

COLL-IN Local

USER MANUAL

© 2026

Future Software Ltd.

This page is intentionally left blank.
Remove this text from the manual
template if you want it completely blank.

1. Introduction to COLL-IN Local	5
1.1 Welcome	6
2. Hardware	7
2.1 Overview	8
2.2 Software Installation	9
3. Guides	37
3.1 OverView	38
3.2 Web Portal	40
3.2.1 Overview	40
3.2.2 Accessing the Web Portal	41
3.2.3 Uploading and Managing Media	45
3.2.4 Creating and Organizing Content Folders	47
3.2.5 Setting User Permissions and Access	50
3.2.6 Managing System Settings	56
3.3 Touch Application	62
3.3.1 Overview	62
3.3.2 Getting Started with the Touch Application	63
3.3.3 Navigating the Touch Interface	65
3.3.4 Using Touch Gestures to Interact with Media	67
3.3.5 Introducing Content Solo	68
3.3.6 Collaborating with a Group	70
3.3.7 Customising Your Workspace	71
3.3.8 Annotating and Editing Media in Real Time	72
3.3.9 Saving and Resetting Workspaces	76
4. Reference	79
4.1 Overview	80
Index	0

This page is intentionally left blank.
Remove this text from the manual
template if you want it completely blank.

Introduction to COLL-IN Local

1 Introduction to COLL-IN Local

Introduction to COLL-IN

COLL-IN is an interactive collaboration platform designed to bring people, content, and ideas together in a single shared workspace. It enables teams to view, manage, and interact with multiple sources of information simultaneously, making meetings, presentations, training sessions, and workshops more engaging and productive.

The platform allows users to connect and display a wide range of inputs, including PCs, laptops, media players, web content, documents, and live feeds. Content can be moved, resized, annotated, and organised intuitively on the canvas, supporting both structured presentations and free-form collaboration.

COLL-IN is designed to be flexible and easy to use. Whether you are running a formal meeting, delivering a lesson, collaborating remotely, or brainstorming ideas, the system adapts to your workflow without requiring complex technical knowledge.

This guide is structured into two main sections. The first section covers **software installation**, including system requirements and initial setup. The second section is the **user manual**, which explains day-to-day operation, core features, and best-practice usage to help you get the most out of COLL-IN.

1.1 Welcome

Thank you for purchasing **COLL-IN Local**, including our software and optional hardware.

COLL-IN Local is developed and supported by **Future Software Ltd (FSL)**, a UK-based technology company with decades of experience designing, delivering, and supporting mission-critical collaboration and visualisation solutions. Our focus is on reliability, usability, and long-term support, ensuring your system performs consistently in real-world environments.

This manual provides guidance on hardware requirements, supported operating systems, installation, day-to-day operation, and reference information to help you get the most from your COLL-IN system.

If you have purchased a complete hardware and software package from FSL, your system may already be configured. In this case, you can move directly to the **User Guide** and begin using the software straight out of the box.

If you have purchased the software only and are using your own hardware, please start with the **Software Installation** section to ensure your system is set up correctly before use.

Hardware

2 Hardware

Overview

This section provides an overview of the hardware components required to operate the system effectively. Understanding the hardware setup will help ensure reliable performance, smooth operation, and a consistent user experience.

The hardware typically consists of a central processing unit, one or more display surfaces, input devices, and supporting peripherals. These components work together to deliver interactive content, manage media sources, and respond accurately to user input.

Before using the system, ensure that all hardware components are correctly installed, securely connected, and powered on. Proper placement, ventilation, and cable management are important to maintain system stability and longevity.

Detailed information about each hardware component, including setup requirements and best-practice recommendations, is provided in the sections that follow.

2.1 Overview

COLL-IN Local

Quick Start Guide and Help Manual

This guide is designed to help you install, configure, and use **COLL-IN** with confidence. It covers the full journey, from system requirements and installation through to daily operation and collaboration.

The first part of the guide focuses on setup and configuration. It explains hardware and operating system requirements, software installation, and system configuration using the Web Portal, including user management, media management, and client settings.

The second part of the guide covers using COLL-IN in real working environments. It explains how to use the Touch Application to present content, interact with media, collaborate with others, run meetings and breakout sessions, and capture outcomes through annotations and saved sessions.

If you have purchased a complete hardware and software package, your system may already be prepared. In this case, you can move directly to the user sections and begin using COLL-IN immediately. If you are installing the software on your own hardware, follow the installation sections in order before use.

This guide is written for first-time users. Instructions are clear, practical, and focused on what you need to do and what you should expect to see on screen. Sections can be read in sequence or used as reference when needed.

2.2 Software Installation

Welcome to the Coll-In Installation Guide

Coll-In Local is a collaboration platform designed to support teamwork, communication, and shared working. It runs on Windows and allows teams to present, organise, and interact with content in real time.

This guide explains how to install Coll-In using the installation file provided. It is suitable for first-time installations as well as updates to an existing system.

Before starting the installation, make sure you have the required permissions on the computer and that the system meets the minimum requirements. This will help ensure the installation completes smoothly.

System Requirements

Before installing Coll-In Local, make sure the system meets the requirements below. This helps avoid compatibility or performance issues during installation and use.

Minimum Requirements

- Operating system: Windows 11 (64-bit)
- CPU: Intel i5, 12th generation
- RAM: 8 GB
- Storage: 120 GB available space
- DK2 USB key: Provided by FUTURESoftware
- Installer package: Coll-In Local Installer
- Includes all required dependencies, libraries, and supporting components

Recommended Requirements

****For best performance, especially in higher-demand environments, the following specifications are recommended.**

- Operating system: Windows 11 (64-bit)
- CPU: Intel i7, 12th generation
- GPU: Nvidia 1660
- RAM: 16 GB
- Input card: Datapath VisionSC-HD4+
- Storage: 500 GB available space
- DK2 USB key: Provided by FUTURESoftware
- Installer package: Coll-In Local Installer
- Includes all required dependencies, libraries, and supporting components

Before You Continue

- Confirm the system meets the minimum or recommended requirements
 - Ensure the DK2 USB key is available
 - Verify sufficient storage space is free
-

Pre-Installation Steps

Before installing Coll-In Local, complete the following checks to ensure a smooth installation.

- Use a dedicated machine

Make sure the target computer does not contain important or sensitive data. Once installed, Coll-In Local takes control of the Windows environment and restricts the device for Coll-In use only.

- Administrator access

Log in using an administrator account on the target machine. Administrator privileges are required for the installation to complete successfully.

- Prepare the installer

Copy the Setup Coll-In Local.exe file to the target machine. This installer contains everything needed to install and configure Coll-In Local.

Installation Procedure

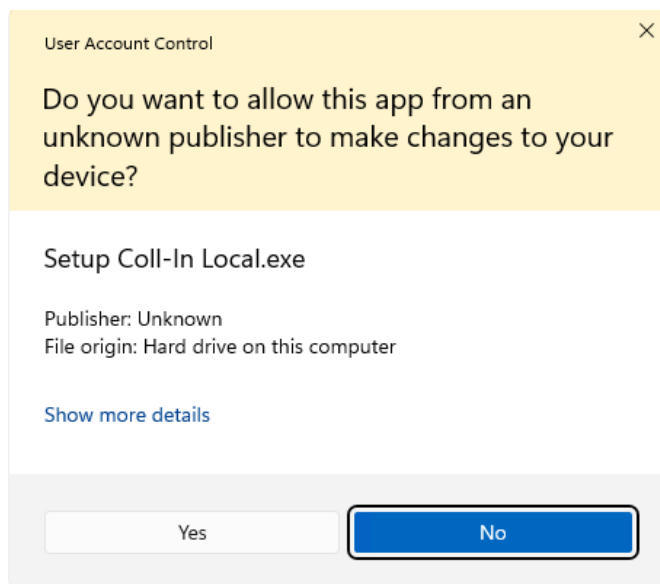
Launch the Installer

Double-click the **Setup Coll-In Local.exe** file on the target machine to begin the installation process.



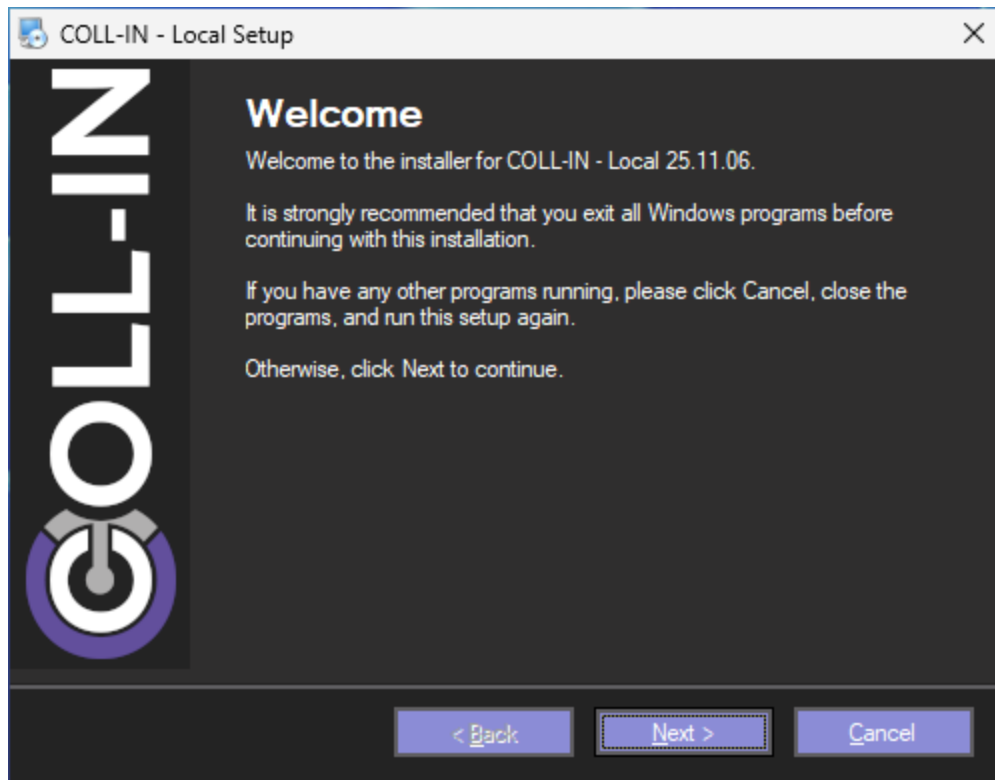
User Account Control (UAC)

When the Windows User Account Control prompt appears, select **“Yes”** to allow the installer to make changes to your device.



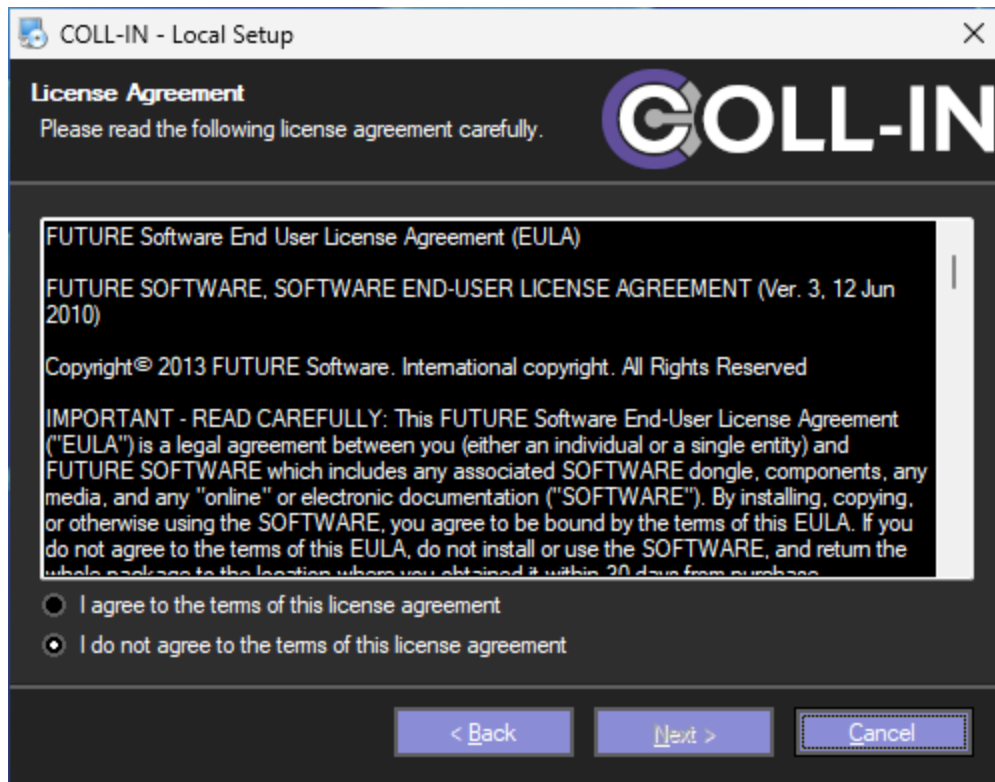
Welcome Screen

On the **Coll-In Local Setup** welcome screen, click **“Next”** to continue.



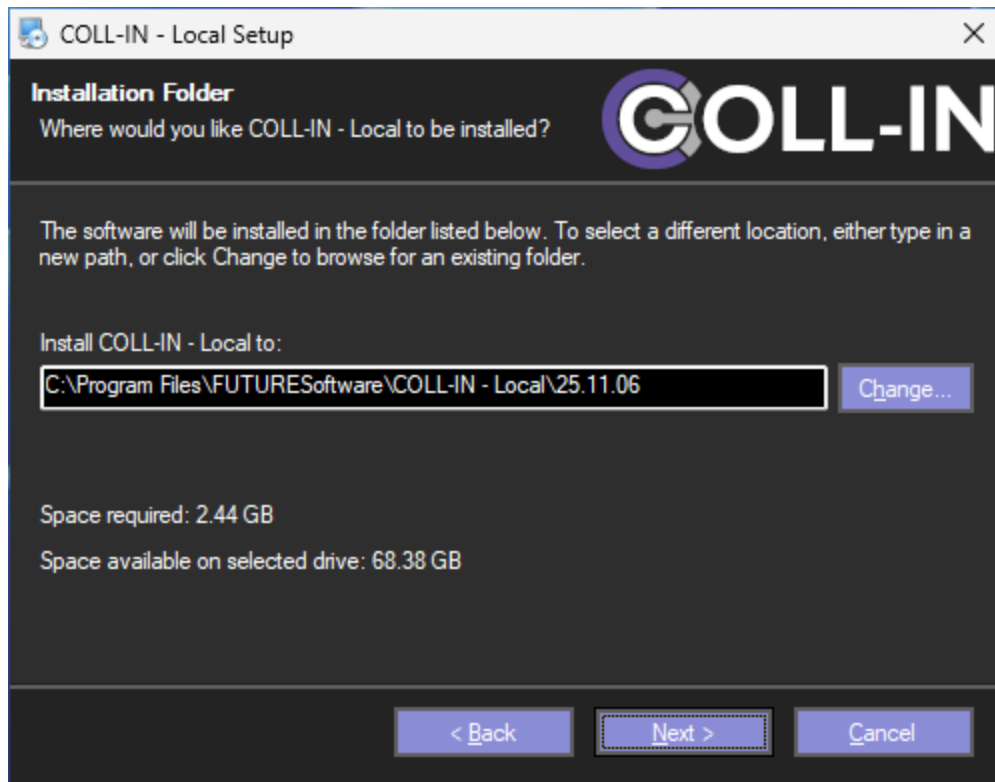
License Agreement

Carefully read the License Agreement. If you agree to the terms, select **“I agree to the terms”** and click **“Next”** to proceed. *(You must accept the agreement to continue the installation.)*



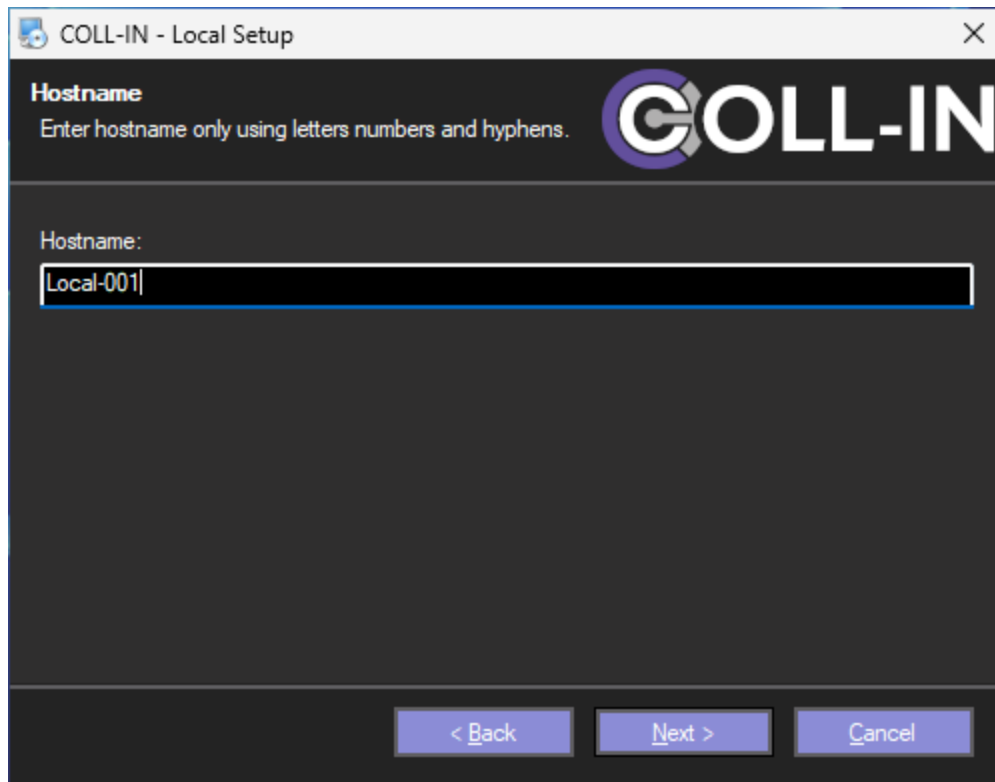
Installation Location

Choose the destination folder where you would like to install Coll-In Local, or leave the default location selected. Click **"Next"** to continue.



Set Hostname

Assign a unique **Hostname** to the device (for example, local-001) and click “**Next**” to proceed.



Auto Login Configuration

During installation, you can choose whether Coll-In should start automatically when Windows boots.

