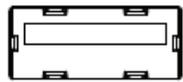# PROMETHEAN ACTIVPANEL™

POWERED BY ACTIVCONNECT™ G-SERIES USER GUIDE

INSTALLATION

1

CONNECT your ActivConnect HDMI cable to the ActivPanel, then connect the USB cable from the ActivPanel to the ActivConnect USB port to enable touch.

2

PLUG in the ActivConnect power cord into the DC 5V port and into the power outlet.
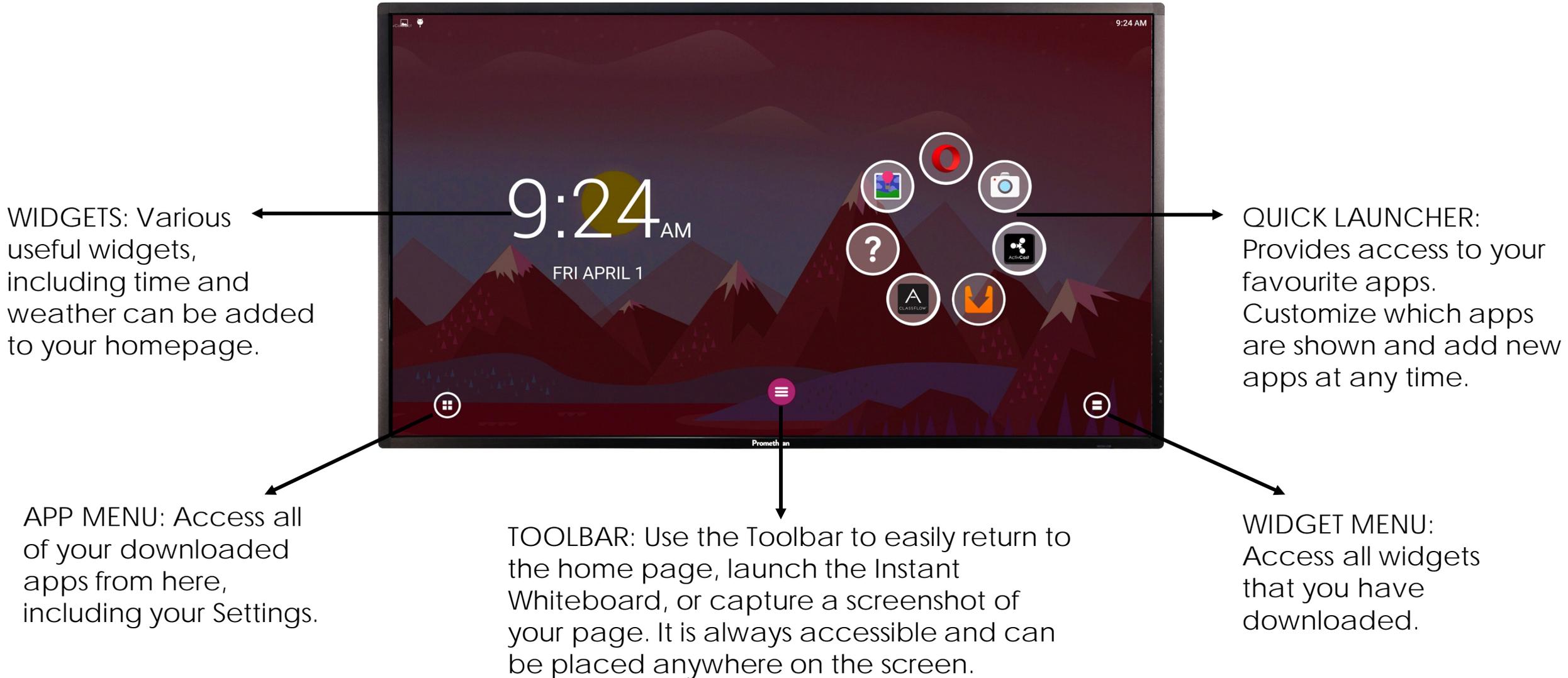
3

POWER on your ActivPanel and navigate to the appropriate HDMI source to view your ActivConnect home screen.

