



ActivPanel 10 and ActivPanel 10 Premium

User Guide

Table of contents

Introduction to Your ActivPanel 10	5
Cleaning and Care.....	6
Center console	7
Ports and connections	8
Side panel connections	8
Front panel connections	9
Top panel connections	9
How to connect your computer or laptop.....	10
Connecting with USB-C.....	10
Connecting with USB touch and HDMI.....	11
Switching sources.....	11
Exploring Picture-in-picture.....	12
Customizing your ActivPanel 10 settings.....	13
Display settings	13
Audio settings	14
Pen settings.....	14
Input settings	15
Power settings.....	16
System Settings.....	16
All-in-one Remote	19
Mouse controls	19
The flame button.....	20
All-in-one Remote buttons	20
The All-in-one Remote versatile keyboard	21
ActivPen 2®	22
Using the ActivPen 2	22
Charging the ActivPen 2.....	23
ePTZ camera.....	24

Setting up the camera	24
Closing the privacy shutter	25
Using the camera in a virtual call.....	25
Connecting ActivPanel 10 with OPS-A	26
Hardware ports	26
How to get started with your OPS-A.....	27
Accessing existing resources on your OPS-A	28
Accessing Promethean resources	28
Connecting ActivPanel 10 with OPS-M	30
Hardware ports	30
How to get started with your OPS-M	31
Accessing existing resources and apps on your OPS-M.....	32
Connecting ActivPanel 10 with Chromebox.....	33
Connecting your Chromebox to ActivPanel 10.....	33
Accessing resources and apps.....	34
Accessing Promethean apps on Chromebox	35
Creating your Promethean account	37
Benefits of using a Promethean account.....	37
Introducing Promethean ActivSuite	38
Getting started with Windows and Mac OS	38
User settings.....	39
Changing your profile picture.....	39
Promethean ActivSuite resources	40
Getting Started with ChromeOS	41
Current apps on Promethean ActivSuite	41
Promethean ActivSuite Whiteboard	43
Getting started with Promethean ActivSuite Whiteboard.....	43
Toolbar features	44
Explain Everything Web	45
ActivInspire.....	46

Help and Support	47
Additional resources for ActivPanel 10	47
Resources for OPS-M, OPS-A and Chromebox.....	47
Explain Everything, Promethean ActivSuite, and ActivInspire resources	48

Please note: Images on your screen may appear different than those in this manual due to the firmware version you are using.

This comprehensive guide covers both the ActivPanel 10 and the ActivPanel 10 Premium. Not sure which ActivPanel you have? [Click here to review and quickly find your panel.](#)

Introduction to Your ActivPanel 10

ActivPanel 10 is easy to use and integrates seamlessly with your existing resources and preferred operating system.

When you connect a supported device, not only will it automatically display the interface you know and love, but it will also become fully interactive!

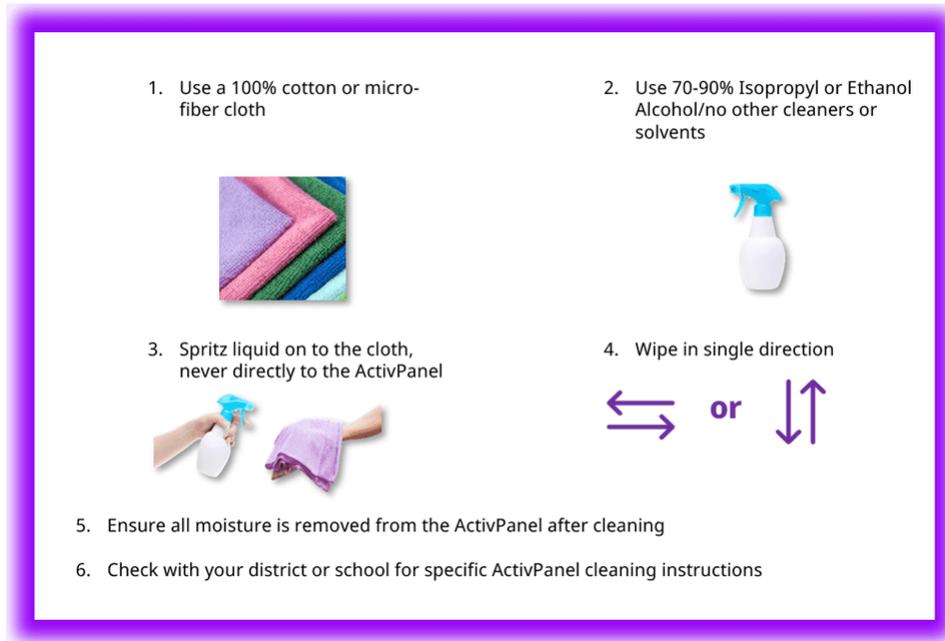
- OPS-A users have an Android interface
- OPS-M users have a Microsoft interface
- Chromebox has a Google interface
- You can also connect your laptop or computer to experience a Mac or Windows interface.

The ActivPanel 10 has 40 simultaneous touchpoints and the ActivPanel 10 Premium has 50. Each panel also comes with two passive pens, allowing you to immediately get started with the panel.

Cleaning and Care

The following is a procedure to be used in those circumstances where a deep cleaning of the ActivPanel cover glass is required.

Note: Please follow all safety and handling instructions listed with the cleaning solution and keep out of reach of children.



For schools conducting a deep clean of their facilities, please follow these steps to protect your panels in advance of chemicals being sprayed onto surfaces:

- Disconnect the ActivPanel from the power source.
- Cover all inputs/outputs of the ActivPanel to prevent damage to internal electronic components.
- Cover all ventilation holes (REMEMBER TO REMOVE ANY COVERING BEFORE USE).
- Do not use ammonia-based cleaners directly on the ActivPanel.
- Do not apply liquids directly to the ActivPanel.
- Do not let any liquid remain on the ActivPanel.
- When wiping the ActivPanel, use a 100% cotton or microfiber cloth.
- As always, good personal hygiene practices of washing hands should be employed before and after use of the ActivPanel.

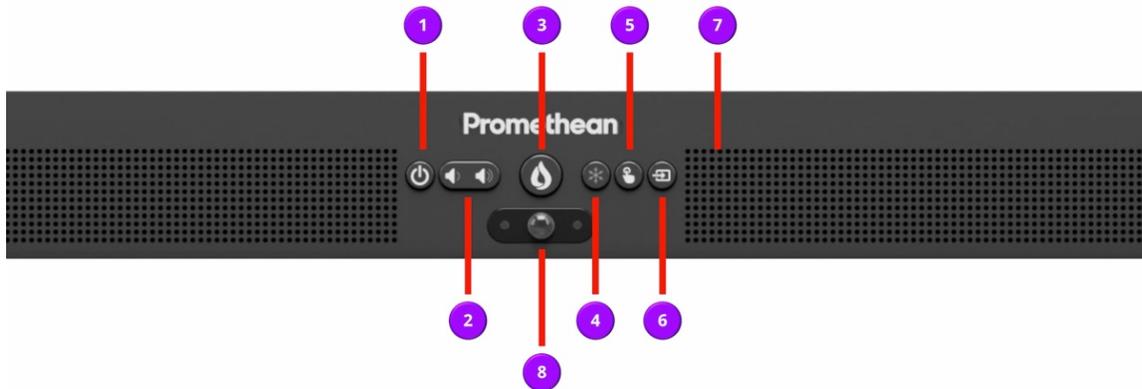
For more information visit: support.prometheanworld.com/article/1204/

Quick tip

You can easily and quickly disinfect the included passive pen to avoid those fingertips on the ActivPanel!

Center console

The center console allows you to quickly navigate multiple features on the ActivPanel.

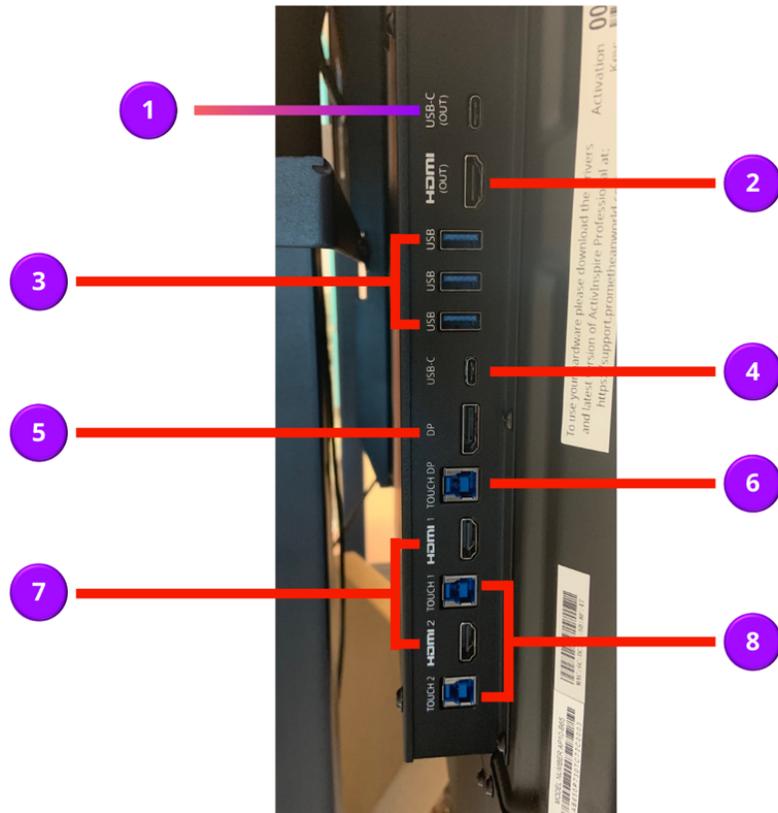


1. **Power:** Quickly turn the power on your ActivPanel 10 on and off.
2. **Volume:** Turn the volume up or down.
3. **Flame button*:** Opens your Promethean ActivSuite menu. *Available on Windows and Mac operating systems only.
4. **Freeze:** Freeze the current image from a connected device on the screen.
5. **No-touch:** Turn off touch capabilities on the ActivPanel 10 screen.
6. **Source:** Use to switch to any device connected to your ActivPanel 10.
7. **Built-in speakers:** Crystal-clear speakers to help you teach without additional equipment.
8. **Sensors:** The middle Proximity sensor automatically senses how close you are to the panel. The two ambient light sensors on either side sense the amount of light present in your classroom and dim the ActivPanel 10 screen to match it.