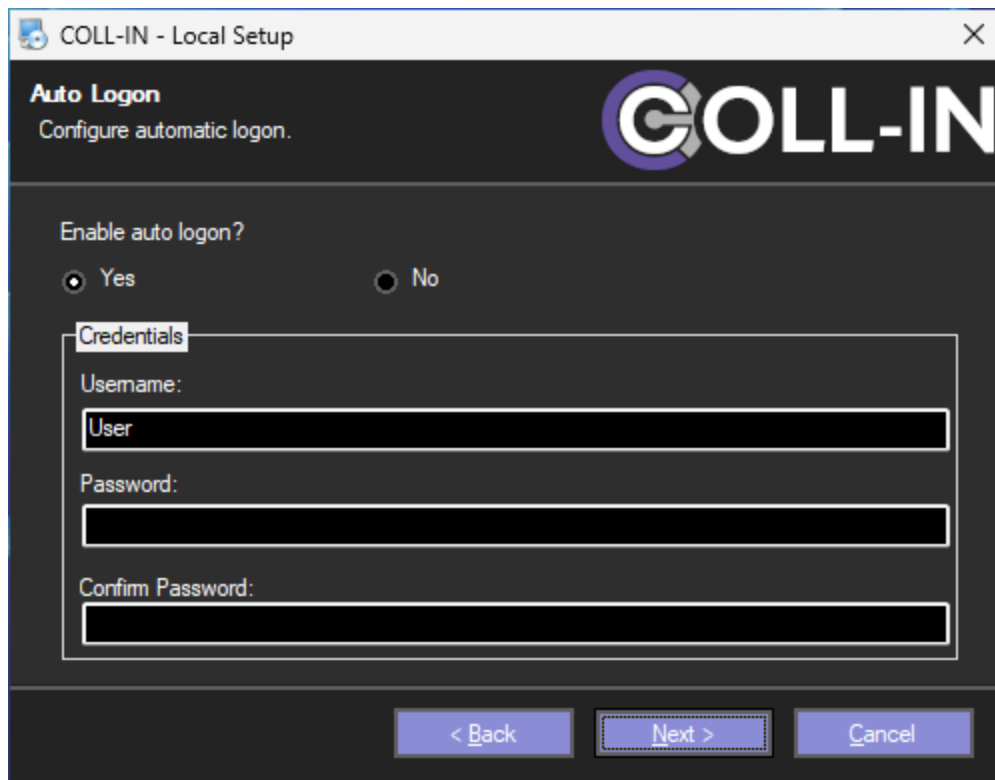
- Select **Yes** to enable automatic login

Coll-In will log in automatically and start when the computer is powered on. You will be asked to enter the username and password of the current Windows user account.

- Select **No** to disable automatic login

Windows will start normally, and Coll-In can be launched manually after login.

Once you have made your selection, select **Next** to continue with the installation.



Optional Package Selection

During installation, you can choose to install additional components depending on your system setup.

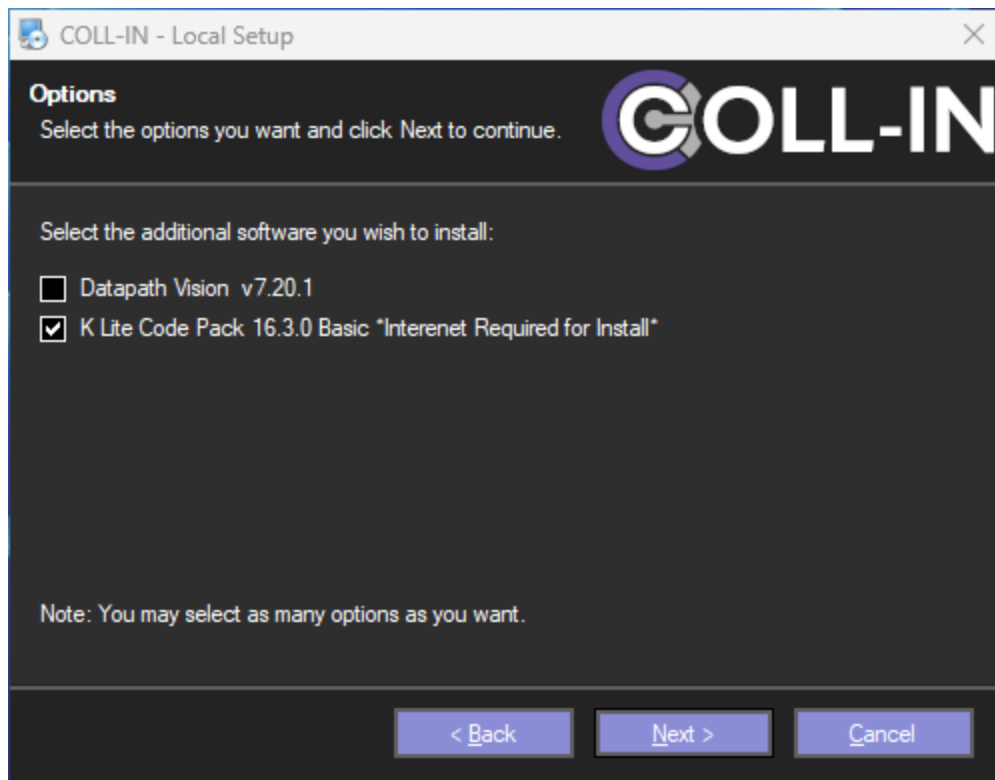
- **Datapath Vision**

Select this option if the system includes a Datapath input card.

- **K-Lite Codec Pack**

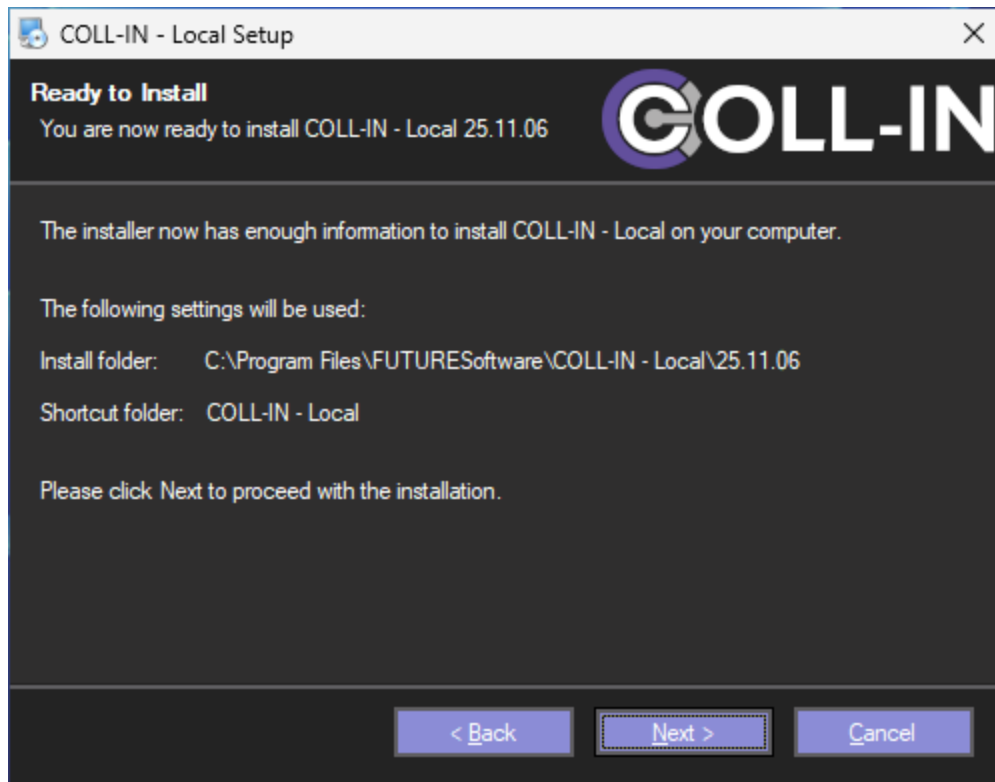
Select this option to enable playback of MP4 video files within Coll-In.

Choose the options that match your system configuration. When you are ready, select **Next** to continue.



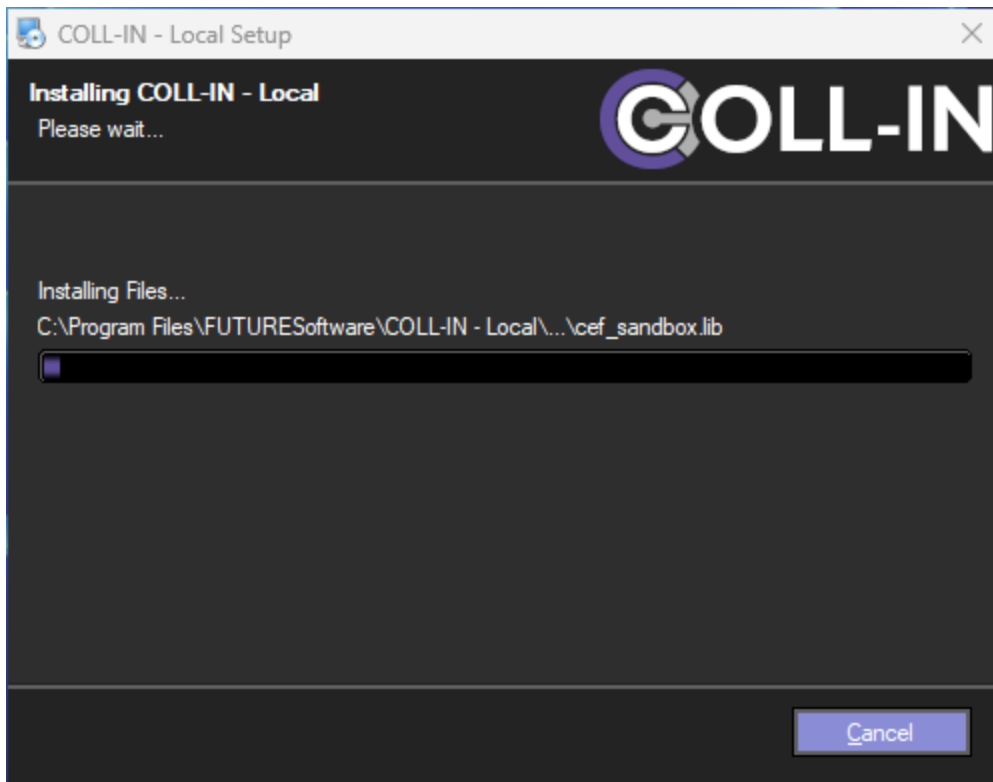
Confirm Installation Settings

Review the summary page to confirm all the setup options you have selected. If everything appears correct, click “**Next**” to begin the installation process.



Installation in Progress

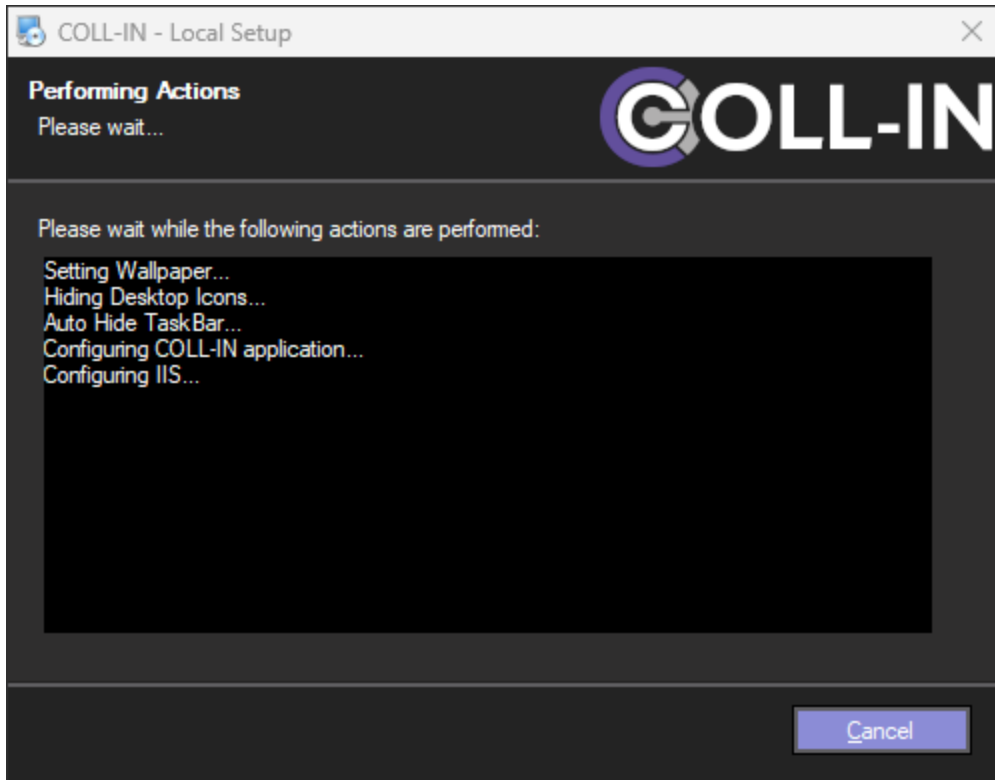
Please wait while Coll-In Local installs the necessary files.
The progress bar will indicate the installation status and fill as the process continues.
This step may take several minutes to complete.



Installation Tasks in Progress

During installation, a progress window will display the tasks being carried out. The information shown will update automatically as each step completes.

Some stages of the installation may require user interaction. If this happens, follow the on-screen instructions or respond to any additional windows that appear to allow the installation to continue.



DK2 Library Installation

During installation, the DK2 setup window will open. DK2 is a required component and must be installed for Coll-In Local to function correctly.

When the DK2 language selection screen appears, select **English** and then click **OK** to continue with the DK2 installation.

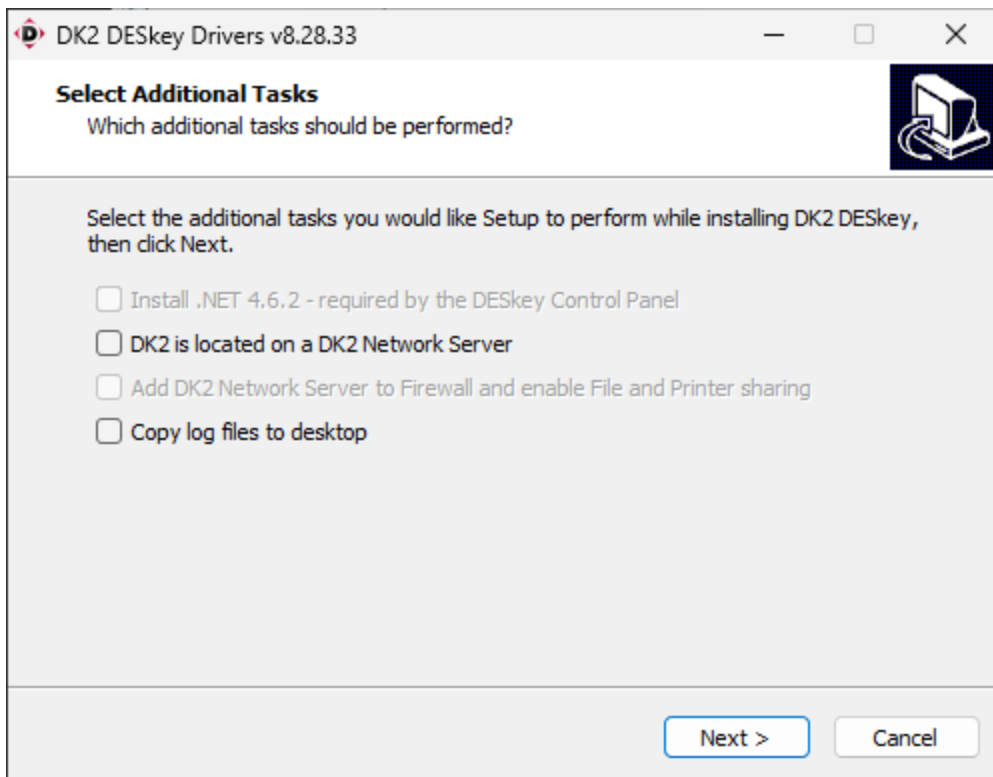
Follow any on-screen instructions until the DK2 setup has completed, after which the Coll-In installation will continue automatically.



DK2 Additional Resources

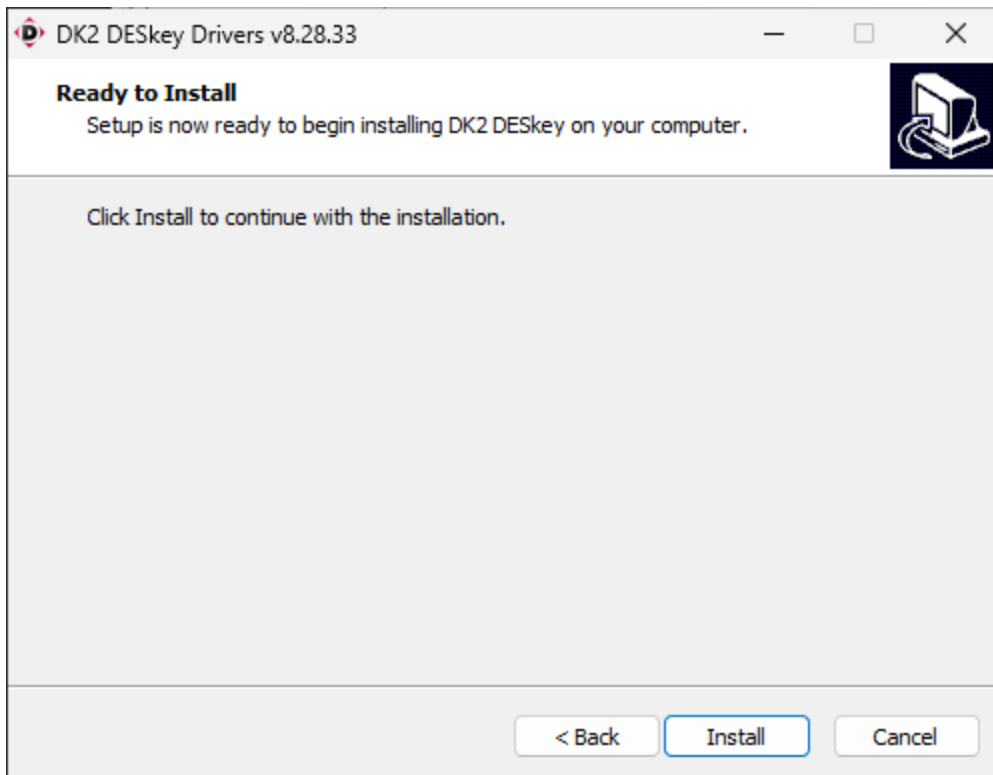
On the DK2 additional resources screen, no extra components are required for Coll-In Local.

Leave all options unchecked and select **Next** to continue the installation.



DK2 Ready to Install

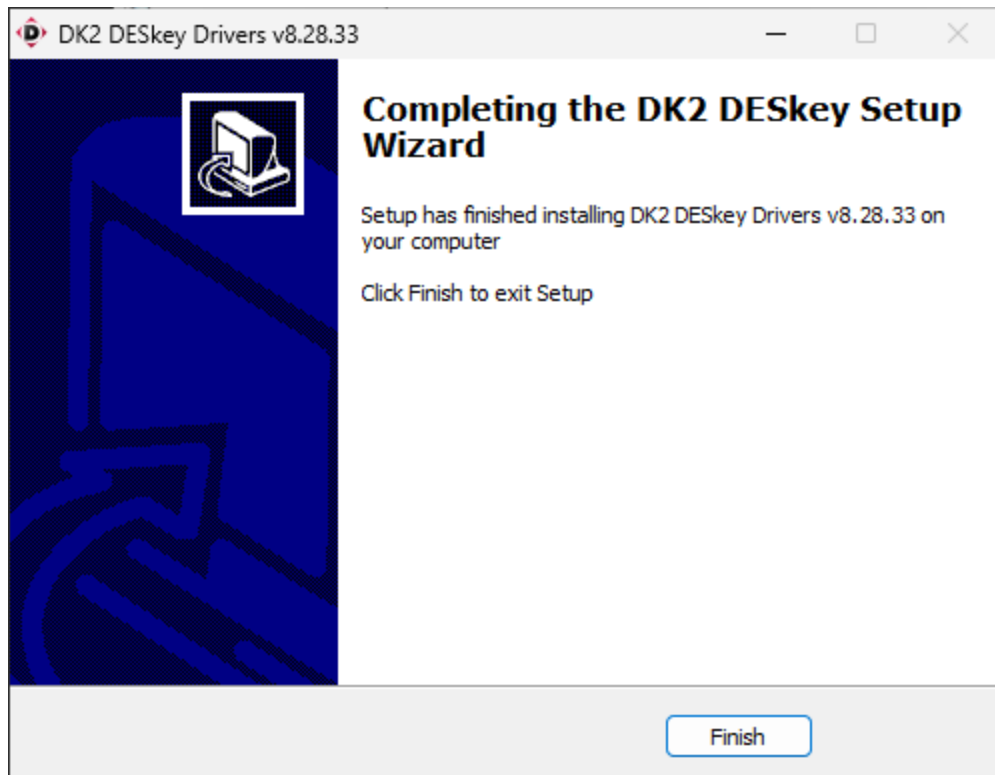
On the **DK2 Ready to Install** screen, click "**Install**" to begin the installation of the DK2 library.



