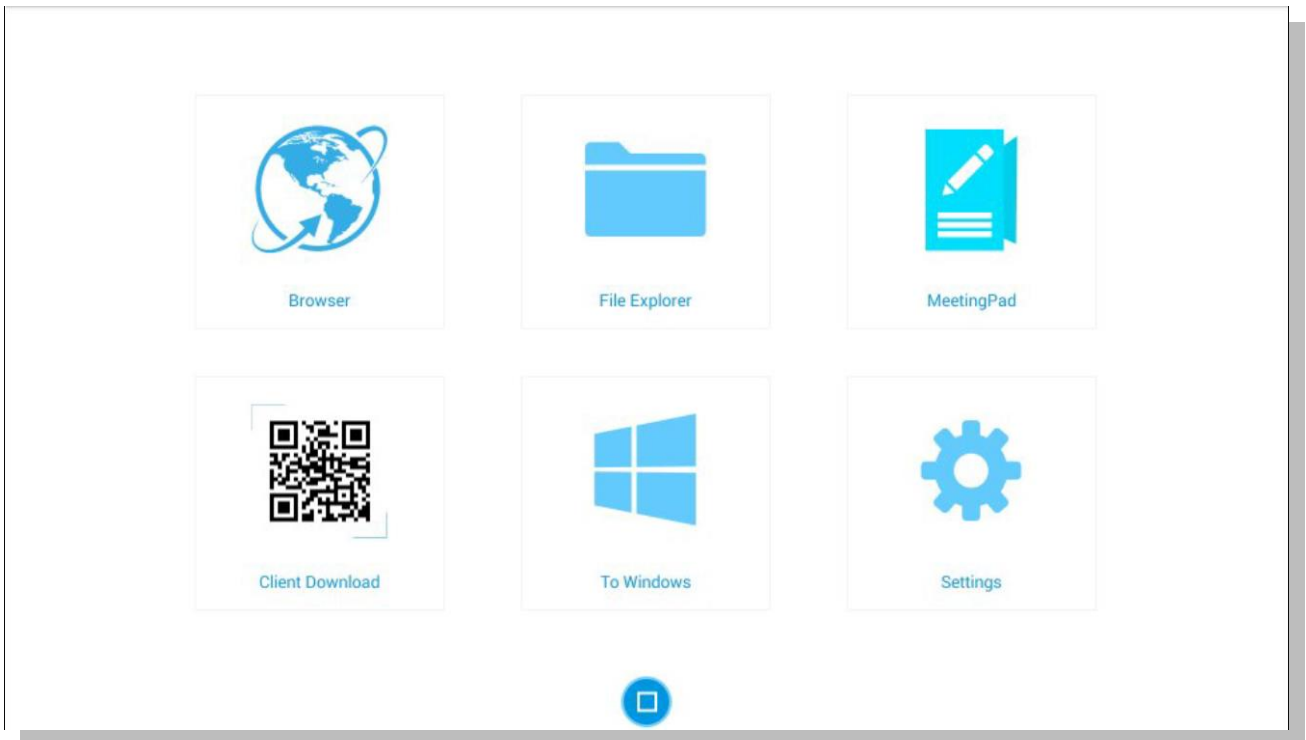


# MeetingPad User Manual



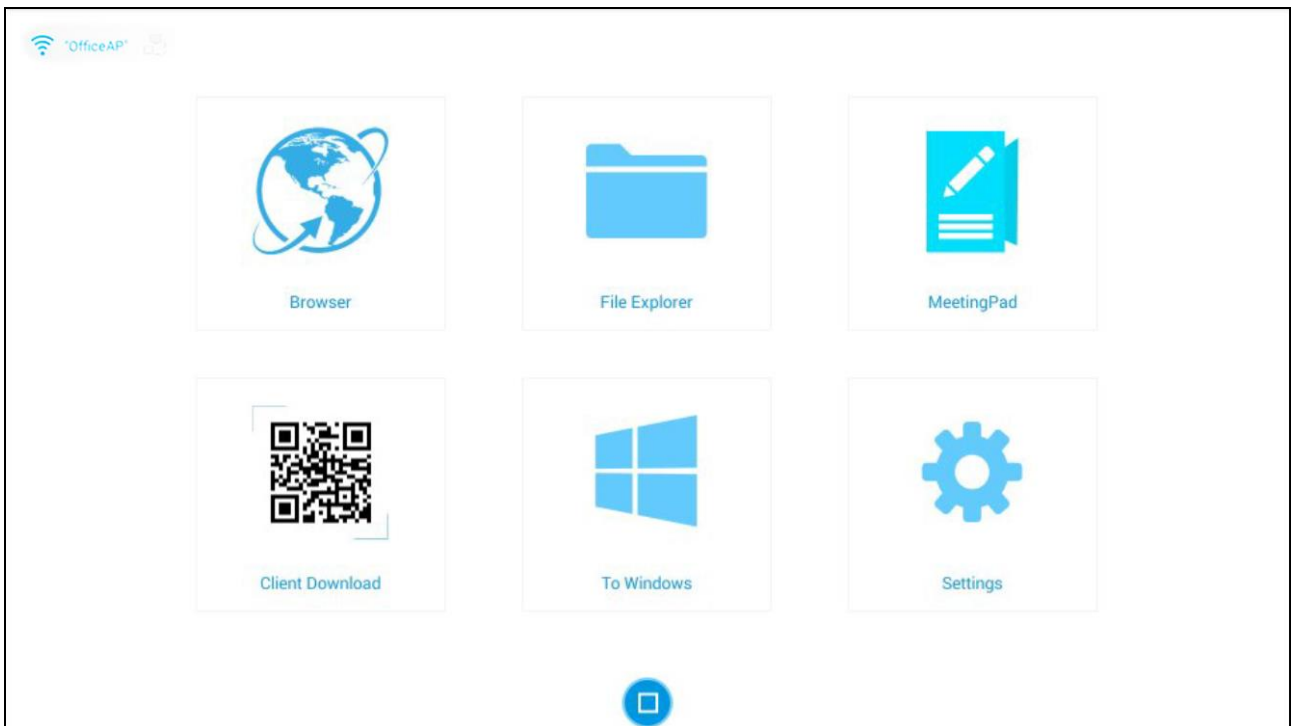
Manual Version PTAs1.0

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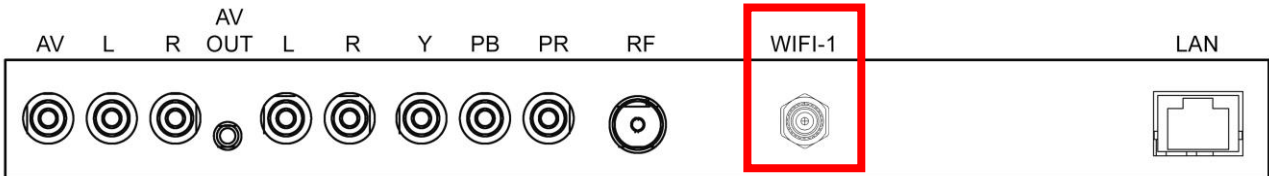
# 1.MeetingPad Interface Overview

Once the MeetingPad option has been selected from the start up screen the Android operating system will launch along with the MeetingPad software. When the MeetingPad software loads you will be greeted with the Home screen that allows access to the following sections: Browser, File Explorer, MeetingPad/Whiteboard, Client Download, Boot to Windows and Settings.

