Newline Training Guide

This document goes over all the information that was covered during Newline training. Additionally, the resource contains answers to many of the questions that have been raised. Feel free to contact me if you need any further assistance!

Table of Contents

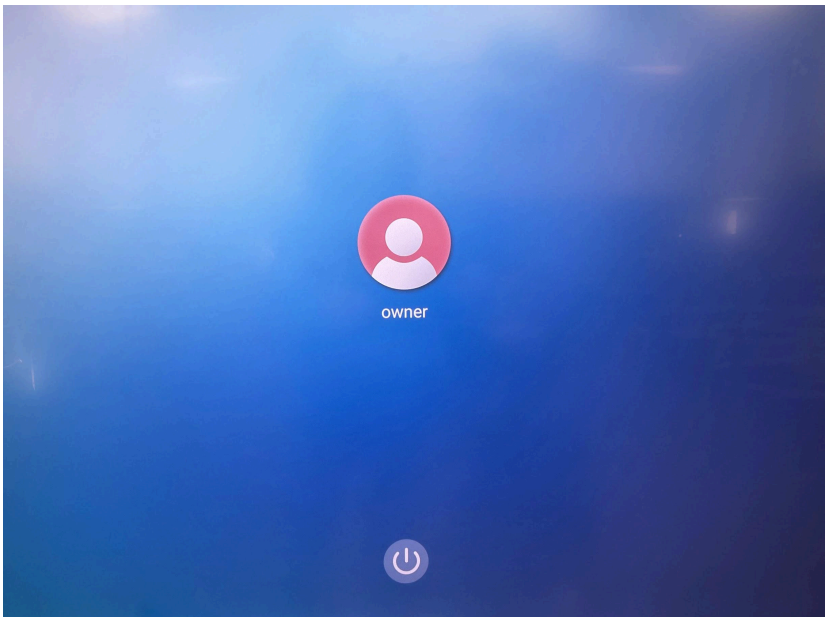
1. Power On
2. Home Screen
3. Connect to WiFi
4. USB C Projecting
5. HDMI Projecting
6. Visualizer
7. Logging into Google Account
8. Whiteboard
9. Saving Whiteboards and Finding Files
10. Buttons
11. What is wrong with my Newline?
12. More Learning Resources

Search Tool

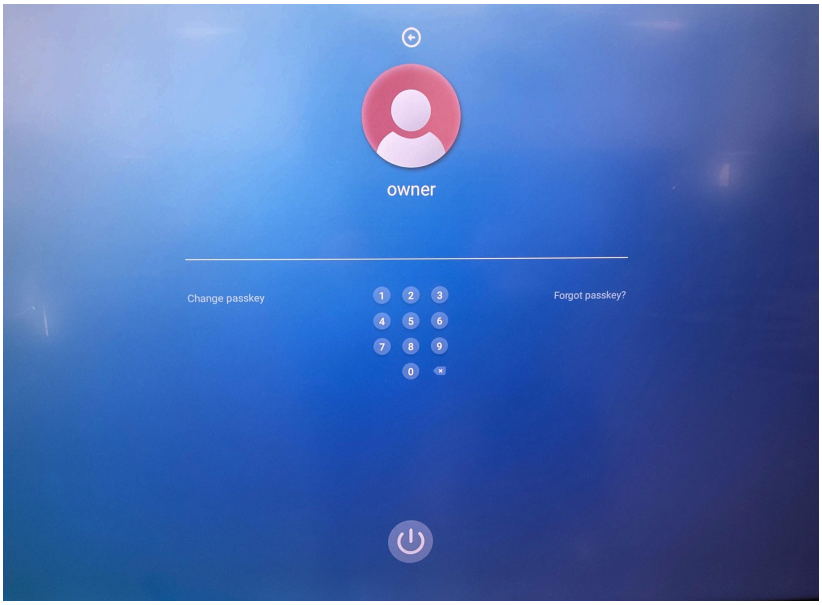
Press **Ctrl** and **F** to search keywords

Training Content

1. Power On
    - To power up the Newline press the ⏻ button in the lower right corner of the display or use your remote.
    - The first screen that appears will have a user profile in the middle that says owner.



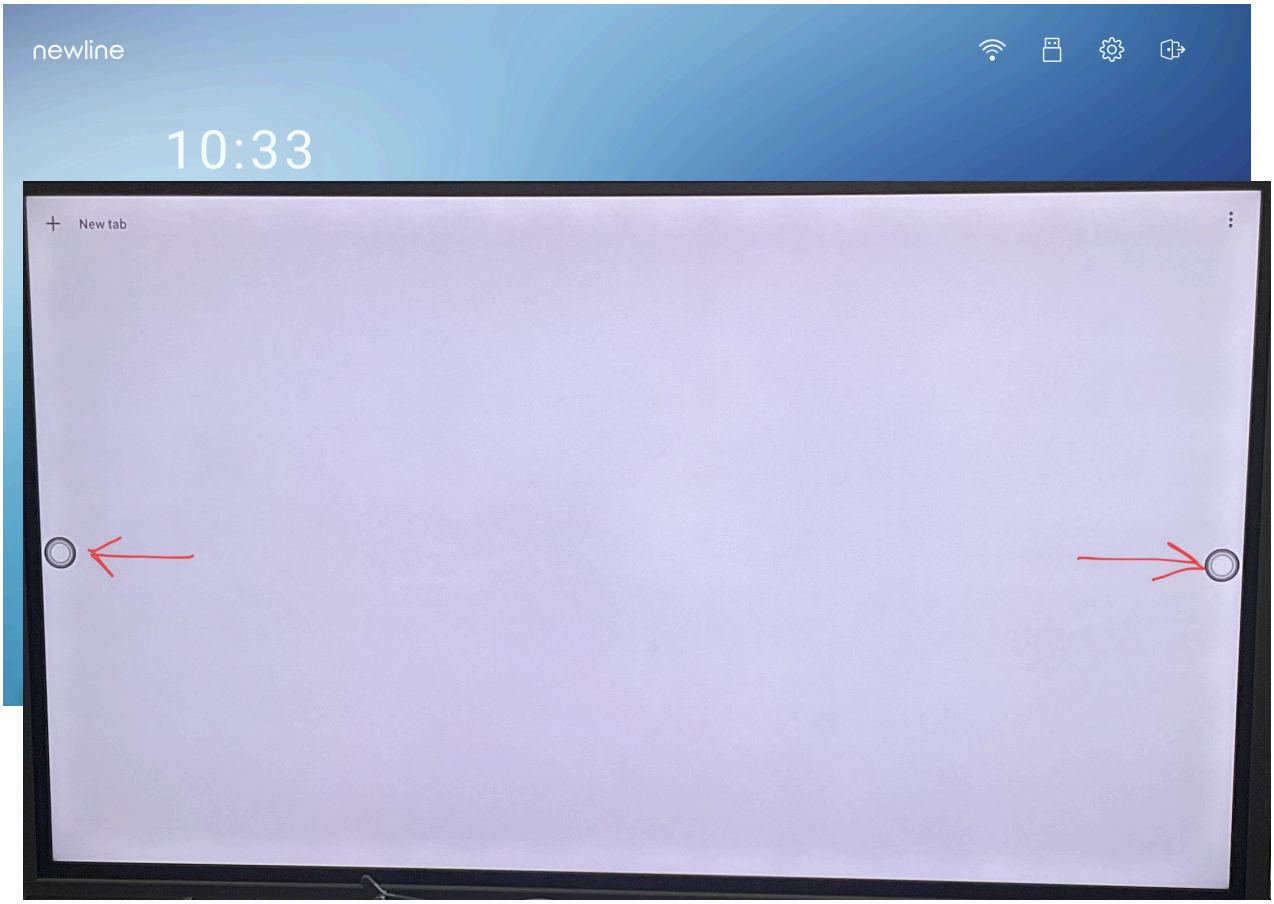
- Click on the owner profile



- Type in the passcode 123456

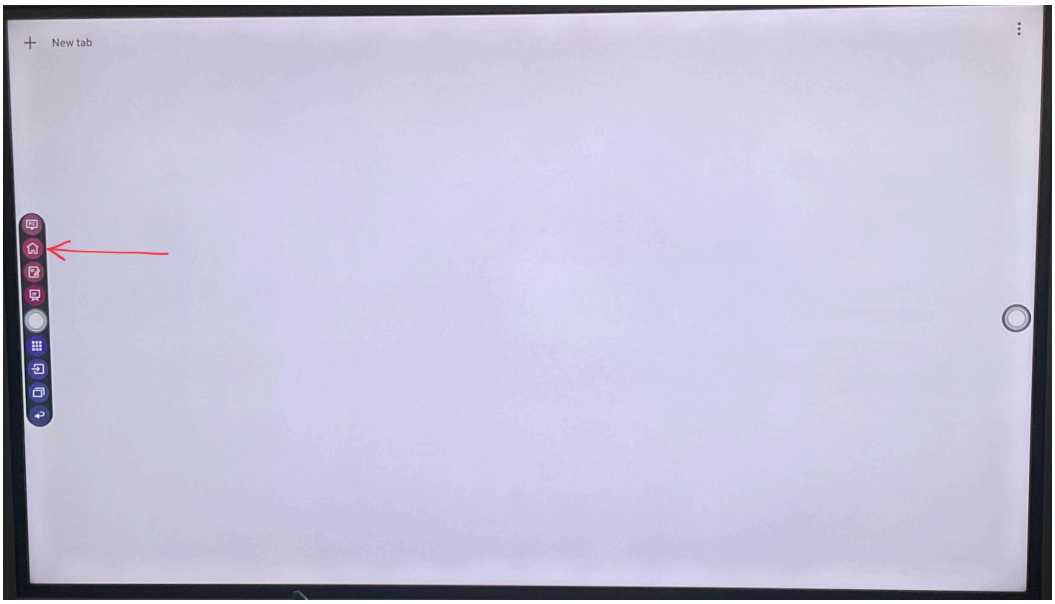
2. Home screen

- The Newline home screen will appear when you log in.



- To navigate back to the home screen, press the circle on either side of the display

- Press the home button from the bar of options that appears



- To add an app to your home screen, press the + button in the

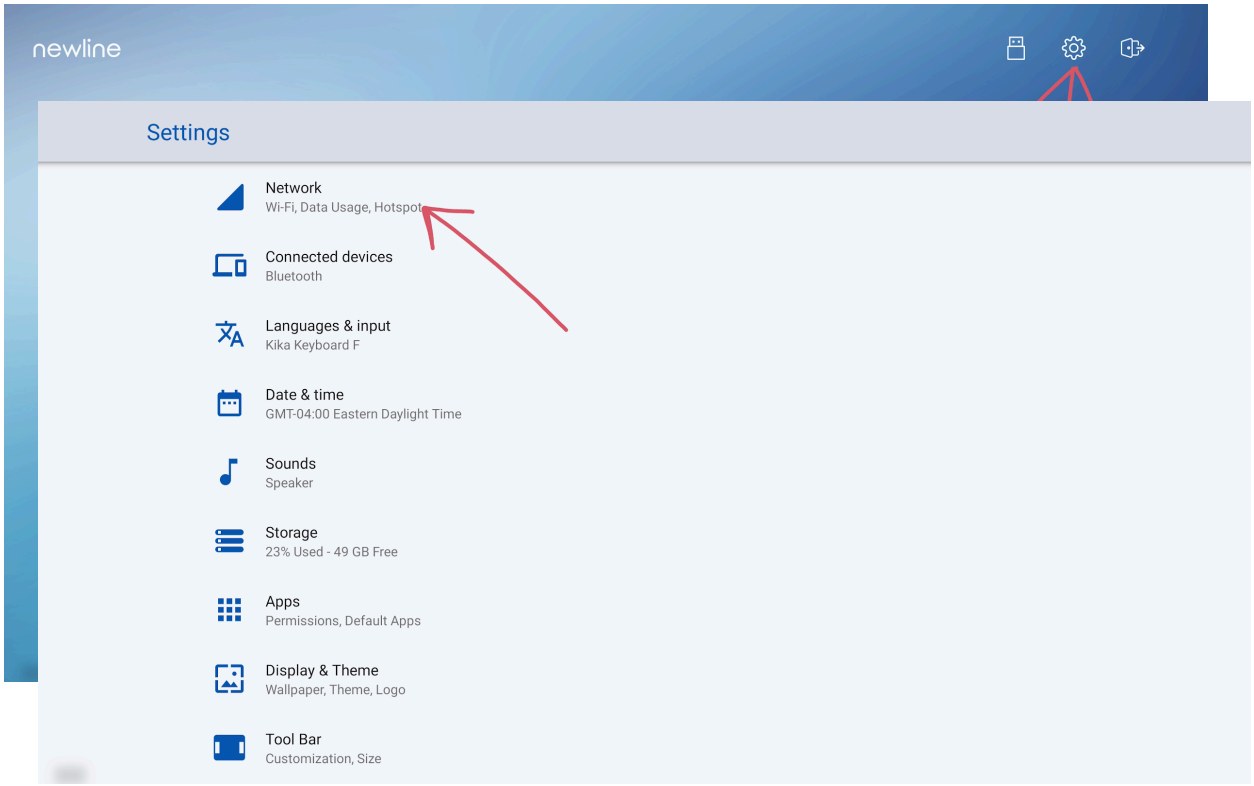
shaded rectangle.

