**Guide to Hybrid Connections**

**Use Your Panel in Virtual/Hybrid Instruction**

You may want to take advantage of your large screen ActivPanel in your Zoom classes. Use this guide to learn how.

**Option 1 – SCREEN SHARE**

**Mirror Your Screen to the ActivPanel**

1. Start your Zoom session on your computer and get all tabs and documents that you will be sharing ready.
2. Place your laptop 5-8 feet in front of your panel, so that you can see yourself in front of the panel in the screen. You may want to elevate the laptop with books or boxes, so that the camera lens is about the same height as your face.

Graphical user interface, text, application, chat or text message

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1. On the Promethean panel, go into the Unified Menu and tap the Screen Share app to launch the app. Once launched, a floating window will appear.
2. To connect from your laptop, open the Screen Share Application on your computer and enter in the same 6-digit code as what you see on your Promethean. Be sure to check the box that says Enable Touchback.
3. Graphical user interface, application

   Description automatically generatedUsing the floating window that appears on your panel’s screen, tap the people icon to enter the waiting room.
4. Select your name and then tap the orange Share button at the bottom of the waiting room window. Your laptop is now showing on the Promethean!
5. From here, you will go into the Share Screen icon through Zoom on your laptop. Make sure to check off share computer sound.

Graphical user interface, application

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1. Now you will be able to control your laptop from the Promethean panel, and everything you see, your students will see!

**Option 2 – SOURCE**

1. Start your Zoom session on your computer and get all tabs and documents that you will be sharing ready.
2. Place your laptop 5-8 feet in front of your panel, so that you can see yourself in front of the panel in the screen. You may want to elevate the laptop with books or boxes, so that the camera lens is about the same height as your face.
3. Now connect your computer to the ActivPanel using the following cable(s). [[1]](#footnote-1)

|  |  |  |
| --- | --- | --- |
| **HDMI Cable** |  | **USB Touch Cable** |
| A cable attached to it  Description automatically generated |  | A picture containing connector, cable, remote, sitting  Description automatically generated |
| *For both the HDMI, and the USB Touch Cable, plug one end into the computer and the other into the ActivPanel* | | |

Icon

Description automatically generated**NOTE: Touch Cables are not pre-installed, so if you want one, you’ll have to find/buy one. You can get them online for around $8** [**here.**](https://www.amazon.com/Cables-Go-13401-Cable-White/dp/B00005114Z/ref=sr_1_4?dchild=1&keywords=touch%2Bcable%2Busb&qid=1600979072&sr=8-4&th=1) **Also, if you use a touchback cable, make sure it’s plugged into the port with the same number as the HDMI. Touch cables are not required, but enhance the panel to make it touch screen while wired (touchback).**

1. From the Unified Menu choose **Source** and **HDMI**.
2. Your ActivPanel should now display your laptop. There are two ways to do this:

* **Mirror** /**Duplicate Mode:** The external display screen is the same as (mirrors/duplicates) what is shown on your computer screen.
* **Extended-Screen Mode:** The external display screen serves as a separate, external monitor. Extended mode enables you to have two different screens on your computer and your panel. For example you could be taking attendance on your computer while showing a movie on the extended screen.

**Option 2a – Mirror Your Screen to the ActivPanel trough SOURCE**

A screenshot of a cell phone

Description automatically generatedUnless you were already extending your screen to the second monitor, you will automatically begin like this. But if not, here’s how to set it up.

1. Right click on your laptop desktop. Hit Display settings.
2. If your screens are extended, it will look something like this.

A screenshot of a social media post

Description automatically generated

1. Graphical user interface, text, application, chat or text message

   Description automatically generatedTo mirror the displays, scroll down to scroll down to **Multiple displays**, and choose **Duplicate these displays**. Keep the changes. This will keep things simple, what you see on one screen will be the same as the other one.
2. From here, you will go into the Share Screen icon through Zoom on your laptop.
3. Graphical user interface, application

   Description automatically generatedNow everything you see on the Promethean panel, your students will see! If you use a touchback cable, you can also pilot your laptop through the screen of the panel itself. If you don’t, the screen still works great as a high resolution projector!

