

newline **LAUNCH CONTROL**

Launch Control user guide

Monday, March 22, 2021

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Pre-requisite set up

In this section we look at the best way to prepare and get ready to install Launch Control. All requirements are detailed for the following:

- System
- Mobile app
- Room calendar
- Application shortcut
- Microsoft 365

System requirements

Hardware requirements

Launcher is an application that operates across a wide range of devices, as it does not require high-performance processing power.

Minimum hardware specification is as follows:

- System: Intel Core i3 (8th Gen.) processor, 8GB RAM 64GB storage
- Network: Ethernet or WI-FI (2Mbps and above)

Operating system requirements

Operating system requirements are as follows:

- Minimum OS: Windows 10 version 1809
- Recommended OS: Windows 10 version 1909

Note: it is always recommended to update Windows to the latest public version.

Windows user account requirements

Launch Control requires a local user account to run the application. The local user account requires its system privileges to be temporarily elevated during the installation process.

The process of assigning elevated privileges to the local user account is triggered by the Windows system UAC (User Access Control) by requesting Administrator credentials during the installation of packages and services necessary for Launch Control to run.

When the installation is complete, the local user account elevated privileges are no longer in place and Launch Control can be run by the local user that installed the application.

Network requirements

An active internet connection is required to establish a connection to the licensing server during set up.

An active internet connection is not required in order to operate Launcher; however, for a better product experience and access to the full feature set, it is recommended to maintain an active internet connection while using Launcher. Access to signalling servers is needed in this instance.

Your network may already be set up to allow access to the Launcher Control licensing and signalling servers. If you are unsure, we recommend installing and setting up the application before making any changes to your network configuration. The following ports must be opened:

- Signalling server:
 - Port: TCP 5671
 - URL: <http://heavy-duck.rmp.cloudamqp.com>
- Licensing server:
 - Port: TCP 80, 443, 5671

Mobile app requirements

Launch Control includes an associated mobile application for Android and iOS. These are available with the following minimum operating systems:

- iOS 12.1
- Android 4.4

The mobile application requires location services to be enabled in order to discover nearby Launch Control installations:

- **Always allow:** This option is recommended as it will discover devices when the app is not running or when the device is locked.
- **Only while using the app:** This option will only discover devices while the app is running in the foreground.

Application shortcut requirements

As an application launcher, Launch Control allows meeting space users to open applications via the home screen interface. In Launch Control, these are called shortcuts.

Any application shortcut can be added to Launch Control, however it is imperative that applications are installed on the system before Launch Control is opened. Installing applications while Launch Control is running will lead to unexpected results and should be avoided.

Find out more about how to [manage shortcuts](#).

Room calendar requirements

Room mailboxes

As Launch Control is an application that is designed to be used on a shared device, it is strongly recommended that each installation of the software is assigned a dedicated user account for the setup of the room calendar.

Launch Control can operate using Microsoft Exchange or Google calendar services. For room mailbox creation instructions, please see below:

- Exchange | [Create and manage room mailboxes](#)
- Google | [Create a calendar for a room or shared space](#)

Exchange one-touch configuration for MS Teams

This section outlines steps for configuring your Exchange calendar service for one-touch calls for Microsoft Teams. One-touch calls are a function of Launch Control whereby users can launch calls – such as MS Teams and Zoom calls – with one simple touch of a button.

If you do not configure your Exchange calendar service as outlined in this section, Launch Control requires you to copy and paste every Microsoft Teams meeting invitation directly into the location field of Outlook invitations to avail of one-touch functionality.

To configure Exchange room resource for one-touch Microsoft Teams functionality, follow the instructions below.

1. Run the **Windows Powershell** application as administrator. You can find this application by searching for **Windows Powershell** using the system search. Then, right-click the application icon and press **Run as administrator**.
2. When Windows Powershell running as administrator, the first step is to log into the Exchange account that manages the room resource using one of the relevant options below.
 - a. If using basic authentication, type the following command and press the **Enter** key:

```
$UserCredential = Get-Credential
```

- b. If using multi-factor authentication, type the following command and press the Enter key:

```
Connect-EXOPSSession [-UserPrincipalName -ConnectionUri  
<ConnectionUri> -AzureADAuthorizationEndPointUri <AzureADUri> -  
DelegatedOrganization <String>]
```

3. Next, we will load Cmdlets into Windows Powershell using one of the relevant options below.

- a. If using Exchange Online, type the following command and press the **Enter** key:

```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -  
ConnectionUri https://outlook.office365.com/powershell-liveid/ -  
Credential $UserCredential -Authentication Basic -AllowRedirection
```

- b. If using Exchange Server (on premises), type the following command and press the **Enter** key:

```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -  
Credential $UserCredential -ConnectionUri  
http://<ServerFQDN>/PowerShell/ -Authentication Basic -  
AllowRedirection
```

4. Set the execution policy of the mailbox by typing the following command in Windows Powershell and pressing the **Enter** key.

```
Set-ExecutionPolicy RemoteSigned
```

5. Create a persistent connection by typing the following command in Windows Powershell and pressing the **Enter** key:

```
Import-PSSession $Session
```

6. Set the mailbox type to room by typing the following command in Windows Powershell, replacing **meetingroom@company.com** with your own mailbox address and pressing the **Enter** key:

```
set-Mailbox -Identity meetingroom@company.com -Type room
```

7. Set the **Add Organizer** to **false** by typing the following command in Windows Powershell, replacing **meetingroom@company.com** with your own mailbox address and pressing the **Enter** key:

```
Set-CalendarProcessing -Identity meetingroom@company.com -  
AddOrganizerToSubject $False
```

8. Set the mailbox to not automatically delete the body of the email invitation by typing the following command in Windows Powershell, replacing **meetingroom@company.com** with your own mailbox address and pressing the **Enter** key:

```
set-CalendarProcessing -Identity meetingroom@company.com -  
DeleteComments $false
```

9. Set the mailbox to not automatically delete the meeting subject in invitations by typing the following command in Windows Powershell, replacing **meetingroom@company.com** with your own mailbox address and pressing the **Enter** key:

```
set-CalendarProcessing -Identity meetingroom@company.com -  
DeleteSubject $false
```

10. Set the mailbox to auto-accept meeting invitations by typing the following command in Windows Powershell, replacing **meetingroom@company.com** with your own mailbox address and pressing the **Enter** key:

```
Set-CalendarProcessing -Identity meetingroom@company.com -  
AutomateProcessing AutoAccept
```

11. Close **Windows Powershell**.

Microsoft Teams meeting scheduled with your Exchange mailbox will now be one-touch enabled from the Launch Control home screen.

Microsoft 365 permissions

Launch Control provides users with access to their Microsoft 365 account to get personal calendar events and OneDrive files.

For Launch Control users to avail of Microsoft 365 functionality and access Microsoft content via Launch Control, the following permission scopes are required:

- **User.Read:** Allows users to sign into the app and allows the app to read the profile of the signed in user. It also allows the app to read basic company information of signed in users.
- **User.ReadBasic.All:** Allows the app to read a basic set of profile properties of other users in the organisation on behalf of the signed in user. This includes display name, first and last name, email address, open extensions and photo. Also allows the app to read the full profile of the signed-in user.
- **Calendars.Read:** Allows the app to read events in user calendars.
- **Files.ReadWrite:** Allows the app to read, create, update and delete the signed-in user's files.
- **Sites.ReadWrite:** Allows the app to edit or delete documents and list items in all site collections on behalf of the signed-in user.

Getting started

In this section we take a deep dive into getting up and running with Launch Control. Here is what you'll find here:

- Installing Launch Control
- Setting up Launch Control

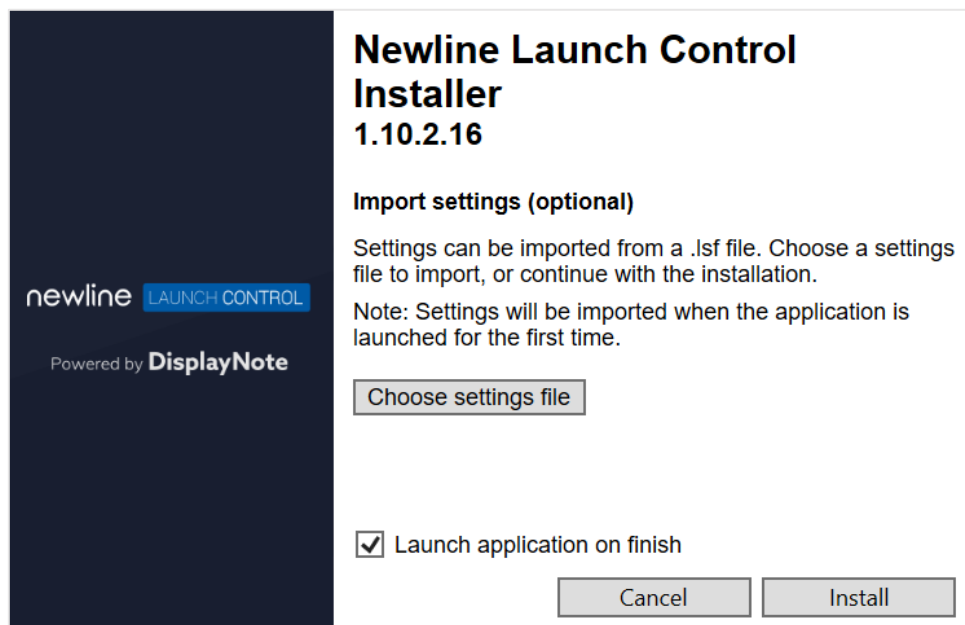
Installing Launch Control

The Launch Control application may or may not be installed on your Newline device when you receive it. If Launch Control is not installed please get in touch with your Newline dealer, who will supply you with the application installer.

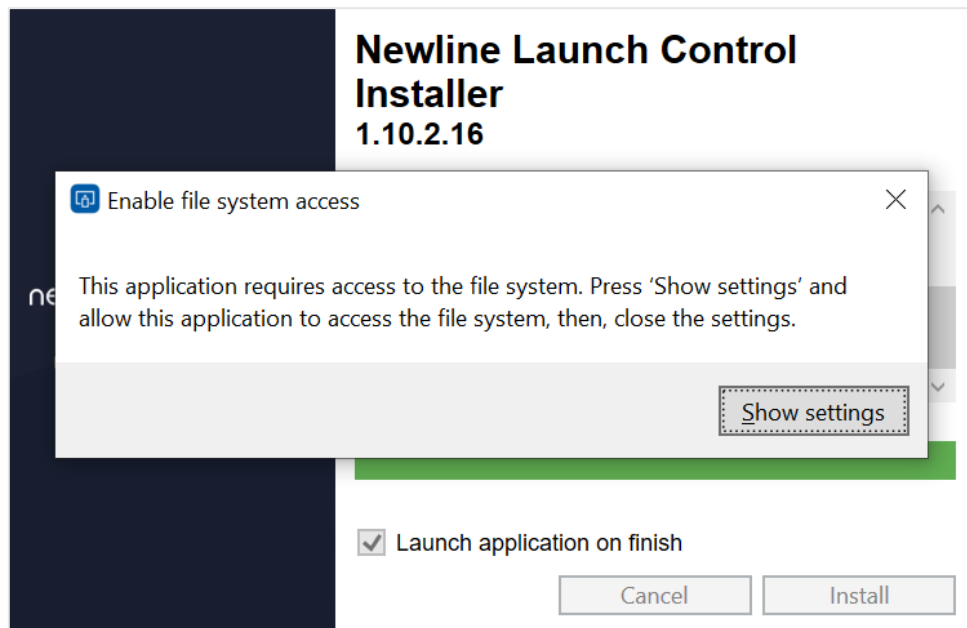
If Launch Control is already installed on your device, all you need to do is set up the application (see [Setting up Launch Control](#)).

When you have obtained the installer from your Newline dealer, follow these steps to install Launch Control:

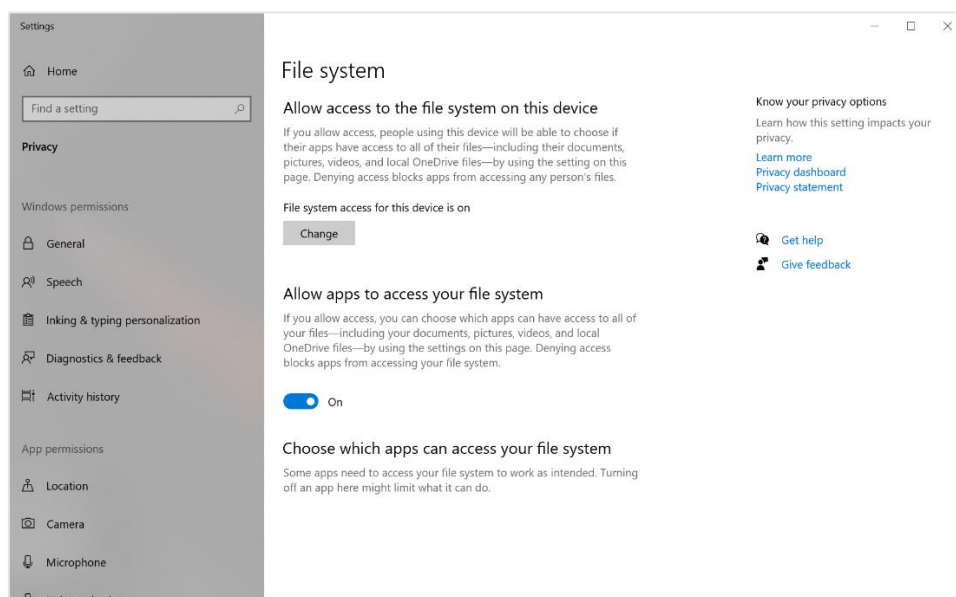
1. Run the installer. If you are not using an administrator account, you will be prompted to enter administrator credentials during the installation.
2. When the installer opens, choose your launch option using the **Launch application on finish option**.
3. Optional step: If you have previously exported settings from another Launch Control installation, you may import settings by selecting the option **Choose settings file** and selecting the previously exported **.Isf** file. For details on how to create a settings file, see [exporting settings](#).
4. Press **Install**. This starts the installation process.



- When installer prompts you to enable file system access via a dialog, press **Show settings** to open the Windows settings.

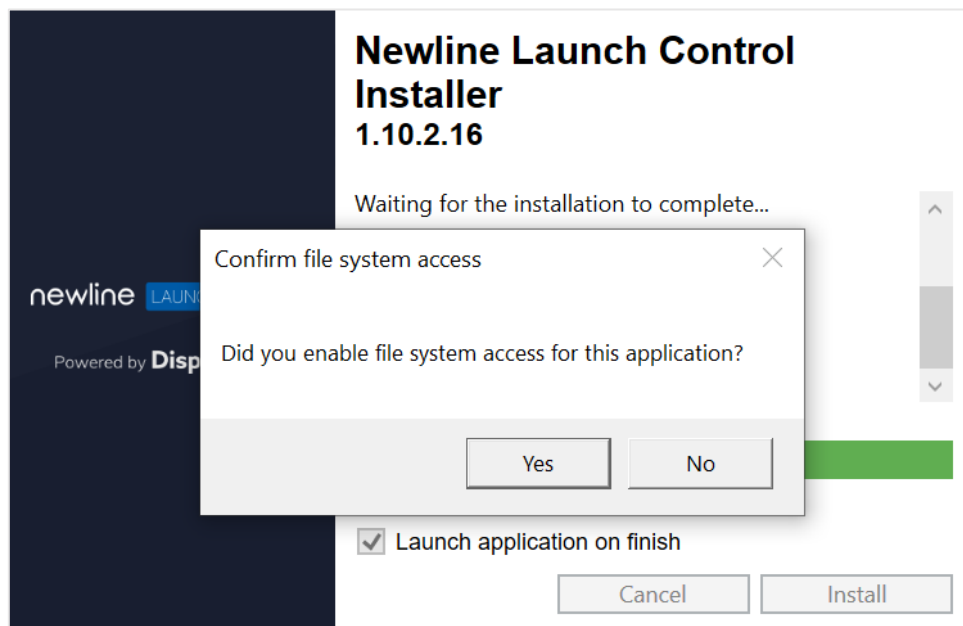


- In the Windows settings under **Allow apps to access your file system**, ensure the option is **On**.



- Close the Windows settings using the close option (X) button to return to the installer.

8. The installer prompts you to confirm you have enabled file system access. Press **No** if you have not and follow instructions from step 5 above, otherwise press **Yes**.



Setting up Launch Control

The content of this section assumes that:

- You have met the [pre-requisites](#).
- You have [installed Launch Control](#).
- You have a licence key. If you do not have a licence key, please get in touch with your Newline dealer.

Found in this section:

- Activating your licence and registering your details.
- Setting up your room calendar with Exchange or Google.
- Choosing your room details and PIN.

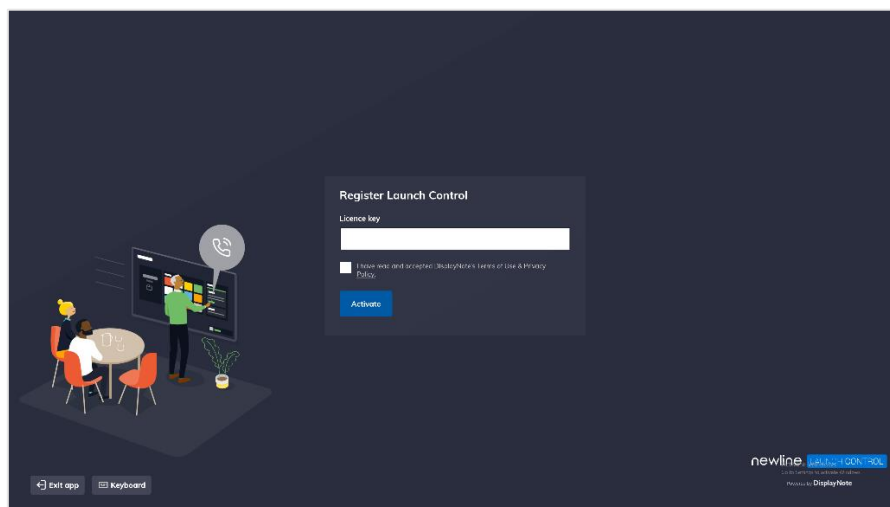
Licence and registration

The first step for all new installations of Launch Control is to add activate your licence key and register your details against the licence.

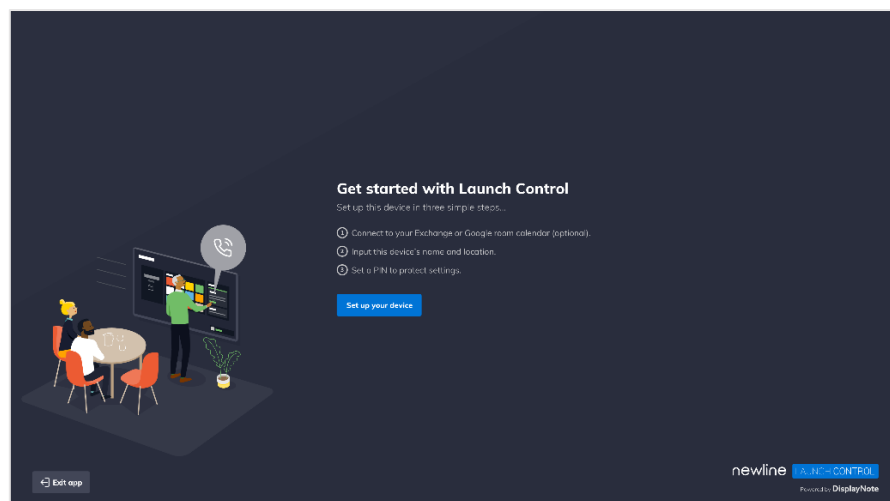
Registering your details is important as it helps us keep you informed on application updates and licence renewals.

Follow these simple steps to activate your licence and register your details:

1. Run Launch Control.
2. Enter your 18-digit licence key in the input field and press **Activate**.



3. When your licence key has activated successfully, complete the registration form and ensure you have read and accepted Displaynote's Terms of Use & Privacy Policy. Then, press **Register**.
4. When your registration is successful, press **Set up your device** to continue with the application set up.



