



Intel[®] Unite[™] Solution

Standalone User Guide



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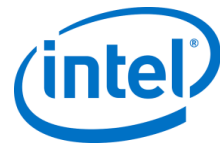
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Introduction

Welcome to the Intel® Unite™ solution, we are excited for you to experience the benefits of a smart and connected meeting space. Intel Unite software was designed to connect everyone in a meeting, quickly and easily. The Intel Unite solution is a simple and instant collaboration solution today and a foundation for added capabilities and innovation in the future.

This document will explain the process to install the Intel Unite software in standalone mode, learn more about features and assist with troubleshooting.

Terminology

Throughout this setup guide, the following terms will be used:

Appliance – This term refers to the auto-configuration of the Hub that occurs during installation. When a Hub is configured as an appliance, the Intel Unite application will automatically start when the Hub PC is turned on and the Intel Unite application will operate in full screen mode.

Client – This term refers to a laptop (Windows* or Mac*) that will be used to connect to the Hub.

Hub – This term refers to a mini form factor PC with Intel® vPro™ technology that is connected to a display in a conference room running the Intel Unite application.

Shared key – This term refers to a shared password (at least 8 characters in length) that you will be prompted to enter on both the Hub and Client. Only systems that use the same shared key will be able to connect to each other

Simple Network – This term refers to a wired or wireless network where all devices on that network are on the same subnet, similar to a home network.

Plugin – This term refers to a software component that is installed on the Hub, which extends the functionality of the Intel Unite solution.

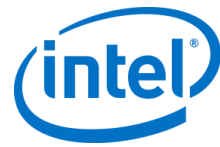
Intel Unite Solution Installation

Overview



The Intel® Unite™ solution consists of two applications – one that runs on the Client and one that runs on the Hub. The Hub is a mini form factor PC that is typically connected to a display or projector in a conference room. Clients follow the directions displayed on the Hub to download the Client software and connect to the Hub. Once connected, a Client can present, view and annotate content and share files with other participants connected to the same Hub.

This section will provide the requirements and software installation processes for each component.



Requirements

Hub Requirements:

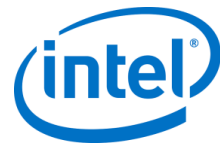
- 4th generation or newer Intel® Core™ vPro™ processor-based mini PC
- 4 GB RAM
- 1 GB available storage
- Microsoft* Windows* 7, 8, 8.1 or 10
 - Recommended latest patch level
- Microsoft .NET* 4.5 or greater
- Wired or wireless network connection

Client Requirements:

- At least 1 GB RAM
- At least 1 GB available storage
- Microsoft* Windows* 7, 8, 8.1 or 10
 - Recommended latest patch level
- Microsoft .NET* 4.5 or greater
- OS X* 10.10.5 or greater

Network Requirements:

The standalone version of the Intel Unite solution requires that all devices are connected, wired or wireless, to the same subnet on the same network, similar to a home network.



Client Compatibility Table

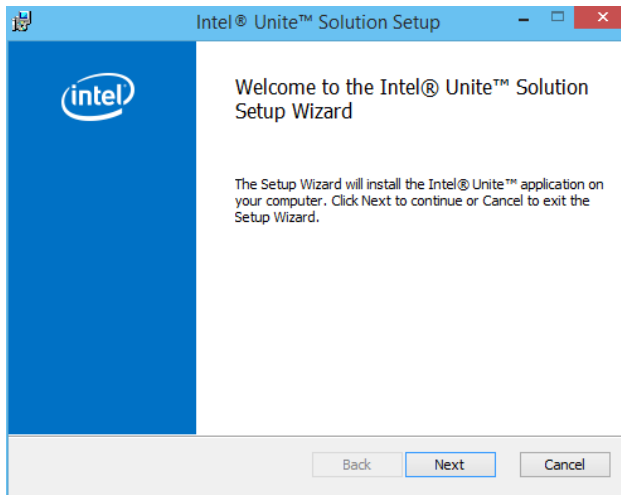
Use the following table as a guide when using available features in the Intel Unite application according to each Client Operating System (your laptop or device used as the Client).

Note: Only shown current features are available in the latest software version of the Intel Unite application (v3.0), some of the features in the table are not available in previous software versions (v1 and v2).

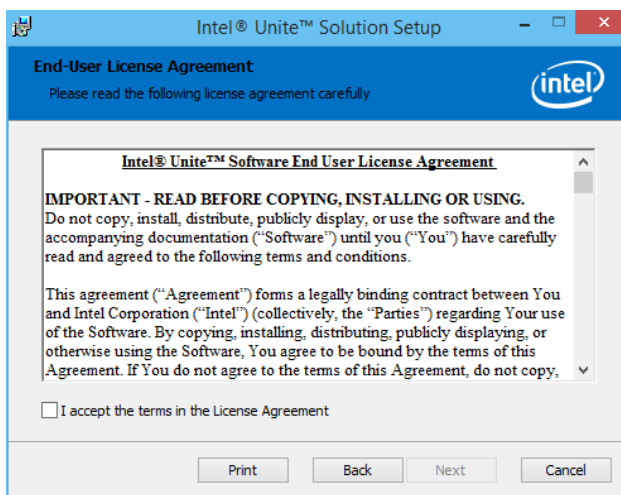
FEATURE	Windows* 7, 8.1, 10	Mac* OS X	iOS iPads
View Presentation	✓	✓	✓
Present Content	✓	✓	
Present Extended Display	✓	✓	
Virtual Extended Display	✓		
Present Applications	✓	✓	
Share screen with up to 4 presenters (Dynamic)	✓	✓	
Take Over a Presentation	✓	✓	
Annotation	✓	✓	
Share a File	✓	✓	
Meeting Lock	✓	✓	
Auto Disconnect (close lid)	✓	✓	
View Attendees	✓	✓	✓
Peer to Peer (vPro* technology only)	✓		
Video with Audio (screen sharing)	✓		

Intel Unite Hub Installation

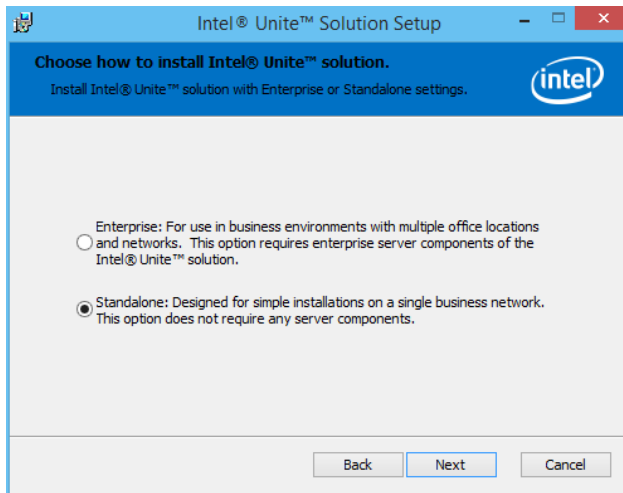
1. Copy and run **Intel Unite Hub.mui.msi** on the system you intend to use as a Hub.
2. The installation Setup Wizard will open and the **Welcome** window will be displayed. Click on **Next** to continue.



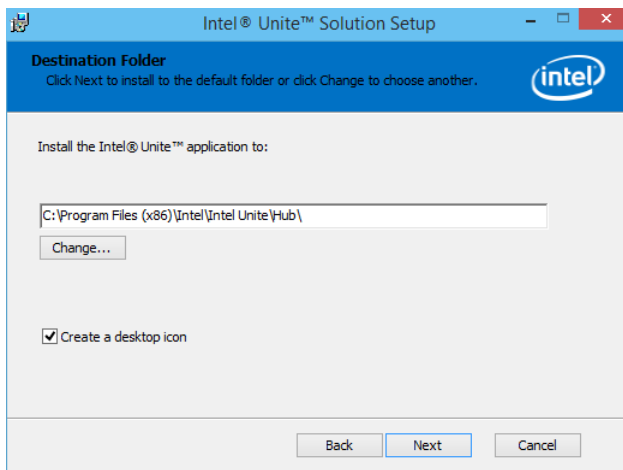
3. The **End User License Agreement** window will be displayed. After reviewing the end user license agreement, check the box **I accept the terms in the License Agreement** and click **Next** to continue.



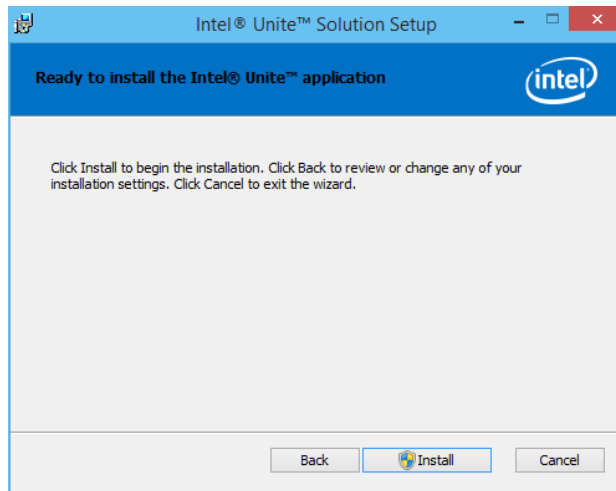
4. The **Choose how to install the Intel® Unite™ Solution** window will open. Select **Standalone** and click **Next**.



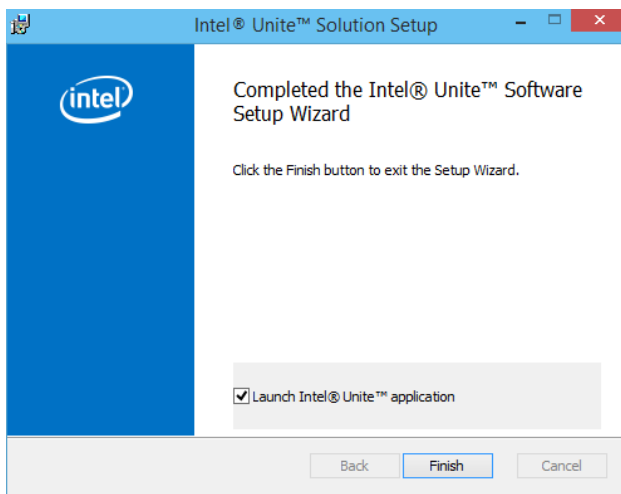
5. The **Destination folder** window will be displayed. Choose a destination or leave the default and click on **Next** to continue.



6. The **Ready to install** window will be displayed. Click on **Install** to continue.

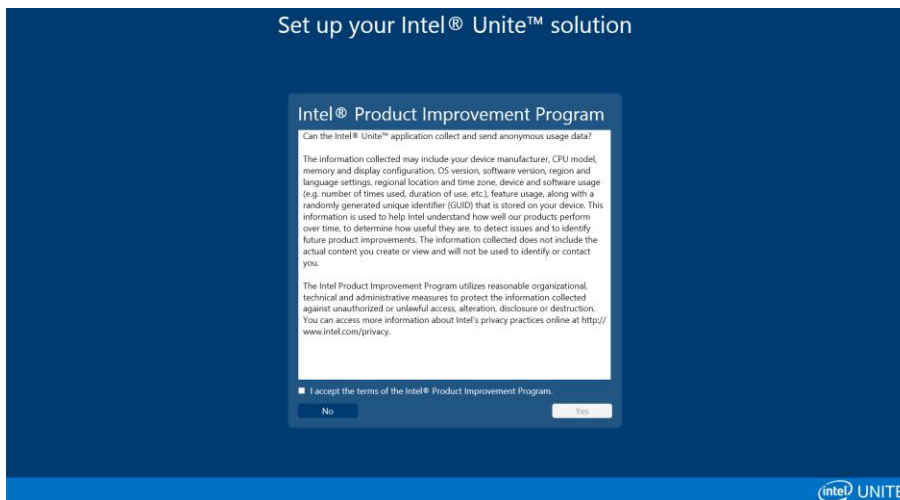


7. Once the installation processes has completed, the **Finish** window will be displayed. Click on **Finish** to continue.



