Promethean®

User Guide for V6 ActivPanel + ActivConnect OPS-G

Panel Overview

Basic Operation

1	Power On/Off
2	Freeze Screen
3	Increase volume
4	Decrease volume
5	Lock Screen
6	Open On Screen Menus
7	Select Source

Changing Sources: Use the **Select Source** button to navigate between the built in OPS and your personal mobile device if needed.

Connecting a Laptop to the ActivPanel

Connecting your laptop directly will give you the ability to touch on the panel and use resources you are familiar with.

To use your device with ActivPanel, you will plug 2 cables directly into the OPS and your laptop:

1. Plug the HDMI cord into the HDMI port in your laptop. The other end of the cord connects to an **HDMI port of the OPS** on the back of the panel *(The HDMI cord allows you to see and hear what is coming from your laptop)*

2. Plug the USB cord into the correct port in your laptop. The other end connects to the **touch port of the OPS** on the ActivPanel. *(The USB cord allows for touch capability – without this plugged in, the Panel will not respond to touch)*

HDMI
See + Hear

USB
Touch

3. You can also plug the USB and HDMI cables directly into the panel, be sure that the numbers match (Ex. If using HDMI #1, use touch port #1. To find your laptop this way, you will press **Source** on the panel and navigate to the correct HDMI #

Please note: Some laptops don't have HDMI ports. In this case, you may need to connect your HDMI and USB cables to an adapter, and then connect the adapter to the computer.

For MacBook Air computers, here is an example of an adapter you may order (photo is linked):
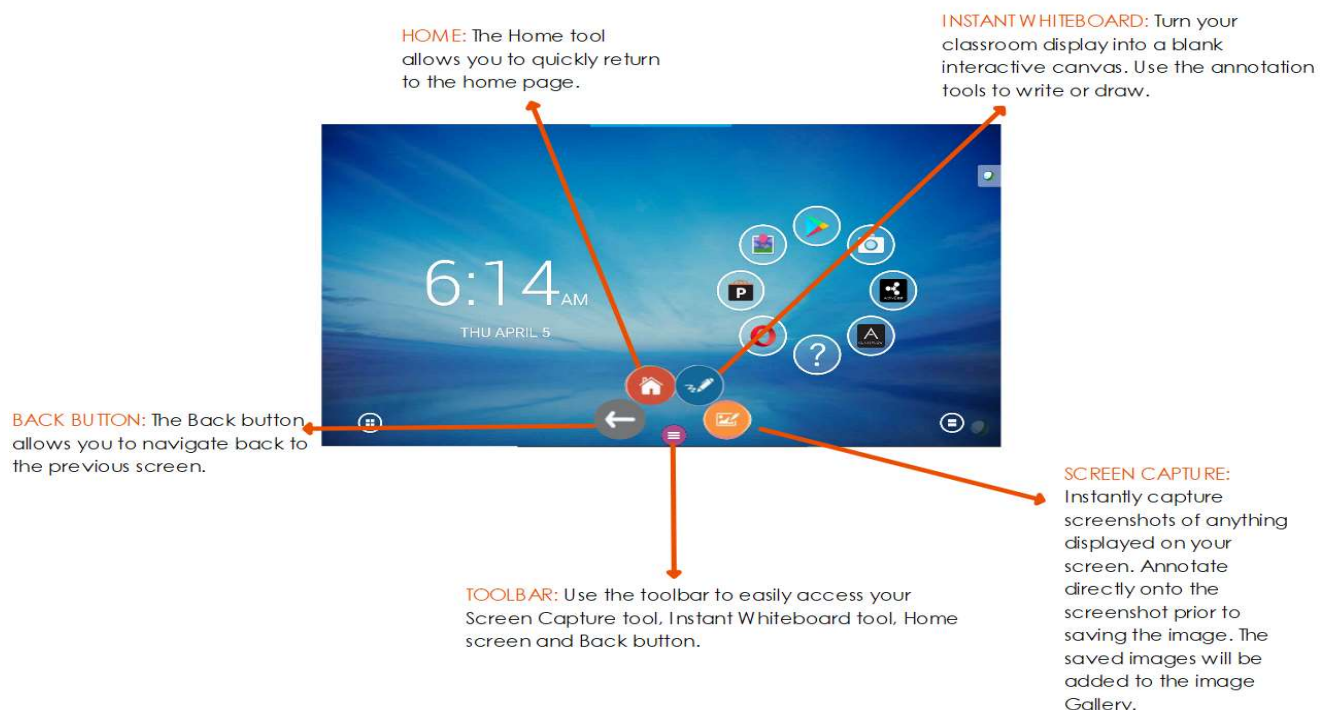
Using the ActivConnect OPS-G on the ActivPanel

