Promethean

ActivPanel 9 Premium

User Guide

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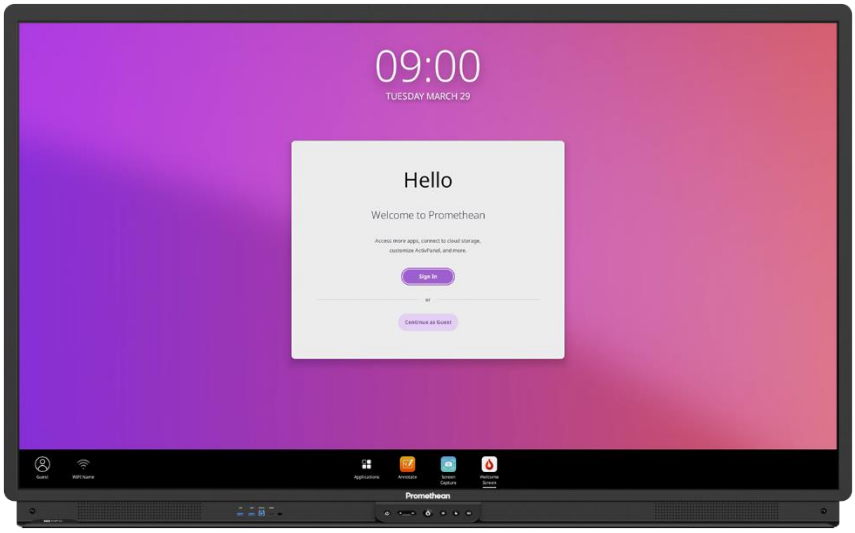
Please note: Images on your screen may appear different that those in this manual due to the firmware version you are using.

Introduction to Your ActivPanel 9 Premium

ActivPanel 9 Premium is secure, easy to use, and integrates with existing technology in the classroom. Sign in with the tap of a Promethean NFC card and interact with your connected device with ActivSync.



The ActivPanel 9 Premium is equipped with a Microphone array that captures the voices in the room when using the Screen recording app. This makes your lesson recordings come to life for those watching.

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 Premium 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.

Our 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 Premium 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 Premium 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 Premium 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

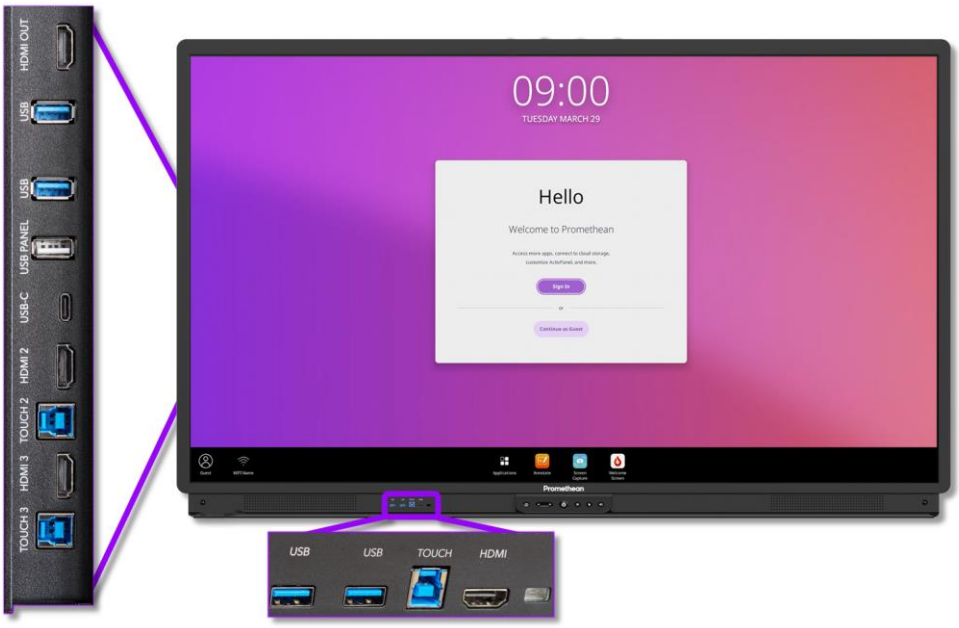
3. Spritz liquid on to the cloth, never directly to the ActivPanel

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 Premium 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

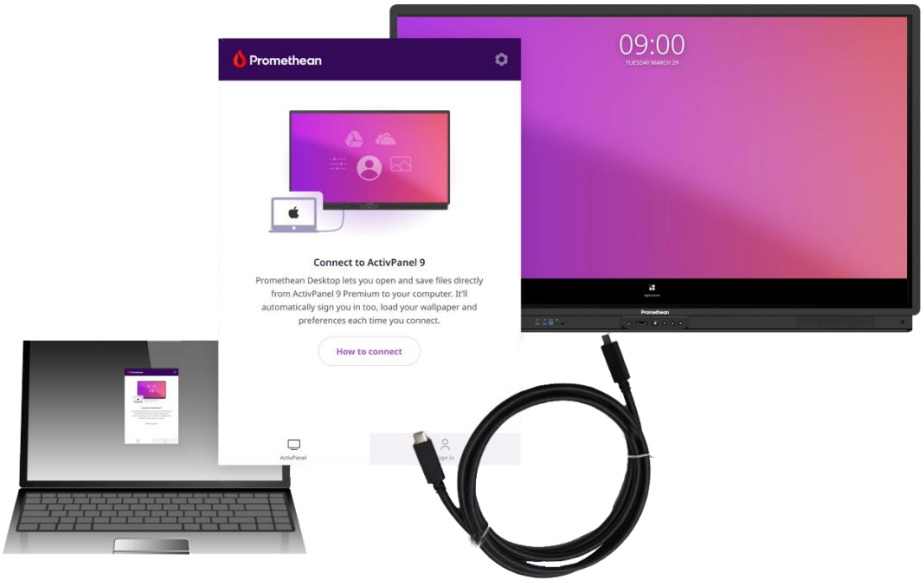
ActivSync

The ActivPanel Premium allows you to connect your device with a single cord.

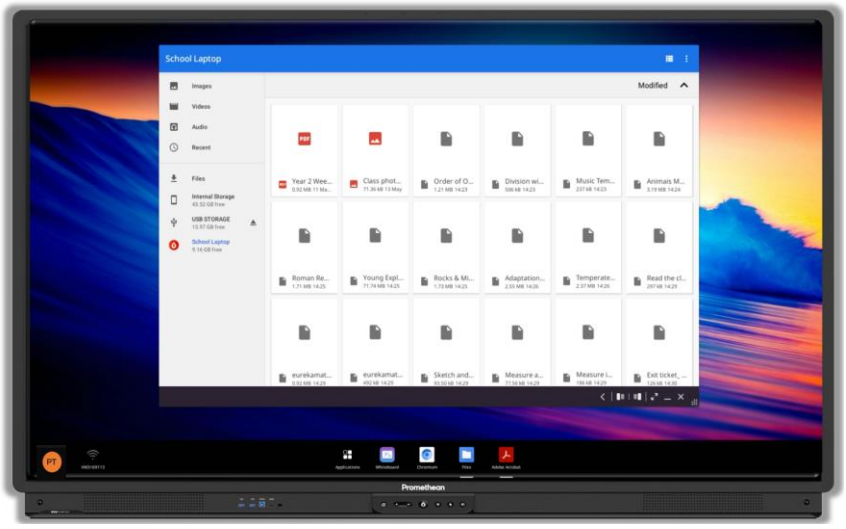
The ActivSync connection is available using a USB-C to USB-C cord. Connecting your laptop or device this way not only allows audio and visual connection but charges the connected device.

Begin by signing in to your Promethean account on your device.

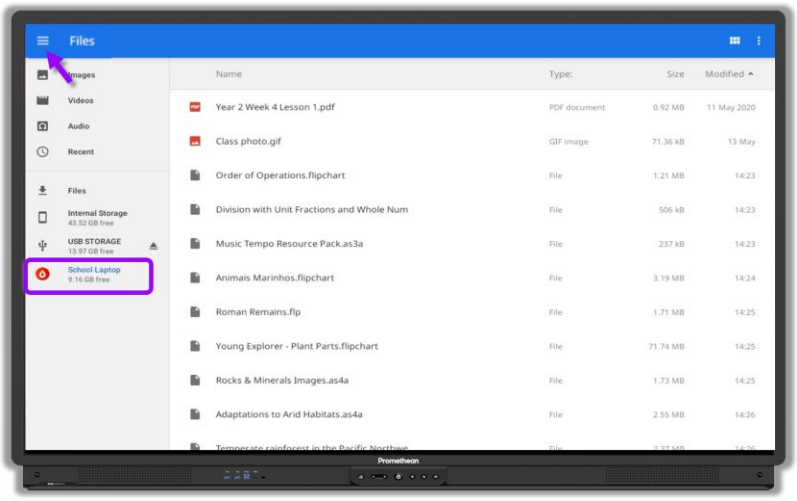
Connecting to ActivSync is as simple as plugging the USB-C to USB-C cord in to the ActivPanel port and the USB-C port on your device.



Once connected, seamlessly interact with the content from your connected device.



When using ActivPanel apps like Whiteboard, Screen capture or Screen recording, your files can be saved directly to your connected device. When you select save/save as, tap the **Hamburger menu** and select your ActivSync connected device. You can rename and save as usual.

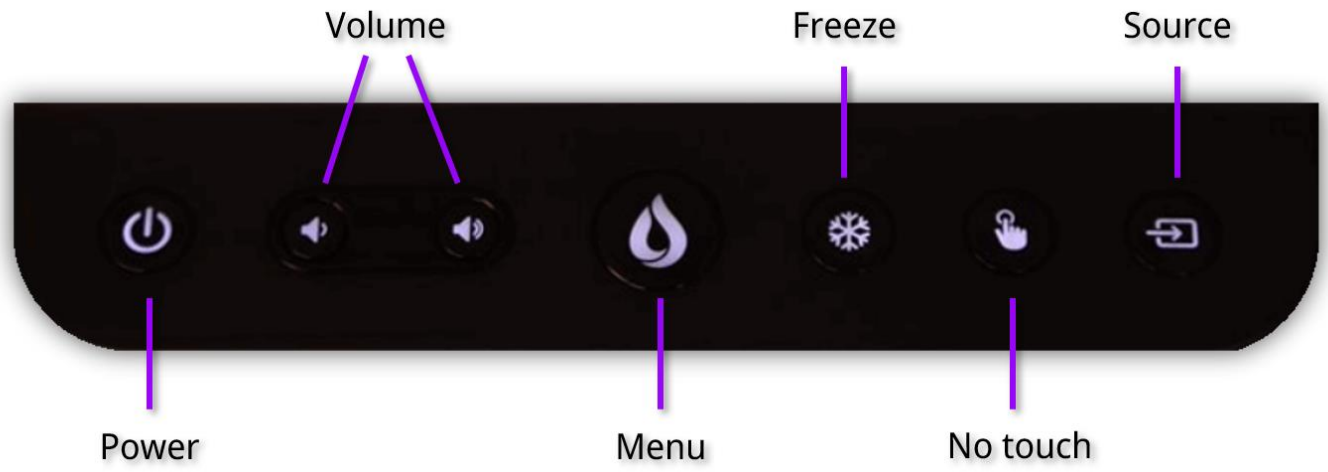


Interacting with your ActivPanel

The ActivPanel 9 Premium has 20 simultaneous points of touch and comes equipped with a battery-less pen and block eraser. The Vellum 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.

Console

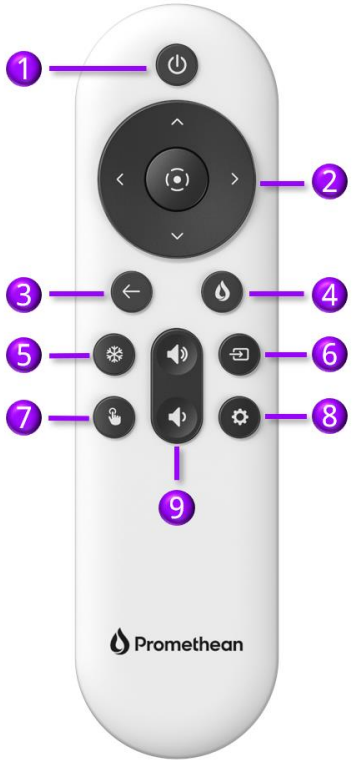
The ActivPanel 9 Premium Console allows you to quickly navigate multiple features on the ActivPanel.



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.

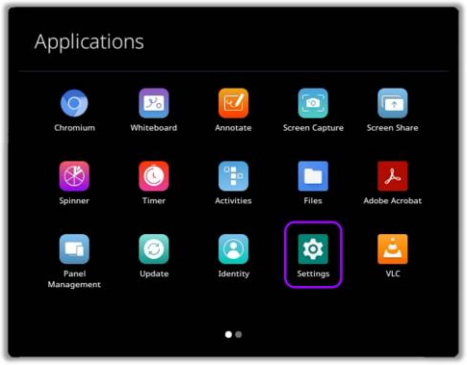


1. **Power**: Short tap – black out screen; Long touch – put ActivPanel to sleep
2. **Directional Pad**: Use the arrows to navigate to the option of your choice and the circle to select
3. **Back**: Press to return to the last open application
4. **Flame**: Press for quick access to the Menu
5. **Freeze**: 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.

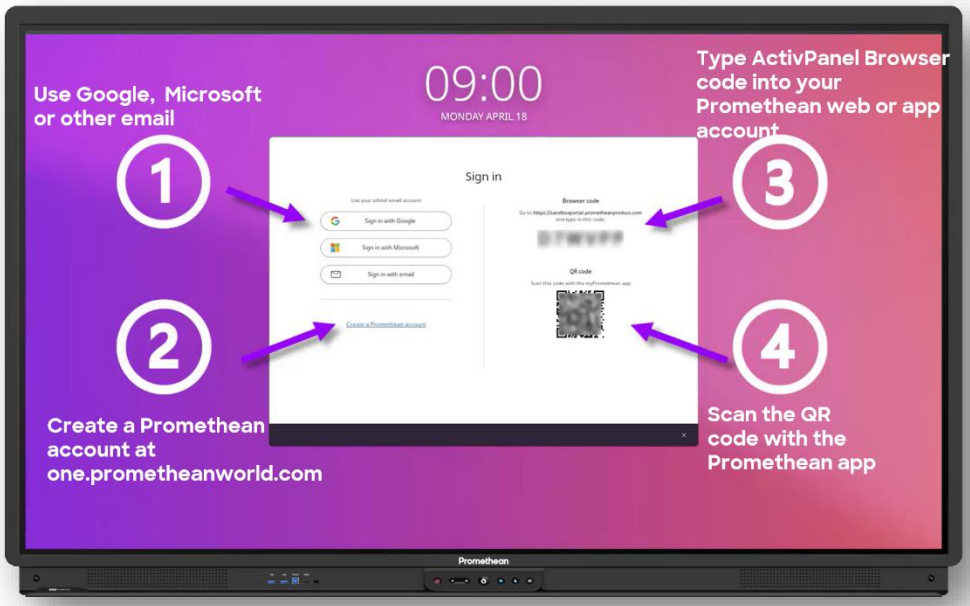
ActivPanel 9 Premium signed in experience

On the ActivPanel 9 Premium, 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 and create an account. Please note: Prior to July 2022, myPromethean can be used to create an account.

