

**Smarter technology for all**

# Getting Started with ThinkSmart View

Lenovo Smart Office | June 2020

The Lenovo logo is a vertical rectangle with a red-to-orange gradient background. The word "Lenovo" is written vertically in white, bold, sans-serif font, reading from bottom to top.

**Lenovo**

# ThinkSmart View Quick Setup



1. Unbox the device and plug in AC adapter
2. Select the system language from the menu
3. Connect to your wireless network from the **WLAN** page
  - *TIP: Turn the device to portrait (vertical) mode when logging into a network to see more settings on screen*
4. Pair a Bluetooth headset or select **Skip**
  - *The Microsoft Teams screen will open*
5. Tap **Sign in** or select **Sign in from another device**
6. Follow the prompts on screen to finish the process
  - *Note: ThinkSmart View will register with the Company Portal / Intune. For the first setup, Intune can take up to 10 minutes to register the device depending on your IT Admin's policies.*
7. After registration, the main Teams screen will be shown
8. Go to Settings → Device Settings → Time & Date to change your time zone and show the correct time

# Product Overview

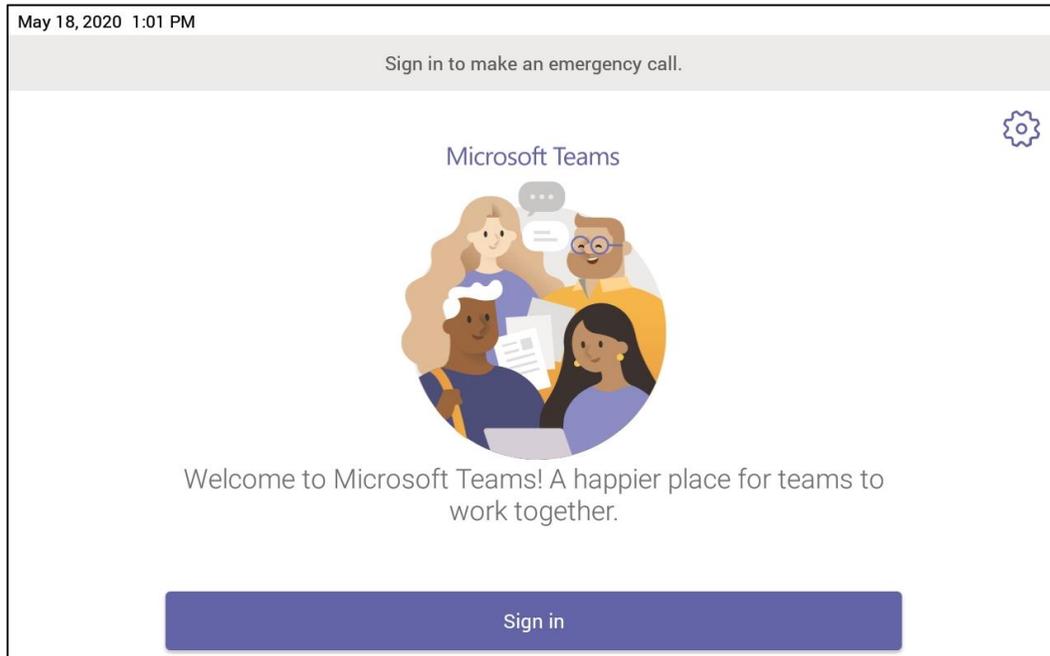
ThinkSmart View is a new device for business, tailored to meet the needs of employees in evolving workspaces. It expands the desktop canvas, supports a range of complementary uses, and radically improves videoconferencing and collaboration.

- ✓ Tablet-sized touchscreen appliance with two-position design for portrait and landscape
- ✓ Standalone and complementary uses with your PC
- ✓ Crystal clear audio and 5MP camera
- ✓ Enterprise-ready, Easy to manage



|                           |   |
|---------------------------|---|
| <b>Display</b>            | 8" touch display; Anti-glare and Anti-fingerprint coating     |
| <b>Microphone</b>         | Integrated microphone array built into the top of the device  |
| <b>Speakers</b>           | 1.75" 10W Full-size speaker, Two passive tweeters             |
| <b>Ports</b>              | USB Type-C (Service and Support only)                         |
| <b>Processor</b>          | Qualcomm® Snapdragon™ 624, Octa-Core A53 1.8 GHz, 14 nm       |
| <b>Operating System</b>   | Android Open Source Project 8.1                               |
| <b>Sensors</b>            | G, P, and L sensors   |
| <b>Software</b>           | Microsoft Teams for IP Phones                                 |
| <b>Buttons / Switches</b> | Volume Rocker, Microphone Mute Switch, Camera Privacy Shutter |

