



Intel Unite[®] Solution

User Guide

Enterprise and Education

Version 3.3.0



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Revision History

Revision	Date	Notes
0.5	November 24, 2014	Draft
0.5.1	February 13, 2015	Update Table Of Contents
0.7	April 6, 2015	Updates
1.0	April 23, 2015	Review and update
1.1	April 27, 2015	Update images and added peer to peer
1.2	April 11, 2015	Name changed
1.3	May 19, 2015	Update images
1.4	June 9, 2015	Added new features according to Release Notes
1.5	July 7, 2015	Minor grammar / description changes to guide
1.6	September 8, 2015	Update Legal Disclaimers
1.7	December 7, 2015	Update users guide and some screen shots for 2.0
1.8	December 14, 2015	Update screenshots, added Appendix for Client installation instructions and added section for Mac Client
1.9	January 15, 2016	Update screenshots, Removed Mac section, minor changes in instructions.
2.0	January 21, 2016	Trademark, Grammar and layout fixes before localization.
2.1	May 11, 2016	Update features for v3.0 (Sections 4.6, 4.8 and 4.9) Added details in Section 5 for Intel Unite Application Settings Added Appendix B for Intel Unite Plugin for Microsoft® Outlook.
2.2	May 31, 2016	Adding screenshots for Mac client
2.3	June 1, 2016	Added section 5 for iPad
2.4	June 2, 2016	Fix formatting and minor additions to new features after group rev, added Client Compatibility Table
2.5	June 23, 2016	Update screenshots for v3.0
2.6	June 27, 2016	Fixed errors of Client Compatibility Table (checkmarks)
3.1.1	February 28, 2017	Changed Intel Unite branding, added terminology to use solution on education environment, update compatibility table, add Chromebook and Android clients, updates to iOS, combine Windows, macOS and Chromebook feature, combine iOS and Android Features, deleted client installers for Windows, added Moderator feature.
3.1.2	March 15, 2017	Update screenshots, added detailed information.
3.1.3	March 20, 2017	Include reviewed items
3.1.4	March 22, 2017	Added Disconnect User for Android, iPad, and details to join scheduled meetings
3.1.5	April 13, 2017	Replaced screenshots on section 2.1.2.2, 2.2, 4.1
3.1.6	May 26, 2017	Added a note on section 3.10 (host from your device)
3.1.7	June 6, 2017	Added supported docs that can be presented for iOS & Android devices on section 4.1. Added Notes on section 3.1.2 (tips to present from the app). Changed format for tables. Added the Revision History.

3.2.1	Sep 22, 2017	Added new capabilities to present and new UI for iOS devices. Updated new features for software version 3.2 including macOS Accessibility capabilities and the speaker/mute audio icon for Windows devices. Added Chromebook & Linux section.
3.2.2	Oct 19, 2017	Minor format and text changes, replaced Mac, iPad, Android and Chrome outdated images, changed iOS min req from 9.3 to 10.1
3.3.0	Mar 29, 2018	<p>Updated Client Compatibility Table in Section 1.4</p> <ul style="list-style-type: none"> • Chrome and Linux support for Present Physical Extended Display • Chrome and Linux support for Present Applications • iOS, Android, Chrome and Linux support for Auto Disconnect, removed the "(close lid)" • Changed check mark to "Only Video" for Linux support of Video with Audio Playback (screen sharing) <p>Add Client Compatibility table for Intel Unite Solution for Small Business in Section 1.4</p> <p>Added Mac devices as supported for Section 3.6</p> <p>Updated Screen shot for A/V mode in Section 3.12</p> <p>Add A/V Mode setting to Section 3.12</p>

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1 Introduction

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

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

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

1.1 Audience

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

- Launching and connecting to the Intel Unite application
- Feature description in the Intel Unite application

This guide does not focus on installing and deploying the complete solution. For information on installation and deployment of the solution, refer to the **Intel Unite® Solution Enterprise Deployment Guide** if your organization is a large Enterprise or an Educational system.

If your organization is a Small Business, refer to the **Intel Unite® Solution Small Business User Guide**, formerly known as Standalone User Guide, as the available features differ in both software versions.

1.2 Intel Unite Solution Terminology & Definitions

Enterprise Server (Server) – This term refers to the PIN service running on the server that will assign and resolve pins, providing a download page for the Client devices. The Server setup and configuration are not included in this guide but in the Deployment Guide (addressed to IT Administrators).

Client – This term refers to a device that will be used to connect to a monitor or display (Hub). Supported devices include Windows*, macOS*, Chromebooks*, iPads*, iPhones, Android* tablets and phones.

Hub – This term refers to a mini form factor PC with Intel® vPro™ technology that is connected to an interactive flat panel display or projector in a conference room, classrooms or any room used for peer collaboration running the Intel Unite application. This is where the app configuration takes place, most features are configured and managed by the IT administrator.

Plugin – This term refers to a software component that is installed on the Hub which extends the functionality of the Intel Unite solution, i.e. Skype for Business, Protected Guest Access, Whiteboard, or other vendor's additional functionality. Check with your IT Administrator to know more about plugins installed on your organization.

1.3 Client Requirements

Make sure the following requirements are met by your Client device, according to your operating system:

- Microsoft Windows* 7, 8.1 or 10
 - Recommended latest patch level
- Microsoft .NET* 4.5 or greater
- macOS* 10.10.5 or greater
- iOS* 10.1 or higher
- Android* 5.x and above (Lollipop)
- Chromebook*
- Linux* Fedora 26, Redhat Enterprise 7, Ubuntu 16 LTS & 17 Non-LTS
- Intel Unite® application installed

1.4 Client Compatibility Table

Use the following table as a guide when using available features in the Intel Unite application according to each Client Operating System (your laptop or device used as the Client).

Note: The following features represent what is available in version 3.3 of the Intel Unite Solution, some of the features on the table are not available for all devices in previous software versions (v2.0, v3.0, v3.1 or v3.2).

Intel Unite® Client Feature Table

FEATURE	Windows 7, 8.1, 10	macOS v10.10.5 or greater	iPhones & iOS iPads 10.1 or greater	Android tablets & phones	Chrome book	Linux
View Presentation	✓	✓	✓	✓	✓	✓
Present Content	✓	✓	✓	✓	✓	✓
Present Physical Extended Display	✓	✓			✓	✓
Present Virtual Extended Display	✓					
Present Applications	✓	✓			✓	✓
Take Over a Presentation	✓	✓	✓	✓	✓	✓
Annotation	✓	✓				
Share a File	✓	✓				
Meeting Lock	✓	✓			✓	✓
Auto Disconnect	✓	✓	✓	✓	✓	✓
View Attendees	✓	✓	✓	✓	✓	✓
Host from your device (Intel vPro technology only)	✓					
Video with Audio Playback (screen sharing)	✓				✓	Video Only
Scheduled Meetings	✓	✓	✓	✓	✓	✓
Moderator Controls	✓	✓	✓	✓	✓	✓

Intel Unite® Solution for Small Business Client Features

FEATURE	Windows 7, 8.1, 10	macOS v10.10.5 or greater
View Presentation	✓	✓
Present Content	✓	✓
Present Physical Extended Display	✓	✓
Present Virtual Extended Display	✓	
Present Applications	✓	✓
Take Over a Presentation	✓	✓
Annotation	✓	✓
Share a File	✓	✓
Meeting Lock	✓	✓
Auto Disconnect	✓	✓
View Attendees	✓	✓
Host from your device (Intel vPro technology only)	✓	
Video with Audio Playback (screen sharing)	✓	✓
Scheduled Meetings	✓	✓
Moderator Controls	✓	✓

2 Launching and connecting to the Intel Unite® application

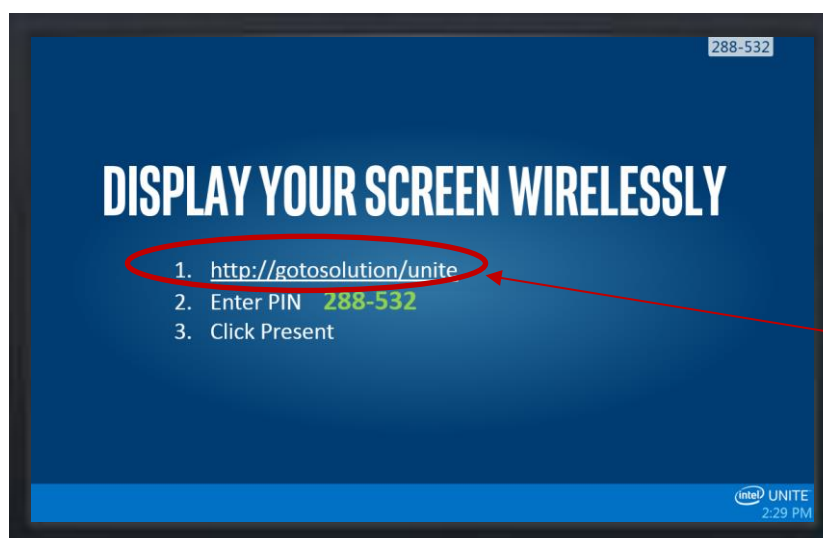
2.1 Launching the application for the first time

Follow the process to install the Intel Unite application according to the client device you have. After the app has been installed, you will not need to repeat this step.

2.1.1 Windows* and macOS* Client devices

To launch the Intel Unite application for the first time, you will need to enter the web link provided by your organization in your browser and follow the installation wizard instructions provided by the app. The link is normally shown on the display or monitor connected to the Hub running the Intel Unite application where the meeting or session is taking place.

See example below:



If there's not a download link, check with the IT Administrator as the application may have to be installed using the Client installer, to find detailed information please refer to the Deployment Guide or the IT Administrator.

2.1.2 iOS*, Android* and Chromebook* Client devices

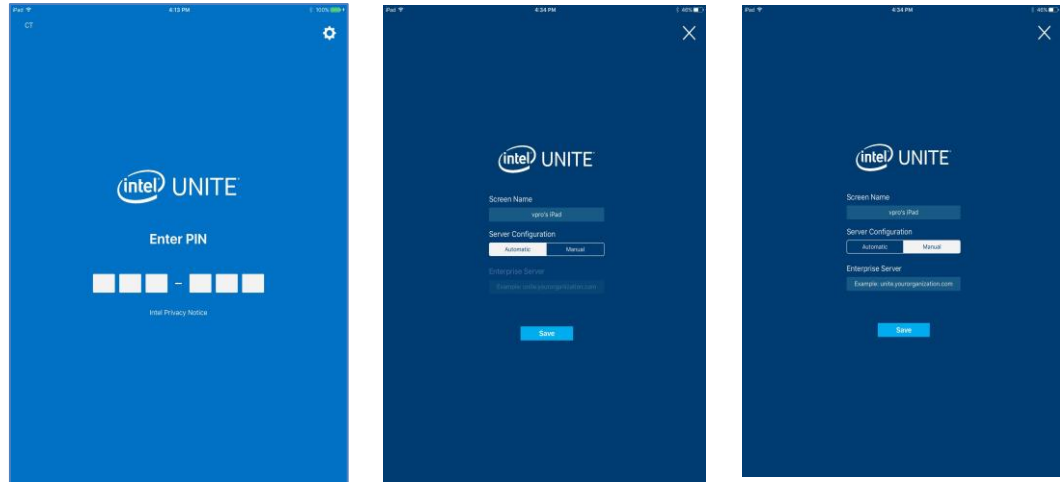
To launch the Intel Unite application for the first time, you will need to download the app from the Apple store or the Google store before you can continue. You will need to be connected to your company/ group network (or VPN) in order to find the Server where the Client device will connect to.

Once the app has been downloaded, open the app on your device and add the information needed to connect, see below according to your device.

2.1.2.1

iOS*

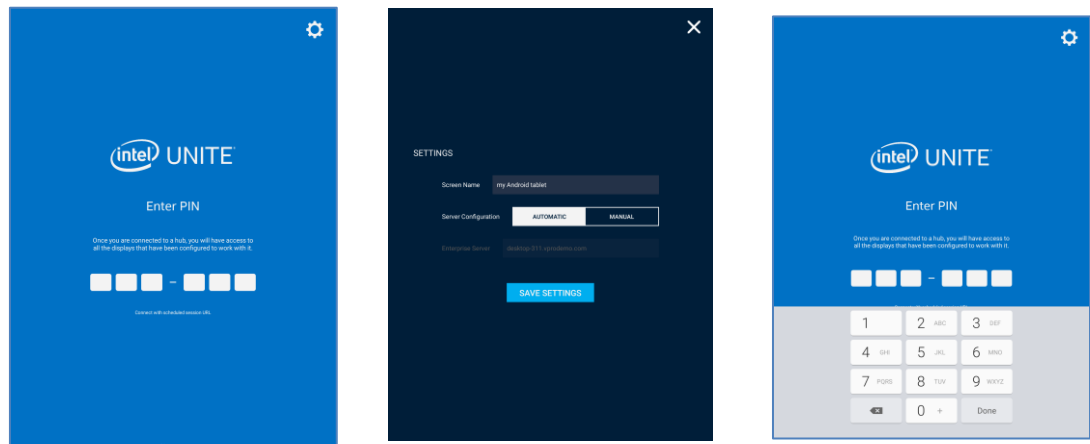
- If this is the first time you open the app, you may go to the Settings by clicking on the gear icon located on the upper right corner.
- Enter your **Screen Name** and add the server information.
- **Server Configuration:** the default setting is **Automatic** for the device to look up the service automatically in your environment, or if you want to connect to a specific server, click on **Manual** and enter the server you want to connect to (only if you know your Enterprise Server).
- Click on **Save**.
- You may connect to the Hub by entering the PIN displayed on the monitor or screen.