Room calendar setup

Launch Control offers two calendar services: Exchange calendar and Google Calendar. Each of these services offers two set up methods, as follows:

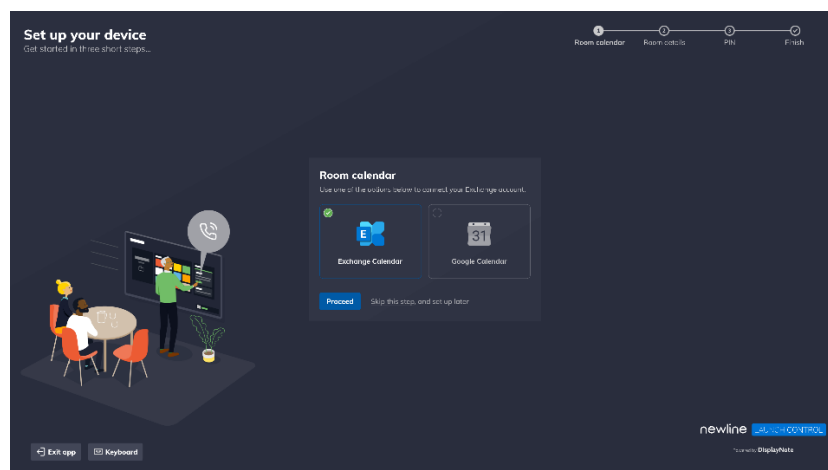
- Exchange Calendar: Exchange Online; Exchange Server (on-premises)
- Google Calendar: Google account; Google API credentials

Note about authentication of Launcher Control for Exchange and Google Calendar services:

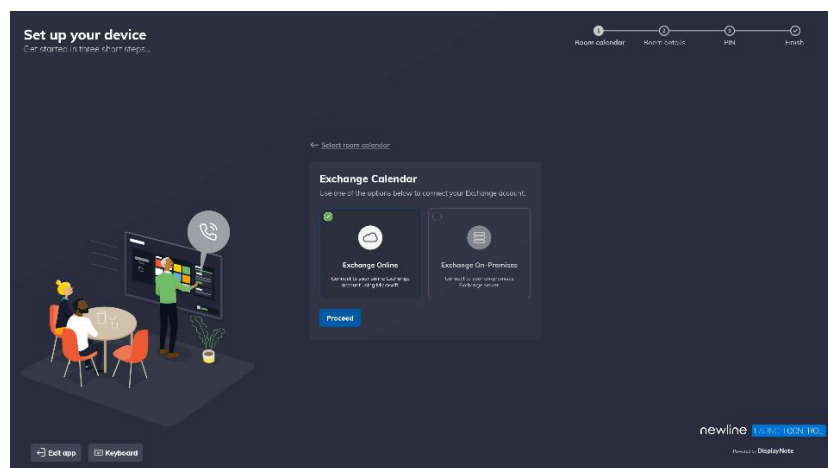
DisplayNote (software development company) and Launcher (parent product name of Launch Control) are used for authentication purposes when authenticating Exchange and Google Calendar services.

Room calendar set up using Exchange Online

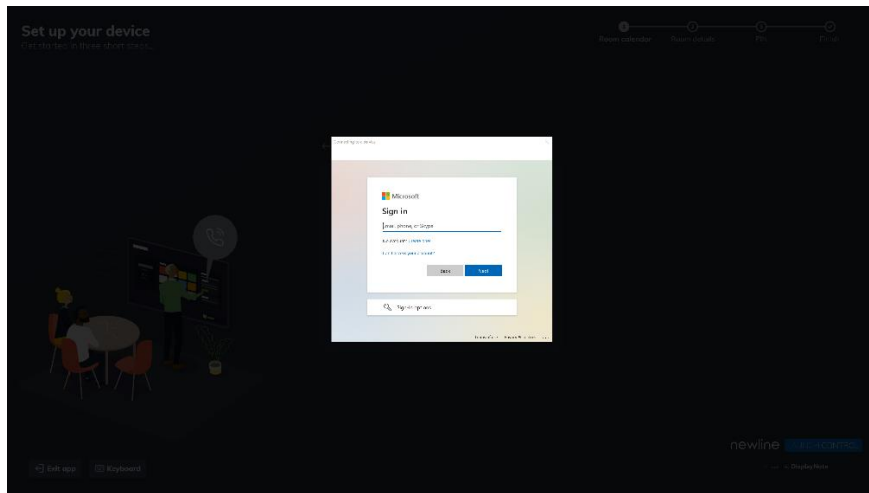
1. On the Room calendar step, choose **Exchange Calendar** and press **Proceed** to continue.



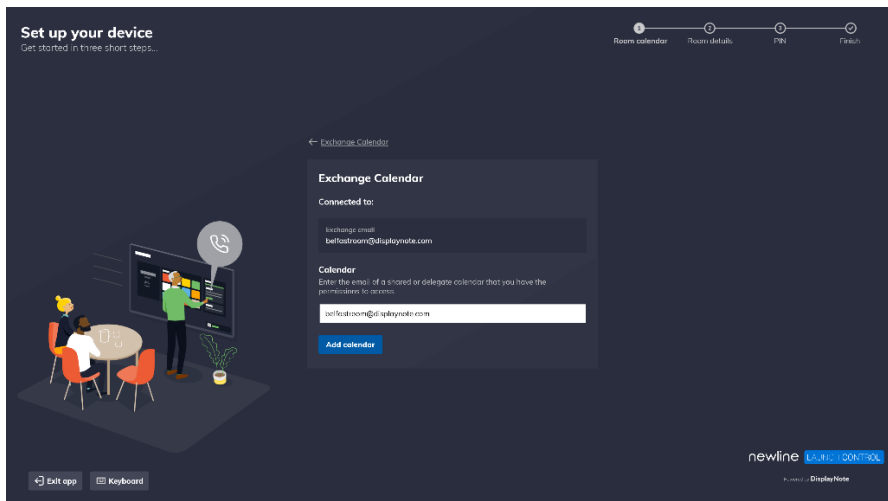
2. Next, choose **Exchange Online** and press **Proceed** to continue.



3. A Microsoft authentication browser window appears to verify your Exchange account details. Follow instructions by entering the Exchange email address and password to complete the authentication.



4. When your Exchange account has been authenticated you are returned to the application set up. Enter the email address of a shared or delegate calendar that can be accessed by your Exchange account (note that this can be the same as your Exchange account). Then, press **Add calendar** to complete the set up of your Exchange calendar.

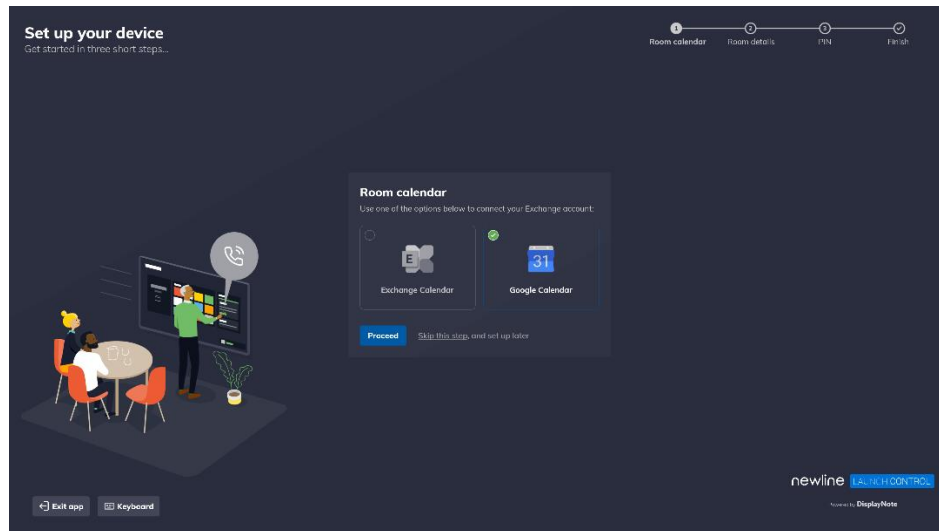


Room calendar set up using Exchange Server (on premises)

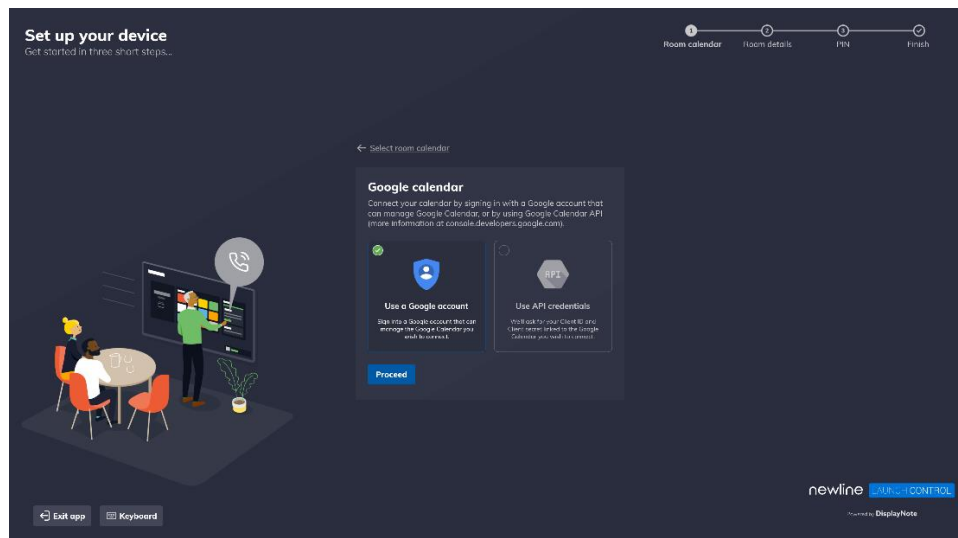
1. On the room calendar step, choose **Exchange Calendar** and press **Proceed** to continue.
2. Next, choose **Exchange On-Premises** and press **Proceed** to continue.
3. Enter details to connect to your Exchange Server.

Room calendar set up using Google account

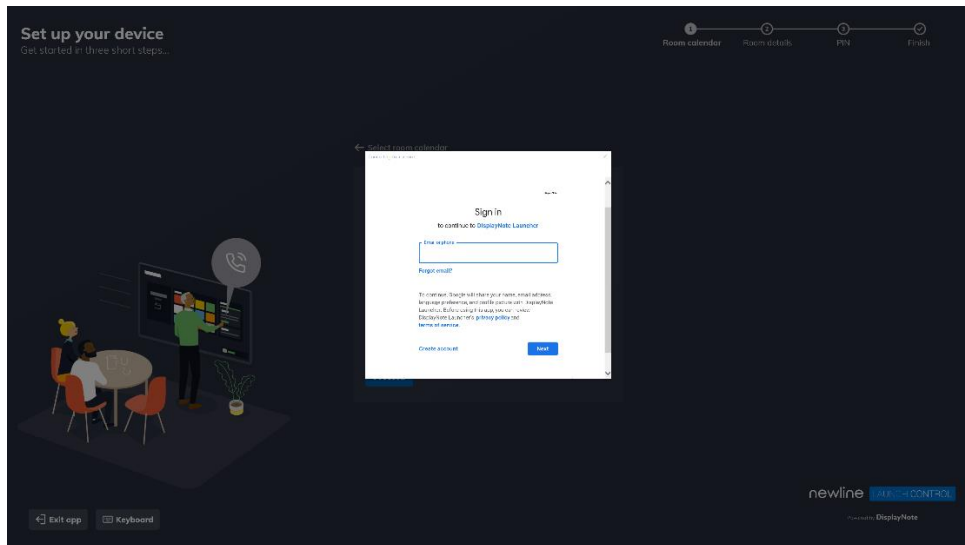
1. On the room calendar step, choose **Google Calendar** and press **Proceed** to continue.



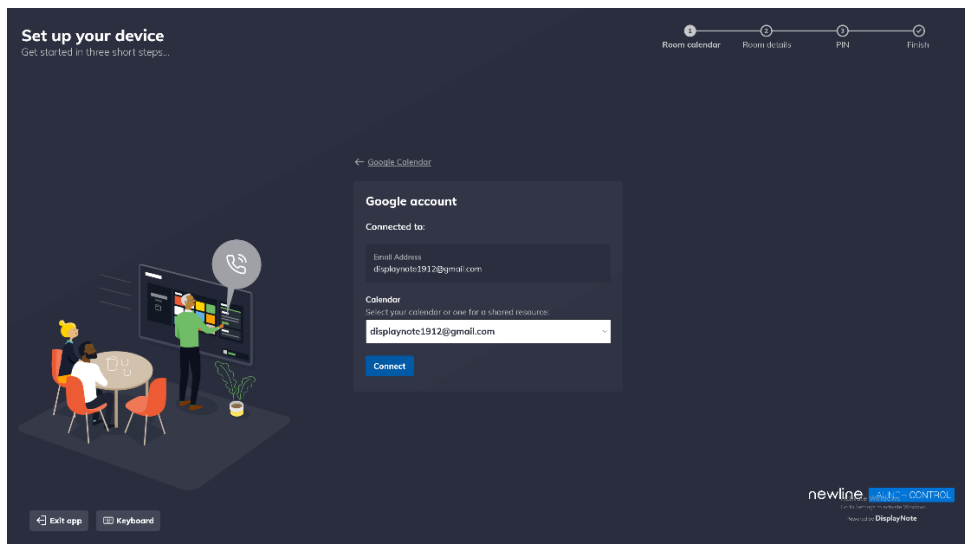
2. Next, choose **Use a Google account** and press **Proceed** to continue.



3. A Google authentication browser window appears to verify your google account details. Follow instructions by entering the Google email address and password to complete the authentication.



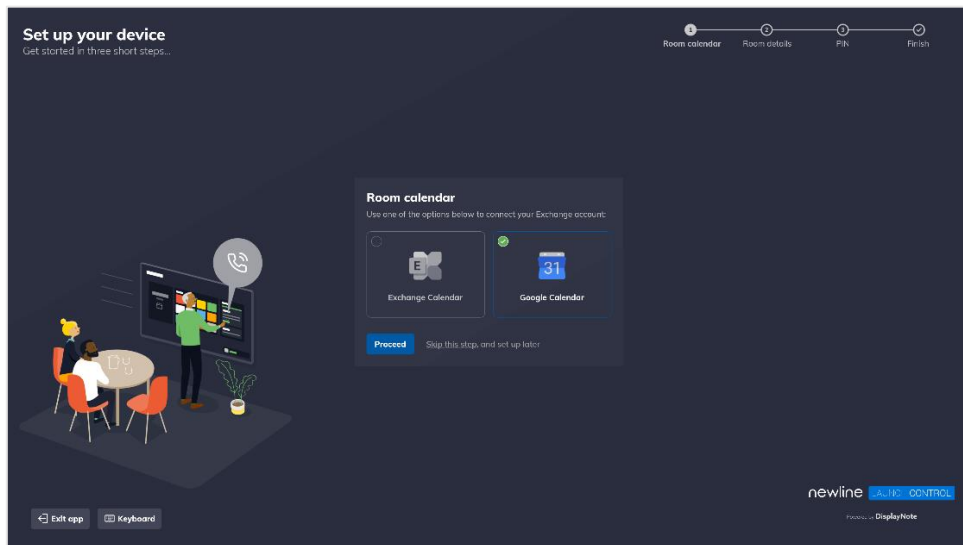
4. When prompted, allow access to requested information. This is required to access relevant calendar information for your room calendar.
5. When your Google account has been authenticated you are returned to the application set up. Under **Calendar**, select the calendar you wish to use as the shared resource on Launch Control and press **Connect** to finish with the set up of your Google Calendar.



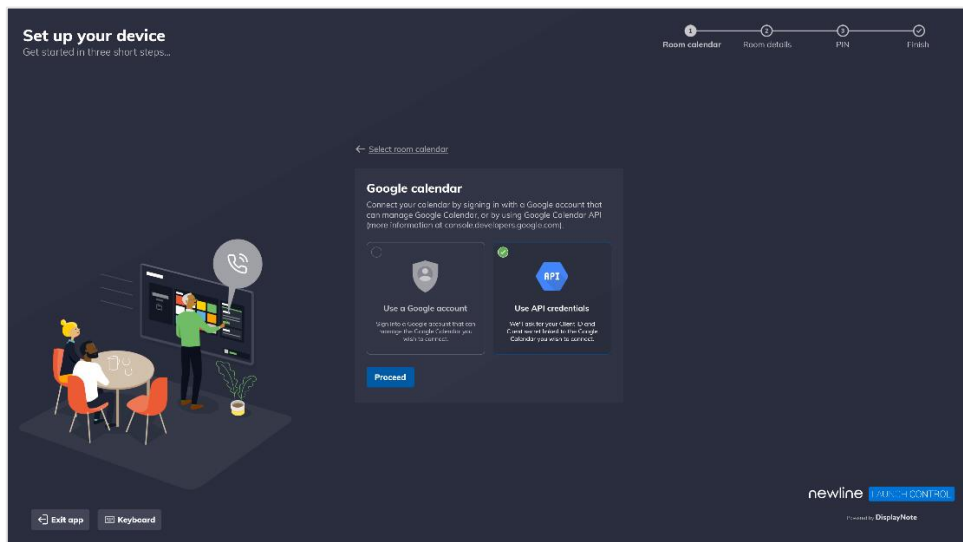
Room calendar setup using Google API credentials

Before you start you need to retrieve your client ID and client secret to set up Google Calendar using API credentials. To retrieve your API credentials, go to the [Google Cloud Platform](#), choose the relevant project and find your client ID and client secret under **Credentials** in the side navigation.

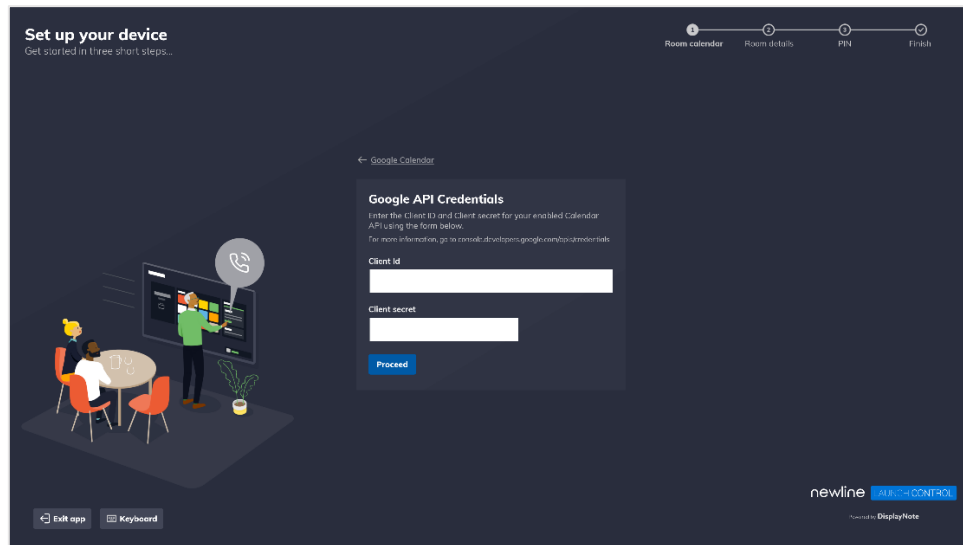
1. On the room calendar step, choose **Google Calendar** and press **Proceed** to continue.



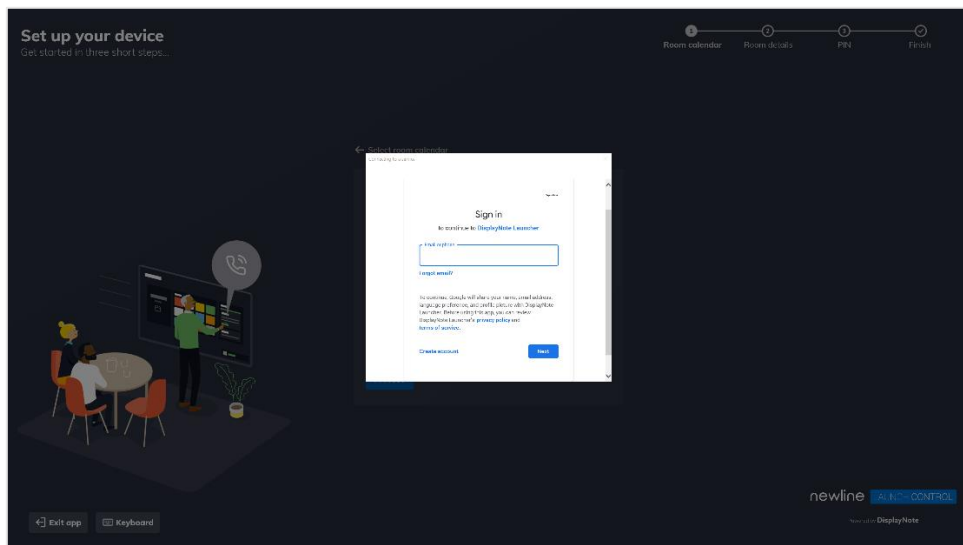
2. Next, choose **Use API credentials** and press **Proceed** to continue.