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

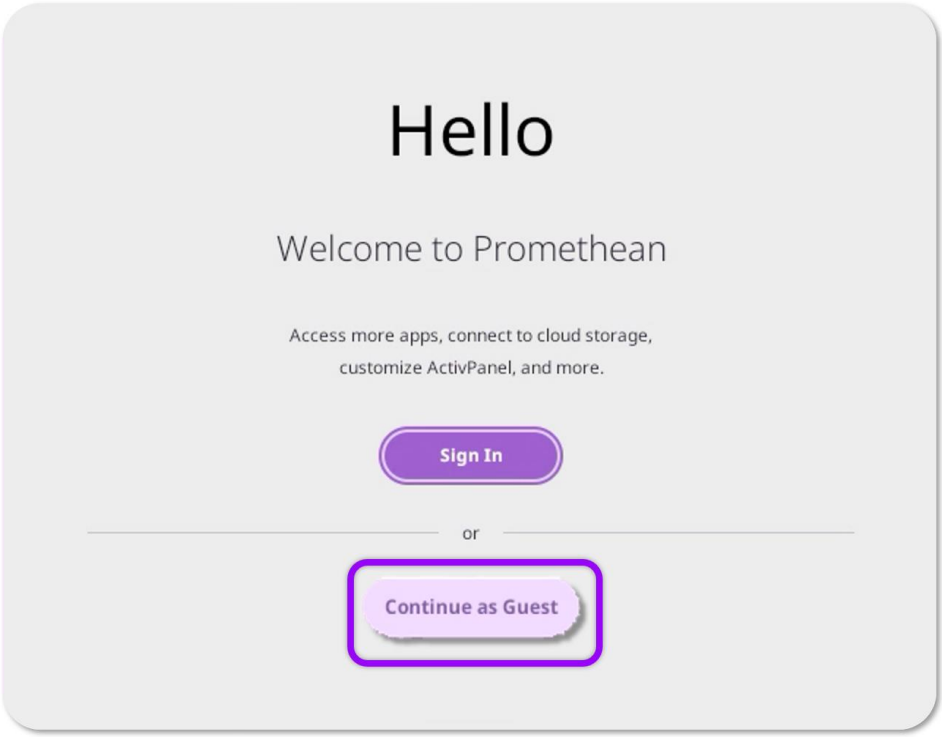
If you already have an account at myPromethean, using that same email and password will allow you to sign in to your ActivPanel 9 Premium using the same sign in credentials. The Promethean account created on the ActivPanel 9 Premium, in the Promethean web experience, or with the mobile app is used to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

Sign in on the ActivPanel 9 Premium



Guest sign in

Upon powering on the ActivPanel 9 Premium, 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.

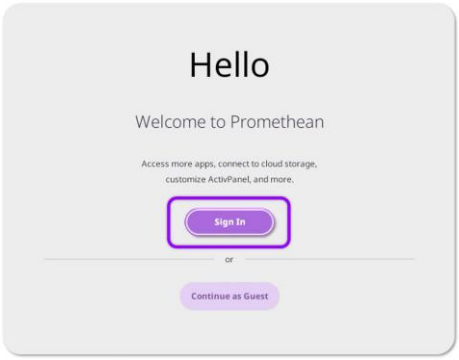


Once signing into the Guest profile, the same core applications and functions are available, but no personal settings will be applied. The guest can access the **Applications** in the **Applications Locker**, pin and rearrange preferred apps, view network status, and more. When signing out of the guest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

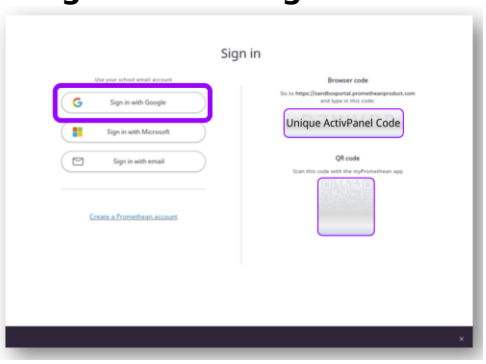
Sign in with Google® on the ActivPanel 9 Premium

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.

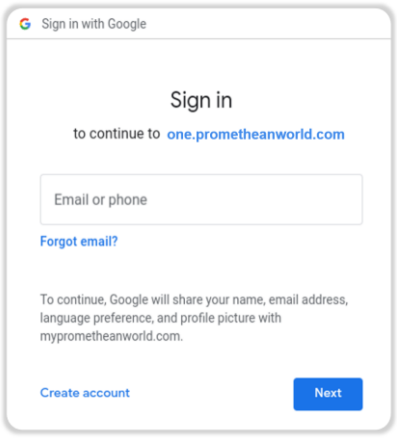
1. Select **Sign In**



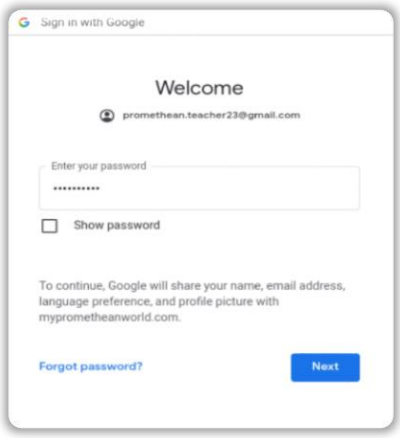
2. Select **Sign in with Google**



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



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



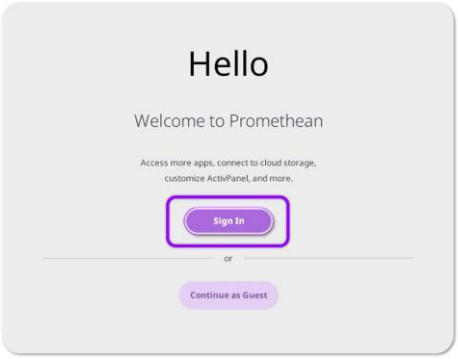
Following these steps creates an account with the same email at one.prometheanworld.com. You may now use this email and password to log in to any ActivPanel 9 Premium and for access to the Promethean web experience and mobile app.

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

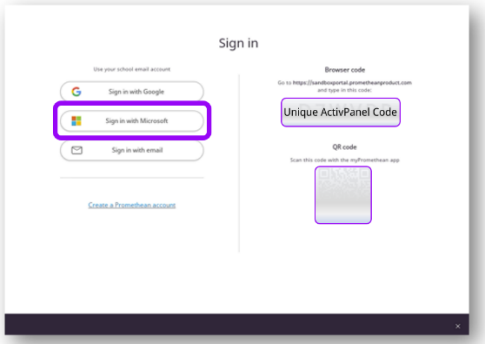
Sign in with Microsoft® on the ActivPanel 9 Premium

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.

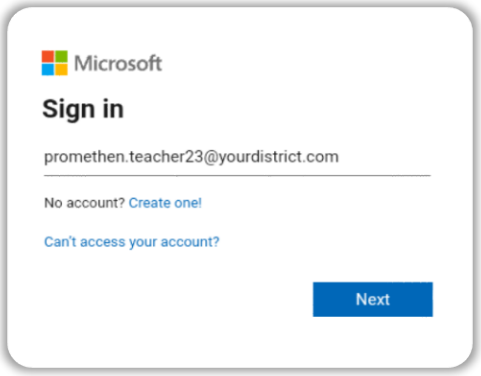
1. Select **Sign In**



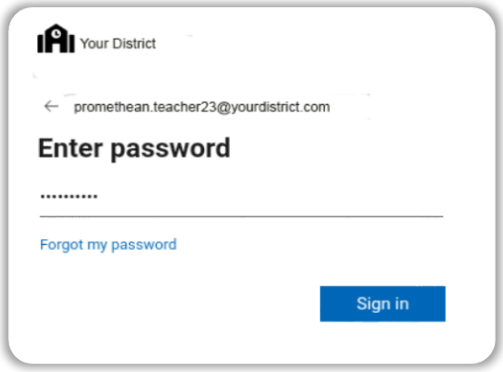
2. Select **Sign in with Microsoft®**



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



4. Enter password, tap **Next**



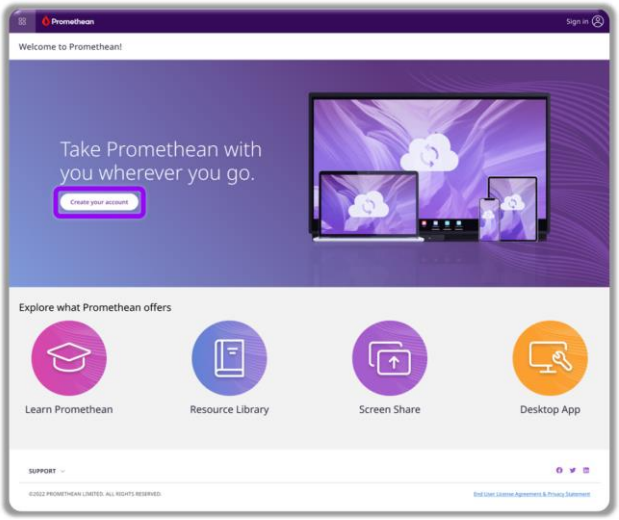
Following these steps creates an account with the same email at one.prometheanworld.com. You may now use this email and password to log in to any ActivPanel 9 Premium and for access to the Promethean web experience and mobile app.

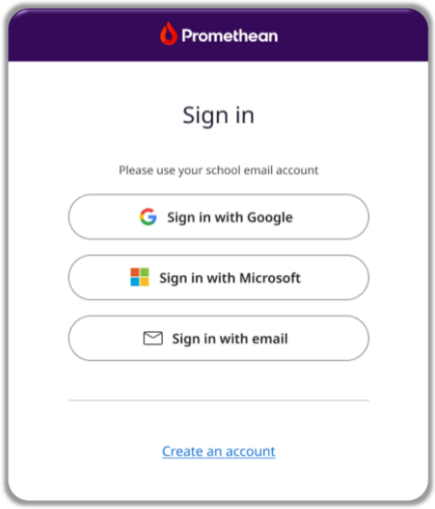
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9 Premium

Sign in with Promethean

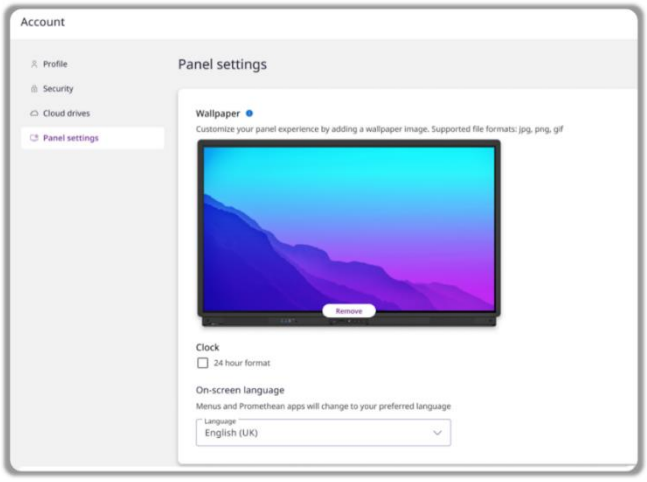
Your Promethean ActivPanel allows you to create and use a Promethean account. When signing in or creating an account directly from the ActivPanel 9 Premium, you are creating an account on the Promethean web experience. If you are creating an account on the Promethean web or app experience, you will use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

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®.





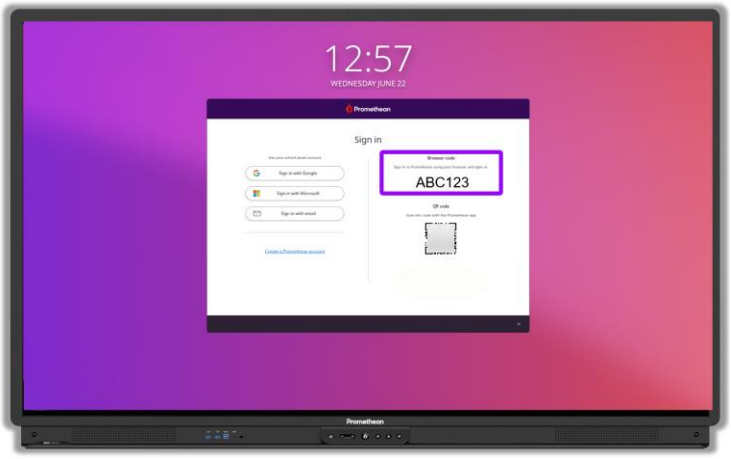
When signed in to your Promethean account, you can manage your ActivPanel 9 Premium remotely. Your roaming profile can be updated from your computer remotely. This allows you to modify profile settings, add a security PIN, and connect cloud drives. If you have forgotten to log out of an ActivPanel 9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



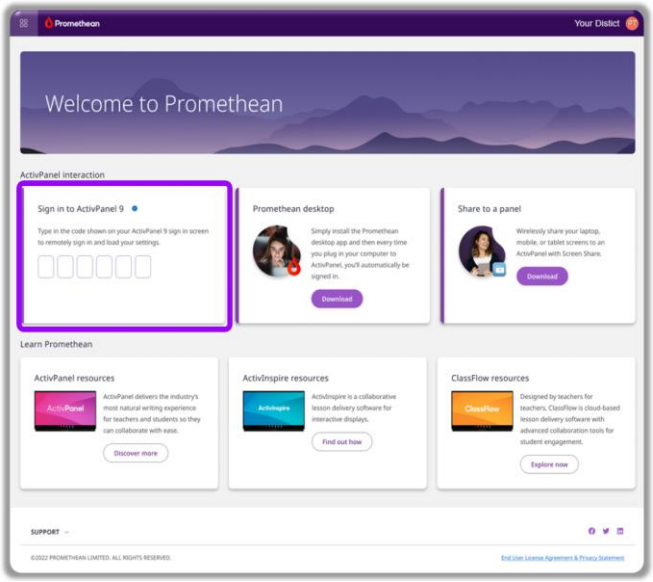
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9 Premium