- Select the app you want on your home screen

- Now this app is added to the rectangle on the bottom of your home screen

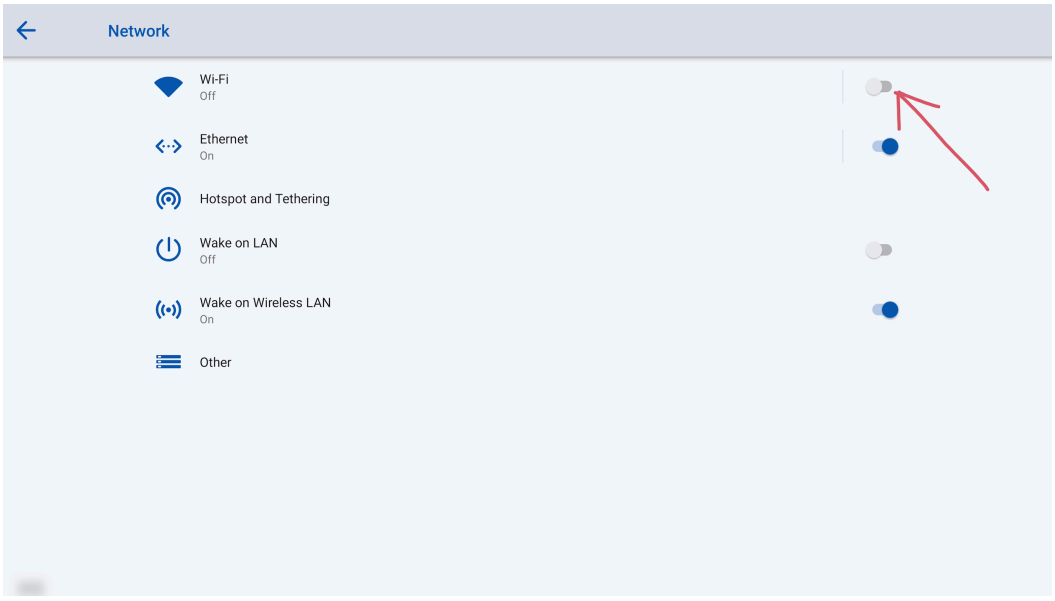
3. Connect to WiFi

- Select the settings icon on your home screen

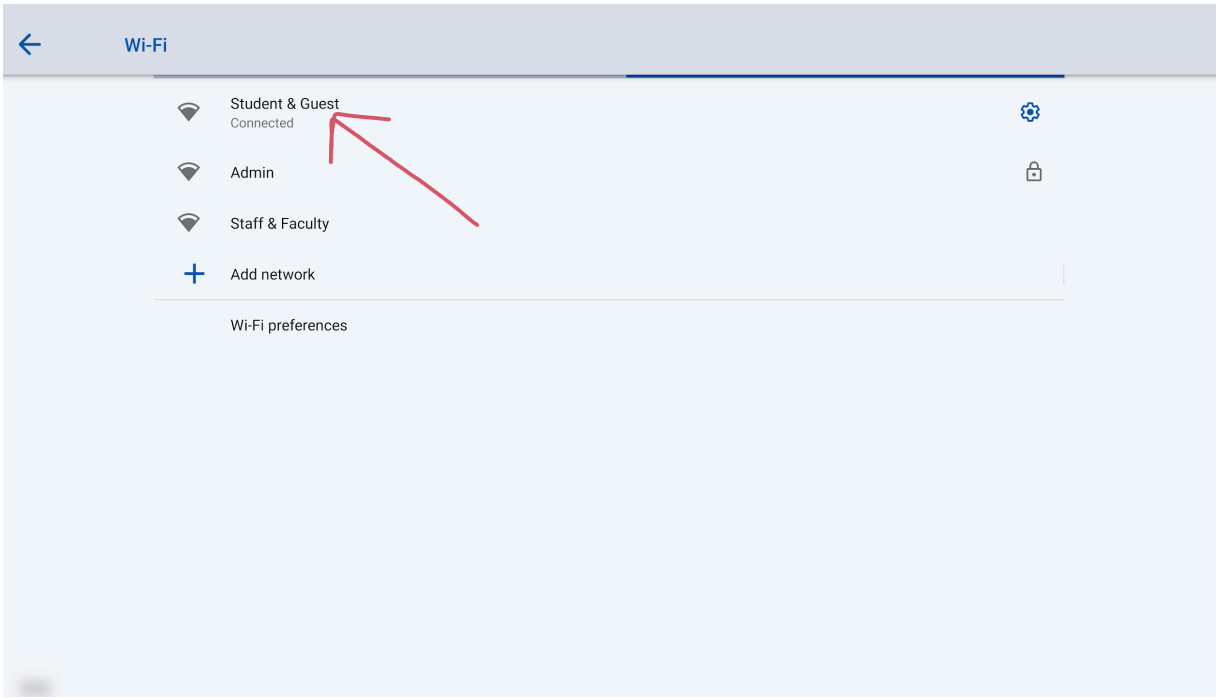


- Select network

- Slide the Wi-Fi button to the right



- Select Wi-Fi

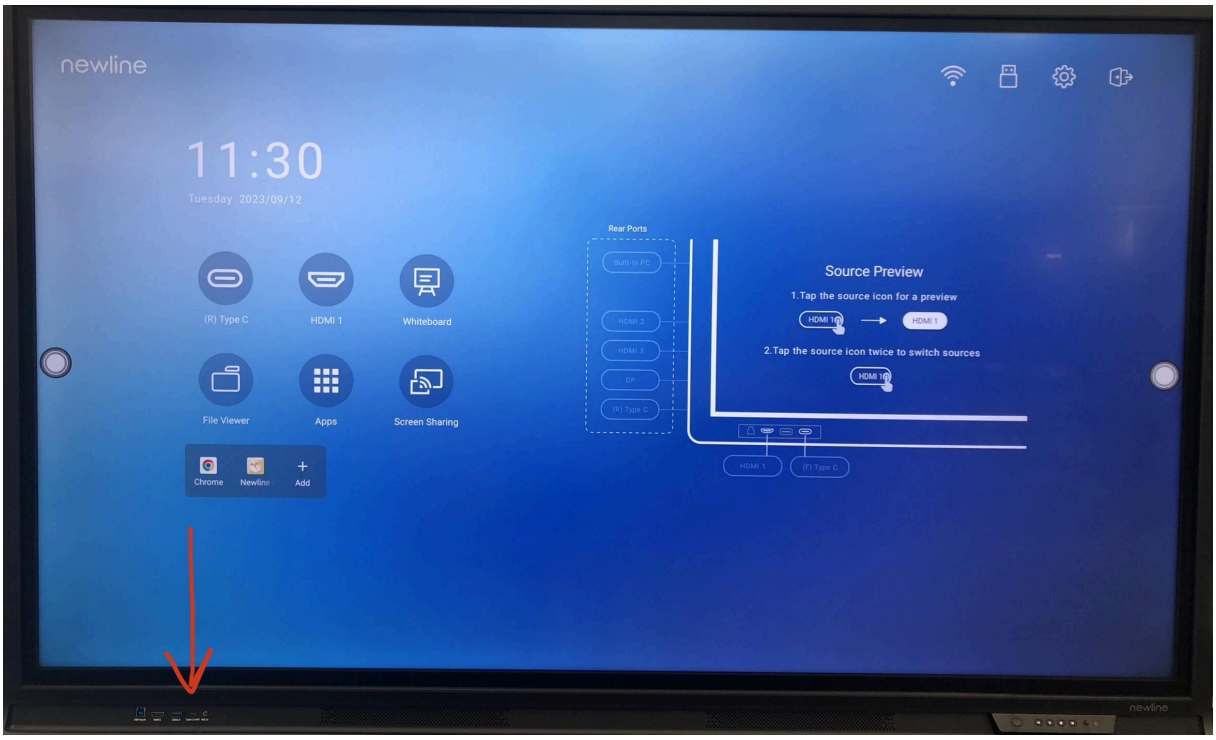


- Select the network that you want to connect to

- Teachers have reported that they have to go through this process every time they start their Newline. This is an issue that Newline is aware of and working to fix right now.

4. USB C projecting

   With this method of projecting you have touchscreen capabilities on the Newline. Please note that many teachers have reported having trouble with projecting via USB C. HDMI projecting may be a more reliable method.



- Locate the ports at the bottom left corner of the Newline

- Locate the USB C Port

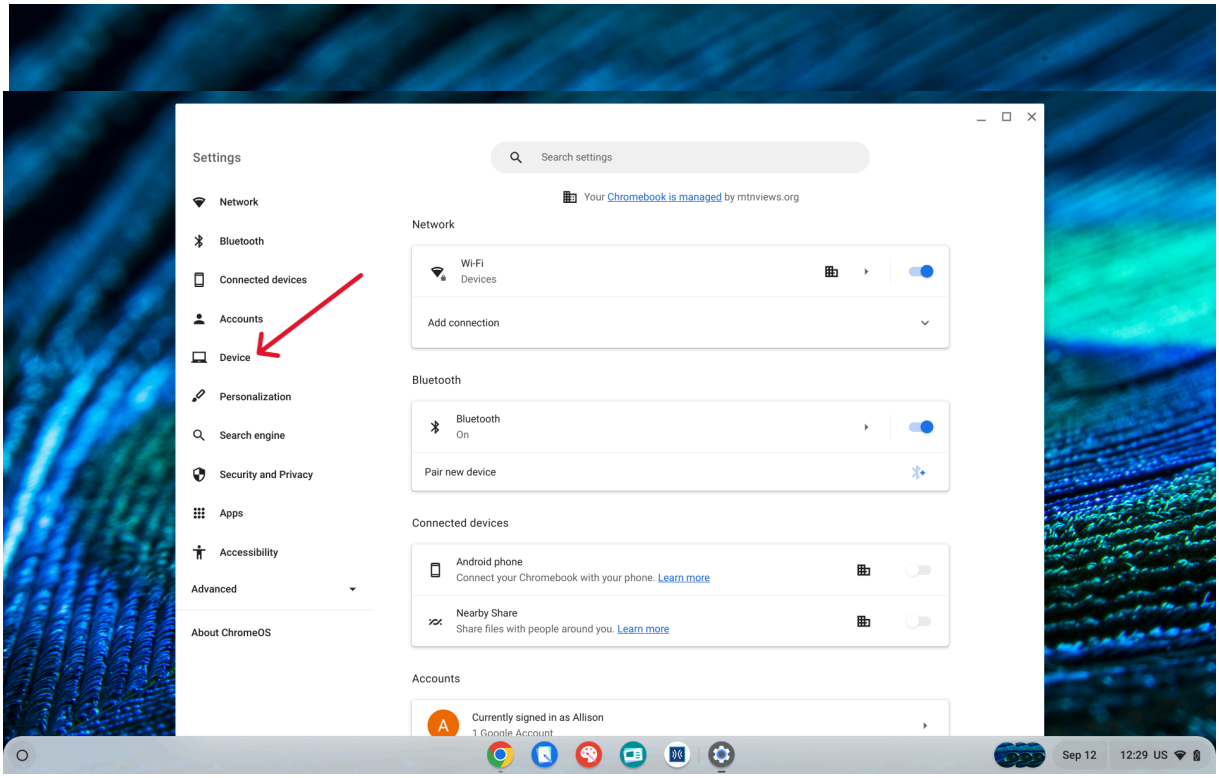
- Identify

USB C Cord

- Connect your computer to the Newline via the USB C cord

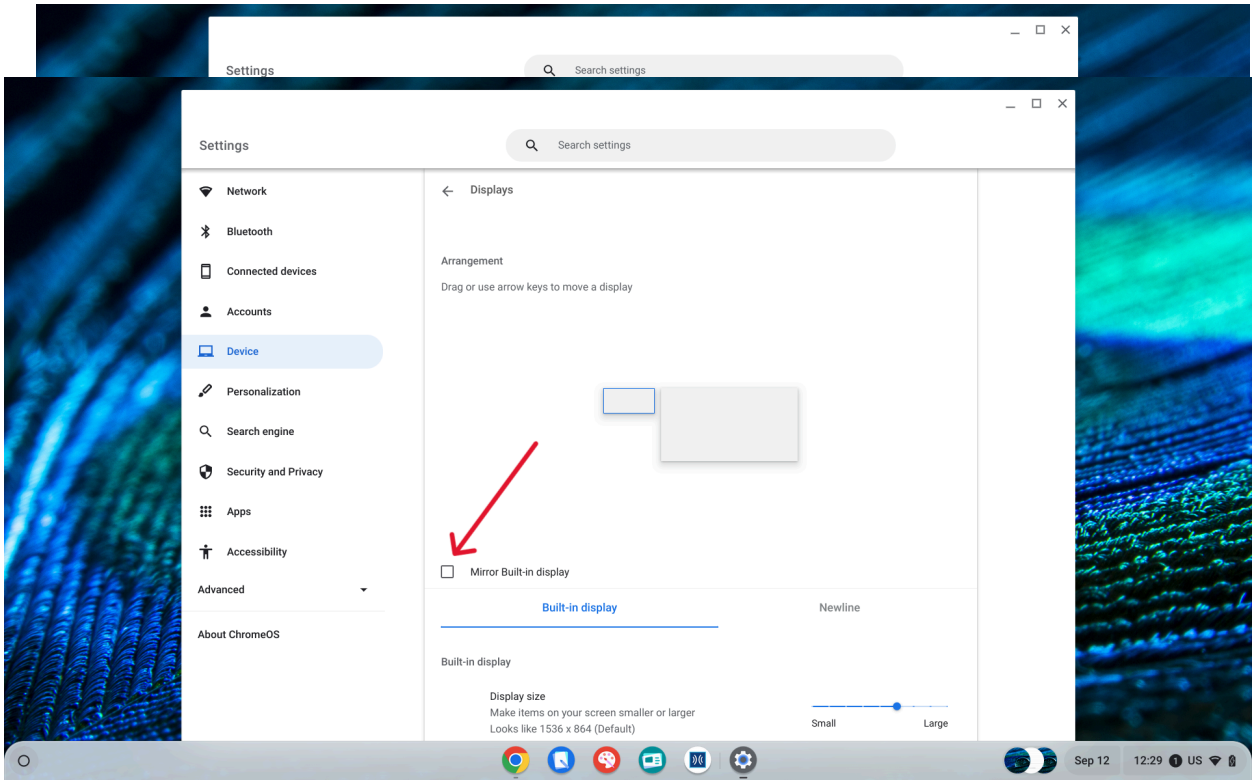
- Select (R) Type C on your Newline homescreen

- **If you are using a Chromebook**, go to settings



- Select Device

- Select Display



- Click the box next to “Mirror Built-in display”

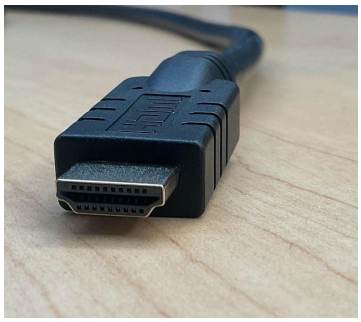
Your chromebook should now be projecting to the Newline!

5. <u>HDMI Projecting</u>

When you are projecting via HDMI you can only control your screen from your computer. The touchscreen will not work on the Newline with this method.

- Locate the ports on the bottom left corner of the Newline.

- Locate the HDMI port
- Identify HDMI cord

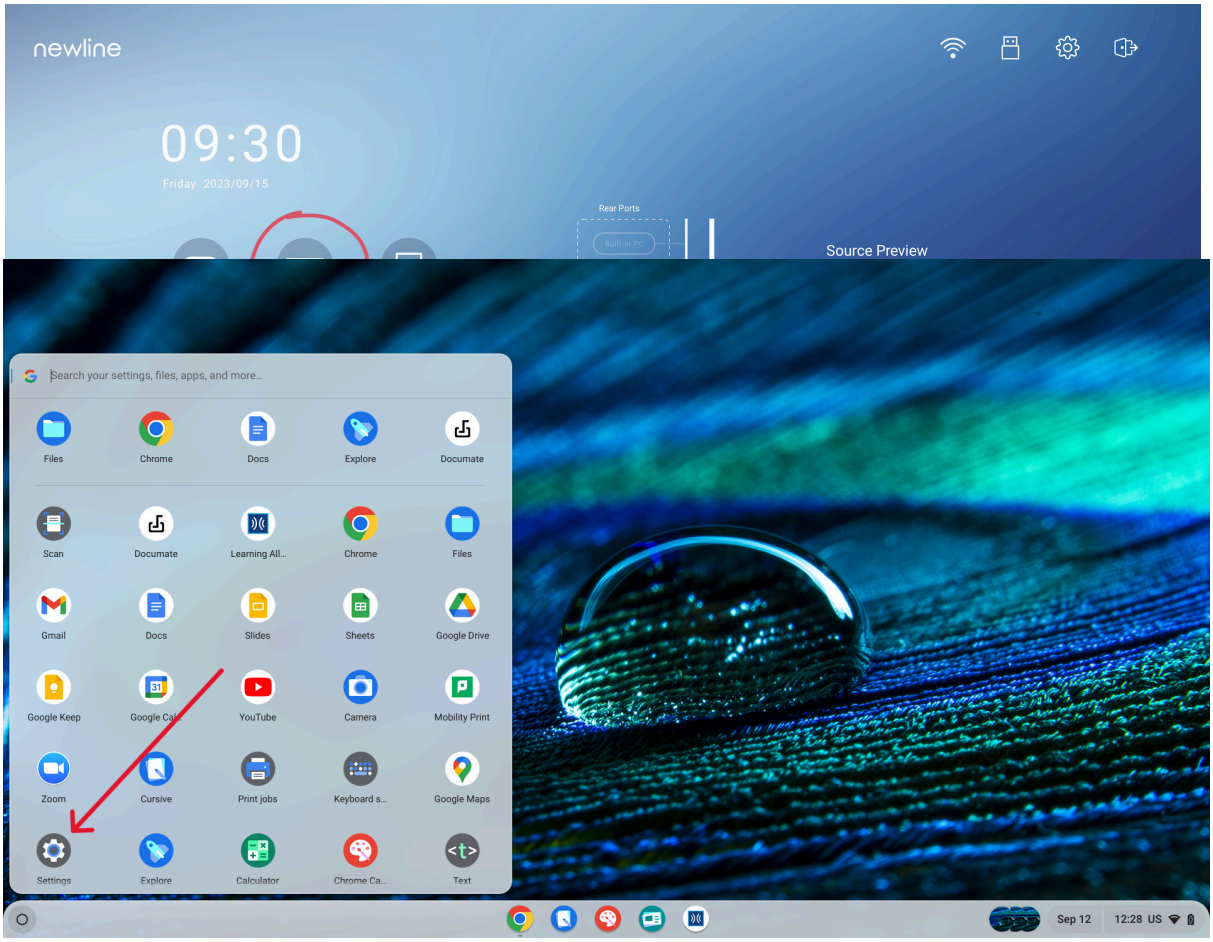


- If your computer does not

have an HDMI port, you will need an adapter which you can get from the tech office.

