Intel Unite® Solution

Version 4.1

User Guide

Revision 1.4

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1   Introduction

The Intel Unite® application is an easy-to-use solution designed to enable smarter conference rooms, classrooms, faculty rooms, and any other room dedicated to collaboration. Meetings or sessions start quickly with wireless technology that connects immediately to new or existing displays, projectors, or interactive whiteboards – no cables needed. Intel Unite® application users can share and edit content in real time, whether they are in the same room or in a remote location.

The solution is designed to allow fast wireless screen sharing and collaboration in three steps:

1. Launch the Intel Unite® application or join through a meeting invite.
2. Enter a PIN to connect to a specific session.
3. Click **Present** to share content, or click a presenter to see what others are presenting.

This document is available in the following languages and can be downloaded from the support website for the Intel Unite solution: English, French, German, Spanish, Italian, Brazilian Portuguese, Korean, Japanese, Traditional Chinese, and Simplified Chinese.

1.1   Audience

This guide focuses on enabling users to launch and become familiar with the Intel Unite® application and its features. The following areas are addressed in this document:

- Launching and connecting to the Intel Unite® application
- Feature descriptions of the Intel Unite® client application
- Feature descriptions of the hub application for the Intel Unite® solution

This guide does not focus on installing and deploying the complete solution. For information on installation and deployment of the solution, refer to the *Intel Unite® Solution 4.0 Enterprise Deployment Guide*.

1.2   Intel Unite® Solution Terminology and Definitions

Enterprise Server (Server) – The PIN service running on the server that assigns and resolves PINs, downloads the configuration and features/apps to the hub and client devices, and hosts the Admin Portal. The server setup and configuration are not included in this guide (refer to the Deployment Guide).

Hub – A mini form factor PC with Intel® vPro™ technology connected to an interactive flat panel display or projector in a conference room, classroom, or any room used for peer collaboration running the Intel Unite® application.

Client – A device that connects to a hub. Supported devices running Windows*, Mac OS*, Linux*, Chrome OS* (Chromebooks*), iOS* (iPads* and iPhones*), and Android* (tablets and phones).

1.3   Client Requirements

Ensure the following requirements are met by the client device, according to its operating system:

- Microsoft Windows* 7 SP1, 8.1, or 10 (32 bit and 64 bit) **Note:** Screen Control only on Windows 10.
  - Recommended latest patch level
  - Microsoft .NET* 4.8 or greater
- Mac OS* 10.12, 10.13, or 10.14
- iOS* 11 or 12

- Android* Version 6 (Marshmallow), Version 7 (Nougat), or Version 8 (Oreo)
- Chrome OS* Latest version
- Linux* Fedora* 27 or 28, Red Hat* Enterprise 7, Ubuntu* 16 LTS or 18 Non-LTS
- Wired or wireless network connection

2 Launching the Client Application

The Intel Unite® solution supports clients that run on Windows, Mac, Linux, Chrome OS, iOS, and Android platforms. The steps to launch the client application differs on each platform.

2.1 Windows

To launch the Intel Unite® client application on a Windows platform, double-click the Intel Unite® client icon on the desktop.

2.2 Mac

To launch the Intel Unite® client application on a Mac platform:

1. Display the **Go** menu, and select **Applications**.
2. Double-click the Intel Unite® application item.

2.3 Linux

To launch the Intel Unite® client application on a Linux platform:

1. Open a terminal.
2. Change the directory to **/opt/intel/unite**.
3. Type **./intel-unite-client**.
4. Press **Enter**.

2.4 Chrome OS

To launch the Intel Unite® client application on a Chrome OS platform:

1. Click the **Launcher** icon (the circle) in the lower-left corner.
2. Type **Unite** in the Search box.
3. Click the Intel Unite® client icon.

2.5 iOS

To launch the Intel Unite® client application on an iOS platform:

1. Locate the Intel Unite® client icon.
2. Tap the icon.

2.6 Android

To launch the Intel Unite® client application on an Android platform:

1. Locate the Intel Unite® client icon on the home screen.
2. Tap the icon.

3 Client Registration

Before a client can be used, it must be registered with an Admin Portal. Refer to the *Intel Unite® Solution 4.0 Enterprise Deployment Guide* for information regarding client registration or contact an IT administrator for assistance.

4　Connect to a Hub

Once the client has completed the registration process, it is ready to connect to a hub. This section describes methods you can use to connect a client to a hub.

4.1　Ultrasonic Join

Ultrasonic Join is the easiest and fastest way to connect to a hub. Instead of manually entering the hub's PIN on the client, the client will use its microphone to listen for a unique ultrasonic sound emitted by the hub which identifies it, and the client will automatically join. Once Ultrasonic Join is enabled, you can choose whether or not to use it from the hub login screen by checking/unchecking the "Use Ultrasonic Join" checkbox below the keypad, as shown below.

Figure 1. Hub login screen with Ultrasonic Join
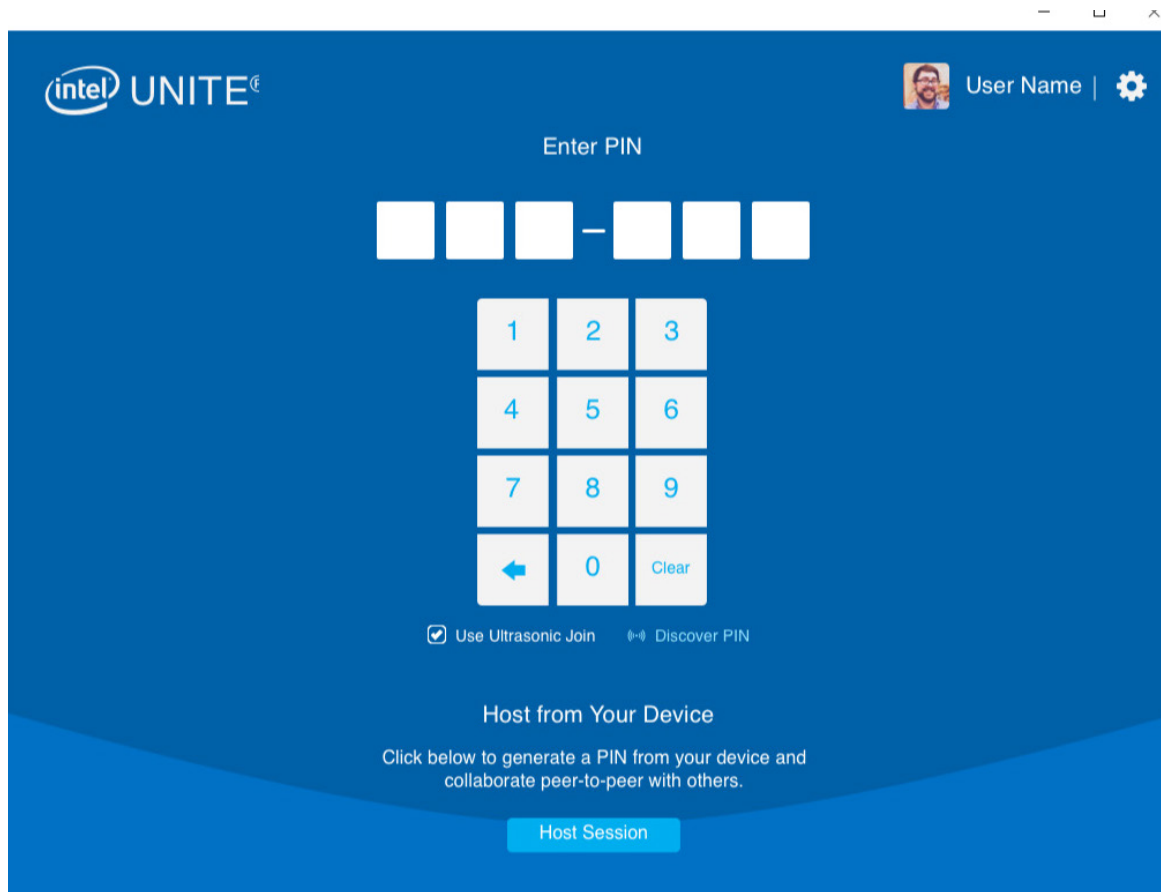
To enable Ultrasonic Join, follow the steps below:

1. Click the **Settings** icon ( ) at the top-right corner of the hub login screen.
2. Place a check in the check box ( ) next to "Automatically connect using Ultrasonic Join".
3. Click **Save Settings**.
4. Place a check in the check box ( ) next to "Use Ultrasonic Join" on the hub login screen.

Ultrasonic Join will now automatically connect to a compatible hub whenever you enter the room. If you are in a room with a hub configured for Ultrasonic Join and it doesn't automatically connect to the hub, or if your

microphone is muted, click **Discover Pin**, and the Intel Unite® app will temporarily unmute the microphone and listen for an Ultrasonic Join PIN.

Note: Ultrasonic Join requires microphone access to function. If you do not allow the Intel Unite® app to access your microphone, Ultrasonic Join will not automatically connect you to a hub.

4.2   Enter a PIN on the Client

To connect to a hub and join a session by manually entering a PIN, launch the Intel Unite® client application and enter the six-digit PIN displayed on the hub screen.

4.3   Link Using Outlook* Meeting (Windows* Only)

If you receive a meeting invitation with a link to join a meeting/session, click **Join Intel Unite**. If you are the first attendee in an Intel Unite® solution-enabled room, enter the PIN displayed on the hub; otherwise, you will join the session automatically. (Refer to *Section 8.5.8 Schedule a Meeting* for more about scheduled meetings and Appendix A for installation of the Outlook Add-in.)

Figure 2. Outlook Meeting

4.4   Use the Schedule Meeting Feature

To use the Schedule Meeting feature:

1.   Contact the host of the meeting to obtain a URL from the Schedule Meeting feature of the Admin Portal.
2.   Open a web browser or the Run command window.
3.   Enter the URL into the browser address bar or Run command box.
4.   Press **Enter** or **Return** to launch the client.

Note: For Linux, Android, and Chrome OS use the **Enter Meeting Link** on the PIN entry screen.

4.5   Use an App

Some Apps facilitate the process of connecting a client to a hub, such as the Intel Unite® plugin for Ultrasonic Join. This app can be downloaded from the Intel Unite® App Showcase website. Refer to the *Intel Unite® plugin for Ultrasonic Join User Guide* for more details.

5   Client User Interface (UI) Overview

The following sections show the UI for the Intel Unite® client. The client UIs for the Windows, Mac, Linux, iOS, and Chrome OS platforms are similar, with minor differences. The differences are noted in each section.

The Android client UI differs more than the other platforms and is described in a separate section.

5.1   Client UI before Hub Connect

Figure 3 shows the screen that displays when the client is not connected to a hub.

Figure 3. Hub Login Screen
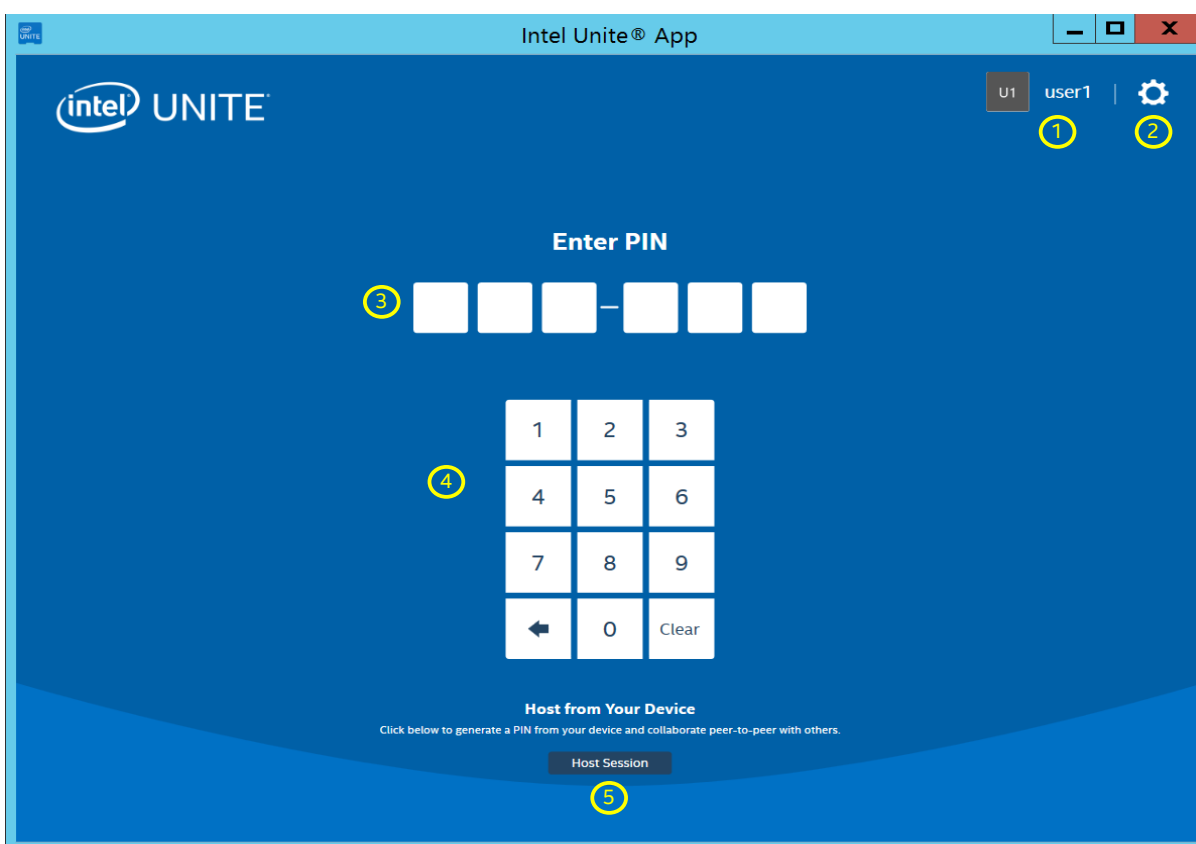
1. **User** – This is the user.
2. **Settings** – Click to display/edit client settings.
3. **PIN input** – Enter PIN here to connect to a hub.
4. **PIN pad** – Use the PIN pad to enter the PIN to connect to a hub.
5. **Host Session button** – On Intel® vPro™ platforms only, click this button to host a peer-to-peer session.

On Chrome OS and Linux Platforms:

Enter Meeting Link – This is displayed at the center bottom, allowing the client to join a Scheduled Meeting.
Note: The image above is from a Windows client and does not show this feature.

5.2   Client UI after Hub Connect

Figure 4 shows the main UI for the client.

Figure 4. Client Connect Screen
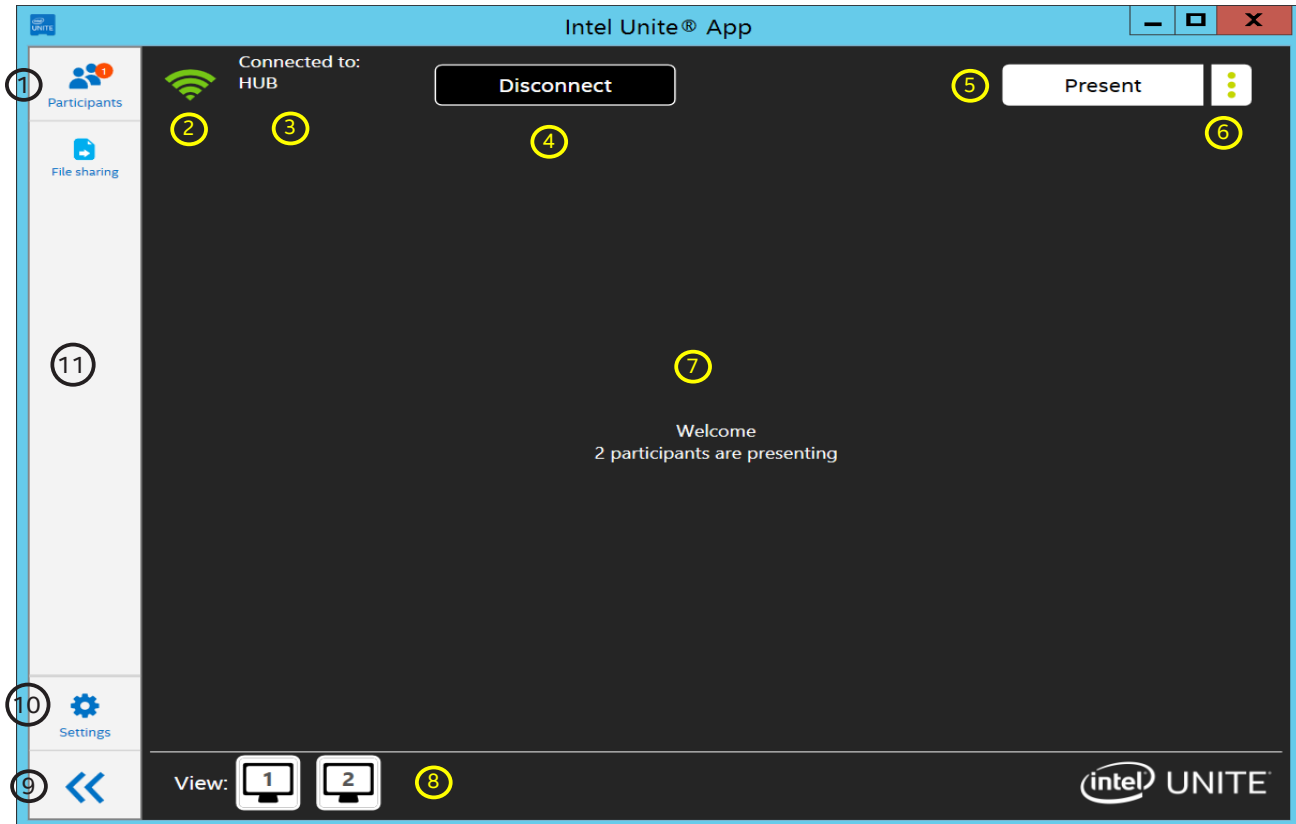
1.   **Participants icon** – Shows the number of participants. Click to display the **Participants** options.
2.   **Connection quality indicator** – Shows the quality of the network connection to the hub.
3.   **Computer name of the hub** – Shows the computer name of the hub.
4.   **Disconnect button** – Click to disconnect the client from the hub.
5.   **Present button** – Click to present to hub.
6.   **Presentation options button** – Click to display the **Present** options. See Section 5.4 and 5.5.
7.   **Presentation viewing area** – Displays presented content.
8.   **Presenter area** – Shows a list of presenters. Click a presenter to view the presenter's content. The area right of View is empty when no presenter and no hub display is presenting.
9.   **Hide side panel** – Click to hide the side panel.
10. **Settings icon** – Click to view and edit the client settings.
11. **Features/Apps area** – Shows a list of client apps and Features for extended capabilities.

On iOS platforms:

Disconnect – To access to the Disconnect button, click on the connection quality indicator.
Hide side panel – Not available on iOS platforms.
Full view screen – Click the full view screen icon (⬉) to stretch the viewing area to fill the full screen. Click the normal view screen icon (⬊) to return to normal view.

5.3   Participants Page

This page, shown in Figure 5, is the UI for displaying and managing participants in a session.

