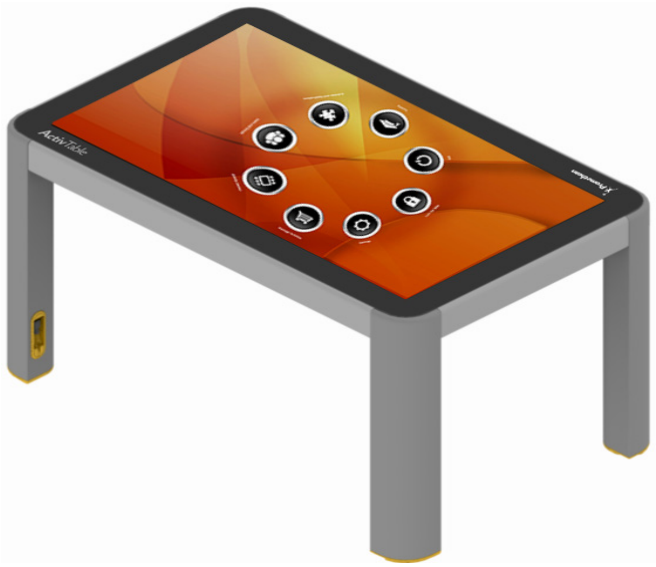
Quick Start Guide



ActivTable

TP-1836-V04

Promethean

ActivTable

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Welcome and thank you for choosing the Promethean ActivTable.

The ActivTable is an interactive learning tool designed for students of all ages.

This quick start guide is intended to help teachers and support staff understand the features of the ActivTable. The quick start guide can also be printed from www.PrometheanKB.com.

By touching the **Training** button on the **Main Menu** screen you can view a copy of this quick start guide, licensing details and **Training** will provide descriptions for each button on the Main Menu.

To access student notes drag this button from the Toolstore within an activity.

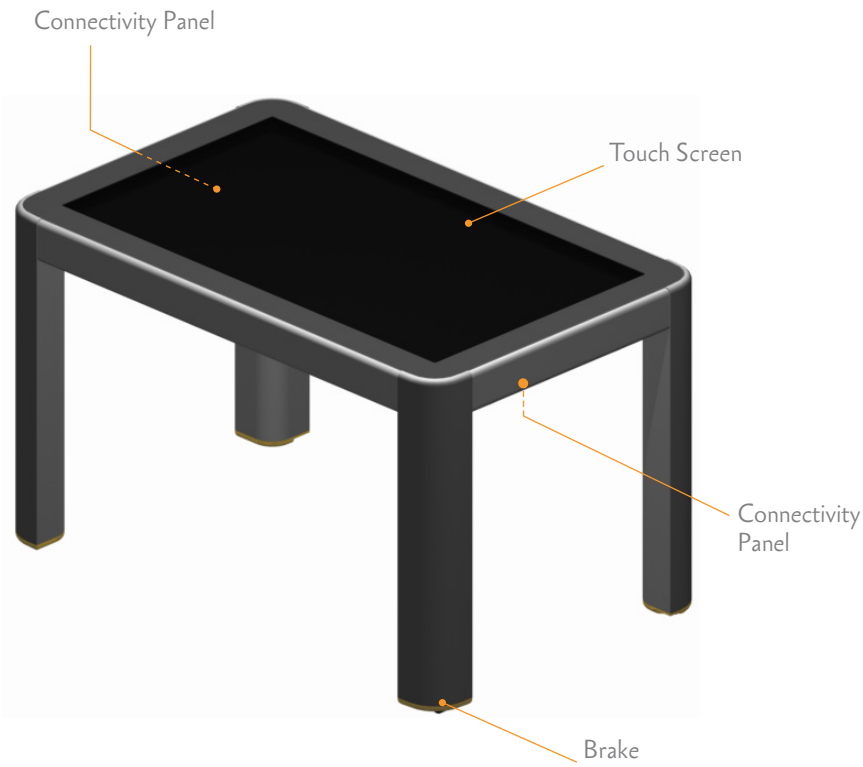
The ActivTable is an LCD touch screen device that allows your students to participate and collaborate in activities, applications and games.

