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Thank you for choosing DisplayNote. This user guide will give you all the information you need to get started.

1. Creating a DisplayNote Account

Whether you are starting a free trial or registering a license key; you will need to create a DisplayNote Presenter Account. Visit:

http://displaynote.com/nec/

Complete the form and confirm your email address.

If you wish to run a session from your PC/Mac and share your desktop with your participants, you will need to download the desktop software (see 2, 2.1 & 2.2).

If you wish to present a whiteboard, a previously saved DisplayNote presentation, or a PDF/PPTx file from a mobile device, you can do this straight from the application on your device (see Section 3).

Once you have the application downloaded, login using the account details you have created to start presenting.

2. Downloads

Getting the software for your computer:

2.1 Download for Computer

Download here:

http://displaynote.com/nec/downloads/

Minimum Specification:

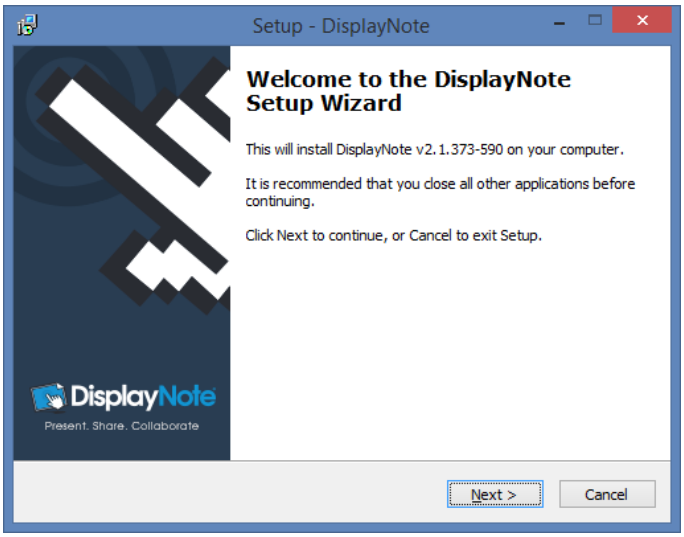
1.8GHz Processor
1GB Memory
100MB Free Hard Drive Space
Windows 7 Starter or Newer
Mac OS X 10.7 or Newer

Recommended Specification:

2.0GHz Dual-Core Processor or Higher
2GB Memory or Higher
500MB Free Hard Drive Space
Windows 7 Home Premium or Newer
Mac OS X 10.7 or Newer

Installing DisplayNote- Windows

Follow the on screen instructions to install DisplayNote for Windows.



Installing DisplayNote- Mac

To install DisplayNote on Mac, drag the DisplayNote icon to the application shortcut.

2.2 Download the App

To control your PC/Mac with a presenter device, present directly from a device or connect as a participant, you must download the app from the App Store or Google Play. Search for 'DisplayNote NEC Edition.'

Download on the App Store

ANDROID APP ON Google play

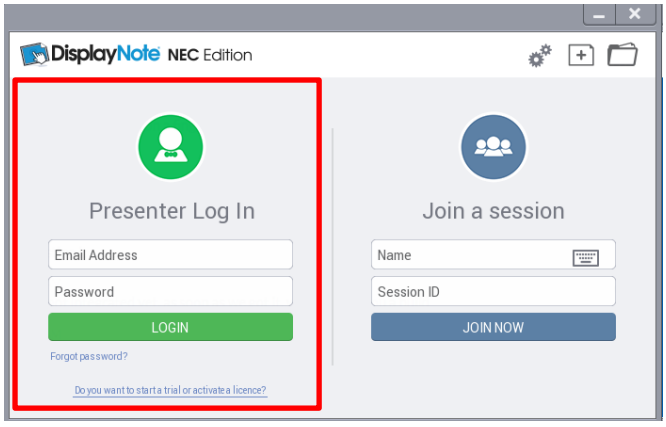
Note: Participants can also connect via desktop software (see 2.1 for download).

