USER MANUAL

MODELS:

VIA Campus², VIA Campus² PLUS Presentation & Collaboration Solution (For Firmware Version 3.3)

Contents

Introduction

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

Getting Started

Congratulations on purchasing your Kramer **VIA Campus², VIA Campus² PLUS Presentation & Collaboration Solution (For Firmware Version 3.3)**.

Unless otherwise noted, when **VIA Campus²** is mentioned it refers to both **VIA Campus²** and **VIA Campus² PLUS**.

We recommend that you:

- Unpack the equipment carefully and save the original box and packaging materials for possible future shipment.

- Review the contents of this user manual.

Go to www.kramerav.com/downloads/VIA Campus², VIA Campus² PLUS to check for up-to-date user manuals, application programs, and to check if firmware upgrades are available (where appropriate).

Achieving Best Performance

- Use only good quality connection cables (we recommend Kramer high-performance, high-resolution cables) to avoid interference, deterioration in signal quality due to poor matching, and elevated noise levels (often associated with low quality cables).

- Do not secure the cables in tight bundles or roll the slack into tight coils.

- Avoid interference from neighboring electrical appliances that may adversely influence signal quality.

- Position your Kramer **VIA Campus², VIA Campus² PLUS** away from moisture, excessive sunlight and dust.

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

Safety Instructions

Caution:
- This equipment is to be used only inside a building. It may only be connected to other equipment that is installed inside a building.
- For products with relay terminals and GPI\O ports, please refer to the permitted rating for an external connection, located next to the terminal or in the User Manual.
- There are no operator serviceable parts inside the unit.

Warning:
- Use only the power cord that is supplied with the unit.
- Disconnect the power and unplug the unit from the wall before installing.
- Do not open the unit. High voltages can cause electrical shock! Servicing by qualified personnel only.
- To ensure continuous risk protection, replace fuses only according to the rating specified on the product label which is located on the bottom of the unit.

Recycling Kramer Products

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

Overview

VIA Campus², VIA Campus² PLUS is a wireless presentation and collaboration solution that makes it easier to get actual work done during meetings. With any laptop or mobile device, users can view, edit, and comment on documents in real time and record sessions. Meeting participants can display or stream full uninterrupted HD video (up to 1080p60) from their device, and even play YouTube® videos in full frame rate. In addition to wireless connection, **VIA Campus² PLUS** also features an HDMI™ wired input.

VIA Campus², VIA Campus² PLUS can show up to six user screens on a single main display and 12 on two displays. Users can also view the main display on their own device. **VIA Campus², VIA Campus² PLUS** features iOS mirroring via AirPlay™, Windows & Android mirroring via Miracast™, as well as ChromeBook mirroring.

VIA Campus², VIA Campus² PLUS supports 3rd party conferencing and office apps, such as Microsoft Office®, Skype®, GoToMeeting®, Teams®, and WebEx®. The solution can handle any size collaboration or meeting space and is ideal for training venues and classrooms.

Key Features

- Easy and Effective Wireless Connectivity – Built-in Wi-Fi gives you two setup options for enabling meeting participants to wirelessly join the meeting. After setting a wired connection from your VIA device to your local corporate LAN you can do one of the following: use the built-in VIA Wi-Fi to create a guest network to which participants can connect or use the built-in VIA Wi-Fi as a Miracast receiver.

- 4K@60 HDMI Wired Input (**VIA Campus² PLUS** only) – Enables hard-wiring your computer or other HDMI compatible device such as a camera, multimedia player or computer.

  (i) Does not support HDCP signals.

- 60fps Streaming Multimedia – Share HD wireless video streaming (using the VIA app Multimedia feature).

- Auto Discover and Auto Join – A user can find a neighboring Room Name/IP using the BLE tab and Auto Join in the case of a single discovery. If more than one nearby device is discovered, the user then clicks Join on the desired IP address.

- Preview – In Active Directory Moderator Mode, the moderator can preview the content of a presentation before allowing it to present.

- Smooth network transition in same gateway while switching from wireless network to LAN connection or vice versa.

- One 4K@30 (RGB) HDMI output and one 4K@60 DisplayPort output.

- Optimized for Video Conferencing – VIA Versa feature enables you to wirelessly select the professional grade camera and AV in your meeting room for your VC calls.

- Seamless Live Video Streaming – Stream live content from meeting rooms, classrooms and studios using RTMP/RTMPS to all the leading platforms, like YouTube™, Kaltura™, Panopto™ and more.

- Room Calendar Integration – Shows the room occupancy schedule on the main display.

- Internal Web Browser – Open any browser to display content.

- DHCP Support.

- Streaming Input for the Internal Media Player.

- Cloud-Based File Sharing – Drag and drop files to the internal VIA cloud storage (128GB).

- Emergency Messages – Create instant alert messages for immediate push to the main display (requires VSM).

- Whiteboard Support.

- Control – Give a participant control over a presenter's PC for true collaboration.

- Chat – Send an instant message to another user.

- iCloud®, OneDrive®, GoogleDrive®, Dropbox® Integration.

- View Main Display – View the main display on your own device.

- Third-Party App Support – Like Microsoft Office®, Skype for Business®, GoToMeeting® and WebEx®.

- Icon Shortcuts – On the splash page for third party applications.

- Integrated YouTube Player – Create playlists, share videos or drag and drop any YouTube clip to your VIA app for seamless video playback.

- Streaming Output – Stream all collaboration activity from the main display to any H.264 decoder.

- Recording – Record an entire VIA video and audio session to a local video file.

- Digital Signage – Enables you to display dynamic content and information on the main display when there is no meeting in progress. Use a predefined template or create your own display configuration with up to three frames of content that appear simultaneously. Schedule campaigns (content configurations) to run automatically at specific dates and times.

- Seamless VSM Integration – With VIA Site Management (VSM) software.

- Multilingual Support – Experience VIA in your language.

- Warranty – 3 years on hardware.

- Pause Presentation – Enables pausing the presentation from the VIA App User Dashboard.

- Do Not Disturb (DND) Feature – Full screen presenter can block participant requests at any time while presenting.

Typical Applications

- Boardrooms.

- Conference rooms.

- Presentation rooms.

- Collaboration spaces.

- Corporate and university training rooms.

- Classrooms and lecture halls.

Glossary

The following are definitions of some common terms found in this User Manual.

(i) Screenshots in this section are representative only and may not accurately reflect the features associated with your VIA device.

- VIA Meeting – A session where one or more users are logged into your VIA unit using the **Kramer VIA** app.

- Gateway – A VIA device such as **VIA Campus², VIA Campus² PLUS**.

- Main Display – Video display connected to the HDMI output of the gateway. This is where presentation and collaboration during the meeting happens.

- VIA App User Dashboard – Main interface for meeting participants using the **VIA** app. This dashboard appears after logging into a VIA meeting.

Figure 1: User Dashboard

- VIA Gateway Dashboard – **VIA** app interface used from the main display by either a keyboard and mouse connected to the gateway or by a meeting participant in collaboration mode (see [Collaborating on Main Display](#) on page [100](#)). Click the VIA icon in the lower left corner of the main display to open this interface.
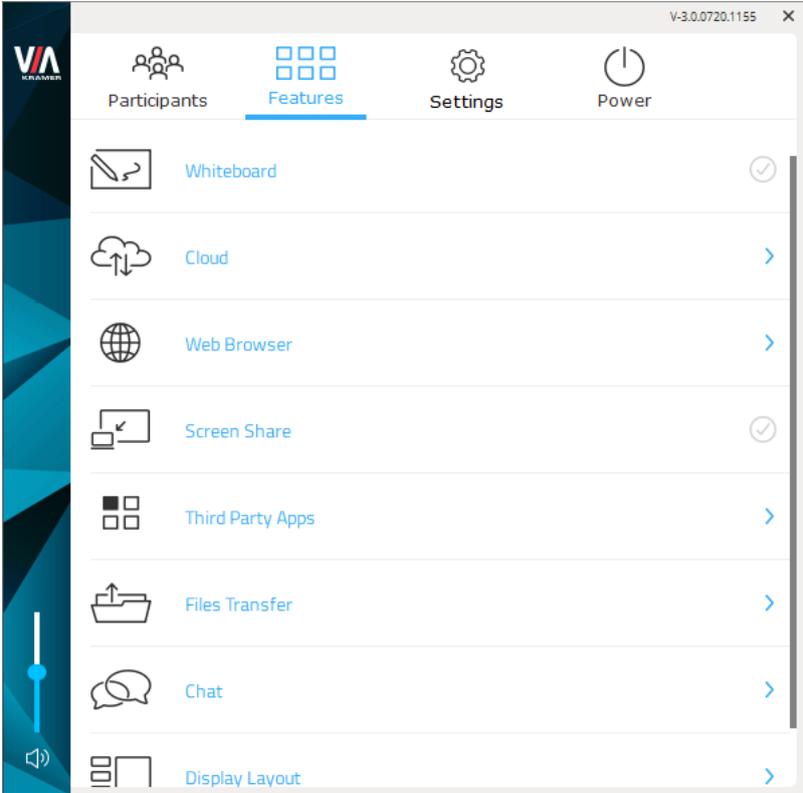

Figure 2: Gateway Dashboard

- Taskbar Menu – A menu of features that appears in your computer taskbar when you are logged into a VIA meeting using the **Kramer VIA** app.
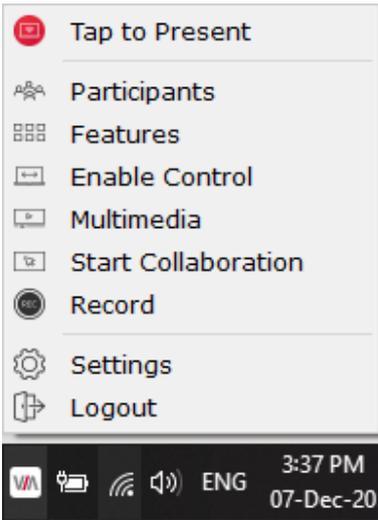

Figure 3: **Kramer VIA** Taskbar Menu

- Gateway Management Web Pages – Web pages embedded in your **VIA Campus², VIA Campus² PLUS** gateway that enable you to configure this gateway. The Gateway Management Web Pages are accessed from any computer connected to the same network as the gateway.

Supported Devices

The following user devices are supported by the **VIA Campus², VIA Campus² PLUS Presentation & Collaboration Solution (For Firmware Version 3.3)**:

- Windows 8/10® (32-bit/64-bit) computer.
- Macintosh® computer, using OSX 10.12.x or newer.
- Chromebook.
- iPad/iPhone® tablet/smartphone (iPad 2 or later, iOS 12 or later).

> (i) When using the Airplay service, no Kramer VIA application is needed. However, we recommend using iOS12, Mojave OS X, or higher, for a better experience.

- Android® OS 5. x tablet/smartphone or newer.

> (i) The minimum system requirement for using the **Kramer VIA** mirroring feature for an Android device is Android 5.1.

Defining VIA Campus² and VIA Campus² PLUS Presentation & Collaboration Solution

This section defines **VIA Campus²** and **VIA Campus² PLUS**.

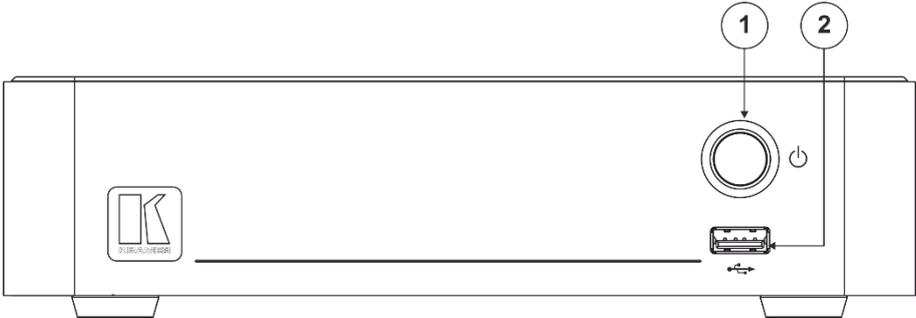Figure 4: VIA Campus² and VIA Campus² PLUS Front

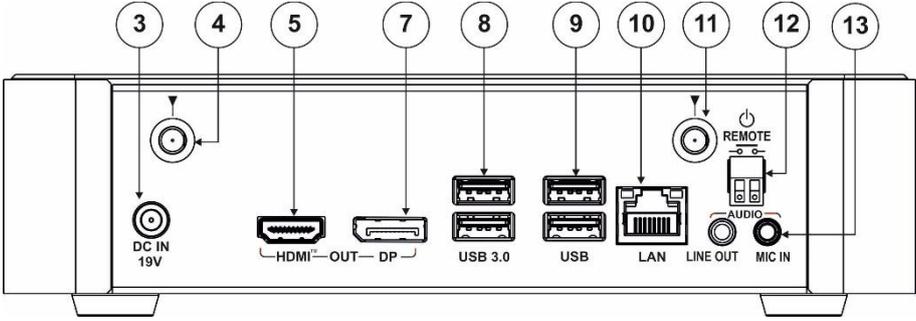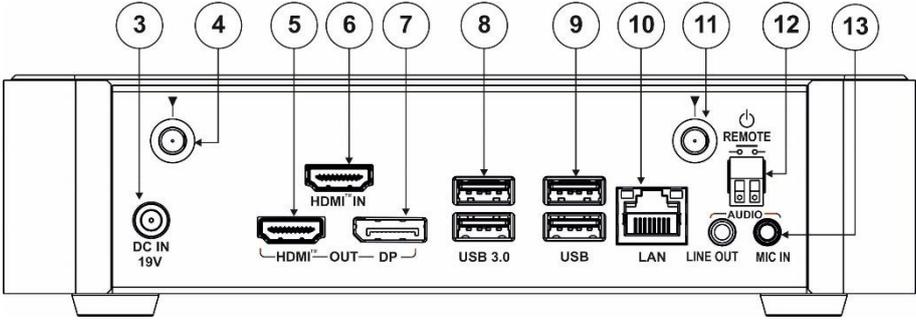| #	Feature	Function
1	Power Button	For turning the machine on and off. Button lights when the unit is turned on.
2	USB 2.0 Connector	For connecting a USB device.

Figure 5: VIA Campus² Back

Figure 6: VIA Campus² PLUS Back

#	Feature		Function
3	DC IN 19V Connector		Connects to the 19V DC power adapter.
4	Wi-Fi Antenna Port (1 of 2)		Connect one of the Wi-Fi antennas for collaborating via the built-in Wi-Fi.
5	HDMI OUT Connector		Connect to an HDMI display.
6	HDMI IN Connector		Connect to an HDMI source (for example, a laptop).
7	DP OUT Connector		Connect to a DisplayPort display.
8	USB 3.0 Connectors		Connect to up to 2 USB devices.
9	USB 2.0 Connectors		Connect to up to 2 USB devices.
10	LAN RJ-45 Connector		Connect a Local Area Network (LAN) cable
11	Wi-Fi Antenna Port (2 of 2)		Connect one of the Wi-Fi antennas for collaborating via the built-in Wi-Fi.
12	REMOTE 2-pin Terminal Block		Connect to a toggle switch to remotely turn the device on and off.
13	AUDIO	LINE OUT 3.5mm Mini Jack	Connect to an unbalanced stereo audio acceptor.
		MIC IN 3.5mm Mini Jack	Connect to a microphone.

For Installer: Mounting VIA Campus², VIA Campus² PLUS

This section provides instructions for mounting **VIA Campus², VIA Campus² PLUS**. Before installing, verify that the environment is within the recommended range:

- Operation temperature – 0° to 40°C (32 to 104°F).
- Storage temperature – -40° to +70°C (-40 to +158°F).
- Humidity – 10% to 90%, RHL non-condensing.

Caution:
- Mount **VIA Campus², VIA Campus² PLUS** before connecting any cables or power.

Warning:
- Ensure that the environment (e.g., maximum ambient temperature & air flow) is compatible for the device.
- Avoid uneven mechanical loading.
- Appropriate consideration of equipment nameplate ratings should be used for avoiding overloading of the circuits.
- Reliable earthing of rack-mounted equipment should be maintained.

To mount VIA Campus², VIA Campus² PLUS on a rack:

Mount the unit in a rack using the recommended rack adapter
(see www.kramerav.com/product/VIA Campus², VIA Campus² PLUS)

You can also install VIA Campus², VIA Campus² PLUS using the following method:

- Place the device on a flat surface.

For Installer: Connecting VIA Campus², VIA Campus² PLUS

(i) Always switch off the power to each device before connecting it to your **VIA Campus², VIA Campus² PLUS**. After connecting your **VIA Campus², VIA Campus² PLUS**, connect its power and then switch on the power to each device.

Connecting Device

(i) For illustration purposes, the diagram shows connections for **VIA Campus² PLUS**. The connections for **VIA Campus²** are the same, except for the HDMI IN connector.
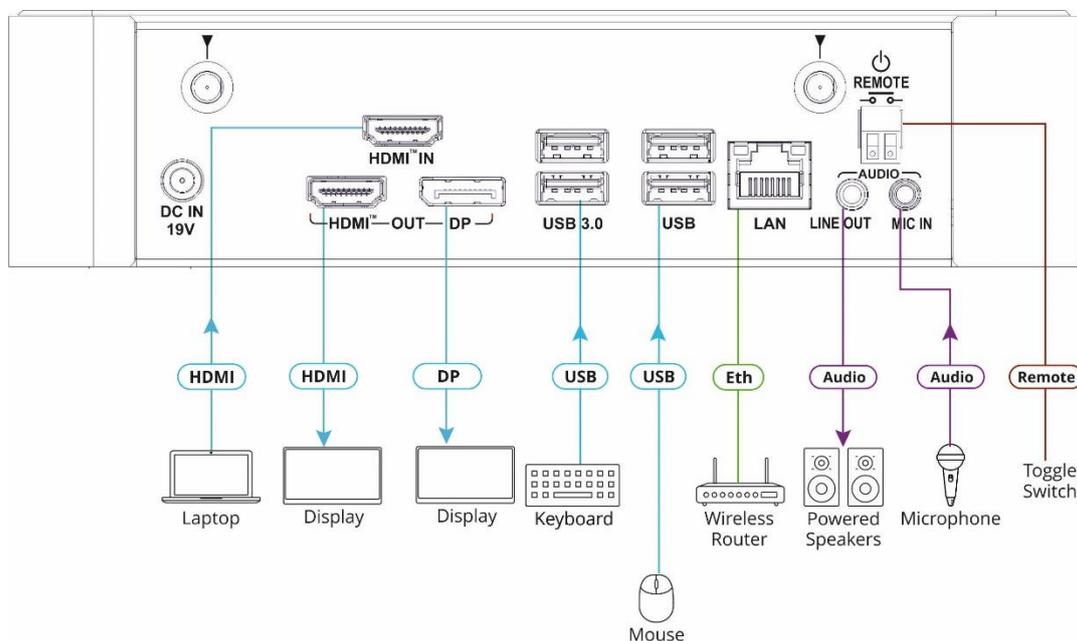

Figure 7: Connecting to the **VIA Campus² PLUS** Rear Panel

To connect the VIA Campus², VIA Campus² PLUS as illustrated in (Figure 7):

1. Connect the keyboard and mouse to the USB Connectors ⑧ and ⑨.

2. Connect one of the following to be used as the main display for the meeting (see Connecting Main Display on page 13):

   ▪ HDMI display to the HDMI OUT Connector ⑤.

   ▪ DisplayPort display to the DisplayPort Connector ⑦.

(i) A touchscreen display is best for annotation.

3. Connect a laptop or other HDMI source to the HDMI IN Connector ⑥.

4. Connect a Local Area Network (LAN) cable to the LAN RJ-45 Connector ⑩ for connection to your network.

(i) **VIA Campus², VIA Campus² PLUS** can be connected to a local area network (LAN). In this setup, the default IP setting is DHCP that assigns an automatic IP address to your unit. This enables easy Plug and Play setup when connecting your **VIA Campus², VIA Campus² PLUS** to the network. To assign a static IP address, (see).

5. Connect the Wi-Fi antennas to the Wi-Fi Antenna Ports ④ and ⑪ for using the built-in wireless capability.

6. Connect powered speakers and a microphone to the AUDIO Mini Jacks ⑬.

7. Connect the 19V DC power adapter to the Power Connector ④ and plug it into the mains electricity.

(i) Do not turn the device on before connecting the LAN port to the network.

8. Connect via Wi-Fi with any of the following types of devices:

(i) To enable participation in a collaborative session (send and receive content), all participant devices (PCs/ MACs/ smartphones/tablets) must be connected to the same network (LAN - wired/wireless) as the **VIA Campus², VIA Campus² PLUS**.

- A Windows 7/8/10® (32-bit/64-bit) computer.
- A Macintosh® computer, using OSX 10.11.x or newer.
- An iPad/iPhone® tablet/smartphone with the VIA app installed (iPad 2 or later, iOS 10 or later).

(i) When using the Airplay service, no application is needed. However, we recommend using iOS 12, Mojave OSX, or higher, for a better experience.

- An Android® OS 5.x tablet/smartphone with the VIA app installed.

(i) For using the Android mirroring feature, a device equipped with Android 5. 1 minimum is required.

9. Connect a USB device to the USB 2.0 Connector ② on the front panel.

   VIA Campus², **VIA Campus² PLUS** is connected.

Connecting Main Display

The main display is the screen connected directly to **VIA Campus², VIA Campus² PLUS**. When **VIA Campus², VIA Campus² PLUS** is booted up, the VIA gateway screen appears on the main display. All collaboration activity is then displayed here.

VIA Campus², VIA Campus² PLUS enables connecting one or both of the following types of displays:

- HDMI – The HDMI OUT Connector ⑤ connects to any compatible projection or direct-view display, such as an LCD monitor. This connection can be routed and switched.

- DisplayPort – The DisplayPort Connector ⑦ connects to a DisplayPort display or to a VGA display by means of a DP to VGA adapter cable.

VIA Campus², VIA Campus² PLUS's internal video card reads the EDID (Extended Display Identification Data) for any connected display and sets the optimum display resolution and image refresh rate automatically through the display connectors.

ⓘ For more information on configuring the behavior of the displays when you use two displays simultaneously, see <u>Configuring Dual Displays</u> on page <u>81</u>.

For Web Administrator: Configuring Settings – Gateway Management Pages

VIA Campus², VIA Campus² PLUS enables users with Web Administrator access to configure settings for your **VIA Campus², VIA Campus² PLUS** unit.

VIA Campus², VIA Campus² PLUS enables you to do the following:

Logging in to Gateway Management Pages

The Gateway Management Pages enable you to configure your **VIA Campus², VIA Campus² PLUS** gateway device. The Gateway Management Pages are accessed from any computer connected to the same network as your gateway.

To log in to the VIA Campus², VIA Campus² PLUS Gateway Management Pages:

1. Connect your computer to the same network to which **VIA Campus², VIA Campus² PLUS** is connected.

2. Open a Web browser and go to the IP address for your **VIA Campus², VIA Campus² PLUS** unit.
   The Gateway Management Pages Welcome page appears.

3. Click **Manage Gateway Settings** in the upper right corner.
   The Administrator Login page appears.

4. Type a Web Administrator Username (default = su) and Password (default = supass).

(i) You must log in as a user with Web Administrator user role to access settings through the Gateway Management Pages (see User Management on page 16).

5. Type the two Captcha Text strings with a space between them in the text box.

(i) To disable the Captcha see Security on page 52.

6. Click **Login.**
   The Gateway Management Pages appear with the Dashboard open.

(i) Click the tabs in the navigation pane on the left to display the VIA web pages.

(i) Click the arrow in the upper right corner to select a different language for the web pages.

User Management

This section describes how to add user accounts to the database of your **VIA Campus², VIA Campus² PLUS** device. A user account is required to access the Gateway Management Pages (see Logging in to Gateway Management Pages on page 14) and, when your **VIA Campus², VIA Campus² PLUS** is in Database mode (see Moderator Mode on page 48), a user account is required to join a VIA meeting.

To add a user account to your VIA Campus², VIA Campus² PLUS database:

1. Click **User Management** on the Gateway Management Pages navigation pane. The User List page appears.
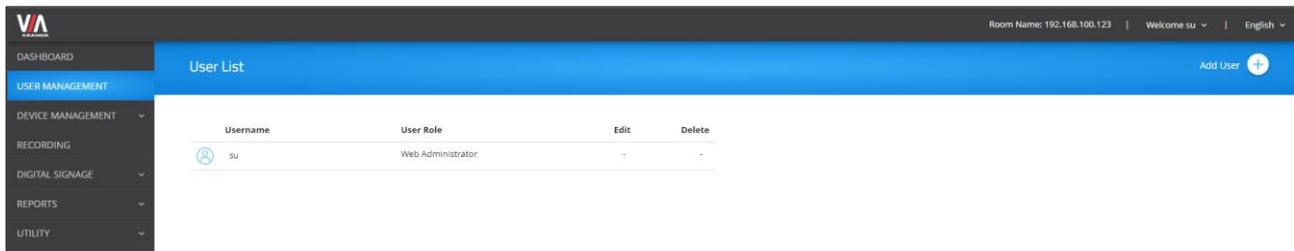
Figure 8: User Management Page

2. Click **Add User**.

The Add User pane appears.

Figure 9: Add User Pane

3. Type the new Username, Password and Confirm Password.

4. Under User Role, select from the following administrative levels:

   ▪ **Web Administrator** – Access to change all system settings, including Digital Signage.

   ▪ **Digital Signage** – Able to configure the Digital Signage only (see Configuring Digital Signage on page 61).

5. Select one of the following participation levels:

ⓘ These options are enabled only when Moderator Mode is enabled (see [Moderator Mode](#) on page [48](#)).

- **Moderator** – User is able to become a moderator and has access to moderator features (see [Becoming Meeting Moderator](#) on page [121](#)).

- **Participant** – User can join a meeting as a participant but cannot access moderator features.

6. Click **Save**.
   A new user is added, and the User List tab appears with the new user added to the list.

Managing Network Settings

VIA Campus², VIA Campus² PLUS enables you to do the following:

- [Changing Device IP Address](#) on page [17](#).
- [Setting Up Secure Wireless Guest Access Point](#) on page [18](#).
- [Connecting VIA Campus², VIA Campus²](#) PLUS to Network Wirelessly on page [19](#).
- Uploading an SSL Certificate (see [Certificate](#) on page [53](#)).

Changing Device IP Address

ⓘ The default IP setting is DHCP that assigns an automatic IP address to your **VIA Campus², VIA Campus² PLUS** device. This enables easy plug and play setup when connecting your **VIA Campus², VIA Campus² PLUS** to the network. The following explains how to change a static IP address.

ⓘ When changing these settings, please contact your IT administrator. Incorrect values can cause a loss of communication.

To change the IP address of your VIA Campus², VIA Campus² PLUS unit:

1. Click **Device Management** > **Network Settings**.
   The LAN setting tab opens with network setting page.

Figure 10: LAN Settings Page

2. Under Connection Type, select **Static**.

3. Under Network Information, rename the gateway IP.

4. Click **Apply**.
   The IP address of your **VIA Campus²**, VIA Campus² PLUS unit is changed.

Setting Up Secure Wireless Guest Access Point

Using the built-in Wi-Fi module, **VIA Campus², VIA Campus² PLUS** enables you to set up a secure access point for users to connect to your **VIA Campus², VIA Campus² PLUS** network. This setup is ideal for guest users whom you may not want to connect directly to your network.

To set up a secure wireless guest access point:

1. Click **Device Management** > **Network Settings**.

   The Network Settings page appears.

2. Click **WiFi**.

   The WiFi tab appears.

Figure 11: AP Mode Tab

3. Enable the **Switch On or Off Wifi** switch.

   The switch turns green and the WiFi settings appear.

4. Click **AP Mode** and enter a new name in the SSID field and a new password.

5. Click **Apply**.

   The secure wireless guest access point is set up.

Connecting VIA Campus², VIA Campus² PLUS to Network Wirelessly

VIA Campus², VIA Campus² PLUS enables you to wirelessly connect your **VIA Campus²**, **VIA Campus² PLUS** device as a client device to your main network.

To set up Client Wi-Fi mode:

1. Click **Device Management** > **Network Settings**.

   The Network Settings page appears.

2. Click **WiFi**.

   The WiFi tab appears.

3. Click the **Switch On or Off Wifi** switch.

   The switch turns green and the WiFi settings appear.

2. Click **Client Mode**.

3. Click OK for the notification.

   The Client Mode tab appears.
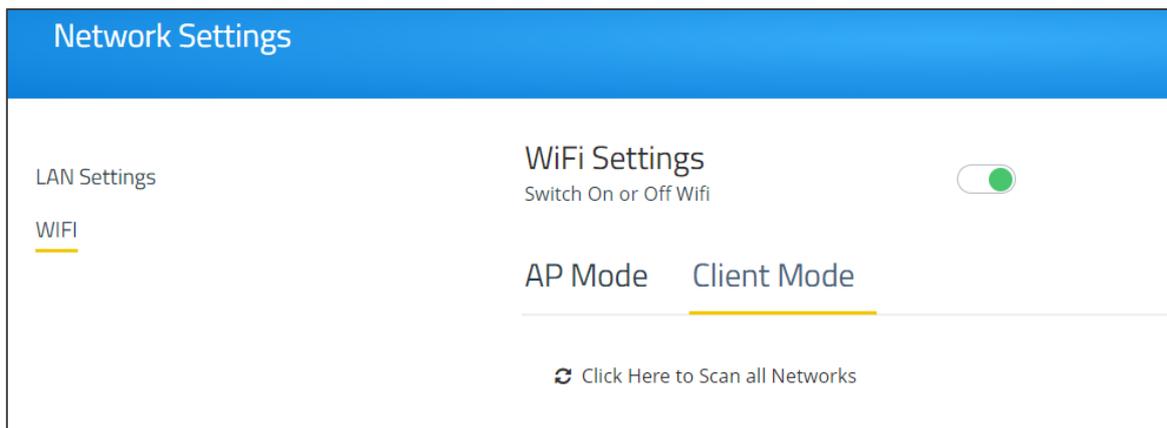
Figure 12: Client Mode Tab

4. If you do not see the desired network in the dropdown, click **Click Here to Scan all Networks**.
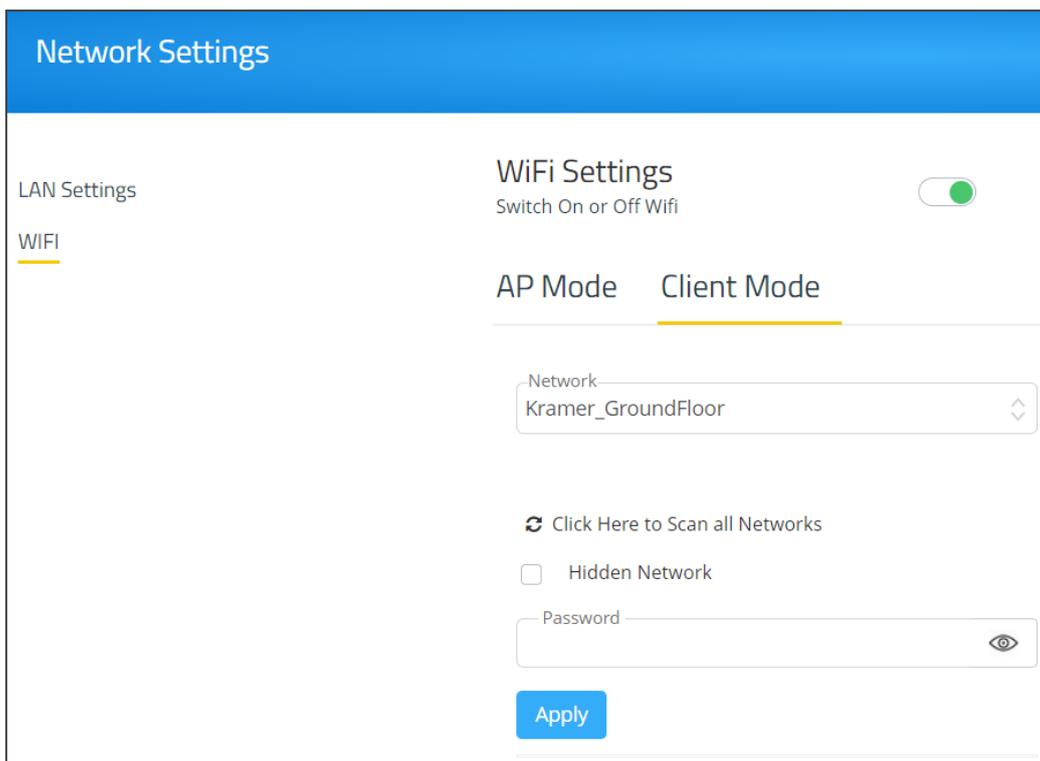
Figure 13: Client Mode Settings

5. Select an available network from the drop-down.

6. Enter the network password and click **Apply**.

7. Disconnect the LAN cable (if connected) and reboot the device.

   Client Wi-Fi Mode is set up.

