newline

newline Q SERIES

QUICK START GUIDE

SPRING 2022

Q Series Panel Front Buttons

Power Button
Turns the display on/off

Volume Button
Adjusts the sound volume higher or lower

Brightness Button
Adjusts the brightness of the screen higher or lower

Home Button
Takes you to the Home Screen

Quick Settings Button
Bring up the quick settings menu

Turning On the Display

1. Press the Power button on the bottom right side of the display.
2. The button will change color from red to blue once the display is powered on.

Off

On

The Home Screen Shortcuts

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

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

Whiteboard
Takes you to the embedded Whiteboard.

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

Shortcuts Menu
Menu that can be customized with apps of your choice.

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

Settings
Adjust the panel settings.

Internet Settings
Pulls up the Ethernet settings menu.

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.

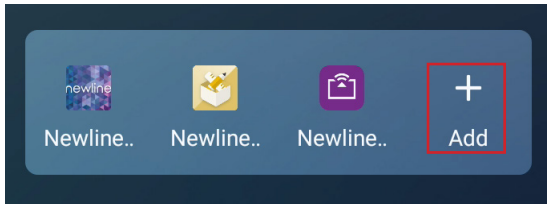
Add
Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.

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

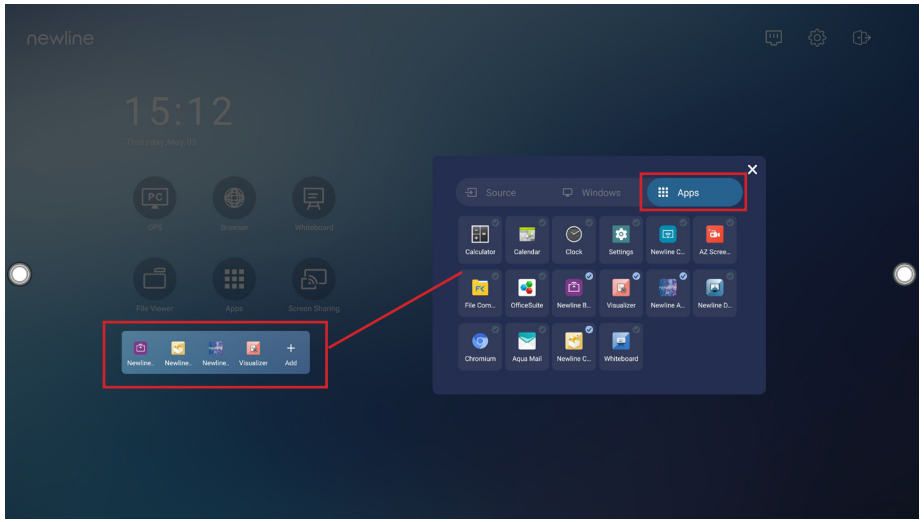
Screen Sharing
Takes you to the Newline Cast wireless screen sharing app.

Adding Home Screen Shortcuts

1. On the home screen, click the **+** Add button in the Shortcuts menu.



2. In the pop-up menu, select "Apps" on the right side of the menu.
3. Tap to choose which apps to add to the Shortcuts menu. A blue check mark will apear in the upper right corner of the selected app.
4. Once you have chosen which apps to add, click the **X** in the upper right to exit. You can add up to five apps to the Shortcuts menu.

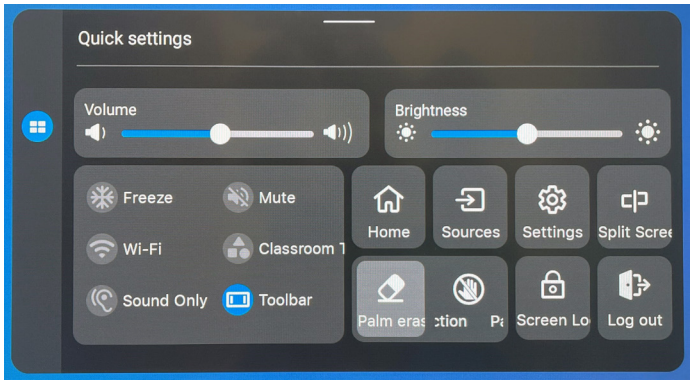


The Quick Settings Toolbar

The Quick Access Toolbar can be accessed by tapping the Quick Settings button on the front of the panel or by swiping up with two fingers from the bottom of the touch display.

