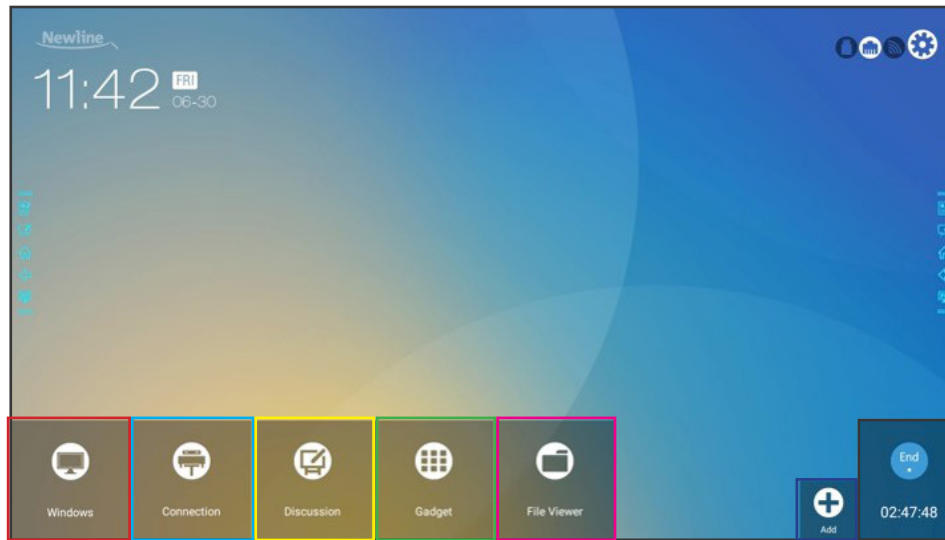# newline | **TRU**TOUCH VN Series Quick Start Guide

Using the Home Page Shortcuts

■ **Internal PC/Favorite Source**
Takes you to the internal PC (OPS), if there is one. You can change which Source is listed in this spot in the Settings Menu.

■ **Connection**
Takes you to the main Sources Selection screen.

■ **Discussion**
Takes you to the embedded Whiteboard.

■ **Gadgets**
Lists all of the available gadgets and apps you can access and use on the screen.

■ **File Viewer**
Takes you to the **TRU**TOUCH File Commander, where you can access and preview files on local and cloud storage systems.

■ **Add**
Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.

■ **End Meeting**
Ends the meeting session and takes you back to the Start Meeting Screen.

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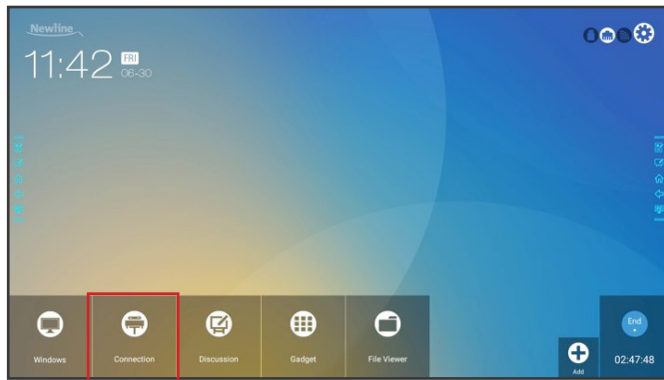
Sources Shortcut
Pulls up the Sources menu, letting you easily switch between available sources.

Switching Sources on the **TRU**TOUCH VN 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.
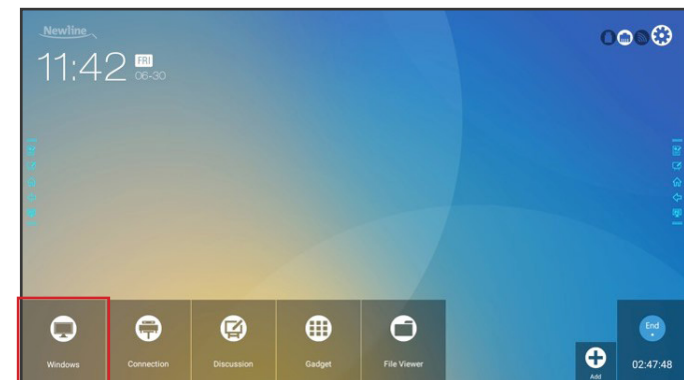
4. You will now be viewing and using the built-in OPS Computer.