IMPORTANT NOTE: If you unchecked **Launch Intel® Unite™ application**, then you will need to launch the Intel Unite application using the desktop shortcut before continuing.

8. The screen **Set up your Intel® Unite™ solution** will be displayed. After reviewing the **Intel Product Improvement Program** agreement, select the box **I accept the terms of the Intel Product Improvement Program** and click **Yes**.



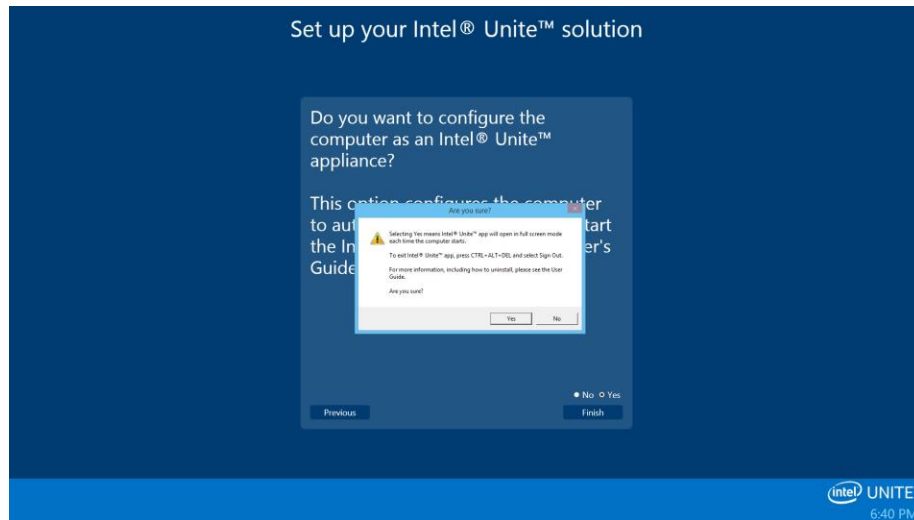
9. On the next screen, you are asked to create or enter a **Shared Key** consisting of at least 8 characters, you can use any combination of characters. All devices (**Clients** and **Hubs**) will use the same **Shared Key** to communicate. Enter your key and click **Next**.



NOTE: If you have more than one Intel Unite Hub, use the same key on each Hub.

10. The **Set up your Intel® Unite™ solution** window will be displayed, select **Yes** or **No**:

- Selecting **Yes** will configure your system as an Intel Unite appliance. When a Hub is configured as an appliance, the Intel Unite application will automatically start when the Hub PC is turned on and the Intel Unite application will operate in full screen mode. Select this option if you want this PC dedicated to run as an Intel Unite Hub.

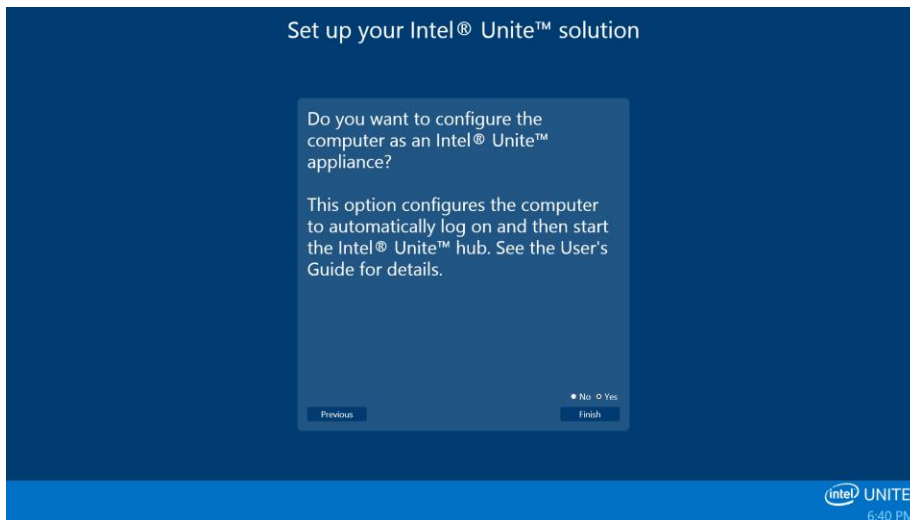


The following changes will be made to your system:

- A new non-administrative user will be created:
 - **User name: UniteUser**
 - **Password: P@ssw0rd**
- The computer will be set to automatically login as UniteUser and start the Intel Unite application when the system boots up.
- A Windows firewall exception will be added to allow the Intel Unite application.
- The power settings will be set to “Always On.”

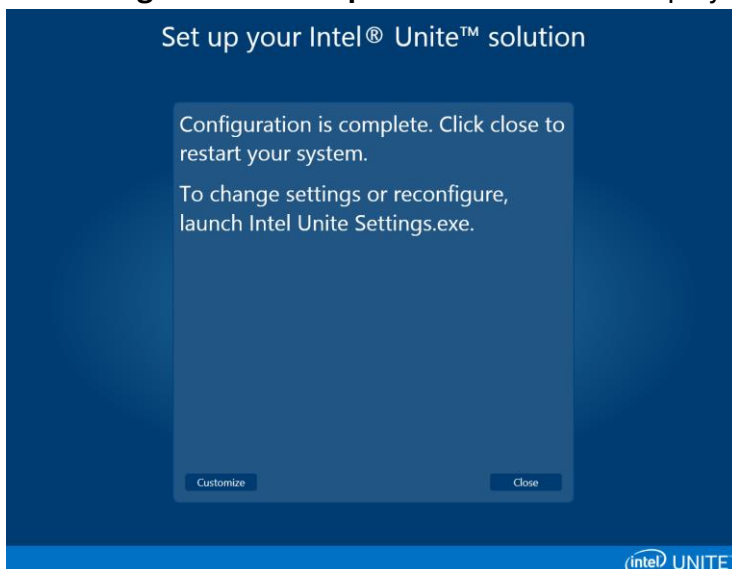
NOTE: This can be undone by using the Intel Unite Settings application or uninstalling the Intel Unite software.

- Selecting **No** will place a shortcut on your desktop and allow you to launch the Intel Unite application manually. Select this option if your system has multiple purposes and you want to be able to easily switch between the Intel Unite application and other applications.



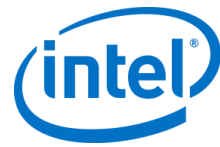
11. Click **Finish** to continue.

12. The **Configuration is complete** window will be displayed. Click on **Close**.

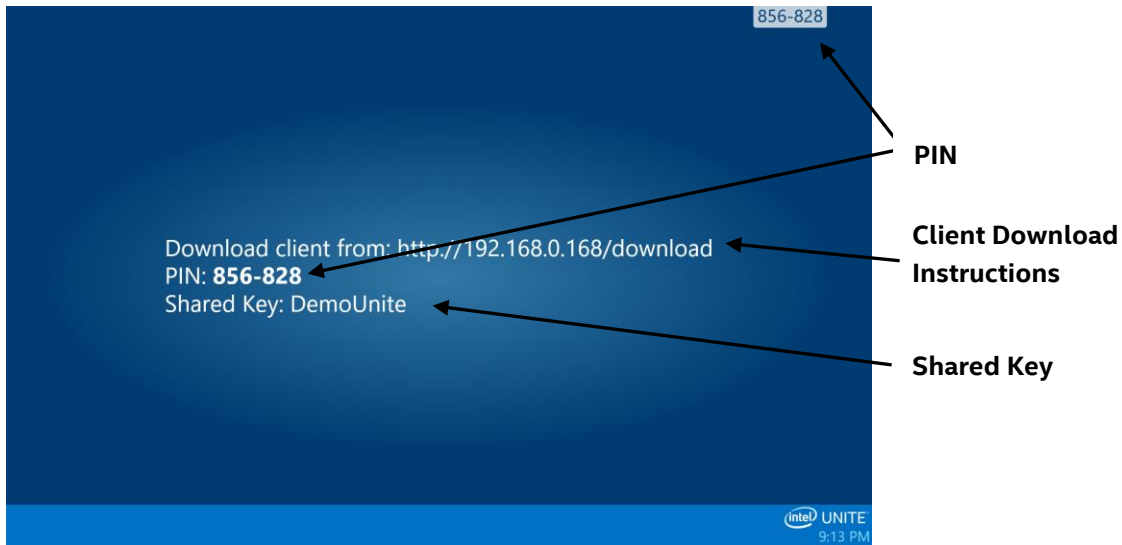


NOTE: You can customize and access additional settings by clicking on the **Customize** button. See the [Customizing the Hub](#) section for more details.

13. If you selected **Yes** in step 10, your system will reboot once setup is complete. If you selected **No**, you will need to manually launch the Intel Unite application using the desktop shortcut.



When the Intel Unite application starts, it will display instructions for others to download the Client software and connect to the Hub. In the system tray (next to the clock), right-click on the icon for Intel Unite.



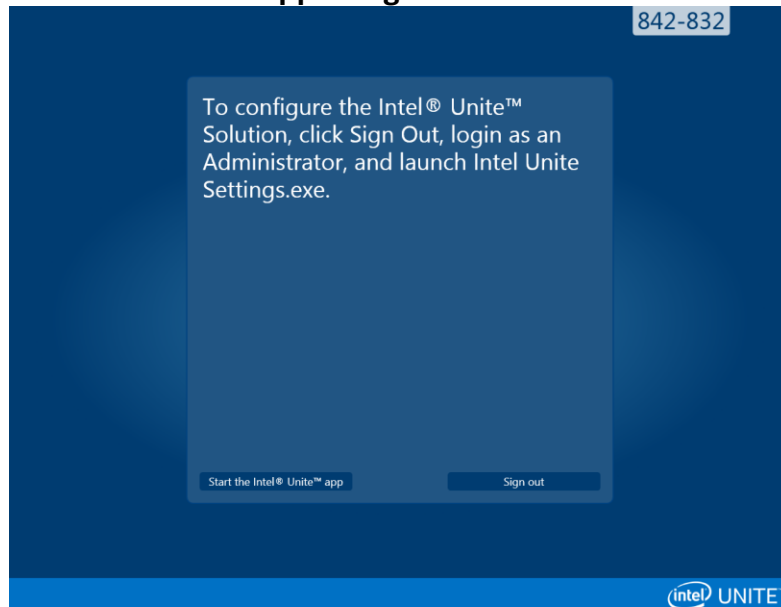
In this screen you can see the instructions that each system will follow in order to connect to the Intel Unite Hub.

- The PIN is the number you will enter after launching the application on the Client to connect to the Hub. For security reasons, the PIN displayed on the Hub will change every 5 minutes. Please make sure the correct PIN is used every time a user connects to a session.
- Please note that everybody uses the same **Shared Key** to connect to the Intel Unite Hub. In this example, DemoUnite is the **Shared Key** that must be entered on the Client when prompted.

Closing the Intel Unite App on the Hub

If you configured the Intel Unite Hub as an appliance:

- Press **Alt+F4**, which will close the Intel Unite application and give you the option to **Start Intel® Unite™ app** or **Sign out**.



