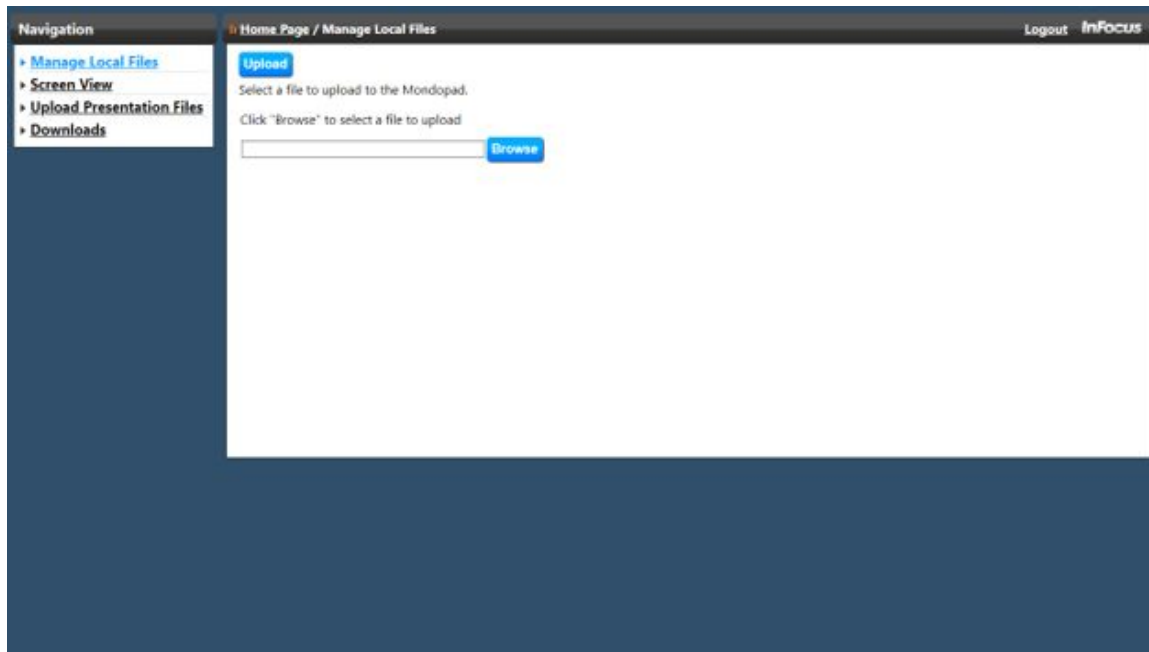
- a. Click **Upload Presentation Files** in the left-hand navigation menu.



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

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

- a. On the Meeting Login page, type the Mondopad session PIN from the Mondopad display (for example, 7023) and click **Login**. 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 Documents folder

Access a file in Dropbox

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

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

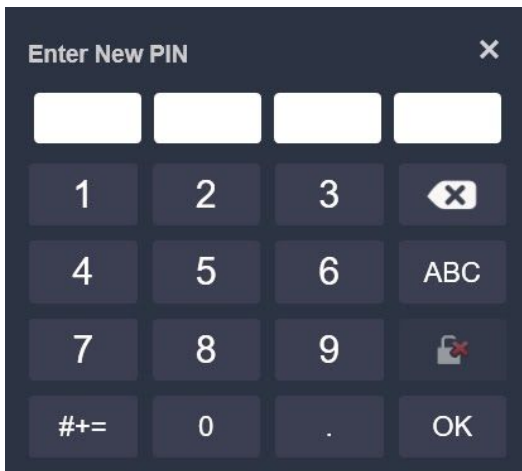
Folder security

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

Add a security PIN code

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

1. Tap **Lock Folder**  in the Documents sidebar. 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 appear opaque.
4. Type an alphanumeric folder security PIN code. **NOTE:** The PIN code length is determined by administrative settings.
5. Tap **OK**.



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

Remove a security PIN code

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

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

Forgotten security PIN code

This process only works for emailed folders. An email with the folder security PIN code will be sent back to the original email address. If the locked folder was created or copied into the Documents folder, the administrator can unlock it with a global override PIN. See page 78.

1. Tap the **Forgot PIN** button . The Forgot PIN dialog box displays.
2. Tap **OK**.
3. Tap the emailed folder.
4. Tap **Send** in the top right-hand corner of the screen. An email with the security PIN code is sent to the original email address.

NOTE: Your administrator also has the ability to access locked files.

Delete files and folders

To delete a single file or folder:

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

To delete folders and multiple files:

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

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

Send a file back

This process sends an emailed file back to its owner.

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

Present files in the Documents folder

1. Tap the Documents file you wish to present. The file opens. **NOTE:** Files can be opened from local or network folders, Dropbox, or a USB thumb drive.
2. If the folder containing the file is locked, enter the PIN code and tap **OK**.

- Use touchscreen hand gestures or the menu options to navigate through the file. **NOTE:** File-level tools vary depending on the file type.

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

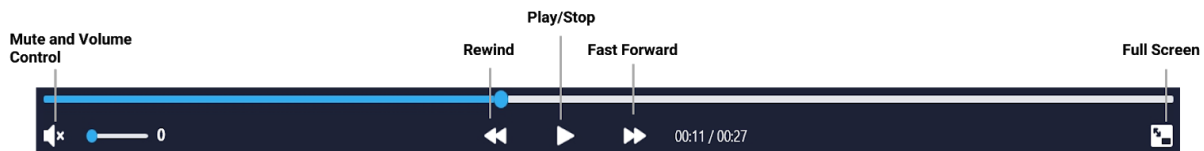
Documents file-level tools

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

Button		Description
	To Files	Tap to return to the Documents folder.
	Move	Tap to switch between the applications shown on the dual screen.
	Previous	Tap to display the previous page in the file.
	Previous	Tap to display the previous image in the folder.
	Next	Tap to display the next page in the file.
	Next	Tap to display the next image in the folder.
	Laser Pen	Tap to highlight something temporarily. The mark disappears when a new mark is made. Laser marks cannot be saved.
	Annotation	Tap to annotate the file. See "Annotation tools (varies by file type)" on page 31 for details.
	HD	Displays when images are greater than 1920x1080. This indicates the image was downsized for the Mondopad display. To display the image in its native resolution, tap the HD icon.

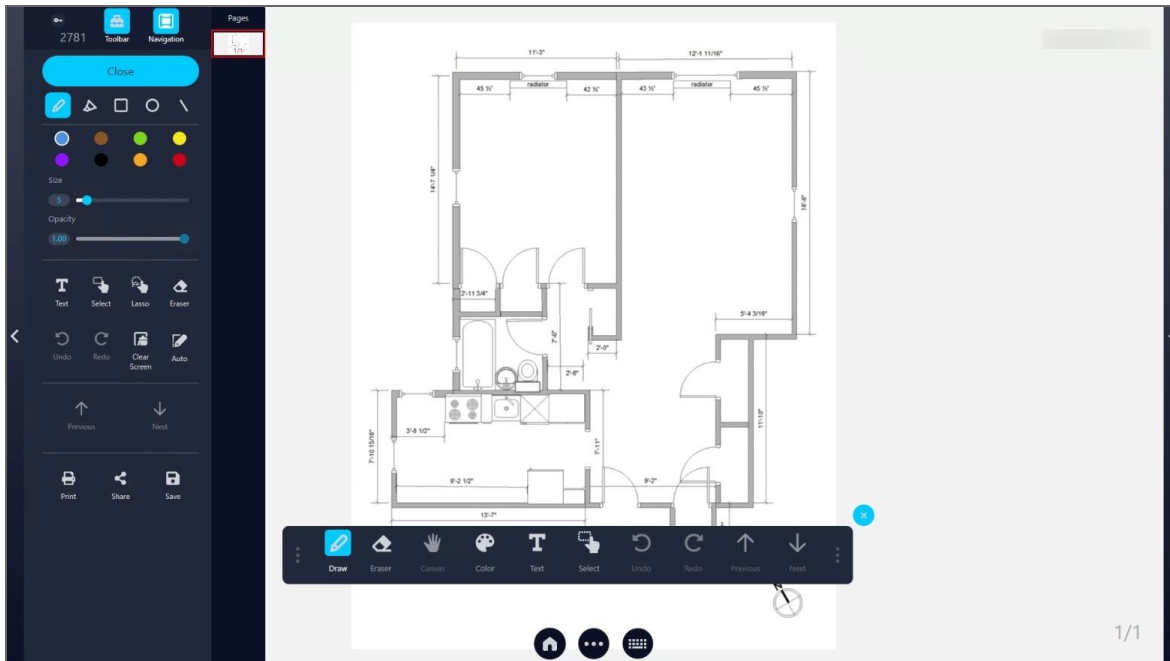
	Rotate Left	Tap to rotate the image 45 degrees to the left.
	Rotate Right	Tap to rotate the image 45 degrees to the right.
	Play	Tap to start a PowerPoint slideshow.
	Thumbnails	Tap to display a thumbnail view of the file.
	Close	Tap to close the current document.
	Print	Tap to send the document to a network printer. NOTE: The printer must be installed through the Windows operating system on the Mondopad display.

When audio or video files are displayed, you can adjust the volume, pause, and play the file.



Annotation

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



Create a drawing

Open a file from the Documents folder.

1. Tap **Annotation**.
2. Tap a drawing object, the color, pen width, and opacity desired.
3. 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.
4. Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Annotation tools (varies by file type)" on page 31.

Zoom and Scroll in Windows 10

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

Add text

1. Open a file from the Documents folder.
2. Tap **Annotation**.
3. Tap **Text**.
4. Tap the screen where you want the text box to be. A text box opens.
5. Adjust the font family, size, color, and text box position, as desired.
6. Using either a keyboard or the on-screen keyboard, type your text.
NOTE: The text overlays the open document and does not affect the text within the displayed document.
7. Tap **OK** when finished.

Convert handwriting into text

1. Tap **Lasso**.
2. On the page, drag a selection over the handwriting you want to convert.
3. Tap **Ink to Text**.

To edit the converted text:

1. Tap **Text**.
2. Tap the converted text and make necessary changes.
3. Tap **Done** to save changes.

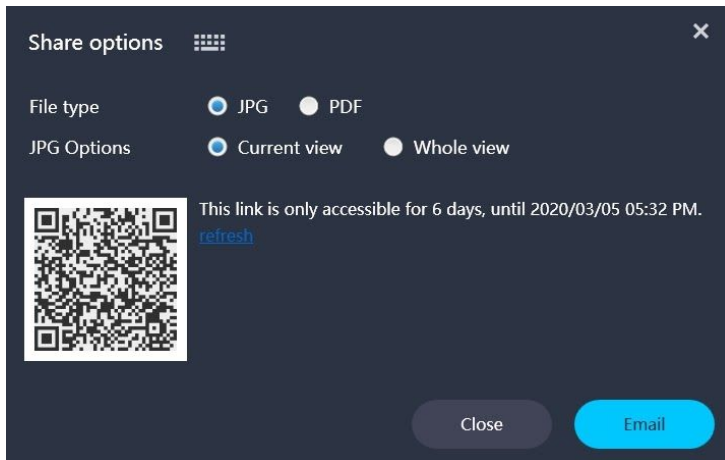
Save the file

1. Tap **Save**.
2. Type the **File Name**.
3. Select the desired **File Type** (DWB*, PDF, and PDF + Whiteboard file format).
4. Browse to the **Location** you would like to save the file to or accept the default location.
5. Tap **OK**.

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

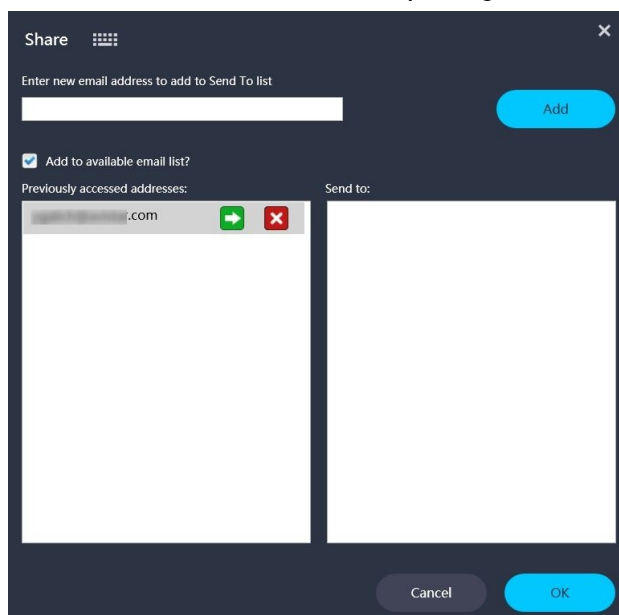
Share the file

1. Tap **Share**. The "Share Options" screen appears.



The file may be shared with any device which can read the QR code in the "Share Options" screen. The link is accessible for seven days. To email the file, follow the steps below:

2. Select the desired **File Type** (JPG or PDF).
3. Select to share the **Current View** or **Whole View** of the file.
4. **To share by QR code:**
 - a. Tap **Show QR Code**.
 - b. Scan it with a device that can read a QR code.
 - c. Tap **Close**.
5. **To share via email:**
 - a. Tap **Email**.
 - b. Enter or select the destination email address(es) and make sure they are listed in the **Send to:** window.
 - c. To select an existing email address, tap the desired email address from the **Previously accessed addresses** list and tap the green arrow.

