ClickShare CB Core, CB Pro

CB3010S

Installation manual

BARCO

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Getting started

1

About this document

This installation manual is a guideline intended to aid in setting up and installing the CB Core, CB Pro. For everyday use of the ClickShare system, refer to the user guide.

About getting started

Important safety and security reminders and tips will be explored in this chapter. This information is important to prevent damage or a loss of functionality.

Read this chapter in its entirety before starting the installation!

Clarification of the term "CB Core, CB Pro" used in this document

When referring in this document to the term "CB Core, CB Pro" means that the content is applicable for following Barco products:

• ClickShare CB Core
• ClickShare CB Pro

Model certification name

CB3010S

> Depending on the CB Core, CB Pro version, some graphics may look different than the ones used in this manual. This does not have any effect on the functionality that is described.

1.1 General guidelines for ClickShare

Overview

- Keep the Base Unit and Buttons up to date. Free updates will frequently be available for an optimal experience and to ensure the security of the overall system.
- Connect the Base Unit to the network (wired or wireless connection) for the optimal user experience. By doing so, both guests and employees can make use of the BYOD (Bring Your Own Device) services such as AirPlay, Google Cast and/or the ClickShare apps without disconnecting from the wireless network or losing internet connection.
- For high quality and low latency wireless conferencing, use a direct connection between the Button and the Base Unit.
- Place the Base Unit in an open emplacement and avoid installing it in a metallic shell.
- For an optimal user experience, both ClickShare and BYOD services have different implementations for presence and proximity detection. To take full advantage of these mechanisms, it is strongly advised to install the ClickShare Base Unit inside the meeting room, physically close to the display and not in a closed cabinet.
- Change the default passwords for optimal security.
- When connecting the Base Unit into the corporate network to enable BYOD protocols and the ClickShare apps to share, it is strongly advised to change the standby mode to "ECO standby". If not, BYOD protocols, ClickShare apps and possibly the ClickShare Buttons will not be able to wake the Base Unit from standby.

1.2 Installation requirements

Ambient temperature conditions

Max. ambient temperature : +40°C or 104°F

Min. ambient temperature: +0°C or 32°F

Storage temperature: -10°C to +60°C (14°F to 140°F)

Humidity conditions

Storage: 0 to 90% relative humidity, non-condensing

Operation: 0 to 85% relative humidity, non-condensing

Environment condition check

For installations in environments where the ClickShare is subject to excessive dust, it is required to have this dust removed prior to it reaching the ClickShare's air intake. Devices or structures to extract or shield excessive dust away from the ClickShare are recommended. If this is not a feasible solution, then the ClickShare must be relocated to a clean air environment.

It is the customer's responsibility to ensure that the ClickShare is protected from the harmful effects of hostile airborne particles at all times. Barco reserves the right to refuse warranty or warranty exchange if a ClickShare has been subject to negligence, abandon or improper use.

The ClickShare product is intended to be used in office and indoor environments only.

Maximum allowed altitude to use the product : 3000m (9843Ft). Due to China regulation the maximum altitude is limited to 2000 meter (6561 feet) for China mainland.

1.3 Security recommendations

Keep the Base Unit and Button(s) up to date

Barco keeps improving their devices, this means extending existing features and adding new ones, but also providing security patches. Therefore, it is strongly recommended to keep the Base Unit up to date with the latest available firmware, and ensure Buttons are also updated. To simplify this, it is strongly recommended to connect them to the internet to get automatic updates.

To ensure and update of all Buttons, Barco strongly recommends pairing all Buttons with a Base Unit immediately after the Base Unit has been updated.

XMS Cloud

Manage Base Units through XMS Cloud management platform to receive updates.

XMS Cloud is Barco's secure cloud based solution for the configuration, remote management and real-time status monitoring of the devices, distributed over different locations. Enabling easy & automated (scheduling of) software updates, Base Unit configuration, creation of templates, remote wallpaper installation, user management and insights to drive the digital workplace.

Keep Base Units secured

Ensure that the Base Unit cannot be removed or replaced by securing the device appropriately. Barco recommends the use of the included kensington lock feature.

Change the default Wi-Fi password

Barco strongly recommends changing the default Wi-Fi password (only applicable when WPA2-PSK mode is used), this makes it more difficult for malicious people, without physical access to the devices, to intercept the traffic between the Base Unit and the Button.

Change the default configurator password

Barco strongly recommends changing the default configurator password. Anyone with malicious intentions who can access the Base Unit locally or via adjacent networks will definitely verify if the Base Unit's configurator can be accessed to extract valuable information like Wi-Fi credentials.

1.4 Network deployment requirements

About requirements

Certain ports and communication protocols must be opened or allowed through the enterprise firewall. These ports are required for ClickShare to communicate and function efficiently.

Required ports

Contact the local IT responsible to open the following required ports:

Sender/receiver	Protocol	Ports
ClickShare Button (wireless presentation)	TCP	2345; 6544
ClickShare desktop and mobile app (wireless presentation)	TCP	6541 - 6545
	UDP	5353; 1900
Wireless conferencing	TCP	1235; 9999
	UDP	1234
AirPlay	TCP	4100 - 4200; 700; 7100; 47000
	UDP	4100 - 4200; 5353
Google Cast	TCP	8008; 8009; 9080
	UDP	1900; 5353; 32768; 61000
ClickShare configurator	TCP	80; 443
XMS Cloud	TCP	443
XMS Edge	TCP	4003
Auto-update	TCP	80; 443
SNMP	UDP	161; 162
REST API	TCP	4003

Required firewall rules

Add the following rules to the firewall:

*   **XMS Cloud**, outbound TCP port 443 to:
    -   xms.cloud.barco.com
    -   *.azure-devices.net
    -   *.core.windows.net
    -   global.azure-devicesprovisioning.net
*   **Auto-update**, outbound TCP port 443 to:
    -   update.cmp.barco.com
    -   assets.cloud.barco.com
*   **MyBarco portal**, outbound TCP port 443 to:
    -   *.barco.com

CB Core, CB Pro introduction

2

About introduction

Details about the product will be explored in this chapter. It will also establish some common terminology required to follow the rest of the manual effectively.

Regional variants

Depending on the purchase location, the Base Unit and accessories are regionalized.

> 📄   The CB Core, CB Pro is region locked, meaning that it cannot be used outside its original region!

2.1 The collaboration bar

What is a collaboration bar

> 👉 The ClickShare collaboration bar is referred to as "Base Unit" throughout the manual.

The collaboration bar controls and enables the functionality of the ClickShare. It has a camera, speakers, microphones and ultrasound speaker built-in. There are two variants of the bar available:

- **The CB Core**, enabling an essential ClickShare experience.
- **The CB Pro**, enabling the complete ClickShare experience.

> 👉 CB Core, CB Pro are only compatible with generation 4 Buttons! For more information, see "The conferencing Button", page 17.
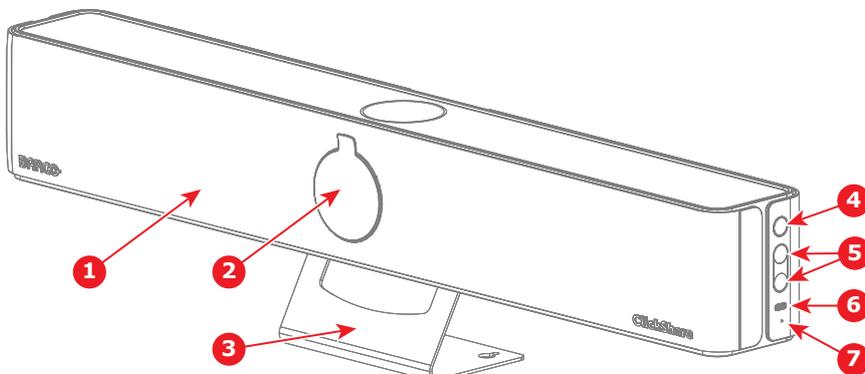
Collaboration bar components

Image 2–1 Front view with lens cover attached

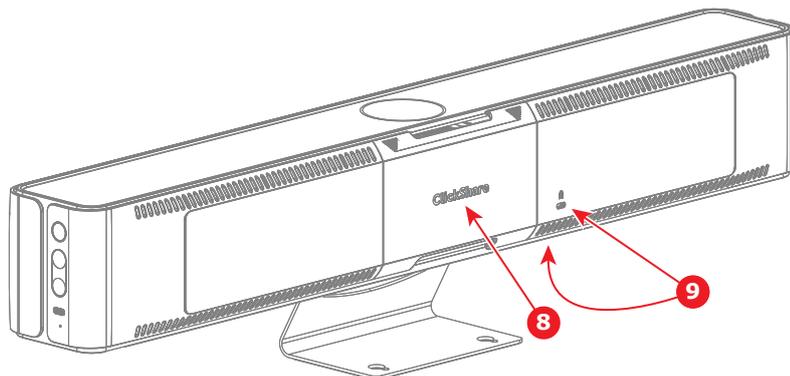|			
1	Front cover	**5**	Volume control
2	Camera lens cover	**6**	USB-C port for pairing Button(s)
3	Wall mount/stand	**7**	Reset button
4	Power button		

Image 2–2 Back view with cable cover attached

8	Cable cover
9	Kensington lock

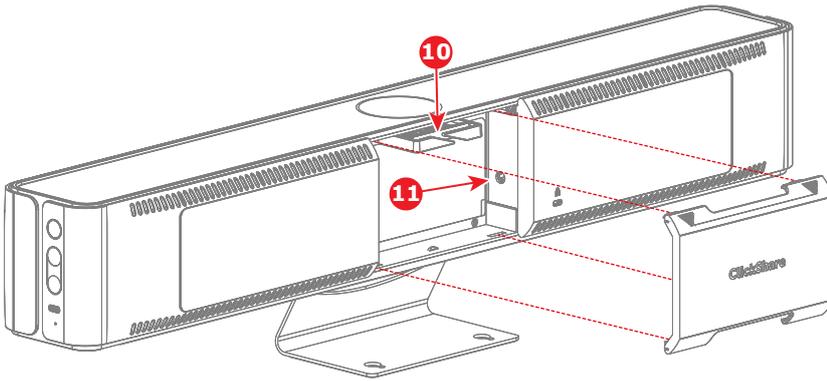Removing the cable cover gives access to the connections and ports.

Image 2–3 Back view with cable cover removed

10 Cable binder
11 Power connection

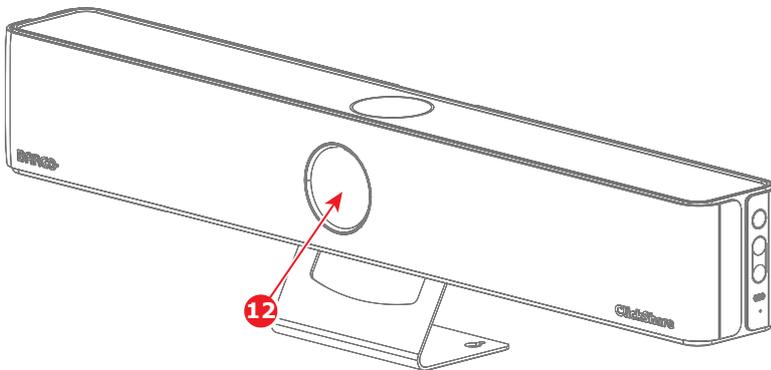Removing the lens cover reveals the camera lens.

Image 2–4 Front view with lens cover removed

12 Camera lens

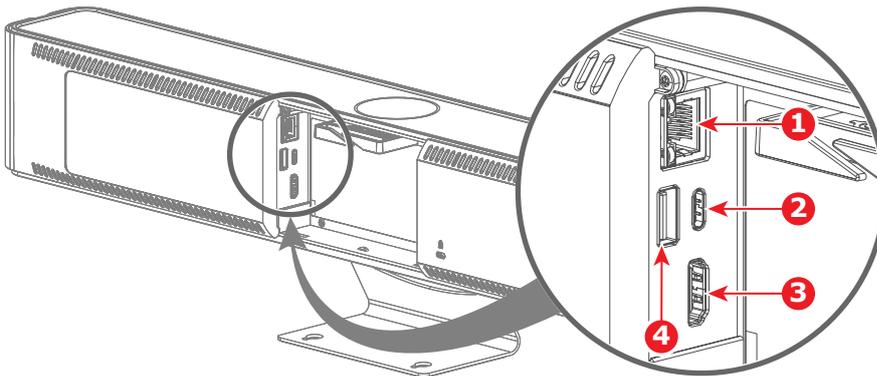There is a difference in which ports are available based on the model:

- CB Core's ports:

Image 2–5 CB Core without a cable cover

1 LAN port
2 USB-C port (also for displays)
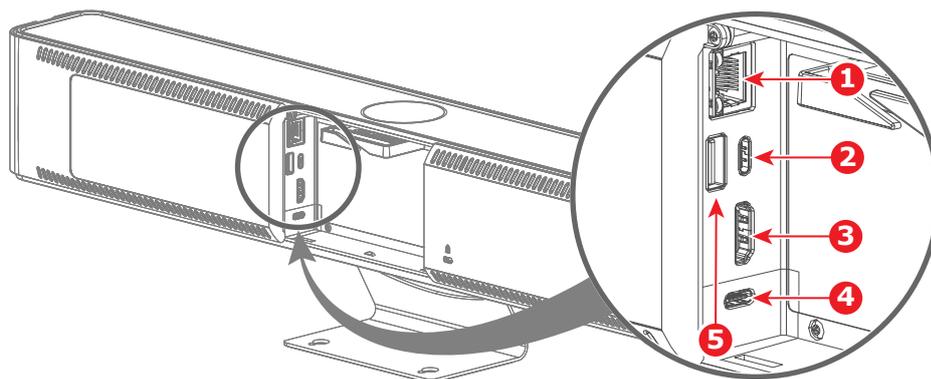**3** HDMI out port
4 USB-A port

- CB Pro's ports:

Image 2–6 CB Pro without a cable cover

1 LAN port
2 USB-C port (also for displays)
3 HDMI out port

4 USB-C port
5 USB-A port (also for for touch functionality)

Collaboration bar LED ring

There is an LED ring around the camera module that makes it easy to tell at a glance what the current status of the ClickShare and its peripherals are.

See below table to know what each color or animation stands for:

LED status	Meaning
Breathing white	Booting Standby
Red - purple spinning animation	Starting to share Updating firmware
Steady white	Sharing Device powered on
Purple	Peripherals are being used
Red	Microphone muted
Blinking green	Pairing in progress
Blinking red	Error

2.2 The conferencing Button

What is a conferencing Button

☞ The conferencing Button will be referred to as "Button" throughout the manual.

The conferencing Button is a small USB powered wireless device that simplifies sharing and using ClickShare to a single press of a button.

Generation 4 Button overview

A generation 4 Button is easily identified by its USB-C connector to pair with Base Unit(s) and connect with devices.
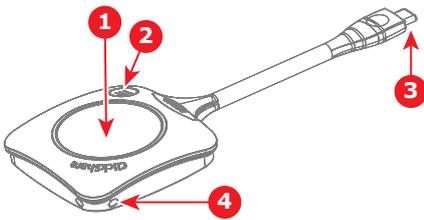

Image 2–7 Generation 4 Button

1   Share button
2   ClickShare menu button
3   USB-C connector
4   Strap holes

Button functionality

Pressing the buttons can have different effects. It also allows for interaction and seamless switching between multiple presenters.

See table below for more information:

Action	Function
Short press on share button	Starts sharing
Long press on share button	Takes over sharing
Press the menu button	Brings up the ClickShare app

Button LED ring

There is an LED ring around the share button. The color or animation of this ring helps signal what the Button is currently doing and what state it is.

See table below for the possible colors or animations and their meaning:

LED	Meaning
White fill	Setting up the connection
Steady white	Connected and ready to be used
Blinking white	Unable to connect ClickShare app not running
Fast white spinning	Device busy Device processing
Steady red	Sharing
Blinking red	Error

Installation process

3

About the installation process

A general checklist and high level overview of how a typical installation is completed. For more details about specifics and possibilities, follow the links to the topics.

3.1 Installation overview

1. Define or prepare an optimal location in the meeting room. It is recommended to find a location where there is a clear line of sight for the camera, microphone and speakers pointed in the direction of the attendees. For more info, see "Methods of installing", page 22.

2. Assemble the Base Unit, if required, and physically install the Base Unit in the chosen location. For more info, see "Physical installation", page 23

3. Connect the Base Unit with required cables or by setting up the required wireless connections. Depending on the meeting room different connections may be needed. For more information, see "Hardware connections", page 26

4. Pair the optional Button(s) to the Base Unit. For more information, see "Pairing the Button(s)", page 33

5. Log into and initialize the ClickShare configurator. For more information, see "The ClickShare configuration wizard", page 35

    OR

    Start a meeting, without setup, by sharing content immediately. For more information, see "Quick use", page 34

6. Register the Base Unit in XMS Cloud and claim 5 year SmartCare warranty. For more information, see "XMS Cloud registration", page 41

7. Modify or utilize the Base Unit advanced features with ClickShare configurator. For more information, see "ClickShare configurator", page 49

8. Start using ClickShare, by connecting a paired button and/or installing the ClickShare app. For more information, refer to the user guide.

Installing CB Core, CB Pro

4

About installation

All the varying ways of physically installing and connecting Base Unit and its optional Button (s) will be explored in this chapter.

4.1 Methods of installing

Possible physical configurations

The Base Unit can be installed in multiple configurations:

- Standing on the wall mount. For more information, see "Install standing on its wall mount", page 23
- Standing on a flat surface. For more information, see "Install standing on a flat surface", page 23
- Mounted to a wall. For more information, see "Install mounted to the wall", page 24
- Mounted as a part of the display with the optional display mount accessory. For more information, see "Install as a part of the display", page 25

For an optimal experience during use, keep the following in mind when choosing a location to install the Base Unit:

- Install the Base Unit near to the display.
- Provide a clear line of sight to the rest of the meeting room.
- **Do not** install the Base Unit in a metal enclosure!
- **Do not** mount the Base Unit on the ceiling!

> 📄 If accessibility of the connector side will be limited due to mounting, then connect the required cables to the Base Unit first. For more information, see "Hardware connections", page 26.

Possible network configurations

Depending on the type of meeting room, how the local network was setup or requirements that are needed, different methods of integrating ClickShare into the network can be preferred. The possible methods are:

- Network connected setup. (**default**)
- Dedicated network connected setup.

For more information on how to configure the network configurations, see "Wi-Fi settings", page 69

4.2 Physical installation

4.2.1 Install standing on its wall mount

Standing on its wall mount

1. Place the Base Unit in the desired location.

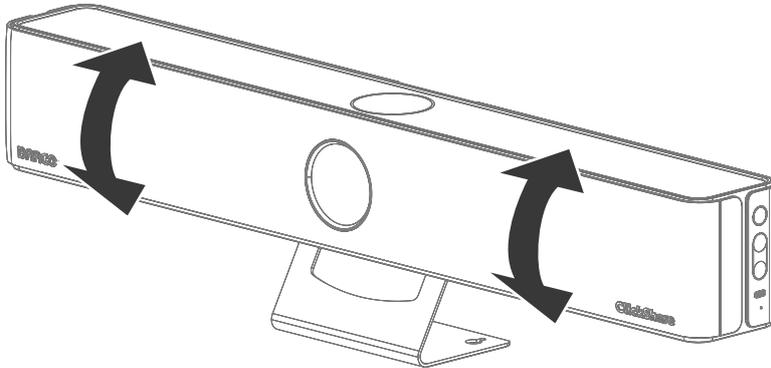2. Tilt the Base Unit to achieve the desired angle. **(optional)**

Image 4–1 Possible tilt directions

> *Note:* Always keep the base of the wall mount level and in full contact with the surface, do not tilt the Base Unit in other ways!

