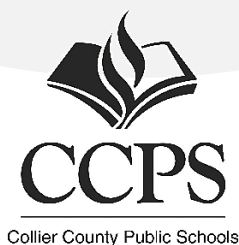


# ViewSonic ViewBoard User Guide



Collier County Public Schools  
Technology Department

# ViewSonic ViewBoard User Guide

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**Support:** Contact your BTC or SST for technical assistance.

**Training:** email [priess@collierschools.com](mailto:priess@collierschools.com)

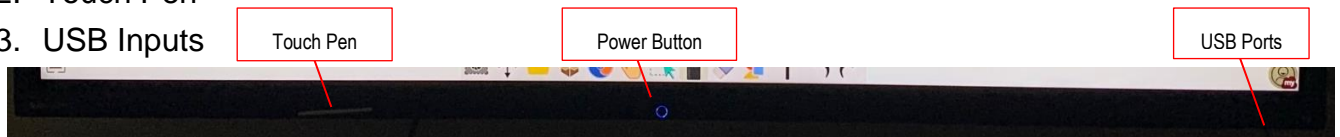
# ViewSonic ViewBoard User Guide

The ViewSonic ViewBoard – Interactive Flat Panel (IFP) is an interactive display that perfectly promotes a more engaging environment.

## FRONT PANEL OVERVIEW

There are several items/controls located at the bottom of the ViewBoard.

1. Power button
2. Touch Pen
3. USB Inputs

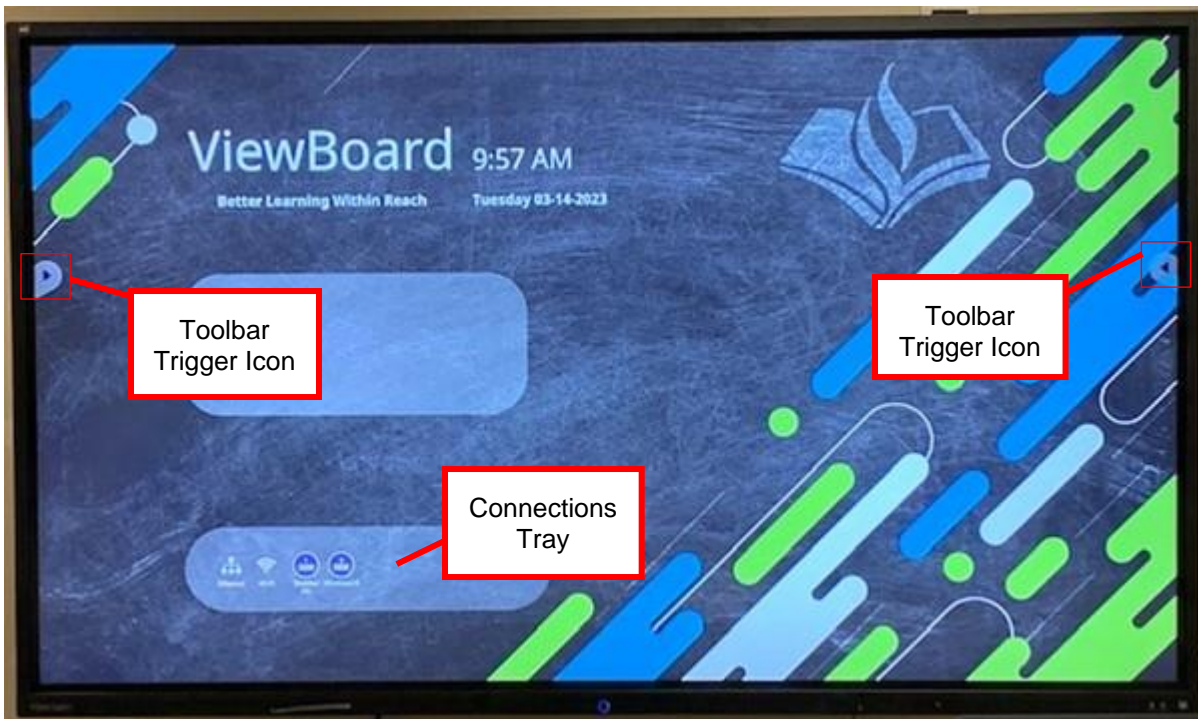


## GETTING STARTED

### Turning ON Your Viewboard

The IFP unit is set to automatically turn on at 6:30am and turn off at 6:30pm.

