Getting Started with Your Promethean Interactive Teaching Panel

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1. How do I connect to my new Promethean?

- You will connect to the Promethean the same way you connect to your SmartBoard. You have an **HDMI** cord as well as a **USB** which will activate the “touchscreen” capability (as shown in the image below). You can use the same HDMI cord that was supplied last spring. The USB touchscreen cord will be delivered to your room upon installation. Note: Longer 25 foot cords will be available for anyone that needs a longer cord.



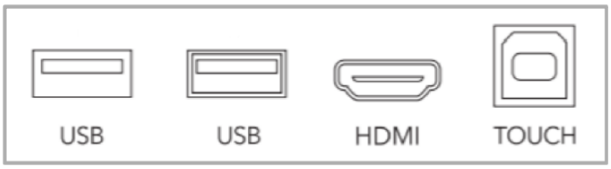
HDMI



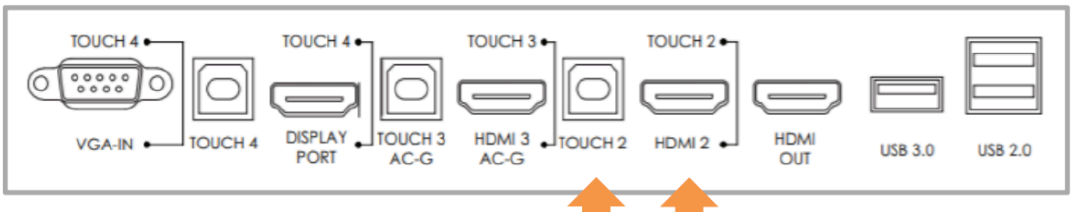
USB

2. Which Input do I use?

- The input will correspond to the port you use. You must use the same port, for example use HDMI 1 in conjunction with USB 1. There are ports available on the front of the panel as shown below:



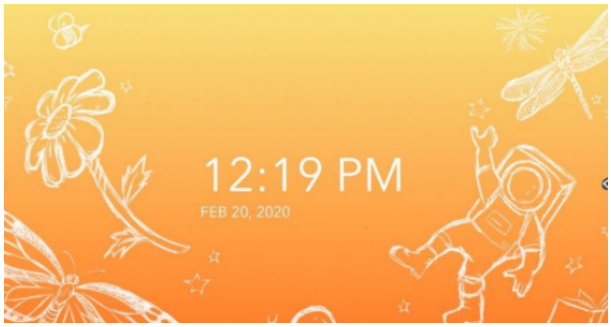
- You will find additional ports on the side. For example, for INPUT 2 you would use both the HDMI 2 and TOUCH 2.



- To change the source/input, access the Unified Menu (shown below) and select “source.”



3. My screen went back to the Home screen, what do I do?



If your board is on the Home screen (as shown above), select the Source button 

and select your source (ex. HDMI 1).

4. Do I need to “power off” the board every night?

No, you do not need to power off the board every night.

A “tap” of the power button will put the panel into “**Standby**.” It can be woken up from Standby with just a **tap on the glass.** Once in Standby for a while, the board will automatically go to sleep. You can adjust these settings, refer to #13.

A long press on the power button puts it into "**Sleep**"—a little bit more "off" than Standby. The proximity sensors then scan the room for movement, and when they detect movement, they bring the panel up from sleep to standby, ready to be brought to life with a tap of the glass!

Either way, the panel is not ***completely*** off.

The recommendation is to occasionally power the panel all the way down, by unplugging it. This is also a good first thing to try if the panel starts misbehaving.

5. Can I connect wirelessly (from my teacher laptop to the Promethean)?

- If you want to connect wirelessly, keep in mind that the "touch" capability is lost unless you are connected using your *Windows device* (teacher laptop) and you have *downloaded the software* to your device (refer to question #6).

6. How do I connect my teacher laptop wirelessly to the Promethean?

- Download the sender software at share.promethean.com. *NOTE: If you use the Chrome extension and/or MyPromethean App you will lose the "touch" capability.

7. Implications of connecting your teacher laptop wirelessly:

- If you're planning to use your hovercam, you will still need to be plugged into the device. Flex 11 software is not available as an app on the Promethean.
- If you use video streaming, the playback (when used wirelessly) can be lower quality/pixelated.
- We recommend staying connected, but using the wireless keyboard to move throughout the room (see #9)

8. Can I have my students cast to the Promethean?

- Students are able to cast to the board. However, since we *already have Go Guardian* activated, it is easier to click on a student's thumbnail in Go Guardian and maximize it to display for the class. Using the "cast" feature in Promethean requires students to type in codes and enter a waiting room to connect. Again, you already have them all connected in Go Guardian. Thus, I would not recommend using the wireless cast feature in Promethean.

🌟 9. Don't forget you have a WIRELESS KEYBOARD

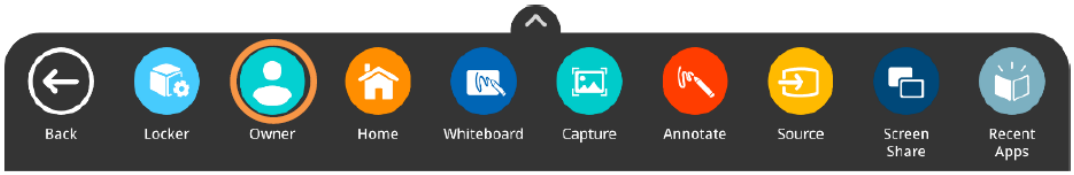
- If you want to have more mobility using the board, stay plugged in, but connect your wireless keyboard. This will allow you to move around your classroom and not remain tethered to your laptop.