The built in WIFI connection allows you to download additional activities and content to expand lessons.

Connectivity panels under each end of the ActivTable allow you to attach other devices, such as the ActiView, to extend the use of the ActivTable.

Refer to the Installation Guide to make sure your ActivTable is assembled correctly before use.

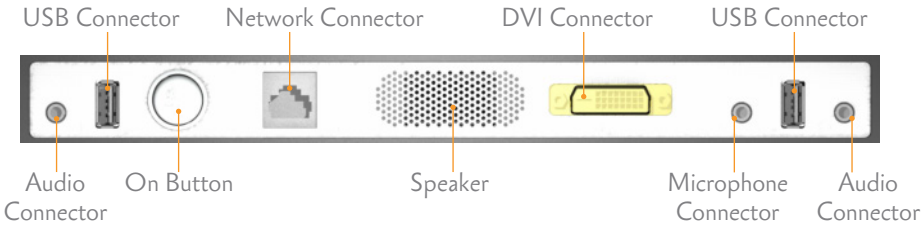
Brakes are fitted to the legs of the ActivTable to prevent movement when in use.



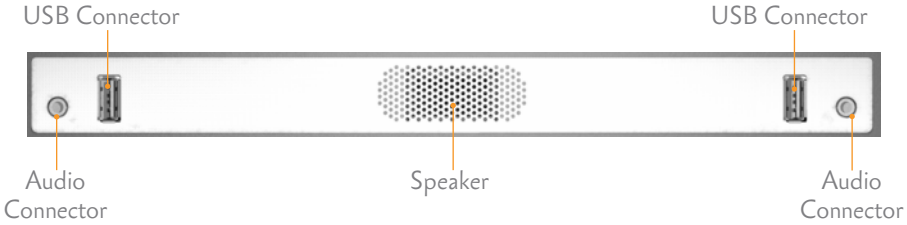
Connectivity Panels

The ActivTable has two connectivity panels installed under the ActivTable, at either end.

The main connectivity panel contains:



The secondary connectivity panel contains:



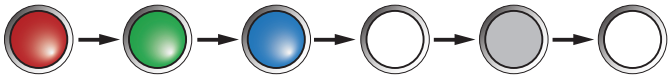
Brakes

Three of the legs are fitted with brakes to prevent the table moving when in use. See the **Safety Information Guide (TP1844)** section for instructions on the brakes.

Switching on the ActivTable

The ActivTable **On** button is located on the main connectivity panel.

Press and hold the **On** button for 2-3 seconds. The **On** button changes to Red, then Green, then Blue, then White. The light goes off briefly before changing to White.



The red, green, blue, white light sequence indicates a normal start up of the ActivTable. The button colour after the light goes off indicates the following:

- Normal

- Battery Fault

- Battery Charging

The Promethean logo appears on the screen and the ActivTable software launches.

The **Main Menu** screen appears.

A ring of buttons in the centre gives you access to sub screens that allow you to begin activities, create activity sessions, create users and groups and alter table settings as well as download new activities. Touch one of the buttons to go to that screen.

Activities can be accessed immediately, without having to create user groups or user tokens. The user tokens default to the anonymous user token and a total of six users can take part in the activity. Touch the **Activities and Applications** button to access the installed activities.

Short videos on how to use the Tools are available in the **Activity Tutorials** folder in **Activities and Applications**.

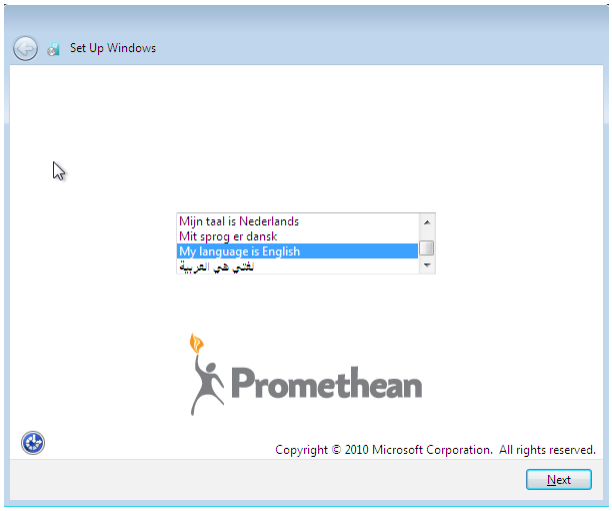
When you wish to leave a screen touch the **Main Menu** button to return to the **Main Menu** screen. When you are in an activities folder you can return to the previous screen by touching the **Back** button (see **Buttons**).