# Signing into the device



## Getting signed into your device:

1. Select the system language from the menu
2. Select your WLAN network from the list and login
  - *TIP: Turn the device to portrait mode when logging into a network to see more settings on screen*
3. Pair to Bluetooth headset or select **Skip**
4. The Microsoft Teams screen will open. Tap **Sign in**
5. You can **Enter your credentials** or **Sign in from another device**
  - By selecting **Sign in from another device** a code will be displayed on screen
  - Go to <https://microsoft.com/devicelogin> on another device and enter the code
6. ThinkSmart View will register with the Company Portal / Intune and then take you to the Microsoft Teams home screen.

## Notes:

- Intune policies can take up to 10 minutes to register on your device. During this time, Company Portal may appear to be cycling.
- Be sure to go to Device Settings and change your time zone.

# Appearance and Mechanical

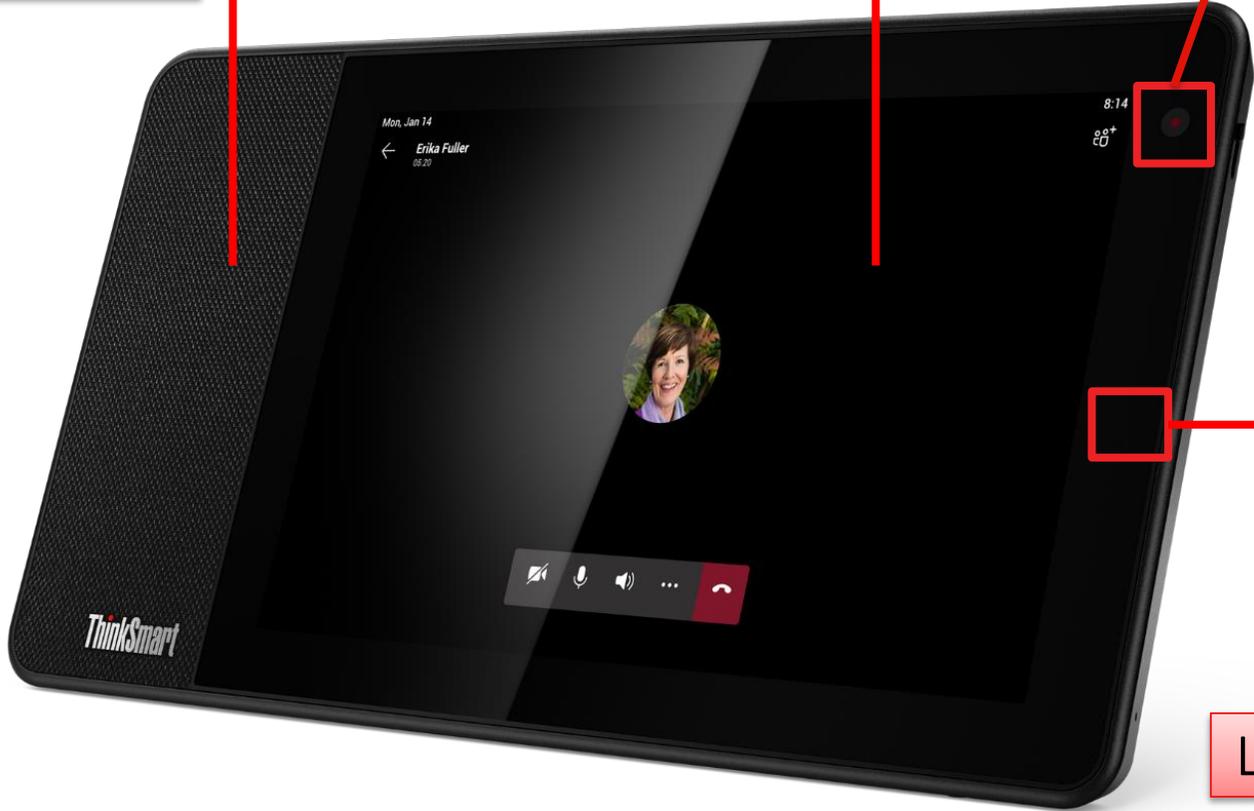


# Appearance and Mechanical

Full Range Speaker

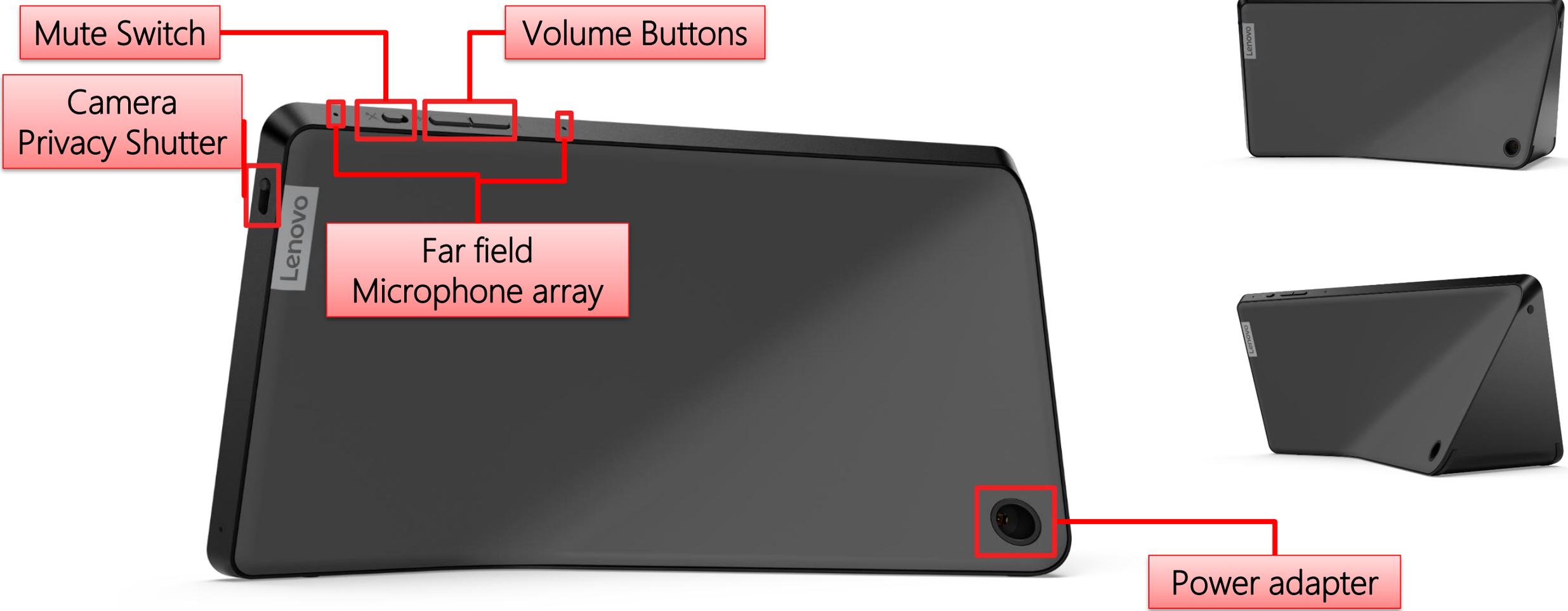
8" HD Display

5MP Camera

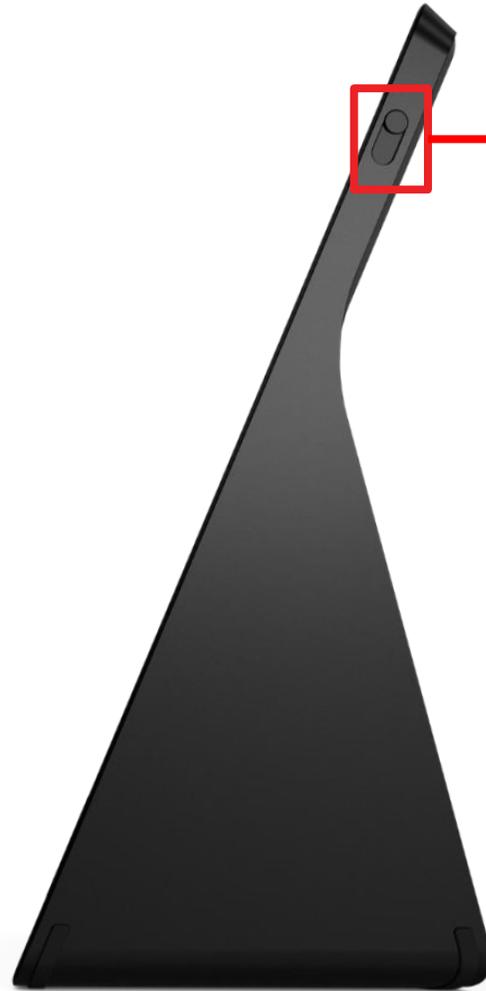


Light/Proximity Sensor

# Appearance and Mechanical



# Appearance and Mechanical



**USB type-C Port Rubber**  
Note: Remove the rubber to reveal the port. This port is only used by Lenovo service and support.