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

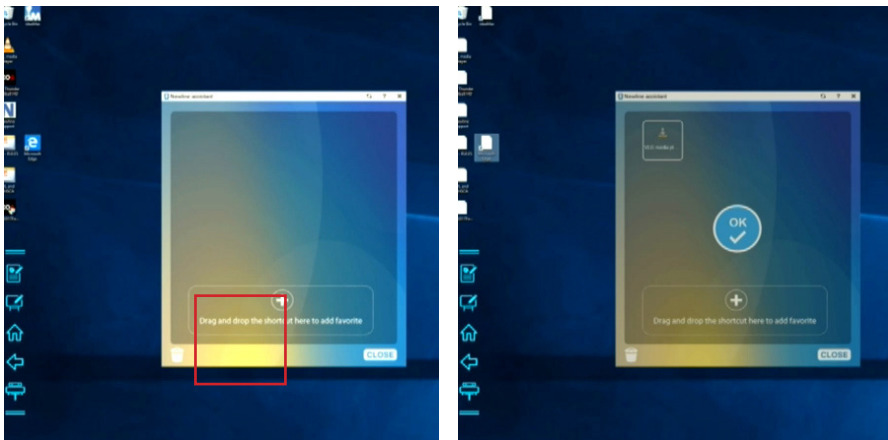**PC**

Quick Access to the Sources Page

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.
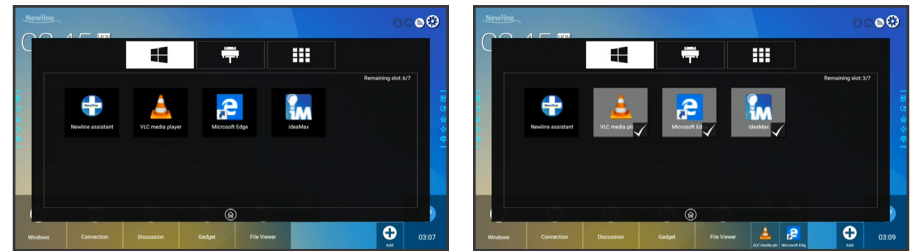
6. When you close out this window, the items you added will be on the Start Meeting screen, ready to go!
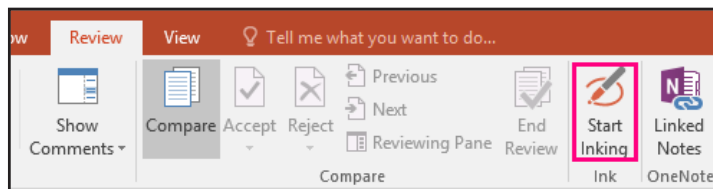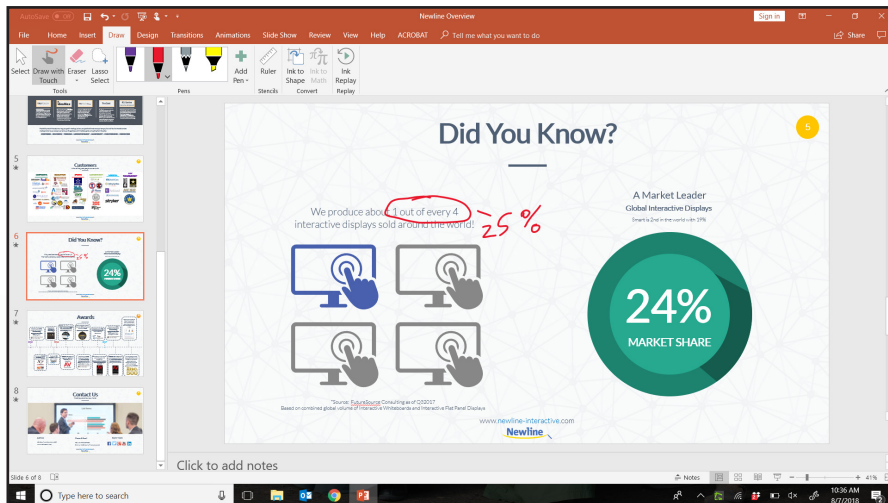
Using Built-In Inking Tools in Word, Excel, and Other Programs
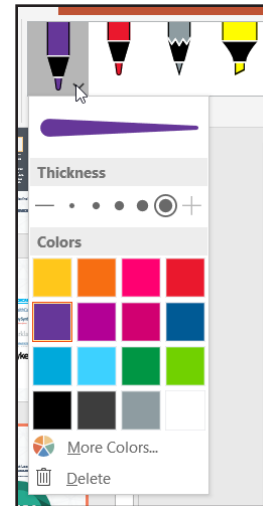
Using Microsoft Office Inking Tools

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.