



Video Conferencing with Your ActivPanel

User Guide

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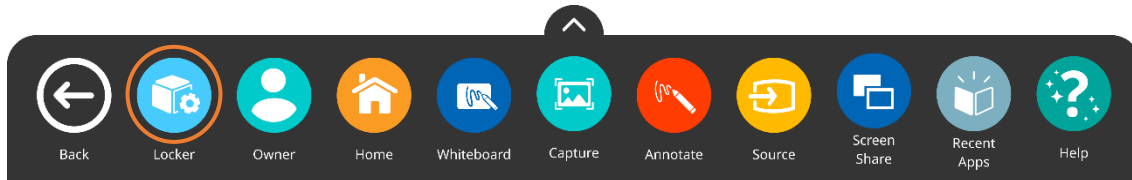
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Installing Video Conferencing Apps

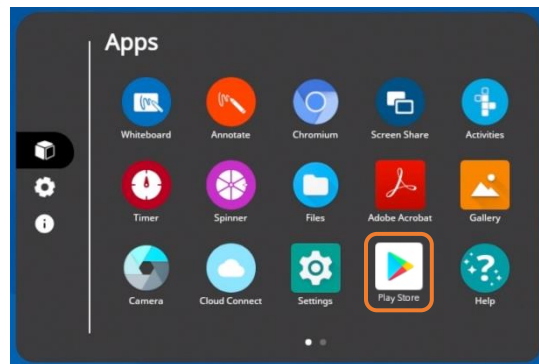
You will need to install the Google Meet, Microsoft Teams, or ZOOM Cloud Meetings app to present your ActivPanel screen to student devices remotely. These are available from the Google Play Store.

Please note: Google Play Store is an option on the Elements Series ActivPanel. However, Promethean ActivPanels are not Google Play Protect certified devices. Therefore, the decision to enable GMS (Google Play) is 100% your district's choice and should be made by an authorized and informed decision maker within your district.

To install apps from the Google Play Store, select the **Unified Menu**, then tap **Locker**.



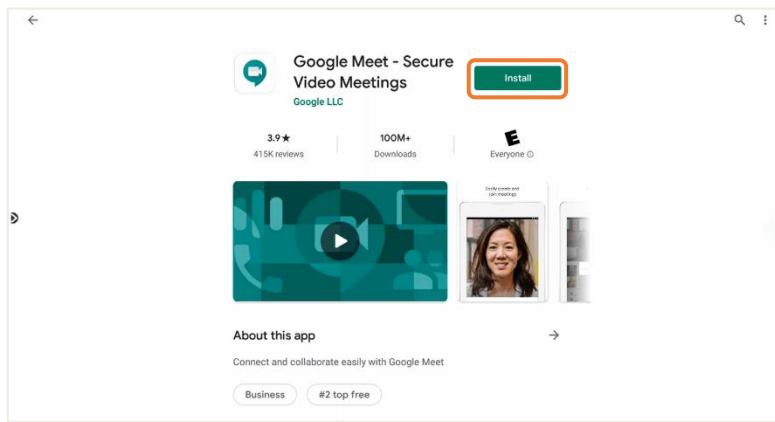
From the **Apps** tab within the Locker, select **Play Store**.



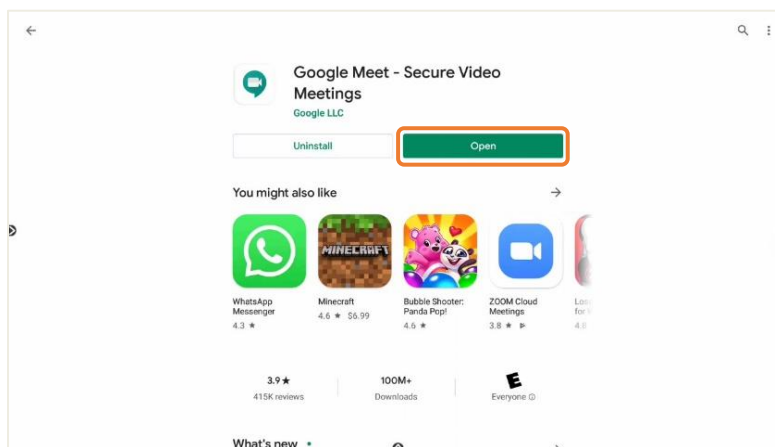
Once in the store, select **Sign In**. Enter your Google Account credentials, then tap **Next**. Enter your password, then tap **Next**. You will be prompted to agree to the Google Play Terms of Service. To accept the Google Services settings, select **Accept**. You may now search for hundreds of apps.