DK2 Installation Complete

Once the DK2 installation has finished, an installation complete screen will appear.

Select **Finish** to close the DK2 installer and return to the main Coll-In Local installation process.

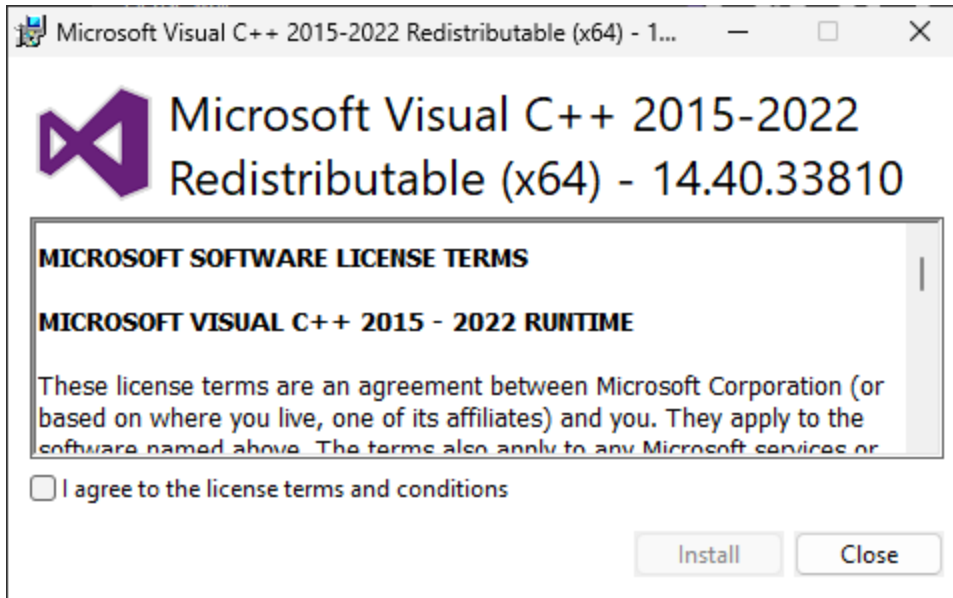


Microsoft C++ Library Installation

During the installation, a Microsoft C++ Redistributable setup window will appear. This component is required for Coll-In Local to run correctly.

Review the licence terms shown in the window. If you agree to the terms, select **I Agree** to allow the installation to proceed.

Once accepted, select **Install** to begin installing the Microsoft C++ library. The Coll-In installation will continue automatically after this step completes.

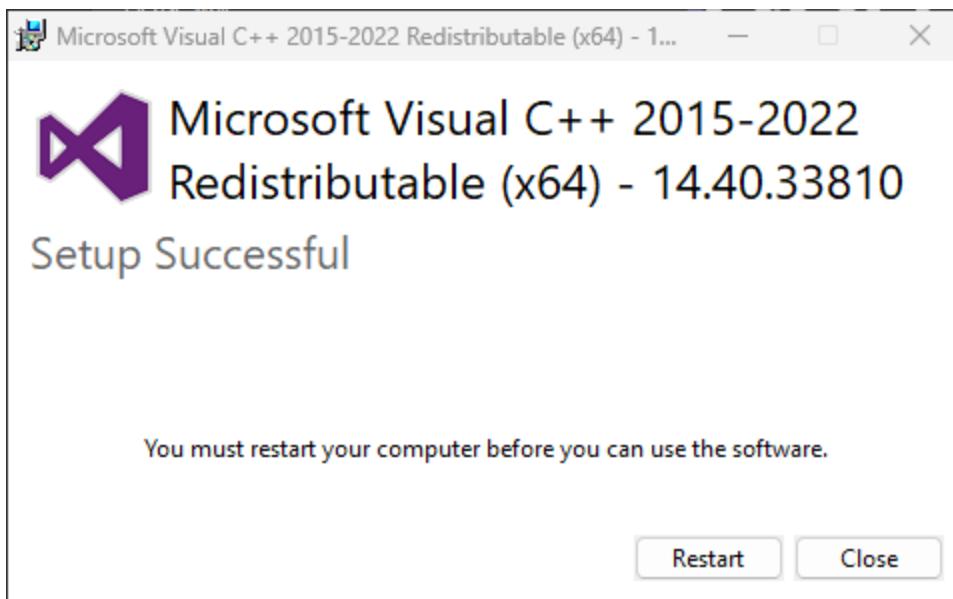


Restart Prompt After Microsoft C++ Installation

After the Microsoft C++ library has installed successfully, you may see a prompt asking you to restart your computer.

Do not select **Restart**, as this would interrupt the Coll-In Local installation. Instead, select **Close** to return to the installer and allow the setup to continue.

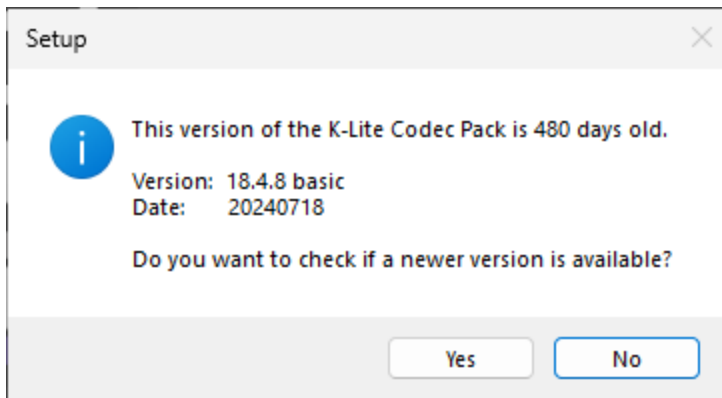
The computer can be restarted later if required, once the full Coll-In installation has completed.



K-Lite Codec Installation (If Selected)

If you chose to install the K-Lite Codec Pack, you may see a prompt asking whether you want to download the latest version.

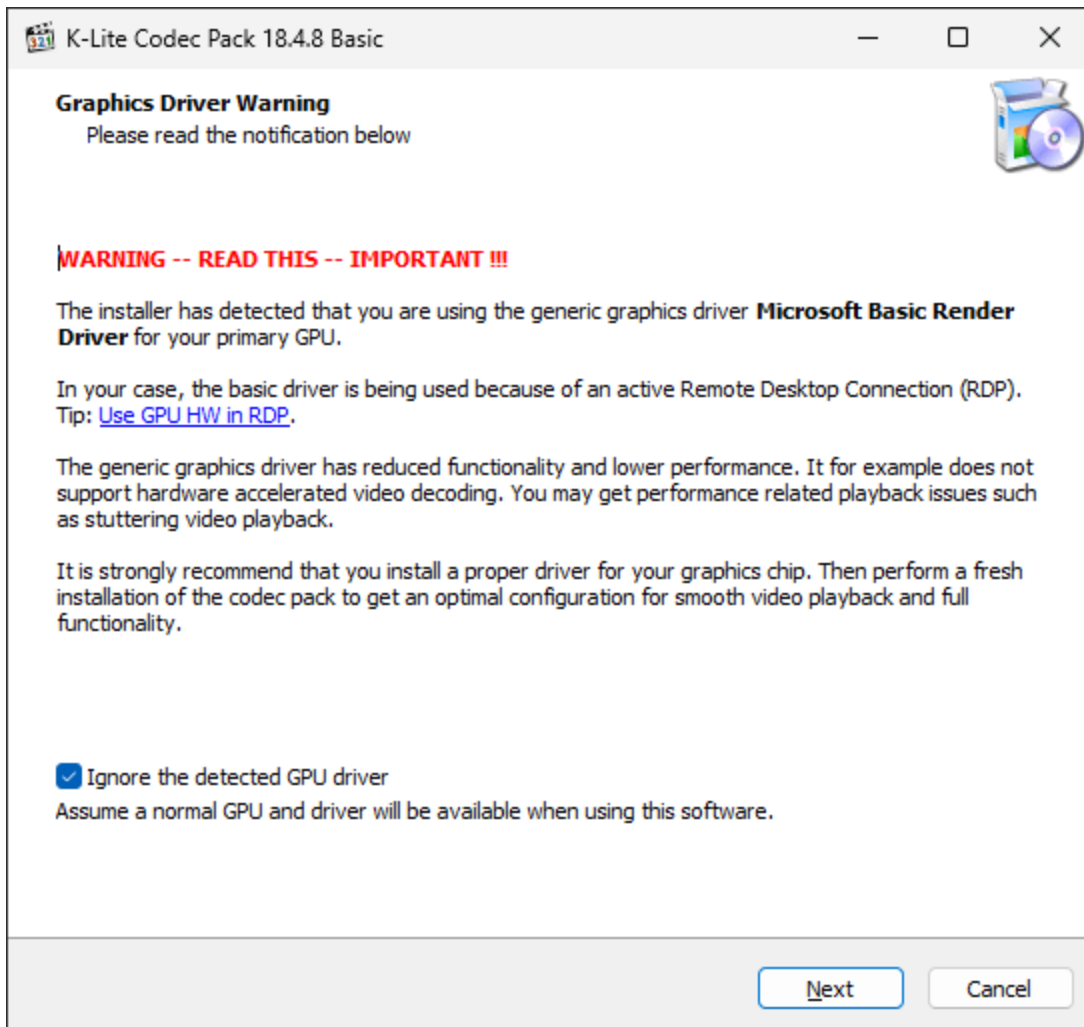
The Coll-In Local installer already includes an up-to-date version of K-Lite. Select **No** to skip the download and continue with the installation.



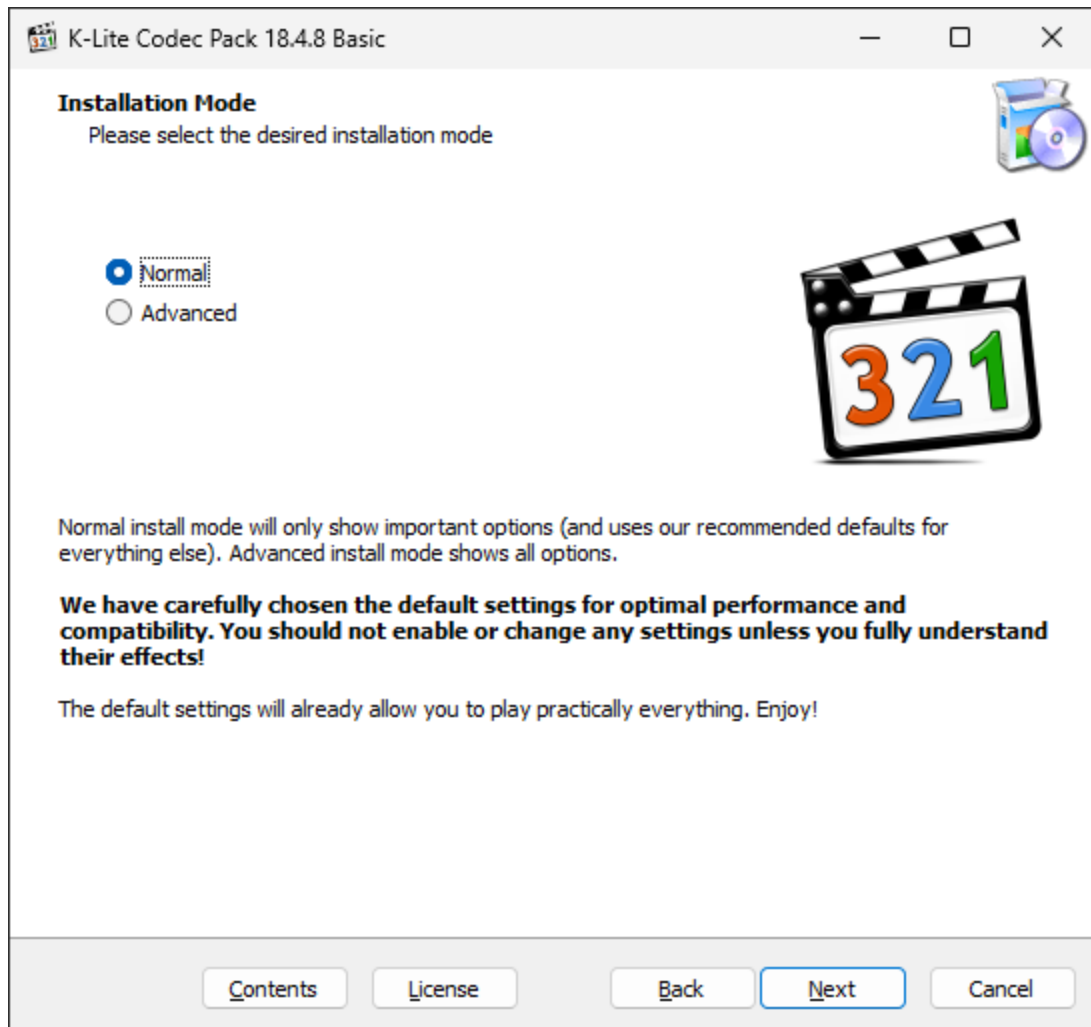
K-Lite Graphics Warning

During the K-Lite Codec installation, a graphics warning screen may appear.

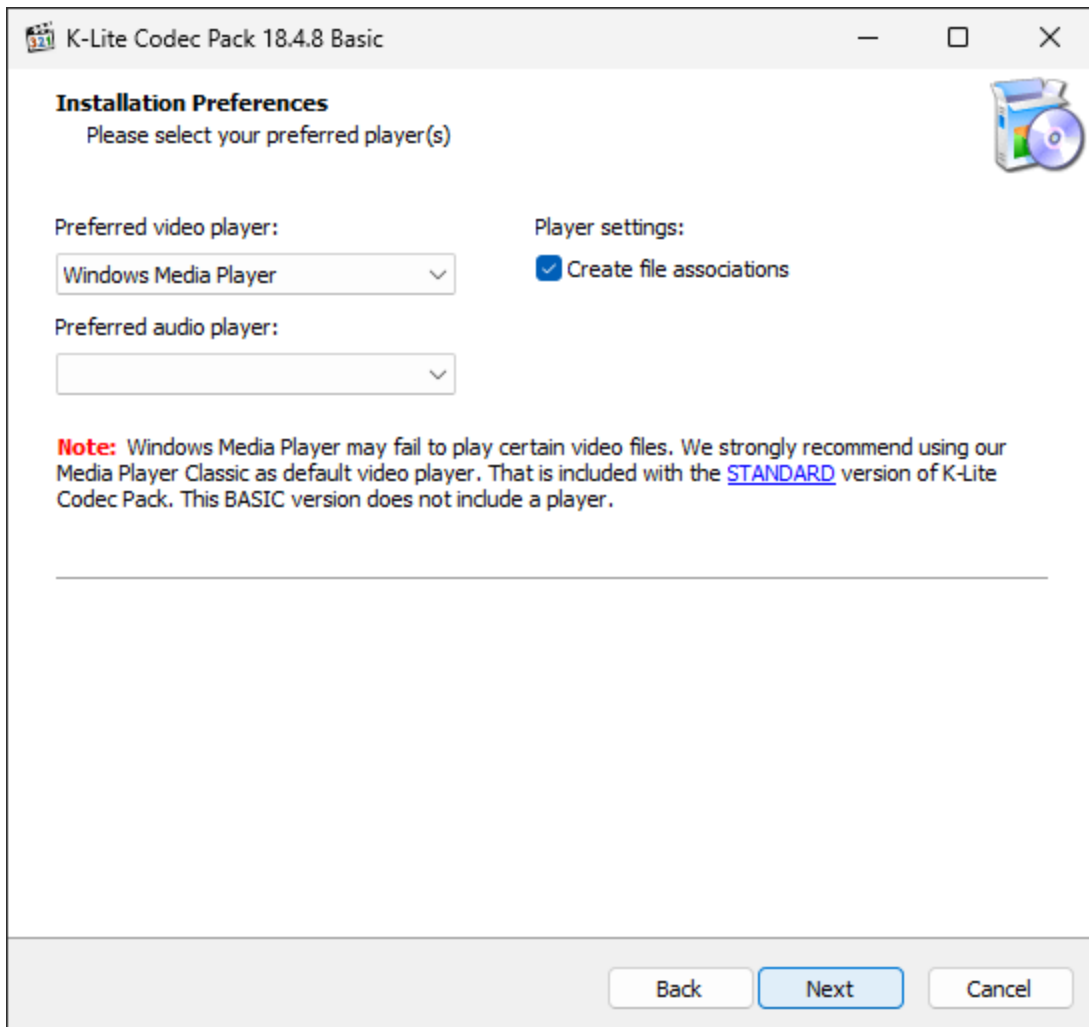
Select **Next** to continue with the installation.



On the **K-Lite Installation Mode** screen, select “**Normal**” as the installation type. Click “**Next**” to continue with the installation.