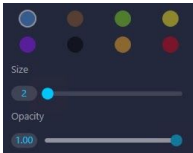


- d. To add a new email address, type the email address into the **Enter new email address to add to Send To list** text box, and tap **Add**.

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 "Share picture from Whiteboard" is sent to the email address(es). If the email message is not received, have the recipient(s) look in their Junk Mailbox(es).

Annotation tools (varies by file type)

Icon	Tool Name	Description
	Move	Tap to switch between the applications shown on the dual screen.
	Toolbar	Tap to turn the simplified quick access toolbar on and off.
	Navigation	Tap to hide or show the vertical navigation bar.
	Close	Tap to close the annotation menu.
	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 by using the sidebar. NOTE: The opacity slider is disabled for the pen object, since the pen object is always solid.
	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 have overlaid to apply actions to them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag opposing sizing handles to resize the selection. • Tap Copy (at the top of the screen) to copy the selection, and then tap Paste to create a duplicate object set. • Tap Cut to cut the selection, and then tap Paste on the same or a different page to change its location. • Tap Delete to delete the selection. • Tap Ink-to-Text to transform the selection (e.g. hand-written notes) into typed text. • Tap Bring to Front to place the object in front of all other objects on the page. • Tap Send to Back to place the object behind all other objects on the page.
	Lasso	Tap Lasso and then draw around the drawing objects and images which you have overlaid to apply actions to them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag opposing sizing handles to resize the selection. • Tap Copy (at the top of the screen) to copy the selection, and then tap Paste on the same or a different page to create a duplicate object set. • Tap Delete to delete the selection. • Tap Ink-to-Text to transform the selection (e.g. hand-written notes) into typed text. • Tap Bring to Front to place the object in front of all other objects on the page. • Tap Send to Back to place the object behind all other objects on the page.
	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.
	Undo	Tap to reverse the last executed command.

	Redo	Tap to reverse the last Undo command.
	Clear	Tap to remove all drawing objects and images from the current page.
	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.
	Canvas	Tap Canvas to enable navigation on the whiteboard canvas. Place your finger on the screen and move it to view the area you need.
	Previous	Tap to go to the previous page. This can also be done via the navigation tab.
	Next	Tap to go to the next page. This can also be done via the navigation tab.
	Play	Tap to play the audio-video file.
	Pause	Tap to pause the audio-video 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 display.
	Share	Tap to send an email with an attachment of the annotated pages as either a JPG or PDF file. The document can also be shared with any device which can read a QR code.
	Save	Tap to save the annotated pages as a Whiteboard file format (.DWB) PDF file, or PDF + Whiteboard format file.

Invite others to a meeting

Invite Mondopad via Mondopad

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

Presentation View via a browser

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

6. Click **Screen View**.



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

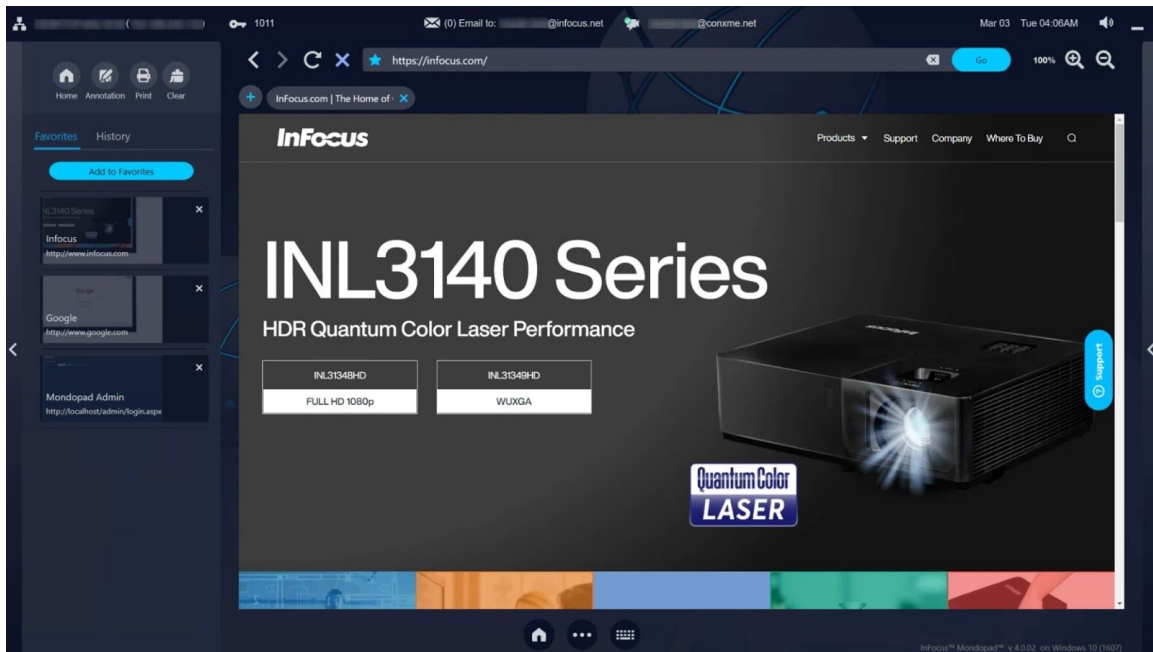
NOTE:

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

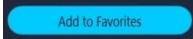
BROWSER

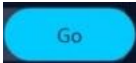
The Browser module is the default internet engine. Browser uses the Chromium engine from Google, which is similar to Google's Chrome browser.

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



Browser tools

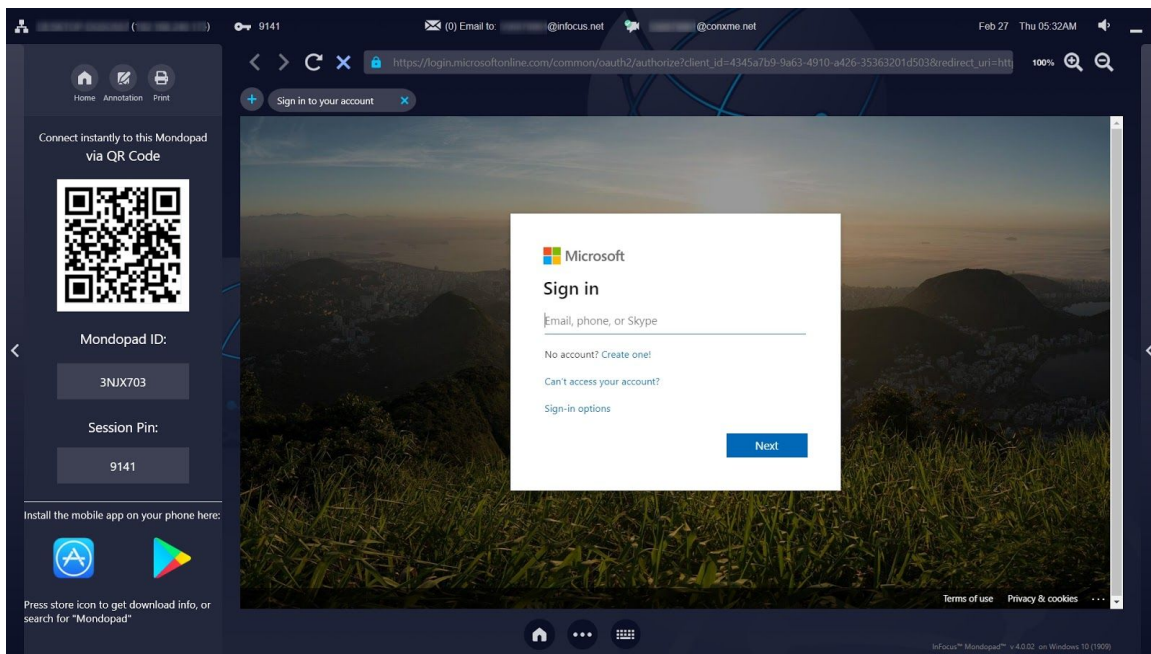
Icon	Tool Name	Description
	Home	Tap to return to the Home page.
	Annotation	Tap to access the Annotation menu. See "Annotation tools (varies by file type)" on page 31 for detailed information.
	Print	Tap to send the document to a network printer. NOTE: The printer must be installed through the Windows operating system on the Mondopad display.
	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.
	Favorites	Tap to view pages saved to your Favorite list. By default, Infocus.com, Google.com, and Mondopad Admin Settings Page are saved to the Favorite list.
	Add to Favorites	Tap to add the current view to your Favorite list.
	History	Tap to view the history of the visited webpages.
	Clear History	Tap to clear the history of the visited webpages.
	Back	Tap to go back to the previous webpage.
	Forward	Tap to go back to the next webpage.
	Refresh	Tap to refresh the browser.

	Stop	Tap to stop a webpage from loading.
	Delete	Tap to delete the URL.
	Proceed	Tap to proceed to the specified URL.
	Return to 100%	Tap to return to the native webpage size.
	Zoom in	Tap to zoom the webpage in.
	Zoom out	Tap to zoom the webpage out.
	Add	Tap to open another browser tab.
	Close	Tap to close the current tab. NOTE: If there is only one open tab, tapping Close will clear the contents of the tab and leave it blank.

OFFICE 365

Office 365 files from anyone's account can be presented, printed, shared and saved. The hosted applications are accessible, including Microsoft Teams. Features that are available in a web version work via the Mondopad browser. Find more information on the Microsoft Teams features at <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-US&ad=US>.

From the Home page, tap **Office 365** .



Add the Mondopad mobile companion application to a mobile device

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

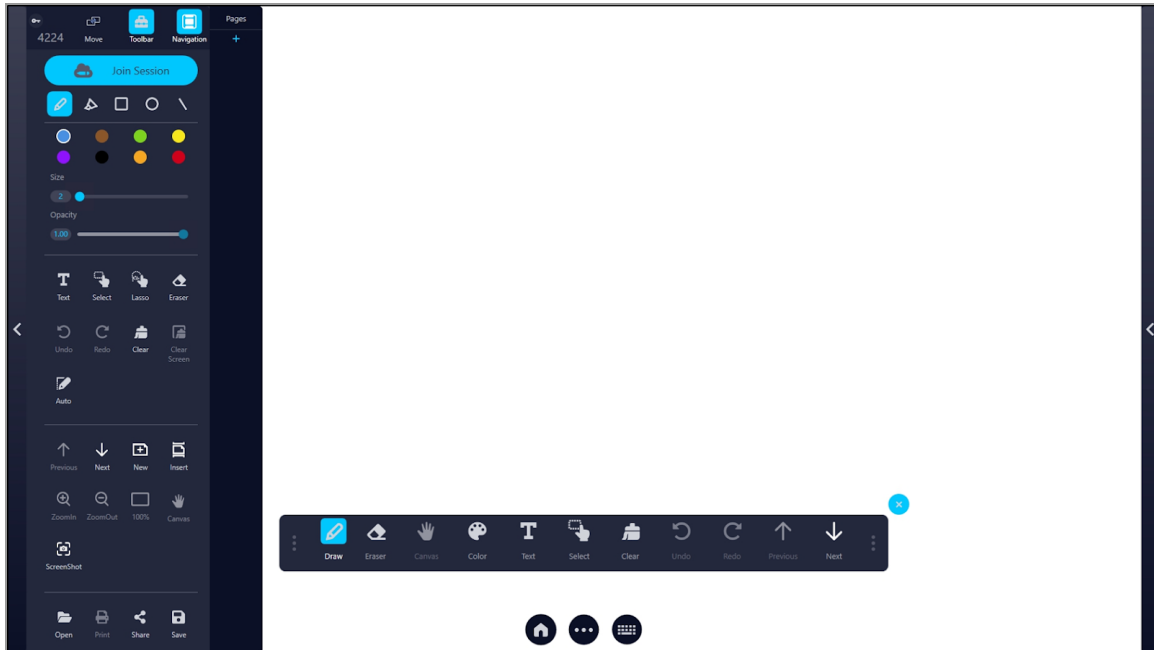
Login to a Mondopad via a mobile device

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

WHITEBOARD

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

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



Touch gestures

To zoom in and out on the whiteboard canvas, select one of the two options:

1. Option 1 – Zoom in by tapping **ZoomIn**. Tap **ZoomOut** to decrease the picture size.
2. Option 2 – Zoom in by placing two fingers on the screen and spreading them. Bring your fingers together to decrease the picture size.

To get back to a 100% view, tap the **Restore to 100%** button.

NOTE: In a 100% view, you can only zoom in but not zoom out on the canvas.

To select any object, place your finger on it and hold. Once selected, perform the needed action.

To go to the previous/next page, place three fingers on the canvas and swipe up/down. **TIP:** On the last page, swiping down will add a new page.

Create a drawing

1. Tap the drawing object you wish to use.
2. Tap the color, pen width, and opacity you desire.
3. Draw on the canvas with a stylus or your finger. **TIP:** Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.
4. Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "Whiteboard tools" on page 45.

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.

Convert handwriting into text

4. Tap **Lasso**.
5. On the page, drag a selection over the handwriting you want to convert.
6. Tap **Ink to Text**.

Take a screenshot

1. Tap **ScreenShot**.
2. Select the area you want to clip by dragging the cursor across the screen or select to clip the whole page by tapping **Clip Whole Page**.
3. Tap **Copy to Mondopad** to insert the screenshot to the whiteboard. By default, the screenshot is inserted into a new page.

