Getting Started Guide ActivPanel Titanium

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Introduction to the ActivPanel Titanium

Purpose-built for the K-12 classroom, the ActivPanel Titanium provides the most seamless, integrated, and interactive learning experience available. Packed with engaging and interactive tools, the ActivPanel Titanium helps you and your students make the most out of every instructional moment in the classroom.



The front of your ActivPanel Titanium features a center console, positioned for comfort and easy accessibility at a 30-degree angle. Use the Center Console to adjust the volume, access the Unified Menu, manage touch on and off and freeze, as well as switching sources.



Your ActivPanel Titanium has a preinstalled Unified Menu that contains the most commonly used tools right at your fingertips. These tools include our beloved Whiteboard and Annotate apps, the ability to capture anything on your screen, easily switch sources to connected devices, and ActivCast for mirroring.



Best of all, the Unified Menu is accessible from the bottom, left, and right sides of the ActivPanel, to allow you seamless mobility and plenty of access for your students.

To locate all of your favorite apps, tools, files, and settings, in one location select the Locker icon from the Unified Menu. Rearrange your apps, adjust brightness, and manage accounts.



Our Promethean App Suite is also preinstalled, and it is full of all the perfect supplements to your lessons, regardless of grade level or content area, including the Timer, Spinner, Annotate, and Whiteboard. These apps were developed specifically from in response to teacher feedback, and they are accessible from the Unified Menu and the Locker.



Additional features of your ActivPanel Titanium include Vellum writing technology, Wi-Fi and Bluetooth capabilities, dual proximity sensors for instant power on, 20 points of touch, simultaneous pen, touch, and palm erase, and bass-enhanced speakers.

Powering On with Dual Proximity Sensors

Dual proximity sensors on the front of the ActivPanel Titanium allow you to quickly power on your panel with a single touch.



As you enter the room and near the ActivPanel, the dual proximity sensors automatically begin the boot up process.



To instantly power on the panel, simply touch the **power button** on the center console.



Center Console

The ActivPanel Titanium has an ergonomic center console that sits at a comfortable 30-degree angle to provide quick and easy access to navigation buttons.



- INSTANT POWER ON: When the proximity sensors detect a person near the ActivPanel, they
 immediately initiate the boot up process. Press the Power button once and the screen turns on in less than
 a second! Following this, once the panel goes into standby mode, you may tap anywhere on the screen to
 turn the ActivPanel back on.
- 2. **VOLUME**: The Volume buttons allow you to increase or decrease the audio coming from the bassenhanced speakers.
- 3. **PROMETHEAN FLAME**: The Promethean Flame button opens the Unified Menu.
- 4. **FREEZE**: The Freeze button freezes the current image on the screen.
- 5. TOUCH: The Touch button allows you to manage panel interaction by turning touch on or off.
- 6. **SOURCE**: The Source button allows you to switch to any device that is connected to the ActivPanel.

Remote

The Promethean remote allows you to navigate your ActivPanel from anywhere in the classroom.



- 1. INSTANT POWER ON: Turn your ActivPanel on.
- 2. **NAVIGATE AND SELECT**: Use the arrows to navigate to the option of your choice. Press the checkmark to select your option.
- 3. VOLUME: Use + to increase and to decrease your ActivPanel's volume.
- 4. UNIFIED MENU: Use to access your Locker and Promethean apps.
- 5. SOURCE: Use to switch to any device connected to your ActivPanel.
- 6. BLANK SCREEN: Use to instantly have nothing visible on the ActivPanel.
- 7. FREEZE: Use to freeze the current image on the screen.

Connecting to the Internet



To connect your ActivPanel to the internet, select the **Unified Menu**, then tap **Locker**.



Select the Settings icon. Tap More Settings.

	←	Settings	
	•	Network & Internet Wi-FL Ethernet, Mobile, Proxy	
	60	Connected devices Bluetoath	
		Apps App info, default apps	
Ð	Ð	Display Walpaper	
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	0	System	

Select **Network & Internet**. If you have an Ethernet cable connected, this is where you can complete the process.

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•	RangerStation5_5GEXT	ê
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÷	Wi-Fi	
	On	

To connect to a wireless network, toggle the Wi-Fi switch **on**.

