



ActivPanel 9

User Guide

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Introduction to Your ActivPanel 9

ActivPanel 9 is secure, easy to use, and integrates with existing technology in the classroom.



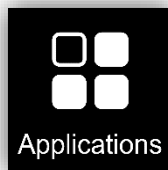
The Console allows you to power on your ActivPanel, adjust the volume, access the Menu, freeze your screen, turn off touch, and switch sources.



Your ActivPanel 9 menu allows you to create a unique experience that fits your style and needs. The Applications Locker and your frequently used features are at your fingertips.



All your apps and content are easily accessed by selecting the Applications icon from the Menu.



The Classroom Essential apps are also preinstalled and full of all the perfect supplements to your lessons, regardless of grade level or content area. The app suite includes the Timer, Spinner, Annotate, Screen Share, Screen capture, Activities player and Whiteboard. These apps were developed in response to teacher feedback, and they are accessible from the Applications menu.



Additional features of your ActivPanel 9 include Wi-Fi, 20 points of touch, powerful audio, front-facing ports, and an onboard ActivPanel operating system.

ActivPanel Care

Proper care for your ActivPanel 9 will ensure optimal use. The ActivPanel glass is specially formulated to provide the best possible interactive experience. In most cases, fingerprints and streaks are easily removed with a dry microfiber cloth. If you notice your ActivPanel 9 needs more cleaning than this, please follow the steps below.

1. Use a 100% cotton or micro-fiber cloth



2. Use 70-90% Isopropyl or Ethanol Alcohol/no other cleaners or solvents



3. Spritz liquid on to the cloth, never directly to the ActivPanel



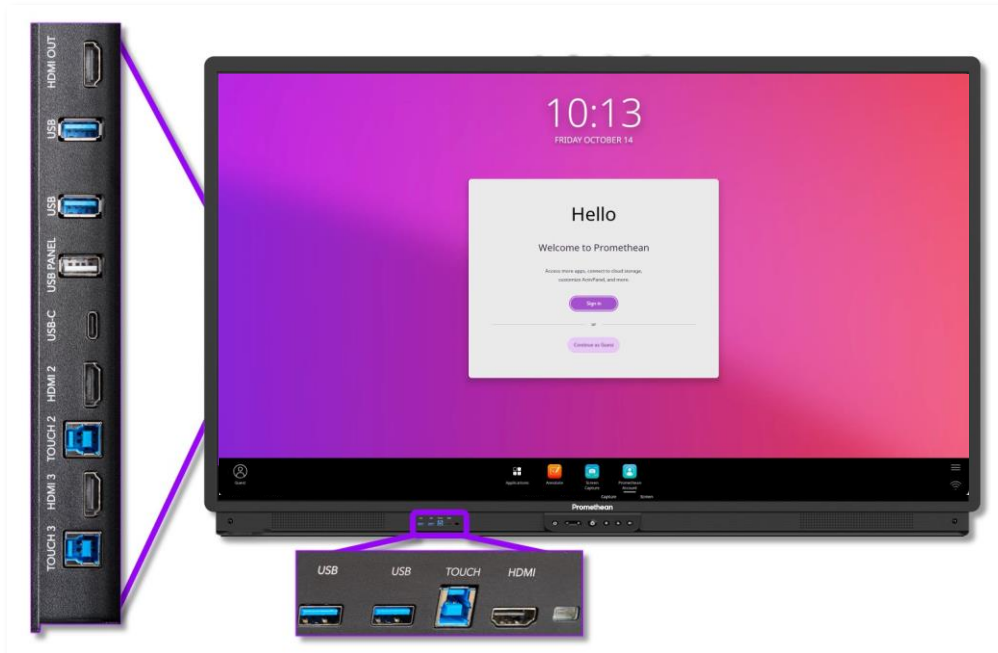
4. Wipe in single direction



5. Ensure all moisture is removed from the ActivPanel after cleaning
6. Check with your district or school for specific ActivPanel cleaning instructions

Connecting your device

The Promethean ActivPanel is easy to connect to your laptop or other computer. The ActivPanel has ports on the left side and front of the ActivPanel for quick connection.



The USB-C cord enables the ActivPanel to display visual and audio from the connected device and allows for touch capabilities by only using one cord. Connecting with a USB-C cord also charges the battery of the connected device.



Additionally, the ActivPanel 9 can be connected using an HDMI and USB touch cord. This type of connection enables audio and visual from the connected device, as well as touch capability. Please note: the cords must be plugged in to corresponding ports.

Ex. HDMI 2 and Touch 2 must be used in tandem to enable touch functionality.

Interacting with your ActivPanel

The ActivPanel 9 has 20 simultaneous points of touch and comes equipped with a battery-less pen. The Velum touch technology makes for a state-of-the-art writing and interaction experience. Use the palm erase or reject feature when interacting with annotations on the ActivPanel or within the Promethean Whiteboard App.

1 Pen



2 Touch

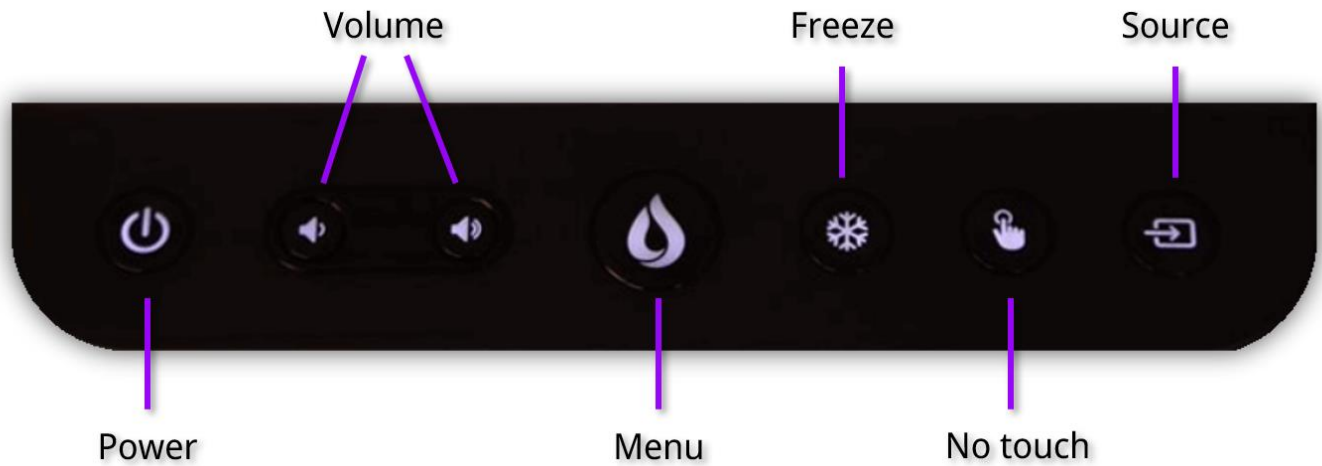


20 Simultaneous
Points of Touch



Console

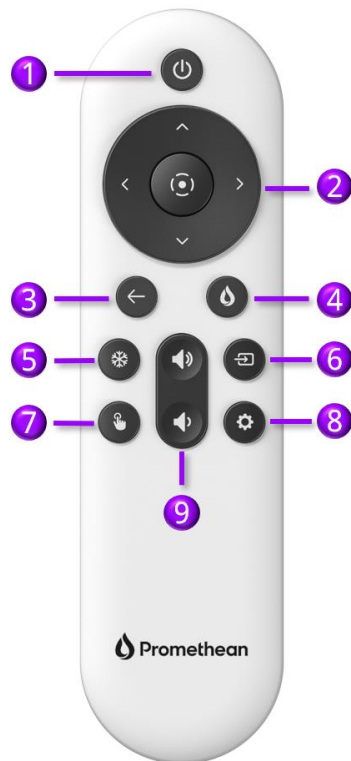
The ActivPanel 9 Console allows you to quickly navigate multiple features on the ActivPanel.



In addition to the **Power** and **Volume** buttons, the **Menu** button opens the ActivPanel Menu. **Freeze** allows you to freeze the image from a connected device so you can navigate away without displaying upon your ActivPanel. **No touch** allows you to disable the touch capability on the screen to prevent accidental movement of slides and screens. The **Source** button allows quickly switching between all devices connected to the ActivPanel.

Remote

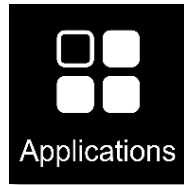
The Promethean remote allows you to navigate your ActivPanel from anywhere in the classroom.



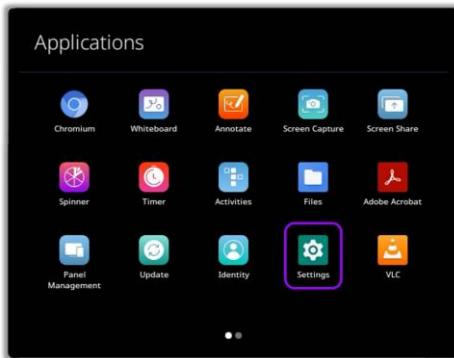
1. **Power:** Short tap – black out screen; Long touch – put ActivPanel to sleep
2. **Directional Pad:** Use the arrows to navigate to the option of your choice and the circle to select
3. **Back:** Press to return to the last open application
4. **Flame:** Press for quick access to the Menu
5. **Freeze:** Use to freeze the current image, from a connected device, on the screen.
6. **Source:** Use to switch to any device connected to your ActivPanel.
7. **No touch:** Turn off touch capabilities on the ActivPanel screen.
8. **Settings:** Use to quickly access the ActivPanel setting menu.
9. **Volume:** 🔊 increases volume and 🔇 decreases volume on your ActivPanel

Connecting to the internet

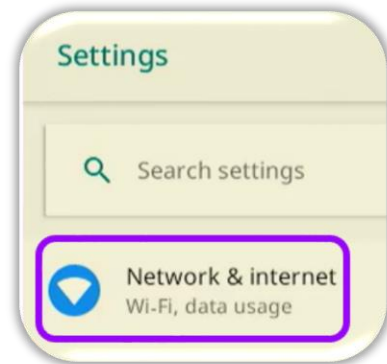
To connect your ActivPanel to the internet, select **Applications** from the **Menu**.



Tap **Settings** in the Applications locker.



Tap **Network & internet**.



If an Ethernet cable is connected, follow the steps to complete the connection process.



To connect to a wireless network, toggle the Wi-Fi switch **On**. Select your desired wireless network and input a password if necessary.

Once you have successfully completed Wi-Fi connection, the **Network** icon will appear in the Menu.



ActivPanel 9 signed in experience

On the ActivPanel 9, you have the option to choose your preferred sign in method. These include signing in using a Google or Microsoft account or an email account, which creates a Promethean account. You can also navigate to one.prometheanworld.com.

When you sign in with a Promethean Account, your preferences and settings are saved and displayed on every ActivPanel 9 you sign in to. Your Promethean account allows you to carry the exact same experience with you from one ActivPanel 9 to another. There are several ways to create a unique experience with the ActivPanel 9 and a Promethean account. However, each experience creates an account on one.prometheanworld.com for easy remote access.

If you already have an account at myPromethean, using that same email and password will allow you to sign in to your ActivPanel 9 using the same sign in credentials. The Promethean account created on the ActivPanel 9, in the Promethean web experience or with the mobile app is used to access your User Profile on any ActivPanel 9 you access.

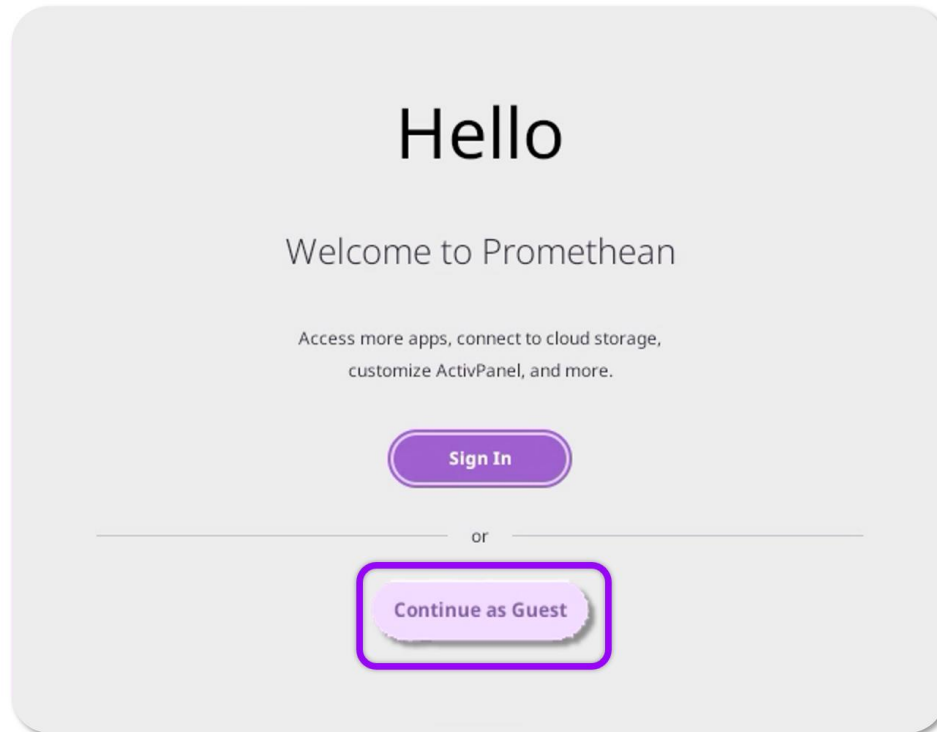
Sign in on the ActivPanel 9



1. Type the code into Promethean web or Promethean Mobile app
2. Scan the QR code in the Promethean Mobile app
3. Sign in using your Google, Microsoft, or other email credentials
4. Create a Promethean account at one.prometheanworld.com

Guest sign in

Upon powering on the ActivPanel 9, there is an option to sign in as a Guest. The Guest profile is an excellent option to use in the instance that a substitute or guest teacher is in your classroom.

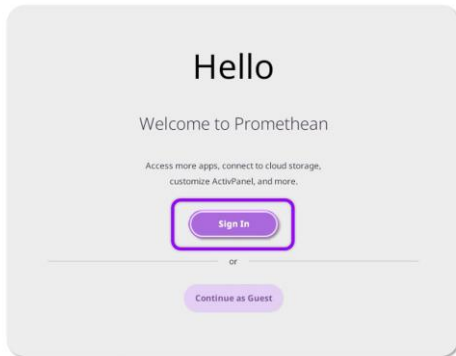


Once signing into the Guest profile, the same core applications and functions are available, but no personal settings will be applied. The guest can access the **Applications** in the **Applications Locker**, pin and rearrange preferred apps, view network status, and more. When signing out of the guest profile, no information or content will be saved on the ActivPanel 9.

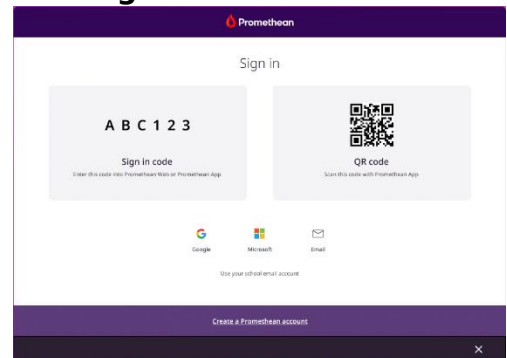
Sign in with Google on the ActivPanel 9

Your Promethean ActivPanel allows you to use an already created Google account to sign in and create your profile. Once your ActivPanel is connected to the internet, follow these steps to create a sign in identity directly from the ActivPanel using the Hello screen. Note: if you have already created a Promethean account, use the same Google sign in and password to sign in here.