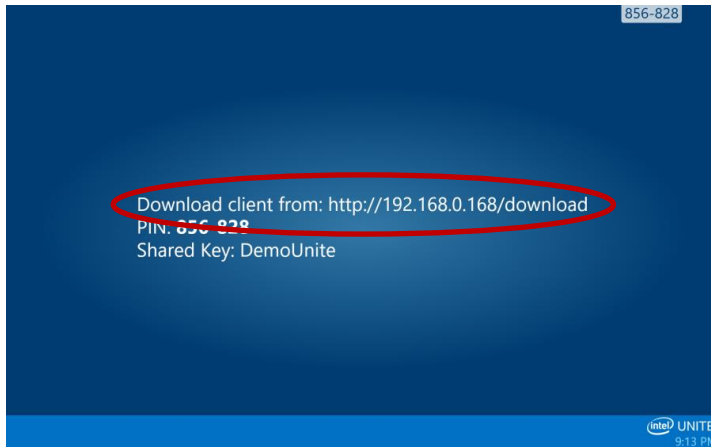
If you run the Intel Unite application using the desktop shortcut:

- To exit the Intel Unite application, press **Alt+F4**, which will close the full screen window.
- To fully exit, you need to close Unite from the system tray:
In the system tray (next to the clock), right-click on the icon for the Intel Unite application and select **Close**.

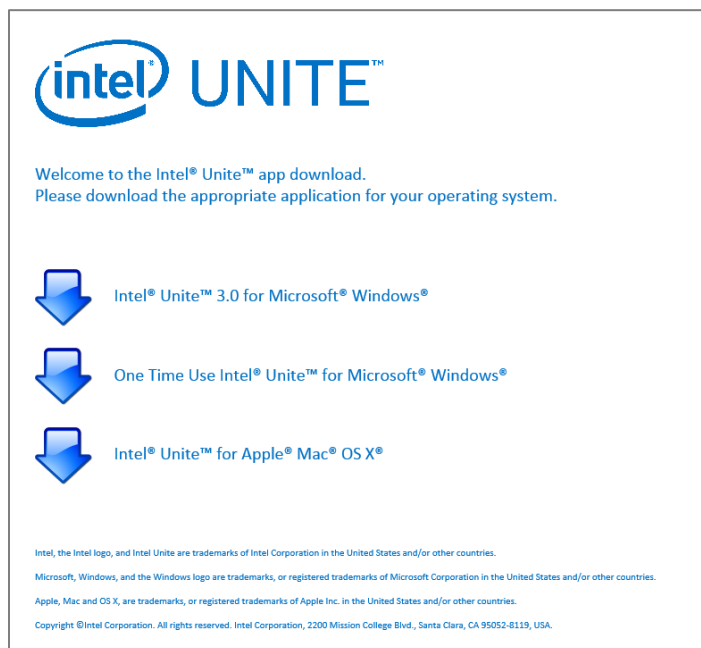
Intel Unite Client Installation

Once the Intel Unite Hub has been installed, you need to install the application on each Client device that will connect to the Intel Unite Hub.

1. Open a web browser on your laptop or PC that will connect to the Intel Unite Hub by entering the URL that appears on the Hub.



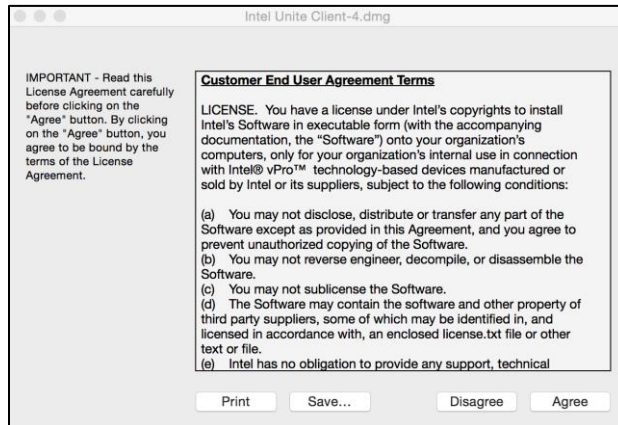
2. When the **Welcome to the Intel Unite app download** webpage loads, click on the arrow that corresponds to the operating system on the laptop or PC device on which the Intel Unite application is being installed, or if you want to install the Intel Unite app for one time use (the app will not be saved on your device) click on the arrow **One Time Use**. Please note that this option is only available on a Windows* OS.



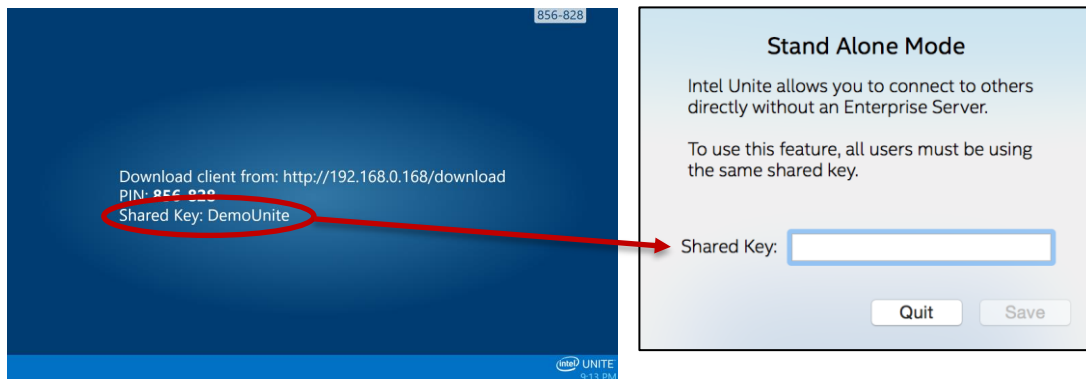
3. Continue the installation according to your operating system (details provided below).

Mac Client Installation

1. Open the downloaded Intel Unite application.
2. When the license agreement displays, review it and click on **Agree** to continue.

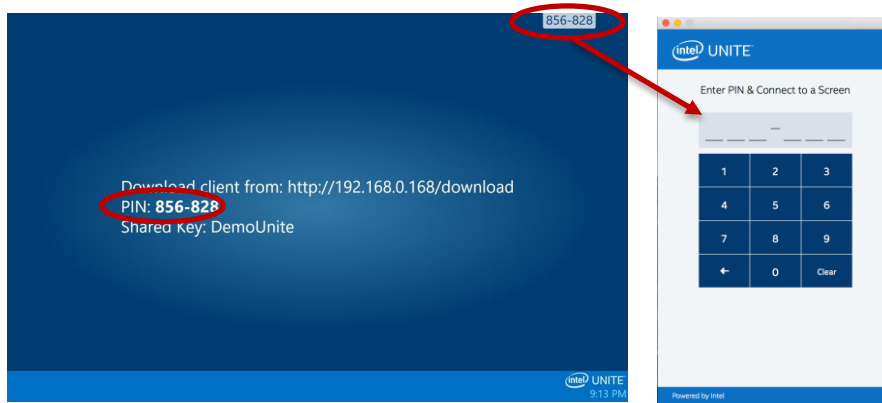


3. Move the Intel Unite app to the Applications folder.
4. Launch the Intel Unite app from the Applications folder.
5. In the **Stand Alone Mode** window, enter the **Shared Key** displayed on the Hub and click **Save**.



NOTE: This is a one-time step required for the standalone version.

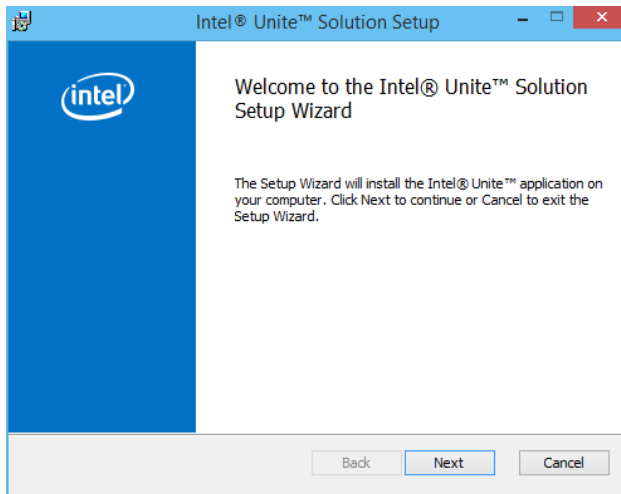
6. The following **Enter Pin & Connect to a Screen** window will be displayed. To connect to the Hub, enter the PIN displayed on the Hub.



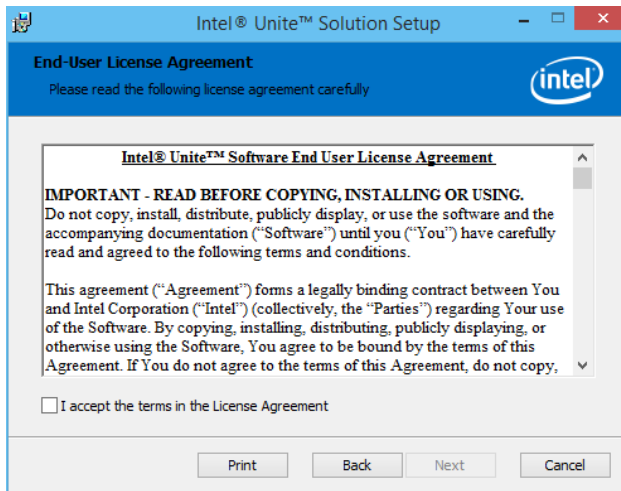
7. Once the PIN is entered, you will join the Intel Unite session.

Windows Client Installation

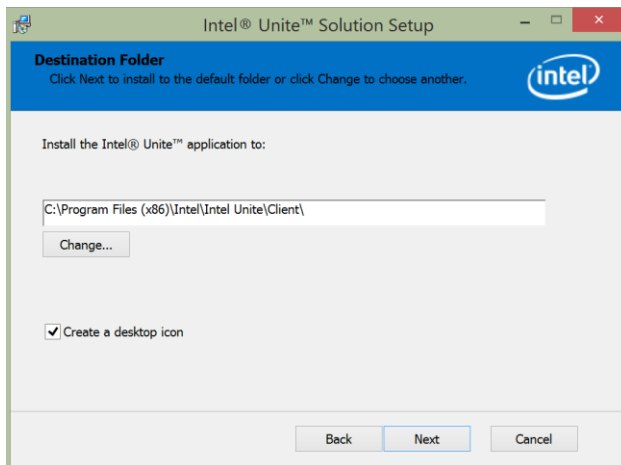
1. Open the downloaded Intel Unite application.
2. The setup wizard will be displayed. Click on **Next** to continue.



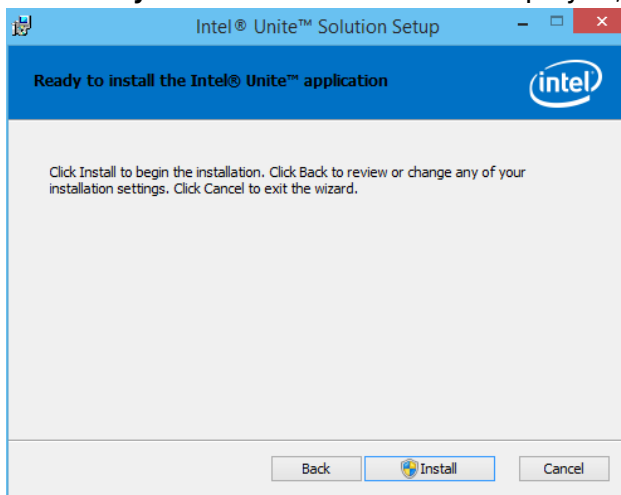
3. After reviewing the End User License Agreement, check the box **I accept the terms in the License Agreement** and click **Next**.