Select your desired wireless network and input a password if necessary.

÷	Wi-Fi	
	On	
•	RangerStation2_2GEXT Connected	

Once you have successfully connected, you will see a confirmation below the network name.

Unified Menu

The Unified Menu is preinstalled and easily accessible from the bottom, left and right sides of the ActivPanel's screen. The Unified Menu provides quick access to Promethean apps, the Locker and Sources.



- 1. BACK: The Back button returns you to the previous screen.
- 2. LOCKER: The Locker is a personal space for you to access apps, settings and files.
- 3. HOME: The Home button returns you to the home screen from any application.
- 4. WHITEBOARD: The Promethean Whiteboard app is an instant whiteboard with several annotation tools, math tools, concept maps, infinite space, and the ability to turn any content into a collaborative activity with our multi-user mode.
- 5. **CAPTURE**: Capture takes a snapshot of the current screen and places it into the Whiteboard for interaction with all the Whiteboard tools.
- 6. **ANNOTATE**: The Annotate app floats on top of any device connected to your ActivPanel, providing you the ability to annotate on top of anything.
- 7. SOURCE: Source allows you to quickly access devices that are connected to your ActivPanel.
- 8. ACTIVCAST: ActivCast is a Promethean app that allows any device (iPad, Chromebook, smart phone, laptop, etc.) to mirror to your ActivPanel.
- 9. **OPEN APPS**: Navigating between apps is simple. Select open apps and choose the app you would like to interact with.

Adjusting Brightness

To adjust the brightness on your ActivPanel, select the **Unified Menu**, then tap **Locker**.



Choose the **Settings** icon. **Press and slide** the brightness bar forward or backwards until you achieve the desired brightness.



Adjusting Volume

To adjust the volume on your ActivPanel, select the **Unified Menu**, then tap **Locker**.



Choose the **Settings** icon. **Press and slide** the volume bar forward or backwards until you achieve the desired level.



Palm Reject

Turning Palm Reject on allows you to place your palm on your ActivPanel without activating the eraser. The eraser tool can then be activated by the physical eraser. To turn Palm Reject on, select the **Unified Menu**, then tap **Locker**.



Choose the Settings icon. Toggle to turn Palm Reject on.



Large Mode

Large Mode increases the size of the icons on the Unified Menu. To enable Large Mode, select the **Unified Menu**, then tap **Locker**.



Select the **Settings** icon. Tap **Large Mode**.



Now you may enjoy larger icons, no matter where you choose to access the Unified Menu.



More Settings

To access network connections, find information about your apps, and to fully customize your ActivPanel experience, you will want to visit More Settings. To access More Settings, select the **Unified Menu**, then tap **Locker**.



Select the Settings icon. Tap More Settings.



Locker

The Locker is a personal space for you to access apps, files, and settings. You can access your **Locker** from any of the three **Unified Menu** locations.



There are three icons on the left side of the locker: Apps, Files, and Settings.



Apps allows you to access preinstalled Promethean apps such as Annotate, Timer, Spinner, and Whiteboard, as well as any apps you have installed on connected devices such as an ActivConnect OPS-G or Promethean Chromebox.

Tap the Files icon to view and access files saved to your ActivPanel or from a connected USB drive.

Tap the **Settings** icon to quickly change ActivPanel settings such as brightness or volume, and to access More Settings.

Promethean Whiteboard App

The toolbar resides on the left side of the window by default.



*Tap once to select the tool and twice to access additional widths.

Promethean Capture App

The Promethean Capture App allows you to take a screenshot of anything currently displaying on your ActivPanel. This is perfect for those times you'd like to take your lesson in a new direction, or simply elaborate.

To capture a screen, access the **Unified Menu**, then tap **Capture**.



The captured image automatically opens into a Promethean Whiteboard App canvas. From here you may resize, rotate, and move the image, add annotations, save, and export the content.



Promethean Annotate App

The Promethean Annotate App is perfect for adding annotations over anything displaying on your panel's screen, empowering you to make the most of teachable moments. You may also use it over top of connected devices.