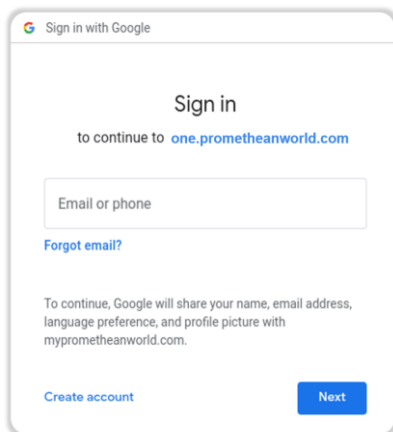
1. Select **Sign In**



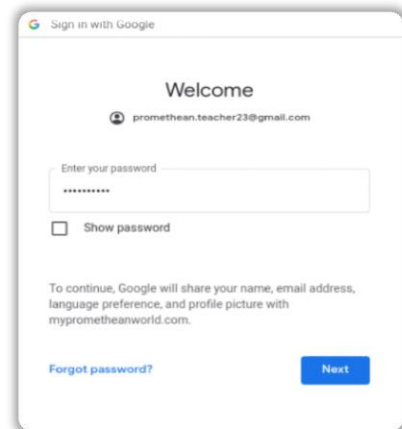
2. Select **Google**



3. Type in your Google address, tap **Next**



4. Type your password, tap **Next**



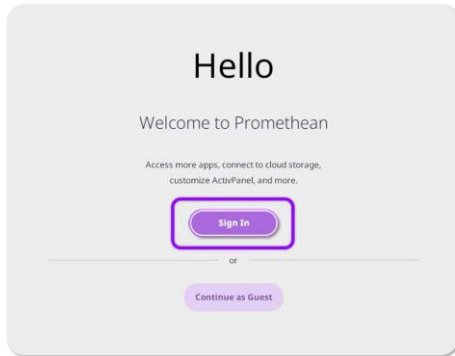
Following these steps creates an account with the same email at one.prometheanworld.com. You may now use this email and password to log in to any ActivPanel 9 and for access to the Promethean web experience and mobile app.

Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9

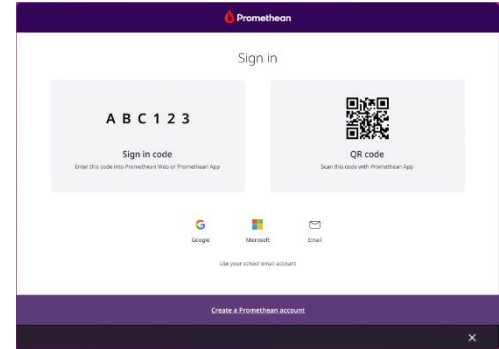
Sign in with Microsoft® on the ActivPanel 9

Your Promethean ActivPanel allows you to use an already created Microsoft Office 365 account to sign in and create your profile. Once your ActivPanel is connected to the internet, follow these steps to create a sign in identity directly from the ActivPanel using the **Hello** screen. Note: if you have already created a Promethean account, use the same Microsoft® log in and password to sign in here.

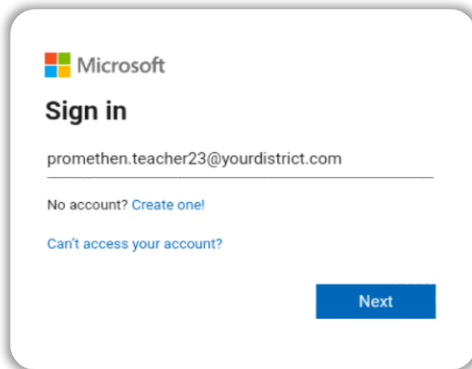
1. Select **Sign In**



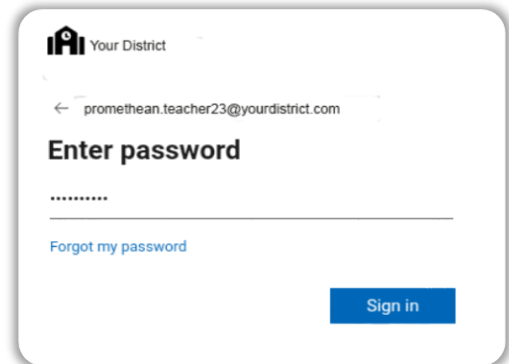
2. Select **Microsoft**



3. Type in your Microsoft email, tap **Next**



4. Enter password, tap **Next**



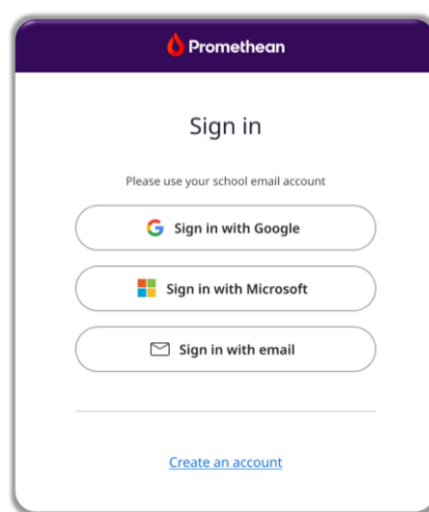
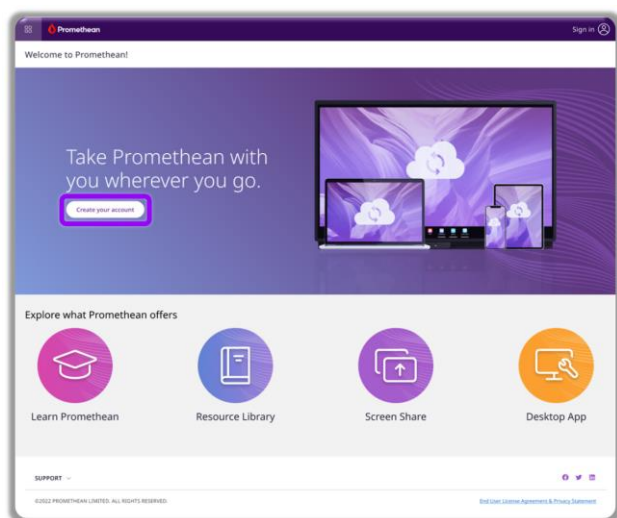
Following these steps creates an account with the same email at one.prometheanworld.com. You may now use this email and password to log in to any ActivPanel 9 and for access to the Promethean web experience and mobile app.

Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9

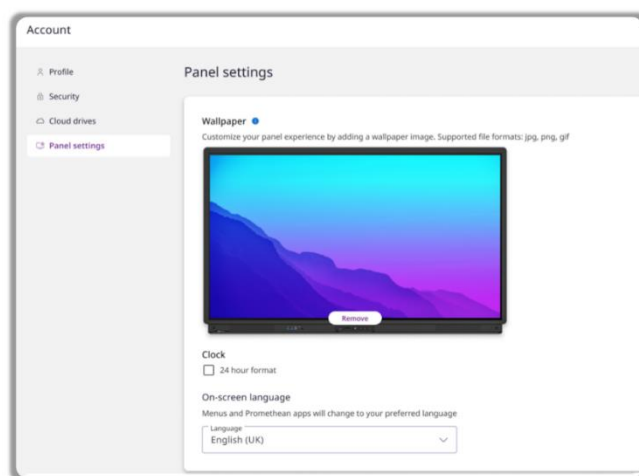
Sign in with Promethean

Your Promethean ActivPanel allows you to create and use a Promethean account. When signing in or creating an account directly from the ActivPanel 9, you are creating an account on the Promethean web experience. If you are creating an account on the Promethean web or app experience, you will use that same email and password to sign in to your ActivPanel 9.

Within your Internet browser, navigate to one.prometheworld.com. From the landing page, create your Promethean account. Please note: If you have previously created an account at myPromethean either on the website or in the mobile app, you will use the same email and password or sign in with Google® or Microsoft®.



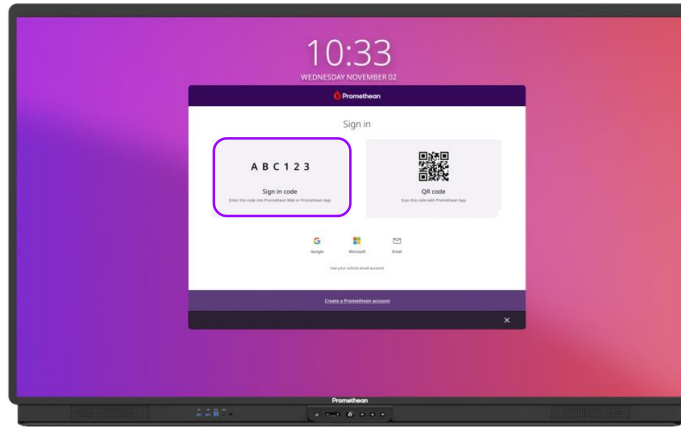
When signed in to your Promethean account, you can manage your ActivPanel 9 remotely. Your roaming profile can be updated from your computer remotely. This allows you to modify profile settings, add a security PIN, and connect cloud drives. If you have forgotten to log out of an ActivPanel 9, you can log out of that panel when signed in to your Promethean account.



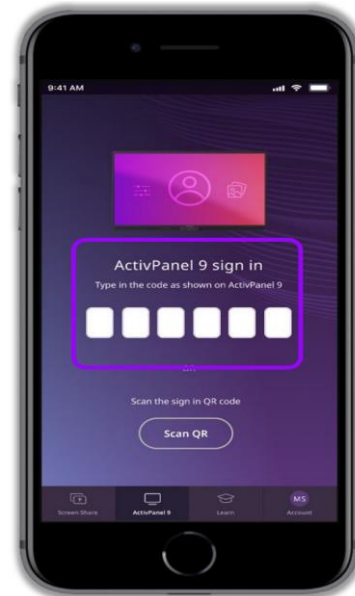
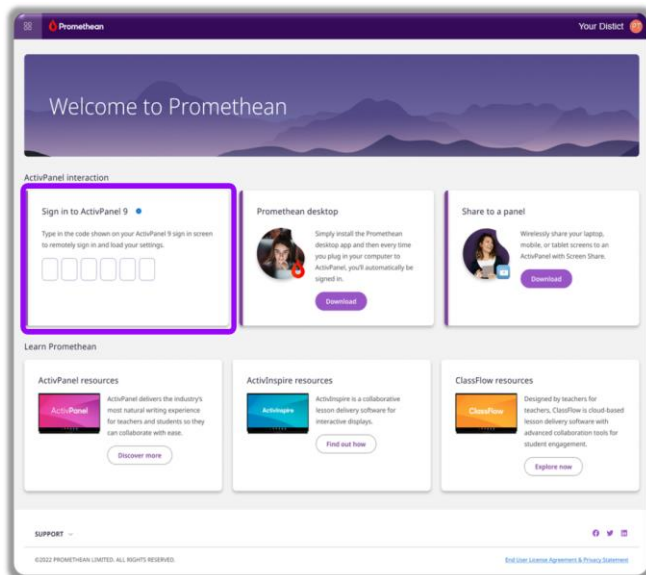
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9

Sign in with code

When you tap Sign in to Promethean from the Guest user account, you will have the option to sign in using a code. This code is unique to each ActivPanel and can be entered in to your Promethean account on the web or the Promethean Mobile app. Note: each ActivPanel has its own unique sign in code.



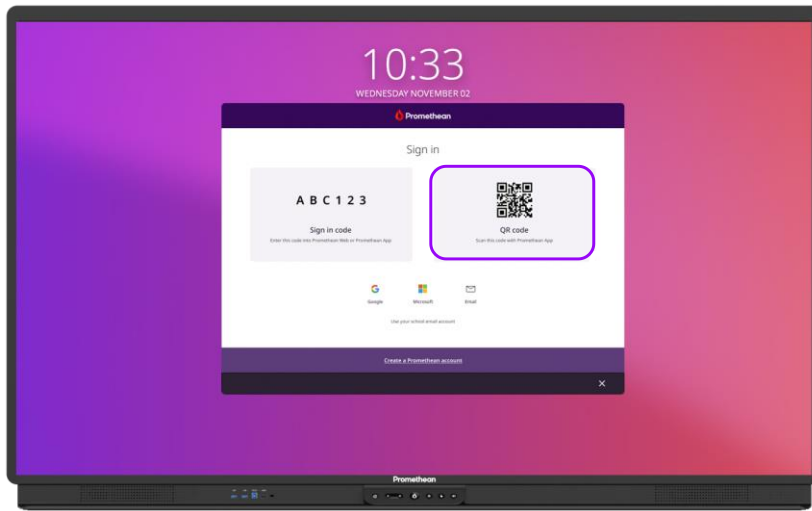
Sign in to your Promethean account on the web or mobile app and enter the code where indicated.



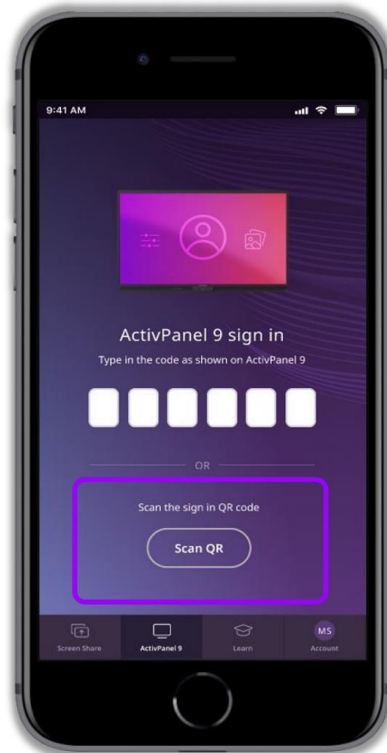
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9

Sign in with QR code

The Promethean app allows you to read that QR code from your phone or mobile device to sign in to the ActivPanel 9 quickly and easily.



After you download the Promethean app to your mobile device and sign in or created an account, tap **Scan the sign in QR code** and follow the instructions.

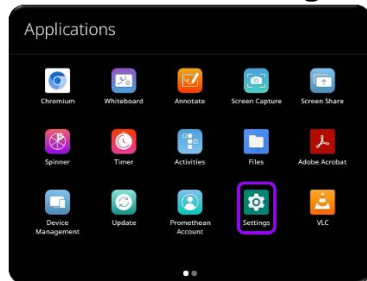


Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9

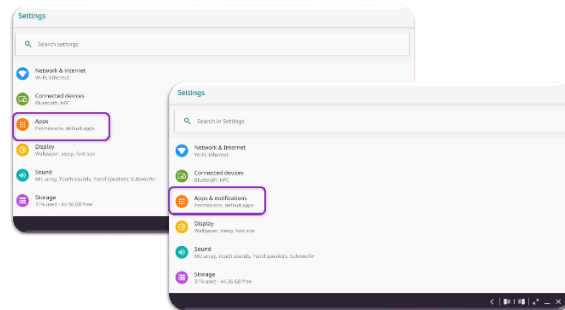
Disable the Welcome Screen

The Promethean Welcome Screen can be disabled so that it does not appear when the panel starts up. Follow these steps to disable the welcome screen:

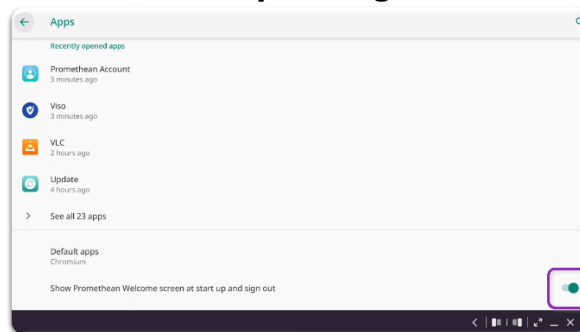
1. From the **Applications Locker**, select **Settings**



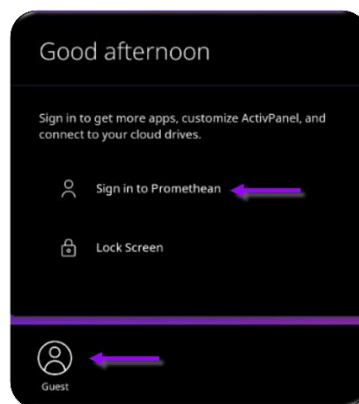
2. Select **Apps**, or **Apps & notifications**