3. Launching DisplayNote and starting a session (Desktop and Device)

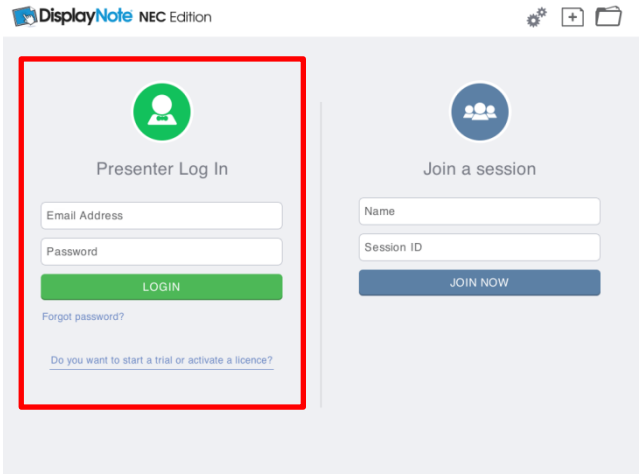
When you have created your Presenter Account and downloaded the DisplayNote software, open the application to start presenting.

- If you wish to stream your PC desktop, you will need to log in to the PC/Mac application and start the session there.
- If you wish to present a whiteboard, PDF, PowerPoint, or previously saved DisplayNote presentation, you can present this directly from your device (device dependant, see below).

Log in by entering your login information under the 'Presenter log in' section, in the left hand column.



Login Screen (Desktop)



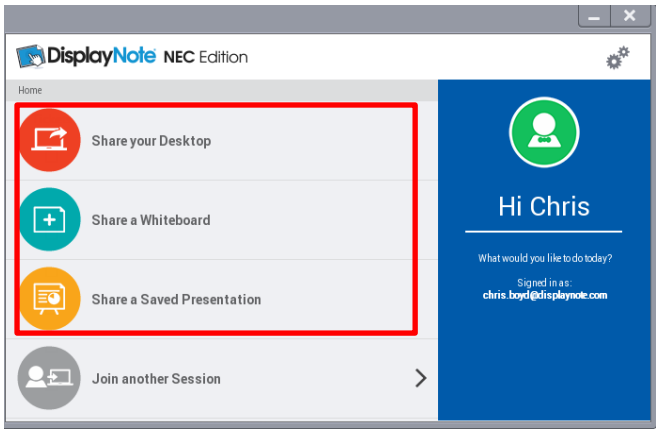
Login Screen (Device)

N.B. you will be asked if you wish to 'Stay Logged In' – this will avoid having to log in every time you open the application.

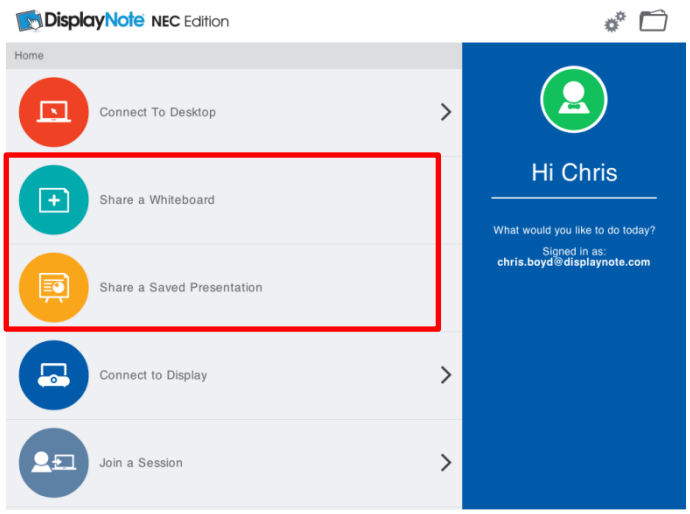
To start presenting using DisplayNote, you need to choose one of the below options.

- **Share your Desktop (Desktop PC only)** – streams a live feed of your desktop to your participants
- **Share a Whiteboard** – Starts a session on a custom background
- **Share a Saved Presentation** – allows for you to open a previous DisplayNote session, or to import a PowerPoint or PDF document*.

*Presentation of PDF and PPTx from a mobile device is currently only available from Android devices.