Volume Slider
Adjusts the sound volume higher or lower.

Brightness Slider
Adjusts the brightness of the screen higher or lower.



Freeze - Freezes all activity on the display. Tap anywhere on the display to unfreeze.

Mute - Mutes the sound on the panel. Tap again to unmute.

Wi-Fi - Turns the Wi-Fi on/off.

Classroom Tools - Opens the Classroom Tools menu.

Sound Only - Turns off the panel display, while leaving the sound on. Tap anywhere on the display to turn display back on.

Toolbar - Tap to hide or show the Quick Access Toolbar.

Home Shortcut - Takes you to the main Home Screen.

Sources - Takes you to the Source Preview Screen.

Settings - Open the Settings menu.

Split Screen - Tap to select two apps to use in Split Screen mode.

Palm Erase - Select to erase using your palms.

Palm Rejection - Select to reject palm contact with panel.

Screen Lock - Select to lock the screen.

Log Out - Logs out the current User.

The Quick Access Toolbar

The Quick Access Toolbar can be accessed by tapping the white circle on either the left or right side of the screen. To minimize the Quick Access Toolbar, tap the button again.

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.

Home Shortcut
Takes you to the main Home Screen.

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 whiteboarding screen, letting you draw and takes notes instantly.

Quick Access Menu Button
Tap to open the Quick Access Menu. Tap again to minimize the menu.

Apps Shortcut
Takes you to a list of all the apps available on the panel.

Source Preview Shortcut
Shows which sources are connected to the display.

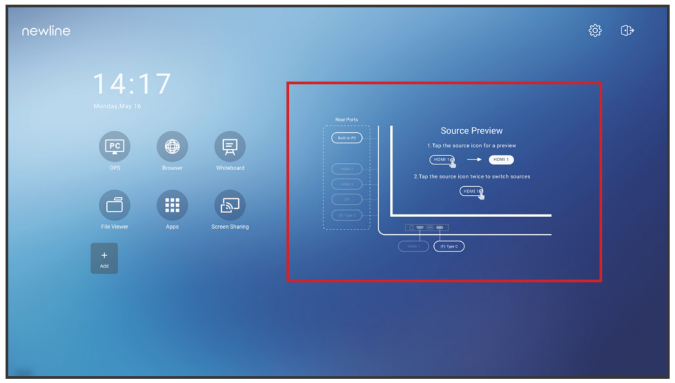
Running Apps Shortcut
Pulls up all apps currently running on the panel.

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

Switching Sources

To Access Any Source Connected to the Display

1. Any device currently connected to the display will light up in white in the Source Preview window on the home screen.
2. Tap the icon of the Source you want to switch to.



3. The Source Preview window will show a preview of what is currently on the screen of that connected device.
4. Tap the icon of the Source a second time or tap the Preview window and you will be taken to that source.
5. Plugging your device into the front ports will automatically bring up the device on screen.

Accessing the Built-In OPS Computer

1. Turn on the display.
2. Touch the “Tap to Start” message on the first screen.
3. Tap the “OPS” button on the home screen.

4. You will now be viewing and using the built-in OPS Computer.

Bonus Tips:

You can also quickly navigate to different sources using these icons on the floating menu on both sides of the display:

Quick Access to the OPS

Quick Access to the Sources Page

The Front Ports

There are five ports located on the bottom left-hand side of the front of the panel: USB Touch, HDMI, USB 3.0, USB Type-C, and mic-in.

Switching Sources

Connecting a Computer with USB-C

1. You will need a USB Type-C cable to connect a computer.
2. Plug in one end of the USB-C cable into the front USB-C port.
3. Take the other end of the USB-C port and plug it into the USB-C port on your computer.
4. Once both cables have been plugged into the display and the computer, the matching port should turn white on the Source Preview on the Home Screen.

