quicklaunch™

welcome to better meetings

User Guide

This manual is the English language version of the manual, bundled with the application and updates. Other language versions of the manual are available on our Quicklaunch Support Website

Français: Ce manuel est la version en langue anglaise du manuel, fourni avec l'application et les mises à jour. D'autres versions linguistiques du manuel sont disponibles sur notre site Web Quicklaunch support

Español: Este manual es la versión en idioma Inglés del manual, que se incluye con la aplicación y actualizaciones. Otras versiones de idioma del manual están disponibles en nuestro sitio Web de soporte en Quicklaunch

Deutsch: Dieses Handbuch ist die englische Version des Handbuchs mit der Anwendung gebündelt und Updates. Andere Sprachversionen des Handbuchs sind auf unserer Quicklaunch Support-Website

Italiano: Questo manuale è la versione in lingua inglese del manuale, in bundle con l'applicazione e gli aggiornamenti. Altre versioni linguistiche del manuale sono disponibili sul nostro sito web Quicklaunch supporto

http://quicklaunch.ucworkspace.com/support/solutions/articles/3000054822

Manual First Edition (Quicklaunch V2)
June 2016

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About this guide

This user guide contains information you need for installing, configuring and customizing the Quicklaunch™ application.

How is this guide organized?

This guide contains the following parts:

- Chapter 1: Getting Started
  This chapter covers the contents of the package you should have on hand to get started.
- Chapter 2: Installation
  When you are ready to begin, we walk you through a typical installation of the Quicklaunch™ application.
- Chapter 3: General Usage
  For new users, this chapter covers common features most users will use.
- Chapter 4: Configuration
  For more advanced configuration, we cover the features of the software and new technology it supports.
- Chapter 5: Design Mode
  For a simplified configuration for users, we cover the layout and where more details are available.
- Appendix A: Additional details
  For some of our more frequently asked questions, we've added a small section in this document.

Where to find more information

Refer to the following sources for additional information and for product and software updates.

- Quicklaunch™ Support website
  The Quicklaunch™ Support website provides updated information on the Quicklaunch™ software products. Refer to the ILUMINARI website for details how contact us for Technical Support and Sales, or visit us at http://quicklaunch.ucworkspace.com/support/home
- Optional documentation
  Your product package may include optional documentation, such as warranty flyers, that may have been added by OEM manufacturers. These documents are not part of the standard package.

Conventions used in this guide

To ensure that you perform certain tasks properly, take note of the following symbols used throughout this manual.

DANGER / WARNING: Information to prevent injury to yourself when trying to complete a task.

CAUTION: Information to prevent damage to the unit when trying to complete a task, or alert you of changes that may occur beyond your control.

IMPORTANT: Instructions that you MUST follow to complete a task.

NOTE: Tips and additional information to help you complete a task.

Typography

Bold text	Indicates a menu, item to select, or text to type
Italics	Used to emphasize a word or a phrase

Chapter 1

Welcome!

The Quicklaunch™ family of products helps consolidate and simplify common tasks performed in conference and meeting rooms by providing an edition to suit the unique needs of your organization.

Available in Quicklaunch™ Standard Edition, Quicklaunch™ Professional Edition and Quicklaunch™ Ultimate Edition, you can configure the appearance and actions available to users so you have a solution that matches their unique needs.

Skype for Business

Lync

Office 365

Standard Edition
Start Collaboration Applications Action Groups Launch Desktop & Cloud Applications Icon Library with Icon Trace Dual Display Designer Mode Multiple Themes w Custom Color Custom Logos System Monitoring Configuration Wizard Imports/Export Configurations Logitech Camera Controls Intel Unite * (Requires you to have the application)

Professional Edition – 2H '16
Everything in San Join Meetings Calendar View Show Meeting Details Launch Files Skype for Business Meet Now Whiteboard Dialpad Schedule Meetings Turn into SFB Meeting Invite Room to Meeting Add Room to Meeting Add Participant Profile Pictures Support

Ultimate Edition
Complex Enterprise Requirements Additional Calendar Controls Multiple Display with Window Control Group Email Add Participant One Note Custom Integration Change User Granular Color Controls Broadcast Message Helpdesk Ticketing Change Users Custom Security Clean-up

All editions allow you to customize the appearance using the powerful built in Design Mode, but only Professional Edition and Ultimate Edition have been designed to make full use of the Skype for Business and Office 365 cloud.

Package contents

Check your product envelope for the following items:

- License Key Registration
- User Guide (this manual!)
- Installation Media

NOTE: If any of the items are damaged or missing, contact your retailer or OEM manufacturer.
The illustrated items above are for reference only. Actual product details may vary with different editions.

Before You Begin

You should have the following features and items on-hand to install and run Quicklaunch™

Computer Hardware	
Processor	Intel or AMD x86 or x64-based processor 2.0 gigahertz or higher
Memory	2 GB
Bandwidth	1.0 Mbit/s Internet connection
Display Resolution	1024 x 768
Storage Space	80 GB

Computer Software	
Operating System	Windows 7 or above 32 or 64-bit OS supported .NET Framework 4.5
Email	Microsoft Outlook 2010 or above
Web Browser	Internet Explorer 11 or higher Google Chrome 49 or higher Mozilla Firefox 46.0 or higher
Quicklaunch™ install URL and license key	Please check your included package material
Branding Logo	If you wish to put a logo image on the screen to uniquely identify your corporation or individual room, this can be a *PNG* formatted image up to 1000 x 200 pixels.

Infrastructure Information

It's a good idea to gather the following information about your organization's existing network infrastructure and have it on hand for the time it's required. Depending on your organization, one person might not have all the answers you need.

NOTE: Infrastructure information is only needed for Quicklaunch™ Professional Edition and Ultimate Edition. Quicklaunch™ Standard Edition does not have integrated calendar and Email capability.

Infrastructure Information	
Exchange Account	A dedicated *Domain-joined Windows Account* and *Password* to the account. This account will also require access to your organization's *Exchange Web Services*. Exchange 2010 or above is required for Quicklaunch™ calendar functionality in Professional Edition and Ultimate Edition.
Unified Communications Account	A dedicated *Domain-joined Windows Account* and *Password* to a Microsoft Lync 2010, Lync 2013 or Skype for Business 2016 account, to be used by Quicklaunch™.
Service URLs	• Exchange Web Service (EWS) URL

- Outlook Web Access (OWA) URL
- Microsoft Office 365 URL (only applicable if your organization uses Office 365 cloud services)

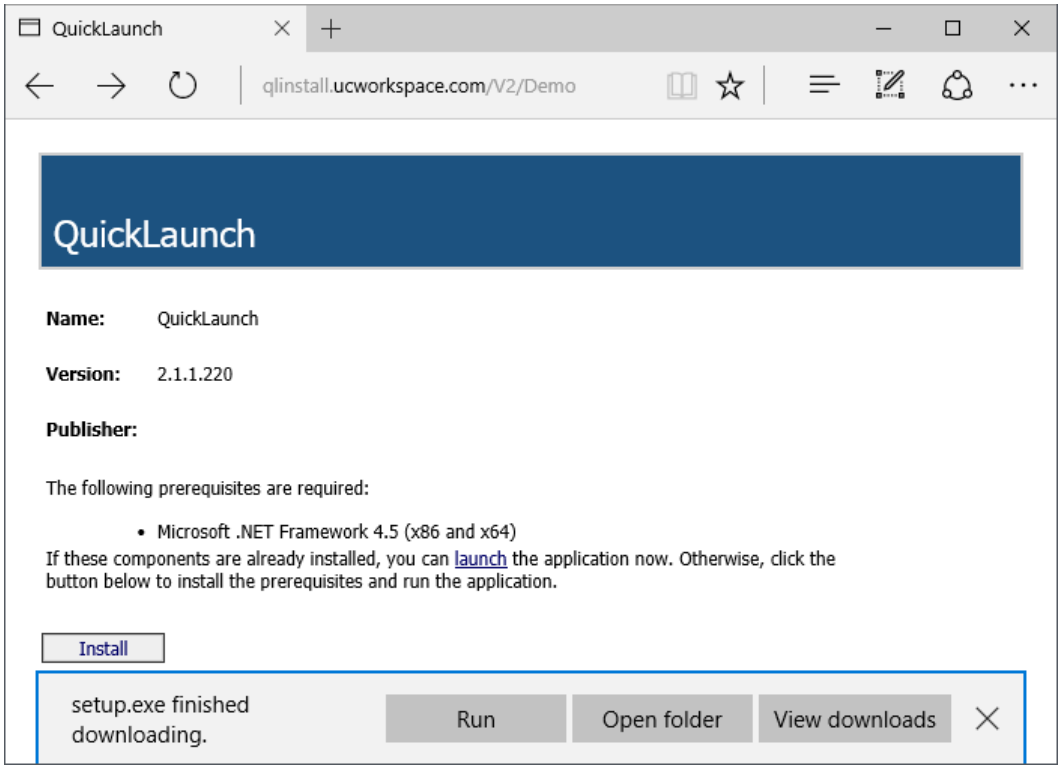
NOTE: If you have multiple Quicklaunch™ devices to set up in a similar manner, you can later export the settings from one and reuse it to quickly configure the remaining ones so they maintain the same appearance.

Chapter 2

Locate the installation program

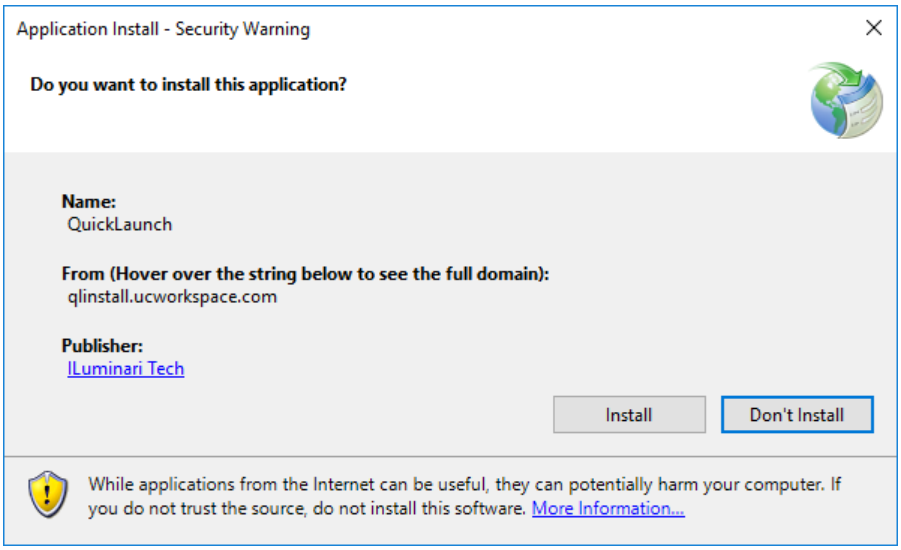
You should have received a download URL and License Key as part of your package.

Open that URL in your web browser.

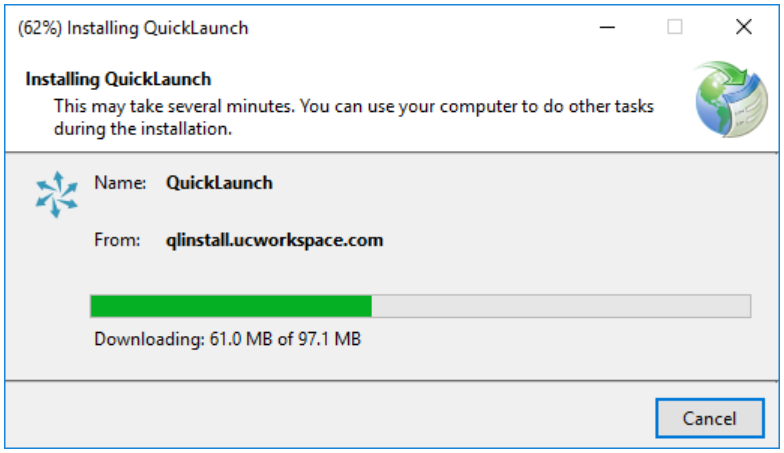


1. Click the Install button, and you will be asked how you wish to proceed.
2. Click Run to begin the installation.

The installer will verify your computer has met the minimum .NET Framework requirements and if everything passes, you will be prompted with a Security Warning dialogue to verify.



3. Click the Install button to proceed with downloading the application and components.

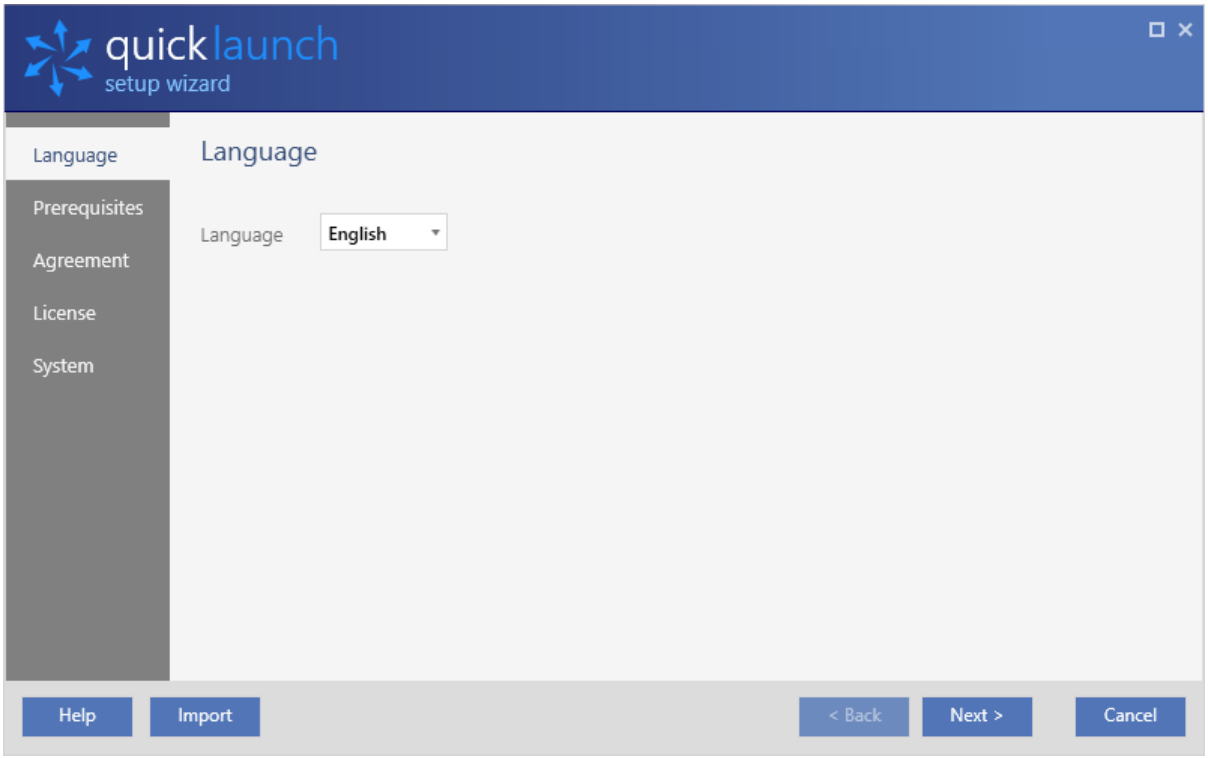


As downloading begins, you will see a progress bar and the final installation will take place.

Quicklaunch™ will automatically start after installing. By default, you will be presented with the Setup Wizard where you can select the default interface Language, enter your Company Name, License Key information and other Windows Domain details.

Setup Wizard

Language

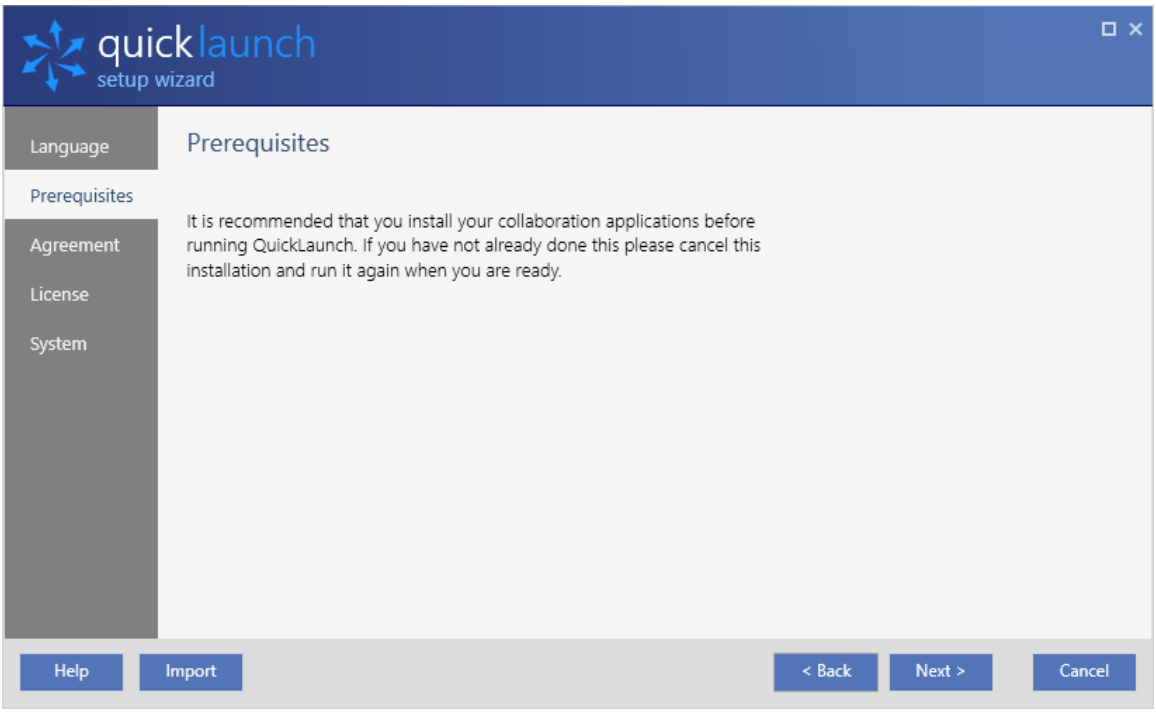


NOTE: The languages supported by Quicklaunch™ include English, French, German, Italian and Spanish

1. Begin by setting your default Language, and then clicking the Next > button.

Prerequisites

Because Quicklaunch™ was designed to work in a collaborative environment, it will search on your behalf to find applications you currently have installed in order to help configure them.