Once you have searched for and located your app, simply tap **Install** to begin the installation process. You may be prompted to confirm installation once more.



Tap **Open** to immediately open the newly installed app.

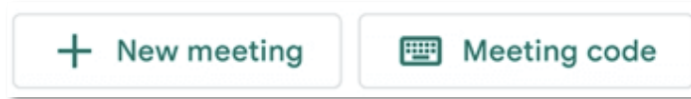


When using any video conferencing app with your ActivPanel, **sign in** to your account in advance, so you will be ready to easily connect to your session when teaching.

Google Meet



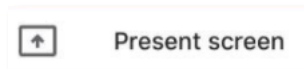
Once the app is open and you've signed in, select either **New meeting** or **Meeting code**.



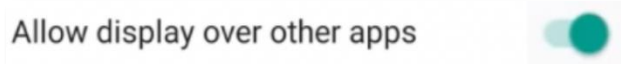
Once you have joined the meeting, tap the **menu** in the top right corner of the screen.



Select **Present screen**.



Toggle **Allow display over other apps** and tap **Back**. You will once have to toggle this setting on once.



You are now presenting your ActivPanel screen to your students. Students will see every action completed on your ActivPanel screen, unless you switch away from the Home source.

While you can share your screen directly to students, you may wish to share audio or show yourself physically teaching. If you wish to share audio, you have the option of connecting a USB webcam or microphone to one of the USB ports on your ActivPanel.

If you wish to show yourself teaching while sharing your screen, some of your readily available options may include using the camera of a computer, tablet, or phone. Simply aim the camera at yourself and your ActivPanel while you teach. This method would also allow you to see your students in grid view while you're teaching. Your computer, tablet, or phone can also function as the microphone in this instance.

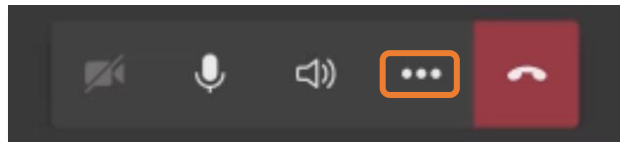
Microsoft Teams



Once the app is open and you've signed in, select the **Calendar** icon located at the bottom of the screen. Select **Join** to join a previously scheduled meeting, then tap **Join now**.



Once you have joined the meeting, tap on **More Actions** located on the menu bar at the bottom center of the screen and tap on **Share** and **Share Screen**.



The first time you use the app, you will be prompted to "Allow display over other apps." Toggle **on** and tap **Back**.



Return to **Share**, then select **Share Screen** and **Start Now**. If you are prompted to allow Microsoft Teams to record audio, tap **Yes**.

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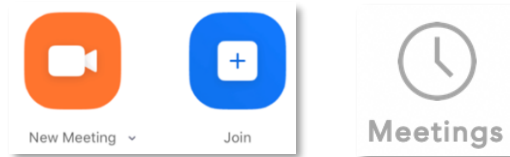
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Zoom



Once the app is open and you've signed in, you may start a **New Meeting**, **Join**, or **start a previously scheduled meeting** from the Meetings icon at the bottom of the screen.

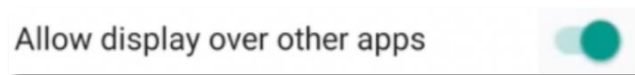


Select **Share** and **Screen** from the menu located at the bottom of screen.



Share icon

Toggle the Allow display over other apps option **on**, then tap **Back**. You will only have to toggle this setting on once.



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