Switching Sources

Connecting a Computer with USB & HDMI

1. You will need an HDMI cable and a USB cable to connect a computer.
2. Plug in one end of the HDMI cable into one of the HDMI ports.
3. Plug in one end of the USB cable into the matching port.
4. Take the other end of the HDMI port and plug it into the HDMI port on your computer.
5. Take the other end of the USB port and plug it into the USB port on your computer.
6. Once both cables have been plugged into the display and the computer, the matching port should turn white on the Source Preview on the Home Screen.

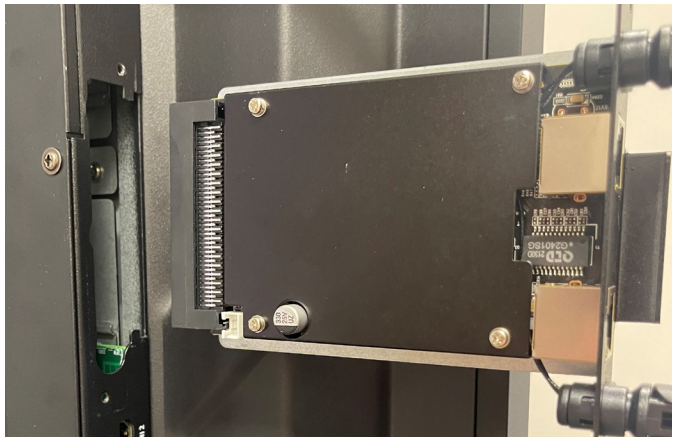
Installing the Wi-Fi Module

1. Unscrew the 2 screws on the Wi-Fi Module port and remove the shielding cover.

Caution

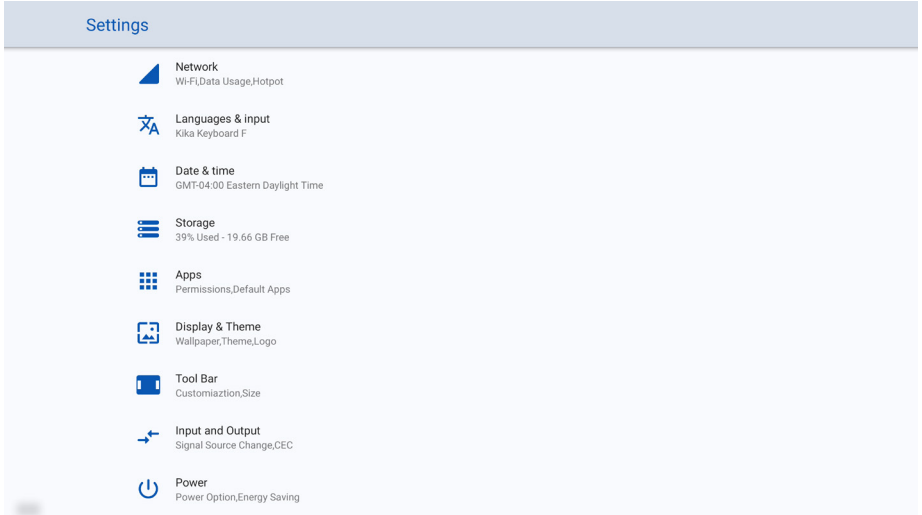
The Wi-Fi Module does not support hot plugging. Therefore, you must insert or remove the Wi-Fi Module when the display is powered off. Otherwise, the displays or Wi-Fi Module may be damaged.

2. Insert the Wi-Fi Module into the port on the rear of the panel until firmly seated, using the 2 screws to secure it.



Changing the Settings

1. In the upper right hand corner of the home screen select the icon.
2. From the Settings menu, you can adjust things like the Power settings, Internet Network settings, Date & Time, etc.