3. Enter the **client ID** and **client secret** for your enabled calendar API using the form and press **Proceed** to continue.

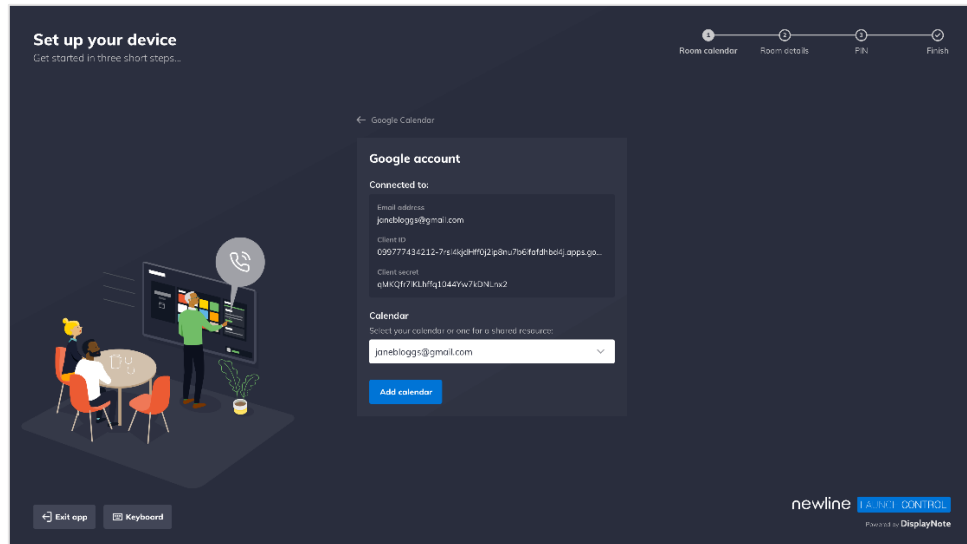


4. A Google authentication browser window appears to verify your google account details. Follow instructions by entering the Google email address and password and pressing **Next** to complete the authentication.



5. A known issue with the Google verification process which states that **Google hasn't verified this app** may appear on your screen. If you are viewing this message, please follow these steps to continue:
 - a. Press **Advanced** to reveal further options.
 - b. Press **Proceed** to complete the verification.

- When your Google account has been authenticated you are returned to the application set up. Under **Calendar**, select the calendar you wish to use as the shared resource on Launch Control and press **Add calendar** to finish with the set up of your Google Calendar.



Room details

Room details are requested during the application setup. These are used for identification purposes for your own benefit and that of your users.

Room name

The room name is shown on the Launch Control home screen. While it is a useful way for users to confirm they are in the right meeting space, it is primarily used by the mobile application as a means of identifying the correct device while scanning for nearby Launch Control installations.

Room location

The room location is an optional piece of information to help identify the geographical location of the Launch Control device.

To complete this step of the setup, simply type your desired room name and location (optional) and press **Next**.

Set up your device
Get started in three short steps...

Room-calendar Room details PIN Finish

← Room-calendar

Room details

Room name
The room name and location where this device will live.

Location (optional)

Next

Exit app Keyboard

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Settings PIN

Adding a PIN to Launch Control is a required step. The settings PIN limits access to Launch Control application settings, protecting the device configuration from those without the correct level of access.

To complete this step of the setup, simply type your desired PIN using digits for 0 to 9 and press **Set PIN** to continue.

Set up your device
Get started in three short steps...

Room-calendar Room details PIN Finish

← Room details

Settings PIN

Only those with this PIN can add apps and manage settings.

PIN number
Keep this PIN safe, you'll need it to manage this app.

Confirm PIN number

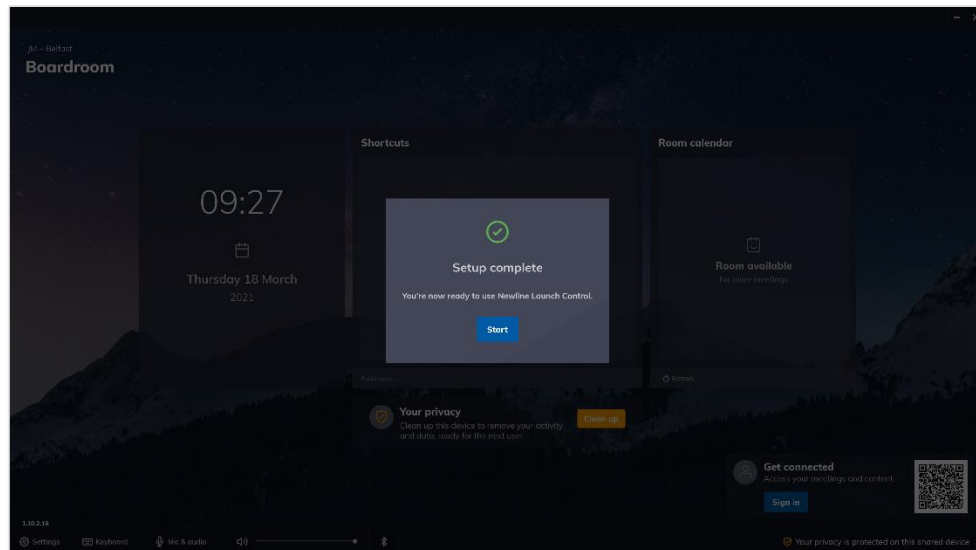
Set PIN

Exit app Keyboard

newline **LAUNCH CONTROL**
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Setup complete

The Launch Control application set up is now complete. Next, you may wish to add app and web shortcuts, or even change the appearance of the home screen. All supplied information along with further configuration is available in the settings, which you can access at any time via the Launch Control home screen.



Configuring Launch Control

This section covers how IT administrators can interact with Launch Control to improve the function of the meeting space.

For IT administrators, we look at Launch Control settings that can be changed from the application settings at any time. Here's what we'll cover:

- Accessing settings
- Setting the home screen appearance
- Managing shortcuts
- Securing the device
- Updating Launch Control

Settings

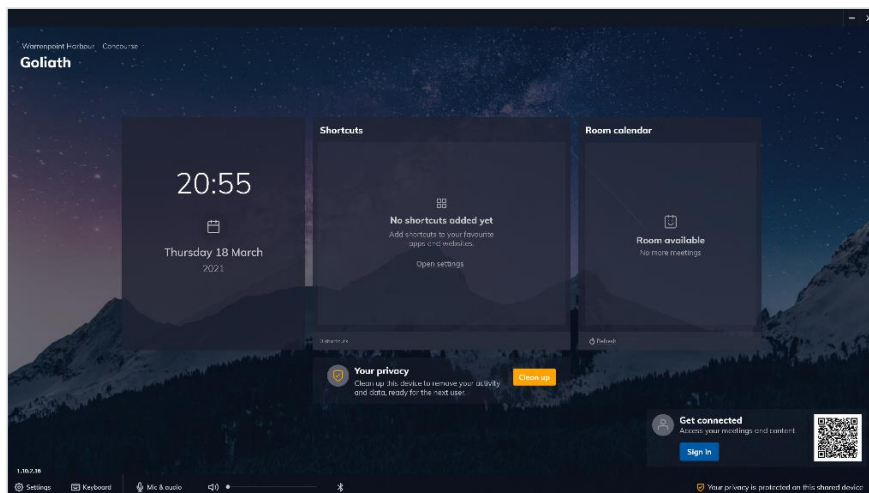
In Launch Control, application settings are available from within the application, on the home screen. The home screen is the front-facing side of Launch Control, which can be viewed by anyone who steps into the meeting space.

Application settings, however, are secured behind a four digit-PIN and can only be accessed by those who know the correct PIN combination.

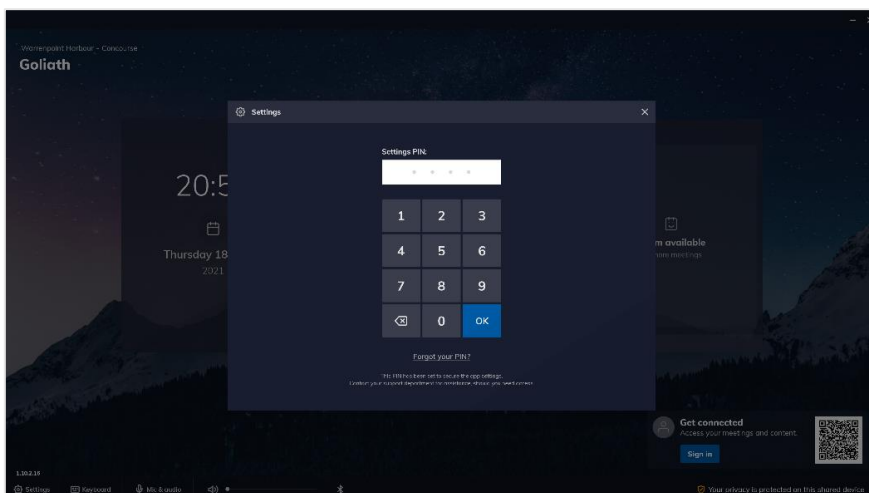
Access application settings

Follow the instructions below to access Launch Control application settings. See also: Reset your PIN or recover your PIN

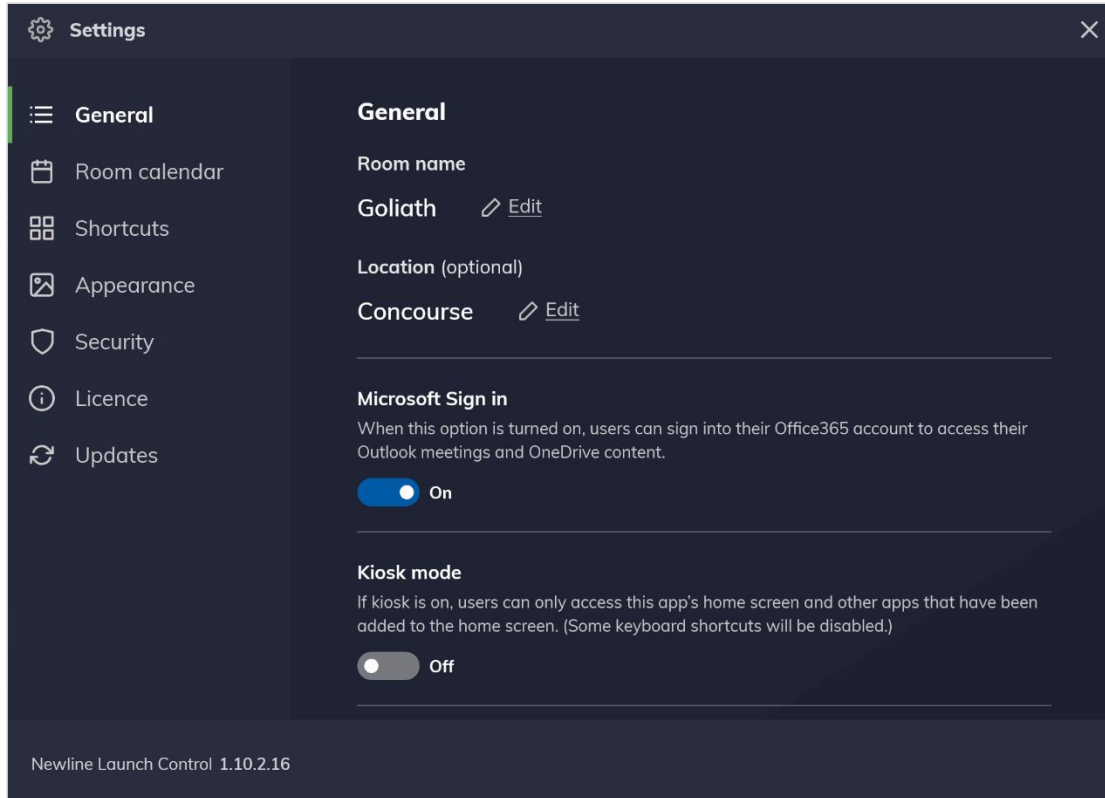
1. Ensure that you are on the Launch Control home screen, which will look similar to the image below:



2. In the bottom left corner of the screen, press **Settings**. This will open the settings panel with the PIN screen.



3. Enter the correct four-digit PIN using the on-screen numerical keypad and press **OK** to continue.
4. When the correct PIN combination has been entered, the application settings are shown as illustrated below:



Exporting and importing settings

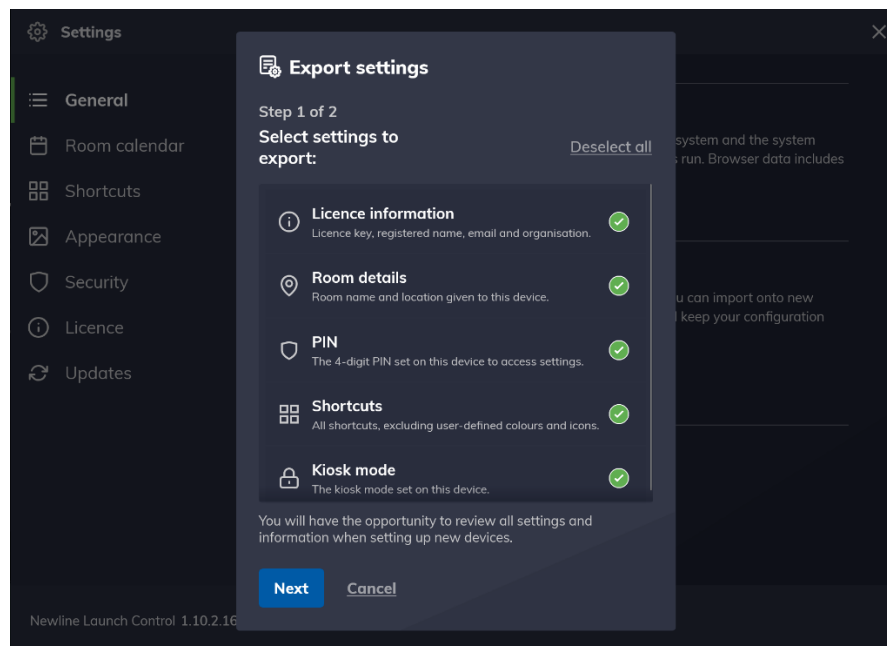
Exporting settings speeds up deployment across multiple meeting spaces. The following settings can be exported:

- Licence information: Licence key, registered name, email and organisation
- Room details: room name and location given to the device.
- PIN: The 4-digit PIN set on the device to access settings.
- Shortcuts: All shortcuts, excluding user-defined colours and icons.
- Kiosk mode: The kiosk mode set on the device.

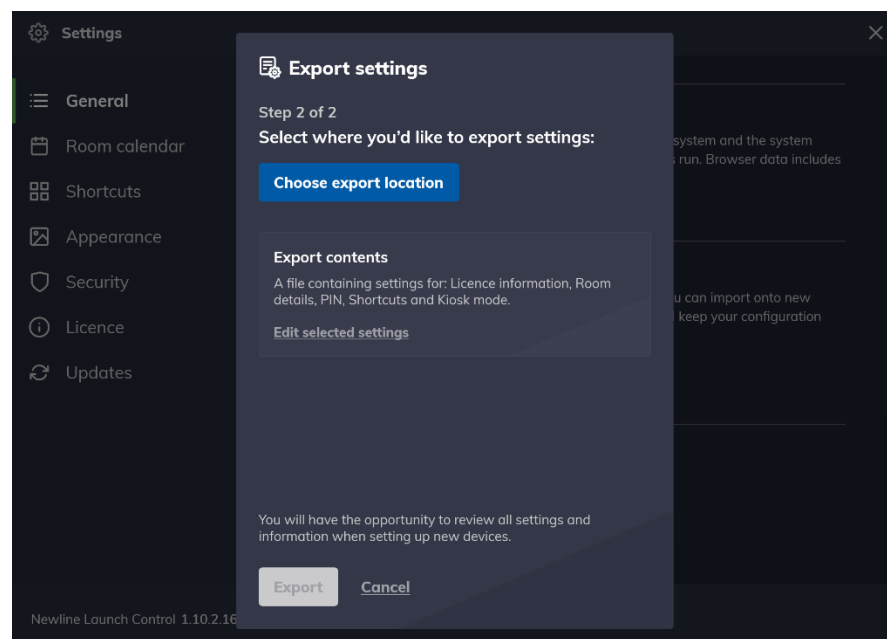
Exporting settings

Follow the instructions below to export settings:

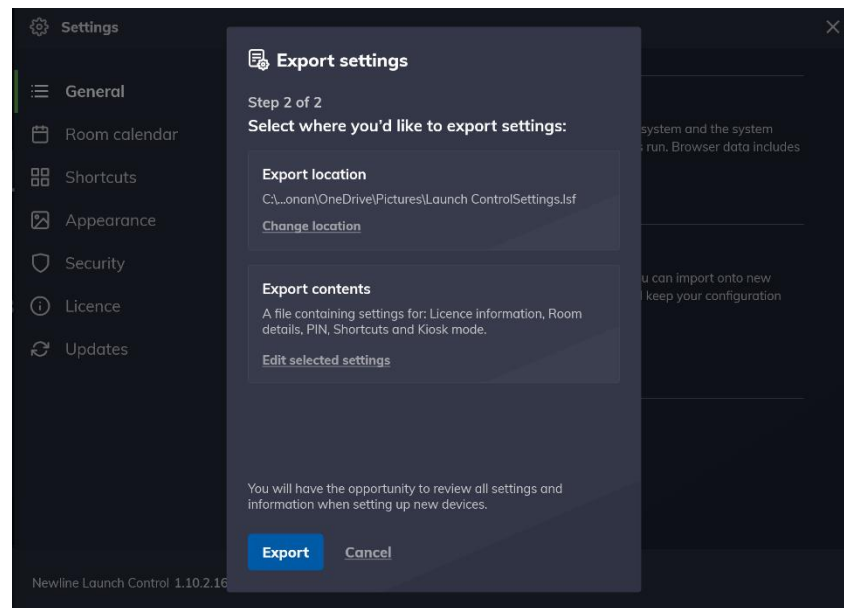
1. Go to the **General** section of the application settings.
2. Under Export settings, press **Export**.
3. Select any or all settings listed by tapping individual items or by pressing **Select all**, then press **Next** to continue.



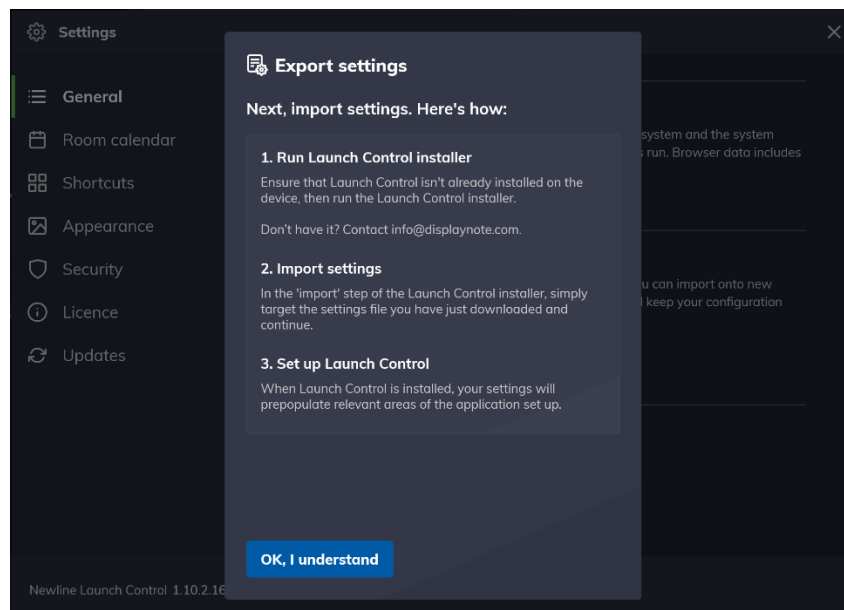
4. You must now choose the export destination using the system file browser. Press **Choose export location** and export the file to a suitable location. Do not rename the export file.



