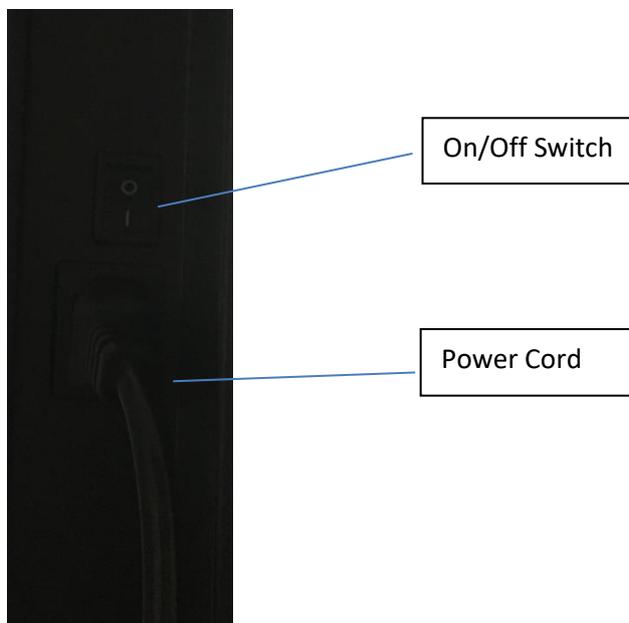


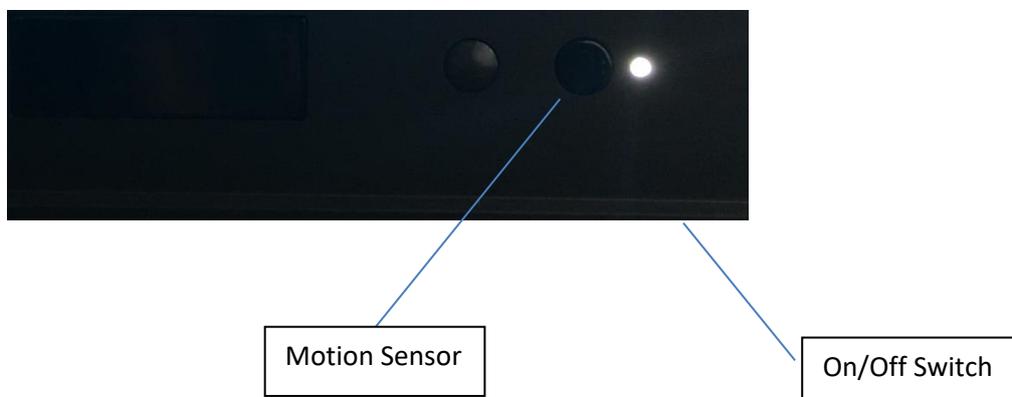
CLEVERTOUCH

Turning On/Off the Clevertouch Screen

Press the on/off rocker switch located on the back of the screen adjacent to the power cord, the Clevertouch screen will enter Standby mode and a red light will illuminate at the bottom right hand side of the screen.

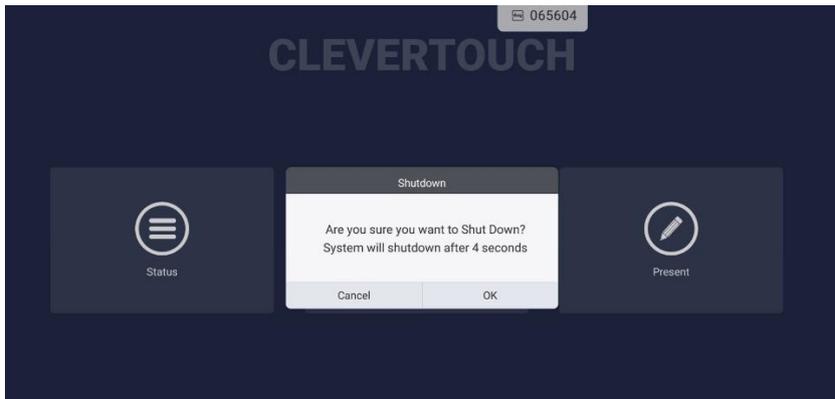


Press the on/off switch, located underneath the Standby light at the bottom right of the screen, The Clevertouch screen will power on and the red light will turn to a white light.



Note: Dependant on system settings the Clevertouch will turn on as long as the screen is in standby mode

To power down the Clevertouch screen hold down the on/off switch above until you see the following message on the screen.



Press OK to shut down the screen, please wait until the screen goes into standby before you turn the main power switch off.

Note: Dependant on system settings the Clevertouch will turn off automatically.

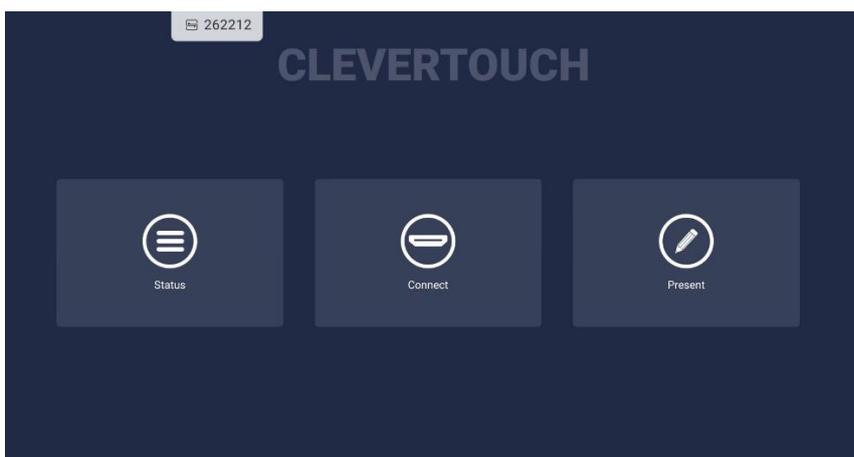
Connecting the Clevertouch to the wireless network

Navigate to apps>settings>wireless, turn the wireless switch to the on position and select the desired wireless network.

Note: Select Ethernet for a direct connection to the network via an ethernet cable

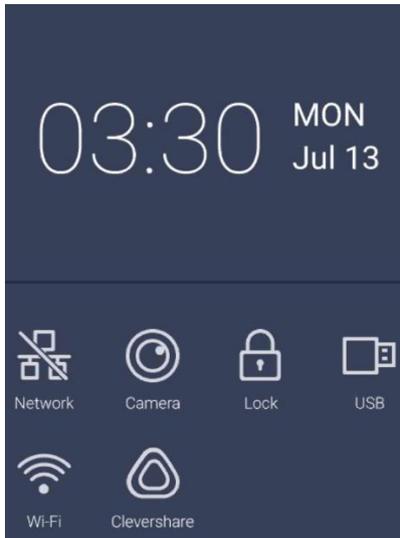
Lesson 1 Menus & General Settings

The UX Pro home screen contains 3 sections for easy access to ports and apps

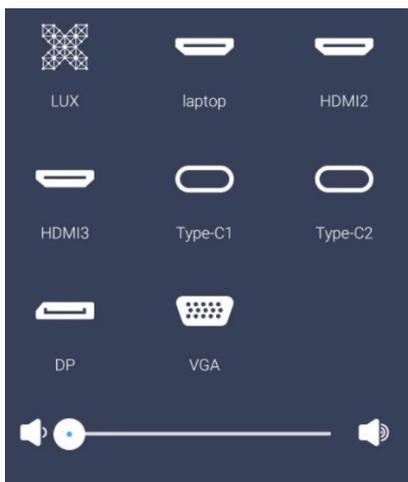


Tip: Tap the Clevertouch logo at the top of the screen 5 times to rename.

Click on the Status box to receive information relating to Network, Wi-Fi, Bluetooth etc

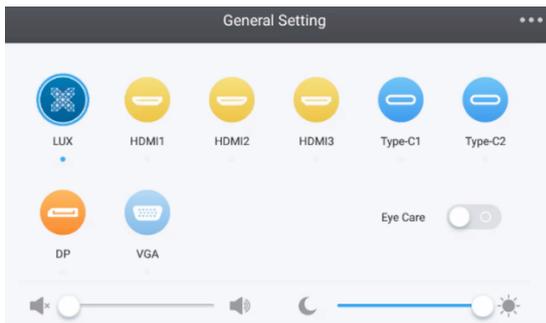


Click on the Connect box to see all the available ports available, the sound can also be adjusted from this box

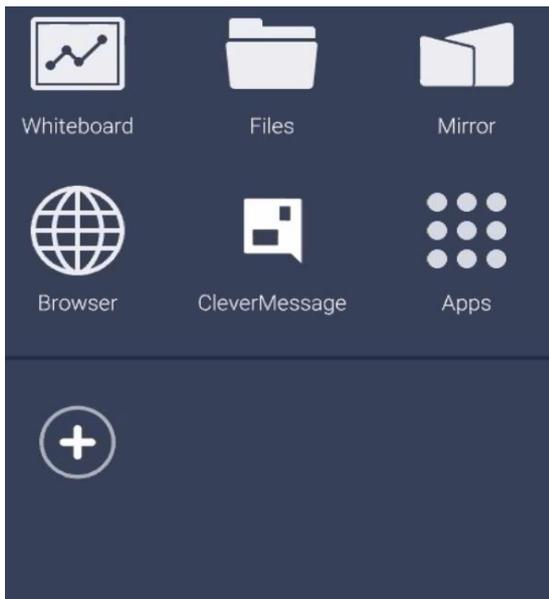


Place your finger in the centre of the Clevertouch towards the bottom and swipe up to receive the menu below

Note: Selecting the 3 dots at the top right of this menu will give access to audio and screen settings.



