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**Promethean®**

## **User Profiles**

User Guide

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## Overview

With the ActivPanel® Elements™ series, you can create local user profiles at the panel, improving your workflow and enabling more secure multi-user functionality on the panel. This can be convenient if you are sharing your ActivPanel with colleagues, or if you have a guest teacher or substitute.

## Pre-requisites

- **ActivPanel Elements series:** Nickel, Cobalt, or Titanium with panel firmware v4.0 or above.

## Panel firmware installation

For instructions on how to upgrade panel firmware, please refer to the relevant articles from the Support site at [Support.PrometheanWorld.com](https://support.prometheanworld.com):

- Nickel
- Cobalt
- Titanium

## User profiles types and permissions

By default, the panel will have two users – Owner and Guest. If there are multiple teachers using the same panel, up to eight additional users can be added.



	Owner (default)	New User	Guest (default)
Add new user profile	✓		
Delete user profile	✓		
Change profile name and/or image	All users	✓	
Create PIN	✓	✓	
Save files, apps, and data	✓	✓	✓ (if Save option is selected)
Access Cloud Storage via Promethean Cloud Connect	✓	✓	
View installed apps	For all users	Only apps associated with their profile	
Update apps	For all users	For all users	

User Profiles User Guide 05/20 v1.1 EN





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## Add a new user profile - Owner

1. Open the Unified Menu and tap .
2. Tap  and tap **MORE SETTINGS**.
3. Tap **Users**.
4. Tap **Add user**, and then Tap **OK** in the next pop-up window.
5. Tap **SET UP NOW** to set up the profile for each new user.


Note: Up to 10 users, including Owner and Guest, can be added.

## Change user profile name or image

1. Open the Unified Menu and tap .
2. Tap .
3. Tap a user profile and use the on-screen keyboard to rename the user. Tap on the user's avatar to change the user's picture.
4. Tap **OK**.

**Note:** Owners can make changes to the name and image of other user profiles on the panel.



## Sign out or switch user profiles

1. Open the Unified Menu and tap .
2. Tap **SIGN OUT**.



**Note:** If signing out as Guest, you will be asked if you want to delete all app, data, information and settings or save it for next time.

3. Tap on a user profile in the sign in screen to switch to another user profile. If the other user profile has a PIN set, you will be prompted to enter the PIN.




## Securing a user profile with a PIN - recommended

1. Open the Unified Menu and tap .
2. Tap .
3. Tap **Screen Lock**, and then tap **PIN**.
4. Use the on-screen keyboard to enter a PIN between 4-17 digits.
5. Tap **Continue**, and then tap **OK** to confirm your PIN.
6. Select your preference on Notifications and tap **Done**.

## Remove or change a PIN for a user profile

1. Open the Unified Menu and tap .
2. Tap  and tap **MORE SETTINGS**.
3. Tap **Security & Location**, and then tap **Screen Lock**.
4. Use the on-screen keyboard to enter your PIN once more.
5. Tap **None** to remove the PIN or tap **PIN** to change your password.

## Delete a user profile - Owner

1. Open the Unified Menu and tap .
2. Tap  and tap **MORE SETTINGS**.
3. Tap **Users**.
4. Tap  next to the user profile you would like to delete.
5. Tap **DELETE** in the next pop-up window.

**Note:** Deleting a user profile will delete all of the apps and data associated with that user profile. This action will not delete or otherwise change the apps and data associated with any other panel users, even if they use the same app as the deleted profile. For instance, if two panel users have installed Google™ Classroom, deleting one panel user will only delete the Google Classroom data for the first user and will leave the app and data associated with the second user unchanged.