Figure 5. Client Participants Screen
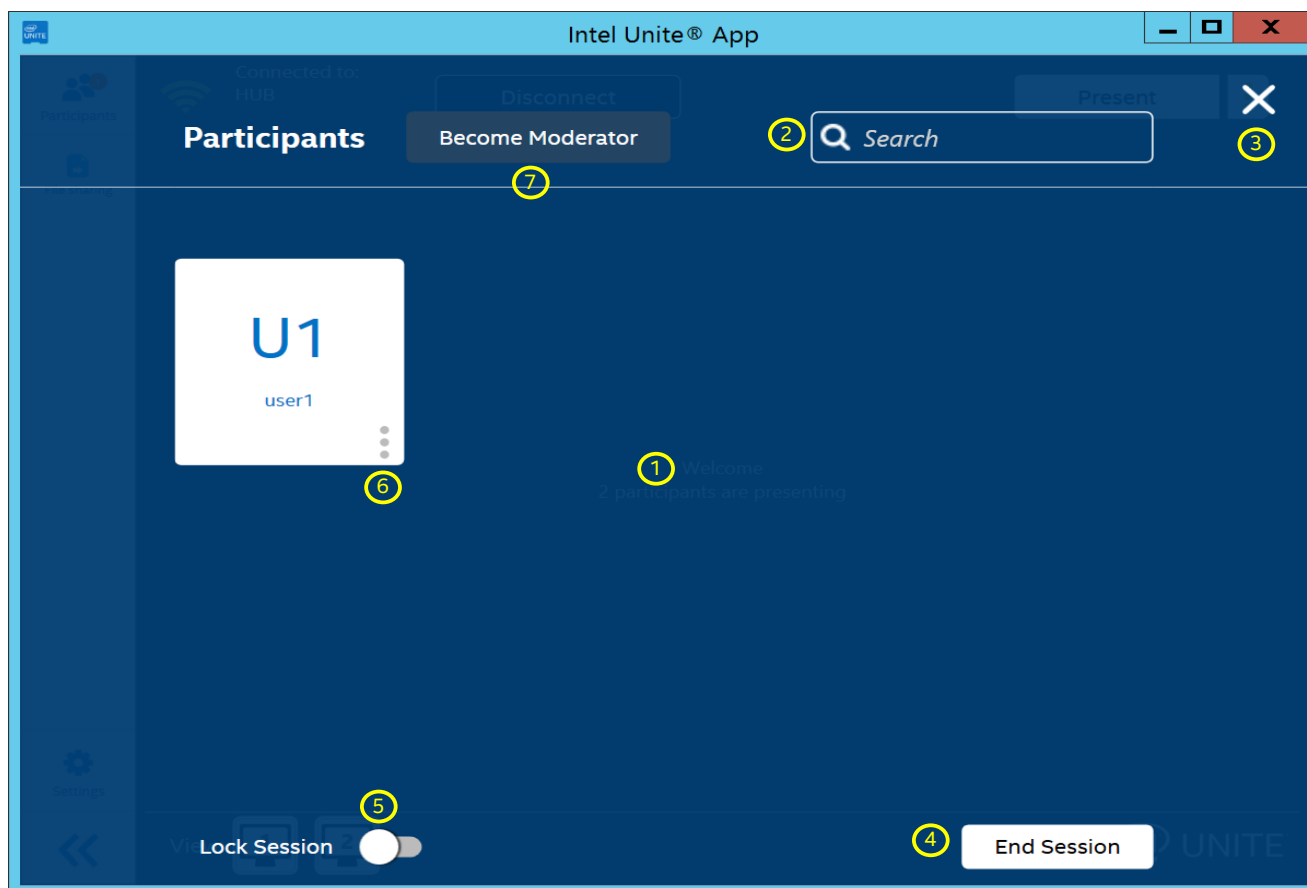
1. **Participant area** – Shows all participants connected to hub.
2. **Search box** – Enables users to find participants by searching for text in participants' names.
3. **Exit button** – Click to close the **Participants** options.
4. **End Session button** – Click to end the session. It disconnects all participants from the hub.
5. **Lock Session switch** – Toggles on to lock. This prevents new participants from joining the session.
6. **Participant details** – Shows details of the participant. Click the more options icon (   ) to display the participant actions.

7. **Become Moderator button** – Click to request to become a moderator for hubs that are configured to allow users to become moderators.
   Note: This is an IT controlled feature. Contact your IT administrator if this is not present.

5.4 Present Options – Screen

Figure 6 shows the UI for the presentation options when sharing a screen.

Figure 6. Client Present Screen
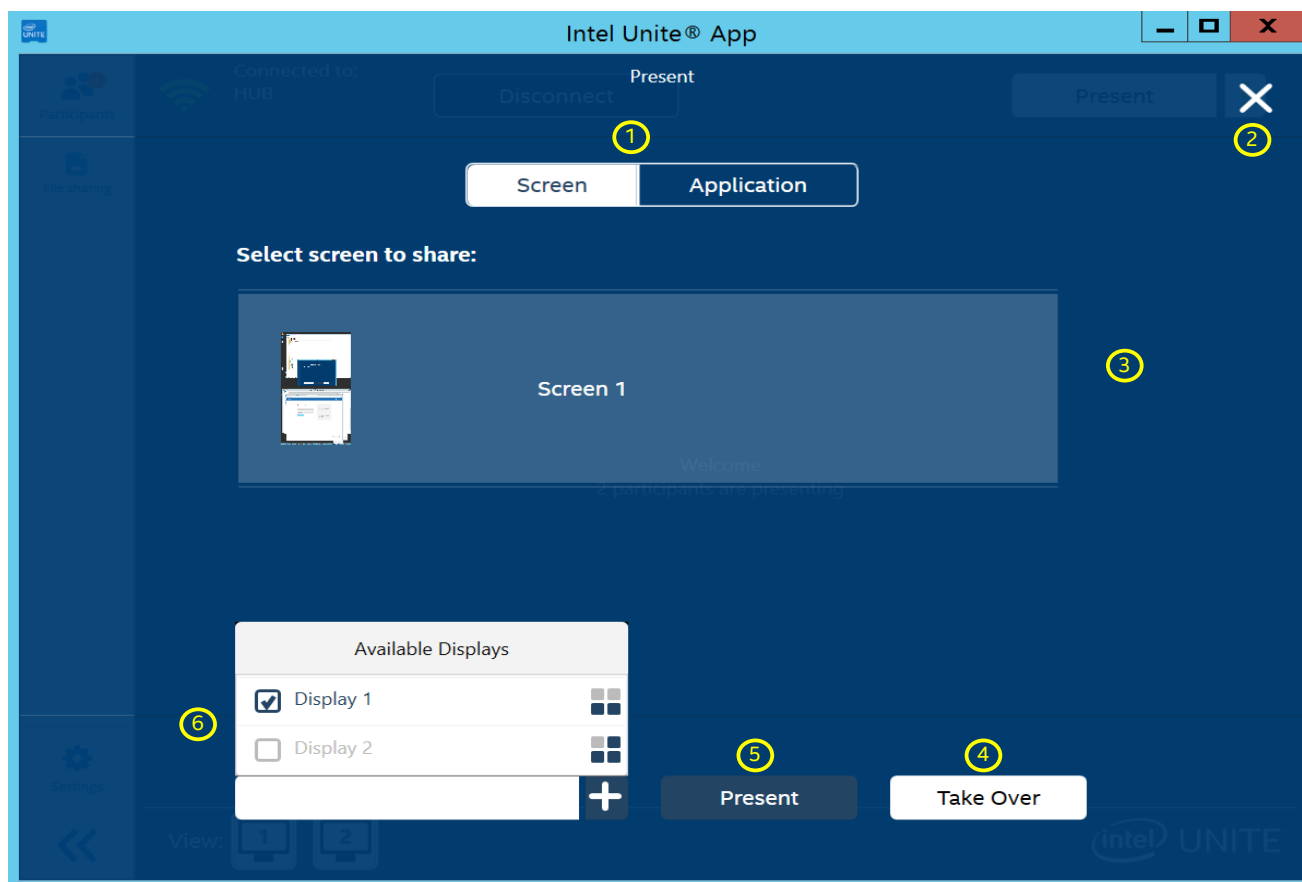
1. **Screen/Application** – Toggles between screen and application options.
2. **Exit button** – Click to exit the **Present** options.
3. **Screen select** – Enables participants to select the physical screen to present.
4. **Take Over button** – Click to take over presenting to the hub, which results in you as the only presenter. The **Take Over** button does not disconnect other presenters.
5. **Present button** – Click to present to the hub.
6. **Available Displays selector** – Shows the currently selected hub display to present to. Use the check boxes to select the displays to present to. Selecting multiple displays results in presenting to all selected displays. **Note:** When the extended display driver is installed, the option to choose **Virtual Extended Screen** is shown below all the available physical displays connected to the client. Virtual Extended Screen allows the presentation of a virtual screen in addition to the physical display connected to the client.

On Chrome OS and Linux OS platforms:

The selection of the screen to display occurs in a separate window. In the lower left corner of the window there is a check box to enable or disable Share audio. Select a screen and click the Share button to present the selected display.

5.4.1 iOS Screen Mirroring

Screen mirroring is a feature that allows iOS users to present their screen while using and switching between apps and documents in real time. When enabling screen mirroring, users can also enable higher performance stream called video mode. While basic screen mirroring presents at a rate of 1 frame per second (FPS), video mode can present at up to 30 FPS.

Video Mode requires iOS 12 or later and at least 2 GB of memory. If your iOS device does not support screen mirroring, it will default to legacy sharing, which limits the presentation to one specific app, document, or web page at a time. Refer to the iOS Screen Mirroring Support table below to see if your device is supported.

Follow the steps below to enable screen mirroring and video mode:

1. Tap the **Settings** icon at the top-right corner of the screen.
2. Select the **Configuration** menu in Settings.
3. Enable **Screen Mirroring** if it is not already enabled.
4. Enable **Video Mode (Preview)** as shown in the figure below.
   Note: Video Mode requires Screen Mirroring to be enabled.
5. Tap **Save Settings**.

Figure 7. iOS Settings Screen
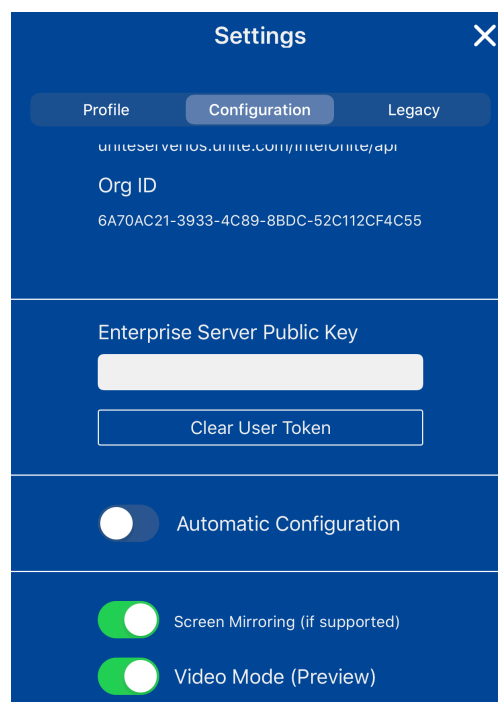
Your device will now use screen mirroring when presenting your screen, and video mode (if enabled).

Note: Video mode requires higher bandwidth than basic screen mirroring and may automatically adjust the resolution of the stream depending on network conditions. If the available bandwidth on your network is insufficient for a good quality stream, disable video mode and use basic screen mirroring to ensure a high-quality presentation.

iOS Screen Mirroring Support Table

iOS Device	Supported
iPhone 11	Yes
iPhone 11 Pro	Yes
iPhone 11 Pro Max	Yes
iPhone X	Yes
iPhone XR	Yes
iPhone XS	Yes
iPhone XS Max	Yes
iPhone 8	Yes
iPhone 8 Plus	Yes
iPhone 7	Yes
iPhone 7 Plus	Yes
iPhone SE	Yes
iPhone 6S	Yes
iPhone 6S Plus	Yes
iPhone 6	No (legacy sharing only)
iPhone 6 Plus	No (legacy sharing only)
iPhone 5S	No (legacy sharing only)
iPad Pro 12.9"	Yes
iPad Pro 11"	Yes
iPad Pro 10.5"	Yes
iPad Pro 9.7"	Yes
iPad 10.2" 2019	Yes
iPad 2018	Yes
iPad 2017	Yes
iPad Air 2	Yes
iPad Air 2019	Yes
iPad Mini 2019	Yes
iPad mini 4	Yes
iPad mini 3	No (legacy sharing only)
iPad mini 2	No (legacy sharing only)
iPod Touch 2019	Yes
iPod Touch 2015	No (legacy sharing only)

5.5   Present Options – Application

Figure 7 shows the UI for the presentation options when sharing an application.

Figure 8. Client Present Application Screen
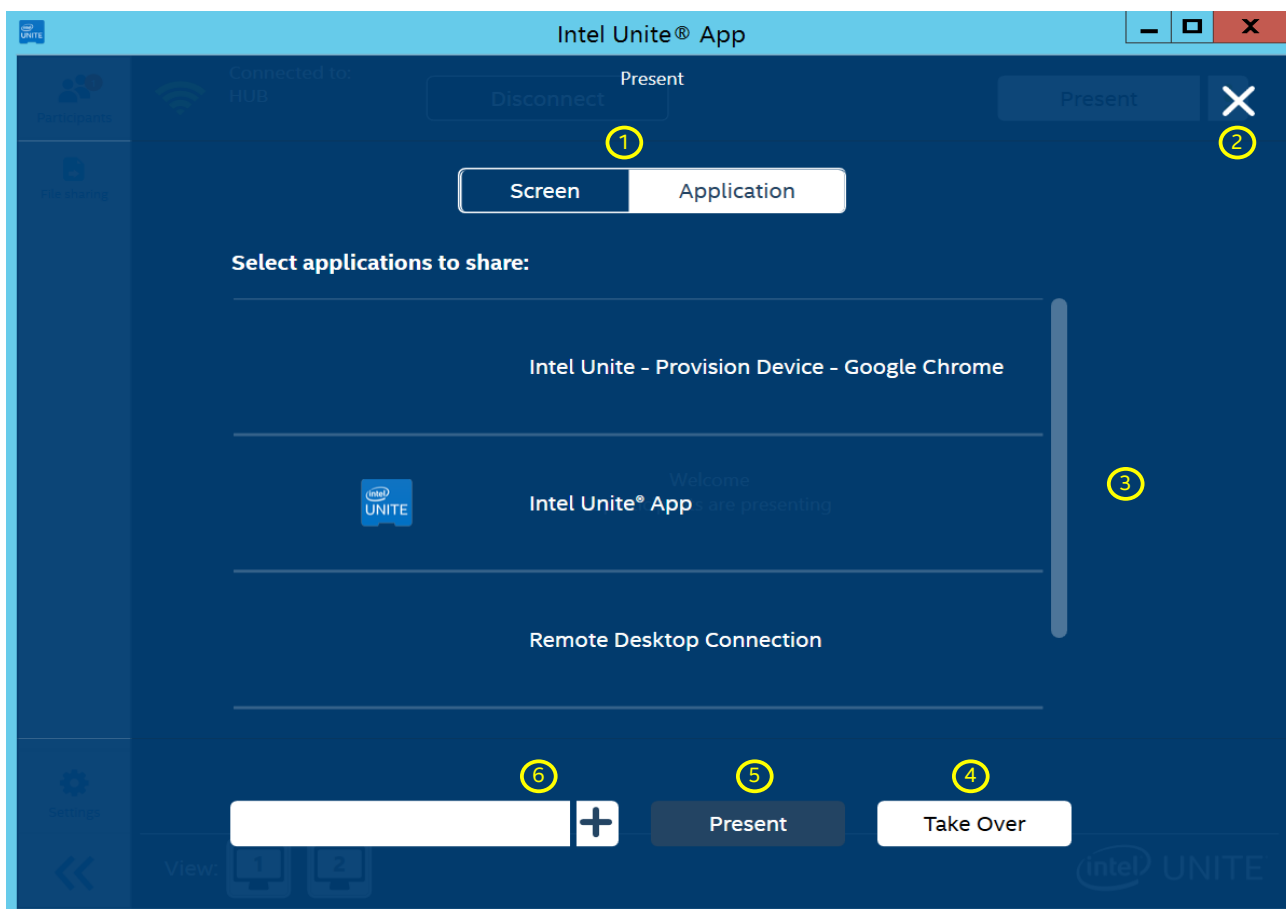
1.   **Screen/Application** – Toggles between screen and application options.
2.   **Exit button** – Click to exit the **Present** options.
3.   **Application select** – Enables participants to select an application to present.
4.   **Take Over button** – Click to take over presenting to the hub, which results in you as the only presenter. The **Take Over** button does not disconnect other presenters.
5.   **Present button** – Click to present to the hub.
6.   **Available Displays selector** – Shows the currently selected hub display to present to. Click the white plus sign to select another hub display to present to, if more than one display is connected to the hub. Selecting multiple displays results in presenting to all selected displays.

On Chrome OS and Linux OS platforms:

The selection of the application to display occurs in a separate window. Select an application and click the Share button to present the selected application.

5.6 Presenting

Figure 8 shows the UI when presenting.

Figure 9. Client Presenting Screen
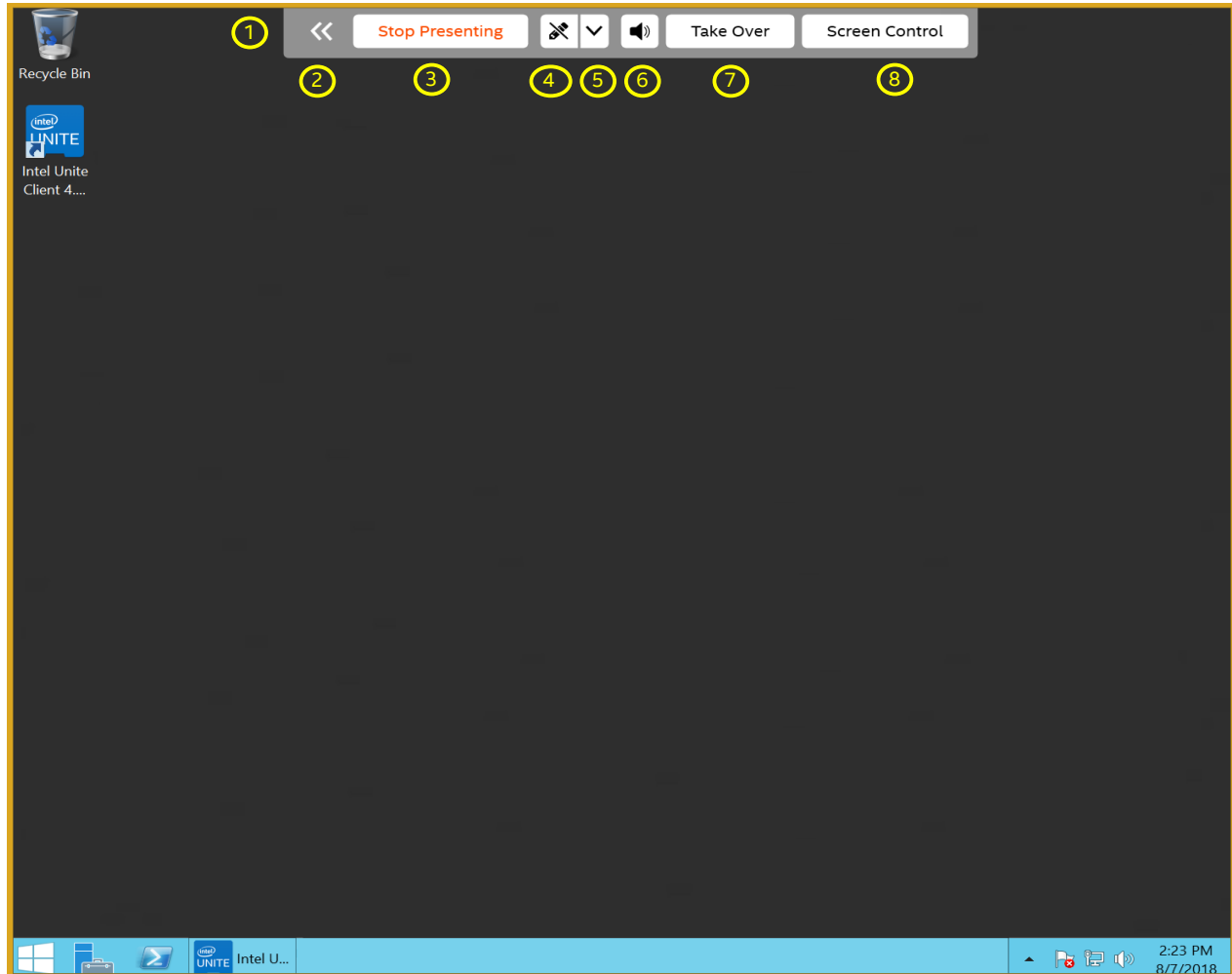
1. **Present tool panel** – When presenting, this panel displays at the center top.
2. **Minimize present tool panel** – Click to minimize the present tool panel. When the panel is hidden, the icon remains, but reverses the arrows (>>).
3. **Stop Presenting button** – Click to stop presenting.
4. **Annotate button** – Click to start annotation.
5. **Open annotate control panel button** – Click to display the control panel for annotation.
6. **Mute button** – Click to mute audio during playback of video that contains audio. When muted, the icon appears with a diagonal line ( ).
7. **Take over button** – Click to take over the display.
   Note: This button is available only when multiple presenters are presenting to the same hub display.
8. **Screen control button** – Click to allow hub to control client.
   Note: Only available for Windows 10 clients and viewing a presentation that is targeting a touch display connected to the hub.