3. Toggle off **Show Promethean Welcome Screen at start up and sign out**



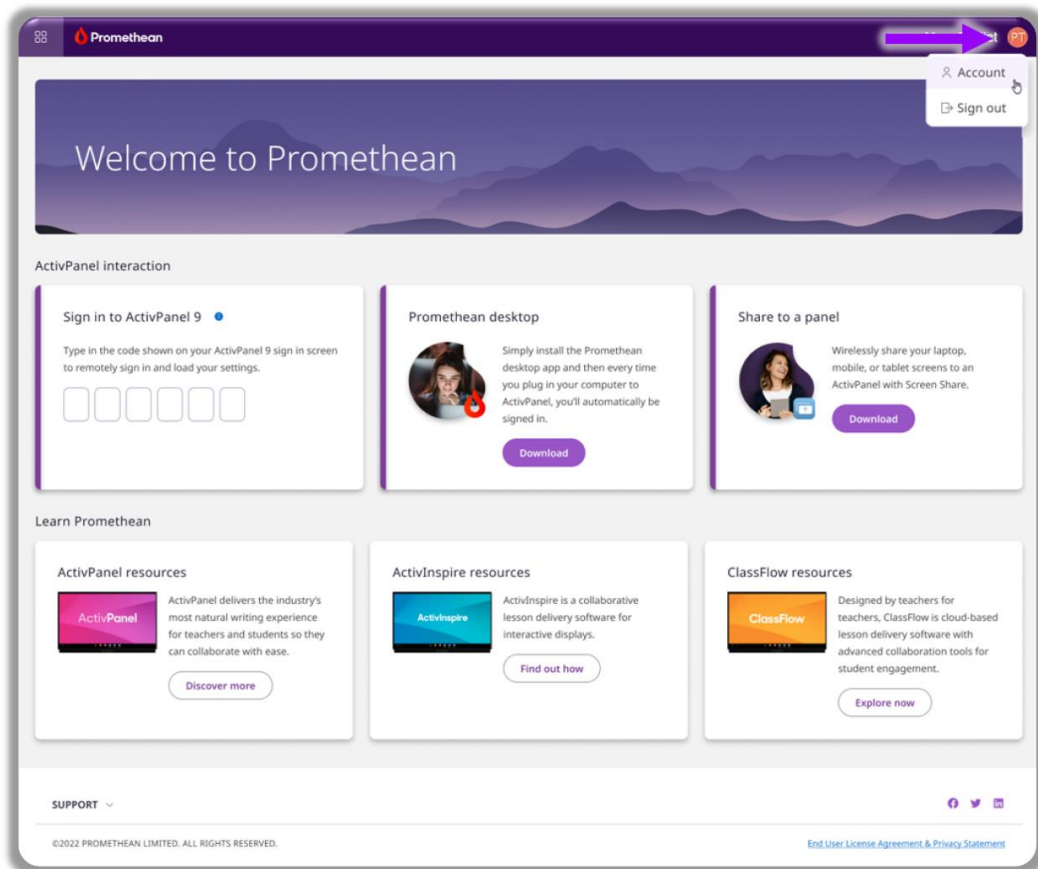
To sign in to the ActivPanel 9 when the welcome screen is disabled, simply tap the **Guest** profile icon, and select **Sign in to Promethean**.



Customize your profile and settings remotely on the web

Making your profile look and feel exactly the way you want is easy with the ActivPanel 9. Your profile can be updated from the ActivPanel settings or within your Promethean account. With the ActivPanel 9 profile, you have the same experience on any ActivPanel 9 you log in to with your profile. When you log in to your Promethean account on the web, tap your Profile avatar in the upper right-hand corner.

When you select Account, you can customize your ActivPanel 9 profile remotely. The next time you sign in to any ActivPanel 9 with your Promethean account, your new settings and security measures will be available for use.



This can be used to customize your ActivPanel 9 each day with schedules or bell work. Also, you can change your PIN, ActivPanel language, and connect your Cloud drives remotely.

You can also change your Promethean account password within your Promethean account. This password is used to access your Promethean account on the web and through the mobile app.

Customize your profile on the ActivPanel 9

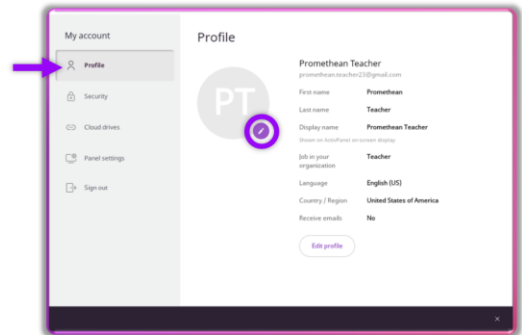
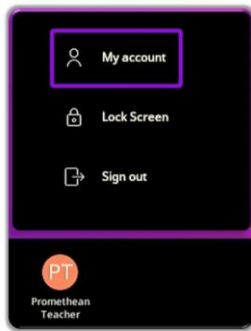
Your ActivPanel 9 experience can be customized on any ActivPanel 9 by signing in with your Promethean account. Please note: if you are using the ActivPanel 9 through the Guest account, none of the settings you apply will be saved from one sign in to the next.

Profile picture

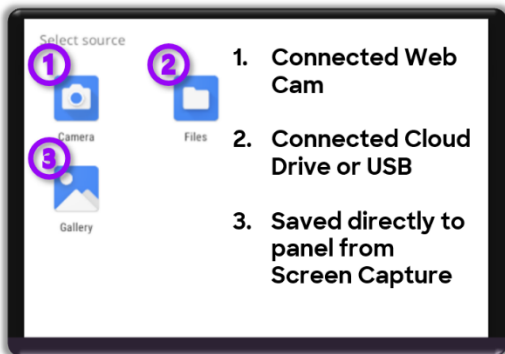
One of the many ways you can create an individual profile is to use your own desired Profile picture. You can update your profile picture from the ActivPanel or from your Promethean account.

Sign in to the ActivPanel 9 with your Promethean account:

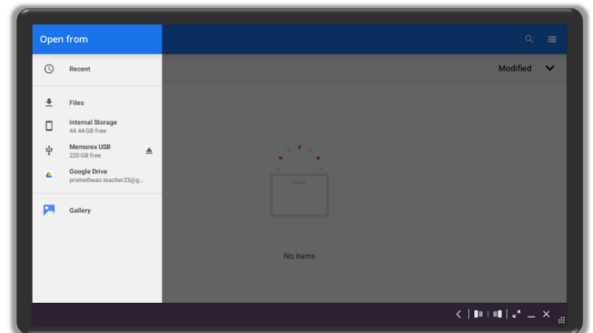
1. Tap your **User Profile Avatar** in the Menu
2. Select **Profile**, then tap the **purple pen**



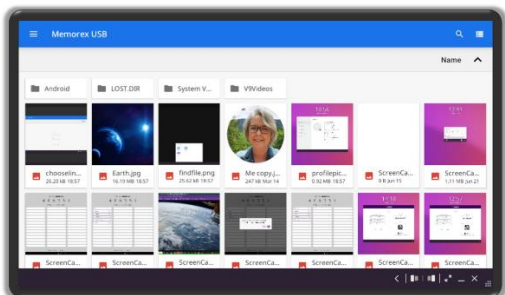
3. Select image location



4. Select Drive or Folder



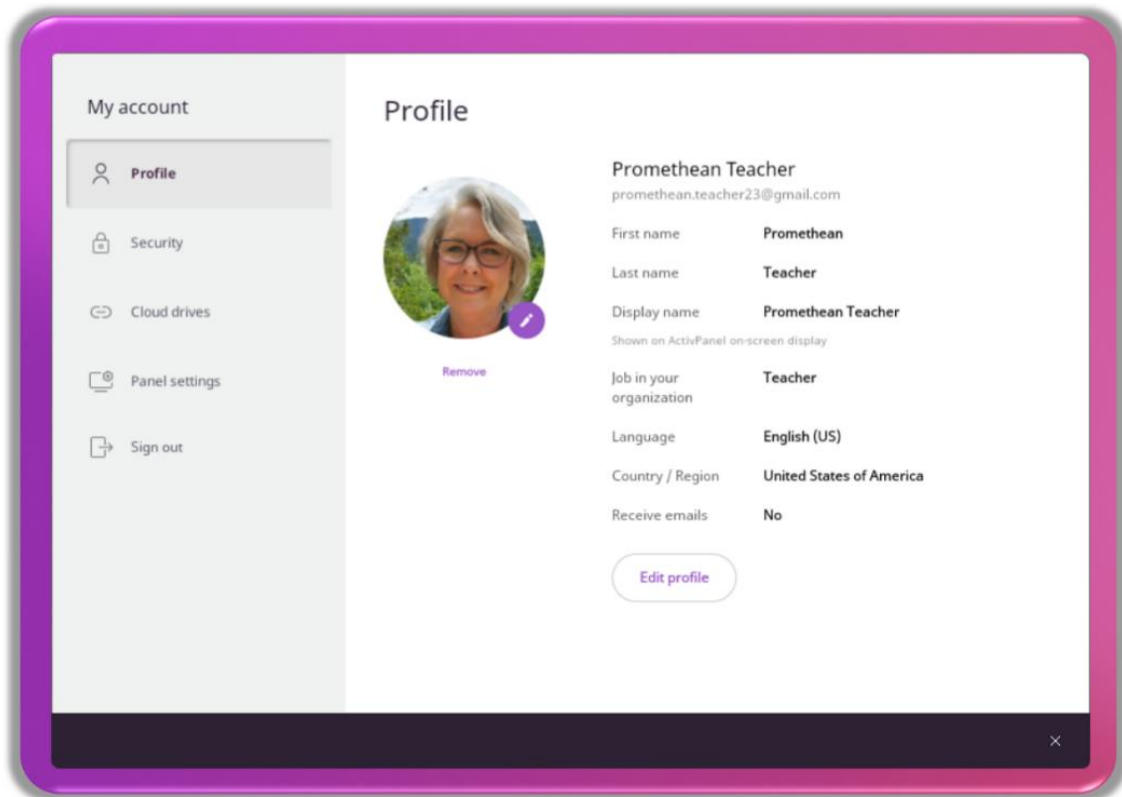
5. Select your image



6. Crop image and tap **Done**



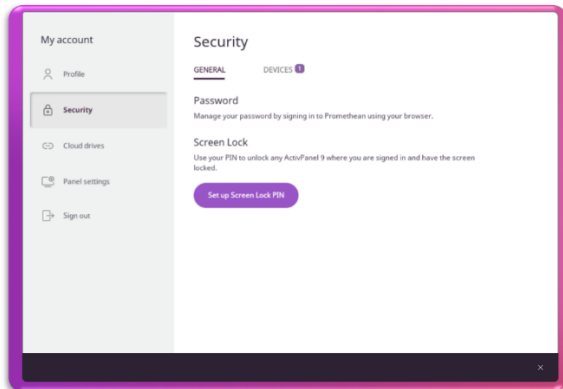
Once you have chosen your profile picture it will appear on your ActivPanel and in your Promethean account.



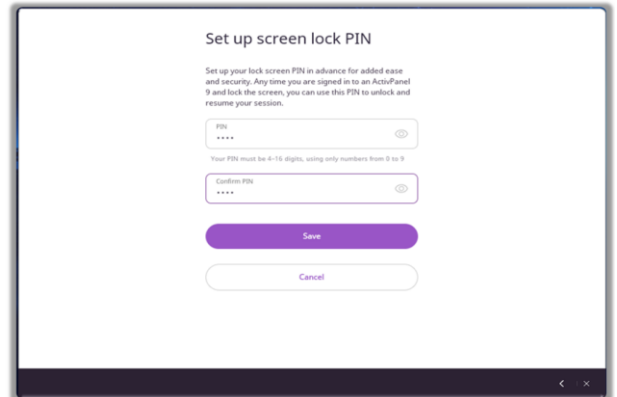
Screen lock

The ActivPanel 9 keeps personal information secure by allowing you to set up a PIN required at sign in. Setting up your PIN can be done remotely on your Prometheus Account or when you sign into your account on the ActivPanel. Once a PIN is applied to your account, you will use the same PIN to log in to your account on any ActivPanel 9.

1. Select **Security**

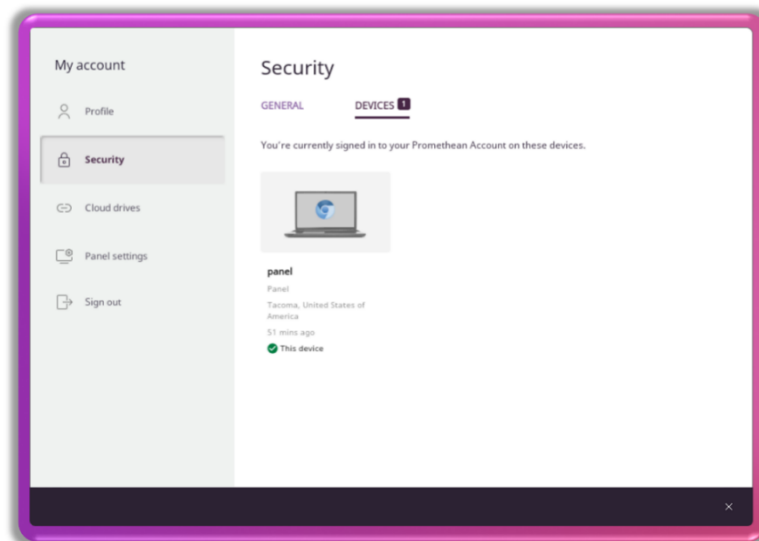


2. Select **Setup Screen Lock PIN** generate your PIN and select **Save**



Each time you sign out and return to the ActivPanel you will be prompted to enter your PIN.

From your ActivPanel 9 or of our Prometheus account, you can view all devices you are currently signed in to. You can sign out of devices in your Prometheus account.



Cloud Connect

The ActivPanel 9 allows you to easily access content saved on your Google Drive and OneDrive through the Cloud Connect feature. Using a connected cloud drive allows you to easily access content created on other devices. Saving content directly to your cloud drive from your ActivPanel enables you to seamlessly share content with your colleagues and students.

Note: Users must establish their Cloud Drive connections on an ActivPanel 9 at least once. Setting up on one ActivPanel will enable access on any AP9 where that user signs in with their Promethean account. Cloud Drive access is still subject to Google, Microsoft, and organization policies around reauthorization. A teacher may periodically have to re-submit their credentials to keep accessing their Cloud Drives from their Promethean account.

Access Cloud Connect either through the **My account** in your User Profile Menu or through the **Cloud Connect app** in the Applications Locker.



Cloud Connect: Google Drive or OneDrive

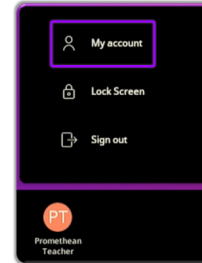
Once you have signed in to your ActivPanel profile, you can connect your Google drive to access all your compatible files. When you first log in to your ActivPanel or your Promethean account, you will be prompted to Connect Cloud Drive. Connecting your Google Cloud Drive allows you to easily save images, PDFs, and other compatible files to share. In addition, you may save and share Promethean Whiteboard files (PWBs) with other ActivPanel users.

Steps to connect your Google Drive through your Promethean Profile.

