

# newline



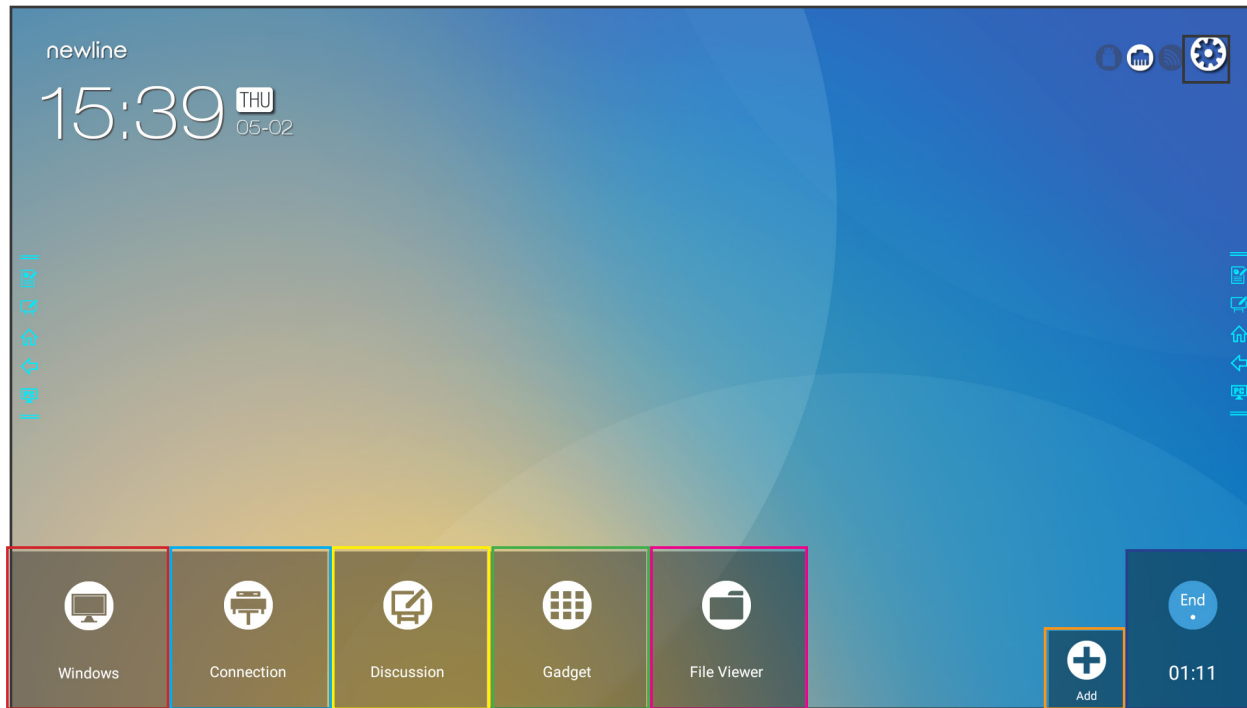
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QUICK START GUIDE

SUMMER 2021

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## Using the Home Page Shortcuts



- **Settings Menu**  
Takes you to the embedded Whiteboard.

- **Windows**  
Takes you to the internal Windows PC if there is one connected to the display.
- **Connection**  
Takes you to the main Sources Selection screen.
- **Whiteboard**  
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 Newline File Commander, where you can access and preview files on local and cloud storage systems.

