



New Promethean Panels

BASIC OPERATION AND MAINTENANCE

Index

- ▶ Promethean Panel
 - ▶ Info on Active Panels.....pg 4
 - ▶ The Remote.....pg 5
 - ▶ Buttons on the Panel.....pg 6
 - ▶ Pens.....pg 7
 - ▶ Connections and Cables.....pg 8-9
 - ▶ Panel Menus.....pg 10
 - ▶ Troubleshooting Panel Issues.....pg 11
- ▶ Active Inspire
 - ▶ Active Inspire Info.....pg 13
 - ▶ Pen Tools.....pg 14
 - ▶ Importing Content.....pg 15
- ▶ ClassFlow
 - ▶ Classflow Info.....pg 17
 - ▶ Classflow Website.....pg 18
 - ▶ Classflow Virtual Classroom.....pg 19
 - ▶ Classflow Desktop App.....pg 20
- ▶ Active Connect (aka Tablet Mode)
 - ▶ Active Connect Info.....pg 22
 - ▶ Downloading Apps.....pg 23
 - ▶ Using Tools.....pg 24
 - ▶ Troubleshooting.....pg 25-27
- ▶ Maintenance.....pg 28

Promethean Panels

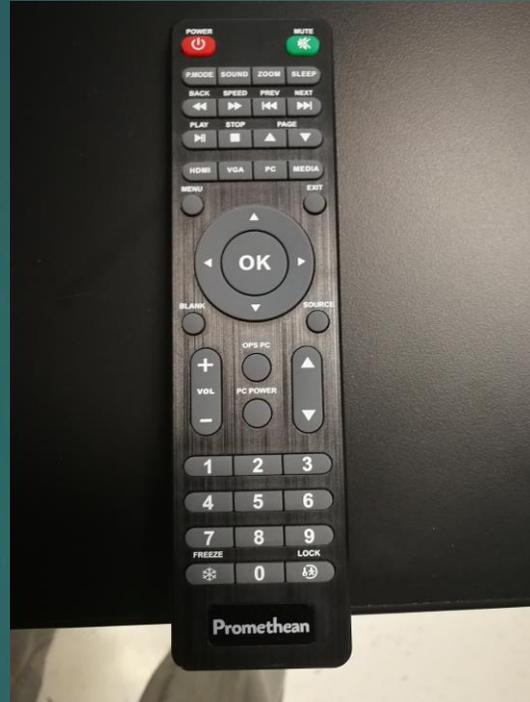
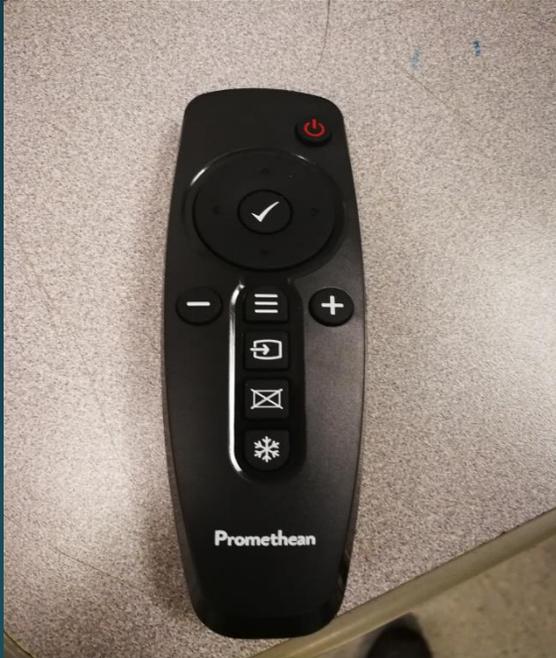


Interactive Active Panel

- ▶ Differences in Active Panel and Smart Board
 - ▶ Active Panels do not use projectors (No worries about bulbs blowing)
 - ▶ Active Panels are all in one. (No worries about recalibrating.)
 - ▶ Different Software for making content. (Smart Note book files will import over).
 - ▶ Active Panels have several different points of touch. (Multiple people can write at once)