VIA Pad Configuration

VIA Pad is an optional touch-pad accessory that enables meeting participants to instantly join a VIA meeting with their Mac or PC laptop. Before connecting **VIA Pad** to a participant device for the first time, VIA must be paired with your **VIA Campus², VIA Campus² PLUS** device. The pairing procedure includes:

-
-

Configuring VIA Pad Settings

VIA Campus², VIA Campus² PLUS enables you to configure **VIA Pad** settings that define how a **VIA Pad** device operates when paired with your **VIA Campus², VIA Campus² PLUS** unit.

To configure VIA Pad settings:

1. Click **Device Management** > **VIAPad Configuration** on the navigation pane.
   The VIAPad Configuration page appears.

2. Select the following as required:

Figure 14: VIA Pad Configuration Page

- **Guest** – Participant can Present by touching the VIA Pad device; the **Kramer VIA** app dashboard is not available.

- **VIA Pad overrides Room Code** – Participant can join a meeting without entering the room code.

(i) Room Name is automatically populated; it reflects the IP address of your **VIA Campus², VIA Campus² PLUS** unit.

3. Select the **Auto Connect to Wi-Fi** checkbox, to configure **VIA Pad** to automatically connect to the meeting space Wi-Fi network.

    The Auto Connect settings appear.

Figure 15: Auto Connect Settings

4. Define the following for the meeting space Wi-Fi network:

    a. SSID – Name of the network

    (i)   Make sure that you write it EXACTLY as defined. This parameter is case sensitive.

    b. Authentication Mode – Security used by your Wi-Fi access point. Select from the pre-set options: **WEP Open**, **WEP Shared**, **WPA Personal**, **WPA2 Personal**.

    c. Encryption – Type of encryption key used by your router.

    d. Key – Password required to join your network (up to 50 characters max).

        VIA Pad settings are configured.

(i)   After clicking Apply Settings, the configuration is saved, there is no need to reboot your unit.

Pairing a VIA Pad Device

Each **VIA Pad** device must be paired to your **VIA Campus², VIA Campus² PLUS** unit before being used by a meeting participant.

To pair a VIA Pad device to your VIA Campus², VIA Campus² PLUS unit, follow the directions below:

Site Management

VSM (VIA Site Management) is an optional, web-based software application (purchased separately) that enables an administrator to monitor and make changes to all VIA gateways connected to a network. **VIA Campus², VIA Campus² PLUS** enables you to activate VSM management for a VIA gateway and define which gateway functions are managed by VSM.

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

ⓘ If VIA discovery is enabled and configured in VSM, your VIA device is automatically added under VSM supervision.

To configure VIA Campus², VIA Campus² PLUS to be managed by VSM when VIA discovery is not activated:

1. Click **Device Management** > **Site Management** on the navigation pane.

   The VIA Site Management page appears.

Figure 16: Site Management Settings

2. In the Step 1: Server Settings section, enter the VSM Server IP and the Gateway ID that was defined in VSM for this gateway.

3. Click **Validate and Save**.
   Changes take effect immediately.

   > (i) **VIA Campus², VIA Campus² PLUS** must be able to connect to VSM while validating is in progress.

   -OR-

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

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

4. In the Step 2: Configuration section, in the VSM column, select all functions that you want to be managed by VSM.

> (i) After clicking Apply and Reset, changes take 30 minutes to 1 hour to take effect, to allow time to communicate with VSM.

VIA Screen Editor

VIA Campus², VIA Campus² PLUS enables you to customize the look and feel of the main display home screen:

- [Creating New Screen Layout](#) on page .
- [Formatting Screen Layout Widgets](#) on page .
- [Editing a Screen Layout](#) on page .
- [Deleting a Screen Layout](#) on page .
- [Exporting and Importing a Screen Layout](#) on page .
- [Scaling Gateway Dashboard for Large Screens](#) on page .

Creating New Screen Layout

VIA Campus², VIA Campus² PLUS enables you to custom design the screen layout for the main display. You can incorporate your company branding, as well as display custom text, date & time, and meeting login information. Create and save several versions of the screen layout and load them as needed.

To create a new screen layout for the main display:

1. Click **Device Management > VIA Screen Editor** on the Gateway Management Pages navigation pane.
   The Screen Editor page appears.
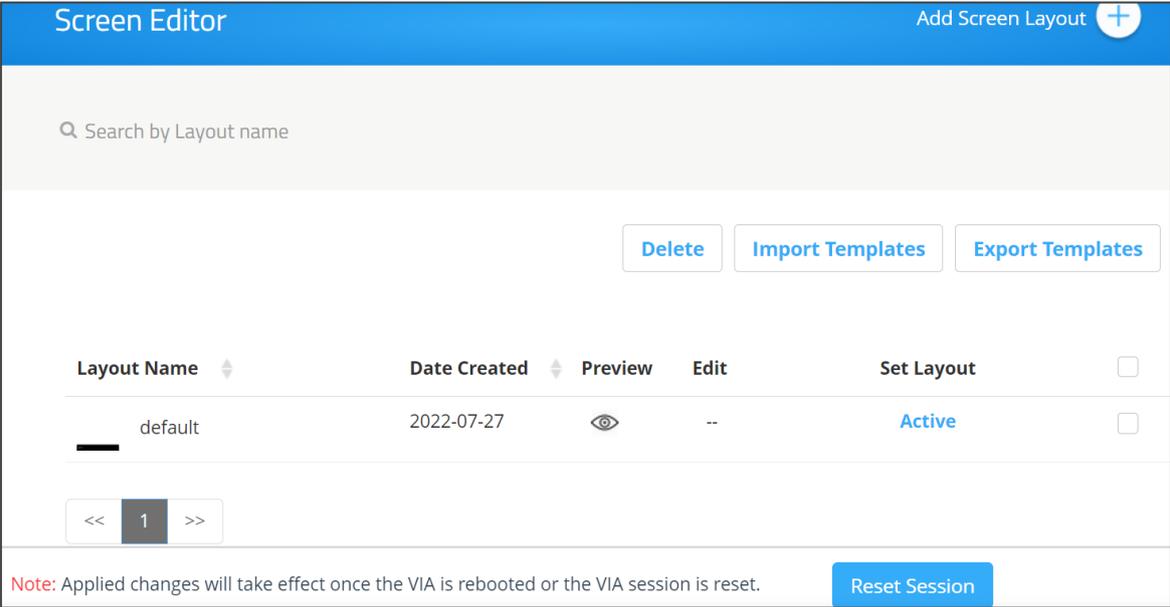
Figure 17: VIA Screen Editor

2. Click **Add Screen Layout**.

The wallpaper upload window appears.
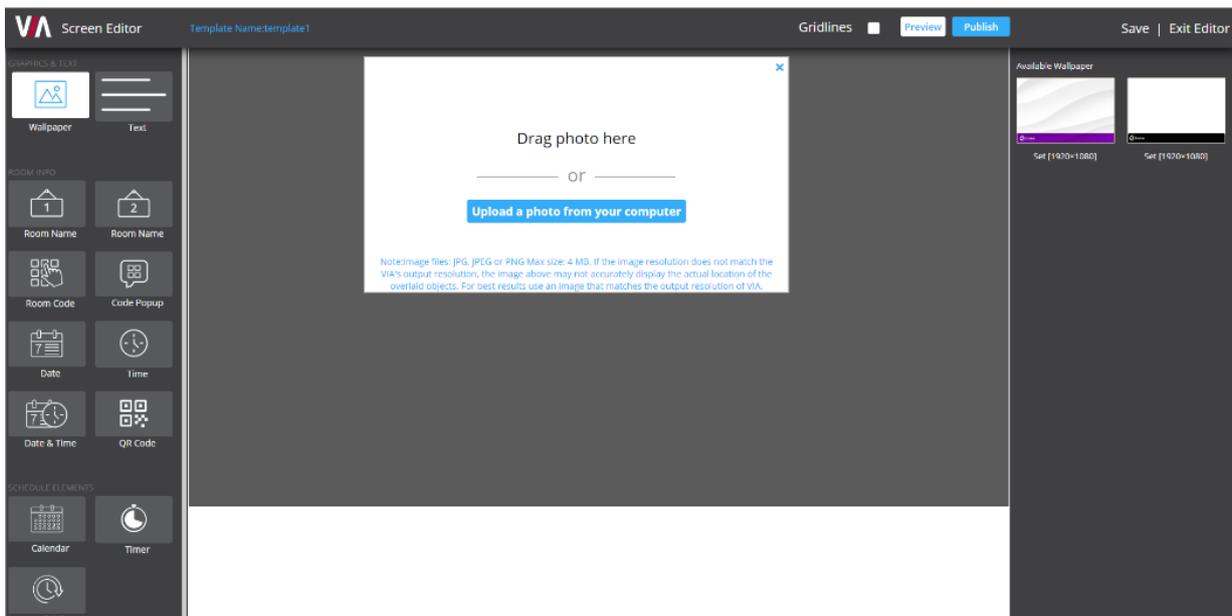
Figure 18: Wallpaper Upload Window

3. Drag an image file to the window or click **Upload a photo from your computer** and select an image file from your computer.

Wallpaper image files must be jpeg, png, or bmp format and a maximum size of 2 MB.

If the wallpaper image resolution does not match VIA's output resolution, the screen layout elements may not appear in the same location as they do in the Screen Editor. For best results, use a wallpaper image that matches the output resolution of VIA.

The Screen Editor window appears with the selected image in the work area.

4. Drag one of the following widgets (screen elements) from the left side of the window into the workspace in the middle:
The widget appears on the screen layout preview and the property controls appear on the right of the preview.

5. Format the widget with the property controls on the right side of the window
(see Formatting Screen Layout Widgets on page 27).

6. Click and drag the widgets according to your preferred screen layout.

Select the **Gridlines** checkbox to show a grid overlay that helps position elements on the layout.

To remove a widget from the screen layout, click the X in the upper right corner of the widget.

7. Click **Save**.
The new layout is saved and will appear in the table of layouts on the Screen Editor page.

8. Click **Publish**.
The new screen layout appears on the main display.

Formatting Screen Layout Widgets

VIA Campus², VIA Campus² PLUS provides different formatting options for each of the screen layout widgets (elements). You can define the position, color, format (for date and time) and refresh time (for Room Code) of these elements. In addition, you can display a customized DNS (Domain Name System) name instead of the default room name, if local DNS services are supported by the network and a DNS server is defined (see Changing LAN Settings on page 77).

- Formatting Text on page 27.

- Formatting Room Name 1 on page 28.

- Formatting Room Name 2 on page 29.

- Formatting Room Code on page 30.

- Formatting Code Popup on page 31.

- Formatting Date on page 31.

- Formatting Time on page 32.

- Formatting Date & Time on page 33.

- Formatting QR Code on page 33.

- Formatting Calendar on page 34.

- Formatting Timer on page 35.
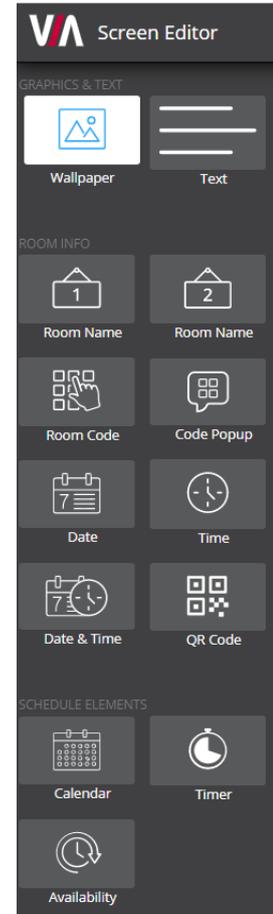
Figure 19: Screen Editor Widgets

Formatting Text

Format the following on the PROPERTIES tab:

- Enter the text in the text field.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.
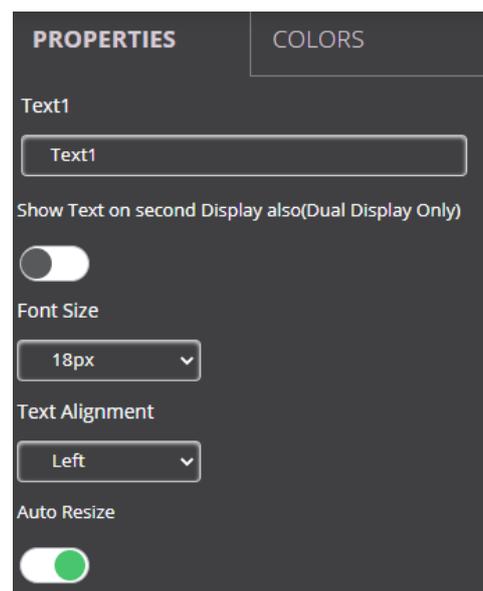
Figure 20: Text Properties Tab

Format the following on the COLORS tab:

- Click the Background color box and select a fill color for the text box.

- Select the Opacity of the text box.

- Click the Font Color box and select a font color.

- Under Border, click ON, click the Border Color box and select a border color.
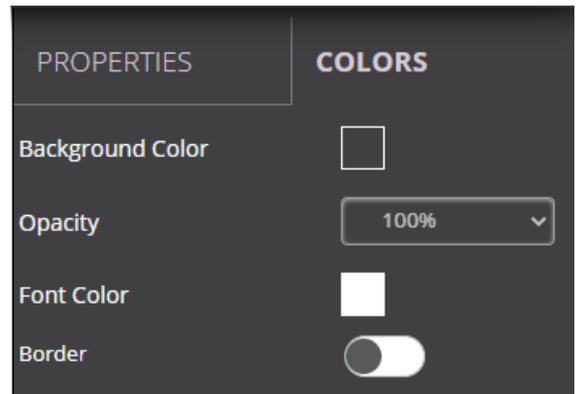
Figure 21: Text Color Tab

Formatting Room Name 1

Room Name 1 is the address used join a meeting.

Format the following on the PROPERTIES tab:

- In the Room Name field, you can enter one or both of the following:

  - #roomname# – Automatically displays the IP address of the meeting space (default).
  - #airplayname# – Automatically displays the airplay name of the meeting space, (see Mirroring Apple Laptops and iPhones Using iOS/OS X Airplay Service on page 95).

- (i) When entering a name in the Custom Room Name, it does not change the IP address, but adds a custom name that can make it easier to identify the meeting space. This name appears in the meeting space list along with the IP address. A participant can start typing the custom name instead of the IP address to join the meeting (see Joining a VIA Meeting on page 89).

- (i) Custom room names only work if DNS has been configured to properly redirect the Room Name to the appropriate IP address or if broadcast is working in your network environment. We recommend adding a text field and including the VIA's IP address on the wallpaper as well as the custom name.

-

Figure 22: [Figure Caption]

- In the Custom Room Name field, enter a custom name for the meeting space. This name appears in place of the meeting space IP address when #roomname# is used in the Room Name field (see bullet above).

- Under Show Room Name on second Display also, click **ON** to show the room name on both displays, when using dual displays (see Connecting Main Display on page 13).

- Under Room Name Overlay:

  - Click **ON** to always show the room name on top of all content being presented on the screen.

  - Select the number of seconds the room name overlay is visible on top of participant content.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.

For formatting on the COLORS tab, see Formatting Text on page 27.

Formatting Room Name 2

Room Name 2 shows the IP address for a second network, when in use (see Enabling a Second Network on page 81). You cannot create a custom name for this room name. For an explanation of formatting this widget, see Formatting Room Name 1 on page 28.

Formatting Room Code

Room Code is the four-digit code that participants need to join the meeting.

Format the following on the PROPERTIES tab:

- Under Always Show on Wallpaper, click **ON** to always show the room code on the main display background. The code will be hidden if there is content covering it.

- Under Show Room Code on second Display also, click **ON** to show the room code on both displays, (when using dual displays see [Connecting Main Display](#) on page [13)](#).

- Under Room Code Refresh Time, select the time, in minutes, to define how long a room code remains valid before changing to a different code.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.

- Under Always show on wallpaper, click **ON** to always show the room code on the main display background. The code will be hidden if there is content covering it.
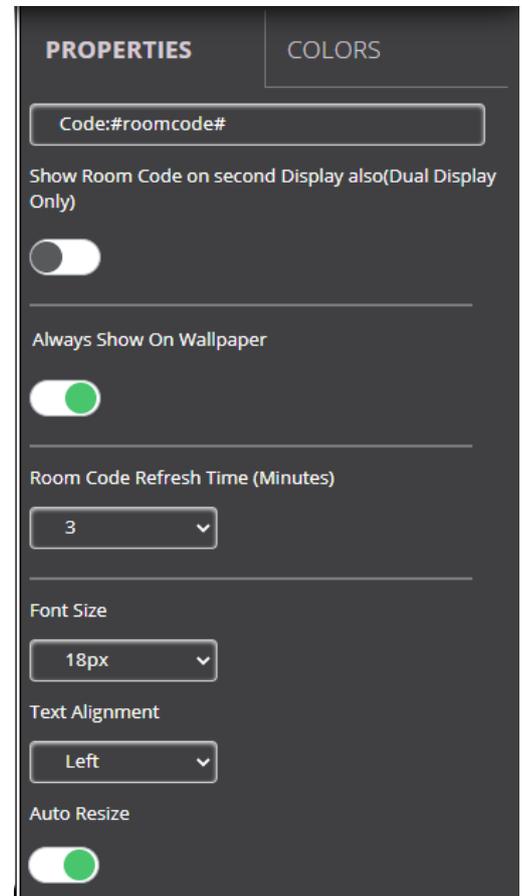
Figure 23: [Figure Caption]

- Under Show Room Code on second Display also, click **ON** to show the room code on both displays, when using dual displays (see [Connecting Main Display](#) on page [13](#)).

- Under Room Code Refresh Time, select the time, in minutes, for how long a room code remains before changing to a different code.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.

For formatting on the COLORS tab, see [Formatting Text](#) on page [27](#).

Formatting Code Popup

Code Popup shows the Room Code only when a participant enters the Room Name on **Kramer VIA** app to join the meeting. This popup appears on top of any content being presented on the main display.

Format the following on the PROPERTIES tab:

- Select the font size and text alignment.

For formatting on the COLORS tab, see Formatting Text on page 27.
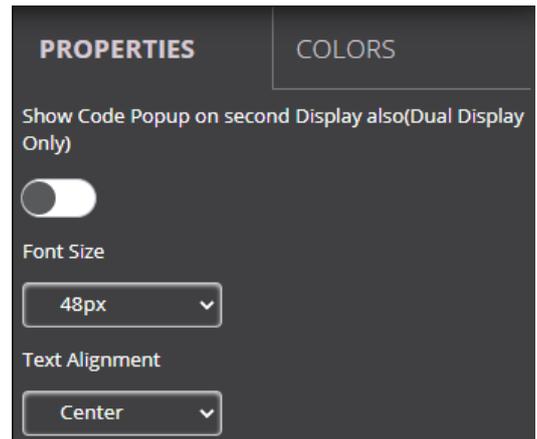
Figure 24: Room Code Popup Properties Tab

Formatting Date

The Date widget displays the date according to the time zone settings of the VIA device (see Date/Time on page 45).

Format the following on the PROPERTIES tab:

- Select one of the following date formats:
  - **DD MON, YYYY** – Day Month, Year (for example: 1 January, 2019).
  - **MON DD, YYYY** – Month Day, Year (for example: January 1, 2019).
  - **DD MON** – Day Month (for example: 1 January).
  - **MON DD** – Month Day (for example: January 1).
- Select the font size and text alignment.
- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.
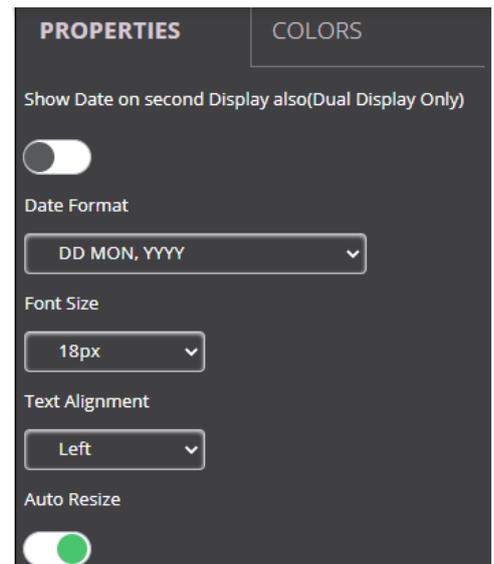
Figure 25: Date Properties Tab

For formatting on the COLORS tab, see Formatting Text on page 27.

Formatting Time

The Time widget displays the time according to the time zone settings of the VIA device (see Date/Time on page 45).

Format the following on the PROPERTIES tab:

- Select **24 Hour** or **AM/PM** time format.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.
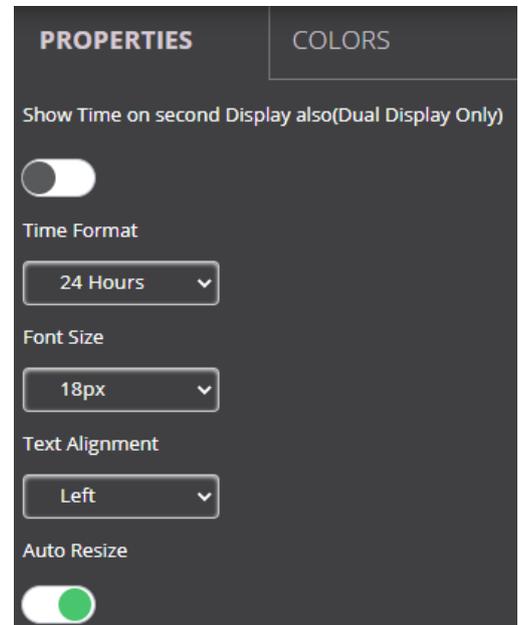
Figure 26: Time Properties Tab

For formatting on the COLORS tab, see Formatting Text on page 27.

Formatting Date & Time

The Date & Time widget displays the date and time according to the time zone settings of the VIA device (see [Date/Time](#) on page [45](#)).

Format the following on the PROPERTIES tab:

- Select **24 Hour** or **AM/PM** time format.

- Select the font size and text alignment.

- Under Auto Resize, click **ON** to automatically resize the box to fit the size of the text. When the layout is published, on the main display the box size adjusts to fit the size of the text.
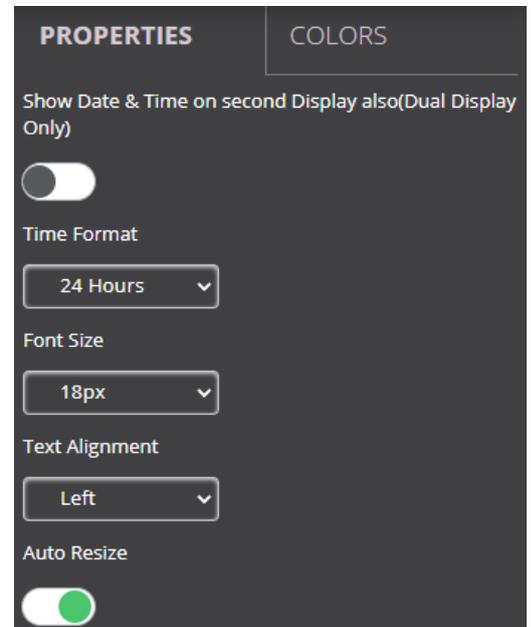
Figure 27: Date & Time Properties Tab

For formatting on the COLORS tab, see [Formatting Text](#) on page [27](#).

Formatting QR Code

The QR Code widget is a QR code that enables a participant to join the meeting by scanning the code with their device.

Format the following on the PROPERTIES tab:

- Under Enable QR code, click **ON** to enable joining the meeting using the QR code.

- Under Bypass room code, click **ON** to enable joining the meeting using the QR code without entering the room code.

- Under Keep QR code always on top, click **ON** to always show the QR code on top of all content being presented on the screen.

  (i) To download and print a hard copy of the QR code to post in the meeting space, go to the Screen Editor page and click the QR code icon in the Preview column of the active screen layout.
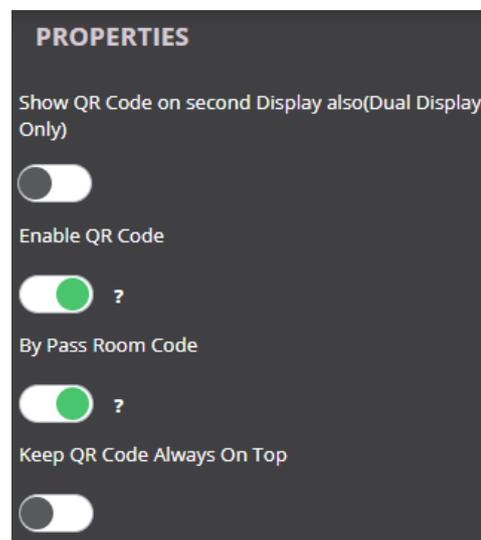
Figure 28: QR Code Properties Tab

Formatting Calendar

The Calendar widget displays information about meetings scheduled in the room where the VIA device resides.

ⓘ The VIA Calendar feature must be configured and activated to use this widget (see Integrating Third Party Calendar on page 58)

Format the following on the PROPERTIES tab:

- Select **24 Hour** or **AM/PM** time format.

- Under Show Title, click **ON**/**OFF** to show/hide the meeting title.

- Under Show Organizer, click **ON**/**OFF** to show/hide the name of the meeting organizer.

- Under No. of Records to Display, select how many upcoming meetings to display

- Under Please choose font size, select the font size.
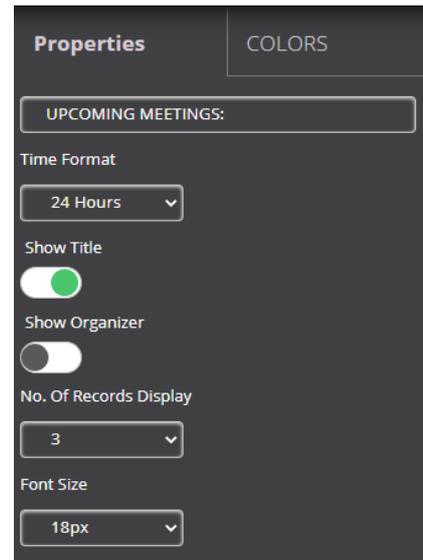
Figure 29: Calendar Properties Tab

Format the following on the COLORS tab:

- Click the Background Color box and select a fill color for the calendar.

- Select the opacity of the calendar.

- Click the Meeting Tile Font Color box and select a font color.

- Select a bar color for the following meeting statuses:
    - In Use.
    - Available.
    - Upcoming.
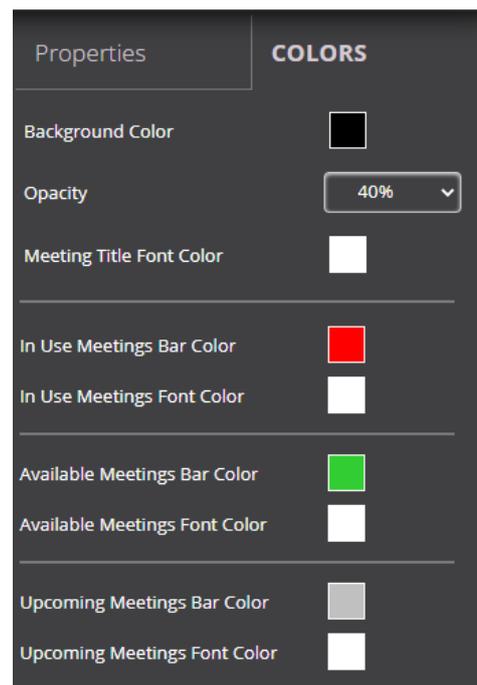
Figure 30: Calendar Colors Tab

Formatting Timer

The Timer widget is a pop-up that displays a notification that counts down the last several minutes before the next meeting is scheduled to start in the room.

Format the following on the PROPERTIES tab:

- Under Top and Bottom Text Font Size, select the font size for text appearing above and below the time.

- Under Middle Text Font Size, select the font size for the time.

- Under Meeting Alert Display, select the time before the next meeting to display the notification and start the countdown.
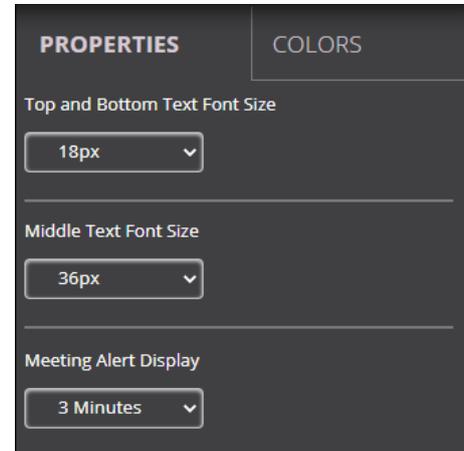
Figure 31: Timer Properties Tab

For formatting on the COLORS tab, see Formatting Text on page 27.

Formatting Availability

The Availability widget is a pop-up that displays meeting space availability in hours and minutes when third party calendar is integrated (see Integrating Third Party Calendar on page 58).

Format the following in PROPERTIES tab:

- Under Top and Bottom Text Font Size, select the font size for text appearing above and below the time.

- Under Middle Text Font Size, select the font size for the time.
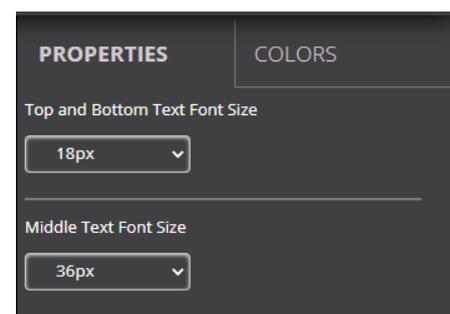
Figure 32: Availability Properties Tab

For formatting on the COLORS tab, see Formatting Text on page 27.

Editing a Screen Layout

To edit a screen layout:

1. Click **Device Management > VIA Screen Editor** on the navigation pane.
   The Screen Editor page appears.

2. Click **Edit** ✎ in the row of the layout that you want to edit.
   The Screen Editor window appears.

3. Edit the layout as desired (see Creating New Screen Layout on page 25).

4. Click **Save**.
   The screen layout edits are saved.

To save the edited screen layout as a new layout:

1. Click the arrow next to Save and select **Save As**.
   The template name window appears.

2. Enter a new name for the layout and click **Submit**.
   The edited layout is saved as a new layout.

Deleting a Screen Layout

To delete a screen layout:

1. Click **Device Management > VIA Screen Editor** on the navigation pane.
   The Screen Editor page appears.

2. Select the layout that you want to delete and click **Delete**.
   A confirmation message appears.

3. Click **OK**.
   The selected screen layout is deleted from the VIA device and removed from the list.

Exporting and Importing a Screen Layout

VIA Campus², VIA Campus² PLUS enables you to export a screen layout in the form of a screen file to share and to use on other VIA devices.