5.7   Viewing

Figure 9 shows the UI when viewing a presenter's content.

Figure 10. Client Viewing Screen
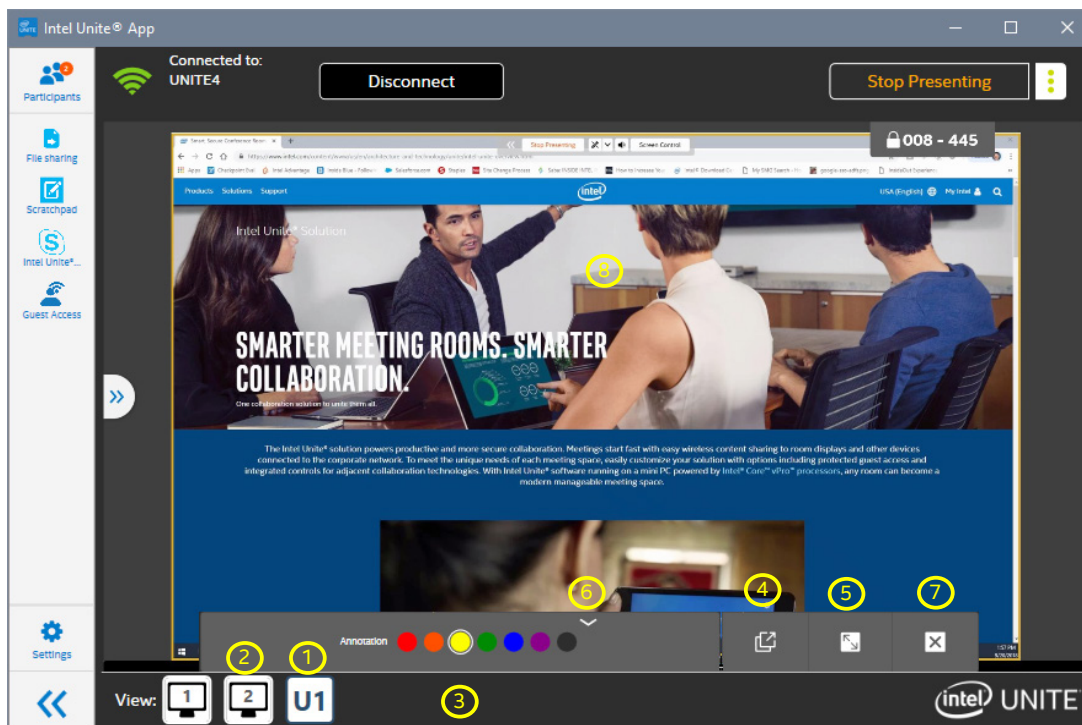
1. **Presenter selected** – When a presenter's content is selected for viewing, the presenter's icon is dark blue.
2. **Presenter unselected** – When a presenter's content is not selected for viewing, the presenter's icon is black.
3. **Annotate color** – Color selection for annotation.
    Note: The presenter has to enable Remote Annotation for viewers to choose annotate color to annotate. When the presenter disables Remote Annotation, the annotate colors are not shown.
4. **Pop-Out button** – Click to view the presenter's content in a separate window.
5. **Fill View button** – Click to fill the window with the presenter's content.
6. **Hide control panel button** – Click to hide the **View** control panel. When hidden, the panel is replaced by an up arrow icon ().
7. **Stop viewing button** – Click to stop viewing.
8. **Viewing area** – The area where the presenter's content displays.

On Mac OS, Linux, and Chrome OS clients, the following controls are available (not shown in Figure 9):

- Annotate On/Off () – This is on Mac OS only, click to toggle annotate on and off. When the pen icon is white, annotate is Off. When the pen icon is the selected color, annotate is On.
- Zoom in () – Click to zoom in on the presentation.
- Zoom out () – Click to zoom out on the presentation.
- Reset zoom () – Click to reset the zoom.

5.8   Client Settings

The Settings user interfaces are different between Windows platforms and non-Windows platforms.

5.8.1   Windows Client Settings

This section shows the Settings user interface for Windows platforms.

5.8.1.1 Client Settings – Profile

Figure 10 shows the UI for customizing the client **Profile** settings for Windows platforms.

Figure 11. Windows Client Settings Profile Screen
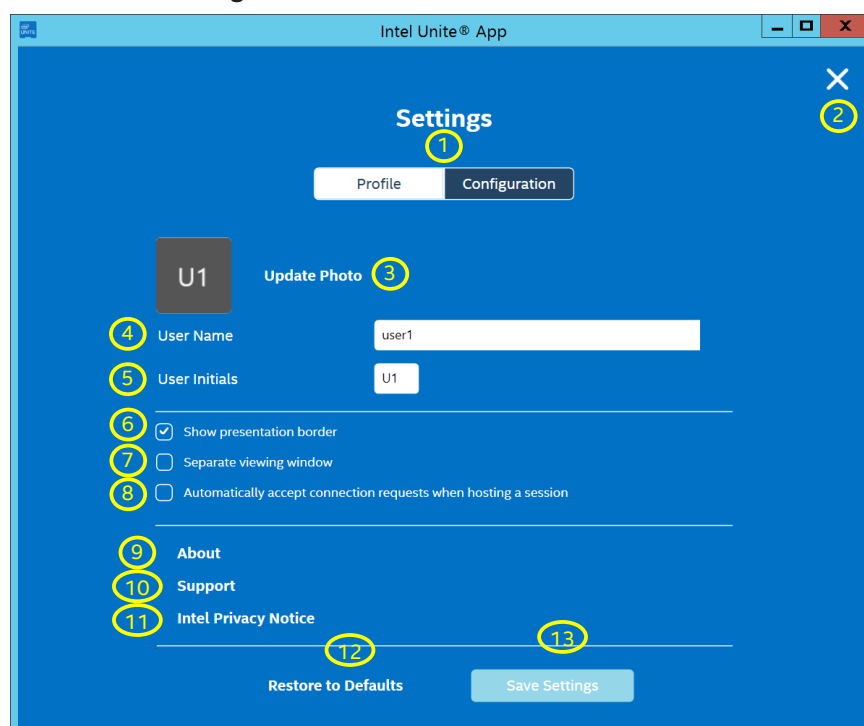
Some settings are not applicable on all platforms.

1. **Profile/Configuration** – Toggles between the **Profile** and **Configuration** settings.
2. **Exit button** – Click to exit the **Settings** view.
3. **Update Photo** – Enables participants to upload an image or avatar.
4. **User Name** – Assigns and displays the name of the participant.
5. **User Initials** – Assigns and displays the participant's initials.
6. **Show presentation border check box** – Check the box to show a yellow border around the display when presenting. **Note:** Not available on Linux, Chrome OS, Mac OS, and iOS platforms.
7. **Separate viewing window** – Check the box to view presented content in a separate window.
8. **Automatically accept connection requests when hosting a session** – Check the box to automatically accept connections when the client is hosting a session.
9. **About** – Click to display information about the client application.
10. **Support** – Click to open default browser and navigate to support web site. Administrator can change the support web site URL on the Admin Portal.
11. **Intel Privacy Notice** – Click to display the Intel Privacy Notice.
12. **Restore to Defaults** – Click to restore default settings.
13. **Save Settings button** – Click to save changes made to the settings.

5.8.1.2 (Windows) Client Settings – Configuration

Figure 11 shows the Settings UI for customizing the client **Configuration** settings on Windows platforms.

Figure 12. Windows Client Settings Configuration Screen
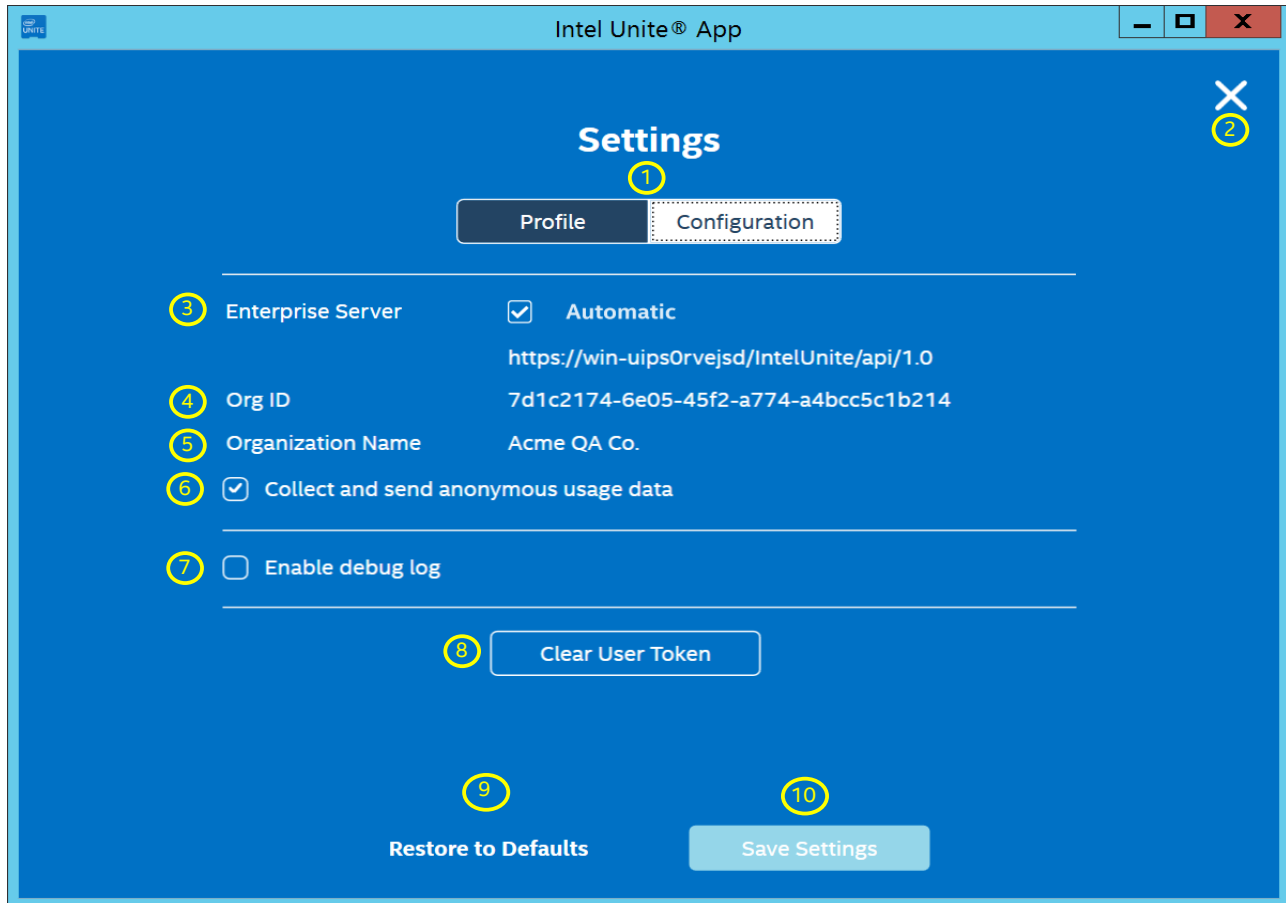
1. **Profile/Configuration** – Toggles between **Profile** and **Configuration** settings.
2. **Exit button** – Click to exit Settings.
3. **Enterprise Server** – Displays the URL of the server.
4. **Org ID** – Displays the OrgID GUID.
5. **Organization Name** – Displays the organization name.
6. **Collect and send anonymous usage data check box** – If checked, anonymous data is collected. If unchecked, anonymous data is not collected. **Note:** This may not appear due to configuration set by IT. Contact the IT administrator to obtain more information about data collection.
7. **Enable debug log check box** – Check the box to capture debug information in a log file.
8. **Clear User Token button** – Click to disassociate the client from the enterprise server.
9. **Restore to Defaults** – Click to restore the default settings.
10. **Save Settings button** – Click to save changes made to the settings.

5.8.2   Non-Windows Client Settings

This section shows the Settings UI for non-Windows platforms.

5.8.2.1 Client Settings – Profile

Figure 12 shows the UI for customizing the client **Profile** settings for non-Windows platforms.

**Figure 13. Example of non-Windows Client Settings Profile Screen (Mac OS shown)**
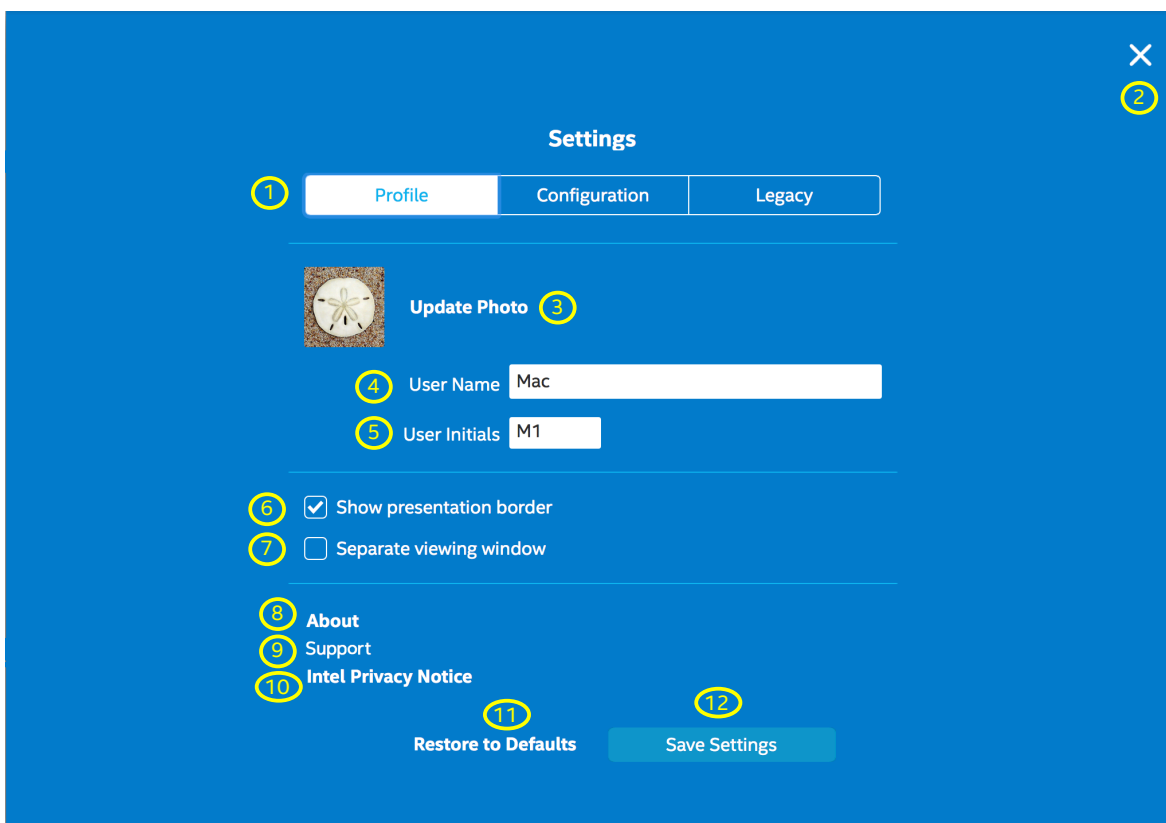
Some settings are not applicable on all platforms.

1. **Profile/Configuration/Legacy** – Toggles between the **Profile**, **Configuration**, and **Legacy** settings.
2. **Exit button** – Click to exit the **Settings** view.
3. **Update Photo** – Enables participants to upload an image or avatar.
4. **User Name** – Assigns and displays the name of the participant.
5. **User Initials** – Assigns and displays the participant's initials.
6. **Show presentation border check box** – Check the box to show a yellow border around the display when presenting. Only on Mac OS platforms.
7. **Separate viewing window check box** – Check the box to view presented content in a separate window. Only on Mac OS, Chrome OS, and Linux platforms.
8. **About** – Click to display information about the client application.
9. **Support** – Click to open default browser and navigate to support web site. Administrator can change the support web site URL on the Admin Portal.
10. **Intel Privacy Notice** – Click to display the privacy notice.
11. **Restore to Defaults** – Click to restore default settings.
12. **Save Settings button** – Click to save changes made to the settings.

5.8.2.2 Client Settings – Configuration

Figure 13 shows the Settings UI for customizing the client **Configuration** settings on a non-Windows platforms.

Figure 14. Example of non-Windows Client Settings Configuration Screen (Mac OS shown)
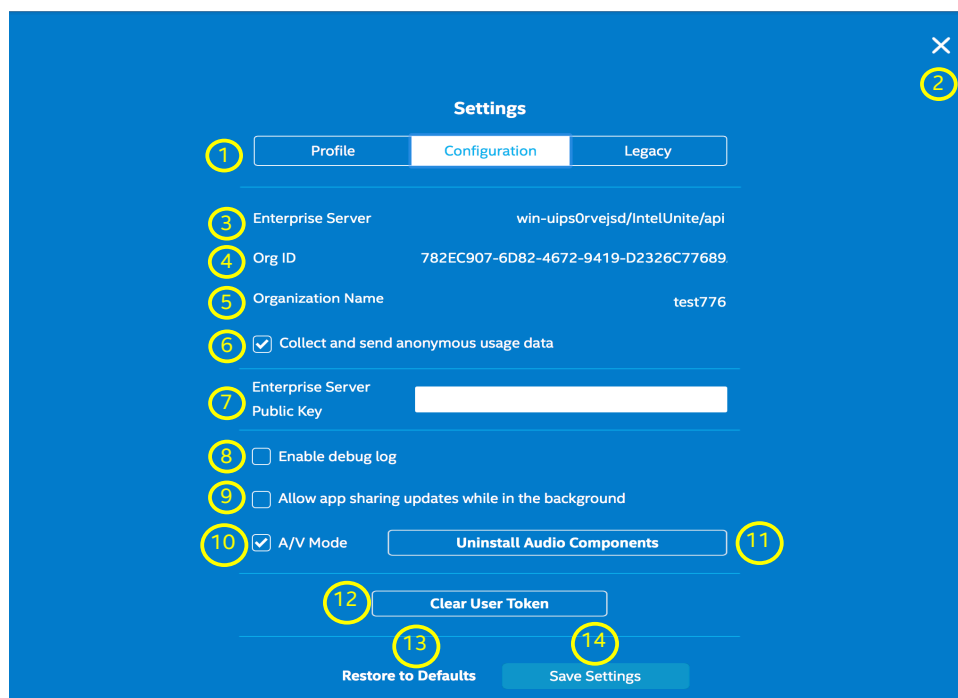
1. **Profile/Configuration/Legacy** – Toggles among **Profile**, **Configuration**, and **Legacy** settings.
2. **Exit button** – Click to exit Settings.
3. **Enterprise Server** – Displays the URL of the server.
4. **Org ID** – Displays the Org ID GUID. Org ID is the label on Mac OS clients.
5. **Organization Name** – Displays the organization name. Not available on Chrome OS and Linux platforms.
6. **Collect and send anonymous usage data check box** – Check to allow anonymous usage data to be collected and sent to Intel. If this setting is not available, contact your IT administrator for information about the data collection policy.
7. **Enterprise Server Public Key** – This is the public key of the server.
8. **Enable debug log check box** – Check the box to capture debug information in a log file. Only on Mac OS, Chrome OS, and Linux platforms.
9. **Allow app sharing updates while in the background check box** – Check to enable background app sharing updates. This enables apps running in the background to be presented. Not enabling this feature only enables apps running in front to be selected for presentation. Only on Mac OS platforms.
10. **Enable A/V Mode check box** – Select to enable video and audio playback sharing. Only on Mac OS and Chrome OS platforms.
11. **Install/Uninstall Audio Components button** – Click to install or uninstall the audio component. Only on Mac OS platforms.
12. **Clear User Token button** – Click to disassociate the client from the enterprise server.
13. **Restore to Defaults** – Click to restore the default settings.
14. **Save Settings button** – Click to save changes made to the settings.