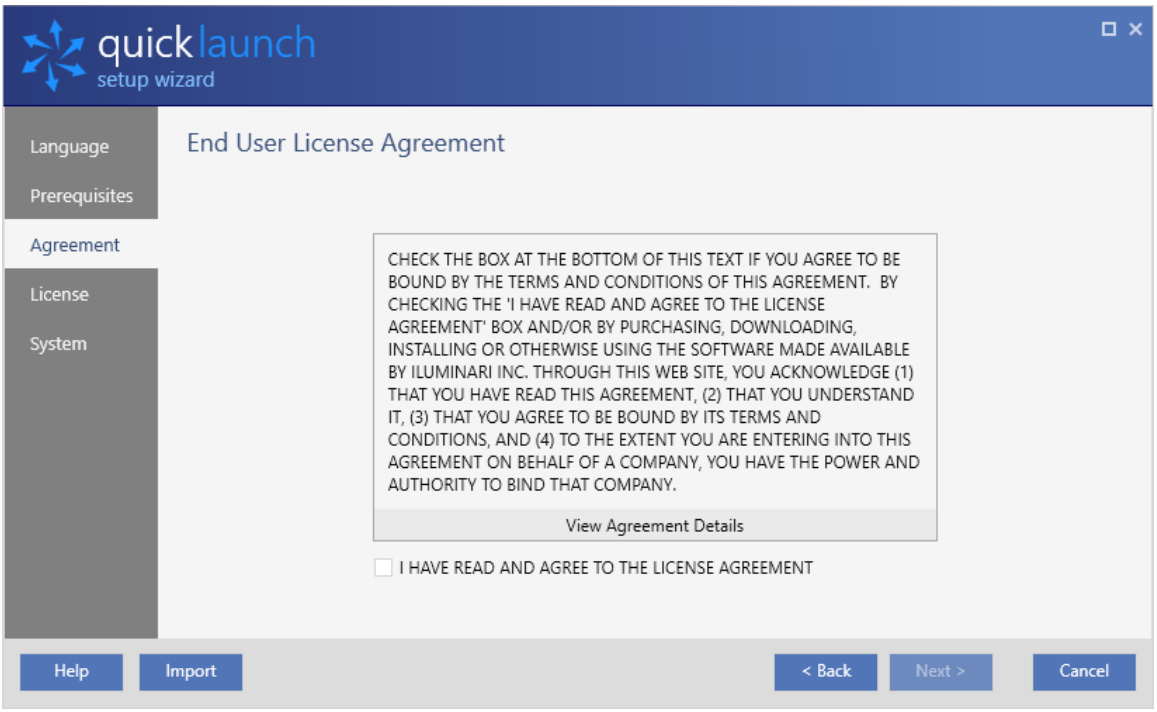


IMPORTANT: If you have not installed applications you intend to use with Quicklaunch™, this would be a good time to click Cancel and install them first before proceeding.

2. If you are ready to continue, click on the Next > button to proceed.

Agreement

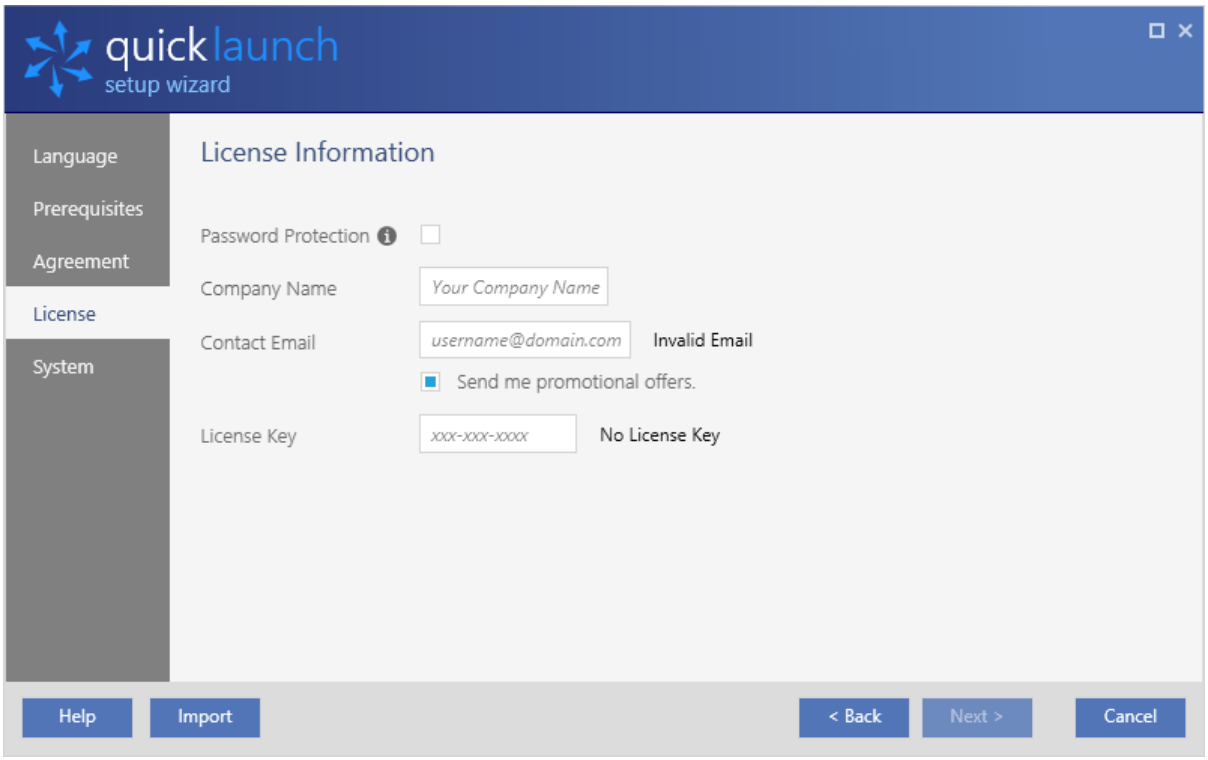
Your rights to use the software depend on you accepting the End User License Agreement. You are not allowed to continue the setup without marking your acceptance.



3. Please review the agreement conditions, and if you are satisfied with them, mark the checkbox next to "I HAVE READ AND AGREE TO THE LICENSE AGREEMENT", then click Next > to proceed.

License Information

Review the License Information details and enter them accordingly.

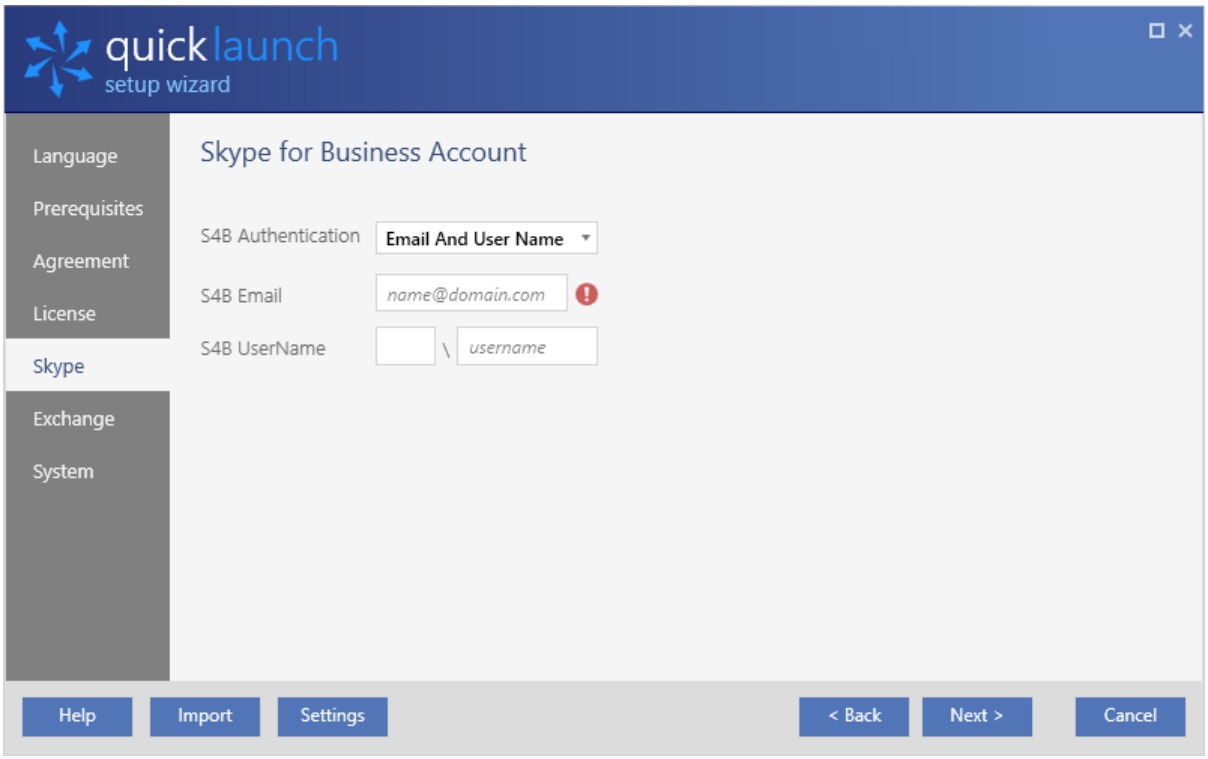


- Password Protection – Setting a password will prevent users from modifying the Quicklaunch™ settings.
- Company Name – Enter the name of the company registering the application.
- Contact Email – Registered email address for the license primary point of contact.
  If you wish to receive offers about new features, add-on products or upgrades to Quicklaunch™, we encourage you to register for our mailing list. You can unsubscribe from it at any time.
- License Key – The software license key you received with your package.

4. When you have entered the license details, click Next > to continue.

Skype for Business Account

NOTE: These options are only available if you purchase a license key for Quicklaunch™ Ultimate Edition, which enables Windows Domain services. Quicklaunch™ Standard Edition and Quicklaunch™ Professional Edition licenses will not show these options, so you may skip ahead to the *Systems Settings* section.



- S4B Authentication – You have two options which depend on your infrastructure.
  Email Only: Sign in the Quicklaunch™ Skype for Business account by the Email address associated with the Skype for Business account. Many organizations make the Skype for Business and Exchange accounts the same.
  Email and User Name: If the Quicklaunch™ Email address and Skype for Business addresses are different, you will need to specify additional Windows Domain credentials to associate the two to each another.
- S4B Email – Enter the account Email address here.

IMPORTANT: Once you enter the Email address, you will see additional fields (such as *S4B UserName* and *S4B Password*) appear, depending on the selections you make.

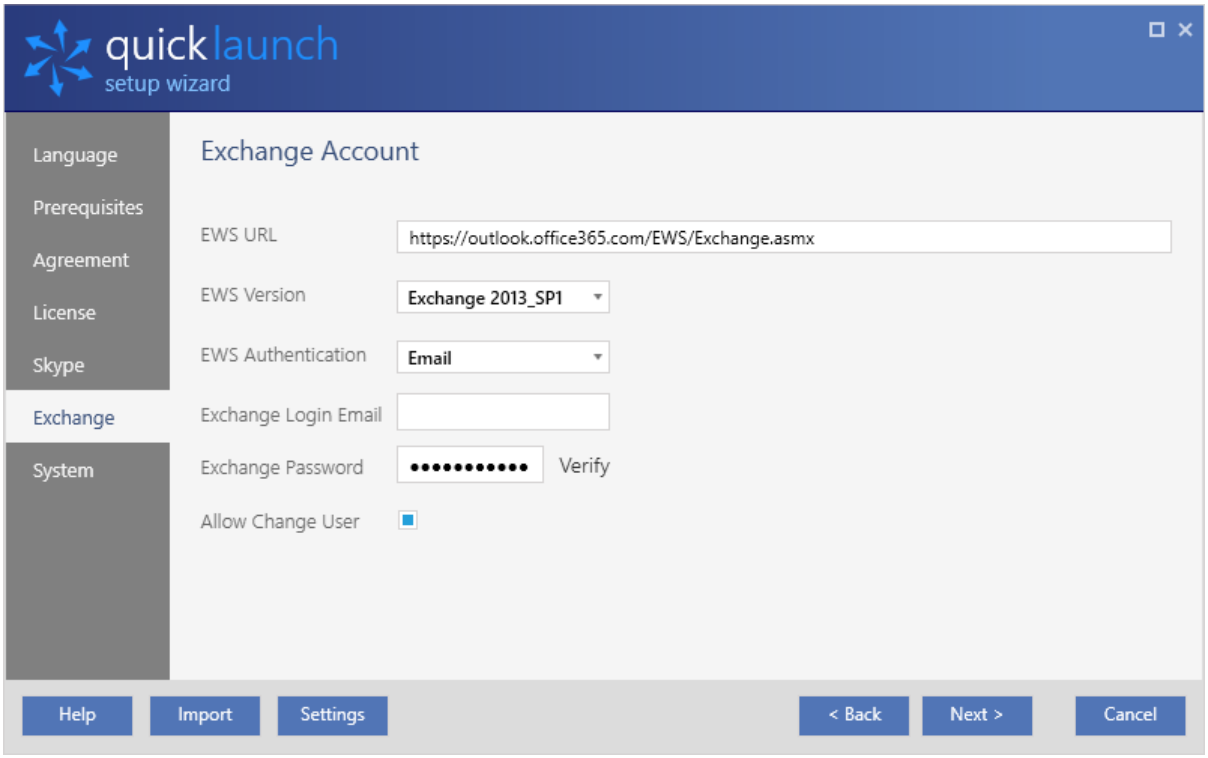
- S4B UserName – Enter the *Windows Domain* and *Domain Account* associated with the S4B Email.
- S4B Password – Enter the Password for the account.

IMPORTANT: If you already have a Skype for Business account configured and signed in, the account will be signed out and reconnected with these new credentials. *The Skype for Business account must be enabled and functional in order to continue.*

5. Click the Next > button to continue with setting up the Exchange Account details.

Exchange Account

NOTE: These options are only available if you purchase a license key for Quicklaunch™ Ultimate Edition, which enables Windows Domain services. Quicklaunch™ Standard Edition and Quicklaunch™ Professional Edition licenses will not show these options, so you may skip ahead to the *Systems Settings* section.



- EWS URL – This specifies the location of your organization's Exchange Web Service. Quicklaunch™ will make an attempt to determine the location based on your email address and the Exchange Autodiscover protocol.

NOTE: If you are using Microsoft Office 365 with Exchange Online, then you should leave the EWS URL set to https://outlook.office365.com/EWS/Exchange.asmx

If you are using an on-premises Exchange server, multiple on-premises Exchange servers in a pool, or perhaps a hosted Exchange server at another off-site location, you can override the URL to match the correct location.

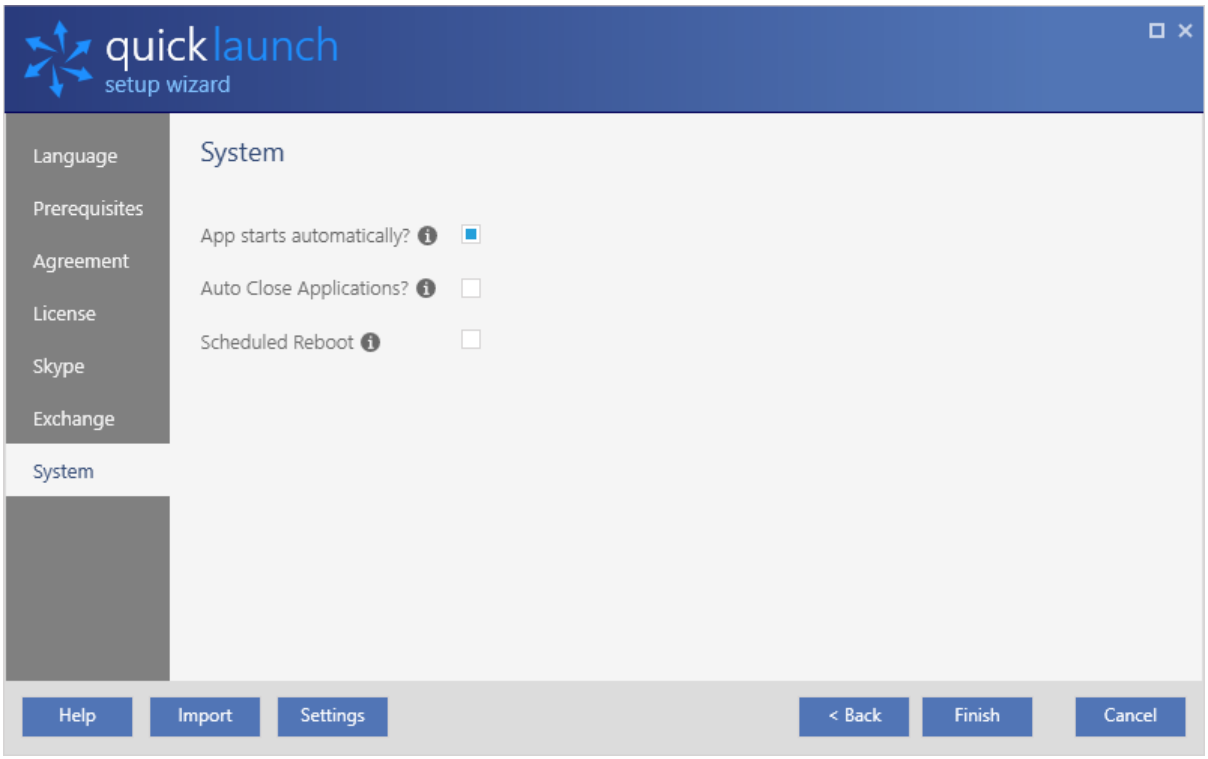
- EWS Version – Because Quicklaunch™ cannot determine the version and features of Exchange through EWS, you need to manually specify it. Please check with your Exchange administrators to verify the correct version and patch level.
- EWS Authentication – Email if users log into Skype for Business with their email address
- EWS Password – Password for the Exchange account

- Allow Change User – Allows users to change their credentials from within Quicklaunch™. By not marking this checkbox, Quicklaunch™ will lock itself to only use the default account information you entered. Users will not be able to change to their personal accounts.