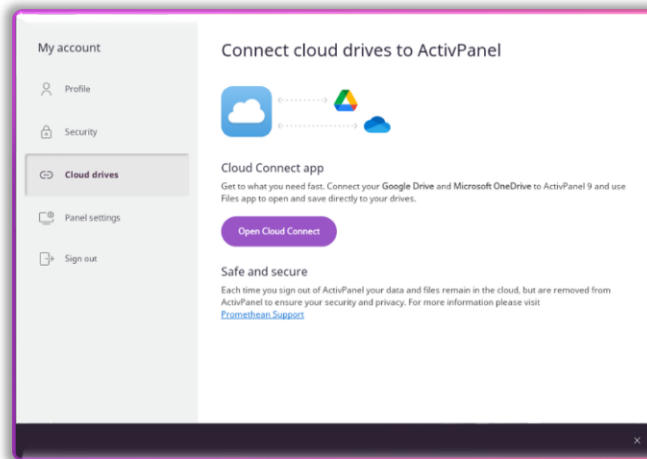
1. Select your **Profile** from the **Menu**



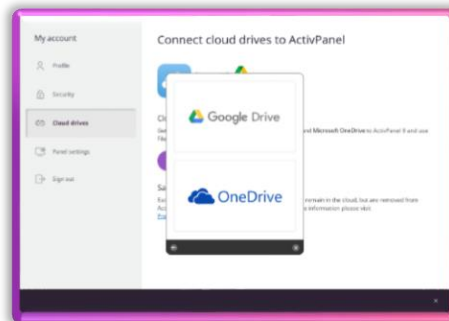
2. Tap **My account**



3. Select **Cloud drives** then **Open Cloud Connect**



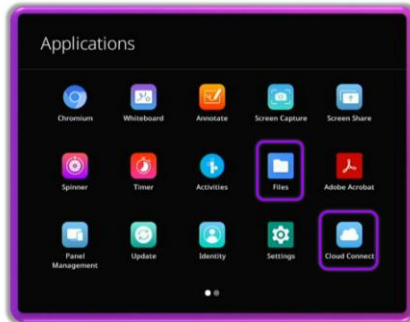
4. Tap either **Google Drive** or **OneDrive** and follow instructions to sign in



Accessing cloud content

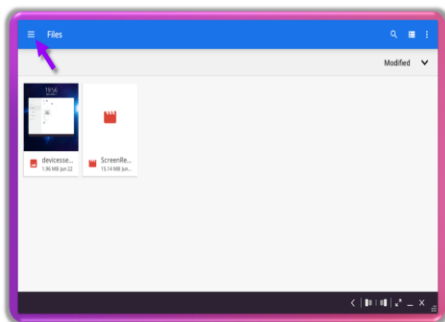
Once you have connected your cloud drive, it is easy to access content you have saved.

Select either **Files** or **Cloud Connect** from Applications.

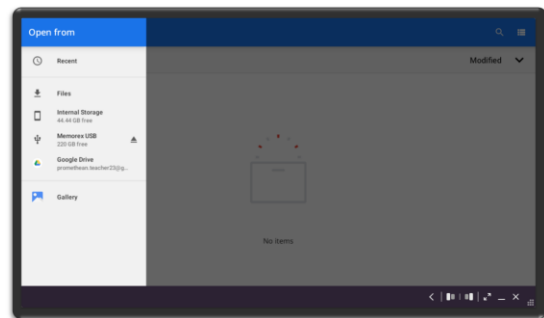


From the Files app:

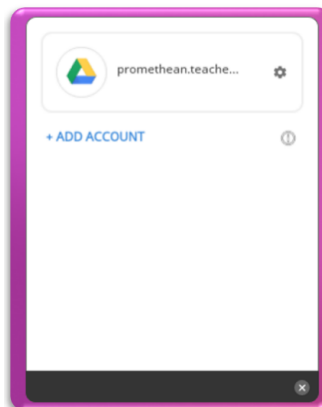
1. Tap the **Hamburger menu**



2. Select the desired drive from the drop-down menu



From the **Cloud Connect** app, tap the connected drive to open. Note, if you have a OneDrive account connected, you will see the option to open the OneDrive account or you can add a new Cloud Connect drive.



Changing wallpaper

Customizing your wallpaper is an easy way to make your ActivPanel your own.

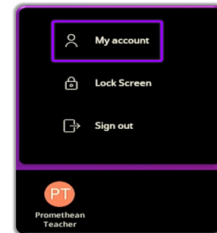
Your ActivPanel 9 wallpaper can be changed when signed into your Promethean account as well as at the ActivPanel.

Change your wallpaper on the ActivPanel 9 using your **User Profile Menu**:

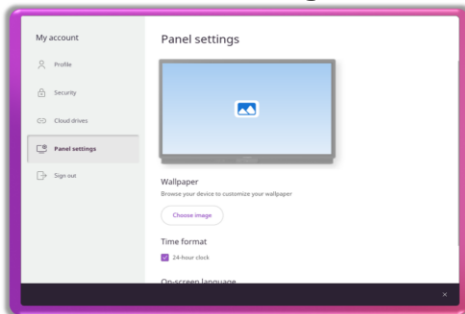
1. Select your **Profile** from the **Menu**



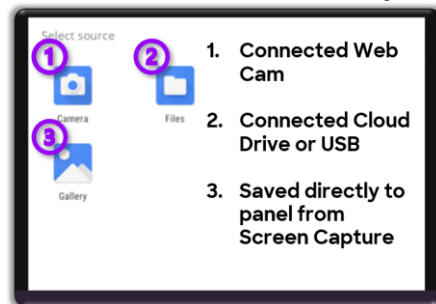
2. Tap **My account**



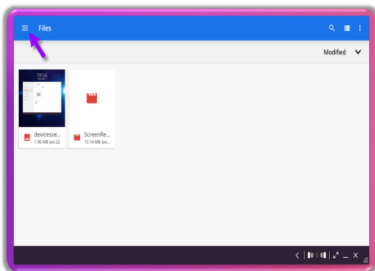
3. Select **ActivPanel settings**



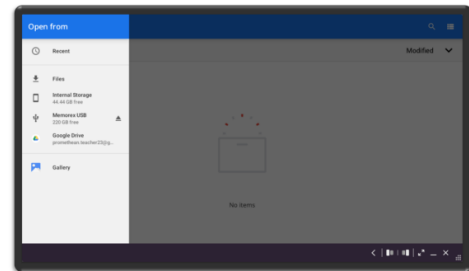
4. Choose the file location with your image



5. From the Files menu, tap the **Hamburger menu**



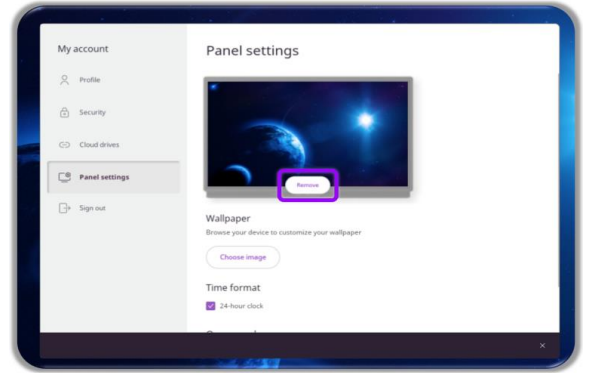
6. Select the desired drive from the drop-down menu



7. Select your image, crop if desired and tap **Done**



8. To return your Wallpaper to original settings, select **Remove**

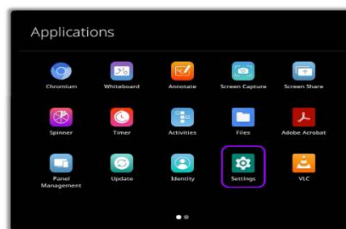


Follow these steps to change your wallpaper on the ActivPanel 9 using the **Applications** icon from the **Menu**

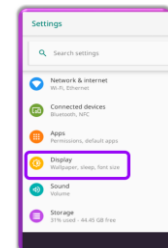
1. Tap the **Applications** icon in the **Menu**



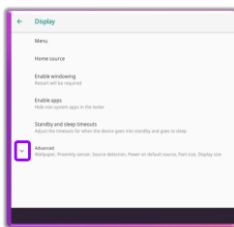
2. Select **Settings**



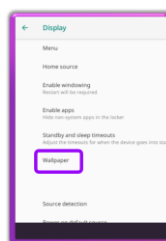
3. Select **Display**



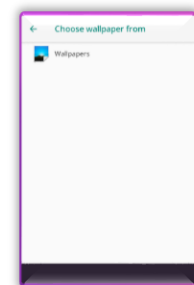
4. Tap the caret (∨) next to **Advanced**



5. Tap **Wallpaper**



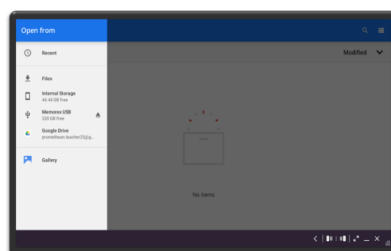
6. Tap **Wallpapers**



7. Select a wallpaper displayed or tap **My photos** to choose from a different file



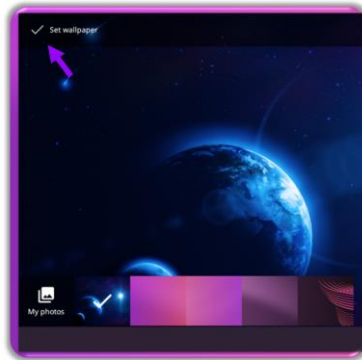
8. Select the file that has your desired image in Open from



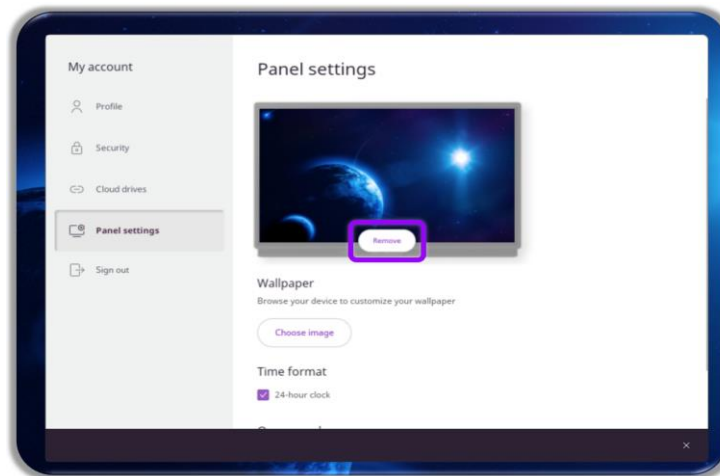
9. After selecting the image, it appears in the Wallpapers choices



10. Tap **Set wallpaper**



To return your Wallpaper to original settings, select **User Profile** and then **My account**. Then tap **Panel settings** and select **Remove**.



Adjust Time/Date and Onscreen language

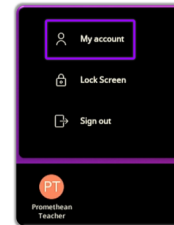
The ActivPanel 9 allows you to adjust the time settings to appear in 12 hour or 24-hour format. The ActivPanel 9 default format is the 24-hour clock.

To change your onscreen time format on an ActivPanel 9 using the User profile menu:

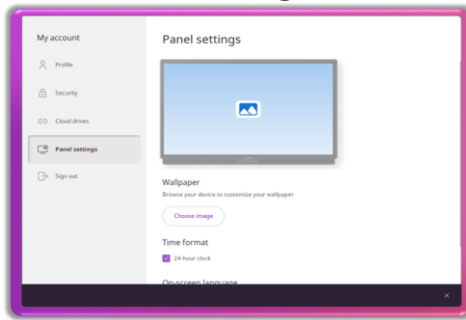
1. Select your **Profile** from the **Menu**



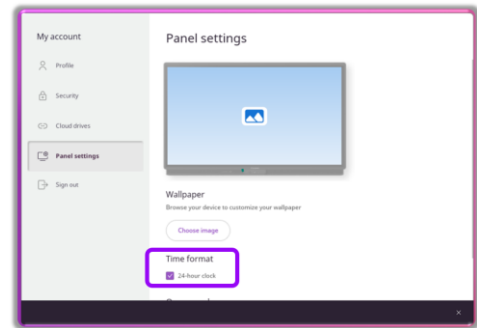
2. Tap **My account**



3. Select **Panel settings**



4. Tap the box in front of **24-hour clock**

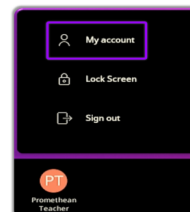


Changing the onscreen language on the ActivPanel 9 changes all the menus and apps on the ActivPanel. Please note this does not change the languages of external sites or videos.

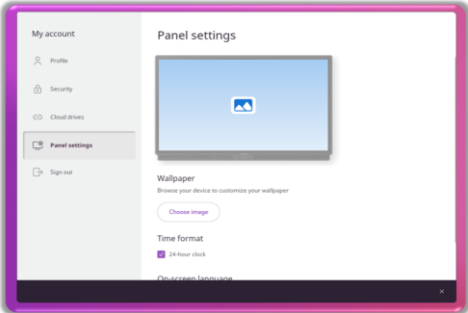
1. Select your **Profile** from the **Menu**



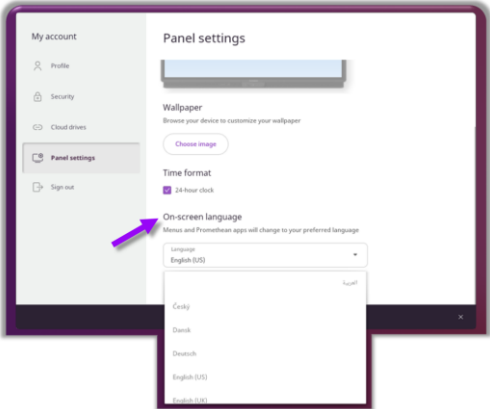
2. Tap **My account**



3. Select **Panel settings**



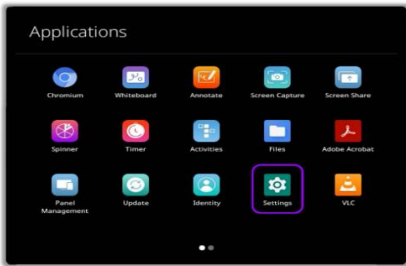
4. Select your language from the drop-down menu



Adjust Display settings

There are several ActivPanel 9 settings that can be adjusted to fit your needs.

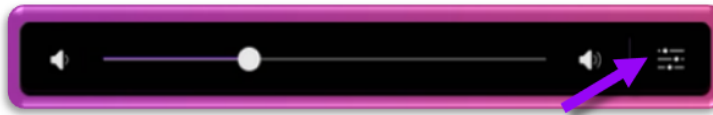
1. Tap **Settings** in the Applications Locker.



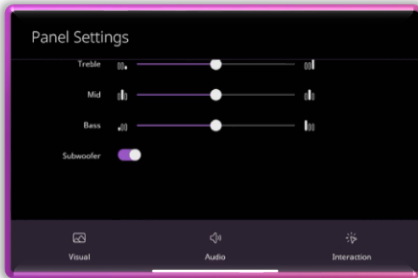
2. Select the ActivPanel 9 setting you want to change



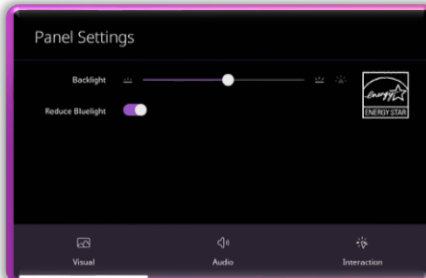
When adjusting volume from either the Console or the Remote, there are Audio, Visual and Interaction (AVI) settings available for quick adjustment.



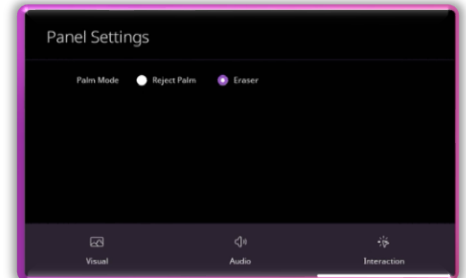
Audio



Visual



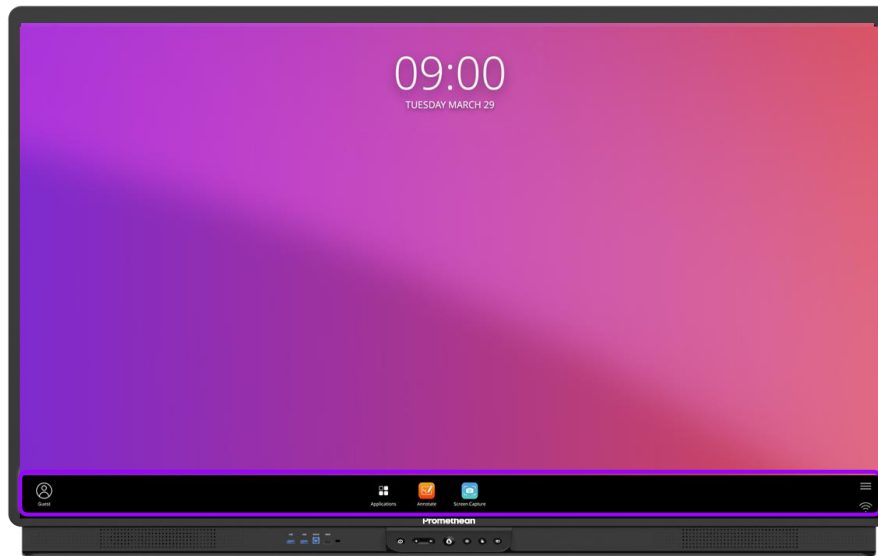
Interaction



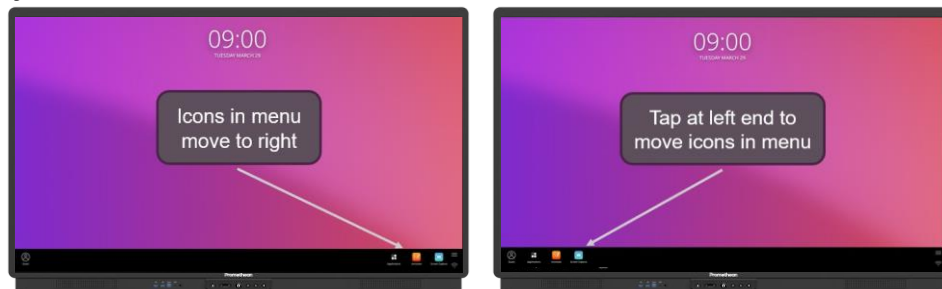
Menu features

The icons default to the middle of the Menu. Tap the left or right side of the Menu screen to move the icons for easy access.

