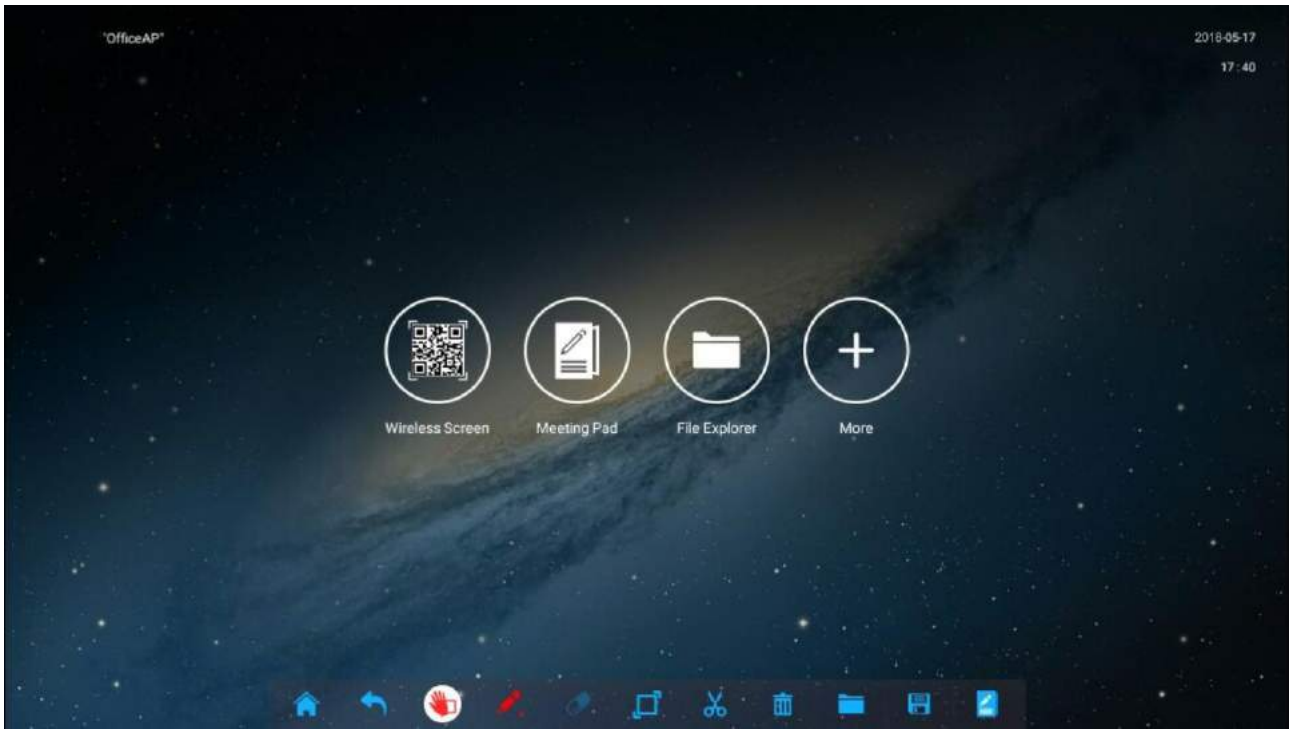
# MeetingPad V2.0 User Manual




Manual Version PTFs1.0

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# 1. Connecting your Touch Screen to a network

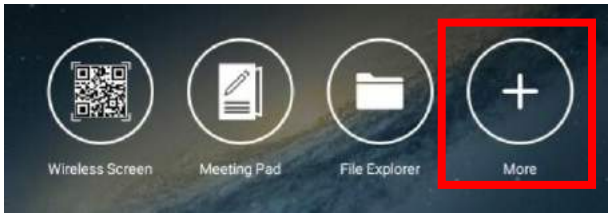
## 1.1 LAN

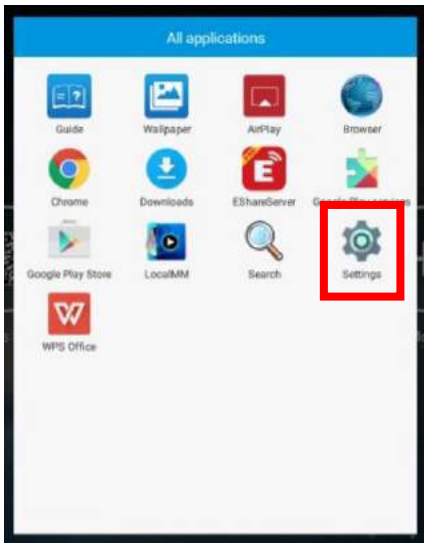
Wherever possible it is recommended that you connect your touch screen to your network using an Ethernet cable. Please connect your Ethernet cable to the LAN port on the touch screen's rear input:

## 1.2 Wi-Fi Network

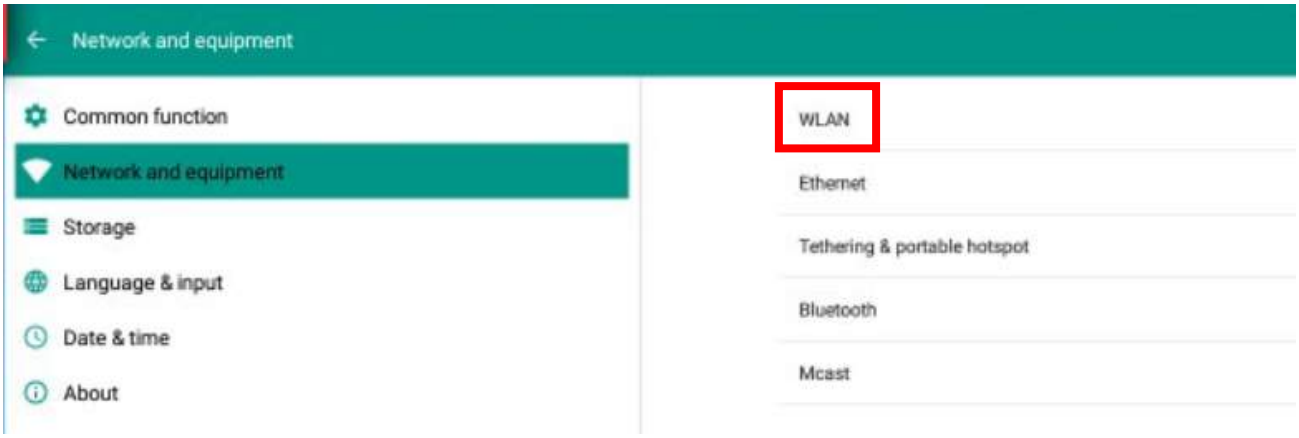
To connect your screen to your Wi-Fi network begin by ensuring that both Wi-Fi aerials have been screwed into the sockets marked "ATN1" and "ATN2" on the side inputs:

Next, from the Home screen select "More", then "Settings":

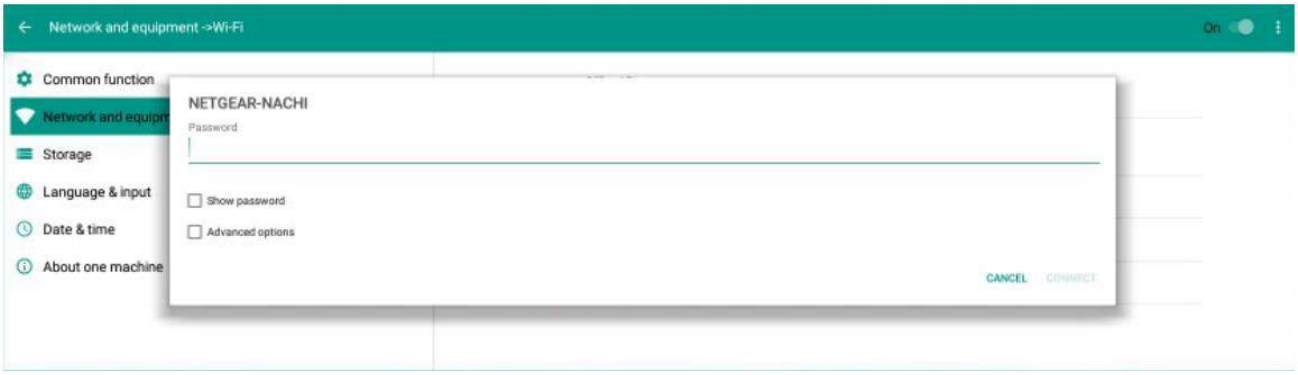



Next, select “WLAN” from the Settings menu:



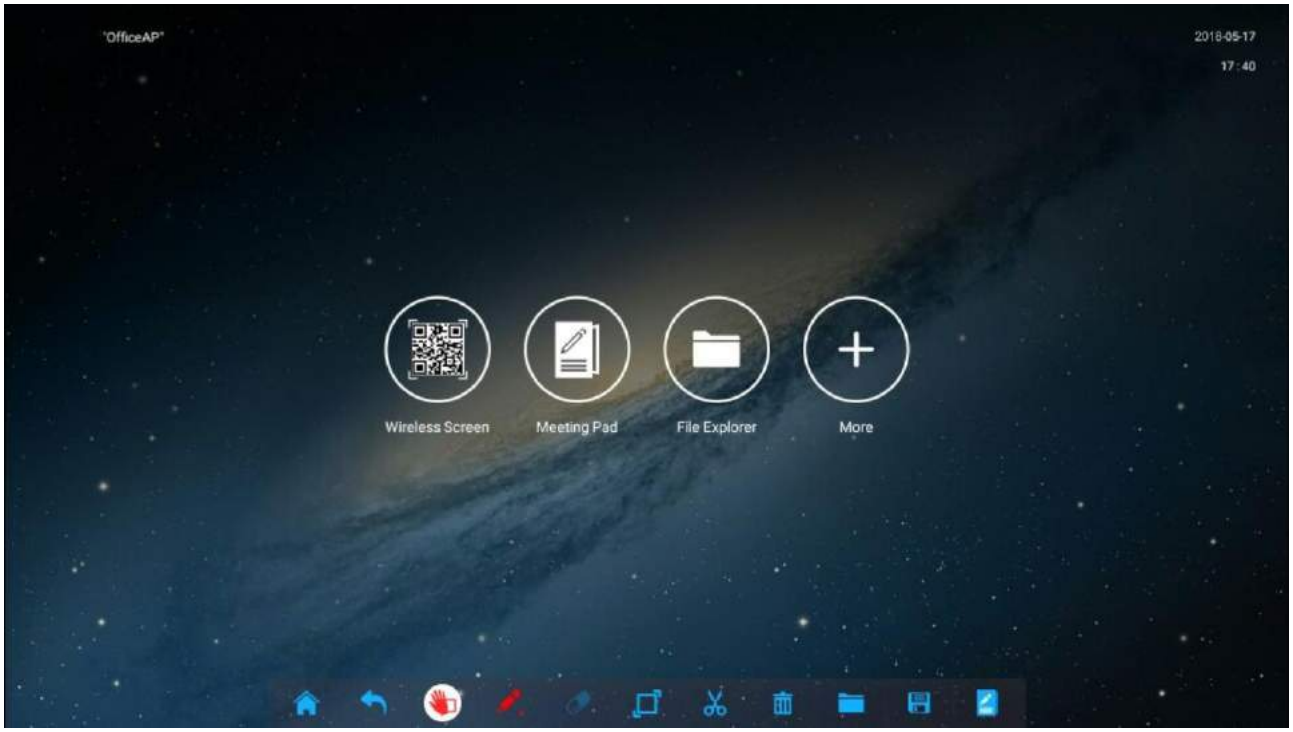

Then select the Wi-Fi network that you want to connect to, this will bring up another box allowing you to enter your password:




Once you have entered your password, using the on-screen keyboard, select “CONNECT”.