# Home Screen – Calendar

The screenshot displays the 'Calendar' app interface. At the top, it shows the date 'May 18, 2020' and time '1:43 PM'. A search icon in the top right corner is labeled 'Search active directory contacts'. On the left, a hamburger menu icon is labeled 'Profile Options and Settings'. The main content is divided into two columns. The left column, labeled 'Meeting schedule', shows a list of events for 'Today' (May 18) and 'Tomorrow' (May 19). The events include 'Sales Team Meeting' (9:00 AM - 10:00 AM, Conference Room - Adams), 'Weekly check-in with Engineers' (1:00 PM - 2:30 PM, Engineering lab), and 'Weekly call with French Subsidiary' (4:00 PM - 5:00 PM, Online Meeting). Each event has a 'Join' button. The right column, labeled 'Meeting details', shows details for the 'Sales Team Meeting' on 'Mon May 18, 2020' (9:00 AM - 10:00 AM, Conference Room - Adams). It features 'Join' and 'Edit' buttons, a 'Join Microsoft Teams Meeting' link with a 'See more' option, and a 'Participants (6)' section. A 'Create a meeting' button (calendar icon with a plus sign) is located at the bottom right of the meeting details. At the bottom of the screen, there are three navigation icons: 'Calls', 'Calendar' (highlighted), and 'Voicemail', labeled 'Calls View', 'Calendar View', and 'Voicemail Screen' respectively.

Profile Options and Settings

Search active directory contacts

Meeting schedule

Meeting details

One-touch Join or Edit the meeting

Create a meeting

Calls View

Calendar View

Voicemail Screen

# Home Screen – Calls

May 18, 2020 2:45 PM

Profile Options and Settings

Search active directory contacts

Calls

FAVORITES

RECENT

Toggle between Favorites and Recent calls

Dial Pad (PSTN calling required)

Setup favorites in Teams desktop client

Search and make a call

Calls View

Calendar View

Voicemail Screen

Alex

Isaiah

Joni

1 2 3

4 5 6

7 8 9

\* 0 #

ABC DEF

GHI JKL MNO

PQRS TUV WXYZ

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# Home Screen – Voicemail

The screenshot shows a mobile Voicemail interface. At the top, the date and time are 'May 18, 2020 2:54 PM'. Below this is a header with a menu icon, the word 'Voicemail', and a search icon. A red box highlights a voicemail message from 'Alex Wilber' with a play button, a progress bar, and a '1x' play count. Below the message are icons for mute, call, contact, and delete. To the right is a profile card for 'Alex Wilber, Marketing Assistant', including a photo, video call, and call icons, and contact information for email, work phone, and office location. At the bottom is a navigation bar with 'Calls', 'Calendar', and 'Voicemail' icons. Red lines connect external text labels to these specific UI elements.

Profile Options and Settings

Search active directory contacts

Profile of person who left voicemail

Voicemail messages

May 18, 2020 2:54 PM

Voicemail

Alex Wilber 3/8

00:00 1x

Alex Wilber  
Marketing Assistant

Email  
AlexW@M365x354393.OnMicrosoft.com

Work phone  
[+1 858 555 0110](tel:+18585550110)

