

Wireless Collaboration Systems

ShareLink 250 W

Wireless Collaboration Gateway



Contents

Introduction.....	1
About the ShareLink 250 W.....	1
Features	2

Installation.....	3
Rear Panel Features and Cabling.....	3
Front Panel Features and Cabling	5
Bottom Panel Features	5
Setting Up the Standby Screen	6
Using the Calibration Tool	7
Using the Screen Resize Tool.....	8
Using the Whiteboard Feature.....	9
Using the USB Player	10

Operation Using a Computer	11
Connecting a Computer to the ShareLink 250 W.....	11
Connecting through the ShareLink 250 W Internal WAP.....	11
Connecting through an External WAP	11
Connecting through a Network Hub, Switch, or Router.....	11
Setting Up the ShareLink 250 W Software.....	12
Running the ShareLink 250 W Lite Software	12
Downloading and Installing the ShareLink 250 W Pro Software	13
Using the ShareLink 250 W Software.....	15
Presenting the Computer Screen (Share my Screen Tab).....	15
Presenting a Media File (Share Media Tab)	16
Using the Software Menu.....	17
Sharing on Multiple Screens	18
Creating a USB Thumb-drive App	18
Creating a Room File	19

Operation Using a Mobile Device.....	20
Downloading MirrorOp for Extron ShareLink	20
Using MirrorOp for Extron ShareLink.....	20
Connecting to a Receiver.....	20
Main Menu Overview	22
Presenting Documents and Photos.....	23
Presenting Files from a Cloud Storage	26
Presenting Web Pages	30
Presenting the Device Camera.....	31
Presenting Device Screenshots.....	31
Making Annotations.....	32
Settings	32
Downloading MirrorOp Sender for Galaxy	33
Using MirrorOp Sender for Galaxy	33

Using the Embedded Web Pages	34
Opening the Embedded Web Pages.....	34
Watching a Presentation (WebShare).....	35
Moderating a Presentation.....	36
Moderating through the Moderator Control Web Page	36
Moderating through an Extron ShareLink Driver.....	37
Configuring ShareLink 250 W Settings.....	38
Device Setup	40
Network Setup	41
WiFi Setup	42
SNMP Setup	45
OSD Setup	46
WebShare Setup	47
Web Page Moderator Setup	48
Admin Password	48
Firmware Update	49
Reset to Default.....	50
Reboot System.....	50

Reference Information 51

Mounting	51
Wall Mounting.....	51
Rack Mounting	52
Under-desk and Furniture Mounting.....	52
Downloading ShareLink 250 W Firmware	53
Firewall Traversal.....	54
Available Wi-Fi Channels.....	55
2.4 GHz Band — Channel Selection	55
5 GHz Band — Channel Selection	55

Extron Warranty 57

Introduction

This section covers the following:

- [About the ShareLink 250 W](#)
- [Features](#)

About the ShareLink 250 W

The Extron ShareLink 250 W Wireless Collaboration Gateway allows users to present wirelessly from their mobile device or computer onto a display device. The ShareLink 250 W is compatible with Windows® and OS X® computers as well as Android™ and Apple® smartphones and tablets.

The ShareLink 250 W model includes an integrated wireless access point (WAP). Users connect directly to the ShareLink 250 W through a Wi-Fi connection. A Gigabit Ethernet port provides a high-speed network connection. The ShareLink 250 W wireless model is ideal for creating a stand-alone wireless collaboration and presentation system or adding wireless capabilities to a more traditional wired solution.

This model can operate on the 5 GHz or 2.4 GHz wireless band (see [WiFi Setup](#) on page 42 for instructions on wireless band configuration).

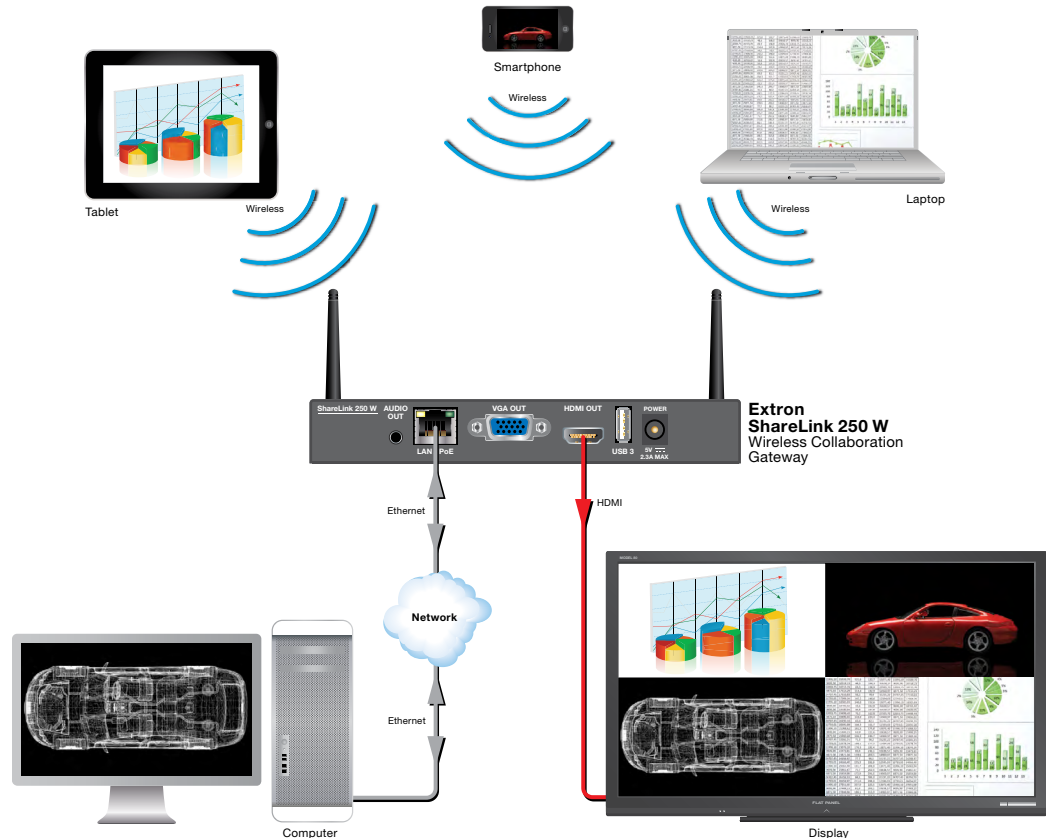


Figure 1. ShareLink 250 W Application Diagram

Features

- **Wirelessly share content from personal mobile devices** — Allows users to connect a wide variety of devices to the system wirelessly or through a wired LAN connection.
- **Wireless 5G support** — Configurable for transmission on the 5 GHz or 2.4 GHz wireless band.
- **Outputs** — HDMI connector, 15-pin HD connector, 3.5 mm stereo audio mini jack
- **Supports Microsoft® Windows and OS X® computers as well as Apple and Android smartphones and tablets**
- **Full screen or four-window display** — Full screen display of content from a single personal device or simultaneous display of multiple devices into four windows on a single display.
- **Dropbox®, Google Drive™, iCloud®, and OneDrive™ integration within the MirrorOp® for Extron ShareLink app** — Provides easy access to content stored in the cloud.
- **Content sharing from a computer to as many as four ShareLink 250 W units** — Allows a Windows or OS X computer to send content to multiple ShareLink 250 W units on the network, supporting up to four displays.
- **Full-motion video playback from laptops** — Enables a Windows or OS X computer to send full motion video with audio to the display for a smooth viewing experience.
- **Supports display of documents, graphics, images, and videos directly from a USB flash drive** — Enables content presentation without requiring a laptop or computer.
- **WebShare™ technology allows attendees to view slide images on personal devices via a Web browser** — ShareLink 250 W enables meeting content to display on each participant's mobile device, ensuring visibility regardless of sight lines.
- **Power over Ethernet, or PoE, eliminates the need for a local power supply** — Offers easy installation, reduced labor, and fewer devices to install. Data and power are delivered over the single cable.
- **Integrated wireless access point** — Offers a local connection point for attendees, enabling segmentation of guest and private networks.
- **USB ports for peripheral support** — Allows connection of a USB keyboard or mouse, and enables simple annotation capabilities with devices such as an interactive whiteboard.
- **HDMI and VGA video outputs** — Offers flexibility to work with digital and analog display devices or a system switcher to easily add wireless capabilities to existing video systems.
- **SNMP support for remote monitoring** — Supports network monitoring for the operational health of network-attached devices.

Setting Up the Standby Screen

Once the ShareLink 250 W is connected and powered on, the default standby screen (figure 4) appears on the display.