2.1.2.2

Android*

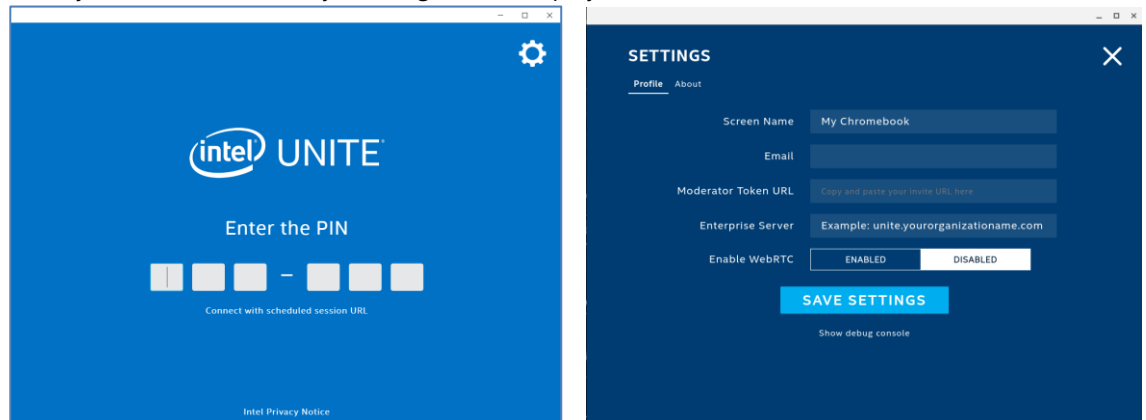
- If this is the first time you open the app, you may go to the Settings by clicking on the gear icon located on the upper right corner.
- Enter your **Screen Name** and add the server information.
- **Server Configuration:** the default setting is **Automatic** for the device to look up the service automatically in your environment, or if you want to connect to a specific server, click on **Manual** and enter the server you want to connect to (only if you know your Enterprise Server).
- Click on **Save Settings**.
- You may connect to the Hub by entering the PIN displayed on the monitor or screen.



2.1.2.3 Chromebook* and Linux*

- If this is the first time you open the app, you may go to the Settings by clicking on the gear icon located on the upper right corner.
- Under the **Profile** tab, enter the information according to your profile, starting with your **Screen Name** and **Email**.
- **Moderator Token URL**: In this field, copy and paste the invite URL assigned to you to use the Moderator functionality.
- **Enterprise Server**: use the default setting to look up the service automatically in your environment.
- Click on **Save Settings**.

You may connect to the Hub by entering the PIN displayed on the monitor or screen.

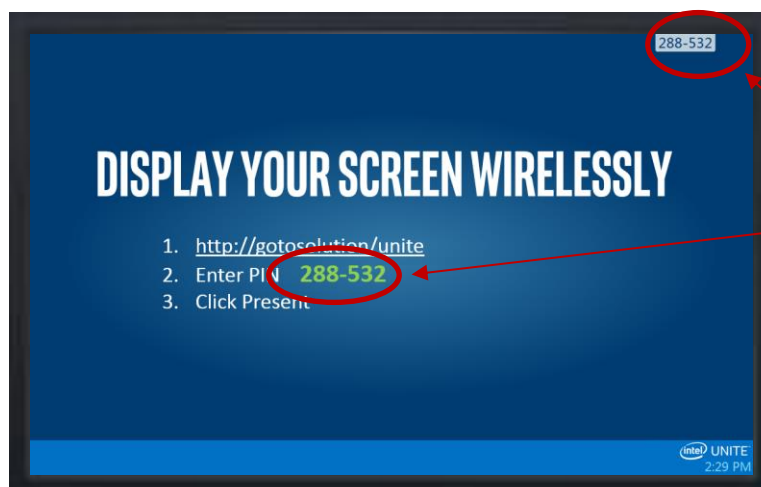


- The **About** tab displays the Copyright information.
- The **Show debug console** link located underneath **Save Settings** is there to help your IT department to debug any issues in the app.

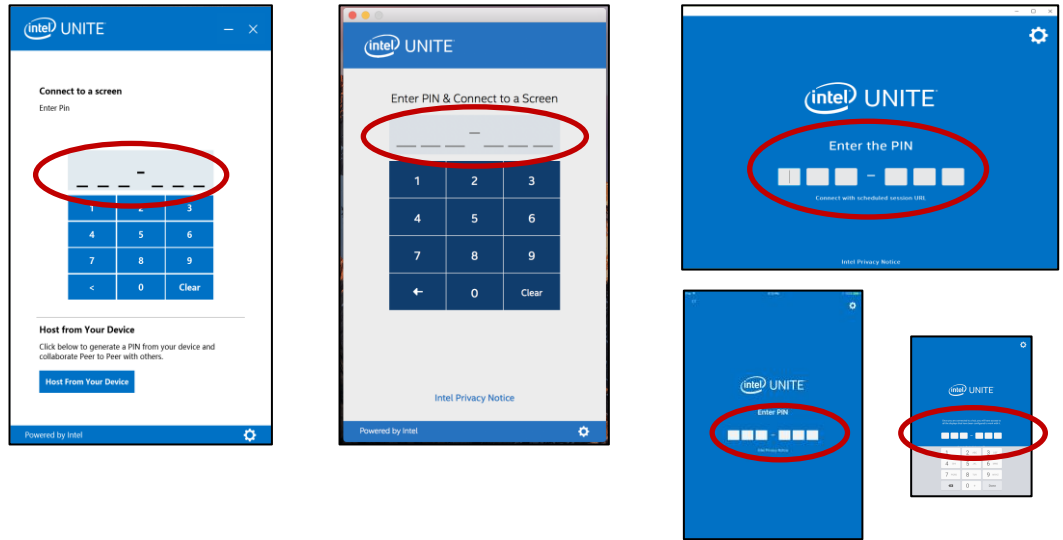
2.2 Connecting to a Screen

Once the Intel Unite application has been installed or downloaded on your client device, launch the application by clicking on the shortcut created, or by opening the app.

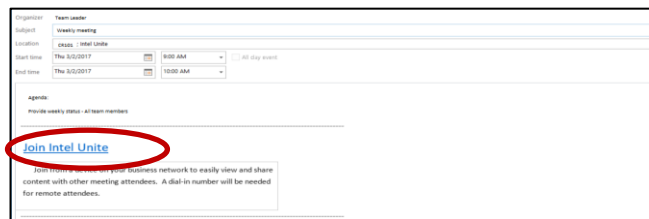
To connect to the Hub running the application (a screen, monitor or display) and join a session, enter the six digit PIN displayed on the screen.



The Intel Unite Solution is compatible with multiple operating systems, below you will find the window displayed according to your client device.



Alternatively, if you received a meeting invite including a link to join a meeting/session, click on the link **Join Intel Unite** or on **Connect with scheduled session URL** if you have an Android* or an iOS* device. If you are the first attendee in an Intel Unite solution enabled room you will enter the PIN displayed on the Hub, otherwise, you will join the session automatically.



3 Intel Unite Solution Features – Windows* & macOS* Client Devices

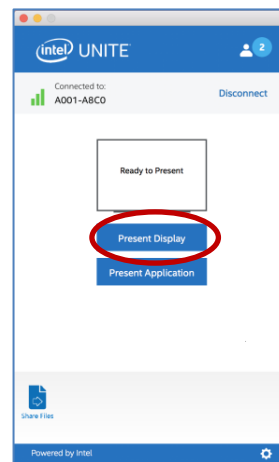
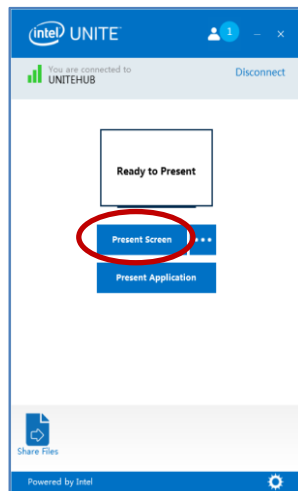
Once the client device connects to a Hub, the solution provides useful collaboration features. This section will provide instructions on how to use the features included with the Intel Unite solution on Windows and macOS client devices.

The macOS app version 3.2.0 of the Intel Unite® solution now includes Accessibility capabilities. All program tasks are usable via Voice Over and are reachable via keyboard controls.

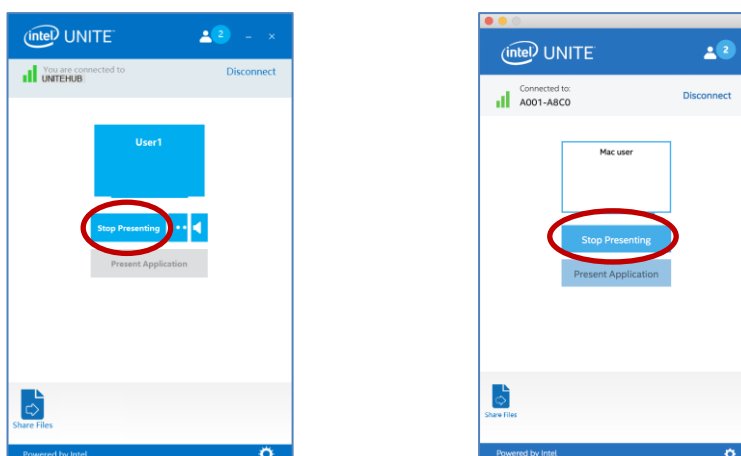
3.1 Presenting Content

The Intel Unite solution allows you to quickly present content to the Hub display to which you are connected. To present your screen:

1. Connect a Client to a Hub.
2. In Windows, click **Present Screen**; in macOS, click **Present Display** to present the content of your primary display.



3. To stop presenting, click **Stop Presenting**.



In addition to being able to present your primary display, the Intel Unite application will allow you to share content - according to your operating system - in the following ways:

- Present a physical extended display (Windows and macOS)
- Present a virtual extended display (only Windows)
- Present selected applications (Windows and macOS)

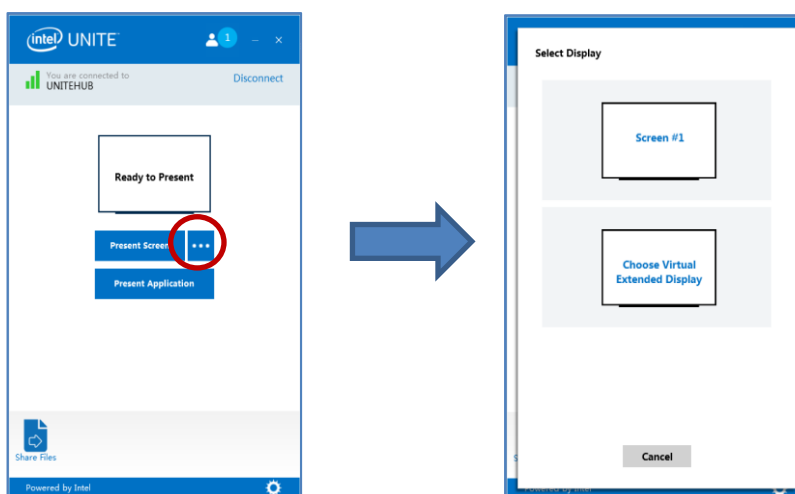
3.1.1 Presenting on the Extended Display

If your system has multiple physical monitors connected, which are configured as extended displays, the Intel Unite application will allow you to share those extended desktops while keeping your primary desktop private. The **Physical Extended Display** feature is available on Windows and macOS client devices.

If your system has only one display, an additional option to create a virtual extended display will be available. The **Virtual Extended Display** feature is only available on Windows Client devices.

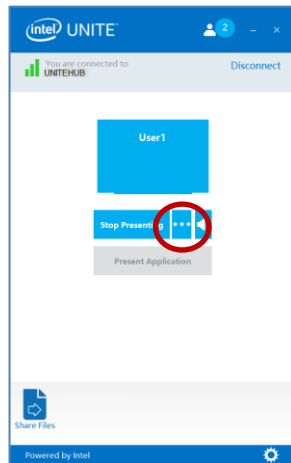
To present an extended display on Windows:

1. Click on the More (...) button next to **Present Screen**.



2. Select the display/screen you want to present from.

NOTE: To change your selection, you can click the (...) button next to **Stop Presenting**.

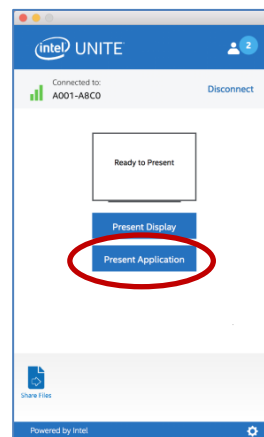
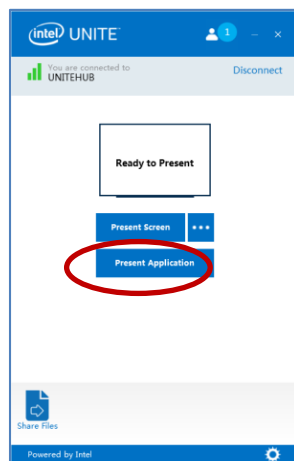


3.1.2 Presenting Applications

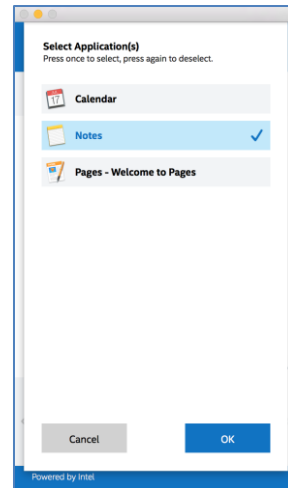
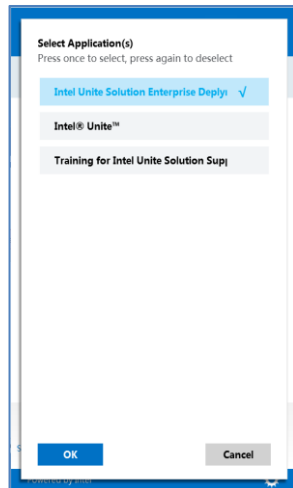
This option allows you to select one or multiple applications to present while keeping the rest of the content on your display private. Please note that only one application is shared at a time. If multiple applications are selected, only the active application window will be shared to the Hub.

