

KRAMER



USER MANUAL

MODEL:

VIA Collage

4K Wireless Presentation & Collaboration Solution

(For Firmware Version 2.2)



VIA COLLAGE QUICK START GUIDE

For Installer

This guide helps you install and use your product for the first time.

For more detailed information, go to www.True-Collaboration.com to download the latest manual or scan the QR code above.

STEP 1: Check What's in the Box

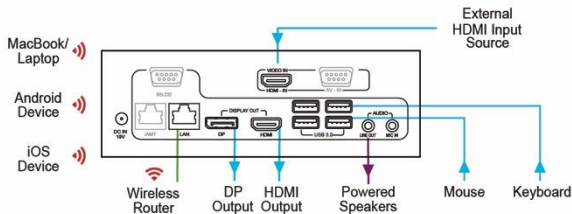
1. **VIA Collage** Collaboration Device
2. Power supply (19V DC) with power cords
3. Quick Start Guide
4. DP to HDMI Adapter

STEP 2: Install the VIA Collage

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

STEP 3: Inputs and Outputs at a Glance

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



Always use Kramer high-performance cables for connecting AV equipment to the **VIA Collage**.

STEP 4: Connect the Unit

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

STEP 5: Configure VIA Collage

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

Enter password: **supass**.

The Settings Menu tabs are:

- **LAN Settings** – Configure your network parameters and apply settings (DHCP is enabled by default)
- **System Controls** – Manage your display and audio settings, run control panel, select your language, etc.
- **Third Party Apps** – Install/remove third party software applications

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



VIA COLLAGE QUICK START GUIDE

For User

STEP 1: Connect Your Device to the Proper Network

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

STEP 2: Run or Download the Application

MAC or PC

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



Welcome to VIA Collaboration Hub

Launch VIA to login and click Present to begin wireless presentation and collaboration

Run VIA

Install VIA

iOS /Android/Windows Phone

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

STEP 3: Login

Room Name: [000.0.0.0] [v]

Nick Name: [Guest]

Login

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

Nickname: Enter a name for your device.

Code: Enter a 4-digit code as it appears in the wallpaper (if enabled).

Login: Press Login to join the meeting.

STEP 4: Main Menu



Click on **Present** to put your screen up front and on **Participants** to see who else is connected

STEP 5: Features



Wireless Connection

Connect wirelessly with your own device



Mobile Mirroring

Show any content from your iOS or Android device on the main display



Full HD Video Streaming

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



Files

Drag and drop files to the Files folder to share instantly with other users



File Sharing

Share any size file with any number of participants



Whiteboard

Annotate, illustrate and edit shared documents; touch-screen compatible



Start Collaboration

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



Enable Control

Give a participant control over a presenter's MAC® or PC laptop



Chat

Send an instant message to another participant



Third Party Apps

Join the meeting remotely with third-party apps, such as Microsoft Office®, Skype®, GotoMeeting®, Lync®, and WebEx®



4K-UHD Output



Web Browser

Open any browser to display content from a Web site



View Main Display

View the main screen on your own device.



HDMI Input 1

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

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1 Introduction

Welcome to Kramer Electronics! Since 1981, Kramer Electronics has been providing a world of unique, creative, and affordable solutions to the vast range of problems that confront video, audio, presentation, and broadcasting professionals on a daily basis. In recent years, we have redesigned and upgraded most of our line, making the best even better!

Our 1,000-plus different models now appear in 14 groups that are clearly defined by function: GROUP 1: Distribution Amplifiers; GROUP 2: Switchers and Routers; GROUP 3: Control Systems; GROUP 4: Format/Standards Converters; GROUP 5: Range Extenders and Repeaters; GROUP 6: Specialty AV Products; GROUP 7: Scan Converters and Scalers; GROUP 8: Cables and Connectors; GROUP 9: Room Connectivity; GROUP 10: Accessories and Rack Adapters; GROUP 11: Sierra Video Products; GROUP 12: Digital Signage; GROUP 13: Audio; and GROUP 14: Collaboration.

1.1 Getting Started

We recommend that you:

- Unpack the equipment carefully and save the original box and packaging materials for possible future shipment
- Review the contents of this user manual



Go to www.kramerav.com/downloads to check for up-to-date user manuals, application programs, and to check if firmware upgrades are available (where appropriate).

1.1.1 Achieving the Best Performance

To achieve the best performance:

- Use only good quality connection cables (we recommend Kramer high-performance, high-resolution cables) to avoid interference, deterioration in signal quality due to poor matching, and elevated noise levels (often associated with low quality cables)
- Do not secure the cables in tight bundles or roll the slack into tight coils

- Avoid interference from neighbouring electrical appliances that may adversely influence signal quality
- Position your **VIA Collage** away from moisture, excessive sunlight and dust



This equipment is to be used only inside a building. It may only be connected to other equipment that is installed inside a building.

1.1.2 Safety Instructions



Caution: There are no operator serviceable parts inside the unit

Warning: Use only the Kramer Electronics power supply that is provided with the unit

Warning: Disconnect the power and unplug the unit from the wall before installing

1.1.3 Recycling Kramer Products

The Waste Electrical and Electronic Equipment (WEEE) Directive 2002/96/EC aims to reduce the amount of WEEE sent for disposal to landfill or incineration by requiring it to be collected and recycled. To comply with the WEEE Directive, Kramer Electronics has made arrangements with the European Advanced Recycling Network (EARN) and covers any costs of treatment, recycling and recovery of waste Kramer Electronics branded equipment on arrival at the EARN facility. For details of Kramer's recycling arrangements in your particular country go to our recycling pages at www.kramerav.com/support/recycling/.

1.2 Overview

Welcome to **VIA Collage**!

VIA Collage is Kramer's unique, 4K Wireless Presentation & Collaboration Solution. It converts any display at any location into an interactive meeting point, and it works with a wide range of presentation devices from desktop and notebook computers to tablets and smartphones.

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

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

Key features of **VIA Collage**:

- Login using conventional Wi-Fi or LAN connections, no dongle needed
- Provides true HD 1080p/60 video streaming
- Supports Windows laptops, MAC® and Chromebooks, as well as iOS, Android and Windows mobile operating systems
- Compatible with all common Web browsers
- Wireless connection for up to 254 devices using a compatible external wireless network
- Up to 12 participant screens can be displayed simultaneously on dual screens (six on each screen)
- Supports popular third-party conferencing programs
- Touchscreen compatible with whiteboard and full annotation controls

1.2.1 Applications & Features

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

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

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

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

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

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

Are you using an iOS device with no VIA application? Just mirror your device's screen to the main display by activating the Airplay service of your device. Are you an Android user? Use the VIA App to start mirroring your device and its content!

For a complete, updated list of available features go to:

www.true-collaboration.com/products.html#

1.2.2 Supported Devices

The following user devices are supported by the **VIA Collage 4K Wireless Presentation & Collaboration Solution**:

- Windows 7/8/10® (32-bit/64-bit) computer
- Macintosh® computer, using OSX 10.8.x or newer
- Chromebook
- iPad/iPhone® tablet/smartphone (iPad 2 or later, iOS 9 or later)
Note: When using the Airplay service, no Kramer VIA application is needed. However, we recommend using iOS10 or Sierra OS X for a better experience.
- Android® OS 5.x tablet/smartphone
Note: For using the Android mirroring feature, a device equipped with Android 5.1 minimum is required.
- Windows® phone

2 Defining VIA Collage

This section defines **VIA Collage**.

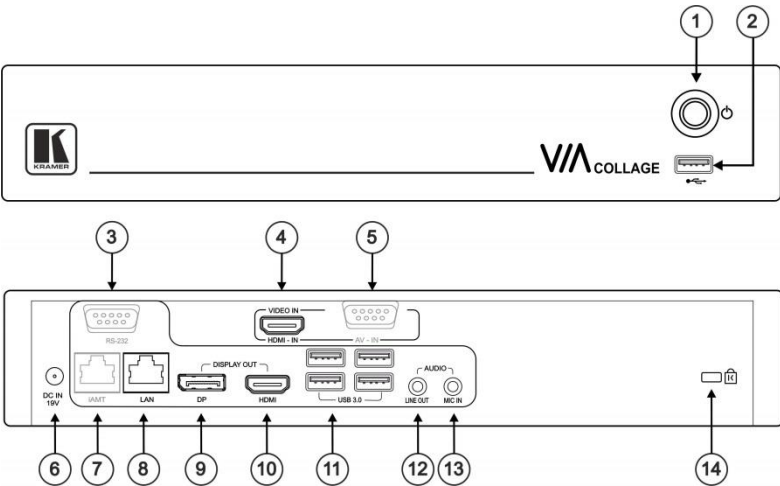


Figure 1: **VIA Collage** 4K Wireless Presentation & Collaboration Solution

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

3 Connecting VIA Collage



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

To connect the **VIA Collage** as illustrated in the example in [Figure 2](#) you need:

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

For a list of supported devices, see section [1.2.2](#).

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

- A USB or HDMI camera for distant participants connecting through Lync®, Skype®, GoToMeeting®, WebEx®
- A conferencing speakerphone for remote communication as well as audio playback of content being shared on the display
- A Kramer DIP-30, 4K UHD automatic switcher for HDMI, VGA, Ethernet, data and unbalanced audio signals can also be used to expand the number of local video sources through the **VIA Collage** HDMI input.

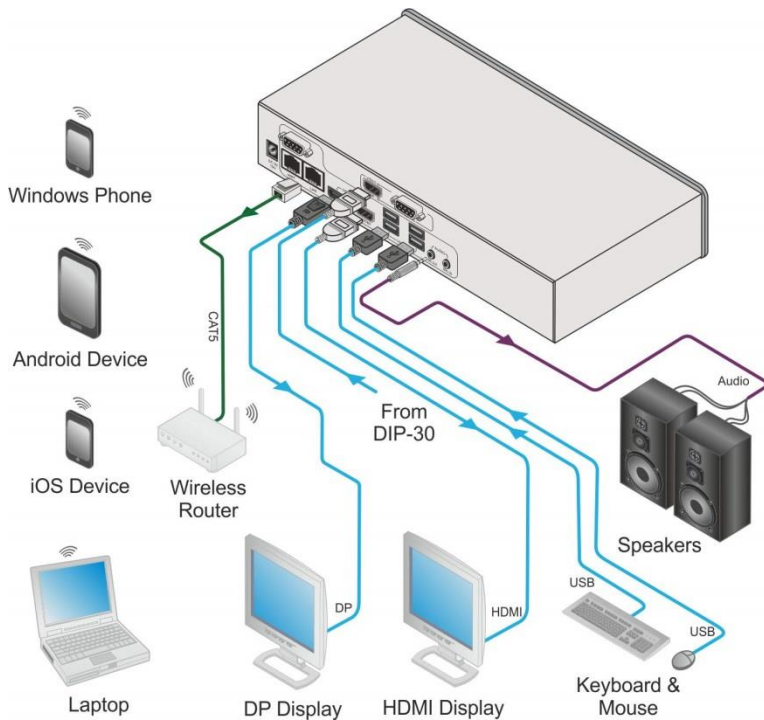


Figure 2: Connecting the **VIA Collage** 4K Wireless Presentation & Collaboration Solution

3.1 Connecting VIA Collage to a Display

VIA Collage is equipped with dual display output connections.

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

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

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

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

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

4 Setting Up VIA Collage

4.1 Running the Kramer VIA App

Your device should run the **Kramer VIA** app to enable you to present on the display using **VIA Collage**.

4.1.1 Running the Kramer VIA App for PC and Mac

To run **Kramer VIA**, for PC and Mac computers:

1. Open your Web browser and enter the IP address for your **VIA Collage** unit. Your Web browser recognizes your operating system (MAC/Windows) and directs you to the correct client software.
The VIA embedded web page Welcome screen appears.

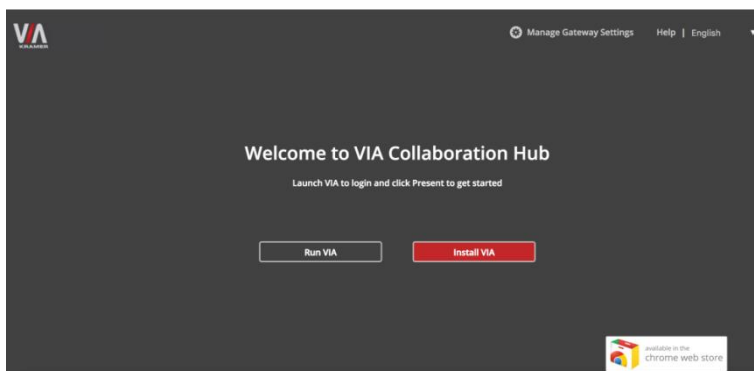


Figure 3: VIA Embedded Web pages Welcome Screen

2. Click one of the following two options:
 - **Run VIA** – runs **Kramer VIA** virtually, without installing it on your computer. Once downloaded, locate the file on your computer (under “Downloads”) and click it to launch. The **VIA Collage** login screen appears.
 - **Install VIA** – installs **Kramer VIA** on your computer. After the .exe file is downloaded to your computer, a confirmation message appears. Click **Yes** and follow the Setup instructions.
The **Kramer VIA** app is saved to the KRAMER folder on your C: drive and a desktop shortcut is created for easy access.

4.1.2 Running the Kramer VIA App for Tablets and Smartphones

To run **Kramer VIA** for tablets and smartphones do one of the following:

- Download **Kramer VIA** from the App Store (iOS), Google Play (Android) or Windows Store (Windows Phone).
- Type the name of your **VIA Collage** device, as displayed on the main display, into you mobile device browser..

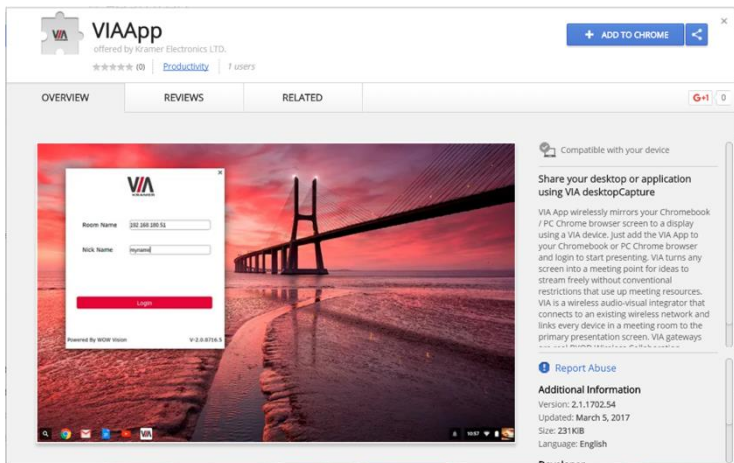
To run **Kramer VIA** for Chromebooks or the Chrome Browser:

1. Open your Chrome browser and enter the name of your **VIA Collage** device as displayed on main display.

The VIA embedded web page Welcome screen appears ([Figure 3](#)).

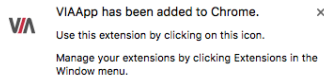
2. Click the **chrome web store** link on the VIA welcome window.

You are redirected to the **Kramer VIA** app page in the Chrome web store.



3. Click **Add to Chrome**.

The app is added to your Chrome browser and a confirmation message appears.



4.1.3 Running the Kramer VIA App Using an Installation File

IT managers can use the VIA .msi file (Windows) or .dmg file (Apple) for easy deployment and installation of the VIA application on the user's clients.

To download the installation file, go to

www.kramerav.com/product/VIA%20Collage#Tab_Resources

4.2 Logging in to VIA Collage

Participants can log in to **VIA Collage** in the following ways:

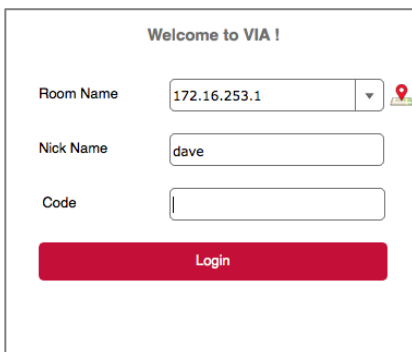
- [Logging In to VIA Collage Manually](#) (section [4.2.1](#))
- [Logging In to VIA Collage using the QR Code](#) (section [4.2.2](#))
- [Logging In to VIA Collage Using a VIA Pad](#) (section [4.2.3](#))
- [Logging In to VIA Collage Using a VIA NFC Tag for Android](#) (section [4.2.4](#))

4.2.1 Logging In to VIA Collage Manually

To log in to **VIA Collage** manually:

1. Connect your device to the same network that **VIA Collage** is connected to.
2. Run the **Kramer VIA** app.

The **Kramer VIA** login window appears.



The screenshot shows a login window titled "Welcome to VIA !". It contains three input fields: "Room Name" with the value "172.16.253.1" and a dropdown arrow, "Nick Name" with the value "dave", and "Code" which is empty. To the right of the "Room Name" field is a red location pin icon. At the bottom is a red "Login" button.

Figure 4: Kramer VIA Login Window

3. Type the Room Name as it appears in the lower left corner of the VIA Home screen on the main display (this is the **VIA Collage** IP address).

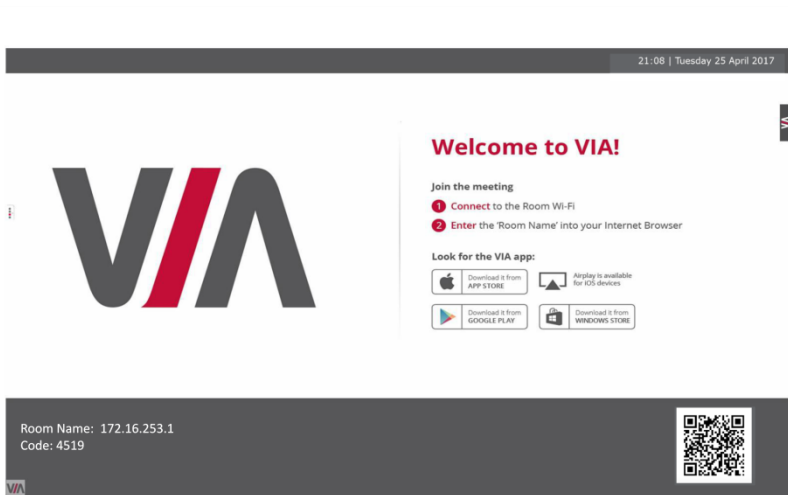


Figure 5: VIA Home Screen

4. Type a Nick Name (username) for your device (it can be any combination of letters and numbers). This name appears on the main display when you collaborate.
5. Type the Code, as it appears in the lower left corner of the VIA Home screen (if activated).



Only those present in the room can see the Code and the Code changes regularly. This security feature ensures that only those present in the room can participate in the presentation.

6. Click **Login**.
You are logged into **VIA Collage**.

4.2.2 Logging In to VIA Collage using the QR Code

The following instructions are for iOS, Android & Windows Phone users.

To log in to **VIA Collage** using the QR Code:

1. Connect your device to the same network as the **VIA Collage** and run the **Kramer VIA** app on your device.

The **Kramer VIA** login screen appears.

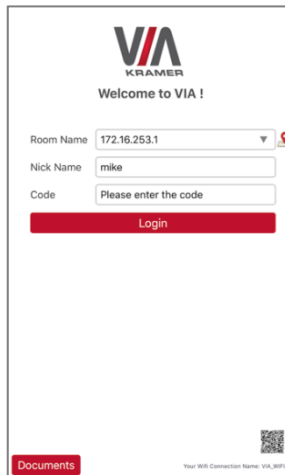


Figure 6: VIA Home Screen with QR Code Icon

2. Tap the QR code icon in the lower right corner of the login screen.
A capture screen appears on your device.
3. Scan the QR code, in lower right corner of the VIA main display screen ([Figure 5](#)).

You are automatically logged in to **VIA Collage**.

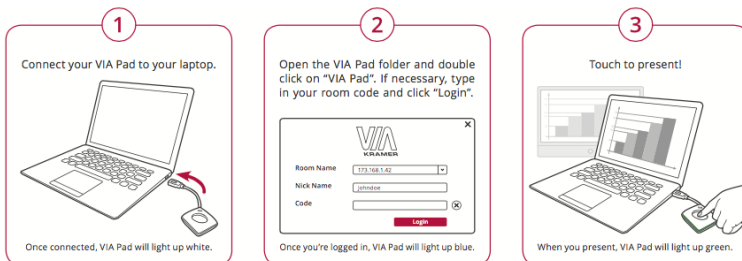
4.2.3 Logging In to VIA Collage Using a VIA Pad



Make sure that your VIA Pad has been paired with your **VIA Collage** unit before using it (see section [7.2.5](#)).

The following instructions are for Windows and Mac OS users.

To log in to **VIA Collage** using a **VIA Pad**:



1. Connect your **VIA Pad** to a USB connector on your laptop.
2. Open the VIA Pad folder and double click the **VIA Pad** app.
Your **VIA Pad** lights blue when ready.
3. Press the **VIA Pad**:
 - Press once – Starts presenting or stops presenting your screen on the main display. When you are presenting, the **VIA Pad** LED banner lights green. When you stop presenting, the LED banner lights blue.
 - Press twice while presenting – Freezes or unfreezes your screen. When your screen is frozen, the **VIA Pad** LED banner flashes green. .
 - Long press – Displays your screen in full screen mode on the main display, displacing any other participant screen.

4.2.4 Logging In to VIA Collage Using a VIA NFC Tag for Android

4.2.4.1 Writing an NFC Tag

To write an NFC tag:

1. Download the free VIA NFC Writer file from the Kramer Website (www.kramerav.com/support/download.asp?f=50898&pname=via%20nfc%20writer) and install it on your Android device.
2. Open VIA NFC Writer.
The Home screen appears.
3. Type the room name that you want to program and click **Write tag**.
4. When prompted, touch the Android device to the writable tag.
A message appears, confirming that the tag was successfully written.

4.2.4.2 Logging in Using the NFC Tag



The Kramer VIA app must be installed on your device to log in using the NFC tag (see section [4.1](#)).

1. Enable the NFC feature on your Android device.
2. Touch the Android device to the tag.
You are automatically logged into **VIA Collage**. The room code is bypassed.