Ports and connections

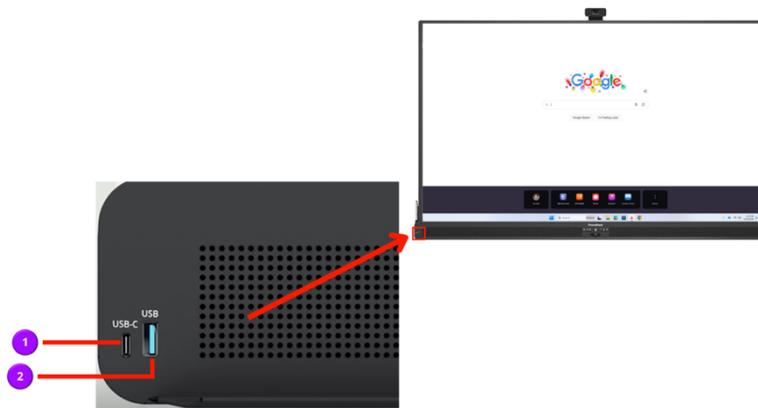
Your ActivPanel 10 comes equipped with a full range of ports to ensure you're able to connect multiple devices. Connection ports are on the left side of the ActivPanel, and additional USB and USB-C ports are conveniently located on the front for short-term connections.

Side panel connections



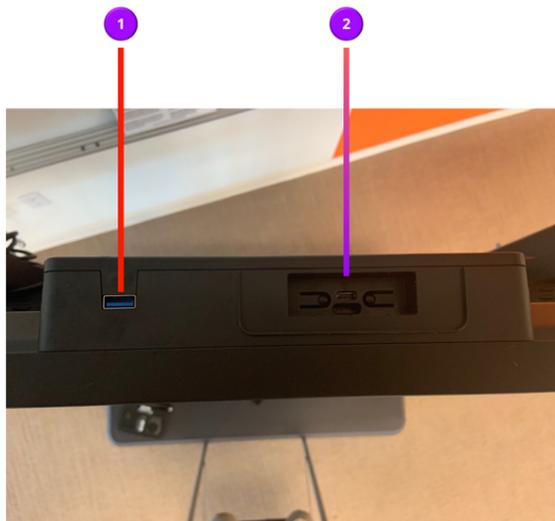
1. **USB-C out** (*ActivPanel 10 Premium only*): Share your ActivPanel screen with another device.
2. **HDMI out**: Share your screen with another device.
3. **USB in**: Connect a USB thumb drive to access existing resources with ease. This allows you to access files like documents, slide shows, and more right on your ActivPanel.
4. **USB-C in with 100w power**: Connect your device and charge it at the same time with this port. See more below.
5. **DisplayPort in**: If your laptop has a DisplayPort, you can use this connection along with the Touch DisplayPort.
6. **Touch DisplayPort in**: If your laptop uses a DisplayPort, use this connection to access the full range of touch features.
7. **HDMI in (1 and 2)**: Connect your device with your ActivPanel using an HDMI.
8. **Touch in (1 and 2)**: Use this port with the HDMI to access the full range of touch features. See more below.

Front panel connections



1. **USB-C** in (power charging with ActivPanel 10 Premium only)
2. **USB** in

Top panel connections



1. **USB** in: The All-in-one remote comes with a dongle, just like most other wireless USB keyboards. This unique USB port is where this dongle can be attached to prevent the chances that it is accidentally removed from a port on the side.
2. Customized Promethean 4K camera **USB-C port** (ActivPanel 10 Premium only): The ActivPanel 10 Premium also has a uniquely designed port for the optional 4K camera. This port keeps the camera safe and secure and also means there are no cables needed to connect the camera.

*In addition to the side, front, and top port connections, connections are on the bottom of your ActivPanel 10 to connect external speakers through Audio Out and S/PDIF ports.

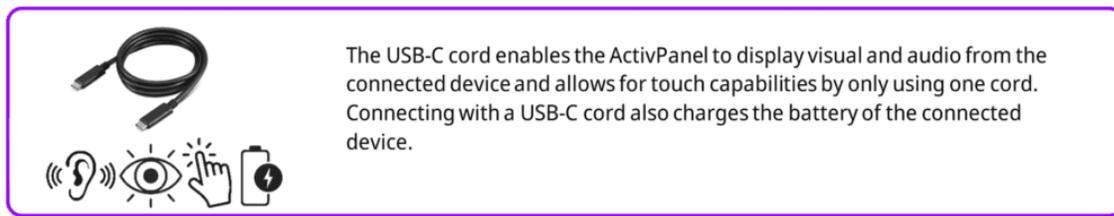
How to connect your computer or laptop

The ActivPanel 10 easily connects to your laptop or another computer. With your computer connected, you can access and share any content on your laptop. Once your computer is connected, you can use the Source menu to switch between connected devices on your computer.

Connecting with USB-C

For a single cable connection, you have the option to use a USB-C cable. You will be able to not only project your device onto the panel screen but also control that device via touch. Additionally, you can charge the device when connected to one of the power charging ports!

Please note that using the USB-C cord requires a USB-C port in the device you are connecting or, depending on your device, an additional dongle.



Use the following steps to connect the ActivPanel 10 using the USB-C cord:

- Locate the **USB-C cord** and the **USB-C port** on your device
- Plug one end of the USB-C cord into the device port
- Locate the **USB-C connection port** on the left side of the ActivPanel (*#4 in the diagram above*)
- Plug the other end of the cord into the corresponding port on the ActivPanel
- Once connected, to view the device on the ActivPanel 10 Premium:
- Tap the **Source** button from the Console or Remote
- The Source currently in use will be highlighted
- Tap the device you wish to display

Connecting with USB touch and HDMI

Using an HDMI cord along with a USB touch cord will also connect your laptop or another computer to the ActivPanel 10. *Please note: using HDMI and UBC touch cords may require an additional dongle depending on your device.*

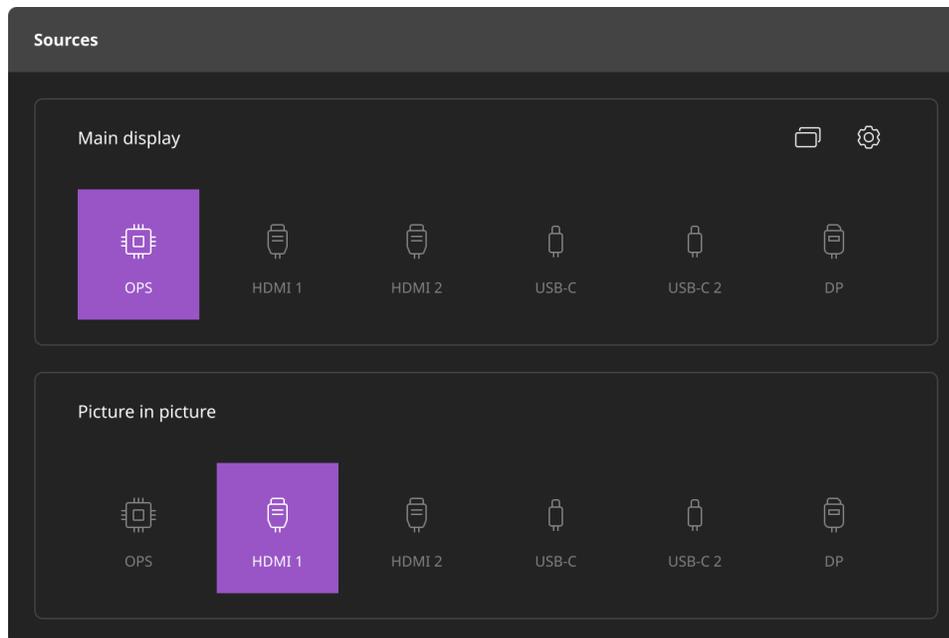


Use the following steps to connect the ActivPanel 10 using the USB touch and HDMI connections:

- Locate the **USB cord** and the **USB port** on your device
- Plug one end of the USB cord into the device port
- Locate the **USB touch connection port** on the left side of the ActivPanel (#8 in the diagram above)
- Plug the other end of the cord into the corresponding port on the ActivPanel
- Repeat the above steps with your HDMI cord and port (#7 in the diagram above)
- Once connected, to view the device on the ActivPanel 10 Premium:
- Tap the **Source** button from the Console or Remote
- The Source currently in use will be highlighted
- Tap the device you wish to display

Switching sources

Once your laptop is connected to the ActivPanel 10, use the source button to toggle between connected devices on the main display.



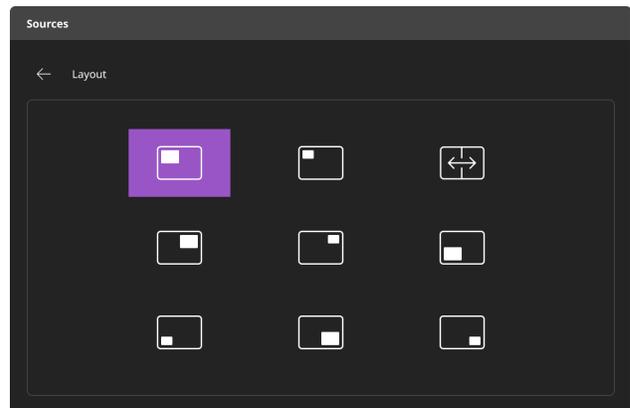
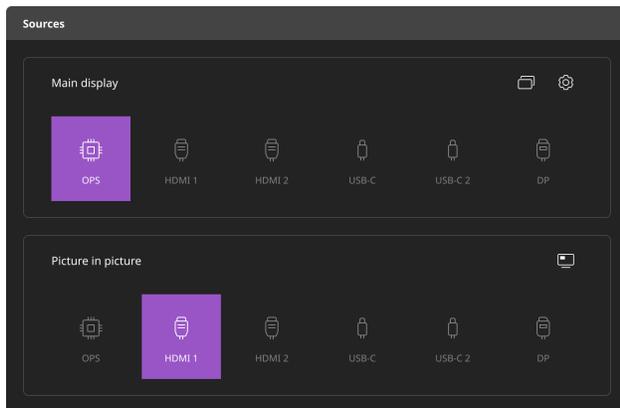
Exploring Picture-in-picture

One of the new features you'll love is the **touch-enabled Picture-in-picture**. From any connected device, you can switch between device screens, have two inputs side-by-side, or have students share their screen.

For example, you can teach from a video on your ActivPanel 10 while simultaneously taking notes using the Promethean ActivSuite Whiteboard on a tethered laptop. You even have the option to change the layout of both sources to emphasize what content is the current focal point.

To enable Picture-in-picture, you must first connect a compute device, like the OPS-A. Next, connect your secondary source via USB-C or HDMI and then click the **Source** button on the bottom right of the [center console](#). This will show the Sources menu, where you have the option to choose your Main display and Picture-in-picture display.

Once you have made your selection, ActivPanel 10 will populate the main display and Picture-in-picture according to the layout you choose.