5. When the export location has been chosen, press **Export**.



6. Your settings have been exported to your chosen location. Read instructions for importing settings and press **OK, I understand**.

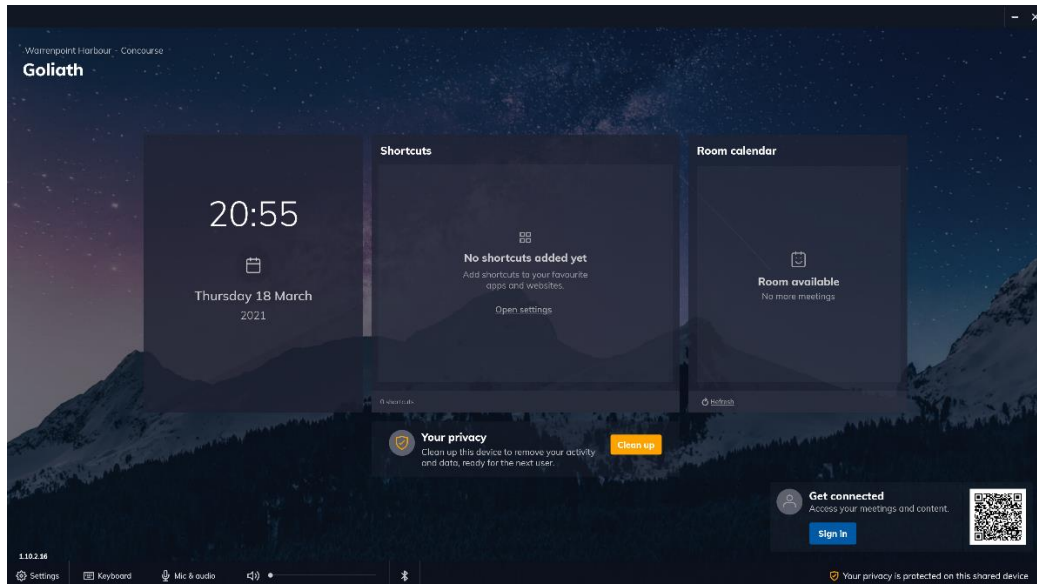


Importing settings

Importing setting is achieved during the software installation process. See [installing Launch Control](#) for more details.

Home screen appearance

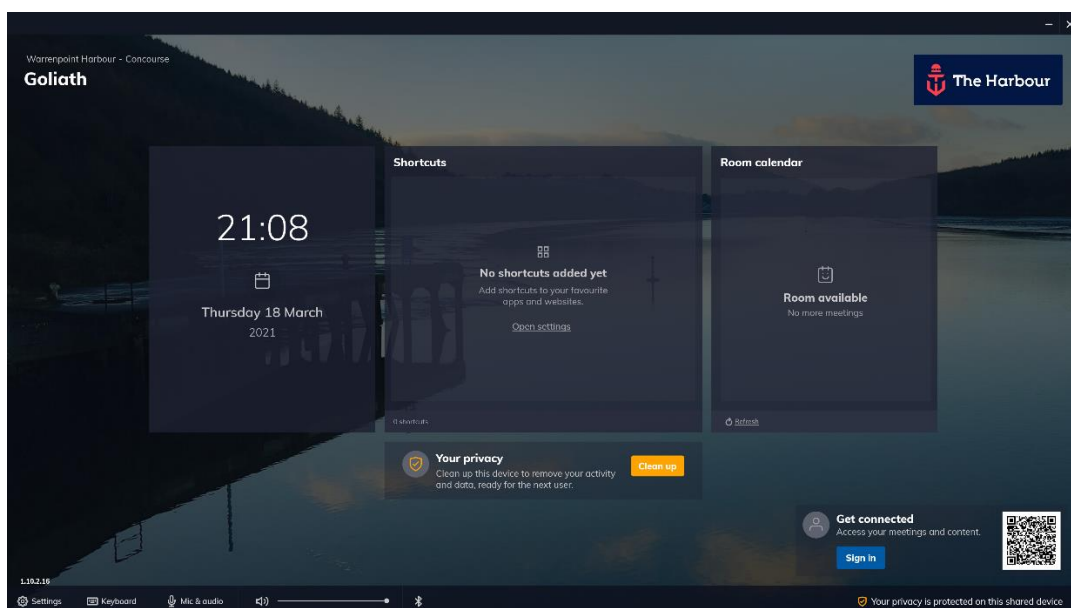
If you're following along from the first-time setup your home screen looks like the image below.



For Goliath - our fictional meeting space – there's more we can do to personalise the home screen.

If you're not interested in changing the appearance of the home screen right now, you can skip ahead to [managing shortcuts](#).

In the next few sub-sections, however, we'll cover ways to change the background and add a logo so that your home screen can look like the example illustrated below.

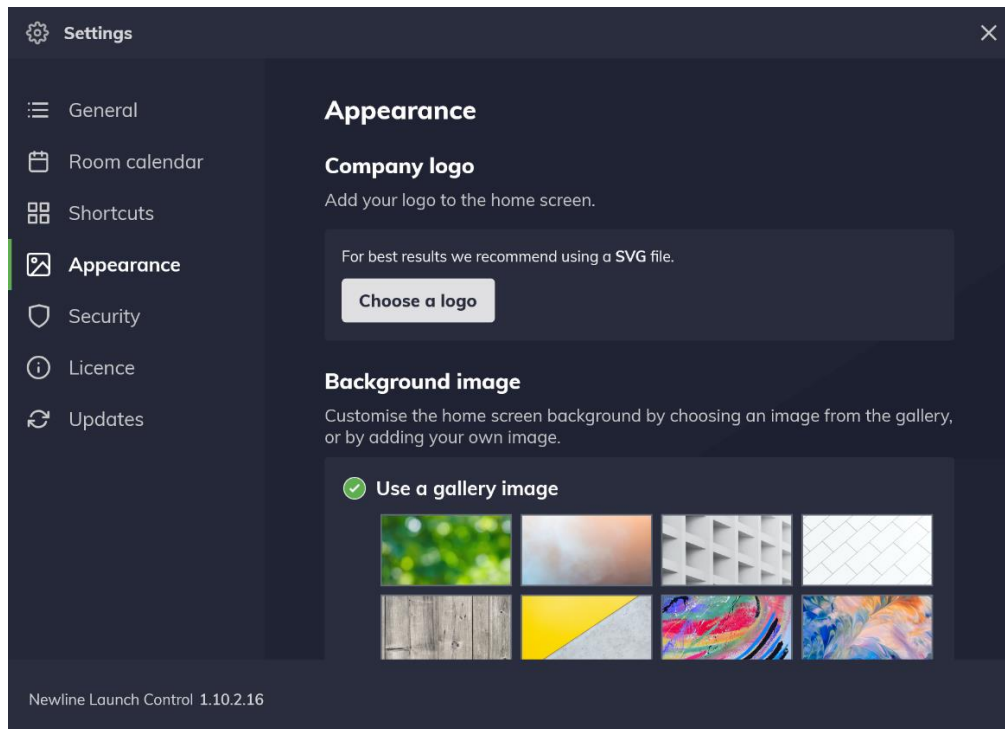


Adding a company logo

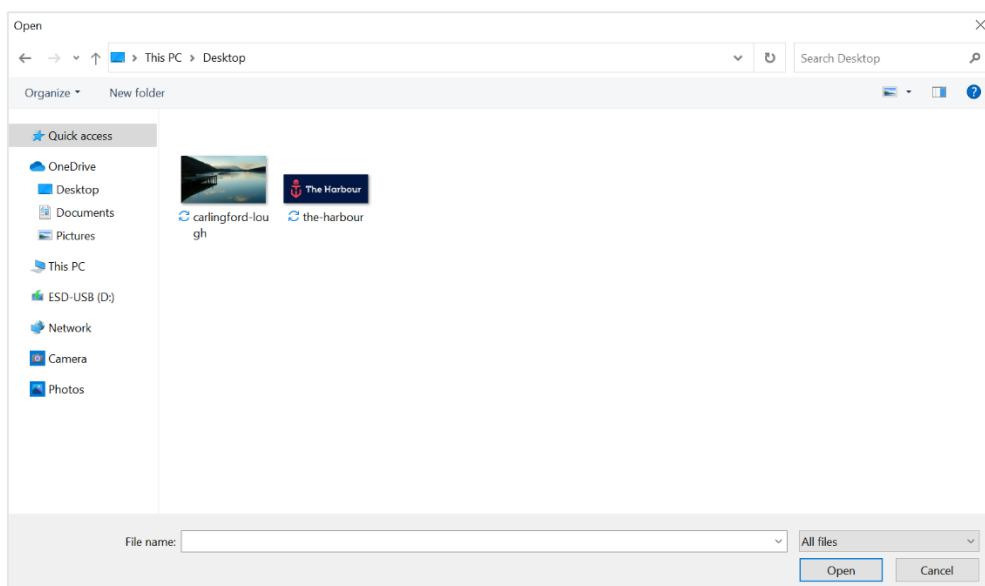
This function is available from the application settings. [See how to access application settings.](#)

Follow the instructions below to add a new company logo:

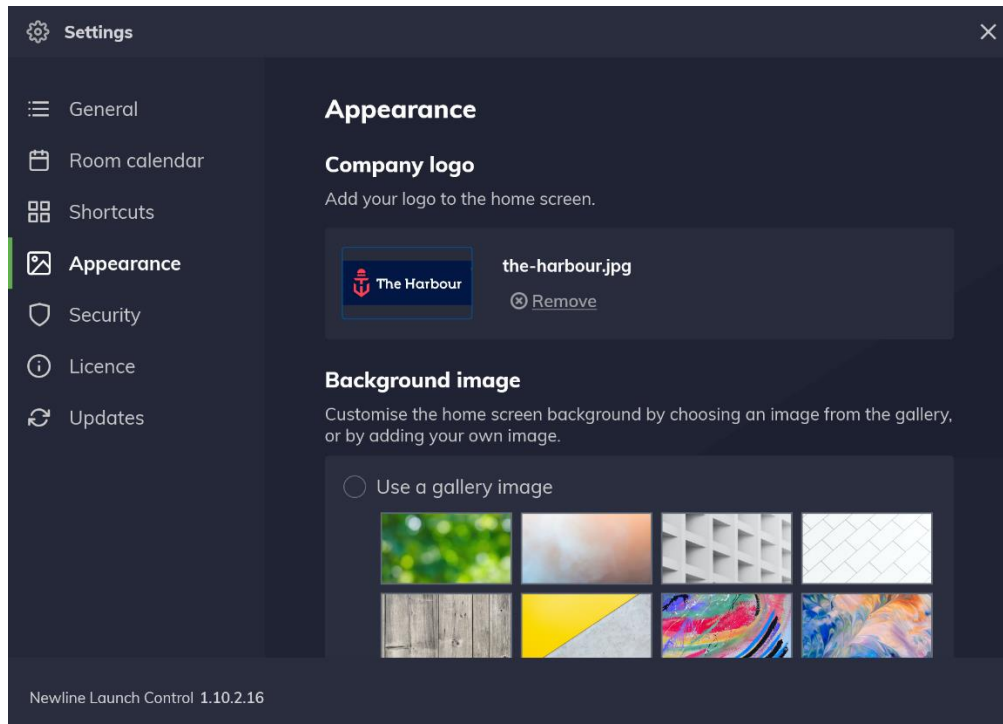
7. Go to the **Appearance** section of the application settings.
8. In the Appearance settings, under **Company logo**, press **Choose a logo** to open a system file browser.



9. In the file browser, choose a suitable image and press **Open**.



10. The file browser automatically closes, and you are returned to the application settings where you will see a preview of your chosen image. Your chosen image is now set as the company logo, which appears on the top right of the Launch Control home screen.



11. You may close the application settings. If you wish to change the company logo, press **Remove** and start again from step 2.

Home screen background

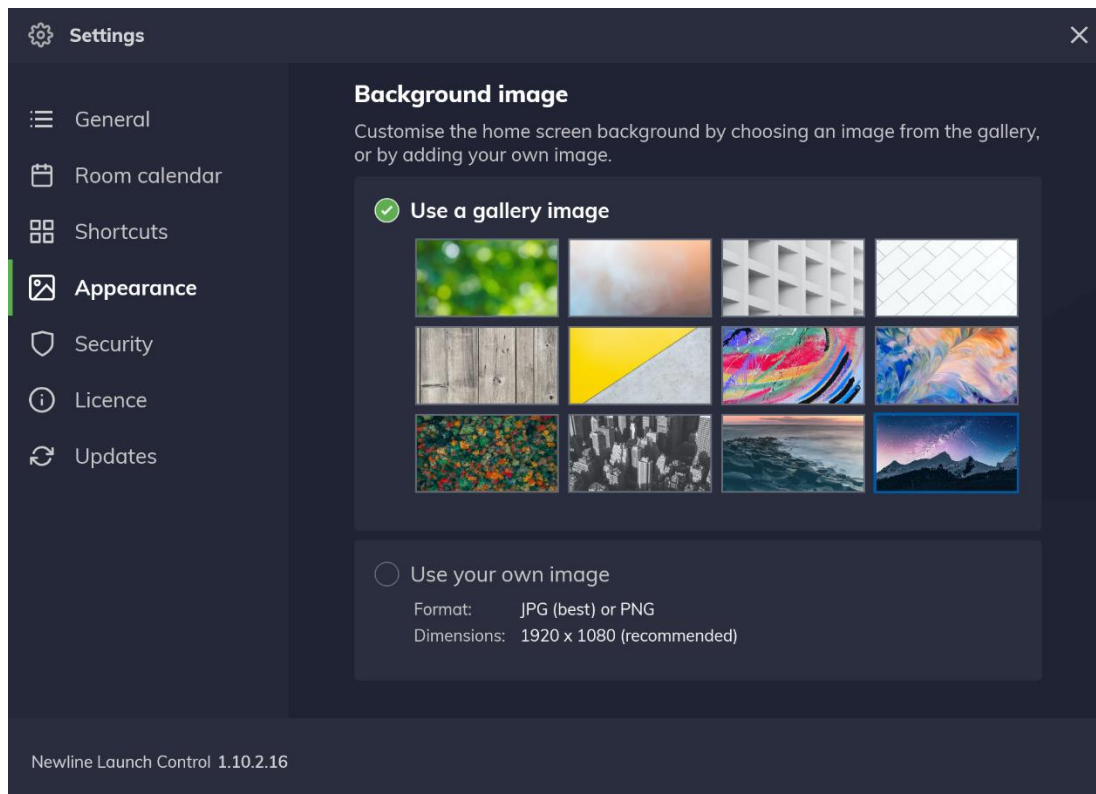
This function is available from the application settings. [See how to access application settings.](#)

Changing background using a gallery image

Follow the instructions below to change the home screen background using a gallery image:

1. Go to the **Appearance** section of the application settings.

2. In the Appearance settings under **Background image**, choose any gallery image by pressing once on any of the preview images from the list.



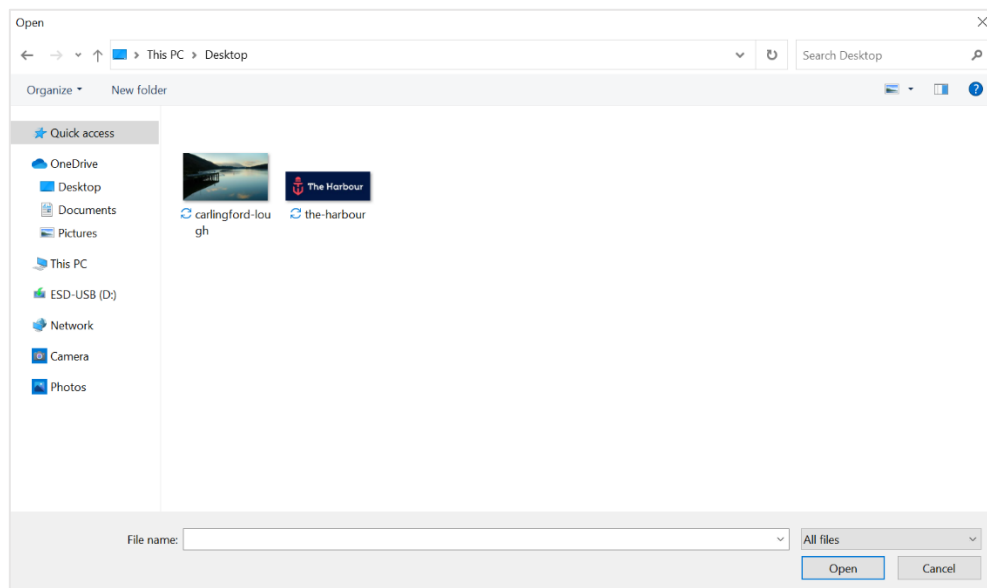
3. Your home screen background has changed based on your gallery image selection, and you may close the application settings.

Changing background using a custom image

Follow the instructions below to change the home screen background using a custom image:

1. Go to the **Appearance** section of the application settings.
2. In the Appearance settings under **Background image**, press anywhere within the area labelled **Use your own image** to open a system file browser.

3. In the file browser, choose a suitable image and press **Open**.

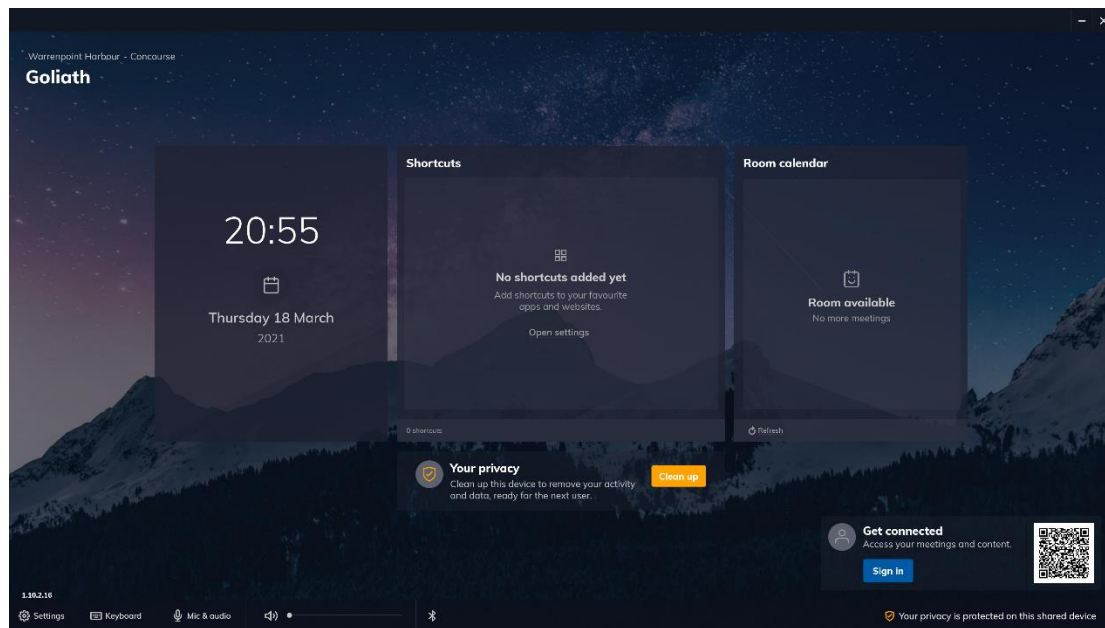


4. The file browser automatically closes, and you are returned to the application settings where you will see a preview of your chosen image. Your chosen image is now set as the home screen background.
5. You may close the application settings. If you wish to change the company logo, press **Remove** and start again from step 2.

