



activu
vis | ability™ Version 6.5.1:
Desktop Client User Guide

Document Management

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Document Conventions

Text Formatting Standards

Table 1: Document Conventions: Text Formatting Standards

Text Type	Appearance
Chapter Heading	Font: Calibri, 20 point, Bold, Color: Blue-Grey Hex #425A69, RGB: 66,90,105, Left; Line spacing: 21 point, Space Before: 3 point Example: Chapter Heading
Chapter Sub-Heading	Font: Calibri, 14.5 point, Font Color: Blue-Grey Hex #425A69, RGB: 66,90,105, Line spacing: Multiple 1.08 Example: Chapter Sub-Heading
Section Heading	Section Headings are used to label a series of terms or sub-sections within a Chapter or Chapter Sub-Heading. Example: Section Heading: This section describes the process of Section Heading: This section describes the process of
Body Text	Font: Callibri, Regular, 10.5 point. Example: This is body text.
Titles and Names: Screen Titles, Field Names, Product Names, Table Column Titles, Command Names, Menu Titles	Titles are capitalized and in bold . Example: "Figure 5: The screenshot above displays the Source Window Context Menu ."
Task or step-by-step instructions	Task instructions are usually numbered and often preceded by the statement, "To execute this task, complete the following steps:" Example: "To add additional participants or to re-invite someone previously removed, complete the following steps: 1. Press the Manage button. The Participant list changes to allow more people to be added to the Chat . 2. Select (check) as many as required. All selected users are displayed in bubbles at the top of the list 3. Press the Share button to invite selected people into the Chat ."
Buttons	Example: Buttons within body text, such as this Remove button, are relatively the size shown, and in line with the text baseline, as this Share  button is also displayed.
Activu product names are capitalized, appear in bold, followed by the Trademark symbol ™.	Example: Activu vis ability™

Screenshot Conventions

In this document, if a screenshot has smooth, straight edges, it is a complete capture of the entire screen, sub-screen, window, list, or menu.

Example:

The screenshot below shows the entire **Login** screen, so there are no jagged edges:



Figure 1: Straight-edged screenshot shows entire screen, sub-screen, window, list, or menu

In this document, if a screenshot has any jagged edges, it is an indication that the image is only a *section* of the screen, window, menu, or sub-screen. It may be cropped on any one side, or multiple sides, indicated by wherever there are jagged edges.

Example:

The screenshot below has been cropped on the right side and the bottom, as indicated by the jagged edges on those sides. The menu shown and circled for emphasis appears in the **Desktop Client** application on a larger window that has been mostly cropped out.

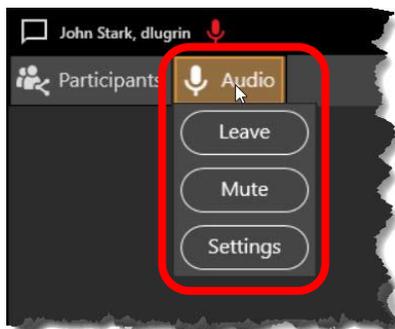


Figure 2: Jagged-edged screenshot indicates that only a section of the image is showing

Warnings, Tips, Cautions, and Important Notes

The following message boxes may appear within the text to call special attention to the information being described:



Tip: a note to provide insight about the software and its operation.



Warning: improper execution can cause unwanted operational effects.



Caution: similar to warning, but results will not be non-operational, or dire, if improperly followed.



Important: part of a process that needs to be completed to ensure changes or updates are completed.

Scope of This Manual

This manual provides a description of all of the main features of the **Activu vis|ability™ Desktop Client**, the end-user interface of the **Activu vis|ability™** system. It describes the purpose of each of these features and how they function. It also provides step-by-step instructions on how to execute each task related to utilizing these features.

Refer to the following manuals for additional instructions and information regarding other aspects of the **Activu vis|ability™** system: [Activu vis|ability™ Version 6.1: Administration Guide](#), [Activu vis|ability™ Version 6.1: Link User Guide](#), [Activu vis|ability™ Version 6.1: Scripting Guide](#), [Activu vis|ability™ Version 6.1 Getting Started Guide](#), [Activu vis|ability™ Version 6.1 Installation Guide](#).

Introduction

Activu vis|ability™ is a network-distributed, software platform designed to provide an intuitive, simple management and collaboration system for the complex mix of content found in a modern control environment. It offers control of the entire spectrum of shared visual displays, from “meeting room to meeting room” video walls, to fluid communication within an organization and between colleagues, all using live content. **Activu vis|ability™** ensures that all critical information **Sources** are visible, anywhere in an organization, supporting fast and accurate decision making.

Components of the vis|ability™ Platform

Although this manual primarily covers instructions for the end user interface, **Desktop Client**; it is useful to know and understand what constitutes the other components of the complete **vis|ability™** system.

System Manager is the central repository of configuration information concerning a **vis|ability™** deployment. Included in this information are definitions of users and their permissions, associated sources, displays, and other component definitions, as well as licensing information. The **System Manager** (and other associated components) are typically installed on a server-class computer or virtual machine.

Display Node is a software component that is installed on workstations that drive video walls, or unmanned displays of any size and configuration. Placing content on a **Display Node**-enabled computer is done through the use of the **Desktop Client**.

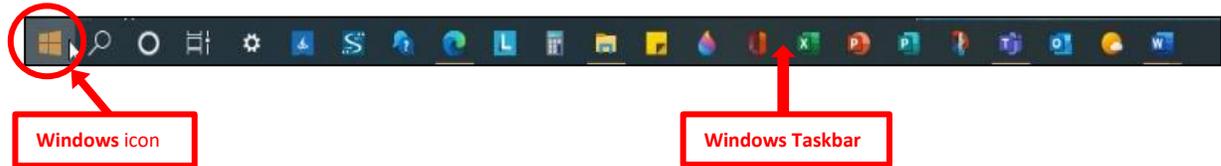
Capture Client is specialized software used to capture content from computers (screen capture) and allows remote users to view and control (with permission) that content. **Capture Client** is used in conjunction with **Desktop Client** to enable users to easily share anything on their desktop with display walls, spaces, and other users.

Desktop Client is the primary user interface for the **vis|ability™** system. This manual covers the use of that software.

Accessing the vis|ability™ Desktop Client

To open **vis|ability™ Desktop Client** from the **Windows Start** menu, complete the following steps:

1. On the left end of the **Windows Taskbar**, click or tap the **Windows** icon (or press the **Windows Logo** key on your keyboard), to open the **Start** menu.



The **Start** menu is displayed:

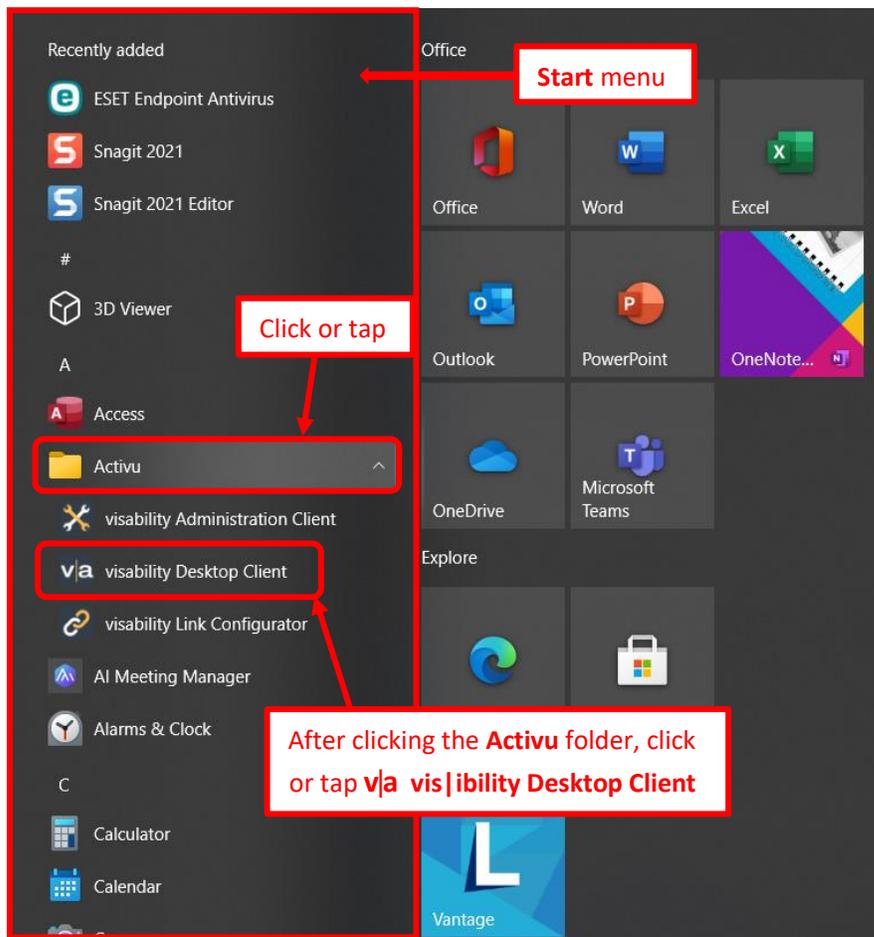
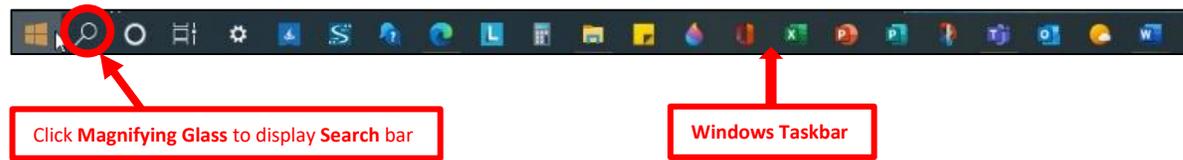


Figure 3: Click or tap **Activu**, then **vis|a vis|ability Desktop Client** on the **Start** menu

2. Scroll through the **Start** menu to locate **Activu** in the list of installed applications.
3. Click or tap **Activu**.
4. Click or tap **vis|ability™ Desktop Client** under **Activu™** on the **Start** menu.

OR



Click or tap the **magnifying glass** on the left end of the **Windows Taskbar** to display the **Search** bar.

5. Type “**desktop client**” in the **Search** bar.

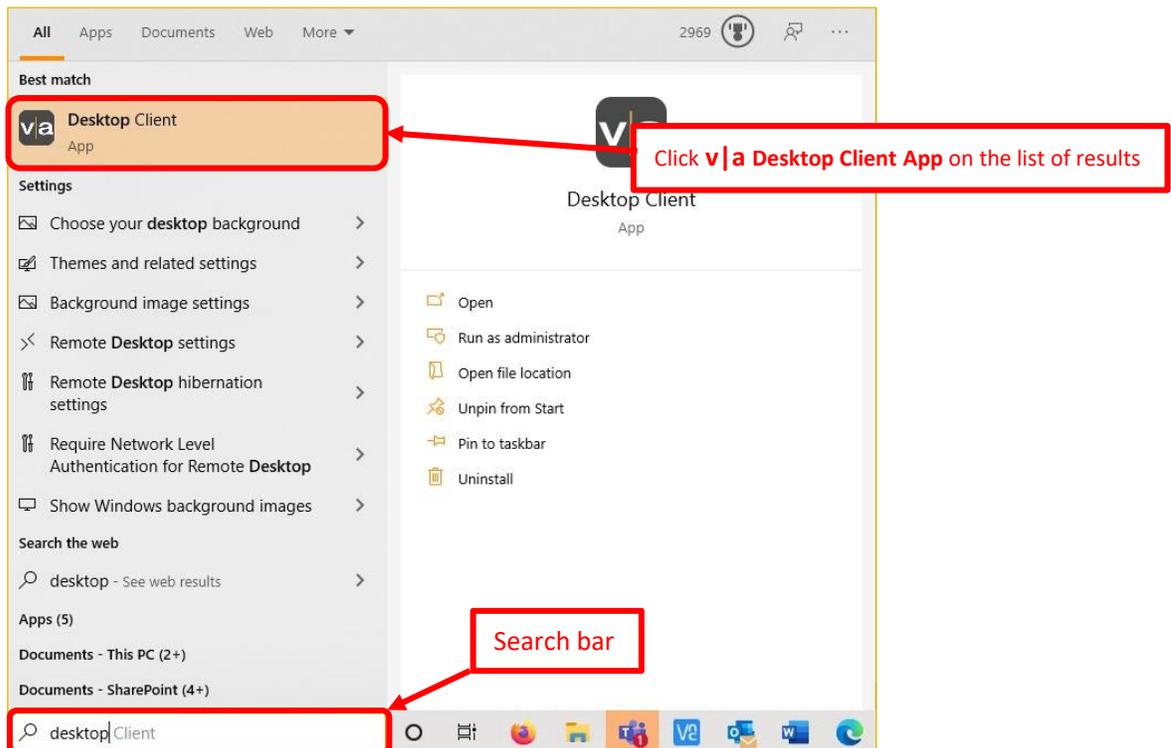
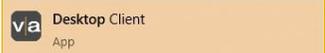


Figure 4: Type “**desktop client**” in the **Search** bar, then click **v|a**visibility **Desktop Client App** on the **Start** menu

6. The **Search Results** are displayed on the **Start** menu.

7. Click or tap on the  application on the **Start** menu.

The **vis|ability™ Login** screen is displayed, as shown in the figure below, in the next section.

Logging into the vis|ability™ Desktop Client

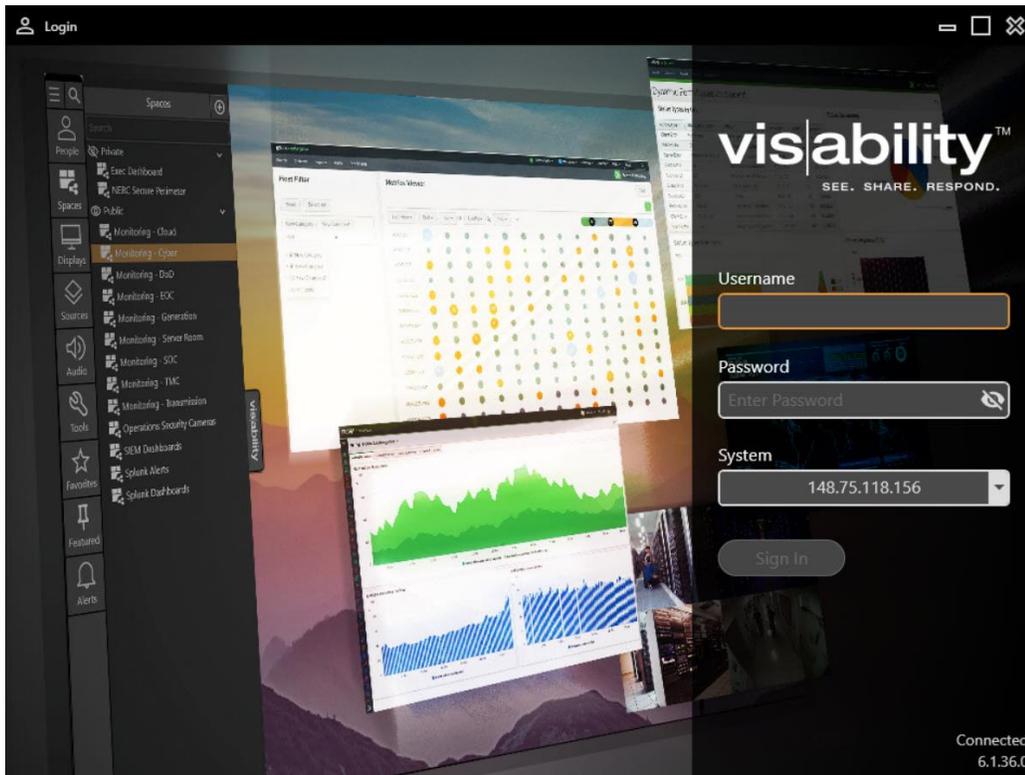
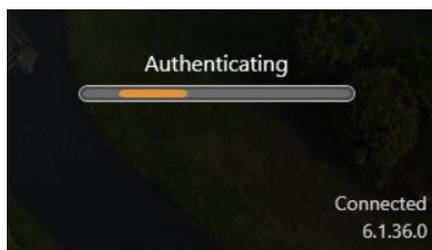


Figure 5: The vis|ability Login screen

To log into the vis|ability™ Desktop Client application, complete the following steps:

1. On the vis|ability™ Login screen, enter a **Username**.
2. Enter a **Password**.
3. In the **System** field, there should automatically be a host name or IP address for the vis|ability™ **System Manager** server. If there is not, enter the correct number provided by IT staff, according to this format: **vissystem.domainname.com**.
4. Click or tap the **Sign In** button (or the **Enter** key). The vis|ability™ system begins the authentication process:



If there is an error in your input (for example, if you input the wrong password), the **Login** screen will indicate what is wrong:

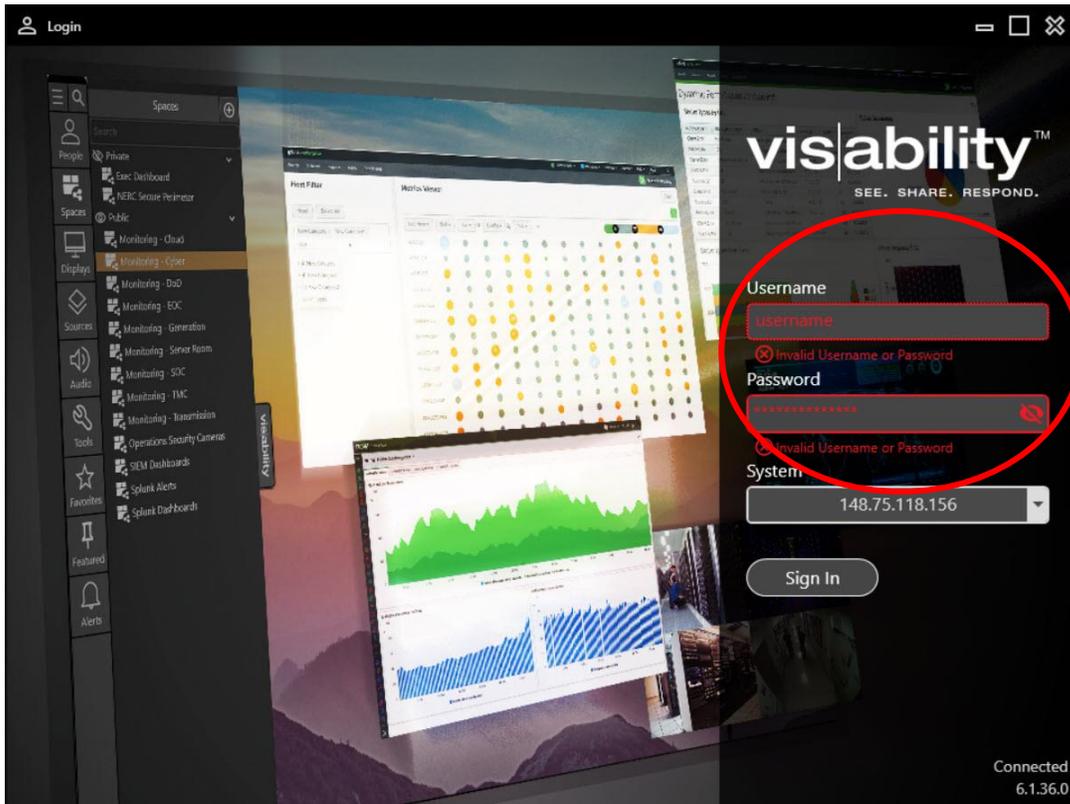


Figure 6: Input error, such as invalid username or password

If this occurs, enter the correct **username**, **password**, and validate that the correct value (in the correct format) has been entered in the **System** field, then click or tap the **Sign In** button again.



Warning: If the **visibility™ System Manager** is down, or it is not accessible via the network, or the wrong hostname or IP is used in the dialog, the **Sign In** button will not activate.

Once the authentication process is completed successfully, the **visibility™ Hub** is displayed, as shown in the following section.

The Hub

The **vis|ability™ Hub** is a collapsible, desktop toolbar that provides access to all aspects of the **vis|ability™** system. Communicating with colleagues, managing and sharing content on one or more **Video Wall**, sharing desktop content with other **Users**, responding to events in real time, controlling **Audio** content (volume, routing, etc.), are all available from the **vis|ability™ Hub**. (See an [Overview of the Hub Menu](#))

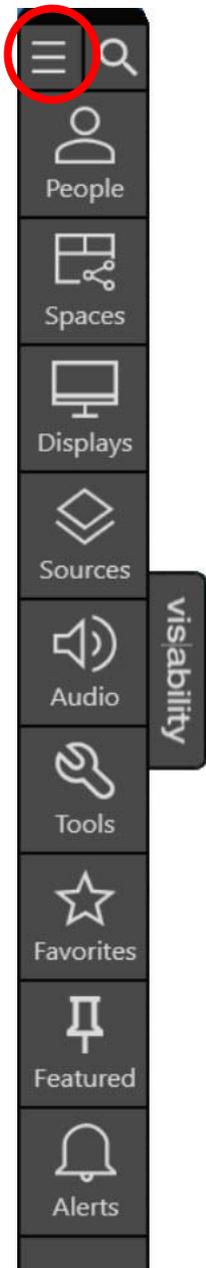


Figure 8: The Hub

Settings Menu and Options

From the **hamburger** menu on the the upper-left corner of the **Hub** (circled in red), the **User** can logout, quit the application entirely, or access the **Settings** screen. From the **Settings** screen, one can specify (see [The Four Settings Tabs](#)) the general behavior of the **Hub** and the **Desktop Client** from one's own computer desktop.

Here are some of the **Options** available on the **Settings** screen:

- ✓ Changing your password (disabled for **Single Sign On**)
- ✓ Selecting the screen on which to place the **Hub**
- ✓ Selecting the side of the screen on which to anchor the **Hub**
- ✓ Setting up the **Hub** to remain fully in view, on top of all other windows on the desktop (or always visible)
- ✓ Clearing the local viewer cache of content
- ✓ **Enabling** or **Disabling** local content tracking (screens and applications)
- ✓ **Enabling** or **Disabling** the [QuickShare buttons](#) (icons displayed on top of application windows for direct sharing to people, Spaces, or Displays.
- ✓ **Enabling** or **Disabling** Local Logging
- ✓ **Enabling** or **Disabling** "[My Content](#)" (a list on the **Sources Hub** menu that keeps track of a user's usage of applications and screens)

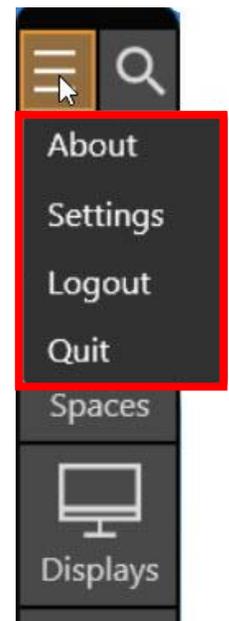


Figure 7: Settings pop-up menu

To open the **Settings** screen, complete the following steps:

1. Click or tap the **hamburger** menu at the top-left of the **Hub** (circled in red to the left).
2. Click or tap **Settings** on the **Settings** pop-up menu (bordered in red to the right).

The **Settings** screen is displayed (see the next section, [The Four Settings Tabs](#)).

The Four Settings Tabs

Settings options are available on 4 different tabs on the **Settings** screen. They are:

The General Tab

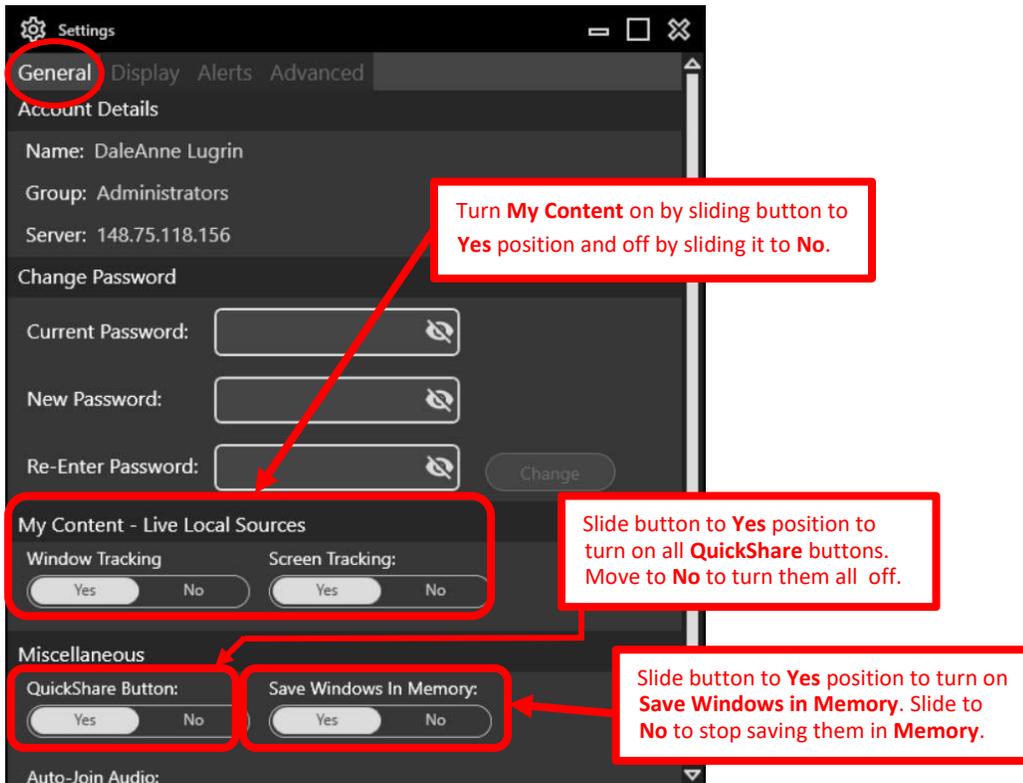


Figure 9: General tab on the Settings screen

1. In the **Account Details** section at the top of the screen, the user 's name is displayed, along with their user classification and which server holds their profile information.
2. **Change Password:** The current password can be changed by completing the following steps:
 - a. Enter the current **Password**.
 - b. Enter a new **Password**.
 - c. Re-enter the new **password**.
3. **My Content – Live Local Sources:** A User can **Enable** or **Disable** the polling of their content usage by completing the following:
 - a. Turn “**Window Tracking**” **On** or **Off** by sliding the button to the left or right, to the desired position. **Window Tracking** enables the polling of the **User's** usage of application windows.
 - b. Turn “**Screen Tracking**” **On** or **Off** by sliding the button left or right to the desired position. **Screen Tracking** enables the polling of the **User's** usage of **vis|ability™** screens.

A **User** may wish to **disable** the continual polling of their application and screen usage to improve the system performance when executing other tasks.

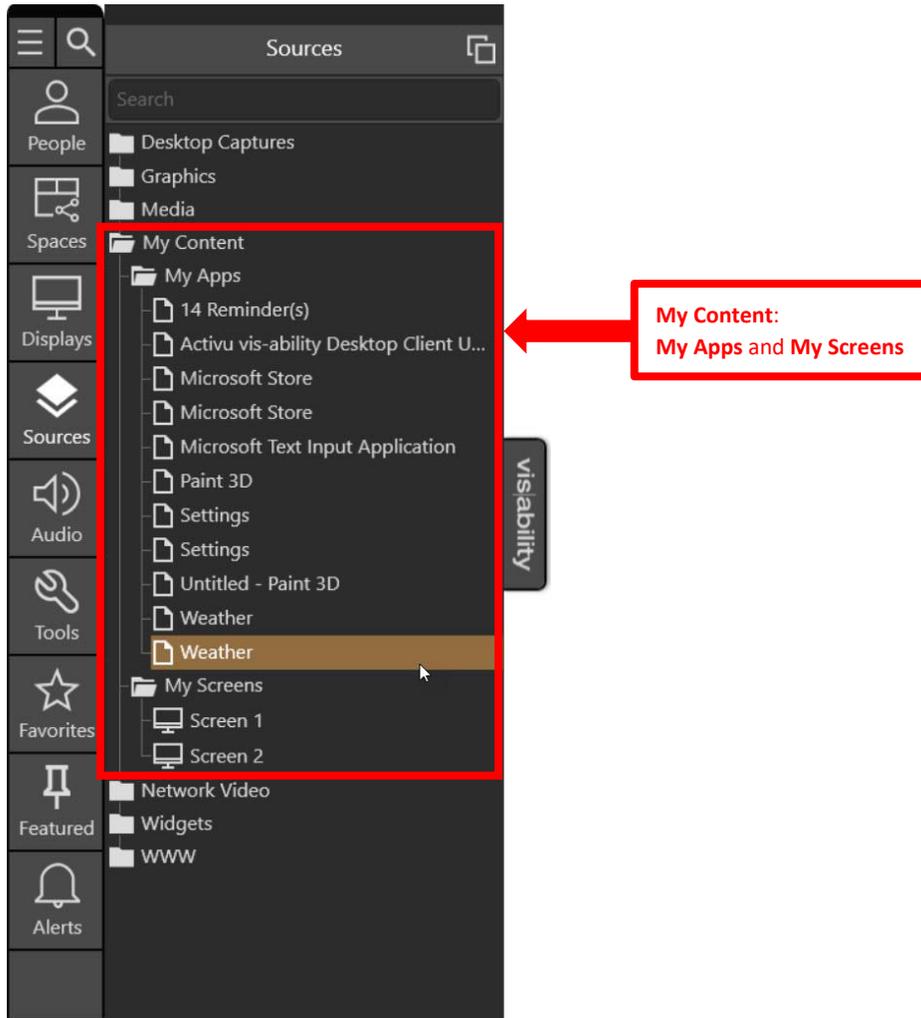


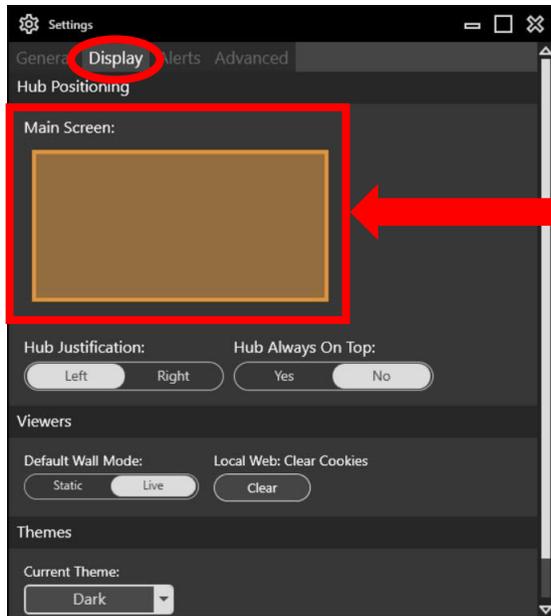
Figure 10: My Content list of user's polled applications and screens

4. Miscellaneous:

- a. Turn **On** all [QuickShare buttons](#) throughout the **vis|ability™** system by sliding the button to the left for **Yes**. Slide the button to the right for **No** to turn them all **Off**.
- b. Turn **On** "**Save Windows in Memory**" by sliding the button to the left for **Yes**. Slide the button to the right to stop the "**Save Windows in Memory**" process. This function, when turned on, saves application windows in an open state when a **User** logs off of the system. When they log back in, the application windows are automatically restored to an active, open state again. There may be situations in which a **User** will want to keep this function turned off.
- c. Slide the **Multi Source Selection** button to **Enable** to use multiple sources. Use **Disable** to turn this feature off.

The Display Tab

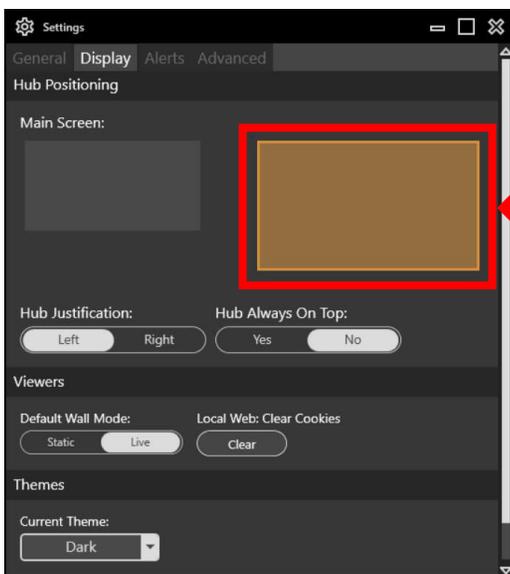
1. If you have only one **User** interface or desktop screen, it is displayed in the **Hub Positioning** section at the top of the **Display** tab, as shown below:



In this case, the **User** has only one desktop or screen that can be set as the **Main Screen**, where the **Hub**, its menus, and all **Vis|ability Desktop Client** windows and **toolbars** are initially displayed.

Figure 11: Settings>Display tab> one interface as the **Main Screen**

If you have *more than one* interface or desktop screen, they will all be displayed here. The screen that is currently selected as the **Main Screen**, is highlighted. The **Hub** is automatically anchored on the **Main Screen**. If the **Main Screen** must be changed to a different interface or desktop screen, click, or tap the screen on the **Display** tab where the **Hub** should be anchored. The **Hub** on your desktop or interface jumps immediately to that screen. In the figure below, the **Main Screen** that is highlighted, is the second, larger screen, so the **Hub** is currently anchored on that desktop.



This second, larger screen is highlighted and currently set as the **Main Screen**.

Figure 12: Two desktops or interface screens - 2nd larger screen is set as **Main Screen** where **Hub** is anchored

2. **Hub Justification:** Slide the button to the left or right to anchor the **Hub** on either the left or right of the desktop. When this setting is altered, the change takes place immediately.
3. **Hub Always On Top:** Move the button to the **Yes** position to always see the **Hub** on top of all windows on the desktop, or **No** for the **Hub** to remain in back of all other open windows on the desktop. When this setting is altered, the change takes place immediately.

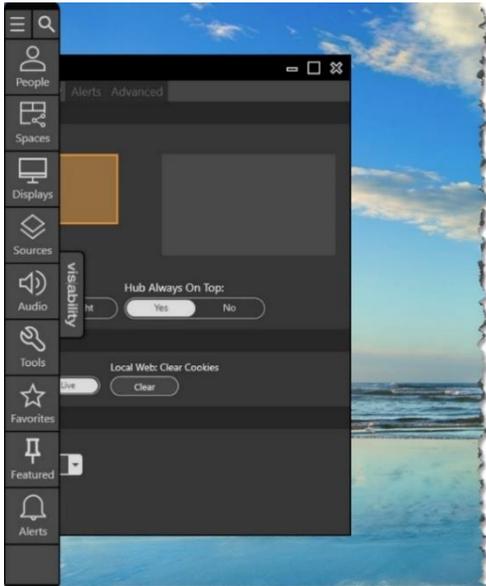


Figure 13: **Hub Always On Top** - Move button to Yes position

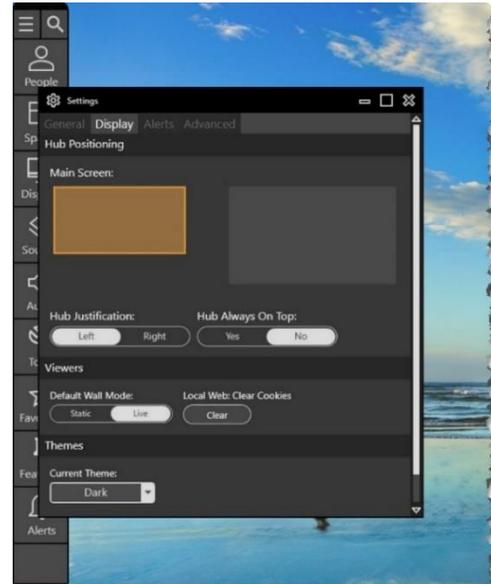


Figure 14: Move button to No position for **Hub Always Underneath**

4. Viewers:

- a. **Default Wall Mode:** Slide the button to the **Static** (Off) position or the **Live** (On) position. This button sets the default for the Live button on the [Display Control Window](#) when a **Display** is opened from the **Display Hub** menu.

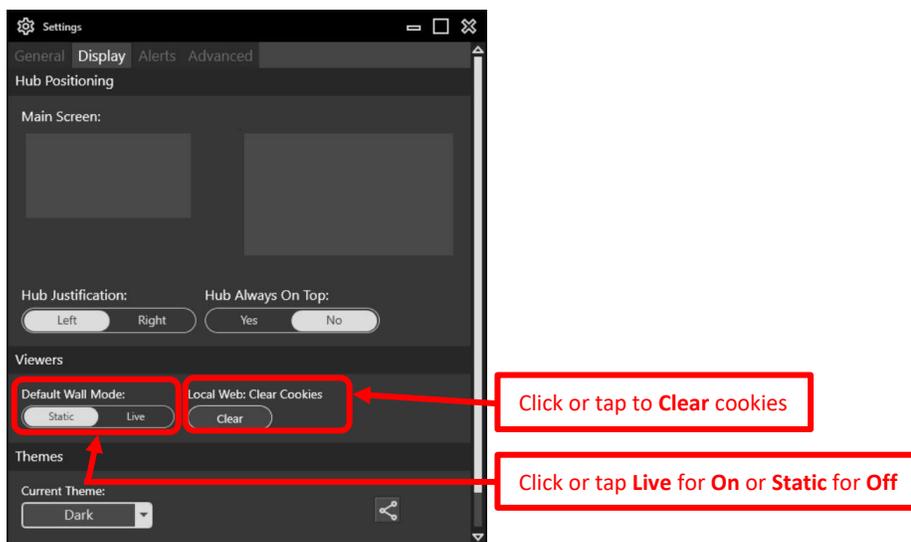


Figure 15: **Default Wall Mode**

- b. **Local Web: Clear Cookies:** Click or tap the **Clear** button to clear cookies that are being saved on the local system web site from various web sites accessed by the **User**.
2. **Current Themes:** There are 4 color options to choose from for the appearance of all **vis|ability™ Desktop Client** menus, windows, toolbars, and screens: **Dark, Light, Blue, and Rose**. This selection takes effect immediately.

