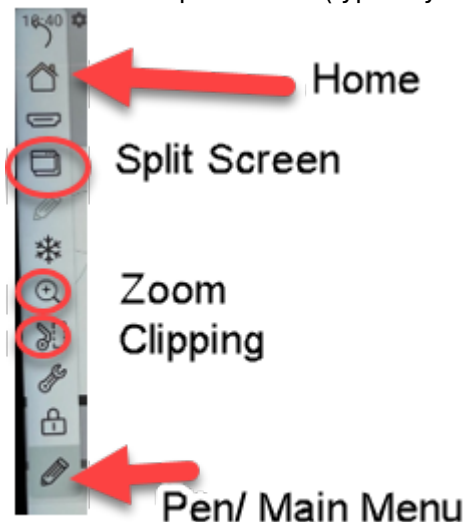# Interactive Touch Monitor (Clevertouch)

About the Touch Monitor

The home screen will display specific applications that may be useful for instruction.

- Calculator
- Clock (including timer)
- Finder: This will allow you to navigate local storage on the device to retrieve previous files
- Box upload: This allows you to upload files to a shared Cox directory to retrieve in Box after the class. **We do not recommend logging into any of your accounts on the device in the classroom.**
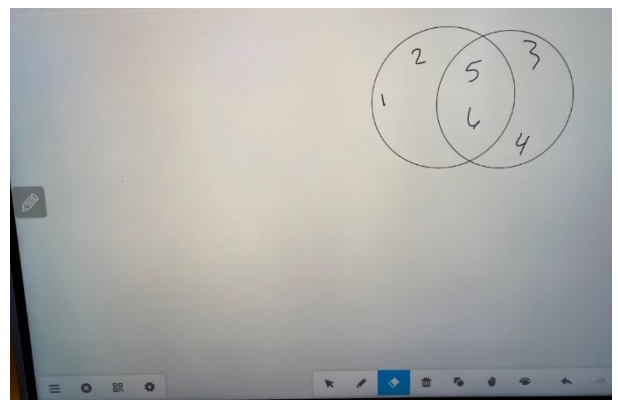- Whiteboard app

You'll see the pencil icon (typically on the left side of the screen). That opens an additional set of tools.

- The **home** button will bring you back to the main dashboard
- The **Split Screen** button allows you to navigation between different windows or view two windows at once
- The **freeze** icon will freeze the image on the screen. Even if you use the pen tool or your hand to point, draw etc, it will not record those actions.
- **Zoom** in or out or enter full screen mode
- **Screen clip**: this allows you to capture a screenshot of a particular portion of the window. This is useful if you are grabbing an image from a website or screen.
- Other tools (such as spotlight, timer)

Using the Whiteboard

1. From the **Dashboard**, tap the **Whiteboard** icon
2. Write on the screen either with the stylus or your fingers
3. There are two toolbars at the bottom of the screen. Press and hold the icon to display other options (i.e.different markers, brushes etc)

Secondary Toolbar on far left

- **Application menu**—this is the file menu where you'll create new, open existing or save your whiteboard sessions.
- **X** will close out the presentation
- The **QR code** will display a code on the screen which allows someone to scan and access the content in their browser. They can then download the file to their device
- **Settings icon**- allows you to modify the input gestures

The bottom toolbar on the right

- **Arrow**- allows you to select and move objects
- **Pen**: allow you to write
- **Eraser**- allows you to erase content using the stylus or your hand
- **Shapes**: Allows you to access different shapes for use in diagrams
- **Hand**: allows you to drag the screen to focus on different areas or have a larger canvas
- **Color palette**: various brushes and tools to set as defined pens and colors
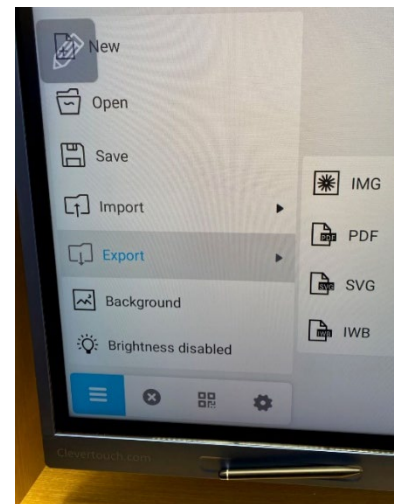- **Arrows**—undo/redo

Create a folder for your files

If you plan on saving whiteboard files for use in subsequent classes, you will want to create a folder on the Clevertouch in which to store them.

1. From the home Dashboard, click **Finder**
2. Navigate to the Whiteboard directory
3. Click **Create folder** at the bottom of the screen
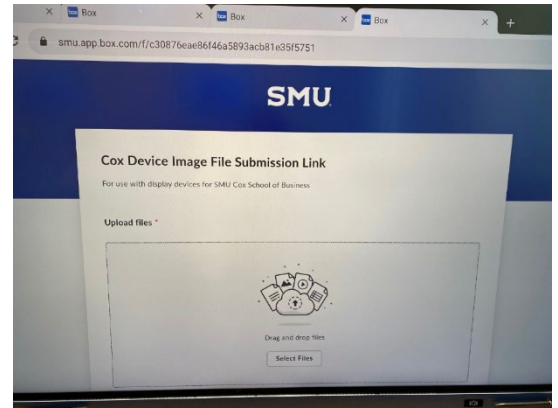4. Name your folder
5. Click **OK**

Saving Files

1. Launch the whiteboard and use the various tools to create   content
2. Click the **menu icon** on the far left
3. There are two different Save options
   a. If you wish to save the whiteboard in the native format   for editing and revising later
      i. Click **Save**.
      ii. Navigate to the **folder** in which you wish to   save the file.
      iii. Enter the **file name**.
      iv. Click **Save**
   b. If you wish to access the file from another computer
      i. Click **Export**
      ii. Select the **file type**
      iii. Select the **location** in which you wish to save the file
      iv. Enter the **file name**
      v. Click **Save**

4. To access the file outside of the classroom, you'll need to upload the file to the Box shared directory. **We do not recommend logging into your individual accounts on the Touch monitor for security reasons**.
   a. Follow the instructions above to export and save the file in a common file format
   b. Click the **Pencil** icon on the toolbar and select the **Home** button
   c. From the main dashboard, click the **Box Upload** icon
   d. Select the folder in box that corresponds to your classroom number
   e. Navigate to the file you just saved and click **upload**

The files will be located in the **Cox Device Uploads** directory in Box and are available to anyone at SMU.

Annotate from the podium and the touch monitor

1. Configure the displays
   a. **Tap PC Main** as the source on the touch panel and then tap **Podium** and **Touch Monitor.** This will display the file on both locations.
2. **Open** your file on the **podium computer**
3. Use the Microsoft pen tools built into the office products to annotate from the Qomo device.
   a. To change pen colors or stylus type, click on the Draw tab within the Office product
4. Use the stylus to annotate on either the Qomo or Clevertouch. (note: the Qomo stylus works on both devices. The Clevertouch stylus does not work on the Qomo)
5. When you exit your file on the podium computer, you can save the annotations if desired.

Returning to the Clevertouch home screen

If you display another source on the Clevertouch, you will not use the touchpanel to route back to the Clevertouch built in software. Instead:

- Press the **Pencil icon** on the touch monitor
- Tap the **Home** button