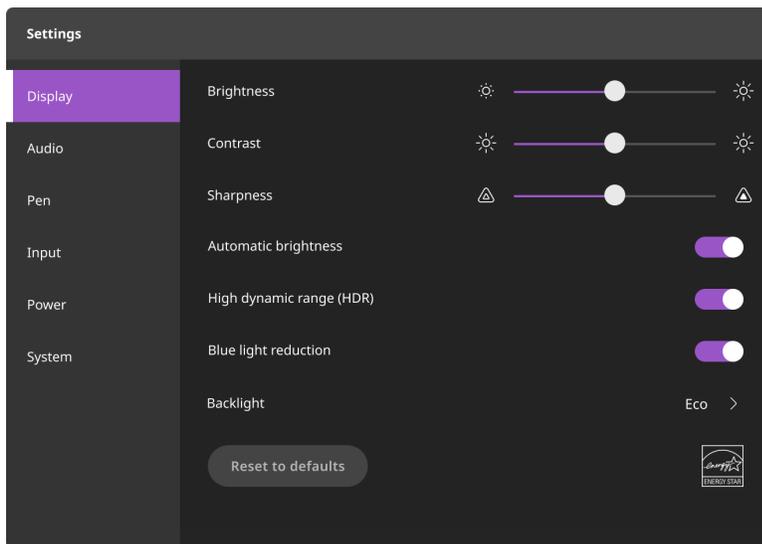
Customizing your ActivPanel 10 settings

To access your settings menu, click the settings button on your All-in-one Remote. You can also access the settings directly on the panel by pressing either the volume up or volume down button and then selecting the gear icon. From here, you can easily update the settings for your ActivPanel, including language, pen settings, and more.

Display settings

Display settings let you adjust the **brightness**, **contrast**, and **sharpness** of your ActivPanel 10. You can toggle on and off **automatic brightness**, which adjusts the brightness based on the sensor on your middle console.

High dynamic range increases the brightness and contrast, giving you a more vibrant and detailed picture even in low light settings. **Blue light reduction** reduces the amount of blue light emitting from the panel while lightly increasing the warmth, reducing eye fatigue.



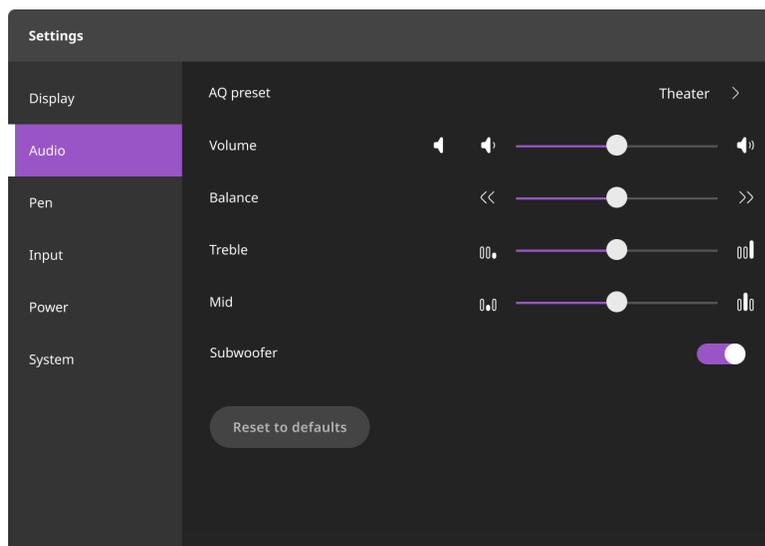
You can also choose the **backlight settings** but clicking the right caret (>) and choosing the backlighting that works best for your classroom.

Audio settings

Audio settings allow you to fine-tune the audio from your panel speakers.

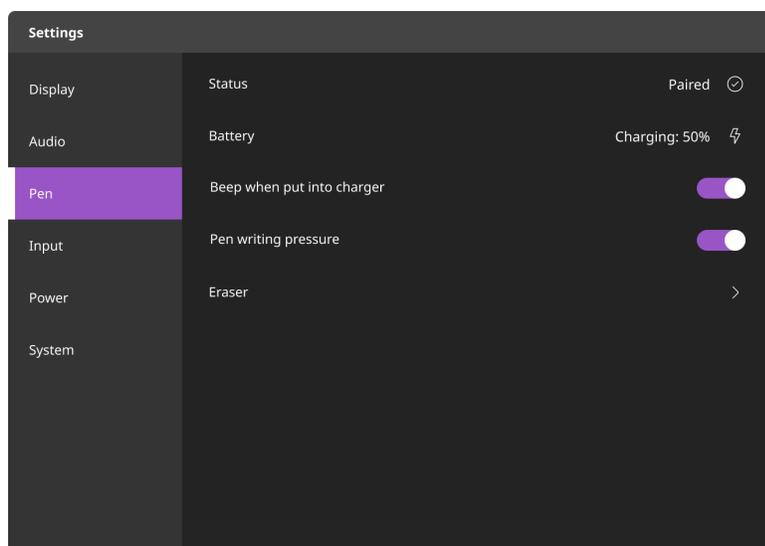
You can choose an automatic preset by clicking the right caret (>) and picking your preferred setting. You can also drill down by incrementally changing the **Volume**, **Balance**, **Treble**, and **Mid-range** audio settings.

ActivPanel 10 Premium users can also choose to turn the **Subwoofer** on or off by toggling the icon.

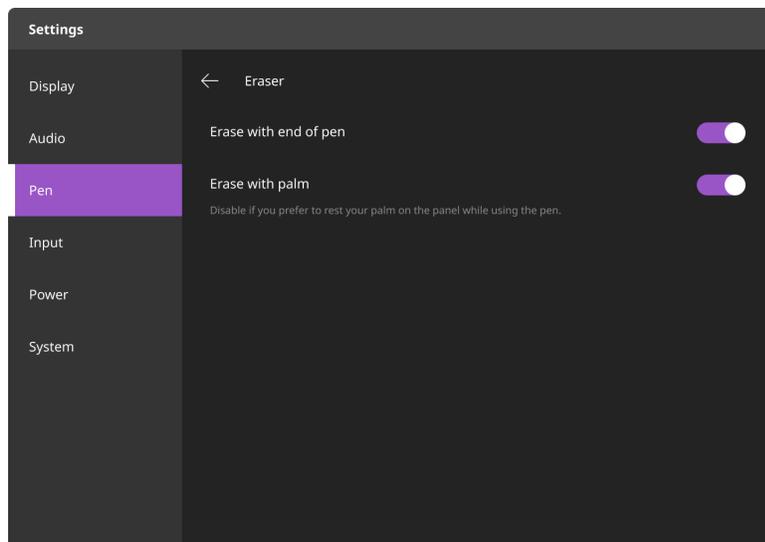


Pen settings

The Pen settings allow you to view the **pairing status** and current **battery level**. You can toggle on and off the setting to **Beep when the pen is put in the charger** and the **Pen writing pressure**.



Choosing the **Eraser** caret (>) will take you into the eraser-specific settings. Here you can toggle on and off the settings to allow you to **Erase with the end of pen** or **Erase with palm**.

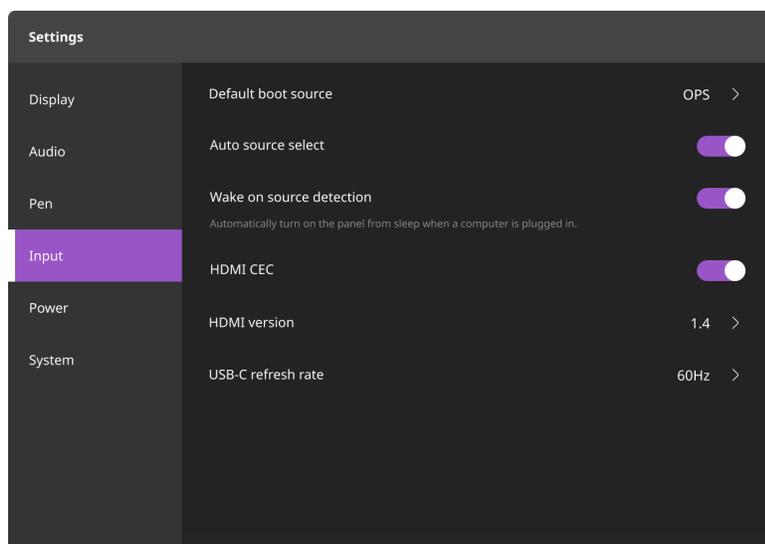


Input settings

Input settings is where you can choose your compute-device specific settings.

You can choose your **Default boot source** from your currently available sources by choosing the caret button (>). You can toggle on and off the settings to automatically select the main source and wake on source detection.

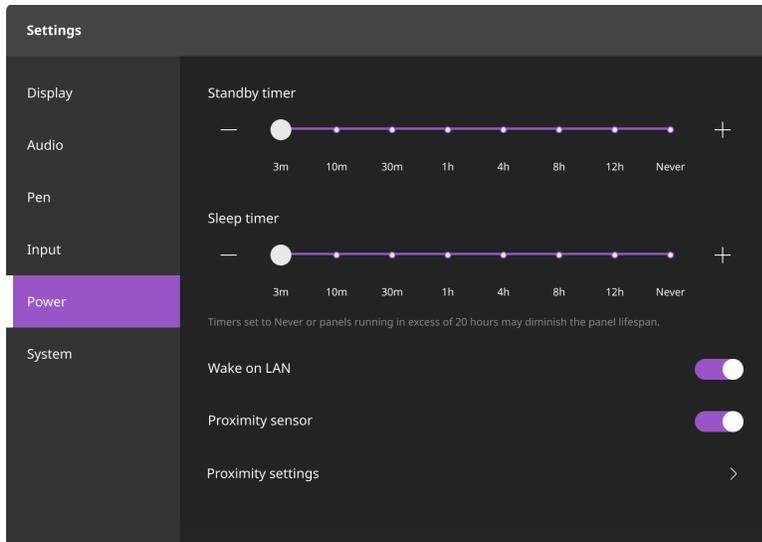
You can also turn the setting off for **HDMI CEC**, which allows you to command multiple connected devices with a single remote via HDMI connections. The ability to switch the **HDMI input version** and the **USB-C refresh rate** are also available by tapping to explore their settings.



Power settings

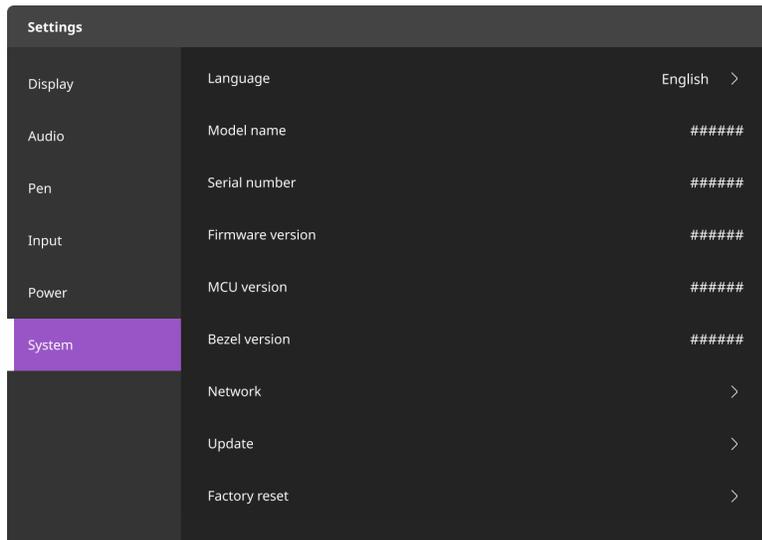
Here, you can change the timers for your ActivPanel to go into **Standby** and **Sleep** modes.

