



# MENU, HOME SCREEN & APPLICATIONS

Learn how to access the menu and applications on your OPS-A.

## Menu & Home Screen

To view and access all installed apps on your OPS-A, **swipe up** from the bottom of the **home screen** or press the **Apps**  button from the **Quick Launch** menu.. **Drag up or down** to **scroll** the installed apps, or use the **search field** at the top, to quickly find a specific app.



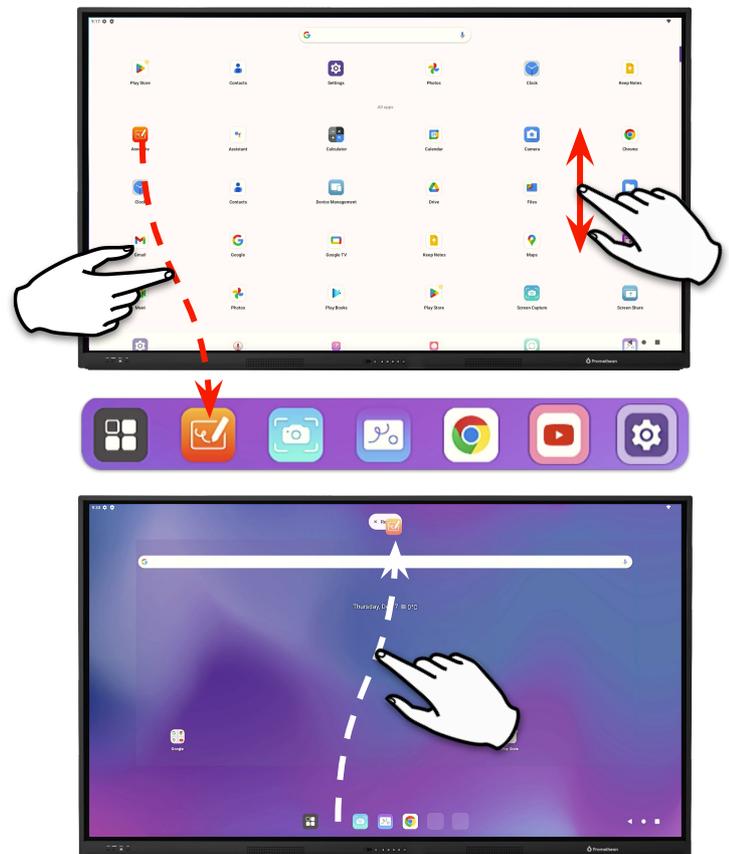
## Quick Launch Menu

The **Quick Launch Menu** at the bottom holds up to **6 shortcuts**.

4 of these come preset with the **Annotate**, **Screen Capture**, **Whiteboard** and **Chrome** apps and the remaining two suggest apps based on your recent activity.

However, you can customize these as you please, by simply **dragging** any app into a placeholder.

First remove any existing app from a placeholder, by **dragging** the **app icon** to the top of the home screen, onto the **Remove** option.



 You can also **drag** an app anywhere on the **home screen** to create a shortcut there.

 **Dragging** an app onto an existing shortcut will create a **group**.