OneScreen™ Swap

QUICK START USER GUIDE

OneScreen™ by Clary Icon

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Contents

1. About OneScreen Swap 2
1.1. General Information and Features 2
1.2. Uses of OneScreen Swap 2
1.3. About the Software 2

2. Administrator 4
2.1. Sign Up 4
2.2. Creating a Team on Swap 5
2.3. Editing team 7
2.4. Adding Team Members 8

3. Publisher 10
3.1. Sign in 10
3.2. Download and Install SWAP Publisher 11
3.3. Signing in as a publisher 11
3.4. Swap Publisher User listings 11
3.5. Publishing for a user 12

4. Viewer/Team User 13
4.1. Sign in 13
4.2. Accessing your Team 13
4.3. Viewing or controlling any online user who is publishing 14

1. About OneScreen Swap

1.1. General Information and Features

Swap is a powerful and affordable software developed by Clary Icon. It features advanced options for content sharing, remote access and control and is widely used as a powerful meeting, helpdesk, distant learning and collaborative tool. The following demonstrates some of the features of OneScreen Swap.

- It is simple, quick and easy to learn
- Allows host to create teams and add users to it which allows for a more collaborative and easier to access team
- Swap allows users to manually change their settings before publishing. Users can set resolution, quality and framerate of the published screen according to their requirements.
- Securely share your screen with up to 40 remote users simultaneously
- Allow participants to access your screens in one click from any browser
- Take control of your PC from a web browser on any device (Windows, Mac, iOS, Android)
- Fast, reliable connection with global server infrastructure
- All remote sessions are encrypted with TLS and 256-bit AES
- Supported on all browsers

1.2. Uses of OneScreen Swap

The following list shows some of the uses of OneScreen Swap:

- Sharing of desktop for meetings and presentations
- Remote Helpdesk support
- Online training and tutoring
- Collaborative work on a single device
- Distant teaching and learning
- When bundled with OneScreen's hardware products*, users can utilize shared whiteboard features as well irrespective of their location.

1.3. About the Software

OneScreen Swap requires an internet connection in order to be used. A good internet bandwidth is recommended to ensure highest quality and best user experience.

The software comprises of two parts:

1) Publiser (Host)
2) Viewer (Guest)

The user publishing the screen would need to install a publisher on his/her device whereas the viewer can view and control using their web browser only. The publisher can modify publishing settings including resolution, quality and framerate.

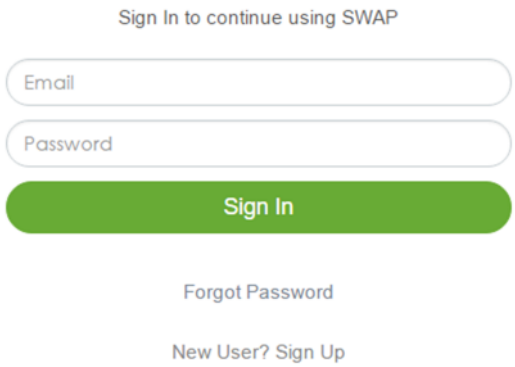
Since the software requires only a web browser to control and view the publisher, viewer can open different published desktops in different tabs thereby controlling multiple screens at the same time.

Likewise a publisher can publish for more than one user at a time as well and have up to 40 viewers viewing and controlling his/her screen.

