

newline

HOW-TO GUIDE

Newline Front Buttons & Powering ON

Newline RS+



Power Button & Plug-ins are on the bottom Left

Newline QSeries



Buttons are on the bottom Right & Plug-ins are on the bottom Left

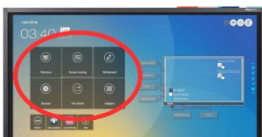
- ☐ Your board will have a remote and a pen
- ☐ The front buttons are either located on the front left corner or front right corner depending on the model of your Newline board.
- ☐ The device input ports are located on the left side of the board and in the front left lower corner of the board.
- ☐ Power on Newline by pressing the power button, then click the Owner icon and enter password (Typically 000000 or 111111)

Home Screen

Important Features

- Files
- Whiteboard
- Input

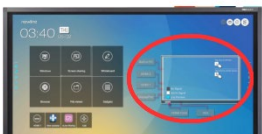
Newline RS+



Newline QSeries



Newline RS+

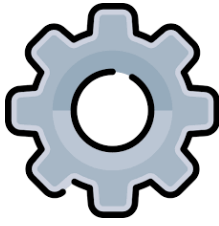


Newline QSeries



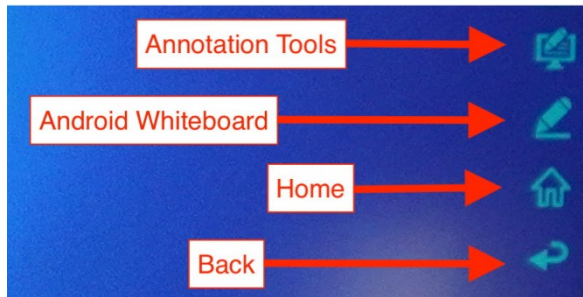
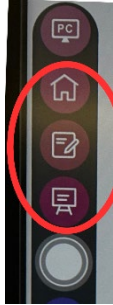
- ☐ The 6-pack area is on the left. Some of these icons in the six pack will not be useful to you.
 - For example, the Newline browser/PC button will open the pc built into the board. You will want to use the input that opens your teacher computer instead.
 - The Screencast button will allow you to screen cast a device to the board but does not work great if you are planning to play videos. Instead, we recommend you simply use an HDMI cable to connect other devices to your board using the device input ports on the front.
 - Files can be very useful to you. This is where your screenshots will be saved. You can also plug a USB flash drive into one of the USB ports in the front and transfer files to and from the board and your USB stick. Click the three dots next to the file name and select Move.
 - Whiteboard can be a very useful app as well. We'll discuss it at more length later.
- ☐ Staff can edit the home screen 6 pack by long pressing the square to edit, remove, rename.
- ☐ Notice the preview window on the right and how you can see your computer is hooked up to the HDMI 1 or 2 port. Select the option that is highlighted to see a preview of it. Select it again to make it full screen.

Settings



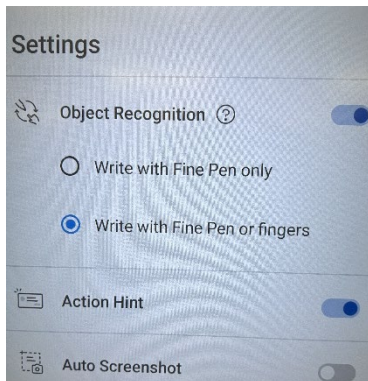
- ❑ The settings button is on the homepage in the upper right-hand corner. Most of the settings will stay the same, but you may want to adjust a few: Power Savings, Display, and Theme.
 - Power Savings is important to adjust if you know you will need the screen to stay awake for more than 30 minutes at a time.

White Button / Newline Toolbar



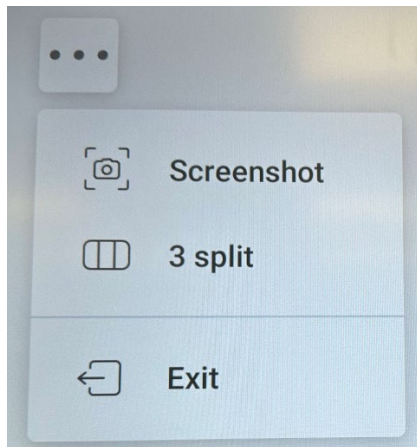
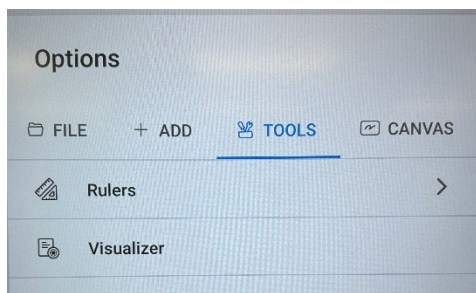
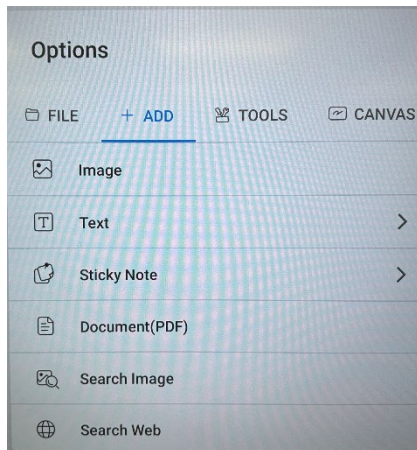
- ❑ The tool bar exists on both the right and left sides of the screen. If you only see a white button, simply click the button to expand to see the full toolbar.
- ❑ Each option in the toolbar has helpful functions, but the three functions you will use the most are the Home icon, the Screen with a Pencil icon, and the Whiteboard option.
 - The Home button will take you back to the Home Screen where you will see the six pack icons and the Input options.
 - The Screen with a Pencil over it allows you to see your computer/device and annotate over it.
 - The Whiteboard icon or Pencil icon opens the blank screen that you can write and draw upon, just as you would with a dry erase board or chalkboard.
- ❑ The sections below will go into more depth for both of these functions.