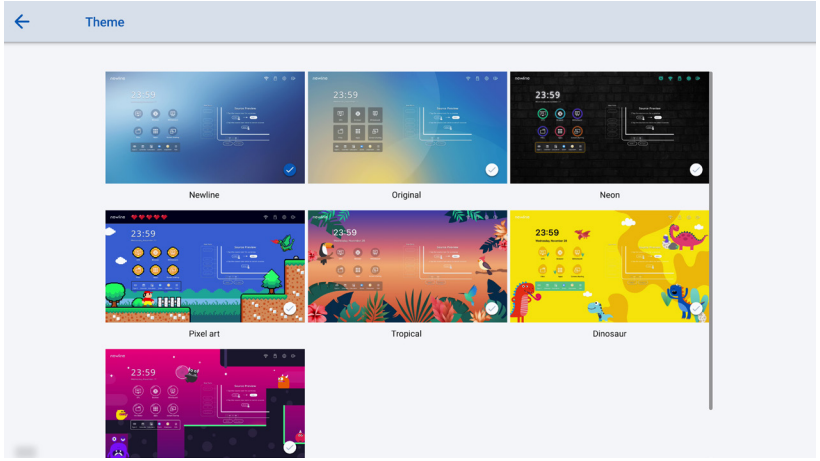


Launching Updates

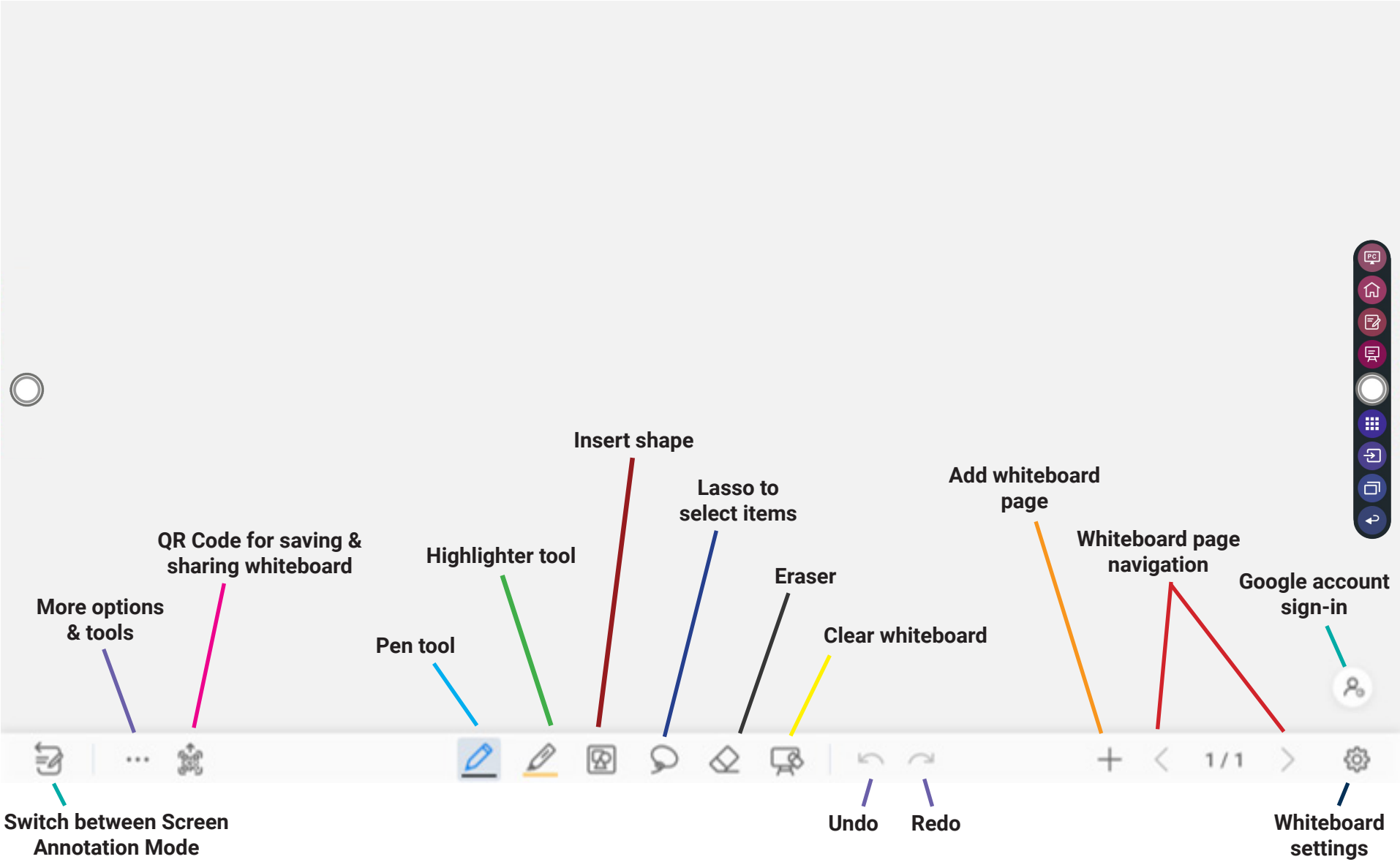
Updates to Firmware and Apps launch automatically "over the air." A pop-up item will appear on the screen when the update is ready to be downloaded.