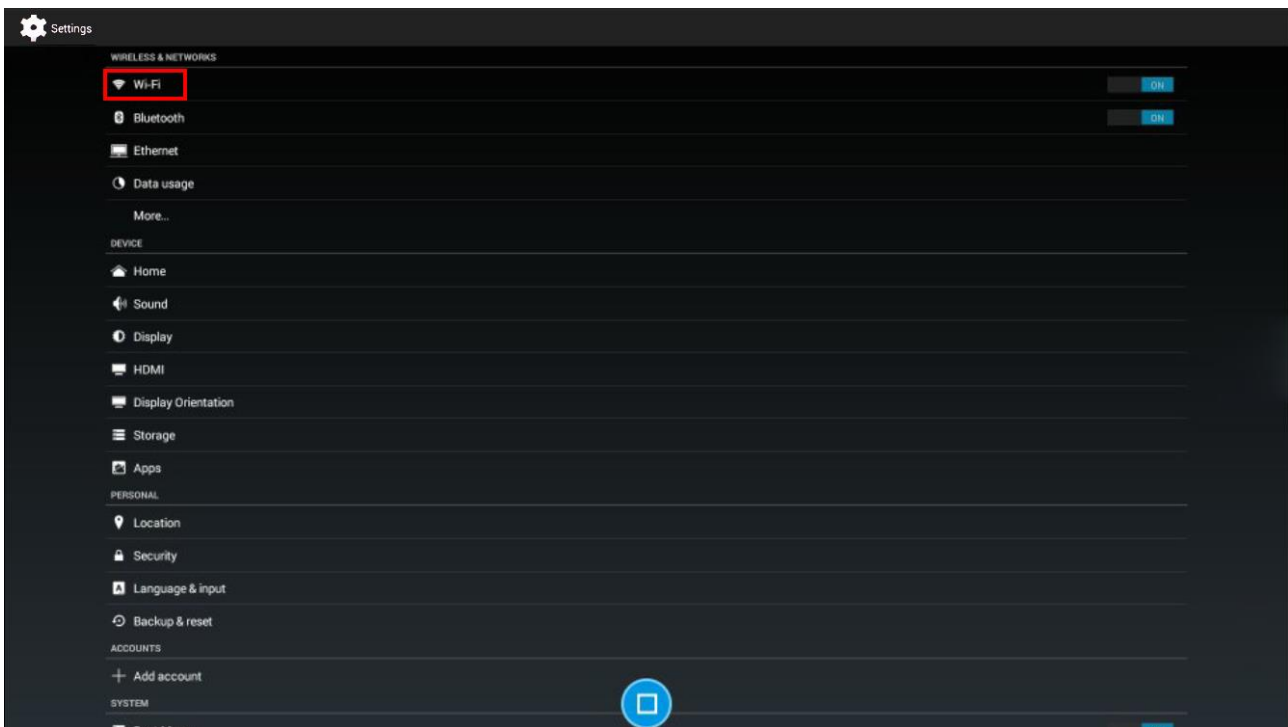


## 1.1 Connecting your Touch Screen to a Wi-Fi Network

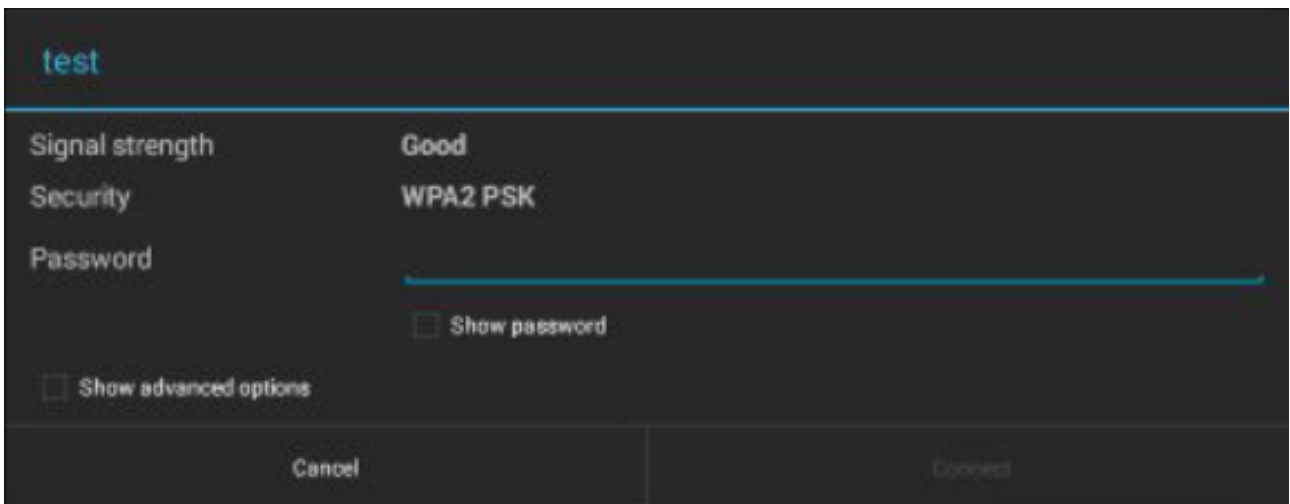
To connect your screen to your Wi-Fi network begin by ensuring that your Wi-Fi aerial has been screwed into the socket marked “WIFI”:



Next, select “Settings” from the Home screen, then select “WiFi” from the Settings menu:



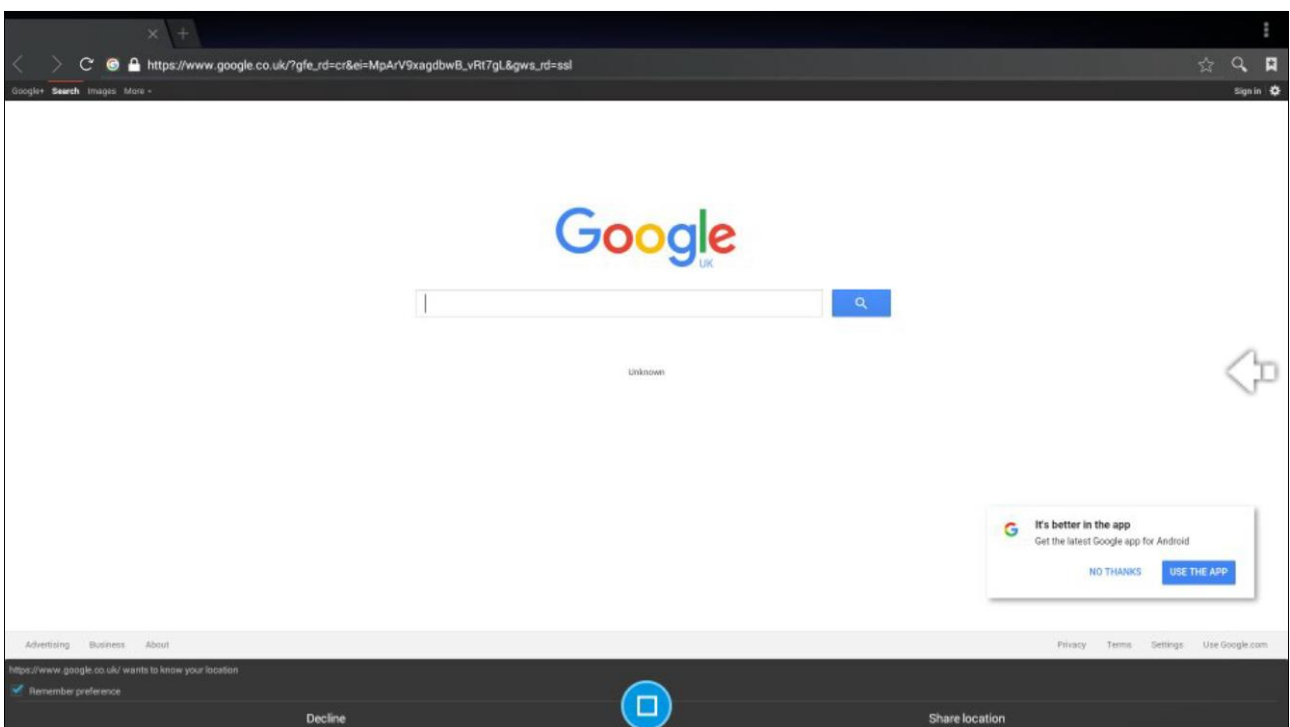
Then select the Wi-Fi network that you want to connect to, this will bring up another box allowing you to enter your password:



Once you have entered your password, using the on-screen keyboard, select “connect”.

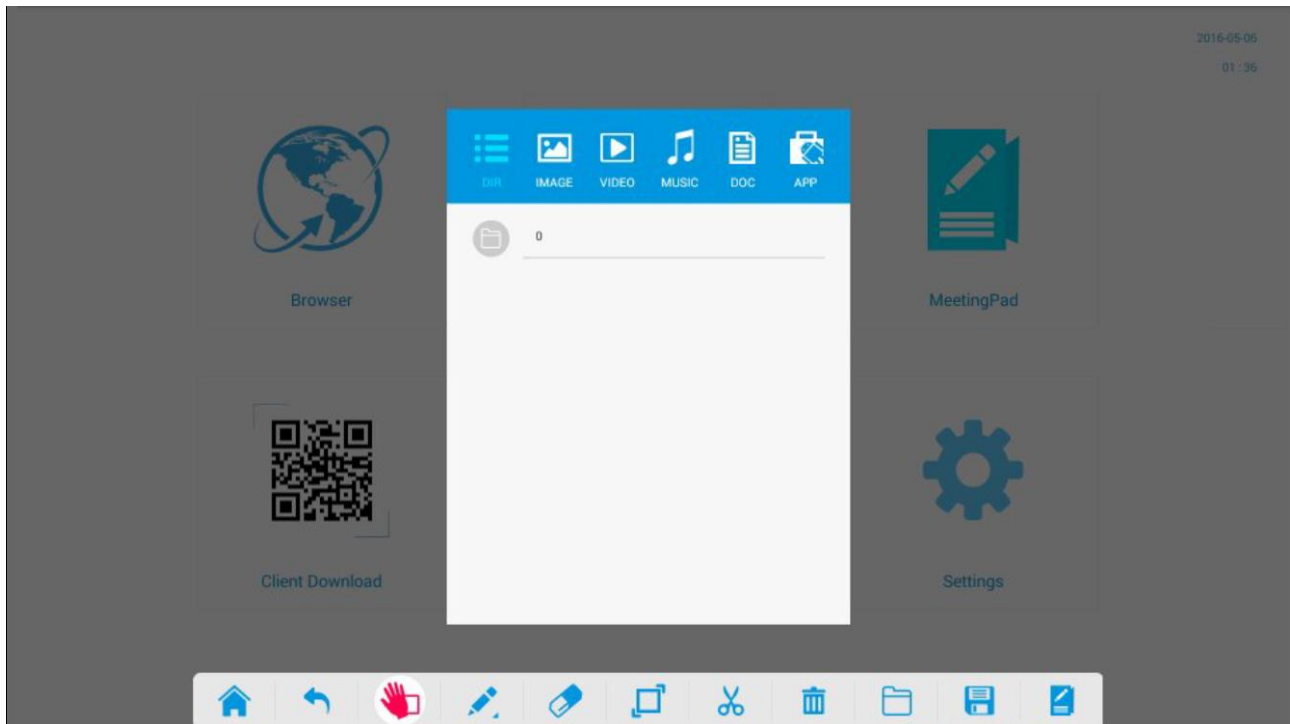
## 1.2 Browser

This option will launch the native Android internet browser. From here you will have access to websites similar to browsing the web on a standard Android device.



