

newline



newline *rs*⁺

QUICK START GUIDE

SPRING 2020

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Using the Home Page Shortcuts



- Windows**
Takes you to the internal PC (OPS), if there is one connected to the display.
- Screen Sharing**
Takes you to the Newline Cast wireless screen sharing app.
- Whiteboard**
Takes you to the embedded Whiteboard.
- Browser**
Pulls up a web browser if the display is connected to the Internet.
- File Viewer**
Takes you to the Newline File Commander, where you can access and preview files on local and cloud storage systems.

- Gadgets**
Lists all of the available gadgets and apps you can access and use on the screen.
- Add**
Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.
- Source Preview**
Tap the name of a connected source, and a preview of that source will appear in the window. Tap the preview and go straight to that source.
- End Session**
Ends the session and takes you back to the Start Screen.

Using the Quick Access Menu



Annotation Shortcut

Brings up whiteboarding options on top of whatever is on the current screen. Tap a second time to save a screenshot.



Whiteboard Shortcut

Takes you to the Android whiteboarding screen, letting you draw and takes notes instantly.



Home Shortcut

Takes you to the main Start Meeting Screen.



Back Shortcut

Goes back one screen or to the previous app. Can also be used to exit an app.



OPS/Sources Shortcut

Takes you to the on-board computer (OPS). Tap and hold to pull up additional icons that can take you to the Sources menu, letting you easily switch between available sources.

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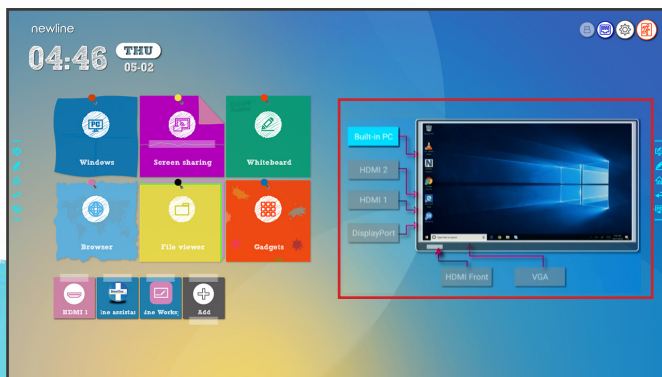
Switching Sources on the RS Series

To Access Any Source Connected to the Display

1. Turn on the display.
2. Touch the “Tap to Start” message on the first screen.
3. Any devices currently connected to the display will light up in a white box around the Source Preview window.

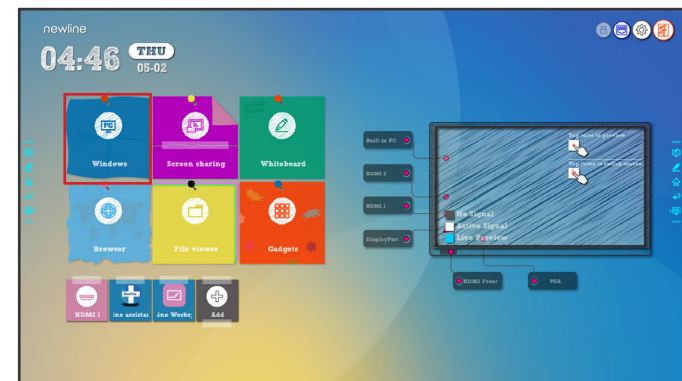


4. Tap the box of the Source you want to switch to.
5. The Source Preview window will show a preview of what is currently on the screen of that connected device.
6. Tap the box of the Source a second time or tap the Preview window and you will be taken to that source.



To Access the Built-In OPS Computer

1. Turn on the display.
2. Touch the “Tap to Start” message on the first screen.
3. Tap the “Windows” button on the home screen.



4. You will now be viewing and using the built-in OPS Computer.



Bonus Tips:

You can also quickly navigate to different sources using these icons on the floating menu on both sides of the display:

Quick Access to the OPS



Quick Access to the Sources Page

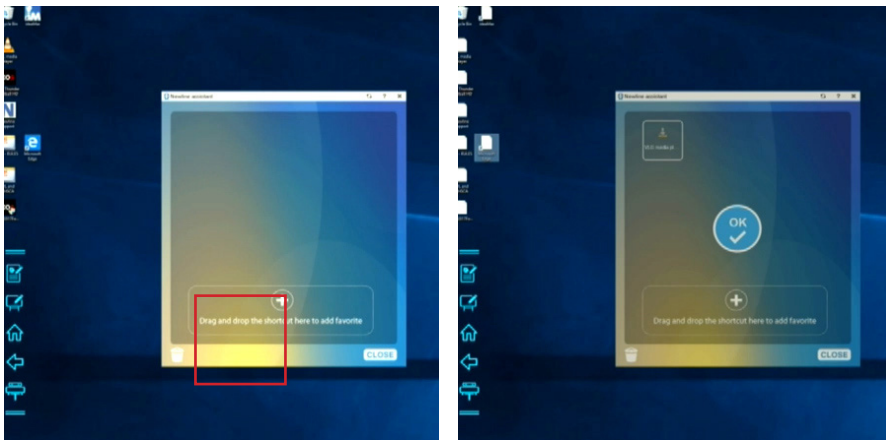


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Adding Shortcuts to the Home Screen

Adding Programs to the Newline Assistant

1. Open the Newline Assistant on the OPS.
2. Drag and drop any program you want to use as a shortcut on the Start Meeting screen into the window.