To access, tap the **Unified Menu**, then the **Annotate** app.



The toolbar appears. Drag to move it anywhere on your screen. Choose between a **Pen** and a **Highlighter**. Tap the **Pen** or **Highlighter** button once more to change its width. Choose from five ink colors.



Use the Eraser to erase a bit of an annotation, or use Clear All Annotations to start fresh.

Tap the **Eye button** to exit annotate mode and interact with apps on your screen. Tap the Eye button once more to return to annotate mode and continue annotating.

Use the **Undo** and **Redo** buttons to make quick corrections.

Tap the **X** to exit the app. All annotations will disappear on closing the app.

Switching Sources

To access devices connected to your ActivPanel, including a laptop, you may need to switch sources. To switch to another source, tap the **Unified Menu**, then the **Source** button. On an ActivPanel Titanium, you may also use the **Source button** on the center console.



Source options will appear. Tap whichever one you wish.



You may still access the Unified Menu and Promethean Apps over top of connected devices.



To return to your ActivPanel home screen, simply tap the Home button from the Unified Menu.

Promethean ActivCast App

The Promethean ActivCast App allows students to mirror or cast their devices to your Elements Series ActivPanel. To use ActivCast, select the **Unified Menu**, then tap **ActivCast**.



The Mirroring Status Screen displays the names of mirrored devices, the QR Connect Code and Connection ID, the name of your ActivPanel, wired and wireless IP addresses, and an option to generate a PIN code. When a PIN is set, students will be prompted to enter the PIN on their devices, providing added security.

Note: You can mirror up to four devices at the same time.



Depending on students' devices, they may need to install the ActivCast Sender App prior to mirroring. It is available for free in the Google Play Store.

When a student wishes to mirror their device, you will need to tap **Allow** or **Deny**. This is a second layer of security.





During mirroring, tap the **View** icon in the bottom left corner to display the names of mirrored devices. To return to the Mirroring Status Screen, tap the **Exit** icon in the bottom right corner. From the Mirroring Status Screen, tap the **blue Mirror View button** to return to mirrored devices.

Double tap on any mirrored device to display it in fullscreen mode.

To disconnect a mirrored device from the Mirror View page, simply **swipe** up. To disconnect a mirrored device from the Mirroring Status Screen, tap the **X** next to the device's name.

Recent Apps

The Recent Apps button within the Locker allows you to easily toggle between various apps on your Elements Series ActivPanel. To access Recent Apps, select the **Unified Menu**, then tap **Recent Apps**.



This displays all of your recently opened applications, including apps from connected devices such as an ActivConnect OPS-G or Promethean Chromebox.



Depending on how many apps you currently have open, there may be multiple pages, denoted by small white dots within the Recent Apps window. Swipe to the **right** or **left** to navigate between pages.

To return to any of these open apps, simply select the **app**.

To close apps, much like you do on your smart phone, simply tap the little \mathbf{x} to the bottom right of an app.

The Promethean Store

The preinstalled Promethean Store is a terrific place for locating engaging educational apps to enhance your instruction. To access the Promethean Store, select the **Unified Menu** and tap **Locker**.



On the Apps tab of the Locker, locate the Promethean Store.



Within the store, you may search by using the headers along the top of the window or the search function in the top right corner.

Simply tap **Install** to install the app on your ActivPanel. You may need to confirm the installation once more.



Once an app is installed, you may open it or return to the store to browse for more apps. Remember that installed apps will also automatically display within your Locker for easy access. Should you have more than one page of apps, simply swipe left or right to navigate between pages.

Installing Apps from the Promethean Store



The Promethean Store has a wide variety of educational apps to help supplement your teaching and engage students. To install apps from the Promethean Store, select the **Unified Menu**, then tap **Locker**.



From the **Apps** page within the Locker, select **Promethean Store**.



Once in the store, you may use the tabs to help you locate apps or utilize the search option in the top right corner.



Once you have selected an app, simply tap **Install** to begin the installation process. You may be prompted to confirm installation once more.



Once an app has finished installing, you will receive a confirmation and two options: **Done** and **Open**. Should you tap **Done**, you will be returned to the app page, at which point you may open the app, or use the back arrow in the top left corner to return to the Promethean Store and continue browsing apps. Tap **Open** to immediately open the newly installed app.