You can also toggle the settings on or off to Wake the panel when it detects a **new LAN connection**, as well as turn on or off the **Proximity sensor**. **Proximity settings** can be fine-tuned by tapping on the setting caret (>).

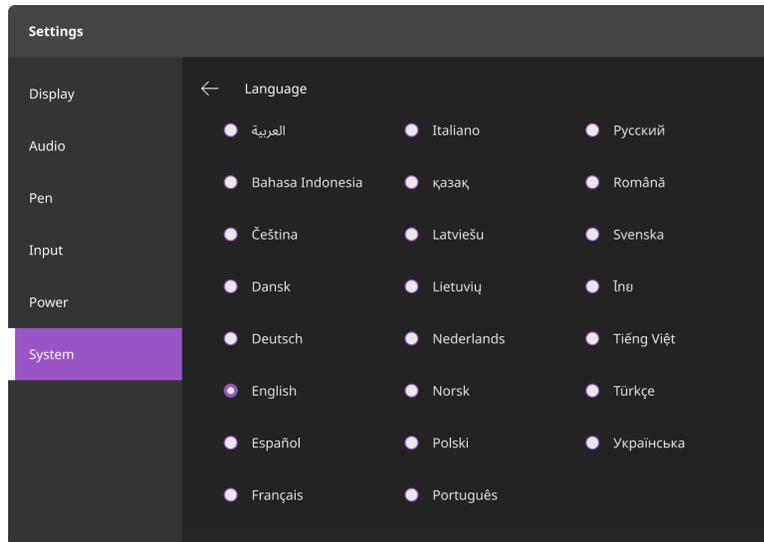


System Settings

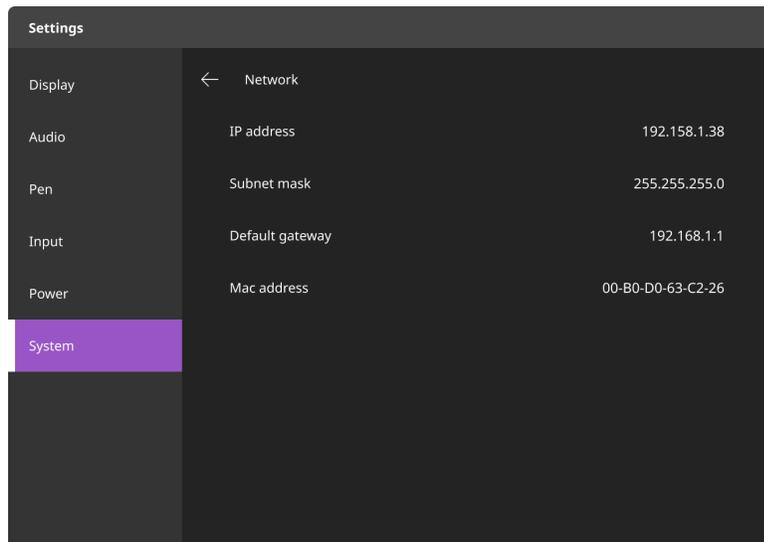
In System settings, you can find the Model name, Serial number, Firmware version, MCU version, and Bezel version of your ActivPanel 10.



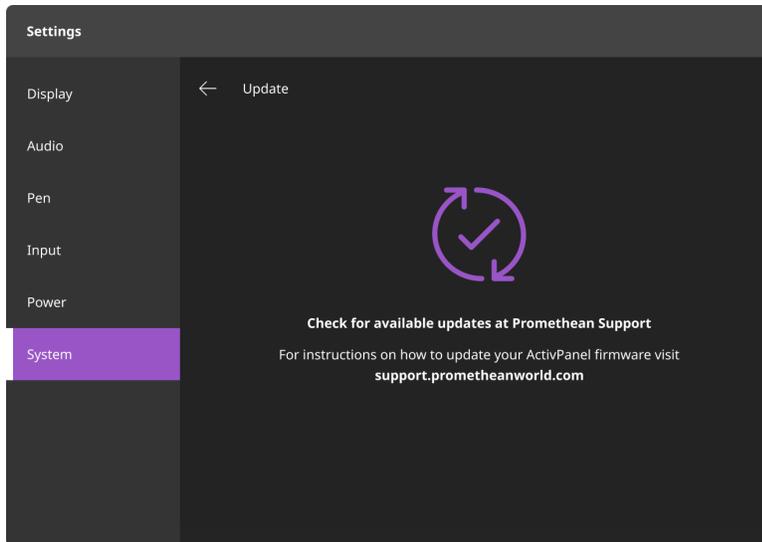
This is also where you can change the **Language** across your ActivPanel 10.



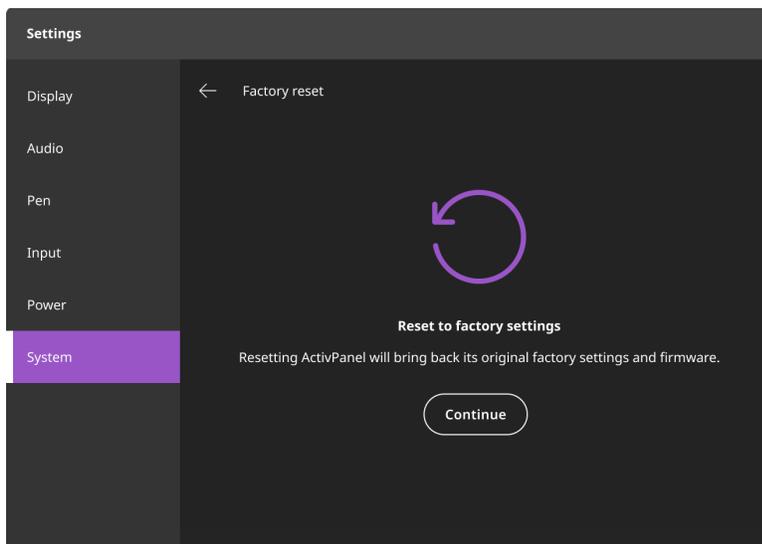
You can also see the currently connected **network settings** for troubleshooting.



Choosing the **Update** option will take you to check for available firmware updates.



The **Factory reset** option will reset your ActivPanel 10 to its original factory settings. Please consult with your IT team for further instructions.



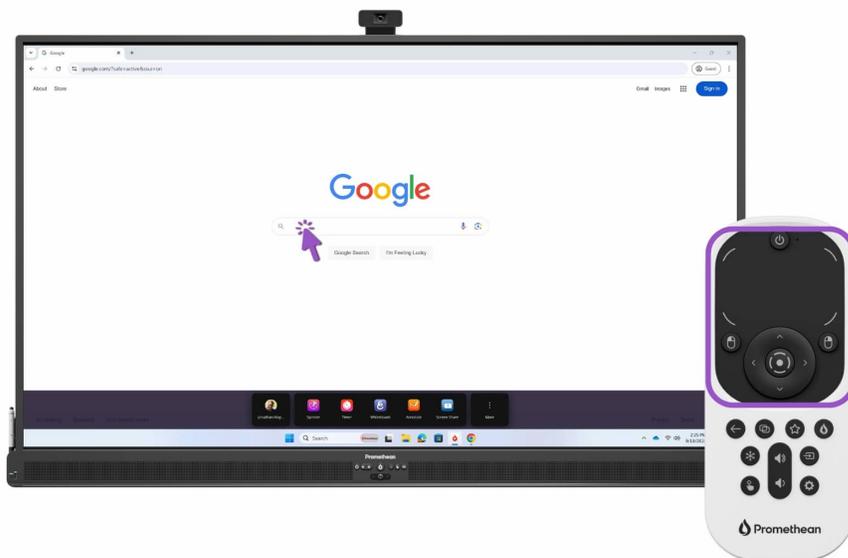
All-in-one Remote

The All-in-one Remote is included with ActivPanel 10 Premium in select regions and is available to purchase separately for ActivPanel 10 users. The All-in-one Remote allows you to interact with your ActivPanel 10 from anywhere in the classroom. The dual-side remote has a user-friendly remote on one side and a full QWERTY keyboard on the other, allowing you to present and type all with a singular device.

Let's learn more about how to use the All-in-one Remote.

Items marked with an asterisk (*) are available on Windows and Mac operating systems only.

Mouse controls



At the top of the remote is a **touchpad** with intuitive buttons for controlling the mouse. The touchpad is similar to other familiar touch remotes, where you can direct the mouse where you want it to go by using your finger.

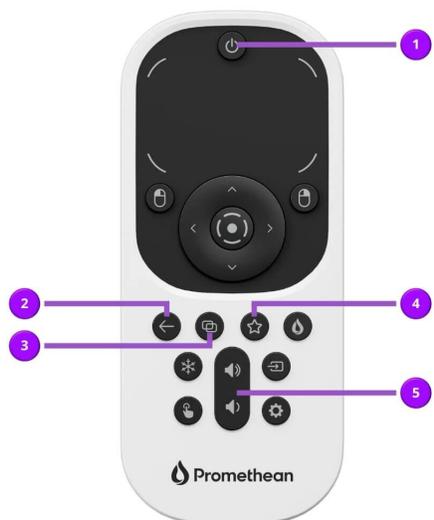
There is also a **left mouse click** and a **right mouse click** button to quickly click or open the right-click menu. Finally, you can use the directional pad to choose between menu options. Use the arrows to navigate to the option of your choice and the circle to select.

The flame button

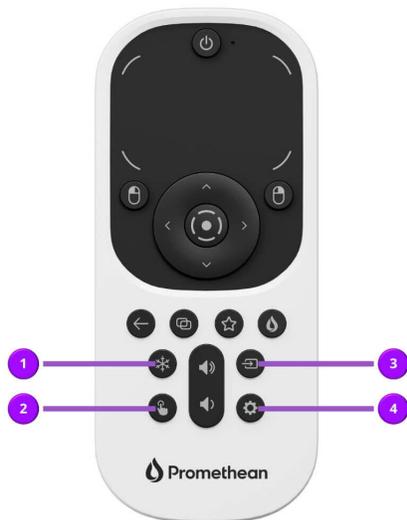
The **flame button** opens your Promethean ActivSuite menu. If you do not have Promethean ActivSuite installed when you first launch, you will be prompted to install the software before logging in and using it. You may need to contact your IT/Admin team for licensing.



All-in-one Remote buttons



1. **Power:** Short tap – blackout screen; Long touch – put ActivPanel 10 to sleep.
2. **Back:** Press to return to the previous page.
3. **Multi-Window*:** Access your open windows and select content directly from the panel touchscreen or by using the remote navigation buttons.
4. **Favorite*:** Launch the Promethean ActiveSuite Whiteboard.
5. **Volume:** the top button increases the volume, and the bottom button decreases the volume.

