PROMEATHEN BOARD MANUAL
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1.1 Accessories:

The accessories below for the Promethean Boards are currently kept in Dr. Coleman's office, Evans 113. If you need either of the following, please see Nellie or Jen to sign them out for your meeting:

- **Slide Advancer**
- **Touch Screen Cord**
- **Webcam**

When your meeting/conference has concluded, please return the accessory to the office.

1.2 Contact Information/Support:

If you need any help with the Promethean Boards during your meeting, please contact Nellie or Jen in Evans 113 (next to the Wilkins Boardroom). If you are not familiar with how to use the board, please contact us about scheduling time to learn how to use it **IN ADVANCE OF YOUR MEETING**. Please **DO NOT contact the Chief Medical Residents for help**.

1.2.A Meetings After 5pm
If your meeting is held after hours (after 5pm), there will be no IT help available. We suggest you come by the room early (between 8:30-4pm) to test out the board and/or bring your laptop to connect to the board to confirm it is working properly.

1.3 Promethean Board Email:

We recommend emailing your presentations that you'll need during your meeting directly to the Promethean Board. This has proven to be the easiest way since the board is not compatible with encrypted USB drives.

The email for the Promethean Boards in the Wilkins Boardroom, Evans Seminar Room, Evans 115 and Evans 118 is: BUMCDOM@gmail.com.
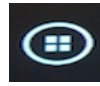

1.4 Turning On the Promethean Board:

To turn the Promethean Board on, press the On button on the front of the board panel.

1.5 Finding Files on your USB Drive:
To open your unencrypted USB Drive (encrypted drives are not compatible with the Promethean Boards):

1. On the bottom left of the screen, tap this icon

2. On the left side of the screen, tap on this icon

3. Next, tap on the **'Explorer'** file

1.6 Opening Board Email:
To open and get to the presentation that you emailed to the Promethean Boards:

1. On the Home screen, tap on the Gmail icon

2. Open your email and presentation and download it

3. At the top of the screen, you'll see a little blinking arrow pointing down (which means your presentation is downloading). Once it stops blinking, swipe down from the top of the screen and tap on the arrow to open your presentation

1.7 Navigating PowerPoint Presentations:
We highly recommend signing out one of the slide advancers (available in Evans 113). However, if you choose not to, you can advance slides by tapping the screen to the left or right to move your slides forward or backwards.

DO NOT SWIPE YOUR FINGER ACROSS THE SCREEN!
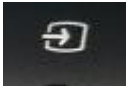**(This can cause red lines to appear across your presentation)**

1.8   Accessing the Whiteboard (and Saving):

1. Tap on the pink circle icon [icon] usually found on the bottom of the screen

2. Tap on the [icon] icon to open the whiteboard

3. If you want to save what you've written, click on the Save icon on the right side of the screen. It will be saved in the Gallery on the board.

4. Open the Gallery [icon] icon and email it to yourself using the Promethean Gmail account.

1.9   Connecting a Laptop:
If your laptop has touch screen capabilities, you can sign out a touch screen cord to utilize this feature on the board. Just plug one end of the touch screen cord into the front of the panel and the other end into your laptop.
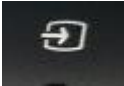
1.9.A   Connecting laptops with HDMI ports (Windows)
1. There is an HDMI cable already connected to the back of the Promethean board, attach the other end to your laptop.

2. Change the **'Source'** channel on the Promethean board by pressing

    the [icon] button on the front of the panel

3. Tap the channel that is lit green. There should be 2 channels lit green (you are currently on one of those channels, you're just switching to the other channel)

4. Your laptop should now be connected and projected on the board.

5. To disconnect and go back to using the board itself, unplug the HDMI cord and switch the Source channel again to whatever is lit green

1.9.B Connecting laptops with no HDMI ports
1. Using the HDMI cable attached to the board, plug the other end into the VGA
    Converter (StarTech).
2. Plug the VGA input connector into your laptop

3. Change the '**Source**' channel on the Promethean board by pressing the
    button on the front of the panel
4. Tap the channel that is lit green.

1.9.C Connecting MACs
1. Using the HDMI cable already attached to the board, plug the other end into the
HDMI port on the MAC adapter
2. Plug the other end of the adapter into your MAC

3. Change the '**Source**' channel on the Promethean board by pressing the
button on the front of the panel

1.10 Mirroring your phone
1.10.a For iOS devices
1. Your phone must be connected to the same WiFi/Hotspot as the board (*RM115,
RM118, Evans Seminar, or Wilkins*)
2. On the Home screen, tap on the '**ActiveCast'** app
3. On your iPhone, swipe up from the bottom and tap "**Screen Mirror**"
4. There will be a pop-up message on the bottom of the board telling you a device is
    trying to mirror, tap '**Allow**'
5. Your phone screen should now be mirrored on the board

1.10.b For Android devices
1. Your phone must be connected to the same WiFi/Hotspot as the board (RM115,
RM118, Evans Seminar, or Wilkins)
2. Download '**ActiveCast**' on your Android device
3. When you open the app on your phone, you'll see that it has already Auto Discovered
the board. Tap on it.
4. On the board Home screen, tap on the '**ActiveCast**' app
5. There will be a pop up message on the bottom of the board telling you a device is
trying to mirror, tap '**Allow'**

TROUBLESHOOTING

2.1 *"NO SIGNAL" Screen*

When you turn on the Promethean board and you see the "**NO SIGNAL**" error across the screen, you just need to change the input channel.

1. Push the ⎋ button on the front of the panel
2. Tap whichever channel is lit green
3. The Home screen should come into view on the panel

2.2 FREEZING

2.2.a *FROZEN ON THE HOME SCREEN*

On the side of the board, make sure cables are plugged into the same **'Touch Screen'** and **'HDMI'** port number (*ex*. Touch Screen 3 and HDMI 3 should both have cables plugged into them)

2.2.b *FROZEN ON THE "ACTIVEPANEL" SCREEN*

If the board stays on this screen for more than a few minutes, unplug the screen from the outlet and plug it back in

If neither of these solutions work, unplug *both* the little grey box (jack labeled DC 5V) and the screen from the wall and plug them both back in.