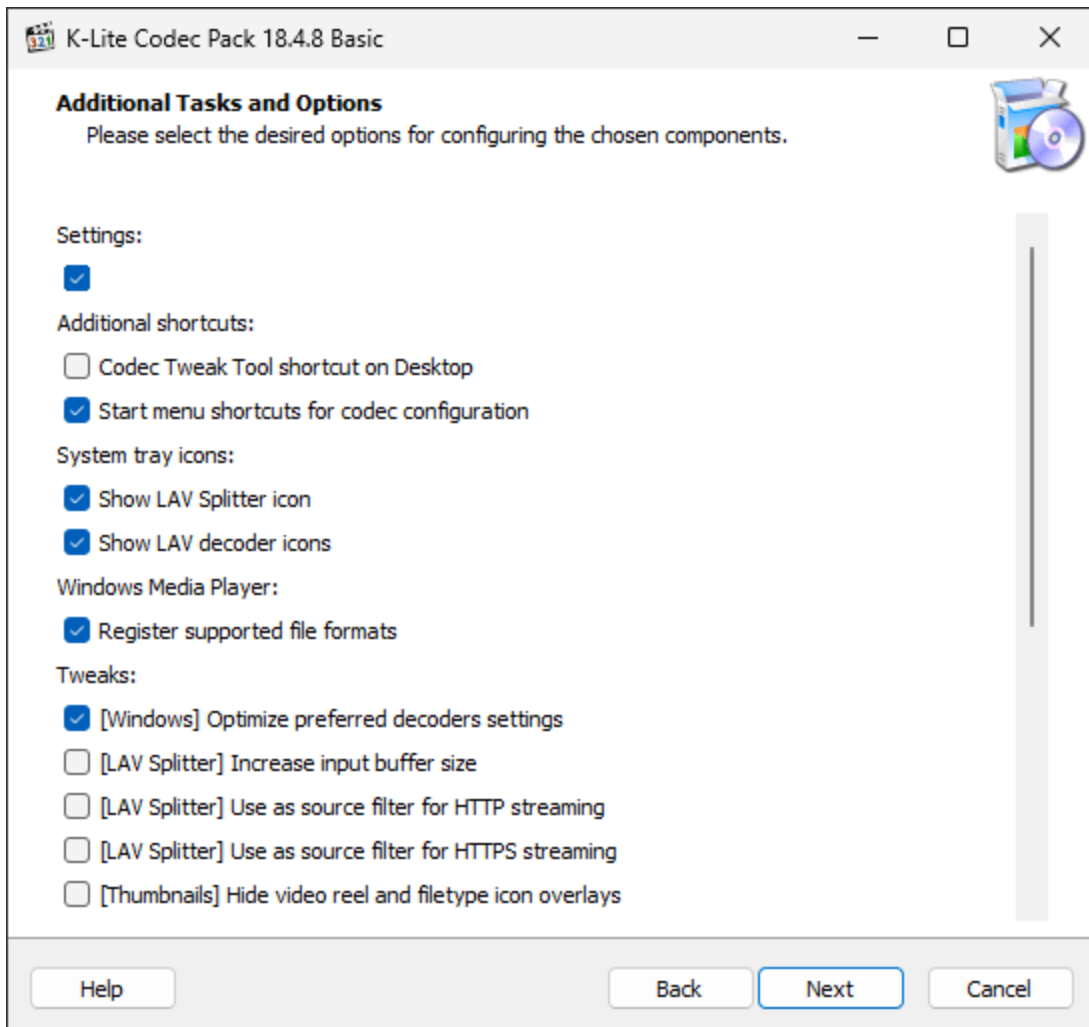


On the **K-Lite Installation Preferences** screen, leave all settings at their **default** values. Click “**Next**” to proceed with the installation.

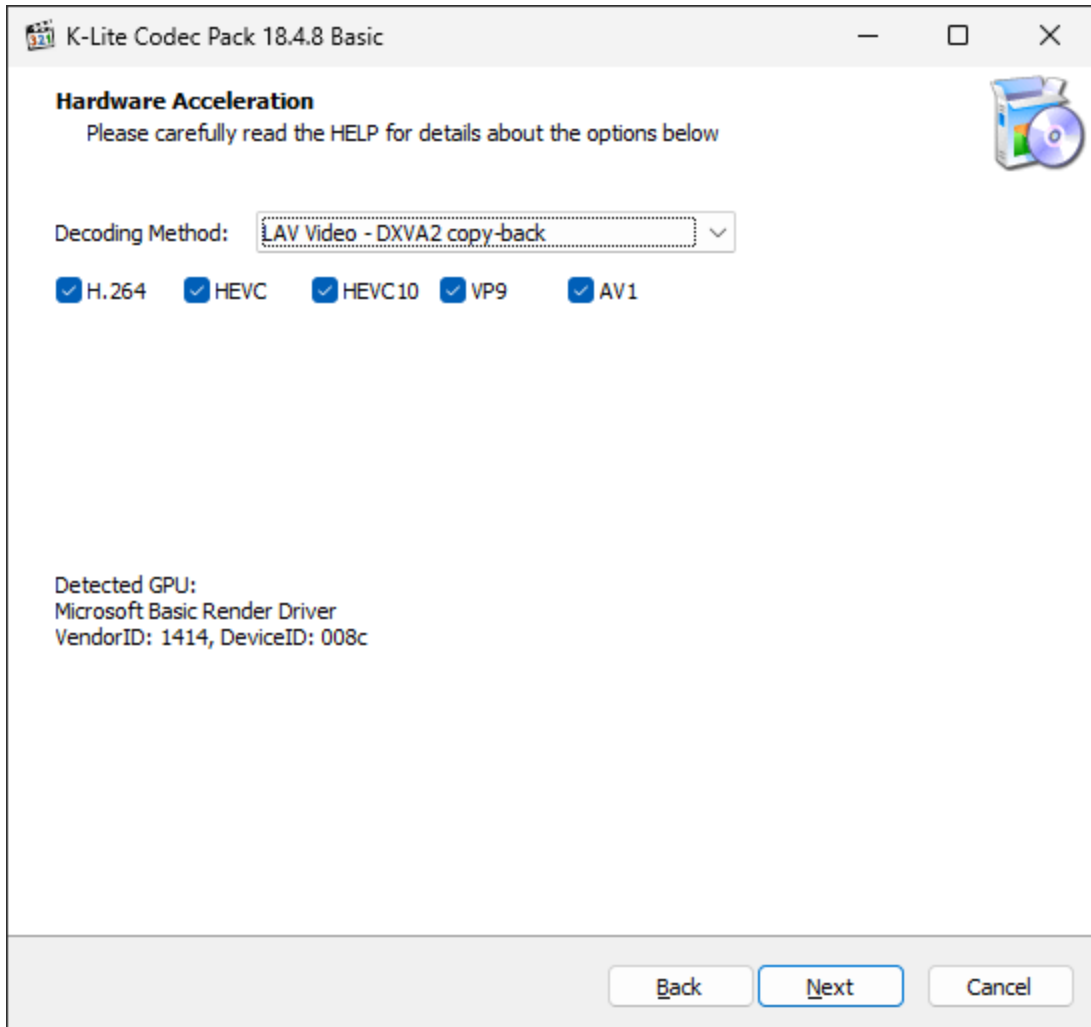


On the **K-Lite Additional Tasks and Options** screen, leave all options at their **default** settings.

Click **“Next”** to continue with the installation.

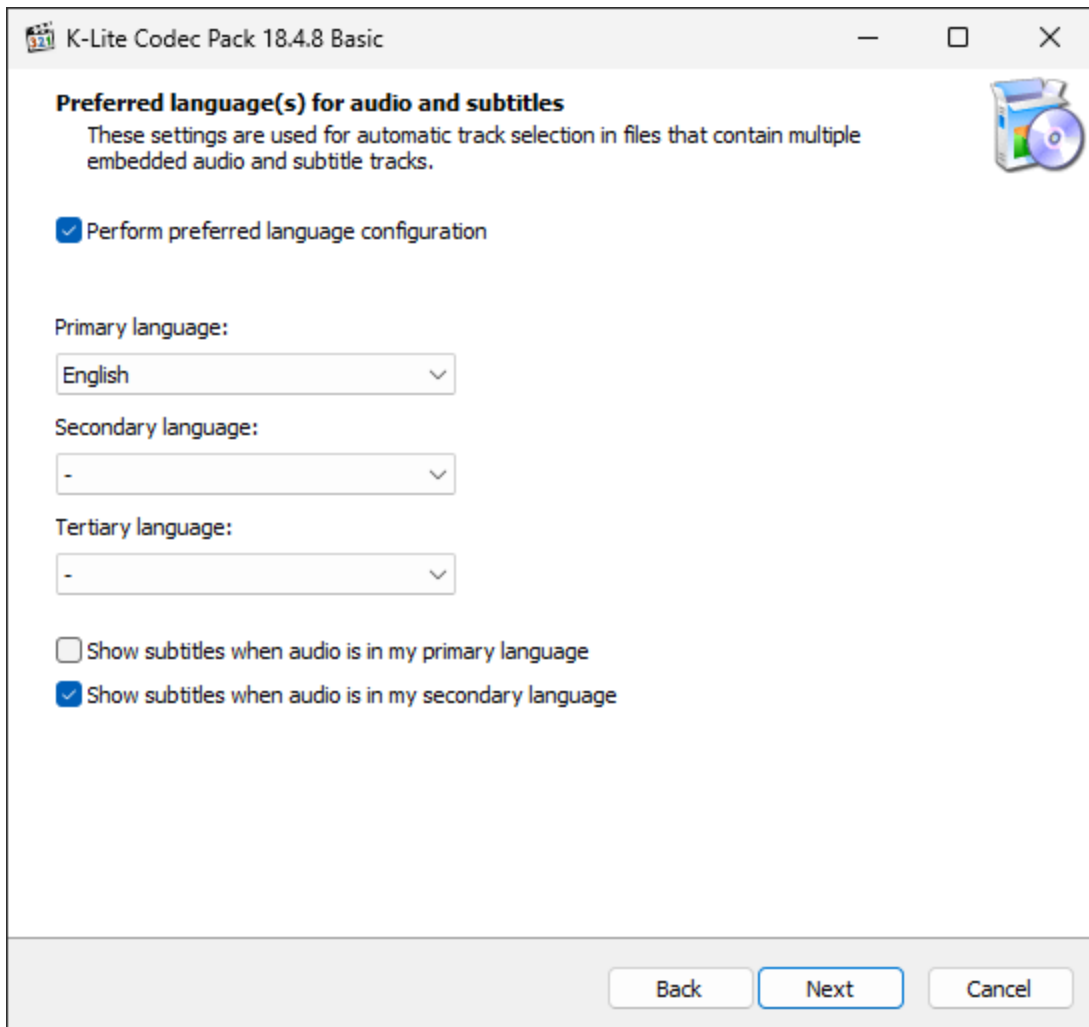


On the **K-Lite Hardware Acceleration** screen, leave the settings at their **default** values. Click “**Next**” to continue with the installation.

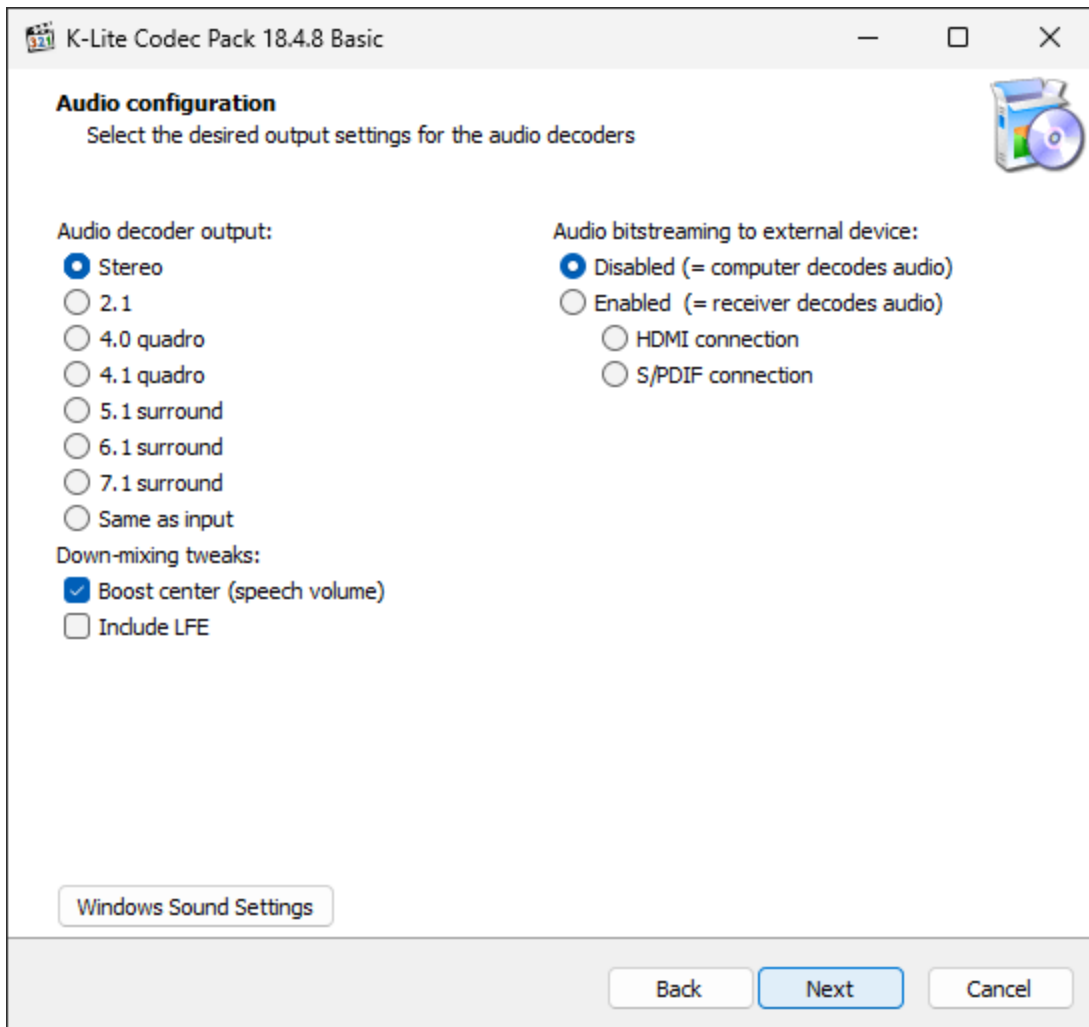


On the **K-Lite Preferred Languages** screen, leave the default language settings unchanged.

Click “**Next**” to proceed with the installation.

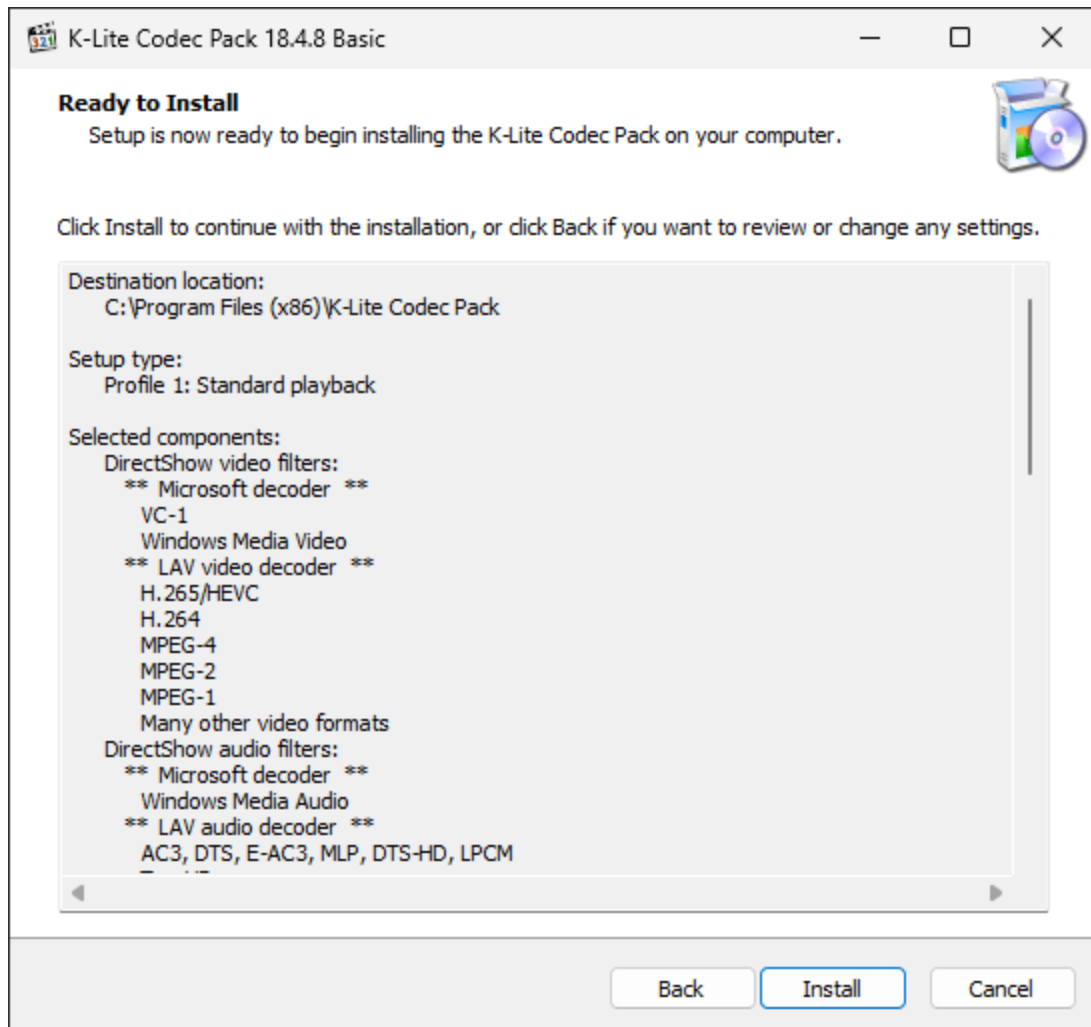


On the **K-Lite Audio Configuration** screen, leave all settings at their **default** values. Click "**Next**" to continue with the installation.

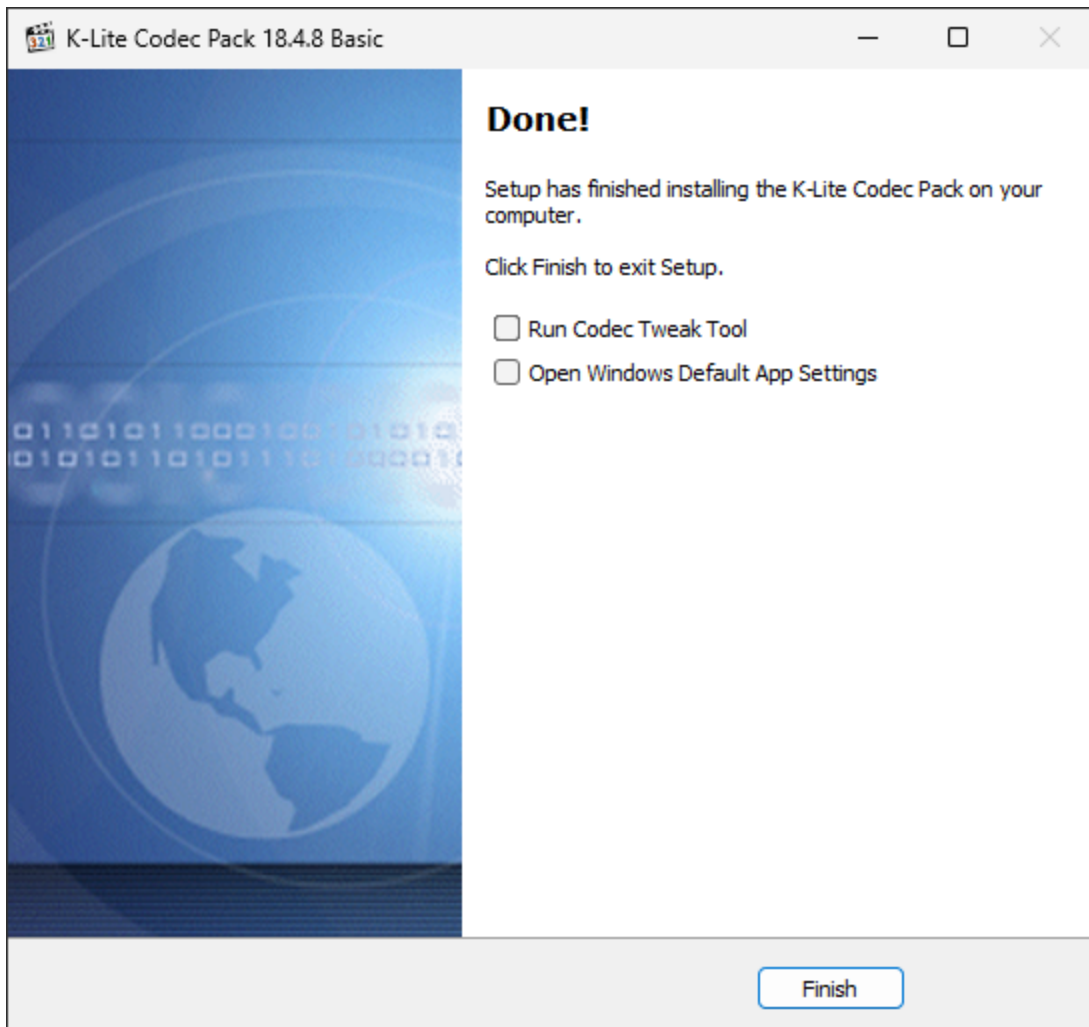


On the **K-Lite Ready to Install** screen, review all selected options to ensure they are correct.