6. When you have completed verifying the Exchange account details, click Next > to continue with System settings.

System Settings

These settings affect how Quicklaunch™ will be launched upon starting, and specifying if any maintenance reboots will be required.



- App starts automatically? – Have Quicklaunch™ launch when Windows starts.
- Auto Close Applications? – Have Quicklaunch™ to close all open programs when resetting the room for the next room user.
- Scheduled Reboot – Automatically restart Windows at a specific time each day.

7. When you have finished with the System settings, click Finish.

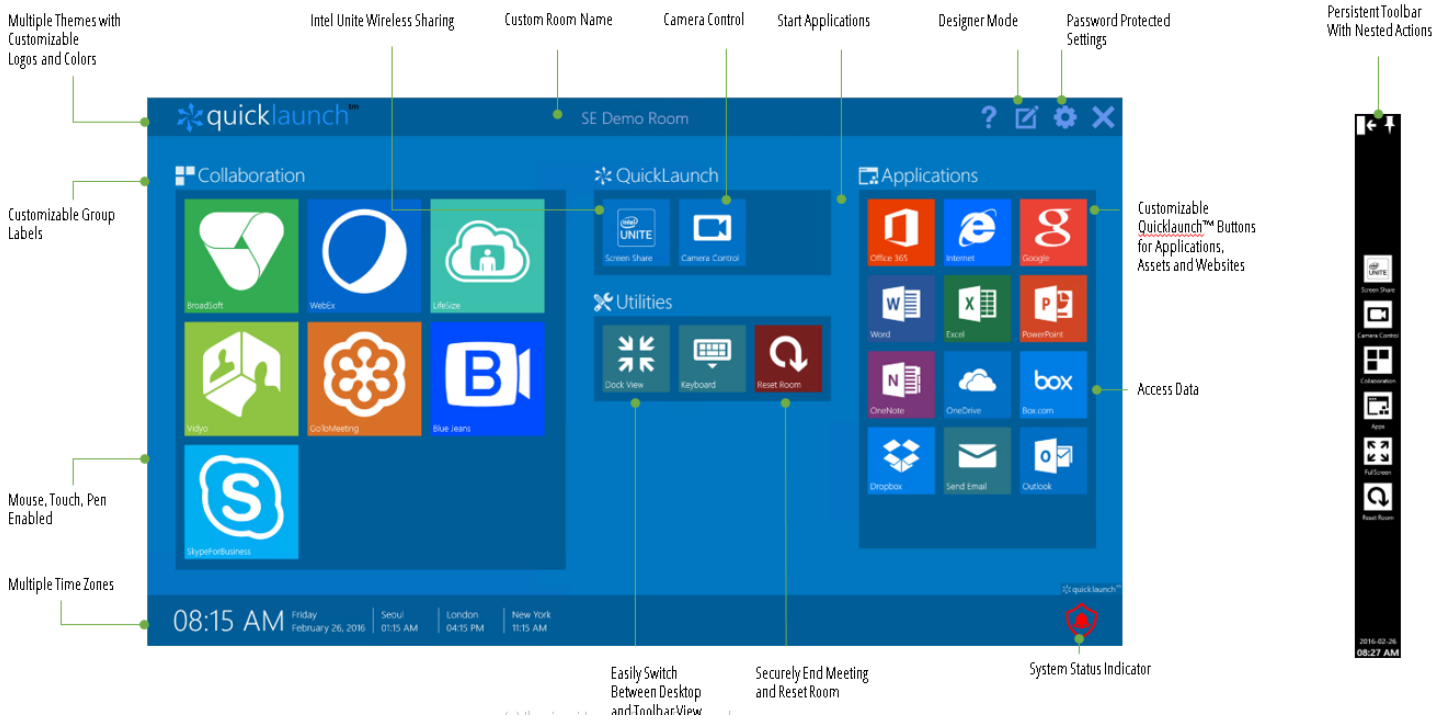
Congratulations! Your Quicklaunch™ installation is complete.

Chapter 3

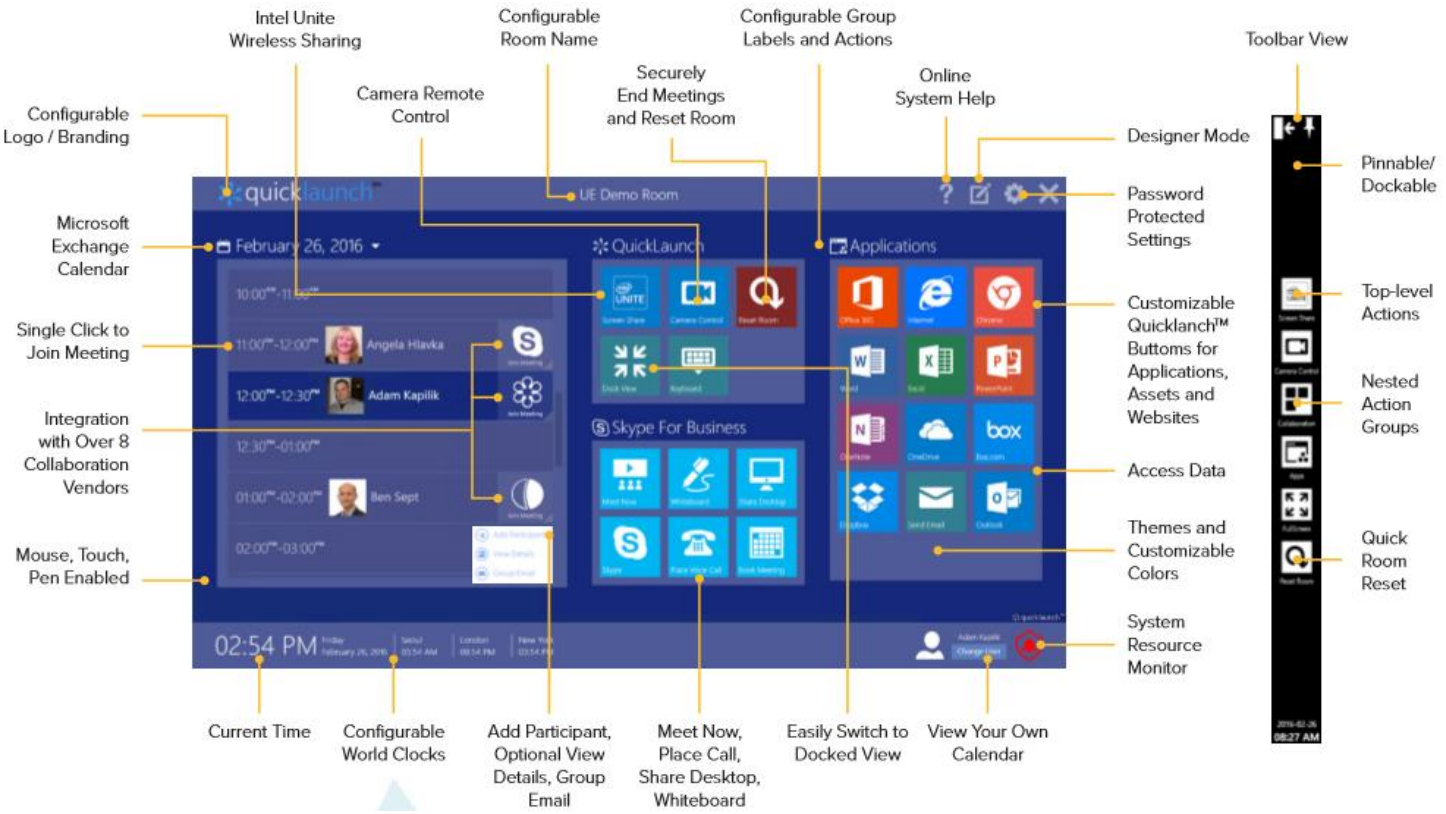
Acquainting Yourself with the Interface

Quicklaunch™ has two views: *Full Screen View* and *Dock View*. When the room has been left alone, by default Quicklaunch™ will revert to Full Screen View. This is done so when someone arrives at the meeting room they will be presented with a consistent and familiar interface where they can quickly prepare for their meeting's workflow. Dock View is most often used as the meeting progresses, allowing you to take advantage of all aspects of the Windows desktop while providing the context necessary to switch among other meeting room actions.

Standard Edition

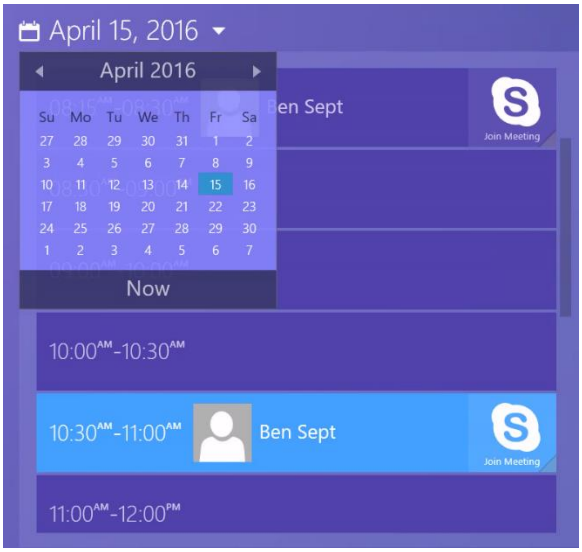


Ultimate Edition



Schedule Timeline

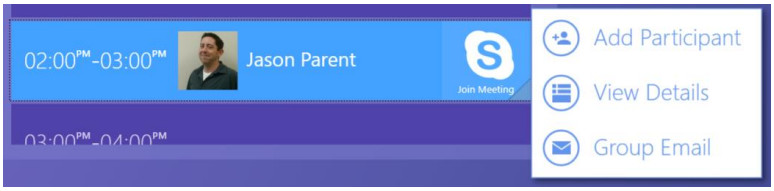
On the left side of the Quicklaunch™ Full Screen View you will find the Schedule Timeline showing all meetings scheduled in Exchange for the current user.



- Date Picker
  By clicking ▾ next to the date, you will reveal the calendar allowing the review of multiple daily schedules. The ◂ and ▸ arrows allow you to navigate forward and back a month at a time. By clicking on the calendar's "Month Year" between the two arrows, this view will switch to a yearly view of months with ◂ and ▸ switching between years.
- Scrolling the Calendar
  The scrollbar appears on the right-side, allowing you to view the day's entire timeline.
- Scheduled Entries
  The schedule contains individual blocks of time. Any unscheduled block time shows as a separate one-hour block (such as 11:00^{AM}-12:00^{PM}).

NOTE: The meeting *Subject* detail is not shown on the Schedule Timeline for the organizer's confidentiality.

Scheduled meetings will contain the name of the organizer, and their photo if they are on the same network and the meeting provider. Meetings contain a button labelled "Join Meeting" which will transition Quicklaunch™ to Dock View and launch the meeting in Skype for Business.



If you select the bottom-right corner of the "Join Meeting" button, the following additional options appear:

- Add Participant – Adds additional individuals that are not part of the meeting
- View Details – Provides additional details regarding the meeting, such as location, categorization and priority.
- Group Email – Sends an Email to scheduled attendees

Action Buttons

Quicklaunch™ shows you Action Buttons in both Full Screen View and Dock View, which allows you to easily switch between workflows or initiate common meeting room tasks.

- Screen Share
  * Only Available with Logitech or other OEM Bundles. Intel Unite, Screen Share allows you to wirelessly share up to four PCs simultaneously. By downloading the Unite client and entering a PIN, you can get started with sharing your content immediately.

- Camera Control
  We created the custom camera control specifically for Quicklaunch™ to allow you to create and save camera pre-sets. It allows you to zoom, mute and change volume control of the following Logitech cameras:
  - Logi Group
  - ConferenceCam Connect
  - Logitech ConferenceCam CC3000e

- Show Toolbar (Dock View)
  Show Toolbar causes Quicklaunch™ to switch to the Windows Desktop and place an accessible dock on the side of the screen. The location of the dock can be changed to suit your needs. When in Dock View, this button changes to *Full Screen View*, which will return you to the main Quicklaunch™ screen.

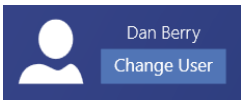
- Keyboard
  The Keyboard action will switch to Windows Desktop and Dock View, then reveal an on-screen keyboard for typing without a physical keyboard. This action is only available when the default view mode for Quicklaunch™ is set to Full Screen View.

- Reset Room
  At the end of a meeting, you can reset the desktop by choosing to Reset Room. If a user signed in with their own credentials, Reset Room reverts back to the default Quicklaunch™ user in both the launcher and Skype for Business client. It will also shut down all open desktop applications, including Windows Explorer. Quicklaunch™ will then return to Full Screen View if necessary.

NOTE: Reset Room eliminates the footprint left behind after meetings, and performs various housecleaning activities. This is a good practice for making the environment more secure, and enforces a common and familiar starting point for other groups starting new meetings. A reset happens automatically if a meeting ends or Quicklaunch™ detects that everyone has left the room. This is configurable within the Quicklaunch™ settings.

User Management

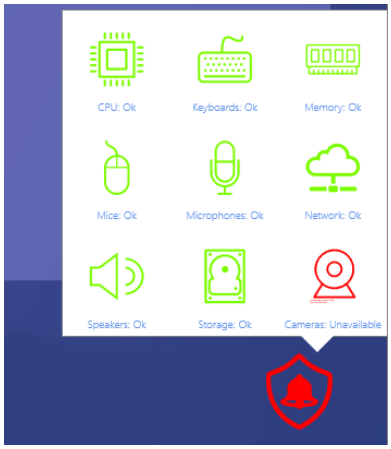
NOTE: User Management and account switching is only available in Quicklaunch™ Professional Edition and Ultimate Edition.



Quicklaunch™ is configured to run under a single, default user account. Much of the time this account is an account for the room, which also uses it for Skype for Business and Exchange Calendar. For Exchange, the account would be considered a "Resource" account which people can reserve or book time to use, much like someone might reserve an overhead projector. Regardless, this default account can be assigned to any user without any special changes.

- Change User – Allows you to temporarily change the credentials of the signed in account from the room account to a personal user account. Once the temporary account is signed in, the Schedule Timeline will reflect that person's Outlook Calendar.

Resource Monitor



The Resource Monitor gives you a single location to look for and help troubleshoot common issues that can impact conferences.

Operating in real time as users use Quicklaunch™, you can quickly glance towards the shield to look for indications of any detected issues that require attention.

- RED – indicates a serious impact to the operation as a conferencing system.
- YELLOW – indicates a temporary issue, such as the CPU working too hard on a program, that may impact quality of the conference.
- GREEN – indicates no problems were found.

Options Menu

In the top-right corner of Full Screen View, you have four options:

- ? (Help) – Opens this Users Guide.
- (Design Mode) – Opens the editor to customize the Quicklaunch™ appearance and behavior. Design Mode is covered within Chapter 5.
- (Settings) – Brings up the Quicklaunch™ settings. You may also type Ctrl-Alt-S.
- ✕ (Close Button) – Exits completely out of Quicklaunch™.

Quicklaunch™ settings are stored on the local machine so they are always available between sessions. Changes to these settings will not be applied until you hit the Save button.

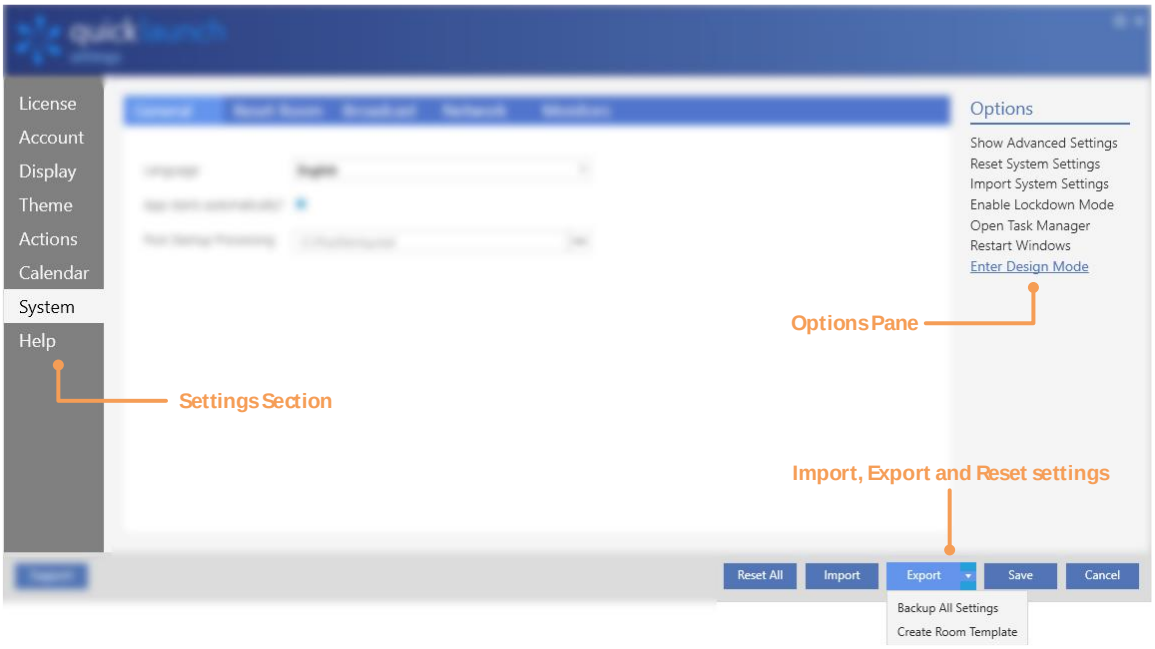
Chapter 4

Customizing the Quicklaunch™ Appearance

Quicklaunch™ is highly configurable in both the look and feel of the interface, as well as the actions and applications it can integrate with.

Settings that affect the overall appearance of Quicklaunch™, including network infrastructure services such as Exchange and Skype for Business, are performed within these Settings.

> IMPORTANT: Settings for applications that integrate and launch from Quicklaunch™ are covered in Chapter 5, Design Mode.