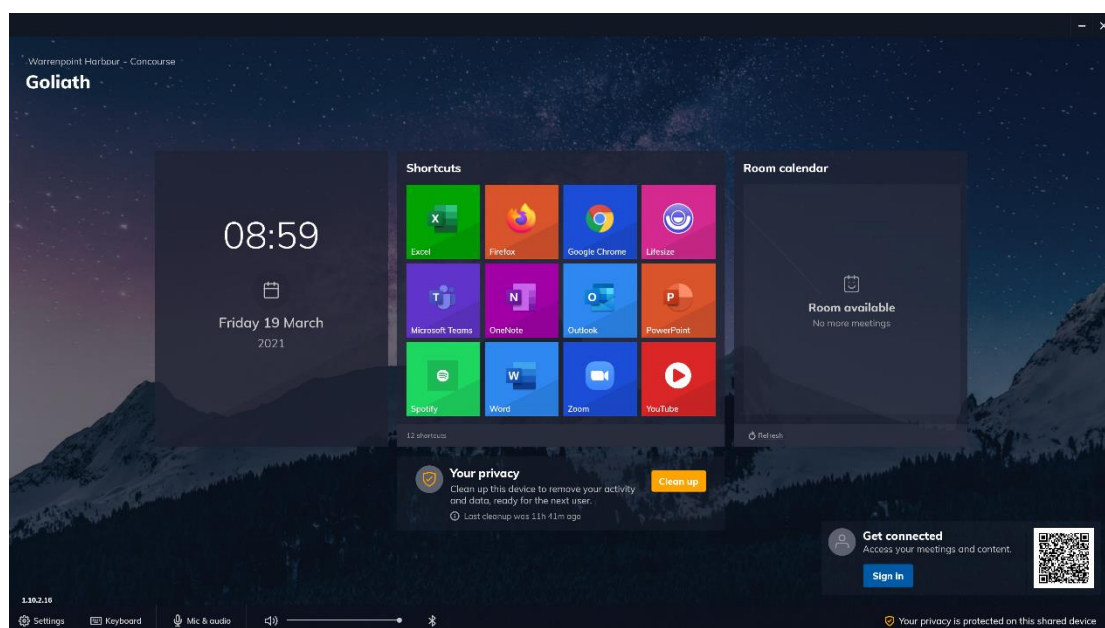
Managing shortcuts

Please ensure you have read the [pre-requisite information on application shortcuts](#) before you continue.

If you've just completed first-time setup, you don't have any shortcuts set up, and your home screen probably looks like this:



In the next few sub-sections, we'll learn how to add, edit and remove web and application shortcuts. By the end of this section, meeting room users will be able to open shortcuts and your home screen will look something the example home screen illustrated below.



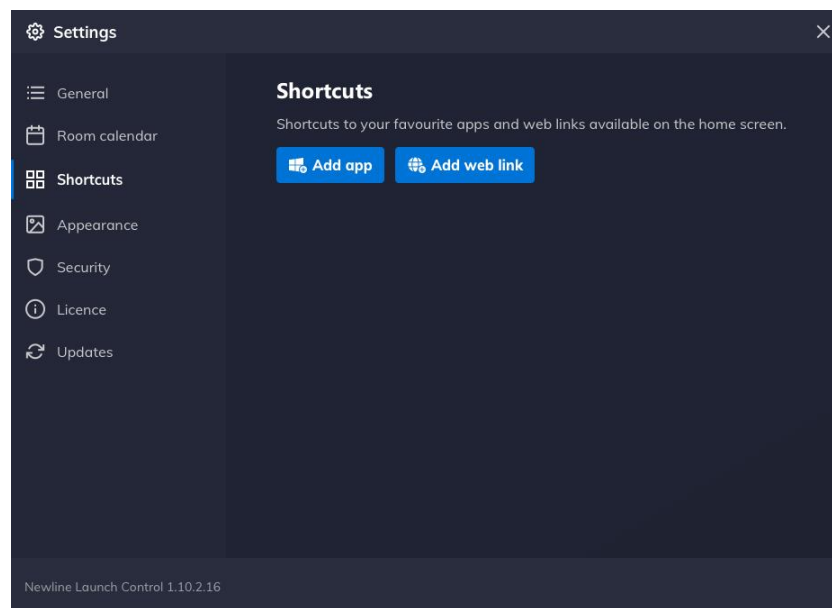
Adding shortcuts

This function is available from the application settings. [See how to access application settings.](#)

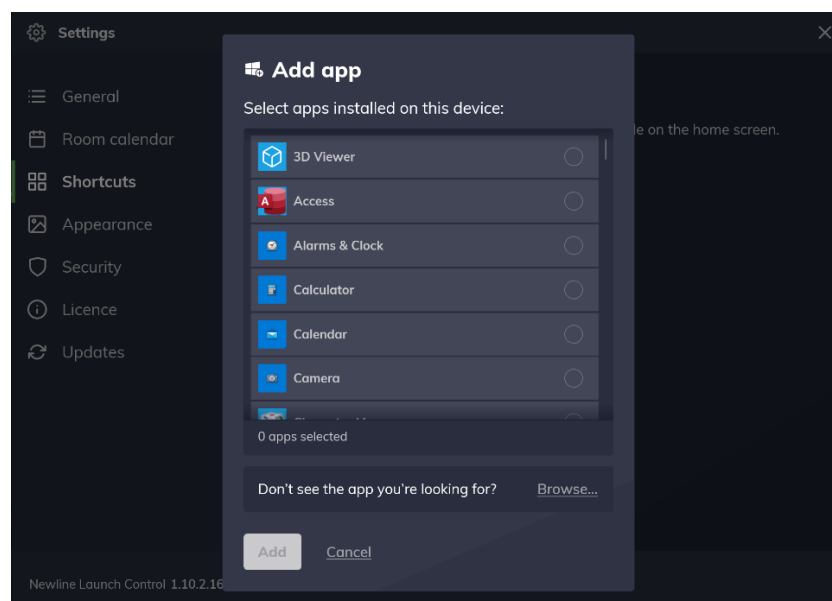
Add a new application shortcut

Follow the instructions below to add a new application shortcut:

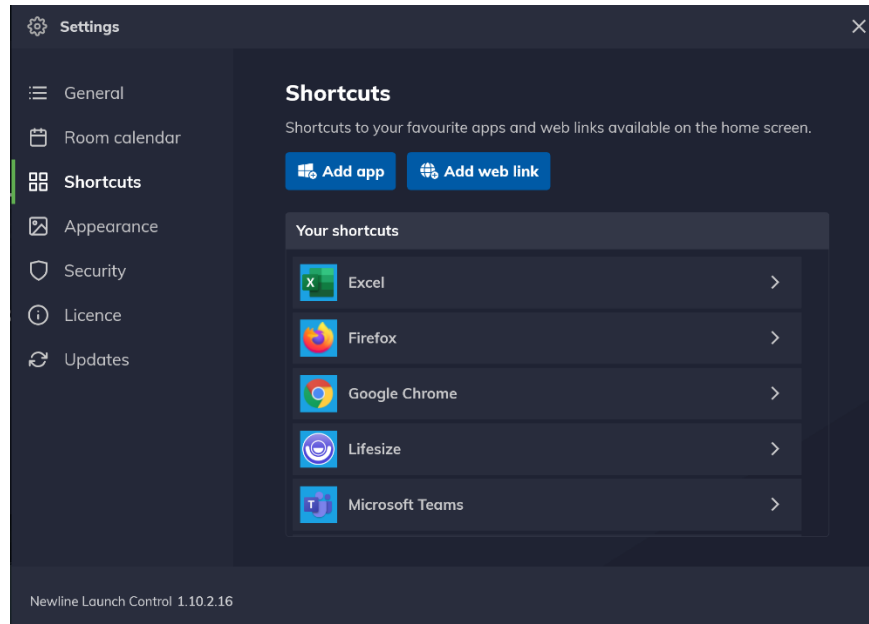
1. Go to the **Shortcuts** section of the application settings.
2. In the Shortcuts settings press **Add app**.



3. A new window labelled **Add app** appears. Launch Control searches for applications on your system and a full list of applications appears when the search is complete.



4. Select any number of applications that you wish to set up as shortcuts by tapping on individual list items, then press **Add**.
5. The window disappears and you are returned to the shortcut settings, where your selected shortcuts are shown. Return to the home screen by closing the application settings.



6. On the home screen, you will see your list of shortcuts.

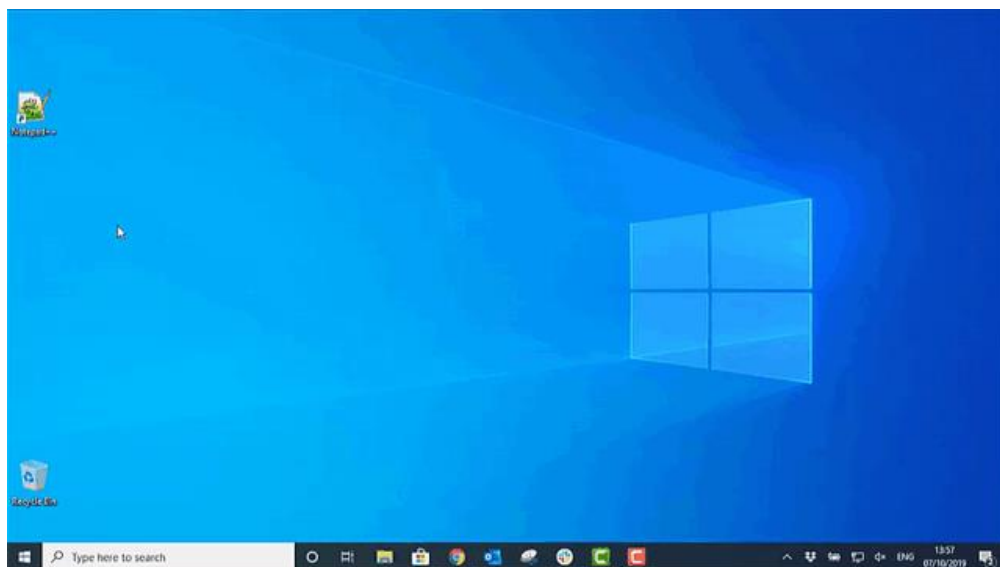
Add a new application shortcut using file path

Some software makes use of shortcut executables to run their application. In such cases users may experience issues when trying to start these applications via Launcher, as they may not have been set up correctly.

If you experience issues launching an application via app shortcuts in Launch Control, please check that the application executable (.exe) added to Launcher is correct, and not the shortcut executable. See upcoming instructions.

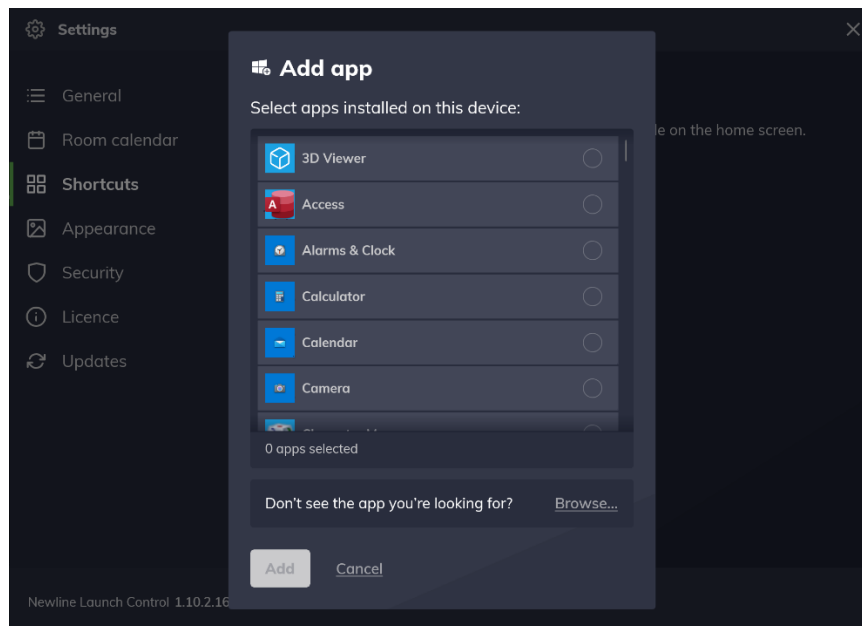
To make certain that the application is added correctly, follow these steps:

1. On your Windows system, outside of Launch Control, access the application shortcut properties: Right-clicking or long-pressing (touch) on a desktop application shortcut and select **Properties**.
2. In the properties, find the correct application location under the **Shortcut** > **Open file location** to open a file explorer window with the application executable selected.
3. Right click the application executable and select **Copy address as text**.



4. Open Launch Control and go to the **Shortcuts** section of the application settings.
5. In the Shortcuts settings press **Add app**.

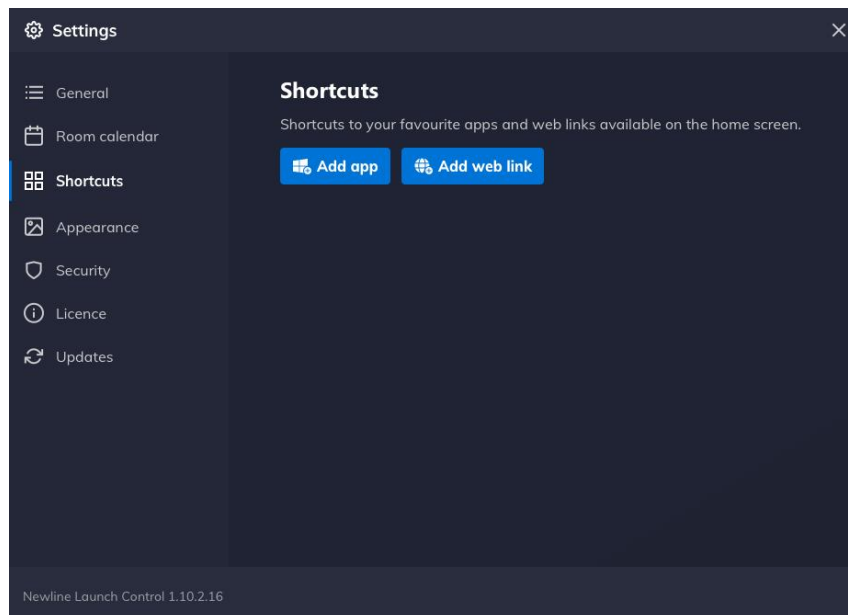
6. A new window labelled **Add app** appears. Press **Browse...** to open the Windows file explorer.



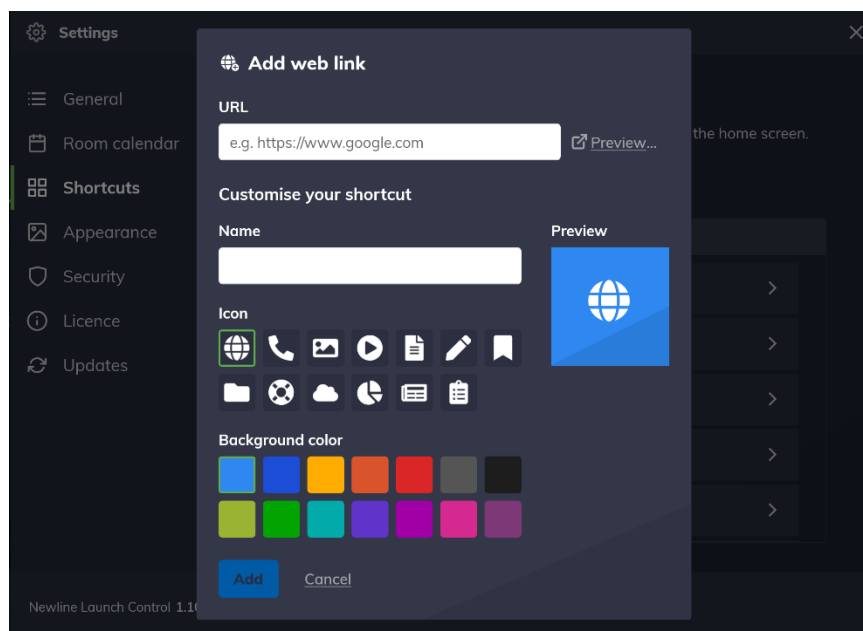
7. Right click or long press the path field, then:
 - a. Press **Paste** to paste the file address.
 - b. Press the right-facing arrow or the enter key on a keyboard to access the file address.
8. Select the application executable file (.exe) and press **Open**.
9. The application has been added to Launch Control as a shortcut and appears on the home screen.

Add a new web shortcut

1. Go to the **Shortcuts** section of the application settings.
2. In the Shortcuts settings press **Add web link**.

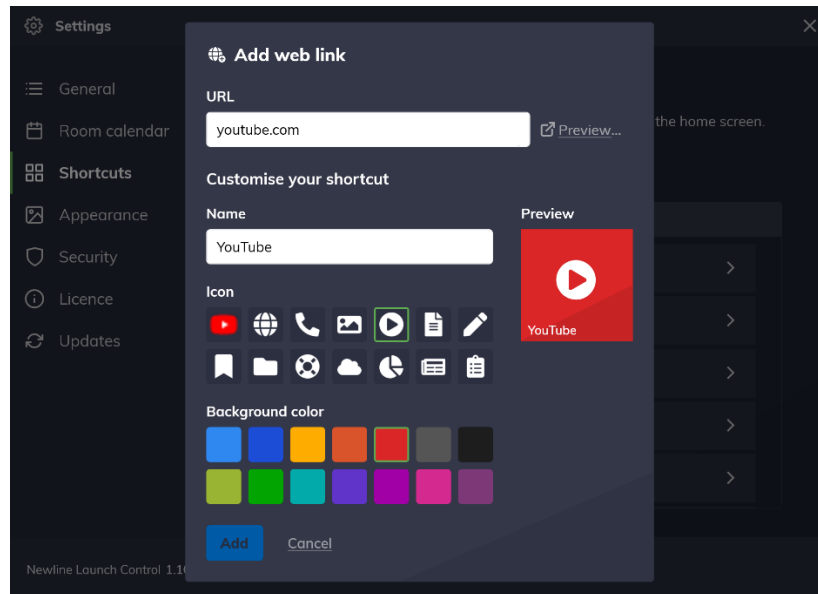


3. A new window labelled **Add web link** appears.



4. Under **URL**, type a valid URL. Note that you can preview the URL using the option labelled **Preview**. When a valid URL is entered, the Name and icon of the shortcut is automatically generated based on the URL information.
5. If desired, change the name of the web shortcut by typing a new name in the appropriate field under **Name**.

6. If desired, change the icon of the web shortcut by choosing an alternative icon from the preset list under **Icon**.
7. If desired, change the background colour of the web shortcut by choosing a colour from the preset list under **Background colour**.

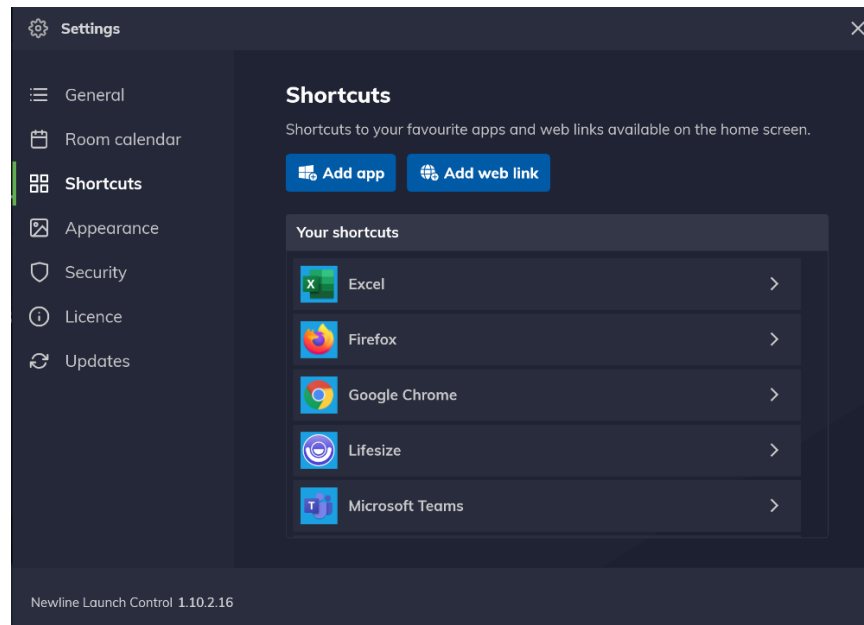


8. Check that you are satisfied with the web shortcut appearance using the preview, then press **Add** to finish. Your web shortcut is now available on your list of shortcuts in the shortcut settings, and on the home screen.