4.2.2 Install standing on a flat surface

About standing installation

To install the Base Unit in its upright position, sufficient space and a flat surface are required. If not enough height is available, removing the wall mount could be an option, only if the full length can be supported by the surface.

Required tools

Phillips screwdriver PH2

Standing on a flat surface

1. Place the Base Unit on its backside or upside down.

> *Note:* Do not place the Base Unit on its front, as this might damage the camera!
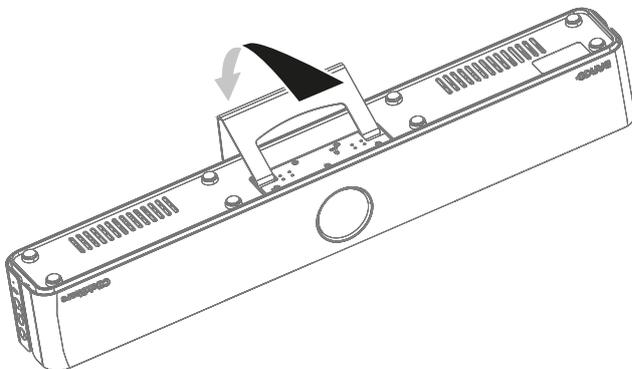
2. Tilt the stand backwards.

Image 4–2 Tilt direction for the wall stand

3. Unscrew the five Phillips screws that hold the wall mount to the Base Unit.
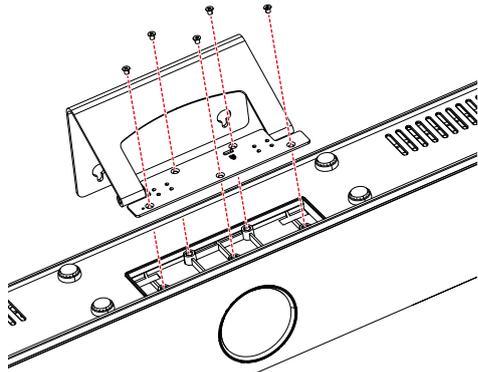
Image 4–3 Location of the five screws to unscrew

👉 *Tip:* Store the wall mount and its screws in a safe location.

4. Set the Base Unit on the desired surface in its upright position, ensuring all rubber feet make good contact with the flat surface.

4.2.3 Install mounted to the wall

About wall mounting

A wall mount is attached to the CB Core, CB Pro that can be used to secure it to the wall. Two screws are needed to ensure the Base Unit is firmly secured to the wall.

The **two** required screws must comply with the following minimum requirements:

• M4 screw
• 8mm diameter screw head
• 2.54 centimeters (1 inch) of length

> 📄 These screws are not included with the CB Core, CB Pro!

Mounting to a wall

1. Define and prepare the location on the wall where the Base Unit will be installed.

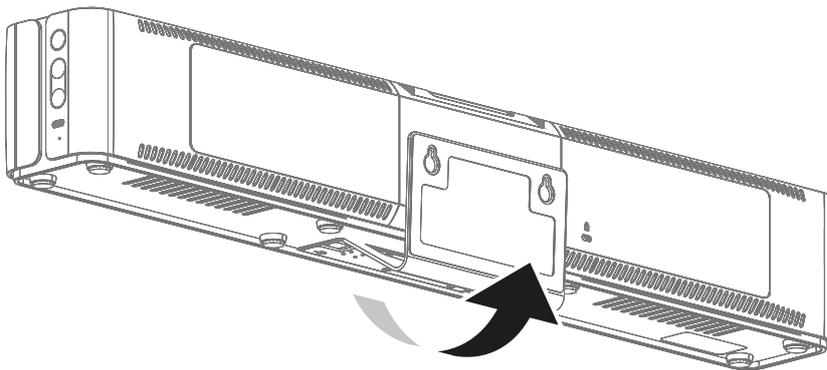**2.** Tilt the wall mount towards the backside of the Base Unit.

Image 4–4 Tilt orientation of the wall mount as seen from the back

3. Screw **two** screws that comply with the above requirements through the keyhole slots present in the wall mount.

📄 *Note:* Ensure that the screws have been tightened fully!

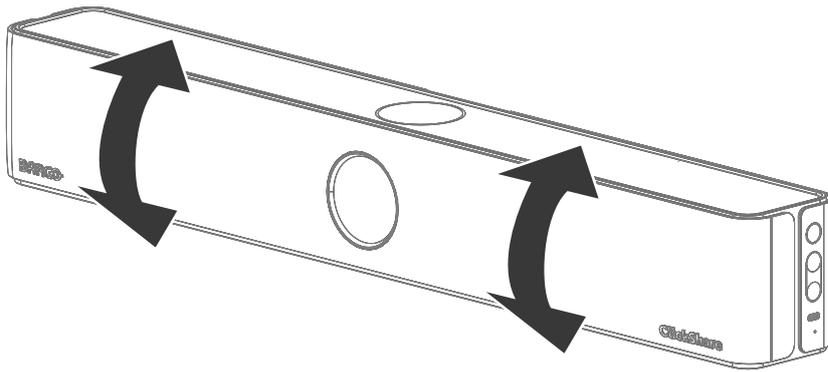**4.** Tilt the Base Unit to achieve the desired angle. **(optional)**

Image 4–5 Possible tilt direction while the Base Unit is attached to the wall

4.2.4 Install as a part of the display

About display mounting

To securely position the Base Unit to the display, a separate support frame is required. This frame will attach to the back of the display, creating a connection point where the Base Unit will be positioned.

The display mount is not included with the CB Core, CB Pro, but is available as optional accessory.

Mounting attached to a display

1. Decide where the Base Unit must sit in respect to the display.
   ► Above the display
   ► Under the display
   ► On the side of the display
2. Refer to the display mount manual and install the Base Unit in its chosen location.
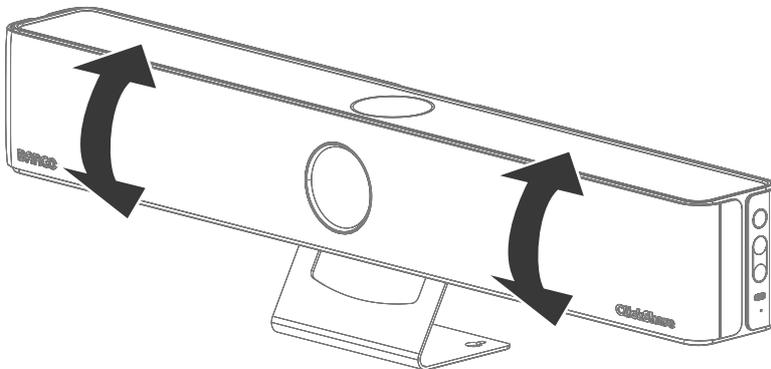3. Tilt the Base Unit to achieve the desired angle. **(optional)**

Image 4–6 Possible tilt directions

4.3 Hardware connections

4.3.1 Connecting the power

About powering the Base Unit

There are two ways to power the Base Unit:

*   With the included adapter
*   Through a display that supports USB-C power delivery of at least **65W**

> ☞ When both options are connected the adapter will take priority in charging the Base Unit.

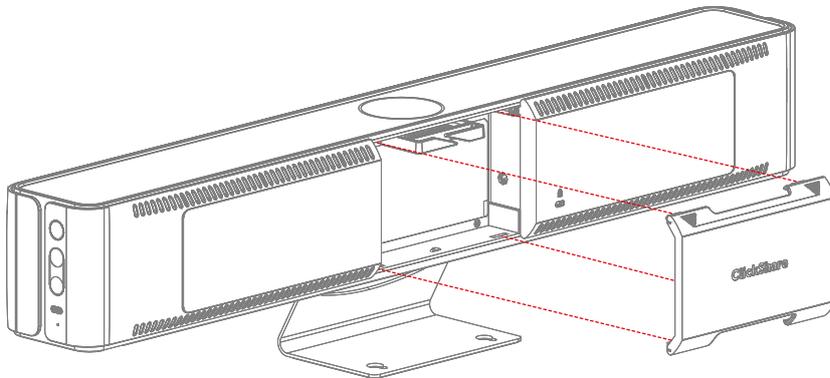### Powering with adapter

1. Remove the cable cover from the Base Unit.

Image 4–7 Cable cover removal

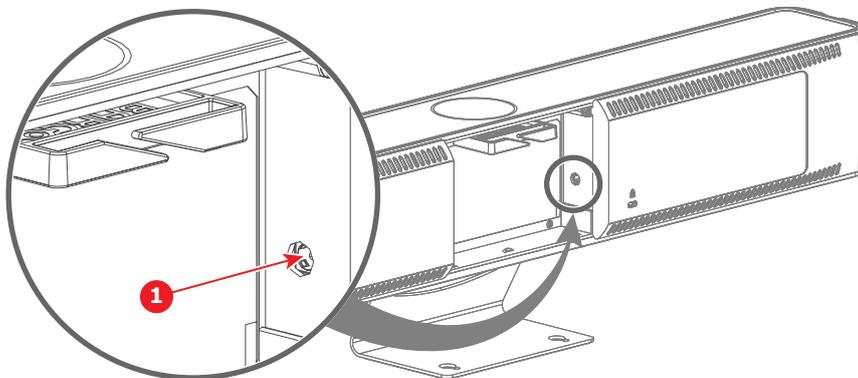**2.** Connect the adapter to the power port in the Base Unit. (reference 1)

Image 4–8

> ⚠ *Warning:* Only use the certified Barco adapter that was included in the box or provided as spare, using a different adapter may cause severe damage!

3. Route the cable(s) through the cable binder. **(optional)**

4. Plug the adapter into a wall socket.

When power is sufficiently provided to the Base Unit, the ring at the front will light up.

5. Close the cable cover at the back of the Base Unit, if no further connections must be made.

Powering over USB-C display

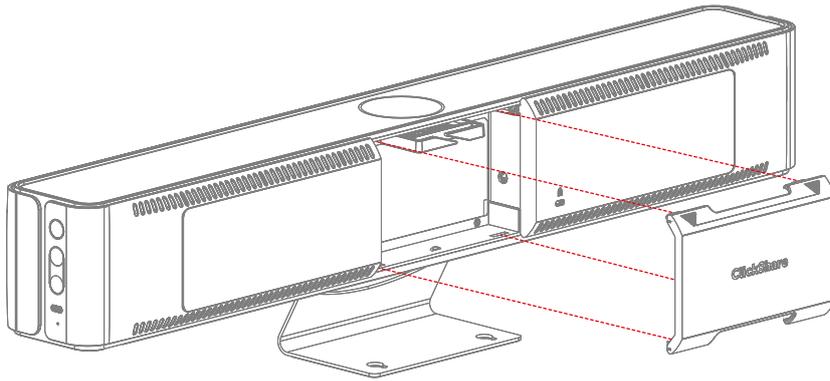**1.** Remove the cable cover at the back of the Base Unit.

Image 4–9 Cable cover removal

2. Connect a display to the "USB-C" port at the back of the Base Unit. (reference 1)
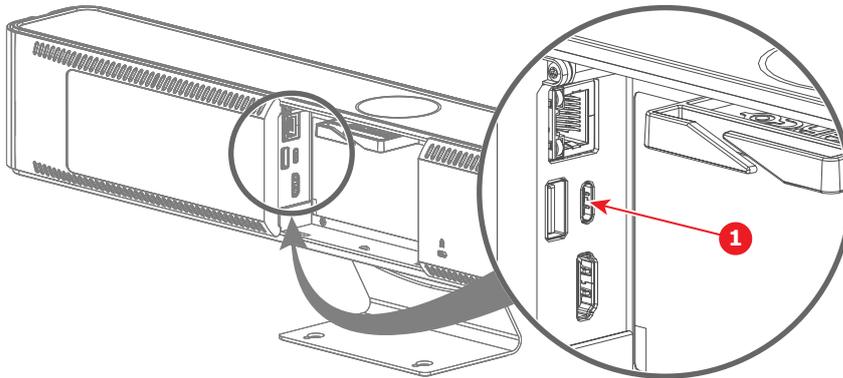   • For CB Core:

Image 4–10 Where to connect the USB-C cable

1 USB-C cable

    • For CB Pro:
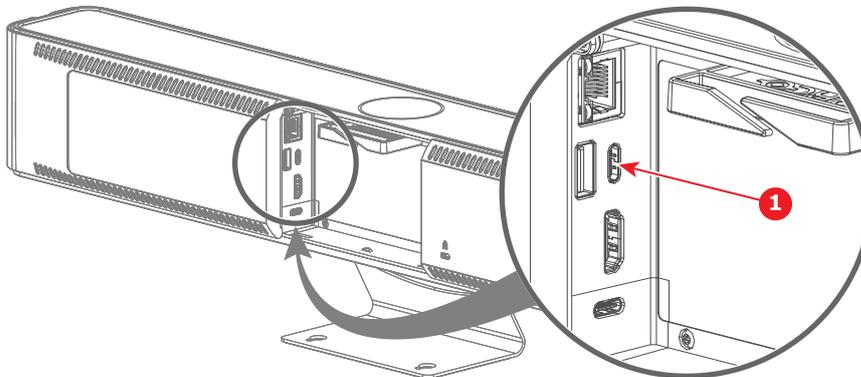
Image 4–11 Where to connect the USB-C cable

1 USB-C cable

Note: It is possible to use this connection to both charge the Base Unit and display image on the connected screen.

When power is sufficiently provided to the Base Unit, the ring at the front will light up.

3. Route the cable(s) through the cable binder. **(optional)**
4. Close the cable cover at the back of the Base Unit when no further connections must be made.

4.3.2 Connecting the display

About display connections

There are two ways to connect a display to the Base Unit:

• HDMI
• USB-C

Both connections support up to 4K video output.

> 📄 It is not possible to attach two displays at the same time!

HDMI connection

1. Remove the cable cover at the back of the Base Unit.
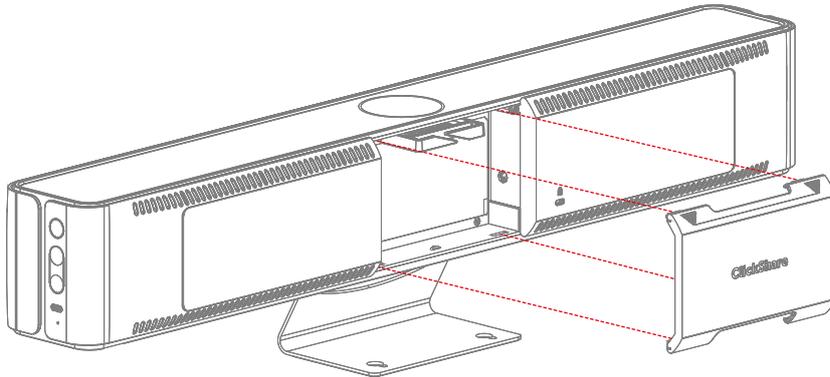

Image 4–12 Cable cover removal

2. Connect an "HDMI" cable from the "HDMI" port of the Base Unit to the "HDMI in" port of the display. (reference 1)
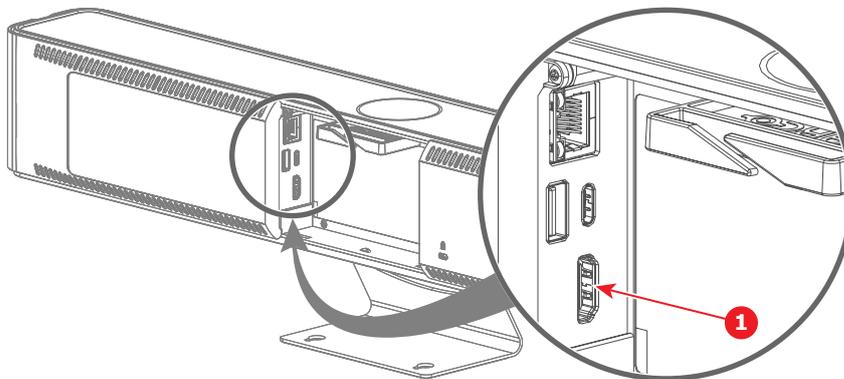
• For CB Core:

Image 4–13 Where to connect the HDMI cable
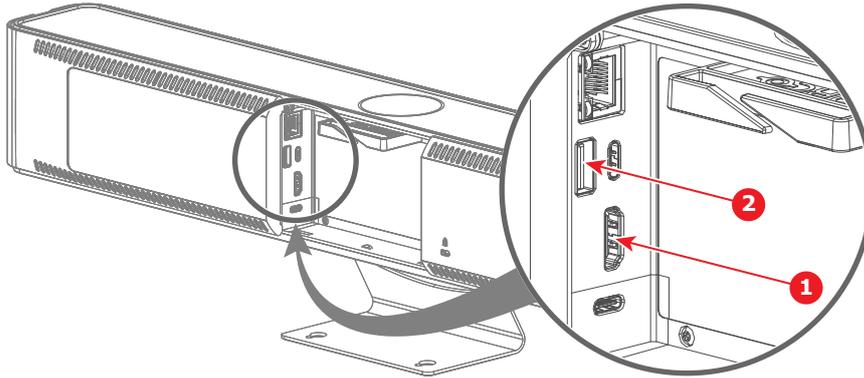
1 HDMI cable

• For CB Pro:

Image 4–14 Where to connect both the HDMI cable and the USB-A cable (only for touch screen)

1 Touch screen USB-A cable
2 HDMI cable

When the display is correctly configured, the ClickShare setup splash screen will be displayed on the monitor.

3. Is the display a touch screen? (only supported by CB Pro)
► **Yes**, connect a "USB-A" cable to the "USB-A" port of the Base Unit. (reference 2)
► **No**, go to next step.

4. Route the cable(s) through the cable binder. **(optional)**

5. Close the cable cover at the back of the Base Unit when no further connections must be made.

USB-C connection

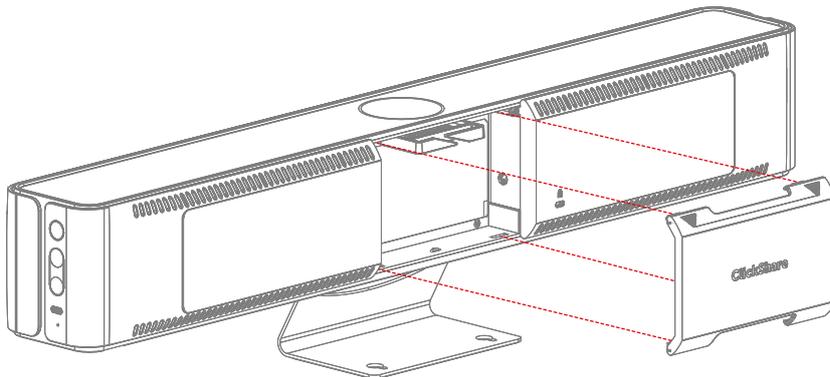**1.** Remove the cable cover at the back of the Base Unit.