1. Press the power button to turn on the ViewBoard. The indicator light will turn **BLUE** when it is on.
2. The ViewBoard’s home screen will display.



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## Turning OFF Your Viewboard

1. To turn the ViewBoard OFF, Press and hold the Power button. The indicator light will turn **RED** when it is off.
2. The shutdown confirmation message will display. Press OK.
3. The indicator light will turn red when it is off.

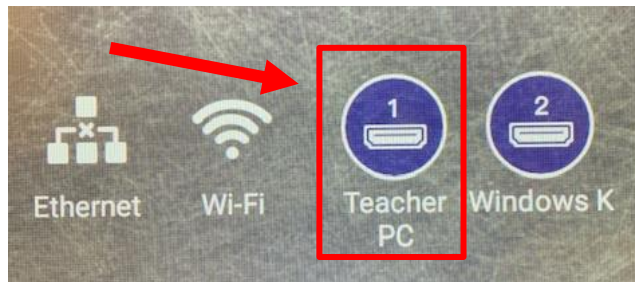


## Displaying Your Screen on the Viewboard

### Displaying the desktop screen from the teachers workstation

From the ViewBoard home screen:

1. Tap the Teacher PC icon in the connections tray on the home screen.
2. Your desktop screen will project on the screen.



If you are having trouble projecting from your computer, check your display settings on your computer.

To check or adjust your display settings:

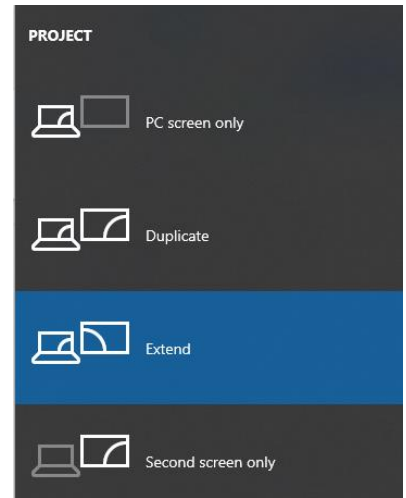
1. Press the Windows Key on your keyboard and the letter P at the same time.
2. A dark-gray menu titled "PROJECT" will pop up on the right side of your screen.



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3. From here, you can use the mouse or cursor keys and Enter to choose your preferred option.

- **PC screen only:** This mode only shows video on the primary display, even if a second one is connected.
- **Duplicate:** This mode duplicates the video output from the primary display onto a second display, which can be ideal for presentations.
- **Extend:** This mode extends the desktop across as many displays as you have connected. It stitches them all into one large virtual desktop, and you can move windows between them.
- **Second screen only:** This mode only shows video on the second display, while the primary display remains blank and unused.



### Duplicate vs. Extended View

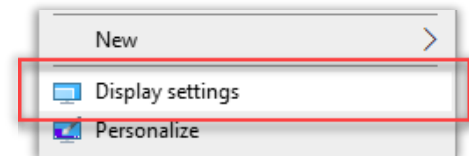
It is recommended that you use either duplicate or extended view. Duplicate view will basically duplicate what is displayed on your teacher pc to the ViewBoard unit. Both units work as one, therefore whatever tasks you perform on the unit will be displayed on your Teacher PC real time and vice versa. Extended view will allow you to utilize the unit as an additional monitor with the ability to work between the two.

### Extended View Display Settings

If you are using EXTENDED view, you will need to make sure the ViewBoard unit is set as the MAIN DISPLAY.