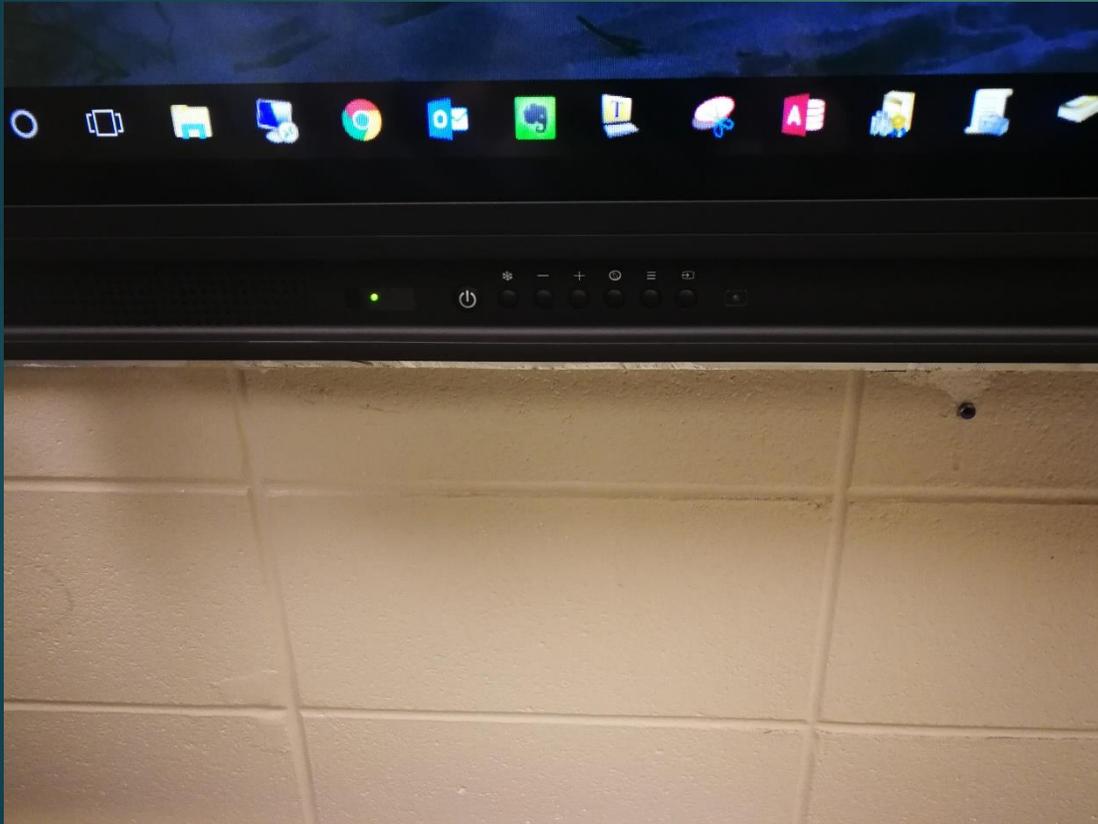


The Remote



- ▶ Freeze Button – Similar to a projector, this button freeze the last image on the screen so you can continue working without displaying your current screen.
- ▶ Lock Button- This locks the touch from working on the board. This can be accidentally hit.
- ▶ Input Buttons- The most common inputs will be HDMI 2 and HDMI 3

Buttons On the Panel



- ▶ Freeze Button – Similar to a projector, this button freeze the last image on the screen so you can continue working without displaying your current screen.
- ▶ Lock Button- This locks the touch from working on the board. This can be accidentally hit.
- ▶ Source Button- This switches between inputs. The most common inputs will be HDMI 1 (Older Models), HDMI 2 and HDMI 3

Pens

- ▶ There are two different types of pens.
 - ▶ Teacher Pen (New Model)- A thin styles that is used for precision writing.
 - ▶ Teacher Pen (Older Model)- A bigger pen with a button that can be configured to simulate a click.
 - ▶ Student Pen (Older Model)- A Thinner pen usually magnetized to the front of the panel.
 - ▶ Touch- You can also just use your fingers. (With ActiveInspire 6 points of touch)



Cords/Hookups

- ▶ There are 4 cables all bundled together that come from the panel
- ▶ These are what connect to your computer to give you touch, Video, and audio.
- ▶ Most newer computers are only going to use the HDMI cable and the USB Cable
- ▶ HDMI displays your screen on the panel as well as play your audio
- ▶ The USB cable allow you to be able to touch the panel screen and control your computer



USB Cable



- The USB cable and HDMI cable will be all that is needed
- The VGA and audio cable are for older laptops to achieve the same thing the HDMI cable does.

VGA cable



VGA connector



<http://www.computerhope.com>

HDMI Cable



Audio Cable



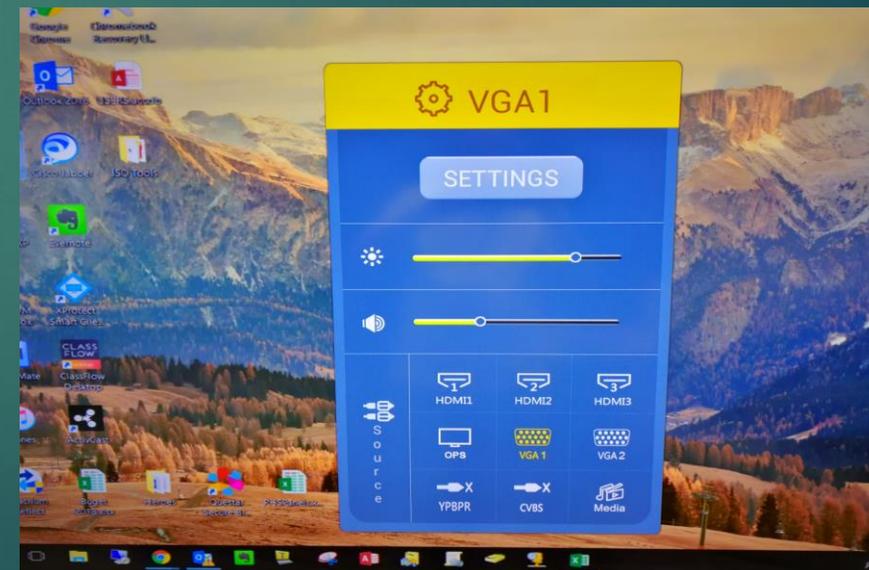
Panel Menu



There are two ways to pull up the menu.

- Hit the menu button on the panel or remote
- (Older Models) Swipe two fingers up in either the bottom left or right corners of the screen.

Here you can switch inputs, adjust brightness, or adjust volume.



Active Panel Troubleshooting

- ▶ Touch not working on the Panel- This issue can happen for a few different reasons.
 - ▶ USB cable is unplugged from the computer. Just plug the usb back in or try a different usb port.
 - ▶ Touch is disabled on the panel. Hit the enable/disable touch button on the front of the panel.
- ▶ Panel just has a black screen and cannot use.
 - ▶ This is due to the panel just locking up. There is a switch on the left side of the panel. Just flip that switch off and back on.
- ▶ No signal
 - ▶ This is caused from the panel switching inputs. Try hitting the source button and switch to HDMI 1 or 2. (If the issue continues when switching to tablet mode skip to Active G troubleshooting.)