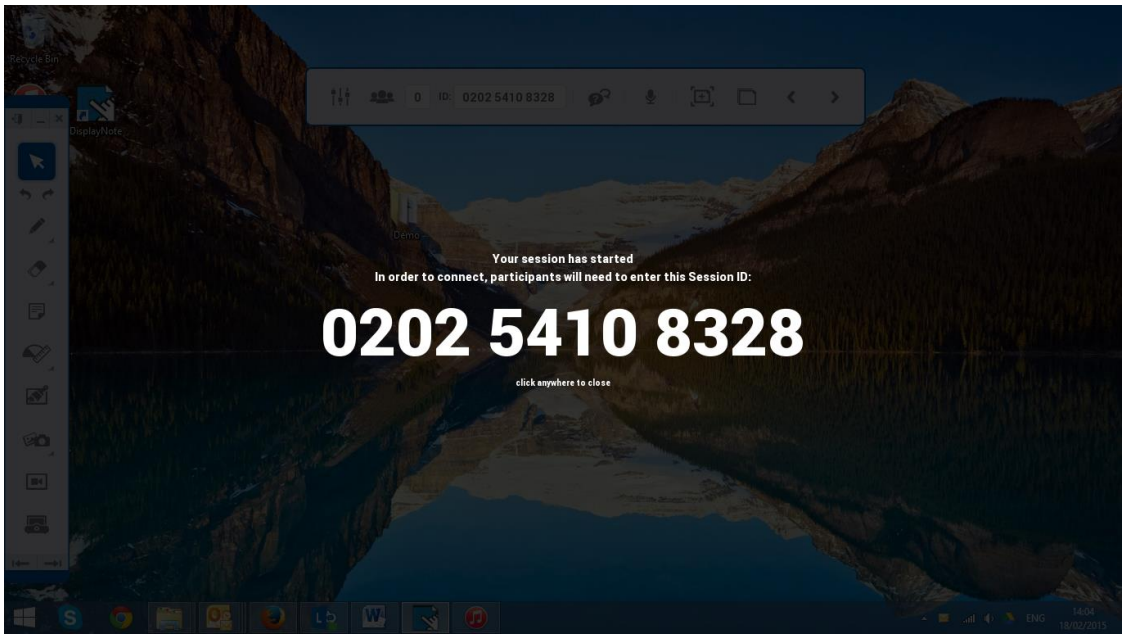


Desktop presenter



Device presenter

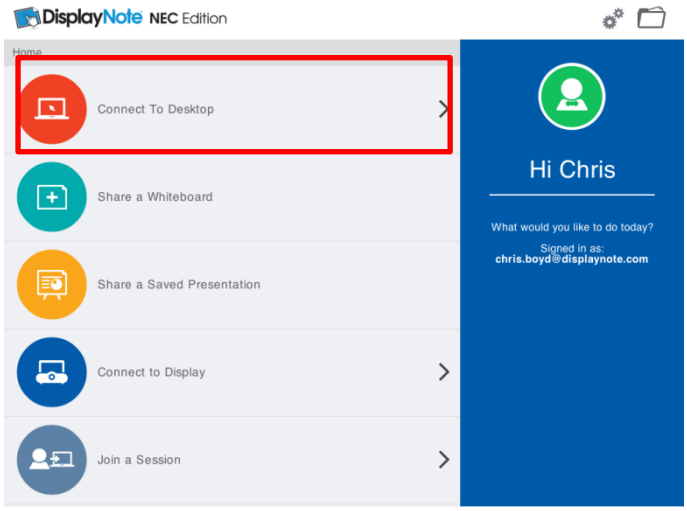
Once you choose one of the options above, you will see the Session ID - this is the unique code to give to your participants.



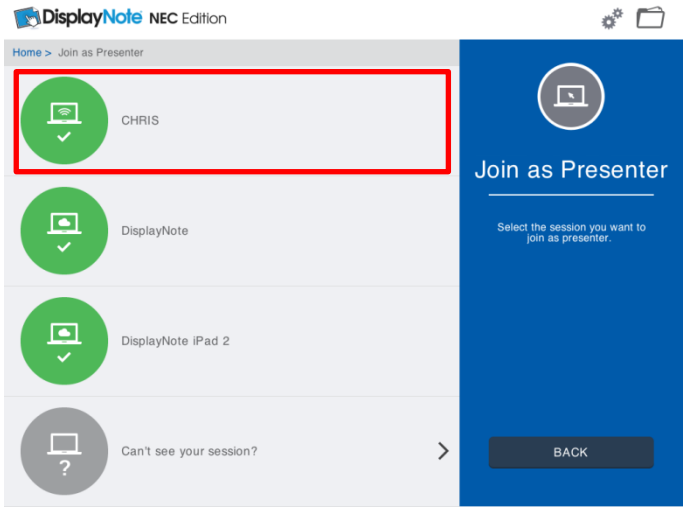
4. Connecting a Presenter Device

To control a session started on a PC/Mac from your iOS or Android device open the DisplayNote app and enter your login details underneath the 'Presenter log in' section (note: you must launch the desktop software first to generate Session ID). When prompted, you can choose to 'Stay Logged In' in order to avoid logging in every time.