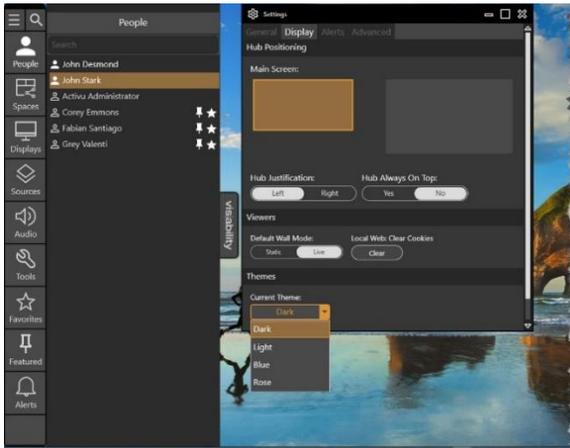


Figure 16: Theme: Dark

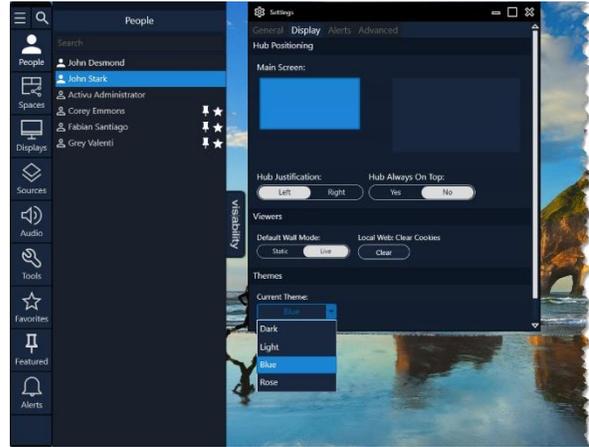


Figure 18: Theme: Blue

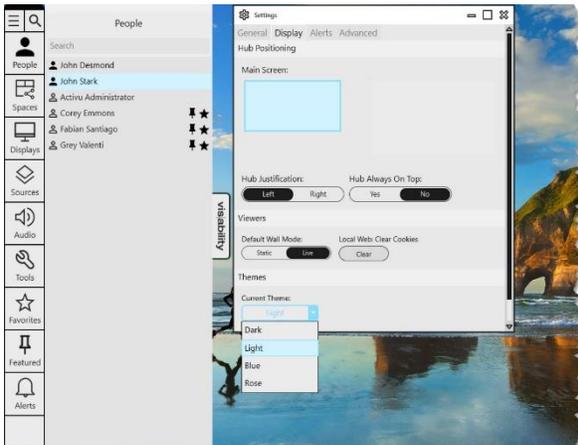


Figure 17: Theme: Light

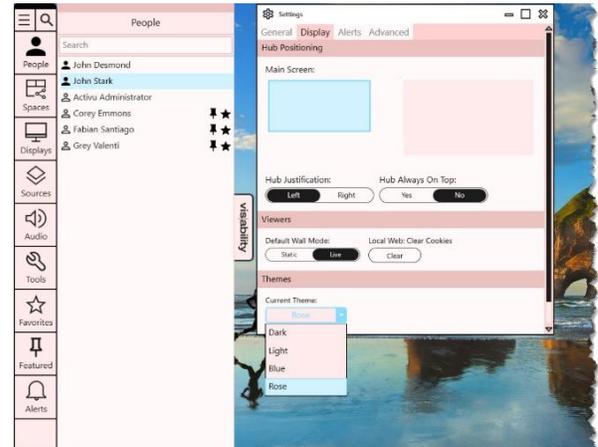


Figure 19: Theme: Rose

The Alerts Tab

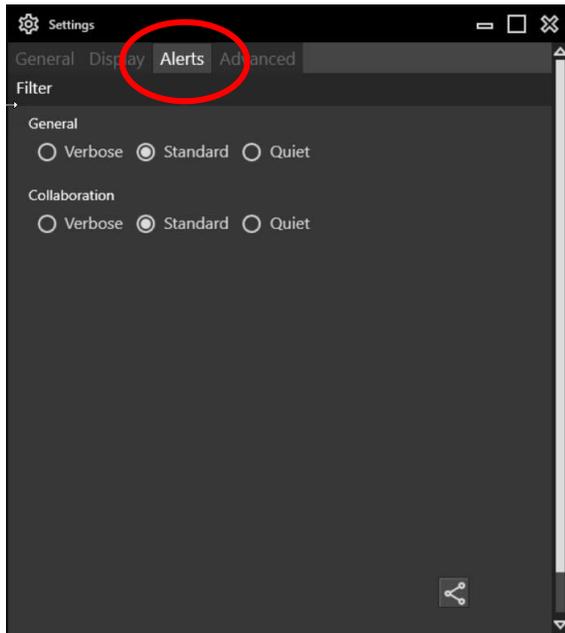


Figure 20: Alerts tab on the Settings screen

Under Filter:

1. Click or tap the radio button next to the desired strength for **General Filtering: Verbose, Standard or Quiet.**
2. Click or tap the radio button next to the desired strength for **Collaboration Filtering: Verbose, Standard or Quiet.**

The Advanced Tab

Logs are used by customer support to diagnose issues with the **vis|ability™** system; however, if logging is turned off, they are not written locally, which may save needed disk space.

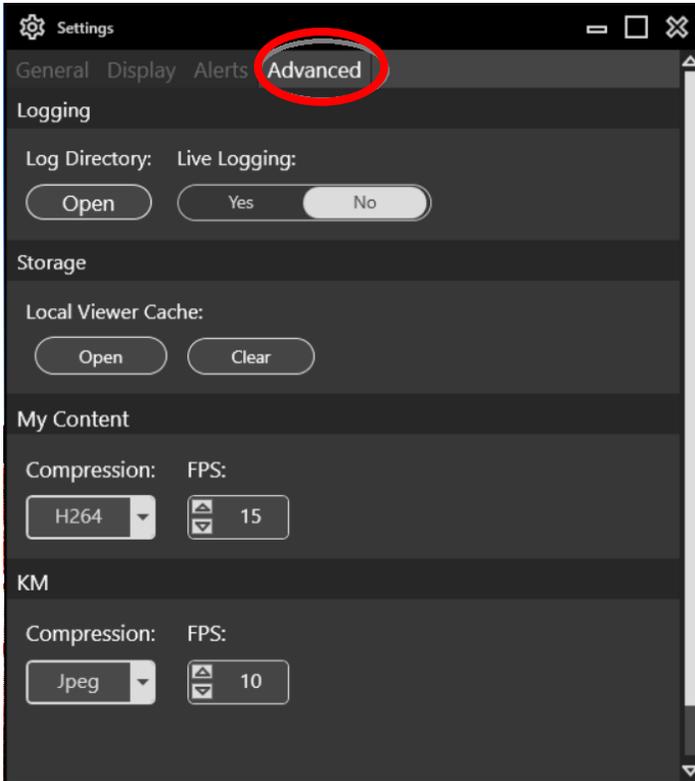


Figure 21: Settings - Advanced tab on the Settings screen

1. In the **Logging** section at the top of the screen, click or tap the **Open** button under **Log Directory** to open the directory where log files are saved. From this **Directory**, files can be selected to view or delete.
2. To activate the ongoing logging of activities in the **Log** files, move the button under **Live Logging** to the **Yes** position. To turn **Off** local **Live Logging**, move the button to the **No** position.
3. **Local Viewer Cache:**
 - a. Click or tap the **Open** button to open the **Windows** directory where local cache files are saved.
 - b. Click or tap the **Clear** button to clear the cache.
4. To share a screen from **My Content** to the wall, choose a **Compression** or **FBS** setting.
5. To interact with content on a display, choose a **KM Compression** or **FBS** setting.

Overview of the Hub Menus

People

The **People** menu lists all **Users** (contacts) in the **vis|ability™** system, whether they are currently online or offline. From this menu, all interactions with other **Users** can be done. This includes **Sharing Spaces**, desktops, **Chats** and **Audio** sessions. It is also where one adds or removes contacts from the **Favorites** list.

Spaces

A **Space** is a *virtual Video Wall*. The **Spaces** menu lists all of the accessible **Spaces** (see [Working with and creating Spaces](#)). Every **Space** in the menu list is always available as a *virtual* resource.

Displays

The **Displays** menu lists all **Displays** (Video Walls) that are manageable, remotely. Highlighted **Display** labels and icons are an indication that a **Display** is currently online and accessible. Greyed out **Displays** are offline (for example, a meeting room that is powered down). Like the **People** menu, the **Displays** menu has an incremental **Search** bar to help locate the right **Display** quickly.

Sources

Within **vis|ability™**, a **Source** represents any information that is to be viewed or **Shared** within the system, including: images, media files, streaming media (such as IP cameras and encoded desktop content), web windows, widgets, office files, and (when working with a **Display** that has them) direct-connected inputs such as DisplayPort, HDMI, DVI, and VGA. Working with **Sources** is all done from the **Sources** menu.

Audio

Audio management and control is possible with **vis|ability™** systems that are configured with an **Audio** sub-system. This is done from the **Audio** menu. **Audio** controls provide access to all **Audio Sources** defined within the system and direct **Audio** streams to **Audio** zones for playback.

Tools

From the **Tools** menu, **Users** can utilize specialized functions that enhance the operation of the **vis|ability™** installation, such as creating and publishing simple button interfaces, the ability to write scripts for system automation, and creating layouts that consist of *multiple* walls of streaming content, accessible by pressing just one button. These **Tools** include **vis|ability™ Link™**, scripts, and **Control Pad** interfaces.

Favorites and Featured Menus

These two menus enable **Users** to select and organize frequently used information into one convenient container. **People**, **Displays**, **Spaces**, **Sources**, **Scripts** (anything they regularly interact with) can be placed in **Folders**, according to individual preferences. The **Favorites Folder** is unique to each **User** and their **User Login**. It is *not* shared with other **Users**. The **Featured Folder** is accessible to *all* **Users** but is managed by someone with administrative privileges. **Users** without administrative privileges cannot edit the **Featured** menu but they can add to it by pinning **items** from various **Hub** menus.

Layouts

The **Layouts** menu allows users to save the organization of content so that it can be easily used in other Spaces or Displays. Universal layouts are saved from a Space and accessed through the Layout menu.

Alerts

Alerts include system status updates, **User** status, invitations to collaboration events, warnings and errors that might occur during system operation.

The People Menu

The **People** menu can be accessed by clicking or tapping the **People** button on the **Hub**:



Figure 22: The **People** button

The **People** menu lists all **Users** (contacts) on the vis|ability™ system. **Users** who are currently logged-in and **online** are displayed at the top of the list with solid white **People** icons and are sorted alphabetically. **Offline Users** are listed alphabetically (*under* the online, logged-in **Users**) with **People** icons that are outlines only:

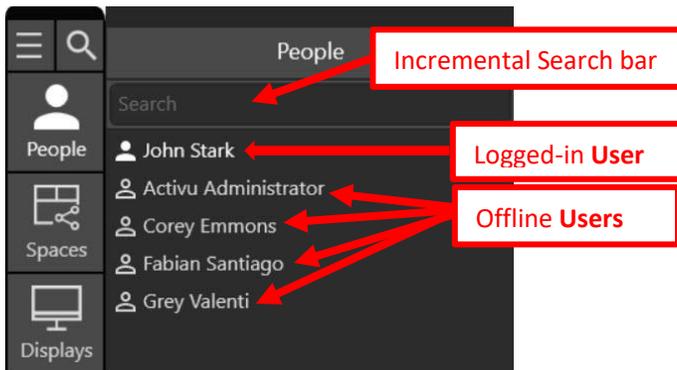


Figure 23: Online and offline users listed on **People** menu

A particular **User** can be found in a long list with the help of the incremental **Search** bar, at the top of the **People** menu (and at the top of most other menus on the **Hub**). It instantly filters through all **Users**, both online and offline, based on the letters, numbers or symbols typed into the **Search** bar.

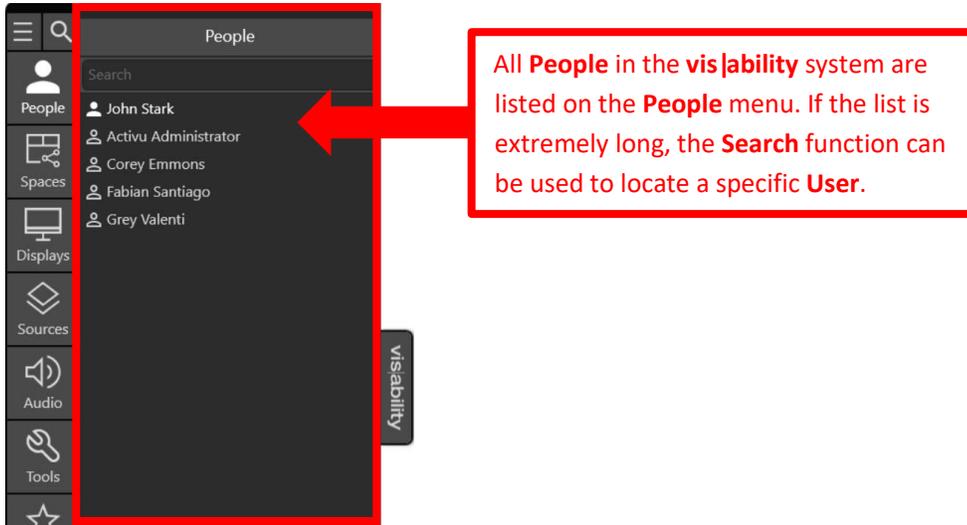


Figure 24: People in the vis|ability system are listed on the **People** menu

To **Search** for a specific **User**, complete the following steps:

1. In the [Search Bars](#) at the top of the **People** list of names, type the name (or part of the name) of the **User** to be located. The more specific the name or phrase entered here, the more specific will be the results.



Figure 25: Type **Username** in the Search bar.

If the system can find only one matching **Username**, it will be displayed on the **People** menu, as shown below:

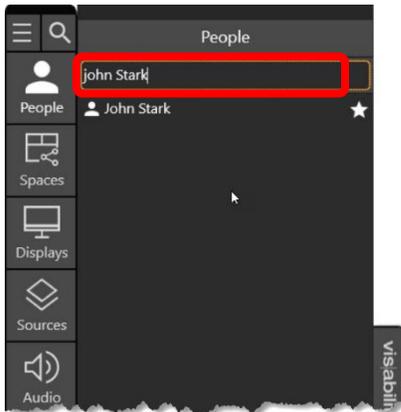


Figure 26: A single result from a specific **Search**

If there is more than one matching result, from a less specific **Search**, all these names will be listed on the **People** menu, as shown below:

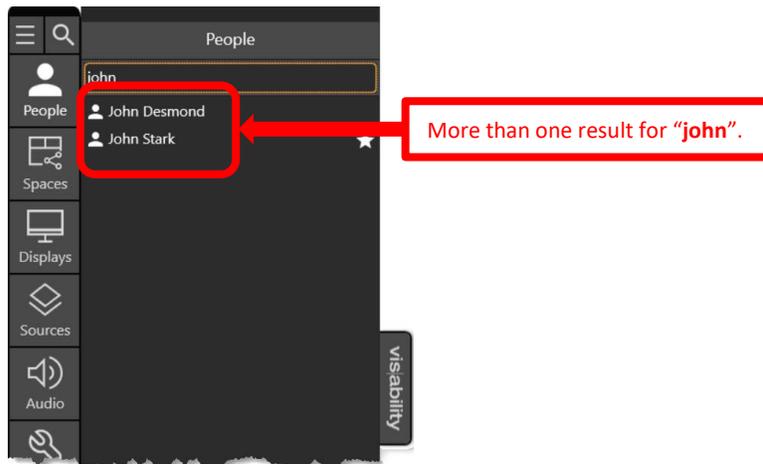
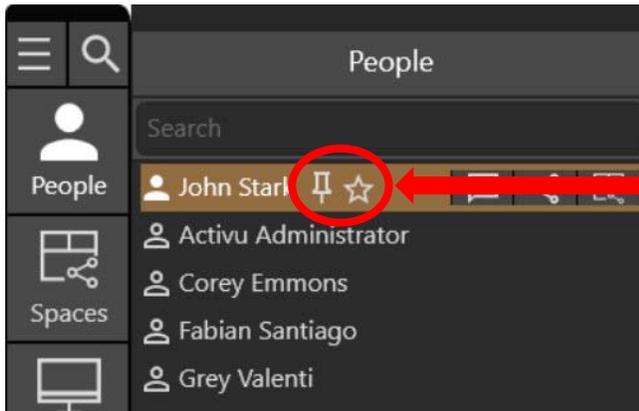


Figure 27: More than one **Search** result

2. Click or tap the desired **Username**.

Categorizing People Contacts and Other Menu Items

Any **User** on the **People** menu can be **pinned** or **starred**. **Pinning** a **User** adds them to the **Featured** list on the **Featured** menu. This menu is seen by all **Users** but can only be edited by an administrator. **Starring** a **User** adds them to the **Favorites** list on the **Favorites** menu. The **Favorites** menu is unique for each **User** and can only be viewed and edited by that **User**. Items from other **Hub** menus, such as **Spaces**, **Displays** or **Sources**, can also be **pinned** or **starred**.



Selected names can be **Pinned** to add them to the **Featured** menu or **Starred** to add them to **Favorites**

Figure 28: Click or tap a name to select it (highlight it)

To affect *how* a specific person appears on the **Hub** and to customize where they can be found, complete the steps in the next few sub-sections.

Pinning a Menu Item to Add It to the Featured List

To **Pin** a specific name (or item) to the **Featured** menu list:

1. Click or tap the (outlined) **Pin** icon next to a specific name or menu item (see figure above). The **Pin outline** next to that name changes to a **solid Pin** and appears to the far right of that name, as shown below:



Solid **Pin** icon indicates that this **User** on the **People** menu has already been **pinned** and added to the **Featured** list

Figure 29: User Pinned and added to Featured list

The **Username** (or item) is now also added to the **Featured** list.

2. Click or tap the **Featured** button on the **Hub** to see the names on the **Featured** menu list.



Figure 30: **Featured** menu button on the **Hub**

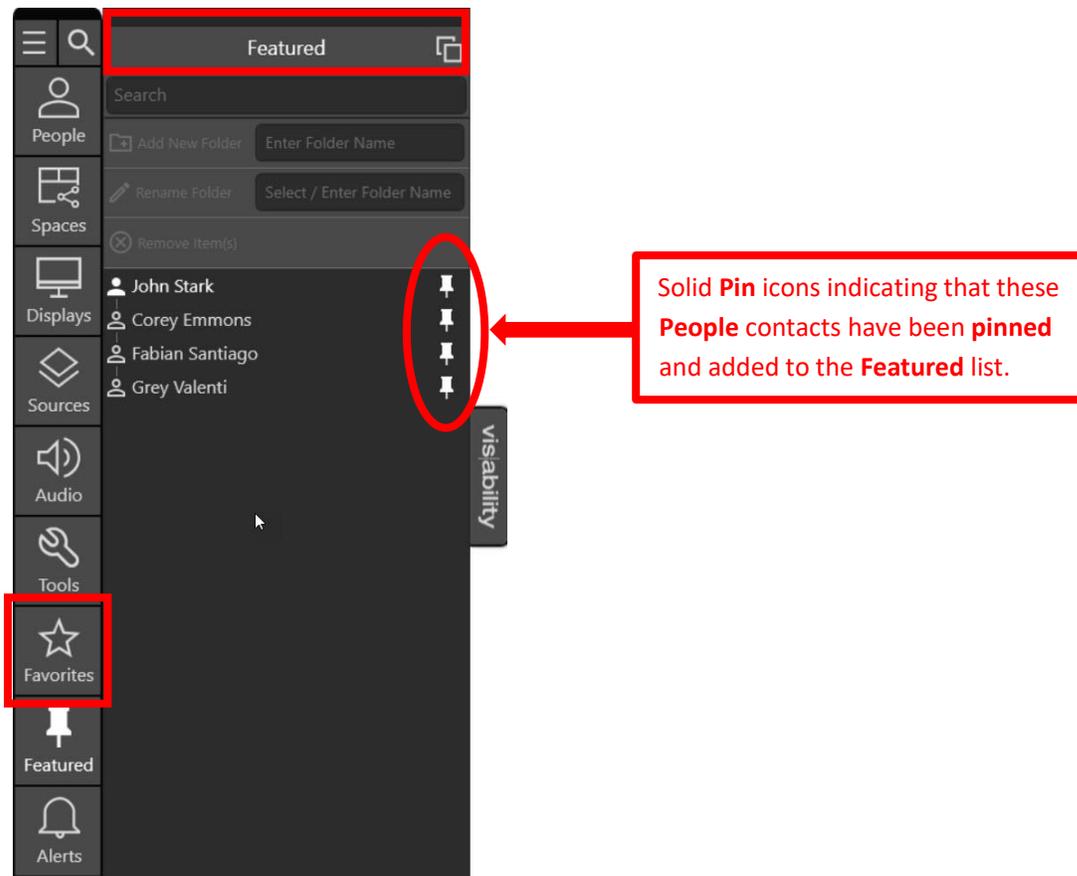


Figure 31: Usernames on Featured menu

Starring a Menu Item to Add It to the Favorites List

To **Star** an item, complete the following steps:

1. Open the menu on which the item is listed.
2. Click or tap the outlined **Star** icon next to a name or menu item (in this case, a **People** contact) to save that name in the list on the **Favorites** menu.

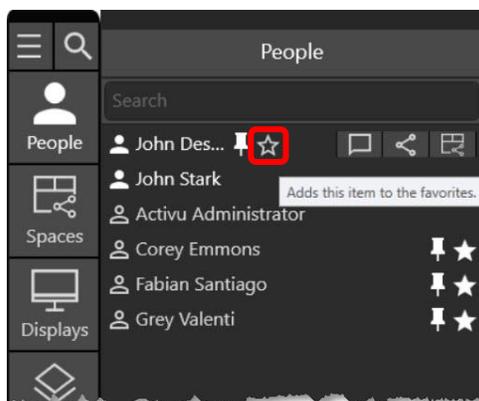


Figure 32: Outlined Star before clicking or tapping to add to Favorites

The **Star outline** changes to a **solid Star** and appears to the right of that name, as shown below:



Figure 33: User is starred and added to Favorites list



Tip: An item on a menu can be dragged and dropped to either the **Favorites** button on the **Hub** to add to the **Favorites** menu list or the **Featured** button to add to the **Featured** menu list. The *order* of items on both the **Featured** or **Favorites** menus can be sorted by dragging an item name up or down to the desired position on the list and dropping it there.

Adding New Folders to the Favorites Menu

On the **Favorites** menu, new **Folders** can be created with which to organize menu items (**People** contacts, **Spaces**, **Displays** and **Sources**) that have been **starred** (see previous section) and added to the **Favorites** list. Folders can be organized in any way that the **User** desires. They can contain contacts that are all from the same location or the same department, commonly used **Spaces**, or whatever categorization is practical for the **User**.

To create a new **Folder**, complete the following steps:

1. Open the **Favorites** menu by clicking or tapping the **Favorites** button on the **Hub**:

2. Type the name of the new **Folder** in the box labeled **Enter Folder Name**.
3. Press or tap **Enter** (key). The name of the new **Folder** appears at the bottom of the menu item list.

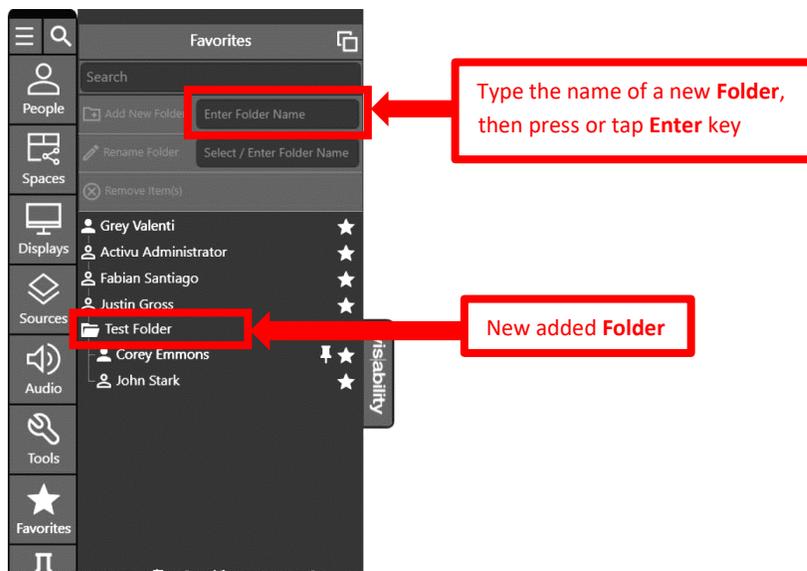


Figure 34: Adding a new Folder to the Favorites menu

The same process can be repeated to create as many new **Folders** as needed.

Adding Menu Items to Folders

To add menu items (in the figure below, **People** contacts are added) to the new **Folder**:

1. Drag and drop an item from the **Favorites** list above onto the new **Folder**. The name now appears under the new **Folder**.
2. Drag and drop any additional **Favorites** that belong in the same new **Folder**. Each dragged item now appears in the **Folder** list.
3. The list **order** can be changed by dragging and dropping an item to a new position within the new **Folder**.

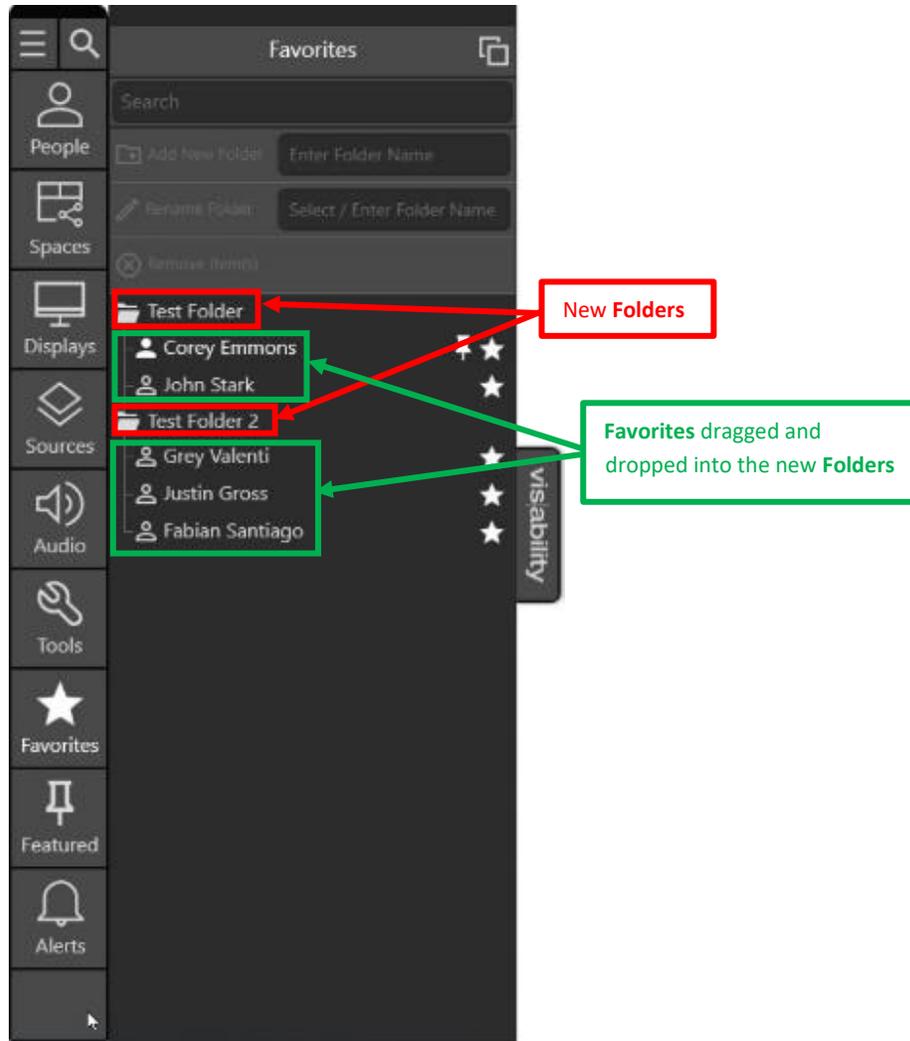


Figure 35: Items dragged and dropped into two new **Folders**

Multiple items from the **Favorites** list can be added as a group to the appropriate **Folders** below, by holding down the **Control** key while dragging through numerous items to highlight them as a block, then dragging and dropping the highlighted group of items to a new **Folder**. Multiple items can also be "group dragged and dropped" to a new position within the *same* **Folder**.

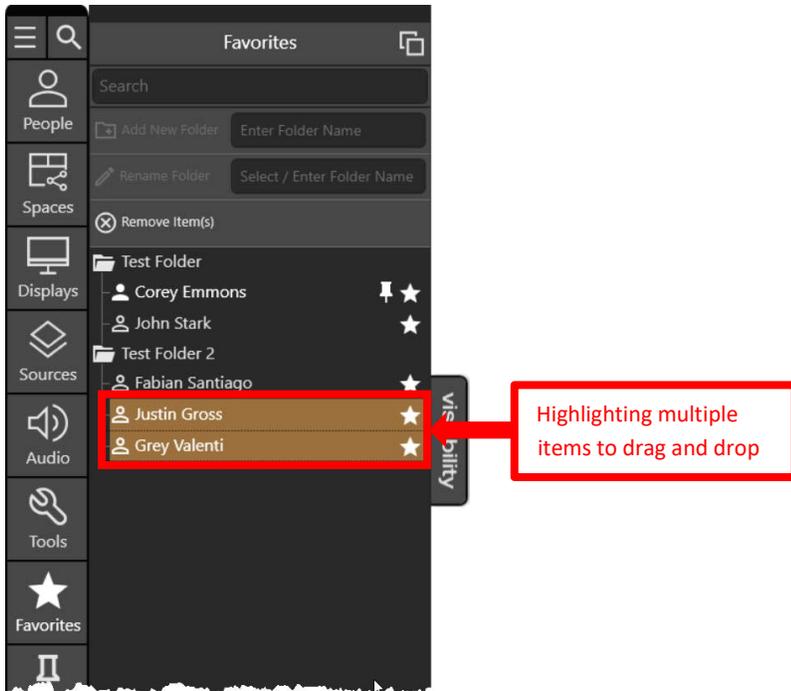


Figure 36: Items can be dragged and dropped as a group by highlighting with **Control + click**

Renaming Folders on the Favorites Menu

To rename a **Folder**, complete the following steps:

1. Click or tap the name of the **Folder** on the **Favorites** menu.
2. Click or tap in the blank box to the right of "**Rename Folder**", as in the figure below:

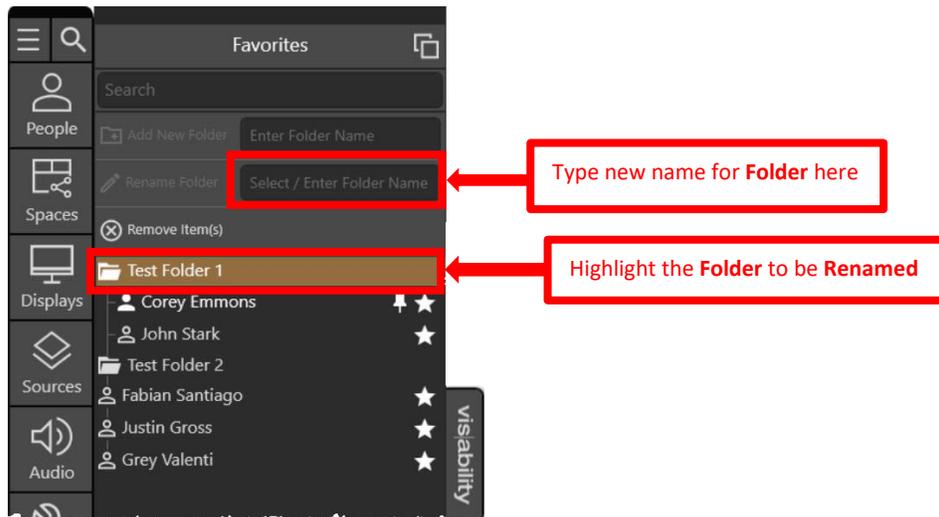


Figure 37: Highlight the **Folder** to be Renamed

3. Click or tap **Enter** (key).

Removing Items from the Favorites and Featured Menus

To remove an item from the **Favorites** menu list, complete the following steps:

1. Open the **Favorites** menu by clicking or tapping the **Favorites** button on the **Hub**:



Figure 38: Favorites menu button

2. Click or tap the solid white **Star** to the right of the name of the item on the **Favorites** list (a **Contact**, **Space**, **Display** or **Source**) to be removed. The item disappears from the **Favorites** list.

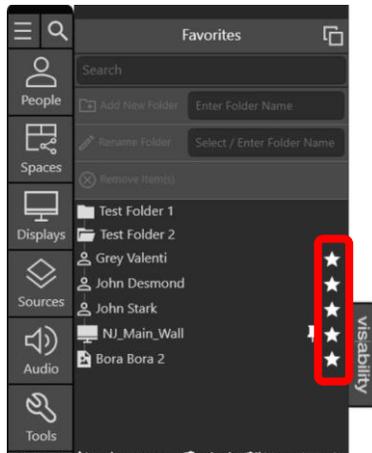


Figure 39: Favorites menu

To remove an item from the **Featured** menu list, complete the following steps:

1. Open the **Featured** menu by clicking or tapping the **Featured** button on the **Hub**:



Figure 40: Featured menu button

2. Click or tap the solid white **Pin** to the right of the name of the item on the **Featured** list (a **Contact**, **Space**, **Display** or **Source**) to be removed. The item disappears from the **Featured** list.

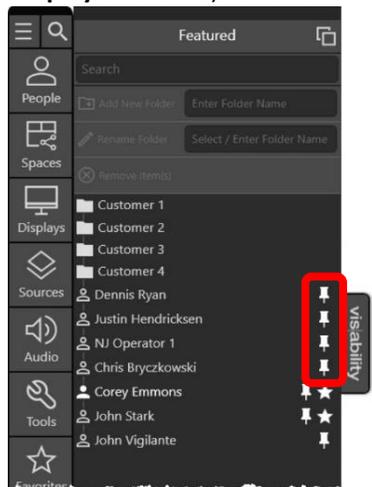


Figure 41: Featured menu

Using the Search Function to Find Information

Global Search

A **User** can **Search** for any kind of component in the **vis|ability™** system by using the **Global Search** feature. **Global Searching** provides instantaneous results that have been filtered across every defined element of data, including all types of information managed by the **Hub** menus (**People, Spaces, Sources, Displays, etc.**). Any typed characters can be used to **Filter**, based on the name of the element. In the case of **Sources**, metadata can also be searched for matches.

To search for an item globally, across all categories of information in the system, complete the following steps:

1. Click or tap the **Magnifying Glass** to the right of the hamburger **Settings** menu on the **Hub**:

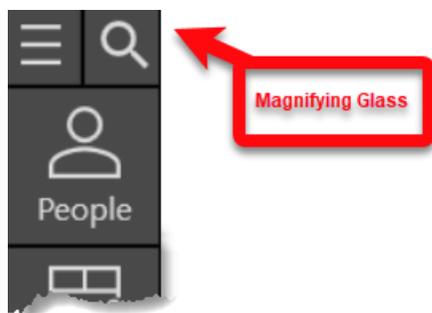


Figure 42: Magnifying Glass

The **Global Search** menu is displayed:

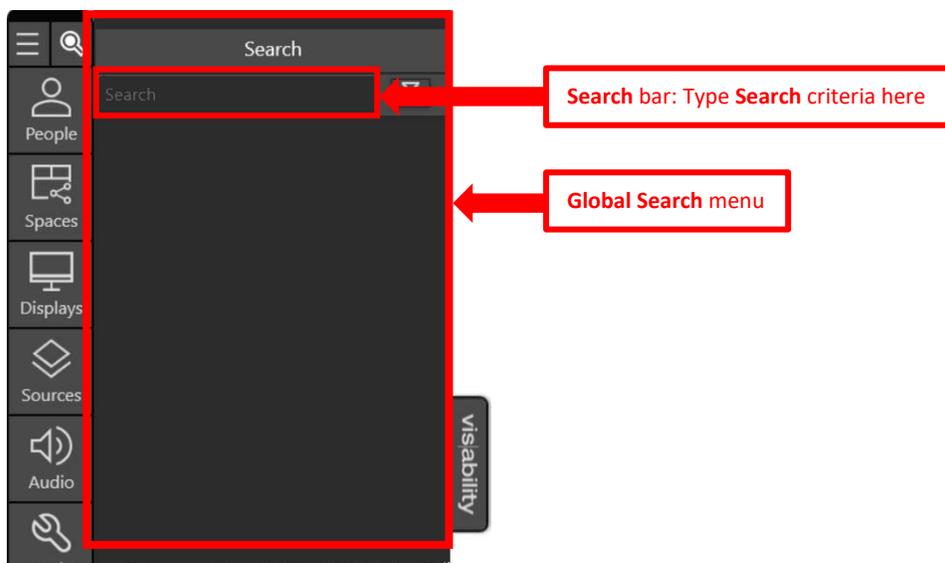


Figure 43: The Global Search menu

2. Type part or all the name of the item to be located (as many characters that are known). In the figure below, the **Search** is for all the names of all items that contain the letters "da". This displays the initial, global results list of matching items:

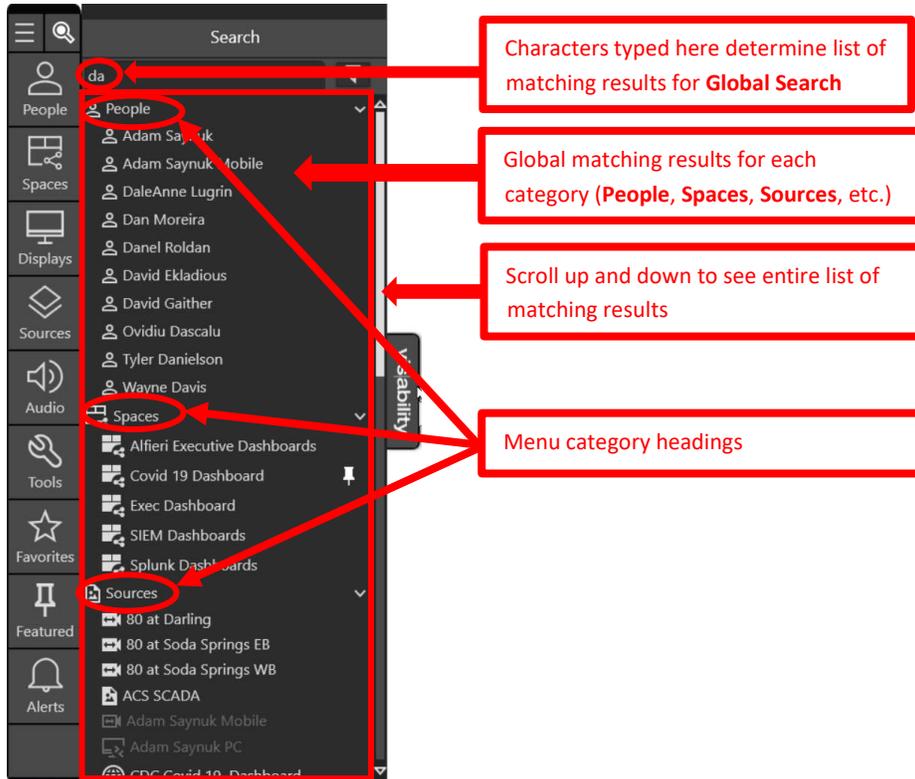


Figure 44: Initial **Global** results

3. To refine the list of results, categories of matching items on the list can be eliminated from view. To do this, click or tap the **Filter**  icon at the top-right....

