Mondopad v1.8
Software Guide
Overview

Mondopad home page

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

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

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

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

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

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

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

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

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

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

**Optional Minimize button**: tap to minimize the Mondopad application. This is included in Personal mode.

**Optional Video**: displays and automatically plays a video, if desired.
Mondopad toolbar

The Mondopad toolbar may vary depending on how your Administrator setup the Mondopad software settings. The following features are the options available in the software. In addition, your Administrator has the ability to add 3rd party application shortcuts to the Mondopad toolbar. See Using 3rd Party Applications and subsequent chapters for more information about Mondopad features.

**Getting Started**: displays instructions on how to load your presentation, invite other participants to join the meeting, and how to control your PC from the Mondopad device or control the Mondopad device from your PC, IPad or Android.

**View & Share**: displays a list of files (documents, images, and video 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, or uploaded through the network to the View & Share folder. Network files can also be accessed from the View & Share folder, if the Administrator sets up this feature.

**Browser**: provides you with access to the Internet. Multiple websites can be opened simultaneously and displayed as tabs along the bottom edge of the screen. Standard navigation tools, such as Back, Forward, Refresh, Stop, and Add to Favorites, are available. The Browser also allows the Administrator to access Mondopad administrative features.

**Whiteboard**: provides a blank Whiteboard surface for brainstorming, project updates, and other visual ideas. A complete set of writing and drawing tool pens, circles, squares, and straight lines are available in various sizes and colors for drawing and annotation purposes. Whiteboard pages can also be saved for access later as a fully editable file, or saved as JPEG images or PDF files and emailed to another person.

**Video Meeting**: The Mondopad device is a SIP endpoint, which allows you to have a video conference using any SIP-based video conferencing service partner. Additional protocols may be supported through SIP-based translation services offered by your video conferencing service partner.

**Extras**: provides you with the ability to launch 3rd party applications which have been setup by your Administrator. Your Administrator also has the ability to upload and manage 3rd party Windows compatible applications to Mondopad™ and to access the Mondopad device’s desktop and control panel from the Extras area.

**Reset Meeting**: exits the current meeting and prepares a clean, secure session for a new meeting. **NOTE**: 3rd party applications are unaffected.

**Schedule**: allows your Administrator to display a Microsoft® Exchange calendar (Office® 365 or Office® 2007 & later, using EWS service).
Touch screen techniques

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

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

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

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

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

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

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

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

NOTES:

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

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

1) Turn on the Mondopad device.

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

If the Mondopad home page displays:

• Begin using the software.

If the Windows logon screen displays:

a. Log on using a valid user account name and password. The Mondopad logon screen appears.

b. Type the same user account name and password into the Mondopad logon screen. The Mondopad home page appears.

If the Windows desktop displays:

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

If a Windows or Mondopad registration page displays:

• Contact your Administrator. Your Mondopad device has not been setup.

Change users

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

1) From the Home Page, tap Extras.

2) Tap Log Off User.

3) Tap Yes to display the Windows logon screen.

Restart the Mondopad device

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

1) From the Home Page, tap Extras.

2) Tap Reboot.

3) Tap Yes.

Power the Mondopad device down

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

1) From the Home Page, tap Extras.

2) Tap Shutdown.

3) Tap Yes.
**View & Share**

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

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

From the Home page, tap View & Share 📱.

<table>
<thead>
<tr>
<th>Icon</th>
<th>View &amp; Share tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="List" /></td>
<td>List</td>
<td>toggles between a list view and a thumbnail view.</td>
</tr>
<tr>
<td><img src="image" alt="Refresh" /></td>
<td>Refresh</td>
<td>refreshes the View &amp; Share folder. This is helpful when files have been sent to the Mondopad device via email.</td>
</tr>
<tr>
<td><img src="image" alt="Sort" /></td>
<td>Sort</td>
<td>allows the files and folders to be sorted by name, date modified or type.</td>
</tr>
<tr>
<td><img src="image" alt="Lock Folder" /></td>
<td>Lock Folder</td>
<td>locks folders which have been copied to or created on the Mondopad device.</td>
</tr>
<tr>
<td><img src="image" alt="Forgot PIN" /></td>
<td>Forgot PIN</td>
<td>sends the Folder Security PIN Code of emailed folders back to the original email address.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete</td>
<td>deletes selected files and folders.</td>
</tr>
</tbody>
</table>
### Help
- displays View & Share Help information.

### USB
- allows the user to quickly navigate to files and folders on an attached USB thumb drive.

### Send Back
- Only available for files sent to the View & Share folder by email. This feature allows users to send back the edited file to the original source email address.

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

1. From the Mondopad toolbar, tap **View & Share**.
2. Insert the USB thumb drive into an available USB jack.
3. On the **USB Insert** message, tap **OK**. (If the dialog box does not appear, tap the **USB** icon in the left-hand View & Share folder toolbar.)
4. Tap **Copy**.
5. Tap **OK**.
6. Tap and hold the folder or file until a copy of the file icon appears, and then drag the file icon from the source location to the desired location.
7. Tap **Done**.
8. Remove the USB thumb drive.