First Time Set Up

The first time the ActivTable is used, you need to set up the table.

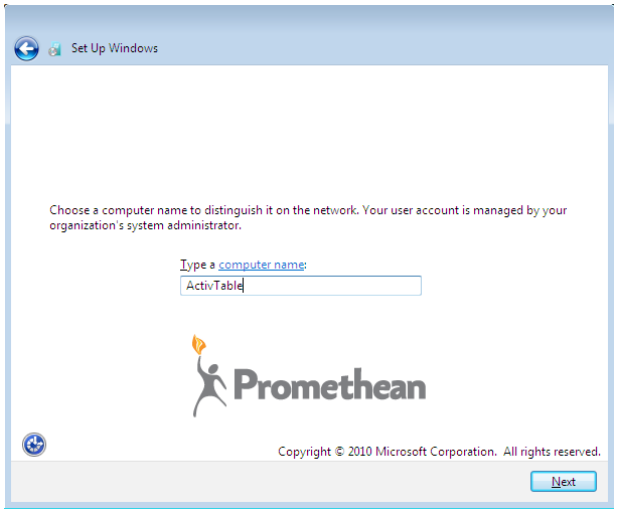
Select Language

Select your language from the list and touch the **Next** button.



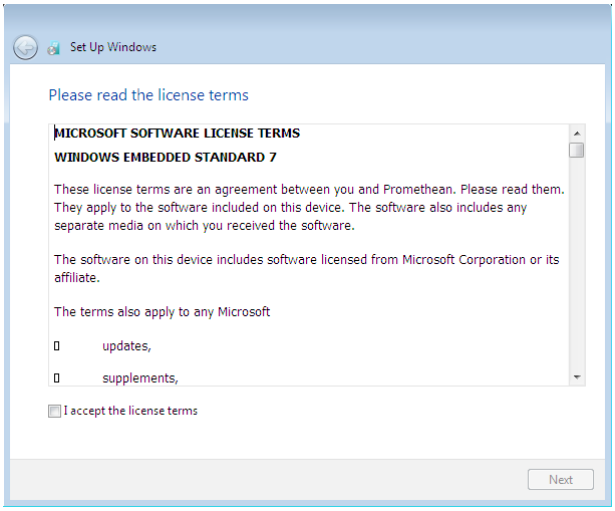
Computer Name

The ActivTable needs a name so that it can be identified on a network. Enter a name for the computer and touch the **Next** button.

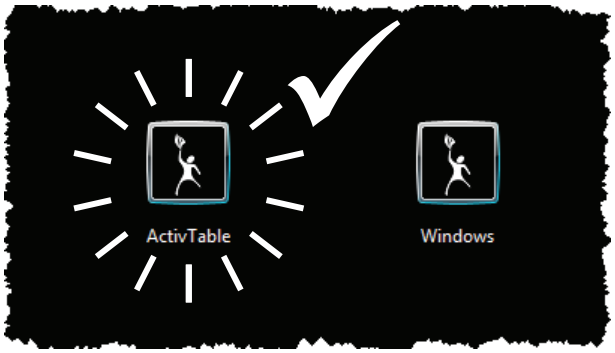


License Agreement

Read the user license agreement and touch the check box next to 'I accept the license terms'. Touch the **Next** button.



The ActivTable completes the set up and presents you with two buttons. The **Windows** button takes you to the standard windows desktop, the other button starts the ActivTable software. Touch the **Windows** button to set up network/wireless connectivity.



NOTE: The ActivTable requires setting up on a network to access the internet. Promethean recommend that you ask your IT department to do this.

The set up screens do not appear again and on restart the ActivTable software automatically runs.