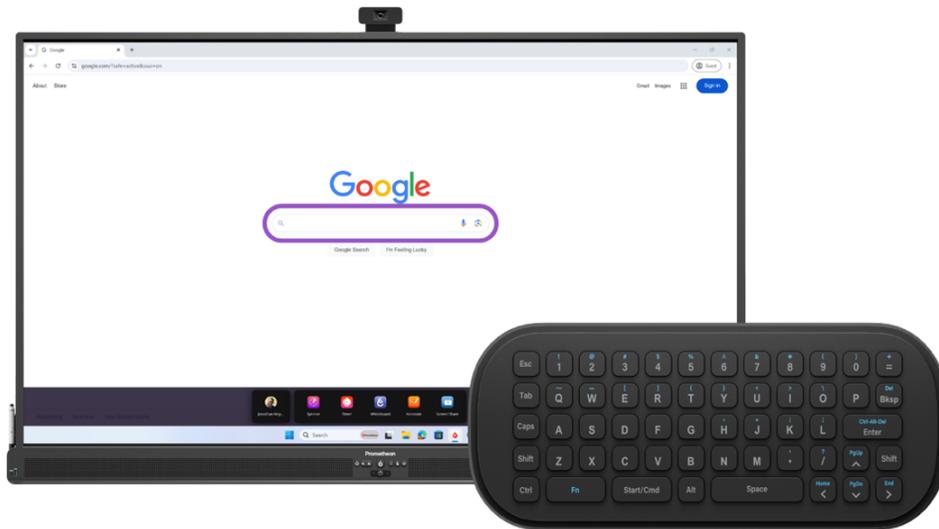


1. **Freeze:** Use to freeze the current image from a connected device on the screen.
2. **No-touch:** Turn off touch capabilities on the ActivPanel 10 screen.
3. **Source:** Use to switch to any device connected to your ActivPanel 10.
4. **Settings:** Use to quickly access the ActivPanel 10 setting menu.

The All-in-one Remote versatile keyboard

There's no need to carry that wireless keyboard around the classroom, as the QWERTY keyboard is on the back of the remote! This further expands your ability to teach anywhere in the classroom.

The remote automatically detects which side you are using, so you simply need to flip the keyboard side up to activate and start typing.



ActivPen 2[®]

Included with the ActivPanel 10 Premium is the all-new ActivPen 2. The ActivPen 2 is available to purchase separately for standard models in addition to the two passive pens included with both models.

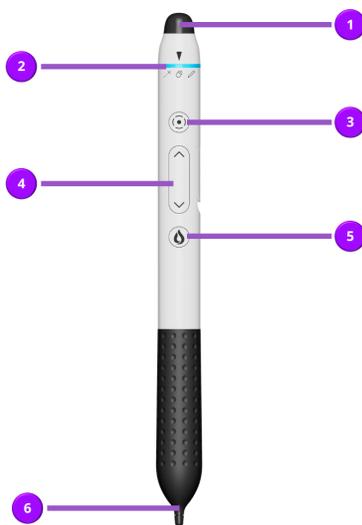
The ActivPen 2 is a smart pen with everything you need to move around the classroom seamlessly. You can quickly switch between a laser pointer to highlight a specific part of your lesson and an air mouse to move between windows. Then, you can write directly on the screen. When you're ready to switch between apps, click the flame button to open up your Promethean ActivSuite menu.

All of this can be accomplished anywhere in the classroom, allowing you to keep your students more engaged with the lesson.

To get started, you must dock your ActivPen 2 in the docking station located on the left side of your ActivPanel 10 Premium to pair the pen with your panel.

Using the ActivPen 2

The ActivPen 2 has an array of features. Let's explore what each button does and how to use it.



1. **Pointer:** Depending on the tool selection, this functions as the laser pointer or ActivPen 2.
2. **Tool selection:** Twist to choose the function between laser pointer, air mouse or ActivPen 2.
3. **Red dot/highlighter button:** Use this button to draw attention to key points in your lesson.
4. **Pagination keys:** Move forward or back in a slideshow, whiteboard or lesson.
5. **Flame button:** Opens the Promethean ActivSuite menu.
6. **Touch pen:** Use the pen tip to write or select directly on your ActivPanel.

Charging the ActivPen 2

There's no need to find a charger or keep track of cables as the ActivPen 2 has a simple on-panel pairing and charging.



Here's how to charge the ActivPen 2 via the docking station on your ActivPanel:

- Find the white docking station on the left side of the ActivPanel
- Insert your ActivPen 2 with the touch pen side down into the ActivPen 2 dock.
- A green light will show once the ActivPen 2 is charging.
- Let the pen charge for at least 30 minutes.

If you need to charge your ActivPen 2 away from the panel, there is a USB-C charging port. This is great if your desk is away from the panel, and you need to charge as you teach or between breaks.

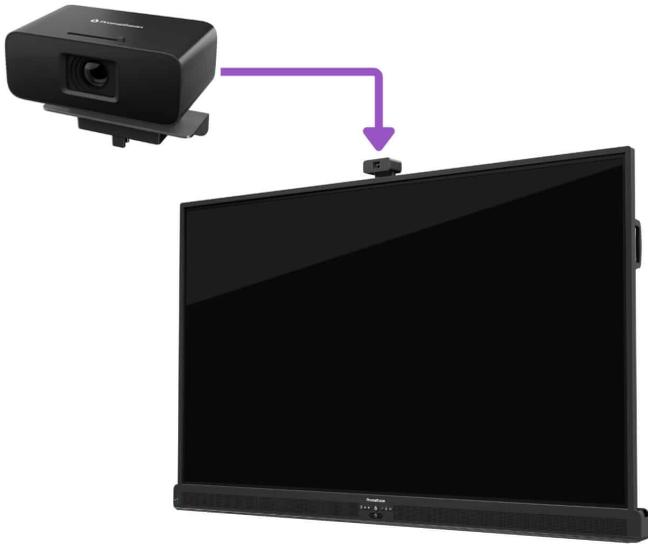
ePTZ camera

The ActivPanel 10 Premium suite of accessories now includes the optional ePTZ camera. ePTZ stands for electronic pan, tilt and zoom. This means you can control the camera's angle and zoom smoothly without additional accessories or physically manipulating it.

Let's review how to get started with the ePTZ camera.

Setting up the camera

The ePTZ camera connects via a USB-C connection. This connection is already built into the top of the ActivPanel 10 Premium, so you simply need to plug it into the connector.



Once the camera has been plugged into the ActivPanel, you do not need additional tools or apps. The camera will now automatically connect when you have an active camera window open.

Closing the privacy shutter

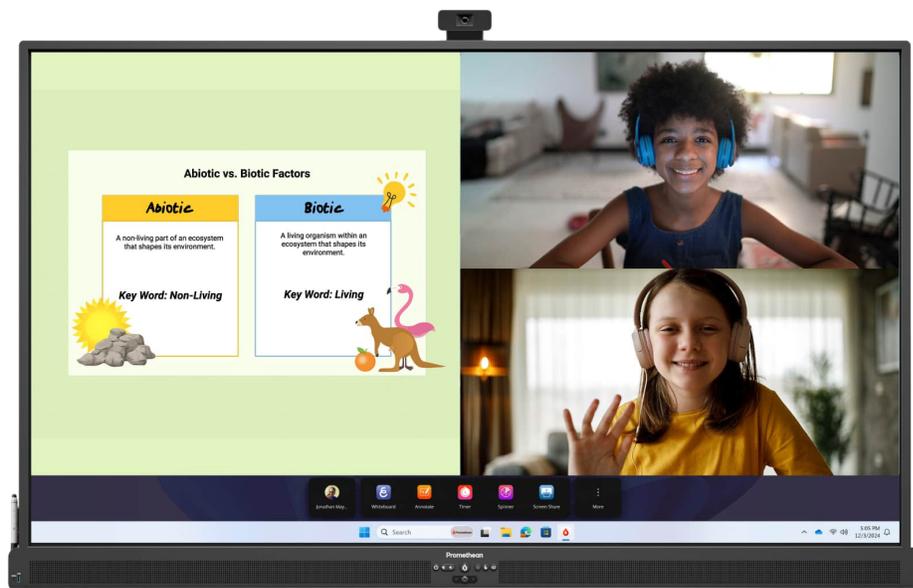
To close the privacy shutter, toggle the switch at the top of the camera from right to left.



Using the camera in a virtual call

Using the camera in a virtual call is easy! Simply choose the ePTZ camera as the input for the camera option when joining the meeting.

Once the meeting has started, the ePTZ camera will automatically detect and pan to whoever is speaking.



Connecting ActivPanel 10 with OPS-A

Promethean's OPS-A is a Google-certified Android device that slides into the back of your designated ActivPanel. It allows you to access your favorite Promethean apps, engage your students with a seamless user interface, access your favorite apps from the Google Play Store, and more.

When paired with your ActivPanel, the OPS-A lets you interact with your favorite programs on a large Android interface.

Hardware ports

The diagram below references the different ports available on your OPS-A:



1. Power
2. Microphone port (3.5mm)
3. Kensington lock
4. USB 3.0 (x2)
5. USB 2.0
6. LAN
7. MicroSD

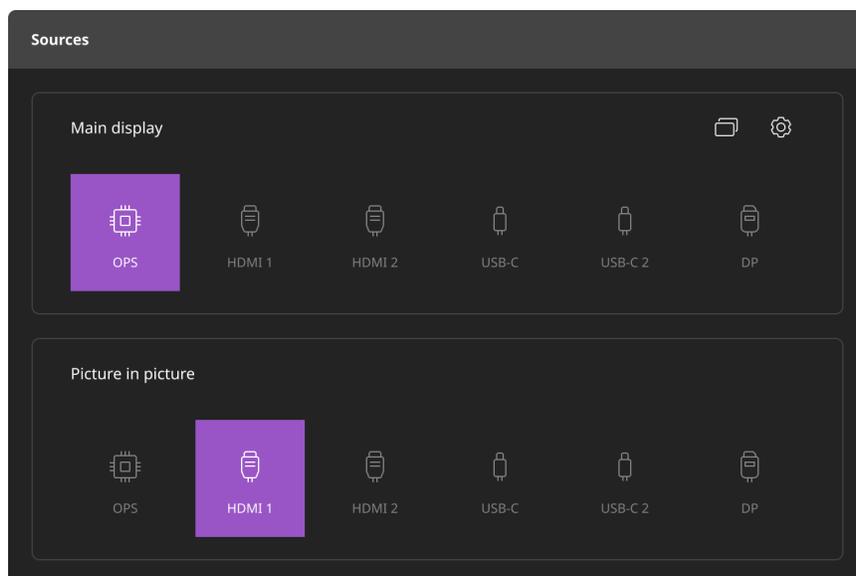
How to get started with your OPS-A

Ensure the OPS-A device is firmly attached to the OPS slot on the back of your ActivPanel.