To present an application:

1. Click on **Present Application**.



2. Select the application you want to share from the list and click **OK**.



NOTE: If the list does not display the application you want to share select one of the other two options, **Present Screen** or the **Virtual Extended Display** (if applicable), as not all programs can be shared through the app.

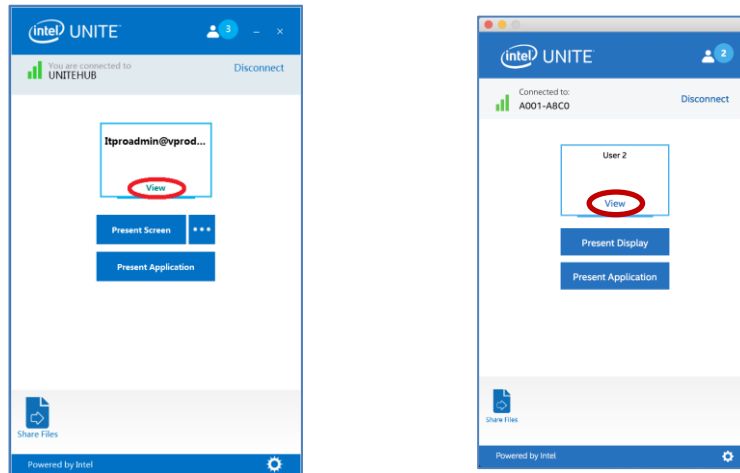
3. To stop sharing your application click on Stop Presenting.

3.2 View Presentation

When a connected user shares content, you can view and annotate the presentation locally.

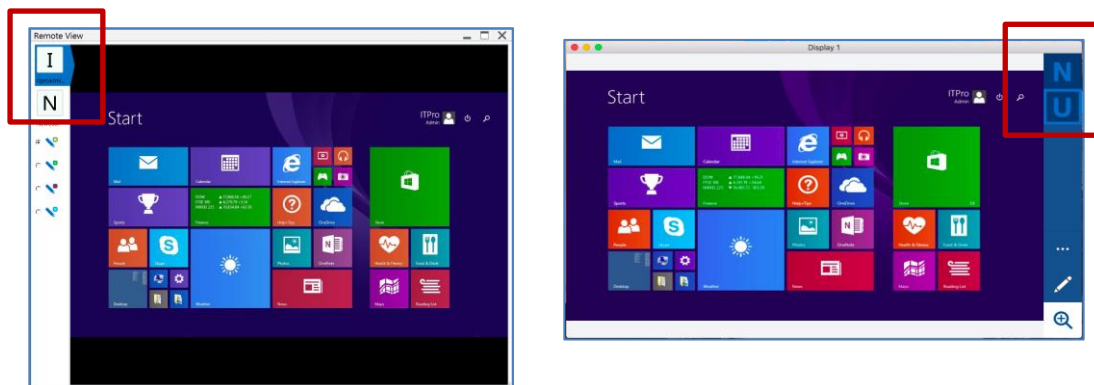
To view a presentation while a connected user is presenting:

1. Click on **View**.



2. This will open a new window that will show you the content being presented. You will also be able to annotate over the content by selecting the pen or by clicking on the marker below. For more annotation options in your macOS Client device, click on (...).

If multiple people are presenting, you can switch users by clicking on their avatar. Users that are presenting are displayed at the top right and left corners. **Up to 4 people can present at the same time.** If additional participants want to share on the main screen, they will not be able to present until one of the 4 presenters stops presenting, alternatively, the takeover functionality can be used, see next section, **Take Over a Presentation.**

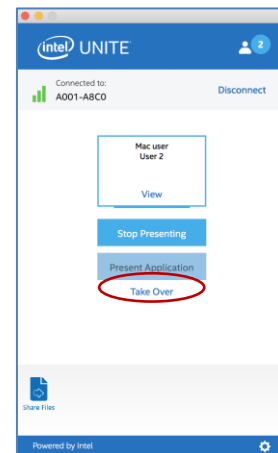
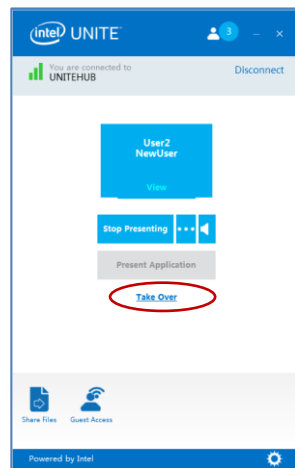


3.3 Take Over a Presentation

When multiple users are presenting, a single user may want to take over the Hub screen. To do this, the user who wants to take over the screen can use the **Take Over** option.

To take over a presentation:

1. Start presenting your content.



2. Click on **Take Over**. You will see the **Take Over** option only when you are presenting your screen content simultaneously with other users.

NOTE: This action will not remove the other presenters from the collaboration session, it only stops them from sharing their content. They can resume sharing at any time.

3.4 Annotation

Annotation is used to quickly highlight and point out a specific item or section on a displayed screen. The ink shown will slowly fade after five seconds. To use annotation while presenting:

1. Present your content.
2. A persistent tool menu will appear.
 - a. For Windows client devices, look at the top center of your display and click on the down arrow to show a set of options.

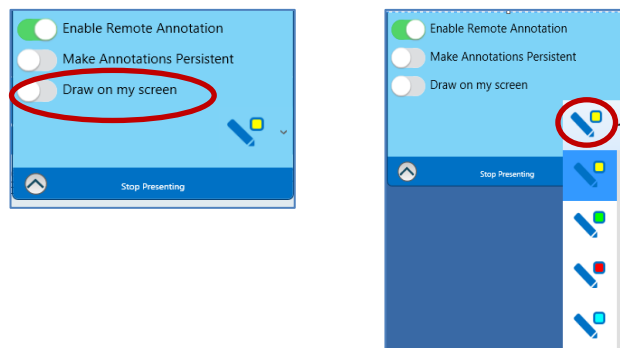


The annotation menu has three options:

- **Enable Remote Annotation** - (default value), you can disable anytime.
- **Make Annotation Persistent** – annotations will not fade after 5 sec.
- **Draw On My Screen** – you can make annotations on your own screen.

You can also change the pen color using the pen dropdown menu.

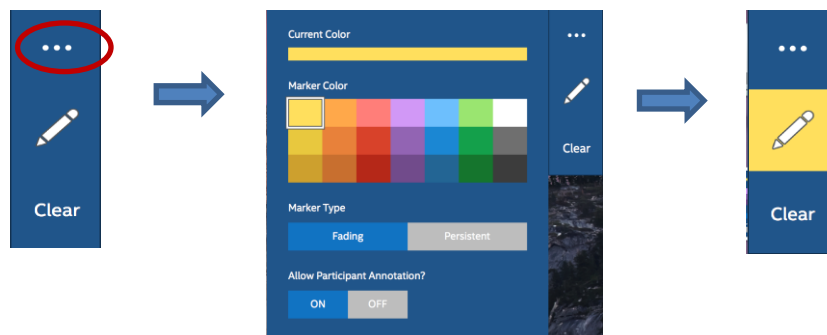
To exit annotation mode, toggle **Draw on my screen** to the left.



- b. For macOS client devices, look at the right side of your display and click on the ... button to show a set of options.

The annotation menu has these options:

- Choose **Marker Color** for annotations.
- Choose either **Fading** or **Persistent**– annotations will or will not fade after 5 sec.
- **Allow other participants to annotate** – turn it **ON** or **OFF**.

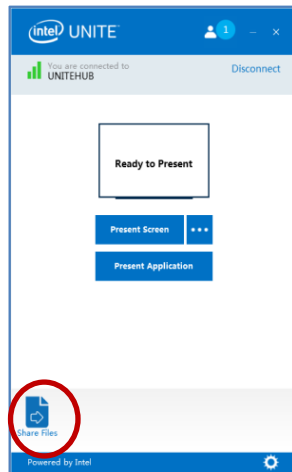


3. To annotate when someone else is presenting, choose the **View Presentation** link and begin drawing.

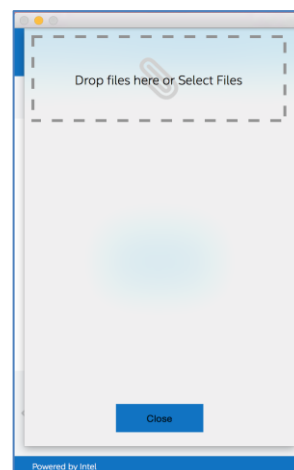
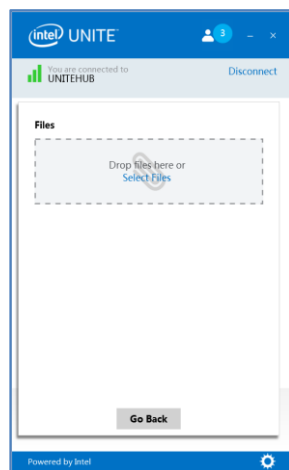
3.5 Share a File

This option must be enabled by your IT administrator in the Admin Portal. The **Share Files** feature provides an easy way for users to share presentations, meeting minutes, pictures, or other files with other users connected to the same Hub. To send a file using the Intel Unite application:

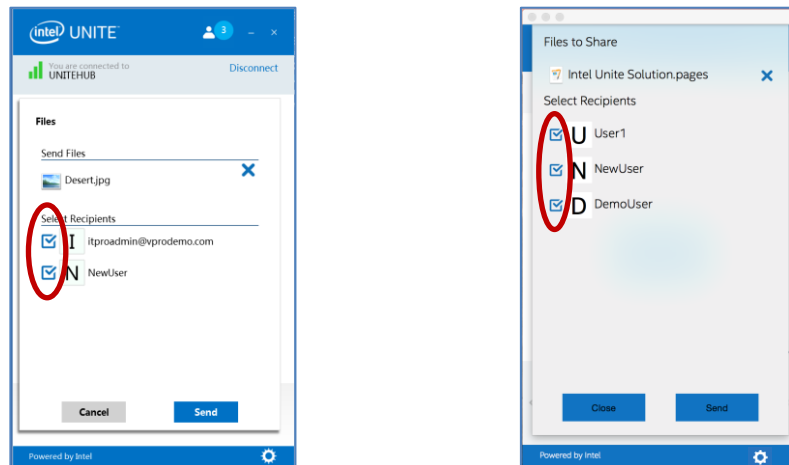
1. Click on **Share Files**.



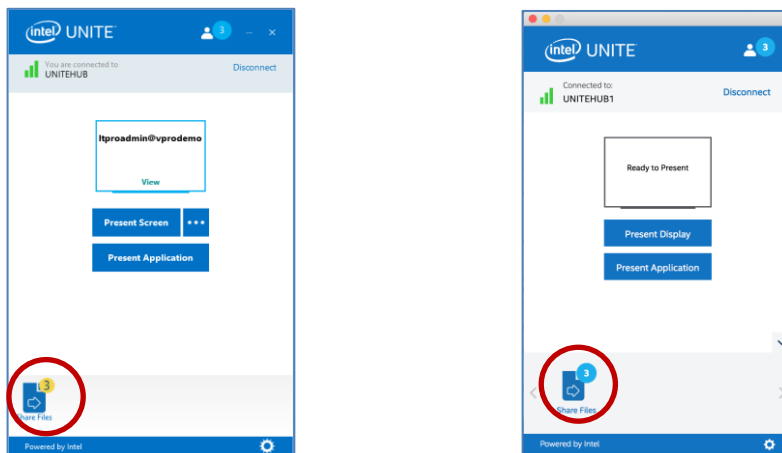
2. Select files to be sent, or drag and drop files to the **Select Files** area. Please note that the maximum file size is 2GB.



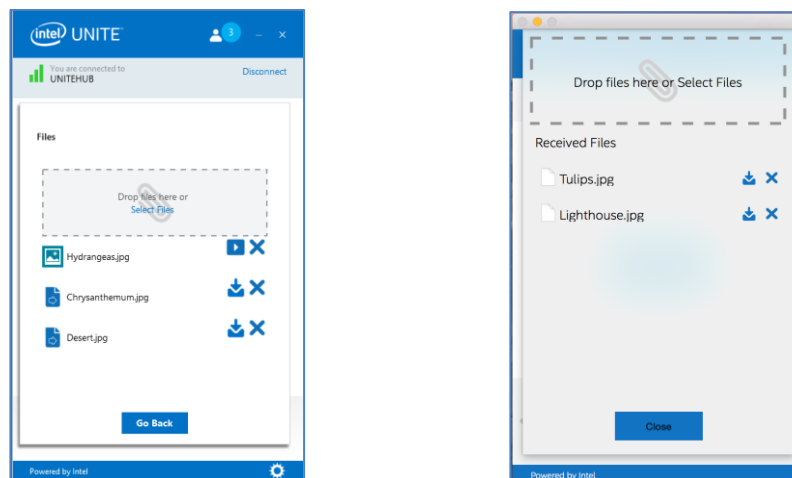
- Once the files are ready to send, **Select Recipients** from the list and click on the **Send** button.



- Recipients will receive an indicator on the **Share Files** button that files are waiting for them. Click on **Share Files** to retrieve them.



