Clevertouch Guide

Last updated Aug 2021
Android 8.0.0

Contents

We would advise all users to read through this entire document for a good overview of the system. However for quick reference we have created an easy to use contents screen. Please click on any of the topics below to go straight to the relevant section. Please note some topics span multiple pages. On each page in the top right hand corner we have also included a Quick access link which will return you back to this page.

Introduction and Booking Info

This guide has been produced to give staff a brief overview of how to operate the basic software functions of our Clevertouch screens. The Clevertouch screens are large interactive screens that have a built in Android box (Called LUX) as well as a built in Windows PC. The screens are portable and can be easily be height adjusted using a built in remote control. In addition, each screen can also be rotated flat and used as a touch table.

This guide will concentrate on the Android component as this is more commonly used. We will also touch on the basic functionality of the Windows PC at the end of the tutorial.

We currently have ten Clevertouch TV's located within the Faculty that can be booked out and used by staff for teaching and promotional events.

In order to book the screens please speak to either the Medical or Media techs to check for availability. Although the screens are portable, they cannot easily be moved between floors due to the size and weight. They requite a technician to move so we would therefore kindly ask Staff to take this into account before making a booking request.

Please also be aware that they are generally stored in classrooms so accessibility can be an issue. Please always provide at least 24 hours notice to avoid disappointment.

How to power on the unit

Press the power button, located on the bottom right-hand side of the unit. This will power the unit on. When the system is switched on you should see a steady blue LED on the front of the TV in the bottom right hand corner.

Quick presses of this button can put the display into standby mode without powering off the TV. In standby the LED will flicker between blue and red.

A long press of the button will power the whole system down. The LED will show a steady red light when the system is powered off.

NOTE: There have two power buttons on Clevertouch number 10, first you need to switch on the bottom is located on the left-hand side of the unit, then you need to press bottom right-hand side of the unit as well.

The Welcome Screen

494394

CLEVERTOUCH

Status

Connect

Present

Click Status to check the time and access the Wi-Fi Menu
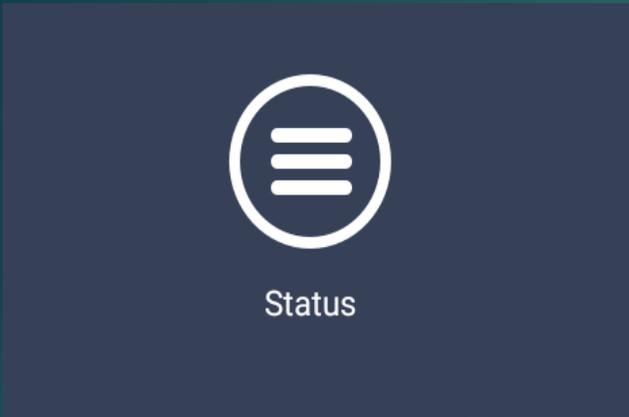
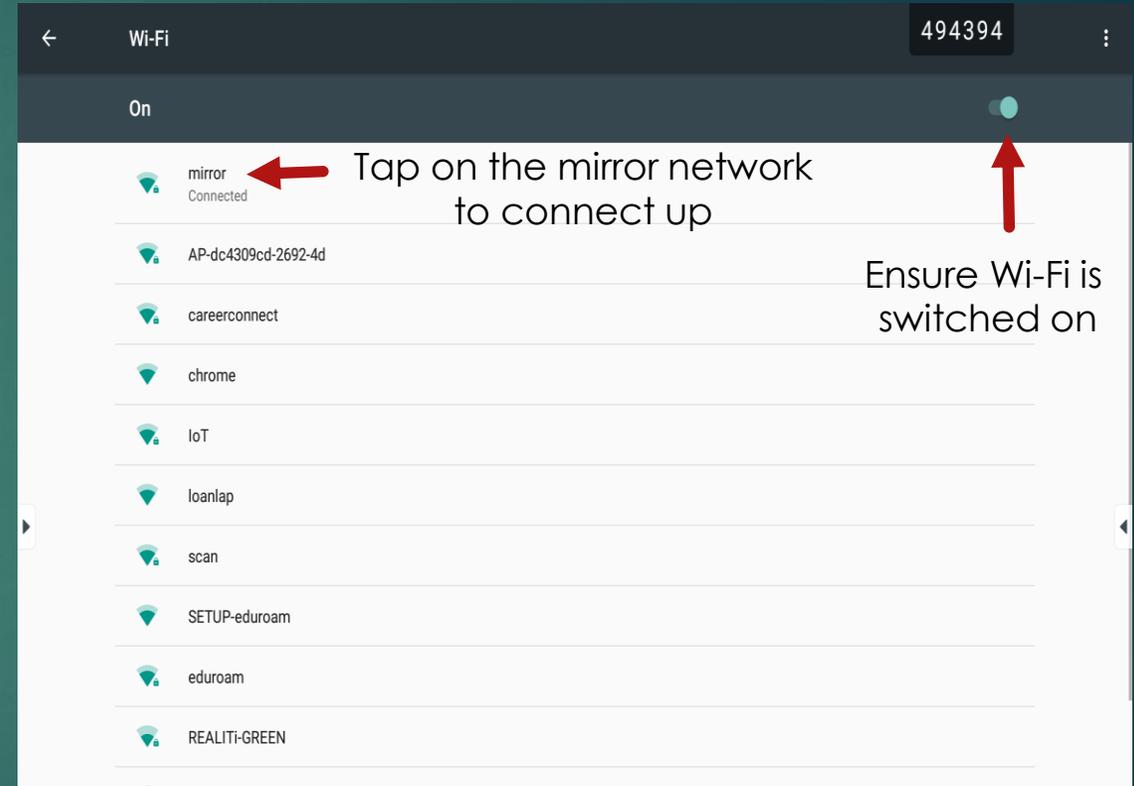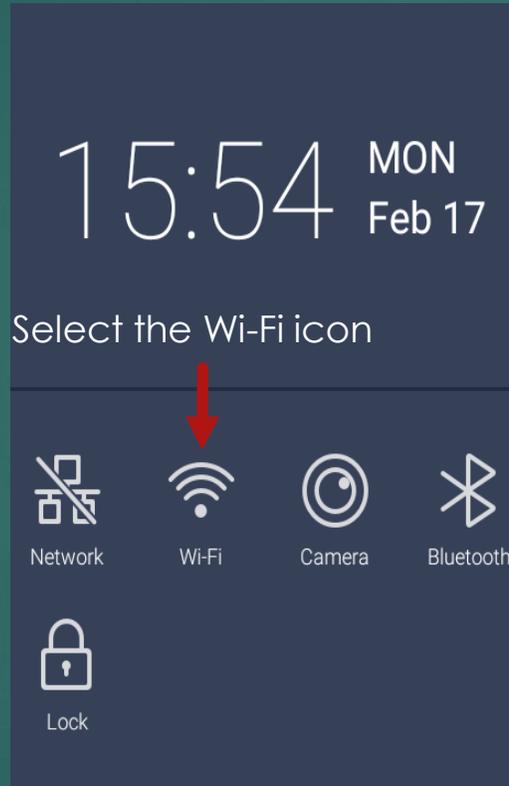Click Connect to select which input you wish to use

Click Present to open apps such as the Whiteboard

Status – Wi-Fi Menu

Status

Click Status on the home screen

15:54 MON Feb 17

Select the Wi-Fi icon

Network   Wi-Fi   Camera   Bluetooth

Lock

← Wi-Fi   494394   ⋮

On

mirror
Connected   ← Tap on the mirror network
                    to connect up

AP-dc4309cd-2692-4d   Ensure Wi-Fi is
                                       switched on
careerconnect

chrome

IoT

loanlap

scan

SETUP-eduroam

eduroam

REALITi-GREEN

The Clevertouch works best when connected to the internet and should automatically connect with each start-up. If it does not, please click on the Status tab and then tap on the Wi-Fi to open up the connection screen. The system should auto connect to the Mirror network which is a bespoke network used only for this TV.

Connect Selection Menu

The Clevertouch comprises of an Android computer as well a Windows 10 computer built into the system. These computer modules are located inside the TV (Windows on the left and Android on the right). It can also be used as an external monitor for a laptop or another digital display. Please note however that it will only project the image of an external device and you will not be able to interact with it using the touchscreen.

To change the display type navigate to the home screen and then click on Connect

Then simply tap on the desired input to change display.

• PC - Switch to the Windows 10 computer and sign into the guest account

• LUX – This is the Android component we are currently using

• HDMI1, HDMI 2 and VGA – Connect up external devices

Gesture for Volume & Brightness

The Clevertouch also has a built in gesture that allows you to quickly navigate to the Connect settings. This is a universal gesture on Clevertouch and works with any input device.

If you swipe up with one finger from the bottom of the screen a pop-up window will appear.

Swipe up with one finger from the bottom of the screen to bring up the settings menu
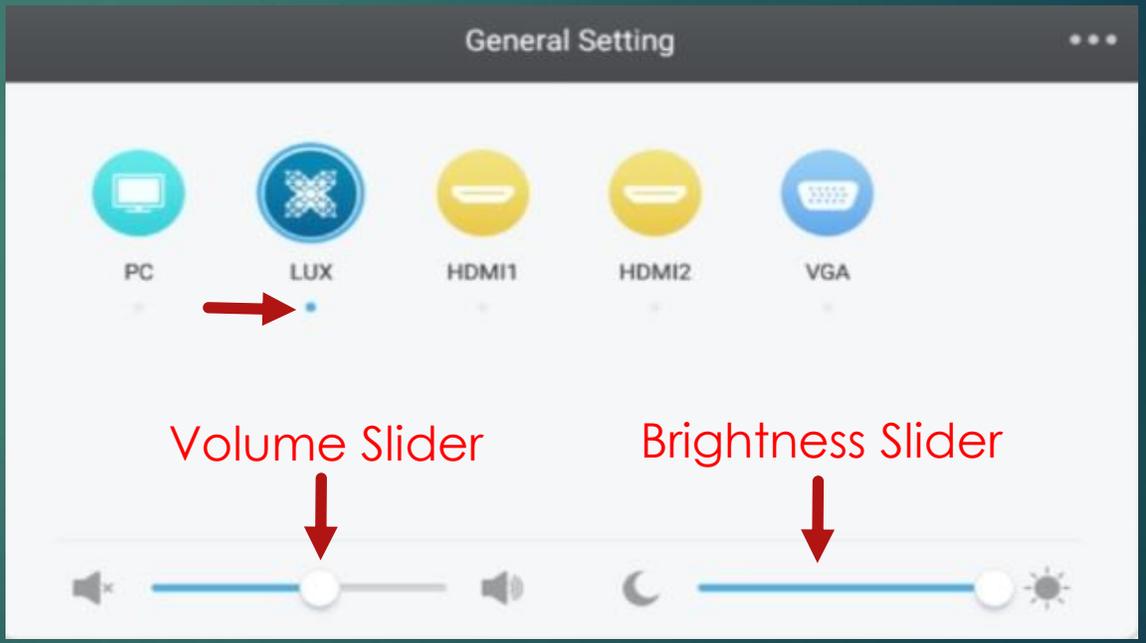
The current input is highlighted with a blue dot below it. You can select other inputs from here as well as adjust the volume & brightness

Present : Accessing the Apps

In order to use any of the built in apps with the Clevertouch please navigate to the home screen and select Present.

Present
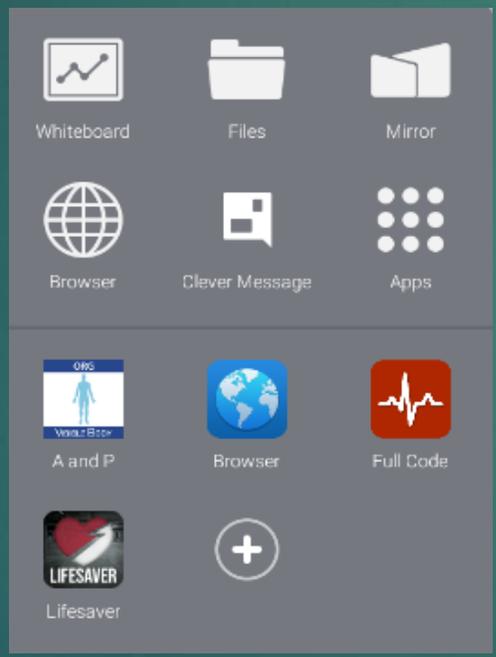
The top half of the menu consists of built in applications such as the Whiteboard, file manager and web browser. Tap on any icon to open the app required.
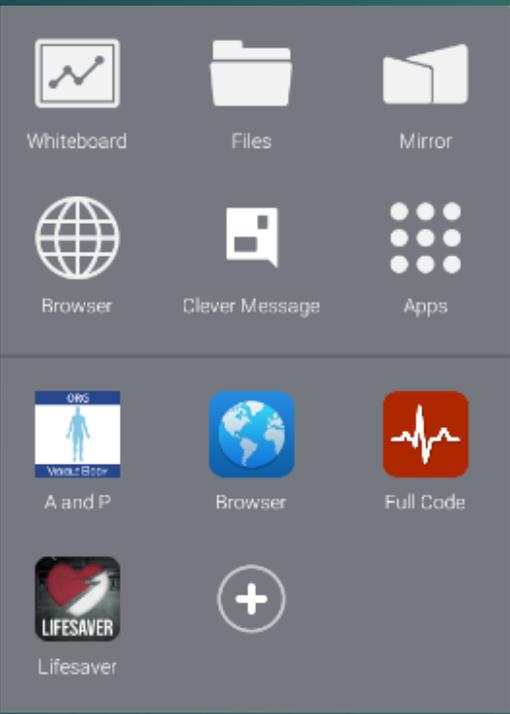
The bottom half contains 6 app shortcuts. These can be pre-defined and modified by staff as appropriate. The Visible Body app is titled A and P.

Present : The App Drawer

There are more application available from this menu, via the Apps icon

Press on the Apps icon to access the App drawer. From here you will be able to access any installed application on the Clevertouch. To return to the home screen, please press the Home icon.
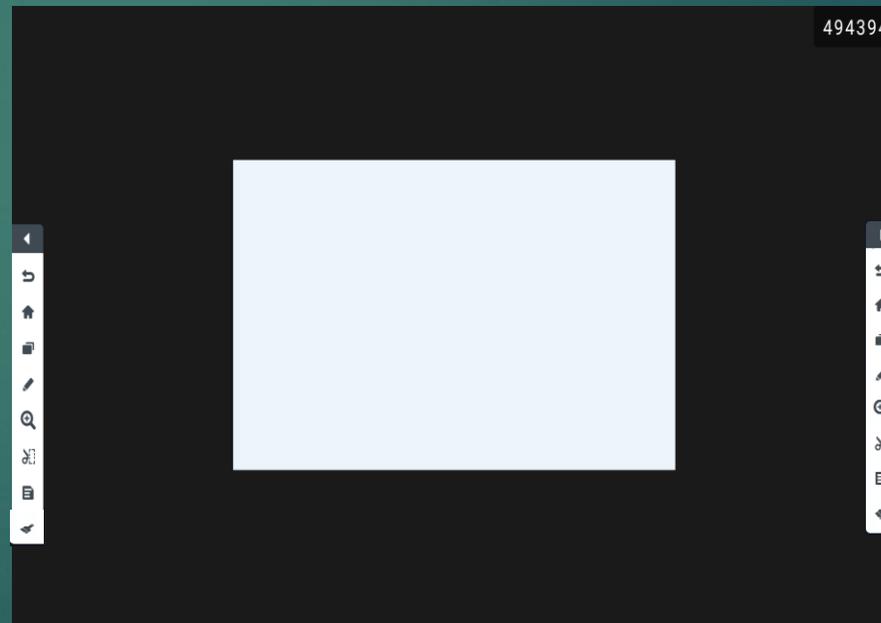
Navigation : The Side Toolbar

In order to navigate around the Clevertouch interface there is a convenient toolbar that is always displayed on either side of the screen. The toolbar button provides essential functionality for the system allowing the end user to navigate to the home screen, go back a step and show any open apps. Think of this icon as the home button on your smartphone, if you need to escape from an app this is button you will need to press.
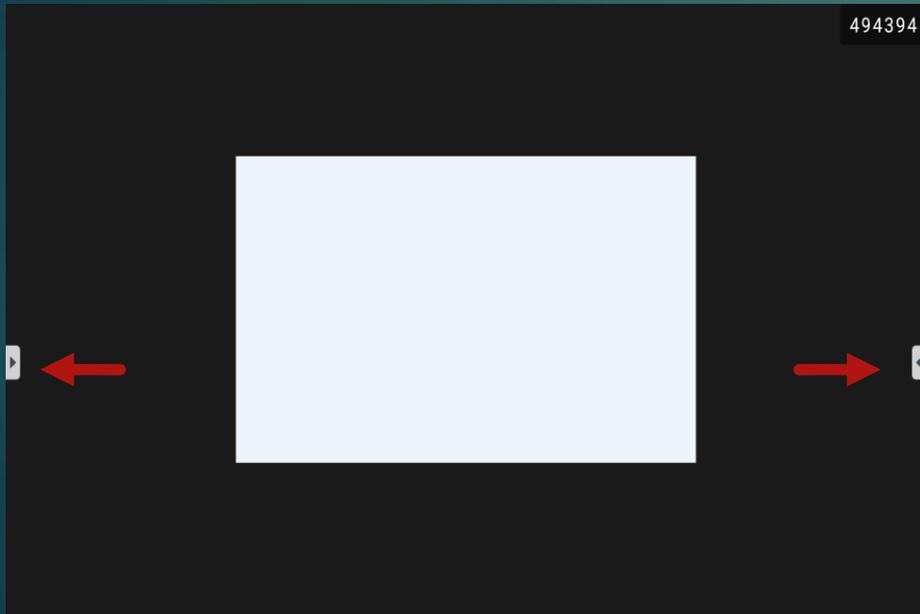
The buttons are conveniently located on either side of the screen and can be dragged up and down if necessary.

Tap on either one to display the toolbar. Toolbar may look slightly different depending on the firmware of Android in use.

Navigation : Toolbar Functions

We will explore the functions of the toolbar more later. Below is a breakdown of what each function does

→ This is the back button. It allows you take one step back similar to the function on an Android phone or tablet.

→ This is the Home button. Use this if you wish to navigate out of an app and back to the home screen.

→ The recent apps button. This shows a tiled view of all the apps currently opened. Use this to quickly navigate between apps, close apps or to create a split screen.

→ Annotation button. Use this to quickly annotate on top of anything currently displayed on the screen with the option to save the annotation as an image.

→ Zoom function. Use this to zoom in and out of the screen using pinch to zoom.

→ Crop tool. Crop any part of the screen to either save or export to the Whiteboard app.

→ Create a sticky note on the screen, with an option to export to the Whiteboard app.

→ Erase tool. Select the folder you would like to erase content from.

File Manager : Intro

The Clevertouch TV has built-in file management software that integrates with the whiteboard and many other apps. There is also a dedicated Files app that will allow the user to access, copy and delete files as needed.

The Clevertouch has built in storage included in the Android box. As there is no login required for the Clevertouch, please keep in mind that this storage is shared with all users. So anything that you copy onto local storage will be accessible to other users at a later date.

The other option would be to use Cloud storage. We have a Google Drive media account linked into each Clevertouch however like the local storage this is a shared area. We use this area mainly for collaborative work so we would advise staff to only use this storage under specific circumstances. Please under no circumstances log out of this account or attempt to setup your own cloud link. This is discussed in detail on a later slide titled "Whiteboard : Google Drive".

NOTE: Some newer firmwares, alongside looking slightly different, may also have additional sections, namely Remote File, which provides ways to transfer files wirelessly over SAMBA and FTP.

File Manager : Opening
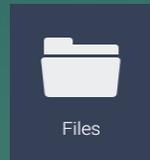
To access the file manager please navigate to the home screen. In the present tab, tap on the Files app.
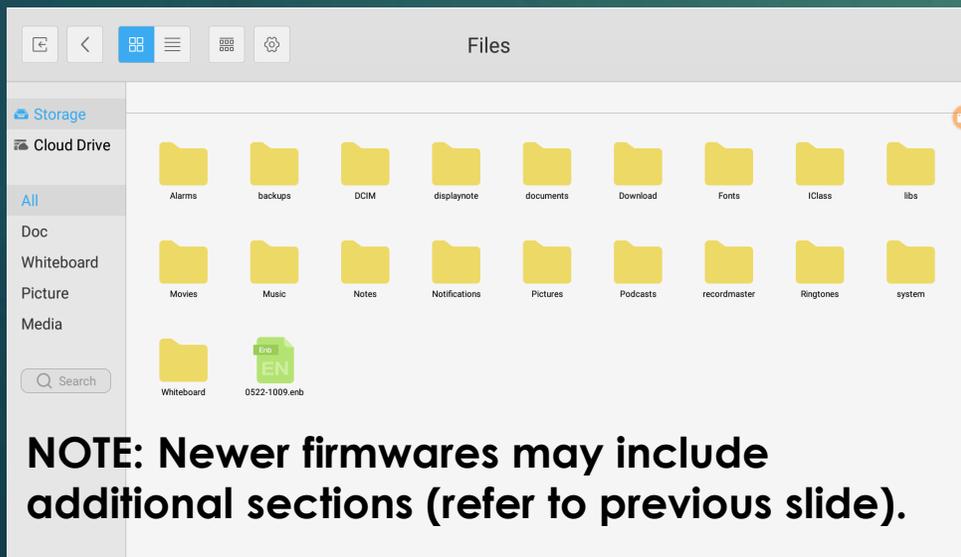
When the file manager opens you will normally start on the local storage screen. Each storage has its own icon and the current storage will be highlighted in blue as shown opposite.

To view another storage location just tap on the relevant icon and the screen will change to show the contents of that storage.
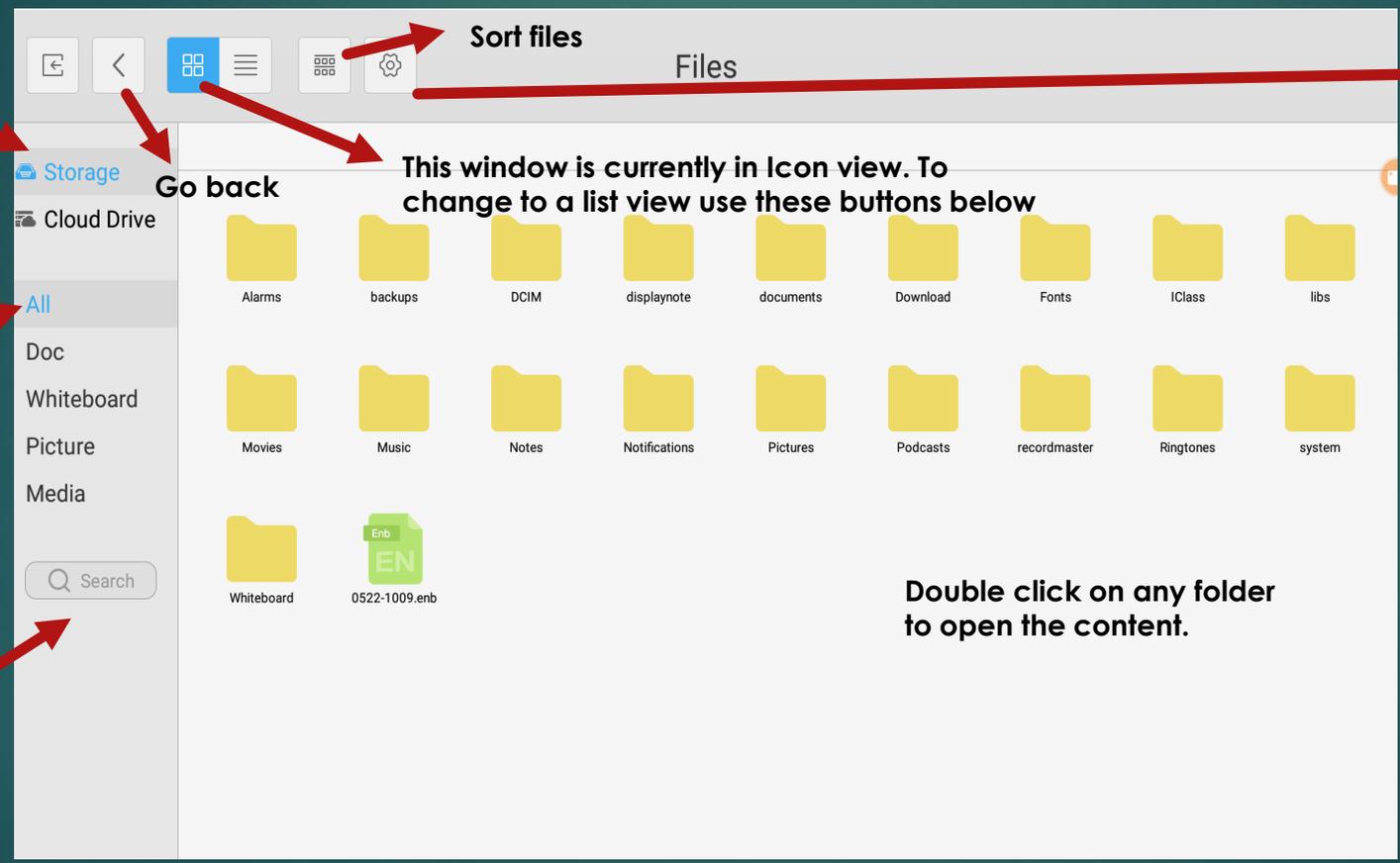
NOTE: Newer firmwares may include additional sections (refer to previous slide).