Add Organization – Click to add another organization. Not pictured; only available on Android, Chrome OS, and Linux platforms.

5.8.2.3 Client Settings – Legacy

Figure 14 shows the Mac OS Legacy settings page. This page is slightly different on other non-Windows platforms. See all the different settings for the different platforms below the figure.

Figure 15. Example of non-Windows Client Settings Legacy Screen (Mac OS shown)
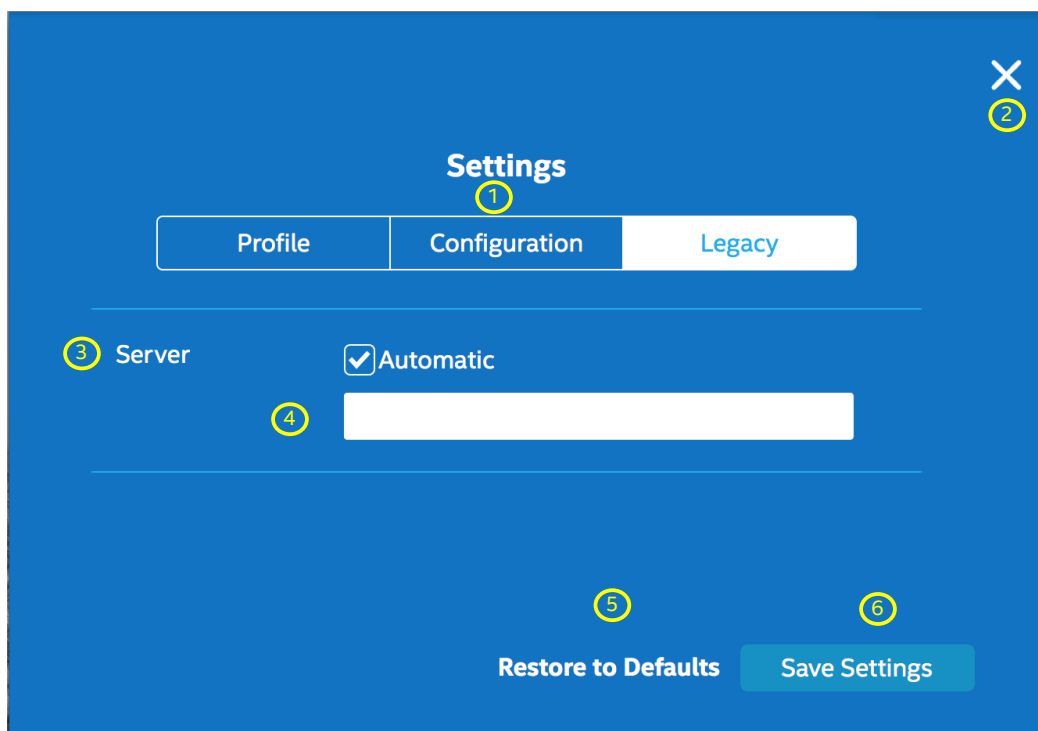
1. **Profile/Configuration/Legacy** – Toggles among **Profile**, **Configuration**, and **Legacy** settings.
2. **Exit button** – Click to exit Settings.
3. **Server Automatic check box** – Check this box to automatically detect the server for the Intel Unite solution. Only available on Mac OS and Android platforms.
4. **Blank text field** – If the FQDN of the server for the Intel Unite solution is known, enter the FQDN into the text box. Only on Mac OS and Android phone platforms.
5. **Restore to Defaults button** – Click to restore the default settings.
6. **Save Settings button** – Click to save changes made to the settings.

Settings on other non-Windows platforms not shown in above figure:

*   **Server Configuration (Automatic or Manual buttons)** – Select Automatic to automatically search for the server of the Intel Unite solution. Select Manual to set the server information manually. Only on Linux and iOS platforms.
*   **Server Configuration (text field)** – If the FQDN of the server for the Intel Unite solution is known, enter the FQDN into the text box. Only on Linux and Chrome OS platforms.
*   **Server (text field)** – If the FQDN of the server for the Intel Unite solution is known, enter the FQDN into the text box. Only on iOS platforms.
*   **Enterprise Server (text field)** – If the FQDN of the server for the Intel Unite solution is known, enter the FQDN into the text box. Only on Android tablet platforms.
*   **Moderator Token URL (text field)** – Copy and paste the moderator token URL in this text box to allow this the user of this client to become a moderator for moderated meetings. Only on Chrome OS and Linux platforms.

5.9 Android Client UI

The Android UI running on a phone is different than the other clients' UI. This section describes the Android UI.

5.9.1 PIN Entry Screen

Figure 16. Android Client PIN Entry Screen

1. **Settings icon** – Click to view and edit the client settings.
2. **PIN input** – Enter the PIN here to connect to a hub.
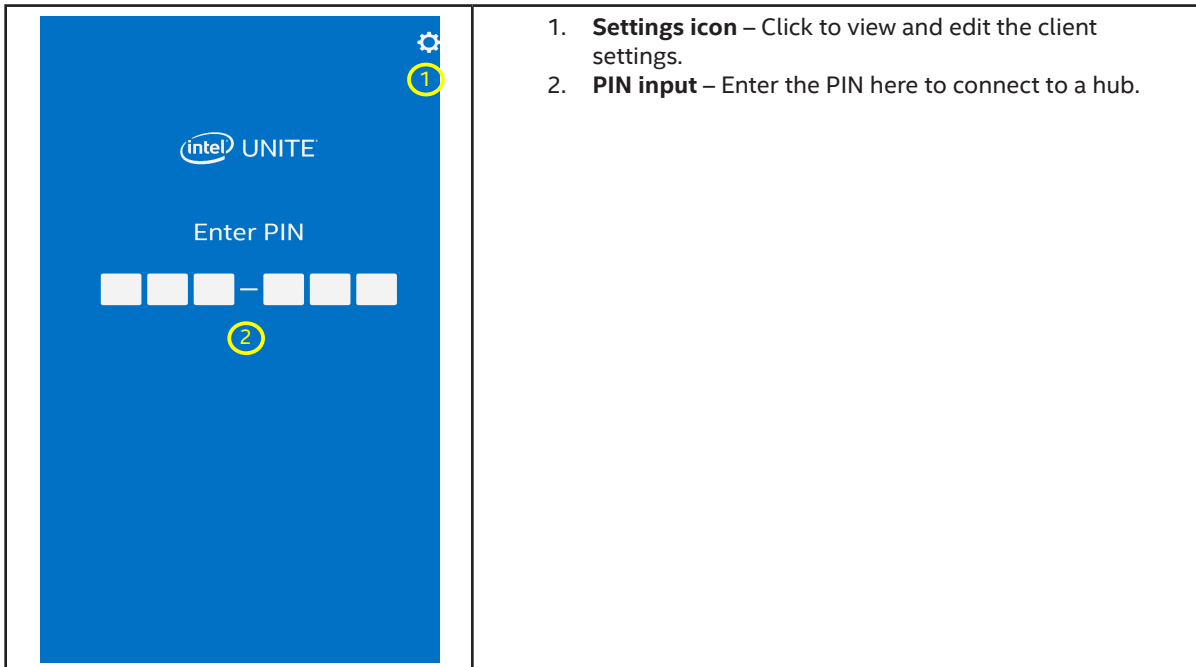
5.9.2 Connected to Hub

Figure 17. Android Client Connected Screen

1. **Menu** – Click to show the menu items.
2. **Connection quality indicator** – Shows the quality of the network connection to the hub.
3. **Presenter area** – Shows a list of presenters. Click a presenter to view their content. If no one or hub is presenting, the space to the right of **View:** is empty. This area shows no one is presenting when no presenter and no hub display is presenting.
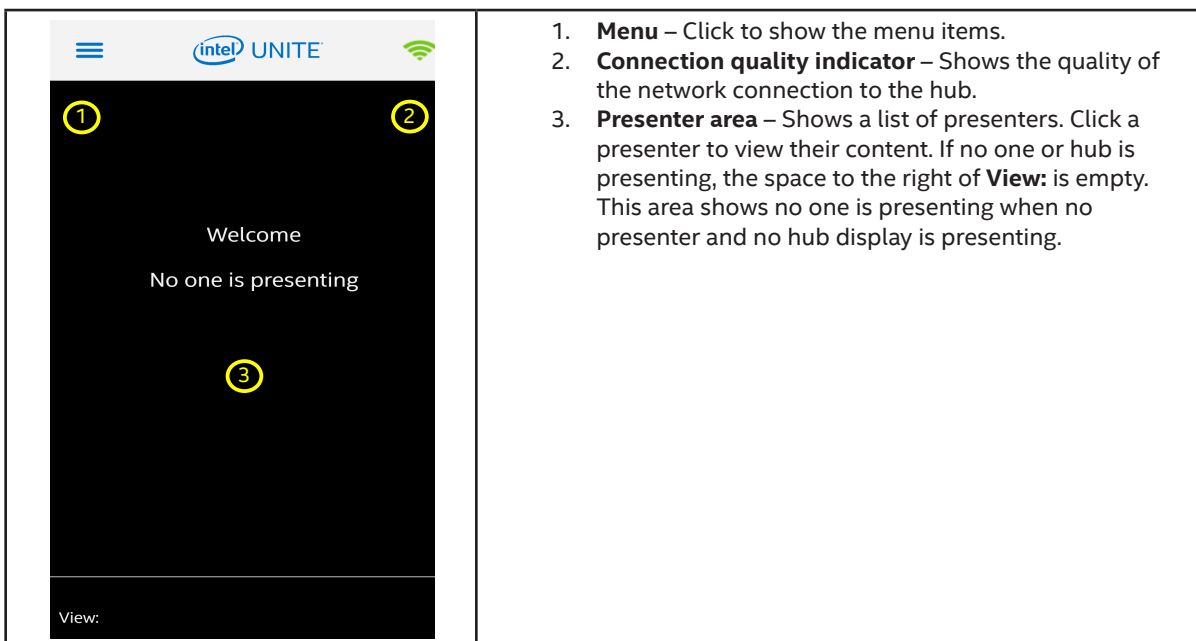
5.9.3 Menu

Figure 18. Android Client Menu

1. **Present button** – Click to present to the hub.
2. **Apps** – Shows the apps available for extended capabilities.
3. **Participants icon** – Shows the number of participants. Click to display the Participants options.
4. **Settings icon** – Click to view and edit the client settings.
5. **Lock Session Control** – Toggles to lock and unlock session. A locked session prevents new participants from joining the session.
6. **Disconnect button** – Click to disconnect the client from the hub.

5.9.4　Presenting

Figure 19. Android Client Presenting Screen

1. **Present view** – This is the view when presenting.
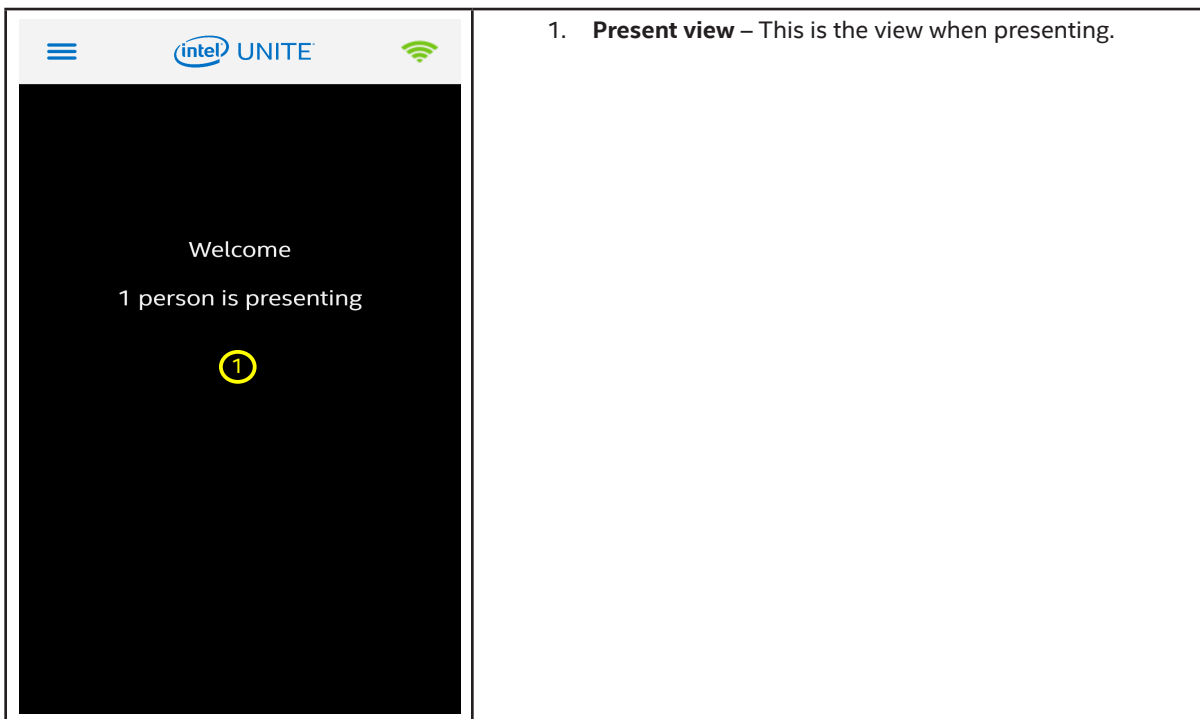
5.9.5　Apps

Figure 20. Android Client Apps Screen

Hub Apps

GuestAccess
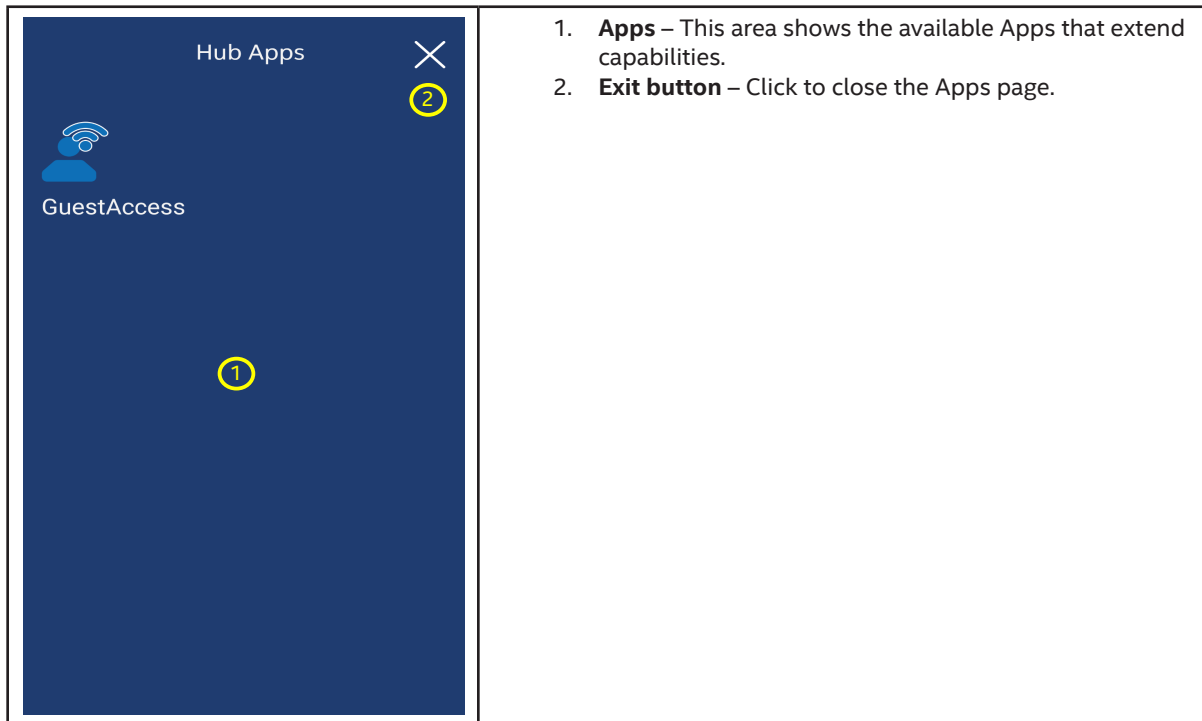
1. **Apps** – This area shows the available Apps that extend capabilities.
2. **Exit button** – Click to close the Apps page.

5.9.6   Participants

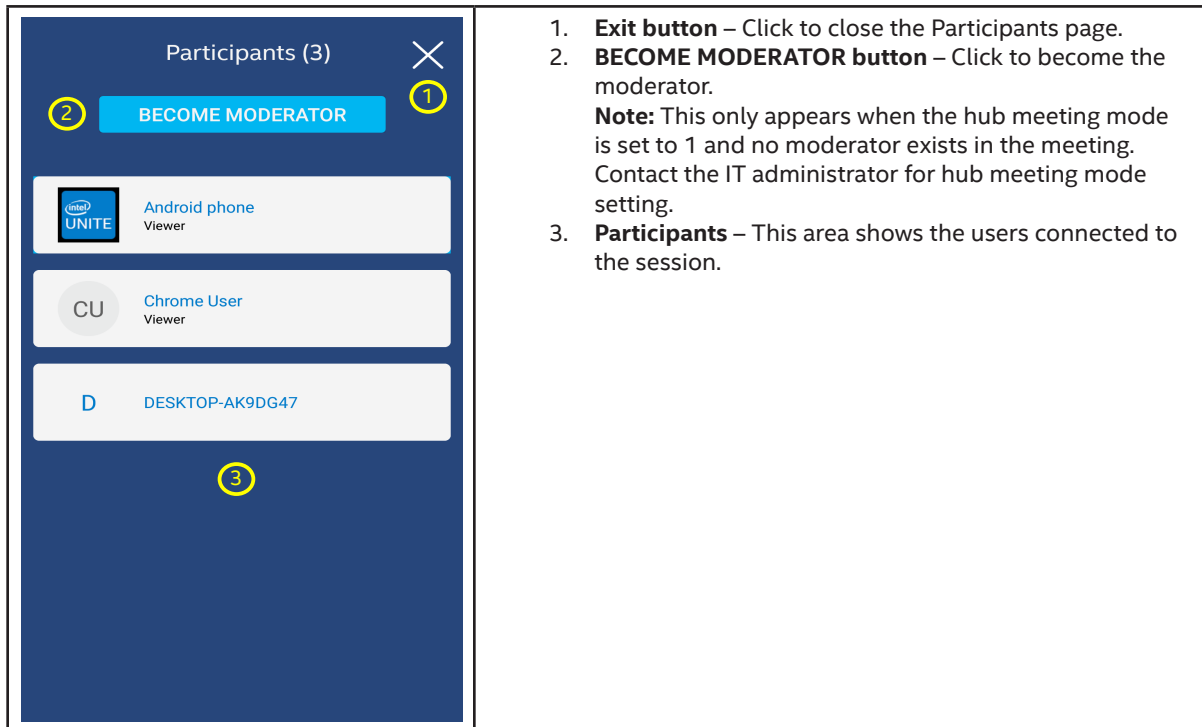**Figure 21. Android Client Participants Screen**

Participants (3)

BECOME MODERATOR

Android phone
Viewer

CU   Chrome User
Viewer

D   DESKTOP-AK9DG47

1. **Exit button** – Click to close the Participants page.
2. **BECOME MODERATOR button** – Click to become the moderator.
   Note: This only appears when the hub meeting mode is set to 1 and no moderator exists in the meeting. Contact the IT administrator for hub meeting mode setting.
3. **Participants** – This area shows the users connected to the session.