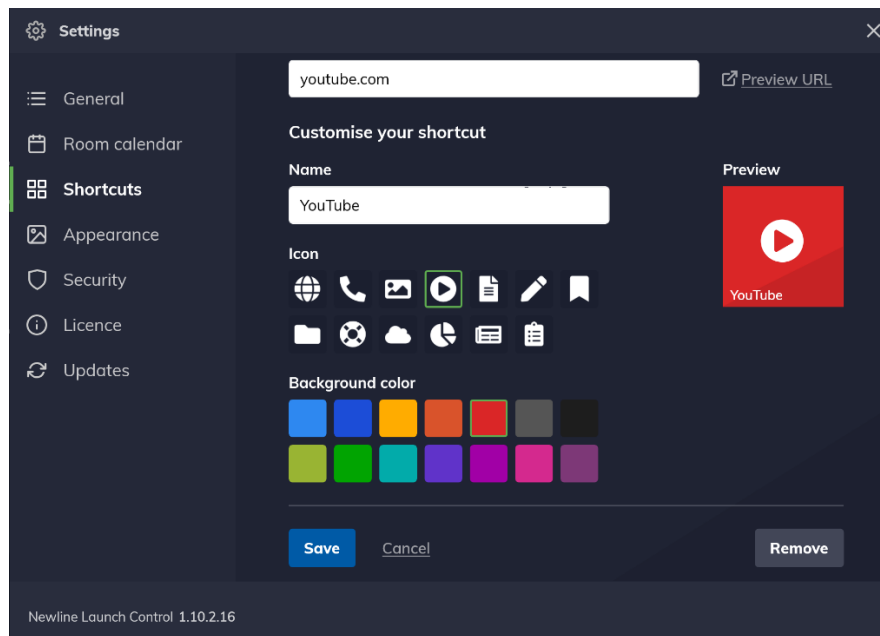
Editing shortcuts

Follow these instructions to edit your web and application shortcuts.

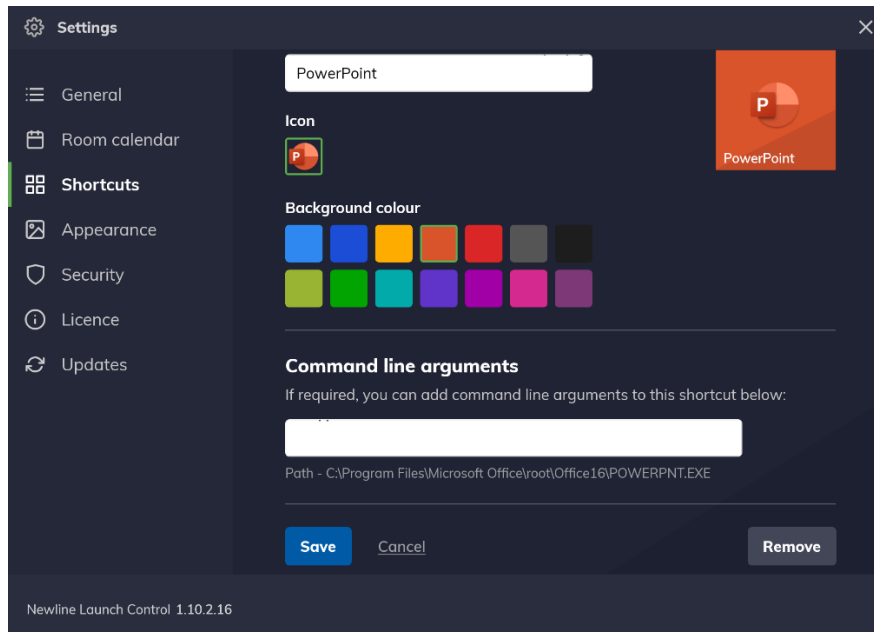
1. Go to the **Shortcuts** section of the application settings.
2. Choose a shortcut from your list of web and application shortcuts, under **Your shortcuts**.



3. A new view appears, where you may change the shortcut parameters:
 - a. Editable web shortcut parameters: **URL**, **Name**, **Icon**, **Color**.



- b. Editable app shortcut parameters: **URL, Name, Icon, Background color, Command line argument.**



4. When your changes are complete, press **Save** to apply your changes.

Command line arguments

Command line arguments is a function of application shortcuts that allows you to pass commands to the target application when it is launched.

Any valid command line argument can be added using this function. Follow these instructions to add a command line argument to an application shortcut:

1. Go to the **Shortcuts** section of the application settings.
2. Choose an application shortcut from **Your shortcuts** to view the shortcut parameters.
3. Scroll down to **Command line arguments** and add your parameter to the input field, then press **Save**.
4. Your command line argument has been applied, you may close the application settings.

Securing the device

We've covered how Launch Control keeps your settings secure using the [settings PIN](#).

In this section, we explore additional built-in functions that keep end-user information safe and secure the Windows system, thanks to the following security measures:

- Device clean up
- Kiosk mode

Device clean-up

A device clean-up is a feature of Launch Control that removes sensitive data from the system after use, keeping end-user information private.

Data that is removed from the system when a device clean-up operation is executed includes local data, cached information and web history. Additionally, any application that was launched from Launch Control will also close.

There are two methods for running a clean-up: Manual and automatic.

Triggering manual clean-up

The manual clean-up function is available from the Launch Control home screen and is available to anyone interacting with the application.

The process of triggering a manual clean up is very simple as it only involves pressing Clean up via the Launch Control home screen. [Get a step by step breakdown.](#)

Configuring automatic clean-up triggers

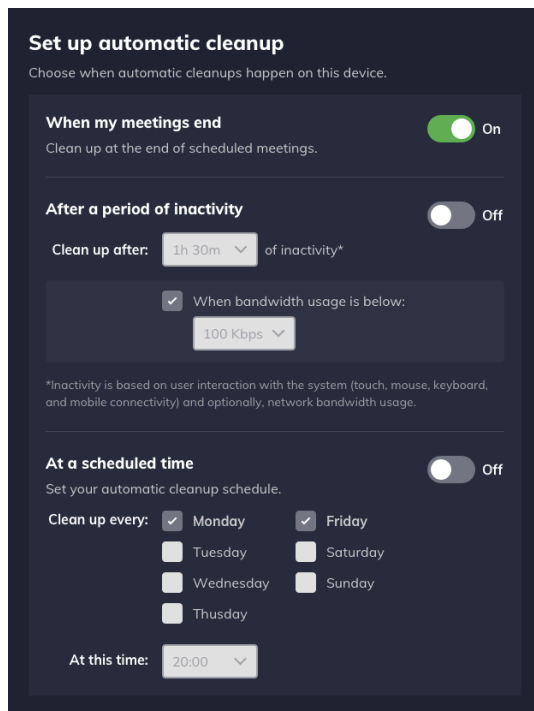
This function is available from the application settings. [See how to access application settings.](#)

The automatic clean-up function can be configured to trigger based on a set of parameters found in the Launcher security settings.

Follow the instructions below to configure automatic clean-up options:

1. Go to the **Security** section of the application settings.

2. In the Security settings scroll down to **Device cleanup**. In this section you may configure the automatic clean-up triggers as follows:
- When my meetings end** can be toggled **On** or **Off**. This triggers the clean-up operation when a scheduled meeting has ended.
 - After a period of inactivity** can be toggled **On** or **Off**. The period of inactivity and bandwidth usage (optional) can be set here.
 - At a scheduled time** can be toggled **On** or **Off**. The time and day(s) of the week can be set here.



3. When you are finished, you may close the application settings with your automatic clean-up configured.

Note: An alert will appear one minute before the automatic clean-up trigger is executed. Any user may **Confirm** or **Cancel** the automatic clean-up.

Kiosk mode

This function is available from the application settings. [See how to access application settings.](#)

Windows systems are protected and made more secure thanks to kiosk mode. When enabled, kiosk mode will:

- Open Launch Control in full screen when the device starts up.
- Restrict access to the Windows desktop.

- Disable Windows keyboard shortcuts and touch gestures that would allow users to access the system.

To enable or disable kiosk mode, please follow these instructions:

1. Go to the **General** section of the application settings.
2. Under **Kiosk mode**, press the toggle option to trigger a confirmation alert.
3. On the confirmation alert, press **Enable kiosk** or **Disable kiosk** depending on your configuration. Note that Launch Control will automatically restart upon confirmation.
4. If you have just enabled Kiosk mode, your Windows device will automatically run Launch Control when booting up.

Updating Launch Control

This function is available from within the application settings. [See how to access application settings.](#)

Launch Control receives regular updates that introduce new features and functions, while also making improvements to the application through routine maintenance of the software and fixes to common or critical issues.

It is strongly recommended to update Launch Control regularly to enjoy the best possible experience that the software has to offer.

Updates are carried out 'over-the-air', meaning that the application will download the update using the internet. Please note that the application will restart upon installing the update.

When the application is up to date, the updates tab will inform you of which version is currently installed.

When an update is available, notifications appear in various parts of the application as follows:

- On the **Settings** button on the home screen.
- In the application settings, on the **Updates** tab.

To update the application, please follow these steps:

1. Go to the **Updates** section of the application settings.
2. If an update is available, press **Update**.
3. Wait for the update to be downloaded and installed.
4. Launch Control will automatically restart when the update process is complete.

Using Launch Control

This section covers how meeting users can interact with Launch Control to improve their experience within the space.

For meeting users, we dive into common tasks when using Launch Control on Windows and on the mobile app. Here's the breakdown:

- Launching shortcuts
- Using the mobile app
- Launching calls
- Accessing Microsoft 365
- Running a device clean-up

Using the mobile app

Launch Control comes with a mobile application for users to simplify their meeting room experience, most notably thanks to its proximity detection and one touch call launching capabilities.

Setting up the mobile app

To get the mobile application, search for **DisplayNote Launcher** in the app store or visit the [iOS App Store](#) or [Google Play Store](#) to download the app directly.

Alternatively, you may scan the QR code on a Launch Control enabled Windows device to be directed to the relevant app store for your mobile device.

Follow the steps once the app is downloaded and installed:

1. Set background activity preference:
 - a. **Enable** to take advantage of the app's proximity detection by allowing nearby Launch Control devices to be discovered while the app is running in the background.
 - b. **Disable** to shut off the app's ability to detect nearby Launch Control devices while the app is in the background.
2. Next, press **Sign in with Microsoft** and follow instructions to authenticate your Microsoft 365 credentials.
3. Set your location services preference by pressing:
 - a. **Allow only while using the app** if you wish to allow the mobile app to find nearby Launch Control enabled Windows devices using proximity detection (via Bluetooth).
 - b. **Deny** if you do not wish to use the mobile app proximity detection to find nearby Launch Control enabled Windows devices using proximity detection (via Bluetooth).
4. When you have arrived on the mobile app home screen labelled Discover, set your camera permissions by pressing:
 - a. **Allow** if you wish to use the QR code function as a means of connecting to a Launch Control enabled Windows device.
 - b. **Deny** if you do not wish to use the QR code function as a means of connecting to a Launch Control enabled Windows device.
5. The mobile app is now fully set up, ready to connect to nearby Launch Control enabled Windows devices.

Connecting to Launch Control

The mobile app allows you to connect to Launch Control devices wirelessly to launch calls from your mobile and wirelessly sign into Microsoft 365 on the main display.

Connecting to Launch Control is achieved in one of two ways:

- Via Bluetooth (for Bluetooth enabled devices)
- Via QR Code

When connected to a Launch Control enabled Windows device:

- You are signed into Microsoft 365 on the main display, where you may access your Microsoft OneDrive content and Outlook Calendar events.
- You may view your Outlook Calendar events on your mobile device and launch these on the main display wirelessly.

Connecting via Bluetooth

This function is only available if you have allowed location services permissions. [See how to set up the mobile app for proximity detection.](#)

Follow these simple steps to connect to Launch Control using Bluetooth:

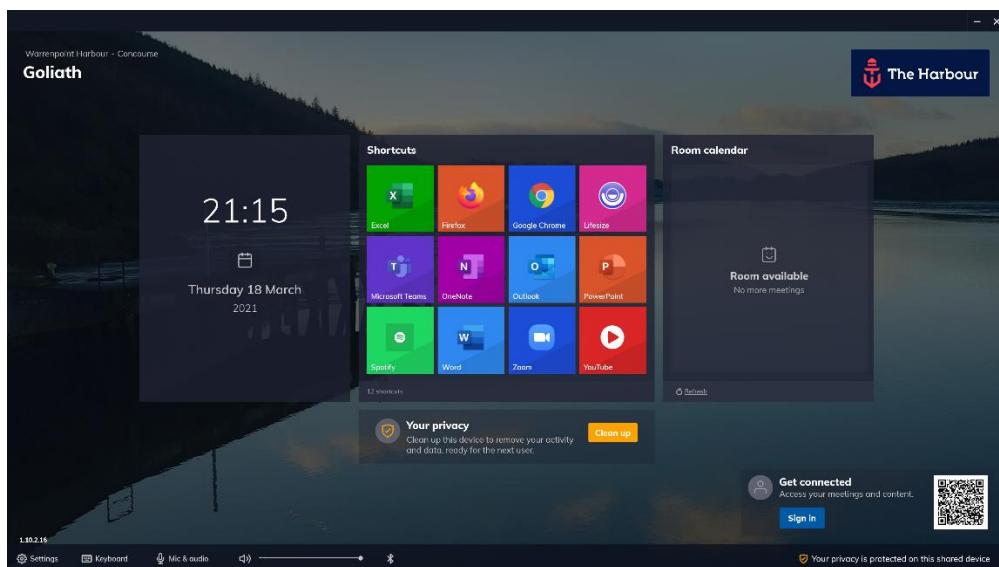
1. Ensure your mobile device Bluetooth setting is **On**. This is found within your phone's settings, under **Bluetooth**.
2. Ensure the Launch Control device is Bluetooth-enabled and has its Bluetooth setting turned on. You can check the Bluetooth status by pressing Sign in on the Launch Control home screen and looking for the status that reads **Bluetooth is enabled on this device**.
3. Ensure that you are in proximity of a Launch Control enabled Windows device, then, on your mobile device open the **Launcher** app and sign into Microsoft if prompted to do so.
4. The mobile app automatically starts scanning the area for nearby Launch Control devices. Any nearby devices appear on a list.
5. Select a device from the list to establish a connection via Bluetooth.
6. If successful, you are now connected to Launch Control.

Connecting via QR code

This function is only available if you have allowed relevant camera permissions. [See how to set up the mobile app for QR scanner function.](#)

Follow these simple steps to connect to Launch Control using the QR scanner:

1. Firstly, ensure that the Launch Control device that you wish to connect to is available. To check, go to your Launch Control enabled Windows device and ensure that Launch Control is open and on the home screen. Then, if no one is signed in a QR code should be available to the bottom right corner of the interface, as illustrated below.



2. Once you have identified the QR code on the Launch Control enabled Windows device, open the **Launcher** app on your mobile.
3. While on the **Discover** screen, press **Connect with QR code** at the bottom of the screen.
4. The mobile app's QR scanner opens. Go to the Launch Control enabled Windows device and scan the QR code that you identified in step 1.
5. If the scan is successful, you are now connected to Launch Control.

Disconnecting from Launch Control

To disconnect from Launch Control:

- Press the exit button to the top right of the mobile app interface.
- Press **Sign out** to the bottom right of the Launch Control home screen

Launching calls via mobile

This section assumes that you are already connected to a Launch Control device. [See how to connect to Launch Control.](#)

While connected to Launch Control, your mobile app will display your Outlook calendar events on the screen labelled **Meetings**.

While on the **Meetings** screen, you may launch a call by following these steps:

1. Press **Launch on screen**. You can find this as follows:
 - a. If your next meeting has been set up with a video conferencing tool such as Teams, Zoom or others, you will see a button labelled **Launch on screen**.
 - b. If you have other meetings during the day, you may press on the meeting item on the list to view meeting details where a button labelled **Launch on screen** can be found.
2. If your call is scheduled for later in the day, you may be prompted to confirm that you wish to launch your call ahead of time. If this is the case and you wish to continue, simply press **Launch now**. Otherwise, skip to the next step.
3. Your call will automatically launch on the Launch Control display.

Using Launch Control Windows

The Launch Control Windows application improves the meeting room experience by making common tasks such as launching calls and interacting with applications simple and intuitive.

In this section, we'll cover what it means to interact with Launch Control while using a meeting space through the following topics:

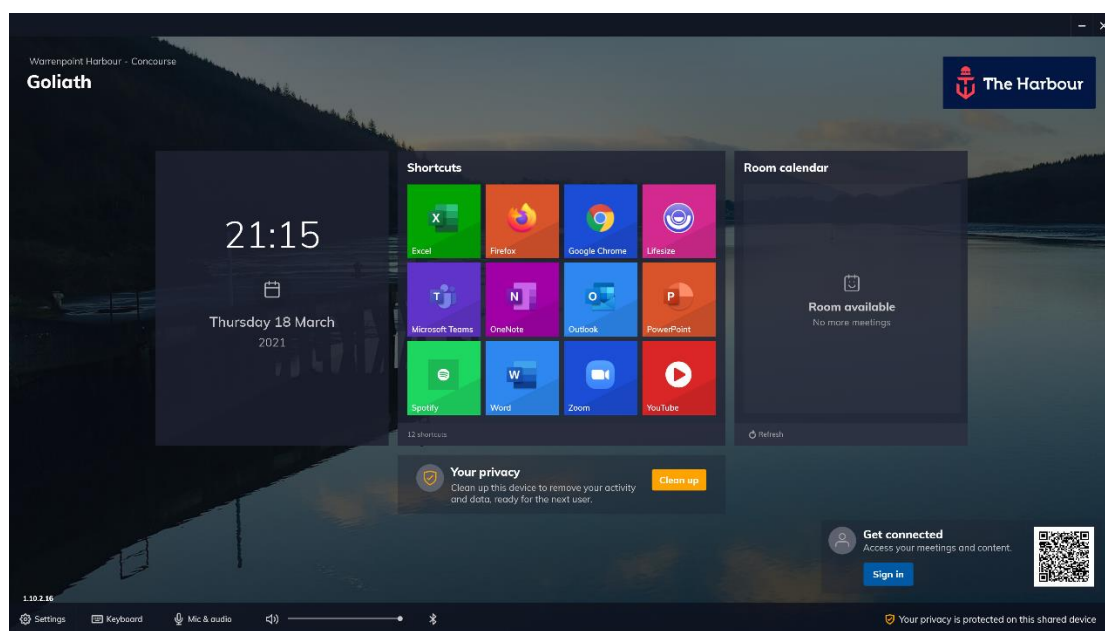
- Launching shortcuts
- Microsoft functions
- Launching calls
- Running a device clean-up

Launching shortcuts

Shortcuts – configured and added to the Launch Control home screen via the application settings – allow meeting room users to launch applications and web links with one touch.

With Launch Control the process of launching an application or a web link within a meeting space - unlike traditional Windows desktop environments – is streamlined, as is illustrated in the instructions below:

1. On the Launch Control home screen, press any of the shortcuts available in the grid, as illustrated in our example home screen below:



2. The application or web link is launched and opens in full screen.
3. To return to the Launch Control home screen, press the home button to the left side of the screen, represented by an icon of a house:



Microsoft 365 functions

Microsoft 365 users can sign in using their Microsoft credentials to access their calendar items and OneDrive files via Launch Control.

In this section we'll look at ways you can interact with Launch Control and Microsoft services to simplify your meeting room experience.