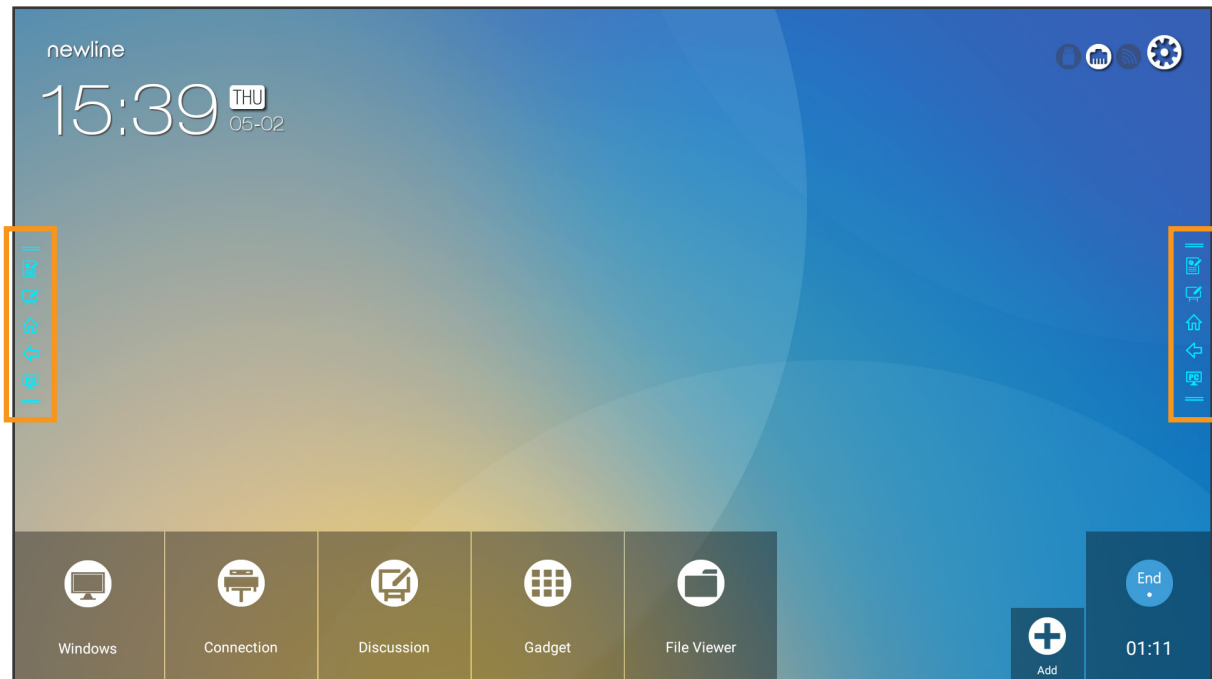
- **Add**  
Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.
- **End Meeting**  
Ends the session and takes you back to the Start Screen.



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## Using the Quick Access Menu

On both sides of the display are two sets of toolbars, known as the Quick Access Menu. Use these icons to quickly access some of the most important functions of the display.



### 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.



### OPS Shortcut

One touch shortcut that takes you to the on-board computer, if one is plugged into the display.



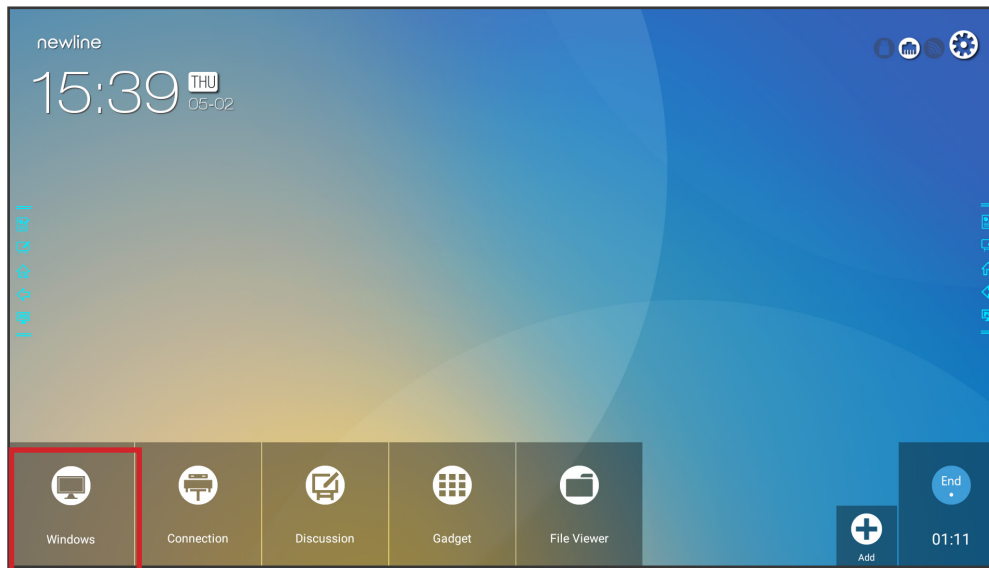
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## Switching Sources on the X Series

### To Access the Built-In OPS Computer

If your X Series has an on-board computer plugged into the OPS slot, you can access it in 2 ways:

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.



1. Turn on the display.
2. Touch the "Tap to Start" message on the first screen.
3. Tap the "PC" icon on the floating toolbars.



## Switching Sources on the X Series

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 Sources button on the Home Screen.
4. The Source Preview Screen will appear.
5. Each connected source will show a preview of that source in its selective space.
6. Tap the box of the Source you want to go to and you will be taken to that source.