To move the screenshot to the page of your choice:

Option 1 – if you want to remove the screenshot from the new page

1. Tap **Cut**.
2. Navigate to the page you want.
3. Tap **Paste**.

Option 2 – if you want to keep a copy of the screenshot

1. Tap **Copy**.
2. Navigate to the page you want.
3. Tap **Paste**.

Open a file inside the whiteboard

Mondopad supports standard Office file formats, .pdf, .txt, and images. For more details, see page 19.

1. Tap **Open**.
2. Select a file from:
 - **Recent** (recently opened files)
 - **Computer** (files uploaded to your Mondopad)
 - **Explore** (files from an alternative location)
3. Tap **Open**. By default, the file opens in a new page.

To move the file to the page of your choice, select one of the two options described in the section above ("Take a screenshot").

Clear the canvas

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

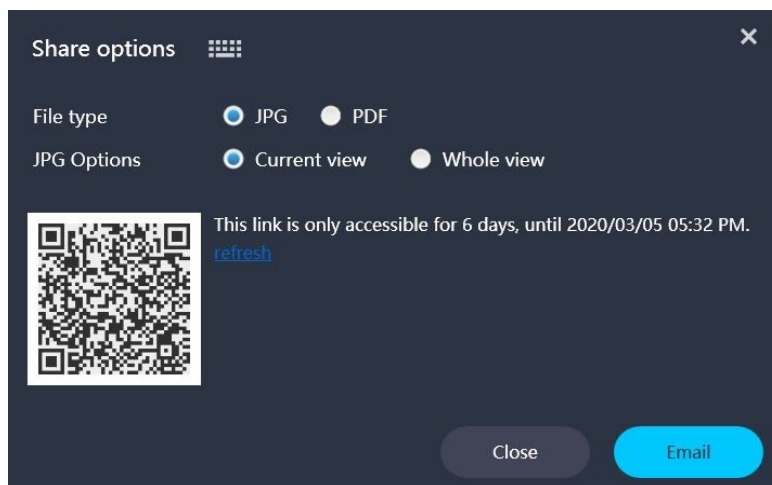
Save the Whiteboard file

1. Tap **Save**.
2. Type the desired file name in the Name text box.
3. Select the desired **File Type** (DWB*, PDF, or PDF + Whiteboard file format).
4. Tap **Save**.

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

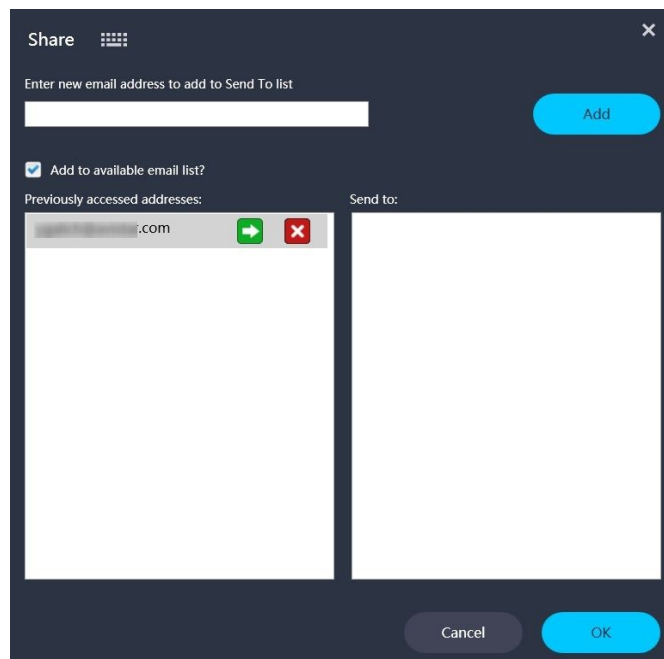
Share the Whiteboard file

1. Tap **Share**. The "Share Options" screen appears.



The file may be shared with any device which can read the QR code in the "Share Options" screen. The link is accessible for seven days. To email the file, follow the steps below:

2. Select the desired **File Type** (JPG or PDF).
3. Select to share the **Current View** or **Whole View** of the file.
4. **To share by QR code:**
 - a. Tap **Show QR Code**.
 - b. Scan it with a device that can read a QR code.
 - c. Tap **Close**.
5. **To share via email:**
 - a. Tap **Email**.
 - b. Enter or select the destination email address(es) and make sure they are listed in the **Send to:** window.
 - c. To select an existing email address, tap the desired email address from the **Previously accessed addresses** list and tap the green arrow.



- d. 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**.

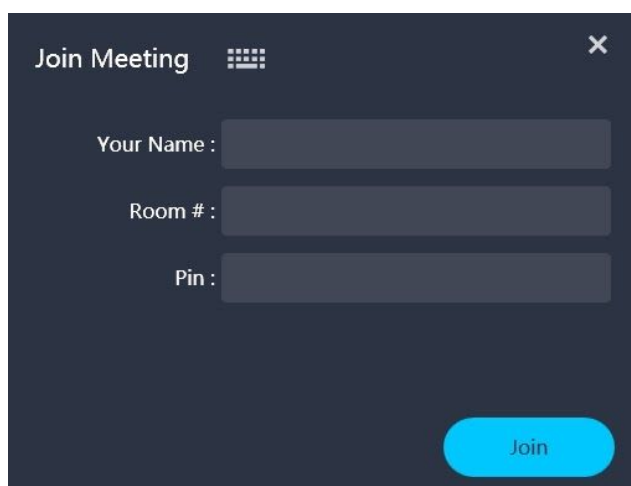
NOTE: You can also add email addresses using the Email Contact Editor menu in the Mondopad Administrative Settings menus.

- When the Send To list is complete, tap **OK**. An email message with the subject line "**Share picture from Whiteboard**" is sent to the email address(es). If the email message is not received, have the recipient(s) look in their Junk Mailbox(es).

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

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

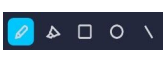
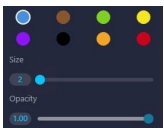
- Tap **Join Session**.
- Enter the device name, ConX room number, and PIN; tap **Join**.



- A tab at the top of the display identifies the participants' usernames and the ConX room number.
- A participant can leave the session by tapping **Leave** on the tab or sidebar menu.

Whiteboard tools

Icon	Tool Name	Description
	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.
	Move	Tap to switch between the applications shown on the dual screen.

	Toolbar	Tap to turn the simplified quick access toolbar on and off.
	Navigation	Tap to hide or show the vertical navigation bar.
	Join Session	Tap Join Session to enable whiteboard-to-whiteboard collaboration in a cloud meeting between Mondopads.
	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 by using the sidebar. NOTE: The opacity slider is disabled for the pen object, since the pen object is always solid.
	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 have overlaid to apply actions to them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag opposing sizing handles to resize the selection. • Tap Copy (at the top of the screen) to copy the selection, and then tap Paste to create a duplicate object set. • Tap Cut to cut the selection, and then tap Paste on the same or a different page to change its location. • Tap Delete to delete the selection. • Tap Ink-to-Text to convert the selection (e.g. hand-written notes) into text. • Tap Bring to Front to place the object in front of all other objects on the page. • Tap Send to Back to place the object behind all other objects on the page.

	Lasso	Tap Lasso and then draw around the drawing objects and images which you have overlaid to apply actions to them. Once selected: • Tap inside the selection and drag to move the selection. • Tap and drag opposing sizing handles to resize the selection. • Tap Copy (at the top of the screen) to copy the selection, and then tap Paste on the same or a different page to create a duplicate object set. • Tap Delete to delete the selection. • Tap Ink-to-Text to transform the selection (e.g. hand-written notes) into text. • Tap Bring to Front to place the object in front of all other objects on the page. • Tap Send to Back to place the object behind all other objects on the page.
	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.
	Undo	Tap to reverse the last executed command.
	Redo	Tap to reverse the last Undo function.
	Clear	Tap to remove all drawing objects and images from all the pages.
	Clear Screen	Tap to remove all drawing objects and images from the current page.
	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.
	Previous	Tap to navigate to the previous page. This can also be done via the navigation tab.

	Next	Tap to navigate to the next page. This can also be done via the navigation tab.
	New	Tap to open a new whiteboard canvas.
	Insert	Tap to insert a page between two existing pages.
	ZoomIn	Tap to increase the size of the picture.
	ZoomOut	Tap to decrease the size of the picture.
	Restore to 100%	Tap to get back to a 100% view after you have zoomed in or out.
	Canvas	Tap to move to any area of the zoomed-in picture with a finger.
	Screenshot	Tap to take a screenshot and insert it back to the whiteboard.
	Open	Tap to open an Office, PDF, and Image files inside the whiteboard.
	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 display.
	Share	Tap to send an email with an attachment of the whiteboard canvas as either a JPG or PDF file. Tap again to remove.
	Save	Tap to save the file as a Whiteboard format file (.DWB), PDF, or PDF + Whiteboard format file.
	Add new	Tap to add a new page.

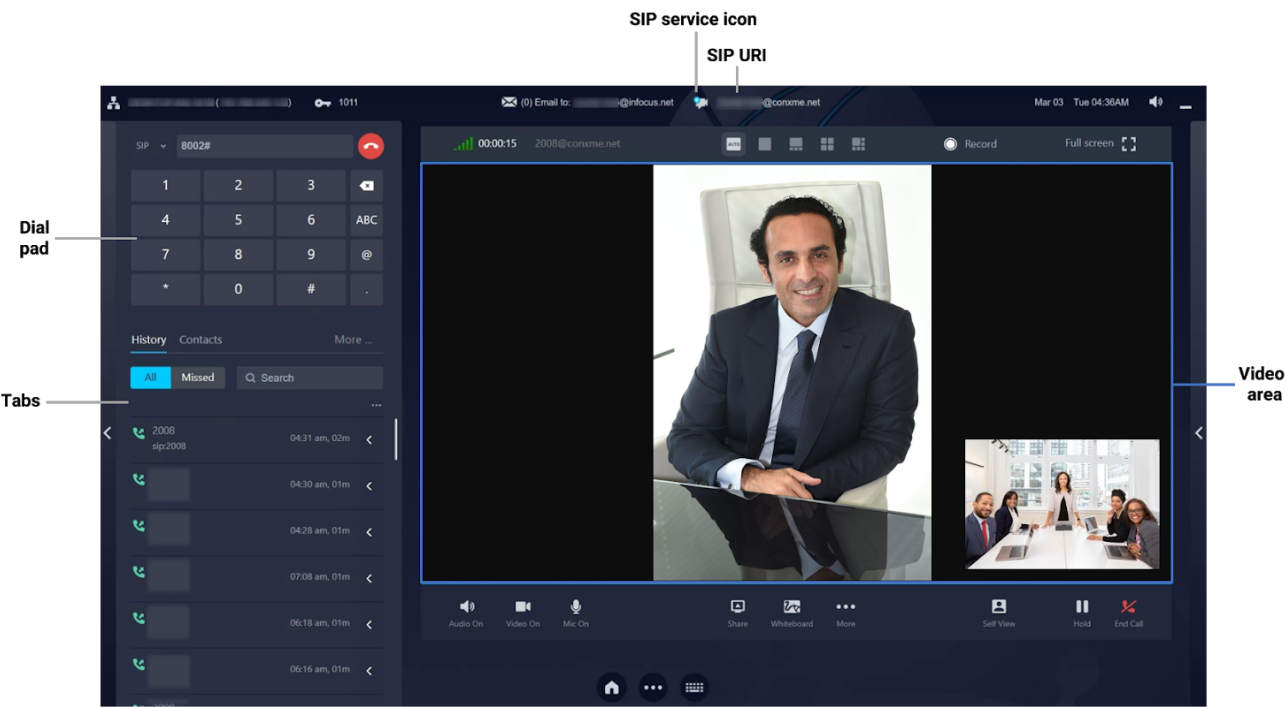
VIDEO MEETING

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

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

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

Screen overview



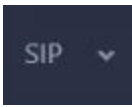
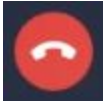
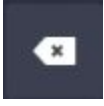
SIP Service icon: This read-only icon (see below) provides you with the status of the SIP-based conferencing service.

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

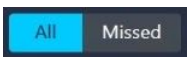
SIP URI: Displays the video conferencing address others can call into.

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

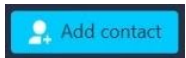
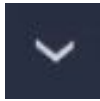
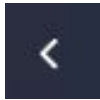
Dial pad: Use to initiate a video conferencing call.

Button		Description
	Protocols	Tap to select SIP or H.323 audio call.
	Call	Tap to make a call.
	End Call	Tap to end the call.
	Backspace	Tap to delete the last type character in the dial field.
	Switch	Tap to toggle between the numeric dial pad and alphabetic dial pad.
	Switch	Tap to toggle between the alphabetic characters and special characters on the alphabetic dial pad.

History tab: Displays your call history.

Button		Description
	Switch	Tap to view either all or only missed calls.
	Search	Tap to search the History tab for the criteria entered into the Search text box.
	More	Tap to choose the Clear History option.
	Options	Tap to choose between the Create New/Add to Existing and Delete options. You can add a contact as a new one or to add the number to an existing contact and remove the contact from history.