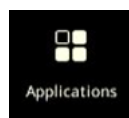
The ActivPanel 9 menu experience allows you to interact with the content displayed on the ActivPanel with minimal disruption. The menu appears at the bottom of the ActivPanel screen and is easily customized to display the apps you most frequently use.



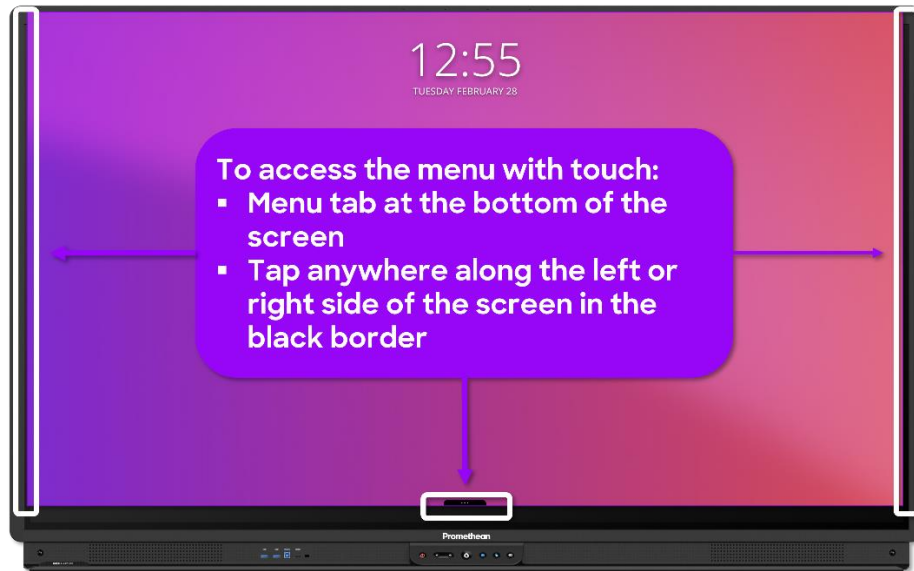
The icons default to the middle of the Menu. Tap the left or right side of the Menu screen to move the icons for easy access.



From the Menu, you can open the Applications Locker by tapping the icon.



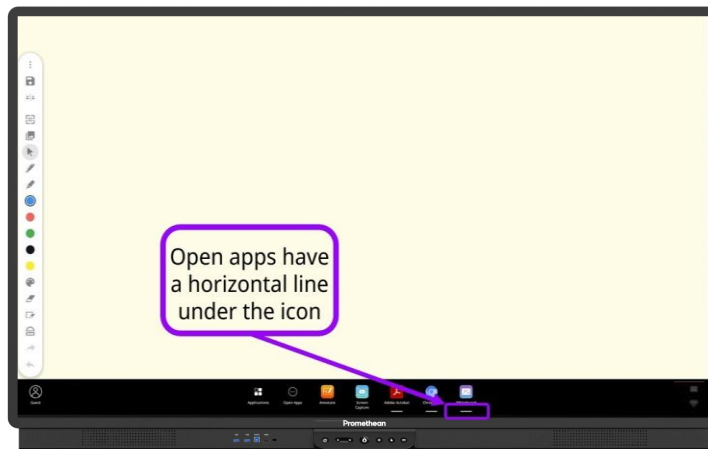
The menu is also accessible by tapping either side of the panel or the menu tab located at the bottom of the ActivPanel screen.



Disable the menu tab by tapping the **Settings** button on the remote, then tapping **Interaction** and toggling off the **Menu Tab**.



Within the Menu, you will find your open apps are underlined.

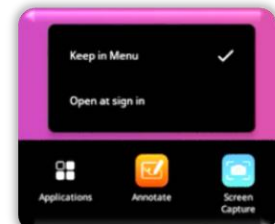
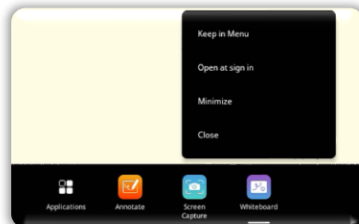


To return to the **Home Screen** or switch sources, select **Source** from the **Menu, Console or Remote**.



Within the menu, you can easily navigate between and select apps. A short tap opens the application on the ActivPanel, while a long tap reveals a menu where you can choose to what you would like to do with the application (if you are using the Guest profile, these might vary

Open, **pinned** applications Open, **unpinned** applications Closed applications



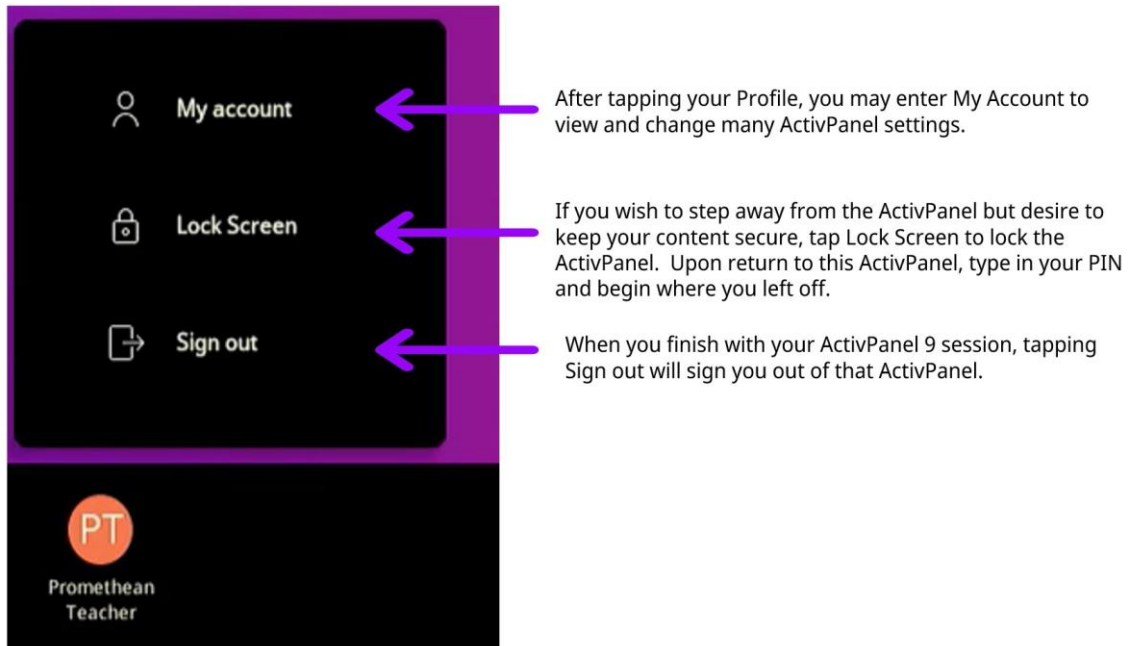
When several apps are opened and pinned, **More Apps** appears. You may interact with the additional app you have opened.



My Account

Within the ActivPanel 9, tapping User Profile Menu gives you access to **My account**, **Lock Screen** or **Sign out**.

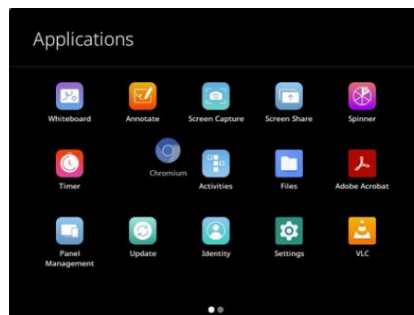
This visual displays each one in more depth:



Please note: You may view and sign out of any ActivPanel 9 by accessing your online Promethean account.

Applications menu

By tapping the **Applications** icon in the ActivPanel 9 **Menu**, you will gain access to **Applications**. The Promethean Classroom Essential apps and all other applications that are available on your ActivPanel are accessed within this menu.



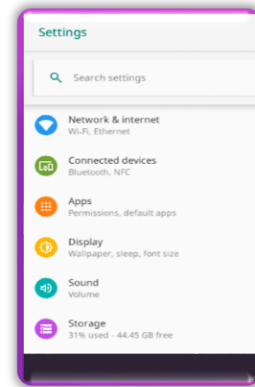
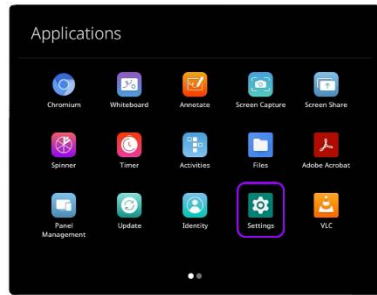
Within **Applications**, it is easy to rearrange apps to best fit your needs. Simply long touch on the app and drag it to the desired location, release.

Using the same long tap and release sequence, you can move an application to the ActivPanel Menu or change the order of the application within the Menu.

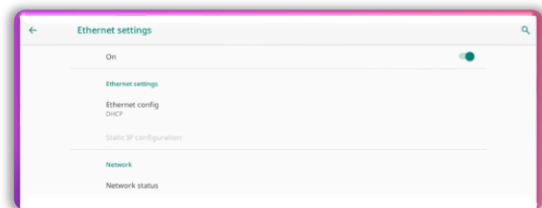
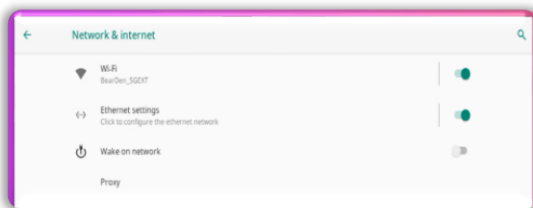


Settings

Selecting **Settings** from the **Applications Menu** gives you access to many ActivPanel Settings features. Please use your school or district settings standards.

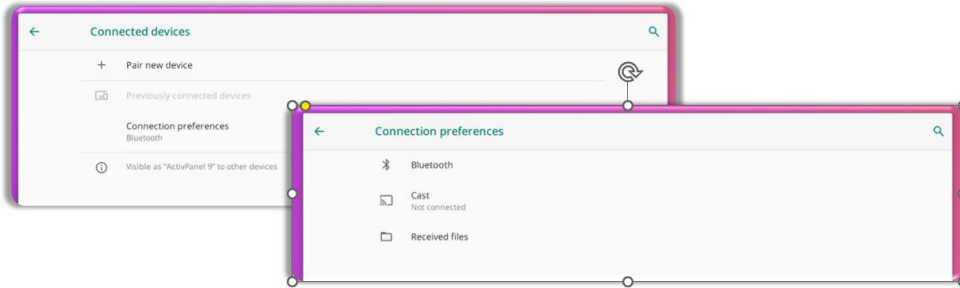


Network and internet settings allow for Wi-Fi and Ethernet settings. Please consult your school or district for these settings.



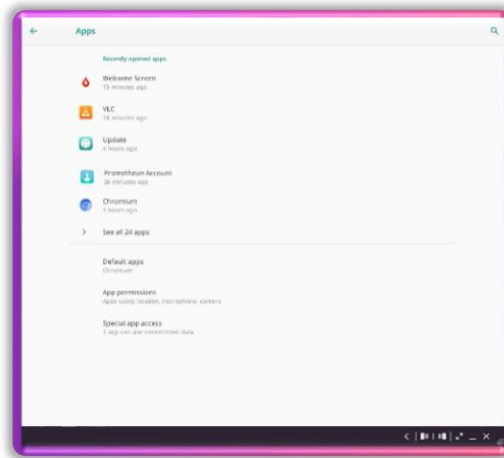
Connected devices allow you to connect selected Bluetooth and casting devices. Please follow the directives of your school or district when connecting external devices to the ActivPanel.

Tap Connected devices and follow the instructions on the ActivPanel screen and the connecting device. Please note, some devices might require extra steps to connect.

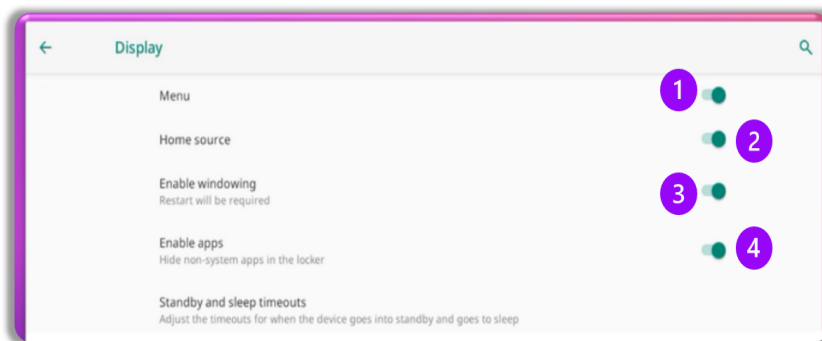


Apps settings allow you to view recently opened apps and all apps.

By selecting the app you wish to view, you can disable, force stop and refine permissions. Please follow your school or district policy on apps.

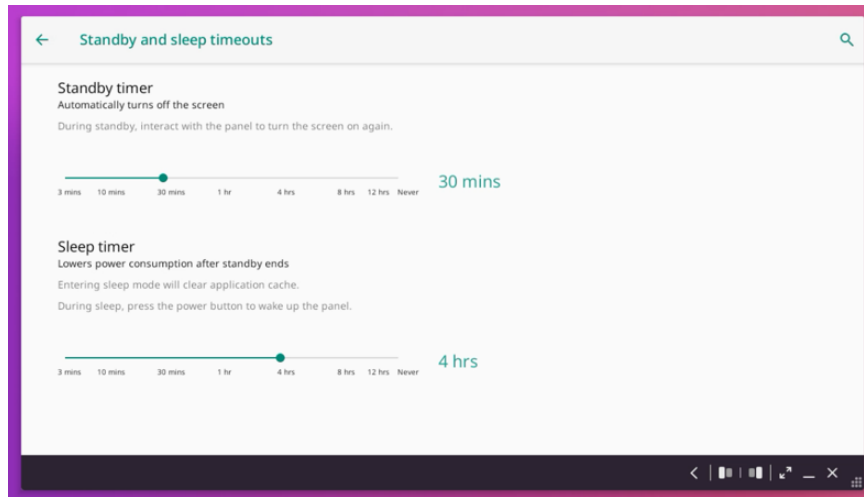


Display settings allow for you to change many of the ActivPanel 9 settings.

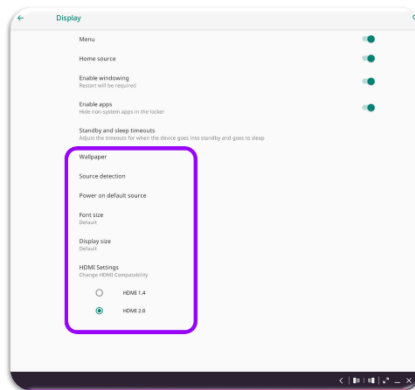


1. Toggle off the **Menu** and the Applications locker appears when the Promethean flame is selected
2. Toggle off **Home source** and the ActivPanel no longer shows connected devices
3. Enable or disable windowing from Microsoft devices to the ActivPanel
4. Enable or disable non system apps

Standby and sleep timeouts allow you to adjust times to best fit your needs.