4.2.5 Room List Manager

The Room List Manager displays a list of room names, which are the IP addresses used by the VIA devices in your network. Room names are automatically saved whenever you log in and the list can be populated from the VSM (VIA Site Management) server or from a text (.txt) file containing room names. The Room List Manager enables Creating shortcuts on your device to any room in the list.

To access the Room List Manager:

- Click the **location icon** to the right of the Room Name field on the VIA login window ([Figure 4](#)).

The Room List Manager window appears.

Room name	
10.0.1.2	<input type="checkbox"/>
10.0.1.3	<input type="checkbox"/>
10.0.1.4	<input type="checkbox"/>
10.0.1.5	<input type="checkbox"/>

Figure 7: Room List Manager Window

To populate the room list from the VSM server:

- Type the VSM server address in the field at the top of the Room List Manager window and click **Get List**.

To populate the room list from a plain text file:

1. Create a plain text file with a list of IP addresses separated by a line break.

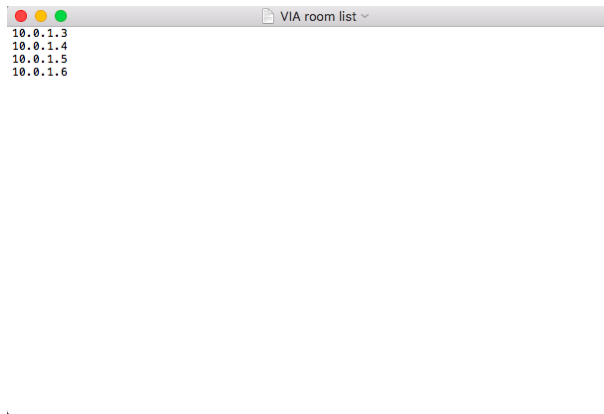


Figure 8: Plain Text Room List File

2. On the Room List Manager window, click **Import** and open the plain text file.
The addresses in the text file appear in the Room name list.

To rename a room:

1. Click a room name in the Room List Manager list.

A text box appears.

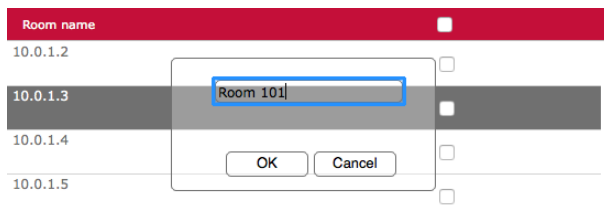


Figure 9: Rename Room Text Box

2. Type a new name for the room and click **OK**.
The room IP address appears in the list under the new name.

To create a shortcut for a room:

1. Select the checkbox next to the relevant room name in the Room List Manager list and click **Create Shortcut**.
A file browser window appears.
2. Select the location for the room shortcut.
A shortcut is created.
3. Click the shortcut to open a VIA login window with the Room Name field filled in with the name you selected in step 1.

4.3 Mirroring Using iOS/OS X Airplay Service

All participants in a meeting using an Apple device can mirror their screen on the main display using the Apple AirPlay service. No app is required to activate this mode. However, you must enable the iOS mirroring feature in the **VIA Collage** embedded web pages (see section [7.2.8.2](#)).

Minimum requirements for mirroring using Airplay services are:

- iPhone or iPad/Mini iPad – Version iOS9 (iOS10 is recommended)
- Mac Books and Apple Computers – Version OS X 10.11 (El Capitan).

To mirror your screen using AirPlay Services:

1. Connect your Apple device to the network that **VIA Collage** is connected to.
2. For iPhone or iPad/Mini iPad: Swipe up from the bottom to reveal the Control Center and click **AirPlay**.

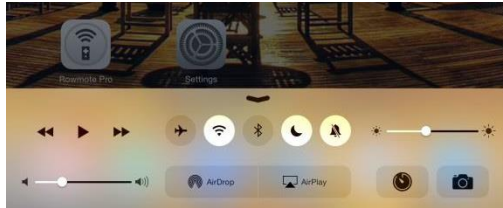
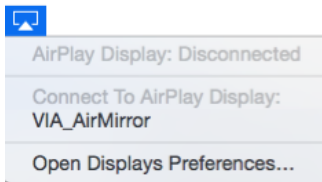


Figure 10: iPhone Control Center

For Mac Books and Apple Computers: Click the AirPlay menu on the Apple Menu Bar, located in the top right corner of the screen, near the clock.



3. Choose **VIA Collage**'s AirPlay device name (default = VIA_AirMirror_XXXX, where XXXX is a random combination of letters and numbers).
If the room code is enabled, a message appears asking you to enter the code.
4. Type the code that appears on the **VIA Collage** main display.
Mirroring starts and your screen appears on the main display.

To properly disconnect iPhone or iPad/Mini iPad and stop mirroring:

1. Swipe up from the bottom to reveal the Control Center.



Figure 11: Apple AirPlay Toggle

2. Tap the AirPlay Mirroring toggle button.
Mirroring stops.
3. Tap **iPhone/iPad**.

4.4 Mirroring Android Devices Using Kramer VIA

Android devices must have the **Kramer VIA** app installed to mirror their screen. Your device must support Android version 5.1 as a minimum. The latest Android OS version is recommended.

To mirror your Android device screen using **Kramer VIA**:

1. Connect your Android device to the network that **VIA Collage** is connected to.
2. Log in to **Kramer VIA** (see section [4.2](#)).

3. Click **Present** at the top of the VIA dashboard ([Figure 14](#)).
A confirmation message appears.

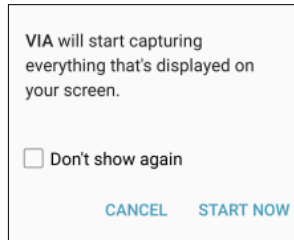


Figure 12: Presenting (Mirroring) Confirmation Message

4. Click **START NOW** to confirm.
Mirroring starts and your screen appears on the main display.
5. Minimize the **Kramer VIA** app by clicking the Home button of your device and open any content on your device to share it on the main display.
6. To stop mirroring your screen, re-open the Kramer VIA app and click **Stop Presenting** at the top of the VIA dashboard.

Note: Android mirroring does not support audio. Audio is heard from your device and not from the output of the VIA device.

5 VIA Collage Functions

The **VIA Collage** dashboard enables using functions and configuring settings. **VIA Collage** provides two types of dashboards:

- Gateway Dashboard – section [5.1](#)
- User Dashboard – section [5.2](#)

In addition, many **VIA Collage** functions are accessed from the:

- Taskbar Menu – see section [5.3](#).



The following section may not present all current features that are available for VIA Collage. For a complete, updated list of available features go to:

www.true-collaboration.com/products.html#



Some features only appear when the user is in Moderator Mode (see section [7.2.14](#))

5.1 Gateway Dashboard

The Gateway Dashboard is available when accessing the **VIA Collage** user interface directly through the VIA Collage device.

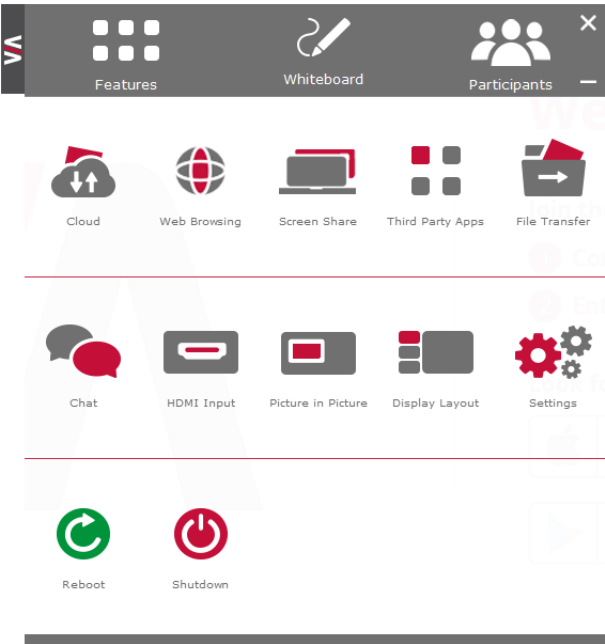


Figure 13: **VIA Collage** Gateway Dashboard Features

Icon	Action
Features	Allows user to see and access all available features of VIA Collage
Whiteboard	Opens a canvas to annotate, draw, and update document collaboratively over a live stream
Participants	Provides a list of all participants in the session
Cloud	Open the Cloud and all the files that are saved or shared between participants
Web Browsing	Opens the browser at the VIA Collage gateway to present any content directly from the Web site
Screen Share	Pushes a mirror of the VIA Collage collaboration display onto the user's devices. The user can see all the activities of the VIA Collage collaboration display on his screen. This feature is called View Main Display in the Client menu.
Third Party Apps	Shows third-party applications installed and integrated with VIA Collage
File Transfer	Shares files between the available participants during the session

Icon	Action
Chat	Allows sending chat messages among available participants during that session
HDMI Input	Displays/hides the external video source connected to the VIA Collage input
Picture in Picture	Switches the external video source (HDMI input)between PIP (Picture-in-Picture) mode and full screen mode
Display Layout	Allows selecting the layout when several participants are stepped-in (thumbnail view or dynamic view)
Settings	Performs settings on the LAN, configurations related to third-party apps and system control
Reboot	Reboots the VIA Collage System
Shut Down	Shuts down the VIA Collage system

5.2 User Dashboard

The User Dashboard is available when accessing the **VIA Collage** user interface from an external device (see section [1.2.2](#)). For more information about User Dashboard functions, see section [6.1](#).

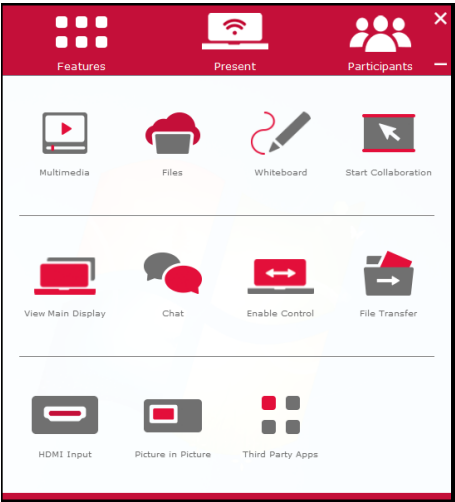


Figure 14: **VIA Collage** User Dashboard Features

Icon	Action
Features	Allows user to see and access all available features of VIA Collage
Present	Allows the user to show his device's screen on main display, or to stop presenting once activated
Participants	Provides a list of all participants in the session
Multimedia	Supports video formats: avi, vob, mp4, mov, mpx (ex. mpg).

Icon	Action
	Shares smooth full-motion video (up to 1080p/60) and photos
Files	Drag and drop files to the cloud to share instantly with everyone in the session
Whiteboard	Opens a canvas to annotate, draw, and update document collaboratively over a live stream
Start Collaboration	Click to collaborate through a common display using your own device. Multiple users can interact and control the main display at the same time
View Main Display	Shows a mirror of the VIA Collage collaboration display on the user's devices (laptop, iPad, MacBook, Android tablet). The user can see all the activities of the VIA Collage collaboration display on his system (this feature is called "Screen Share" in the Admin menu)
Chat	Allows sending chat messages among available participants during that session
Enable Control	Gives participants control over the presenter's Mac or PC laptop
File Transfer	Shares files between the available participants during the session
HDMI Input	Displays/hides external video source connected to the VIA Collage input
Picture in Picture	Switches the external video source (HDMI input) between PIP (Picture-in-Picture) mode and full screen mode
Third Party Apps	Shows third-party applications installed and integrated with VIA Collage

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

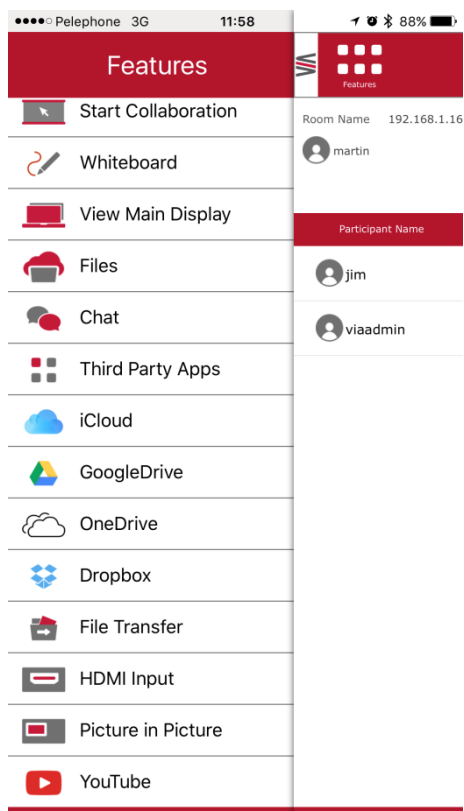


Figure 15: Example of Mobile Drawer Features Layout

5.3 Taskbar Menu

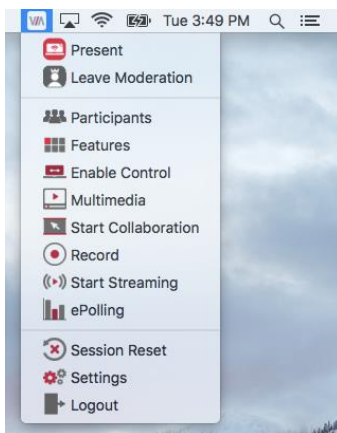


Figure 16: Kramer VIA Taskbar Menu

After a successful login to **VIA Collage** through **Kramer VIA** app, a VIA icon appears in the taskbar of your Windows or Mac computer. Click this icon to access menu of the Kramer VIA functions. Some of the options on the taskbar menu are also found in the dashboard.

The following are some of the functions found in the taskbar menu that may not be available in the VIA dashboard:

- Start Streaming – starts streaming the main display to a computer (see section [6.136.3](#))
- ePolling – after logging in as an administrator or moderator with ePolling access, opens the embedded web pages for managing and running a poll (see section [7.2.20](#)).
- Settings – opens Client Preferences that include Encoding Format (see section [7.1.4](#)) and enabling a touch screen for collaboration (see section [7.1.5](#)).
- Session Reset – resets the current session and disconnects all users.
- Logout – logs the user out of **Kramer VIA**.

6 Using VIA Collage

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

6.1 VIA Collage User Dashboard

Once you have logged in to VIA, the Dashboard is displayed on your device screen. This Dashboard provides basic navigation through VIA. The Dashboard displays your main navigation icons, “Features”, “Present” and “Participants”. Each one of these three icons represents the core functionality of VIA. The section below identifies and defines each icon.

- Clicking the Features tab on the main menu allows the user to see and access all available functions of **VIA Collage**
- Clicking the Present tab on the main menu displays your PC/device screen on the main screen. After selecting the icon, the “Present” button automatically changes its displayed name to “Stop Presenting.” Once you have finished sharing/displaying your content, you select “Stop Presenting” to remove your desired content from the display
- Clicking the Participant List tab reveals a list of all participants in the session. It also opens the capability for “Chat” and “File-Sharing” functionality with the other participants

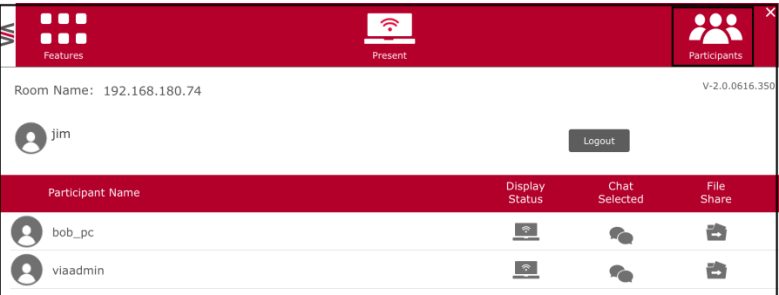










Figure 17: VIA Dashboard Participants Tab

Under Participants, the following icons are used:

Item	Icon	Meaning
Display Status		Start a presentation at a display
		The user is currently presenting
Chat Status		Start a chat session with any available participants
		The participant is currently chatting with you. Click to open the chat session
File Transfer		Start a file transfer with another participant
		File transfer is already active with that participant
Enable Control		Take control of any user while the user is displaying
		Admin has the control of that user

6.2 Collaborating

VIA Collage offers state-of-the-art collaboration functionality. VIA allows up to 254 meeting participants to collaborate – utilizing a compatible external wireless network. The collaboration features enable a participant to interact with the main display as if it were a part of their own device screen, using their own mouse, keyboard and touch screen.

To use the collaboration feature for a device with a mouse and keyboard:

1. In the dashboard Features ([Figure 14](#)), click **Start Collaboration**.
A check appears and the icon changes to Stop Collaboration.

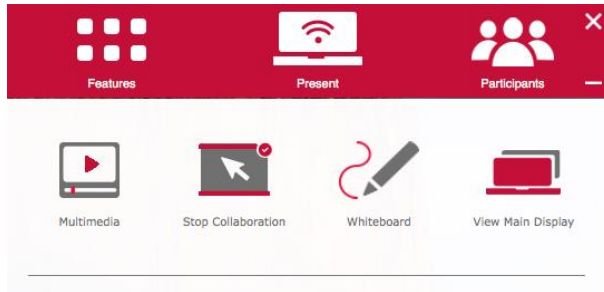


Figure 18: Stop Collaboration in the Dashboard Features

A floating Stop Collaboration icon also appears in the upper right corner of your screen.



Figure 19: Floating Stop Collaboration Icon

2. Click and drag the floating Stop Collaboration icon to another location on your screen, if necessary.

3. Move your cursor past the top of your device screen.
Your cursor appears on the main display with your nickname next to it.



Figure 20: Collaboration Cursor on the Main Display

4. Use your cursor as a pointer or operate any of the features from the main display dashboard and use your keyboard to type text on the main display, when necessary.
5. To use your cursor to control your own device, move your cursor past the bottom of the main display until it appears on your device screen.

To use the collaboration feature for a device with a touch screen:

Note: For laptops with touchscreens (e.g. MS Surface™), you must enable the touch screen for collaboration see section (7.1.5).

1. In the dashboard Features (Figure 14), click **Start Collaboration**.
A virtual touchpad appears on your device screen.

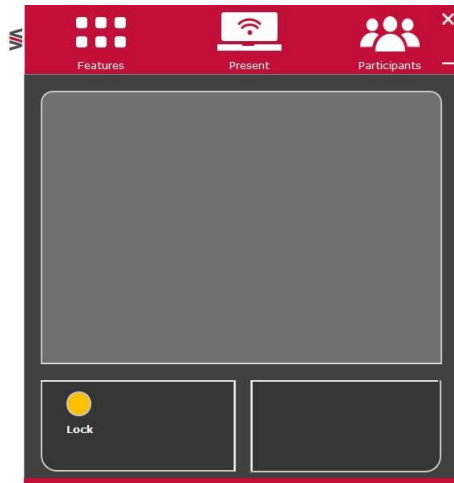


Figure 21: Virtual Touchpad

2. Use the top section of the touchpad to move the mouse.
3. Tap the bottom right and bottom left sections for right-click and left-click.
4. Tap the yellow **Lock** button to lock the left-click in pressed position and move the cursor using the top section of the touchpad for dragging or selecting.

The left-click button turns red and remains locked until you remove your finger from the touchpad.

To stop collaborating:

- For a laptop: Click **Stop Collaboration** in the dashboard Features or the floating icon.
Collaboration stops and your cursor disappears from the main display or the

virtual touchpad disappears from your screen (when using a touchscreen).

- For a mobile device: Click your device's **Features** button.

Collaboration stops and the virtual touchpad disappears from your screen.

6.2.1.1 Collaboration Scenario

Note: In the description below, we describe a scenario with only two users for simplicity.

User #1 is showing content from their device.

User #2 is collaborating with User #1's content.

1. Collaboration begins when User #1 Steps-In and begins displaying content.
2. With content being shown, User #1 then selects **Enable Control** from the dashboard Features. At this point, all connected users have full control of User #1's computer.
3. Once Enable Control is selected, a red check mark appears on the upper-right of the icon.

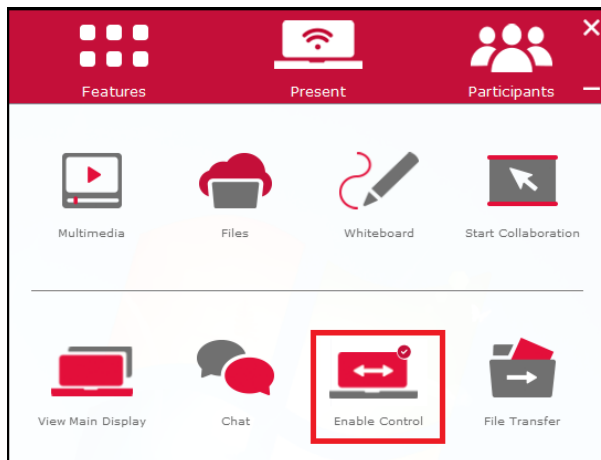
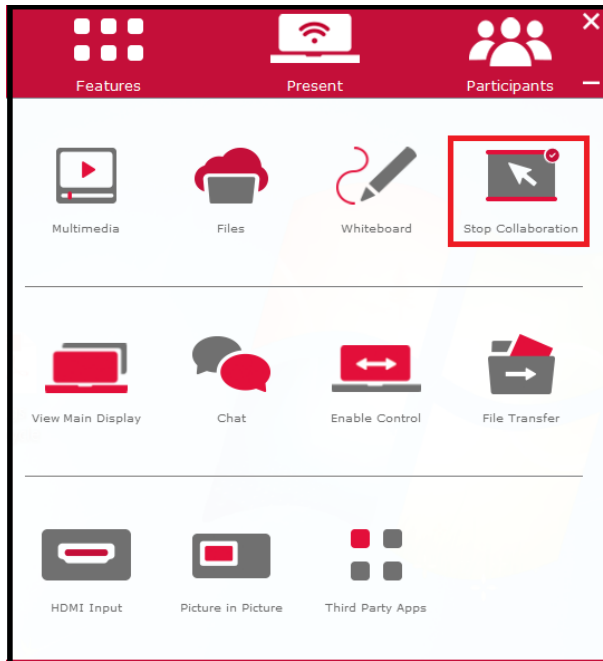


Figure 22: Enable Control Icon with Check

Note: To disable this functionality once the collaborative session has ended, select the same Enable Control icon and the red button disappears. Once deselected, no other participants have access to that computer.