Office location

Calls

Calendar

Voicemail

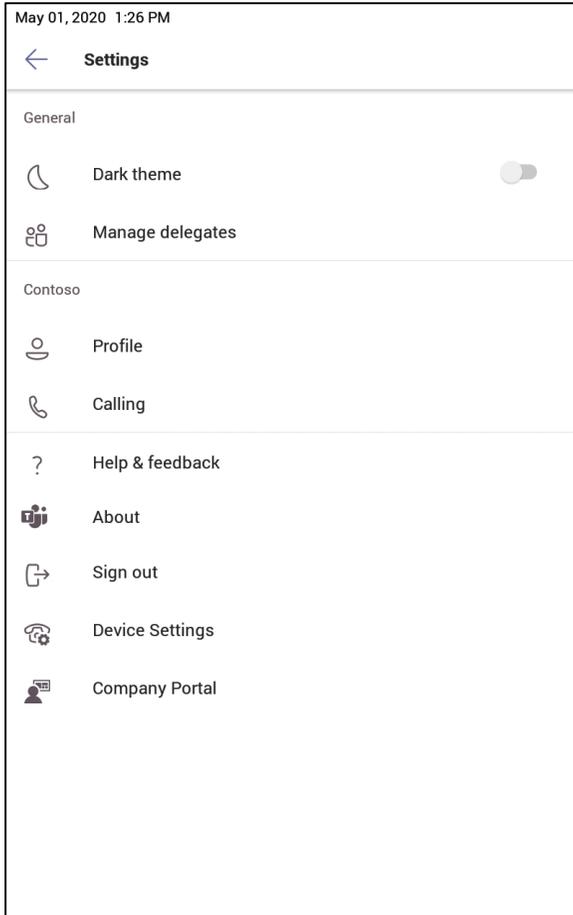
Calls View

Calendar View

Voicemail Screen

# Settings

Access the settings menu by pressing the  icon and tapping Settings



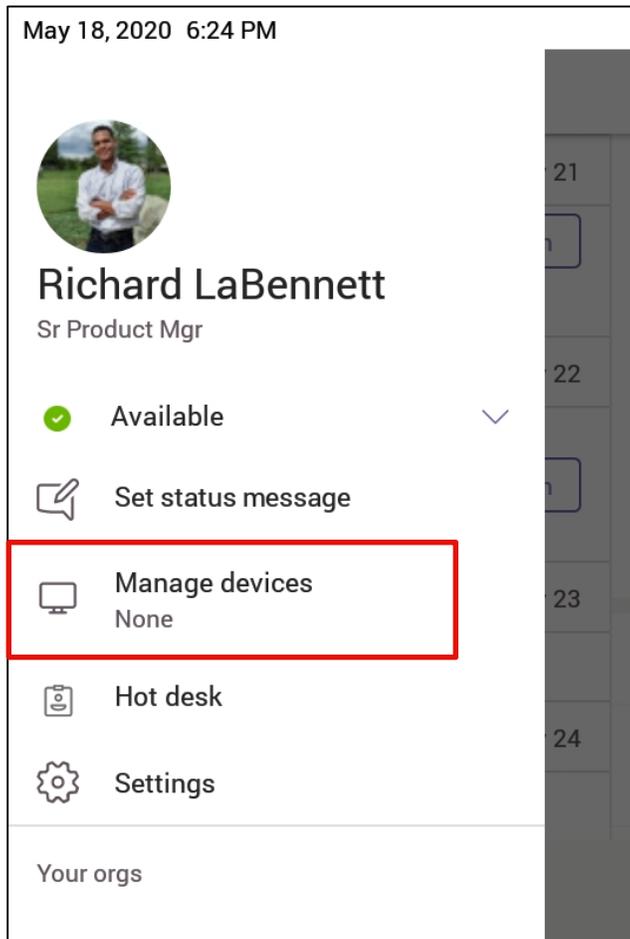
|   | Settings        | Description   |
|---|-----------------|---|
| 1 | Dark Theme      | Changes the default black text and white background to white text on a black background   |
| 2 | Calling         | Allows the user to change options for incoming calls, ringtones, and call blocking  |
| 3 | Help & feedback | “Help” opens the Microsoft Teams help & learning website<br>“Report an Issue” opens a form to file a bug                          |
| 4 | About           | Displays Microsoft Teams application and Calling versions   |
| 5 | Sign Out        | Signs the user out of the device  |
| 6 | Device Settings | Opens a menu of device specific settings and options  |
| 7 | Company Portal  | Allows the user to register the device with Microsoft Company Portal (if unregistered) or displays device details (if registered) |