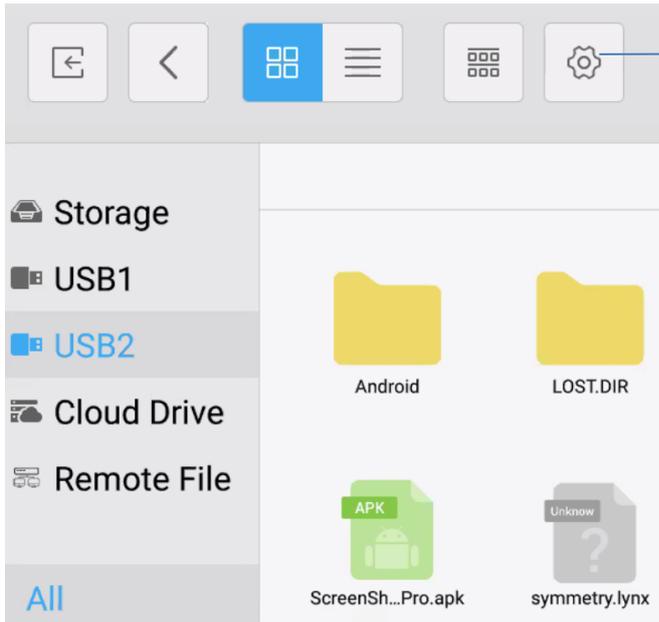
Click on the present box to show the apps available on the Clevertouch screen



Files:

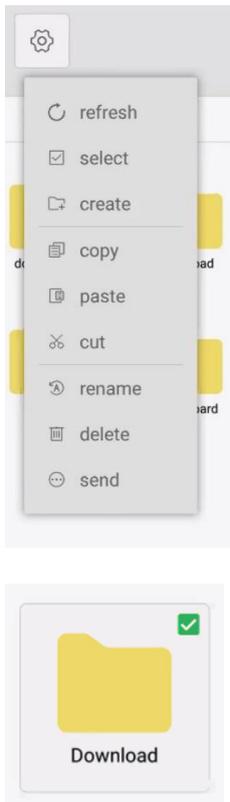
Select files from the menu to see and access files located in the storage or on a USB stick that has been installed into the screen, a cloud drive can also be added.

Select the cog icon to enable copying between the internal storage and USB and visa versa.



Select Cog to bring up sub menu as seen on the next page

Note: Please choose the select option from the menu to select files/folders before copying. The screenshot below shows the download folder ready to be copied after selecting.



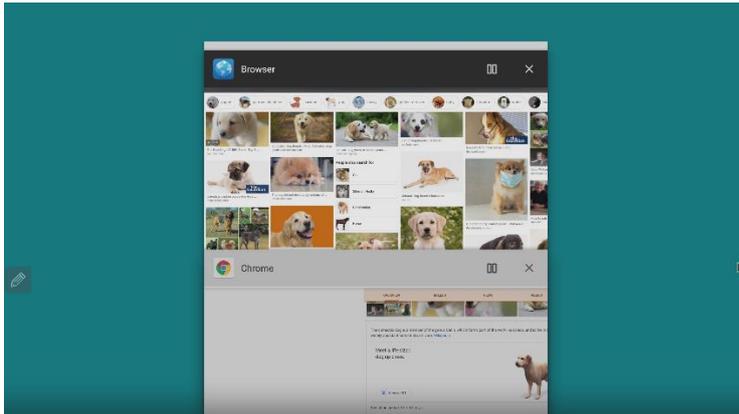
Once selected (Download folder above), select the cog>copy, navigate to where you want to copy to (storage or USB), select the cog>paste.

Browser:

Select browser to navigate to any web site, select the pen from the floating menu to annotate. Annotations can be saved by selecting the disk icon in this menu. To take a screenshot simply select the snip icon from the floating tools menu.

Active:

This feature allows the user to see all of the apps that are currently running on the screen,



Selecting Active from the menu will show the apps that are currently open, to close the apps simply swipe to the left or the right or select the cross.

Tip: To split the screen showing the apps, select the icon adjacent to the cross which looks like a pause button.

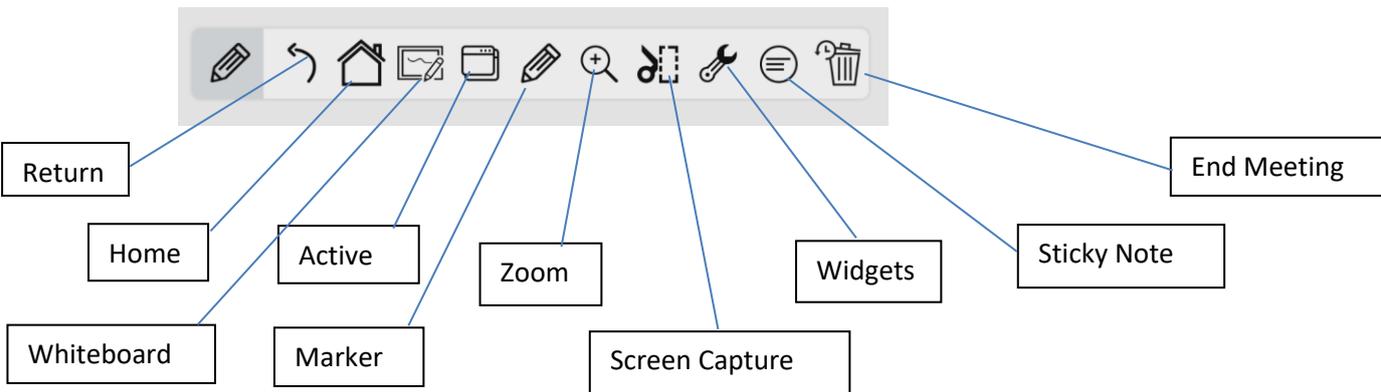
Lesson 2 Annotation Menu & Tools

The floating toolbar will appear on the screen when you access any of the menu options on either side of the Clevertouch screen.



Press the screen with two fingers for over 1 second, the sidebar tool will appear in that area of the screen

Flick the icon with one finger to adjust the position along with the inertia of the finger's sliding direction. When the icon is near the edge of the screen, it will attach to the edge of the screen automatically. This function can make the entire page Press more concise and convenient to use.



Return Select this to return to the previous page

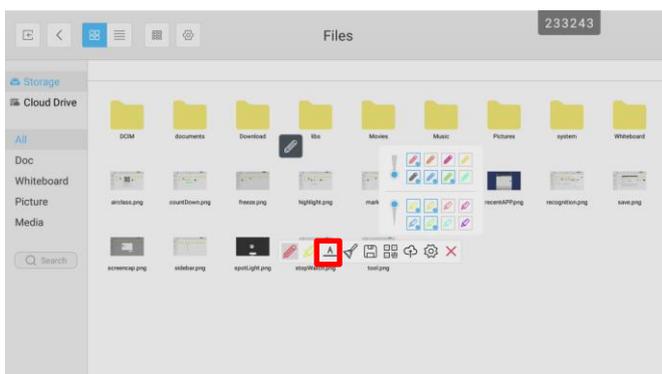
Home Select to return to the home screen

Active Selecting Active button will show all the apps you have used recently. This function is similar to the multiple tasks tool in your mobile phone, on which you can choose the tasks that you'd like to delete by simply swiping.

Annotation Tools

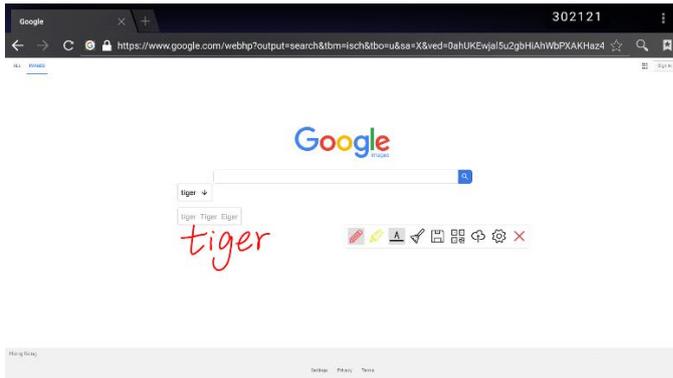


There are two kinds of markers---regular annotation pen and one high-light pen. You can choose the size and colour of these two pens in “setting” (Looks like a cog). Each pen can be set to four different colours, and the colour can be changed by clicking the icon of pens.



Writing Recognition

Select the Capital A underlined icon on the markers menu to easily search a word in google.

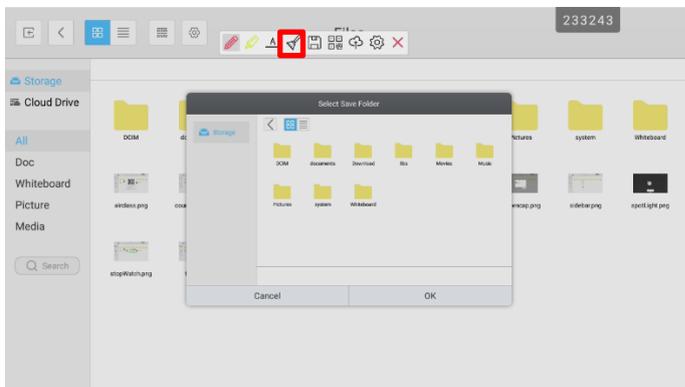


Clean Tool

Select the brush icon in the markers toolbar to clear all annotations.

