



Getting Started with the Promethean Board

Yay! You have the new Promethean Active Panels. This email is to help you get started with the basics. I have also laid out a table of contents of the highlights from the manual attached below that I would focus on. I have also linked some of my favorite videos that I have found helpful so far and included some frequently asked questions at the end of this email.

Start here

<https://schools.gccisd.net/upload/page/1229/docs/ActivPanel%20OPS.pdf>

Quick notes:

[Cheat Sheet](#)

[OPS Steps](#)

[Locker and Whiteboard](#)

[Apple TV SetUp](#)

<u>Table of Contents from the Manual</u> Click here for Manual		<u>Video Resources</u> Click on any video below
Intro to the front buttons	Pg. 6	Whiteboard App How To
Intro to the remote	Pg. 7	Capture Feature
Intro to the unified menu	Pg. 9	Interactive Basics
Adjusting brightness/volume	Pg. 10-11	Full Training
Connecting to your Google Drive	Pg. 22	
Connecting to your Microsoft OneDrive (G: Drive)	Pg. 24	
Whiteboard and its features	Pg. 26	
Capture Screenshots	Pg. 27	
Annotating on your screen	Pg. 28	
Switching Resources	Pg. 29	
Timer App	Pg. 31	
Spinner App	Pg. 32	

FAQs

1. My screen says No Signal. What do I do?

Step 1. Make sure your source is on OPS. Source button can be found on the center front of your board.

Step 2. If it still says No Signal, look behind the board on the left side. You will see a box with some small antennas sticking out. That's your OPS box. If no lights are blinking, press the power button on it and give it a second to turn on like a regular computer.

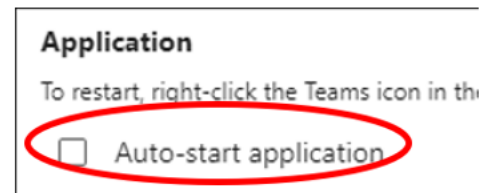
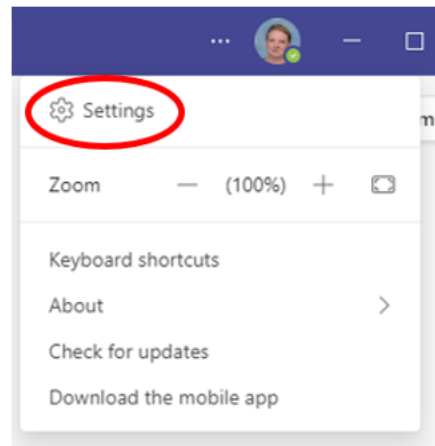
Step 3. If neither of those things work, please contact your campus CTS.

2. My laptop is gone. Now what?

If your source is on OPS, you will log on into the board exactly like you do your laptop. You will use your new wireless keyboard and mouse to log in the same as any computer in the district.

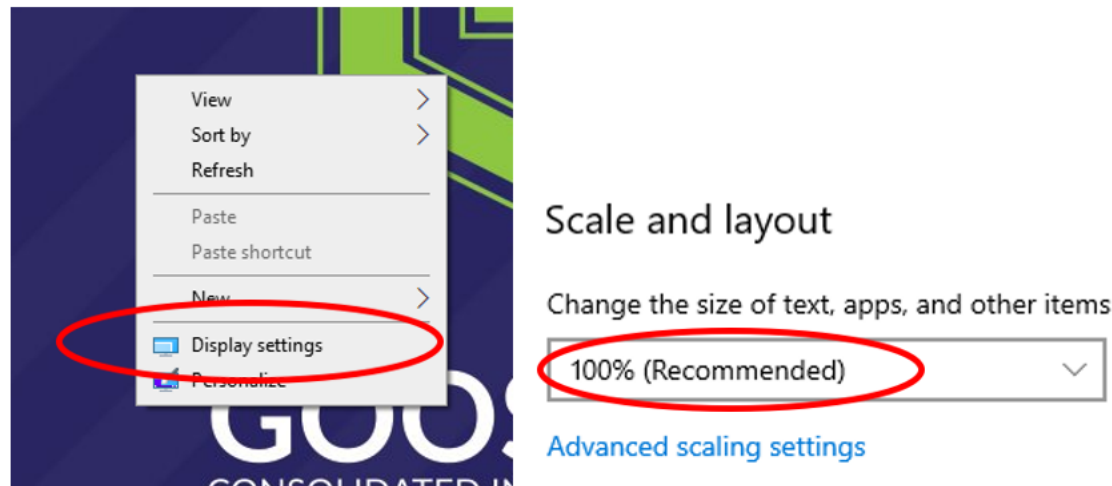
3. How to do I get rid of the pesky Teams window that pops up?

Next to your round picture on the top right, there are three dots. Click on the three dots, select Settings, uncheck the box that says Auto-Start Application. This will also work on your desktop.



4. Oh no, my icons and font are so small. What do I do?

On the main desktop screen, right-click anywhere on the blue area. Select Display Settings. Under the section that says Scale and Layout, change to the percentage you desire to make the icons easier to see.



5. Will we still have our carts?

Yes, you will.

6. Will I still have my Apple TV to project my iPad?

Yes, you will. See below. However, you will need to get the password to your area's Apple TVs from your campus CTSs.

7. What are the things that come with my board?

Each new board will get the wireless keyboard, wireless mouse, new silver/black Promethean pens, remote, and Promethean eraser (typically magnetized behind your board under your OPS drive).

8. Can I still use my USB drive?

Yes, however, the two USB ports on the front of your board are occupied by your new keyboard and mouse. If you go behind the board to your OPS, there are USB ports on there.

9. What about a DVD player?

Unfortunately, the boards do NOT have a DVD player built in. However, you can plug in a DVD player through the front of the board through an HDMI cord. You will need to change your Source to HDMI to view. Many platforms now allow for digital streaming, so if you can find your video/movie that way, I would recommend going that route.

10. How do I use my new document camera?

On your desktop, you will have an icon that green that says HoverCam 11. Simply open that app and you are good to go. No need to switch sources anymore.

11. Do I have to calibrate my board?

Nope!!

12. How do I get my board to stop falling asleep?

If it's the board itself, follow the instructions in this [link](#). Make sure to change both the Standby and Sleep Timer. If it's the OPS itself, search at the bottom taskbar on the desktop screen for Power and Sleep Settings and adjust the time.



[Click here](#) to learn how to mirror your iPad through your Apple TV.
Disclaimer: You will need to get your passcode from your campus CTS.