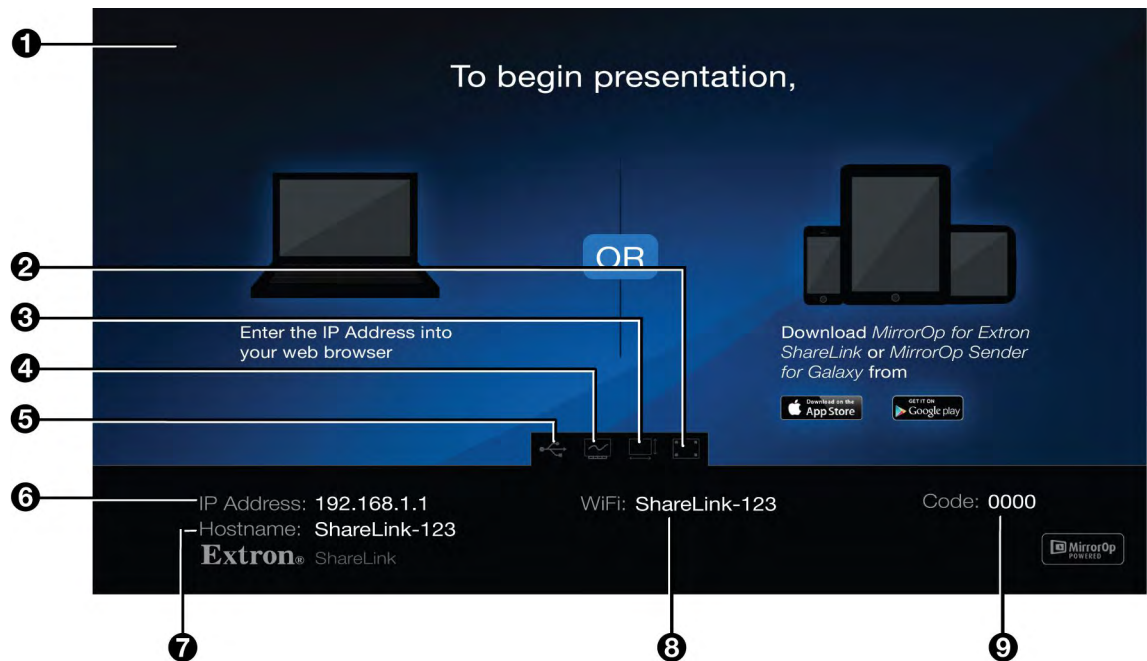


Figure 4. Standby Screen

- 1 Instructional screen** — Provides instructions for starting a presentation. The background image of the instructional screen can be customized (see **OSD Setup** on page 46).
- 2 Calibration tool icon**  — Double-click to open the Calibration tool (for touchscreens only). This feature allows you to calibrate a touchscreen for accuracy, if needed (see **Using the Calibration Tool** on the next page).
- 3 Screen Resize tool icon**  — Double-click to use the screen resize tool. This feature allows you to change the size of the screen presented on the display (see **Using the Screen Resize Tool** on page 8).
- 4 Whiteboard icon**  — Double-click to use the display as a whiteboard. This feature allows the presenter to draw on a blank screen using a mouse or touchscreen (see **Using the Whiteboard Feature** on page 9).
- 5 USB Player icon**  — Double-click to access the USB Player. This feature allows the presenter to access photos, videos, audio files, and documents directly from the connected USB flash drive (see **Using the USB Player** on page 10).
- 6 IP Address** — Use this IP address to identify and access the ShareLink 250 W during connection (see **Setting up the ShareLink 250 W Software** on page 12).
- 7 Hostname** — Use this Hostname to identify and access the ShareLink 250 W during connection through the ShareLink software. This hostname can be customized in the configuration pages (see **Network Setup**, **1** on page 41).
- 8 WiFi** — Use this Wi-Fi name (SSID) to identify and access the ShareLink 250 W during connection.
- 9 Code** — Use this code to access the ShareLink 250 W device through the software (see **Connecting to the ShareLink 250 W Receiver** on page 14). The code can be customized or disabled (see **Device Setup** on page 40).

Operation Using a Computer

Users can present from a Windows or Mac computer using the ShareLink 250 W software. This section covers the following:

- **Connecting a Computer to the ShareLink 250 W**
- **Setting Up the ShareLink 250 W Software**
- **Using the ShareLink 250 W Software**

NOTES:

Mac computer minimum system requirements:

- Dual Core, 1.4 GHz processor or better
- Mac OS X 10.7 - 10.10
- Graphics card with 64MB VRAM or better

Windows computer minimum requirements:

- Dual Core, 1.8 GHz processor or better
- Microsoft Windows 7 or 8
- Graphics card with 64MB VRAM or better

Connecting a Computer to the ShareLink 250 W

There are three ways to connect a computer to the ShareLink 250 W:

- Wirelessly, through the ShareLink 250 W internal wireless access point (WAP)
- Wirelessly, through an external WAP
- Wired through a network device

See instructions below for your preferred connection method.

Connecting through the ShareLink 250 W Internal WAP

1. Ensure that the ShareLink 250 W is powered and that wireless network capability is enabled on your computer.
2. Open the wireless networks on your computer (see image at right) and connect to the ShareLink 250 W unit.

NOTE: The ShareLink Wi-Fi name (SSID) is shown on the standby screen (**figure 4**, **8** on page 6).



Connecting through an External WAP

1. Ensure that the external WAP and the ShareLink 250 W are wired to the same network.
2. Ensure that the ShareLink 250 W is powered on and that wireless network capability is enabled on your computer.
3. Open the wireless networks on your PC and connect to the external WAP.

Connecting through a Network Hub, Switch, or Router

1. Ensure that your computer is connected to the network through a hub, switch, or router.
2. Connect the RJ-45 connector of the ShareLink 250 W to the network device using an RJ-45 cable.

Setting Up the ShareLink 250 W Software

There are two versions of the ShareLink 250 W software:

- **Lite version:** No installation required. Users can run the Lite software from the embedded Web pages without having to install the software on the PC. Since installation is not required, users do not need admin rights to run the Lite software (see “Running the ShareLink 250 W Lite Software” below).
- **Pro version:** Installation required. The executable software file can be downloaded from the embedded Web pages or from the Extron website (see **Downloading and Installing the ShareLink 250 W Pro Software** on the next page).

To see a list of the different Lite and Pro software features, click the information (i) icon on the landing page (see figure 9). An information window opens as shown at right.

Lite Software vs. Pro Software		
	Lite Software	Pro Software
No Installation Required	✓	
Screen Sharing	✓	✓
Video Sharing		✓
Share on Multiple Screens	✓	✓
WebShare	✓	✓
Advanced Settings		✓

Running the ShareLink 250 W Lite Software

1. Ensure that the computer is connected to the ShareLink 250 W device, either through an external WAP or through a physical network connection. The computer and the ShareLink 250 W must be on the same network.
2. Launch your Web browser and enter the IP address of the ShareLink in the browser.

NOTE: The IP address is shown on the standby screen (see **figure 4, 6**, page 6).

The ShareLink 250 W landing page opens as shown below:

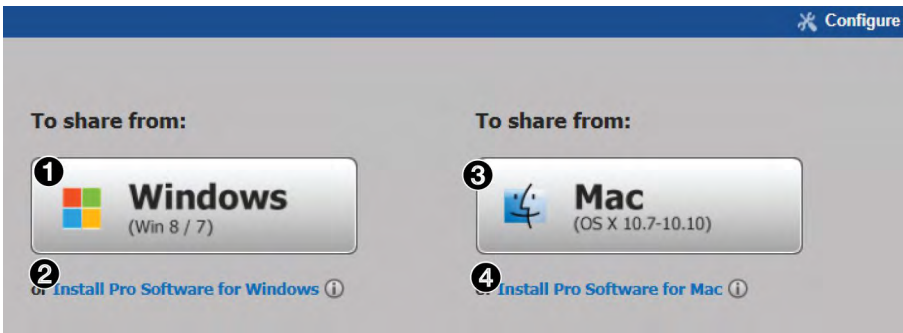
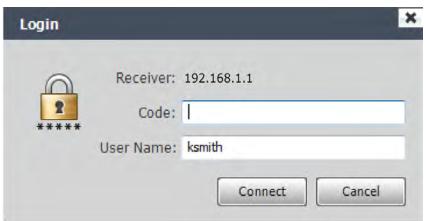


Figure 9. ShareLink 250 W Landing Page

3. Click **Windows** (1) or **Mac** (3), depending on your operating system, to launch the software.
4. Follow the instructions on the Web browser to run the the executable ShareLink 250 W software file. When the Lite software opens, it automatically attempts to connect to your ShareLink receiver.
5. If the **Login** window opens (as shown at right), enter the login code into the **Code** field and click **Connect**.

NOTE: The login code is shown on the standby screen (see **figure 4, 9**, page 6).



When a connection is established, the software window opens. This window has two sections:

- **Share my Screen** tab (see **Presenting the Computer Screen** on page 15 for instructions).
- Software menu (see **Using the Software Menu** on page 17).

Downloading and Installing the ShareLink 250 W Pro Software

The ShareLink 250 W software can be downloaded from the embedded Web pages or from the Extron website. Follow the instructions below for your preferred download method.

Downloading the software from the embedded Web pages

1. Ensure that your computer is connected to the ShareLink 250 W device, either through Wi-Fi or through a physical network connection. The computer and the ShareLink 250 W must be on the same network.
2. Launch your internet browser and enter the IP address of the ShareLink 250 W into the browser.

NOTE: The IP address is shown on the standby screen (see **figure 4, 6** on page 6).

The ShareLink 250 W landing page appears on the browser (see **figure 9** on the previous page).

3. Click **Install Pro software for Windows** (see **figure 9, 2**) or **Install Pro software for Mac** (**figure 9, 4**), depending on your operating system, to launch the software installer on your computer.
4. Follow the instructions on the Web browser to run the the executable ShareLink 250 W Software installer file.
5. Follow the steps on the installation wizard to install the software.