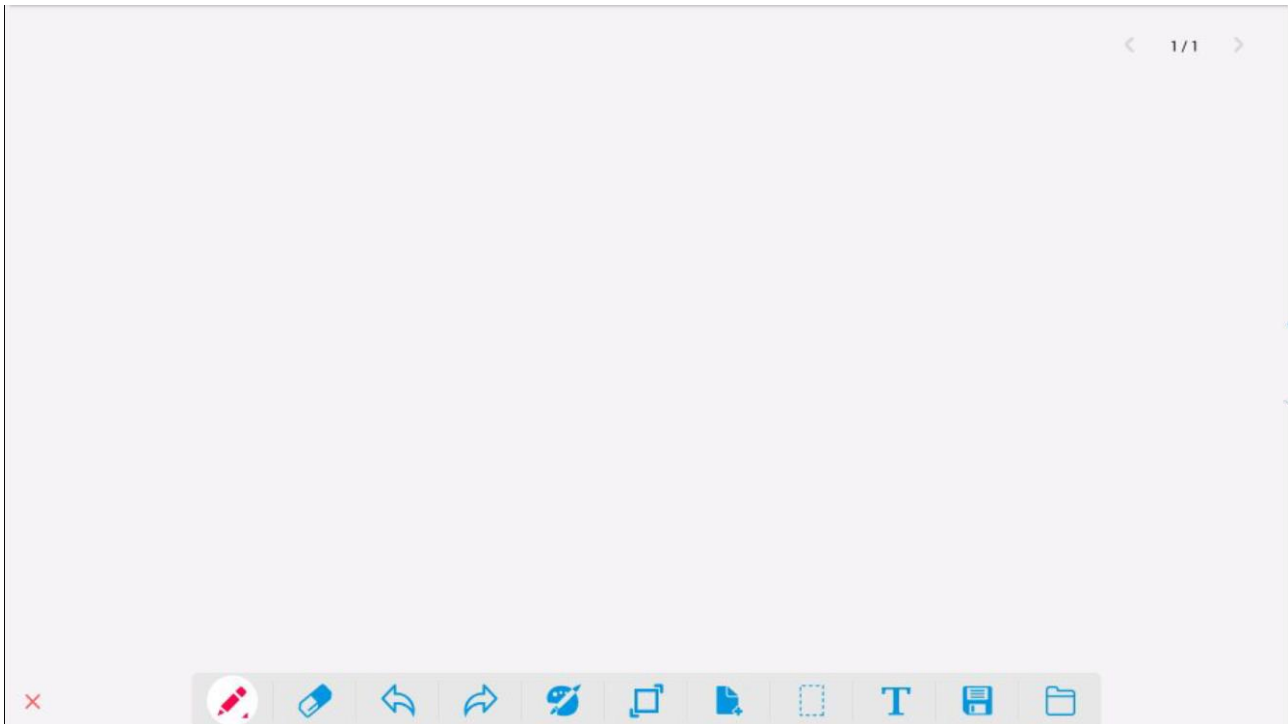
## 1.3 File Explorer

This section allows you to browse the files that you have stored locally, as well as any files you may want to browse via a USB stick. It separates files into 5 separate categories: images, videos, audio files, documents and Android applications.

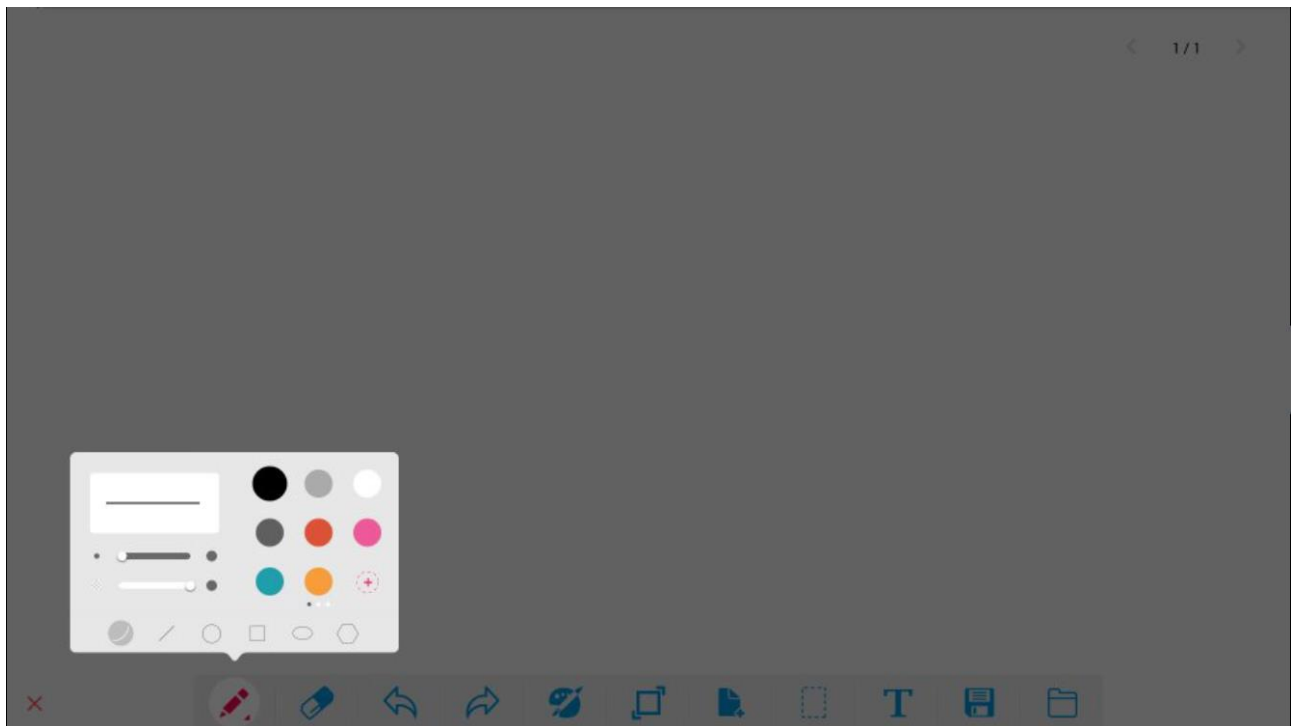


## 1.4 MeetingPad/Whiteboard

This section replaces traditional Whiteboards in the sense that it gives you a blank canvas on which to teach/present to an audience.



You can change the pen colour, size, opacity and shape by selecting the small pen icon:



You can also change the background colour of the Whiteboard by selecting the “palette” icon:



If you want to create a new page as part of the same Meeting please select the “new page” icon:



If you would like to save your Meeting once you have finished please select the “save” icon:



