

Newline RS+ Interactive Board Tips & Tricks

Benefits

- Never has to be calibrated
- You can use either your finger or any type of pointed object that will not scratch the board.
- You can use the whiteboard, or you can draw on top of what's being projected from your computer.
- You can customize the home screen buttons.
- You can freeze your screen, adjust volume, and adjust brightness (from the board or the remote)
- You can add Newline Classroom tools full of helpful widgets (timer, stoplights, dice, etc.)
- You can even take screenshots of what you've created, save them to a USB thumb drive, and upload them to your Canvas lessons.

For short, quick how-to videos, check out the [RS+ Series for Education YouTube playlist](https://youtube.com/playlist?list=PLqwVGI0QttE7OJkSk51Zw-DDt6QZT9s8A):
<https://youtube.com/playlist?list=PLqwVGI0QttE7OJkSk51Zw-DDt6QZT9s8A>

A few things to note

*Not all boards are connected to the internet. Each board came with a small white rectangle wi-fi adapter (probably still in its box somewhere in your room) that you can insert into the USB port on the left side of the board. You can then connect to the wi-fi using the settings icon in the top right corner and logging in with your MPS credentials. HOWEVER, it is important that you log out of the wi-fi anytime you are not in the room, so students or other individuals do not browse the internet using your credentials.

*The Windows PC, Built-in PC, and built-in Browser in the board are not as useful as the browser on your teacher computer. Therefore, we recommend that you just use the HDMI 1 or HDMI 2 source from your computer and use the internet from there instead.

*Screen Sharing does not work well with our network from laptops/chromebooks at this time. However, it sometimes works with iPads using the Air Play Mirroring feature.

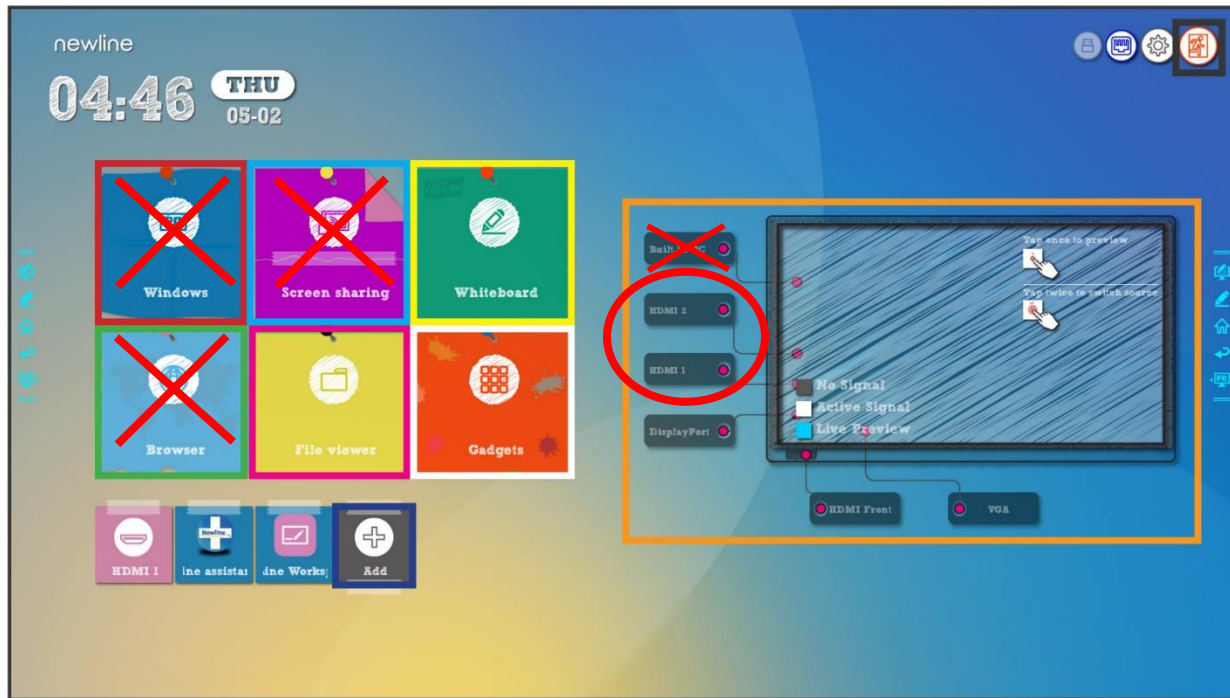
To get started:

1. When you turn on the display, touch the "Tap to Start" message on the first screen.

The Windows PC or Built-in PC buttons do not show what's on your computer. You will want to select one of the input options on the right side of the home screen (HDMI 1 or HDMI 2).