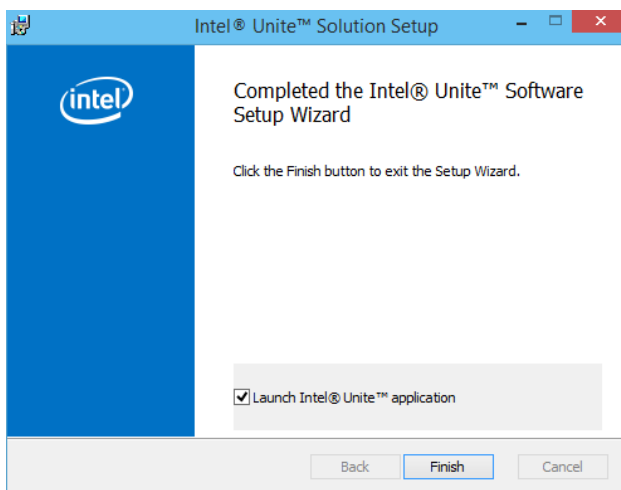
4. The **Destination folder** window will be displayed. Choose a destination or leave the default and click on **Next** to continue. You can also check the box **Create a desktop icon** to have quick access to the application.



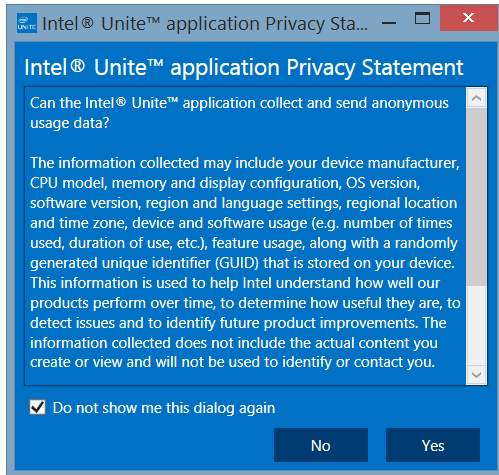
5. The **Ready to install** window will be displayed, click on **Install** to continue.



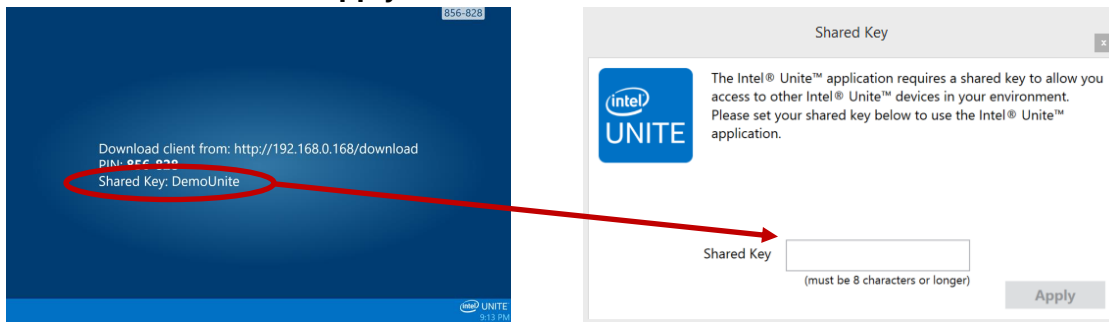
6. Once the installation wizard has ended, you will see the **Finish** window. Select the **Launch Intel® Unite™ application** box to open the application and click on **Finish**.



- When the application launches, the **Intel® Unite™ application Privacy Statement** window will be displayed. Collect and send anonymous usage data: the application will collect device data and usage information that will help Intel for future product improvements. After reviewing the statement, click on your choice **Yes** or **No** and continue.

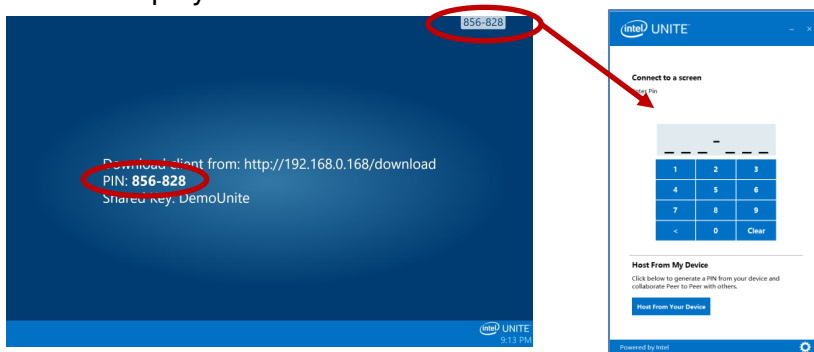


- The **Shared Key** window will be displayed. Enter the **Shared Key** displayed on the screen of the Hub and click on **Apply**.



NOTE: This is a one-time step required for the standalone version.

- The following **Connect to a screen** window will be displayed. To connect to the Hub, enter the **PIN** displayed on the Hub.



- Once the PIN is entered, you will join the Intel Unite session.

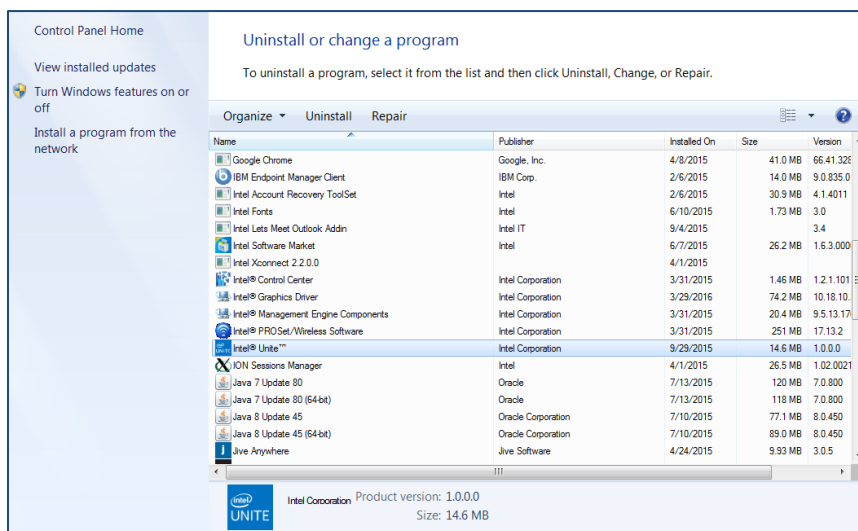
IMPORTANT NOTE: If you are having problems connecting the Client to the Hub, make sure the firewalls are disabled or have exceptions in place for Intel Unite.exe; refer to the [Troubleshooting Section](#).

Uninstalling from Windows (Hub and Client)

IMPORTANT NOTE: Before you uninstall the Intel Unite application from a Hub, you need to make sure that the Intel Unite application is not running and that UniteUser is not signed in (only applicable if the Hub was configured as an Appliance). Refer to the section [Closing the Intel Unite App on the Hub](#).

If you want to uninstall the Intel Unite software, follow the standard process for removing software from Windows:

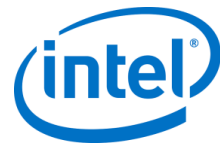
1. Go to **Control Panel** then **Programs** then **Uninstall a program**.
2. Locate **Intel® Unite™** in the list and double-click on the icon.



3. Follow the prompts to uninstall the application.

Uninstalling from Mac

If you want to uninstall the Intel Unite app, drag the program from the Applications folder to the Trash.



Customizing the Hub

The Intel Unite Hub can be customized to fit the needs of your organization. Additional options allows you to add a theme to the Hub or enable/disable features such as file share.

This section will guide you through customizing the Hub using the Intel Unite Settings application.

Launching the Settings Application

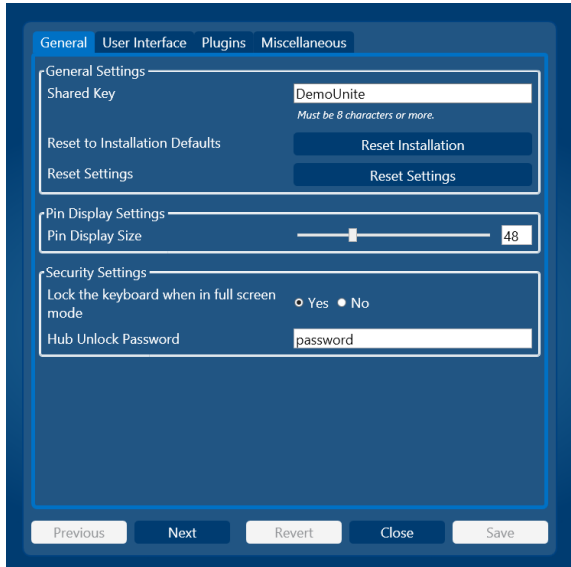
To launch the settings application, you will need to close the Intel Unite application running on the Hub and open **Intel Unite Settings** by clicking on the desktop launcher, or from the start menu.

Settings are organized in four tabs:

- **General:** This tab contains the common settings.
- **User Interface:** This tab contains the settings which will allow you to customize the background, look, and instructions when running in full screen mode.
- **Plugins:** This tab contains the security settings for plugins.
- **Miscellaneous:** This tab contains functionality and advanced settings.

The buttons at the bottom will allow you to navigate, revert and save changes. To close the application, click **Close**.

General Settings Tab



The screenshot shows the 'General' tab selected in the Intel Unite settings window. The 'General Settings' section includes a 'Shared Key' text field with the value 'DemoUnite' and a note 'Must be 8 characters or more.' Below this are two buttons: 'Reset Installation' and 'Reset Settings'. The 'Pin Display Settings' section features a 'Pin Display Size' slider set to 48. The 'Security Settings' section has a 'Lock the keyboard when in full screen mode' option with radio buttons for 'Yes' and 'No' (where 'No' is selected), and a 'Hub Unlock Password' text field containing the word 'password'. At the bottom of the window are five buttons: 'Previous', 'Next', 'Revert', 'Close', and 'Save'.

Shared Key: This setting will allow you to change the shared key for the Hub. If you have multiple hubs, you should use the same shared key.

Reset Installation: This option will remove all system changes made during installation and will reset all settings back to default. The Intel Unite software will remain on the system, but you will be guided through the **Set up your Intel® Unite™ solution** wizard the next time the application is started. This option is useful if you want to change the appliance mode selection you made during installation.

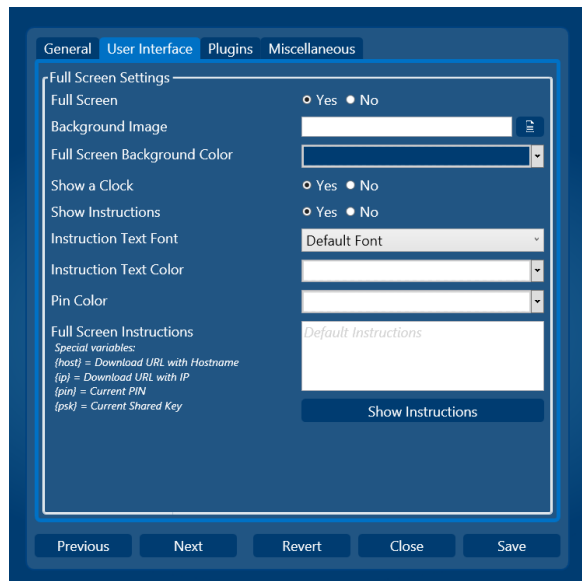
Reset Settings: This option will return all settings back to default. This will not remove any system changes made during installation.

Pin Display Size: This option will allow you to customize the text size of the PIN that is displayed in the upper-right corner of the screen. Note that as you change the value, the example pin 000-000 will provide a preview.

Lock the Keyboard when in Full Screen: If set to **Yes**, the Intel Unite application will run in a KIOSK mode, which will block key combinations that will allow a user to exit the application. To exit, you must enter a **Hub Unlock Password**.

Hub Unlock Password: This text field is only present if **Lock the Keyboard when in Full Screen** is set to **Yes**. The Hub Unlock Password is used while the Intel Unite application is running KIOSK mode. When you enter it, the Intel Unite application will exit. Note that there is no indication that you are entering the password in KIOSK mode.