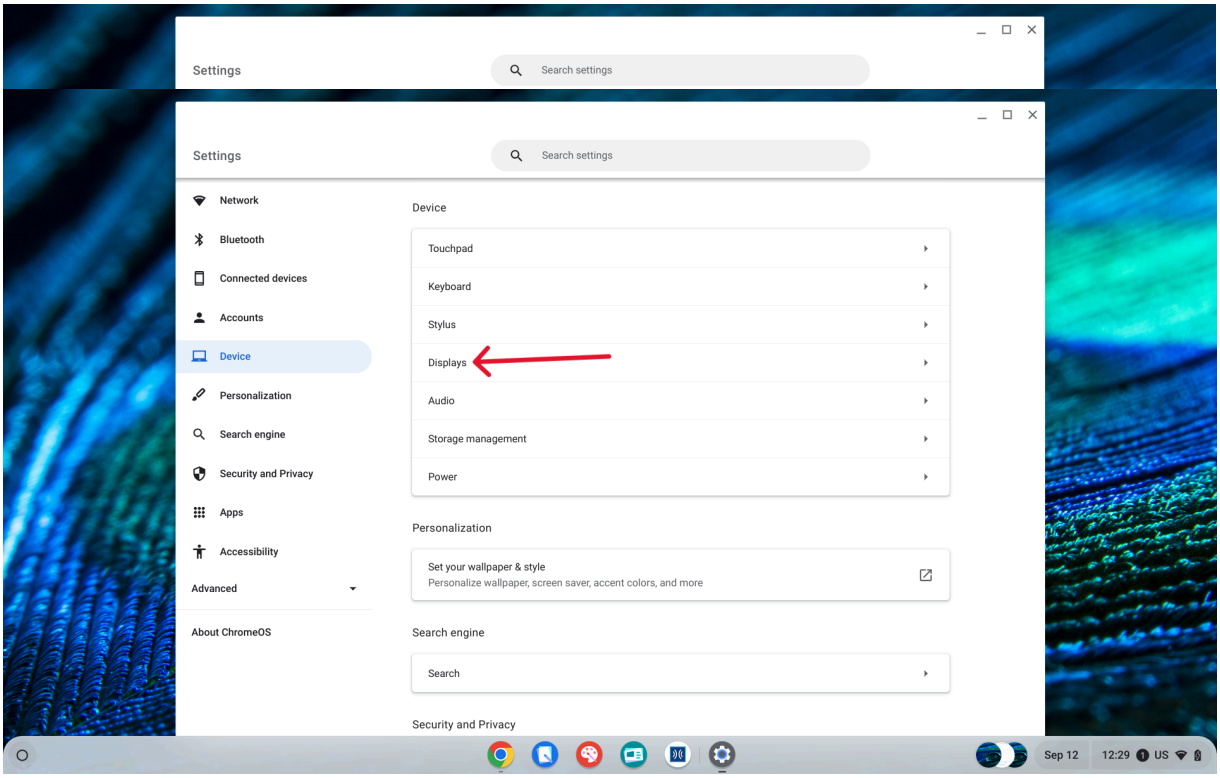
- Connect your computer to the Newline via the HDMI cord

- Select HDMI 1 on the Newline homescreen



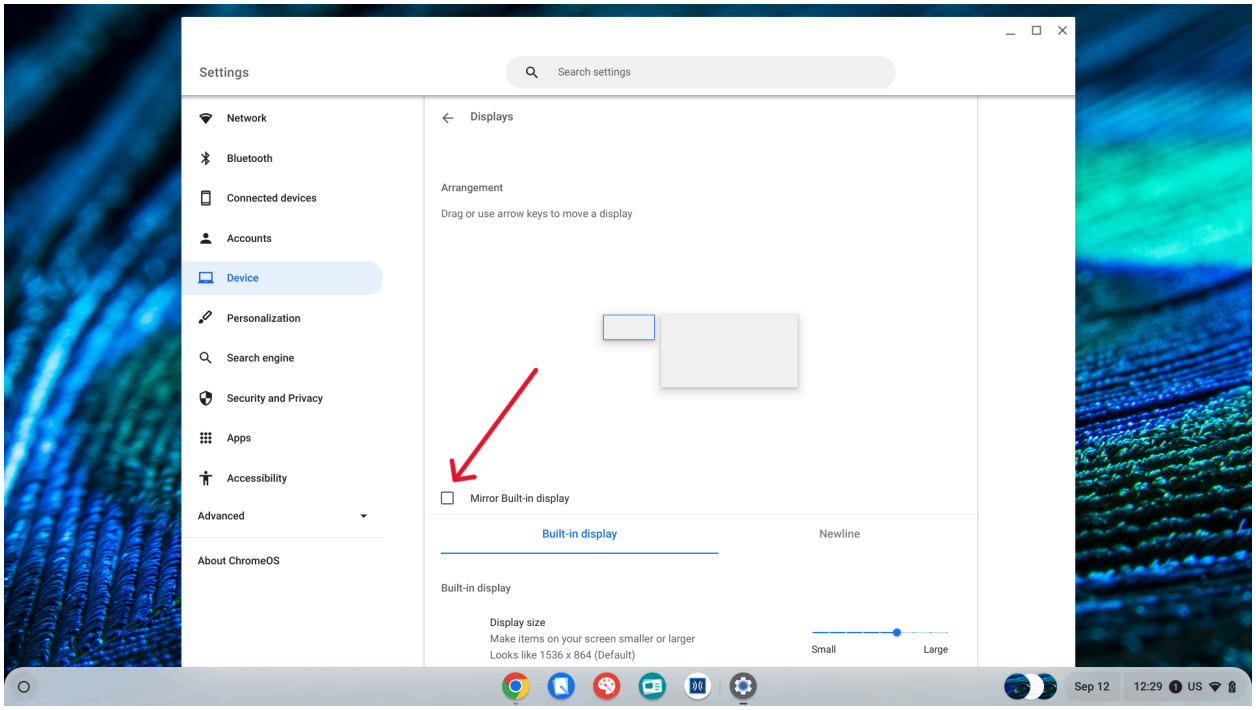
- **If you are using a Chromebook**, go to settings

- Select Device



- Select Display

- Click the box next to “Mirror Built-in display”



Your chromebook should now be projecting to the Newline!

6. <u>Visualizer</u>

- The Newline visualizer app pairs with our IPEVO document cameras

- Plug the IPEVO into the Newline’s USB Port

- On the Newline homescreen, select Apps

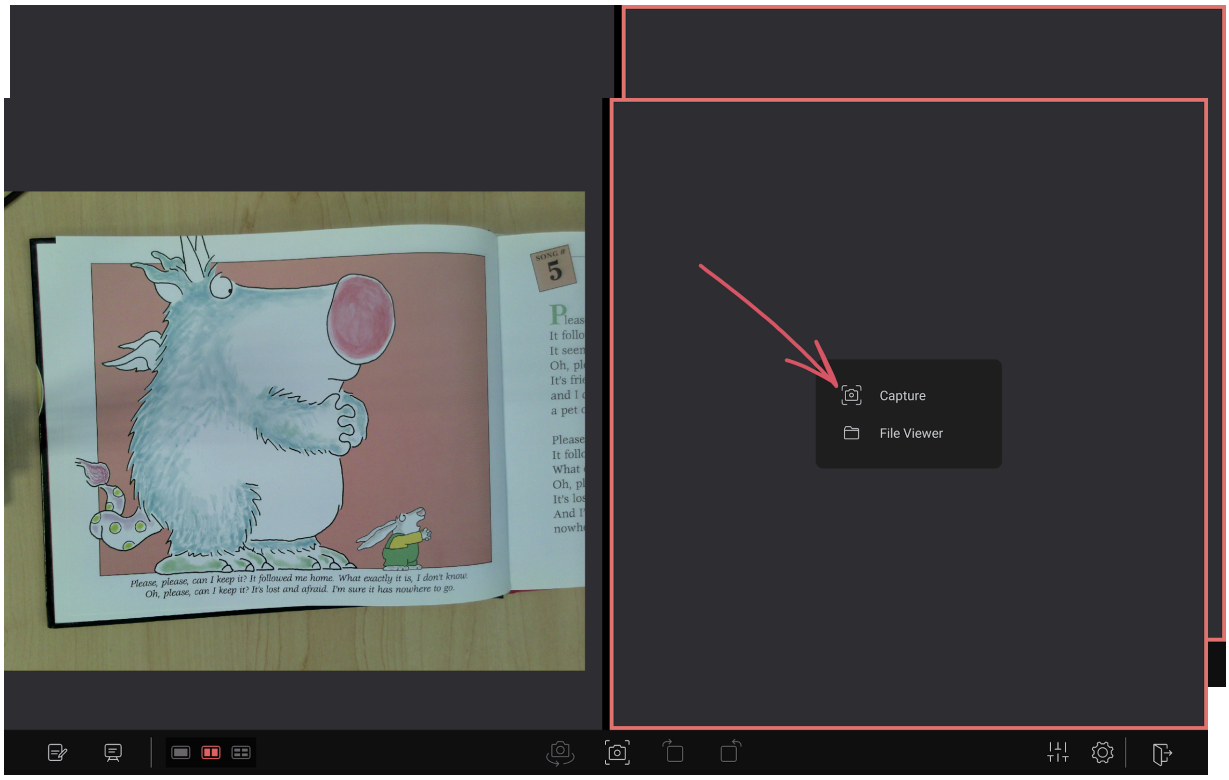
- Scroll and select Visualizer

- Adjust the IPEVO camera to show your instructional material

- To use the split screen function, select the double pane icon at

the bottom of the screen

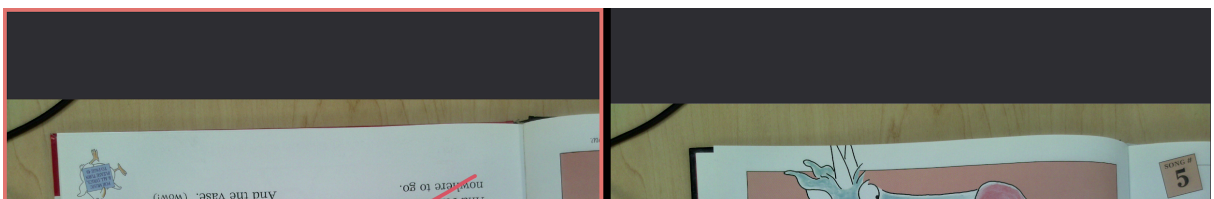
- Tap on the + button

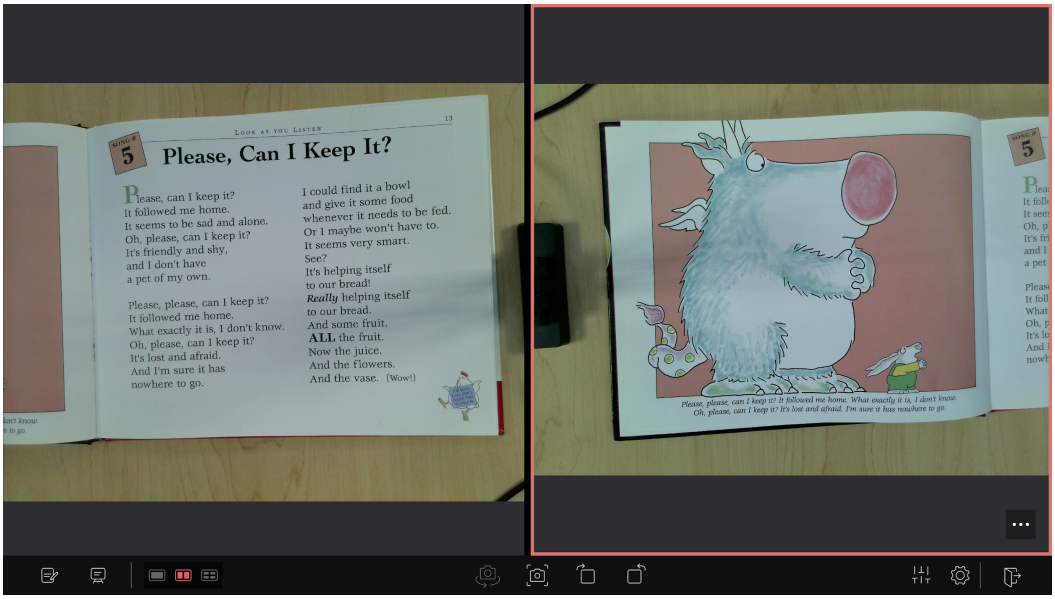


- Select capture

- Now you can flip the book over to show the next page. Tap on the view you like to adjust and then the rotation button below.

- You are ready to read!