- In the file list, click on the download button next to the file you want to download. Files will be placed in the **Received Files** folder on your desktop or in **Downloads**.





On this window you will notice different icons next to the file:

- An arrow pointing down on the envelope is for files which are received and available for download.
- An arrow pointing to the right indicates the file has been downloaded. Click on this arrow to open the file.
- The "X" is to close the file or cancel the download. When the user clicks on the "X" the download list is updated as well as the number of files.

3.6 Video Playback with Audio Support

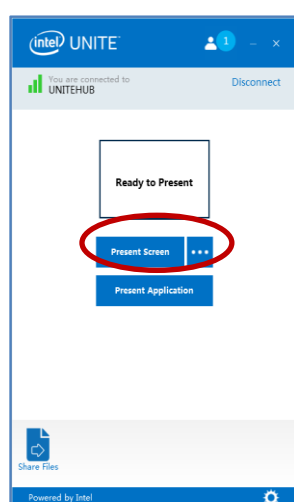
The Video Playback with Audio Support feature is available for Windows and Mac client devices.

A requirement to use this feature is if you are sharing your screen - **Present Screen**- and not when using the feature **Present Application**. To share video content, your client PC requires a minimum 3rd Gen Intel® Core™ processor running Windows* 7, 8.1 or 10.

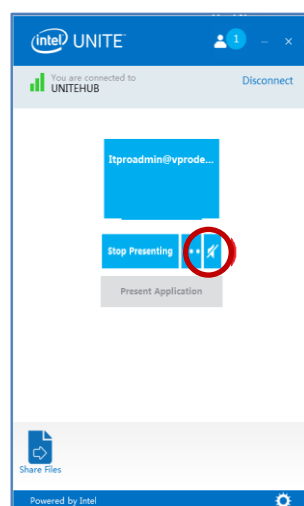
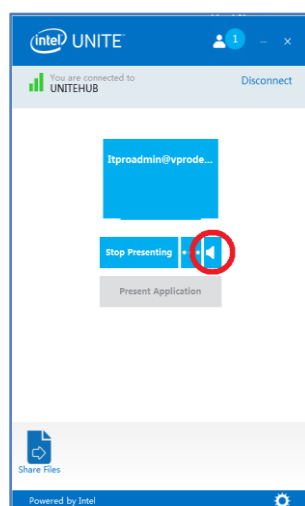
The audio and video streaming feature allow in room attendees to view movies or video clips during presentations.

If this feature has been enabled by your IT administrator, a speaker button will be displayed after you click on **Present Screen**. This button will allow you to mute or unmute your audio to the room.

1. Click on **Present Screen** or select the display you want to use by clicking (...).



2. You can now share video content with accompanying audio.



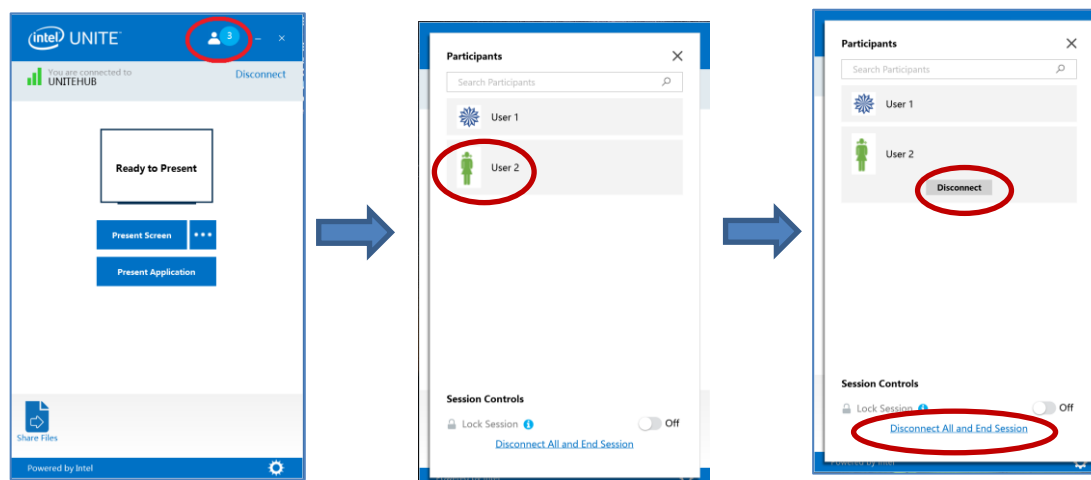
3. The speaker button will allow you to mute or unmute your audio to the room with a simple click.

3.7 Disconnect User

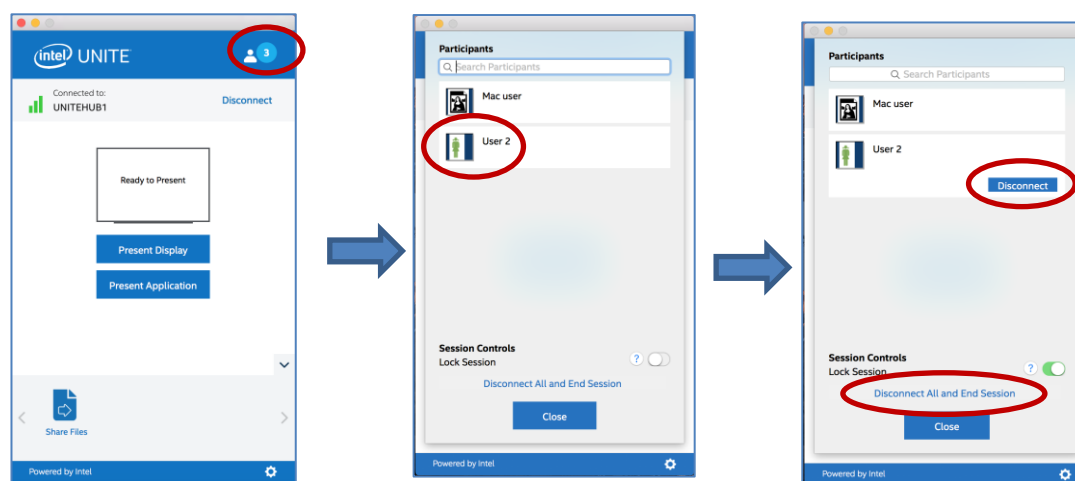
Any user connected to a session can view a list of participants and disconnect other participants by clicking on the participant icon located on the upper navigation bar.

1. To disconnect a user, select the user from the list and click on it to view the **Disconnect** button.
2. Once the **Disconnect** button is displayed, click on it to disconnect the user.
3. To disconnect all users and end the meeting or session, click on **Disconnect All and End Session**.

Windows client devices:



macOS client devices:



4. When you click on **Disconnect All and End Session** you will see the **End Session Confirmation** window. If you accept to end the session, other users will be notified they were disconnected by another user.

Windows client devices:



macOS client devices:

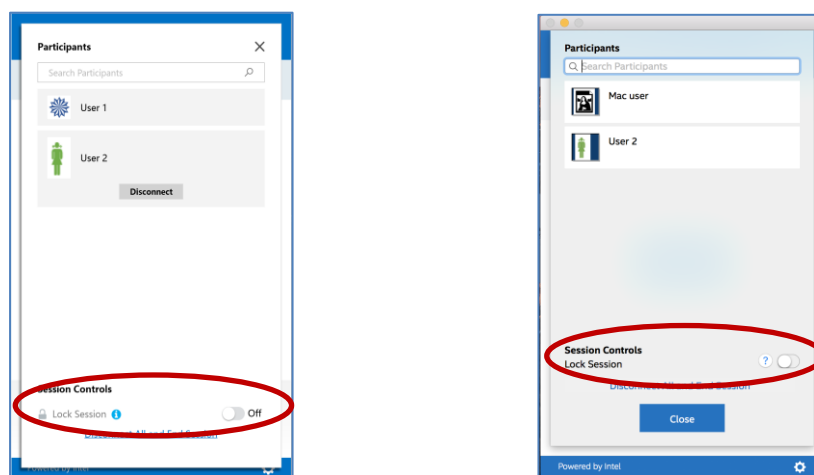


3.8 Meeting Lock

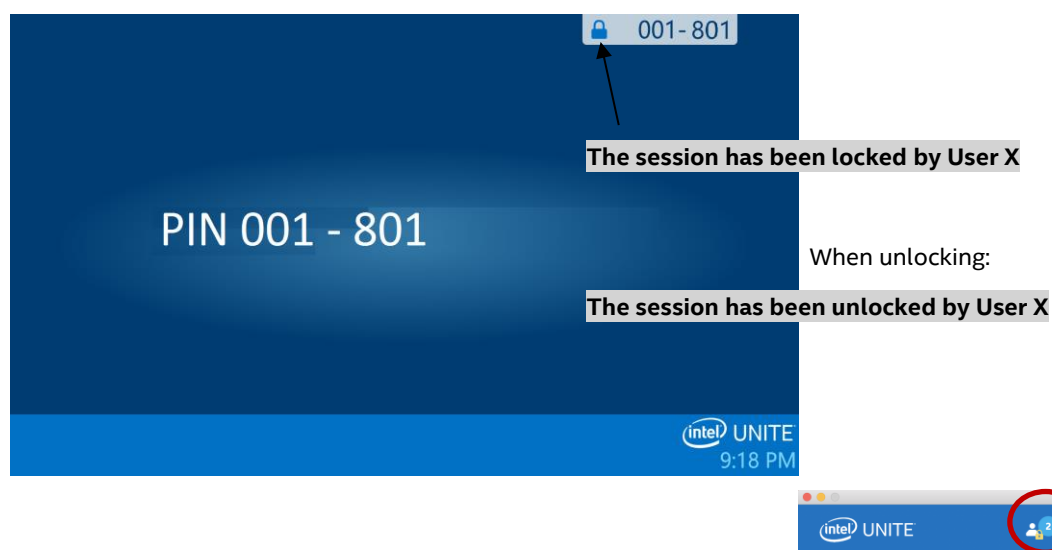
This feature allows users to lock a session to prevent other Intel Unite application users from joining and viewing the content being shared. When a session is locked, no other Intel Unite application users will be allowed to connect.

To lock a meeting or session:

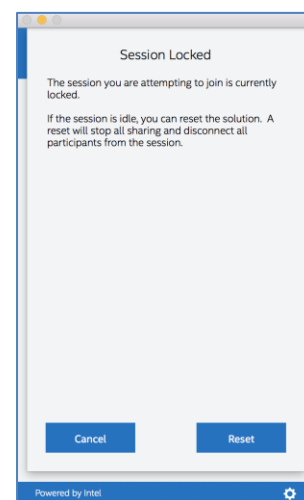
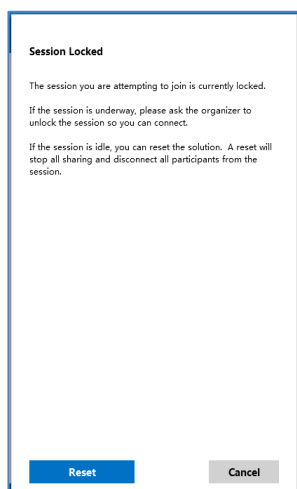
1. Click on the **Participants** button to view the list of participants that have joined the session.
2. When ready to lock the session, move the toggle button to the **On** position (or green). To unlock the session move the toggle button to the **Off** position. The session can be locked or unlocked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



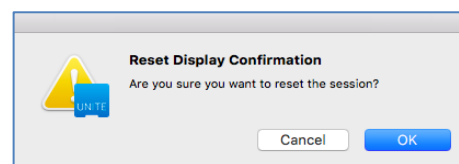
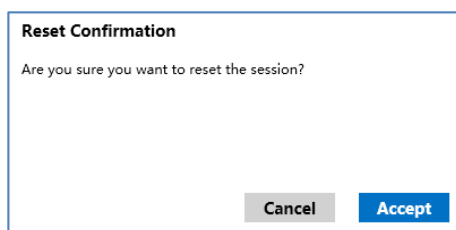
3. When locking a session, the hub –the monitor or display- where the session is taking place will display a “lock” icon next to the PIN and a toast message will appear for a few seconds indicating the session has been locked. The client device also will display a lock next to the participants on the main window.



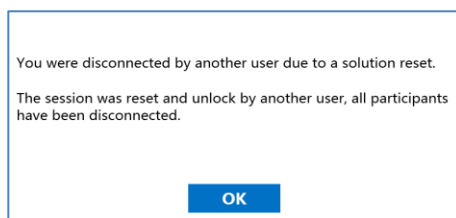
4. If a user wants to join a locked session the following message will be displayed:



5. If a user chooses to reset the locked session, all the participants will be disconnected and the user resetting the session will be connected when accepting the **Reset Confirmation**.



6. At the same time, all the participants connected to the locked session will receive a message indicating that another user has reset the session.



