



COLLABORATE[®] Live Conference Controller

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1. Introduction

1.1 Overview

The Conference Controller is a highly intuitive 10-inch, touch-screen device that allows users to control their audio conference, including managing contacts and placing and controlling calls. Flexible connectivity options offer an integrator-friendly solution that fits perfectly in any space.

1.2 Features

Some of the primary capabilities of the controller include the following:

- Support for VoIP, Telco, and COLLABORATE Live
- 10.1" capacitive touch screen, 1280 x 800 resolution
- On-screen dialpad
- Make and receive calls
- Multi-party conference calls
- Ability to put calls on hold and transfer and forward calls
- Call history
- Phone book
- Favorites
- Microphone and speaker mute and volume controls

1.3 Use of this Guide

The following image displays the COLLABORATE Live Conference Controller Main (or Home) screen:

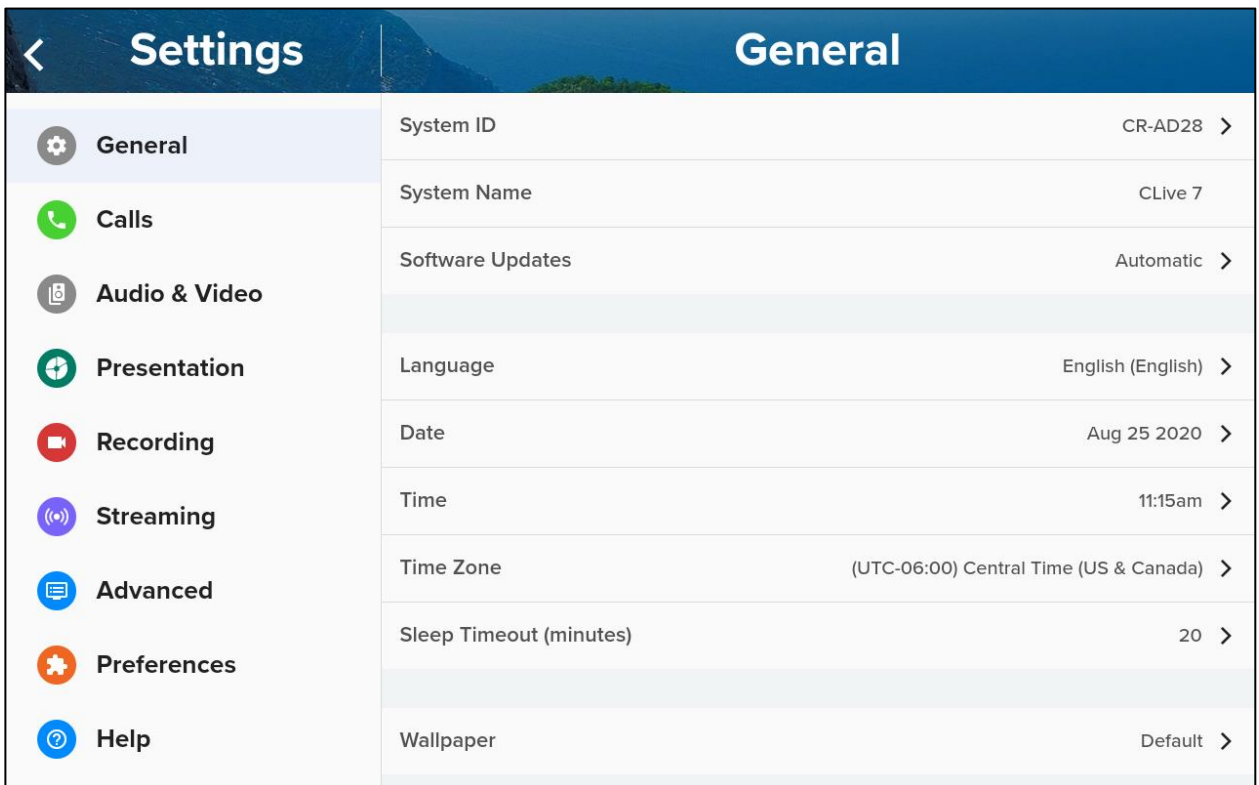
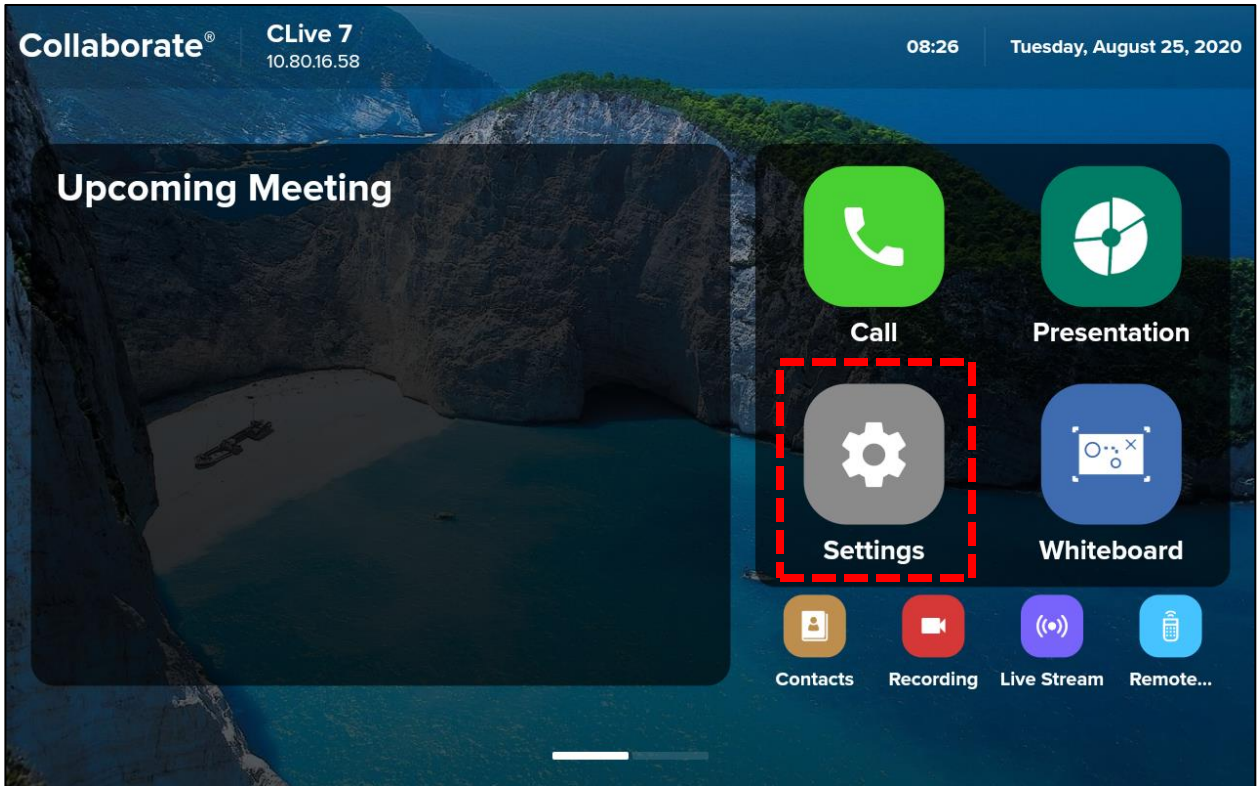


This user guide provides information for each of the topics represented by an icon on the Main screen.

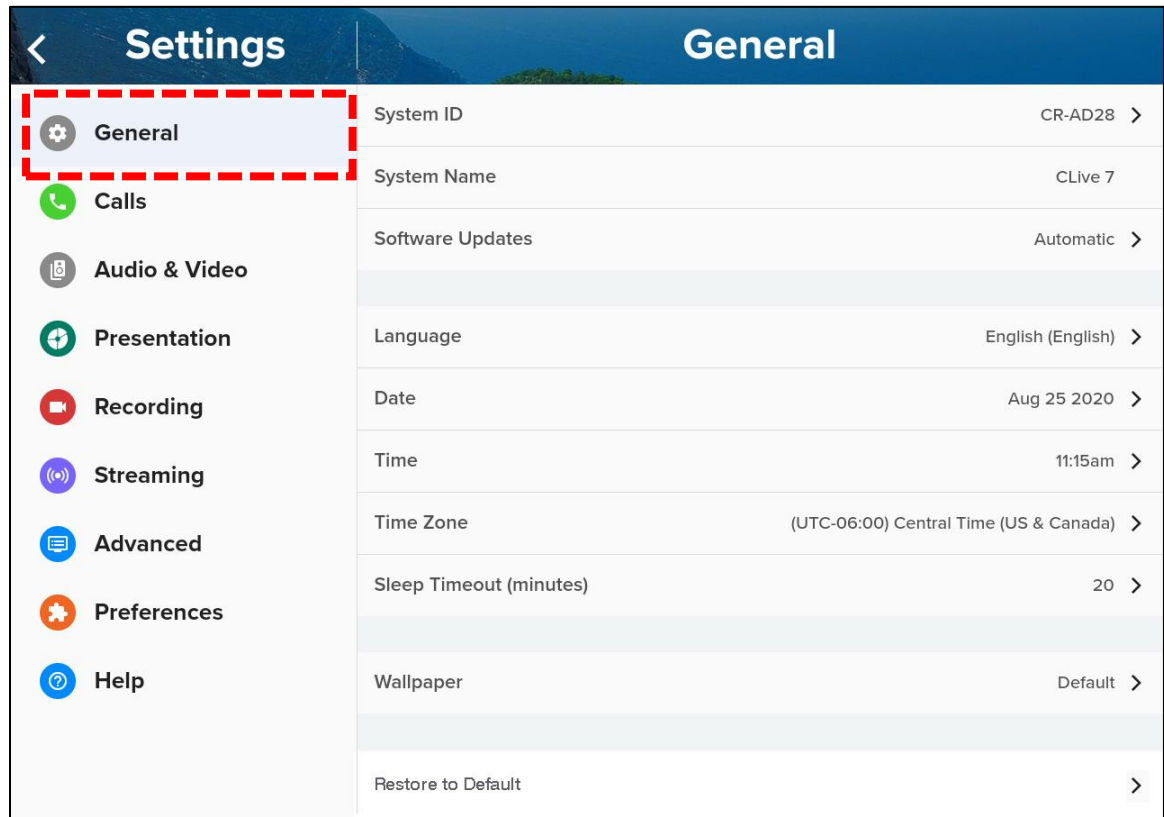
Each of the topics in the Table of Contents is hot-linked to the corresponding section of this manual.

2. Settings

You access the Settings menu from the Home screen.



2.1 General



2.1.1 System ID and System Name

The system title that represents the unit during a session.

Note: If you register to ClearOne's Space service, COLLABORATE Space automatically overwrites what you set here.

2.1.2 Software Updates

2.1.2.1 Software Updates

Automatic enables the system to frequently check for updates.

If an update is available, the system displays a notification on the screen. You can choose whether or not to update.

Check for Software Updates checks for updates when you click. The system notifies you if a new update is available.

If the system is up to date, it displays the following message:

Software is up to date

2.1.3 Language

For the system to reflect a change in language, you **must restart your system**.

2.1.4 Date, Time, and Time Zone

2.1.5 Sleep Timeout

Duration of idle time (in minutes) before the system goes into sleep mode.

If set to “0”, the system does **not** automatically enter sleep mode.

For the system to reflect a change, you **must restart your system**.


2.1.6 Wallpaper

Several images are available.

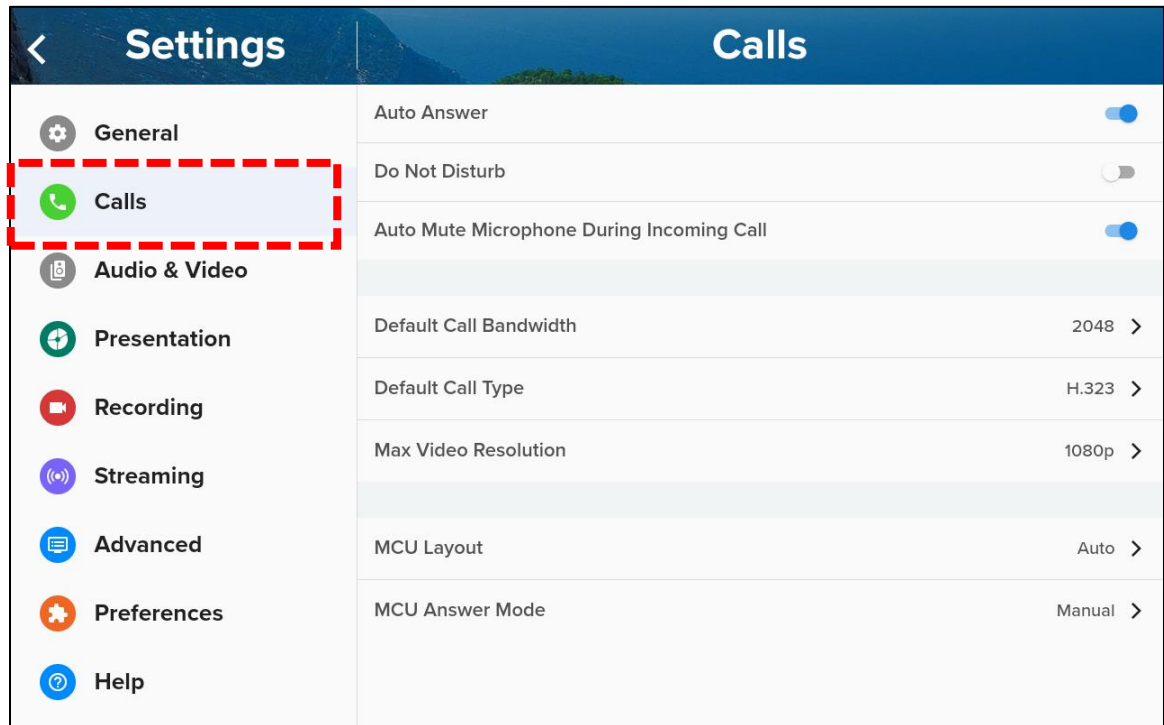
The system **immediately** reflects wallpaper changes - you do **not** need to restart your system.

2.1.7 Restore to Default

Restores the COLLABORATE Live to factory default settings.

 **Note:** When you click this, the system displays a warning message on the Conference Controller screen.

2.2 Calls



2.2.1 Auto Answer

Auto answer incoming calls.

2.2.2 Do Not Disturb

Auto reject all incoming calls.

2.2.3 Auto Mute

Auto mute the microphone for incoming calls.

2.2.4 Default Call Bandwidth

2.2.5 Default Call Type

Protocol and path for calls


Gateway calls are routed through the COLLABORATE Space Gateway.

2.2.6 Max Video Resolution

Set the maximum video resolution.

2.2.7 About MCU (Multi-point Control Unit)

The embedded MCU is an optional feature. It enables the simultaneous connection of up to 9 endpoints from various locations. The 9 endpoints include the host system and 8 other endpoints.

 **Note:** Before you use the MCU, verify the licensing capabilities of your system. To do so, from the Home screen, click Remote Control, and then select Device Info. [Section 9.2](#) of this manual shows this screen.

2.2.8 MCU Layout

 **Note:** You **cannot** change the MCU layout when recording during a conference.

2.2.8.1 Auto

The system automatically changes the layout as follows:

Number of Participants	Layout	Layout Description
4 or less	2 x 2	Four equal-sized rectangles. Each contains an image. If more than 4 endpoints are in the call that use this layout, the dominant speaker appears and replaces an image of a non-dominant speaker.
5 or 6	5 + 1	Six rectangles. One is larger than the others: it contains the image of the dominant speaker
7 to 9	3 x 3	Nine equal-sized rectangles. Each contains an image of a participant.

2.2.8.2 Voice Switching

- COLLABORATE Live displays the video stream of the dominant speaker.

2.2.9 MCU Answer Mode

The following options are available for the second and subsequent calls:

Accept All: Automatically accept incoming calls

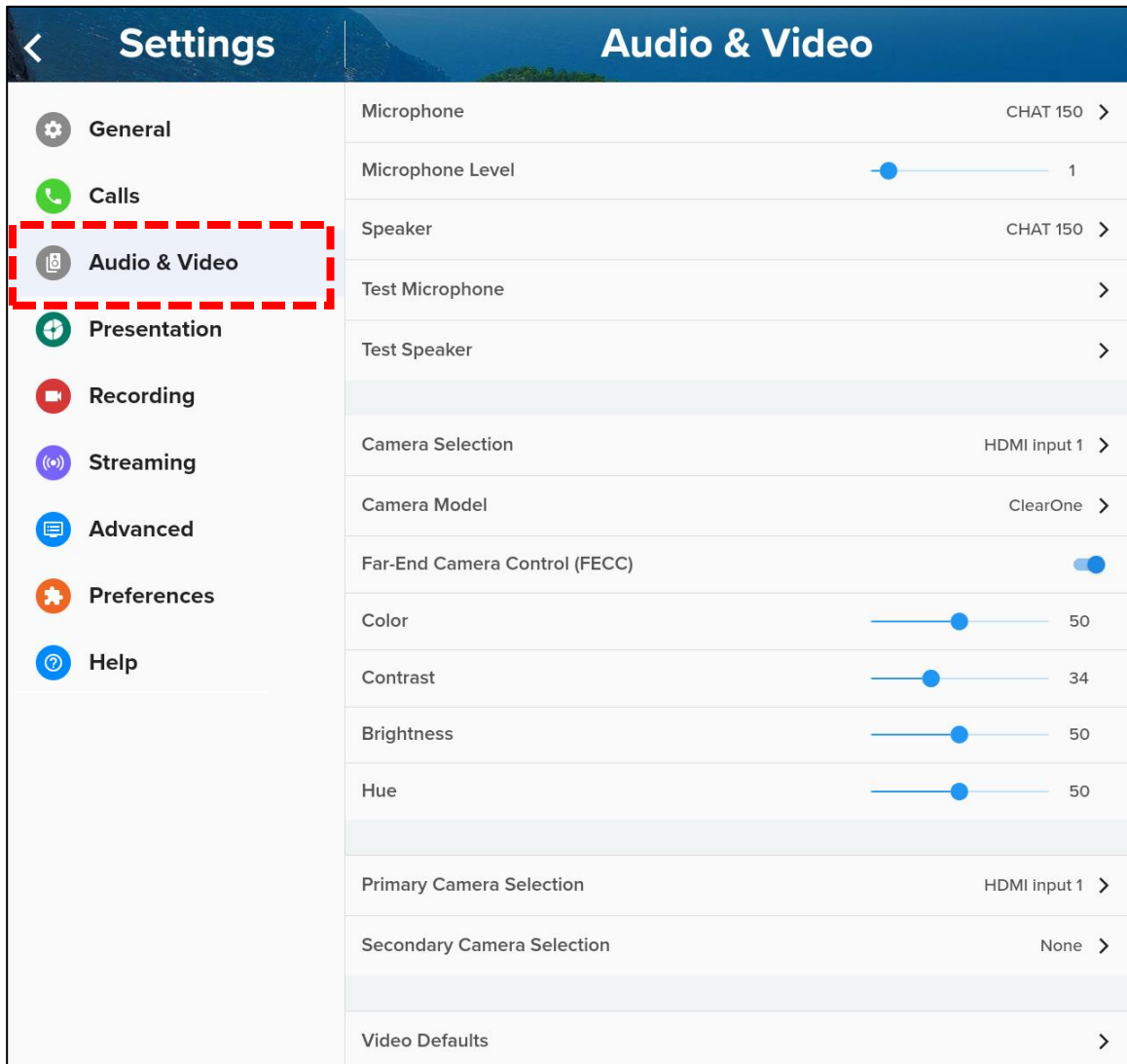
Reject All: Automatically reject all incoming calls

Manual: Display a prompt each time a call comes in

The system answers incoming calls per your call settings.

-
-

2.3 Audio & Video



2.3.1 Microphone and Microphone Level

2.3.1.1 Microphone

Select your Microphone device

2.3.1.2 Microphone Level

Values are in percentage (%).

2.3.2 Speaker

Select your Speaker device.

2.3.3 Test Microphone and Test Speaker

Test Microphone – Check and test the Microphone by using this option

Test Speaker – Check and test the Speakers by using this option

 **Note the following:**

For best audio performance, ClearOne recommends using Balanced Audio or Line output to a mixer or amplifier. HDMI audio to a monitor is also supported, but monitor speakers are usually lower quality.

•

2.3.4 Camera Selection, Camera Model

Select the camera selection, then select the Camera Model.

2.3.5 Far-End Camera Control (FECC)

Enables the remote end to control your camera.

 **Note:** When you use the Conference Controller in **SIP mode**, FECC is not available.

2.3.6 Color, Contrast

You do **not** need to change these settings from the default values.

2.4 Presentation



2.4.1 Wireless Sharing

Allow wireless data sharing from any PC with the COLLABORATE Share application.

2.4.2 Auto Display Wireless Presentation

Wireless auto-sharing once the sender is connected.

2.4.3 Wireless Sharing Code

Wireless security code - the sender must enter.

2.4.4 Presentation Sharing Mode

Data transmit mode priority. The better of two settings depends on the type of presentation material you and others transmit.

Two available settings:

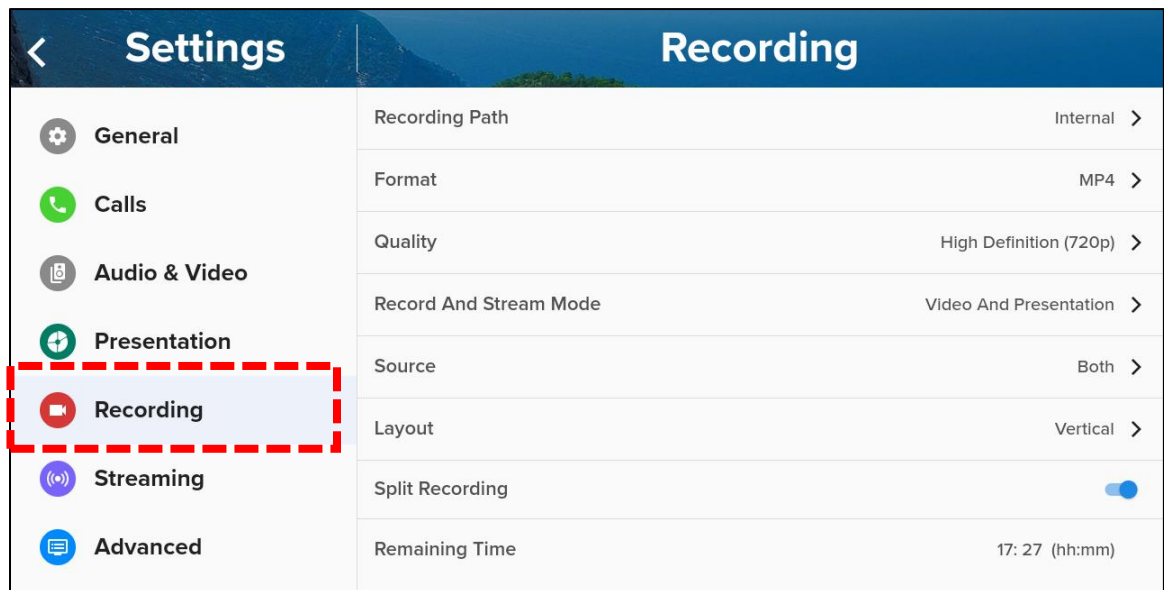
- **Motion**
 - Highest possible **frame rate**
 - For presentations with a significant amount of motion
- **Sharpness**
 - Highest possible **resolution**
 - For high quality display of detailed images and graphics.

2.4.5 Secondary Screen During Presentation

Three options:

- Local Video – local camera
- World Clock – shows four user specified world clocks
- Wireless Info – shows IP address and wireless sharing code for the connected

2.5 Recording



2.5.1 Recording Path

The path of the recording directory.

Useful when you change the recording location to a USB flash drive or to a remote computer that is in the same work group.

2.5.2 Format

WMV and MP4 formats available

Note that this setting impacts the streaming video format.

2.5.3 Quality

Quality of the video recordings and streaming made with COLLABORATE® Live.

Options include the following:

Full High Definition (1080p): 1920 x 1080 pixels.

High Definition (720p): 1280 x 720 pixels.

Standard Definition: 672 x 384 pixels.

 **Note:** Changing the recording quality also changes the Streaming quality.

-

• **2.5.4 Record and Stream Mode**

Options: Video or presentation

2.5.5 Source

Options: Local or remote

2.5.6 Layout

Vertical: Top and bottom mode.

- Horizontal: Side by side mode.

-

2.5.7 Split Recording

Automatically splits long recordings into smaller files by enabling this option recorded remaining time below

2.5.8 Remaining Time

Based on the available storage memory and the current settings for recording quality.