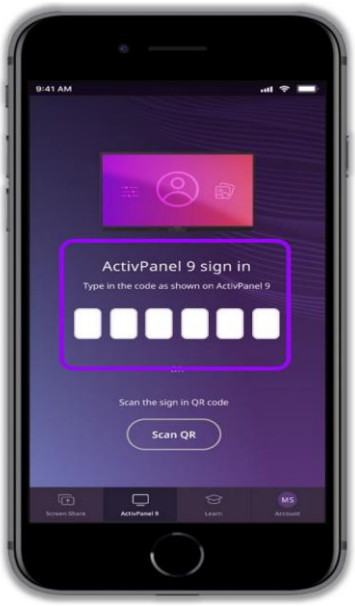
Sign in with Browser code

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



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

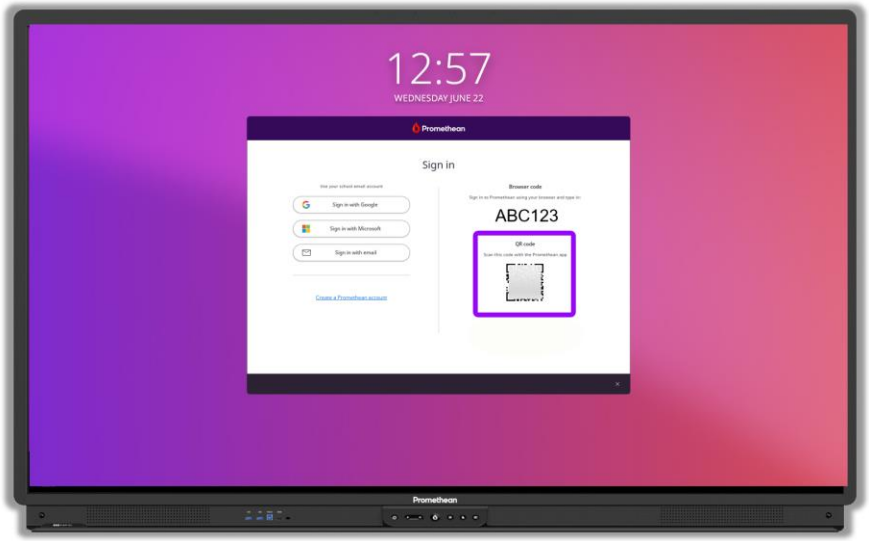




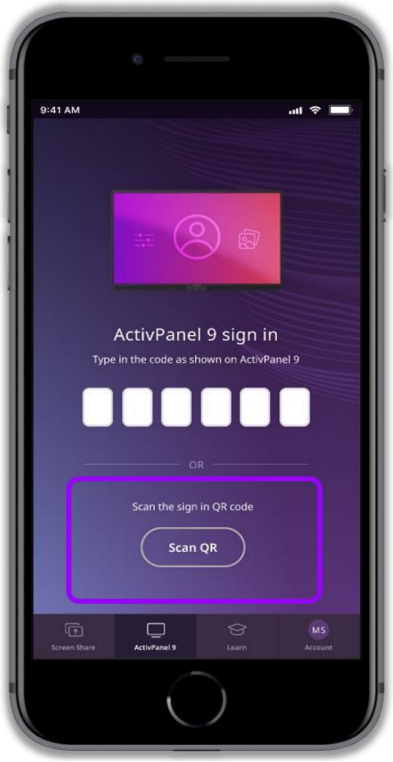
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9 Premium

Sign in with QR code

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



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



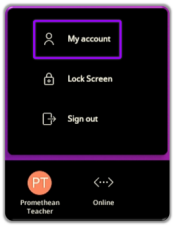
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9 Premium

Sign in with an NFC® card

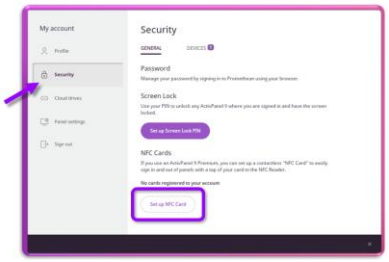
The ActivPanel 9 Premium allows you to sign in with NFC® technology by using an activated Promethean NFC badge. Signing in with an activated card keeps your passwords and PIN secure.

First, create a Promethean account on your ActivPanel or on the web or app. Sign in to the ActivPanel 9 Premium with your Promethean account.

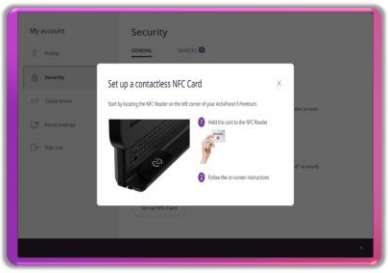
1. Select your **User Menu**, then tap **My Account**



2. Select **Security**, then tap **Set up NFC Card**



3. Hold the **card** to the **NFC reader** on the ActivPanel



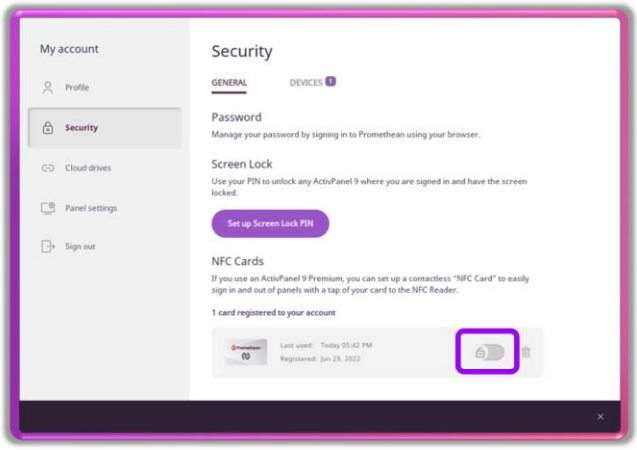
4. Follow the instructions on the screen. You may be required to sign in again.

5. Once your NFC card is set up, you can tap the card on any ActivPanel 9 Premium, and you will be signed in to your personal profile.

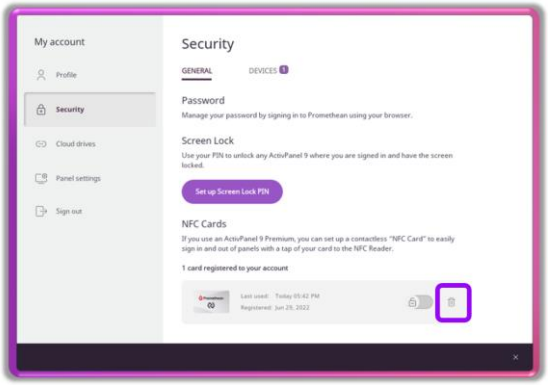
If you tap the NFC card before signing in, you will be prompted to sign in and follow the steps on the ActivPanel.

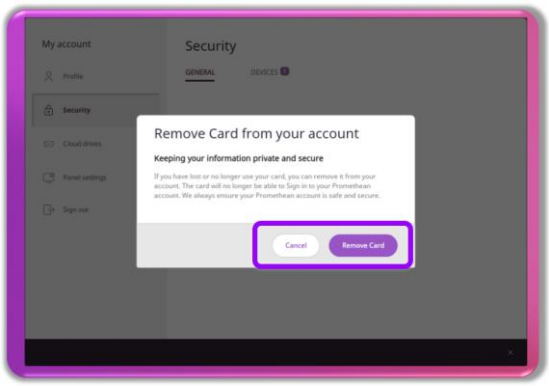
Please follow your desired district or school directions for logging in and creating an account for the ActivPanel 9 Premium

You can also lock your card by toggling the **lock** switch next to your card.



To remove the card, tap the **trash can** and then tap **Remove Card** or **Cancel**.



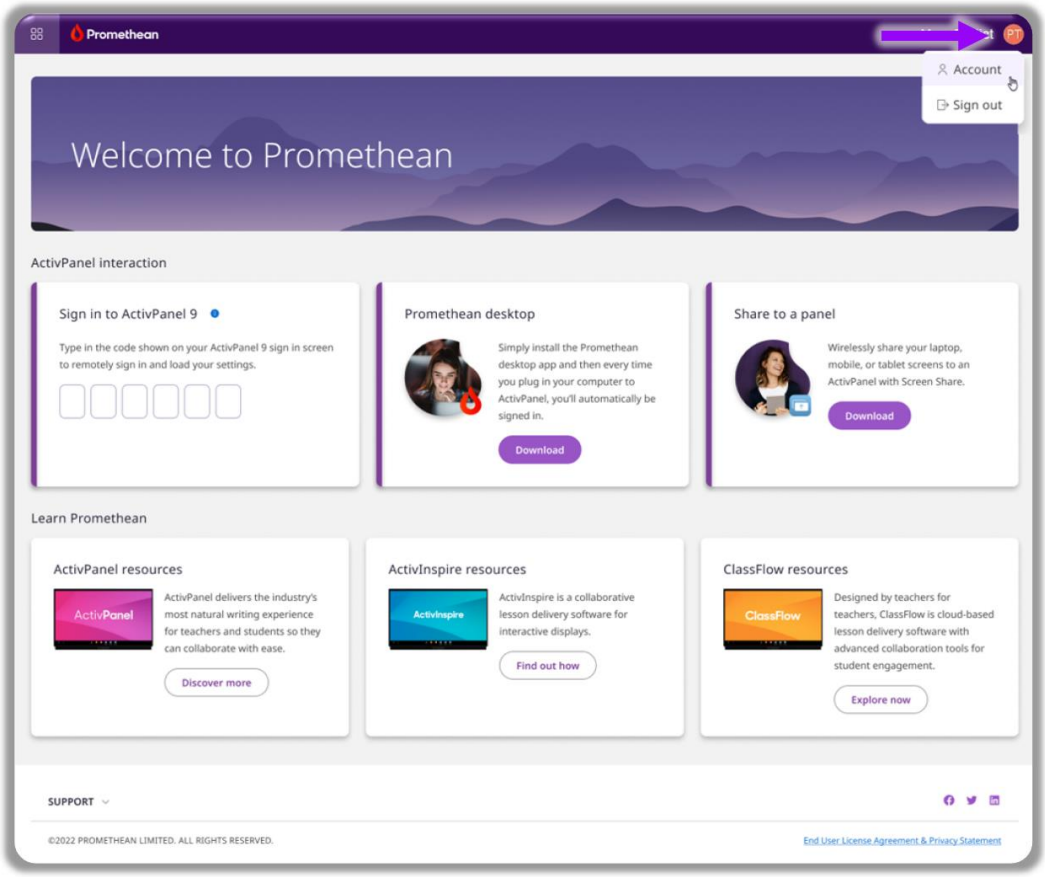


Once the card sign in credentials have been removed, the card will need to be activated again for use with another Promethean account.

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 Premium. Your profile can be updated from the ActivPanel settings or within your Promethean account. With the ActivPanel 9 Premium profile, you have the same experience on any ActivPanel 9 Premium 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 Premium profile remotely. The next time you sign in to any ActivPanel 9 Premium with your Promethean account, your new settings and security measures will be available for use.



This can be used to customize your ActivPanel 9 Premium 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 a change your PIN, set your ActivPanel language, and connect your Cloud drive. Access your Promethean account on the web and through the mobile app.

Customize your profile on the ActivPanel 9 Premium

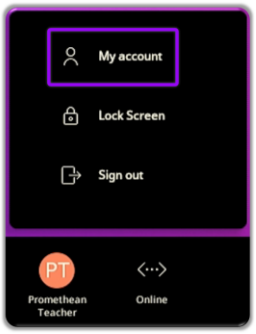
Your ActivPanel 9 Premium experience can be customized on any ActivPanel 9 Premium by signing in with your Promethean account. Please note: if you are using the ActivPanel 9 Premium through the Guest account, none of the settings you apply will be saved from one sign in to the next.

Profile picture

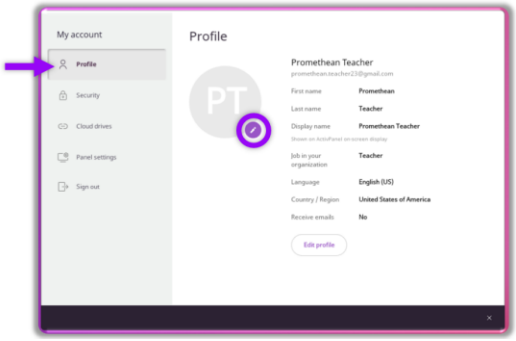
One of the many ways you can create an individual profile is use your own desired **Profile picture**. You can update your profile picture from the ActivPanel or from your Promethean account.

Sign in to the ActivPanel 9 Premium with your Promethean account.

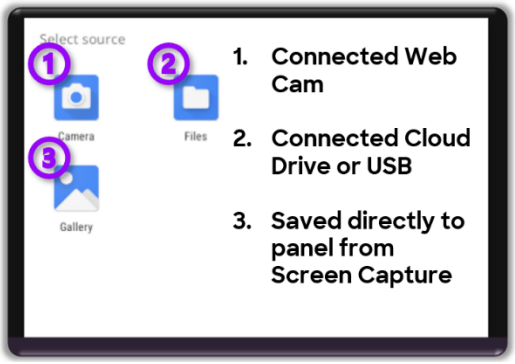
1. Tap your **User Profile Avatar** in the Menu



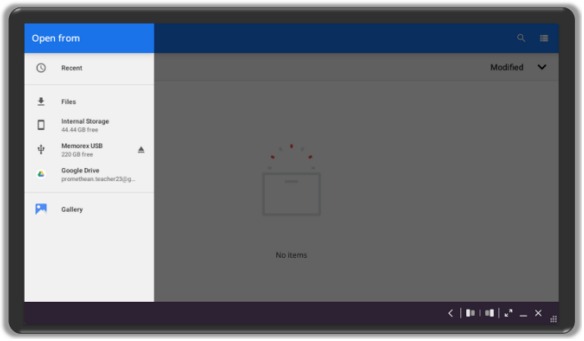
2. Select **Profile**, then tap the **purple pen**



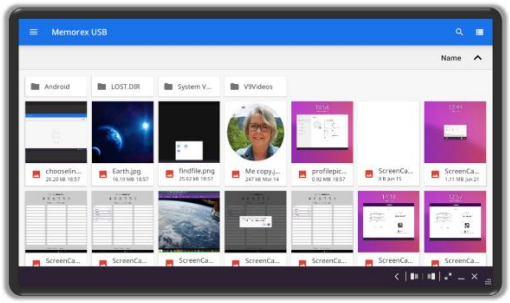
3. Select image location



4. Select Drive or Folder

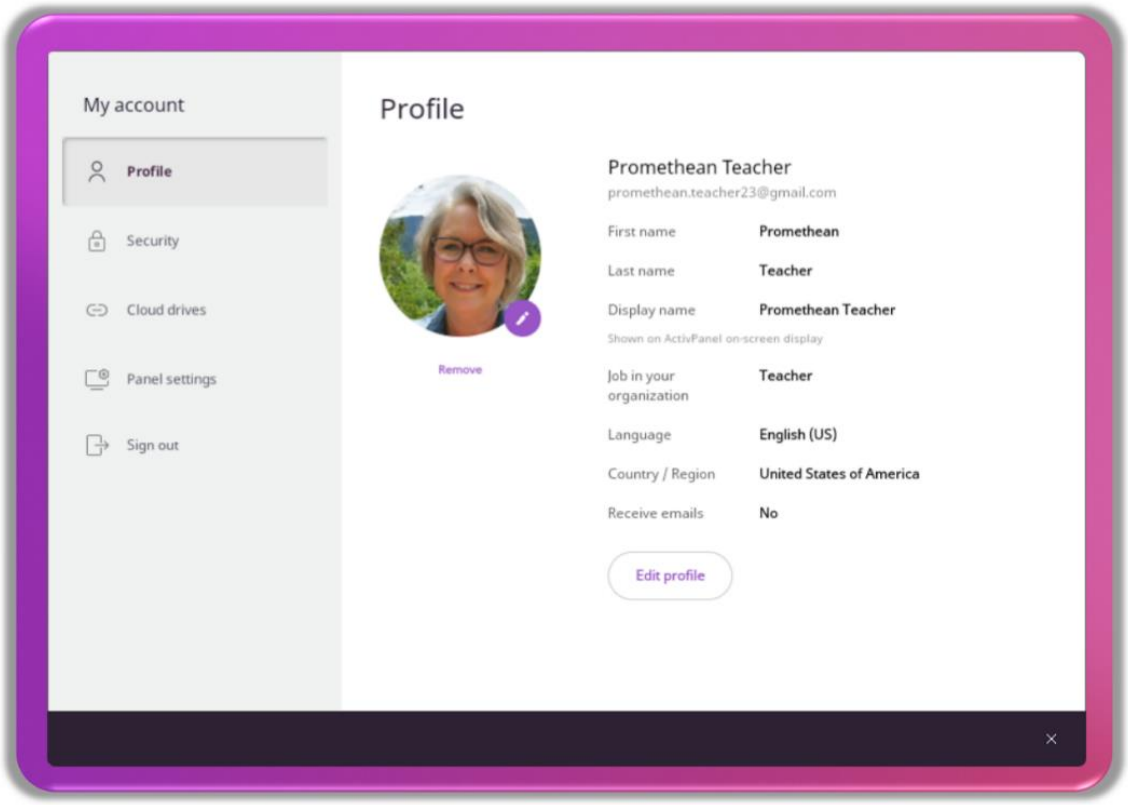


5. Select your image



6. Crop image and tap **Done**

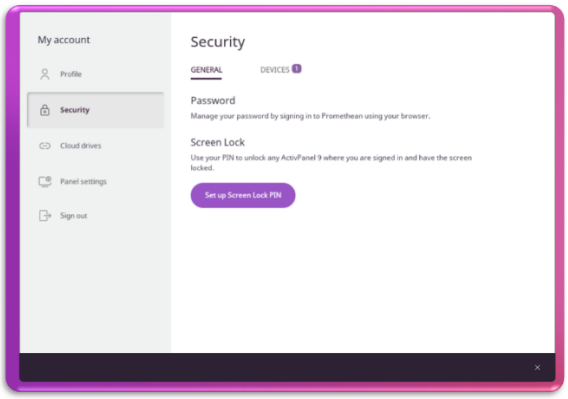
Once you have chosen your profile picture, it will appear on your ActivPanel and in your Promethean account.