Import, Export and Reset settings

All settings for Quicklaunch™ are stored locally so they are available between sessions. From the bottom corner of the Settings window you will see the following row of options:

- Reset All – Resets Quicklaunch™ settings to their default values.
- Import – Imports a settings configuration file created by another Quicklaunch™ installation

- Export – *Backup All Settings* will save the current Quicklaunch™ configuration to a file for backup or re-importing into another Quicklaunch™ installation. *Create Room Template* will save the current *Applications* configuration (created using Design Mode).
- Save – Save any changes you have made to the settings. Any new settings, including those done between tabs, will not be applied until you select the Save button.
- Cancel – You can select Cancel at any time and undo any settings changes, returning to Full Screen View.

Options Pane

On the right side of the settings screen you will see context-sensitive options appear for each setting section of the settings. Some options are common across all settings sections:

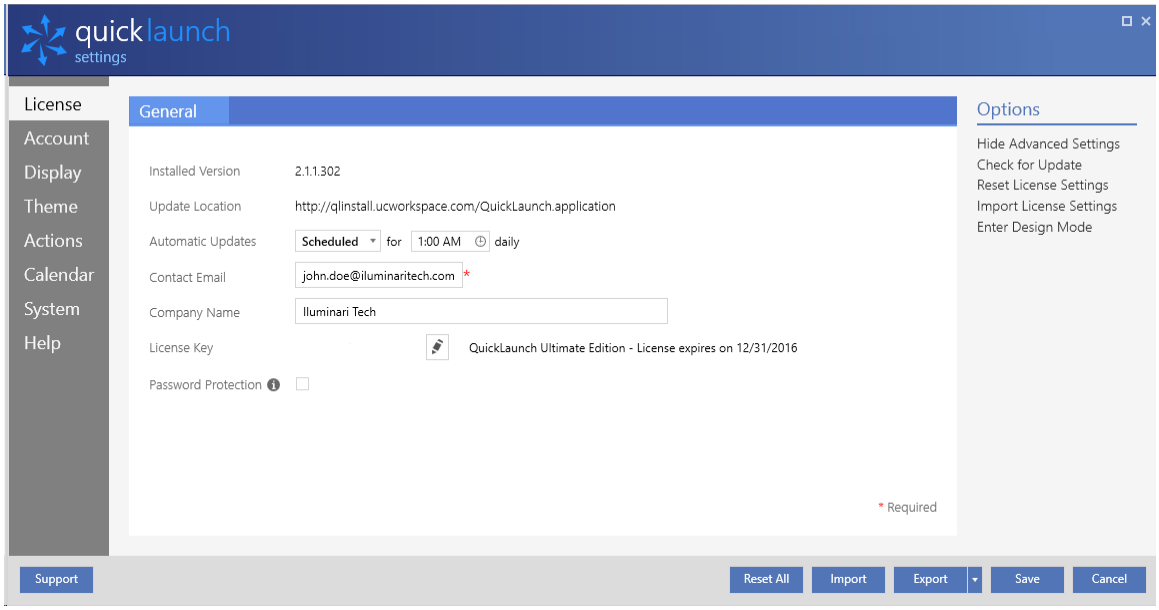
- Hide Advanced Settings/ Show Advanced Settings – Reveals or conceals additional settings, typically used by Administrators for adjusting specific infrastructure requirements.
- Enter Design Mode – This will close the Quicklaunch™ Settings window and take you to the simpler Design Mode for making preference changes.

Look for specific relevant settings in each section, identified similar to above, for more details.

License

General

Information regarding your licensed version of Quicklaunch™ are available within the License options, including applying purchased license keys.



- Installed Version – The revision of the software currently installed, or automatically updated.
- Update Location – The URL on the internet which will be used to check for and install updates from.

- Automatic Updates – Allows you to set up a schedule for updates (Disabled/ Scheduled/ After Inactivity) and a time of day or after how many minutes.
- Contact Email – Provides a contact email for the licensee of the application, which will be warned of (or approaching deadlines for) unlicensed software.
- Company Name – An associated company name for the Contact Email.
- License Key – The software license key you were provided with your software package, and registered for activation.
- Password Protection – Administrators may choose to lock the settings to prevent changes by users customising the settings. If the settings are protected, no changes can take place until the correct password is entered.
- Check for Update – Manually forces a check for a new release of the software.
- Reset License Settings – This will remove all the licensing information and activation from the current installation.
- Import License Settings – Allows you to import a new or updated license key, overriding what is currently in place.

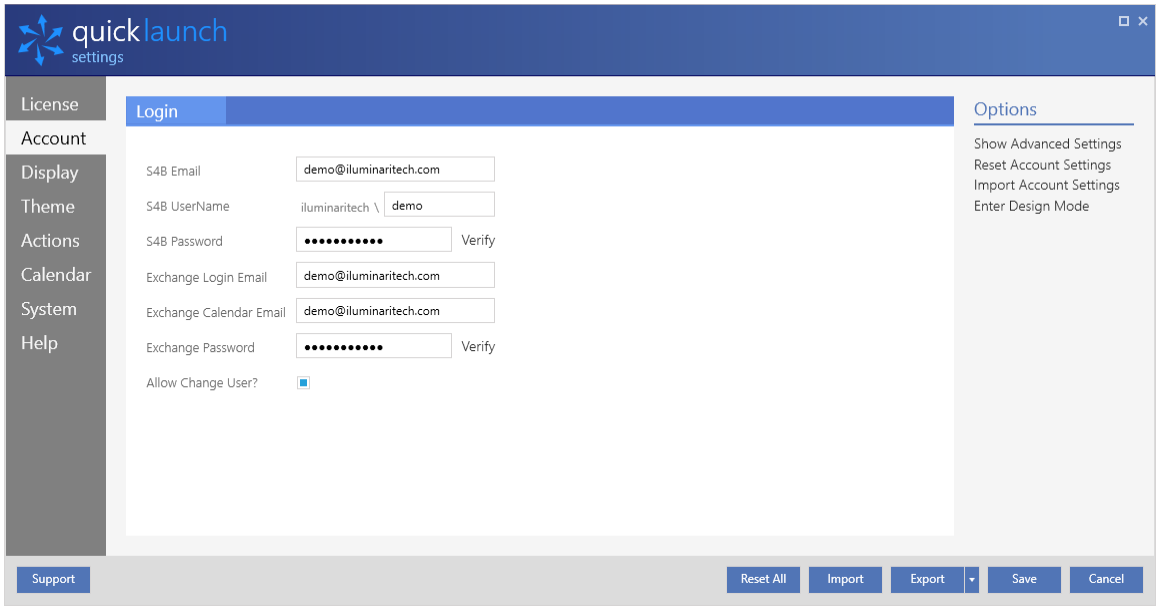
CAUTION: We encourage administrators to enable and make use of Password Protection once you have completed setting up Quicklaunch™ to your satisfaction, in order to prevent unauthorized changes being made. If an Administrator sets the password to protect settings, Support cannot reveal the password, but will still endeavor to answer all questions regarding Quicklaunch™.

Account

NOTE: Account options are only available if you purchase a license key for Quicklaunch™ Ultimate Edition, which enables Windows Domain services. Quicklaunch™ Standard Edition and Quicklaunch™ Professional Edition licenses will not show these options, so you may skip ahead to the next section.

Login

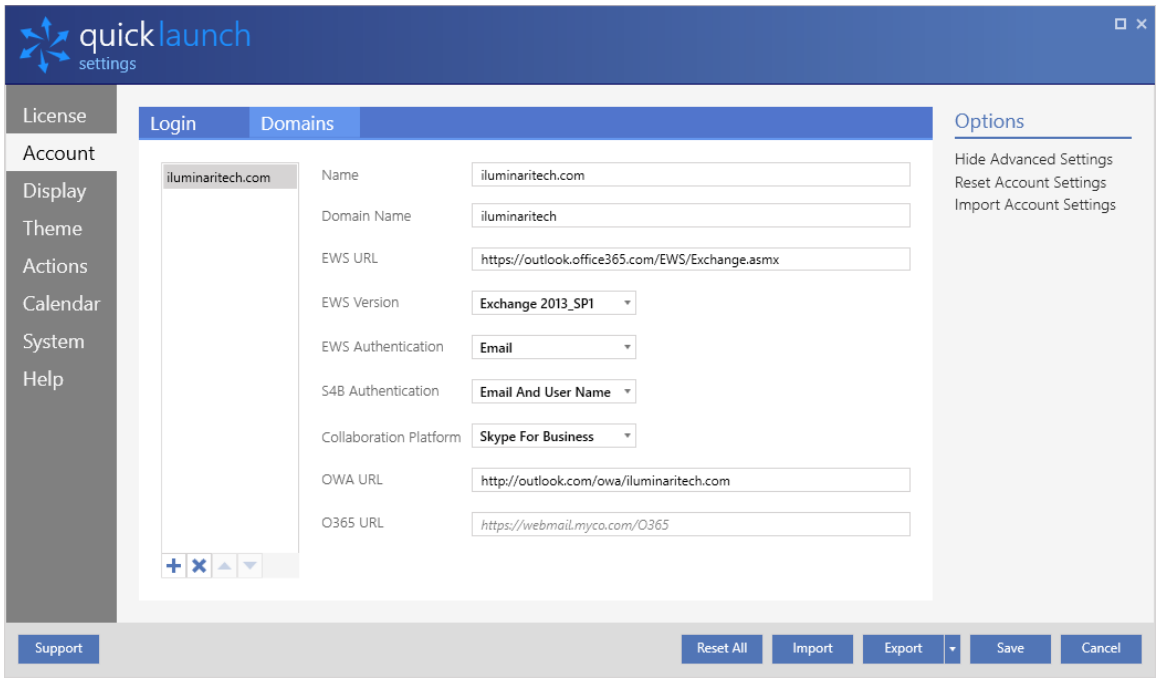
The Login section provides an overview of the Quicklaunch™ account signing into Skype for Business and Exchange services.



- S4B Email – Quicklaunch™ will use this account for logging into Skype for Business.
- S4B UserName – Enter the Windows Domain account associated with the Skype for Business Email account.
- S4B Password – The password of the Windows Domain Skype for Business account.
- Exchange Login Email – This is the Exchange Outlook account that will contain Email information regarding meeting details.
- Exchange Calendar Email – Enter the Exchange Outlook account that will contain the calendar information for Quicklaunch™ to display in Full Screen View.
- Exchange Password – The password of the Windows Domain Exchange account.
- Allow Change User? – Checking this box will grant the ability for Quicklaunch™ users to sign out and switch the account which Quicklaunch™ uses by default. For example, when setting up a meeting, some users may wish to use their personal accounts to access their contact information, calendaring, or email from the main screen. Some organizations may wish to lock the installation to prevent this ability, only using the Quicklaunch™ default account for calendar and contact information.
- Reset Account Settings – Erases all the account settings to factory defaults.
- Import Account Settings – Allows administrators to import a configuration file containing the account details.

Domain

In order to access Exchange services properly, you need to provide Windows Domain network and account information for your enterprise.

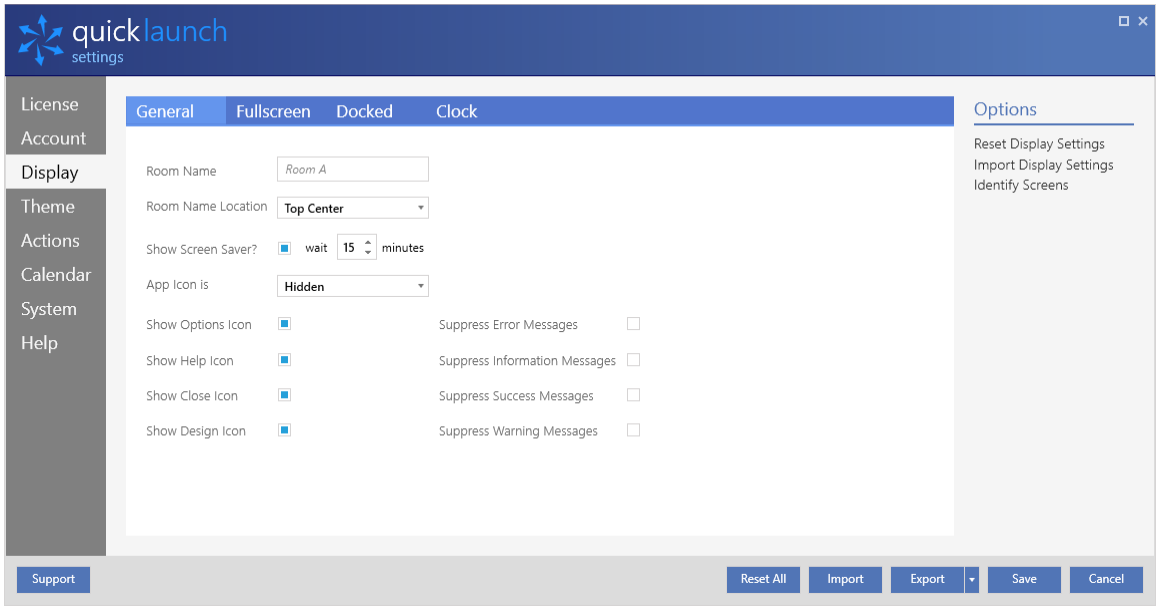


- Name – The public (not internal) domain name of your organization.
- Domain Name – The internal Active Directory Windows Domain Name for your organization.
- EWS URL – This is the Exchange Web Service (EWS) URL, used by your organization's users to access Exchange through an HTTP/JSON interface.
- EWS Version – The version matching your organization's Exchange installation.
- EWS Authentication – Choose the method for identifying the account to EWS (Email/ Domain User Name)
- Collaboration Platform – Choose the Microsoft Unified Communications platform used by your organization. Supported platforms are Lync 2010, Lync 2013 and Skype for Business.
- Reset Account Settings – Erases all the account settings to factory defaults.
- Import Account Settings – Allows administrators to import a configuration file containing the account details.

Display

Display settings control the behavior of the Quicklaunch™ application in both Full Screen View and Dock View.

General

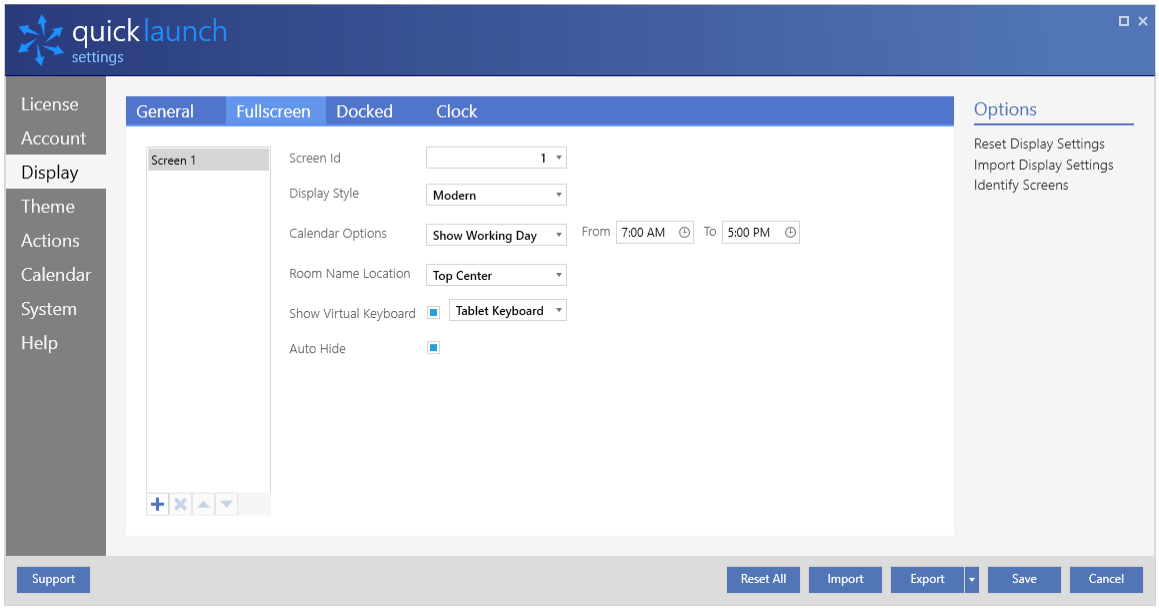


- Room Name – This optional name will be shown during Full Screen View to identify the room.
- Room Name Location – Specifies the location to show the *Room Name* in Full Screen View.
- Show Screen Saver? – Shows a screen saver when Quicklaunch™ is not in use.
- App Icon is… -- Shows or hides the Quicklaunch™ application icon on the screen while in use.
- Show Options Icon – Shows the Options menu icon (⚙) in the top-right of Full Screen View.

NOTE: You can always reach the Options Settings menu, even if it is hidden, by pressing Ctrl-Alt-S.

- Show Help Icon – Shows a Help icon (?) in the top-right corner of Full Screen View.
- Show Close Icon – Shows the Close icon (✕) in the top-right corner of Full Screen View.
- Show Design Icon – Shows the Design Mode icon (✎) in the top-right corner of Full Screen View.
- Suppress Error Messages – Hides error popup messages from showing on the screen when there are connection or account issues preventing Quicklaunch™ from connecting properly.
- Suppress Information Messages – Hides informational popup messages such as messages of reconnection attempts, from appearing on the screen.
- Suppress Success Messages – Hides popup messages such as reconnection successes, from appearing on screen.
- Suppress Warning Messages – Hides popup messages such as network disconnections or service interruptions, from appearing on the screen.
- Identify Screens – Shows a large unique number on the center of each connected screen, used to identify and target Quicklaunch™ assets for appearing on a specific screen.