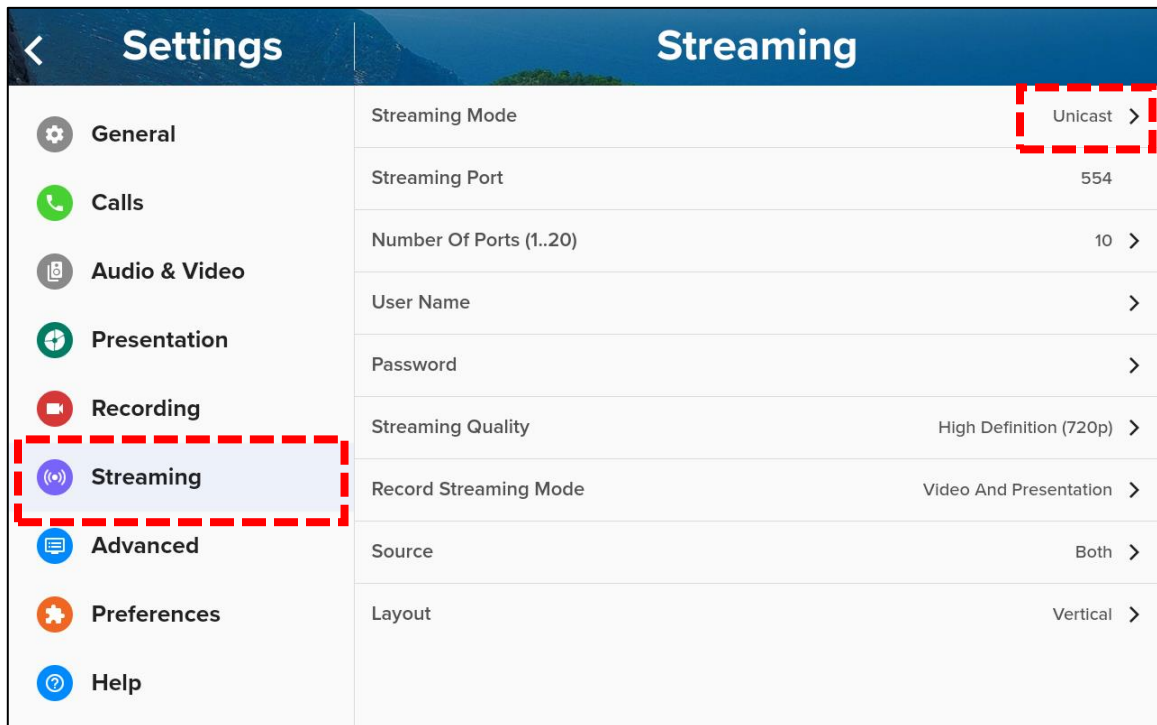
COLLABORATE

2.6 Streaming

2.6.1 Streaming Mode

Options: Unicast and Multicast (both SDP and RTSP).

2.6.2 Unicast



2.6.2.1 Streaming Port

Always 554

2.6.2.2 Number of Ports (1..20)

Number of concurrent streams available

2.6.2.3 User Name

User name for the stream.

2.6.2.4 Password

Password for the stream

2.6.2.5 Streaming Quality

Standard Definition, High Definition (720p), Full High Definition (1080p)

2.6.2.6 Record Streaming Mode

Video Only (as chosen by Source below)

Presentation Only (shows the presented content only)

Video and presentation (shows both source video and presentation video)

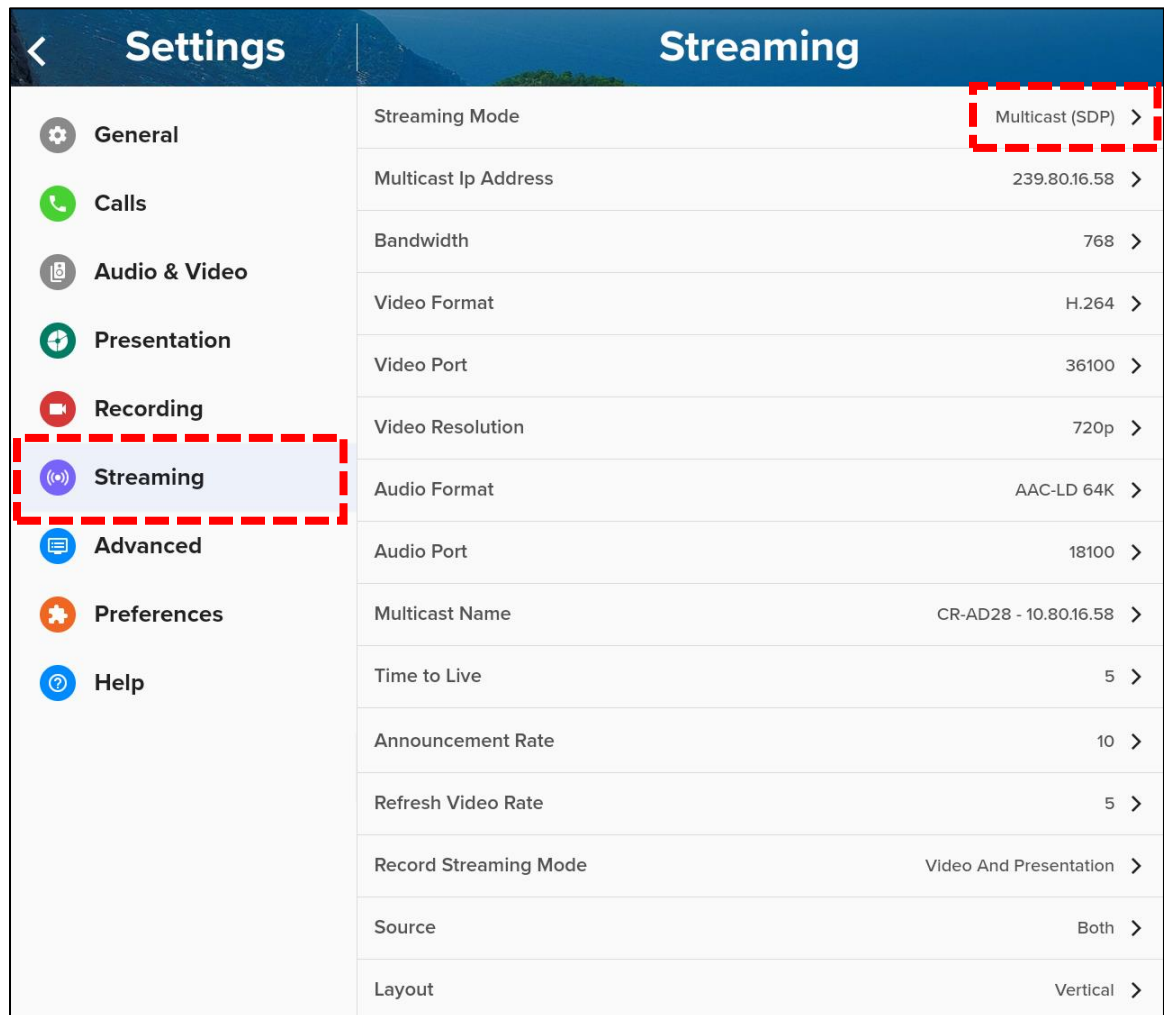
2.6.2.7 Source

Local Video, Remote Video, Both.

2.6.2.8 Layout

Vertical, Horizontal

2.6.2 Multicast (SDP)



Session multicasting allows you to broadcast your session via the multicasting networking transport technology, which allows users to send a video stream that can be received by multiple recipients, all listening on a single multicast address.

The Settings > Streaming screen allows you to define how the COLLABORATE® Conference Controller Multicast initiates sessions.

2.6.2.1 Multicast IP Address

IP Address and gateway. The IP is dynamic according to the device's IP. The first subgroup of the IP format (AAA.BBB.CCC.DDD) is set to 239 according to the standard.

You can change it to any value from 224 to 239.

You can also change the rest of the sub groups (not recommended for multicast communications).

2.6.2.2 Bandwidth

Maximum bandwidth (in Kbps) allowed for outgoing multicast streams.

2.6.2.3 Video Format

The digital encoding format used during the multicast transmission.

Default value is H.264.

2.6.2.4 Video Port

Number of the port through which the video multicast passes.

2.6.2.5 Video Resolution

Required video resolution options are available in the dropdown list.

2.6.2.6 Audio Format

The Audio codec responsible during the transmission.

Default value is AAC-LD.

2.6.2.7 Audio Port

Number of the port through which the audio multicast passes.

2.6.2.8 Multicast Name

The identifying name of the multicast.

2.6.2.9 Time to Live

The number of router hops allowed.

2.6.2.10 Announcement Rate

SDP announcement rate in seconds.

2.6.2.11 Refresh Video Rate

The video image refresh rate in multicast streams; an interval of 5 seconds is set by default.

2.6.2.12 Record Streaming Mode

Video Only, Presentation Only, or Video and Presentation

2.6.2.13 Source

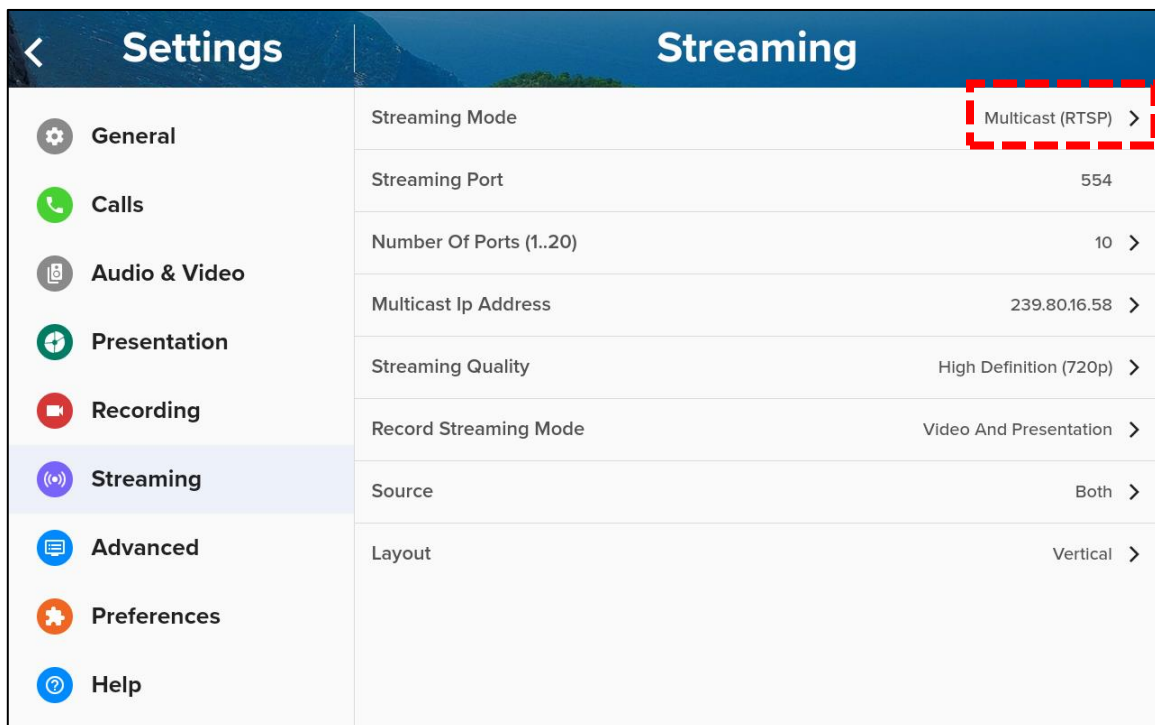
Local or remote.

2.6.2.14 Layout

Vertical: Top and bottom mode.

Horizontal: Side-by-side mode.

2.6.3 Multicast (RTSP)



2.6.3.1 Streaming Port

This is read-only.

2.6.3.2 Number of Ports

The number of concurrent streams allowed.

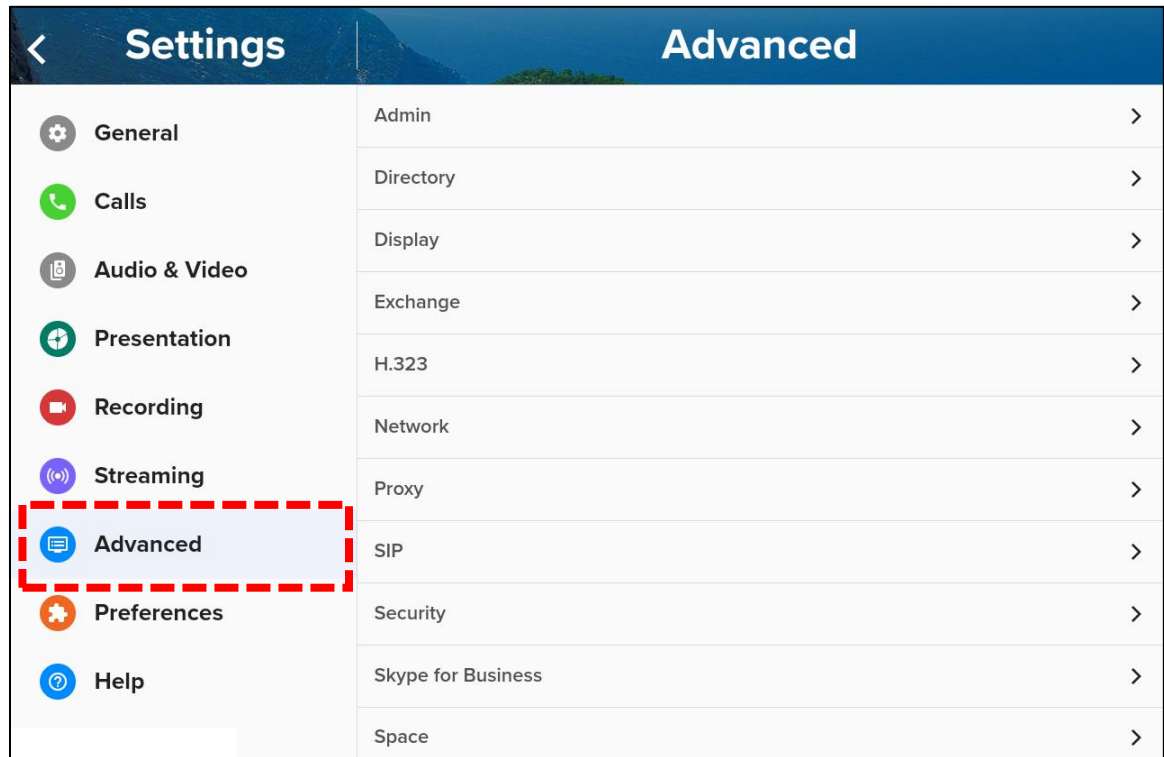
2.6.3.3 Multicast Ip Address

239

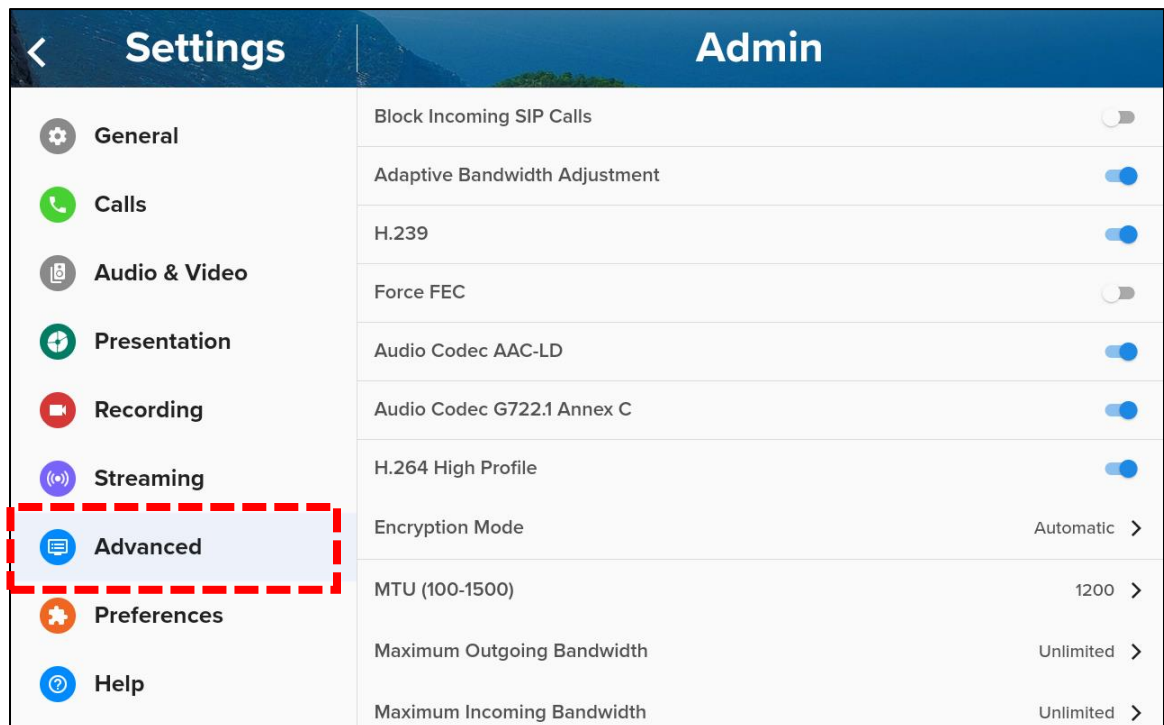
2.6.3.4 Streaming Quality, Record Streaming Mode, Source and Layout

Same as the corresponding Record/Stream settings.

2.7 Advanced



2.7.1 Admin



2.7.1.1 Block Incoming SIP Calls

Enable to auto reject only incoming SIP calls.

2.7.1.2 Enable adaptive bandwidth Adjustment

Enables videoconferences to proceed at reduced bandwidth if the network is congested. Deselecting this option maintains a constant quality to the session, but it may cause network problems.

2.7.1.3 Enable H.239

Enables data sharing protocols.

2.7.1.4 Force FEC

Force Forward Error Correction (FEC) – Forwards an error-correction code instead of automatically adjusting the bandwidth.

2.7.1.5 Enable Audio Codec AAC-LD:

Audio Codec: audio compression format designed to combine the advantages of perceptual audio coding with the low delay necessary for two-way communication.

2.7.1.6 Enable Audio Codec G722.1 Annex C

Audio Codec: wide-band compression algorithm provides higher-than-toll quality speech. The codec operates between a wide-band, 50Hz to 7kHz signal range, at the G.722.1 standard bit rate of 24kbps and 32kbps. GAO's G.722.1 algorithm is in the form of fixed-point arithmetic and is based on the Modulated Lapped Transform (MLT).

2.7.1.7 Enable H.264 High Profile

When selected, enables the system to operate in high profile mode.

2.7.1.8 Encryption mode

Encryption Mode -Calling securely requires setting the encryption protocol or using defaults which include automatic encryption. Alternatively, you can disable the encryption if it is not needed. Calls that are made using encryption will have a lock icon on the right-bottom corner of the COLLABORATE Live main display.

Automatic - The default option; enables encryption automatically.

AES - An encryption algorithm included in the H.235 security protocol.

No Encryption - No encryption will be used.

2.7.1.9 MTU (100–1500)

The designated MTU (Maximum Transfer Unit) value. The default value is 1200. Applies only to RTP streams.

2.7.1.10 Maximum Outgoing Bandwidth

Maximum upload bandwidth (0 for unlimited).

2.7.1.11 Maximum Incoming Bandwidth

Maximum download bandwidth (0 for unlimited).

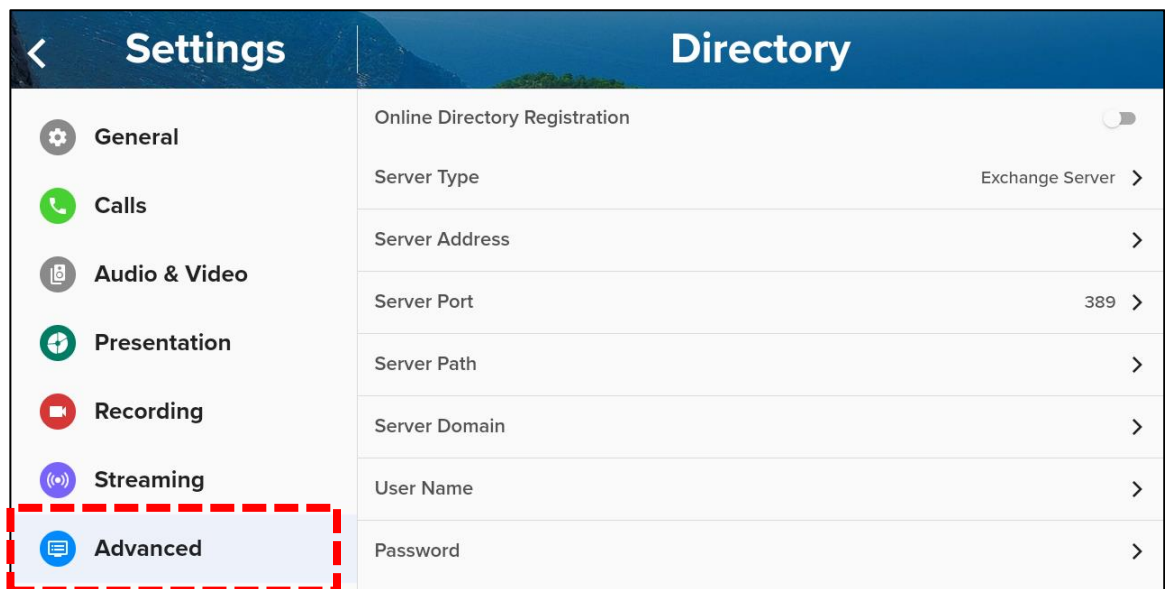
To reset the system to factory settings, from the Settings > General menu, near the bottom, press Restore Defaults.

2.7.2 Directory

Online directories are lists of contacts (such as Internet Location Server, or ILS) whose videoconferencing systems are online and registered with that directory.

If your system is not registered with a COLLABORATE Central®, the Directory Settings provide a way to register with a Directory.

Note: Directory settings are available only in COLLABORATE® Live systems that a ClearOne COLLABORATE Central does not manage.



The Directory is an external directory which can be used for calling. If you are registered in the Directory, you can view the Directory in the Contacts under the Directory tab.

To access the Directory via Contacts:

1. In Contacts, select **Directory** by pressing down with the Navigation arrows.
2. Select the Directory tab, select the number to dial and press **Dial**.>

2.7.2.1 Online Directory Registration

Enables the Directory connection registration. Activates the rest of the Directory settings.

2.7.2.2 Server Type

Directory server type. If unsure, contact your system administrator.

LDAP (Lightweight Directory Access Protocol) servers are very common.

2.7.2.3 Server Address

Directory Server's IP Address.

2.7.2.4 Server Port

Number of the port through which COLLABORATE Live establishes a connection to the server.

2.7.2.5 Server Path

Folder in which contains your user information, as created on the Online Directory.

2.7.2.6 Server Domain

Server's domain name for the Directory.

2.7.2.7 User Name and User Password

Your user name and password as defined on the Directory server.

Note the following:

- In the Standalone/Gatekeeper mode, either the ILS or iPlanet servers should be installed for the directory.
- Consult with your system administrator regarding the installation/configuration of these servers.

Server Type	Description	Prerequisites
ILS server	Site Server ILS is a service used for publishing H.323 videoconferencing and telephony users and IP multicast conferences on the network.	System administrator configuration
iPlanet server	Contains lists of people and resources. Administrators can manage a single user-repository for their organization that can be used by multiple applications to both authenticate and retrieve stored information	System administrator configuration

2.7.3 Display

The display settings determine the method by which COLLABORATE Live displays video displays connected to it. The best display settings depend on the room you use for videoconferencing and on the distance the room's occupants are from the COLLABORATE Live's large screen.

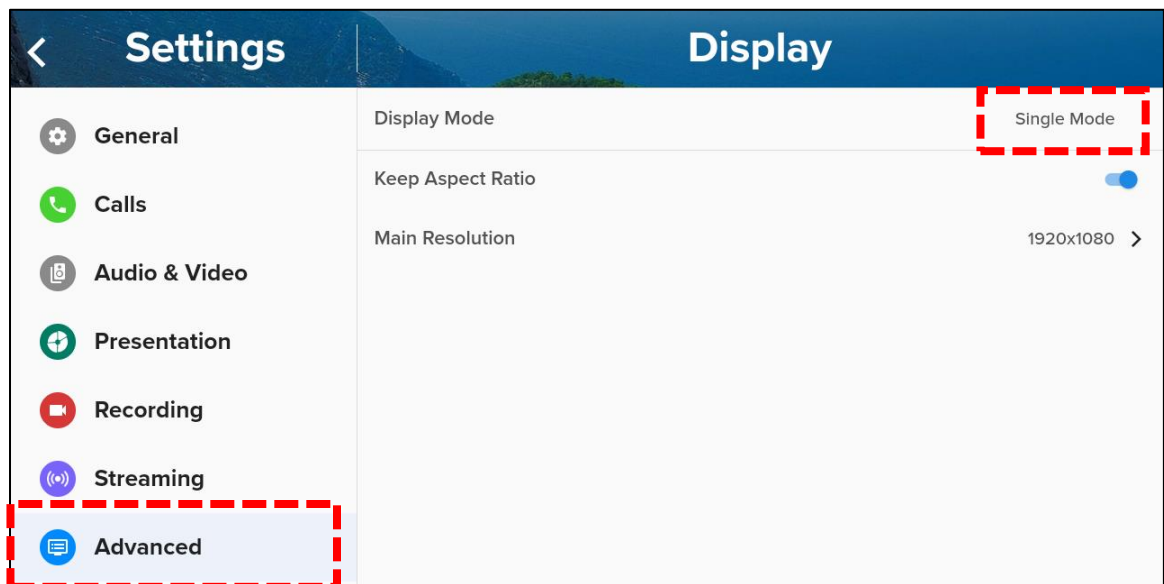
Note: The term “screen” refers to any type of monitor you use (LED, LCD, etc.).