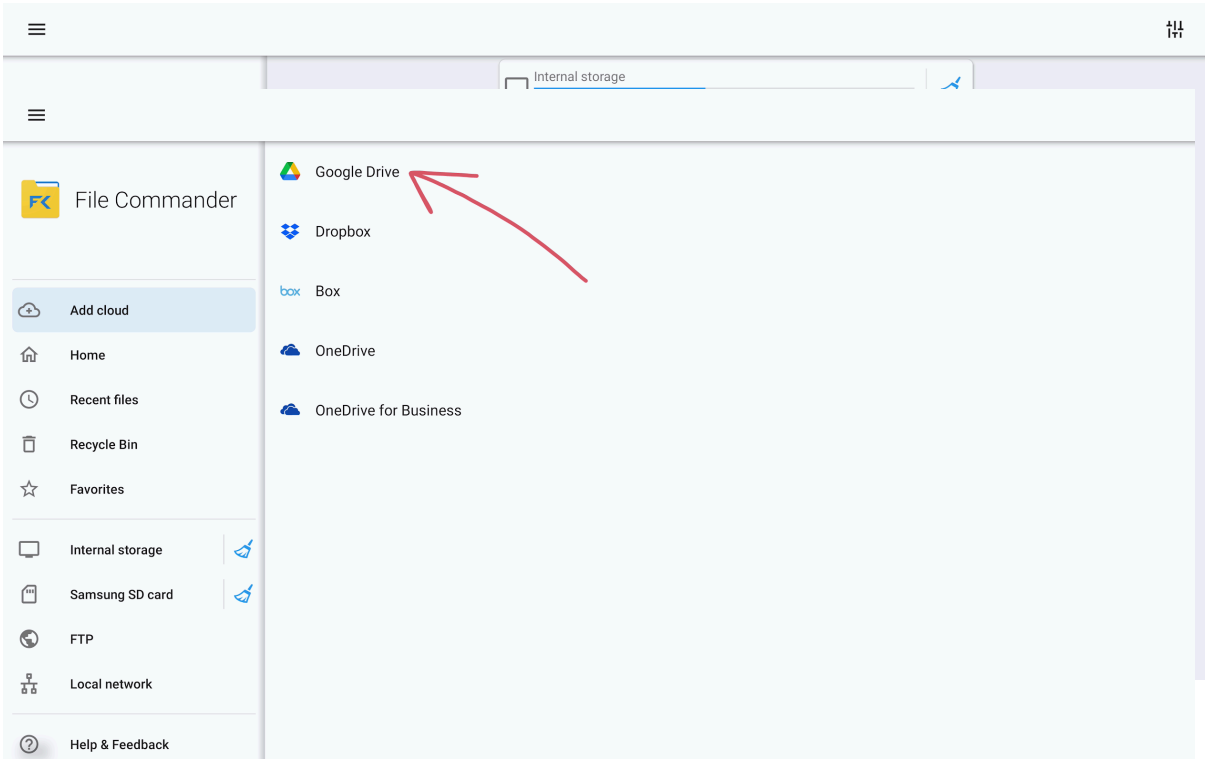
- [Blank or Black visualizer screen:](#) Many teachers have experienced the issue of a Blank or Black visualizer screen after projecting their computer to the Newline via USB-C. A work around for this issue is to [clear your applications](#) and reopen the Visualizer app.

7. Logging in to Google Account

   On the Newline you can log in to your Google account on several applications such as Chrome, Whiteboard, and File Commander. There is no single unified log on. **We recommend that you do not log in to your account on the Chrome web browser**. If you have a Google slide or document that you would like to present, consider projecting from your computer or uploading these files onto a Flashdrive. However, logging in to your Google Account on File Commander and Whiteboard can be helpful for saving your work.

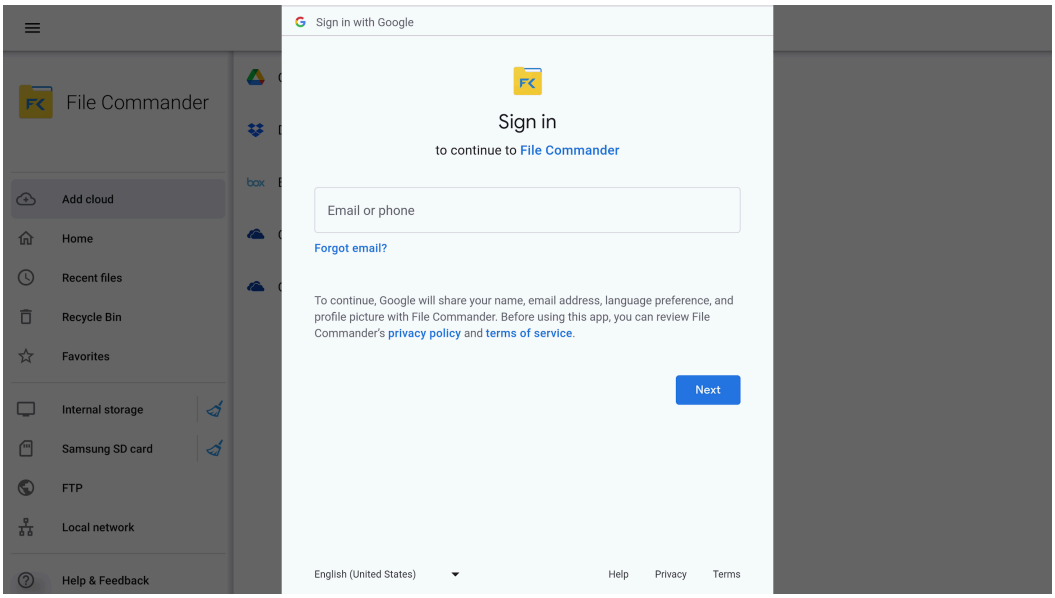
- **To Log in to File Commander**, select File Viewer

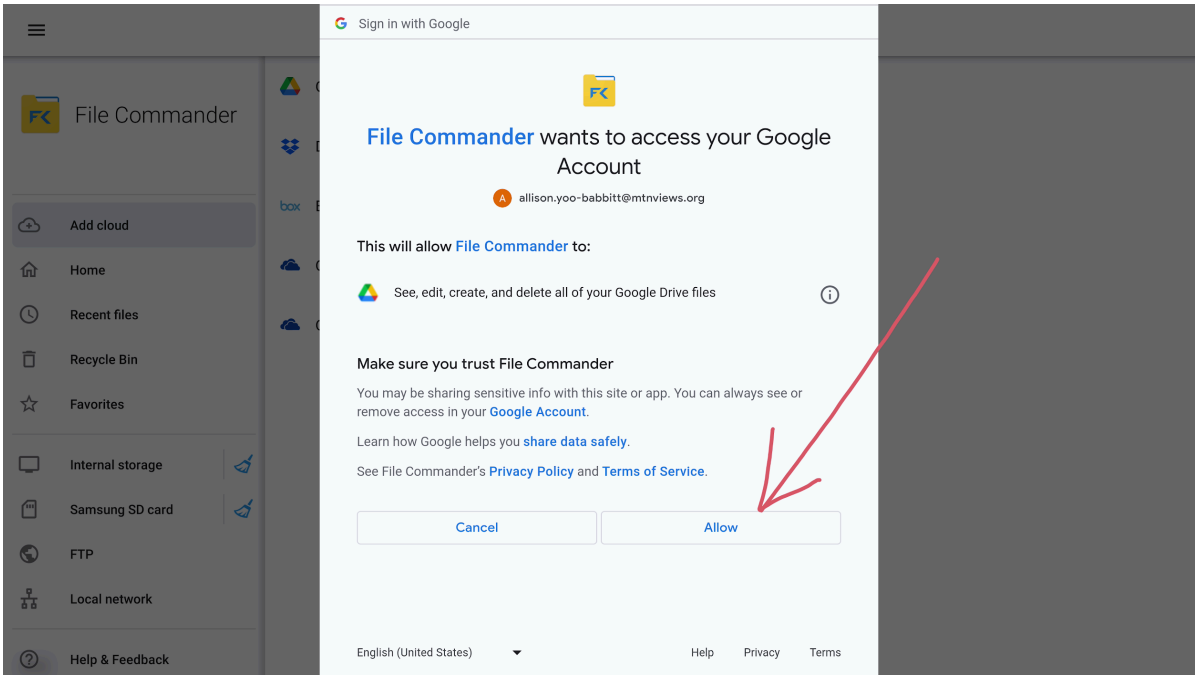
- Select Add cloud



- Select Google Drive

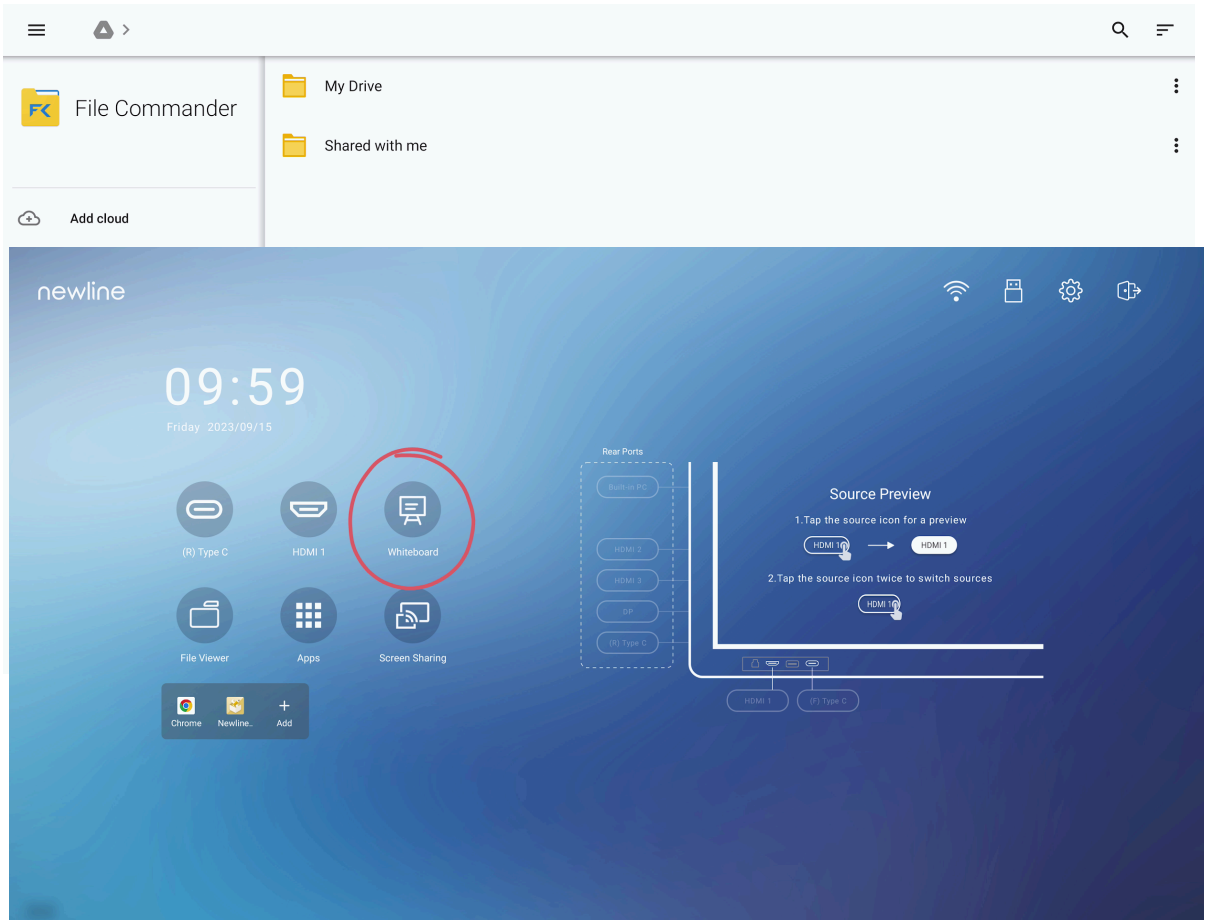
- Log in with your email address and password





- Allow the permissions requested

- Your Google Drive is now added to File Commander. You can save Newline files to your Drive and open files from your Drive on the Newline.

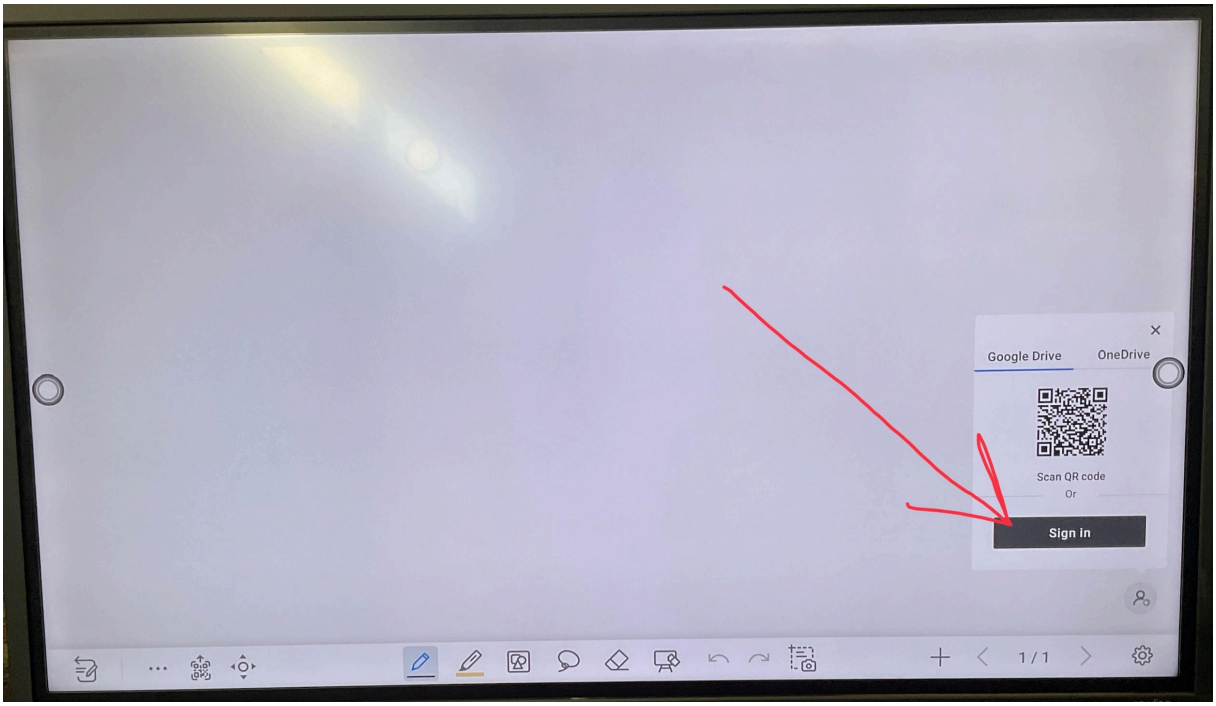


- **To log in to your google account on the Whiteboard**,

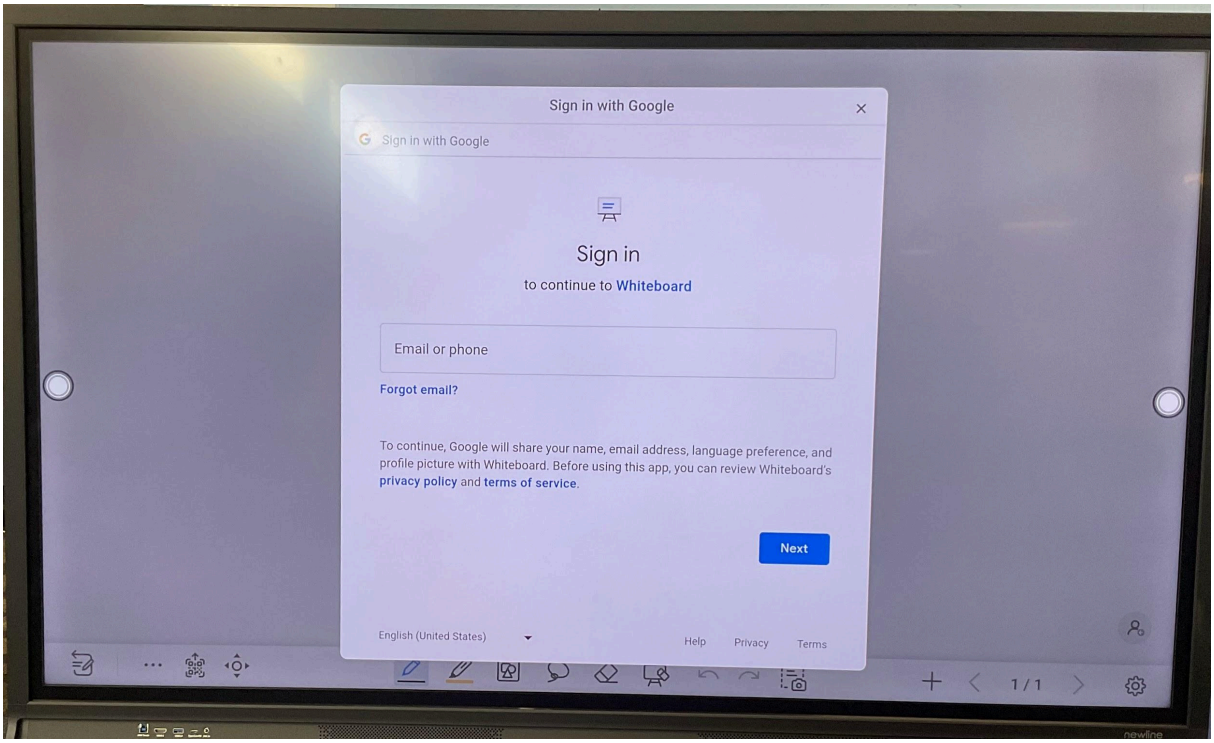
  navigate to White board on the homescreen

- Select the profile icon in the bottom right corner.