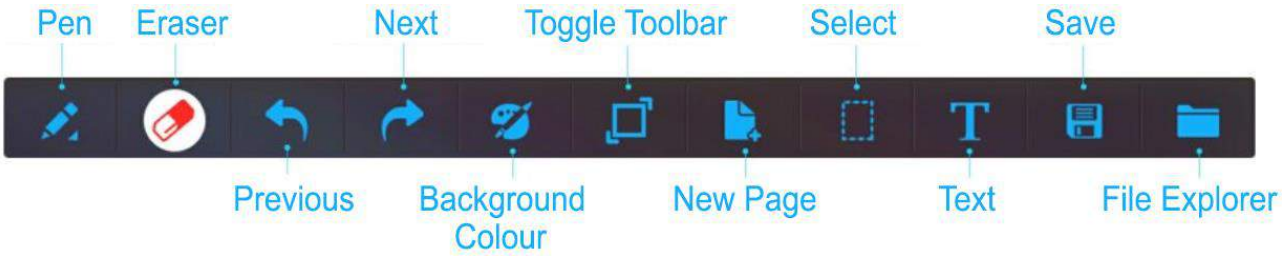
# 2. MeetingPad Interface Overview

Once the MeetingPad option has been selected from the input list the full MettingPad software will launch. When the MeetingPad software loads you will be greeted with the Home screen that allows access to the following sections: Wireless Screen, MeetingPad (Whiteboard), File Explorer and More.

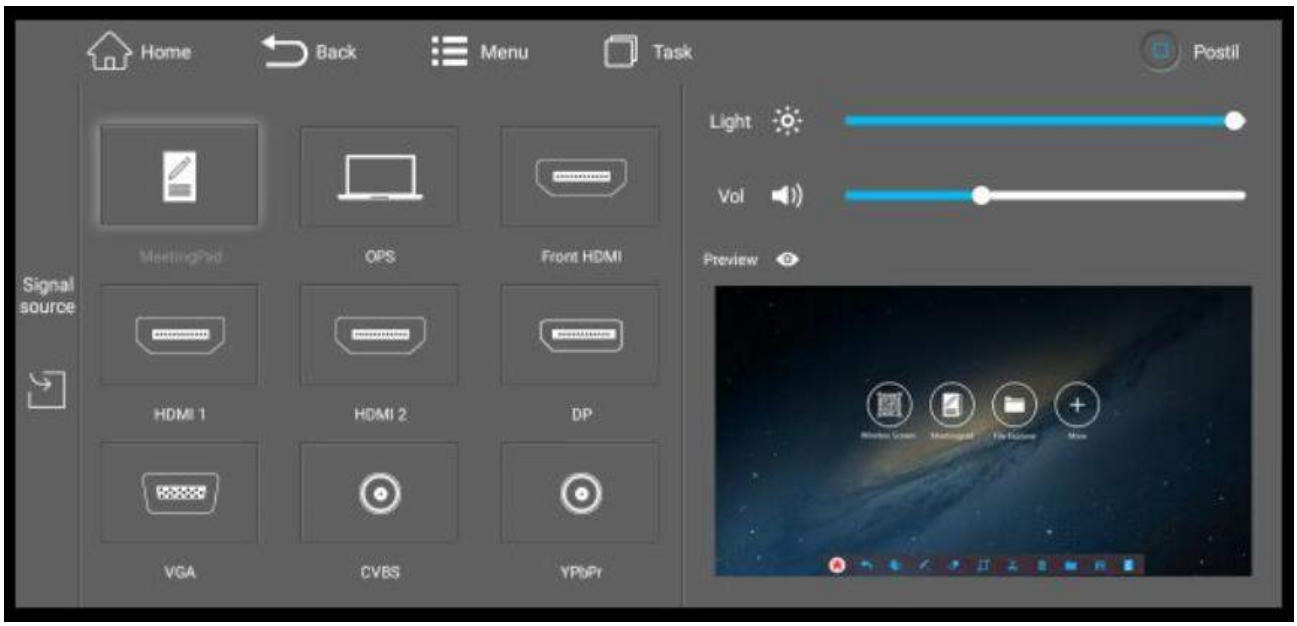



## 2.1 Toolbar and Control Panel

At any point you can access the toolbar at the bottom of the screen. If you are on the "MeetingPad" input you just need to touch the "Toggle Toolbar" button to access it.



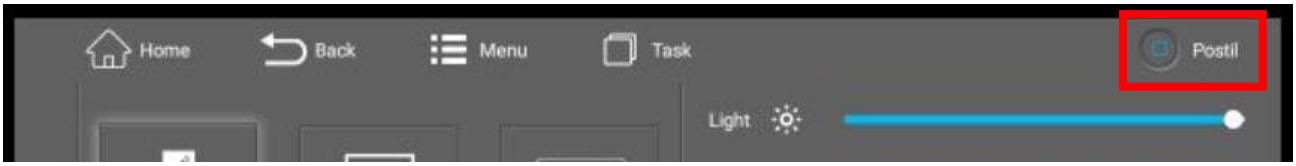
To access the Control Panel swipe your finger up from the bottom of the screen to the middle of the screen:




From here you can preview a different input source, such as VGA, then once selected you can touch the “Signal source” panel on the left hand side to switch the touch screen to this input.

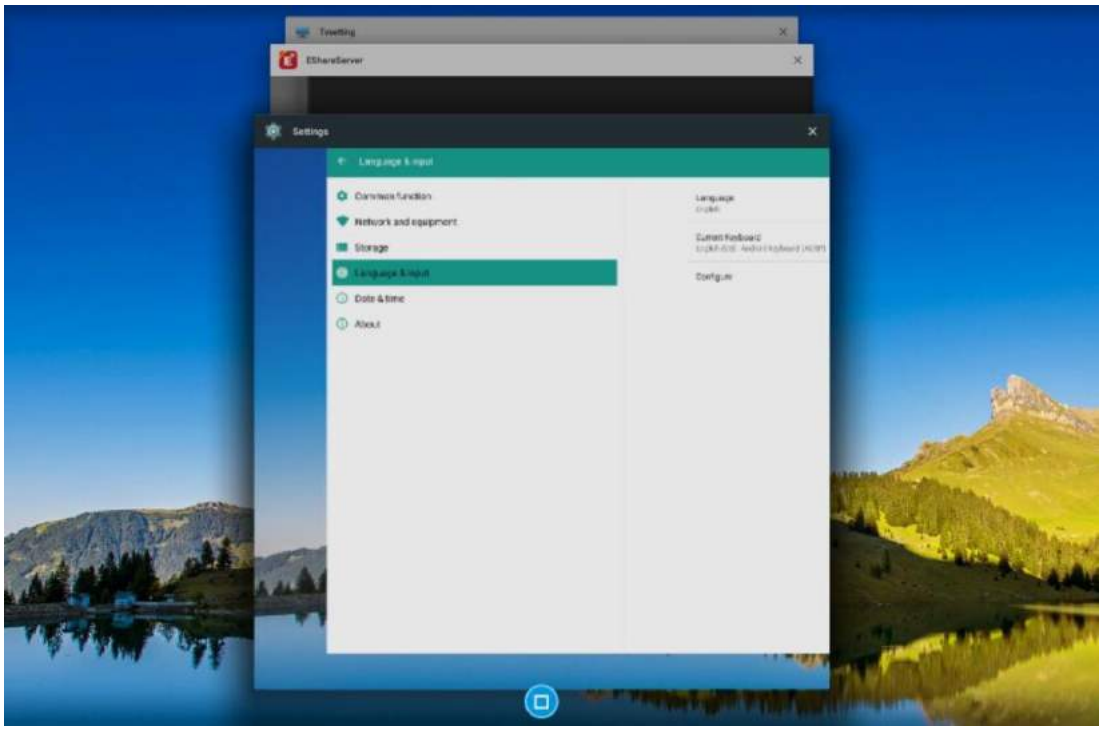
By selecting the “Menu” option you can also change the hardware configuration such as the picture, sound and power settings.

If you are on any other input and you want to access the Toolbar first bring up the Control Panel, then touch the “Postil” button:




Please note that you while the Toolbar is opened you will not have normal touch functionality from your external source as it is only for annotation and saving. You must close the Toolbar once you have finished annotating/saving to regain control of the touch function of the external source.

At any time you can view the tasks that are running, and close the ones you are no longer using, by pressing the “Task” button:

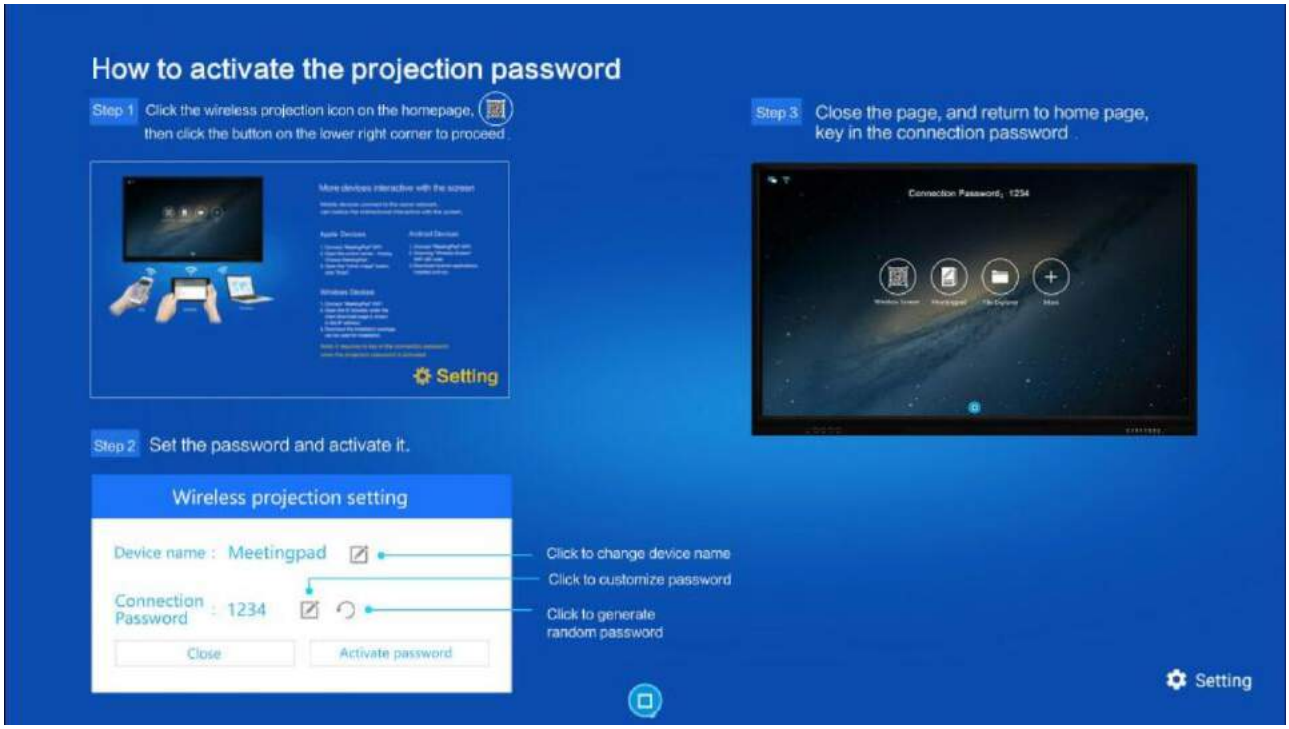


## 2.2 Wireless Screen (Wireless Connectivity)

Selecting this section gives you the necessary information for connecting your device to the Touch Screen wirelessly. Begin by connecting your device to the same Wi-Fi network as your touch screen. If you have a mobile device you can then scan the QR code or enter the IP address given to download the E-Share app. If you are using a desktop device, such as a Windows PC or Mac, you can use the Screen Projection Dongle (section 3.2) to launch the E-Share app and mirror your devices display to the touch screen. The device can also be controlled by the touch screen.

These steps are outlined in following sections:

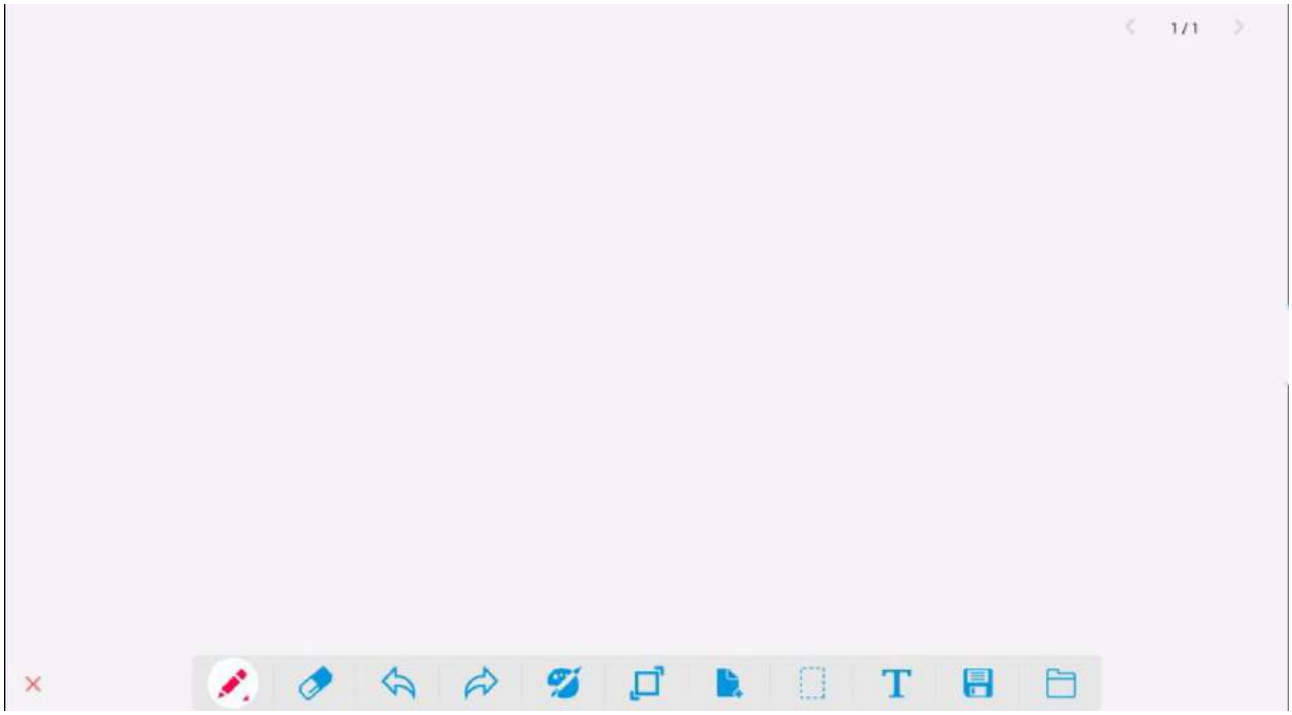
You can also set a Connection Code to prevent other users from accidentally controlling or mirroring their device on the touch screen. To do this touch the “Setting” option in the bottom right hand corner then select “Use Code” to create a unique connection code. This will also be shown on the Home screen of the MeetingPad interface.



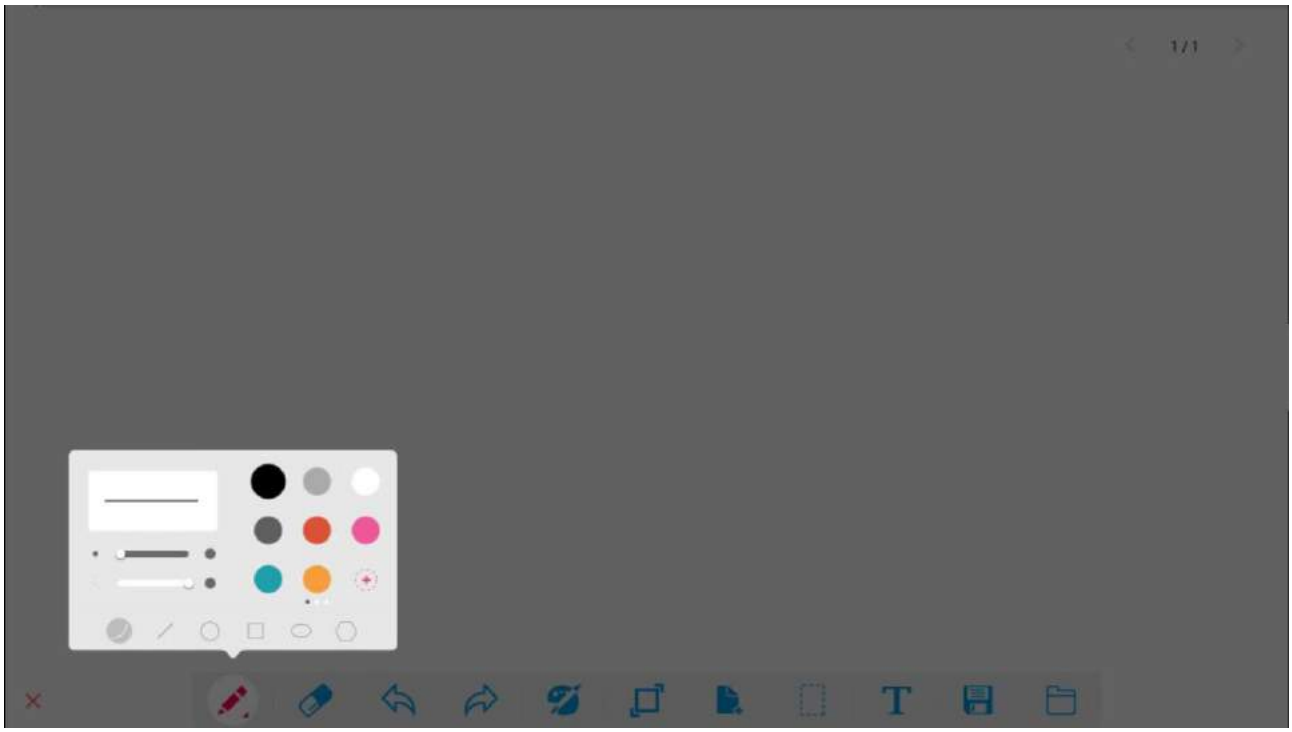

Please note that multiple mobile devices can connect to the same touch screen but only one desktop device can connect to the touch screen. This is because when a mobile device is connected the touch screen’s display can be mirrored to and controlled by the device(s). Conversely if a desktop is wirelessly connected the desktop device is mirrored to and controlled by the touch screen, essentially connecting over HDMI and USB wirelessly.

## 2.3 MeetingPad (Whiteboard)

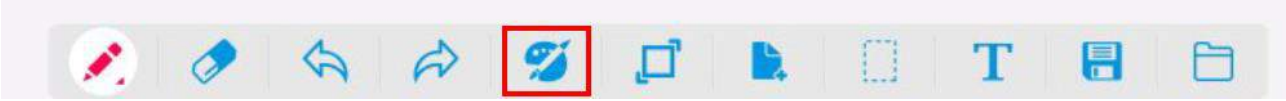
This section replaces traditional Whiteboards in the sense that it gives you a blank canvas on which to teach/present to an audience.