4. User #2, who can now see User #1's content on the main display, selects Start Collaboration from the dashboard Features.



5. User #2 moves their cursor to the top of their own screen (as if VIA's main display was an extended desktop) onto the main display.
An additional cursor with User #2's nickname and a unique color appears on the screen.
6. At this point, User #2 can access and make changes to the displayed content from User #1's computer.
Note: User #2 has complete access to User #1's computer, even beyond the content currently being displayed.
7. Once the collaborative session has ended, User #1 saves the content to their hard drive. If desired, User #1 can use the dashboard File Transfer feature to share the edited document with all participants.
8. User #1 now clicks the Enable Control icon, disabling the ability for any other participant to control or modify their content or device.

6.3 Enabling Control

This function allows the admin to take control of a participant's PC (Windows or Mac OS). (In our example, [Figure 23](#), user *Dave* has stepped in and the Admin has taken control of *Dave*):

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

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

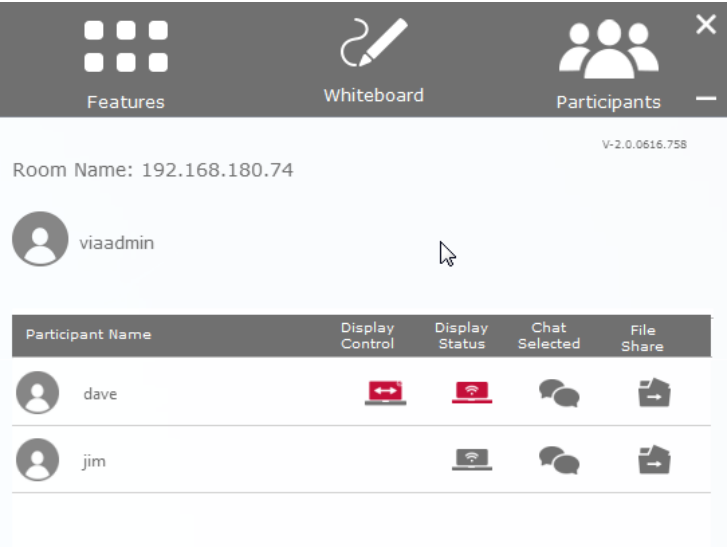



Figure 23: Enable Control

6.4 Chatting with Participants

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

To initiate a chat session:

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

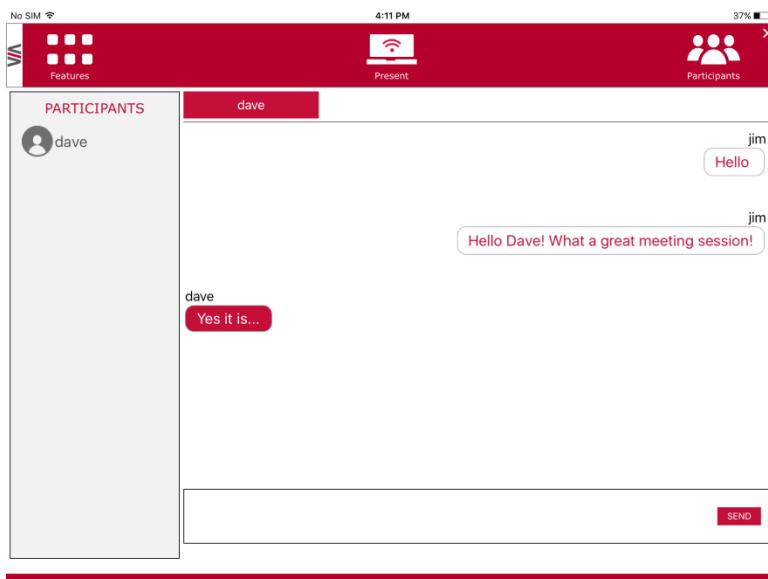


Figure 24: Chat Window

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



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



6.5 Transferring Files

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

To share a file:

- Go to the participant list and click the file share icon  for the desired participant with whom you wish to share a file.
- In the cloud directory, select the desired file on your device. Then, click Share 

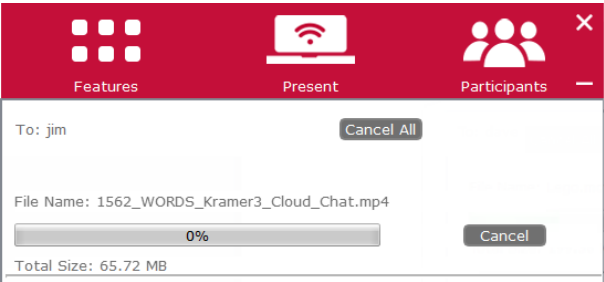


Figure 25: Admin File Sharing

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

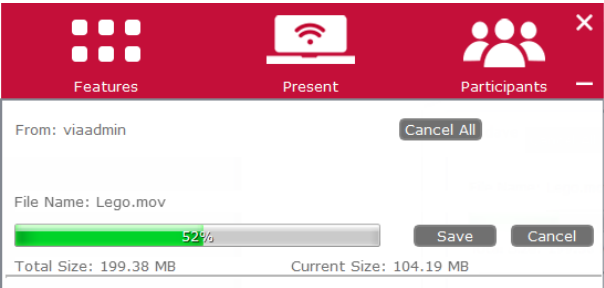


Figure 26: User File Sharing

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

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

6.6 Handling Multimedia

This section explains the various forms of handling multimedia.

6.6.1 Video Player

VIA offers users the ability to play video at a full HD 1080p/60fps rate. Full 1080p/60fps video is obtained by streaming the video from the VIA Client application to the VIA Gateway. The video file never leaves the user's client device and is not transferred to VIA.

Below are the two ways you can play video from VIA:

File Searching Media Files

1. Select "Multimedia" from your Features menu on the dashboard
2. Click Add Media in the lower left corner
3. Select a video you would like to add and click "Open"
4. The file is then displayed within the "My Media" section
5. Double-click the media file and the video begins playing

Drag/Drop Media directly to VIA

1. On the left-hand side of the VIA dashboard you see a small VIA logo
2. Select the file you want to play from any folder on your device
3. Drag the file to the logo only. The video does not play if you try to drag the file to the left, right, below or above the logo
4. Once released, the video automatically starts playing

Note: When showing videos through VIA, the video is not being transferred from your device to the VIA unit. All videos are being encoded directly on your BYOD device through the VIA software and then streamed from your device to the VIA unit. The VIA unit then decodes the streamed file for playback.

Note: Without using the VIA software, media files can be played from your device using native media players you have installed such as QuickTime and/or Windows Media Player. However, if you choose this method and do not use VIA for video playback, your

video is only mirrored to the display. Using this method, you may experience lower frame rates, inconsistent playback and increased latency, depending on your laptop system performances.

6.6.2 RTSP Streaming Through VLC

The RTSP (Real Time Streaming Protocol) is a network control protocol designed for use in entertainment and communications systems to control streaming media servers. The protocol establishes and controls media sessions between end points. Clients of media servers issue commands like play and pause, to facilitate real-time control of playback of media files from the server.

VIA GO supports RTSP. A media played locally on a computer can be streamed on **VIA GO**, provided the computer and **VIA GO** are on connected networks.

For RTSP Streaming using VLC:

- 1. Open VLC.

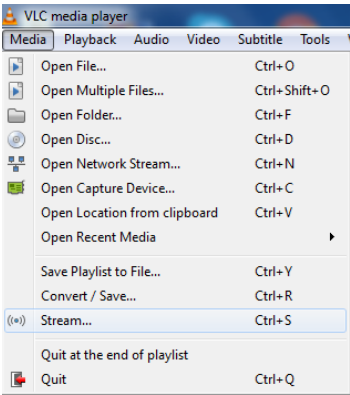


Figure 27: VLC Media Menu

2. Click **Media > Stream**.

The Open Media window appears.

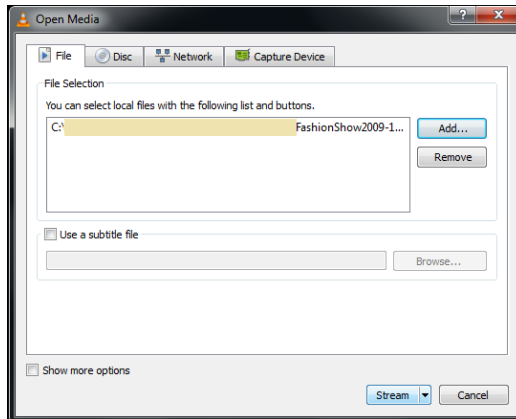


Figure 28: Open Media Window

3. Click **Add** and select a file to stream and click **Stream**.

The Stream Output/Source window appears.

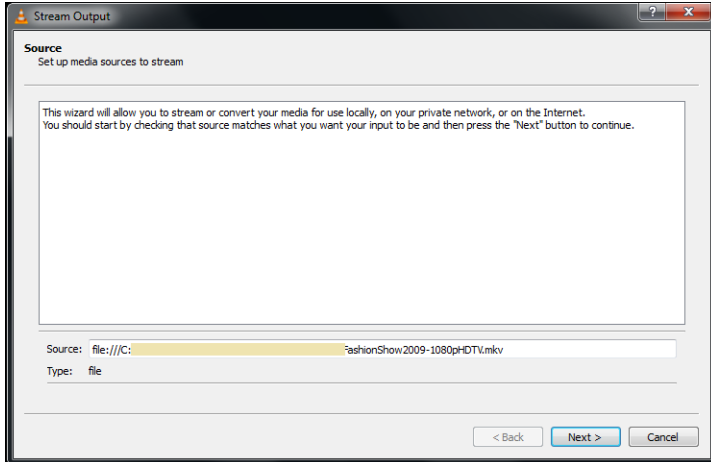


Figure 29: Stream Output/Source Window

4. Click **Next**.

The Stream Output/Destination Setup window appears.

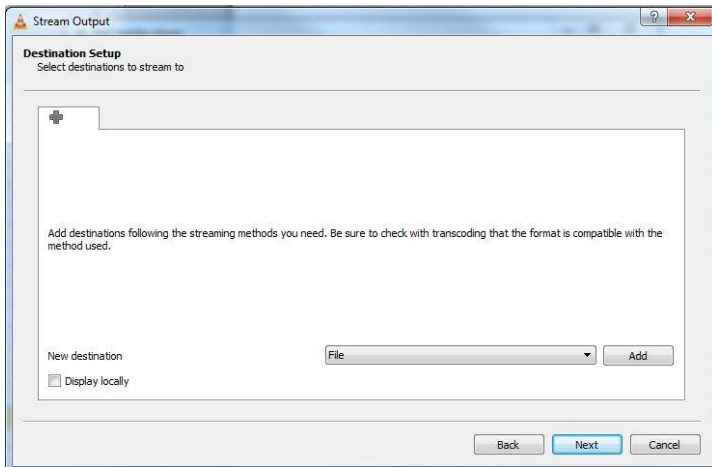


Figure 30: Stream Output/Destination Setup Window

5. Select **RTSP** from the New Destination drop down and click **Add**.

The RTSP tab appears.

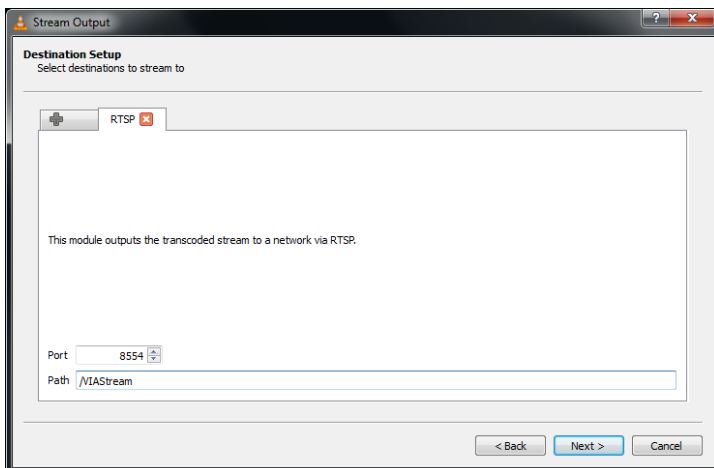


Figure 31: Stream Output/Destination Setup RTSP Tab

6. Type a short name to be used as a Path and click **Next**.
The Stream Output/Transcoding Options window appears.

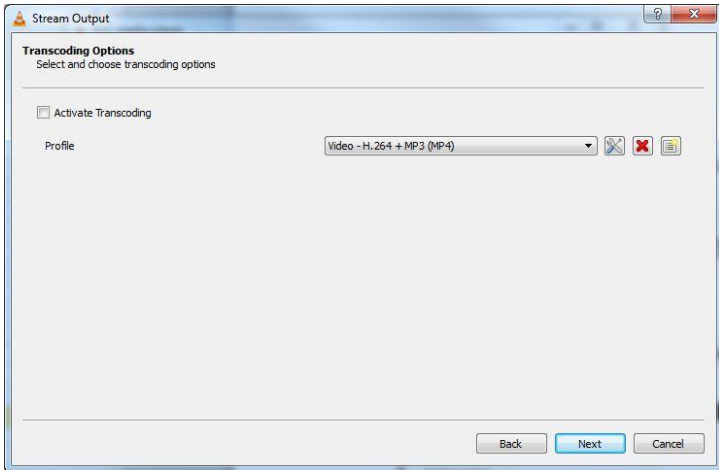


Figure 32: Stream Output/ Transcoding Options Window

- Clear the Activate Transcoding checkbox and click **Next**.
The Stream Output/Option Setup window appears.

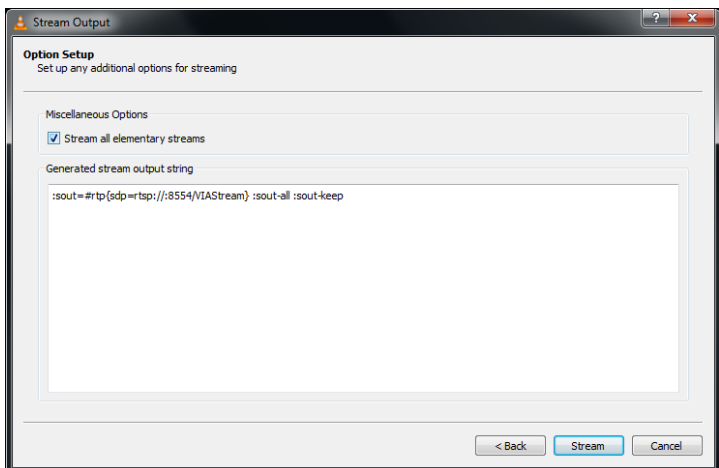
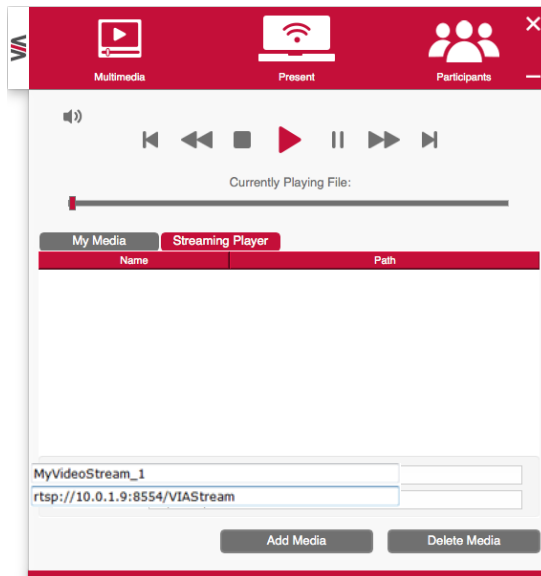


Figure 33: Stream Output/Option Setup Window

7. Select **Stream all elementary streams** and click **Stream**.
8. Open the **VIA GO** dashboard and click **Features > Multimedia > Streaming Player**.
9. Type a URL name in the following format:
rtsp://<local computer IP address>:8554/<name mentioned in step 6>.
10. Click **Add Media**.
11. Select RTSP stream and click the play button to stream this media on **VIA GO**.



6.6.3 RTP Streaming Through VLC

The RTP (Real-time Transport Protocol) is a network protocol for delivering audio and video over IP networks. RTP is used extensively in communication and entertainment systems that involve streaming media, such as telephony, video teleconference applications, television services and Web-based push-to-talk features.

VIA Collage supports RTP. A media can stream on a **VIA Collage** unit, provided the computer and the **VIA Collage** unit are on connected networks.

For RTP Streaming using VLC:

1. Open VLC.
2. Click **Media > Stream**.
3. Click **Add**, select a file to stream and click **Stream**.
4. Click **Next** on the next screen.
5. Choose **RTP/MPEG Transport Stream** from the **New Destination** drop down and click **Add**.
6. Enter **VIA Collage** unit's IP address and click **Stream**.
7. Open **VIA Collage** client and click **Features > Multimedia > Streaming Player**.
8. Type a name as the URL name.
9. The URL path takes the form:
Rtp://< **VIA Collage** IP address>:5004
10. Click **Add Media**.
11. Select the RTSP stream and click the play button to stream this media on **VIA Collage**.
Note: If a URL is already present in the streaming list above, the VIA client generates a warning for both modes – RTP and RTSP.

6.7 View Main Display

By selecting View Main Display, a live view of the main screen is displayed on the user's device to allow a closer look at the presentation and to enable annotating the content displayed on the main display.

Note: View Main Display is designed for visual reinforcement and is shown at a reduced frame rate in an effort to reduce bandwidth usage.

To use View Main Display:

1. Click the **View Main Display** icon on the Features menu of the VIA Dashboard

A new window with a live representation of the main display and a toolbar (on the bottom for mobile devices or the left for laptops) appear on your screen.



Figure 34: View Main Display Window on a Laptop

2. Zoom in and out of the image using one of the following methods:
 - On touchscreens: Pinch the screen.
 - On PCs & Macs: Click the +/- **magnification** icons in the upper right corner of your View Main Display window.
3. Use the tool bar to perform the following basic whiteboarding activities:
 - Draw, erase, add notes and save the file.
 - Select color options.
 - Create annotations that allow the user to take notes locally on their device without appearing on the presentation.

4. Click the **Switch Annotation** icon.

VIA saves your current screen and now, all annotations that you make appear on the main display.

Note: Saved image captures are available under the Multimedia section of the VIA dashboard under "Documents".

5. Click the **Switch Annotation** icon again.

VIA saves your current screen and all annotations that you make appear only on your screen.

To exit View Main Display:

- Click the **View Main Display** icon on the Features menu of the VIA Dashboard.

6.8 Managing Cloud Files

The **VIA** "Cloud" or **VIA** hard drive, is *internal* memory storage by default. In the settings, you have the option to select any external drive or network storage as your preferred "Files" directory.

Selecting Files launches a standard file management system, enabling you to select files to be stored directly on the **VIA** unit. The **VIA Collage** has 64GB of internal memory.


The Files (Cloud) on the client user interface is the feature used to send a file from your computer to all participants. A copy of all shared files is also stored on the **VIA** Files (Cloud) feature but not been saved on **VIA Collage** unit.

On **VIA Collage**, the user is given two options when they select a file to share:

- Share the file just to VIA – to open it locally on the **VIA Collage** to view and edit (for example - share an Excel spreadsheet to the **VIA Collage** to open and edit as a group)
- Share the selected file with all connected participants

Note: You can map your Files (Cloud) to any external memory storage or network drive through the "Settings" feature of your VIA.

To access Files (Cloud) data:

- Click *Features* and then click the Files icon  to go to the Cloud directory where all the users' shared files are saved.

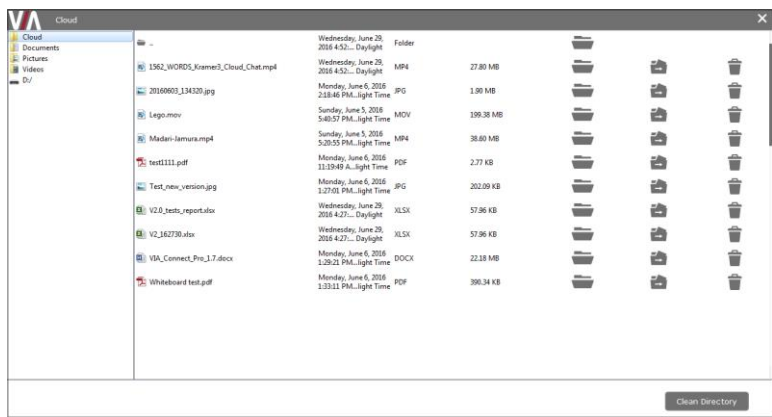



Figure 35: Shared Files on the Cloud

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

6.9 Using the Whiteboard Feature

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

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

To open the Whiteboard:

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

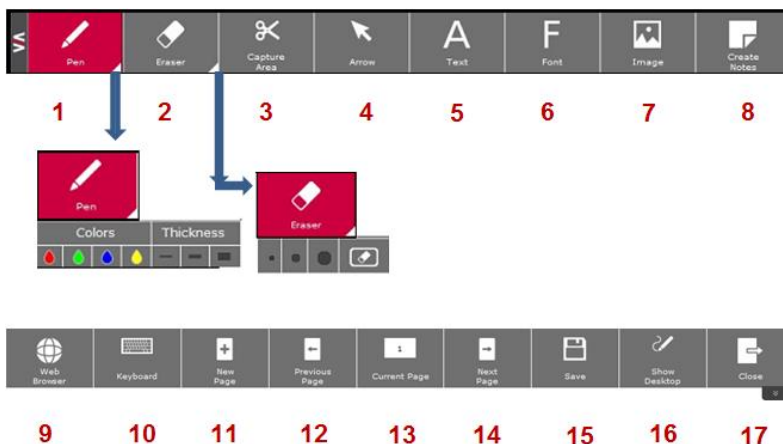




Figure 36: Whiteboard Toolbar

Item	Icon	Action
1	Pen	Enables drawing on the whiteboard: Tapping on the White Triangle opens Colors & Thickness options selection
2	Eraser	Erases your annotations: Tapping on the White Triangle opens Thickness options selection
3	Capture Area	The mouse pointer turns into a plus sign. Click the upper left corner of the area you want to capture and drag along the screen to the limit of the capture. The selected area is displayed in gray. The area is then included in the current or new page as an object
4	Arrow	Selects any object or image
5	Text	Inserts text on your whiteboard page
6	Font	Changes the text font of your whiteboard page
7	Image	Inserts an image at your whiteboard page
8	Create Notes	Creates comments or remarks about your annotation on your whiteboard page
9	Web Browser	Opens your default web browser and offers annotation tool
10	Keyboard	Opens a virtual keyboard to insert text on your whiteboard
11	New page	Creates a new page or to add a new page
12	Previous page	Moves to previous page (when multiple pages added)
13	Current Page	Moves to current page (when multiple pages added)
14	Next page	Moves to next page (when multiple pages added)
15	Save	Saves all your activities either as PDF or as JPEG format
16	Show Desktop	Displays your desktop with all running applications. The user can also annotate at the running application using the desktop stylus
17	Close	Closes Whiteboard screen.