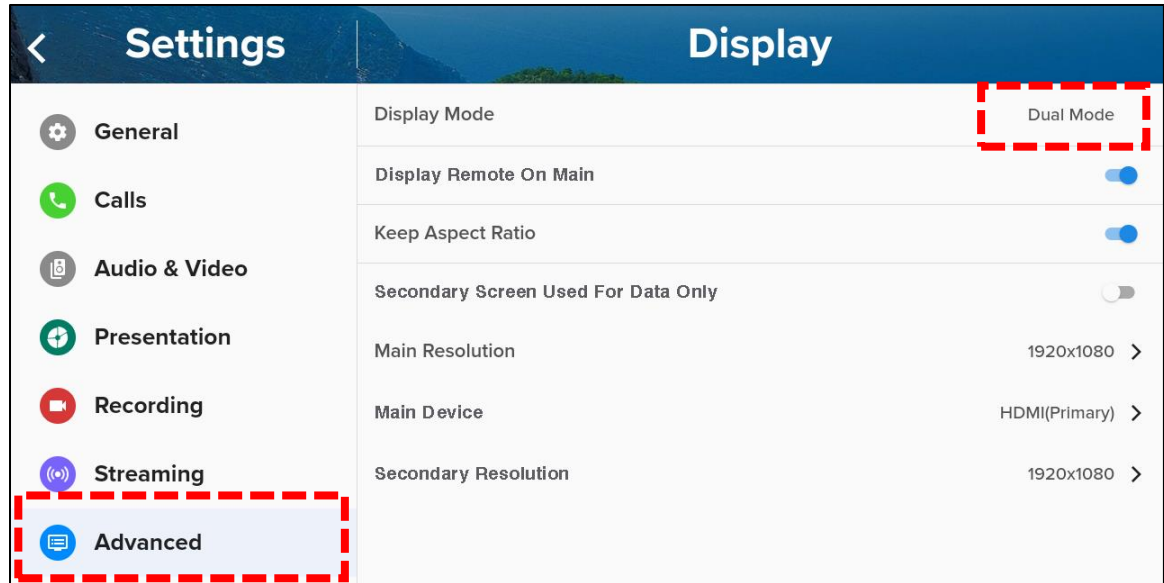
You can view and change the display settings from either:

The Conference Controller screen, **or**

The room's large screen via Remote Control.

- If the COLLABORATE Live detects that another screen is connected, it
- automatically switches from Single Mode to Dual Mode and presents additional Display Settings in the appropriate settings menu on the Conference Controller.
- **Single Mode** – Only one display is connected to the COLLABORATE Live.
- **Dual Mode** – Two displays are connected to the COLLABORATE Live.





Note: Incoming resolution in dual mode is limited to 1080p @ 30Hz.

2.7.3.1 Display Mode

Either Single or Dual.

2.7.3.2 Display Remote On Main

Conference Controller (Main) screen

or

Secondary device screen.

2.7.3.3 Keep Aspect Ratio

Either of the following:

- Keep

or

- **Not** keep

the original aspect ratio on screens that have an aspect ratio different from the Conference Controller screen.

2.7.3.4 Secondary Screen Used for Data Only

Restrict use of the secondary screen to only when data is sent / received,

or

Do **not** restrict the secondary screen for this use.

2.7.3.5 Main Resolution

Options are available in list format.

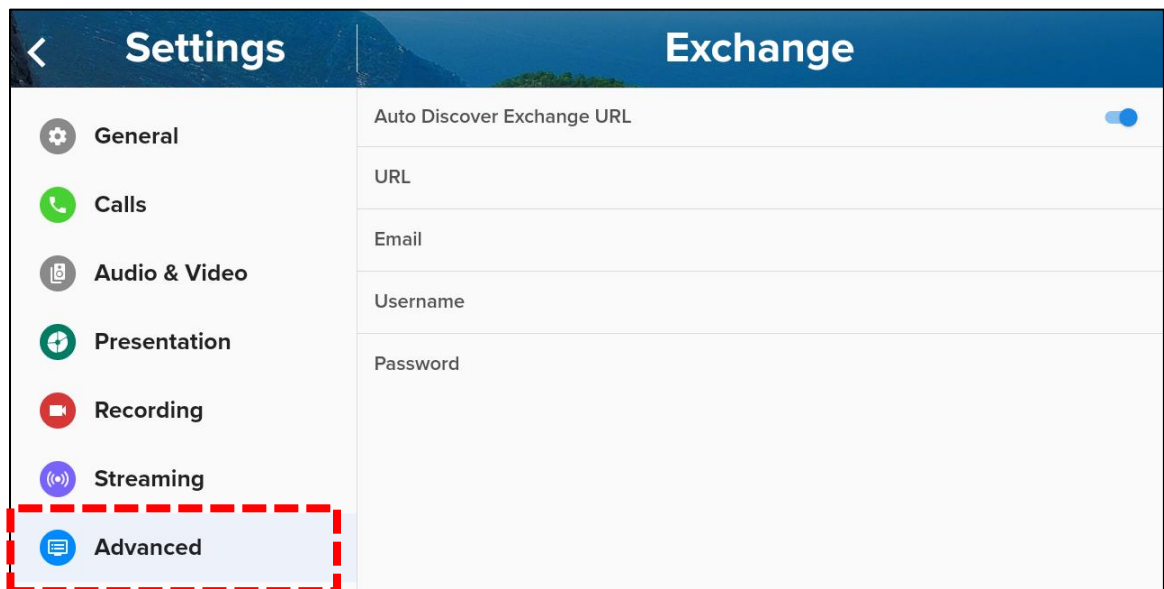
2.7.3.6 Main Device

2.7.3.7 Secondary Resolution

Options available in list format.

2.7.4 Exchange

The Exchange settings allow you to integrate an Exchange server with your Skype For Business.



2.7.4.1 Auto Discover Exchange URL

Automatically integrates Microsoft Outlook.

2.7.4.2 URL

The URL for the Exchange server.

2.7.4.3 Email

Your email address in your organization's network.

2.7.4.4 User Name and Password

The user name and password you use to sign into the organization's network.

2.7.5 H.323

For point-to-point and multipoint videoconferences, the H.323 protocol standard is used for call signaling and control, video/audio transport and control, and bandwidth control.

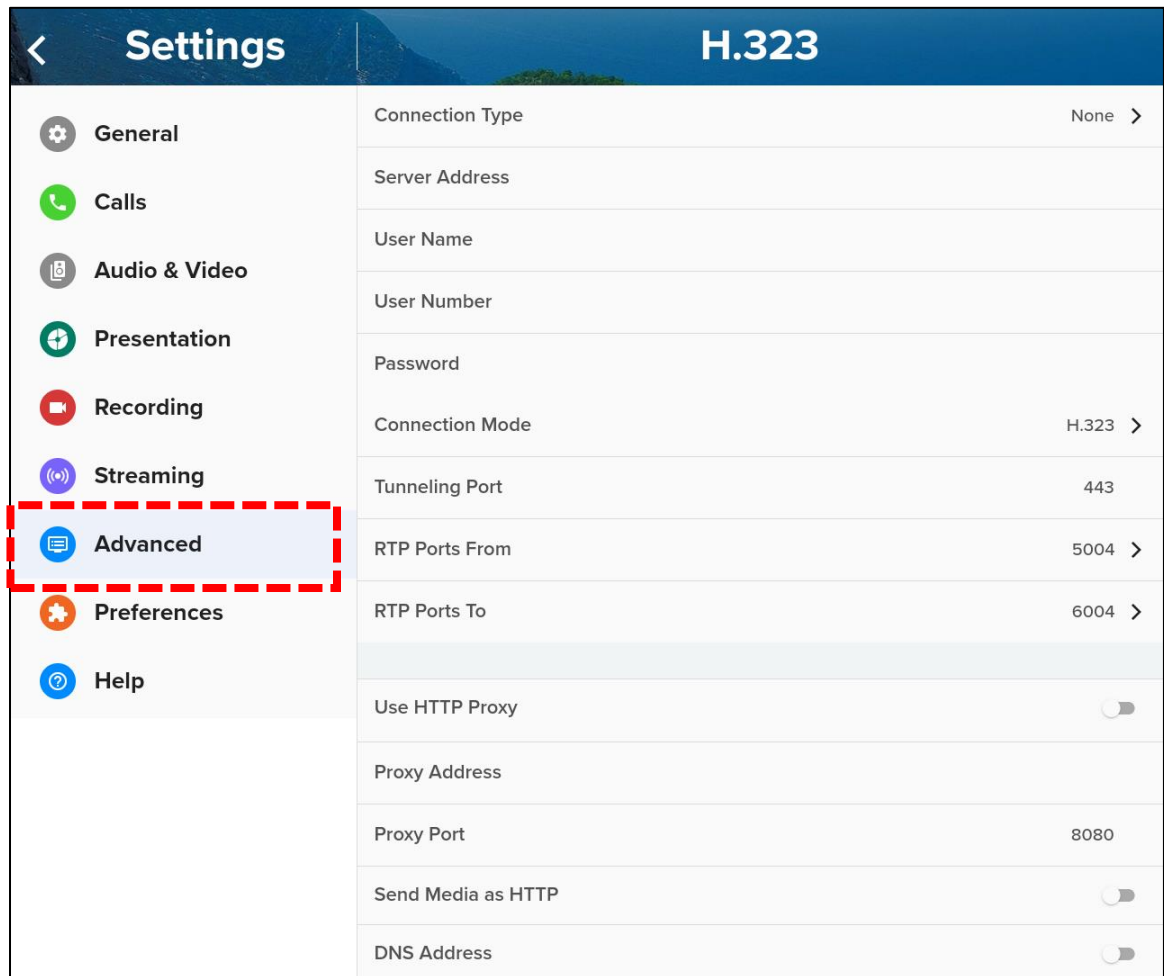
The COLLABORATE Conference Controller sets H.323 values to:

Transport video/audio via DNS and NAT addressing

Communicate and interact with either a COLLABORATE Central server or a standard gatekeeper server

-
- The COLLABORATE Central server or a gatekeeper server provides better performance and flexibility in point-to-point and multipoint videoconferences.

Note: More information about ClearOne's COLLABORATE Central server, its installation and configuration, is available in the COLLABORATE Central User Guide.



2.7.5.1 Connection Type

Options are as follows:

- NONE- Standalone. The codec directly manages all H.323 calls.
- COLLABORATE Central – The system routes calls through the COLLABORATE Central server: the server manages H.323 calls.
- Gatekeeper – The system routes all H.323 calls through another third-party gatekeeper: this third-party gatekeeper manages all H.323 calls.

2.7.5.2 Server Address

The IP Address of the COLLABORATE Central server.

2.7.5.3 User Name and User Password

The user name and password you use to sign into the COLLABORATE Central server.

2.7.5.4 User Number

Your user number used for identification on the COLLABORATE Central server. If you do not enter a number, the COLLABORATE Central server automatically generates a number.

2.7.5.5 Connection Mode

Two protocols are available to connect your call.

- H.323

For LAN network connections only when the connection type is known. If NAT/Firewall option is enabled and set to Manual.

- H.460

For network connections over Firewall/NAT only when the connection type is known. Manually selected.

2.7.5.6 Tunneling Port

For ClearOne Proprietary Tunneling. Manually selected.

Note the following:

- The System Administrator configures the default tunneling port (see NetPoint/ COLLABORATE Central Administration Configuration Manager).

- A change to this setting causes COLLABORATE® Live to reload.

2.7.5.7 RTP Ports From and RTP Ports To

From: The minimum RTP value.

To: The maximum RTP value.

2.7.5.8 Use HTTP Proxy

2.7.5.9 Proxy Address

2.7.5.10 Proxy Port

2.7.5.11 Send Media as HTTP

2.7.5.12 DNS Address

Note: In COLLABORATE Central mode, the system administrator should configure the LDAP settings for COLLABORATE Central on the server side.

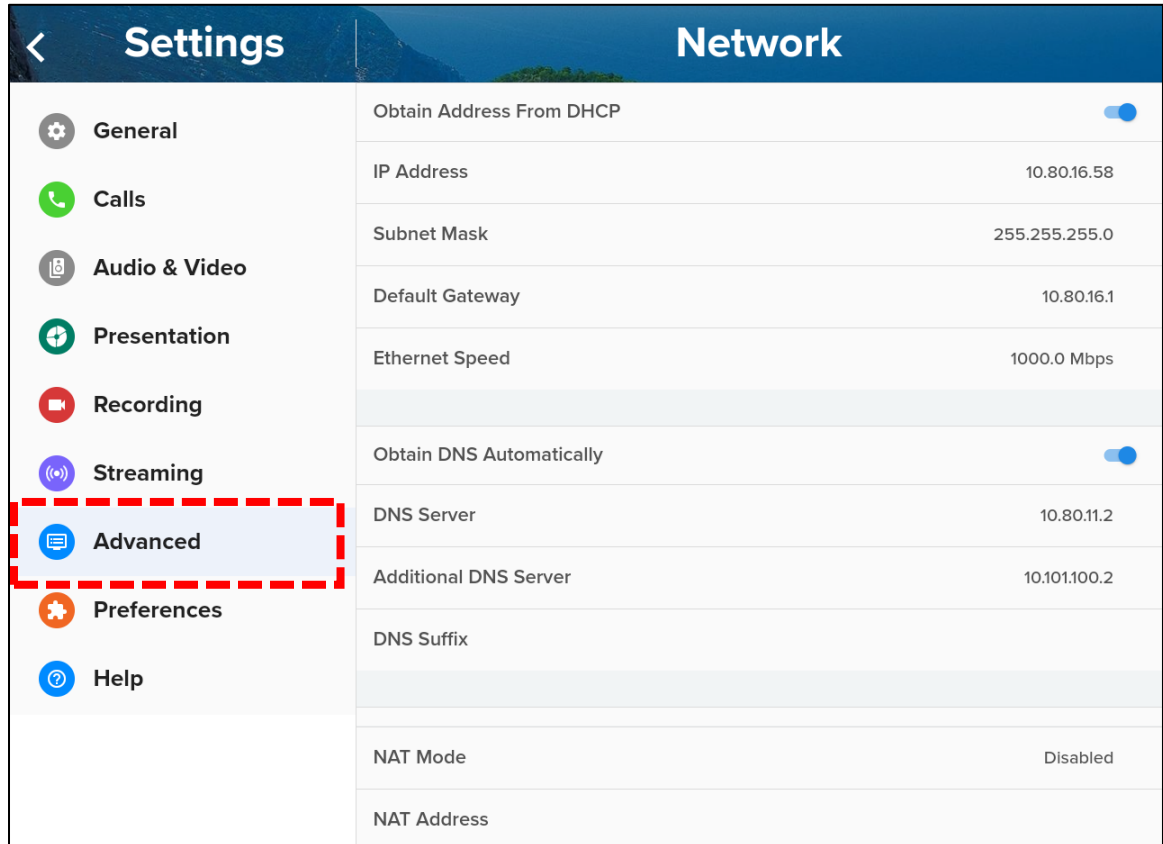
To verify that COLLABORATE Central mode is active:

1. From the Home screen, click Remote Control and access the Device Info screen.
2. Select Settings>Advanced>H.323 and check the displayed information.

The New Call IP number shows the extension number that the system received when initiating COLLABORATE Central mode, which is the ID number.

2.7.6 Network

In the Settings > Advanced > Network window, you can configure TCP/IP networking parameters for COLLABORATE.



2.7.6.1 Obtain Address from DHCP Server

Obtains an IP Address from a DHCP server.

2.7.6.2 IP Address

Sets the IP Address for this system. If you use a DHCP server, the system displays the address the DHCP server obtains.

2.7.6.3 Subnet Mask

Sets the subnet mask number for your network. If you use a DHCP server, the system displays the address that the DHCP server obtains.

2.7.6.4 Default Gateway

Sets the IP Address of the default gateway router. If you use a

DHCP server, the system displays the address the DHCP server obtains.

2.7.6.5 Ethernet Speed.

Displays the network interface speed.

2.7.6.6 Obtain DNS Automatically

Use the DHCP server to decide your DNS server address. If you do not select Obtain address from DHCP server, fill in the following fields:

- **DNS Server** – Set the IP Address of the DNS server. If using a DHCP server, the address obtained from the DHCP server is displayed.
- **Additional DNS Server** – Alternative DNS server, to be used in case the first DNS server defined can't supply the needed services.
- **DNS Suffix** – Set the DNS domain suffix to be used by this system.

Note: Modify these settings only if they are required in your network.

2.7.6.7 NAT Mode

NAT helps protect a LAN from exposure to unwanted traffic by providing one single external address to remote users. NAT uses a system of local and external addresses to hide a LAN's users from other networks.

A NAT server translates local parties' addresses to an external address, which is then used to identify the local party to remote parties. Therefore, remote parties use this external address to call the local party, without knowing its actual local address.

2.7.6.8 NAT Mode

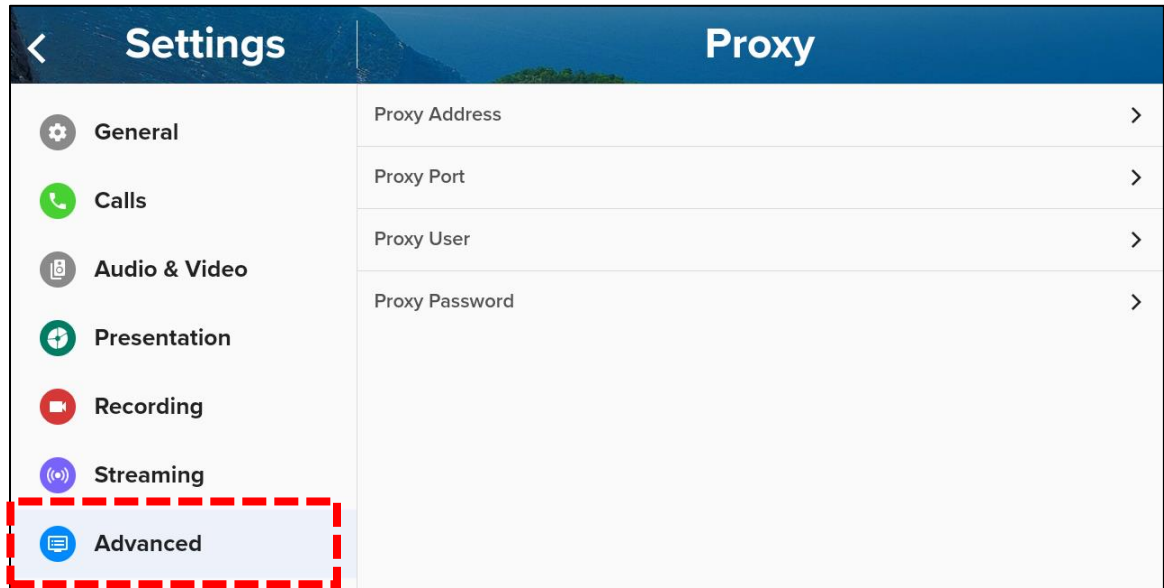
- Disabled – Callers to the organization LAN are not identified.
- Manual – Your external IP Address. The NAT device maps this to your internal extension number.
- Automatic – The NAT device recognizes your IP Address and maps it to your internal extension number when you dial out through your organization LAN.

2.7.6.8 NAT Address

If your organization uses NAT when communicating with parties in another LAN or WAN, this is the external address for your videoconferencing device.

2.7.7 Proxy

If a Proxy server is required to access your network, use the Proxy settings menu to enter required information. Most likely, your Network administrator can provide the proxy setting information.



2.7.7.1 Proxy Address

The proxy server IP address.

2.7.7.2 Proxy Port

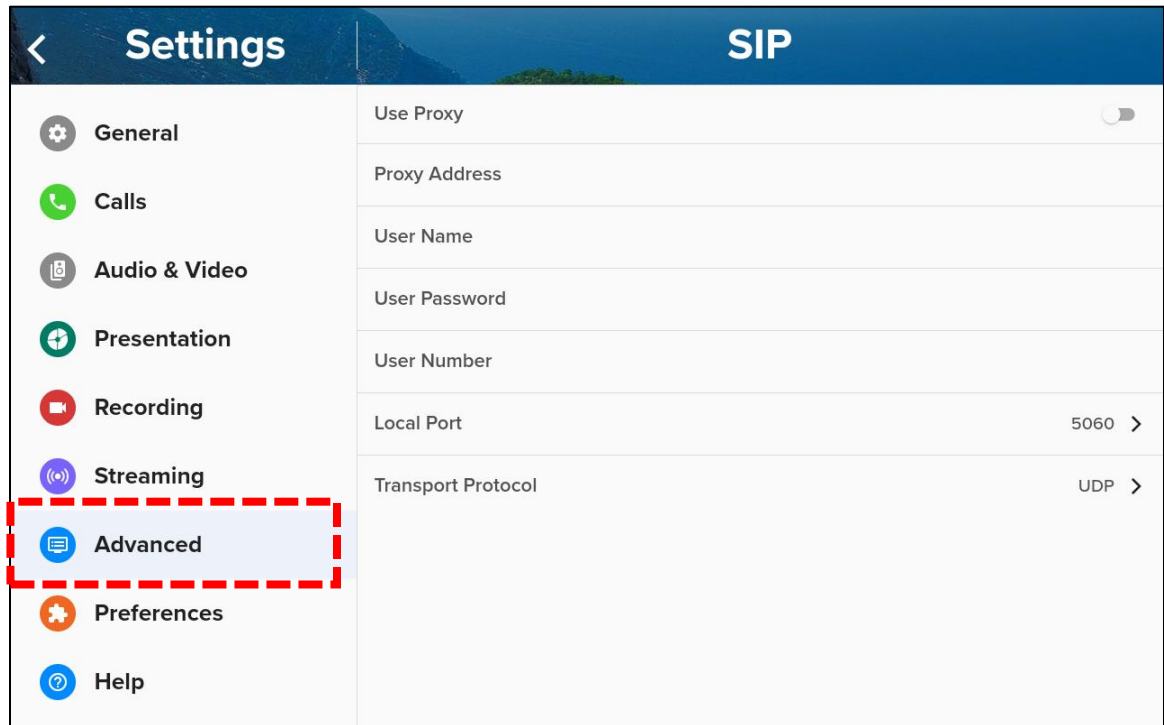
The number of the port required for the proxy server (proxy mode).

2.7.7.3 Proxy User and Proxy Password

The user name and password as configured in the proxy server (proxy mode).

2.7.8 SIP

SIP is a common communication protocol for VoIP.



2.7.8.1 Use Proxy

Use a proxy server or as stand alone.

2.7.8.2 Proxy Address

IP address of the Proxy server

2.7.8.3 User Name and User Password

The user name and password as configured in the proxy server (proxy mode).

2.7.8.4 User Number

The user number used for identification in the Proxy server. If you do not enter a number, the proxy server automatically generates a number.

2.7.8.5 Local Port

The SIP port on your computer. The default is 5060.

2.7.8.6 Transport Protocol

Your preferred protocol (TCP or UDP).