Downloading the software from the Extron website

1. Go to www.extron.com and click the **Download** tab at the top of the page (see figure 10, **1**).



Figure 10. Download Page on the Extron Website

2. Click **Software** on the left menu (**2**).
3. Scroll down to the alphabetical menu and click the letter **S**.



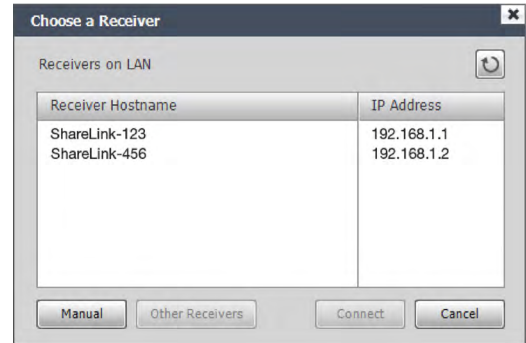
4. Scroll down to the software names and look for ShareLink 250 W. Click **Download** in the ShareLink 250 W section.
5. On the next screen (Download Center), enter the requested information and click the download button.
6. When download is complete, open the executable ShareLink 250 W Software installer file and follow the steps on the installation wizard to install the software.

Connecting to the ShareLink 250 W receiver

Use the software to connect to the ShareLink 250 W receiver as follows:

1. Open the ShareLink 250 W software. The software searches for available receivers on your network and the **Choose a Receiver** dialog box opens as shown at right.

NOTE: The **Other Receivers** button allows Wi-Fi users to search and connect to ShareLink receivers on other Wi-Fi networks (see **Other Receivers** below for instructions).

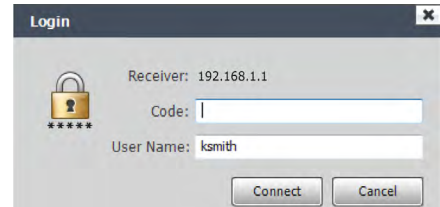


2. Select your ShareLink 250 W device from the **Receiver Hostname** section and click **Connect**.

NOTE: The receiver name is shown on the standby screen. If your ShareLink unit is not listed, click the refresh button. If the device still does not appear, click **Manual** and enter the receiver IP address manually.

3. If the login dialog box appears, enter the login code into the **Code** field and click **Connect**.

NOTE: The login code is shown on the standby screen (see **figure 4** on page 6).



NOTE: A room file can be created for the ShareLink 250 W software to connect automatically to a designated receiver (see **Creating a Room File** on page 19).

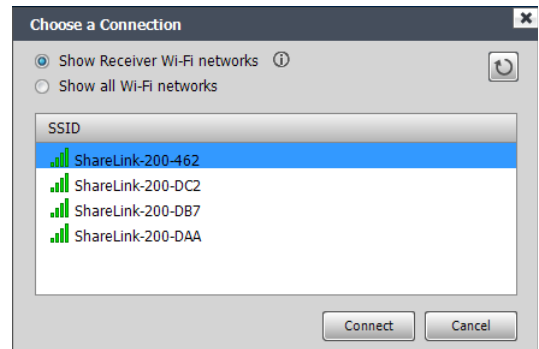
Other receivers

The **Other Receivers** button allows Wi-Fi users to search and connect to ShareLink receivers on all available Wi-Fi networks. To do so:

1. Click **Other Receivers**. The **Choose a Connection** dialog box opens as shown below.

- Select **Show Receiver Wi-Fi networks** to see a list of the ShareLink receivers on all available Wi-Fi networks.

NOTE: This option filters by SSID name. It only lists receivers whose SSID starts with "ShareLink." If the SSID is changed and no longer starts with "ShareLink," the receiver is not shown.



- Select **Show all Wi-Fi networks** to see a list of the ShareLink receivers as well as a list of all available Wi-Fi networks.

NOTE: If you connect to a Wi-Fi network, and the Wi-Fi network is password-protected, you are asked to enter the network password.

2. Click on your ShareLink receiver or network, and click **Connect**.

Using the ShareLink 250 W Software

When connection is established, the control screen appears. This screen has three main sections:

- **Share my Screen** tab (see “Presenting the Computer Screen” below)
- **Share Media** tab (see [Presenting a Media File](#) on the next page)
- Software menu (see [Using the Software Menu](#) on page 17)

Presenting the Computer Screen (Share my Screen Tab)

Use the **Share my Screen** tab to present your computer screen on the display device.

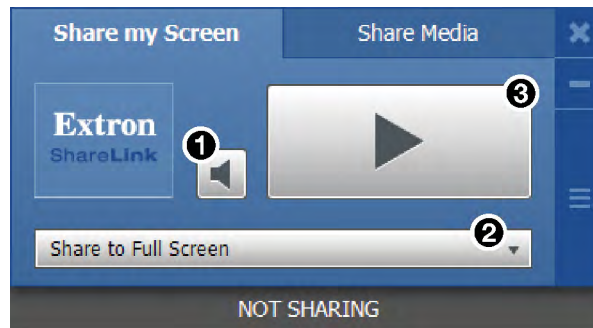


Figure 11. Share my Screen Tab

- 1 Mute button** — Click to mute or unmute the source device audio.
- 2 Drop-down list** — Click to see the presentation options shown in figure 12. One computer screen can be shared full screen on the main display (default option), or up to four screens can be shared simultaneously on separate quadrants (top left, top right, bottom left, or bottom right).

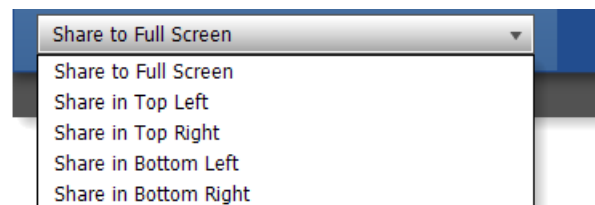


Figure 12. Drop-Down List

NOTE: When multiple screens are shared, audio is output from the first (top left) quadrant only.

- 3 Play button** — Click to display the screen as specified in the drop-down menu. The button becomes a Stop button, which can be clicked to stop displaying the screen.

Presenting a Media File (Share Media Tab)

Use the **Share Media** tab to stream a media file from your computer onto the display device.

NOTE: This feature requires the source device and receiver to be on the same subnet. The file does not play if the source device and receiver are not on the same subnet.

NOTE:

The following file formats are supported:

- **Image:** JPG, BMP, PNG, GIF
- **Video:** MP4, MPG, MPEG, AVI, MOV, MKV, WMV
- **Audio:** MP3, WAV, WMA, AAC

The following codecs are supported:

- **Image:** JPG, BMP, PNG, GIF
- **Video:** MPEG-2, MPEG-4 (Microsoft MPEG-4 v1-3 is not supported), Motion JPEG, WMV9 (only WMV3/WVC1 is supported)
- **Audio:** LPCM, AAC, MP3, WMA

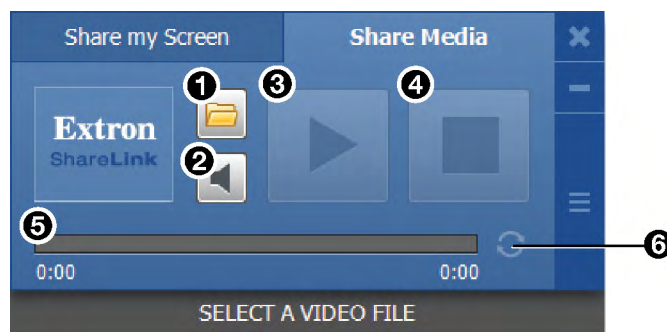


Figure 13. Share a Video Tab

- ❶ **File folder icon** — Click to browse for and select a media file.
- ❷ **Volume button** — Click to control the volume of the video or audio file.
- ❸ **Play button** — Click to play the selected media file. This button is disabled until a media file is selected.
- ❹ **Stop button** — Click to stop playing the file. This button is disabled until a file is selected.
- ❺ **Progress bar** — Displays the progress of the video or audio playback. When a file is selected, an icon indicates the playback time on the progress bar. You can click and drag the icon on the progress bar to skip ahead or to go back to a specific point.
- ❻ **Repeat icon** — Click to automatically replay the video or audio when it is finished.

Using the Software Menu

Click the icon on the bottom right side of the control screen to open the software menu.

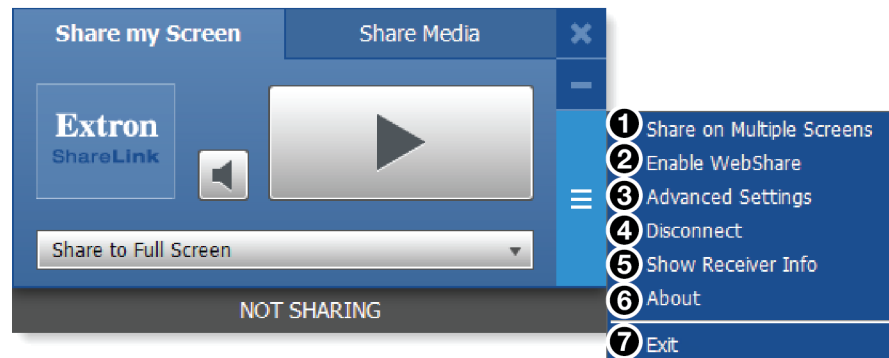


Figure 14. ShareLink 250 W Software Menu

This menu includes the following options:

- ❶ **Share on Multiple Screens** — Allows the computer screen or media file to be shared on up to four displays connected to other ShareLink receivers (see [Sharing on Multiple Screens](#) on the next page for instructions).
- ❷ **Enable WebShare** — Click to enable WebShare, which allows your computer screen to be shared to connected devices during a presentation (see [Watching a Presentation \(WebShare\)](#) on page 35 for instructions).
- ❸ **Advanced Settings** — Click to open a submenu with the following options:

- **Select Source Display** — Click **Primary Monitor** to present the main screen, or click **Secondary Monitor** to present a screen connected to the main monitor.