File Manager : The Interface (1)

For the example below I have tapped the local storage icon to see the contents . Folders are highlighted in blue, similar to how you would see them in file explorer on a Windows PC.

Tap on the storage location to alternate between Local and Cloud Drive.

Sort files

Files

Go back

This window is currently in Icon view. To change to a list view use these buttons below

Storage

Cloud Drive

All

The window is currently displaying all files. You can also use the tabs below to list specific types of file.

Doc

Whiteboard

Picture

Media

Alarms

backups

DCIM

displaynote

documents

Download

Fonts

IClass

libs

Movies

Music

Notes

Notifications

Pictures

Podcasts

recordmaster

Ringtones

system

Search

Whiteboard

0522-1009.enb

Enb
EN

Double click on any folder to open the content.

Search for files

This action bar allows you to perform many of the familiar functions associated with basic file management.

To select more than one item at a time press the "Select" and then tap on any other files you wish to manage.

refresh

select

create

copy

paste

cut

rename

delete

send
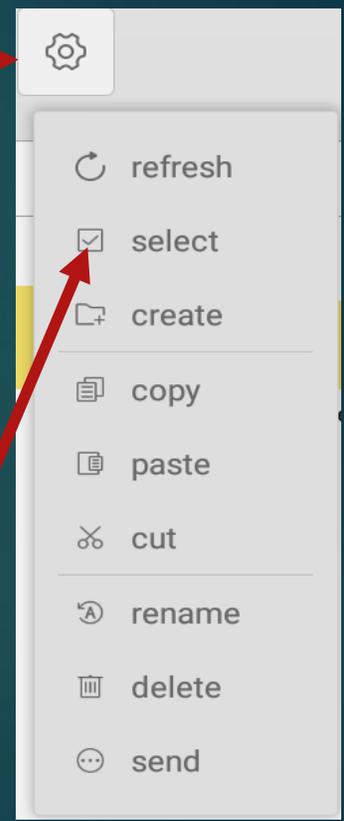
File Manager : The Interface
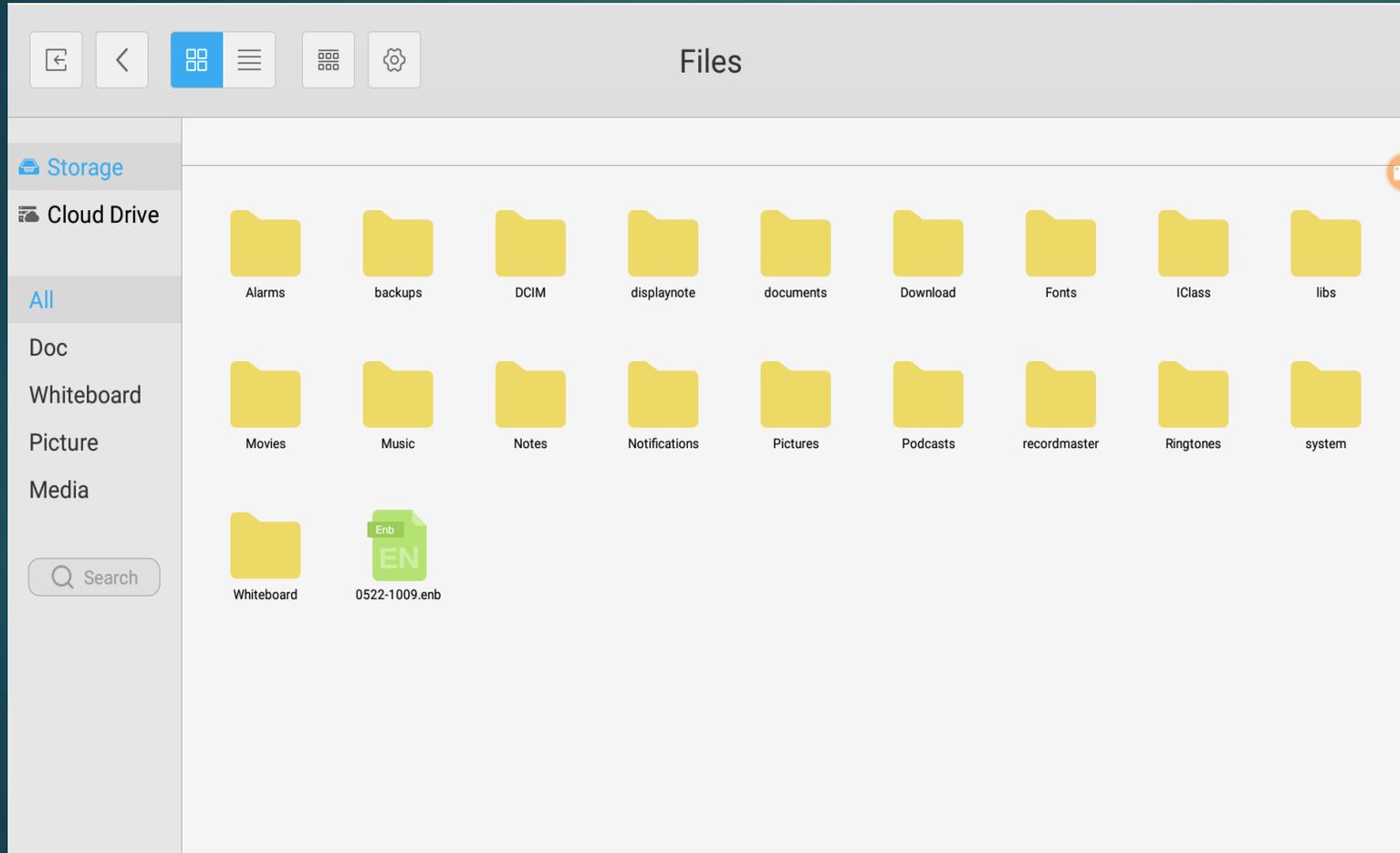
Go Back

Go Back a step

To navigate back to a previous folder press the Back button on the top left of the interface.

Or use the side bar tool to also go back one step.

Whiteboard : Intro

The Clevertouch TV has been specially designed to work and integrate with the built in Whiteboard application. This app essentially replaces the requirement for a flipchart or whiteboard in the classroom and offers enhanced features. It allows the end user to have an unlimited and flexible canvas to work upon.

More than one Clevertouch can be setup in a teaching space which allows students to work in collaboration. The final results can be saved and shared if required.

To open the whiteboard app, navigate to the home screen and select the Present tab. Then tap on the Whiteboard icon.
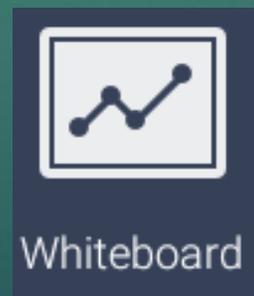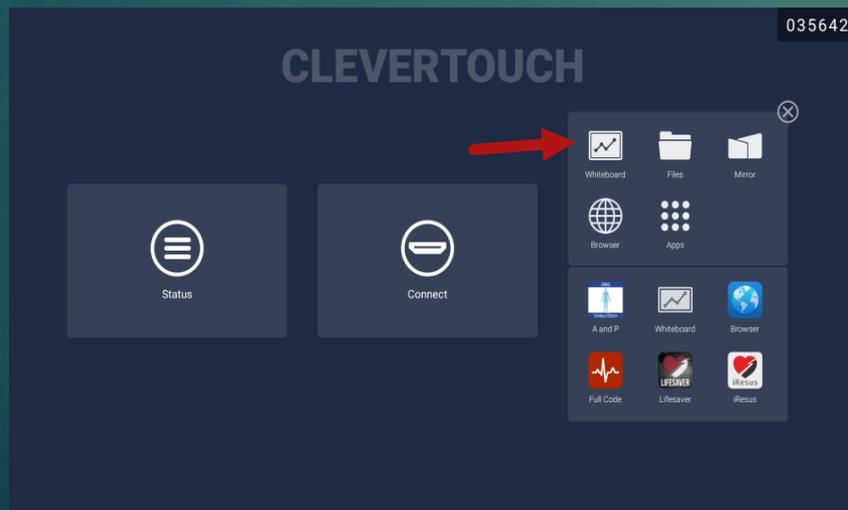
Whiteboard : Tour of the Interface

When the Whiteboard app is opened you will usually be presented with a blank canvas. If someone has recently saved a presentation you may be asked if you wish to open the last session.
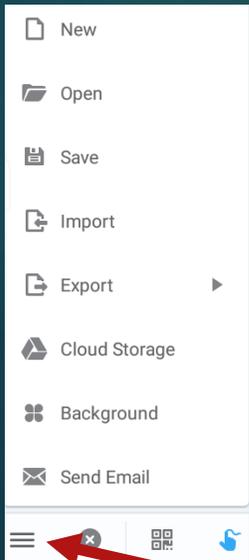
035642

The main tool bar for the whiteboard app is always located on the bottom of the screen. The left hand section handles the file management and export options.

The middle section provides all of the options to draw, annotate, erase and manipulate the screen.

The right hand toolbar allows you to create and navigate through pages created in the app.

The following pages will explain the common functions of the interface.

Newer firmwares may have additional features, such as a toggle for **Brightness**.

New
Open
Save
Import
Export ▶
Cloud Storage
Background
Send Email

1/1

Whiteboard : Finger or Pen

There are two methods that you can use to write and interact with the whiteboard. One method is to just use your fingers and the other is to work with a stylus pen .
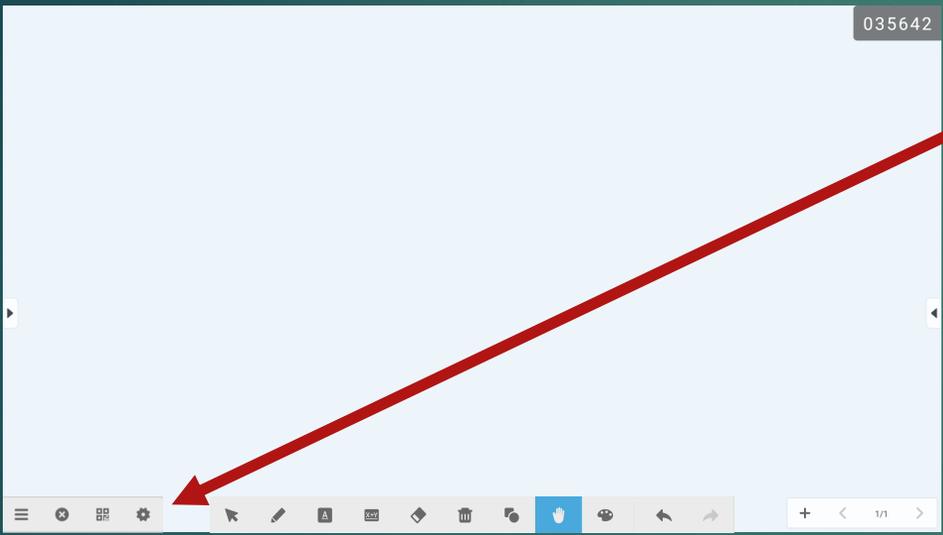
Indicates you are using your fingers to draw.

Or
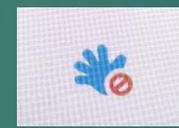
Indicates you are locking to draw.

Using the pen gives you more precision when writing however for the next example we examine how you can use the whiteboard to simply draw with your finger.

Whiteboard : Basic Drawing

In order to start drawing on the board ensure that the whiteboard is set for finger input.

To draw, tap on pencil icon on middle toolbar.

035642
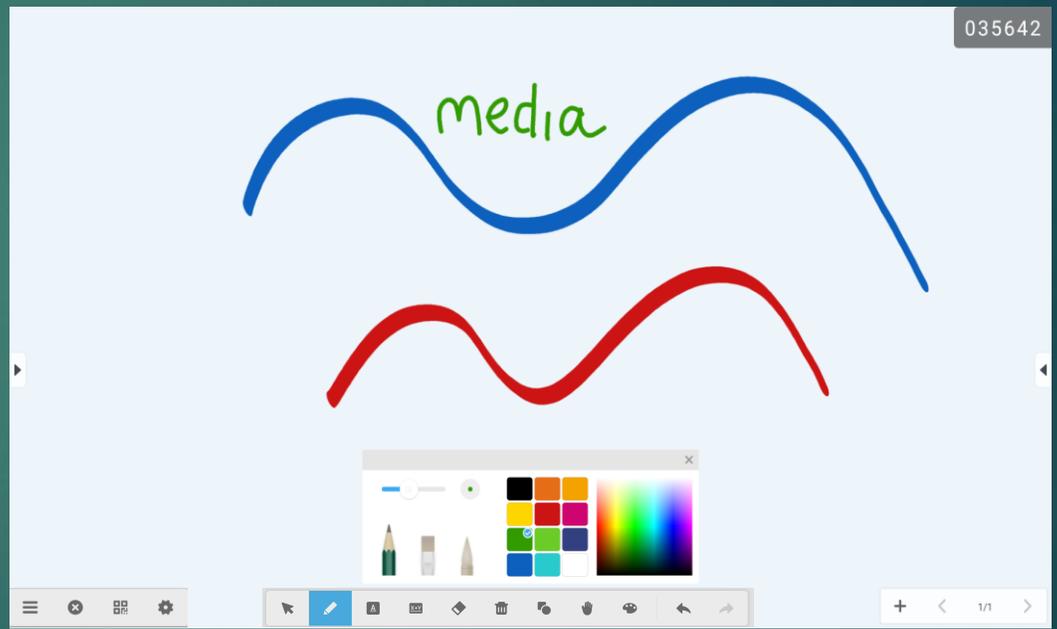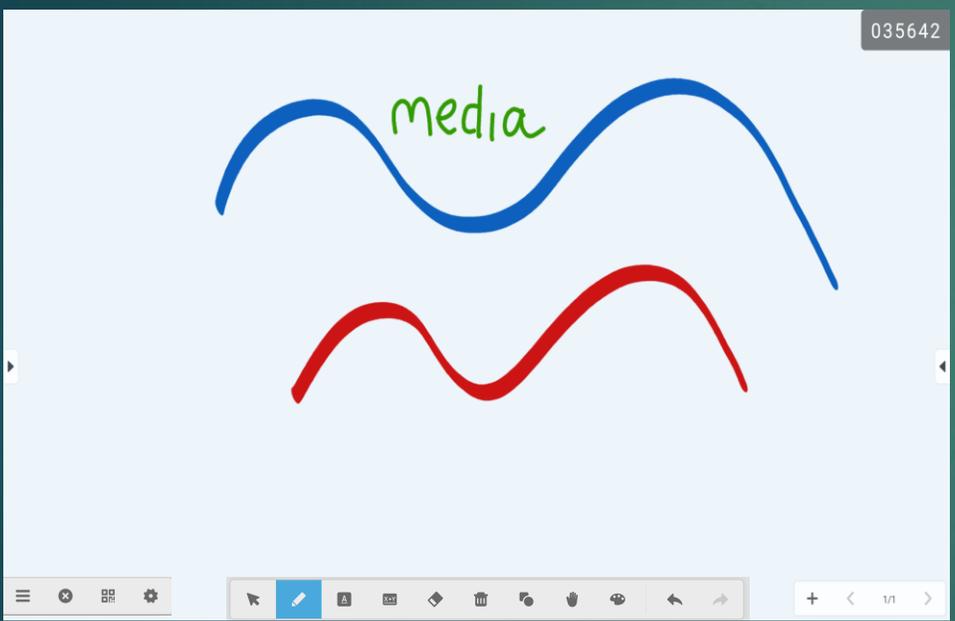
I have drawn several lines using my finger. There is no lag when using this display and text is easy to write with your fingers. The display is also multi touch.

035642

If you wish to change the colour or pencil type tap on the pencil icon a second time and a further toolbar will appear

Whiteboard : Pencil Toolbar

The Pencil toolbar allows the user to select between simulating a pencil or two types of brush. **Newer firmwares may have additional type, such as virtual whiteboard eraser.** Just tap on the desired tool and try it out.

Click outside of the pencil toolbar or click the X to make it disappear.

Use this slider to select brush/pen thickness, indicated by the dot.
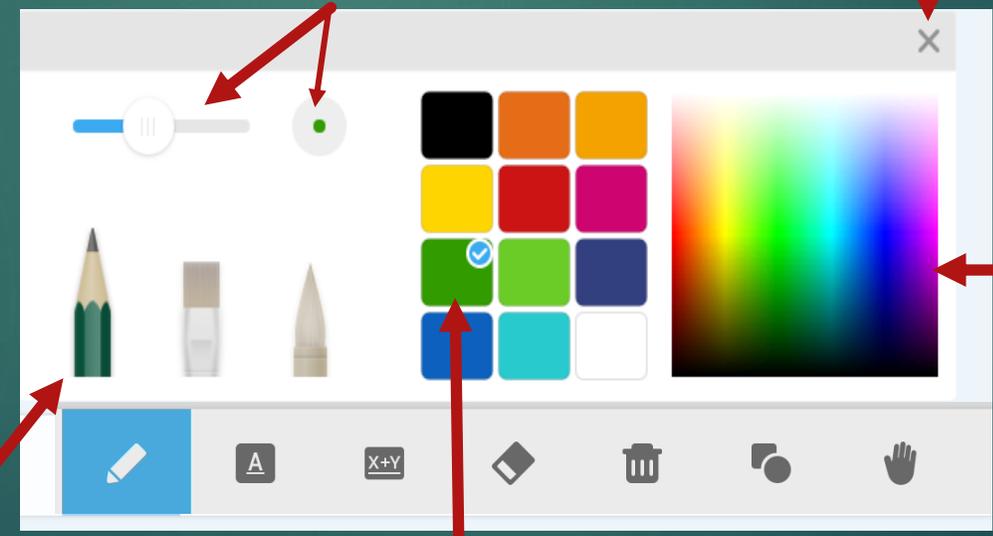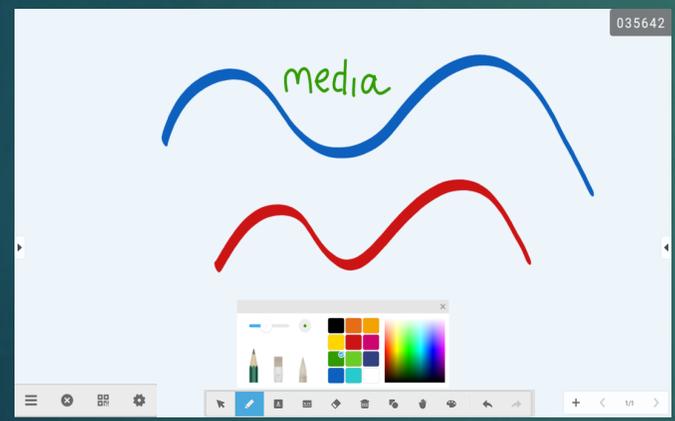
Tap on the colour palette to fine tune the shade you require

Select brush/pen type

Tap to change colour

Whiteboard : Erasing 1

It is very easy to quickly delete material on the whiteboard by using a hand gesture on the screen or selecting the erase tools. We will explore the 3 ways to erase material over the next 3 slides.

The Clevertouch can differentiate between the touch of your fingers and the back of your hand. If you slide the back of your hand over the screen you can enable a virtual whiteboard eraser. This is by far the quickest way to erase material as you do not need to press anything on the toolbar.
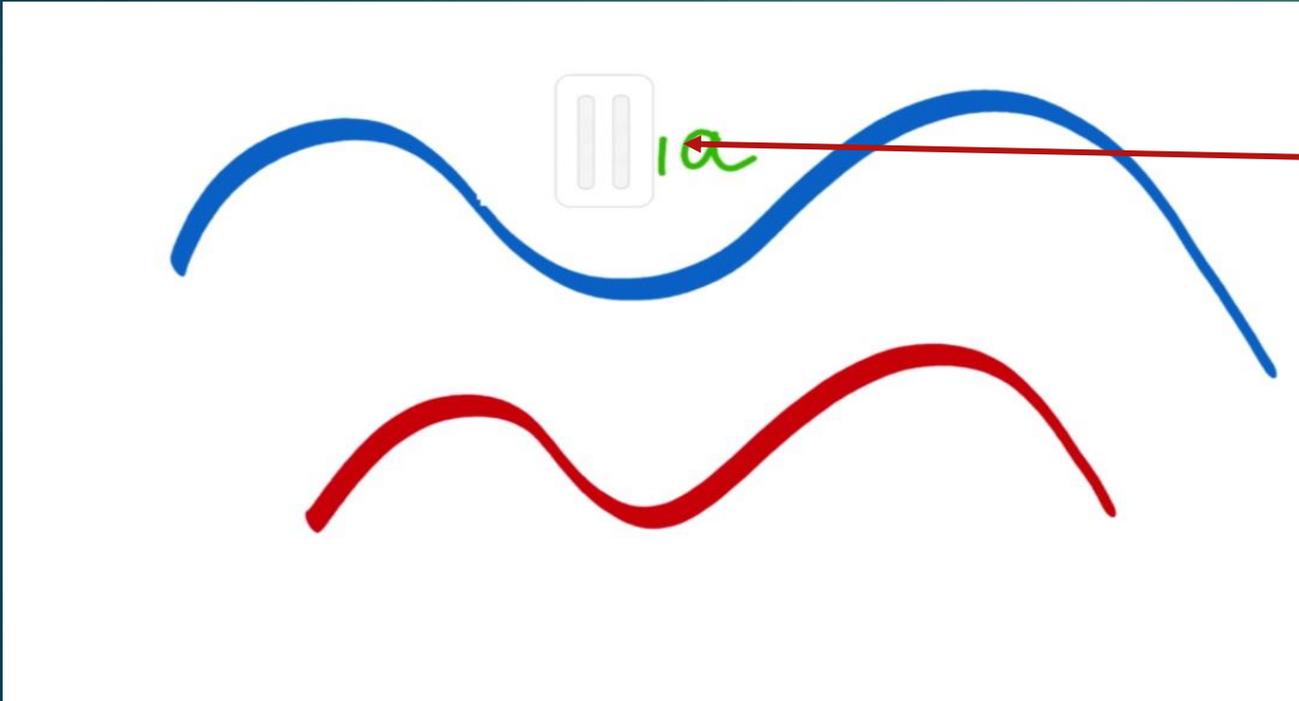
If I turn and press the back of my hand on the screen I can delete the word media. Notice how a virtual whiteboard eraser pops up on screen as you do this.
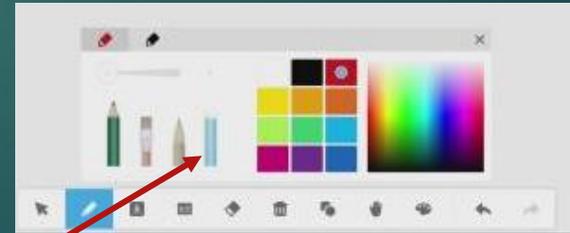
You may find this virtual whiteboard eraser on the pencil toolbar on the newer firmwares.