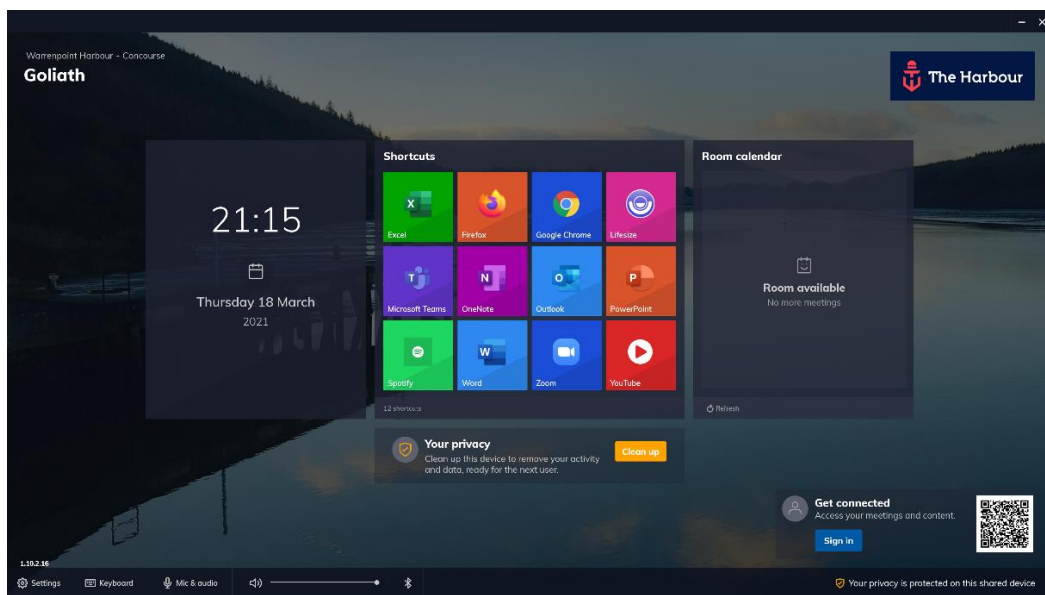
Connecting to Launch Control on Windows

There are two methods for accessing Microsoft 365 content:

- By signing manually in via the Launch Control interface
- By signing in wirelessly via the mobile application. [See how to get set up with the mobile app.](#)

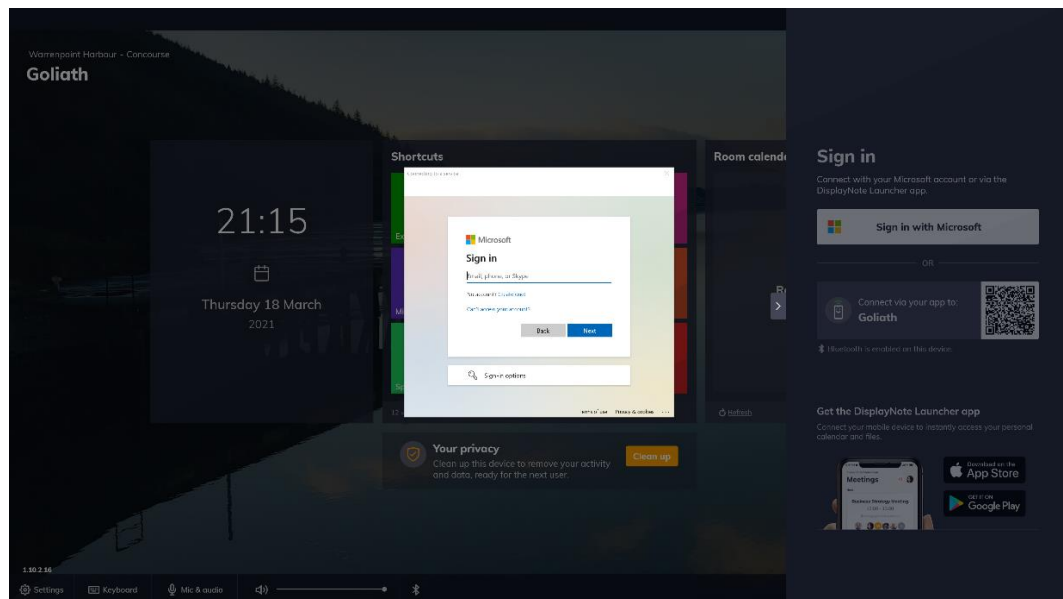
This section covers how you can connect by signing in manually via the Launch Control interface. To do this, follow these simple steps:

1. On the Launch Control home screen press **Sign in**, as illustrated in the example home screen below.

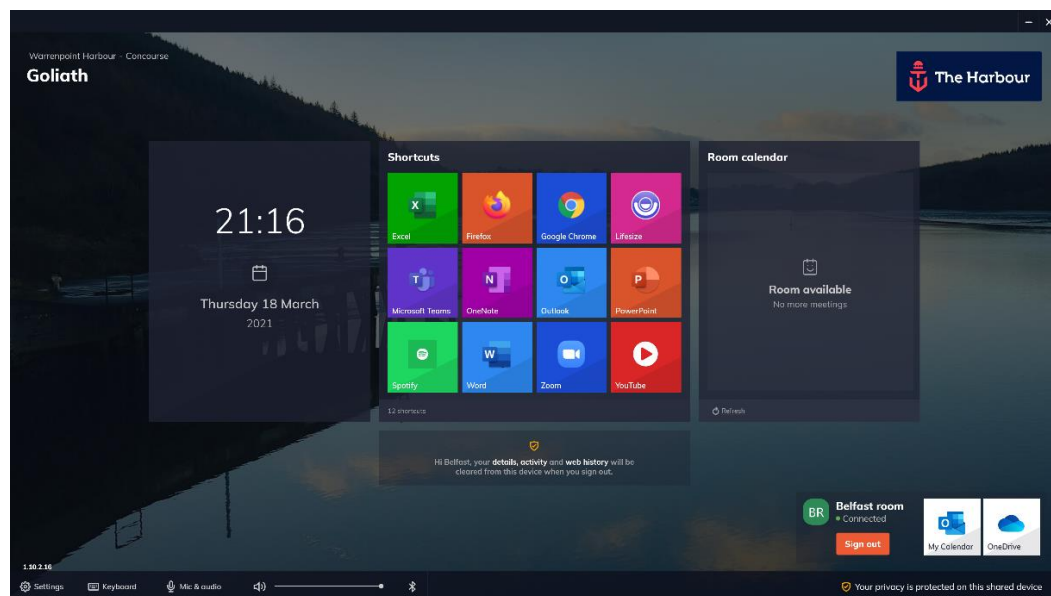


2. The sign in panel appears. Press **Sign in with Microsoft**.

3. A Microsoft authentication browser window appears to verify your Microsoft 365 account details. Follow instructions by entering the email address and password to complete the authentication.



4. When your Microsoft 365 account has been authenticated you are returned to the Launch Control home screen and you are now signed in. From here, you may access your Microsoft 365 calendar and OneDrive.

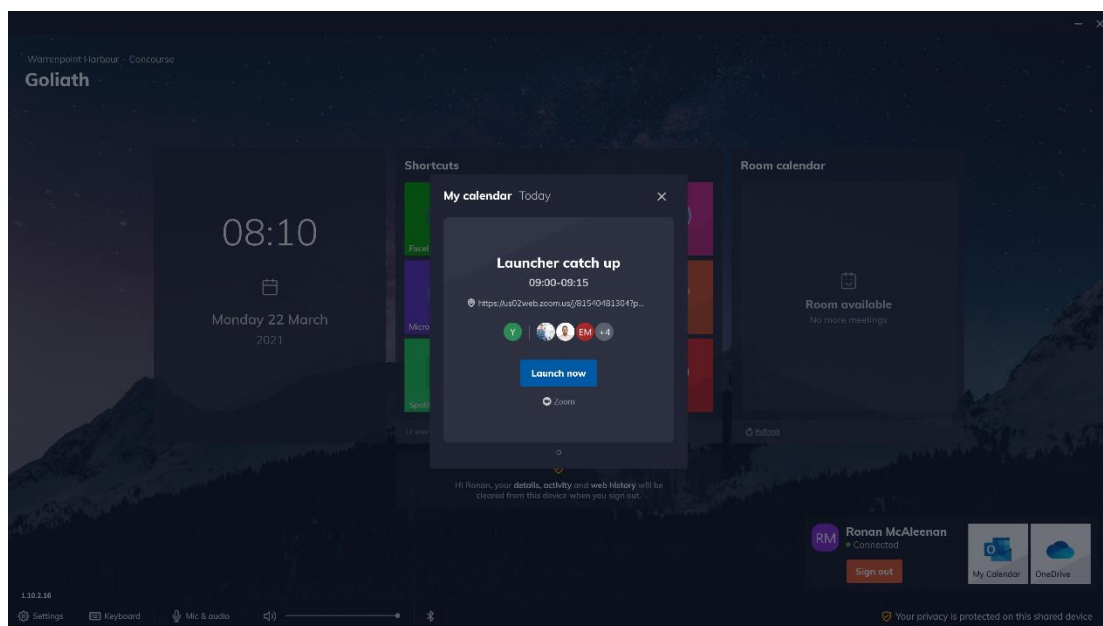


Using My Calendar

When connected to the Launch control on Windows – [see how to get connected](#) – you can access your personal Outlook calendar events to launch calls on the Launch Control device with one touch.

Here's how:

1. When connected to Launch Control, look to the bottom right of the main meeting room display, where the sign in information is held. Press on the tile with the Outlook icon labelled **My Calendar**.
2. A window appears, showing your Outlook calendar events as follows:
 - a. Event title, time and attendees.
 - b. If your calendar event has been set up with a video call an option labelled Launch Now is shown along with an icon to represent the video conference tool that will be used for the call (i.e. Teams, Zoom, etc.).



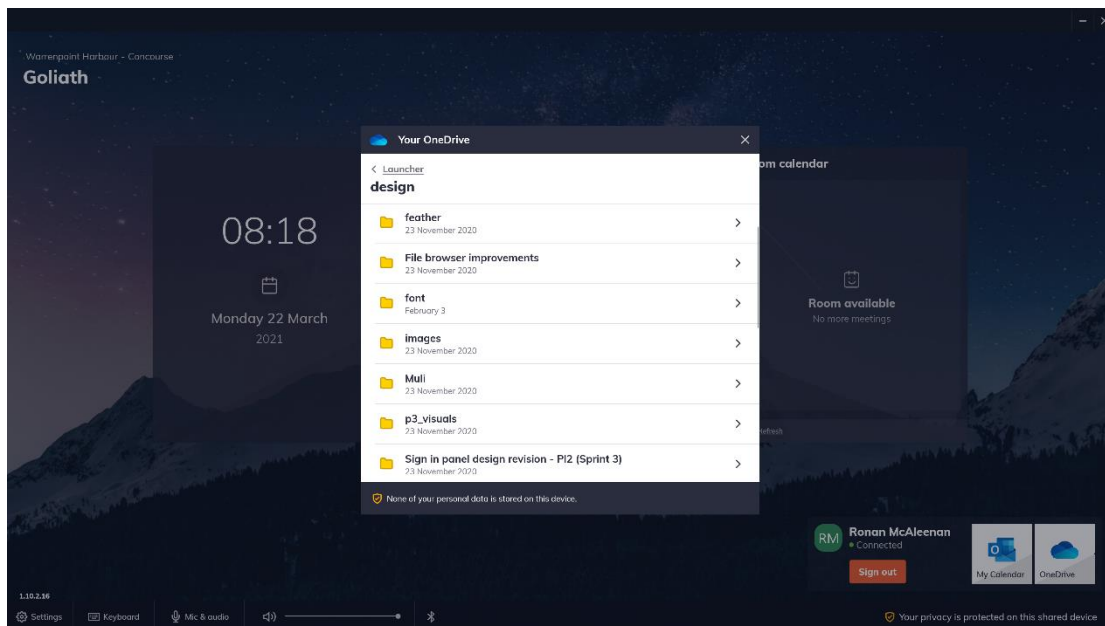
3. Press **Launch now**.
4. Your call will automatically start on the meeting room display.

Using OneDrive

When connected to the Launch control on Windows – [see how to get connected](#) – you can access your personal OneDrive file on the Launch Control device to view your content.

Here's how to view your OneDrive files:

1. When connected to Launch Control, look to the bottom right of the main meeting room display, where the sign in information is held. Press on the tile with the OneDrive icon labelled **OneDrive**.
2. A window appears, showing your OneDrive files. Navigate to a file of your choice as follows:
 - a. Press folder icons to access their contents.
 - b. Press the back arrow to return to the preview view.



3. Press down on a file of your choice to open the file on the default browser set on the system.

Using the room calendar

The Launch Control room calendar allows you to view meeting events scheduled to take place with the space.

The room calendar is broken down as follows:

- The current time slot is labelled **Now**. This is where any current calendar events appear.
- The next time slot is labelled **Next**. This is where any future calendar events appear.
- When multiple other calendar events are scheduled for later in the day, these can be viewed in the room calendar day schedule by pressing the option labelled **X more meetings later today**.

Launching a scheduled meeting call

Launching a scheduled meeting call from the room calendar is very simple:

1. On the room calendar **Now** time slot, press **Launch now**.
2. The meeting will launch automatically.

Launching an unscheduled meeting call

It is possible to start meeting calls ahead of schedule. This can be done using the following steps:

1. Tap or click on a meeting event in the **Next** time slot, or tap on a meeting event in the **X more meetings later today** to view events later in the day.
2. A confirmation window appears to notify you that you are about to launch a call for a meeting that is scheduled in the future.
3. Confirm that you want to launch the call by pressing **Launch Now**.
4. Your call automatically starts on the Launch Control display.

Running a device clean-up

Launch Control is designed to keep your information safe. Your IT administrator may already have put in place some security measures to ensure that your privacy is maintained.

Thankfully with Launch Control there's an easy way for you to also do this by running a device clean-up. [Get the details on device clean-ups](#) and what it does to keep your information secure.

Run a device clean-up when signed in

When you are signed in on the Launch Control device using Microsoft, you can simply disconnect from the device to automatically run a device clean up.

You can disconnect from Launch Control using one of these methods:

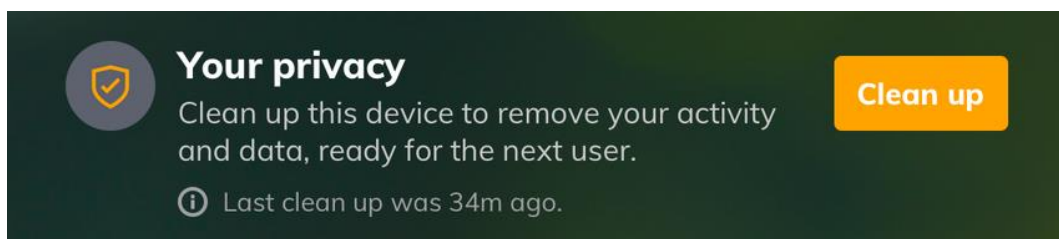
- Press **Sign out** via the Launch Control home screen interface.
- If you are connected using the mobile app, press the exit button to the top right of the mobile app interface.

Run a device clean-up manually

The manual clean-up function is available from the Launch Control home screen and is available to anyone interacting with the application.

To trigger a manual clean up, follow these instructions:

1. While on the home screen, press the button towards the center of the screen labelled **Clean up**.



2. The clean-up operation will begin and after a brief moment, a notification appears to notify you that the clean-up operation is complete.
3. Local data, cached information and web history data is removed, and any open applications are closed.

Setting speaker and microphone defaults

Launch Control provides you with options to change the speaker and microphone system defaults, helping you experience consistency for your audio interactions with the system.

To change the system configuration, follow these steps:

1. On the Launch Control home screen, press **Mic & audio**.
2. A new panel appears with options to choose your preferred speaker and microphone from a list of available devices.
3. Choose your preferred audio options using the dropdown menu.
4. Your new audio system defaults have been set and you may now close the mic & audio panel.

Scheduling meetings

This section covers scheduling meeting with Launch Control to ensure your meeting events appear in the room calendar while also being one-touch if you want to use a video conferencing tool like Microsoft Teams or Zoom.

We'll have a look at how to set up the following meeting types using Outlook on the web and Outlook desktop application:

- Zoom meetings
- Microsoft Teams meetings
- GotoMeeting meetings
- Bluejeans meetings

Zoom meetings

To schedule Zoom meetings using Outlook, you'll need:

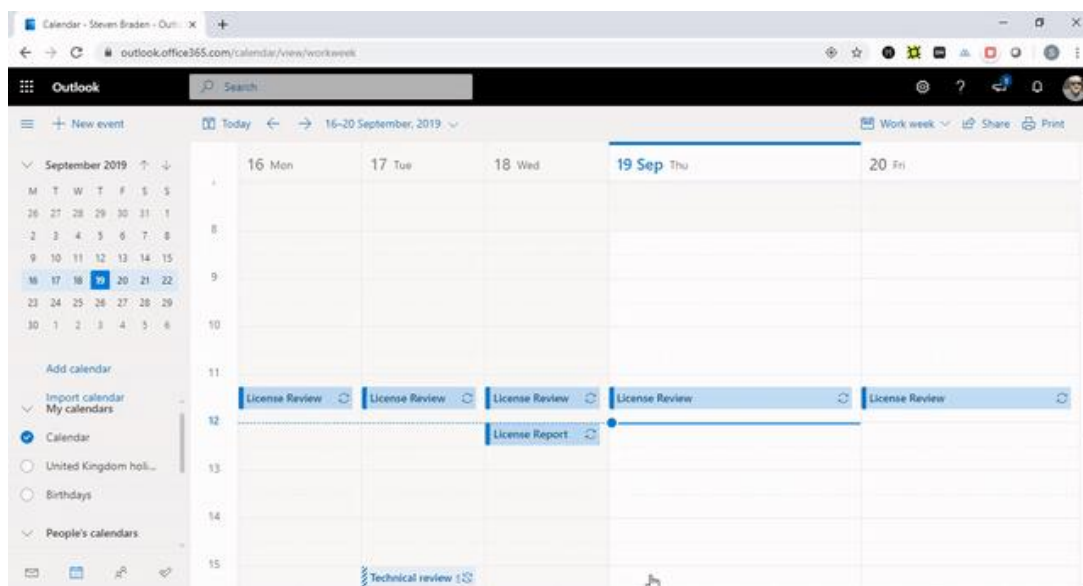
- The room mailbox email address or name so that you can associate your meeting to a specific space where Launch Control is installed.
- The Zoom add-in. [Get the Zoom add-in on the Microsoft Store.](#)

There are two ways to schedule meetings using Outlook:

- Outlook web access
- Outlook for desktop

Outlook web access (OWA)

Here's a preview of the process, followed by steps on how to schedule a Zoom meeting using Outlook web access:

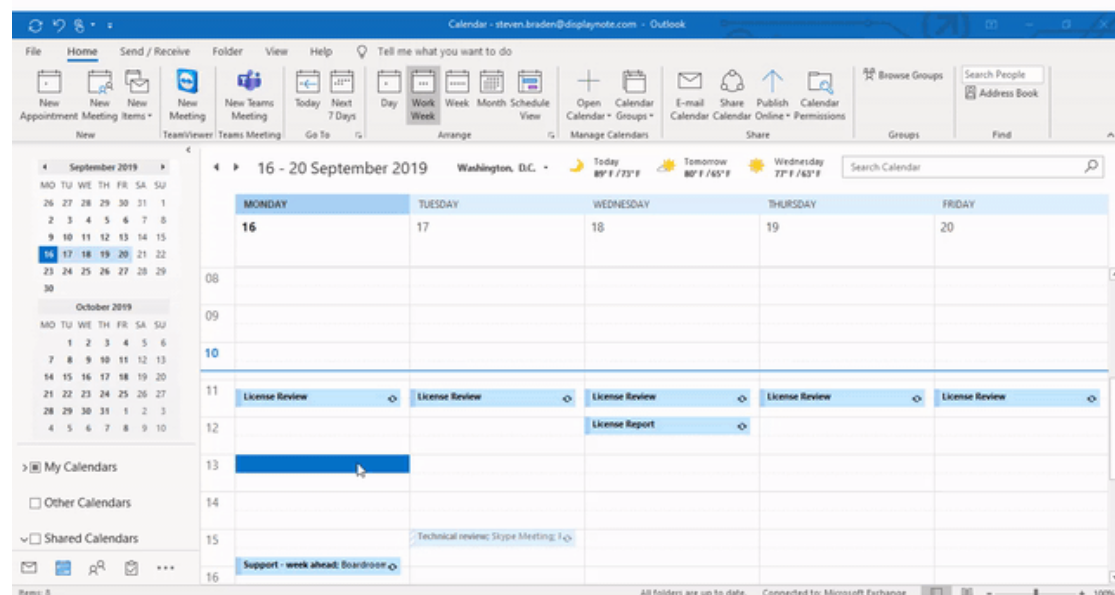


1. Using your web browser [sign into Outlook](#) and find the calendar section of the web app, located in the bottom left of the interface.
2. Create a new event by selecting the **New event** option located at the top of the interface, or by double-clicking on a time slot within your calendar. This will generate a new window.
3. Add a meeting subject and participants for your meeting.
4. Select the "Add a Zoom meeting" option from your Zoom add-in to generate a meeting URL. The meeting URL will automatically populate into the location field.