Security

Security can be turned on from the **Settings** screen to prevent access to certain screens and functions. When security is on, a **Passcode** or **USB key** is required to access the secured screens or function. The default passcode is 1234. Contact your IT department if the code has been changed. The ActivTable is shipped with security disabled.

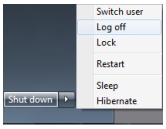
Switching between Windows and the ActivTable

To access the Windows operating system touch the **Exit** button on the **Main Menu** screen.

Touch the **Log off** button and a dialog window appears to confirm you wish to log off.

Touch the **Yes** button to close the ActivTable software.

Touch the **Windows** button to go to the standard windows desktop. If prompted, type in your password. The default password is activtable.

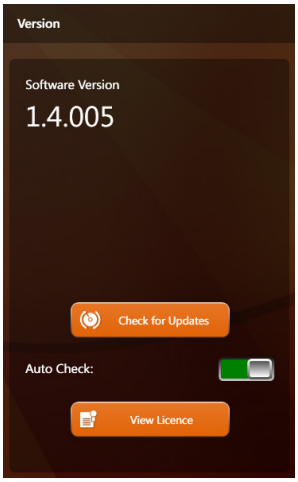


To restart the ActivTable software touch Start > Shutdown > Log off. Once you have logged off you will be presented with two options.

Select the **ActivTable** option to return to the ActivTable environment.

NOTE: The ActivTable environment is enabled by an ActivTable Windows Account. In order for the ActivTable to run correctly it is important that you use this method to restart the ActivTable and you do not attempt to "launch" it from the computer's hard drive.

Updating the ActivTable software



Your ActivTable may not have the latest software installed.

To check your ActivTable software version touch the **Settings** button on the **Main Menu** screen then the **Software and Security** tab.

To **Check for Updates** and for **Auto Check** to function, your ActivTable must be connected to the internet. If you experience any problems updating, please visit the Promethean Knowledgebase at www.PrometheanKB.com where you can find specific articles on updating the software.

The ActivTable is a touch sensitive device. You control the position of buttons and the position and size of tools with a number of gestures as shown below.

A large number of tools are available for use in activities or when creating users or user groups, such as the keyboard.

Rotating the Buttons

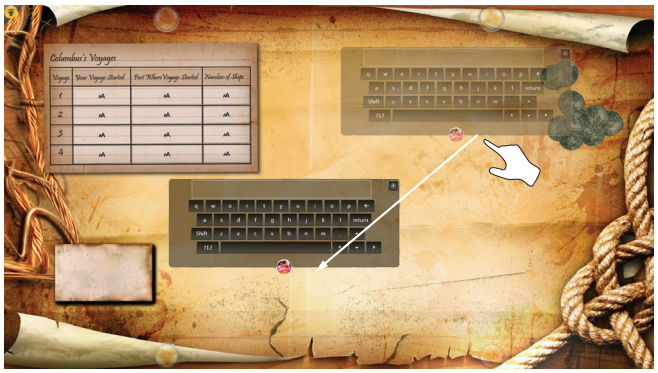
The ring of buttons on the **Main Menu** and **Activities and Applications** screens rotate around the centre of the screen. Touch the screen and drag in a circular motion to rotate the buttons.

Expanding the Activities Ring

The **Activities and Applications** screen displays the installed activities as a ring of buttons. If more activities are installed they are stored as further rings 'below' the current ring. To access the other rings touch the screen and drag towards the edge of the screen in a straight line. The current ring expands. The ring below the current layer appears and becomes the active layer of buttons. To return to a previous ring of activities touch the screen and drag towards the centre of the screen. The current ring shrinks and the previous ring of activities appears and becomes the active layer.