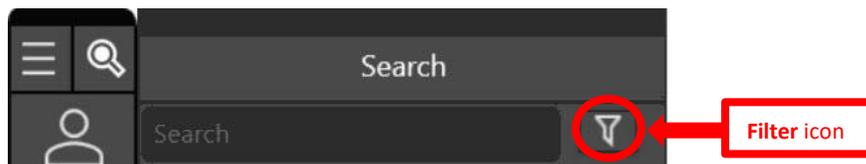


Figure 45: **Filter** icon

.... to display the **Filter** drop-down menu:

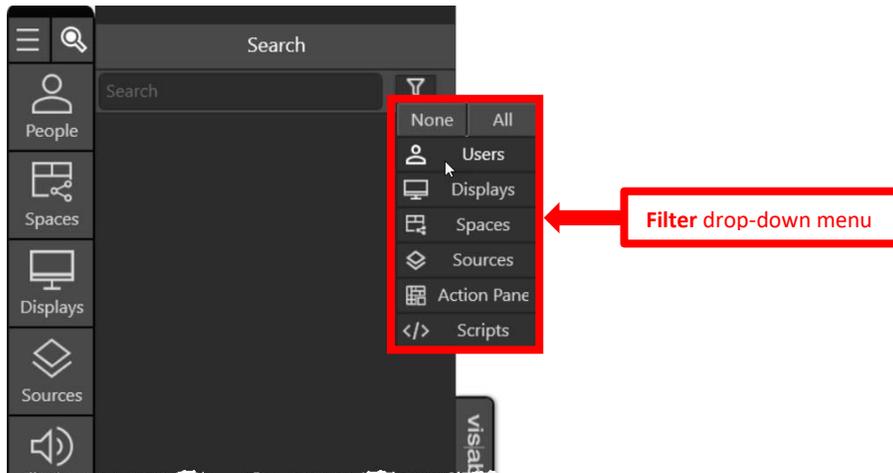


Figure 46: Filter drop-down menu

4. Click or tap the menu category to be eliminated from the list, in this case, **Spaces**. The clicked (or tapped) category now appears "greyed out" on the **Filter** drop-down menu.
5. The results list now changes to contain items from all categories but the one that was clicked, in this case, **Spaces**. The list no longer shows any matching items from the **Spaces** category:

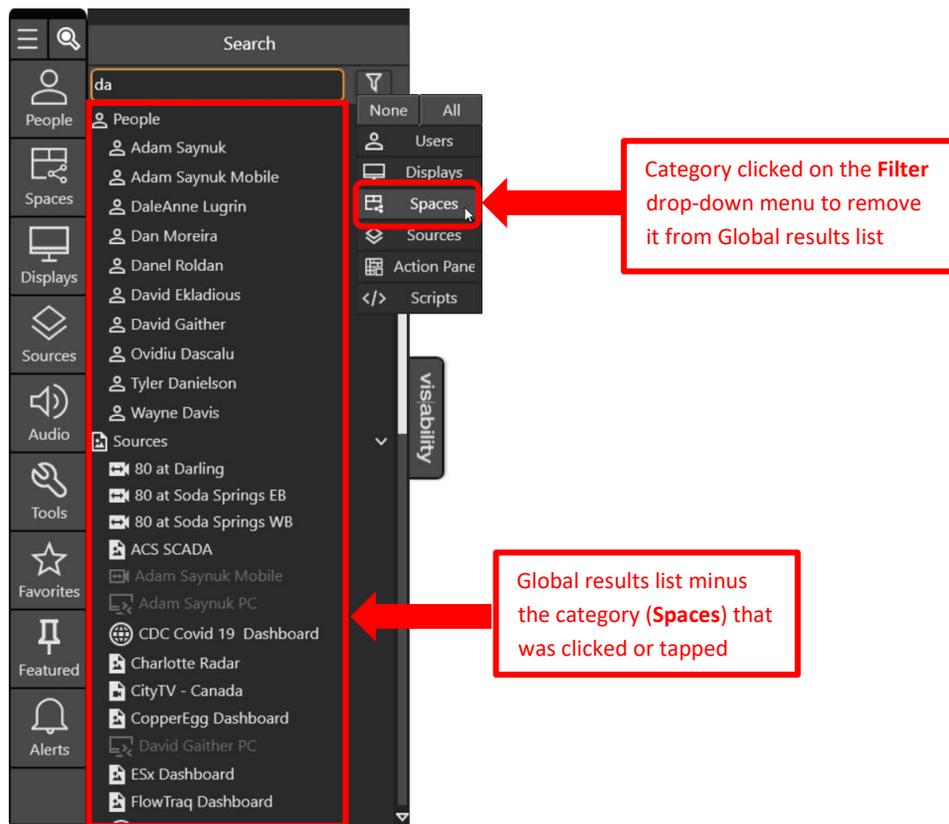


Figure 47: Global Search results minus category clicked on Filter drop-down menu

Multiple categories may be selected on the **Filter** menu to eliminate them from the list of results. In the figure below, both **Spaces** and **Sources** have been selected as categories to eliminate from the list. The only results now showing are **People** contacts. (In this case, there were no initial matching results from the other categories on the **Filter** menu.)

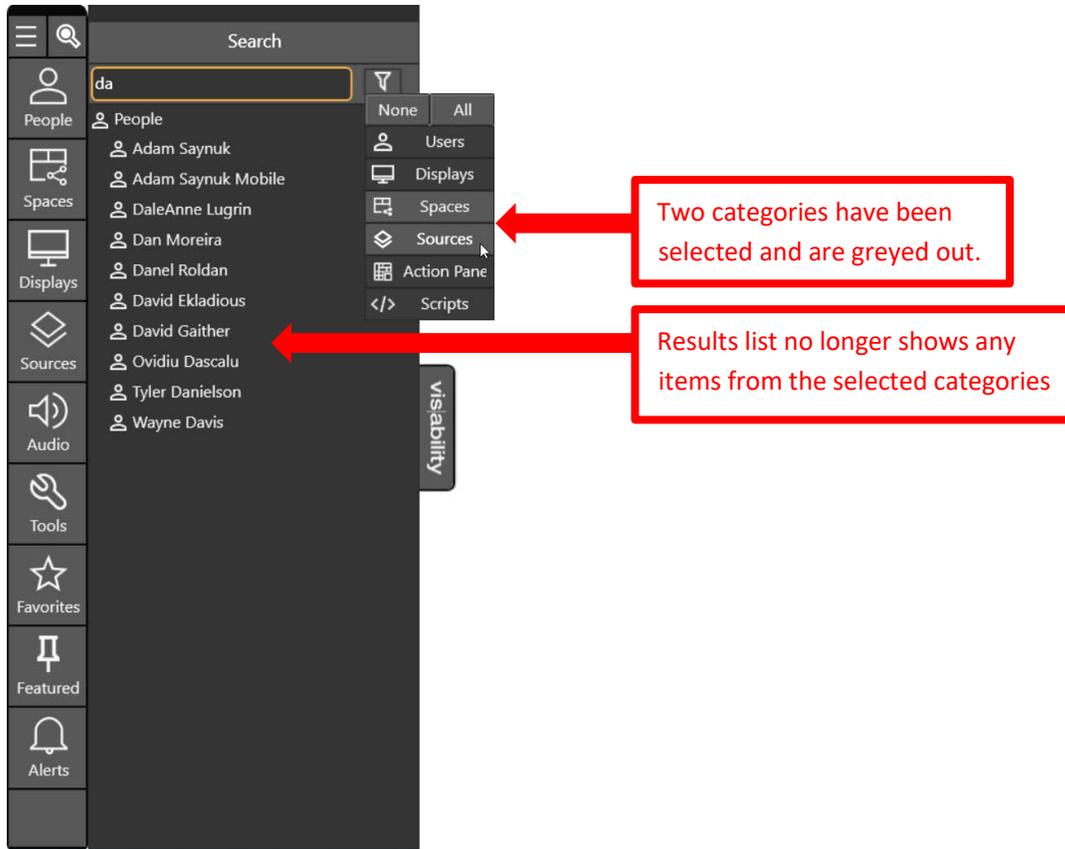


Figure 48: Categories selected on **Filters** drop-down menu are eliminated from results list

Using the Menu Search Bars

The [Search](#) bar is displayed at the top of *all* the menus on the **Hub**. It can be used to **Search** for a specific item in the category managed by that menu (i.e., **People**, **Spaces**, **Displays**, **Sources**, etc.). The example below searches for **People** contacts but is essentially the same process for all menus on the **Hub**. Only the results are different, based on the type of items administered by the menu that is being searched.

To conduct a **Search** for a contact on the **People** menu, complete the following steps:

1. Click or tap the **People** button on the **Hub** to open the **People** menu.

- Click or tap in the **Search** bar at the top of the **People** menu.

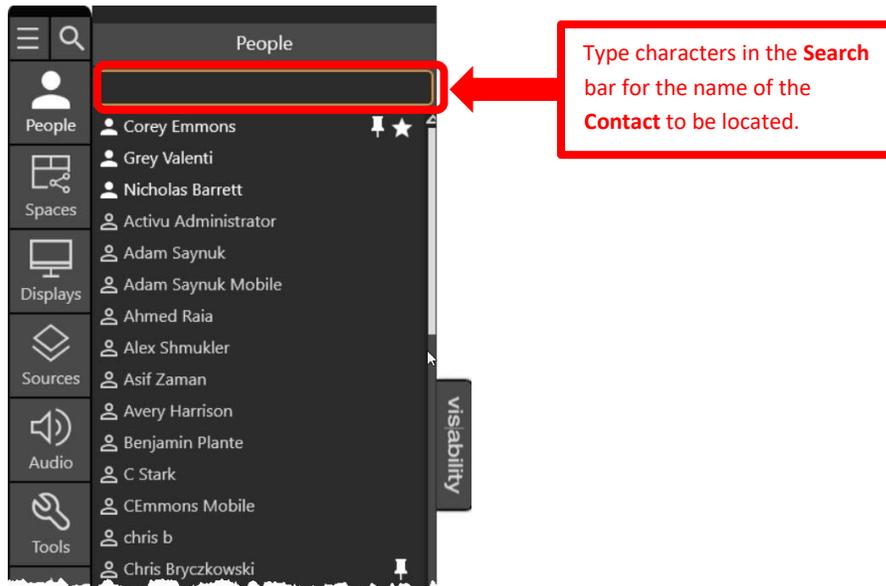


Figure 49: Search bar on the **People** menu

- Type the characters (that are known) for the name of the item to be located. The more characters that are entered, the more specific the results will be. In the figure below, the search is for all contacts that contain the letters "da". The results list displays all contacts containing the letters "da":



Figure 50: **People** contacts **Search** results

Interacting with People

The **vis|ability™** platform is designed to make communication and collaboration in a control room environment as simple as possible. There are several methods to **Share** information with other **Users**:

- a) Directly, “**User to User**”
- b) **Sharing** information on a common, physical **Display** (video wall), or a *virtual* video wall (called a **Space**).

Setting Up Chats with Others (User to User)

To open a **Chat** session with another **User**, complete the following steps:

1. Open the **People** menu on the **Hub** by clicking or tapping the **People** button.
2. Select an online **User** by clicking or tapping their name on the **People** menu.
3. Click or tap the **Chat** icon to the right of the **User's** name on the **People** menu.

A separate window opens as a **Chat** session for the **Initiator** of the **Chat** and the selected **User(s)**:

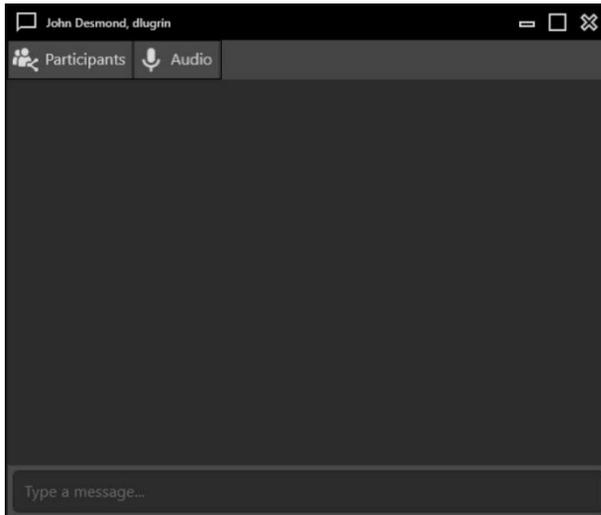


Figure 51: **Chat** window

A **Chat**, once opened, can be closed, and then re-opened later by returning to the **People** section of the **Hub** and double-clicking the **Chat** button next to that same selected person's name.



Figure 52: Double-click or tap the **Chat** button

Multiple **Users** can be selected to join a **Chat** by completing the following steps:

1. Select an online **User** by clicking or tapping their name on the **People** menu.
2. **Left-click** the **Chat** icon to the right of the additional **User's** name on the **People** menu.



Warning: **Chat** history and **Chat** sessions are not maintained after logging off the vis|ability™ **Desktop Client**. If you log off, or shut down your computer, any open **Chat** sessions are closed and not accessible when you log back on again. You must then start a new **Chat** session.

Managing Chat Sessions

The **Chat** window consists of three sections: the **Chat** conversation viewing area, the **Input Message** bar, and the **Participants** list:

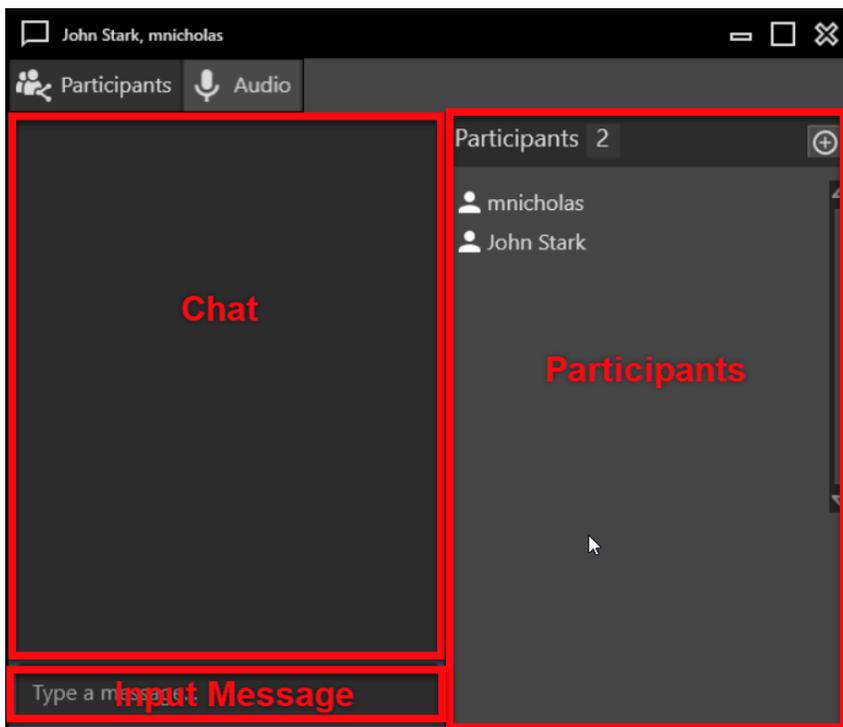


Figure 53: The three sections of the **Chat** window

The **Chat** area is where the conversation between **Participants** in the **Chat** session can be viewed, real-time, as it evolves. The **Participants** who have been added to the **Chat** by the **Initiator** of the **Chat**, are listed on the right in the **Participants** list. The **Input Message** typing bar, at the bottom of the screen, is where the **User** types of their contribution to the **Chat** conversation. Once the message is typed in the **Input Message** bar and the **Enter** key is clicked or tapped, the message appears in the **Chat Conversation** area above.

The **Chat** window can be placed or anchored anywhere on the local desktop by dragging it to the desired location and dropping it there

People can be **added** or **removed** from a **Chat** session by the person who initiated the **Chat**.

To **remove** a **Participant**, complete the following steps:

1. Click or tap the **Participants** button at the top-left of the **Chat** window.
2. Locate, on the right side of the **Chat** window, the name of the person to remove.
3. Click or tap the **Remove** button to the right of the name to be eliminated from the **Chat**.

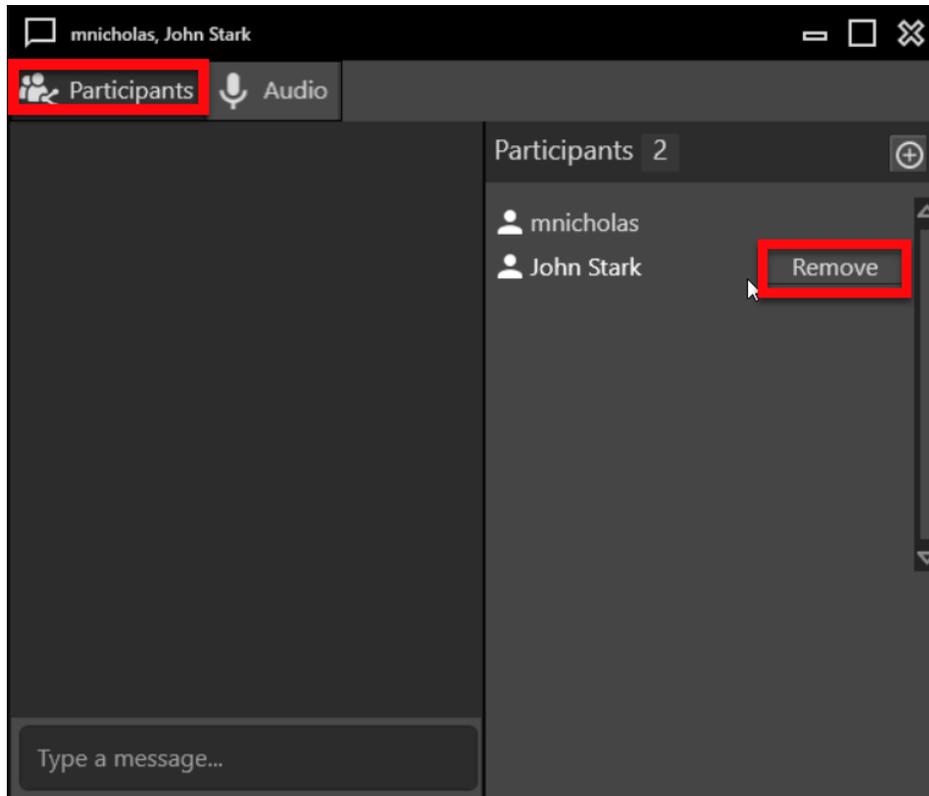


Figure 54: **Chat** window – removing a **Participant**

As the **Initiator** of the **Chat**, clicking or tapping the  button at the top-right corner of the **Chat** window, ends the entire **Chat** conversation and removes all **Participants**. The **Initiator** can exit the **Chat** but keep the session open by clicking or tapping the **Leave the Chat Session** button next to the **Chat** group of names (grouping of names of **Participants**) listed under **Chats and Shares** on the **People** menu (shown in the figure below).

The **Initiator** of a **Chat** can also remove *themselves* from the **Chat** session they started, *without* ending the **Chat** session itself, by clicking or tapping the “**Leave the chat session**”  button next to their own name on the list of **Chats and Shares** within the **People** menu.

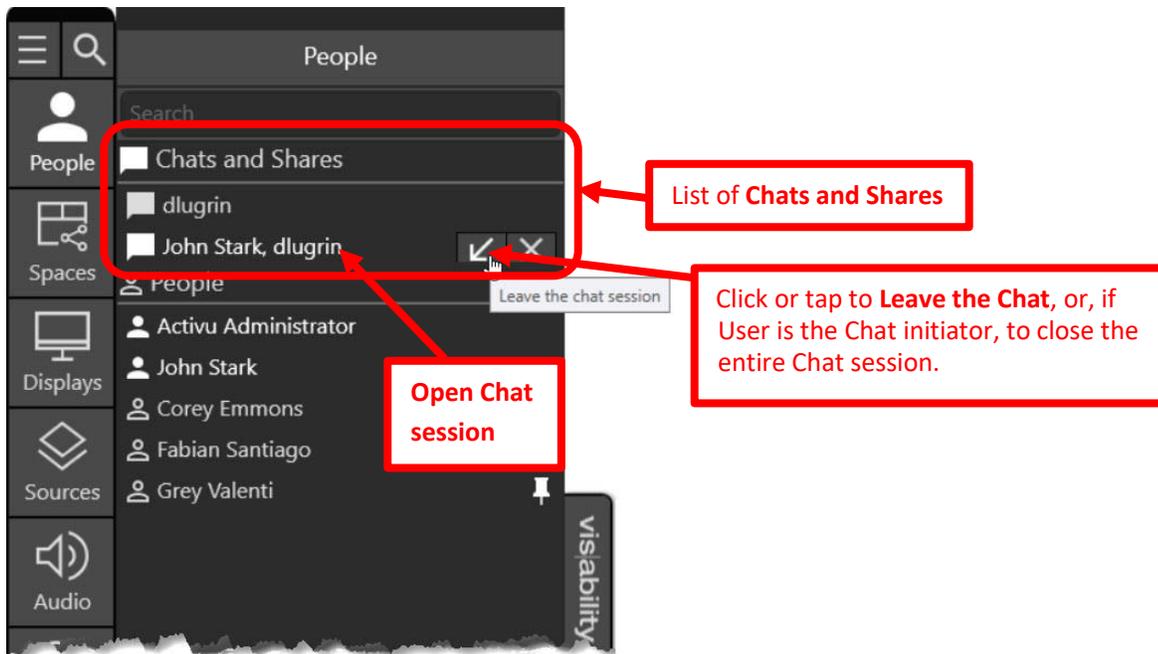


Figure 55: “Leave the chat session” button on the Chats and Shares list

When leaving a **Chat**, the following dialog may appear with the names of the **Users** in the **Chat** to confirm that you are leaving the **Chat**:

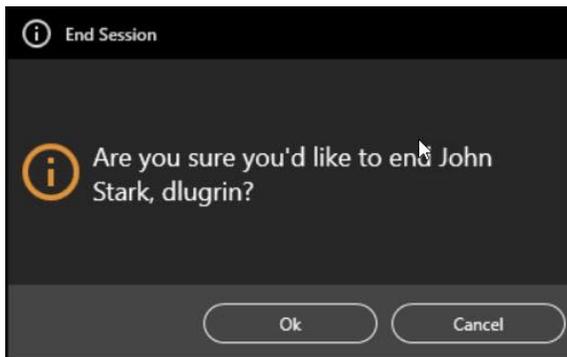


Figure 56: Are you sure you'd like to end the Chat?

Click or tap the **Ok** button to confirm leaving the **Chat** or **Cancel** to remain in the **Chat**.



Tip: Closing a **Chat** window as a **Participant**, removes only that **Participant** from the **Chat**, but leaves all *other* **Participants** in the **Chat** session.

Audio Conferencing with Others

Vis|ability™ has an integrated audio-conferencing capability available with its collaborative tools. However, the computer that runs the **Desktop Client** must have an attached microphone. To create or join an **Audio Conference** in a **Chat** window, complete the following steps:

1. Open the **Chat** window.
2. Click or tap the **Join Audio** button to join other **Participants** in this **Chat**.

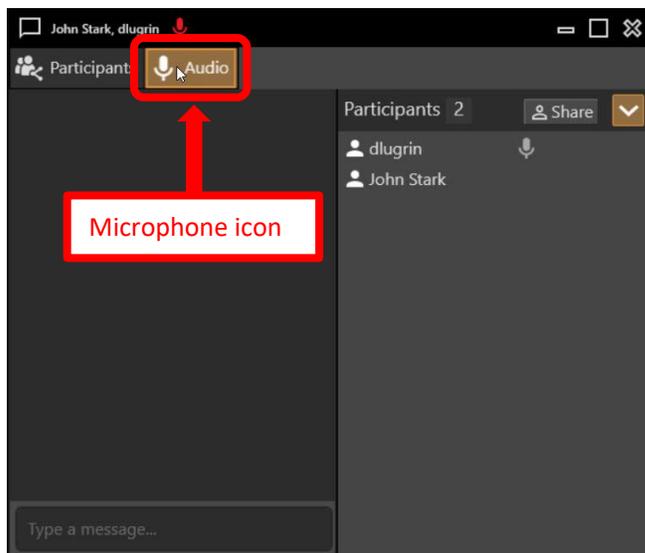


Figure 57: Click or tap **Microphone** icon to turn **Audio** on or off



Tip: Please note that others must also join the audio for you to speak to them. Your **microphone** can be muted by clicking on the **microphone** icon when an **Audio** conference is joined.

To **Leave** the **Audio** conference, complete the following steps:

1. Click or tap the **Audio** button to open the **Audio** drop-down menu:
2. Click or tap the **Leave Audio** button.

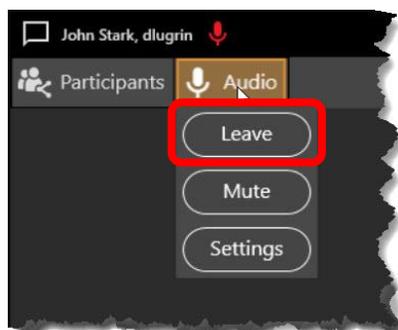


Figure 58: **Audio** drop-down menu

You will not be removed from the collaborative session, but you will no longer be able to speak (or listen to) the audio conference.

Audio Conference Settings

If the **Desktop Client** application chooses default **Settings** that are incorrect (which may be possible if your computer has more than one **Audio** input or output device), a different device can be selected. To do this, complete the following steps:

1. Make sure the **Chat/Audio** conference window is open.
2. Make sure the **Audio** button has been activated, so that you are in an **Audio** conference.
3. Click or tap the **Audio** button to open the **Audio** drop-down menu.
4. Click or tap **Settings** on the menu to change which device is used.

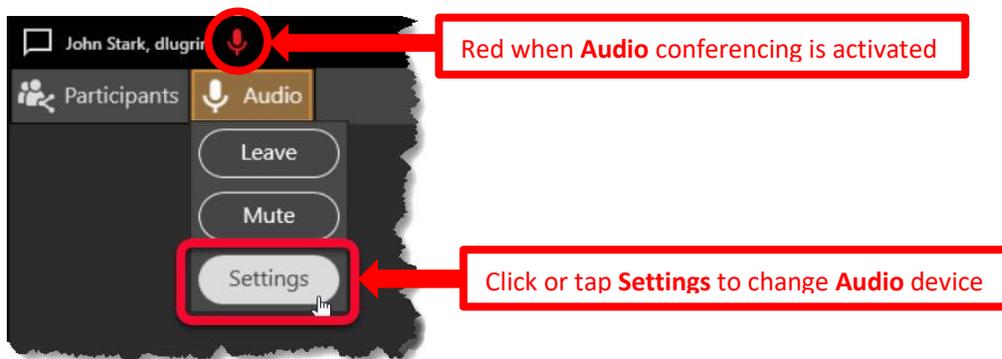


Figure 59: Activate **Audio** conferencing, then select **Settings** from drop-down menu to change **Audio** device

The devices listed are based on the host computer's configuration and differ for each **User**:

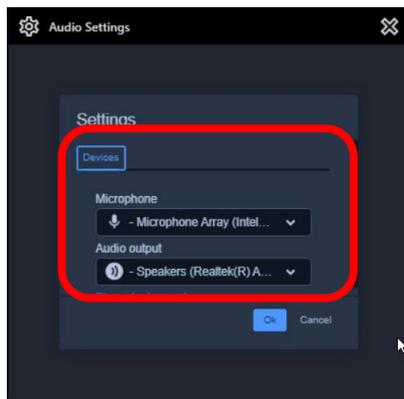


Figure 60: Select the appropriate **Audio** device

3. Click or tap on the appropriate **Device**.
4. Click or tap the **Ok** button.



Tip: To change the volume or microphone sensitivity, use the built-in media controls in the **Windows 10** operating system.

Multiple Audio Conferences

It is possible to participate in multiple, active, collaborative sessions simultaneously, but only a single **Audio Conference** at one time. When you join an **Audio Conference** session and are already joined in another **Audio Conference**, the system automatically removes you from the first session. **A User can move back and forth between sessions by alternately joining the session they want to participate in.** Whichever session is currently active, displays a red microphone in its title bar, so you can keep track of which session you are currently participating in:



Figure 61: Active **Audio** session window displays red microphone

If the microphone is white, the **Audio** session in that window is not currently active:



Figure 62: Inactive **Audio** session window has white microphone

If you already have an **Audio** session open and active when you open a second one, you may see the following dialog:

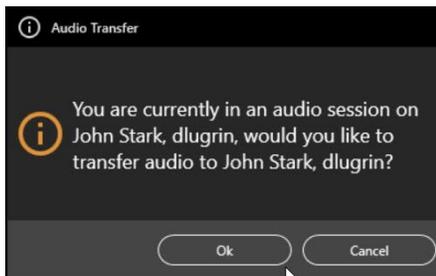


Figure 63: Would you like to transfer **Audio** to the new session?

Answer **Ok** or **Cancel**, accordingly.

Sharing Desktop Content

Critical information can be **Shared** from your desktop with other **Users**, or to one or more **Video Wall**, or both. There are multiple mechanisms to do this, and in certain circumstances one method may be more convenient than another. Once information is **Shared**, where and to whom it is **Shared** can be changed by adding or removing **Participants** and/or **Video Walls**.

Sharing Directly from an Application on Your Desktop

Users can **Share** a single **Application Window** from their desktop to any number of **vis|ability™ Users** or **Displays** by utilizing the **QuickShare** button.

The **QuickShare**  button can be seen to the right of online, active **Users** on the **People** menu list and on the **Displays** menu list:

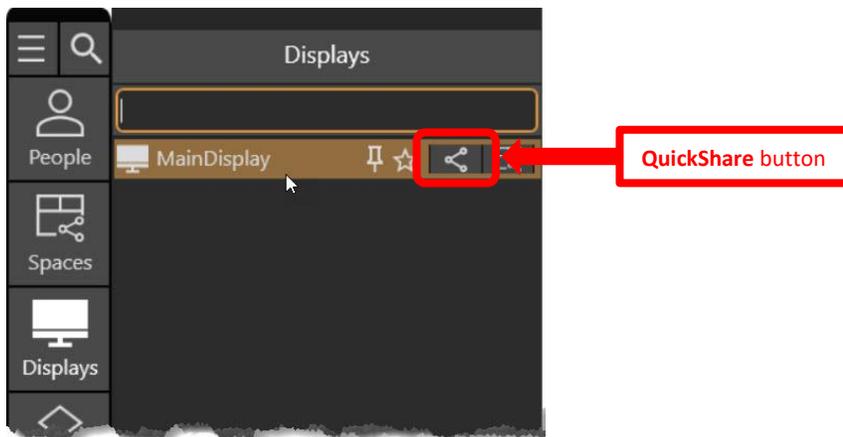


Figure 64: QuickShare button



Tip: The display of the **QuickShare**  button can be turned on or off on the General Tab of the **Settings** screen, so if the **QuickShare**  buttons are not visible anywhere, they can turn on from this **Settings** tab.

To **Share** an **Application Window** from the local desktop (or device), complete the following steps:

1. Click or tap the **QuickShare** button to the right of **Main Display** listed on the **Displays** menu of the **Hub**, as shown in the figure above. (see The Displays Menu)

- Click or tap the **QuickShare** icon next to the name of the **User** on the **People** menu of the **Hub** that the **Application Window** is to be **Shared** with:

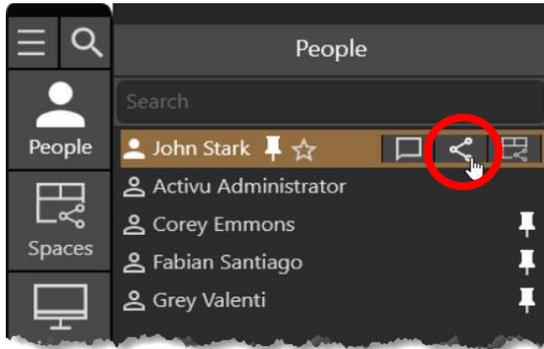


Figure 65: Click or tap the **Share** icon

This opens the **Share** screen. By default, the button at the top-right corner is in the **Application** position. With the button in the **Application** position, all the different open **Application Windows** on your desktop are displayed in a grid:

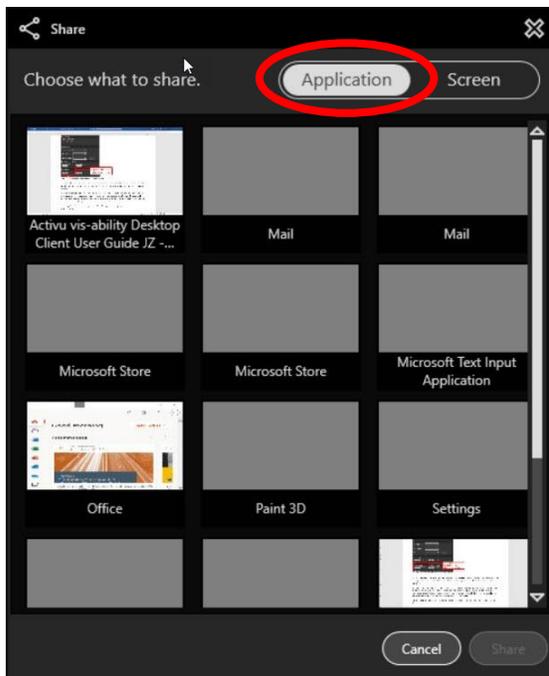


Figure 66: **Share** screen in the **Application** mode

- Click or tap the **Application window** you wish to **Share**.

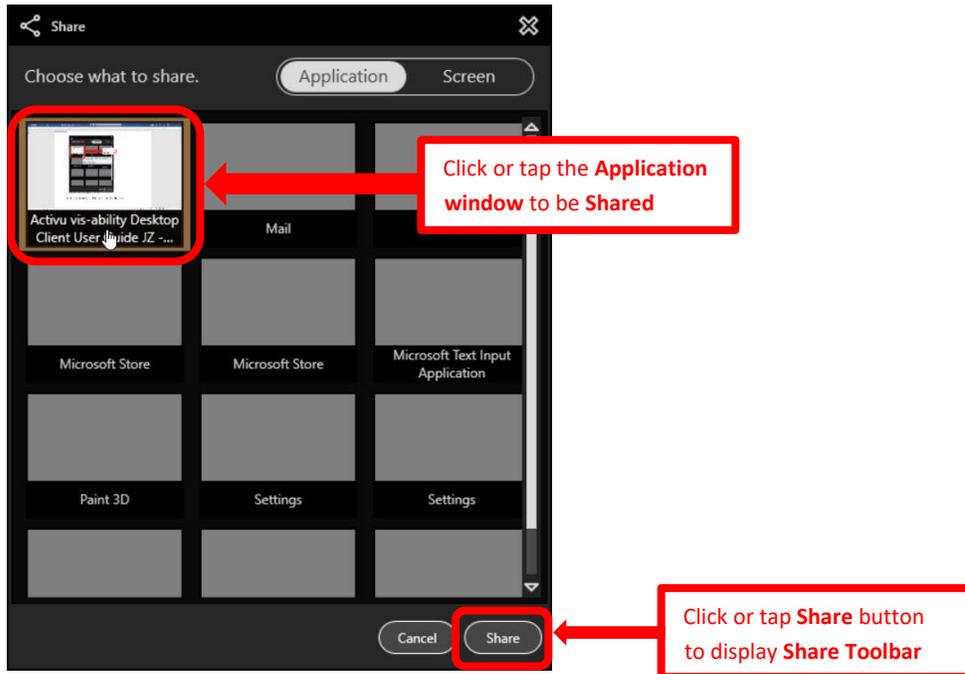


Figure 67: Click or tap **Application Window** to be **Shared**.

- Click or tap the **Share** button at the bottom-right corner of the **Share** screen (as shown in the figure above). The **Share Toolbar** appears at the top of the **User's** local desktop:



Figure 68: **Share Toolbar**

- Click or tap the **Down** arrow on the **Toolbar** to the right of the two **Usernames** in this **Share**, to see the **Share** drop-down menu, as shown in the figure below. This drop-down menu can be toggled on and off by clicking or tapping the **Down** arrow again.



Figure 69: Click or tap **Down Arrow** on the **Toolbar**



Figure 70: **Share Toolbar** with open **Share** drop-down menu added



Tip: If there is more than one monitor attached to the local device, the **Toolbar** can be dragged from the top-center of one monitor to the top-center of the other.

Adding a New Participant to a Share

1. To add another person (or a group of people) to the **Share**, complete the following steps:
 - a. On the **People** menu, locate the name(s) of **User(s)** to add to the **Share**.
 - b. Click or tap the **Share** icon next to their name(s).



Figure 71: Click or tap **Share** icon next to each person to be added to the **Share**



Tip: There is no limit to how many **Users** can be added to a **Share**, as long as they are all online.

The “**Add People or Displays**” drop-down menu pops up, attached to the **Share Toolbar** on your desktop. Each **User** that had the **Share** icon clicked (or tapped) next to their name on the **People** menu is now listed at the bottom of the **Add People or Displays** menu with a checkmark next to it.