## Upload a file using email

1. Use your computer (or smart device) to send the presentation to the email address displayed at the top of the Mondopad screen or on the **Getting Started > Presentations** tab. **NOTE:** An email message from the Mondopad device is sent letting you know that your file was received.
2. Navigate to the View & Share folder and tap the folder named after your email address.
3. If the folder is not visible, tap **Refresh**. Large files may take several minutes to be delivered to the Mondopad device, depending on network traffic.
4. Tap the folder.
5. If prompted for an access code, type the access code which was sent to your email address. **NOTE:** If you do not see the email which contains your access code, check your junk email folder, or tap **Forgot PIN** to have another email sent.
6. Tap **OK**.

## Upload a file using the WLAN

1. Using your computer or smart device (not Mondopad), open a web browser. **NOTE:** You must be logged into the same network as the Mondopad device.
2. Type the IP address displayed at the top of the Mondopad screen or on the **Getting Started > Presentations** tab (for example, 172.20.30.82) into the computer or smart device address bar and click **Enter**.

4) **Option 1 - Create a personal folder in the View & Share folder:**
   
   a. Click **Upload Presentation Files** in the left-hand navigation menu.
   
   b. Type your email address.
   
   c. Click **Browse**.
   
   d. Locate the desired file on your computer (or smart device) and click **Open**.
   
   e. Click **Upload**. A folder with your email address and files now appears in the View & Share folder.

5) **Option 2 - Upload a single file to the View & Share folder:**
   
   a. Type the **Meeting Access Code** from the Mondopad device (for example, 7023) and click **Login**. Manage Local Files displays.
b. Click **Upload**.

c. Click **Browse**.

d. Locate the desired file on your computer (or smart device) and click **Open**.

e. Click **Upload**. The file now appears in the View & Share folder.

### Upload a file using a wireless Peer-to-Peer connection

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

1) From the Home page, tap **Getting Started**.

2) Review the Hotspot information on the Presentations tab, then open the Wireless Network Connections on your computer (or smart device).

3) Click the Wireless Network Connection which matches the one listed in the Hotspot information.

4) Click **Connect**.
5) Type the network security key (passcode).

6) Click OK.

7) Open the laptop's web browser. If the Mondopad Remote Conference interface does not automatically display, type the Mondopad IP address in the address bar and click Enter.

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

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

11) **Option 2 - Upload a single file to the View & Share folder:**
    a. Type the Meeting Access Code from the Mondopad device (for example, 7023) and click **Login**. **Manage Local Files** displays.
    b. Click **Upload**.
    c. Click **Browse**.
    d. Locate the desired file on your computer (or smart device) and click **Open**.
    e. Click **Upload**. The file now appears in the View & Share folder.
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 Folder Security PIN Code

This process allows users to lock personal folders that were created or copied into the View & Share folder. This process does not work for folders that were emailed to the Mondopad device.

1) Tap Lock Folder in the left-hand column. The Lock Folder dialog box displays.
2) Tap OK.
3) Tap the folder you want to lock. NOTE: Only folders which can be locked are accessible. All others are grayed out.
4) Type the desired 4-digit or 6-digit alphanumeric Folder Security PIN Code. NOTE: PIN code length is determined by administrative settings.
5) Tap OK.
6) Re-type the PIN code in Confirm New PIN and tap OK.
7) Tap Done. The folder now requires the PIN to be entered before it can be opened.

Remove a Folder Security PIN Code

Folder security PIN codes can be removed by the original folder owner or by an administrator, if the administrator has set up a Global Override PIN.

1) Tap the locked folder.
2) Type the associated PIN code.
3) Tap the Remove PIN icon.
Forgotten Folder Security PIN Code

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

1) Tap the **Forgot PIN** button. The Forgot PIN dialog box displays.
2) Tap **OK**.
3) Tap your locked file.
4) Tap **Send**.
5) Look in your email for a message with the subject line: Email Folder Access code. **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 copy of the file icon appears.
2) Drag the file icon to **Delete** and release.
3) Tap **OK** to confirm deletion.

**To delete multiple files and folders:**

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.
Present View & Share Files

1) Tap the View & Share file you wish to present. The file opens. **NOTE**: Files can also be opened from a USB thumb drive.

2) Tap the left-hand pane to open up the menu bar.

3) Use touchscreen techniques or the View & Share controls to navigate through the file. **NOTE**: View & Share controls vary depending on the file type.
**View & Share navigation tools**