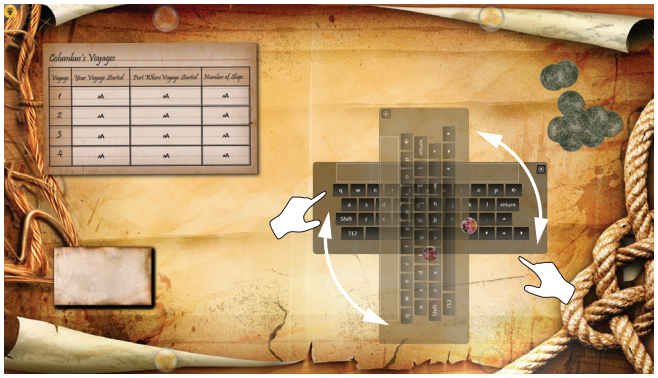
Moving Tools

Touch an area of the tool that has nothing on it, keep your finger on the screen and drag the tool to its new position on the screen.



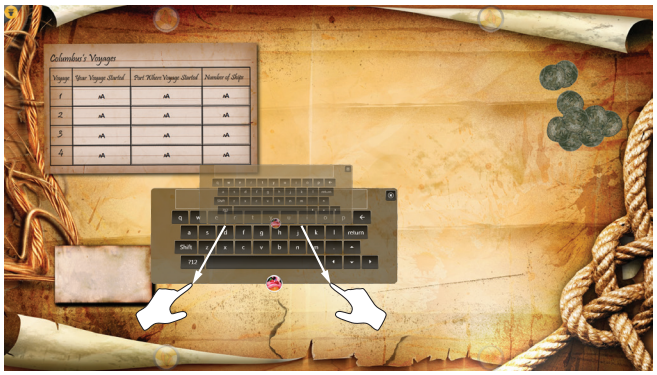
Rotating Tools

With two fingers touch the areas of the tool that have nothing on it and drag in a circular motion to rotate the tool. The tool can be rotated freely in either direction.



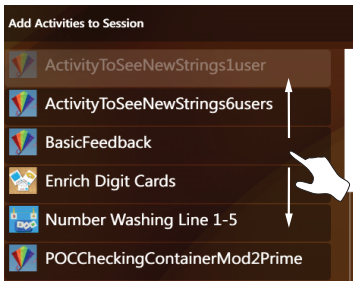
Enlarging or Shrinking Tools

With two fingers touch the areas of the tool that have nothing on it and drag apart or together to enlarge or shrink the tool.



Scrolling

With a single finger, touch the list or scroll bar and drag to move.



Using the Toolstore

Touch the User Token to open the Toolstore. Use your finger to scroll through the tools. Touch a tool and drag on to the screen to open it. You can also touch the tool and then touch the Use button that appears at the bottom.

Adding Text to Worksheets

Drag a keyboard from the Toolstore. Touch the worksheet and drag on to the keyboard.

An icon appears to show that the worksheet is connected to the keyboard.

The worksheet sits above the keyboard which can be used to add text to the worksheet.

When finished drag the worksheet away from the keyboard.

An icon appears to show that the worksheet has been separated from the keyboard.

Interacting with Buttons, Tools and Items

Tap to select buttons. Drag to select and interact with tools. Dragging is also used to move items onto the table from containers and is indicated by an arrow on the button.

Removing Objects from Containers

There are two ways to remove objects from containers, depending on the activity:

1. Touch and hold down an object for 1-2 seconds and then drag away.

2. Touch the object and drag away from the container. Four outward pointing arrows appear to indicate the object is released from the container.

Buttons

There are a number of common buttons and windows that appear on the different screens on the ActivTable. The function of these buttons is the same no matter which screen is being viewed.

The **Main Menu** button is located in one corner of the screen and returns you to the **Main Menu** screen.

The **Filter** button appears next to the **Main Menu** button and you can use it to select which activities are available to your users. You can filter by Age, Activity type, Subject or enter specific keywords.

The **Help** button appears on the **Activity Session** screen and the **Users and Groups** screen. Touch the button to open up an overlaying screen for helpful explanations and directions. Use the **Close** button in the top right hand corner of the screen to return. These **Help** screens provide information on how to set up and use the ActivTable.

The **Rotate Screen** button lets you rotate the screen 180 degrees. Every time you touch the button the screen will rotate .

The **OK** button appears when you enter or leave an activity, game or when creating a report or configuring user tokens. You need to touch the button to confirm the action you wish to take.