### Bonus Tip:

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

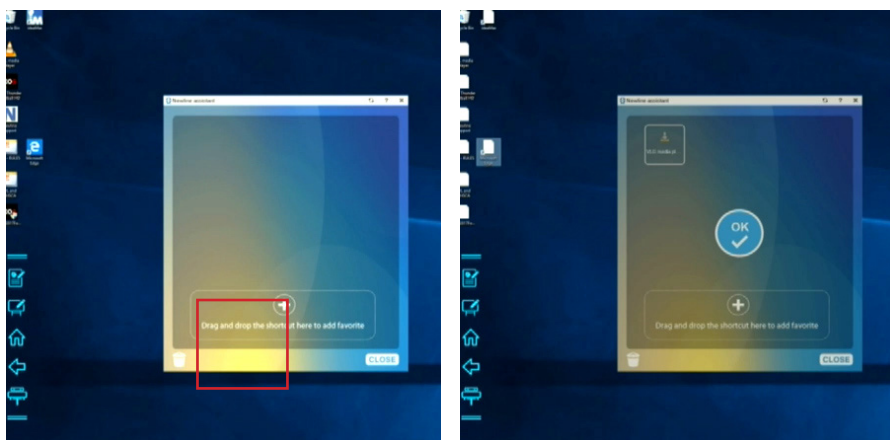


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## Adding Shortcuts to the Home Screen

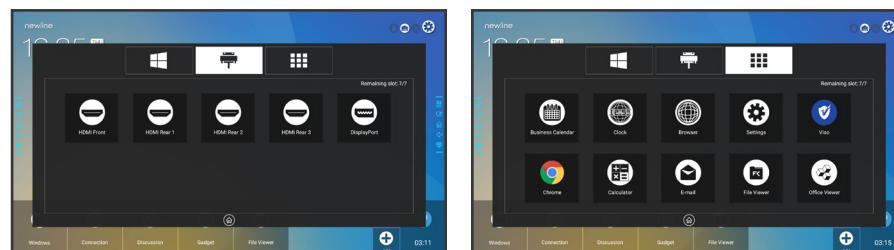
### Adding Programs to the Newline Assistant

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.



### Using the Newline Assistant to Customize the Start Meeting Screen

1. Tap the **+** icon near the bottom right.
2. A menu will appear on the right 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 Home Screen.



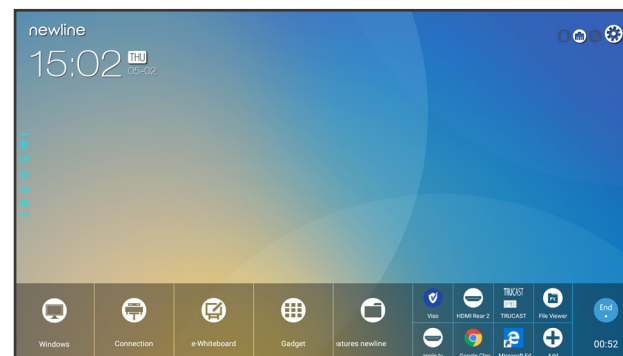
6. When you close out this window, the items you added will be on the Home Screen, ready to go!



### 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.

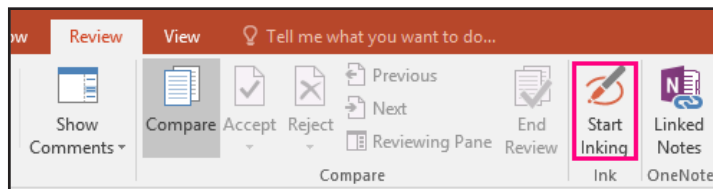


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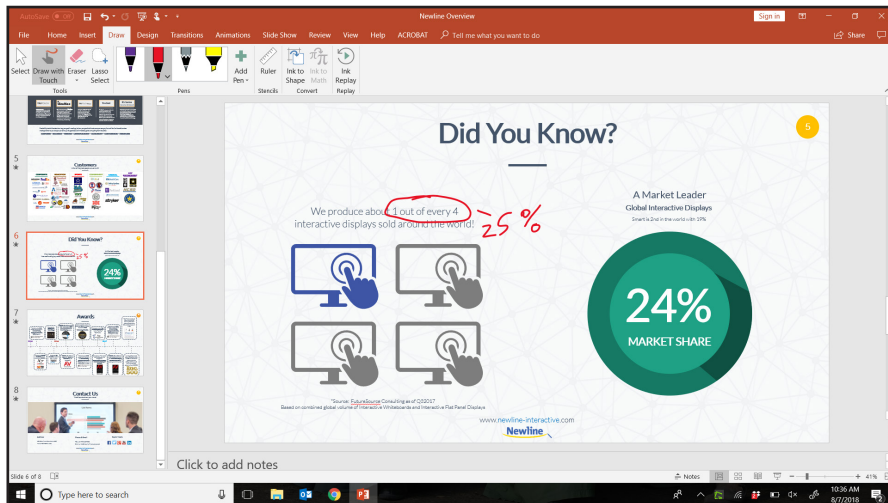
## Using Built-In Inking Tools in Word, Excel, and Other Programs