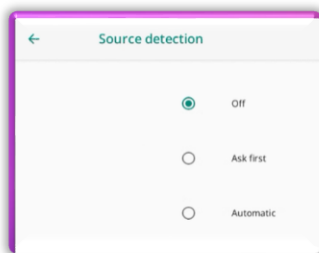


Tap the caret (∨) for Advanced settings

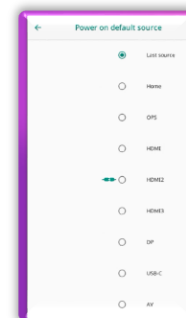


You can modify:

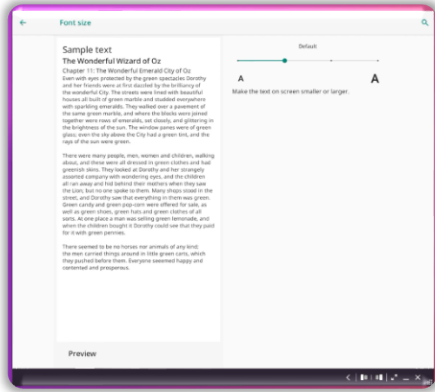
Source detection



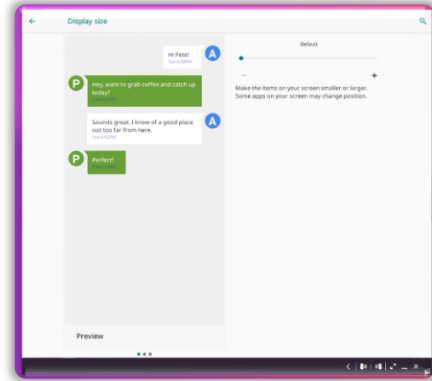
Power on default source from connected sources



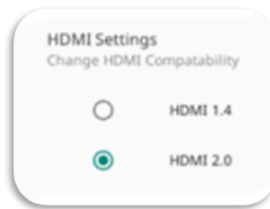
Font size



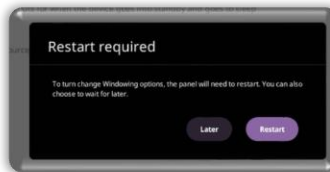
Display size



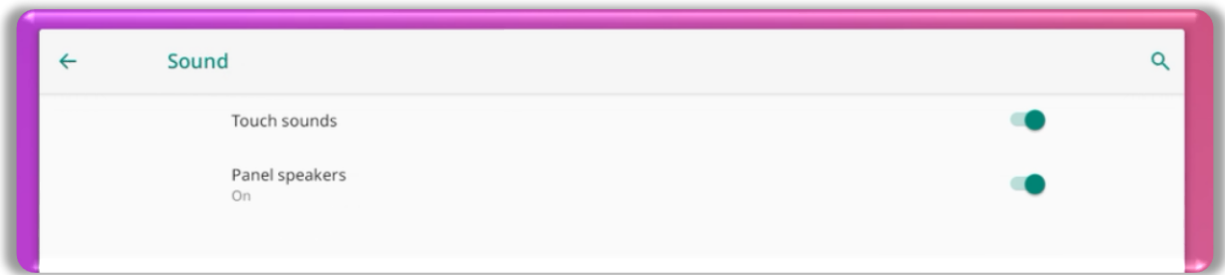
Additionally, you may change the HDMI compatibility settings.



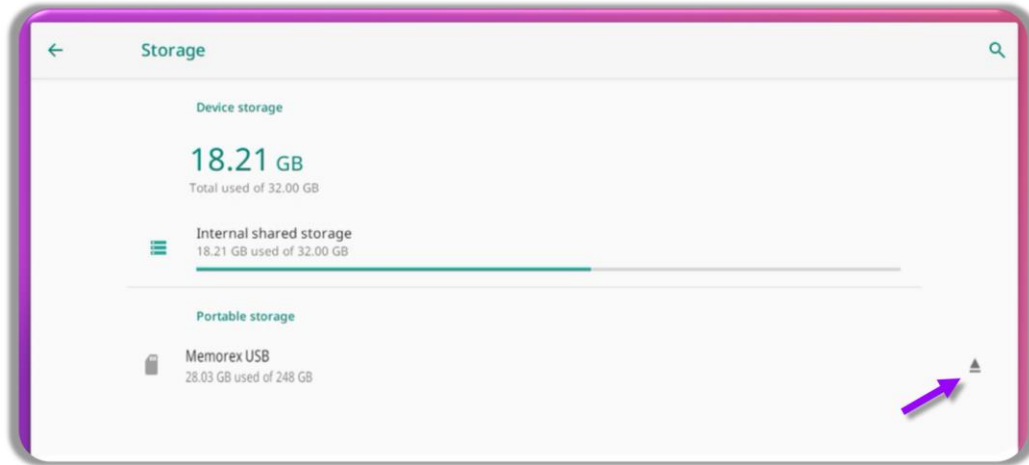
A restart may be required when ActivPanel settings are changed.



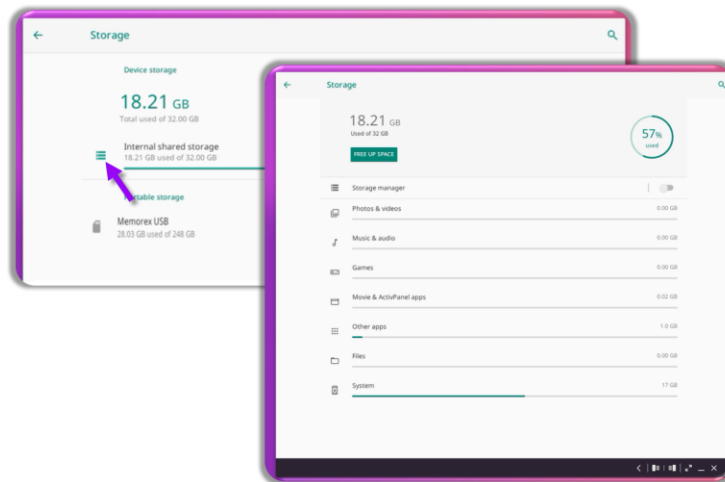
Sound settings allow you to toggle off or on the touch sounds and ActivPanel speakers.



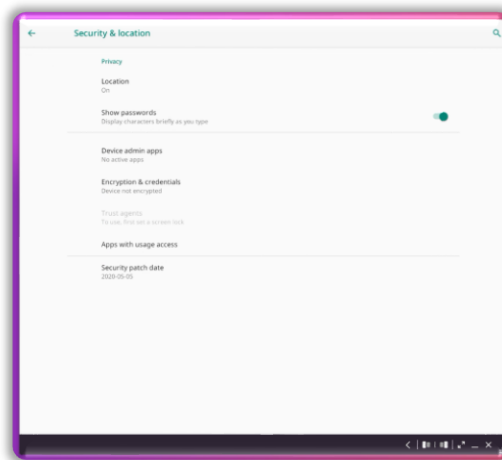
Storage settings allow you to view storage on your ActivPanel and by clicking the arrow, you can safely eject your connected USB drive.



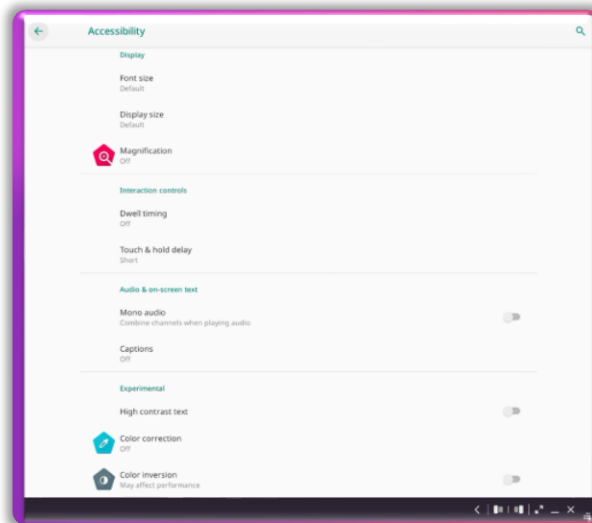
Tap the view menu to see the amount of storage used in each category.



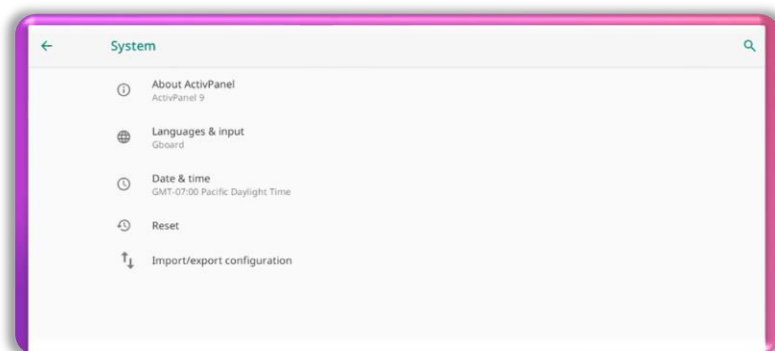
Security & location settings allow you to give permissions in the ActivPanel. Please follow your school and district standards for these settings.



There are many Accessibility settings that can be modified. Please follow your school and district standards for these settings.

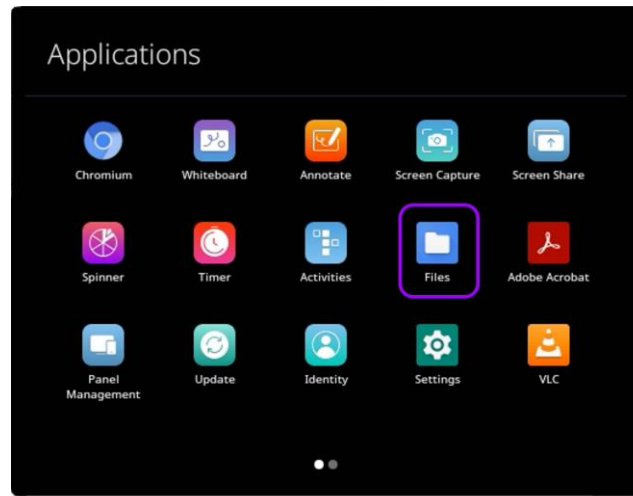


Within the System settings, there are many settings that can be customized and changed to your preferences. Remember to use your school or district standards for these settings.

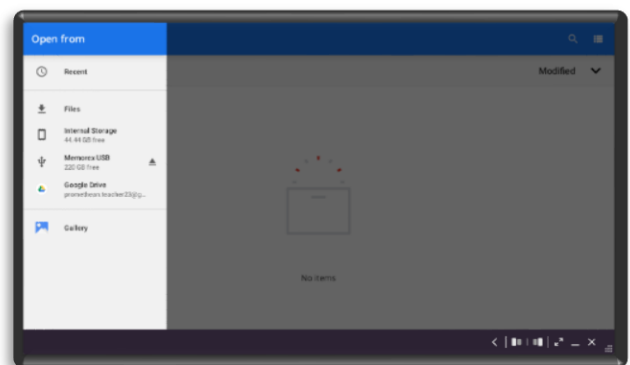
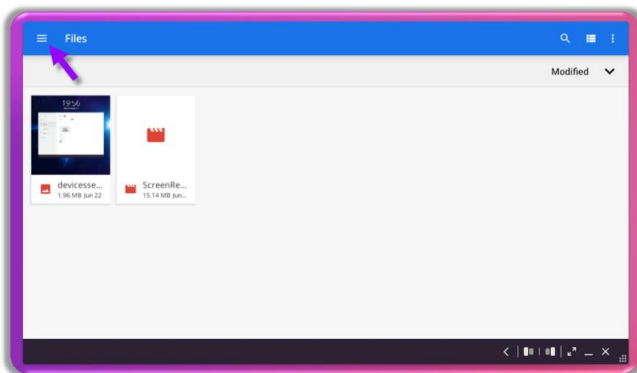


Files

Accessing compatible pre-created content can be accomplished through more than one process on the ActivPanel 9. Files are easily accessible by selecting **Applications**, then **Files**. You may also access any content created on the ActivPanel through the **Files** application.



After you have selected the File app in the Applications locker, select the place where the file you want is located and open.



Files can also be created on another device or ActivPanel and can be accessed using a USB drive.

Remember, only files compatible with the ActivPanel can be opened.

Promethean Classroom Essential Apps

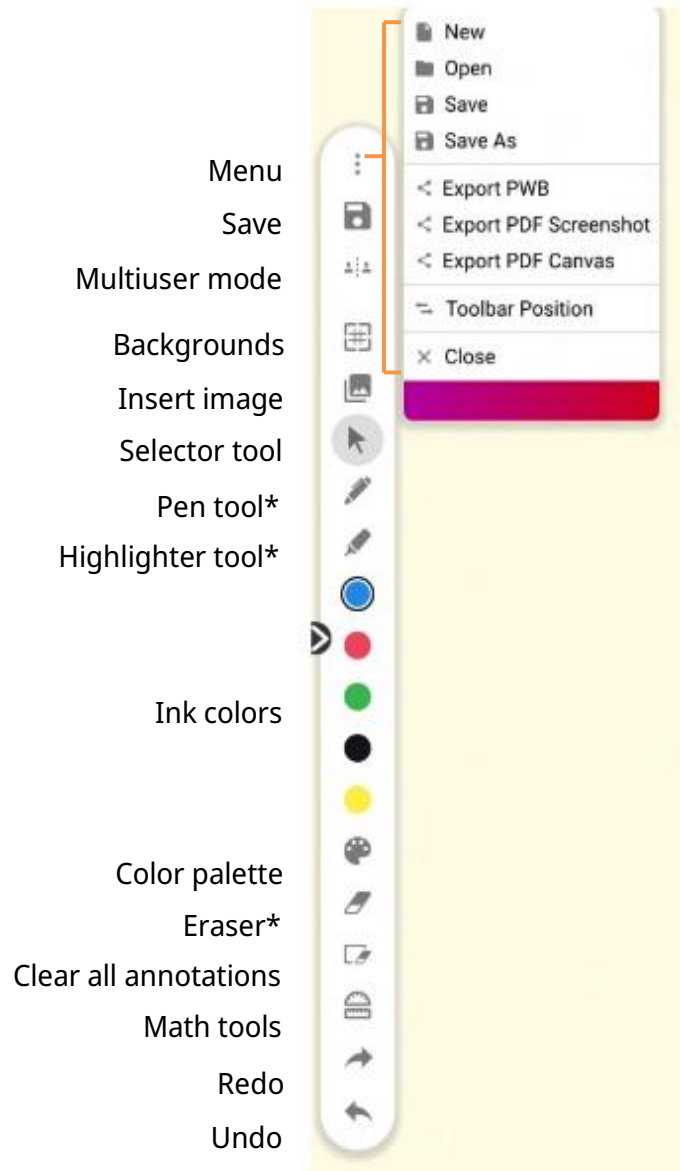
You will find the most beloved applications preloaded on your ActivPanel 9 and easily accessed through **Applications**. There is so much to love about the Classroom Essential Apps.



-
- Preinstalled
 - Created by Promethean from teacher feedback
 - Accessible from Applications in the Menu
 - User friendly
 - Maximize instruction
 - Increase engagement
 - Enhancements through online updates

Whiteboard

Access the Promethean Whiteboard App from your **Applications Menu**. The Whiteboard toolbar resides on the left side of the window by default but can be moved to the right side of the ActivPanel by using the **Toolbar Position**.