1. Any devices currently connected to the display will light up in a white box around the Source Preview window on the right side of the screen.
2. Tap the box of the Source you want to switch to (HDMI 1 or HDMI 2).
3. The Source Preview window will show a preview of what is currently on the screen of that connected device.
4. Tap the box of the Source a second time or tap the Preview window and you will be taken to that source.

Understanding the Home Screen



Windows **DO NOT RECOMMEND! Use HDMI 1 or HDMI 2 instead.**

Takes you to the internal PC (OPS), if there is one connected to the display.

Screen Sharing **DO NOT RECOMMEND! Use HDMI 1 or HDMI 2.**

Takes you to the Newline Cast wireless screen sharing app.

Whiteboard

Takes you to the embedded Whiteboard.

Browser **DO NOT RECOMMEND! Use HDMI 1 or HDMI 2 instead.**

Pulls up a web browser if the display is connected to the Internet.

File Viewer

Takes you to the Newline File Commander, where you can access and preview files on local and cloud storage systems.

Gadgets

Lists all of the available gadgets and apps you can access and use on the screen.

Add

Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.

Source Preview

Tap the name of a connected source, and a preview of that source will appear in the window. Tap the preview and go straight to that source.

End Session

Ends the session and takes you back to the Start Screen.

If you want to change the home screen buttons (one of the six large buttons on the left side of the screen), press and hold a button. Choose what you want the button to become. Touch the text to rename the button. We recommend that you make one of the six pack buttons (on the left) go to your teacher computer (HDMI 1 or 2) and rename it as “teacher computer” or something similar.

Customizing the 6-Pack:

- To change the 6-pack, long press on a square and it will bring up options
- Use the + and X to edit what is on the 6-pack
- Click on text to edit title

Adding NEWLINE CLASSROOM TOOLS widget

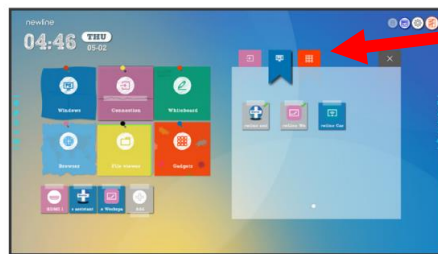
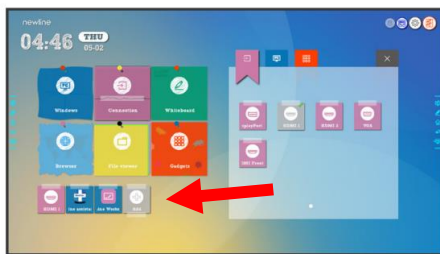
We recommend that you also add the Newline Classroom Tools widget. The Newline Classroom Tools widget will include some fun and useful tools for classroom management, such as a timer, stoplight, etc.

Add Newline Classroom Tools

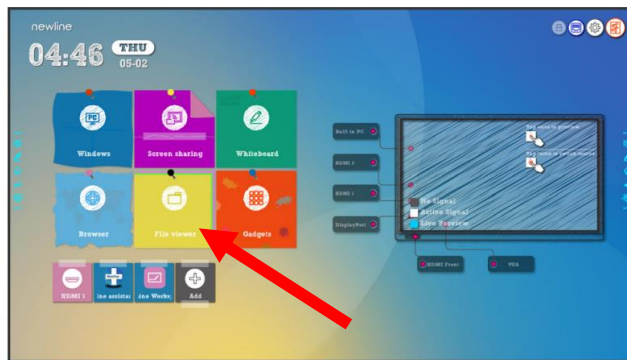
1. Click the little + at the bottom and go to Gadgets
2. Newline Classroom tools is on the second page of Gadgets
3. Fun Custom Tools to consider:
 - a. Instructional Tools- monster directions
 - b. Traffic light
 - c. Spotlight, big to small, light to dark
 - d. Curtain

Using the Newline Assistant to Customize the Start Meeting Screen

1. Tap the  icon near the bottom right.
2. A menu will appear on the right with options to add to the screen.
3. Tap on the **Third tab – Gadgets** section.
4. Your Newline Custom Tools will be listed here.
5. Tap on the **Custom Tools** : to add to the Home Screen.