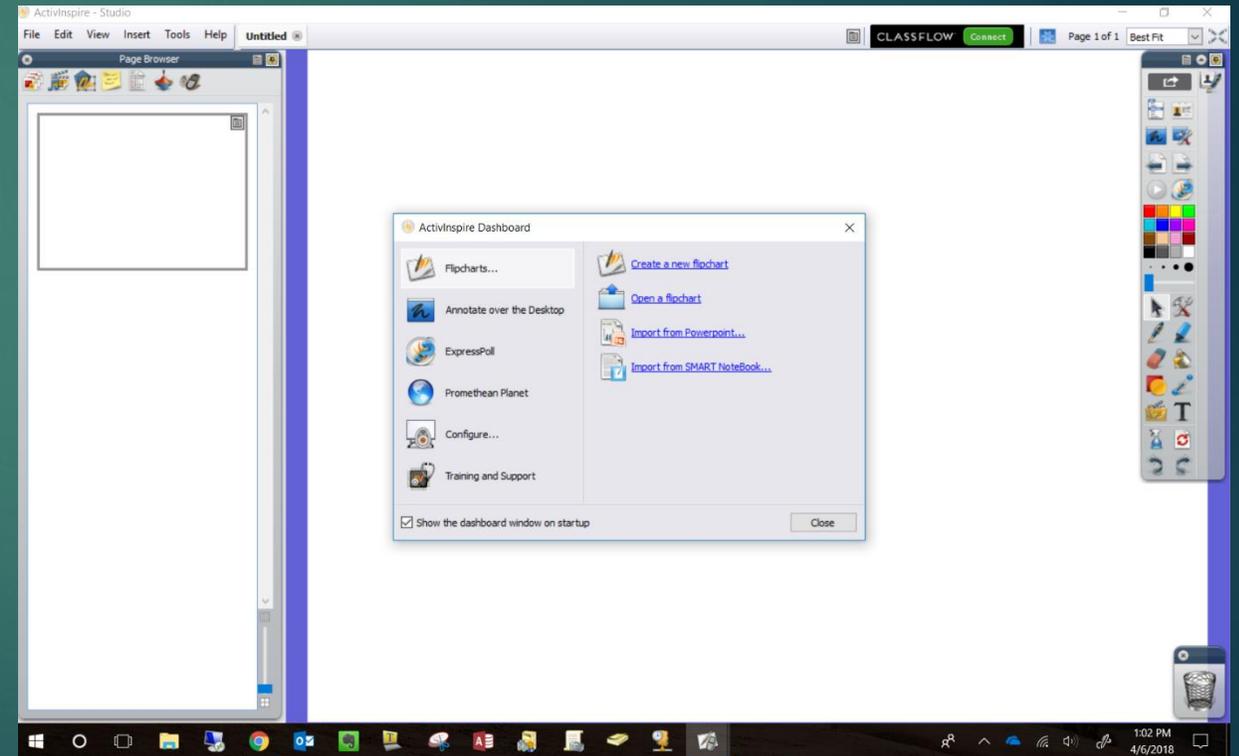
Active Inspire

(SOFTWARE FOR CONTENT CREATION)

Active Inspire



- ▶ Active Inspire is a program used to create lessons and content with all your daily topics(Like Smart Notebook)
- ▶ You can use this for several things.
 - ▶ Just for a blank canvas to draw on
 - ▶ Controlling and writing over content on the computer.
 - ▶ Plan daily lessons in a powerpoint style. Instead of having a powerpoint ready, having a pdf ready, a video and a website. You can pull all this into one Flipchart without having to jump around.



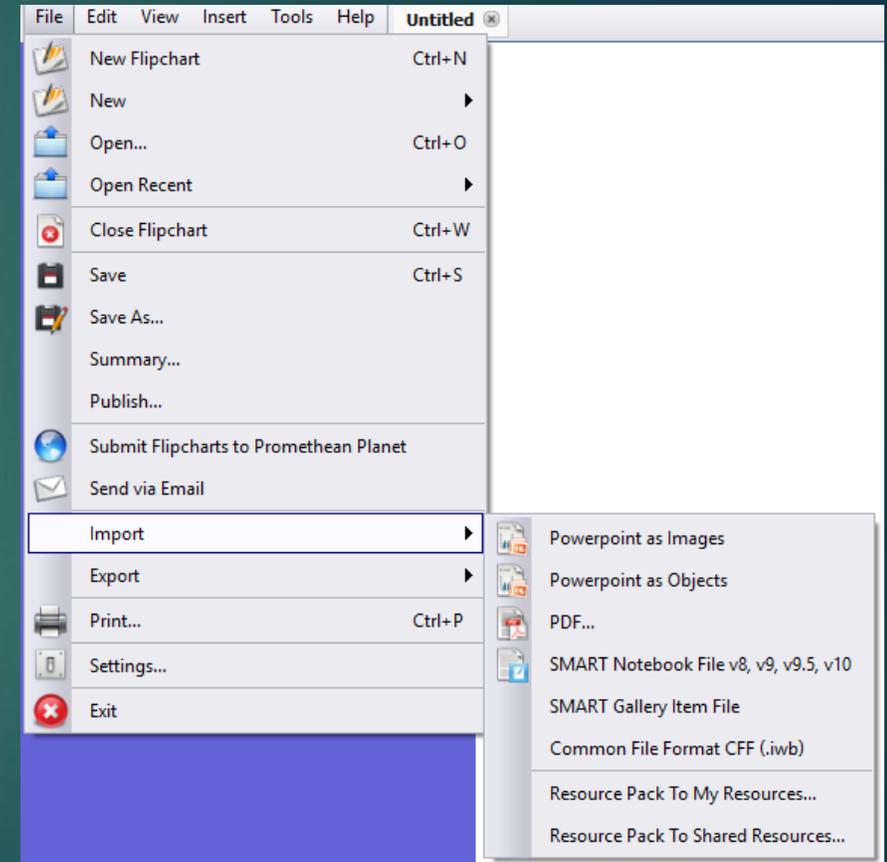
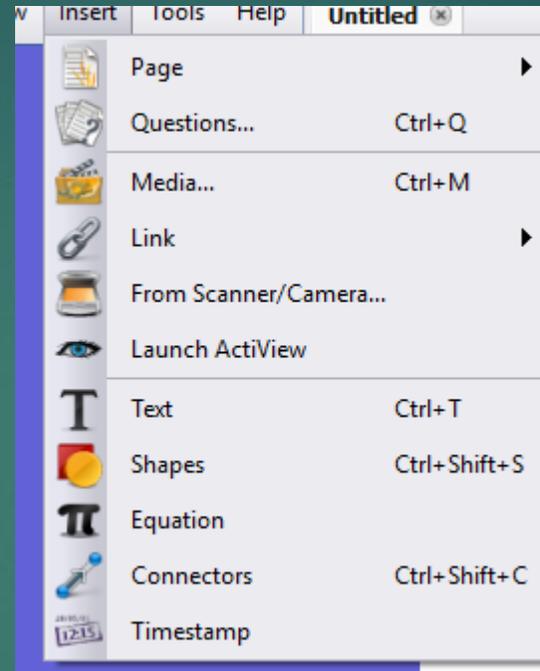
Pen Tools

- ▶ There are several tools that you can use in Active Inspire and on your desktop.
- ▶ Pen, Highlighters, colors, pen size: Use these to write over documents and draw.
- ▶ Object Creation: Use these to drop in shapes, text, websites, media, equations, ect into your lesson.
- ▶ Desktop Annotation: This gives you the ability to operate the computer like normal but at any time write over the screen. Websites, videos, documents. Just be sure to choice the arrow when selecting and choice the been when writing.



