

# ClickShare User Guide

ClickShare is a powerful and user-friendly device for wirelessly presenting content on screens. This manual is intended for Buildwise employees and guests who want to use ClickShare to share their presentations and ideas during meetings and gatherings.

In this guide, you will find step-by-step instructions for setting up and using a ClickShare, as well as some useful tips and tricks to get the most out of your presentation.

---

## Start presenting

When entering a meeting room equipped with ClickShare and the TV screen is black, do the following:

1. Turn the screen on by pressing the power button at the bottom of the screen or use the red power button on the TV remote control.
2. The ClickShare background is displayed on the screen, the time and name of the meeting room is visible.



## Presenting with a Button

*Buildwise employees and guests*

1. Take a Button and insert the Button into a USB type C port of your laptop. The white LED ring on the Button is filling up.

Different situations are possible now:

- The white LED ring goes to **static white**  
The driver is already installed, the ClickShare application has been started and you are all set.
  - The white LED starts **blinking**  
The button is indicating that you must start the ClickShare application on your computer.
    - Windows: when connected to internet, the driver will be installed and the executable will be started by the driver.
    - Mac: CD-ROM drive will appear, open it, and launch the application to get started.
2. The application is started  
When the system is ready for use, the share window appears with the message Ready to share to the meeting room of your choice.

Some meeting rooms are equipped with peripherals such as USB camera, echo cancelling audio device, etc. Those can now be used in the tool of your preference on your device.

Your screen or an application can be shared.



3. There are now 2 ways to start sharing:

- by clicking on the Button.
- by clicking on your screen or application in the app window.

When clicking on the Button, the LEDs of the Button become static red, and your display is shared.



To remove your content from the display, click the Button again or click on the stop sharing icon in the app window.

The LEDs of the Button become static white.

LEDs behavior	Explanation
white ring filling up	<ul style="list-style-type: none"> <li>• Button is plugged in the laptop and initializing.</li> <li>• Button is updating/pairing</li> </ul>
green ring	<ul style="list-style-type: none"> <li>• pairing and software update is done. You can now unplug the Button from the Base Unit.</li> </ul>
spinning white circle	<ul style="list-style-type: none"> <li>• Button is busy (no end time known).</li> <li>• ClickShare App is setting up the connection with the Base Unit.</li> </ul>
white blinking	<ul style="list-style-type: none"> <li>• the Button is waiting for the user to start the ClickShare application.</li> </ul>
static white	<ul style="list-style-type: none"> <li>• ClickShare is ready to start sharing your screen.</li> </ul>
static red	<ul style="list-style-type: none"> <li>• sharing your screen with the display</li> </ul>
red blinking	<ul style="list-style-type: none"> <li>• an error occurred.</li> </ul>
off (no light)	<ul style="list-style-type: none"> <li>• the Button is not or not properly inserted into the USB port.</li> <li>• the Button might be defective.</li> <li>• the USB port or computer might be defective.</li> </ul>

## Presenting with ClickShare desktop app

*Buildwise employees only*

With the ClickShare desktop app installed on your computer you can enter a meeting room and connect to the screen in a few seconds. Presence detection technology (PresentSense) is used to do so.

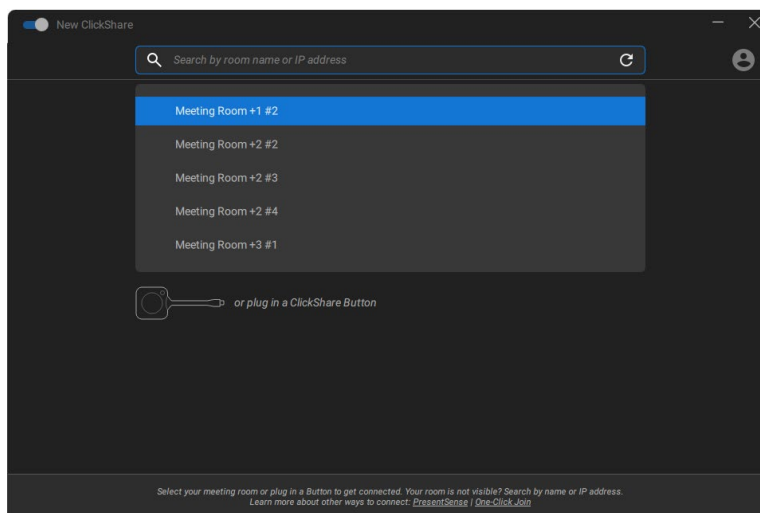
The ClickShare desktop app uses an inaudible audio signal to detect the most nearby meeting rooms and show a list of maximum 5 most nearby meeting rooms, sorted based on signal strength on your computer. Just click on your meeting room name. This means you will never have to enter IP addresses or scroll long lists of meeting rooms before being connected to your meeting room.

The ClickShare desktop app can be used with or without a Button.

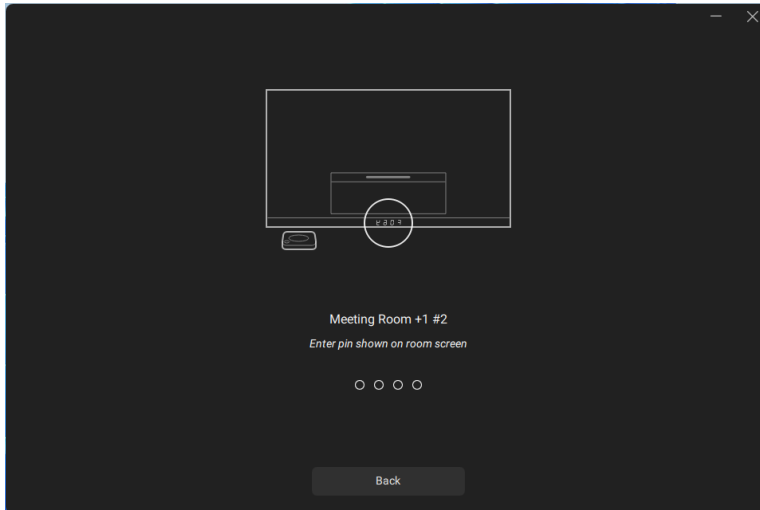
You can download and install the software without administrator rights from [www.clickshare.app](http://www.clickshare.app)

### How to use?

1. Enter the meeting room with your computer.
2. Open the ClickShare desktop app.
3. Click on the desired meeting room.



You will be prompted to enter the pin that is shown on the meeting room screen.



The app will connect to the meeting room.

4. Start sharing a display or a window. Click on the desired object you want to share.

Disconnect from the meeting room by clicking the "leave room" icon on the upper left corner.

## Presenting with Airplay

*Buildwise employees only with managed Apple-devices*

1. Connect the managed iPhone or iPad to the Buildwise Wi-Fi network.
2. Open Control Center:
  - On iPhone X or later or iPad with iPadOS 13 or later: Swipe down from the upper-right corner of the screen.
  - On iPhone 8 or earlier or iOS 11 or earlier: Swipe up from the bottom edge of the screen.

3. Tap Screen Mirroring



4. Select the meeting room from the list.
5. You will be prompted to enter the pin that is shown on the meeting room screen.

To stop mirroring your iPhone or iPad, open Control Center, tap Screen Mirroring, then tap Stop Mirroring.