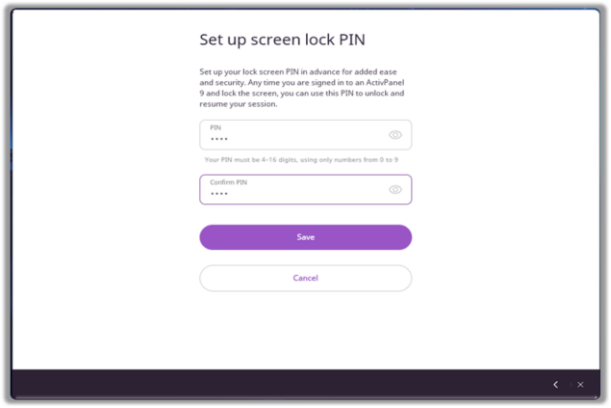
Screen lock

The ActivPanel 9 Premium 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 Promethean 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 Premium.

1. Select **Security**

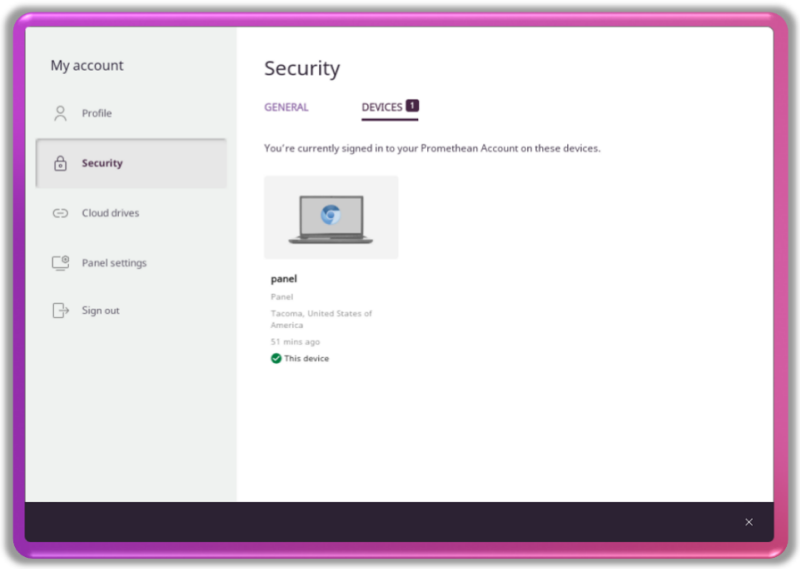


2. Select **Setup Screen Lock PIN,** generate your PIN, and select **Save**



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

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

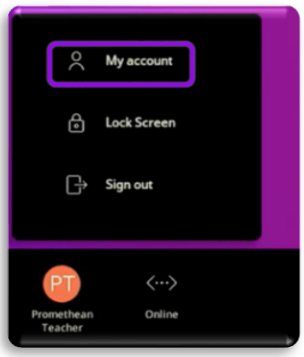


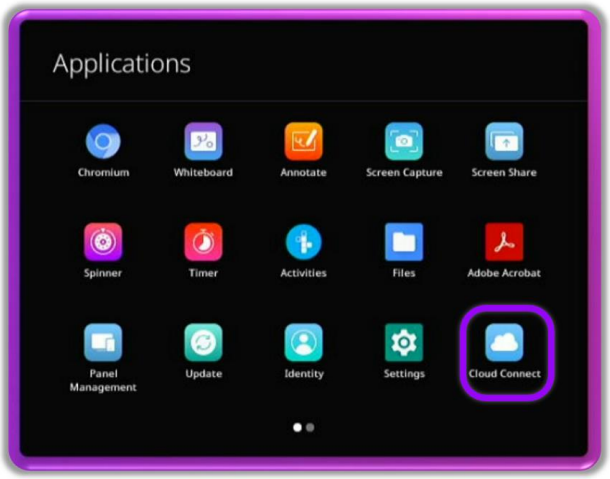
Cloud Connect

The ActivPanel 9 Premium 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 Premium 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

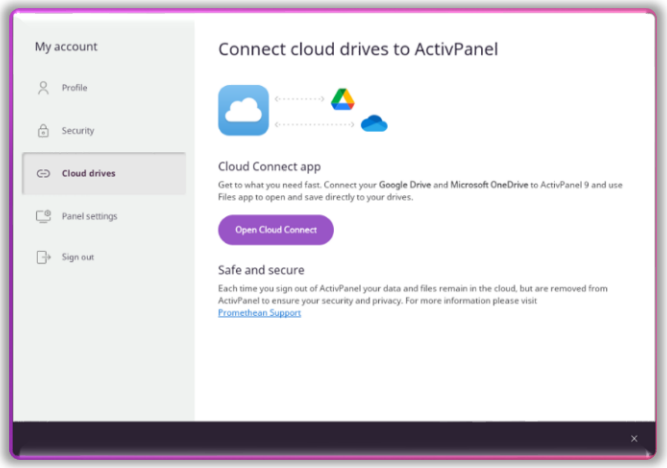
Once you have signed in to your ActivPanel profile, you can connect your Google® Drive to access all your compatible files. When you first log in to your ActivPanel or your Promethean account, you will be prompted to Connect Cloud Drive. Connecting your Google® Cloud Drive allows you to easily save images,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

Steps to connect your Google® Drive through your Promethean Profile.

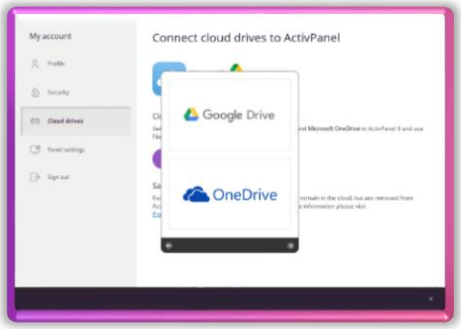
1. Select your **Profile** from the **Menu**

2. Tap **My account**

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



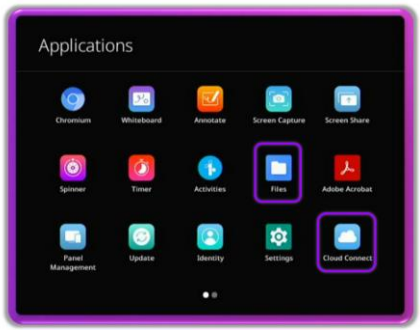
4. Tap either **Google® Drive** or **OneDrive** and follow instructions to sign in



Accessing cloud content

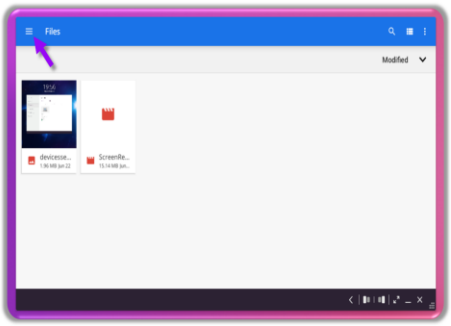
Once you have connected your cloud drive, it is easy to access content you have saved.

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

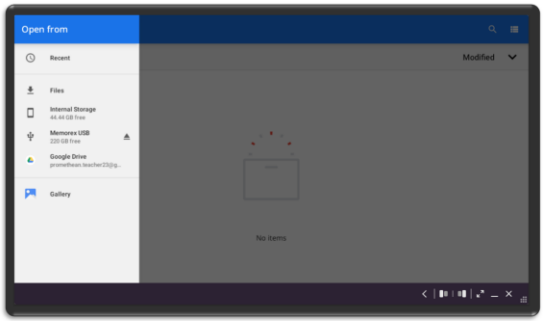


From the Files app:

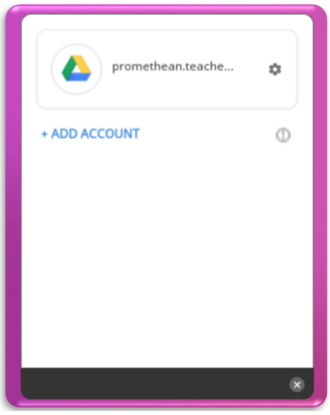
1. Tap the **Hamburger menu**



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

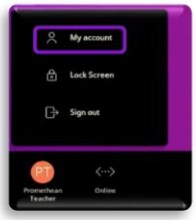
Customizing your wallpaper is an easy way to make your ActivPanel your own.

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

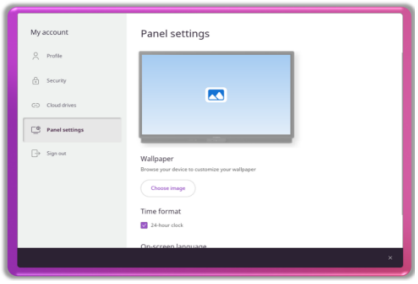
Change your wallpaper on the ActivPanel 9 Premium using your **User Profile Menu**:

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

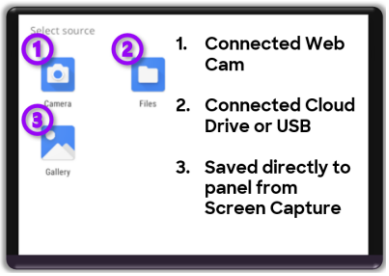
2. Tap **My account**



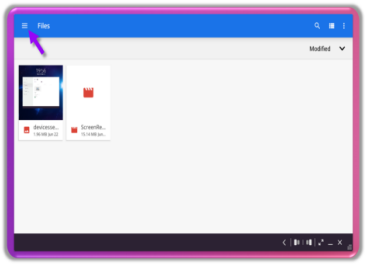
3. Select **ActivPanel settings**



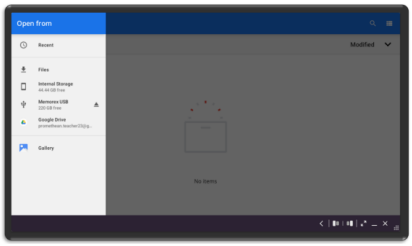
4. Choose the file location with your image



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

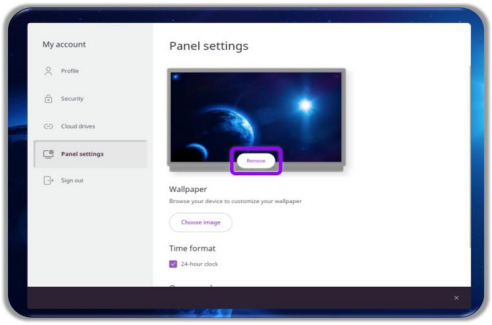


6. Select the desired drive from the drop-down menu



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

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

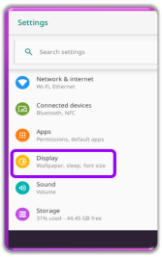


Follow these steps to change your wallpaper on the ActivPanel 9 Premium using the **Applications** icon from the **Menu**

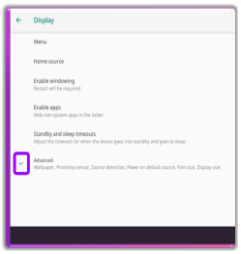
1. Tap the **Applications** icon in the **Menu**

2. Select **Settings**

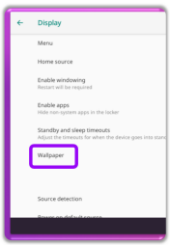
3. Select **Display**



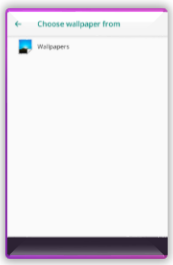
4. Tap the caret (⌄) next to **Advanced**



5. Tap **Wallpaper**

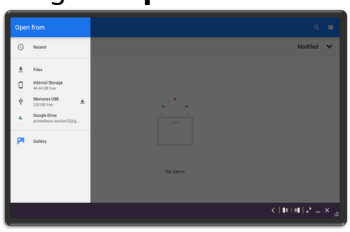


6. Tap **Wallpapers**



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

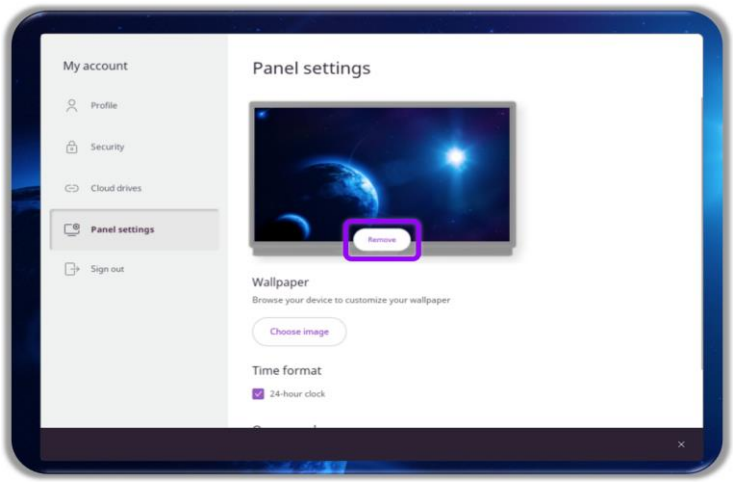
8. Select the file that has your desired image in **Open from**



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**.