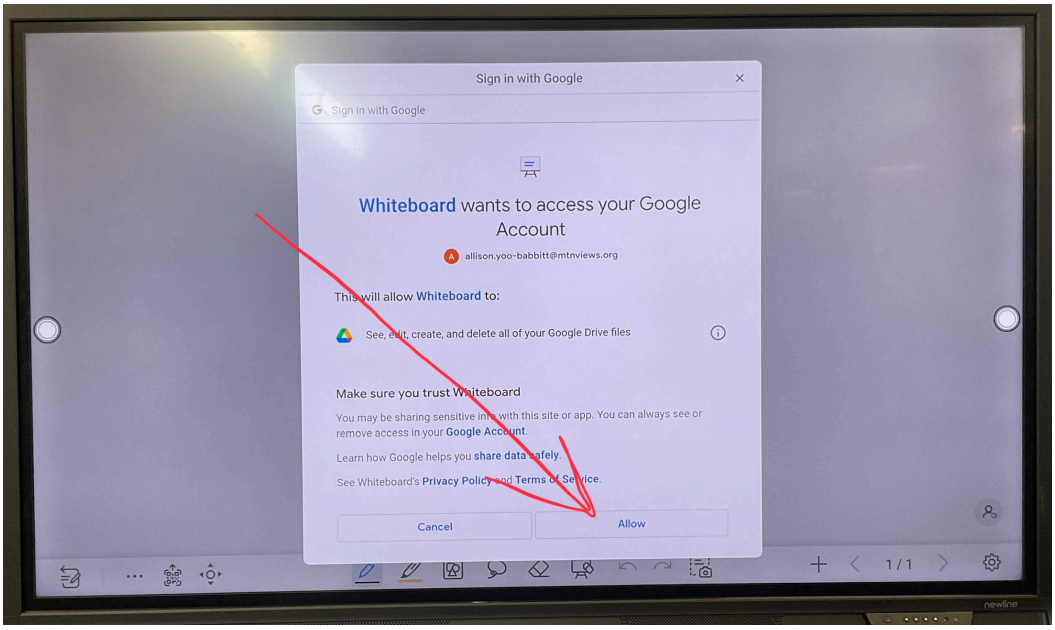
- Select sign in



- Sign in with your email address and password



- Accept permissions requested



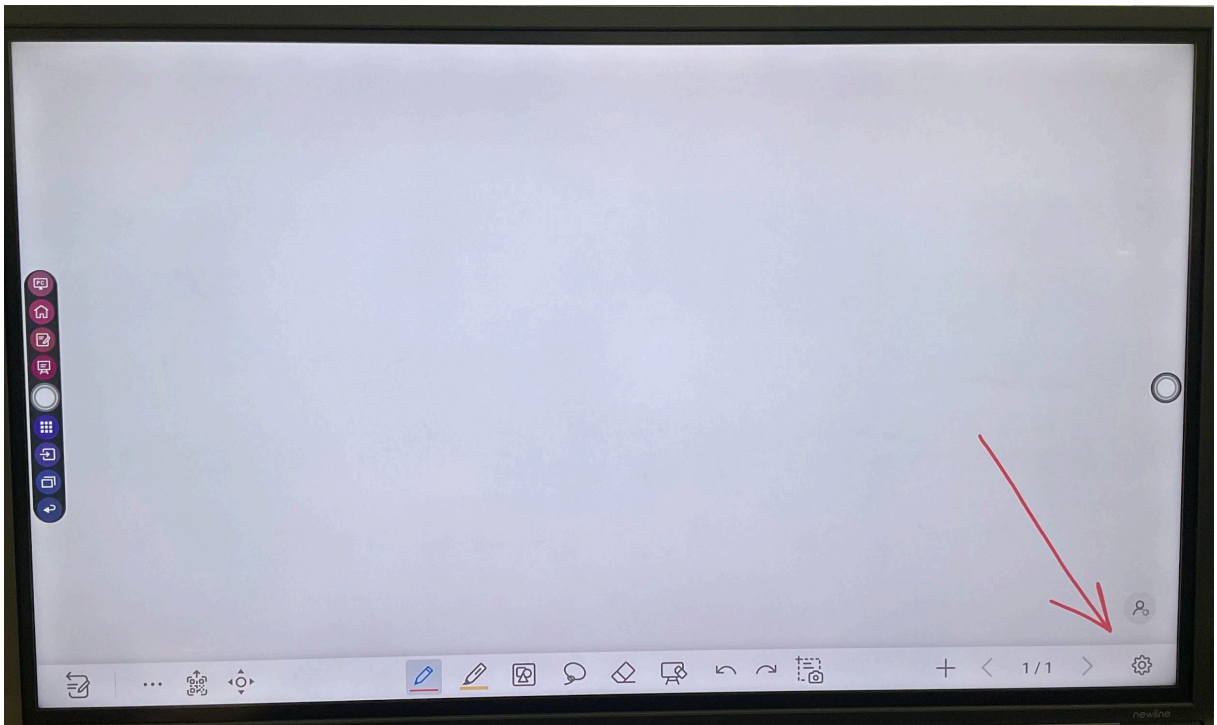
- You are now signed in to your Google Drive on the Whiteboard

app

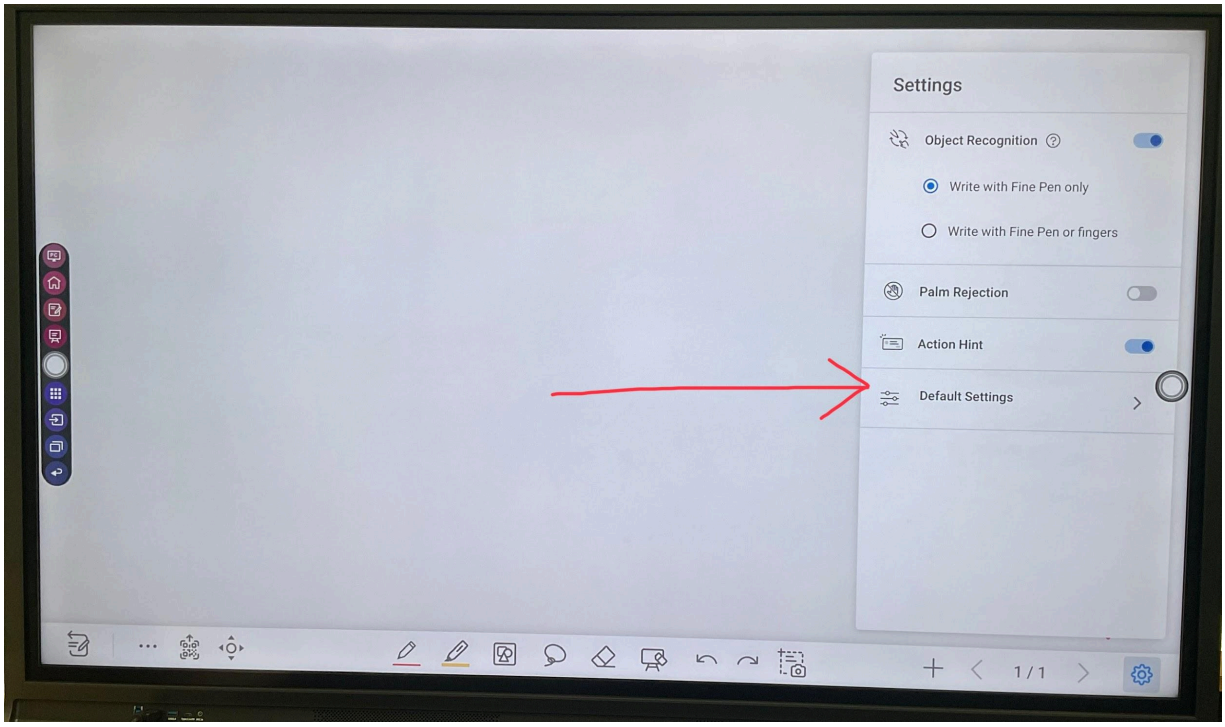
8. Whiteboard

- Select Whiteboard on Newline home screen

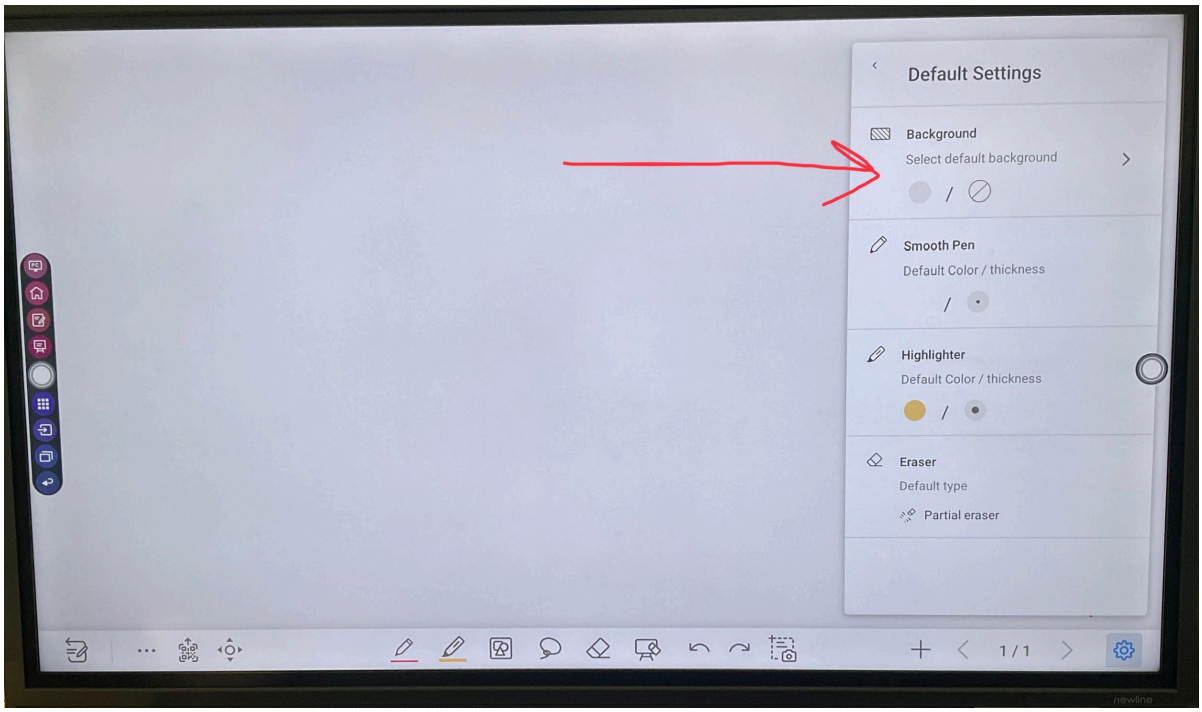
- To **change your background,** select the whiteboard settings in the bottom right corner



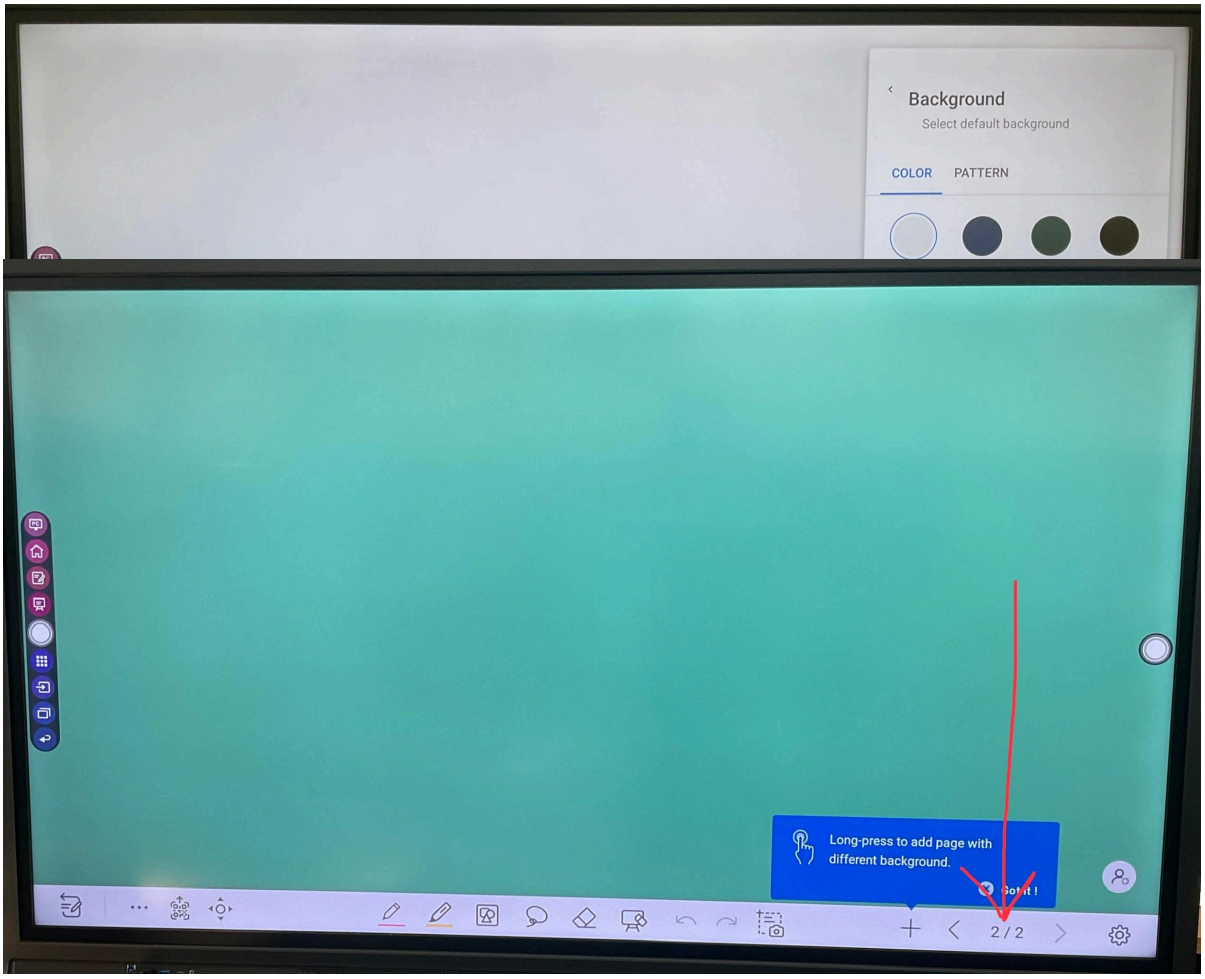
- Select default settings



- Select default background



- Select your preferred color or pattern and hit the + button\



- You have added a new panel to your whiteboard, you can **see all your open panels** by clicking the numbers in the bottom right corner