*NOTE:* Navigation tools vary depending on the file type.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Navigation Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="To Files" /></td>
<td>To Files</td>
<td>Tap to return to the View &amp; Share folder.</td>
</tr>
<tr>
<td><img src="image" alt="Previous" /></td>
<td>Previous</td>
<td>Tap to display the previous page in the file.</td>
</tr>
<tr>
<td><img src="image" alt="Previous" /></td>
<td>Previous</td>
<td>Tap to display the previous image in the folder.</td>
</tr>
<tr>
<td><img src="image" alt="Next" /></td>
<td>Next</td>
<td>Tap to display the next page in the file.</td>
</tr>
<tr>
<td><img src="image" alt="Next" /></td>
<td>Next</td>
<td>Tap to display the next image in the folder.</td>
</tr>
<tr>
<td><img src="image" alt="Laser Pen" /></td>
<td>Laser Pen</td>
<td>Tap to highlight something temporarily. The mark disappears when a new mark is made. Laser marks cannot be saved.</td>
</tr>
<tr>
<td><img src="image" alt="Annotation" /></td>
<td>Annotation</td>
<td>See &quot;View &amp; Share annotation tools (varies by file type)&quot; on page 21</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Edit</td>
<td>Tap to open the Microsoft or Adobe Reader application and make changes to the files. Closing the application returns you to the View &amp; Share folder.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom In" /></td>
<td>Zoom In</td>
<td>Tap to magnify a portion of the open file.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom Out" /></td>
<td>Zoom Out</td>
<td>Tap to reduce a portion of the open file.</td>
</tr>
<tr>
<td><img src="image" alt="100%" /></td>
<td>100%</td>
<td>Tap to return the file to its original size.</td>
</tr>
<tr>
<td><img src="image" alt="HD" /></td>
<td>HD</td>
<td>Displays when images are greater than 1920x1080. This indicates the image was down-sized for the Mondopad device. To display the image in its native resolution, tap the HD icon.</td>
</tr>
<tr>
<td><img src="image" alt="Rotate Left" /></td>
<td>Rotate Left</td>
<td>Tap to rotate the image 45 degrees to the left.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Rotate Right</td>
<td>Tap to rotate the image 45 degrees to the right.</td>
<td></td>
</tr>
<tr>
<td>Enable Links</td>
<td>Tap to activate the embedded PDF and PowerPoint file links.</td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td>Tap to adjust the displayed size of the Word document without affecting the print size. Options include Letter (default), Legal, A4 or A5.</td>
<td></td>
</tr>
<tr>
<td>One Page</td>
<td>Tap to display a single page of the Word file at a time.</td>
<td></td>
</tr>
<tr>
<td>Two Page</td>
<td>Tap to display two pages of the Word file at a time.</td>
<td></td>
</tr>
<tr>
<td>Play</td>
<td>Tap to start the PowerPoint slideshow.</td>
<td></td>
</tr>
<tr>
<td>Thumbnail View</td>
<td>Tap to display a thumbnail view of the file.</td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td>Tap to close the current document.</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>Tap to send the document to a network printer. NOTE: The printer must be installed through the Windows operating system on the Mondopad device.</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>Tap to display View &amp; Share help documentation.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Create a drawing

1) Open a file from the View & Share folder.
2) Tap Annotation.
3) Tap a drawing object and the color, pen width, and transparency desired.
4) Draw on the page with a stylus or your finger. **TIP:** Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.
5) Use **Select**, **Lasso**, **Undo**, **Re-do**, **Clear**, and **Eraser** to modify the drawing. See "View & Share annotation tools (varies by file type)" on page 21.

Add text

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

**NOTE:** The text overlays the open document and does not affect the text within the displayed document. To edit the original source document, close annotation and tap **Edit** in the View & Share Navigation toolbar.
7) Tap **OK** when finished.
Save the annotated file

1) Tap Save.
2) Type the file Name.
3) Choose the desired File Type (MWB*, JPG, and PDF).
4) For JPG and PDF file types, choose to save the Current Page or All Pages.
5) If All Pages is chosen and you would like individual emails of each page, tap Send in multiple emails.
6) Browse to the Location you would like to save the file to or accept the default location.
7) Tap OK.