To export a screen layout:

1. Click **Device Management > VIA Screen Editor** on the navigation pane.
   The Screen Editor page appears.
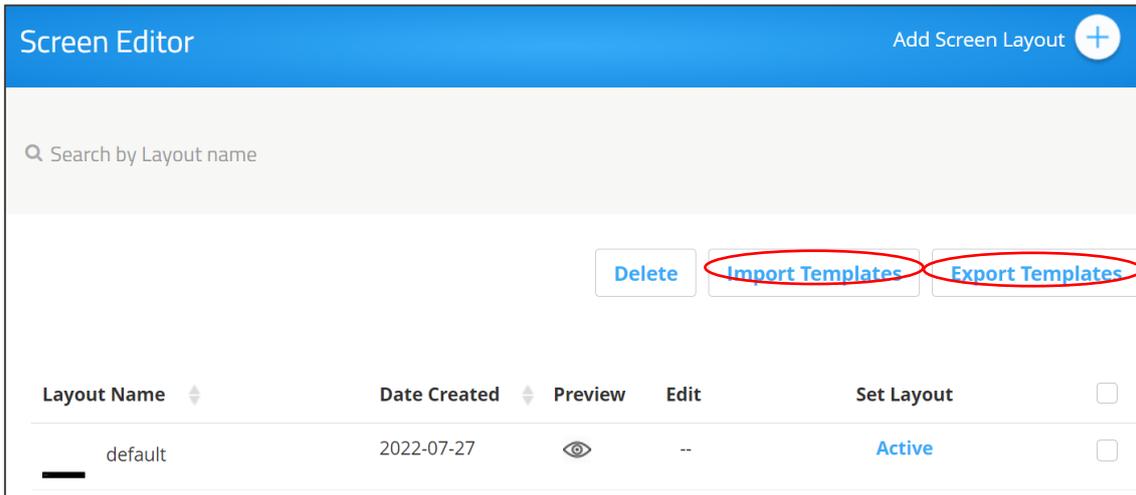
Figure 33: Template Settings

2. Select the checkbox at the end of the row of the layout that you want to export and click **Export Templates**.
   A confirmation message appears.

3. Click **OK**.
   A screen layout file (screen) is downloaded to your device.

To import a screen layout:

1. Click **Device Management > VIA Screen Editor** on the navigation.
   The Screen Editor page appears.

2. Click **Import Templates**.
   A file browser window appears.

3. Select the desired screen layout file and click **Choose**.
   The selected file is uploaded to **VIA Campus², VIA Campus² PLUS** and the imported layout appears in the screen layout list.

   (i) Make sure that the exported layout file fits the resolution of the VIA device to which it is imported.

Scaling Gateway Dashboard for Large Screens

VIA Campus², VIA Campus² PLUS enables you to enlarge the gateway dashboard on the main display when using a large, high-resolution screen.

To scale the dashboard for large screens:

1. Click **VIA Management** > **VIA Settings** on the navigation pane.
   The VIA Settings page appears.

2. Click **Display**.

   The Display tab appears.
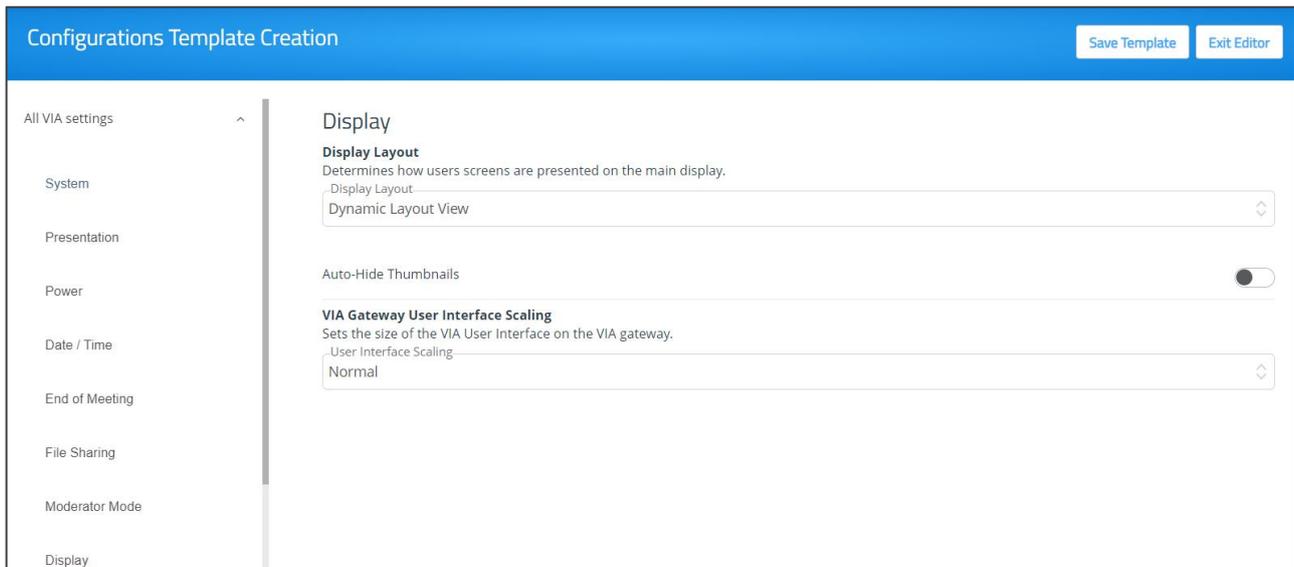
Figure 34: Display Layout Settings

3. Under VIA Gateway User Interface Scaling, select **Large** from the **User Interface Scaling** option box.

   The dashboard is scaled for large screens.

Configuring VIA Settings Template

VIA Campus², VIA Campus² PLUS enables you to configure settings such as power saver, time & date, audio and features availability and save them as part of a settings template. This enables you to define and save different settings for different types of meetings. Just load the appropriate template to match your needs.

To create a new gateway settings template:

1. Click **DEVICE MANAGEMENT** > **VIA Settings** on the navigation page.
   The VIA Settings page appears.
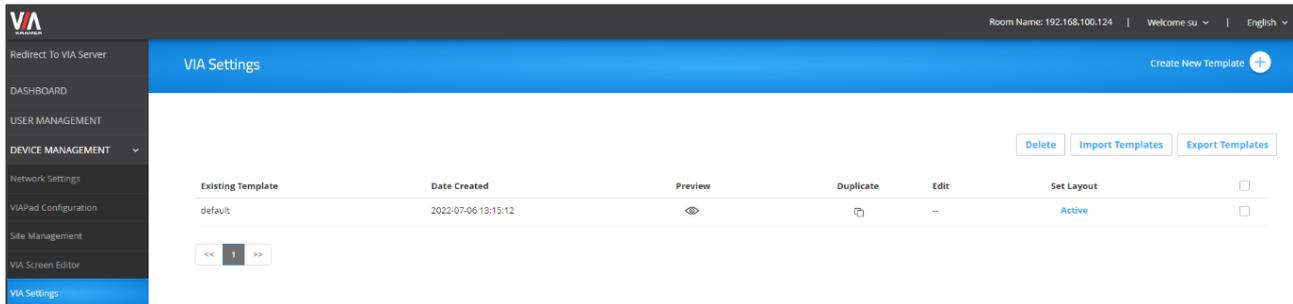
Figure 35: VIA Setting Page

2. Click **Create New Template**.

   The Configurations Template Creation page appears.
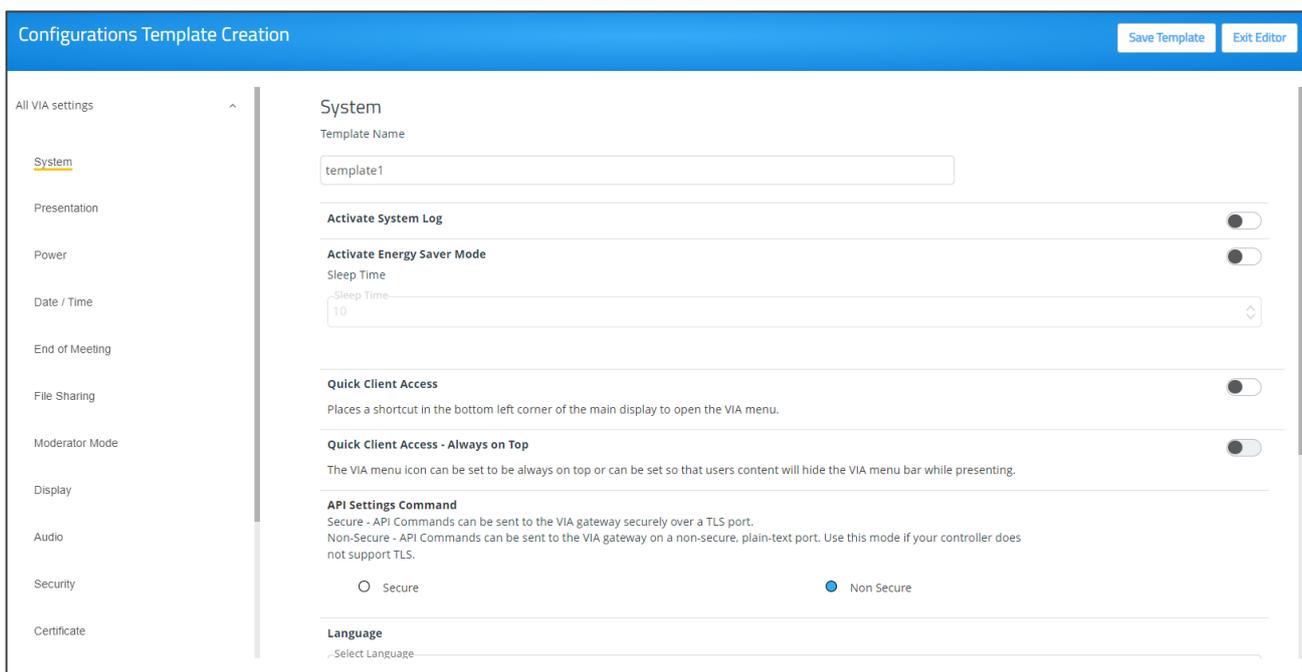
Figure 36: Configuration Template Creation Page

3. Enter a name for the new template and click **Save Template**.

   The new template is saved.

4. Open the different settings pages by clicking on the navigation pane on the left and change settings as needed.

5. As you change settings on each page, do one of the following:

a. Click **Update Template** to update the template without resetting and applying this template.

Changes are saved and the template remains open for more edits.

-OR-

b. Click **Publish & Exit** to update the template and apply the newly edited template.

Changes are saved to the template, and the session resets with the new template applied. This will take several moments, and you will need to log back into the Gateway Management pages.

VIA Campus², VIA Campus² PLUS enables you to configure the following types of settings that apply to the settings template:

- System on page 41.

- Presentation on page 42.

- Power on page 45.

- Date/Time on page 45.

- HDMI Input on page 46.

- End of Meeting on page 46.

- File Sharing on page 47.

- Moderator Mode on page 48.

- Audio on page 51.

- Security on page 52.

- Certificate on page 53.

- NTP on page 53.

- Streaming on page 54.

- Proxy Server on page 54.

- Features on page 54.

System

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) that affect the overall operation of the system:

Figure 37: System Settings

- Activating System Log – Provides a log of system activities such as logins, presentation, and VIA features usage to aid in diagnosing a problem or tracking participant usage. (default = OFF)

  ⓘ To view and search Activity Logs (see Viewing and Searching System Activity Logs on page 70).

- Activate Energy Saver Mode – Automatically send your **VIA Campus², VIA Campus² PLUS** unit into sleep mode after being inactive for a defined period of time. After activating this feature, select the period (in minutes) from the Sleep Time field. (default = OFF)

- Quick Client Access – Display a shortcut in the bottom left corner of the main display to open the VIA gateway dashboard. (default = ON)

- Quick Client Access - Always on Top – When ON, the VIA gateway dashboard always appears on top of all content on the main display. (default = ON)

- API Settings Command – Select one of the following:

  - Secure - API Commands can be sent to the VIA gateway securely over a TLS port.

  - Non-Secure - API Commands can be sent to the VIA gateway on a non-secure, plain-text port. Use this mode if your controller does not support TLS. (default)

- Language – Select the language for the Gateway Management pages.

- Broadcast – When the user launches the **Kramer VIA** app, all broadcasting VIA gateways appears automatically on the meeting spaces, according to the selections below.
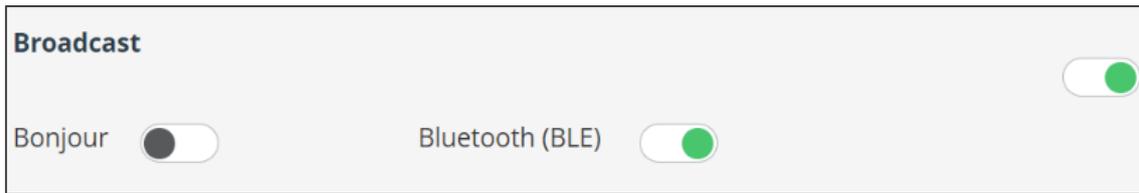
Figure 38: Broadcast Setting Tab

- Bonjour – Enables seeing all the gateways that are connected to the same network (same VLAN).

- Bluetooth – The user can see all Bluetooth enabled gateways (default = ON).

> ⓘ For information on how Auto Broadcast is enabled and what are its limitations, refer to the VIA IT Deployment Guide, available for download at: www.kramerav.com/downloads/VIA Campus², VIA Campus² PLUS.

- Hide VIAAdmin at the client side – Hides the VIAAdmin user from the Participants list. (default = OFF)

Presentation

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) that affect how participants share content during a meeting:
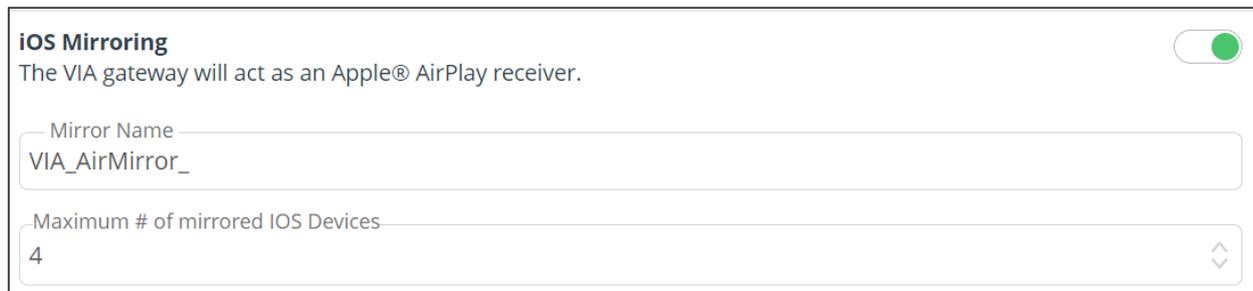
Figure 39: iOS Mirroring Settings

- **iOS Mirroring** – The VIA gateway will act as an Apple® AirPlay receiver. If desired, type a new Mirror Name (the name that appears when you look for AirPlay devices on your iOS device) and select the maximum number of mirrored iOS devices that can be used simultaneously. (default = OFF)

- **Splash screen configuration** – Web Admin can configure splash screen by enabling/disabling the following options:

Splash screen configuration

Join through Browser
Allow users to connect to VIA from a web browser.

Run VIA
Allow users to install virtual client from splash screen

Install VIA
Allow users to download VIA Setup from splash screen

Figure 40: Splash Screen Configuration

- Join through Browser – Enables users that are sitting in the meeting room to join the VIA meeting from a web browser, without downloading any software. (default = ON)

- Run VIA – Enables the user to run the VIA application without downloading any software. (default = ON)

- Install VIA – Enables the user to install VIA client application on personal device. (default = ON)

- Miracast Settings – Enables a maximum of 2 users to mirror their device screens using the native Miracast feature on their Windows 10 laptop or Android device without using the VIA app. (default = OFF)

> If you are using the built-in Wi-Fi for Client or AP mode, a **VIAcast** dongle (purchased separately) is needed to provide Miracast mirroring for meeting participants. For more information see: www.kramerav.com/product/VIA Campus², VIA Campus² PLUS.

Miracast Settings
VIA supports Miracast connectivity on all models.VIA GO, Connect PRO & Connect PLUS will require the addition of a Kramer VIACast dongle to enable this feature.

    ◉ 1 Presenter (Wifi Direct)   ○ 2 Presenters(Infrastructure-limit to local network)

Figure 41: Miracast Setting Tab

- Web admin can select the following:

- 1 Presenter – For a single presenter using Wifi Direct. (Default = ON).

- 2 Presenters – For two presenters using local network.

- **Reset Session** – Enables all users to reset the current VIA session from an icon that appears in the VIA task bar menu. (default = ON)

- **Default Encoding for Presentation** – PC & Mac clients connected to the VIA gateway default to the encoding method selected here. (default = Auto/H264)

- **Show Username** – Shows presenter username while presenting (default = ON).

- **Screen Reservation (For Dual Display Setup)** – Reserve primary or secondary screen for Media mode or Conference mode and remaining applications will display on another screen.

Screen Reservation (For Dual Display Setups)
The enabled mode will use selected screen. All remaining applications will use other screen.

Conferencing Mode: Selected screen will be reserved for conferencing application (like Teams , Zooms etc) and other screen will be reserved for Presentation, Media etc.

Media Mode: Selected screen will be reserved for media content (from VIA Client's multimedia or YouTube player) and other screen will be reserved for Presentation etc.

Select Mode

Conferencing Mode

Media Mode

Select Screen

○ Primary Screen

● Secondary Screen

Figure 42: Screen Reservation Settings

(i) Any one mode can be reserved on any one screen.

- **Auto DND** – The DND (Do Not Disturb) feature allows only the active presenter to present and prevents all other participants from presenting. Auto DND activates DND when a user starts presenting from their device (default = OFF).

Auto DND
Do Not Disturb will automatically be started when a user starts presenting from their device. DND prevents other users from presenting until the user disables DND or stops presenting. Moderator mode will be disabled after enable Auto DND.

Do Not Disturb

Users will have the option to enable / disable Do Not Disturb to prevent interruptions during their presentation.

Figure 43: DND Setting Tab

- **Do Not Disturb** – After clicking the Present button, the full screen presenter can enable or disable DND. (default = OFF)

- **Local Annotation** – Users can annotate locally on their device while using the View Main Display feature. If this feature is not activated, users can only view, but not annotate. (default = ON)

VMD
Local Annotation
Users can annotate locally on their device while using the View Main Display feature.

Public Annotation
Users can start public annotation while using View Main Display. When public annotation is started, the users' local annotation will appear live on the VIA's main display. VIA's whiteboard tools will be shown.

Presentation Always in full Screen

VIA will only show one user's presentation at a time. When a new presentation is started, all other user's presentation will be stopped.

Figure 44: VMD Settings

- **Public Annotation** – Users can start public annotation while using the View Main Display feature. When public annotation is started, the user's local annotation appears live on the main display, and the whiteboard tools are shown. (default = ON)

- **Presentation Always in full Screen** – Only one user at a time can present. When a new presentation is started, the current presentation stops. (default = OFF)

Power

Configure the following energy-saving automatic power settings in the VIA settings template (see Configuring VIA Settings Template on page 39). Power settings works according to the time zone that the user configures in Date/Time settings (see Date/Time on page 45):

Figure 45: VIA Power Settings

- Auto Power Off Timing – Set a time for **VIA Campus², VIA Campus² PLUS** to automatically shut down each day.

- Auto Reboot Timing – Set a time for **VIA Campus², VIA Campus² PLUS** to automatically reboot each day.

Date/Time

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) that define the date and time displayed on the Gateway Management Pages:

Figure 46: VIA Date/Time Settings

- Date and Time Format for Web Interface – Select the format for displaying the date and time on the Dashboard page.

- VIA Gateway Timezone Configuration – Select the time zone for **VIA Campus², VIA Campus² PLUS**.

HDMI Input

ⓘ   These settings apply only to **VIA Campus² PLUS**.

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) for the HDMI wired input:

- Do not start HDMI input on startup – When this feature is ON, in order to present content from a source connected to the HDMI input, you must activate the HDMI feature in the user dashboard (see Presenting Content from External Wired Device on page 105).

- HDMI Auto Switch – When ON, a source connected to the HDMI input automatically appears in full screen mode and all wireless presentation stops.

- Use HDMI Input as a camera source – Activate this setting to present input from a camera connected to the HDMI input.

End of Meeting

Select in the VIA settings template (see Configuring VIA Settings Template on page 39) what happens when all participants have disconnected from a VIA meeting:
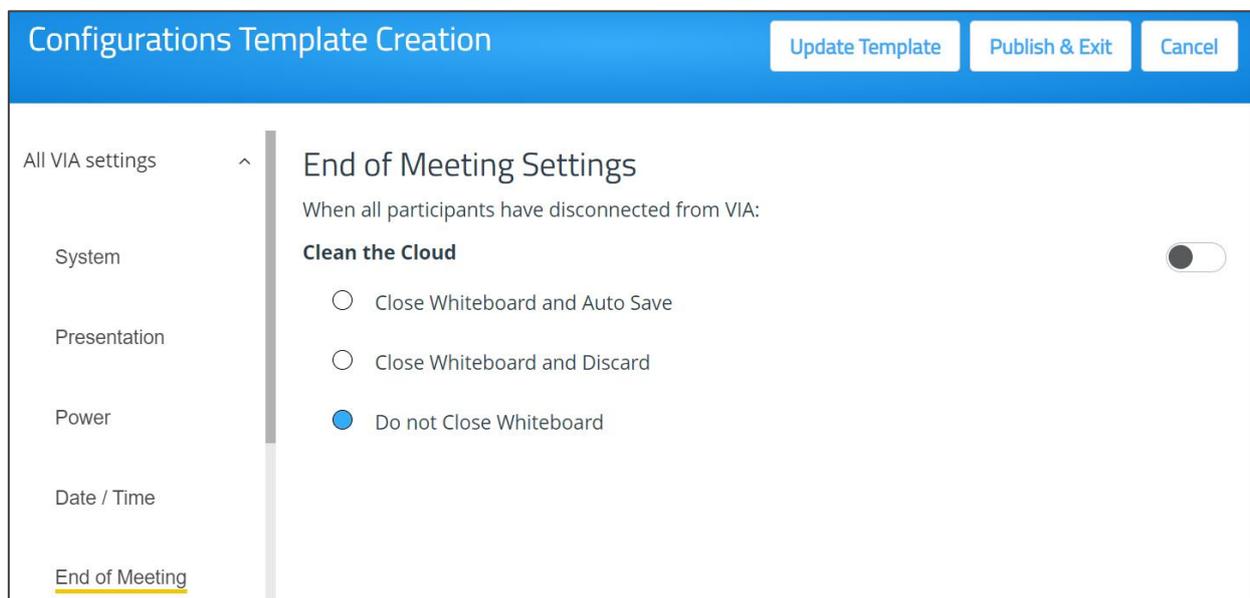
Figure 47: End of Meeting Settings

- Clean the Cloud – All files are deleted from the VIA cloud (see Accessing VIA Campus², VIA Campus² PLUS Files on page 119).

- Select one of the following Whiteboard options:
  - Close Whiteboard and Auto Save – Closes the Whiteboard on the main display and saves the current page to the VIA cloud.
  - Close Whiteboard and Discard – Closes the Whiteboard on the main display and discards the current page.
  - Do not Close Whiteboard – The current whiteboard page remains on the main display.

File Sharing

Select in the VIA settings template (see Configuring VIA Settings Template on page 39) one of the following options for defining the type of files that can be shared between participants:
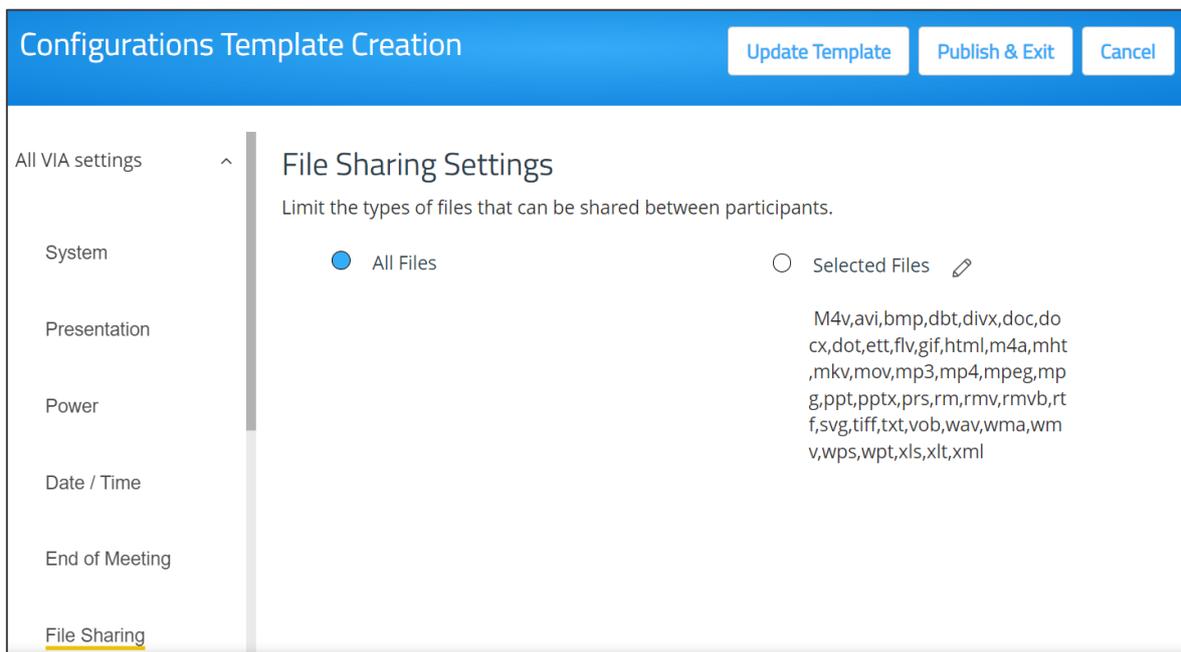
Figure 48: Files Sharing Settings

- **All Files** – Share any type of file between participants.
- **Selected Files** – Limit file types shared between participants to the defined list. Click the edit icon to add or remove file types from the allowed list.

Moderator Mode

A meeting moderator has control over certain VIA functions that affect other participants (see Becoming Meeting Moderator on page 121). Moderator Mode settings define who can become the meeting moderator and what features are activated when a participant becomes the moderator.

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) that affect Moderator Mode and user accounts:

Figure 49: Moderator Mode Setting

- Activate Moderator Mode – Allow participants to become moderator of a meeting. When this feature is activated, a Become Moderator button appears for each eligible participant on the Participants tab of the user dashboard.

Select one of the following to define who can join a meeting and who can become moderator:

- **Database Based** – Only users with accounts created in **VIA Campus², VIA Campus² PLUS** database can join a meeting and become moderator (see User Management on page 16).

- **Active Directory** – Only users defined in the Active Directory can join a meeting and become moderator (see Configuring Active Directory Moderator Mode on page 49).

- **Basic** – Anyone can join a meeting and become moderator. To require a password before becoming moderator, (see Security on page 52).

(i) Configure "Database based" or "Active Directory" in moderator mode to define who can join the VIA meeting.

If required, select one or more of the following checkboxes that define what special features are available to a moderator:

- **Moderator can enable/disable Chat feature during a session** – (see Chatting with Participants on page 117).

- **Allow Participants to confirm start of Presentation** – (see Showing Participant Screen on Main Display on page 122).

- **Wait for Moderator to Start Session** – VIA session does not start until a moderator joins the meeting. Participant dashboard features are grayed out and a message appears on the main display.

(i) This feature is not available in Basic Moderator Mode.

Configuring Active Directory Moderator Mode

VIA Campus², VIA Campus² PLUS enables you to import users from an Active Directory without having to create them in the Gateway Management Pages. The Active Directory must be organized into two sets of users: one that has permission to become moderator and one that does not have moderator permission. When using Active Directory, only users that are in the directory can join a VIA meeting.

Active directory mode enables displaying user's First name and Last name while using VIA features such as "Chat", "Present", "File transfer", "Enable DND", "Mouse hover", "Activity Log", etc.

You can use Groups or OUs (Organizational Units) to divide the moderator and participant/non-moderator set of users.

Do not use Groups or OUs that have any employee in common. If there is overlap of users in your existing Groups, you will have to create new Groups for this purpose.

To configure Active Directory Moderator Mode:

1. On the VIA setting Template, select Moderator Mode tab (see).

Figure 50: Active Directory Setting

2. Click the Activate Moderator Mode switch and select Active Directory.

    The Active Directory settings appear.

3. In the **Active Directory Domain** text box**,** enter the Active Directory domain name.

4. Select User principal name or Same account name.

5. Select the **Group Based** or **OU Based** radio button as per your Active Directory configuration.

6. Based on the above selection, type the name of the Moderator and Participant Group/OU in their respective boxes.

7. Login the gateway dashboard settings (see Logging in to Gateway Dashboard Settings on page 76) and select LAN settings.

8. Click on the Host Configurator.

   The Host configuration page appears.
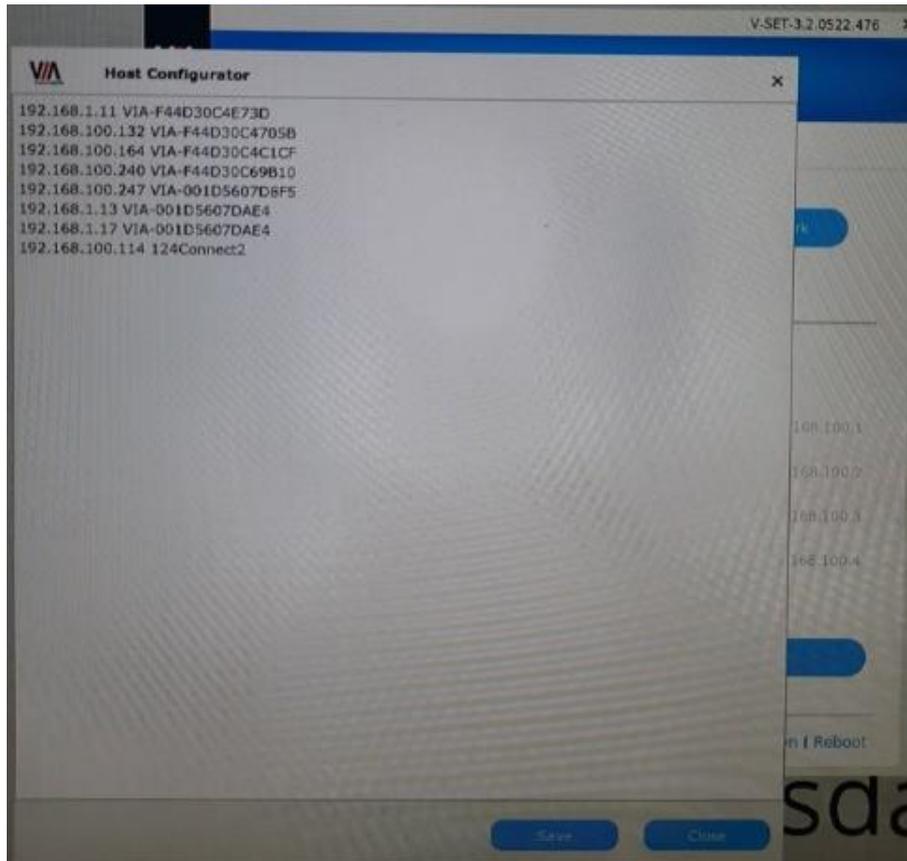
Figure 51: Host Configuration Page

9. On the Host Configuration page, enter the **Active Directory server IP >> Space >> Active Directory Domain Name** and click **Save**.

   Active Directory Moderator Mode is configured.

(i) **VIA Campus², VIA Campus² PLUS** does not discover and connect to the Active Directory; rather it relies on you to correctly enter the details. If there is a typographical error in any of the fields, the users (Moderators and Participants) cannot log in.

(i) For further details, refer to "VIA Integration into DNS and Microsoft Active Directory" white paper.

Audio

Configure the following audio related settings in the VIA settings template (see <u>Configuring VIA Settings Template</u> on page <u>39</u>):

Figure 52: Audio Settings

- VIA Gateway Audio Input – Select the audio input device connected to the **VIA Campus²**, **VIA Campus² PLUS** audio input connector.

- VIA Gateway Audio Output – Select the audio output device connected to the **VIA Campus²**, **VIA Campus² PLUS** audio output connector.