10. Are there any additional resources available to assist with using the panel?

- The COUSD ONE HOUR Promethean orientation training can be played back by CLICKING HERE.
- CLICK HERE to view the Promethean user manual.
- Additional PD will be available next semester to assist with implementation.
- Email cstrycula@cousd.net with any additional questions/issues.

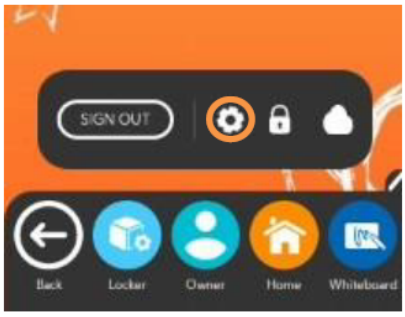
11. Can I create a custom User Profile on the Promethean?

- Yes! You can sign in (and synce with Google) to the Promethean and save/access all your information in the Locker. This is especially helpful if multiple users will be using the board.

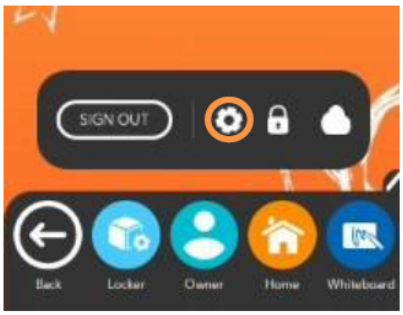


- Open the **Unified Menu** and select "**user**." (Note: by default it says *owner*, but you can personalize the name for your account).

- Personalize by selecting the "**gear**" icon



- You can add an extra layer of security by adding a PIN. This time, select the "**lock**" icon. Then select **Screen lock** and then tap **PIN**.



12. The FREEZE icon can not be used while streaming a video.

- If you're showing a video or streaming anything (for example - a timer countdown) when you press the FREEZE  icon, the screen will stop - the video will stop; the timer will stop. It will continue playing in the background and when you undo the FREEZE option, it will continue playing. So, if you want to work on your teacher laptop while you're streaming video to your class, you would need to adjust your display settings and use the "**Extend**" display feature.

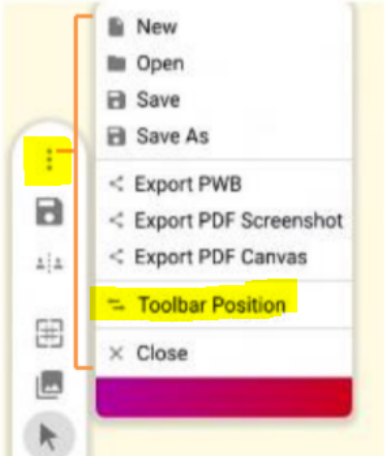
13. How do I adjust my Sleep and Standby settings?

Standby: the screen will turn off automatically after no use. Keep this at 30 minutes - 1 hour.
Sleep: the screen goes into a lower power mode, recommended setting 1 hour.

Here's how to change those settings:

- Open the **Main Menu** and tap the **Locker** icon on the dock.
- Tap the **Settings** app.
- Select **Display**.
- Tap **Advanced** to reveal more settings.
- Select **Standby and Sleep Timers**.
- Use the slider to adjust the **Standby Timer** and the **Sleep Timer** to the desired period of time.

14. How do I move the WHITEBOARD TOOLBAR to the other side of the screen?



Click on the 3 dot menu on the Whiteboard Toolbar, Then select "**Toolbar Position**"

15. How do I change the WALLPAPER on my Home Screen?

(Note: Go to your apps and open "Chromium" that is the app version of Chrome)

- First, you need to save the image to your Locker
- Go to your apps and open "Chromium" that is the app version of Chrome
- Find your image and download
- Locker -- gear -- More Settings -- Display -- Wallpaper -- Wallpapers -- My photos
- You should see your newly downloaded photo as one of the options (or navigate to an image you had stored earlier)
- Click on that photo, then click Set Wallpaper
- Done!

16. You will lose touch capability if you EXTEND your laptop to the Promethean.

If you want to continue to work on your teacher station without the students viewing the device you can use the FREEZE button. Or, you can drag screens to your "extra" monitor (being used in Extend Mode). If you change the display settings to EXTEND for your laptop & Promethean, you will lose the touch capability on the Promethean.

17. What is Chromium?

Chromium is the app version of Chrome. If you want to access the internet from your Promethean board, go to the Locker and select the Chromium app. Usually, you have your teacher laptop connected, so you are searching the internet using Google Chrome on your computer and projecting it to the class. But, if you want to access the internet from the board - use Chromium.



18. If you are using ANNOTATION, you may want to use SCREEN CAPTURE as well.

If you use the Annotate feature, you will notice you need to erase your markings and close the toolbar to move the screen up and down and continue annotating. In this case, it's more beneficial to use the "Capture" option.



Bring up the screen you want to annotate on. Press Capture - then select, Open in Whiteboard. Then, you will be able to continue annotations and drag the screen up and down. You can capture anything on your screen - just like taking a "screen shot." It can be an image, a website, pdf, doc, etc.