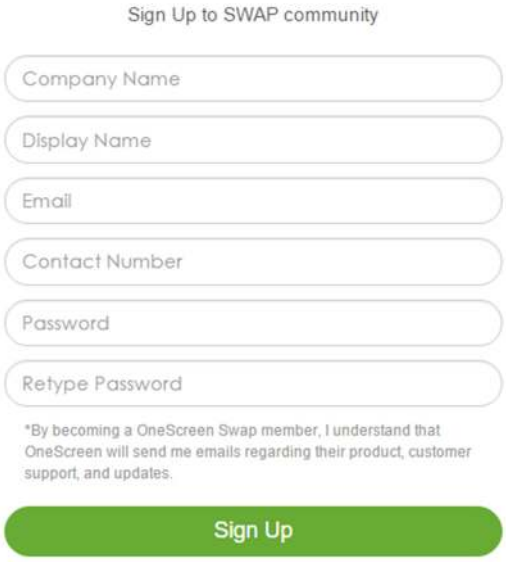
2. Administrator

2.1. Sign Up

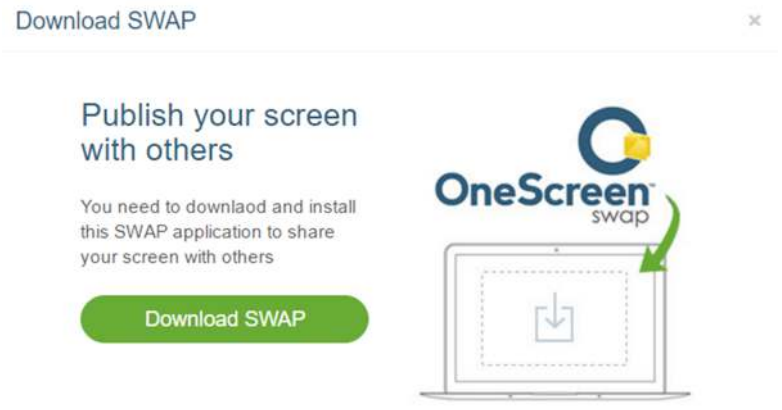
Once you have purchased the OneScreen Swap subscription, the first step would be to sign up for the software. Open your web browser and go to https://swap.claryicon.com/login.



Now click on the “New User? Sign up” button and you will be directed to the following form:



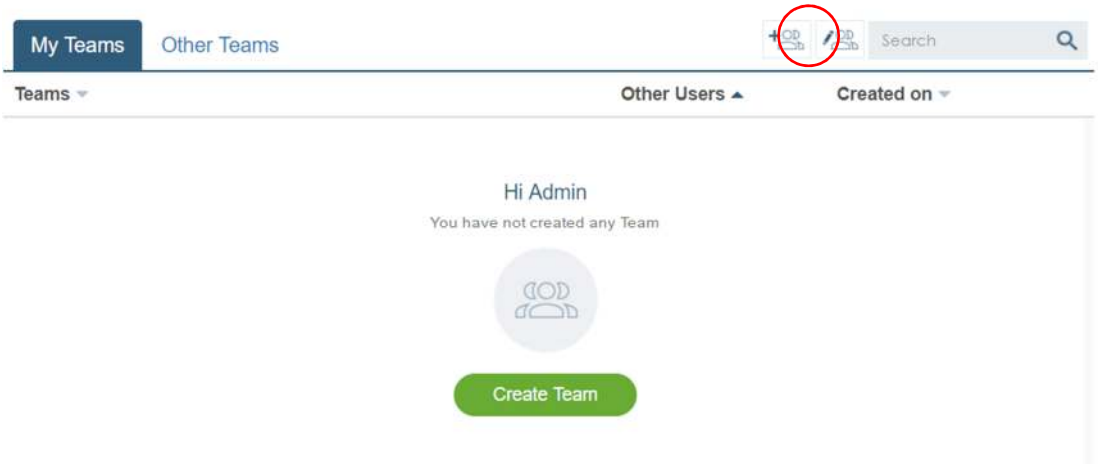
After you have filled the form with correct information, you will be directed to home screen and the following will pop up:



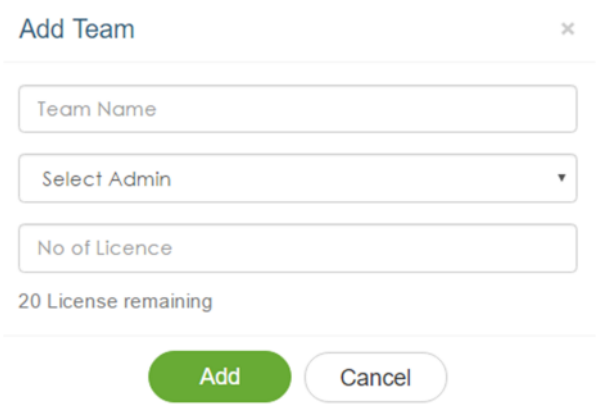
Click on the download Swap to download the desktop publisher.

2.2. Creating a Team on Swap

Now that you have successfully signed up, the first step would be creating a team and then adding users to it. In order to create a team click on the “Create Team” button or click on the add team button circled red in the image below:


My Teams
Other Teams
Search
Teams
Other Users
Created on
Hi Admin
You have not created any Team
Create Team

Once you click on the “Create Team” button, the following window will pop up:



Here you will give your team a name, select admin and assign a specific number of licenses to that team. Each user in the team would be availing one license so make sure you add licenses according to the number of members that are part of the team.

Once done, click on the add button to complete the team creation.