NOTE: You do not need to use the remote to power on the ActivConnect. If you want to use it, you will need to provide your own AAA batteries.
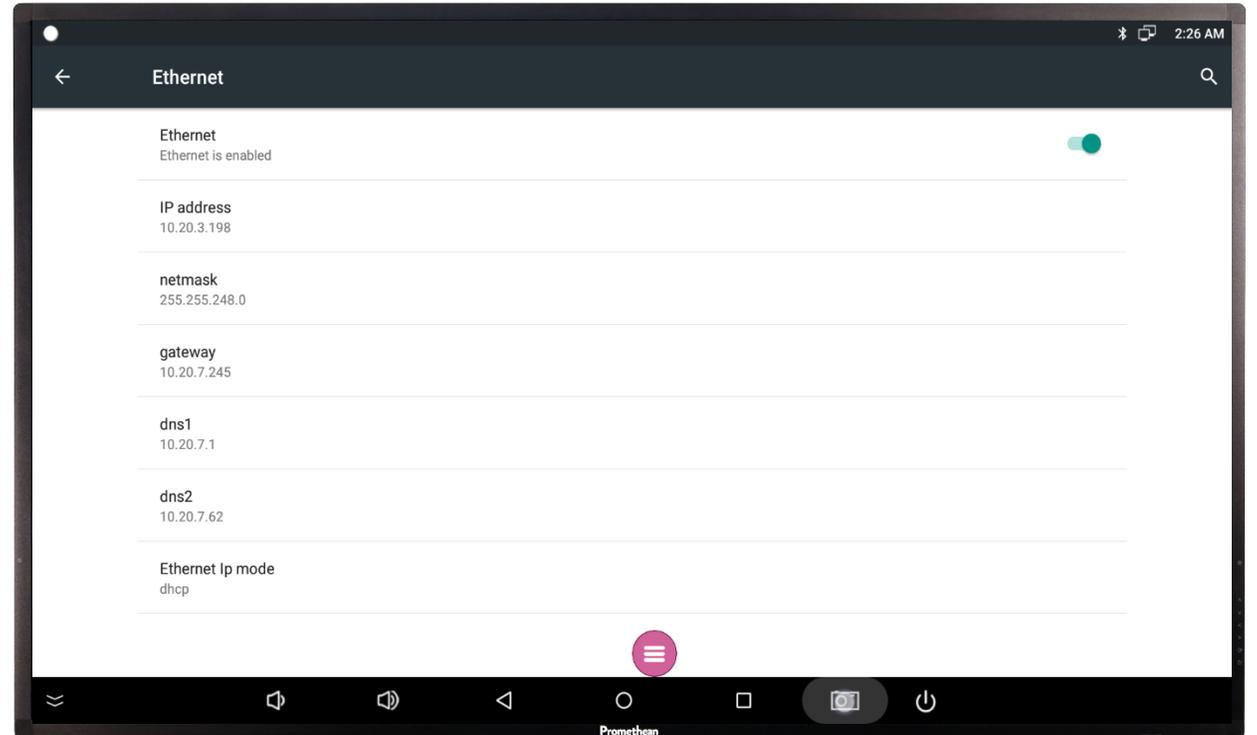
HOMEPAGE

WIDGETS: Various useful widgets, including time and weather can be added to your homepage.

QUICK LAUNCHER: Provides access to your favourite apps. Customize which apps are shown and add new apps at any time.

APP MENU: Access all of your downloaded apps from here, including your Settings.

TOOLBAR: Use the Toolbar to easily return to the home page, launch the Instant Whiteboard, or capture a screenshot of your page. It is always accessible and can be placed anywhere on the screen.

WIDGET MENU: Access all widgets that you have downloaded.

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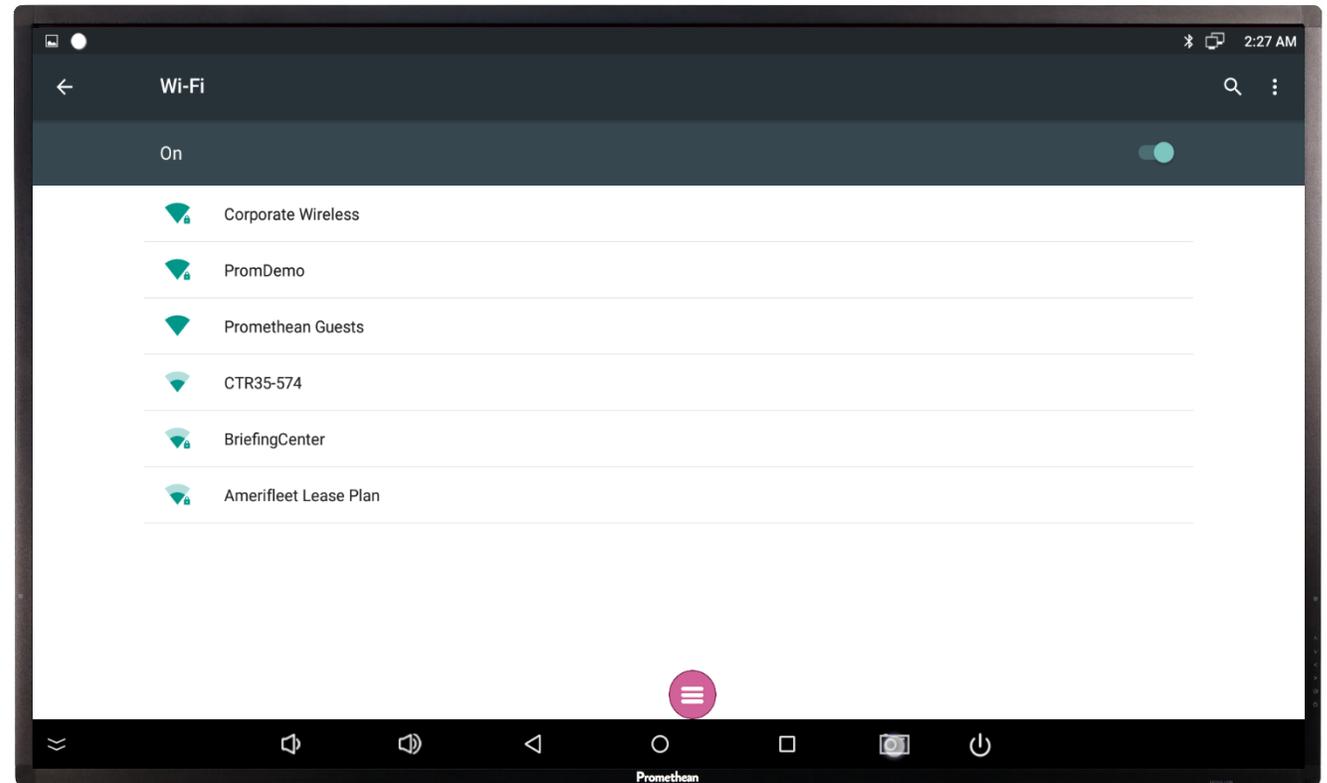## HOW TO CONNECT TO THE ETHERNET:

1. Plug in your Ethernet cord
2. Select your *App Menu* icon
3. Go to *Settings*
4. Select *Ethernet*
5. Ensure your *Ethernet is enabled*

WI-FI CONNECTIVITY
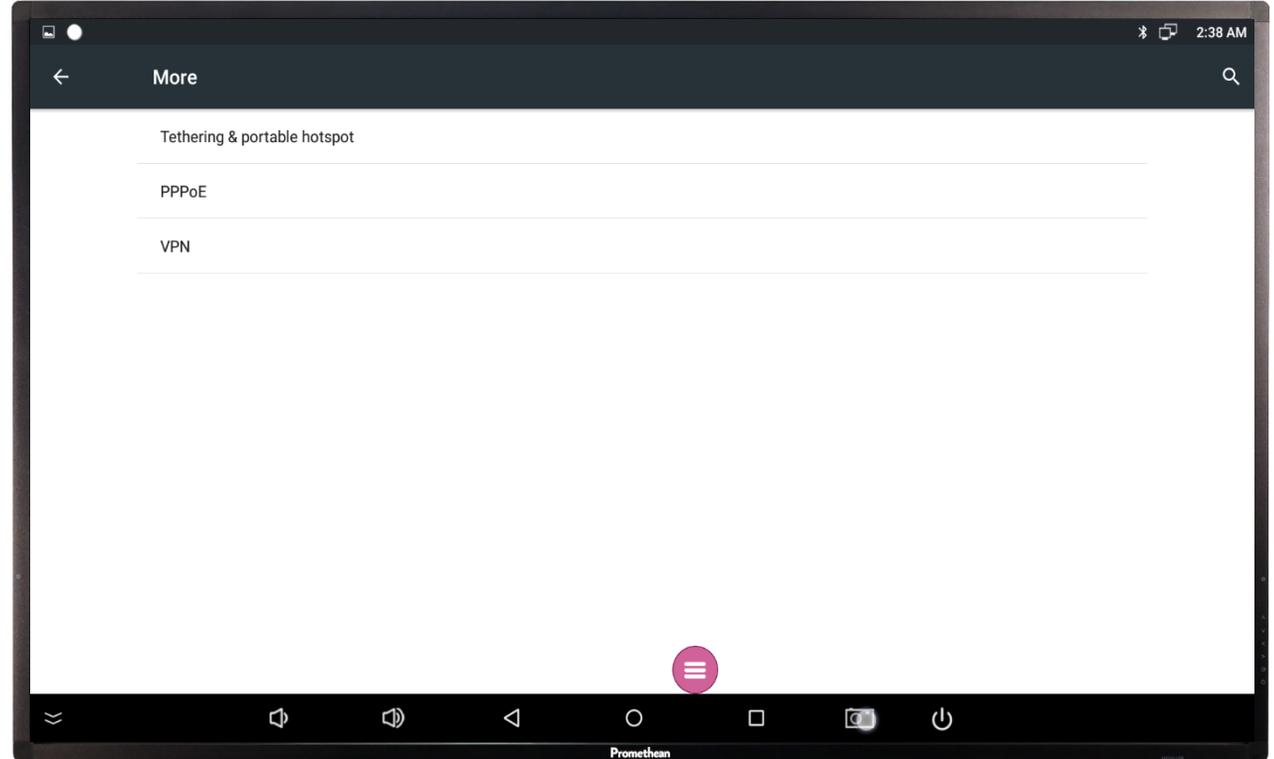
HOW TO CONNECT TO WI-FI:
1. Select your *App Menu* icon
2. Go to *Settings*
3. Select *Wi-Fi*
4. Turn your Wi-Fi on
5. Select your appropriate wireless connection
6. Enter your credentials
7. Hit *Connect*