Note: Whiteboard toolbar can be moved to bottom (and back to top) of the display by clicking on the small arrows visible at right side of the toolbar  

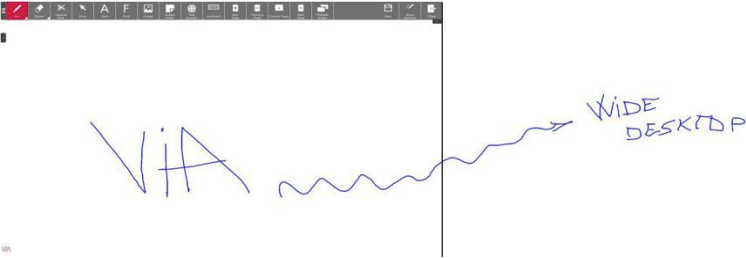












Figure 37: Wide Desktop



Figure 38: Multiple Screens

6.9.1 Show Desktop


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

Icon	Name	Action
	Pencil	Draws on the whiteboard (You can change the color and the thickness of your pen by selecting the options available from the bottom white triangle)
	Eraser	Erases precisely what you have drawn on the whiteboard (You can change the thickness of your eraser by selecting the options available from the bottom white triangle)
	Pointer	Selects any object you want to move
	Window selection	Directly captures a window and all of its content
	Capture Area Tool	The mouse pointer turns into plus sign. Click and drag over the desired area
	Notes	Adds remarks or comments about the annotated content
	Virtual Keyboard	Inserts text on the whiteboard
	Save	Saves your activity in either .jpg or .pdf format
	Whiteboard	Press this icon to immediately switch to your full screen whiteboard page
	Exit	Exits the whiteboard

6.10 Screen Share

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

To use Screen Share:

- Click **Features** and then click **Screen Share** 

A check mark appears on the Screen Share button and the user sees the main display on their screen.




Figure 39: Screen Sharing

- The user can zoom in and out by using the magnifying glass icons ("+" and "-") at the top of the window. Using the tool bar on the left, the user can Pause at any slide to annotate it and reload at any time to resume with the current slide being presetted.
- To view the main collaboration display on the user's system, the user needs to stop both his display and media.

6.11 Showing Content from a Third Party Device

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

To use this feature:

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

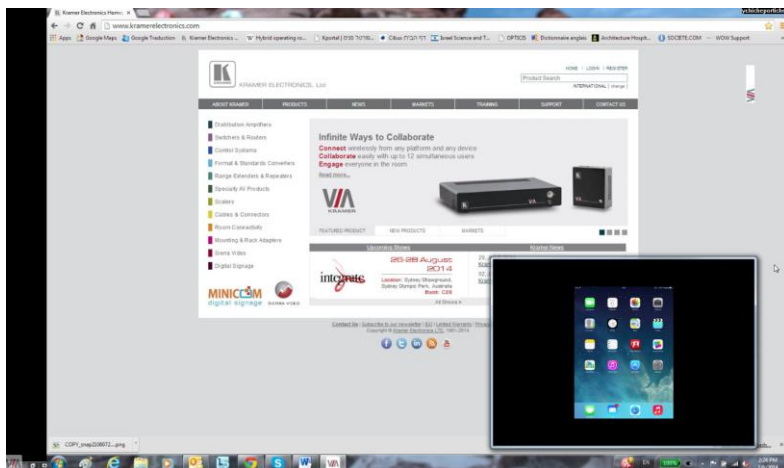


Figure 40: Showing a Third-Party Screen

6.12 Recording a Meeting

VIA Collage enables you to record all activity that appears on the main display during the course of a meeting. To manage recordings see section [7.2.19](#).

To record a meeting:

1. Open the Participants tab on your **Kramer VIA** dashboard and click **Become Moderator**.

2. Open the **Features** tab on the dashboard.

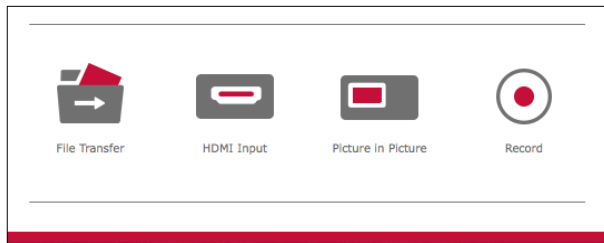


Figure 41: Record in Features Tab

3. Select **Record**.

The Record screen appears.

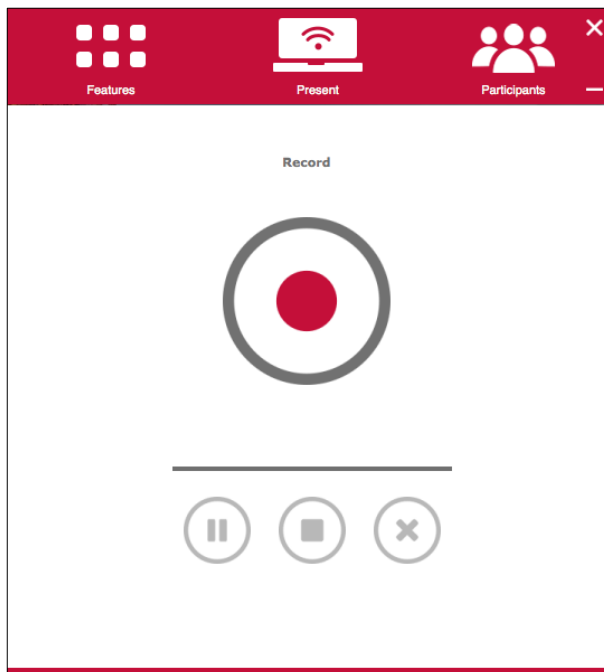


Figure 42: Record Screen

4. Click the large **Record** button to start recording the meeting.
5. Click the **Pause** button to pause or resume.

6. Click the **Cancel** button to stop the ongoing recording without saving.
 7. Click the **Stop** button.
- The Recording screen appears.

The Recording screen features a red header bar with three icons: 'Features' (a 3x3 grid), 'Present' (a laptop with a Wi-Fi symbol), and 'Participants' (three people icons). Below the header, the word 'Recording' is centered in red. There are two input fields: 'Session Name' with a text box containing 'Optional', and 'Description' with a larger text box. A 'Save' button is located below the description field. At the bottom, there is a checkbox labeled 'Download a copy of this recording to my device' which is checked.

Figure 43: Recording Screen

8. Type a **Session Name** and **Description** for the recording.
9. Select the checkbox at the bottom of the screen to download a copy of this recording to your device.
10. Click **Save**.

The recording is saved on the system or on the USB drive connected to the **VIA Collage**, depending on the settings selected by the administrator. To access saved recordings from the system, see section [7.2.19](#).

6.13 Streaming a Meeting Session

VIA Collage enables you to stream all activity on the main display during the course a meeting to other VIA gateway units or computers.

VIA Collage enables two types of streaming options:

- [Unicast Streaming](#) (section [6.13.1](#))
- [Multicast Streaming](#) (section [6.13.2](#))

6.13.1 Unicast Streaming

VIA Collage can stream the main display to the following types of receivers:

- Another VIA Unit
- Computer (Windows, Linux, Mac) which can run VLC player

6.13.1.1 Creating a Unicast Streaming URL

To create a unicast streaming URL:

1. Find the IP address of the receiver using one of the following methods:
 - Windows computers – type **ipconfig** in the Command Prompt.
 - Mac computers – type **ipconfig** in the Terminal.
 - Another VIA unit – use the room name that appears on the Home screen.
2. Use any allowed port number from 1 – 65536.
3. Use the following format for the UDP URL format :
udp://<IP address>:<port number>/.
Example: For a receiver with an IP address of 192.168.100.123 and an allowed port of 2234, the UDP URL is:
udp://192.168.100.123:2234/

6.13.1.2 Feeding the Receiver Information to VIA Collage

The receiver information must be fed to **VIA Collage** before streaming can begin.
To feed receiver information to **VIA Collage**:

- 1. In the VIA Management > VIA Settings tab, click the **Recording & Streaming** tab.

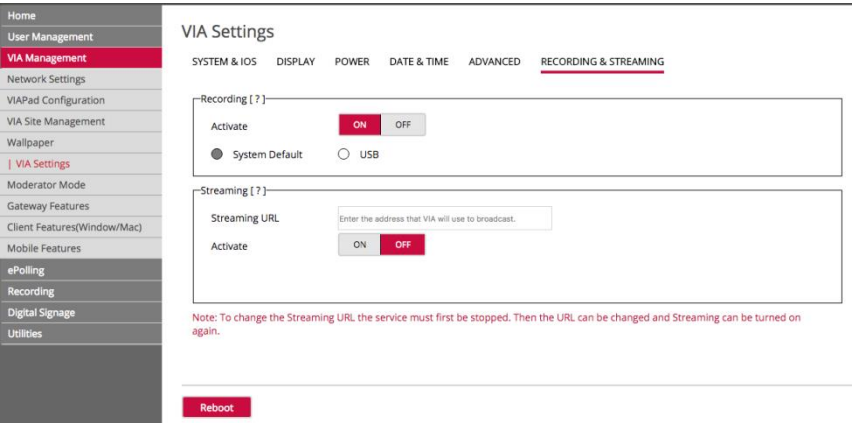


Figure 44: VIA Settings > Recording & Streaming Tab

- 2. In the Streaming section, paste the receiver URL in the Streaming URL text box. The URL must be in the format explained in section [6.13.1.1](#).
- 3. Click Activate **ON**.
Streaming is activated and the Streaming URL field is disabled.
- 4. To change the receiver URL while streaming, click Activate **Off**.
- 5. Paste the new URL in the box and click Activate **On**.

6.13.1.3 Streaming from one VIA Unit to Another VIA Unit

To stream from one VIA gateway unit (such as **VIA Collage**) to another VIA unit, you need:

- Two VIA gateway units, one for a receiver and one for a sender
- One Windows or Mac computer with the latest VIA client application installed

To stream from one VIA unit to another VIA unit:

1. Connect the two VIA units and the computer to the same network.
2. Use the receiver VIA's room name to create a URL as described in section [6.13.1.1](#).
3. On the computer, launch the VIA client application and log on to the sender VIA unit.
4. Take moderator rights if Moderator Mode is on.
5. Click the VIA icon in the computer taskbar and select **Start Streaming**.
6. On the computer, log out and log in to the receiver VIA unit.
7. In the Dashboard, click **Features > Multimedia**.
8. Click the **YouTube & Streaming** tab.
9. Type an easily recognizable URL Name.
10. Type the TCP or UDP URL configured in section [6.13.1.1](#).
11. Click **Add Media**.
The URL is added to the list.
12. Select the added URL and click **Play**.
Streaming begins from one VIA unit's display to the other VIA unit's display.

6.13.1.4 Streaming from a VIA Unit to a Windows/Mac Computer

To stream from one VIA gateway unit (such as **VIA Collage**) to a Windows/Mac computer, you need:

- One VIA gateway unit, for a sender
- One Windows or Mac computer with the latest VIA client application installed for a receiver

To stream from one VIA unit to to a Windows/Mac computer:

1. Connect the VIA unit and the computer to the same network.
2. Use the receiver computer's IP address to create a URL as described in section [6.13.1.1](#).
3. Use this URL on the VIA unit's web pages as explained in section [6.13.1.2](#).
4. Log in to the VIA client application on the receiver computer.
5. Take moderator rights if Moderator Mode is on.
6. Click the VIA icon in the computer taskbar and select **Start Streaming**.
7. Launch VLC.
8. Click **Media > Open Network Stream**.
9. Type the streaming URL as `udp://@:<port number>`
Streaming begins and is displayed on the receiver computer.

6.13.2 Multicast Streaming

VIA gateway units (such as **VIA Collage**) can stream their screens as a multicast so that multiple devices can view the gateway's display.

6.13.2.1 Creating a Multicast URL

To create a Multicast IP URL:

1. Select an IP address in the following range:
224.0.0.0 to 239.255.255.255
2. Select any allowed port number from 1 – 65536.
3. For an IP address of 224.0.0.5 and an allowed port of 2222, define the UDP URL as: `udp://224.0.0.5:2222/`

6.13.2.2 Feeding the Multicast IP Information to the VIA Unit

To feed multicast information to the VIA unit:

1. Click **VIA Management > VIA Site Settings** on the left tabs of the VIA web pages.
The **VIA Site Settings** tab appears.
2. Click the **Recording & Streaming** tab.
3. Under the Streaming section, paste a URL in the Streaming URL text box in the format described in section [6.13.1.1](#).
4. Click Activate **ON**.
Streaming is activated and the Streaming URL field is disabled.
5. To change the receiver URL while streaming, click Activate **Off**.
6. Paste the new URL in the box and click Activate **On**.

6.13.2.3 Starting the Multicast Stream

1. Launch the VIA client application on a Windows / Mac computer.
2. Make sure the client computer is on the same network as the VIA gateway.
3. Take moderator rights if Moderator Mode is on.
4. Click the VIA icon in this computer's taskbar and select **Start Streaming**.

6.13.2.4 Receiving a Multicast Stream on Multiple VIA Units

1. Login through the VIA Client to the target VIA unit.
2. On the dashboard, click **Features > Multimedia**.
3. Click **YouTube & Streaming** tab.
4. Type the streaming URL as `udp://@<IPAddress>:<port number>`
5. Click Add Media. The URL is added to the list.
6. Select the added URL and click **Play**.
Streaming begins from one VIA's display to another VIA gateway.
7. Repeat steps 1 – 6 to stream to another VIA unit.

Receiving Multicast Streams on Multiple Windows/Mac Computers

1. Launch VLC on the client computer.
2. Click **Media > Open Network Stream**.
3. Type the streaming URL as `udp://@<IPAddress>:<port number>`
Streaming starts from the VIA unit to the receiver computer.
4. Repeat steps 1 – 3 to stream to another computer.

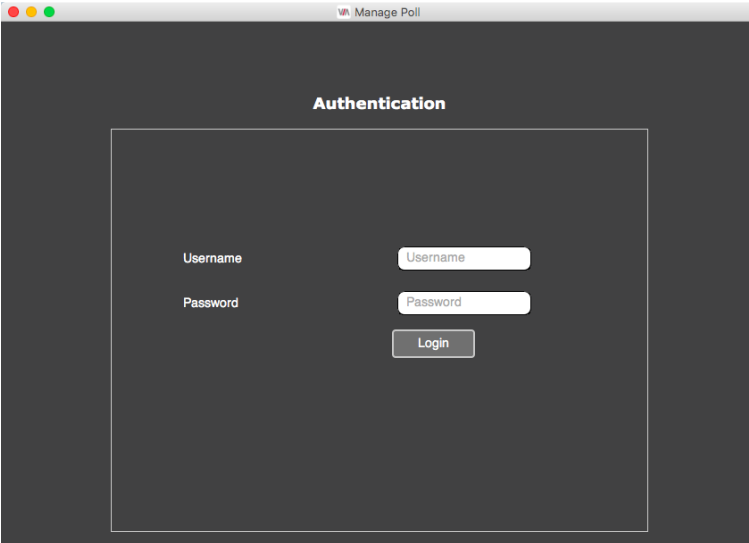
6.14 Conducting a Poll

VIA Collage enables you to select questions for a poll or exam, send the questions to participants, and view and collect results. To create and manage poll questions using the embedded web pages, see section [7.2.20](#)). The Polling feature must be enabled from the web interface by the administrator in order to be accessible by the moderators.

To conduct a poll:

1. Open the Participants tab on your **Kramer VIA** dashboard ([Figure 75](#)) and click **Become Moderator**.
2. Open the **Features** tab of the VIA taskbar menu ([Figure 16](#)).
3. Click **ePolling**.

The Manage Poll Login screen appears.



The screenshot shows a web browser window titled "Manage Poll". The page has a dark background. At the top, the word "Authentication" is centered in a light gray font. Below this, there is a white-bordered box containing the login form. The form has two labels, "Username" and "Password", each followed by a white input field. Below the input fields is a gray "Login" button.

Figure 45: Manage Poll Login Screen

4. Type your Username and Password and click **Login**.
The Poll List screen appears.

The screenshot shows the 'ePolling Manage Poll' window. On the left is a sidebar with the following menu items: 'ePolling' (highlighted), 'Add Category', 'Category List', 'Add Poll', and 'Poll List' (highlighted in red). The main area is titled 'Poll List' and contains the following elements:

- Poll Start Date**: A text input field.
- Poll End Date**: A text input field.
- Category/Question**: A search box with the placeholder text 'Search by Category & Question'.
- Search**: A button below the search box.
- Table of Polls**: A table with columns for selection checkboxes, S.No., Questions, and a status column.

	S.No.	Questions	
<input type="checkbox"/>		Publish result <input type="checkbox"/> Show live result <input type="checkbox"/> [?]	
<input type="checkbox"/>	1	Who first discovered the North American continent? Publish result <input type="checkbox"/> Show live result <input type="checkbox"/>	Eu
<input type="checkbox"/>	2	Was Napoleon Bonaparte involved in the French revolution? Publish result <input type="checkbox"/> Show live result <input type="checkbox"/>	Eu
		What year did the French Revolution start?	

Figure 46: Poll List Screen

5. Select the Poll Start Date and Poll End Date
6. Type a keyword in the Category/Question box and click **Search**.
The search results appear below the Search button.
7. Select the required questions to include in the poll.

8. If required, select the following checkboxes for each question:

- **Publish results** – displays statistical results window for each question on the screen of each participant.

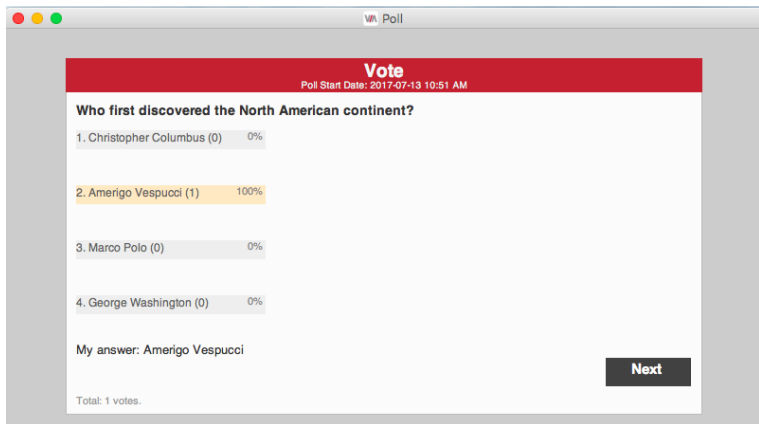


Figure 47: ePolling Publish Results Window on Participant's Screen

- **Show live results** – displays a graph for each question on the main display with live response results.

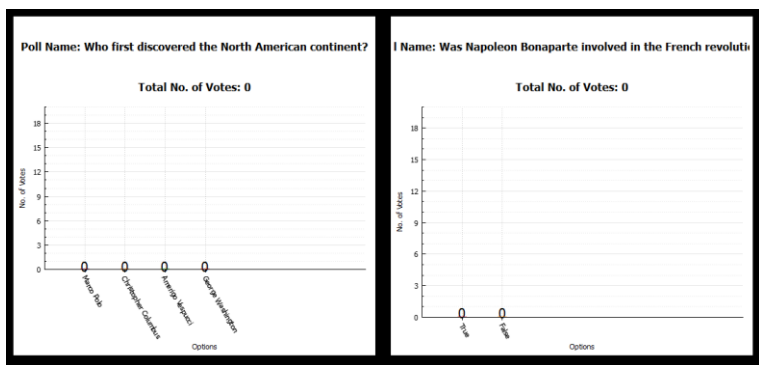


Figure 48: ePolling Show Live Results on Main Display

9. Click **Start Selected Poll**.

The poll starts and a message appears on the screens of all participants that are logged in to VIA.

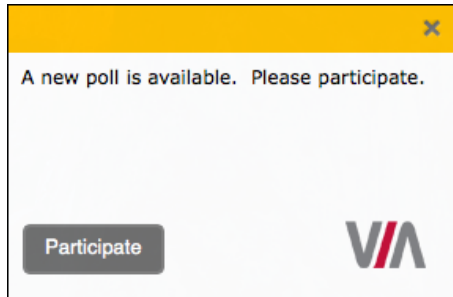


Figure 49: Poll Start Participant Message

10. To stop a poll, select the relevant questions on the Poll List screen ([Figure 46](#)) and click **Stop Poll** at the bottom of the screen.

To participate in a poll:

1. Click **Participate** on the message that appears on your device at the start of a poll ([Figure 49](#)).

OR

Click the **Poll** icon in that is displayed at the bottom of the dashboard Features tab during the poll.

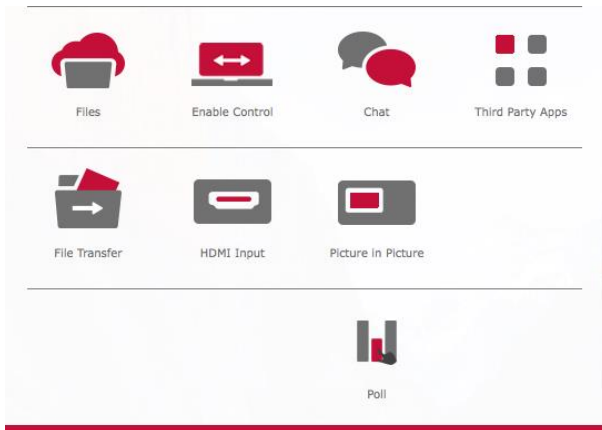


Figure 50: Poll icon in the Dashboard Features Tab

A window appears on your device with the first question.