### Setting the Primary and Secondary Monitor

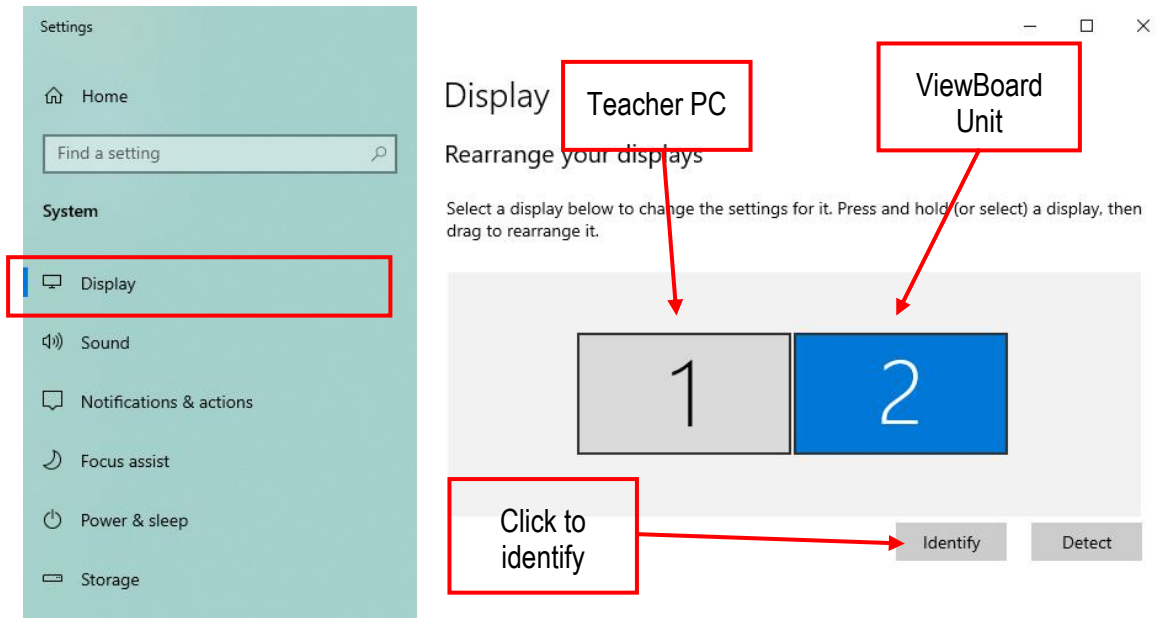
1. Right-click on your desktop and select "Display settings" from the popup menu. In the nav panel on the left, select "Display".
2. At the top of the page, your available monitors will appear as numbered boxes. Each box represents a monitor (e.g., box "1" corresponds with the teacher pc monitor and box "2" corresponds with the viewboard unit).



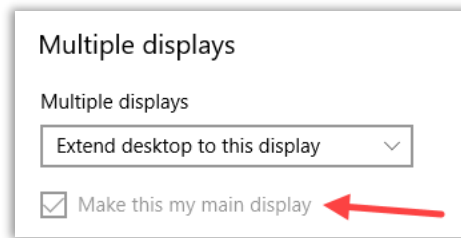
Note: Your ViewBoard unit is recognized as a monitor. Therefore you will see two. Identify which is your unit and which is your teacher desktop.

3. Click the "Identify" button to identify which monitor your viewboard is identified as.
4. Click the numbered box you wish to be your main display (the one that corresponds with the ViewBoard unit).

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5. Scroll to the bottom under Multiple displays and check the box that says, "Make this my main display". The other monitor will automatically become the secondary display.



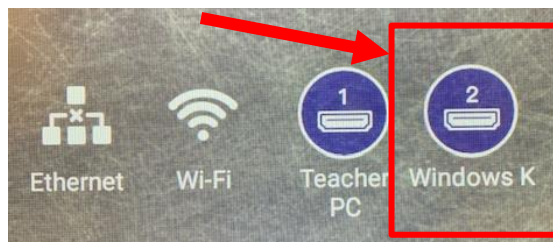
6. Click the "X" in the top right corner to close the page.

## Displaying from your personal device (laptop)

You can connect your personal device (e.g., laptop) to the ViewSonic ViewBoard. This can be beneficial if you want to display content from your personal laptop on the screen. The touch feature on the unit is inactive when using Windows K. All controls must be initiated from the laptop.