HOTSPOT CONNECTIVITY

HOW TO CONNECT TO A HOTSPOT:
1. Select your *App Menu* icon
2. Go to *Settings*
3. Under the Wireless category, select *More*
4. Select *Tethering & portable Hotspot*
5. Select *Set up Wi-Fi hotspot*
6. Enter network name and password and hit *Save*
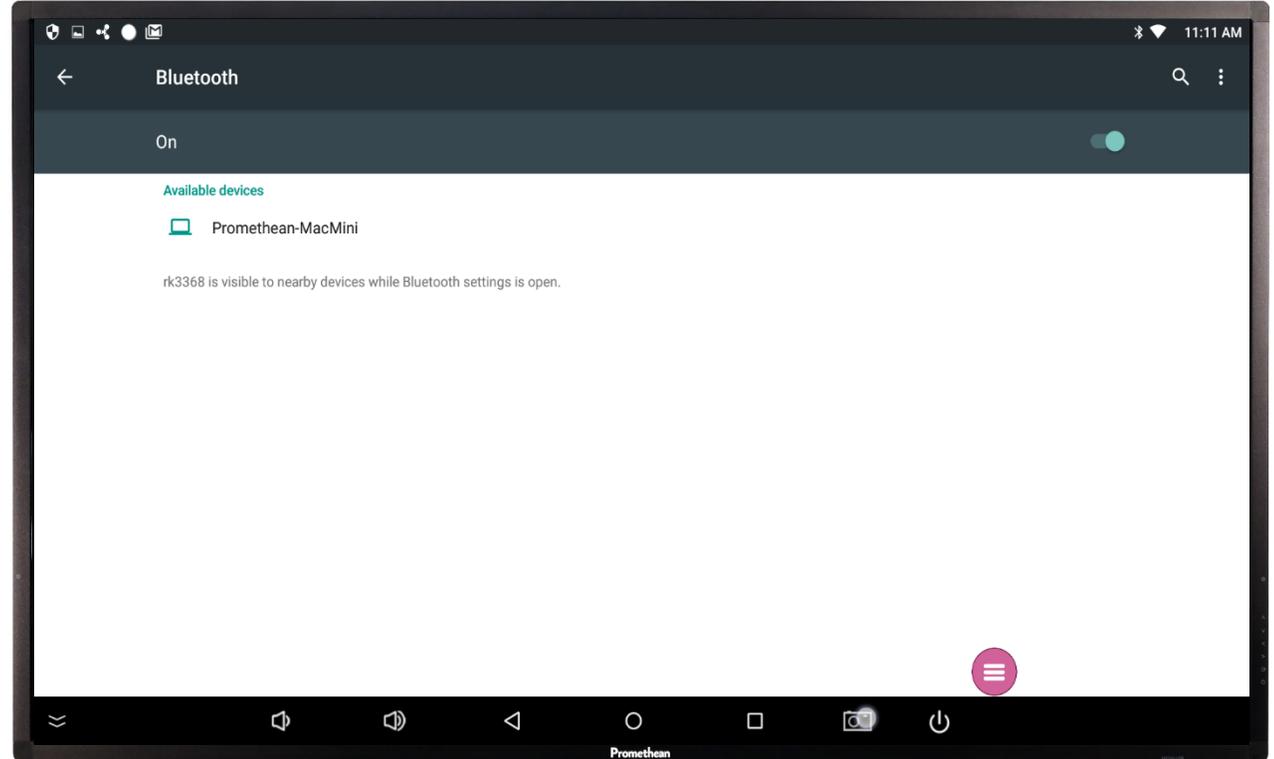7. Enable *Portable Wi-Fi hotspot*

Please note the following about your connectivity options, including Ethernet, Wi-Fi, and Hotspot Wi-Fi:
- In ALL three cases mirroring is supported.
- In ALL three cases Internet is enabled EXCEPT in HotSpot mode when the ActivConnect is NOT connected to Ethernet.
- If the Hotspot is enabled and an Ethernet cable is plugged into the ActivConnect then Internet is supported.

BLUETOOTH

HOW TO CONNECT A BLUETOOTH DEVICE:

1. Go to *Settings*
2. Enable the Bluetooth
3. Select your appropriate Bluetooth device

Note: Depending on the Bluetooth device, you will also need to download and launch the app associated with the device.

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APP LAUNCHER

GALLERY: Access all of your images and videos here. Camera, video and screen captures are automatically stored in the Gallery.

HELP: Visit this page at any time to find instructions and help materials.

CLASSFLOW: Access your ClassFlow account to create and deliver lessons, assessments and assignments.

APP STORE: Visit the Aptoide website to browse and download apps and games. Other app stores are available on the Android platform.

BROWSER: Access the Opera web browser to search the internet. Other browsers can be added to the Smart Launcher.