# Device Settings

Device settings works in landscape orientation only and includes the following options:

|    | Item                           | Description   |
|----|--------------------------------|---|
| 1  | Language Settings              | Choose the system language  |
| 2  | Time and Date                  | Options to manually or automatically set the time, change the time zone, time format, and date format   |
| 3  | Display                        | Options for brightness level, screen timeout, and a toggle to enable / disable adaptive brightness using the ambient light sensor   |
| 4  | Accessibility                  | Access to accessibility features, including high contrast text, large text, color correction, and downloaded services: Select to Speak to hear selected text read aloud, Switch Access to control the device with connected switches, and TalkBack to hear all items on the screen read aloud |
| 5  | WLAN                           | Viewing and logging into available WiFi networks  |
| 6  | Bluetooth                      | Connecting a Bluetooth headset  |
| 7  | About                          | displays networking and connectivity information, IP address, firmware and application versions, and model and serial numbers   |
| 8  | Legal information              | shows licenses, agreements, and the Lenovo Privacy Policy   |
| 9  | Lenovo User Experience Program | opt in or out of anonymous device data collection to help Lenovo improve its products and experiences   |
| 10 | Phone Lock                     | security options to lock the device after a period of time and set a four-digit PIN   |
| 11 | Reboot Phone                   | Restart the device  |
|    | Admin Settings                 | Password protected area for administrator's settings. Default password is blank, just hit enter.  |
| 12 | Debug                          | Options to enable low-level logging and reset the View to a custom configuration or factory defaults  |
| 13 | Network Configuration          | Client-side network status and static IP configuration options  |
| 14 | Password/Sign out              | Option to sign-out of the admin settings area and to change the Admin password  |

# Better Together pairing for Lock and Unlock **Coming soon...**



Better Together uses a Teams service and Bluetooth to enhance using your PC and View together.

## PC Setup:

1. Install Teams desktop client on your PC and sign in
2. Enable Bluetooth on your PC and select “add a device”

## ThinkSmart View Setup:

1. Select the icon and tap “Manage devices”
2. Available devices will show on screen, select your PC name
3. The Teams client on your PC will show a Connection request, select “Connect” to approve
4. Your PC will show as connected in the list of managed devices

## How to use:

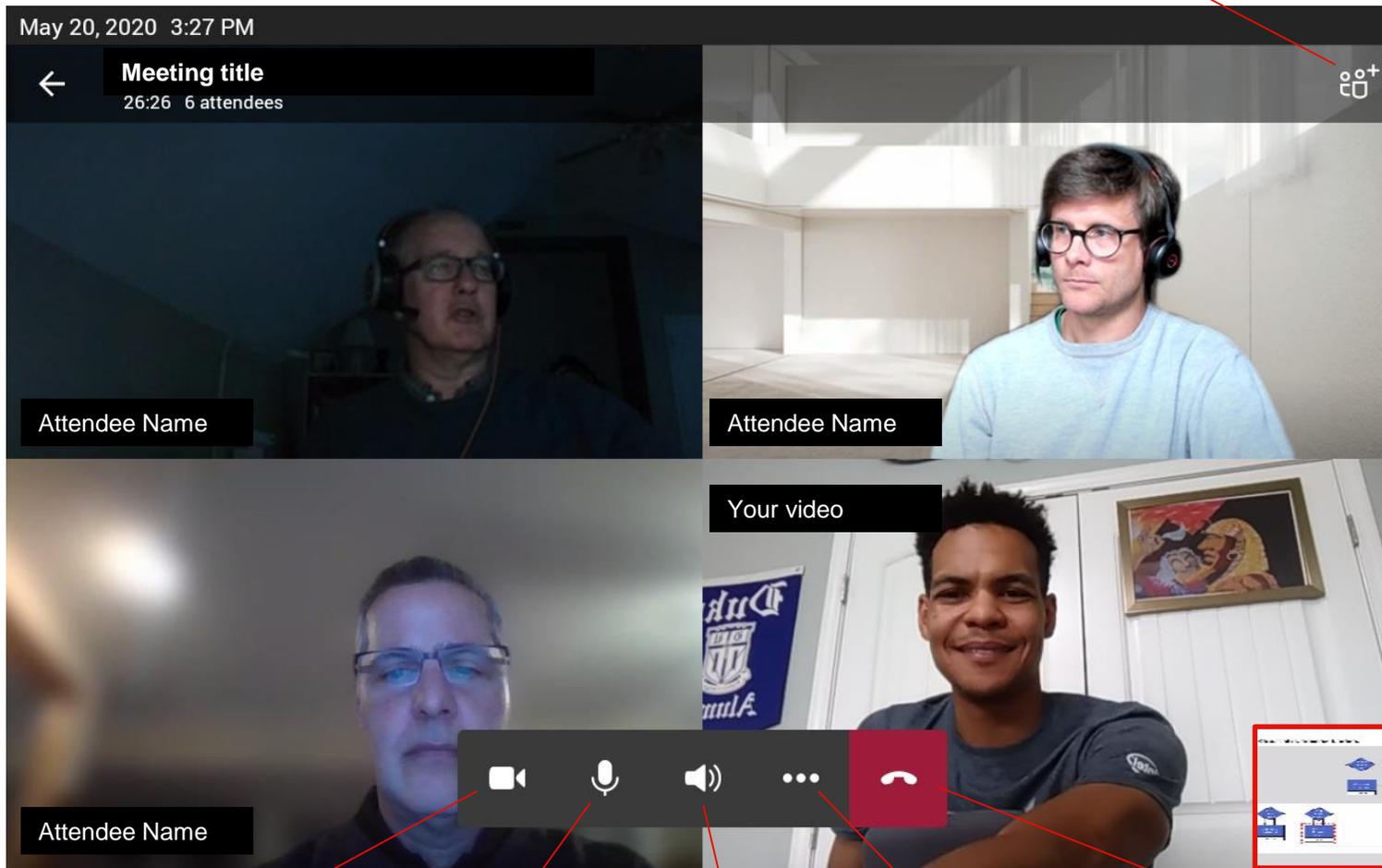
1. Lock your PC to also lock your View
2. Unlock your PC to unlock your View