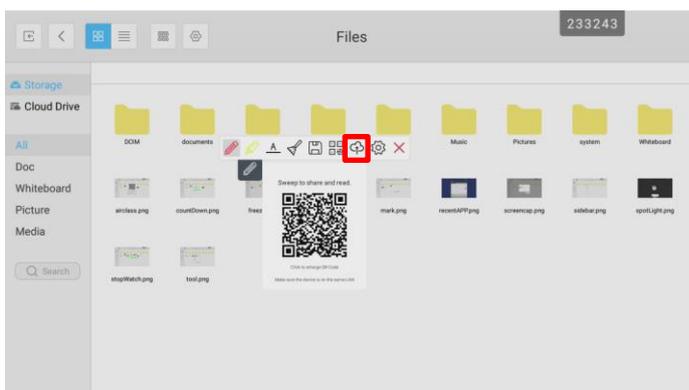
Save Tool

The annotated pages can be saved in a folder



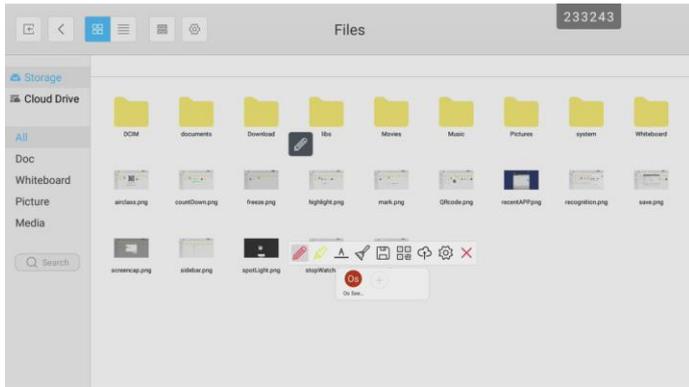
QR Code Sharing

Instead of saving locally, you can also save the annotation page by scanning the QR code on a mobile device, make sure you are connected to the same network.



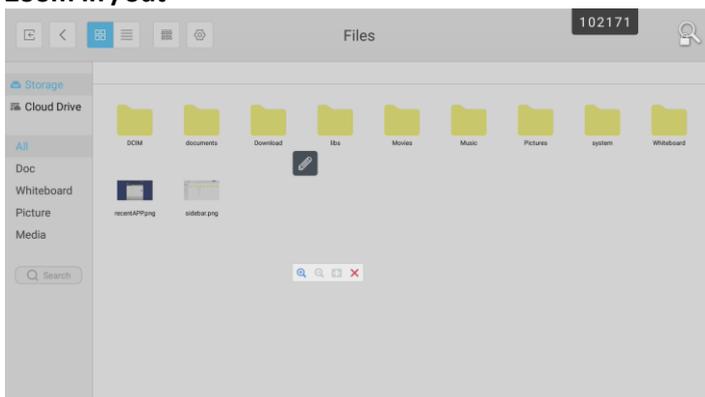
Cloud Drive

Select Cloud drive, the icon that looks like a cloud with an arrow through it to upload the annotation to Google drive or One drive.

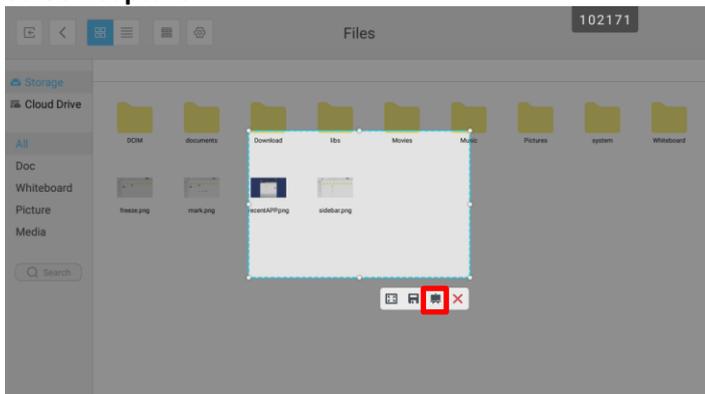


Back to the floating toolbar menu

Zoom in /out

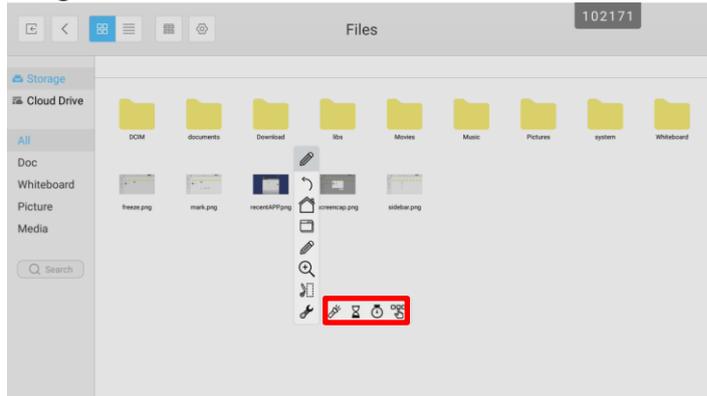


Screen Capture



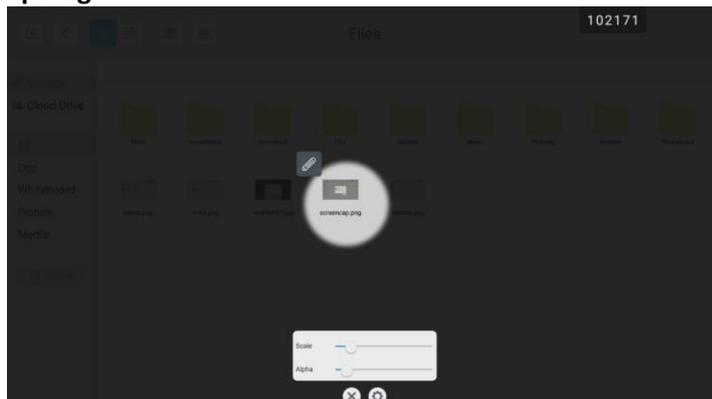
Select the Screen Capture icon to drag an area over the page, this can either be saved to the screen by selecting the disc icon or saved directly into the whiteboard app by selecting the icon adjacent to the red cross.

Widgets



The widgets have four functions, this is the spanner icon.

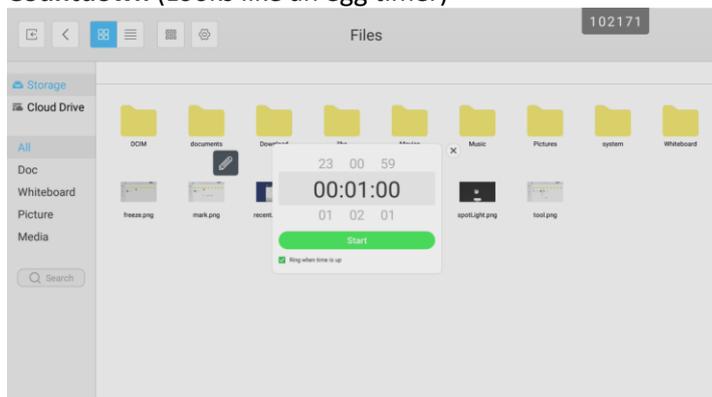
Spotlight



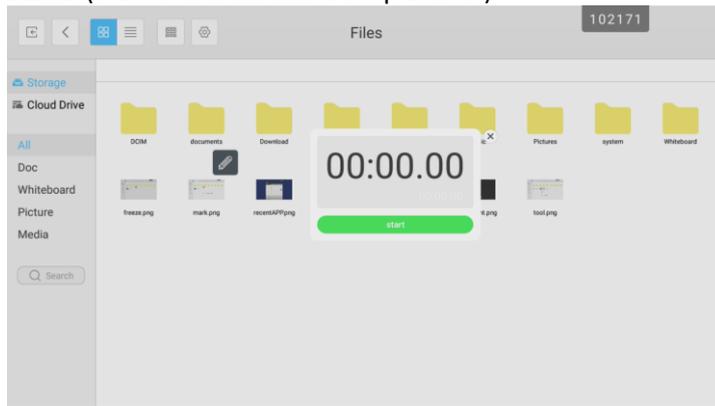
Use the spotlight to highlight an important part of the presentation, adjust the size of the spotlight by moving the scale slider. The size and transparency can also be adjusted in setting.

Tip: Use 2 fingers to pinch and adjust the size of the spotlight on the screen.

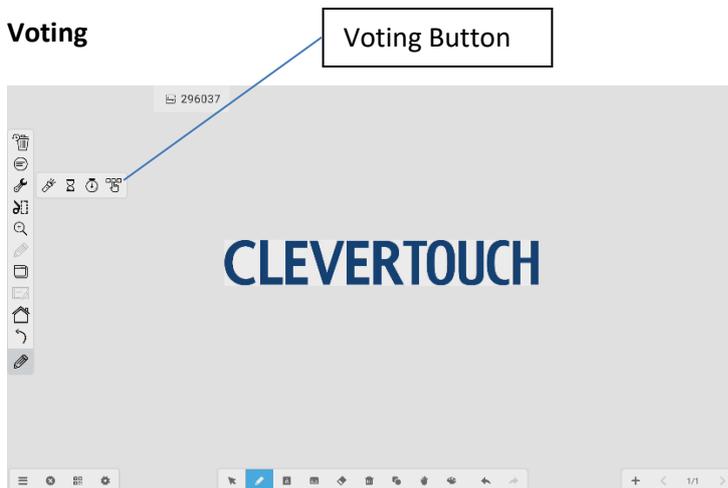
Countdown (Looks like an egg timer)



Timer (This icon looks like a Stop Watch)



Voting



Connect all mobile devices to the same network as the clevertouch screen, students can then scan the QR code to join the class.