Importing Content

- ▶ In the top left of the screen are some ways to import content.
- ▶ The Insert menu gives you choices like; Adding Questions, media, websites, pictures, text, shapes and equations.
- ▶ The File menu will allow you to import things like; PDFs, Powerpoints, Smart Notebook files and other flipcharts.





ClassFlow

(WEB-BASED SOFTWARE FOR CONTENT CREATION)

Classflow

▶ What is Classflow?

- ▶ ClassFlow is just another tool like Active Inspire that just allows you to create lessons with interactive content online.
- ▶ It is the same as active inspire but you can get to it anywhere by just going to a website.
- ▶ All your lessons will be saved there so you always have access to them.

▶ What can you do with Classflow?

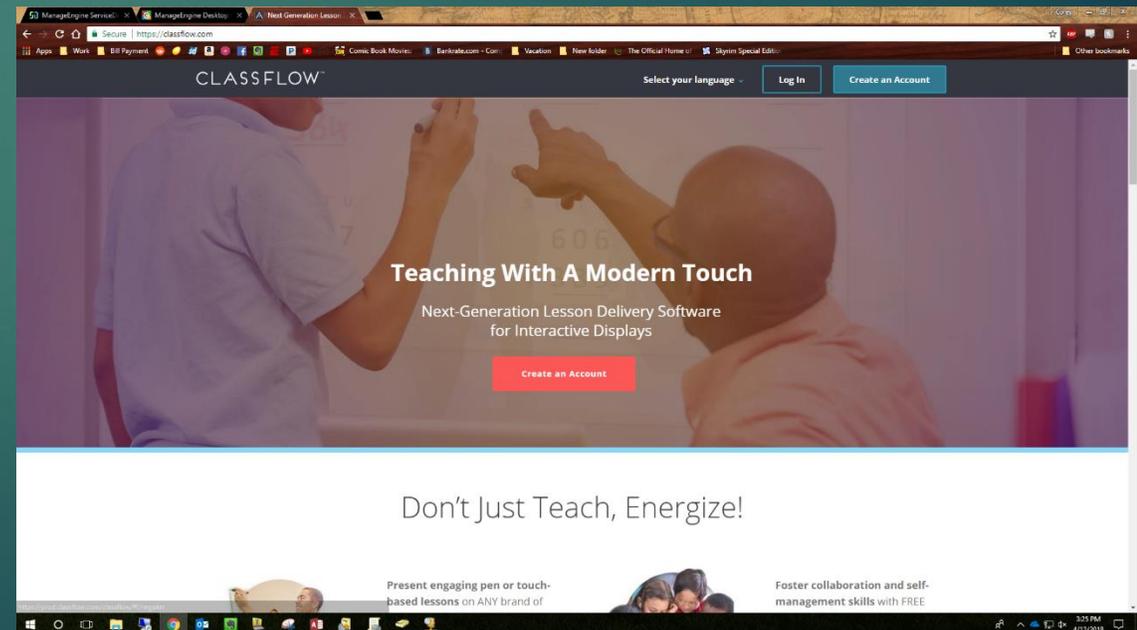
- ▶ With Classflow you can create lesson that incorporate all your daily lesson material.
- ▶ Have all your things in one Powerpoint style lesson. PDFs, PowerPoint, documents, websites, videos all in one spot.
- ▶ You can also setup virtual classrooms and have the students interact with laptops, phones and other devices.

▶ Where do I signup?

- ▶ You can go to www.classflow.com and click sign up as a teacher. It is free and you may use your district into.

▶ Will there be training for this product?

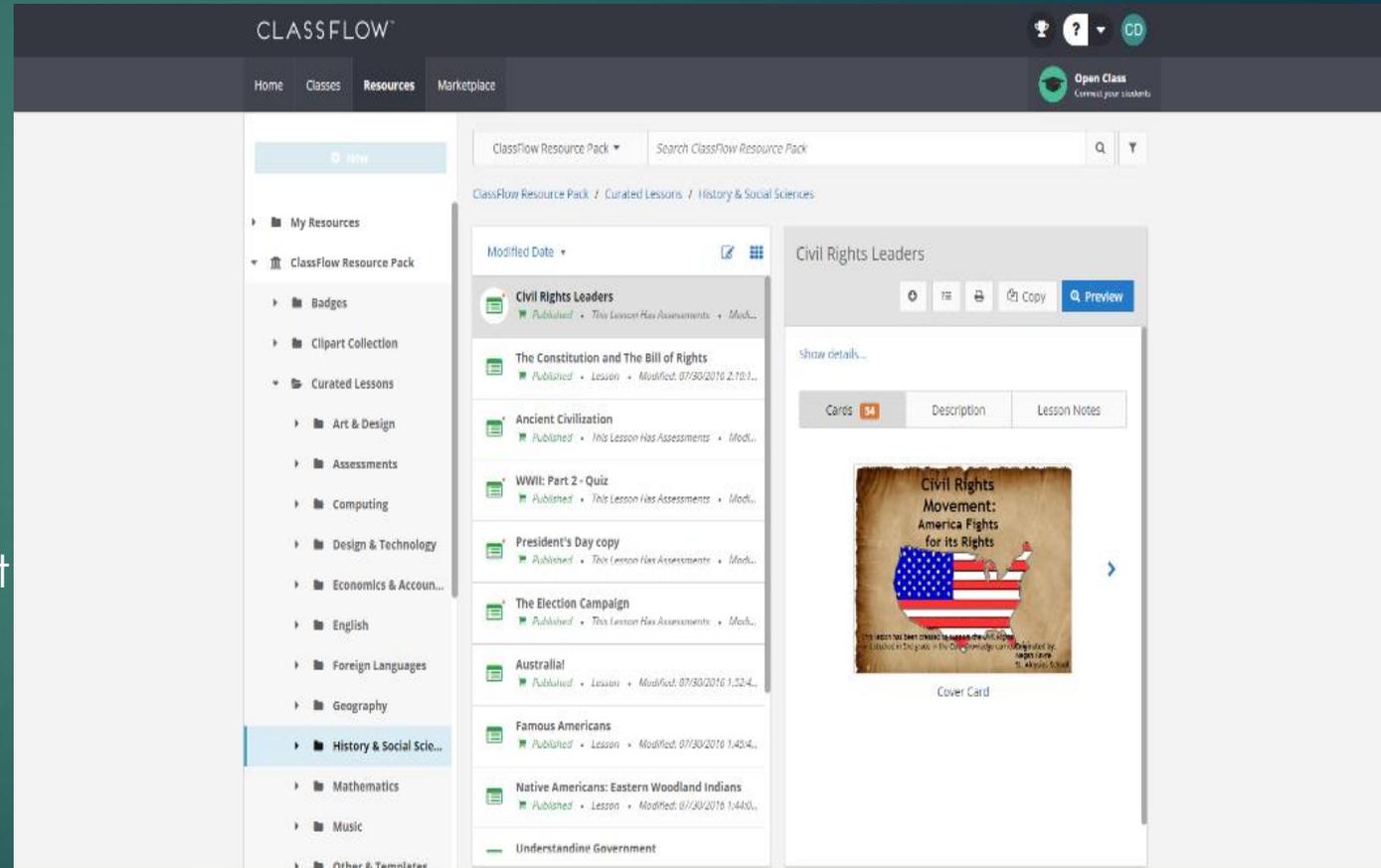
- ▶ Yes, just email cdurham@pearl.k12.ms.us or put in a helpdesk ticket requesting training



