

Promethean Board Tips and Tricks

Changing Your Wallpaper

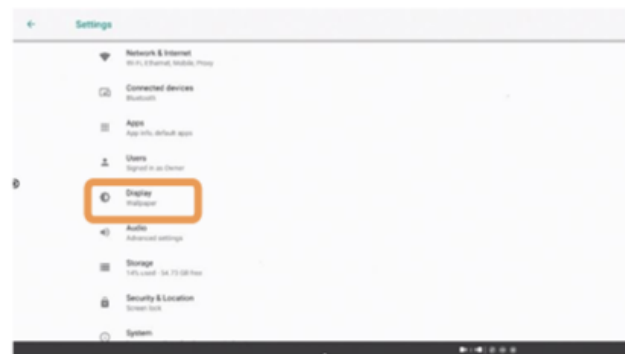
There may be instances in which you wish to change the wallpaper on your ActivPanel's home screen. To do this, begin by accessing your **Unified Menu**, then tap **Locker**.



Next, select the **gear** icon on the left to go to the **Settings** tab within your Locker. Choose **More Settings**.



Within More Settings, select **Display**.



Choose **Wallpapers**. Tap **My Photos** in the bottom left corner to locate the image you wish to use for your new wallpaper. This could be an image saved to your panel or from a connected USB drive.

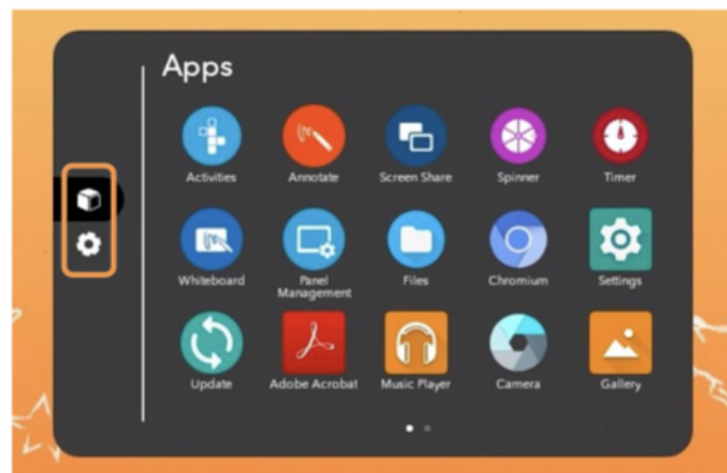
Once you have chosen a new image, tap **Set Wallpaper** in the upper left corner. Next, choose **Home Screen**. The wallpaper is updated immediately. You may change it again at any time.

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 two icons on the left side of the locker: Apps and Settings.