WEBCAM: Connect a web cam to the ActivPanel to use the Webcam app.
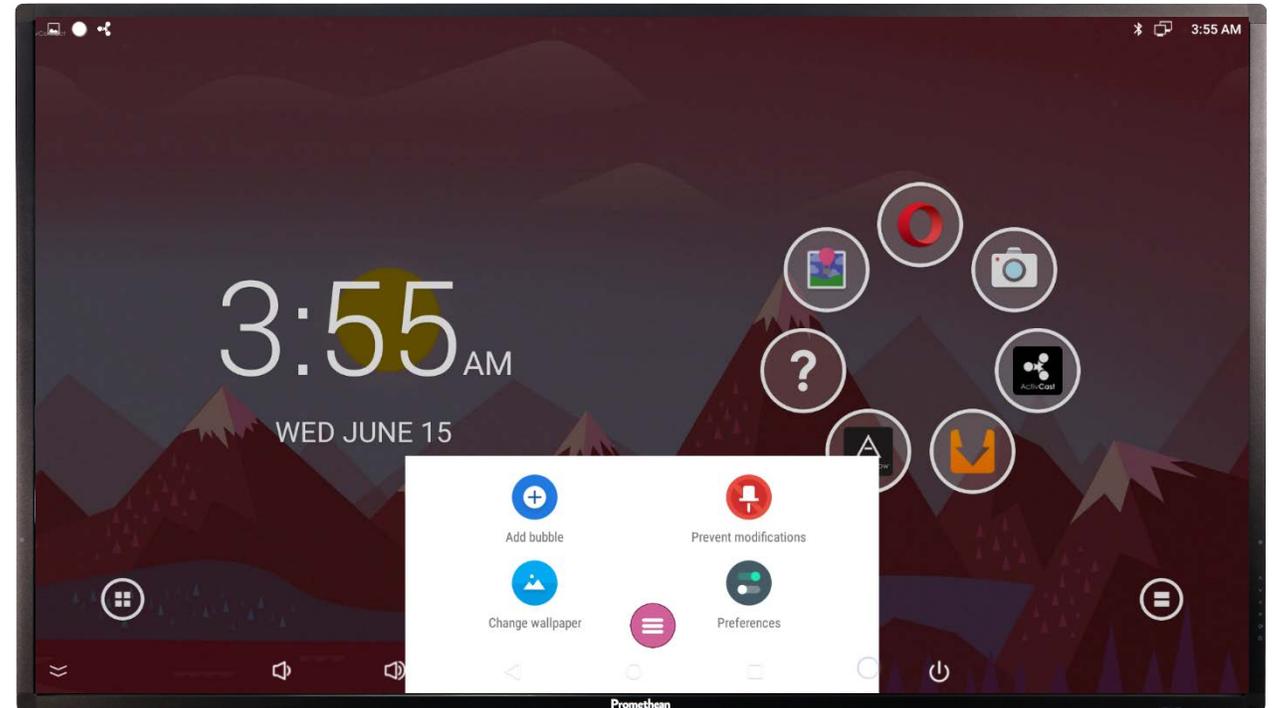
ACTIVCAST: Use the ActivCast App to mirror mobile devices. You must first verify that the unit and the mirroring devices are on the same Wi-Fi / local network.

HOW TO ADD ADDITIONAL APPS:

1. Press and hold your finger on the home screen
2. Once the menu pops up, select *Add Bubble*
3. Next select *Generic app*
4. Search for the app you want to install
5. Hit *Install*
6. Your app will automatically be added to your *Quick Launcher*

HOW TO DELETE AN APP:

1. Press and hold down on the app
2. Select *Remove*

TOOLBAR

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INSTANT WHITEBOARD: Turn your classroom display into a blank interactive canvas. Use the annotation tools to write or draw.

SCREEN CAPTURE: Easily capture screenshots of anything displayed on your screen. Annotate directly onto the screenshot prior to saving the image. The saved images will be added to the image Gallery.

HOME: The Home tool allows you to quickly return to the home page.

TOOLBAR: Use the Toolbar to easily access your Screen Capture tool, Instant Whiteboard tool and home screen.

HOW TO USE THE SCREEN CAPTURE TOOL:
1. Display on screen what you wish to capture.
2. Select the Screen Capture tool.
3. Make any annotations (if desired).
4. Select Save. The image is saved to the Gallery.
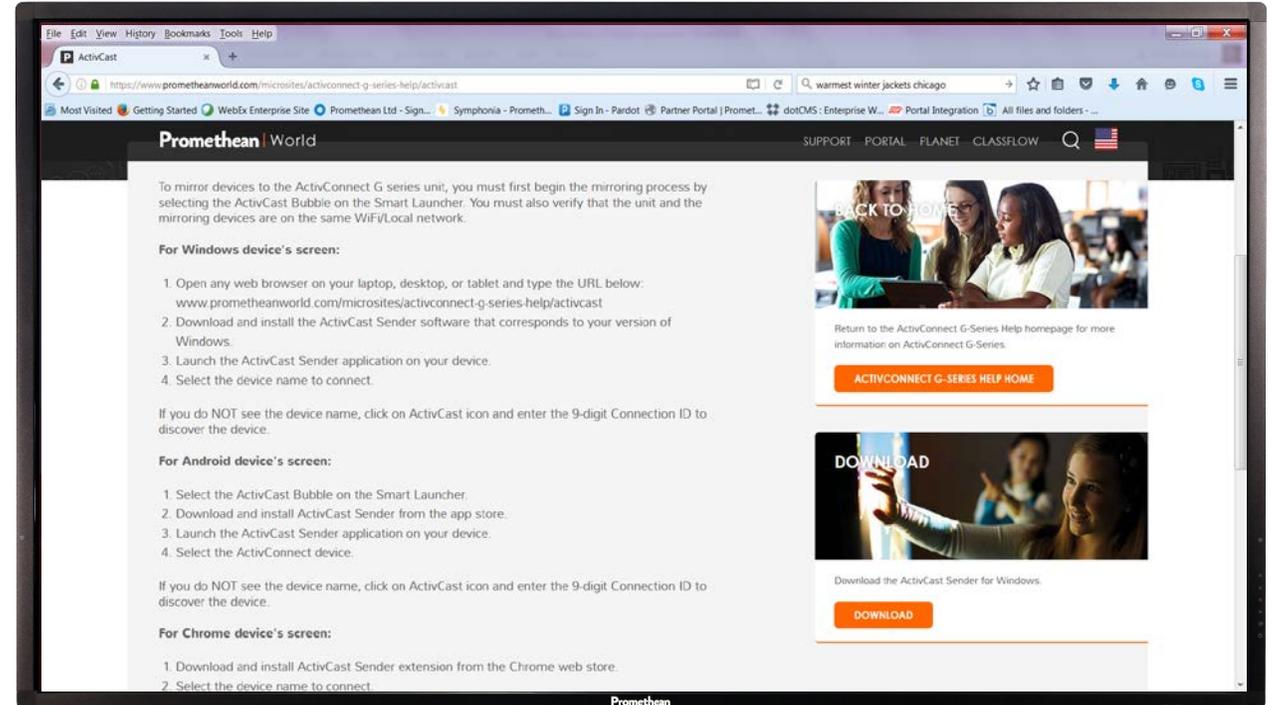5. Select 'X' to exit the screen capture page.