The app will recognise the computers you have a current session running on, and you can connect to these by tapping the green icon.



Select connect to Desktop

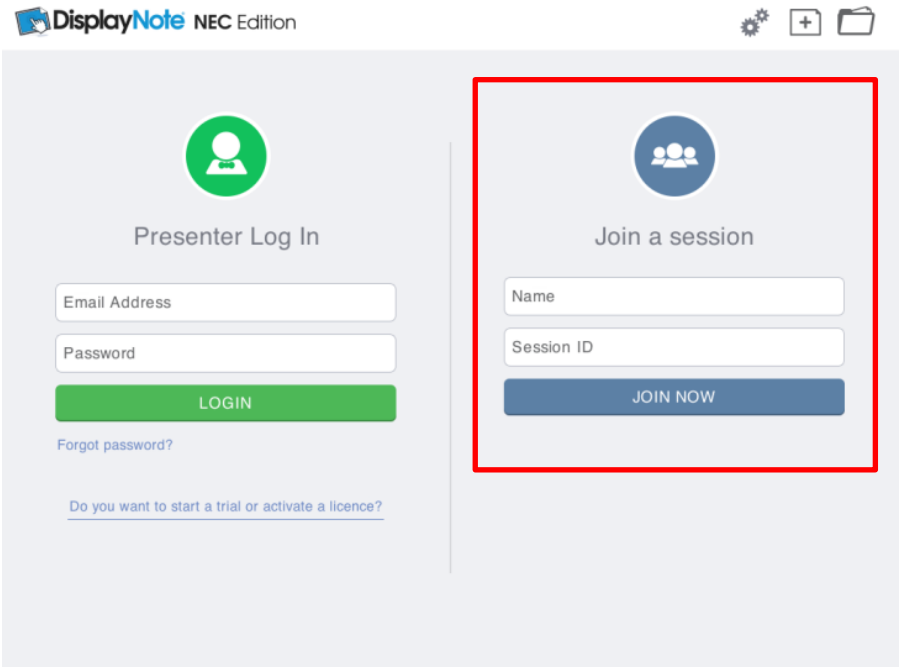


Choose your PC from the list

Alternatively, if you can't see your session, you can select "Can't see your session" and you can type in the Session ID.

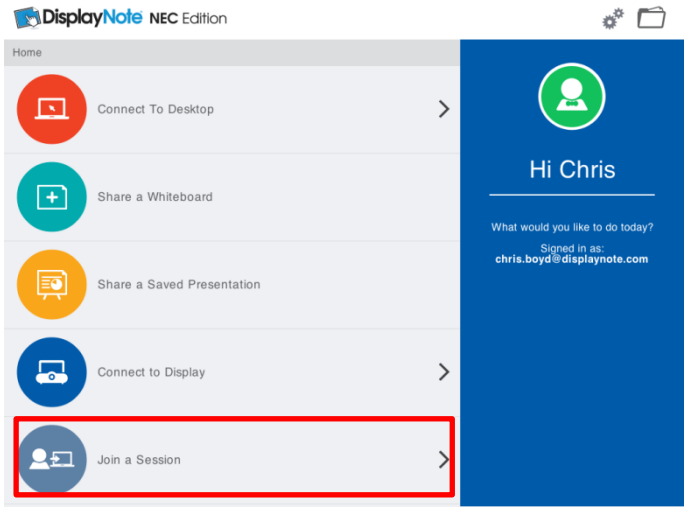
5. Connecting Participant Devices

To share your desktop or display screen with your audience, ask them to open the app on their device (or application on their computer). Participants should enter their name and Session ID number under the 'Join a session' section.



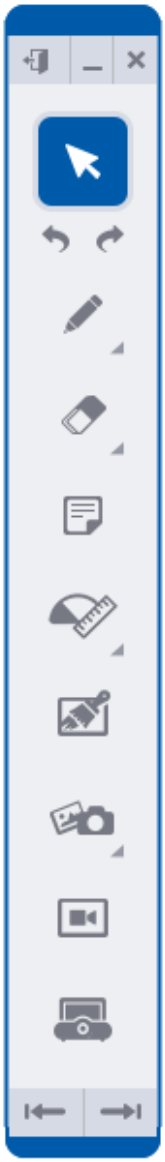
Note: If a participant is connecting from a different location you can send the Session ID via email from the Session Controls menu (see Section 8).