5.9.7   Settings - Profiles

Figure 22. Android Client Settings Profile Screen
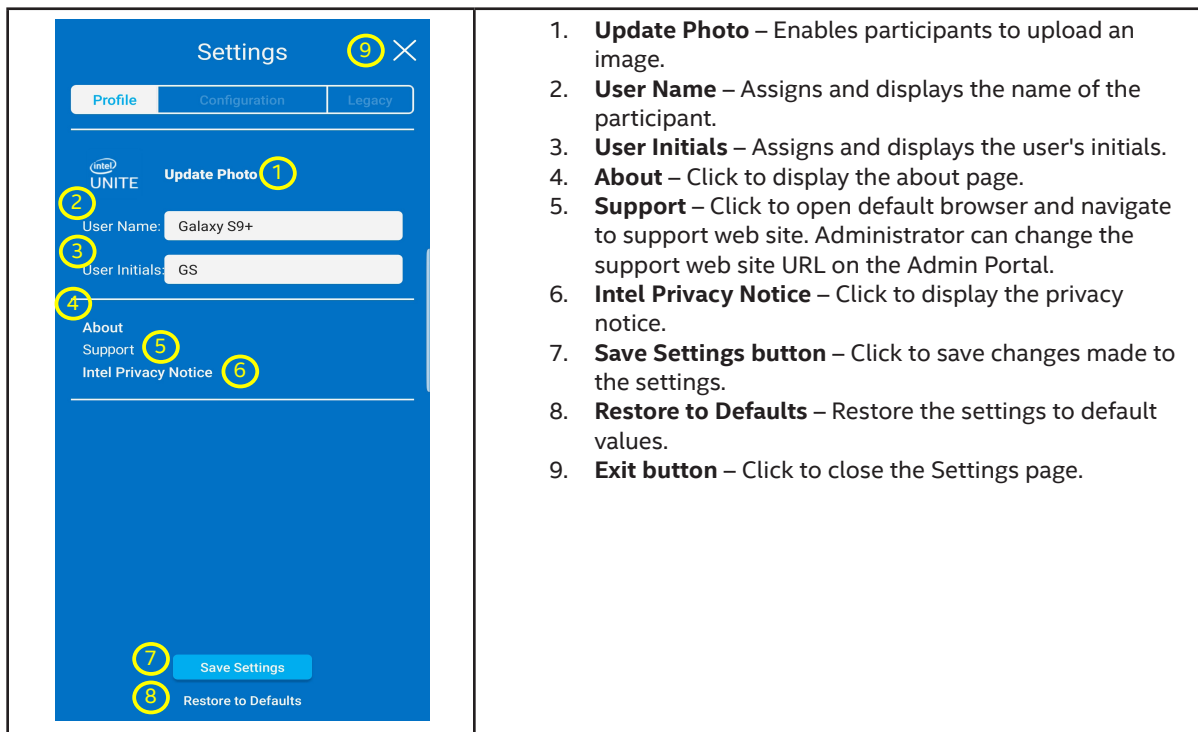
1. **Update Photo** – Enables participants to upload an image.
2. **User Name** – Assigns and displays the name of the participant.
3. **User Initials** – Assigns and displays the user's initials.
4. **About** – Click to display the about page.
5. **Support** – Click to open default browser and navigate to support web site. Administrator can change the support web site URL on the Admin Portal.
6. **Intel Privacy Notice** – Click to display the privacy notice.
7. **Save Settings button** – Click to save changes made to the settings.
8. **Restore to Defaults** – Restore the settings to default values.
9. **Exit button** – Click to close the Settings page.

5.9.8   Settings – Configuration

Figure 23. Android Client Settings Configuration Screen
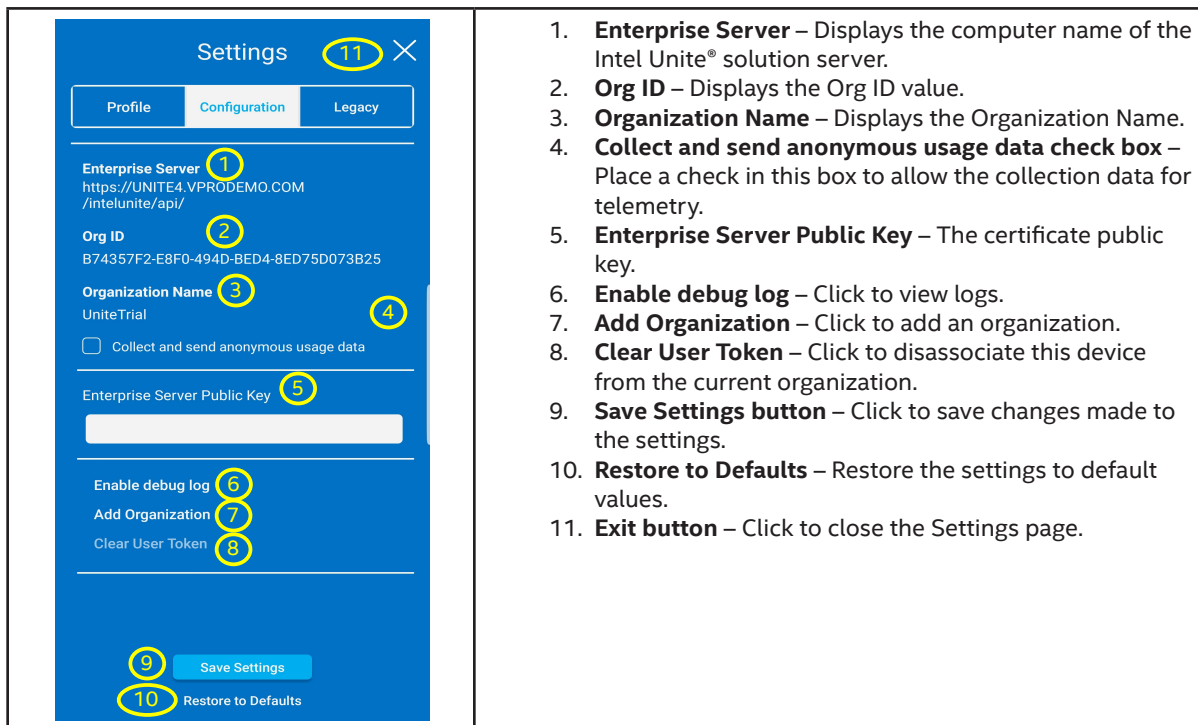
1. **Enterprise Server** – Displays the computer name of the Intel Unite® solution server.
2. **Org ID** – Displays the Org ID value.
3. **Organization Name** – Displays the Organization Name.
4. **Collect and send anonymous usage data check box** – Place a check in this box to allow the collection data for telemetry.
5. **Enterprise Server Public Key** – The certificate public key.
6. **Enable debug log** – Click to view logs.
7. **Add Organization** – Click to add an organization.
8. **Clear User Token** – Click to disassociate this device from the current organization.
9. **Save Settings button** – Click to save changes made to the settings.
10. **Restore to Defaults** – Restore the settings to default values.
11. **Exit button** – Click to close the Settings page.

5.9.9   Settings – Legacy

Figure 24. Android Client Settings Legacy Screen
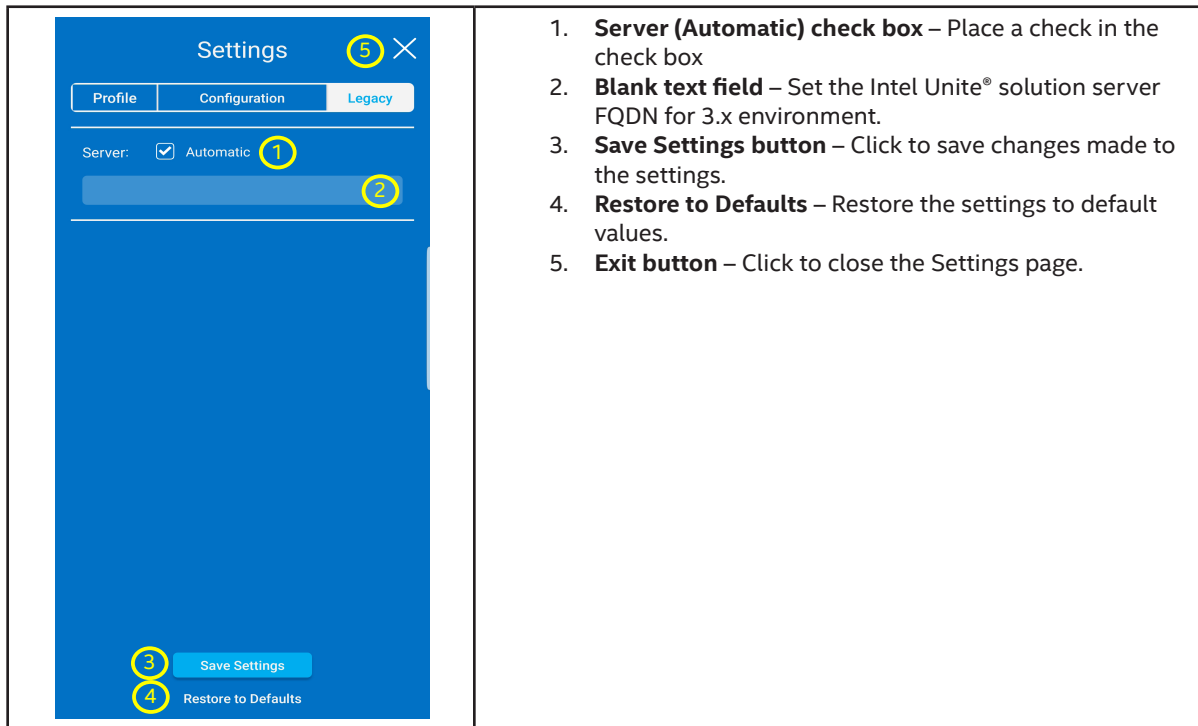
1. **Server (Automatic) check box** – Place a check in the check box
2. **Blank text field** – Set the Intel Unite® solution server FQDN for 3.x environment.
3. **Save Settings button** – Click to save changes made to the settings.
4. **Restore to Defaults** – Restore the settings to default values.
5. **Exit button** – Click to close the Settings page.

5.9.10   Viewing

Figure 25. Android Client Viewing Screen
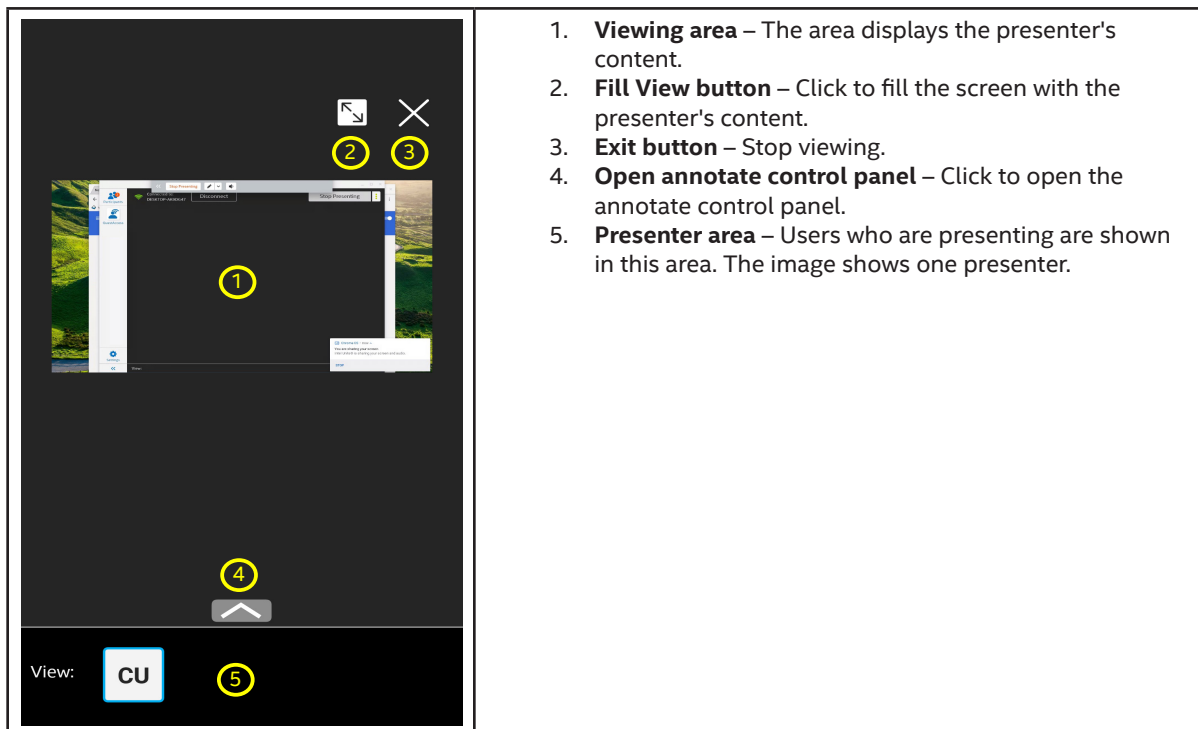
1. **Viewing area** – The area displays the presenter's content.
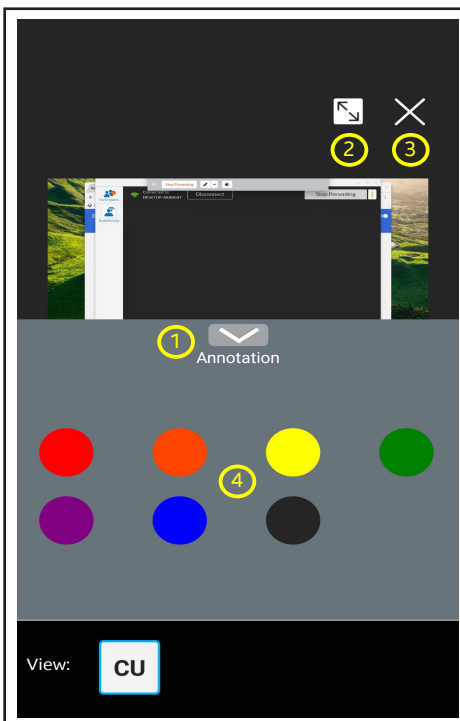2. **Fill View button** – Click to fill the screen with the presenter's content.
3. **Exit button** – Stop viewing.
4. **Open annotate control panel** – Click to open the annotate control panel.
5. **Presenter area** – Users who are presenting are shown in this area. The image shows one presenter.

5.9.11   Annotate

Figure 26. Android Client Annotate Screen

1. **Fill View button** – Click to fill the screen with the presenter's content.
2. **Exit button** – Stop viewing.
3. **Close annotate control panel** – Click to close the annotate control panel.
4. **Annotate ink color** – Select a color for annotation.

5.10 Landscape and Portrait Mode Support

Clients for the different OS platforms have different support for landscape and portrait modes. The following table shows the support for landscape and portrait mode for each of the OS platforms.

Landscape and Portrait Mode Support Table

Mode	Windows	Mac OS	iOS	Android	Chrome OS	Linux
Landscape	Yes	Yes	Yes	Yes	*	Yes
Portrait	Yes	No	Yes	Yes	*	No

* Device dependent – Some device may only support Landscape mode or Portrait mode, while others may support both.

6 Client Settings

The Intel Unite® client settings allow participants to change the user name, add an avatar, view the About page, view the privacy notice page and configure the client.

To access the client settings, click the gear icon (⚙) in the lower-left corner of the client application. This opens the **Settings** screen.

The Android UI is very different than that of the other clients. For details of the Android client see Section 5.9.7.
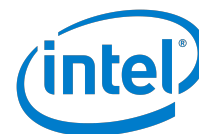
Common to each Settings tab are the **Restore to Defaults** and **Save Settings** button, allowing the settings to be reset to defaults and to save changes to the settings.

The following settings are included on the **Profile** tab:

- **Update Photo** – Click to load an image to serve as an avatar. To modify, click **Update Photo**, choose an image, click **Open**, and click **Save Settings**.
- **User Name** – Displays the name as it is shown on the hub for the client when connected to a hub. To modify, enter or replace the name in the **User Name** text box, and click **Save Settings**.
- **User Initials** – Displays the initials shown for the client on the hub, if no image has been uploaded, when connected to a hub. To modify, enter or replace the initials in the **User Initials** text box, and click **Save Settings**.
- **Show presentation border check box** – Check to enable a yellow border around the display when presenting. Only on Windows and Mac OS platforms.
- **Separate viewing window check box** – Check to view the presentation in a separate window. Only on Windows, Mac OS, Chrome OS, and Linux platforms.
- **Automatically accept connection request when hosting a session check box** – Check to automatically accept connection requests when hosting a session. Only on Windows platforms.
- **About** – Click to display information about the Intel Unite® app.
- **Support** – Click to open default browser and navigate to support web site. Administrator can change the support web site URL on the Admin Portal.
- **Intel Privacy Notice** – Click to display the privacy notice.

The **Configuration** tab include the following settings:

- **Server Configuration (Automatic or Manual)** – Select Automatic to automatically detect the server for the Intel Unite® solution. Select Manual to enter in the server information. Only on Linux platforms.
- **Enterprise Server** – Displays the URL of the enterprise server.
- **Org Id** – Displays the OrgID GUID.
- **Organization Name** – Displays the name of the organization.
- **Collect and send anonymous usage data check box** – Check to allow collection and sending of data. If this line item is not shown, contact the IT administrator for the data collection policy.
- **Enterprise Server Public Key** – This is the public key of the server. Only on Mac OS, Chrome OS, iOS, Linux, and Android Platforms.
- **View Debug Log** – Open the debug log. Only on Android platforms.
- **Enable debug log check box** – Check the box to start capturing debug information. A log is saved to the user's **Document** directory (**Unite.log**). Only on Windows, Mac OS, Chrome OS, and Linux platforms.
- **Allow background app sharing updates while in the background** – Select to enable background app sharing. Only on Mac OS platforms.

- **Enable A/V Mode check box** – Select to enable video and audio playback sharing. Only on Mac OS and Chrome OS platforms.
- **Install/Uninstall Audio Components button** – Click to install/uninstall the audio component. Without the audio component, audio will not be available during video playback with audio. Only on Mac OS platforms.
- **Clear User Token** – Click to unregister the client.
- **Add Organization** – Click to add another organization. Only on Chrome and Linux platforms.