Select Source Display	✓ Primary Monitor
Image Quality	Secondary Monitor

NOTES:

- Not all operating systems support the extended screen function.
- If sharing the secondary monitor, select **Secondary Monitor** prior to sharing in order to keep the software window on the primary monitor.

- **Image Quality** — This option adjusts the image encoding level. **Best** provides better image quality and consumes more network bandwidth.

Image Quality	Normal
Aspect Ratio	✓ Best

- **Aspect Ratio** — Choose **Full Screen** to display the image full screen. Choose **Source Aspect Ratio** to maintain the aspect ratio of the source image (for example, if the source image is 4:3, and the output resolution is 16:9, the image is displayed with black vertical bars on each side).

Aspect Ratio	✓ Full Screen
✓ Enable Tooltips & OSD	Source Aspect Ratio

- **Enable Tooltips & OSD** — Tooltips are shown when the mouse cursor hovers over certain items on the computer screen. Enable this option to show tooltips on the display when sharing your computer screen.
- **Create USB Thumb-drive App** — This feature allows a user to load the ShareLink 250 W software into a USB drive, and to run the software directly from the drive (instead of having to install the software on a PC). See [Creating a USB Thumb-drive App](#) on the next page for instructions.
- **ShareLink 250 W Device Admin** — Click to go to the ShareLink 250 W admin (configuration) pages (see [Configuring ShareLink 250 W Settings](#) on page 38).

- ④ **Disconnect** — Click to disconnect from any connected receivers.
- ⑤ **Show Receiver Info** — Click this to show the receiver information (IP address, SSID, and login code) briefly on the screen during a presentation, if necessary. The receiver information overlays on top of the screen for 30 seconds, then disappears.
- ⑥ **About** — Click to see the ShareLink 250 W software version number.
- ⑦ **Exit** — Click to exit the software program.

Sharing on Multiple Screens

This feature allows the computer screen or media file to be shared on up to four screens connected to other ShareLink receivers.

To use this feature:

1. Click **Share on Multiple Screens** on the software menu. The **Connected Receivers** dialog box opens:

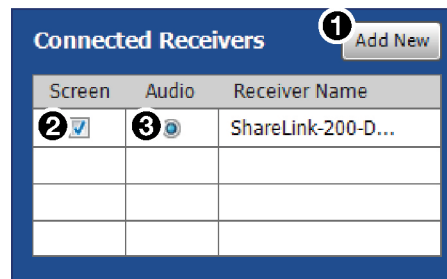


Figure 15. Connected Receivers Dialog Box

2. Click **Add New** (1) to add a new receiver. Up to four receivers can be added.
3. Check the **Screen** (2) checkbox to share content to that receiver. Content is only shared to the selected receivers.
4. Click the **Audio** radio button (3) to share audio to a receiver. Audio can only be shared to one receiver.

Creating a USB Thumb-drive App

This feature allows a user to load the ShareLink 250 W software into a USB drive, and to run the software directly from the drive (instead of having to install the software on a PC).

Follow these steps to load the software into, and to run the software from, a USB drive:

1. Click **Create USB Thumb-drive App** in the ShareLink 250 W software **Advanced Settings** menu. The **USB Auto Setup Wizard** window opens.
2. Follow the steps in the wizard screen to save the software to your USB drive. The software requires approximately 25 MB of space.
3. When software loading is complete, a folder named **ShareLink 250 W** is saved to the USB drive.
4. To run the software:
 - a. Plug in the USB drive to the PC that will be used for presentation.
 - b. Open the folder named **ShareLink 250 W** that was saved to the USB drive.
 - c. Open the **ShareLink250.exe** file in the folder to run the software.

Creating a Room File

A room file can be created for the ShareLink 250 W software to connect automatically to a designated receiver. This file provides a shortcut to open the software and directly connect to the receiver.

Follow these steps to create the room file:

1. Create and save a text (.txt) file, using a word processing program, and enter the information as it appears below (replace the information in italics with the ShareLink receiver IP address and login code):

```
<?xml version="1.0"?>
<Devices>
<Device>
<IP>192.168.168.171</IP>
<LoginCode>1234</LoginCode>
</Device>
</Devices>
```

NOTE: In order to use the room file, the login code must be static (not set to random). To set the login code, see **Device Setup**, ❶ on page 40.

2. Windows users:
 - a. Open **Control Panel > Appearance and Personalization > Folder Options**. The Folder Options dialog box opens (figure 16).
 - b. Click the **View** tab and make sure that **Hide extensions for known file types** option is unchecked as shown in figure 16, ❶.

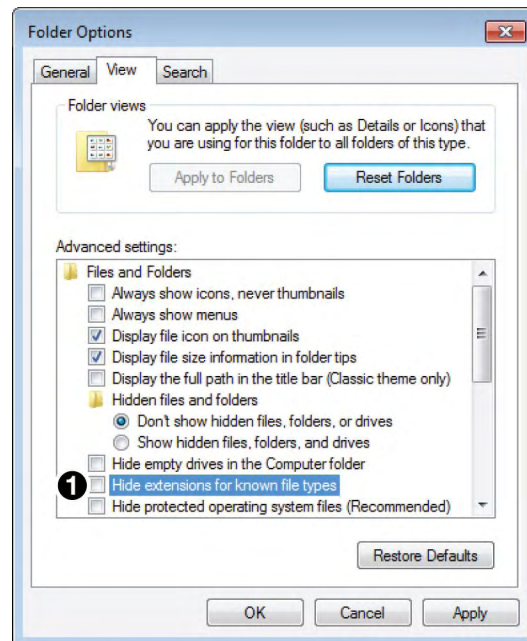


Figure 16. Folder Options Window

3. Go to the text file that you created and change the extension from .txt to .link.
4. Double click or execute the file to open the ShareLink 250 W software. The software then connects to the designated receiver automatically.

Operation Using a Mobile Device

Two mobile apps can be used with the ShareLink 250 W:

- **MirrorOp for Extron ShareLink** (for Android and Apple devices) allows you to present photos, documents, Web pages, device screenshots, and the device camera.
- **MirrorOp Sender for Galaxy** (compatible with Samsung Galaxy devices only) allows you to mirror your mobile device screen onto the display.

This section covers the following:

- **Downloading MirrorOp for Extron ShareLink**
- **Using MirrorOp for Extron ShareLink**
- **Downloading MirrorOp Sender for Galaxy**
- **Using MirrorOp Sender for Galaxy**

Downloading MirrorOp for Extron ShareLink

This app is supported by Android and Apple mobile devices, including iPad and iPhone. Follow these steps to download the app:

1. Open the Google Play app store on your Android device, or the App Store on your Apple mobile device.
2. Search for **MirrorOp for Extron ShareLink**.
3. Install the app on your mobile device.

Using MirrorOp for Extron ShareLink

Connecting to a Receiver

Follow these steps to connect your mobile device to the ShareLink 250 W using the app:

1. Ensure that the ShareLink 250 W is powered and connected to the network.
2. Connect your mobile device to the ShareLink 250 W unit through Wi-Fi. You may connect through either of the following options:
 - a. **Connect to the ShareLink's built-in WAP:** Open the Wi-Fi networks list on your device and look for your ShareLink receiver SSID. The SSID is shown on the standby screen (**figure 4**, page 6).
 - b. **Connect to an external WAP that is on the same network as the ShareLink.** Ensure that the external WAP and the ShareLink 250 W are wired to the same network. Open the Wi-Fi networks list and connect your device to the external WAP.

3. Open MirrorOp and press the receiver icon (figure 17, ❶) on the top right to open the receiver selection window.

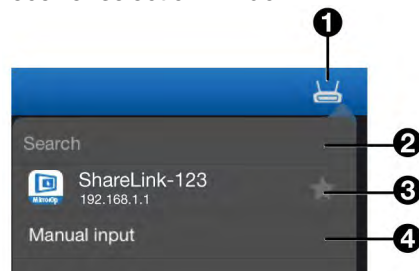


Figure 17. MirrorOp Menu

4. Select your ShareLink 250 W receiver from the discovered receivers list. To refresh the list, drag down and release the receivers list.

NOTE: Press the star (figure 17, ❸) to save the receiver as a favorite. The favorite receivers appear at the top of the list next time the app is open.

If your receiver does not appear, you may search for the receiver as follows:

- If the ShareLink 250 W receiver is on the same network and subnet, you can search for it by entering the Wi-Fi name (SSID) or IP address in the search bar (❷).
- If the ShareLink 250 W receiver is on the same network but on a different subnet, press **Manual input** (❹). The following window appears:

Apple devices:

Enter the IP address and press **Connect**.