If you are logged into your device as a presenter, you join another session as a participant by tapping the 'Join a Session' option in the main menu.



6. Toolbars

6.1 Desktop Toolbar



Home/Exit, Minimise, Close

Desktop Mouse & Select Tool

Undo/Redo -works for DisplayNote tools

Pen Tool -click twice for extra options

Eraser -click twice for extra options

Notes -opens notepad, select note colour and save note anywhere on screen

Educational Widgets –click twice for ruler, compass, protractor, lasso tool, spotlight and blind

Backgrounds -click to select any and this will change the background for all participants. Deselect to go back to desktop

Import -add images from desktop or show feed from inbuilt or external camera/document camera/webcam

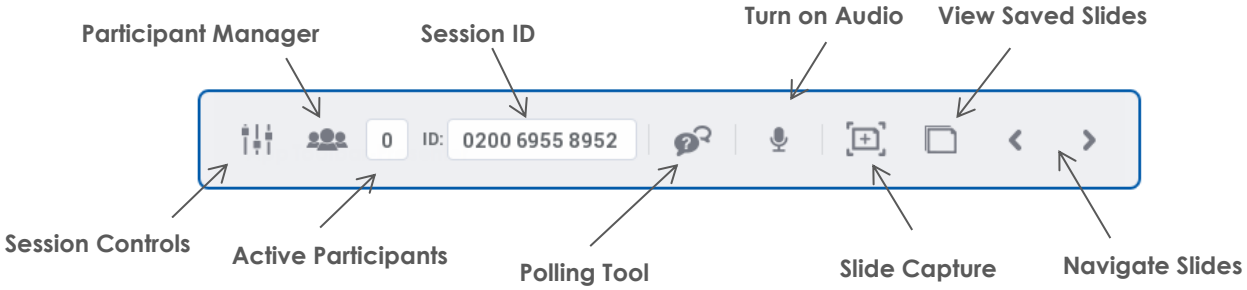
Screen Record

Projector Controls

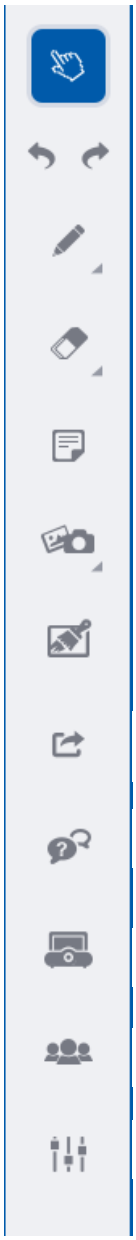
Move Toolbar to Left/Right

Note: Double click the blue edge at the top or bottom to minimize the toolbar

Floating Toolbar



6.2 App Toolbar - Presenter



Desktop Mouse & Select Tool

Undo/Redo -works for DisplayNote tools

Pen Tool -tap twice for extra options

Eraser -tap twice for extra options

Notes -opens notepad, select note colour and save note anywhere on screen

Camera –take picture using device camera or import from camera roll. This will send to all participants

Backgrounds -click to select any and this will change the background for all participants. Deselect to go back to desktop

Export –export current slide as jpeg via email or to Dropbox

Polling Tool –pose questions to participants

Projector Control (see Section 6.3)

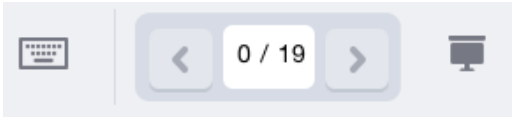
Participant Manager

Session Controls

PowerPoint Tool

When you open a PowerPoint on your desktop, this toolbar will appear on the Presenter device:

Open keyboard

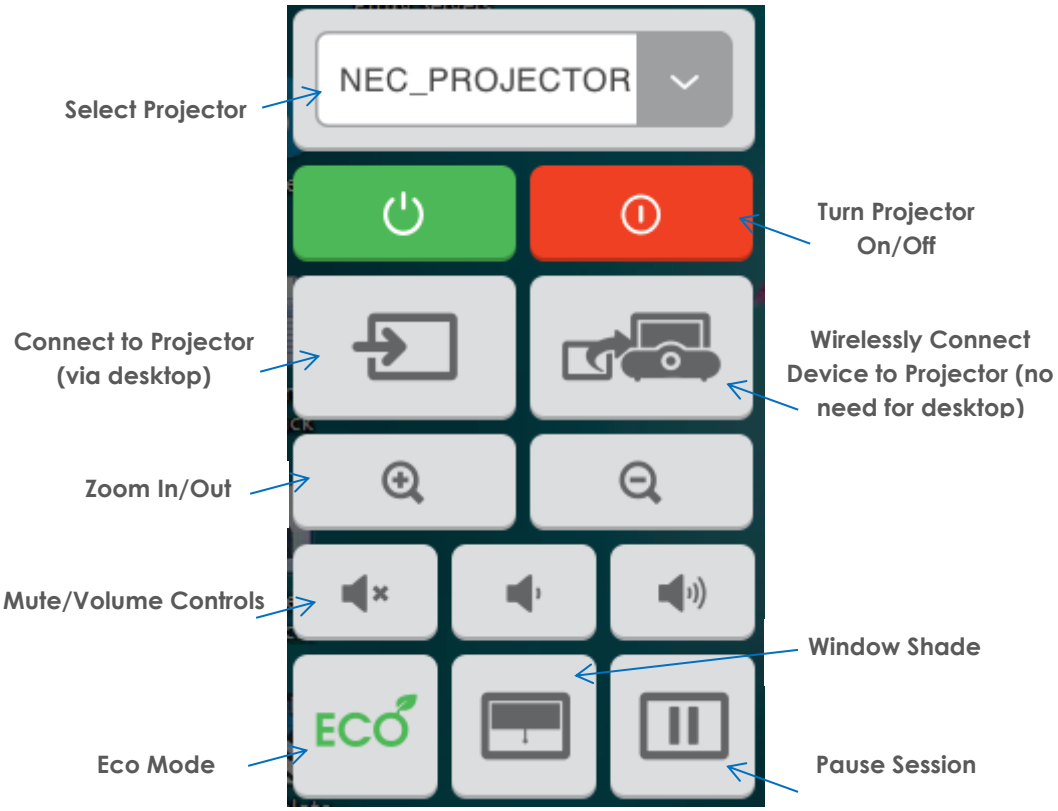


Launch/Close PowerPoint

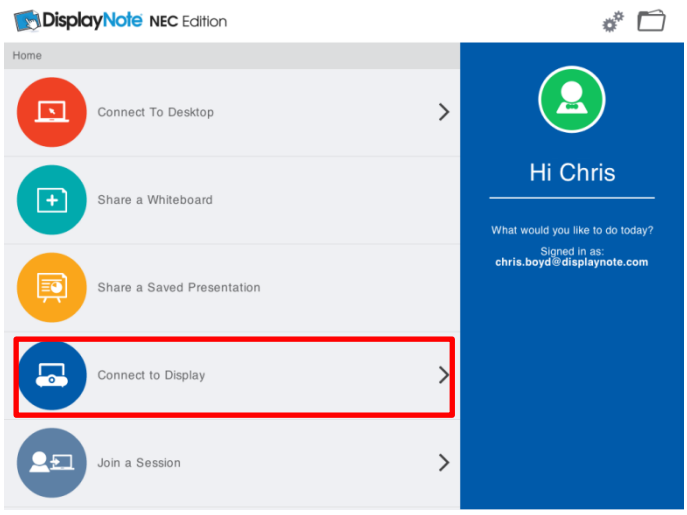
Move slides forward/back

6.3 NEC Projector Control

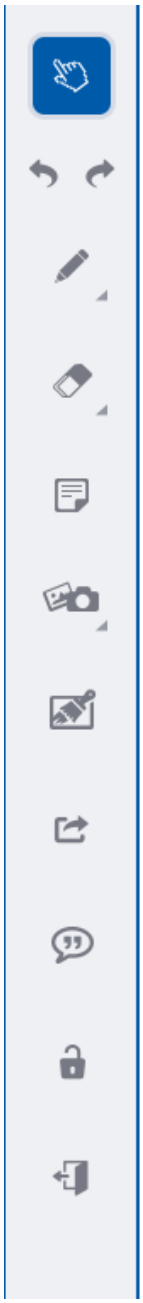
You can connect to and control your NEC projector from the desktop menu or app menu on the presenter device. In the Select Projector dropdown you will discover the projectors that are in your wireless network.



You can also share a whiteboard on your projector directly from a device by selecting 'Connect to Display' from the main menu.