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

Button		Description
	New Contact	Tap to add a new contact to the Contact tab.
	Search	Tap to search the Contact tab for the criteria entered into the Search text box.
	More	Tap to choose between the Import contacts and Export contacts options. You can import contacts from an XML file to the Mondopad display or save local contacts to an XML file. This file can be used to import the contacts to another Mondopad display.
	Expand	Tap to either expand or collapse your contact lists.
	Options	Tap to choose between the Edit and Delete options.

More Menu: Displays the **Settings**, **Accounts**, and **Statistic** tabs.

Settings: Allows you to change the video meeting settings. **NOTE:** By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable Settings, Accounts and/or Stats to show in the Video Meeting sidebar. See page 80.

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

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

The Active Call Toolbar: Displays during a video call.

Button		Description
	Layout	Tap to change the layout of the video meeting participant windows.
	Record	Tap to start recording the meeting.
	Full/Normal screen	Tap to toggle between full screen and normal screen video.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Volume Control	Use the sidebar to increase and decrease the speaker volume
	Video On/Off	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.
	Whiteboard	Tap to join a whiteboard collaboration to the ConX call.
	More	Tap to choose between the PZT Remote and Switch Camera options. You can access the PTZ camera control menu or switch between multiple cameras. For more information on PTZ camera settings, see "Adjust the PTZ Camera" on page 57.
	Self View	Tap to display the image from the camera on top of the Mondopad. Use Self View to adjust the camera's pan and tilt.
	Hold/ Resume	Tap to put a call on hold or resume the call.
	End Call	Tap to end the call

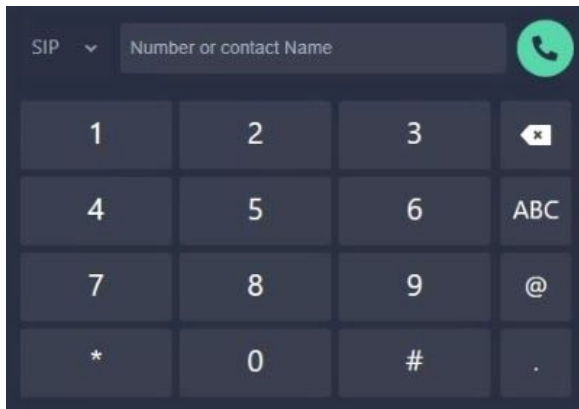
Call Management

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

Make a call using the dial pad

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

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



2. Tap **Call**.

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

Make a call using the Contacts tab

1. Tap the **Contacts** or **History** tab.
2. Tap the desired contact to start a call.

Accept and end the call

Once the call is recognized by the Mondopad display, tap **Accept Call** on the pop-up window to begin the audio/video conferencing call, or tap **Ignore Call** to reject the call.



Tap **End Call** on the sidebar menu or call toolbar to end the call.

Share the Mondopad screen or an application

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

3. Select the Mondopad feature you wish to share and click **Start**.
4. Use the icons on the video meeting participant window and also on the toolbar to control the call.
5. To stop sharing, tap the **End Share**.

Button		Description
	Layout	Tap to change the layout of the video meeting participant windows.
	Record	Tap to start recording the meeting.
	Full/Normal Screen	Tap to toggle between full screen and normal screen view video.
	Audio On/Off	Tap to mute or unmute the audio to the remote party.
	Volume	Use the sidebar to increase and decrease the speaker volume.
	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.

	Pen	Tap to temporarily annotate items on the shared screen. These marks are only available when sharing data in full screen and cannot be saved.
	Laser Pen	Tap to temporarily highlight items on the shared screen. These marks are only available when sharing data in full screen and cannot be saved.
	End Share	Toggle between sharing or not sharing an application on your PC screen or your entire PC screen with other video call participants.
	Whiteboard	Tap to join a whiteboard collaboration to the call.
	More	Tap to choose between the PZT Remote and Switch Camera options. You can access the PTZ camera control menu or switch between multiple cameras. For more information on PTZ camera settings, see "Adjust the PTZ Camera" on page 57.
	Self View	Tap to display the image from the camera on top of the Mondopad. Use Self View to adjust the camera's pan and tilt.
	Hold/Resume	Tap to put a call on hold or resume the call.
	End Call	Tap to end the call.

Whiteboard-to-whiteboard collaboration between Mondopads

Option 1 — already in a ConX Room:

1. After connecting to your ConX room, tap the **Whiteboard** icon .
2. Enter **Your Name** and tap **Join Now**.
3. A participant can leave the session by tapping **Leave** on the tab at the top of the display or on the sidebar menu.

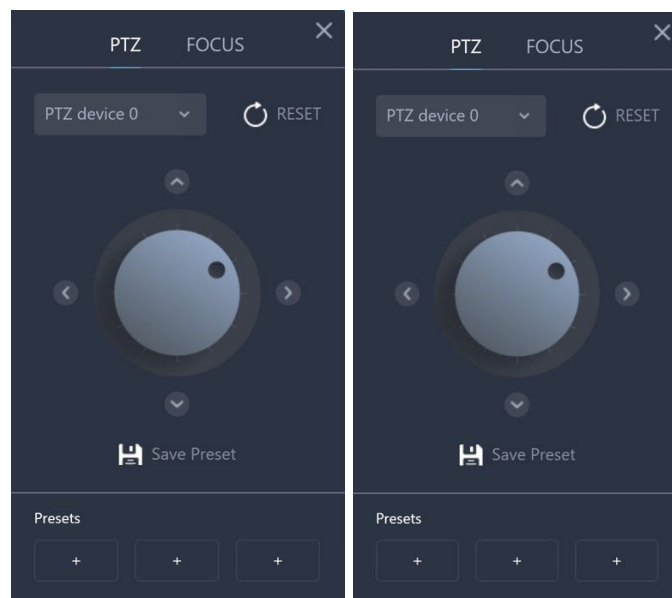
Option 2 — a one-to-one call:

1. The originator calls directly to another Mondopad.
2. The recipient (on the other side of the one-to-one call) taps **Accept Call**.

- Both parties tap the **Whiteboard** icon. After that, they are prompted to enter their device name, the ConX room, and the PIN.
- Both parties tap **Join Now**.
- Either participant can leave the session by tapping **Leave** on the tab at the top of the display or on the sidebar menu.

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 **More > PTZ Remote** .



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

Call History

To save a contact from call history:

- From the History tab, navigate to that specific call and tap **Options**  **> Add Contact** .

2. Click **Add to Existing** to add the information to an existing contact or click **Create New** to create a new contact.
3. Add the contact information and click **Save**.

To call a contact using call history: From the History tab, navigate to the number you wish to call and tap it.

To search for a contact:

1. 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 **X** in the search field.

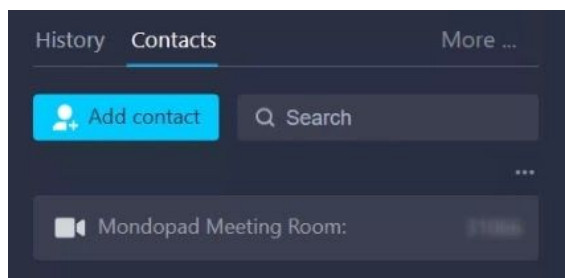
Clear call history

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

To clear the entire call history: Tap **More**  **> Clear History** , and then tap **OK** in the Confirm window.

Contacts

By default, the Contacts tab includes the ConX room number, which is provided with the subscription. To dial the room, tap the ConX meeting room button. **NOTE:** To make a call, the subscription must be valid.



Add a contact

1. Tap the **Contacts** tab.
2. Tap **Add Contact**.
3. Type the **Display Name**.
4. Use the drop-downs to define the type (SIP, H.323, or Others) and type the Contact number.
5. Tap **Save**.

Edit contact information

1. Tap the **Contacts** tab.
2. Find the contact you wish to edit.
3. Tap **Options**  **> Edit** .
4. Modify the information as needed.
5. Tap **Save**.

Delete a contact

1. Tap the **Contacts** tab.
2. Find the desired contact.
3. Tap **Options**  **> Delete** .

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 **X** in the Search field.

Save a contact to the desktop or to the Mondopad toolbar

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

To remove the desktop shortcut, drag it to the recycle bin. To remove the toolbar shortcut, follow the instructions below and tap **Delete From Bottom Bar**.

1. Tap the **Contacts** tab.
2. Find the contact you wish to save for quick access.
3. Tap **Options**  **> Edit** .
4. Tap **Save**  and type the file name.
5. To add the shortcut to the desktop, tap **Create Desktop Shortcut**.
6. To add the shortcut to the Mondopad toolbar, tap **Add to Bottom Bar**.

Export Local Contacts

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

1. Tap the **Contacts** tab.

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

Import Local Contacts

This process imports contacts listed in an XML file to the Mondopad display. To manually create an XML (rather than using the Export Local Contacts feature explained above), see "XML File Format Requirements" on page 116.

1. Tap the **Contacts** tab.
2. Tap **More**  > **Export Contacts**.
3. Navigate to the location where the XML file is located.
4. Tap **Open**.

Settings

1. Tap **More Menu** (next to Contacts) > **Settings**.
NOTE: By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable Settings, Accounts and/or Stats to show in the Video Meeting sidebar. See page 80.
2. To return to the default settings, tap **Default Settings**.
3. To make changes, navigate to the desired feature and click the drop-down box.
4. Select 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; or 10, 20, or 30 seconds.
- **Auto Full Screen:** When enabled, the video conferencing window automatically expands to full screen when a call is connected.
- **Call Forward Mode:** When enabled, all calls are routed to the number associated with the Forward All Calls To field.
- **Forward All Calls To:** Select the number that all calls should be routed to when call forwarding is enabled (Options: Forward Number 1, 2, or 3).
- **Forward Number 1:** Define a number for calls to be routed to, if call forwarding has been enabled and Forward Number 1 has been selected.

- **Forward Number 2:** Define a number for calls to be routed to, if call forwarding has been enabled and Forward Number 2 has been selected.
- **Forward Number 3:** Define a number for calls to be routed to, if call forwarding has been enabled and Forward Number 3 has been selected.

ConX Recording

- **Recording:** When enabled, it is possible to create a meeting recording.
- **Save Folder:** Allows you to select between private and public folders.

Bandwidth

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

Audio

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

Video

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

Provisioning

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

Address Book URL

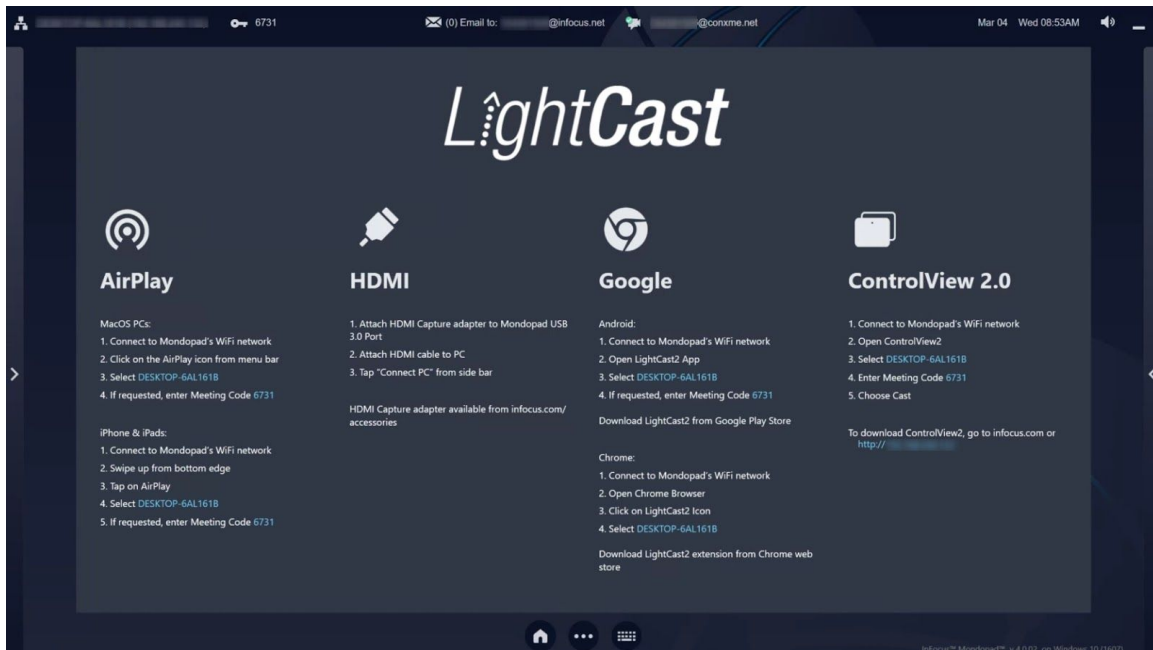
- **Address Book URL:** enter the URL which contains the video meeting address book information.

Network

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

CAST

LightCast instructs on how to display computer, tablet, or phone content on the panel using AirPlay, HDMI, Google services, or ControlView 2.0.