From the ViewBoard home screen:

1. Tap the "Windows K" icon in the connections tray on the home screen.



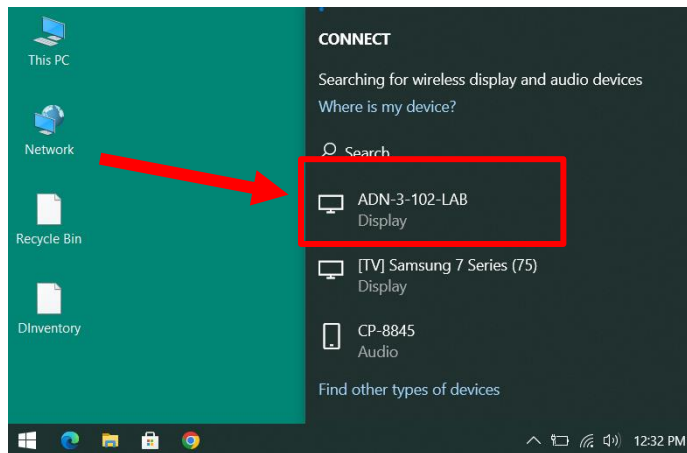
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2. Your connection screen will display, noting your ViewBoard device name.



On the Laptop:

1. Press the “Windows+K” keyboard shortcut to open the Connect panel.
2. A dark-gray menu titled “CONNECT” will pop up on the right side of your screen. This will show all devices available.
3. Look for your ViewBoard device name in the Connect pane; it may take a few moments to appear.
4. Tap the name of your display to connect.



3. When you’re finished with the connection, make sure to reopen the connect pane and click Disconnect.

Note: Projecting from the iPad or other devices will not be supported at this time. Only the laptop.


## General Settings

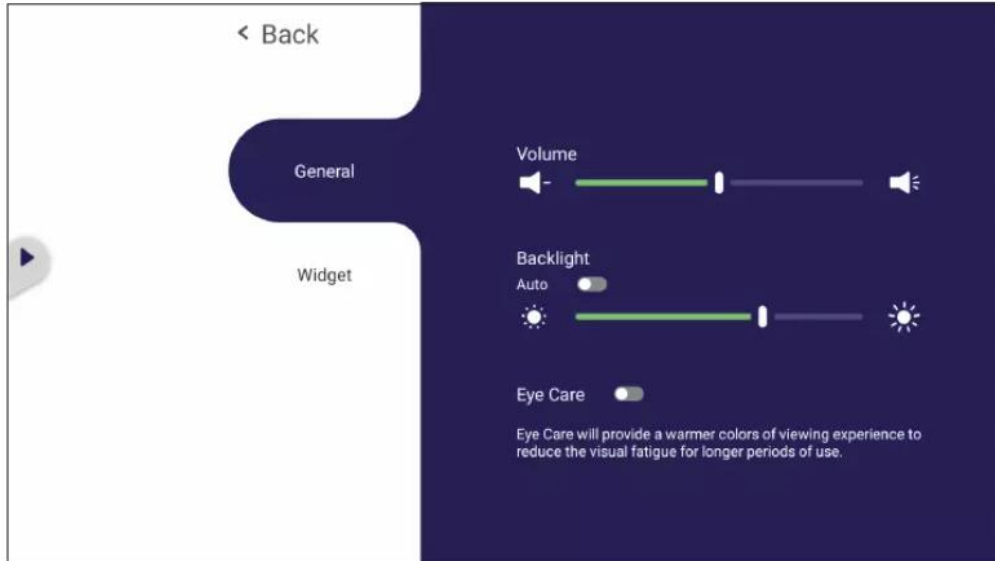
To access General Settings:

1. Tap the toolbar trigger icon.



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2. Tap the general settings icon  at the bottom of the toolbar.
3. Tap the General section in Settings. Here, you can drag the sliders to adjust the volume and brightness of the ViewBoard as necessary.
4. To exit settings, tap “Back” in the top left corner of the screen.

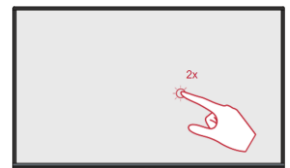


## GETTING TO KNOW YOUR VIEWBOARD

### Moving around on your ViewBoard (gestures)

Using gestures on the ViewBoard, you can select/deselect objects, change the location of an object, access settings, erase digital ink, and much more.

- **Select and Deselect an Object (Clicking)**  
Press and release the ViewBoard to select/deselect options or objects. This is like a single, standard left mouse click.
- **Display Menu Options (Right-Clicking)**  
Press and hold the ViewBoard with your finger. This is like a single, standard right mouse click.
- **Double-Clicking**  
Quickly press and release twice (double-tap) in the same location on the ViewBoard. This is like a double, standard left mouse click.