(Non-Windows Platforms Only) Under the **Legacy** tab are the following setting:

- **Server Configuration (Automatic or Manual button) –** Select Automatic to automatically search for the server for the Intel Unite® solution. Select Manual to set the server information. Only on Linux and iOS platforms.
- **Server Configuration (text box)** – Enter ther FQDN of the Intel Unite® solution server. Only on Chrome OS and Linux platforms.
- **Server Automatic (check box) –** To automatically find the Intel Unite® solution server, place a check in the **Automatic** box. If the FQDN of the Intel Unite® solution server is known, enter the FQDN into the text box and clear the **Automatic** check box. Only on Mac OS and Android platforms.
- **Server (text field) –** Displays the server URL. Only on iOS platforms.
- **No label text field –** Enter the FQDN of the Intel Unite® solution server when Automatic detection of the server is disabled. Only on Mac OS and Android phone platforms.
- **Enterprise Server (text field) –** Enter the FQDN of the Intel Unite® solution server when Automatic detection of the server is disabled. Only on Mac OS and Android platforms. Only on Android tablet platforms.
- **Moderator Token URL –** Copy the moderator token URL here to enable the user to become a moderator when connecting to a moderated meeting from this device. Only on Chrome OS and Linux platforms.

7 Client Features

Once the client device connects to a hub, the solution provides useful collaboration features. This section provides instructions on how to use the client features included with the Intel Unite® solution.

7.1 Client Feature List

The following tables describe the features supported on the client platforms. Some features may not be available due to IT management and/or platform support.

7.1.1 Present Features Table

Feature	Windows*	Mac*	Linux*	iOS*	Android*	Chrome OS*
Present an Application	Yes	Yes	Yes	Limited*	No	Yes
Present Physical Extended Display	Yes	Yes	Yes**	No	No	Yes**
Present Screen	Yes	Yes	Yes	No	Yes	Yes
Present Virtual Extended Display	Yes	No	No	No	No	No
Presentation Border	Yes	Yes	No	No	No	No
Take Over a Presentation	Yes	Yes	Yes	Yes	Yes	Yes
Video Playback with Audio Support	Yes	Yes	Video Only	No	No	Yes

*iOS can present documents, web views, and images from the camera roll.

**Feature provided by the OS.

7.1.2 View Features Table

Feature	Windows	Mac	Linux	iOS	Android	Chrome OS
View Presentation	Yes	Yes	Yes	Yes	Yes	Yes
Pop-Out Viewing Window	Yes	Yes	Yes	No	No	Yes

7.1.3 Collaboration Features Table

Feature	Windows	Mac	Linux	iOS	Android	Chrome OS
Annotation	Yes	Yes	Yes	Yes	Yes	Yes
Share a File	Yes	Yes	No	No	No	No

7.1.4 Session Management Features Table

Feature	Windows	Mac	Linux	iOS	Android	Chrome OS
Connection Status Indicator	Yes	Yes	Yes	Yes	Yes	Yes
Disconnect from the Hub	Yes	Yes	Yes	Yes	Yes	Yes
Disconnect Other User	Yes	Yes	Yes	Yes	Yes	Yes
End Session	Yes	Yes	Yes	Yes	No	Yes
Host from Your Device (Intel® vPro™ Technology Only)	Yes	No	No	No	No	No
Lock Meeting	Yes	Yes	Yes	Yes	Yes	Yes
Moderator Controls	Yes	Yes	Yes	Yes	Yes	Yes
Scheduled Meetings	Yes	Yes	Yes	Yes	Yes	Yes

7.1.5 Apps Features Table

Feature	Windows	Mac	Linux	iOS	Android	Chrome OS
View and Run Intel Unite® Solution Apps	Yes	Yes	Yes	Yes	Yes	Yes

7.1.6 Miscellaneous Features Table

Feature	Windows	Mac	Linux	iOS	Android	Chrome OS
Auto Update	Yes	No	No	No	No	No
Full Accessibility	Yes	Yes	Yes	Yes	Yes	Yes
Real-Time Profile Update	Yes	Yes	Yes	Yes	Yes	Yes

7.2 Present Features

This section provides additional details about the present features.

7.2.1 Present a Screen

The Intel Unite® solution allows participants to quickly present content to a connected hub's display. To present a screen:

1. Connect a client to a hub.
2. Click **Present** to present the content on the primary display.
3. To stop presenting, click **Stop Presenting**.

If multiple displays are connected to the client, to choose a different screen to present, follow these steps:

1. Click the present options icon (⋮) to open the present options page.
2. Click **Screen**.
3. Select the application you want to share from the list, and click **Present**.

4. To stop sharing the screen, click **Stop Presenting**.

While presenting a screen, the present tool bar will be displayed at the top of the screen. See Figure 26. **Note:** Take Over only shows up if multiple presenters are presenting to the same hub display and Screen Control only shows up if the hub display is touch capable.

Figure 27. Present Tool Bar

Click the down arrow next to the pen icon to open the Annotation Controls. See Figure 27.

Figure 28. Annotation Controls
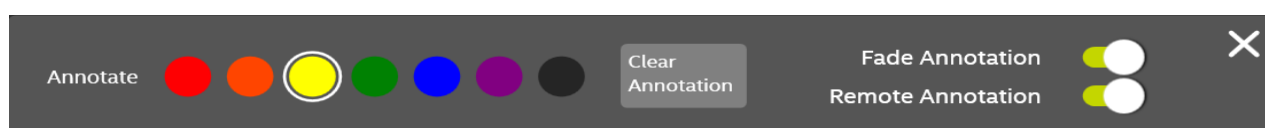
7.2.2 Present an Application

The **Present an Application** option allows participants to select one or multiple applications to present while keeping the rest of their content private. Only one application is shared at a time. If multiple applications are selected, only the active application window is shared to the hub.

Note: For iOS clients, application sharing is limited to documents, web views, and camera roll images.

To present an application:

1. Click the present options icon ( ) to open the present options page.
2. Click **Application**.
3. Select the application you want to share from the list, and click **Present**.
4. To stop sharing the application, click **Stop Presenting**.

Note: If multiple displays are connected to a hub, the setting to choose which display to show the presentation on is in the lower-left corner of the present options page. Click the white plus sign with a blue background ( ) to open a list of displays connected to the hub, and select a display.

7.2.3 Present a Physical Extended Display

If a participant's system has multiple physical monitors connected and configured as extended displays, the Intel Unite® application enables the participant to share an extended desktop while keeping the primary desktop private.

To present an extended display:

1. Click the present options icon ( ) to open the present options page.
2. Click **Screen**.
3. Select **Extended Display**.
4. Click **Present**.
5. To stop presenting, click **Stop Presenting**.

Note: If multiple displays are connected to a hub, the setting to choose which display to show the presentation on is in the lower-left corner of the present options page. Click the white plus sign with a blue background ( ) to open a list of displays connected to the hub, and select a display.

7.2.4 Present a Virtual Extended Display

If your system has only one display, an additional option to create a virtual extended display is available. To present a virtual display:

1. Click the present option icon (⋮) to open the present options page.
2. Click **Screen**.
3. Select **Virtual Extended Screen**.
4. Click **Present**.
5. To stop presenting, click **Stop Presenting**.

Note: If multiple displays are connected to a hub, the setting to choose which display to show the presentation on is in the lower-left corner of the present options page. Click the white plus sign with a blue background (✚) to open a list of displays connected to the hub, and select a display.

7.2.5 Presentation Border

When a user presents, a yellow border surrounds the screen to indicate that the presenter is presenting. This feature can be enabled and disabled in the **Settings Profile**.

1. Click the **Settings** icon (⚙).
2. Click **Profile**.
3. To enable the presentation border, place a check in the **Show presentation border** box.
4. To disable the presentation border, remove the check in the **Show presentation border** box.
5. Click **Save Settings** to apply the new setting.

7.2.6 Take Over a Presentation

When multiple users are presenting, a single presenter might want to take over the hub screen. Take Over is not available with a single presenter.

A presenter can use the **Take Over** feature by using one of two methods:

Method 1:

1. Click the present options icon (⋮) to open the present options page.
2. Click **Take Over**.

Method 2:

1. When presenting, click **Take Over** in the presentation toolbar at the center top.
2. If **Take Over** is not present in the presentation toolbar, click the more options icon (⋮) and select **Take Over** on the drop down menu.

Note: The Take Over action does not remove any presenters from the collaboration session. Take Over only stops others from sharing content at that time. Other participants can resume sharing any time.

7.2.7 Video Playback with Audio Support

The video playback with audio feature allows in-room attendees to view movies or video clips with audio during presentations.

Video playback with audio support does not function with the **Present Application** feature, and Intel recommends that the client device has the minimum system setup, with a 3rd Gen or later Intel® Core™ processor running Windows* 7, 8.1, or 10, Mac OS (requires installing a driver), or Chrome OS.

Note: For Linux* clients, only video playback is supported.

If the video playback with audio feature has been enabled by your IT administrator, a speaker button displays after the **Present** button is clicked. The speaker button enables the presenter to mute or unmute the audio being sent from their location. To control the feature:

1. Click the **Present** options icon ( ).
2. Click **Screen**.
3. Select the screen to share.
4. Click **Present**. Video playback can now be shared, with accompanying audio from the screen selected in Step 3.
5. Click the speaker button ( ) to mute the audio. It changes to a muted speaker button ( ).
6. Click the muted speaker button ( ) to unmute the audio.

7.3   View Feature

This section describes the view features.

7.3.1   Pop-Out Viewing Window

By default, while viewing a presentation, the presentation is embedded in the client application. This feature allows the presentation to be viewed in its own window, enabling the client application to be minimized. To show the presentation in a separate window, complete the following steps:

1. While viewing a presentation, click the pop-out button ( ) to pop out a window for the presentation.
2. To select a different presentation to view, click the a different presenter's avatar at the bottom next to **View:**.
3. To stop viewing, click the close button ( ) at the center bottom.
4. To close the pop-out window, click the **X** in the upper-right corner.

7.3.2   View a Presentation

When a connected user shares content, you can view and annotate the presentation (if the presenter allows, as described in *Section 8.4.1*). All connected participants who are presenting content are listed at the bottom, to the right of **View:**. To view content presented by a connected participant:

1. Click the avatar of the participant presenting the content at the bottom.

    The content being presented by the participant is displayed.

    A view control panel is available with the following functions:

    - (Mac) Click the plus sign ( ) to zoom in.

    - (Mac) Click the minus sign ( ) to zoom out.

    - (Mac) Click the Reset Zoom ( ) to reset zoom.

    - Click the **Pop Out** button ( ) to pop out a window.

    - Click the **Resize** button ( ) to fill the client application window with the viewing area.

    - Click the **Hide Control Panel** arrow ( ) to hide the view control panel.

    - Click the **Expand Control Panel** arrow ( ) show the view control panel.

    - Click the **Close** button ( ) to stop viewing.

2. If the presenter sets **Participant Annotation** to **On** (see *Section 7.4.1 Annotation* for details), the color

ink that can be used to annotate is added to the view control panel. If using a pointing device (such as a mouse), select a color, and click and drag to start annotation. If using a touch screen, touch a color, and touch and drag on the display to start annotation.

To switch among multiple presenters, click the participant's avatar. Participants who are presenting are displayed at the bottom of the view. **Up to four people can present at the same time.** If additional participants want to share on the main display, they must wait until one of the four presenters stops presenting. Alternatively, the Take Over feature can be used. Refer to *Section 8.2.6 Take Over a Presentation*.

7.4   Collaboration Features

This section describes the collaboration features.

7.4.1   Enhanced Moderation

Enhanced Moderation is a feature that provides the ability for session moderators to preview a participant's screen and share it on the hub. When enabled, moderators will have a "Preview" button below each participant, as shown in Figure 28.

Figure 29. Participants screen
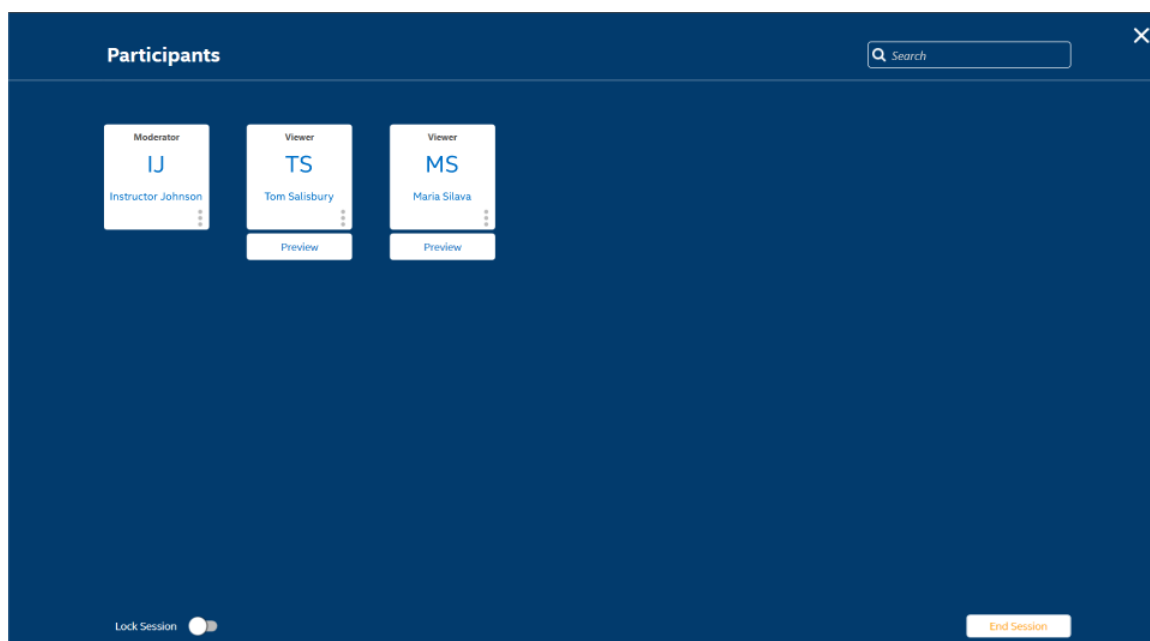
When the session moderator clicks the Preview button, that user's screen will be displayed on the moderator's screen, as shown in Figure 29, but not presented to the hub. To present the previewed screen, click the **Share in room** button at bottom-right corner of the preview window, or click **Cancel** to close the preview window.

Figure 30. Preview screen

Once the session moderator clicks Share in room, the participant's screen will be displayed alongside other presenters, as shown in Figure 30.

Figure 31. Present screen
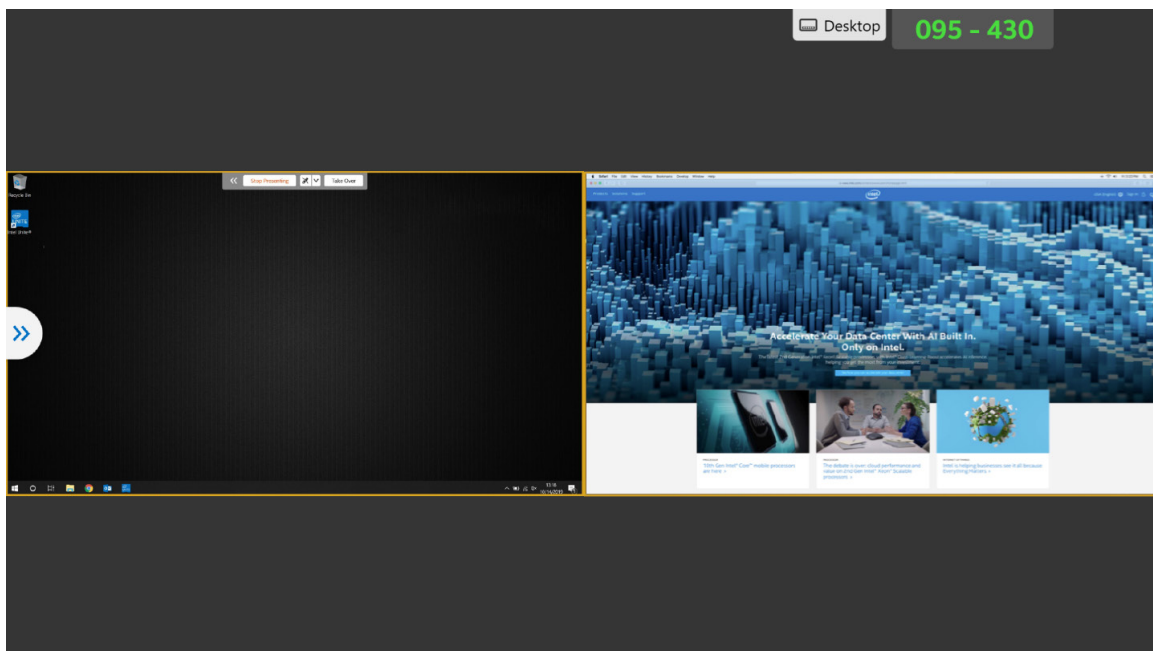
7.4.2 Annotation

Annotation is used to highlight and point out a specific item or section on a displayed screen. By default, the ink shown slowly fades after five seconds. To use annotation while presenting:

1. Present your content.
2. Click the annotate button ( ) in the presentation control panel at the top of the display screen. The icon changes to the color of the ink that will be used to annotate.
3. If using a pointing device (such as a mouse), select a color, and click and drag to start annotation. If using a touch screen, touch a color, and touch and drag on the display to start annotation.
   Note: If the presentation control panel is closed, click the arrows (») to open it.

The annotation control panel is opened by clicking the down arrow icon (∨) next to the annotate icon. The following annotation controls are available:

- **Ink color [Red, Orange, Yellow (default), Green, Blue, Purple, Black]** – Specifies the color used to annotate on the display screen.
- **Fade Annotation [On (default), Off]** – When set to **On**, the ink fades in five seconds. When set to **Off**, the ink does not fade and remains on the display screen.
- **Participant Annotation [On (default), Off)]** – When set to **On**, viewers can annotate the display screen. When set to **Off**, viewers cannot annotate the display screen.
- **Clear Annotation** – Click **Clear** to remove annotations.

7.4.3 Share a File

The file sharing option must be enabled by an IT administrator in the Admin Portal. The **Share Files** feature provides an easy way for users to share presentations, meeting minutes, pictures, and other files with other participants connected to a hub.

Send a File

To send a file using the Intel Unite® application:

1. Click the **Share Files** icon ( ) in the **Features/Apps** area.
2. Click the **File to share** tab.
3. Drag files into the **Drag and drop files here or use the browse button** box. The IT administrator sets the file transfer size allowed.
4. Once the files are ready to send, choose participants in the **Select Recipients** list.
5. Click **Send**. A message displays indicating the file (or files) shared successfully.

Receive a File

Recipients receive an indicator on the **Share Files** icon when files are waiting for them. To receive a file:

1. Click the **Share Files** icon ( ) located on the left.
2. Click **Share With Me**.
3. Click the **Download** button next to the file to be downloaded. A **File Download** pop-up shows **Open**, **Save**, and **Cancel** options. Click **Open** to download the file to a temporary location; the file opens automatically. Click **Save** to download the file to a user-defined location. Click **Cancel** to cancel the download.
4. To remove a file from the list after downloading, click the remove button (⊗) next to the file name.

7.5 Session Management Features

This section describes the session management features.

7.5.1 Connection Status Indicator

The connection status indicator ( ) provides a reliability indicator of the connection between a hub and a client device. When the connection becomes less reliable, the icon turns orange and then red.