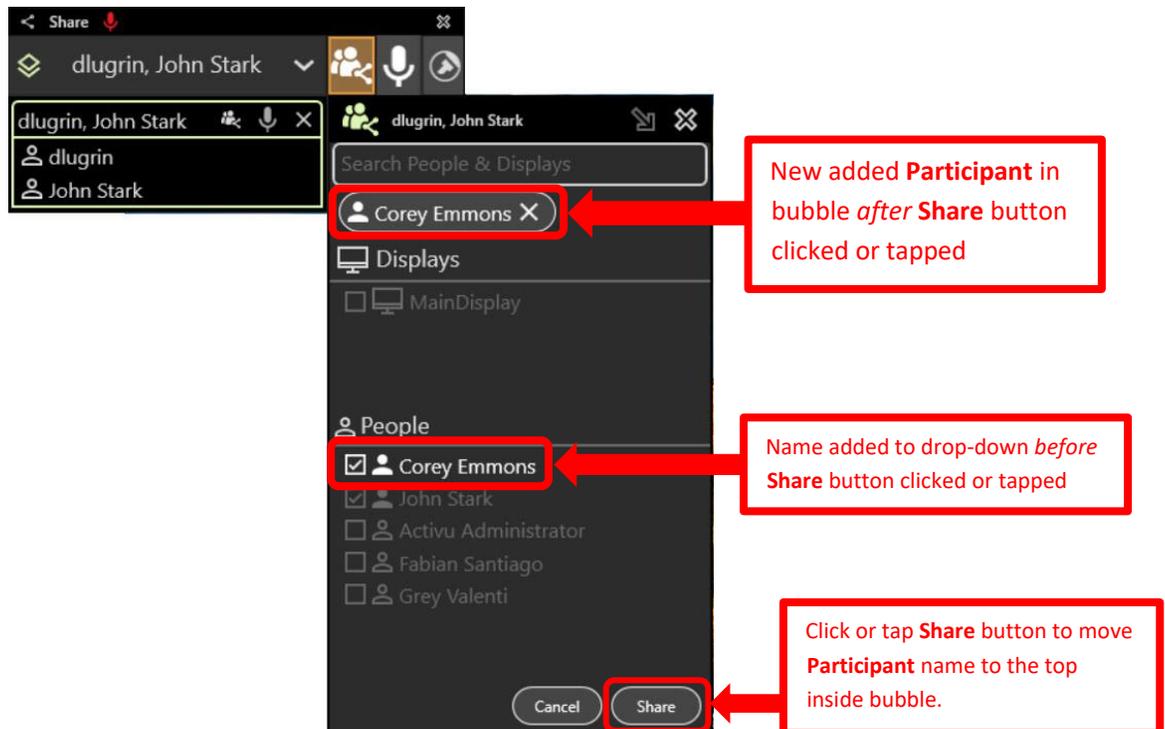


Figure 72: Add Participants or Displays drop-down menu

- c. Click or tap the **Share** button at the bottom-right corner of this drop-down menu. The new **Participant** name should now be displayed up above on the **Participants** list, inside a bubble, as shown in the figure above. The *total* number of **Participants** is also displayed at the top of the **Participants** drop-down menu:

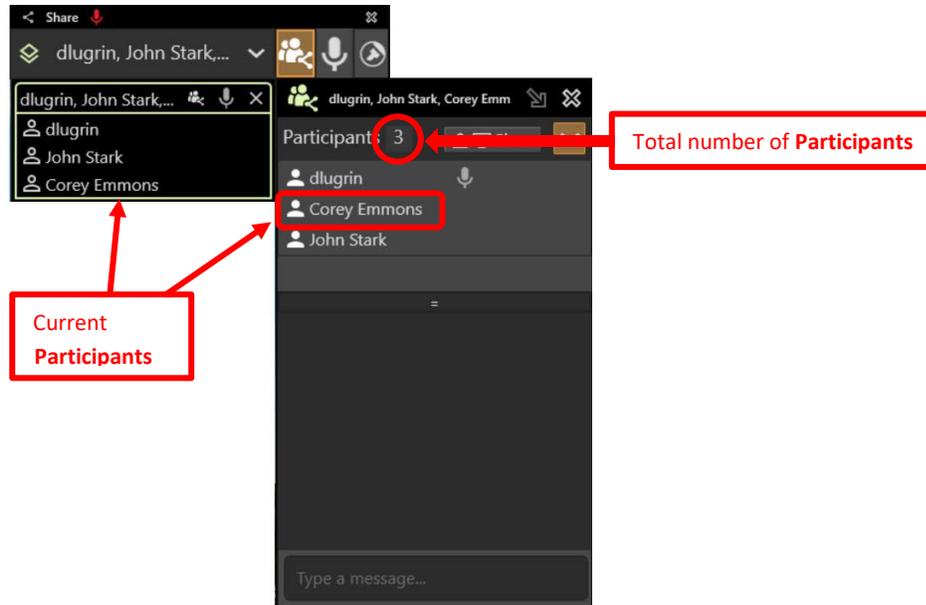
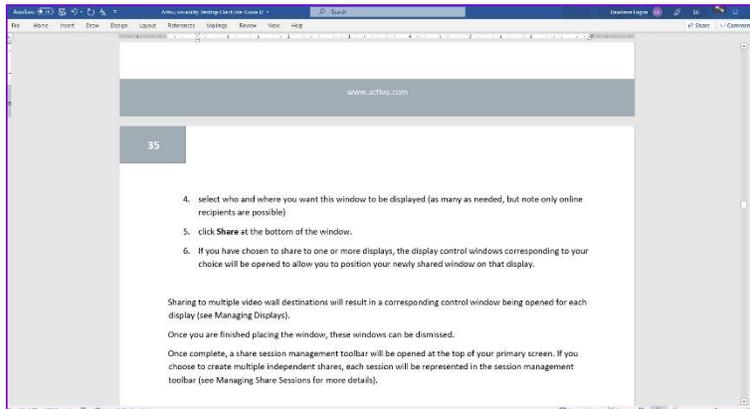


Figure 73: People with checkmarks are now added to Share Participants list

Each person that has been added to the **Share** successfully, is now also listed on the **Share** drop-down menu on the bottom-left of the **Toolbar**.

6. Click or tap the **Application Window** on the local desktop to **Share** it with the **Participant(s)** in the **Share**. It should now have a border around it, indicating which **Window** is currently being shared with the **Users** in this **Share**.

The border color of the **Shared Window** should correspond to the border color around the associated **Share** drop-down menu.



Color of border surrounding the shared **Application Window** on your desktop matches the color of that same **Share's** drop-down menu displayed on the **Share Toolbar**.

Figure 74: Shared window on desktop with color border matching color on **Share's** drop-down menu

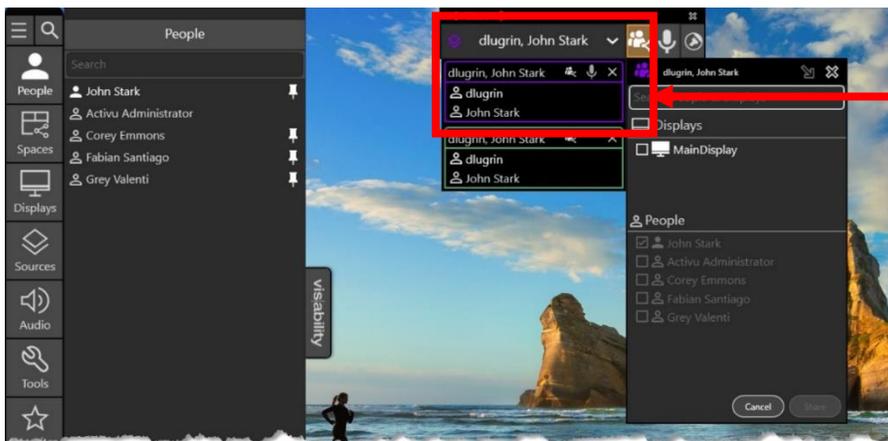


Figure 75: Drop-down menu with same purple border as **Shared** window shown above

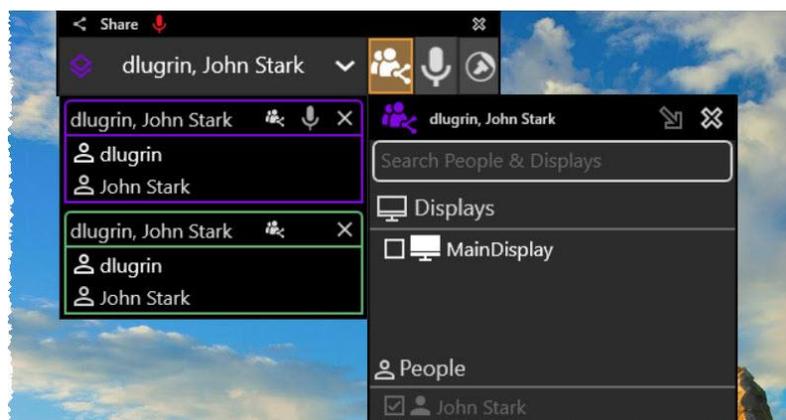


Figure 76: Closeup of purple border around **Share** shown in figure above

Annotation

Once a **Share** session is established, the **Initiator** of the **Share** can use **Annotation** tools to draw and write directly over the **Shared** content. The **Initiator** of the **Share** has control over this function. **Users** who are **Participants** in the **Share** session can request the use of **Annotation** tools but cannot do so without the permission of the **Initiator**.



Figure 77: Share Toolbar with Markup Annotation tool button

To use the **Annotation** tools, complete the following steps:

1. Click or tap the **Markup** annotation button on the **Share** toolbar.
2. All of the **Annotation** tools are displayed on the toolbar, as shown in the figure below:



Figure 78: Share Annotation tools

Table 2: Description of **Share Annotation** tool buttons shown in figure above

Description of Annotation Tools	
1	Free hand pen tool. (Stroke width is controlled by tool #4, and color by item #5.)
2	Eraser tool. Can erase single drawing entities and text.
3	Text tool.
4	Stroke width tool.
5	Stroke and font color tool.
6	Undo last drawing (one's own).
7	Erase all marks, clear annotations.

Interacting with Displays

A **vis|ability™ Display** can be any network-connected computer display, from a single screen in an office, to a large control room **Video Wall**, to a boardroom or conference room LCD monitor. A **Display** is an actual, physical interface from which content can be viewed.

If the **User** intends to **Share** content to a specific **Display** (for example, a meeting or conference room), a **Share** session can be generated from the **Displays** menu on the **Hub**. When **Sharing** to a **Display**, the **User** can **Share** content from an already open application, (a specific window on the local desktop), or from a **Space** (see [Working with and creating Spaces](#)).

The Displays Menu on the Hub

To access the **Displays** menu on the **Hub**, click or tap the **Displays** button:



Figure 79: Displays button

The **Displays** menu lists all **Display Walls** that are accessible to the **User** in the **vis|ability™** system. **Displays** that are **online** are highlighted in white and listed at the top of the list. **Offline Displays** are greyed out and listed after the online **Displays**. **Offline Displays** are not accessible and cannot be interacted with.

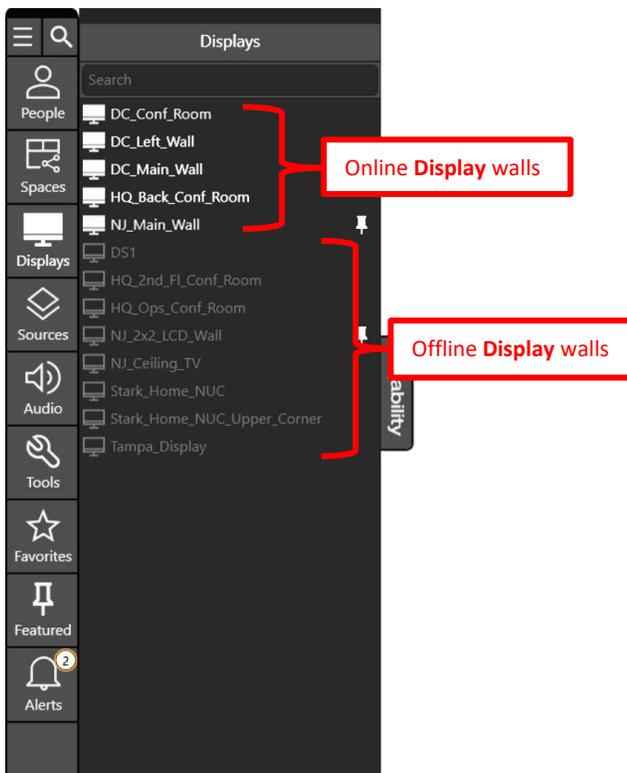


Figure 80: Display menu on the Hub

Each online **Display Wall** listed on the menu has a **Control Window** that can be opened onto any clear area of a local desktop. Multiple **Displays** can be opened at the same time, each with its own, separate **Control Window** on the desktop. The **Control Window** allows the **User** to set up the format and content that will be seen by **Users** accessing that Display. The Display Control Window is a Mimic display of what the actual Display Wall looks like.

To open the **Display Control Window** for a specific **Display** from the **Displays** menu, complete the following steps:

1. Select a **Display** name on the **Displays** menu and double-click it. The **Display's Control Window** opens on the desktop:

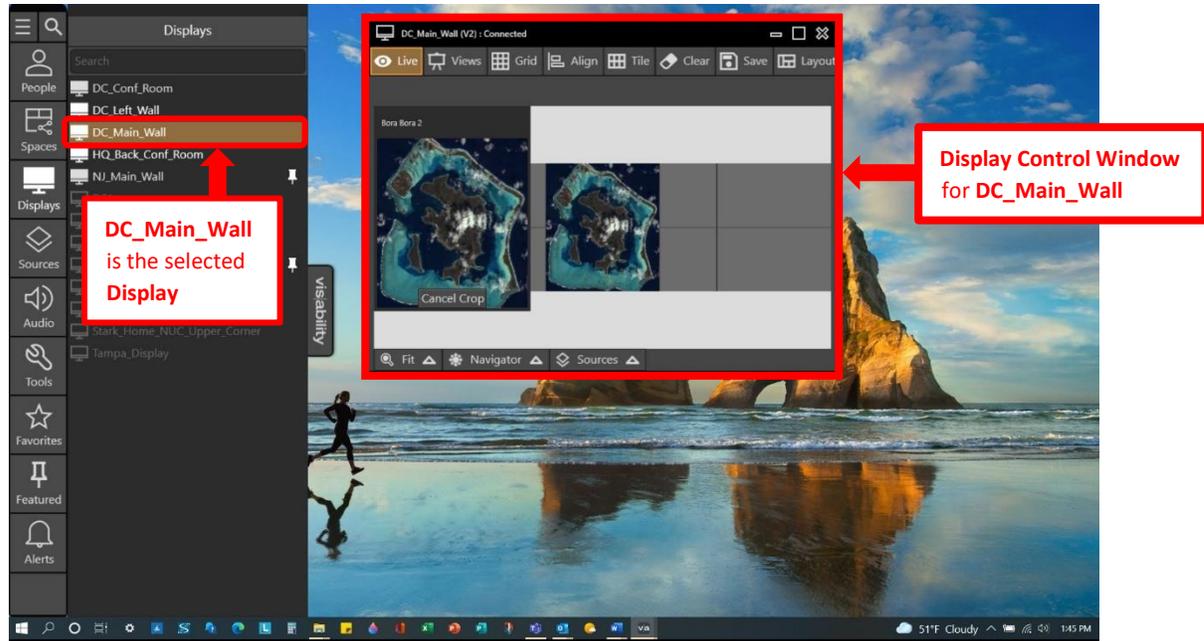


Figure 81: Control Window opened for DC_Main_Wall

OR

2. The **Display** name can also be dragged and dropped from the **Display** menu to an open area on the desktop. The **Display Control Window** opens at the spot where the **Display** name is dragged and dropped.

Using the Display Control Window Toolbars

The following table describes all of the control buttons on the **Display Control Window**:

Table 3: Display Control Window Toolbars

User Interface Element	Description	
Display Wall Control Toolbar	Live button	Toggle live updates of wall content on the Display mimic.
	Views button	Select or change the current viewscreen
	Grid Tool	Enable or disable the Grid
	(Window) Alignment Tool	Align multiple selected windows
	(Window) Tiling Tool	Tile menu used to Tile all windows on a Display wall
	Layout/Template Toggle button	Toggles visibility of the Template and Layout list at the bottom of the Display Control Window .
	Wall Clearing button	Menu to clear the visible view, all views, or to remove a Template from the wall
	Save button Layout/Template/Screenshot	Menu to save a Layout , Template , or a screenshot of the wall content.
	Layouts/Temp button	Menu to search for and view saved layouts.
	KM button: Keyboard and Mouse Toggle Control	Enables direct keyboard and mouse input for Source windows on the wall.
	Properties	Brings up a Window for labeling the Source window and setting formatting specific to that Source .
Source Windows Toolbar (visible when a Source window is clicked or tapped)	Fit Mode	Scale the selected Source window content
	Label	Add a Label to the selected Source window on the Display
	Crop	Crop content in the selected Source window
Wall Mimic Controls	Mimic	Displays a Grid that represents the actual physical Video Wall . Black lines demark physical Display boundaries.
	Source Windows	Windows that contain content defined in the system
	Layout/Template Toggle	Toggle between existing Layouts for the Display , or existing Templates
	Layout List	List of saved Layouts
	Template List	List of saved Templates
	(Mimic) Fit Menu	Select Actual to make the Mimic show content windows at pixel-accurate size and will almost always enable scrollbars on the window. Select Fit to scale the content to the extents of the window while maintaining the display's aspect ratio.
Navigator	Zooms view of the Display in and out to make it larger or smaller.	

Source Window List	List of Sources and Window Controls	List of Sources and Window Controls
--------------------	-------------------------------------	-------------------------------------

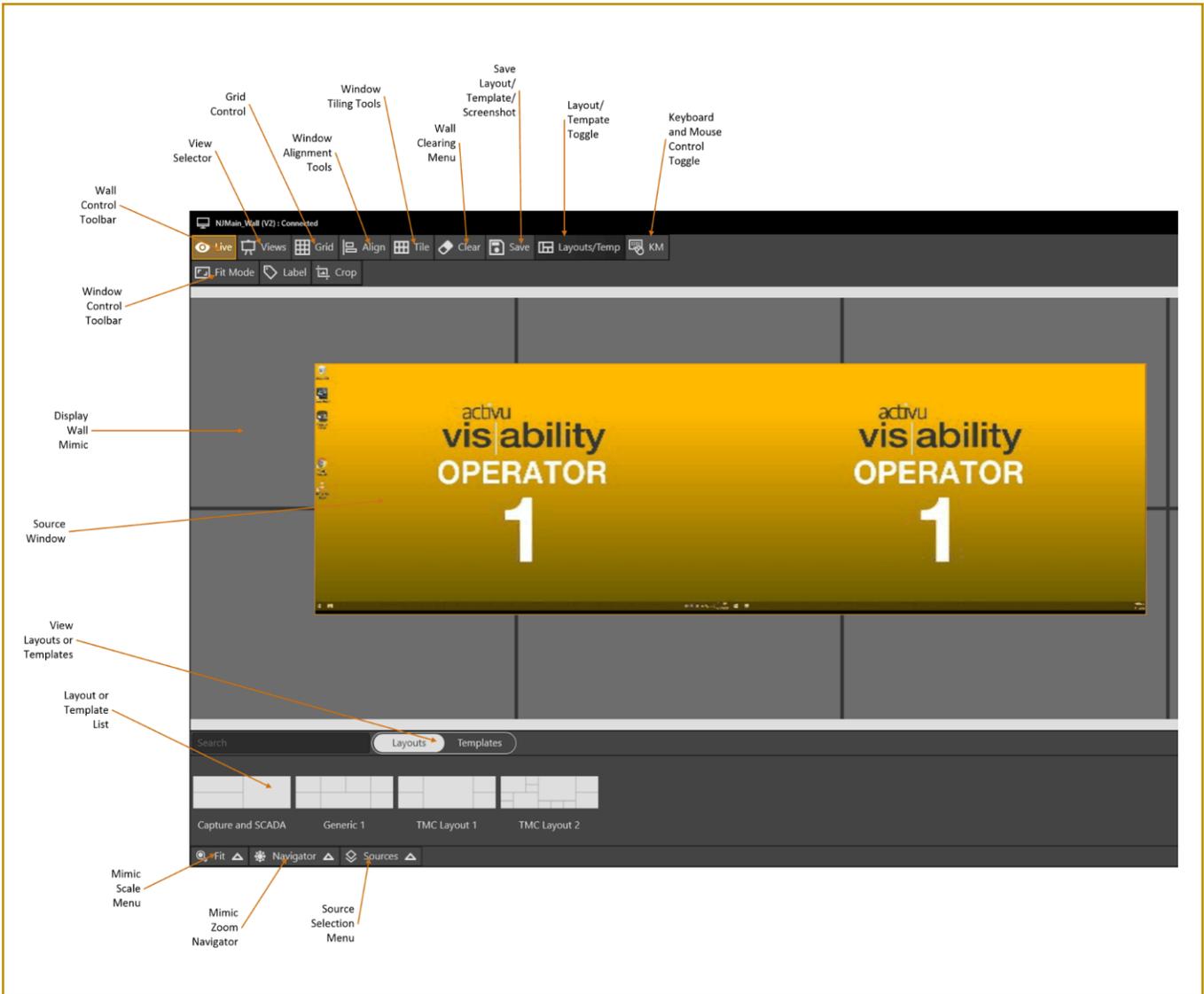


Figure 82: Display Control Window

Sharing to a Display

Sharing an Application Window to a Display

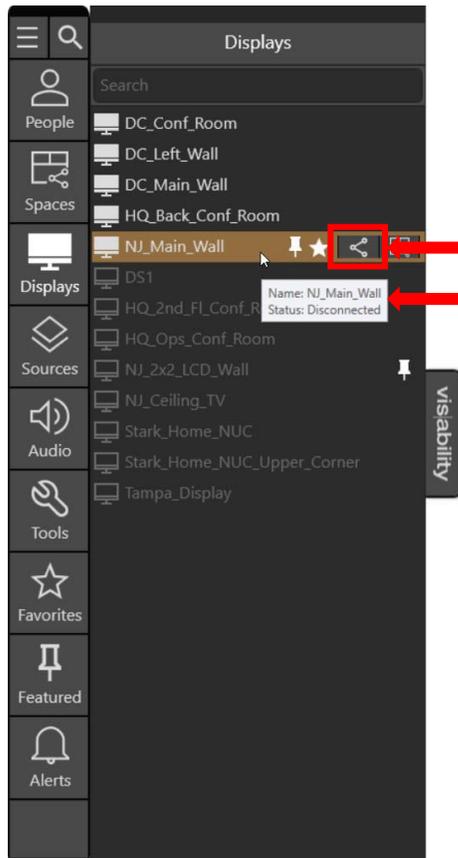
To **Share** to an **Application Window** to a **Display**, complete the following steps:

1. Click or tap the **Displays** button on the **Hub**.



Figure 83: Displays button

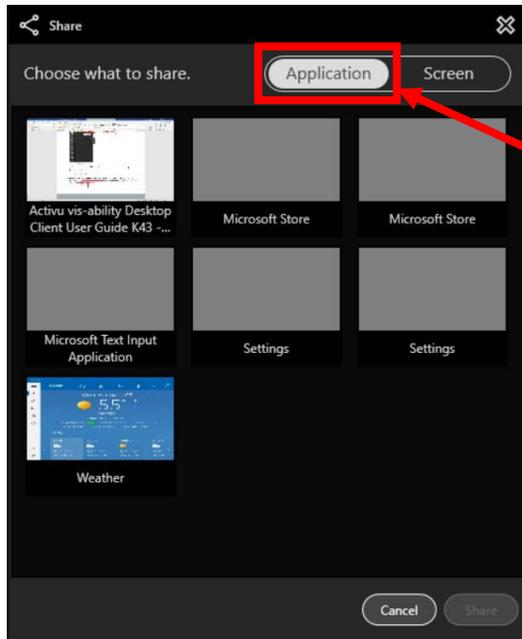
2. On the **Displays** menu, click or tap the name of a **Display** in the list (in this case, **NJ_Main_Wall**).



Click or tap the **QuickShare** button to open **Share (to Display)** window. The tag will say **Disconnected** until the **QuickShare** button is clicked or tapped.

Figure 84: A **Display** highlighted on the **Displays** menu

3. Click or tap the **QuickShare** icon  to the right of the selected **Display** name. The **Share (to a Display)** window pops up, prompting you to choose what to **Share**:



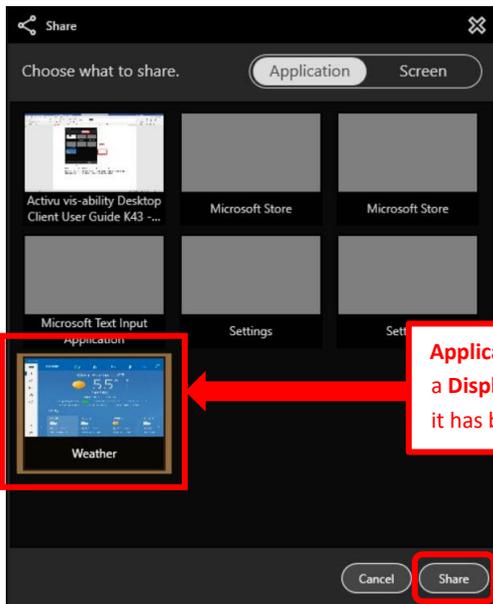
Application is the **Default** setting to **Share** a local desktop **Application Window** to a **Display**

Figure 85: Share to a Display window

4. Click or tap the appropriate **Application Window** containing the content to be **Shared**. It becomes highlighted.



Tip: The button at the top right of the **Share** (to a **Display**) window is automatically set at the **Default** position of **Application**. In this position any **Application Window** on the local desktop can be **Shared** to the selected **Display**. Because the button is set at the **Application** position, only **Application Windows** that are currently open on the local desktop are displayed in the grid. (See also [Sharing a Full Screen to a Display](#))



Application Window to be **Shared** to a **Display** has selection **Border** once it has been clicked or tapped

Click or tap the **Share** button to **Share** the selected **Application Window** (**Weather**) to the chosen **Display** (**NJ_Main_Wall**)

Figure 86: Application Window clicked or tapped on grid of Share to a Display window

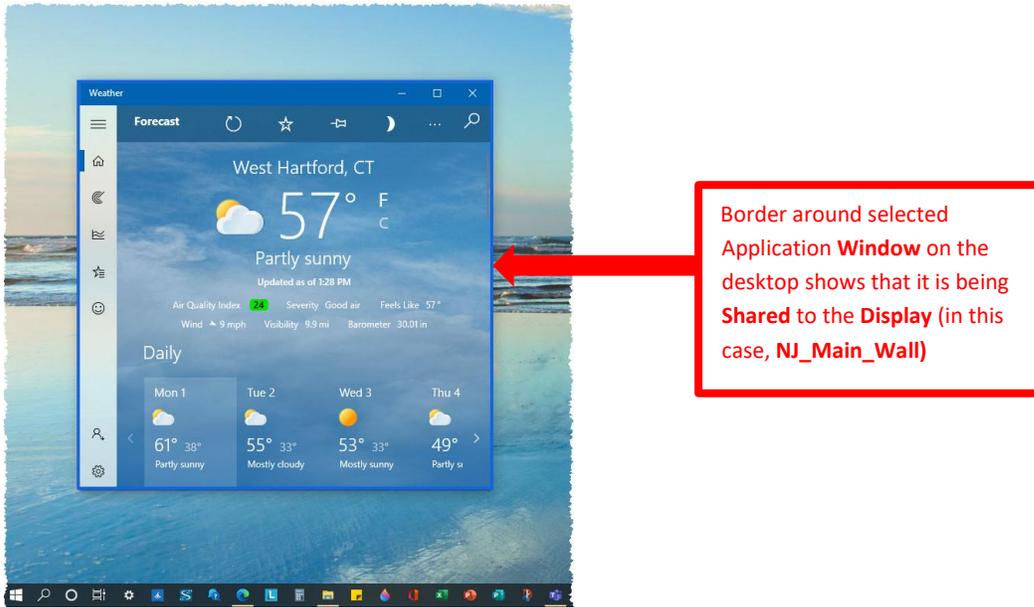


Figure 87: Application Window with blue border indicating that it has been shared to a Display

- Click or tap the **Share** button at the bottom of the Share (to a Display) window. The **Display Mimic**, a representation of what the actual **Display Wall** currently looks like, pops up to allow you to precisely place where you want the **Shared Application Window** to be positioned on the **Display Wall**:

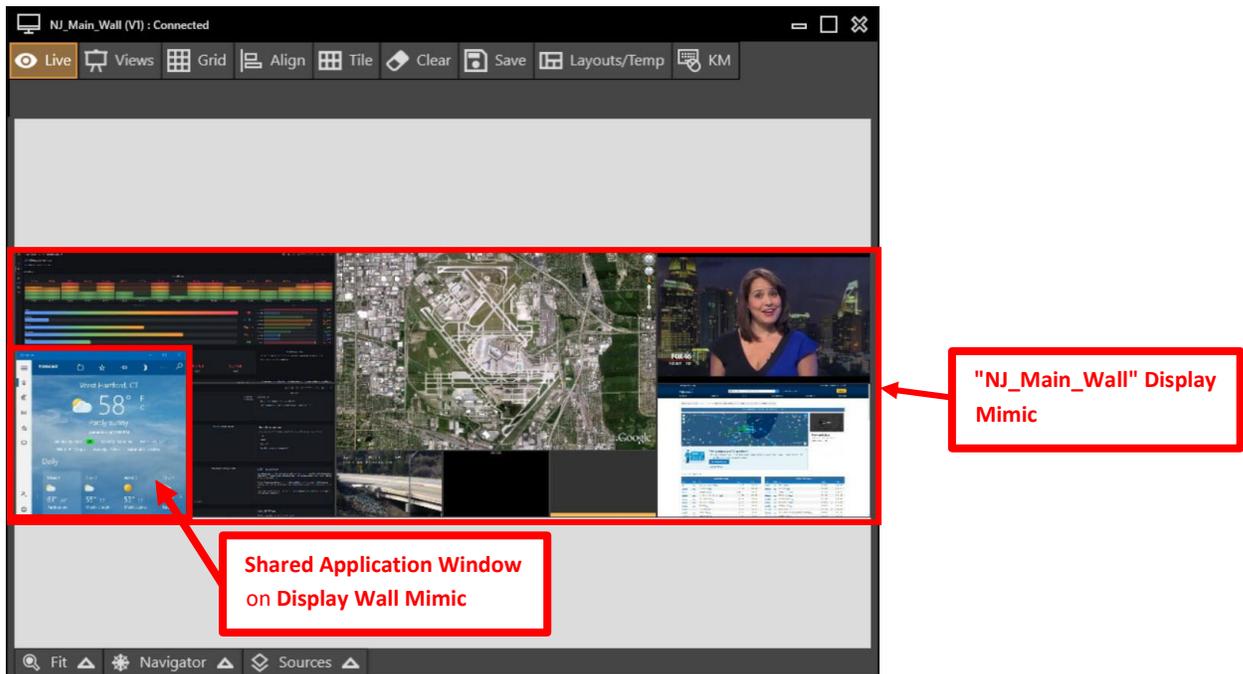


Figure 88: Display Control Mimic

The **Shared Application Window** can be dragged and dropped to any location on the **Display Wall**. An edge of the window can be grabbed with a click or tap and dragged to the left or right to make the

window wider or narrower, or up and down to make it taller or shorter. A **Window** can also be snapped to a nearby gridline by double-clicking or double-tapping it. The **Application Window** can be made to span the entire length of the **Wall** or only one or several panels. Each **User** or **Display** that is invited to a **Share** session of this **Display** will have a live view of the **Shared** content, that is freely scalable and movable on their own interface. (see also Working with Source Windows)

Sharing a Full Screen to a Display

Sharing a full **Screen** to a **Display** is done in the same way as **Sharing** an **Application Window** (see previous steps for [Sharing an Application Window to a Display](#)). The only difference is that on the **Share** (to a **Display**) window, the button at the top, right corner must be moved to the right, to the **Screen** position. The grid changes from displaying **Application Windows** to displaying the full **Screens** (or desktops) available to the **User**.

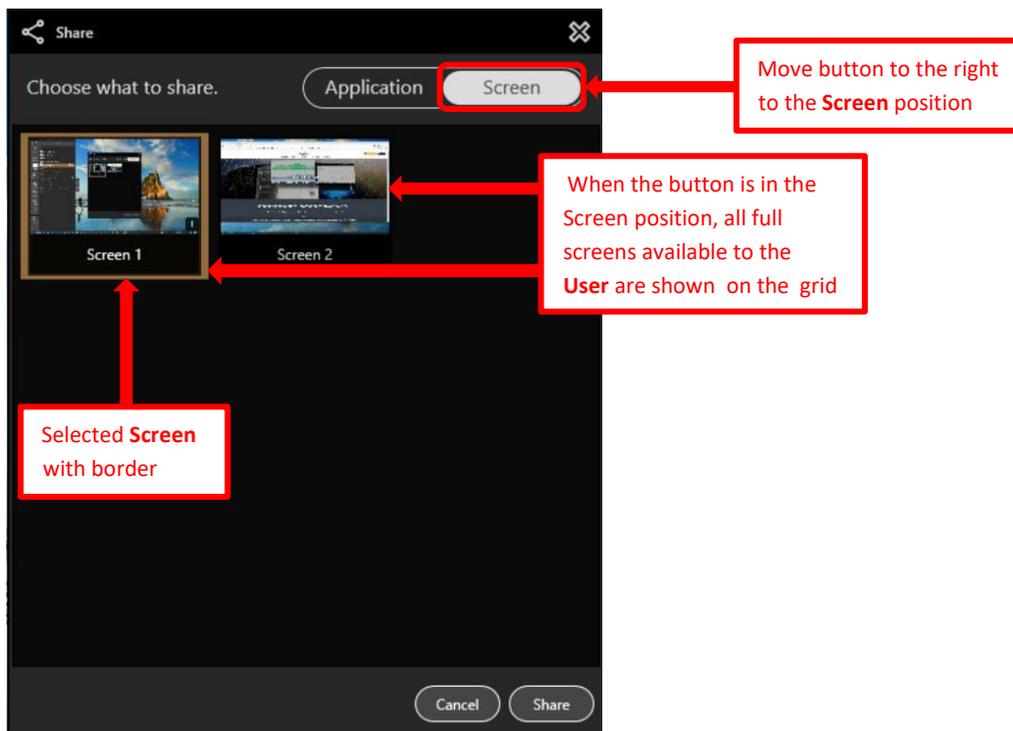


Figure 89: Move button on "Share to a Display" window to Screen position to the right



Figure 90: Full Screen Share with border indicating that the entire Screen is being Shared to the Display

See Adding Sources to a Display

See [Error! Reference source not found.](#)

See Creating a Space to Share to a Display

Defining and Working with Sources

In the **vis|ability™** system, a **Source** represents the actual origin of any information that is to be viewed or **Shared** on a **Display** or added to a **Space**, including: images, media files, streaming media (such as IP cameras and encoded desktop content), web windows, widgets, office files, and (when working with a **Display** that has them) direct-connected inputs such as DisplayPort, HDMI, DVI, and VGA. Sources can be added to a **Display** or a **Space**. **Source** windows can overlap on the Display without limitation. Working with **Sources** is mostly done from the **Sources** menu.

The Sources Menu

To open the **Sources** menu, click or tap the **Sources** button on the **Hub**:



Figure 91: The Sources button

Various **Folders** are listed on the menu that can have **sub-Folders** and **Sources** within them.

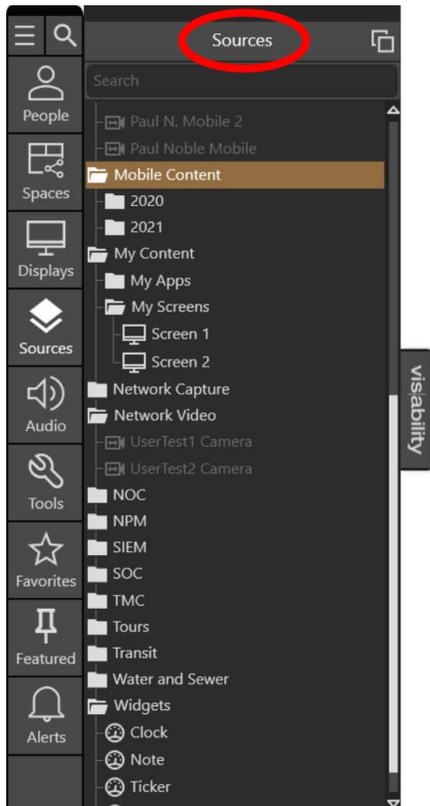


Figure 92: The Sources menu

Adding Sources to a Display

To add a **Source** to a **Display**, complete the following steps:

1. Open the **Displays** menu on the **Hub**.
2. Double-click or tap an existing **Display** name on the **Displays** menu. The **Display Control Window** for the selected **Display** opens containing a **Display Mimic**, a real-time image of the **Display Wall**.
3. Open the **Sources** menu on the **Hub**.
4. Drag and drop a **Source** from the **Source** menu list onto the **Display Mimic**.