Android devices:

Enter the IP address and Login code; then, press **Login**. By default, the app uses the device name as the Login Name. You can enter a new Login Name if necessary.

NOTE: The receiver icon turns green () and the main menu appears when the device is connected to a receiver.

Main Menu Overview

NOTE: The images in this section show the mobile app layout for tablets. The layout is arranged differently for smaller devices, such as phones.

The Main Menu on the left side of the screen contains the following options:

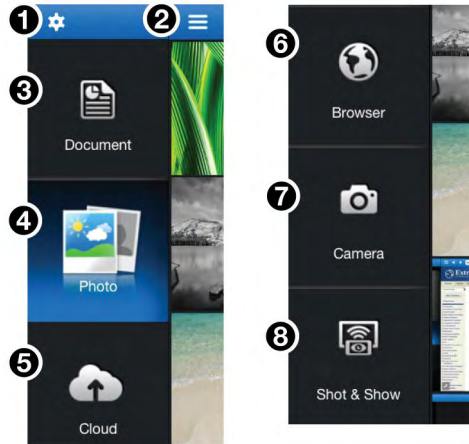


Figure 18. MirrorOp Home Screen

- 1 Settings** – see [Settings](#) on page 32
- 2 Menu** – tap to hide or unhide the main menu
- 3 Document** – see [Presenting Documents and Photos](#) on the next page
- 4 Photo** – see [Presenting Documents and Photos](#) on the next page
- 5 Cloud** – see [Presenting Files from a Cloud Storage](#) on page 26
- 6 Browser** – see [Presenting Web Pages](#) on page 30
- 7 Camera** – see [Presenting the Device Camera](#) on page 31
- 8 Shot & Show** – see [Presenting Device Screenshots](#) on page 31

NOTE: The Cloud (**5**) and Browser (**6**) features require internet access (see [Connecting to a Receiver](#), step **2b**, on page 20).

Presenting Documents and Photos

Import the document or photo to your device

NOTE: The following file types are supported:

- **Documents:** Microsoft Word (.doc, .docx), PowerPoint (.ppt, .pptx), Excel (.xls, .xlsx), and PDF
- **Photos:** JPEG and PNG

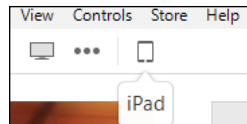
There are three ways to import a document or photo file to your mobile device. See the instructions below for your preferred method.

Option 1: Transfer the file from your computer to your device (Android devices)

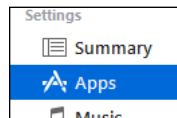
1. Connect the mobile device to your computer.
2. Locate the file in your computer and copy it to the mobile device storage.
3. **Present the Document or Photo** as shown on page 25.

Option 2: Transfer the file from your computer to your device using iTunes (iOS devices)

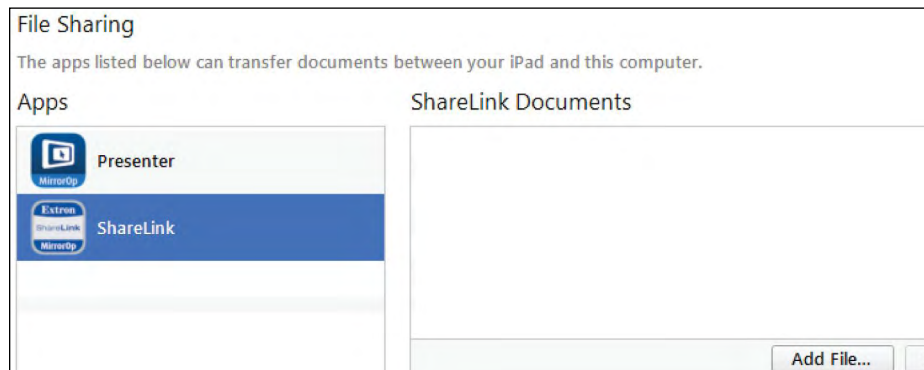
1. Connect the iPad or iPhone to your computer.
2. Open iTunes and click the iPhone or iPad icon:



3. Click **Apps** on the left hand Settings menu in iTunes:



4. On the Apps page, scroll down to the File Sharing section and click **ShareLink**:



5. Click **Add File**. Browse to and select the file you wish present. The file is listed in the ShareLink Documents panel and added to the **Document** section of the app.
6. Present the Document or Photo as shown on page 24.

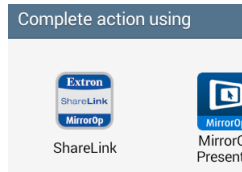
Option 3: Import the document from an email attachment

1. On your mobile device, open the email containing the attached file that you wish to present.

2. Import the attachment as follows:

For Android devices, you can either:

- **save** the file to the device storage and proceed to the next section (**Present the Document or Photo** on the next page)
- or **open** the file directly from the email using the ShareLink app:



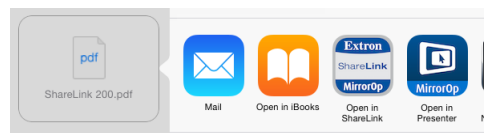
NOTE: Options may vary depending on the email app used.

Then, proceed to step 3 of the next section (**Present the Document or Photo**, on the next page).

For iOS devices:

NOTE: The following steps apply to the native email app in iOS devices. Results and options may vary depending on the email app used.

- a. In the email, locate the attachment icon and press **Tap to Download** (if the download does not start automatically).
- b. When download is complete, press and hold the attachment icon. A box opens, showing installed apps that can open the file:



- c. Select **Open in ShareLink**, and proceed to step 3 of the next section, (**Present the Document or Photo** on the next page).

Present the document or photo

1. Open MirrorOp and select **Document** or **Photo** on the main menu (see [figure 18](#), ③ or ④, on page 22), depending on your file type. All recognized document and photo files (and folders containing these files) are displayed.
2. Select the folder containing the file you wish to present, and select the desired file. The presentation screen appears as shown in figure 19 (for documents) and figure 20 (for photos).
3. Select the **Play** button (④ on figure 19, and ③ on figure 20) to begin presenting. The **Play** button becomes a **Pause** button, which can be pressed to stop the presentation.

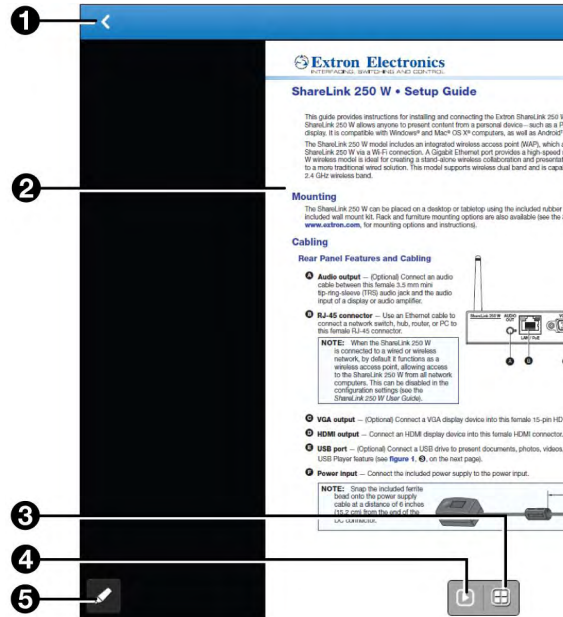


Figure 19. Document View Screen

- ① **Back** – Exit document and return to the previous screen.
- ② **Document view screen** – This section is displayed during presentation.
- ③ **Quadrant view** – Choose whether to present the document full-screen (default) or on a quadrant (top left, top right, bottom left, or bottom right) for multiple user presentations.
- ④ **Play** – Start or stop presentation.
- ⑤ **Annotation tool** – Make annotations on the document during presentation (see [Making Annotations](#) on page 32).

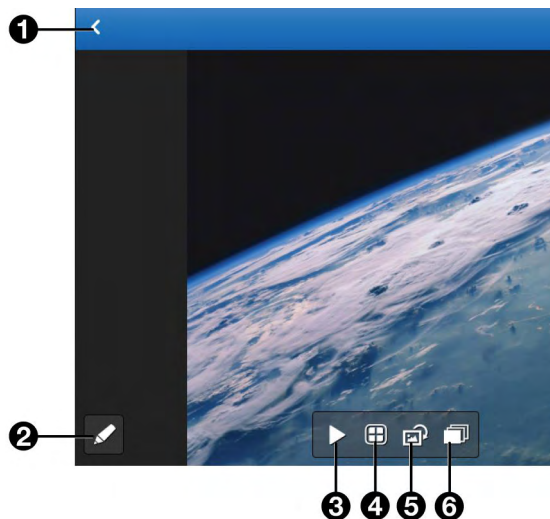


Figure 20. Photo View Screen

- ① **Back** – Exit document and return to the previous screen.
- ② **Annotation tool** – Make annotations on the image during presentation (see [Making Annotations](#) on page 32).
- ③ **Play** – Start or stop presentation.
- ④ **Quadrant view** – Choose whether to present the image full-screen (default) or on a quadrant (top left, top right, bottom left, or bottom right) for multiple user presentations.
- ⑤ **Rotate** – Rotate the image clockwise.
- ⑥ **Slideshow** – Start a slideshow of all the images in the current folder.

