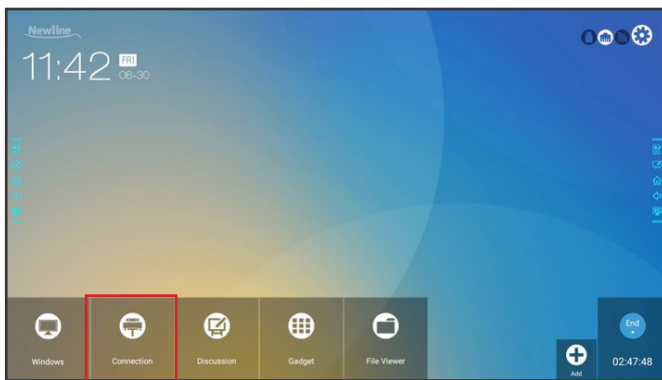


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Switching Sources on the TRUTOUCH X Series

To Access Any Source Connected to the Display

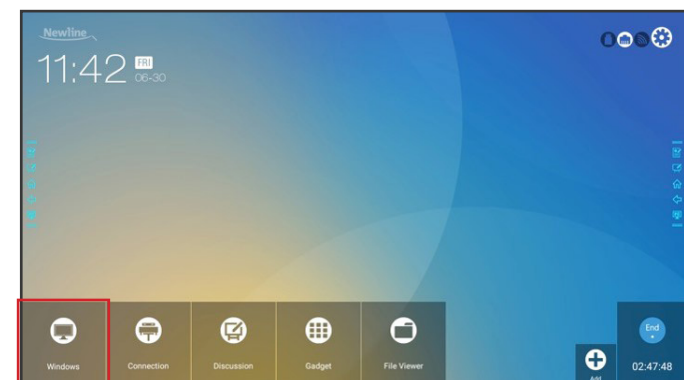
1. Turn on the display.
2. Touch the “Tap to Start” message on the first screen.
3. Tap the “Connection” button on the home screen.



4. You will be taken to the Connections page, also known as the Sources page.

To Access the Built-In OPS Computer

1. Turn on the display.
2. Touch the “Tap to Start” message on the first screen.
3. Tap the “Windows” button on the home screen.



4. You will now be viewing and using the built-in OPS Computer.



Bonus Tips:

You can also quickly navigate to different sources using these icons on the floating menu on both sides of the display:

Quick Access to the OPS



Quick Access to the Sources Page

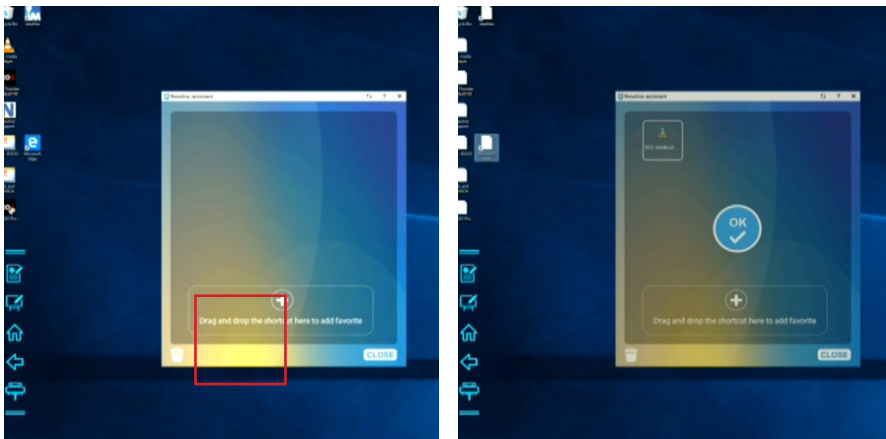


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Using the Newline Series Assistant

Adding Programs to the Newline Assistant

1. Open the Newline Assistant on the OPS.
2. Drag and drop any program you want to use as a shortcut on the Start Meeting screen into the window.



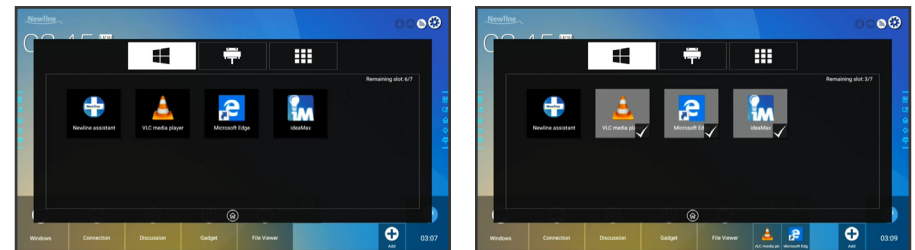
Bonus Tip:

You can only add executable programs to the Newline Assistant, such as a video player, unlike an individual PDF or document file.

While you could add the program Microsoft Excel, you could not link to an already existing Excel spreadsheet.