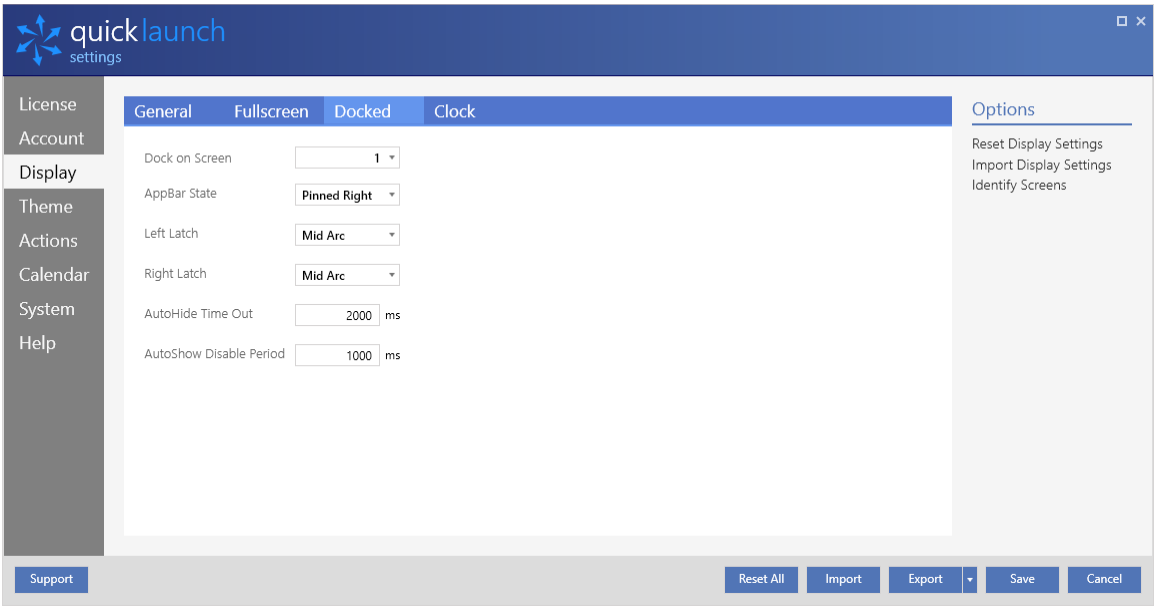
Fullscreen



- Screen Id – If you have multiple screens, this setting allows you to choose which screen to display Full Screen View. Quicklaunch™ supports up to six (6) screens.
- Display Style – You may choose between two windows modes: Modern or Classic.
- Calendar Options – Choose to have the Schedule Timeline show either the entire workday (by default 8:00 AM to 5:00 PM) or Meetings Only.
- Room Name Location – This is the same option as Room Name Location on the General tab.
- Show Virtual Keyboard – Allows a choice between Windows, Tablet and Custom keyboard to be used when in Full Screen View.

- Auto Hide – Hide the Virtual Keyboard when returning to Full Screen View. Otherwise, it will remain on screen.
- Identify Screens – Shows a large unique number on the center of each connected screen, used to identify and target Quicklaunch™ assets for appearing on a specific screen.

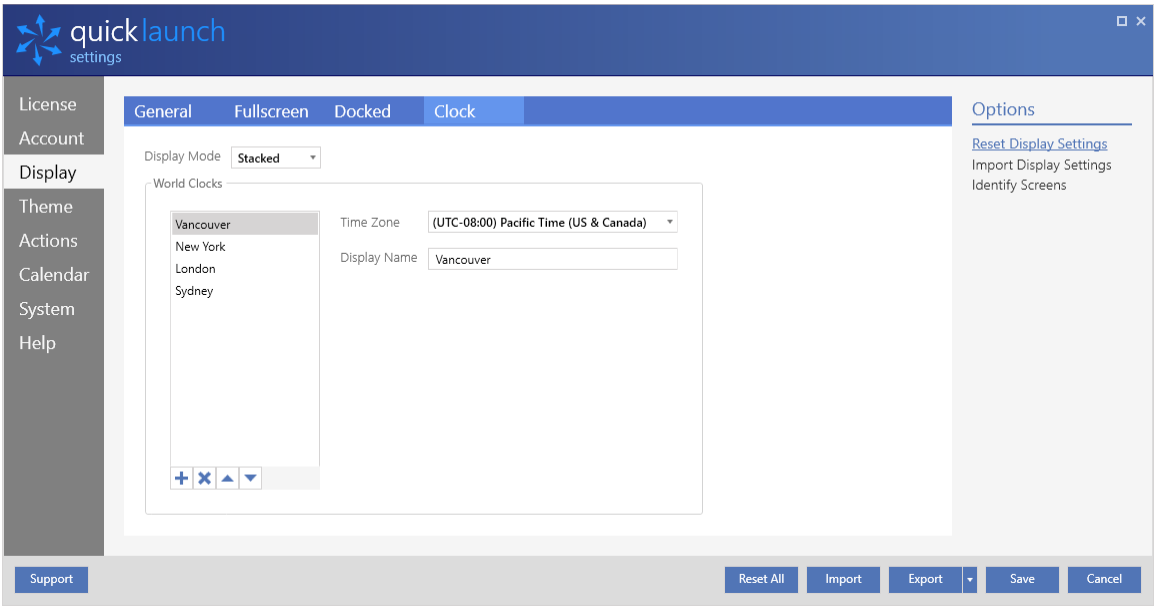
Docked



- Dock on Screen – If you have multiple screens, this option chooses which screen to display the Dock View on. Quicklaunch™ supports up to six (6) screens.
- AppBar State – Chooses which side of the screen to display the Dock View on.
- Left Latch – Adjusts the position and style of indicator that appears when Dock View is hidden on the left side of the screen. Selecting the indicator will unhide the dock.
- Right Latch – Adjusts the position and style of indicator that appears when Dock View is hidden on the right side of the screen. Selecting the indicator will unhide the dock.
- AutoHide Time Out – If the Dock View is not pinned to the side of the screen, this is the number of milliseconds before it hides itself. By default, this is 2000ms (2 seconds).
- AutoShow Disable Period – To prevent accidentally revealing the Dock View after it has been hidden, you can set the minimum amount of time it must remain hidden before being allowed to reappear. By default, this is 1000ms (1 second).
- Identify Screens – Shows a large unique number on the center of each connected screen, used to identify and target Quicklaunch™ assets for appearing on a specific screen.

Clock

The Clock tab controls the settings for the Worldwide Clock at the bottom of Full Screen View.

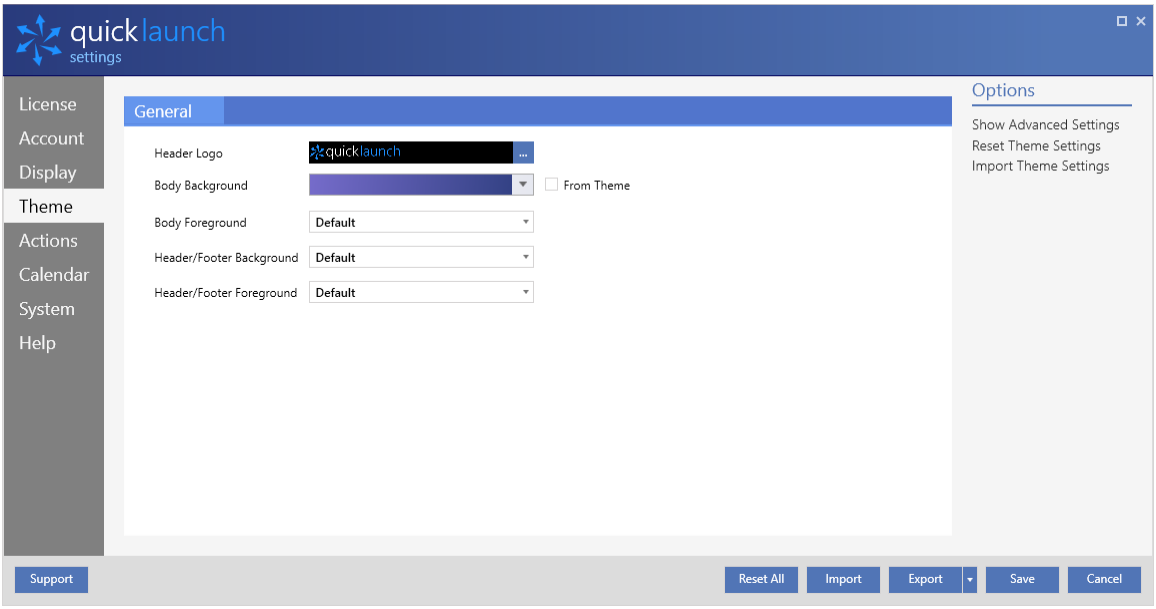


- Display Mode – Changes the appearance of the cities listed in "World Clocks" on the Full Screen View
  - Stacked – the cities in the World Clocks list are ordered left-to-right, next to one another
  - Scrolling – City names and their individual local times are shown next to the installation's local time clock, one at a time with a pause in between.
- World Clocks – Contains the Time Zone and locations to display on the clock. Clicking + below the list of locations will create a new entry which you can edit. Highlighting a location and clicking ✕ removes the entry from the list. You can reorder the list by highlighting a location and clicking ▲ or ▼ to move it up and down the list.
  - Time Zone – Choose the Time Zone of the city from the drop-down menu.
  - Display Name – Enter the name of a location for this Time Zone. Changes to the name will immediately be saved when you click on a different location name.
- Identify Screens – Shows a large unique number on the center of each connected screen, used to identify and target Quicklaunch™ assets for appearing on a specific screen.

Theme

Themes consist of color schemes and logo branding that can be easily changed to suit your room design or business needs. In support of this, Quicklaunch™ handles a number of common image formats. You can easily try various color schemes If you change your mind, you can reset the Theme to the default settings at any time.

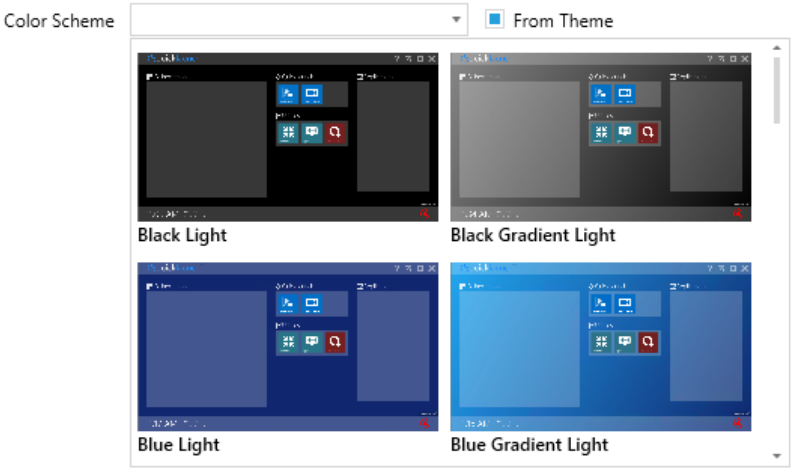
General



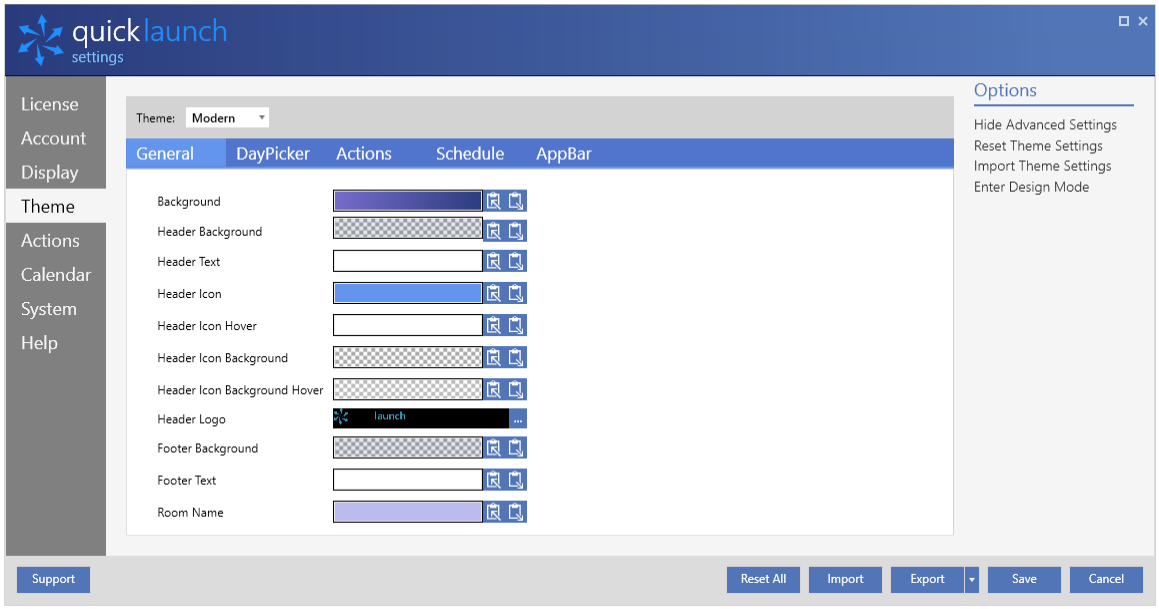
- Header Logo – This is the logo that appears in the Full Screen View titlebar. BMP, JPG, GIF or PNG files are supported, with an ideal size of 1000 x 200 pixels. If your image is smaller than these dimensions, the image and proportions will be stretched to fit.
- Body Background – Chooses the overall color scheme to use in Full Screen View.

NOTE: *Default* in the following options will match the same color selection as *Body Background*.

- Body Foreground – Selects a color tone for foreground elements that is Default/ Dark/ Light.
- Header/Footer Background – Selects a color tone for the header and footer that is Default/ Dark/ Light/ Gradient.
- Header/Footer Foreground – Selects a color tone for the header and footer *text* that is Default/ Dark/ Light.
- From Theme – Checking this box will let you choose from a palette of pre-defined color themes rather than specifying individual color choices, above.

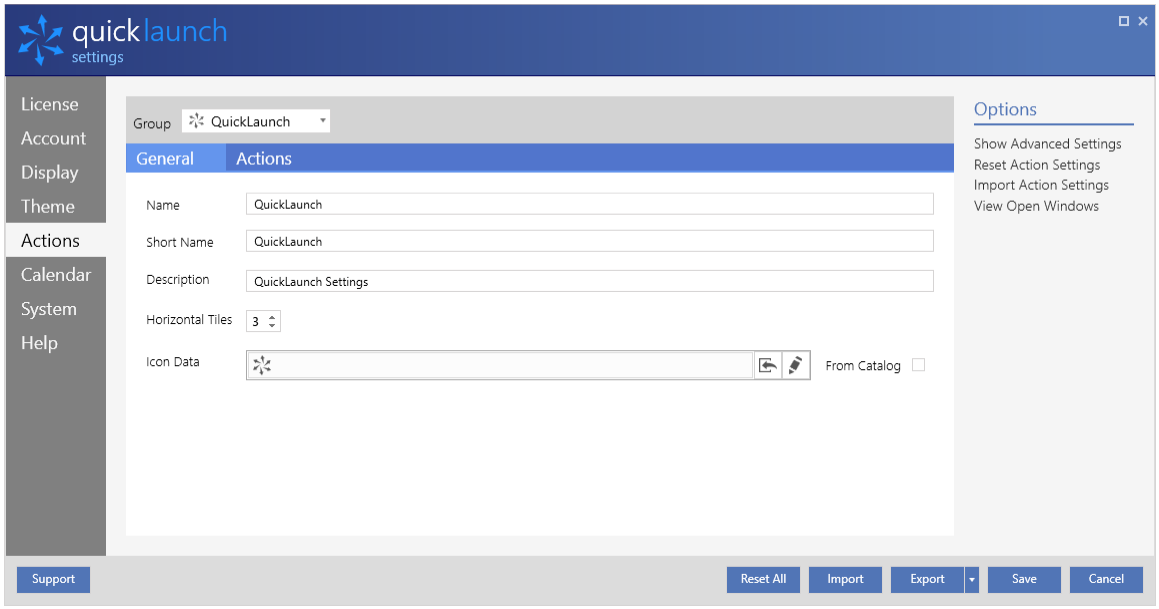


General (Advanced)



Actions

General



- Group – You can have multiple group blocks in Full Screen View that you categorize links as you see fit. The dropdown will let you change the specific settings, below.
- Name – The name to display at the top of the group block in Full Screen View. Longer names will be truncated to the group box width with "…" at the end.
- Short Name – The name that will appear in Dock View.
- Description – When using a mouse and hovering over the icon in Dock View, this description will be shown.
- Horizontal Tiles – The number of tiles to display in the group.

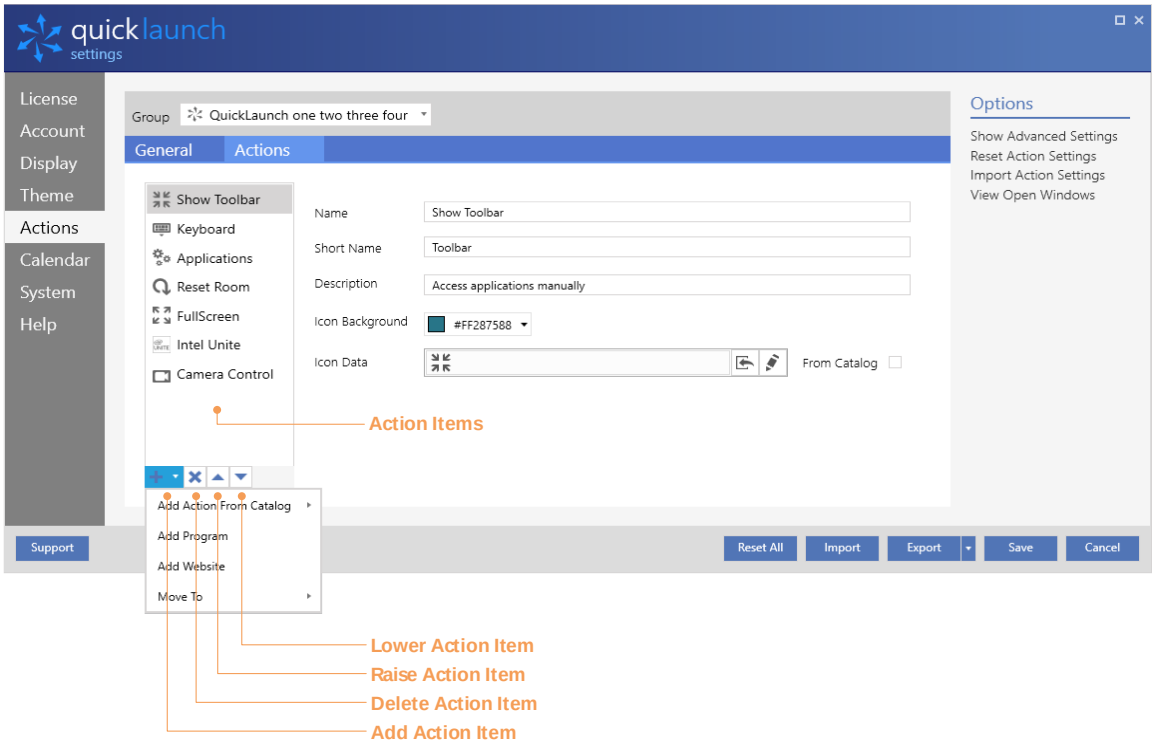
- Icon Data – This setting allows you to change the icon design and coloring

  - Import Bitmap – Allows you to import an icon image from a BMP, JPG or PNG file.
  - Edit Data – A custom XAML icon can be specified by pasting the XAML data.
  - From Catalog – Checking this box will allow you to search for and assign an icon from a library of over 7000 results, based on the subject.