- To **delete a panel**, hit select at the bottom left of the Navigation window

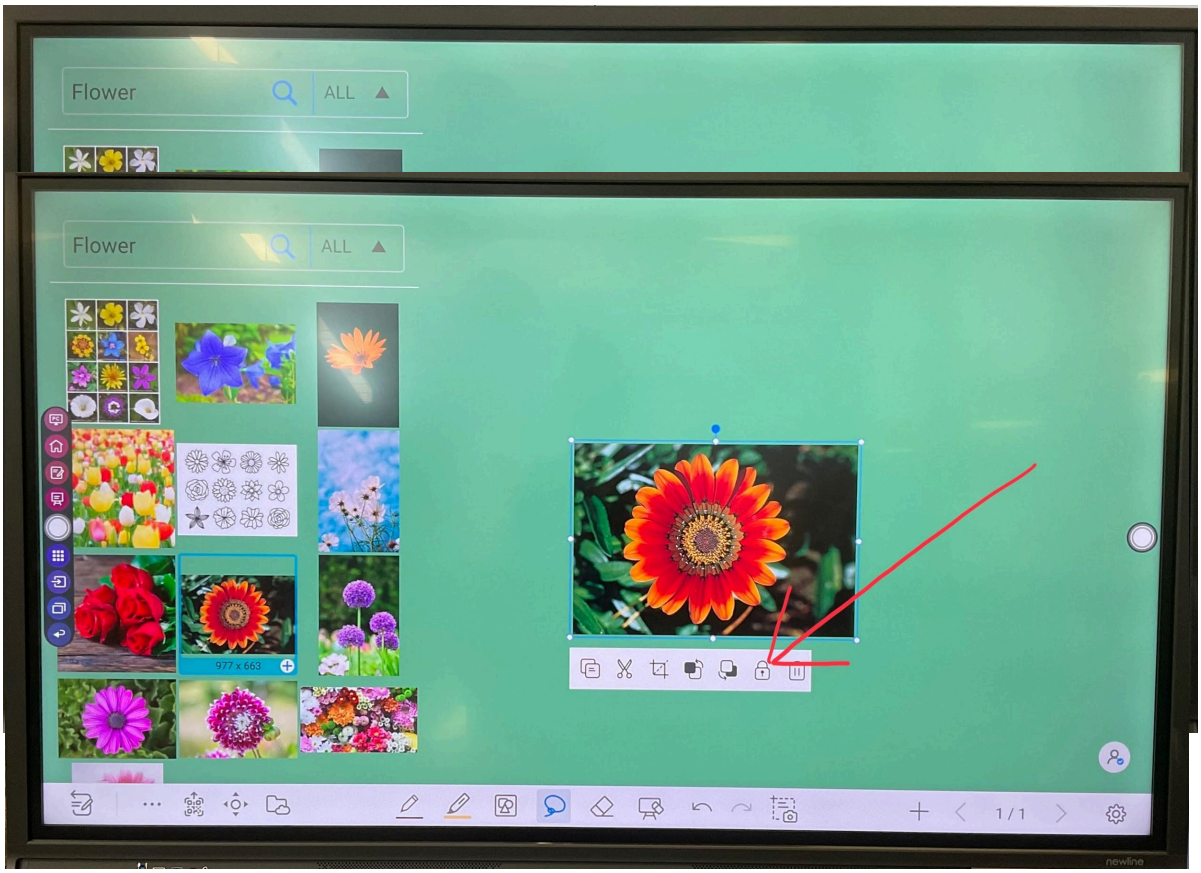
- Select the panel you want to delete, then press on the red trash

- To **add media to your slide**, click on the three dots on the lower left side of the display

- In the + Add section, you have many media options. Select search image to find a royalty free photo from the internet.

- Input your search. Tap on the photo you would like to use.

  Either press the + button or drag the photo on to the whiteboard



- **To lock the added media**, tap on the photo and select the lock. Locking a photo will allow you to rearrange and work on the whiteboard without accidentally moving the photo.

- To remove the search window, tap on the background.

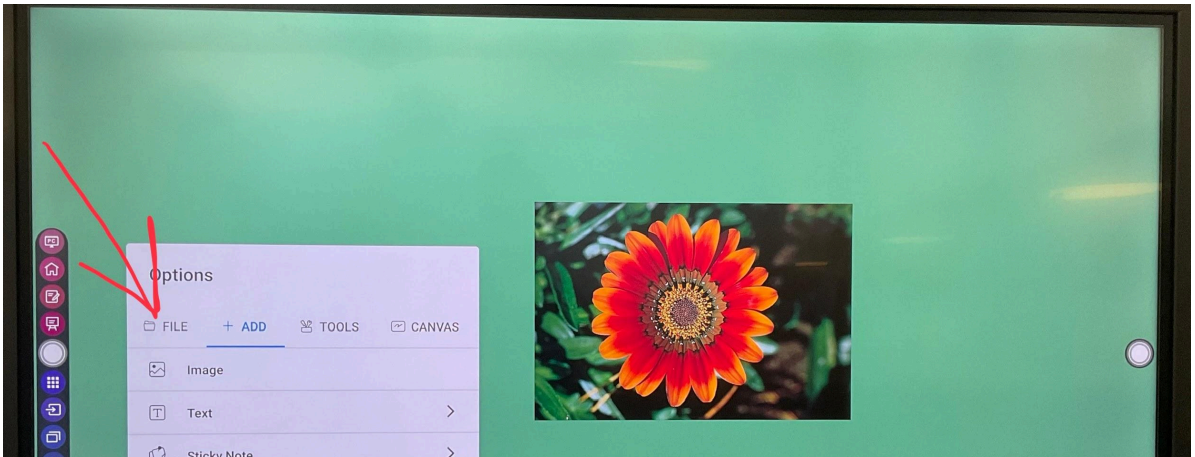
- **A note about adding Youtube Videos**: At the bottom of the +Add window you can search/add a Youtube video. Youtube videos are not like other added media on the Whiteboard. These objects can not be locked and will be present on all the panels that you create. They may also complicate the saving process. Youtube videos may be better implemented in the Newline Engage application.

9. Saving Whiteboards and Finding files

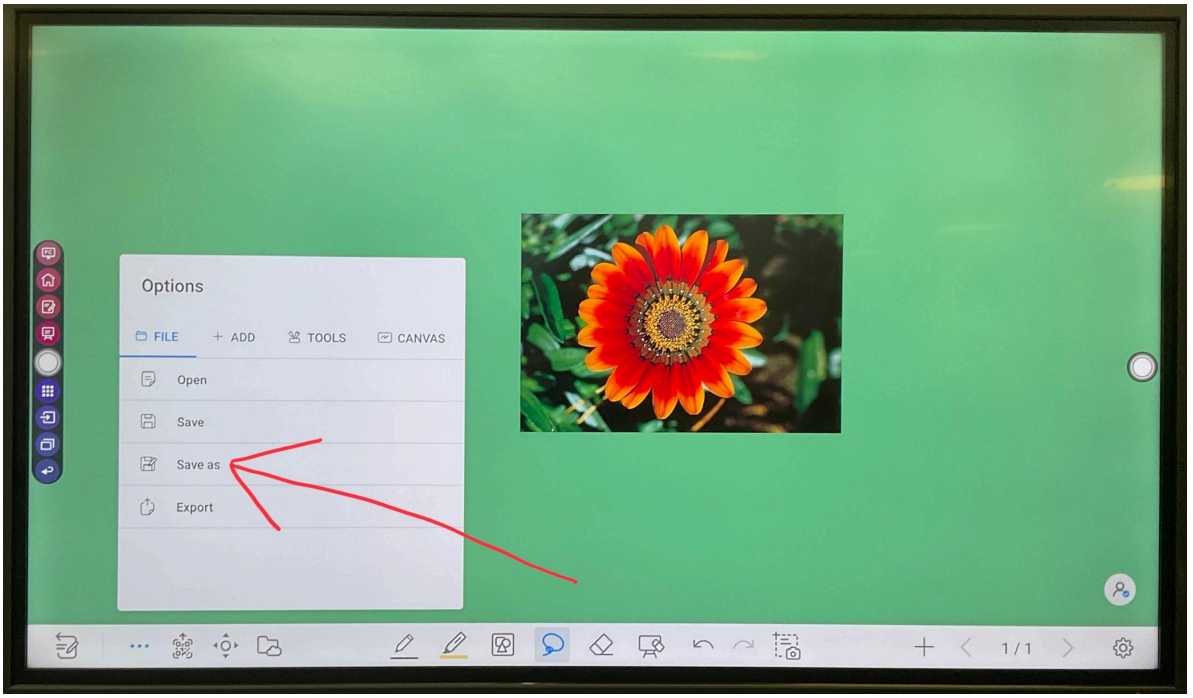
Teachers have reported that whiteboards automatically save, however, they are not able to edit these boards upon reopening. This is because whiteboards are autosaved as an image, not an interactive whiteboard. To reopen a whiteboard and edit it, you will need to save your whiteboard as an .iwb file.

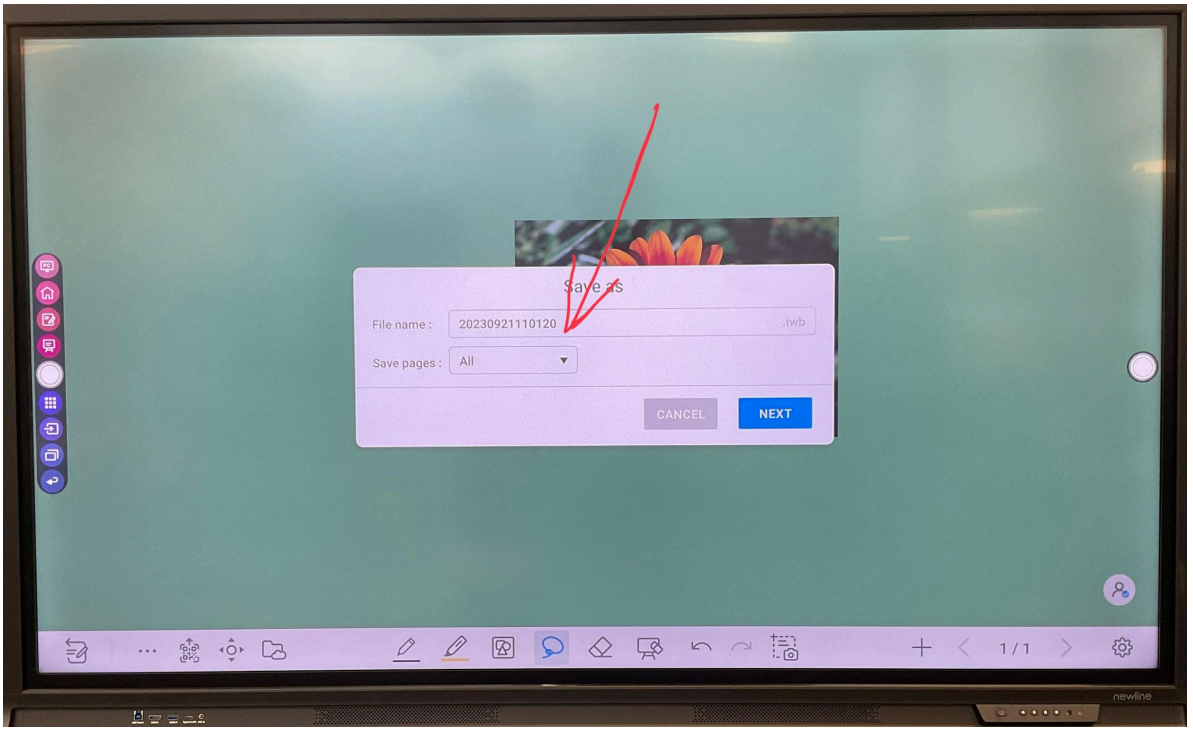
- Tap on the three dots at the bottom left of the whiteboard.

- Select the File tab.



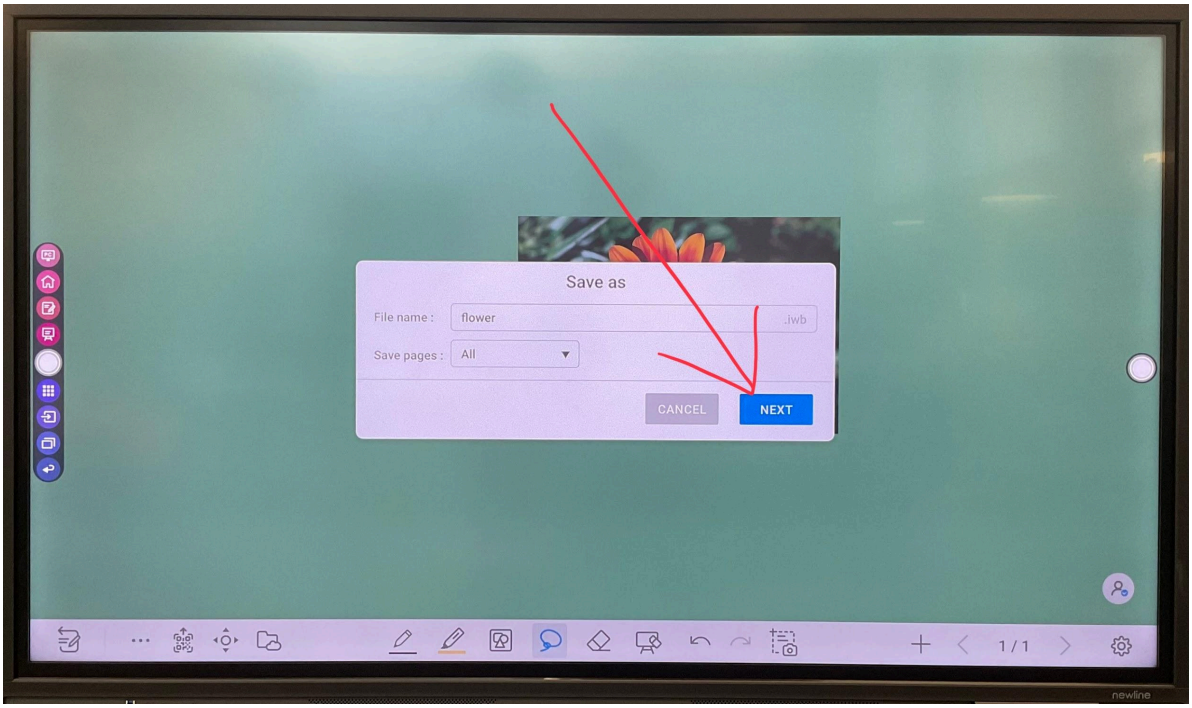
- Select Save as.