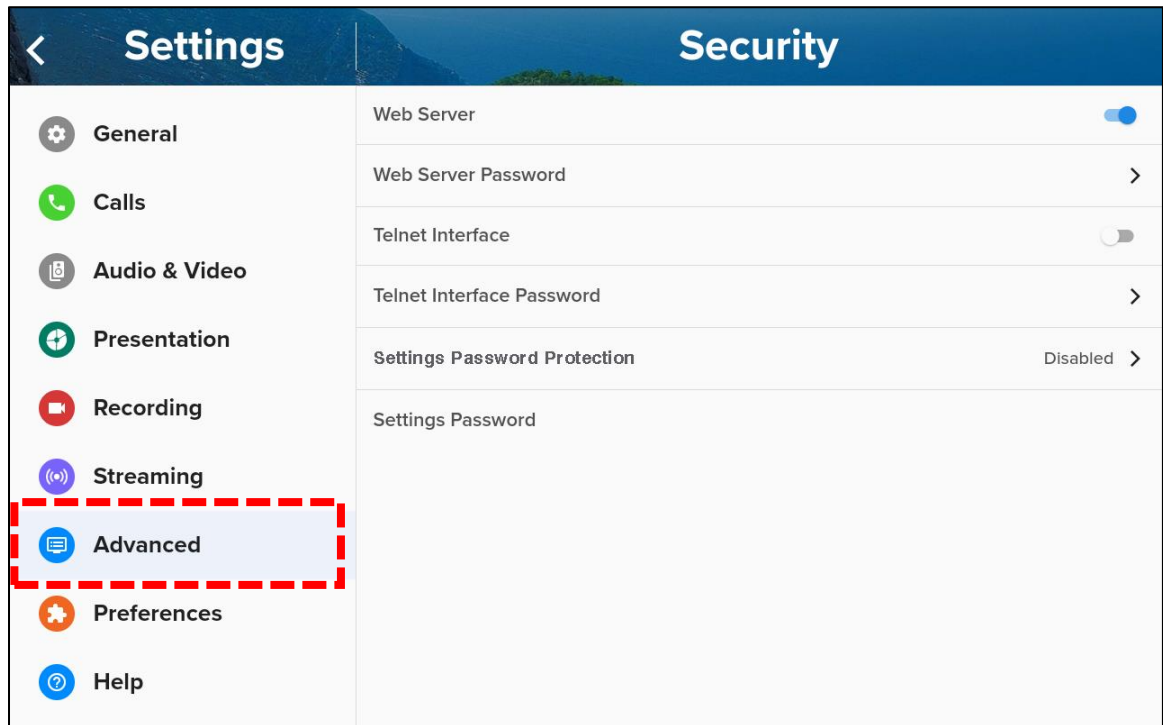
Note the following:

- TCP is more accurate. It requires acknowledgement of each packet by the receiving device.
- UDP is faster. Packets are sent but not acknowledged, but in the event of packet loss, there is no error correction, etc.

2.7.9 Security

These security settings set various aspects of the COLLABORATE Live.

Note: Information about security features related to the Conference Controller and COLLABORATE Live is available in section 2.8, Preferences.



2.7.9.1 Web Server

Allows Web access to the COLLABORATE® Live unit via a web browser. (For more information, see Web Access and Management).

2.7.9.2 Web Server Password

If you enter a password, the system requires users to enter the same password when they access the Conference Controller via the Web.

2.7.9.3 Telnet Interface and Telnet Interface Password

Select this option to allow access to the COLLABORATE Live via a Telnet-based terminal. If you enter a password, the system requires Telnet users to enter the same password when they access the Conference Controller.

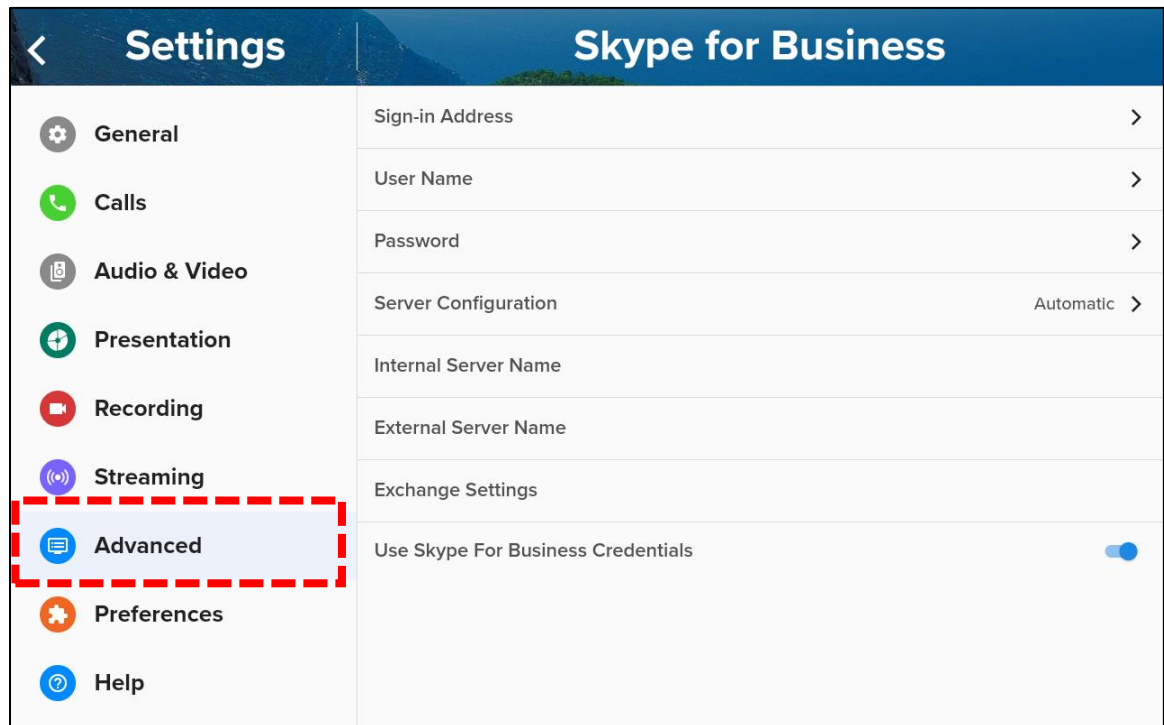
2.7.9.4 Settings Password Protection

Restricts access to the unit's Settings > Advanced menu.

All Settings - Restricts the access to all settings of the controller.

2.7.10 Skype for Business

Registering to a Skype for Business server allows you to join and create Skype for Business cloud-based video conferences according to your permissions.



2.7.10.1 Sign-in Address

The sign-in address for your Skype for Business server

2.7.10.2 User Name

The user name you use to log into the Skype for Business server

2.7.10.3 Password

The account password you use to log into the Skype for Business server

2.7.10.4 Server Configuration

Automatic or Manual.

If you select Automatic, the system automatically configures Skype for

Business server settings.

If you select Manual, you must manually set the values of Internal Server Name, External Server Name and Exchange Settings.

2.7.10.5 Internal Server Name

The Fully Qualified Domain Name (FQDN) of your Skype for Business Server.

2.7.10.6 External Server Name

The Fully Qualified Domain Name (FQDN) of your Skype for Business Server.

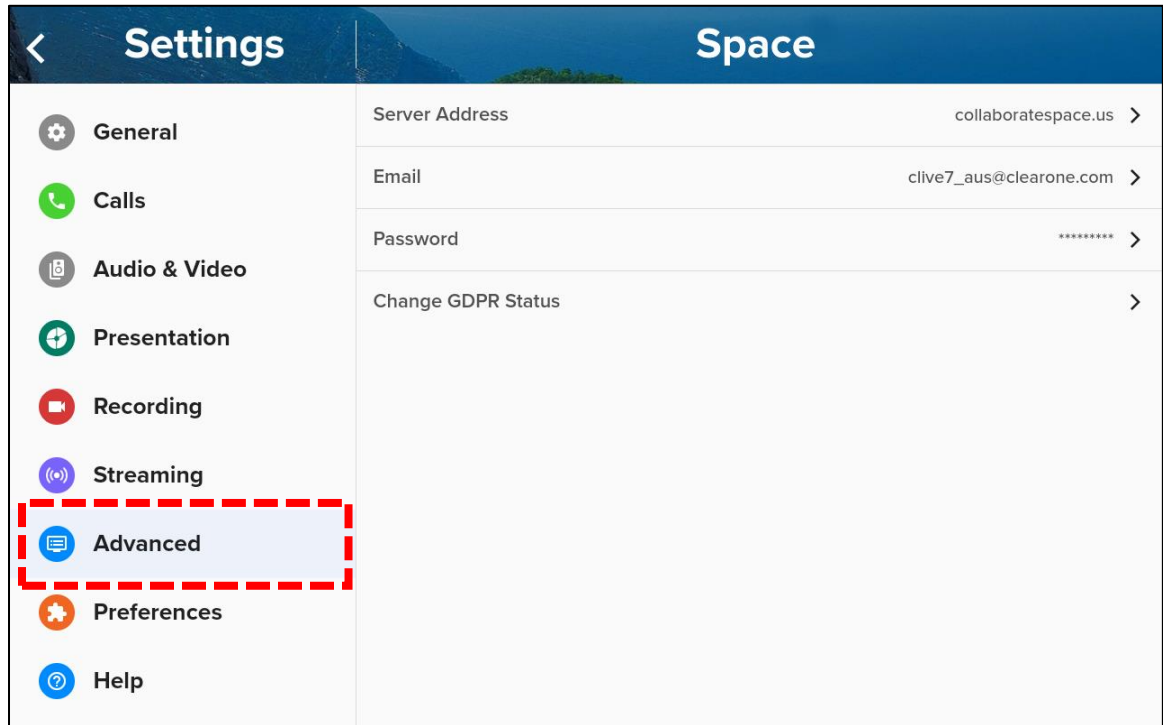
2.7.10.7 Exchange Settings

text

2.7.10.8 Use Skype for Business Credentials

2.7.11 Space

Registering to the COLLABORATE Space server allows you to join and create a COLLABORATE Space cloud-based video conference according to your permissions.



2.7.11.1 Server Address

The IP Address of the COLLABORATE Space server.

2.7.11.2 Email

The email address you use to sign into the COLLABORATE Space server.

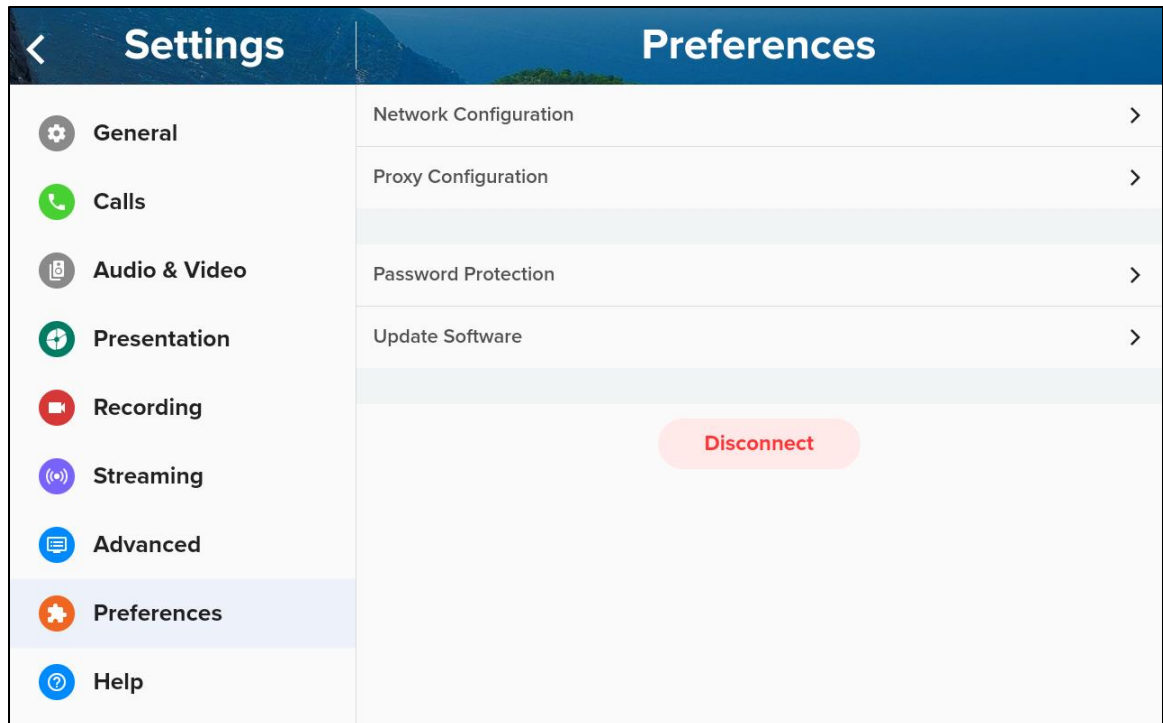
2.7.11.3 Password

The password you use to sign into the COLLABORATE Space server (if required).

2.8 Preferences

The Preferences settings directly modify the Conference Controller, not the COLLABORATE Live.

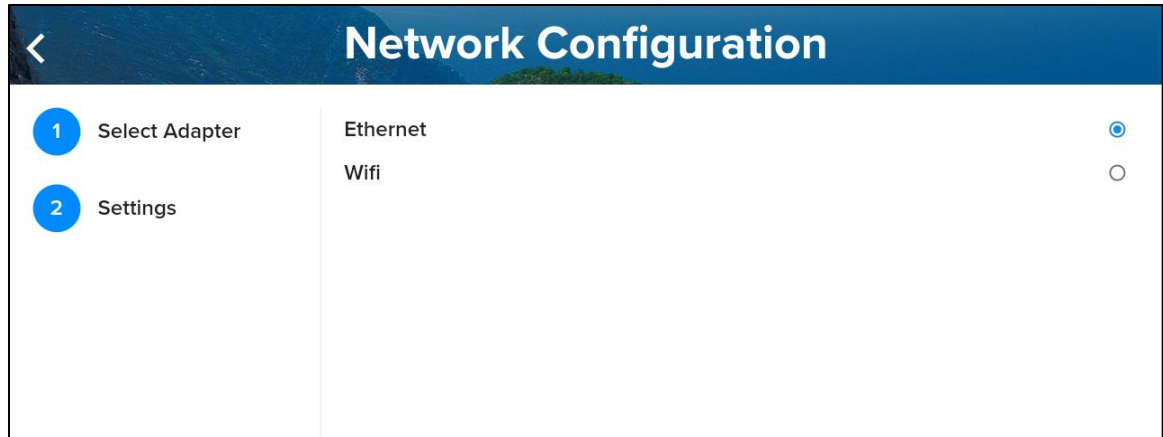
The Settings > Preferences screen lists the four settings shown in the following image:



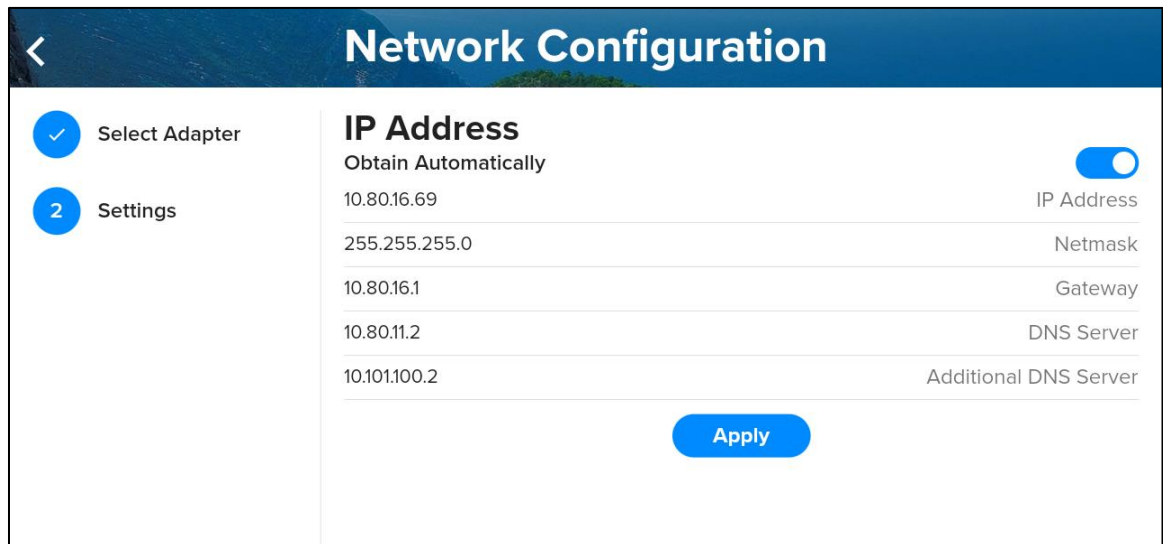
2.8.1 Network Configuration

The Settings > Preferences > Network Configuration screen allows you to:

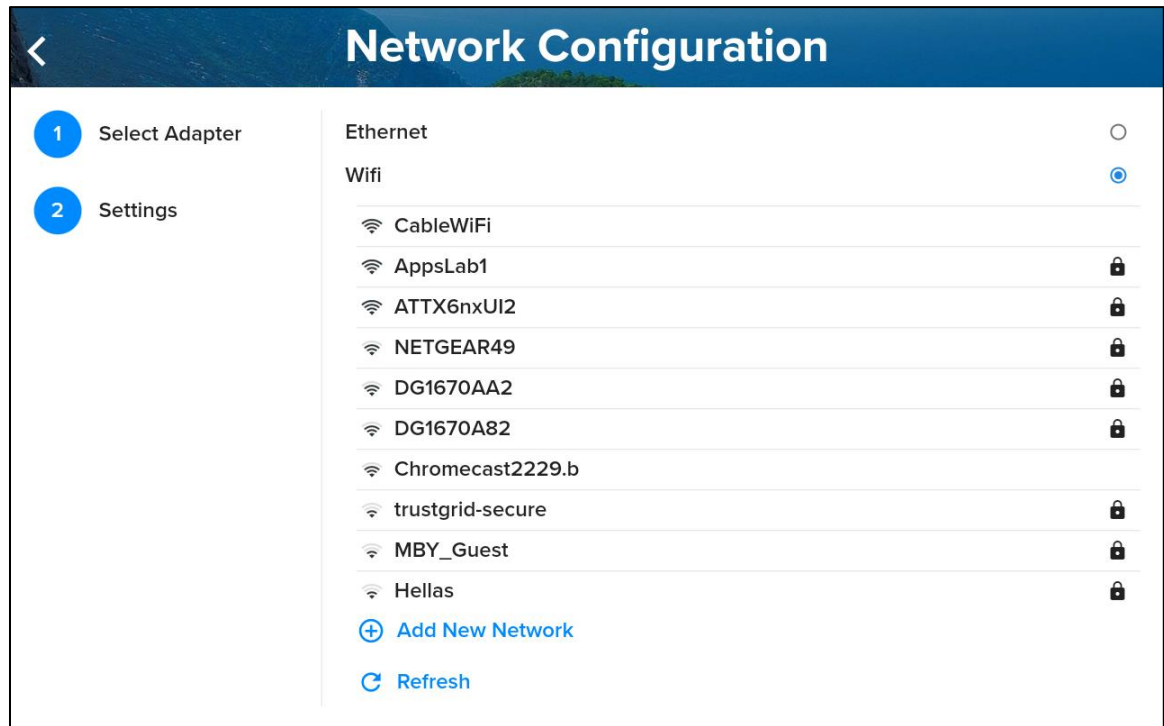
1. Choose between Ethernet and Wifi
2. Configure settings for each



2.8.1.1 Network Configuration for Ethernet



2.8.1.2 Network Configuration for Wifi



2.8.2 Proxy Configuration

The Settings > Preferences > Proxy Configuration screen allows the input of proxy server settings.

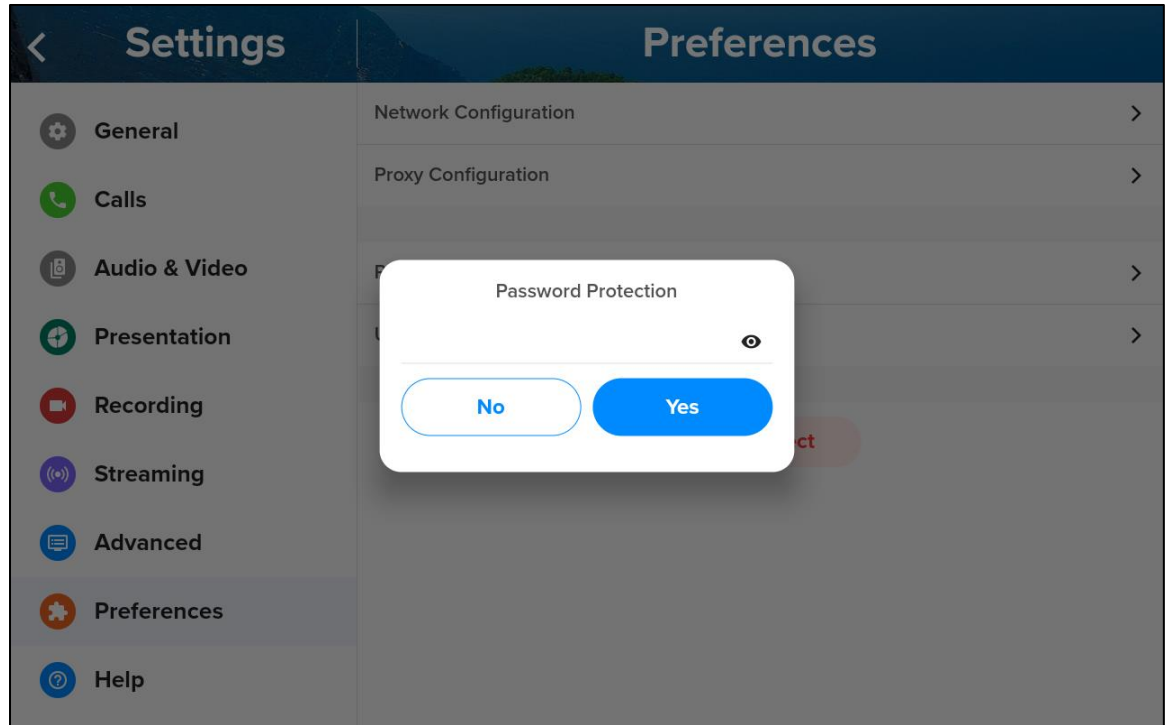
Proxy Configuration

(Empty)	Address
(Empty)	Port
(Empty)	Username
(Empty)	<input type="checkbox"/> Password

Apply

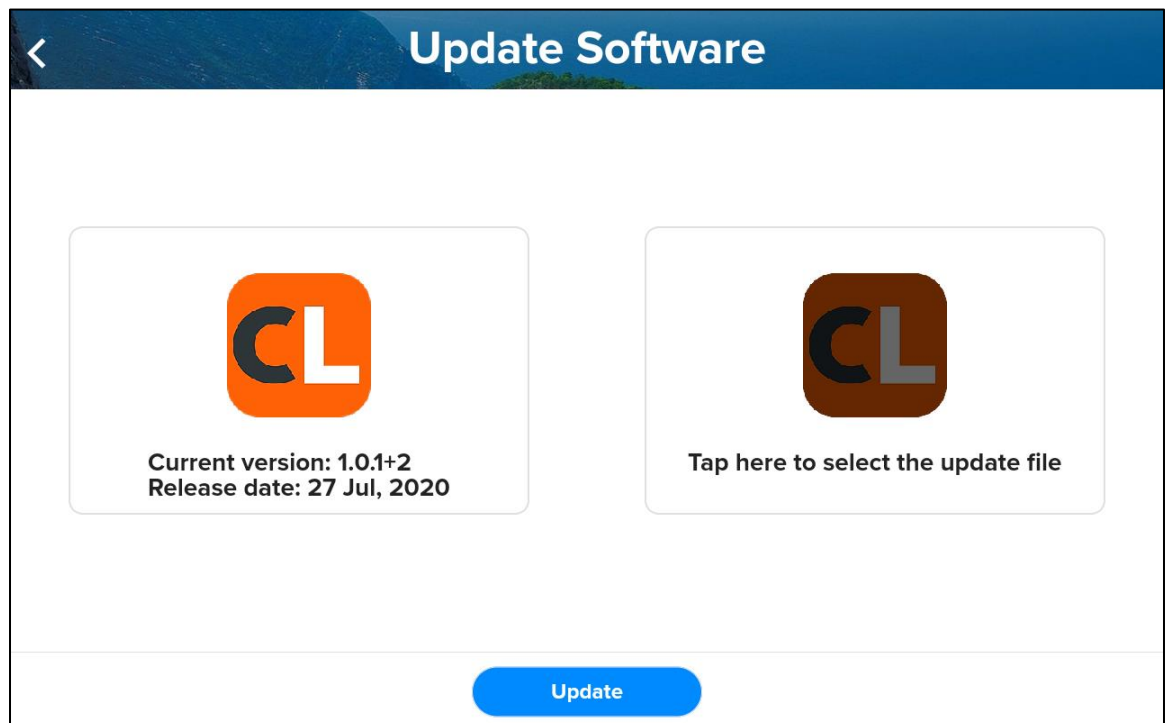
2.8.3 Password Protection

If set, a password is required to view or modify any settings in the Preferences submenu. It does not affect the rest of the settings.