The screenshot shows the Classflow website homepage. At the top, there's a navigation bar with the Classflow logo, a language selection dropdown, and buttons for 'Log In' and 'Create an Account'. The main content area features a large image of two students interacting with a whiteboard. Overlaid on this image is the text 'Teaching With A Modern Touch' and 'Next-Generation Lesson Delivery Software for Interactive Displays', with a red 'Create an Account' button below. Below the main image, the slogan 'Don't Just Teach, Energize!' is displayed. At the bottom, there are two columns of text: 'Present engaging pen or touch-based lessons on ANY brand of' and 'Foster collaboration and self-management skills with FREE'. The browser's address bar shows 'https://classflow.com' and the Windows taskbar is visible at the very bottom.

Classflow Website

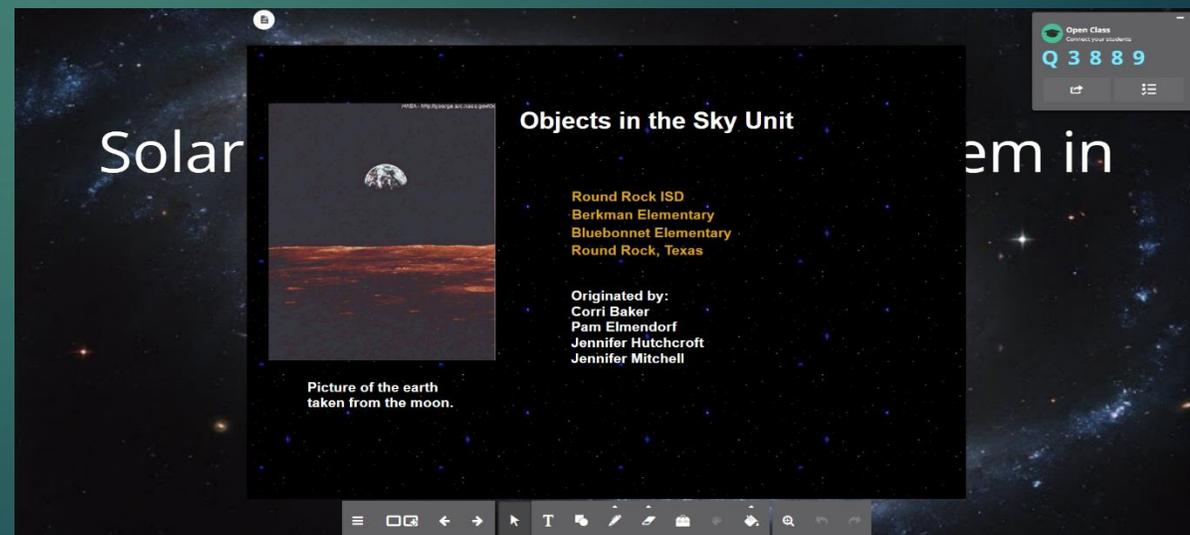
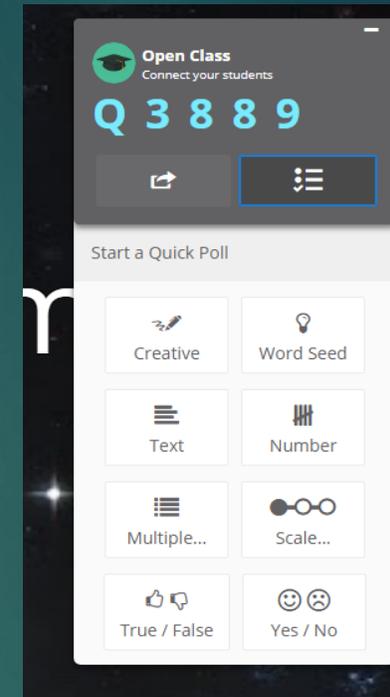
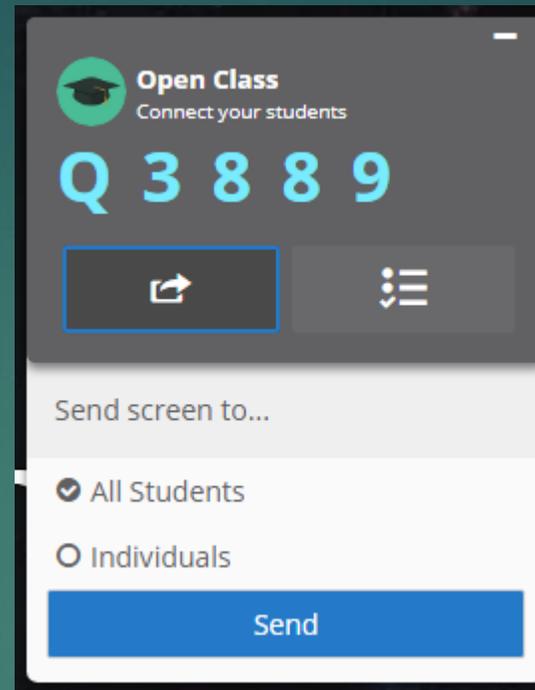
- ▶ Once you setup your Classflow account there are videos that show you the outs and ends
- ▶ If you go to the resource tab at the top, it will take you to where all your content is saved.
 - ▶ Things like created, lessons, activities, pdfs, powerpoints, ect.
- ▶ Check out the Resource Pack: Here is where teachers all over have already made content and shared it for use.
 - ▶ Copy other teachers lessons and modify them with your content
 - ▶ See all the capabilities of Classflow with materials already created.