7.5.2 Disconnect from a Hub

To disconnect from a hub, click the **Disconnect** button at the top of the main screen. **Note:** On iOS platforms, click the connection status indicator ( ) to access the **Disconnect** button.

7.5.2.1 Automatic Disconnect

An Intel Unite® client automatically disconnects from a hub when any of the following actions occur:

- Lid of the client is closed
- Client enters sleep
- Client shuts down
- Client restarts
- Client loses network connection to the hub

7.5.3 Disconnect Other Users

Any user connected to a session can view a list of participants and disconnect other participants. To view and disconnect participants:

1. To view session participants, click the **Participants** icon ( ).
2. To disconnect a participant, select the participant in the list, and click **Disconnect**.
3. To disconnect all users and end a meeting or session, click **End Session**.

7.5.4 End a Meeting or Session

To end a meeting or session:

1. Click the **Participants** icon ( ) to view the session participants.
2. Click the **End Session** button.

Note: Moderators can end a session in a moderated meeting or any user can end a session in a non-moderated meeting.

7.5.5 Host from Your Device

The **Host from Your Device** feature is a peer-to-peer collaboration tool. It can be used for collaborative meetings when meeting or session rooms are unavailable, or participants don't have access to a screen to display content. Peer-to-peer sessions can be hosted from a participant's Windows client device with Intel® vPro™ technology.

1. From the **Enter Pin** page (not connected to a hub), click **Host Session**.
2. To allow other participants to join a peer-to-peer session, the host shares the PIN with them.
3. When a user attempts to join, the **Connection Consent** window displays.
4. Click **Accept** to start the hosted session. To avoid seeing the message every time a user joins, check **Automatically accept all future connections**.

Note: If participants are unable to connect to a hosting client PC, the hosting participant may need to enable the Intel Unite® app in the firewall. The host's IT department can help verify firewall settings.

7.5.6 Lock a Meeting

The **Lock a Meeting** feature allows participants to lock a session to prevent other Intel Unite® application users from joining and viewing shared content. When a session is locked, no other Intel Unite® application users are allowed to connect.

To lock a meeting or session:

1. Click the **Participants** icon ( ) to view the list of participants who have joined the session.
2. When ready to lock the session, move the **Lock Session** toggle button to the **On** position ( ). To unlock the session, move the toggle button to the **Off** position ( ). The session can be locked or unlocked by any participant on the list at any time during the session.

When a session is locked, the display connected to the hub displays a lock icon ( ) next to the PIN, and a toast message appears for a few seconds, indicting the session is locked. If a user attempts to join a locked session, the user receives a message stating that the session is locked, with an option to reset the session.

If a user chooses to reset a locked session, all the participants are disconnected, and the user resetting the session is connected after accepting the **Reset Confirmation**. All the participants connected to the locked session receive a message indicating that another user reset the session. If a session is unlocked while a participant is presenting, content sharing is stopped to avoid any Intel Unite® application users from being able to see the content until the content is shared again.

7.5.7 Moderated Sessions

The **Moderated** feature allows participants to control the meetings or sessions by grouping functionality into three roles:

- **Moderator** – A *moderator* has full control of the sessions and can promote other participants to be the presenter or to be another moderator.
- **Presenter** – A *presenter* has the ability to present, view, annotate, and share files.
- **Viewer** – A *viewer* has the ability to view, annotate, and share files, but not present.

The IT administrator needs to enable this feature on the hub where the meeting or session is taking place. The IT department can use three moderator modes to enable or disable this feature. The three modes are:

- **(0) No moderator meetings or sessions** – The organization has not enabled the moderator role.
- **(1) Self promote** – The meeting or session is unmanaged until someone promotes themselves to be the moderator. In this case, only the moderator can assign another participant to be the moderator and/or the presenters. The rest of the participants are viewers until the moderator changes their role.
- **(2) Strict** – The meeting or session is managed only by the moderator. All participants who are not moderators will not see the **Present** box until the moderator assigns them as presenters. Participants can request the moderator mode, as long as their email address has been registered as moderators by the IT administrator.

7.5.7.1 Use Self-Promote Mode

To use the self-promote mode:

1. Click the **Participants** icon ( ) to view the list of participants who have joined the session.
2. Participants can request to be a moderator by clicking **Become Moderator**. The rest of the participants become viewers once a participant becomes the moderator.
3. The moderator can assign someone else to be a **Moderator** or **Presenter**, or can **Disconnect** a participant. When the moderator assigns a role to a specific participant, the participant list is updated.
   - When a participant is assigned to a specific role by a moderator, a notification message states that the role is assigned to the participant. The message appears for a few seconds in the participant's **Ready to Present** window.
   - When a participant has a **Viewer** role, the **Present** button is grayed out, and the **Present Options** button ( ) is not functional.

- The moderator can also disconnect a participant from the session. When a participant is disconnected, a message displays stating that the user is disconnected or removed from the session.

Note: A participant on the moderator whitelist is not automatically given the moderator role upon joining a self-promote meeting. To become a moderator, the participant needs to click the **Become Moderator** button.

7.5.7.2 Use Strict Mode

To use the strict mode:

1. Click the **Participants** icon ( ) to view the list of participants who have joined the session.
2. When the strict mode has been configured on the hub by an IT administrator, only the participant who is assigned the moderator role can manage the meeting or session. All participants who are not moderators will not see the **Present** box until the moderator assigns them as presenters.
3. Participants can request the moderator role by clicking the **Become Moderator** button. By clicking the Become Moderator button, a request is made to add the participant to the moderator whitelist, granting the participant the moderator role for strict mode meetings.

7.5.7.3 Set Session Privileges

Only moderators of a session may set the privilege of participant in a session. To set a viewer user to either presenter or moderator:

1. Click the **Participants** icon ( ) to view the list of participants who have joined the session.
2. Click the options icon ( ) of the guest user.
3. Set the user privilege:
   - Select **Presenter** to assign presenter privilege.
   - Select **Moderator** to assign moderator privilege.

7.5.8 Schedule a Meeting

The schedule a meeting feature allows Microsoft Outlook* users to schedule a meeting or session with the Intel Unite solution, providing a convenient way to provide a link to invitees. Invitees can connect to a prescheduled meeting without entering a PIN after a hub has been added to the meeting by the first invitee to join.

To schedule a meeting or session, the **Intel Unite® plugin for Microsoft* Outlook** must be installed on the device (Windows client devices). Refer to *Appendix A: Microsoft* Outlook Add-in for Intel Unite® Solution* for installation and usage instructions.

- To join a meeting or session, a participant opens the meeting invite, and clicks the **Join Intel Unite®** link in the meeting invitation. The participant is directed to a virtual room. If someone else has already added the room display to the meeting, the participant automatically joins the session.
- If the participant is in a conference room, classroom, or training room where the session is taking place, the room display can be added by clicking blue plus and entering the PIN from the hub display on the **Host From Room Solution** window. Once the room is added, everyone in the virtual lobby joins the session. To start the meeting, only one participant needs to add the room display.

Note: The schedule a meeting feature is also available through the Admin Portal. See the Admin Portal section of the Deployment Guide for more details.

7.6 Apps and Features

This section describes running Apps.

7.6.1   Run Intel Unite® Solution Apps

The available Intel Unite® solution apps display in the left panel, below the **Participants** icon. To run an app, click the app's icon. For details about an app, see the corresponding app user guide (for example, the Scratchpad* user guide or Skype* for Business user guide). If the panel is hidden, click the **Show Panel** arrows (») to unhide the panel.

7.7   Miscellaneous

This section describes the miscellaneous features.

7.7.1   Auto Update

On Windows* clients, the client application and apps/features can be automatically updated by the IT administrator. When a client connects to the server, the server can be configured to push the latest version of the clients and/or any other apps to keep the client updated with the latest version and features. Auto update can be disabled through the Admin Portal.

Refer to the *Intel Unite® Solution 4.0 Deployment Guide* for information about disabling auto update, creating packages, and assigning configurations.

7.7.2   Full Accessibility

The client application is designed for accessibility, extending the use of Intel Unite® solution to more users.

7.7.3   Real-Time Profile Update

Changes made to the client setting's profile page are applied after the **Save Settings** button is clicked. The client application does not need to be restarted.
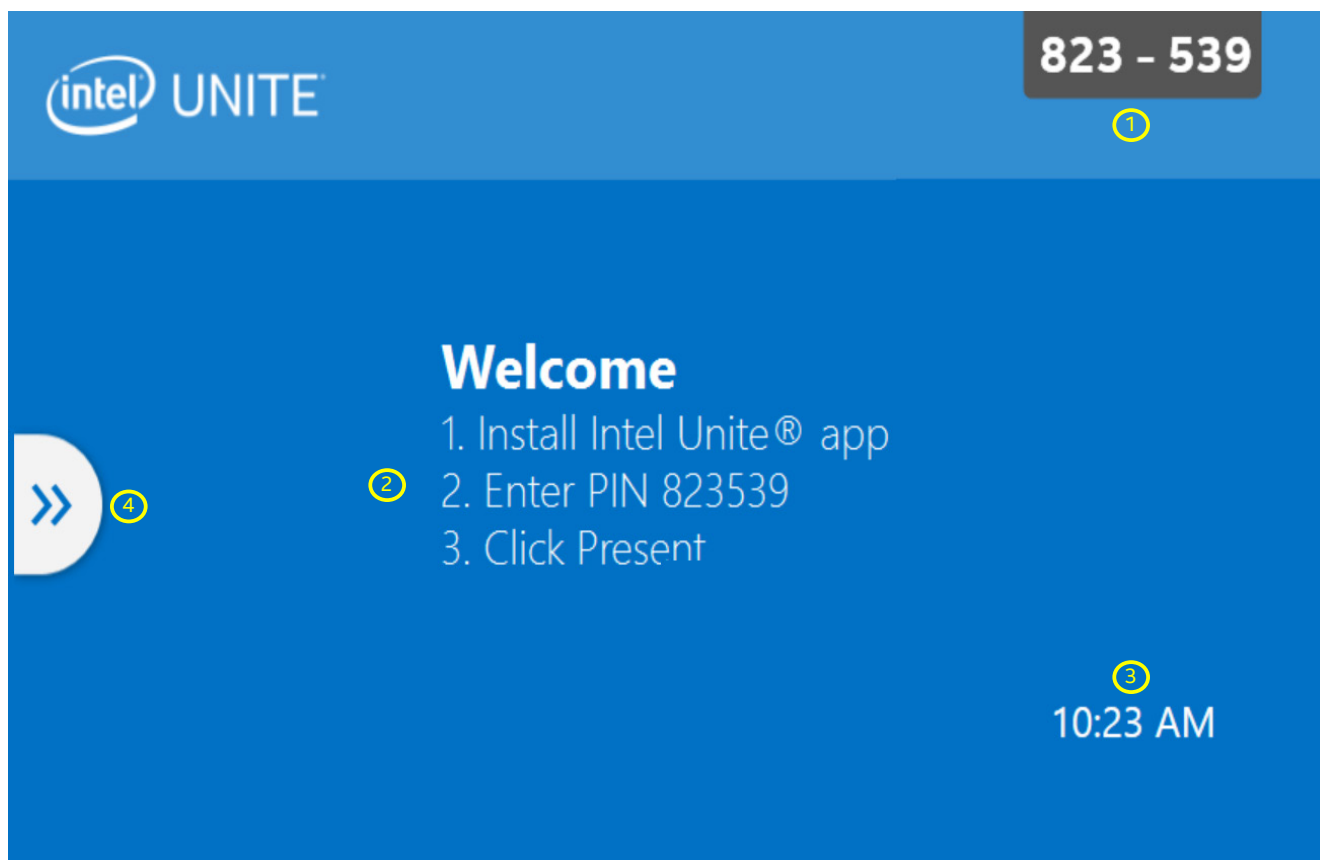
8 Hub UI Overview

8.1 Hub Main Screen

Figure 28 shows the main screen that displays on the hub.

Figure 32. Hub Main Screen

1. **PIN** – The number entered on the client.
2. **Instructions** – The instructions can be customized by the IT administrator.
3. **Clock** – The current time. It can be hidden by the IT administrator.
4. **Open Options** – Click to display more options. This feature can be disabled by the IT administrator.

8.2   Hub Apps Screen

Figure 29 shows the apps screen, which displays the apps available on the hub.

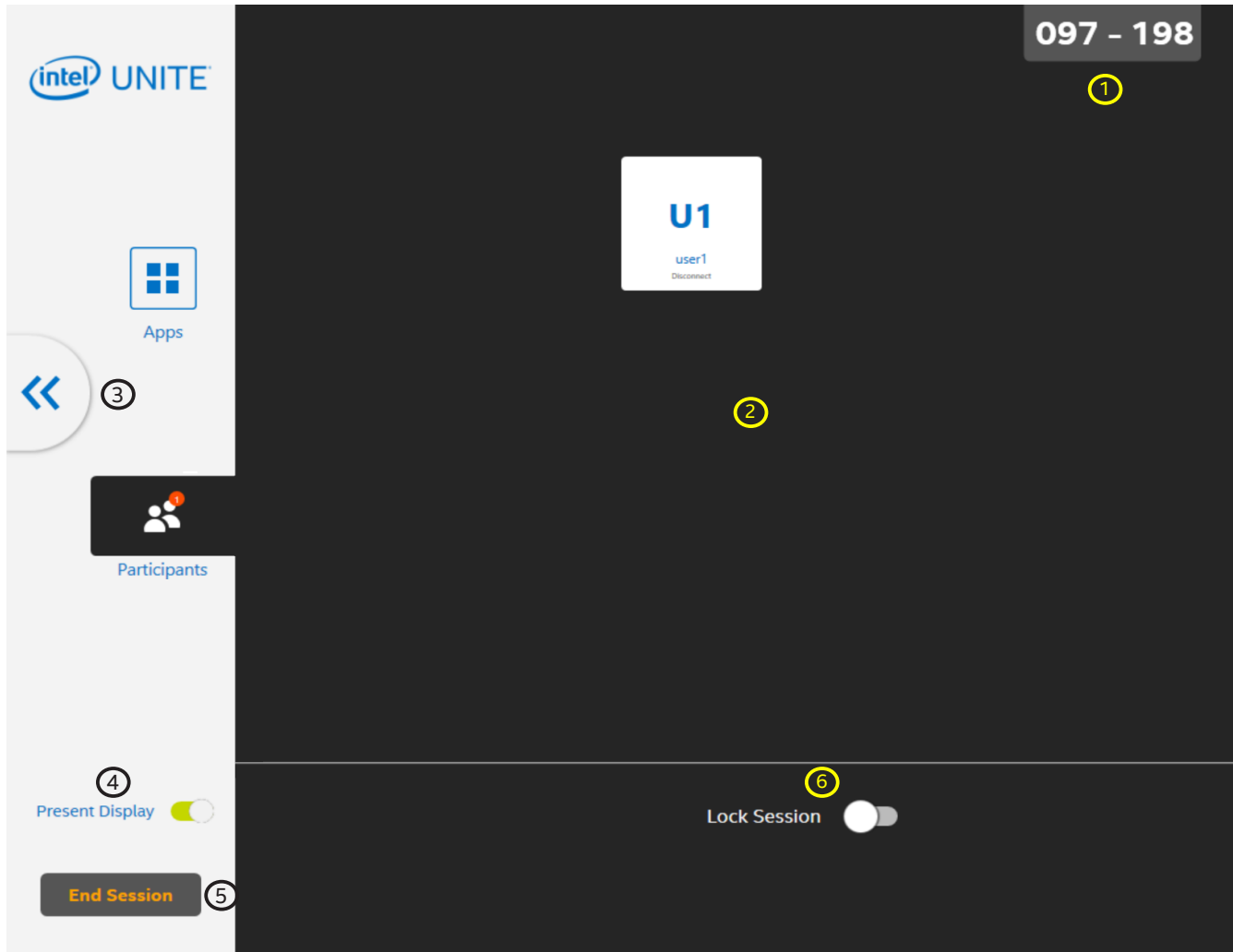**Figure 33. Hub Apps Screen**
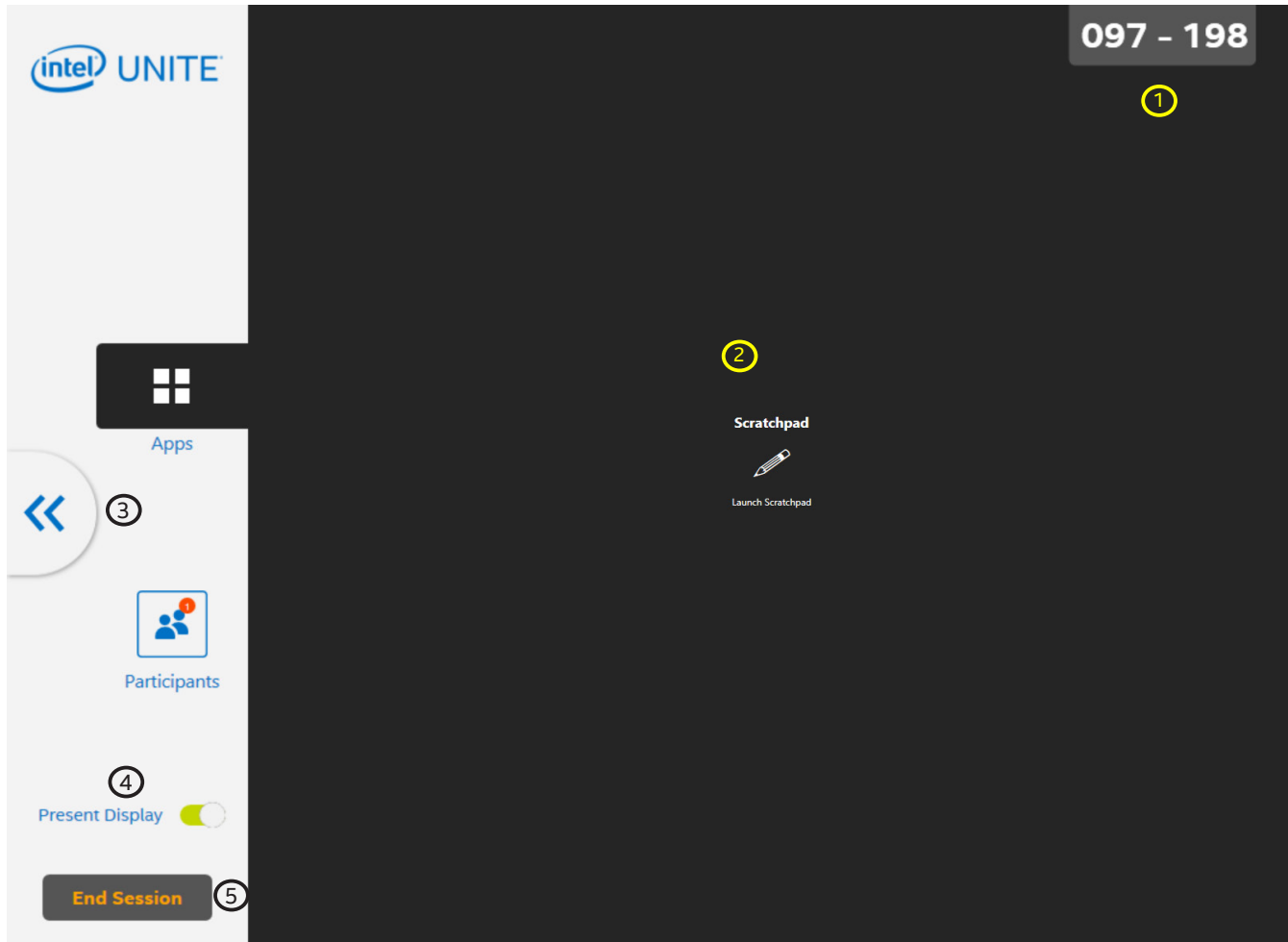
1. **PIN** – The number entered on the client.
2. **Apps area** – Displays the available apps.
3. **Close options** – Click to return to the main display.
4. **Present Display** – Toggles to enable/disable the hub as a presenter.
5. **End Session button** – Click to end the session and disconnect all users.