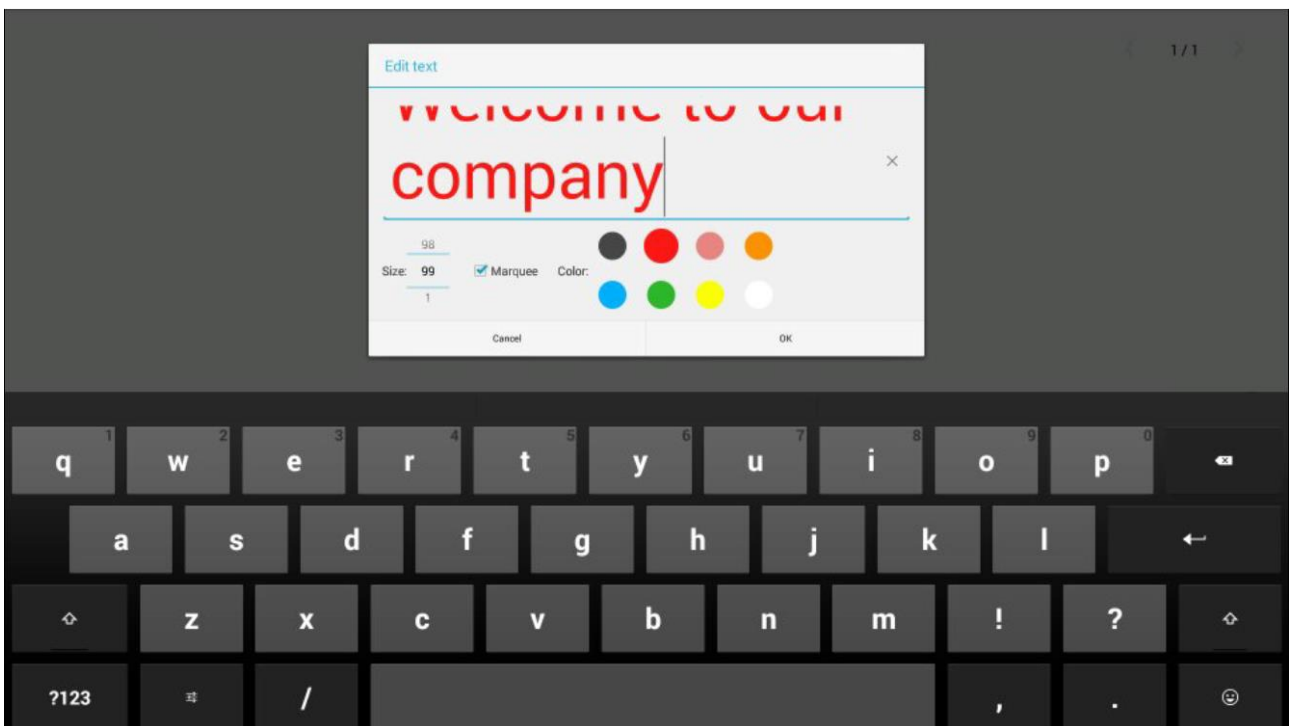


### 1.4.1 Scrolling Text Message (Marquee)

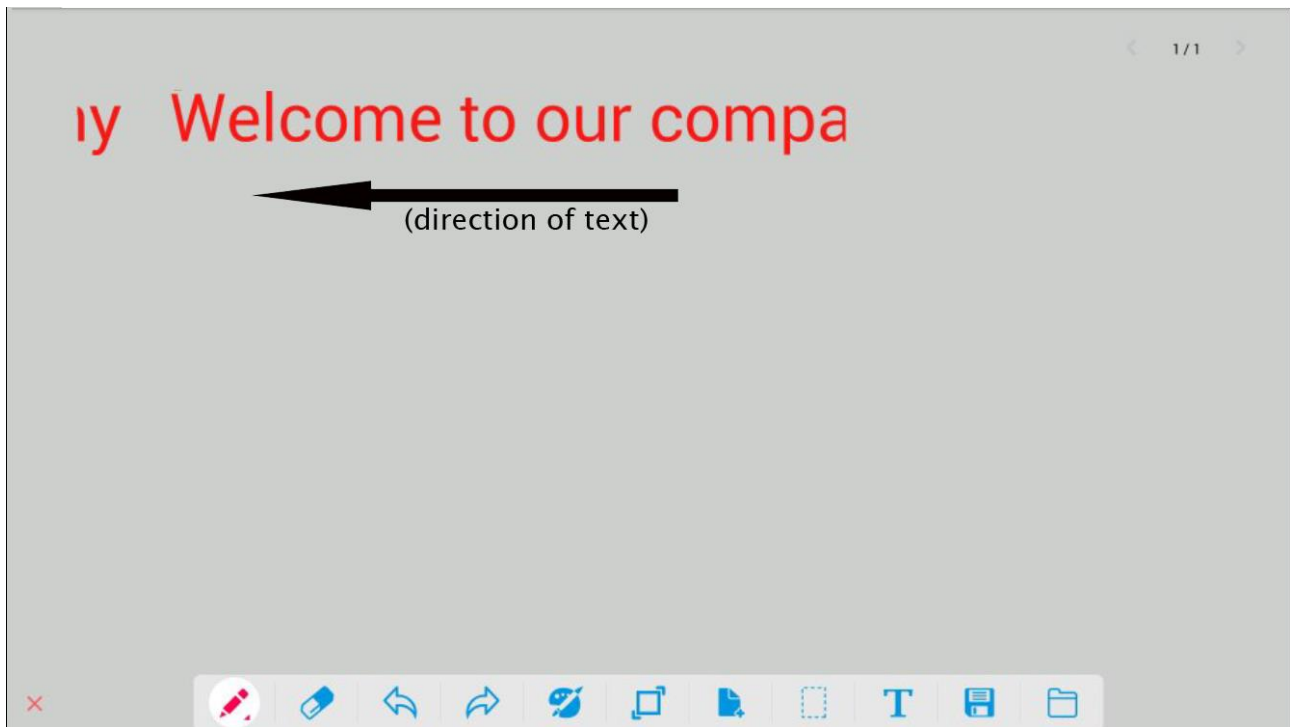
You can set a scrolling message within the Whiteboard section, this is ideal for displaying a welcome message to guests. To begin select the “text” icon:



Next, input your text using the on-screen keyboard, choose a font size and colour and ensure that the “Marquee” checkbox is ticked. Then click OK.



Your text will now scroll from right to left in a continuous loop:



You can exit this section by selecting the "X" in the bottom left hand corner:



## 1.5 Client Download

This section gives you the necessary information for connecting your device to the Touch Screen wirelessly. These steps are outlined in following sections.

**Everything is Under Control**  
Use your phone as the wireless mouse, keyboard, touchpad, gamepad, remote control, air mouse and wireless camera...

**Welcome to use the Meeting Pad Quick Guide**

The Meeting Pad is a powerful conference board software, can easily writing, comment, presentation, wireless display, etc. Become a powerful assistant, the Meeting Pad to let your mind run free on the screen. Make the meeting more simple and efficient.




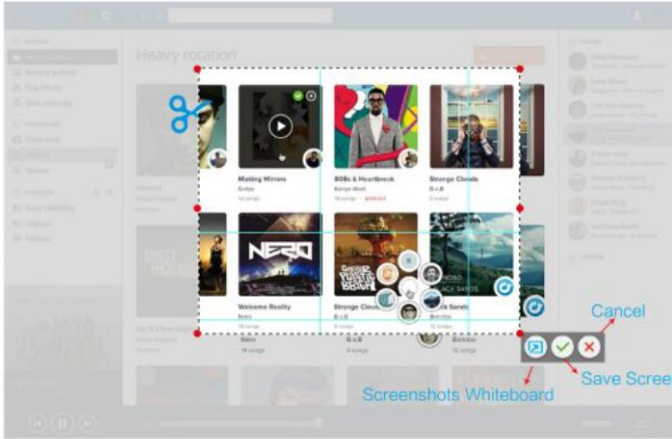
1. Connect your device to "OfficeAP"
2. Visit "http://192.166.1.37" with web browser or scan the QR-code to download app.
3. Launch EShare and click "MeetingPad-1887" to connect.



In this section you can also access a quick reference user guide. There are slides describing how to use each section of the MeetingPad software.

**Choose regional screenshots**

Whether you're using a browser or on the PPT, you can use screenshots to annotate contents that you need, and then writing, comments, modify on the whiteboard.

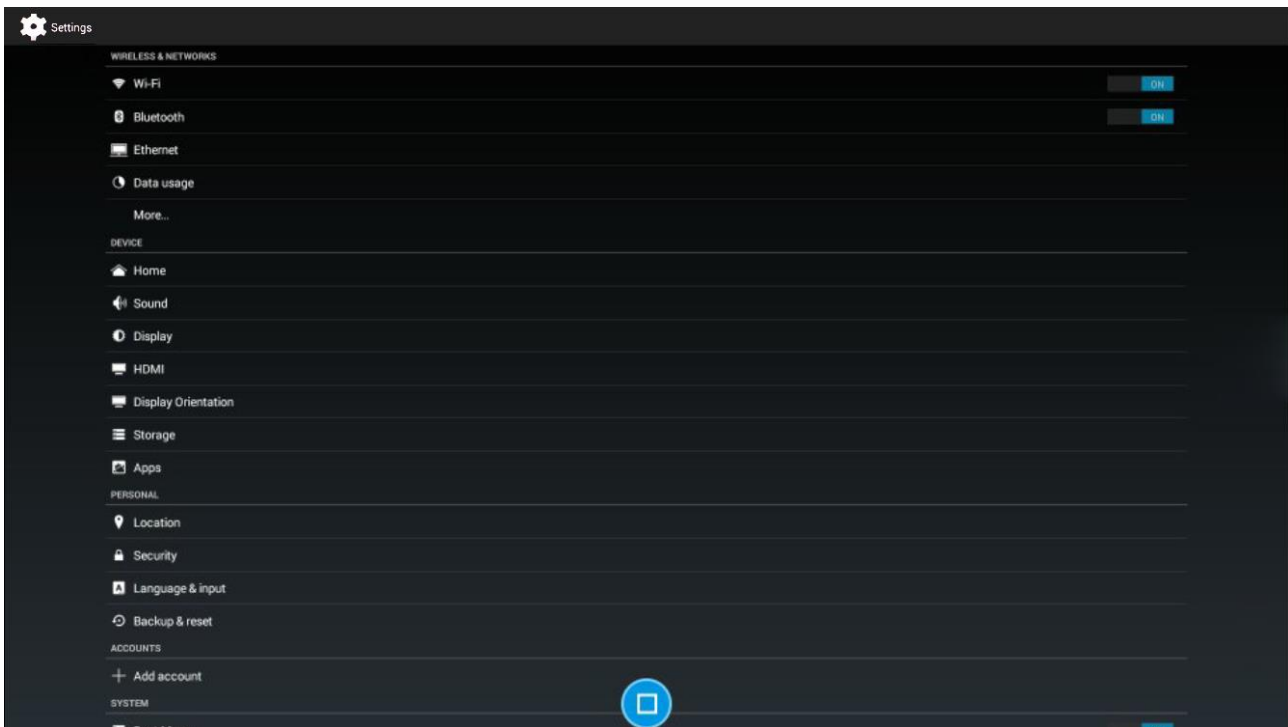


## 1.6 Boot to Windows

Select this option to boot to the Windows operating system. Once selected you will be asked if you are sure you want to boot to Windows, select “OK”.

## 1.7 Settings

Here you can access the main Settings menu of the Android operating system. It is primarily so that you can input and edit your Wi-Fi settings but you can also access other sections if necessary.



## 2.E-Share App

If you want to communicate with the Touch Screen using another device, such as a smartphone, tablet or PC, you must first install the E-Share application. Once installed onto your device you can wirelessly control the touch screen as well as share files and mirror content from the touch screen to your device. This app is available for download from the relevant app store but to ensure that you download the correct app we recommend taking the steps outlined in the section below.

### 2.1 Downloading

#### Mobile Devices

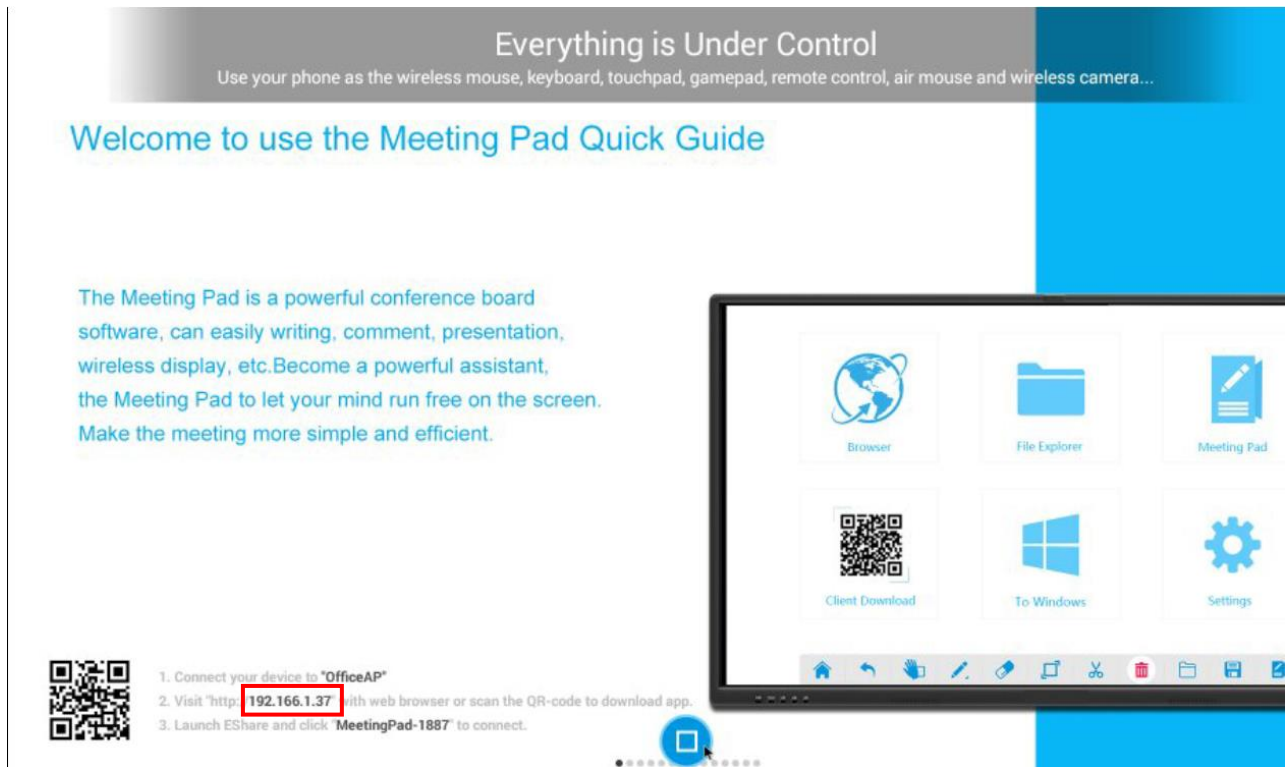
To download the E-Share app to your device begin by selecting the “Client Download” section from the MeetingPad interface then scanning the QR code with your mobile device. If you do not have a code scanner app on your device you can also enter the IP address in the bottom left-hand corner into the address bar of your device’s web browser. This will direct you to the following page:



You can then select the appropriate option for your device which will direct you to your app store to download the app.