Whiteboard : Erasing 2

The previous method is very fast and convenient, however it does not allow the user any fine control over what content is deleted as the virtual eraser covers a large surface area.

If I wanted to erase a single letter I would need to select the erase tool from the middle toolbar.
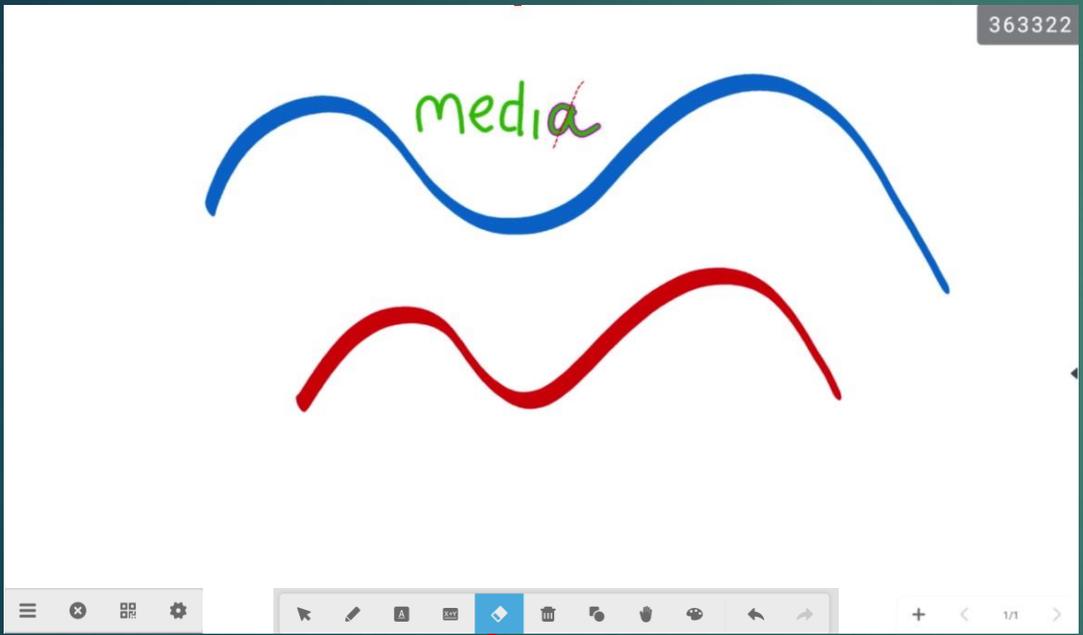
With the erase button selected you can then simply strike a line a through a specific object to remove it. In the example opposite, when a finger strikes through the letter "a" it is momentarily highlighted with a broken red line before it erases.

You can also strike through multiple objects or draw a **circle** around them if you wish to delete the whole word.

Whiteboard : Clear screen & Undo

The last method is to erase everything currently on the screen. This can be done by quickly tapping on the bin icon. If this is pressed everything on screen will be deleted.

If this clear screen button is accidentally pressed there is a way to recover all of the items by pressing the Undo/Redo icons.

The Clevertouch has both an undo and redo button which allows the user to go back or forward steps in the event of an error. This can be used at anytime within the Whiteboard app.

Please note that this function will only work for 10 steps either forward or backward.

Whiteboard : The Select Tool (1)

The Select function allows the user to select text, pictures and objects and then move and manipulate them. It is a very powerful tool that helps create a dynamic and flexible workspace.

On the middle toolbar, tap on the select button to change mode. While this is pressed you cannot write on the screen as it is only used to select objects. You can select objects in much the same way as we used the erase tool. Either cross your finger over one or more objects or circle around multiple objects at the same time.
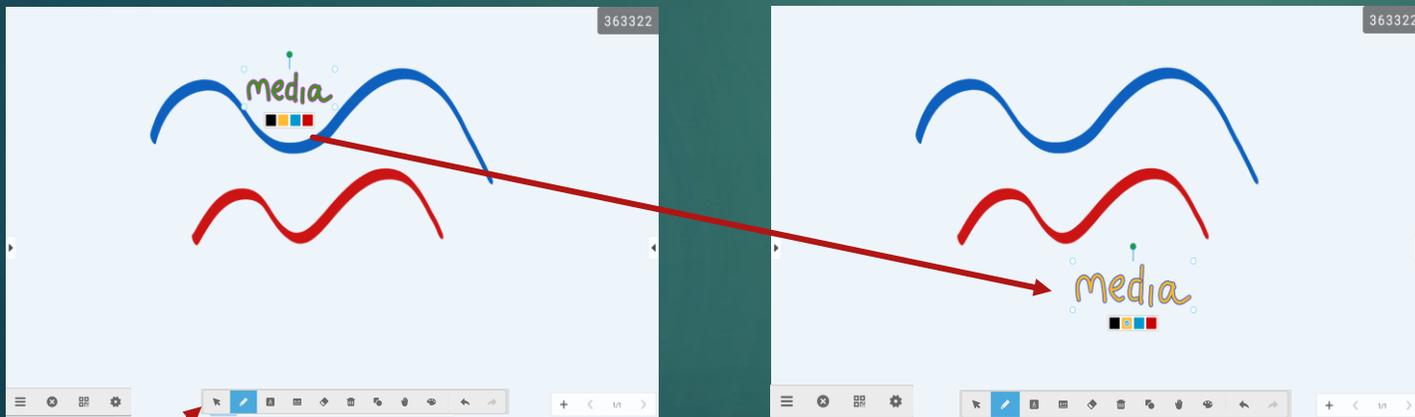
In the example opposite I have selected and moved the text "media" from above the lines to below.

I have also changed the colour of the text.

Whiteboard : The Select Tool (2)

When an item has been selected it will automatically be highlighted and a small mini colour bar will appear underneath it. Please also notice that also notice that 5 small circles (handles) will surround the item.
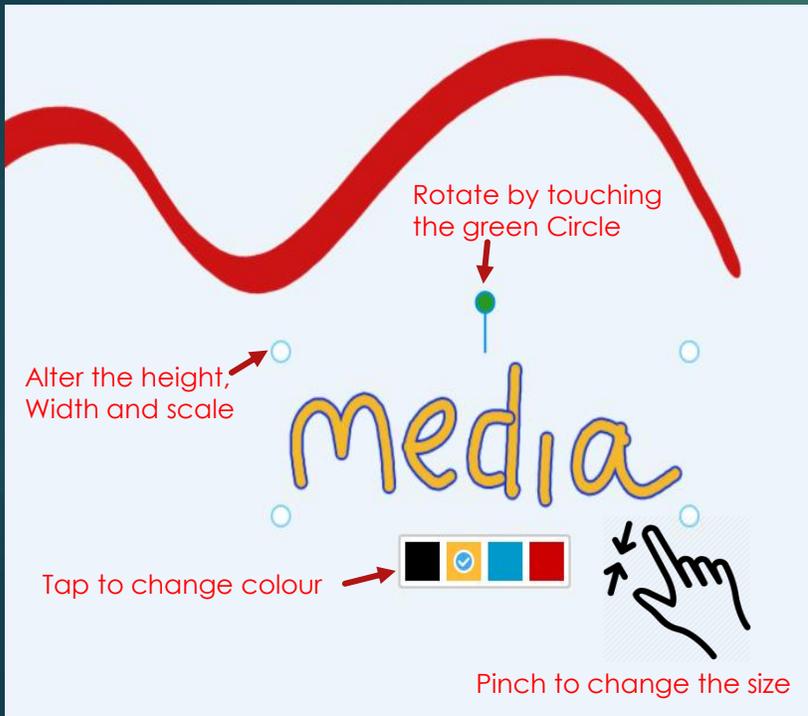
There are various tasks we can perform when the item is highlighted.

Rotate by touching the green Circle

Alter the height, Width and scale

Tap to change colour

Pinch to change the size

- **Enlarge or shrink** the image to scale using pinch to zoom. Simply pinch to zoom inside the image to make the image larger or smaller.
- **Manipulate** the dimensions using the 4 small white circles surrounding the selected image. Dragging these circles in different directions will result in the aspect changing (taller/wider).
- Tap the **colour** palette to change the colour of the text.
- Tap on the green circle to **rotate** the image through 360 degrees
- **Drag the image** by holding it with your finger and move it to anywhere on the screen.

Whiteboard : Inserting Text

When you select the text icon ⬛ on the toolbar, you can transfer the object you have drawn to typing text, it is simply draw and wait for a few second, and it will be automatically detected and give you the word that you have drawn. Look at the below example:
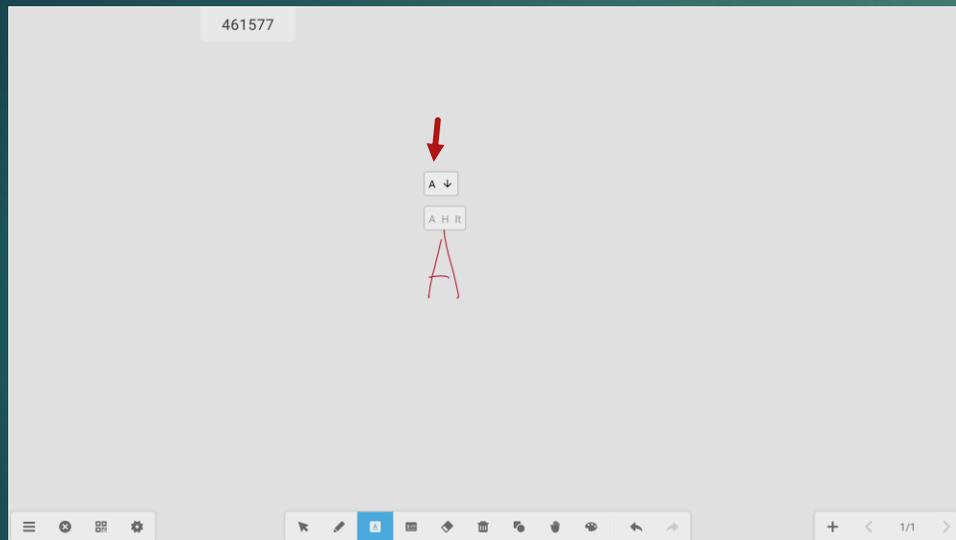
Draw a letter 'A' on the screen of where to insert the text. This will open the text insert pop up.
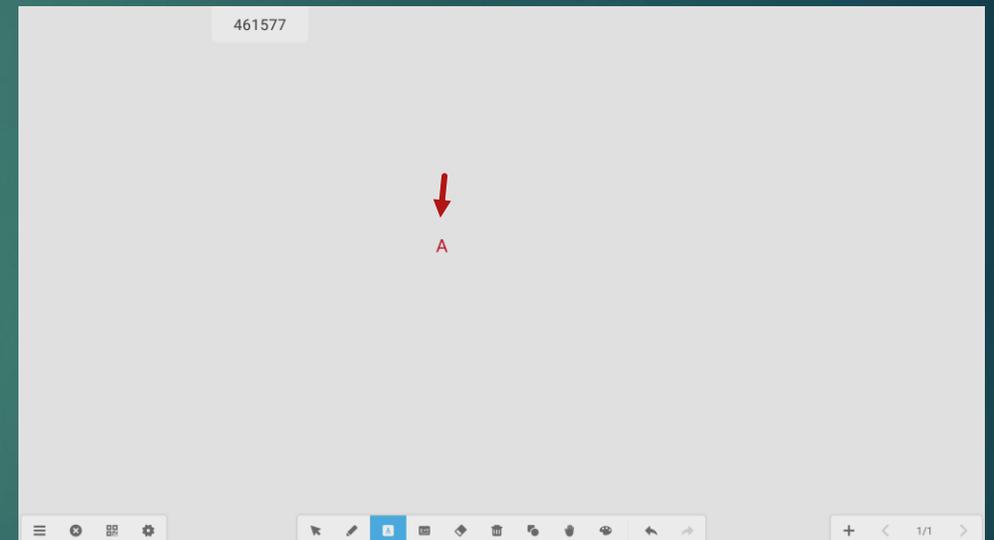
Select the text that you wish to insert, and the drawing is automatically disappeared and transfer to a typing text.

Whiteboard : Inserting Symbol

When you select the formula icon on the toolbar, you can transfer the wording and symbol you have drawn to typing text, it is simply draw and wait for a few second, and it will be automatically detected and give you the word/ symbol that you have drawn. Look at the below example:
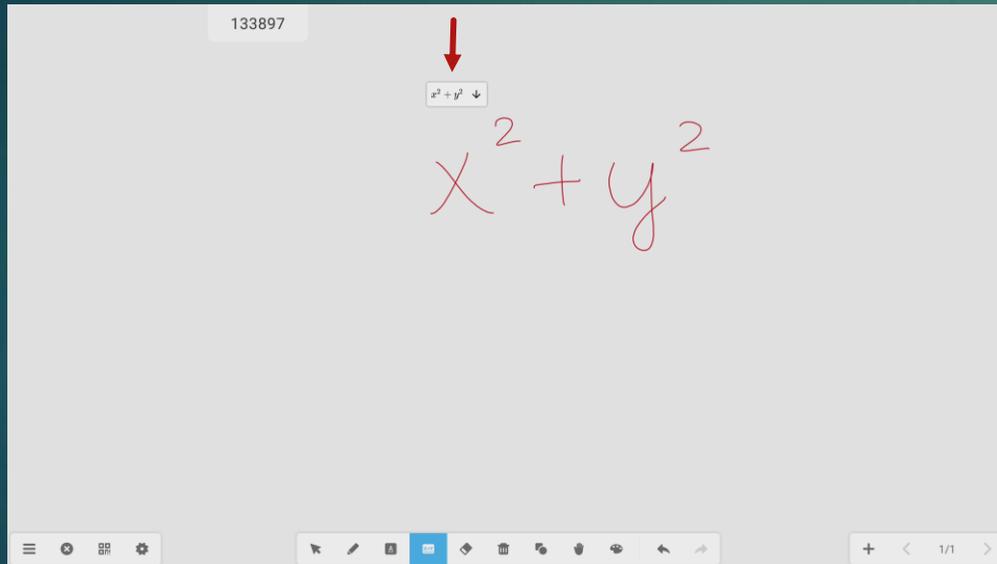
Draw a 'x+y' on the screen of where to insert the word/symbol. This will open the text insert pop up.
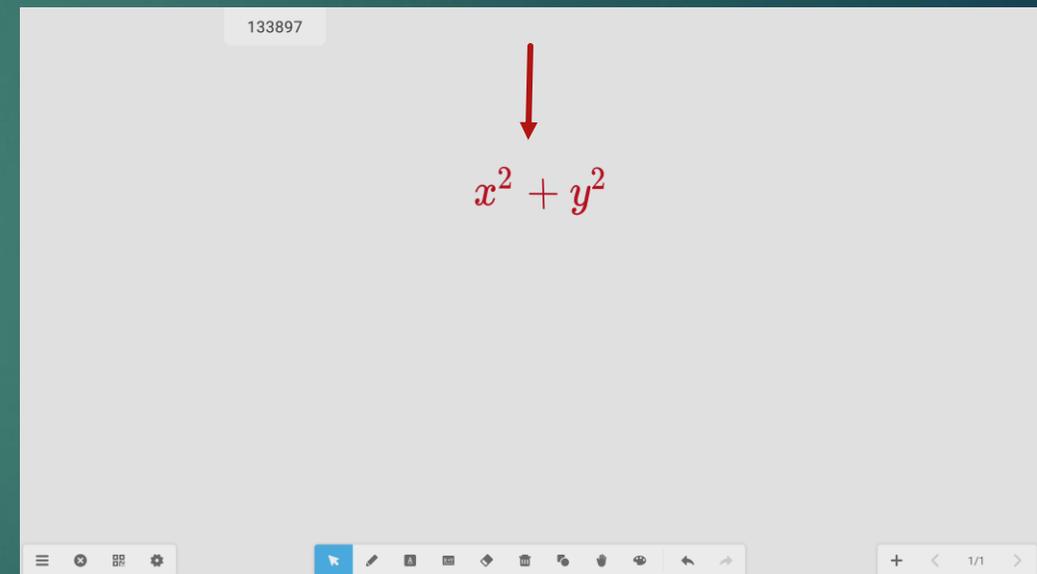
Select the word/symbol that you wish to insert, and the drawing is automatically disappeared and transfer to a typing formula .

Whiteboard : Objects Tool

In addition to drawing/writing on the Clevertouch, there are some built in 2D and 3D objects that can be placed onto the canvas. Tap twice on the Objects button to open the shapes selector.
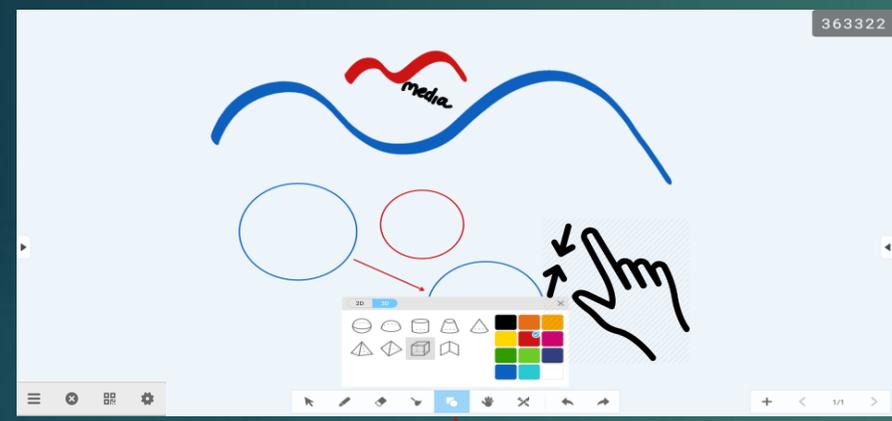
When the object box opens please notice that there are 2 tabs (2D and 3D). Just select the tab by pressing on the corresponding button.

To select a shape, tap on any of the shape objects to highlight it. Then select the colour of the shape you wish to use. There are useful shapes such as arrows and lines that can be used.

To insert it onto the canvas press a finger on the screen and drag your finger in any direction to insert a shape. You will notice that as you do this the object can be resized and manipulated with just this one action. When you remove your finger from the screen the object is placed.
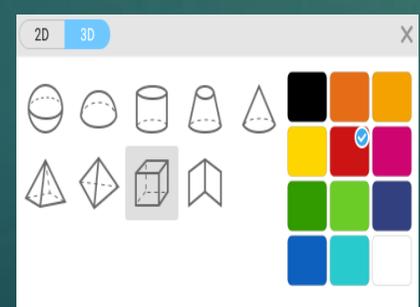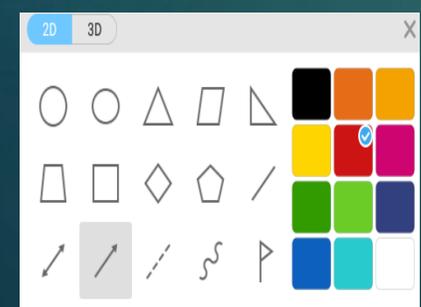
It can still be moved and adjusted if required by using the Select Tool.

Whiteboard : Importing Objects (1)

In addition to the built in objects that can be placed onto the canvas, the user also has the option of inserting their own media onto the whiteboard. We will explore some of the more common methods over the next few slides.

For this example we will import an image that has been placed onto a memory pen. For this action we will need to bring up the main menu by tapping on the Menu button ☰ in the far left toolbar.
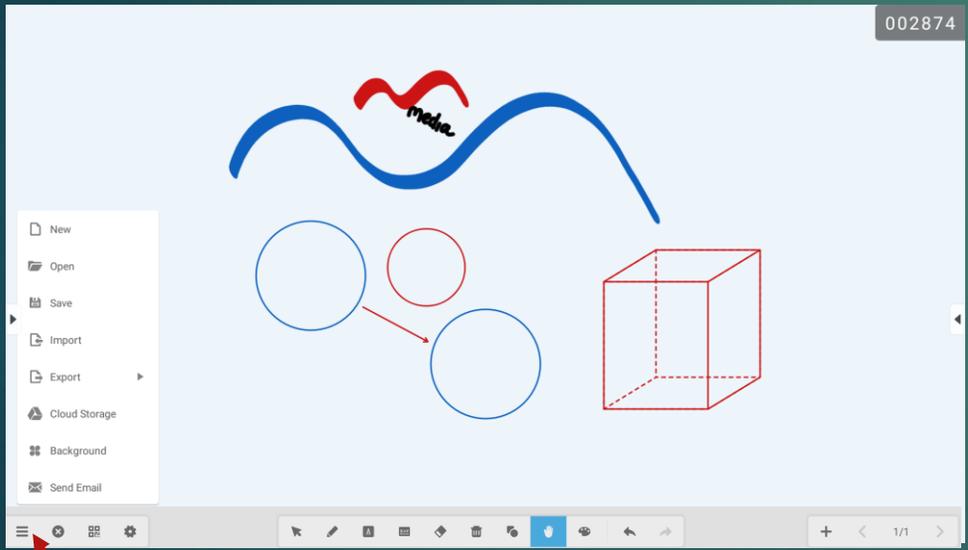
Tap on Menu button
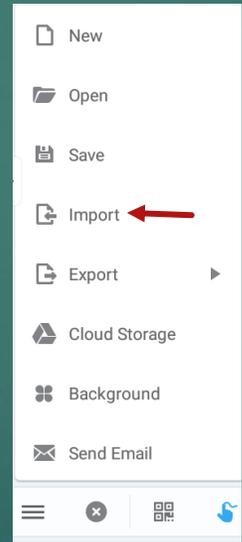
Tap on Import
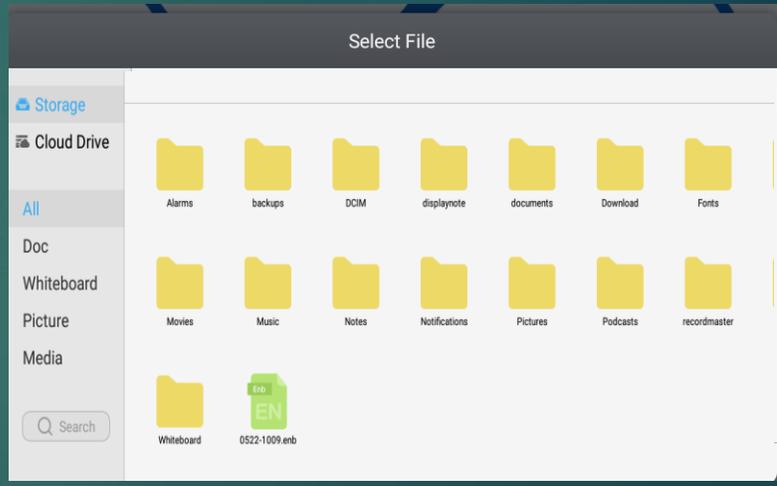
A "Select File" box will now appear. Navigate to the required folder for the image but please note that only one can be inserted at a time. Tap on the image to insert it onto the Canvas.