There are several tools as seen below (Voting, Judge, Responder, Selector and Message) have

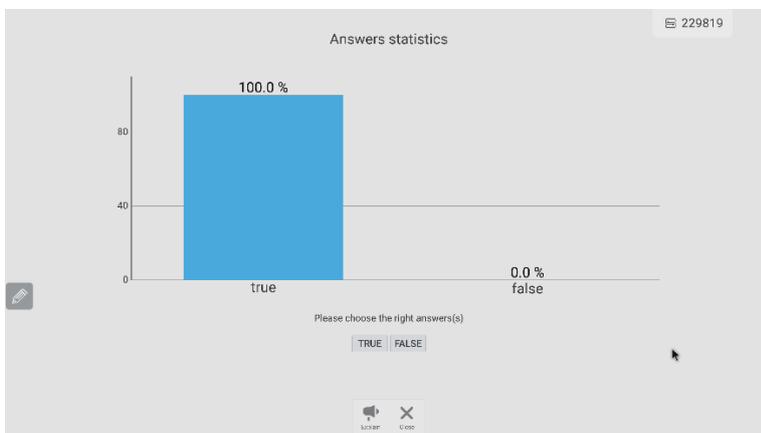


Write a question on the board with a true or false answer

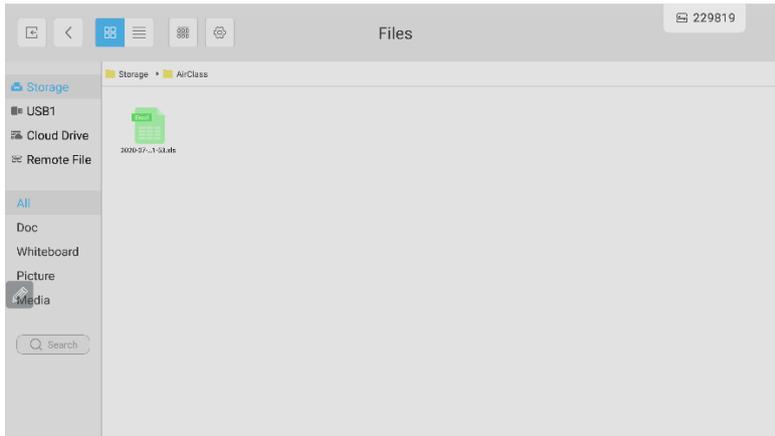
Select judge from the voting menu, tap on begin to start the session.

Use your mobile device to select either true or false, click on finish to end the session

Select explain to show a breakdown of the answer.

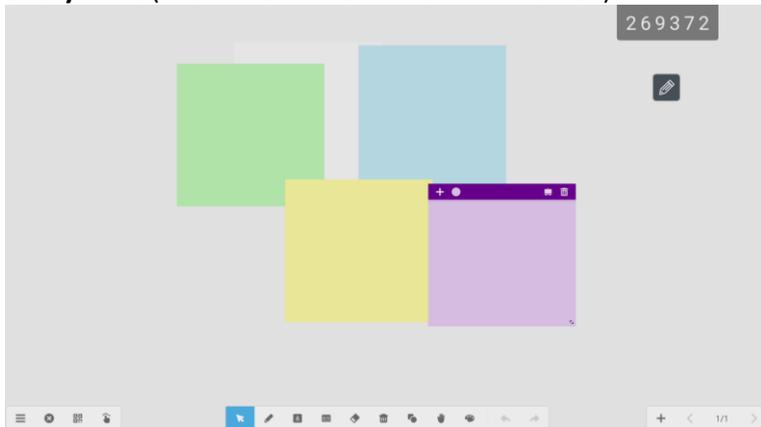


Once you have finished there is an export option which can be found by selecting manager.



Order	Time	Type	Details	Accuracy	Abstention
1	2020-07-07 13:49:08	Single choice	Right answer: A	0%	
			Accuracy: A	0%	
			B	0%	
			C	0%	
			D	0%	
			E	0%	
			F	0%	
			Abstention		Luke
			Right answer: A	0%	
			Accuracy: A	0%	
			B	0%	
			C	0%	
			D	0%	
			E	0%	
			F	0%	
			Abstention		Luke
			Right answer: true	100%	
			Accuracy: true	100%	Luke
			false	0%	
			Abstention		

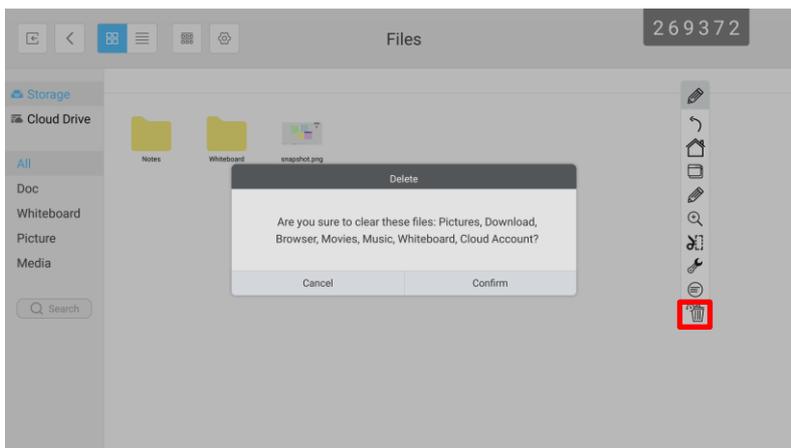
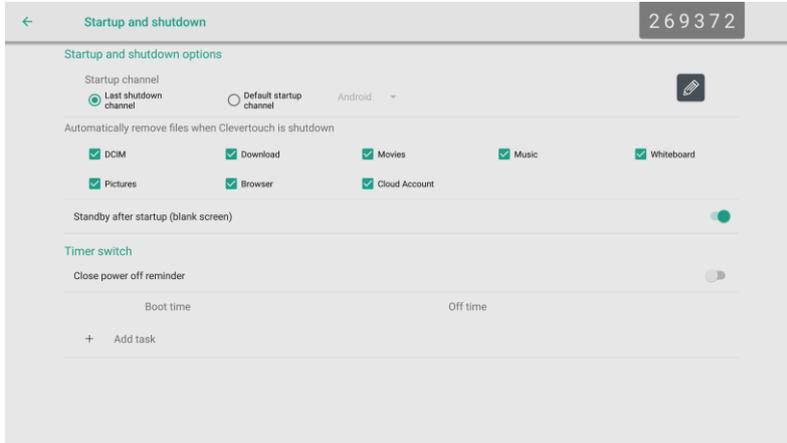
Sticky Note (The circle with 3 horizontal lines icon)



Sticky notes can be added at any time on any app and will stay as a layer on top of everything. There are 6 colour options and 10 sticky notes can be added. Select the icon adjacent to the rubbish bin to display directly into the whiteboard app.

End Meeting

The meeting can be ended by selecting the end meeting icon, looks like a waste paper bin. Please go to apps>settings>startup and shutdown to select the folder that contains the files you want to remove. This only needs to be done once.



Lesson 3 Working with Microsoft files

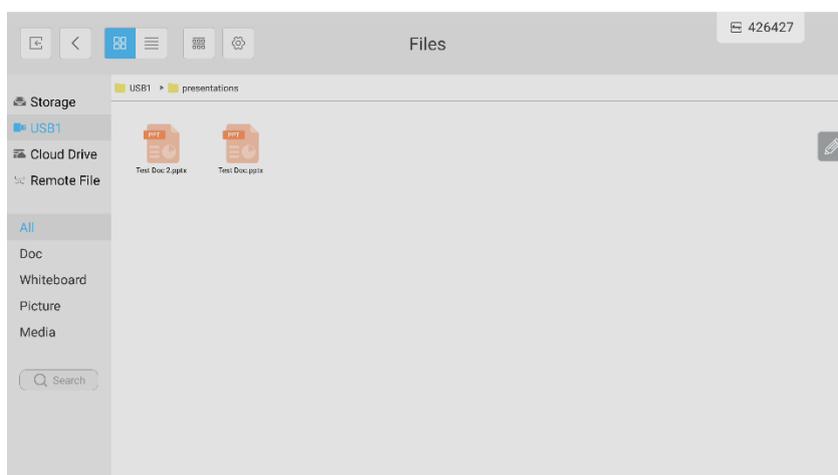
We will be opening the Microsoft files using WPS, which is native to Android. You can download the Microsoft apps from the cleverstore directly and open the MS files in their native format.

Navigate to Files from the side menu, locate your Microsoft file

Note: Storing the files on a USB stick and inserting into the USB ports on the right-hand side of the screen is a good way of showing files such as PowerPoint if a Laptop or PC is not available.

Microsoft PowerPoint

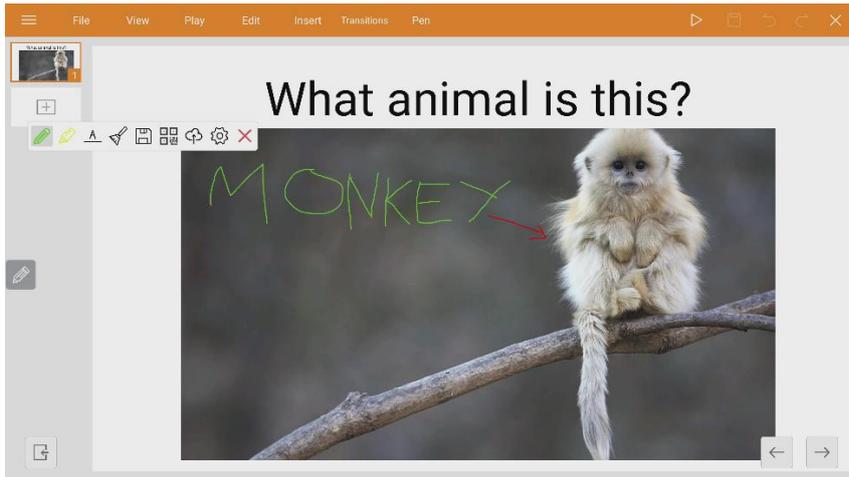
- 1) Double tap the PowerPoint presentation, select WPS office.