Power on your ActivPanel and the OPS-A. To locate the power button on the OPS-A, refer to diagram location #1 above.

Select the **source** button, then **OPS**.



You are now able to interact with the programs on your OPS-A.

Accessing existing resources on your OPS-A

With OPS-A, you can easily access Promethean, Google and any apps you have downloaded on your device.

Google apps that come pre-installed on the OPS-A include:



- Chrome
- Drive
- Files
- Gmail
- Maps
- Meet
- Photos
- Calendar
- Google Play
- Google Play Movies & TV
- Search
- YouTube
- YouTube Music
- Assistant

Your OPS-A also includes additional pre-installed apps, such as YouTube Kids, Calculator, Digital Wellbeing, and more.

Accessing Promethean resources

Promethean apps that come pre-installed on OPS-A include:



Explain Everything

The Explain Everything whiteboard app allows you to create interactive lessons and collaborate with your students in real time.



Annotate

The Annotate app allows you to create annotations on top of anything displayed on your ActivPanel screen and save those notations directly to your device.



Timer

The Timer app is great for keeping yourself and your students on track and can also be a motivating factor during instruction. You can open multiple timers at a time and save your timers with your Promethean account.



Spinner

The Spinner app is a floating tool that adds randomized excitement to your lessons. You can launch multiple spinners at a time and save spinner preferences to your Promethean account.



Screen Share Receiver

Share and control content from multiple devices, including laptops, desktops, tablets and mobile devices.

To access your apps, swipe up from the bottom of your screen, then tap the app you wish to select.

Quick tip

Pin your favorite apps to your OPS-A menu for quick access!

Want to learn more? Check out our [OPS-A orientation course](#) to learn more about what OPS-A offers.

Connecting ActivPanel 10 with OPS-M

Promethean's OPS-M is an Intel®-based module that slides into the back of your designated ActivPanel. The OPS-M allows you to experience the Microsoft® ecosystem.

When paired with your ActivPanel, the OPS-M enables you to interact with your favorite programs on a large Windows interface.

Hardware ports

The diagram below references the different ports available on your OPS-M:



1. Microphone/headphone port (3.5mm)
2. Power
3. HDMI in
4. HDMI out
5. USB-C (x2)
6. Kensington lock
7. USB 3.0 (x2)
8. LAN
9. USB 2.0 (x2)

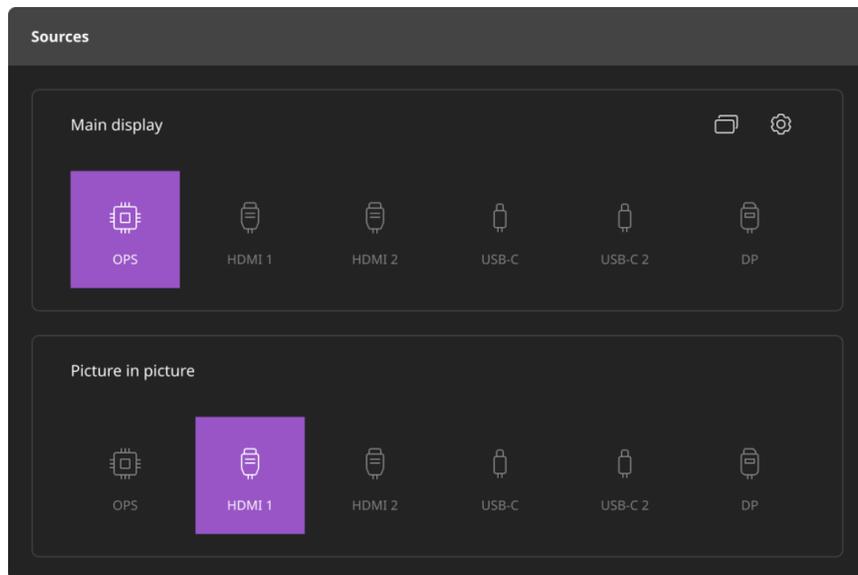
How to get started with your OPS-M

Ensure the OPS-M device is firmly attached to the OPS slot on the back of your ActivPanel.



Power on your ActivPanel and the OPS-M. To locate the power button on the OPS-M, refer to diagram location #2 above.

Select the **source** button, then **OPS**.



You are now able to interact with the programs on your OPS-M.

Accessing existing resources and apps on your OPS-M

With OPS-M, you can easily access Promethean, Microsoft and any apps you have downloaded on your device.



With ActivPanel 10, we're introducing Promethean ActivSuite on all OPS-M based panels. You may need to speak to your IT or admin team to activate your ActivSuite license and install it on your device.

To access Promethean ActivSuite once it is installed, click the flame icon to open the app. From there, a window appears that instructs you to use the Whiteboard right away or sign in with your Promethean account credentials to access the full range of ActivSuite apps. Once you have signed in, the ActivSuite toolbar icon will be available on the bottom of your ActivPanel to click and open as needed



Want to keep learning about more ways to engage your students with your OPS-M? Sign up for our [OPS-M orientation course](#) to learn more.

Connecting ActivPanel 10 with Chromebox

Promethean Chromebox connects your ActivPanel directly to the Google Play Store, enabling thousands of apps to create more dynamic lessons at your fingertips.

When you pair Promethean Chromebox with your ActivPanel®, you gain added computing power, expanded storage, and super-fast Wi-Fi®. The Chromebox mirrors the student Chromebook experience.

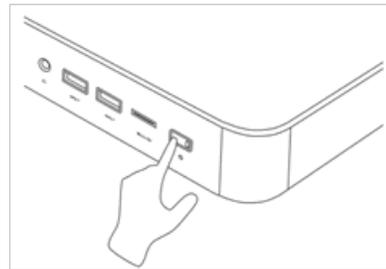
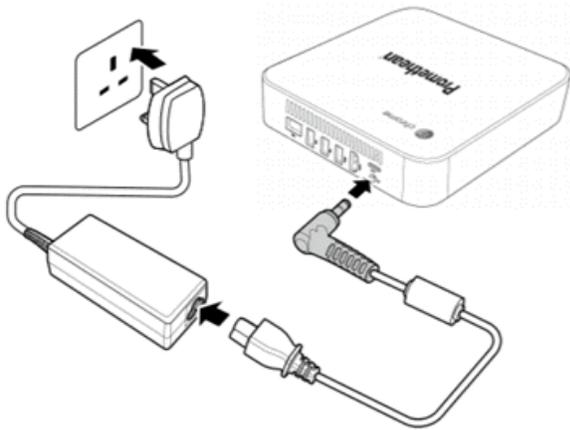
Your school or district may have already connected your Chromebox and chosen additional connected devices for your ActivPanel.

Connecting your Chromebox to ActivPanel 10

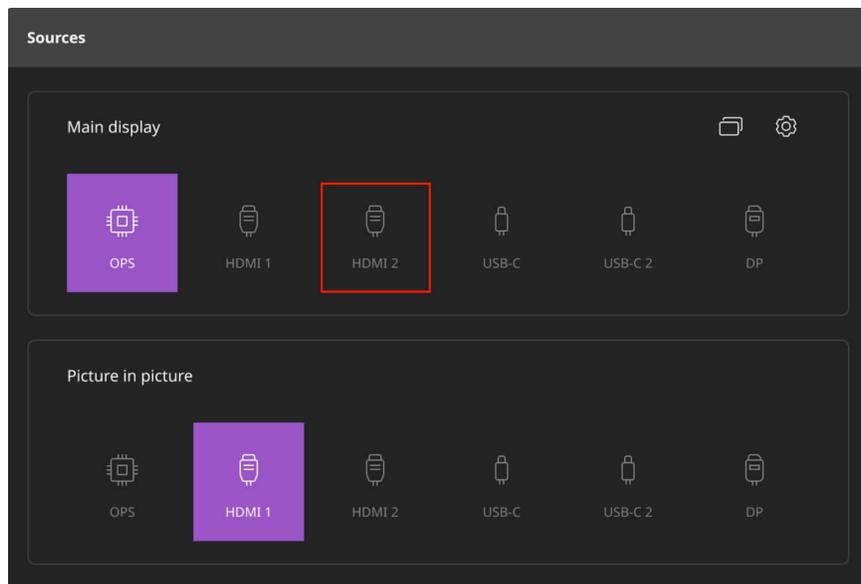
To connect your Promethean Chromebox to your ActivPanel 10, first ensure you are running the most up-to-date firmware. For more information, please visit support.prometheanworld.com/update and/or support.prometheanworld.com/article/1742/.

You can choose to connect via a single USB-C connection or a HDMI/Touch Display combination to enable the full touch features. Connect your USB-C cable or the HDMI/Touch cables to [their designated ports](#).

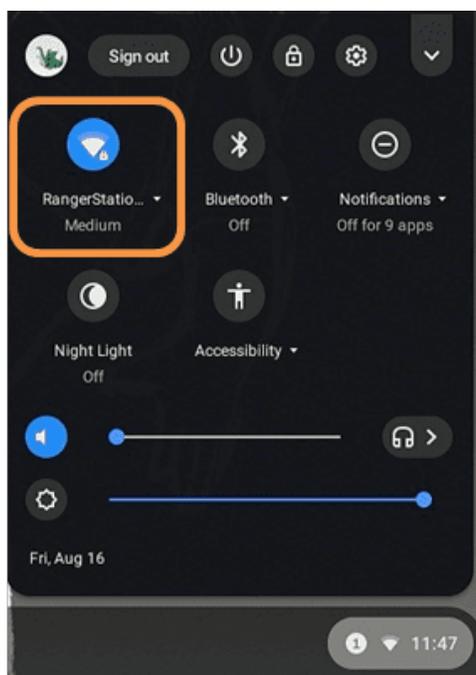
Plug in the power cable and power your Chromebox **on**. You will also need a Google account.



Access the **Sources menu**. Select **HDMI2** (or HDMI connected to the Chromebox) to switch to your Chromebox.



Tap the **bottom right** of the Chromebox desktop to access some basic settings. Confirm your ActivPanel 10 and Chromebox are connected to the same internet network.



Accessing resources and apps

Promethean Chromebox connects you directly to the Google Play Store, allowing you to access your favorite Google apps and more. The Google Play Store is easily accessible through the shelf at the bottom of the Chromebox interface.

The touch feature on the ActivPanel 10 allows quick interaction with all installed apps.

Note: Each school deploys Google Play Store access and app availability on the Promethean Chromebox in a unique way. If you have questions, please contact your school's decision-makers.