2.3. Editing Team

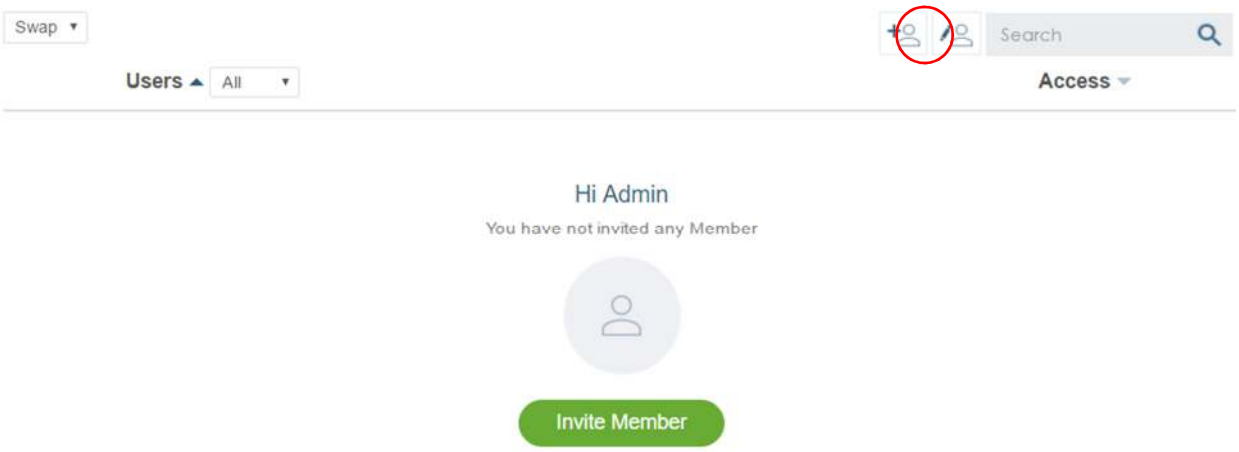
Once you have successfully created the team, it will appear in your team list. You can edit your team by clicking on the edit team button (circled red in picture below)

Click on the “edit” button (circled red) next to the team you wish to edit:

You can modify licenses, admin and team name when editing your team.

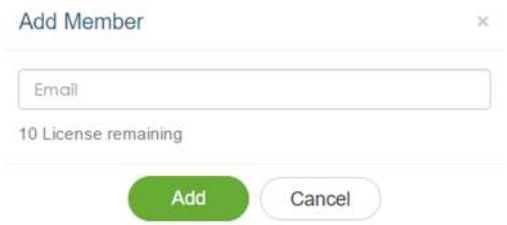
2.4. Adding Team Members

Once your team has been created, the next step would be to add a team member to that team. In order to do that, click on the blue arrow next to your team name and you will be directed to the following screen:



Now you can invite member by clicking on the invite member button or the add member button (circled red).

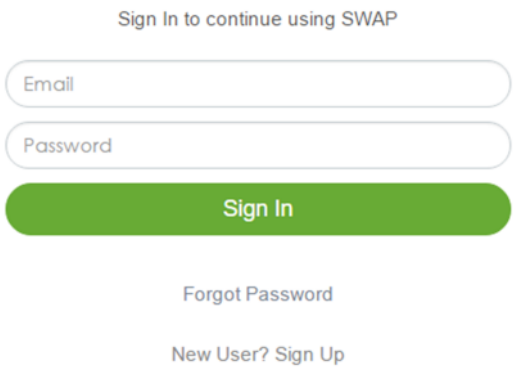
Clicking on the add member button will bring up the following menu. Enter the desired member's email address and click add. This will send an email request to the desired user and upon acceptance, the user will be added to your team.



3. Publisher

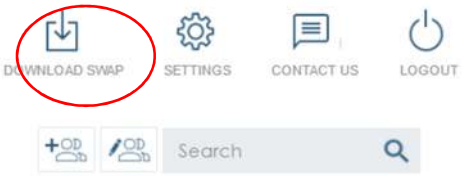
3.1. Sign in

Open your web browser and go to https://swap.claryicon.com/login Sign in using your username and password in the following screen:

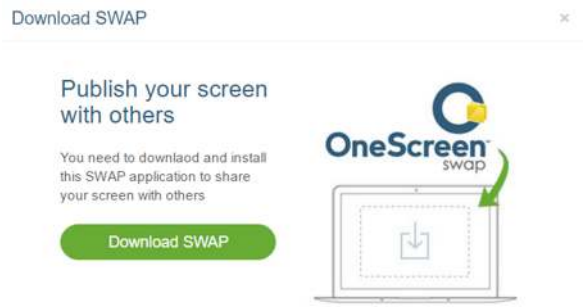


3.2. Download and Install SWAP Publisher

Once you access your home page, click on the download Swap button as indicated below:



A screen will pop up as shown below. Click “Download SWAP” button and the download should begin instantly.