- 2) Select WPS office to open the Powerpoint file.

Once the PowerPoint presentation is opened select Play>first Page to play the presentation, to move the presentation simply swipe from right to left to move the presentation forward and swipe from left to right to move the presentation back.

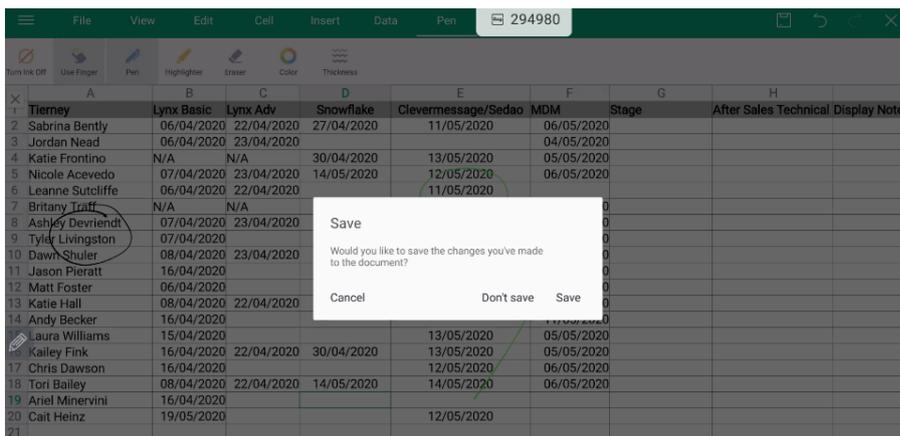
Use the annotation tools to annotate over your document as described in the previous lesson.



Microsoft Excel

Follow steps 1 and 2 above to open the Excel spreadsheet.

To annotate into the excel spreadsheet select pen from the top menu, select pen from the menu then use finger to annotate over the spreadsheet, when you exit the program you will be prompted to save the file.



Note:

Annotating over the spreadsheet can be accomplished by using the floating toolbar as described previously, however any annotations will be saved to the Clevertouch screen.

Microsoft Word

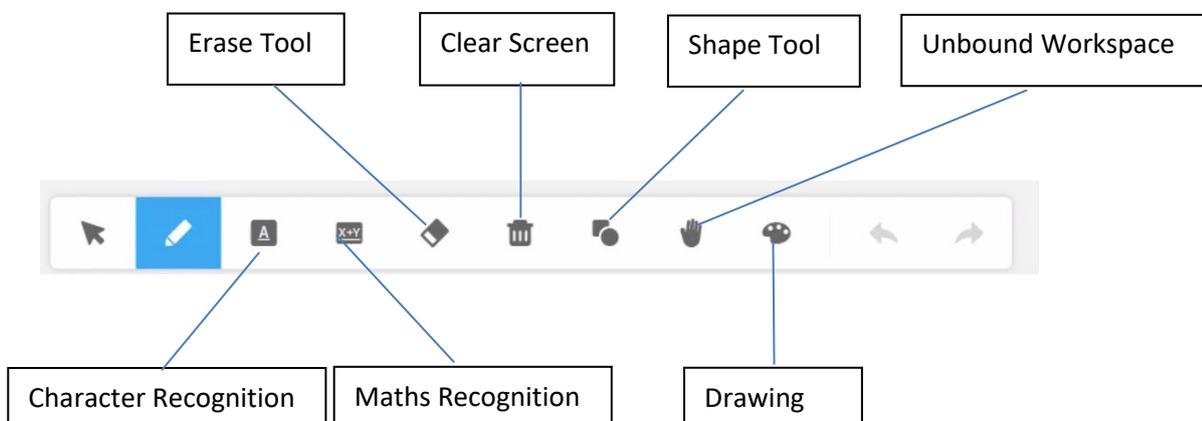
Follow steps 1 and 2 above to open the Word document.

Select pen from the top menu, select use finger to annotate either with the pen or your finger, when you exit you will be prompted to save the file.

Lesson 4 Whiteboard

Press the arrow on either the LH or RH side of the screen to access the Lux menu system.

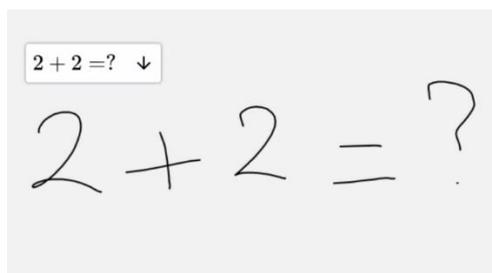
Select Whiteboard from the menu, select the pen icon, move the slider to change pen width and select different colours from the palette. You can enable the stylus to have two different colours by selecting the thin end and the thick end of the stylus.



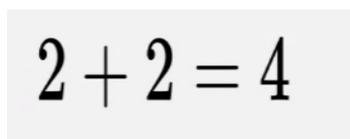
Select character recognition icon, start writing, suggestions will be added to the screen, press down arrow to convert.



Click on maths recognition start typing the math equation. Add a question mark '?' after the equation in order for the equation to be worked out, this can be done for all simple based sums that include addition, division and multiplication. click on the down arrow to add the equation to the screen.



Once the equation is on the screen, select and drag to make the equation bigger, select the pen icon, drag through the equation to reveal the answer.



Erase the content by using the back of your hand or selecting the eraser icon and drawing around the item to be deleted.

The entire screen can be erased by selecting clear screen icon from the menu.

Add a new page by clicking on the + symbol in the bottom right of the screen, selecting the number will give the thumbnails of the pages on the right-hand side of the screen.

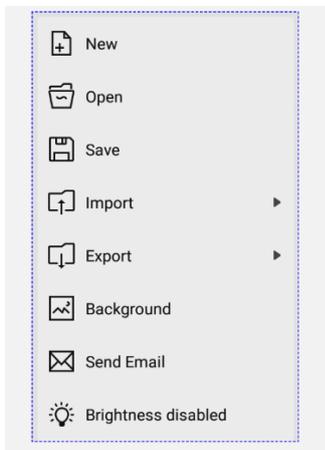
Select the shape tool icon to add either 2D or 3D shapes to the page along with lines and arrows.

Selecting the hand icon will give access to an unbound workspace where you can push objects into an infinite space, pressing again will give you a radar view.

Whilst you are in Whiteboard you can use the floating toolbar to go back to the home screen, look at the active apps. You are not able to use the 'Pen Tool' on the floating toolbar in Whiteboard mode.

Whiteboard Menu

The following menu can be accessed by selecting the 3 horizontal lines at the bottom left of the whiteboard menu, often referred to as the hamburger menu

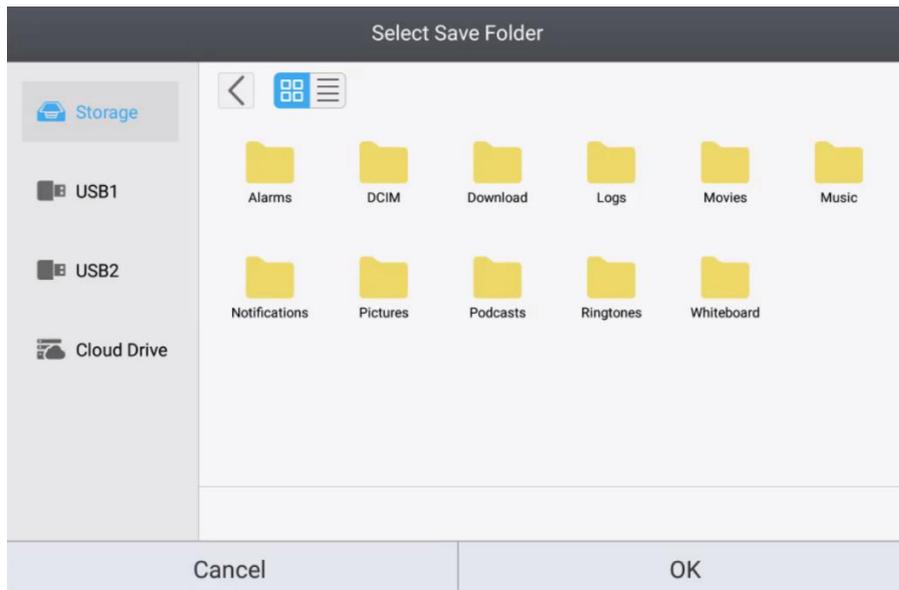


To save your document select the save icon you can now choose save to a USB stick or save to the internal storage or a cloud drive if you have it linked to the screen.

Note: When files are saved, they are saved as an. ENB format enabling you to go back to a saved file and carry on working on your Clevertouch screen. You are not able to edit this file outside of Clevertouch.

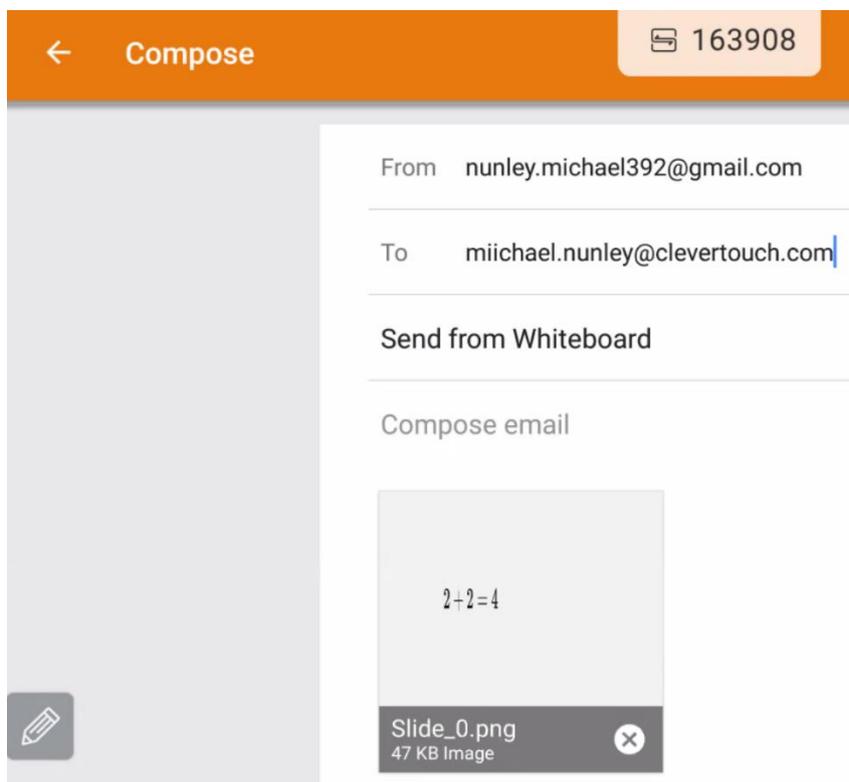
When saving a file you are prompted for a name for the file and the on-screen keyboard appears, select where you would like the file to be saved on the screen from the available folders.