Annotate over Your Computer

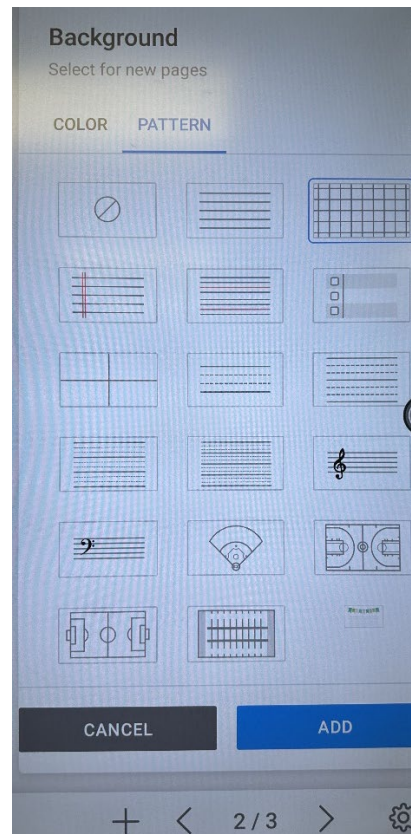


- ❑ When you select the screen with a pencil over it, you will see whatever is displayed on your computer, and you will see annotation tools at the bottom of the screen allowing you to write over the content.
- ❑ You can change the touch settings for either pen or finger by selecting the Settings icon in the bottom right corner.
- ❑ You can also adjust whether or not the Newline board takes an automatic screenshot each time you exit the annotation mode.
- ❑ Screenshots are saved to the Files storage in the board.

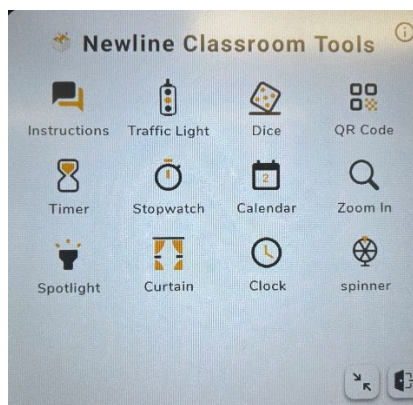
Whiteboard



- ❑ The traditional drawing tools are at the bottom of the screen. You can long press on the drawing and erasing tools to adjust and modify thickness/color.
- ❑ The three dots in the bottom left will bring up all of the options. You can upload images/PDF's, use the sticky notes tools, use the ruler, or use the Canvas button to split their screen. In split screen mode, you can also click the three dots in the top left to expand to a three split as well.
- ❑ The 4 arrows button allows you to pan around the screen, zoom in and out, and move objects
- ❑ In the bottom right, you will see the add page button. Long pressing this button allows you to change the background color or add a patterned background.
- ❑ Clicking the page numbers brings pages up in a grid where you can delete, open, or export pages.

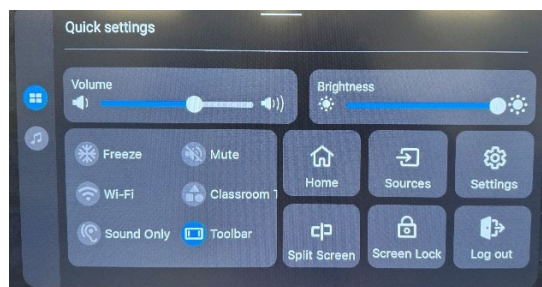


Newline Classroom Tools



- ❑ The Newline Classroom Tools can be added to the board from the Home Screen by clicking the add button beneath the six pack and choosing the app from the app list.
- ❑ The Newline Classroom Tools offer great options that can help with classroom management.
 - In older Newline models, you will need to open the Classroom Tools from the home screen before you go to the computer display or the whiteboard.
 - However, the newer models have it available inside the Hidden Menu.

Hidden Menu



- ❑ Some boards have a menu button on the lower front of the board allowing you to pull up a variety of features such as freeze screen, volume control, and screen brightness.
- ❑ However, older boards do not have a button, and instead you will need to swipe up from the bottom of the screen with two fingers to open the menu options.

Touch Screen Settings on your Teacher Computer

- ❑ If you like to use the Extend Display Mode from your computer instead of Duplicate display mode, then you will need to adjust the calibration settings for your Newline Board on our teacher computer. (You may need your site-tech to complete these steps.)
 - Make sure the Newline is powered on and a usb cord is connected from your computer to the TOUCH usb port associated with the HDMI port in use. (Should be by default)
 - On your teacher computer, type and choose “Control Panel” in the search bar next to the Windows icon
 - Choose “Hardware and Sound”
 - Choose Tablet PC Settings (DO NOT CHOOSE CALIBRATE)
 - Make sure the Display option is set to Newline. Use the drop-down menu under Display Options to select.
 - Choose Setup at the top (DO NOT CHOOSE CALIBRATE)
 - Choose touch input and follow onscreen instructions
- ❑ Please be aware, SMART Notebook files will not have full touch capabilities on a Newline Board.