## PC

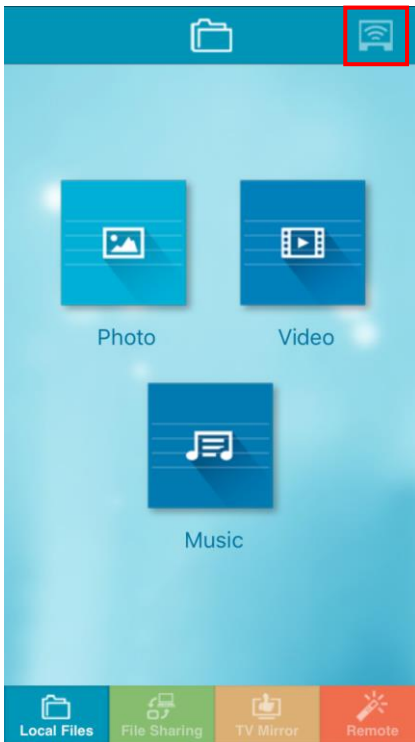
To download the E-Share app to your PC begin by selecting the “Client Download” section from the MeetingPad interface. Next, enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC.



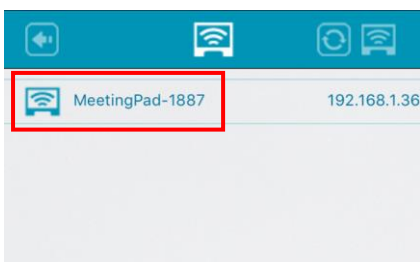
Then select the “EShare for Windows” option to download the Windows application. Once downloaded please then install the application onto your PC.

## 2.2 Connecting Mobile Apple Devices

Begin by ensuring that your device is connected to the same Wi-Fi network as your Touch Screen. To connect your Touch Screen to a Wi-Fi network please see section 1.1 - Connecting your Touch Screen to a Wi-Fi Network. Next, launch the E-Share app on your device and select the icon in the top right-hand corner:



Then select “**MeetingPad-XXXX**” (each screen will have a unique 4-digit code that can be checked from the “Client Download” section on the MeetingPad interface):



**NOTE: The above steps (downloading the E-Share app and connecting your device/PC to the same Wi-Fi network as your Touch Screen) are essential if you want to achieve any of the functions that follow.**

## 2.3 Connecting Mobile Android Devices

Begin by ensuring that your device is connected to the same Wi-Fi network as your Touch Screen. To connect your Touch Screen to a Wi-Fi network please see section 1.1 - Connecting your Touch Screen to a Wi-Fi Network. Next, launch the E-Share app on your device and if there is only one touch screen on the Wi-Fi network it will connect automatically. If there are multiple screens please select the screen you want to connect to – it will have a name of “**MeetingPad-XXXX**” (each screen will have a unique 4-digit code that can be checked from the “Client Download” section on the MeetingPad interface)

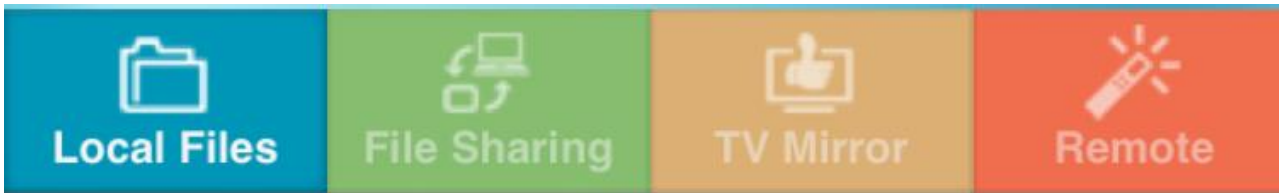
## 2.4 Connecting a Windows PC

Begin by ensuring that your PC is connected to the same Wi-Fi network as your Touch Screen. To connect your Touch Screen to a Wi-Fi network please see section 1.1 - Connecting your Touch Screen to a Wi-Fi Network. Next, launch the E-Share app on your PC, select “**MeetingPad-XXXX**” (each screen will have a unique 4-digit code that can be checked from the “Client Download” section on the MeetingPad interface) and click “Start”:



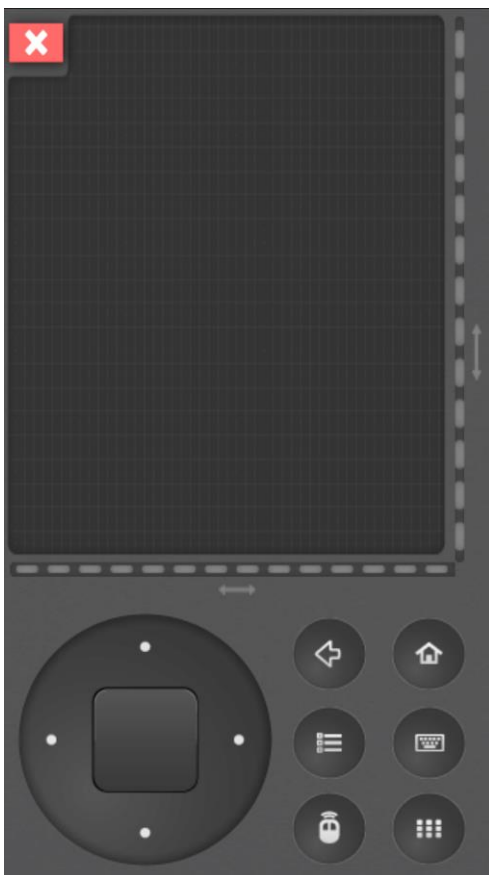


## 2.5 Interface Overview (Mobile Apple Devices)



Once you have connected your device to your Touch Screen you can then start to wirelessly control the touch screen as well as share files and mirror content from the touch screen to your device. When you launch the E-Share application you will notice the following sections in the footer menu:

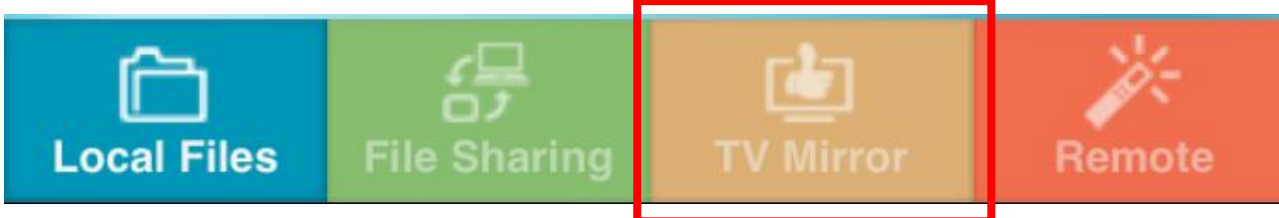
- **Local Files** – here you can stream media files directly from your device on the Touch Screen.
- **File Sharing** – this section allows you to share file from your device to the Touch Screen as well as from the Touch Screen to your device.
- **TV Mirror** – here you can wirelessly mirror the Touch Screen’s display onto your device.
- **Remote** – this section is mainly a touch mouse pad but also allows you to go Home, activate the on-screen keyboard and even access the apps from the screen’s Android operating system:



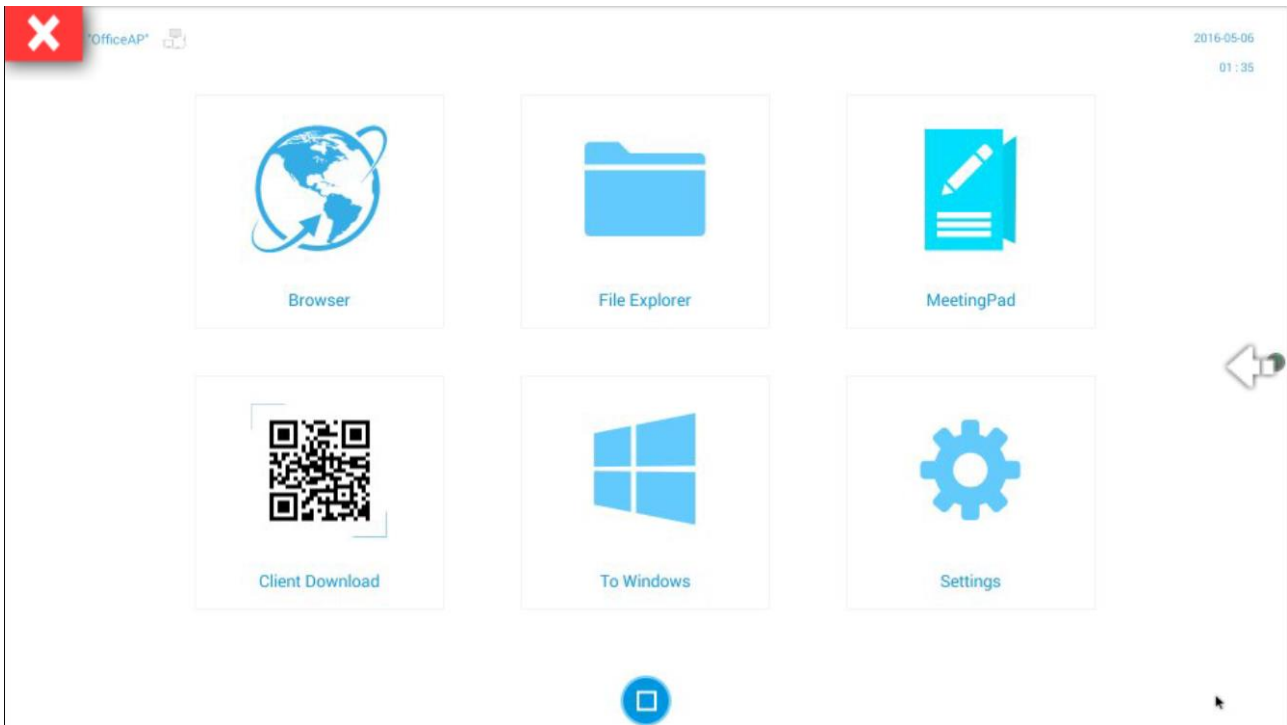
## 2.6 Mirroring (Mobile Apple Devices)