6.4 App Toolbar - Participant



Desktop Mouse & Select Tool

Undo/Redo -works for DisplayNote tools

Pen Tool -click twice for extra options

Eraser -click twice for extra options

Notes -opens notepad, select note colour and save note anywhere on screen

Camera –take picture using device camera or import from camera roll

Backgrounds -click to select any background. Deselect to go back to desktop

Export –export current slide as jpeg via email or to Dropbox

Message –participant can message presenter

Lock toolbar

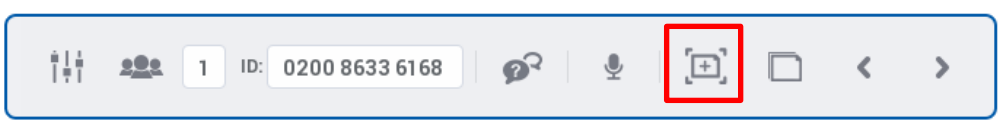
Leave the session

Participant App Icons

7. Capturing and Creating Slides

7.1. Capturing and Creating Slides as Presenter

As a Presenter you can capture slides as you go through a session by clicking the Capture icon on the desktop or the app:



Capture on desktop

Capture in app

You can also use this method if you are creating slides in advance of a session.

Captured slides can be viewed, recalled and edited during a live session by selecting the slide icon, or navigating back through slides:

View all slides

Navigate through slides

Your captured slides can be saved to your desktop at the end of the session. Captured slides are auto-saved to your Presenter device.

7.2. Capturing and Creating Slides as Participant

For participants, all slides captured by Presenter in a live session are saved on the Participant device or can be saved on their desktop.

Participants can capture their own slides at any time by hitting the Capture icon, or hitting the Return to Presenter icon, which they will see only when they have made their own notes.

Capture

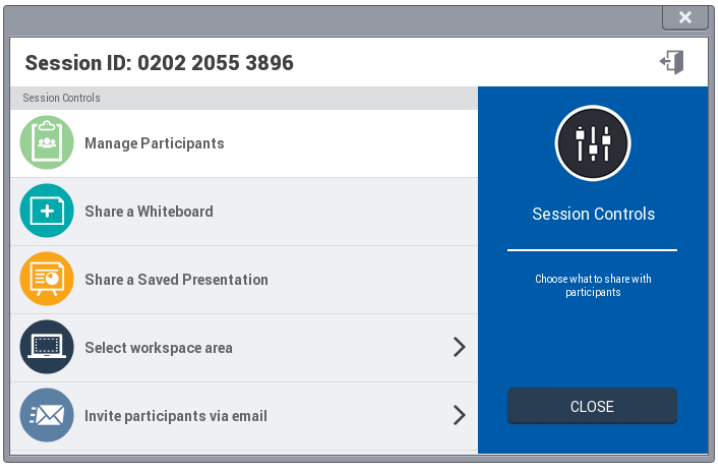
Return to Presenter
(captures slide and notes)

8. Session Controls

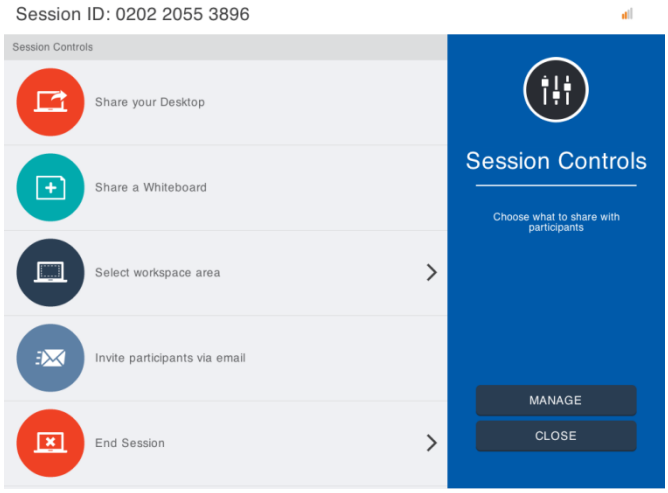
The Session Controls menu is used to control the content you are sharing, allowing you to switch between sharing your desktop (if using a PC), sharing content on a whiteboard background, or sharing a saved presentation.

It also contains access to the Participant Manager along with the option to invite new participants to your session by email.