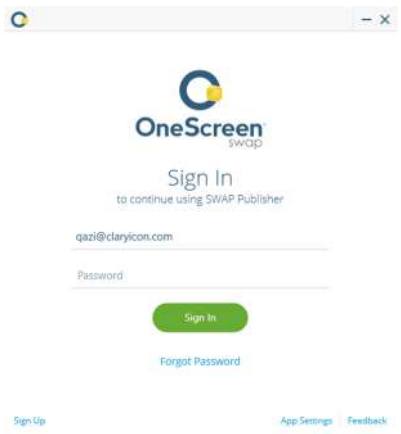


Once the download is complete, open the downloaded install file to begin installation. Follow through the installation by choosing your desired install destination and complete the installation of OneScreen Swap publisher.

3.3. Signing in as a publisher

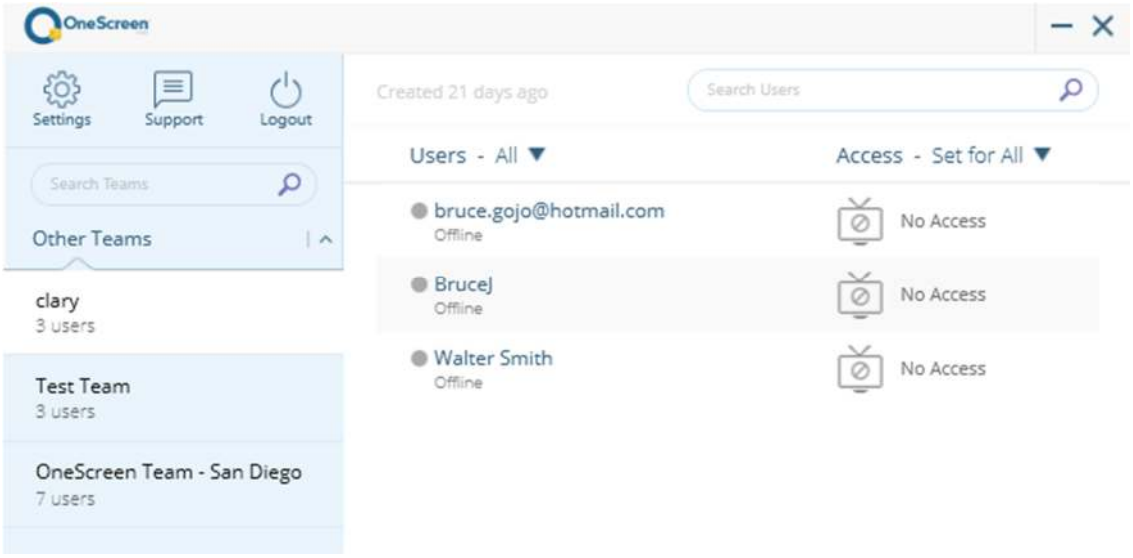
Before you can publish, please ensure that you have signed up as a user for Swap using the email sent out by the Swap team after granted a license from your team administrator.

Once you have signed up and installed the Swap publisher, next you will have to sign in on Swap publisher. Open the “OneScreen Swap” application and sign in using your credentials for Swap account.



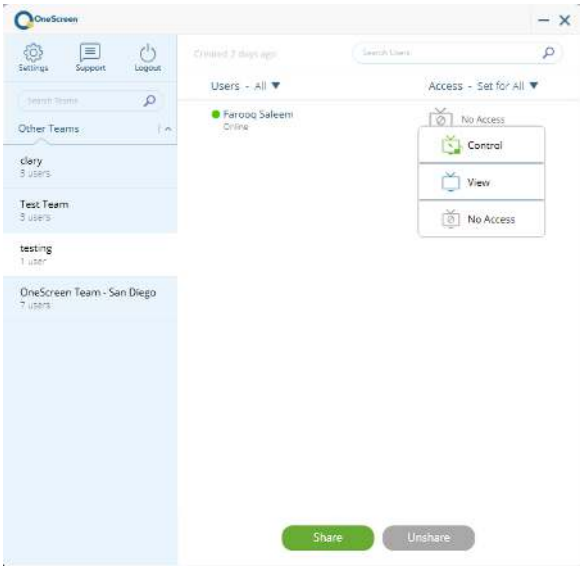
3.4. Swap Publisher User listings

After logging in you will have your accounts appear as shown in the image below. Clicking on any team will show you the respective team members.