Presenting Files from a Cloud Storage

Select **Cloud** on the main menu. The following screen opens, showing the supported cloud storage services:

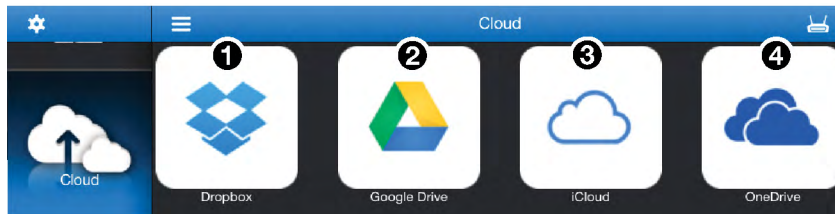


Figure 21. Cloud Services

- 1 Dropbox** – See “Presenting Files from Dropbox,” below.
- 2 Google Drive** – See **Presenting Files from Google Drive** on the next page.
- 3 iCloud** – See **Presenting Files from iCloud (iOS devices only)** on page 28.
- 4 OneDrive** – See **Presenting Files from OneDrive** on page 29.

Presenting files from Dropbox

1. Select **Dropbox** on the **Cloud** screen, and select **Link to Dropbox** in the following screen:

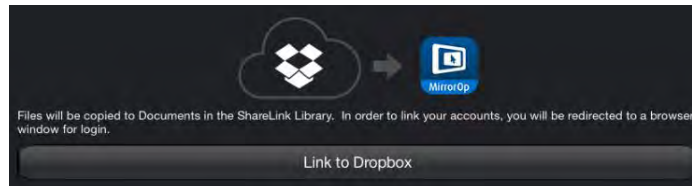


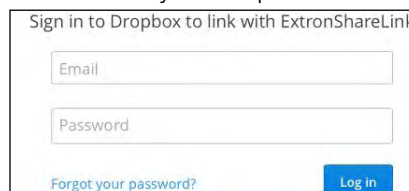
Figure 22. Link to Dropbox

- If you are already logged into a Dropbox account on your device, the following screen appears, asking for permission to access the files and folders in this Dropbox account.



If this is the Dropbox account you wish to use, choose **Allow**. If not, select **Use a different account**.

- If you are not logged in to a Dropbox account, a login screen appears as shown below. Enter your Dropbox account login information.



Once logged in, a list of folders and files in the Dropbox account appears (see figure 23).

2. Browse to and select the document or photo you wish to present.

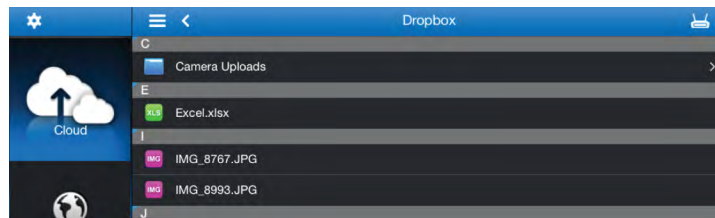


Figure 23. Dropbox Files

NOTE: iOS devices only: When you open a file from the Dropbox section, the file is automatically copied to the iPad or iPhone and is listed in the **Document** section of the app.

Presenting Files from Google Drive

1. Select **Google Drive** on the Cloud screen, and select **Link to Google Drive** in the following screen:

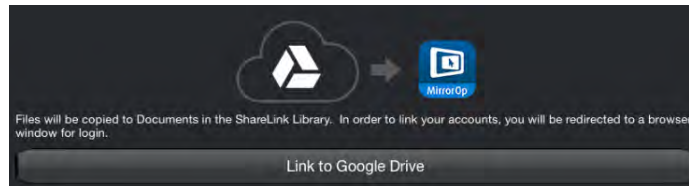
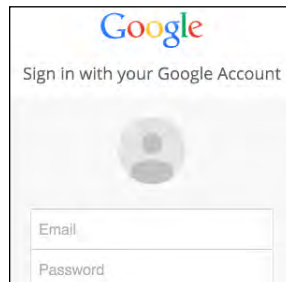


Figure 24. Link to Google Drive

A login screen appears as shown below.

2. Enter your Google account login information.



Once logged in, a list of folders and files in the Google Drive account appears.

3. Browse to and select the document or photo you wish to present.

Presenting Files from iCloud (iOS devices only)

1. Select **iCloud** on the Cloud screen, and select **Link to iCloud** in the following screen:

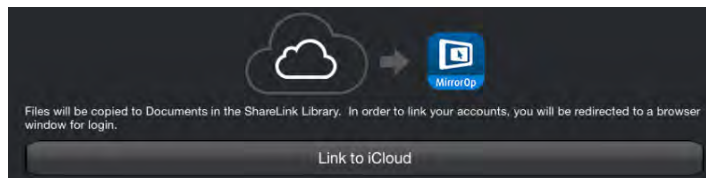


Figure 25. Link to iCloud

The following menu opens, showing a link to iCloud as well as shortcuts to other cloud drives (such as Dropbox and Google Drive) that are linked to the device:

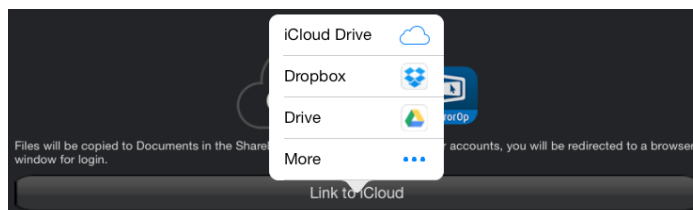


Figure 26. Cloud Selection Screen

NOTE: All cloud drives are automatically linked to iCloud. You can unlink specific cloud drives by going to the device settings.

If necessary, you can manage the cloud drive shortcuts that appear on this cloud selection screen as follows:

- a. Click **More** on the cloud selection screen (figure 26, above).
- b. The **Manage Locations** menu opens as shown below, listing all the cloud drives that are linked to iCloud:

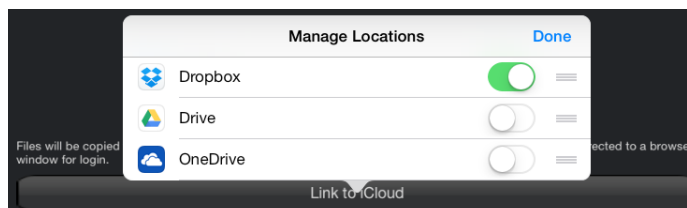


Figure 27. Manage Locations Menu

On this screen, you can select which shortcuts to display on the cloud selection screen.

To enable a shortcut, press the round icon next to the cloud drive on the list. The icon turns green, indicating that the shortcut is enabled on the cloud selection screen.

2. On the cloud selection screen, select **iCloud** or any other cloud drive you wish to access. A list of folders and files in the cloud drive appears.

NOTE: If you are not logged into the cloud drive account, the app prompts you to enter your login information.

3. Browse to and select the document or photo you wish to present.

Presenting files from OneDrive

1. Select **OneDrive** on the **Cloud** screen, and select **Link to OneDrive** in the following screen:

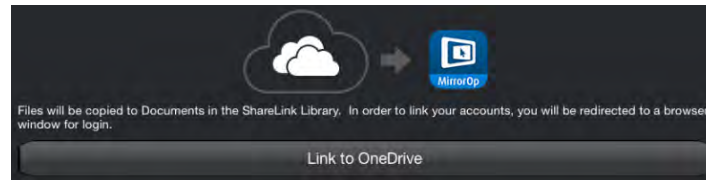
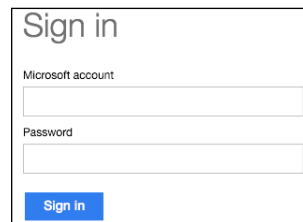


Figure 28. Link to OneDrive

A login screen appears as shown below. Enter your Microsoft account login information.



Once logged in, a list of folders and files in the OneDrive account appears.

2. Browse to and select the document or photo you wish to present.

Presenting Web Pages

1. Select **Browser** on the main menu. The MirrorOp built-in browser opens (see figure 29).
2. On the address bar (see figure 29, **2**), enter the Web address for the page you wish to present.
3. Press the **Play** (**5**) button to begin presenting the Web page. The **Play** button becomes a **Pause** button, which can be clicked to stop the presentation.