You can change the pen colour, size, opacity and shape by selecting the small pen icon:



You can also change the background colour of the Whiteboard by selecting the “palette” icon:



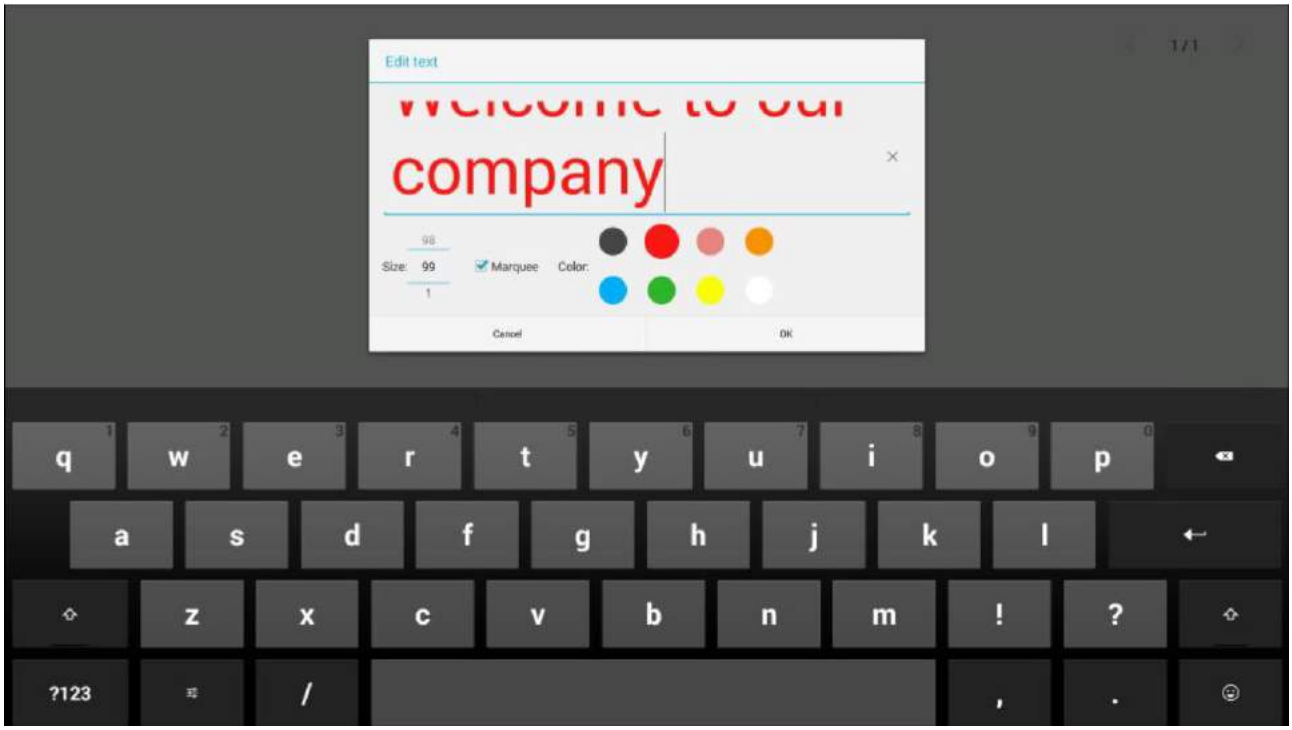
If you want to create a new page as part of the same Meeting please select the “new page” icon:

If you would like to save your Meeting once you have finished please select the “save” icon:

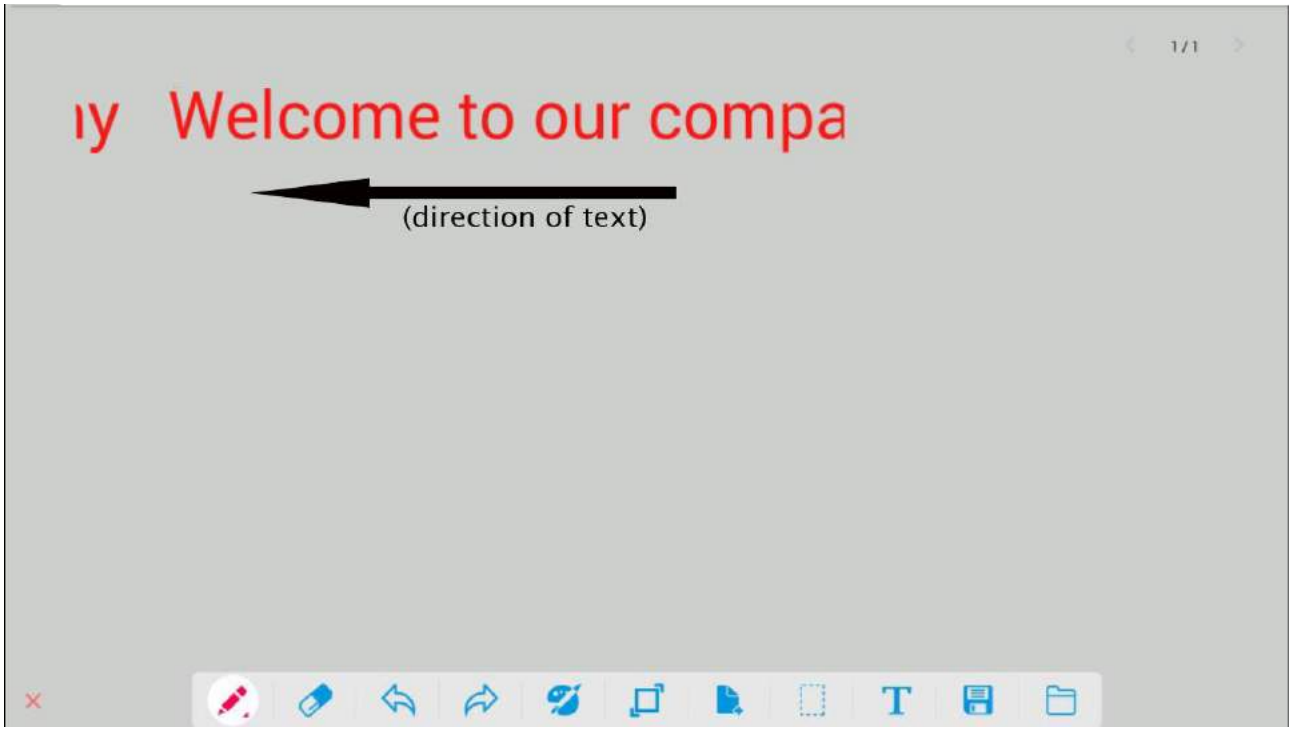
### 2.3.1 Scrolling Text Message (Marquee)

You can set a scrolling message within the Whiteboard section, this is ideal for displaying a welcome message to guests. To begin select the “text” icon:

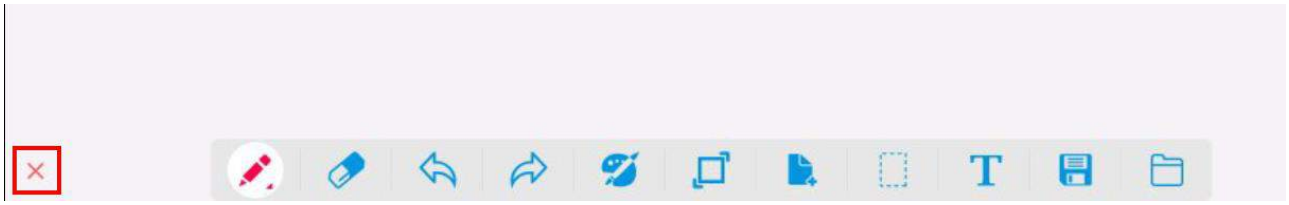
Next, input your text using the on-screen keyboard, choose a font size and colour and ensure that the “Marquee” checkbox is ticked. Then click OK.



Your text will now scroll from right to left in a continuous loop:

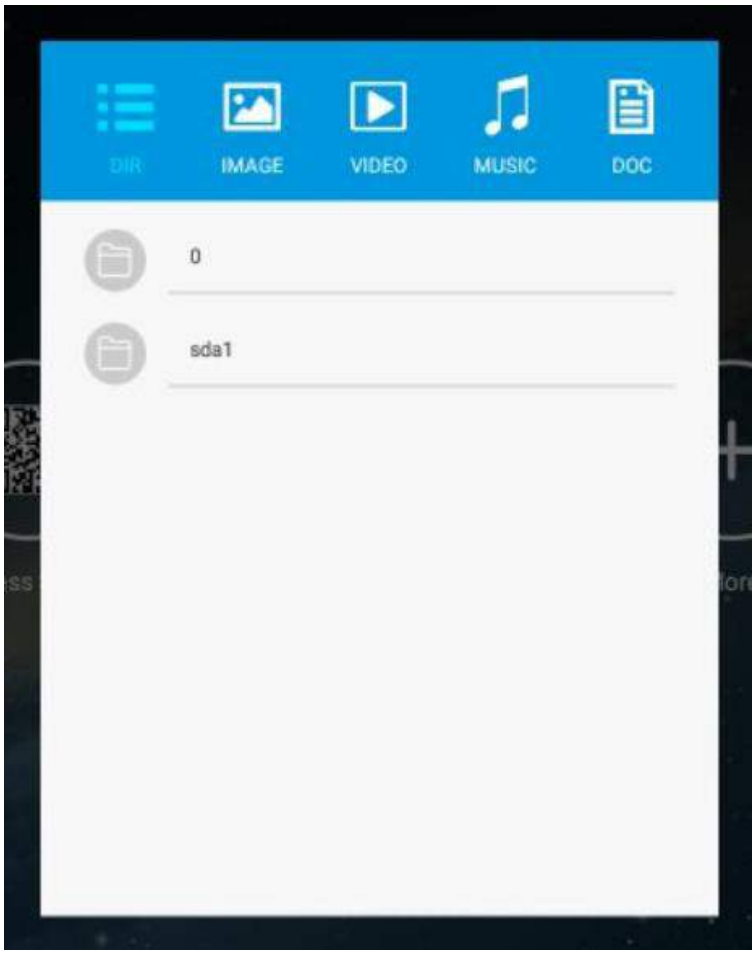



You can exit this section by selecting the “X” in the bottom left hand corner:



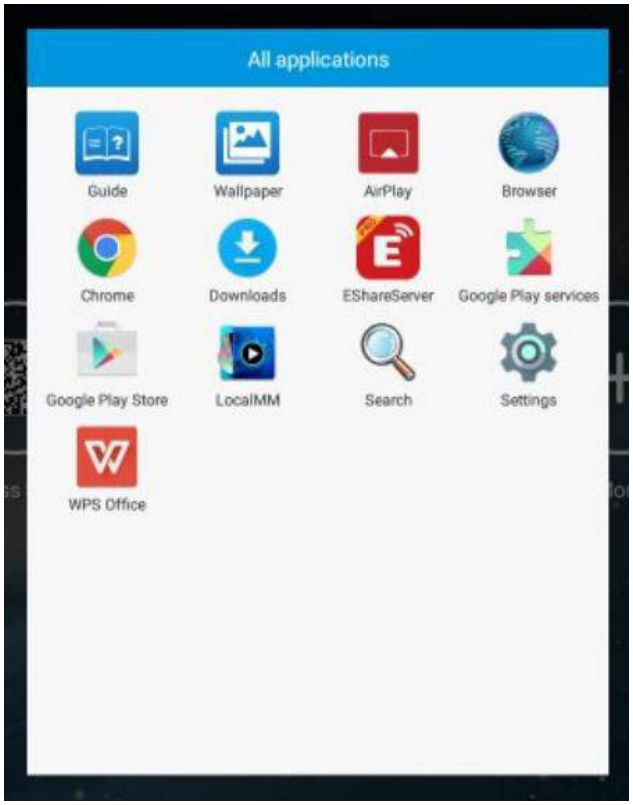
## 2.1 File Explorer

This section allows you to browse the files that you have stored locally, as well as any files you may want to browse via a USB stick. There are six sections, the first is to choose the directory (DIR) this toggles between the local storage and any external storage devices such as a USB stick. There are then four separate file categories: images, videos, audio files and documents. Any files saved to the local storage can be access from here.