User Interface Tab



Full Screen: If this option is set to **Yes**, the Intel Unite application will take over the entire screen. If you select **No**, all other settings will be hidden.

Background Image: This will allow you to select a background image. You can type a filename, or use the browse button to find a local image.

Full Screen Background Color: This will set the background color used in Full Screen mode. To pick a color, click on the text box and a color-picker will appear; you can click on the color you want or, if you want to specify your own hex value, you can use the RGB color sliders.

Show a Clock: If set to **Yes**, the current system time will be displayed in the lower right corner of the screen.

Show instructions: If set to **Yes**, text directions will be centered on the display. You can use the default instructions, or specify your own.

Instruction Text Font: This will set the font that will be used for the instructions.

Instruction Text Color: This will set the color of the instructions. To pick a color, click on the text box and a color-picker will appear; you can click on the color you want or, if you want to specify your own hex value, you can use the RGB color sliders.

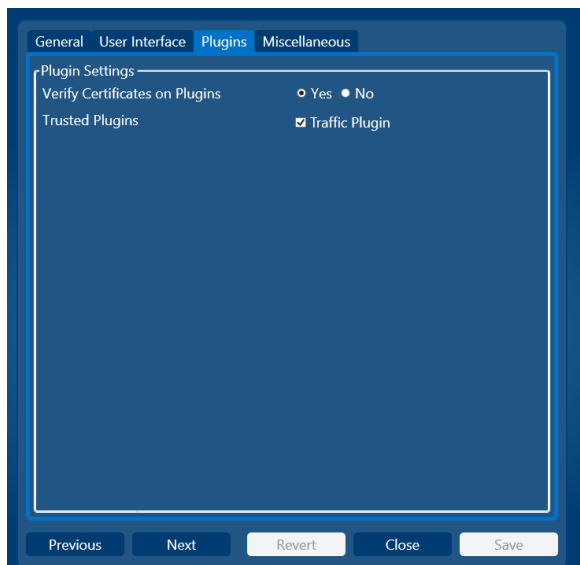
Pin Color: Within the instructions, you can choose to have the PIN displayed. This option will allow you to choose a different color for the PIN for emphasis. To pick a color, click on the text box and a color-picker will appear; you can click on the color you want or, if you want to specify your own hex value, you can use the RGB color sliders.

Full Screen Instructions: This textbox will allow you to customize the text instructions on the Hub. If blank, the default instructions will appear. There are four special variables you can use:

- {host} This will display the hostname of the Hub.
- {ip} This will display the IP address of the Hub.
- {pin} This will display the current PIN.
- {psk} This will display the current shared key.

Show Instructions: Click this button to preview the current settings. To exit the preview, click **Hide Instructions**.

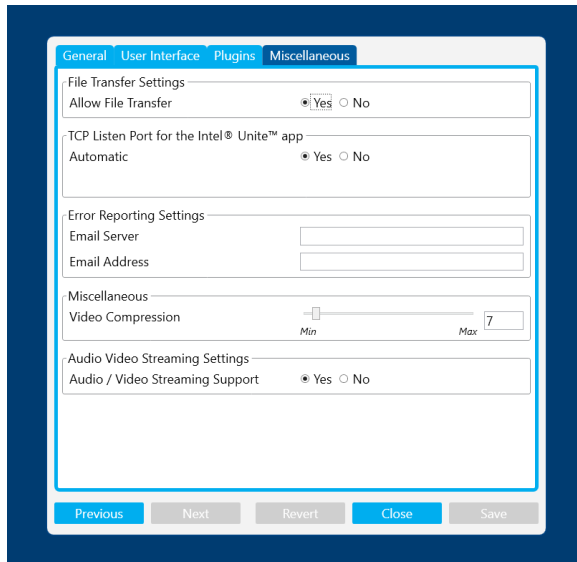
Plugins Tab



Verify Certificates on Plugins: This setting will ensure only trusted plugins are loaded. Set this to **Yes** if only digitally signed plugins that you trust should be loaded. **No** will allow any installed plugin to be loaded.

Trusted Plugins: This option will only show up if **Verify Certificates on Plugins** is set to **Yes**. This will allow you to select, by enabling the checkbox, which digitally signed plugins you want to be loaded. If an installed plugin doesn't show up in this list, it is because the plugin is not digitally signed; you should contact the plugin vendor. If this list is empty, it is because there are no digitally signed plugins installed. In the example above, "Traffic Plugin" is a digitally signed plugin that is trusted and will be loaded. To deselect a plugin, remove the check from the checkbox.

Miscellaneous Tab



The screenshot shows the 'Miscellaneous' tab in the Intel Unite settings window. It contains the following sections:

- File Transfer Settings:** 'Allow File Transfer' is set to **Yes** (radio button selected).
- TCP Listen Port for the Intel® Unite™ app:** 'Automatic' is set to **Yes** (radio button selected).
- Error Reporting Settings:** 'Email Server' and 'Email Address' are empty text boxes.
- Miscellaneous:** 'Video Compression' is a slider set to 7, with 'Min' and 'Max' labels.
- Audio Video Streaming Settings:** 'Audio / Video Streaming Support' is set to **Yes** (radio button selected).

At the bottom of the window are five buttons: 'Previous', 'Next', 'Revert', 'Close', and 'Save'.

Allow File Transfer: When set to **Yes**, connected clients will be able to send files to other users connected to the same Hub. See the **Intel Unite Solution Features** section for details on how to use this feature.

TCP Listen Port: This is an advanced network setting that will specify what TCP port Intel Unite should listen on. It is recommended that you leave **Automatic** set to **Yes**. If you set **Automatic** to **No**, you can pick the TCP port that the Intel Unite Hub will listen on for incoming connections.

Error Reporting Settings: The email server settings is an advanced option that gives you a way of getting notified if errors occur. You will need to specify the following options:

Email Server: A valid SMTP server

Email Address: A valid email address to receive the emails

Video Compression: This advanced setting specifies how much compression should be applied when screen sharing. Higher values will require less bandwidth but can degrade the image since more compression is being applied. Lower values give you better quality but may require more bandwidth.

Audio / Video Streaming Settings: Display and share video content with accompanying audio for in-room participants only, up to 1080p at 20-30fps. The client PC requires 3rd gen Intel Core processor or newer with Intel graphics, running Windows 7, 8.1 or 10. By default, this feature is enabled when the Intel Unite software is installed. Select **No** if you wish to disable this feature.

Intel Unite Solution Features for Windows* Client Devices

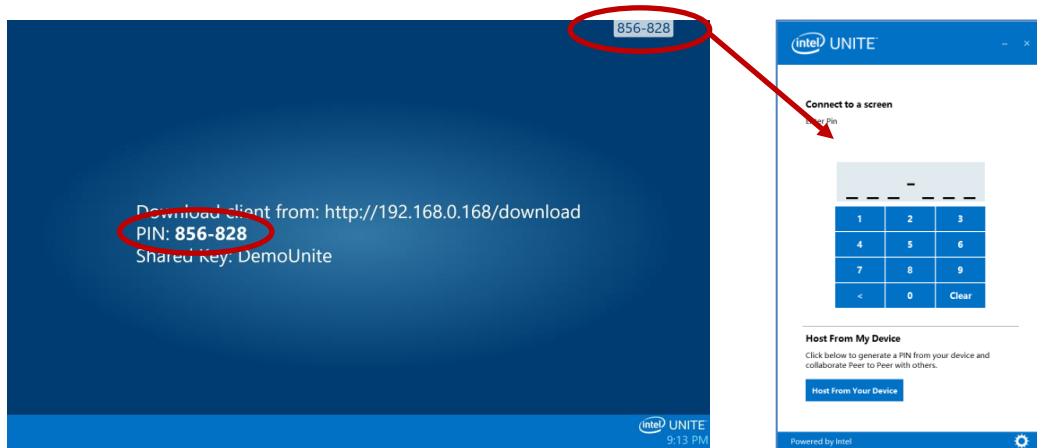
Once the Client connects to a Hub, the solution provides useful collaboration features that include the ability to present content side-by-side, share files, and annotate. This section will provide instructions on how to use the features included with the Intel Unite solution.

Getting Connected

To get a Client connected to a Hub, ensure that you have the Client application installed. If you need to install the Client, you can follow the directions on the Hub screen to download and install the Client or refer to the [Intel Unite Client Installation](#) section of this guide.

Launch the Intel Unite application on your Client by using the desktop shortcut.

The **Connect to a screen** window will be displayed. Enter the PIN located on the Hub.

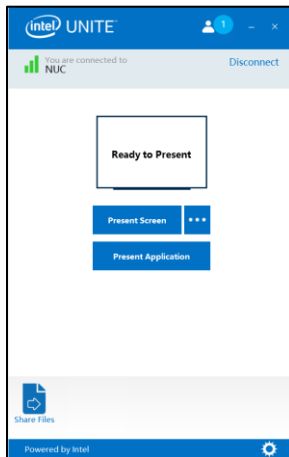


Once the PIN is entered, you will join the session. You can click on one of the available options to present your content.

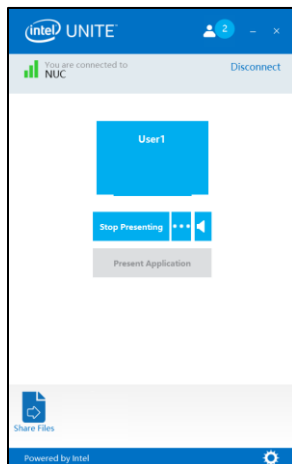
Present Content

The Intel Unite solution allows you to quickly present content to the display the Hub is connected to.

Click **Present Screen** to present the content of your primary display.



To stop sharing, click **Stop Presenting**.



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

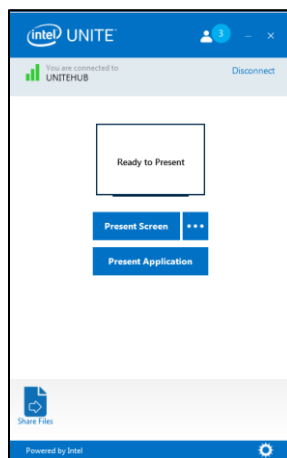
- Share a physical extended display
- Share a virtual extended display
- Share selected applications

Present Extended Display

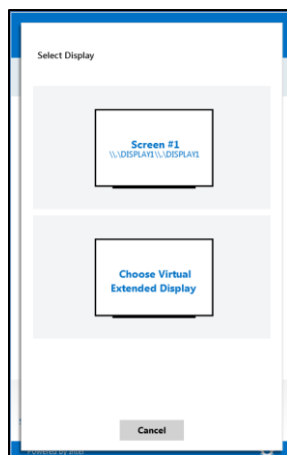
If your system has multiple physical monitors connected, which are configured as extended displays, Intel Unite application will allow you to share those extended desktops, keeping your primary desktops private. If your system has only one display, an additional option to create a virtual extended display will be available.

To present an extended display:

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

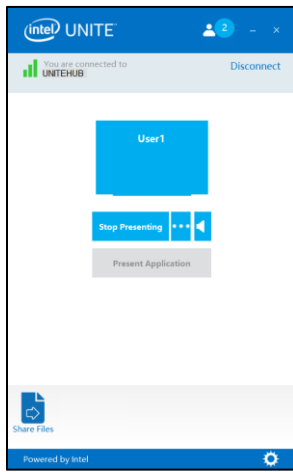


Select the device from which you want to present.



NOTE: The **Choose Virtual Extended Display** option will only be available if the extended display drivers are installed and the system has been rebooted.

You can also change your selection by clicking on the More (...) button next to **Stop Presenting**.