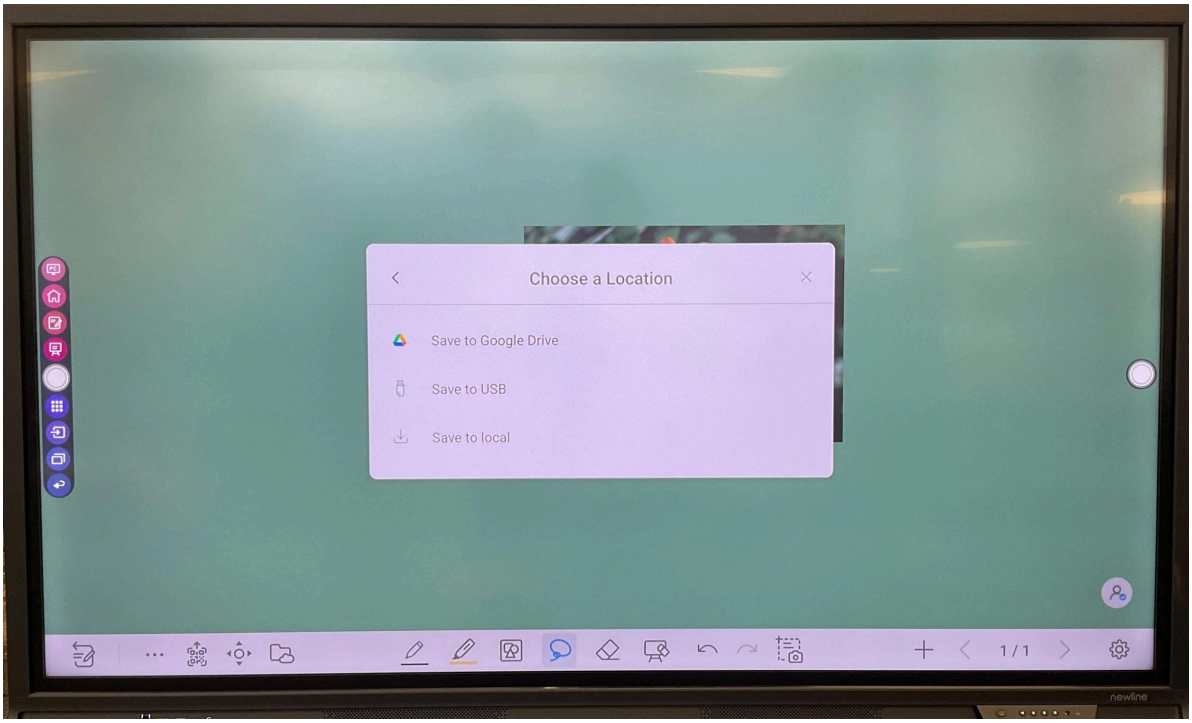


- Name your file.

- Tap on next



- Choose whether you want to save your whiteboard to Google Drive, USB, or Locally. If you save locally the whiteboard will only be accessible on your Newline. If you save it to Google

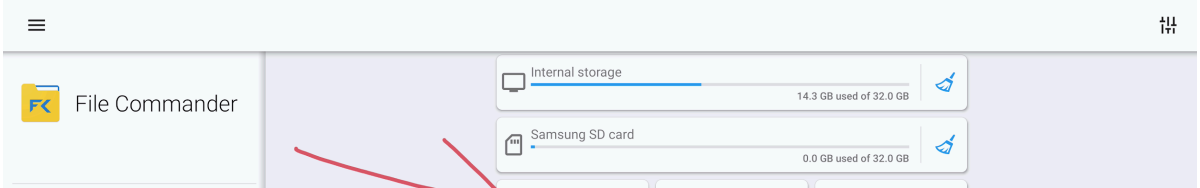


Drive, the whiteboard will be accessible through the Newline file commander app once you have [logged in](#).

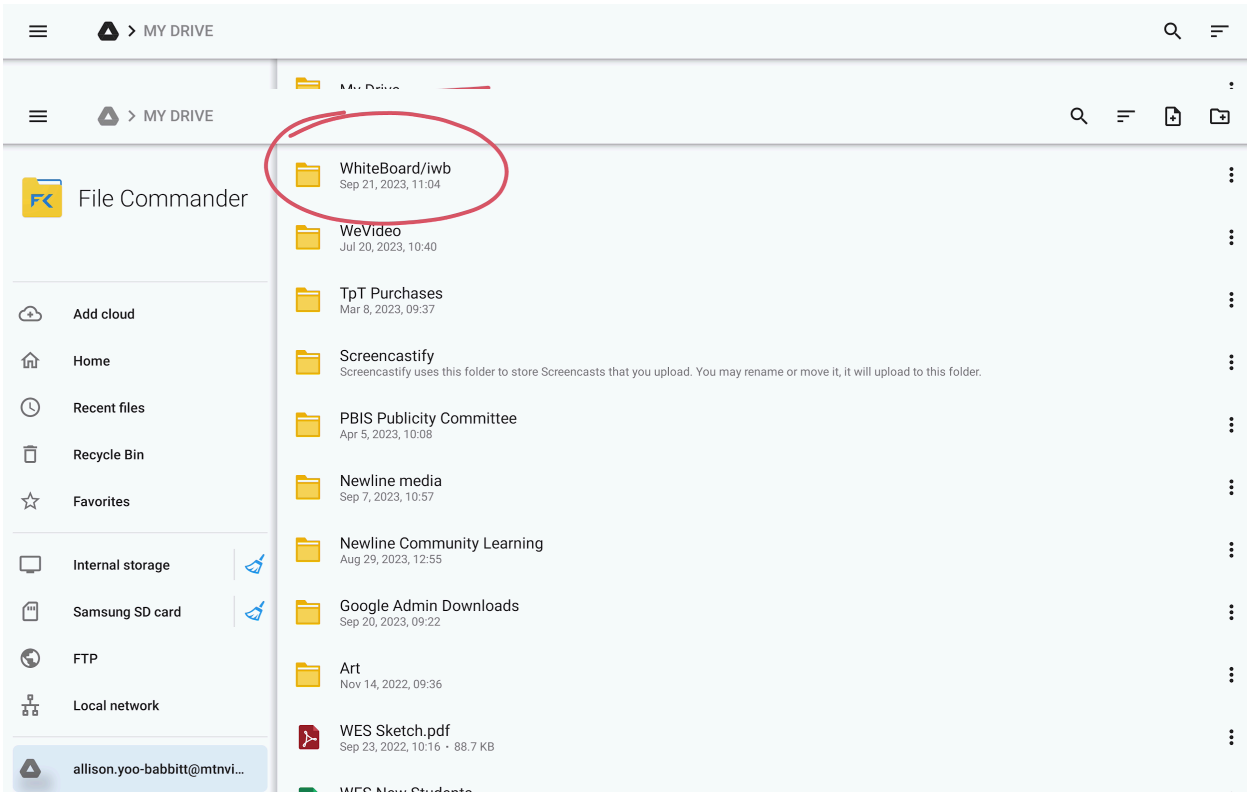
- **To find your whiteboard on Google Drive**, select File Viewer

on the Home screen.

- Select the Google Drive icon with the beginning of your email.

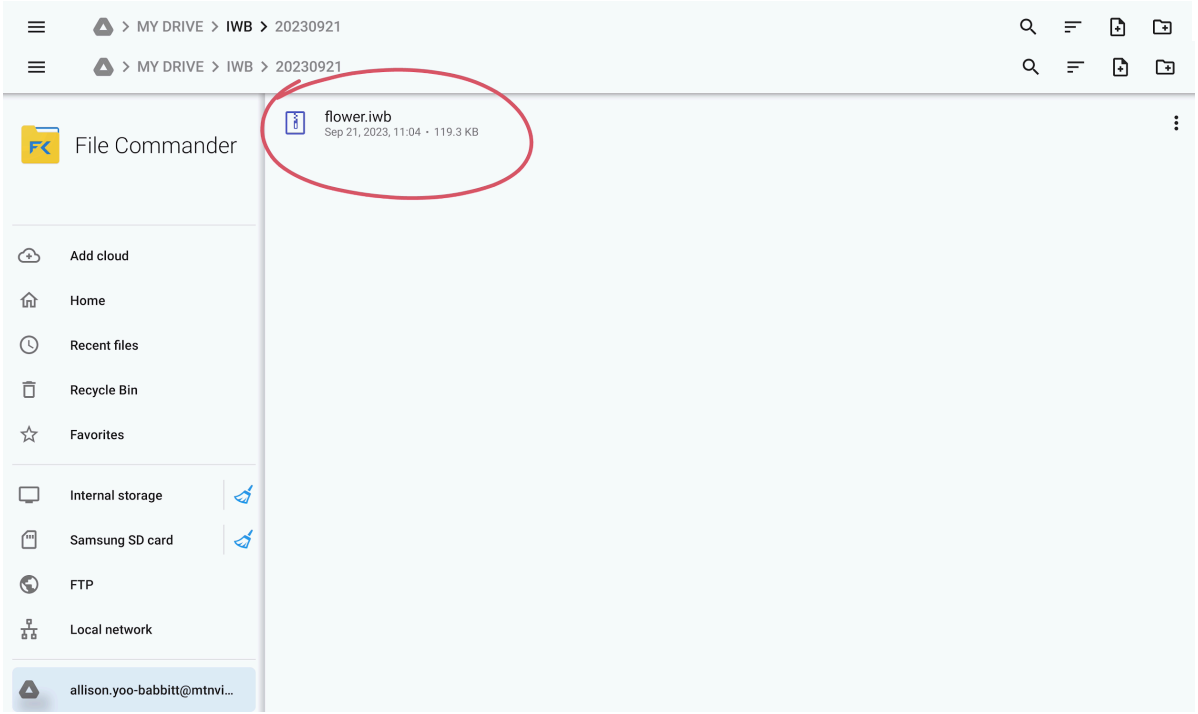


- Select My Drive folder.



- Select WhiteBoard/iwb folder.

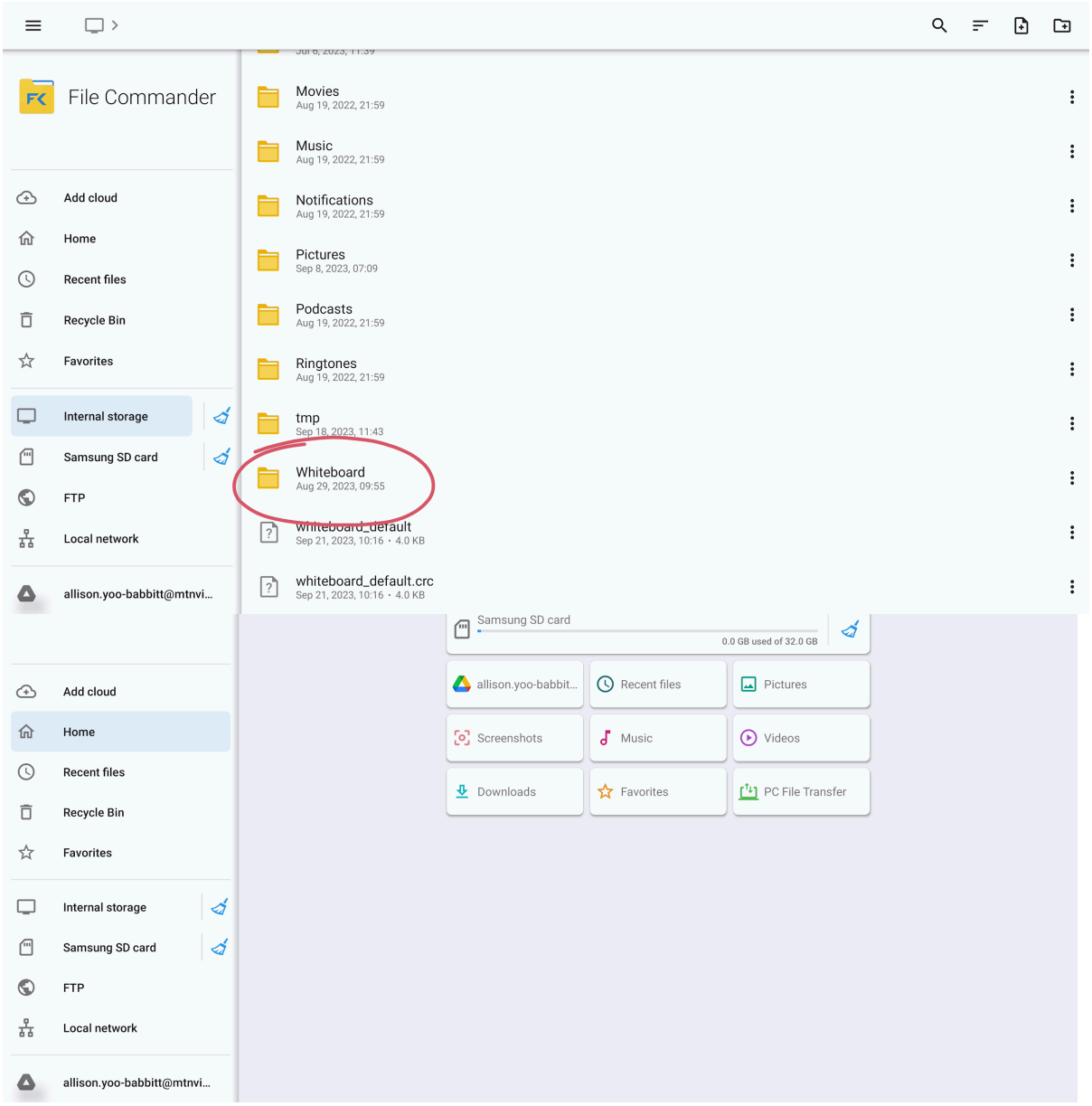
- Select the folder that corresponds with the date you made the Whiteboard. For example I made the flower board on September 21st, 2023, the folder I will select is 20230921.