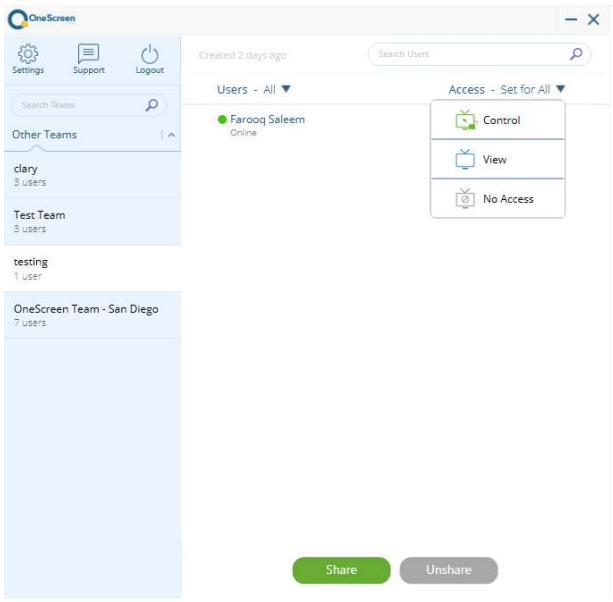


3.5. Publishing for a User

The publisher can choose to publish for one or more users in a team or publish for the entire team. By clicking on the arrow next to “no access” button for each user, the publisher can allow to provide “view”, “control” or “no access” to the user.



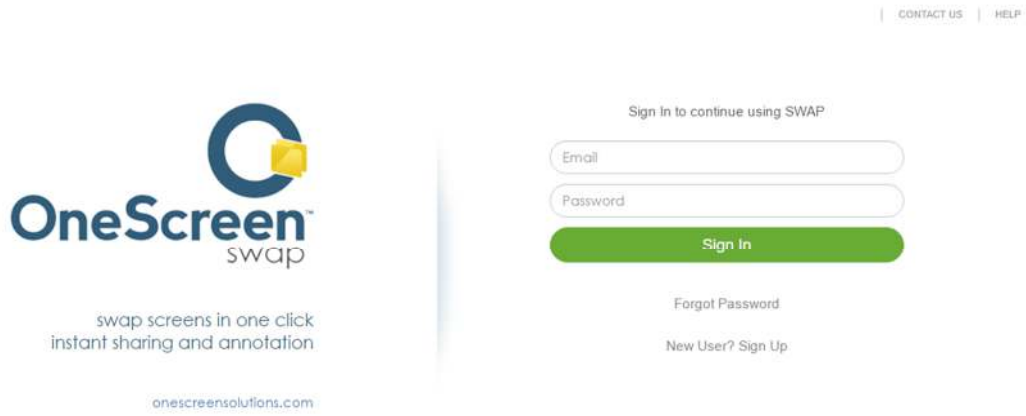
When “control” access is granted, the viewer will be able to take control of the publisher’s PC remotely. When “view” access is granted, the viewer can only view the publisher’s screen. Access can be changed back to “no access” to inhibit the user from viewing or controlling the publisher’s screen. Access can be changed for entire team by clicking on the arrow next to “set for all” button.