Click **“Install”** to begin the installation process.



Once the K-Lite installation finishes, the window will display **“Done”**.
Click **“Finish”** to close the installer and return to the main **Coll-In Local** setup.

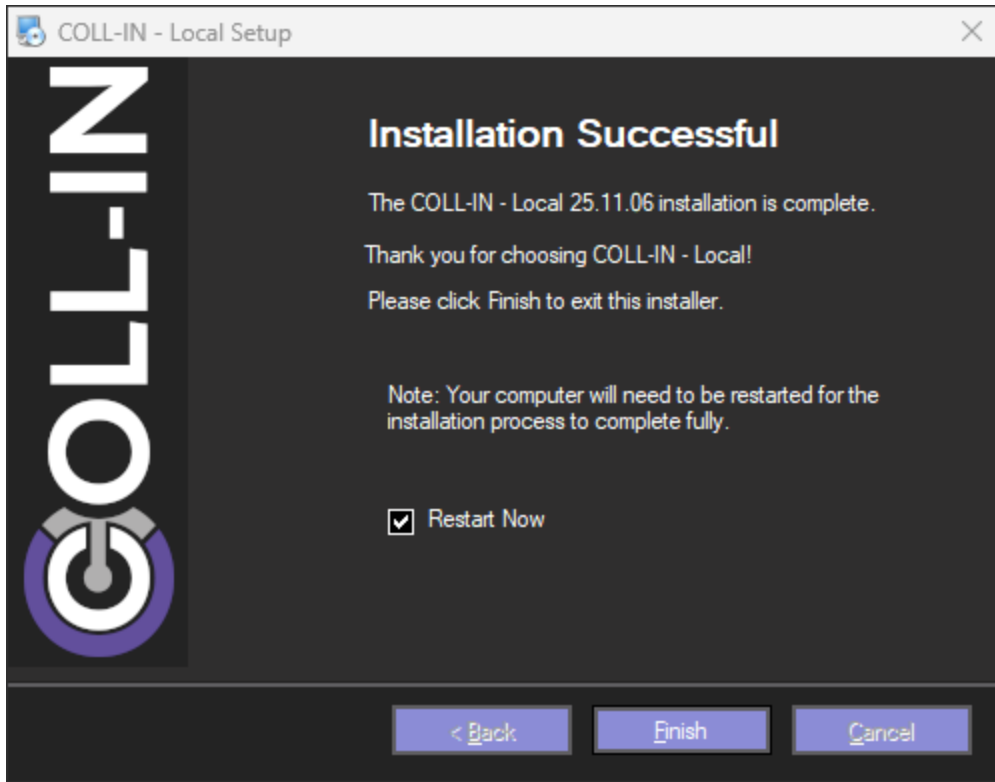


Installation Complete and Restart

Once the Coll-In Local installation has finished, a confirmation message will appear in the setup window.

Make sure **Restart Now** is selected, then click **Finish** to complete the installation. The system will restart automatically.

After restarting, the computer will boot directly into the Coll-In splash screen. This confirms that the installation is complete and the system is ready for use.



This page is intentionally left blank.
Remove this text from the manual
template if you want it completely blank.

Guides

3 Guides

3.1 OverView

Welcome to the Coll-in Local Help Centre. This guide helps you understand and use the Coll-in Local Presentation and Collaboration System with confidence.

Coll-in Local is a self-contained interactive system for presenting and collaborating with digital content. Whether you are preparing content in advance or working with it live on the device, this guide explains how to use the system's core features clearly and practically.

System Overview

Coll-in Local is designed to support natural interaction with digital content in meetings, classrooms, and collaborative environments.

The system consists of two main components that work seamlessly together.

- The Web Portal
- The Touch Application

Content prepared in the Web Portal is immediately available in the Touch Application, allowing sessions to run smoothly without interruption.

Coll-in Local Web Portal

The Web Portal is a browser-based interface used to prepare and manage content for the Coll-in device. It operates entirely within your local network and does not require an internet connection.

As a user, you use the Web Portal to upload media, organise content, and prepare materials before a presentation or collaborative session.

Key Functions of the Web Portal

- Upload media such as images, documents, and videos
- Organise content into folders for easy access
- Manage users and basic system preferences

Web Portal Guides

- Accessing the Web Portal
- Uploading and managing media
- Creating and organising content folders
- Setting user permissions and access
- Preparing media collections for presentation
- Managing system settings

Tip

The Web Portal is best used before a session. Once your content is uploaded and organised, it is ready to use in the Touch Application.

Coll-in Local Touch Application

The Touch Application runs directly on the Coll-in device and is where live interaction takes place. It is designed to be intuitive and responsive, allowing you to work with content using simple touch gestures.

This is where you present, discuss, annotate, and collaborate.

Key Features of the Touch Application

- Touch based interaction with media
- Solo presentations
- Group collaboration on the same screen
- Flexible workspace layout
- Real time annotation and highlighting

Touch Application Guides

- Getting started with the Touch Application
- Navigating the touch interface
- Using touch gestures to interact with media
- Presenting content solo
- Collaborating with a group
- Customising your workspace
- Annotating and editing media in real time
- Saving and resetting workspaces

Tip

The Touch Application is designed for live engagement. It allows you to interact naturally with content while presenting or collaborating with others.

Additional Resources

- System overview information
- Troubleshooting and common issues
- Best practices for collaboration
- Frequently asked questions
- Contact support information

Getting Help

If you need assistance while using Coll-in Local, refer to the troubleshooting section or contact the support team using the details provided. Support is available to help you get the most from your Coll-in Local experience

3.2 Web Portal

3.2.1 Overview

Web Portal Overview

The COLL-IN Local Web Portal is used to prepare and manage content before it is displayed on the Coll in device. It allows you to upload and organise media, manage users, and adjust system settings.

You use the Web Portal when you are preparing content in advance or managing access to the system. It is not used during live presentations.

In the Web Portal you can access the following areas.

- **Accessing the Web Portal** explains how to connect to the Web Portal from your device, log in, and move around the interface. It includes guidance on connecting to the local network and opening the portal.
- **Uploading and Managing Media** explains how to upload media files, rename items, and organise content so it is easy to find and use later.
- **Creating and Organising Content Folders** explains how to structure your media using folders and subfolders. Good organisation helps content load quickly and makes presentations easier to manage.
- **Setting User Permissions and Access** explains how to control who can view or change content and system settings. This helps ensure that users only have access to what they need.
- **Managing System Settings** explains how to adjust system wide options such as display preferences, session behaviour, and connected devices.

- By following these sections, you will be able to prepare content, manage users, and configure the Web Portal so it supports your presentations and collaborative sessions effectively.

3.2.2 Accessing the Web Portal

The Web Portal

The Coll in Local Web Portal runs directly on the Coll in device and can be accessed from any computer, tablet, or mobile device connected to the same local network.

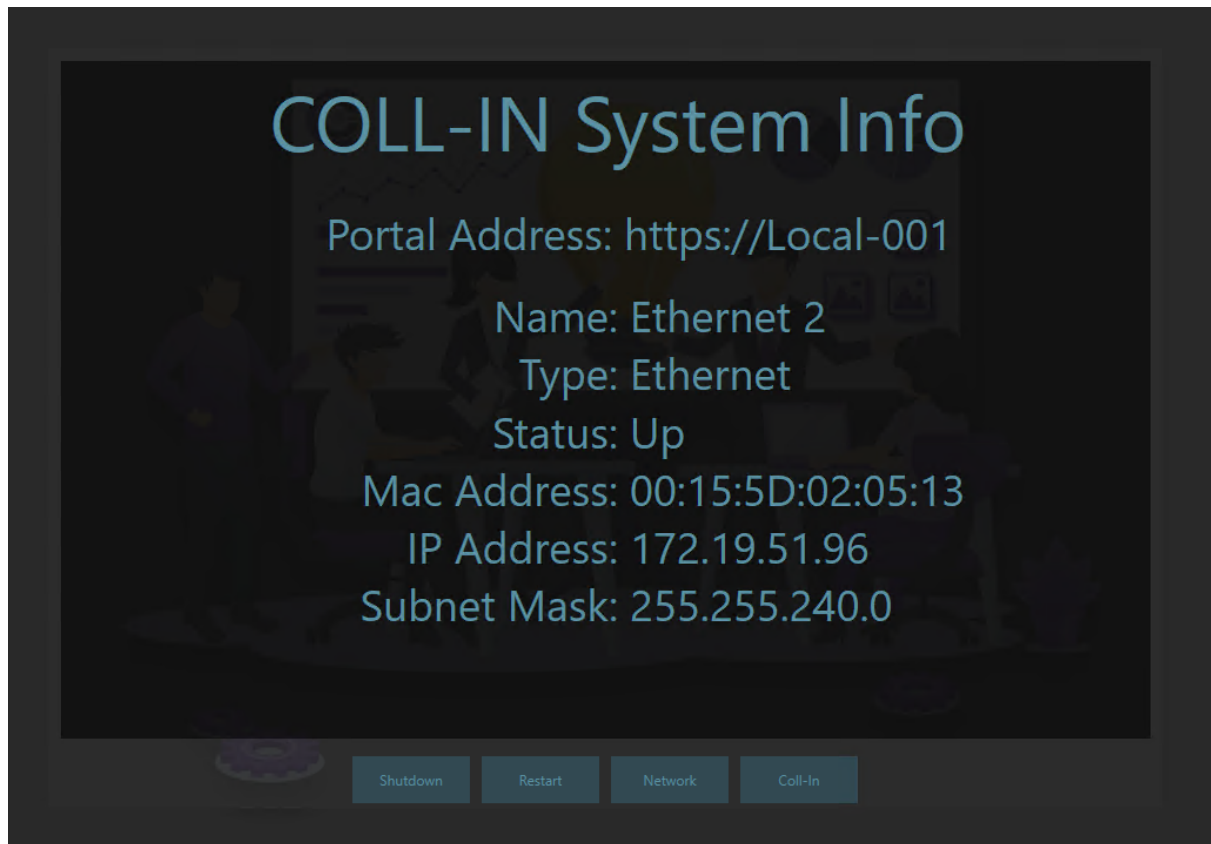
Accessing the Web Portal allows you to upload media, organise content, manage user access, and prepare collections for presentations.

Before accessing the **Web Portal**, make sure the Coll in device is powered on and connected to your local network. When the device has finished starting up, a splash screen will appear on the connected display showing the network name, the Web Portal address, and the IP address of the device.

You will need this information to connect to the Web Portal from your own device. If this information does not appear, check the network connection and restart the Coll in device if required

TIP

if the network name or Web Portal address does not appear, check that the Coll in device is connected using Ethernet or WI-FI Restart the device if required and confirm the network connection is active.



Connect Your Personal Device to the Same Network

To access the Web Portal, your personal device such as a laptop, tablet, or smart phone must be connected to the same network as the Coll in device.

- **Open the network or Wi Fi settings** on your device and select the same network name that is shown on the Coll in splash screen. Wait until your device confirms that it is connected successfully.
- **Once connected, make sure** your device has access to the local network. An internet connection is not required, but the device must be able to communicate with other devices on the network.

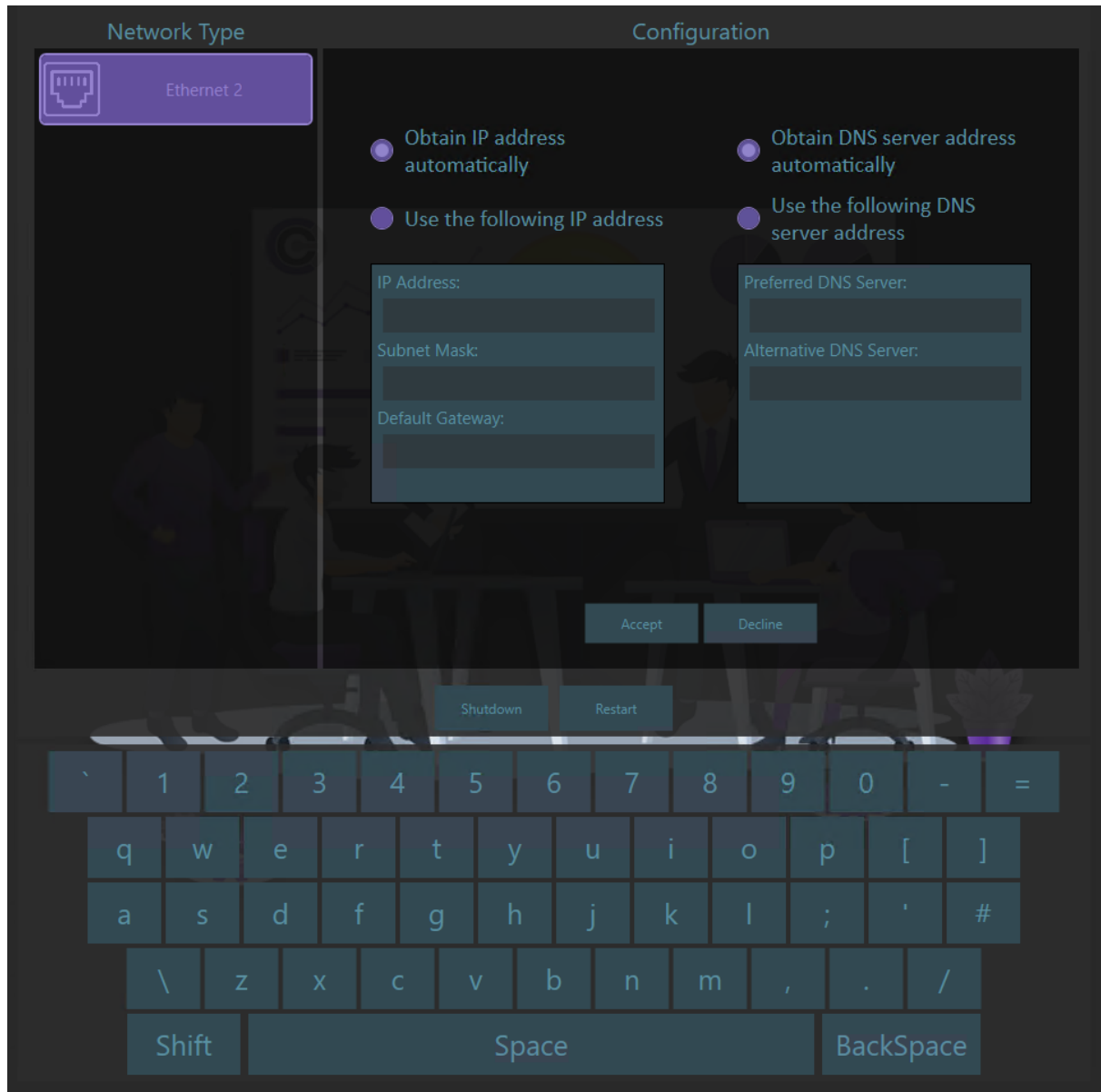
If you are using a corporate or secured network, local device access may be restricted. In this case, check that local network communication is allowed or contact your IT team for assistance

Open the Web Portal on Your Device

Once your device is connected to the correct network, open a web browser such as Chrome, Edge, Firefox, or Safari.

In the address bar at the top of the browser, **enter the Web Portal address** shown on the Coll in splash screen. This will be either a local web address or a numeric IP address.

After entering the address, press Enter. The Coll in Web Portal login page should appear on your screen.



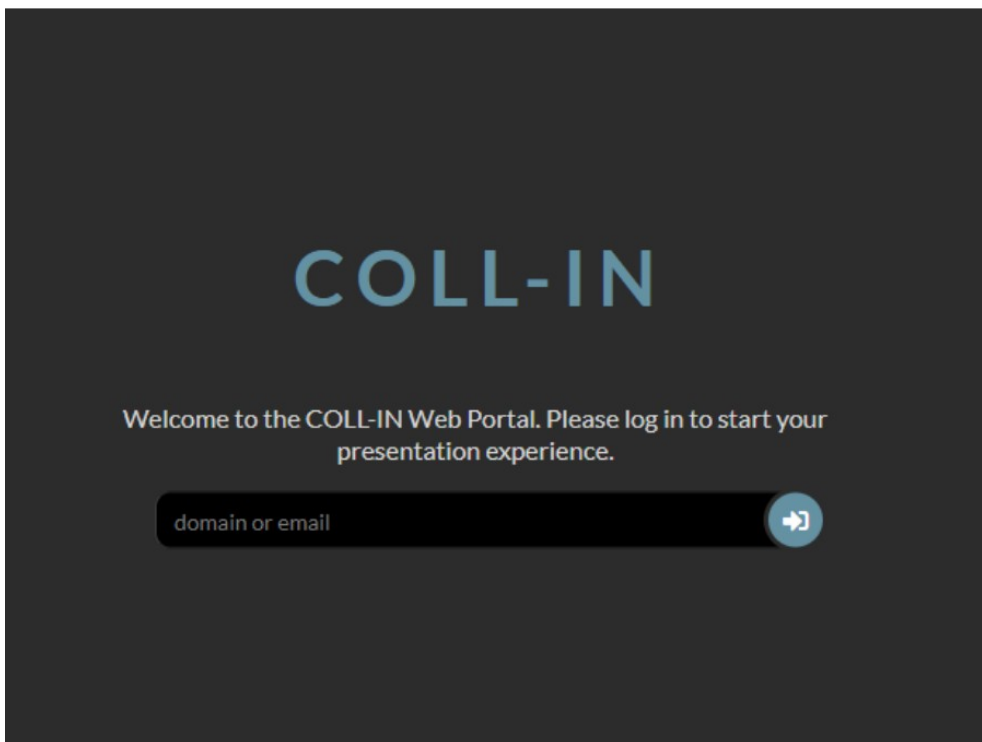
Log In to the Web Portal

When the Web Portal login screen appears, **enter your login details to continue.**

If this is your first time connecting to the Coll in system, use the default administrator login details provided with the system. After logging in for the first time, you will be prompted, or strongly advised, to change the default password to keep the system secure.

If the system has already been set up, log in using the user name and password assigned to you. If you are unsure of your login details or need access created, contact your system administrator.

Once you have logged in successfully, the Web Portal dashboard will open. From here, you will have access to the tools and features available to your user role.



Verify Access and Connectivity

After logging in, the Web Portal dashboard should load and display the main areas of the system. You should be able to see sections such as media, collections, settings, and user management, depending on your access level.

If some sections are not visible, your account may have limited permissions. In this case, contact your system administrator to request the appropriate access.

If the page takes a long time to load or disconnects repeatedly, check that your network connection is stable. If you are using Wi Fi, switching to a wired Ethernet connection may improve performance. Restarting both the Coll in device and your personal device can also help resolve connection issues.

Security and Access

For security reasons, change the default administrator password as soon as the system is first set up.

Always log out of the Web Portal when you have finished using it, especially if you are working on a shared or public computer.

Keeping your web browser up to date helps ensure the best compatibility and security when using the Web Portal. If you experience repeated connection issues, check your firewall settings or contact your IT department to confirm that local network discovery is enabled.