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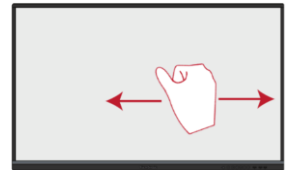
- **Moving an Object**

Press and hold the object on the ViewBoard and slowly drag it with your finger to your desired location.



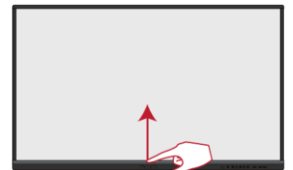
- **Erasing Digital Ink**

Use your flattened hand, palm, or fist on the ViewBoard and move your hand across the area which you wish to erase.




- **Swipe Up for General Settings**

Swipe up from the bottom of the ViewBoard to launch the General Settings.



## Side Toolbar








Toolbar icons  appear on both sides of the ViewBoard providing access to launch tools. The location of the toolbar can be adjusted by holding down the icon and dragging it to another location on the perimeter of the screen.


To Launch a tool:

1. Tap a Toolbar icon.
2. The primary toolbar menu will display.
3. Tap the desired tool icon.




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ICON	DESCRIPTION
	Hide/Reveal the toolbar
	Return to the previous screen
	Return to the home screen
	View all open apps
	View all available/installed apps
	Access the drawing
	View more tools










## Screen Drawing Tools

To Launch the screen drawing tools:

1. Tap the toolbar icon.
2. Tap the draw icon  .
3. A secondary menu with different drawing tools used for annotation will display.

ICON	DESCRIPTION
	Pen*
	Highlighter*

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	Eraser	
	Undo previous action	
	Redo previous action	
	Delete all annotations on the screen	
	Save screen image with annotations	
	Exit drawing tools	

\*For the pen and highlighter tools, tap a second time on the tool to change its color. You can use the touch pen or your finger to draw on the screen. **DO NOT USE sharp objects** which may damage the screen.

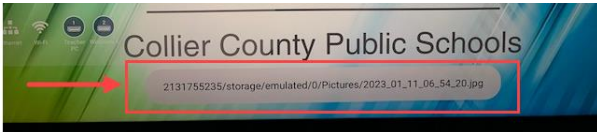
## More Tools

To Launch More tools:

1. Tap the toolbar icon.
2. Tap the More icon (●●●). This will display a secondary menu containing additional tools.

	<p style="text-align: center;"><b>Screen Freeze</b></p> <p>This will freeze your current screen. You can then use the on-screen controls to zoom in or out on the frozen screen or to put the frozen screen in full-screen mode. Tap the X to exit</p>	
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# ViewSonic ViewBoard User Guide

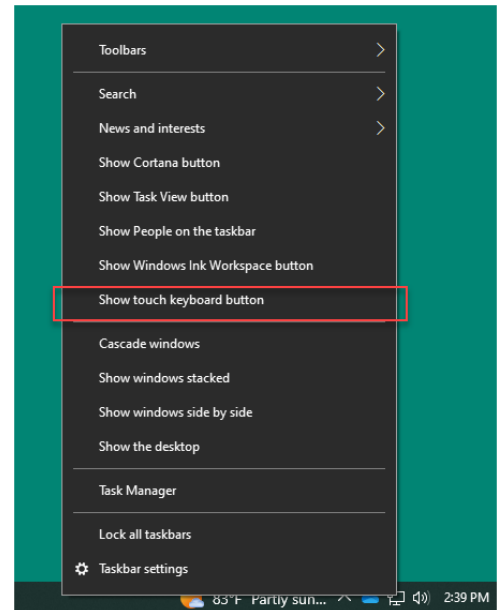
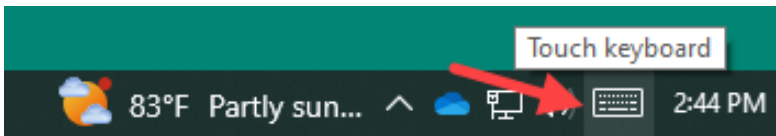
	Screen Freeze mode and return to normal function of the screen.	
	<p><b>Spotlight</b></p> <p>This will bring up a spotlight that you can drag around to highlight a particular area of the screen. Tap on the Settings icon to adjust the contrast of the spotlight vs. the screen and to change the size of the spotlight. Tap the X to exit Spotlight mode.</p>	
	<p><b>Stopwatch</b></p> <p>This will bring up a digital stopwatch that you can drag anywhere on the screen. Tap the Start button to start the stopwatch. You can pause, continue, or reset it as needed. Tap the X in the corner of the stopwatch to exit it.</p>	
	<p><b>Timer</b></p> <p>This will bring up a digital timer that you can drag anywhere on the screen. Drag up or down on each column to set the hours, minutes, and seconds.</p> <p>There is also an optional alarm sound that you can enable. Tap the Start button to start the timer. You can pause or reset it as needed. Tap the X in the corner of the timer to exit it.</p>	
	<p><b>Screen Capture</b></p> <p>When you tap on the Screen Capture icon, it will automatically take a screenshot of your current screen. The file path appears at the bottom of the screen for a few seconds. The screenshot is automatically saved to the ViewBoard's Folders app.</p> 	
	<p><b>Hide/Show Toolbar Icons</b></p> <p>This will automatically hide the toolbar icons. You must swipe from the edge of the screen to reveal the toolbar icons again. NOTE: Hiding the toolbar icons is not recommended unless they block your screen's content.</p> <p>Alternatively, you can drag the toolbar icons up/down to move them to a more ideal location on the side of the screen.)</p>	