### 2.6.1 From screen to device

Begin by selecting the “TV Mirror” option from the footer menu:



You should then be able to see exactly what is being displayed on the Touch Screen on your device. You can also use your device’s touch screen to remotely control the cursor on the Touch Screen, giving you complete remote control:




To exit this section at any time please select the “X” in the top left-hand corner.

## 2.6.2 From Apple device to screen (Airplay)

To mirror the content from your Apple device to the Touch Screen please take the following steps:

1. Connect your Apple device and your AirPlay device to the same Wi-Fi network.
2. On your Apple device, swipe up from the bottom of your screen to open Control Center.
3. Tap on the “AirPlay” option.



4. Tap “MeetingPad-XXXX ” and the display on your device will now be mirrored on screen.

**NOTE: each screen will have a unique 4-digit code that can be checked from the “Client Download” section on the MeetingPad interface**

## 2.7 File Sharing (Mobile Apple Devices)

### 2.7.1 From Touch Screen to device

#### Sharing Files

Begin by selecting the “Client Download” section from the MeetingPad interface. Next, you can either scan the QR code with your mobile device or enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC. You will then see the following options:



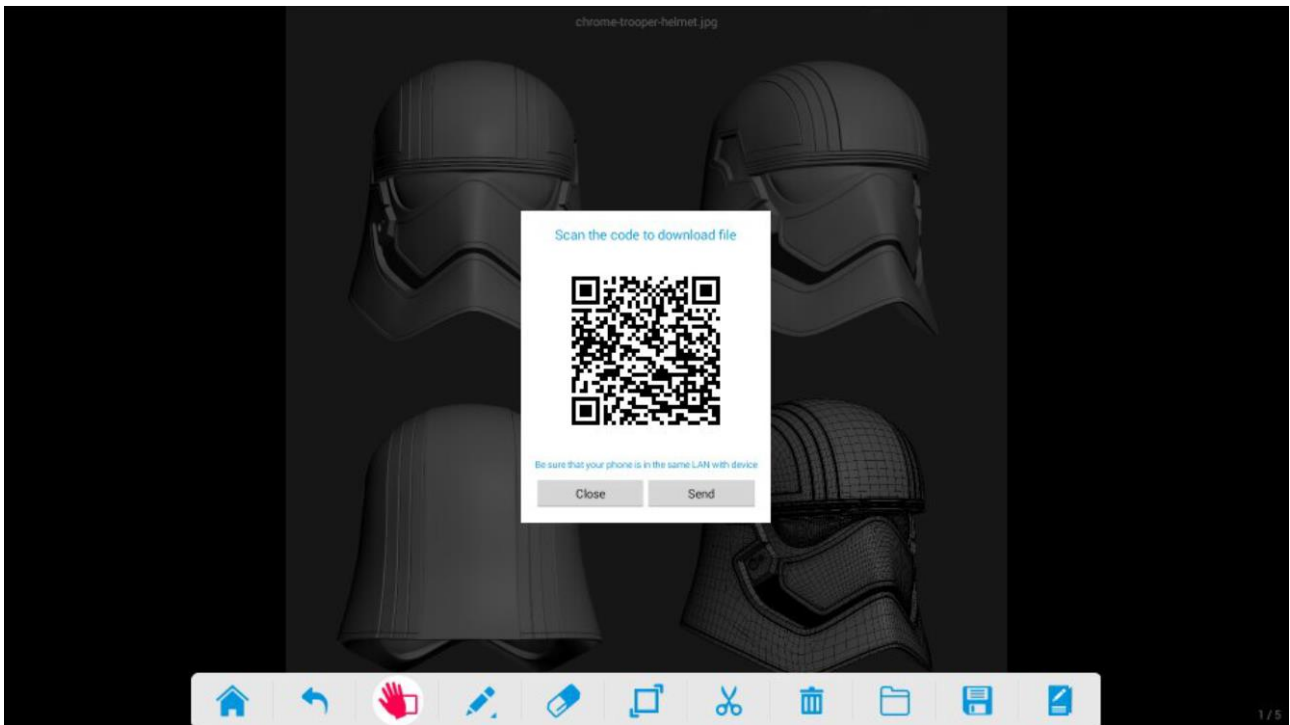
Select “Wireless Storage”. You will then have remote access to all of the files on the Touch Screen. You can then open and save files from your device.

#### Sharing Screenshots

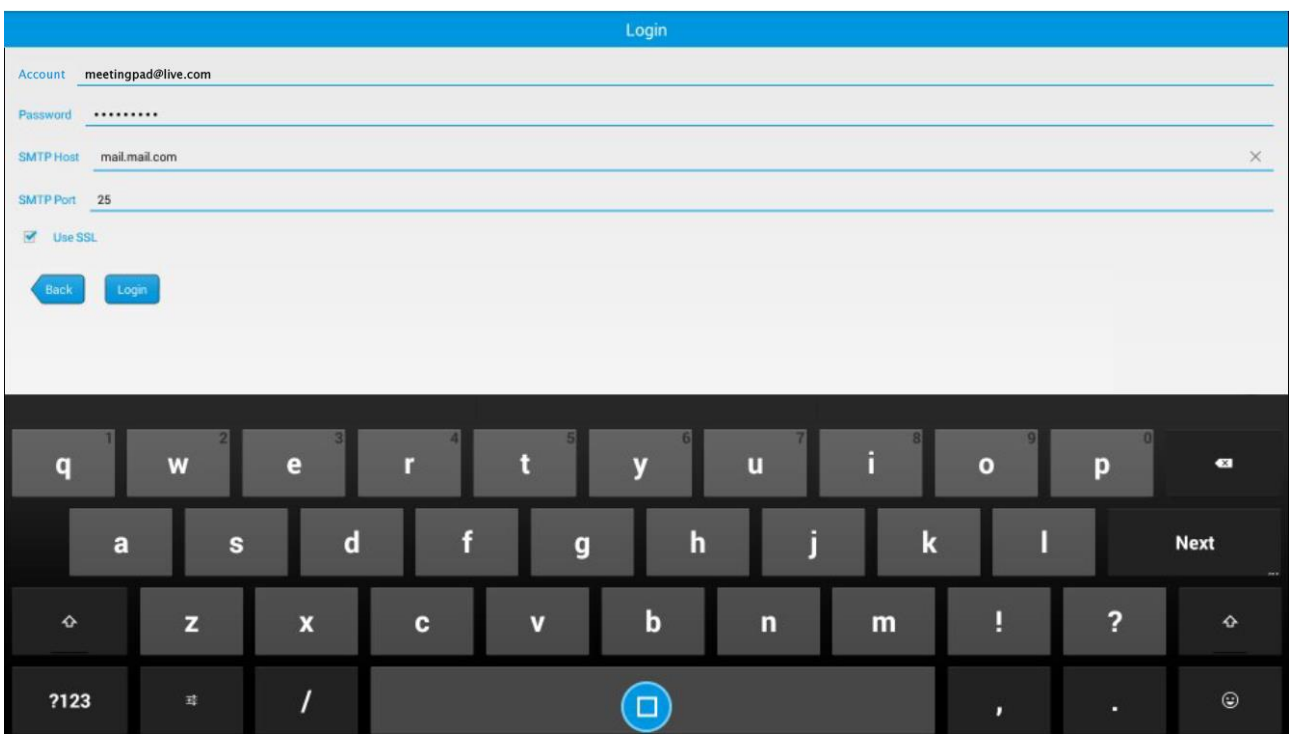
If you have a file open on your Touch Screen and you want to share a screenshot of it with your device begin by clicking the “save” icon:



You will then see the following:



At this stage you can either scan the QR code with your device, this will then point you to the location that the screenshot has been saved to on the local area. You can then save it to your device. The other option is to “Send”, selecting this allows you to send the screenshot via email. Once you select “Send” you will firstly need to enter your email server details using the on-screen keyboard:



Once you have entered the correct details select the “Login” button. You will then be taken to the email composition page; here you can edit the Subject and body of the email accordingly:

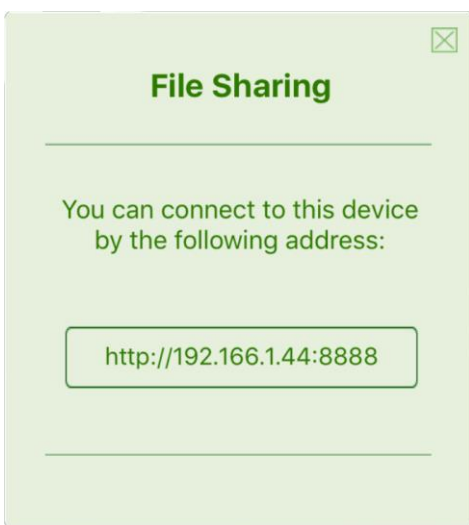
The screenshot shows an email composition window titled "Email". The subject line is "[MeetingPad] - Meeting Record". The "To" field is empty and has a "+" icon and the word "More" below it. The "Attaches" section shows a single attachment: "ScreenShot-20160512-191008.png / 492KB". The "Content" area contains the following text: "Dear Mr. / Ms.", "This is MeetingPad, the attachment is the meeting record of 2016-05-12 19:12, please check.", "Best wishes!", "MeetingPad", and "Attachment: ScreenShot-20160512-191008.png". At the bottom of the content area, there are three buttons: "Back", "Setting", and "Send". A blue square icon is visible at the bottom center of the window.