Summary

Accessing the Coll in Web Portal is the first step in managing and presenting your media. By making sure both the Coll in device and your personal device are connected to the same network, entering the correct Web Portal address, and logging in with your details, you gain access to the tools needed to organise content, prepare presentations, and manage system settings.

3.2.3 Uploading and Managing Media

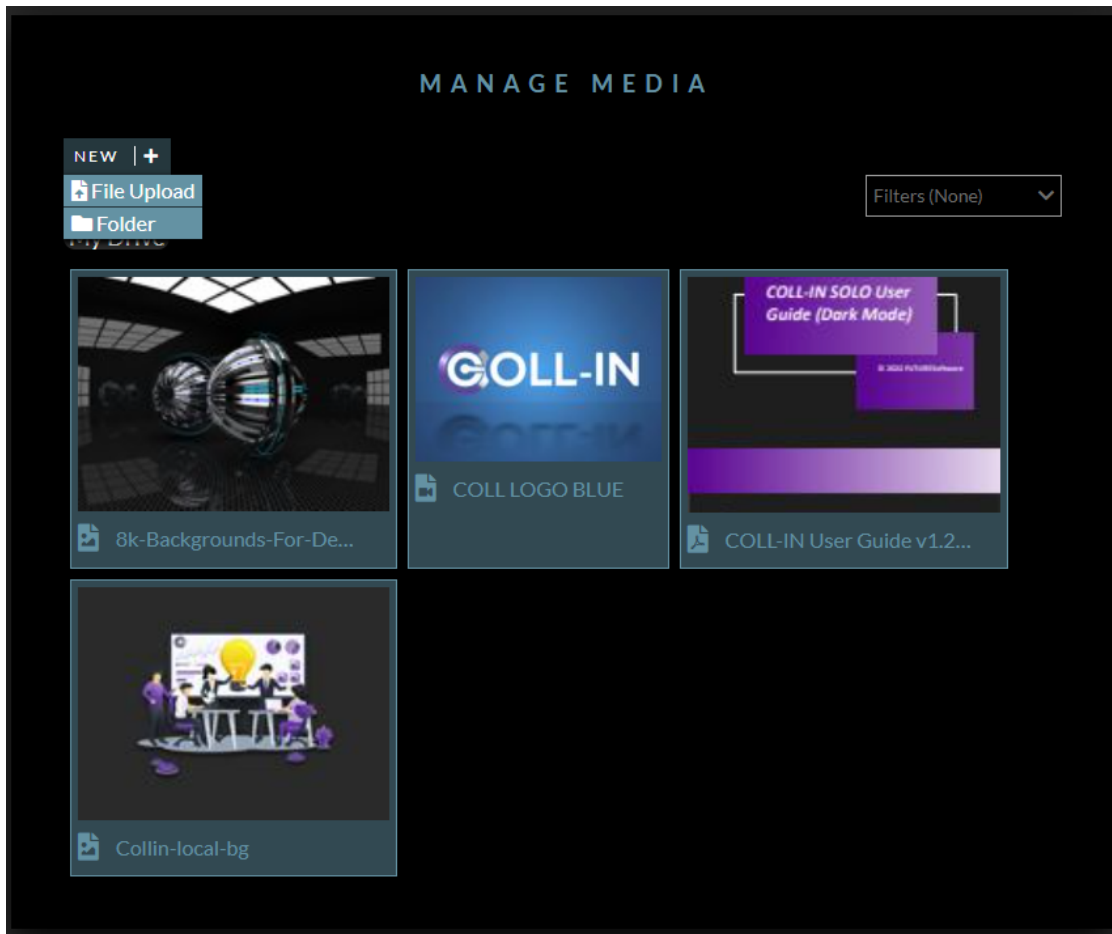
Once you are logged into the Coll in Web Portal, you can begin managing your media files. The Media area is the central place where all uploaded content is stored and organised.

From here, you can view existing media, upload new files, and manage content that will later be used on the Coll in device. This area is designed to make media preparation simple and flexible.

When you open the Media section, you will see any media that has already been uploaded, along with tools that allow you to add new content. The Web Portal supports more than one way of uploading files, allowing you to choose the approach that suits how you work.

One option is to upload files directly using the Add File function. When you choose this option, your device's file browser will open, allowing you to locate media stored on your computer or device. You can select one file or several files at the same time. Once confirmed, the upload will begin and the progress of each file will be shown on screen.

This method works well when your media is already organised on your device and you prefer to browse folders in a familiar way.



Uploading media using drag and drop is a fast and intuitive way to add files to the Web Portal.

To do this, open the folder on your device that contains the media you want to upload. Select one file or several files and drag them onto the Media page in your web browser. When the files are positioned over the page, a visual cue will appear to show that they can be dropped.

Once the files are released, the upload will begin automatically, and progress will be shown on screen.

This method is particularly useful when uploading multiple files or when you want to add content quickly without using the file selection window.

Upload Feedback and File Management

During the upload process, the Web Portal shows clear visual feedback so you can see the progress of each file. This may include progress indicators or status messages that confirm when an upload is complete.

Once files have been uploaded successfully, they appear in the media library. From there, you can view and preview your content, remove media that is no longer needed, or update files if changes are required. Additional management options may be available depending on your user permissions.

3.2.4 Creating and Organizing Content Folders

Organising Content Folders

The Web Portal allows you to organise media into folders, so content is easier to find and manage. Using folders helps keep your media library clear and structured, especially when working with many files.

Folders can be used to group media by project, topic, event, or presentation. A well organised folder structure makes preparation quicker and helps presentations run smoothly.

To begin organising your media, open the Media area of the Web Portal. This is where all uploaded files and folders are displayed. Once the page has loaded, you will be able to see existing media and access options for organising content.

If the Media page does not display correctly, refresh your browser and confirm that your device is still connected to the same network as the Coll in device.

Within the Media area, you can create new folders to organise your content. When adding a folder, choose a clear and descriptive name that reflects the type of media it will contain.

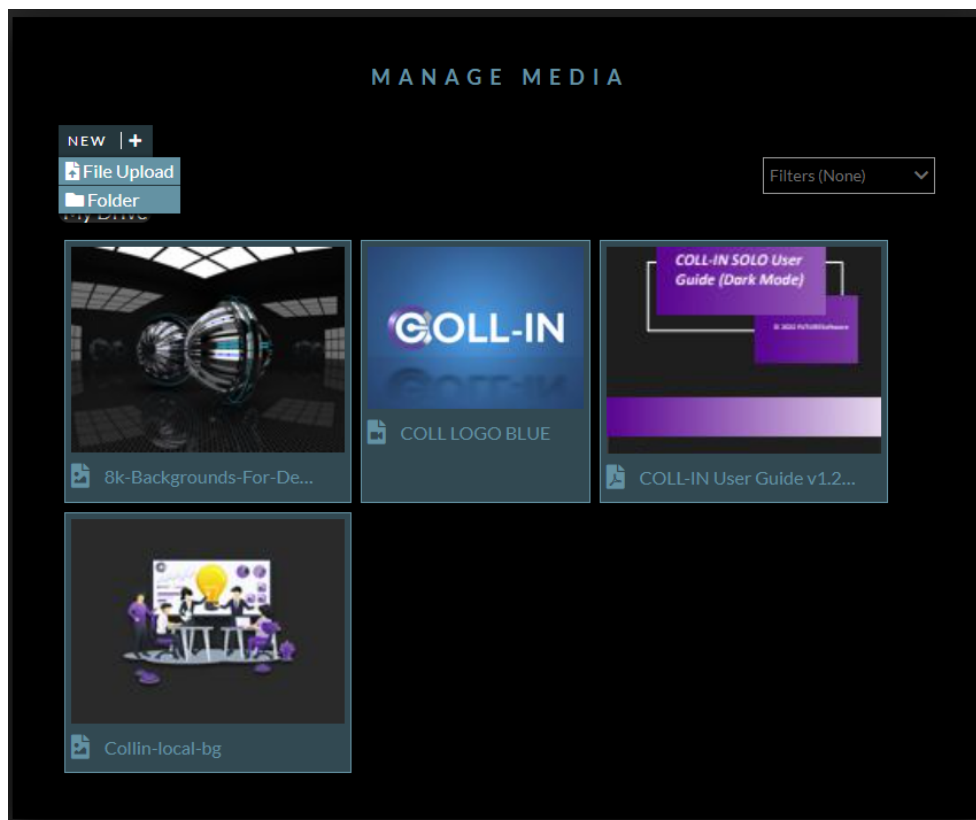
Using meaningful folder names makes it easier to locate content later and helps maintain consistency across the system.

After a folder has been created, media can be added to it during upload or moved into it afterwards. Organising content as you upload it helps keep the media library tidy and reduces the need for reorganisation later.

Taking time to structure your folders carefully will make managing content easier and improve the overall workflow when preparing presentations or collaborative sessions.

Once you have entered a name, confirm the action to create the folder. The new folder will then appear in the Media Library and be ready to use.

If needed, folder names can be changed later, depending on your user permissions



Open the Folder

After creating a folder, you can open it to begin adding media. Select the folder name or icon to open it. If no content has been added yet, the folder will appear empty. Once the folder is open, the interface will display upload options that apply specifically to that folder.

If the folder does not open, make sure your browser is up to date and refresh the page. You should also check that your user account has permission to access and manage folders.

Upload Media into the Folder

With the folder open, you can begin adding content.

- Upload media using the **Upload Media** option or by dragging and dropping files into the upload area
- Select one or more media files from your device
- Wait for the upload progress to complete

Once uploaded, all files will appear inside the folder.

Organising media into folders as you upload it helps keep the main Media Library tidy and makes content easier to manage later.

Confirm Folder Organisation

After uploading media, check that everything appears as expected.

- Confirm that all files are visible within the folder
- Check that thumbnails or previews load correctly
- Use sorting or filtering options, if available, to arrange files by name, type, or upload date

If files do not appear correctly, refresh the page, check your network connection, and confirm that your account has permission to upload media.

Folder Management Tips

- Use clear and consistent names for folders, especially when multiple users access the system
- Avoid special characters in folder names unless required
- Keep folder structures simple, as too many nested folders can make navigation harder
- If a folder is created in the wrong location, it can usually be renamed or moved, depending on your permissions

Summary

Creating folders in the Media area helps keep content organised and easy to find. By creating a folder, opening it, and uploading media directly into it, you can maintain a clean and structured media library as your collection grows.

3.2.5 Setting User Permissions and Access

User Permissions

User permissions in the Coll-In Web Portal control what each user can see and do within the system. This includes access to media, collections, settings, and administrative functions.

Managing user permissions correctly helps keep the system secure and organised, particularly in environments where multiple people are working with shared content.

Administrators can create new users, assign roles, and manage existing accounts to ensure everyone has the appropriate level of access.

Accessing User Management

To manage users, open the User Management area in the Web Portal. This section displays a list of all existing user accounts and provides options to create, edit, or remove users.

If the User Management section is not visible, your account may not have administrator permissions. In this case, contact a system administrator for access.

Creating a New User

New users are added from the User Management area. When creating a user, you will be asked to enter the account details needed for access and security.

These details include the username the person will use to log in, an email address if required, a password, and a PIN. The PIN provides an additional layer of security within the Coll-In system.

You will also need to assign a role to the user. Roles determine what the user can do within the system, such as whether they can manage content, change settings, or administer other users.

Make sure all details are entered carefully and that password and PIN values match their confirmation fields. Once complete, confirm the action to create the user. If you decide not to proceed, you can cancel and return to the user list without saving any changes.

Managing Existing Users

Existing users can be reviewed and updated from the User Management area. Depending on your permissions, you may be able to edit user details, change roles, or remove accounts that are no longer required.

Regularly reviewing user access helps maintain security and prevents unused or duplicate accounts from remaining active

MANAGE USERS

[NEW USER](#)

Username:	Admin
Email:	Admin
Edit Delete	

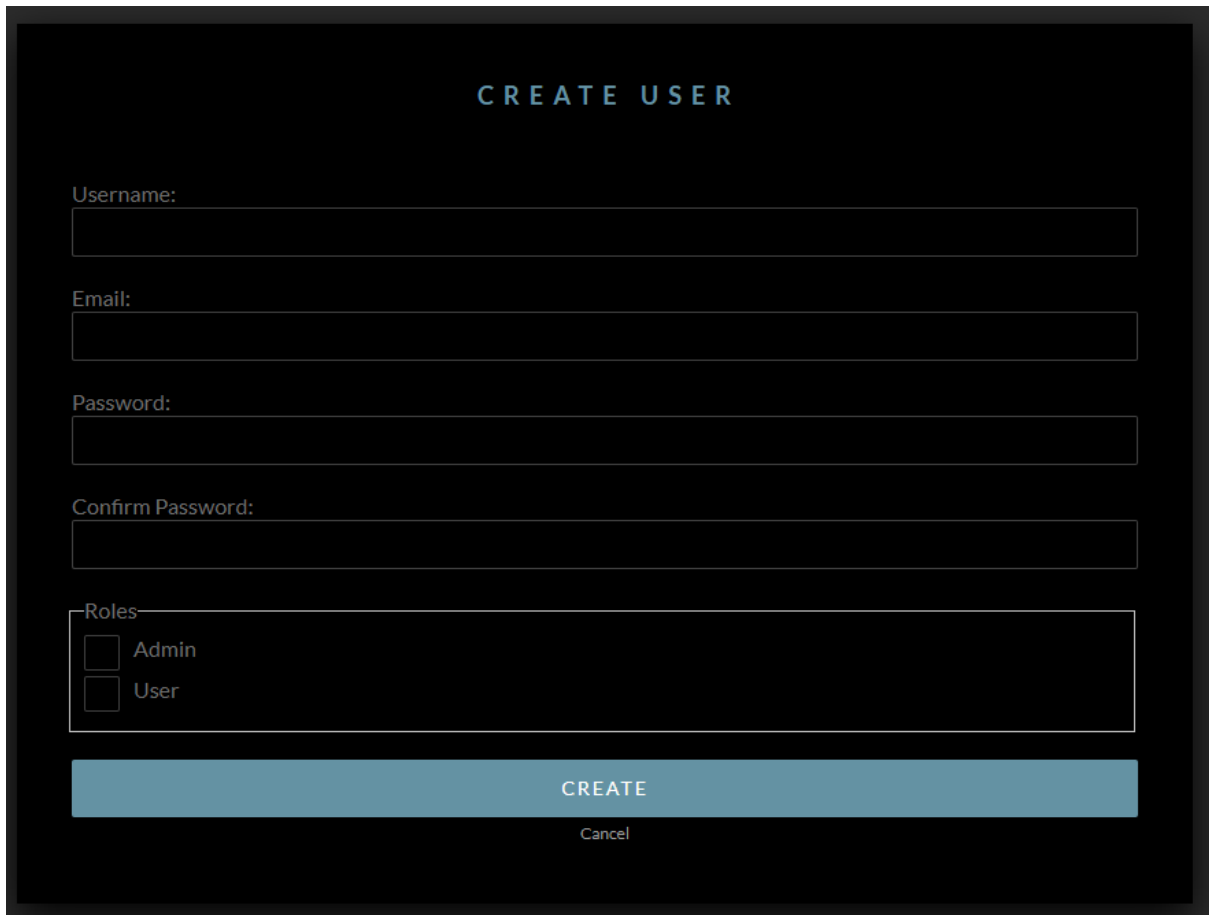
Username:	Demo
Email:	Demo@future-software.co.uk
Edit Delete	

MANAGE ROLES

[NEW ROLE](#)

Name:	Admin
Description:	Full Admin Access
Edit Delete	

Name:	User
Description:	Basic User Access
Edit Delete	



CREATE USER

Username:

Email:

Password:

Confirm Password:

Roles

Admin

User

CREATE

Cancel

Assigning User Roles

User roles define what each user is allowed to do within the Coll-In Web Portal. Roles control access to media, collections, system settings, and administrative functions.

Using roles helps keep the system secure and ensures users only have access to the tools they need.

Admin

Administrators have full control of the system. This role should only be assigned to trusted users.

- Full access to all system features
- Create, edit, and delete media, folders, collections, and users
- Modify system settings
- Create, edit, and manage user roles

Collaborator

Collaborators can work with content but do not manage the system itself.

- Access media and collections
- Upload and organise content
- Limited or no access to system and administrative settings

When creating a new user, roles are assigned in the Create User form. Locate the Roles section and select the role or roles you want the user to have. If your system supports multiple roles per user, more than one role can be assigned.

Only grant Admin access to users who require full system control.

Managing Existing Users

The User Management area displays all existing user accounts. From here, administrators can review and update user details as needed.

Depending on your permissions, you may be able to:

- Edit user details such as user name, email address, password, or PIN
- Change assigned roles to adjust access
- Remove users who no longer require access

Before deleting a user, make sure any important media or collections they were responsible for are reassigned or secured.

Managing User Roles

Roles can be managed from the Manage Roles area of the Web Portal.

From here, authorised users can:



- View existing roles such as Admin and Collaborator
- Edit role names or permissions
- Delete roles that are no longer required
- Create new roles to suit specific needs, such as presenter or content manager



When creating or editing roles, use clear names and descriptions so it is obvious what level of access each role provides.

Be careful when changing or deleting roles that are already assigned to users, as this may affect their ability to access key parts of the system.

MANAGE USERS



[NEW USER !\[\]\(0c72e611667c03d1bca55a916884bd9a_img.jpg\)](#)



Username: Admin
Email: Admin
Edit  Delete 

Username: Demo
Email: Demo@future-software.co.uk
Edit  Delete 

MANAGE ROLES

[NEW ROLE !\[\]\(9d3e8f7f4fe005882d2e4a60d129cf3f_img.jpg\)](#)

Name: Admin
Description: Full Admin Access
Edit  Delete 

Name: User
Description: Basic User Access
Edit  Delete 

CREATE ROLE

Name:

Description:

Permissions

- DownloadMedia
- ExportSessions
- ManageBackgrounds
- ManageUsers
- GlobalMedia
- ClientSettings

CREATE
Cancel

Security and Permission Tips

- Assign the minimum level of access required for each user to maintain system security
- Update user passwords and PINs regularly, especially in shared or high-traffic environments
- Remove unused accounts promptly to prevent unauthorised access
- Keep a simple record of your permission structure so team members understand who has access to which areas

Summary

Setting user permissions in the Coll-In Web Portal ensures that each team member has the appropriate level of access while keeping the system secure. By creating user accounts, assigning roles carefully, and reviewing permissions regularly, you can maintain an organised, secure environment that supports your team's needs.

3.2.6 Managing System Settings

Configuring Client Settings

The Client Settings area of the Coll-In Web Portal allows administrators to customise the visual appearance and branding of the connected Coll-In device. From here, you can apply logos, background images, lock screen media, and help text so the system reflects your organisation's identity.

Client Settings use media stored in the Global Media Library. Before changing these settings, make sure any required images or videos have already been uploaded to the Global Media section.

These settings help ensure the system looks consistent, branded, and easy for end users to recognise and use.

Accessing Client Settings

To open Client Settings, log in to the Coll-In Web Portal and select **Settings** from the main navigation menu. The Client Settings panel will then open.

From this panel, you can configure the following options.

- Company logo
- Context menu logo
- Default background image
- Lock screen media
- Help text displayed to users

If any of these areas appear empty or do not load correctly, refresh your browser and check your network connection.

Only users with administrator permissions can change Client Settings. If this section is not visible, check your account role or contact a system administrator for access.