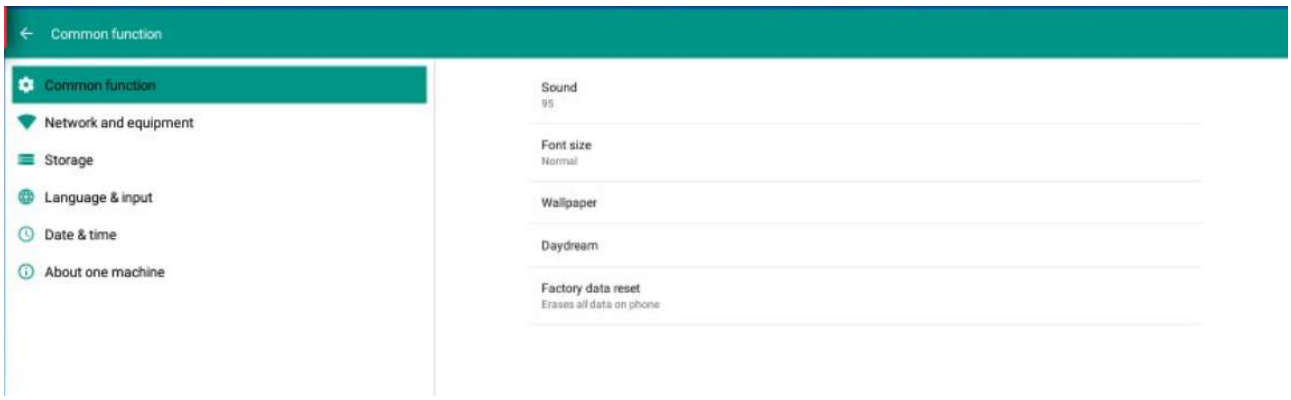
## 2.2 More (Settings, Web Browser and Guide)

By selecting this section you essentially access the rest of the Android OS, such as a web browser (Google Chrome), the Settings section, the step-by-step tutorial guide and the Google Play Store.



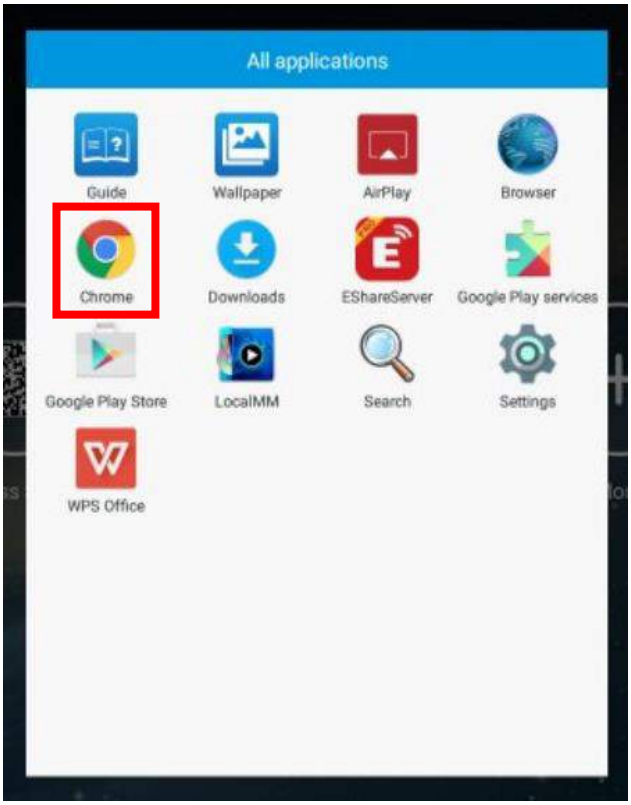

### 2.2.1 Settings

Here you can access the main Settings menu of the Android operating system. It is primarily so that you can input and edit your Wi-Fi settings but you can also access other sections if necessary.



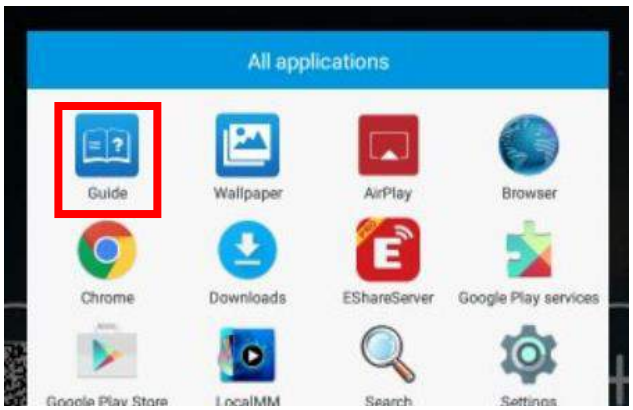
## 2.2.2 Google Chrome (Web Browser)

If you want to browse the web, to annotate webpages or play videos online etc., you can do so using the default web browser which is Google Chrome.



### 2.2.3 Guide

This section gives a quick reference tutorial overview of the MettingPad software.




Swipe from left to right to scroll through the guide section.

# 3. Peripherals

## 3.1 Smart Pen

To use the Smart Pen begin by removing the USB dongle from the top of the pen and inserting it into one of the USB ports on the touch screen.

You can then use the Smart Pen to perform functions such as annotation, saving, navigating though PowerPoint presentations and webpages, returning to the Home page and opening a Whiteboard page. Please note that you can only use the navigation features when on the MettingPad input. The controls are as follows:

## 3.2 Screen Projection Dongle

The Screen Projection Dongle included makes mirroring from your desktop device, such as a Windows PC or Mac, much easier you don't need to download or install the E-Share app.

Begin by connecting your PC/Mac to the same Wi-Fi network as your touch screen then insert the Screen Projection Dongle into one of the USB ports of your PC/Mac.

Then inside you will notice there is an application called "E-Share", double-click on the icon to launch this. You will then have the option to "Share Screen" once you click on this you will then project your device's display directly to the touch screen. You can also control your device using the touch functionality on the touch screen. If you are asked for a code please refer to the "Setting" part of the Wireless Screen section.

# 4. E-Share App

If you want to communicate with the Touch Screen using another device, such as a smartphone, tablet or PC, you must first install the E-Share application. Once installed onto your device you can wirelessly control the touch screen as well as share files and mirror content from the touch screen to your device. This app is available for download from the relevant app store but to ensure that you download the correct app we recommend taking the steps outlined in the section below.

## 4.1 Downloading

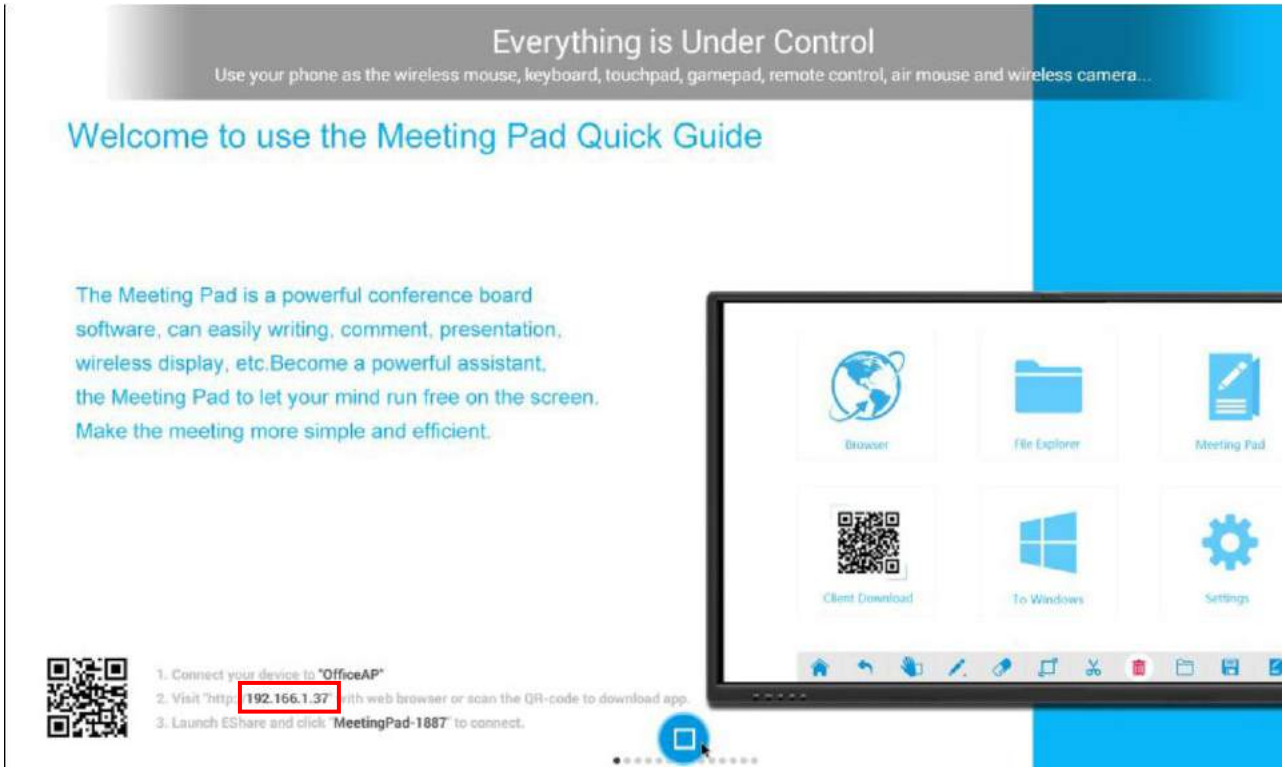
**Mobile Devices**

To download the E-Share app to your device begin by selecting the “Wireless Screen” section from the MeetingPad interface then scanning the QR code with your mobile device. If you do not have a code scanner app on your device you can also enter the IP address in the bottom left-hand corner into the address bar of your device’s web browser. This will direct you to the following page:

You can then select the appropriate option for your device which will direct you to your app store to download the app.

**PC/Mac**

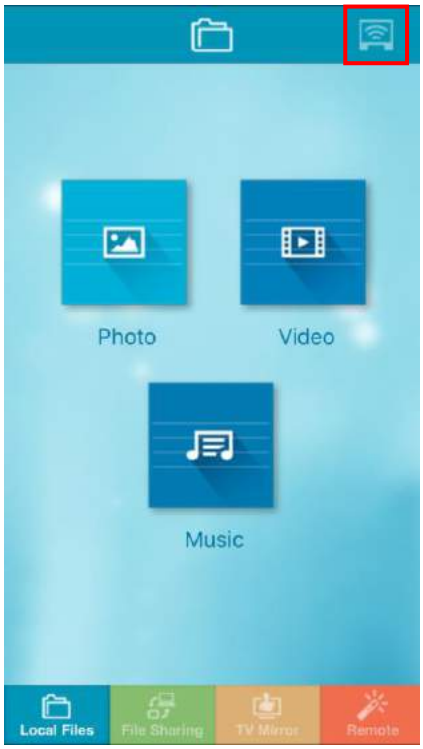
If you want to install the E-Share app onto your PC rather than using the Screen Projection Dongle you can do so. To download the E-Share app to your PC begin by selecting the “Wireless Screen” section from the MeetingPad interface. Next, enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC.