## 2.7.2 From device to Touch Screen

From your device select the “File Sharing” option from the footer menu:












You will then be presented with an IP address, like this:



Next launch the “Browser” section of the MeetingPad interface and enter the IP address from your device into the address bar of the Touch Screen web browser. You will then have remote access to all of the files on your device.

## 2.8 Interface Overview (Mobile Android Devices)

Once you have connected your device to your Touch Screen you can then start to wirelessly control the touch screen while mirroring as well as share files from the touch screen to your device. When you launch the E-Share application you will notice that there is a side menu with the following options:

	Minimise - this collapses and re-opens the side menu
	Home - same result as the "Home" button on the MeetingPad interface
	Back - same result as the "Back" button on the MeetingPad toolbar
	File Explorer - allows you to browse the files on your device
	Hand Tool - allows you to select and move objects
	Draw Tool - allows you to annotate any given screen
	Delete - same result as the "Delete" button on the MeetingPad toolbar
	Camera - displays your device's camera feed on the Touch Screen
	Mirroring - allows you to mirror your device's display on your Touch Screen


## 2.9 Mirroring (Mobile Android Devices)

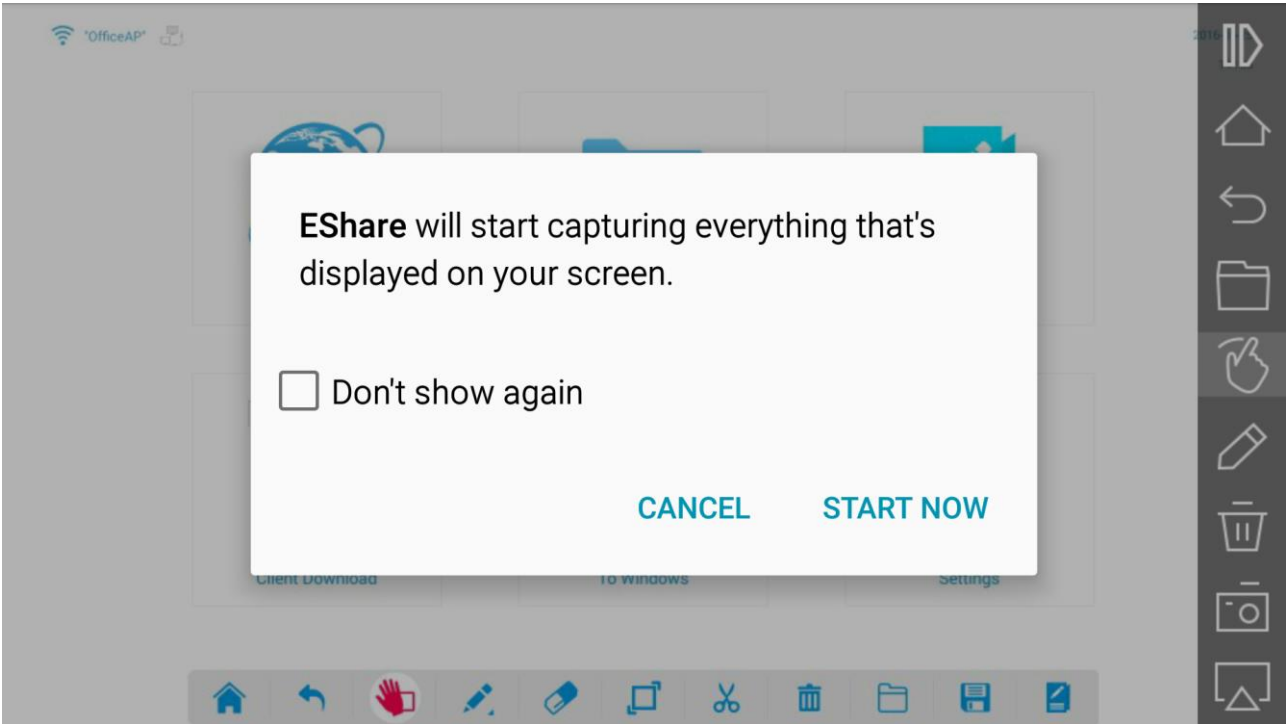
### 2.9.1 From screen to device

Once you launch the E-Share app and connect to your screen the Touch Screen's display will automatically display on your device. You can also remotely control the cursor on the Touch Screen using your finger on the device.

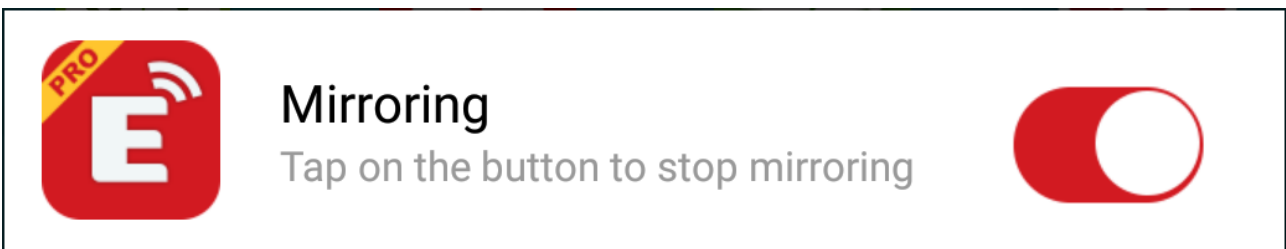


## 2.9.2 From device to screen

Once you launch the E-Share app you will see a “Mirroring” icon in the side menu (  ) begin by selecting this. You will then see the following message:



Select “START NOW” and your devices display will be mirrored on the Touch Screen. To stop the mirroring swipe down from the top of your Android device to bring up your Notification panel and turn the “Mirroring” option off:



You can also use this method to re-connect and begin mirroring again.

## 2.10 File Sharing (Mobile Android Devices)

### 2.10.1 From Touch Screen to device

#### Sharing Files

Begin by selecting the “Client Download” section from the MeetingPad interface. Next, you can either scan the QR code with your mobile device or enter the IP address in the bottom left-hand corner into the address bar of the web browser on your PC. You will then see the following options:



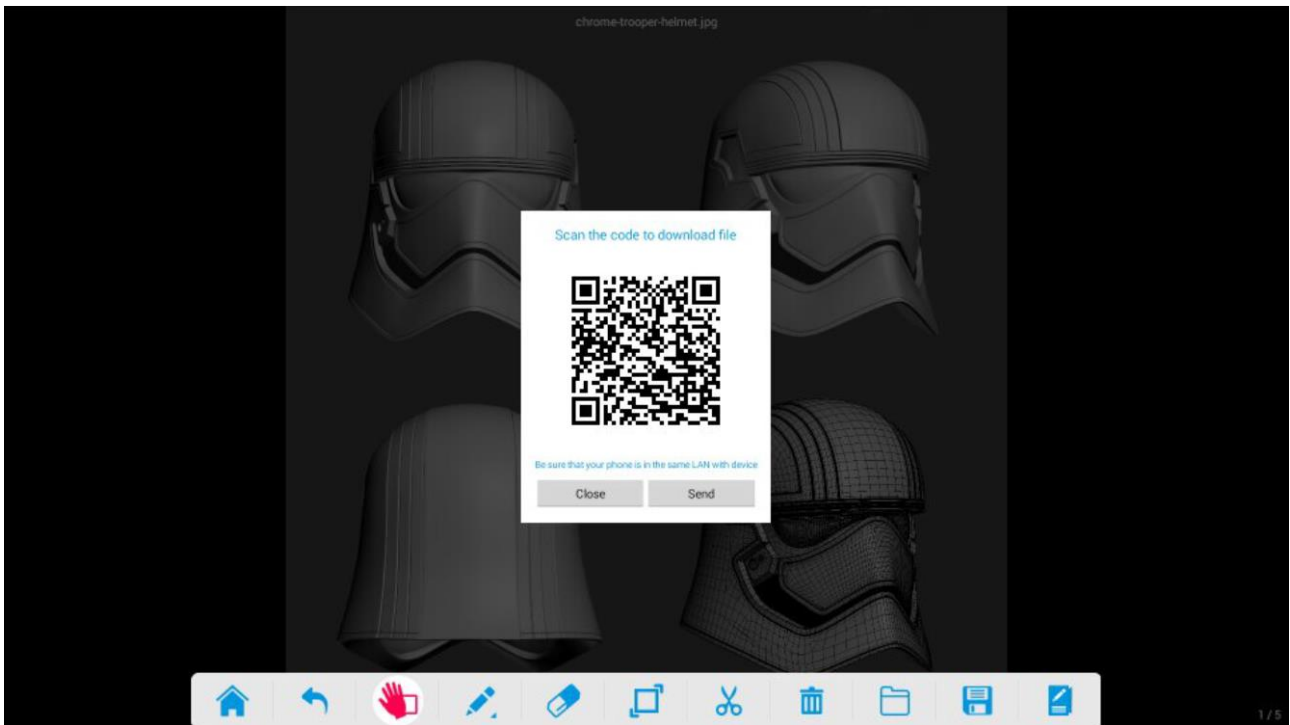
Select “Wireless Storage”. You will then have remote access to all of the files on the Touch Screen. You can then open and save files from your device.