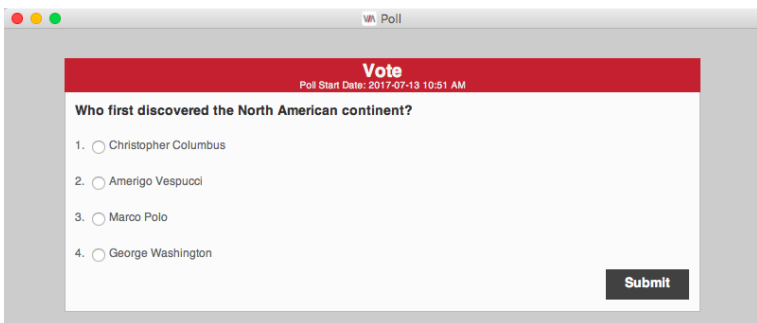


Figure 51: Poll Question Window

2. Select your answer and click **Submit**.


The next question in the poll appears.

3. Select your answer and click **Submit** for each question in the poll.

6.15 Picture-in-Picture

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

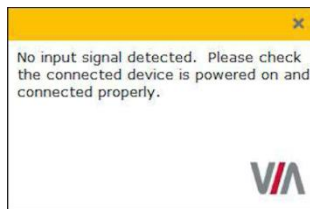
To use PiP:

- Click **Features**, and then click **Picture-in-Picture** .

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



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



6.16 Calling with Skype / Skype for Meeting (if installed)

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

To activate Skype:



Click **Features > Third Party Apps** and click

This launches Skype / Skype for Business and user can login and start calling/messaging or video conferencing with any available contact.

6.17 Using GoToMeeting (if installed)

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

To launch GoToMeeting,

- Click **Features > Third Party Apps** and click



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

6.18 Using WebEx (if installed)

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

To activate a WebEx online meeting:

- Click **Features > Third Party Apps** and click the WebEx icon



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

6.19 Using the Web Browser

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

To open the Web browser:

- Click **Features** and click the Web Browsing icon



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

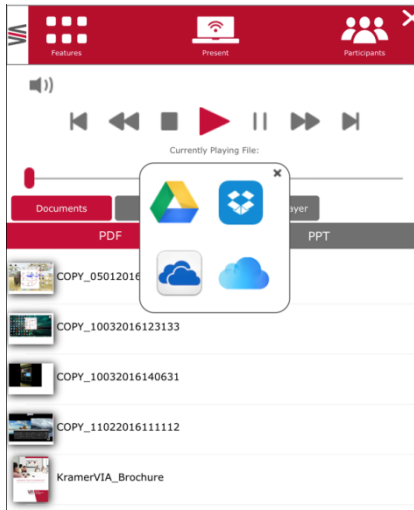
Note: In the Web management interface of the settings, you can change the default browser to any one you prefer. For more details, see the Web management settings section.

6.20 Uploading to a Third Party Cloud App

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

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

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



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

7 Configuring VIA Collage

Configure basic settings directly from the Settings window of the **Kramer VIA** app (see section [7.1](#)). Configure advanced settings from the VIA embedded web pages (see section [7.2](#)).

7.1 Configuring Settings from the Kramer VIA App

The VIA Settings window enables you to configure **Network settings**, install/uninstall third party applications, and view and configure system settings such as audio, display and language.

To access the VIA Settings window:

1. Open the Features menu and click **Settings**.

The login window appears.



Figure 52: VIA Settings Login Window

2. Type the **Username** (default = su) and **Password** (default = supass).

3. Click **Login**.

The VIA Settings window appears.

VIA Settings V-SET-2.2.0717.342 X

LAN Settings Third Party Apps System Controls

☒ Enable Dual Network Show LAN1 Details

IP Configuration: ☒ Static ☐ DHCP

LAN1

Host Name WOW-Vision

IP Address 192.168.1.168

Subnet Mask 255.255.255.0

Default Gateway 192.168.1.1

DNS Server 192.168.1.1

Host Configurator Apply Settings

ShutDown Reboot

Figure 53: VIA Settings Window – LAN Settings Tab

4. After changing settings, click **Reboot** to restart VIA Collage and apply all new settings.

7.1.1 Configuring Network Settings



Network settings can also be configured from the embedded web pages (see [section 7.2.3](#)).



Your **VIA Collage** unit is set to DHCP LAN settings by default.



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

It is also possible to setup your VIA Collage in Dual network mode by selecting the **Enable Dual Network** check box. For more details about how to properly configure this feature, go to: www.kramerav.com/product/VIA%20Collage#Tab_Resources).

If you do not require connecting your VIA devices to 2 different networks, make sure to disable the VIA dual network feature and deactivate or unplug the unneeded RJ-45 cable to avoid unwanted communication from this socket.

To change the IP address:

1. In the LAN Settings tab of the Settings window (Figure 61), type the IP address, subnet mask, default gateway, and DNS server.
2. Click **Apply Settings** and click **OK** in the confirmation message.
3. Click **Reboot**.

VIA Collage restarts with the new settings.

7.1.2 System Control Settings

To configure system click the System Controls tab of the VIA Settings window.



Figure 54: System Control Screen



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

7.1.3 Third Party App Settings

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

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

To add a third party application shortcut:

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



Figure 55: Third Party Apps Screen

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

To change the icon image and name of application:

1. Click “Advance” tab.

The Set Application Name and Icons page opens.

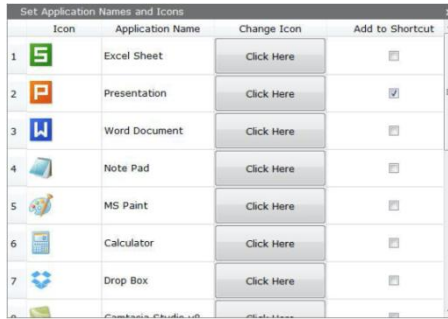
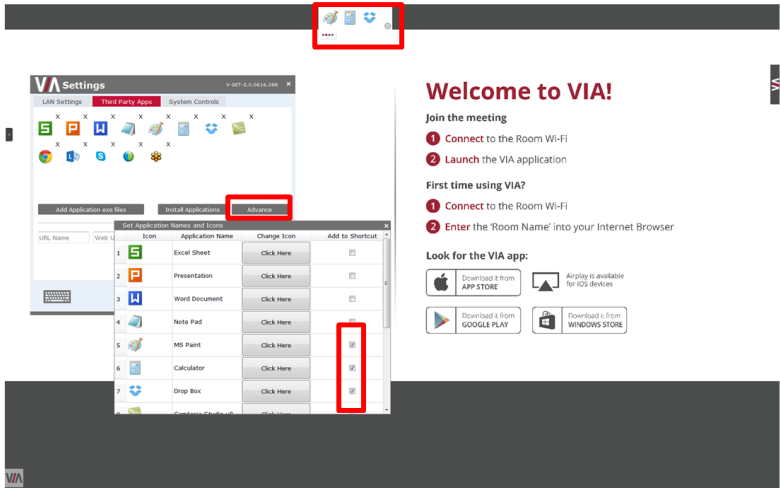


Figure 56: Setting Application Name

2. Click “Click here” to browse and change the icon image.
3. Change the application name from “Application Name” field.
4. Close this page and the settings page as well.
5. Reboot the **VIA Collage** hub

If you want to add a shortcut of any of these apps to your main display, check the “add to Shortcut” checkbox for quick access to these apps.

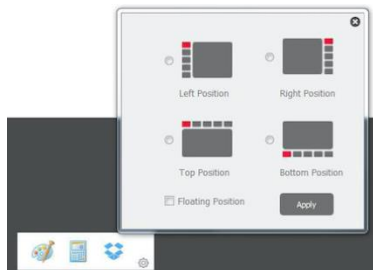


6. Close this page and the settings page as well.

7. Reboot the **VIA Collage** hub.

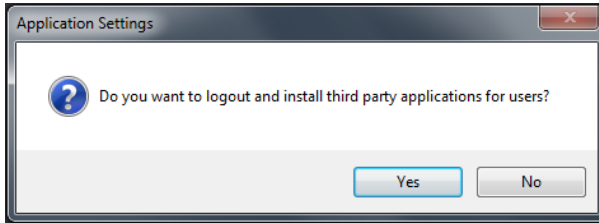
To control the 'Quick access app' bar position:

- Open "settings" from the bar and change the bar location



To Install a Third Party Application:

1. Click Install Applications Install Applications
2. When asked to logout as a **VIA Collage** user, click Yes



3. Login again as an administrator and now you can install any application. The default password is "viaadmin".
4. Now download any application on your system and install it on the unit.
5. Reboot the system after installation and add the application shortcut under third party apps for future use as explained above.

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

URL Name	Web URL	Icon	Save
----------	---------	------	------

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

7.1.4 Defining the Encoding Format

Two encoding formats are available:

- H.264 – Default format if your OS supports H.264 encoding. The format reducing bandwidth requirements when Presenting.
- JPEG – If the OS does not support H.264 encoding, enable this format.

To define the encoding format:

1. Click **Settings** in the VIA taskbar menu ([Figure 16](#)).

The Client Preferences screen appears.

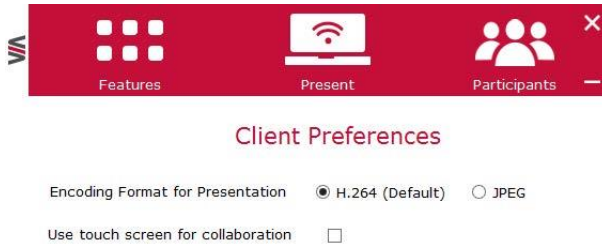


Figure 57: Client Preferences Screen

2. Select the required Encoding Format for Presentation.

7.1.5 Enabling Touch Screen Collaboration

To enable the touch screen to be used for collaboration (see section [6.2](#)) when using a laptop with a touchscreen,

1. Click **Settings** in the VIA taskbar menu ([Figure 16](#)).

The Client Preferences screen appears ([Figure 57](#)).

2. Select the **Use touch screen for collaboration** checkbox.

7.2 Configuring Settings Using the Embedded Web Pages

VIA Collage embedded web pages enable you to view and manage your device system settings, configure security settings, select which VIA features are displayed, and setup interactive features like ePolling and digital signage.

To access the **VIA Collage** embedded web pages:

1. Open the VIA web browser (see [section 6.19](#)) or a web browser on a device connected to the VIA network and go to the IP address for your **VIA Collage** unit.

The embedded web pages Welcome page appears ([Figure 3](#)).

2. Click Manage Gateway Settings in the upper right corner.

The Administrator Login page appears.

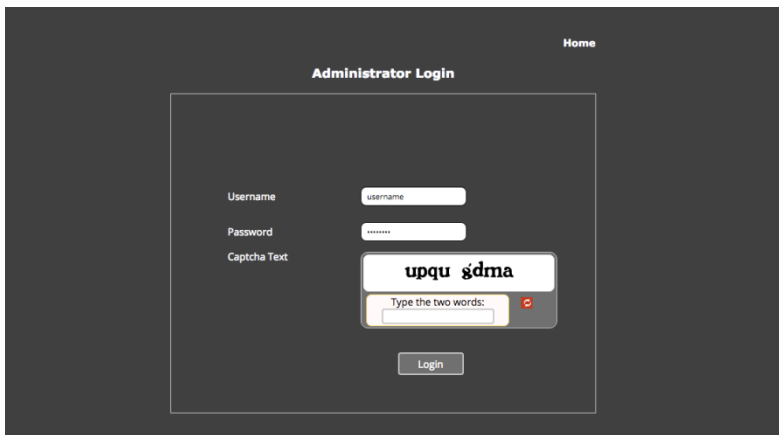


Figure 58: VIA Web pages – Administrator Login Page

3. Type the **Username** (default = su) and **Password** (default = supass).
4. Type the two Captcha Text “words” with a space between them in the text box.

Note: You can change the Captcha Text by pressing the red **Refresh** button to the right of the text box.

5. Click **Login**.

The Home page appears.

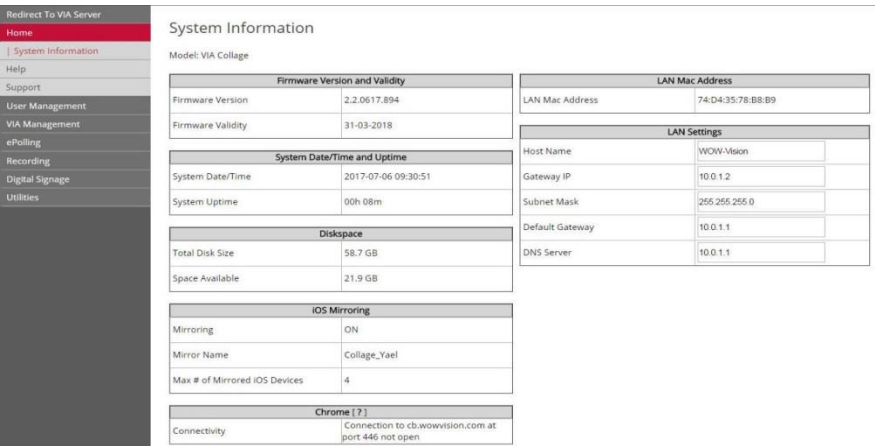


Figure 59: VIA Web pages – Home Page > System Information

6. Click the tabs on the left side of the page to open the tabs and subtabs of the VIA web pages.
7. After changing setting, click **Apply** to save the changes and click **Reboot** for changes to take effect.

The VIA web pages enable you to perform the following:

7.2.1 Viewing System Information

View system information such as firmware version, date/time, disk space, iOS Mirroring status, Chrome status, and LAN parameters on the Home > System Information tab of the VIA embedded web pages ([Figure 59](#)).

7.2.2 Creating New Users

The VIA embedded web pages enable creating new users and defining what system activities each user has access to.

There are two default users available to log in to **VIA Collage**:

Moderator Level User:

- Default user name: su
Default password: supass

Participant Level User:

- Default user name: user
Default password: userpass

To create a new user:

1. Click **User Management > Add User** on the left tabs of the VIA web pages.
The Add User tab appears.

Figure 60: VIA Web pages – Add User Tab

2. Type the new **Username**, **Password** and **Password Confirm**.
3. In the User Role section, select from the following administrative levels:
 - Web Administrator – access to change all system settings, including using ePolling and Digital Signage.
 - ePolling – able to create polls (see section [7.2.20](#))
 - Digital Signage – able to configure the Digital Signage (see section [7.2.21](#))



The user must have Moderator status to have ePolling enabled.

4. Select one of the following participation levels:
 - Moderator – user is able to become a moderator and has access to features

such as Recording, Streaming, and Running a Poll

Note: Moderator Mode must be activated to enable becoming a Moderator during a meeting, see section [7.2.14](#).

- Participant – user participates in a meeting, but cannot access moderator features.

5. Click **Save**.

A new user is added and the User List tab appears with the new user added to the list.

7.2.3 **Configuring Network Settings Using the Embedded Web Pages**

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

MAC address of the **VIA Collage** device is provided here.

It is also possible to setup your VIA Collage in Dual network mode by selecting the **Enable Dual Network** check box. For more details about how to properly configure this feature, go to: www.kramerav.com/product/VIA%20Collage#Tab_Resources).

Home

User Management

VIA Management

| Network Settings

VIAPad Configuration

VIA Site Management

Wallpaper

VIA Settings

Moderator Mode

Gateway Features

Client Features(Window/Mac)

Mobile Features

ePolling

Recording

Digital Signage

Utilities

Network Settings

LAN Settings

IP Configuration

Enable Dual Network ☐

Static ☐ DHCP ☒

LAN1

Network Information

Host Name	WOW-Vision
Gateway IP	192.168.1.168
Subnet Mask	255.255.255.0
Default Gateway	192.168.1.1
DNS Server	192.168.1.1

Apply Settings

Mac Address Information

LAN Mac Address	74:D4:35:33:7A:43
-----------------	-------------------

Reboot

Shutdown

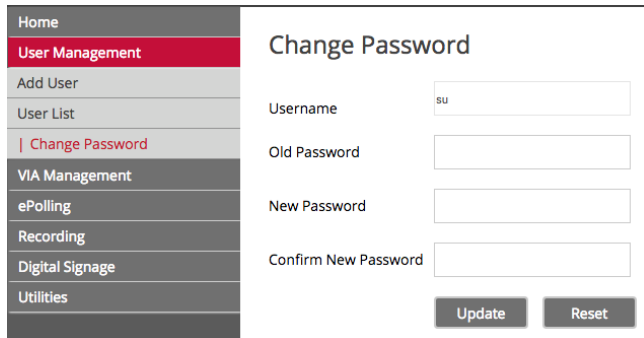
Figure 61: VIA Management - Network Settings

7.2.4 Changing a Password

To change the password of the current user:

1. Click **User Management > Change Password** on the left tabs of the VIA web pages.

The Change Password tab appears.



Home	<h2>Change Password</h2> <p>Username <input type="text" value="su"/></p> <p>Old Password <input type="password"/></p> <p>New Password <input type="password"/></p> <p>Confirm New Password <input type="password"/></p> <p><input type="button" value="Update"/> <input type="button" value="Reset"/></p>
User Management	
Add User	
User List	
Change Password	
VIA Management	
ePolling	
Recording	
Digital Signage	
Utilities	

Figure 62: VIA Web pages – Change Password Tab

2. Type the Old Password, New Password and Confirm Password.
3. Click **Update**.

The password is changed and you are logged out of the web pages.

To change the password of another user:

1. Click **User Management > User List** on the left tabs of the VIA web pages.
The User List tab appears.

Redirect To VIA Server

Home

User Management

Add User

| User List

Change Password

VIA Management

ePolling

Recording

Digital Signage

Utilities

User List

S. No.	Username	User Role	Edit	Delete
1	jimmy	Digital Signage,Moderator		
2	moderator	ePolling,Digital Signage,Moderator		
3	participant	Participant		
4	si			
5	su	Web Administrator		-
6	susan	ePolling,Moderator		
7	user	Participant		

Figure 63: VIA Web pages – User List Tab

2. Click the in the Edit column.
The Edit User tab appears.

Redirect To VIA Server	<div>Edit User</div> <div><div>Username</div><div>jimmy</div></div> <div><div>Password</div><div></div></div> <div><div>Confirm Password</div><div></div></div> <div><div>User Role</div><div><input type="checkbox"/> Web Administrator</div><div><input type="checkbox"/> ePolling</div><div><input checked="" type="checkbox"/> Digital Signage</div><div><input checked="" type="radio"/> Moderator <input type="radio"/> Participant</div></div> <div><div>Update</div></div>
Home	
User Management	
Add User	
User List	
Change Password	
VIA Management	
ePolling	
Recording	
Digital Signage	
Utilities	

Figure 64: VIA Web pages – Edit User Tab

3. Type and confirm a new password in the Password and Confirm boxes.

- 4. Change the access level by selecting or deselecting options from the User Role section (see section [7.2.2](#)).
- 5. Click **Update**.
Settings for the user are updated and the User List tab appears.

7.2.5 Configuring VIAPad

For entities using VIA Pad, the first required step is to configure the **VIA Collage** unit in order to allow it to pair the VIA Pad devices.

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User Management

VIA Management

Network Settings

VIAPad Configuration

VIA Site Management

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Gateway Features

Client Features(Window/Mac)

Mobile Features

ePolling

Recording

Digital Signage

Utilities

VIAPad Configuration

VIAPad Configuration	
Guest	<input type="checkbox"/> ?
VIAPad will override Room Code	<input checked="" type="checkbox"/> ?
Room Name	<input type="text" value="192.168.1.168"/>

Wifi Configuration

Auto Connect to WiFi	<input checked="" type="checkbox"/> ?
SSID	<input type="text"/> ?
Authentication Mode	<div>Select ?</div>
Encryption	<div>Select ?</div>
Key	<input type="text"/> ?

Apply Settings

VIAPad Configuration

- **Guest mode:** Enable this mode in case you want the VIA Pad to act as a simple “Present / Stop presenting” touch device. No client application is shown on the user’s display
- **VIAPad overrides Room Code:** Enable this feature if you want the VIA Pad to bypass the need to type in the Room Code authentication
- **Room Name:** Is automatically populated; it reflects the name of the **VIA Collage** device

WiFi Configuration

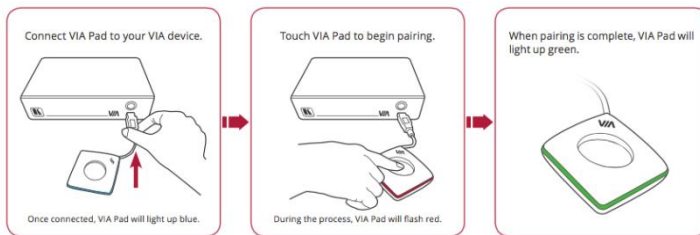
- **Auto Connect to WiFi:** Enable this feature if you want the **VIA Pad** to

connect automatically to the WiFi network of the Meeting Room. You are prompted for the following details:

- **SSID:** Enter the name of the WiFi network – make sure that you write it EXACTLY as defined (it is case sensitive!)
- **Authentication Mode:** Select the security used by your WiFi router among the preset options (WEP Open/ WEP Shared/ WPA Personal/ WPA2 Personal)
- **Encryption:** Select the type of encryption key used by your router
- **Key:** Type the password required to join your network (up to 50 characters max)

Apply Settings to save the configuration.

Pair your **VIA Pad** devices as shown below:



7.2.6 Configuring a Gateway to be Managed by VSM

VSM (VIA Site Management) is an optional, web-based software application (subject to a separate pricing) that enables an administrator to monitor and make changes to all connected **VIA Collage** units or other connected gateways.