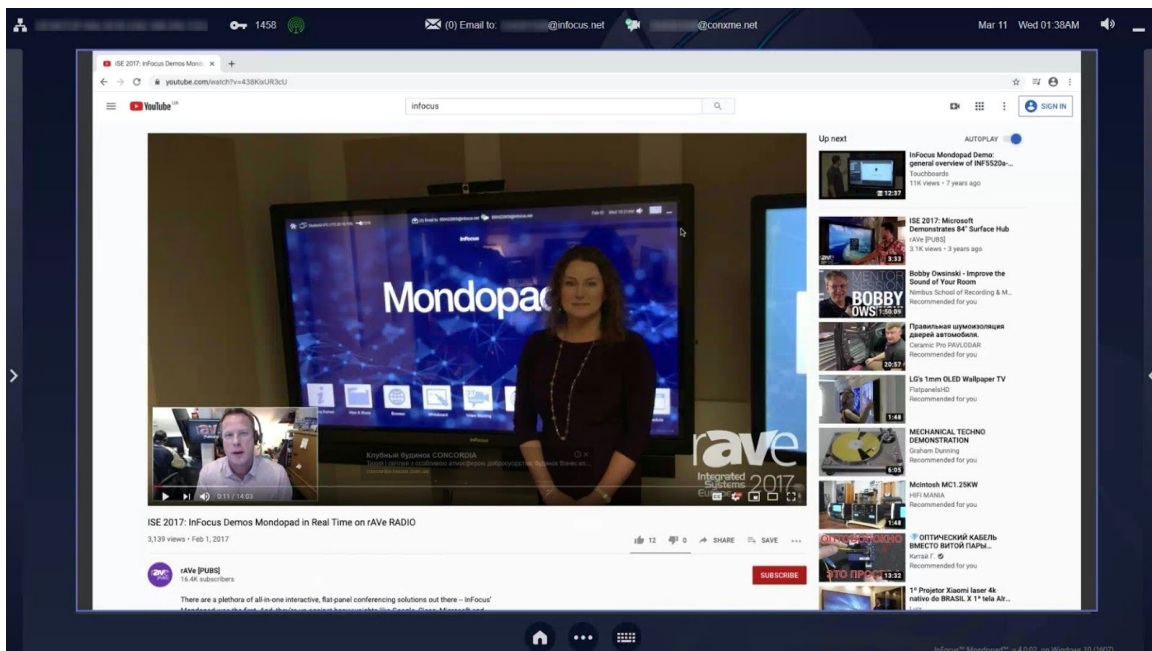
1. Tap **Cast**  from the Mondopad toolbar.
2. Follow the listed instructions based on your desired device.
3. When LightCast is casting, a green LiteCast icon  will display in the top bar. A white LiteCast icon indicates that devices are connected, but are not casting.

AIRPLAY

In order to use AirPlay, your MacOS PC, iPhone, or iPad must be connected to the same WiFi network as the Mondopad display.

To connect using a MacOS PC:

1. Open Cast on your Mondopad display by tapping the **Cast** icon .
2. Click the AirPlay icon from the menu bar.
3. Select the name of your Mondopad display once it's located by your PC.
4. Enter the Meeting Code, if required. The PC display is now shared.
5. To stop sharing, click **Stop AirPlay** your PC's menu bar.



To connect using an iPhone/iPad:

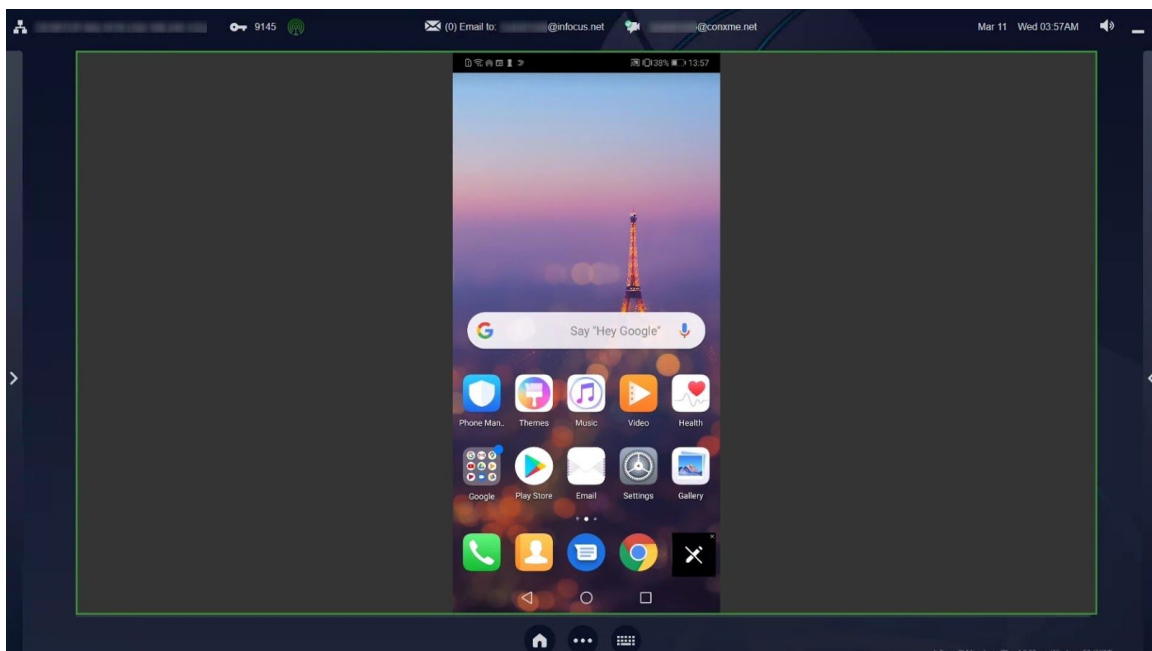
1. Open Cast on your Mondopad display by tapping the **Cast** icon .
2. On your iOS device, swipe up from the bottom of your screen (or down from the top right-hand corner on an iPhone X and later) to bring up the Control Center.
3. Tap **Screen Mirroring**.
4. Select the name of your Mondopad display once it's located by your device.
5. Enter the Meeting Code, if required. The device display is now shared.
6. To stop sharing, repeat steps 1-2 and tap the name of your Mondopad display.

GOOGLE SERVICES

In order to use Google services, your device must be connected to the same WiFi network as the Mondopad display.

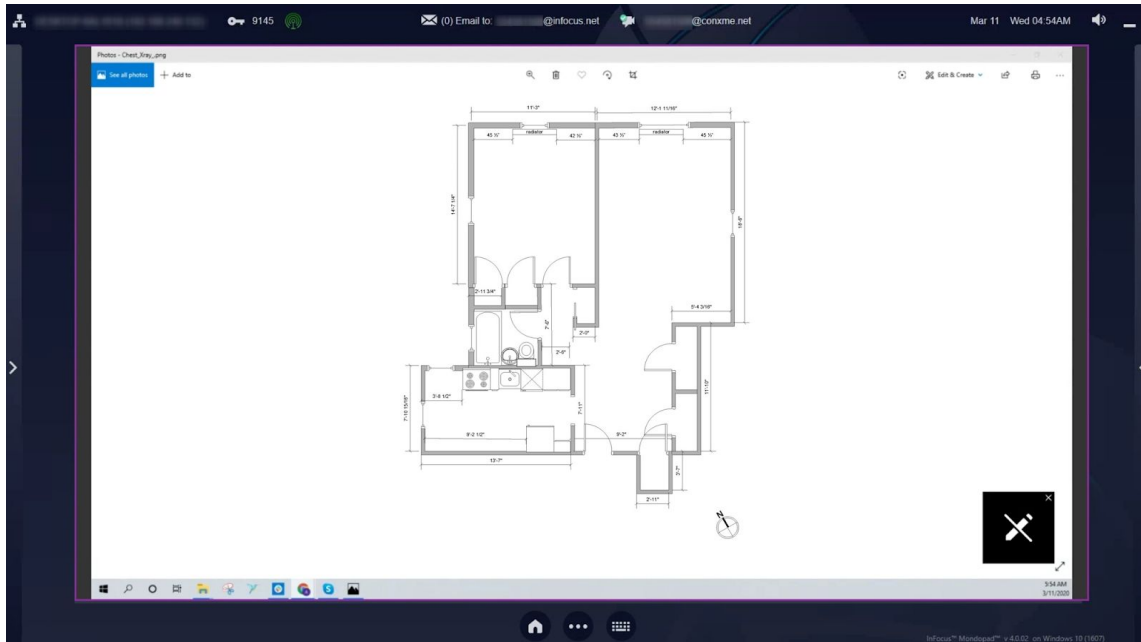
To connect using an Android device:

1. Download the **LightCast2** app from Google Play Store.
2. Open **LightCast2** app on your device.
3. Select the Mondopad display name once it's located by your device.
4. Enter the Meeting Code, if required. The device display is now shared.
5. To disconnect, select **Disconnect** from the app.



To connect using Chrome Browser:

1. Install the **LightCast2** extension from [Chrome Web Store](#).
2. Click the **LightCast2** extension icon (in the upper right-hand corner).
3. Select the Mondopad display name.
4. Enter the Meeting Code, if required.
5. Select the display you want to share. The device display is now shared.
6. To disconnect, tap the extension icon and select **Disconnect**.



NOTE:  icon indicates that there is no possibility to edit content from the Mondopad display. However, you can annotate (**Annotate** is available from the sidebar menu).

CONTROLVIEW 2.0

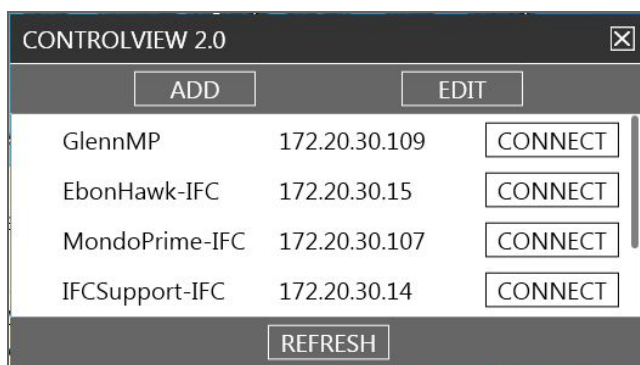
In order to use the ControlView application, your computer must be within the same LAN or WLAN as the Mondopad display.

Download ControlView 2.0

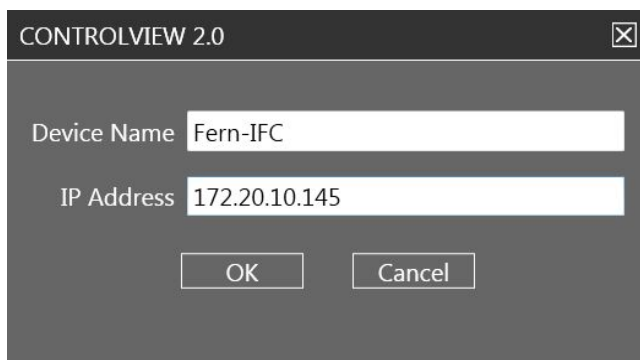
1. Open the Mondopad display's IP address on your computer and click **Downloads** to download the ControlView installer you need.
2. Click **Run** and follow the prompts to install the software application.

Connect to a Mondopad display

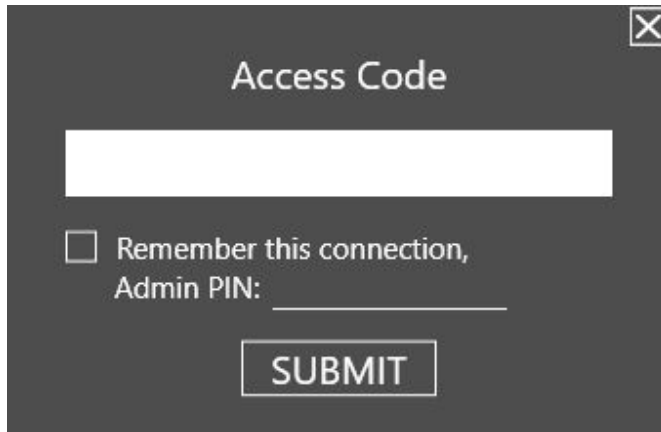
1. Open **ControlView**.
2. Locate the Mondopad display you would like to use.



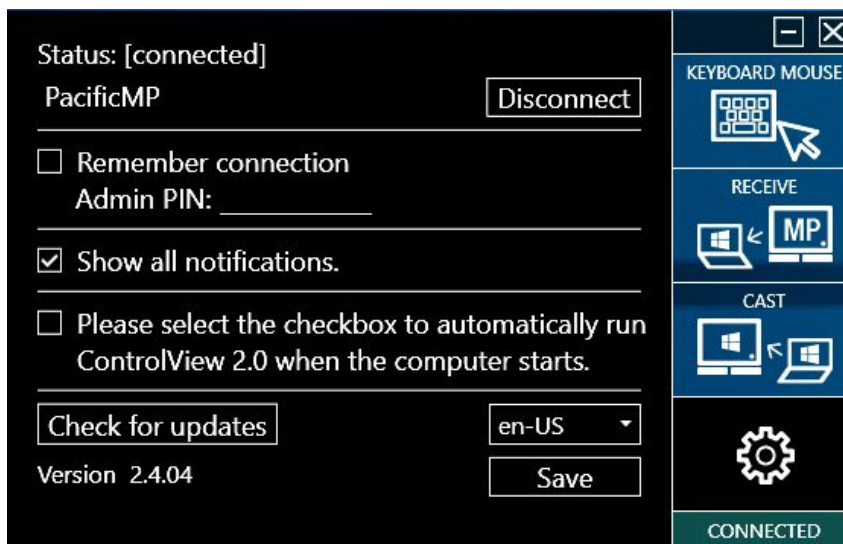
3. If the device you would like to use is not listed:
 - a. Click **Add**.
 - b. Enter the device name and the device's IP address.
 - c. Click **OK**.