#### Sharing Screenshots

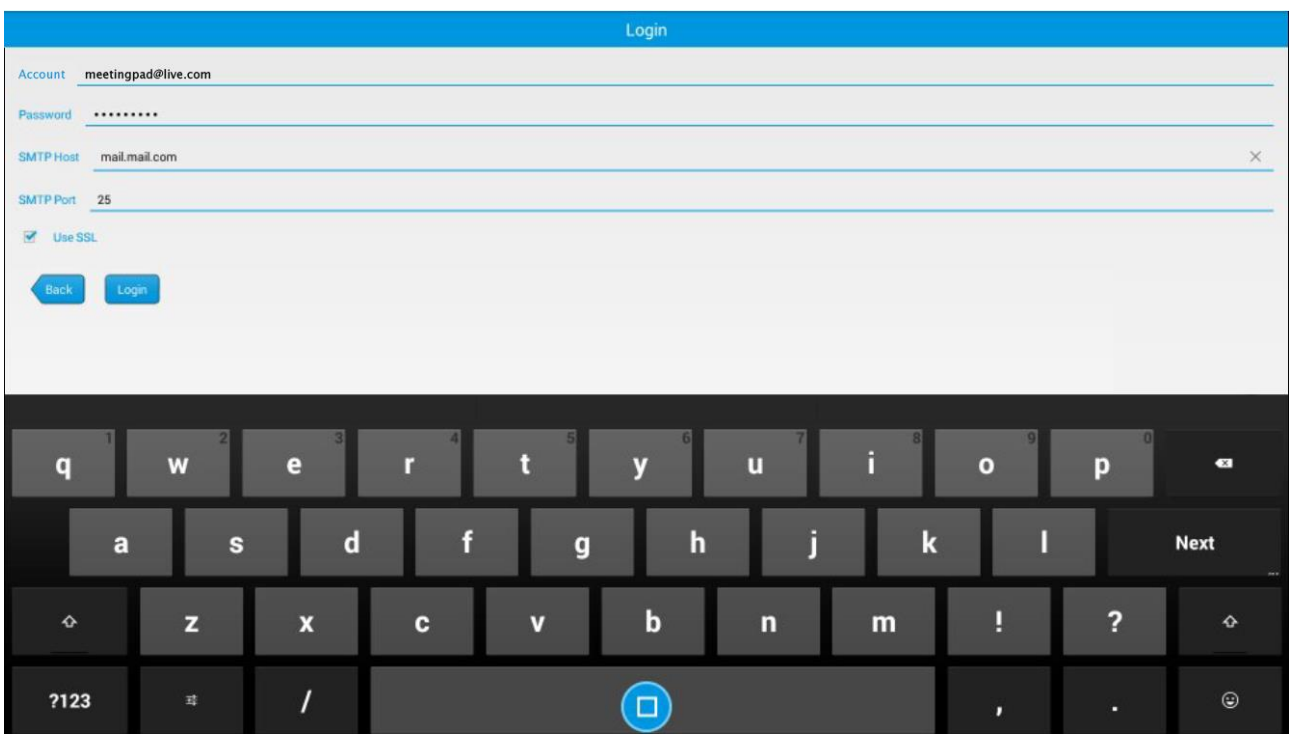
If you have a file open on your Touch Screen and you want to share a screenshot of it with your device begin by clicking the “save” icon:



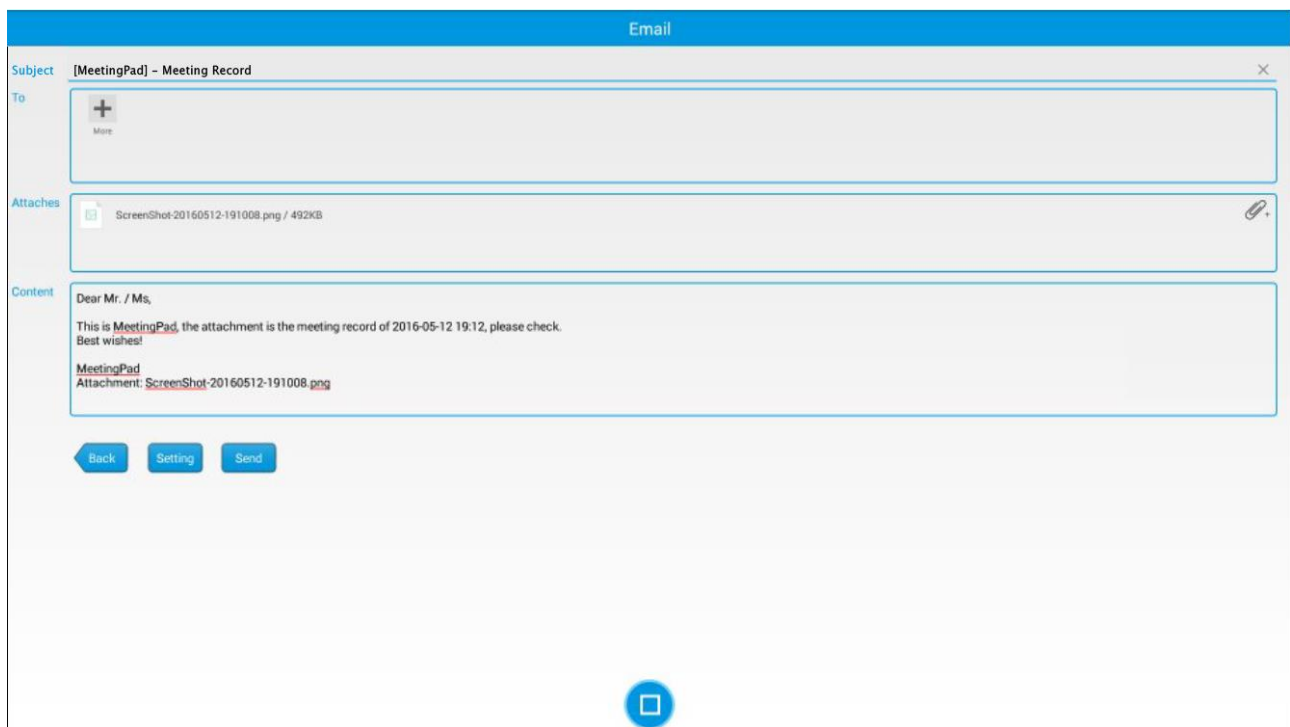
You will then see the following:




At this stage you can either scan the QR code with your device, this will then point you to the location that the screenshot has been saved to on the local area. You can then save it to your device. The other option is to “Send”, selecting this allows you to send the screenshot via email. Once you select “Send” you will firstly need to enter your email server details using the on-screen keyboard:



Once you have entered the correct details select the “Login” button. You will then be taken to the email composition page; here you can edit the Subject and body of the email accordingly:



## 2.10.2 From device to Touch Screen

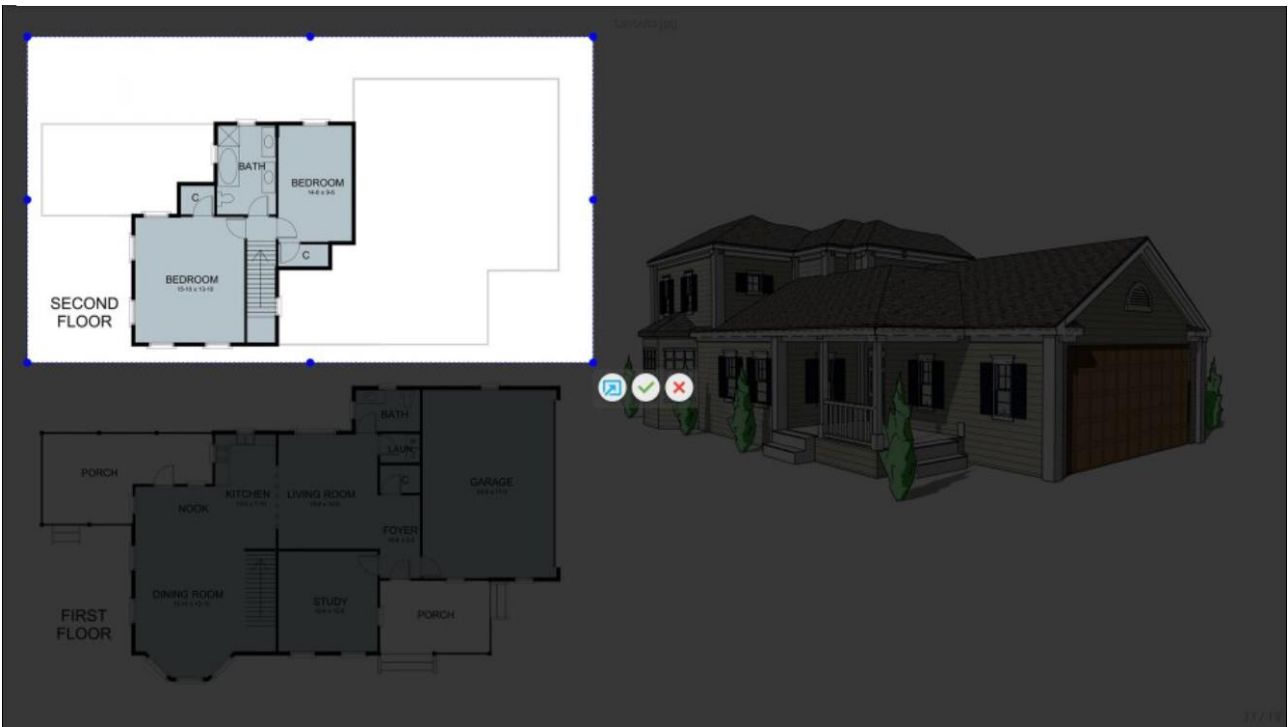
Begin by selecting the “File Explorer” icon from the side menu (  ) this will then allow you to access the files on your device. Once you select a file it will then be loaded onto the Touch Screen, from here you can then edit or save it accordingly.




## 2.11 Snipping Tool

If you want to cut and save a section of your display at any time you can use the Snipping Tool:



Next, touch and drag the area that you want to crop:



To save the screenshot select “”. You can then access the file via the “File Explorer” section. You can also launch the screenshot in a separate whiteboard by selecting “”. To cancel the selection select “”.