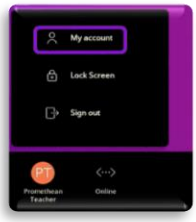
Adjust Time/Date and Onscreen language

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

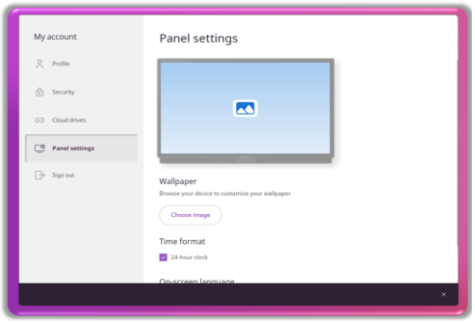
To change your onscreen time format on an ActivPanel 9 Premium using the User profile menu:

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

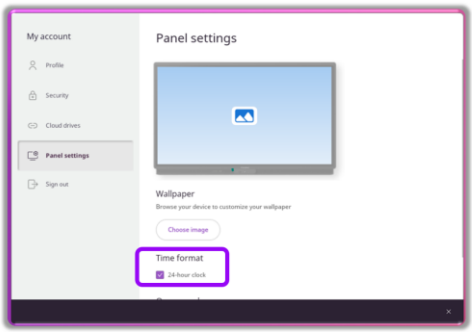
2. Tap **My account**



3. Select **Panel settings**



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

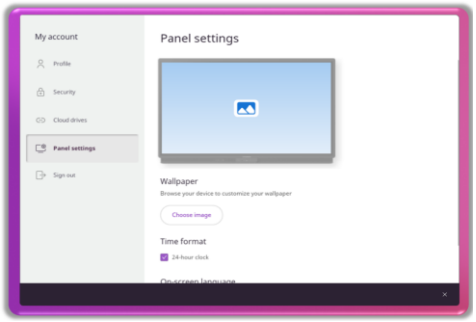


Changing the onscreen language on the ActivPanel 9 Premium changes all the menus and apps on the ActivPanel. Please note this does not change the languages of external sites or videos.

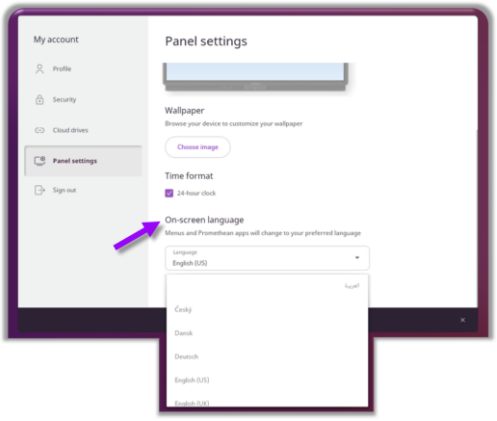
1. Select your **Profile** from the **Menu**

2. Tap **My account**

3. Select **Panel settings**



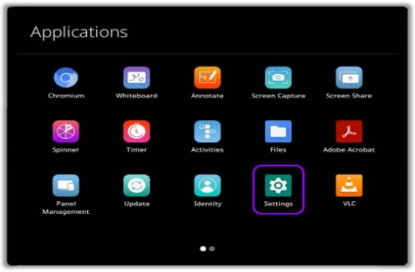
4. Select your language from the drop-down menu



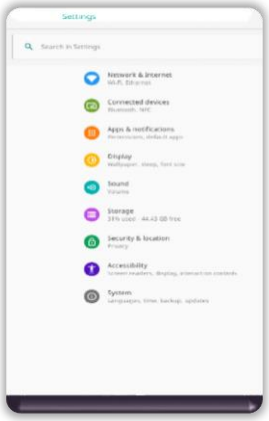
Adjust Display settings

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

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

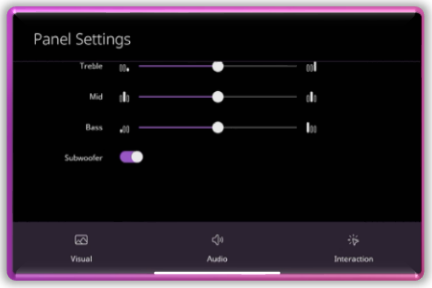


2. Select the ActivPanel 9 Premium setting you want to change

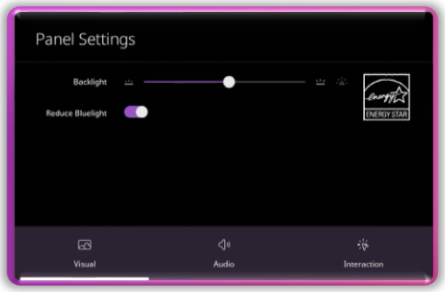


When adjusting volume from either the Console or the Remote, there are Audio, Visual and Interaction (AVI) settings available for quick adjustment.

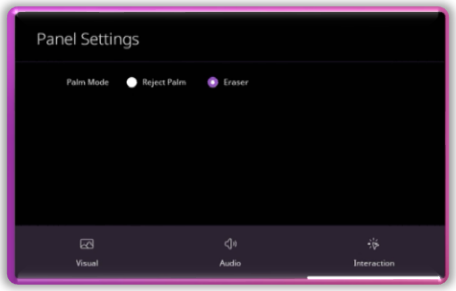
Audio



Visual



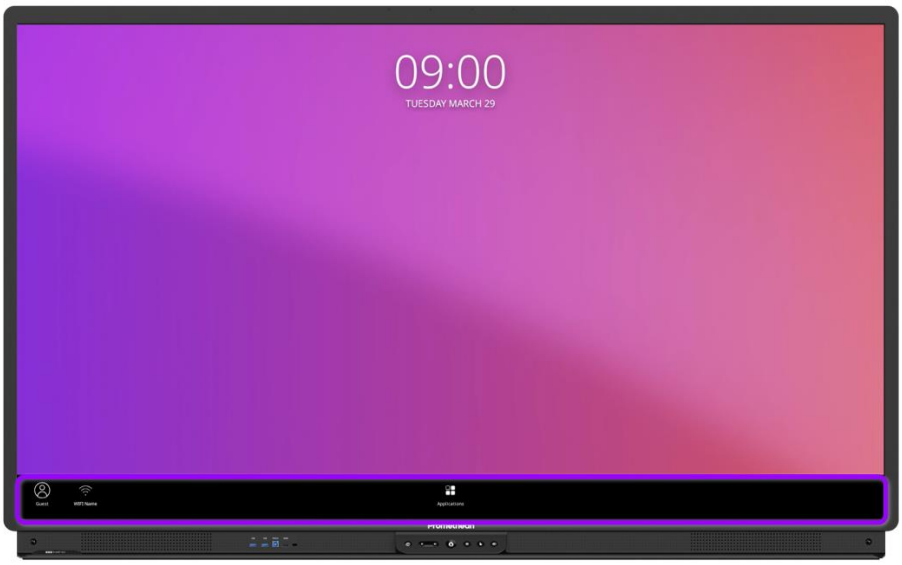
Interaction



Menu features

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

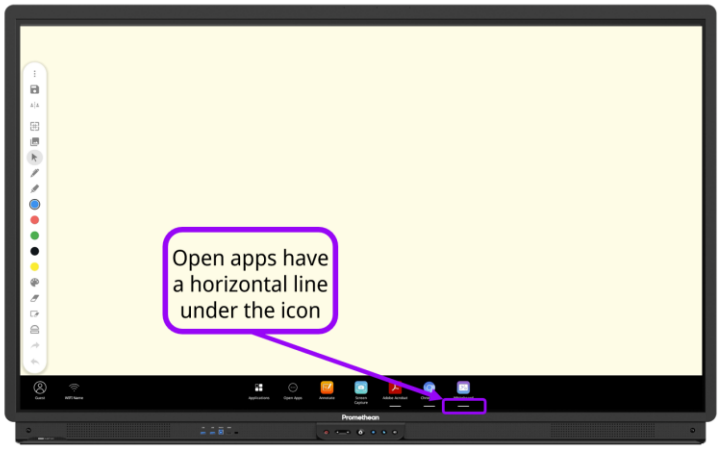
The ActivPanel 9 Premium menu experience allows you to interact with the content displayed on the ActivPanel with minimal disruption. The menu appears at the bottom of the ActivPanel screen and is easily customized to display the apps you most frequently use.



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 Applications by tapping the icon.

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

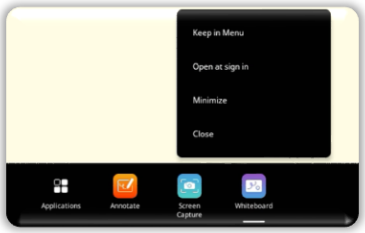


To return to the **Home Screen** or switch sources, select **Source** from the **Menu, Console or Remote.**

Within the menu, you can easily navigate and select apps. A short tap opens the application on the ActivPanel, while a long tap reveals a menu with additional options.

Open, **pinned** applications

Open, **unpinned** applications



Closed applications

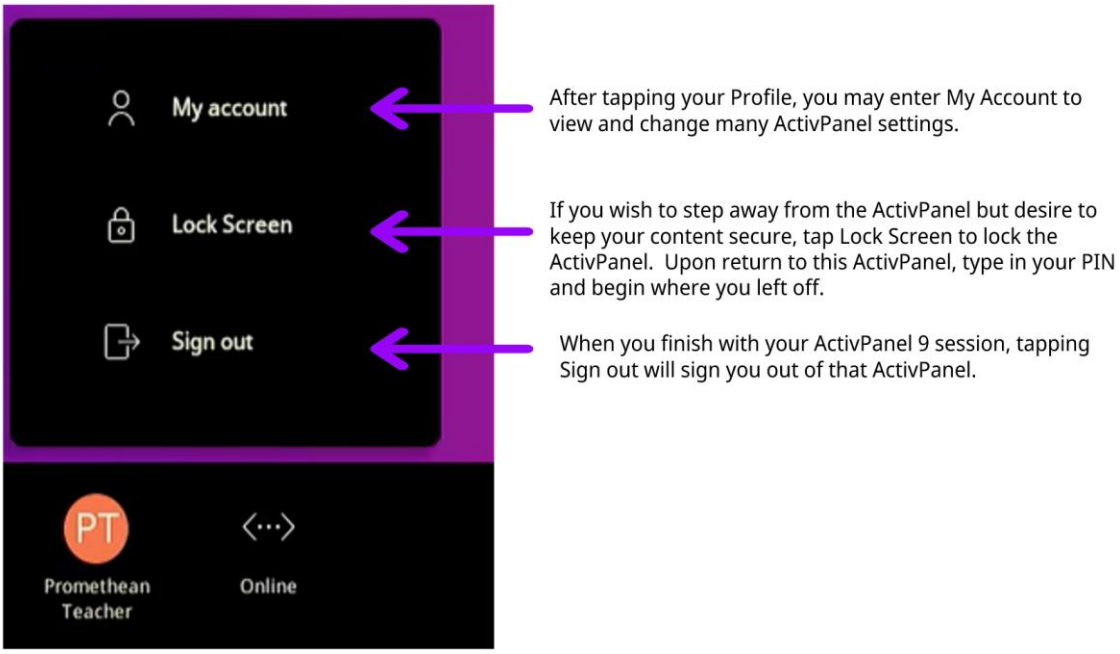
When several apps are opened and pinned, More Apps appears, where you can interact with the additional apps you have opened.

Gallery
Settings
Files
Adobe Acrobat
Applications
Open Apps
Whiteboard
Chromium
Promethean Blockly

My Account

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

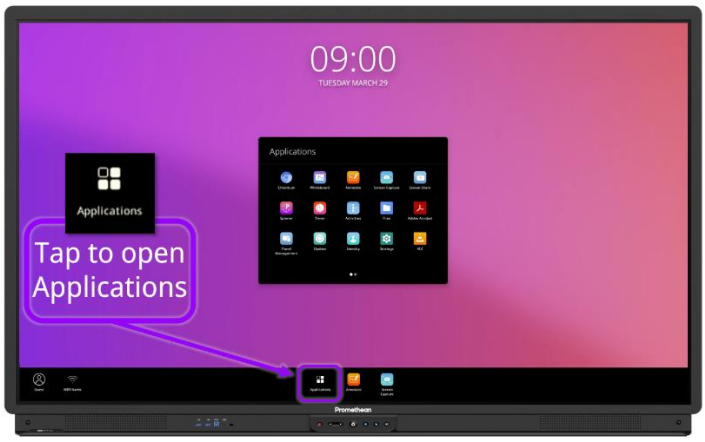
This visual displays each one in more depth:

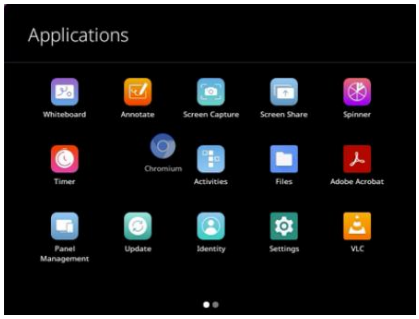


Please note: You may view and sign out of any ActivPanel 9 Premium by accessing your online Promethean account.

Applications menu

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



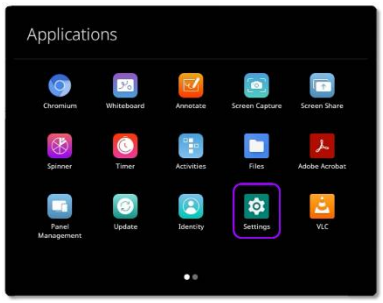


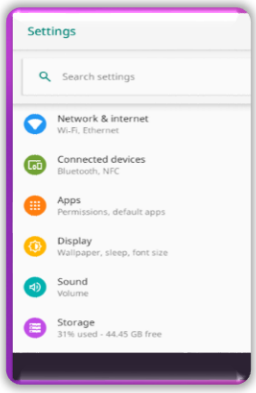
Within the **Applications locker**, it is easy to rearrange apps to best fit your needs. Simply long touch on the app and drag it to the desired location, then release.

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.

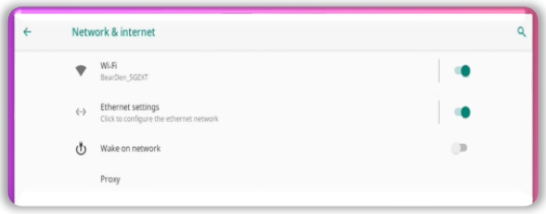
Settings

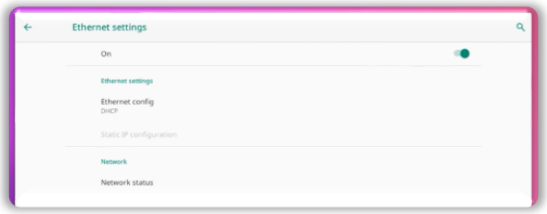
Selecting **Settings** from the **Applications Menu** gives you access to many ActivPanel Settings features. Please use your school or district settings standards.

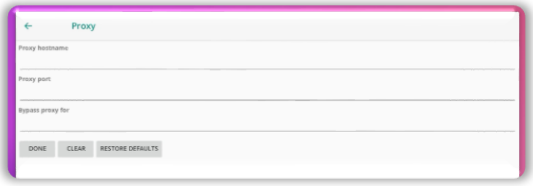




Network and internet settings allow for Wi-Fi and Ethernet settings. Please consult your school or district for these settings.