Changing Panel Themes

1. In the Settings menu select "Display & Theme"
2. Choose "Theme" from the menu options.
3. Choose the theme you would like to set on the panel Home Screen.

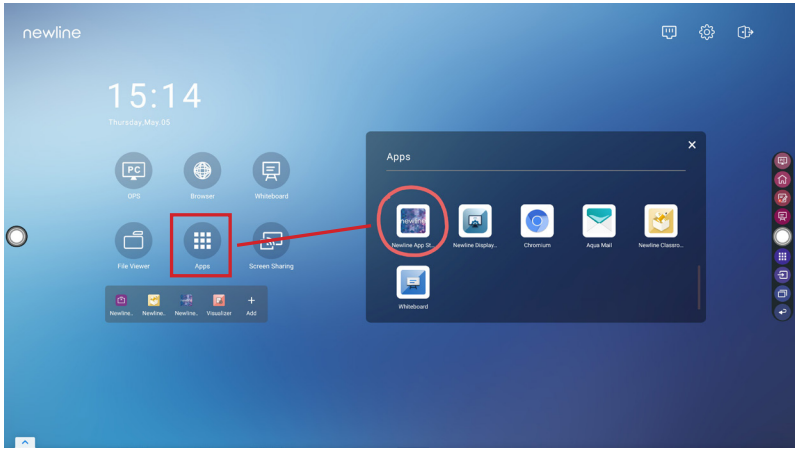


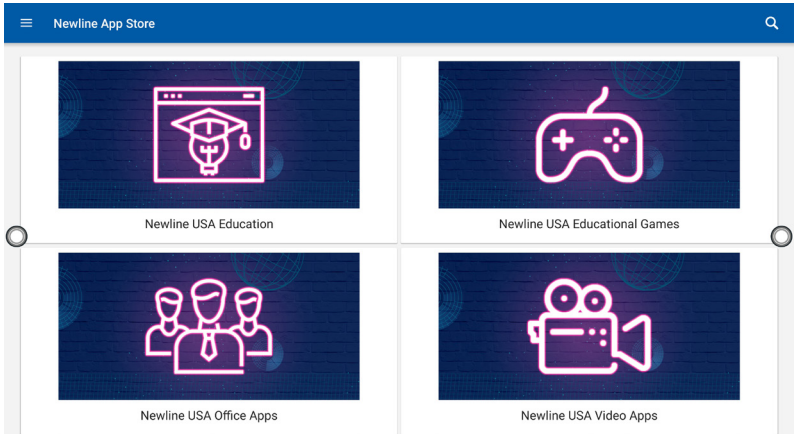
Whiteboard Tools



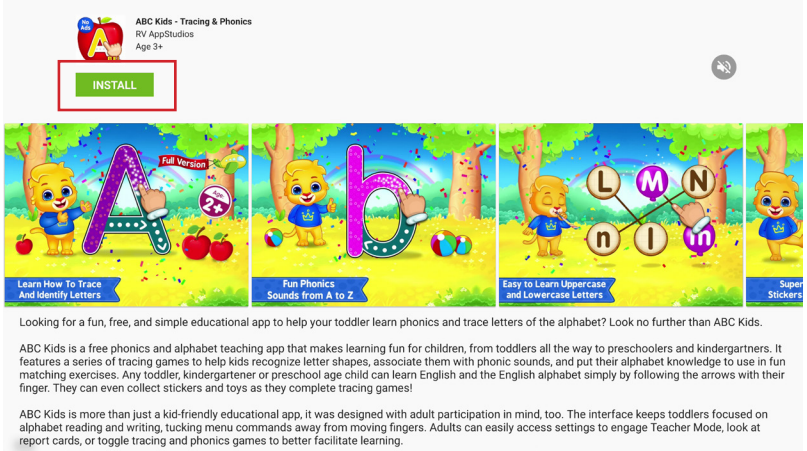
Accessing the Newline App Store

1. On the Home Screen, tap on the “Apps” button
2. In the Apps Menu, tap “Newline App Store” to launch.





3. In the App Store, select the App you want to download.
4. On the App details screen, tap Install.

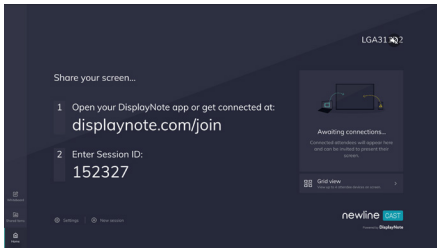


5. Once installed, the App will appear in the Apps menu on the Home Screen.

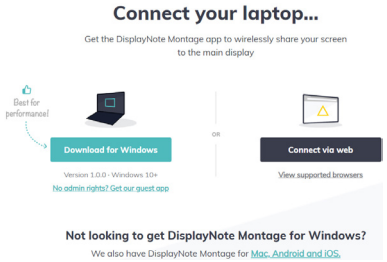
Using Newline Cast

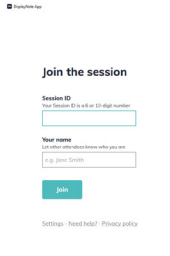
Connecting to Newline Cast Using the DisplayNote Windows App

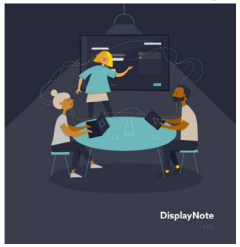
1. Open the Newline Cast app on your display



2. Download the DisplayNote Windows App from displaynote.com/join on your computer
3. Open the DisplayNote app on your laptop
4. Type in the Session ID you see on the display and your name
5. Select “Join” once both Session ID and Name are filled in