### Using Microsoft Office Inking Tools

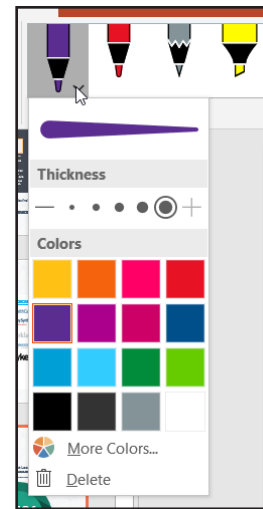
1. Open a Microsoft Office document.
2. Tap on the "Review" tab at the top of the document.
3. Tap "Start Inking".



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.

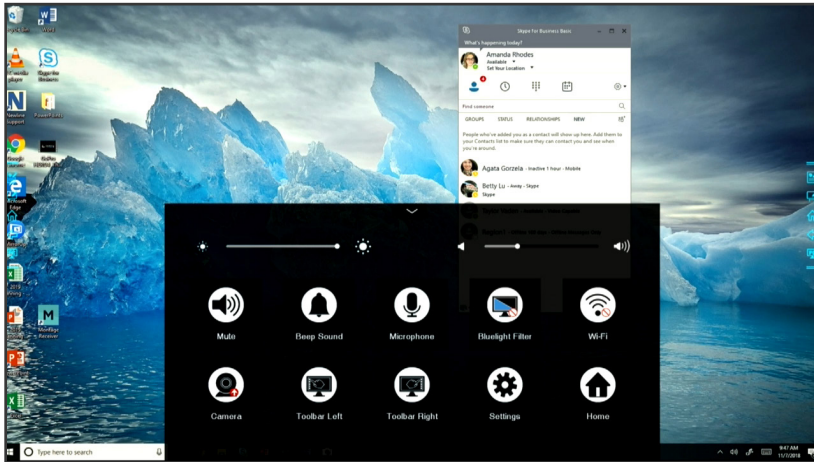


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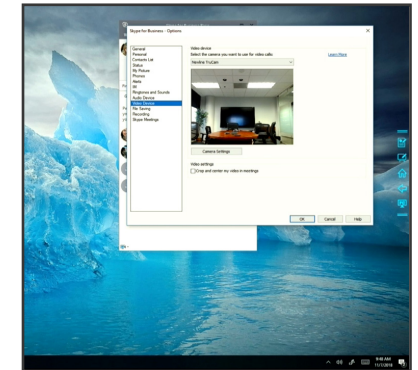
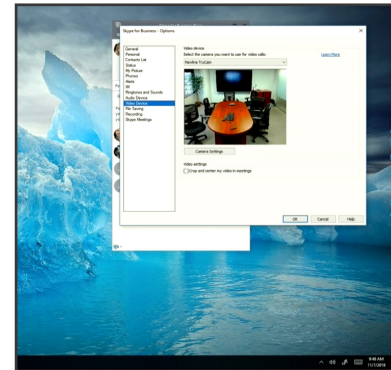
## Using Built-In Inking Tools in Word, Excel, and Other Programs

The Newline X Series comes with 2 built-in cameras, one on the top of the display and one on the bottom. Depending on your setup, you may want to switch which camera you use when you are videoconferencing.

1. Using two fingers, swipe up from the bottom of the screen.
2. The Quick Settings Menu will appear.
4. To switch the camera, tap the camera icon so the arrow points to the camera you want to use.
5. Open your videoconferencing software and it will use the new camera.

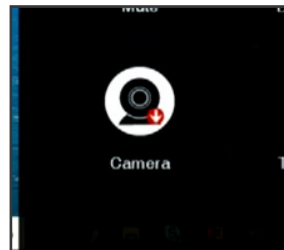
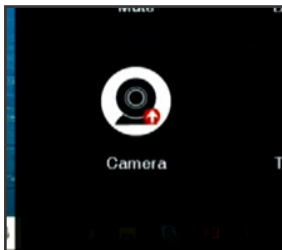


3. The Camera icon will have a red arrow next to it, highlighting which camera is current set as the default. If the arrow is pointing up, the top camera is active. If the arrow is pointing down, the bottom camera is active.



### Bonus Tip:

Always switch your cameras before starting a video call. Most videoconferencing systems will not let you change your camera in the middle of a call. So take a few seconds before a videoconference to make sure that you are using the camera that gives the best view.







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350 W Bethany Dr  
Suite 330  
Allen, TX 75013

1-888-233-0868

[info@newline-interactive.com](mailto:info@newline-interactive.com)

To learn more, visit: [www.newline-interactive.com](http://www.newline-interactive.com)