## Notes:

- *Better Together pairing does not work for multi-tenant users.*
- *Better Together is not enabled by going to Bluetooth settings on View*

# Meeting Stage

See list of meeting participants and invite others



The meeting stage will show your video and up to 3 other active participants in the meeting. It will also display any meeting content that is shared by you or others.

If content is shared, you can **tap the thumbnail** in the bottom right hand corner to toggle between participant view and content view.

**Press and hold** the participant video to perform the following actions:

- Pin to the stage
- Fill / Fit to frame
- Mute participant
- Remove from meeting
- View profile

Turn video on/off

Mute toggle

Audio toggle

Additional options

End the meeting

- Put on hold
- Turn on live captions
- Turn off incoming video
- Dialpad

Toggle meeting content and participant video

# Using ThinkSmart View without your PC

ThinkSmart View is fully functional all in one personal meeting device that can operate independently from your PC.

If you have a scheduled meeting just **tap Join** to enter the meeting.

The participant video and meeting content will show up on the display.

Switch between participant video and meeting content by **tapping the thumbnail view** in the bottom right hand corner of the display.

Can't see if everyone has joined? **Tap the  icon** in the top right hand corner to see a list of participants, invitees, and to add others to the meeting.



# Using ThinkSmart View while multi-tasking on your PC

Don't interrupt your deep, productive work when joining meetings. View allows you to stay engaged and collaborative while keeping your PC free for deep, productive work.

If you have a scheduled meeting just tap the Join button to enter the meeting. No need to disrupt what you are doing on your PC.

The video and/or meeting content will show up on the display of the View.

Feel free to use your PC as needed.



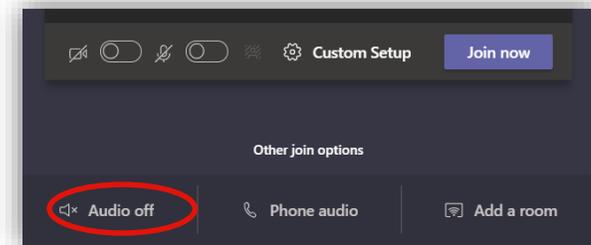
# Using ThinkSmart View while presenting from your PC



View is the perfect companion for your PC.

Join the meeting from your View to utilize the crystal clear audio and video on the device.

Join the meeting from your PC and **select “Audio Off”** to prevent echo while bringing the meeting up.