Whiteboard : Importing Objects (2)

For this example I have imported an X-Ray image onto the screen.
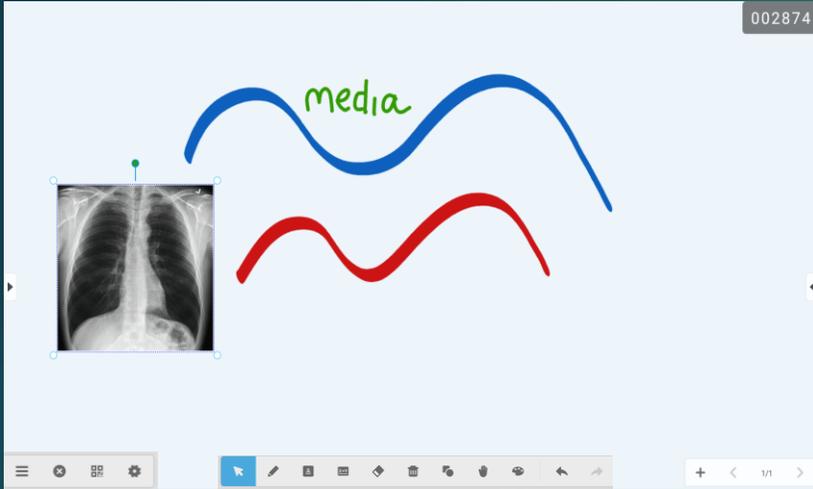
When the image is inserted onto the canvas note that it can be dragged, resized or manipulated. These are the same options as the Select tool and therefore it provides the same white/green circles surrounding it. Use these tools as well as pinch to zoom and finger drag to move the image exactly where you want to.

All images imported can also be moved later on at any point using the Select tool. Note that you can also annotate on top of an image as shown below.
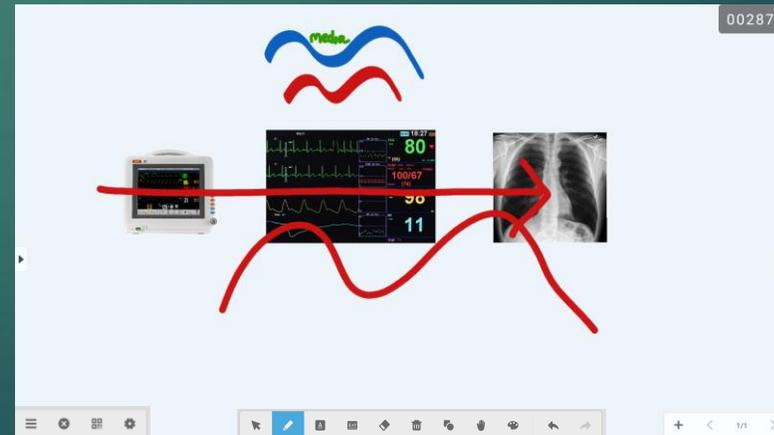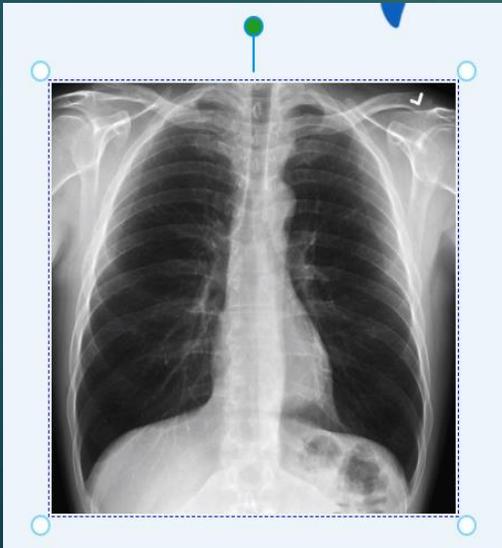
Whiteboard : Import from apps (1)

Another useful feature of the Clevertouch is the ability to import objects while using another app. This allows ultimate flexibility and convenience when gathering sources of information.

In order to do this we will use the Crop button ✂️ located on the side toolbar. For the example below we want to copy an image from the web browser. Remember that in any app you can access the side tool bar by tapping on side bar button on the edge of the screen.

When the side tool bar is displayed tap on the Crop button ✂️
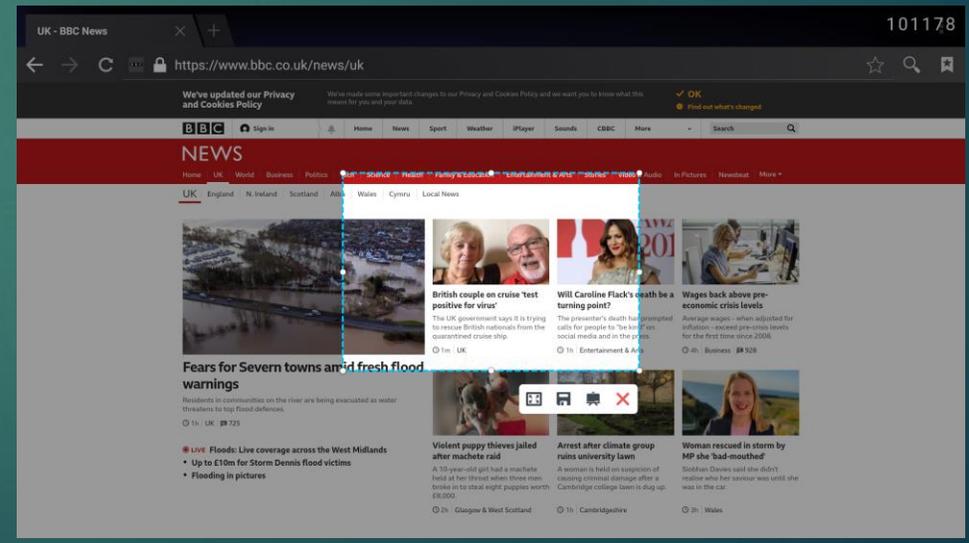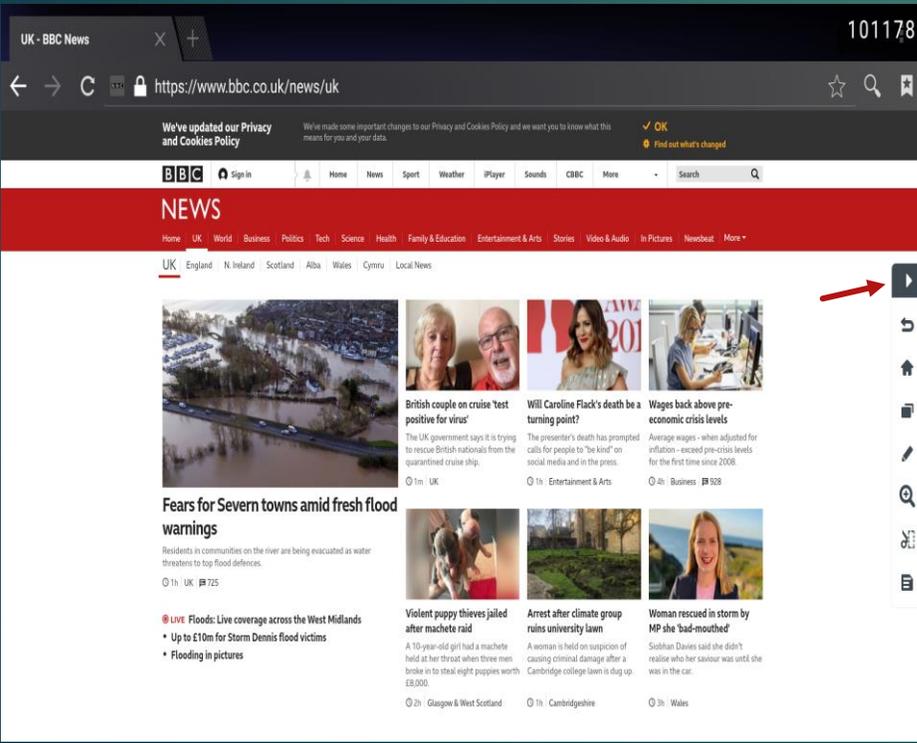
Whiteboard : Import from apps (2)

When the crop button is pressed a small highlighted window will appear on the screen. This indicates which part of the screen you wish to capture. You can move this window to the desired location by dragging it with your finger. Use the white circles on the outline to crop in and out of the image.
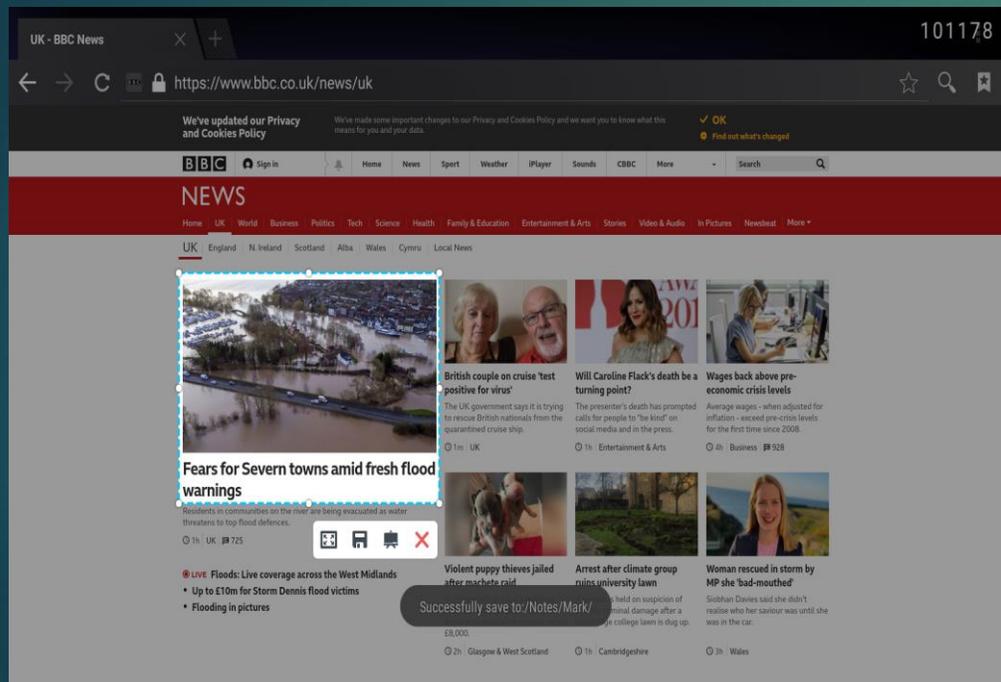
The toolbar underneath gives us 4 options. We will send the image to the Whiteboard.

- ⛶ Use this to capture the whole screen if necessary rather than a cropped section of the screen.

- 💾 Save the cropped portion as an image file to local storage or a USB pen.

- 🖼 Send the cropped image to the Whiteboard app.
- ❌ Cancel the operation.

With this example I have moved the box over and resized it so that it only captures the photo and main headline.

Whiteboard : Import from apps (3)

In the example below I have cropped an image from the Visible Body app and also copied it onto the Canvas. Remember that you can do this from any application. If you wish to capture a still image from a video, just pause the video and use the crop tool as shown below.
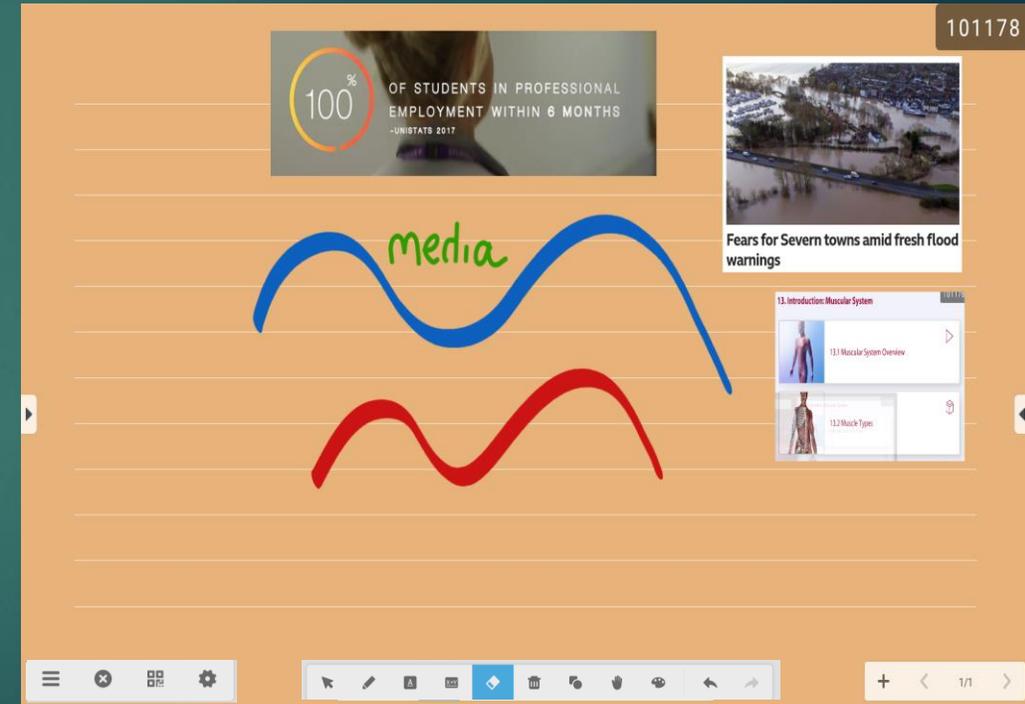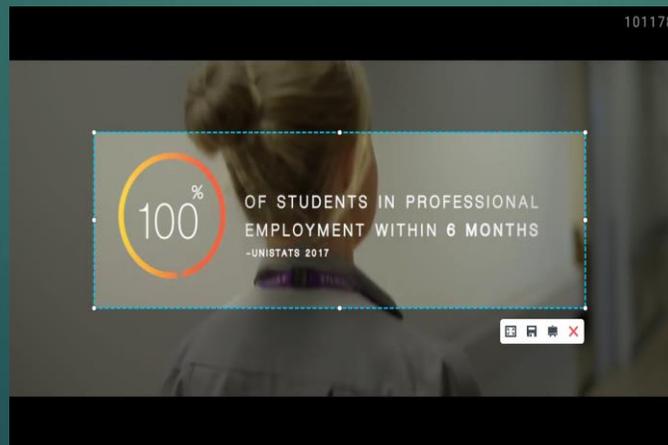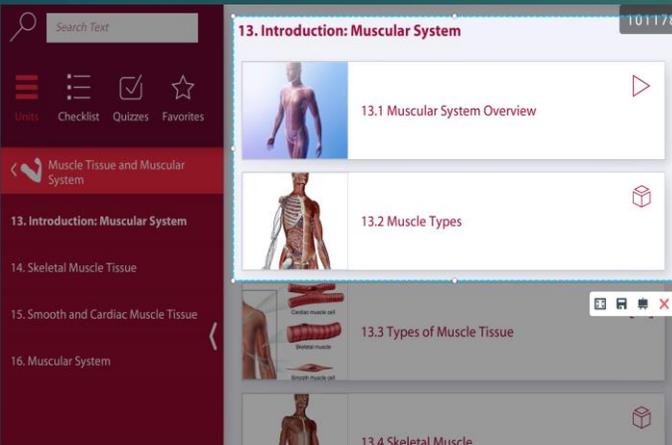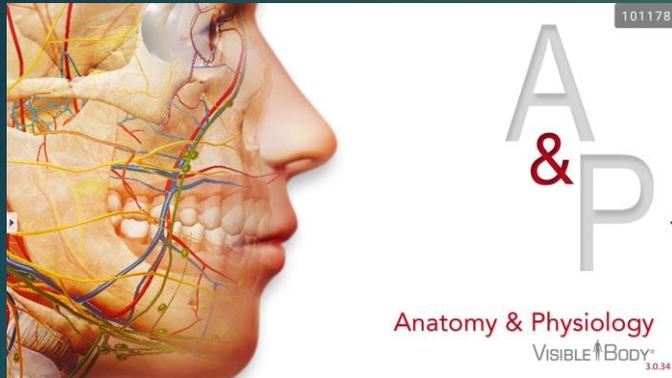
Whiteboard : Move around the Page

If the whiteboard screen is too busy with images and text we can move around the canvas using the Move tool ✋ . This allows the user to move the contents of the screen in all directions to clear space. It also allows the user to resize the contents of the screen if necessary.

Tap on the move icon in the centre toolbar and then move the contents of the screen around in all directions by tapping and holding with one finger. You can also use pinch to zoom to reduce the size of all the images. In the example on the right I have reduced the size of the contents and pushed them onto the left hand side of the screen.
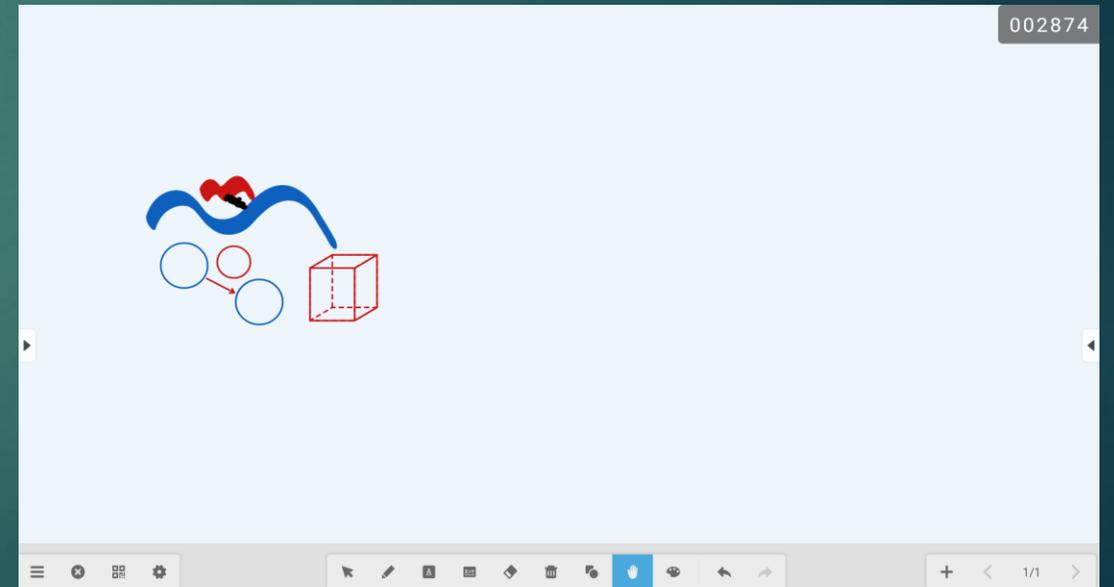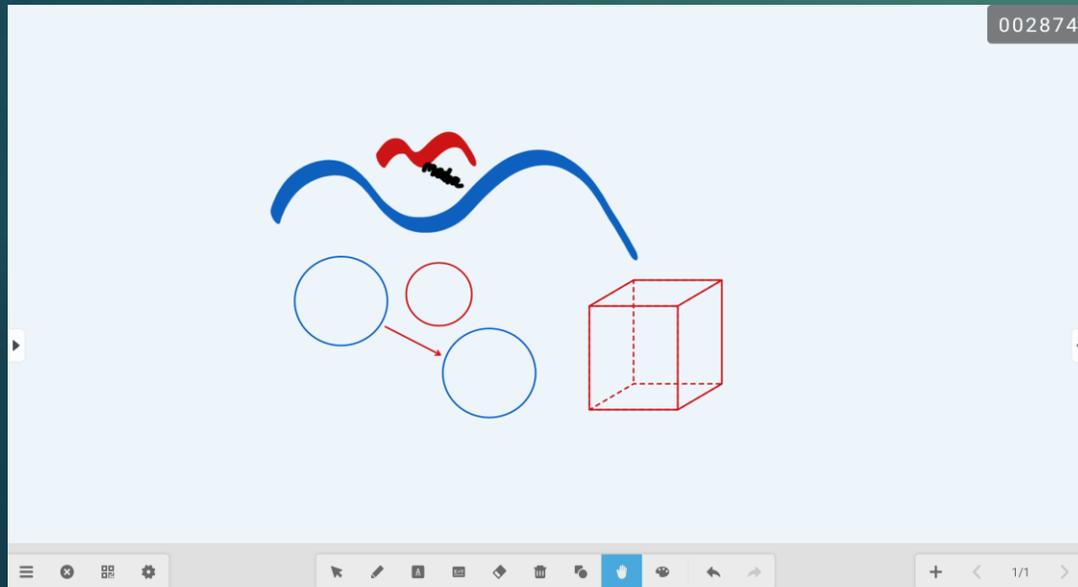
Whiteboard : Adding Pages

If you would rather add a page than move around the screen you can very simply add pages using the tool bar on the bottom right hand edge. Think of the whiteboard as a flipchart, rather than wipe the contents off the screen just write on another page.

It is easy to add pages and then navigate back through them. Look for the toolbar on the bottom right edge and select **+** to add another page. Directly next to the Plus icon are back/forward arrows which you can use to move between the pages and a navigation indicator in the middle to show which page is currently selected.

Add a Page   Back   Tap to open Thumbnail previews   Forward
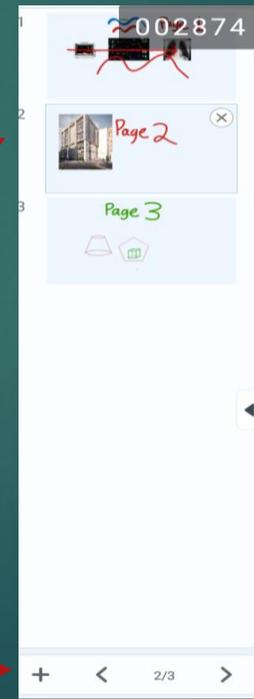
Tapping on the navigation indicator will open a preview on the right hand side of the screen showing thumbnail previews of all pages.

This can be really useful to quickly navigate through multiple pages.

Just tap on a thumbnail to open that page.

Whiteboard : Background (1)

By default, when you create a new Whiteboard document the background will always be White. In some circumstances you may wish to alter the background colour so that students are more comfortable reading from it. You may also wish to display an image full screen on the background or a built in template.