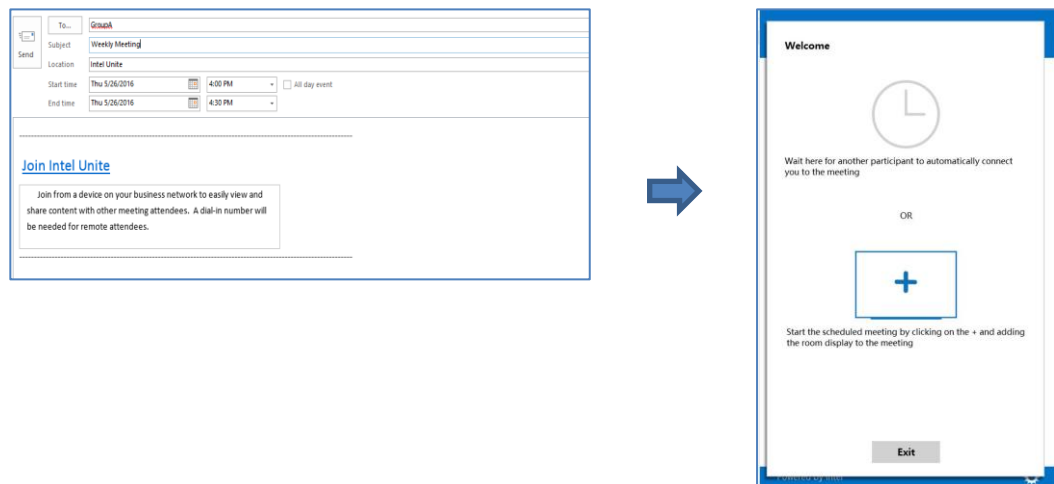
7. If a session is unlocked while you are presenting, content sharing will be stopped to avoid any Intel Unite application users from being able to see the content until the content is shared again.

3.9 Scheduled Meetings

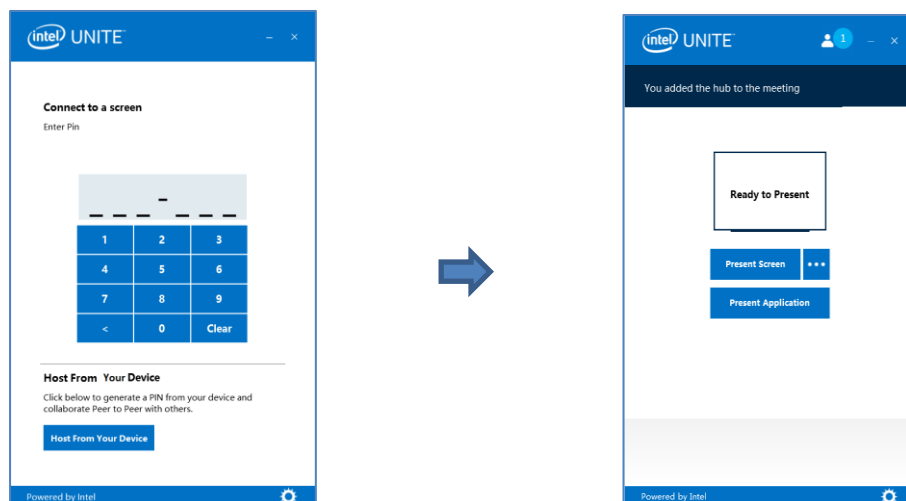
This feature allows Microsoft Outlook users to schedule a meeting or session with Intel Unite, providing a convenient way to include a link to the meeting invitee. Users can connect to a pre-scheduled meeting without having to enter a PIN after a hub has been added to the meeting by the first meeting attendee.

To schedule a meeting or session, the **Intel Unite plugin for Microsoft* Outlook** has to be installed on your laptop (Windows client devices). See *Appendix A: Intel Unite Plugin for Microsoft* Outlook* for installation and usage instructions.

1. To join a meeting or session, open the meeting invite and click on the **Join Intel Unite** link in the meeting invitation. You will be directed to a virtual room. If you don't see this window, someone else has already added the room display to the meeting and you will automatically join the session.



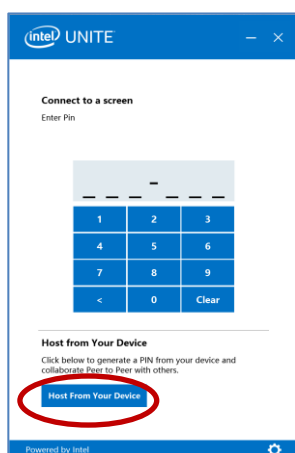
2. If you are in the conference room, classroom or training room where the session is taking place, the room display can be added by clicking on the **+** sign and entering the PIN from the Hub display on the **Host From Room Solution** window. Once the room has been added, everyone in the virtual lobby will join the session. To start the meeting, only one participant needs to add the room display.



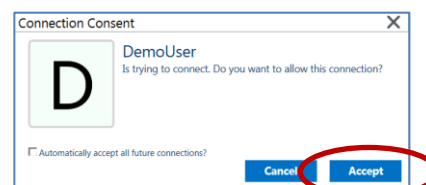
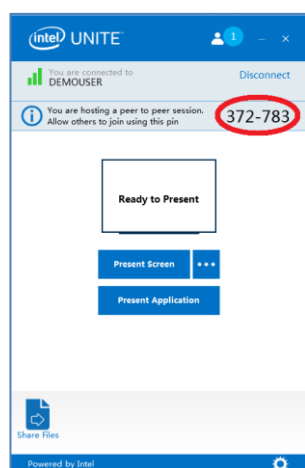
3.10 Host from Your Device

This feature is a peer-to-peer collaboration tool, if there is a need for a collaborative meeting when a meeting or session room is unavailable or you don't have access to a monitor to display your content, you can start a peer-to-peer session hosted from your device. This feature is only available to Windows client devices as the requirement, it requires systems with Intel® vPro™ technology to be able to start and host a peer-to-peer session.

1. To start a peer-to-peer session, click **Host From Your Device**.



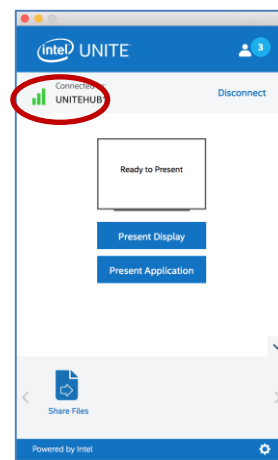
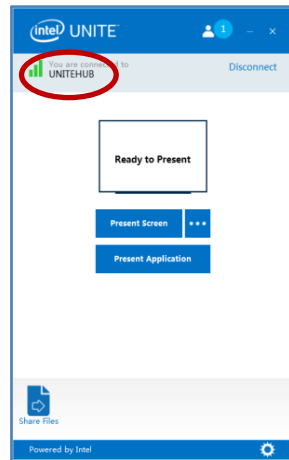
2. To allow other users to join to your peer-to-peer session, share the PIN with them.
3. The **Connection Consent** window will be displayed, click on **Accept** to start your hosted session. If you don't want to see this message every time you host a session check the box **Automatically accept all future connections**.



Note: If others are unable to connect to your client PC when hosting a session, you may need to enable the Intel Unite app in the firewall. Contact your IT department for help to verify your firewall settings.

3.11 Connection Status Indicator

The connection status indicator provides a reliability indicator of the connection between a Hub and a client device. When the connection becomes less reliable, the icon will turn yellow and then red.

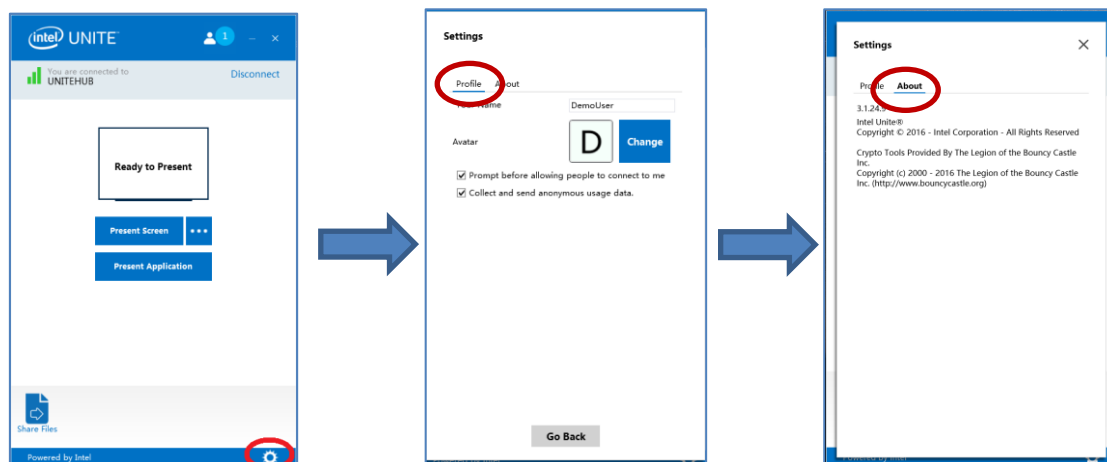


3.12 Intel Unite Application Settings

Intel Unite application settings are located at the lower right corner of the window. You can change your name, add an avatar or enable/disable app configurations.

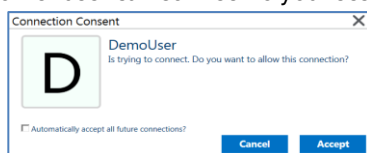
To access Settings on Windows:

1. Click on the gear icon.

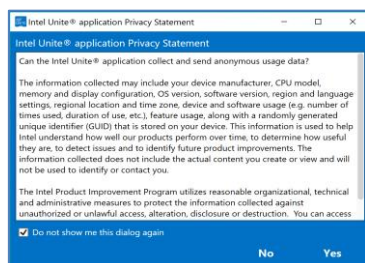


2. Under the **Profile** tab you will find:

- **Your Name:** Enter your user name or chosen name.
- **Avatar:** Click on **Change** to select a desired .png, .gif, or .jpg file.
- **Prompt before allowing people to connect to me:** Used in a peer to peer connection, when this option is checked, the app will send a connection request message before another user can connect to your session.



- **Collect and send anonymous usage data:** By selecting this option the user allows the Intel Unite application to collect and send anonymous usage data. The Privacy Statement displayed when the application is launched has details on what information is collected by the application.



3. Under the **About** tab you will find information about the Intel Unite application, such as software version and licenses.

To access Settings on macOS:

- Click on the gear icon.



- Under the **General** tab you will find:

- **Name:** Enter your username or chosen name.
- **Avatar:** Click to select a desired .png, .gif, or .jpg file.
- **Email:** Your email address.
- **Server:** The default is Automatic but you can add the Server path if you know it, the mode is **Enterprise**.

- Under the **Advanced** tab you will find:

- **Enable Debugging:** Used by IT administrators to debug an issue.
- **Only Allow Trust Certificates:** Used by IT administrators to only allow certificates they trust.
- **A/V Mode – Install Audio Components:** Enabling this mode will allow the Mac to do audio and video streaming.

3.13 Moderated Sessions

The Moderated feature allows participants to take control of the meetings or sessions by grouping functionality into 3 different roles:

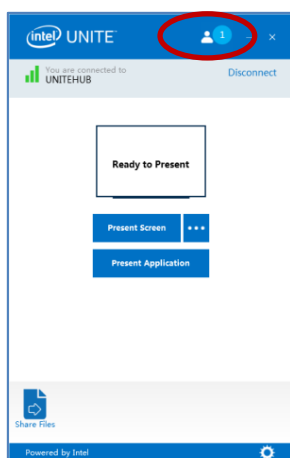
- **Moderator:** A moderator has full control of the sessions and can promote other participants to be the presenter or to be another moderator.
- **Presenter:** A presenter has the ability to present, view, annotate, and share files.
- **Viewer:** The viewer has the ability to view, annotate, and share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

The IT Administrator needs to enable this feature on the Hub where the meeting or session is taking place. There are 3 different settings your IT can use to enable or disable this feature. Depending on the setting selected, below is how you will use this feature:

- **No moderator meetings or sessions:** Your organization has not enabled the Moderator role.
- **Self Promote:** The meeting or session is unmanaged until someone promotes themselves to be the Moderator. In this case, only the Moderator can assign another participant to be the Moderator and/or the Presenters, the rest of the participants are Viewers until the Moderator changes their role.
- **Strict:** The meeting or session is managed only by the Moderator. All participants that are not moderators, will not see the **Present** box until the Moderator assigns them as Presenters. Participants can request the Moderator mode, as long as their email has been registered as Moderators by the IT administrator.

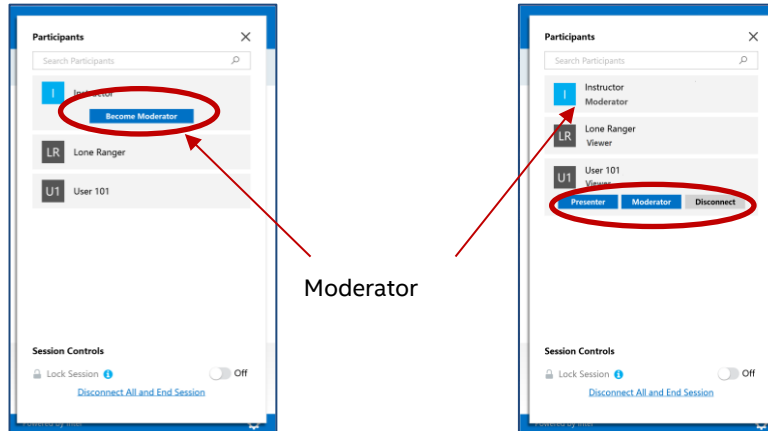
3.13.1 Using Self Promote mode

1. Click on the **Participants** button to view the list of participants that have joined the session.

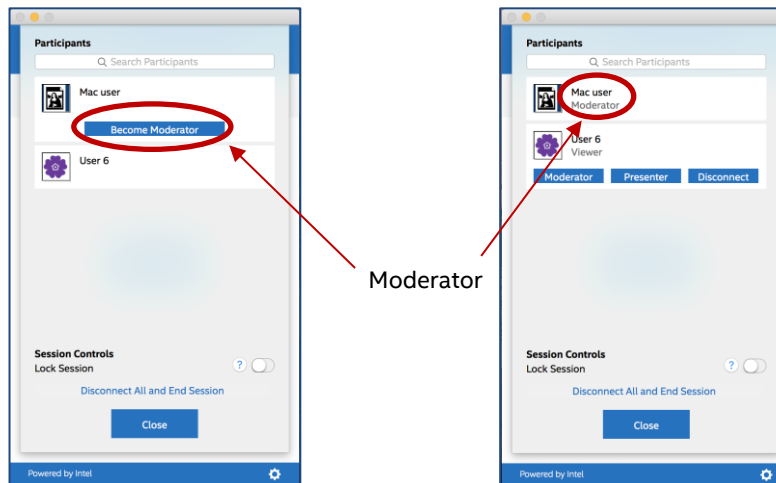


2. Participants can select themselves as the Moderator when clicking on **Become Moderator**. The rest of the participants become Viewers or Presenters unless the Moderator assigns them as Moderators, which is only possible if they have been registered with this capability by the IT administrator.