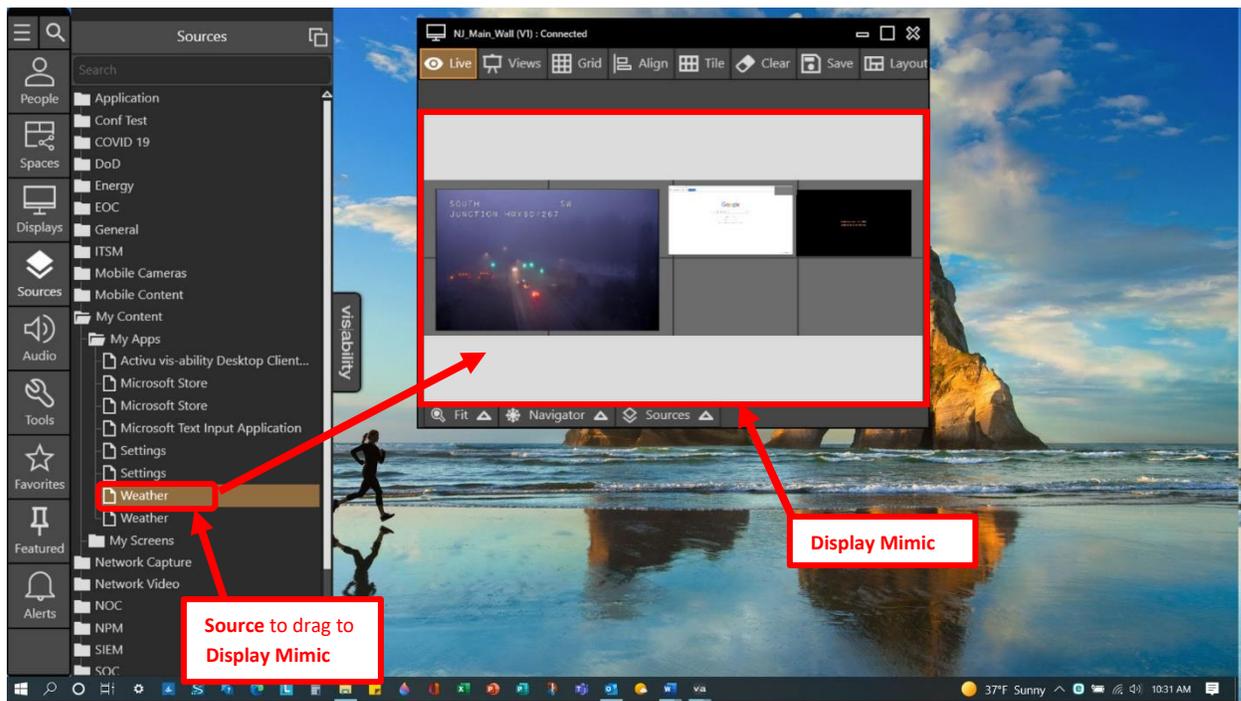


Figure 93: Drag and drop a **Source** to the **Display Mimic**

5. The position of the **Source** window is determined by where it is dropped on the **Display Wall**. It can be resized and moved from that position. (see [Display Control Window Toolbars](#))
6. Multiple **Sources** on the **Sources** menu list can be added to a **Display** as a group, by pressing **Control+Left-click** or **Shift+left-click**, then dragging and dropping the **Sources** onto the **Display Wall**. This opens all selected **Source** windows in a cascading list that can then be positioned according to your needs.

Removing Source Windows from a Display

To remove a **Source** from a **Display**, complete the following steps:

1. Click or tap a specific **Source** window on the **Display Mimic** that is to be deleted.
OR
Control+Left-click and drag through multiple **Source** windows to select them all at the same time.
2. Press the **Delete** (DEL) key to delete the selected **Source** window(s) from the **Display Wall**.



Tip: All **Sources** on the **Display Wall** can also be removed by completing the following steps:

1. On the **Display Control Window**, click or tap the **Clear** button to display the **Clear** drop-down menu.
2. Select **Current Viewscreen** to clear all visible **Walls**, or **All Viewscreens** to clear both the current, visible **Walls** and all windows on other **Viewscreens** that are not visible on the **Display Mimic**.

Working with Source Windows on a Display

Source windows are freely movable and sizable anywhere on a **Display Wall**. **Source** windows can also overlap without limitation (see also [Display Control Window Toolbars](#)). They basically work the same way, whether on a **Display** (Display Wall) or a **Space** (Virtual Wall).

Source Window Drop-Down Menu

Right-click any place on a **Source** window on the **Display Mimic** to open the **Source Window** drop-down menu containing the following commands:

Table 4: Source Window Drop-Down Menu

Bring to Front	Bring window to the front, on top of all windows
Send to Back	Send window to the back, behind all windows
Remove	Delete this window
Maximize	Resize this window to cover the entire Display
Restore	Appears on menu when Source window has been double-clicked to cover the entire Display . Select Restore to return the window to its previous size and position on the Grid
Snap to Cube	Snaps Source window to Grid borders

Source List Menu on the Display Control Window

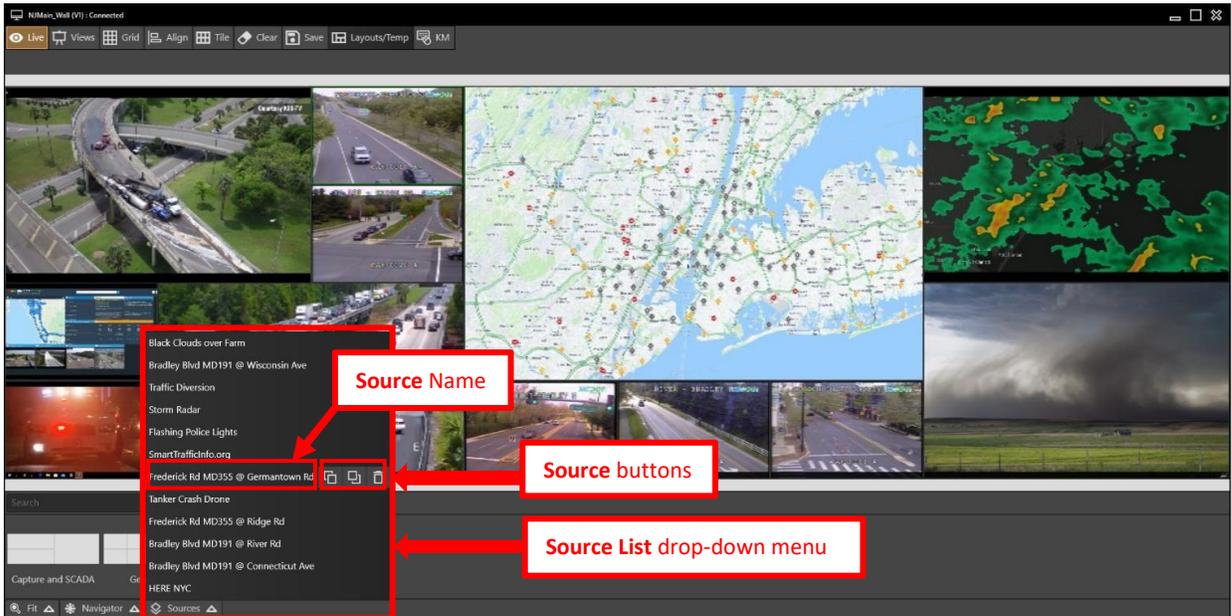
The **Source List** drop-down menu allows you to select windows that might not be visible on the [Display Mimic](#) because they are occluded by other windows or are not labeled (see [Label](#)).

To re-position the Z-order of **Source** windows on the **Display Mimic**, complete the following steps:

1. Locate the **Source List** drop-down menu at the bottom of the **Display Control Window**.
2. Click the **Up** arrow to open the **Source List** menu:



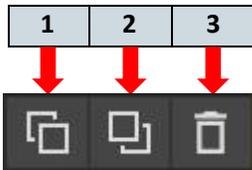
3. Hover the mouse over a **Source Window Title** on the **Source List** menu, to highlight that window with a



green border:

Figure 94: Display Control Window with Source List menu open

4. Click on any of the **Source** buttons to the right of the **Source Window Title**, to perform the following functions:



1	Bring (window) to Front
2	Send (window) to Back
3	Remove (window)

Moving Multiple Source Windows on a Display

Windows on the **Display Mimic** can be moved by dragging and dropping them where you want them to be displayed. Multiple **Source** windows can be selected at the same time by clicking or tapping them while holding down the **Control** or **Shift** key and then moving them as a group.

Resizing Source Windows on a Display

To resize a window, left click or tap its **corner** and drag it diagonally, in or out, to make the window larger or smaller. The **sides** of a **Source** window can also be dragged to make it wider or narrower, taller or shorter.

Grids on a Display

A **Grid** is a formation of any number of columns and rows, forming a lattice of rectangles. When a **Grid** is active on a **Display** or **Space**, a **Source** window can be double-clicked to snap to the borders of the closest **Grid** border. A **Source** window can also be double-clicked or tapped to cover the entire **Display** it occupies. This can also be done by right-clicking the window and selecting **Maximize** from the drop-down menu. Once it has been sized to cover the entire **Display**, it can be right-clicked or tapped to pop up the drop-down menu to select **Restore**, returning it to its previous size and position on the **Grid**.

The **Grid** can be toggled on and off. The number of rows and columns in the **Grid** can be adjusted via the **Grid** menu.

To open the **Grid** menu, complete the following steps:+

1. From the **Display Control Window**, click or tap the **Grid** button on the **Toolbar**. This displays the **Grid** menu:



Figure 95: Grid menu

Grids are differentiated from **Displays** with a white dashed line, versus the solid black line of the **Display**:

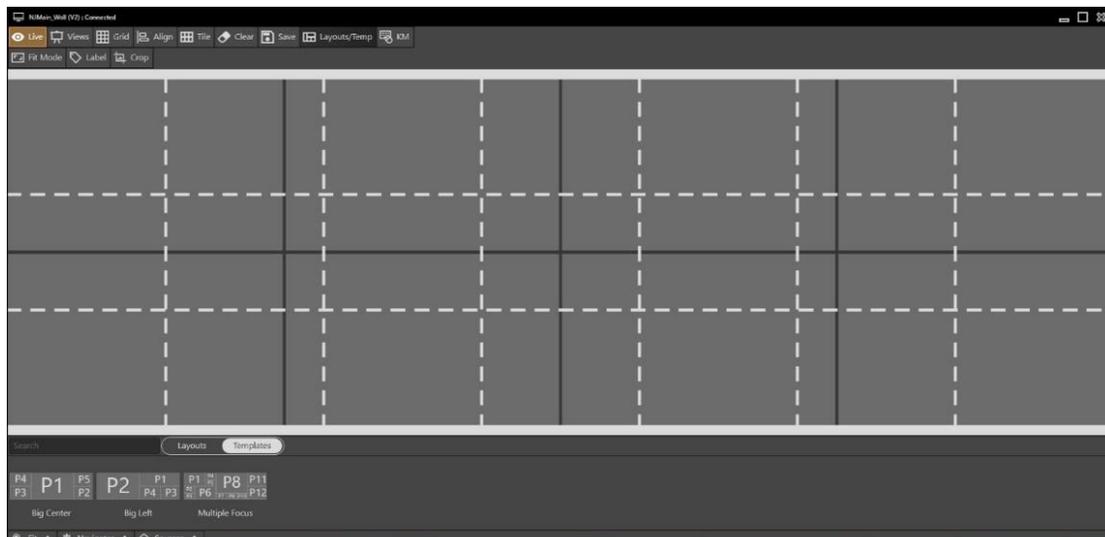


Figure 96: Grid of 7 columns and 3 rows in white, dashed borders and **Display** borders in black

2. To see the **Grid** on the **Display Control Window**:
 - a. Change the number of columns and rows on the **Grid** menu to a number greater than **1**, for example: **C: 4** and **R:5** (see figure below).
 - b. Click or tap the **Clear** button on the **Display Control Window Toolbar** to **Clear** the **View** and see the **Grid** behind the **Source** windows.

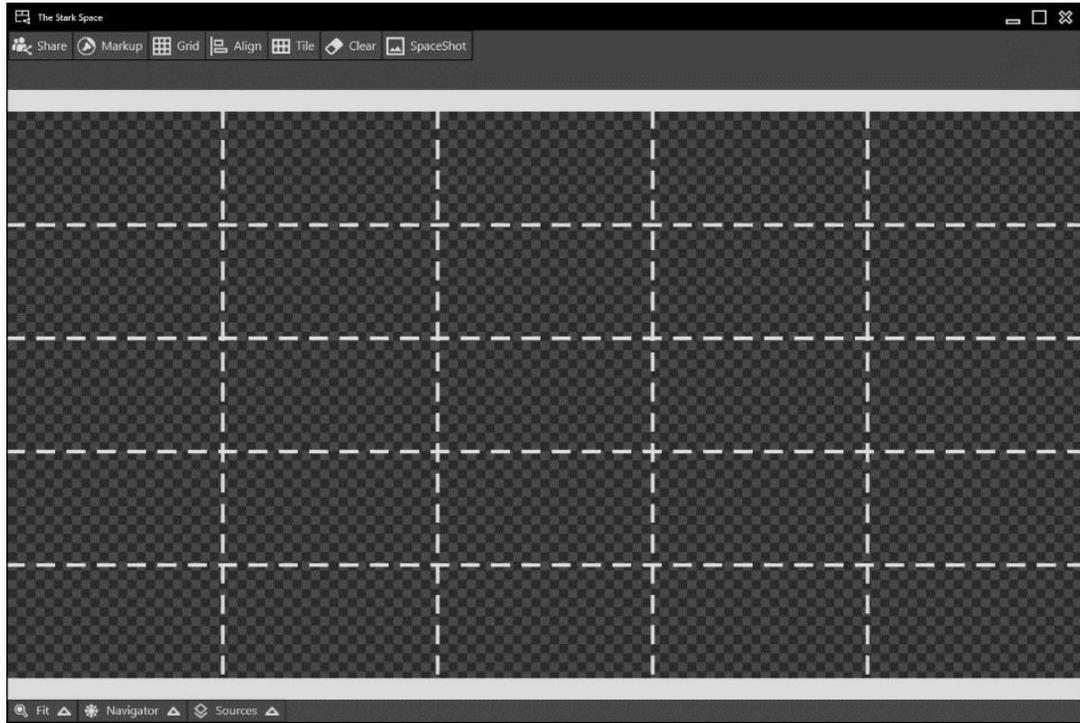


Figure 97: Space with 5X5 Grid enabled

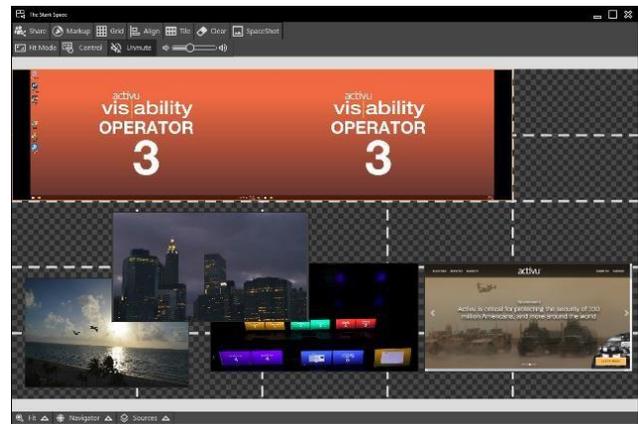
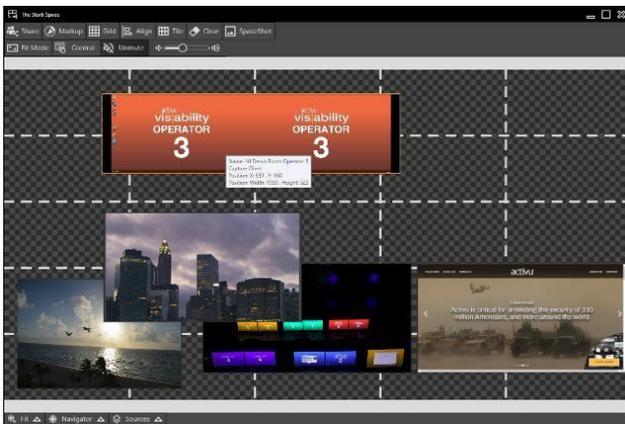


Figure 98: Space before and after snapping Source windows to Grid

Tiling Source Windows on a Display

Tiling windows is an action that affects *all* the windows on a **Display**. The **User** can choose to set the display to **auto-Tiling "On"**, in which case, the system automatically **Tiles** the current **Source** windows on the **Display** to fill the **Display wall** in the optimal configuration, while maintaining the aspect ratio of all the **Source** windows.

The **User** can also opt to use **Custom Tiling**. **Custom Tiling** permits the **User** to specify the number of rows and columns in the **Tiled** array. The minimum number of **Tiles** must be "equal to or greater than" the number of **Source** windows on the **Display**. Once specified, clicking or tapping the **Custom** button on the **Toolbar** rearranges the windows into the specified **Tiled** array:

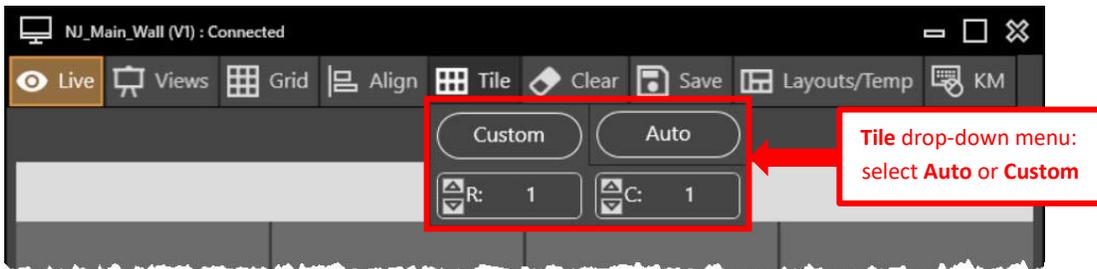


Figure 99: Tile drop-down menu on Display Control Window

Alignment of Source Windows on a Display

The **Alignment** tools allow two or more selected **Source** windows to be aligned, based on the desired positioning of the windows. The first **Source** window clicked or tapped is called the **Primary** window and is the **key** orientation for aligning the other windows. To access the **Alignment** sub-**Toolbar**, click the **Align** button on the **Display Control Window**.

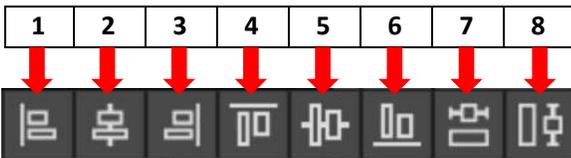


Figure 100: Alignment sub-Toolbar on Display Control Window Toolbar

Table 5: Alignment Control Tools

Alignment Control Tools Display Control window Toolbar	
1	Align selected windows along the left edge of the Primary selection
2	Align selected windows along the vertical center of the Primary selection
3	Align selected windows along the right edge of the Primary selection
4	Align selected windows along the top edge of the Primary selection
5	Align selected windows along the horizontal center of the Primary selection
6	Align selected windows along the bottom edge of the Primary selection
7	Make all selected windows the same width as the Primary selection
8	Make all selected windows the same height as the Primary selection

Working with Views

The **vis|ability™ Desktop Client** provides a mechanism to quickly switch between one to three, live **Views** of content on a **Display**. These are called **Views**. Selecting between **Views** is done on the **Views** menu. The **Views** menu displays a **Mimic** of the selected **View** with the outlines of its **Source** windows, and the total number of **Sources** shown in parentheses, next to the number of that particular **View** (i.e., **V1,V2,V3**).

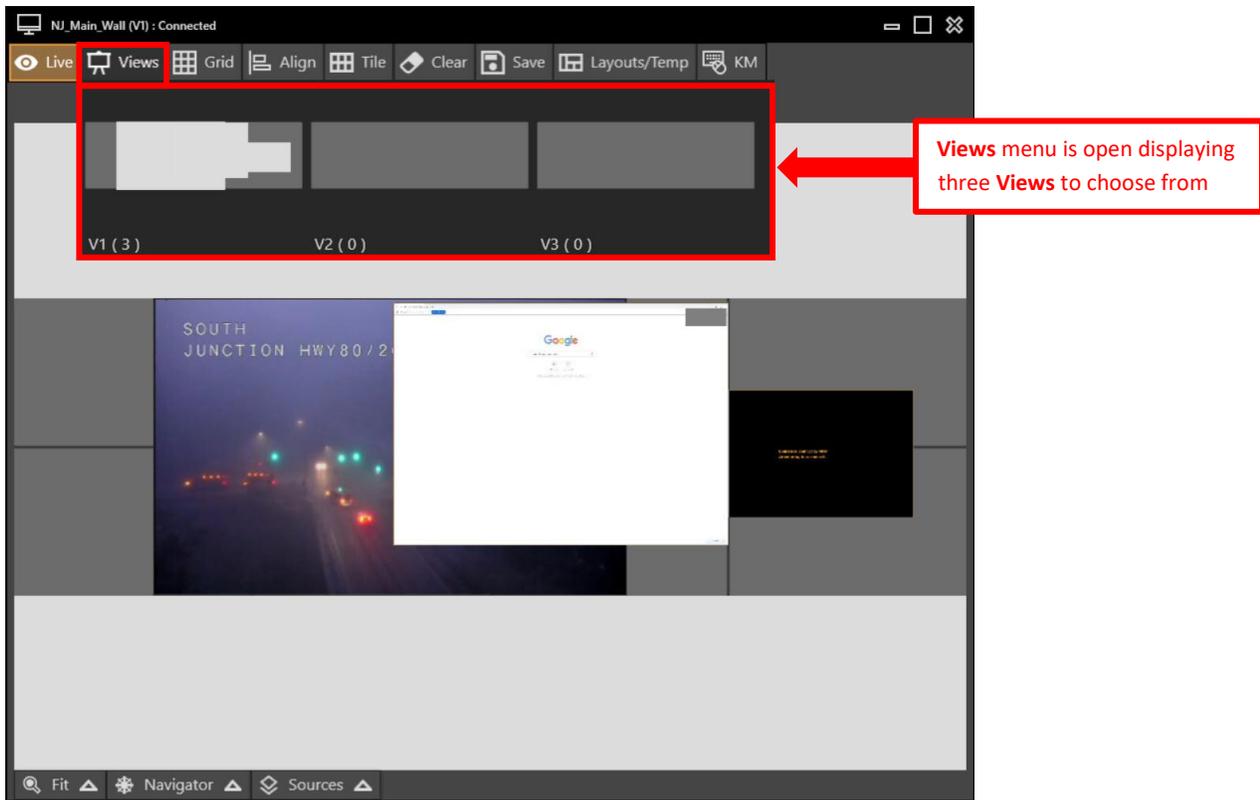


Figure 101: Views menu open on Display Control Window

To switch between **Views**, complete the following steps:

1. In the **Display Control Window**, click on the **Views** button. The **Views** menu is displayed under the **Toolbar**, showing the outline of each **View** (see figure above).
2. Click on one of the **Views** in the **Views** menu to activate it (or to switch to it from the one that is currently active). The selected **View** is highlighted. This hides all **Sources** in the **View** that were active and makes the **Sources** in the selected **View** visible. Since *all* **Sources** are actively running, this process can be much faster than adding *new Sources* when loading a [Layout](#) to the **Display**.

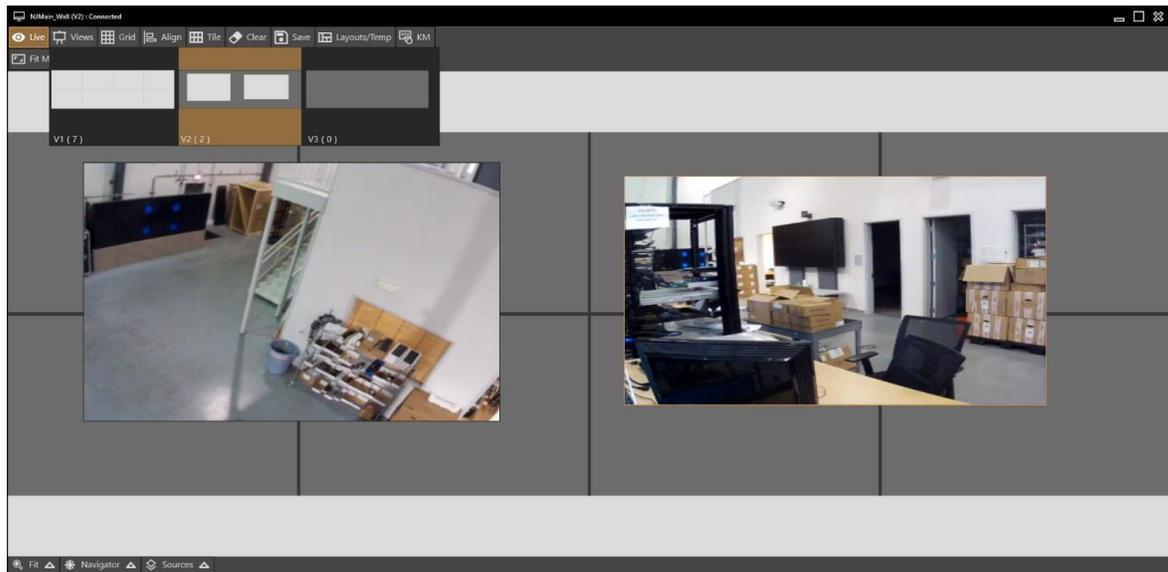


Figure 102: Another View menu open showing the two (2) Source windows on the Display Mimic of View V2

Each **View** can contain any **Source** defined in the system and the **Display** can be filled with content from more than one **View**.



Warning: Although **Sources** in non-active **Views** are not visible, they still consume system resources and can have a negative impact on system performance. Executing numerous high load applications can make the system unresponsive.

Working with Layouts

A **Layout** is a **Snapshot** of a set of **Sources**, their content, position, size, cropping, z-order and labeling in both the active **View** and non-active **Views**. This **Snapshot** is saved for the purpose of easy recall with just a **double-click** or **tap**. Alterations can be made to the content and arrangement of **Layouts** that have been **loaded** onto a **Display**.

To view **Layouts** already defined and saved, complete the following steps:

1. Click or tap the **Layouts/Temp** button on the **Display Control Window Toolbar**.
2. Make sure the **Layouts/Templates** switch is set to **Layouts**.

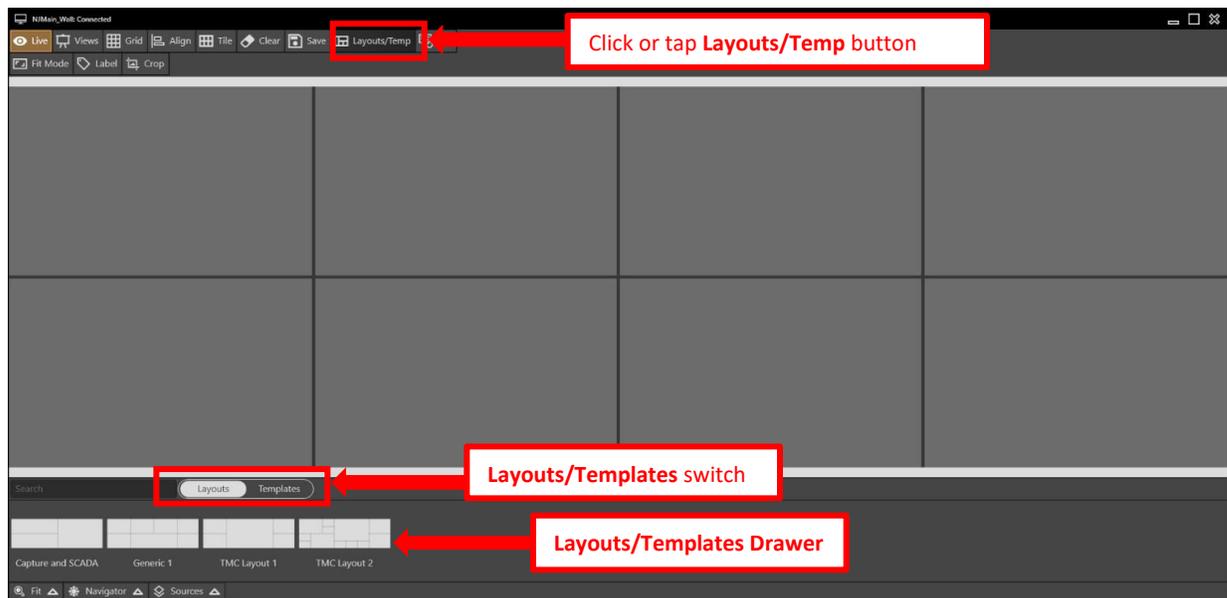


Figure 103: Display Control Layout Drawer and Layout List

Saving a Layout

To save a **Layout**, complete the following steps:

1. Arrange **Source** content on the **Display**. An empty wall cannot be saved as a **Layout**.
2. Click or tap the **Save** button on the **Display Control Window Toolbar**. The **Save** drop-down menu opens.
3. Click or tap the **Save Layout** menu option. The **Enter a Layout name** dialog appears:

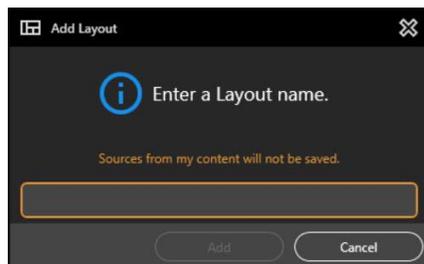


Figure 104: Enter a Layout name dialog

4. Type a **Layout name** (in this case, "**Layout Test name**"). If the name already exists, the system asks if the new **Layout** should overwrite the already existing **Layout** with the same name:

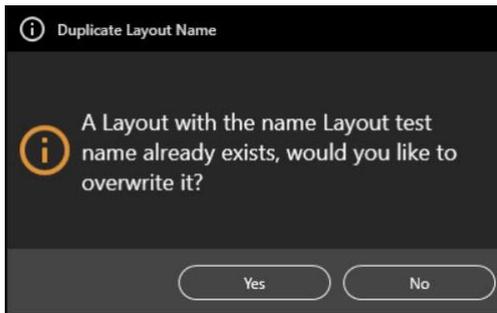


Figure 105: "Do you want to **Overwrite Layout** with the same name" dialog

5. Click or tap **Yes** or **No** to **Overwrite** the existing **Layout** with the same name.
6. Click or tap the **Add button**. The new **Layout** appears in the **Layout List** in alphabetical order:

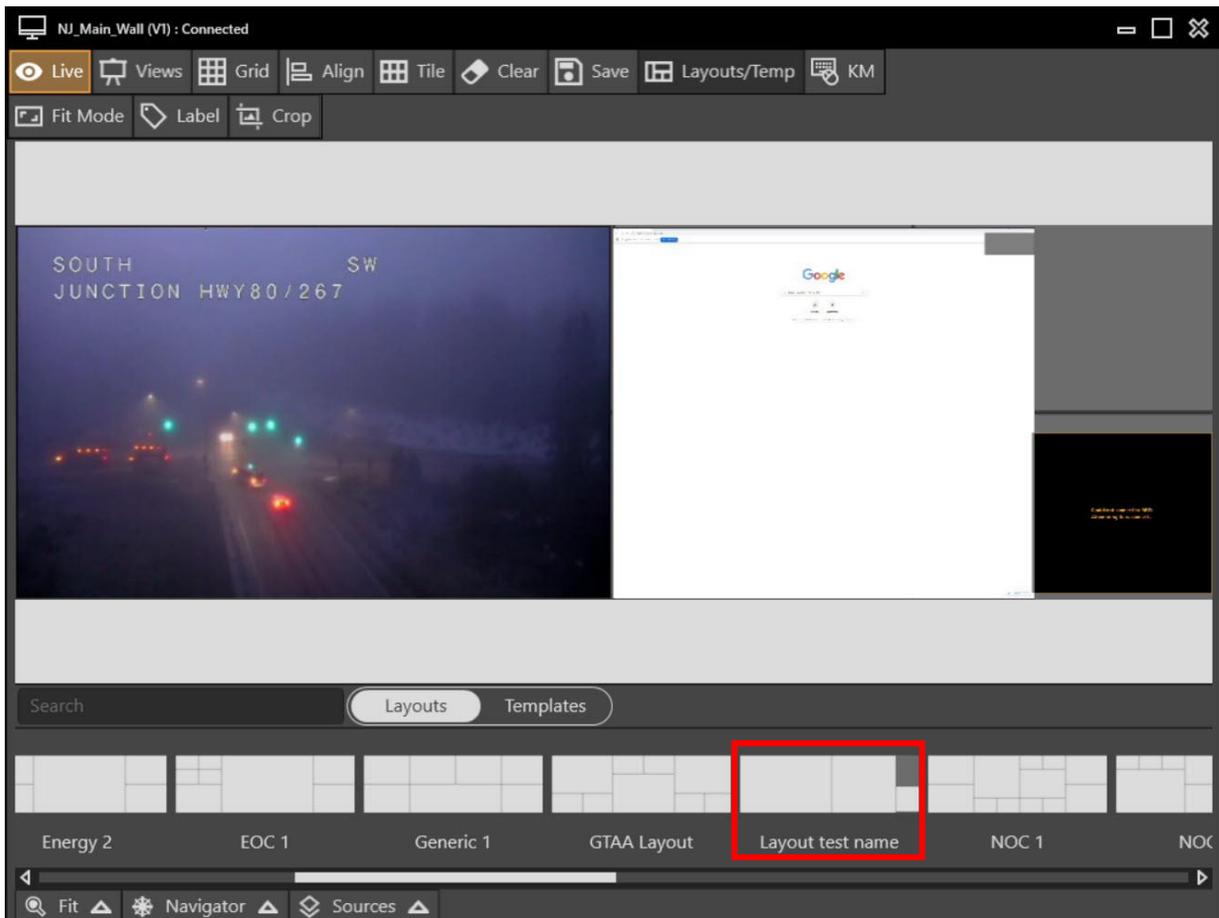


Figure 106: New **Layout** name on **Layout List** in alphabetical order



Important: Content from the **My Content** folder on the **Sources** menu is *not Saved*.



Warning: **Overwriting** or deleting a **Layout** cannot be undone. Proceed with caution when deleting or overwriting **Layouts**.

Loading a Layout

When a **Layout** is loaded onto a **Display**, it clears the existing **Display Views** and replaces the cleared **Sources** and their positions with those from the loading **Layout**.

To load a **Layout** onto a **Display**, complete the following steps:

1. **Double-click** the **Layout** to load (on the **Layout List**). The system clears the active and non-active **Views** and loads them with the new **Layout** content.

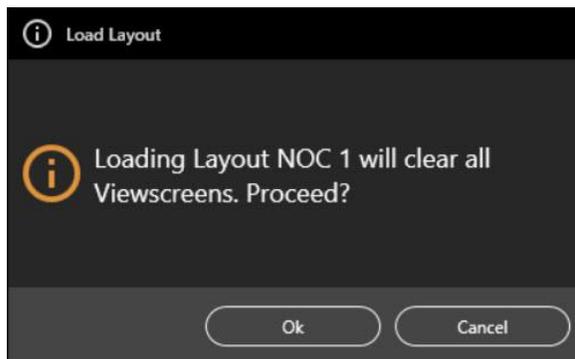


Figure 107: Load Layout dialog

2. Click or tap the **Ok**  button.

OR

Right-click or tap on a **Layout** to see the associated **Load** drop-down menu....

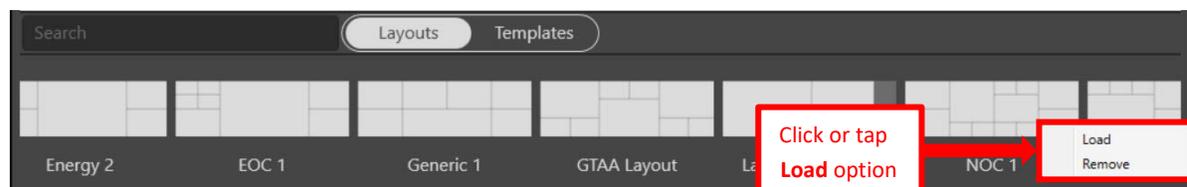


Figure 108: Click or tap Load option on the Load Layout drop-down menu

....then click or tap the **Load** option on the **Load** drop-down menu.



Warning: Loading a **Layout** cannot be undone once executed. If you are unsure, **Save** the current **Display** content to a **Layout** that can be used again later, if needed.

Deleting a Layout

To **Delete** a **Layout**, complete the following steps:

1. **Right-click** or tap on the **Layout** to be deleted on the **Layout List** on the **Display Control Window**. The **Layout Load** drop-down menu is displayed.
2. Click or tap the **Remove** option on the menu.

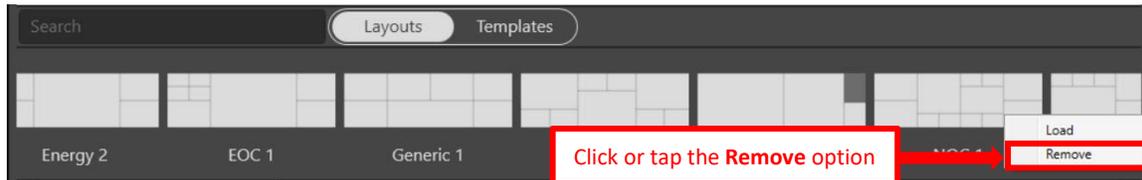


Figure 109: Click or tap **Remove** to delete a **Layout**.

3. The system confirms the deletion:

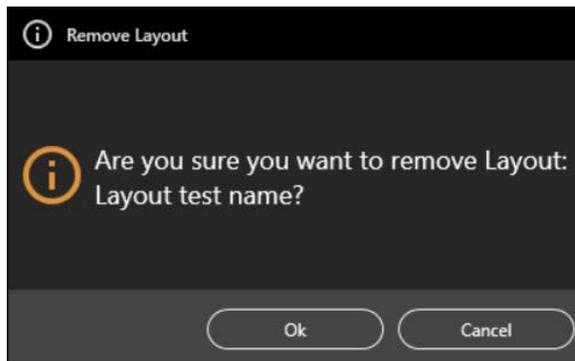


Figure 110: Remove Layout Confirmation dialog



Warning: Deleting a **Layout** cannot be undone once executed. Proceed with caution.

Working with Templates

A **Template** is a saved configuration that forces **Source** windows to be **Tiled** (no overlapping regions) and to conform to specific sizes. **Templates** consist of numbered positions, each of which can be of any rectangular shape, and can be as small or large as needed. **Templates** guarantee placement and size of content and are a convenient way of ensuring that content is appropriately visualized on an ongoing basis.

Viewing Templates

To view **Templates** already defined for a **Display**, complete the following steps:

1. Click or tap the **Layouts/Temp** button on the **Display Control Window's Toolbar** to see the **Template or Sources List** at the bottom of the window.
2. Click or tap **Templates** on the **Layout/Template** switch if it is not already in that position:

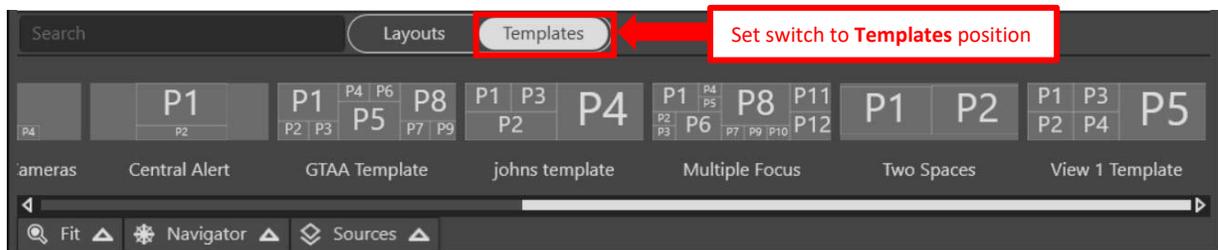


Figure 111: Layout/Template switch is set to Templates position

3. Slide the scroll bar under the **Template** names to the left or right, to see all **Templates** available for this **Display**.
4. Double-click or double-tap the **Template** that is to be viewed.