The ActivConnect OPS-G is an Android device that allows you to utilize various apps while presenting. The home screen of the OPS should open by default when you turn your panel on, but if it doesn't or you have other sources connected, follow the instructions below.

To use this device (if it does not automatically open):

1. Click the **Source** button of the ActivPanel and select source **OPS**

2. Once you select **OPS** as the Source, you should see the home screen of the ActivConnect OPS- G. You are now ready to begin using apps
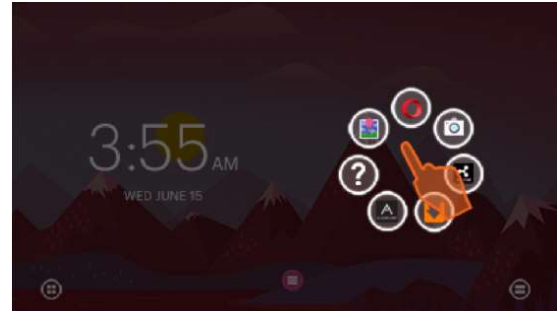

HOME: The Home tool allows you to quickly return to the home page.

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

BACK BUTTON: The Back button allows you to navigate back to the previous screen.

SCREEN CAPTURE: Instantly 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.

TOOLBAR: Use the toolbar to easily access your Screen Capture tool, Instant Whiteboard tool, Home screen and Back button.

It is possible to switch seamlessly between the OPS home screen and your desktop computer without switching sources on the panel. To do this, you must add an app to the OPS home screen called **HDMI in**. This app is already installed on the OPS.
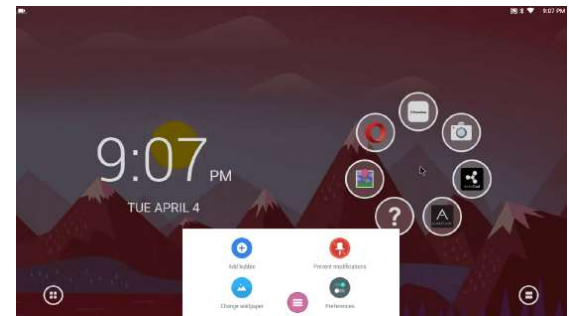
Adding the HDMI in App to the Home Screen
With any Android device, there are unique press and hold options. You will use this to add apps to the home screen.
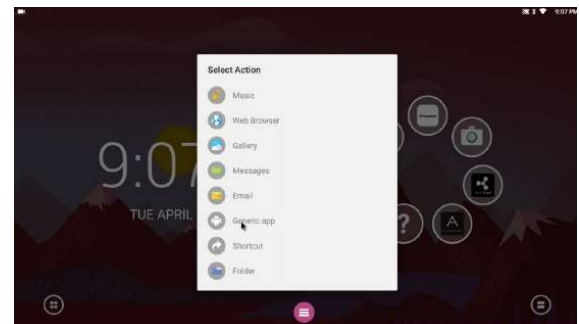
1. Press and hold in the middle of the app circle. A menu will appear on the bottom of the screen.

2. In the menu, you will see **Add Bubble**. Click the **Add Bubble** icon.

3. A new window will appear in the middle of the screen with several **Bubble** options. Select **Generic App.**

4. Now it is time to select the app. A list of apps that are currently on the device will appear. These are in alphabetical order. Find **HDMI in** and click on it.

5. You have successfully added an app to the home screen of the ActivConnect OPS-G. You will repeat this process to add more apps to the home screen.