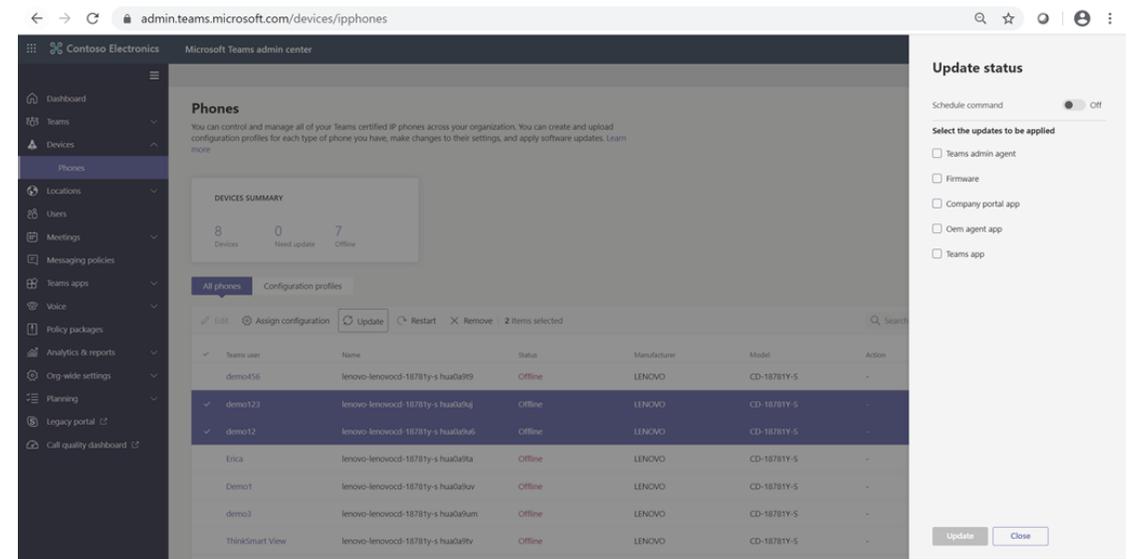
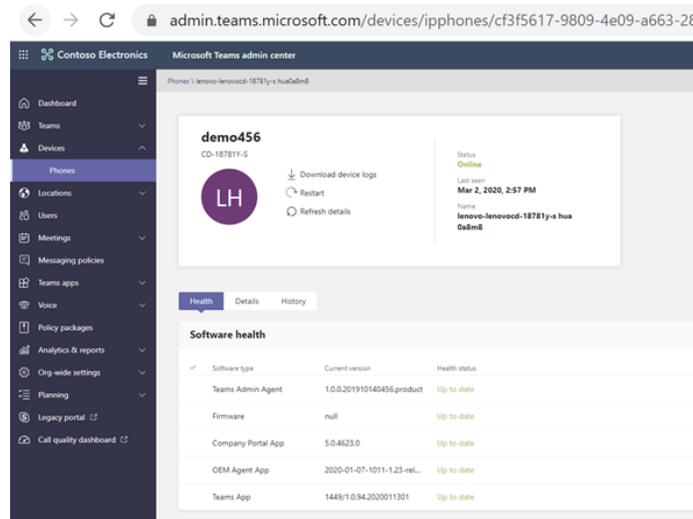
Share your file or PC desktop to drive the meeting.

Select the video thumbnail on your View to bring up the participant video while presenting.

# Device Management and Updates for ThinkSmart View

- ThinkSmart View is an IT managed device through the Microsoft Teams Admin Portal. Your IT Admin can push updates and check the status of all devices in your M365 tenant.
- ThinkSmart View will show in the left navigation under **Devices / Phones**
- Here's some examples of how your IT Admin can manage Teams devices in your organization:

| To do this...             | Do this  |
|---------------------------|--|
| Change device information | Select a device > <b>Edit</b> . You can edit details such as device name, asset tag, and add notes.  |
| Manage software updates   | Select a device > <b>Update</b> . You can view the list of software and firmware updates available for the device and choose the updates to install. |
| Restart a device          | Select a device > <b>Restart</b> .   |
| View device history       | Select a device > <b>History</b> . You can view the update history for the device.   |
| View diagnostics          | Select a device > <b>Diagnostics</b> .   |



# Tips & Tricks

- **Pinch and Zoom:** During a meeting, you can pinch and zoom in on the content or participant video
- **Multi-Mode:** Rotate the device to landscape or portrait mode to get a better view of menus and your calendar
- **Favorites:** Go to Teams on your desktop client select **Chat / Contacts** to add colleagues to your Favorites list on the home screen
- **Factory Reset:** Hold down both volume buttons for 15 seconds to initiate a factory reset
- **Company Portal:** Go to [portal.microsoft.com](https://portal.microsoft.com) in a web browser to view all devices that you have connected to access your company's resources. Remove old devices that no longer require access.
- **Hotdesking:** Use the hotdesking feature to login from any ThinkSmart View for a few hours or a quick meeting. When you are finished it will return to the host's account.
- **How-to Videos:** Check out Lenovo Support videos [here](#) to learn more about ThinkSmart View

**thanks.**

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technology  
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**Lenovo**