Managing Apps



To manage apps installed on your Elements Series ActivPanel, for instance changing notification settings, select the **Unified Menu**, then tap **Locker**.

Select **Apps** from the Settings menu.

Select the **Settings** icon. Tap **More Settings**.

Connected devices [J] Your apps are listed alphabetically. Scroll to the desired app you wish to view in more Apps App info, default apps detail and tap its title. Display Ð Wallpape Storage 15% used - 54.65 GB free System (Languages, time, developer, reset, about App info On the App Info screen, you may need to Duolingo scroll down to view all of the app's information. UNINSTALL App notifications Tap the back arrow in the top left corner to Permissions return to your list of apps. Alternatively, you No permissions granted can tap the Home button from the Unified Storage 55.05 MB used in external storage Menu to return to the home screen. Data usage No data used Battery No battery use since last full charge



LARGE MODE

Settings

Network & Internet Wi-Fi, Ethernet, Mobile, Proxy MORE SETTINGS

Locating Apps

The **Locker** houses all of your apps, including those from connected devices such as a Promethean Chromebox or ActivConnect OPS-G.

To locate apps, access the **Unified Menu** and tap **Locker**.



The Locker will automatically open to the **Apps** tab, but you also can access it by tapping the **cube icon** to access Apps.



Depending on the number of apps you have installed, there may be more than one page. Pages are denoted by small white dots at the bottom of the Locker window. **Swipe right or left** to navigate between these pages.

Rearranging Apps

You may rearrange your installed apps within the Locker for quick access and to best accommodate your teaching.

To rearrange apps, access the **Unified Menu** and tap **Locker**.



The Locker will automatically open to the **Apps** tab, but you also can access it by tapping the **cube icon** to access Apps.



Depending on the number of apps you have installed, there may be more than one page. Pages are denoted by small white dots at the bottom of the Locker window. **Swipe right or left** to navigate between these pages.

To rearrange your apps, much as you do with your smart phone, simply press and hold the app while you drag it to the desired location. You may move an app to a new location within a page, or to another page.

Closing Apps

To close apps on your Elements Series ActivPanel, select the Unified Menu, then tap Recent Apps.



Depending on how many apps you currently have open, there may be multiple pages, denoted by small white dots within the Recent Apps window. Swipe to the **right** or **left** to navigate between pages.



To close apps, much like you do on your smart phone, simply tap the little \mathbf{x} to the bottom right of an app.



Uninstalling Apps



To uninstall apps from your Elements Series ActivPanel, select the **Unified Menu**, then tap **Locker**.



Select the Settings icon. Tap More Settings.

÷	Settings	
٠	Network & Internet WI-FI, Ethernet, Mobile, Proxy	Select Apps from the Settings menu.
[0]	Connected devices Bluetooth	Your apps are listed alphabetically. Scroll to
	Apps App info, default apps	the desired app you wish to uninstall and tap its title .
Ð	Display Wallpaper	
	Storage 15% used - 54.65 GB free	
()	System Languages, time, developer, reset, about	
÷	App info	
Ŷ	Duolingo Installed	l ap the Uninstall button to begin the uninstallation process.
	UNINSTALL FORCE STOP	V
	App notifications	Your choice to uninstall
Ð	Permissions No permissions granted	
	Storage 55.05 MB used in external storage	Once uninstallation is complete, you will briefly receive a small confirmation at the
	Data usage No data used	bottom of your screen and will be returned
	Battery No battery use since last full charge	to the app list.

Accessing Content from Your USB

There are a few ways to access files on your Elements Series ActivPanel. This method describes accessing content from a USB using the Files Tab in the Locker.

First, insert your USB into one of the USB ports on your ActivPanel. Next, access the **Unified Menu** and tap **Locker**. In the Locker, select the **Files** tab.

You will see your USB listed below "This Panel." Tap to select it.



Rather than double-tapping to open a file, you will instead need to tap the **three vertical dots** next to a file name. Choose between **Open** and **Delete**.