- Default Audio Level – After rebooting the unit, resetting a session, or returning to a meeting after all users have logged off, the volume returns to this defined level.

Security

Configure the following settings in the VIA settings template (see Configuring VIA Settings Template on page 39) that affect login security for the Gateway Management Pages and for VIA meetings:

Figure 53: VIA Security Settings

- Web Session Timeout – Select the amount of idle time before an administrator is automatically logged out of the Gateway Management Pages.

- Captcha – Turn ON or OFF the captcha challenge when logging into the Gateway Management Pages.

The following Password Policy settings affect new user accounts for logging into the Gateway Management Pages and joining a VIA meeting:

- Alphanumeric – Require at least one letter and one number to be included in a user password.

- At least one special character – Require at least special character (like: !, @, #) to be include in a user password.

- At least one capital letter – Require at least one capital letter to be include in a user password.

- Password minimum length – Define a minimum number of characters for a user password.

- Apply password policy on basic mode – Require all the above rules when creating the Basic mode password (below).

- VIA basic password – Define the password needed to become moderator when in Basic mode (see Moderator Mode on page 48). To remove the password requirement, clear the password field.

Certificate

VIA Campus², VIA Campus² PLUS enables you to upload a custom SSL certificate to better provide for the security needs of your organization.

ⓘ   To prevent damage to the system, make sure you upload files that can be used by the system. If you are unsure of how to use this feature, contact technical support.

For information on how to create a certificate, see Creating an SSL Certificate for VIA, available at: www.kramerav.com/product/VIA Campus², VIA Campus² PLUS

After obtaining your certificate, install it on your VIA device.

ⓘ   The uploaded files must stay in the format of "server.crt" & "server.key".

To upload an SSL certificate:

1. On the Certificate tab in the VIA settings template (see Configuring VIA Settings Template on page 39), copy and paste the web server certificate.

    The web server certificate is uploaded.

ⓘ   Do not upload the key file until the certificate file is finished uploading.

2. Copy and paste the key file.

    The key file is uploaded.

NTP

VIA Campus², VIA Campus² PLUS enables you to add an NTP (Network Time Protocol) server to synchronize your VIA gateway time.

To add an NTP server:
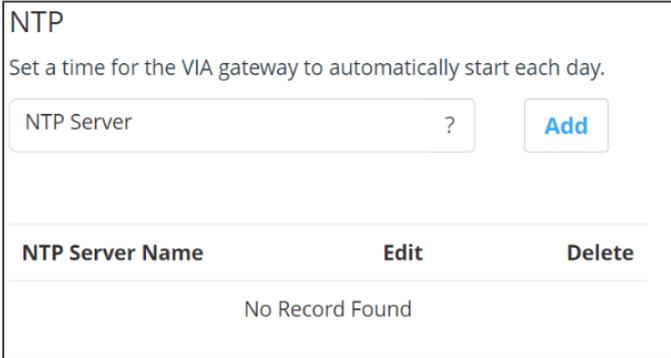
Figure 54: NTP Server Settings

- In the NTP tab in the VIA settings template (see Configuring VIA Settings Template on page 39), enter the NTP server address and click **Add**.

    The new NTP server is saved and appears in the NTP Server table.

ⓘ   To edit an NTP server name, click the icon in the Edit column.

To delete an NTP server name, click the icon in the Delete column.

Streaming

This setting is used for the streaming feature. For more information, see .

Proxy Server

VIA Campus², VIA Campus² PLUS enables you to define a proxy server that will handle all URLs that are used during your VIA meeting (for example, Youtube URLs used for the Youtube player feature) and for firmware downloads.

To define a proxy server:

- In the Proxy Server tab in the VIA settings template (see), enter your proxy server parameters.

- After entering the parameters, click **Test Proxy Server** to verify that all parameters were entered correctly and that a connection has been established.

Features

VIA Campus², VIA Campus² PLUS enables you to rearrange the position of features in the VIA user menu and hide features from the menu. Each of the following web pages enables managing a different features menu:

- Gateway Features – Menu available on the main display.

- Client Features – Menu available on meeting participant laptops and tablets

- Mobile Features – Menu available on meeting participant smartphones

To configure features arrangement and availability:

1. Scroll down on the Configurations Template Creation navigation pane and click **Campus 2**> **Gateway /Client /Mobile Features**.
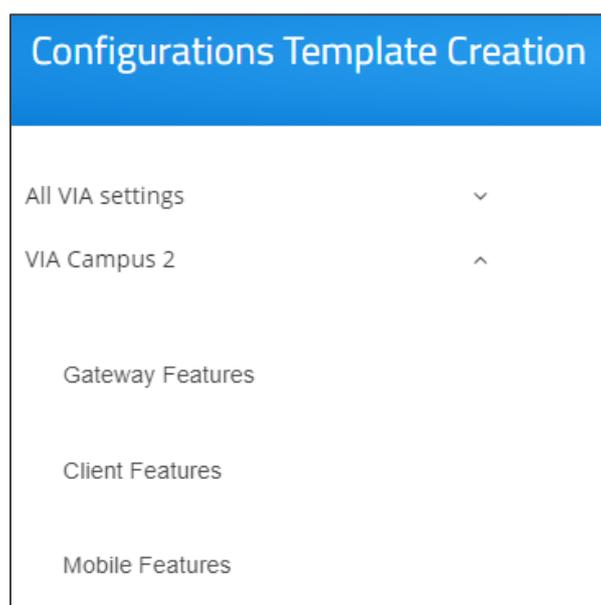
Figure 55: VIA Campus², VIA Campus² PLUS Features Tab

2. Click and drag feature icons to a new position as needed.

3. Click the switch next to a feature icon.

   The switch turns black, showing that the feature is now hidden.

   Changes are reflected in the menu after the new template is published.

ⓘ Hidden features move to the bottom of the list.

Recording a Meeting

Activating Recording Feature

VIA Campus², VIA Campus² PLUS enables you to record all activity on the main display during the course of a meeting (see Recording a Meeting on page 126). Before using the recording feature, you must activate it in the Gateway Management Pages.

To activate the recording feature:

1. On the VIA Settings Template (see Configuring VIA Settings Template on page 39), Select **Recording & Streaming** tab.

   The Recording & Streaming tab appears.
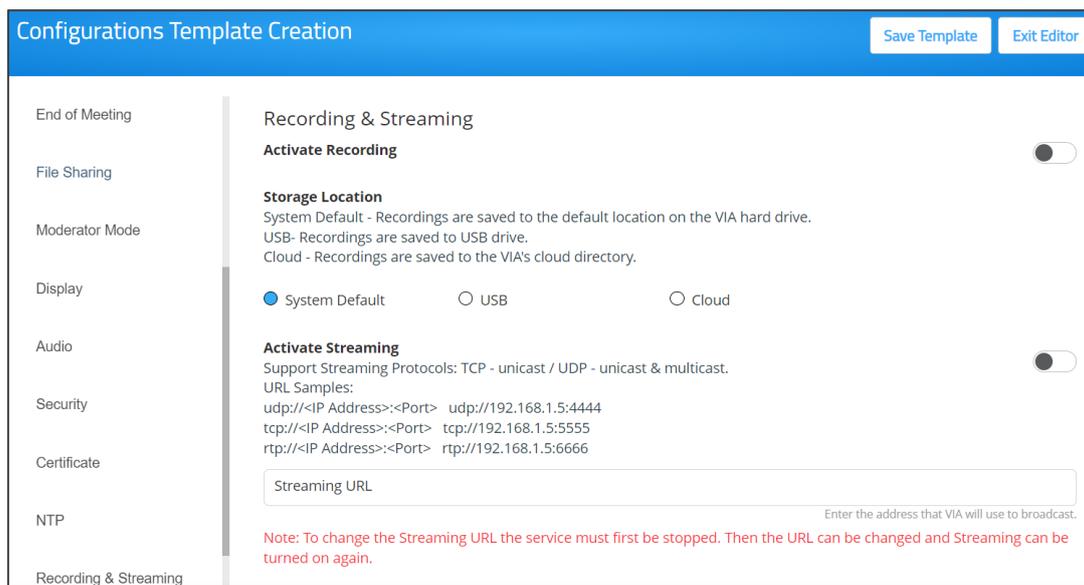
Figure 56: Recording & Streaming Settings

2. Enable **Activate Recording** switch.

3. Select one of the following locations to save the meeting recordings:

   ▪ **System Default** – Default location on the VIA hard drive. Recordings are retrieved from the **Recording > Recording List** page.

   ▪ **USB** – External drive connected to the USB connector on the **VIA Campus², VIA Campus² PLUS**.

   ▪ **Cloud** – VIA Cloud, see Sharing Files on page 118

      The recording feature is activated.

Managing Meeting Recordings

VIA Campus², VIA Campus² PLUS enables you to search, download and edit meeting recordings.

To manage meeting recordings:

1. Click **Recording List** on the navigation pane.
   The Recording List page appears.
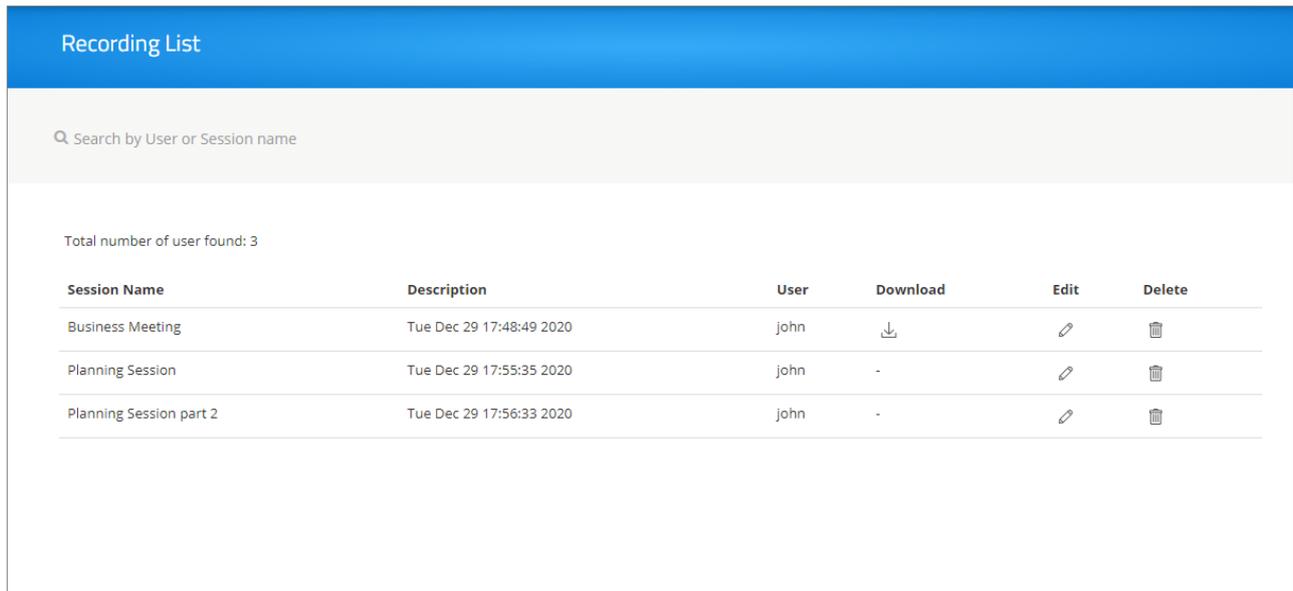
Figure 57: Recording List Page

2. Perform any of the following:

   ▪ Type a User or Session name into the text box and click **Search**.
     Search results appear in the table below the Search text box.

   ▪ Click the icon in the Download column.
     The relevant recording is downloaded.

   ▪ Edit the recording file information:

     a. Click the **Edit** ✎ icon.

       The Edit Recording pane for the relevant recording appears.
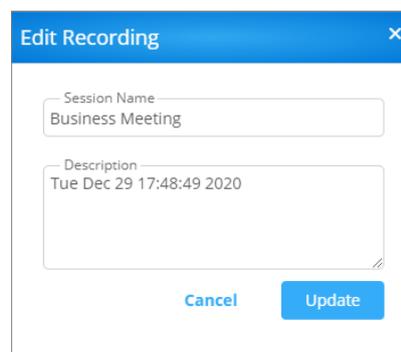
Figure 58: Edit Recording Screen

b. Edit the Session Name and the Description and click **Update**.
The recording file information is updated.

▪ Click the **Delete** 🗑 icon.

The selected recording is permanently deleted.

Configuring Display Controller

VIA Campus², VIA Campus² PLUS enables you to control a display screen that is connected to the same network as your **VIA Campus², VIA Campus² PLUS**.

This feature enables you to configure one of the following actions:

- When the first person joins the meeting, the main display powers ON and when the last person logs out of the meeting, the main display powers OFF.

- Send a switch HDMI Input command, to toggle between the VIA input and any other device connected to the same display.

To configure your VIA Campus², VIA Campus² PLUS as a display controller:

1. Connect the display to be controlled to the same network as your **VIA Campus², VIA Campus² PLUS**.

2. Click **VIA Management** > **Display Controller** on the navigation pane.

The Display Controller page appears.
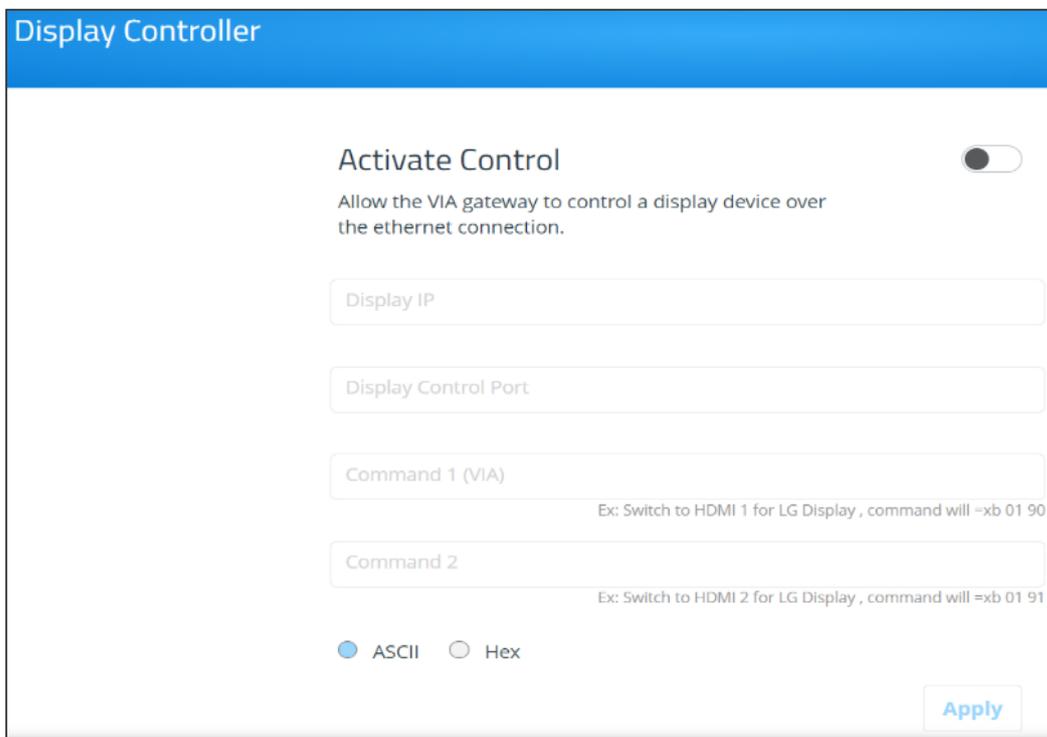
Figure 59: Display Controller Settings

3. Click the **Activate Control** switch.

4. Enter the Display IP address and Display Control Port of the display screen to be controlled.

5. For Command 1, enter the command to send when someone first joins a meeting (for example, power ON the display).

6. For Command 2, enter the command you want the VIA to send when the last participant logs out of the meeting (for example, power OFF display).

7. Select **ASCII** or **HEX** to define command format accepted by your display.

> (i) Refer to the User Manual for your display for the correct format of the commands.

Configuring your **VIA Campus²**, VIA Campus² PLUS as a display controller is complete.

Integrating Third Party Calendar

VIA Campus², VIA Campus² PLUS enables you to display scheduled meeting information on the main display home screen. VIA automatically retrieves information about meetings scheduled in the room where the VIA device resides. This feature is available for a room that has been added in Office 365® Admin Center, Microsoft Exchange® or in Google® Admin Console for G Suite®.

> (i) Before configuring this feature in the VIA Gateway Management Pages, you must add the room in either Office 365 Admin Center, Microsoft Exchange or Google Admin Console for G Suite. See Configuring Third Party Apps for VIA Calendar Integration available for download at: www.kramerav.com/downloads/VIA Campus², VIA Campus² PLUS.

Integrating Office 365 Calendar

To integrate your Office 365 Calendar with VIA Calendar:

1. Click **Device Management** > **Calendar** on the navigation pane.
   The Calendar Account displays with Office 365 Basic Auth selected.

Figure 60: Third Party Calendar Configuration Page

2. Select **Office 365 Basic Auth** from the Calendar Type drop down.

3. Enter the following for the room where this VIA gateway resides:

   - Username – Email address assigned to the room.

   - Password – Password associated with the room Username.

4. Select one of the following permission types for the user: **None**, **Impersonation**, **Delegate**.

5. In Resource Calendar, enter a calendar name to identify the created calendar.

   ⓘ This field is enabled only after Impersonation or Delegate is selected as the permission type.

6. Click **Test & Save** to test if the details entered are correct.

   Your Office 365 calendar is integrated with VIA Calendar.

Integrating Microsoft Exchange

When a resource mailbox (e.g., a meeting space) is created, the Exchange® administrator can synchronize with the mailbox to be none, an Impersonation, or a Delegate.

To integrate Microsoft Exchange with VIA Calendar:

1. Click **Device Management** > **Calendar** on the navigation pane.

   The Calendar Account displays.

2. Select the **Activate Calendar** checkbox.

3. Select **MS Exchange** from the Calendar Type drop down.

   The MS Exchange controls appear.

4. Enter the server URL.

5. Select the relevant version of Microsoft Exchange.

6. Enter the following for the meeting space where this VIA gateway resides:

   - Username – Email address assigned to the meeting space.

   - Password – Password associated with the meeting space Username.

7. Select one of the following permission types for the user: **None**, **Impersonation**, **Delegate**.

8. In Resource Calendar, enter a calendar name to identify the created calendar.

   (i) This field is enabled only after Impersonation or Delegate is selected for permission type.

8. Click **Test Connection** to test if the details entered are correct.

9. Click **Test & Save** to test if the details entered are correct.

   Microsoft Exchange is integrated with VIA Calendar.

Integrating Google Calendar

To integrate your Google Calendar with VIA Calendar:

1. Click **Device Management** > **Calendar** on the navigation pane.

   The Calendar Account displays.

2. Select **Google** from the Calendar Type drop down.

   The Google Calendar controls appear.

3. Click **Click here to get code**.

   Google sign in page appears.

4. Sign-in with the Google account where the shared space calendar was created.

5. Allow access to VIA-Calendar.

   An integration code appears.

6. Copy the integration code from the Google sign in page and paste it into the Step 2 field on the VIA Calendar page.

7. Click **Get Calendar**.

8. In the Select the calendar field, select the calendar associated with the room.

9. Click Associate.

   Your Google Calendar is integrated with VIA Calendar.

Configuring Digital Signage

VIA Campus², VIA Campus² PLUS enables you to configure digital signage. The Digital Signage feature enables you to use **VIA Campus², VIA Campus² PLUS** to display dynamic content and information on the main display when there is no meeting in progress. Use a predefined template or create your own display layout with up to three frames of content that appear simultaneously. Then, schedule the content to run automatically at specific dates and times.

Configuring digital signage includes the following steps:

Creating and Uploading Digital Signage Media

VIA Campus², VIA Campus² PLUS enables you to create a library of media content to be displayed through the digital signage feature. The types of media that can be displayed are:

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

To create and upload digital signage media:

1. Click **Digital Signage** > **Manage Content** on the navigation pane.

   The Manage Content page appears.

Figure 61: DSS Content Manage Page

2. Create and upload media, as required:

Creating Scrolling Text

To create scrolling text:

1. On the Manage Content page, click **Add Content**.

   The Add Content pane appears with the Scroller tab open.

Figure 62: Add Content Pane

2. Type the text to be displayed in the box.

3. Type a name for the scroller in the Scroll Name text box.

4. Set the scroll speed.

   (i) Select **Zero** for speed to create a static text display that does not scroll.

5. Set the font parameters.

   (i) To add a font, click **Upload Font** (see).

   (i) The following variables can be entered into the text field:
   - #airplayname# – Displays the airplay name.
   - #roomname# – Displays the room name/code for joining into the meeting.
   - #appass# – Displays the Access Point password.
   - #apname# – Displays the Access Point name.
   - #ipaddress1# –Displays the IP address for the primary network.
   - #ipaddress2# – Displays the IP address for the second network, if in use.

6. Set the background color.

7. Click **Create.**
   The Scroller is created and added to the Existing Media table.

Adding RSS Feed

To add an RSS feed:

1. On the Manage Content page, click **Add Content**.

   The Add Content pane appears with the Scroller tab open.

2. Click RSS.

   The RSS tab appears.

Figure 63: RSS Settings

3. Enter the RSS feed URL address.

4. Click **Get tags** and select the required tag from the Select a tag drop-down list.

5. In the RSS Name field, enter a name for the RSS feed that will appear in the Existing Media table.

6. Under options, select the speed, display style, font settings and background color for the RSS feed.

7. Click **Create**.
   The new RSS feed is added and appears in the Existing Media table.

Adding Web URL

Add the URL of an existing web page or use a third-party solution (for example, Google Slides) to publish a presentation to the web and add the URL of the presentation.

To add a web url for digital signage:

1. On the Manage Content page, click **Add Content**.

    The Add Content pane appears with the Scroller tab open.

2. Click **Web URL**.

    The Web URL tab appears.

Figure 64: Web URL Settings

3. Select the **Auto Refresh** checkbox to display a URL with dynamic content

    OR

    Clear the **Auto Refresh** checkbox to display a URL as a static page.

4. Type the URL address and File Name and click **Create**.
    The new URL is added and appears in the Existing Media table.

Uploading Media Files

To upload media files:

1. On the Manage Content page, click **Add Content**.

    The Add Content pane appears with the Scroller tab open.

2. Click Media.

The Media tab appears.
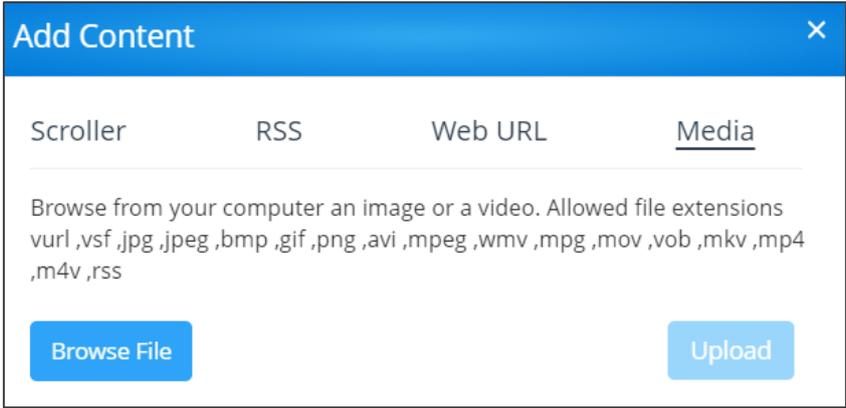
Figure 65: Media Settings

3. Click **Browse File**.

A file browser appears.

4. Select an image or video file and click **Upload**.
The file is added and appears in the Existing Media table.

Creating Custom Digital Signage Templates

Templates dictate the layout of the digital signage content. Up to 3 frames of content can be displayed at once. **VIA Campus², VIA Campus² PLUS** enables you to use predefined templates and to create custom templates.

To create a custom digital signage template:

1. Click **Digital Signage** > **Template Manager** on the navigation pane.

The Template Manager page appears with Pre-Defined Templates tab open.
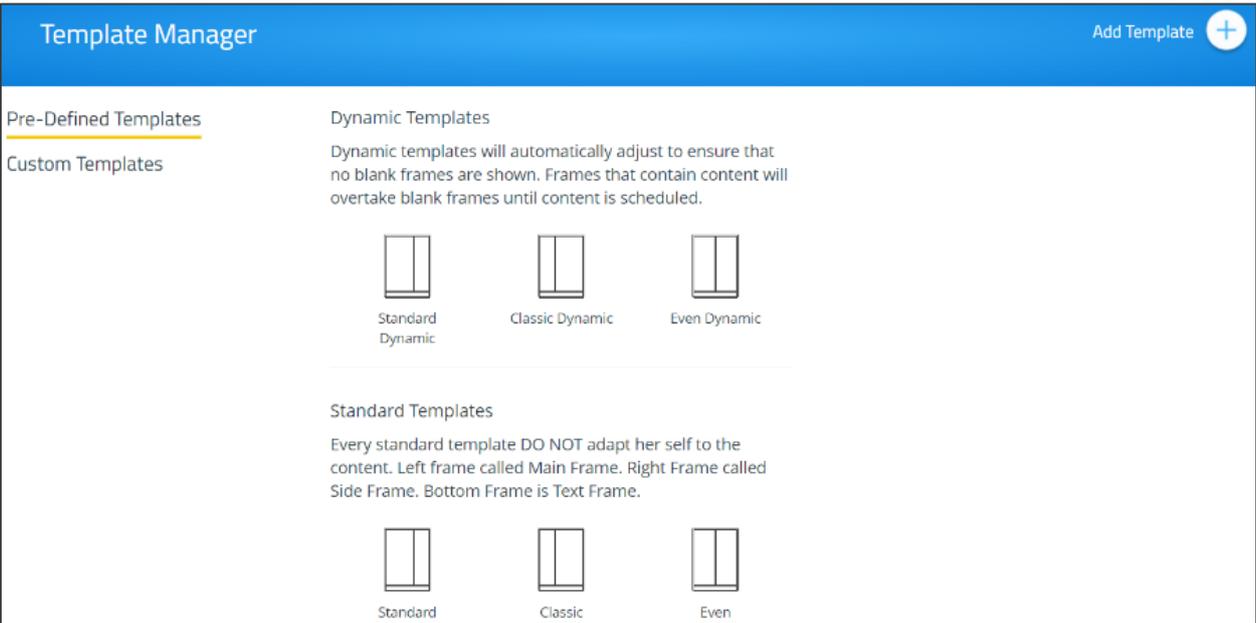
Figure 66: DSS Template Setting Page

ⓘ The Pre-Defined Templates tab explains all the pre-defined templates that are available when you create a campaign

2. Click **Custom Templates**.

   The Custom Templates tab appears.

3. Click **Add Template**.

   The Add Template pane appears.
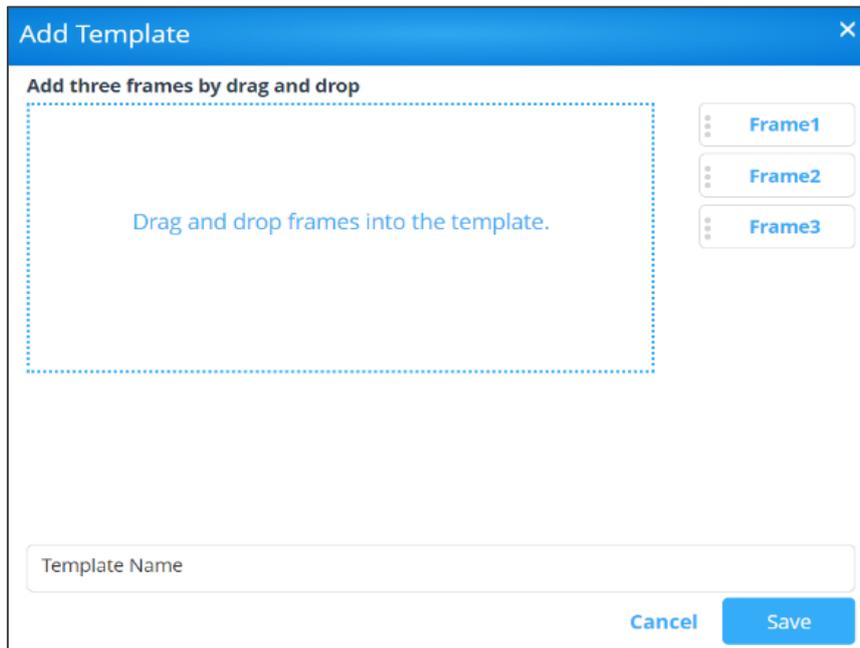
Figure 67: Add Template Pane

4. Type a name for the new template in the Template Name text box.

5. Click and drag one of the frames into preview box.
   The frame parameters for the frame appear below the preview.

6. Click and drag the box to move and resize it.

7. Select the **Audio** checkbox to play audio from the selected frame.

ⓘ Only one frame can include audio.

8. Repeat steps 5–9 to add up to two more frames.

ⓘ The layering order of the frames, from bottom to top is Frame 1, Frame 2, Frame 3.

9. Click **Save**.
   The new template is added and appears in the Saved Templates table on the Custom Templates tab.

ⓘ Click the Preview icon for a template to see a preview.

(i) Click the **Edit** icon to open the template builder screen and edit the selected template.

Templates that are In Use (i.e. they have been used to configure a campaign (see Configuring a Digital Signage Campaign on page 67) cannot be edited.

(i) Click the **Delete** icon to delete the selected template.

Configuring a Digital Signage Campaign

A Digital Signage Campaign defines what is displayed in each frame of a digital signage template layout.

To configure a digital signage campaign:

1. Click **Digital Signage** > **Campaign Editor** on the navigation pane.

   The Create Campaign page appears.

2. Click **Add Campaign**.

   The Campaign Editor appears.
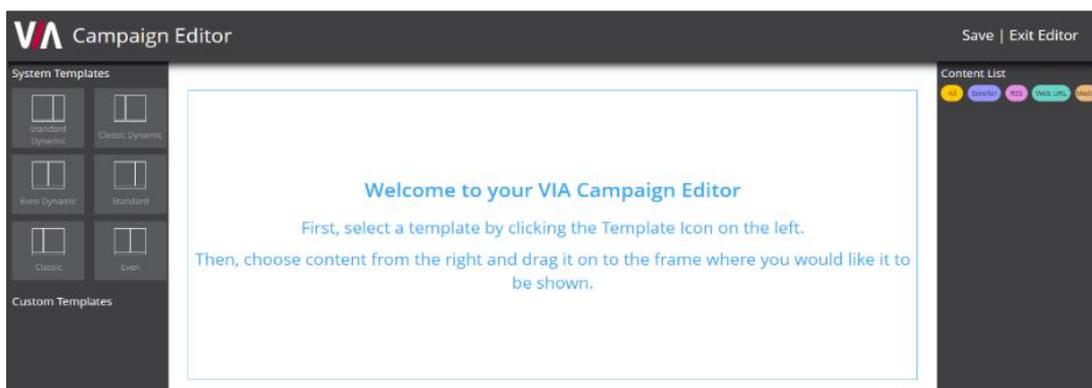
Figure 68: Campaign Editor Pane

3. Click a System or Custom Template.
   The template appears in the preview box.

4. Click and drag one or more elements from the Content List into each frame.
   The active frame turns blue, and a list of the content items appears below the preview.

5. Set a Playlength for relevant items of content in the frame.

(i) Videos and other content that have a specific time length do not need to be set.

6. Click **Save**.
   A message appears.

7. Enter a name for your Campaign and click **Ok**.
   The Campaign is configured, and it appears on the Create Campaign page.

Scheduling Digital Signage Campaign

VIA Campus², VIA Campus² PLUS enables you to schedule when a digital signage campaign is displayed.