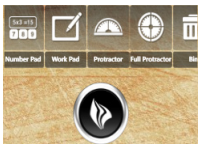
The **No** button appears when you are leaving an activity or the game screen. Touching the button will keep you on the current screen.

Activity folders appear on the **Activity and Applications** screen and are used to contain related activities in a group. Touch the folder to open it and display the activities.

The **Back** button appears when you are in an activity folder. Touch the button to return to the previous activities screen.

The **Volume Control** button is found when you are in an activity, in one of the corners. Touching the **Volume Control** button enlarges the button.

This larger version of the **Volume Control** button appears when the **Volume Control** button is touched and allows you to change the volume or mute the sound. Touch the control and drag in a circular motion to raise or lower the volume. Touch the speaker in the centre to mute/unmute the sound.

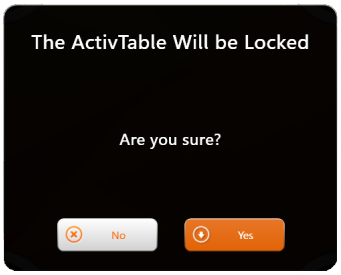


The **Toolstore** is accessed by touching a user token during an activity. The **Toolstore** can contain a large variety of tools and other items to assist in an activity and the type of tools or objects available changes depending on the activity. Touch a tool or item and drag it on to the activity to use it. You can also touch the tool and then touch the Use button that appears at the bottom.

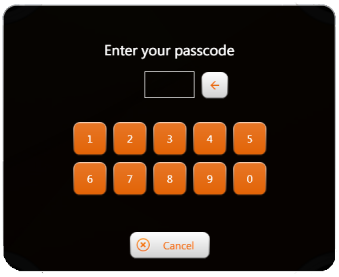
To remove an item from the Trash touch the icon above the trash can and drag away. The last item placed in the Trash is placed on the screen. All of the items in the Trash can be removed using this method.

The padlock button appears in activities where the background can be moved. Touching the button locks the background. Touch the button again to unlock the background so that it can move.

Dialog Windows



Dialog Windows appear when you need to confirm an action. The window shown is an example of the type of window that opens. Instructional text appears in the top part of the window and **Yes** and **No** buttons appear in the lower part of the window. Touch the **Yes** button to confirm the action or the **No** button to cancel the action.



If passcode security has been enabled in **Settings** then this window appears when you select a screen that is secured or attempt to access a protected function. Touch the numbers to enter the 4 digit passcode.

Locking the ActivTable

You can lock the ActivTable to prevent unauthorised use.

On the **Main Menu** screen touch the **Lock the Table** button. A dialog window appears to confirm that you wish to lock the ActivTable. Touch the **Yes** button to lock the ActivTable or the **No** button if you wish to leave the ActivTable unlocked.

When the ActivTable is locked, the **Lock the Table** button fades in and out at random positions on the screen.

Touch the screen to unlock the ActivTable. A dialog window opens prompting you to enter your pass code or plug your USB key into one of the USB ports.

If your USB key is already connected to one of the USB ports, remove it and re-insert it.

Shut Down

On the **Main Menu** screen, touch the **Exit** Button and then the **Shut Down** button.

Select the **Yes** button from the dialog window.

The ActivTable begins to shut down and the screen goes blank. The **On** button is White then goes off.

ActivTable Will Not Power Up

If the ActivTable doesn't power up when the **On** button is pressed, check the following:

- If the **On** button briefly flashes Blue then the button has not been pressed for long enough.
- If the **On** button briefly flashes Red, then the ActivTable cannot detect mains power.
- The power is switched on at the electrical outlet.
- The power plug is correctly inserted into the electrical outlet.
- The power cable is correctly attached to the leg of the ActivTable

Power Lead Disconnected

If the power lead is disconnected the following occurs:

- The ActivTable emits a steady beeping noise for twenty seconds and the **On** button flashes Blue.
- The user has a further twenty seconds to reconnect the power. The **On** button continues to flash Blue but does not beep. If the power is reconnected the ActivTable returns to normal operation.
- The ActivTable begins shut down if the power is not reconnected.
- During the shut down procedure the **On** button is a continuous Yellow.
- When shut down is complete the **On** button light goes off.