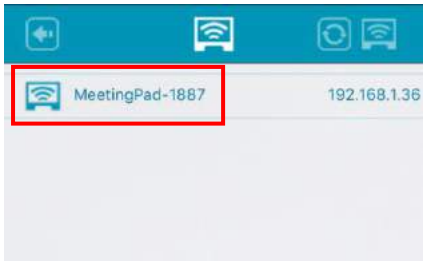

Then select the “EShare for Windows” option to download the Windows application (or “EShare for Mac if you are using a Mac computer). Once downloaded please then install the application onto your PC.

## 4.2 Connecting Mobile Apple Devices

Begin by ensuring that your device is connected to the same Wi-Fi network as your Touch Screen. Next, launch the E-Share app on your device and if there is only one touch screen on the Wi-Fi network it will connect automatically. If there are multiple screens please select the icon in the top right-hand corner:




Then select "**EShare-XXXX**" (each screen will have a unique 4-digit code that can be checked from the "Wireless Screen" section on the MeetingPad interface):




**NOTE: The above steps (downloading the E-Share app and connecting your device/PC to the same Wi-Fi network as your Touch Screen) are essential if you want to achieve any of the functions that follow.**

## 4.3 Connecting Mobile Android Devices

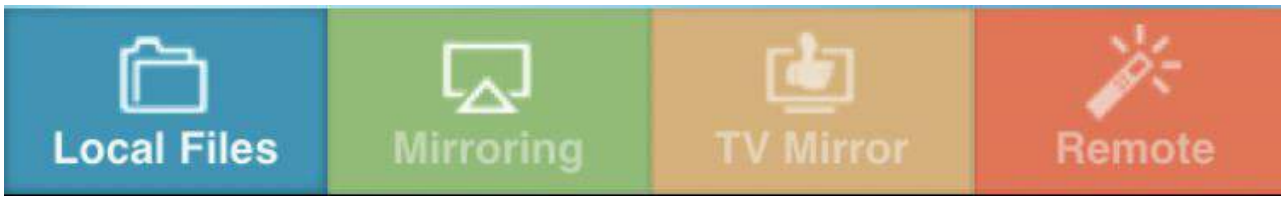
Begin by ensuring that your device is connected to the same Wi-Fi network as your Touch Screen. Next, launch the E-Share app on your device and if there is only one touch screen on the Wi-Fi network it will connect automatically. If there are multiple screens please select the screen you want to connect to – it will have a name of "**EShare-XXXX**" (each screen will have a unique 4-digit code that can be checked from the "Wireless Screen" section on the MeetingPad interface).

## 4.4 Connecting a Windows PC/Mac

Begin by ensuring that your PC is connected to the same Wi-Fi network as your Touch Screen. Next, launch the E-Share app on your PC, select "**EShare-XXXX**" (each screen will have a unique 4-digit code that can be checked from the "Wireless Screen" section on the MeetingPad interface) and click "Start":

If you are asked for a code please refer to the "Setting" part of the Wireless Screen section.

## Interface Overview (Mobile Apple Devices)




Once you have connected your device to your Touch Screen you can then start to wirelessly control the touch screen as well as share files and mirror content from the touch screen to your device. When you launch the E-Share application you will notice the following sections in the footer menu:

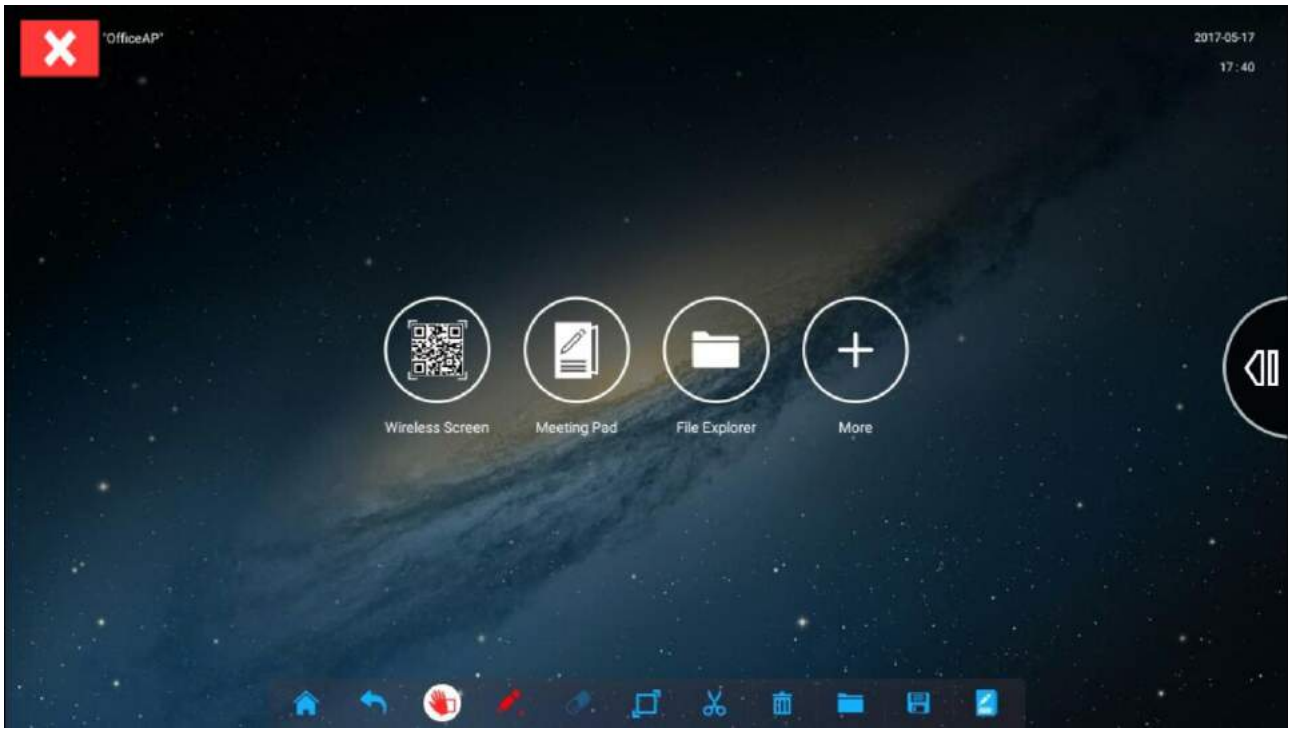
- **Local Files** – here you can stream media files directly from your device on the Touch Screen.
- **Mirroring** – this section allows you to mirror your device's display to the Touch Screen via Airplay.
- **TV Mirror** – here you can wirelessly mirror the Touch Screen's display onto your device.
- **Remote** – this section is mainly a touch mouse pad but also allows you to go Home, activate the on-screen keyboard and even access the apps from the screen's Android operating system:

## 4.5 Mirroring (Mobile Apple Devices)

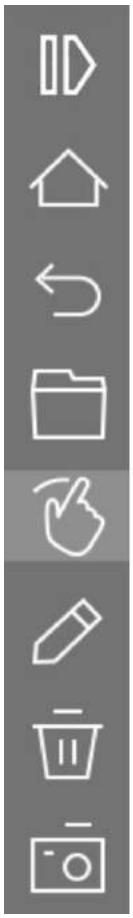
### 4.5.1 From screen to device

Begin by selecting the “TV Mirror” option from the footer menu:

You should then be able to see exactly what is being displayed on the Touch Screen on your device. You can also use your device’s touch screen to remotely control the cursor on the Touch Screen, giving you complete remote control:



You will notice that there is a side menu with the following options:



**Minimise** – this collapses and re-opens the side menu

**Home** – same result as the "Home" button on the MeetingPad interface

**Back** – same result as the "Back" button on the MeetingPad toolbar

**File Explorer** – allows you to browse the files on your device

**Hand Tool** – allows you to select and move objects

**Draw Tool** – allows you to annotate any given screen

**Delete** – same result as the "Delete" button on the MeetingPad toolbar

**Camera** – displays your device's camera feed on the Touch Screen

To exit this section at any time please select the "X" in the top left-hand corner.

### 4.5.2 From Apple device to screen (Airplay)

To mirror the content from your Apple device to the touch screen you can either select the "Mirroring" option from the E-Share footer menu:

Or you can take the normal steps to connect via Airplay directly:

1. Connect your Apple device and your AirPlay device to the same Wi-Fi network.
2. On your Apple device, swipe up from the bottom of your screen to open Control Center.
3. Tap on the "AirPlay" option.

4. Tap "EShare-XXXX" and the display on your device will now be mirrored on screen.

**NOTE: each screen will have a unique 4-digit code that can be checked from the "Wireless Screen" section on the MeetingPad interface**

## 4.6 File Sharing (Mobile Apple Devices)

### 4.6.1 From screen to device

**Sharing Files**

Begin by selecting the “Wireless Screen” section from the MeetingPad interface. Next, you can either scan the QR code with your mobile device or enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC. You will then see the following options:

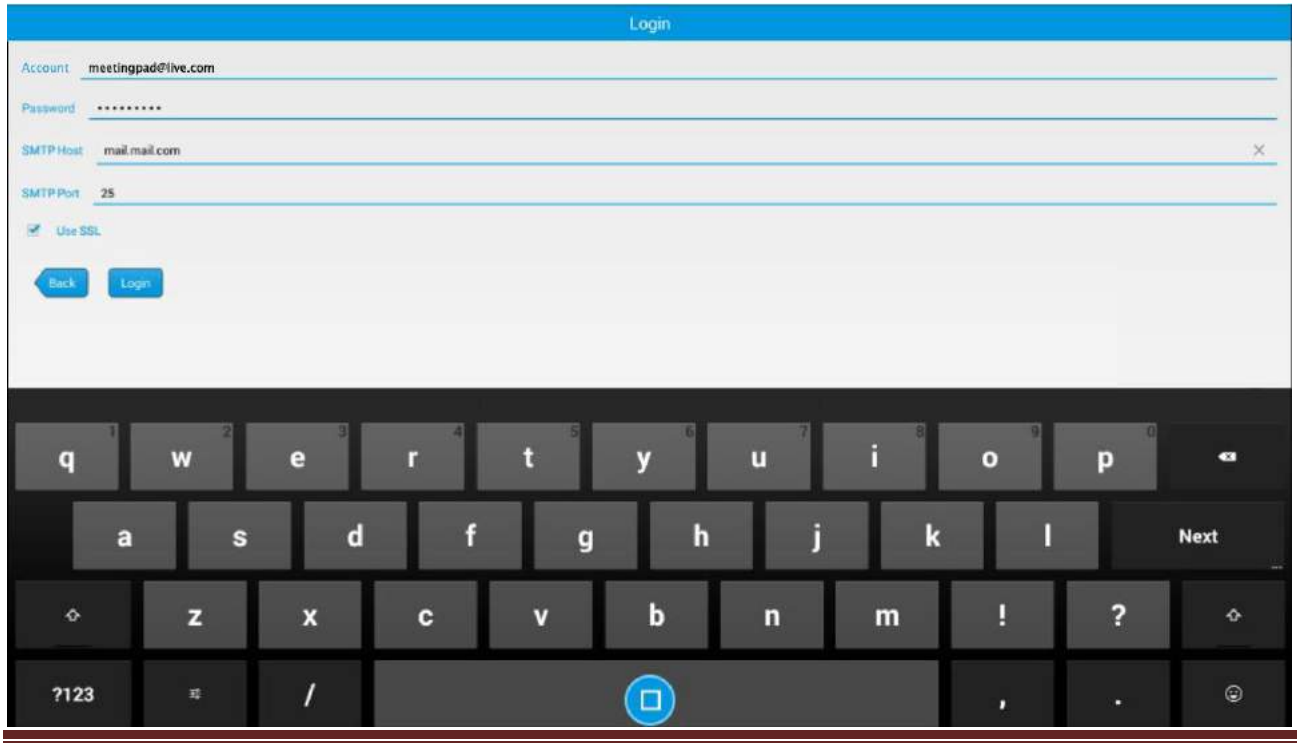
Select “Wireless Storage”. You will then have remote access to all of the files on the Touch Screen. You can then open and save files from your device.