The screenshot displays the Classflow website interface. At the top, the navigation bar includes 'Home', 'Classes', 'Resources', and 'Marketplace'. The 'Resources' tab is active, showing a search bar and a list of resource packs. The 'ClassFlow Resource Pack' is selected, displaying a list of resources under the 'History & Social Sciences' category. The 'Civil Rights Leaders' resource is highlighted, showing a preview of a cover card with the title 'Civil Rights Movement: America Fights for its Rights' and an image of the United States map. The cover card also includes the text 'This lesson has 54 cards' and 'Created by Megan Long, St. Mary's School'.

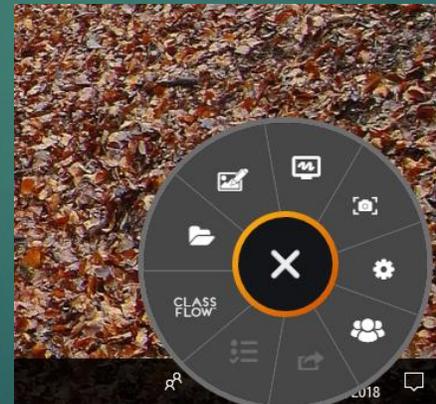
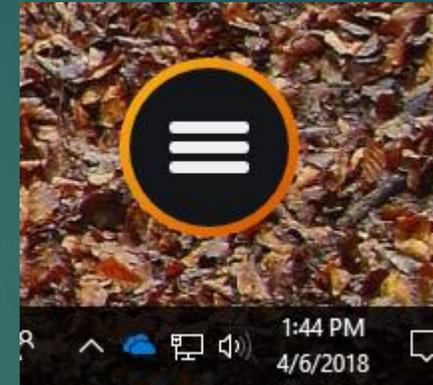
Virtual Classroom

- ▶ With Classflow, once you have created a lesson, you can send it to students.
 - ▶ Find your lesson and hit deliver, open class.
 - ▶ Have the students go to www.classflow.com/student
 - ▶ They will need to Enter the code on your screen and type their name.
 - ▶ Now you are ready to send them content
 - ▶ Hit the arrow on the right hand tool bar and hit send to students.
 - ▶ This sends your screen to them. (You may have to do this each slide).
- ▶ Now you can hit things like the poll option and get their feedback on our screen.



Classflow Desktop App

- ▶ This app allows you to do all the things you can do on the website, just a little faster
 - ▶ First connect your account by logging into your Classflow account.
 - ▶ Quickly open things like; Lessons, whiteboard, screen shots, virtual class room, poll students, create lessons and save content
- ▶ If you do not have this software, please requested it via a ticket
- ▶ If you would like training on this software or Classflow in general please requested it via a ticket.



Active Connect (aka Tablet Mode)

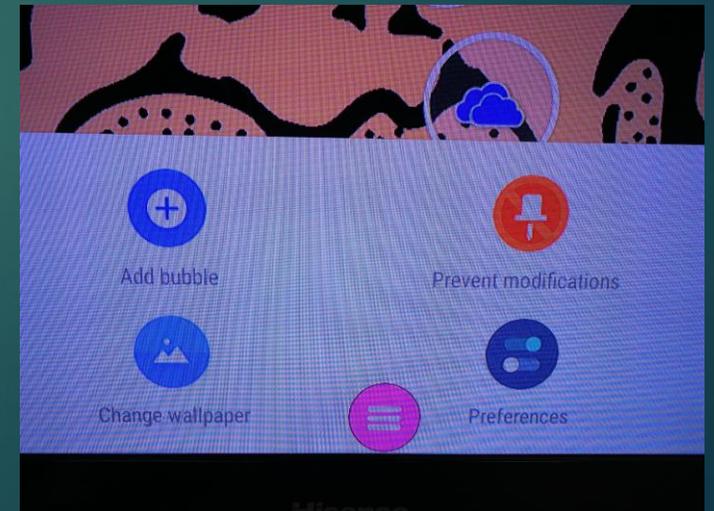


Active Connect (aka Tablet Mode)

- ▶ The Active Connect is a small box on the back of the panel that allows you to use the panel like a big tablet.
- ▶ You can do things like; Pull up websites, Use Apps, Watch videos, Pull up documents and pdfs, sync your One Drive, Word and Powerpoint for quick access to all your files, Use classflow.
- ▶ The idea is that if needed you could fully use this device without having to use your laptop.
- ▶ Most likely anything you need your board to do can be achieved with this device. It just takes time figuring out how.
- ▶ If needed please fill free to request training on this via the helpdesk.

Downloading Apps

- ▶ To download apps, click the Google play icon on the desktop.
 - ▶ This takes you to the Play store where you can download any app that helps you in your lessons. Word, PowerPoint, Google Earth, ect.
 - ▶ If asked for a password please email tech support or put in a ticket. All free apps should not require a password.
- ▶ To add an app to the desktop
 - ▶ Click and hold near the icons in the bubbles on the desktop
 - ▶ Hit add bubble
 - ▶ Go to Generic app
 - ▶ Add the app you need