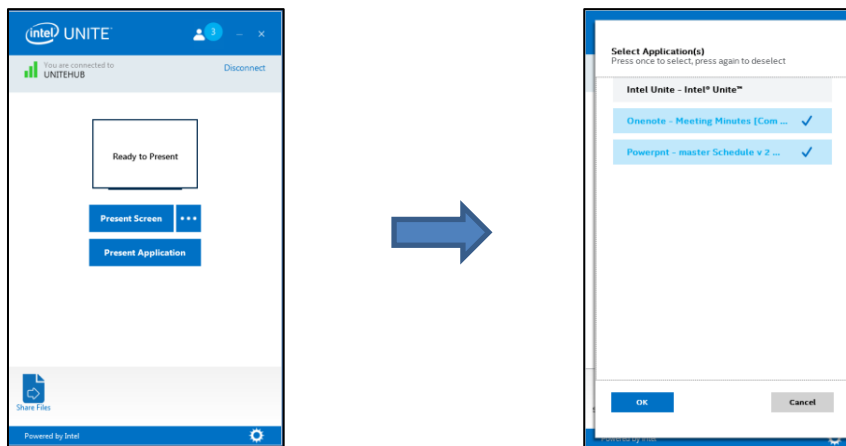
Presenting Applications

This option allows you to select one or multiple applications to present while keeping the rest of the content on your display private.

NOTE: Only one application is shared at a time. If multiple applications are selected, only the active application window will be shared to the Hub.

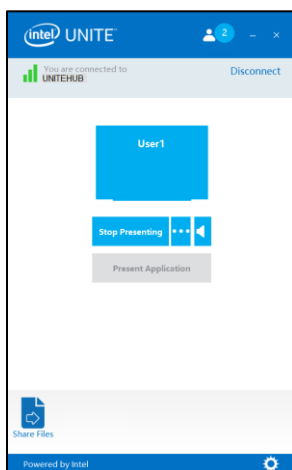
To present an application:

Click on **Present Application**.



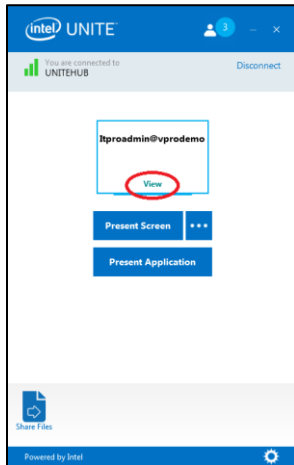
Select the application(s) you want to share from the list and click **OK**.

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



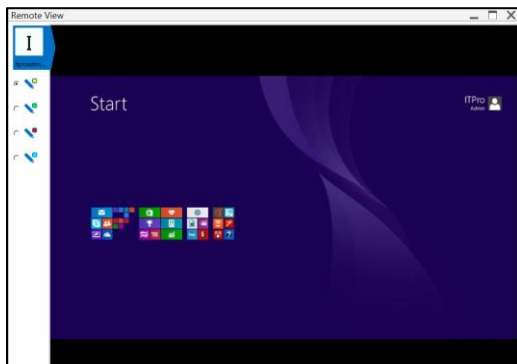
View Presentation

When a connected user shares content, you can view and annotate the presentation locally. To do this while a connected user is presenting, click on the **View** link.



This will open a new window that will show you the content being presented and also allow you to annotate over the content.

If multiple people are presenting, you can switch users by clicking on their avatar. Up to 4 people can present at the same time. If additional participants want to share in the main screen, they will not be able to present until one of the 4 presenters stop presenting.

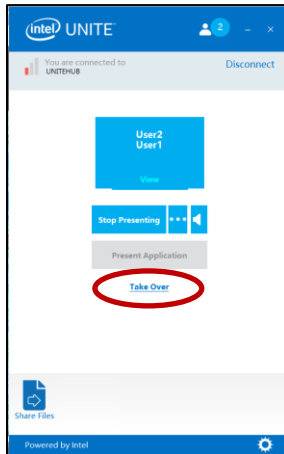


Take Over a Presentation

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

To take over a presentation:

Start presenting your content.



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

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

Annotation

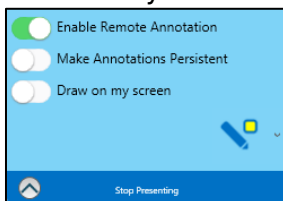
Annotation is used to quickly highlight and point out a specific item or section on a displayed screen. The ink shown will slowly fade after five seconds. To use annotation while presenting:

1. Connect a Client to a Hub.
2. Present your content.
3. A persistent tool menu will appear in the top, center of your display. Click on the down arrow to expose a set of options

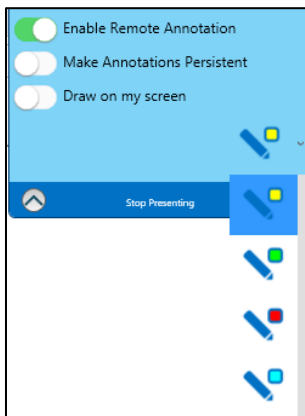


The annotation menu has three options:

- Enable Remote Annotation
- Make Annotations Persistent
- Draw on my screen



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



When you toggle **Draw on my screen** to the right, you can make annotations on your own screen.

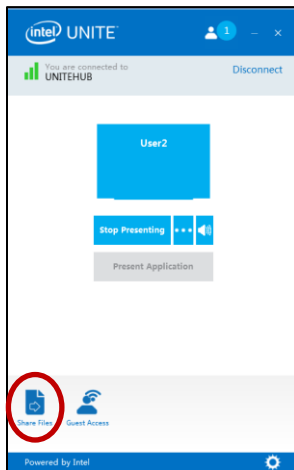
To exit annotation mode, toggle **Draw on my screen** to the left.

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

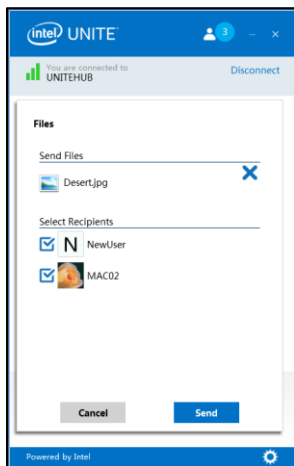
Share a File

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

Connect multiple Clients to a Hub and click on **Share Files**.

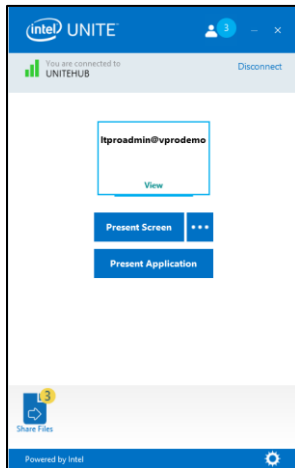


Click on **Select Files** and navigate to the file to be sent, or drag and drop files to the select files area. Please note that the maximum file size is 2GB.



Once the files are ready to send, select the recipients and click on the **Send** button.

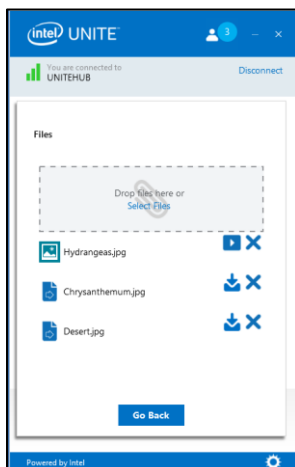
Recipients will receive an indicator on the **Share Files** button that files are waiting for them, click **Share Files** to retrieve files.



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

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

- An arrow pointing down is for files which are received and available for download
- When the arrow is pointing to the right the file has been downloaded, click on the right-side pointing arrow to open the file.
- The “X” is to close the file or cancel the download. When the user clicks on the “X” the download list is updated as well as the number of files.



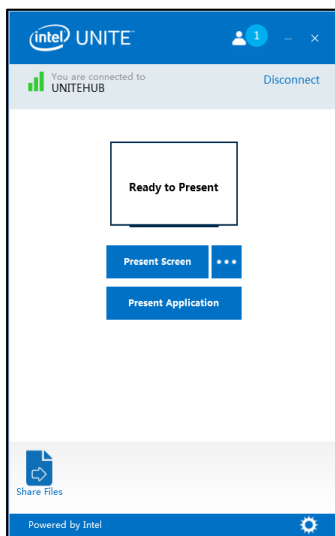
Video Playback with Audio Support

Windows users have the ability to present their desktop with full audio and video

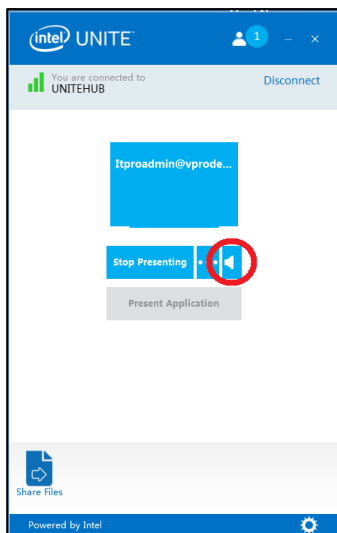
The audio and video streaming feature allows in room attendees to view movies or video clips during presentations and is available only when you share the display.

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

Connect to the Intel Unite application, click on **Present Screen** or select the display you want to use by clicking (...)



You can now share video content with accompanying audio.

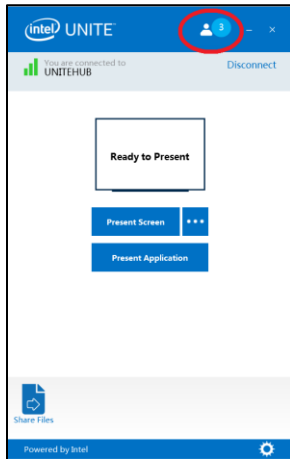


The speaker button will allow you to mute or unmute your audio to the room with a simple click.

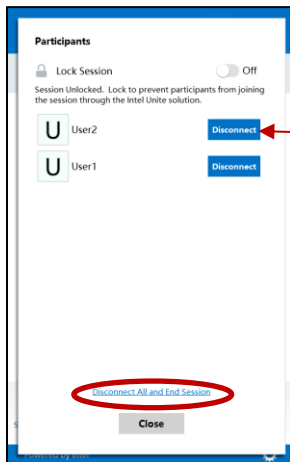
Note: the audio and video experience is only available if you are sharing your display and not when using the feature **Present Application**. To share video content, your client PC requires at minimum a 3rd Gen Intel Core processor running Windows 7, 8.1 or 10.

Disconnect User

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



To disconnect a user, click on the **Disconnect** button next to the user. To disconnect all users and end the meeting, click on **Disconnect All and End Session**.



Meeting Lock

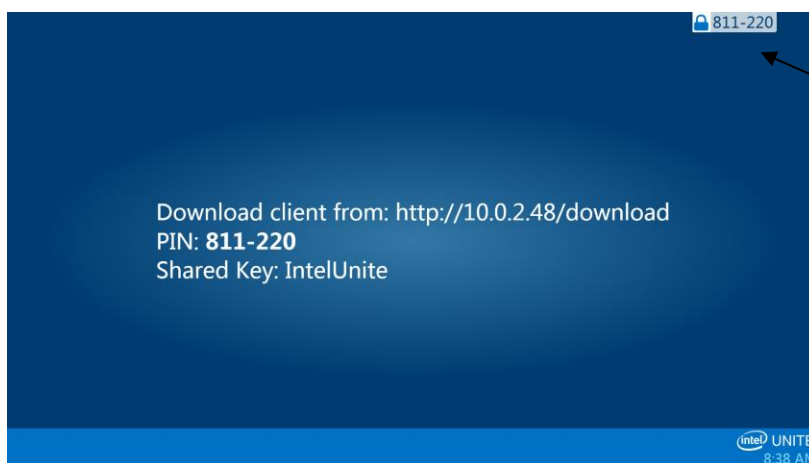
This feature allows users to lock a session to prevent other Intel Unite application users from joining and viewing the content being shared. When a session is locked, no other Intel Unite application users will be able to connect.