SETTINGS

Company Logo:

[Browse...](#)

Context Menu Logo:

[Browse...](#)

Default Background:



[Browse...](#)

Lock Screen Media:



[Browse...](#)

Help Text:

[SAVE](#)

2. Assigning Logos and Branding Graphics

Branding graphics allow you to apply your organisation's identity across the Coll-In interface. Logos added here are used in key areas of the system where branding is visible to users.

Company Logo

The company logo appears in areas of the Coll-In interface where organisational branding is required.

To upload or change the company logo:

- Select **Browse** under the Company Logo option
- Choose an image file from your device, with PNG or JPG formats recommended
- The selected image will appear in the preview area once uploaded

Context Menu Logo

The context menu logo is shown in menu overlays and quick-access panels on the Coll-In device.

To update this logo, follow the same process used for the company logo. For best results, use an image with a transparent background so it displays cleanly across different interface elements.

Setting the Default Background

The default background is the main visual shown when the Coll-In device is idle or not actively presenting content.

Before assigning a background, make sure the image has been uploaded to the Global Media Library.

To set a new default background:

- Locate the Default Background option in the Client Settings panel
- Select **Browse** and choose the image you want to use
- If a preview is already displayed, selecting a new image will replace it

Choose high-resolution images to ensure the background displays clearly on large screens without distortion or pixelation.

Configuring Lock Screen Media

The lock screen media displays when the system is locked or awaiting interaction.

This media can be a still image or a short looping video (such as MP4).

To set lock screen media:

1. Click **Browse...** under *Lock Screen Media*.
2. Select the appropriate media file.
3. A preview will appear in the interface.

Warning: Large video files may increase loading time on certain devices. Use optimized media for best performance.

Updating Help Text

The Help Text field allows you to customise short on-screen messages that guide end users when using the Coll-In device. These messages are typically shown when the system is idle or waiting for user interaction.

When updating the help text:

- Enter a short, clear message in the Help Text field
- Keep the wording simple and easy to understand
- Avoid long sentences or technical language

Common examples include:

- “Tap to Begin”
- “Select a Collection to Continue”
- “Collaborate”

Well-written help text makes the system more intuitive, especially for first-time users

Saving Your Changes

After making changes to Client Settings, review each preview area to confirm that the correct logos, backgrounds, or text are selected.

To apply your changes:

- Select **Save** at the bottom of the page
- The updated settings will be applied immediately to the connected Coll-In device

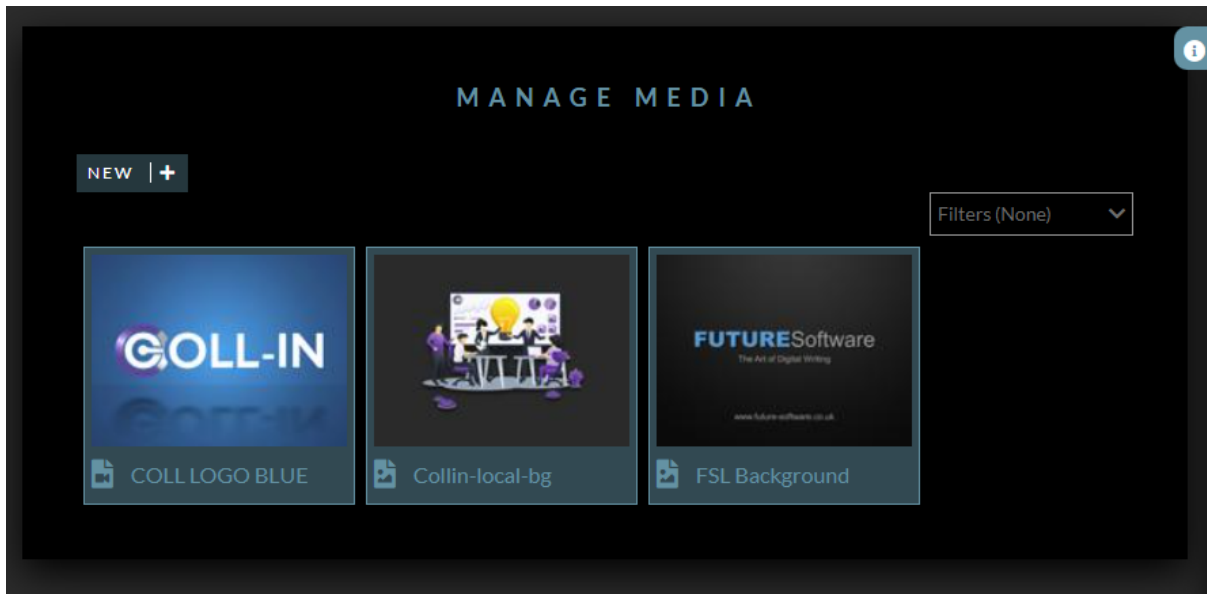
If changes do not appear as expected:

- Confirm that the Coll-In device is connected to the network
- Restart the device if required
- Check that any referenced media files were uploaded successfully

Managing Global Media

Global Media is a shared media library used across the Coll-In system. Any media used for Client Settings, such as backgrounds, lock screen content, or logos, must be uploaded here first.

The Global Media section can be accessed from the main navigation menu under **Manage Media**.



Accessing the Global Media Library

The Global Media Library stores images, videos, and branding assets used across the Coll-In system. To open the Global Media Library, select **Manage Media** from the main navigation menu. The Media Library will display all previously uploaded global media. Each item appears with a thumbnail preview and the file name beneath it. If the library appears empty, no global media has been uploaded yet.

Uploading New Global Media

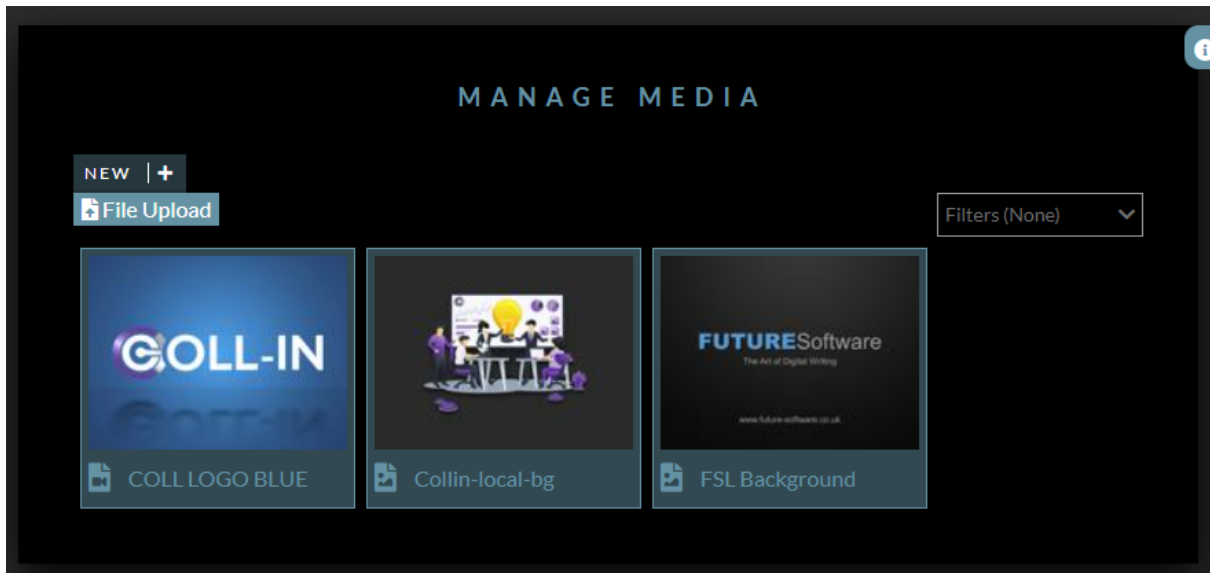
Media used in Client Settings, such as backgrounds, lock screen content, or logos, must be uploaded to the Global Media Library before it can be selected. To upload new media:

- Select the **New** or **+** option at the top of the Media Library
- Choose one or more media files from your device
- Wait for the upload process to complete, as upload time may vary depending on file size

Once uploaded, the media will appear as a thumbnail in the library and will be available for use throughout the system. Supported file formats include:

- PNG and JPG for images
- MP4 for video content

Using clear and descriptive file names makes it easier to identify and manage media later, especially when the library contains many items.



Verifying Media Availability for Client Settings

After uploading media, return to the **Settings** section of the Web Portal. Files added to the Global Media Library will now be available for selection when assigning the following Client Settings:

- Default background
- Lock screen media
- Company logo
- Context menu logo

If a file does not appear in the selection list:

- Confirm the upload completed successfully
- Refresh the Settings page
- Check that the file is in a supported format

Summary

The Client Settings and Global Media sections work together to control the visual appearance of the Coll-In device. By uploading media to the Global Media Library and selecting it within Client Settings, administrators can apply logos, backgrounds, lock-screen visuals, and on-screen help text to create a consistent and branded user experience.

3.3 Touch Application

3.3.1 Overview

Touch Application

The Coll-In Local Touch Application is the on-device interface that allows you to interact directly with your media using touch. It is designed for live use on the Coll-In device and supports presenting, exploring, and collaborating with content in real time.

This section introduces the main features of the Touch Application and explains how to navigate the interface, use touch gestures, present content, and work with others.

Key Topics Covered

The Touch Application guides are organised into the following areas:

- **Getting started with the Touch Application**

Learn how to launch the application and become familiar with the main interface, workspace layout, and basic controls.

- **Navigating the touch interface**

Understand how the interface is structured, including toolbars, navigation options, media controls, and workspace tools.

- **Using touch gestures to interact with media**

Learn how to tap, swipe, drag, pinch, and rotate to move, resize, and explore images, videos, and documents.

- **Presenting content solo**

Discover how to open media, move between content, arrange items on the workspace, and deliver a clear and engaging presentation.

- **Collaborating with a group**

Learn how multiple users can interact with content at the same time and how to manage group interaction during meetings, workshops, or teaching sessions.

- **Customising your workspace**

Adjust the layout of media and interface tools to suit your presentation style or group activity.

- **Annotating and editing media in real time**

Use annotation tools to draw, highlight, and mark up content during live sessions to support explanation and discussion.

- **Saving and resetting workspaces**

Save your workspace for reuse or reset it to a clean state when starting a new session.

By following these sections, you will be able to use the Touch Application confidently, interact with media naturally, collaborate effectively, and tailor the workspace to your needs. Whether presenting alone or working with others, the Touch Application provides the tools needed for dynamic, real-time interaction.

3.3.2 Getting Started with the Touch Application

Getting Started

The Touch Application is the on-device interface that allows you to work directly with media using touch. It is designed to be responsive, easy to learn, and suitable for both solo presentations and group collaboration. Becoming familiar with the Touch Application is the first step towards a smooth and efficient workflow.

Logging In to the Touch Application

When the Coll-In device is powered on, the login screen appears. This screen is used to authenticate users before accessing the system.

To log in:

- Power on the Coll-In device
- Wait for the system to complete startup
- Enter your username
- Enter your password
- Select **Log In** to continue

If login is unsuccessful, check that your credentials are correct or contact your system administrator. User accounts and permissions are managed through the Coll-In Local Web Portal, and your access level determines which features are available within the Touch Application.

Accessing the Touch Application

After logging in successfully, the Touch Application loads automatically. You are taken directly to the main interactive workspace where you can begin working with media.

If the Touch Application does not load:

- Confirm the device has finished logging in
- Restart the device if the screen is unresponsive
- Check that no administrator maintenance mode is active

Once loaded, the interface is ready for touch interaction.

Understanding the Home Screen

When the Touch Application opens, the main workspace is displayed. This workspace forms the base for all interaction with media.

The home screen typically includes:

- An empty workspace where media can be displayed and manipulated
- Access points for loading media or collections
- System or session controls, depending on configuration

No media is shown initially, providing a clear starting point for presentations or collaborative sessions.

Basic Touch Interactions

The Touch Application supports familiar touch gestures that allow natural interaction with content.

Common gestures include:

- Tap to select or open an item
- Swipe to navigate or dismiss menus
- Pinch to zoom out
- Spread to zoom in
- Drag to reposition media
- Rotate using a two-finger motion

These gestures form the basis of all interaction within the Touch Application and are used throughout presenting, annotating, and arranging content.

Preparing for First Use

Before starting a presentation or collaborative session:

- Open a media item to see how it behaves on the workspace
- Try resizing or rotating content to understand touch responsiveness
- Familiarise yourself with the available workspace tools

Spending a few moments exploring the interface helps ensure a smooth experience when presenting or working with others.

Summary

Getting started with the Touch Application involves logging in, accessing the workspace, and learning the core touch gestures used to interact with media. With these basics in place, you are ready to move on to more advanced features covered in the following sections.

3.3.3 Navigating the Touch Interface

Touch Interface

This section explains how to access the Control Center, explore the available options, and begin opening media. The touch interface is designed to be intuitive, allowing quick access to tools, inputs, and workspaces using simple gestures.

Opening the Control Center

To open the Control Center, double-tap an empty area of the display with one finger. This opens the main navigation hub, shown as a cross-section menu. Each section of the menu provides access to a different function or tool.

Control Center Sections and Functions

Once the Control Center is open, you will see several selectable options arranged around the interface. These options allow you to open media, connect inputs, and configure the environment.

- **Media Browser**

Opens the media gallery, where you can browse images, videos, PDFs, and other supported media. This is the main area for selecting content to display on the workspace.

- **Inputs Center**

Allows you to connect and manage live input sources such as laptops, document cameras, or other external devices.

- **Whiteboard (Left and Right)**

Opens a whiteboard on either the left or right side of the screen, allowing you to view media and sketch or take notes at the same time.

- **Sessions Center**

Provides access to previously saved sessions, including annotated media and stored work that can be reopened and continued later.

- **Settings Center**

Gives access to system settings such as grid visibility, background styles, interface preferences, and display behaviour.

- **Privacy Mode**

Blanks the screen and hides all content. This is useful between sessions, during setup, or when sensitive information needs to be hidden temporarily.

- **Annotator**

Enables full-screen drawing and annotation tools, allowing you to draw over any visible content.

- **Web Browser Center**

Opens the built-in web browser so you can access online content directly within the workspace.

Selecting an Option

To open any item in the Control Center, single-tap the required option with one finger. The selected tool or centre will open immediately.

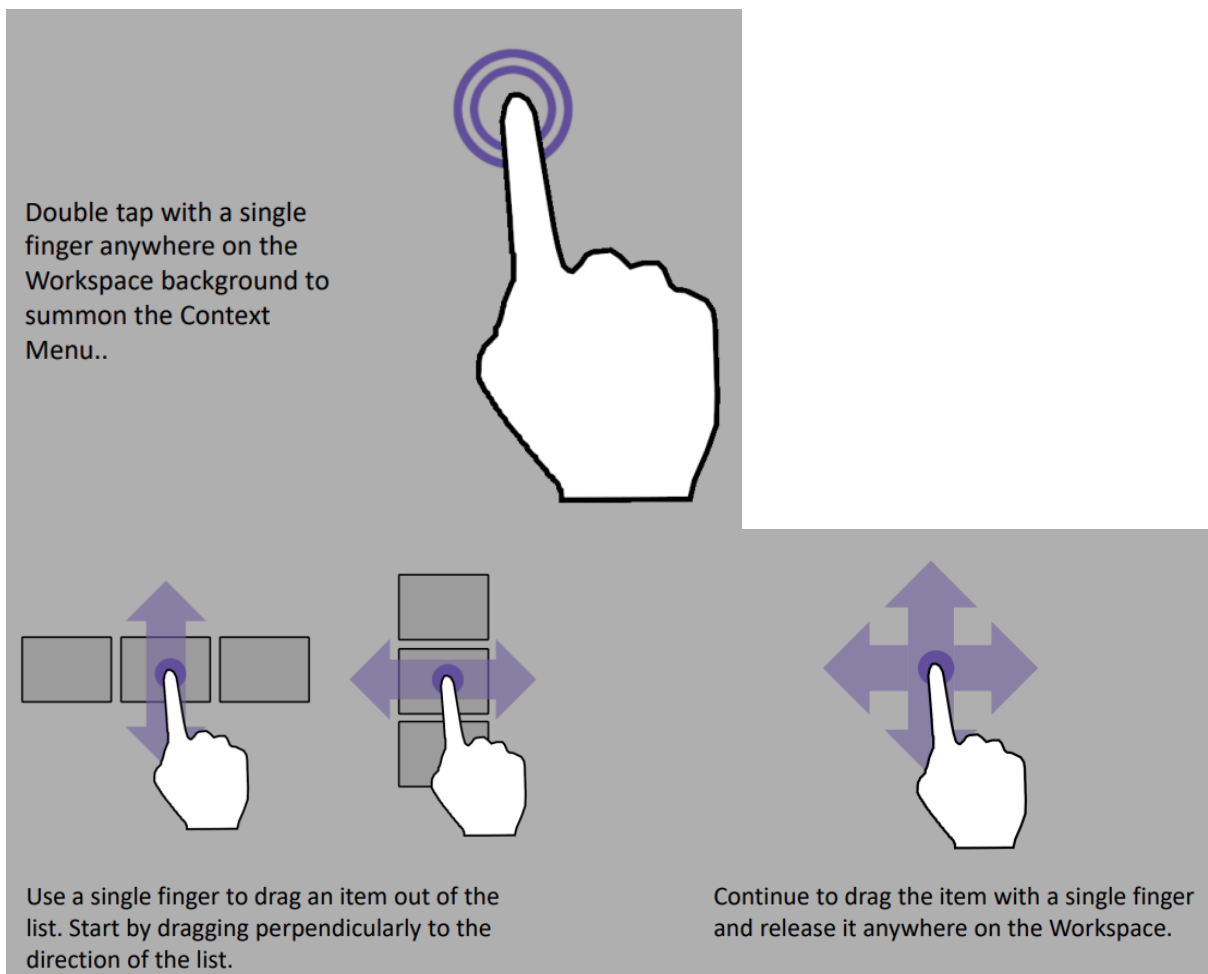
Opening Media and Content Cards

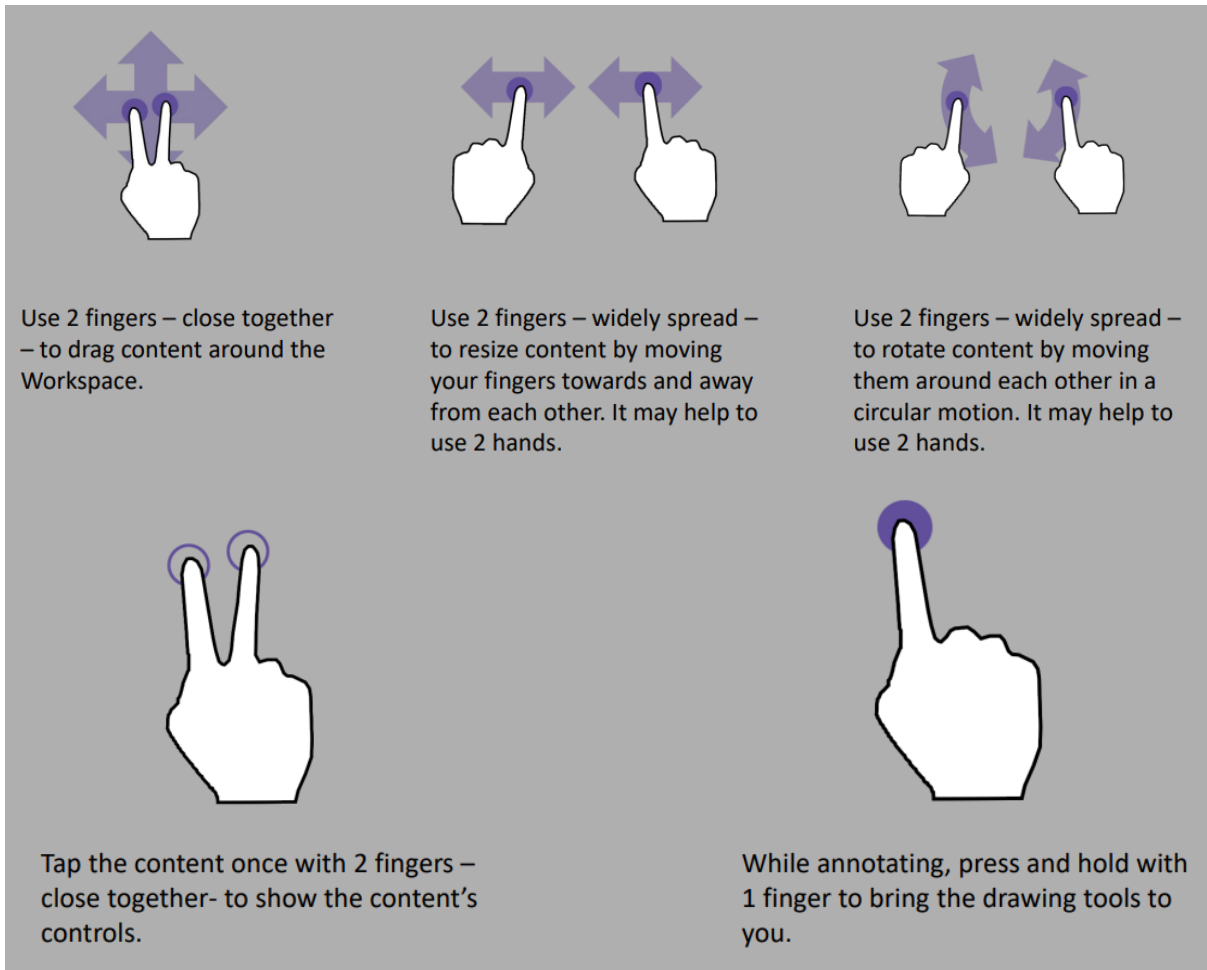
When a centre such as the Media Browser is opened, you will see content cards representing available items. These may include media files, session thumbnails, background templates, or external input sources.