Tap the menu button in the far left corner to bring up the options menu.
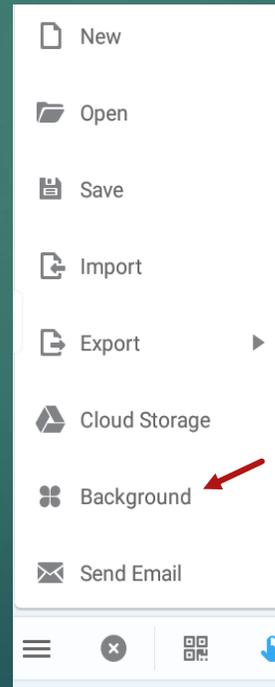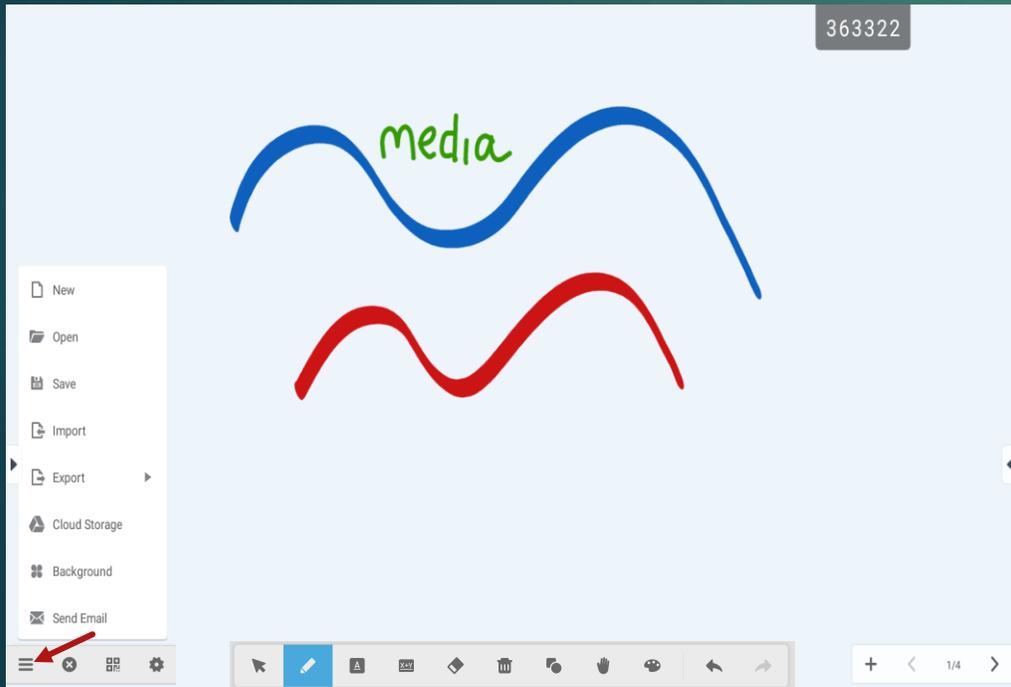
In the Options menu tap on Background to open the colour picker. Tap on any colour to see a preview of this background. Click ok to accept the changes.
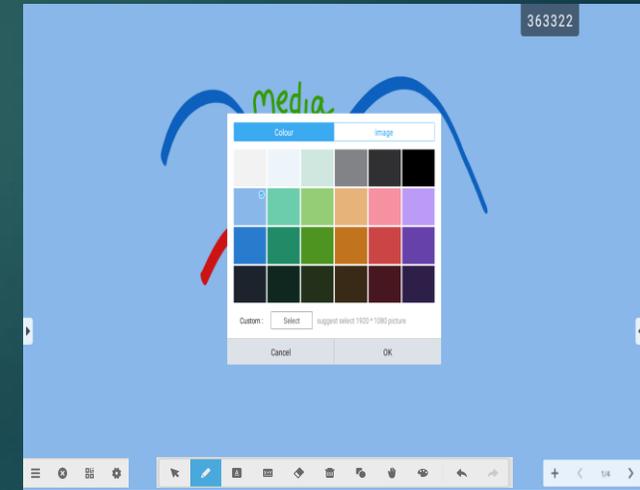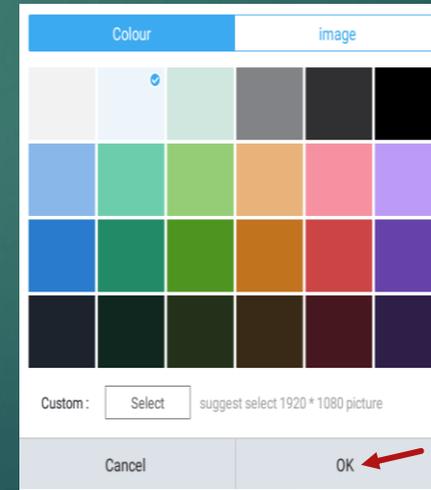
Whiteboard : Background

In the background box you can also select the image tab instead of colour if you wish to use one of the built in background templates.
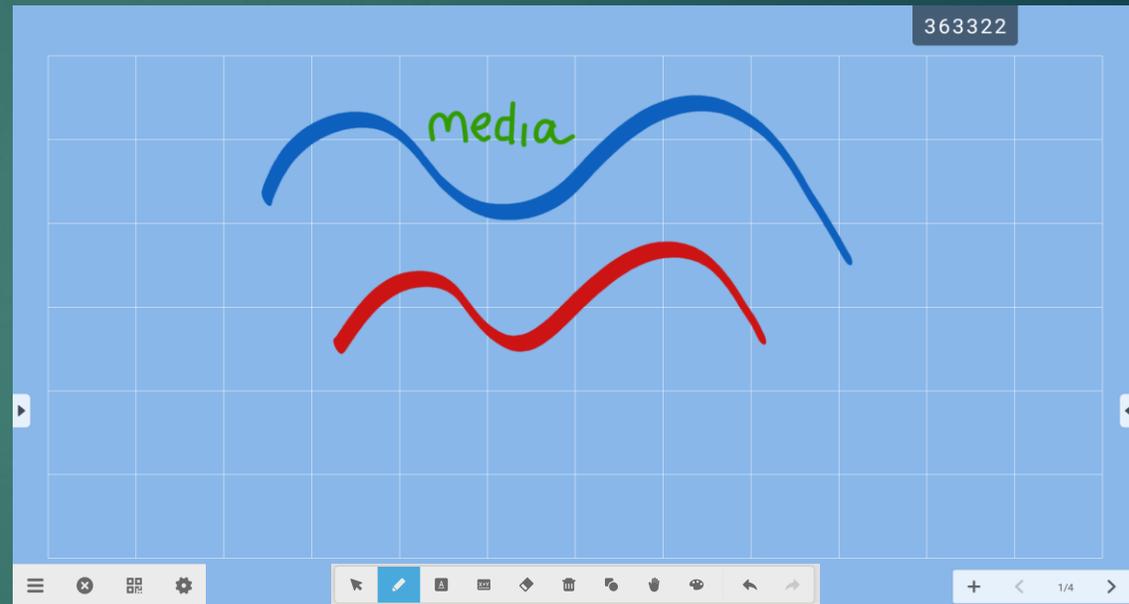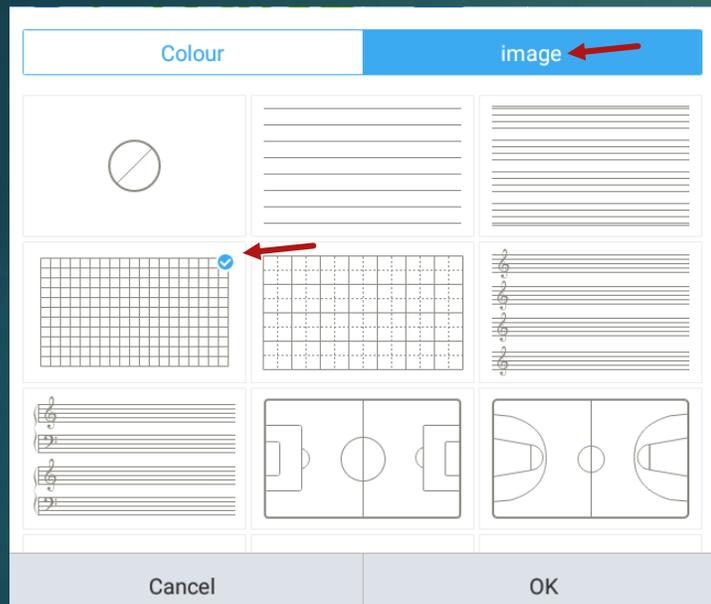
Tap on any of the options to see a live preview. For the example above I have overlaid a grid onto the canvas. Select ok if you wish to save this setting.

Whiteboard : Background

You can also choose your own custom background image if you would prefer to do this. I would advise copying a preferred background image onto your USB pen to import. Please try to use a high quality image if possible (1920*1080) so that the image is clear and not pixelated.
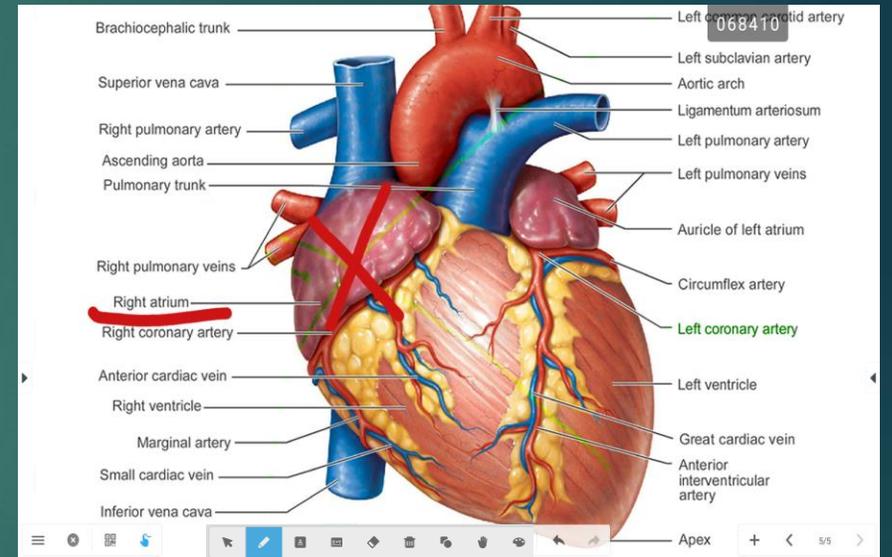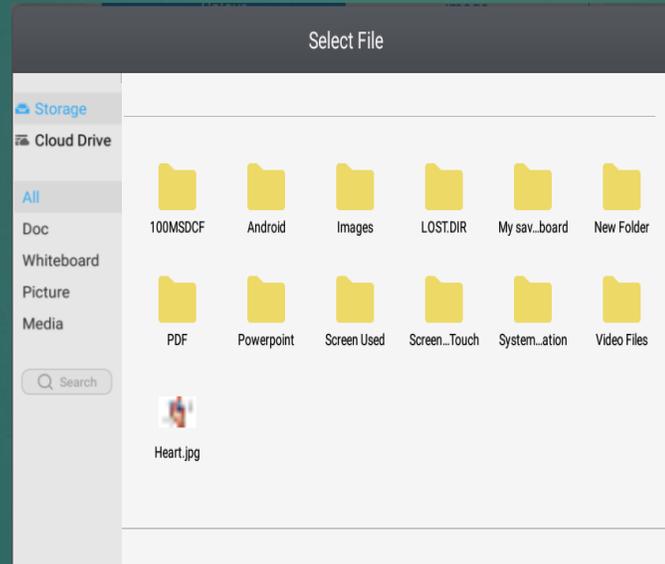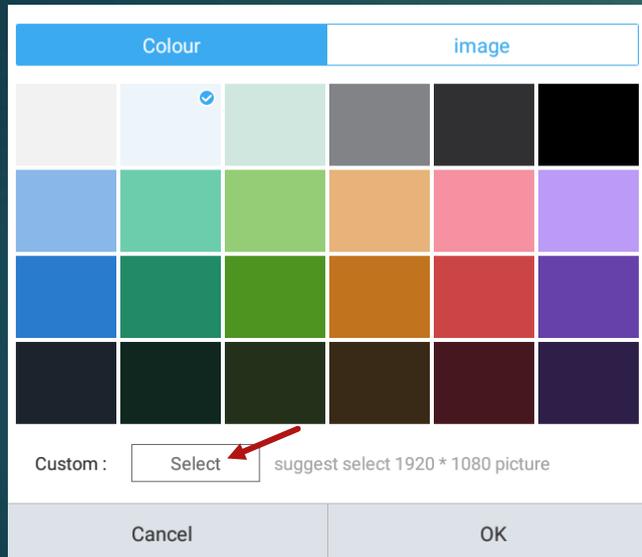
- Select the Colour tab.
- Press "Select" custom image to open the file manager

- The File Manager will now open up and select the image.

- The image will now become the background.
- Please note that you can still annotate on top of the image.

Whiteboard : Split Screen (1)

You may come into a situation when you wish to show two window apps side by side, for instance the ability to show both Whiteboard and a web browser at the same time.
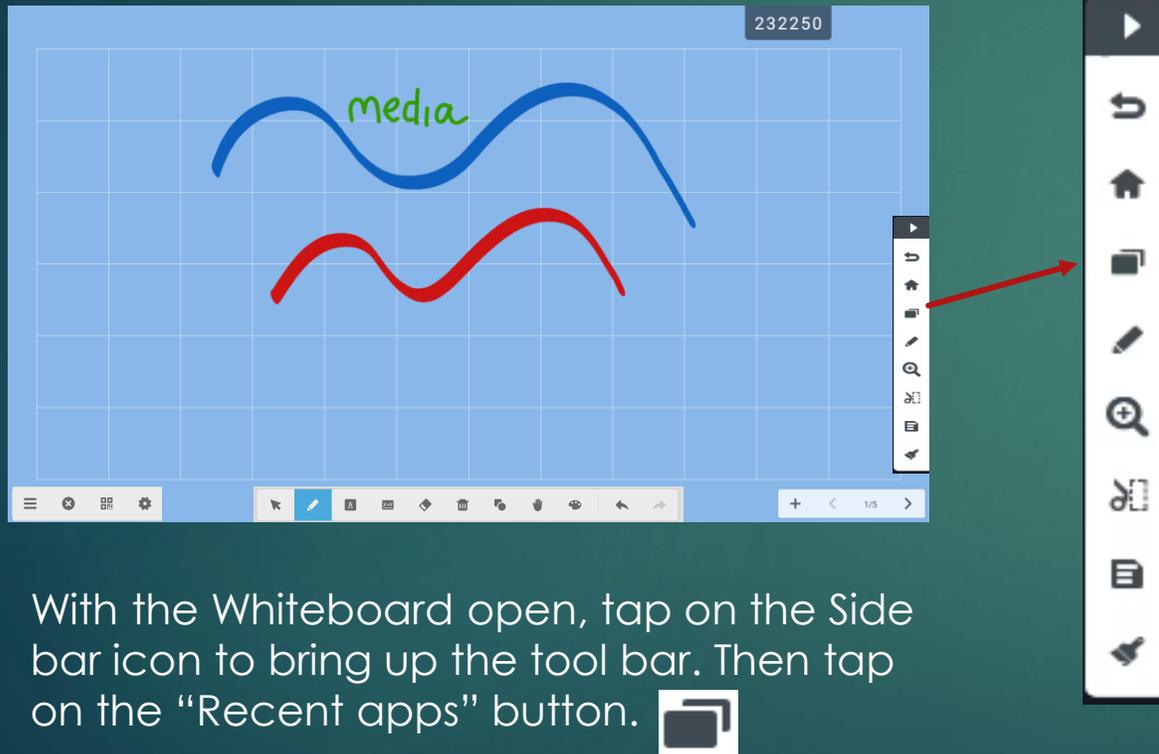
With the Whiteboard open, tap on the Side bar icon to bring up the tool bar. Then tap on the "Recent apps" button.
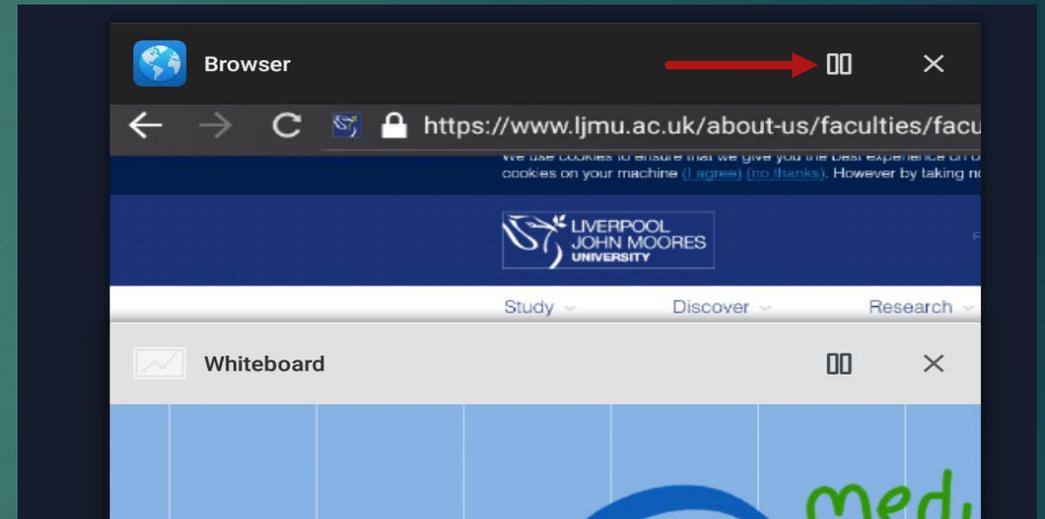
The screen will now change to show a visual representation of each app that is currently open. Find the other app you wish to use (in this case the browser) and tap on the Split Screen button on the title bar to create a split view.

Whiteboard : Split Screen (2)

While in split screen mode, you will notice that there is a narrow line in-between both windows to separate them. This line can be dragged either left or right making one screen more dominant.

Slide to the Right to enlarge the Whiteboard area

Slide to left to reverse
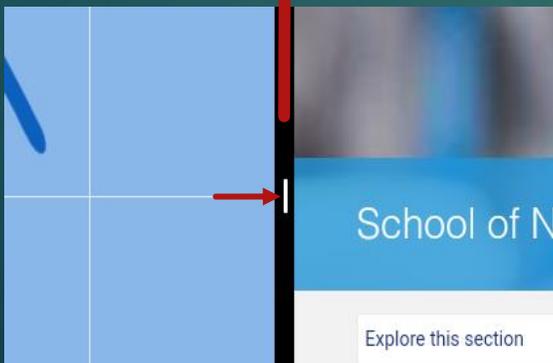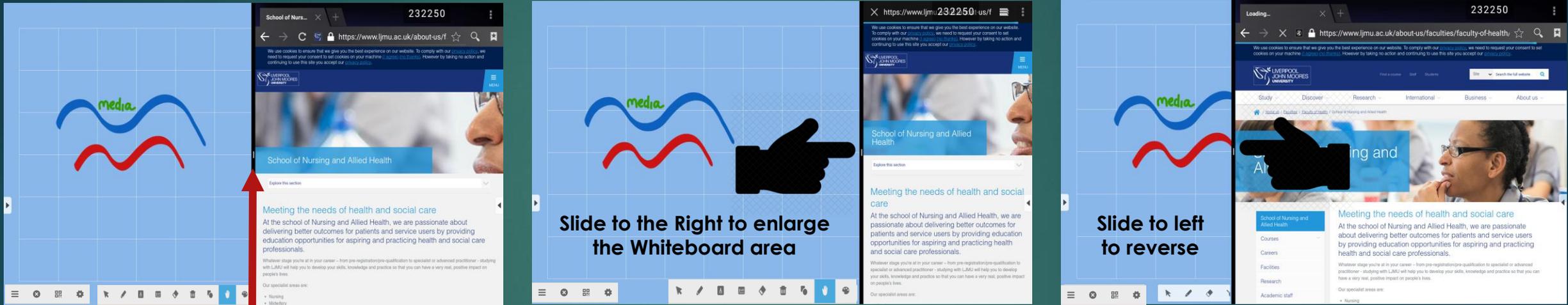
With one finger find the middle of this line and look for a small White line in the border. If you tap and hold this line you have the ability to drag the edge of the window to resize.

If you wish to leave split screen simply drag the window you wish to use and enlarge it by moving the line to the far left or right. When the line touches the edge of the screen the Clevertouch will revert to full screen on the app you have chosen.

Whiteboard : Saving Overview

If you wish to save the contents of the Whiteboard to archive or share with students there are various methods built into the system. Please remember that these devices cannot link to your personal M-Drive so you will need to save to either the local built in storage inside the Clevertouch or to cloud save.

By default you can save the Whiteboard presentation to cloud drive and then re-open it at a later date on another Clevertouch TV. The default save file has an **.enb** extension which can only be opened or edited on a Clevertouch TV using the whiteboard app. In most cases this should suffice however if you wish to share the contents with students you will need to export the contents either as an image file or a PDF document.

We have had to create a couple of workarounds with file storage in order to accommodate staff saving to the cloud. We have logged into our own Media account with Google Drive on each Clevertouch and this allows users to save to a shared storage area. As this area is shared it will be periodically erased for housekeeping but due to GDPR we would advise staff not to upload anything unsuitable. We would also kindly ask that staff always use this default account rather than attempting to login to their own personal cloud space.

Whiteboard : Save as .enb file

To archive a Whiteboard session the Clevertouch saves by default to a file with a .enb extension. This would allow staff to re-open, edit or continue from where they left off on any of the Clevertouch screens. Best practice would be for staff to save to their personal USB pen which could then be backed up onto their M-drive at a later date for safekeeping. You can also save a file to the built-in local drive however somebody may at a later date re-open your file and edit it themselves or worse possibly delete it. To save the .enb file, please follow these steps.

Tap the menu button ☰ in the far left corner to bring up the options menu.
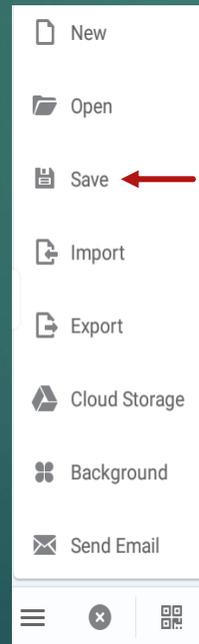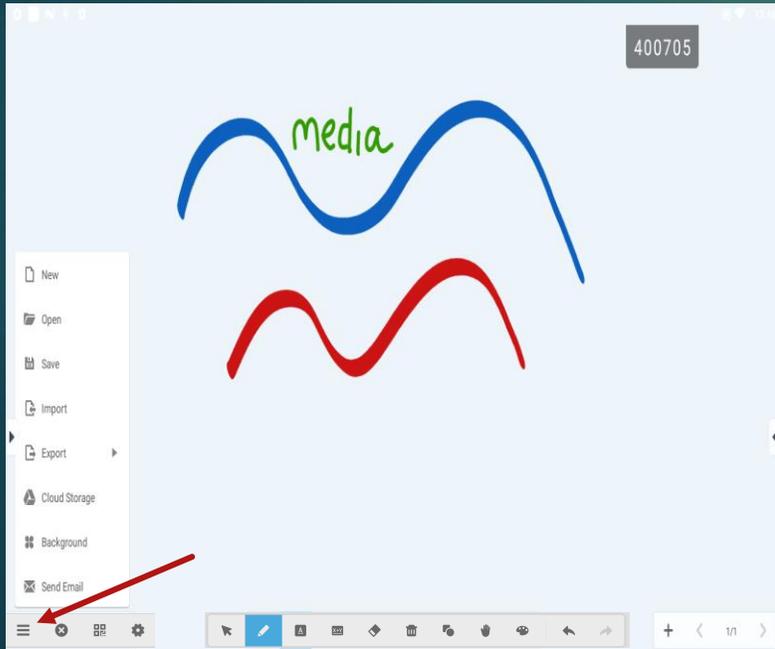
Now click on the Save button and a dialog box will pop up asking you to select a location.

Navigate to your USB pen and the folder location you wish to use. Then select ok.

Another confirmation box will now appear. Tap on the file name if you wish to rename the file from the given default name and then press ok.

Navigate to USB pen and tap a folder to open. Then hit ok.

Tap on file name if you wish to rename file.
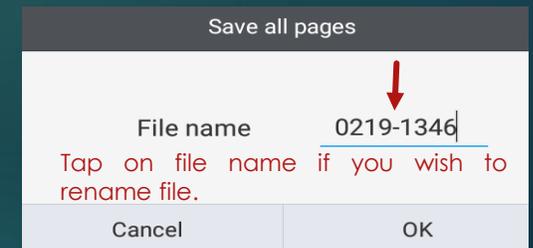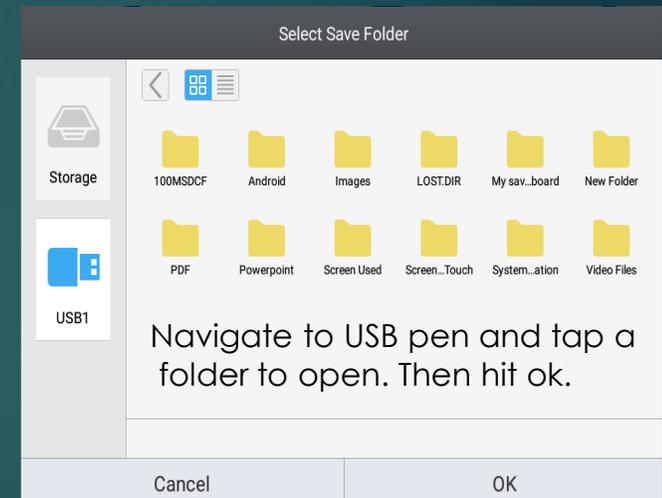
Whiteboard : Export as Image or PDF

The Clevertouch also gives us the ability to save all of the Whiteboard pages either as separate image files or collate them into a PDF document. The procedure is very similar to saving except that we now choose the export option rather than Save. If you save image files, the Clevertouch will create a unique folder with all of their images contained inside.