Select export to save the file as one of the following formats, IMG, PDF, SVG or IWB, these can then be saved to a USB stick, Internal Storage or a Cloud Drive.



To send notes via email select the email button (The email account needs to be set up)

Select apps>email to input email account details for Gmail, Exchange etc.



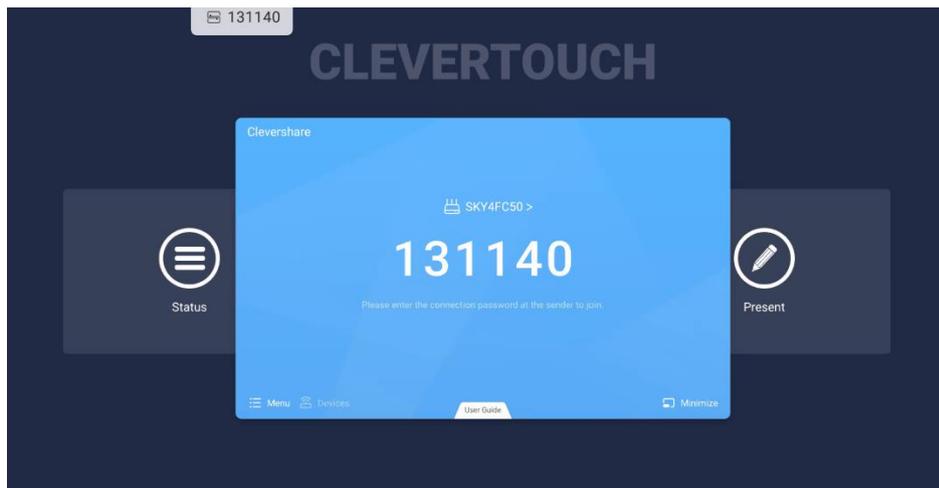
The final way to save the notes is by selecting the QR code symbol (This saves the notes to the main board of the Clevertouch Screen), select again to make it even bigger, simply select the camera on

the iphone or ipad point towards the bar code, select the web address that appears on the phone, the notes will be transferred to the audience devices.

Note: A QR code app would need to be used on other android devices.

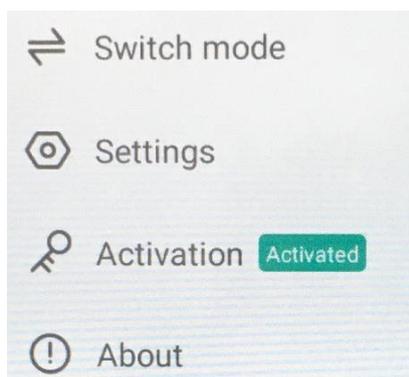
Lesson 5 Clevershare

Select the 6-digit code to access the menu, select view main interface.



Select menu to receive the following menu

Select switch mode, toggle permission mode to allow/reject people from the Clevershare session

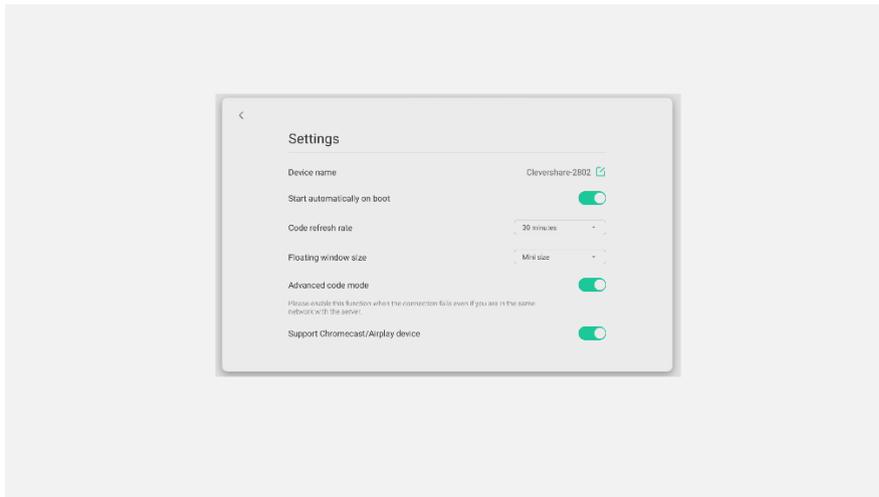


Switch Mode

Select mastering mode to control at the Clevertouch screen and decide whether to accept other people's mirroring requests.

Settings

The settings menu can be used to change the refresh code rate, floating window display settings and the ability to use advanced code mode. Use this if you need to work across two different networks, as long as the subnet's are the same.



Download the clevershare2 app from the apple store or google play.

Note: You can also download the app for windows, Mac and Chromebook from the following link.

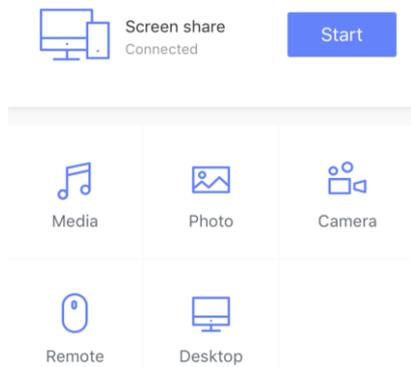
<https://archive.clevertouch.com/clevershare2g>

On your mobile device, select the Clevershare app, insert the 6 digit code.

To screen share, select start from screen share section, depending on your device, swipe up from the bottom or from the top right and select screen mirroring. If you are using a Mac or PC, then select 'Start Mirroring'

On the mobile device, select photo to share on the Clevertouch screen, camera to record and show on the Clevertouch screen.

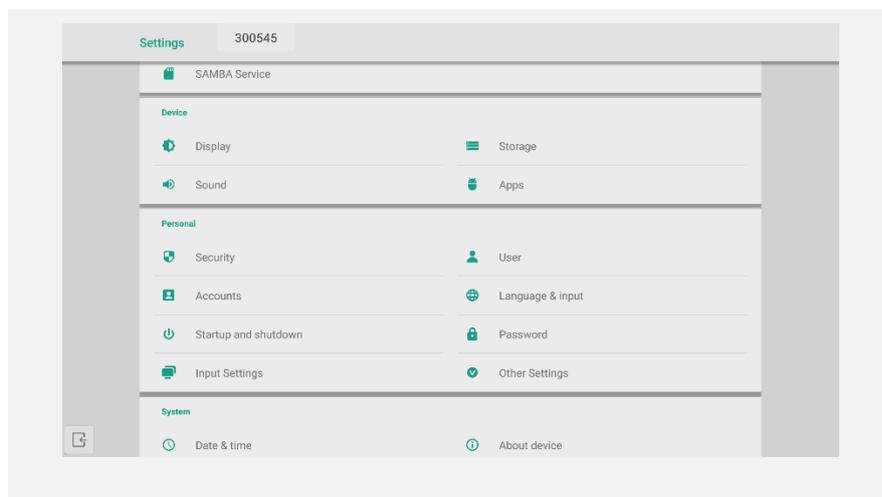
Select Remote to take control of the Clevertouch screen and desktop to transfer the contents of the Clevertouch screen to the mobile device.



Lesson 6 Clevertouch Settings & Security

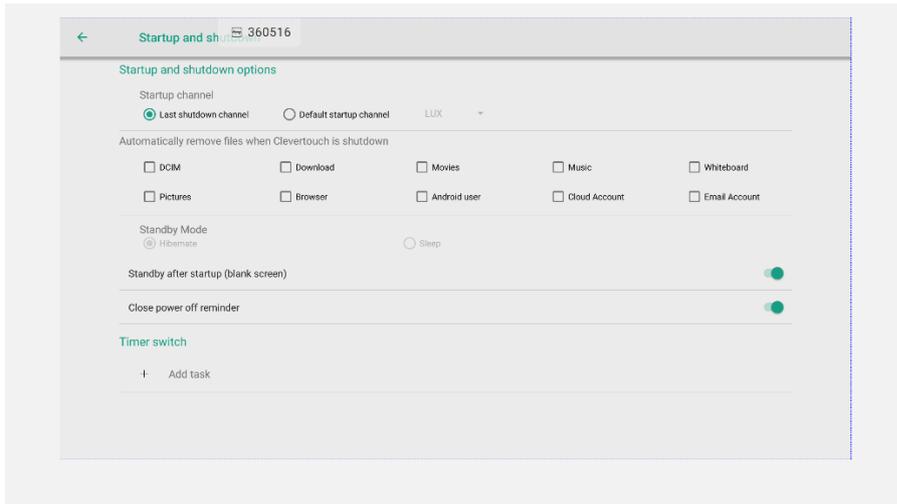
Note: For added security select password to add a 4-digit management password.