Some of the available apps from the Google ecosystem include:



- Chrome
- Drive
- Files
- Gmail
- Maps
- Meet
- Photos
- Calendar
- Google Play
- Google Play Movies & TV
- Search
- YouTube
- YouTube Music
- Assistant

Accessing Promethean apps on Chromebox

With ActivPanel 10, we're introducing Promethean ActivSuite apps on all Chromebox-based panels. **Promethean ActivSuite apps will be covered later in the guide.**

To pin Annotate, Timer, Spinner, and Screen Share receiver to your shelf:

1. In the corner of your screen, select the Launcher (circle button).
2. Find the app you want to add.
3. Right-click the app icon.
4. Select Pin to Shelf.

To pin Explain Everything to your shelf:

1. Open explaineverything.com in Chrome. If you do not have an account, you may need to create one first or link to your Promethean account.

2. Select More  > Cast, save and share > Install page as app.
3. Select Install.
4. In the corner of your screen, select the Launcher (circle button).
5. Right-click the Explain Everything icon from the list of apps and shortcuts.
6. Select Pin to shelf.

Tip: If you can't find the Explain Everything shortcut, use the Search key.

Once you or your IT admin has pinned all apps, your shelf should look like this:



You will sign into Annotate and Screen Share receiver individually when you initially open them. Spinner and Timer are connected to your Prometheus Account and will automatically link once you sign into your account.

After you're logged in, you can quickly access them by touching the app icon on your shelf.

Quick tip

Need to annotate while using Screen Share Receiver? Make sure to **open the Annotate app first**, then open Prometheus ActivSuite!

Want to learn more about Chromebox and get quick ideas for the classroom? Sign up for our [Chromebox orientation course](#) to keep learning.

Creating your Promethean account

Creating a Promethean account is easy and offers many benefits for your classroom. With a Promethean account, you can create Spinner and Timers and customize them for your lessons. You can also link your account to [Explain Everything Web](#) and Explain Everything Advanced to quickly and easily access your existing templates and pull in the timers and spinners you created.

Here's how to create a Promethean account:

1. Go to one.prometheanworld.com and click Sign in.
2. Select to sign in with Google, Microsoft or other email. Please use your school email account.
3. Select your Google or Microsoft account.
4. Complete your account.
 - The Display name will be how your name is shown on the panel.
 - Job in your Organization is whether you are a Teacher or IT Administrator.
 - Choose your Country and Language
 - Check the box to accept the EULA and Privacy Statement
5. Click Complete Account

You are now ready to begin browsing resources and tools!

Benefits of using a Promethean account

Here are a few ways a Promethean account can streamline your workflow and add extra delight to your lessons:

- **Create custom spinners and timers** online and have them automatically link to your devices. This means you spend less time copying work over and more time engaging with your students.
- **Link your Explain Everything Advanced account.** This lets you quickly and easily access your existing templates and pull in your saved timers and spinners.

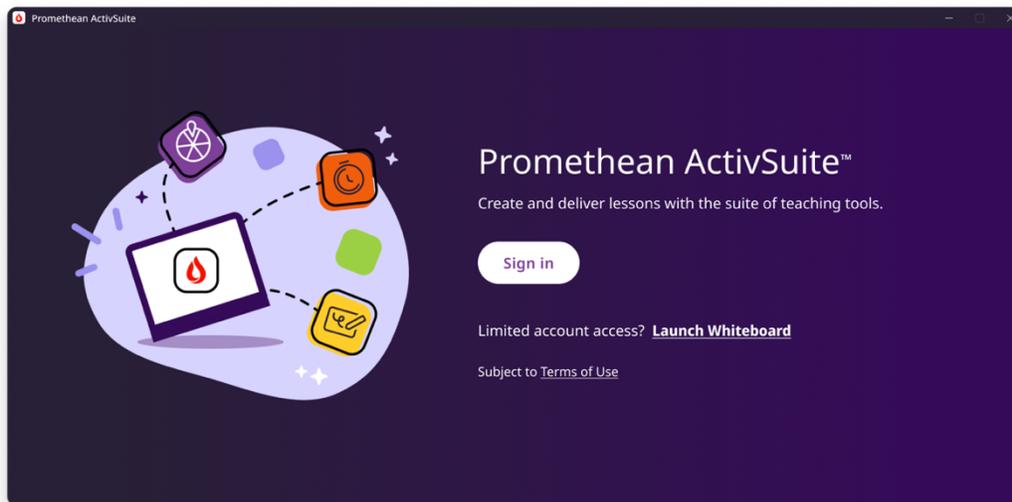
Introducing Promethean ActivSuite

Promethean ActivSuite brings your favorite teaching tools all in one place so you can seamlessly plan and teach. You can create Spinners, Timers, and even Whiteboards at home and then immediately start using them at your panel.

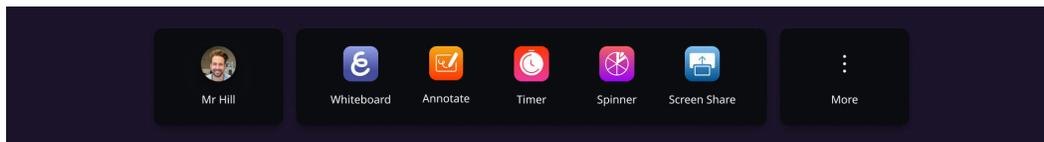
Getting started with Windows and Mac OS

 **For Windows and Mac users**, click the **Flame** icon on your device. This will launch Promethean ActivSuite.

Sign in using the credentials associated with your one.prometheanworld.com account.



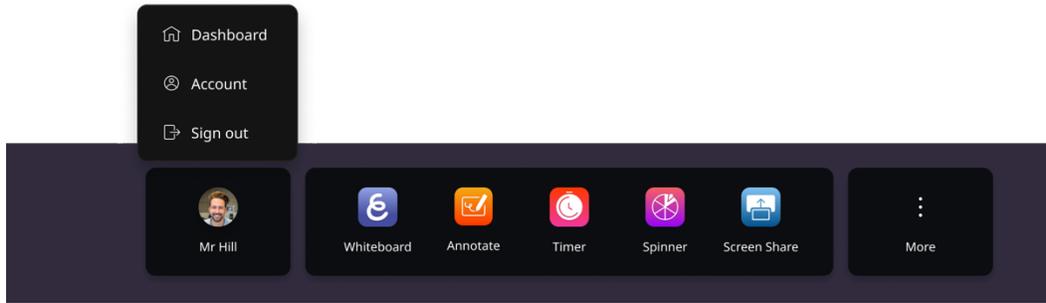
Once logged in, your account avatar will appear on the left side of the Promethean ActivSuite menu. You can click on any of the apps to open them and start teaching!



If Promethean ActivSuite is not pre-installed, reach out to your IT department to gain access to the correct version of Promethean ActivSuite for your OS.

User settings

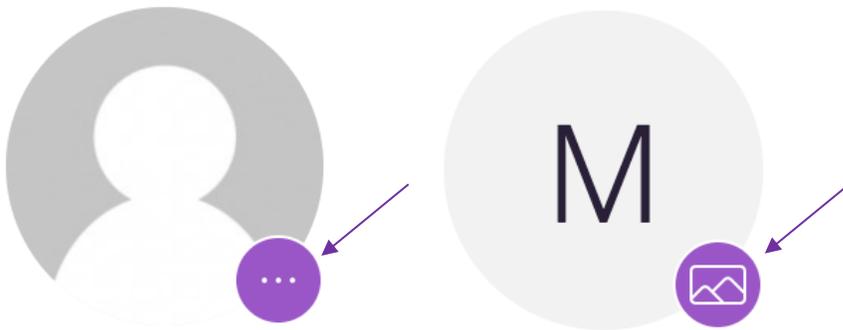
To change your account settings, including your profile picture, click or tap your profile picture icon.



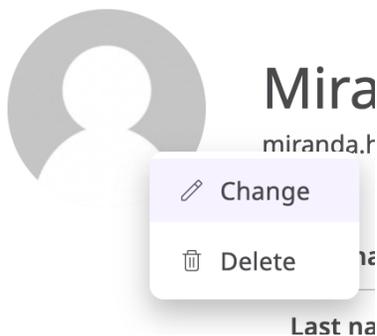
Here, you can open your one.prometheanworld.com Dashboard, edit your **Account**, or **Sign out**.

Changing your profile picture

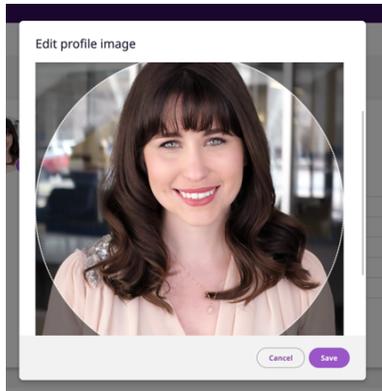
1. To change your profile picture, tap the profile picture icon in the Promethean ActivSuite toolbar, then tap **Account**.
2. This will open your one.prometheanworld.com profile page.
3. Tap the **3 dots** next to your picture. If you have not set a profile picture, you will see an image icon. Tapping this will take you directly to your files (step 5).



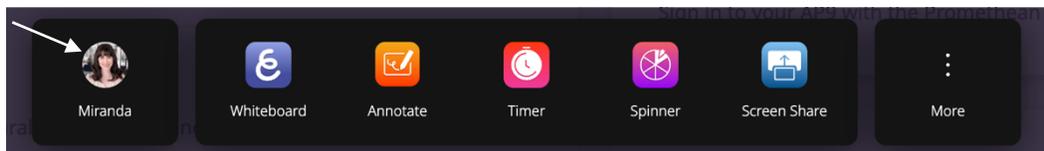
4. Tap the **Change** button (skip if first time choosing image)



5. Choose a new profile image from your **files**
6. Crop to fit within the circle and click **Save**

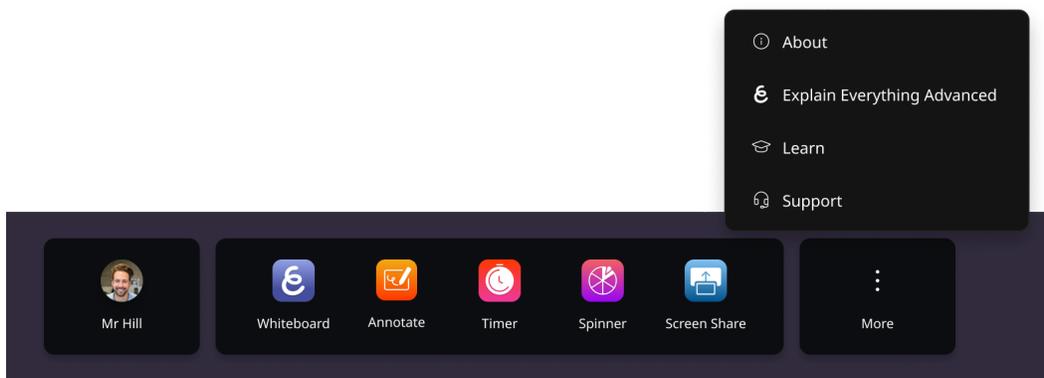


Your new profile picture will display in the Promethean ActivSuite toolbar.