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

Share the annotated file

1) Tap Share.
2) Choose the desired File Type (JPG or PDF).
3) Choose to share the Current Page or All Pages of the file.
4) Tap OK.
5) Tap an existing email address from the list or type an email address into Enter new email address, and tap Add.
6) To remove an address from the Send To list, tap the address which currently appears in the Send To list.
7) When the Send To list is complete, tap OK. An email message with the subject line "Annotation Screen Capture" is sent to the email addresses. If the email message is not received, have the recipients look in their Junk Mailbox.
### View & Share annotation tools (varies by file type)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Drawing Objects" /></td>
<td>Drawing Objects</td>
<td>Tap to select a drawing object. <strong>NOTE:</strong> Each object has its own color, pen width, and pen transparency setting.</td>
</tr>
<tr>
<td><img src="image" alt="Colors" /></td>
<td>Colors</td>
<td>Tap the color you want to use for the currently selected drawing object.</td>
</tr>
<tr>
<td><img src="image" alt="Pen Width and Transparency" /></td>
<td>Pen Width and Transparency</td>
<td>Adjust the pen width and transparency level by sliding the thumbnail buttons. The sample pen dot and dot transparency graphics change automatically. <strong>NOTE:</strong> The transparency slider is disabled for the pen object, since the pen object is always solid.</td>
</tr>
<tr>
<td><img src="image" alt="Text" /></td>
<td>Text</td>
<td>Tap <strong>Text.</strong> Tap the screen where you want the text box to be placed and adjust the placement, font size, color, and type attributes as desired. Type your text and tap <strong>OK.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Select" /></td>
<td>Select</td>
<td>Tap <strong>Select.</strong> Tap and drag the selection box around the drawing objects which you want to move, copy or delete. Tap and drag the selected objects to move them. Tap <strong>Copy</strong> to copy or <strong>Delete</strong> to delete the selected drawing objects. <strong>Cancel</strong> removes the selection. <strong>TIP:</strong> Copied objects are laid directly on top of existing drawing objects. Tap and drag the copied annotation mark to a new location.</td>
</tr>
<tr>
<td><img src="image" alt="Lasso" /></td>
<td>Lasso</td>
<td>Tap <strong>Lasso</strong> and then draw completely around the drawing objects to select them.</td>
</tr>
<tr>
<td><img src="image" alt="Eraser" /></td>
<td>Eraser</td>
<td>Tap <strong>Eraser,</strong> and then tap and drag across the drawing object to erase the portion you touched.</td>
</tr>
<tr>
<td><img src="image" alt="Grid" /></td>
<td>Grid</td>
<td>Tap to add and remove a grid overlay on the screen.</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo</td>
<td>Tap to reverse the last executed command.</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>Redo</td>
<td>Tap to reverse the last <strong>Undo</strong> command.</td>
</tr>
<tr>
<td><img src="image" alt="Clear" /></td>
<td>Clear</td>
<td>Tap to remove all drawing objects from the current file.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Tap to save the file as a Whiteboard file (.mwb), JPG images, or PDF file.</td>
</tr>
<tr>
<td><img src="image" alt="Share" /></td>
<td>Share</td>
<td>Tap to send an email with a JPG or PDF attachment of the annotated file.</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
<td>Tap to send the document to a network printer. <strong>NOTE:</strong> The printer must be installed through the Windows operating system on the Mondopad device.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Play</td>
<td>Tap to play the audio-video file.</td>
<td></td>
</tr>
<tr>
<td>Pause</td>
<td>Tap to pause the audio-video file.</td>
<td></td>
</tr>
<tr>
<td>Previous</td>
<td>Tap to go to the previous page of the file.</td>
<td></td>
</tr>
<tr>
<td>Annotation</td>
<td>Tap to close the annotation menu.</td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td>Tap to go to the next page of the file.</td>
<td></td>
</tr>
<tr>
<td>Invite</td>
<td>Tap to send an email message with an active link for someone to join the meeting and participate in the annotation session. <strong>NOTES:</strong> Microsoft Silverlight is required and installs automatically on compatible PC products. The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight), and that are within the same network as the Mondopad. (See &quot;Invite Others to Participate&quot; on page 24.)</td>
<td></td>
</tr>
<tr>
<td>Thumbnails</td>
<td>Tap to view thumbnails of all the edited pages. Tap a thumbnail to navigate to that page.</td>
<td></td>
</tr>
<tr>
<td>MP Invite</td>
<td>Tap to invite another Mondopad within the same WLAN/LAN network to join the meeting. (See &quot;Invite Others to Participate&quot; on page 24.) <strong>NOTE:</strong> IP addresses which are manually entered, must be pingable.</td>
<td></td>
</tr>
<tr>
<td>Disconnect All</td>
<td>Tap to disconnect from the active sharing session.</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>Tap to display tips and information.</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Multi-Touch Annotation/Whiteboard Mode

Depending on how your Mondopad device was configured by your administrator, you will notice one of three different touch behaviors in Whiteboard and Annotation modes:

1) Multi-finger drawing mode:
   
   If multi-finger drawing is enabled, the user can draw up to 5 simultaneous lines when in Pen or Highlighter mode. This may be two different people drawing independently, or one person using multiple fingers. **NOTES**: Multi-finger navigational gestures, such as two finger swipes, are disabled in this mode. In addition, if several long, continuous lines are drawn simultaneously, the drawing of the lines slows down.

2) Single-finger drawing mode with navigation gestures:

   If both single finger drawing and navigation gestures are enabled, the user can only draw with one finger at a time. In addition, multi-finger navigational gestures are enabled, including:
   
   • Two-finger left swipe = same as Right Arrow
   • Two-finger right swipe = same as Left Arrow
   • Two-finger down swipe = same as Up Arrow
   • Two-finger up swipe = same as Down Arrow
   • Two-finger pinch = same as Thumbnails button

   **NOTE**: Some users may accidently drop a knuckle or palm while drawing and cause one of the two-finger gestures to be activated. This can confuse users. In this case, we recommend disabling navigational gestures.

3) Single-finger drawing mode without navigation gestures:

   This mode is the default mode and only allows users to draw with one finger at a time. Multi-finger navigational gestures are disabled. This mode is the easiest for users since users cannot accidentally navigate through the document when more than one finger (or a knuckle or palm) touches the screen.
Invite Others to Participate

From another Mondopad device

1) Tap **MP Invite**. A list of Mondopad devices within the same network appears.

2) Tap the desired Mondopad device and tap **OK**.

3) If the Mondopad device is not listed:
   a. Tap **Send Invitation** and type the pingable **IP/Host name**.
   b. Tap **Send**.

4) The other Mondopad party must tap **OK** to accept the invitation and be joined into the session. The primary Mondopad device is now synchronized to the invited Mondopad device.

5) To end the session from most screens, tap the **Disconnect All** icon, **Disconnect All** and **Yes**. From the Annotation or Whiteboard menu, tap the **Disconnect All** icon and tap **OK**.

From a non-Mondopad device

1) Tap **Invite** from the Annotation menu.

2) Tap an existing email address from the list and then tap the green arrow.

3) If the email is not listed, type the email address in **Enter new email address**, and tap **Add**.

   **NOTE:** To remove an address from the Send To list, tap the address which currently appears in the Send To list and then tap the blue arrow.

4) When the Send To list is complete, tap **OK**. An email message with hyperlinks and the subject line "InFocus invites you to join a Whiteboard." is sent to the email addresses.