Select apps>settings to access the settings menu

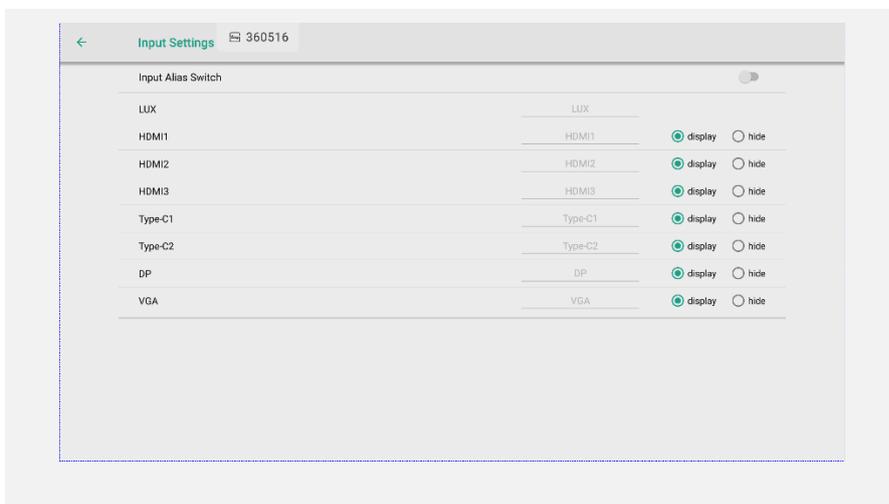


Startup and shutdown options are used to select the startup channel (Default is LUX), automatically remove files when end meeting is selected or the screen is restarted.

TIP: If sensitive notes are stored in the whiteboard folder, select the whiteboard folder to delete any contents, this can also be used to remove browsing history, cloud account etc.



Input settings can be renamed, or hidden by selecting input settings and activating the input alias switch.

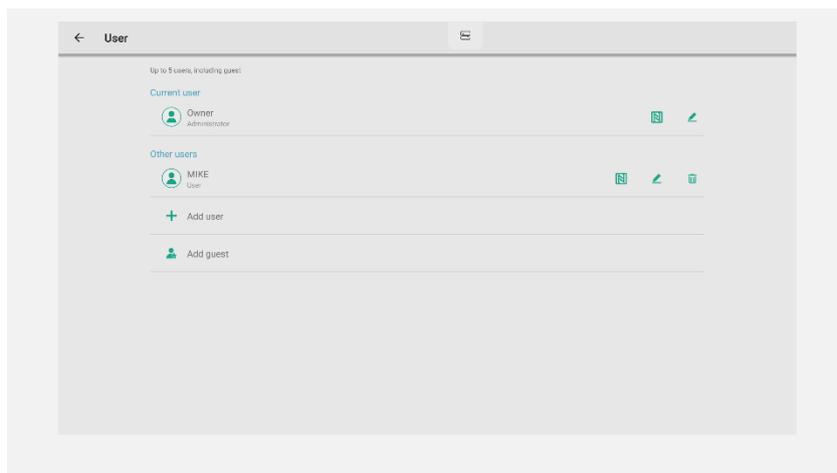


Select about device to check for updates, confirm model number and Android version.

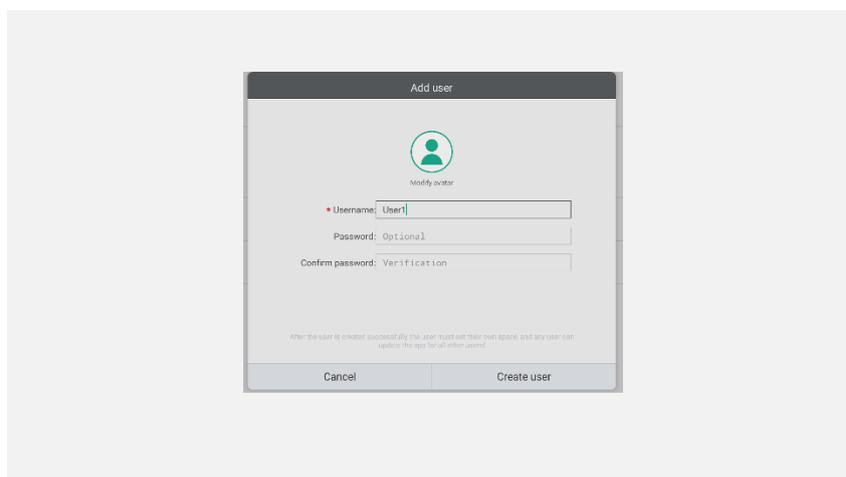


Lesson 7 Creating Users & NFC

To create a new user, navigate to apps>settings>user



Select add user, enter username and password (optional)



In addition to creating users, NFC can be used to write the user information to the card.

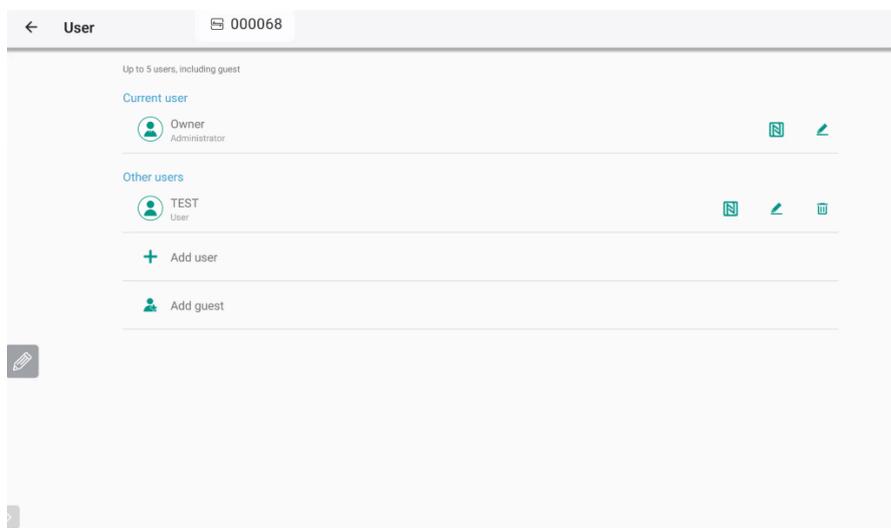
NFC Notes

The owner can write any users' data (except Guest) into the card.

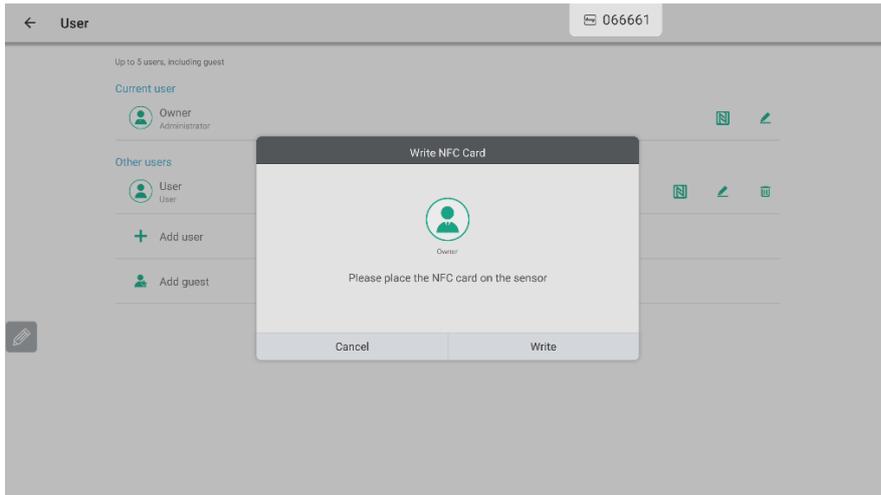
User can only write the current account data into the card.

Guest has no password and does not need the card.

To access the NFC user section navigate to apps>settings>user



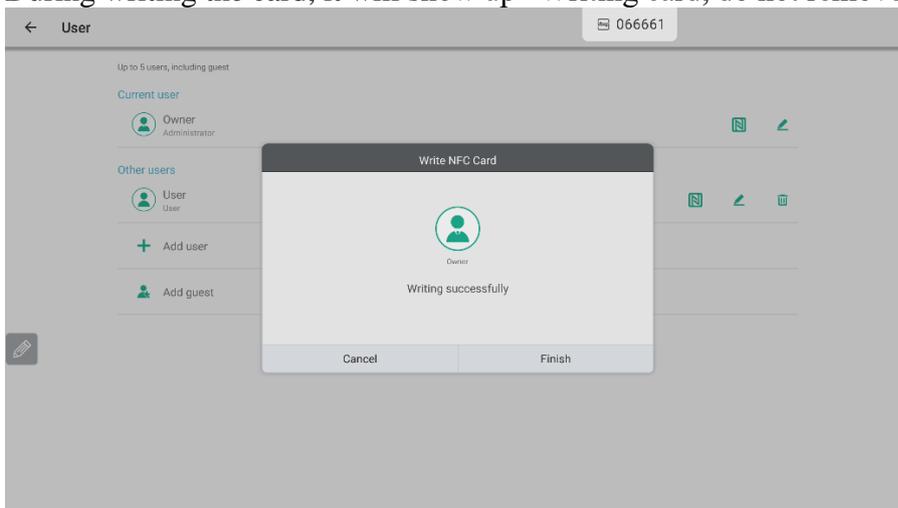
Click the NFC button  you will receive the following message “Please place the NFC card on the sensor”.