Windows Client Devices:

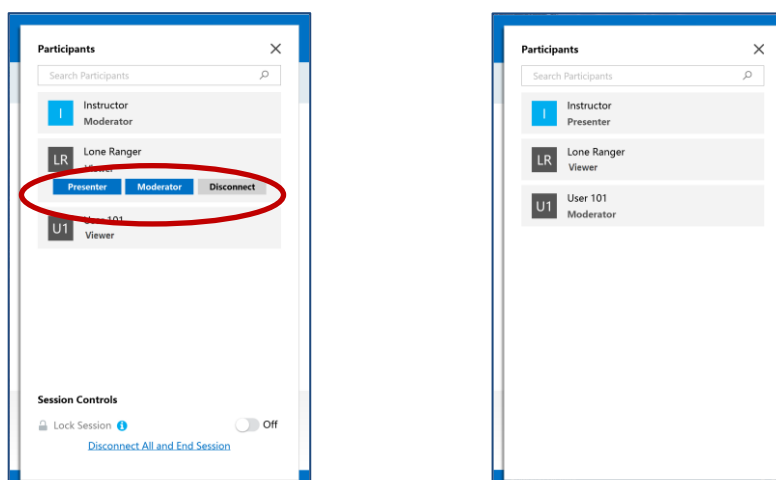


macOS Client Devices:

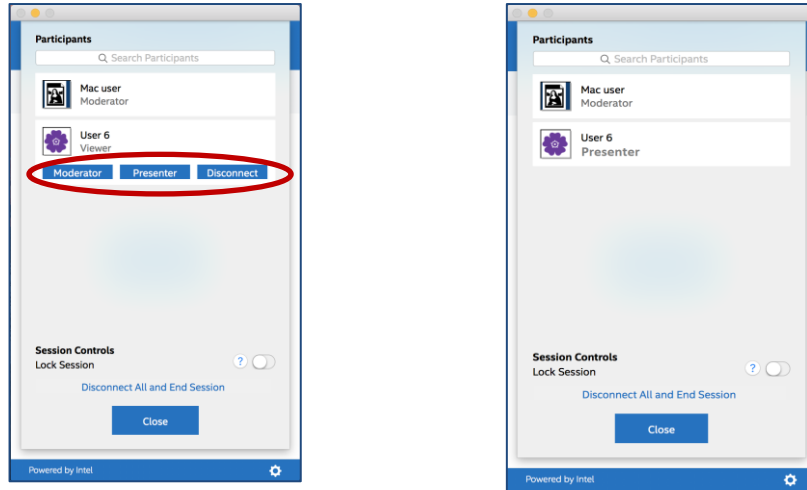


The Moderator can assign someone else to be a **Moderator**, a **Presenter**, or can **Disconnect** a participant. When the Moderator assigns a role to a specific participant, the participant list is updated.

Windows Client Devices:

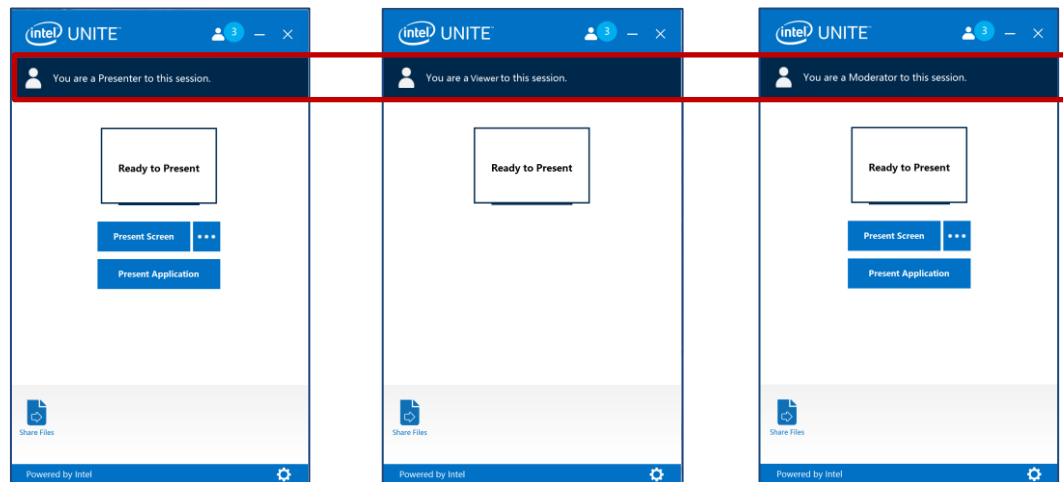


macOS Client Devices:

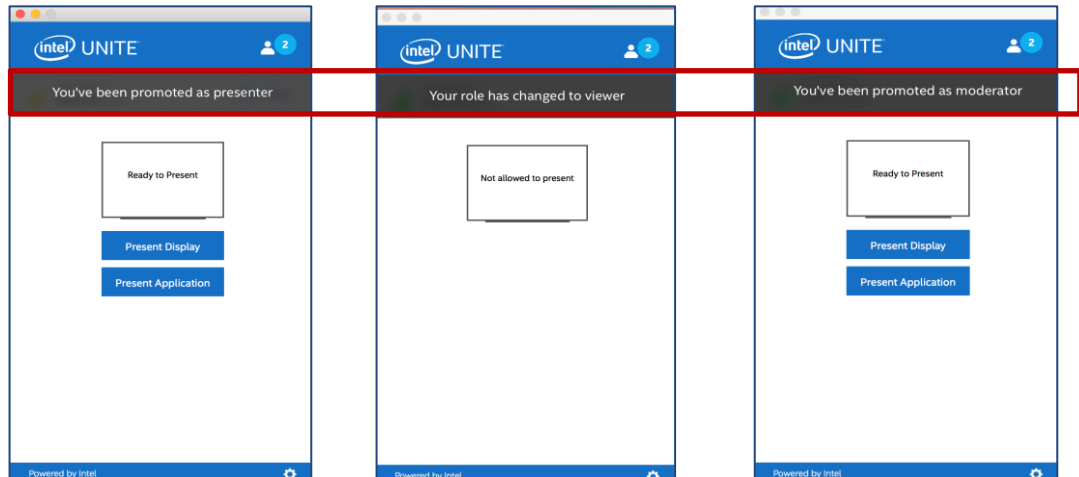


- When participants are assigned to a specific role by Moderators, a message will appear for a few seconds on their **Ready to Present** window.

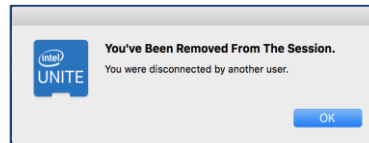
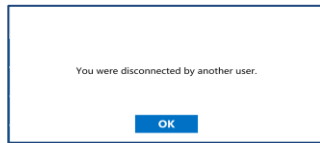
Windows Client Devices:



macOS Client Devices:

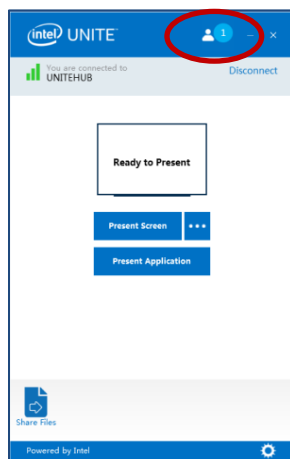


4. When a participant has a **Viewer** role, the **Present Screen** or **Present Application** options will not be displayed on their app.
5. The Moderator can also disconnect a participant from the session. When a participant has been disconnected, a window message will be displayed notifying the user has been disconnected or removed from the session.

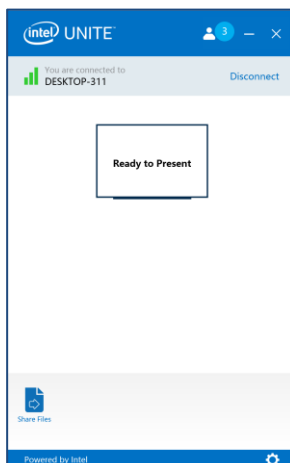


3.13.2 Using Strict mode

1. Click on the **Participants** button to view the list of participants that have joined the session.

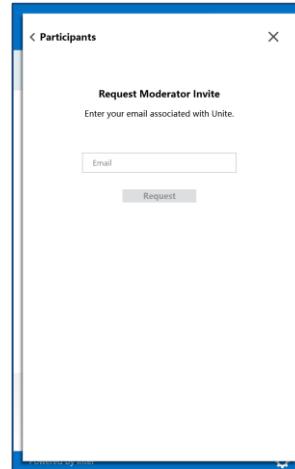
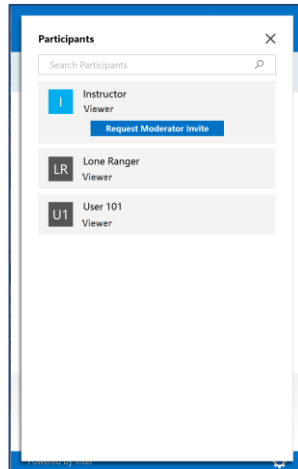


2. When the **Strict** mode has been configured on the Hub by an IT administrator, only the participant that has been assigned the Moderator role will be able to manage the meeting or session. All participants that are not Moderators will not see the **Present** box until the Moderator assigns them as Presenters.

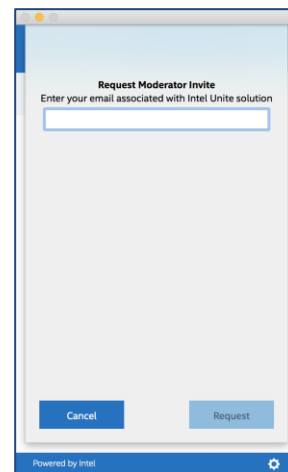
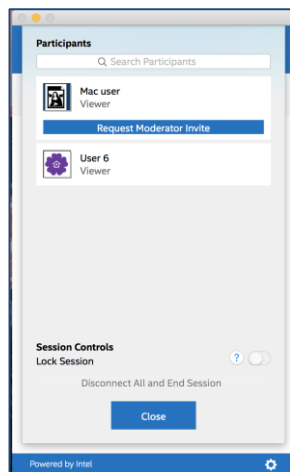


3. Participants can request the Moderator role by clicking on the **Request Moderator Invite** option. When the **Request Moderator Invite** window opens, the request is made by entering the requestor's email and sending the request.

Windows OS Client Devices:



macOS Client Devices:



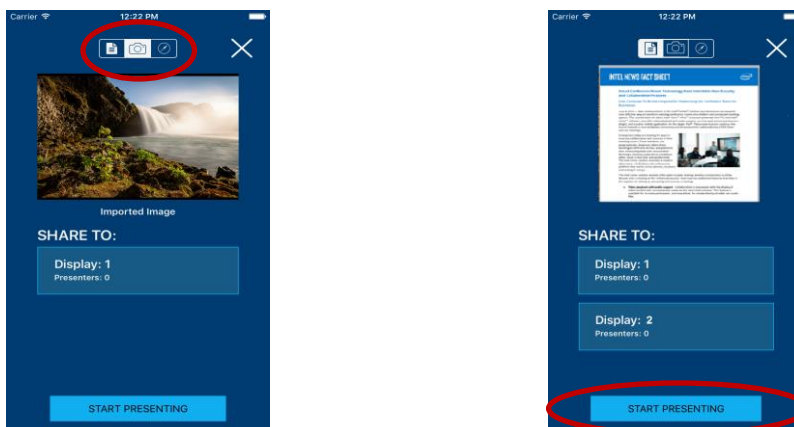
4 Intel Unite Solution Features – iOS* and Android* Client Devices

Once the client device connects to a Hub, the solution provides useful collaboration features. This section will provide instructions on how to use the features included with the Intel Unite solution on iOS and Android client devices.

4.1 Presenting Content

4.1.1 Presenting Content on iOS Client Devices

You can easily share a document, a photo from your photo library, or a website by selecting the icon located at the top of the app corresponding to the document, the camera, or the web link. Once you have made your selection and the image or the document has been imported, you must select where you want to share to. The list of connected displays will be shown.



Select the display to share your content to and press on the **Start Presenting** button. When presenting, the **LIVE on Unite Solution** window will be displayed in a green box. Press on **Stop** when you want to stop presenting your content.

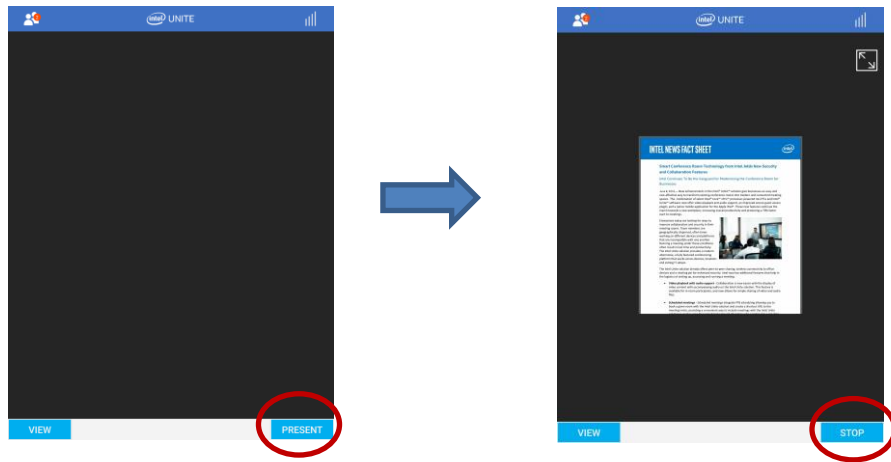
Note that as the number of connected displays grows, the list expands vertically and potentially scrolls.