Once connected to the Intel Unite application, click on the participant button to view the list of participants that have joined the session.

When ready to lock the session, move the toggle button to the **On** position. To unlock the session move the toggle button to the **Off** position. The session can be locked or unlocked by any participant on the list at any time during the session.



When locking a session, the hub will display a “lock” icon next to the PIN and a toast message will appear for few seconds indicating the session has been locked.



The session has been locked by User X

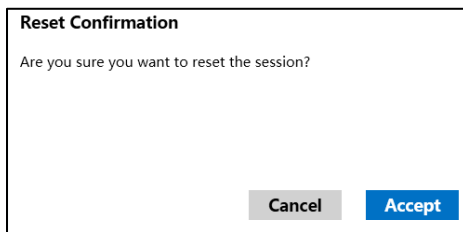
When unlocking:

The session has been unlocked by User X

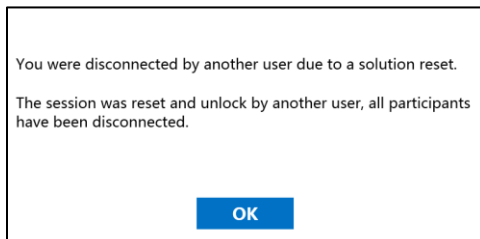
If a user wants to join a locked session the following message will be displayed:



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



All the participants connected to the locked session will receive a message indicating that another user has reset the solution.



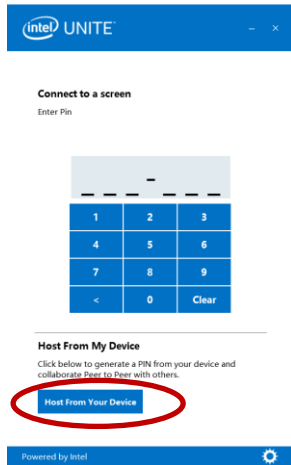
If a session is unlocked while you are presenting, content sharing will be stopped to avoid any Intel Unite application users from being able to see the content until the content is shared again.

Peer To Peer

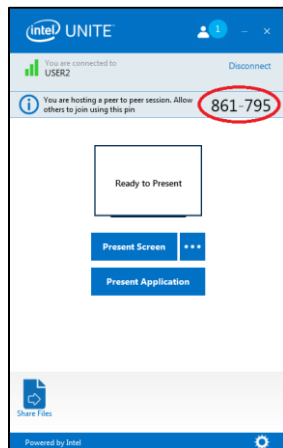
If there is a need for a collaborative meeting when a meeting room is unavailable or you are meeting with remote users (using VPN), you can start a peer to peer session.

NOTE: Only systems with Intel® vPro™ technology will be able to start and host a peer to peer session.

To start a peer to peer session, click **Host From My Device**.

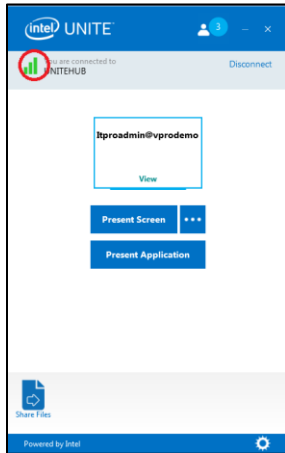


To allow other users to join to your peer to peer session, share the PIN with them.



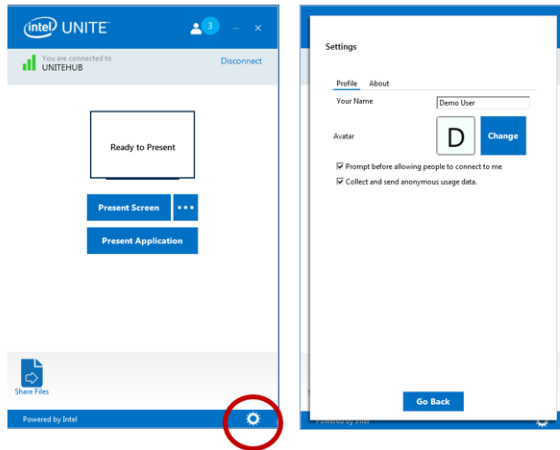
Connection Status Indicator

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



Intel Unite Application Settings

Intel Unite application settings is located at the right lower corner of the window. Click on the gear to access your options:

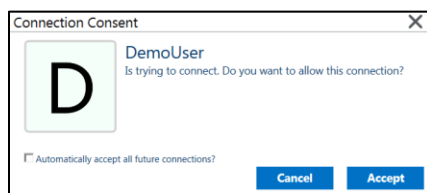


Your Name: Your user name or chosen name.

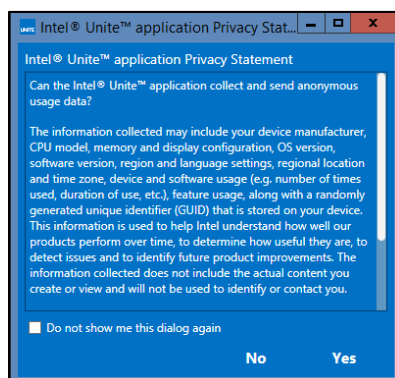
Avatar: Click on **Change** to select a desired .png, .gif, or .jpg file.

Prompt before allowing people to connect to me: In a peer to peer connection, the user with this option checked will be prompted a connection request message before another user can connect to this user.

If this option is left checked and a peer to peer session is started by the first user, a connection consent message will appear when another user tries to connect to it.



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



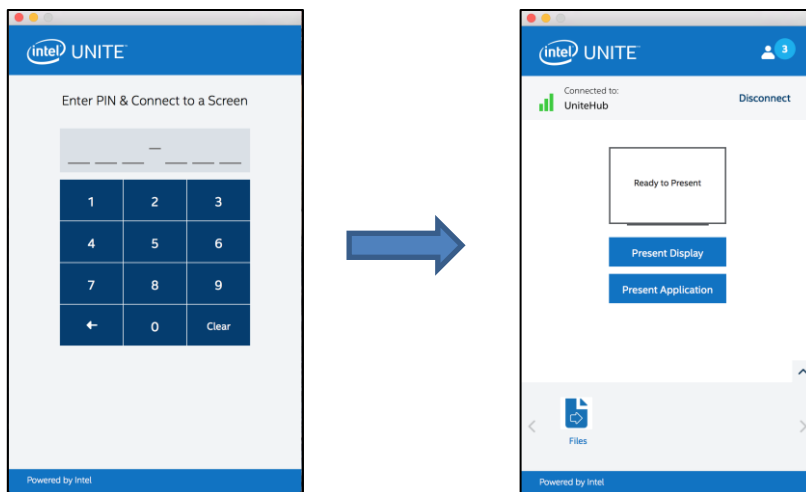
Intel Unite Solution Features for OS X* Client Devices

Once the Client connects to a Hub, the solution provides useful collaboration features that include the ability to present content side-by-side, share files, and annotate. This section will provide instructions on how to use the features included with the Intel Unite solution on OS X.

Present Content

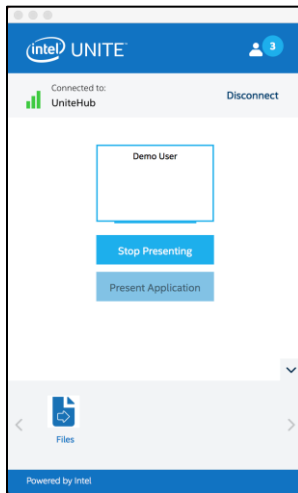
The Intel Unite solution allows you to quickly present content to the Hub display to which you are connected. To present your screen:

Connect a Client to a Hub.



Click **Present Display** to present the content of your primary display.

To stop sharing, click **Stop Presenting**



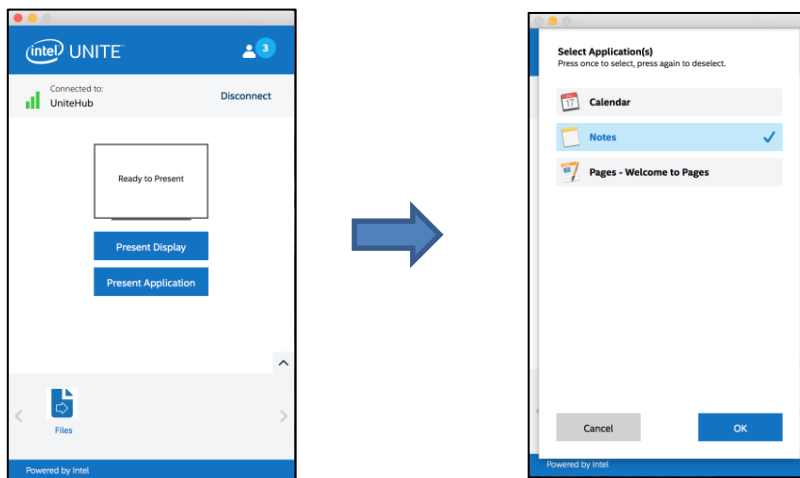
In addition to being able to present your primary display, the Intel Unite application will allow you to share selected applications.

Presenting Applications

This option allows you to select one or multiple applications to present while keeping the rest of the content on your display private.

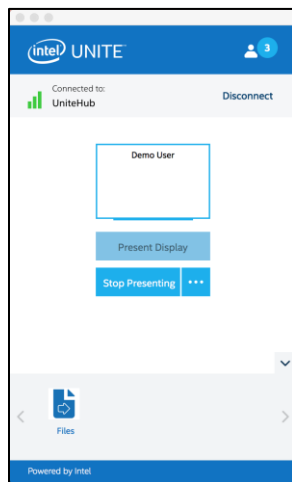
NOTE: Only one application is shared at a time. If multiple applications are selected, only the active application window will be shared to the Hub.

To present an application, Click on **Present Application**



Select the application(s) you want to share from the list and click **OK**

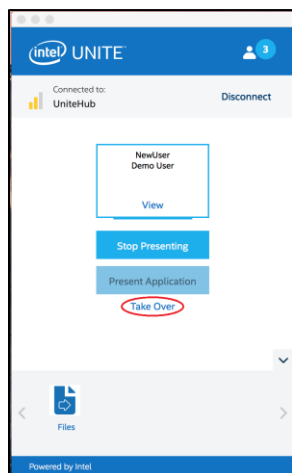
NOTE: To change your selection, you can click the More (...) button next to **Stop Presenting**



Take Over a Presentation

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

To take over a presentation, start presenting your content.

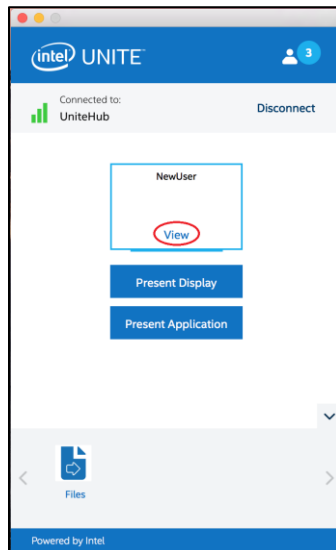


Click **Take Over**. You will see the **Take Over** option only when you are presenting the contents of your screen simultaneously with other users.

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

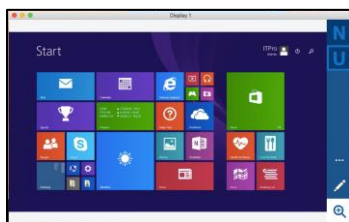
View Presentation

When a connected user shares content, you can view and annotate the presentation locally. To do this while a connected user is presenting, click on the **View** link.