**Sharing Screenshots**

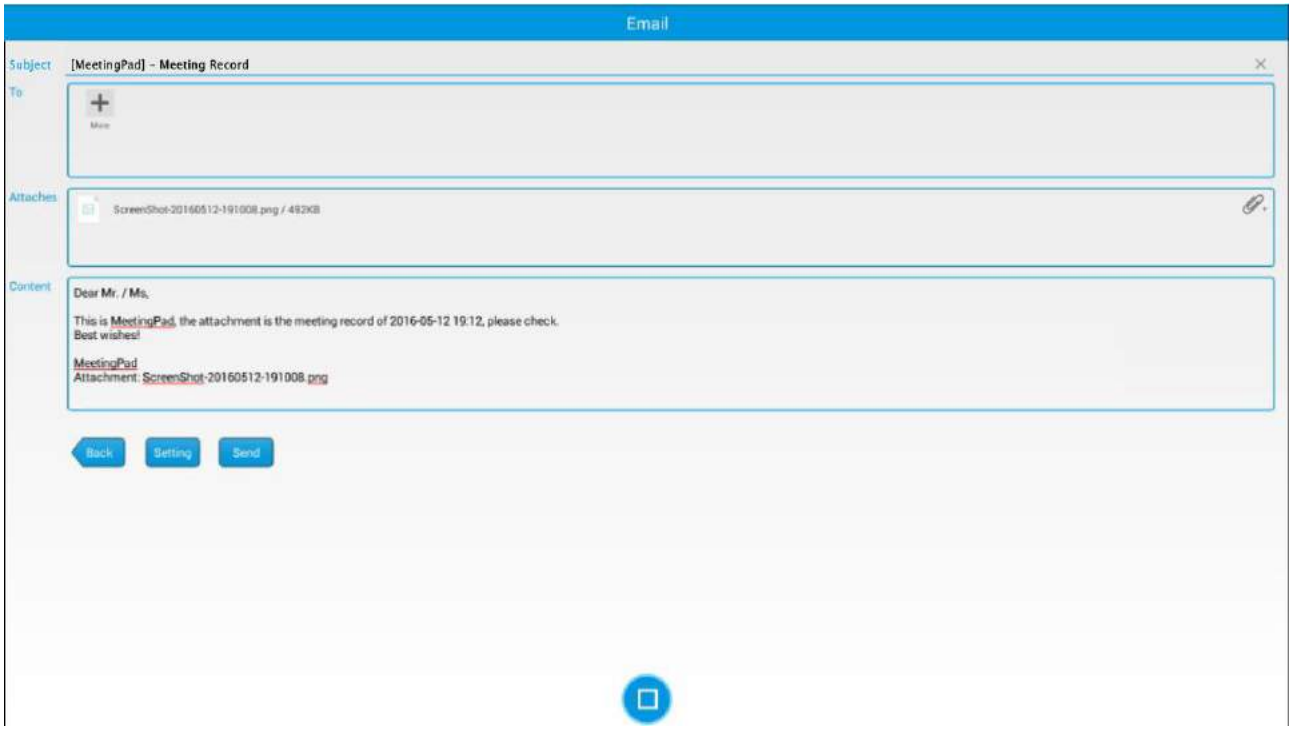
If you have a file open on your Touch Screen and you want to share a screenshot of it with your device begin by clicking the “save” icon:

You will then see the following:

At this stage you can either scan the QR code with your device, this will then point you to the location that the screenshot has been saved to on the local area. You can then save it to your device. The other option is to “Send”, selecting this allows you to send the screenshot via email. Once you select “Send” you will firstly need to enter your email server details using the on-screen keyboard:

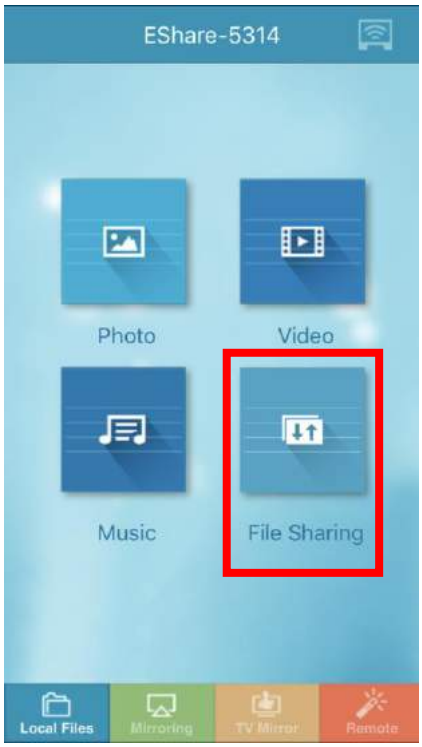


Once you have entered the correct details select the “Login” button. You will then be taken to the email composition page; here you can edit the Subject and body of the email accordingly:

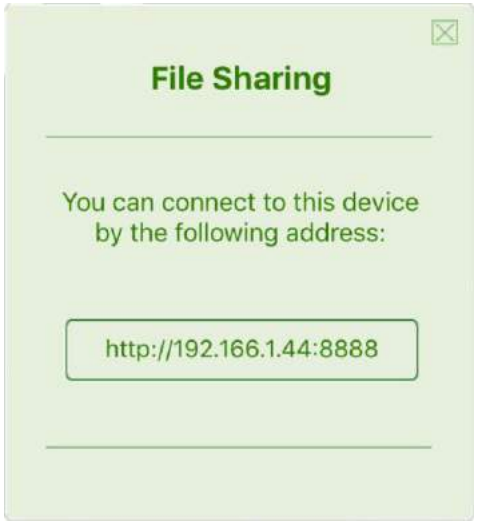


### 4.6.2 From device to screen

From your device select the “File Sharing” option from the main menu:




You will then be presented with an IP address, like this:




Next launch the “Browser” section of the MeetingPad interface and enter the IP address from your device into the address bar of the Touch Screen web browser. You will then have remote access to all of the files on your device.

## 4.7 Interface Overview (Mobile Android Devices)

Once you have connected your device to your Touch Screen you can then start to wirelessly control the touch screen while mirroring as well as share files from the touch screen to your device. When you launch the E-Share application you will notice that there is a side menu with the following options:

**Minimise** – this collapses and re-opens the side menu

**Home** – same result as the "Home" button on the MeetingPad interface

**Back** – same result as the "Back" button on the MeetingPad toolbar

**File Explorer** – allows you to browse the files on your device

**Hand Tool** – allows you to select and move objects

**Draw Tool** – allows you to annotate any given screen

**Delete** – same result as the "Delete" button on the MeetingPad toolbar

**Camera** – displays your device's camera feed on the Touch Screen

**Mirroring** – allows you to mirror your device's display on your Touch Screen

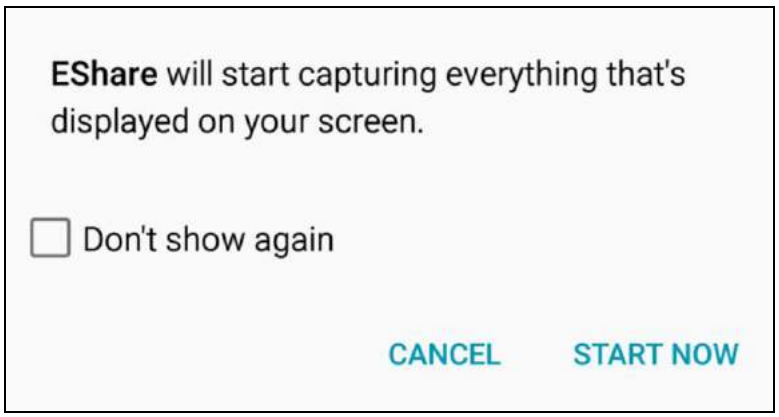
## 4.8 Mirroring (Mobile Android Devices)

### 4.8.1 From screen to device

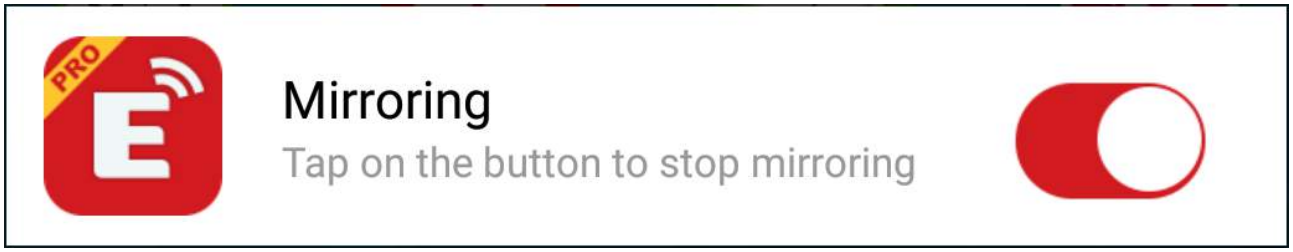
Once you launch the E-Share app and connect to your screen the Touch Screen's display will automatically display on your device. You can also remotely control the cursor on the Touch Screen using your finger on the device.

### 4.8.2 From device to screen

Once you launch the E-Share app you will see a “Mirroring” icon in the side menu ( ) begin by selecting this. You will then see the following message:




Select “START NOW” and your devices display will be mirrored on the Touch Screen. To stop the mirroring swipe down from the top of your Android device to bring up your Notification panel and turn the “Mirroring” option off:




You can also use this method to re-connect and begin mirroring again.