5. Add the room mailbox to the location field. The room mailbox must be the room mailbox email address that is set up with your Launch Control room calendar.
6. Send the invitation by pressing **Send**.
7. Your meeting now appears on the Launch Control room calendar, where you can launch your Zoom meeting with one simple touch.

Outlook desktop app

Here's a preview of the process, followed by steps on how to schedule a Zoom meeting using Outlook web access:



1. Open Outlook and go to the calendar section located in the bottom left of the interface, then create a new meeting using the **New Meeting** option from the application ribbon, located at the top of the interface. This will generate a new meeting window.
2. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox email address that is set up with your Launch Control room calendar.
3. Select the "Add a Zoom meeting" option from your Zoom add-in to generate a meeting URL.
4. Send the invitation by pressing **Send**.
5. Your meeting now appears on the Launch Control room calendar, where you can launch your Zoom meeting with one simple touch.

Microsoft Teams meetings

To schedule Microsoft Teams meetings using Outlook, you'll need:

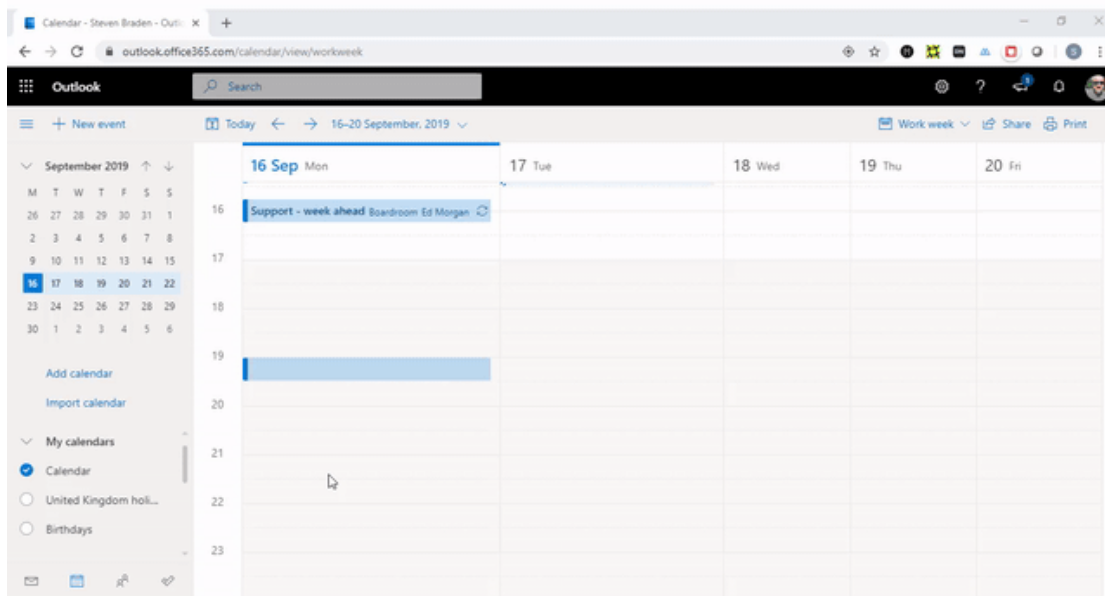
- The room mailbox email address or name so that you can associate your meeting to a specific space where Launch Control is installed.

There are two ways to schedule meetings using Outlook:

- Outlook web access
- Outlook for desktop

Outlook web access (OWA)

Here's a preview of the process, followed by steps on how to schedule a Zoom meeting using Outlook web access:

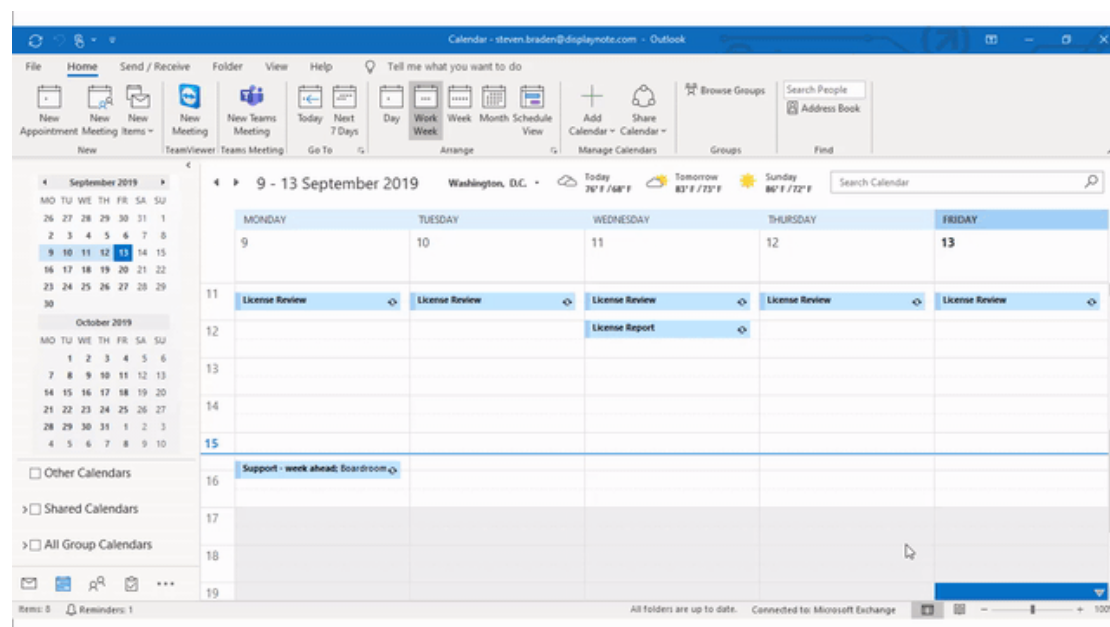


1. Using your web browser [sign into Outlook](#) and find the calendar section of the web app, located in the bottom left of the interface.
2. Create a new event by selecting the **New event** option located at the top of the interface, or by double-clicking on a time slot within your calendar. This will generate a new window.
3. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox account that is set up with your Launch Control room calendar.
4. Press **Teams meeting** option to generate a Teams meeting.

5. When the meeting details have been generated, send the meeting invitation. At this stage your meeting is scheduled, but you will need to retrieve the teams meeting URL and add it to the location field, as instructed below:
 - On your calendar, right-click or expand the scheduled and select the **Edit** option. This will show the meeting details window.
 - In the body of the email, right-click the **Join Microsoft Teams meeting** link and copy the URL, and paste it in the location field, alongside the room mailbox account.
6. When the Teams meeting URL has been added to the location field, send the meeting.
7. Your meeting now appears on the Launch Control room calendar, where you can launch your Teams meeting with one simple touch.

Outlook desktop app

Here's a preview of the process, followed by steps on how to schedule a Microsoft Teams meeting using Outlook desktop:



1. Open Outlook and go to the calendar section located in the bottom left of the interface, then create a new meeting using one of the following methods:
 - Select the **New Teams Meeting** option from the application ribbon, located at the top of the interface. This will generate a new

meeting, which includes your Teams meeting details in the body of the email invitation.

- Select the **New Meeting** option from the application ribbon, located at the top of the interface. This will generate a new meeting window, where you will see a **Teams** option. Enable this option to generate Teams meeting details. This adds the details to the body of the email invitation.
2. Copy the meeting URL from Teams meeting details, found in the body of the email invitation. Paste the meeting URL into the location field, replacing the existing **Microsoft Teams Meeting** entry.
 3. When the URL has been pasted, add the room mailbox from the list provided. This room mailbox must be the room mailbox email that is set up with your Launch Control room calendar.
 4. Ensure that you have entered a meeting subject and added participants, then send the meeting invitation by pressing **Send**.
 5. Your meeting now appears on the Launch Control room calendar, where you can launch your Teams meeting with one simple touch.

GoToMeeting meetings

To schedule GoToMeeting events using Outlook, you'll need:

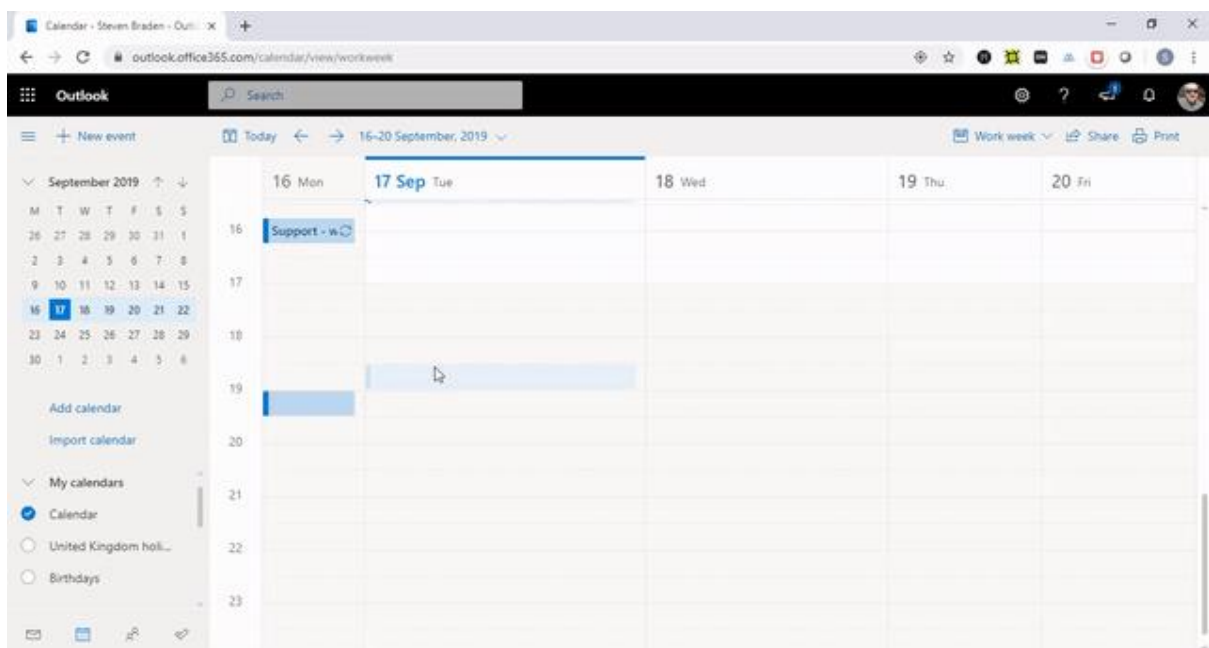
- The room mailbox email address or name so that you can associate your meeting to a specific space where Launch Control is installed.
- The GoToMeeting Outlook add-in. [Get the GoToMeeting Outlook Plugin](#)

There are two ways to schedule meetings using Outlook:

- Outlook web access
- Outlook for desktop

Outlook web access (OWA)

Here's a preview of the process, followed by steps on how to schedule a GoToMeeting event using Outlook web access:

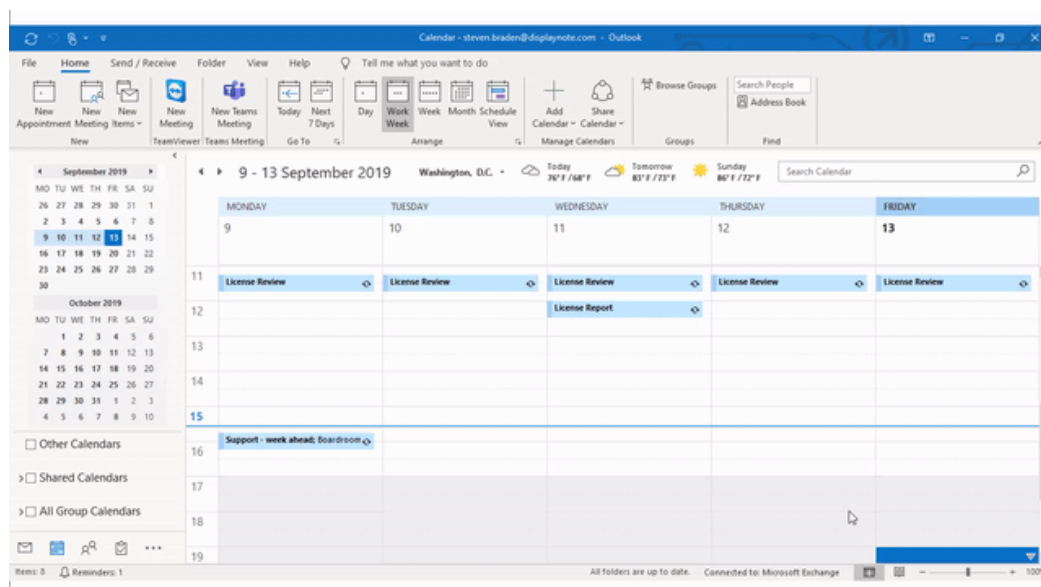


1. Using your web browser [sign into Outlook](#) and find the calendar section of the web app, located in the bottom left of the interface.
2. Create a new event by selecting the **New event** option located at the top of the interface, or by double-clicking on a time slot within your calendar. This will generate a new window.
3. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox account that is set up with your Launch Control room calendar.

4. Select the GoToMeeting add-in to show the meeting side panel and select the **Generate a new meeting link** option.
5. In the body of your email invitation, copy the newly generated GoToMeeting meeting URL and paste it into the location field.
6. Send the invitation by pressing **Send**.
7. Your meeting now appears on the Launch Control room calendar, where you can launch your Teams meeting with one simple touch.

Outlook desktop app

Here's a preview of the process, followed by steps on how to schedule a GoToMeeting event using Outlook desktop:



1. Open Outlook and go to the calendar section located in the bottom left of the interface, then create a new meeting using the **New Meeting** option from the application ribbon, located at the top of the interface. This will generate a new meeting window.
2. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox email address that is set up with your Launch Control room calendar.
3. Select the GoToMeeting add-in to show the meeting side panel and select the **Generate a new meeting link** option.
4. Send the invitation by pressing **Send**.
5. Your meeting now appears on the Launch Control room calendar, where you can launch your GoToMeeting event with one simple touch.

Bluejeans meetings

To schedule Bluejeans events using Outlook, you'll need:

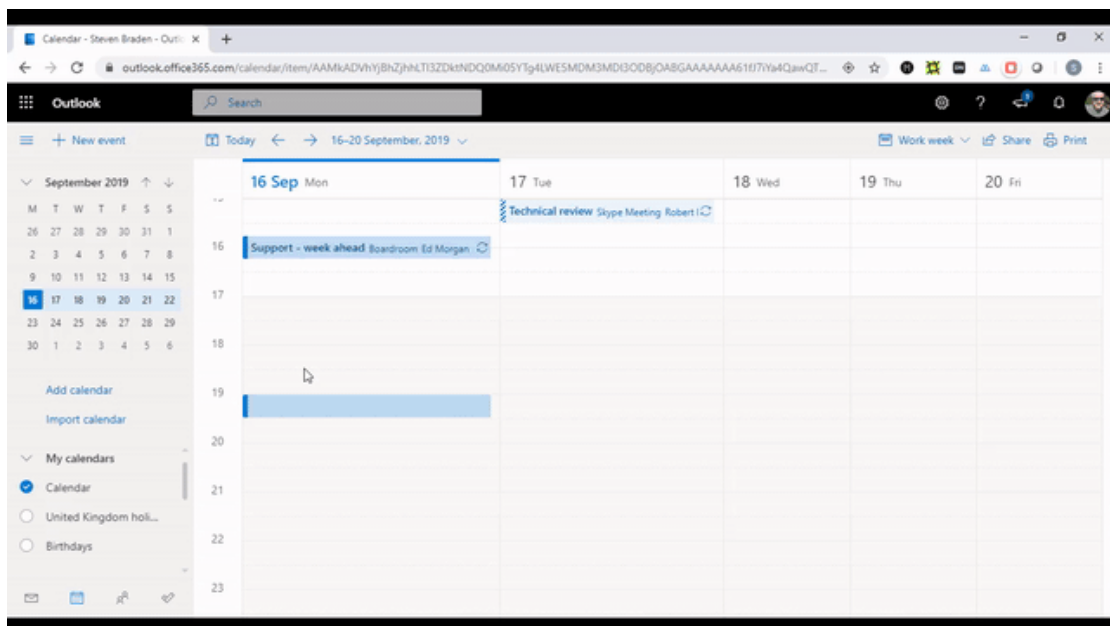
- The room mailbox email address or name so that you can associate your meeting to a specific space where Launch Control is installed.
- The Bluejeans Outlook add-in. [Get the Bluejeans Outlook Plugin](#)

There are two ways to schedule meetings using Outlook:

- Outlook web access
- Outlook for desktop

Outlook web access (OWA)

Here's a preview of the process, followed by steps on how to schedule a Bluejeans meeting using Outlook web access:

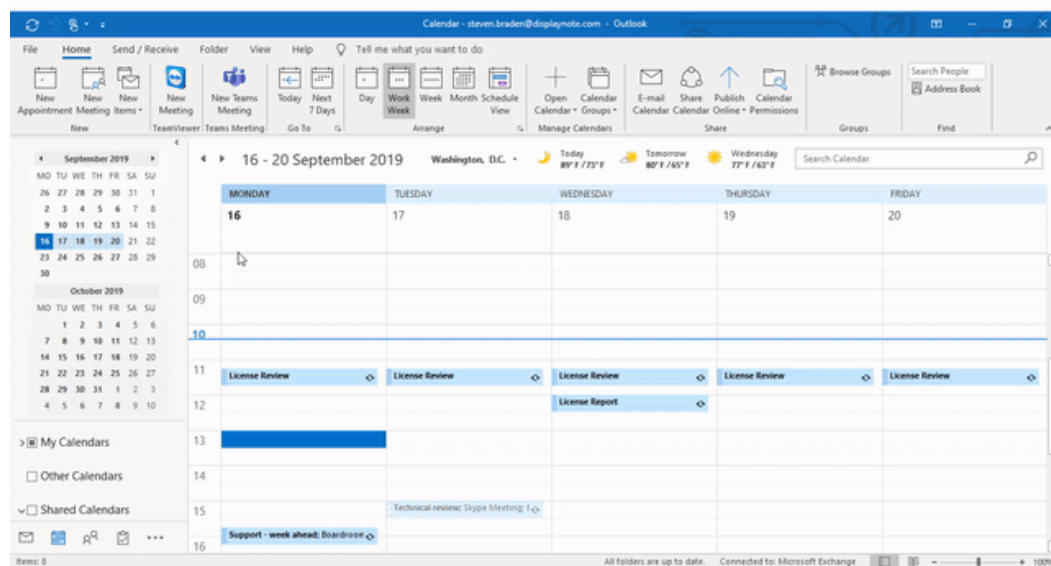


1. Using your web browser [sign into Outlook](#) and find the calendar section of the web app, located in the bottom left of the interface.
2. Create a new event by selecting the **New event** option located at the top of the interface, or by double-clicking on a time slot within your calendar. This will generate a new window.
3. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox account that is set up with your Launch Control room calendar.

4. Select the **Add a Bluejeans meeting** option from your Bluejeans add-in to generate a meeting URL.
5. In the body of your email invitation, copy the newly generated Bluejeans meeting URL and paste it into the location field.
6. Send the invitation by pressing **Send**.
7. Your meeting now appears on the Launch Control room calendar, where you can launch your Bluejeans meeting with one simple touch.

Outlook desktop app

Here's a preview of the process, followed by steps on how to schedule a Bluejeans meeting using Outlook desktop:



1. Open Outlook and go to the calendar section located in the bottom left of the interface, then create a new meeting using the **New Meeting** option from the application ribbon, located at the top of the interface. This will generate a new meeting window.
2. Add a meeting subject, participants for your meeting, and a room mailbox (in the location field). The room mailbox must be the room mailbox email address that is set up with your Launch Control room calendar.
3. Select the **Add a Bluejeans meeting** option from your Bluejeans add-in to generate a meeting URL.
4. Send the invitation by pressing **Send**.
5. Your meeting now appears on the Launch Control room calendar, where you can launch your Bluejeans meeting with one simple touch.