Actions

Actions control the individual icons within an Action Group, itself. On the left side of the properties you will see a list of the currently defined *Action Items*.

- Action Items -- Clicking + below the list of actions will create a new entry which you can edit. Highlighting an action and clicking ✕ removes the entry from the list. You can reorder the list by highlighting an action and clicking ▲ or ▼ to move it up and down the list.
  - Add Action from Catalog – Choose from a built-in list of common pre-defined actions.
  - Add Program – Allows you to specify a custom or unlisted application from your installed programs.
  - Add Website – Allows you to specify a website URL that opens when the item is selected.
  - Move To – This will shuffle the Action Item tile to another defined Action group.



- Group – You can have multiple group blocks in Full Screen View that you categorize links as you see fit. The dropdown will let you change the specific settings, below.

- Name – The name to display at the top of the group block in Full Screen View. Longer names will be truncated to the group box width with "…" at the end.
- Short Name – The name that will appear in Dock View.
- Description – When using and mouse and hovering over the icon in Dock View, this description will be shown.
- Icon Background – Specifies the color of the background behind the icon.
- Icon Data – This setting allows you to change the icon design and coloring

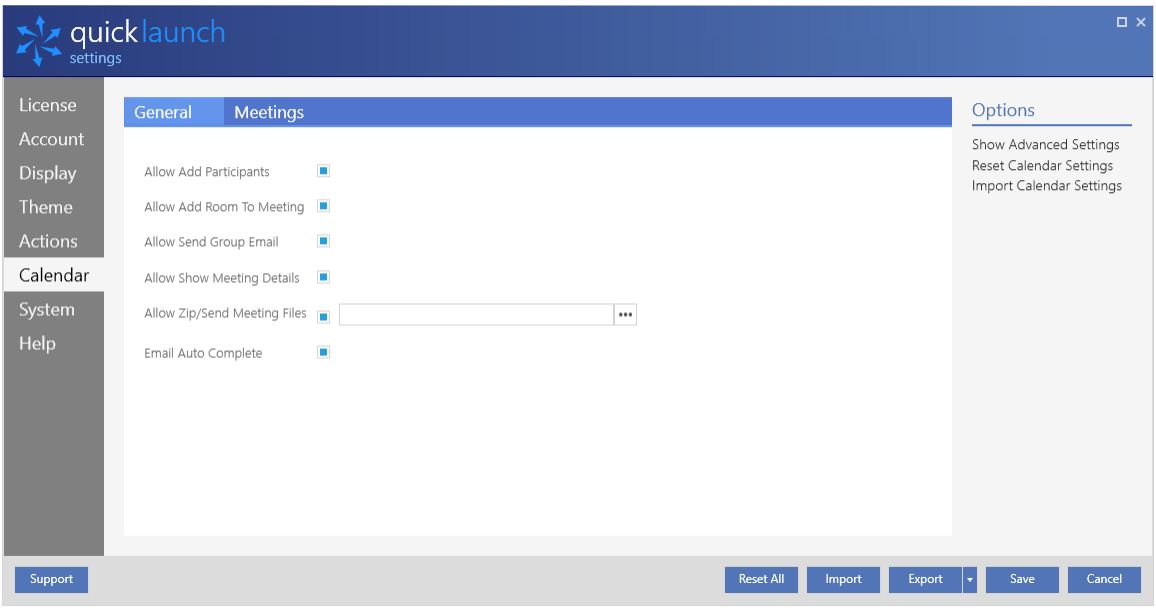
  - Import Bitmap – Allows you to import an icon image from a BMP, JPG or PNG file.
  - Edit Data – A custom XAML icon can be specified by pasting the XAML data.
  - From Catalog – Checking this box will allow you to search for and assign an icon from a library of over 7000 results, based on the subject.

Calendar

NOTE: Calendar options are only available if you purchase a license key for Quicklaunch™ Ultimate Edition, which enables Windows Domain services. Quicklaunch™ Standard Edition and Quicklaunch™ Professional Edition licenses will not show these options, so you may skip ahead to the next section.

General

The Calendar General settings allows control of options for the Calendar shown in the Schedule Timeline, allowing you to adjust the privacy of some of these settings to suit your organization.

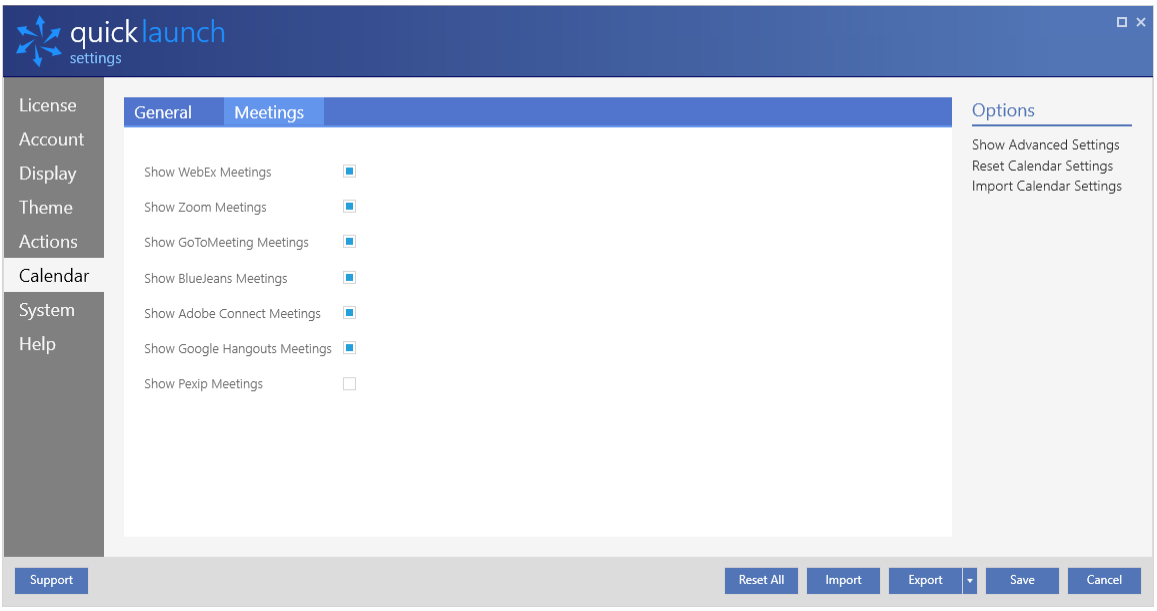


- Allow Add Participants – Allow you to add non-invited participants to a scheduled meeting.

- Allow Add Room to Meeting – Allows you to add another Quicklaunch™ room to an ongoing meeting.
- Allow Send Group Email – Allows you to send everyone on the meeting invite an email.
- Allow Show Meeting Details – Displays the meeting details as they are shown in the meeting email.
- Allow Zip/Send Meeting Files – Allows you the ability to send meeting files that have been attached during the meeting by the meeting participants.
- Email Auto Complete – Enables searching the Exchange Global Address List (GAL) for contacts as you type.

Meetings

The Calendar Meeting settings allow you to add additional meeting service providers to the Schedule Timeline. Please visit the respective service providers for details on how to schedule meetings within their service.

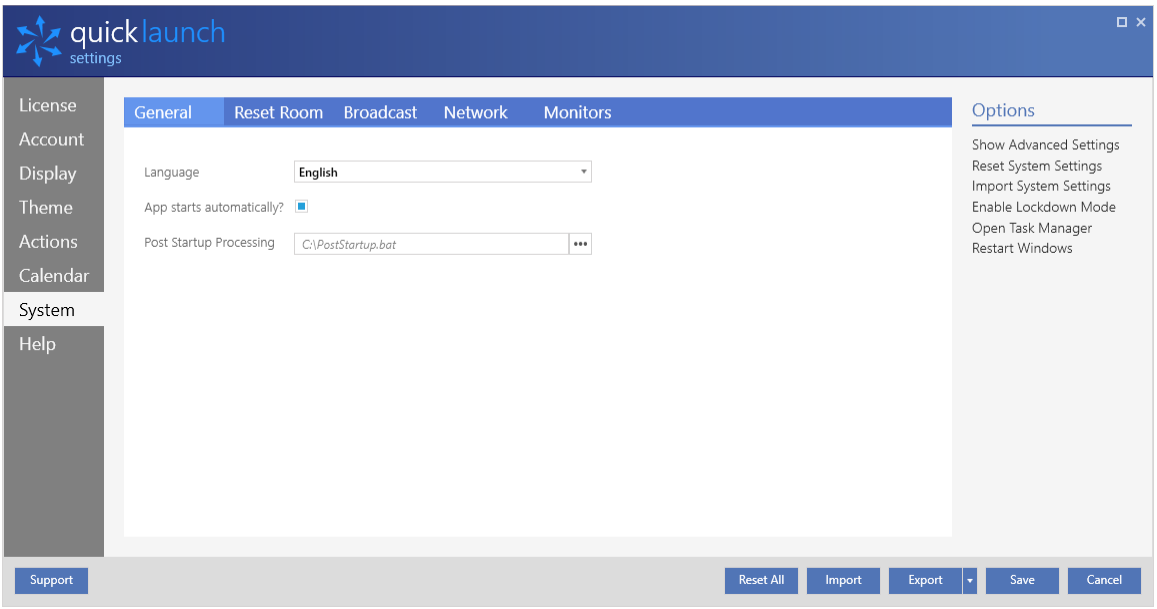


- Show WebEx Meetings
- Show Zoom Meetings
- Show GoToMeeting Meetings
- Show BlueJeans Meetings
- Show Adobe Connect Meetings
- Show Google Hangouts Meetings
- Show Pexip Meetings

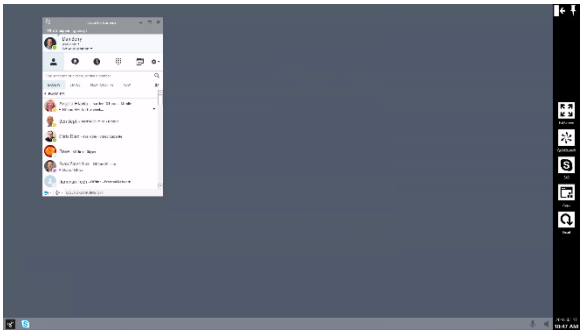
System

The System settings allow you to customize system-wide settings for Quicklaunch™, including cleaning up and shutting down applications after meetings end.

General



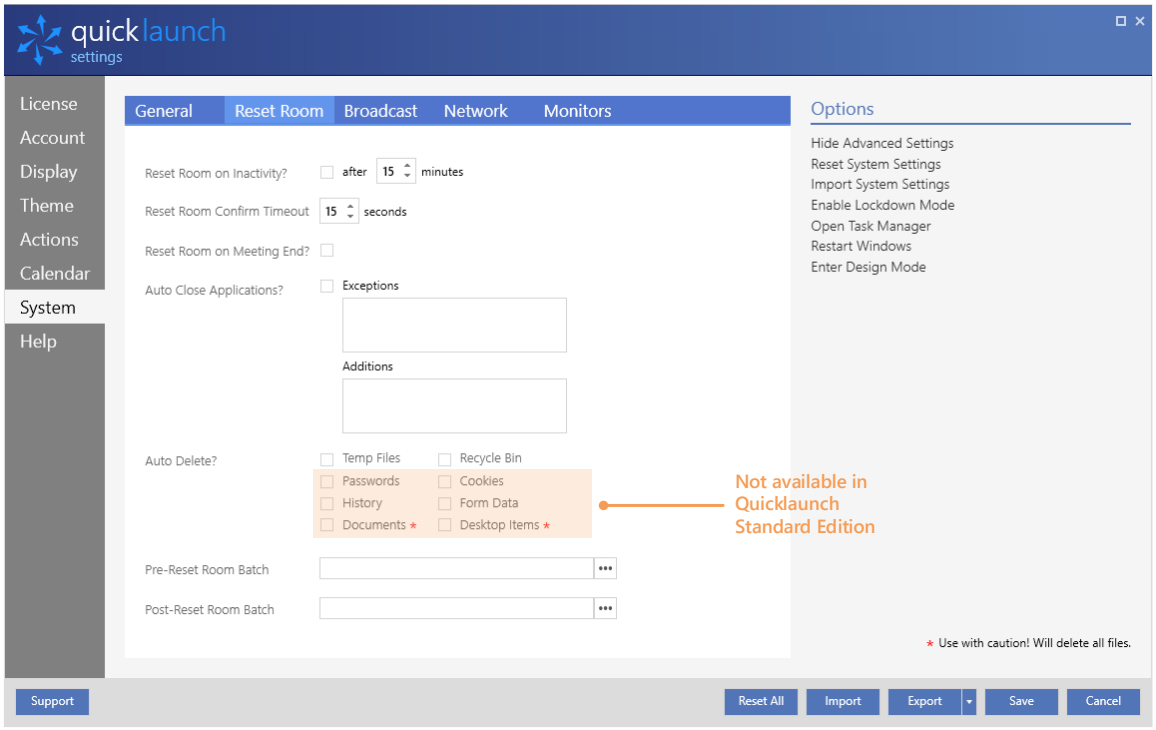
- Language – Allows you to choose the language of the user interface. Quicklaunch™ includes support for English, French, German, Italian and Spanish.
- App starts automatically? – If this box is checked, Quicklaunch™ will start when Windows starts.
- Post Startup Processing – Allows you to specify a Windows Batch File to execute as a final stage of Quicklaunch™ starting.
- Enable Lockdown Mode – Sets Quicklaunch™ so that when the account is signed in, you are given only limited access to the PC. The Windows Start menu is removed, and only the application taskbar at the bottom remains.



If physical security to the meeting space that the Quicklaunch™ is installed can be guaranteed, you may also enable Windows Automatic Logon functionality so that Quicklaunch™ is immediately launched into Quicklaunch™Full Screen View after it reboots. Instructions for enabling Windows Automatic Logon are available on the Quicklaunch™ support site at http://quicklaunch.ucworkspace.com/support/solutions/articles/3000053152

Reset Room

The Reset Room settings allow you to specify how and when Quicklaunch™ does clean up activity on the PC. Clean up options may occur at the end of individual meetings, or perhaps a daily schedule.

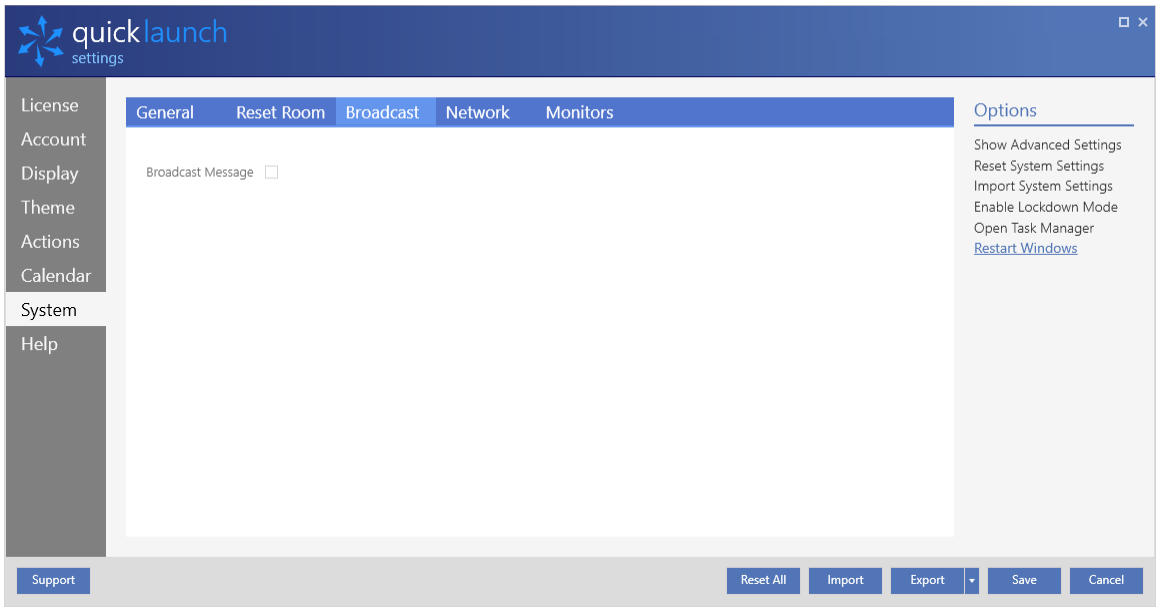


- Reset Room on Inactivity? – If Quicklaunch™ is left unattended without activity for the specified number of minutes, you can have it automatically reset.
- Reset Room Confirm Timeout – When displaying the Inactivity Timeout notification, show a timer for this number of seconds before automatically proceeding.
- Reset Room on Meeting End? – If a scheduled meeting ends, Quicklaunch™ will prompt to reset the room once the meeting schedule passes. If you do not respond before the timer expires, the room is automatically reset.
- Auto Close Applications? – All running applications will be closed when Quicklaunch™ does a Reset Room, but you can specify applications you wish to leave running by specifying them in this list.
- Auto Delete? – In addition to closing applications, you can specify certain categories of data files that will automatically be deleted.

NOTE: *Temporary files* and *Recycling Bin* are the only available options in Quicklaunch™ Standard Edition.