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Annotating using the OPS

Annotating on Top of Content

1. Navigate to the ActivConnect OPS-G home screen
2. Swipe up from the bottom of the screen to go to the home screen
3. Click on the Toolbar (pink button) and find the Screen Capture button (image & pen)
4. Use the Screen Capture button to annotate over a fixed image of what is on your screen

Using the Promethean Whiteboard app

Click on the pink power button to access the built in Whiteboard app

For detailed information about using the Whiteboard, please refer to this video:

Annotation Tools for the Promethean Whiteboard app

Additional Whiteboard videos are available at Learn Promethean

Annotating over the desktop using ActivInspire on the OPS

1. Navigate to your computer (with ActivInspire installed)
2. Double-click on the ActivInspire icon on the desktop
3. Once the program had launched, close the "Dashboard" window
4. On the Main toolbar on the right-hand side, click on the Desktop Annotate icon. This will allow you to toggle from your flipchart to your desktop and annotate

For more information about using Desktop annotate with ActivInspire, please refer to the following video:

Desktop Annotate

Mirroring from your Apple devices, Android devices, Chromebooks, etc. using the ActivConnect OPS-G

1. **Open the ActivCast app on the app wheel**

   Change your device name in the settings.

   NOTE: *To mirror, your device will need to be on the* ***same network*** *as the ActivConnect OPS-G device.*

2. **To Mirror from Android device:**
   a. Download the ActivCast app from the Google Play store on your android device
   b. Follow prompts within the app to begin mirroring onto the ActivPanel
   c. (You may be prompted to enter the devices password – see the ActivCast screen for pin code)
   d. Choose to Allow device from the ActivPanel

3. **To Mirror from Apple Devices/Chromebooks/PC:**
   a. Open your Google Chrome Browser
   b. Search for Google Chrome Extensions
      https://chrome.google.com/youbstore/category/extensions
   c. Search for ActivCast Sender
   d. Click +*Add to Chrome*
   e. Follow prompts within the extension to begin mirroring onto the ActivPanel
   f. (You may be prompted to enter the devices password – see the ActivCast screen for pin code)
   g. Choose to Allow device from the ActivPanel

4. **From a Mac:** Click the airplay icon. Enter the pin to access mirroring.

5. **From an iPhone or iPad:** Slide up from the bottom of the screen, select airplay or screen mirroring. Select which device you'd like to mirror to. Enter the pin to access mirroring.
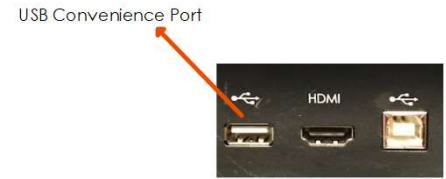
For more information about mirroring using the ActivCast app, please refer to the following video:

Mirroring on the ActivConnect OPS-G

Using an External USB Drive with the Panel

1. To access files on an external USB drive (jump drive), insert your USB drive into the convenience port located on the front of the panel
2. Your USB drive will be recognized and pop up on the screen
3. Click "Open"
4. Navigate to the file you would like to use
5. *You can also insert your USB drive into the USB port on the OPS

USB Convenience Port

Using a Camera with the ActivPanel

If an external camera is mounted on top of the panel, it will function with applications such as Skype

To use the camera on its own:
1. Make sure the **Source** button is set to **"OPS"**
2. Look for the Camera icon at the bottom of the screen and click to open
3. You should see a live image of the room
4. You can capture an image by clicking the camera icon, or record video by clicking the video icon

Troubleshooting

Problems	Solutions
No sound	- Try increasing the volume of the speaker. - Check that the ActivPanel is not turned off. - Check the ActivPanel volume level. - Make sure the correct input is selected. - Make sure the correct cables are properly connected.
Remote Control does not work	- Make sure the battery is correctly inserted. - Take the battery out, press the buttons once or twice, then reinsert the battery and try again. - If reinserting the battery has no effect, please replace the battery.
No power	- Make sure the AC power cable is securely connected to a power outlet. - Make sure the AC socket is properly connected. - Try another electrical device on the power outlet to ensure that there is an electrical current.