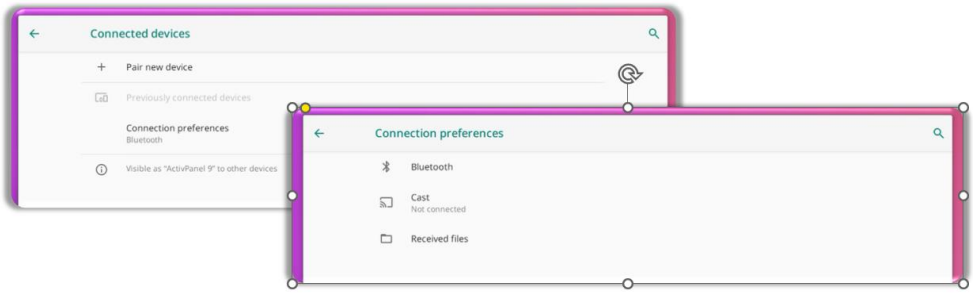






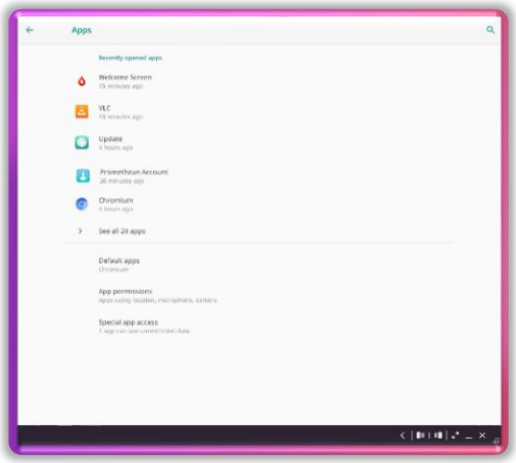
Connected devices allows you to connect selected Bluetooth and casting devices. Please follow the directives of your school or district when connecting external devices to the ActivPanel.

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 allows you to view recently opened apps and all apps.

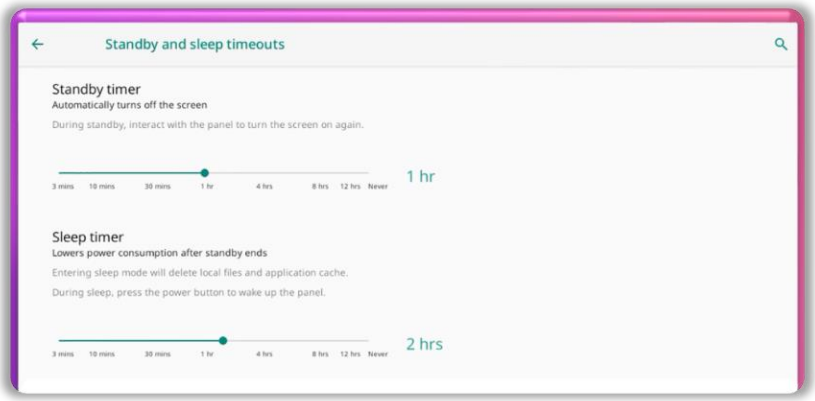
By selecting the app, you wish to view, you can disable, force stop and refine permissions. Please follow your school or district policy on apps.



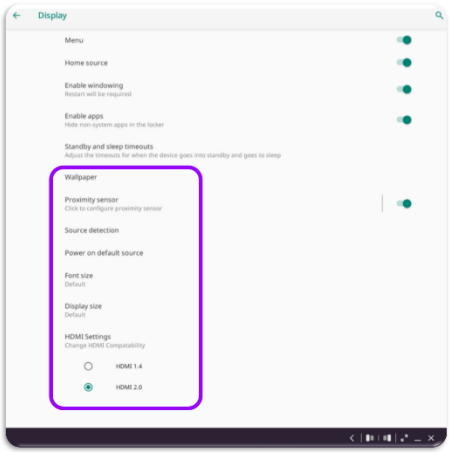
Display settings allow for you to change many of the ActivPanel 9 Premium settings.

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 for you to adjust times to best fit your needs.

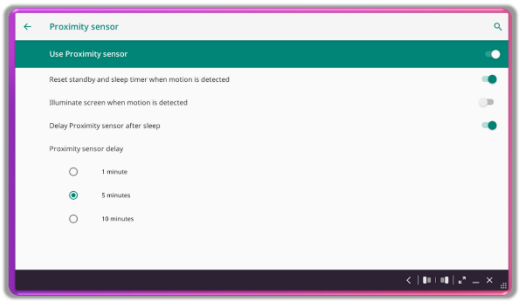


Tap the caret (⌄) next to Advanced settings and the following options appear:

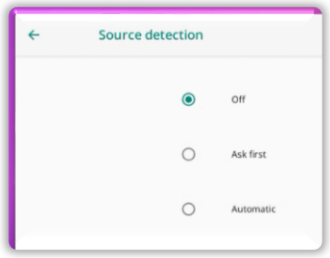


You can modify:

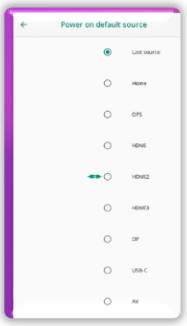
Proximity sensor



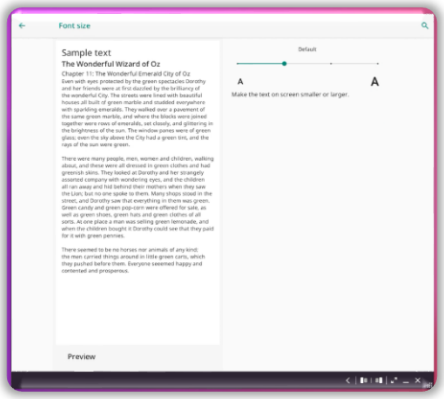
Source detection



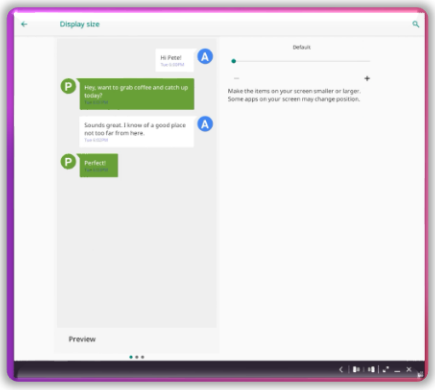
Power on default source from connected sources



Font size

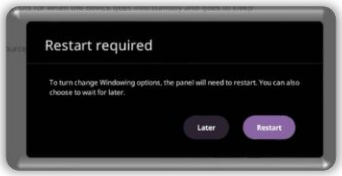


Display size

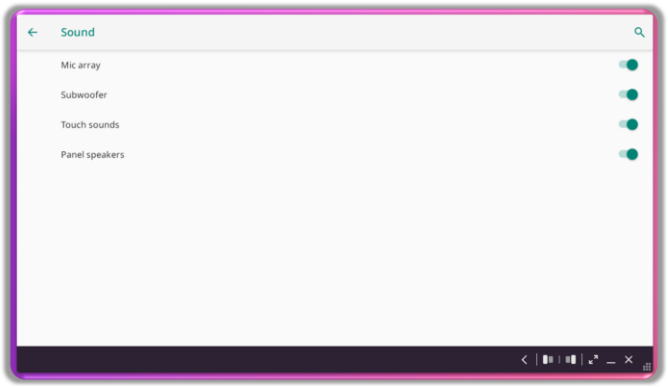


Additionally, you may change the HDMI compatibility settings.

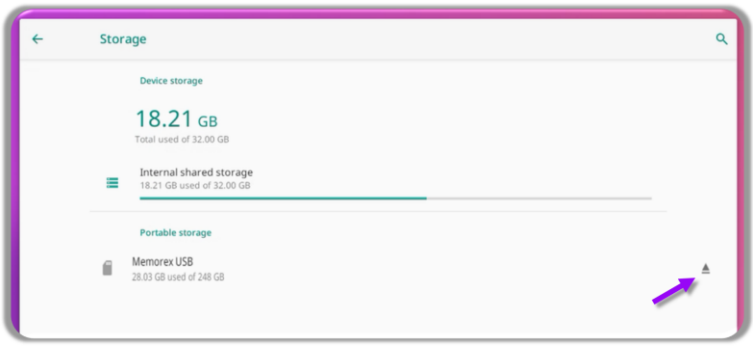
A restart may be required when ActivPanel settings are changed.



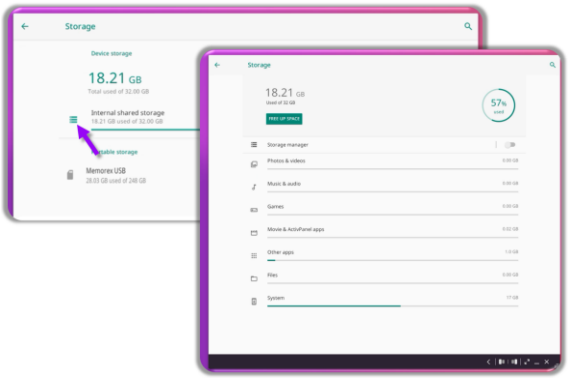
Sound settings allow you to toggle off or on the touch sounds (when you tap on the ActivPanel) and ActivPanel speakers.



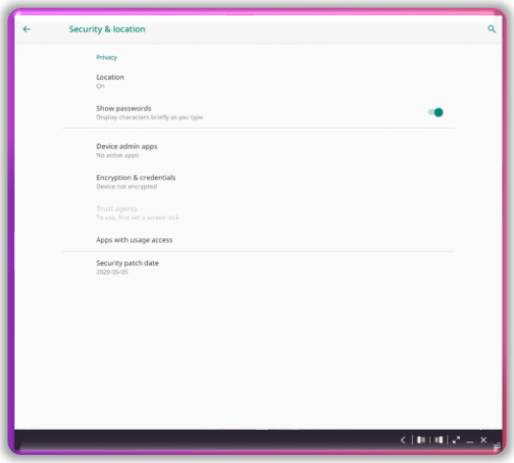
Storage settings allow you to view storage on your ActivPanel and by clicking the arrow, you can safely eject your connected USB drive.



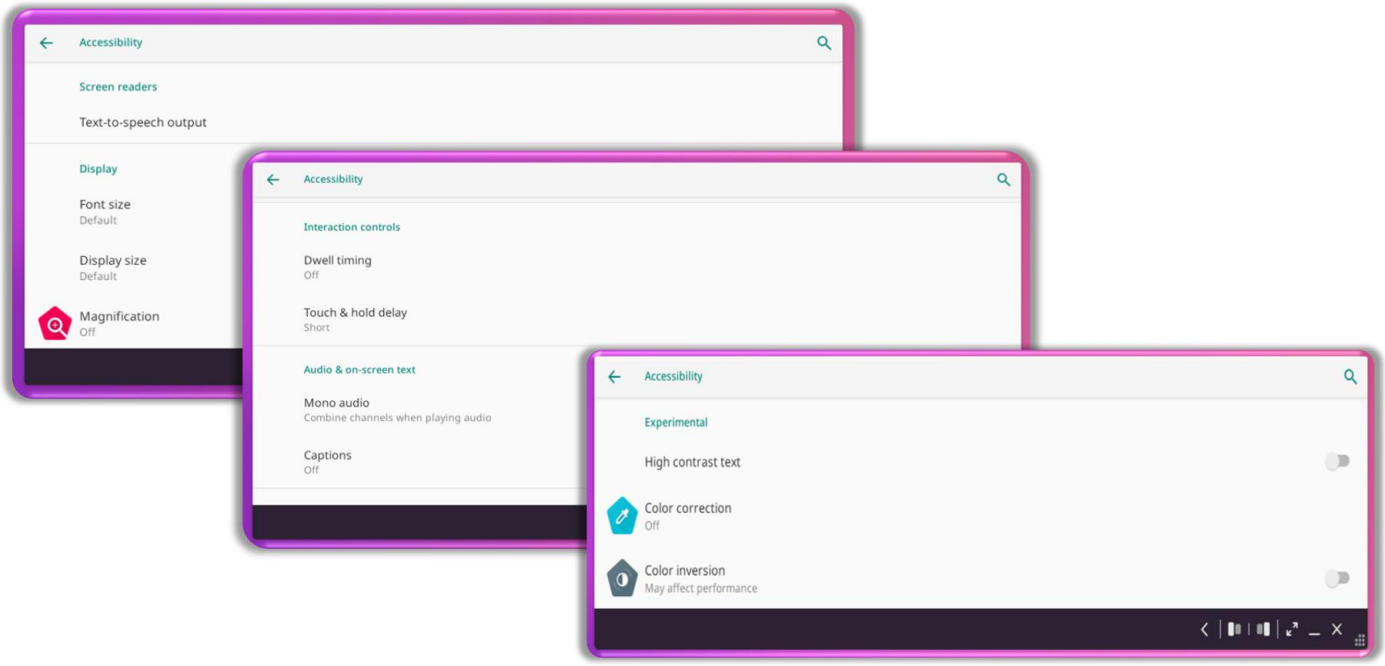
Tap the view menu to see the amount of storage used in each category.



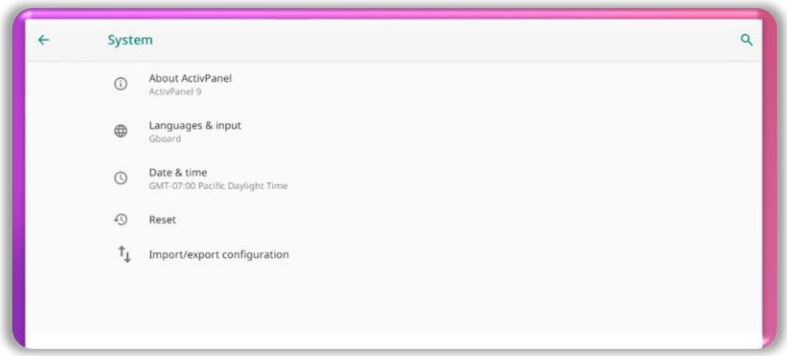
Security & location settings allow you to give permissions in the ActivPanel. Please follow your school and district standards for these settings.



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

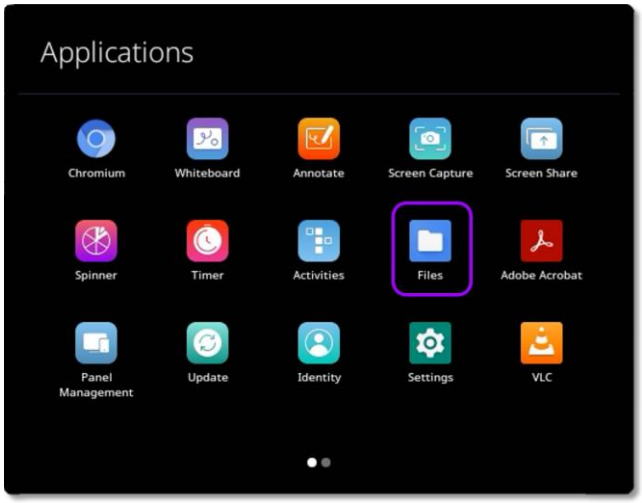


Within the System settings, there are many settings that can be customized and changed to your preferences. Remember to use your school or district standards for these settings.