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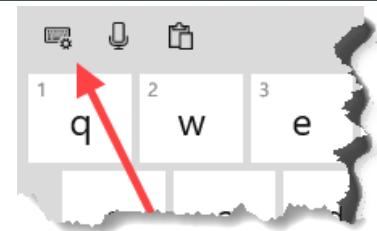
## On Screen Keyboard

To enable your on screen keyboard:

1. Right-click the taskbar and Select “Show touch keyboard button”.
2. The keyboard icon will appear near your system tray, or notification area, in the bottom right corner of your screen.
3. Tap the icon to pull up the on-screen keyboard.



The icons in the top-right corner of keyboard allow you to move or enlarge the keyboard.



## TAKING CARE OF YOUR VIEWBOARD

### Maintenance

#### General Precautions

- Never spray or pour any liquid or cleaner directly onto the screen or case. Doing so could damage the monitor.
- Dust or hard materials may scratch the screen. Please make sure your cleaning cloth is free of debris.

#### Cleaning the Screen

- Use a clean, soft, dry, lint-free microfiber cloth and gently wipe down your screen to remove fingerprints, dust, and other particles.
- DO NOT use any type of cleaner or disinfectant wipes (e.g., Clorox wipes) on the display screen or case; just a microfiber cloth.

If there is a fear of germ transfer, it is recommended that students/teachers use the stylus instead of their fingers. The stylus can be cleaned with a Clorox or disinfectant wipe and easily replaced if necessary.

- Keep the bottom border of the screen free from dust. We want to keep the light beams free and clear of debris.

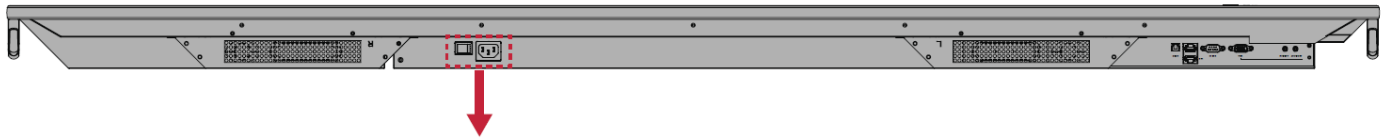
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## Overall Care

- Use the appropriate stylus or your finger. Do Not use regular writing utensils (highlighter, dry-erase markers, markers, pens, pencils, etc.) on the screen.
- Keep sharp objects away from the screen.
- Do Not hang or affix objects on or around the screen.
- Be careful with jewelry that may scratch the panel.
- Do not pull the panel from the wall.

## Connections, Cables, etc.

DO NOT disconnect any of the cables on the ViewBoard. Contact your BTC or SST if you need assistance.



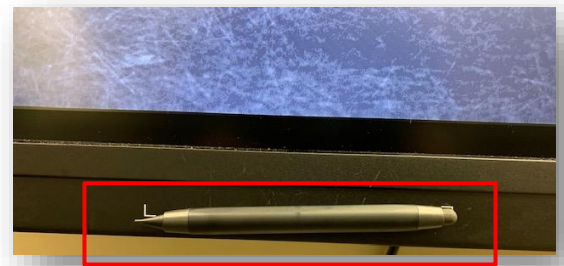
The AC Power input and switch are located at the bottom of the unit.