The screen of the ActivTable must be cleaned on a regular basis.

It is recommended that the screen is vacuumed with a hand held vacuum with a soft brush attachment before cleaning to remove large particles and prevent scratching. Failure to use a soft brush attachment may cause damage to the screen.

Sparingly apply glass cleaning solution with a cloth to clean the surface of the screen

Clean the frame and legs of the ActivTable with a damp cloth.

Periodically check that the power cable to the leg of the ActivTable is secure.

Periodically check that the three leg brakes are properly engaged.

More Information

Create your own Activities for the ActivTable

You can access the Activity Builder at www.activtable.com

Technical Support

The Quick Start Guide is available on the ActivTable. Touch the **Training** button on the **Main Menu** screen to access.

Videos showing how to use the Tools are available in the **Activity Tutorials** folder in **Activities and Applications.**

For online support, self-help solutions and further support contact information, please visit the Promethean Knowledgebase at: www.PrometheanKB.com

Promethean Planet

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- Find out about the latest research into teaching and learning from educational experts around the world.
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Promethean World

For more information on our full range of products please visit www.PrometheanWorld.com

United States of America

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Do not make any changes or modifications to the equipment.

Canada

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

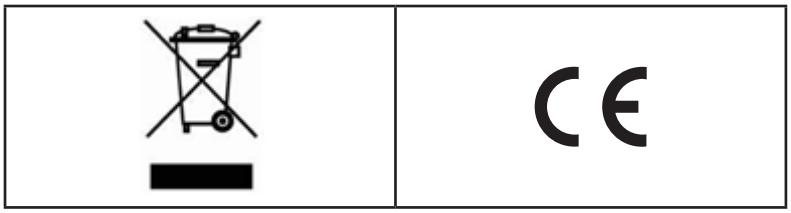
Europe

Promethean hereby declare that the ActivTable is in compliance with the Low Voltage Directive 2006/95/EC and the Electromagnetic Compatibility Directive 2004/108/EC. The equipment meets the following conformance standards: EN 55022, EN 55024 and EN 60950-1. Please contact Promethean for a copy of the declaration of conformity if required.

WARNING:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Waste Electrical and Electronic Equipment (WEEE)

For more information concerning the correct disposal of these products, please contact your Promethean reseller.



The ActivTable incorporates an Atheros Communications, Inc. WIFI Module with specific compliance information:

United States of America

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by tuning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the distance between the equipment and the receiver.
- Connect the equipment to outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Canada

Canada – Industry Canada (IC)

This device complies with RSS 210 of Industry Canada.

Operation is subject to the following two conditions:

1. this device may not cause interference

2. this device must accept any interference, including interference that may cause undesired operation of this device.

L ' utilisation de ce dispositif est autorisée seulement aux conditions suivantes :

1. il ne doit pas produire de brouillage

2. l' utilisateur du dispositif doit étre prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

The term "IC" before the equipment certification number only signifies that the Industry Canada technical specifications were met.

Europe

Europe – EU Declaration of Conformity

CE

Marking by the above symbol indicates compliance with the Essential Requirements of the R&TTE Directive of the European Union (1999/5/EC). This equipment meets the following conformance standards: EN300 328, EN301 489-17, EN60950-1.

Please contact Promethean for a copy of the Declaration of Conformity if required.

Europe: Restrictions for use of 2.4 GHz frequencies.

France: Limited implementation . Outdoor use is limited to 10 mW e.i.r.p. within the band 2454-2483.5 MHz.

Military Radiolocation use. Refarming of the 2.4 GHz has been ongoing in recent years to allow current relaxed regulation. Full implementation planned 2012.

Italy: For private use, a general authorisation is required if WAS/RLAN's are used outside own premises. For public use, a general authorisation is required.