6. When you close out this window, the items you added will be on the Home Screen, ready to go!



The **File Viewer** is where you can access files or screenshots and move them to and from the Newline Board to a USB drive/stick. Make sure your USB drive/stick is plugged into the front of the Newline Board. Click the File Viewer button, open Pictures to see screenshots, click three dots (to the right of the file name), and then select Move. Choose where you want the screenshot to be moved to. To move several items at once, tap and hold the first item, select all other items you want selected, then click three dots in the top right corner of screen to find the “Move” option.

There are tool bars on the right and/or left side of your screen.

Using two fingers, you can collapse them or expand them by squeezing (the top edge and bottom edge) or expanding the tool bar by spreading your fingers farther apart (up and down). You can also drag the tool bar up and down each side to adjust where you want it to sit.

Using the Quick Access Menu



Annotation Shortcut

Brings up whiteboarding options on top of whatever is on the current screen. Tap a second time to save a screenshot.



Whiteboard Shortcut

Takes you to the Android whiteboarding screen, letting you draw and take notes instantly.



Home Shortcut

Takes you to the main Start Meeting Screen.



Back Shortcut

Goes back one screen or to the previous app. Can also be used to exit an app.



OPS/Sources Shortcut

Takes you to the on-board computer (OPS). Tap and hold to pull up additional icons that can take you to the Sources menu, letting you easily switch between available sources.

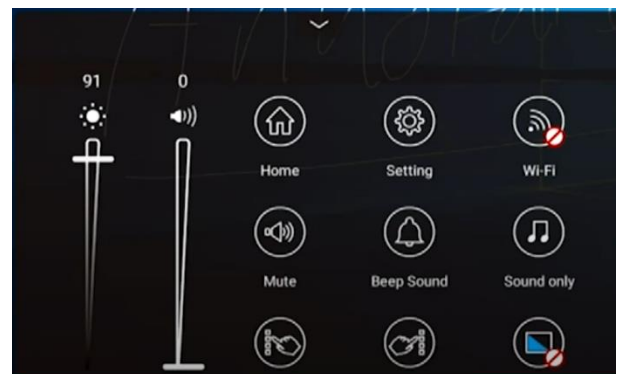
The Annotation Shortcut allows you to draw on top of whatever is displaying from your teacher computer (web page, pdf, etc.)

The Whiteboard Shortcut takes you to a blank whiteboard that you can draw on. You can adjust the background, pen color and thickness, and draw and erase methods by choosing settings icon from the Whiteboard screen.

The option for PC is not very helpful for you, because we do not use the on-board computer or built in PC that's inside the board. We recommend that you use the source that comes from your teacher computer. If you tap and hold this button it will let you see all sources, so you can select HDMI 1 or HDMI 2.

There are many other adjustment settings you can select by opening up the **toolbar menu from the bottom**. Hold two fingers (like a peace sign) and swipe up from the bottom edge of the Newline board.

From here, you can adjust brightness, volume, mute sound, freeze your screen, and other options.



Whiteboard

- a. Change to the "New" whiteboard by clicking settings ->whiteboard -> new
- b. Clicking the pencil takes you to the whiteboard
- c. Go through ink features
 - i. Click on settings to set finger/pen touch
 - ii. Go through tools on bottom tool bar
 1. Pen, highlight, shapes, etc.
 2. Erase with palm
- d. Long press the + to bring up different backgrounds and patterns
- e. Hold down slide numbers to bring up all slides
 - i. Delete
 - ii. Duplicate
 - iii. Share
- f. Click the "..." for more options
 - i. Files
 - ii. Sticky Notes
 - iii. PDF
 - iv. Math Tools
 - v. Canvas, this is where you split screen