Tap the menu button ☰ in the far left corner to bring up the options menu.
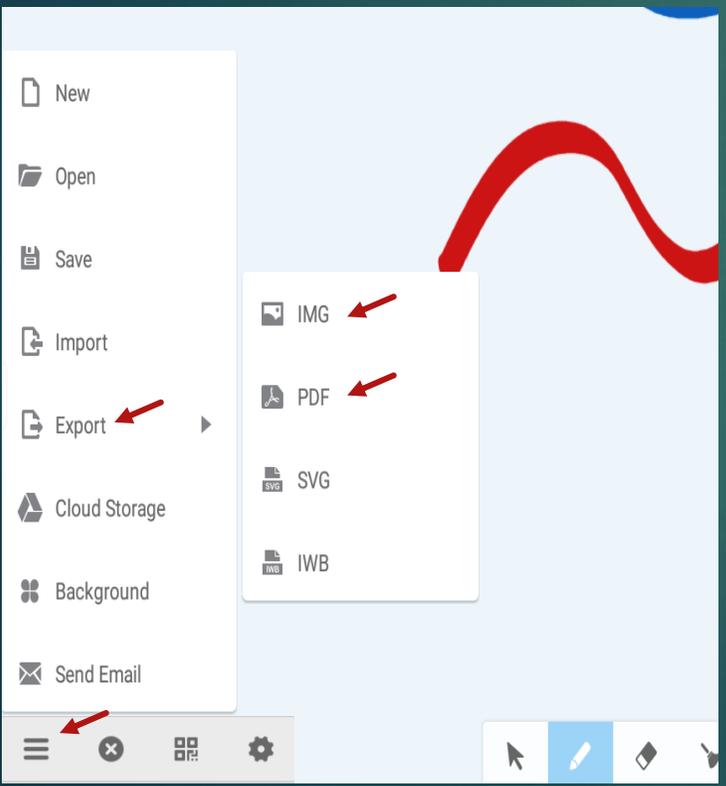
Now click on the Export button and a side menu will pop up asking you to choose a file type. We would recommend using either the IMG file for an image (Folder with individual images for each page) or as a PDF with all the pages combined inside one document.

Once you select an option the dialog box will pop up asking you to select a location. Navigate to your the folder location you wish to use. Then select ok.

Another confirmation box will now appear. Tap on the file name if you wish to rename it before saving and then press ok.

Navigate to USB pen and tap a folder to open. Then hit ok.

Tap on file name if you wish to rename file.

File name   0219-1346
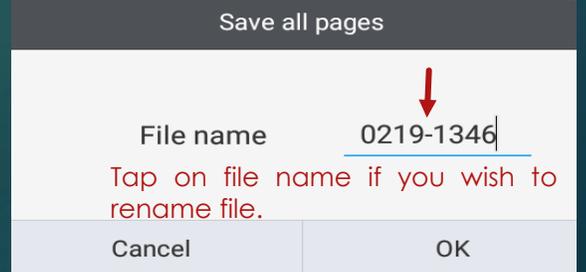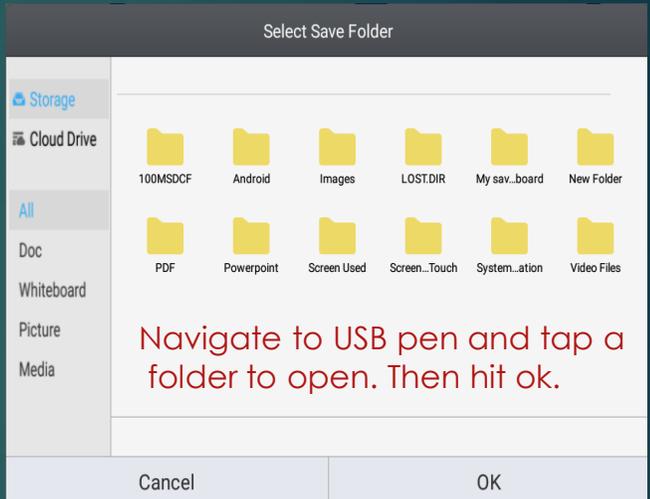
Whiteboard : Export to the Cloud

As mentioned in the previous slides, each of the Clevertouch TV's are setup to connect to our Google drive account. This gives staff/students the option to save IMG files of each Whiteboard page from the Clevertouch to Google Drive.

This is a very useful function as it allows staff to login into this Google Drive account on the LJMU computer and project the images onto the Classroom Projector.

As an example, we can have a large classroom with three Clevertouch TV's setup. Students are split into 3 groups and each has a Clevertouch to use during the session. If the tutor wishes to debrief the session and discuss each groups work it is easier for students to save to the cloud directly.

The tutor only needs to login to the computer and connect up to our Google Drive account to access each groups work. When the group select "Cloud Storage" it will create a unique folder on Google drive with all of their images contained inside.

Over the next two slides we will see an example of how to do this.

Whiteboard : Google Drive (1)

As each of the Clevertouch TV's are already setup to connect to Google Drive there is no need to share the connection details with students.

It may be a good idea to ask students to write their name on the whiteboard screen, or possibly identify the groups as either A,B,C etc.. as they will not have an option to name their files when uploading. If they write it on the whiteboard itself it should help the tutor to identify the group.

Tap the menu button ☰ in the far left corner to bring up the options menu.
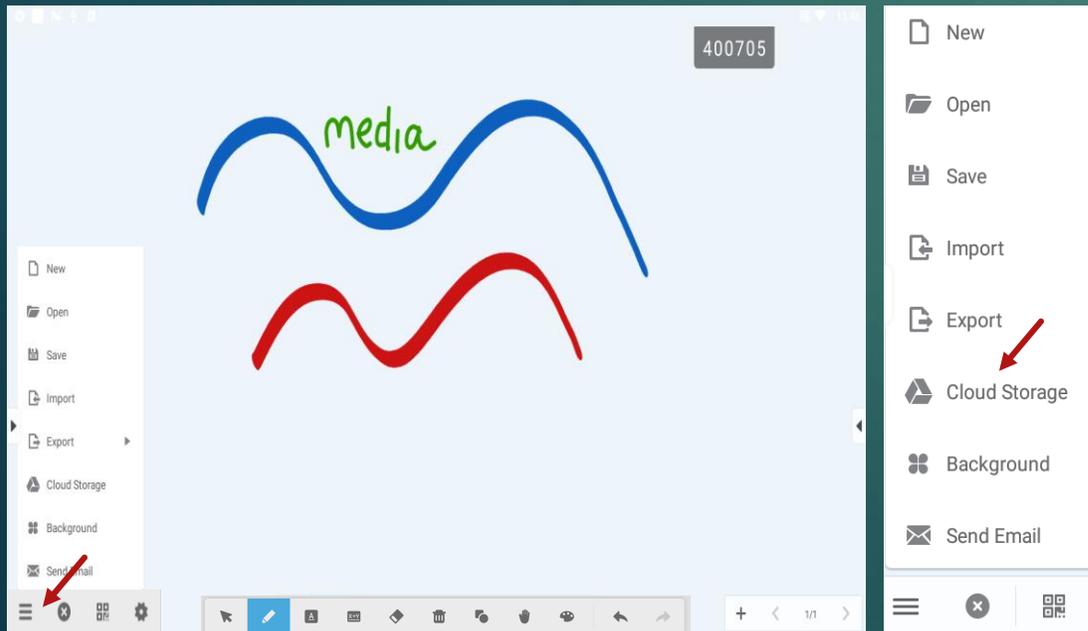
Now click on the "Cloud Storage" option.

Unlike the other methods you are not given the option to choose folders or rename files. Everything should happen automatically.

A pop up box will appear on screen confirming the upload. If it fails to upload, there is a Retry button that can be used.

If it fails again, check the TV is connected to Wi-Fi
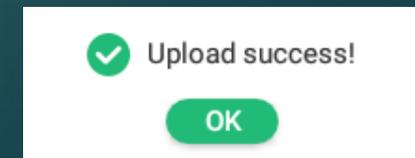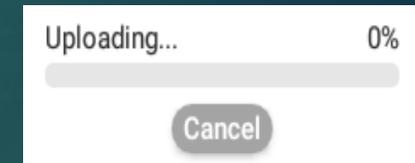
Whiteboard : Google Drive (2)

In order to view the images from a classroom PC, the staff member will need to login to Google Drive.
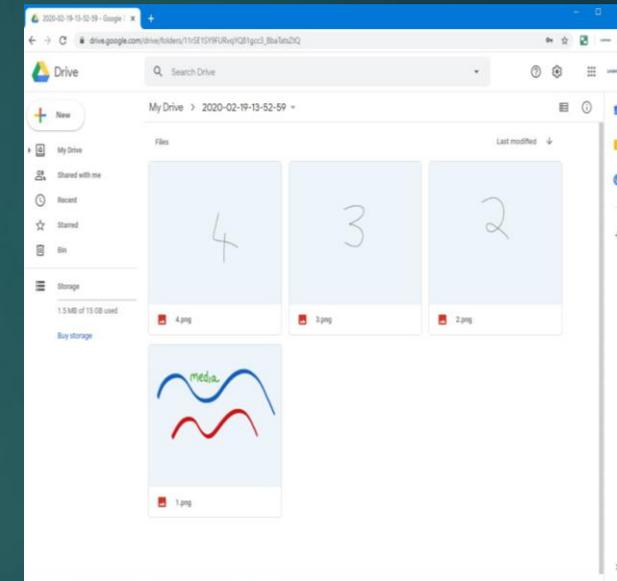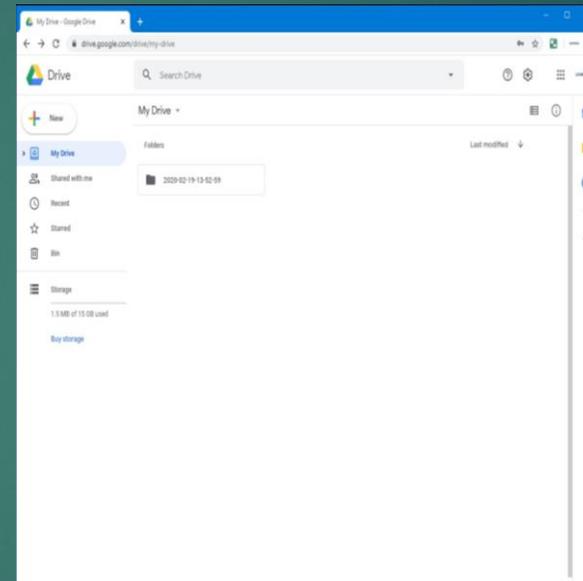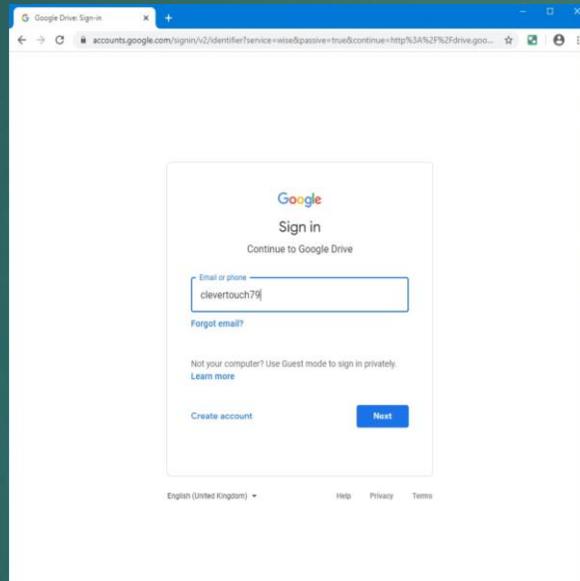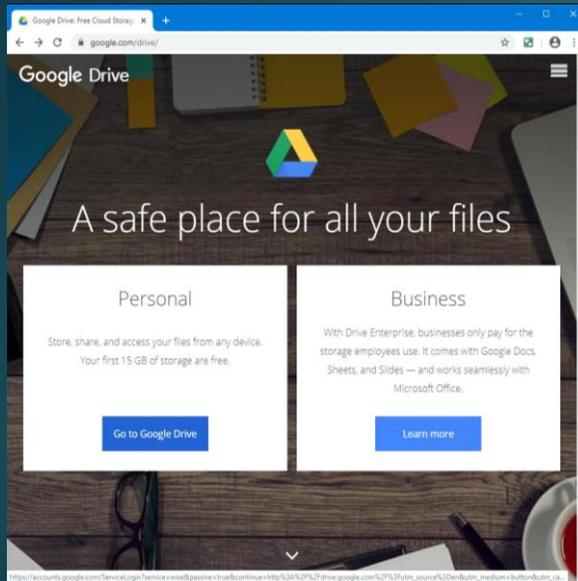
- Open the Chrome browser

- Search for Google Drive login

- Wait for the Sign In page to appear

- When prompted for a user name type "clevertouch79" and then press next.

- When prompted for a password type "Tithebarn18" and then press next to open Google Drive.

- Double click on any folder to open the contents.

In the example above we only have 1 folder located on Google Drive. If we had 3 Clevertouch TV's uploading we would then have 3 distinct folders for each group.

- Inside the folder you will see Thumbnails of each Whiteboard page.

- Simply double click on an image if you want to make it full screen.

You can download images from Google Drive as well as rename/delete them if necessary.

Whiteboard :Export with QR Code (1)

The final method of sharing data is perhaps the most complicated due to the way each Clevertouch is setup on the University network. The Clevertouch has the ability to share images with students via a QR code however in order to do this the network on the Clevertouch will need to be adjusted with the following workaround.

Both the Clevertouch and any student devices will need to connect to the LJMU-Guest network. This is because all devices need to be on the same network in order to share information. By default, the Clevertouch TV's are all connected to our "Mirror" network so this will need to be changed as students cannot login into this network with their personal devices.

To change network please navigate to the home screen, select status and then click on the Wi-Fi icon.
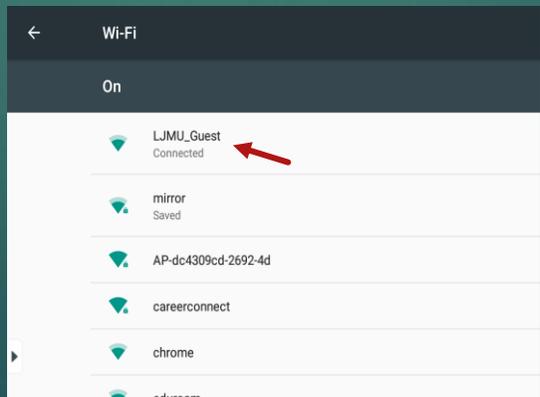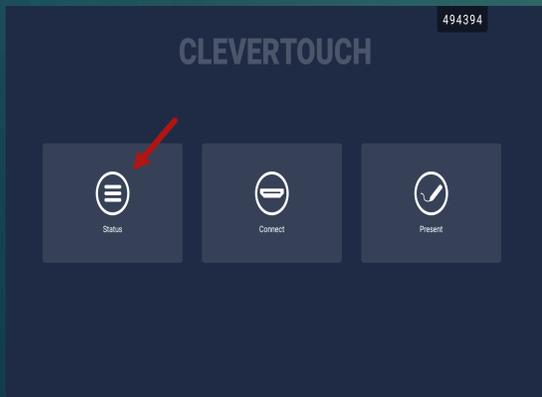
When the Wi-Fi screen appears you should see it is connected to the Mirror Network by default.

Please search for the LJMU_Guest network and tap on it to bring up the connect box.

Whiteboard :Export with QR Code

Once the Clevertouch is connected ask your students to connect to the same network with their phones. This is only a temporary measure for the duration of the export.

Navigate back to the whiteboard app and press the QR symbol in the bottom left hand corner. This will result in a QR code appearing on screen. You can then ask your students to scan the code with their personal phones. Some phones may need an app to read QR codes however many modern phones such as an iPhone can recognise a QR symbol if the camera app is pointed at it.
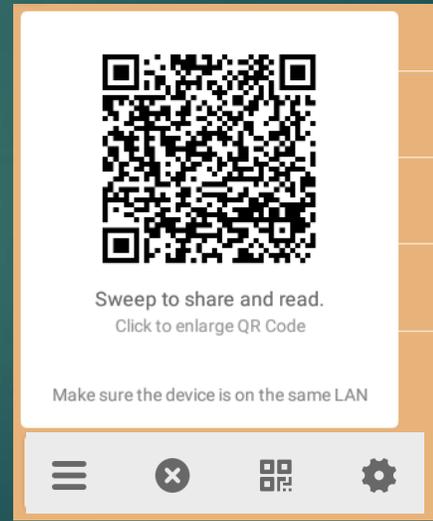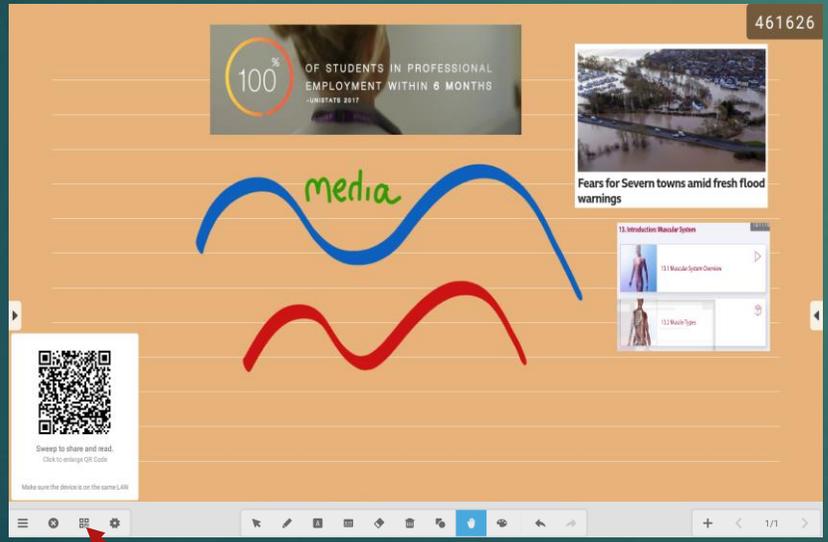
Whiteboard :Export with QR Code

Below is an example of how an iPhone can download the images from the Clevertouch, assuming both the phone & Clevertouch are on the same network.
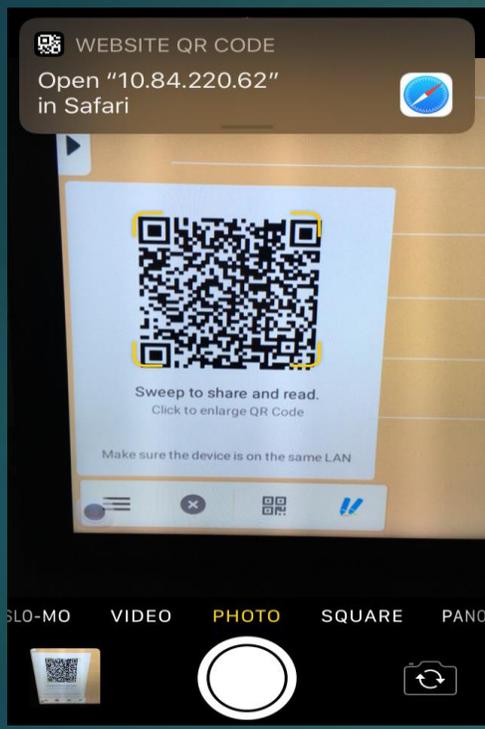
- Open the camera app and point it towards the QR code on the Clevertouch.
- Once recognised the iPhone will ask the user if they wish to open it in the Safari web browser.
- Tap on this request to open in Safari.
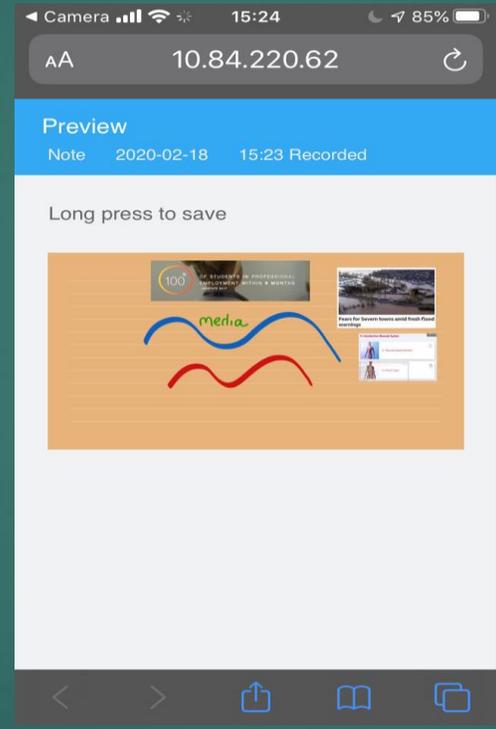
- After Safari opens the student should be able to view Thumbnails of each image.

- If they long press on any of the images they will have the option to save.
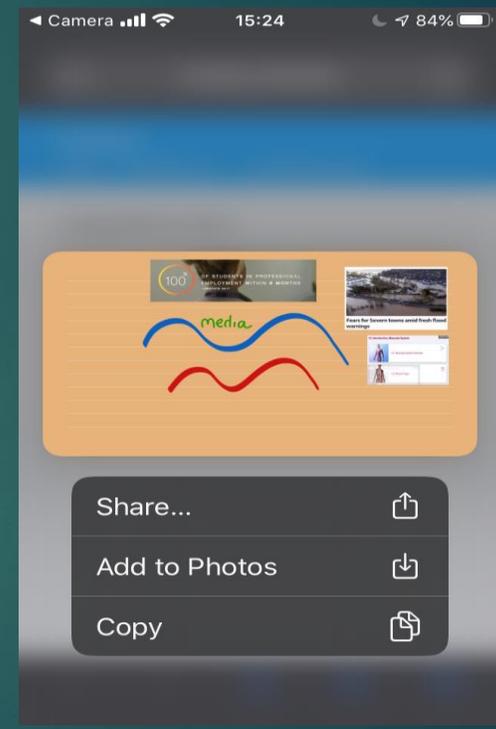
- After long pressing an image another dialog box will appear asking if you want to Copy, Add to Photos or Share the image.

PowerPoint and Office

If you wish to display a PowerPoint on the Clevertouch there are a couple of options available. There is a built in Windows PC that you can switch to which enables access to Office 365. The Clevertouch Android LUX also has built in support for opening common Microsoft Office documents and PDF's.

Neither the Android LUX or Windows PC can access your personal M-Drive store so you will need to ensure you prepare for the presentation in advance.

Connection Tab

PC   LUX   HDMI1

HDMI2   VGA

LUX

Using the Android LUX : Access your file from the file manager. We will cover this on the next slide.

PC

Using the Windows PC : Copy your files onto OneDrive and then sign in to Office 365 on the PC. We will cover how to do this on a later slide.

PowerPoint on Android LUX

To run a PowerPoint file on the Android LUX please using cloud drive to access your file. This should prompt the file manager to open. If it doesn't please open the files app [Files icon] in the present tab.