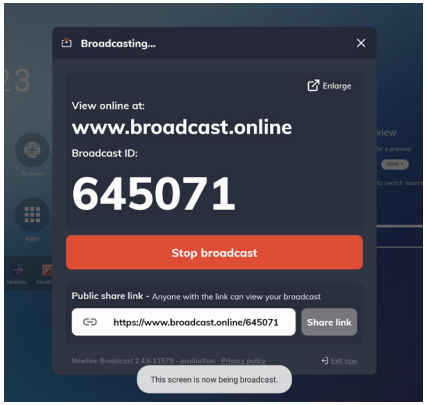
Connecting to Newline Cast from a Web Browser

1. Open the Newline Cast app on your display
2. Visit www.displaynote.com/join on your laptop and select “Connect via web”
3. Type in the Session ID you see on the display and your name
4. Select “Join” once both Session ID and Name are filled in
5. When asked, select whether you want to share your entire screen, or just a specific application window.
6. Click “Share”

Using Newline Broadcast

Share your Panel Screen to Student Devices

1. Turn on the display.
2. Begin a session by opening the Broadcast application and pressing the “Start broadcast” button
3. Share the public share link with your viewers.
4. Begin your presentation.
5. To end the Broadcast, press the Stop Broadcast button.



Viewing a Broadcast

1. Click the link sent by the broadcast host, or go to broadcast.online, enter the 6-digit Broadcast ID and press Connect.
2. Users can interact with the “Enlarge” option to enlarge the broadcast information. This is designed to help users view the broadcast information from afar.
3. To leave a broadcast, press the Stop button at any time.

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