2.8.4 Update Software

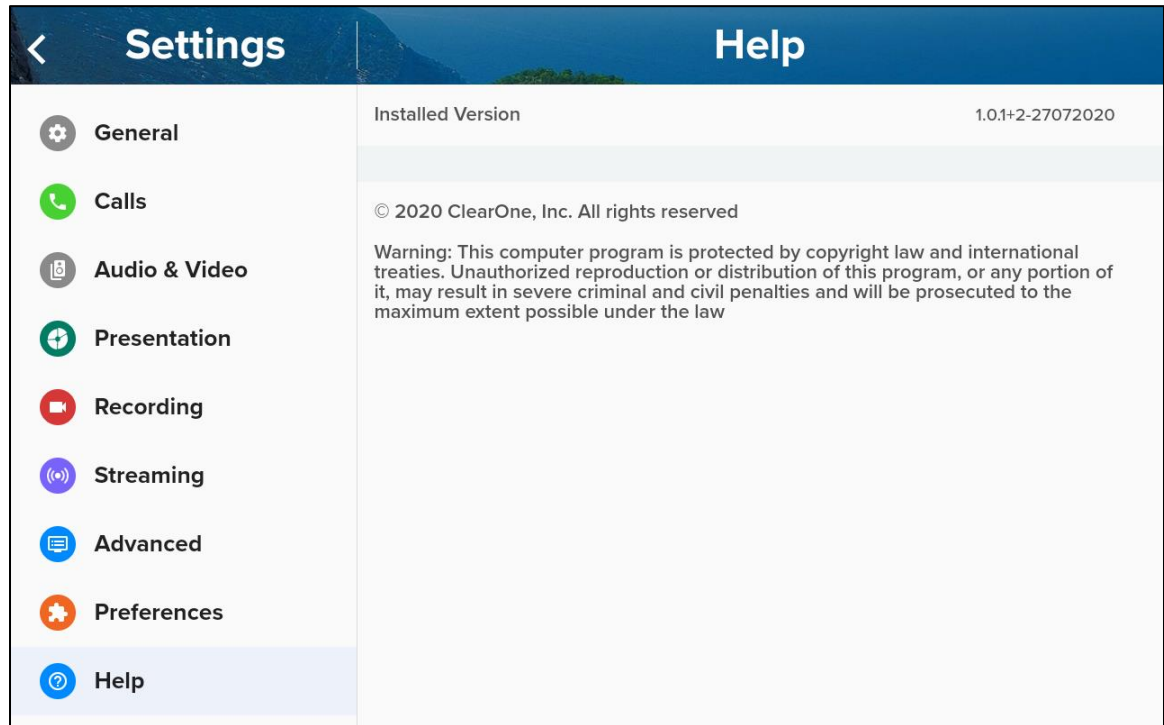
The Settings > Preferences > Update Software screen indicates the current version of the COLLABORATE Live application on the Conference Controller, and provides an Update button.



2.9 Help

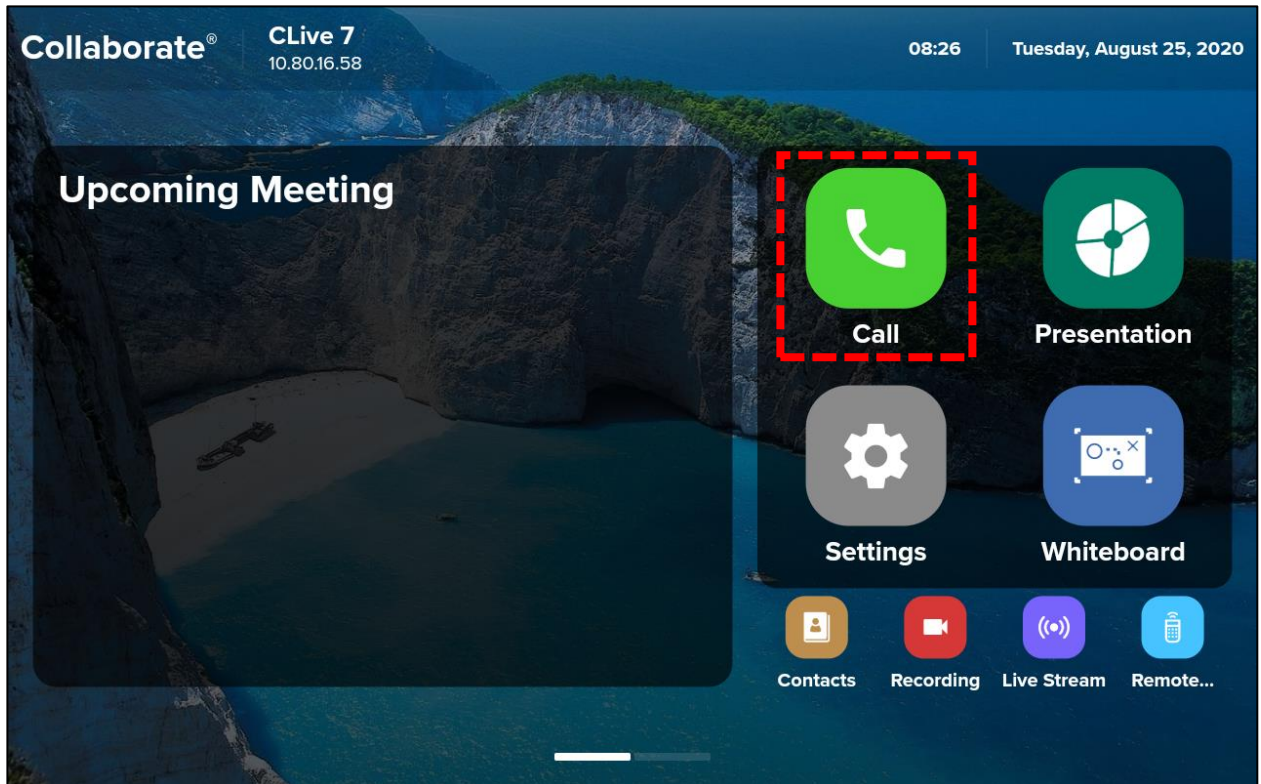
The Settings > Help screen, in the upper right, indicates the version number of the COLLABORATE Live application on the Conference Controller.

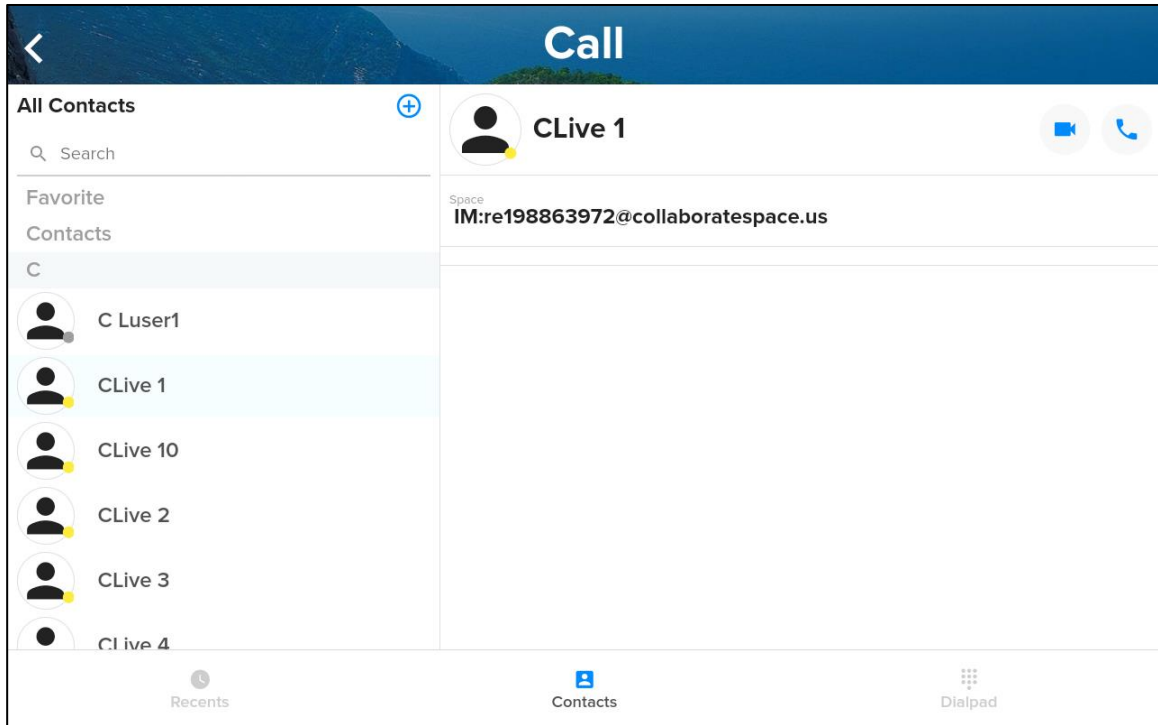
It also includes copyright information.



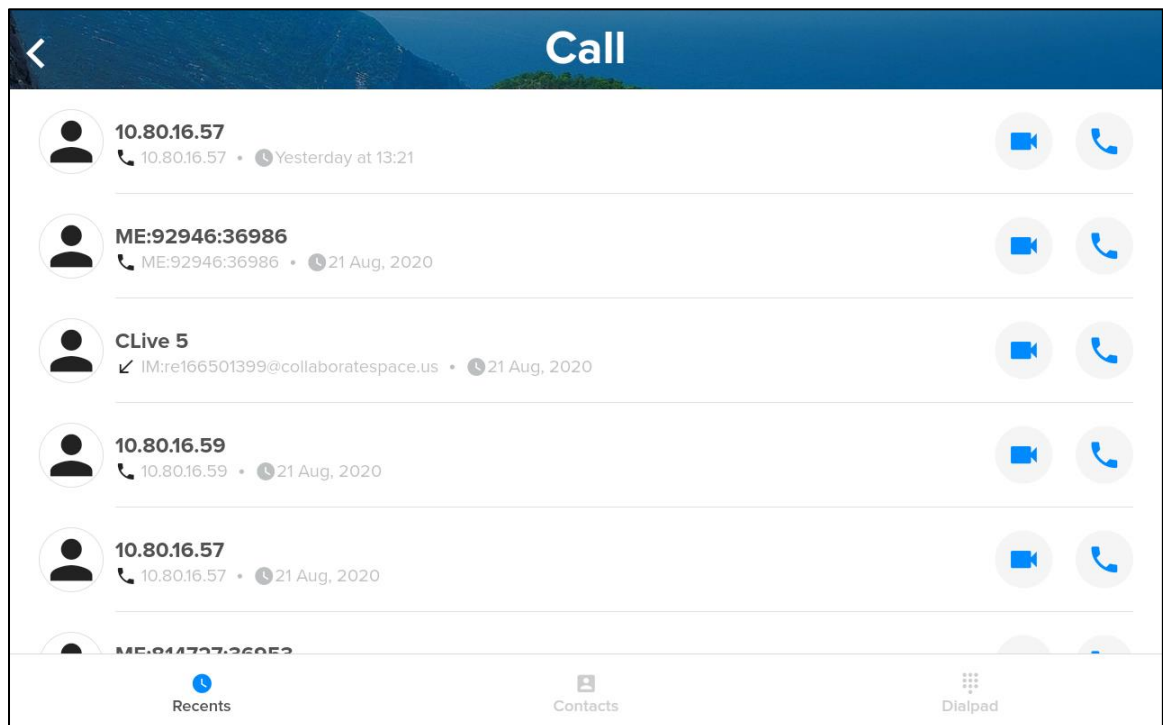
3. Call

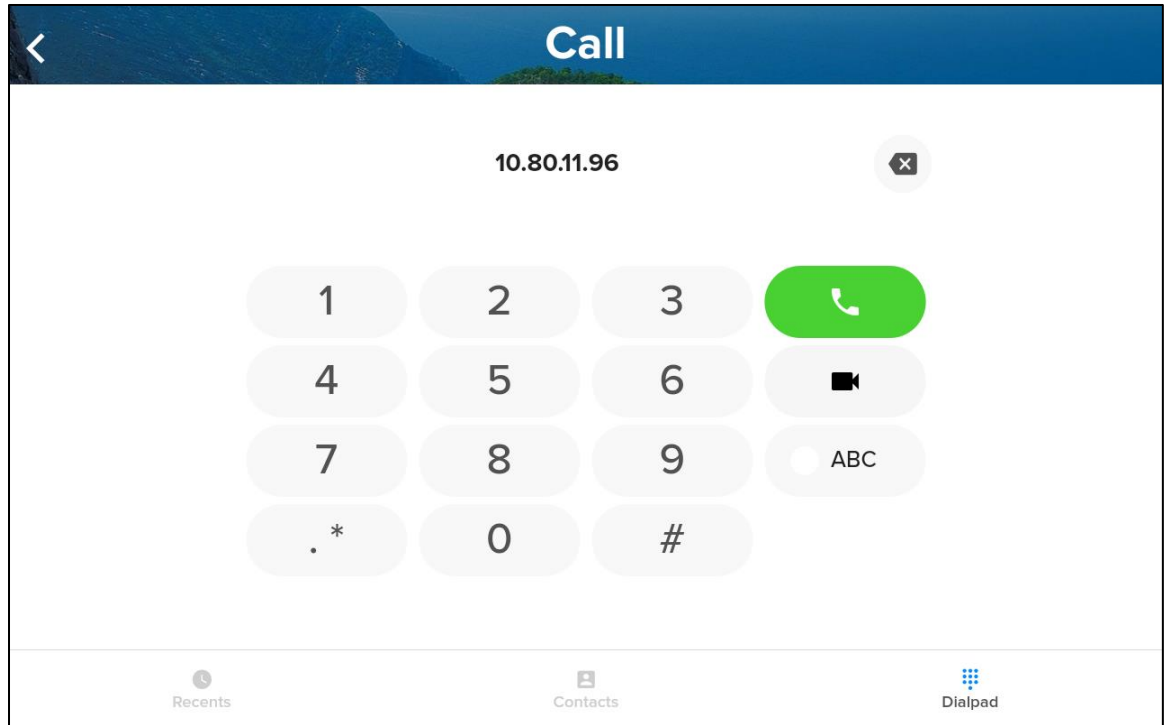
You initiate a call from the Home screen.





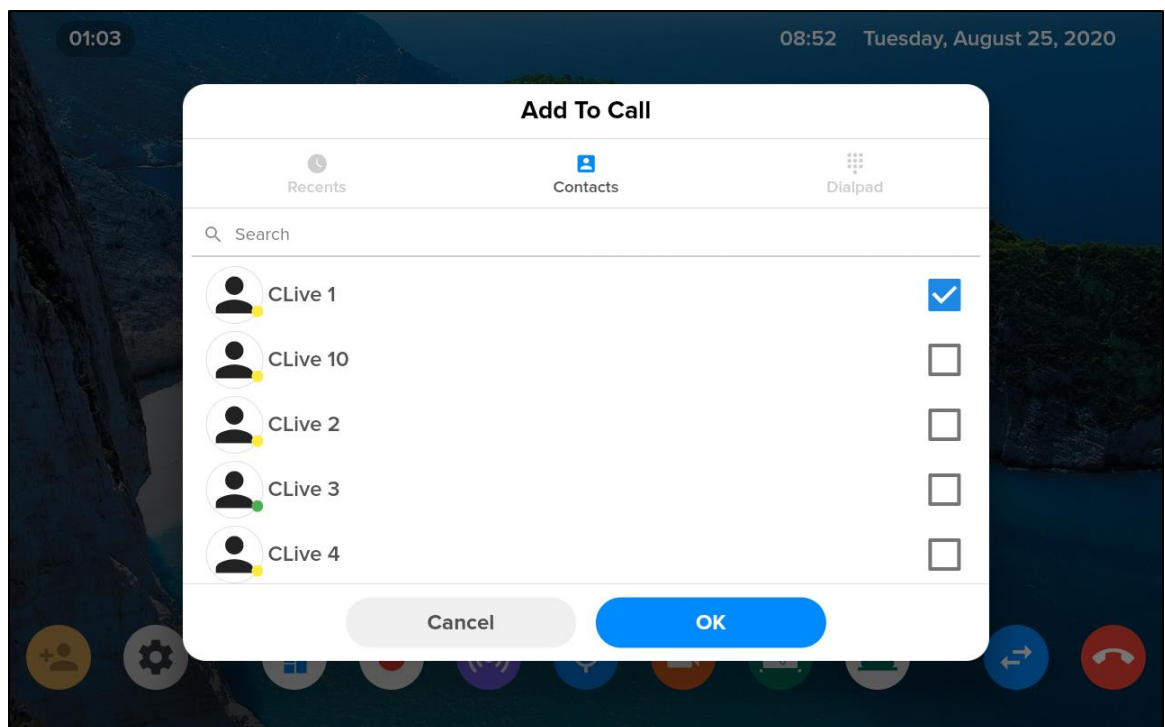
3.1 Initiate a Call



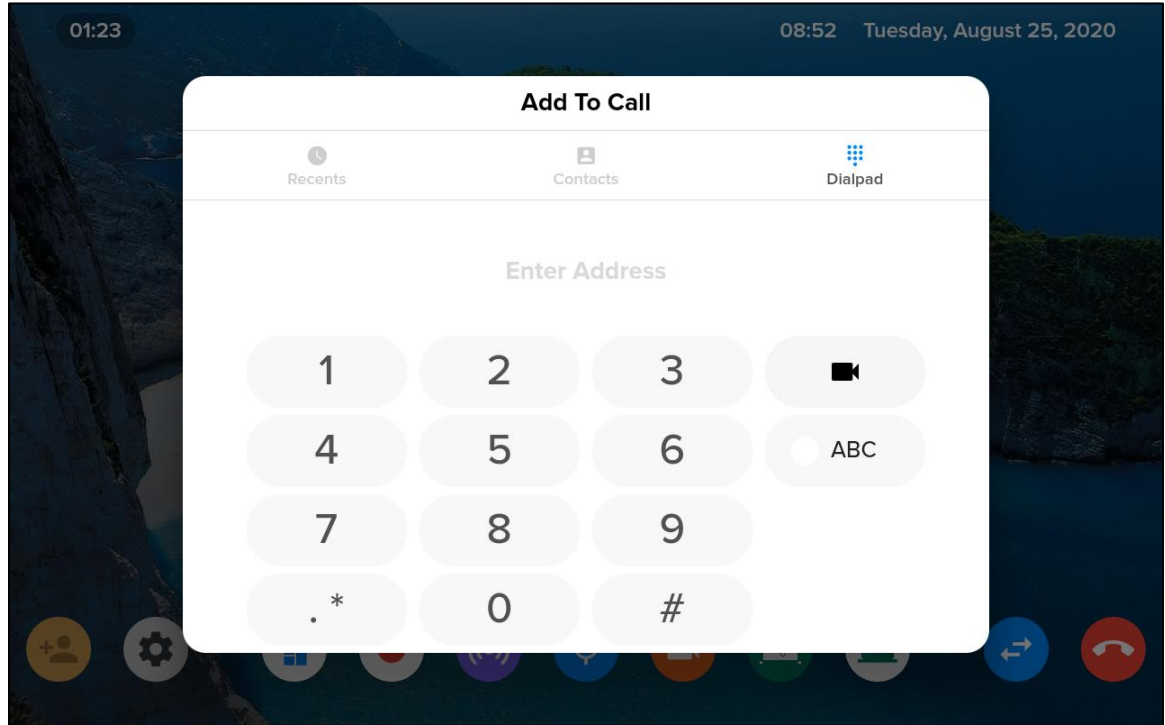


3.2 Add People to a Call

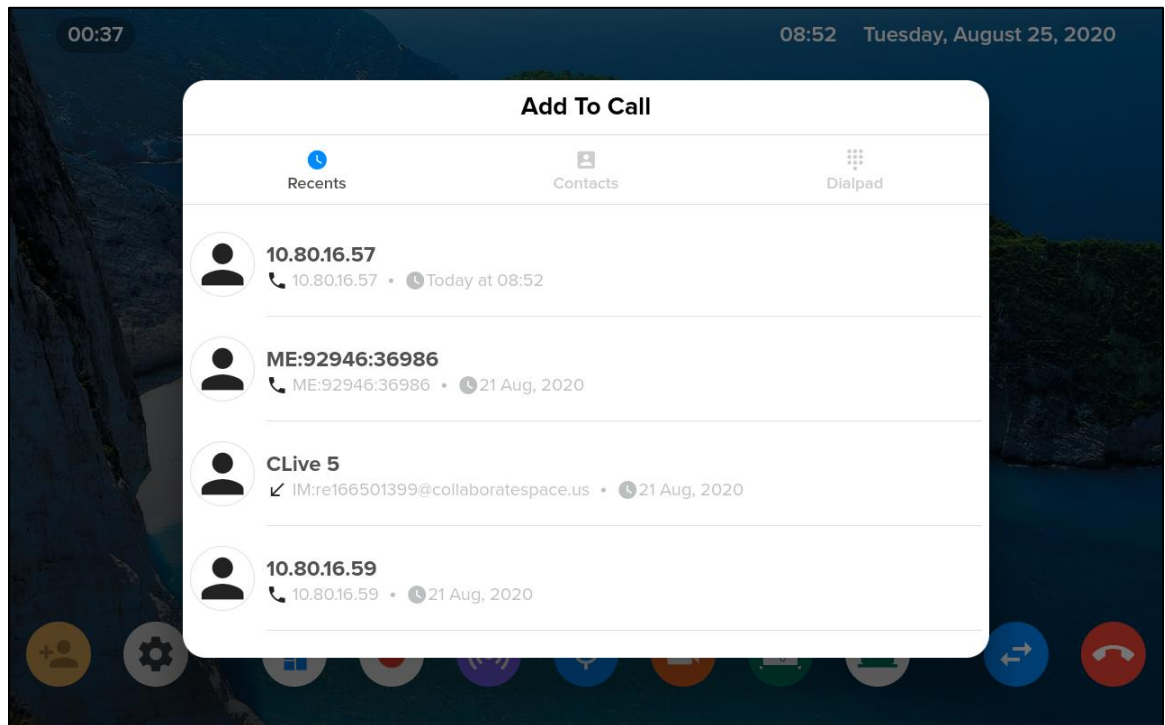
3.2.1 Via Contacts



3.2.2 Via the Dialpad



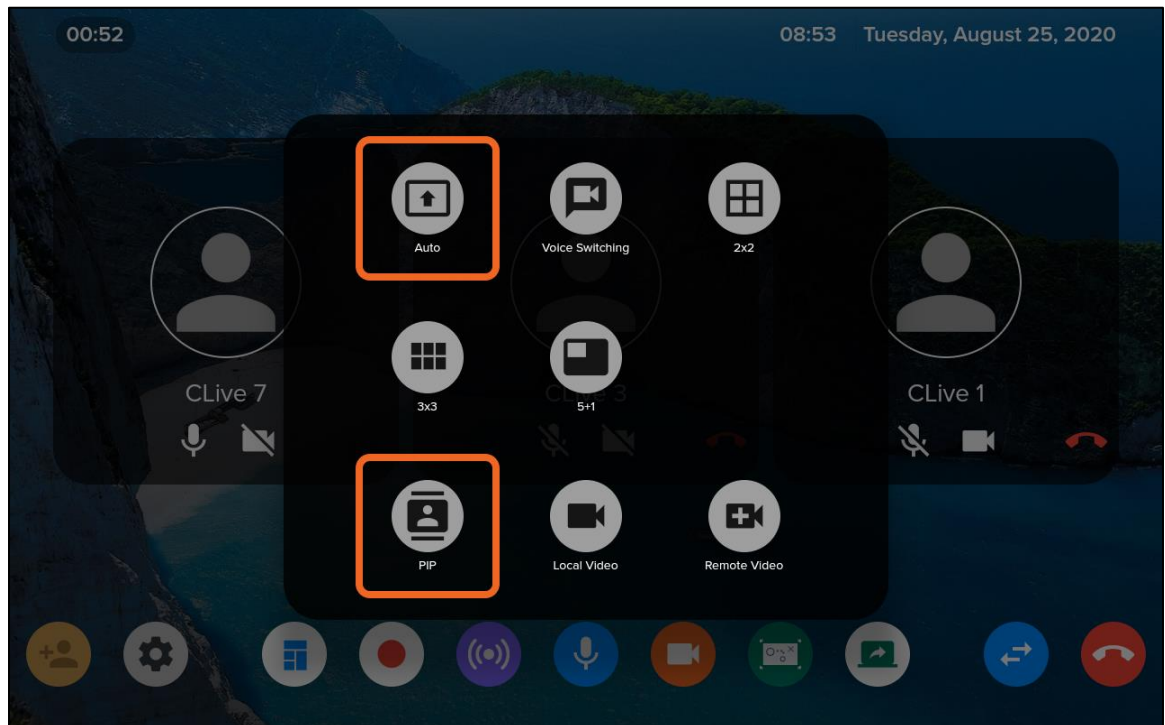
3.2.3 Via Recent Calls



3.2.4 Via Directory

Information about the use of the Directory to place calls is available in the [Contacts](#) section of this manual.