4. Click **Connect**.

A dark gray dialog box titled "Access Code" with a close button (X) in the top right corner. It features a white rectangular input field for the PIN. Below the field is a checkbox labeled "Remember this connection, Admin PIN:" followed by a text input field. At the bottom center is a button labeled "SUBMIT".

5. Type the Mondopad display's session PIN.
6. Click **Submit**. The ControlView menu displays.

The ControlView menu is displayed, showing a status bar at the top with "Status: [connected]" and "PacificMP" next to a "Disconnect" button. Below this are three checkboxes: "Remember connection Admin PIN:" (unchecked), "Show all notifications." (checked), and "Please select the checkbox to automatically run ControlView 2.0 when the computer starts." (unchecked). At the bottom left is a "Check for updates" button and the "Version 2.4.04". To the right is a language dropdown menu set to "en-US" and a "Save" button. On the far right is a vertical sidebar with icons for "KEYBOARD MOUSE", "RECEIVE", "CAST", and a gear icon for settings. The bottom of the sidebar shows a green bar with the word "CONNECTED".

Switch from a Mondopad to and from a computer

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

Annotate in Cast

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

Change ControlView settings

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

1. Open **ControlView** and select your device.
2. From the ControlView menu, click the **Settings** icon.
3. Make any desired changes and click **Save**.

The following section is used for setup and configuration.

ADMINISTRATIVE SETTING MENUS

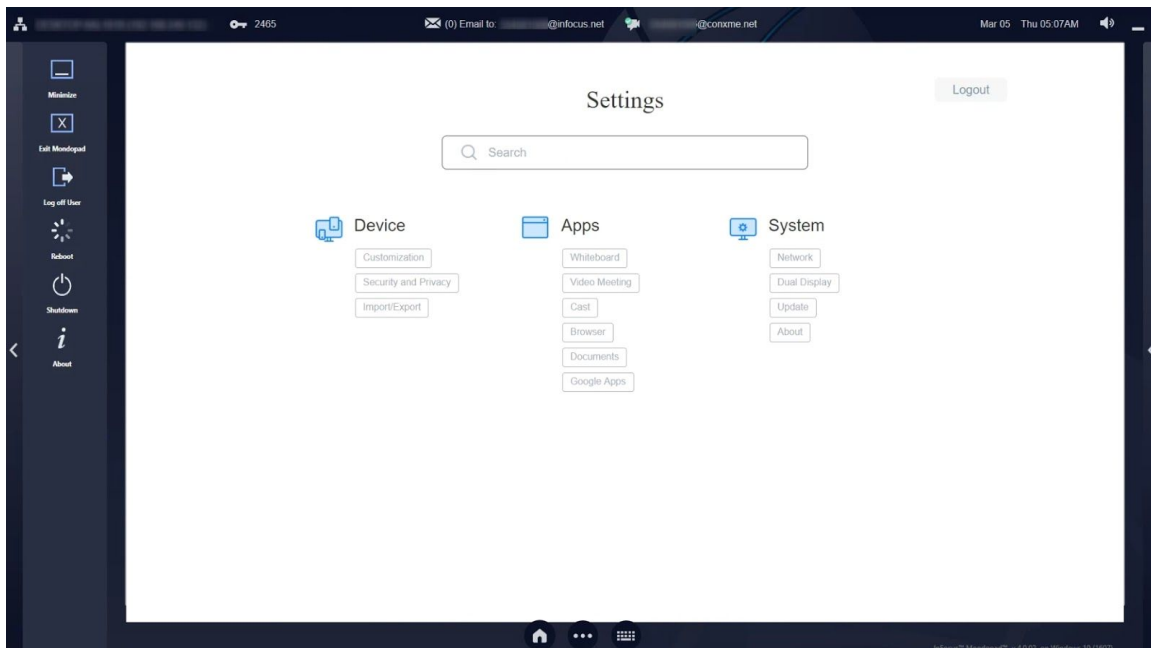
To set up network and email settings, define the device's name, modify files in the Documents folder, or change the default appearance of the Mondopad home page, you must access the Mondopad Administrative Settings menus. All changes are saved automatically in real-time.

1. Use one of the following methods to access the Administrative menus from the Mondopad screen:

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

To access the Administrative menus remotely:

- Type the Mondopad IP address in the computer's browser window in the following pattern: **http://xxx.xx.x.xxx/admin** (for example, <http://172.16.1.123/admin>).
2. Type the Admin Access Code and tap **Login** (or the enter key on the keyboard) to make administrative changes. **NOTE:** The default Admin Access Code is four 1s (1111). InFocus recommends changing the default code as soon as possible.



3. Tap **Logout** (in the upper right) when finished making changes. **NOTE:** Failure to log off properly allows unauthorized users to make changes to administrative menu settings.

Setting menu	Submenu	Page	Customizing options
DEVICE	Customization	72	Display, Email, Schedule, Meeting Resets, Application Recovery, Background
	Security and Privacy	77	Admin Code, Access Policy, Privacy
	Import/Export	78	Import/Export MP system settings
APPS	Whiteboard	79	General, Whiteboard Collaboration Settings
	Video Meeting	80	General, SIP Settings, Dual Screen
	Cast	81	General, Airplay
	Browser	82	Browser Home Page Settings
	Documents	82	File Settings
	Google Apps	83	Default Page Settings
SYSTEM	Network	83	Module Network Preference
	Dual Display	83	Dual Display Settings
	Update	83	Software Update Configuration
	About	84	Information about the Mondopad's software version

DEVICE > Customization

Display

Toolbar:

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

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

Personal Mode:

- **Enable Personal Mode:** Personal Mode is enabled by default. **NOTE:** If your organization requires kiosk mode, uncheck this option.
- **Show Minimize Button:** When checked, displays a **Minimize** icon for users in the upper right-hand corner of the Mondopad software. **WARNING:** This allows users to have full access to the Windows desktop.
- **Hide Admin PIN Options in Settings:** When checked, removes the **Admin Login** icon from the Settings sidebar.

Locale:

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

Personalization:

- **Nickname:** Allows you to type in a user-friendly name for the Mondopad display. This name appears in the device list. If this text box is left blank, the device name is used in the device list.
- **Corporate logo:** Defines the logo which appears in the Mondopad Administration area. Any .jpg, .jpeg, or .png file is supported. For best results, the logo height should not exceed 50 pixels. Select **Show Logo On Home Screen** to display the corporate logo on the Mondopad home page.
- **Enable button sounds:** When checked, the menu buttons emit a sound when tapped or clicked.

Home Screen:

- **Enable "Documents":** When checked, the **Documents** menu icon displays on the Homepage toolbar.
- **Enable "Browser":** When checked, the **Browser** shortcut displays on the Homepage toolbar.
- **Enable "Office 365":** When checked, the **Office 365** menu icon displays on the Homepage toolbar.
- **Enable "Google Apps":** When checked, the **Google Apps** menu icon displays on the Homepage toolbar.
- **Enable "How To":** When checked, the **How To** menu icon displays on the Homepage toolbar.
- **Show "Schedule":** When selected, the **Schedule** menu icon displays on the Homepage toolbar.
- **Enable "Video Meeting":** When checked, the **Video Meeting** menu icon displays on the Homepage toolbar.
- **Enable "Cast":** When checked, the **Cast** menu icon displays on the Homepage toolbar.
- **Enable "Whiteboard":** When checked, the **Whiteboard** menu icon displays on the Homepage toolbar.

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

Email

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

Email Accounts:

- **For InFocus.net:**
Select **Auto Provision Email** in the **Email Type** drop-down box. The Mondopad display communicates with the InFocus.net service, and automatically configures the email settings.
- **For Internet email:**
 1. Select **Internet Email** in **Email Type**.
 2. Type your email address into the **Email** text box.
 3. Type your user name into the User Name text box. **NOTE:** When using Gmail, the user name must match the email address but does not need the "@gmail.com" text. (For example, the user name for the email address: "jimsmith@gmail.com" could be either "jimsmith" or "jimsmith@gmail.com".)
 4. Type your domain into the **Domain** text box. **NOTE:** The **Domain** text box for Gmail email addresses must be left blank.
 5. Type your password into the **Password** text box.
 6. Tap **Account Type** and select **IMAP** or **POP3** as appropriate for your server.
 7. Type the **Receive Mail Server**.
 8. Type the associated **Port** (IMAP defaults are 143 or 993; POP3 defaults are 110 or 995).
 9. If a secure connection is required, select the **This server requires a secure connection (SSL)** check box.
 10. Type the **Send Mail Server (SMTP)** address.
 11. Type the **SMTP Port** (25 or 587).
 12. If using a secure connection, select either **SSL** or **TLS** in the **This server requires a secure connection** drop-down box.
 13. If authentication is needed, select the **This server requires authentication** check box, and either:
 - a. Select **Use same setting as my incoming mail server**, or
 - b. Select **Log on using**, and then enter the **User Name** and **Password** associated with that account.
- **For Microsoft Exchange and Office 365:**
 1. Select **Microsoft Exchange** in the **Email Type** drop-down box.

2. Type your Microsoft Exchange or Office 365 email address into the **Email** text box.
3. Type your Microsoft Exchange or Office 365 user name into the **User Name** text box.
4. Type your Microsoft Exchange or Office 365 password into the **Password** text box.
5. Type your Microsoft Exchange EWS URL into the **EWS URL** text box. **NOTE:** If using Office 365, type **https://outlook.office365.com/ews/exchange.asmx** into the **EWS URL** text box.
6. Type your Microsoft Exchange domain into the **Domain** text box. **NOTE:** If using Office 365, leave the **Domain** text box blank.

Email Scanning Option:

Select **Enable email scanning**. If you would like the Mondopad display to automatically scan for new files every 60 seconds, select **Enable automatic email scanning**.

Email Contact Editor:

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

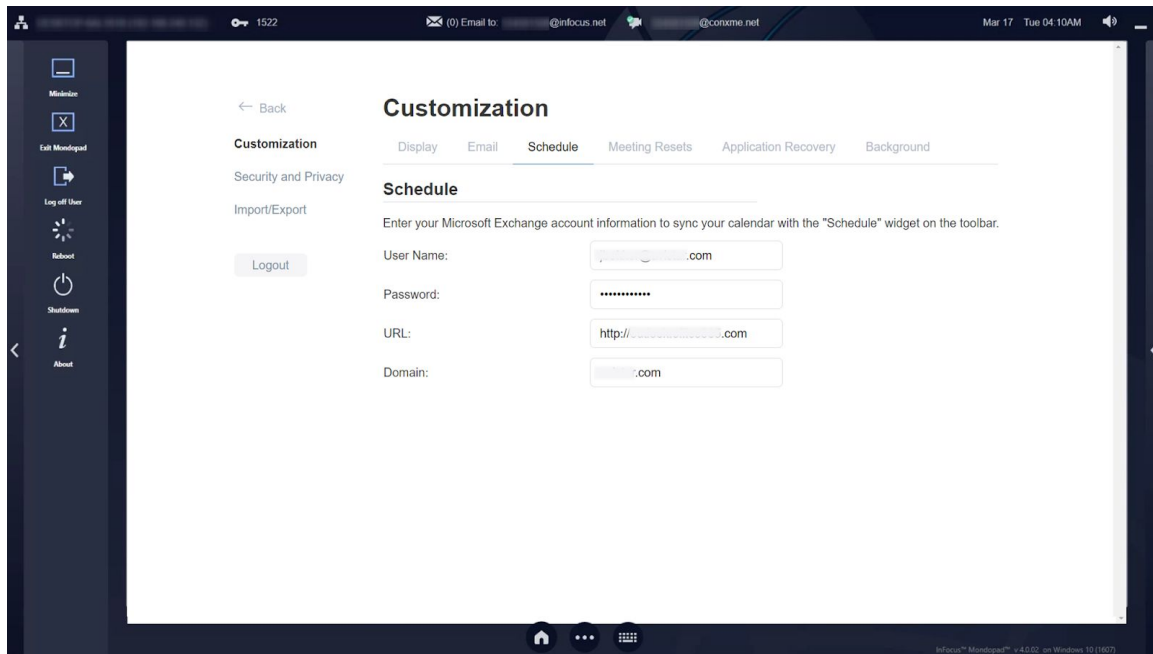
NOTE: CSV/text files must contain one email address per line, separated by line breaks.

Schedule



Defines the Microsoft Office 365 Exchange calendar which displays when the Schedule icon in the Home page toolbar is tapped. This can be used to reflect a conference room schedule where Mondopad resides or a personal schedule.

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



To associate a Microsoft Exchange calendar with the Schedule feature:

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

Meeting Resets

- **Close all Third Party Applications launched from Mondopad when meeting is reset:** Removes all third party applications when the meeting is closed or reset.
- **Clear web browsing history when meeting is reset:** When enabled, clears all web browsing history from the Browser when the meeting is closed or reset.
- **Auto-Reset To Home Page:** When checked, the Mondopad software closes all open files in the Documents folder, resets the meeting, and automatically goes to the Home page.
 - **Timeout (minutes):** Defines the minutes of inactivity before the Auto-Reset feature runs.
 - **Force Reset Meeting:** When True is selected, the Mondopad software restarts after a certain period of inactivity, closes all open files, and displays a new Mondopad session PIN. When False is selected, the Mondopad software goes to the Home page after the defined time (minutes) parameter. The meeting is not reset.