Broadcast

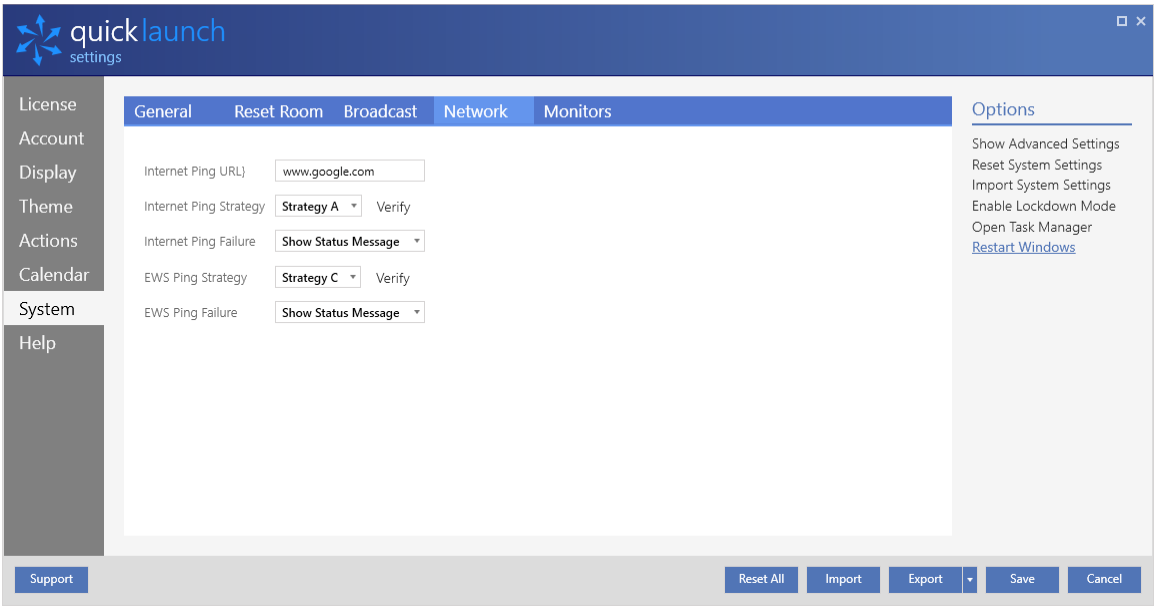
NOTE: Broadcast options are only available if you purchase a license key for Quicklaunch™ Ultimate Edition. Quicklaunch™ Standard Edition and Quicklaunch™ Professional Edition licenses will not show these options, so you may skip ahead to the next section.



- Broadcast Message – Selects one of three sources from which you would like to display a general message when Quicklaunch™ is in Full Screen View. The three possible sources include:
  - From File System
  - From Web
  - From Text

Network

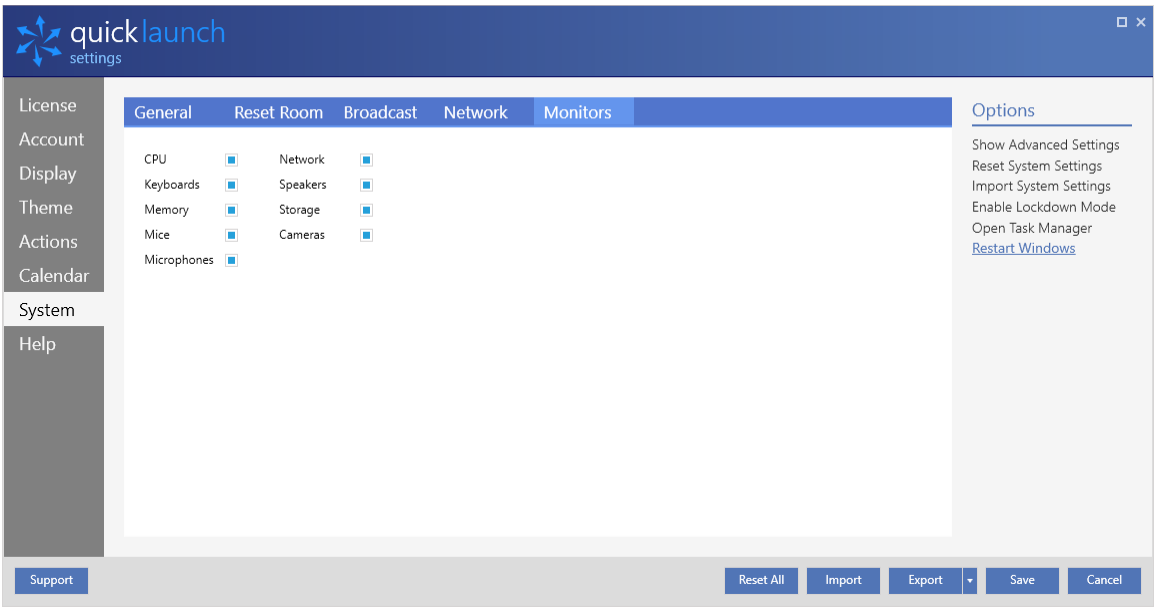
Network settings provides you tools to help diagnose and report communications errors experienced by Quicklaunch™ to users. When errors occur, you will see them detected in the System Resource Monitor of the Full Screen View.



- Internet Ping URL – Lets you specify a hostname to test for responding to network ping requests.
- Internet Ping Strategy – Chooses a ping strategy to use: None/ Strategy A/ Strategy B.
- Internet Ping Failure – Chooses the action to take when network ping failures occur: Ignore/ Show Status Message/ Show Status Screen.
- EWS Ping Strategy – Chooses a ping strategy to use for testing Exchange Web Service (EWS) connectivity: None/ Strategy A/ Strategy B/ Strategy C.
- EWS Ping Failure: Chooses the action to take when network ping testing the EWS connectivity fails: Ignore/ Show Status Message/ Show Status Screen.

Monitors

Monitor settings allows you to choose what to display in the System Resource Monitor tool when the application is in Full Screen View.

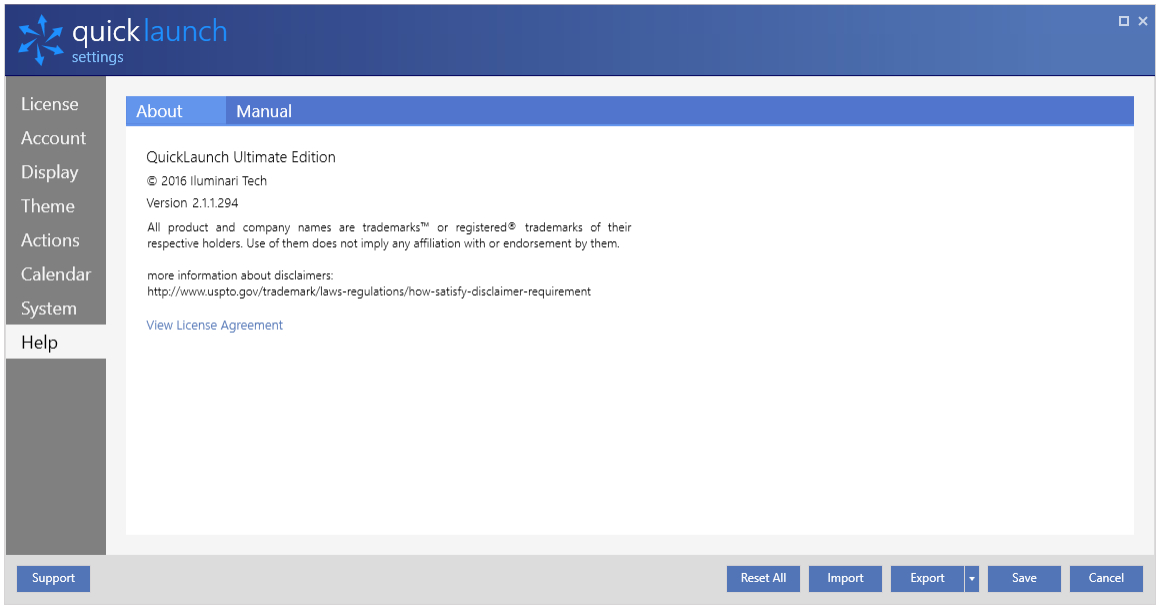


- CPU
- Network
- Keyboards
- Speakers
- Memory
- Storage
- Mice
- Cameras
- Microphones

Help

The Help Settings displays information about the Quicklaunch™ program version, and this help manual.

About

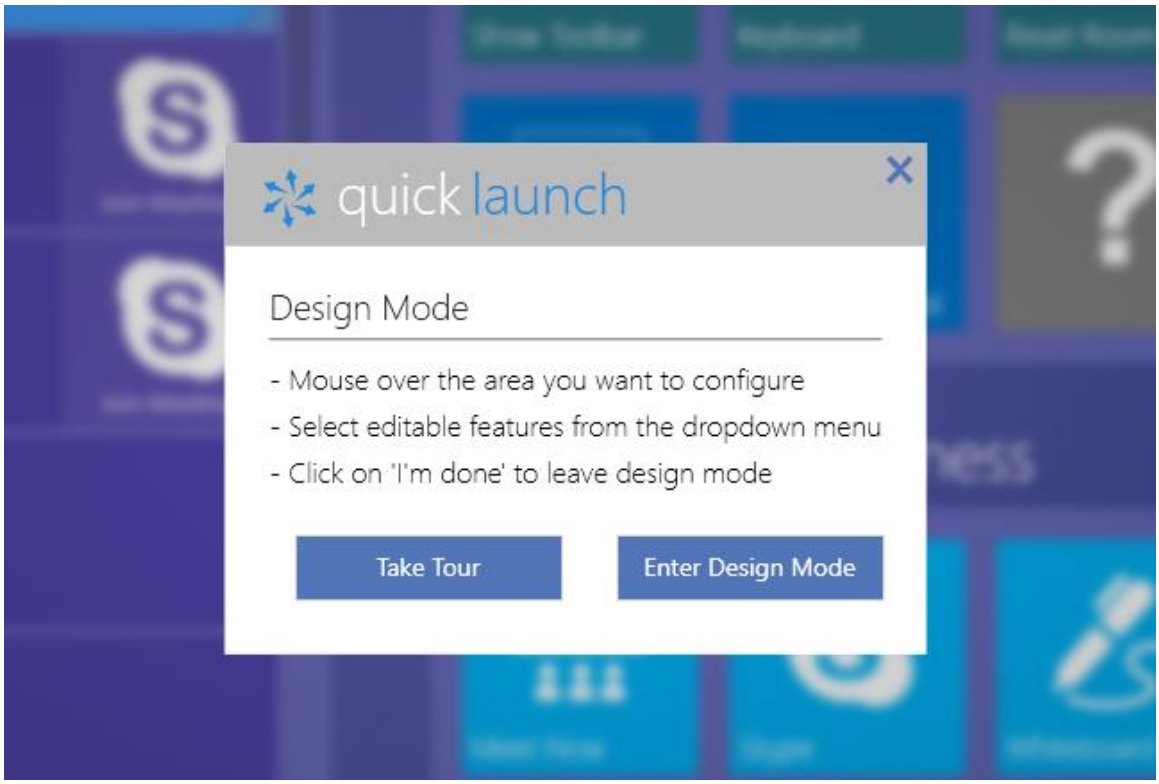


Chapter 5

Getting Started

Design Mode provides you with an easy-to-use way to customize the appearance and functionality of Quicklaunch™. It allows you to easily select the various blocks of Full Screen View to configure. And when you're done, it's just a matter of selecting *I'm done!* to leave the mode and return to regular use. For more granular control, we recommend that you get acquainted with customizing Quicklaunch™ in the Settings menu.

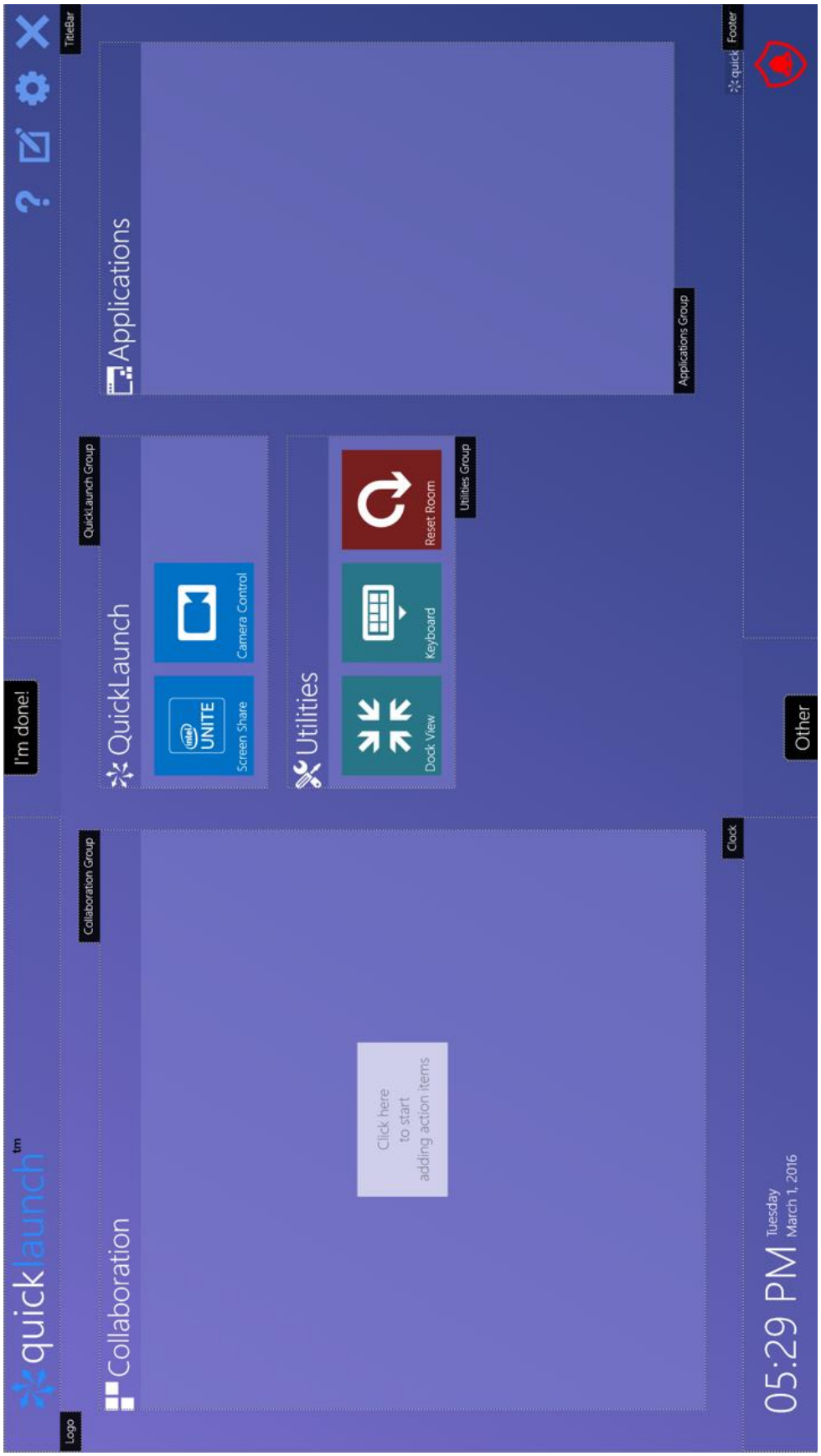
When you first enter Design Mode, you will be given the option of taking a tour of the main features, or proceeding ahead to begin editing.



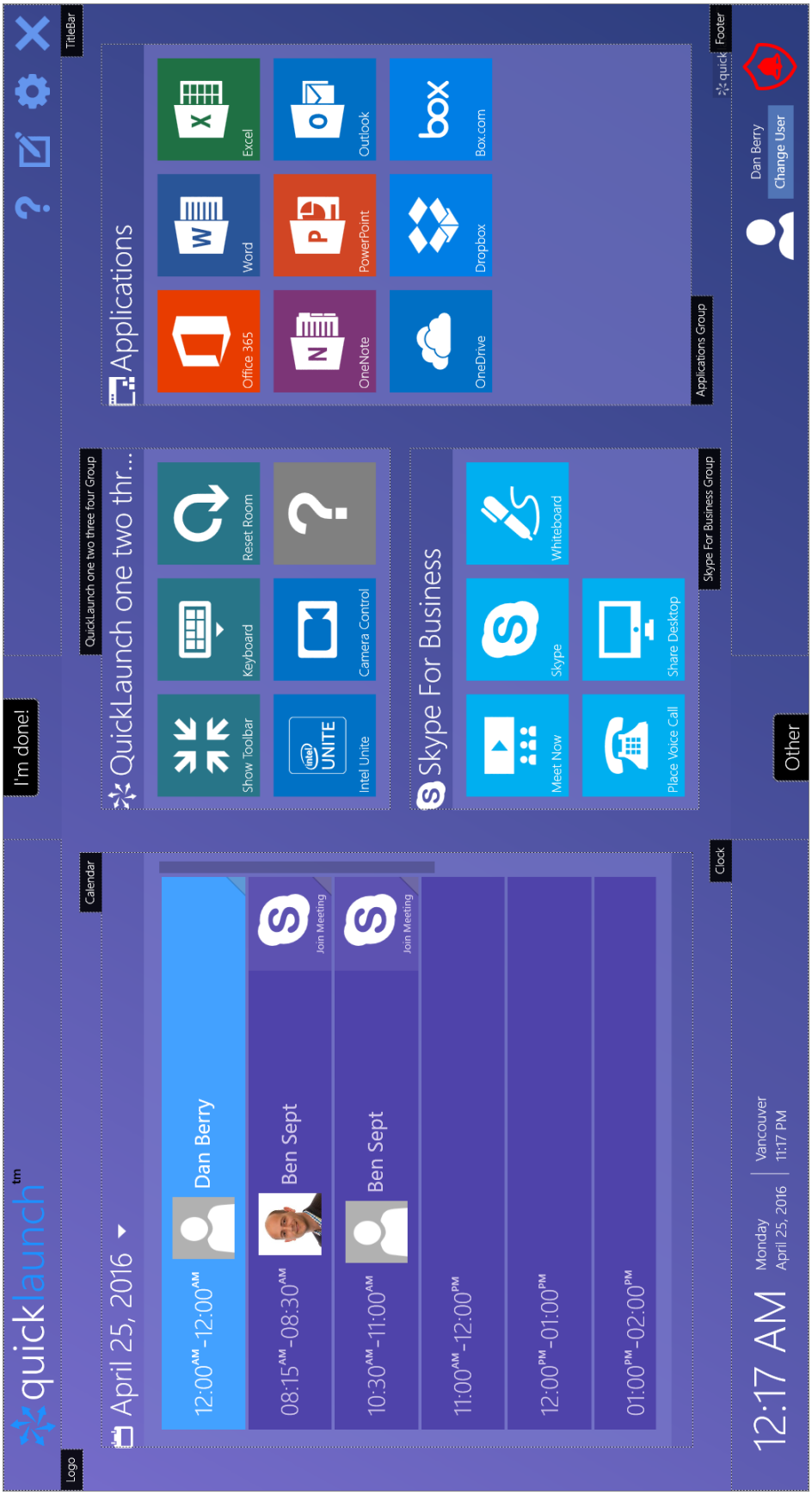
NOTE: Quicklaunch™ Standard Edition lacks integration with Microsoft Exchange and Microsoft Skype for Business, so Full Screen View will not show the Timeline or allow User Switching capabilities.