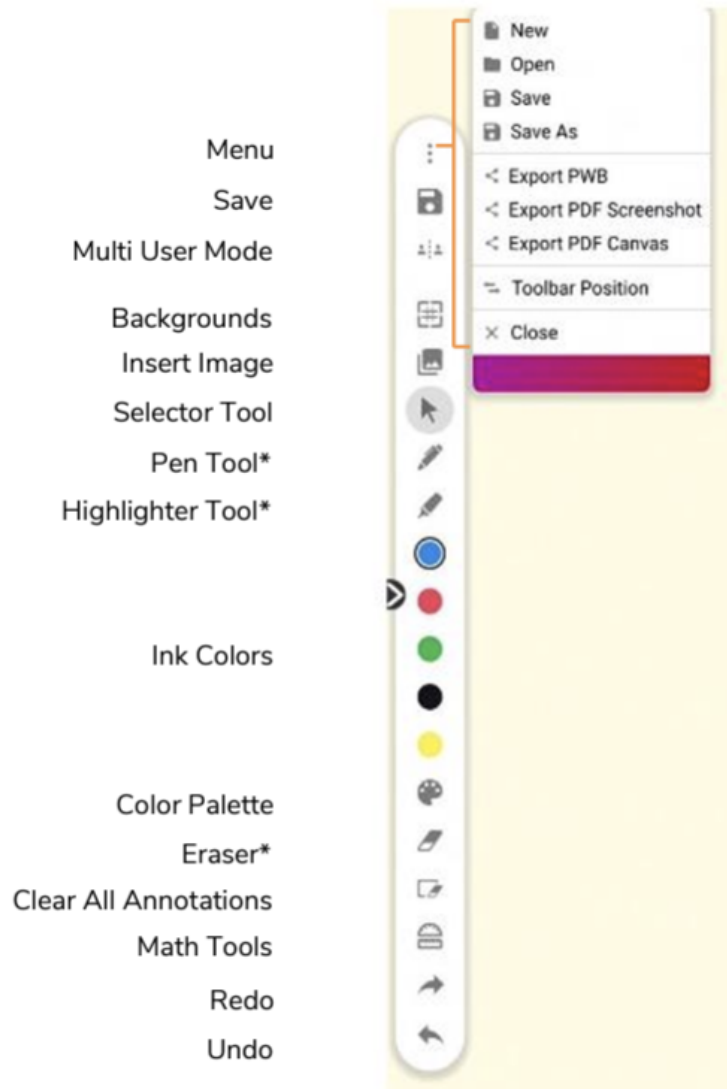


Apps allows you to access preinstalled Classroom Essential apps such as Activities, Annotate, Screen Share, Spinner, Timer, and Whiteboard, as well as any apps you have installed on connected devices such as an ActivConnect OPS-G or Promethean Chromebox.

Tap the **gear icon** to access Settings. In Settings, you may quickly change ActivPanel settings such as brightness or volume, and access more settings.

Promethean Whiteboard App

Access the Promethean Whiteboard App from your **Unified Menu** or **Locker**. The Whiteboard toolbar resides on the left side of the window by default.



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

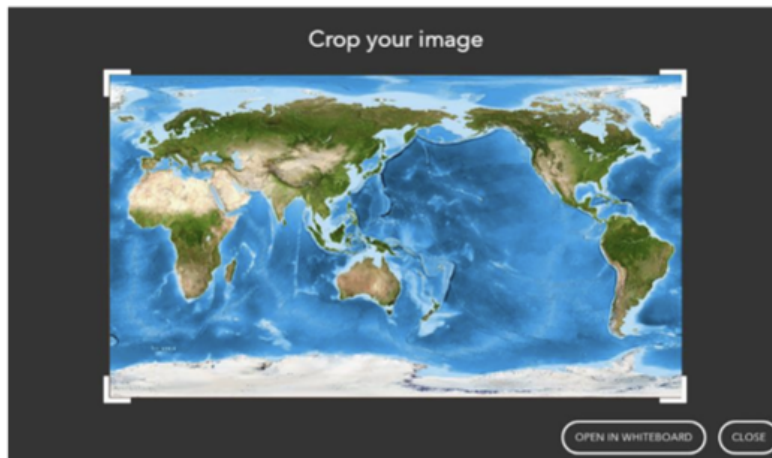
Promethean Capture App

The Promethean Capture app allows you to capture and crop anything displayed on your panel's screen, enabling you to organically create lessons and activities.

To use Capture, access the **Unified Menu**, then tap **Capture**.



You will see two options: **Open in Whiteboard** or **Close**. To use the entire image, select **Open in Whiteboard**.



You may move, resize, and rotate the image in Whiteboard as you wish. Add annotations, interact with math tools, and more.

To crop a captured image, access the **Unified Menu**, tap **Capture**, then use the sizing handles to modify the image as you wish. Tap **Done** to finalize cropping.

You will once again have the options to **Open in Whiteboard**, or **Close**. You may wish to save this new Promethean Whiteboard file.