Active Connect Tools

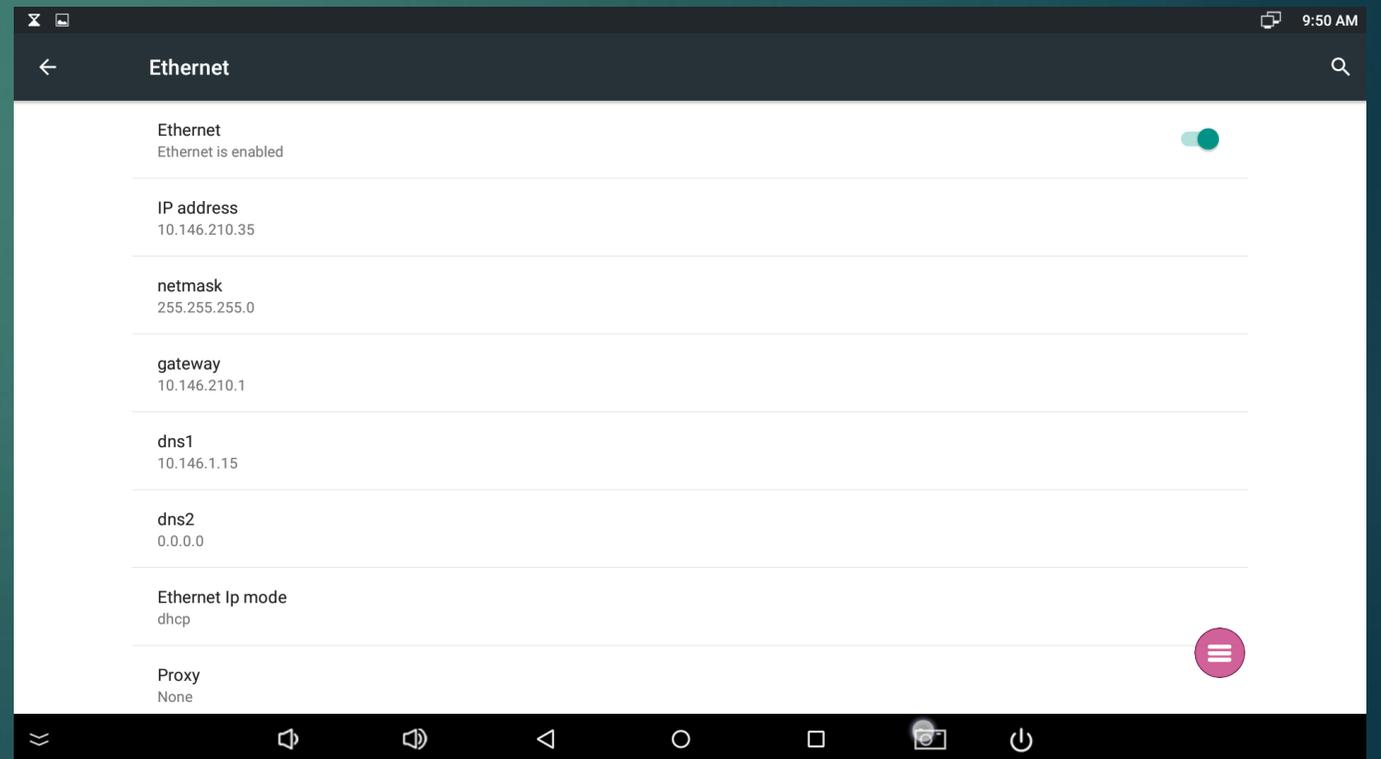
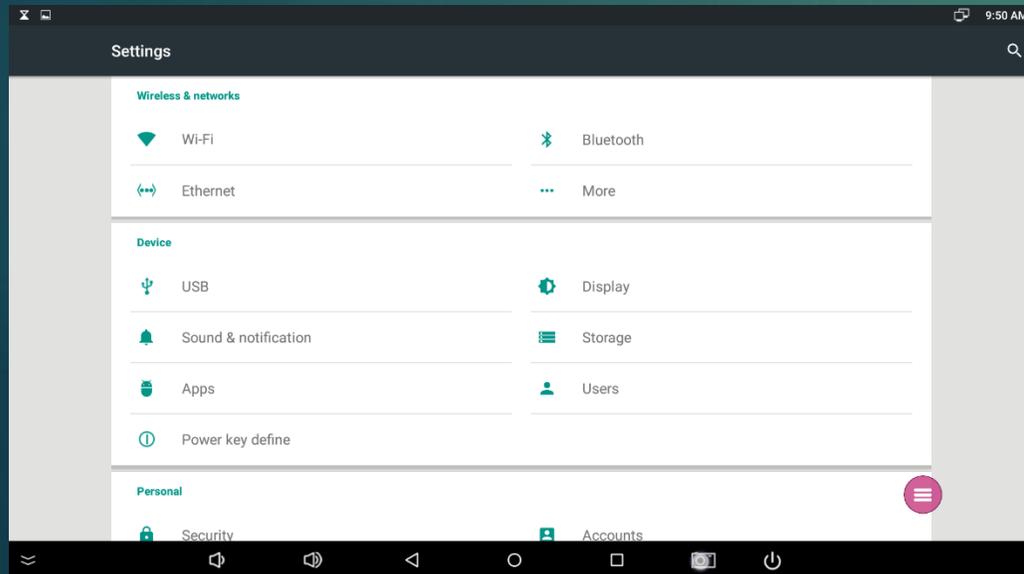
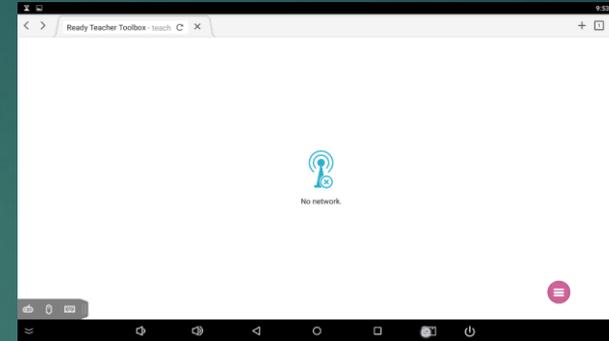
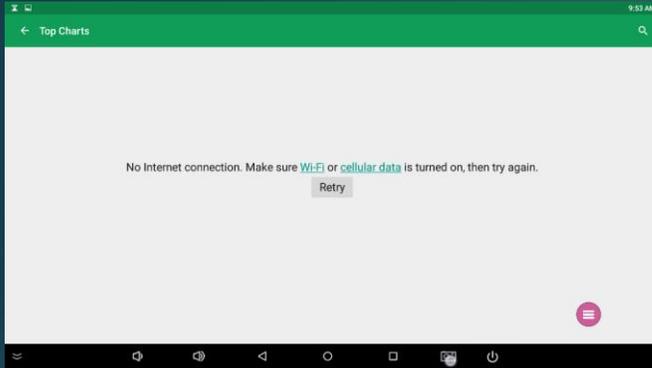
- ▶ At the bottom of the screen there is a pink circle, if you click that you will have access to the tools.
- ▶ Screen Shot- This will take a picture of your screen that you can write over the top. Good for documents or websites. Be sure to hit the X on the right to close out when you are done
- ▶ Whiteboard- This will pull up a white board so you can quickly draw. Be cautious that if you write and go to another app it will erase your content.
- ▶ Home Button- If for any reason you get lost, hit this button and it will take you back to the home screen.