VSM enables and administrator to:

- Add or modify an existing VIA gateway (**Collage/Campus/Connect PRO/GO**)
- Configure settings for VIA **Collage/Campus/ConnectPRO/GO** units by remotely accessing the embedded web pages in the units (see section [7.2](#))
- Update VIA **Collage/Campus/ConnectPRO/GO** units from the VSM when the updates become available

- Manage the following statuses for all **Collage/Campus/ConnectPRO/GO** units attached to the **VSM** server:
 - CPU usage, HDD usage and alerts generation
 - Off/On status
 - Configuration and download status
 - Version status
 - Firmware upgrade scheduling
 - Analytics reports

VSM can automatically provide individual configuration to added gateways or you can configure settings locally through the gateway.

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

To configure a gateway to be managed from VSM:

1. Click **VIA Management > VIA Site Management** on the left tabs of the VIA web pages.

The **VIA Site Management** tab appears.

Redirect To VIA Server

Home

User Management

VIA Management

Network Settings

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VIA Site Management

Wallpaper

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Moderator Mode

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ePolling

Recording

Digital Signage

Utilities

VIA Site Management

☐ All From VIA Site Management

☐ All From Gateway

VIA Site Management

VIA Server IP

172.16.1.29

?

Gateway ID

1001

?

Validate and Save

Save

?

Wallpaper

☐ From VIA Site Management

☒ From Gateway

VIA Settings

☐ From VIA Site Management

☒ From Gateway

Figure 65: VIA Web pages – VIA Site Management Tab

2. Type the **VSM Server IP**.
3. Type the **Gateway ID** that was defined in VSM for this gateway.
4. Click **Validate and Save**.

Changes take effect immediately.



The VIA device (Collage, Connect Pro, Campus, or Go) must be able to connect to VSM while validating is in progress.

-OR-

Click **Save** for changes to be saved with no validation from VSM.



Since validation is not made immediately, any error entered at this stage – like duplication of ID must be corrected manually at a later stage.

- For each of the features listed on the VIA Site Management tab, define from where download the setting for the relevant feature. Select either **From VIA Site Management** (VSM) or **From Gateway** (local settings).

-OR-

Select either **All From VIA Site Management** (VSM) or **All From Gateway** (local settings) from the top of the VIA Site Management tab to define all features.

- Click **Reboot** to restart the unit.

7.2.7 Defining Wallpaper

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

To define the wallpaper:

- Click **VIA Management > Wallpaper** on the left tabs of the VIA web pages.

The Wallpaper tab appears.

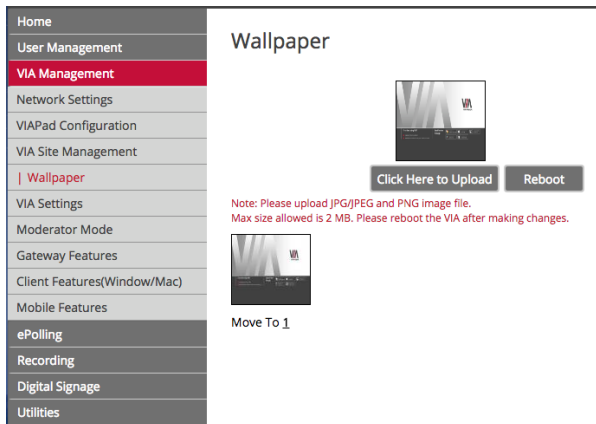


Figure 66: VIA Management > Wallpaper Tab

- Click **Click Here to Upload**.
- Select Wallpaper (must be an image file – jpeg, png, bmp) from your system

4. All previously uploaded wallpapers are saved and shown as below. To select one of them, click “**Set**”. To delete one of them, click “**Delete**”.
5. Then click **Reboot**.
- The background image on **VIA Collage** changes after rebooting

7.2.8 Using the VIA Settings Subtab

To use the VIA Settings subtab:

1. Click **VIA Management > VIA Settings** on the left tabs of the VIA web pages.
- The VIA Settings subtab appears.

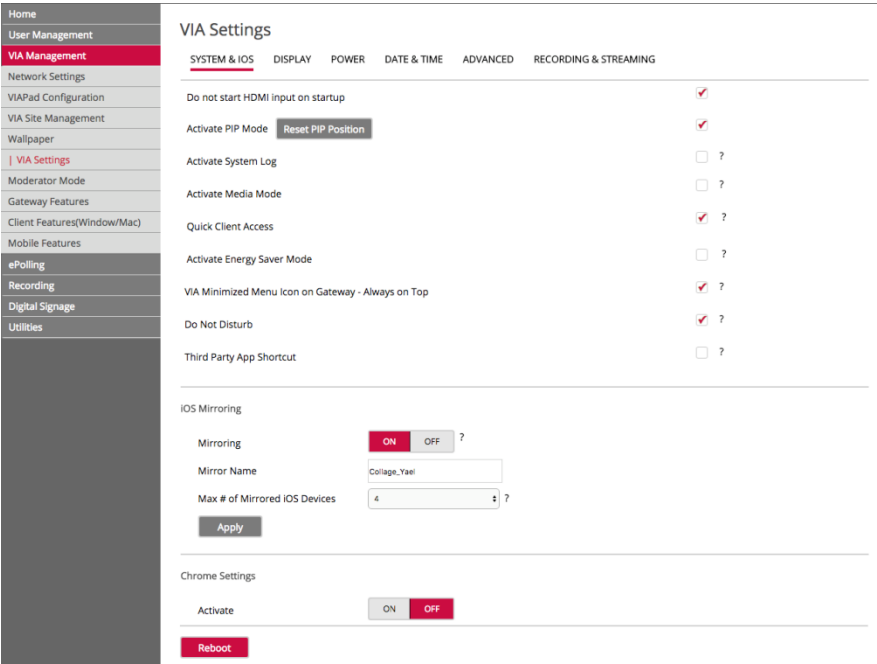


Figure 67: VIA Settings > System & IOS Settings

2. Select one of the options on the top menu to display the relevant settings.

7.2.8.1 System Settings

Select **System & IOS Settings** on the VIA Settings subtab menu ([Figure 67](#)) to display the following options:

- **Do not start HDMI input on startup** – Activate/Deactivate HDMI input when powering the unit on
- **Activate PIP Mode** – Shows the output of the third party device (**DIP30**, Apple TV, Media Player, etc.) as a PIP on **VIA Collage**. Otherwise, the output of a third party device is shown as a full screen image
- **Reset PIP Position** – Resets the default PIP position if the size or position of the default PIP window was changed
- **Activate System Log** – Activates the logging of all system activity either by the client or the gateway to aid diagnosing a problem with **VIA Collage**
- **Activate Media Mode** – If multiple displays are connected to **VIA Collage**, the first display is reserved as the media screen. Multimedia files play only on the first display and the presentation shows on the second display
- **Activate Energy Saver mode** – to allow the device to enter sleep mode when no users are connected or no activity is detected on whiteboard
- **Enable Quick Client Access** – shows VIA transparent icon on the bottom left corner of the screen, shortcut to the VIA app
- **Disable Always On Top - VIA Minimised icon on Gateway** - Hides the VIA menu icon from the right corner of the main display:



- **Do Not Disturb** – enables a user to present to the main display without any interruptions. Clicking the DND button prevents ALL interruptions. The user that clicked DND has full access to all features:



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



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



- **Facility to Activate/Deactivate Chat by Moderator** – This option is offered to the Moderator of a session, to restrain users from chatting
- **Third Party App Shortcut** – Make a shortcut to your preferred 3rd party apps on the main screen

7.2.8.2 iOS Mirroring Settings

Select **System & IOS** Settings on the VIA Settings subtab menu ([Figure 67](#)) to display settings in the iOS Mirroring section.

Activate or deactivate the iOS Mirroring feature:

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

7.2.8.3 Display Settings

Select **Display** on the VIA Settings subtab menu ([Figure 67](#)) to display the following options:

VIA Settings

SYSTEM & IOS **DISPLAY** POWER DATE & TIME ADVANCED RECORDING & STREAMING EPOLLING

QR Code

Enable QR code ☒ ?

By pass room code ☒ ?

Keep QR code always on top ☐

Print QR Code

Display Layout

Display Layout

Dynamic Layout View ▼

 ?

Auto-Hide Thumbnails ☐ ?

Wallpaper, Room Code, Room Name Settings

Customize Gateway Screen

Wallpaper

Language

Select Language

English ▼

VIA Gateway User Interface Scaling

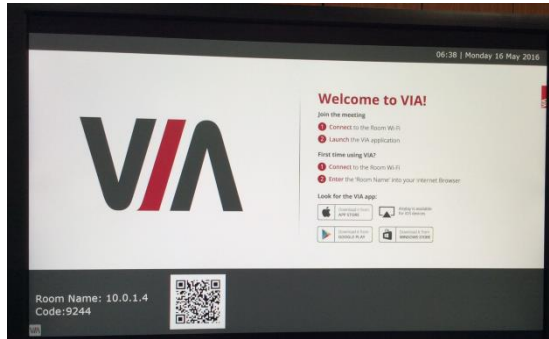
User Interface Scaling

Large ▼

 ?

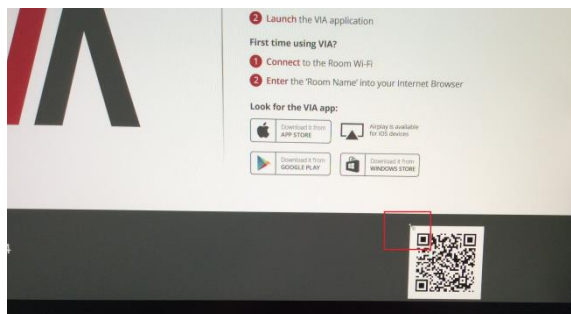
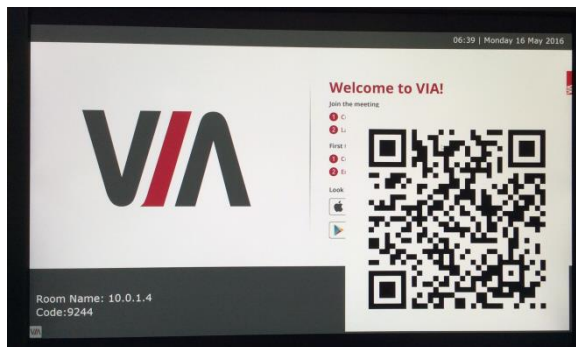
Figure 68: VIA Settings > Display Settings

- QR Code
 - Check “Enable QR code” and “By pass room code” (if required) and click the “Reboot” button
 - Select “Keep QR code always on top” to allow the QR to be always visible on top of any content presented on main display.
 - You can select “Print QR Code” if you need to get a hard copy of it for displaying it in the room.
 - Relocate & Resize the QR Code:



To relocate the QR code on the VIA main display, click and drag it with the mouse and drop it anywhere on the screen.

- To resize QR code, click and drag it from the code frame to any desired size.



- **Display Layout:**
 - **Auto-Hide Thumbnails** (fade out of the side thumbnails after few seconds)
 - **Display Layout:** Select the layout between Thumbnail view and dynamic view.
- **Language:** Select the preferred language for your VIA interface.

7.2.9 Customizing the VIA Home Screen

The **VIA Collage** embedded web pages enable you to change the position and color of elements of the VIA Home screen ([Figure 5](#)) and to display a customized DNS (Domain Name System) name if local DNS services are supported by the network.

To customize the VIA Home screen:


1. Click **VIA Management > VIA Settings** on the left tabs of the VIA web pages.

The VIA Settings tab appears ([Figure 67](#)).

- 2, Click **Display** in the menu of the VIA Settings screen.
The Display settings screen appears ([Figure 68](#)).
3. Click **Customize Gateway Screen** in the Wallpaper, Room Code, Room Name Settings section.
The Customize Gateway screen appears

Customize Gateway Screen

18:02 | Tuesday 01 August 2017



First time using VIA?

- 1 Connect to the Room Wi-Fi
- 2 Enter the 'Room Name' into your Internet Browser

Look for the VIA app:

Available in the
CHROME WEB STORE

Download it from
APP STORE

Applet is available
for IOS devices

Download it from
GOOGLE PLAY

Download it from
WINDOWS STORE

Room Name: 192.168.1.168

Code: XXXX


Properties

Name

Room Name

Show Room Name on wallpaper ☒

Custom Room Name 192.168.1.168 ?

Room Name Color 

Show Room Name/Code on second Display also(Dual Display Only) ☐

Note:Room Name/Code will be shown only if they are active

Room Name Overlay

Activate

ON

OFF

?

Auto Hide

Off

?

Note: Once you are done with all the changes please reboot VIA unit to take effect.

Reset All

Reset

Apply

Figure 69: VIA Web pages – Customize Gateway Screen

4. Click and drag any of the red boxes (time/date, Room Name, Code) on the Home screen preview to change their position.
5. Select one of the red boxes and change the name of the box and color of the text in the Properties section of the Gateway screen.
6. Select the **Room Name** box and in the Properties section do any of the following:
 - Select the **Show Room Name on Wallpaper** check box to always show the Room Name on the Home screen. If the checkbox is cleared, the Room Name is displayed only when a participant is logging in.
 - When using a two display screens, select the **Show Room Name/Code on second Display also** checkbox to display the Room Name on both displays.
 - Click **ON** in the Room Name Overlay section to display the Room Name persistently during presentation and select a value in the **Auto Hide** field to set the amount of time the Room Name is displayed.
7. Click **Apply** to save changes and reboot **VIA Collage** for changes to take effect.

7.2.10 Scaling the Dashboard for Large Screens

To enlarge the VIA dashboard on the main display when using a high resolution screen:

1. Click **Display** on the VIA Settings subtab menu (see section [7.2.8](#)).
The Display settings screen appears ([Figure 67](#)).
2. In the VIA Gateway User Interface Scaling section, select **Large** from the **User Interface Scaling** option box.
3. Click **Reboot**.

7.2.11 Defining Power Settings

To define power settings:

1. Click **Power** on the VIA Settings subtab menu (see section [7.2.8](#)).
The Power settings screen appears.

VIA Settings

SYSTEM & IOS DISPLAY **POWER** DATE & TIME ADVANCED RECORDING & STREAMING EPOLLING

Auto Power Off Timing

Activate ?

Time of Day - Hours Minutes

Auto Reboot Timing

Activate ?

Time of Day - Hours Minutes

Figure 70: VIA Settings > Power Settings

2. In the Auto Power Off Timing section, click **ON**.
3. Select the **Hours** (24 hour format) and **Minutes** for the time of day for the **VIA Collage** to automatically shut off every day.
4. In the Auto Reboot Timing section, click **ON**.
5. Select the **Hours** (24 hour format) and **Minutes** for the time of day for the **VIA Collage** to automatically reboot every day.
6. Click **Reboot** for settings to take effect.

7.2.12 Defining the Date and Time Format for VIA Web pages

- 1. Click **Date & Time** on the VIA Settings subtab menu (see section [7.2.8](#)).
The Date & Time settings screen appears.

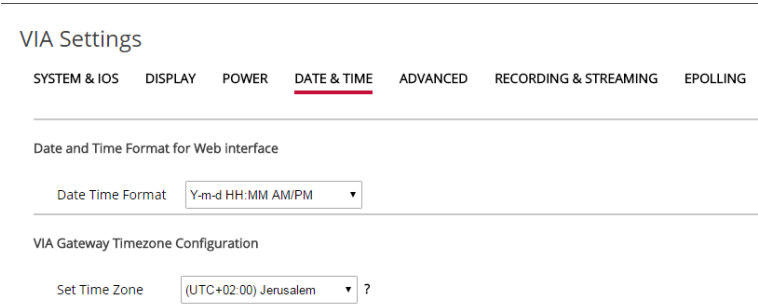


Figure 71: VIA Settings > Date & Time Settings

- 2. In the Date and Time Format for embedded web pages section, select the **Date and Time Format** from the option box.
- 3. In the VIA Gateway Timezone Configuration section, select the required time zone from the **Set Time Zone** option box.

7.2.13 Defining Advanced Settings

To define advanced settings:

1. Click **Advanced** on the VIA Settings subtab menu (see section [7.2.8](#)).
The Advanced settings screen appears.

VIA Settings

SYSTEM & IOS DISPLAY POWER DATE & TIME **ADVANCED** RECORDING & STREAMING EPOLLING

—End of Meeting Settings—

When all participants have disconnected from VIA:
Clean the Cloud ☐ ?

☐ Close Whiteboard and Auto Save
☐ Close Whiteboard and Discard
☒ Do not Close Whiteboard

—VIA Gateway Audio Output—

Audio Output

Analog Output ▼

 ?

—File Sharing Settings—

☒ All Files
☐ Selected Files [Edit] ?

avi,mpeg,mpg,wmv,vob,mkv,prs,mp4,m4v,mov,divx,flv,rmv,rmvb,mp3,rm,wma,m4a,wav,ppt,pptx,doc,docx,wps,wpt,dot,rft,txt,html,mht,xls,xml,ett,xlt,dbt,jpg,png,bmp,gif,tiff,svg

—API Settings Command[?]—

☐ Secure ☒ Non Secure

Figure 72: VIA Settings > Advanced Settings

2. In the End of Meeting Settings section, define the following settings when all participants have disconnected from VIA:
 - Clean the Cloud – Select the checkbox to delete all files from the cloud.
 - Whiteboard – select one of the options to define whether to close the Whiteboard or not and whether to Auto Save the current page or not.
3. In the VIA Gateway Audio Output section, select the required type of audio output.
4. In the File Sharing Settings section, define the type of files that are enabled for sharing during a meeting:
 - **All Files** – enables all file types for sharing.

- **Selected Files** – select this option and click **Edit** to specify which file types are enabled for sharing.
5. In the API Setting Command section, select one of the following:
- **Secure** – API commands can be sent to the VIA gateway securely over a TLS port.
 - **Non-Secure** – API commands can be sent to the VIA gateway on a non-secure, plain text port. Select this option if your controller does not support TLS.

7.2.14 Activating the Recording Feature

VIA Collage enables you to record all activity on the main display during the course a meeting. Before using the recording feature, it must be activated in the embedded web pages. To start streaming a meeting, see [6.13](#).

To activate the recording feature:

1. In the VIA Management > VIA Settings tab, click the **Recording & Streaming** tab.

The screenshot shows the VIA Settings interface. On the left is a sidebar with a menu including Home, User Management, VIA Management (highlighted), Network Settings, VIA Pad Configuration, VIA Site Management, Wallpaper, VIA Settings (highlighted), Moderator Mode, Gateway Features, Client Features (Window/Mac), Mobile Features, ePolling, Recording, Digital Signage, and Utilities. The main area is titled 'VIA Settings' and has several tabs: SYSTEM & IOS, DISPLAY, POWER, DATE & TIME, ADVANCED, and RECORDING & STREAMING (which is selected). Under the RECORDING & STREAMING tab, there are two main sections. The first is 'Recording [?]' which has an 'Activate' toggle switch currently set to 'ON' (red), and two radio button options: 'System Default' (selected) and 'USB'. The second section is 'Streaming [?]' which has a 'Streaming URL' input field with the placeholder text 'Enter the address that VIA will use to broadcast.' and an 'Activate' toggle switch currently set to 'OFF' (grey). Below these sections is a note: 'Note: To change the Streaming URL the service must first be stopped. Then the URL can be changed and Streaming can be turned on again.' At the bottom of the main area is a red 'Reboot' button.

Figure 73: VIA Settings > Recording & Streaming Tab

2. In the Recording area of the Recording & Streaming Tab, select one of the following places to save the meeting recordings:

- System Default – Recordings will be saved on the default location of the VIA hard drive and will be retrieved from the web interface > Recording tab (7.2.21)
- USB – external drive connected to the USB connector on the **VIA Collage**

3. Click Activate **ON**.

4. Click **Reboot**.

7.2.15 Configuring Moderator Access

VIA Collage enables a participant in a meeting to become a moderator in order to control certain features. To enable a Moderator in a meeting, Moderator Mode must be activated and configured in the embedded web pages,

To activate Moderator Mode:

1. Click **VIA Management > Moderator Mode** on the left tabs of the VIA web pages.

The Moderator Mode tab appears.

Figure 74: VIA Management – Moderator Mode Tab

2. Select the **Activate Moderator Mode** checkbox.

3. Select the required Moderator Mode type and reboot **VIA Collage**.
The Become Moderator button appears on the dashboard Participants tab.

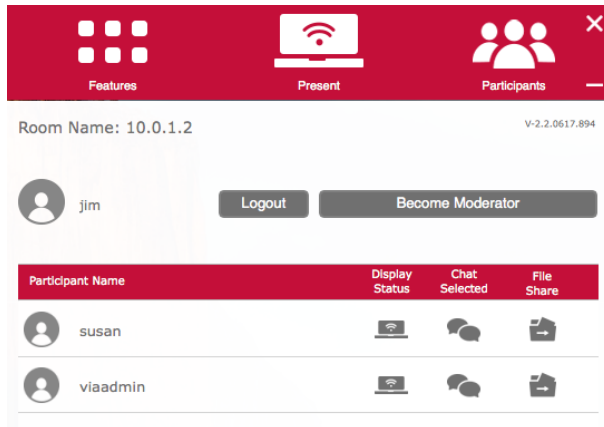


Figure 75: VIA Dashboard Participants Tab with Basic Moderator Mode Activated


There are three different types of Moderator Modes:

7.2.15.1 Database Based

This mode requires building a database of users that can access the system. Only users included in the database are able to log in. To create users, see section [7.2.2](#).

To log in into the **VIA Collage** client when Database Based moderator mode is activated:

- Open the **VIA Collage** client and enter the location (IP address of the **VIA Collage** gateway)
- Enter User Name and Password (as defined by the moderator).
Now you see the Code field.
- Enter the Code (if room code is activated).



Welcome to VIA !

Room Name

User Name

Password

Code

Login


Figure 76: Login Screen When Database Based Moderator Mode is Active

- Click **Login**.

To start a presentation:

- Click **Present**.

VIA Collage sends a presentation request to the moderator. A preview of the participant's screen is displayed (for MAC/Windows users) to help the moderator accept or deny the request:



[matt] has requested to present.

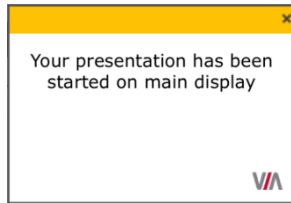
Allow full screen

Allow (Auto Position)

Deny

- The moderator clicks **Allow full screen** or **Allow (Auto Position)**.
The participant's presentation appears on the main display.