Note: You will want to ensure that you have the appropriate apps installed to open your documents. For example, you will need the PowerPoint app installed to open a PPT from your USB.

Downloading Files

There are a few ways to access files on your Elements Series ActivPanel. This method describes accessing content from a USB by using the Files app from the Apps tab in the Locker, then copying, or downloading, that content to the ActivPanel.



First, insert your USB into one of the USB ports on your ActivPanel. Next, go the **Unified Menu** and tap **Locker**. In the Locker on the Apps tab, you will see an app titled **Files**. Select it.



This takes you to a Downloads window. Locate your USB by tapping the **three horizontal lines** in the top left corner.

Select your **USB** from the menu that appears.



You will see the content from your USB listed here. Press any file for two seconds to select it. Once one file is selected, you may select additional files simply by tapping them.

Once one or more files is selected, tap the **three vertical dots** in the top right corner. To download these selected files to your ActivPanel, choose **Copy to...** from the menu that appears.

CANCEL COPY

The Downloads screen reappears, this time with options in the bottom right corner. Select the blue **Copy** button.

You will be returned to your USB. To confirm that your files were downloaded successfully, tap the **three horizontal lines** in the top left once more, and select **Downloads**.

Creating Bookmarks in the Chromium Browser



To bookmark your favorite websites for easy access in the preinstalled Chromium browser, begin by selecting the **Unified Menu**, then tap **Locker**. In the Locker, select the **Chromium** app.

Enter or search for the URL you wish to bookmark. Tap the **three vertical dots** in the top right corner and select the **star** icon from the menu that appears. This bookmarks your page.

You will receive a brief confirmation at the bottom of the screen that the website has been bookmarked.

Tap the **three dots** in the top right once more and notice the star is now blue, indicating that this URL is now bookmarked. From this menu, select **Bookmarks** to modify your existing bookmarks.



Tap the **three vertical dots** next to a bookmark for more options. You may edit bookmarks, move them into folders, and delete them.



To visit a bookmarked website, tap **Select**. Then, tap the **three vertical dots** on the blue header to reveal options.

Connecting a Laptop to the ActivPanel

To connect your laptop to your Elements Series ActivPanel, begin with either a VGA or HDMI cable and a USB cable. The VGA or HDMI enables a visual connection, while the USB cable enables touch.



Ports on your ActivPanel are clearly labeled.



If you are connecting a Mac to your ActivPanel using a VGA cable, you may need an additional adapter or dongle. You may also require an audio cable.





Elements Series ActivPanels feature easily accessible front ports.



You will find additional ports on the back of your ActivPanel. When facing the panel, they are on the left side. Be sure to connect HDMI and USB cables into their corresponding ports. For example, use **HDMI 2** in tandem with **TOUCH 2**.



Once you have connected, access the **Unified Menu** and tap **Source** to toggle over to your computer. You may also use the **Source** button on your **Center Console**.





Remember, you always have access to the Unified Menu, even over connected devices. This means you will also have access to the Promethean App Suite.

Use the **Home** button from the **Unified Menu** to return Home at any time.

For more information or to receive assistance, please visit <u>support.prometheanworld.com</u>.

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Connecting an ActivConnect OPS-G to the ActivPanel

Note: Your district may have chosen additional connected devices for your ActivPanel Titanium.

To connect your ActivConnect OPS-G to your Elements Series ActivPanel, begin by ensuring you are running the most up-to-date firmware. Please visit <u>support.prometheanworld.com/update</u> for more information.

Install the ActivConnect OPS-G in the OPS slot on the side of the ActivPanel. Next, ensure your ActivConnect OPS-G is ready to connect to your ActivPanel. Visit <u>https://support.prometheanworld.com/article/1753</u> for more information.



Access the **Unified Menu** and tap **Source**. Select **OPS** to switch over to your ActivConnect OPS-G.



You will want to ensure your ActivPanel and ActivConnect OPS-G are connected to the same internet network.

Next, locate your ActivPanel's serial number by opening the **Unified Menu**, then the **Locker**. Select the **Update** icon from the apps tab in the locker. Make note of the serial number which is found at the bottom left corner of the Update window.