HOW TO USE INSTANT WHITEBOARD TOOL:
1. Select the Toolbar
2. Select the instant whiteboard icon
3. Use the instant whiteboard toolbar selections to:
   - annotate (pen icon)
   - save to gallery (save icon)
   - exit ('X').

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HOW TO MIRROR A WINDOWS DEVICE:

1. Open any web browser on your laptop, desktop, or tablet and go to: www.prometheanworld.com/microsites/activconnect-g-series-help/activcast

2. Download and install the ActivCast Sender that corresponds to your version of Windows.

3. Open the ActivCast Sender application on your device.

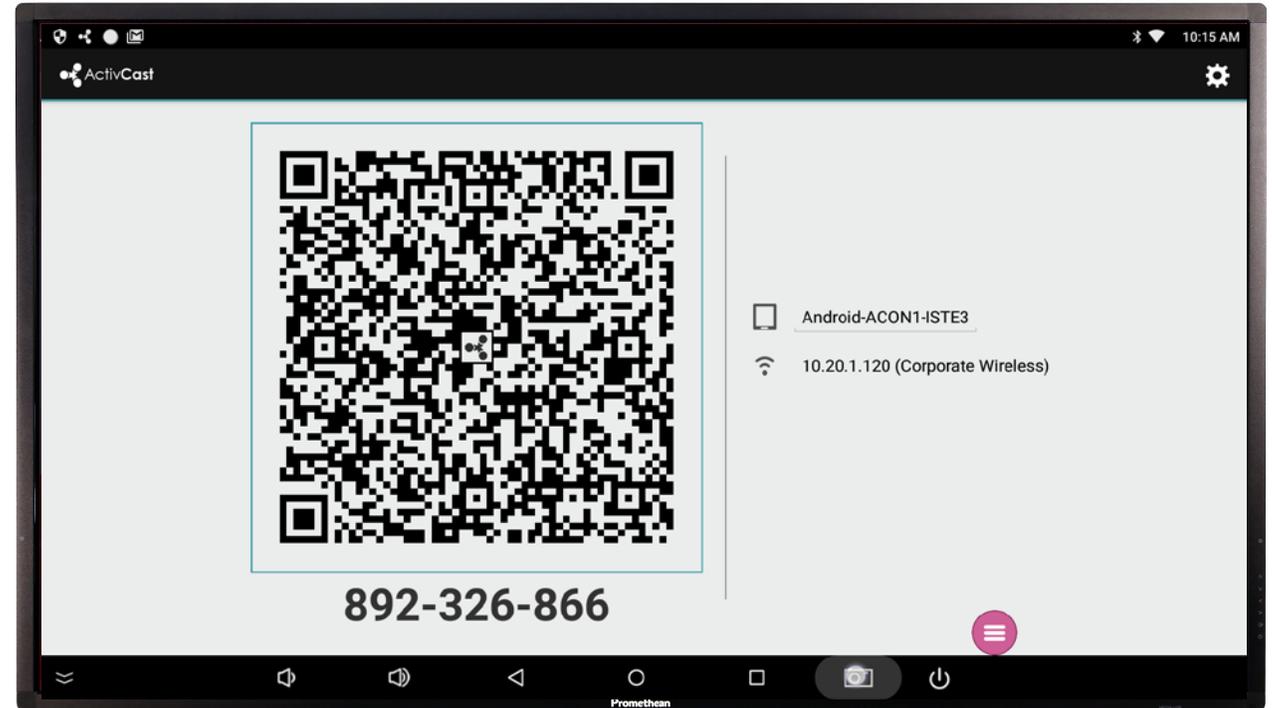4. Select the ActivConnect device name to connect.

NOTE: If you do NOT see the device name, open the ActivCast app and enter the 9-digit Connection ID to connect.