Image 4–15 Cable cover removal

2. Connect a display to the "USB-C" port at the back of the Base Unit with a "USB-C" cable or "USB-C to HDMI" dongle. (reference 1)
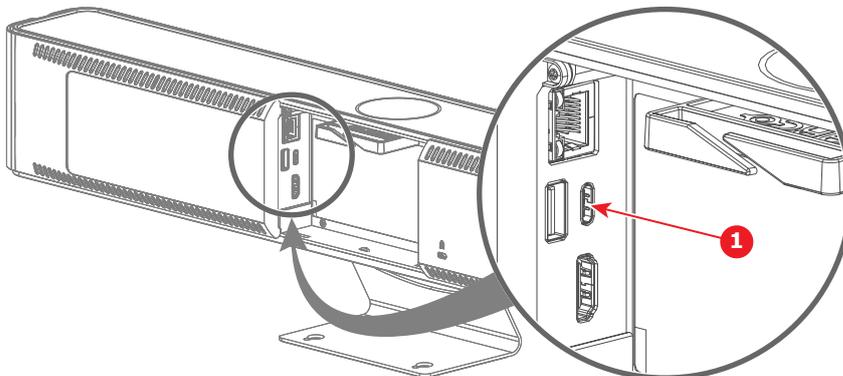• For CB Core:

Image 4–16 Where to connect the USB-C cable or dongle
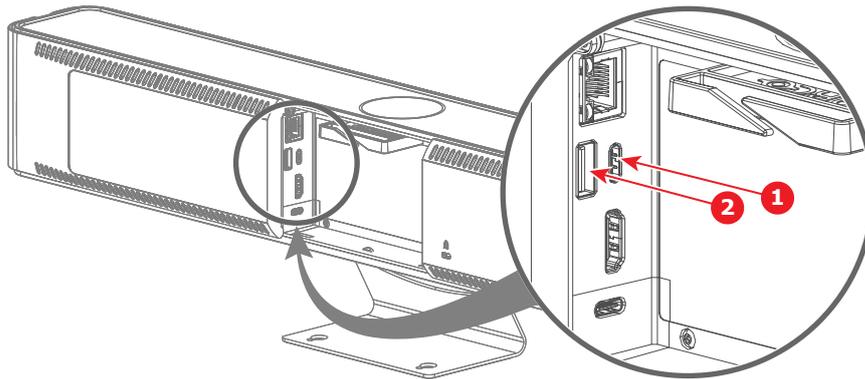
1 USB-C cable or USB-C to HDMI dongle

- • For CB Pro:

Image 4–17 Where to connect the USB-C cable or dongle and the USB-A cable (only for touch screens)

1 USB-C cable or USB-C to HDMI dongle
2 Touch screen USB-A cable

📄 *Note:* It is possible to use this connection to both charge the Base Unit and display image on the connected screen.

When the display is correctly configured, the ClickShare setup splash screen will be displayed on the monitor.

3. Is the display a touch screen? (only supported by CB Pro)
   ▶ **Yes** and the touch functionality is **supported** via the "USB-C" connection.
   ▶ **Yes** and the touch functionality is **not supported** via the "USB-C" connection, connect a "USB-A" cable to the "USB-A" port of the Base Unit. (reference 2)
   ▶ **No**, go to next step.

4. Route the cable(s) through the cable binder. **(optional)**

5. Close the cable cover at the back of the Base Unit when no further connections must be made.

4.3.3 Connecting over LAN

About LAN connection

Connecting the CB Core, CB Pro to the LAN, allows for the configuration and management of the Base Unit remotely.

How to connect

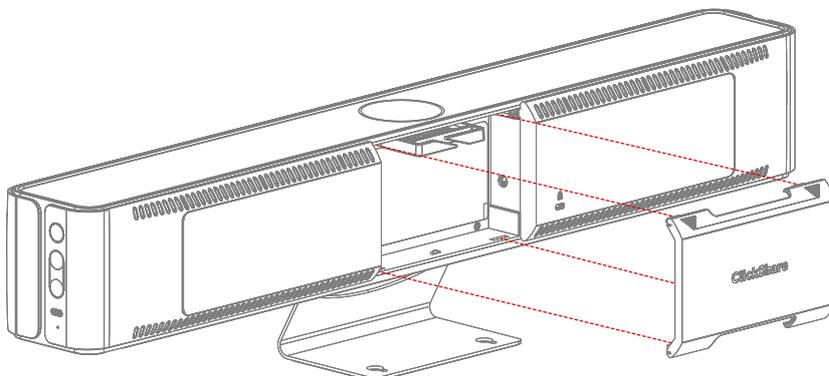1. Remove the cable cover at the back of the Base Unit.

Image 4–18 Cable cover removal

2. Connect an "ethernet" cable from the LAN to the "ethernet" port at the back of the Base Unit. (reference 1)
   - • For CB Core:
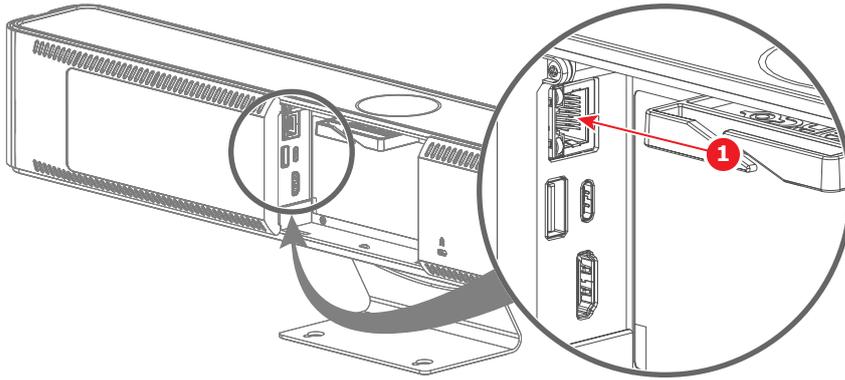
Image 4–19 Where to connect the LAN cable

1 LAN cable

- For CB Pro:
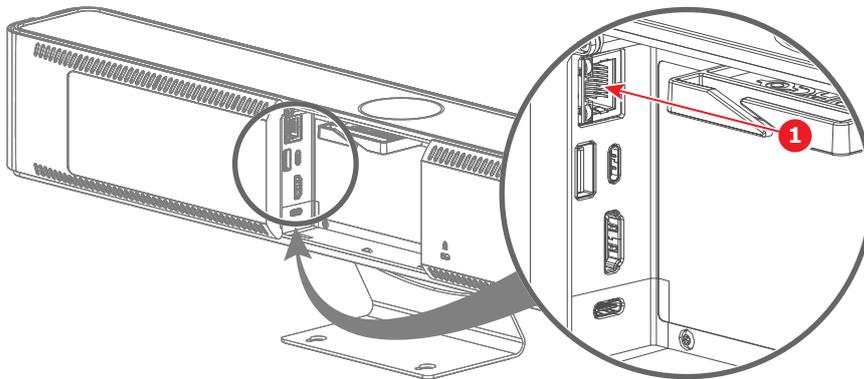
Image 4–20 Where to connect the LAN cable

1 LAN cable

3. Route the cable(s) through the cable binder. **(optional)**

4. Find the IP address that was assigned to the Base Unit by the network.

5. Navigate to the IP address with a browser of choice.

> 📄 *Note:* Depending on the configuration of the browser, a security warning could be displayed. To prevent this warning in the future, see "HTTP encryption", page 80.

6. To initialize the configurator see "The ClickShare configuration wizard", page 35

7. Close the cable cover at the back of the Base Unit when no further connections must be made.

4.3.4 Connecting over Wi-Fi

About Wi-Fi connection

A Wi-Fi network will be setup by the Base Unit from the moment it has booted up.

How to connect

1. Ensure the Base Unit is powered on, for more info see "Connecting the power", page 26

2. Connect with your wireless device to the SSID and enter the password.

The default SSID is "*ClickShare-[serial number]*" and the default password is "clickshare"

3. Navigate to the IP address of the Base Unit with a browser of choice.

> 📄 *Note:* The default IP address is "*192.168.2.1*".

> *Note:* Depending on the configuration of the browser, a security warning could be displayed. To prevent this warning in the future, see "HTTP encryption", page 80.

4. To initialize the configurator see "The ClickShare configuration wizard", page 35

4.4 Pairing the Button(s)

About the Button

Button(s) must be paired with a Base Unit before they will work. An unpaired Button will not be able to share content nor connect to any display.

> ☞ It is not possible to pair a Button with multiple Base Units!
> Pairing a Button to a different Base Unit causes the Button to lose its connection with the originally linked Base Unit.

How to pair to a Base Unit

1. Ensure the Base Unit is powered on.

2. Connect the Button to the "USB-C" port on the **right side** of the Base Unit.
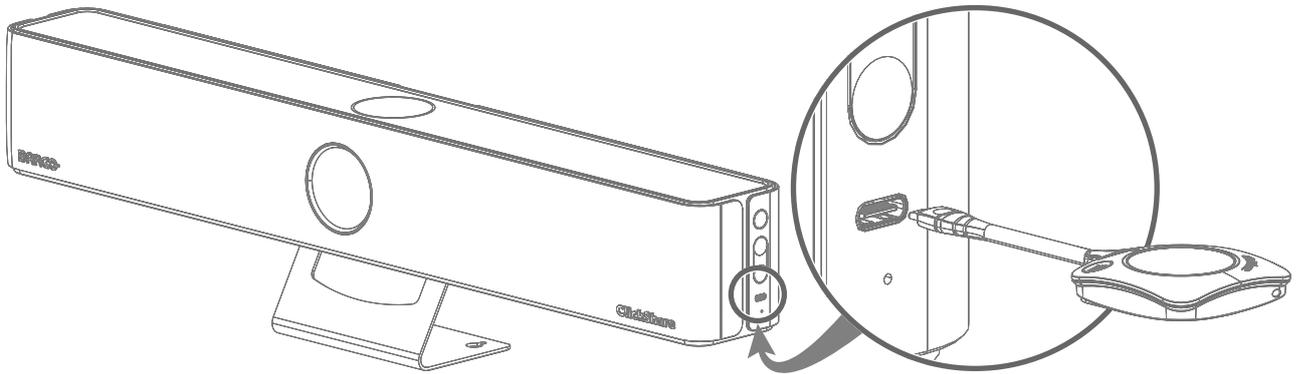
Image 4–21 Pairing location for the Button(s)

If a display is attached a notice "*Busy pairing and updating*" will appear at the bottom of the splash screen.

> 📄 *Note:* Only Buttons of generation 4.0 or higher are compatible with CB Core, CB Pro!

3. Wait until the circle of the Button turns solid green

   If a display is attached a notice "*Finished pairing and updating Button.*" will appear at the bottom of the screen.

4. Unplug the Button from the Base Unit.

   The Button is now ready to be used!

4.5 First time use

Overview

When powering on the Base Unit with a display attached, a landing page will be shown. This landing page will refer to the three possible methods:

*   **Quick use**: no configuration required (**not recommended**). For more information, see "Quick use", page 34
*   **Configurator wizard**: initialize and setup the configurator. For more information, see "The ClickShare configuration wizard", page 35
*   **XMS Cloud**: register the ClickShare and claim 5 year SmartCare warranty. For more information, see "XMS Cloud registration", page 41

4.5.1 Quick use

About quick use

Use the Base Unit without going through the full setup process. This can be useful for an urgent meeting that must take place immediately or if some basic testing/demo is needed.

All advanced features are not available while using the Base Unit in this state. However, the built-in camera, speakers and microphone can be used in their default configuration.

> ☞ It is not advised to use the Base Unit without configuration for extended periods of time!

Quick share with Button

1. Pair a Button by following: "Pairing the Button(s)", page 33
2. Plug the paired Button into the device that will be sharing or joining the meeting.
3. After the LED ring is stable white, press the central button of the Button to start sharing.

Quick share with ClickShare app

1. Download and install the ClickShare app: *www.clickshare.app*

    Windows will install the correct drivers automatically in most cases, else download the latest driver manually here: *https://www.barco.com/en/support/software/R3307452*
2. Run the installed ClickShare app.
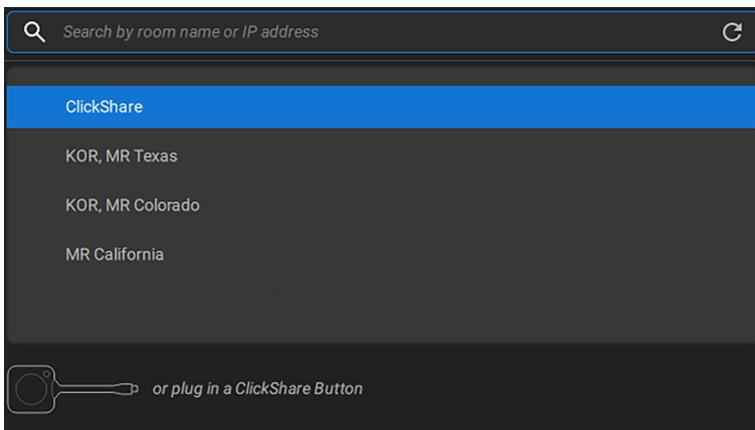3. Select the desired meeting room in the ClickShare app.

Image 4–22 Example of the meeting room selection in the ClickShare app

> 📄 *Note:* Without configuration, the meeting room will be called "*ClickShare-[serial number]*"

For more information about the ClickShare app, refer to the user guide.

4. Enter the passcode that is shown on the display

Enter the passcode on the room screen to connect

ClickShare-

Passcode expired. Click "Try again" to generate a new passcode.
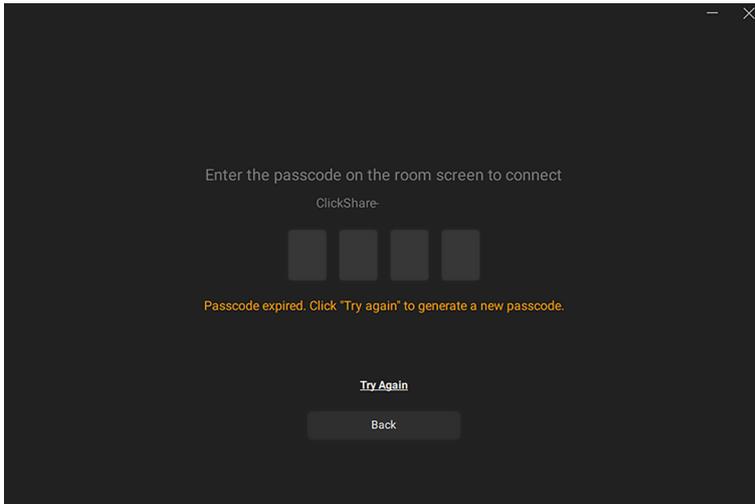
Try Again

Back

Image 4–23 Example of passcode prompt in the app

If the passcode disappeared too quickly, click "Try Again" in the app.

5. Select the desired screen or window and start sharing.

4.5.2 The ClickShare configuration wizard

About the configurator

The configurator is the internal web application that controls the settings and general setup of the connected ClickShare. Allowing for the modification and (de)activation of the various ClickShare features.

> 👉 These settings can be modified after the setup has been completed!

Initial setup of the configurator

1. Connect to the Base Unit:
   ► Through a direct LAN connection.
   ► By navigating to its wired IP address. For more information, see "Connecting over LAN", page 30
   ► By connecting to its Wi-Fi network. For more information, see "Connecting over Wi-Fi", page 31

2. Navigate to the configuration page through a browser of choice.

   > 📄 *Note:* The default IP address of the configurator is: "*192.168.2.1*".

   > 📄 *Note:* Depending on the configuration of the browser, a security warning could be displayed. To prevent this warning in the future, see "HTTP encryption", page 80.

   The ClickShare configurator login page is shown.

3. Log into the configurator.
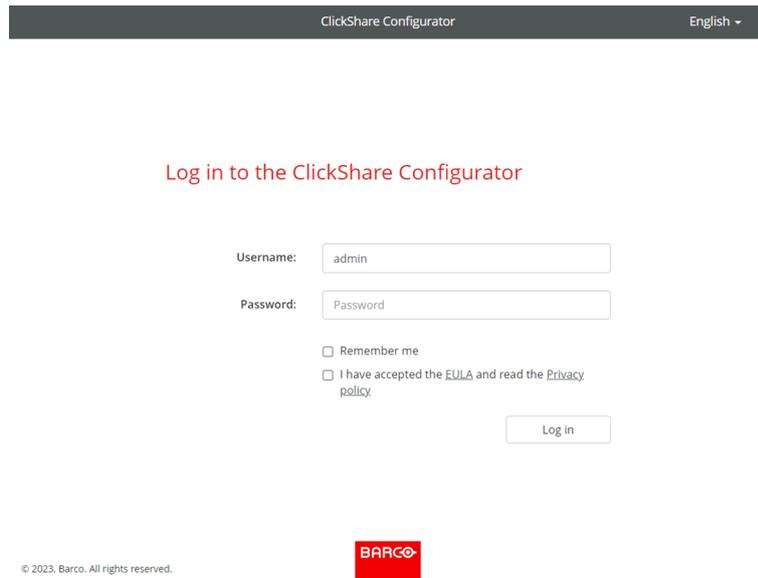
Image 4–24 Example of the configurator login page

a) Select a desired display language at the top right.
b) Enter the username and password.

> 📄 *Note:* The default username and password are both "admin".

c) Have the configurator remember the entered username and password by checking the checkbox in front of remember me. (**optional**)
d) **Read** the linked EULA and Privacy policy, then click the checkbox in front to accept the terms.

The ClickShare configuration wizard will be shown

4. Click "*Start configuration*".
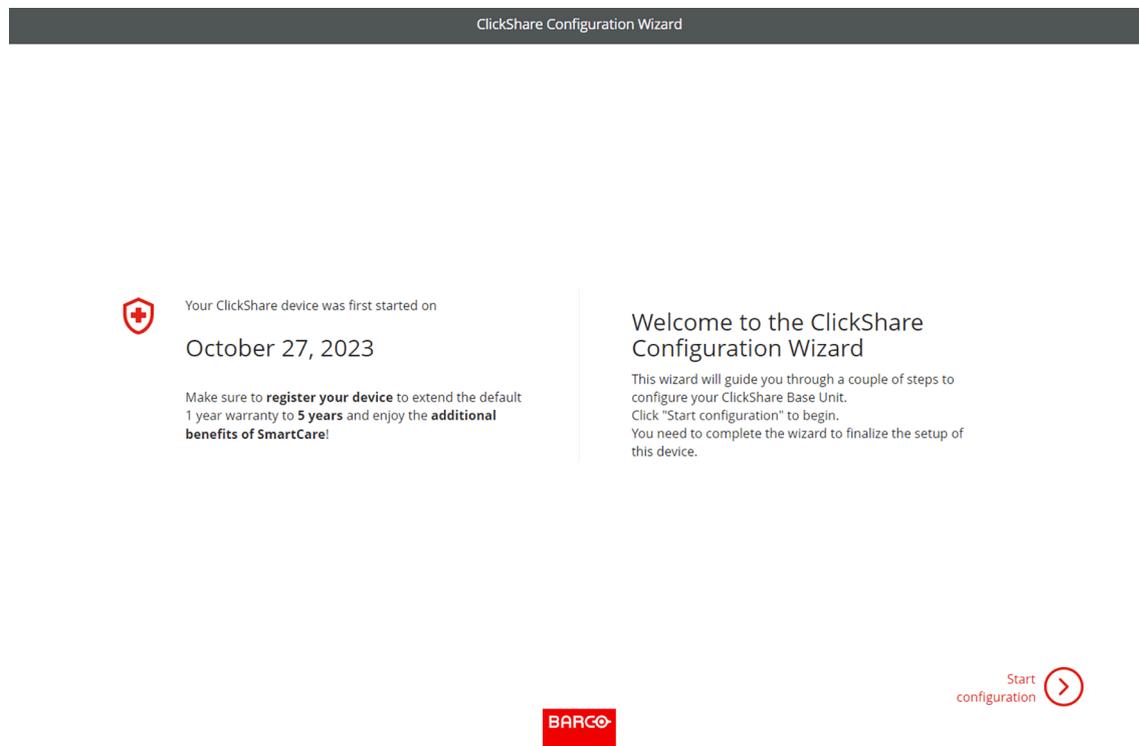
Image 4–25 Example of the landing page of the configurator wizard

The "*Firmware update*" page will be shown.