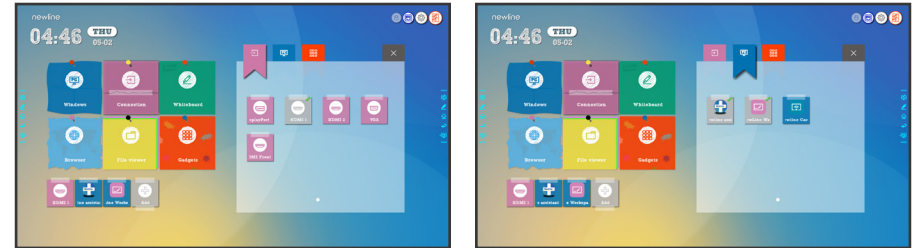
Bonus Tip:

You can only add executable programs to the Newline Assistant, such as a video player, unlike an individual PDF or document file.

While you could add the program Microsoft Excel, you could not link to an already existing Excel spreadsheet.

Using the Newline Assistant to Customize the Start Meeting Screen

1. Tap the  icon near the bottom right.
2. A menu will appear on the right with options to add to the screen.
3. Tap on the Windows icon section at the top.
4. Your Newline Assistant programs will be listed here.
5. Tap on the programs you want to add to the Home Screen.



6. When you close out this window, the items you added will be on the Home Screen, ready to go!

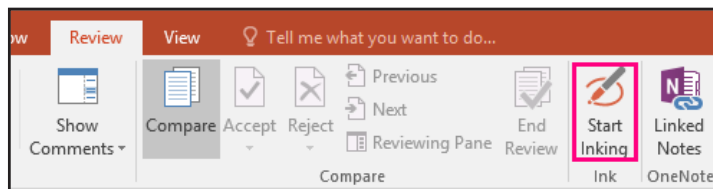


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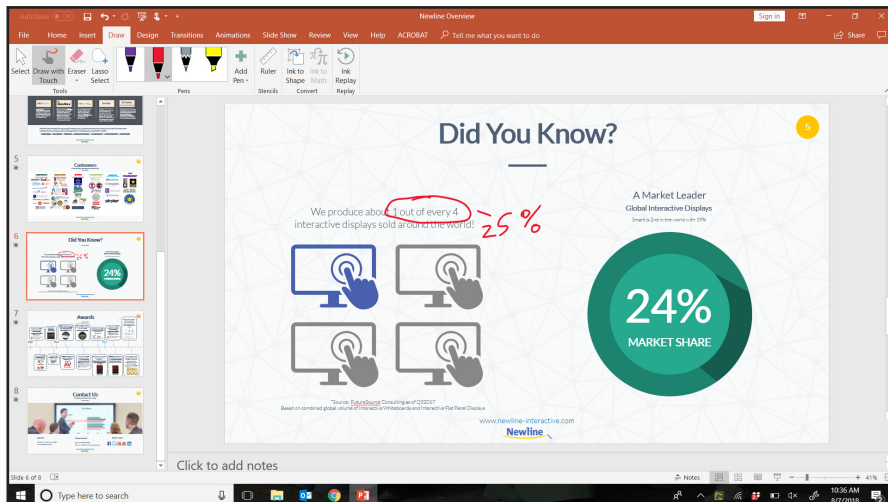
Using Built-In Inking Tools in Word, Excel, and Other Programs

Using Microsoft Office Inking Tools

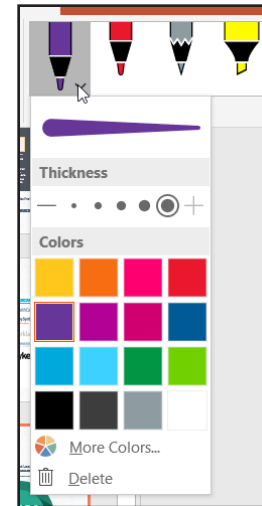
1. Open a Microsoft Office document.
2. Tap on the “Review” tab at the top of the document.
3. Tap “Start Inking”.



4. You can now draw and make annotations on top of the document anywhere you like.



5. You can change the pen color, pen width, or switch to a highlighter mode.



6. When you are done, tap “stop inking”.



Bonus Tip:

In PowerPoint, you can convert drawings directly into the shape it looks most like. Draw a circle and PowerPoint will make it a perfect circle. This only works in PowerPoint.



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