   **NOTES:** The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight). These Silverlight compatible devices must also be within the same network as the Mondopad. If the email message is not received, have the recipients look in their Junk Mailbox and add the email address to their Safe Senders list.

5) To end the session, close your browser window.

View or Present Files Remotely

**NOTE:** Manually entered IP addresses must be pingable and allow port traffic.

From another Mondopad device

1) Ask the person coordinating the Mondopad session to invite you to their session using **MP Invite** (located in the top left corner of most Mondopad screens and located in the Annotation and Whiteboard menus).

2) Once the invitation has been received, tap **OK** to accept the invitation and be joined into the session. The primary Mondopad’s image is now synchronized to the invited Mondopad’s screen.

3) To end the session from most screens, tap the **Disconnect All** icon, **Disconnect All** and **Yes**. From the Annotation or Whiteboard menu, tap the **Disconnect All** icon and tap **OK**.
From a non-Mondopad device

1) Ask the person coordinating the Mondopad session to provide you with the IP address (for example 172.20.30.82 ) and the Meeting Access Code from the Mondopad device (for example, 7023).

2) Using your computer or smart device (not Mondopad), open a web browser.

3) Enter the IP address into the address bar and click Enter.


5) Click Meeting Login.

6) Type the Meeting Access Code and click Login.

7) Click Screen View.

8) Use the navigation tools displayed on the right-hand side to control and view the presentation.

9) To end the session, close your browser window.
NOTES:

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home Icon" /></td>
<td>Home</td>
<td>Tap to return to the Home page.</td>
</tr>
<tr>
<td><img src="image" alt="Favorite Icon" /></td>
<td>Favorite</td>
<td>Tap to add the current page to your Favorite list.</td>
</tr>
<tr>
<td><img src="image" alt="Annotation Icon" /></td>
<td>Annotation</td>
<td>Tap to access the Annotation menu.</td>
</tr>
<tr>
<td><img src="image" alt="Print Icon" /></td>
<td>Print</td>
<td>Tap to send the document to a network printer. <strong>NOTE:</strong> The printer must be installed through the Windows operating system on the Mondopad device.</td>
</tr>
<tr>
<td><img src="image" alt="Back Icon" /></td>
<td>Back</td>
<td>Tap to go back to the previous webpage.</td>
</tr>
<tr>
<td><img src="image" alt="Forward Icon" /></td>
<td>Forward</td>
<td>Tap to go back to the next webpage.</td>
</tr>
<tr>
<td><img src="image" alt="Refresh Icon" /></td>
<td>Refresh</td>
<td>Tap to refresh the browser.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Icon" /></td>
<td>Cancel</td>
<td>Tap to cancel a loading webpage.</td>
</tr>
<tr>
<td><img src="image" alt="Clear Icon" /></td>
<td>Clear</td>
<td>Tap to clear the browser’s temporary file cache. This may be necessary in some cases to allow a page to be viewed correctly.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Zoom in</td>
<td>Tap to zoom the webpage in.</td>
<td></td>
</tr>
<tr>
<td>Zoom out</td>
<td>Tap to zoom the webpage out.</td>
<td></td>
</tr>
<tr>
<td>Cancel Zoom</td>
<td>Tap to return to the native webpage size.</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Tap to open another tab.</td>
<td></td>
</tr>
<tr>
<td>Compatibility Mode</td>
<td>Tap to change Browser Viewing Compatibility Mode. Turning Compatibility Mode On or Off may be required for some websites.</td>
<td></td>
</tr>
</tbody>
</table>
Whiteboard

Use the Whiteboard

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

From the Home page, tap Whiteboard.

Create a drawing

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

Add text

1) Tap Text.
2) Tap the screen where you want the text box to be. A text box opens.
3) Adjust the font size, color, and type attributes, as desired.
4) Using either a keyboard or the on-screen keyboard, type your text.
   **NOTE**: The text overlays the open document and does not affect the text within the displayed document. To edit the original source document, close annotation and tap Edit in the View & Share Navigation toolbar.
5) Tap OK when finished.

Save the Whiteboard file

1) Tap Save.
2) Type the file Name.
3) Choose the desired File Type (MWB*, JPG, and PDF).
4) For JPG and PDF file types, choose to save the **Current Page** or **All Pages**.

5) Browse to the **Location** you would like to save the file to.

6) Tap **OK**.

*MWB 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**.

![Share option](image)

2) Choose the desired **File Type** (JPG or PDF).

3) Choose to share the **Current Page** or **All Pages** of the file.

4) Tap **OK**.

5) Tap an existing email address from the list or type an email address into **Enter new email address**, and click **Add**.

![Select email to share image](image)

6) To remove an address from the **Send To** list, tap the address which currently appears in the **Send To** list.