To schedule a digital signage campaign:

1. Click **Digital Signage** > **Schedule Campaign** on the navigation pane.
   The Schedule Campaign page appears.
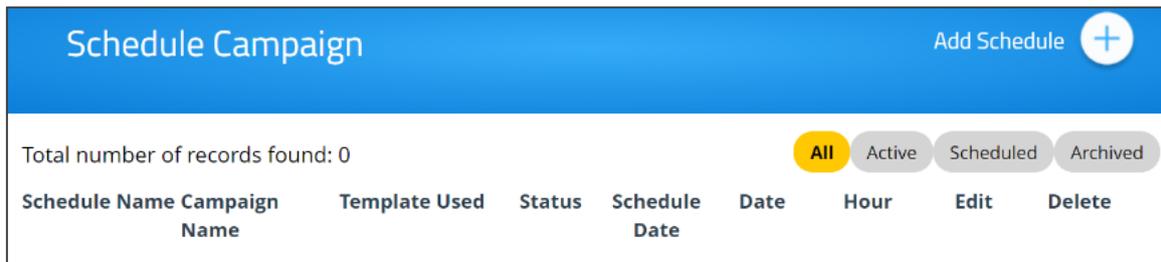
Figure 69: Schedule Campaign Page

2. Click **Add Schedule**.
   The Scheduling pane appears.

Figure 70: Schedule Pane

3. Select a Campaign to schedule.

4. Set a start date, end date, and hours.

5. Enter a name for the Campaign.

6. Click **Schedule**.
   The Campaign is scheduled, and it appears on the Schedule Campaign page.

Adding Fonts to Digital Signage

VIA Campus², VIA Campus² PLUS enables you to upload fonts for digital signage**.**

To add new fonts to Digital Signage:

1. Click **Digital Signage** > **Font Management** on the navigation pane.
The Font Management page appears.
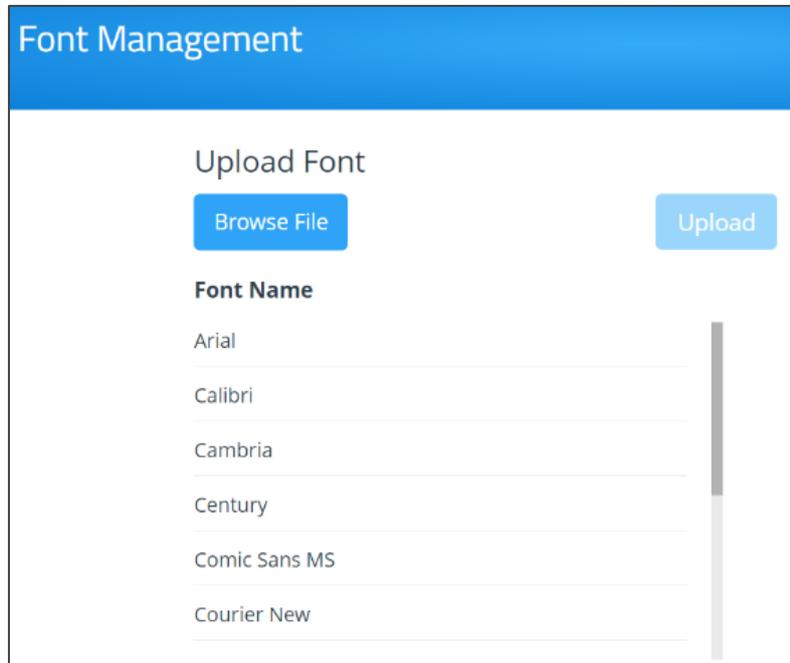
Figure 71: Font Management Page

2. Click **Browse File**.
A file browser appears.

3. Open the relevant font file and click **Upload**.
The new font is installed on **VIA Campus², VIA Campus² PLUS** and can be used for Digital Signage.

Maintaining Your VIA Unit

VIA Campus², VIA Campus² PLUS enables you to maintain your VIA unit by performing the following:

- Viewing and Searching System Activity Logs on page 70.
- Updating Firmware on page 70.
- Activating Digital Signage License on page 72.
- Activating VIA License on page 73.
- Resetting Default Settings on page 75.

Viewing and Searching System Activity Logs

VIA Campus², VIA Campus² PLUS embedded web pages provide a log of system activities such as logins, presentation, and VIA features usage to aid in diagnosing a problem or tracking participant usage.

ⓘ   To activate system activity logs, see

There are two types of system logs available for viewing and search:

- Gateway Activity Log – Shows activity of the meeting participants.
- Webadmin Activity Log – Shows activity of the Gateway and Gateway Settings embedded web pages.

To view and search the system activity logs:

1. Click **Reports** > **Webadmin Activity Log** / **Gateway Activity Log** on the navigation pane.
   The Webadmin Activity Log / Gateway Activity Log page appears.

Figure 72: Web Activity Log Page

2. Select the Start Date and the End Date to define the date range of log entries to be displayed.

3. Enter a search term and press the Enter key.
   The filtered search results appear in the table at the bottom of the page.

ⓘ   Click **Export to PDF** or **Export to CSV** to save a file of the log table on your computer.

Updating Firmware

VIA Campus², VIA Campus² PLUS enables you to update your **VIA Campus², VIA Campus² PLUS** firmware.

ⓘ   The upload process and then the unit reboot may take a few minutes.

To update your VIA Campus², VIA Campus² PLUS firmware:

1. Click **Utility** > **Update Firmware** on the navigation pane.

   The Update Firmware page appears.
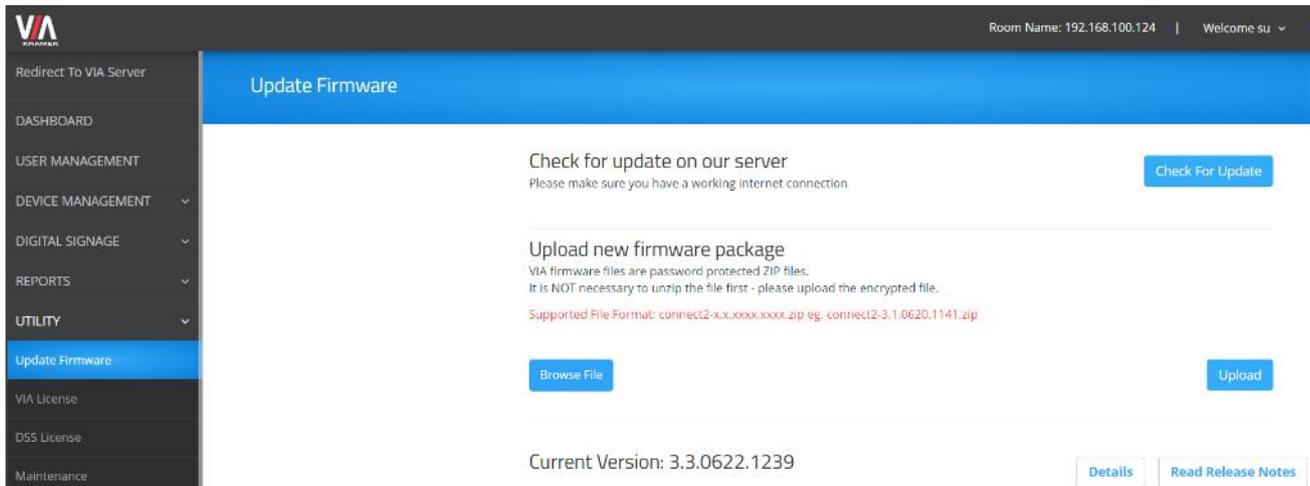
Figure 73: Update Firmware Page

2. When using an update file saved on your computer:

   a. Click **Browse File**.
      A file browser appears.

   b. Select the relevant firmware update file.

   c. Click **Upload**.
      The new firmware is uploaded to the unit and the firmware is updated.

   When using an update file on the website, and you have an internet connection:

   a. Click **Check for Update**.
      A message appears with information about an available update.

   ⓘ Check for Updates is also available on the System Information Page.

   b. If an update is available, confirm the download.
      The new firmware is downloaded to your computer.

   c. Click **Browse File**.
      A file browser appears.

   d. Select the relevant firmware update file.

   e. Click **Upload**.
      The new firmware is uploaded to the unit, the FW is updated and the unit reboots.

ⓘ To verify the update, view the current firmware version on the upper right corner of the dashboard Participants tab.

Activating Digital Signage License

VIA Campus², **VIA Campus² PLUS** enables you to upload and activate your **VIA Campus²**, **VIA Campus² PLUS** digital signage license.

To upload your VIA Campus², VIA Campus² PLUS Digital Signage license:

1. Select **UTILITY** > **DSS License** on the navigation pane.
   The Digital Signage License Management page appears.
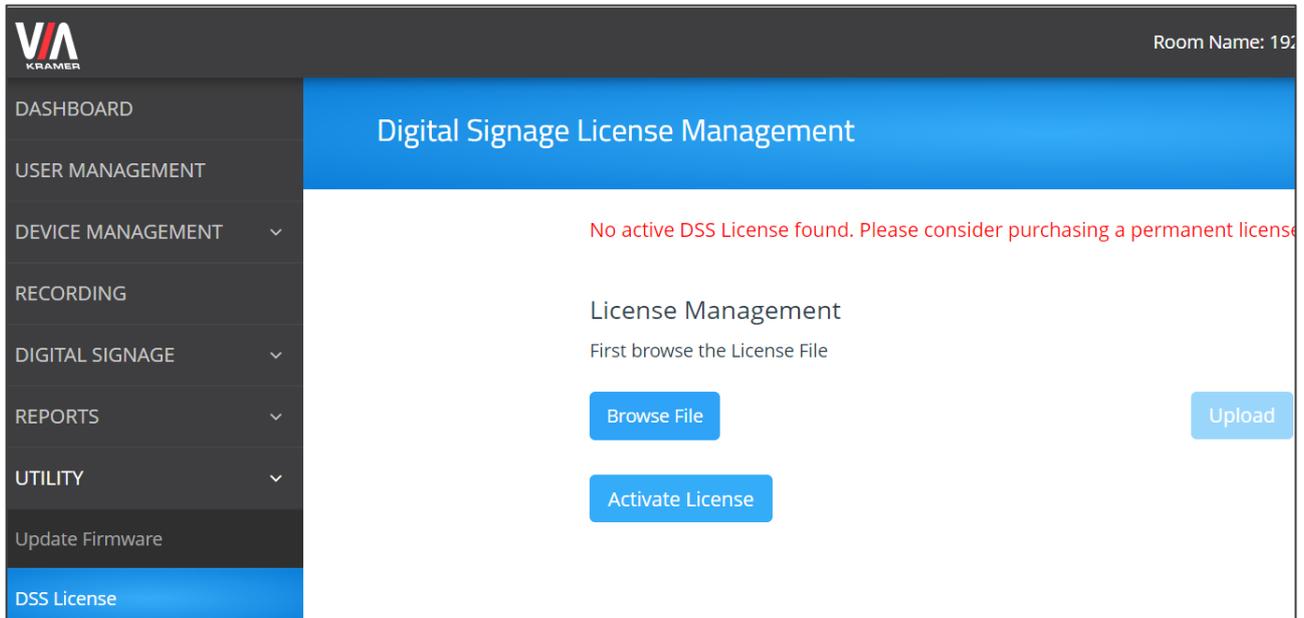
Figure 74: DSS Signage License Management Page

2. Click **Browse File**.
   A file browser opens.

3. Select the relevant license file.

4. Click **Upload**.
   The license is installed on **VIA Campus²**, **VIA Campus² PLUS** and license information appears at the bottom of the page.

To Activate your VIA Campus², VIA Campus² PLUS Digital Signage L**icense:**

ⓘ If a Digital License is already installed on your device, the name of the license appears on the bottom of the page.

1. Select **UTILITY** > **DSS License** on the navigation pane.
   The VIA License page appears.

2. Click **Activate License**.
   The VIA Campus², VIA Campus² PLUS digital signage license is activated, and license information appears at the bottom of the page.

Activating VIA License

VIA Campus², VIA Campus² PLUS enables you to activate your **VIA Campus², VIA Campus² PLUS** license.

To Activate your VIA Campus², VIA Campus² PLUS License:

(i) Make sure that the laptop is connected, with internet.

1. On the System Control Tab (see Accessing System Controls on page 81), click **Activate Unit.**
   The VIA Activation Process window appears.

Figure 75: Unit Activation Process Window

2. Click **Start Activation**.
   License Management window appears.

(i) Box serial number is provided at the time of purchase.

Figure 76: License Management

3. Type Serial Number of box in Enter Serial Number Filed.

(i) For Activation Code (optional) contact to technical support team.

4. Click Activate.
   The **VIA Campus², VIA Campus² PLUS** license is activated.

Resetting Default Settings

VIA Campus², VIA Campus² PLUS enables you to reset **VIA Campus², VIA Campus² PLUS** to factory defaults.

> (i) Resetting Calendar Settings removes the calendar settings from the unit and credentials will be required to renew synchronization to your calendar.

To reset default settings:

1. Click **Utility** > **Maintenance** on the navigation pane**.**
   The FACTORY RESET tab in the Maintenance page appears.

Figure 77: Factory Reset Page

2. Select the default configurations you would like to reset from the list or click **Select All** to select all settings.

3. Click **Apply**.
   Default settings reset after reboot.

To reset Logs:

1. Click **Utility** > **Maintenance** on the navigation pane**.**
   The Factory Reset tab on the Maintenance page appears.

2. Select the **Logs** checkbox.

3. Click **Apply**.
   Logs resets after reboot.

For Web Administrator: Configuring Settings – Gateway Dashboard

VIA Campus², VIA Campus² PLUS enables users with Web Administrator access to configure LAN settings and access system controls from the gateway dashboard.

Logging in to Gateway Dashboard Settings

The gateway dashboard Settings can be accessed by connecting a mouse and keyboard directly to the VIA gateway unit (see For Installer: Connecting VIA Campus², VIA Campus² PLUS on page 11) or through an external device that is logged in to the meeting and in Collaboration mode (see Collaborating on Main Display on page 100).

To log in to the Gateway Dashboard Settings:

ⓘ Make sure Quick access Client is active (see System on page 41).

1. Click the VIA icon in the lower left of the main display.

   The gateway dashboard appears.
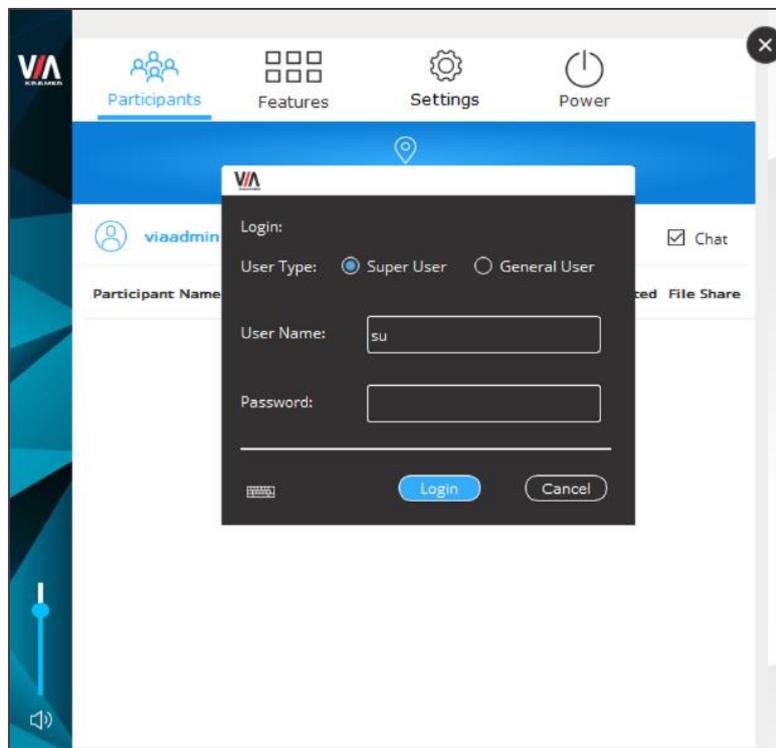
Figure 78: Gateway Dashboard Setting Login Page

2. Click **Settings**.

   The login window appears.

3. Select **Super User** in User type.

4. Type an administrator user name and password (default user name = su, default password = supass).

   The Settings screen appears with the LAN Settings tab open.

Changing LAN Settings

VIA Campus², VIA Campus² PLUS enables you to change the IP address, DNS server and default gateway of your **VIA Campus², VIA Campus² PLUS** unit.

(i) The default IP setting is DHCP that assigns an automatic IP address to your unit. This enables easy plug and play setup when connecting your **VIA Campus², VIA Campus² PLUS** to the network. The following explains how to change a static IP address.

(i) When changing these settings, make sure they are correct. Incorrect values can cause a loss of communication.

To change the LAN settings:

1. Login to Gateway Dashboard settings (see Logging in to Gateway Dashboard Settings on page 76) and select LAN settings.
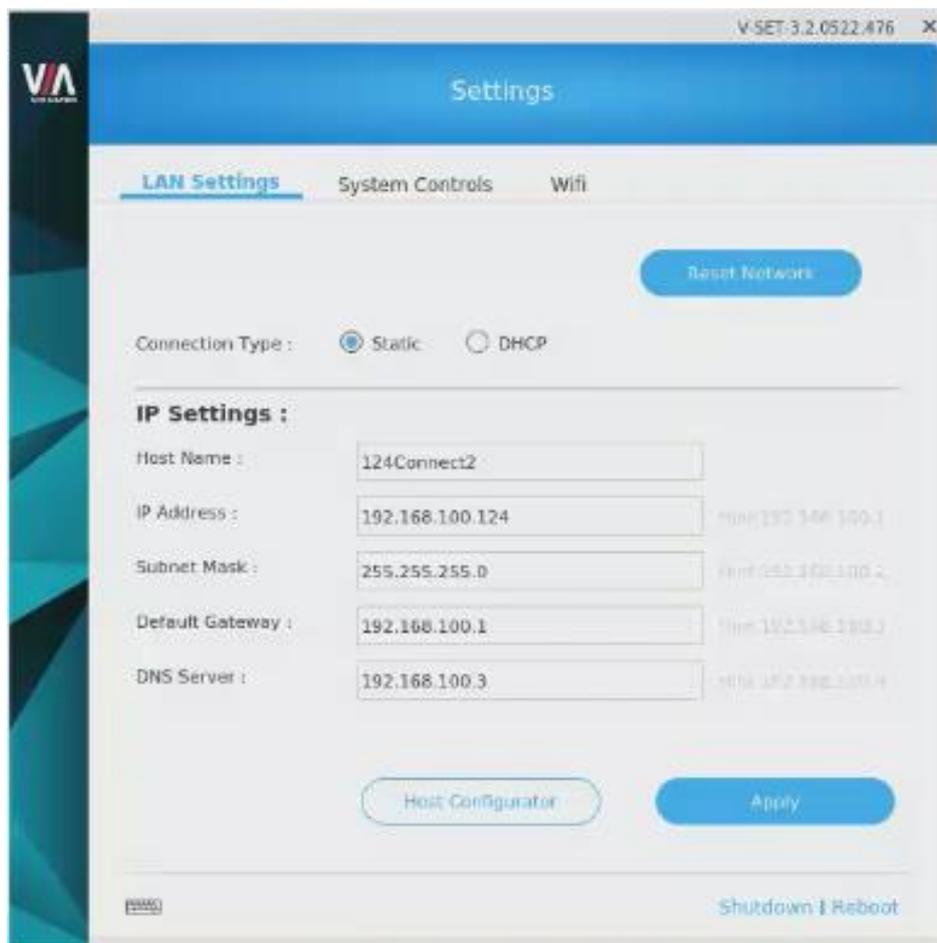
Figure 79: LAN Setting Tab on Gateway Dashboard

2. Under Connection Type select **Static**.

3. Enter as required, Host Name, IP Address, Subnet Mask, Default Gateway, DNS Server.

4. Click **Apply**.

5. Click **OK** in the Confirmation Message.
The system reboots with the new settings.

Changing Saved Files Location

VIA Campus², VIA Campus² PLUS enables you to change the location of the VIA Cloud directory. VIA Cloud is where all meeting files are saved so that they can be accessed by and shared among participants in a VIA meeting. The default location for VIA Cloud is the **VIA Campus²**, **VIA Campus² PLUS** internal storage.

To change the saved files location:

1. On the Gateway Dashboard, Click **Settings**.

   The login window appears.

Figure 80: Settings Login Window

2. Select **General User** and click **OK**.

Leave the Password field blank.

The Cloud Directory window appears.
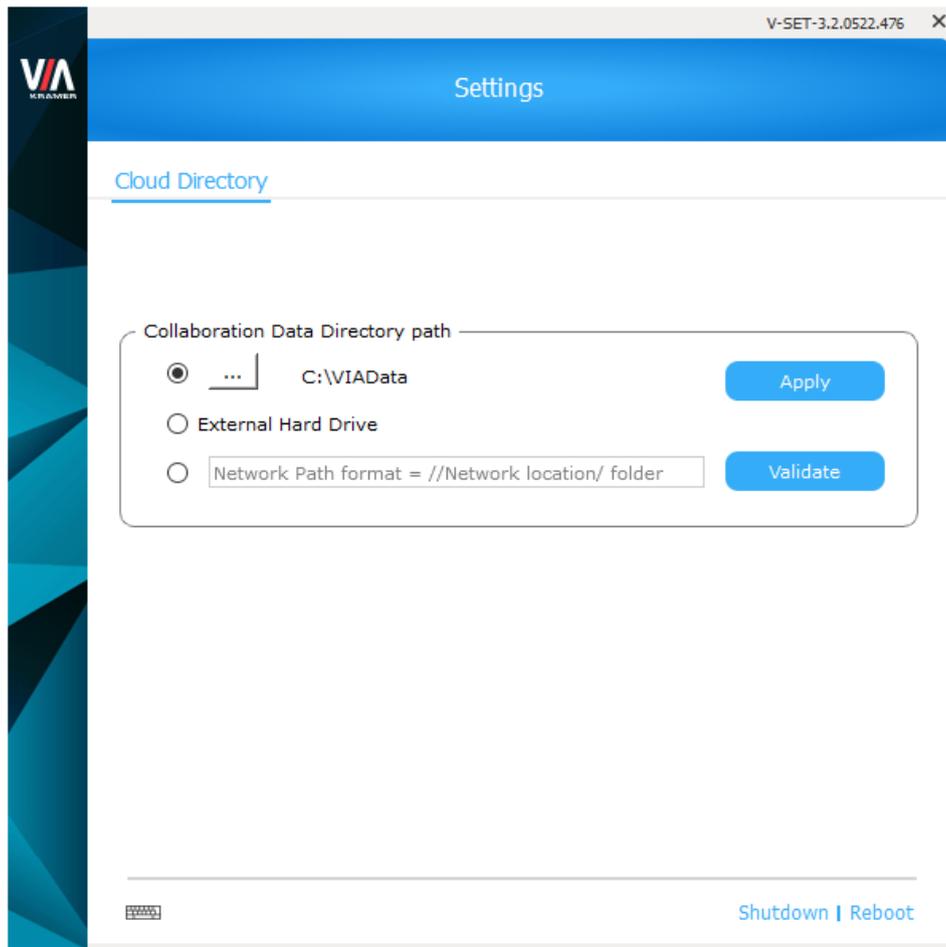
Figure 81: Cloud Directory Settings

3. Do one of the following:

▪ Click the browse button, select a new location from the browser window and click **Apply**.

▪ -OR-

▪ Select **External Hard Drive**.

▪ Files are saved to a USB storage device connected to the USB 3.0 Connectors ① on the **VIA Campus²**, **VIA Campus² PLUS** front panel.

▪ -OR-

▪ Select the last option, type a location on the network that the device is connected to and click **Validate** to test the location address.

The saved files location is changed.

Configuring Dual Displays

VIA Campus², VIA Campus² PLUS enables you to connect two displays simultaneously. You can configure the displays as duplicates, to show the same content or you can use one as the main display and the other as an extension, to provide additional screen space.

To configure the behavior of dual displays:

1. On the System Control Tab (see Accessing System Controls on page 81), click **Display**.

   The Screen Resolution window appears.

   ⓘ Make sure secondary display is connected to the gateway.

2. From the Multiple Displays drop-down, select **Duplicate these displays** or **Extend these displays**.

3. Click **OK**.

   The displays restart with the selected configuration.

Enabling a Second Network

VIA Campus², VIA Campus² PLUS enables you to connect to the device using two separate networks. For details about how to properly configure this feature, refer to VIA Multiple Network Installation Guide, available at:
www.kramerav.com/product/VIA Campus², VIA Campus² PLUS.

To enable a second network:

- On the Gateway Dashboard Settings Screen, select the **Enable Dual Network** checkbox.

ⓘ To view and/or change LAN settings for the second network, select **Show LAN2 Details** from the dropdown.

ⓘ If you do not require a second network, make sure to disable the dual network feature and deactivate or unplug the unneeded RJ-45 cable to avoid unwanted communication from this socket.

Accessing System Controls

VIA Campus², VIA Campus² PLUS enables you to access **VIA Campus², VIA Campus² PLUS** operating system controls such as audio settings, display settings, and system health. You can also view log files and activate your **VIA Campus², VIA Campus² PLUS** unit.

ⓘ The log folder is only available if system logging is activated.

ⓘ The **VIA Campus², VIA Campus² PLUS** unit is pre-activated by Kramer. In case your license has been revoked, you can activate it here.

To access system controls:

1. On the Gateway Dashboard Settings (see <u>Logging in to Gateway Dashboard Settings</u> on page <u>76</u>), click **System Controls**.

   The System Controls tab appears.
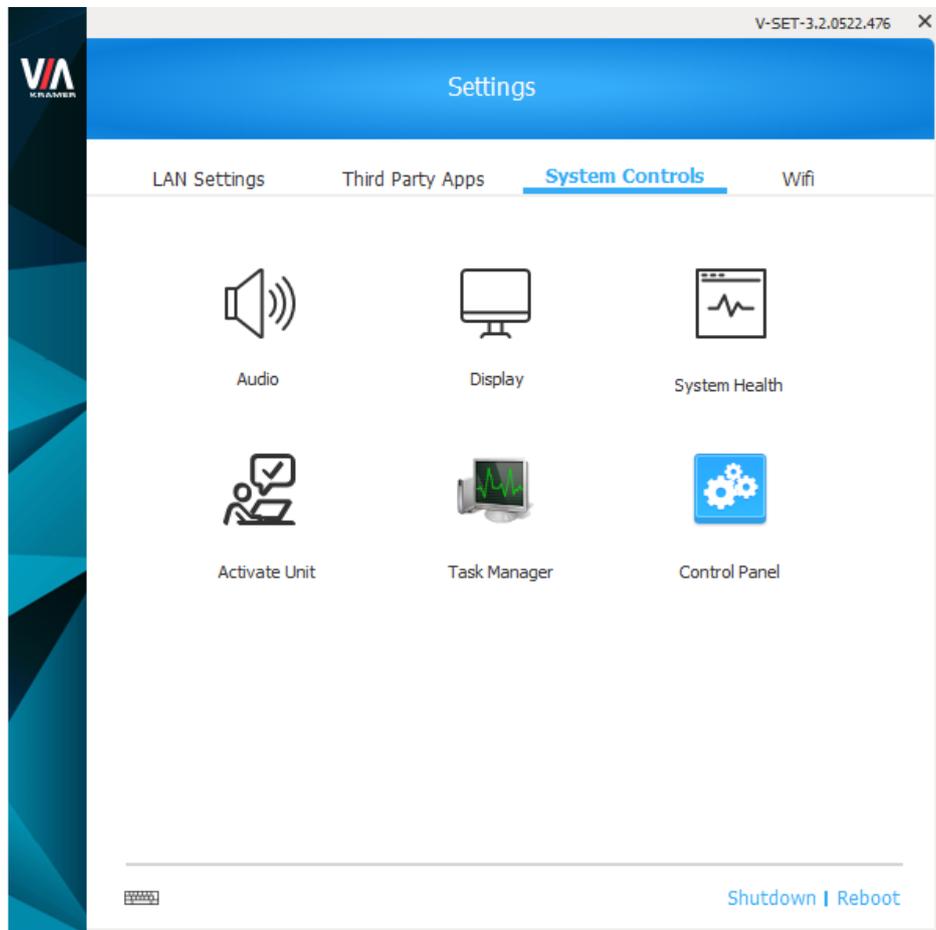
Figure 82: System Control Tab

2. Click the required icon.

Adding Third Party Apps

VIA Campus², VIA Campus² PLUS enables you to download a third party app, add it to the Third Party Apps feature on the Gateway and User Dashboard, and add a shortcut for the app to the VIA main display screen.

To add a third-party app to VIA Campus², VIA Campus² PLUS:

1. Log into the Gateway Dashboard Settings (see <u>Logging in to Gateway Dashboard Settings</u> on page <u>76</u>).

2. Click **Third Party Apps**.

   The Third Party Apps page appears.
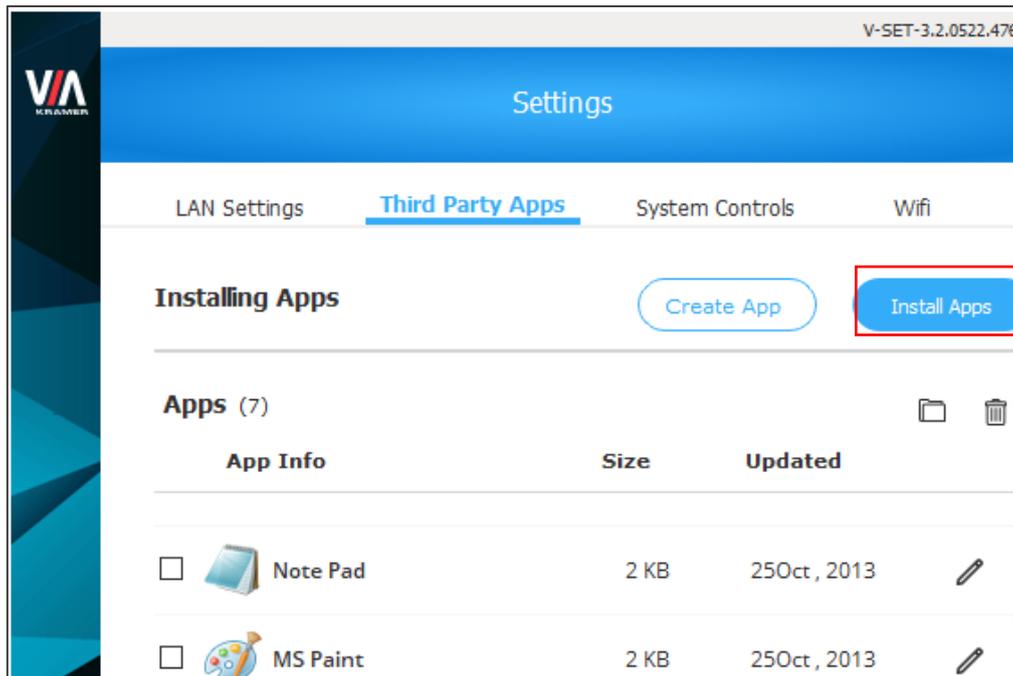
Figure 83: Third Party App Page

3. Click **Install Apps**.

   A message appears.

4. Click **Yes**.

   You are logged out of the viauser account.

5. Log in to the viaadmin account (default password = viaadmin).

   The Windows desktop appears.

6. Open a browser and download the desired app from the internet.

   Remember the location where the app is stored on your computer.

7. Log out of the viaadmin account and log in to the viauser account (no password required).

   The VIA main display appears.

8. Log into the Gateway Dashboard Settings (see Logging in to Gateway Dashboard Settings on page 76).

9. Click **Third Party Apps**.

   The Third Party Apps page appears.

10. Click the file icon.

    A files browser opens.

11. Open the new app file.

    The New App message appears.

12. Select **Yes** (if you want to add the app to the main display shortcut tray) and click **OK**.

ⓘ To enable main display shortcut tray, on the VIA Settings > System & iOS tab, select the Third Party App Shortcut checkbox.

After session reset, the new app is added, and it appears in the dashboard Third Party App page and in the main display shortcut tray on the bottom of the main display (if created and enabled).