Open the **Unified Menu** once more and tap **Source**, then select **OPS** to return to the ActivConnect OPS-G.

Swipe down from the **top** of the screen to display notifications, and tap on the notification that reads **"Cannot find Panel Serial number in...**"



Enter the ActivPanel's serial number and tap **OK**. The serial number is not case sensitive.

+		_ 0 ×		
Panel Serial number settings. Ver 1.4				
Current Serial Enter Pane	number is not defined el Serial number			
OK CANCEL				

The ActivConnect OPS-G screen will update. The app bubbles and the pink menu button on the home page will disappear.



You can confirm that the integration is complete by swiping down from the top of the screen and the notification will now read "Connected IP..."

From now on, all apps installed on the OPS-G can now be found within the Locker for easy access.

For more information or to receive assistance, please visit support.prometheanworld.com.

Connecting a Promethean Chromebox to the ActivPanel

Note: Your district may have chosen additional connected devices for your ActivPanel Titanium.

To connect your Promethean Chromebox to your Elements Series ActivPanel, begin by ensuring you are running the most up-to-date firmware. Please visit <u>support.prometheanworld.com/update</u> for more information.

Connect your HDMI and USB cables into the HDMI 2 and USB 2 ports.



Plug in the power adapter and power your Chromebox **on**. You will also need a Google account.



Access the Unified Menu and tap Source. Select HDMI2 to switch over to your Chromebox.





Tap in the **bottom right** of the Chromebox desktop to access some basic settings. You will want to ensure your ActivPanel and Chromebox are connected to the same internet network.



You may need to log into your Google account at this point. Go to the Google Play Store to locate and install the **Promethean Chromebox Utility App**.



Next, locate your ActivPanel's serial number by opening the **Unified Menu**, then the **Locker**. Select the **Update** icon from the Apps tab in the Locker. Make note of the serial number which is found at the bottom left corner of the Update window.

Open the **Unified Menu** once more and tap **Source**, then select **HDMI2** to return to the Chromebox.

Tap to open the **Chromebox notification area** at the bottom right of the screen. There will be two notifications.

One notification will say "Click to Set Panel Serial number" and the second will say "Please enable usage access by clicking here."

To enable usage access, tap **"Please enable usage access by clicking here**". Once you tap the notification you will be taken to a settings screen where you can enable the usage access by tapping the **button** to the right.





You may need to first tap on the **Promethean Chromebox Utility App** to get to the enable access

page.

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Apps with a	Apps with usage access			
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Next, tap the "**Click to Set Panel Serial number**" notification. You will be presented with a dialog box. Enter the ActivPanel's serial number and tap **OK**. The serial number is not case sensitive.

← Panel Se	rial number settings.	×
Current Seria Enter Pan	l number is not defined el Serial number	
ок	CANCEL	

You should now see a message that the Promethean Chromebox Utility has connected to an IP address, signifying that the Chromebox and the ActivPanel are now connected.



You can check the status of the connection to your panel at any time by tapping on the **notification area** at the bottom right of the Chromebox desktop and the Promethean Chromebox Utility app will show it is connected.

From now on, all apps from your Promethean Chromebox will appear within your Locker for easy access.

For more information or to receive assistance, please visit support.prometheanworld.com.

Adding Apps from Google Play Using Your Promethean Chromebox

To add apps from the Google Play Store using your Promethean Chromebox, please ensure that your Chromebox is first successfully integrated with your Elements Series ActivPanel.

Access the Unified Menu, then tap Source. Select HDMI2 to switch to your Chromebox.

From the menu along the bottom of your Chromebox desktop, select the Google Play Store.



Once you have located an app you wish to install, simply tap Install.



Once the app is installed on your Chromebox, you may open it from this window. But remember for future use, it will always reside within your Locker.

Simply tap the **app** within the Locker to open it.



Help and Support

To contact Promethean Support, visit <u>support.prometheanworld.com</u>.



- To learn more about the Elements Series and other Promethean solutions:
 - Follow us on Twitter <u>@LearnPromethean</u>
 - Subscribe to our YouTube channel, PrometheanVideo
 - <u>Sign up</u> to hear from us
 - Visit our Learn Promethean website