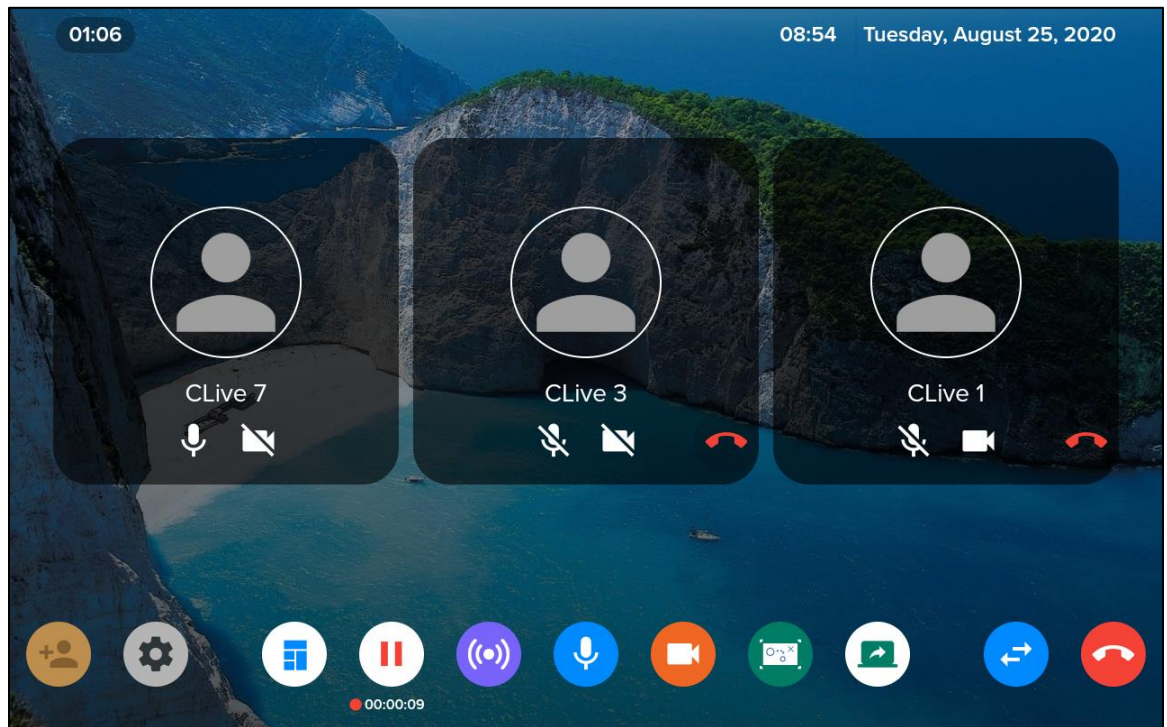
3.3 Change Call Screen Layout



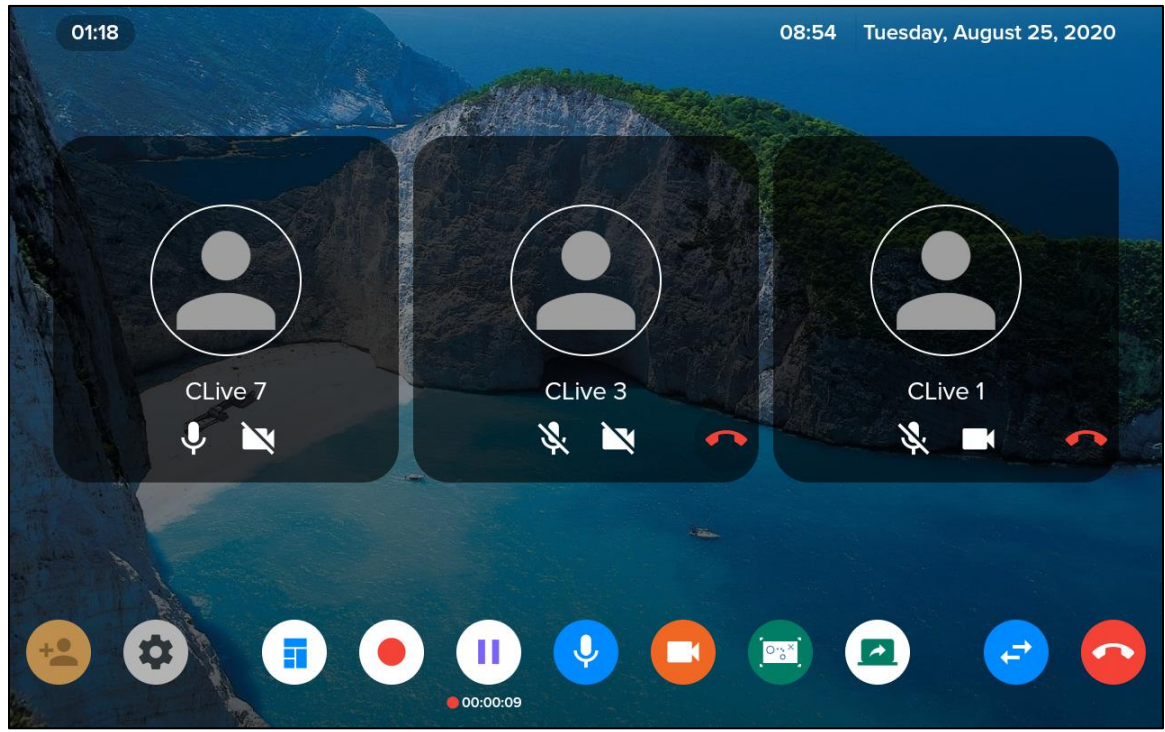
3.4 Mute Microphones



3.5 Call Recording



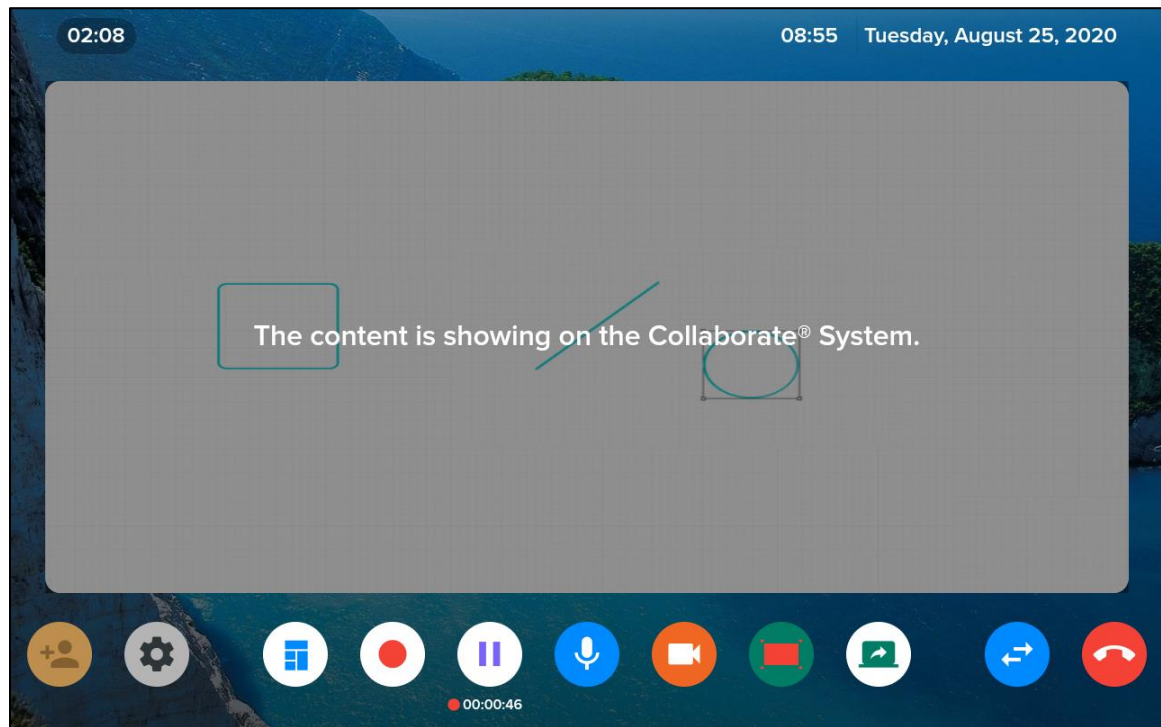
3.6 Call Streaming



3.7 Call video mute



3.8 Call whiteboard



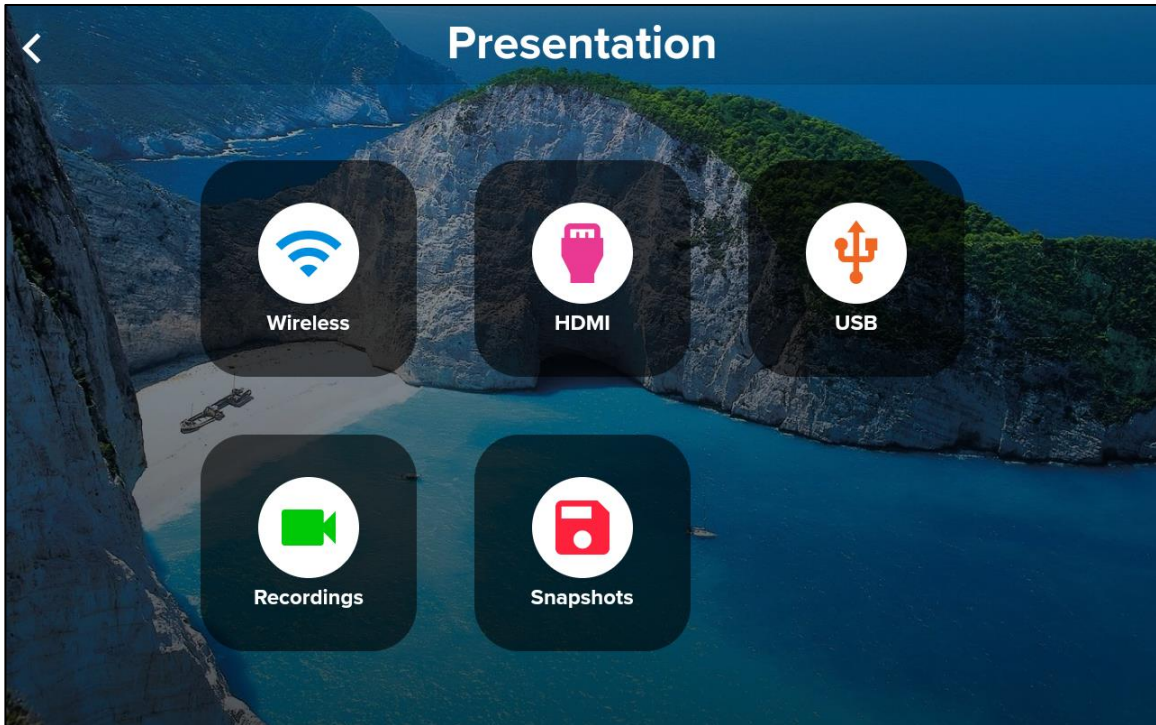
4. Presentation

You initiate a Presentation session from the Home screen.

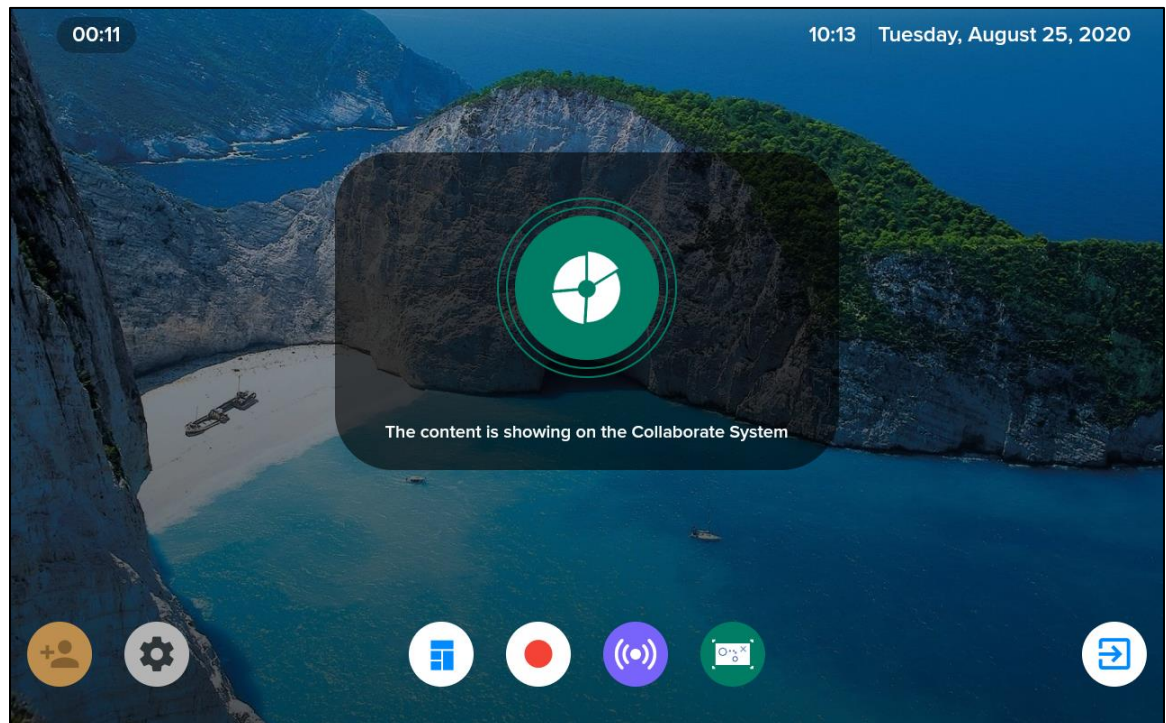


You can present information via:

- Wireless
- HDMI
- USB Flash Drive
- Recordings
- Snapshots



When a presentation is active, the Conference Controller displays the following screen:



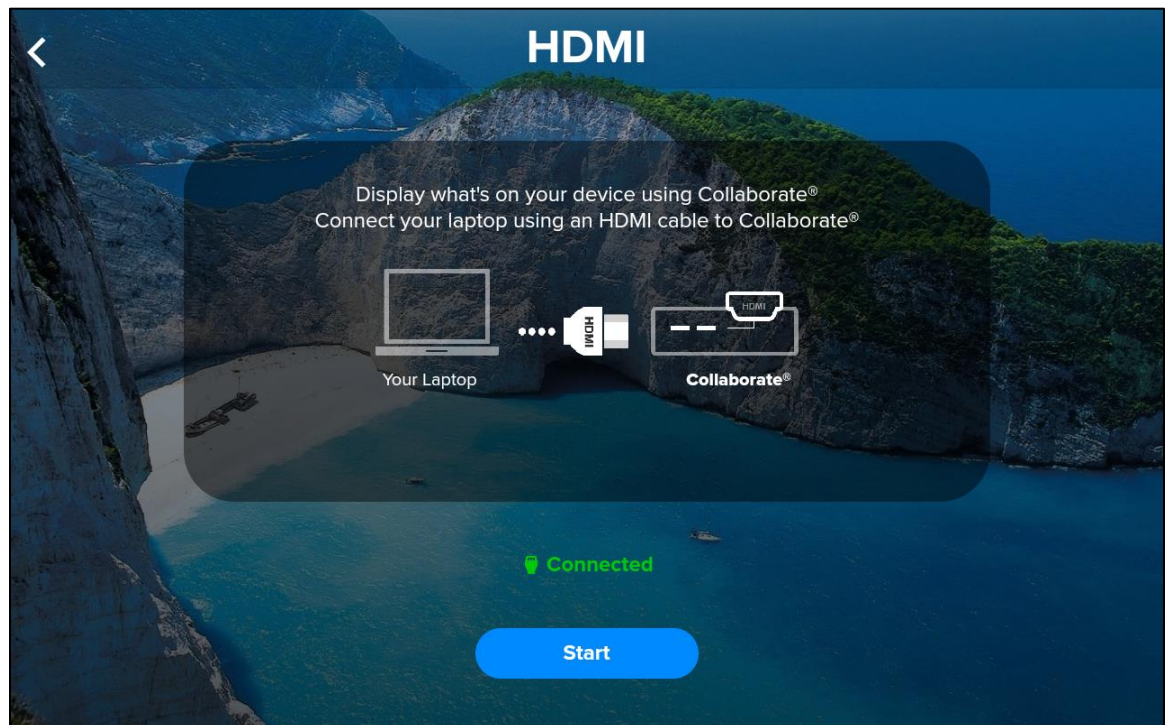
4.1 Wireless

The Presentation > Wireless screen:



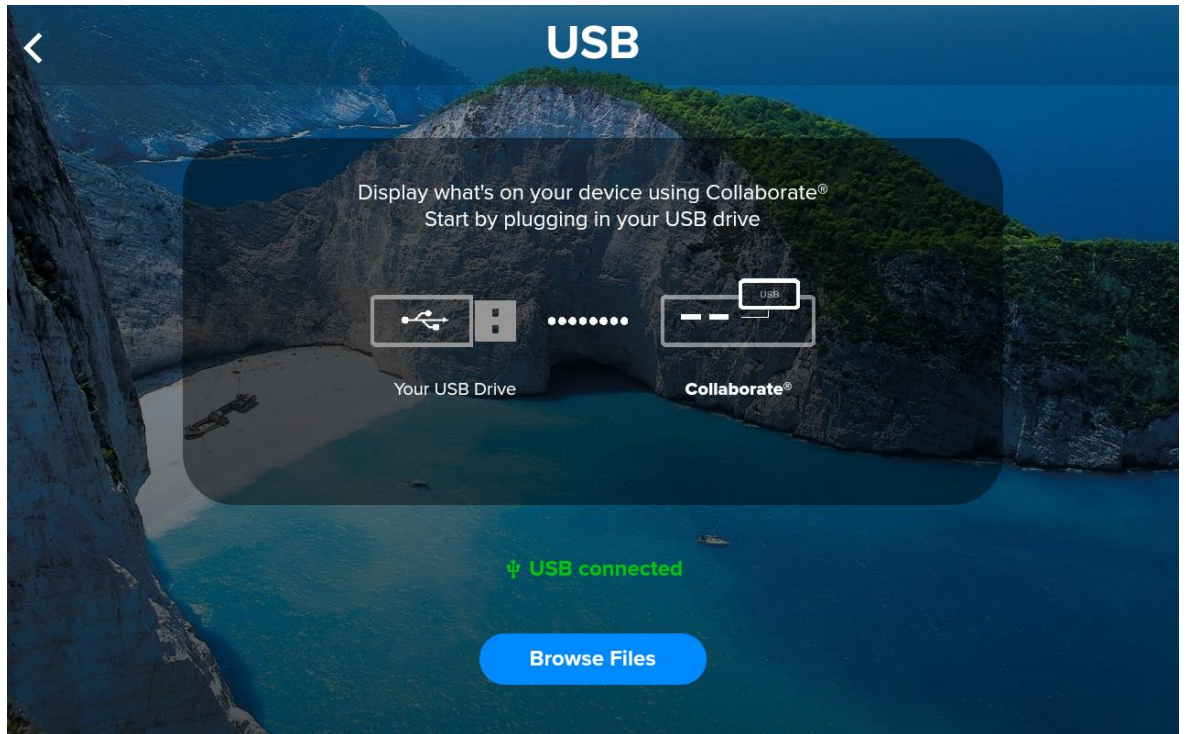
4.2 HDMI

The Presentation > HDMI screen:

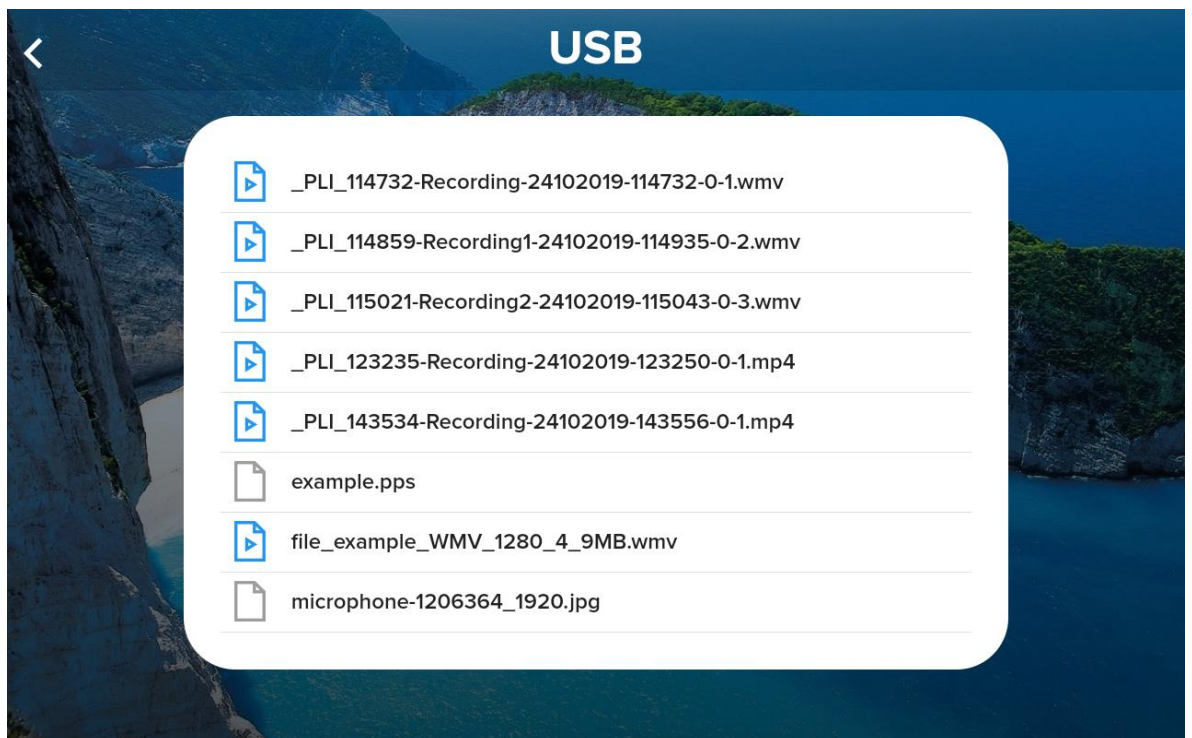


4.3 USB

The Presentation > USB screen:



The Presentation > USB > Browse Files screen:



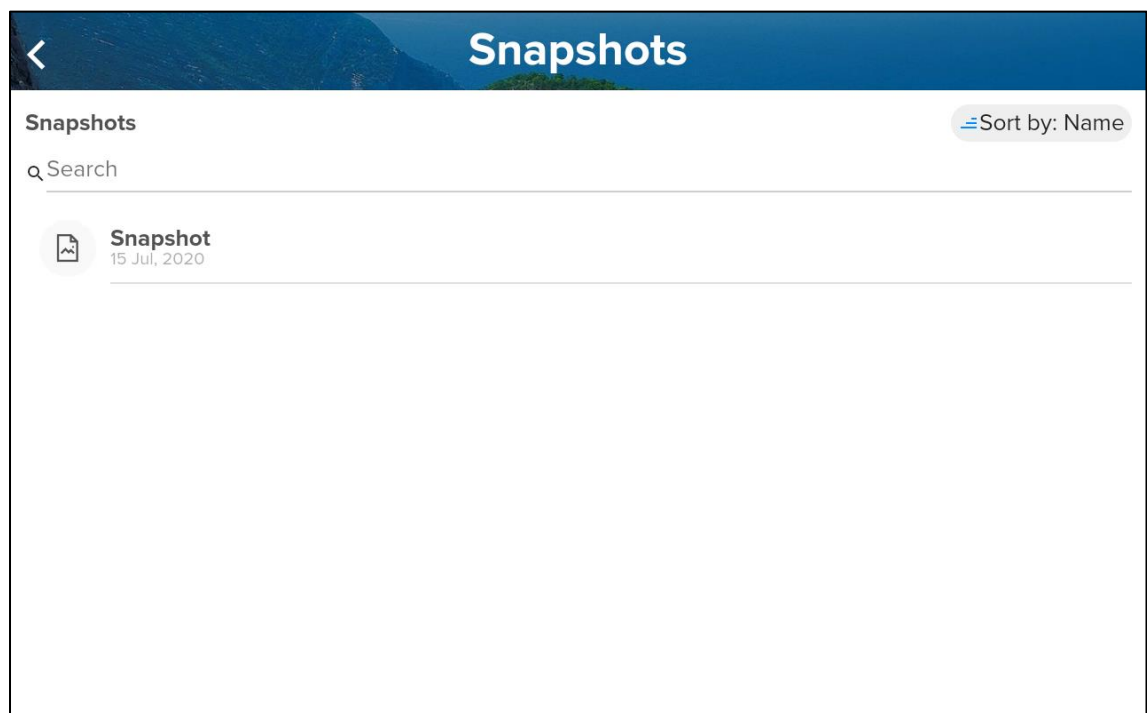
4.4 Recordings

The Presentation > Recordings screen:



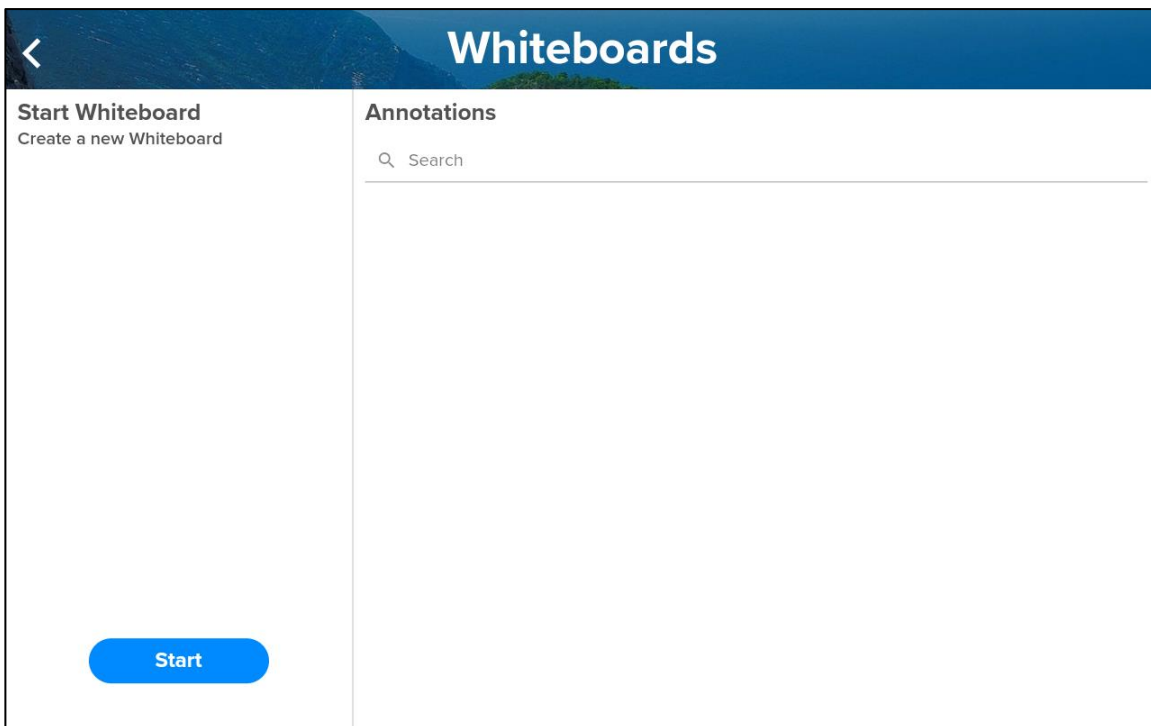
4.5 Snapshots

The Presentation > Snapshots screen:



5. Whiteboard

You access the Whiteboard function from the Home screen.