## Accessories (remote control and stylus)

Each ViewBoard has a remote control and touch pen. Store both items in a safe place. Contact your BTC or SST if you lose your remote control and/or ViewBoard stylus pen.

## Stylus Pen

The stylus pen is attached, via a magnetic strip, to the bottom left side of the ViewBoard. Remove the stylus pen from this location and store it in a safe place.

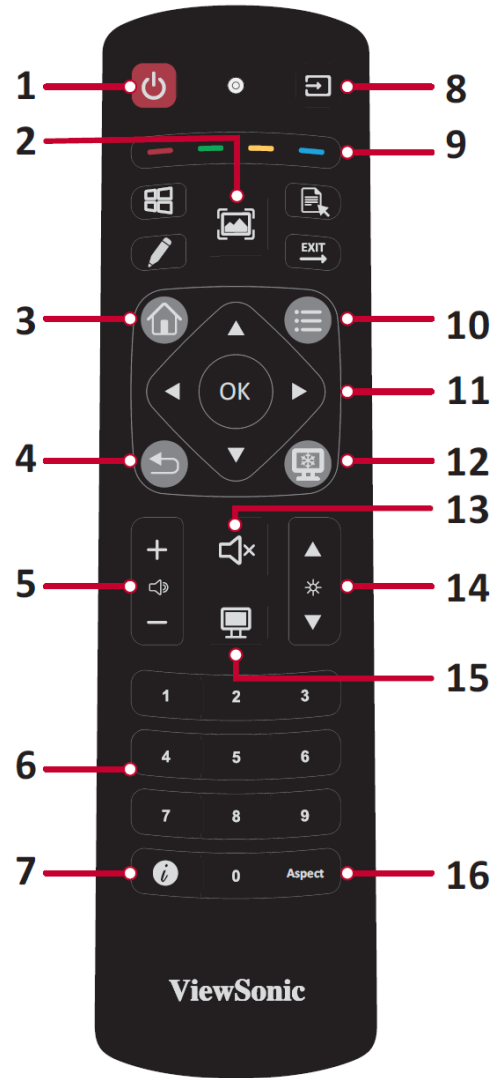


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## Remote Control

### Overview

1. Power ON/OFF
2. Screen capture
3. Back to the Launcher screen
4. Back/Return to the previous page
5. Increase/Decrease the volume
6. Number Keypad
7. Information
8. Input source selection
9. Media control buttons:
  - Red - Play / Pause
  - Green - Stop
  - Yellow - Forwards
  - Blue - Backwards
10. Settings menu
11. Up/Down/Right/Left/OK
12. Freeze Screen
13. Mute/Unmute
14. Increase/Decrease Brightness
15. Blank Screen
16. Adjust Aspect Ratio



# ViewSonic ViewBoard User Guide

## REPORTING TECHNICAL ISSUES

### Submitting a Work Order

If you need to submit a work order pertaining to your ViewSonic ViewBoard unit, below are the following settings you would use when creating the work order.

The screenshot shows a web form for submitting a work order. The form fields are as follows:

- Request Type: ?**: A dropdown menu with the selected option "Audio Visual (see also Communication Systems)". A red circle with the number "1" is next to it.
- Specific Request: ?**: A dropdown menu with the selected option "1 - Classroom AV". A red circle with the number "2" is next to it.
- Service Location: ?**: A checkbox labeled "Same location as My Profile." which is checked. A red circle with the number "3" is next to it.
- Facility: ?**: A dropdown menu with a blurred selection.
- Room #: ?**: A text input field with a blurred value.
- Product Type: ?**: A dropdown menu with the selected option "IFP". A red circle with the number "4" is next to it.
- Request Description: ?**: A text area containing the following text:  
Q: Please describe the type of equipment, -Brand or Model- and Identifying Numbers (ONE WORK ORDER PER EACH PIECE OF EQUIPMENT PLEASE):  
A:  
Q: Please describe the nature of the problem:  
A:  
A red circle with the number "5" is next to the "Q: Please describe the nature of the problem:" line.
- Submit**: A button at the bottom left. A red circle with the number "6" is next to it.