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HOW TO MIRROR USING AN ANDROID DEVICE:

1. Open the ActivCast App from the App Launcher on your home screen.
2. From your Android device, download and install the ActivCast Sender from the Android app store.
3. Launch the ActivCast Sender application on your Android device.
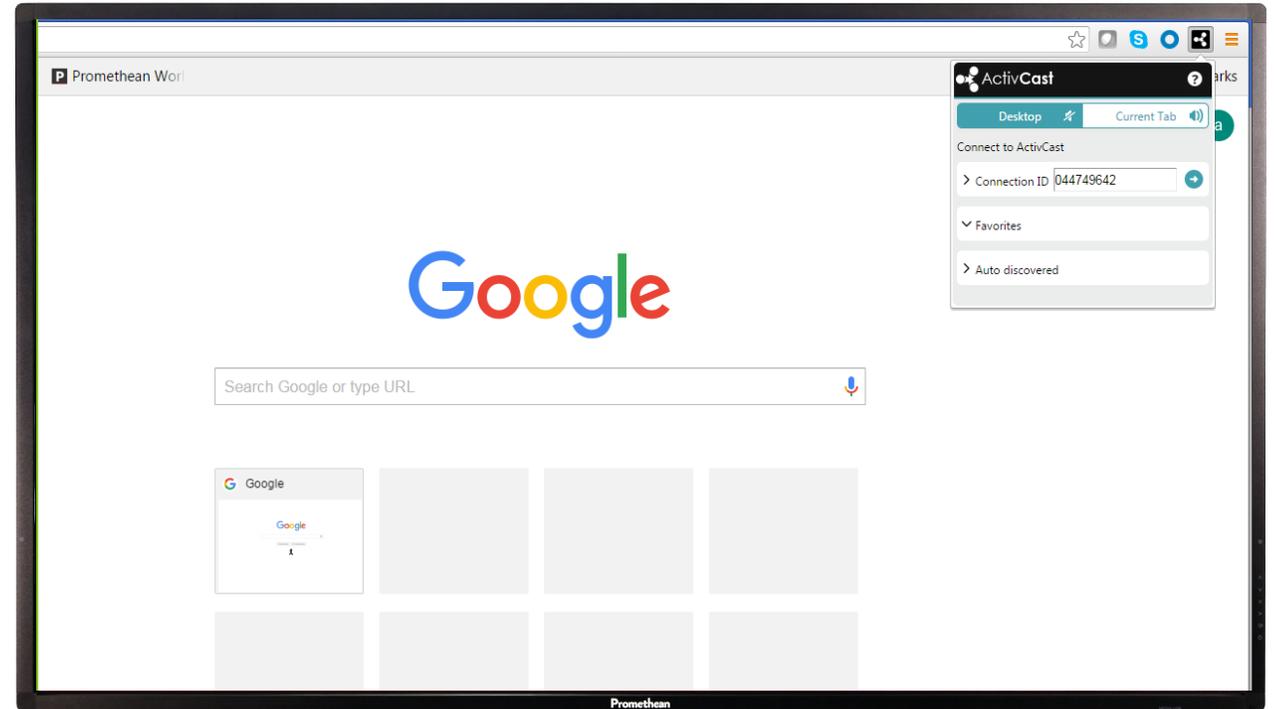4. Select your ActivConnect device name.

NOTE: If you do not see the device name, enter the 9-digit Connection ID to connect.

MIRRORING

HOW TO MIRROR USING A CHROME DEVICE OR CHROME BROWSER:

1. Using the Chrome browser on your device, download and install ActivCast Sender from the Chrome Web Store.
2. Open ActivCast from your Chrome toolbar.
3. Select the ActivConnect device name to connect or type in the code from the ActivCast App on your home screen.
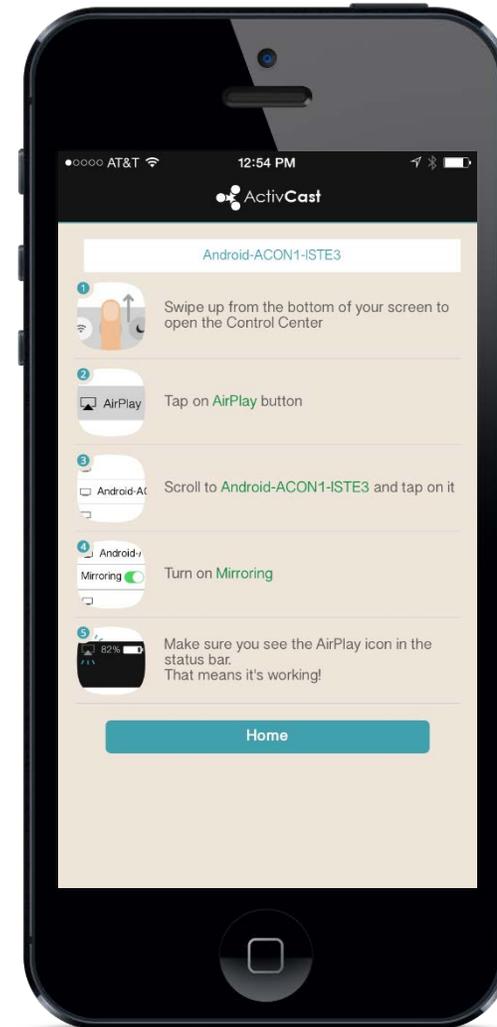4. Select the play icon to start mirroring.