- The participant receives the following message:



The presentation is now visible on the **VIA Collage** main display.

Note: The moderator can "Present" at any time without permission.

7.2.15.2 Active Directory

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

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

- **Moderator:** A user with meeting moderator rights i.e. this user can directly display his screen on a **VIA Collage** Gateway and can allow a participant requesting for presentation on the main display.
- **Participant:** A participant in a presentation session who can join the meeting room, but cannot project their desktop without the moderator's permission.

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

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

Note: All connecting devices must be governed through this AD or they cannot login.

Moderator Mode

☒ Activate Moderator Mode

Moderator Mode

☐ Database Based ☒ Active Directory ☐ Basic

Moderator can enable / disable Chat feature during a session ☐ ?

Allow Participant to confirm start of Presentation ☐ ?

Active Directory Settings

Active Directory Domain

☐ Group Based ☐ OU Based

VIA Group/OU

Active Directory Group/OU

Moderator

Participant

Apply

Reboot

1. Click **Activate Presentation Mode**.
2. Click **Active Directory** under **Moderator Mode**.
3. Under **Active Directory Settings**, type in the Active Directory name in **Active Directory Domain** text box.
4. Select the **Group Based** or **OU Based** radio button as per your Active Directory configuration.
5. Based on the above selection, type the name of Moderator and Participant Group/OU in their respective boxes.

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

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

For further details, refer to Kramer's white paper “*VIA Integration into DNS and Microsoft Active Directory*”.

7.2.15.3 Basic Moderator Mode

Moderator Mode

☒ Activate Moderator Mode

Moderator Mode

☐ Database Based

☐ Active Directory

☒ Basic

Type your password

Apply

Moderator can enable / disable Chat feature during a session

☐ ?

Allow Participant to confirm start of Presentation

☐ ?

Reboot

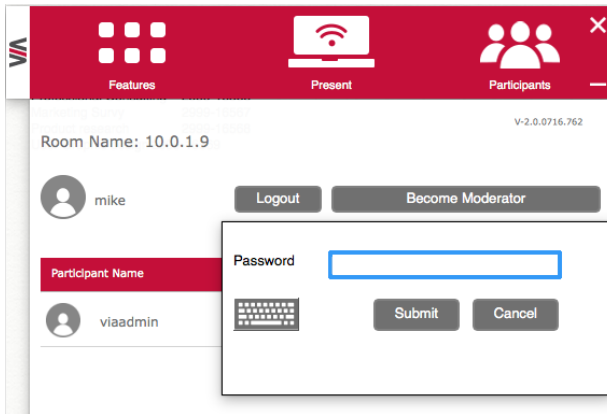
Basic is the simplest moderator mode. By selecting the “Basic” check box and rebooting the system, the VIA unit now asks the administrator to select a password that is used by the participants who are requesting to be moderators.

Once a password is entered, click Apply and reboot the VIA device.

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

1. Open the **VIA Collage** client and enter the location (IP address of the **VIA Collage** gateway).
2. Enter the nickname.
The Room Code field appears.
3. Enter the room code (if Room Code is activated).
4. Click **Login** and go to Participants' screen.
You can now become a moderator by selecting “Become Moderator” and entering the password.

5. Click **“Leave Moderation”** anytime to stop moderating the session. Anyone else can now click **“Become Moderator”** and type in the password to access this privilege.



7.2.15.4 Disabling Chat

In the Moderator Mode tab, you can give control to the moderator to enable/disable the participant chat feature during a meeting.

To give control to the moderator to disable/enable chat:

1. In the Moderator Mode tab ([Figure 74](#)), select **Moderator can enable/disable Chat feature during a session.**
2. Click **Reboot.**
A Chat checkbox appears in the upper right corner of the dashboard of the moderator.

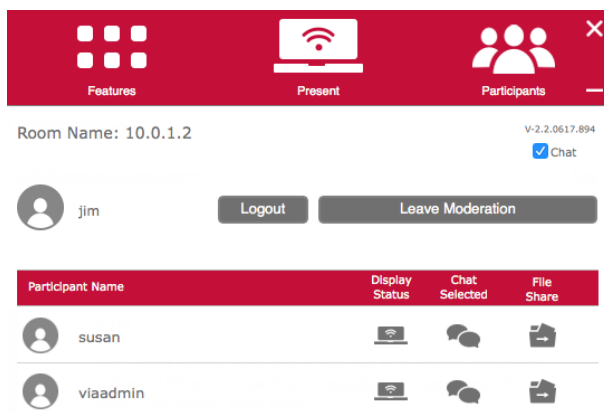


Figure 77: Moderator's Dashboard with Chat Enable/Disable Checkbox

3. Clear the **Chat** checkbox to disable participant chat.

7.2.15.5 Enabling Participant Confirmation for Presentation

The moderator of a meeting is able to push a participant's screen onto the main display by clicking the Display Status icon of the participant in the Participant tab of the dashboard. In the Moderator Mode tab of the embedded web pages, you can add a message that enables the participant to either approve or deny permission to present their screen.

To enable participant confirmation for presentation:

1. In the Moderator Mode tab ([Figure 74](#)), select **Allow Participant to confirm start of Presentation**.
2. Click **Reboot**.

When the moderator clicks a participant Display Status icon, a message appears on the participant's screen. Participant can click **Approve** to start presenting or **Deny** to deny the request to present.

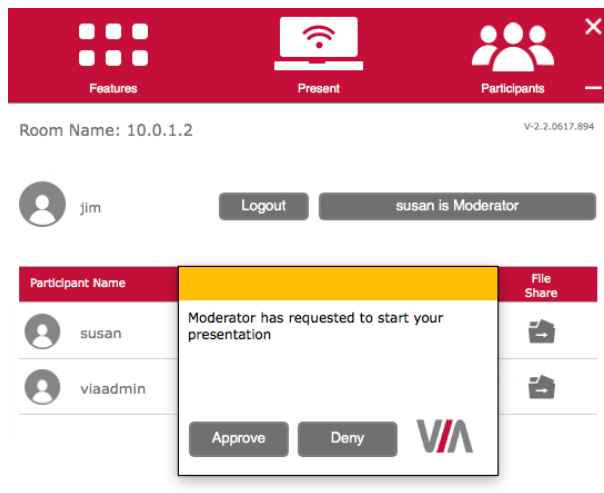


Figure 78: Participant's Screen with Presentation Request Confirmation Message

7.2.16 Managing Gateway Features

Manage the features available on the VIA gateway ([Figure 79](#)):

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

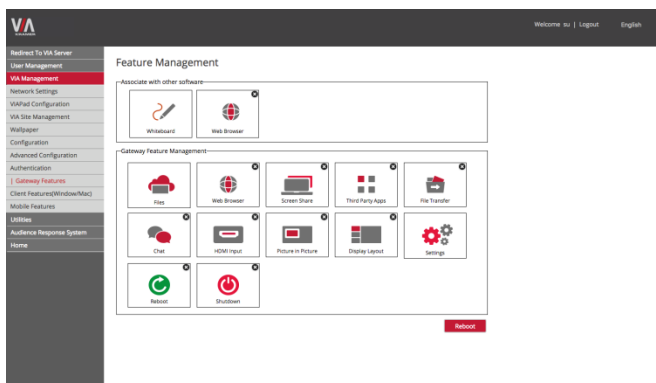


Figure 79: VIA Management – Gateway Features

7.2.17 Managing User Features

Manage the features available on the VIA client (PC/MAC) application ([Figure 80](#)):

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

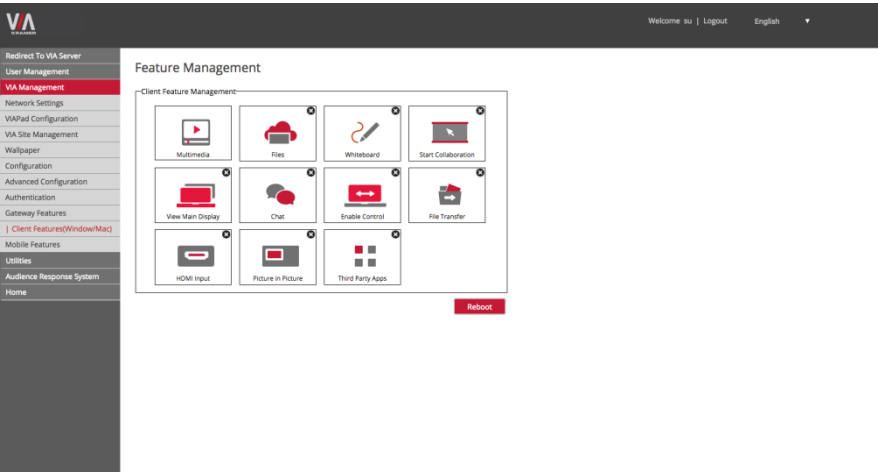


Figure 80: VIA Management – Client Features

7.2.18 Managing Mobile Features

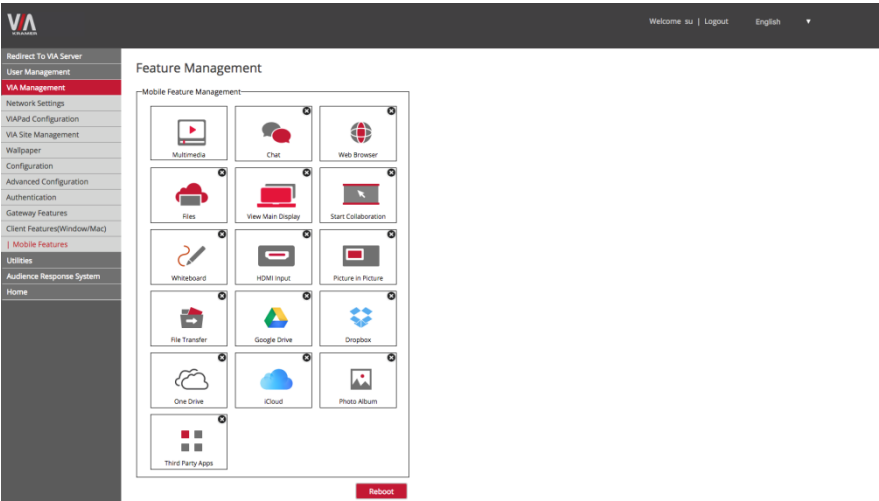


Figure 81: VIA Management – Client Features (Mobile)

Manage the features available on the VIA Mobile (iOS/Android/Windows) applications.

7.2.19 Managing Meeting Recordings

The embedded web pages enable you to search, download and edit meeting recordings. To record a meeting, see section [6.12](#).

To manage meeting recordings:

1. Click **Recording > Recording List** on the left tabs of the VIA web pages.
The Recording List tab appears.

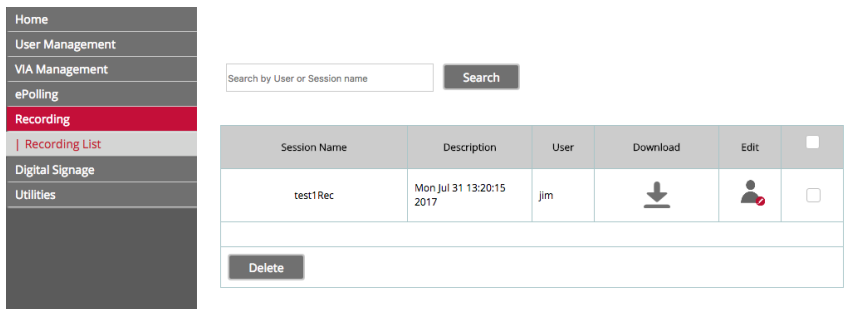


Figure 82: Recording List Tab

2. Type a User or Session name in to the text box and click **Search**.
Search results appear in the table below the Search text box.
3. Click the icon in the Download column to download the relevant recording.
4. Click the icon in the Edit column.
The Edit Recording screen for the relevant recording appears.

Edit Recording:

Session Name:

Description:

Figure 83: Edit Recording Screen

5. Edit the Session Name and the Description and click **Update**.
6. On the Recording List table ([Figure 82](#)), select a checkbox in the last column and click **Delete**.

The selected recording is permanently deleted.

7.2.20 Creating and Managing Polls



You must be logged in as a moderator with ePolling access to use this feature. See section 7.2.15.

The VIA ePolling feature enables the moderator to conduct polls with the participants of a collaborative session. Using the **VIA Collage** embedded web pages, you can create multiple choice or true/false questions, organize the questions into categories and sub categories, and export questions to a spreadsheet.

To send a poll to participants, see section [6.14](#))

7.2.20.1 Activating the ePolling Feature

To activate the ePolling feature:

In the VIA Management > Moderator Mode tab, **ON** to activate ePolling and click **Reboot**.

Moderator Mode

☒ Activate Moderator Mode

Moderator Mode

☐ Database Based
 ☐ Active Directory
 ☒ Basic

Moderator can enable / disable Chat feature during a session ☒ ?

Allow Participant to confirm start of Presentation ☐ ?

Activate ePolling

Figure 84: VIA Settings > ePolling Tab

VIA Collage reboots and the ePolling feature is activated.

7.2.20.2 Adding Poll Categories

- 1. On the left side of the embedded web pages, select **ePolling > Add Category**.

The Add Category tab appears.

Redirect To VIA Server

Home

User Management

VIA Management

ePolling

| Add Category

Category List

Add Poll

Poll List

Recording

Digital Signage

Utilities

Add Category

Category

Calculus

Parent Category

Math

Description

Save

Figure 85: ePolling > Add Category Tab

- 2. Type a Category name and a Description of the category (optional).
- 3. Select a Parent Category.

Note: Once you have entered a category, you can now use it as a Parent Category.

- 4. Click **Save**.
- 5. Add more Categories and assign Parent Categories as needed.

7.2.20.3 Creating Questions Using the Add Poll Tab

To create ePolling questions using the Add Poll Tab:

1. On the left side of the embedded web pages, select **ePolling > Add Poll**.

The Add Poll tab appears.

The screenshot displays the 'Add Poll' interface. On the left is a vertical navigation menu with the following items: Redirect To VIA Server, Home, User Management, VIA Management, ePolling (highlighted in red), Add Category, Category List, | Add Poll (highlighted in red), Poll List, Recording, Digital Signage, and Utilities. The main content area is titled 'Add Poll'. It includes a 'Question:' label followed by a text input box. Below this is a 'No of Choices' dropdown menu currently set to '4', followed by the text 'OR Set true/false' and a checkbox. There are four 'Option' labels (Option1, Option2, Option3, Option4) each followed by a text input box. At the bottom of the main area is a 'Save' button. A 'Category' dropdown menu is open, showing a hierarchical list of categories: History (with sub-items American and European), Math (with sub-items Geometry, Algebra, Calculus, and Trigonometry). Each category and sub-category has a small square checkbox next to it.

Figure 86: ePolling > Add Poll Tab

2. Type the full text of the question.
3. Select the No. of Choices and type the full text for each choice
OR select the true/false checkbox.
4. Select categories and subcategories for the question.
5. Click **Save**.
6. Add more questions as needed.

7.2.20.4 Creating Questions Using a CSV File

To create ePolling questions using a CSV file:

1. On the left side of the embedded web pages, select **ePolling > Poll List**.
The Poll List tab appears.

Search			
<input type="checkbox"/>	S.No.	Questions	Category
<input type="checkbox"/>	1	What event started the War of Independence? <input type="text"/> <input type="text"/> <div>    </div>	American
<input type="checkbox"/>	2	What year was the Declaration of Independence signed? <input type="text"/> <input type="text"/> <div>    </div>	American

Figure 87: ePolling > Poll List Tab

- Click Import Polls on the bottom of the tab.
The Upload CSV file box opens.

Export Polls

Export Result

Import Polls

Upload CSV file (.csv only)

[Click here](#) to download template.

Figure 88: ePolling > Upload CSV file box

3. If necessary, click the link at the bottom of the box to download a poll template.
4. Click **Select a file**.
A file browser window opens.
5. Select the required CSV file and click **Open**.
6. In the Upload CSV file box, click **Import**.
The questions from the file are imported to VIA and appear in the list on the Poll List tab.

7.2.20.5 Assigning Questions to a Category

After creating questions, you can edit their categories and assign them to new categories.

To assign questions to a category:

- 1. On the left side of the embedded web pages, select **ePolling > Category List**.

The Category List tab appears.

Redirect To VIA Server

Home

User Management

VIA Management

ePolling

Add Category

| Category List

Add Poll

Poll List

Recording

Digital Signage

Utilities

Category List

S. No.	Category	No.Of Polls	Edit	
1	Algebra	0		<input type="checkbox"/>
2	American	2		<input type="checkbox"/>
3	Calculus	0		<input type="checkbox"/>
4	European	0		<input checked="" type="checkbox"/>
5	Geometry	0		<input type="checkbox"/>
6	History	2		<input type="checkbox"/>
7	Math	0		<input type="checkbox"/>
8	Trigonometry	0		<input type="checkbox"/>

Move To 1

Delete

Categorize Polls

Decategorize Polls

Figure 89: ePolling > Category List Tab

2. Select the checkbox in the last column of the category you want to add questions to and click **Categorize Polls**.
The Categorize Polls screen appears.

Categorize Polls

Selected Categories : European

<input type="checkbox"/>	S.No.	Questions	Category
<input checked="" type="checkbox"/>	1	What year did the French Revolution start?	History
<input type="checkbox"/>	2	What event started the War of Independence?	American
<input checked="" type="checkbox"/>	3	Was Napoleon Bonaparte involved in the French revolution?	History
<input checked="" type="checkbox"/>	4	Who first discovered the North American continent?	History
<input type="checkbox"/>	5	What year was the Declaration of Independence signed?	American

Set your paging size: 50 ▼

Apply

Figure 90: ePolling > Categorize Polls screen

3. Select the questions to assign to the selected category and click **Apply**.
The questions are added to the category.
4. Click the number in the No. of Polls column on the Category list tab to view all questions for that category.

To remove questions from a category:

1. On the Category List tab, select the checkbox in the last column of the category you want to remove questions from.

The Decategorize Polls screen appears.

Decategorize Polls

Selected Categories : European

<input type="checkbox"/>	S.No.	Questions	Category
<input checked="" type="checkbox"/>	1	What year did the French Revolution start?	European
<input type="checkbox"/>	2	Was Napoleon Bonaparte involved in the French revolution?	European
<input type="checkbox"/>	3	Who first discovered the North American continent?	European

Set your paging size: 50 ▼

Apply

Figure 91: ePolling > Decategorize Polls screen

2. Select the questions to remove from the selected category and click **Apply**.
The questions are removed from that category.

7.2.20.6 Exporting Polls and Results

The embedded web pages enable you to export a CSV file of questions or results of the answers given by participants.

To export poll questions and results:

1. On the left side of the embedded web pages, select **ePolling > Poll List**.

The Poll List tab appears ([Figure 87](#)).

2. Select the questions that you want to export.

3. Click **Export Polls**.

A CSV file is create with all selected questions and their answers

OR click **Export Results**.

A CSV file is created with the number of people who selected each answer for the selected questions.

4. The files are available to open at the bottom of the main display screen.

7.2.21 Configuring Digital Signage

Digital Signage is an optional feature available through separate licensing and pricing. Contact your local Kramer office for more details.

The Digital Signage feature enables you to use **VIA Collage** to display dynamic content and information on the main display when there is no meeting in progress. Use a predefined template or create your own display configuration with up to three frames of content that appear simultaneously. Then, schedule campaigns (contact configurations) to run automatically at specific dates and time.

7.2.21.1 Creating and Uploading Digital Signage Media

The first step in running the Digital Signage feature is to create a library of content to be displayed. The types of media that can be displayed are:

- URL – live web page
- Scrolling Text – custom text message that scroll across the screen
- Image – static image (allowed file extensions: jpg, jpeg, bmp, gif, png)
- Video (allowed file extensions: avi, mpeg, wmv, mpg, mov, vob, mkv, mp4, m4v)

To create and upload digital signage media:

1. On the left side of the embedded web pages, select **Digital Signage > Manage Content**.

The Upload Media File tab appears.

Redirect To VIA Server

Home

User Management

VIA Management

ePolling

Recording

Digital Signage

| Manage Content

Template Manager

Schedule Playlist

License Management

Utilities

Upload Media File

Create Web UrlCreate ScrollerUpload Media [?]

Existing Media	<input type="checkbox"/>	Preview
Apple.vurl	<input type="checkbox"/>	Preview
IT Message.vsf	<input type="checkbox"/>	Preview
Kramer website.vurl	<input type="checkbox"/>	Preview
Moroko Loko.mp4	<input type="checkbox"/>	Download

Delete

Figure 92: Digital Signage > Upload Media File tab

2. Click **Create Web Url**.

The Create Url window appears.

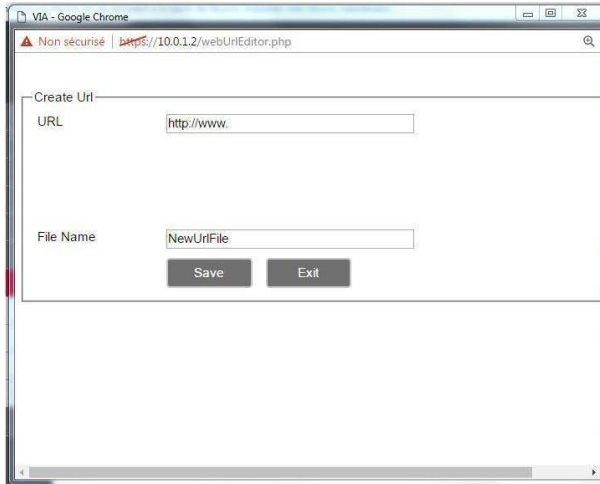


Figure 93: Digital Signage Create URL Window

3. Type the URL address and File Name (name that will appear on the Existing Media list) and click **Save**.

The new URL is added to the Existing Media list.