Saving a Template

A **Template** is saved from an existing set of **Source** window positions. To start, content window positions and sizes must be arranged as desired, so that they can be used again. **Source** windows cannot overlap on a **Template**, so there should be no overlapping regions or windows obscuring other windows.



Tip: Using the **Gridlines** on a **Template** is an easy way to ensure that **Source** windows do not overlap and is an efficient way to arrange content.

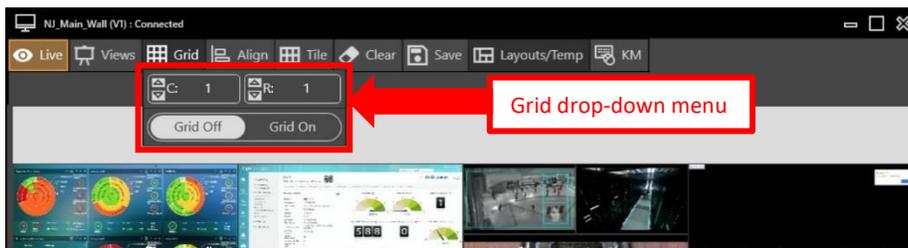
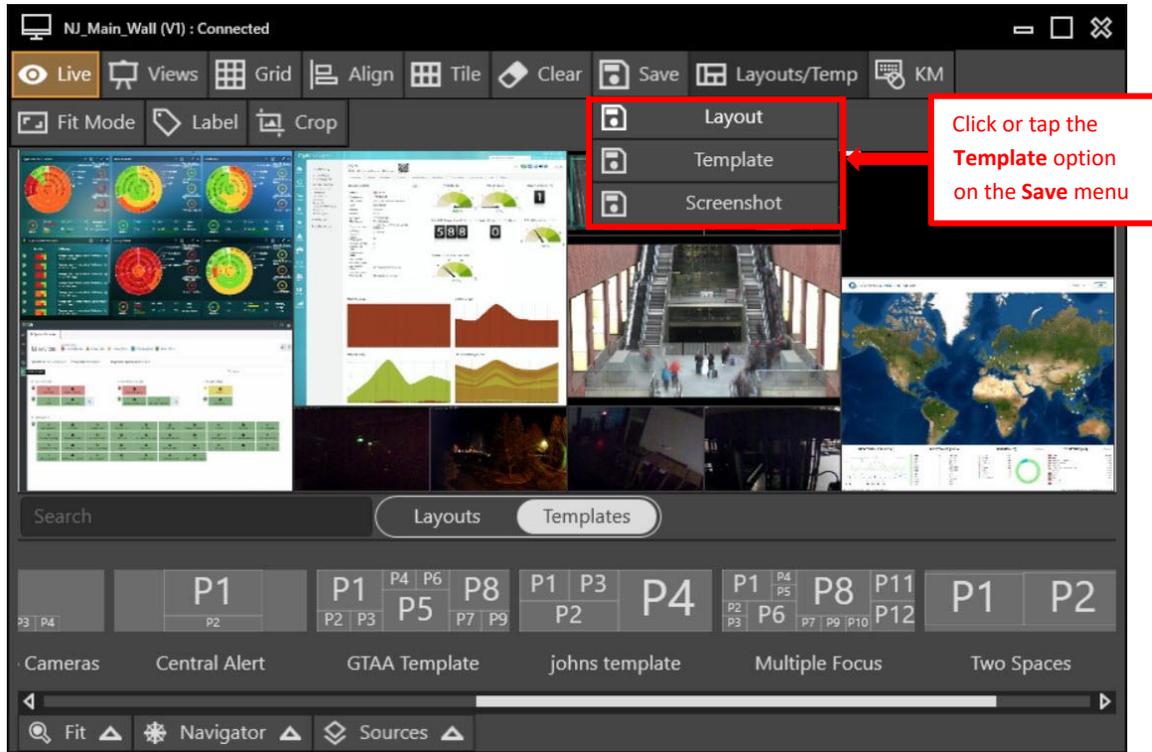


Figure 112: Grid drop-down menu

(For instructions on how to use the gridlines, see [Grids](#).)

To **Save a Template**, complete the following steps:

1. Once the content has been arranged, click, or tap the **Save** button to display the **Save** drop-down menu.
2. Click or tap the **Template** option on the menu.



If any **Source** windows are overlapping, the system prompts the **User** to move content so there is no overlapping:

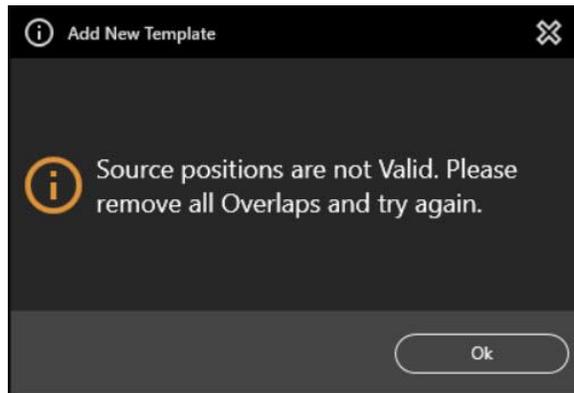


Figure 113:Source positions not valid dialog

3. Click or tap the **Ok** button.
4. Move and/or resize **Source** windows so none are overlapping.
5. Click or tap the **Save** button again.

- Click or tap the **Template** option on the **Save** drop-down menu. Either the **Enter a Template name** dialog or the **This will add a new Template** dialog appears:

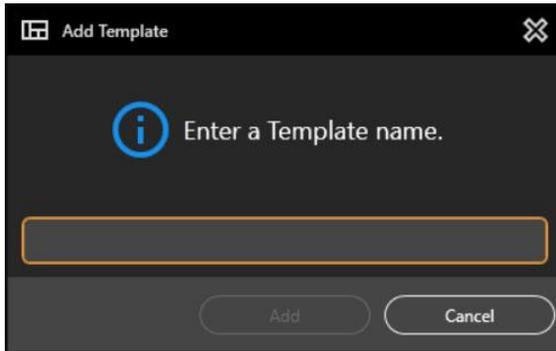


Figure 114: Enter a Template name dialog

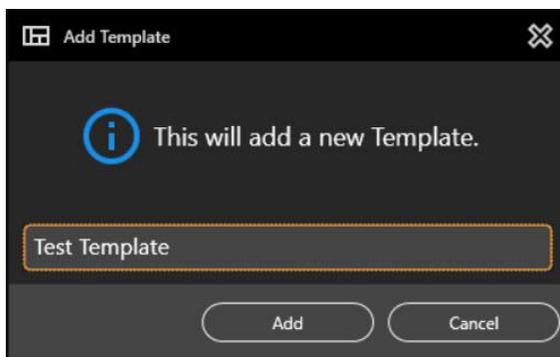


Figure 115: This will add a new Template dialog

- Type a **Template** name. If the name already exists, the system will prompt the **User** to change the name or overwrite the already existing **Template** with the same name:

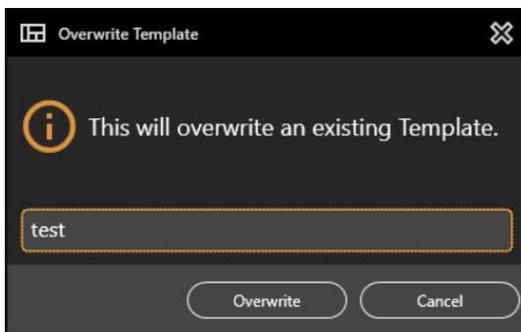


Figure 116: This will overwrite an existing Template dialog

- Click the **Overwrite** button or type a different name.
- Click or tap the **Add** button.

10. The **Template saved to layouts/templates drawer** dialog is displayed:

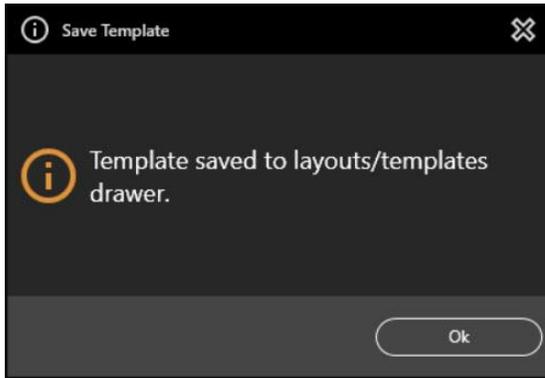


Figure 117: Template saved to layouts/templates dialog

10. Click or tap the **Ok** button.



Warning: Overwriting or deleting a **Template** cannot be undone. Proceed with caution when deleting or overwriting **Templates**.

Using a Template

To activate a **Template**, complete the following steps:

1. Open the **Displays** menu and double-click the **Display** to which a **Template** is to be applied.
2. On the **Display Control Window**, move the **Layouts/Template** switch to **Template**, if it is not already in that position.
3. On the **Template List** at the bottom of the **Display Control Window**, double-click the **Template** to be used. If there is already content on the **Display**, the system warns the **User** that this will clear the current active **View**.
4. Click the **Ok** button to continue.

This displays the **Loading Template** dialog:

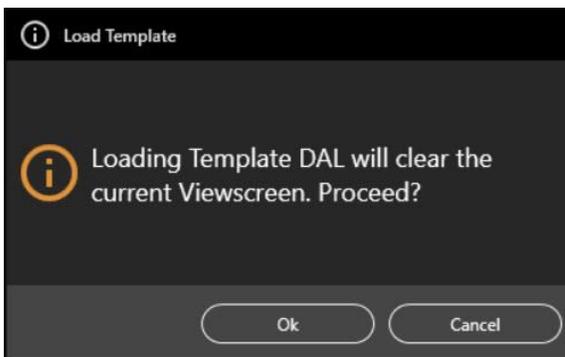


Figure 118: Loading Template will clear the current Viewscreen. Proceed? Dialog

- Click or tap the **Ok** button again. The **View** clears and is replaced with the **Template's** numbered positions. Unlike a **Layout**, a **Template** only clears the *current View*. A unique, different **Template** can be loaded into each **View** on this **Display**.

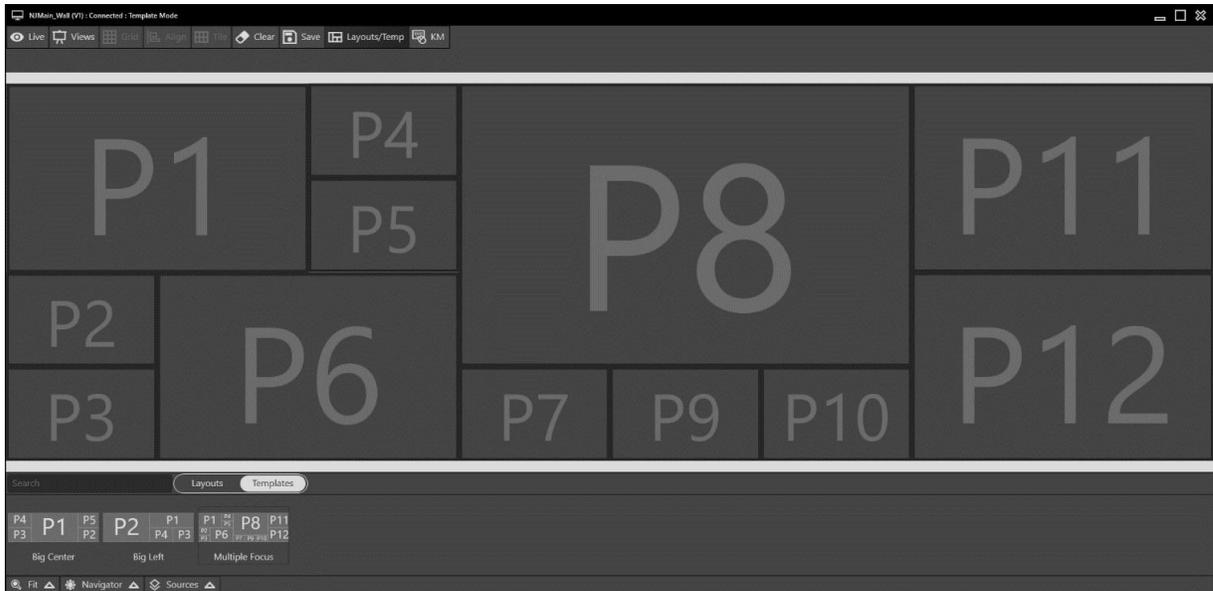


Figure 119: Display Control with Active Template

- Drag and drop a **Source** onto a **Template** position. The **Source** loads and fills the entire position. Add as many **Sources** as needed into **Template** positions.
- To swap **Sources** between positions, drag a **Source** from one position to another. If the position is occupied with a **Source**, the two **Sources** will automatically swap positions. If the destination position is unoccupied, the **Source** will occupy the destination position and the original position will be cleared.



Figure 120: Template with Sources added to numbered positions (in Static state - Display Mimic not showing)

Deleting a Template

To delete a **Template**, complete the following steps:

1. On the **Display Control Window**, be sure the **Layout/Template** switch is in the **Template** position.
2. **Right-click** the **Template** to be deleted in the list below.
3. Press the **Delete** key. The system confirms the action.

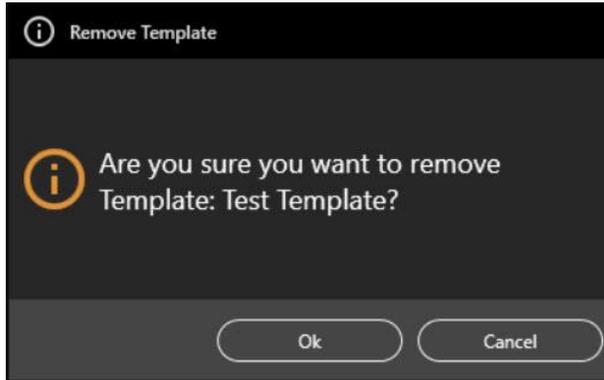


Figure 121: Are you sure you want to remove Template dialog



Warning: Deleting a **Template** cannot be undone, once executed. Proceed with caution.

Creating and Working with Spaces

Working with and creating **Spaces** is mostly done from the **Spaces** menu on the **Hub** (as shown in the figure below), although a **Space** can also be created from the **Display** menu. A **Space** is a virtual **Video Wall** designed for **vis|ability™ Users** to conveniently arrange content for easy recall, viewing, sharing and collaboration. This can be done directly from a **User** desktop, a **Video Wall**, or a mobile phone. A **Space** can contain any [Source](#) defined in the **vis|ability™** system. **Spaces** can be given any name and once created, if they are made **Public**, are available for any logged in **User** to see, **Share** and interact with. The number of **Spaces** defined and used in the system is virtually unlimited.

Spaces operate using a “room model” of interaction. When you enter a room, you can see all the content that was previously placed there. When you leave the room, the content remains in place. If another **User** enters the room (i.e., opens the **Space** on their desktop), they also see that same content. Sharing the **Space** to a [Display](#) (an actual **Video Wall**) means that others who can see that particular **Display** also see that same content. Adding content, interacting with the content, **annotating** the content, are all shared, in real time, with any **User** viewing that **Space**.

The Spaces Menu

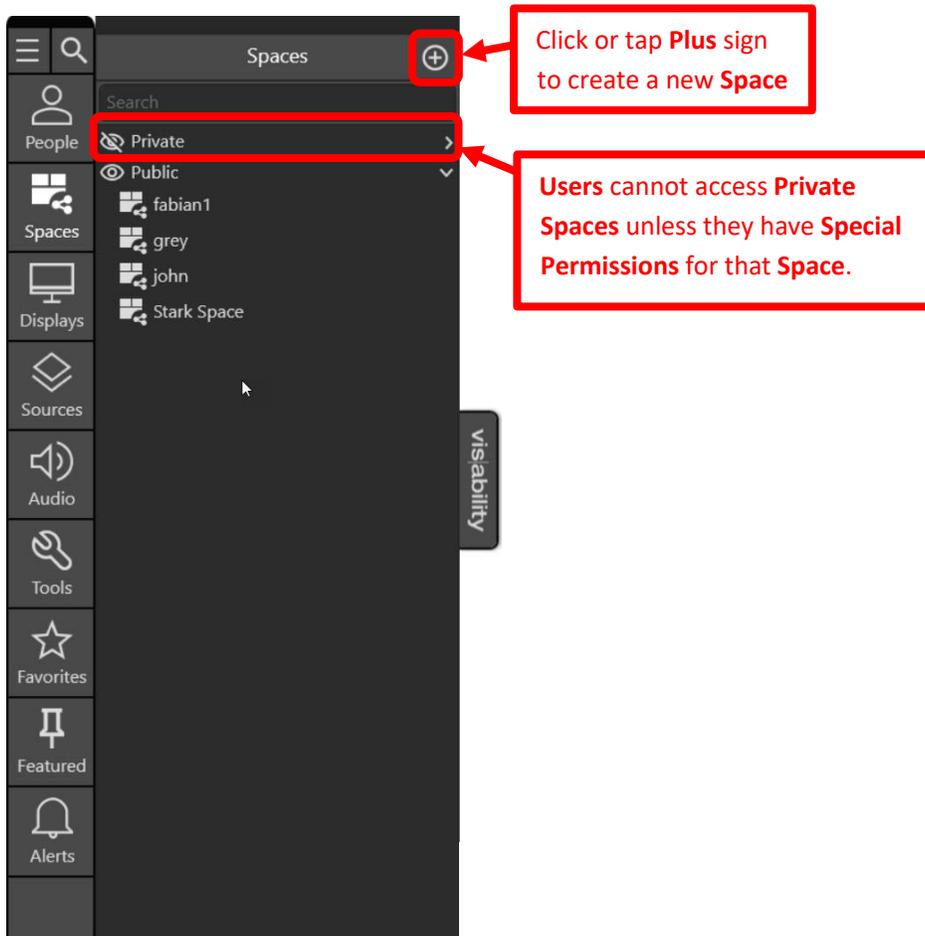


Figure 122: The Spaces menu

Creating a New Space

To create a new **Space**, complete the following steps:

1. Click or tap the  button in the upper-right corner of the **Spaces** menu on the **Hub** (as shown in the previous figure). The **Add Space** screen is displayed:

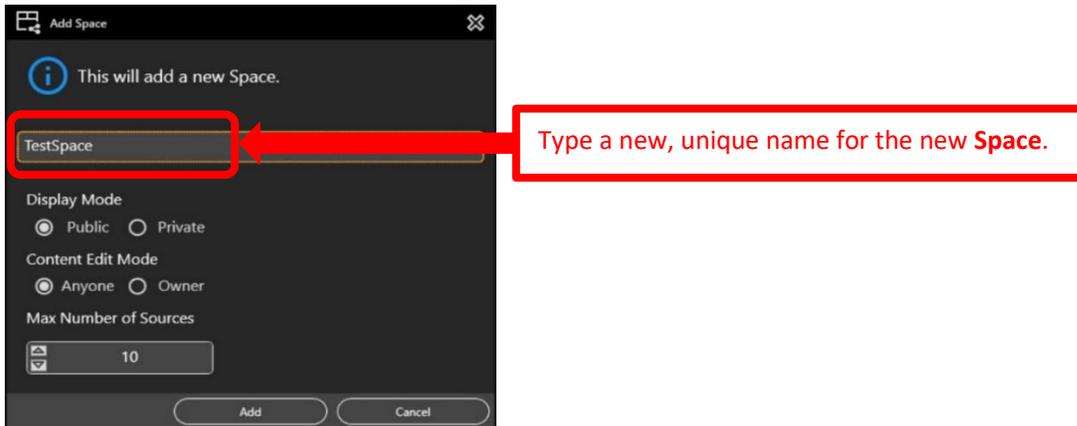


Figure 123: Add Space Screen

2. Type a new, unique **Space** name. (In the figure above, the new **Space** is named **TestSpace**.)
3. Click or tap the radio button next to either **Public** or **Private** for the **Display Mode**. In most cases, spaces are made **Public** so that anyone can see necessary information. Sometimes, however, the content being streamed to a particular **Space** must be seen only by specifically designated **Users**. If this is the case for the **Space** being created, **Private** should be selected.
4. Click or tap the radio button next to either **Anyone** or **Owner** to determine who can make changes to the content of this **Space**.
5. Use the **Up** and **Down** arrows to enter the **Maximum Number of Sources** to be associated with this **Space**.
6. Click or tap the **Add** button at the bottom of the screen, as shown above.

The new, empty **Space** is now created and added to the list of **Spaces** on the **Spaces** menu:

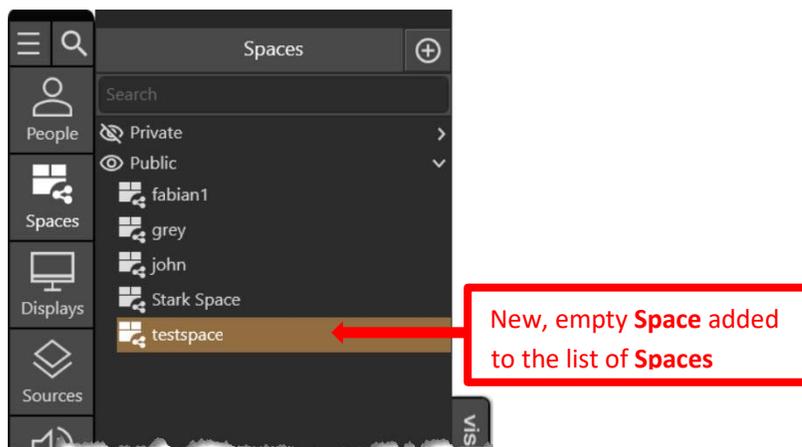


Figure 124: New empty **Space** added to the list of **Spaces** on the **Spaces** menu

7. The next step is [Sharing a Web Portal Link](#)

The Web Portal feature allows users to share Spaces with anyone outside of the **Vis|ability** System. To create and share a Web Portal link for other users, complete the following steps:

1. Click or tap the **Share to Portal** icon located in the Space window. The **Create Web Portal** window displays.
2. Enter or select the following information:
 - a. Short description (optional)
 - b. Link Expires In – A time in which the link that’s created will expire.
 - c. Require Passcode – Select **Yes** or **No** to choose whether the link will require a passcode to access the Web Portal.
3. Click or tap **Create Link**. A live, read-only web stream with Space content displays.

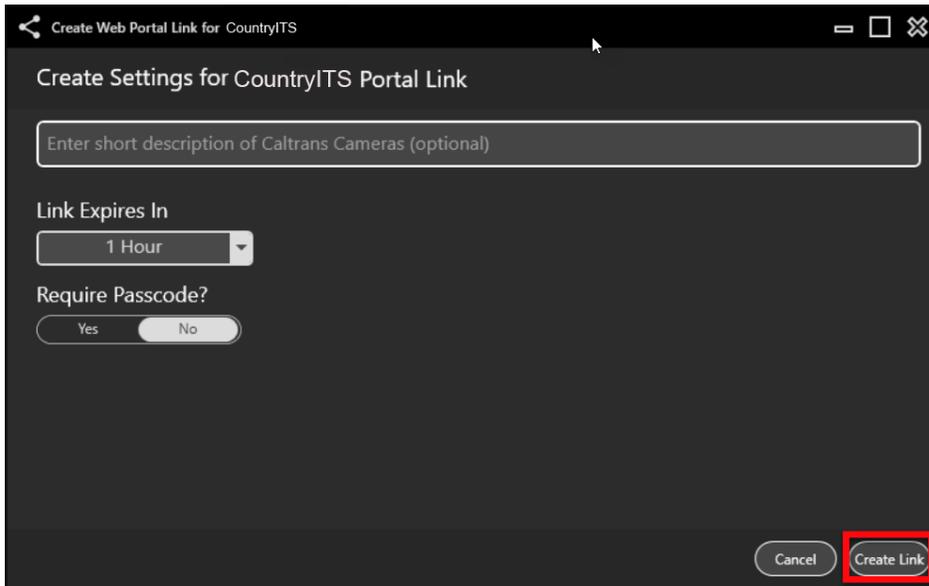


Figure 140: Create Web Portal Link Screen

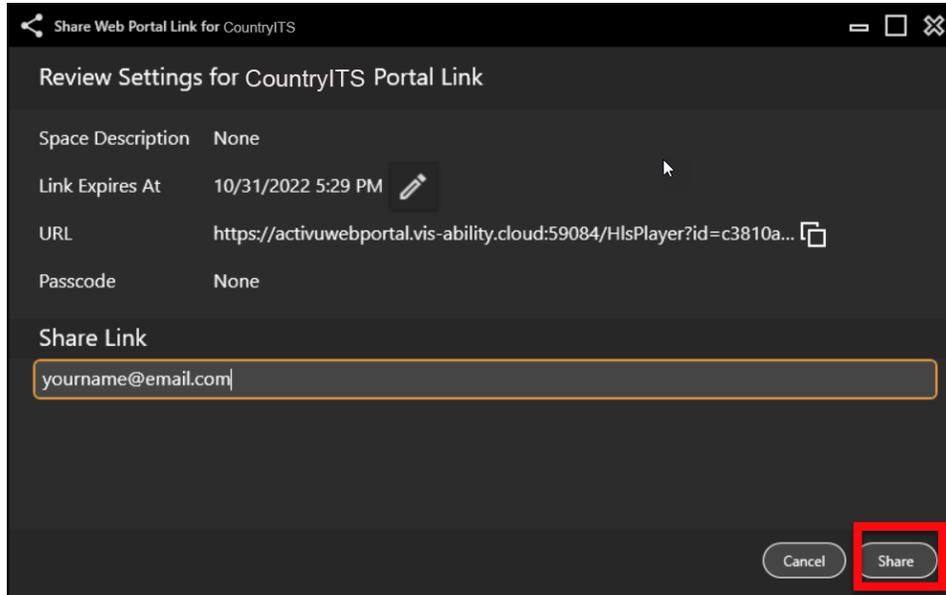


Figure 141: Sharing the Web Portal link

4. Enter a short description for the Portal link (optional).
5. Click or tap the **Link Expires at** edit icon to change the date and time.
6. To view the Web Portal URL in a browser:
 - a. Click or tap the **URL copy** icon.
 - b. Open a browser and paste the URL.

A warning displays at the top of the Space window stating the Space is Shared to the Web Portal.

7. The settings display includes a link to access the Web Portal and share it with users. Enter one email address or multiple separated by commas into the **Share Link** field.
8. To share the link, click or tap the **Share** button.

Audio Tool

(See Audio Conference Settings)

8. Adding Sources to a Space to determine the content to be shared.

Creating a Space to Share to a Display from the Display Menu

The process of creating a **Space** is the same as creating a new **Space** on the **Spaces Hub** menu, except that on the **Display** menu, the **User** can combine this step with **Sharing** the new **Space** to a **Display**. The **User** must first open the **Display** menu, select a **Display**, then click or tap the **Create a Space and Share to** icon, to the right of the **Display** name they have selected.



Figure 125: Click or tap the **Create a space and share to** icon for the **NJ_Main_Wall** Display

The remaining steps are described previously in the section for Creating a New Space on the **Spaces Hub** menu.

Opening an Existing Space

To open a **Space** that already exists, complete the following steps:

1. Open [The Spaces Menu](#) on the **Hub**.

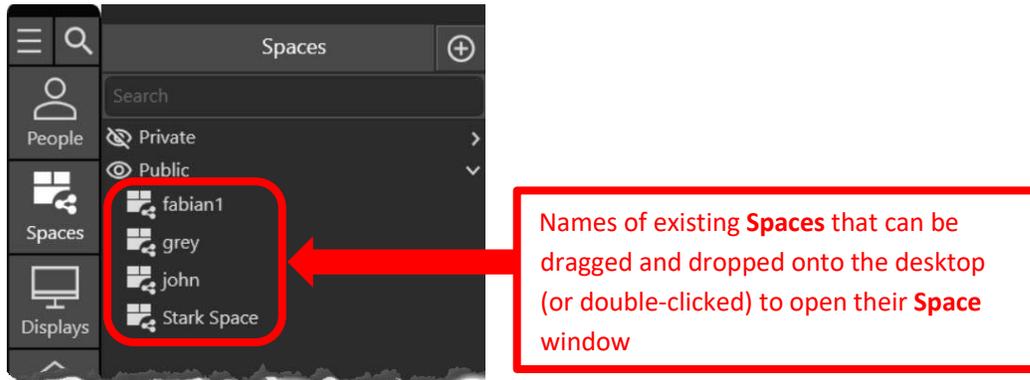


Figure 126: The **Spaces** menu on the **Hub**

2. Drag and drop a **Space** from the menu list onto your desktop.

OR

Double click a **Space** on the menu list.

This opens the **Space** window for the selected **Space**:

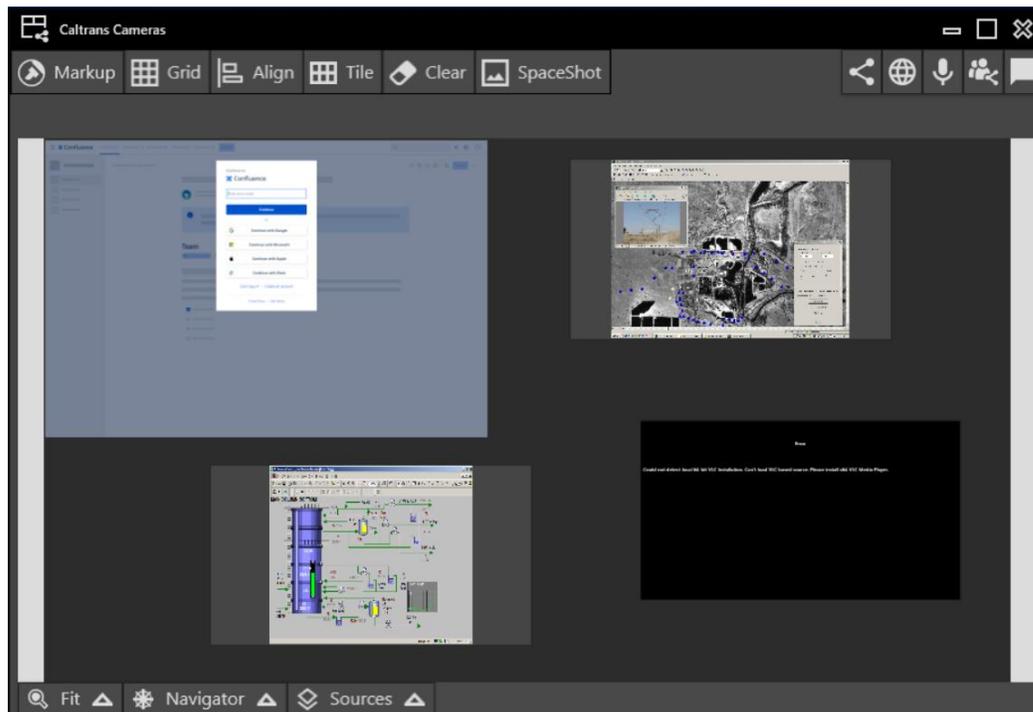


Figure 127: The **Space** window

All previously open **Source** windows associated with this **Space** are restored.

The Toolbar on the Space Window

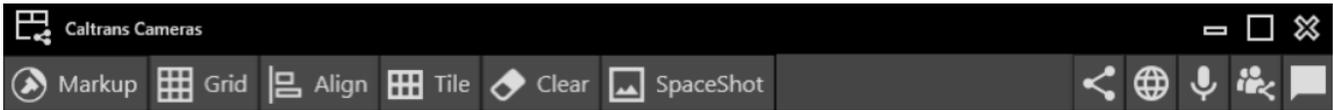


Figure 128: Spaces Window Toolbar

If the **Space** window is narrowed in width, the **Toolbar** changes to buttons without text, with icons only, as shown below:

Figure 129: Abbreviated **Toolbar** on the **Space** window

Markup Tool for Annotation



A **User** can **Annotate** over the top of **Space** content. Each **User** in a **Space** is given their own **cursor** and **color** for clear communication and collaboration. Each **User** can change the **color** of his **Annotation** pen during the **Annotation** session. More than one **User** can, if desired, use the same color during **Annotation**.

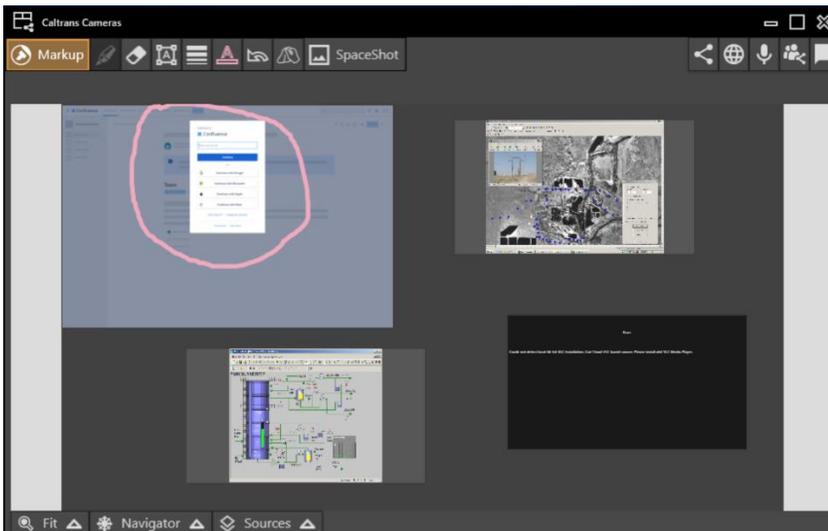


Figure 130: A Space with Markup enabled

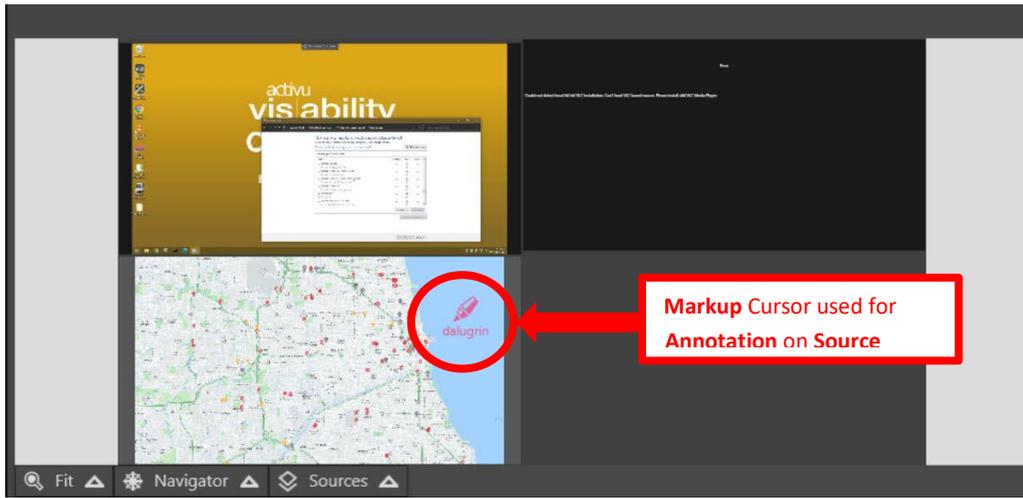
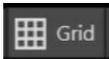


Figure 131: Markup Tool used for Annotation

All **Marks** placed on the **Space** are synchronized and shared among all **Users** (and **Displays**) on the **Space**. **Annotation Marks** can be quickly toggled on and off to see content better and because adding content, or interacting with content in a Space, is not possible when markup is enabled.

Grid Tool (See [Grids](#))



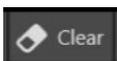
Align Tool (See [Alignment](#))



Tile Tool (See [Tiling](#))



Clear Tool



To **Clear** a **Space**, click or tap the **Clear** button on the **Spaces Toolbar**.

SpaceShot Tool



The **SpaceShot Tool** allows a **User** to take a **Snapshot** of the **Space** content (with or without **Markup**) and save the image to the local disk. **SpaceShots** are saved to the current **User** directory **C:\<home directory>\Pictures\vis-ability** and file names consist of the **Space** name plus the time and date stamp, combined, to guarantee unique file names.

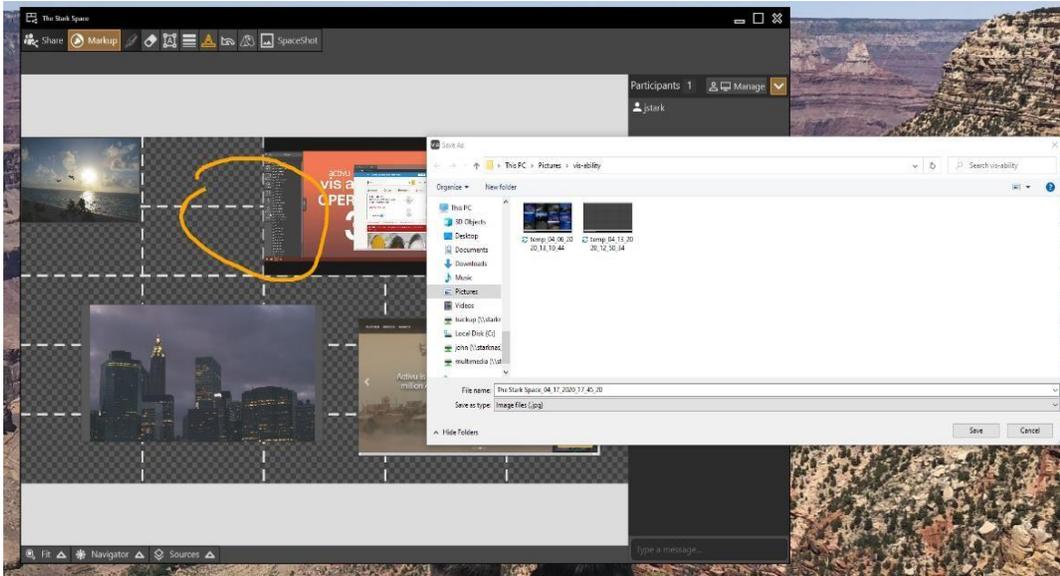


Figure 132: Saving a Spaceshot

Menus on the Space Window

Fit -Actual Menu

On the **Fit-Actual** menu, the **Fit** option forces **Source** content to fit within the constraints of its window, scaling it within the box. If the window is resized, the content will resize to fit the new window size. The **Actual** option forces the **Source** to display its native resolution within the size of the window.