Troubleshooting Active Connect

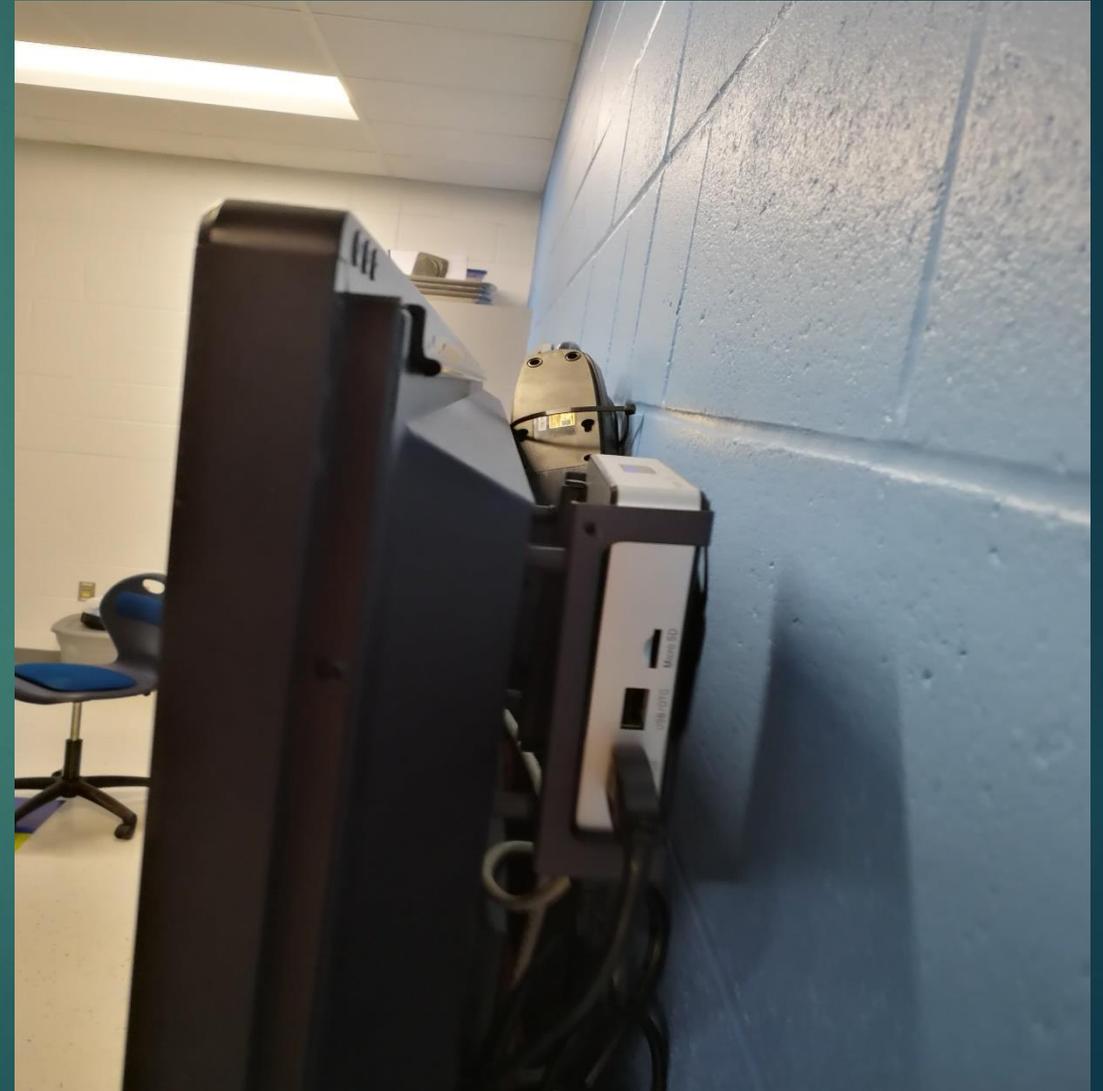
- ▶ No Internet Connection or Blocked Websites
 - ▶ If you are at the Upper, Lower or PNE you should be using a hard wire connection for internet instead of the wireless. You will need to make sure the wired connection is working.
 - ▶ Look in the top right corner, if the wireless is on it will have a radar icon. If the wired is working you will see two computers.
 - ▶ If you do not see the two computers follow the steps below
 - ▶ In the bottom left corner there is a box with a circle, click that
 - ▶ Go to the gear on the bottom left, Click settings
 - ▶ Click Ethernet, to get the wired connection going turn it off and on again. This may take a few minutes and a few tries. You should see numbers pop in (not 0s, if you get 0s try again) and the two computer icon will pop up in the top right corner.
 - ▶ Make sure once you are connected via Ethernet to turn off wireless so that they do not conflict
 - ▶ If you are at PHS make sure your wireless is on and working
 - ▶ In the bottom left corner there is a box with a circle, click that
 - ▶ Go to the gear on the bottom left, Click settings
 - ▶ Click Wireless and make sure that it is on.

No Connection



Troubleshooting Active Connect

- ▶ No Signal or Unresponsive
 - ▶ This happens often with the Active Connects, because they are little weight they lock up.
 - ▶ To fix this you just need to reboot the device.
 - ▶ To do this either turn off the power strip the device is connected to or unplug it from the box on the back of the panel.



Maintenance

- ▶ The recommendation is to only clean the screen with a microfiber cloth
- ▶ Using a non alcohol based glass cleaner will work too just be sure to not spray it directly on the panel
- ▶ We will attempt to get this supplies ordered via supply budget.