- Here is the Whiteboard file

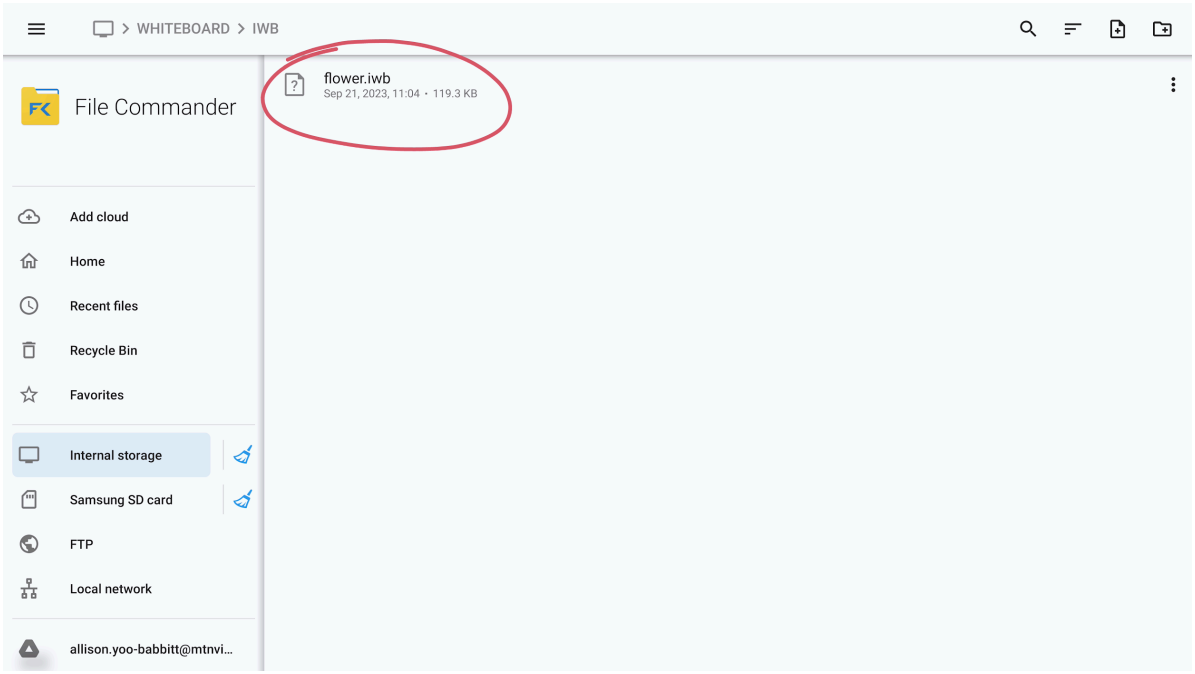
- **To find a whiteboard that you saved locally,** select File Viewer on the Home screen.

- Select Internal storage.



- Scroll down to select the Whiteboard folder.

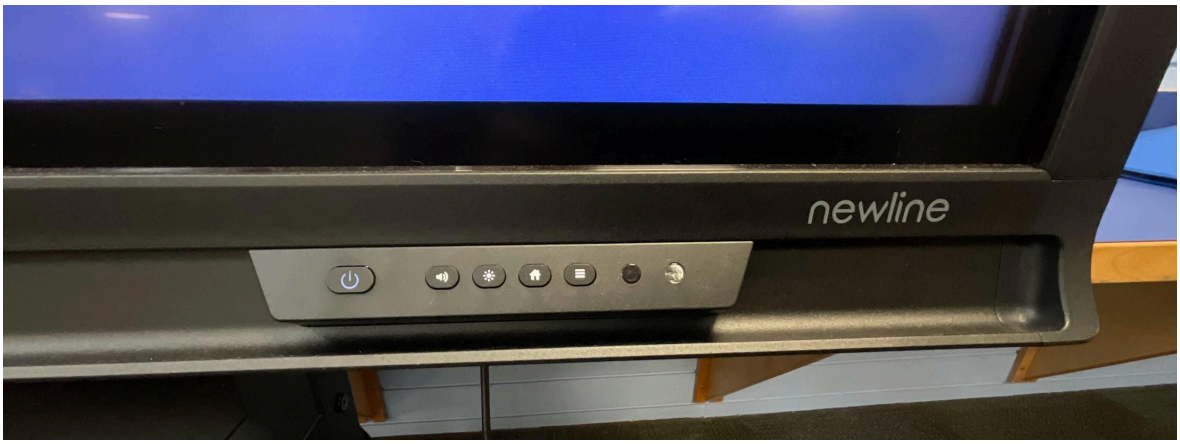
- Select the iwb folder.



- Here is your whiteboard file.

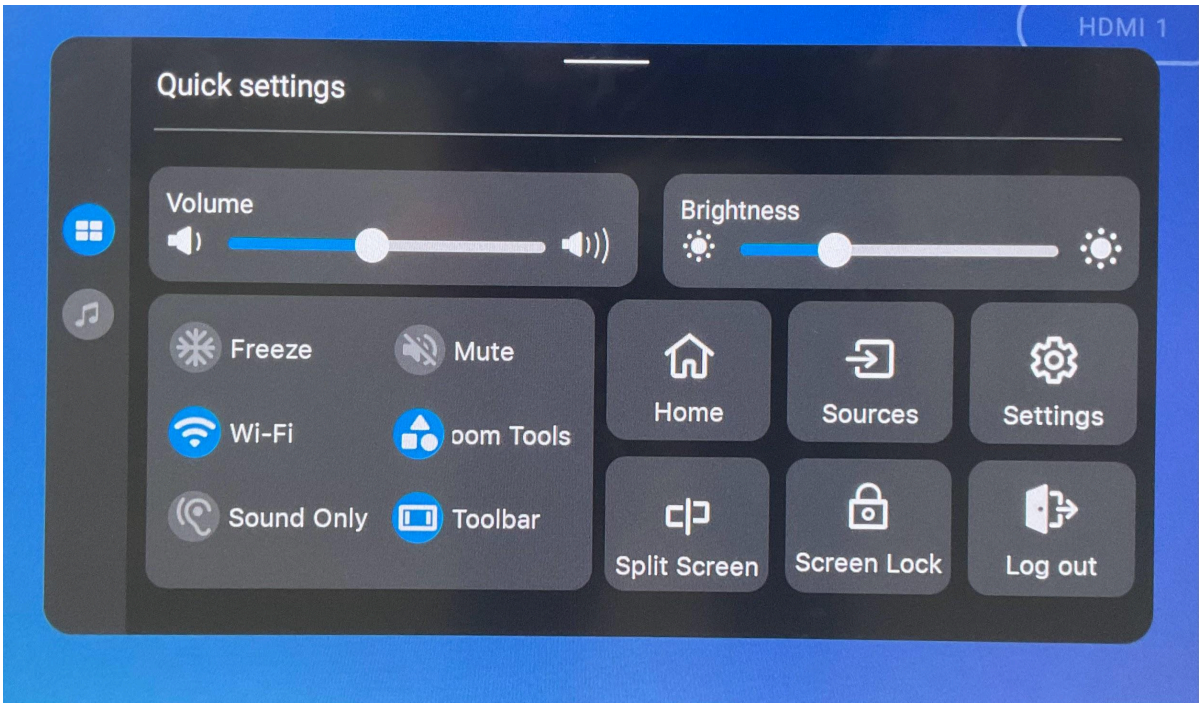
10. Buttons

- On the bottom right of the Newline panel there are several



buttons

- The first button to the left is for turning the newline on and off
- The second button is for controlling the volume
- The third button is for controlling the screen brightness
- The fourth button is for navigating to the home screen



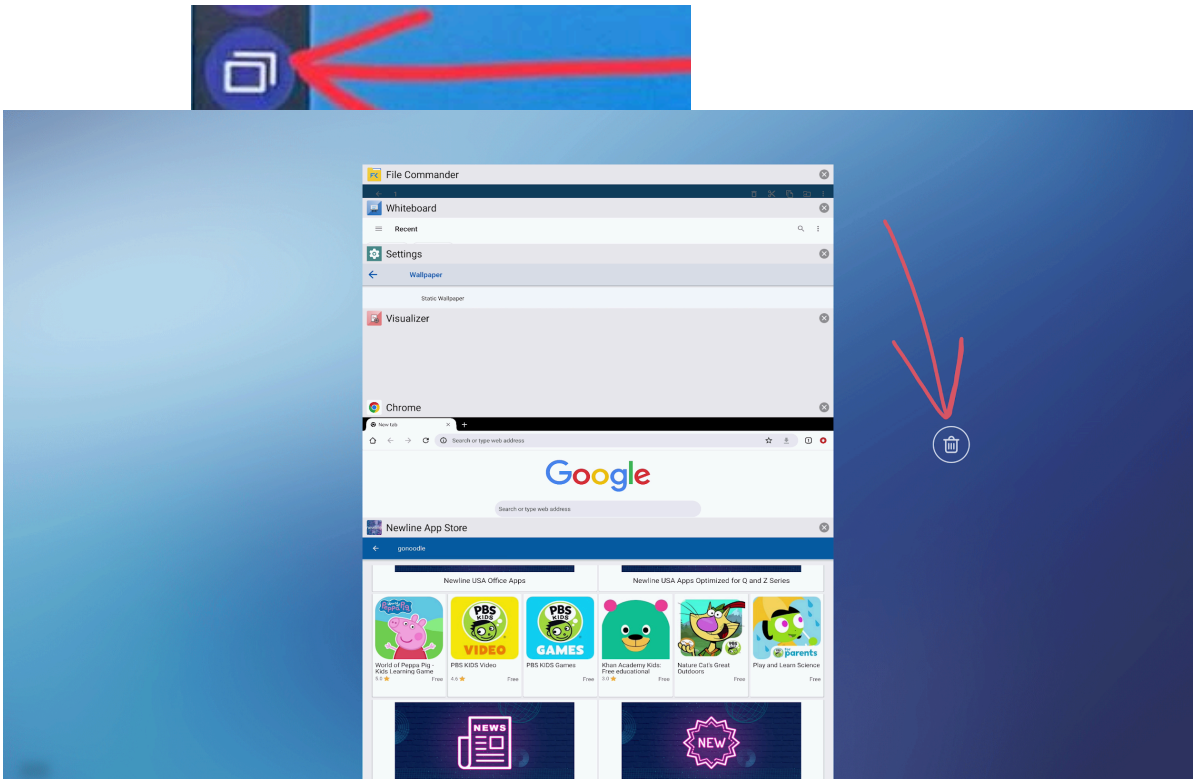
- The fifth button is for quick settings

  A notable feature of quick settings is **split-screen** which you can use to split the screen between two Newline apps.

11. <u>What is wrong with my Newline?</u>

    You may find that your newline has issues from time to time. Such as, blinking screen, reorientation of images, and slow processing. Here are some tips to try if your experiencing these difficulties:

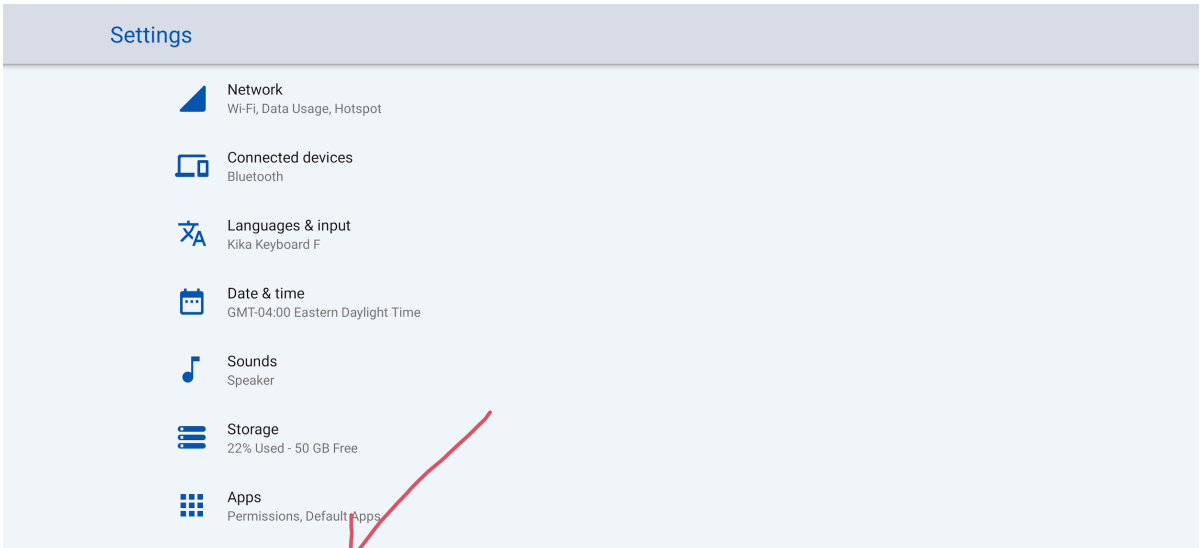
- **Clear applications,** press either circle on the sides of the screen and select the rectangle overlaying a rectangle icon.



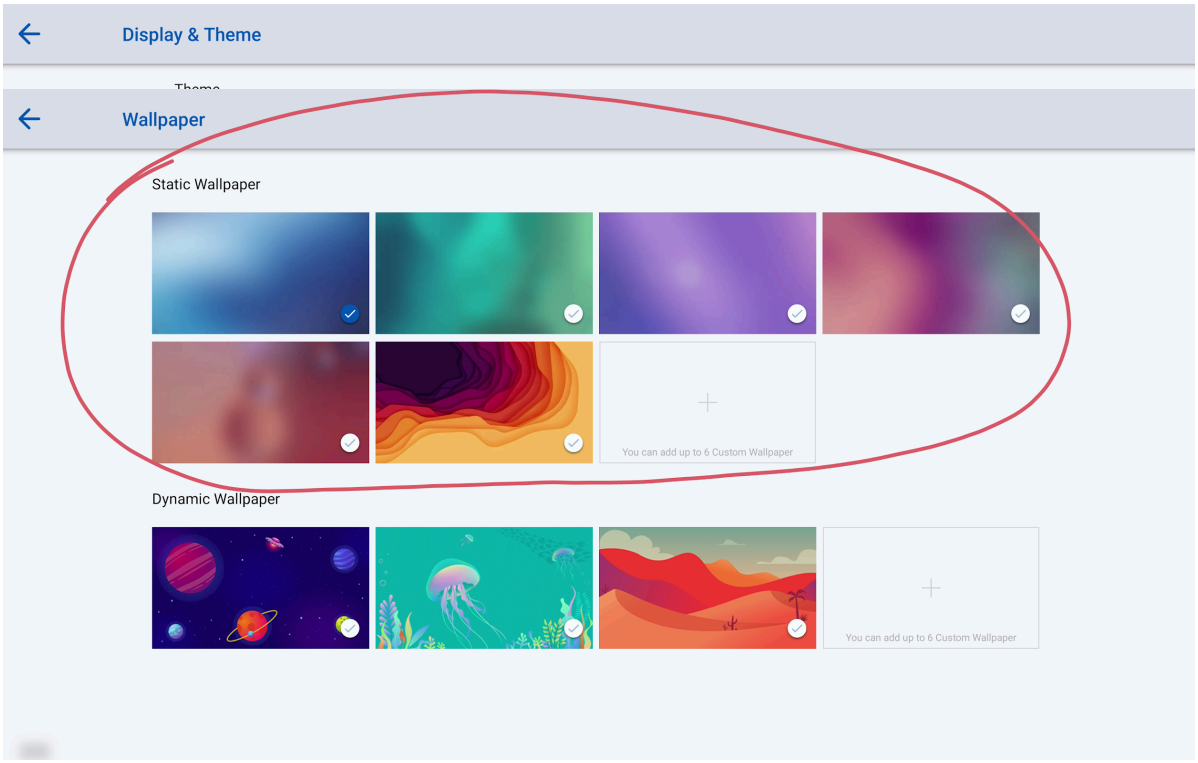
- Tap on the trash button to clear all applications.

- **Choose a static background**, tap on the setting gear on the homescreen

- Select Display & Theme



- Select Wallpaper



- Select a background from the static options provided

12. More Learning Resources

- Click here to access the Newline training videos created by Ian Justin
    - The password is **learning**
- Click here to learn more about Newline Engage
    - The password is **learning**