4. Viewer/Team User

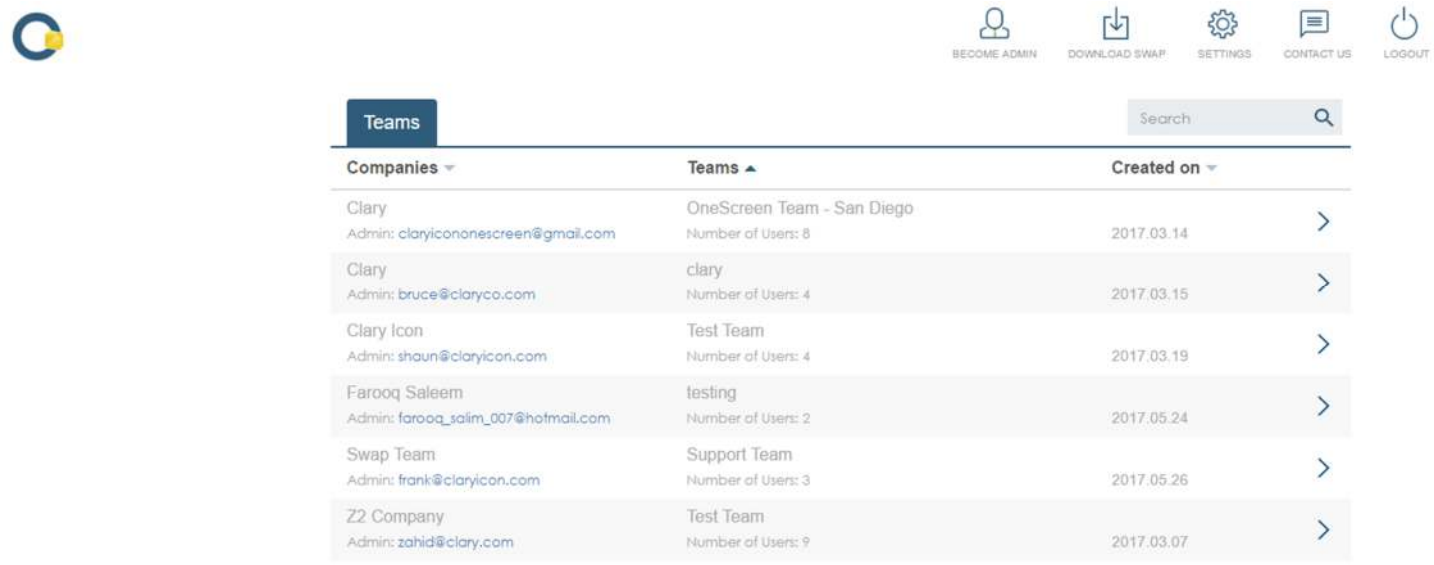
4.1. Sign in

Open your web browser and go to https://swap.claryicon.com/login Sign in using your username and password in the following screen:



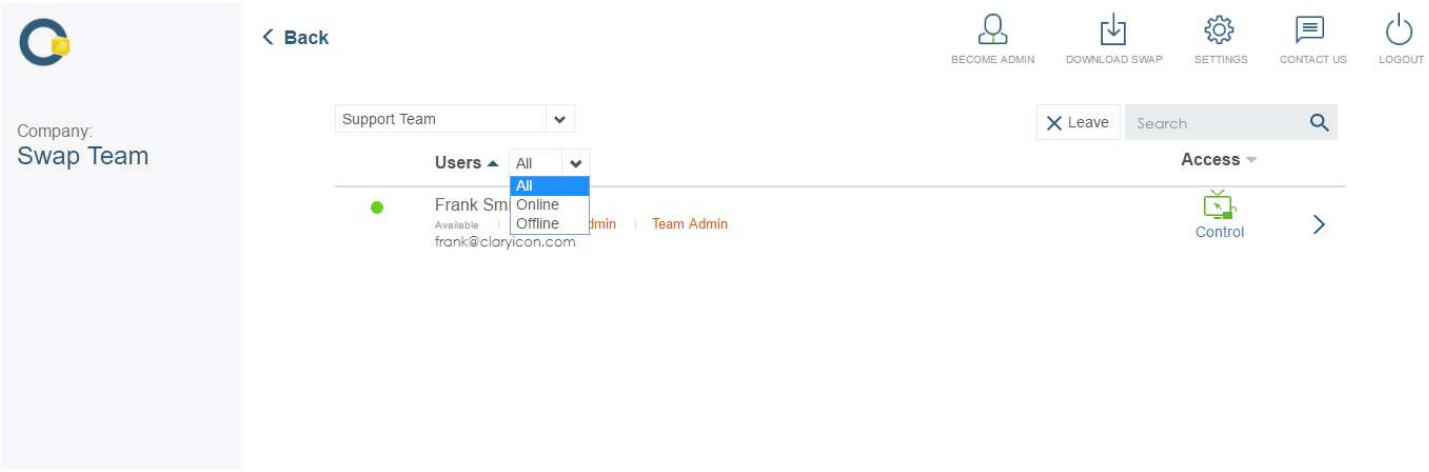
4.2. Accessing your Team

You will be directed to the homepage once you log in. It will list down teams you are part of. Click the arrow next to any team to access it.



4.3. Viewing or controlling any online user who is publishing

The users present in the team will be shown once you are inside the team. You can apply filter to view “all”, “online” or “offline” users.



The viewer will be able to remotely access the system of users who have granted access to view or control. Click on the arrow next to the publisher to gain access to his system. This will open a new tab in your browser where you will be able to get access to the other user’s system.