5. Decide how firmware must be delivered and click "**next**":

► **Automatic**, keeps the Base Unit up to date. (**recommended**)
► **Notify**, sets a notice on the homepage of the configurator when an update is available.
► **Off**, never checks for updates.
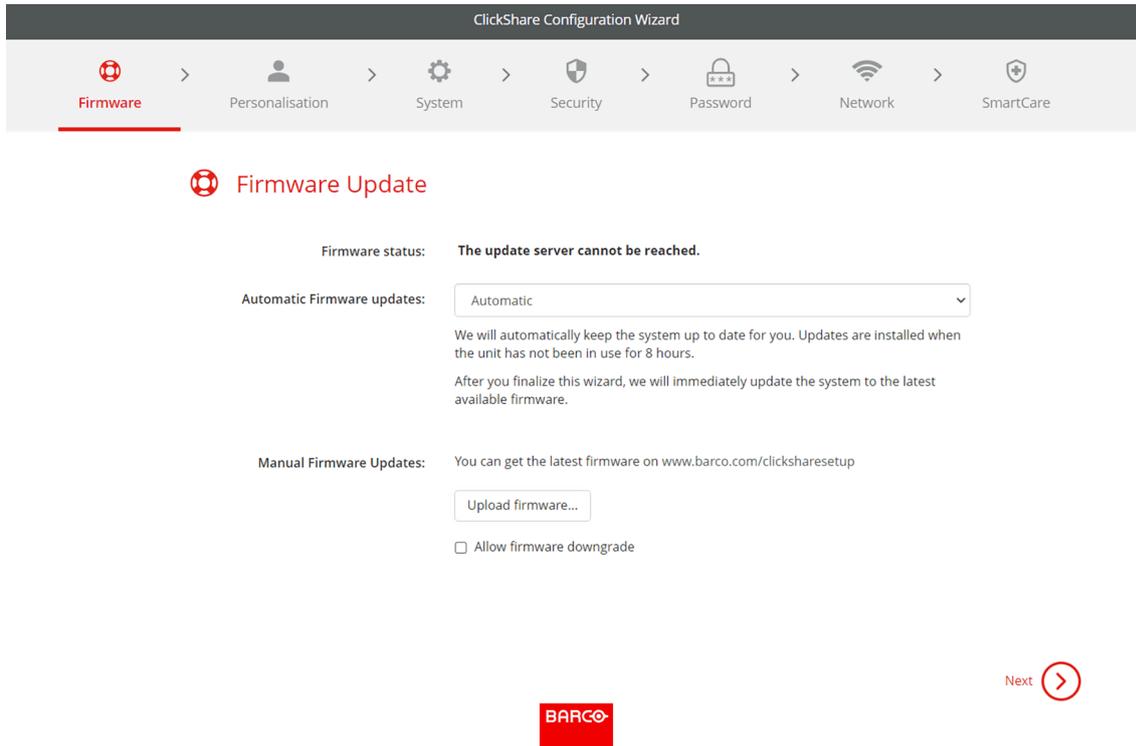
Image 4–26 Example of the firmware update page

It is possible to manually update the firmware by clicking "*Upload firmware*"

📄 *Note:* ClickShare protects itself by preventing older versions of firmware from being installed. If a downgrade is absolutely necessary, check the checkbox in front of "*allow firmware downgrade*".

6. Personalize the name, location and customize the on-screen text and its language and click "**next**".

Installing CB Core, CB Pro
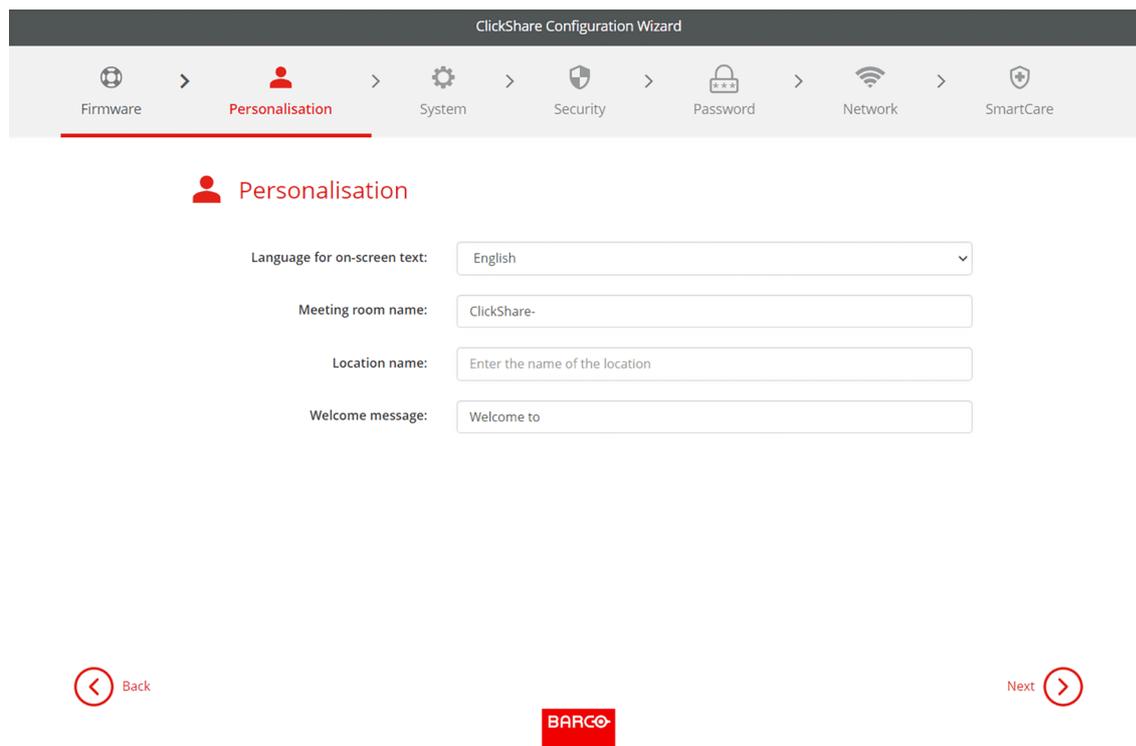
Image 4–27 Example of the personalisation page

☞ *Tip:* It is recommended to rename the "*meeting room name*" and the "*location name*" to the name and location of the meeting room itself.

7. Select the time zone that is most relevant for the usage of the Base Unit.
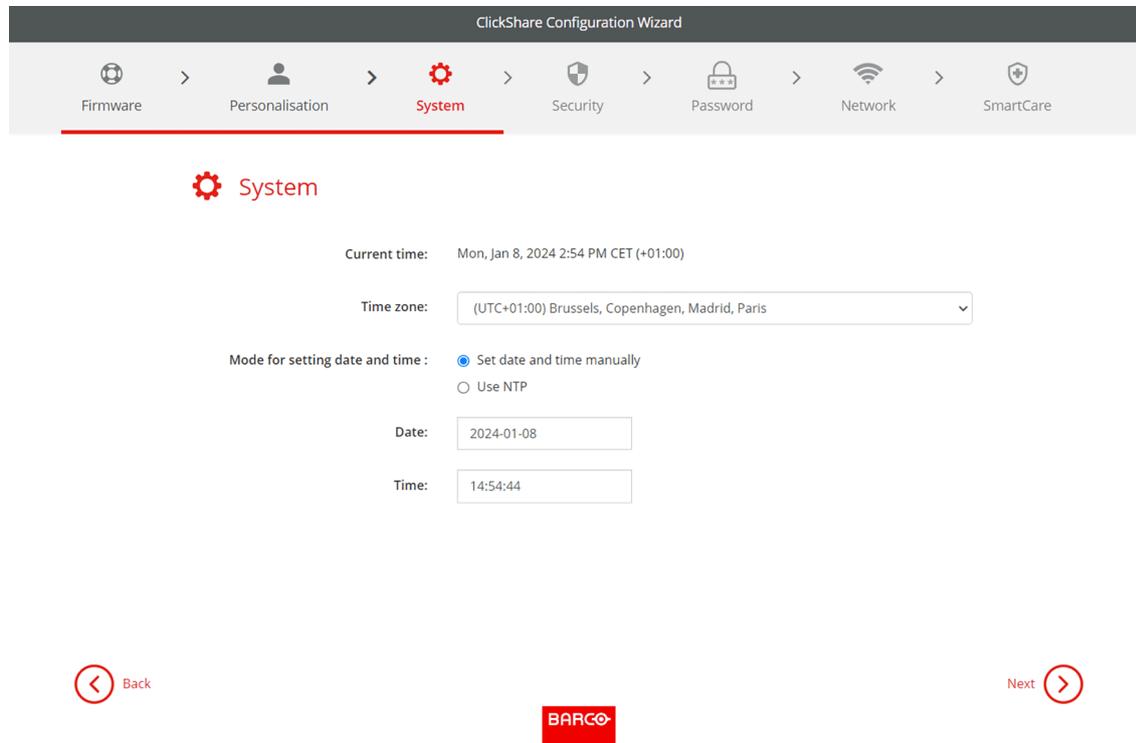
Image 4–28 Example of the system page

8. Chose the mode for the date and time and click "**next**":
   ▶ **Manually**, allows the option to change the starting day and starting time of the Base Unit.
   ▶ **NTP**, follows the clock of the time server(s) that are defined in the input field.

9. Chose the most applicable security level and click "**next**".
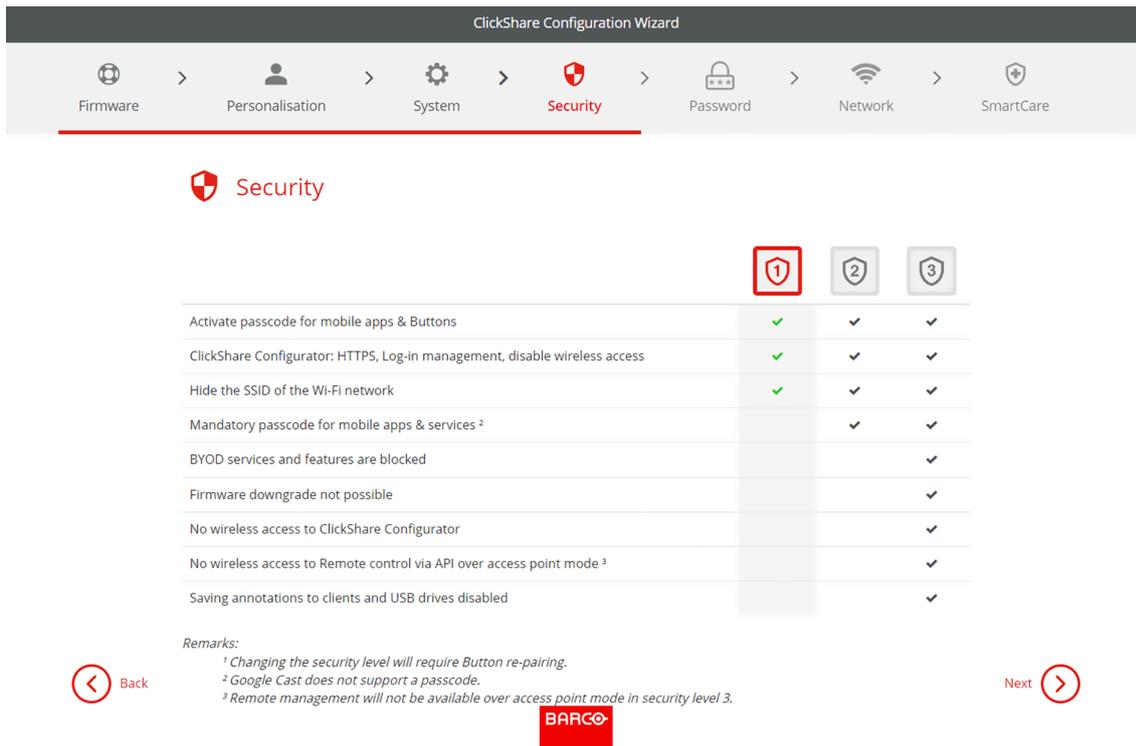
Image 4–29 Example of the security page

10. Change the password to a more secure password and click "**next**".
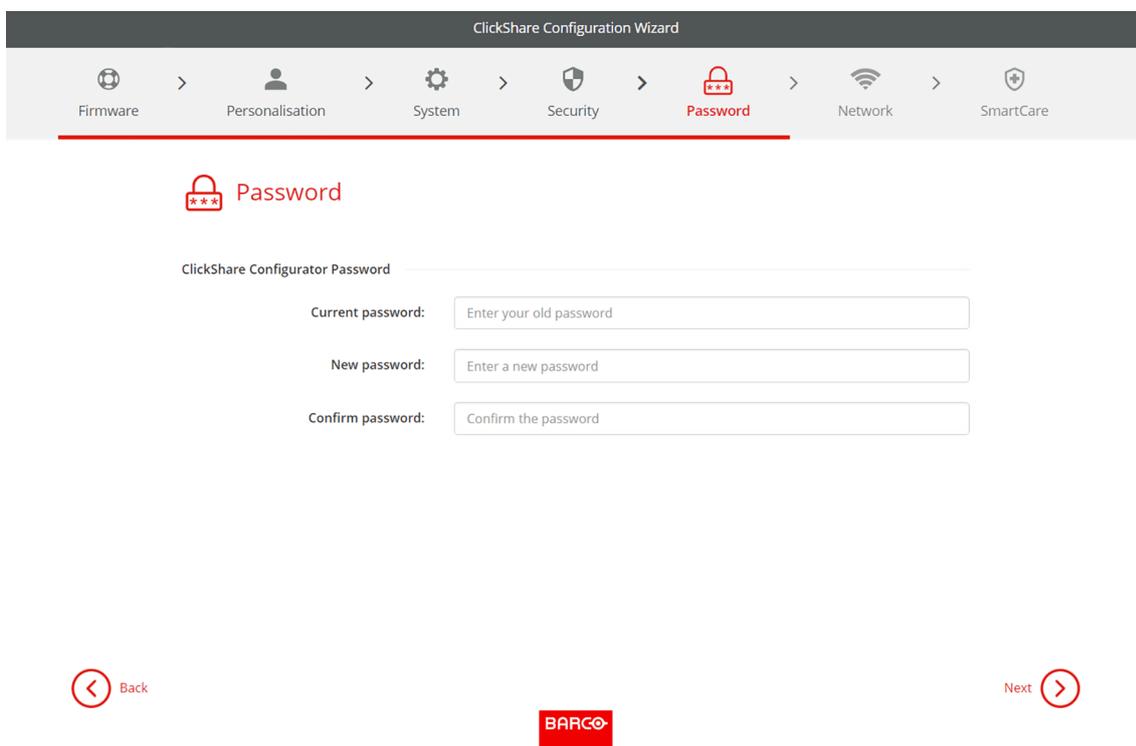
Image 4–30 Example of the password page

Tip: There are no required criteria for creating the password. In general the longer the password the more secure.

11. Configure the network settings to minimize interference of other wireless signals and maximize the security of the Base Units own Wi-Fi network and click "**next**".
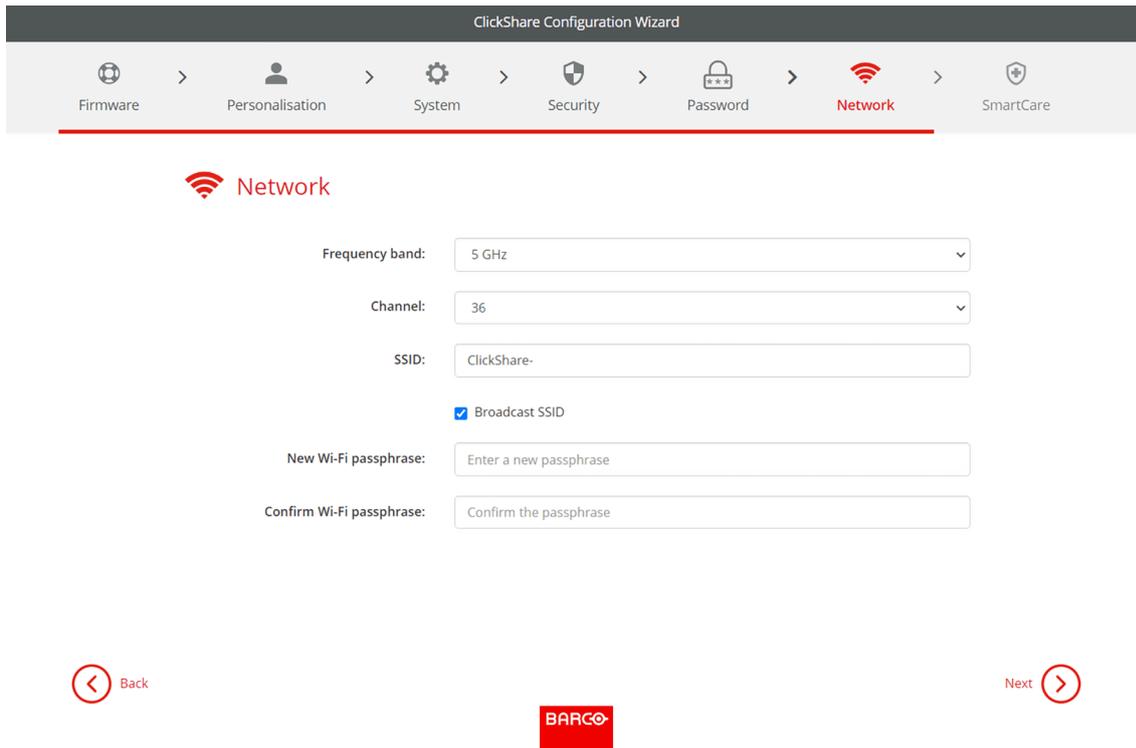
Image 4–31 Example of the network page

👉 *Tip:* To minimize connection instabilities, it is highly recommended to stagger the channel settings across multiple Base Units or other wireless devices!