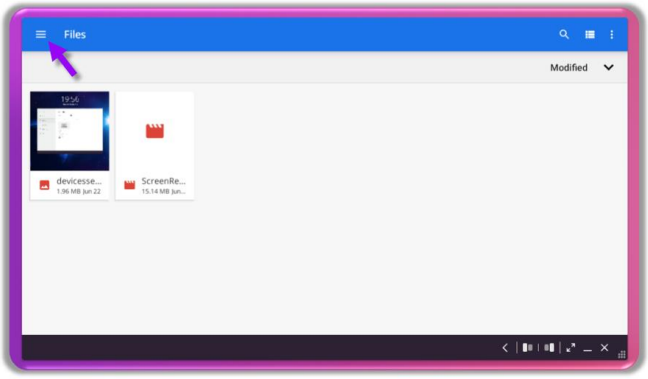


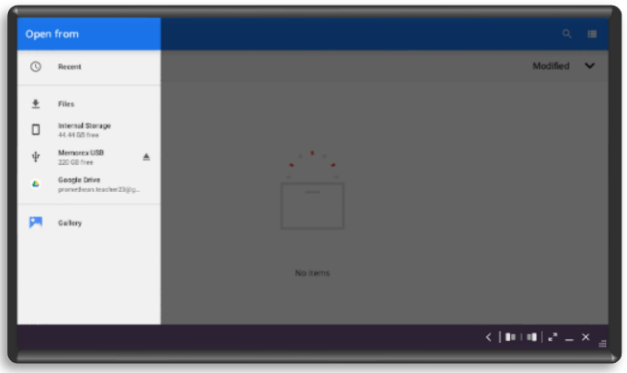
Files

Accessing compatible pre-created content can be accomplished through more than one process on the ActivPanel 9 Premium. 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 Files app in the Application locker, select the place where the file is located and open.





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

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

Classroom Essential apps

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

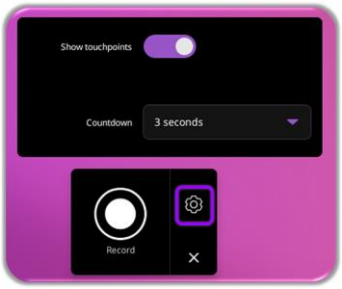
- Preinstalled
- Created by Promethean from teacher feedback
- Accessible from Applications in the Menu
- User friendly
- Maximize instruction
- Increase engagement
- Enhancements through online updates

Screen recording

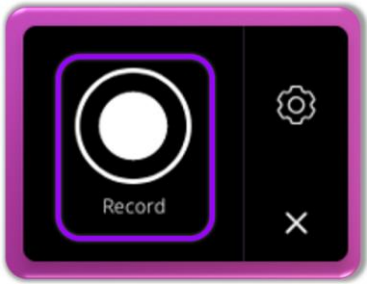
The ActivPanel 9 Premium allows screen recording through the **Screen recording app**. The ability to record and share your screen is a benefit for those scenarios where you wish to have a flipped classroom or are reaching students in a virtual or hybrid situation. Screen recording allows you to record all the annotation and images you share on the ActivPanel in real time, allowing students to view for review or reteaching as needed. With the ActivPanel 9 Premium, the Microphone array also captures the voices and sounds in the classroom.

1. Select the **Screen recording app** from the **Applications locker**

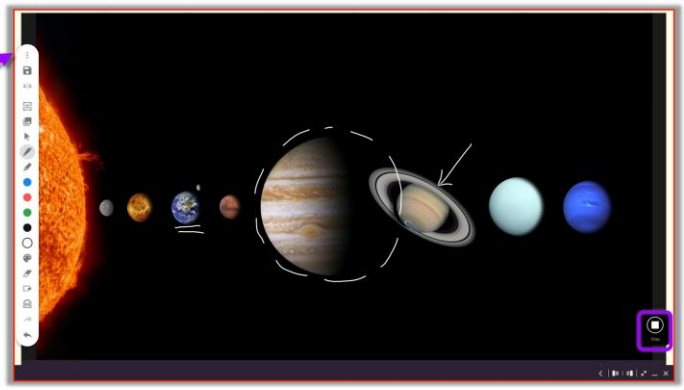
2. Select **Settings** to toggle off touchpoints and countdown timer



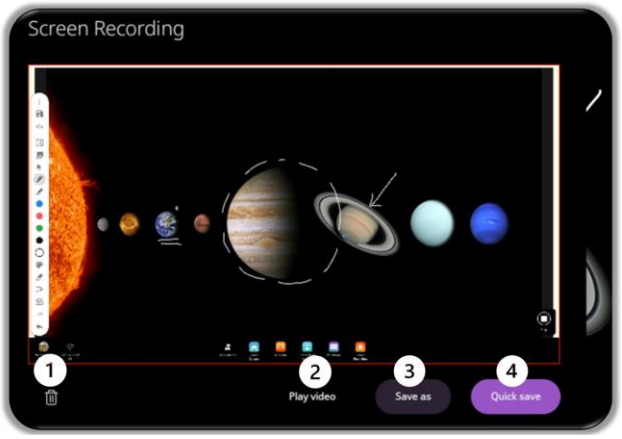
3. Tap **Record.** The controller slides to the bottom right, and you are recording your ActivPanel screen.



4. Your screen will be framed in orange while you record. Tap **Stop** to stop recording.



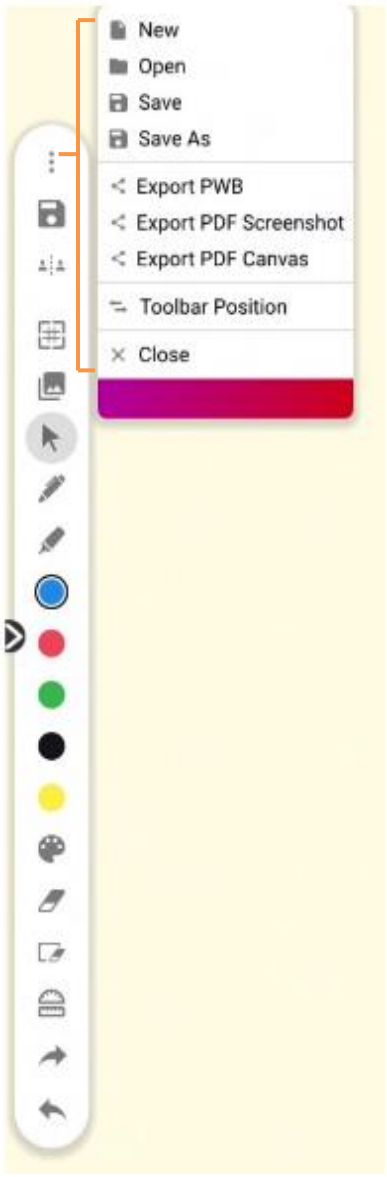
After selecting Stop, choose what you wish to do with the recording



1. Delete recording
2. Replay video
3. Save as – choose which folder, cloud drive or USB to save on
4. Quick save – saves to ActivPanel gallery

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**.



Menu

Save

Multiuser mode

Backgrounds

Insert image

Selector tool

Pen tool*

Highlighter tool*

Ink colors

Color palette

Eraser*

Clear all annotations

Math tools

Redo

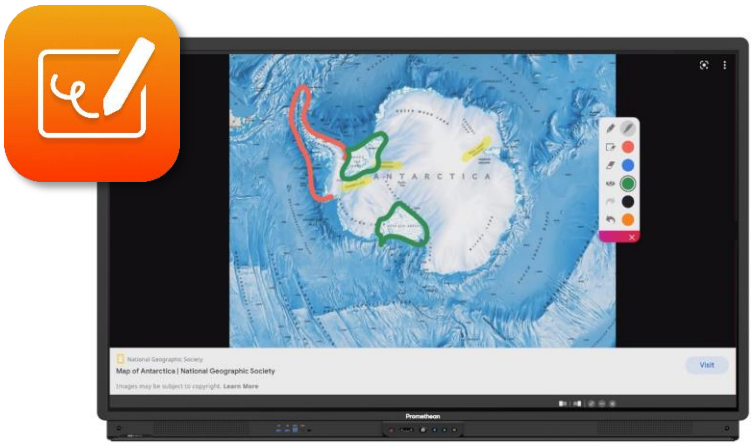
Undo

*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.

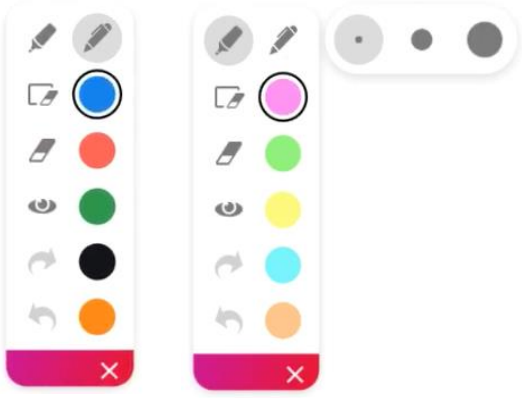
Annotate

The Promethean Annotate App is perfect for adding annotations over anything displaying on your AcvtivPanel'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. Drag to move it anywhere on your screen. Choose between a **Pen** and a **Highlighter**. Tap the **Pen** or **Highlighter** button once more to change its width. Choose from five ink colors.



Use the **Eraser** to erase a bit of an annotation, or use **Clear All Annotations** to start fresh.

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

Use the **Undo** and **Redo** buttons to make quick corrections.

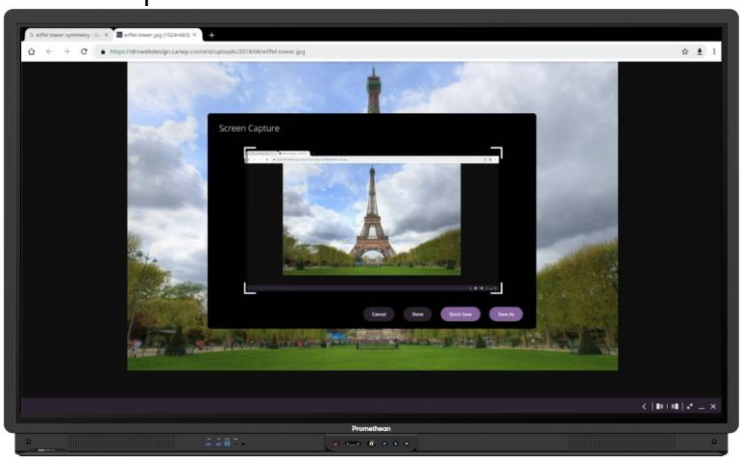
Tap the **X** to exit the app. All annotations will disappear on closing the app.

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 **Capture** from the Applications Menu.

You will see saving and interaction options**:**

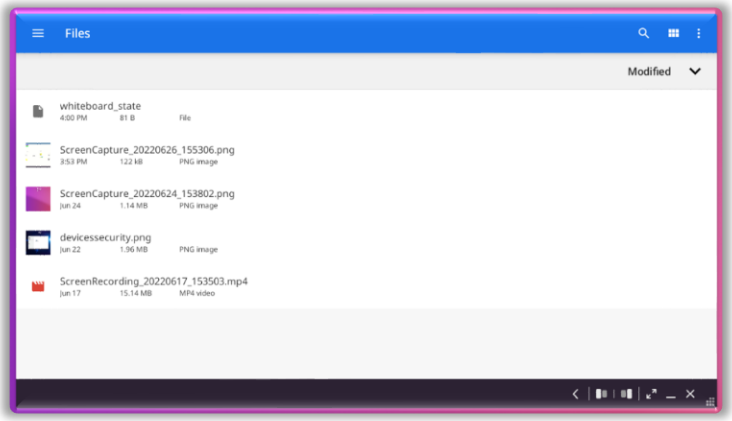


You will see four options: Close, Done, Quick Save, and Save As.

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

Quick save and Save as images can be found by opening Files from within the Applications locker.

Quick save images will be saved in the Gallery on your ActivPanel. To access the **Gallery**, open the **Applications locker** from the ActivPanel **Menu**.



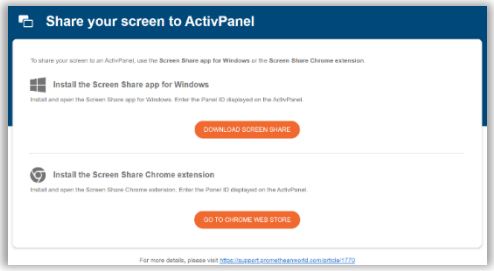
Screen Share

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.

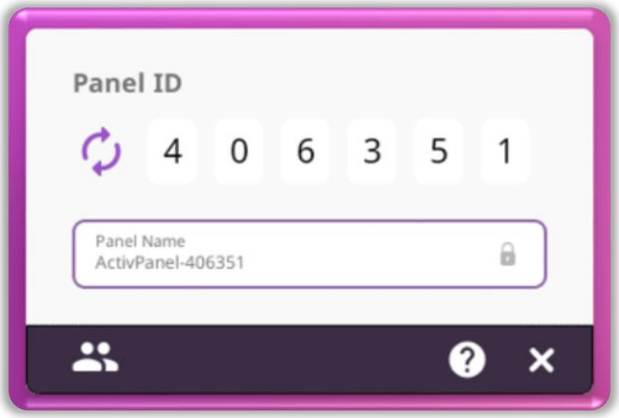
Screen share with touchback is supported on

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

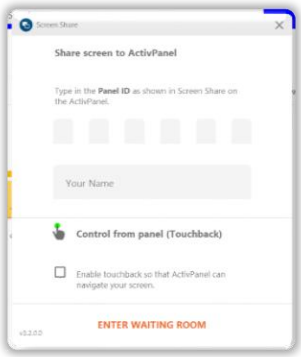
To download the sender for your device, visit share.one.prometheanworld.com.



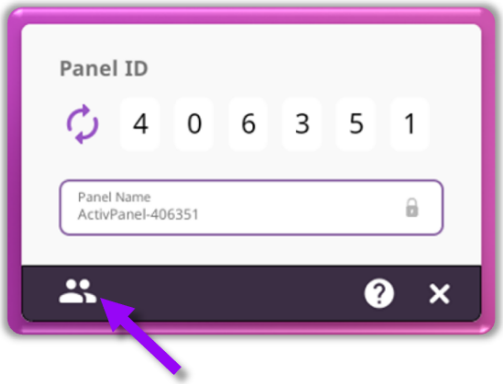
To begin connecting devices, access your **Menu**, then tap Applications from the Applications Locker, and tap **Screen Share**. A floating connection screen appears with your unique Panel ID. You may move this anywhere on your screen. You may **name** your panel, tap the **reset** button to generate 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, touch back 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.

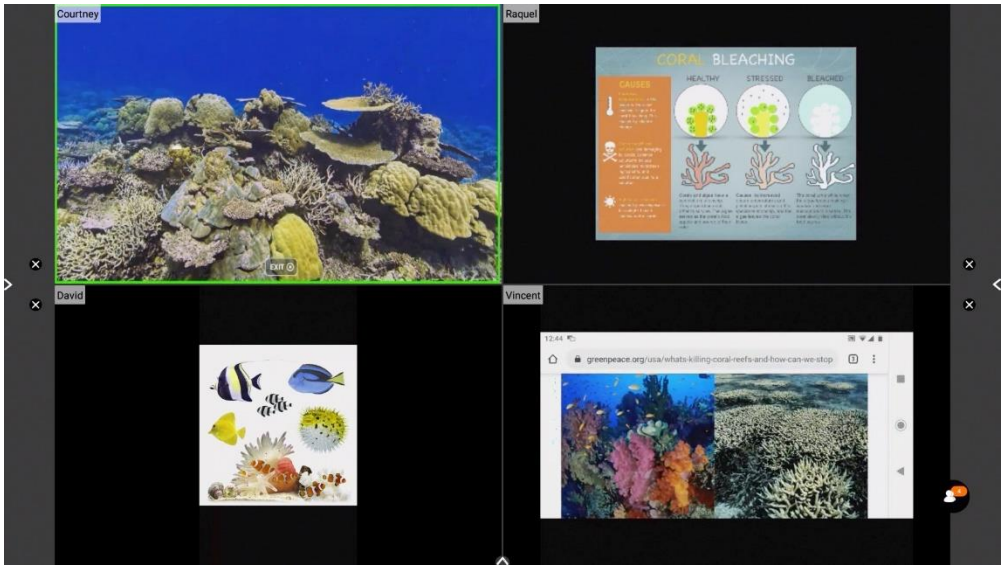
Tap the circular arrows to **refresh** your Panel ID. This will also disconnect currently connected devices. This may come in handy if you have a new class of students entering the classroom or if you share your classroom with another teacher.