## 4.9 File Sharing (Mobile Android Devices)

### 4.9.1 From Touch Screen to device

**Sharing Files**

Begin by selecting the “Wireless Screen” section from the MeetingPad interface. Next, you can either scan the QR code with your mobile device or enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC. You will then see the following options:

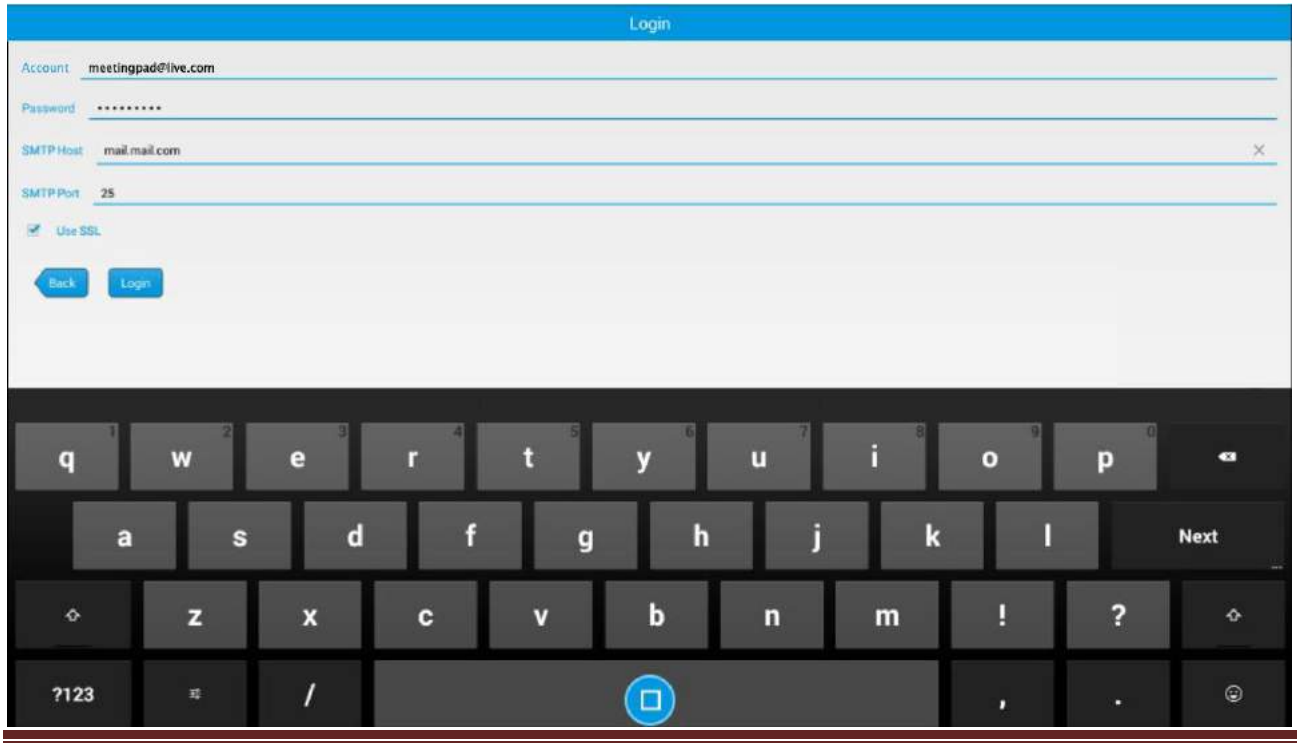
Select “Wireless Storage”. You will then have remote access to all of the files on the Touch Screen. You can then open and save files from your device.

**Sharing Screenshots**

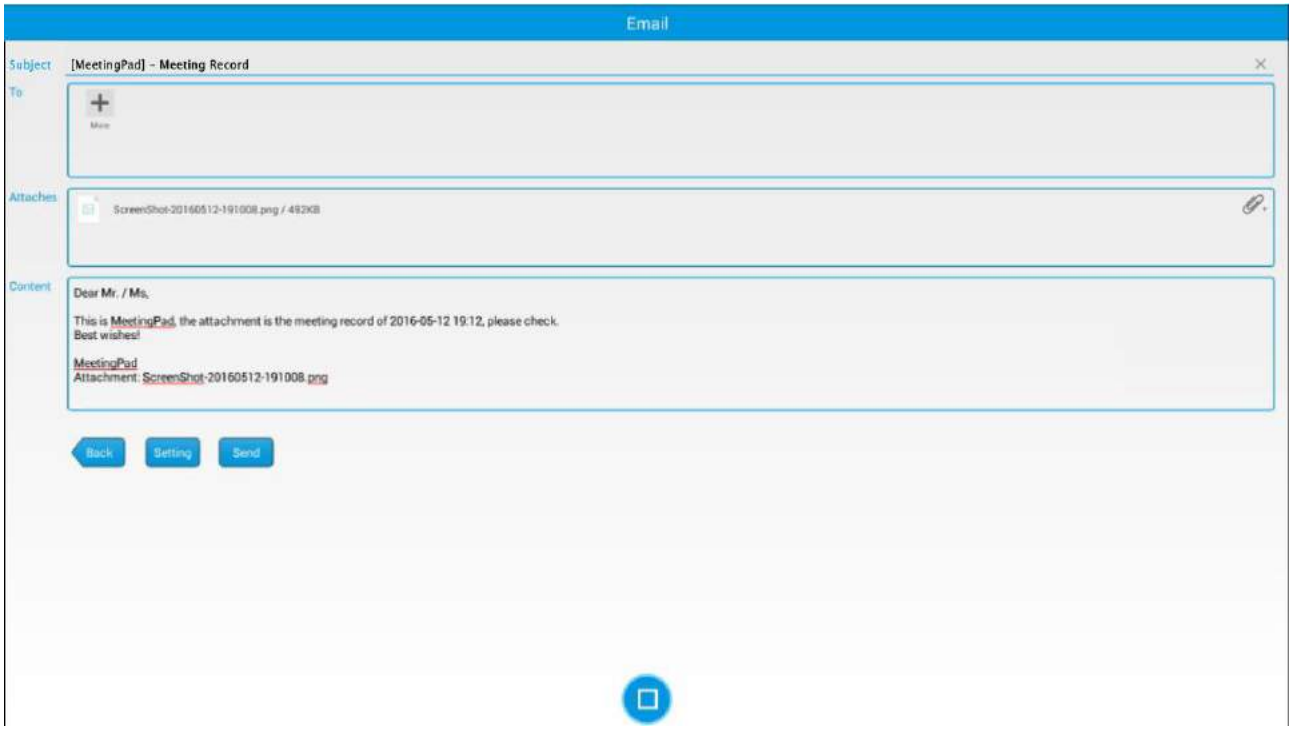
If you have a file open on your Touch Screen and you want to share a screenshot of it with your device begin by clicking the “save” icon:

You will then see the following:

At this stage you can either scan the QR code with your device, this will then point you to the location that the screenshot has been saved to on the local area. You can then save it to your device. The other option is to “Send”, selecting this allows you to send the screenshot via email. Once you select “Send” you will firstly need to enter your email server details using the on-screen keyboard:



Once you have entered the correct details select the “Login” button. You will then be taken to the email composition page; here you can edit the Subject and body of the email accordingly:



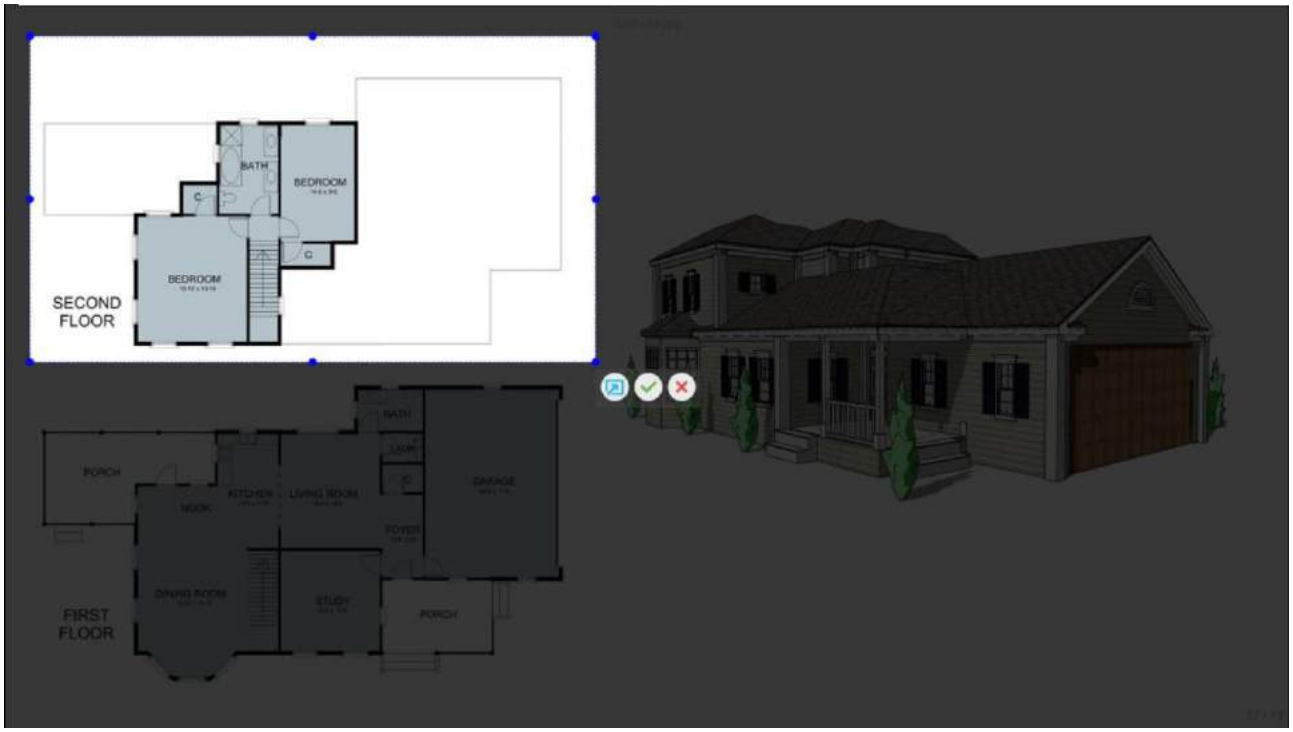

### 4.9.2 From device to Touch Screen

Begin by selecting the “File Explorer” icon from the side menu ( ) this will then allow you to access the files on your device. Once you select a file it will then be loaded onto the Touch Screen, from here you can then edit or save it accordingly.

## 4.10 Snipping Tool

If you want to cut and save a section of your display at any time you can use the Snipping Tool:

Next, touch and drag the area that you want to crop:




To save the screenshot select "". You can then access the file via the "File Explorer" section. You can also launch the screenshot in a separate whiteboard by selecting "". To cancel the selection select "".