12. Register the Base Unit in XMS Cloud to complete the SmartCare registration.
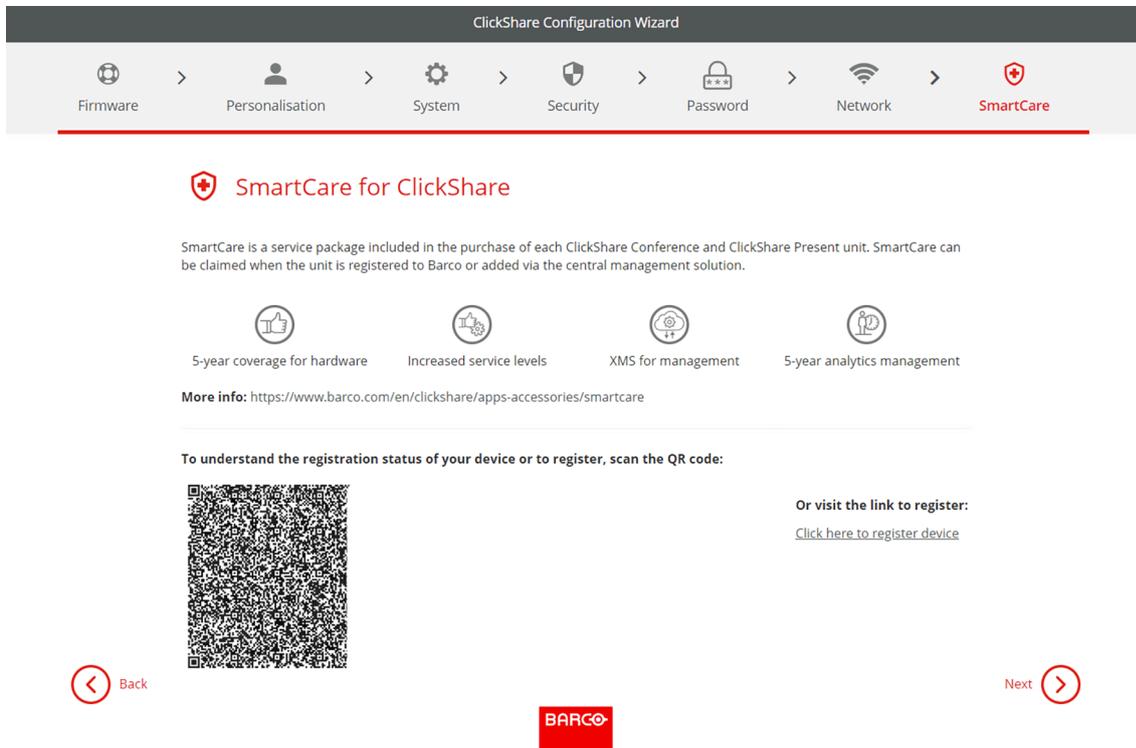
Image 4–32 Example of the SmartCare page

To activate the 5 year warranty with SmartCare, registration in XMS Cloud is required. There are two ways to register on XMS Cloud:

- **Pc registration**: click the link below the QR code to start the registration process. For more information, see .
- **Mobile registration**: scan the QR code on screen or on the card that is included in the box. For more information, see

13. An overview of the chosen setup is shown on the last page. Click "**finish configuration**" to complete the initial setup.
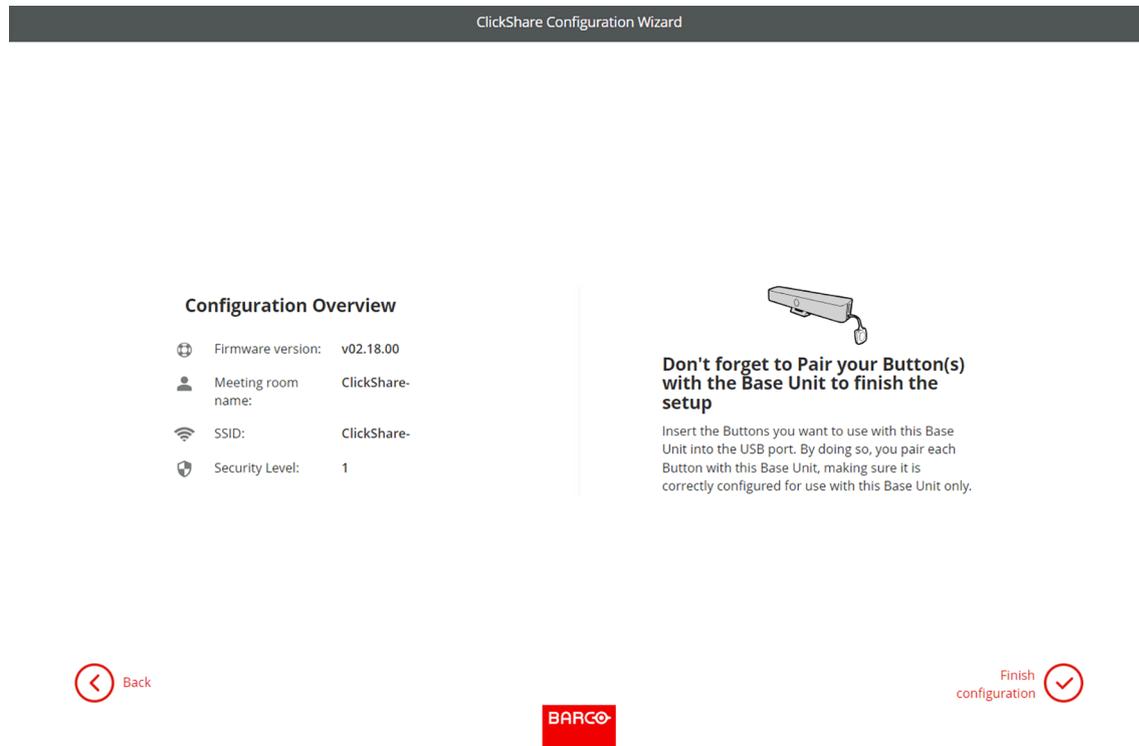
Image 4–33 Example of the overview page

📄 *Note:* If a setting is wrong or something needs to be changed, click the "**back**" button until the desired chapter is reached.

It is possible to go back and forth between every setting at any time.

A warning might be given depending on the changes, click "**finish configuration**" in the pop-up to continue or click "**back**" to modify the settings again.

The configurator homepage will be shown with confirmation that the system has been successfully configured!

4.5.3 XMS Cloud registration

About registration

Registering the Base Unit allows for more control, more features to be available and a **5 year SmartCare package**.

A SmartCare package includes:

- 5-year coverage for hardware
- Increased service levels
- XMS for management
- 5-year analytics management

For more info, see *https://www.barco.com/en/clickshare/apps-accessories/smartcare*.

4.5.3.1 Pc onboarding

How to register on pc

1. Click on the link below the QR code on the SmartCare page of the configurator.

2. Do you have an XMS Cloud account?
   ► **If yes**, log in and go to step 4.
   ► **If no**, register an account by following the next step.

3. Are the unit(s) being installed for a client?
   ► **If yes**, select "*Reseller/Integrator*" and create or chose the client, called organisation in XMS, from the fields below.
   ► **If no**, select "*Owner/Admin*" and create or chose a name for the organisation where the unit is installed.

   📄 *Note:* The selected role cannot be changed!

BARCO XMS Cloud

Welcome to XMS Cloud

Before you can start using XMS Cloud to manage your resources, we need to take care of some housekeeping stuff.

Please select your role

Owner/ Admin	Reseller/ Integrator

Create organisation account

e.g. Company Name

Country

Select country

☐ I have read the terms & conditions of the End-User License Agreement & hereby accept them

Continue to XMS Cloud

Image 4–34   Example of the registration log-in page on pc.

Available Base Unit(s) will automatically be scanned and prepped for registration.

4. Review the information to ensure the correct Base Unit(s) will be added to the correct organisation. If the information is correct, click "**Continue**".
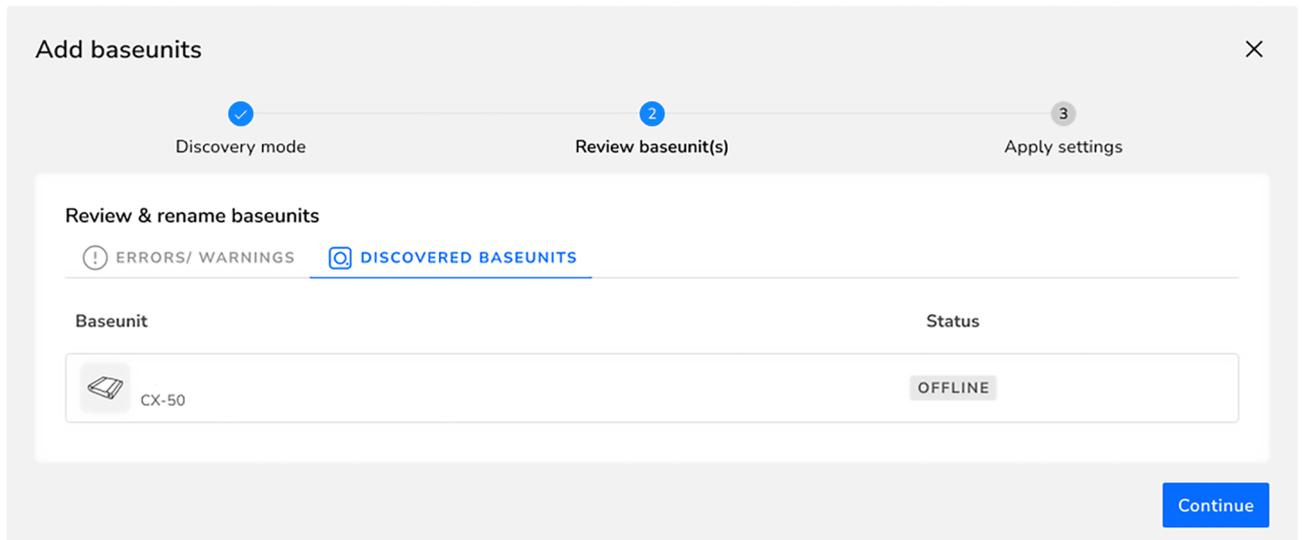
Image 4–35 Example of linked Base Unit(s)

☞ *Tip:* A Base Unit can only be registered to one organisation at a time! If a Base Unit must be changed to a different organisation, then the Base Unit must be unlinked first!

Connect the Base Unit to the network to finalise the onboarding.

5. For more information on how to manage the added Base Unit(s) or use XMS Cloud, see the XMS Cloud user guide.

4.5.3.2 Mobile onboarding

How to register on mobile

1. Scan the XMS Cloud QR code on one of the possible locations.
   - ► On the Base Unit itself.
   - ► On the landing page of ClickShare of a connected display.
   - ► On the SmartCare page of the configurator.

2. Do you have a XMS Cloud account?
   - ► **If yes**, log in and go to step 4.
   - ► **If no**, register an account by following the next step.

3. Are the device(s) being installed for a client?
   - ► **If yes**, click "*Reseller/Integrator*".
   - ► **If no**, click "*ClickShare Owner/Admin*".

   📑 *Note:* The selected role cannot be changed!

Image 4–36 Example landing page after scanning the QR code.

The registration page will be shown.

4. Click on the arrow ">" or search and click on the arrow ">" for the desired organisation from the list.
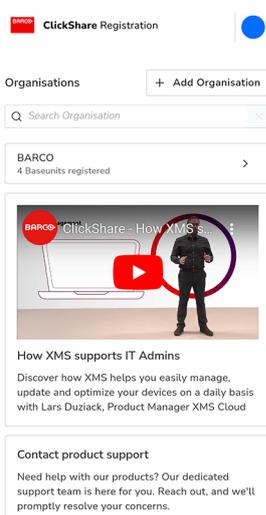
Image 4–37 Example of the registration page.

If the desired organisation is not in the list, follow the below substeps to create a new organisation within XMS Cloud.

a) Click on "+ *Add Organisation*" to create a new organisation.
b) Enter the name and select the applicable country.

Image 4–38 Example of creating an organisation.

c) Read and check the check box for the "*Privacy policy*".
d) Click "*Save & Add Base Units*" to link the Base Unit to the newly created organisation or click "*Save & Back To List*" to create another organisation or chose an existing one.

An overview of the selected organisation will be show. View the currently registered Base Unit(s) or get a quick overview of the Base Unit(s) that are still waiting finalization of the registration.

5. Click "*Add Base Unit*" to start registering device(s).

Image 4–39 Example of the organisation overview.

6. Scan the QR code of the Base Unit again to register it to XMS Cloud. Base Unit(s) with firmware lower than 2.18 must follow the below substeps as alternative to scanning.

☞ *Tip:* The browser must be given access to the camera to be able to scan the codes!
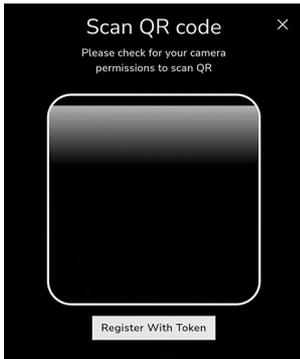
Image 4–40 Example of QR code scanning page.

Aim the camera in such a way that the entirety of the QR code fits within the white rounded rectangle. If successful, then the Base Unit will be processed and registered.

a) Click on the "*Register With Token*" button to manually add the Base Unit.
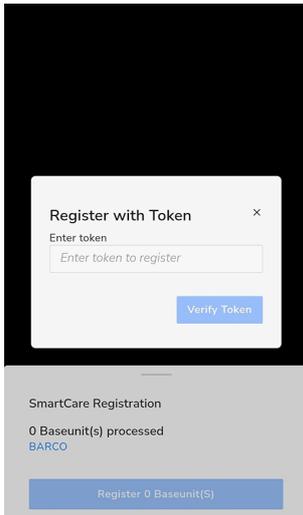
Image 4–41 Example of manual registration with a token.

b) Enter the serial number of the Base Unit.
c) Click "*Verify Token*" to process and register the Base Unit.

☞ *Tip:* If the camera and token registration cannot be found, click on "*+ Add More*" to reopen these.
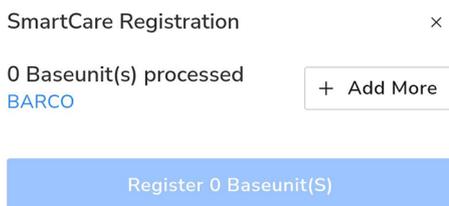
Image 4–42 Example of the add more location

Repeat these (sub)steps until all desired Base Units have been added.

7. Review the list of added Base Unit(s) and click "*Register Base Unit(s)*".

> ☞ *Tip:* A Base Unit can only be registered to one organisation at a time! If a Base Unit must be changed to a different organisation, then the Base Unit must be unlinked first!

A pop-up will be shown that the Base Unit must be connected to the network to finalise the onboarding.

8. For more information on how to manage the added Base Unit(s) or use XMS Cloud, see the XMS Cloud user guide.

ClickShare configurator

5

About ClickShare configurator

The configurator is a web application that gives access to the settings, features, options, tons of information and useful insights of the ClickShare setup. Every functionality of the configurator will be explained in this chapter, by following the menu structure that is used in the configurator itself.

To access or manage the functionality that is being explained, navigate to the name of the chapter within the configurator.

5.1 Login page

About login

Before getting access to the configurator, a login screen will be shown requesting to log in with a username and password.

Image 5–1 Example of the login page of the ClickShare configurator

How to log in

1. Navigate to the configuration page through a browser of choice.

   📄 *Note:* The default IP address of the configurator is: "*192.168.2.1*".

   📄 *Note:* Depending on the configuration of the browser, a security warning could be displayed. To prevent this warning in the future, see "HTTP encryption", page 80.

2. Select a desired display language from the language selector at the top right. (**optional**)

3. Fill out the username and password.

   📄 *Note:* The default username and password are both "admin".

4. Have the configurator remember the entered username and password by checking the box in front of "*Remember me*". (**optional**)

5. **Read** the linked EULA and Privacy policy, then click the checkbox to accept the terms.

6. Click the "*Log in*" button to sign in.

   When successfully logged in, the homepage of the configurator will be shown.

5.2 Configurator UI (User Interface)

5.2.1 About the configurator UI (User Interface)

Overview

The configurator UI (User Interface) is built up out of three main sections:

- **The header** (dark grey background)
- **The side bar** (light grey background):
  Used to navigate through the features.
- **The main window** (white background):
  Displays information about the currently selected category and allows for the editing of features.
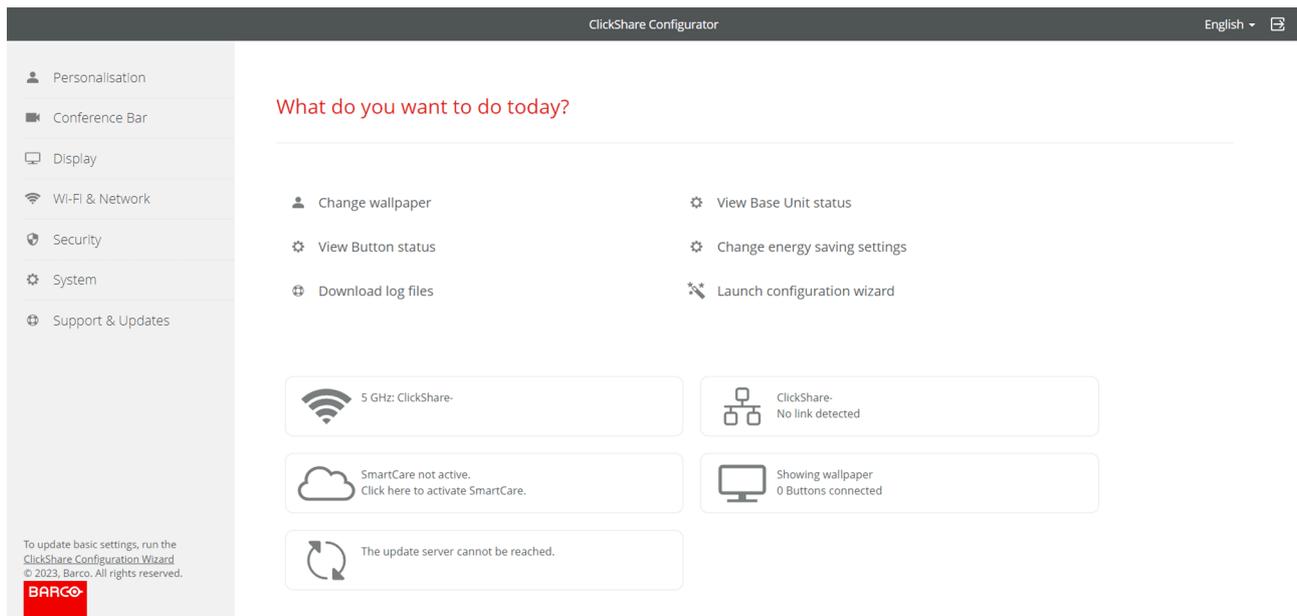
Image 5–2 Example of the homepage of the configurator

5.2.2 Header

Overview

The header consists of three basic features and can be accessed at any time while navigating the ClickShare configurator:

- Dashboard
- Language selector
- Logout

Image 5–3 Example of the header of the configurator

About dashboard

The dashboard can be seen as a homepage or landing page for the configurator and is the first page that gets displayed.

Clicking on the text "ClickShare Configurator" at the center of the header, will show the dashboard page. For more information, see "Dashboard", page 56

About language selector

The language selector allows for the configurator to be displayed in multiple languages. The chosen language is applied across the entire web application and can be changed at any time.

Change the language by clicking on the name of the current display language or by clicking on the downwards arrow to the right of said text.
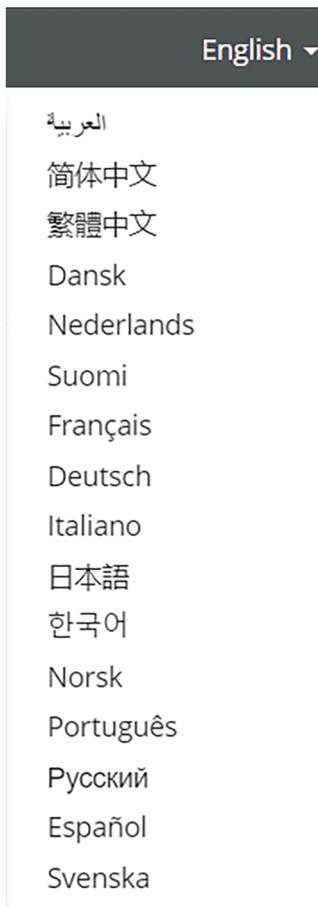
Image 5–4 Example of the language selector and the available languages

About logout

Image 5–5 Logout icon

Logging out can be done by clicking the icon to the right of the language selector downwards arrow. When logged out, the configurator will be redirected to the log in page and request a sign in.

5.2.3 Side bar

Overview

The side bar or navigation bar contains the menu structure of the configurator. Every setting and options that can be viewed or modified is subdivided in its own category with subcategories. Navigating through these (sub)categories will impact what gets show on the main window. Only the currently opened category will show its subcategories.

> Navigating through the (sub)categories can cause unsaved changes to be lost. Always verify that changes have been applied before switching to another (sub)category!
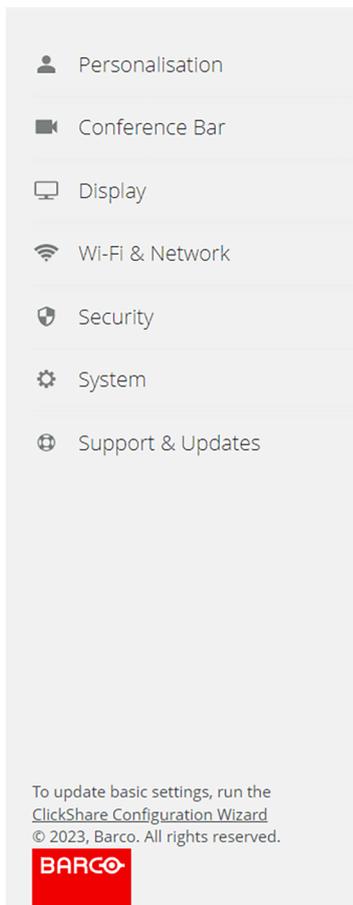
Image 5–6 Example of the side bar

Configuration wizard

At the bottom of the side bar, a link to the configuration wizard is shown at all times. Use this link when an initial setup flow of the configurator, as described in "The ClickShare configuration wizard", page 35, could be beneficial.