**Option 2b – Extend Your Screen to the ActivPanel trough SOURCE**

1. A screenshot of a cell phone

   Description automatically generatedRight click on your laptop desktop. Hit Display settings.
2. If your two screens are mirrored, it will look like this.

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated

1. To set them up as separate displays scroll down to **Multiple displays**, and choose **Extend these displays**. Keep the changes. This will create two connected displays.
2. A screenshot of a social media post

   Description automatically generatedScroll back up and notice two separate displays. Drag and drop your separate screens to make them appear as you’ve set up your room. If you’re uncertain which screen is which, hit **Identify**. Most likely the laptop will be 1 and the panel will be 2.

**Adjusting the Resolution for Extended Screen**

1. Adjust the icons for your panel so that they seem to be a reasonable size. On your laptop, under display, select the Promethean panel screen (2).

A picture containing graphical user interface

Description automatically generated

1. Then scroll down to Scale and Layout. Adjust this to your preference. What worked for me was text, **apps, and other items** - 350%; **display resolution** - 3840 x 2160.

**Graphical user interface, application

Description automatically generated**

**Maximize Zoom with Extended Screen**

A screenshot of a cell phone

Description automatically generated**Dual Monitor Mode in Zoom**

1. Make sure you do this in a room with no students. On the camera icon, tap the arrow up and then **Video Settings.**
2. A screenshot of a cell phone

   Description automatically generatedThen on the left hand side, choose the General Tab. Checkmark the box that says **Dual Monitor.** Close the window, and close the meeting. This is how Zoom saves your preferences.

Note: The ActivPanel does not have a camera, so when your face shows up, the image will be captured from the camera on your laptop.

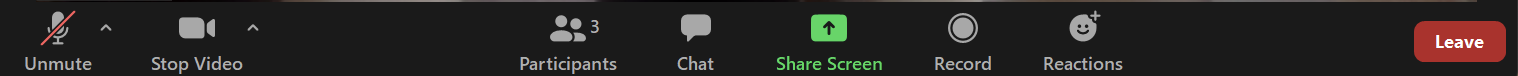
1. A person standing in front of a computer screen

   Description automatically generatedClose the Zoom meeting, and open another to see changes. This time you will notice two separate Zoom windows, one says **Zoom Meeting**, the other says simply **Zoom**. Drag these windows so the Zoom Meeting window is on the laptop, and the Zoom window is on the panel.

**Students Faces on the Panel**

**Share Lessons on the Laptop**

1. In the Zoom Meeting Window, choose **Share Screen** from your controls. You will see choices for which screen you’d like to share, select **Screen 1**.

A screen shot of a computer

Description automatically generated

1. The Zoom Meeting Window on the laptop will disappear and the meeting participants will show up on your panel. If they look small, simply maximize the window on the panel.

A screen shot of a person

Description automatically generated

What students see in your Zoom

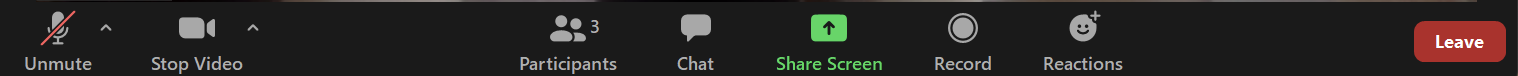
Happy student faces!

Your teacher face!

**Students Faces on the Laptop**

**Share Lessons on the ActivPanel**

1. In the Zoom Meeting Window, choose **Share Screen** from your controls. You will see choices for which screen you’d like to share, select **Screen 2**.

A screen shot of a computer

Description automatically generated

1. The Zoom window on the panel will disappear and the meeting participants will show up on your laptop. If they look small, simply maximize the window on the laptop.

A screen shot of a person

Description automatically generated

Happy student faces!

Your teacher face!

What students see in your Zoom

1. If you have a touchback cable connected, you can use Microsoft Whiteboard, or Jamboard, or even Promethean’s software ClassFlow to use the panel as a whiteboard.

1. For a video tutorial on how to connect the cables, access bit.ly/RSDPromethean [↑](#footnote-ref-1)