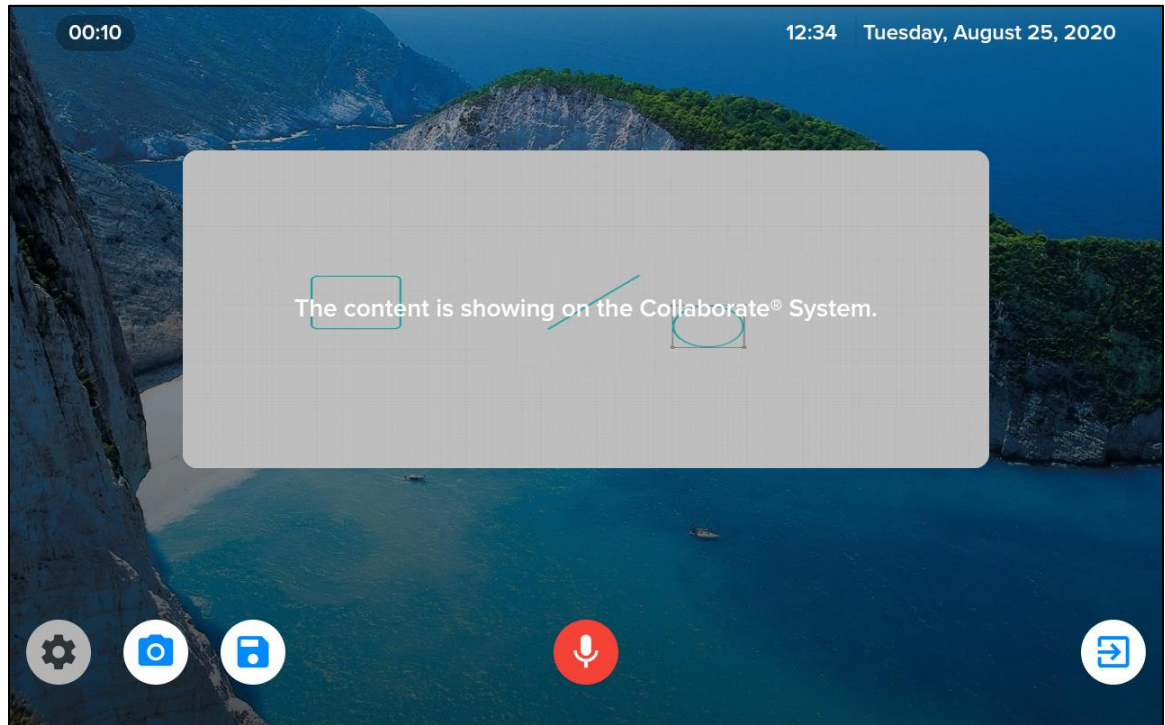


5.1 Start the Whiteboard

To start the Whiteboard, click the Start button.

Start

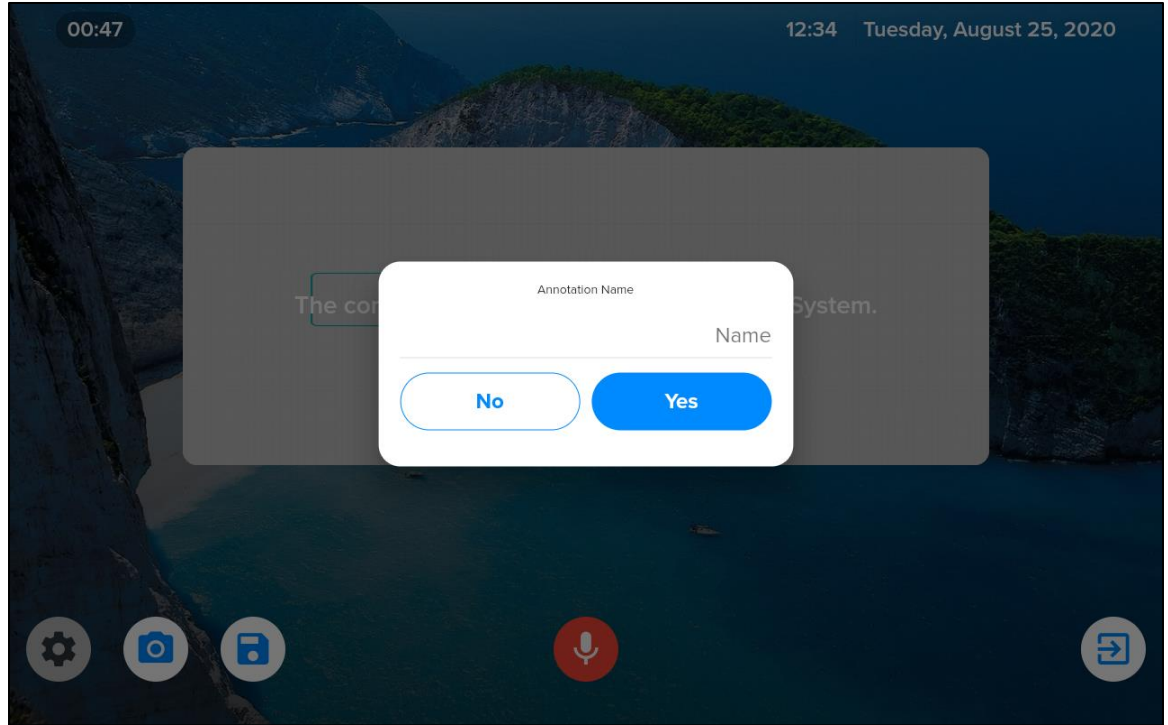
The Conference Controller displays the following on the screen:



5.2 Save the Whiteboard Annotation

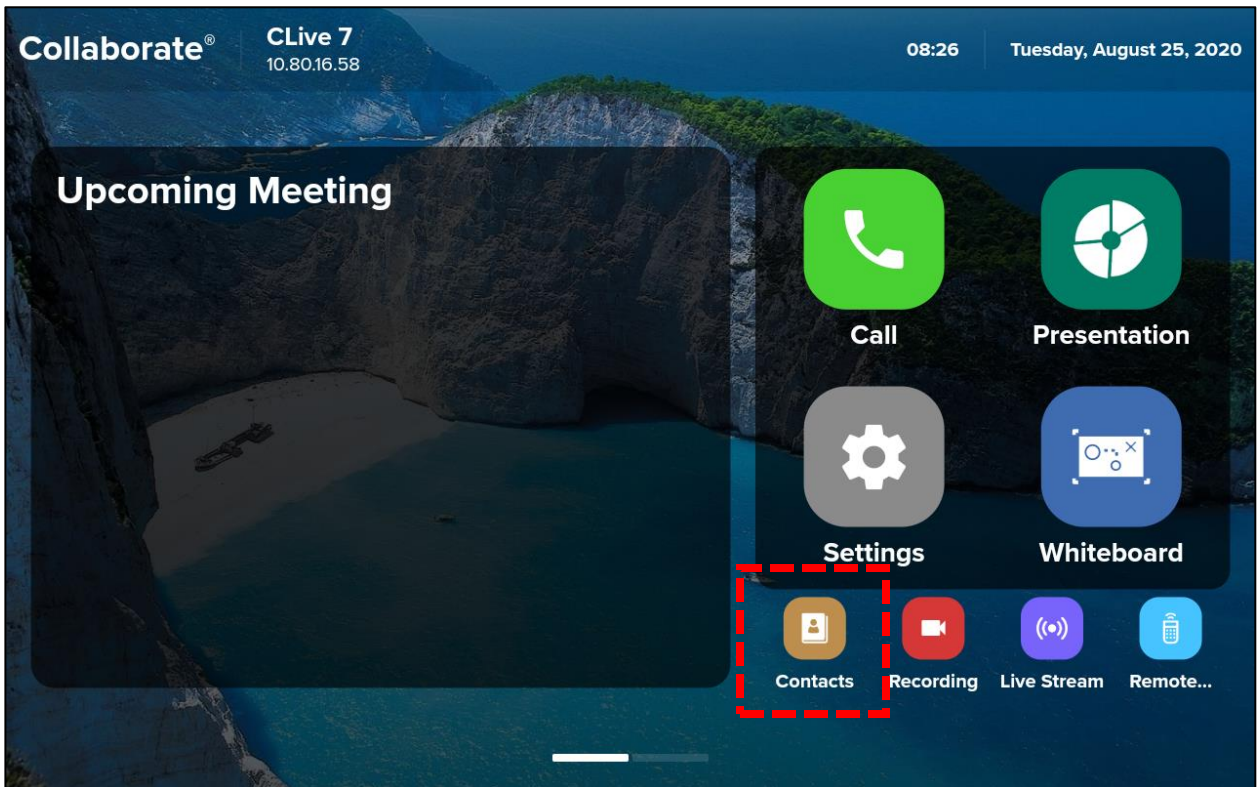
To save Whiteboard annotation, in the lower left of the screen, **click the Save**

icon , then on the popup, **enter a name** for the file.

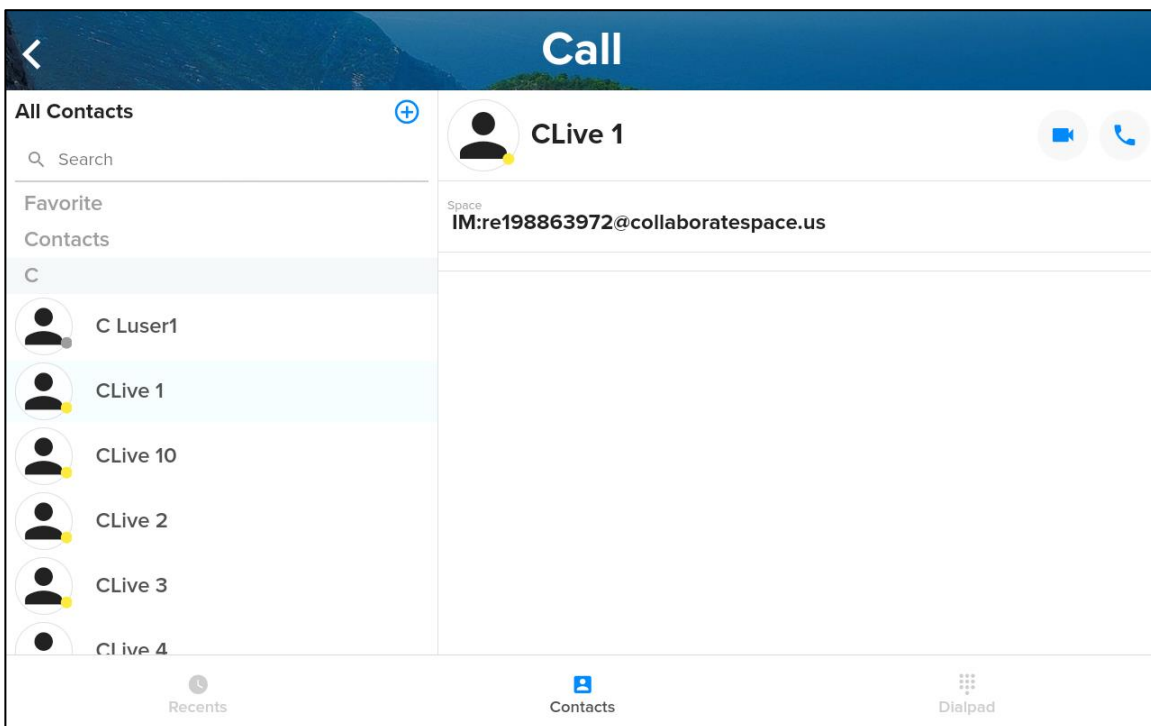


6. Contacts

You access Contacts from the Home screen.



Note: The following screen is identical to the Call screen.



6.1 The Directory

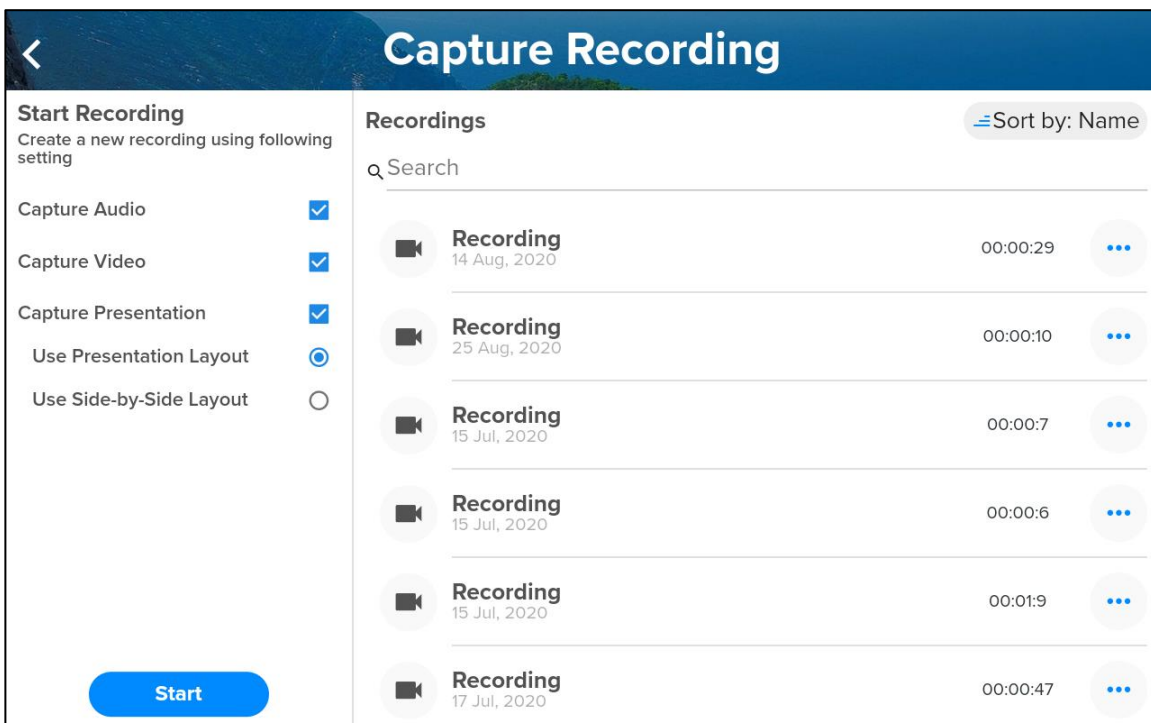
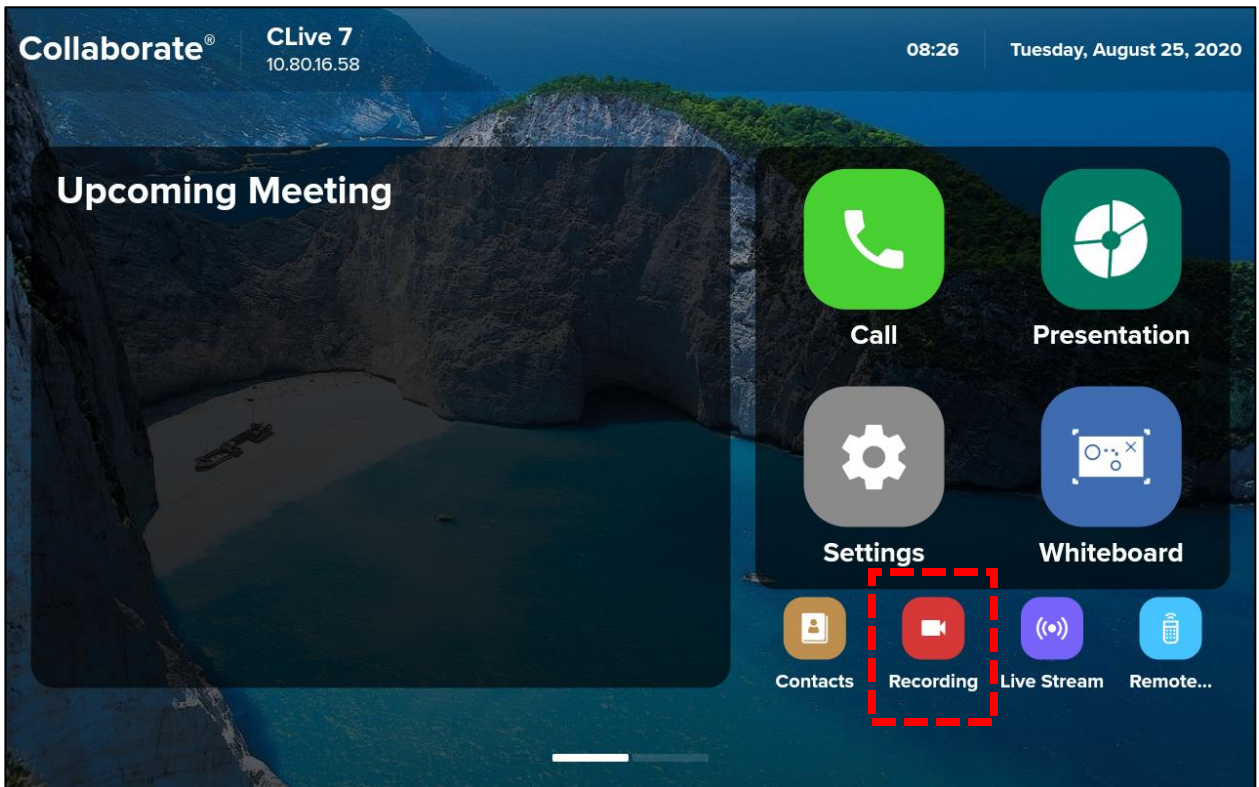
When you touch the Contacts button, the system displays the Directory/Contacts screen.

6.2 COLLABORATE Space Contacts

If the COLLABORATE LIVE that is connected to the Conference Controller is connected to COLLABORATE Space, the system automatically displays, in Contacts, the names of COLLABORATE Space users who COLLABORATE Live discovers.

7. Recording

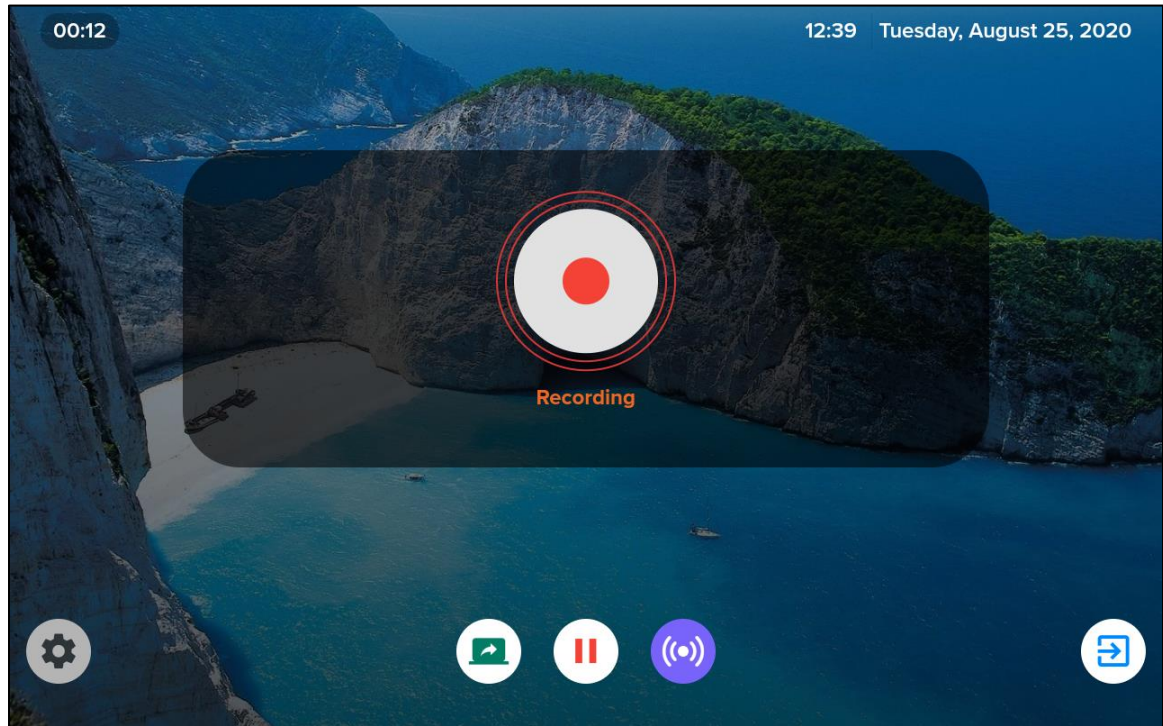
You access the Recording function from the Home screen.



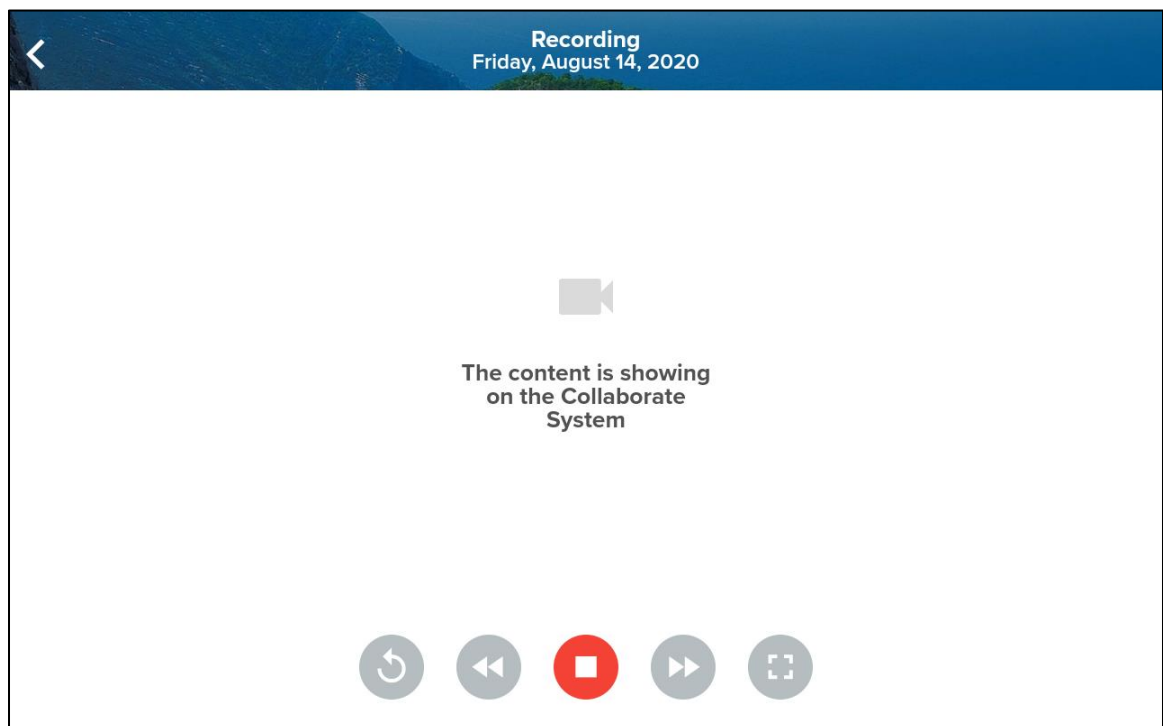
A blue rounded rectangular button with the word "Start" in white text.

To start recording, click the Start button.