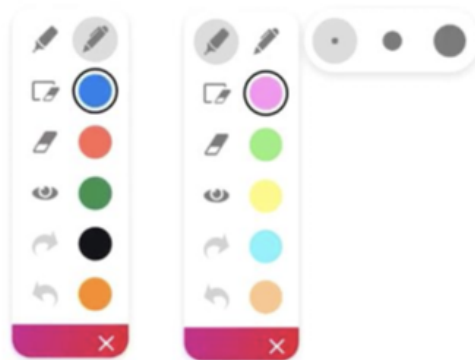
Promethean Annotate App

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. It is also accessible from your **Locker**.



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.

Promethean Timer App

The Promethean Timer App is perfect for managing activities, assessments, and more within your classroom.



To access, tap the **Unified Menu**, then **Locker**.

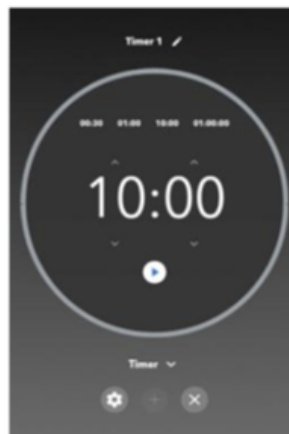


Select **Timer** from the Apps tab.

The Timer app opens. There are three modes: Clock, Timer, and Stopwatch. Tap whichever title is currently displaying to toggle between the three modes. Tap the **gear** to access more options in any mode.

Within each mode exists two viewing options: full screen and floating. Tap the **Expand/Collapse** arrows to toggle between full screen and floating.

Within the Timer mode, choose between **presets** or use the up and down **arrows** to customize your own Timer. Press the **Start** button to initiate. Use the **Pause** and **Reset** buttons as needed.



Tap the **plus sign** to create a new Clock, Timer, or Stopwatch. You can create and use any combination of up to four at the same time. This applies to both full screen and floating modes. From within full screen mode, tap the **pencil** to edit the Clock, Timer, or Stopwatch name.

Tap the **X** to close each Clock, Timer, or Stopwatch.

Promethean Spinner App

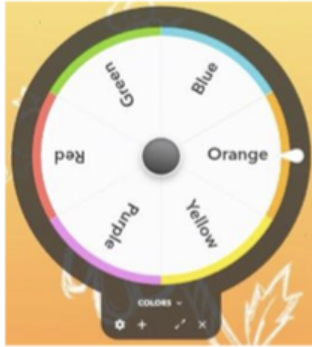
The Promethean Spinner App is perfect for quickly and easily randomizing elements for your class all in one place.



To access, tap the **Unified Menu**, then **Locker**.



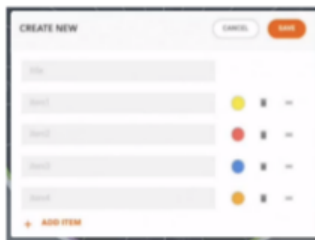
Select **Spinner** from the Apps tab.



The Spinner app opens. There are three modes—full screen, floating, and condensed. Tap the **Expand/Collapse** arrows to toggle between full screen and floating. To toggle between floating and condensed, tap any segment of the Spinner.

Tap and hold the outer edge to move the floating or condensed spinner anywhere on your screen.

To access six default lists, or to create new lists, select the **list title** directly below the Spinner in either full screen or floating mode.



Tap **Create New** at the top to generate a new list. A list can contain up to 44 items. Be sure to **Save** your list. There is no limit to the number of lists that can exist in the Spinner app.

Within the library of lists, tap the **pencil icon** to the right of a list title to edit an existing list. You can add or remove items, rearrange items, change an item's color, and more.

Tap the **gear** icon to access more options.

Tap the **plus sign** to add an additional spinner. You can use up to four spinners in full screen, floating, or condensed modes.

To use the Spinner, just drag any segment of the Spinner in a clockwise or counterclockwise direction.

Tap the **X** to exit the Spinner app.