MIRRORING

HOW TO MIRROR USING AN APPLE DEVICE:
1. Find and select the Airplay icon.
2. Select the ActivConnect device name and enter the mirroring option.

NOTE: If you do not see AirPlay in the Control Center, download ActivCast Connect Assist from the App Store and launch it. Follow the directions provided on the app and scan the QR code displayed on the device or enter the 9-digit connection ID.
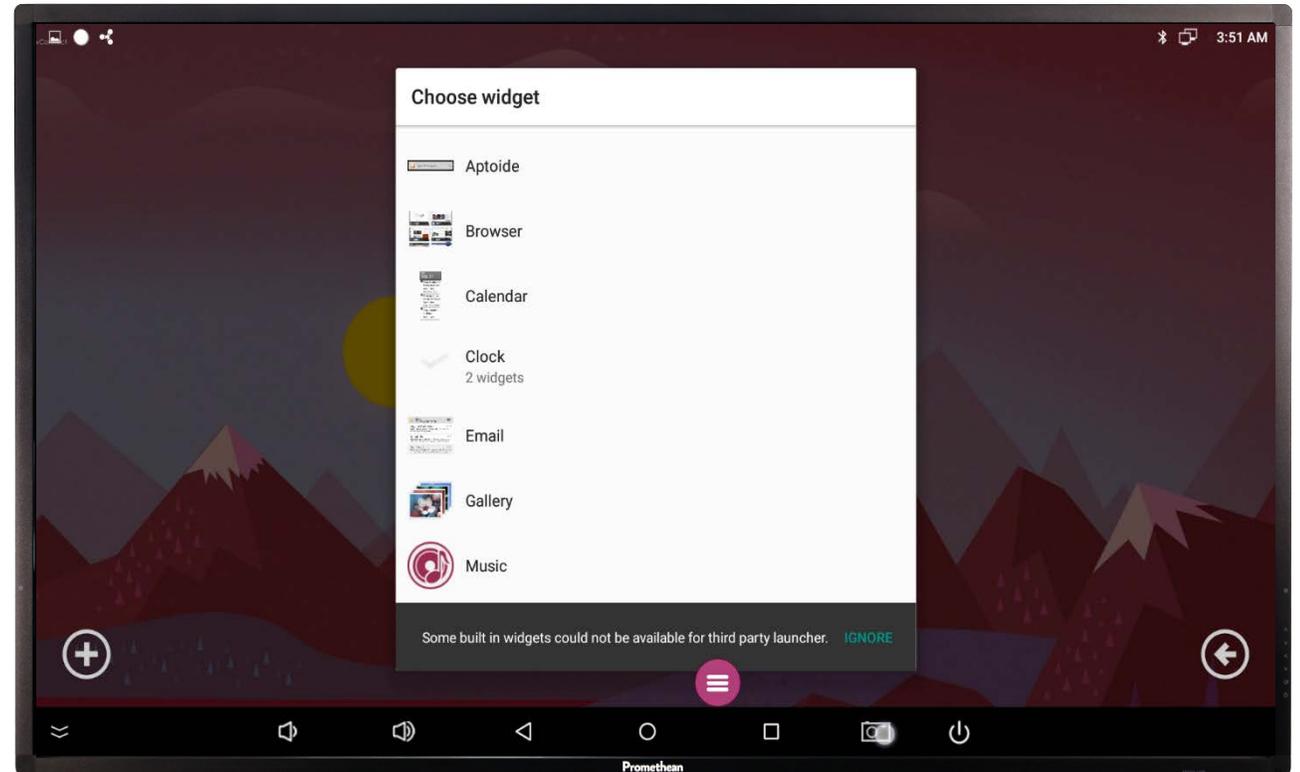
WIDGETS

HOW TO ADD A WIDGET:
1. Select your Widget Menu in the bottom right hand corner of the screen
2. Select the plus sign icon
3. Choose your widget

HOW TO ADD A WIDGET TO YOUR HOME SCREEN:
1. Press and hold on your home screen
2. Select *Add widget*
3. Select the appropriate widget to add

HOW TO DELETE THE WIDGET FROM YOUR HOME SCREEN:
1. Press and hold down on the widget
2. Select *Remove*

DATE & TIME

HOW TO SETUP YOUR DATE & TIME:

1. Select the *App Menu* icon
2. Go to your *Settings*
3. Select *Date and Time*
4. Turn off both *Automatic Date and Time* and *Automatic Time Zone*
5. Change your settings based on your region
6. Switch on your *Automatic Date and Time* and *Automatic Time Zone*

HOW TO UPDATE YOUR SOFTWARE:

AUTOMATICALLY:
1. If your Ethernet or Wi-Fi is enabled and connected, you will be notified if you have an update available once you power on your ActivConnect device.

MANUALLY:
1. Select your *App Menu* icon
2. Select *Settings*
3. Select *Online update*

WANT TO LEARN MORE?

LAUNCH THE HELP APP ON YOUR HOME SCREEN OR VISIT OUR SUPPORT SITE:

WWW.PROMETHEANWORLD.COM/ ACTIVCONNECT-G-SERIES-HELP