Using the Newline Assistant to Customize the Start Meeting Screen

1. Tap the  icon near the bottom right.
2. A menu will pop up with options to add to the screen.
3. Tap on the Windows icon section at the top.
4. Your Newline Assistant programs will be listed here.
5. Tap on the programs you want to add to the Start Meeting screen.



6. When you close out this window, the items you added will be on the Start Meeting screen, ready to go!

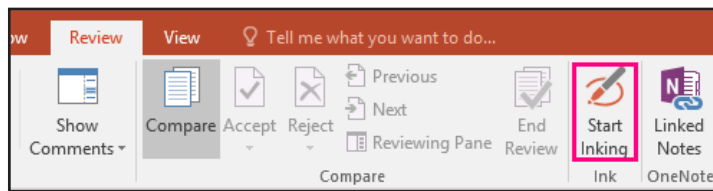


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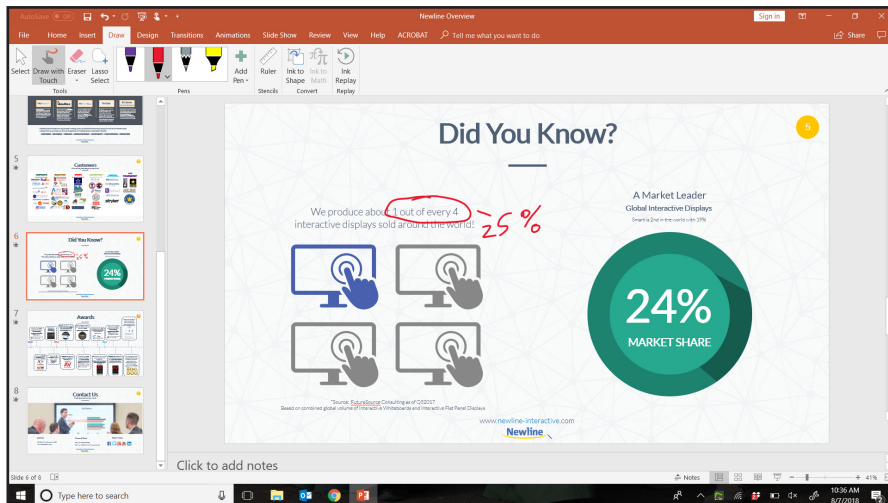
Using Built-In Inking Tools in Word, Excel, and Other Programs

Using Microsoft Office Inking Tools

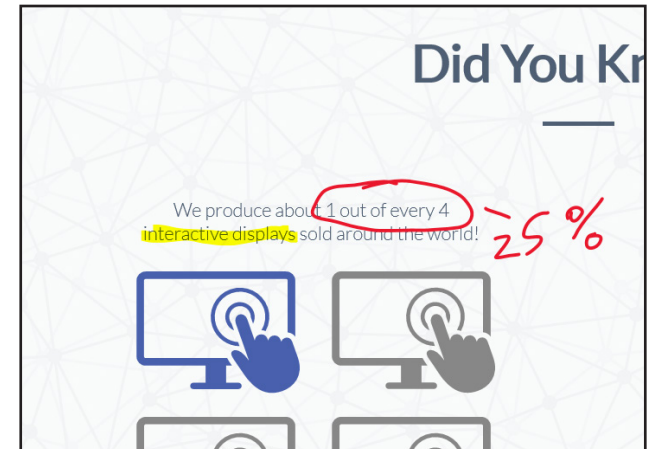
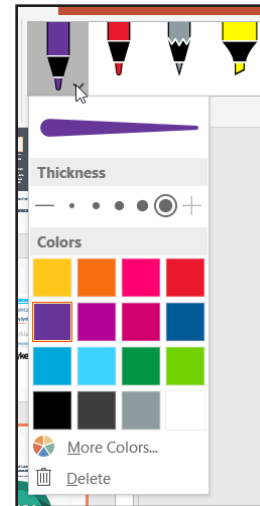
1. Open a Microsoft Office document.
2. Tap on the "Review" tab at the top of the document.
3. Tap "Start Inking".



4. You can now draw and make annotations on top of the document anywhere you like.



5. You can change the pen color, pen width, or switch to a highlighter mode.



6. When you are done, tap "stop inking".



Bonus Tip:

In PowerPoint, you can convert drawings directly into the shape it looks most like. Draw a circle and PowerPoint will make it a perfect circle. This only works in PowerPoint.

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Using the Quick Access Menu



Annotation Shortcut

Brings up whiteboarding options on top of whatever is on the current screen. Tap a second time to save a screenshot.



Whiteboard Shortcut

Takes you to the Android whiteboarding screen, letting you draw and take notes instantly.



Home Shortcut

Takes you to the main Start Meeting Screen.



Back Shortcut

Goes back one screen or to the previous app. Can also be used to exit an app.



Sources Shortcut

Pulls up the Sources menu, letting you easily switch between available sources.

Videoconferencing with TRUTOUCH X Series?

Videoconferencing has never been easier with the **TRUTOUCH X Series** Unified Collaboration System!

Download your favorite cloud based software and use the integrated cameras and microphone array for a seamless video experience.



And more!