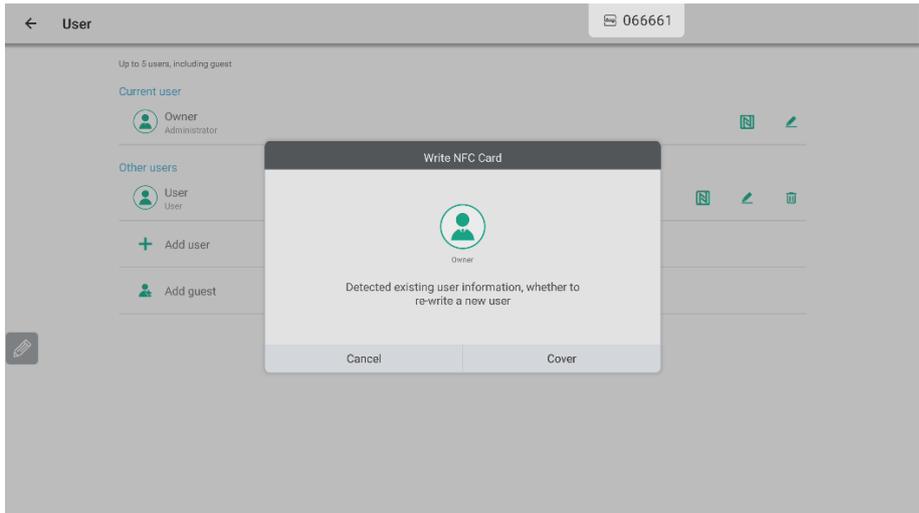
Place the NFC card close to the sensor and click “Write” to begin writing the card.

Note: You need to put the card close to the sensor first and then click “Write”. Otherwise, the card cannot be detected and it will show up writing fail.

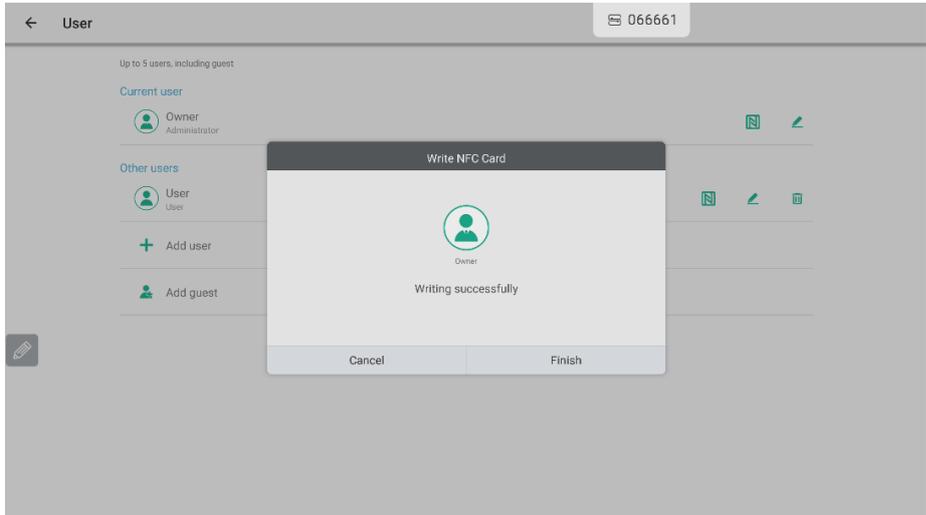
During writing the card, it will show up “Writing card, do not remove the card”.



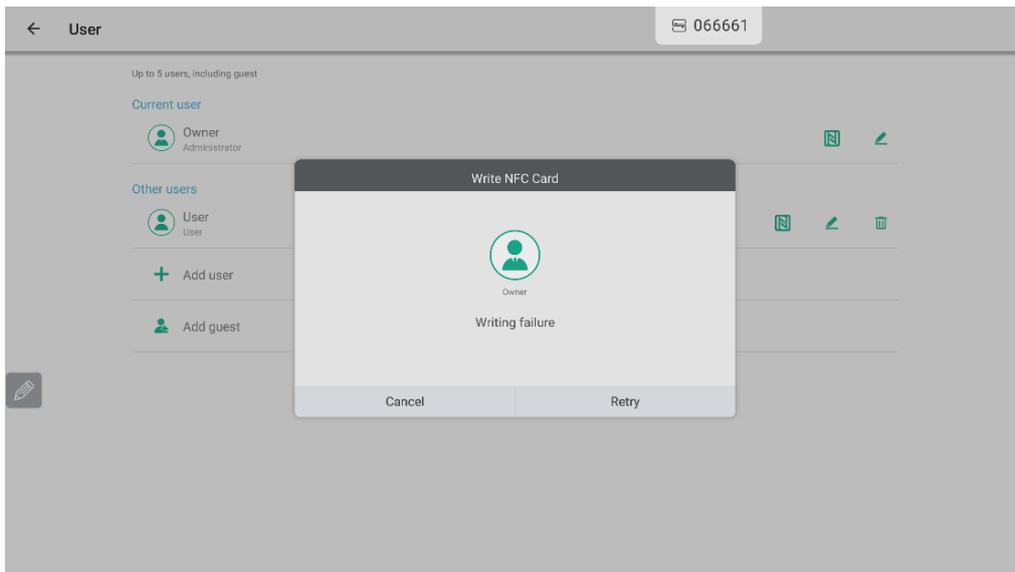
If the card already has data you will receive the following message, “Detected existing user information, whether to re-write a new user”, then click “Cover” and begin to write the card.



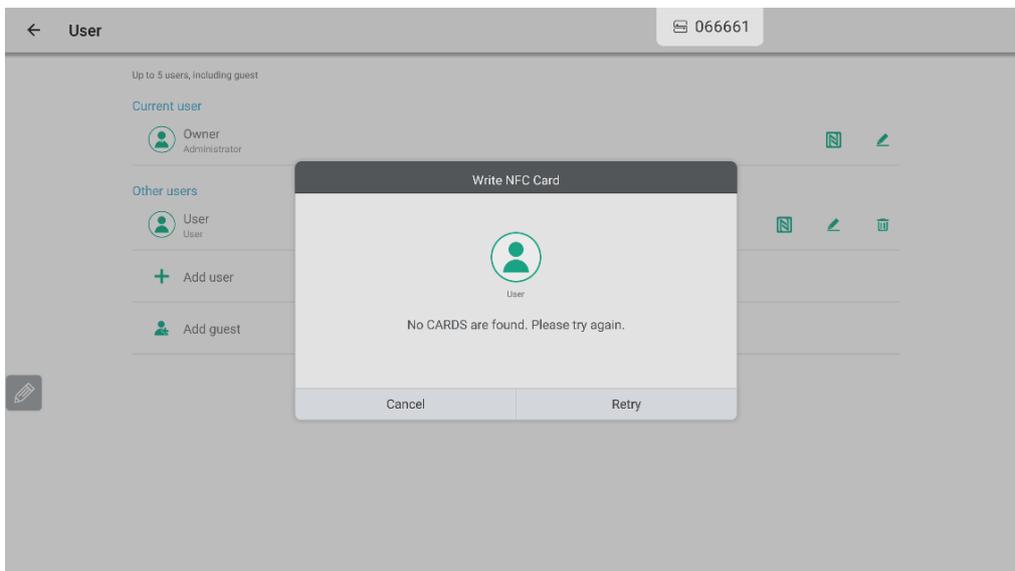
Once the card has finished writing, click finish.



If there is a problem writing to the card the following will appear.

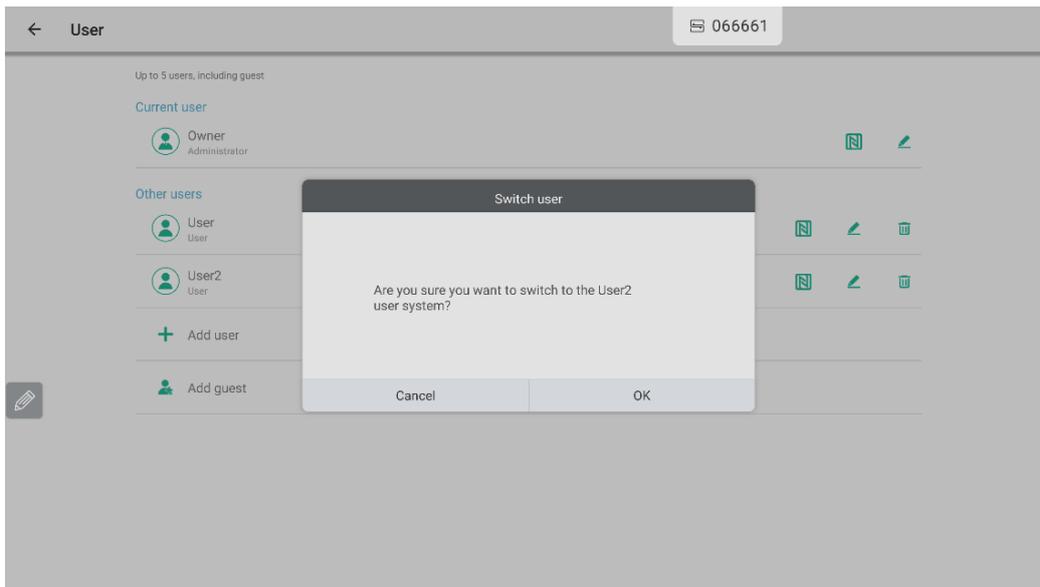


If there is an issue finding the card the following will appear.



Reading the card

- 1) Password correct. If it is locked, it will get into this user's system.
- 2) Password correct. If it is unlocked, and the data in this card is not the current user, it will show up "Whether to switch the UserName", click "OK" and it will enter to the user's system.



- 3) Password correct. If it is unlocked and the data in this card is the current user, it will show up “Logout”.
- 4) “User mismatch”, it means that there is no data in the card or the data in the card is not matched with the system user data.
- 5) “Wrong password”, the card has the user data but the password is incorrect.