5.2.4 Main window

About main window

All settings, information and options will be shown here. The content shown is heavily dependant on both the subcategory that is selected and the options/settings that are currently set. The main window uses varying elements to control and modify settings. Each having different functionality and intent:

- Input field
- Push button
- Checkbox
- Radio button
- Drop-down list
- Slider with a red dot

Input field

When something must be typed or entered an input field will be present. When the input field is empty, some basic text that reference what is expected or needed to be entered could be visible.

Enter the required information into the input field by clicking inside the box.

Image 5–7 Example of an input field with optional reference text

Image 5–8 Example of an input field that is selected

Push button

The push button is a box that surrounds some text or an icon. The text in the box is indicative of what the push button is intended to do.

Hovering over the push button will change it color and clicking on it will execute the functionality that was written in the text or represented by the icon.

Image 5–9 Example of a push button
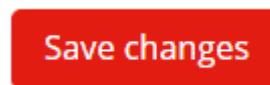
Image 5–10 Example of a push button while the mouse hovers over it

Checkbox

A checkbox allows for inclusion or exclusion of a feature or item in a list that is described after the checkbox itself. When the checkbox has a blue check mark, then the feature is enabled or the item included. An empty checkbox means that the feature is disabled or the item not included.

Clicking on the checkbox will toggle it from having the check mark to it being blank.

Image 5–11 Example of a checked checkbox, which will include the feature or item

Image 5–12 Example of an unchecked checkbox, which will exclude the feature or item

Radio button

When only one of the available options is able to be chosen at a time, a radio button is used. The radio button will indicate which option is currently being used by having a blue dot in the circle. The other option(s) will have an empty circle.

Clicking on an empty radio button circle will switch the blue circle from the currently selected option to the one that was clicked.

Image 5–13 Example of a currently selected radio button

Image 5–14 Example of an inactive radio button

Drop-down list

A drop-down list hides the possible options in a hidden list, while displaying the currently active option surrounded by a box. After the text will be a downwards arrow "*v*" indicating the possibility to show the hidden list.

Click inside the box or click on the downwards arrow to make the hidden list visible. Select the desired option from the list by clicking on its name. The options currently under the mouse will be highlighted in blue.

Image 5–15 Example of a drop-down list with its hidden menu visible

Image 5–16 Example of a drop-down list with its hidden menu hidden

Slider with red dot

The slider with a red dot consists of 2 main elements: the bar or line where the red dot slides over and the red dot itself. The red dot indicates the currently selected option, while the line gets filled in from its origin until the dot.

To allow for specific values to be chosen the red dot can be dragged across the bar or line. The dot will snap to the nearest value when numbers or text are present above.

Image 5–17 Example of a red dot dragged across the line with predefined stopping points

5.3 Dashboard

About the dashboard

The dashboard is the home and landing page of the configurator. This page gives a rough overview across multiple categories and allows for quick navigation to the highlighted setting by clicking on the topic of interest.

Basic information that is highlighted:

- Links to useful features.
- Basic network information.
- Useful status information.
- Current sharing status.

What do you want to do today?

👤 Change wallpaper	⚙ View Base Unit status
⚙ View Button status	⚙ Change energy saving settings
🌐 Download log files	🔧 Launch configuration wizard

📶 5 GHz:	⊟ ClickShare
☁ SmartCare not active. Click here to activate SmartCare.	🖥 Showing screensaver 0 Buttons connected
🔄 Auto-update is turned off. You can enable it on the Firmware page.	
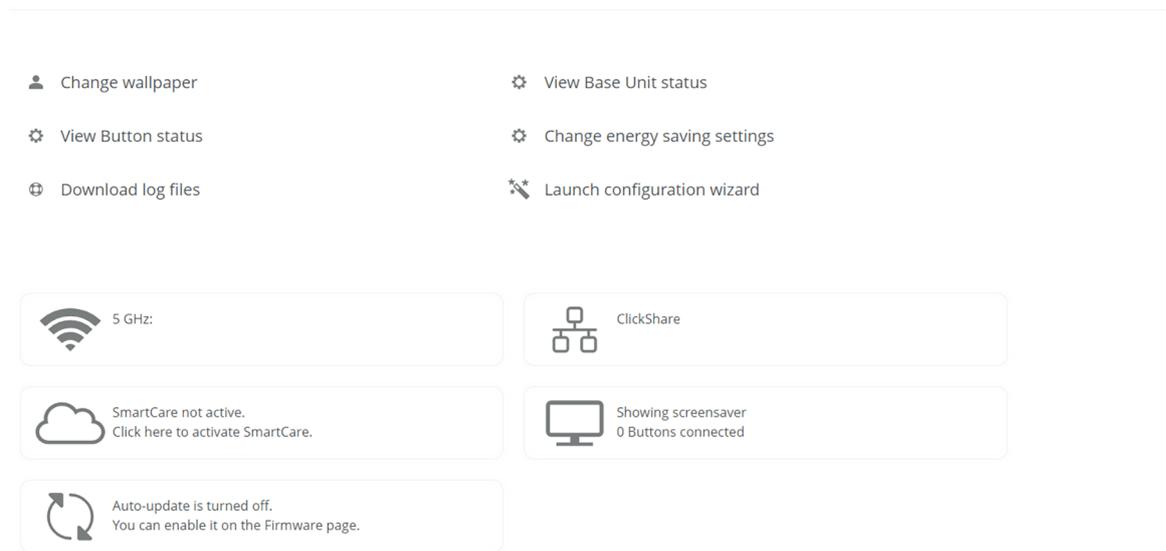
Image 5–18 Example of the dashboard view

5.4 Personalisation

About Personalisation

Personalisation enables modification of the look and feel of ClickShare within the meeting room.
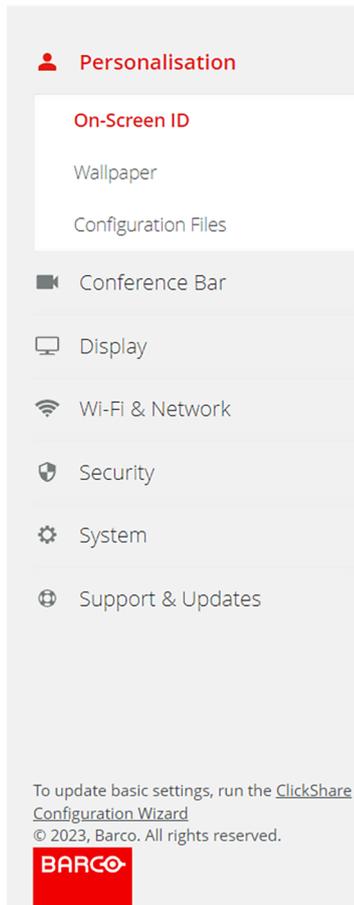
Image 5–19 Example of the personalisation category

5.4.1 On-screen ID

Overview

The On-Screen ID is a window that shows basic information on the connected screen over the wallpaper, when the ClickShare is not sharing.
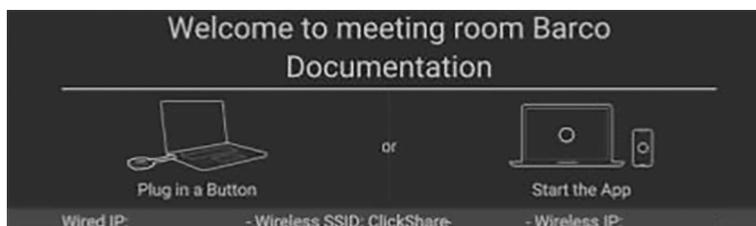
Image 5–20 Example of an on-screen ID shown on the connected display

How to edit on-screen ID

Manage the information that gets shown on the on-screen ID by editing the following information:

- Select the display language from the drop-down list after the text "*Language for on-screen text*".
- Show the name of the meeting room in the input field after "*Meeting room name*".
- Show the location of the meeting room in the input field after "*Location name*".
- Enter a welcome message to be displayed in the input field after "*Welcome message*".

- Toggle the network information with the checkbox before "*Show network info*".
- Toggle whether the status bar at the bottom of screen is shown or hidden while sharing with the checkbox before "*Enable theater mode*".

📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

👤 On-Screen ID

Discard changes | Save changes

Language for on-screen text:	English
Meeting room name:	Enter the name of the meeting room
Location name:	Enter the name of the location
Welcome message:	Enter a welcome message

☑ Show network info

☐ Enable theater mode
Auto-hides the status bar when content is being shared.

Image 5–21 Example of the on-screen ID page in the configurator

5.4.2 Wallpaper

About wallpaper

The wallpaper shows a chosen background image on the connected screen while the ClickShare is not being used. The default Barco wallpapers will auto-size to the displays resolution. User uploaded wallpapers will be verified by the configurator against format and size.

Image 5–22 Example of a displayed default wallpaper

How to change the wallpaper

Toggle the wallpaper functionality with the checkbox in front of "*Show the wallpaper when no one is sharing their screen*".

> 📄 Hiding the wallpaper will also hide the on-screen ID information!

Chose one of the default backgrounds provided by Barco by clicking on their tiles or upload a custom image by clicking on the tile with "*Choose image*".

> 📄 Maximum five custom wallpapers can be added.

👤 Wallpaper

Discard changes | Save changes

☑ Show the wallpaper when no one is sharing their screen

Choose image
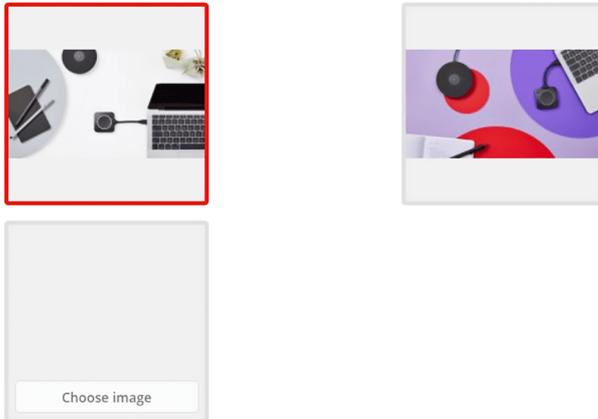
Image 5–23 Example of the wallpaper page in the configurator

📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Remove or download a wallpaper

Image 5–24 Download icon while hovering over a wallpaper

Image 5–25 Trash can icon while hovering over a custom wallpaper

Hovering over a wallpaper will reveal the hidden icons for downloading and deleting that wallpaper. Only custom wallpapers can be deleted!

5.4.3 Configuration files

About configuration files

Configuration files can save settings and history of a Base Unit. These files allow for a quick restore of settings on the same Base Unit or to transfer settings to other similar Base Unit(s).

👤 Configuration Files

Configuration download:	Full backup
	The full backup contains all settings and history for the Base Unit. It is not useful for duplicating configuration settings to other Base Units.
	Portable version
	The portable version is a copy of the configuration settings that can be used to duplicate the configuration to other Base Units.
Configuration upload:	Upload configuration...

Image 5–26 Example of the configuration files page in the configurator

Creating a backup / configuration file

1. Decide which type of backup is applicable by clicking on the push button with the name of the chosen type:
  ► **Full backup**, to restore settings of the same Base Unit where the backup was created.
  ► **Portable version**, to transfer settings to Base Unit(s).

2. Save the created backup file in a desired location.

Restoring a backup / configuration file

1. Click on the push button "*upload configuration...*".

2. Navigate to the location of the desired backup file.

   A warning will be displayed after progress reaches 100%.

3. Double check if the correct file was chosen.
  ► If the correct file was chosen, click "*Yes, continue*" to finalize the process.
  ► To select another file or abort the backup process press "*No, I changed my mind*".

5.5 Conference bar

About conference bar

Manage the settings for the build-in camera features and options for video filters.

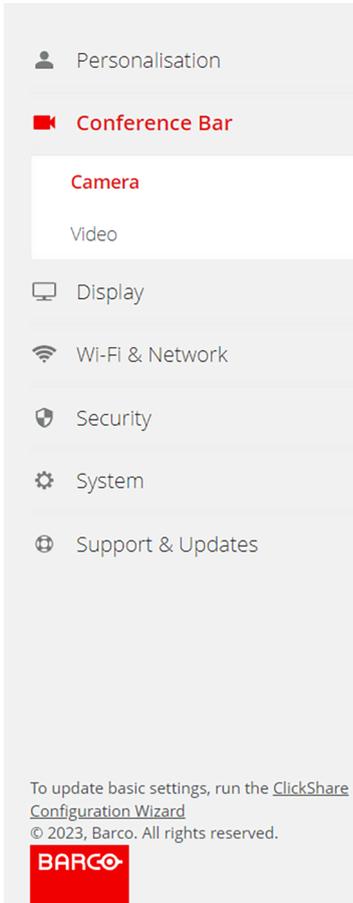Image 5–27 Example of the conference bar category

5.5.1 Camera

About camera

What the camera captures and how the image is optimized and edited can be managed in four ways:

- Fixed position
- Group framing
- Speaker framing (**only for CB Pro**)
- Composition framing

Select the desired option from the drop-down menu after "*Default View Angle*", additional options can appear depending on the selected mode.

Image 5–28 Example of the camera settings

> 📄 For security reasons, it is not possible to change these settings while the Base Unit is being used!

Fixed position

Fixed position allows for the cropping of the ultra-wide image to simulate physical panning or tilting. Combine these two with the digital zoom of the camera for more precision in choosing which area that gets captured and shown in the meeting.

How to adjust the fixed position

Center position of the "*Pan*" and "*Tilt*" slider means the pan and tilt is not being affected. Dragging the dot to the left or right will skew the image to the left or right respectively.

Zoom is increased by sliding the dot to the right and sliding to the left decreases the zoom.

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Group framing

Group framing allows the ClickShare to digitally zoom and pan the captured image to focus dynamically on the participants. ClickShare will detect where the attendees are sitting and cut everything surrounding the attendees out of the image. This will minimize the amount of room that gets shown around the meeting participants and allows for a more focused image, with attendees as focus.

There are no additional settings to manage for this feature.

Speaker framing

> 📄 Only available for the CB Pro!

To ensure that the speaker is the center of attention, speaker framing will digitally zoom and pan the captured image to focus on the attendee that is currently talking. ClickShare will automatically detect and switch its

focus when another attendee takes over as speaker. Ensuring that the meetings camera image is always on the person talking.

There are no additional settings to manage for this feature.

Composition framing

A more advanced version of group framing. Composition framing will detect each individual attendee, cut out as much of the background for each and reassemble each cutout into a composite image. This composite image will have removed as much of the background as possible and can show two attendees sitting physically far as sitting right next to each other. A full unedited view will be shown under the composite image to give a sense of perspective.

There are no additional settings to manage for this feature.

5.5.2 Video

About video

Video filters can be added over the captured image. These filters can compensate for differing conditions across meeting rooms or to make videos look more uniform.

Image 5–29 Example of the video settings

How to adjust the look of an image

There are several filters that can be managed:

- Brightness
- Contrast
- Saturation
- Gamma
- White balance (option **auto**)
- Exposure (option **auto**)

To adjust the desired filter slide the dot to the right of the name of the filter to increases the intensity of its effect, or slide the dot to the left decreases the intensity of its effect.

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Auto adjust

"*Auto*" will let the Base Unit analyze the incoming image and change the strength of the enabled filters to maximize video quality.

Only white balance and exposure can be toggled to perform auto adjustment by checking the checkbox below their respective sliders.

> 📄 Auto adjust will overwrite any manual changes that were made!

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Reset

The filters can be reset to their default values by clicking the push button "*Reset to Default*" at the bottom right.

Reset to Default

Image 5–30 Example of reset push button

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

5.6 Display

About display
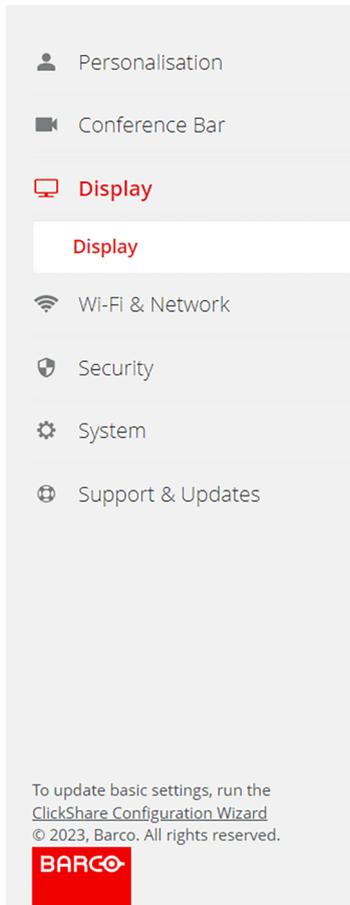
Manage and view the connected display and peripherals.

Image 5–31 Example of the display category

5.6.1 Display

About display

Gives a general overview and basic settings of the connected display.

Image 5–32 Example of the display overview in the configurator

Resolution

By default the resolution is set to "*Auto*" meaning, ClickShare will follow the displays settings. However, ClickShare can force a smaller resolution to be displayed if desired.

Select the desired resolution to be displayed from the drop-down list after "*Resolution*".

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

CEC (Consumer Electronics Control)

This HDMI feature is designed to let other devices be controlled by a single remote over HDMI.

Toggle the checkbox in front of "*CEC*" to enable or disable this feature.

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Display audio

If no audio should be present while meeting, then uncheck the check box in front of "*Enable audio*". All forms of playing audio will be disabled by ClickShare.

> 📄 Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

Screensaver

To prevent damage to an idle connected display a screensaver timer can be set. When the ClickShare has been idle for the set amount of time, then a screensaver will automatically be displayed on the connected screen. The screensaver will be removed once a connection has been detected by the ClickShare.

Select the desired time interval by dragging the red dot after "*Show screensaver after (minutes)*" close to the desired number of minutes. The red dot will snap to the nearest number when letting go.

Click the "*Save changes*" push button, to commit the modifications to the Base Unit.

5.7 Wi-Fi & Network

About Wi-Fi & network

View and manage all the network settings of the Base Unit.
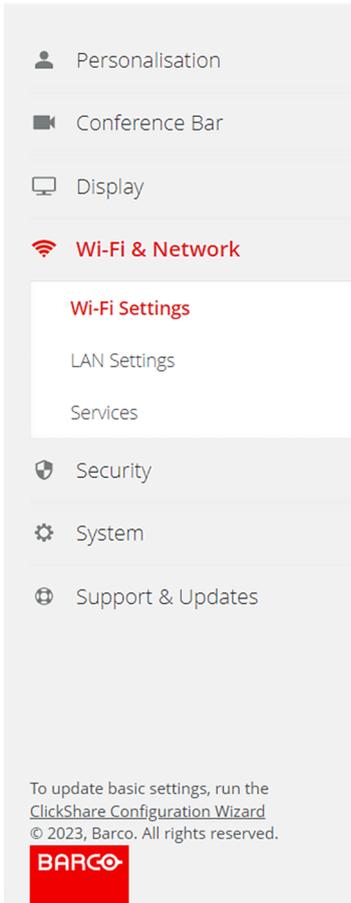

Image 5–33 Example of the Wi-Fi & Network category

5.7.1 Wi-Fi settings

About Wi-Fi settings

An overview of the current settings is given when opening the Wi-Fi settings. These settings can be modified by clicking the "*Edit settings*" push button at the top right.