ⓘ To change the position of the main display shortcut tray, click the settings icon on the tray and select the desired position.
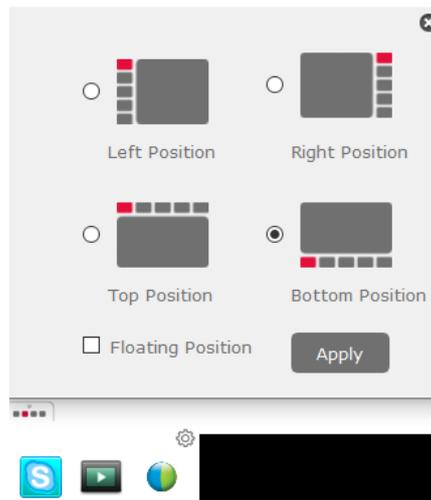
Figure 84: Main Display Shortcut Tray

Enabling Audio for VIA Versa Video Conferencing

ⓘ This feature is supported by **VIA Campus² PLUS** only.

VIA Campus² PLUS enables you to include distance participants in your meeting using a third-party video conferencing app that is run from your personal device. The VIA Versa feature enables you to switch from using your device camera to an external video conferencing device connected to **VIA Campus² PLUS**. Following are instructions to enable the audio on the external video conferencing device.

To enable audio for VIA Versa web-conferencing:

1. Connect a video conferencing device to one of the USB connectors of your **VIA Campus² PLUS** and verify that it is powered on.

2. Log in to the **VIA Campus² PLUS** gateway dashboard settings (see Logging in to Gateway Dashboard Settings on page 76).

3. Click **System Controls**.

The System Controls tab appears.

4. Click **Audio**.

The VIA Audio Input/Output Device window appears.
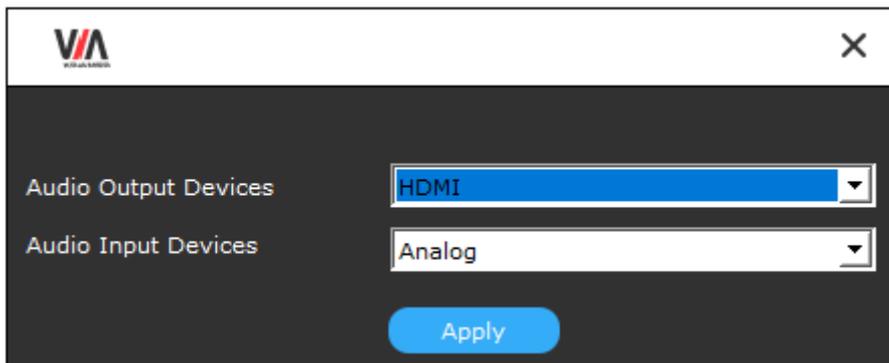
Figure 85: Audio Setting Window from Gateway Dashboard

5. From the Audio Output Devices drop-down, select **USB**.

6. From the Audio Input Devices drop-down, select the name of the external video conferencing device.

7. Click **Apply**.

For User: Running Kramer VIA App

Kramer VIA app enables you to use **VIA Campus², VIA Campus² PLUS** for collaborative meetings. Before moderating or joining a meeting, run the **Kramer VIA** app on your device using one of the following methods:

- [Running Kramer VIA App for PC and Mac](#) on page 86.
- [Running Kramer VIA App for Tablets & Smartphones](#) on page 86.
- [Running Kramer VIA App from a Web Browser](#) on page 87.
- [Running Kramer VIA App Using an Installation File](#) on page 88.

ⓘ Participants using an Apple device can mirror their screen on the main display using the Apple AirPlay service without running the **Kramer VIA** app (see [Mirroring Apple Laptops and iPhones Using iOS/OS X Airplay Service](#) on page 95).

Running Kramer VIA App for PC and Mac

To run Kramer VIA, for PC and Mac computers:

1. Open your Web browser and enter the IP address for your **VIA Campus², VIA Campus² PLUS** unit.
   The VIA Welcome page appears.

2. Click one of the following two options:

   - **Run VIA** – Downloads a file that runs **Kramer VIA** virtually, without installing it on your computer.
     Once downloaded, locate the file on your computer (under "Downloads") and click it to launch.
     The **VIA Campus², VIA Campus² PLUS** join screen appears.

   - **Install VIA** – installs **Kramer VIA** on your computer. After the .exe file is downloaded to your computer, a confirmation message appears. Click **Yes** and follow the Setup Wizard instructions.
     The **Kramer VIA** app is saved to the KRAMER folder on your C:/ProgramFiles directory drive by default and a desktop shortcut is created for easy access.
     However, you can select a different target folder in the Setup Wizard.

Running Kramer VIA App for Tablets & Smartphones

To run Kramer VIA for tablets and smartphones:

1. Download **Kramer VIA** app from the App Store (iOS) or Google Play (Android).

2. Open Kramer VIA app.

   Your device is ready to join the meeting.

ⓘ For Bluetooth (BLE) feature, allow the Kramer VIA app to access your device location and Bluetooth.

Running Kramer VIA App from a Web Browser

You can run **Kramer VIA** app directly from a Chromebook, Chrome or FireFox web browser, without downloading any app to your device. Join the meeting while sitting in the meeting room using this method (see Joining a Meeting Locally Using a Web Browser on page 87) or, if **VIA Campus², VIA Campus² PLUS** has an active internet connection, join remotely, from any location with the help of a participant in the meeting room (see Joining a Meeting Remotely Using a Web Browser on page 87).

Joining a Meeting Locally Using a Web Browser

When you are sitting in the room where the **VIA Campus², VIA Campus² PLUS** is located, you can join the VIA meeting using your Chromebooks, Chrome, or Firefox browser without downloading any app.

To join a meeting locally using Chromebooks, Chrome, or Firefox web browser:

1. Navigate to the **VIA Campus², VIA Campus² PLUS** IP address with your browser. The Gateway Management Pages Welcome page appears.

2. Click **Join through browser**.

   The VIA login page appears.
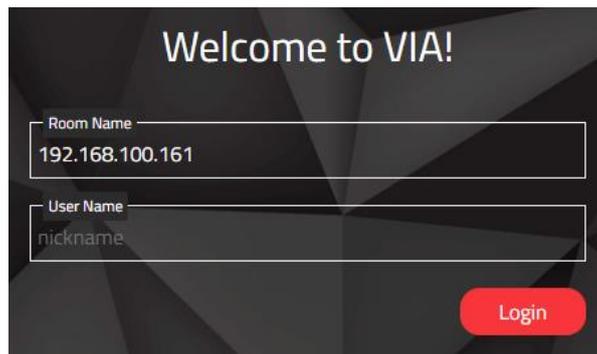
Figure 86: Join Through Browser Login Page

3. Enter your screen nick name and click **Login**.

   You are logged into the meeting. The VIA dashboard appears on the left side of the page.

Joining a Meeting Remotely Using a Web Browser

If **VIA Campus², VIA Campus² PLUS** has an active internet connection, a participant can join a meeting remotely, from any location, with the help of a participant in the meeting room.

To join a meeting remotely using using Chromebooks, Chrome, or Firefox:

1. A participant in the meeting room, on the same network as **VIA Campus², VIA Campus² PLUS** navigates to the **VIA Campus², VIA Campus² PLUS** IP address with their browser.
   The Gateway Management Pages Welcome page appears.

2. The local participant copies the URL from the VIA Welcome page and sends it to the remote participant.

3. The remote participant pastes the URL into their Chromebooks, Chrome, or Firefox browser and navigates to the VIA Welcome page.

(i) This URL is unique for each meeting and cannot be used for another VIA meeting.

4. Follow the directions in Running Kramer VIA App from a Web Browser on page to join the meeting.

(i) If the Room Code is activated, a participant in the meeting room must tell the remote participant the code for logging in.

(i) The remote participant can use the View Main Display feature (see Mirroring Main Display on Your Device on page) to see the main display in the meeting room. Please note that this feature provides only a visual bridge to the meeting. To hear audio, an additional audio bridge is required.

Running Kramer VIA App Using an Installation File

For easy deployment and installation of **Kramer VIA** app on participant devices, IT managers can use the .exe file (Windows) or dmg file (Apple) available at: www.kramerav.com/product/VIA Campus², VIA Campus² PLUS

For User: Participating in a VIA Meeting

This section explains how to participate in a collaborative meeting using **VIA Campus²**, **VIA Campus² PLUS** and your personal device.

VIA Campus², VIA Campus² PLUS enables you to do the following:

Joining a VIA Meeting

Participants can join (log into) a VIA meeting in the following ways:

Joining a VIA Meeting Manually

VIA Campus², VIA Campus² PLUS enables you to manually enter credentials for joining a VIA meeting.

To join a VIA meeting manually:

1. Connect your device to the same network that **VIA Campus², VIA Campus² PLUS** is connected to.

2. Run the **Kramer VIA** app.
   The Connect to a VIA window appears.
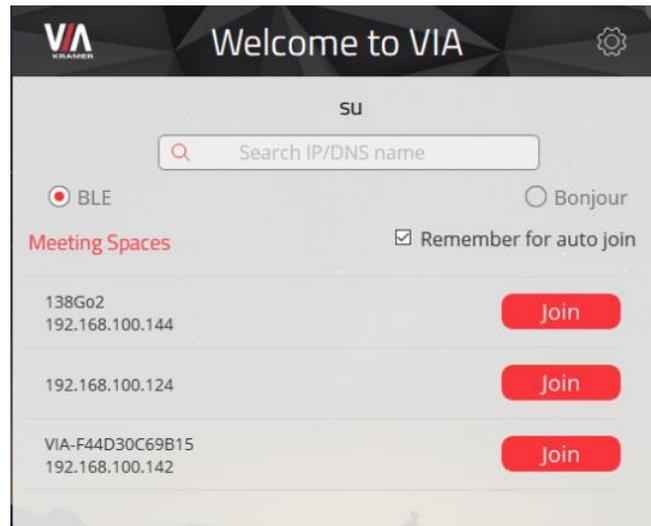
Figure 87: VIA App Window

3. Start typing the name or the IP address of the VIA meeting space to which you want to connect.

   The Meeting Spaces list appears.

> If the relevant meeting space does not appear on the list, enter the name and click **Join**.

> Check Remember for auto join check box under BLE for one-click login in case of single IP discovery.

> In bonjour broadcast, click star ☆ next to gateway IP to add in your favorites.

> One of the following statuses may appear next to a meeting space on the list:
> - Room Free for hh:mm minutes – No user is logged in and a meeting will start after the displayed amount of time.
> - Available – No user is logged in, broadcast is not enabled, or Calendar is not configured for **VIA Campus², VIA Campus² PLUS**.
> - In Use – A user is logged in or a meeting is in progress (when Calendar is configured).
> - In Use. Reserved for <hh:mm> minutes – A meeting is in progress and will end after the displayed amount of time.

4. In the Nick Name field, enter a nick name (username) for your device (it can be any combination of letters and numbers). This is the name that appears on the main display when you collaborate.

5. Click **Join** next to the meeting that you want to join.

   The Join a Meeting window appears.

6. In the Room Code field, enter the room Code.

ⓘ The Room Code can only be seen by those present in the meeting space and it changes regularly (see Formatting Room Code on page 30). These are security features that ensure that only those present in the room can participate in the presentation.

ⓘ You may be required to type a user name and password if Databased Moderator mode is activated (see Moderator Mode on page 48). For more information, ask your meeting Web Administrator.

7. Click **Join**.
   You are logged into the VIA meeting.

   The VIA User Dashboard (and taskbar icon for laptops) appears on your device screen.

The User Dashboard includes:

- Share App (see Mirroring an App from Your Device on page 95).

- Share Screen.

- Tap to Present (see Mirroring Device Screen on page 94).

- Moderator (see Becoming Meeting Moderator on page 121) – Only if moderator mode is enabled.

- Show Options – Opens the Features and Participants tabs.

- Volume – Controls the **VIA Campus², VIA Campus² PLUS** audio output volume.

- VERSA is Active – Versa is installed and available to Video conferencing application.
  -OR-

  Click to install VERSA – Link to install Versa driver.

Figure 88: User Dashboard

Joining a VIA Meeting using QR Code

VIA Campus², VIA Campus² PLUS enables you to use your mobile device to scan a QR code that appears on the main display to join a VIA meeting.

(i) The following instructions are for iOS and Android mobile device users.

To join a VIA Meeting using the QR Code:

1. Connect your device to the same network as the **VIA Campus², VIA Campus² PLUS** and run the **Kramer VIA** app on your device.
   The **Kramer VIA** Meeting Spaces screen appears.

(i) Allow the Kramer VIA app to access your camera.

Figure 89: Android Toolbar

2. On the toolbar at the bottom of the screen, tap **Scan**.
   A capture screen appears on your device.

3. Scan the QR code that appears on the main display.
   You are automatically logged in to the VIA meeting and the Kramer VIA dashboard appears.

Joining a VIA Meeting Using a VIA Pad

VIA Campus², VIA Campus² PLUS you to join a VIA meeting using a VIA Pad.

ⓘ Make sure that your **VIA Pad** has been paired with your **VIA Campus², VIA Campus² PLUS** unit before using it (see Configuring VIA Pad Settings on page 21).

ⓘ The following instructions are for Windows and Mac OS users.

To join a meeting using a VIA Pad:

1. Connect your **VIA Pad** to a USB connector on your laptop.

2. Open the **VIA Pad** folder and double-click the **VIA Pad** app.
   The **Kramer VIA** login window appears.

3. If necessary, type in your room code.

4. Click **Join**.

   Your **VIA Pad** lights blue when ready.

   The VIA Dashboard and taskbar appear on your device screen.

5. Use **VIA Pad** to present:

   ▪ Press once – Starts presenting or stops presenting your screen on the main display. When you are presenting, the **VIA Pad** LED banner lights green. When you stop presenting, the LED banner lights blue.

   ▪ Press twice while presenting – Freezes or unfreezes your screen. When your screen is frozen, the **VIA Pad** LED banner flashes green.

   ▪ Long press – Displays your screen in full screen mode on the main display, displacing any other participant screen.

Pause/Resume a Presentation

VIA Campus², VIA Campus² PLUS enables you to Pause/Resume the presentation. When a presentation is paused other participants can view the last paused page.

To Pause/resume the presentation:

1. Click the Green button under tap to present and Click **Pause** icon ⏸ **.**

   Your presentation is paused, and the VIA client page minimizes.

2. To resume the presentation, click **Pause** icon again.

Mirroring Your Device Screen

VIA Campus², VIA Campus² PLUS enables you to mirror your device screen on the main display using either **Kramer VIA** app, Apple AirPlay Service (when using an Apple device).

(i) The Present feature can be used to present static images or video. However, for high-resolution video, we recommend using the Multimedia streaming feature (see Streaming Through Kramer VIA App on page 108).

Mirror your device screen on the main display using one of the following methods:

- Mirroring Windows Laptops and Android Mobile Devices Using Kramer VIA on page 94.
- Mirroring Apple Laptops and iPhones Using iOS/OS X Airplay Service on page 95.
- Mirroring Using Miracast on page 97.

You can also use the following features when mirroring via **Kramer VIA** app:

- Mirroring with Extended Desktop on page 98.
- Mirroring Without Being Interrupted on page 99.

Mirroring Windows Laptops and Android Mobile Devices Using Kramer VIA

Windows laptops and Android mobile devices can use **Kramer VIA** app to mirror their screen.

(i) Android mirroring does not support audio. Audio is heard from your device and not from the output of the VIA device.

You can mirror your Windows laptop and Android device in the following ways:

- Mirroring Device Screen on page 94.
- Mirroring an App from Your Device on page 95.

Mirroring Device Screen

VIA Campus², VIA Campus² PLUS enables you to mirror your entire device screen on the main display.

To mirror your Windows laptop or Android device screen using Kramer VIA:

1. Connect your laptop or Android device to the network to which your **VIA Campus², VIA Campus² PLUS** is connected.

2. Join the VIA meeting (see Joining a VIA Meeting on page 89).

(i) The secondary screen option is available only for Windows laptops.

(i) Minimize **Kramer VIA** app by clicking the minimize icon on the window or by clicking the Home button of your Android device and open any content on your device to share it on the main display.

(i) To stop mirroring your screen, re-open **Kramer VIA** app and click the red button under **Stop Presenting**.

Mirroring an App from Your Device

VIA Campus², VIA Campus² PLUS enables you to mirror only one app that is open on your device. The rest of the content on your screen is not mirrored.

(i) Audio is currently not supported for this feature.

To mirror only one app from your device:

1. On the **VIA** app dashboard, click **Share App**.

   The Choose window appears.

2. Select the application window to share and click **Share**.

   Only the selected app is shared on the VIA main display.

(i) To stop mirroring the app, on **Kramer VIA** app, click **Stop Presenting**.

Mirroring Apple Laptops and iPhones Using iOS/OS X Airplay Service

All participants in a meeting using an Apple device can mirror their screen on the main display using the Apple AirPlay service. No application is required to activate this mode. However, an administrator must enable the iOS mirroring feature in the **VIA Campus², VIA Campus² PLUS** Gateway Management pages (see).

Minimum requirements for mirroring using Airplay services are:

- iPhone or iPad/Mini iPad – Minimum version iOS 10 (iOS 12 or higher is recommended).

- Mac Books and Apple Computers – Minimum version OS X 10.11 (Mojave or higher is recommended).

(i) AirPlay discovery relies on Bonjour (mDNS). For more information see VIA IT Deployment Guide, available for download at: www.kramerav.com/downloads/VIA Campus², VIA Campus² PLUS.

To mirror your screen using AirPlay Services:

1. Connect your Apple device to the network that **VIA Campus², VIA Campus² PLUS** is connected to.

2. For iPhone or iPad/Mini iPad: Swipe from the upper right corner to reveal the Control Center and click **Screen Mirroring**.

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

   The Screen Mirroring list appears.

3. Select **VIA Campus², VIA Campus² PLUS**'s AirPlay device name (default = **VIA_AirMirror_XXXX**, where XXXX is a random combination of letters and numbers). If the room code is enabled, a message appears asking you to enter the code.

4. Type the code that appears on the **VIA Campus², VIA Campus² PLUS** main display (if activated).
Mirroring starts, and your screen appears on the main display.

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

1. Swipe from the upper right corner to reveal the Control Center.

2. Click **Stop Mirroring**.
Mirroring stops.

Mirroring Using Miracast

VIA Campus², VIA Campus² PLUS enables you to use the native Miracast feature on your Windows 10 laptop or Android device to mirror your screen on the main display.

> This feature must be enabled by the Web Administrator (see).

> To mirror using **VIA Campus², VIA Campus² PLUS** you need a Windows 10 laptop or an Android device that supports Miracast.
>
> If the drivers of your Windows10 laptop are up to date and the "Connect to a wireless display" option is not available, your device does not support Miracast.
>
> Android operating system versions 4.2 and higher include built-in Miracast technology. However, some Android 4.2 and 4.3 devices do not support Miracast.

Mirroring Windows 10 Laptops Using Miracast

To mirror a Windows 10 laptop using Miracast:

1. On your Windows laptop, press Windows + K.

   The Room Name of your VIA collaboration device appears in the Connect list.

2. Click the Room Name of your VIA device.

   A PIN code field appears (if Code was activated on your VIA device).

   > Select the **Allow input from a keyboard…** checkbox to enable another participant to control your laptop from the main display.

3. Enter the Code that appears on the main display and click **Connect**.

   The name of your device appears on the main display and then your screen is mirrored on the main display.

Mirroring Android Devices Using Miracast

To mirror an Android device using Miracast:

1. In your Android device settings, open Wi-Fi Direct, Miracast, or ScreenCast.

   Device options appear on your screen.

2. Click the Room Name of your VIA collaboration device.
   A PIN code field appears (if Code was activated on your VIA device).

3. Enter the Code that appears on the main display and click **Accept/Connect**.
   The name of your device appears on the main display and then your screen is mirrored on the main display.

Mirroring with Extended Desktop

VIA Campus², VIA Campus² PLUS enables users to use the main display as an extension of their device desktop to present content. The user's primary screen is not mirrored, allowing the user to keep the content on their laptop display private while mirroring.

ⓘ This feature is available on Windows client laptops only, after installation of the required drivers. When using this feature for the first time, the system asks you to install the drivers. Please accept and follow the on-screen instructions. Once the drivers are installed, reboot your PC to enable the feature.

ⓘ Mac users can use AirPlay to simulate the same behavior (see Mirroring Apple Laptops and iPhones Using iOS/OS X Airplay Service on page 95).

To mirror with the Extended Desktop feature:

- On the Kramer VIA app dashboard, click the share screen icon with a **2**.

  An extension of your device desktop appears on the VIA main display.

  Drag content to the left and beyond your primary screen to show it on the main display.

ⓘ You can change the relative positioning of the two displays in your device Control Panel under Screen Resolution.

Mirroring Without Being Interrupted

VIA Campus², VIA Campus² PLUS enables you to prevent others from mirroring their devices while you are using **Kramer VIA** app to mirror your device.

> (i) To use the Do Not Disturb feature, it must first be enabled by the Web Administrator using the Gateway Management Pages.

To mirror without being interrupted:

1. Become the meeting moderator (see Becoming Meeting Moderator on page 121).

2. On the VIA dashboard, click **Present**.

   Your screen is presenting on main display.

Figure 90: User Dashboard in Moderator Mode

3. Click **Do Not Disturb**.

   The icon turns white, and you enter Do Not Disturb mode.

> (i) In moderator mode, only moderator can enable/disable DND feature and have full access to all other features. The other participants see a modified user dashboard that only allows access to the Participants tab and View Main Display, all other icons are disabled.

> (i) Click **Do Not Disturb** to deactivate Do Not Disturb mode.

Collaborating on Main Display

VIA Campus², VIA Campus² PLUS provides state-of-the-art collaboration functionality, enabling meeting participants to interact with content displayed on the main display, annotate shared content, take control of another participants computer and more. It enables up to 254 meeting participants to collaborate when using a compatible external wireless network.

Interacting with Main Display

VIA Campus², VIA Campus² PLUS enables participants to interact with the main display as if it were a part of their own device screen, using their own mouse and keyboard (see Interacting Using Mouse and Keyboard on page 100) or touch screen (see Interacting Using Touch Screen on page 101).

Interacting Using Mouse and Keyboard

To interact with the main display for a device with a mouse and keyboard:

1. On the **VIA** dashboard, click **Show Options** > **Features**.

   The Features tab appears.

2. Click **Start Collaboration**.

The checkmark next to Start Collaboration turns green, and a floating Stop Collaboration icon also appears in the upper right corner of your device screen.

Figure 91: Floating Stop Collaboration Icon on Computer Screen

(i) Click and drag the floating **Stop Collaboration** icon to another location on your screen, if necessary.

3. Move your cursor past the top of your device screen.

Your cursor appears on the main display with your nickname next to it.

Figure 92: Collaboration Cursor on the Main Display

4. Use your cursor as a pointer or operate any of the features from the main display dashboard and use your keyboard to type text on the main display, when necessary.

To use your cursor to control your own device, move your cursor past the bottom of the main display until it appears on your device screen.

Interacting Using Touch Screen

To interact with the main display for a device with a touch screen:

This feature applies to laptops with touch screens only.

1. Enable the touch screen for collaboration(see Enabling Touch Screen Collaboration on page 107).

2. On the **VIA** dashboard, click **Features** > **Start Collaboration**.
   A virtual touchpad appears on your device screen.

3. Swipe the top section of the touchpad to move the mouse and tap it to left-click the mouse.

4. Tap the bottom left and bottom right sections for left-click and right-click.

5. Tap the yellow **Lock** button to lock the left-click in pressed position and move the cursor using the top section of the touchpad for dragging or selecting.
   The left-click button turns red and remains locked until you remove your finger from the touchpad.

To stop collaborating:

- For a laptops: Click **Start Collaboration** in the dashboard Features or the floating **Stop Collaboration** icon.
  Collaboration stops and your cursor disappears from the main display and the virtual touchpad disappears from your screen (when using a touchscreen).
- For a mobile devices: Click **Back** or the **Features** button.
  Collaboration stops and the virtual touchpad disappears from your screen.

Using Whiteboard

VIA Campus², VIA Campus² PLUS enables you to use a virtual whiteboard on the main display. Multiple participants can use the whiteboard concurrently to draw, present images, and annotate content.

Initiating Whiteboard

To initiate the Whiteboard feature:

1. On the **VIA** dashboard, click **Show Options** > **Features**.

   The Features tab appears.

2. Click **Whiteboard**.

   A whiteboard session starts on the main display and the initiator is put into Collaboration mode (see Interacting with Main Display on page 100).
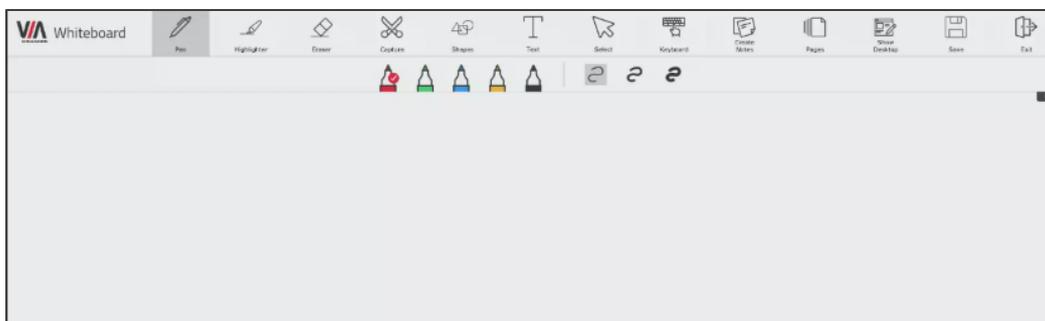
Figure 93: Whiteboard Window

To close the Whiteboard, click **Whiteboard** in the Features tab or click the exit icon on the Whiteboard toolbar.

Joining Whiteboard Session

VIA Campus², VIA Campus² PLUS enables any meeting participant to join a whiteboard session already in progress using their own device to contribute with the whiteboard tools. Multiple users can simultaneously interact with the whiteboard content on the main display.

To join a Whiteboard session already in progress:

1. On the **VIA** dashboard, click **Show Options** > **Features**.

   The Features tab appears.

2. Click **Start Collaboration**.

3. Drag your cursor past the top of your screen to the main display.

You have joined the Whiteboard session and can use the annotating tools.

Whiteboard Tools

Icon	Action
Pen	Draw on the whiteboard.
Highlighter	Highlight text or objects on the whiteboard in yellow.
Eraser	Erase annotations. Click icon corner to select eraser thickness and to erase the entire whiteboard.
Capture	Select an area and paste in onto the current whiteboard page or a new page.
Shapes	Draw a line, rectangle, or circle. Click the lower right corner to select the shape, color and line thickness.
Text	Add a text box. Click the lower right corner to select the font.
Select	Select, drag, resize an annotation, image or text box.
Image	Click this icon and drag your cursor on the whiteboard to insert an image.
Keyboard	Open a virtual keyboard to insert text into a text box.
Web Browser	Opens your default web browser. Click capture to add a screenshot of a webpage to your whiteboard.
Create Notes	Type notes that are attached to the current whiteboard page.
Pages	All content and annotations during a whiteboard session can be saved to **VIA Campus², VIA Campus² PLUS** as one or more pages. Click this icon to view and add pages.
Show desktop	Displays the main display with all running applications. The user can also annotate any content on the main display and add it to a whiteboard page (see Show Desktop on page 104).
Save	Save your activity in either. jpg or. pdf format
Exit	Exit the whiteboard.

ⓘ The whiteboard toolbar can be moved to the bottom (and back to top) of the display by clicking the small arrows on the right side of the toolbar.

Show Desktop

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

Icon	Name	Action
	Pencil	Draw on the whiteboard. Click the lower right corner to change the color and the line thickness.
	Highlighter	Highlight text or objects on the main display in yellow.
	Eraser	Erases what you have drawn on the whiteboard. Click the lower right corner to change the eraser thickness.
	Shapes	Draw a line, rectangle, or circle. Click the lower right corner to select the shape, color and line thickness.
	Selection	Select and move an object.
	Window Capture	Capture a screenshot of the active window.
	Area Capture	Click and drag the mouse to capture a rectangular screenshot.
	Save	Save your activity in either. jpg or. pdf format
	Whiteboard	Switch to full screen whiteboard mode.
	Exit	Exit the whiteboard.

Presenting Content from External Wired Device

ⓘ This feature is supported by **VIA Campus² PLUS** only.

VIA Campus² PLUS enables you to show content on the main display from an external device connected to the HDMI IN connector. The HDMI input can be used for a stand-alone device or switcher with multiple sources.

To present content from an external wired device:

- Connect the device to the **VIA Campus² PLUS** HDMI IN Connector ⑥.

  If there are no other presenters, your content is presented on the entire screen.

  If there are other presenters, your content is presented on the main display as one user screen.

  A green check appears on the HDMI Input icon on the dashboard features.

ⓘ On the VIA app dashboard, click the HDMI Input icon to toggle showing and hiding the HDMI input on the display.

Showing HDMI Input as Floating Window

ⓘ This feature is accessed only from the Gateway Dashboard (see Using Gateway Dashboard on page 124).

To show the HDMI Input content as a floating window on the main display:

- On the VIA gateway dashboard, click **Features > PIP**.
  A green check next to the PIP (Picture In Picture) icon and the content from the connected device appears on the main display as a floating window that can be moved to any position.
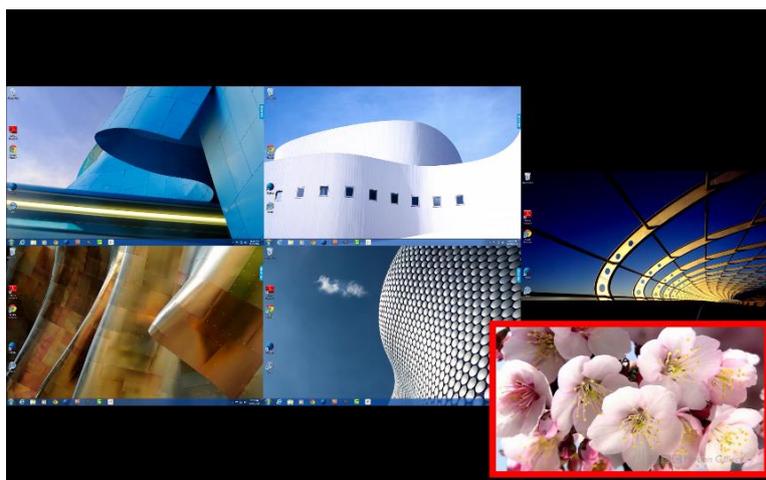
Figure 94: HDMI Input Content as a Floating Window on the Main Display

Enabling Control of Your Device

VIA Campus², VIA Campus² PLUS enables you let other participants take control of your device. The other participants can then open files and open and operate apps on your device.

To enable other participants to control your device:

1. Mirror your screen on the main display using the **Kramer VIA** app (see Mirroring Windows Laptops and Android Mobile Devices Using Kramer VIA on page 94).

2. On the dashboard, click **Show Options > Features > Enable Control**.

Any participant that starts Collaboration (see Interacting with Main Display on page 100) can now control your device.

ⓘ To disable control of your device, in the Features tab of the dashboard, click **Enable Control**.

Taking Control of Participant Device

VIA Campus², VIA Campus² PLUS enables taking control of a participant's device from the Gateway dashboard. The user who takes control can then open files and open and operate apps on the participants device.

