



# ORGANISING APPLICATIONS & THE MENU

Learn how to customize the menu and applications on your ActivPanel.

## organising applications

- 1 **Click and hold** to **drag** an app to a new location or page, just like on your Smartphone.
- 2 **Click, hold** and **drag** an app onto the menu, to **pin** it as a **shortcut**. You can pin up to three apps to the menu.
- 3 To **unpin** an app from the menu, **click** and **hold** to bring up the options. **Click** to remove the ✓ symbol next to **Keep in menu...** or just **drag** the app away from the menu onto the wallpaper.

Apps can also be set to open automatically, when you log in to your ActivPanel.



Any changes you make, while logged in with your Promethean account, are synchronized to your profile.