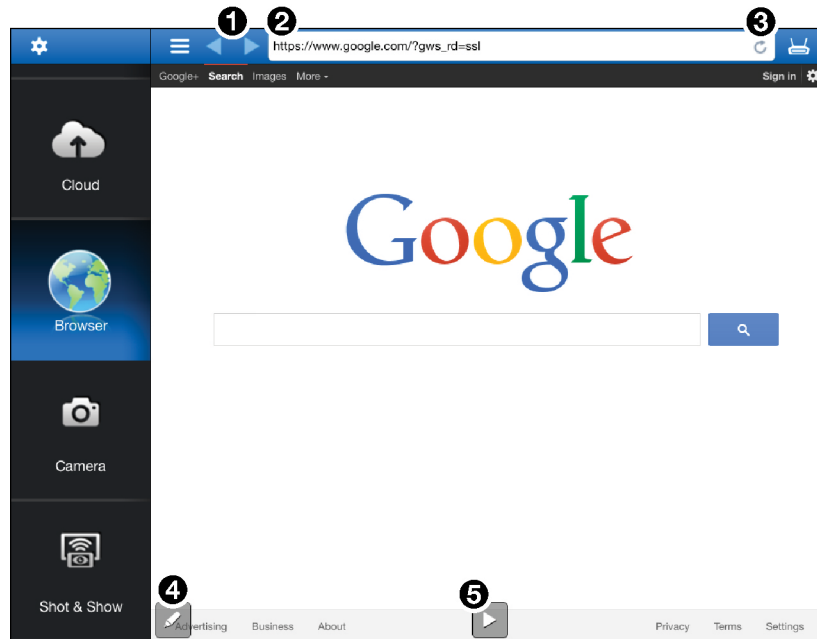


Figure 29. MirrorOp Browser

- 1 Navigation buttons** – Navigate between Web pages
- 2 Address Bar** – Enter the Web address
- 3 Refresh** – Refresh the Web page
- 4 Annotation tool** – Make annotations on the Web page during presentation (see [Making Annotations](#) on page 32 for instructions)
- 5 Play** – Start or stop presentation

Presenting the Device Camera

1. Select **Camera** on the main menu. The camera view opens (see figure 30).
2. Press play (see figure 30, ④) to present the camera view on the display.

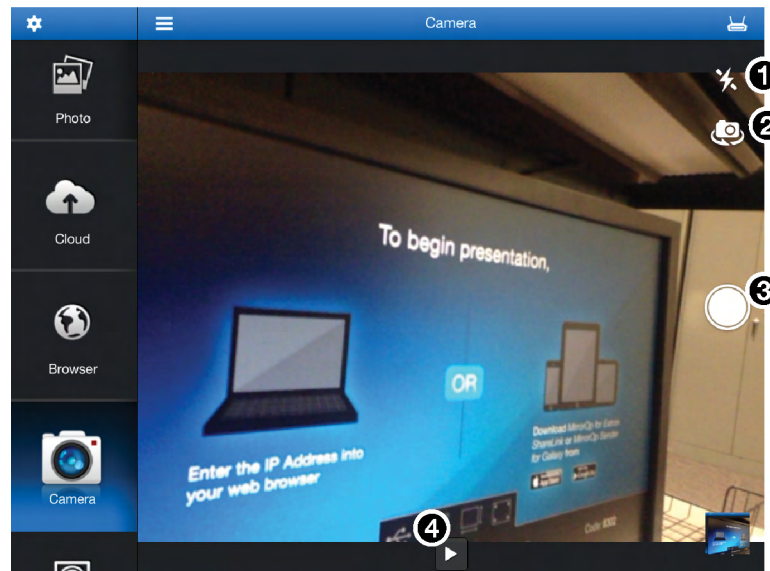


Figure 30. Camera View

- ① **Flash** – Turn camera flash on or off, if flash is available on the device.
- ② **Switch camera view** – Switch between front and rear camera.
- ③ **Take picture** – Take a picture using the camera. The picture can also be presented.
- ④ **Play** – Start or stop presentation.

Presenting Device Screenshots

1. Choose **Shot & Show** on the main menu and press play (see figure 31 ①) in the **Shot & Show** instruction screen. The instruction screen appears on the display.

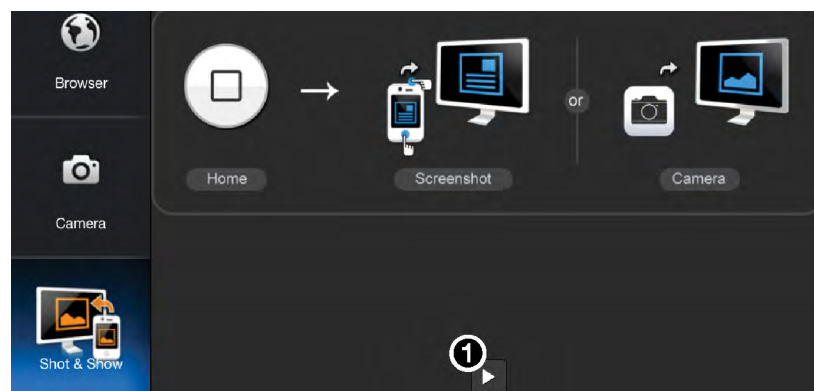


Figure 31. Shot & Show Instruction Screen

2. Press the **Home** button on your mobile device to go to the home screen, and navigate to the screen that is to be shared.
3. Take the screenshot by pressing the appropriate buttons on your mobile device. The screenshot is shared on the display automatically. You can also take a picture with the device camera, and the picture displays automatically.
4. To pause the presentation, return to the app and press the **Play/Pause** button (①).

Making Annotations

The annotation tool allows the presenter to draw or highlight items on the screen. Click the **Annotation** tool icon to expand the tools menu shown below:

❶ **Pen**

❷ **Highlighter**

NOTE: One stroke mode: Tap the **Pen** or **Highlighter** icon to enable one-stroke mode. This allows you to draw one stroke at a time (the previous annotation is cleared when a new stroke is made).

❸ **Size** — Select pen or highlighter size (small, medium, or large).

❹ **Color** — Select pen or highlighter color.

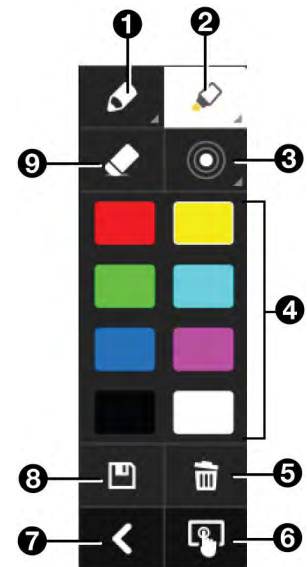
❺ **Delete all** — Delete all annotations in the current image.

❻ **Exit annotation mode**

❼ **Hide annotations menu**

❽ **Save** — Save current image with annotations. The file is saved as an image file in the mobile device storage.

❾ **Eraser** — Erase selected portions of the drawing.



Settings

Press the **Settings** button to access the following options:

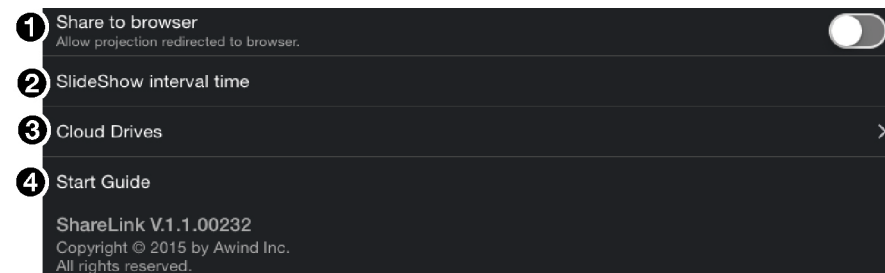
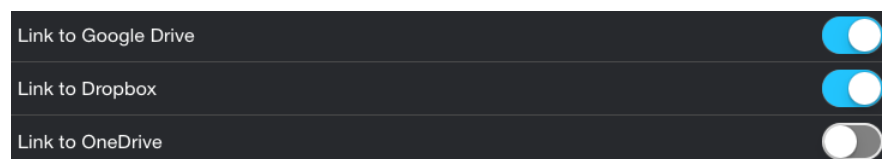


Figure 32. Settings

❶ **Share to browser** — Enable the **Share to browser** feature by tapping the icon on the right. This feature allows the presentation to be viewed on individual user devices connected to the ShareLink 250 W (see **Watching a Presentation (WebShare)** on page 35).

❷ **SlideShow interval time** — Choose the interval time between each photo during a slideshow.

❸ **Cloud Drives** — Press to open a list of cloud services available on the device, as shown below. Press the round icon (🔵) to allow MirrorOp to link to the cloud service listed.



❹ **Start Guide** — Access the Start Guide that is shown at startup.

Downloading MirrorOp Sender for Galaxy

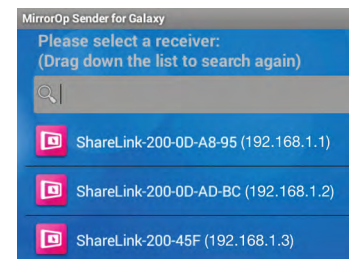
This app is supported by Samsung Galaxy devices. Follow these steps to download the app:

1. Open the Google Play app store on your Galaxy device.
2. Search for **MirrorOp Sender for Galaxy**.
3. Install the app on your mobile device.

Using MirrorOp Sender for Galaxy

1. Ensure that the ShareLink 250 W is powered and connected to the network.
2. Connect your device to the ShareLink 250 W through Wi-Fi (see step 2 of **Connecting to a Receiver** on page 20).
3. Open the app. The discovered receivers list appears as shown at right.
4. Select your ShareLink 250 W receiver from the discovered receivers list.

NOTE: To refresh the list, drag down and release the list. You may also search for the receiver by entering the SSID in the search bar.



The login screen appears after a receiver is selected.

5. If the login code is activated, enter the login code shown on the standby screen (see **figure 4**, ⑨, page 6) and press **Connect**. After login, the main menu appears as shown below.