To take control of a participant's device from the gateway dashboard:

1. On the gateway dashboard, click **Participants**.

The Participants tab appears.
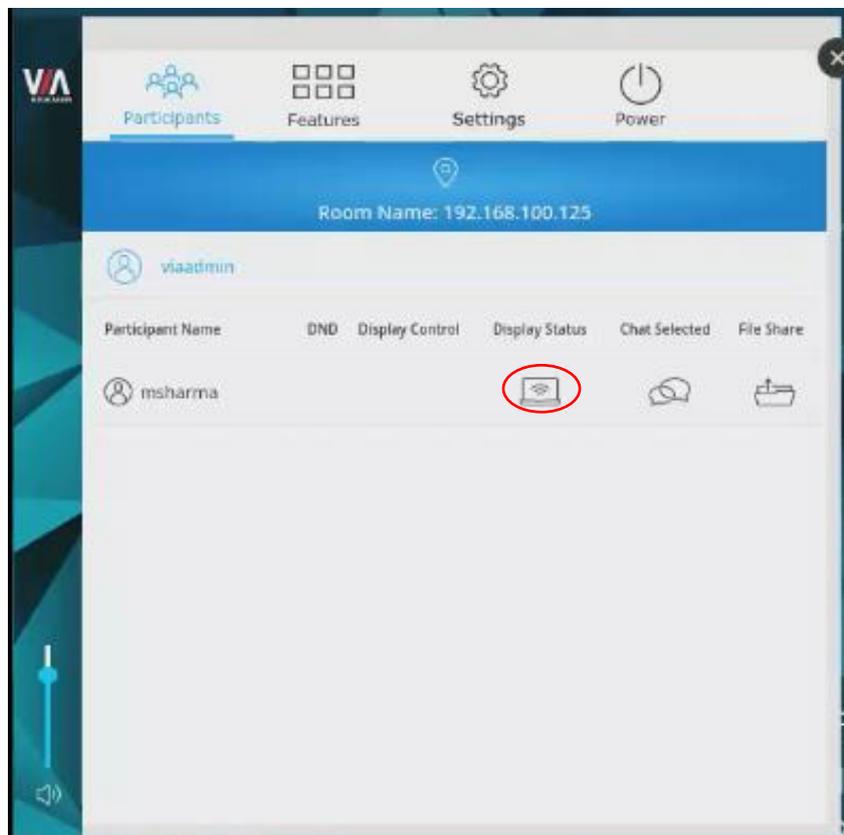
Figure 95: Gateway client Participant Page

2. Click the **Display Status** icon for the Participant of whom you would like to take control.

    The selected Display Status icon turns blue and the Display Control icon for that participant appears.

    The selected participant is put into Presentation mode and his device screen appears on the main display.

3. Click the **Display Control** icon.

    The Display Control icon turns blue, and you have taken control of the participant's device.

(i)   Any participant can now control this device by starting Collaboration mode (see <u>Interacting with Main Display</u> on page <u>100</u>).

Enabling Touch Screen Collaboration

VIA Campus², VIA Campus² PLUS enables you to use the touchscreen on your laptop for collaboration (see <u>Collaborating on Main Display</u> on page <u>100</u>).

To enable laptop touch screen collaboration:

1. Click the VIA icon in your computer taskbar.

    The taskbar menu appears.

2. Click **Settings**.
    The client preferences screen appears.

3. Select the **Use touch screen for collaboration** checkbox.
    Touch screen collaboration is enabled.

Collaboration Scenario

(i)   For simplicity, a scenario with only two users is described below.

In the following scenario:

- User #1 is sharing a spreadsheet from their device.
- User #2 is collaborating with User #1's spreadsheet.

The scenario proceeds as follows:

1. User #1 opens his spreadsheet, presents it on the main display (see <u>Mirroring Your Device Screen</u> on page <u>94</u>) and enables control of his device (see <u>Enabling Control of Your Device</u> on page <u>106</u>).

(i)   At any time, User #1 can click **Enable Control** again to stop other users from controlling his computer.

2. User #2, who can now see User #1's content on the main display, clicks **Start Collaboration** (see <u>Collaborating on Main Display</u> on page <u>100</u>) and moves her cursor past the top of her screen and onto the main display.

    A cursor with User #2's nickname and a unique color appears on the screen.

3. At this point, User #2 can make changes to the spreadsheet displayed from User #1's computer.

(i) User #2 has complete access to User #1's computer, even beyond the content currently being displayed.

4. Once the collaborative session has ended, User #1 saves the content to his device. If desired, User #1 can use the dashboard File Share feature to share the edited document with all participants (see [Sharing Files with One Participant](#) on page [118](#)).

5. User #1 clicks the **Enable Control** icon, denying access to control or modify his content or device.

Streaming Video

VIA Campus², VIA Campus² PLUS provides the following options for streaming video from your device to the main display:

- [Streaming Through Kramer VIA App](#) on page [108](#).
- [RTSP Streaming Through VLC](#) on page [112](#).
- [RTP Streaming Through VLC](#) on page [116](#).

Streaming Through Kramer VIA App

VIA Campus², VIA Campus² PLUS enables users to stream video to the main display at a full HD 1080p/60fps rate. The video is obtained from the client device without being transferred to **VIA Campus², VIA Campus² PLUS**.

(i) **VIA Campus², VIA Campus² PLUS** features a 10Mbps maximum video bitrate for 30fps or 60fps videos and handles video files of up to 8GB.

(i) The default encoding format is H.264. If your device operating system does not support H.264 encoding, enable JPEG encoding (see [Changing Default Encoding Format](#) on page [126](#)).

Stream video from your device to **VIA Campus², VIA Campus² PLUS** using one of the following methods:

- [Streaming Media File Using Multimedia Feature](#) on page [108](#).
- [Streaming by Dragging and Dropping](#) on page [110](#).
- [Streaming from YouTube](#) on page [110](#).

Streaming Media File Using Multimedia Feature

To stream a media file using the multimedia feature:

1. On the user dashboard, click **Show Options > Features**.

The Features tab appears.

2. Click **Multimedia**.

The Multimedia player window appears with the My Media tab open.

Figure 96: Multimedia Player Window

3. Click **+**.

A system file browser appears.
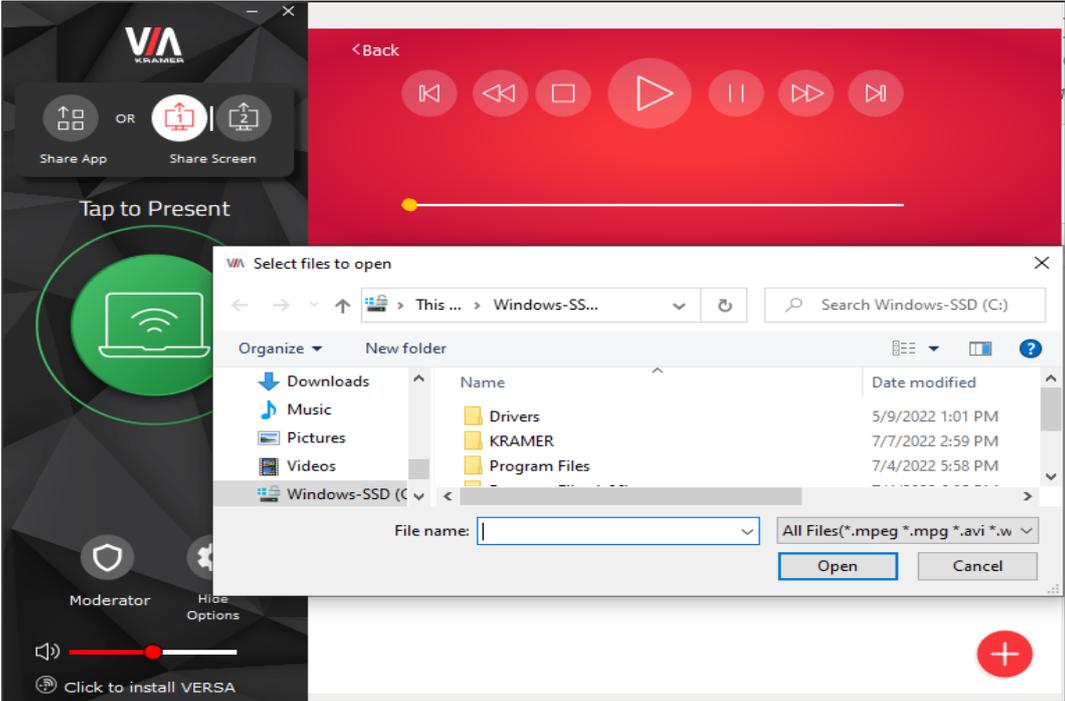
Figure 97: System File Browser

4. Select the relevant video file and click **Open**.
    The file appears in the My Media table.
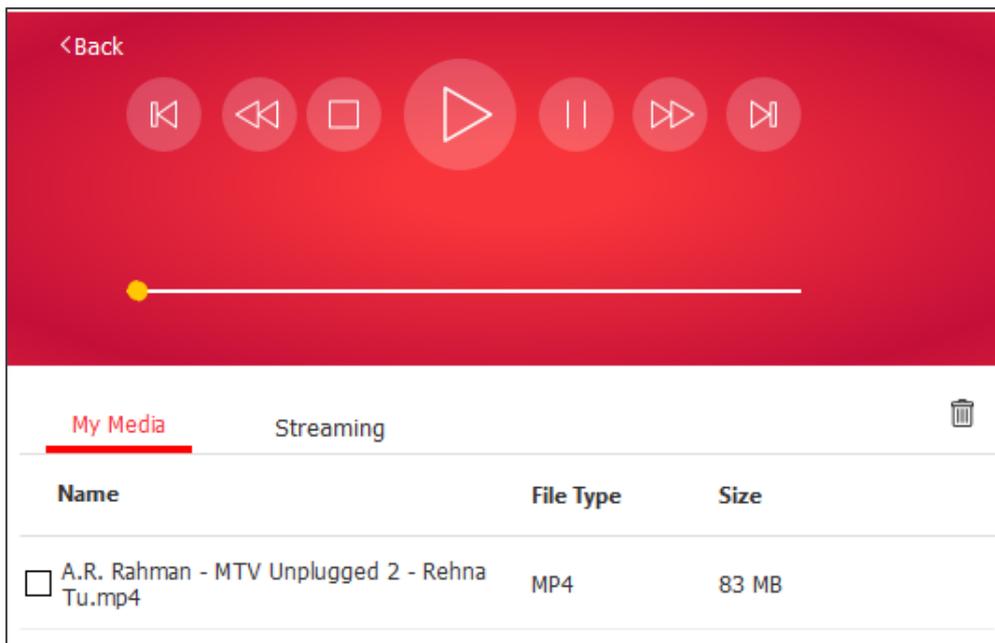
Figure 98: File in My Media Table

5. Double-click the media file in the table or click the play button.
    The video plays on the main display.

Streaming by Dragging and Dropping

To stream by dragging and dropping:

- Drag a media file from your device to the **Tap to Present** button on your VIA dashboard.
    The video plays on the main display.

Streaming from YouTube

To stream from YouTube:

1. On the user dashboard, click **Show Options > Features**.

    The Features tab appears.

2. Click **YouTube**.

    The YouTube player window appears.

3. Click **+**.

The URL Name window appears.
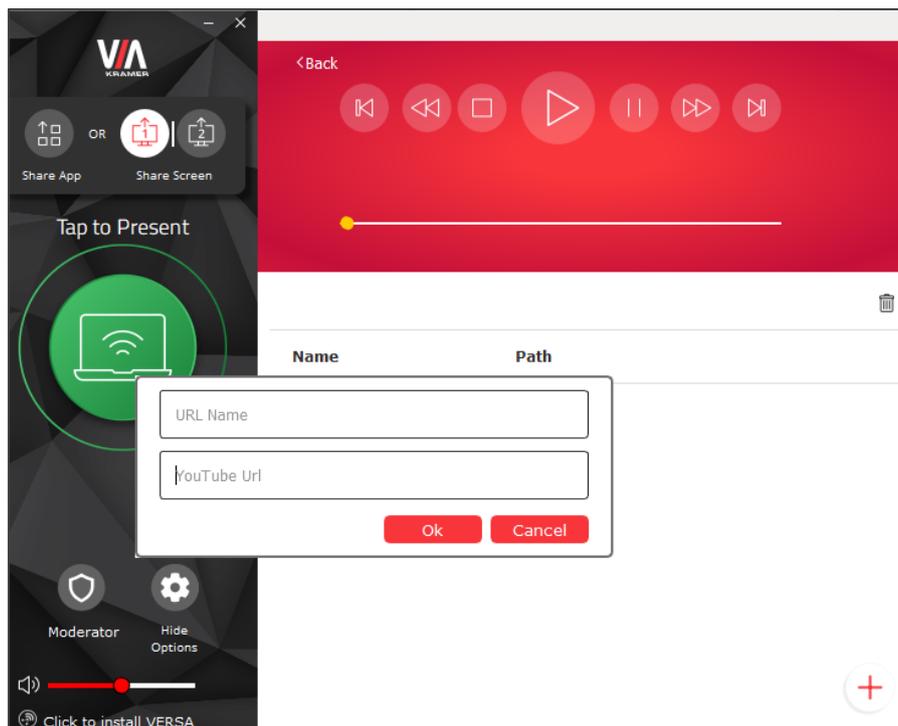
Figure 99: URL Name Window

4. In the URL Name field, enter a name for the video.

5. In the YouTube URL field, enter the web address for the YouTube video.
The name and path of the URL are added to the table in the YouTube window.

6. Select the URL in the table and click the play button.
The video plays on the main display.

ⓘ When showing videos through the **Kramer VIA** app, the video is not transferred from your device to the VIA unit. All videos are encoded directly on your device through the app and then streamed from your device to the VIA unit. The VIA unit then decodes the streamed file for playback.

ⓘ Video files can also be shared from your device to the main display by using a native media player such as QuickTime and/or Windows Media Player and the Present feature (see Mirroring Your Device Screen on page 94). However, when using this method, you may experience lower frame rates, inconsistent playback, and increased latency, depending on your laptop system performance.

RTSP Streaming Through VLC

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

VIA Campus², VIA Campus² PLUS supports RTSP. Media played locally on a computer can be streamed on **VIA Campus², VIA Campus² PLUS**, provided the computer and **VIA Campus², VIA Campus² PLUS** are on connected networks.

To Configure RTSP Streaming using VLC Media Player:

1. Open VLC Media Player.
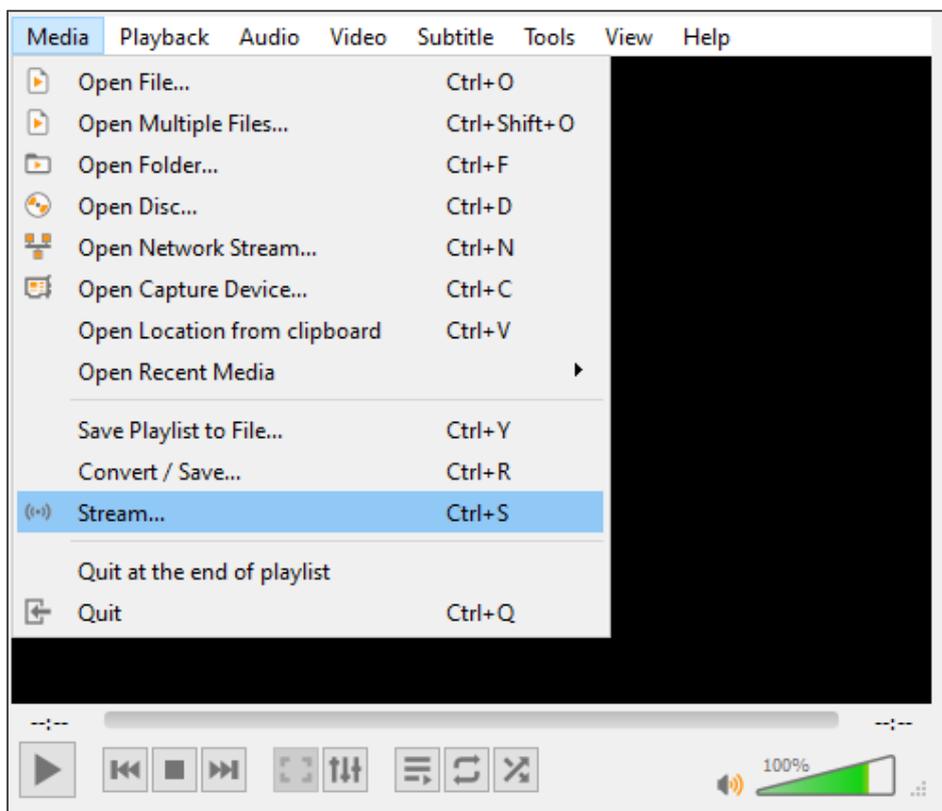
Figure 100: VLC Media Tab

2. Click **Media > Stream**.

The Open Media window appears.
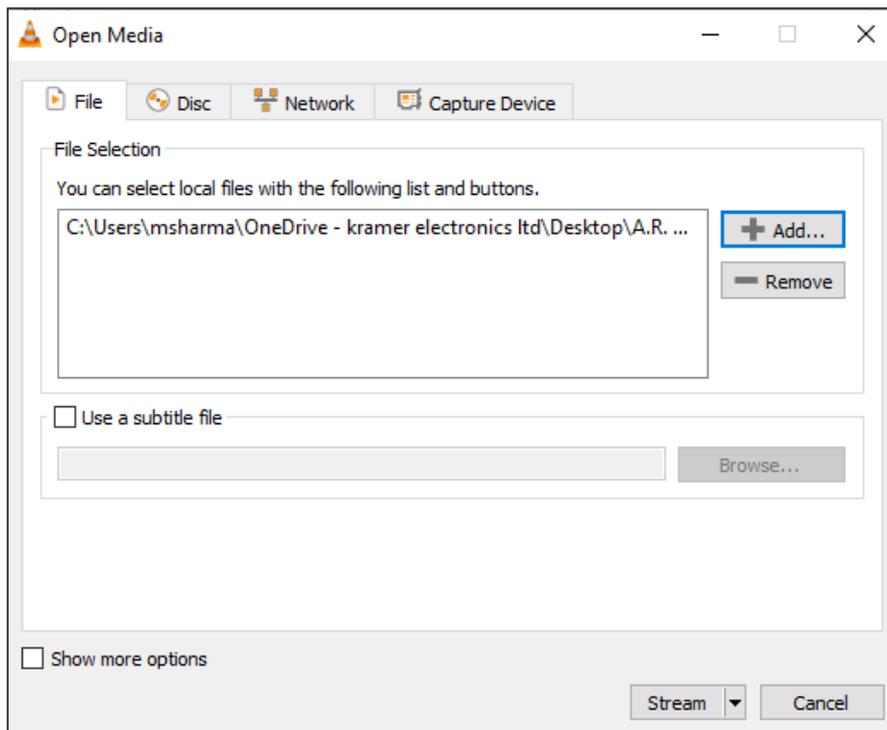
Figure 101: Media Window

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

The Stream Output/Source window appears.
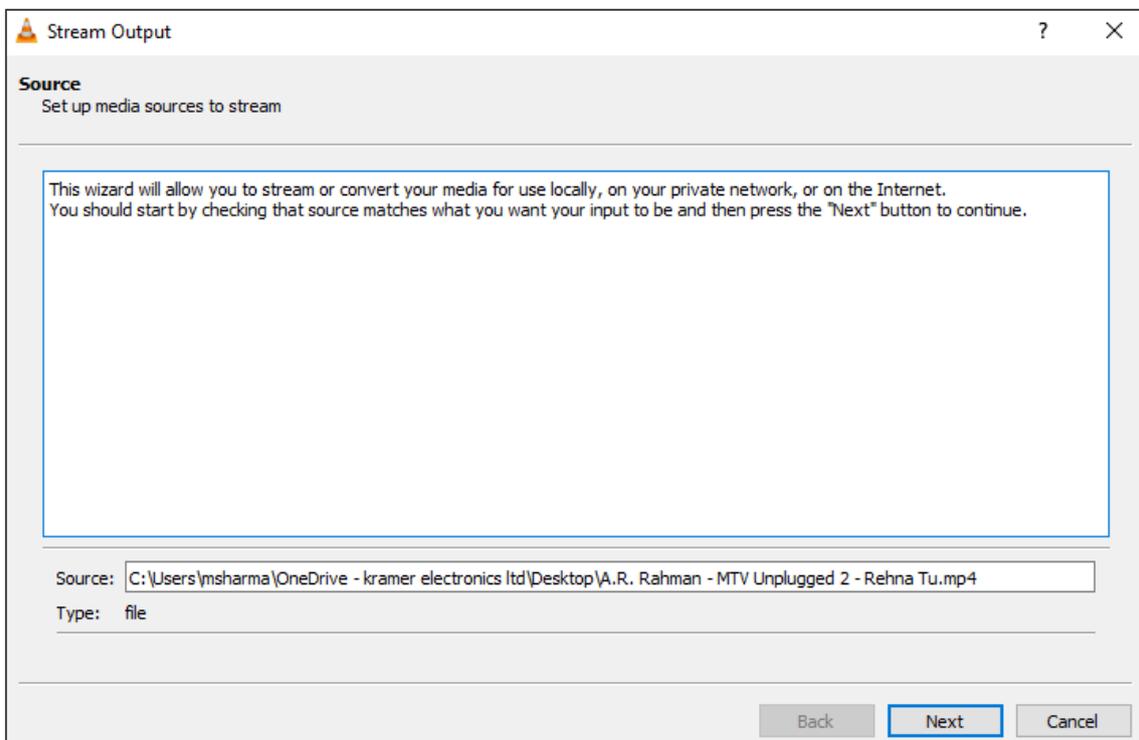
Figure 102: Stream Output Window

4. Click **Next**.
The Stream Output/Destination Setup window appears.
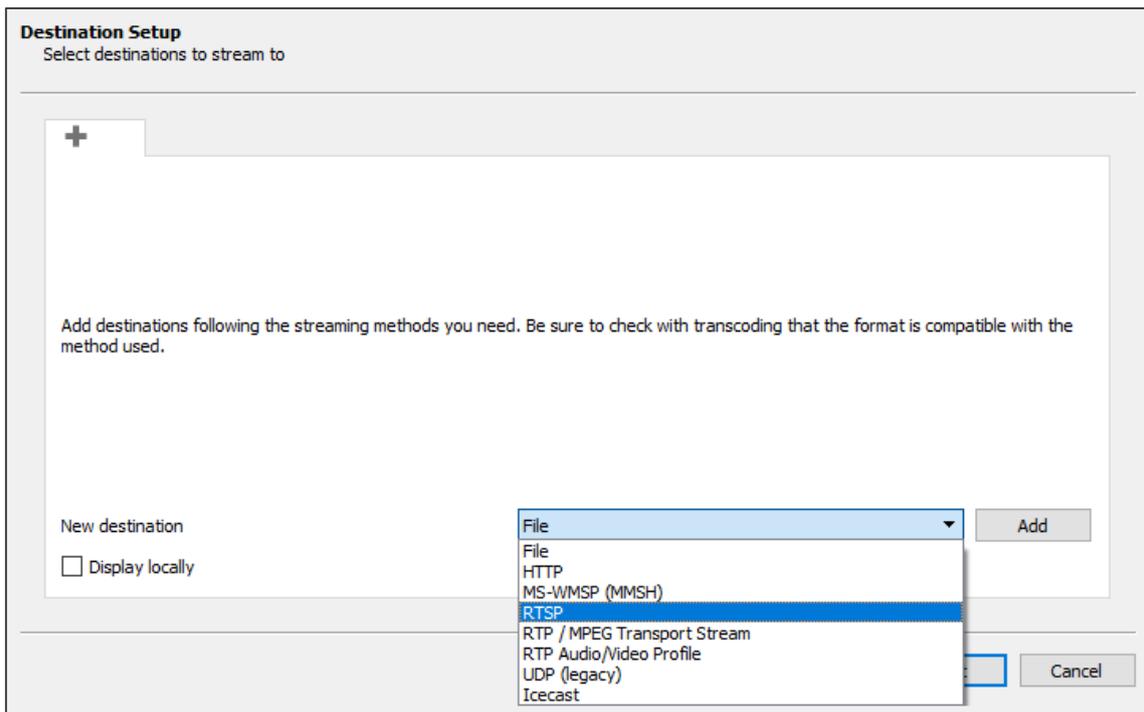
Figure 103: Destination Setup Window

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

The RTSP tab appears.

6. Type a short name to be used as a Path and click **Next**.
The Stream Output/Transcoding Options window appears.
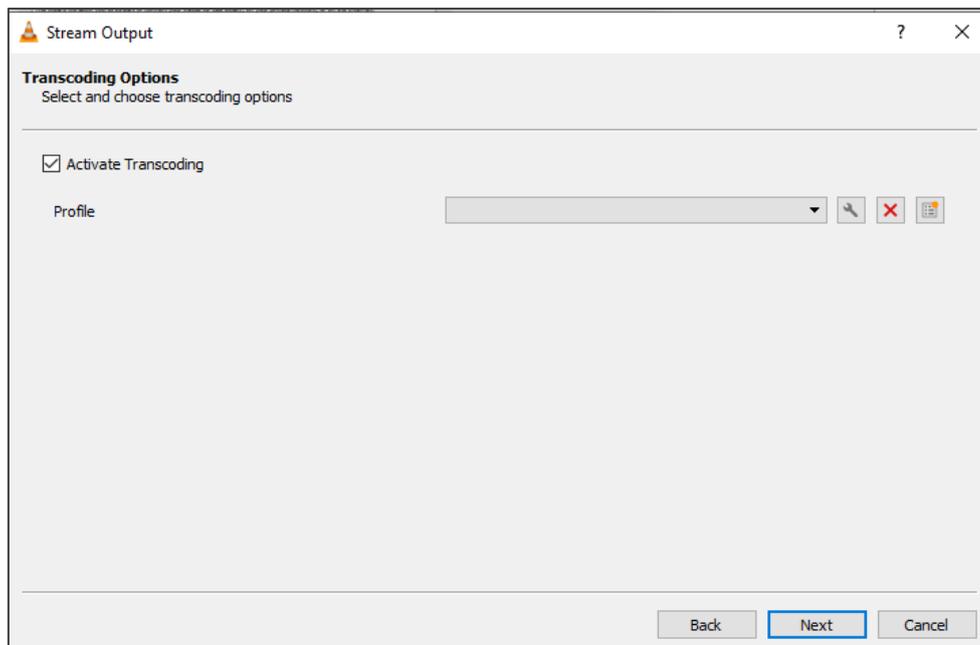
Figure 104: Transcoding Options Window

7. Clear the Activate Transcoding checkbox and click **Next**.

   The Stream Output/Option Setup window appears.
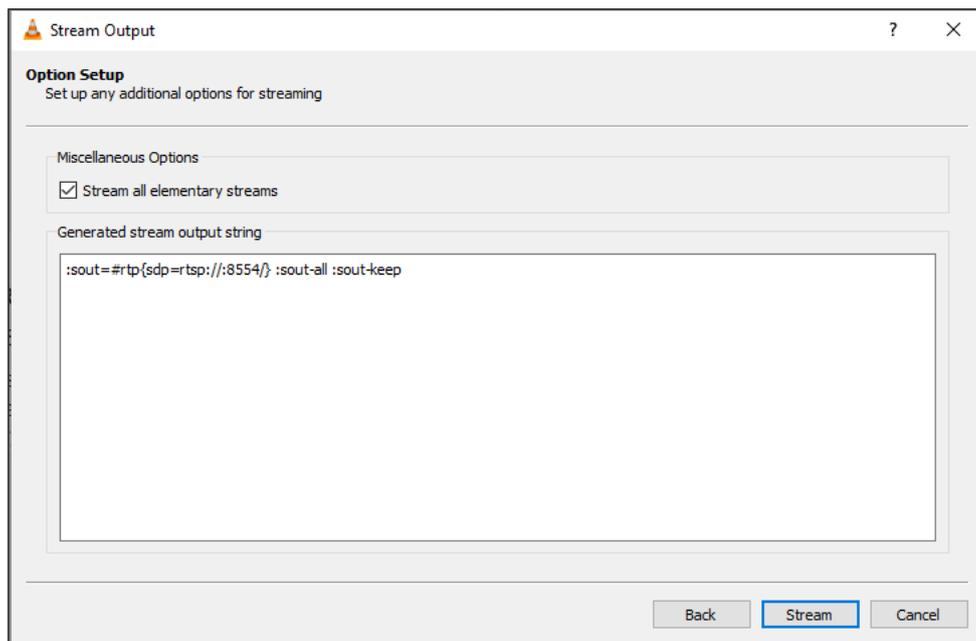
Figure 105: Options Setup Window

8. Select **Stream all elementary streams** and click **Stream**.

9. On the VIA user dashboard, click **Show Options > Features**.

   The Features tab appears.

10. Click **Multimedia**.

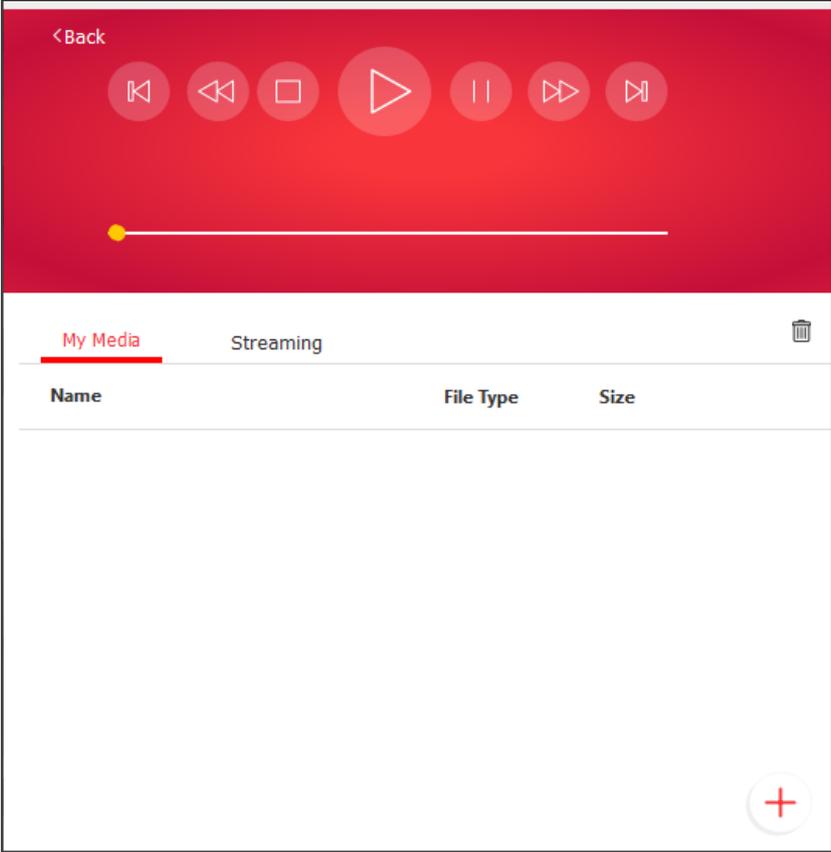   The Multimedia player window appears with the My Media tab open.

11. Click **Streaming**.

    The Streaming tab appears.

12. Click **+**.
    The URL Name window appears.

13. In the URL Name field, enter a name for the video stream.

14. In the URL path field, enter a URL name in the following format:
    rtsp://<local computer IP address>:8554/<name mentioned in step 6>.

15. Click **OK**.

The name and URL of the streaming media appears in the Streaming table.
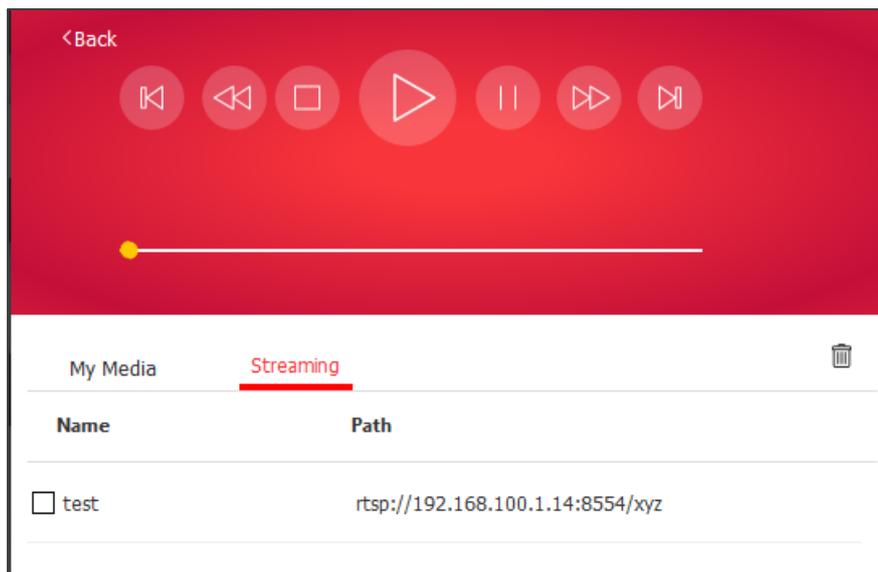
Figure 106: URL Added in Streaming Table

16. Select the **RTSP stream** in the Streaming table and click the play button.
RTSP Streaming using VLC Media Player is configured and the media appears on the main display.