To open a content card:

- Place one finger on the card
- Drag it to the desired position on the screen
- Release your finger to open the item

This drag-to-place method allows precise control over where content appears, making it easy to organise multiple items clearly and flexibly on the workspace.





3.3.4 Using Touch Gestures to Interact with Media

Touch Gestures to Interact with Media

The Touch Application lets you interact with media directly using touch gestures. There are two main types of gestures.

Two-finger gestures are used to move and adjust the media itself.

One-finger gestures are used to interact with the content inside the media.

Understanding the difference between these two gesture types makes the system easy and natural to use.

Two-Finger Gestures

Use two fingers when you want to move, resize, rotate, or access controls for a media item.

Move media

- Place two fingers on the media
- Drag to move it anywhere on the workspace

Resize media

- Place two fingers on the media
- Pinch inward to make it smaller
- Spread outward to make it larger

Rotate media (table version only)

- Place two fingers on the media
- Twist clockwise or anticlockwise to rotate it

This is useful when people are standing or sitting around a table.

Open media controls

- Tap the media once with two fingers
- The media control panel will appear

This gives access to options such as playback, display settings, or other media tools.

One-Finger Gestures

Use one finger to interact with the content inside a media item. These gestures do not move or resize the media.

Swipe pages (PDFs and documents)

- Swipe left or right with one finger to change pages

Tap buttons and links

- Tap once with one finger to select buttons, links, or on-screen controls

Scroll or adjust content (if supported)

- Some media allows scrolling or sliders using one finger
- This only affects the content inside the media, not its position on the workspace

Quick Reference

- Two fingers are used to move, resize, rotate, or open controls
- One finger is used to read, swipe pages, press buttons, or follow links

Using the correct gesture type helps keep the workspace organised and makes interaction fast and intuitive for all users.

3.3.5 Introducing Content Solo

COLL-IN Solo

Meetings and small breakout sessions

meetings and small breakout sessions are now a normal part of everyday business. people expect to share ideas quickly, collaborate naturally, and stay engaged. coll-in solo is designed to support this way of working by making meetings more interactive, flexible, and easy to manage.

coll-in solo provides a simple, intuitive interface with powerful features that help presentations and discussions flow more naturally. it allows teams to move away from rigid, slide-by-slide presentations and towards a more open, collaborative experience.

A more natural way to present

the way meetings and presentations work has changed. instead of a classroom-style format, sessions are now more dynamic, with multiple people contributing ideas at the same time. coll-in solo helps bring structure to this environment without limiting creativity.

present slides, videos, or documents easily. open a whiteboard for note-taking or discussion. bring in a connected laptop with a simple double tap. everything stays visible and accessible, helping the conversation move forward without interruption.

Flexible content layout

coll-in solo allows you to browse your presentation materials and bring selected items onto the screen when needed. content can be moved, resized, and positioned freely, not just shown full screen.

this makes it easy to refer back to earlier points without switching back and forth between slides. multiple pieces of content can be displayed at the same time, improving clarity and keeping discussions focused.

Whiteboards and annotations

coll-in solo includes a multi-page whiteboard that can be shared on screen. this is ideal for capturing notes, ideas, and action points during a meeting.

sticky notes and hand-drawn annotations can be added to media windows, including pdfs. notes and drawings can be applied page by page, making it easy to explain ideas clearly. layouts can also be saved and reused for recurring training sessions or meetings.

Connecting laptops and live inputs

if your presentation content is on laptops, coll-in solo supports up to four connected laptops or video conferencing sources at the same time. these inputs can be moved and resized just like any other media.

this removes the need to swap cables during meetings, helping sessions run smoothly without disruption. connected laptops can also be controlled using touch, further improving the flow of the presentation.

Sharing outcomes

at the end of a session, all media, annotations, whiteboards, and notes can be exported. this makes it easy to share outcomes, review discussions, and distribute key takeaways after the meeting.

coll-in solo helps ensure meetings are productive, engaging, and easy to follow, from start to finish.

3.3.6 Collaborating with a Group

COLL-IN is designed to support collaboration between people, screens, and breakout sessions. It allows multiple users to work together at the same time, whether they are standing around one display, using connected screens, or contributing from different devices.

Collaboration sessions are flexible and do not follow a fixed presentation order. Participants can share ideas, bring content onto the workspace, and interact naturally without interrupting the flow of the session.

Working with Multiple People on One Screen

More than one person can interact with the COLL-IN display at the same time.

- Multiple users can touch, move, resize, and annotate content simultaneously
- Media can be repositioned so everyone can see and contribute
- Whiteboards and annotations can be used to capture ideas as they are discussed

This is ideal for workshops, design reviews, planning meetings, and group discussions.

Using Multiple Screens

COLL-IN supports collaboration across multiple screens where available.

- Content can be shared between displays for better visibility
- Different screens can be used to focus on different topics or groups
- Presenters can keep reference material visible while discussions continue elsewhere

Using more than one screen helps reduce clutter and keeps conversations focused.

Breakout Sessions

COLL-IN works well for small breakout groups within a larger session.

- Each group can work on its own content or whiteboard
- Media and notes can be arranged separately for each discussion
- Breakout content can be reviewed and shared with the wider group later

This makes it easy to divide complex discussions into smaller, more manageable sessions without losing context.

Sharing and Reviewing Outcomes

At the end of a collaborative session:

- Media, annotations, and whiteboards can be saved or exported
- Notes and action points can be shared for follow-up
- Sessions can be revisited later to continue work

This ensures that ideas are not lost and that outcomes are easy to review and distribute.

Summary

COLL-IN makes collaboration simple and natural for groups of people, multiple screens, and breakout sessions. By allowing several users to interact at the same time and keeping all content visible and flexible, it supports productive discussions, clear decision-making, and better teamwork

3.3.7 Customising Your Workspace

A clear workspace helps you work more easily and stay focused. The Touch Application lets you arrange media and tools so they match how you like to work. You can move items, adjust layouts, and reduce clutter to keep everything clear and easy to use.

Rearranging Media Items

You can organise media on the workspace to suit the flow of your session.

- Drag media items to reposition them on the screen
- Group related content together for easier reference
- Arrange items so the most important content is easy to see

Keeping related media close together helps discussions and presentations flow more naturally.

Adjusting and Repositioning Interface Tools

Workspace tools can be moved or adjusted to suit your needs.

- Drag panels or tools to different areas of the screen
- Resize windows to give more space to the tools you use most
- Hide or collapse tools you are not currently using

Reducing visual clutter helps keep attention on the content being discussed.

Creating a Personalised Layout

Once your workspace feels comfortable, you can refine it further.

- Arrange media and tools in a way that feels natural to you
- Set up different layouts for different tasks, such as presenting, reviewing, or training
- Adjust layouts over time as your working style changes

Taking a few moments to customise your workspace can make sessions smoother and more efficient.

3.3.8 Annotating and Editing Media in Real Time

COLL-IN allows you to draw, highlight, and add notes directly on top of media while working. These annotation tools are designed for live discussion, explanation, and feedback, whether you are presenting alone or working with others.

Opening the Media Toolbar

Before you can annotate or edit a media item, you must open its Media Toolbar.

To open the Media Toolbar:

- Tap the media once using two fingers
- The Media Toolbar will appear next to the selected item

If the toolbar does not appear, try tapping again with both fingers at the same time. Two fingers tell the system you want to work with the media itself, not the workspace.

Media Toolbar Options

Close (X)

The Close button removes the media item from the workspace.

- Use this when the media is no longer needed
- Any annotations or notes attached to the media will also be removed
- This action cannot be undone

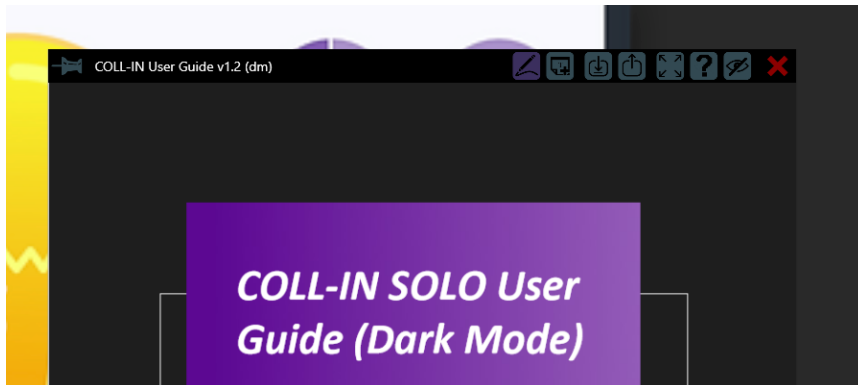
Make sure you no longer need the media before closing it.

Annotator (pencil icon)

The Annotator opens drawing and marking tools that allow you to write or sketch directly on the media.

- Draw or write freehand on images, documents, or PDFs
- Highlight important areas during a discussion
- Add visual explanations to support your points

Annotations appear on top of the media and can be used during live sessions to improve clarity and engagement.



Annotator Interface

When activated, the Annotator displays the following tools:

- **Color Picker**

Allows you to select from a range of colors. This is useful for coding information—for example, using red for corrections, blue for highlights, or green for approval marks.

- **Brush Type Selector**

Provides options such as a solid pen, marker, highlighter, or textured brush. Each type gives a different drawing style and can be used for different annotation purposes.

- **Brush Size Selector**

Adjusts the thickness of your strokes.

- **Thin strokes** are ideal for writing and precise outlining.
- **Medium and thick strokes** are useful for marking large areas, circling important details, or emphasizing content.



Drawing on Media

Once a brush is selected, simply **touch the media with one finger** to begin drawing.

- Every contact applies your chosen brush settings.
- You can draw continuously by dragging your finger, or make short strokes for precise marks.
- All drawings are applied directly to the media layer, making them easy to see without blocking the rest of the canvas.

Closing the Annotator

To exit annotation mode:

1. **Single-tap the media with two fingers** again to reopen the Media Toolbar.
2. Tap the **pencil icon** a second time to toggle the Annotator off.

Your annotations remain visible on the media until you manually clear or delete them. They will stay in place even if you move or resize the media afterward.

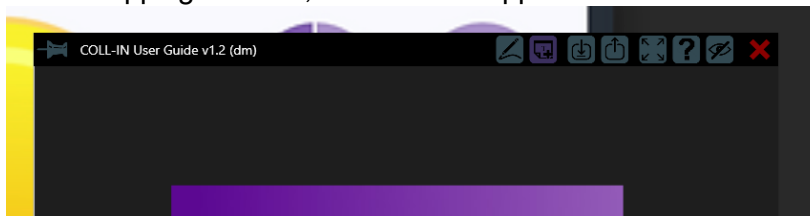


3. Sticky Note Tool (Sticky Note Icon)

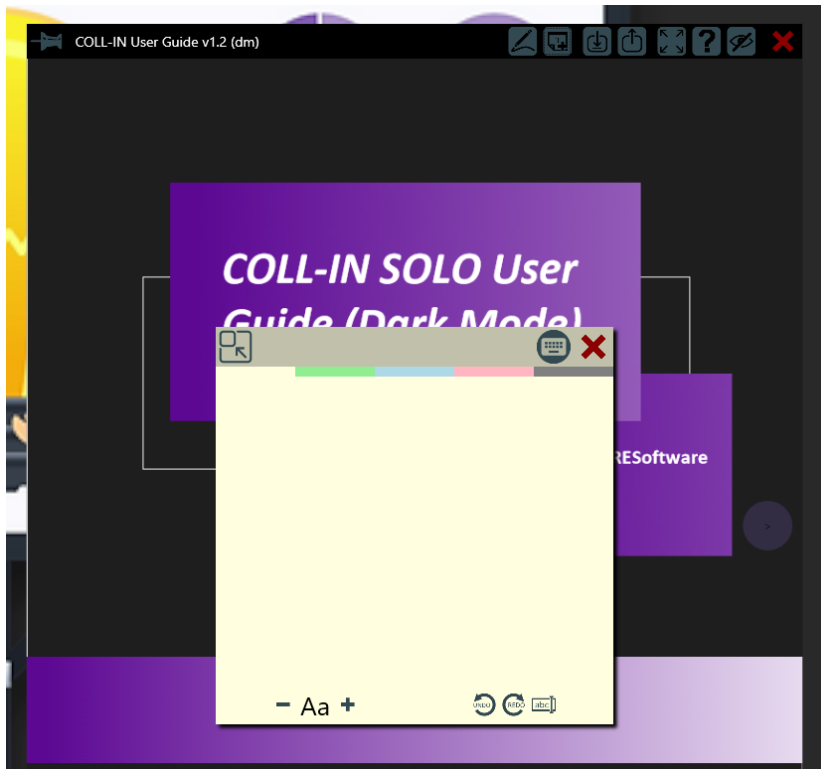
The **sticky note icon** attaches a digital sticky note to the selected piece of media. Sticky notes are useful for adding longer text comments, reminders, or contextual explanations without drawing directly on the image.

Adding and Editing Notes

- After tapping the icon, a small note appears on the media.



- **Reposition the note** by clicking and dragging it with one finger. The note will remain attached to the media even if the media is moved or rotated.



- **Tap the note once** to bring up the on-screen keyboard. You can then type any text you want—labels, thoughts, instructions, or multi-line explanations.



Sticky notes can be resized automatically based on the length of your text, ensuring they remain easy to read without obstructing important parts of the media.

Tips for Effective Media Annotation

- **Use contrasting colors** when drawing so annotations are clearly visible.

- **Place sticky notes along edges** of the media to avoid covering critical details while still providing context.
- **Organize annotations by color or brush type** when working collaboratively to distinguish between contributors.
- **Toggle the Annotator off** when you're done drawing to avoid accidental marks.
- **Practice the two-finger tap gesture**—it is central to opening and closing the Media Toolbar efficiently.

3.3.9 Saving and Resetting Workspaces

The workspace is designed for ongoing work, repeat sessions, and collaborative meetings. You can save your workspace at any point, reopen it later, or reset the screen when you want to start again. This allows you to continue work without having to rebuild your layout each time.

What Saving a Workspace Means

A saved workspace is a complete snapshot of what is on screen. It does not just save individual files. It saves the entire working environment so you can return to it exactly as you left it.

This is useful for presentations, training sessions, lessons, and meetings that run over multiple sessions or need to be reused.

What Is Included in a Saved Workspace

When you save a workspace, the system stores everything currently visible and active on the screen.

This includes:

- Media items such as images, PDFs, videos, web pages, and live inputs
- The position, size, and rotation of each media item
- The current state of media, including PDF page, zoom level, video position, or scroll position
- All annotations drawn on media or across the screen
- Whiteboard content on the left or right whiteboards, including drawings and notes
- Visual settings such as background and grid options

In simple terms, everything you see and how it is arranged is saved.

Saving Your Workspace

Saving a workspace is quick and can be done at any time during a session.

To save the workspace:

- Double-tap a blank area of the screen with one finger to open the Control Center
- Select **Save Workspace**

- Enter a clear, meaningful name using the on-screen keyboard
- Confirm the save

Examples of workspace names include:

- Weekly Planning Session
- Project Review
- Training Session – Part 1

Once saved, the workspace will appear in the Sessions Center. You can reopen it at any time and continue working from the same layout. You can also save updates under the same name or create a new version if needed.

Opening a Saved Workspace

Opening a saved workspace lets you return to a previous session exactly as it was, even if the system has been restarted or used by someone else.

To open a saved workspace:

- Open the Control Center
- Select **Sessions Center** from the menu
- Choose **Workspaces**
- Find the workspace you want to open
- Drag the workspace card onto the canvas using one finger
- Release it to load the workspace

Once loaded, all media, annotations, whiteboard content, and visual settings will appear exactly as they were when the workspace was saved.

Tips for Managing Workspaces

- Use clear, descriptive names so workspaces are easy to find
- Save regularly during longer or collaborative sessions
- Organise workspaces by topic or date for easier reference
- Create new versions if a workspace changes significantly over time

Resetting the Workspace

Resetting the workspace clears everything from the screen and returns it to a blank state. This is useful when starting a new session without any previous content.

Resetting removes:

- All media on the canvas
- All annotations and drawings
- All whiteboard content
- Backgrounds and grid settings
- Any active layouts or sessions

To reset the workspace:

- Open the Control Center
- Select **Clear Workspace**

The screen will immediately reset, giving you a clean workspace.

When to Save and When to Reset

- Save the workspace if you may need it again later
- Reset the workspace when you are finished and want a fresh start
- If unsure, save first before resetting, as unsaved work cannot be recovered



Reference

4 Reference

4.1 Overview

Get in touch with us today to let us know how you could make COLL-IN work for you

www.coll-in.com/contact

or for more product information the dedicated website address is:

www.coll-in.com

Service Support Email : Helpdesk@future-software.co.uk

HelpDesk Number : (+44) 1628 947666

Future Software
Oakwood
Grove Business Park
Watham Road
White Waltham
Berkshire
SL6 3LW

www.future-software.co.uk

(+44) 1628 947 666