7) When the **Send To** list is complete, tap **OK**. An email message with the subject line "Whiteboard Screen Capture" is sent to the email addresses. If the email message is not received, have the recipients look in their Junk Mailbox.
## Whiteboard tools

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Drawing Objects Icon" /></td>
<td>Drawing Objects</td>
<td>Tap to select a drawing object. <strong>NOTE</strong>: Each object has its own color, pen width, and pen transparency setting.</td>
</tr>
<tr>
<td><img src="image" alt="Colors Icon" /></td>
<td>Colors</td>
<td>Tap the color you want to use for the currently selected drawing object.</td>
</tr>
<tr>
<td><img src="image" alt="Pen Width and Transparency Icon" /></td>
<td>Pen Width and Transparency</td>
<td>Adjust the pen width and transparency level by sliding the thumbnail buttons. The sample pen dot and dot transparency graphics change automatically. <strong>NOTE</strong>: The transparency slider is disabled for the pen object, since the pen object is always solid.</td>
</tr>
<tr>
<td><img src="image" alt="Select BG Icon" /></td>
<td>Select BG</td>
<td>Tap to add a background image to the Whiteboard page.</td>
</tr>
<tr>
<td><img src="image" alt="Clear BG Icon" /></td>
<td>Clear BG</td>
<td>Tap to remove the background image from the Whiteboard page.</td>
</tr>
<tr>
<td><img src="image" alt="Import Pic Icon" /></td>
<td>Import Pic</td>
<td>Tap to import an image on the Whiteboard page. Imported images can be modified with the Adjust Pic feature. To remove an imported image, tap the red X in the top right-hand corner of the image.</td>
</tr>
<tr>
<td><img src="image" alt="Adjust Pic Icon" /></td>
<td>Adjust Pic</td>
<td>Tap to change the size, angle, and location of imported images.</td>
</tr>
<tr>
<td><img src="image" alt="Text Icon" /></td>
<td>Text</td>
<td>Tap <strong>Text</strong>. Tap the screen where you want the text box to be placed and adjust the placement, font size, color, and type attributes as desired. Type your text and tap <strong>OK</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Select Icon" /></td>
<td>Select</td>
<td>Tap <strong>Select</strong>. Tap and drag the selection box around the drawing objects which you want to move, copy or delete.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tap and drag the selected objects to move them.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tap <strong>Copy</strong> to copy or <strong>Delete</strong> to delete the selected drawing objects. <strong>Cancel</strong> removes the selection. <strong>TIP</strong>: Copied objects are laid directly on top of existing drawing objects. Tap and drag the copied annotation mark to a new location.</td>
</tr>
<tr>
<td><img src="image" alt="Lasso Icon" /></td>
<td>Lasso</td>
<td>Tap <strong>Lasso</strong> and then draw completely around the drawing objects to select them.</td>
</tr>
<tr>
<td><img src="image" alt="Eraser Icon" /></td>
<td>Eraser</td>
<td>Tap <strong>Eraser</strong>, and then tap and drag across the drawing object to erase the portion you touched.</td>
</tr>
<tr>
<td><img src="image" alt="Grid Icon" /></td>
<td>Grid</td>
<td>Tap to add and remove a grid overlay on the screen.</td>
</tr>
<tr>
<td><img src="image" alt="Undo Icon" /></td>
<td>Undo</td>
<td>Tap to reverse the last executed command.</td>
</tr>
<tr>
<td><img src="image" alt="Redo Icon" /></td>
<td>Redo</td>
<td>Tap to reverse the last Undo command.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Clear</td>
<td>Tap to remove all drawing objects from the current file.</td>
<td></td>
</tr>
<tr>
<td>Previous</td>
<td>Tap to go to the previous Whiteboard page.</td>
<td></td>
</tr>
<tr>
<td>Up</td>
<td>Tap to scroll up the Whiteboard page.</td>
<td></td>
</tr>
<tr>
<td>Thumbnail View</td>
<td>Tap to view thumbnails of all the Whiteboard pages. Tap a thumbnail to navigate to that page.</td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td>Tap to go to the next Whiteboard page. If you are on the last Whiteboard page, a new page is created.</td>
<td></td>
</tr>
<tr>
<td>Down</td>
<td>Tap to scroll down the Whiteboard page. If you are at the end of the Whiteboard page, the page lengthens.</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td>Tap to save the file as a Whiteboard file (.mwb), JPG images, or PDF file.</td>
<td></td>
</tr>
<tr>
<td>Share</td>
<td>Tap to send an email with a JPG or PDF attachment of the annotated file.</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>Tap to send the Whiteboard file to a network printer. <strong>NOTE:</strong> The printer must be installed through the Windows operating system on the Mondopad device.</td>
<td></td>
</tr>
<tr>
<td>Paste</td>
<td>Tap to paste Windows bitmap clipboard objects onto the whiteboard. Text objects cannot be pasted on the Whiteboard.</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Tap to open a new Whiteboard session.</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>Tap to open a saved Whiteboard (.mwb) file from the View &amp; Share folder.</td>
<td></td>
</tr>
<tr>
<td>Invite</td>
<td>Tap to send an email message with an active link for someone to join the meeting and participate in the annotation session. <strong>NOTES:</strong> Microsoft Silverlight is required and installs automatically on compatible PC products. The Invite feature is only available to users using Silverlight compatible PC or Apple devices who are within the same network as the Mondopad. (See &quot;Invite Others to Participate&quot; on page 24 for more information.)</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>Tap to display Whiteboard tips and information.</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Multi-Touch Annotation/Whiteboard Mode

Depending on how your Mondopad device was configured by your administrator, you will notice one of three different touch behaviors in Whiteboard and Annotation modes:

1) Multi-finger drawing mode:
   If multi-finger drawing is enabled, the user can draw up to 5 simultaneous lines when in Pen or Highlighter mode. This may be two different people drawing independently, or one person using multiple fingers. **NOTES:** Multi-finger navigational gestures, such as two finger swipes, are disabled in this mode. In addition, if several long, continuous lines are drawn simultaneously, the drawing of the lines slows down.