During recording, the Conference Controller displays the following screen:

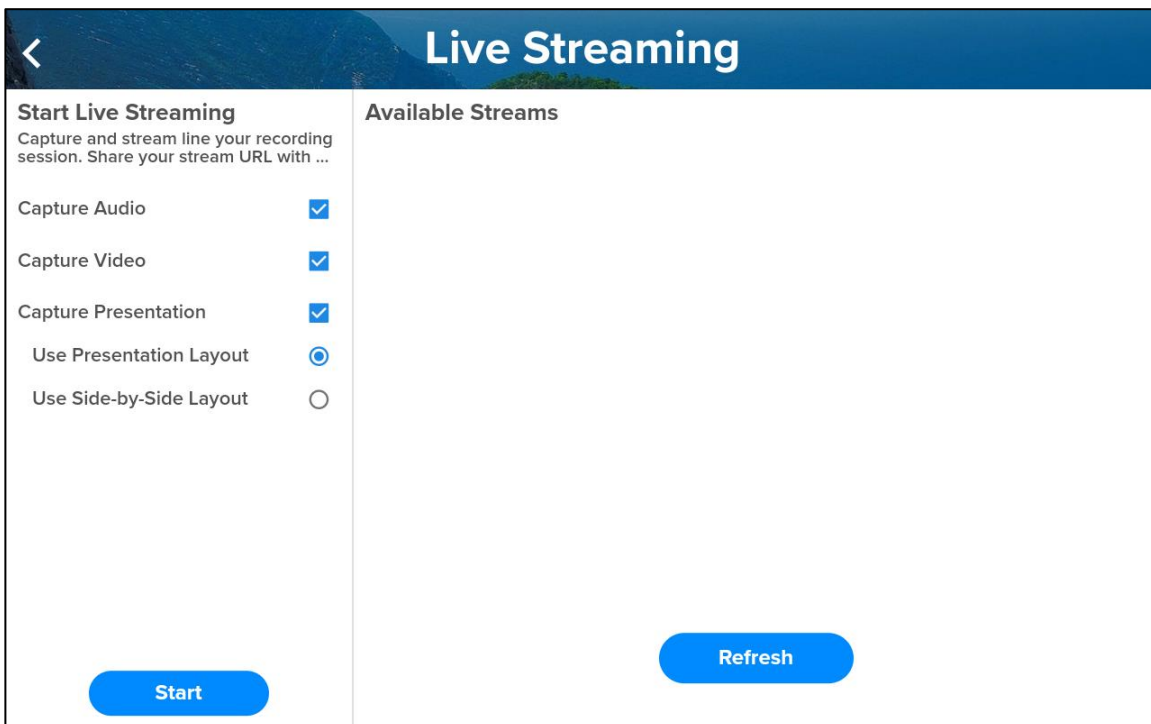
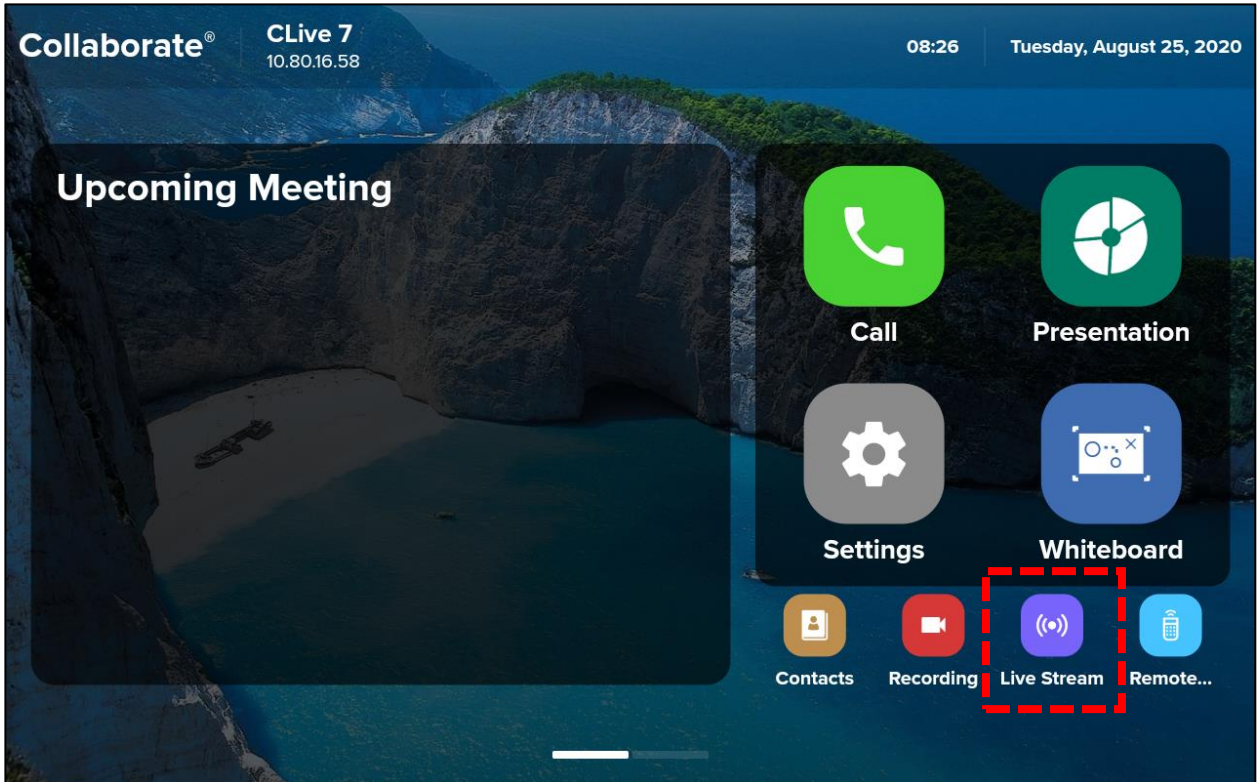


When COLLABORATE Live plays (locally, not within a call) a previously stored recording, the Controller displays the following screen:



8. Live Streaming

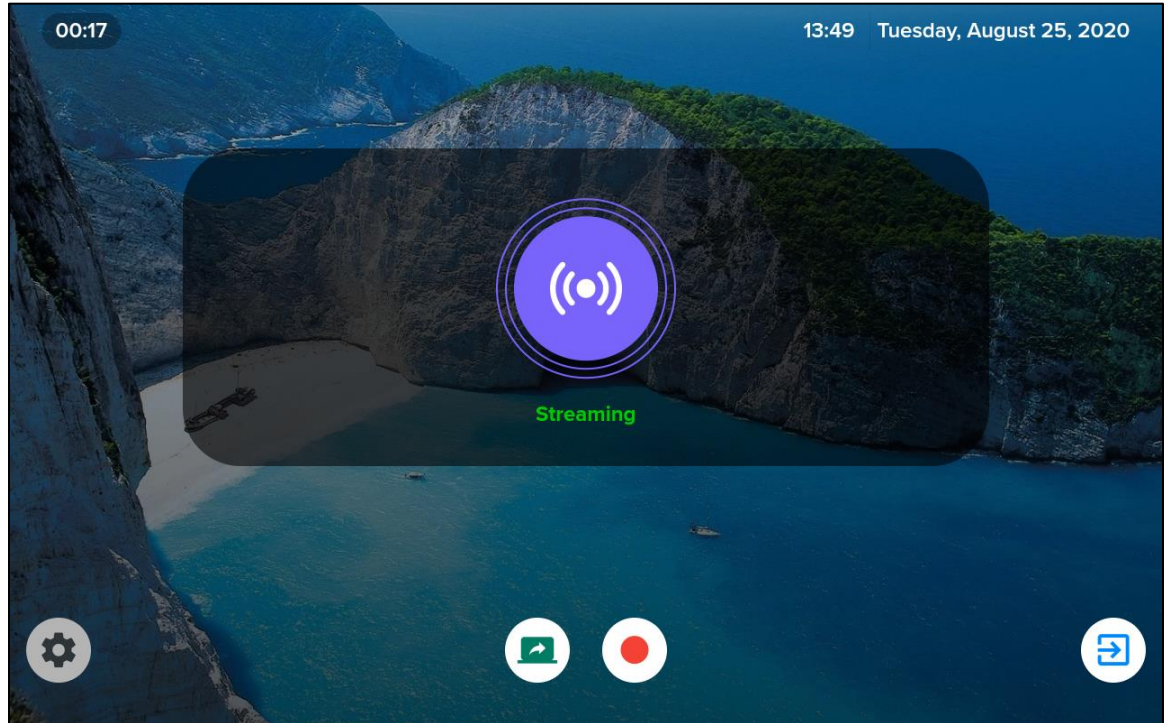
You access the Live Streaming function from the Home screen:



A blue rounded rectangular button with the word "Start" in white text.

To start live streaming, click the Start button.

During live streaming, the Conference Controller displays the following screen:

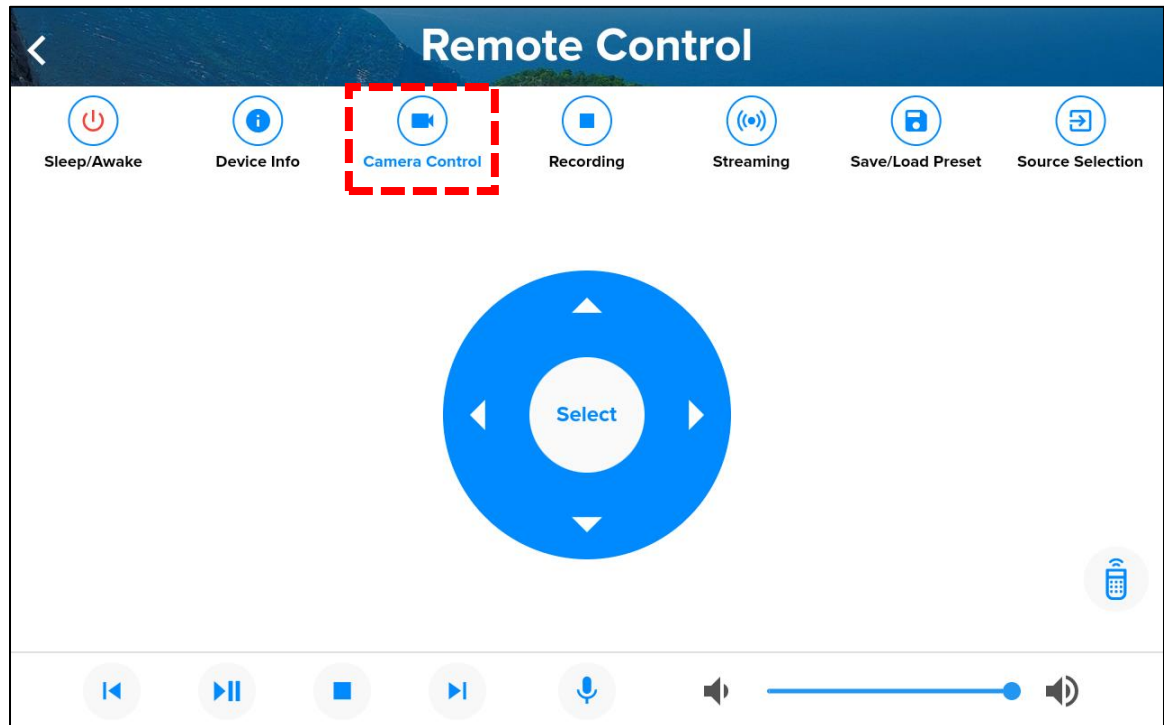


9. Remote Control

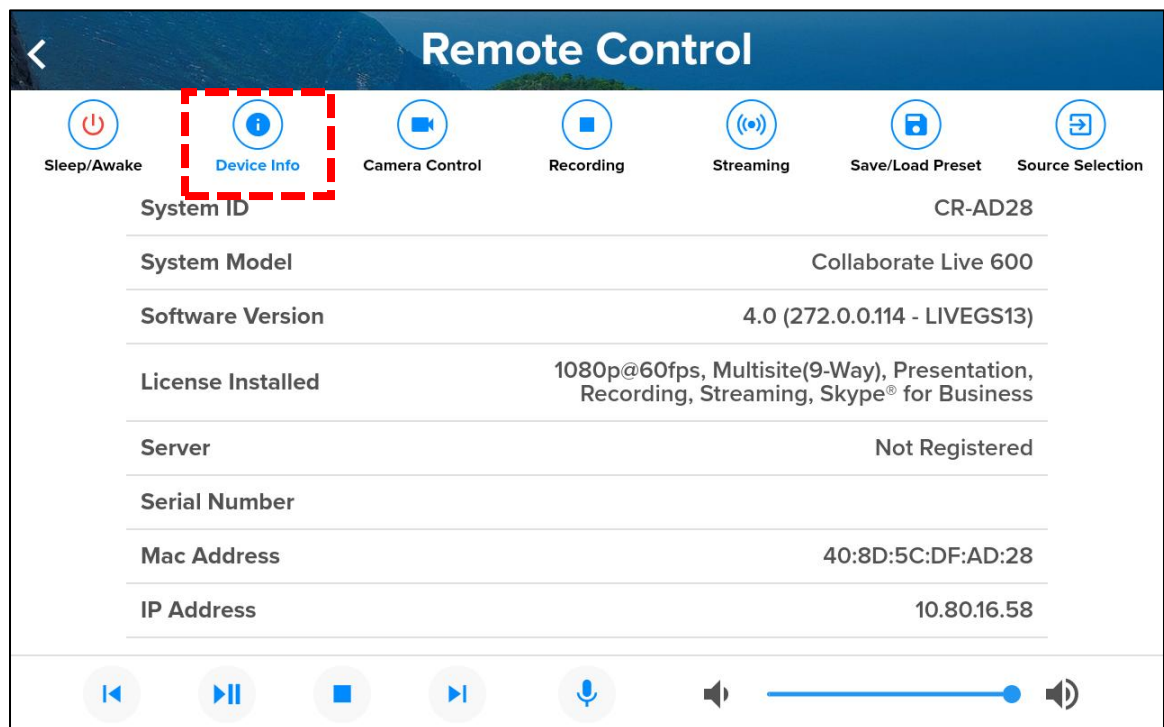
You access the Remote Control function from the Home screen.



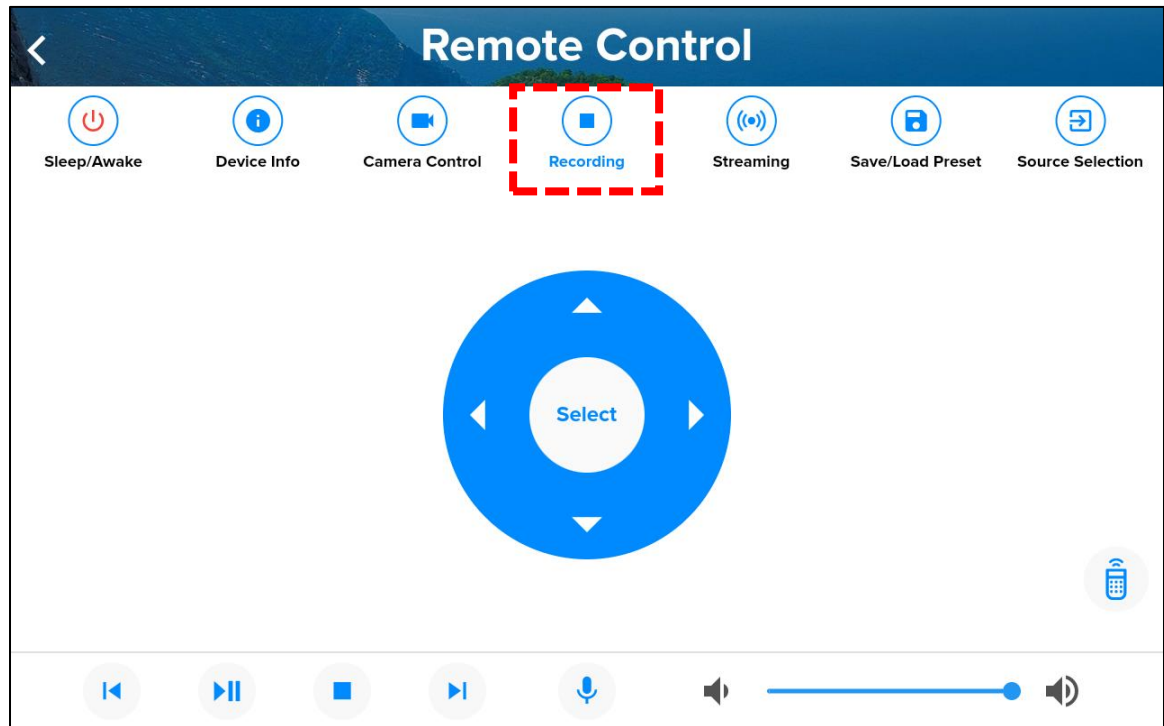
9.1 Remote Control - Camera Control



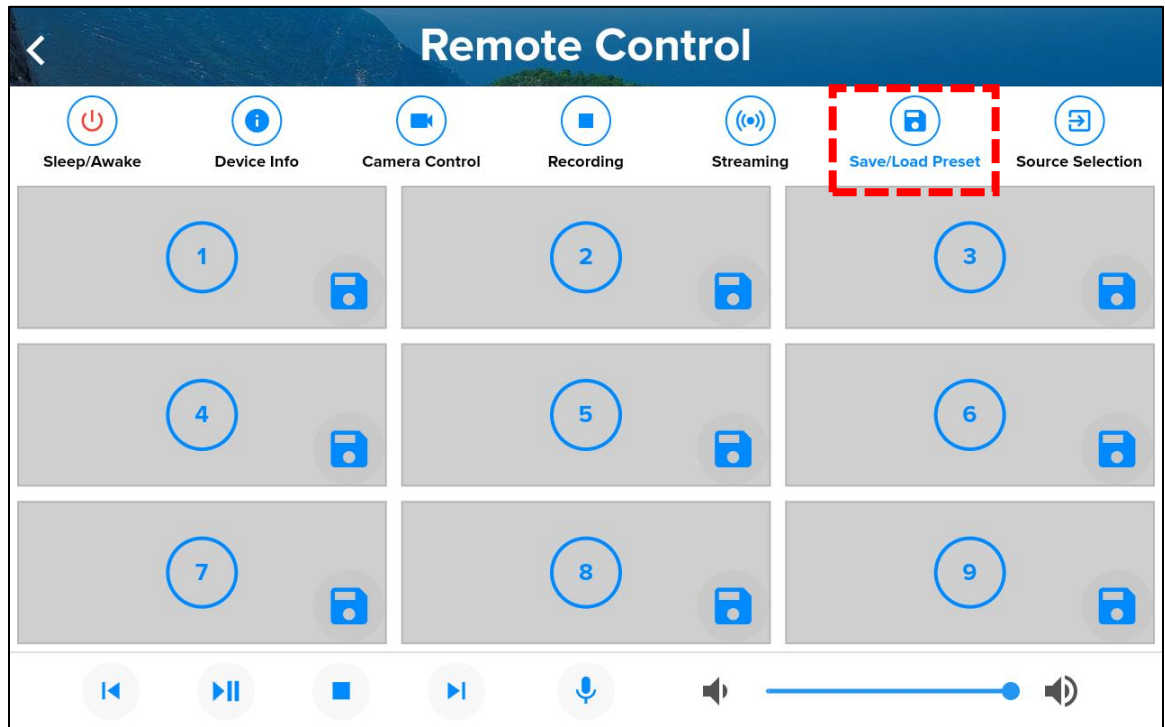
9.2 Remote Control - Device Info



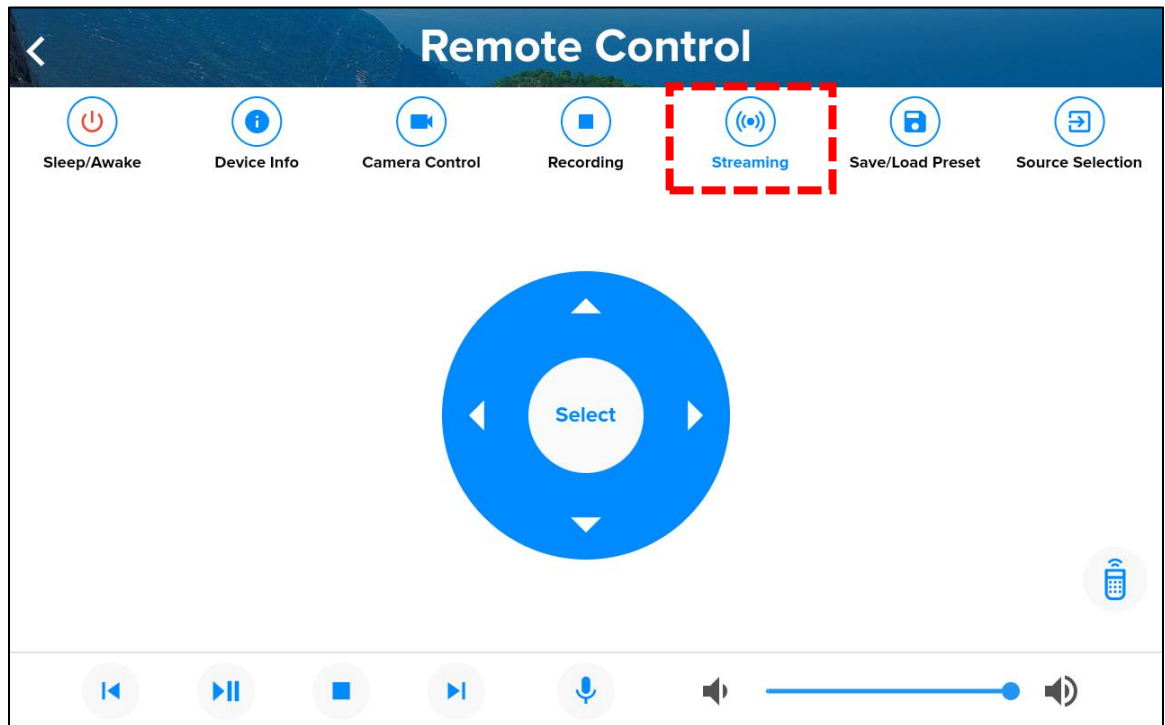
9.3 Remote Control - Recording



9.4 Remote Control - Save/Load Preset



9.5 Remote Control - Streaming

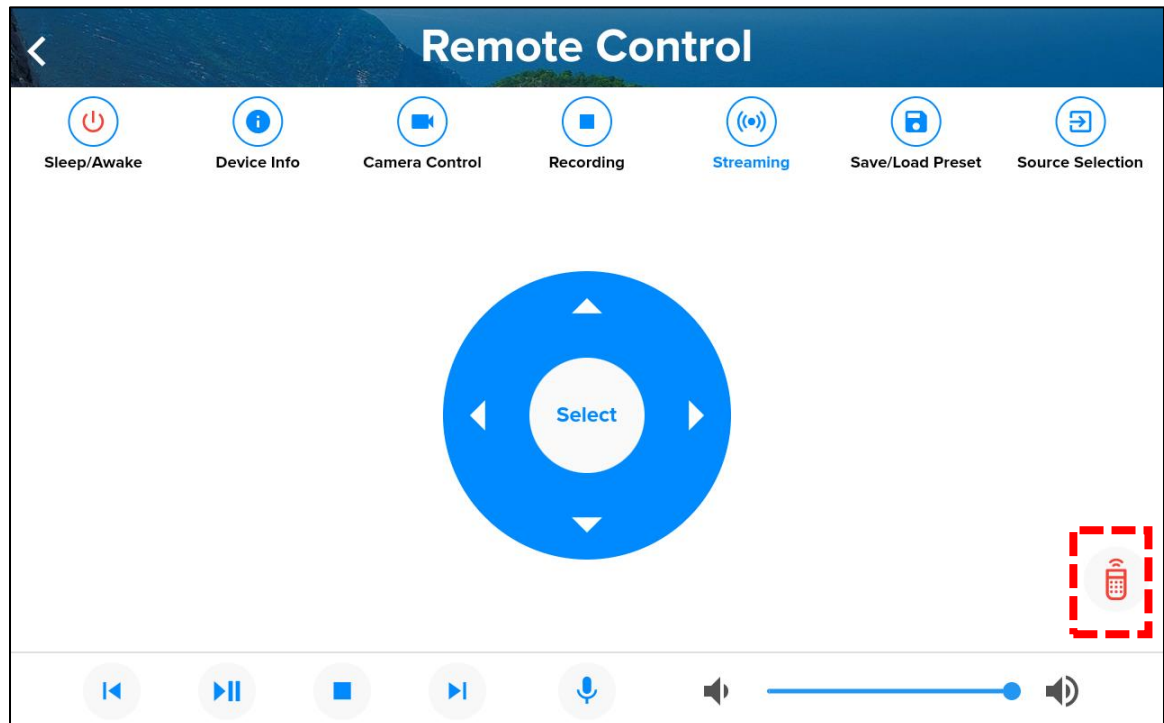


9.6 Remote Control – Controller as Remote Control

The Remote Control screen, in the lower right, includes a remote control icon.

A touch on the icon locks the controller onto this screen.

The controls on this screen are used in place of the remote control, and all other functions of the controller are disabled.



10. ClearOne Contact Information

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