IMPORTANT: If you set an administrator password to protect against users making changes, you will not see the Design Mode icon on the screen. You can type CTRL SHIFT D to enter Design Mode or type any other shortcut from *Keyboard Shortcuts* in Appendix A.

Standard Edition

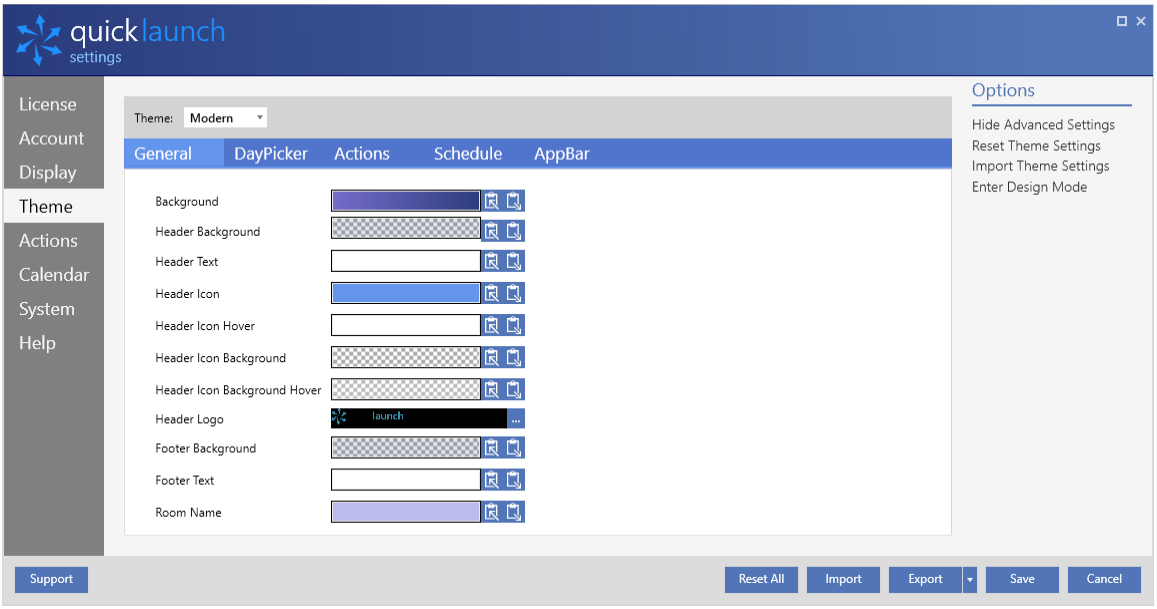


Ultimate Edition



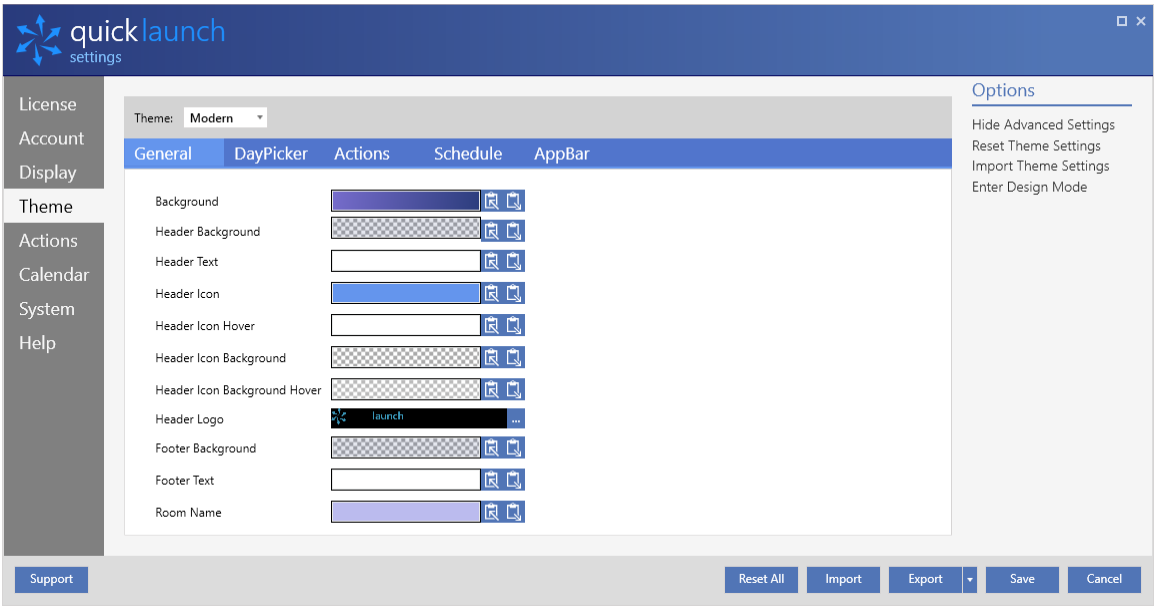
Fields

- Logo – Allows you to change the Logo displayed at the top of the screen.
  See *Chapter 4* > *Display* > *General* for more detailed information.
- Collaboration [1] – Change header and action tiles.
  See *Chapter 4* > *General* (Advanced)

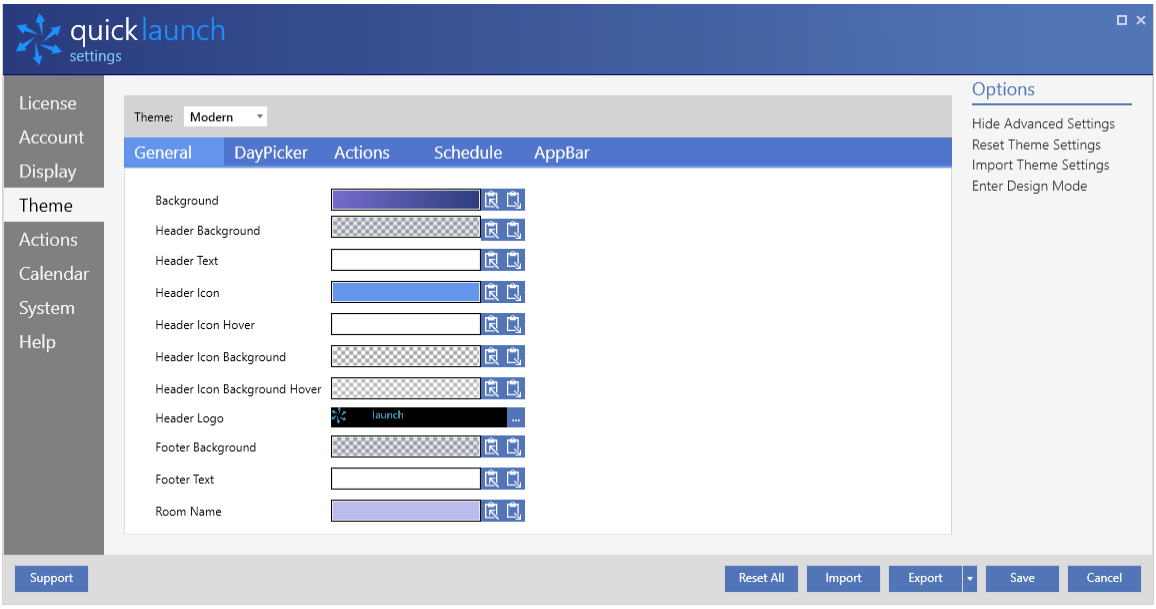


- Actions > *General* for more detailed information.
- Calendar [2] – Calendar settings for allowing the addition of participants and showing meeting details, changing settings for Meeting providers, selecting which meeting to show, and more.
  See *Chapter 4* > *Calendar* for more detailed information.
- Clock – Change time zones and add or remove world clocks.
  See *Chapter 4* > *Clock* for more detailed information.
- Quicklaunch™ Group – Change the group header information and change action tiles.
  See *Chapter 4* > *General* (Advanced)

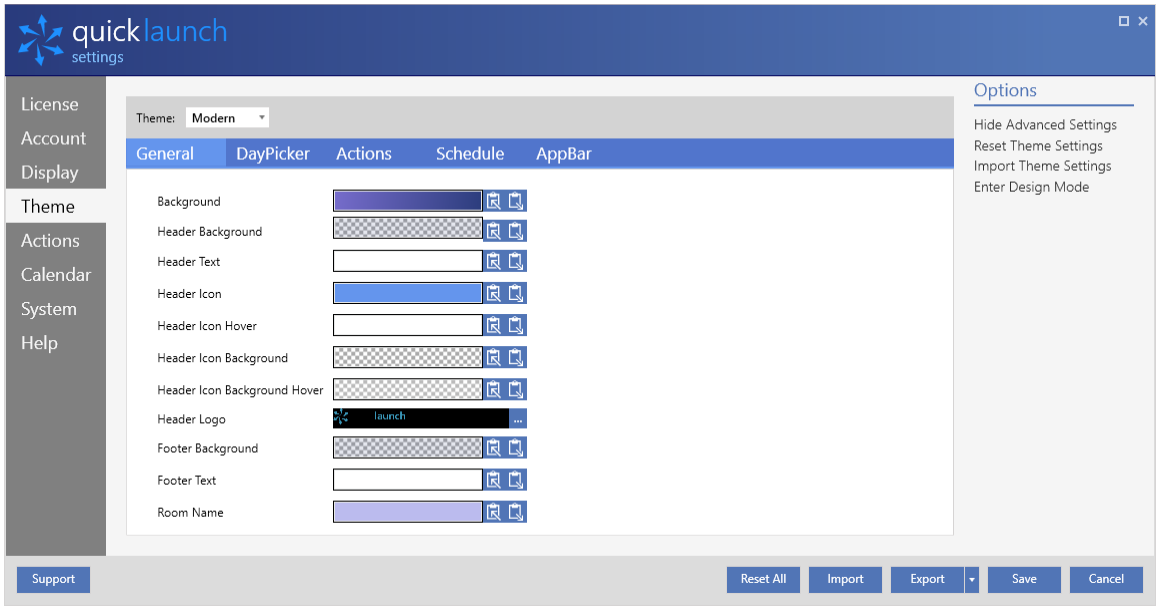
[1] Quicklaunch™ Standard Edition only feature.
[2] Quicklaunch™ Ultimate Edition only feature.



- Actions for more detailed information.
- Utilities Group – Change the group header information and change action tiles.
  See *Chapter 4* > *General* (Advanced)



- Actions for more detailed information.
- Other – Change the color scheme, clean and screen saver options. Also opens the full Settings window.
  See *Chapter 4*.
- Screens – Shows a large unique number on the center of each connected screen, used to identify and target Quicklaunch™ assets for appearing on a specific screen.
- Theme > *General* and *Chapter 4* > *System* > *Reset Room* for more detailed information.
- Applications Group – Change the group header information and change action files.
  See *Chapter 4* > *General* (Advanced)



- Actions for more detailed information.
- Title Bar – Hide or show help, change settings for the options menu and close buttons. You can also use these settings for changing the room name.
  See *Chapter 4 > General* for more detailed information.
- Footer – Resource monitor and changing the room name.
  See *Chapter 4 > System > Monitors* for more detailed information.

- I'm Done – Exits out of Design Mode.

Appendix A

Keyboard Shortcuts

	Shortcut Function
CTRL-ALT-A	Open Action Settings
CTRL-ALT-D	Open Design Mode
CTRL-ALT-F	Switch to Full Screen View
CTRL-ALT-L	Immediately start the Screen Saver
CTRL-ALT-R	Reset Quicklaunch™ for another set of room participants
CTRL-ALT-S	Open the general Settings
CTRL-ALT-T	Switch to Dock View (Toolbar)
CTRL-ALT-X	Exit Quicklaunch™

NOTE: Design Mode (Ctrl-Alt-D) will not be available if the settings are password protected from changes.

Adding Universal Windows Platform (UWP) applications

IMPORTANT: This topic is subject to updates and changes as Windows and Quicklaunch™ continues to evolve. For the most up-to-date information, please review the topic on our support website at http://quicklaunch.ucworkspace.com/support/solutions/articles/3000053718

You can add Universal Windows Platform apps to Quicklaunch Full Screen View, but there are certain restrictions in doing so. This is considered to be an Advanced Topic, and requires additional knowledge of Windows applications.

Microsoft limits access to the Windows Store from other programs to prevent applications from viewing or installing applications without your consent. However, it is possible to look to see what applications are currently installed on the computer, in order to launch them. For this reason, any UWP apps you wish to launch from Quicklaunch must be already installed.

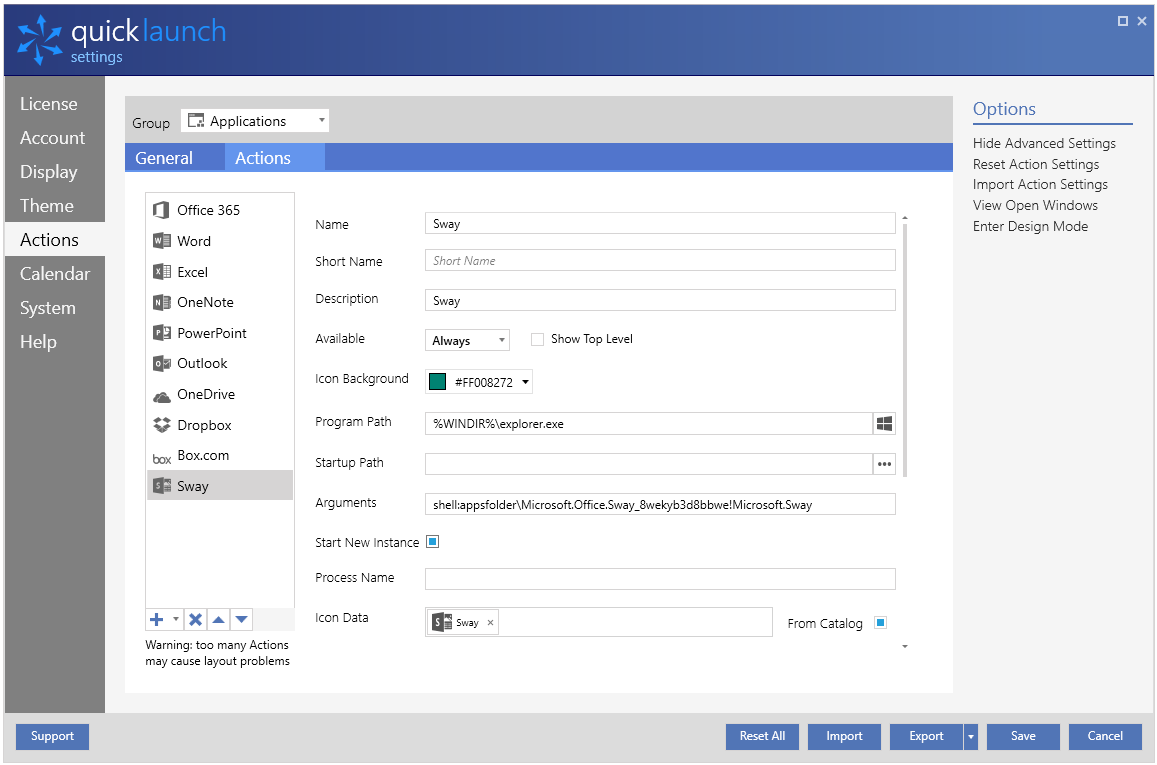
In this example, we will add Microsoft Sway UWP to Quicklaunch.

1. Visit the support website and download the attached PowerShell script to the Quicklaunch PC and store it somewhere you can easily locate it, such as the Desktop.
2. Open a PowerShell command window (Windows-R, type "powershell", and click OK).

3. Run the script (for example, if you saved it to your desktop, enter "$ENV:USERPROFILE\Desktop\Show-UwpApps.ps1" and press enter).
4. The script will show a list of installed applications and arguments, like so:

```
UWP App: Microsoft.Office.Sway (Sway)
  shell:appsfolder\Microsoft.Office.Sway_8wekyb3d8bbwe!Microsoft.Sway
```

5. Open the Quicklaunch settings from the Full Screen View.
6. In the "Options" sidebar on the right, select "Show Advanced Settings".
7. Click on the "Actions" section, and then choose the Group name (ie.- Applications) from the drop-down menu in the middle.
8. Click the "Actions" sub-section below the Group name, and you will see a list of application tiles currently configured for that Group.
9. Add a new Application by clicking the + icon under the list of applications, and choose "Add Program".
10. In "Name", enter "Sway".
    Optional -- Click on the "Icon Background" drop-down, and make the tile a color of 0/130/114 and transparency 255.
    In "Program Path", enter "%WINDIR%\explorer.exe"
    In "Arguments", enter the output from the Powershell associated with Sway, in this case "shell:appsfolder\Microsoft.Office.Sway_8wekyb3d8bbwe!Microsoft.Sway"
    Check the box for "Start New Instance"
    Check the box for "From Catalog", and in "Icon Data" enter "Sway" to search for a suitable icon for Sway.



11. Click "Save" at the bottom to save your application settings, and you should now see a new icon for Sway in the Applications group.