2) Single-finger drawing mode with navigation gestures:
   If both single finger drawing and navigation gestures are enabled, the user can only draw with one finger at a time. In addition, multi-finger navigational gestures are enabled, including:
   - Two-finger left swipe = same as Right Arrow
   - Two-finger right swipe = same as Left Arrow
   - Two-finger down swipe = same as Up Arrow
   - Two-finger up swipe = same as Down Arrow
   - Two-finger pinch = same as Thumbnails button
   **NOTE:** Some users may accidentally drop a knuckle or palm while drawing and cause one of the two-finger gestures to be activated. This can confuse users. In this case, we recommend disabling navigational gestures.

3) Single-finger drawing mode without navigation gestures:
   This mode is the default mode and only allows users to draw with one finger at a time. Multi-finger navigational gestures are disabled. This mode is the easiest for users since users cannot accidentally navigate through the document when more than one finger (or a knuckle or palm) touches the screen.
Video Meeting

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

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

If your Administrator has connected a 3rd party video calling system to an external video input port, you must change to that source, using the Input button on the remote or keypad. **NOTE:** Only audio is routed through Mondopad using this method. An external camera must be connected to the 3rd party video calling system directly.

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>A call is being made or received.</td>
</tr>
<tr>
<td>📞📞</td>
<td>The active call has been placed on hold.</td>
</tr>
<tr>
<td>📞🚫</td>
<td>Registration has failed. You are not connected to the video conferencing service.</td>
</tr>
<tr>
<td>📞✔️</td>
<td>Ready for a call to be placed.</td>
</tr>
<tr>
<td>📞💰</td>
<td>Registering to the server.</td>
</tr>
</tbody>
</table>

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

Volume Control: allows you to increase and decrease the audio volume.

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

Dial Pad: Used for initiating a video conferencing call.

Secure Call: the call has successfully connected using the configured SIP Security method.

Non-secure Call: the call has successfully connected without using encryption.

Address Book:

Local Contacts: allows you to save a personalized address book of SIP contact numbers.

Discovered Contacts: self-populates a list of Mondopad devices visible within the local area network.

- Add Contact: Enter a new local contact’s information.
- Delete Contact: Remove a local contact or group.
- Import Contacts: Choose a contacts XML file to add new contacts to the Local Contact list.
- Export Contacts: Saves Local Contacts to a contacts XML file.

Additional Controls:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Icon Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📘</td>
<td>Help</td>
<td>displays video conferencing information.</td>
</tr>
<tr>
<td>📝</td>
<td>Annotate</td>
<td>enables annotation mode. See &quot;Annotation&quot; on page 19 for more information.</td>
</tr>
<tr>
<td>🎤</td>
<td>Share</td>
<td>When Share is enabled, the video conferencing participants see the PC screen. When Share is off, the participants see the video camera image.</td>
</tr>
</tbody>
</table>
Self View displays the image from the Mondopad device’s camera. This is especially useful when you want to adjust the pan and tilt of the camera on top of the device.

Mic On allows the user to speak with video conferencing participants. When Mic On is toggled off, incoming audio from other participants can be heard, but they cannot hear you.

Hold/Resume places the video conferencing participants on hold (participants cannot see or hear anything). When Hold is off, the call is resumed.

Make/Receive a call

Your video conferencing service has documentation to make and receive calls. Please refer to this documentation for detailed information.

Call an existing contact:

1) Tap the Contacts or History tab.

2) Tap the contact you wish to call.

3) To make a video conferencing call, tap the Camera icon 📹.

4) To make an audio-only call, tap the Audio icon 🎤.

Call a new contact:

1) Using the Dial Pad, type the other party’s video conferencing address.

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

Accept an incoming Call

Once the call is recognized by your Mondopad, tap **Accept** on the dialog box to begin the audio/video conferencing call.

**Contacts and groups**

**To set up a Contact/Group:**

1) Tap the **Contacts** tab.

2) Tap the **Add Contact** icon.

3) Tap the **Add a Contact** tab.

4) Type the **Contact Name and SIP Address**

5) Enter the desired **Group**.

   If the group is not listed:
   a. Tap the **Add a group** tab.
   b. Type the new group name.
   c. Tap **Add**.

6) From the **Add a Contact** tab, tap **Add**.
To delete a Contact:

1) Tap the Contacts tab.

2) Tap the desired contact and tap the Delete Contact icon 📡.

To edit a Contact:

1) Tap the Contacts tab.

2) Tap the contact you wish to edit.

3) Tap the Pencil icon ✍️.

4) Tap and modify the information as needed.

5) Tap Edit.

To create a favorite Contact:

1) Tap the Contacts tab.

2) Tap the contact you wish to edit.

3) Tap the Favorites icon ★

4) Tap to Add to Bottom Bar to add the contact to the Mondopad toolbar, or tap Create Desktop Shortcut Icon to add a shortcut on the Mondopad device Desktop.
PiP behavior

Once a video conference is started, the participant window displays. When you leave the video conferencing area of Mondopad and go to the Browser, View & Share folder or Whiteboard, a small participant’s window is overlaid on the screen on the bottom right-hand corner of the screen.