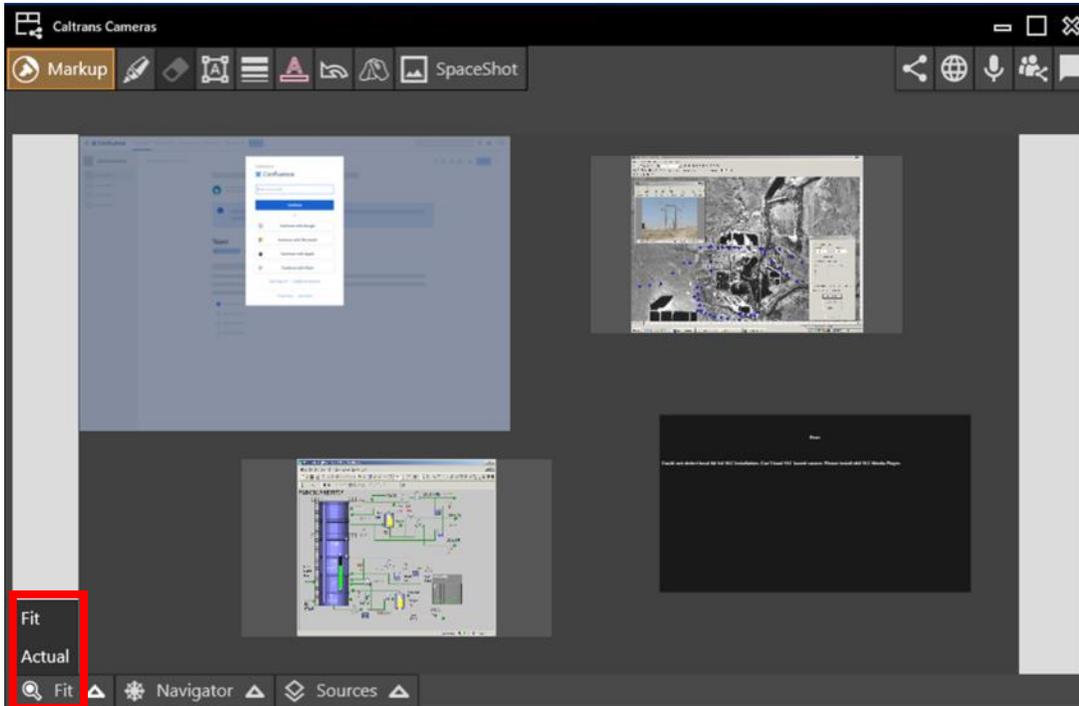


Figure 133: Fit-Actual menu on Spaces window

Navigator Menu

The **Display Mimic** scale can be controlled by sliding the bar to the left and right on the **Navigator** menu at the bottom of the **Spaces** window, as shown below:

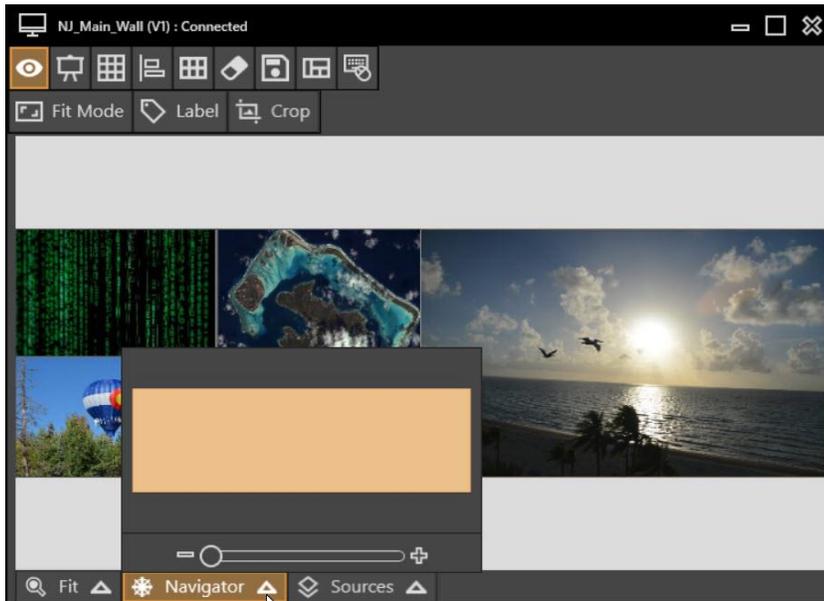


Figure 134: Navigator menu on Spaces window

Sources List Menu on Spaces Window (See [Source List Menu](#).)

Sharing a Space with Other Users

To share a **Space** with another **person** or **Display**, complete the following steps:

1. Click or tap the **Participants** icon on the **Space** window **Toolbar**. The **Participant Panel** opens on the right side of the **Space** window. Listed at the top of the **Panel** are the **Displays** that this **Space** can be shared on. Under the scrollbar for the **Displays**, are the **People** available to **Share** this **Space** with.

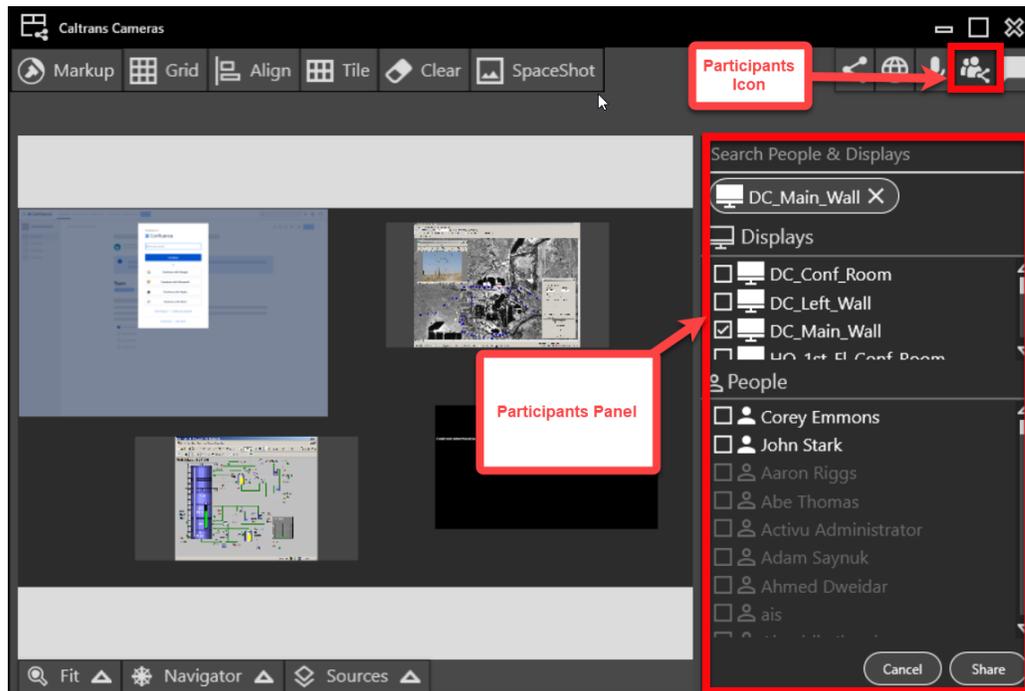


Figure 135: **Space** window with **Participants Panel** displayed

2. Click or tap the name(s) of the **User(s)** to place a checkmark next to their name.
3. Click or tap the **Share** button at the bottom-right of the window. Repeat this process for each person to be added to the **Space**.
4. The checked name(s) has become a **Participant(s)** in this **Space**. They are now listed at the top of the **Participants Panel**.
5. To chat with other participants, click or tap the **Chat** icon in the tool bar. At the bottom of the **Chat** area is the **Type a Message** output box for the **User** to engage in conversation with the **Participants**.

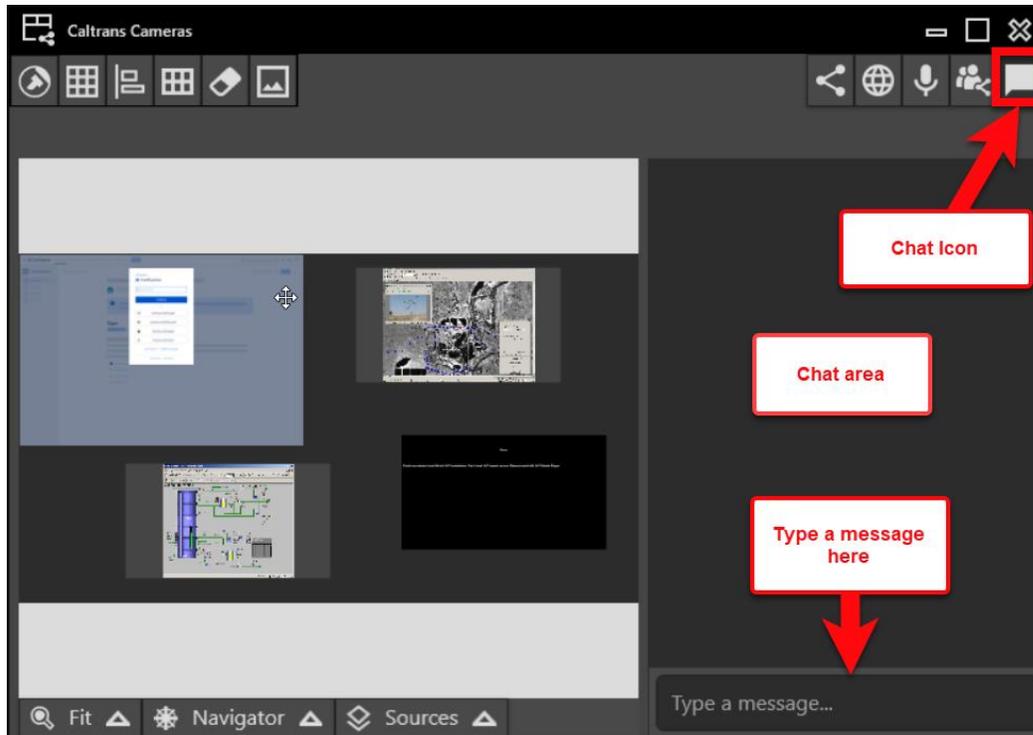


Figure 136: Participant chat area

Sharing a Space with a Participant Using the Search Window

Another way to **Share** a **Space** with a **Participant** is to complete the following steps:

1. On the **Space** window, click or tap the **Share** icon. The **Search People and Displays** window is displayed:

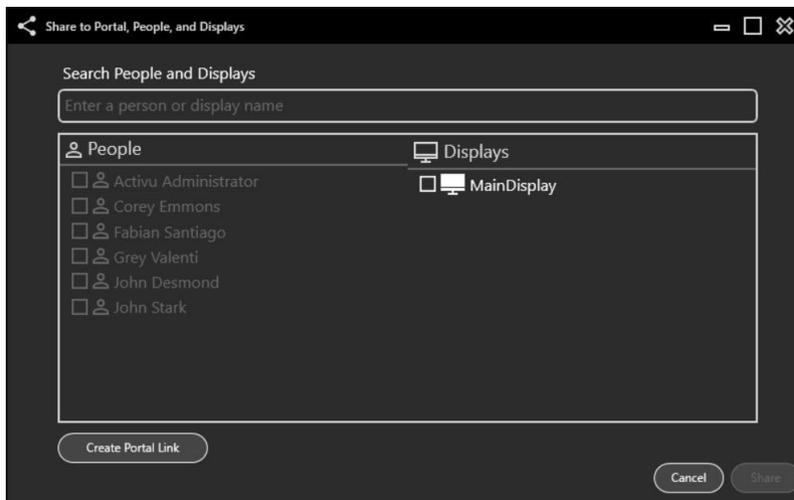


Figure 137: Search People and Displays window

To the left, **People** are listed who are available to **Share** this **Space** with. On the right, **Displays** are listed that are available to **Share** this **Space** on.

2. Type the name of the person (to **Share** this **Space** with) in the **Search** bar.

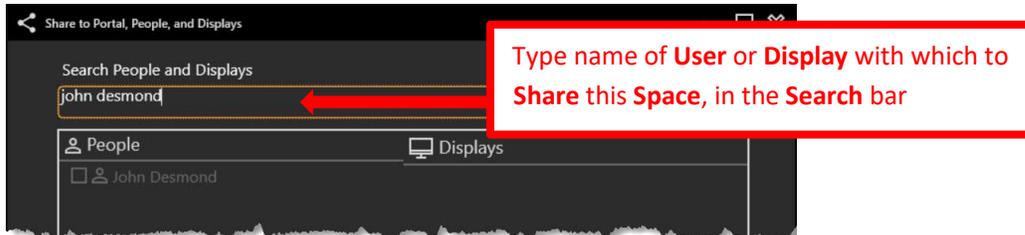


Figure 138: Type name of User in Search bar

3. If the person with which to **Share** this **Space** comes up in the **Search** results in white, with a checkbox next to their name, click or tap the name of that person to place a checkmark in the box.
4. Click or tap the **Share** button at the bottom-right of the window.

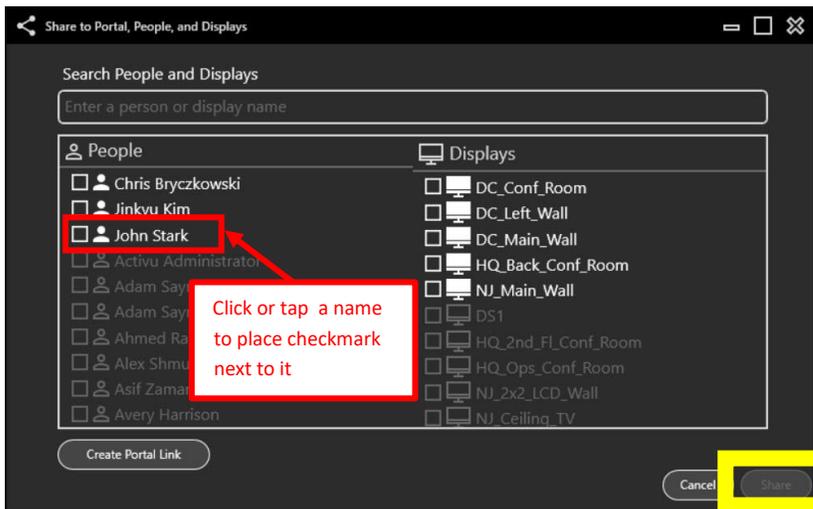


Figure 139: Search People and Displays window

6. Click or tap the **Participants** button on the **Toolbar** of the **Space** window to see the added person in the **Participants** list.

Removing Participants

To remove a participant, or remove a **Space** from a **Display**, complete the following steps:

1. On the **Space** window, click the **Participants** button on the **Toolbar**, if the **Participant Panel** is not displayed.
2. Click the name of the **User** or **Display** to remove on the **Panel**.
3. Click the **Remove** button next to the name of the **User** or **Display**. The selected **User** or **Display** is now removed from the **Space**.



Important: Users that have been removed from a **Space**, if they are permitted, can re-enter the **Space** without invitation.

Sharing a Web Portal Link

The Web Portal feature allows users to share Spaces with anyone outside of the **Vis|ability** System. To create and share a Web Portal link for other users, complete the following steps:

9. Click or tap the **Share to Portal** icon located in the Space window. The **Create Web Portal** window displays.
10. Enter or select the following information:
 - a. Short description (optional)
 - b. Link Expires In – A time in which the link that's created will expire.
 - c. Require Passcode – Select **Yes** or **No** to choose whether the link will require a passcode to access the Web Portal.
11. Click or tap **Create Link**. A live, read-only web stream with Space content displays.

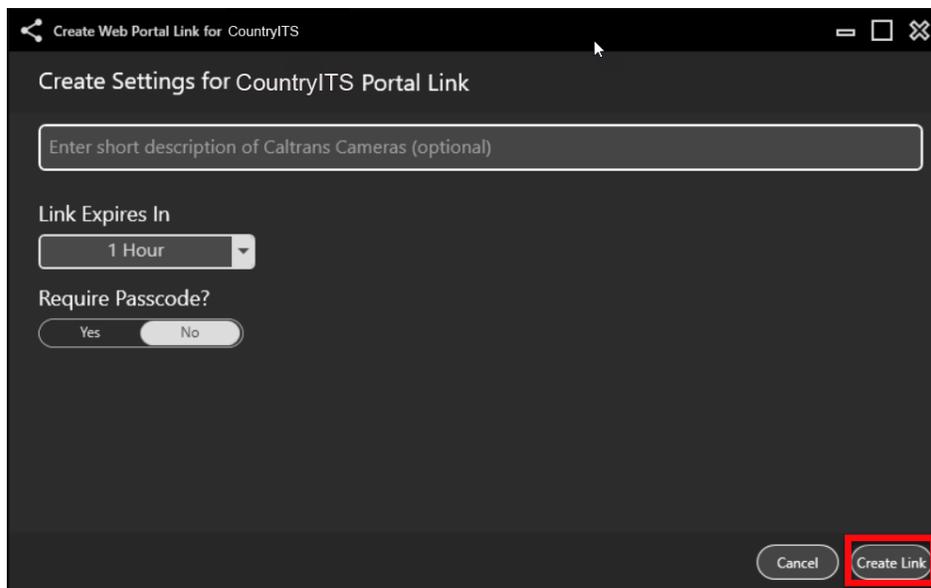


Figure 140: Create Web Portal Link Screen

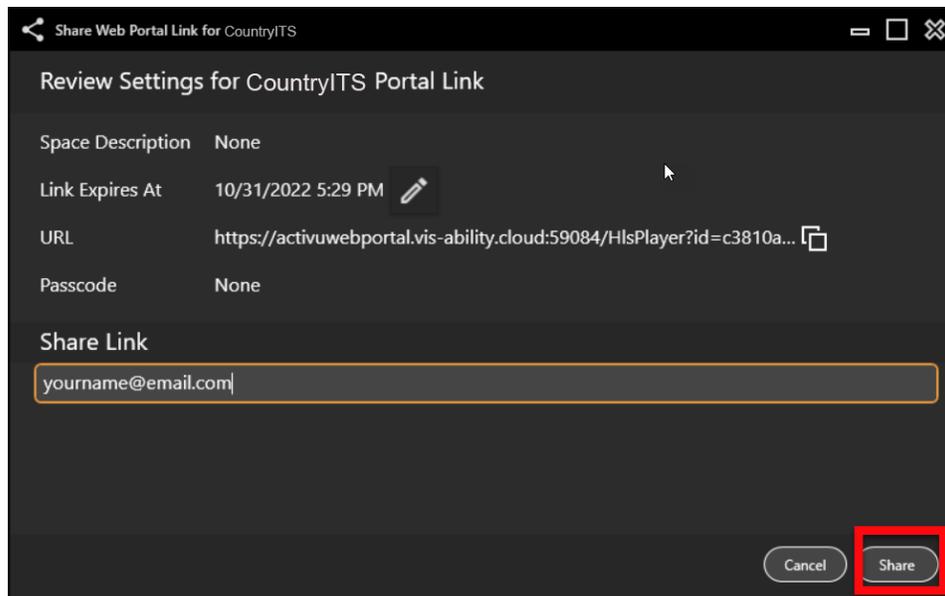


Figure 141: Sharing the Web Portal link

12. Enter a short description for the Portal link (optional).
13. Click or tap the **Link Expires at** edit icon to change the date and time.
14. To view the Web Portal URL in a browser:
 - a. Click or tap the **URL copy** icon.
 - b. Open a browser and paste the URL.

A warning displays at the top of the Space window stating the Space is Shared to the Web Portal.

15. The settings display includes a link to access the Web Portal and share it with users. Enter one email address or multiple separated by commas into the **Share Link** field.
16. To share the link, click or tap the **Share** button.



Audio Tool

(See Audio Conference Settings)

Adding Sources to a Space

A **Source** can be drag and dropped onto a **Space** from the **Source** menu on the **Hub**. The position of the **Source** window on the **Space** is determined by where it is dropped. Multiple **Sources** can be added as a group, from the **Source** menu to a **Space**, by using **Control+Left-click+Drag and Drop** or **Shift+Left-click+Drag and Drop**.

The drag and drop method open all selected windows in a cascading list of windows on the **Space**. Unlike on a **Display**, the content is displayed in full resolution, live and interactive.

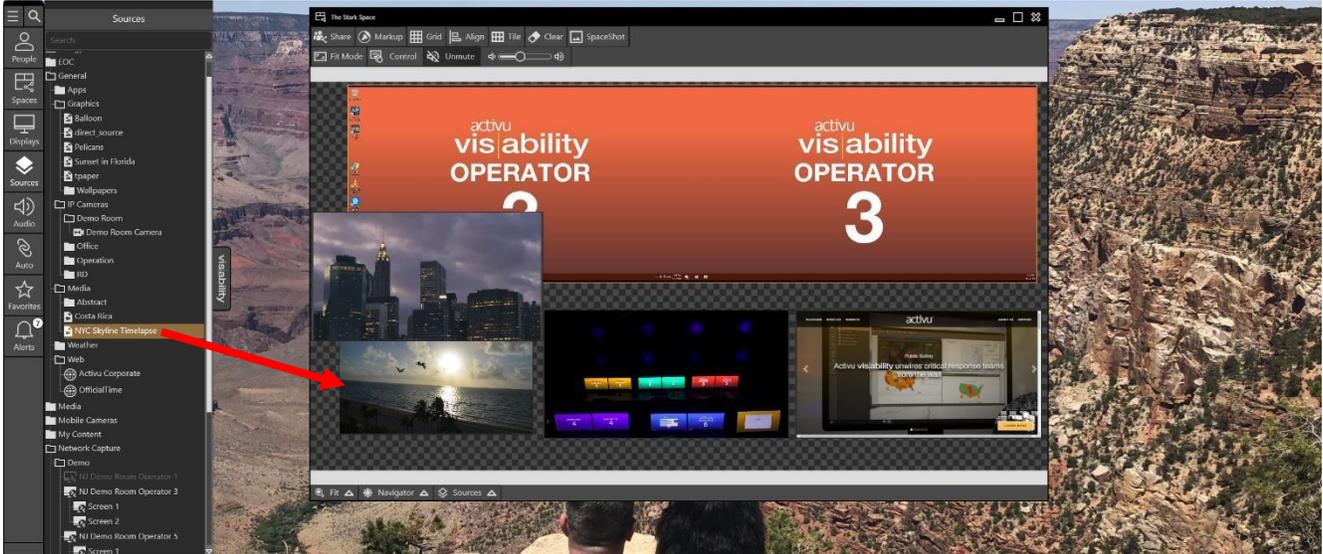


Figure 142: Adding a Source to a Space

Removing Sources from a Space

Sources can be removed from a **Space** by clicking or tapping the **Source** name to be deleted, on the **Source List** at the bottom of the **Space** window, then pressing the **Delete** key on the keyboard or clicking or tapping the **Trash Can** to the right of the **Source** name.

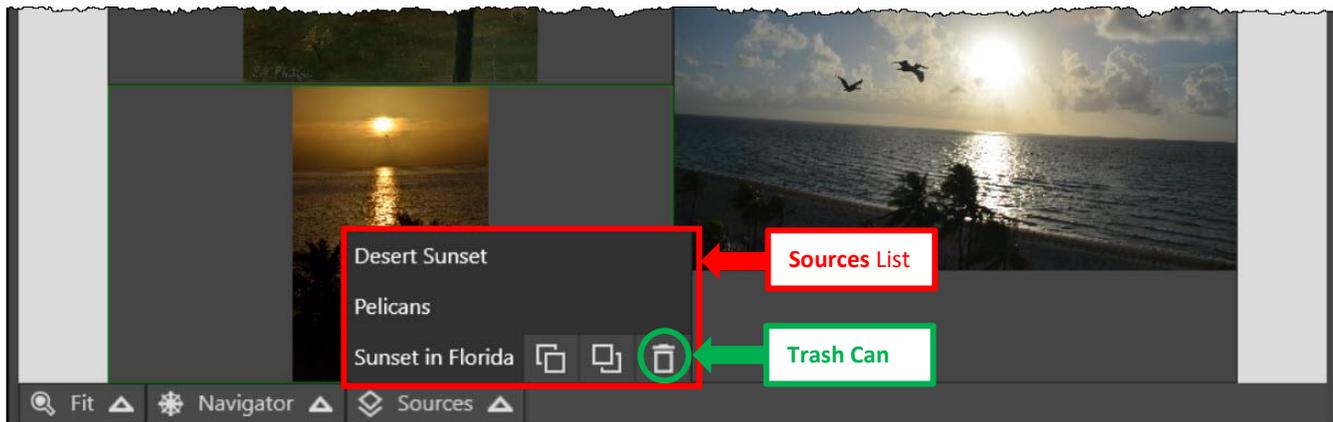


Figure 143: Source List on Space window

Sources can also be deleted by right-clicking or tapping the **Source** window (on the **Space** window) to display the **Context** drop-down menu associated with that **Source**, then clicking or tapping the **Remove** option.

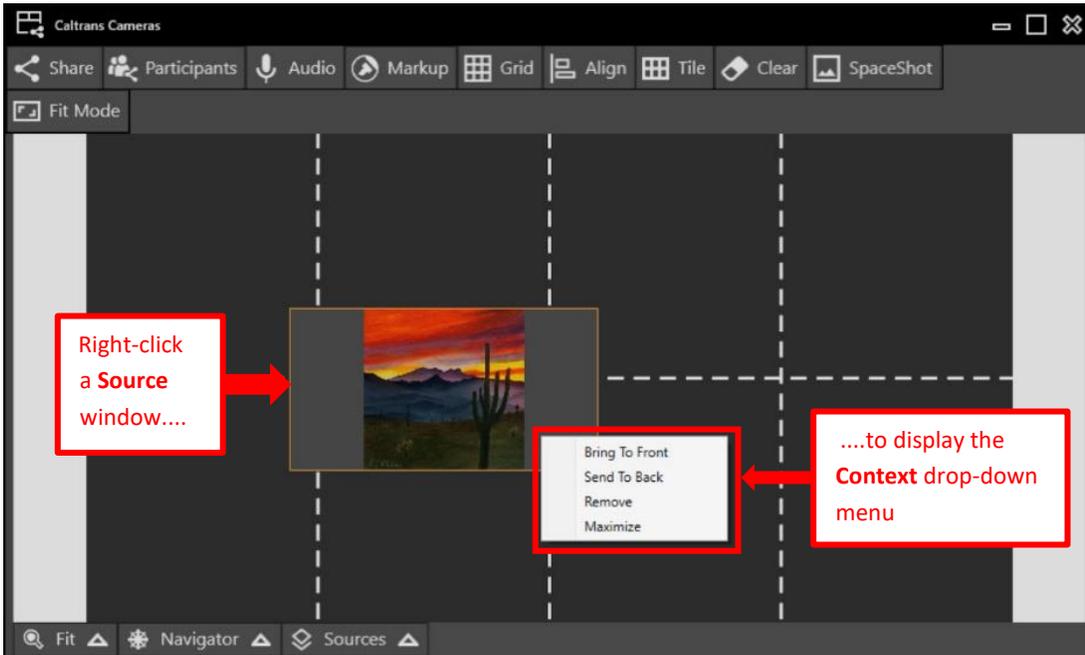


Figure 144: Context drop-down menu of Source window placed on Space window

Working with Source Windows on a Space

(See Working with Source Windows)

Working with Local Sources

Vis|ability™ Desktop Client allows **Users** to view and interact with **vis|ability™ Sources** directly on their desktop when the use of a **Space** is not desired. The application that provides this interface is called the **Local Viewer**.

Supported **Source types** include:

- ❖ **Capture Client Sources** (network capture)
 - Supports soft KVM
 - Support for audio playback
- ❖ **Media Sources**
 - Images
 - Video files
- ❖ **IP video sources**
 - Cameras (with PTZ control for OnVIF-enabled cameras)
 - o Encoders
 - o VMS-originated video streams
- ❖ **Web Sources**

Launching Local Viewers

To start a **Local Viewer**, complete the following steps:

1. Open the **Source** menu on the **vis|ability™ Hub** by clicking on the **Sources** button.



2. **Double-click** a **Source** name in the menu list. The **Source** is opened on your desktop, like any other application.

OR

Drag and drop a **Source** (or multiple-selected **Sources**) to your desktop. The "drop" location of the window(s) is where it (they) are opened and placed.

Capture Client Viewer

The **Capture Client Viewer** allows a **Desktop Client User** to view, interact with and listen to a remote desktop that is part of a **vis|ability™** deployment.



Figure 145: Network Capture Client Viewer

The **Capture Client Viewer Title Bar** displays the name of the **Source** device, as defined in **vis|ability™**. In this case, the **Source Device Title** is **HQ Ops Conf**. If there are multiple monitors on the remote computer and the **User** has chosen to display the *complete* desktop, all the screens will show up in the **Capture Client** window, utilizing the monitor orientation of the **Source** computer.



Tip: The name of the **Capture Client Source** is defined during installation and may not be the same as the actual computer name.

If one or more applications (or the operating system itself) is generating **Audio**, **Capture Client** transmits this **Audio** stream along with the visual content. The volume of local **Audio** playback can be adjusted or muted. **Audio** streams in stereo only. High-definition **Audio** streaming (such as Dolby 5.2, DTS, etc.) is not supported.

If the **Source** computer configuration allows it (this feature can be disabled on the **Source** computer through local configuration), soft KVM is available. Click or tap the **Control** button to enable any mouse movements and keyboard keystrokes in the window to be delivered to the **Capture Client Source** computer.



Tip: Mouse movement is scaled to window size (smaller windows result in larger movements on the **Capture Client Source** computer). This can make accurate control of small features difficult. To counter this, click or tap the **Fit Mode** button on the **Toolbar**, then the **Actual** menu option. The **Source** content is zoomed to **1:1** to enable pixel-perfect movement.

Working with Capture Client

Capture Client is an integral part of the **Desktop Client** package, allowing **Users** to **Share** one or more elements of their screen content with the **vis|ability™** platform. **Capture Client** communicates and coordinates its actions with the **Desktop Client** application. There are, however, some specific functionalities implemented in **Capture Client** that are described in this section.

How Capture Client Works

Capture Client captures and transmits, securely, content directly from a **user's** screen, using operating-system level access to screens and applications. When a **user** on the **vis|ability™** platform requests access to viewing, sharing or controlling something on their desktop, **Capture Client** services that request and captures, encodes and streams desktop content to a component called MUXrouter (typically installed on the **System Manager** server), which then in turn, delivers the requested content to a viewer(s). All of this is done via properly encrypted and secure communications.



Tip: A **User** is completely in control of who and what has access to his/her desktop content. This section describes how to manage this effectively.

Managing Capture Client

By default, **Capture Client** is installed with the **vis|ability™ Desktop Client**. In its default installation **Settings**, access to the **User's** computer is opened (with permission), and control is permitted (also if granted). **Capture Client** tracks each screen (monitor) connected to the **User's** computer as well as all application windows that are open on the **User's** desktop. If the **vis|ability™** platform has been configured with the **User's** desktop to be a **Source** (i.e., to be visible as a **Source** on the **Hub Source List** for all those to view who are given permission), only screens are tracked for that definition, *not* application windows.

To change the **Settings**, complete the following steps:

1. Right-click the **Capture Client** icon in the **Toolbar Task Tray** to open the **Settings** dialog.



Figure 146: Capture Client Tool Tray icon

2. Click or tap **Show Settings**.

This displays the **Capture Client Control Panel** window:

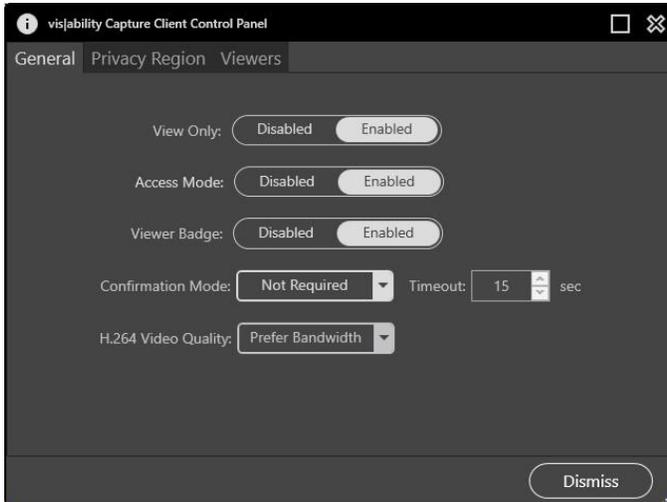


Figure 147: Capture Client Control Panel

Table 6: Settings for General tab on Capture Client Control Panel window (shown in figure above)

Setting	Result
View Only	When Enabled , places Capture Client in View Only mode, disabling the remote keyboard and mouse.
Access Mode	When Disabled , Capture Client is only accessible from the local-machine Desktop Client , using Quick Share .
Viewer Badge	Places a small window on the top-center of a screen that is being Shared . When Disabled , this window is not present during a Share operation.
Confirmation Mode	If Not Required is selected, the system grants access to any authorized requestor. If Reject After Timeout is selected, User is prompted to authorize access. The request for control is denied after timeout. If Accept After Timeout is selected, User is prompted to authorize access, but is not granted until <i>after</i> Timeout . Timeout can be set to any number of seconds required.
H.264 Video Quality	Changing this setting affects the quality and bandwidth used when streaming. Prefer Bandwidth reduces video quality but lessens display latency. Prefer Quality maintains the quality of content, visually, but at the cost of latency and local CPU/GPU encoding resources.

Any changes made are immediate and stored when the dialog is closed.

Privacy Region

A **Privacy** region is just what the name implies, an area of the **User's** desktop or monitor that cannot be shared, even by mistake. This provides the **User** with a way to ensure that personal or sensitive content (such as email, financial documents, etc.), when placed where the **Privacy Region** is located, cannot be viewed by another **User** or **Administrator**. The content area that is selected to be **Private** is replaced with grey pixels, so even if a **User** shares a screen containing a **Privacy** area, only the portion that is not covered by a **Privacy** area, is seen. By default, there is no **Privacy** region already setup and there is no requirement to define one, under normal operation.

To define a **Privacy** region, complete the following steps:

1. Open the **Control Panel** interface
2. Click or tap the **Privacy Region** tab. The dialog displays the **User's** own live desktop content.
3. Select an option:
 - a) **Select Screen** (to be **Private**)
 - b) **Select** (define) **Region**
 - c) **Clear** the currently defined **Privacy Region**.

Select Screen

When **Select Screen** is clicked or tapped, the **User's** entire display is covered with a grey, translucent overlay.

1. Move the mouse to the monitor that is to be designated as **Private**.
2. Left-click or tap on the screen of that monitor. The grey overlay disappears, and the result is displayed on the **Privacy Region** tab. Note the grey box where live pixels used to be.

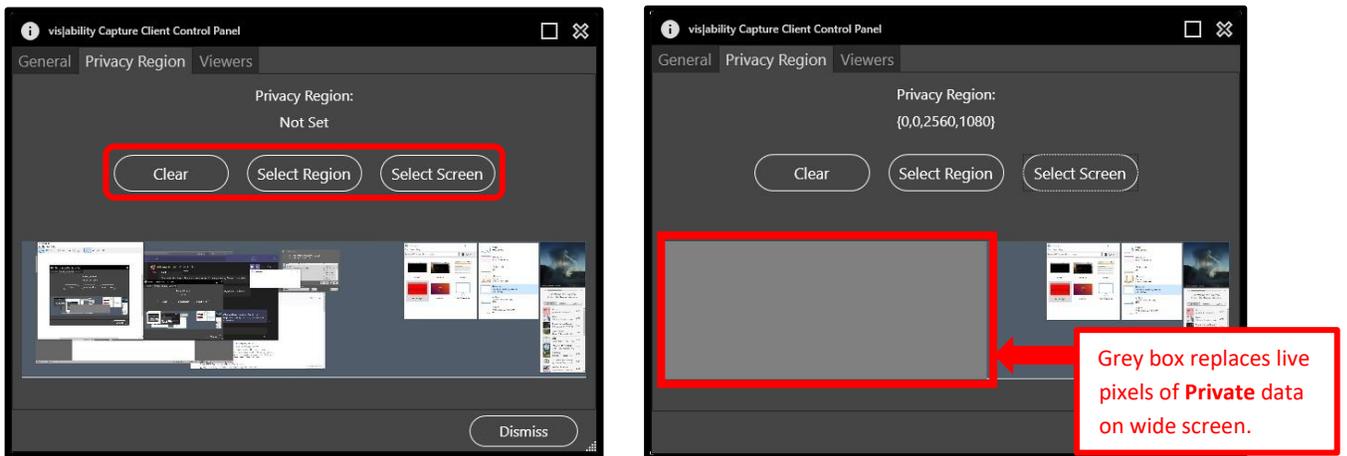


Figure 148: Screen Privacy area greyed out in screenshot on the right.

In the example above, the same, two-screen setup is shown in both figures (one wide screen to the left, and a smaller screen on the right). The first figure shows the two-screen setup with no **Privacy** applied. The second figure shows the **User's** left, wider screen greyed-out, designating it as **Private**.

Select Region

A rectangular **Region**, or *portion* of a screen, can also be designated as **Private**. To do this, move the mouse diagonally over the area to designate as **Private**. This area can span one or more displays but must be rectangular in shape.