8.3 Hub Participants Screen

Figure 30 shows the Participants screen, which shows all connected users.

**Figure 34. Hub Participants Screen**

1. **PIN** – The number entered on the client.
2. **Users area** – Displays the connected users.
3. **Close Options** – Click to return to the main display.
4. **Present Display** – Toggles to enable/disable remote presentation of the hub display.
5. **End Session button** – Click to end the session and disconnect all users.
6. **Lock Session** – Toggles to lock/unlock the session.

8.4   Hub View Control Panel

This is the hub **view control panel**, which allows a hub that is connected to a touch-capable display or a mouse to annotate, mute/unmute audio, enable full screen, or use the screen control feature. To open the view control panel, touch or left mouse click the up arrow icon ( ) at the center bottom during a presentation.

Figure 35. Hub View Control Panel
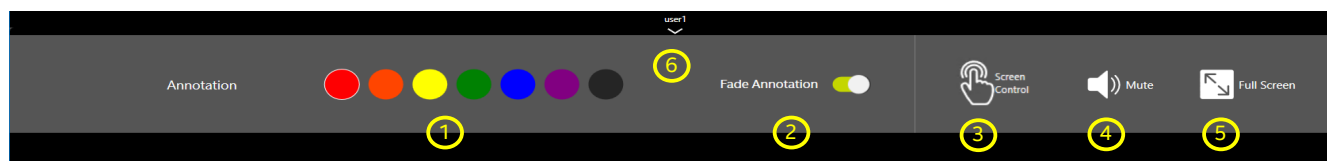
1. **Annotation color** – Selects a color for annotation.
2. **Annotation fade** – When toggle is green, fade is enabled. When toggle is gray, fade is disabled. When fad is enabled, annotation fades after a few seconds.
3. **Screen Control** – Enables or disables the screen control feature, allowing control of the presenting client. This icon only appears with touch-enabled displays and when the client allows screen control.
4. **Mute/Unmute** – Toggles audio mute and unmute.
5. **Full Screen** – If more than one presenter is presenting to the display, click or touch to cause the selected presentation to take over the display and stop the other presentations.
6. **Hide view control panel** – Click or touch to hide the view control panel.

8.5 Hub Toggle Desktop Button

Figure 32 shows the hub displaying a presentation with the Toggle Desktop Button.

Figure 36. Hub Display Present with Toggle Desktop Button
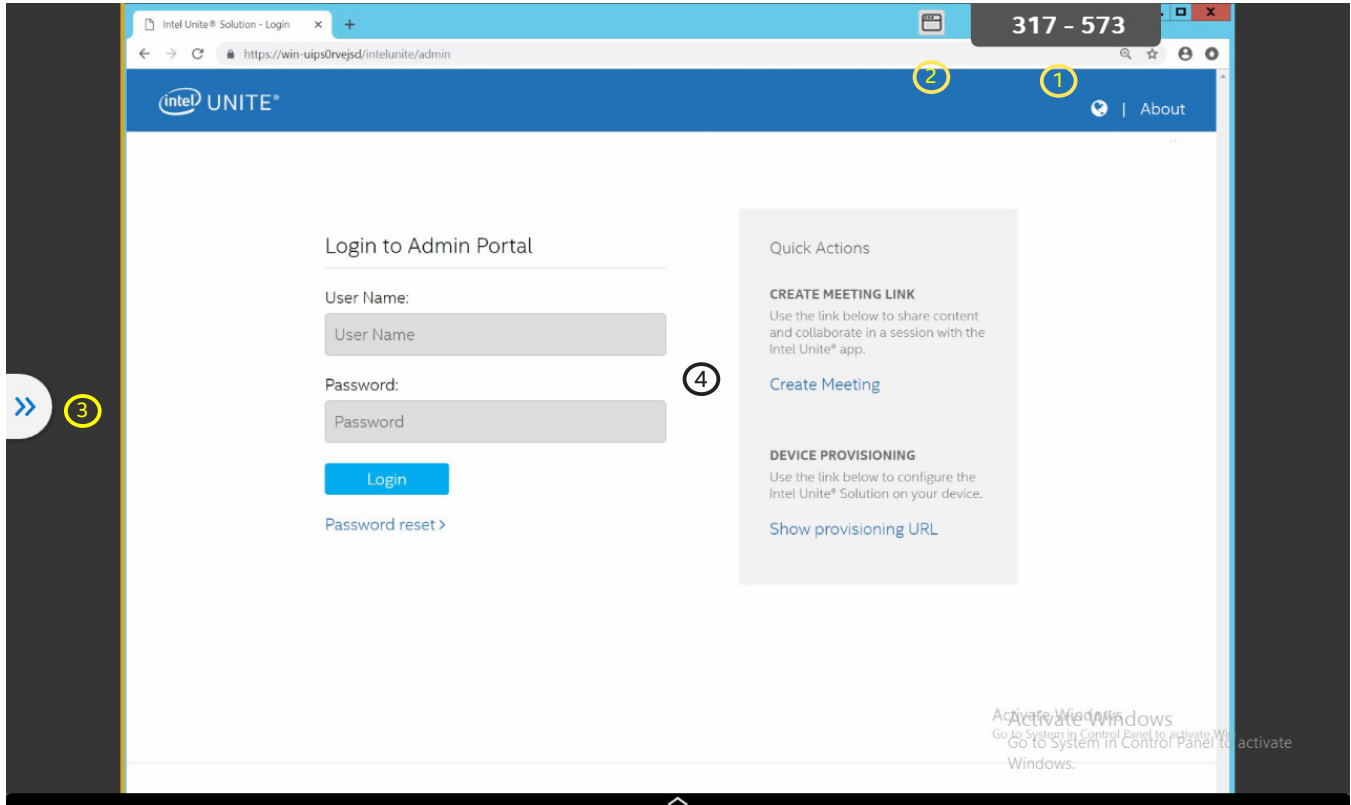
1. **PIN** – The number entered on the client.
2. **Toggle Desktop Button** – Toggle button switch between displaying the presentation and the hub desktop.
3. **Close Options** – Click to return to the main display.
4. **Display Area** – The display area. Currently displaying a presentation.

Figure 33 shows the hub displaying the hub's desktop with the Toggle Desktop Button.

Figure 37. Hub Display Desktop with Toggle Desktop Button
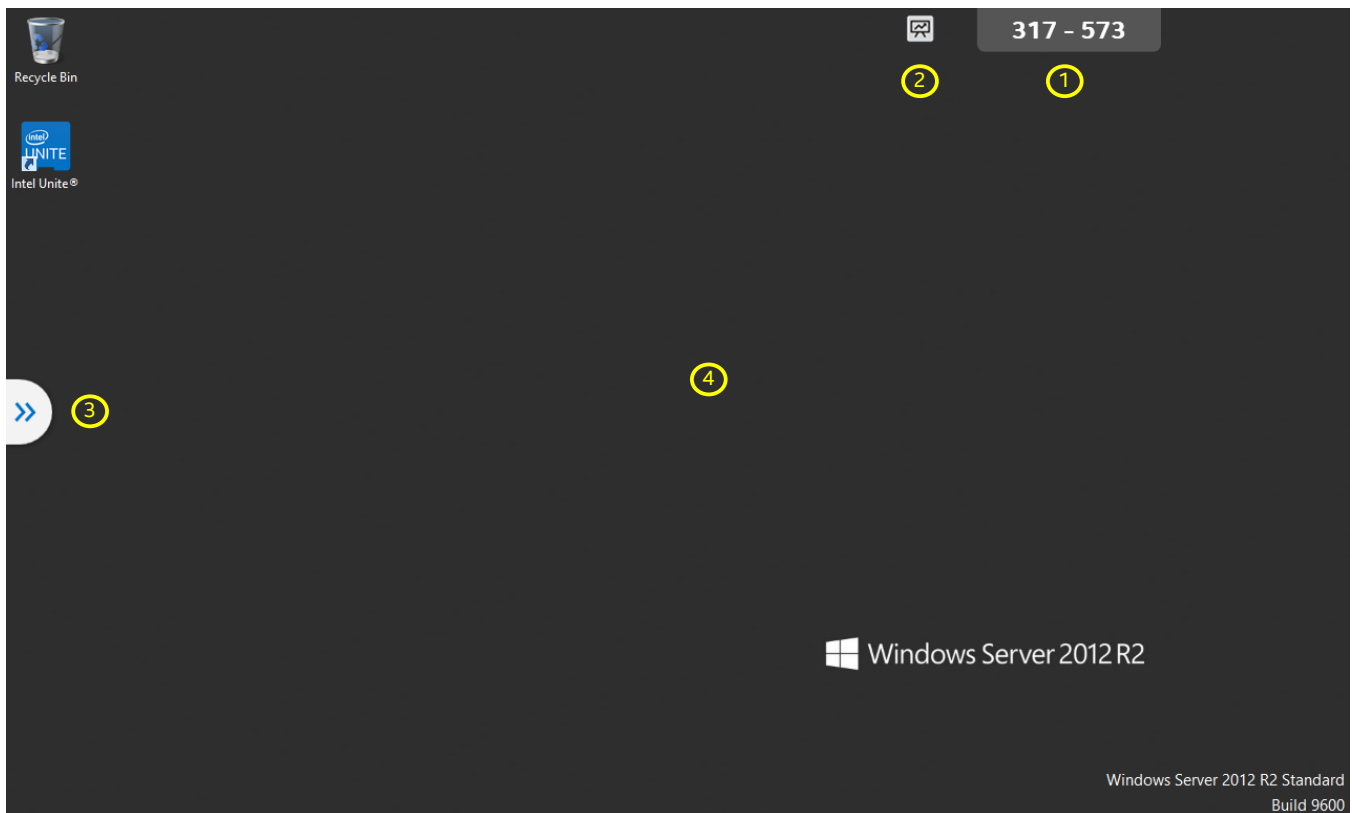
1. **PIN** – The number entered on the client.
2. **Toggle Desktop Button** – Toggle button switch between displaying the presentation and the hub desktop.
3. **Close Options** – Click to return to the main display.
4. **Display Area** – The display area. Currently displaying the hub desktop. In this mode, touch or mouse inputs can be used to interact with the desktop.

9 Hub Features

Hubs that have connected input devices, such as a touch screen or mouse, can access hub features.

9.1 Hub Feature List

Following are the hub features:

- Annotate
- Display and run apps
- Display connected clients
- End session
- Hub as presenter
- Lock and unlock sessions
- Take over using Full Screen
- Toggle Desktop Button
- Screen Control*

*Screen Control only with Windows 10 Clients.

9.1.1 Annotate

The annotation options are available when the hub is presenting or the presenter has set the **Participant Annotation** to **On**.

Following are the steps for using this feature:

1. Click the show presentation panel icon ( ) in the center bottom.
2. Select an ink color.
3. Touch and drag or click and drag to start annotating.
4. By default, **Fade Annotation** is **On**, which causes the ink to fade after a few seconds. If it is set to **Off**, the ink will not fade.

9.1.2 Display and Run Apps

To see the apps available on the hub and run them, complete the following steps:

1. Click the **Open Options** arrows ( ), to open the side panel.
2. Click the **Apps** icon ( ) to display the apps available on the hub.
3. Click an app's icon to launch it.

For detailed information about each app, see the corresponding app user guide (for example, the Scratchpad user guide or Skype for Business user guide)

9.1.3 Display Connected Clients

To see the clients connected to the hub, use the following steps:

1. Click the **Open Options** arrows ( ), to open the side panel.
2. Click the **Participants** icon ( ), to display the clients connected to the hub.

9.1.4 End a Session

Ending a session results in all participants being disconnected from the hub. To end a session from the hub, follow the next steps:

1. Click the **Open Options** arrows ( ) to open the side panel.
2. Click **End Session**.

9.1.5 Hub as a Presenter

The **Hub as a Presenter** feature allows the hub to present. The IT administrator must enable this feature on the hub. To present from the hub, use the following steps:

1. Click the **Open Options** arrows ( ), to open the side panel.
2. Toggle the **Present Display** switch to **On** ( ).
3. To stop presenting, click the **Open Options** arrows ( ).
4. Toggle the **Present Display** switch to **Off** ( ).

9.1.6 Lock and Unlock a Session

A locked session blocks new participants from joining a session. A session can be locked and unlocked from the hub as follows:

1. Display the connected clients.
2. To lock a session, toggle the **Lock Session** switch to **On** ( ).
3. To unlock a session, toggle the **Lock Session** switch to **Off** ( ).

9.1.7 Take Over

The Take Over feature allows the full screen display of a single presentation when multiple presentations are targeted to a single display.

To use the Take Over feature.

1. When multiple presenters present to the same display, select the presentation to be displayed in full screen.
2. Click the show presentation panel arrow ( ) in the center bottom.
3. Click **Full Screen**.

9.1.8 Toggle Desktop Button

The Toggle Desktop Button feature allows access to the hub desktop when presenting. When this feature is enabled, the toggle button appears next to the PIN when a presentation is presented to the hub display. Toggle the button to switch back and forth from the presentation to the hub desktop. **Note:** If the Toggle Desktop Button does not show up when presenting, contact IT to determine if the feature is enabled for the hub.

To use the Take Over feature.

1. From a client, present to the hub display.
2. Confirm that the Toggle Desktop Button ( ) shows up next to the PIN.
3. When the button is in present mode ( ), the presentation is shown on the display and the tooltip "Show Desktop" appears when the mouse cursor hovers over the button.
4. When the button is in desktop mode ( ), the desktop is shown on the display and the tooltip "Show Presentation" appears when the mouse cursor hovers over the button.

5. Click the button to toggle between present mode and desktop mode.

9.1.9 Screen Control

The Screen Control feature allows the hub to send touch and/or mouse controls to the presenting client.

Note: When Screen Control is enabled, the hub's virtual keyboard is not functional. To allow functionality of the virtual keyboard on the hub, disable Screen Control.

Following are the steps for using the Screen Control feature:

1. Tap or click the show presentation panel arrow ( ) in the center bottom.
2. Tap or click the **Screen Control** icon ( ) to enable Screen Control.
3. Use touch or a mouse to control presented content on the client.

Appendix A: Microsoft* Outlook Add-In for the Intel Unite® Solution

To install the Microsoft* Outlook add-in for the Intel Unite® solution:

1. Run the file **Intel Unite® Add-in for Microsoft Outlook.msi**.
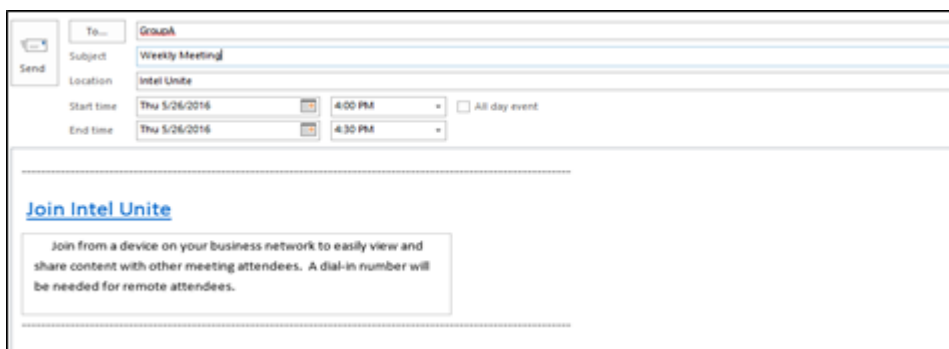2. Complete the installation.
3. Open Outlook.
4. On the Home ribbon, click **Intel Unite® Application Create Meeting**. The meeting created using the schedule meetings functionality will look similar to Figure 37:

Figure 38. Outlook Meeting

Note: Do **NOT** install the Microsoft* Outlook add-in for the 3.x version of the Intel Unite® solution if the Microsoft Outlook add-in for the 4.0 version of the Intel Unite® solution is already installed, as this will cause the add-in to only work for meetings hosted by 3.x hubs.

When the Microsoft Outlook add-in for the 4.0 version of the Intel Unite® solution is installed on a device that already has the Microsoft Outlook add-in for the 3.x version of the Intel Unite® solution installed, a single "Create Meeting" button will be displayed on the Microsoft Outlook toolbar. The Microsoft Outlook add-in for the cloud version of Intel Unite® solution is able to connect to meetings hosted by both 3.x and 4.0 hubs.

Note: For Windows platforms to be able to connect to meetings hosted by both 3.x and 4.0 hubs, the 3.x version and 4.0 version of the client application for the Intel Unite® solution must both be installed on the device. For non-Windows platforms, the 4.0 version of the client application for the Intel Unite® solution is able to connect to meetings hosted by 3.x or 4.0 hubs.
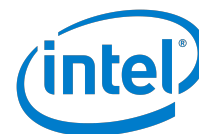
Appendix B: Client Hot Keys

The tables in this section show the hot keys mapped to various functions of the Intel Unite® client.

Hot Keys for Pin Functions

PIN Screen Function	Windows	Mac	iOS	Android	Chrome	Linux
PIN Entry	0–9	0–9	0–9	0–9	0–9	0–9
Delete Last Digit	Backspace	Backspace	Backspace	Backspace	Backspace	Backspace
Clear PIN	ESC	CMD + Delete	CMD + Delete	ESC	ESC	ESC
Paste PIN	CTRL + V	CMD + V	CMD + V	CTRL + V	CTRL + V	CTRL + V

Hot Keys for Main Screen Functions

Main Screen Function	Windows	Mac	iOS	Android	Chrome	Linux
Participants	CTRL + P	CMD + P	CMD + P	CTRL + P	CTRL + P	CTRL + P
Screen-> Screen 1-> Present	CTRL + 1	CMD + 1	CMD + 1	CTRL + 1	CTRL + 1	CTRL + 1
Screen-> Screen 1-> Advanced	CTRL + 2	CMD + 2	CMD + 2	CTRL + 2	CTRL + 2	CTRL + 2
Disconnect	CTRL + E	CMD + E	CMD + E	CTRL + E	CTRL + E	CTRL + E
Lock Session	OS Modifier Key + L	CMD + L	CMD + L	OS Modifier Key + L	OS Modifier Key + L	OS Modifier Key + L
View Participant (Stretch)	CTRL + Shift + # (1–8)	CMD + Shift + # (1–8)	Not Available	CTRL + Shift + # (1–8)	CTRL + Shift + # (1–8)	CTRL + Shift + # (1–8)

Hot Keys for Presenting Functions

Presenting Function	Windows	Mac	iOS	Android	Chrome	Linux
Annotate	CTRL + N	CMD + N	CMD + N	CTRL + N	CTRL + N	CTRL + N
Disable Annotation	CTRL + O	CMD + O	CMD + O	CTRL + O	CTRL + O	CTRL + O
Mute WebRTC	CTRL + T	CMD + T	Not Available	CTRL + T	CTRL + T	CTRL + T

Hot Keys for View Functions

View Function	Windows	Mac	iOS	Android	Chrome	Linux
Annotate	CTRL + N (Others if Capable)	CMD + Shift + N	CMD + Shift + N	CTRL + N (Others if Capable)	CTRL + N (Others if Capable)	CTRL + N (Others if Capable)

Hot Keys for Other Functions

Other Function	Windows	Mac	iOS	Android	Chrome	Linux
Host Session	CTRL + H	CMD + H	Not Available	CTRL + H	CTRL + H	CTRL + H
Preferences	CTRL Y + S	CMD + ,	CMD + ,	CTRL Y + S	CTRL Y + S	CTRL Y + S