PiP Window controls include:

**Hold/Resume**: toggles between placing video conferencing participants on hold (participants cannot see or hear anything) and resuming the call.

**Share/End Share**: toggles between sharing the Mondopad interface with the participants and showing the participants what the Mondopad device’s camera is displaying.

**Full Screen/Restore PiP**: toggles between displaying a full-screen view of the participants and minimizing the participant’s window.

**Hang Up**: ends the call.

Conference call behavior

In bridge calls were more than one participant is on the call, multiple video windows are open simultaneously. The largest video window displays the most active participant. The number of participants who can participate in a bridged video conference is determined by the service package chosen by the customer. In addition, many service providers allow you to toggle the video conferencing view by clicking the number five, “5”, on your keyboard.


**Extras**

**3rd Party Applications**

**Mondopad toolbar 3rd Party Application Shortcuts:**

3rd party application shortcuts which have been added to the Mondopad toolbar by your Administrator may appear with a Microsoft symbol in the lower right-hand corner. Tap the shortcut to open the application.

The Mondopad toolbar displays shortcuts for open 3rd party applications. These shortcuts have a green arrow in the lower right-hand corner. Tap the shortcut to switch between the Mondopad interface and the open application.

To **start a 3rd party application:** Tap the application shortcut in the Mondopad toolbar or in the Extras > Application folder.

To **minimize the application:** Tap the minimize button in the upper right-hand corner of the window.

To **close the application:** Tap the X in the upper right-hand corner of the window.
Control a PC from the Mondopad device

In order to use the Present2 application, your computer must be within the same LAN or WLAN as the Mondopad device.

1) To download Present2: Open the Mondopad device’s IP address on your computer and click Downloads to download the Present2 installer. If you receive a Windows Firewall error, follow the prompts to run the application anyway.

2) On your computer, choose a Mondopad and click Send to request a connection.

3) Type the Meeting Access Code and click Send.

4) At the Mondopad, tap Yes to accept the invitation. You may now control your PC from the Mondopad.

5) When finished, click Disconnect on the Present2 application.

IMPORTANT: Present2 requires that your computer’s font text size is set to Smaller (100%). To adjust your font size, go into your Control Panel and adjust your Display Settings.

Control the Mondopad device from a PC or iPad

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

1) To download ControlView for Windows, open the Mondopad device’s IP address on your computer and click Downloads to download the ControlView installer. To download the iPad client, go to the Apple AppStore and search for InFocus ControlView.

2) Run ControlView on your computer or iPad.

3) If this is your first time running ControlView, click Go twice until the ControlView screen below displays.
4) Click a Mondopad device and tap **Connect**.

5) Type the Mondopad device's Meeting Access Code. The Mondopad software appears on your computer. You can now control the Mondopad from your computer's touch screen, mouse, or keyboard.

6) When finished, click the **Close** button in the upper right-hand corner.
# Troubleshooting

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can’t see some types of View &amp; Share files</td>
<td>• Only certain files types are compatible with the Mondopad software. See &quot;View &amp; Share&quot; on page 8 for a full listing of compatible file types. If desired, you can display the files from an external source (bypassing the Mondopad software).</td>
</tr>
<tr>
<td>No access to the Internet</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>Can’t pick-up a video conferencing attendee call</td>
<td>• Check the Answer Mode setting in the Video Meeting Settings &gt; General tab. The Answer Mode should not be set to Auto Reject.</td>
</tr>
<tr>
<td>No image on video conferencing call</td>
<td>• Verify that the call has not been placed on hold.</td>
</tr>
<tr>
<td></td>
<td>• If you are using a 3rd party video calling system, an external camera must be connected directly to the 3rd party video calling system.</td>
</tr>
<tr>
<td></td>
<td>• If you are unable to see yourself, verify that the camera has been plugged into an available USB A jack on the device.</td>
</tr>
<tr>
<td>No audio for the video conferencing call</td>
<td>• Verify that the call has not been muted or placed on hold.</td>
</tr>
<tr>
<td>Can’t register, make or receive video conferencing calls</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>Poor video conferencing call quality</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>The calendar is not populating correctly</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>“Cannot register to server, reason: ...”</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>A Meeting Invite was not received</td>
<td>• Have the invited party check his/her junk mail.</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Silverlight is required and installs automatically on compatible PC products.</td>
</tr>
<tr>
<td></td>
<td>• The Invite feature only works with devices that support Microsoft Silverlight, such as Windows and Apple computers (iOS devices do not currently support Silverlight), and that are within the same network as the Mondopad.</td>
</tr>
<tr>
<td>Email messages are not being received by Mondopad</td>
<td>• Check with your system administrator.</td>
</tr>
<tr>
<td>A View &amp; Share folder is locked</td>
<td>• Have the sender check his/her email for the Access Code.</td>
</tr>
<tr>
<td>PowerPoint and images keep panning rather than scrolling</td>
<td>• Images and files cannot be scrolled when the files are zoomed in or out. Restore the images to their normal size and try again.</td>
</tr>
<tr>
<td>The remote Whiteboard application is only partially visible.</td>
<td>• Reduce the page size in the Browser settings.</td>
</tr>
</tbody>
</table>

For additional troubleshooting support, please contact:

InFocus Corporation
Technical Support
6am-5pm PST
877-388-8385

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