4. On the Upload Media File tab (Figure 92), click **Create Scroller**.
The Scroll Text Editor window appears.

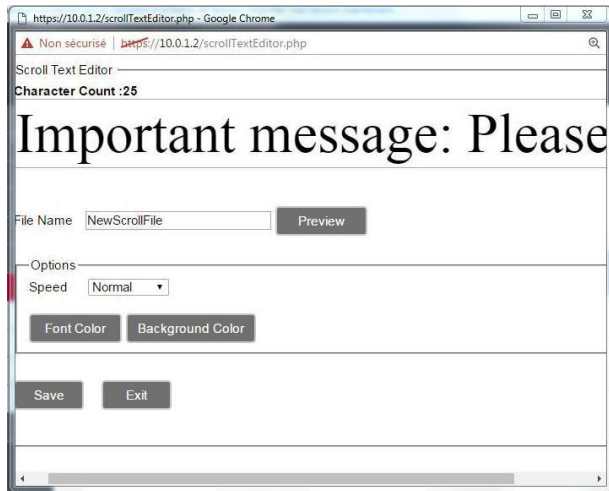


Figure 94: Digital Signage Scroll Text Editor Window

5. Type the text to be displayed in the box at the top of the window.
6. Type a name for the scroller in the File Name text box.
7. In the Options area of the window, select the scrolling speed and click Font/Background Color to pick the text and background color.
8. Click **Preview**.
A preview of the scroller appears at the top of the window.
9. Click **Save**.
The new Scroller is added to the Existing Media list.

10. On the Upload Media File tab ([Figure 92](#)), click **Upload Media**.

A file browser window appears.

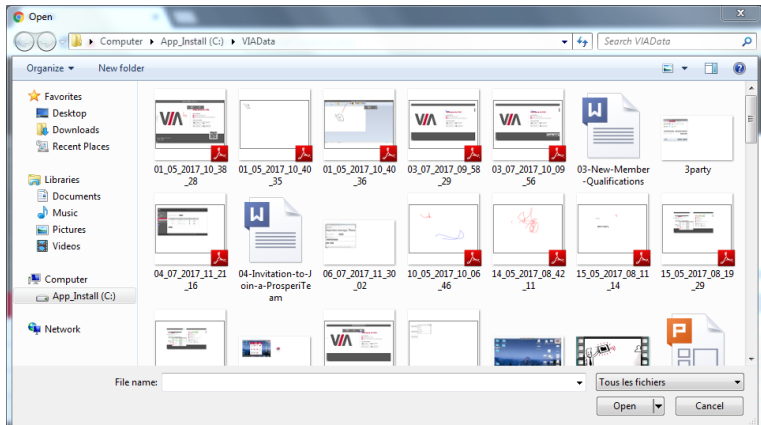


Figure 95: Digital Signage Upload Media File Browser

11. Select an image or video file and click **Open**.

The file is added to the Existing Media list.

7.2.21.2 Adding and Managing Digital Signage Templates

The Template Manager subtab enables previewing, editing, deleting and adding digital signage templates.

To add and manage digital signage templates:

- 1. On the left side of the embedded web pages, select **Digital Signage > Template Manager**.

The Template Manager tab appears.

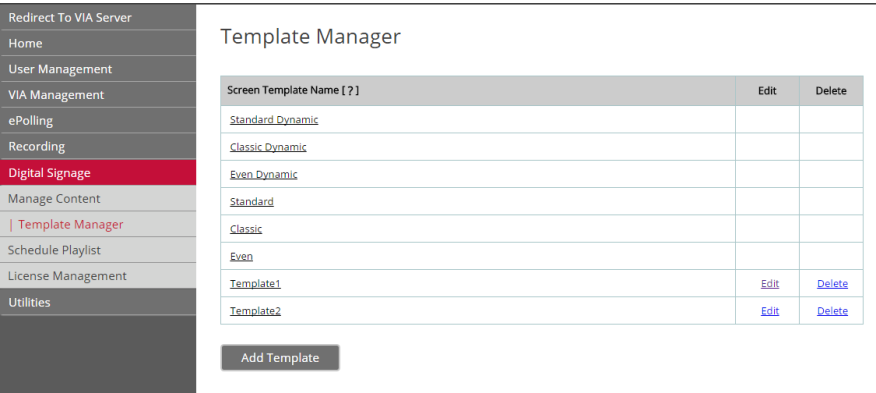


Figure 96: Digital Signage > Template Manager Subtab

2. Click the name of a template.

A window opens, showing a preview of the selected template.

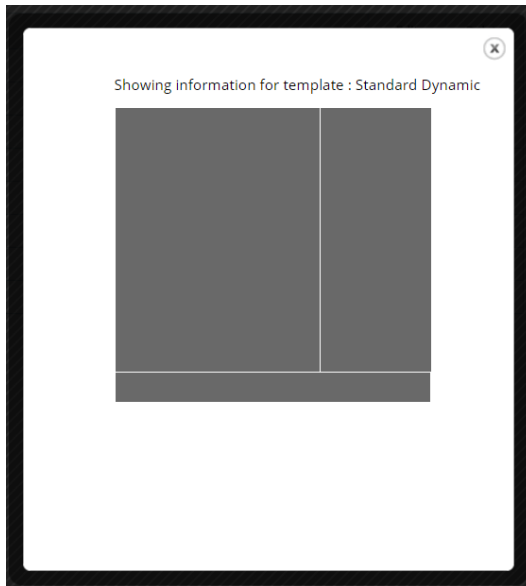


Figure 97: Digital Signage Template Preview Window

3. Click **Add Template**.

The template builder screen appears.

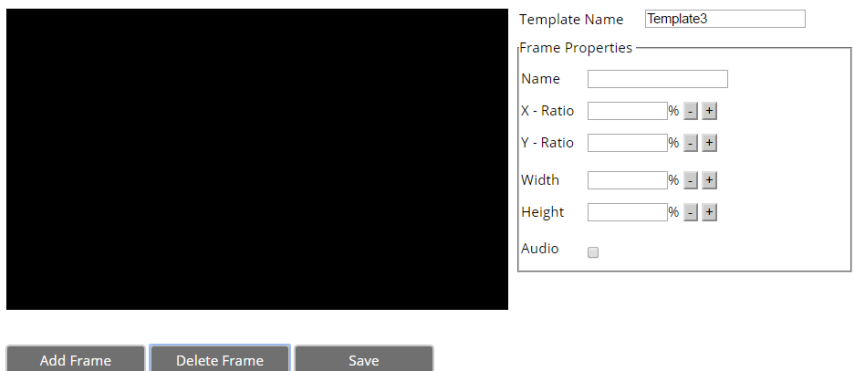


Figure 98: Digital Signage Template Builder Screen

4. Type a name for the new template in the Template Name text box.
5. Click **Add Frame**.
A new frame appears in the black preview box.

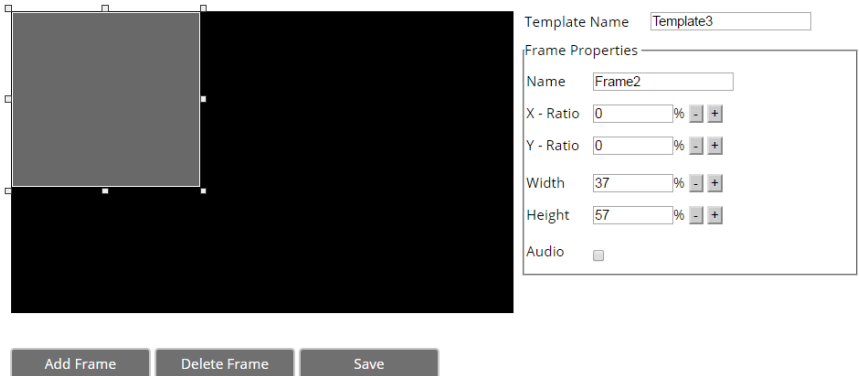


Figure 99: Digital Signage Template Builder Screen – New Frame

6. Type a name for the frame in the Frame Properties area.
7. Click and drag the box to move and resize it.
8. Type a name for the frame in the Frame Properties area.
9. Select the **Audio** checkbox to play audio from the selected frame.
10. Repeat steps 5 – 9 to add up to two more frames.
11. Click **Save**.
The new template appears in the Template Manager list ([Figure 96](#)).
12. Click **Edit** to open the template builder screen and edit the selected template.
13. Click **Delete** to delete the selected template.

7.2.21.3 Defining a Digital Signage Campaign

The Schedule Playlist tab enables defining:

- What is displayed in each frame of a digital signage display
- When a digital signage display appears

To define a digital signage campaign:

1. On the left side of the embedded web pages, select **Digital Signage > Schedule Playlist**.

The Schedule Playlist tab appears.

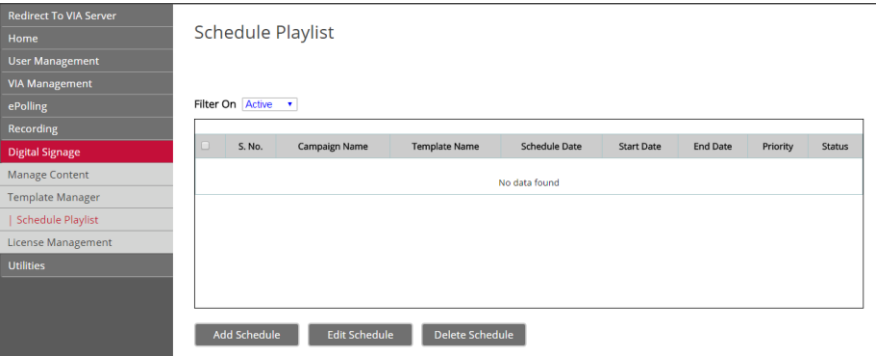


Figure 100: Digital Signage > Schedule Playlist Tab

2. Click **Add Schedule**.

The Schedule Playlist WHEN To Play tab appears.

Schedule Playlist

Campaign Name:

Priority :

WHEN To Play

WHAT To Play

Start Date :

Jul ▼

2017 ▼

>

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today : Jul 9, 2017

09-07-2017

Start (hh:mm) ☐

12 ▼

0 ▼

AM ▼

End (hh:mm)

11 ▼

59 ▼

PM ▼

End Date :

Jul ▼

2017 ▼

>

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today : Jul 9, 2017

09-07-2017

Figure 101: Digital Signage > Schedule Playlist WHEN to Play Tab

3. Type a Campaign Name.
4. Select a Priority level for the Campaign.
When two Campaign schedules overlap, VIA plays the one with the higher priority level.
5. Select a Start Date on the first calendar and an End Date on the second calendar.
6. Select the checkbox next to Start (hh:mm) to define a start time for the first day of the campaign and an end time for the last day of the campaign.

7. Click the **WHAT to Play** tab.

The Schedule Playlist WHAT to Play tab appears.

Schedule Playlist

Campaign Name:

Priority :

WHEN To Play WHAT To Play

Media

Media Type :

<input type="checkbox"/>	Media Name	Media Type	Media Group
<input type="checkbox"/>	Kramer website.vurl	vurl	Web
<input type="checkbox"/>	Apple.vurl	vurl	Web
<input type="checkbox"/>	IT Message.vsf	vsf	Scroller
<input type="checkbox"/>	Moroko Loko.mp4	mp4	Video
<input type="checkbox"/>	Google.vurl	vurl	Web
<input type="checkbox"/>	1562_WORDS_Kramer3_Cloud_Chat.mp4	mp4	Video

Schedule Detail(s)

<input type="checkbox"/>	Frame	Media	Play Length
No data found.			

Template View

Template :

Figure 102: Digital Signage > Schedule Playlist WHAT to Play Tab

8. In the Template View section on the right side, select a template.
A preview of the selected template appears in the Template View section.

Schedule Playlist

Campaign Name:

Priority :

Lowest

Reset

WHEN To Play WHAT To Play

Media

Media Type :

--All--

<input type="checkbox"/>	Media Name	Media Type	Media Group
<input type="checkbox"/>	Kramer website.vurl	vurl	Web
<input type="checkbox"/>	Apple.vurl	vurl	Web
<input type="checkbox"/>	IT Message.vsf	vsf	Scroller
<input type="checkbox"/>	Moroko Loko.mp4	mp4	Video
<input type="checkbox"/>	Google.vurl	vurl	Web
<input type="checkbox"/>	1562_WORDS_Kramer3_Cloud_Chat.mp4	mp4	Video

Add to Playlist

Schedule Detail(s)

Remove from Playlist

Advanced

<input type="checkbox"/>	Frame	Media	Play Length
<input type="checkbox"/>	Main Frame	Kramer website.vurl	60
<input type="checkbox"/>	Side Frame	Moroko Loko.mp4	
<input type="checkbox"/>	Scroller Frame	IT Message.vsf	

Template View

Template :

Standard Dynamic

Scroller Frame

Save

Figure 103: WHAT to Play Tab

9. Click one of the frames in the template preview, select one or more media objects from the media section and click **Add to Playlist**.
All selected media for the selected frame appears in the Schedule Details area.
10. Click the **Advanced** button to set the running time for a web page (url).

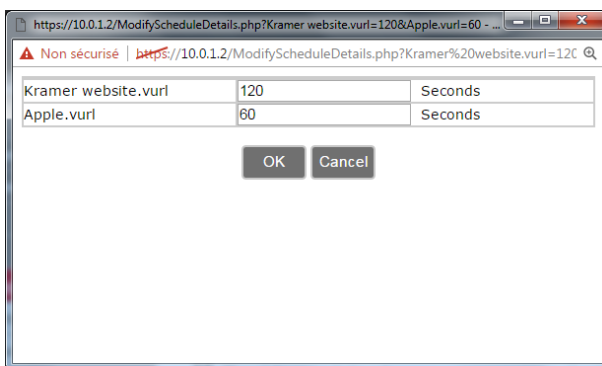


Figure 104: Set Running Time for Web page

11. Click **Save**.

The new campaign is saved and it appears on the Schedule Playlist tab.

Schedule Playlist

Filter On Active

<input type="checkbox"/>	S. No.	Campaign Name	Template Name	Schedule Date	Start Date	End Date	Priority	Status
<input checked="" type="checkbox"/>	2	First Campaign	Standard Dynamic	09/07/2017	12/07/2017	14/07/2017	5	Scheduled

Figure 105: Scheduled Campaign displayed in the Schedule Playlist Tab

7.2.22 Viewing the Gateway/Webadmin Activity Logs

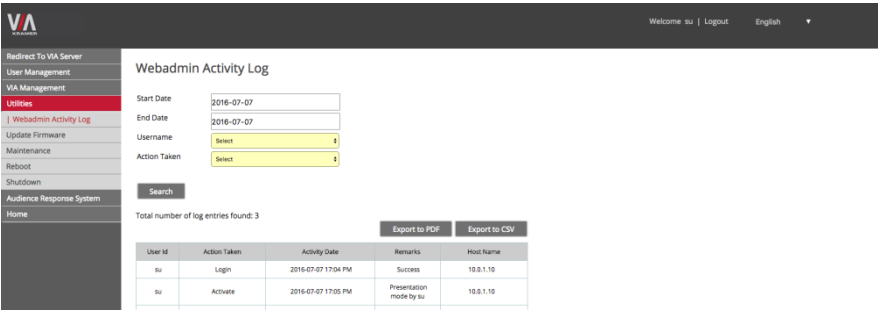


Figure 106: Utilities – Webadmin Activity Log

7.2.23 Updating Firmware

To update your **VIA Collage** unit through this interface , save the downloaded file to your computer and extract all files (the extracted file contains: **VIA Collage** release notes document, **VIA Collage** Upgrade procedure document, **VIA Collage** update zip file). ONLY use the .zip file (as a compressed file – do not try to uncompress it) available for download from our technical support Web page: www.kramerav.com/support/downloads.asp

Make sure that you have an authentication file installed with a valid date to be able to install your FW upgrade package.

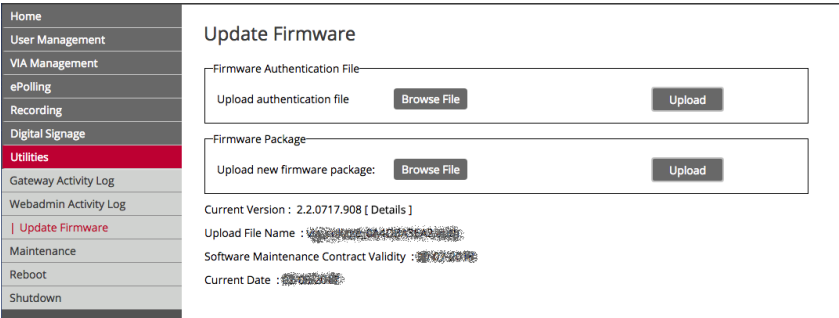


Figure 107: Utilities - Update Firmware

7.2.24 Maintenance

Click **Utilities** on the left menu and then select **Maintenance**.

You can select one by one the default configurations you would like to reset or simply click “select all” to reset to complete default factory settings.

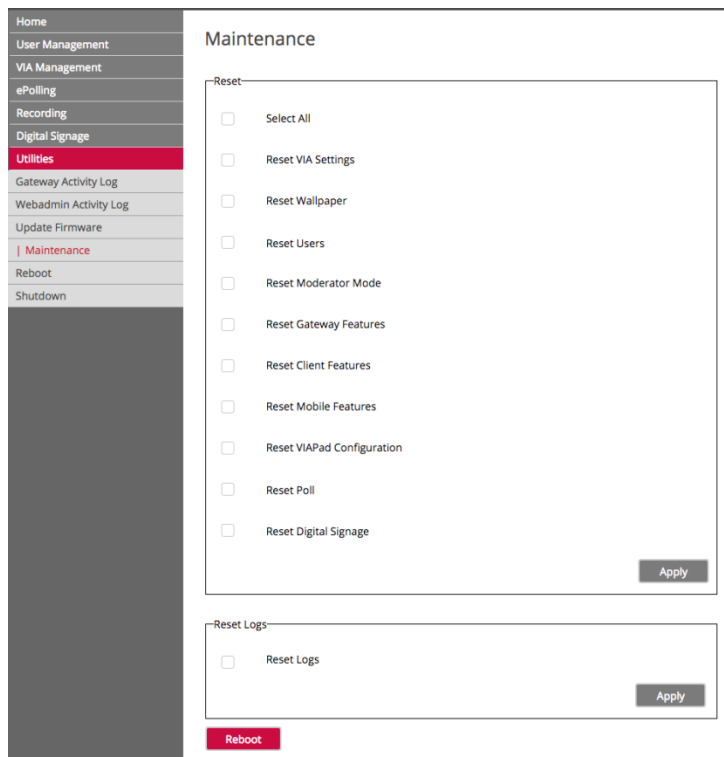


Figure 108: Utilities – Maintenance

8 Technical Specifications

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

9 VIA Collage Upgrade Procedure

This section describes the procedure for upgrading the **VIA Collage** firmware.

9.1 Downloading the Upgrade File

1. Go to www.kramerav.com/support/product_downloads.asp to check for the latest available firmware upgrades.
2. Select the type of unit to upgrade.
3. Save the downloaded file to your computer and extract all files.

9.2 Upgrading your VIA Collage

Refer to “**VIA Collage** upgrade procedure” included in the downloaded folder.

9.3 Verifying a Correct Installation

From your **VIA Collage** unit, click the Participants icon and check that the correct software version appears on the right side of the screen.

Check on Kramer Web site for the latest Firmware version

9.4 Updating your Computer Client Applications (Windows and MAC)

To download the new client application:

- Connect to the same Wi-Fi network and browse the IP address of the unit
- The system automatically detects if the user is connected from a Windows PC or a Mac and directs him to download Virtual Run or to install the application accordingly
- Once the user has installed the new client App, the version appearing on the top right side of Participants shows the correct version
- This single client application now runs for **VIA Collage**, **VIA Campus** and **VIA Connect PRO** units

9.5 Updating the Mobile Applications

It is essential that all users download the new client application from the VIA unit.

It is important to update your mobile units as soon as the mobile apps are available in accordance with the firmware upgrade of the VIA, otherwise your mobile devices cannot work with the VIA.

Limited Warranty

The warranty obligations of Kramer Electronics Inc. ("Kramer Electronics") for this product are limited to the terms set forth below:

What is Covered

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

What is Not Covered

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

Without limiting any other exclusion herein, Kramer Electronics does not warrant that the product covered hereby, including, without limitation, the technology and/or integrated circuit(s) included in the product, will not become obsolete or that such items are or will remain compatible with any other product or technology with which the product may be used.

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The standard limited warranty for Kramer products is seven (7) years from the date of original purchase, with the following exceptions:

1. All Kramer VIA hardware products are covered by a standard three (3) year warranty for the VIA hardware and a standard three (3) year warranty for firmware and software updates.
2. All Kramer fiber optic cables and adapters, active cables, all Kramer speakers and Kramer touch panels are covered by a standard one (1) year warranty.
3. All Kramer Cobra products, all Kramer Calibre products, all Kramer Minicom digital signage products, all HighSecLabs products, all streaming, and all wireless products are covered by a standard three (3) year warranty.
4. All Sierra Video MultiViewers are covered by a standard five (5) year warranty.
5. Sierra switches & control panels are covered by a standard seven (7) year warranty (excluding power supplies and fans that are covered for three (3) years).
6. K-Touch software is covered by a standard one (1) year warranty for software updates.
7. All Kramer passive cables are covered by a ten (10) year warranty.

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

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

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

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

How to Obtain a Remedy Under This Limited Warranty

To obtain a remedy under this limited warranty, you must contact either the authorized Kramer Electronics reseller from whom you purchased this product or the Kramer Electronics office nearest you. For a list of authorized Kramer Electronics resellers and/or Kramer Electronics authorized service providers, visit our web site at www.kramerav.com or contact the Kramer Electronics office nearest you.

In order to pursue any remedy under this limited warranty, you must possess an original, dated receipt as proof of purchase from an authorized Kramer Electronics reseller. If this product is returned under this limited warranty, a return authorization number, obtained from Kramer Electronics, will be required (RMA number). You may also be directed to an authorized reseller or a person authorized by Kramer Electronics to repair the product.

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

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Your rights under this limited warranty are not diminished if you do not complete and return the product registration form or complete and submit the online product registration form. Kramer Electronics thanks you for purchasing a Kramer Electronics product. We hope it will give you years of satisfaction.

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P/N:



2900-300475

Rev: 9



SAFETY WARNING

Disconnect the unit from the power supply before opening and servicing

For the latest information on our products and a list of Kramer distributors, visit our Web site to find updates to this user manual.

We welcome your questions, comments, and feedback.

www.KramerAV.com
info@KramerAV.com