Supported file formats on iOS systems:

- .pdf (Preview and Adobe Acrobat*)
- .doc and .docx (Microsoft Word*)
- .ppt and .pptx (Microsoft PowerPoint*)
- .xls and .xlsx (Microsoft Excel*)
- .key (Keynote)
- .numbers (Numbers)
- .pages (Pages)
- .txt (text)
- .rtf (rich text format)

4.1.2 Presenting Content on Android Client Devices

In Android client devices you can share the content of your screen, to share it, press on **Present**.



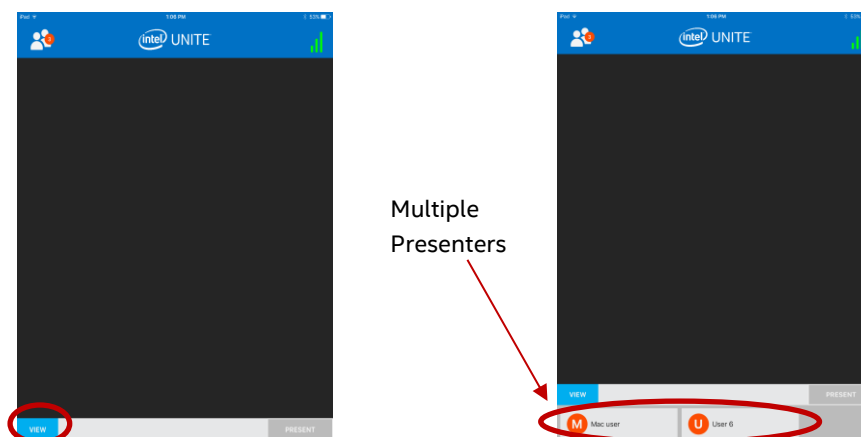
Press on **Stop** when you want to stop presenting your content.

Supported file formats on Android systems:

- Currently you can only present your screen

4.2 View Presentation

Press on **View**; if there are multiple presenters they will be displayed below the **View** section. Select the one you want to view. If you want to switch presenters, press the one you want to switch to. You can pinch to zoom in the presentation area.



4.3 Moderated Sessions

The Moderated feature allows participants to take control of the meetings or sessions by grouping functionality into 3 different roles:

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

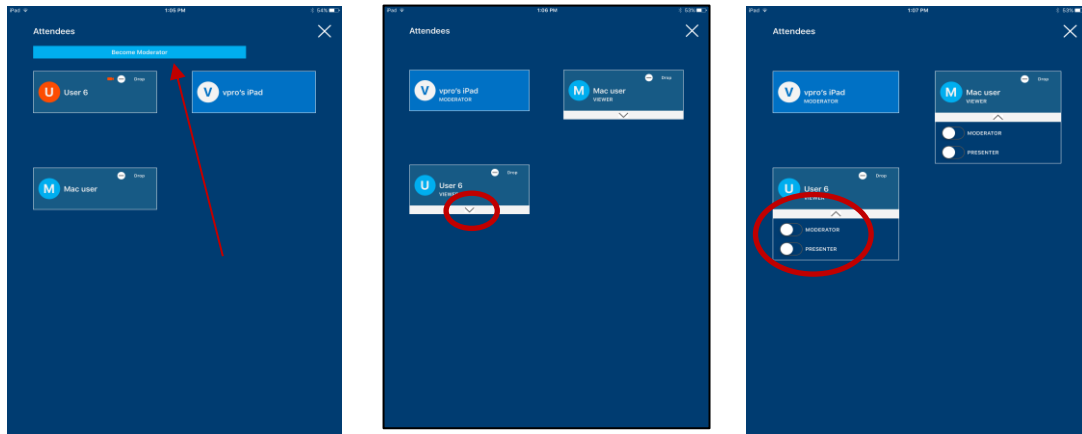
The IT Administrator needs to enable this feature on the Hub. There are 3 different settings your IT can use to enable or disable this feature:

- **No moderator meetings or sessions:** Your organization has not enabled the Moderator role.
- **Self Promote:** The meeting or session is unmanaged until someone promotes themselves to be the Moderator. In this case, only the Moderator can assign another participant to be the Moderator or the Presenter, the rest of the participants are viewers until the Moderator changes their role.
- **Strict:** The meeting or session is managed only by the Moderator. All participants that are not moderators, will not see the **Present** box until the Moderator assigns them as Presenters. Participants can request the Moderator mode, as long as their email has been registered as Moderators by the IT administrator.

To view the Moderator mode, press on the participant's list.

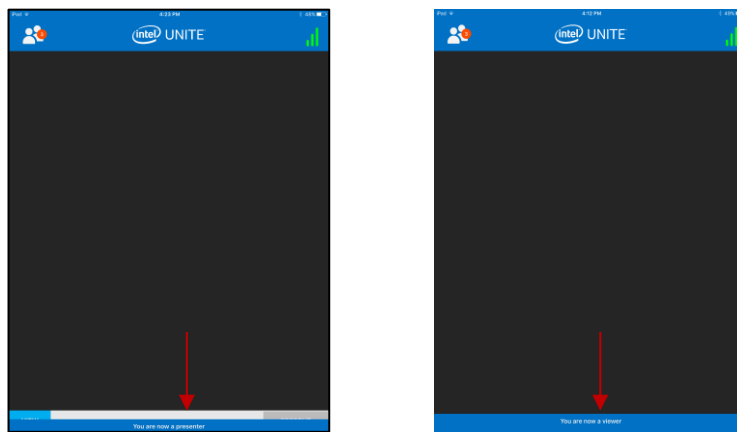


When the list opens, you will see different options depending on the Moderator mode used.



You can become the Moderator if the option is available. You can also assign or view from the list who has which role. If you are the Moderator you can assign roles to the participants by pressing the down arrow and selecting a role for each participant.

When a Moderator assigns a role to you, a message will be displayed at the bottom of the window.



4.4 Scheduled meetings

This is a convenient way to join a meeting or session. This feature allows Microsoft Outlook users to schedule a meeting or session with Intel Unite. Any user, independently of the operating system used, can connect to a pre-scheduled meeting without having to enter a PIN after a hub has been added to the meeting by the first meeting attendee.

To join a meeting or session, open the meeting invite and press on the **Join Intel Unite** link in the meeting invitation or on **Connect with scheduled session URL** on the Connect screen.

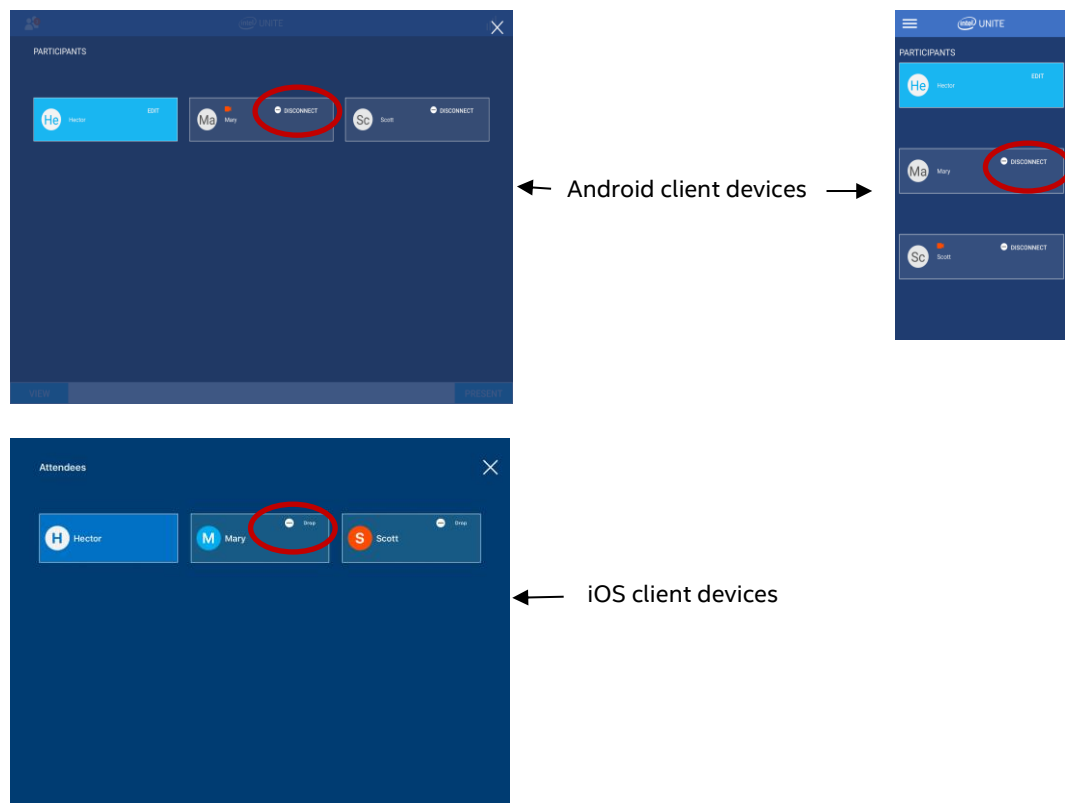
4.5 Auto-Reconnect

If you open any other application on your device while you are connected to a hub, re-opening the Intel Unite application will automatically connect you to the hub and the application will not prompt you to enter a PIN again.

Note: If your device does not re-connect to the hub, the room hardware may need an upgrade. If this is the case, notify your IT Administrator.

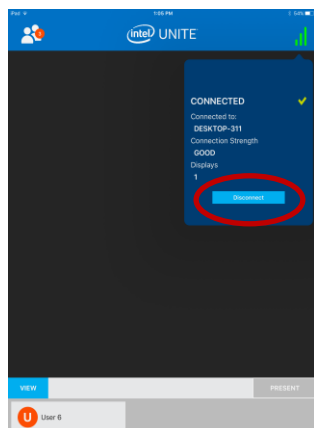
4.6 Disconnect User

Any user connected to a session can view the list of participants / attendees and disconnect them. From the participant list, press on the user to view the **Disconnect** or **Drop** button. Once the button is displayed, press on it to disconnect the user.



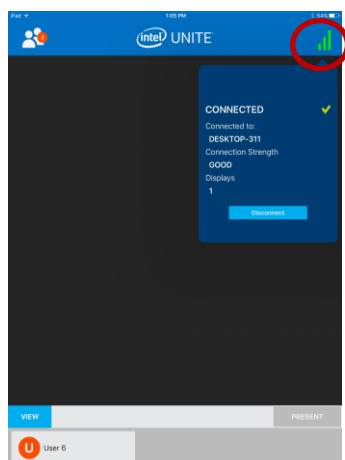
4.7 Disconnect

To disconnect from the hub, press the connection status indicator to open the menu where the disconnect option is located and press on **Disconnect**.



4.8 Connection Status Indicator

The connection status indicator provides a reliability indicator of the connection between a Hub and a client device. When the connection becomes less reliable, the icon will turn yellow and then red.



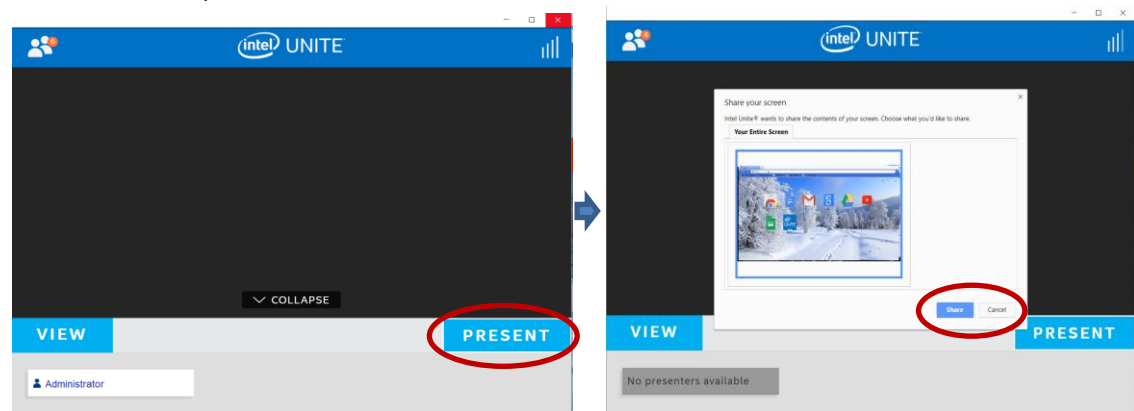
5 Intel Unite Solution Features – Chromebook* and Linux* Client Devices

The solution provides useful collaboration features once the client device connects to the Hub running the Intel Unite app. This section will provide instructions on how to use the features included with the Intel Unite solution on Chromebook and Linux client devices.

5.1 Presenting Content

The Intel Unite solution allows you to quickly present content to the Hub display to which you are connected. To present your screen:

1. Open the Intel Unite app and connect to the display or monitor running the Intel Unite solution.
2. Select **PRESENT** to share the content of your display.
3. The **Share your screen** window will be displayed, press on **Share** to start presenting or **Cancel** to return to the previous screen.