Radio Interface

The radio interface on this product is intended for operation in the following countries: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

TERM	DESCRIPTION
Activity	A program launched from the Activities and Applications screen that uses the Promethean Tokens and Tools system.
Activity Session	This is accessed from the Main Menu Screen. From this screen you can set up which activities are to be included in the session, number of users and token type.
Activity Store	This is accessed from Manage Activities on the Main Menu Screen. It shows which activities are installed and what can be downloaded from the Activity Store.
Add User	Accessible from the Teacher Menu during an activity. The Add User button allows the teacher to add additional users to a maximum of six.
Application	A program launched from the Activities and Application screen.
Avatar	A graphical representation of the user that appears on the ActivTable during an activity. Avatars are cartoon images, built into the ActivTable software that can be configured on the User Session screen.
Button	An item on the screen that will cause an action to occur when touched.
Calibration	A procedure used to make sure that the position touched by the user and the position recorded by the ActivTable are aligned.
Connectivity Panels	Two panels located underneath the ActivTable at each of the short sides of the table. The panels contain the ON button, USB, Audio, Microphone, Network and DVI connectors as well as the built in speakers.
Dialog Window	A window that appears when input is required from the user.
Docking	This is accessed through the User Token tab on the Settings Screen and allows the user to take ownership of the tools they have taken from the Toolstore. During an activity, touch the token icon on a tool and it will move back to the user token.
Drag	The action of touching the screen, continuing to touch the screen and then moving the finger across the screen. To drag a tool on to the screen for example.
Editable Items	The items in an activity that can be altered. Items can only be altered from the Modify Content screen.
Folder	A collection of similar activities stored together on the Activities and Applications screen.
For Teacher	The For Teacher button can be found in the Toolstore. Touching this button generates a PDF or flipchart for the teacher of what has happened during the activity.
Grouping	This is accessed through the User Token tab on the Settings screen and allows users to be grouped into teams by setting the colour of the user token frame.
Interactive Training	Files that can be accessed on the ActivTable that explain how to set up and use the table.
Main Menu Button	A button that appears on the sub screens that allows the user to return to the Main Menu screen.
Main Menu Screen	The first screen that is displayed when the ActivTable is switched on. Also displayed when the Main Menu button is touched.
Modify Content	This is accessed under Manage Activities on the Main Menu Screen. On this screen the user can modify the editable content of an installed activity.
Mutual Consent	This is accessed from the User Tokens tab on the Settings screen. When it is set to on all users in an activity must agree to an action before it can be performed.
Passcode	A four number code that is entered into a dialog window when passcode security is on in the Settings screen. The dialog window only appears when certain screens or functions are accessed.
Power Supply Cord	A length of electrical cable with a plug at either end used to connect the ActivTable to the mains electricity supply.
QR Code	A matrix barcode used to allow quick access to Promethean websites by scanning the code with a suitable device.

TERM	DESCRIPTION
Resizing	The action of touching the screen with two or more fingers and moving them away or towards one another to enlarge or shrink the object.
Rotating	The action of touching an object with one or more fingers and dragging in a circular motion to rotate the object. Can also be applied to spin the circle of buttons on the Main Menu or Activities and Applications screens.
Screen	The viewable area of the ActivTable that users can interact with.
Screen Rotate button	A button that when touched will rotate the screen 180 degrees.
Scrolling	The action of touching a list of items on the screen and dragging up and down to display more items in the list.
Sub Screen	A screen accessed when a button is touched on the Main Menu screen. Sub screens can give access to further sub screens.
Teacher Menu	The Teacher Menu gives the teacher additional options during an activity. The menu contains six buttons; Add User, Q&A, Lock Table, QR Code, Volume Control and Exit. The Teacher Menu is accessed by touching the Teacher Menu button when in an activity.
Tool	An item opened from the Toolstore during an activity that allows the user to interact with the activity.
Toolstore	A strip of tools that appears above a User Token when the token is touched. Tools can be dragged onto the activity from the Toolstore. You can also touch the tool and then touch the Use button that appears at the bottom.
Touch	The method used to interact with the screen to select a button.
USB Device	A piece of equipment that can be attached to the ActivTable via one of the USB connectors on the connectivity panels.
USB Key	A USB device that has been configured as a USB key on the Settings screen. When inserted, the USB key allows access to restricted areas of the system.
User Group	A collection of Users, created on the Users and User Groups screen.
User Token	A circular image that represents the user on the screen.
Users	Participants who are involved in an Activity on the ActivTable.

Serial Number:

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