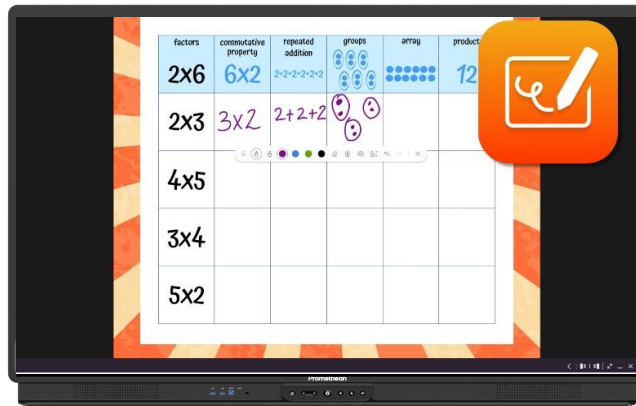
*Tap once to select the tool and twice to access additional widths.

The Promethean Whiteboard also has a multi-user mode. This mode allows users to engage with a full tool bar while interacting with content on the Whiteboard. This feature allows the teacher to create written or image content for the student to interact with, any of the content added to the Whiteboard prior to entering multi-user mode is protected from student erasing or moving.



Annotate

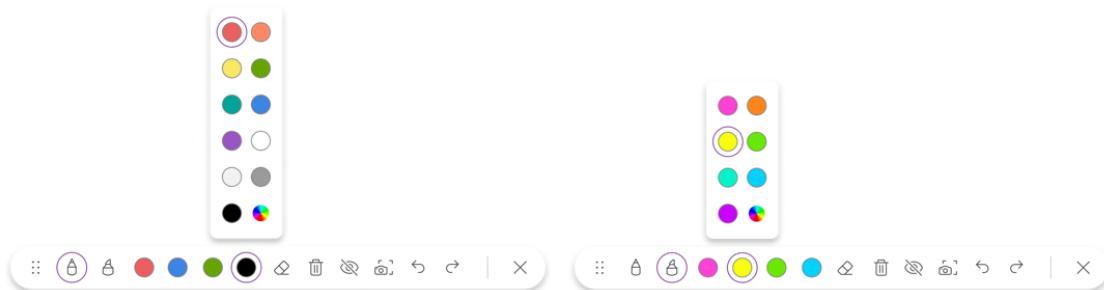
The Promethean Annotate App is perfect for adding annotations over anything displayed on your ActivPanel's screen, empowering you to make the most of teachable moments.



To access, tap **Applications** in the Menu, then the **Annotate** app.

The toolbar appears. You may move it anywhere on your screen and it remembers the last location in which it was docked. The Annotate app allows for different point sizes for the pen, highlighter and eraser simultaneously.

Tapping a color dot allows you to choose a different color from the presets or use a long touch to access the custom color picker.



Use the **Eraser** to erase a bit of an annotation or tap the trash can to **Clear All Annotations** and start fresh.

Tap the **eye button** to exit annotate mode and interact with other content on your screen. Tap the **eye button** once more to return to annotate mode and continue annotations.

From the annotate tool bar, you can easily take a **screen capture**. Use the **Undo** and **Redo** buttons to make quick corrections.

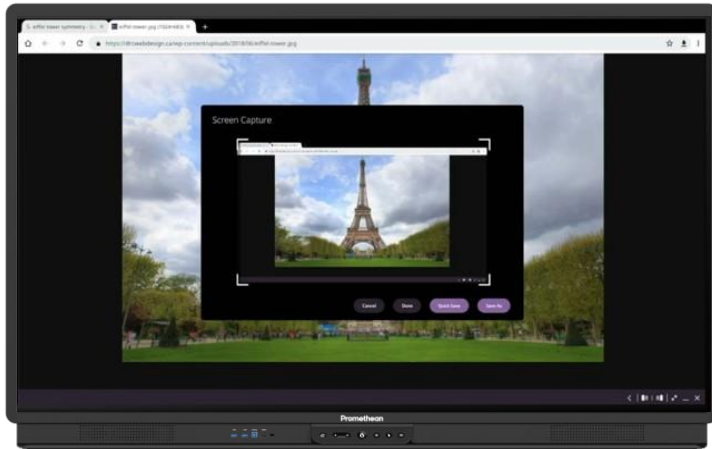
Use the **6 dots** to relocate and dock the toolbar in to a horizontal or vertical position. Simply drag the tool bar to the either side or the top of the ActivPanel and release. The toolbar will appear in the same position last used when the Annotate app is reopened.



Tap the **X** to exit the app. You will be prompted with a message to save your annotations.

Screen capture

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



To use Capture, tap **Applications** in the Menu, then the **Capture** from the Applications Menu.

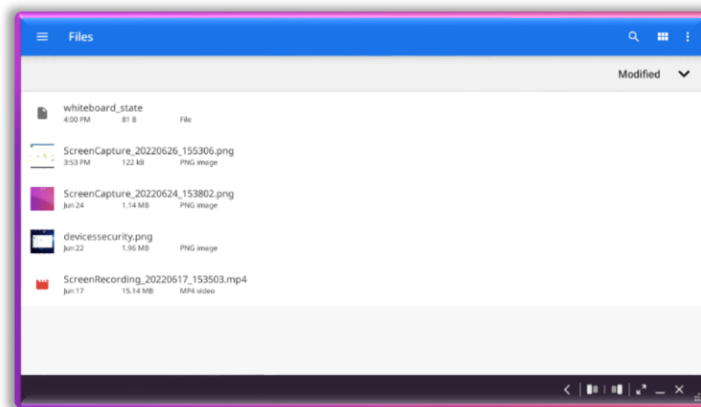


You will see four options: Close, Done, Quick Save, and Save As.

You may use the image in its entirety or use the sizing handles to crop as desired.

Quick save images can be found by opening **Files** or **Gallery** from within the Applications locker.

Selecting the **Save As** option allows you to save to a USB or connected cloud drive.



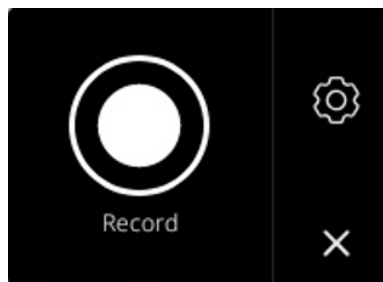
Screen record

Promethean Screen Record allows you to capture video from the ActivPanel 9 to share with teachers or students. The screen recording renders in a .mp4 format and can be easily shared through your cloud connect account or through a UBS.

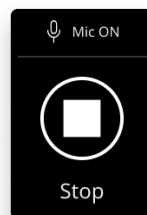
To use Capture, tap **Applications** in the Menu, then the **Screen Record** from the Applications Menu.



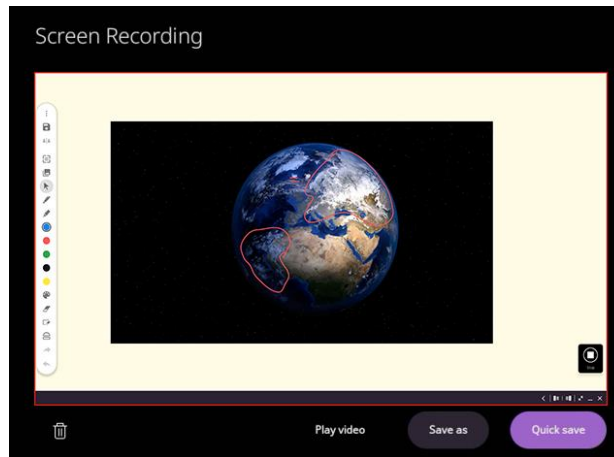
Begin recording by tapping the **Record** button.



As you begin recording, a stop button will be visible at the bottom of the screen. Tap **Stop** to end recording.



You may now save the recording.



Quick save recordings can be found by opening **Files** or **Gallery** from within the Applications locker.

Selecting the **Save As** option allows you to save to a USB or connected cloud drive.

Screen Share

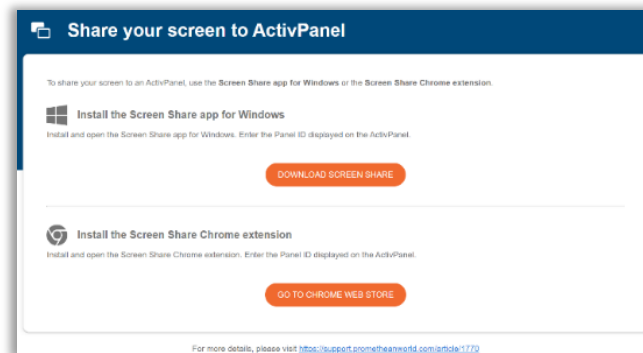
The Promethean Screen Share app allows you to quickly connect and mirror student devices and lends itself perfectly to classroom collaboration and student-driven learning.



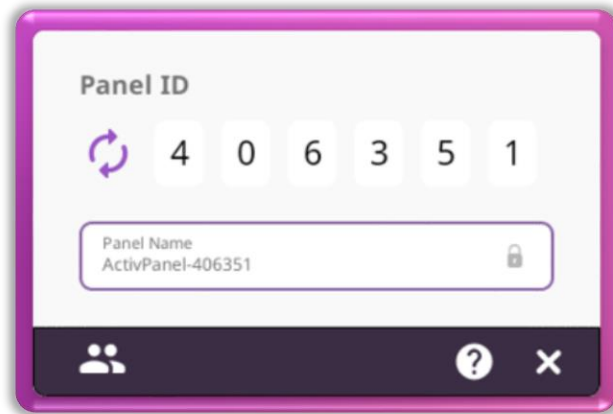
Screen share with touchback is supported on:

Windows[®] (version 8.1 or above) MacOS[®] (version 10.13 or above)

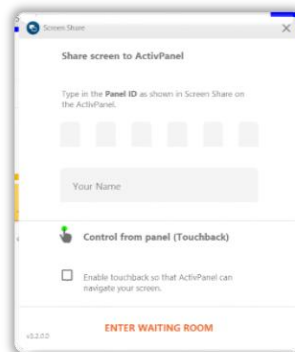
To download the sender for your device, visit share.one.prometheanworld.com.



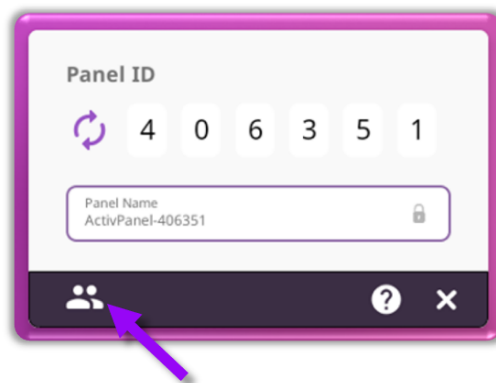
To begin connecting devices, access your **Menu**, then tap **Applications**. From Applications, select **Screen Share**. A floating connection screen appears with your unique Panel ID. You may move this anywhere on your screen. You may **name** your panel, tap the **reset** button to generate a new 6-digit panel ID, or tap the **people** icon to enter the waiting room.



To connect from a device with the Share Screen Sender, enter the **Panel ID**. Next, enter your **name**, and be sure to **enable touchback**. Please note, touchback is not available with the Chrome extension or when sharing a mobile device. Then select **Enter Waiting Room**.



To access the Screen Share waiting room, tap the **People icon** in the bottom left-hand corner of the connection screen.



Connected devices will display within the Waiting Room, those that enabled touch back will have a purple dot beside their name.



Please note: Touchback is currently only available for Windows and Mac devices.

You may have up to 42 devices in your waiting room. Select any name from the Waiting Room list to mirror this student's device to your ActivPanel. Or tick the boxes next to students' names to mirror up to 4 devices simultaneously. Once you have selected their names, tap the purple **Share** button at the bottom of the Waiting Room window.



To remove a student, simply tap the **X** next to their name. You will be prompted to confirm their removal.

Within the Waiting room, you also may sort students by position or alphabetically.

Tap the circular arrows to **refresh** your Panel ID. This will also disconnect currently connected devices. This may come in handy if you have a new class of students entering the classroom or if you share your classroom with another teacher.

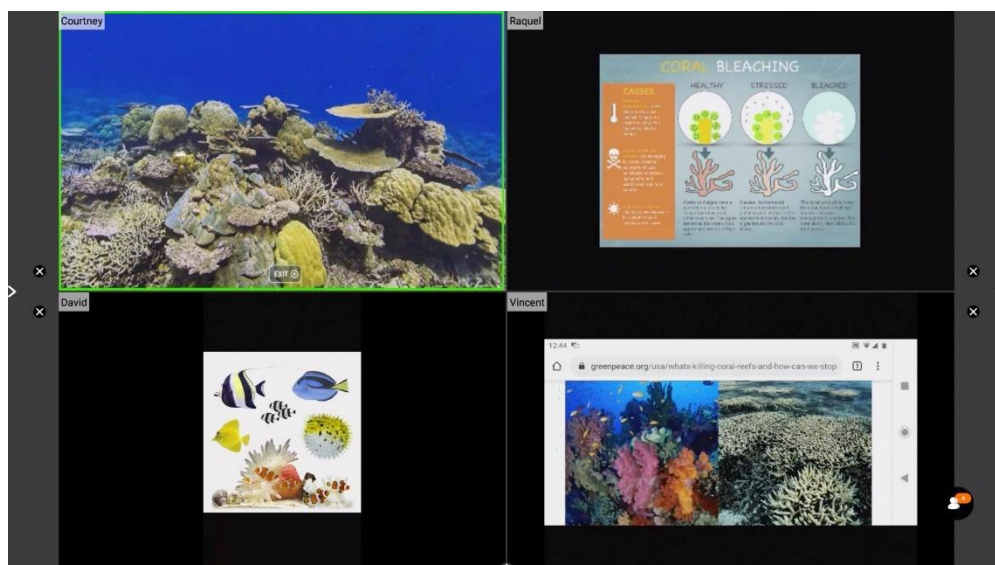
Tap the diagonal arrows to **minimize** the Waiting Room and return to the floating Screen Share window. Tap the people icon to return to the Waiting Room.

Finally, tapping the **X** will result in closing Screen Share and ending the casting session. You will be prompted to confirm your choice.

When a student mirrors their screen with Touchback enabled, their device's screen will be framed in bright green. This is an example of the student's computer screen:



Likewise, when mirroring a student device with Touchback enabled, this screen will also be framed in bright green on your panel, as shown below for the screen in the top left quadrant:




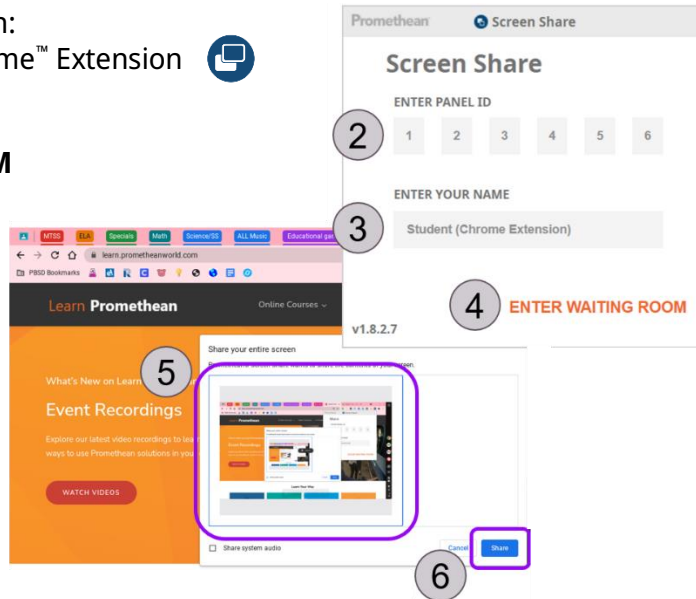
With Touchback enabled, you may navigate connected devices in real time. Possible classroom examples include becoming untethered, sharing applications or programs, allowing students to display work and demonstrate learning, and more.

There are other ways to connect a device to Screen Share.

The Chrome Browser has an app that can be downloaded to applicable devices but does not allow touchback. Download the Chrome extension app from the [chrome web store](#).

To share from the Chrome Extension:

1. Open the Screen Share Chrome™ Extension 
2. ENTER PANEL ID
3. ENTER YOUR NAME
4. Click **ENTER WAITING ROOM**
5. Select your screen
6. Tap **Share**



Promethean Spinner App

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

To access, bring up the **Menu**, tap **Applications**.

Select **Spinner** from the Applications locker.