Application Recovery

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

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

Background

To change the background:

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

To create a custom background:

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

To delete a background:

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

DEVICE > Security and Privacy

Admin Code

Admin Email:

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

Change Admin Code:

- **To change current Admin Code:**
 - Type the **Current Code**.
 - Type the **New Code**.
 - Type the same code in **Confirm New Code**.

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

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

- **Lockout duration (after 3 failures):** Refers to the time (minutes) the user is locked out of the folder, if the wrong pin code is entered three times sequentially.
- **Global Override PIN:** It is recommended that you set up a Global Override PIN code. This PIN code overrides all personal folder security PIN codes and allows you to open or release all locked folders. Unlike personal folder security PIN codes, Global Override PIN codes require one alphabetic character. See "Access a locked folder" on page 103 for more information.
- **Confirm Global Override PIN:** Requires you to re-type your Global Override PIN code for verification.
- **Protect Email Attachments With Access Code:** When enabled, this adds a folder security PIN code to files received through email and sends the PIN code to the sender via email. This PIN must be used to open the folder.

Access Policy

Include the following options without Mondopad Admin login:

- **"Log off User:"** Enables users to terminate their sessions by logging off.
- **"Reboot:"** Enables users to restart the Mondopad.
- **"Shutdown:"** Enables users to power down the Mondopad device.

Privacy

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

- **Share Mondopad Analytics with InFocus:**
- **Share Crash Reports with InFocus:**

DEVICE > Import/Export

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

To export Mondopad display settings:

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

To import Mondopad display settings:

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

APPS > Whiteboard

General

Drawing Tools:

- **Touch:** Select between using touch gesture or multi-finger draw.
- **Enable Auto Smooth:** Applies a preset lag time and weight to Whiteboard strokes.
- **Calligraphy Stroke:** When enabled, makes the drawing pressure sensitive.
- **Enable Whiteboard Auto Save:** When enabled, the contents of every Whiteboard will be saved from initiation (Start Whiteboard with Auto Save) or after one, two, five or 10 minutes (Save Whiteboard every X minutes)
- **Default Pen Color:** Red, orange, yellow, green, black, brown, blue, purple
- **Default Pen Width:** Move the slider to the left or right to select a default width, which is displayed to the right.
- **Default Highlighter Color:** Red, orange, yellow, green, black, brown, blue, purple
- **Default Highlighter Width:** Move the slider to the left or right to select a default width, which is displayed to the right.
- **Default Eraser Size:** Small, medium, large, or extra large
- **File conversion:** While converting and opening Office/pdf files in whiteboard, prioritize either speed or quality.

QR Code Share:

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

- **Share on Public Network:** Disables network discovery features.
- **Share on Local Network Only:** Select the length of time the Whiteboard or Annotation remains available: one, seven, or 30 days.

Whiteboard Collaboration Settings

The Mondopad is auto-provisioned with InFocus Whiteboard Collaboration Server. Use the default InFocus Whiteboard Collaboration Server or contact InFocus sales to set up on-prem solutions. You can return to default settings by tapping **Reset to Defaults**.

APPS > Video Meeting

General

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

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

SIP Settings

ConX Meeting Room:

- **Conference Room#:** Shows the ConX meeting room number, which is provided with the subscription.
- **Pin:** Shows the room security pin. To change the pin, tap **Change Pin**.
- **Show Pin in Video Meeting Module:** Check to show the pin next to the ConX room number in the video meeting window.

SIP Configurations:

Disable CSTA Session: Depending on how the service SIP is configured, it may be necessary to disable CSTA Session.

Accounts:

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

- **Account Name:** If using a SIP service other than infocus.net, enter the name of the account.
- **Sign in Address:** If using a SIP service other than infocus.net, enter the address furnished by the SIP provider.
- **Display Name:** Enter a user-friendly name. This name appears as the main account name under the Accounts tab.
- **User Name:** If using a SIP service other than infocus.net, enter the user name furnished by the SIP provider.
- **Password:** Enter the information furnished by infocus.net or by the SIP service provider.
- **Domain:** If using a SIP service other than infocus.net, enter the domain furnished by the SIP provider.
- **SIP Provisioning:** **TCP** is the default. If routing packets are blocked, uncheck "**Use Default**" and change the **Transport** (below) to **TLS**.
- **Proxy Mode:** Choose an automatic configuration script or enter the proxy server and port manually.
- **Proxy Server:** Enter the information furnished by infocus.net or by the SIP service provider.
- **Proxy Port:** Enter the information provided by infocus.net or by the SIP service provider.

- **Transport:** Select between the following options: **TCP**, **UDP**, **Both** (TCP and UDP), or **TLS**. **NOTE:** Select **TLS** to provision video conferencing.
- **Encryption (SRTP):** Only available when SIP **Transport** is set to **TLS**. Select between the following options: **None** (no encryption), **Required**, or **Best Effort**. If **Required** or **Best Effort** is chosen, the port setting should be changed to 5061.
- **Conference Room:** Type the name of the associated conference room.
- **Auth. Code:** If managing the Mondopad account(s) through www.infocus.net, use the Authorization Code as a reference.

ConX Cast Settings:

A one-year, fifty-seat room to ConX Cloud video conferencing is included with every Mondopad subscription. Users can manage their subscription directly via InFocus Mondopad portal at <https://mondopad.conxme.com>.

Dual Screen

Sharing Default: When a compatible touch screen has been connected to the Mondopad display and the Dual Display feature is active, this option automatically puts the received data stream on the opposite screen (when other parties are sharing).

APPS > Cast

General

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

Dual Screen Default:

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

Cast Instructions:

You can adjust the Cast Instructions Page to show or hide AirPlay, HDMI, Google services, and/or ControlView2.0.

Airplay

Cast Settings:

- **Enable Bonjour UDP broadcasting (required for Airplay and LightCast):** Sends a UDP broadcast to the Apple host/client.
- **Resolution of Airplay in Cast:** Select the preferred resolution to accommodate the devices used; 1920 x 1080 is standard. Additional choices are: 640 x 960; 640 x 1136; 750 x 1334; 1024 x 768; 1280 x 720; 1600 x 1200; and 2732 x 2048.

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

APPS > Browser

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

APPS > Documents

Files

General:

- **Enable the PowerPoint Zoom feature in "Documents":** When checked, users can zoom their PowerPoint presentations in and out.
- **Enable .mov support in "Documents":** When enabled, videos with the .mov extension are supported.
- **Enable "Close Annotation" prompt:** When checked, the Closing Annotation dialog box displays when an annotation session is interrupted and reminds the user to save the file.

File Delete:

- **Delete File Settings:** Allows the administrator to select how files are deleted:
 1. Allow user to delete files from all available folders
 2. Only allow user to delete files from local folders
- **Settings for Automatically Deleting Files:** Allows the administrator to select how files are automatically deleted. **Do not automatically delete** protects files from automatic deletion. **Delete files X days since last viewed** and **Delete files X days since created** deletes files that are older than the defined time parameter (1, 5, 10, 20, 30, 40, 50, 60, 90, or 120 days).
- **Prompt to delete a Documents file after closing:** When checked, the presenter is asked at the end of the presentation whether or not the presentation file should be deleted. This is for environments which require increased security. **NOTE:** This does not perform a secure delete and does not apply to image file types.

Network Folder:

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

Cloud Storage:

Enable Dropbox: When enabled, Dropbox accounts can be accessed through the Documents area.

APPS > Google Apps

Default page: Allows the administrator to select a default page for the Google Apps module from the drop-down list:

- Google Drive
- Gmail
- Google Docs
- Google Calendar

SYSTEM > Network

Allows you to set up network preferences for each of the listed features: Video Meeting, Mondopad to Mondopad collaboration, and Whiteboard Local QR sharing.

- **For Video Meeting and Mondopad to Mondopad collaboration,** you can set up your Mondopad to either follow Windows network settings or use Ethernet connection.
- **For Whiteboard Local QR sharing,** you can set up your Mondopad to either use Ethernet connection or Local Area Connection* 4.

NOTE: Airplay, browser, and other third party applications will follow Windows network configuration preference and policies.

SYSTEM > Dual Display

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

SYSTEM > Update

This feature is used to check for Mondopad updates and configure automatic updates. Tap **Save** when changes are complete.

- **Enable the Mondopad to automatically check for software updates:** When checked, this causes the Mondopad software to display a message on the Mondopad display alerting the users that an update is available.
- **Update Server Host URL:** When Update Notification Email is enabled, the Update Server Host URL must be defined in order to ensure the email alert is sent successfully.
- **Check for Updates:** Tap to see if a software update is available. If an update is available, follow the prompts to update the Mondopad display.

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

SYSTEM > About

This screen provides information about the current Mondopad software version, subscription status, reset registration, or return to factory default settings for the selected applications.

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

Reset Registration:

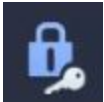
Tap **Reset** if you want to:

- Re-register the Mondopad software with InFocus during the next power-up cycle
- Clear the PC serial number field if it does not match the serial number of the Mondopad Panel

Factory Default:

Select the items listed under the Factory Default section that you would like to be saved, such as the registration information, SIP settings, and email settings. Then tap **Reset**.

Administrator Settings Toolbar

Button		Description
	Admin Login	For administrators only. To ensure the Mondopad display operates consistently for all users, system configuration is restricted to the system administrator and requires an Admin PIN. NOTE: When Personal Mode is enabled through the administrative Settings module, all administrative level features are immediately available and do not require an Admin PIN to be entered.
	Minimize	For administrators only. Minimizes the Mondopad software and exposes the Windows desktop. Tap the Mondopad icon  in the task bar to return to the Mondopad.
	Exit Mondopad	For administrators only. Closes the Mondopad and returns the user to the Windows desktop.
	Logoff User	For Mondopad displays using local or domain-based user accounts, users can terminate their sessions by logging off. This returns the system to the Windows user login page, controlled by the Windows operating system.

	Reboot	Restarts the Mondopad display.
	Shutdown	Powers down the Mondopad display.
	About	For administrators only. Displays Mondopad software version number, the Computer ID, operating system, and the date the Mondopad Subscription expires. The Computer ID can be used with Technical Support to help administer your software license key. ● Deactivate: Tap to re-register the Mondopad software with InFocus. ● Input Subscription Code: If your Mondopad subscription has expired, you must purchase a new one from InFocus. Tap Input Subscription Code to enter a new license. ● Check for Update: InFocus provides periodic software updates for Mondopad displays which have active subscription. If your Mondopad subscription is active, tap Check for Update and follow the prompts to update your Mondopad display. If available, the software update will download and install automatically.

VIDEO MEETING ADMINISTRATION

Setup options

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

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

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

- Cisco
- Tandberg
- Polycom
- LifeSize

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

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

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

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

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

VIDEO MEETING CONFIGURATION

Video meeting

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

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

Email

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

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

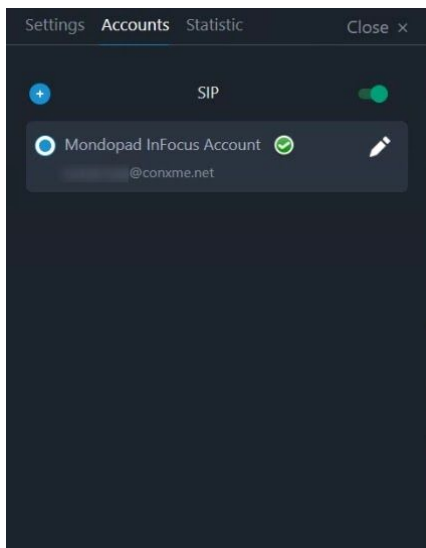
Mondopad services

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

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

ACCOUNTS

NOTE: By default, only History and Contacts are initially enabled in the Video Meeting sidebar. The administrator must enable Settings, Accounts and/or Stats to show in the Video Meeting sidebar. See page 80.



Add a SIP account

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

Edit a SIP account

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

Delete an account

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

Video conferencing settings

See "Settings" on page 60.

SIP registration process

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

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

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

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

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

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

Bandwidth and Ports

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

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

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

ALG routers

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

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

Diagnosing problems

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

- Most commonly, difficulty registering, making or receiving calls is due to either insufficient network bandwidth or a lost internet connection. See the Bandwidth and Ports section on page 90.
- When a Mondopad has difficulty registering with your SIP-based video service provider for the very first time or after changes have been made to the internal network, a misconfigured router or firewall is the most likely cause. See "SIP registration process" on page 90.

- Another common problem is invalid credentials, either because the credentials were entered incorrectly or the video conferencing account is not active.
- Most video conferencing services offer hardware and geographical redundancy, so a system interruption is unlikely, but still possible.
- Finally, although rare, it is possible for the Mondopad's NIC to fail.

Determining the cause

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

Verify that:

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

Troubleshooting call quality

- Call quality issues are almost exclusively caused by insufficient bandwidth. Because both parties on a call are simultaneously sending and receiving video, insufficient bandwidth on either end affects both parties. If call quality is only affected while speaking to a particular party or organization, verify that the other party has sufficient bandwidth for the call. See the Bandwidth and Ports section on page 90.
- If call quality is intermittently reduced, verify that sufficient bandwidth is always available to the Mondopad. For example, if the network Mondopad is connected to has a 1.5 mbps upstream available and another user on the network is uploading a large file to the internet during a video call, the bandwidth available for the video call can be significantly reduced.
- Because encoding and decoding the video sent and received during a video call requires CPU time, verify that a background task is not significantly impacting CPU resources. Mondopad runs on an Intel Core i5 processor, so CPU resources should always be sufficient for video calls.
- A Statistics tab appears during an active video conferencing call. This read-only information can be used for troubleshooting purposes.