ClickShare configurator
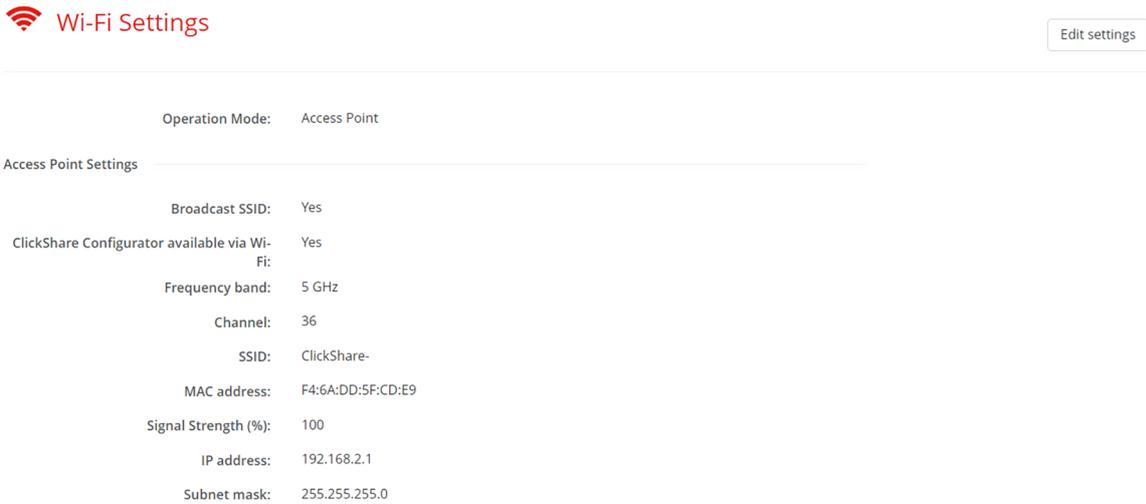
Image 5–34 Example of the Wi-Fi settings overview

The Wi-Fi can be configured in multiple main ways:

- Access point mode (**default**)
  Configures the Base Unit to act as a wireless access point, thus sending out its own wireless network. This wireless network can be accessed by any wireless device that has the correct "*SSID*" and "*password*".
- Wireless client mode
  Configures the Base Unit to connect to a wireless network as a client.
- Off

Chose the desired mode from the drop-down box after "*Operation Mode*". Depending on the chosen operation mode, different settings will be visible.

Image 5–35 Example of the edit page for Wi-Fi settings

How to configure access point mode

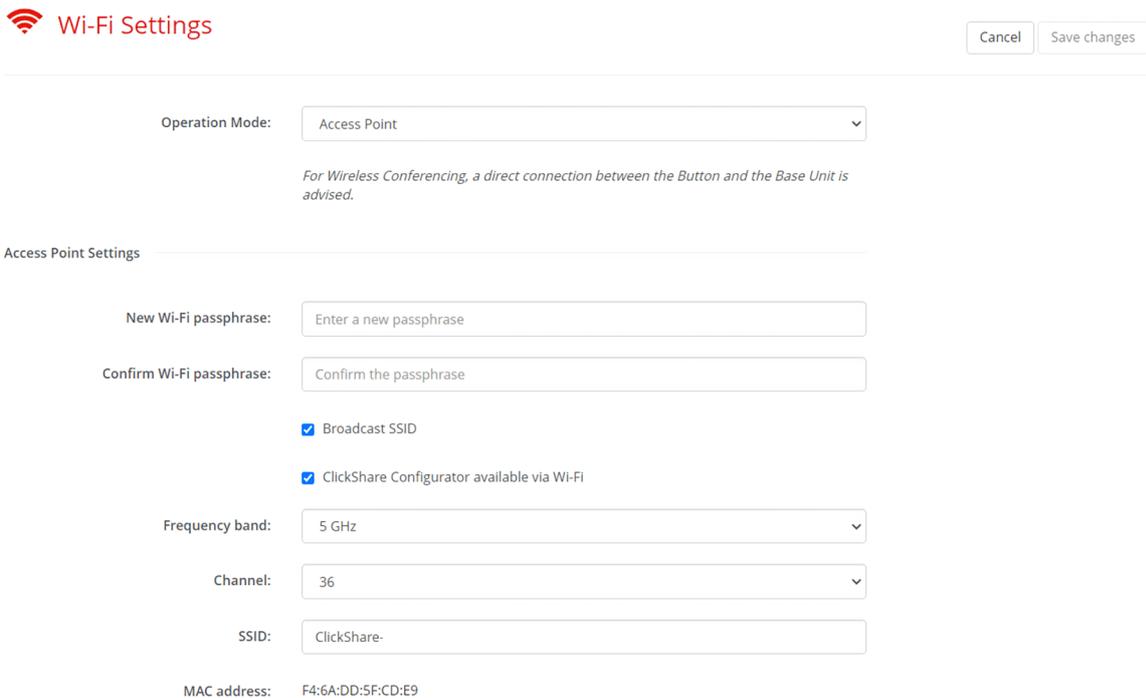1. Chose and enter a passphrase (password) for the Wi-Fi network in the input field after "*New Wi-Fi passphrase*".

    ☞ *Tip:* There are no required criteria for creating the password. In general the longer the password the more secure.

2. Confirm the passphrase by entering the same passphrase (password) a second time in the input field after "*Confirm Wi-Fi passphrase*".

3. Must the network be discoverably by wireless devices?
    ► **Yes**, check the checkbox in front of "*Broadcast SSID*".
    ► **No**, uncheck the checkbox in front of "*Broadcast SSID*".

4. Must the configurator be accessible through Wi-Fi connections?
    ► **Yes**, check the checkbox in front of "*ClickShare Configurator available via Wi-Fi*".
    ► **No**, uncheck the checkbox in front of "*ClickShare Configurator available via Wi-Fi*".

5. Chose the desired frequency from the drop-down list after "*Frequency band*":
    ► 5 GHz (**default**), recommended
    ► 2.4 GHz, not recommended

6. Change the channel by selecting a number from the drop-down list after "*Channel*".

    📄 *Note:* Stagger the channels used by wireless devices in the same area to minimize interference of the signals. Use a wireless channel analyzer near the location of the Base Unit to find the least crowded channel.

7. Name the wireless network by entering an SSID in the input field after "*SSID*".

    📄 *Note:* A name is required even if the SSID is set to hidden!

8. Optionally slide the red dot next to "*Signal Strength (%)*" to decrease the strength of the signal by the number closest to the red dot.

    Decreasing the signal strength is a great way to minimize the signal being present and interfering with other signals outside of the meeting room.

9. Optionally modify the IP address of the Base Unit.

    📄 *Note:* For more information about how to manually configure the IP address, contact the local IT responsible of the network.

10. Click "*Save changes*" at the top of the page to commit the changes to the Base Unit!

How to configure wireless client mode

1. Select the applicable authentication mode from the drop-down list after "*Authentication Mode*":
    ► **EAP-TLS**, using a log-in server where both client and server require a certificate.
    ► **EAP-TTLS**, using a log-in server where the server issues certificates to the client via user authentication with password credentials.
    ► **PEAP**, allowing for either the EAP-TLS and EAP-TTLS methods of authentication depending on the setup.
    ► **WPA2-PSK**, using a password to authenticate clients.

    Depending on which authentication was chosen, different input fields and/or drop-down lists will be shown.

2. Fill out the required network detail fields to authenticate the Base Unit as a client of the host network.

    📄 *Note:* For information about how to fill in these fields or what to select for the drop-down lists, please contact the local IT responsible of the network.

3. Decide how the Base Unit must acquire its IP address, by selecting an option from the drop-down list after "*Method*":
    ► **Automatic (DHCP)**, IP configuration will be handled by the network.

► **Manual**, input fields below the "*Method*" drop-down list will be enabled to allow for manual IP address configuration.

📄 *Note:* For more information about how to manually configure the IP address, contact the local IT responsible of the network.

4. Click "*Save changes*" at the top of the page to commit the changes to the Base Unit!

Off

Disables all Wi-Fi functionality of the Base Unit.

5.7.2 LAN settings

About LAN settings

The LAN settings show the state of the current LAN connection. When the LAN is connected, most fields will be filled out automatically. When the LAN is disconnected a notice "*No link detected*" will be shown at the top of the "*Primary Interface*".

A name can be given to the Base Unit in the input field after "*Hostname*".
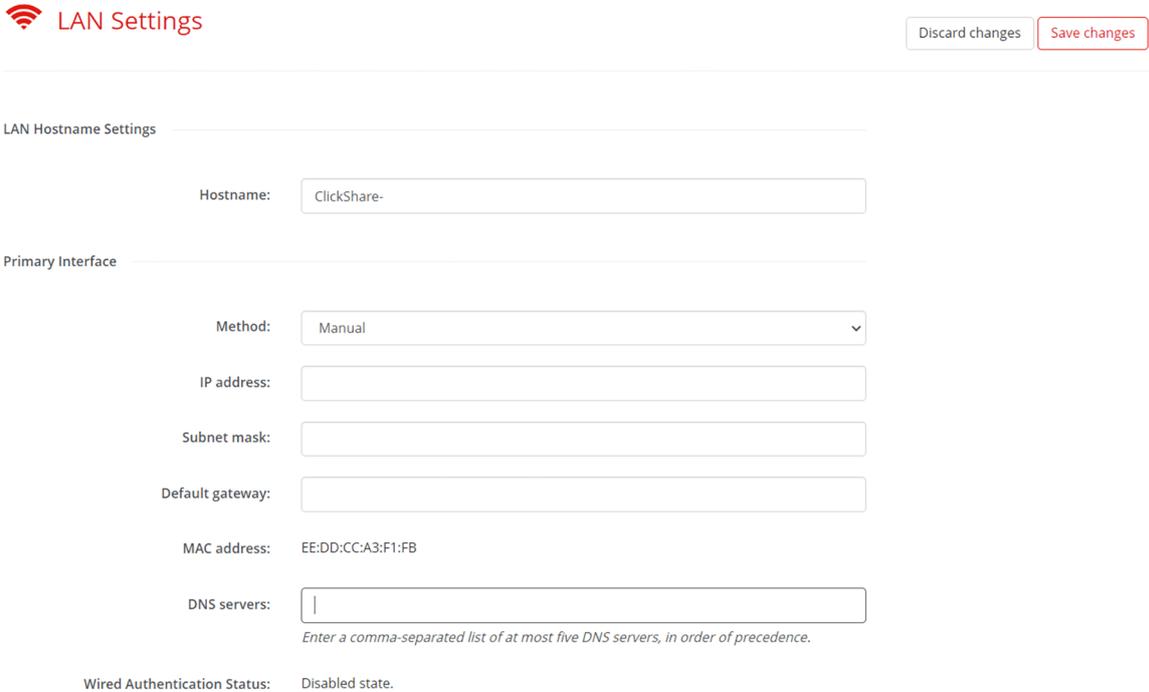
📶 **LAN Settings**   Discard changes | Save changes

LAN Hostname Settings

Hostname: ClickShare-

Primary Interface

Method: Manual ⌄

IP address:

Subnet mask:

Default gateway:

MAC address: EE:DD:CC:A3:F1:FB

DNS servers: |

Enter a comma-separated list of at most five DNS servers, in order of precedence.

Wired Authentication Status: Disabled state.

Image 5–36 Example of the LAN settings

How to configure the LAN settings

1. Decide how the Base Unit must acquire its IP address, by selecting an option from the drop-down after "*Method*".
   ► **Automatic (DHCP)**, IP configuration will be handled by the network.
   ► **Manual**, input fields below the "*Method*" drop-down list will be enabled to allow for manual IP address configuration.

   📄 *Note:* For more information about how to manually configure the IP address, contact the local IT responsible of the network.

2. Decide whether the wired connection must be authenticated by a log-in server:
   ► If **no**, go to step 7
   ► If **yes**, go to next step

3. Click on the button "*Setup wired authentication...*".

Image 5–37 Example of the wired authentication wizard pop-up

A pop-up of the ClickShare wired authentication wizard will be shown.

4. Select the applicable authentication mode from the drop-down box after "*Authentication Mode*".

   ► **EAP-TLS**, using a log-in server where both client and server require a certificate.

   ► **EAP-TTLS**, using a log-in server where the server issues certificates to the client via user authentication with password credentials.

   ► **PEAP**, allowing for either the EAP-TLS and EAP-TTLS methods of authentication depending on the setup.

   ► **No authentication**.

   Depending on which authentication was chosen, different input fields and/or drop-down list's will be shown.

5. Fill out the required network detail fields to authenticate the Base Unit as a client of the host network.

   📄 *Note:* For information about how to fill in these fields or what to select for the drop-down lists, please contact the local IT responsible of the network.

6. Click the check mark at the bottom right after "*Save configuration*" to apply the changes

   The chosen method will be displayed after "*Wired Authentication Status*".

7. Decide whether a proxy server will be used:

   ► If **no**, go to step 9

   ► If **yes**, check the checkbox in front of "Use a proxy server" and go to next step

8. Fill out the applicable details of the proxy server that must be used in the fields that appeared below the "*Use a proxy server*" checkbox.

> 📄 *Note:* For more information about how to connect to the proxy server, contact the local IT responsible of the network.

9. Click "*Save changes*" at the top of the page to commit the changes to the Base Unit!

5.7.3 Services

About services

Services are additional wireless features offered by ClickShare.

Image 5–38 Example of the services category

5.7.3.1 Mobile devices

About mobile devices

ClickShare supports sharing content from mobile devices through select services on those devices:

- ClickShare app (cannot be disabled)
- AirPlay
- Google Cast (does not support passcode)

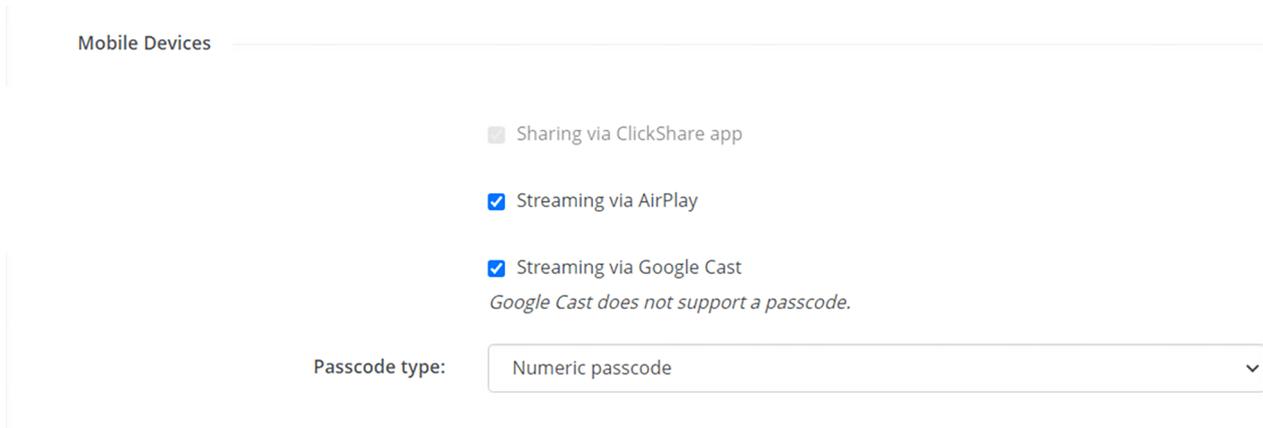These services can be toggled with checkbox in front of the services name.

Image 5–39 Example of the mobile devices settings in the services subcategory

Passcode

To ensure the user is connected to the correct Base Unit a passcode can be prompted before sharing is allowed. This passcode is not supported by the Google Cast service!

Select the desired passcode state from the drop-down list after "*Passcode type*":

• No passcode.
• Numeric passcode, **not supported by Google Cast**.

5.7.3.2 PresentSense
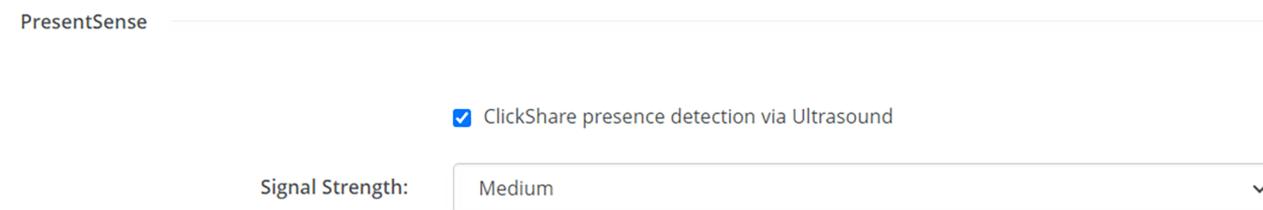
About PresentSense

Image 5–40 Example of the PresentSense setting in the services subcategory

PresentSense sends out an ultrasound tone from the Base Unit that can be picked up by computers when they enter in range.

> The ultrasound tone cannot be heard by humans!

Adjust the strength of the tone from the drop-down list after "*Signal strength*":

• Low
• Medium
• High

5.7.3.3 REST API

About REST API

To interface with the Base Unit directly through software is made possible by Barco's REST API. Complete documentation of the REST API is present within each Base Unit and can be accessed by clicking on the text "*View API documentation*".

REST API requires the "*remote control via API*" functionality to be allowed in order to interface with the Base Unit.

ClickShare API

☑ Remote control via API

View API documentation

Image 5–41 Example of the REST API setting in the services subcategory

5.7.3.4 SNMP

About SNMP

Simple Network Management Protocol (SNMP) is an internet standard protocol for collecting and organizing information about managed devices on IP networks and for modifying that information to change device behaviour. In general an SNMP management suite (running on a server) communicates with an SNMP agent (running on the device). The SNMP agent collects and exposes device information in the form of variables according a MIB (Management Information Base). SNMP management suites will be able to approach ClickShare devices via SNMP protocol for requesting device information.

> 📄 SNMPv3 is supported.

SNMP

☑ Enable

Engine ID: e.g. 0x80001c9003010203040506

☐ Use default Engine ID

SNMP Manager:

Username: integrator

New password: Enter a new password

Confirm password: Confirm the password

Image 5–42 Example of the SNMP setting in the services subcategory

How to configure SNMP

1. Enable the SNMP feature by checking the checkbox in front of "*Enable*"

2. Decide which engine ID must be used:
    ► **Default**, check the checkbox in front of "*Use default Engine ID*".
    ► **Custom**, enter the desired engine ID in the input field after "*Engine ID*" while the checkbox in front of "*Use default Engine ID*" is unchecked.

3. Enter the address of the host that must receive the events/messages, in the input field after "*SNMP manager*".

    Possible TRAP events/messages are:

    •   Alarm "**CPU temperature**" trap, which indicates that CPU temperature exceeds the threshold.
    •   Alarm "**Case Fan Speed**" trap, which indicates the case fan is spinning too slow.
    •   Alarm "**Process Not Running**" trap, which indicates one of the monitored processes is not running.

4. Enter a username in the input field after "*Username*".

5. Enter a password in the input field after "*New password*".

   The strength of the entered password will be reflected in the progress bar below. The color will change depending on how much of the progress bar is filled.

   It is strongly advised to chose a password that colors the progress bar green!