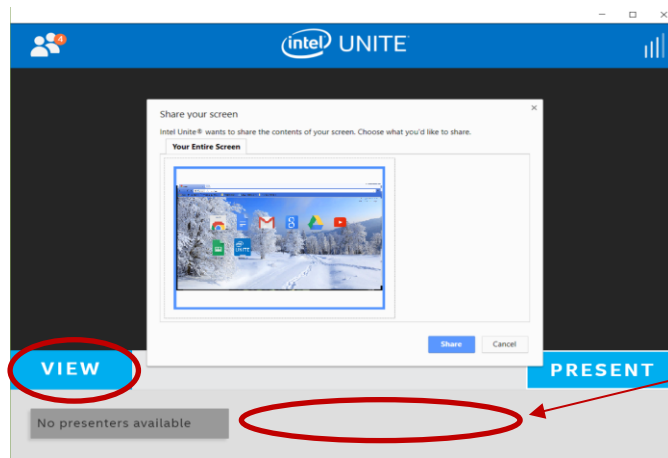


4. To stop presenting, press on **Stop Presenting**.



5.2 View Presentation

Select the presenter you wish to view and press on **VIEW**; if there are multiple presenters they will be displayed below the **VIEW** section. If you want to switch presenters, press the one you want to switch to. You can pinch to zoom in the presentation area.



Multiple Presenters
will be displayed here

5.3 Moderated Sessions

The Moderated feature allows participants to take control of the meetings or sessions by grouping functionality into 3 different roles:

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

The IT Administrator needs to enable this feature on the Hub. There are 3 different settings your IT can use to enable or disable this feature:

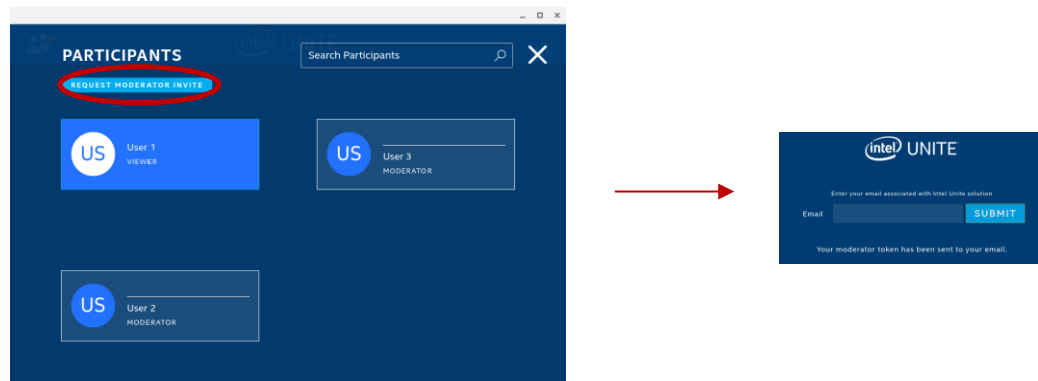
- **No moderator meetings or sessions:** Your organization has not enabled the Moderator role.
- **Self Promote:** The meeting or session is unmanaged until someone promotes themselves to be the Moderator. In this case, only the Moderator can assign another participant to be the Moderator or the Presenter, the rest of the participants are viewers until the Moderator changes their role.
- **Strict:** The meeting or session is managed only by the Moderator. All participants who are not moderators, will not see the **Present** box until the Moderator assigns them as Presenters. Participants can request the Moderator mode, as long as their email has been registered as Moderators by the IT administrator.

To view the Moderator mode, if enabled, press on the participant's list. When the list opens you will see different options depending on the Moderator mode used.

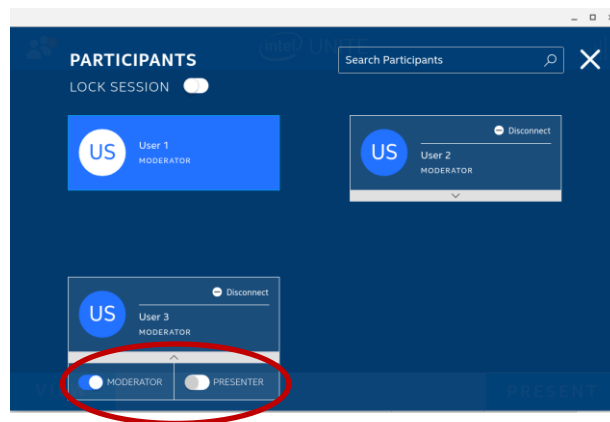


In the Self-Promote mode, the first to promote workflow allows anyone to become Moderator, once the first user becomes a Moderator all other participants become Viewers.

You can become the Moderator if the option is available, you can also assign or view from the list who has which role. Moderators using the Intel Unite app for the first time on a device need to request a Moderator invite. This invite sends a token to their associated email. You will need to check your email for the invite. Alternatively, you can enter the token when you start the Intel Unite app.



If you are the Moderator you can assign roles to the participants by pressing the down arrow and selecting a role for each participant.



When a role has been assigned to a participant, a notification of the assignment will be displayed on their screen.

5.4 Take Over a Presentation

When multiple participants are presenting, a single user may want to take over the Hub screen. To do this, the participant who wants to take over the screen can use the **Take Over** option. You will see the **Take Over** option only when you are presenting your screen content simultaneously with other users.

NOTE: This action will not remove the other presenters from the collaboration session, it only stops them from sharing their content. They can resume sharing at any time.

5.5 Video Playback with Audio Support

The Video Playback with Audio Support feature is available for Chrome client devices. The audio and video streaming feature allow in room attendees to view movies or video clips during presentations.

If this feature has been enabled by your IT administrator, a speaker button will be displayed after you press on **Present**. This button will allow you to mute or unmute your audio to the room.

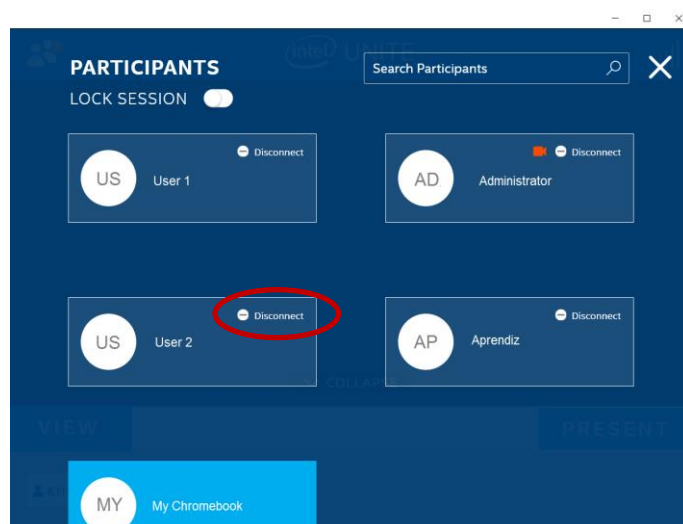
5.6 Scheduled meetings

This is a convenient way to join a meeting or session. Any user, independently of the operating system used, can connect to a pre-scheduled meeting without having to enter a PIN after a hub has been added to the meeting by the first meeting attendee.

Open the meeting invite and press on the **Connect with scheduled session URL** on the Connect screen. You can edit the **Connect with scheduled session URL** field on the Settings window.

5.7 Disconnect User

Any user connected to a session can view the list of participants / attendees and disconnect them. From the participant list, press on the user to view the **Disconnect** button. Once the button is displayed, press on it to disconnect the user.

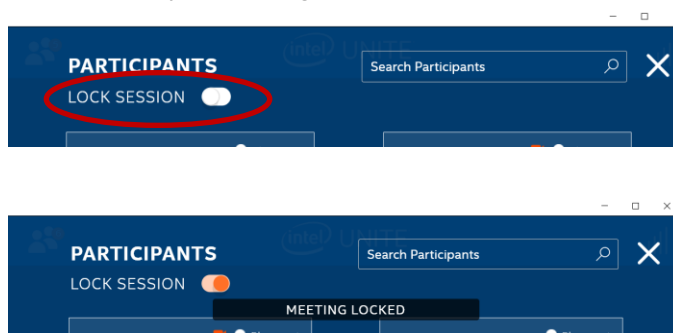


5.8 Meeting Lock

This feature allows users to lock a session to prevent other Intel Unite application users from joining and viewing the content being shared. When a session is locked, no other Intel Unite application users will be allowed to connect.

To lock a meeting or session go to the **Participants** menu, when ready to lock the session move the toggle button to the right, the status of the session will change to **Meeting Locked**. To unlock the

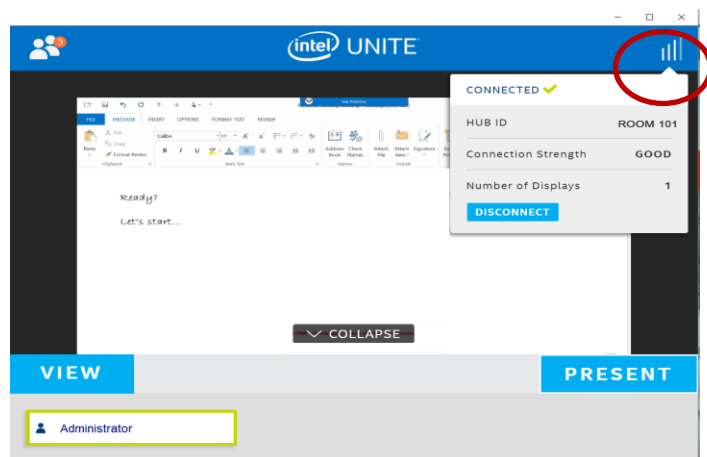
session move the toggle button to the left. The session can be locked or unlocked by any participant on the list at any time during the session.



When locking a session, the hub –the monitor or display- where the session is taking place will display a “lock” icon next to the PIN and a toast message will appear for a few seconds indicating the session has been locked. Be aware that when a session is locked, if a participant is presenting, as soon as you unlock it the presentation will stop displaying on the hub.

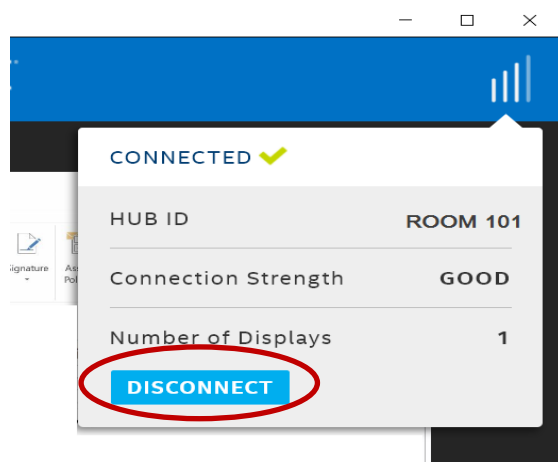
5.9 Connection Status Indicator

The connection status indicator provides a reliability indicator of the connection between a Hub and a client device.



5.10 Disconnect

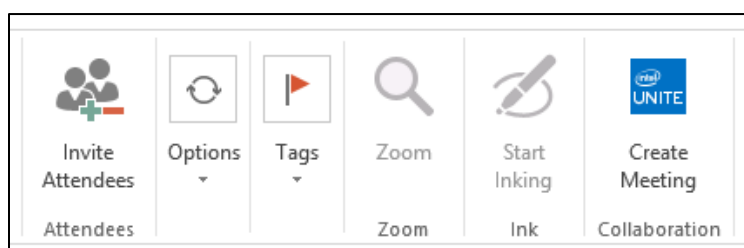
To disconnect from the hub go to the Connection Status Indicator menu and press on **DISCONNECT**.



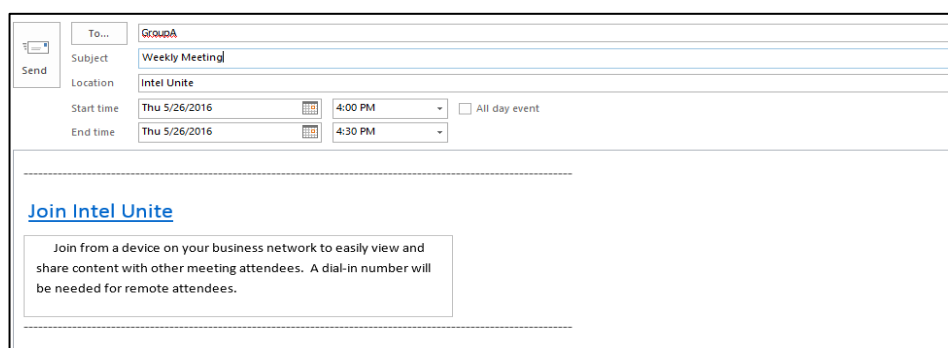
Appendix A: Intel Unite Plugin for Microsoft* Outlook

How to install the Intel Unite Plugin for Microsoft* Outlook.

1. Run the file Intel Unite Add-in for Microsoft Outlook.msi.
2. Complete the installation.
3. Go to Outlook and in the ribbon window click on the new Intel Unite Application Create Meeting.



The meeting created using the Scheduled Meetings functionality will look like this:



The screenshot shows a Microsoft Outlook meeting creation form. The 'To...' field is set to 'GroupA'. The 'Subject' is 'Weekly Meeting'. The 'Location' is 'Intel Unite'. The 'Start time' is 'Thu 5/26/2016' at '4:00 PM'. The 'End time' is 'Thu 5/26/2016' at '4:30 PM'. There is an 'All day event' checkbox. Below the form, there is a section titled 'Join Intel Unite' with a link to 'Join Intel Unite' and a note: 'Join from a device on your business network to easily view and share content with other meeting attendees. A dial-in number will be needed for remote attendees.'