Registration errors

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

- Problems traversing a firewall
- Invalid account credentials

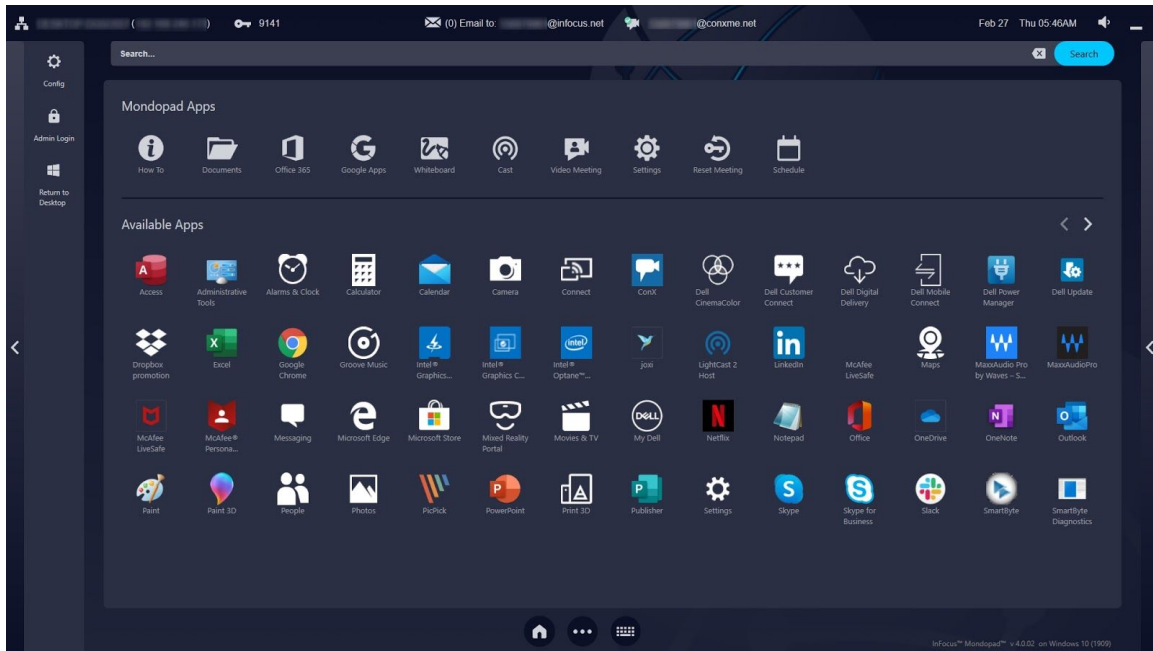
To determine which of the possible causes is at fault, inspect the video conferencing service provider logs for that account.

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

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

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

APPLICATIONS



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

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

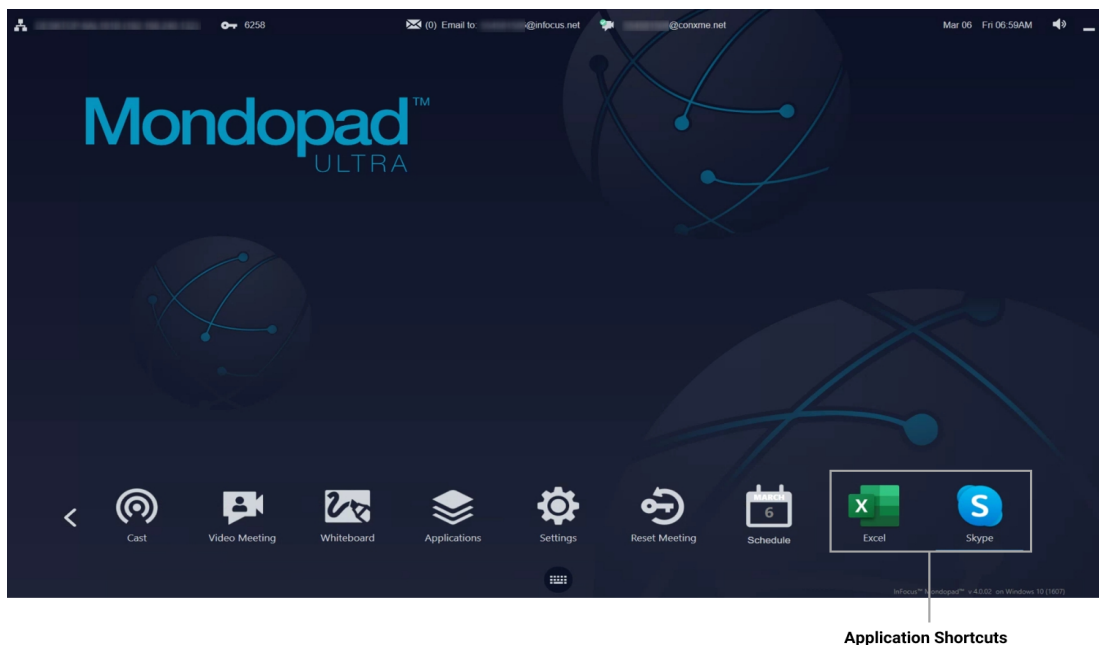
Open an application

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

Add an application

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

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



Add shortcuts to the toolbar

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

Delete application and Mondopad shortcuts from the toolbar

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

Reorder bottom bar icons

1. Tap the **Applications** icon  in the toolbar.
2. Tap **Config** and enter the **Admin Access Code**. Tap **OK**.
3. Long hold and drag to move any icon in the bottom bar.
4. Tap **Admin Logout** to re-lock the administration area. If a core Mondopad application has been added, follow the screen prompts to reboot Mondopad.

Hide an application

1. Tap the **Applications** icon  in the toolbar.
2. Tap **Config** and enter the **Admin Access Code**. Tap **OK**.
3. Tap and hold any third party software icon in the display; tap **Hide**.
4. Tap **Yes**.
5. Tap **Admin Logout** to re-lock the administration area. If a core Mondopad application has been added, follow the screen prompts to reboot Mondopad.

NOTE: Only third party application shortcuts can be hidden.

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

Unhide an application

1. Tap the **Applications** icon  in the toolbar.
2. Tap **Config** and enter the **Admin Access Code**. Tap **OK**.
3. Tap **Show Hidden Apps**.
4. Tap and hold the desired third party software icon in the display; tap **Unhide**.

5. Tap **Admin Logout** to re-lock the administration area. If a core Mondopad application has been added, follow the screen prompts to reboot Mondopad.

Applications toolbar

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

MONDOPAD NETWORK SETUP PROCESS

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

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

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

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

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

Network folders appear in the Documents folder with a blue and white T-bar, as shown in the illustration below — i.e., the new “H:” folder:

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

MONDOPAD FIREWALL REQUIREMENTS

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

Mondopad VNC Server

Rule 1

- Protocol: TCP
- Port: 38100, 38101, 53001
- Direction: Inbound

Rule 2

- Protocol: UDP
- Port: 55991
- Direction: Inbound

Mondopad Virtual Server

Rule 1

- Protocol: UDP
- Port: 53
- Direction: Inbound

Rule 2

- Protocol: UDP
- Port: 67
- Direction: Inbound

Rule 3

- Protocol: UDP
- Port: 68
- Direction: Inbound

MP Invite/Share

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

MP Discovery Mondopad Shell and Control View 2

Rule 1

- Protocol: UDP
- Port: 10086, 38436, 38437, 38438, 38439, 2001
- Direction: Inbound

Rule 2

- Protocol: TCP
- Port: 10999
- Direction: Inbound

Rule 3

- Protocol: UDP
- Port: 10089
- Direction: Inbound

HTTP Access WWW - Web Services

Rule 1

- Protocol: TCP
- Port: 80
- Direction: Inbound

Rule 2

- Protocol: TCP
Port: 443
- Direction: Inbound

SIP Video Calls

Rule 1

- Protocol: TCP
- Port: 5060, 5061, 25000-35000
- Direction: Outbound

Rule 2

- Protocol: UDP
Port: 5060, 5061, 25000-35000
- Direction: Outbound

Rule 3

- Protocol: TCP
- Port: 1720
- Direction: Outbound

Rule 4

- Protocol: UDP
- Port: 1024-65535
- Direction: Outbound

Splashtop Lightcast and ControlView ports

Rule 1

- Protocol: TCP
- Port: 6783, 6784, 6785
- Direction: Inbound

Rule 2

- Protocol: TCP
- Port: 6783, 6784, 6785
- Direction: Outbound

PORT REQUIREMENTS

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

LightCast2 sender app

- **Windows/Android Receiver:**
 - TCP 9500, 9505: for Windows and Android Sender
 - TCP 3000, 3010: for Chrome Sender
 - TCP dynamic port: for AirPlay (possible to use fixed port number)
- **Sender:**
 - Windows/Android Sender: does not use daemon port
 - Chrome Sender: does not use daemon port but needs the Internet connection to connect to connection server
- Except for Chrome Sender, all Receiver/Sender apps do not use the Internet and do not require firewall settings on the router side (only needed when setting on Receiver PC or Android).
- Chrome Sender needs the Internet connection but only uses it to connect to the connection server.

OTHER

Minimize the Mondopad software

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

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

Close the Mondopad software

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

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

Access a locked folder

A Global Override PIN code must be predefined to use this process. See "Security and Privacy Settings" on page 77 for more information.

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

Manage Local Files

The **Manage Local Files** page displays all the files and folders in the Documents folder, so that you can manage them remotely.

NOTE: Only personal folders that were created or copied into the Documents folder can be locked from this screen. Folders that were emailed to the Mondopad display can be locked by selecting **Protect Email Attachments With Access Code** under **Device > Security and Privacy**.

1. Type the IP address displayed at the top of the Mondopad screen (for example, 172.20.30.82) into the computer or smart device address bar.
2. Press **Enter** on your keyboard.
3. Type the Access Code.
4. Click **Login**.

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

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

To edit a folder security PIN code:

1. Tap **Change** in the PIN Management column to the right of the folder.
2. Type the desired PIN code into PIN.

3. Type the PIN code into Confirm PIN.
4. Tap **OK**.

To delete a folder security PIN code:

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

To delete a single file:

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

To delete multiple folders and files simultaneously:

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

MAINTENANCE

Mondopad Clean Tool

We recommend that you periodically run the MPClean utility, especially if the Mondopad software does not perform as expected. Running the utility stops current processes and resets information from the last session, Whiteboard, meeting room information, etc. Please make sure you have saved all necessary data before running the utility.

To run MPClean:

1. Close the Mondopad software. See "Close the Mondopad software" on page 103.
2. Tap the **MPClean** icon  on the Mondopad display desktop.
3. If you do not see this icon on the desktop, look under **Windows > Start > MPClean**.
4. Tap the **Broom** icon  to start the utility. A message "Mondopad processes successfully cleaned" appears.
5. Close the dialog box.

Mondopad Log Collection

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

1. Tap the **MP Logger** icon  on the Mondopad display desktop. If you do not see this icon on the desktop, go to **Windows (C:) > InFocus > Mondopad**.
2. Tap the **Mondopad** image to start the utility.
3. Follow the screen prompts to run the utility.
4. When the application is finished, a Mondopad Logs zip file is created and copied to the desktop.

Update Mondopad software

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

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

TROUBLESHOOTING

Symptom	Possible Solutions
I can't see some types of files in the Documents folder	Only certain file types are compatible with the Mondopad software. See "Documents" on page 19 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 > Basic . 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 third party video calling system, an external camera must be connected directly to the third 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	Check whether the subscription is valid. For more problems, see "Diagnosing problems" on page 91.
Poor video conferencing call quality	See "Troubleshooting call quality" on page 92.
The calendar is not populating correctly	This feature is only compatible with Microsoft Office 365.
A Meeting Invite was not received	Ask the invited party to check their junk mail.
Email messages are not being received by Mondopad	Verify that Enable Email Scanning under Device > Customization > Email is enabled.
A Documents folder is locked	Have the sender check their email for the Access Code.
Can't access my email folder in the Documents module.	Tap Forgot PIN from the Documents module login screen.

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.
--	---

For additional troubleshooting support, please contact:

InFocus Corporation

Technical Support

6am-5pm PST

877-388-8385

www.infocus.com/support

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March 1, 2018

InFocus Corporation

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APPENDIX

XML File Format Requirements

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

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

Here is a sample:

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

Entries

<PhonebookResponse> Required entry per the sample

<PhonebookEntries>

Required entry per the sample.

Contains any number of Contact entries.

<Contact>

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

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

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

<Id>

Numeric value. Used for internal management. Make certain each contact has a unique ID. Example: "105"

<Name>

Used a visible name and default sort key. Often is the combination of the first name and the last name. Example: "John Smith"

<FirstName>

Contact's first name.
Example: "John"

<LastName>

Contacts last name
Example: "Smith"

<Group>

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

<URI>

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

SIP URI = sip:x@y:Port

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

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

Examples:

"joe.bloggs@212.123.1.213"

"support@phonesystem.3cx.com"

"22444032@phonesystem.3cx.com"

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

Examples:

"9491231234"

"98.156.2.25"