6. Enter the chosen password a second time in the input field after "*Confirm password*".

7. Click "*Save changes*" at the top of the page to commit the changes to the Base Unit!
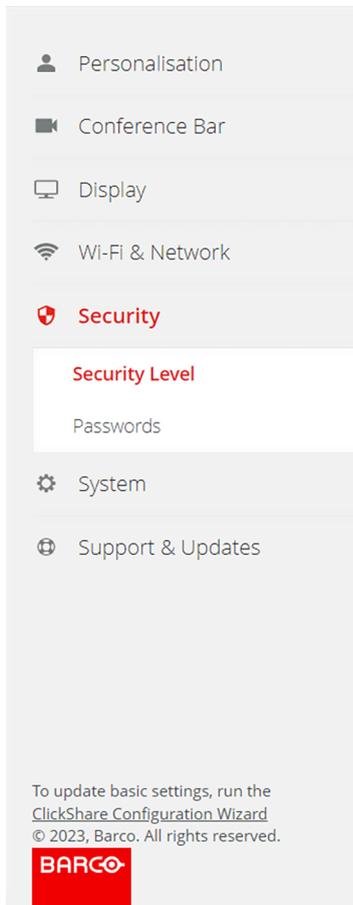
5.8 Security

Image 5–43 Example of the security category

5.8.1 Security level

About security levels

There are 3 predefined levels of security possible, with security level 1 being the least strict and security level 3 being the most strict:

- **Level 1**, intended for standard installations. (**default**)
- **Level 2**, intended for installations in security sensitive locations.
- **Level 3**, intended for installations in extremely secure locations where security is a top priority.

Every level of security restricts or removes restrictions from certain features. A higher level of security will **always** include all restrictions of the previous levels.

Refer to the table to see which feature is being restricted by which level. The currently restricted features will have a green confirmation icon.

Security Level

	1	2	3
Activate passcode for mobile apps & Buttons	✓	✓	✓
ClickShare Configurator: HTTPS, Log-in management, disable wireless access	✓	✓	✓
Hide the SSID of the Wi-Fi network	✓	✓	✓
Mandatory passcode for mobile apps & services [2]		✓	✓
BYOD services and features are blocked			✓
Firmware downgrade not possible			✓
No wireless access to ClickShare Configurator			✓
No wireless access to Remote control via API over access point mode [3]			✓
Saving annotations to clients and USB drives disabled			✓

Remarks:
[1] Changing the security level will require Button re-pairing.
[2] Google Cast does not support a passcode. You can disable Google Cast through the Services section (click here).
[3] Remote management will not be available over access point mode in security level 3.

Image 5–44 Example of security level

How to change security level

Click on the number of the security level that must be used. A warning pop-up will be prompted to notify that all Buttons need to be repaired after changing security level. For more information about pairing Buttons, see "Pairing the Button(s)", page 33

5.8.2 Passwords

About passwords

☞ It is recommended to change the default password for the configurator and REST API.

Image 5–45 Example of the password setting

1. Type the current password in the input field after the text "*Old password*".

2. Enter a different password in the input field after "*New password*".

   The strength of the entered password will be reflected in the progress bar below. The color will change depending on how much of the progress bar is filled.

   It is strongly advised to chose a password that colors the progress bar green!

3. Enter the chosen password a second time in the input field after "*Confirm password*".

4. Click "*Save changes*" at the top of the page to commit the changes to the Base Unit!

5.8.3 HTTP encryption

About HTTP encryption

When accessing the configurator via the its IP address, an HTTP site is generated by the Base Unit. ClickShare will generate a certificate which will be checked by the browser to see if they are trusted. The default generated certificate of ClickShare is commonly not trusted by browsers, causing an unsafe site warning to be shown. To remove this warning, the default certificate of ClickShare can be set as trusted in the browser, or overwritten by a custom certificate created by the local IT department.

Image 5–46 Example of the HTTP certificate setup button

How to change the certificate

1. Select which certificate type must be used?
   ► **ClickShare generated**: select "*Use self signed certificate*" and trust the certificate in the browser. For more information about how to trust a root certificate, contact the local IT responsible.
   ► **Own certificate provided by IT**: select "*Use custom certificate*" and go to next step.

2. Fill out all applicable fields and upload the created certificate.

Image 5–47 Example of custom certificate fields

3. To validate the uploaded certificate, click on "*Generate CSR*" and fill out all applicable fields.
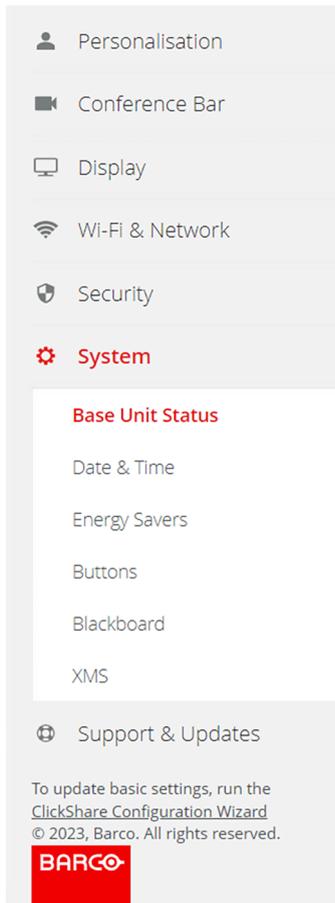
5.9 System

Image 5–48 Example of the system category

5.9.1 Base Unit status

About Base Unit status

An overview listing general information about the current state of Base Unit is given. This information is purely informational and cannot be modified.

⚙ Base Unit Status

Platform:	CB3010S (R9861633EU)
Model:	CB Pro
Serial number:	
Firmware version:	02.18
First used:	2023-10-27T12:33:54
Current uptime:	16 minutes, 22 seconds
Lifetime uptime:	5 days, 1 hour, 47 minutes, 35 seconds
Overall status:	All processes are running

Restart Base Unit

Image 5–49 Example of the Base Unit status

Restarting the Base Unit

1. Click the button "*Restart Base Unit*"

A software reboot will be triggered

"*ClickShare System Reboot*" window will appear and the LED ring will start to flicker.

2. Wait until the progress bar has completely reached the end and LED ring is solid white again.

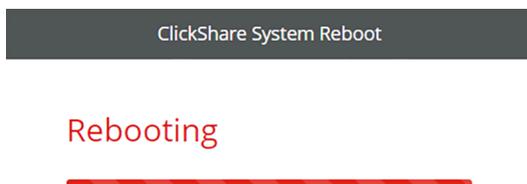ClickShare System Reboot

Rebooting

Image 5–50 Example of a completed reboot progress bar

The page will be automatically refreshed. If that is not the case, reconnect with the Base Unit and reload the page.

5.9.2 Energy Savers

About energy savers

Modify when and how the Base Unit goes into standby. There are two main options that change how the standby functions:

- **ECO mode** (power saving mode)
  Multiple ways to wake up the Base Unit:
  - Connecting to the Base Unit
  - Pressing the standby button on the Base Unit
  - Pairing a Button
  - Plugging in an HDMI display

- **Standby mode** (deep sleep mode)
  The Base Unit will only wake up when the standby button on the Base Unit is pressed.
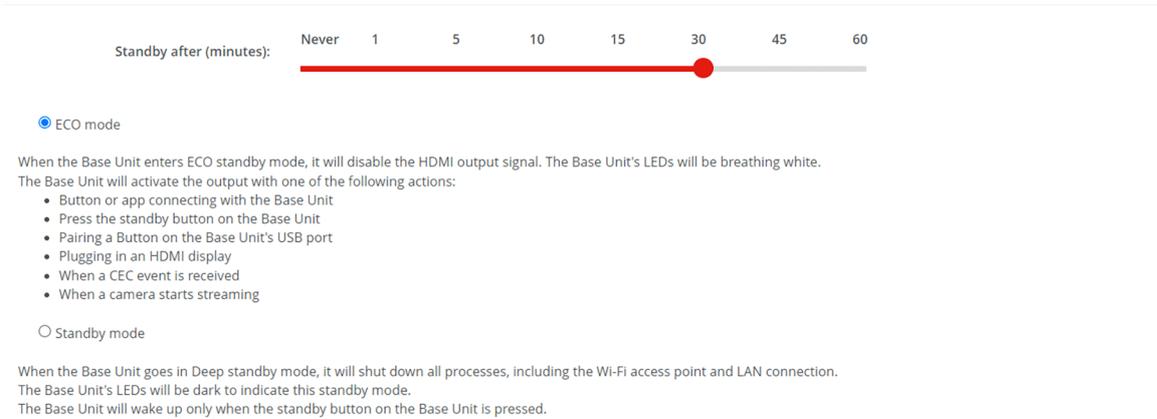
⚙ Energy Savers

| | Never | 1 | 5 | 10 | 15 | 30 | 45 | 60 |

Standby after (minutes):

◉ ECO mode

When the Base Unit enters ECO standby mode, it will disable the HDMI output signal. The Base Unit's LEDs will be breathing white.
The Base Unit will activate the output with one of the following actions:
- Button or app connecting with the Base Unit
- Press the standby button on the Base Unit
- Pairing a Button on the Base Unit's USB port
- Plugging in an HDMI display
- When a CEC event is received
- When a camera starts streaming

○ Standby mode

When the Base Unit goes in Deep standby mode, it will shut down all processes, including the Wi-Fi access point and LAN connection.
The Base Unit's LEDs will be dark to indicate this standby mode.
The Base Unit will wake up only when the standby button on the Base Unit is pressed.

Image 5–51 Example energy savers setting

How to set auto standby

Changes after how many minutes of being idle, that the Base Unit goes into the selected standby mode.

Select the desired time interval by clicking and dragging the red dot after "*Standby after (minutes)*" over the line until it is close to the desired number of minutes.

5.9.3 Buttons

About Buttons

An overview of all currently paired Buttons and their details are shown. It is possible to see the connections made to the Base Unit itself or the network in case of dedicated network mode.
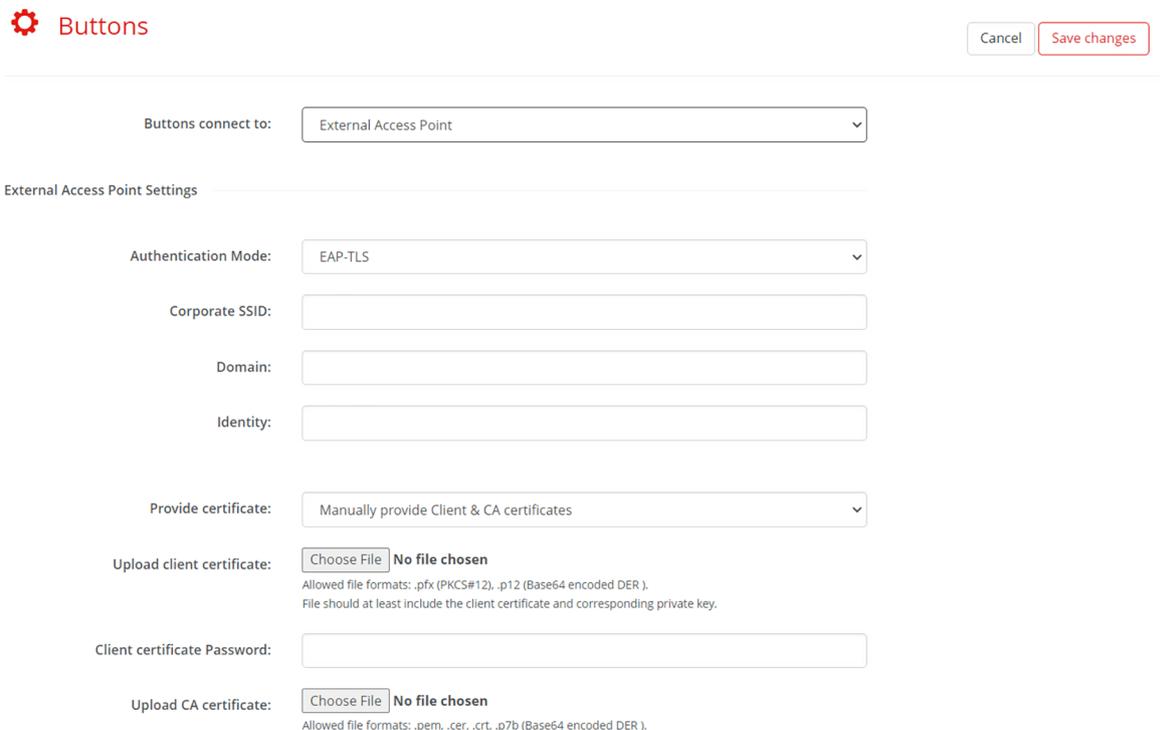
Image 5–52 Example of connected Buttons

How to switch connections

"*Edit settings*" changes the Wi-Fi access point that the Button(s) will connect to. If the Button(s) must connect to the corporate access point or another access point, then change these settings.

> 📄 Press the "*Save changes*" push button, to commit the changes and update the view.

Image 5–53 Example of changing view to external access point in edit

How to unpair a Button

There are two main methods to unpair Button(s):

> 📄 Unpairing cannot be undone! A removed Button must be repaired to a Base Unit before it will work. For more information, see

Unpairing one or more Button(s):	Check all checkboxes of the desired Button(s) and click "*Remove*".
Upairing all Buttons:	Click "*Select all*" and click "*Remove*".

5.9.4 Blackboard

About blackboard

Blackboarding allows for annotations and notes to be made on top of the content that is being shared. These annotations and notes can be saved to the local storage of all Button connected devices and/or a USB stick connected to the Base Unit.

Toggle the checkbox in front of "*Enable*" to (de)activate blackboarding.

Allowing a copy of the annotations to be saved can only be done if the checkbox in front of "*Allow saving annotations to connected clients and USB sticks*" is enabled.

⚙ Blackboard   Discard changes   Save changes

☑ Enable

☑ Allow saving annotations to connected clients and USB sticks.

Image 5–54 Example of the blackboard setting

5.9.5 XMS

About XMS

XMS will show the current registration status of the Base Unit. The QR image and the registration link will be available below the current status.

⚙ **XMS**

XMS Cloud

Device has not been added to XMS cloud.

SmartCare Registration

To understand the registration status of your device or to register, scan the QR code:

Or visit the link to register:

Click here to register device

Retrieving warranty info.

Image 5–55 Example of an unregistered Base Unit

If the Base Unit is not yet connected to XMS Cloud, then the **5 year SmartCare package** will not be active for this device!

A SmartCare package includes:

- 5-year coverage for hardware
- Increased service levels
- XMS for management
- 5-year analytics management

To start the registration process, click on the link or scan the QR code and follow the instructions in .

📄 For more information on how to manage Base Unit(s) with XMS Cloud, see the XMS Cloud user guide.
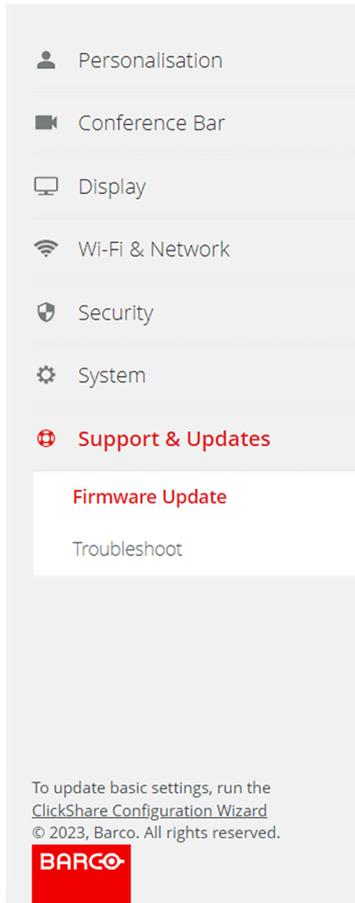
5.10 Support & Updates

Image 5–56 Example of the support & updates category

5.10.1 Firmware Update

About Firmware update

Manage and review the status of the Base Unit firmware. The Base Unit firmware will also update the firmware of the Button(s) when (re)pairing. It is strongly advised to repair the Button(s) when the Base Unit has been updated! For more information, see "Pairing the Button(s)", page 33

⛑ Firmware Update

Firmware status

Currently on v02.18.00   and up to date.

Updates

Automatic Firmware updates: [Automatic   ⌄]

We will automatically keep the system up to date for you. Updates are installed when the
unit has not been in use for 8 hours.

Manual Firmware Updates

You can get the latest firmware on www.barco.com/clicksharesetup

Firmware update: [Upload firmware...]

☐ Allow firmware downgrade

Image 5–57 Example of the firmware updates

How to manage automatic updates

Depending on the local setup different methods of updating the firmware can be preferred. There are 3 methods available:

- **Automatic**, Base Unit will be updated when a new firmware is released after being idle for more than 8 hours.
- **Notify**, a notice when a new firmware is available will be visible, both on the firmware update page and the homepage.
- **Off**, updating the Base Unit and keeping track of when a new firmware is released will be the responsibility of the system manager.

Select the desired method from the drop-down list after "*Automatic Firmware updates*".

Manually up/downgrading firmware

1. Download the desired firmware from the Barco website.

2. Unzip the package and save the "*.enc*" update file in a location that is easily accessible.

3. Is the desired firmware lower than the currently installed firmware?
   ► **If no**, continue with next step.
   ► **If yes**, check the checkbox in front of "*Allow firmware downgrade*".

   📄   *Note:* Only downgrade the firmware if absolutely necessary!

4. Click the push button with the text "*Upload firmware...*".

   The explorer will be opened to navigate to the "*.enc*" file location.

5. Wait for the update to be fully installed.

   The Base Unit will be restarted once the update has been completed.

6. Repair the Button(s) to ensure that they have the correct firmware as well. For more information, see

5.10.2 Troubleshoot

About troubleshoot

If suspected issues arise with the ClickShare device, additional information or basic actions to fix issues can be found here. It is strongly advised to explore the information or actions in this chapter when the ClickShare is not behaving as intended!

There are two main ways that the troubleshoot page could help:

- Providing information:
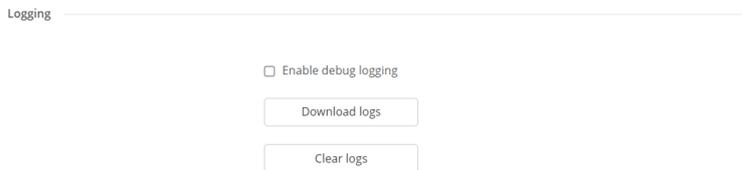 - Capturing events in logging

Logging

☐ Enable debug logging

Download logs

Clear logs

Image 5–58 Example of the logging option

  - Running diagnostics

Diagnostics

TCP Dump Test will capture the network data for 2 minutes.
The test will result in a separate file in the log archive, which can be opened with a network monitoring tool.

Run TCP Dump Test

Only the TCP header info will be collected as part of this test.

Image 5–59 Example of the diagnostic option

- Resetting configuration and settings:
  - Erasing all settings (Base Unit will **remain present** in XMS Cloud)

Erase all settings

When erasing all settings, the device settings are reverted to defaults.
Note that the device will not be removed from the organization account in XMS cloud.
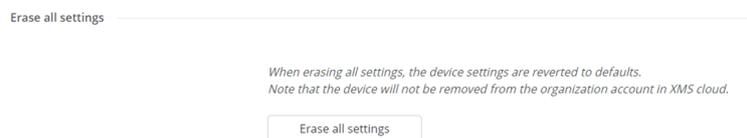
Erase all settings

Image 5–60 Example of the erase all settings option

  - Reset to factory defaults settings (Base Unit will be **removed** from XMS Cloud)

Reset to factory defaults

When applying a reset to factory defaults, the device settings are reverted to the factory defaults.
Additionally, the Base Unit will be removed from the organization account in XMS cloud and the first time setup procedure will be initiated, as if the device came out of the box.
Note that the unit needs to be connected to the internet to complete the first time setup.

Reset to factory defaults

The Base Unit can be reset to factory defaults by plugging in the power cable while pressing the reset button.

Image 5–61 Example of the reset to factory defaults option

If all else fails, a link and a QR code to contact Barco is present at the bottom.

Help & Support

Get support from Barco by scanning the QR code or clicking the button.

Support

Image 5–62 Example of the contact information

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