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:



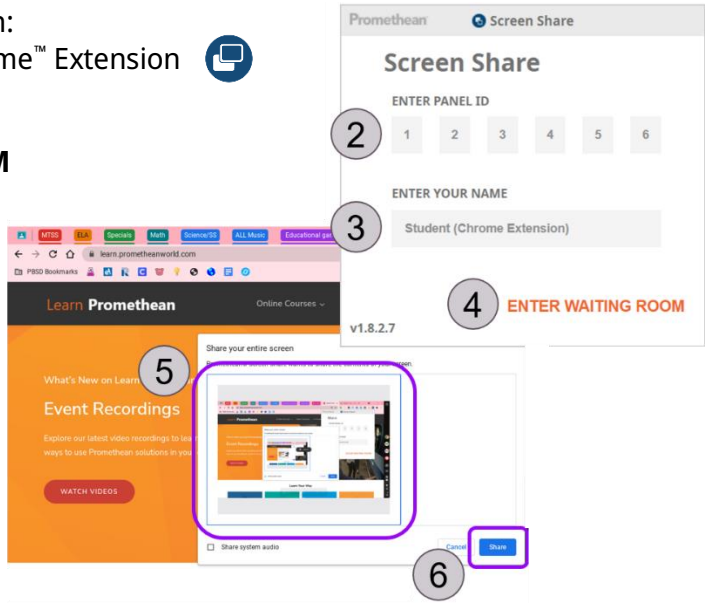
With Touchback enabled, you may navigate connected devices in real time. Possible classroom examples include becoming untethered, sharing applications or programs, allowing students to display work and demonstrate learning, and more.

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**.

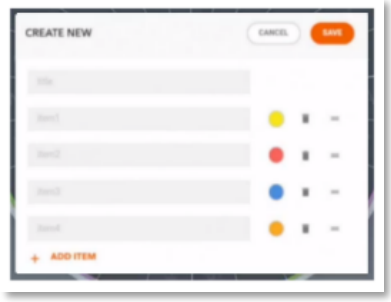
Select **Spinner** from the Applications locker.

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

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

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

Tap **Create New** at the top to generate a new list. A list can contain up to 60 items. Be sure to **Save** your list. There is no limit to the number of lists that can exist in the Spinner app.



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

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

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

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

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

Promethean Timer App

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

To access, bring up the **Menu**, and tap **Applications**, the Applications locker will open.

Select **Timer**.

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

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

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

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

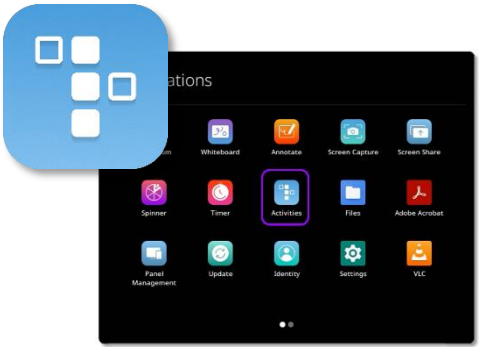
Tap the **X** to close each Clock, Timer, or Stopwatch.

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.

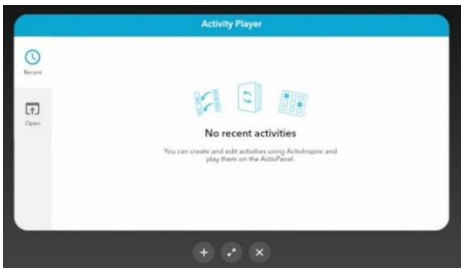
Begin by saving the ActivInspire Activity to a USB, then plug the USB into your Elements Series ActivPanel.

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



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.



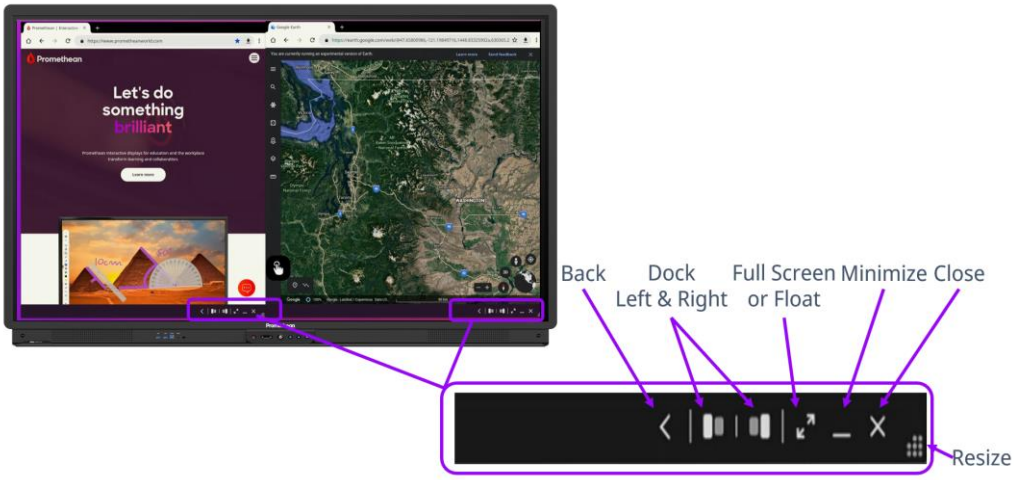
Tap the **three horizonal lines** in the top left corner and locate your USB or cloud drive. Next, select an Activity.

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

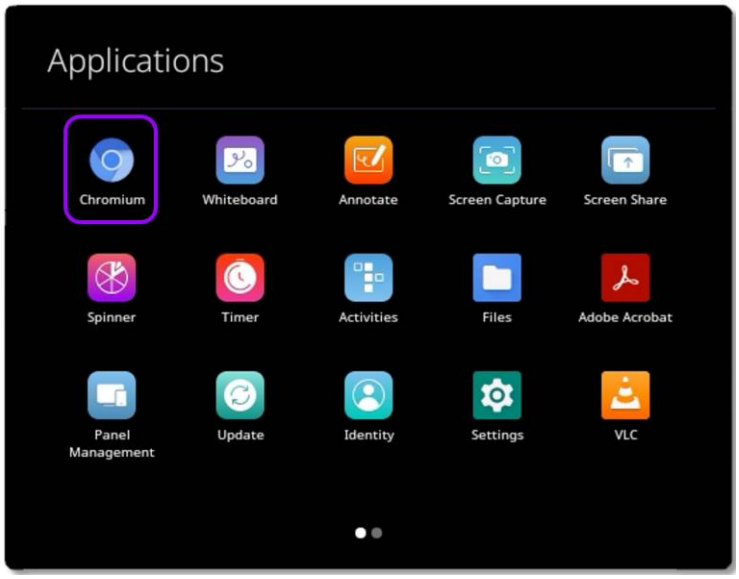
The Multi-window toolbar enables the ability to work in multiple windows simultaneously. When you see the Multi-window toolbar at the bottom of a window, this indicates Multi-window capabilities are in effect.



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.

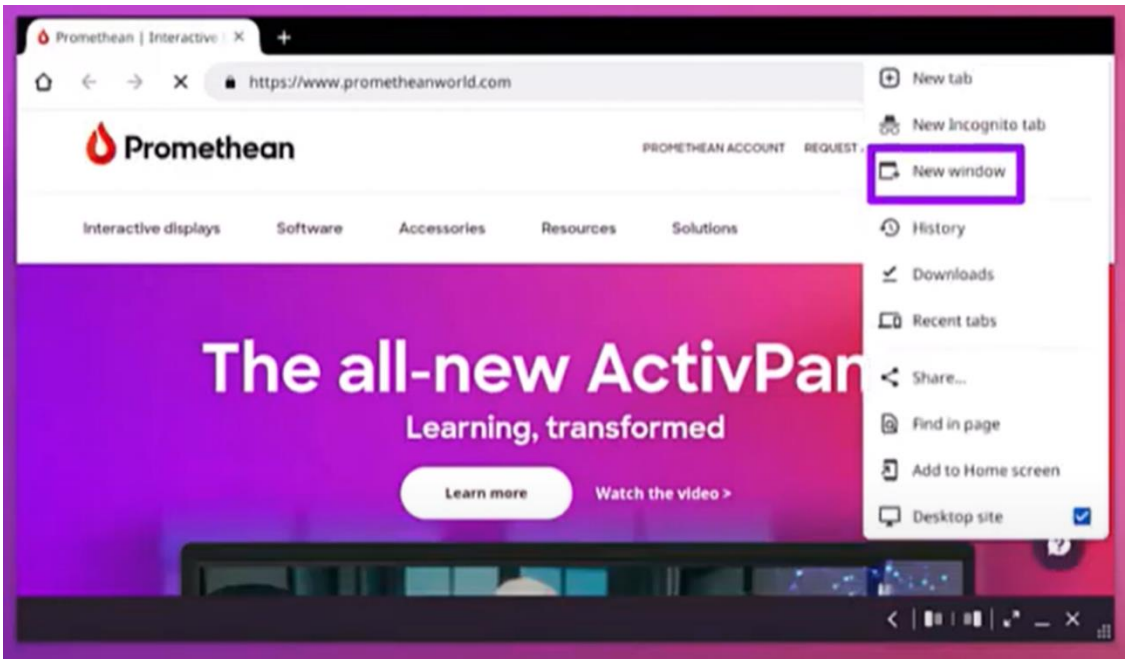
Chromium Browser

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.



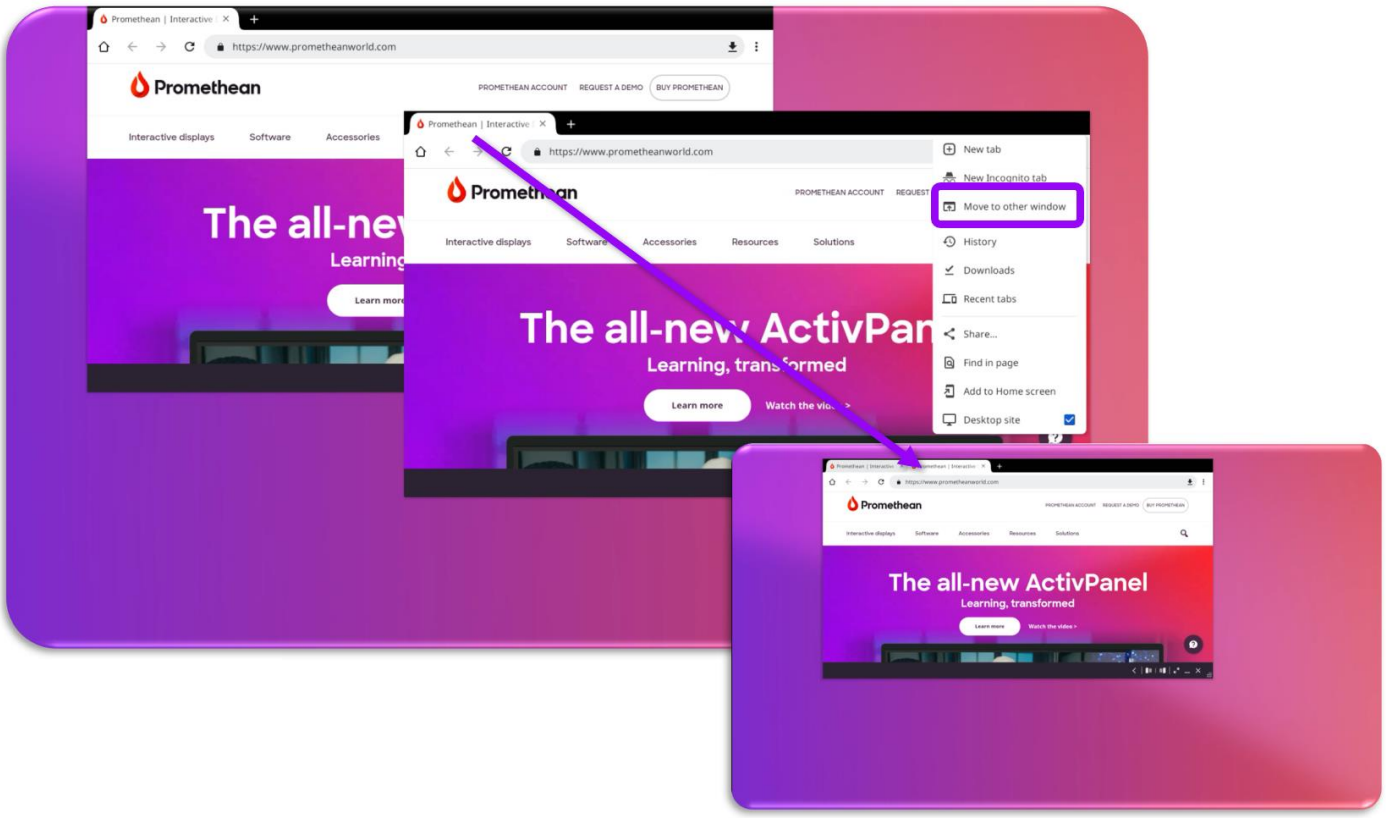
The Chromium browser allows two browser windows to be open at the same time.

To open two 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.



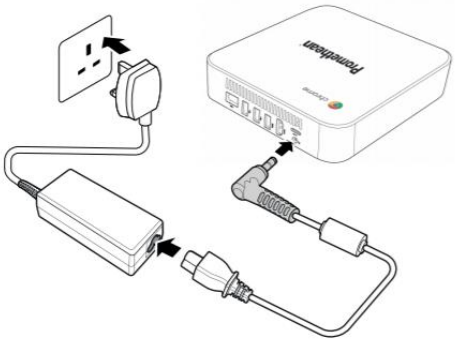
Connecting a Promethean Chromebox

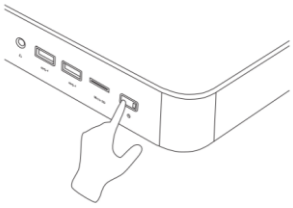
Your district may have chosen additional connected devices for your ActivPanel 9 Premium.

To connect your Promethean Chromebox to your ActivPanel Elements Series, 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.

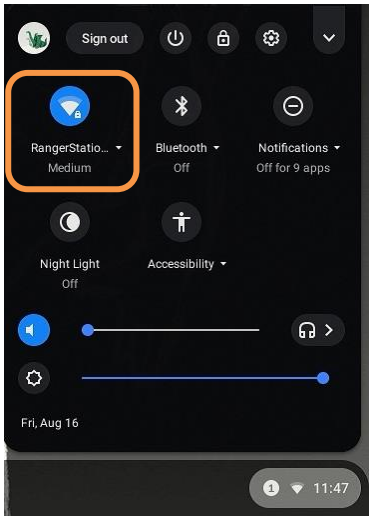
Plug in the power cable and power your Chromebox **on**. You will also need a Google® account.





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.



Next, locate your ActivPanel's serial number by opening the **Menu**, then the **Applications**. Select the **Update** icon. Make note of the serial number found at the bottom left corner of the Update window.

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

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

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