Double tap on PowerPoint file
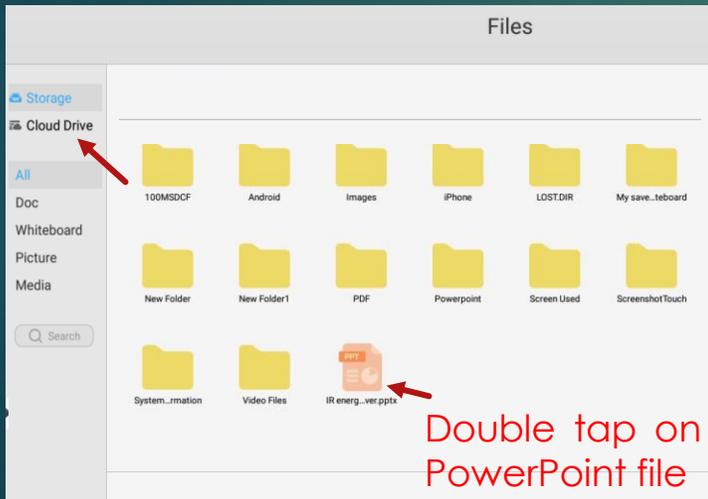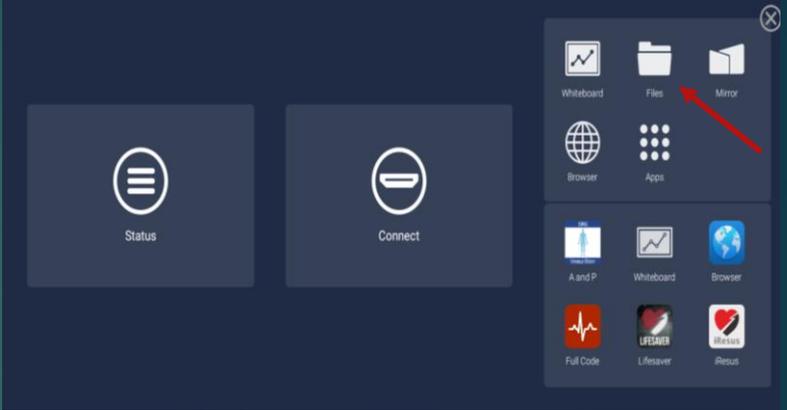
Click on the cloud drive icon in left hand tool bar to log in your google drive. Then navigate to your file and double tap top open.
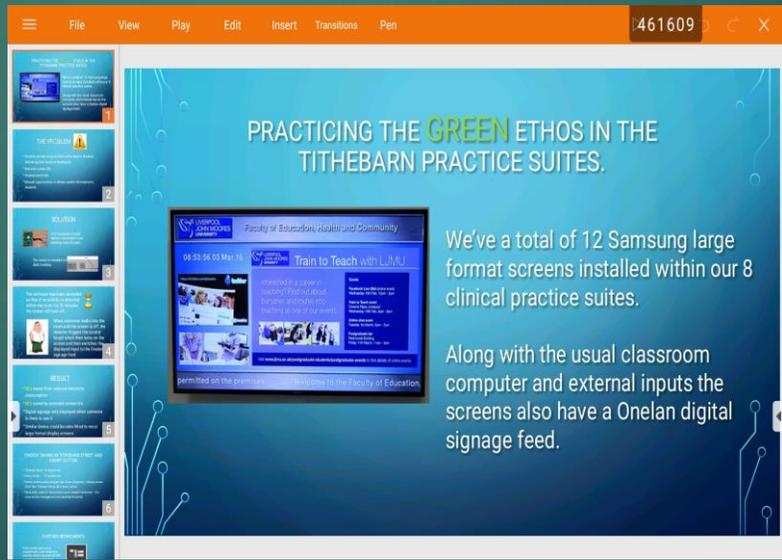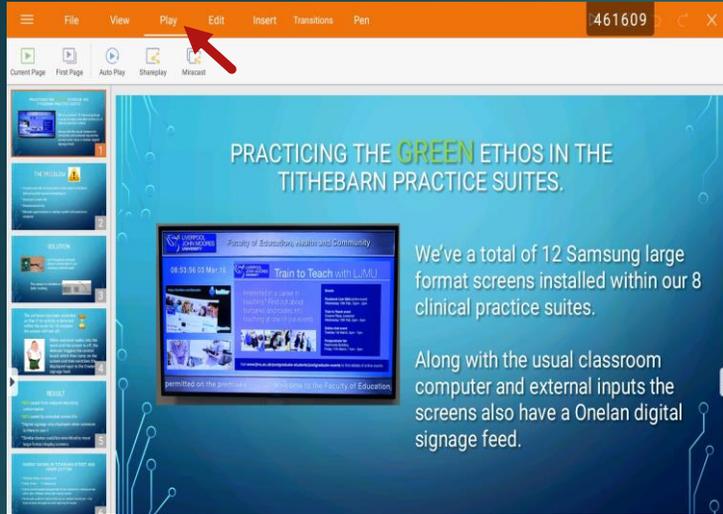
The PowerPoint file will open up in the native PPT viewer program.

Please note that this app can playback a PowerPoint file and also do some basic editing.

However the program is not made by Microsoft and therefore some options and menus may not be available in this version.

PowerPoint on Android LUX
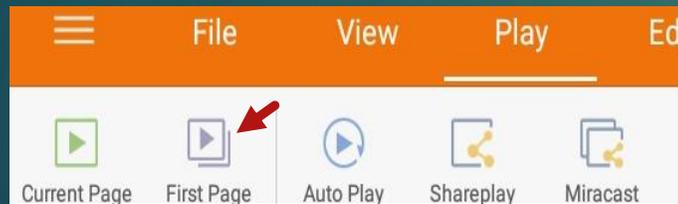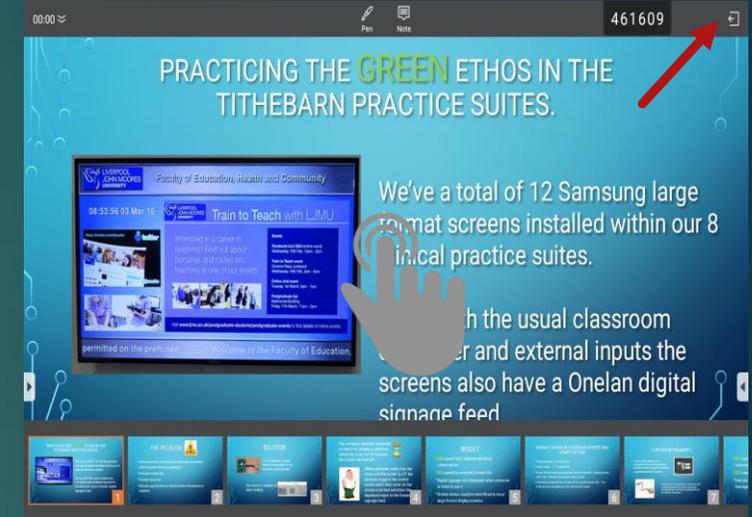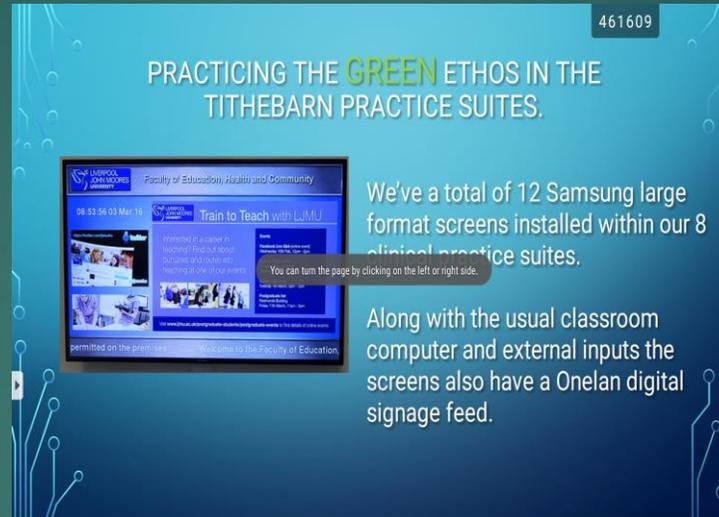
Tap on "Play" in the top toolbar to open up a tab of common slideshow options.

Tap on First Page to play the slideshow from the beginning.
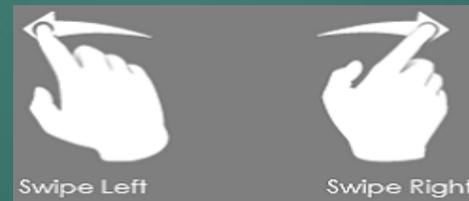
The PowerPoint will now go full screen as expected.

You can either tap on either edge of the screen to navigate between slides or swipe left and left and right with a finger.

Tap with one finger in the centre of the screen to navigate quickly using thumbnails.

You can also exit full screen by tapping on the exit icon in the top right hand corner.

PowerPoint on Android LUX (3)
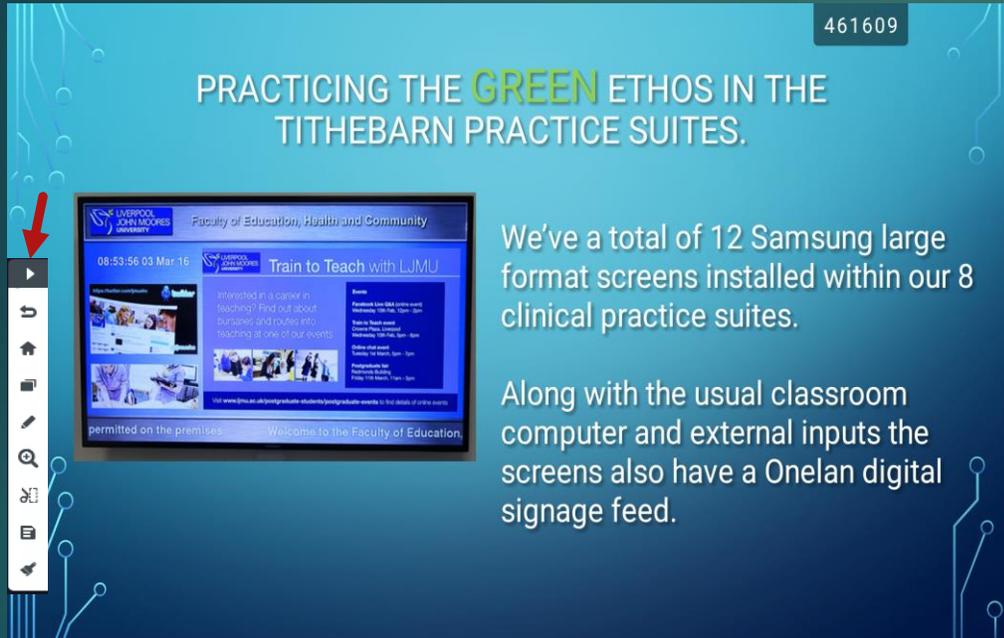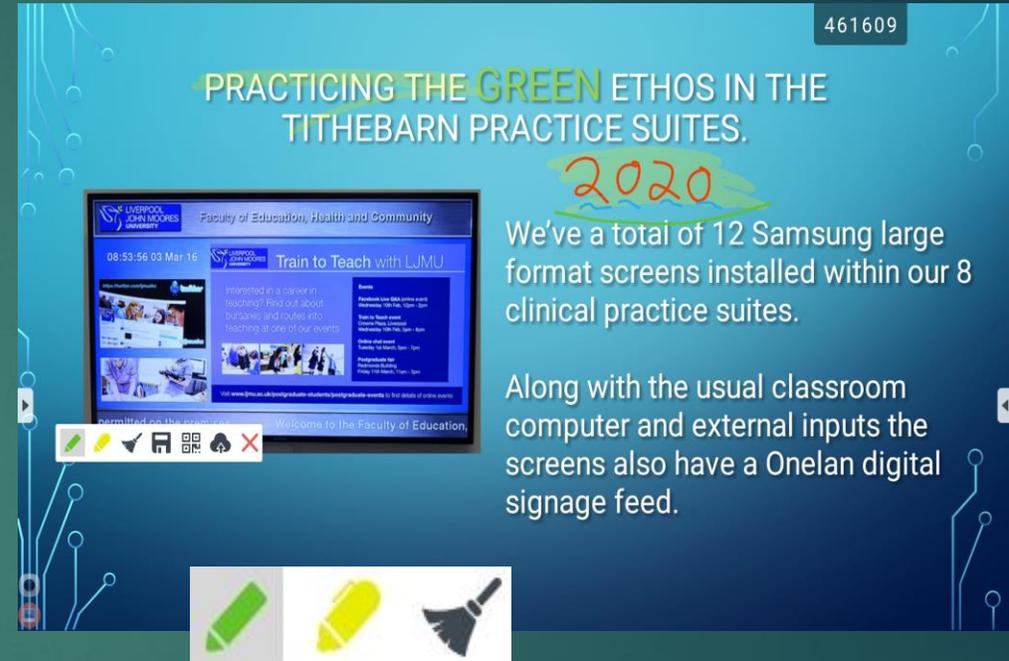
As with all apps on the Android box you can also tap on the Side toolbar at any point.

You can crop the image, zoom in as well annotate on the image as discussed on the previous slides.

In the example opposite, I have tapped on the Pen icon to annotate on the image,

Annotate and highlight text on the PowerPoint using the floating toolbar. You can also use the eraser gesture with the back of your hand.

When you navigate to the next slide all annotations will be lost unless you save them to a pen or crop into the whiteboard app.

Rotating the Screen

When using the Visible Body app it may be preferable to turn and rotate the screen so that it is horizontal rather than vertical. This makes it easier for students to gather around the table and interact with the screen in groups.

Each Clevertouch screen can be height adjusted and rotated using a remote control which normally clips around the top edge of the screen.

Please ask a technician for a demonstration on how to adjust the screen prior to attempting yourself.
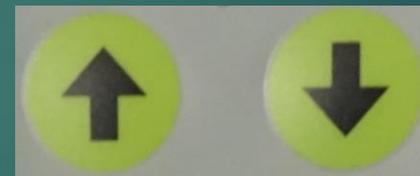
Move screen up or down
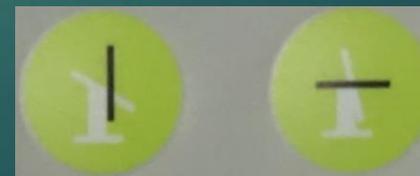
Vertical or Horizontal

Windows 10 PC : Accessing the PC

The Clevertouch TV also has a separate Windows 10 PC built into the unit that can be accessed at any time. The Windows 10 PC is a standalone version and therefore it is not managed by LJMU so the interface and options will be different from staff laptops or classroom computers.

The most important distinction is that you will not have access to your personal M-Drive and you will not need to log on to the computer unless you wish to access Office 365.

To start the computer please use one of the following methods.

CLEVERTOUCH

494394

Status   Connect   Present

Click Connect to select
which input you wish to use

PC   LUX   HDMI1

HDMI2   VGA
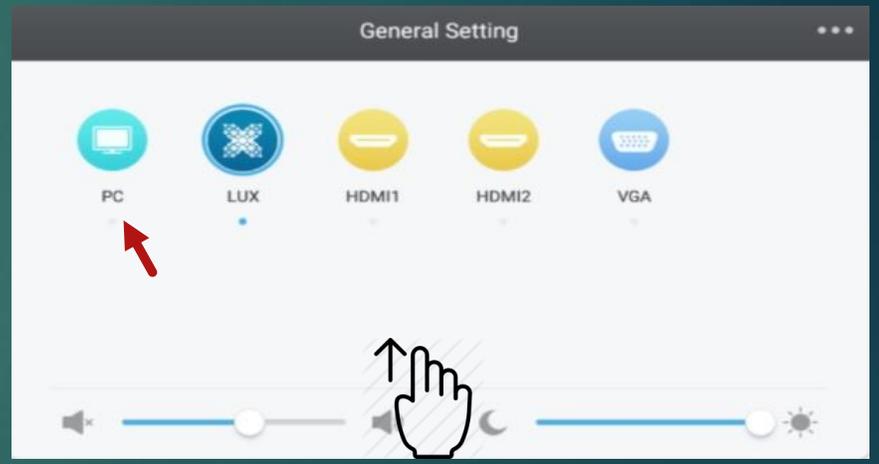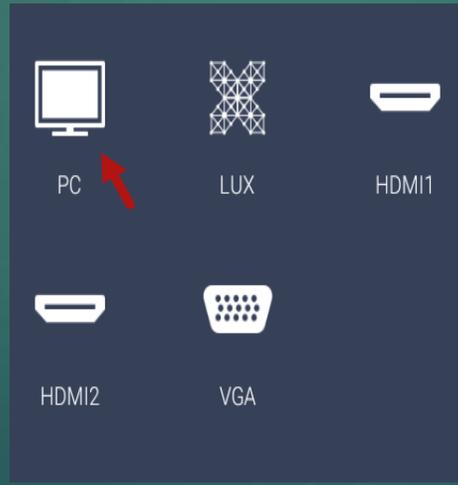
Navigate to the home screen and tap on the Connect Tab.
Then tap on the PC icon in the floating box.

General Setting

PC   LUX   HDMI1   HDMI2   VGA

Alternatively if you swipe up from the bottom of the screen you can get quick access to the Input devices. This is the quickest and easiest method to switch back and forth between devices.

Windows 10 PC : Guest Account
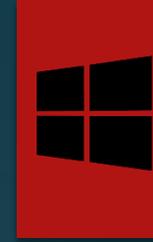
At the login screen you do not need to enter your LJMU credentials. Each Clevertouch PC has been setup with a special Guest account to protect your privacy. All files and web activity will not be accessible by anyone else after you log out of the Guest account.
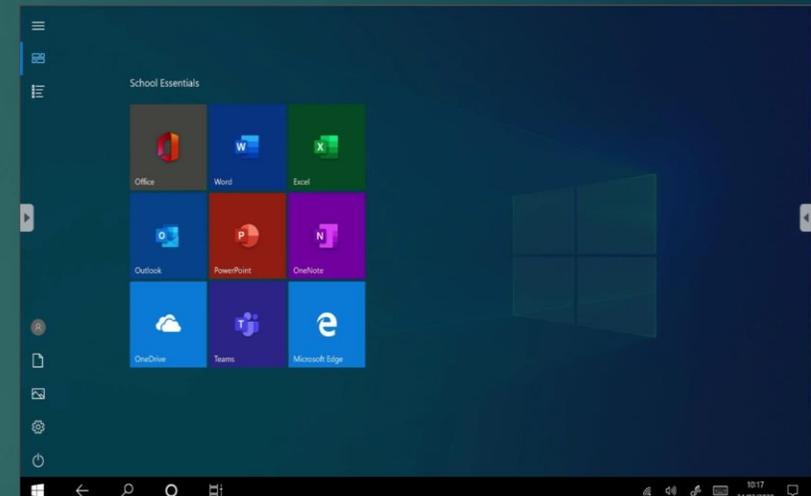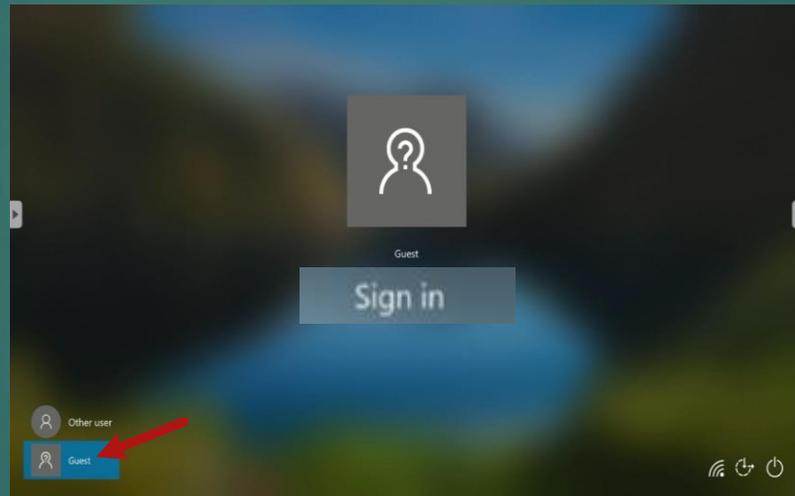
If you cannot see any login options on the start screen please slide the clock upwards to reveal to the login screen.
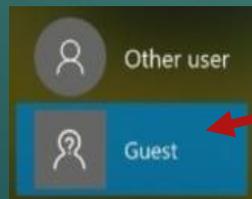

Please tap on the Guest account and then tap to Sign in.

Please do not attempt to use the Other user account option as it will not work.

After a few seconds you will be taken to the home screen. Please note that the computer is setup in Tablet mode rather than desktop as you do not require a mouse and keyboard with this option.

Windows 10 PC : File Manager

File Explorer/Manager
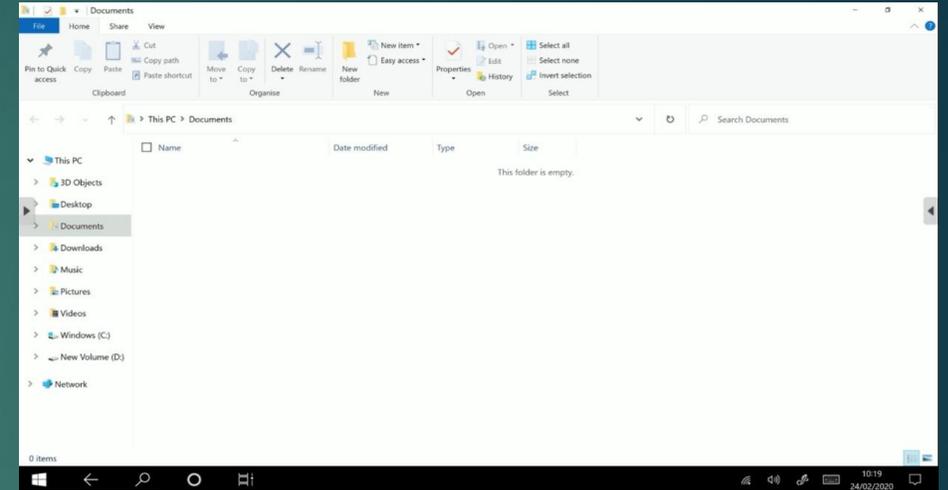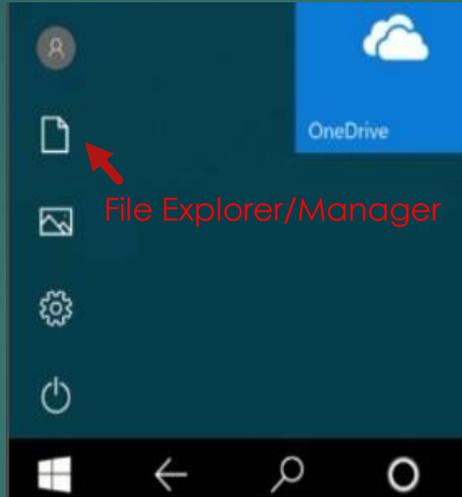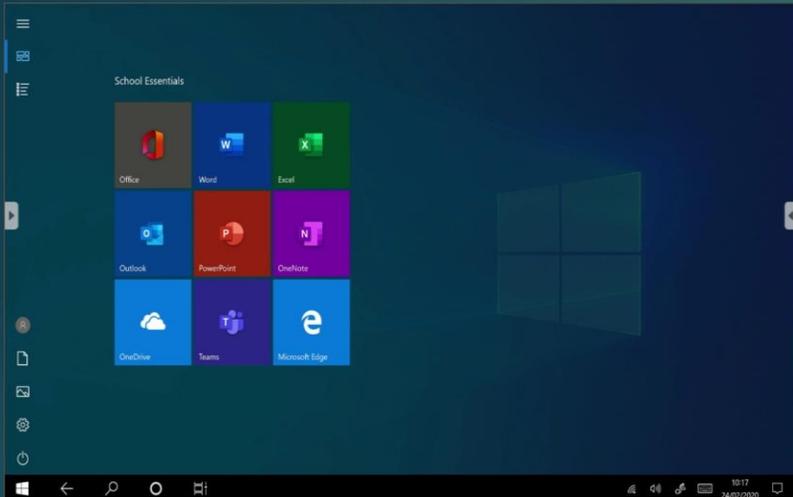
Please try to familiarize yourself with the Tablet mode interface. Many of the standard icons are still located in the same areas such as the Home button, settings, power options and search.