Promethean ActivSuite resources

To access resources and change your Panel settings, click the **More 3-dot** menu.



If you are accessing Promethean ActivSuite from your ActivPanel, you will have the option to access your **Panel Settings** here.

You can also find your latest software versions by clicking **About**, access **Explain Everything Advanced**, explore [Learn Promethean](#) resources, or quickly find **Support**.

Getting Started with ChromeOS

For Chrome OS users, please contact your IT admin team to access the suite of apps. Once the apps have been downloaded, you can easily pin them to your shelf by [following the instructions mentioned on page 42](#).

Launching Annotate and Screen Share Receiver: When first launched, a sign in window will appear, allowing you to sign in using your one.prometheanworld.com account.

Launching Spinner and Timer: Ensure you are signed into your Promethean account at one.prometheanworld.com to access your saved Spinners and Timers.

Launching Explain Everything: Sign in using your [Explain Everything](#) web account. You may need to create a free account or contact your IT Admin team for Explain Everything Advanced account access.



Please note: the Flame buttons on the ActivPen 2, All-in-One Remote, and on the panel do not interact with the Promethean ActivSuite apps in the Chrome Operating Systems shelf.

Current apps on Promethean ActivSuite

Unlock a world of teaching tools with Promethean ActivSuite. Here's what you can expect from the current suite of apps.



Annotate

The Annotate app allows you to create annotations on top of anything projected on your ActivPanel screen and save those notations directly to your device.



Timer

The Timer app is great for keeping yourself and your students on track and can also be a motivating factor during instruction. You can open multiple timers at a time and save your timers with your Promethean account.



Spinner

The Spinner app is a floating tool that adds randomized excitement to your lessons. You can launch multiple spinners at a time and save spinner preferences to your Promethean account.



Screen Share Receiver

Share and control content from multiple devices, including laptops, desktops, tablets and mobile devices.



Whiteboard

Create interactive whiteboard lessons to engage with your students. You will learn more about this app in the following chapter.

Promethean ActivSuite Whiteboard

Included with your ActivPanel 10 is the Promethean ActivSuite Whiteboard app. With exclusive access to features unavailable on any other lesson creation and delivery software, you can quickly and effectively attend to your student's academic and social-emotional needs without the hassle of being tied to your panel. Everything is right where you need it, wherever you are in the classroom.

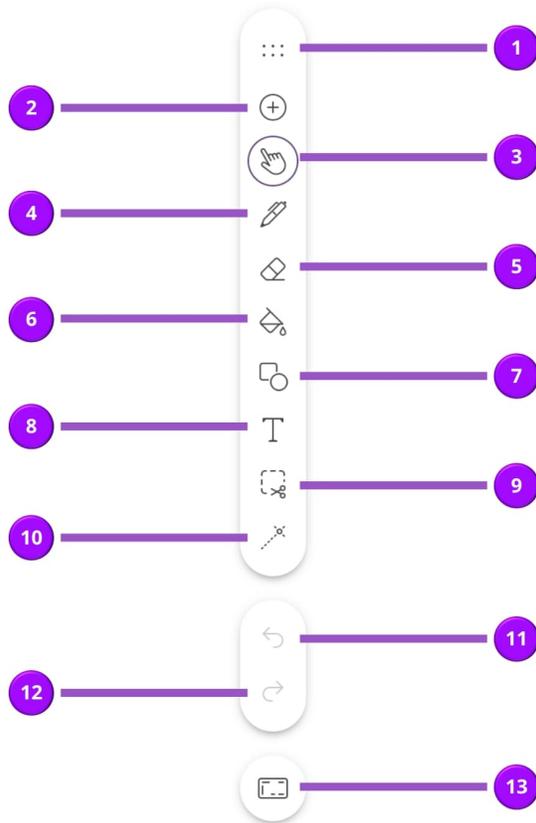
Getting started with Promethean ActivSuite Whiteboard

To begin, open the Whiteboard app from your Promethean ActivSuite toolbar.



1. **Projects:** Close and start a new project.
2. **Project Settings:** Adjust your project name and camera frame options.
3. **Toolbar:** Access the tools available to enhance your lesson.
4. **Zoom and Pan:** Zoom in and out of your project.
5. **Export:** Easily share your project.
6. **Settings:** Adjust your settings and find help.
7. **Slide Sorter:** Organize your project slides

Toolbar features



1. **Drag handle:** Click to drag and move the toolbar around the canvas as seen in the GIF above.
2. **Add media:** Add content from various sources, including files, GIFs, clipart, and more.
3. **Hand tool:** Selects objects, media, and text to allow manipulation (dragging, resizing, etc.)
4. **Draw tool:** Use a mouse, stylus, or finger to write, highlight or draw on the canvas.
5. **Eraser:** Erase objects, images and text from the canvas.
6. **Bucket fill:** Quickly fill a selected object with a color of your choice.
7. **Shapes:** Add shapes (circles, stars, triangles, etc.) to the canvas.
8. **Text:** Add text, with the option of multiple font styles and sizes, to the canvas.
9. **Cutout tool:** Select an area of the canvas to take a snapshot and duplicate that portion.
10. **Laser pointer:** Draw attention to particular parts of your presentation with multiple visual options.
11. **Undo:** Go back in time and wipe away a previous action taken on the canvas.
12. **Redo:** After wiping an action away, bring it back to the canvas.
13. **Workspace layouts:** Adjust your project editor tools and arrangement to match various purposes.

Explain Everything Web

If you want expanded features or if you paired your ActivPanel with a Chromebox, explore Explain Everything, Explain Everything Advanced, or any other Explain Everything subscription plan available to you. *You may need to speak to your IT administrator to discuss Explain Everything Advanced license options in your school.*

Using web versions of Explain Everything allows you to create even more interactive lessons, record video tutorials, and collaborate in real time with your students. The best part is it's completely cloud-based, allowing you to access your resources anywhere at any time.

With Explain Everything web, you may:

- **Collaborate** and whiteboard together in real-time with voice chat on any device, anywhere.
- **Present** on an interactive canvas for immediate control over your content.
- **Create videos**, just-in-time messages, stories, tutorials, and explanations by capturing your interactions and voice. You may even share your projects as Web Video Links so your students and colleagues may stream your explainer videos!
- **Export your projects** as images, PDFs, videos or editable projects. That means you can create Explain Everything projects and then import them into your Promethean ActivSuite Whiteboard app to have everything in one place on Promethean ActivSuite.

For more information on Explain Everything web and ways that you can use it to supercharge your lessons, check out these resources:

[Explain Everything Advanced Essentials: Part 1](#)

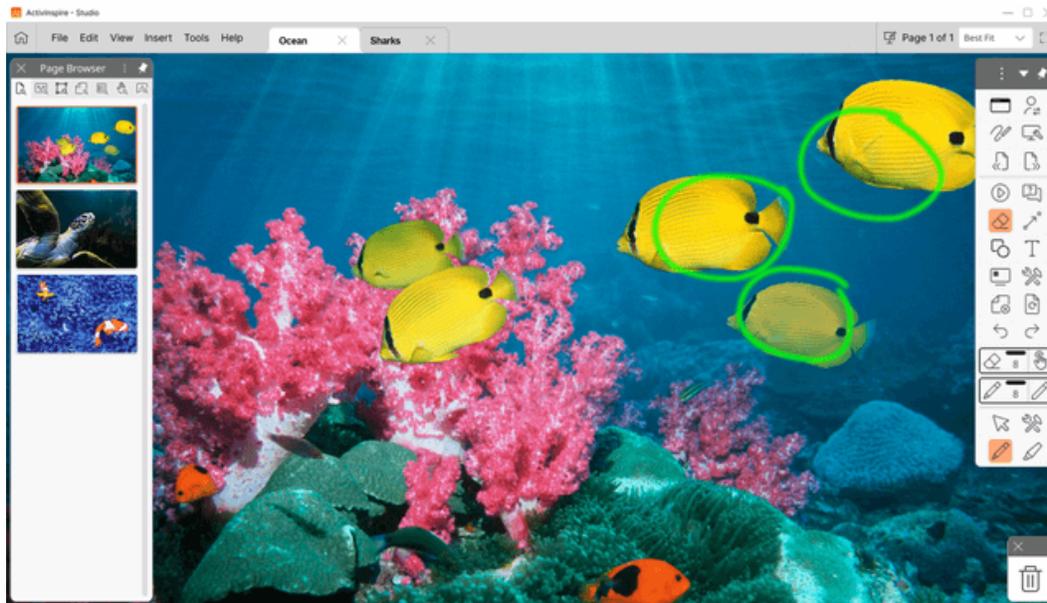
[Explain Everything Advanced Essentials: Part 2](#)

[Explain Everything Learning Pack](#)

ActivInspire

ActivInspire is Promethean's desktop lesson creation and delivery software that has been included with ActivPanel 7 and ActivPanel 9. For ActivPanel 10 users who wish to continue using this software program, it is still included!

For ActivInspire users, check out [these courses and guides](#) related to downloading, installing, and using that platform. The ActivInspire Resource Library can also be found at one.prometheanworld.com.



If you want to move to a cloud-based program so you can create and edit projects on the go, check out [Explain Everything web](#). On Explain Everything web, you can have a connected experience with your Promethean Account, allowing you to have a single login. Find more information on Explain Everything through the resources in the [Explain Everything learning pack](#).

Help and Support

We're here to help! If you need support for your ActivPanel 10, you can find Knowledgebase articles, community tips and tricks, and how to connect with our team at support.prometheanworld.com.

Additional resources for ActivPanel 10

- [Learning pack](#)
- [Video tutorials](#)
- [Support articles](#)

Resources for OPS-M, OPS-A and Chromebox

If you want to learn more about your connected devices, our Learn Promethean resources and support articles offer courses, videos and more.

OPS-M resources

- [Learning pack](#)
- [Orientation course](#)
- [All Learn Promethean resources](#)
- [Support articles](#)

OPS-A resources

- [Orientation course](#)
- [Video tutorials](#)
- [All Learn Promethean resources](#)
- [Support articles](#)

Chromebox resources

- [Orientation course](#)
- [Video resources](#)
- [All Learn Promethean resources](#)
- [Support articles](#)

Explain Everything, Promethean ActivSuite, and ActivInspire resources

Learn more about the apps that help you expand your teaching capabilities. Find continued learning resources and templates below.

Explain Everything resources

- [Web app](#)
- [Learning pack: includes targeted video tutorials, quick tips and guides](#)
- [Courses](#)
- [Video resources](#)
- [All Learn Promethean resources](#)
- [Support articles](#)

Promethean ActivSuite and app resources

- [Web apps](#)
- [Video resources](#)
- [All Learn Promethean resources](#)
- [Support articles](#)

- **Promethean ActivInspire resources**
- [Learning pack: includes targeted video tutorials, quick tips and guides](#)
- [Courses](#)
- [Video resources](#)
- [All Learn Promethean resources](#)
- [Support articles](#)