This will open a new window that will show you the content being presented and also allow you to annotate over the content.

If multiple people are presenting, you can switch users by clicking on their avatar on the right. Up to 4 people can present at the same time. If additional participants want to share in the main screen, they will not see the **Share** button until one of the 4 presenters stop presenting.



You can also annotate by clicking on the marker below. For more annotation options click on (...)

Annotation

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

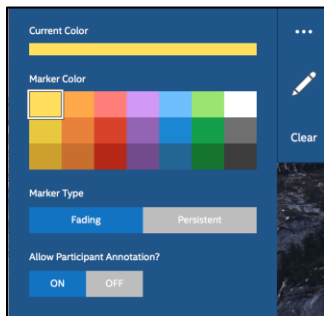
Connect a Client to a Hub and present your content.

A persistent tool menu will appear on the right side of your display.



Click on the ... to view more Annotation options.

- Choose marker color for annotations.
- Choose either fading or persistent annotations
- Allow other participants to annotate.



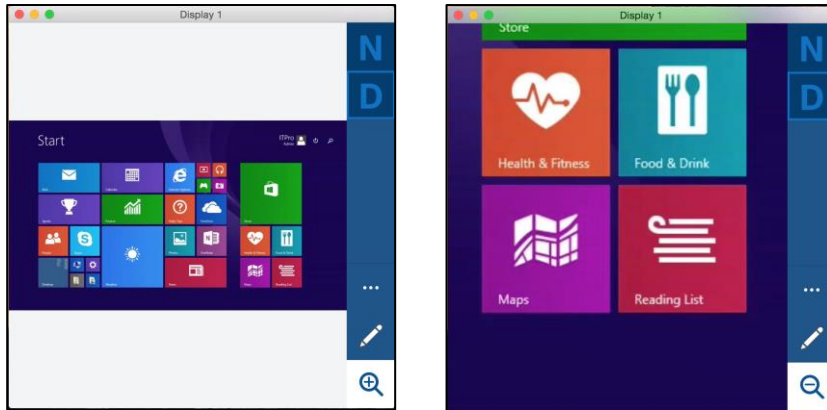
Click on the marker to start drawing on the screen. To clear your annotations, click on Clear.



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

Zoom

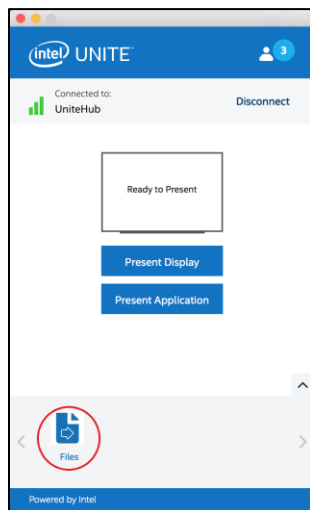
When viewing a presentation, you can zoom in and out to see the presentation by clicking on the magnifying glass.



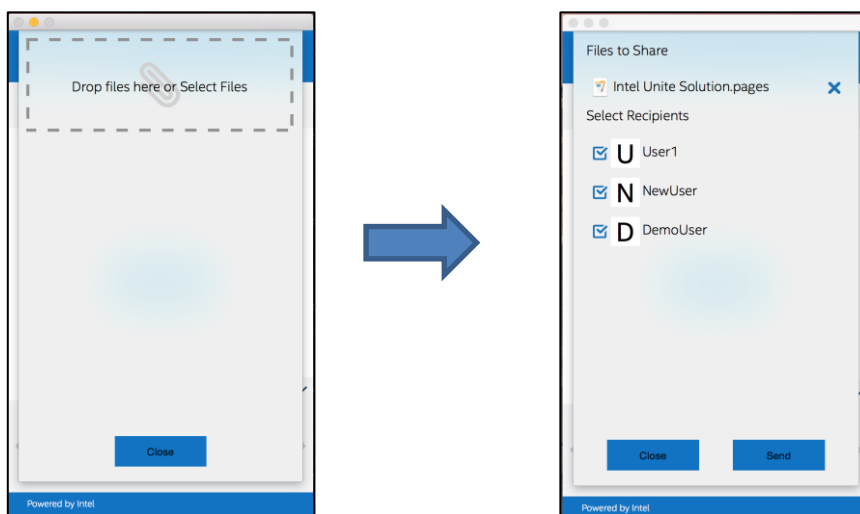
Share a file

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

Connect multiple Clients to a Hub and click on **Files**.

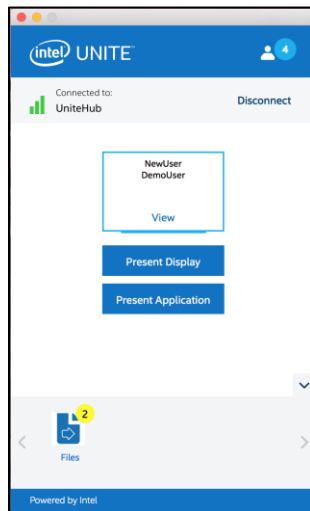


Drag and drop files to the select files area. Please note that the maximum file size is 2GB.



Once the files are ready to send, select the recipients and click on the **Send** button.

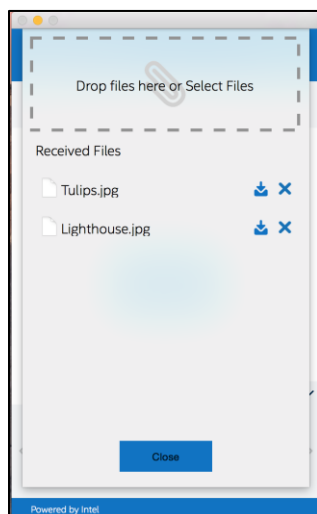
Recipients will receive an indicator on the **Share Files** button that files are waiting for them. Click **Files** to retrieve files.



In the file list, click on the download button next to the file you want to download. Files will be placed in **Downloads**.

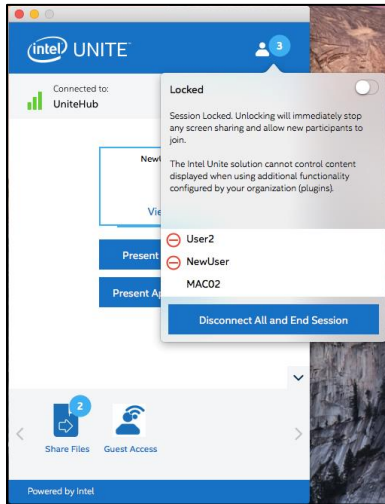
On this window you will notice different icons next to the file:

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



Disconnect User

Any user connected to a session can view a list of participants and disconnect other participants by clicking on the minus sign (-) located next to the participant on the upper navigation bar.



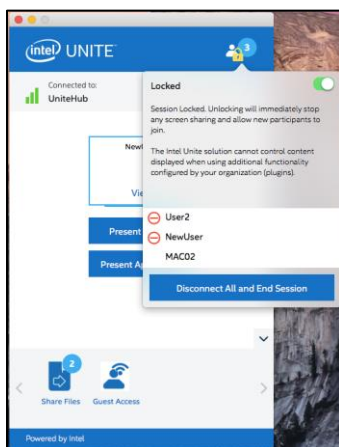
You can disconnect all the users and end session by clicking on **Disconnect all and End Session**.

Meeting Lock

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

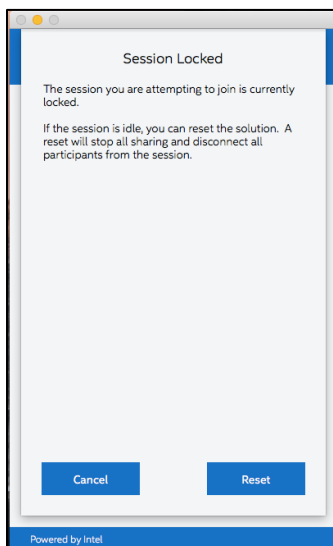
Once connected to the Intel Unite application, click on the participant button to view the list of participants that have joined the session.

When ready to lock the session, move the toggle button to the **On** position. To unlock the session move the toggle button to the **Off** position. The session can be locked or unlocked by any participant on the list at any time during the session.

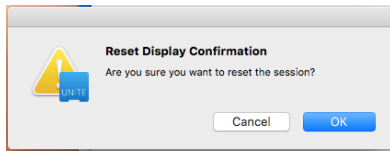


If the session is unlocked while you are presenting, content sharing will be stopped to avoid any Intel Unite application users from being able to see the content until it is shared again.

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



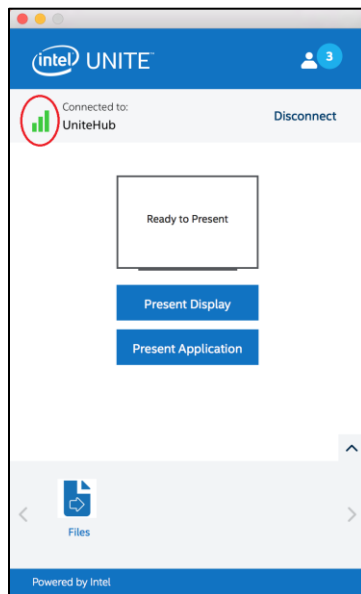
If the user chooses to reset the locked session, all the participants will be disconnected and the user resetting the session will be connected when accepting the Reset Confirmation.

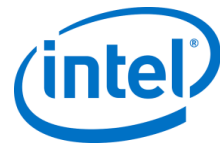


All the participants connected to the locked session will receive a message indicating that another user has reset the solution.

Connection Status Indicator

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





Troubleshooting

This section will walk you through common issues.

Client PC not connecting to Hub

- Verify that the Client PC and the Hub are on the same subnet.
- Verify that the firewall is allowing the Intel Unite app traffic to reach the network.
- Verify that the shared key for the Client PC matches the Hub. You can update the shared key on your Client by following the steps in [Changing Shared Key value](#).

Invalid PIN

If the message “**The pin you entered could not be found. Please try again**” appears when trying to connect to the Intel Unite Hub:

- Verify you have entered a valid and current PIN. The PIN changes every 5 minutes.
- Verify that the shared key for the Client PC matches the shared key on the Hub. You can follow the instructions found [below](#) to update the shared key.

Performance Issues

The Intel Unite Hub and each Client device needs to meet the requirements mentioned at the start of this setup guide.

You may also see performance issues if you are operating on a congested network. It is recommended that the PC acting as the Hub uses a wired Ethernet connection to minimize lag caused by wireless congestion.

Changing Shared Key Value

Hub: Uninstall and reinstall the application.

Windows Client: Click on the gear on the bottom right corner of the Intel Unite application.

Mac Client: Open Keychain Access, (**Applications** then **Utilities** then **Keychain Access**) locate the Intel Unite application, select the “**Logins**” keychain in the left panel and select “**Intel Unite Standalone Key**” in the center panel to change the key.



Network Issues

Hub: You must log out. Make sure that you are connected; then log back in:

NOTE: These directions assume that you selected “Yes” to the auto-configuration during the Hub setup process.

- Press <CTRL>+<ALT>+<DELETE>.
- Select **Switch User**.
- Log in as a different user.
- Use Windows to connect to a wired or wireless network.
- Press <CTRL>+<ALT>+<DELETE>.
- Select **Switch User**.
- Select **UniteUser** (password is: P@sswOrd).

Firewall Issues

- If you experience firewall issues, please refer to the **Firewall Help Guide** to configure Firewall Settings.

Shortcut Does Not Open Application

This is usually caused because the Intel Unite application is already running in the background. Reboot your system and try again. You can also use Task Manager to force the Intel Unite application to close.

For more information about Intel® Unite™ software: <http://intel.com/unite>