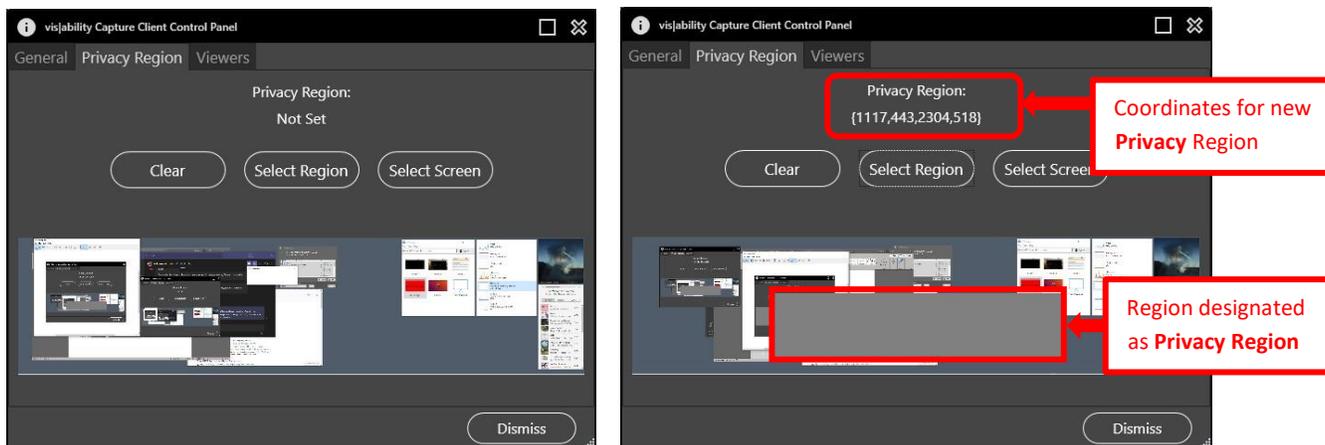


Figure 149: Select privacy Region

In the figure on the right, above, a thin region spanning both displays has been made **Private**. Coordinates of the **Privacy Region** are displayed on top of the window.

Managing Viewers

When **Capture Client** content is being viewed, each **Viewer** is listed in the **Viewers List**. This list includes who is watching, and where it is being viewed (for example: **Desktop Client**, a **Space**, or on a **Display**).

To quickly disconnect desktop content from a **Viewer**, click the **Trash Can** icon on the corresponding line next to that **Viewer** to close it immediately.

From the **Tool Tray**, close *all Viewers* by clicking or tapping **Close All Viewers** on the menu. This immediately disconnects all **Viewers** on the **Viewers List** from the **Capture Client** at the same time.

Sharing Local Content

The vis|ability™ platform allows **Users** to **Share** content directly from their desktops to a variety of end points: **Displays** (video walls), **Spaces**, and directly to other vis|ability™ **Users**. This section describes some of these processes not covered in other sections of this document.

My Content

When the **Desktop Client** is running, it communicates with **Capture Client** to coordinate the tracking of screens and applications to enable easy access for **Sharing** that content. The **User's** desktop content is located in a **Folder** on the **Hub's Source** menu called **My Content**. Within that **Folder** are two sub-folders entitled **Apps** and **My Screens**. Each of these **Folders** contain content that is continually updated, based on the **User's** activity on whatever computer they are logged into. As screens are added or attached (or the resolution changes), and applications are run, they are added or removed directly from these **Folder** lists. **Application Tracking** can be turned off, on the General Tab of the **Hub Settings** menu, if it is not used, or the functionality is not desired.

Listed **Sources** in the **My Content Folders** operate like any other **Source**. They can be dragged and dropped to any remote destination to **Share**.

View Only Capture Client

The **View Only Capture Client** is a specialized version of **Capture Client** used for customers that have secured machines that must be **View Only** and cannot be inadvertently given KVM control. This version is differentiated in the install package as **viewOnlyCaptureClientSetup.msi**. Notably, this package removes the KM feature entirely from the installed product so that this version of **Capture Client** can only provide **Video** and **Audio** signaling.

The **Settings Panel** of the **View Only Capture Client** has KM control options removed. It also has any components related to this functionality removed from the installed libraries and components.

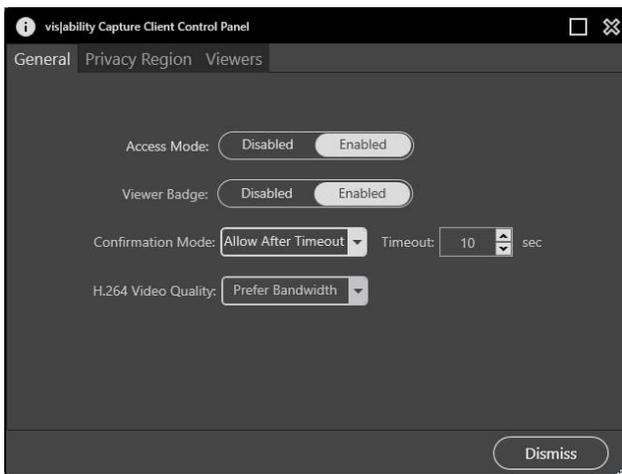


Figure 150: **View Only Capture Client Settings** dialog

Other elements of the **Capture Client** functionality remain identical. It requires connection to the **vis|ability™ System Manager** to provide presence information. **Viewers** will request access and be granted the ability to view content based on the settings on the **Capture Client** itself. Since it is assumed that this variant will be used on non-interaction desktops, defaults at install time allow access after a 10 second delay (if there happens to be a local **User**). This can be overridden to grant access *without* delay, if needed. Content is delivered through an MUXrouter to a **Viewer** through the same communication mechanism as other versions of **Capture Clients** – using a proprietary, encrypted communication connection.

Table 7: Communication in the **View Only Capture Client**

Protocol	Listening Port	Component	Encryption	Service/App	Description
TCP/IP	59081	Command Router	TLS 1.2	Service	Provides information from connected devices to the Control Manager, such as presence and installation status
TCP/IP	59085	MUX Router	Curve25519	Service	RTSP server port
TCP/IP	59086	MUX Router	Curve25519	Service	RTSP over HTTP port
TCP/IP	59087	MUX Router	Curve25519	Service	Receiver bind port
TCP/IP	59088	MUX Router	Curve25519	Service	Sender bind port

Working with the Web Client

vis|ability™ Web Client is an alternative interface that allows users to browse and view Source content from the **Vis|ability** system. Content includes the following:

- Layouts
- Sources
- Spaces
- Featured

Logging into the Web Client

To log into the Web Client, open a browser and enter the IP Address of the machine you are trying to access. The log in screen displays.

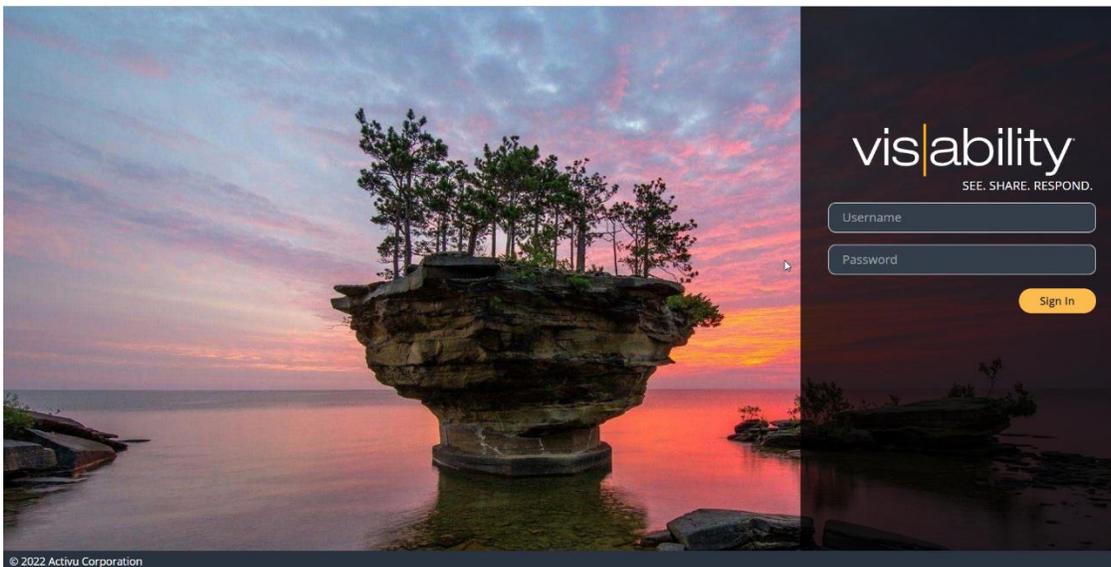


Figure 151: Web Client Log In Screen

1. Enter your **vis|ability™** Log in credentials. The Home screen displays with a list of Favorites in the Desktop Client (optional).

Account Settings

Account settings allow users to view and manage account details such as:

- Name
- Username
- Email
- Phone Number
- Password

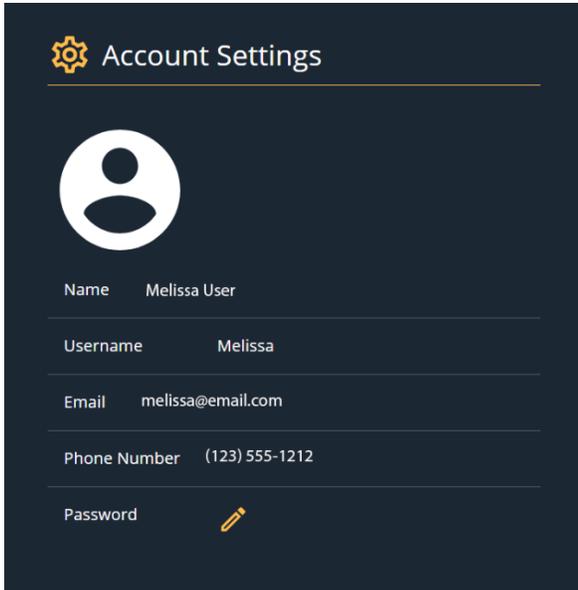


Figure 152: Account Settings User Details

Layouts

A **Layout** is a **Snapshot** of a set of **Sources**, their content, position, size, cropping, z-order and labeling in both the active **View** and non-active **Views**. This **Snapshot** is saved for the purpose of easy recall with just a **double-click** or **tap**.

To view a layout, click or tap the **Layouts** button located in the top navigation menu. The Layouts page displays. There are two layout options to choose from, **Universal Layouts** and **Displays**.

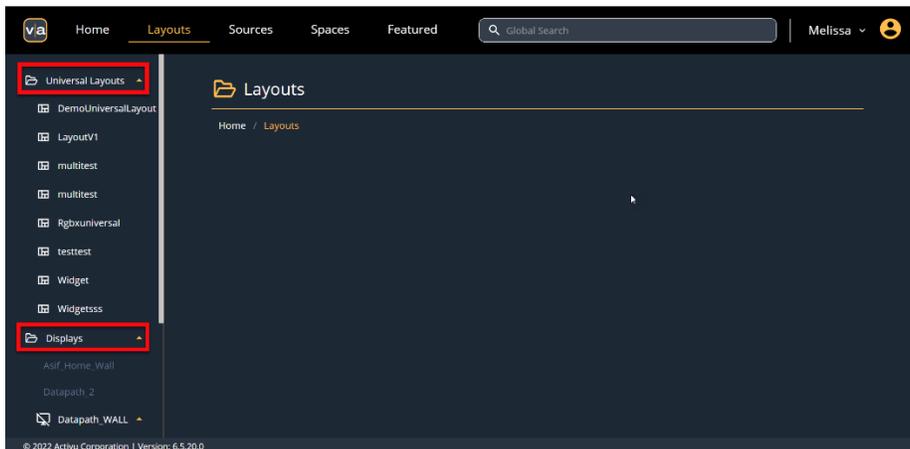


Figure 153: Layouts Page with Universal Layouts and Displays options

Users can apply universal layouts to any Display node. Displays are only applied to a user's saved display.

To load a Universal Layout:

1. Click or tap the **Universal Layouts down arrow** to expand the menu.
2. Double-click or tap a layout to select.

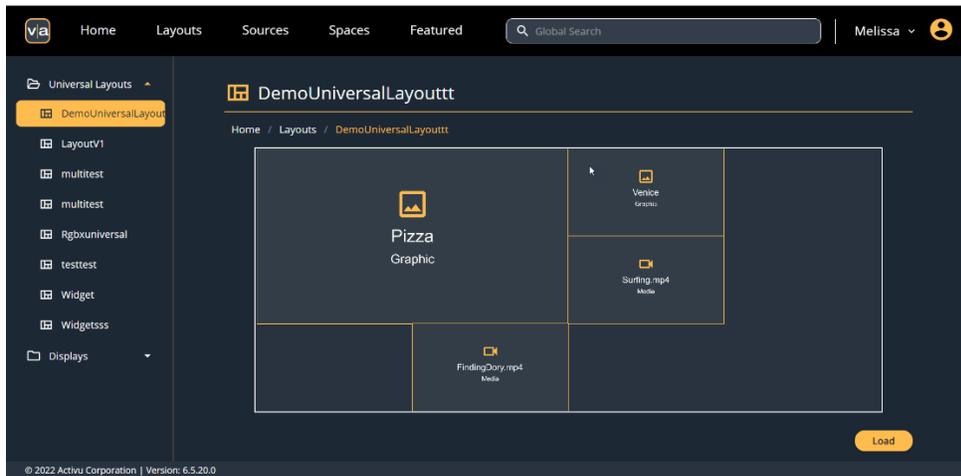


Figure 154: User Selected Universal Layout

3. Click or tap **Load**.

To load a Display:

1. Click or tap the **Displays down arrow** to expand the menu.
2. Double-click or tap a Display name to select. The selected display displays.

Sources

In the **vis|ability™** system, a **Source** represents the actual origin of any information that is to be viewed or **Shared** on a **Display** or added to a **Space**, including: images, media files, streaming media (such as IP cameras and encoded desktop content), web windows, widgets, office files, and (when working with a **Display** that has them) direct-connected inputs such as DisplayPort, HDMI, DVI, and VGA.

To view a layout, click or tap the **Sources** button located in the top navigation menu. The Sources page displays.

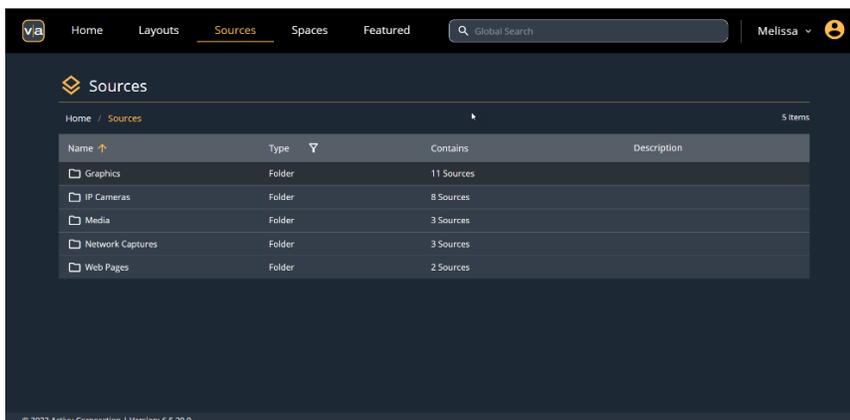


Figure 155: Web Client Sources

Various **Folders** are listed that can have **sub-Folders** and **Sources** within them.

Double-click or tap a source to select. The source opens in the display.

Spaces

A **Space** is a virtual **Video Wall** designed for **vis|abilityTM Users** to conveniently arrange content for easy recall, viewing, sharing and collaboration. This can be done directly from the **Web Client**. A **Space** can contain any **Source** defined in the **vis|abilityTM** system. **Spaces** can be given any name and once created, if they are made **Public**, are available for any logged in **User** to see, **Share** and interact with.

To view a space, click or tap the **Spaces** button in the top navigation menu. All available spaces are listed.

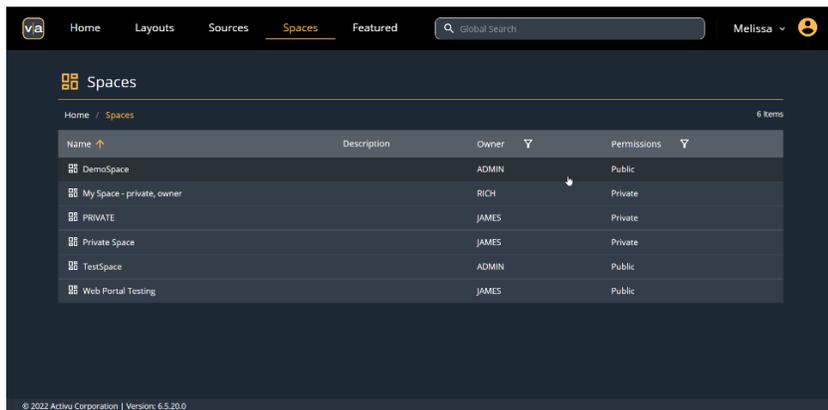


Figure 156: Web Client Available Spaces

Double-click or tap a **Public** or **Private** (if accessible) Space name to select. The selected Space displays.

Featured

The Featured list includes frequently used information in one convenient container. **People, Displays, Spaces, Sources, Scripts** (anything users regularly interact with) can be placed in **Folders**, according to individual preferences. The **Featured List** is accessible to *all Users* but is managed by someone with administrative privileges.

To view an item from the Featured list:

1. Click or tap the **Featured** button located in the top navigation menu. The Featured list displays.

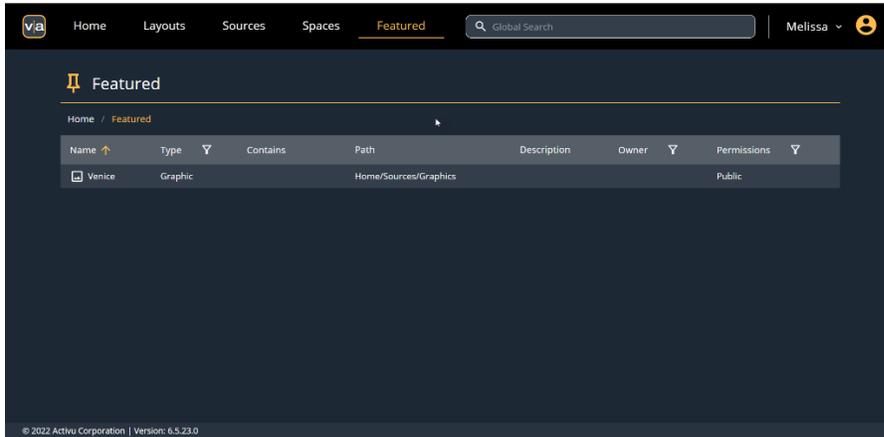


Figure 157: Web Client Featured List

2. Double-click or tap an item listed to display.

Global Search

The Global search allows users to search for Web Client content such as Sources, Displays, and Spaces. To perform a search, enter text into the **Global Search** field and press **Enter**. The search results display.

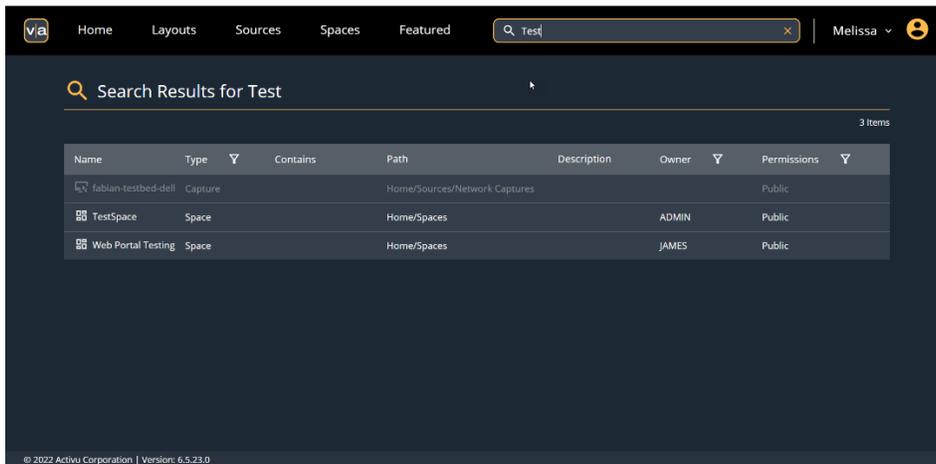


Figure 158: Web Client Global Search Results

Working with vis|ability™ Mobile

vis|ability™ Mobile is a native iOS app that supports Apple devices such as iPhone and iPad. It is available for free from the Apple App Store, however the back end of the system must be licensed and provisioned to allow **Mobile** support.

The **Mobile app** enables the following functionality:

1. Viewing **vis|ability™**-defined **Sources** (apart from **Application** and some IP camera **Sources**), including the ability to zoom in and out.
2. Sending photos or video clips from an iOS device back to the **vis|ability™** system.
3. Sending live video streams to the **vis|ability™** system
4. Viewing **Spaces** and **Chatting** with **Space Participants**.

Setting Up the Mobile App for First Use

Downloading the Mobile App

To download the **vis|ability™ mobile client** app, search for “**vis|ability mobile client**” in the Apple App store. The **User's** phone screen should look like the figure below:



Figure 159: Download the Mobile App

Setting up a Login

The **vis|ability mobile client** app requires it to be set up to connect to the **vis|ability™** system. The IT administrator should provide the **User** with connection details to input them during **first use**.

1. Click or tap **Setup Sign In**, then click the Plus “+” sign in the upper-right corner of the display, to add a new profile.

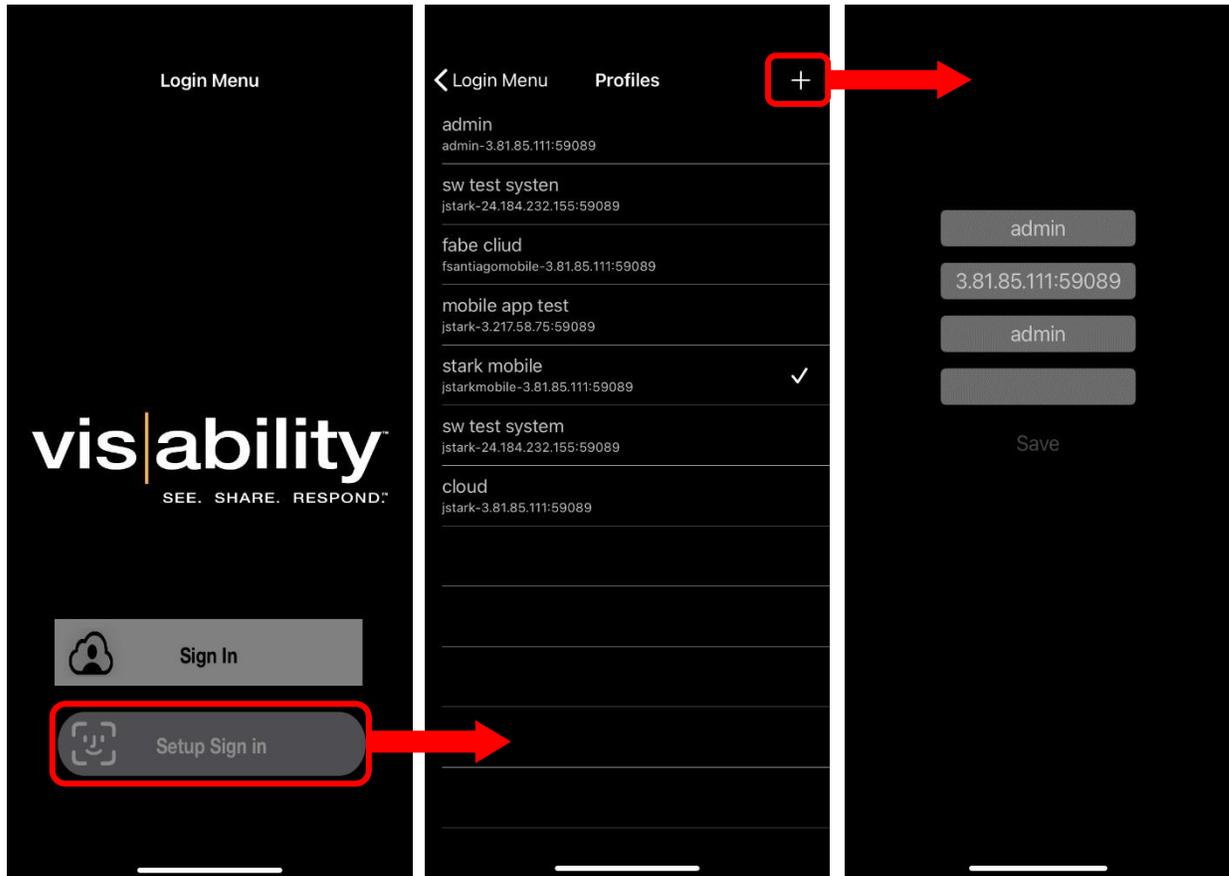


Figure 160: Main Login Screen -

Saved Profiles -

Edit Profile

Table 8: vis|ability Mobile App Login Settings

Setting	Description
Profile Name	If the User is connecting to multiple vis ability™ systems, this field is useful to identify which one is being connected to, otherwise, their Username can be placed here.
URL or IP(:Port)	Generally, this will be the IP address of the Mobility Access Server for the User's vis ability™ system. Unless told otherwise, please append :59089 to the port number. For example: 192.168.1.20:59089
Username	The same Username as on the User's Desktop Client account.
Password	The same password as on the User's Desktop Client account.

2. Click or tap **Save** to save this profile in the app. If you have saved multiple profiles, a checkmark to the right of the appropriate profile determines which one is used when logging into a **vis|ability™** system.

Logging into the Mobile App

Once a **User** profile has been stored in a phone, it can be used to log into the **vis|ability™** system. To do so, click or tap the **Sign In** button to use the default profile. The app briefly shows the profile that is being used, as it authenticates and logs into the **vis|ability™** platform. Once complete, the app displays the **Source** directory, and is ready to be used.

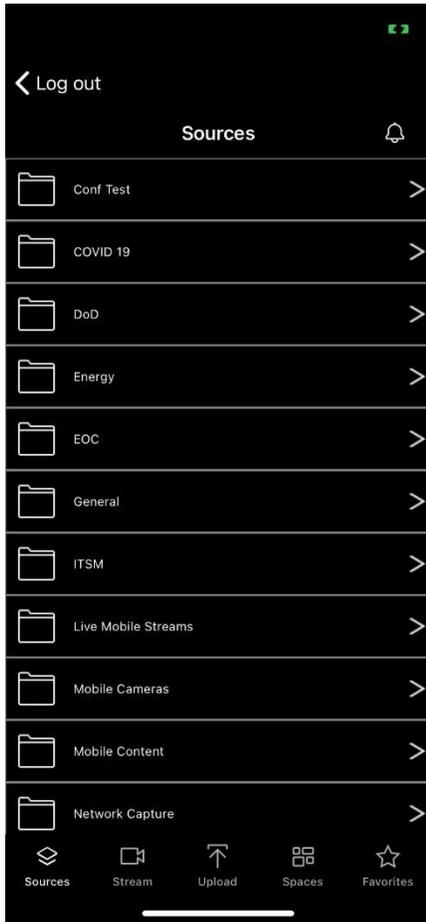


Figure 161: Source Directory

The Mobile App Main Screen

The **vis|ability™ Mobile Client App** is divided into 5 sections: **Sources**, **Stream**, **Upload**, **Spaces**, and **Favorites**. Navigate between these sections by tapping one of the buttons at the bottom of the screen:

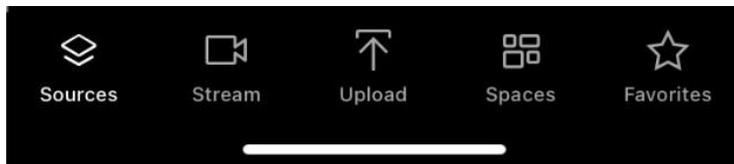


Figure 162: Mobile App navigation buttons at the bottom of the screen

Working with Sources on the Mobile App

The **Source** list presented on the **vis|ability™ Mobile App** is organized in the same way as on the **Desktop Client Source** menu on the **Hub**. **Sources** of the following types can be **Viewed**: Network, Media, Images, IP Camera (RTSP, H.264). **Sources** that are not viewable on the mobile app are filtered from view. **Pinch to Zoom** operations are possible with network, media and images.

Working with Streaming on the Mobile App

Mobile streaming allows the **User** to stream live **Video** and **Audio** into the **vis|ability™** system. The system notifies **Users** that they are live and can be viewed. The Mobile **User** can place a live **View** on a **Display**, onto a **desktop**, or in a **Space** by dragging the **User** to those places on the **Desktop Client**.

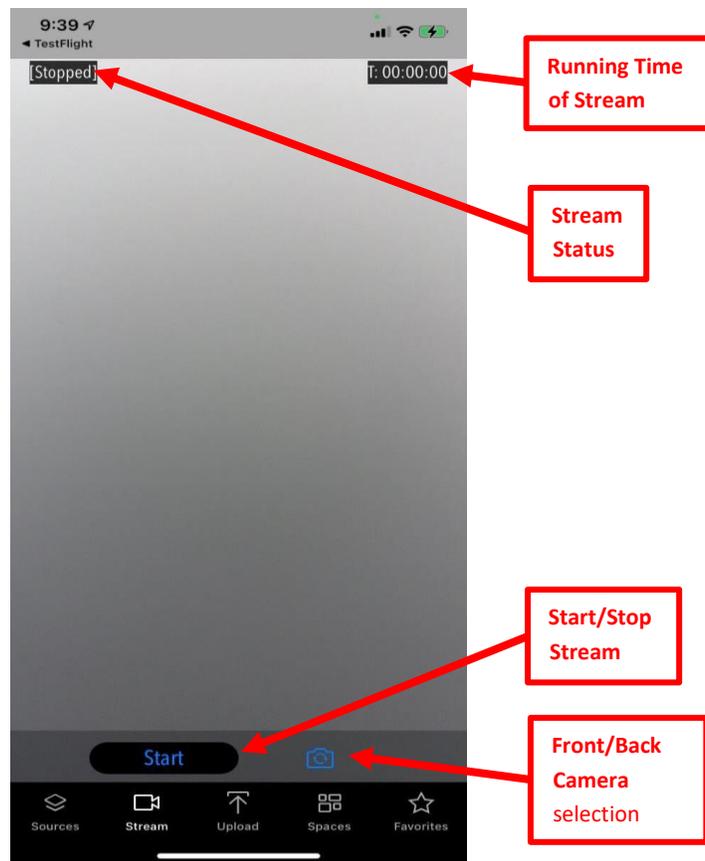


Figure 163: Streaming Video screen on the **vis|ability™** Mobile App

Working with Uploads on the Mobile App

Images and **video clips** can be uploaded to a **vis|ability** system for future viewing. **Uploads** can be photos taken at the time of uploading them or can be selected from existing **photos** or **videos** in the **User's** mobile device **media library**.

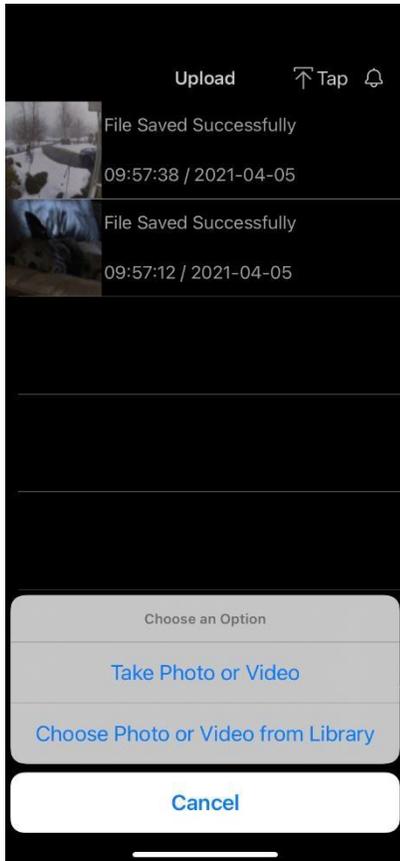
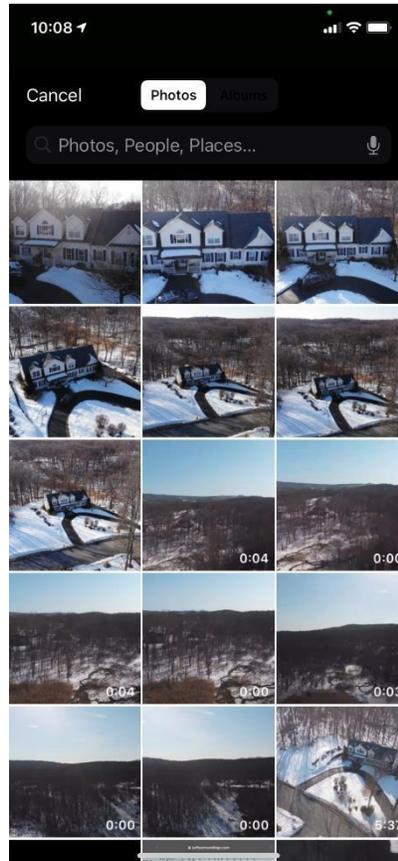
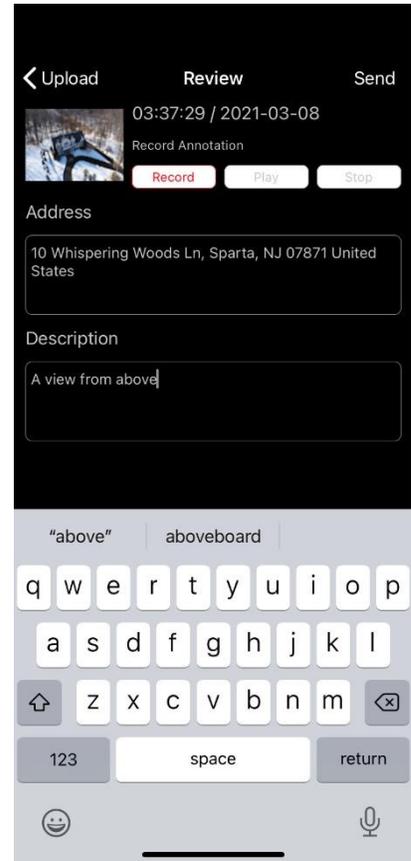


Figure 164: Select Update



Content Selection



Annotate and Send

Working with Spaces on the Mobile App

[Spaces](#) can be viewed on the **User's** mobile device, enabling them to **View** and **Chat** with **Users** using a *virtual Video Wall*. All content in a **Space** is rendered in real time, including [Markup](#), if applied. [Error! Reference source not found.](#) between **Space Participants** is also available for mobile **Users**.

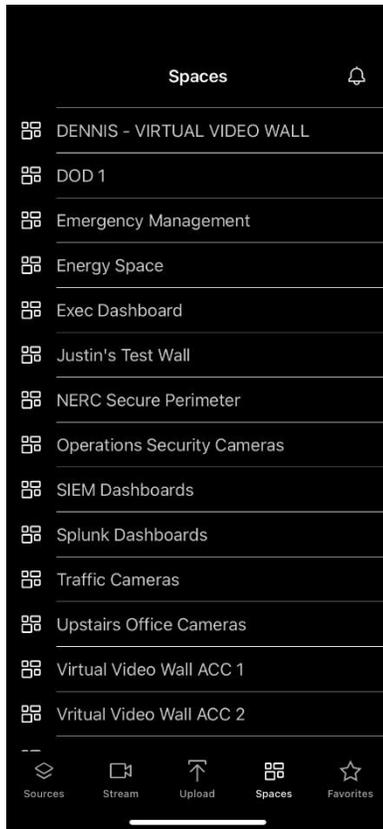


Figure 165: Spaces List



Figure 166: Rendering a Space

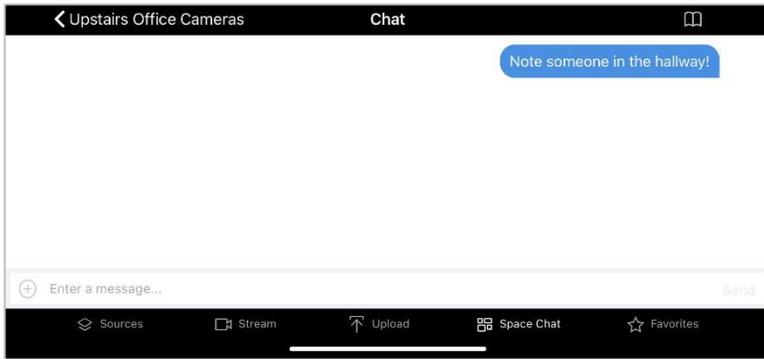


Figure 167: Space Chat

Table 9: Definition of Terms

Definition of Terms

Term	Definition of Term	Page Number(s)
Audio Conference	Direct, real time audio communications between 2 or more vis ability™ Desktop Client Users , utilizing the network and microphone connected to the Desktop Client User's computer.	
Chat	Text-only communications between two or more vis ability™ Users , found in Spaces, Quick Share , and directly via the Desktop Client Hub .	
Collaborate	Communication between two or more vis ability users , using the built-in capabilities of the Desktop Client: Chat, Share, Spaces, Displays .	
Device	Any physical device connected to, and potentially controlled by, the vis ability™ platform	
Display	A computer and monitor(s), running vis ability™ Display Node software, and controlled via the vis ability™ platform	
Filter	To show only content that contains the filter text.	
Label	A label is textual Annotation placed over Source content for the purpose of identifying the Source content that is being referred to.	
Layout	A Layout is the Saved state of Sources , the placement and z-order, on a Display . Used for quick recall of Source content on a Display . Layouts are Display-specific .	
Load, Loading	To enable an element on the vis ability™ platform, such as a Layout, Template or Space .	
Mimic (Display Mimic)	The Mimic is a representation of a physical entity for control purposes. On the vis ability™ system, the Display Mimic allows Desktop Client Users to see, understand, and control content present on a Display .	
Poll	To read the state of some element (such as the running applications on a computer desktop) on a repeating, regular time interval.	
Share	Presenting content that is important to others using the Desktop Client and the vis ability™ platform. Share can include local desktop content or Applications, Spaces , or local Source viewers via a Display . Sharing can occur directly between users, or via a proxy such as a Space or a Display .	
Source	Any vis ability™ platform-defined content that is made available via the Desktop Client Source tree.	
Streaming	Content that is updated live via a continuous network stream of information, between a Source and Viewer .	

Template	A Template is a predefined set of numbered positions, in a Tiled arrangement that can be used with the Desktop Client to constrain Sources when placed on a Display .	
Toolbar	A set of menu buttons or titles placed at the top/bottom of a window, used to control related elements inside that window.	
Video Wall	A video wall is a large format, 2-dimensional array of physical Displays , arranged and controlled such that content (Sources) can be placed anywhere on the Video Wall .	
Viewer	Software used to view a Source on a Display , Desktop , or Space .	
Viewscreen	A Viewscreen is a logical content-set that contains Sources already prepared for display on a Display . A currently “active” Viewscreen is visible on a Display . “Inactive” Viewscreens contain content but are only visible when made “active”. Only one Viewscreen can be active on a Display at a time. Viewscreens are not Shared among Displays .	

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