Your fingers will now be replicating using a mouse.

- Single Tap : The same as a single left click which will select an item
- Double Tap : This the same as double clicking the left mouse button to open a file or activate an action
- Long tap : The simulates a right click of a mouse button which will open the context menu for options.

To open the file manager please tap on file explorer icon on the desktop.

You can still navigate around file explorer as normal, however you may find that you cannot access certain folders or drives without permission.

The file manager will automatically open up in your temporary documents folder.

# Windows 10 : Connect to Office 365

The Clevertouch does not currently have a local version of Microsoft Office installed. In order to run any office files users will need to sign into Office 365 from the home screen. When you log out of the PC all of your sign on credentials and files will not be accessible to the next user.
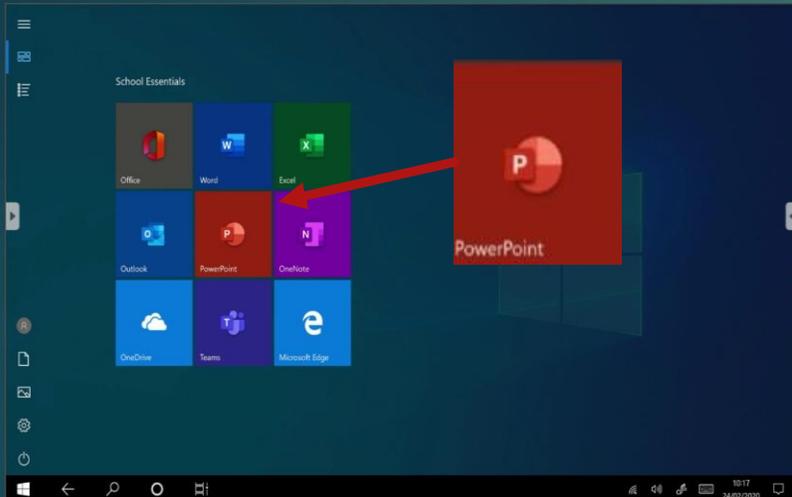
The large tiles already setup on the desktop are shortcuts to office 365. You could tap on any of them to login into Office 365.

Once you are signed in for one app, you are signed in for them all. We will tap on the PowerPoint icon.
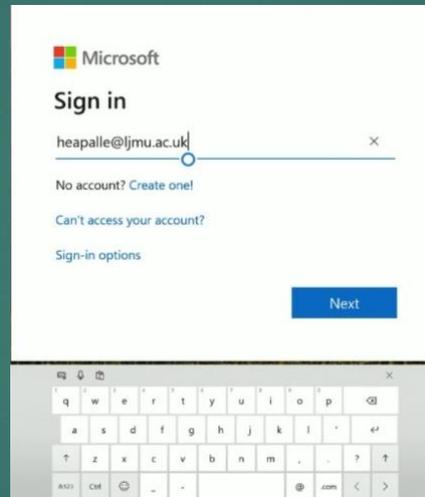
You will now be asked to sign in. If you are given the option to connect to an account, please tap the option to connect to a Workplace or school account.
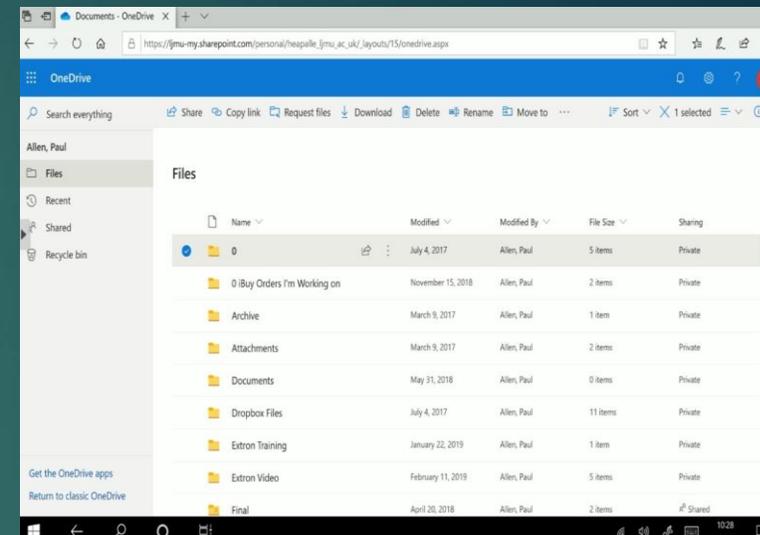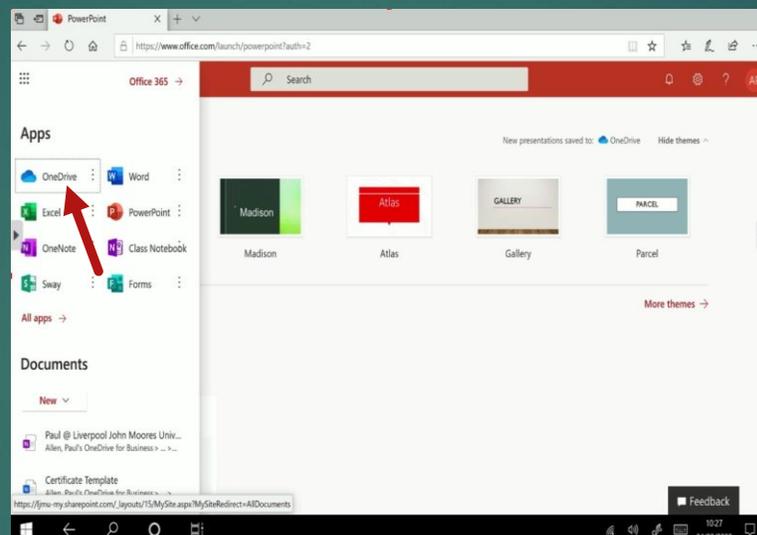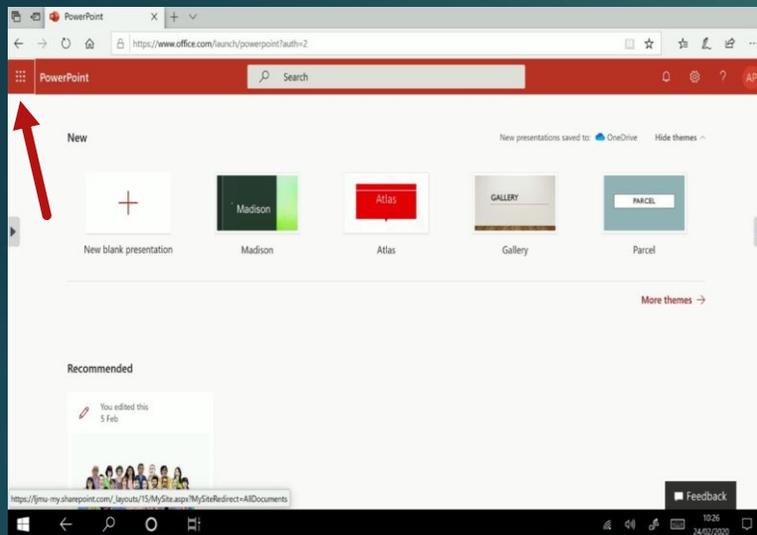
Tap on the empty space under sign in and a pop up keyboard will appear. Please sign is with your **username@ljmu.ac.uk** and then click on next. You will then be re-directed to the LJMU signing page where you must enter your standard password.
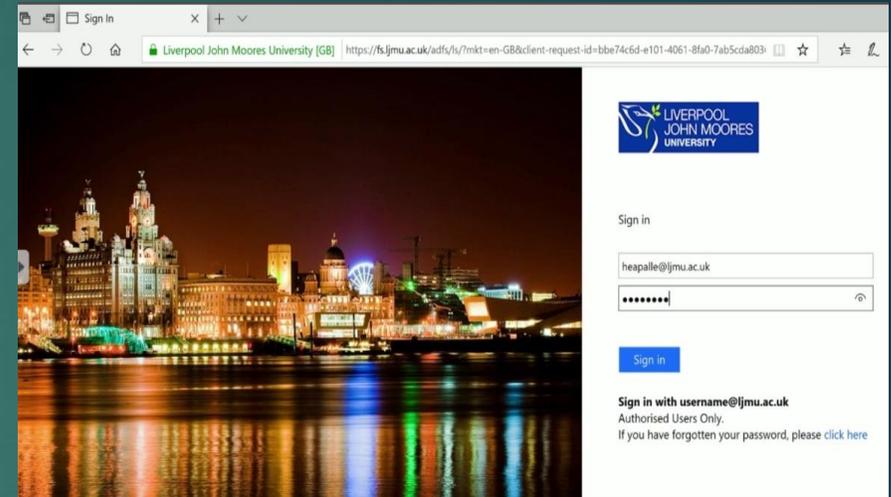
Windows 10 PC : PowerPoint (1)

Please note that by default Office 365 will only open files that are stored in your OneDrive account
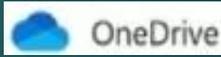

When you are logged into PowerPoint you will automatically be taken to the welcome screen. From here you can create new presentations as well as navigate through recently edited files.

If you cannot see your file you can open OneDrive to locate it by selecting the Menu icon on the top left.


When you tap on the Menu button you will see a list of Office 365 apps that you log into. You are already signed in so tapping on any of these icons will open the app straight away.

Click on the OneDrive icon to open the cloud file manager. From here you can navigate to the folder where the PowerPoint file is located. Once it has been found just double tap on it to open.

Windows 10 PC : PowerPoint (2)

If you have not already prepared your files on OneDrive but have the presentation on a USB pen we can still access it, however it must first be uploaded to OneDrive.
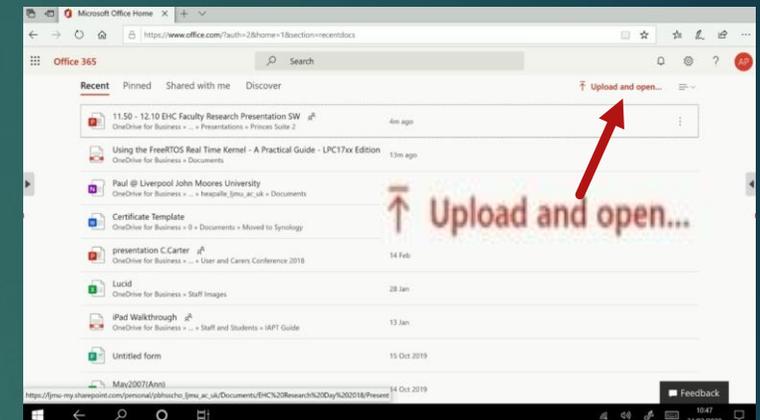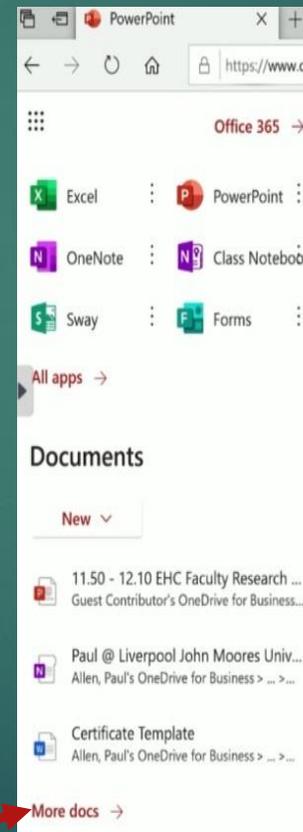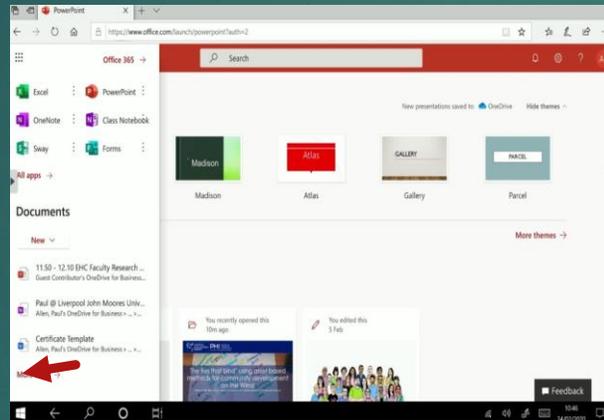

Please be aware that the Windows computer is located on the opposite side of the Clevertouch screen.

In order to use USB pens you will need to place them into one of the USB ports located on the back of the screen as shown above.

Tap on the Menu icon to bring up the sidebar.

Underneath the main office Apps there is another section for Documents.

Please scroll to the bottom and then select More docs
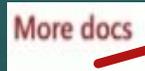
On the next screen, look for the icon to "Upload and open" a document as shown above.

When this is selected the File explorer will open and you can then navigate to your USB pen. When you tab on the PowerPoint file it is automatically uploaded onto your OneDrive account and then opened up within PowerPoint on the computer.
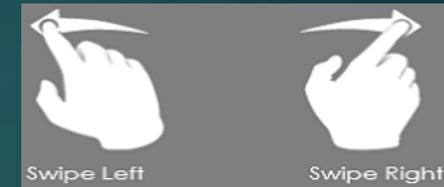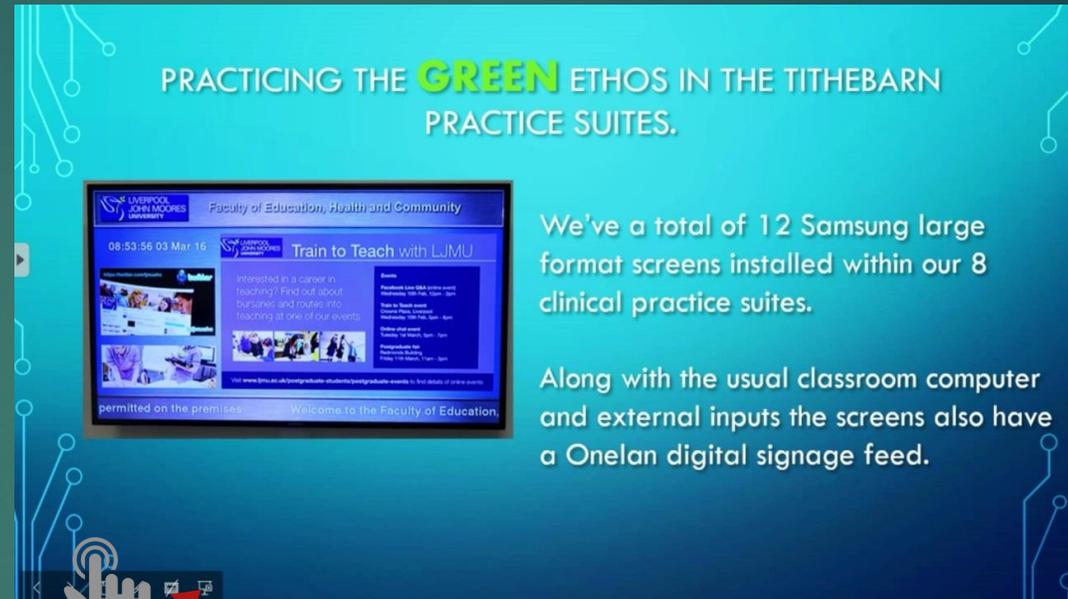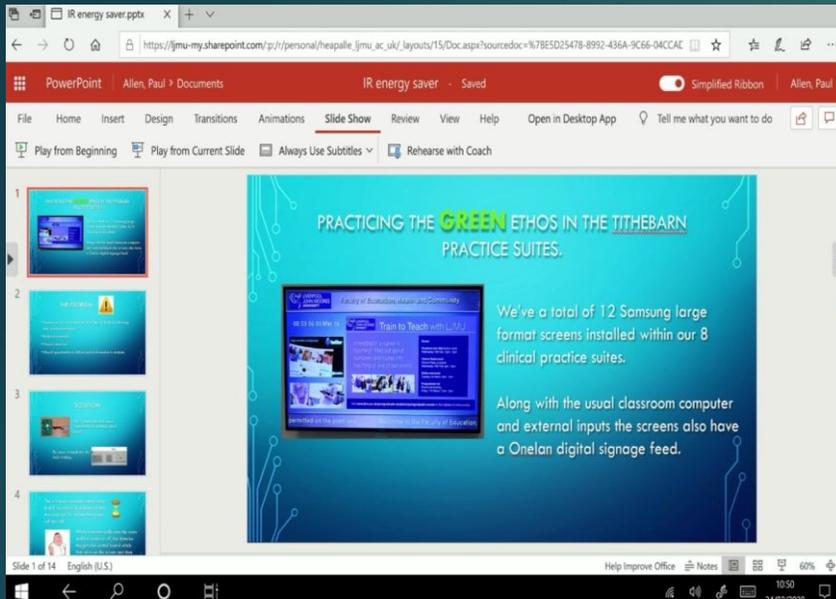
The interface for PowerPoint 365 is very similar to the version on your desktop computer.

Please select Slide Show on the menu bar to open the presentation up full screen.
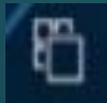
When the PowerPoint is full screen you can tap on the either the left/right edge to navigate between slides or swipe with your finders anywhere on screen.

Tapping on the bottom left hand corner will also bring up a temporary navigation toolbar as shown above.

Windows 10 PC : PowerPoint (4)
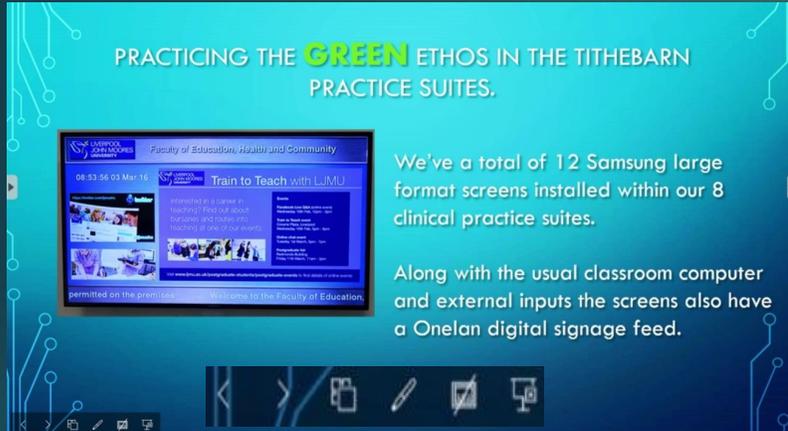
Use the arrows to go back and forward through the slides

Shows thumbnails of all slides for easy navigation

Can be used for annotation although we will use the built-in annotation tools

Subtitle tools

Exit full screen slideshow

Annotation

We can still access the side tool bar even when using the Windows PC.

The side tool bar has fewer options however we can still either crop or annotate on top of the image as shown above. These annotations are only temporary unless we save them or use the crop tool.

Using either of these options will result in the image being transferred over to the Android Box for the file manager or Whiteboard app.

Although this is a useful function, you will then need to navigate out of the Android box and back into the Windows PC to continue your presentation so it is not ideal.

Windows 10 PC : Closing apps and logging Out

It is not immediately obvious how to close apps or navigate between programs in tablet mode. To see a program list view please swipe you finger from the left hand edge of the screen towards the centre of the screen.
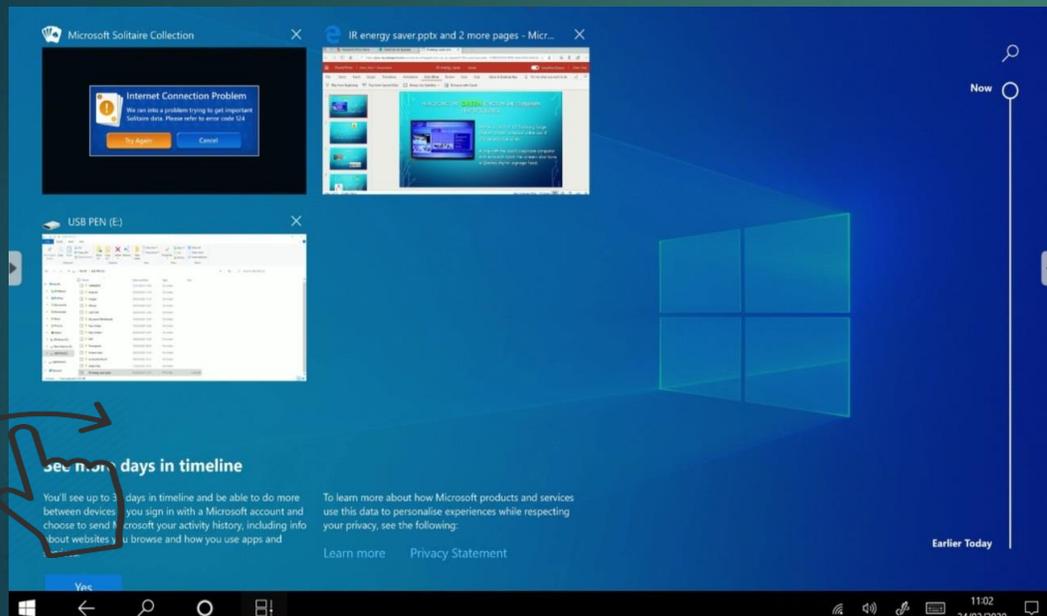
Swipe your finger from left to right starting on the left hand edge of the screen. This will open up a visual task manager.
Tap on any Window to open this full screen or tap the "X" in the far right hand corner to close it.
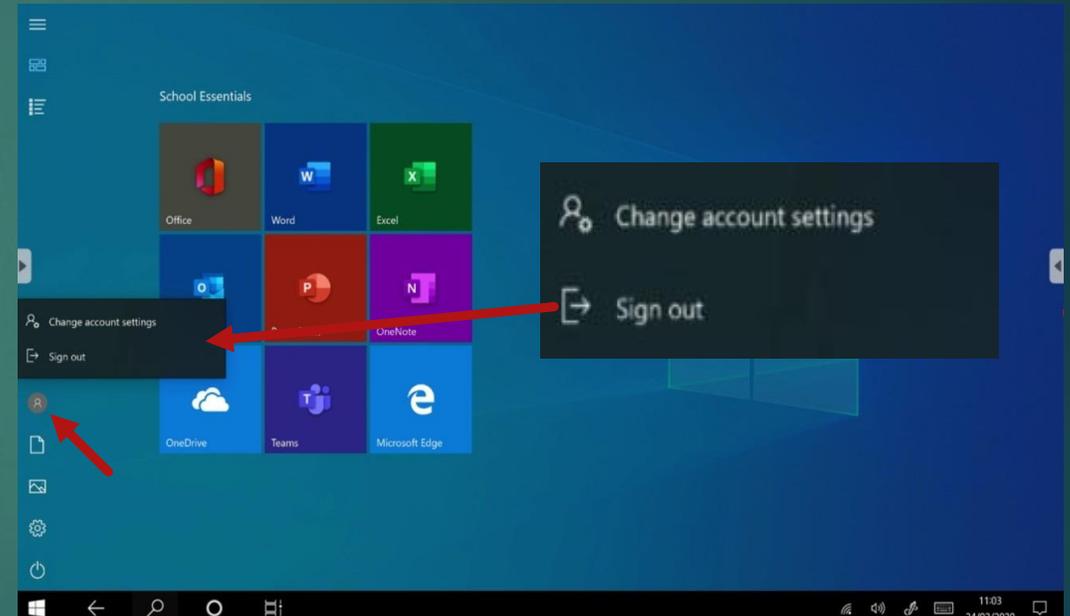
Please do not forget to logout of the guest account to protect your files from other users.

Please navigate to the home screen and sign out by tapping on the user icon