RTP Streaming Through VLC

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

VIA Campus², VIA Campus² PLUS supports RTP. Media can stream on a **VIA Campus², VIA Campus² PLUS** unit, provided the computer and **VIA Campus², VIA Campus² PLUS** are on connected networks.

To stream RTP using VLC:

1. Open VLC.

2. Click **Media > Stream**.

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

4. Click **Next** on the next screen.

5. Choose RTP/MPEG Transport Stream from the New Destination drop down and click **Add**.

6. Enter **VIA Campus², VIA Campus² PLUS** unit's IP address and click **Next**.

The Stream Output/Transcoding Options window appears.

7. Clear the Activate Transcoding checkbox and click **Next**.

The Stream Output/Option Setup window appears.

8. Select **Stream all elementary streams** and click **Stream**

9. On the VIA user dashboard, click **Show Options > Features**.

   The Features tab appears.

10. Click **Multimedia**.

    The Multimedia player window appears with the My Media tab open.

11. Click **Streaming**.

    The Streaming tab appears.

12. Click **+**.
    The URL Name window appears.

13. In the URL Name field, enter a name for the video stream.

14. In the URL Path field, enter a URL path in the following format:

    Rtp: //<**VIA Campus², VIA Campus² PLUS** IP address>:5004.

15. Click **OK**.

    The name and URL of the streaming media appears in the Streaming table.

16. Select the RTP stream in the Streaming table and click the play button.

    RTP Streaming using VLC is configured and the streaming video appears on the main display.

ⓘ If a URL is already present in the streaming list above, VIA client generates a warning for both modes - RTP and RTSP.

Communicating with Participants

VIA Campus², VIA Campus² PLUS enables you to communicate with participants through chat, file sharing and becoming moderator of the meeting.

Chatting with Participants

VIA Campus², VIA Campus² PLUS enables you to exchange text messages with other meeting participants.

To send a text message to another meeting participant:

1. On the **VIA** dashboard, click **Show Options** > **Participants**.

   The Participants tab appears.

ⓘ If there is a meeting moderator with enable/disable chat access (see Moderator Mode on page 48), verify that the Chat checkbox in the upper right corner of the Participants tab is selected.

2. Click the **Chat Selected** icon 🗨 for the desired participant.

   The Chat window appears.

3. Type your message at the bottom of the window and click send or type **ENTER**.
    Your message is sent to the selected meeting participant.

> (i) You can check for active chat sessions by clicking **Features > Chat**.

Sharing Files

VIA Campus², VIA Campus² PLUS enables you to share files from your device with other meeting participants.

Sharing Files with One Participant

To share files with one participant:

1. On the **VIA** dashboard, click **Show Options** > **Participants**.

    The Participants tab appears.

2. Click the **File Share** icon ⬆ for the desired participant with whom you wish to share a file.
    A file browser appears.

3. Select the relevant file.
    The file share window appears.

4. The target participant receives notification of the shared file and selects a location to save the file.

    The file is shared and saved on the receiving participant's device.

> (i) To view all files that were shared to your device during a meeting, click the File Transfer feature.

Sharing Files with All Participants

To share files with all participants:

1. On the Dashboard, click **Features** > **Files**.

    A dialog box appears.

2. Click **Share file with all participants**.

    A file browser appears.

3. Select the file to share.

    The file is shared to all participants.

Opening File on Main Screen

VIA Campus², VIA Campus² PLUS enables you to open a file from your computer on the main display.

To open a file on the main display:

1. On the Dashboard, click **Features** > **Files**.

   -OR-

   Click **Participants** and click the **File Share** icon for the viaadmin participant.

   A dialog box appears.

2. Click **Open file on VIA**.

The file opens on the main display to view and edit.

Accessing VIA Campus², VIA Campus² PLUS Files

VIA Campus², VIA Campus² PLUS enables you to open or download files that were saved to your **VIA Campus², VIA Campus² PLUS** internal memory.

To access VIA Campus², VIA Campus² PLUS files:

1. On the Dashboard, click **Features** > **Files**.

   A dialog box appears.

2. Click **Download file from VIA**.

   The **VIA Campus², VIA Campus² PLUS** file browser window appears on your device.

3. Click the download icon from the Actions column for the relevant file.

   A file browser on your device opens.

4. Select the folder to which you want to download the file and click Open.

   The file is downloaded from **VIA Campus²**, VIA Campus² PLUS to your device.

Using a Linked Cloud Storage Service

VIA Campus², VIA Campus² PLUS enables you to link your cloud storage service (Google Drive, Drobox or OneDrive) account to Kramer VIA app. You can then enjoy full access to your online documents and upload VIA content to your cloud storage.

(i)   This feature is available for mobile devices only.

Linking Cloud Storage Service

The first time you use this feature you must first link the cloud storage service to VIA.

To link your cloud storage service to VIA:

1. On the VIA dashboard, tap **Features**.

   The Features tab appears

2. Tap the desired cloud storage service.
   You are directed to log in to your service.

3. Follow the directions to log in and complete the linking procedure.

   The cloud storage service is linked to VIA and the files appear.

(i)   To unlink your cloud storage service, click **Unlink**.

Using Content from Linked Cloud Storage Service

To use content from your linked cloud storage service:

1. In the Features tab, tap your cloud storage service.

   Your files appear.

2. Tap a file from your cloud service and select one of the following options:

   - **Open** – Open the file on your screen and "Present" to share it on the main display.

   - **Download** – Create a copy of your online file to easily access it from your VIA Multimedia Feature.

   - **Share** – Share the selected file using your preferred mailing service.

Managing VIA Files for Mobile App

VIA Campus², VIA Campus² PLUS enables you to upload, view, edit, delete, and share files that you use for your VIA meetings.

ⓘ To share files with other meeting participants, see [Sharing Files](#) on page [118](#).

To Manage VIA files from Kramer VIA mobile app:

1. Open VIA app and, before logging in to a meeting, tap the **Files** icon on the bottom of the screen.

   The Files screen appears.

2. Do one of the following:

   ▪ Share a file – Tap the up arrow next to the relevant file to share it through email or another app.

   ▪ Edit a file in an installed app – Tap **Edit** and tap a file to edit.

   ▪ Delete a file – Tap **Edit**, select a file and tap **Delete**.

   ▪ Add file– Tap **Add Files** to add to your VIA files.

Using Web Browser

VIA Campus², VIA Campus² PLUS enables you to use a web browser on your **VIA Campus², VIA Campus² PLUS** device or on your mobile device from the VIA dashboard without exiting the VIA session.

To use a web browser:

- On the VIA Gateway Dashboard, click **Features > Web Browser**.
  The default web browser window appears.

ⓘ To change the default browser on **VIA Campus², VIA Campus² PLUS**, see [Accessing System Controls](#) on page [81](#).

Becoming Meeting Moderator

VIA Campus², VIA Campus² PLUS enables any authorized meeting participant to become a moderator. A meeting moderator has control over certain VIA functions that affect other participants, such as:

- [Streaming Video](#) on page [108](#).
- [Disabling Chat](#) on page [122](#).
- [Showing Participant Screen on Main Display](#) on page [122](#).

ⓘ Moderator Mode must be activated to enable becoming a Moderator during a meeting (see [Moderator Mode](#) on page [48](#)).

To become the meeting moderator:

1. On the user dashboard, click **Moderator** icon.

2. When Basic Moderator Mode is active, type the password and click **Apply**.
   You are now the moderator, moderator icon turns yellow.

To stop being moderator, click **Moderator** again.

Disabling Chat

VIA Campus², VIA Campus² PLUS enables the moderator of a meeting to disable the chat feature during a meeting.

To enable the Chat checkbox, (see Moderator Mode on page 48).

To disable chat:

1. Become the moderator of the meeting (see Becoming Meeting Moderator on page 121).

2. Clear the **Chat** checkbox at the top of the Participants tab.
   Chat is disabled.

Showing Participant Screen on Main Display

The moderator of a meeting can push a participant's screen onto the main display by clicking the Display Status icon of the participant in the Participant tab of the dashboard.

To show a participant screen on the main display:

1. Become the moderator of the meeting (see Becoming Meeting Moderator on page 121).

2. In the Participants tab, click the **Display Status** icon for the relevant participant.

   The selected participant's screen is mirrored on the main display.

To add a message that enables the participant to either approve or deny permission to present their screen (see Moderator Mode on page 48).

Allowing a Participant to Mirror on Main Display

The moderator of a meeting must give permission to any meeting participant who wants to mirror their screen on the main display.

To allow a participant to mirror on the main display:

1. The participant clicks **Present**.

   A presentation request window appears on the moderator's screen.
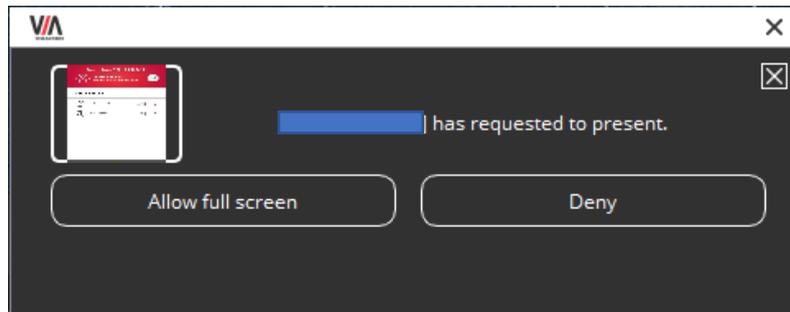
Figure 107: Presentation Request Window

2. Click on the thumbnail to enlarge preview.

ⓘ The moderator can view the presentation request window to assist the moderator to accept or deny the request.

3. Select **Allow full screen** (in case of single presenter) or **Allow auto position** (in case of multiple presenter).

   The participant's presentation appears on the main display.

ⓘ The moderator can present at any time without permission.

Mirroring Main Display on Your Device

VIA Campus², VIA Campus² PLUS enables you to mirror a live view of the main display on your device to obtain a closer look at the presentation and to add personal annotations to the content being presented.

ⓘ You must stop presenting and/or streaming video to start the View Main Display feature.

ⓘ View Main Display is designed for visual reinforcement and is displayed at a reduced frame rate to reduce bandwidth usage.

To mirror the main display on your device:

1. On the **VIA** dashboard, click **Show Options** > **Features**.

   The Features tab appears.

2. Click **View Main Display**.
   The Viewer window and a toolbar (on the bottom for mobile devices or the left for laptops) appear.

3. Zoom in and out of the image using one of the following methods:

- On touchscreens: Pinch the screen.

- On PCs & Macs: Click the **+/-** magnification icons in the upper right corner of the Viewer window.

4. Use the tool bar to perform the following basic whiteboarding activities:

- Draw, erase, add notes and save the file.

- Select color options.

- Create annotations that allow the user to take notes locally on their device without appearing on the presentation.

5. Click the bottom icon on the toolbar (Switch Annotation).
VIA saves your current screen and now, all annotations that you make appear on the main display.

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

6. Click the bottom icon again.
VIA saves your current screen and all annotations that you make appear only on your screen.

To exit View Main Display:

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

-OR-

Close the View Main Display window.

Advanced Meeting Functions

This section explains meeting functions that are performed by either the VIA administrator or a participant with moderator status.

The VIA administrator collaborates directly through the VIA unit by connecting a mouse and keyboard to the VIA gateway unit (see **Error! Reference source not found.** on page **Error! Bookmark not defined.**) or through a touchscreen interface.

Using Gateway Dashboard

The gateway dashboard is usually used by the VIA administrator who connects a mouse and keyboard directly to the VIA gateway unit (see For Installer: Connecting VIA Campus², VIA Campus² PLUS on page 11).

For installer: through a touchscreen interface. However, this dashboard can also be accessed through an external device that is logged in to the meeting and in Collaboration mode (see Collaborating on Main Display on page 100).

Make sure Quick Access Client is enabled (see System on page 41).

To use the gateway dashboard:

- Click the VIA logo in the lower left corner of the main display.

The gateway dashboard appears.

Icon Name	Function
Participants	Display a list of all participants in the session.
Features	Display all available features.
Settings	Configure settings.
Power	Reset the session, reboot the device, or shutdown the device
Volume Slider Control	Adjust volume out from the LINE OUT audio jack.

Showing Main Display on Participant Devices

VIA Campus², VIA Campus² PLUS enables the administrator to show the main display on all meeting participant devices, so they can obtain a closer look at the presentation and add personal annotations to the content being presented.

ⓘ The administrator can only share the main display with participants that are not presenting and/or streaming video.

To start showing the main display on participant devices:
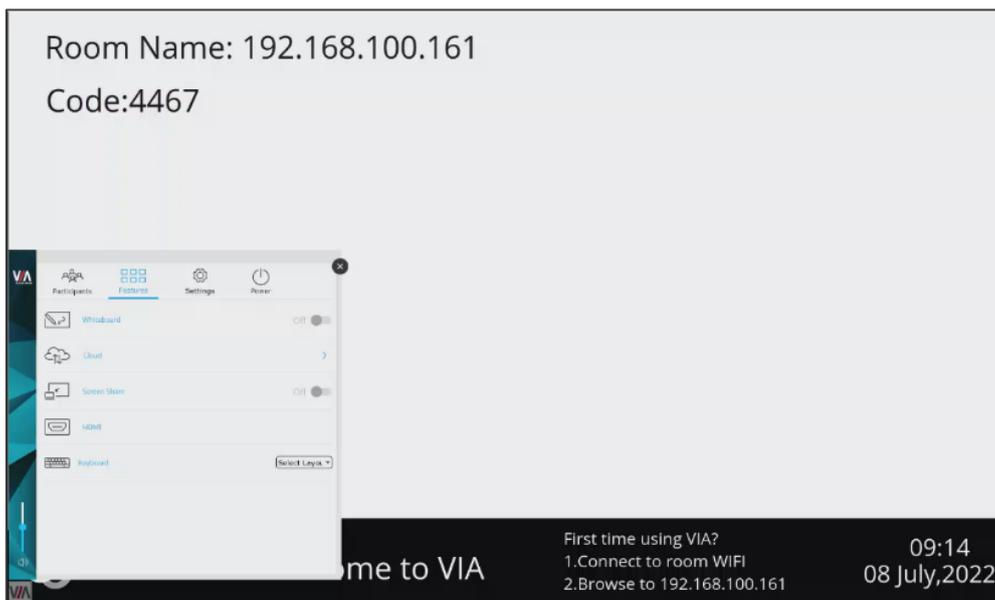
Figure 108: Gateway Dashboard on Main Display

- On the Gateway Dashboard, click the **Features >Screen Share**.

A check mark appears on the Screen Share icon and a new window with a live representation of the main display and a toolbar appear on the participant screens. For details about using the toolbar tools, see Mirroring Main Display on Your Device on page 123.

Changing Default Encoding Format

VIA Campus², VIA Campus² PLUS enables you to change the default encoding format for your device. This is the encoding format used for presenting and streaming video from your device to **VIA Campus², VIA Campus² PLUS** to be displayed on the main display. This change affects only your device.

ⓘ The Web Administrator sets the default encoding format (see).

Two encoding formats are available:

- H. 264 – Default format if your operating system supports H. 264 encoding. This format reduces bandwidth requirements when presenting high-resolution content.

- JPEG – If the operating system does not support H. 264 encoding, enable this format.

To change the default encoding format:

1. In your computer taskbar, click the VIA icon.
   The taskbar menu appears.

2. Click **Settings** in the taskbar menu.
   The Settings screen appears.

3. Under Presentation Format Encoding, select the required encoding format.
   The default encoding format is changed and saved for future sessions.

Scaling User Dashboard for High Resolution Screen

The **Kramer VIA** app taskbar menu enables you to enlarge your VIA dashboard when using a device with a 4K resolution screen.

To scale your dashboard when using a high resolution screen:

1. In your computer taskbar, click the VIA taskbar icon.
   The taskbar menu appears.

2. Click **Settings** in the taskbar menu.
   The Settings screen appears.

3. Select the scaling option.
   The dashboard is scaled.

ⓘ This feature only appears in the taskbar menu when you are using a device with 4K resolution to connect to the meeting.

Recording a Meeting

VIA Campus², VIA Campus² PLUS enables you to record all activity that appears on the main display during a meeting.

ⓘ If Moderator Mode is enabled, you must be the Moderator to use this feature.

To activate this feature (see [Activating Recording Feature](#) on page [55](#)).

To manage recordings (see [Managing Meeting Recordings](#) on page [56](#)).

To record a meeting:

1. Click **Features > Record**.

The Record screen appears.

2. Click **REC**.

The meeting recording starts.

3. Click the REC button again to pause and resume the recording.

4. When you are ready to end the recording, click **Stop**.

   The Save your Record screen appears.

5. Type a **Session Name** and **Description** for the recording.

6. Select the checkbox at the bottom of the screen to download a copy of this recording to your device.

7. Click **Save**.
   The recording is saved on the system or on the USB drive connected to **VIA Campus², VIA Campus² PLUS**, depending on the settings selected by the administrator. To access saved recordings from the system, (see [Managing Meeting Recordings](#) on page [56](#)).

Streaming a Meeting Session

VIA Campus², VIA Campus² PLUS enables you to stream all activity on the main display during a meeting to other VIA gateway units or computers.

VIA Campus², VIA Campus² PLUS enables two types of streaming options:

- [Unicast Streaming](#) on page [127](#).
- [Multicast Streaming](#) on page [130](#).

Unicast Streaming

VIA Campus², VIA Campus² PLUS can stream all main display activity to the following types of receivers:

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

Creating a Unicast Streaming URL

To create a unicast streaming URL:

1. Find the IP address of the receiver using one of the following methods:

    ▪ Windows computers – Type ipconfig in the Command Prompt.

    ▪ Mac computers – Type ipconfig in the Terminal.

    ▪ Another VIA unit – Use the room name that appears on the Home screen.

2. Use any allowed port number from 1 – 65536.

3. Use the following format for a UDP URL:
   udp://<IP address>:<port number>/.
   Example: For a receiver with an IP address of 192.168.100.123 and an allowed port of 2234, the UDP URL is:
   udp://192.168.100.123:2234/
   OR
   Use the following format for an RTP URL:
   `<rtp>:<ip>:<port>`

Feeding Receiver Information to VIA Campus², VIA Campus² PLUS

The receiver information must be fed to **VIA Campus², VIA Campus² PLUS** before streaming can begin.

To feed receiver information to VIA Campus², VIA Campus² PLUS:

1. In the Streaming tab in the VIA settings template (see <u>Configuring VIA Settings Template</u> on page <u>39</u>), paste the receiver URL in the Streaming URL text box. The URL must be in the format explained in <u>Creating a Unicast Streaming URL</u> on page <u>128</u>.

2. Click the **Streaming** switch ON.
   Streaming is activated, and the Streaming URL field is disabled.

ⓘ To change the receiver URL while streaming, click the **Streaming** switch OFF, paste the new URL in the box and click the **Streaming** switch ON again.

Streaming from one VIA Unit to Another VIA Unit

To stream from one VIA gateway unit (such as **VIA Campus², VIA Campus² PLUS**) to another VIA unit, you need:

• Two VIA gateway units, one for a receiver and one for a sender.

• One Windows or Mac computer with the latest VIA client application installed.

To stream from one VIA unit to another VIA unit:

1. Connect the two VIA units and the computer to the same network.

2. Use the receiver VIA's room name to create a URL as described in <u>Creating a Unicast Streaming URL</u> on page <u>128</u>.

3. On the computer, launch the VIA client application and log on to the sender VIA unit.

4. Take moderator rights if Moderator Mode is on.

5. Click the VIA icon in the computer taskbar and select **Start Streaming**.

6. On the computer, log out and log in to the receiver VIA unit.

7. In the Dashboard, click **Features** > **Multimedia**.

8. Click the Streaming tab.

9. Type an easily recognizable URL Name.

10. Type the TCP or UDP URL configured in Creating a Unicast Streaming URL on page 128.

11. Click **Add Media**.
    The URL is added to the list.

12. Select the added URL and click **Play**.

    Streaming begins from one VIA unit's display to the other VIA unit's display.

Streaming from a VIA Unit to a Windows/Mac Computer

To stream from one VIA gateway unit (such as **VIA Campus², VIA Campus² PLUS**) to a Windows/Mac computer, you need:

- One VIA gateway unit, for a sender.

- One Windows or Mac computer with the latest VIA client application installed for a receiver.

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

1. Connect the VIA unit and the computer to the same network.

2. Use the receiver computer's IP address to create a URL as described in Creating a Unicast Streaming URL on page 128.

3. Use this URL on the VIA unit's web pages as explained in Feeding Receiver Information to VIA Campus², VIA Campus² PLUS on page 128.

4. Log in to the VIA client application on the receiver computer.

5. Take moderator rights if Moderator Mode is on.

6. Click the VIA icon in the computer taskbar and select **Start Streaming**.

7. Launch VLC.

8. Click **Media** > **Open Network Stream**.

9. Type the streaming URL as udp://@:<port number>

    Streaming begins and is displayed on the receiver computer.

Multicast Streaming

VIA gateway units (such as **VIA Campus², VIA Campus² PLUS**) can stream their screens as a multicast so that multiple devices can view the gateway's display.

Creating a Multicast URL

To create a Multicast IP URL:

1. Select an IP address in the following range:

   224. 0. 0. 0 to 239. 255. 255. 255

2. Select any allowed port number from 1–65536.

3. For example, for an IP address of 224. 0. 0. 5 and an allowed port of 2222, define the UDP URL as: udp://224. 0. 0. 5:2222/

Feeding Multicast IP Information to VIA Unit

To feed multicast information to the VIA unit:

1. In the Streaming tab in the VIA settings template (see Configuring VIA Settings Template on page 39), paste a URL in the Streaming URL text box in the format described in Creating a Unicast Streaming URL on page 128.

2. Click the Streaming switch ON.

   Streaming is activated, and the Streaming URL field is disabled.

ⓘ To change the receiver URL while streaming, click the **Streaming** switch OFF, paste the new URL in the box and click the **Streaming** switch ON again.

Starting Multicast Stream

1. Launch the VIA client application on a Windows / Mac computer.

2. Make sure the client computer is on the same network as the VIA gateway.

3. Take moderator rights if Moderator Mode is on.

4. Click the VIA icon in this computer's taskbar and select **Start Streaming**. The Multicast Stream starts.

Receiving a Multicast Stream on Multiple VIA Units

1. Login through the VIA Client to the target VIA unit.

2. On the dashboard, click **Features** > **Multimedia**.

3. Click the Streaming tab.

4. Type the streaming URL as udp://@<IPAddress>:<port number>

5. Click **Add Media**. The URL is added to the list.

6. Select the added URL and click **Play**.

   Streaming begins from one VIA's display to another VIA gateway.

ⓘ Repeat steps 1–6 to stream to another VIA unit.

Receiving Multicast Streams on Multiple Windows/Mac Computers

1. Launch VLC on the client computer.

2. Click **Media > Open Network Stream**.

3. Type the streaming URL as udp://@<IPAddress>:<port number>

   Streaming starts from the VIA unit to the receiver computer.

> ⓘ Repeat steps 1–3 to stream to another computer.

Presenting with Third Party Apps

VIA Campus², VIA Campus² PLUS enables you to open third party apps on the main display and use them for presentation and collaboration.

> ⓘ **VIA Campus², VIA Campus² PLUS** includes a number of pre-installed third party apps. To add more apps to **VIA Campus², VIA Campus² PLUS**, see Adding Third Party Apps on page 82.

To present with a third party app:

1. On the VIA dashboard, click **Features > Third Party Apps**.

   The **Third Party Apps** page appears.

2. Double-click the required app.

   The app appears on the main display and you are put into collaboration mode (see Interacting with Main Display on page 100).

Enhancing Video Conferencing from Personal Device

When you conduct a video conference from your personal device, involving others in the conference room can be limited because you are using the camera and microphone on your device. By using the VIA Versa feature, **VIA Campus², VIA Campus² PLUS** enables you to switch from using your device camera and microphone to an external video conferencing device connected to **VIA Campus², VIA Campus² PLUS**, while still running the conference on your device.

> ⓘ For information on enabling the audio for the external video conferencing device, see Enabling Audio for VIA Versa Video Conferencing on page 84.

To set up a video conference from your personal device:

1. Run one of the following (available at www.kramerav.com/product/VIA Campus², VIA Campus² PLUS) on your device and complete the installation wizard:

   ▪ For Windows OS – **VIAVirtualCamera** Windows Installer .msi file.

   ▪ For Mac OS – **VIAVirtualCamera** installer package .pkg file.

2. Join the VIA meeting.

3. Launch a video conferencing app.

4. In the video settings of the video conferencing app select the camera device named **VIA VirtualCam**.

5. In the audio settings of the video conferencing app select the audio device named **VIA Virtual Audio Device**.

    The video and audio for the video conference switches to the external video conferencing device and you are ready to start a video.

Monitoring Bandwidth Usage

VIA Campus², VIA Campus² PLUS enables you to monitor how much bandwidth you are using while communicating with **VIA Campus², VIA Campus² PLUS**.

To monitor bandwidth usage:

1. In your computer taskbar, click the VIA icon.

    The taskbar menu appears.

2. Click **Settings** in the taskbar menu.

    The client preferences screen appears.

3. Under Network Monitor Tool, click the **Activate system log and network graph** switch.

    Additional controls for the Network Monitoring Tool appear.

4. Click **Open Network Graph**.

    The VIA Network Graph window appears. By default, the graph shows live bandwidth usage.

5. Select a date from the Session drop-down to see the graph from another session.

    The graph of the session is played back as a video.

Setting Default Meeting Spaces List for Mobile App

When you start **Kramer VIA** mobile app, the Spaces screen appears, showing all meeting spaces that you have favorited. You can set the default screen to show the regular Meeting Spaces screen, which shows all discovered and saved meeting spaces, except for your favorites.

To set the default opening screen to the regular Meeting Spaces screen:

1. On the toolbar at the bottom of the Meeting Spaces screen, tap **Preferences**.

The Preferences screen appears.

2. Select **Spaces**.

The default opening screen changes to Meeting Spaces.

Technical Specifications

Ports	2 USB 3.1 Gen 1 (blue)	On female USB type-A connectors
	3 USB 2.0 (black)	On female USB type-A connectors
	1 LAN	On an RJ-45 connector
	2 Wi-Fi Antennas	On threaded Wi-Fi connectors
	1 Power Toggle	On a 2-pin terminal block
Inputs	1 Microphone	On a 3.5mm jack
	1 HDMI (**VIA Campus² PLUS** only)	On a female HDMI connector
Outputs	1 HDMI	On a female HDMI connector
	1 DisplayPort	On a female DisplayPort connector
	1 Unbalanced Stereo Audio Line Out	On a 3.5mm jack
Video	Max. Resolution HDMI Input	4K@60
	Max. Resolution DisplayPort Output	4K@60
	Max. Resolution HDMI Output	4K@30 (RGB)
	Video Streaming Playback (using **Kramer VIA** app Multimedia feature)	1080p@60fps
Audio	Integrated high-definition audio	5.1 channel
General	Processor	3.60 GHz quad core (8th Generation)
	Main Memory	8GB (2 x 4GB DDR4 SDRAM modules)
	Storage	128GB, solid-state drive
	LAN	Gigabit LAN
Power	Source	120W power adapter (19V, 6.32A)
	Consumption	2.9A
Environmental Conditions	Operating Temperature	0° to +40°C (32° to 104°F)
	Storage Temperature	-40° to +70°C (-40° to 158°F)
	Humidity	10% to 90%, RHL non-condensing
Accessories	Included (**VIA Campus²**, **VIA Campus² PLUS**)	Power adapter, 2 Wi-Fi antennas
	Included (**VIA Campus² PLUS**)	HDMI cable extender (M to F)
Physical	Product Dimensions	21.00cm x 19.00cm x 5.00cm (8.27" x 7.48" x 1.97") W, D, H
	Product Weight	1.4kg (3.1lbs) approx.
	Shipping Dimensions	40.50cm x 29.70cm x 9.00cm (15.94" x 11.69" x 3.54") W, D, H
	Shipping Weight	2.77kg (6.1lbs) approx.
Specifications are subject to change without notice at www.kramerav.com		

VIA App Android Permissions

Permission Category	Description	How Used
Camera	Take pictures and videos.	Logging in through QRCode reader.
Contacts	Find accounts on the device.	Logging in to cloud storage apps like Google Drive, OneDrive, and Dropbox.
Network	• Full network access. • View WiFi connection. • View network connection. • Receive internet data. • Phone.	Accessing the internet over WiFi or mobile data connection and accessing the WiFi name and status for logging in to VIA app
Location	• Access precise location only in the foreground. • Access approximate location (network-based) only in the foreground.	Same as Network permissions. This is additional permission required in Android 9 and higher.
Storage	Read, modify, or delete the contents of your shared storage.	Acquiring and saving image, video, pdf, and other types of files from the device/SD Card.
Bluetooth network	• Access Bluetooth settings. • Pair with Bluetooth Devices.	Enabling autofill Nick Name/ Username on the login page, if the device name API is not supported in Android phone.
NFC	Controlling NFC (Near Field Communication).	Logging in via NFC tag.
Power Settings	Prevent phone from sleeping	Preventing your device from going into sleep mode while using VIA App.

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

What is Covered

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

What is Not Covered

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

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

How Long this Coverage Lasts

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

1. All Kramer VIA hardware products are covered by a standard three (3) year warranty for the VIA hardware and a standard three (3) year warranty for firmware and software updates; all Kramer VIA accessories, adapters, tags, and dongles are covered by a standard one (1) year warranty.

2. Kramer fiber optic cables, adapter-size fiber optic extenders, pluggable optical modules, active cables, cable retractors, ring mounted adapters, portable power chargers, Kramer speakers, and Kramer touch panels are covered by a standard one (1) year warranty. Kramer 7-inch touch panels purchased on or after April 1st, 2020 are covered by a standard two (2) year warranty.

3. All Kramer Calibre products, all Kramer Minicom digital signage products, all HighSecLabs products, all streaming, and all wireless products are covered by a standard three (3) year warranty.

4. All Sierra Video MultiViewers are covered by a standard five (5) year warranty.

5. Sierra switchers & control panels are covered by a standard seven (7) year warranty (excluding power supplies and fans that are covered for three (3) years).

6. K-Touch software is covered by a standard one (1) year warranty for software updates.

7. All Kramer passive cables are covered by a lifetime warranty.

Who is Covered

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

What Kramer Electronics Will Do

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

1. Elect to repair or facilitate the repair of any defective parts within a reasonable period of time, free of any charge for the necessary parts and labor to complete the repair and restore this product to its proper operating condition. Kramer Electronics will also pay the shipping costs necessary to return this product once the repair is complete.

2. Replace this product with a direct replacement or with a similar product deemed by Kramer Electronics to perform substantially the same function as the original product. If a direct or similar replacement product is supplied, the original product's end warranty date remains unchanged and is transferred to the replacement product.

3. Issue a refund of the original purchase price less depreciation to be determined based on the age of the product at the time remedy is sought under this limited warranty.

What Kramer Electronics Will Not Do Under This Limited Warranty

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

How to Obtain a Remedy Under This Limited Warranty

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

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

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

Limitation of Liability

THE MAXIMUM LIABILITY OF KRAMER ELECTRONICS UNDER THIS LIMITED WARRANTY SHALL NOT EXCEED THE ACTUAL PURCHASE PRICE PAID FOR THE PRODUCT. TO THE MAXIMUM EXTENT PERMITTED BY LAW, KRAMER ELECTRONICS IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY. Some countries, districts or states do not allow the exclusion or limitation of relief, special, incidental, consequential or indirect damages, or the limitation of liability to specified amounts, so the above limitations or exclusions may not apply to you.

Exclusive Remedy

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⚠ SAFETY WARNING
Disconnect the unit from the power supply before opening and servicing

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