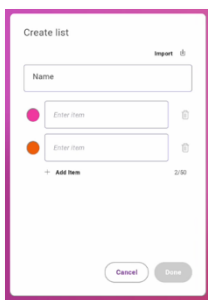
The Spinner app opens. There are three floating modes, as well as a minimized and full screen mode. You may access these modes through the magnifying glass.

Touching and holding the box around the floating spinner allows you to drag it anywhere on the screen.



The spinner has 3 default lists and allows you to create up to 30 custom lists. Tap the title of the list to select the spinner or create a new list to make one of your own.

You can create a new list by typing in the items directly on the ActivPanel. Select **Add item** to add additional entries. When all your items are added, tap **Done** to save or tap **Cancel** to end. You may also import your pre-created lists from a .csv file.



To edit any existing list, simply tap the pencil icon to the right of the list title. Select any item to make changes.

Delete individual lines by tapping the **trash can** or tap **Delete** to delete the list entirely.

Tap the **gear icon** to customize your spinner's settings and styles, like adding celebrations, sounds, and spin duration.

Tap the **plus sign** to add an additional spinner. You can use multiple spinners simultaneously.

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.

Promethean Timer App

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

To access, select **Menu**, then tap **Applications**.



Select **Timer**.

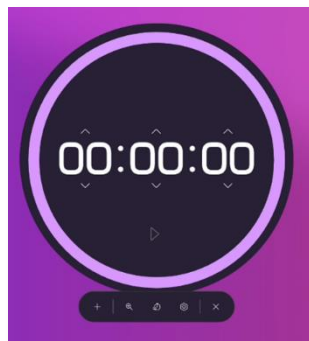
The Timer app opens. There are three modes: Clock, Timer, and Stopwatch. Tap the **gear** to access more options in any mode, like adding celebrations, sounds, color themes, and more.

Tap the **plus sign** to add additional timers, spinners or stopwatches or any combination of these three.

Long touch and move the timer to any location on your screen.

Tap the **magnifying glass** to select one of three sizes or minimize the timer. The timer continues to work while minimized.

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.



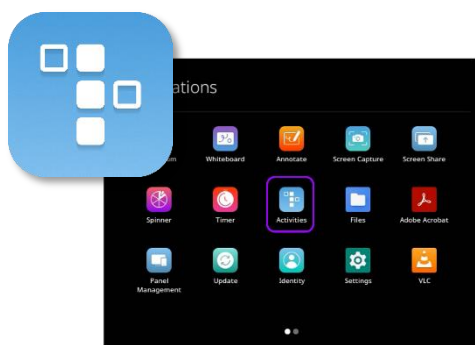
Tap the **X** to close each Clock, Timer, or Stopwatch.

Activities player

The Promethean Activities Player provides an easy way to access your pre-created ActivInspire activities and engage your students on your Elements Series ActivPanel.

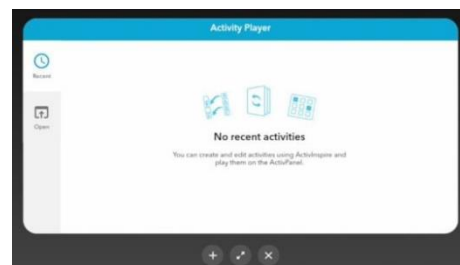
Begin by saving the ActivInspire Activity to a USB, then plug the USB into your ActivPanel.

To access your activity on your ActivPanel, bring up the **Menu**, tap Applications, and select **Activities**.



The Activity Player opens. Recently opened activities will display on the Recent tab. Tap the **diagonal arrows** to maximize or minimize the Activity Player.

Tap **Open** to access an activity from your USB or your connected Google Drive or Microsoft OneDrive.



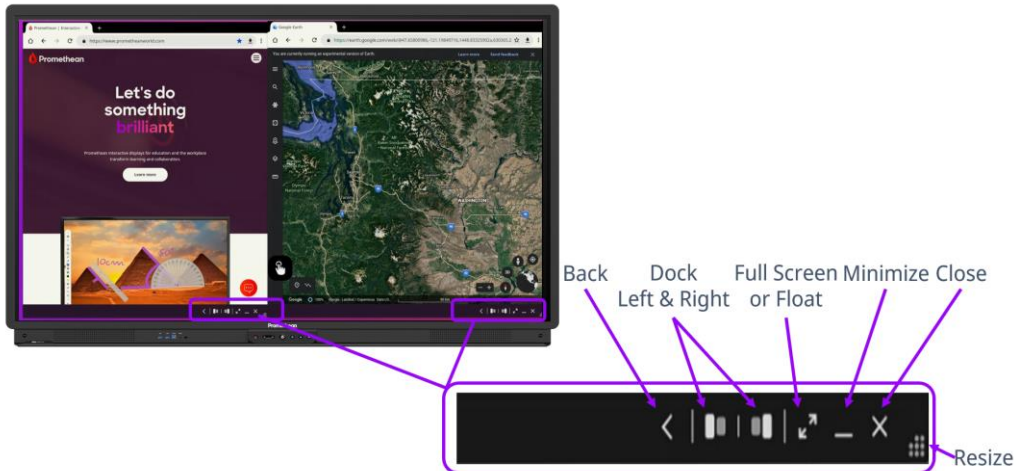
Tap the **three horizontal lines** in the top left corner and locate your USB or cloud drive. Next, select an Activity.

Two activities may be open at once for a multi-user experience. Tap the **plus sign** to open a second activity. It could be the same activity, or a different one. Multiple students can practice skills and concepts simultaneously.

Tap the **X** to close an activity. Once you close the final activity, you'll be returned to the main window. Tap the **X** once more to return to the home screen.

Multi-window

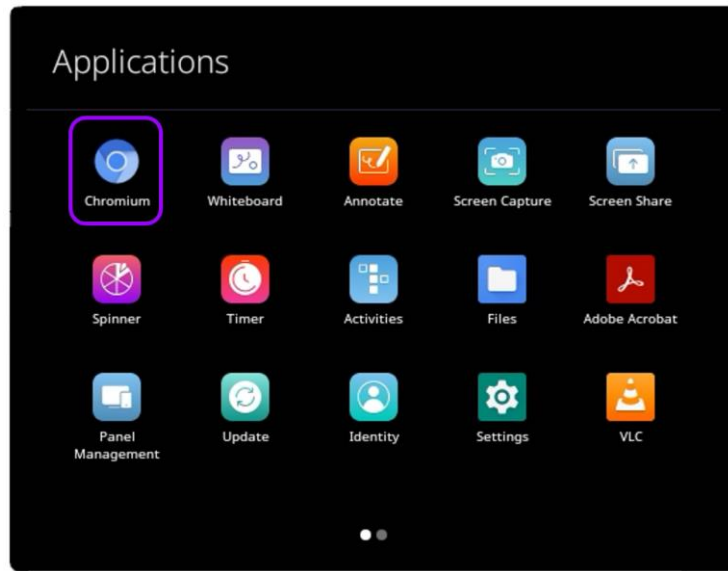
The Multi-window toolbar enables the ability to work in multiple windows simultaneously. When you see the Multi-window toolbar at the bottom of a window, this indicates Multi-window capabilities are in effect.



To access the sizing handle, press, and hold on the gray Multi-window toolbar, then drag up and release. This can be done from either full screen or half screen mode.

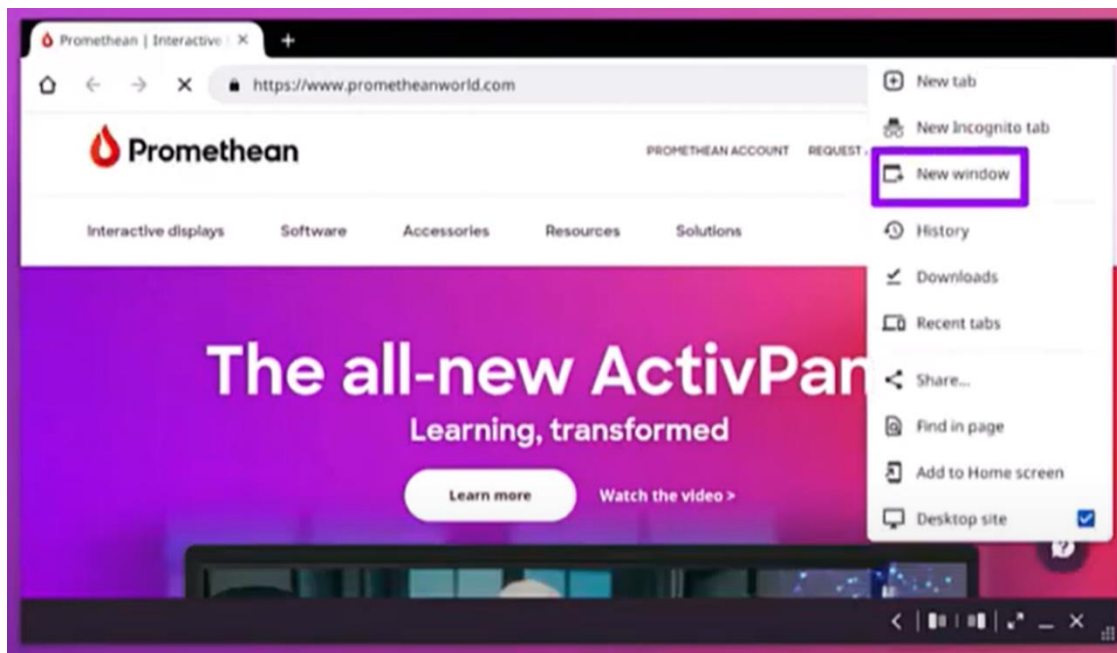
Chromium Browser

Chromium browser is the high-powered browser that is installed on the ActivPanel 9. Access all your favorite websites through the Chromium browser. To open Chromium, bring up the **Menu** and tap **Applications**, then select **Chromium** icon from the Applications locker.



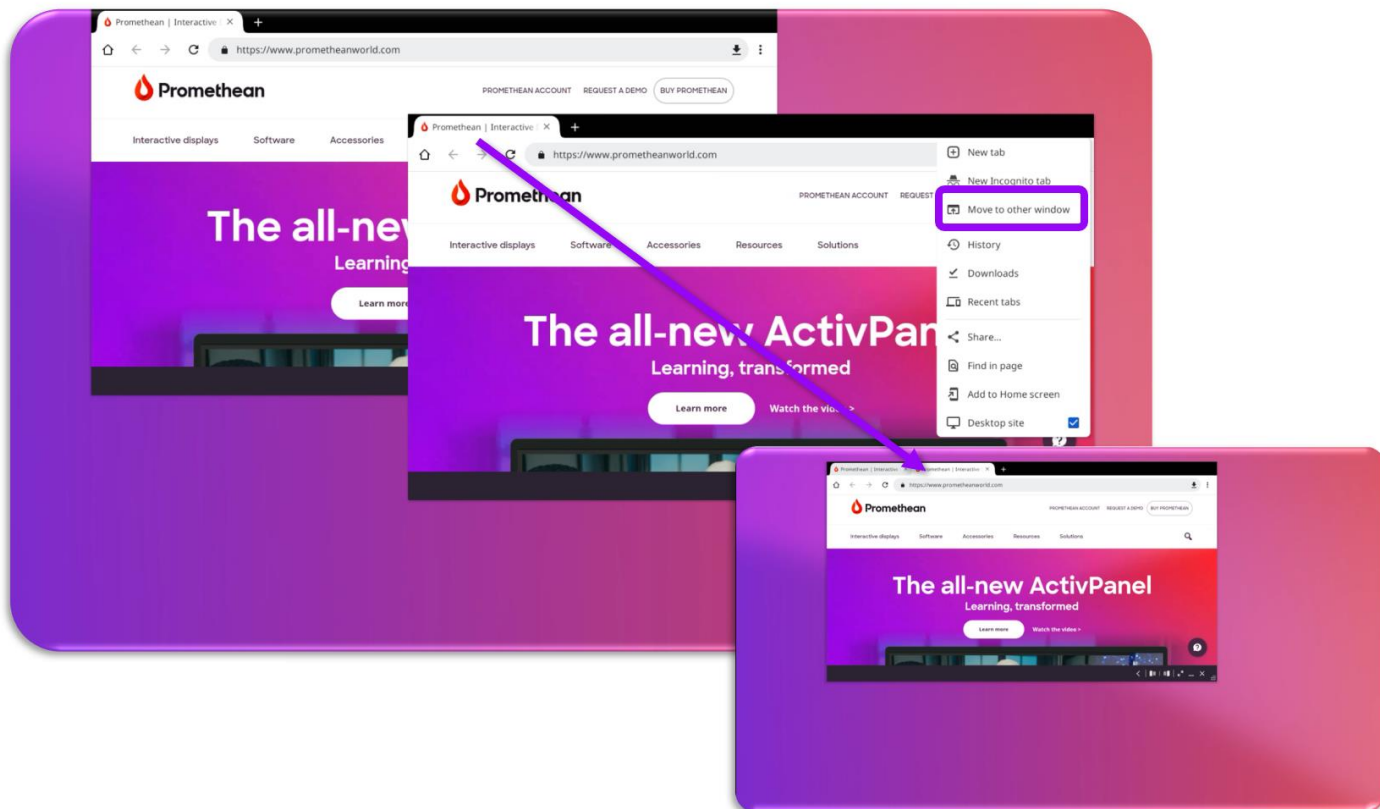
The Chromium browser allows two browser windows to be open at the same time.

To open multiple browsers simultaneously, tap on the three vertical dots in the upper right corner of the Chromium browser, and select **New window**.



A new window will appear, and you can use the multi-window tool bar to reposition each browser window as you wish.

Select the **three dots** again and tap **Move to other window** to combine the Chromium browsers.



Connecting a Promethean Chromebox

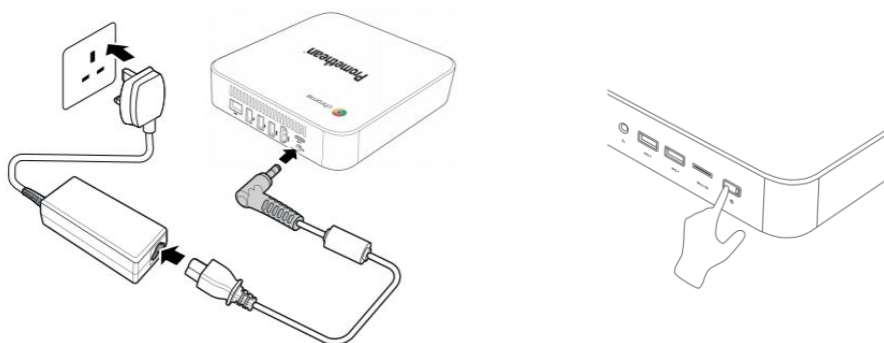
Your district may have chosen additional connected devices for your ActivPanel 9.

To connect your Promethean Chromebox to your ActivPanel, begin by ensuring you are running the most up-to-date firmware. Please visit support.prometheanworld.com/update and/or support.prometheanworld.com/article/1742/ for more information.

Connect your HDMI and USB touch cables to the **HDMI 2** and **Touch 2** ports or connect to the USB-C port. These ports are found on the back of the ActivPanel on the left hand side.



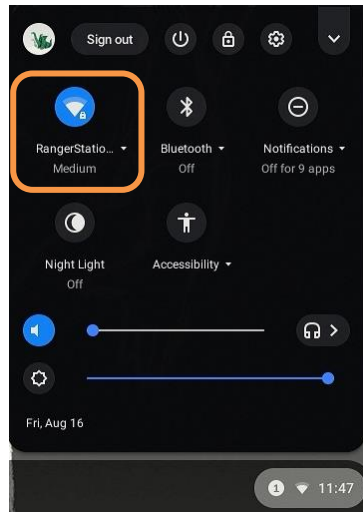
Plug in the power cable and power your Chromebox **on**. You will also need a Google account.



Access the **Menu** and tap **Source**. Select **HDMI2** to switch display 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.



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

Help and Support

To contact Promethean Support, visit support.prometheanworld.com.

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To learn more about the ActivPanel and other Promethean solutions:

- Follow us on Twitter [@Promethean](https://twitter.com/Promethean)
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