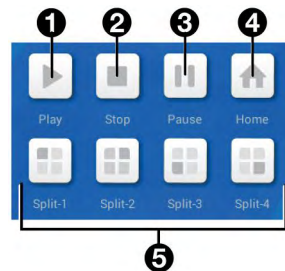


Figure 33. MirrorOp Sender Menu

- ① **Play** – Press to begin sharing your screen.
- ② **Stop** – Press to stop sharing your screen.
- ③ **Pause** – Press to pause or unpause screen sharing. This allows the presenter to navigate through the mobile device while the menu screen remains on the display device.
- ④ **Home** – Go to the mobile device home screen.
- ⑤ **Split icons** – For multiple user presentations, choose one of the split (quadrant) icons to share your screen on the top left, top right, bottom left, or bottom right of the display. This allows up to four users to present their screens on the display simultaneously.

Using the Embedded Web Pages

The ShareLink 250 W embedded Web pages contain the following features:

- **WebShare:** allows users to view a presentation remotely on their mobile devices or computers.
- **Moderator control:** allows a designated moderator to play or stop user presentations, and to choose where to display the presentations on the main screen.
- **Admin mode:** allows a designated administrator to configure ShareLink 250 W settings.

This section covers the following:

- **Opening the Embedded Web Pages**
- **Watching a Presentation (WebShare)**
- **Moderating a Presentation**
- **Configuring ShareLink 250 W Settings**

Opening the Embedded Web Pages

To access the embedded Web pages, enter the ShareLink IP address (shown on the standby screen) into the Web browser.

The landing page appears on the computer screen as shown here:



Figure 34. ShareLink 250 W Landing Page

- ❶ **Configure** — Click to access the Admin pages and configure presentation settings (see [Configuring ShareLink 250 W Settings](#) on page 38).
- ❷ **Windows** — Click to run the Lite version of the ShareLink 250 W software for Windows.
- ❸ **Install Pro Software for Windows**
- ❹ **Mac** — Click to run the Lite version of the ShareLink 250 W software for Mac.
- ❺ **Install Pro Software for Mac**
- ❻ **Watch Presentation** — Click to access the WebShare feature. See [Watching a Presentation](#) on the next page.
- ❼ **Moderate Presentation** — See [Moderating a Presentation](#) on page 36.

Watching a Presentation (WebShare)

WebShare allows audience members to view a presentation on their computers or mobile devices using a Web browser. The presenter may broadcast the presentation so that the image shown on the display can be viewed remotely.

NOTES:

- WebShare must be enabled on the client software or mobile app in order for the presentation to be viewed remotely by other users.
- Each user connected through WebShare adds to the wireless bandwidth of the ShareLink 250 W. It is recommended that the device be connected to an Ethernet network or bridged to a router for best performance.

Audience members must follow these steps to watch a presentation:

1. Open a Web browser on the mobile device or computer and connect to the IP address of the ShareLink 250 W.
2. On the landing page, click **Watch Presentation**. The presentation page (figure 35) opens in the Web browser.
3. Click the 1:1 button (4) to watch the presentation.

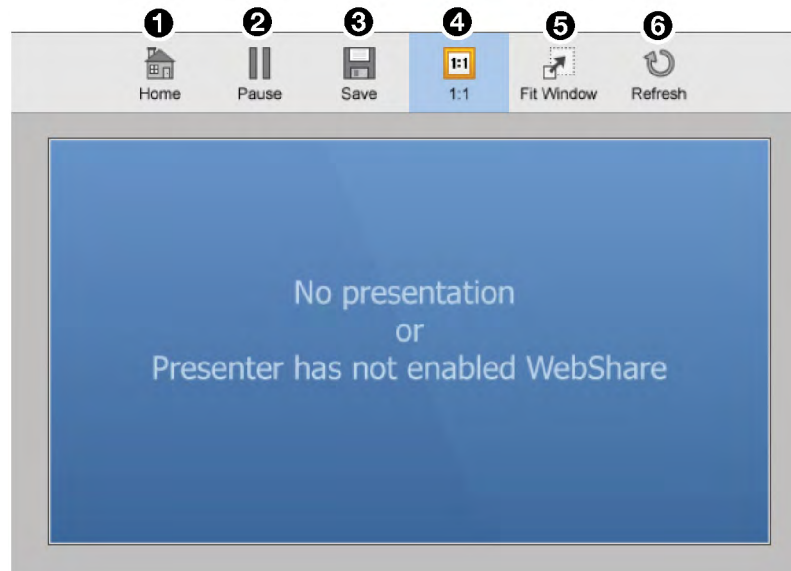


Figure 35. Presentation Page

- 1 **Home** — Click to go to the ShareLink 250 W landing page.
- 2 **Pause** — Click to pause the presentation.
- 3 **Save** — Click to save the slide being presented.
- 4 **1:1** — Click to watch the presentation.
- 5 **Fit Window** — Click to enlarge the presentation screen to the size of the browser window.
- 6 **Refresh** — Click to refresh the presentation, if necessary.

Moderating a Presentation

Moderator control allows a single user to control the presentation of all connected users. There are two ways to moderate user presentations:

- Through the Moderator Control Web Page (see instructions below)
- Through an Extron ShareLink driver (see **Moderating through an Extron ShareLink Driver** on the next page)

Moderating through the Moderator Control Web Page

1. Click **Moderate Presentation** on the landing page. The **Login** page opens:

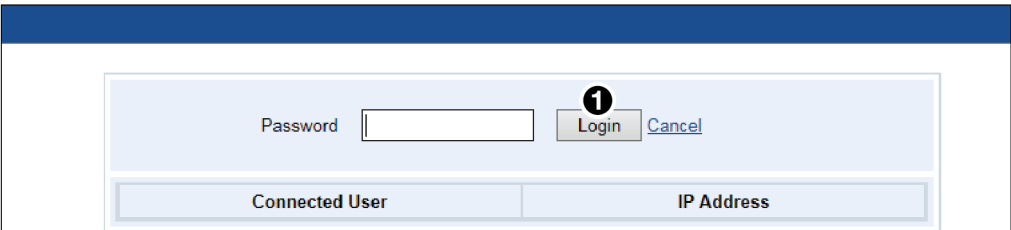


Figure 36. Login Page

2. Enter the password and click **Login** (see figure 36, 1). The default password is “moderate.” This password can be changed (see **Web Page Moderator Setup** on page 48). After login, the following page appears:

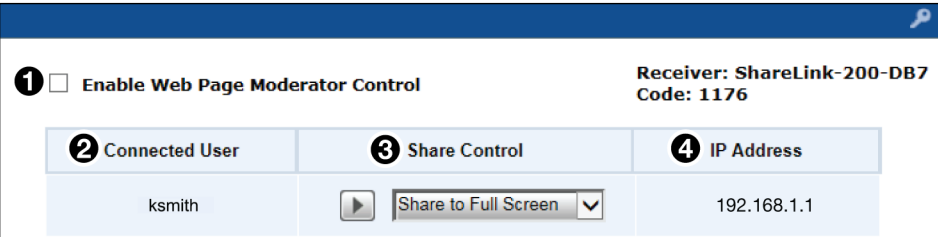


Figure 37. Moderator Page

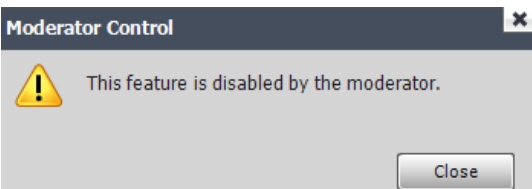
- 1 **Enable Web Page Moderator Control**
- 2 **Connected User column** (see the [next page](#))
- 3 **Share Control column** (see the [next page](#))
- 4 **IP Address column** (see the [next page](#))

- 1 **Enable Web Page Moderator Control** — This option is unchecked by default, meaning that all connected users are free to start presentations. The moderator may also control presentations when this box is unchecked.

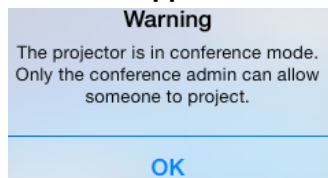
Check this box to enable moderator control, which allows **only** the moderator to control presentations from this Web page. When this option is enabled:

- Only the moderator can start user presentations. If a user tries to share a presentation when this feature is enabled, the following message appears:


ShareLink Software:



ShareLink app:



- The moderator can start or stop user presentations. However, individual users may choose to stop their presentations from their devices.

- ② **Connected User** — This column shows the user names of all users connected to the ShareLink 250 W.
- ③ **Share Control** — This column allows the moderator to do the following:
 - **Play or stop a user presentation:** Click play  in the Share Control section next to the Connected User that you wish to present. The row becomes green and the play button becomes a stop button. Click the stop button to stop sharing content.
 - **Choose where on the screen to display the presentation** (full screen, top left, top right, bottom left, or bottom right): Click the drop-down menu and select where to display the presentation (**Share to Full Screen** is selected by default).
- ④ **IP Address** — This column shows the IP Address of each connected user device.

Moderating through an Extron ShareLink Driver

You can moderate presentations remotely from an Extron touchpanel control system using an Extron ShareLink driver (see www.extron.com for optional touchpanel control systems and to download the Extron ShareLink driver).

The driver allows the moderator to have full control of user presentations **and** to monitor activity on the moderator control Web page.

NOTE: Web page moderator control can only be enabled or disabled from the Web page, by checking or unchecking the **Enable Web Page Moderator Control** box (see [figure 37](#), ❶ on the previous page).