Session Controls can be accessed on both a host computer, via the toolbar and on the in-app toolbar. Session Control icon:



Session Controls (Desktop)



Session Control (Device)

Manage participants/Manage – use this to open the Participant Manager (see Section 9)

Share your desktop – Share all the content currently displayed on your desktop

Share a whiteboard – Share new content on a background

Share a saved presentation – Share a previous DisplayNote session file, PDF and PPTx files (device dependant, see Section 3)

Select workspace area – Share the entire screen, or select an area of the screen to share

Invite participants via email – Send out an email invite containing the Session ID

End session – End the session for this device or for all participants

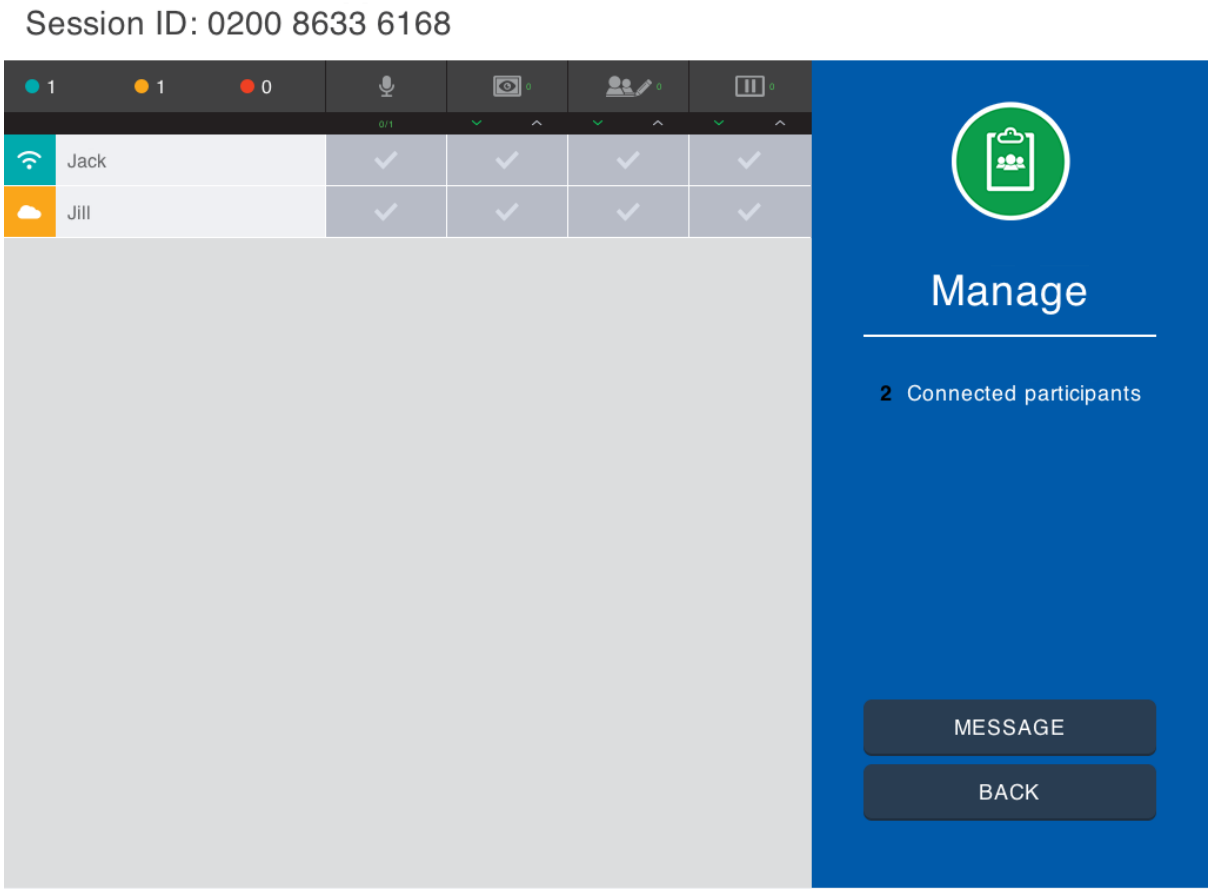
9. Participant Manager

Presenters can manage session participants using the Participant Manager Screen.

The Participant Manager screen can be accessed on the host computer or the app on the presenter device:

Participant manager icon

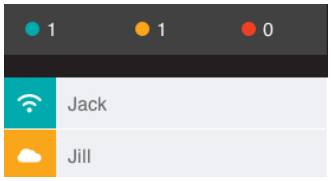
Participant Manager Screen:



Participant List: Your participants' names will appear in the list as they join.

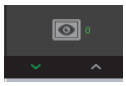
Icon symbol: You will see if your participants are connected over Wi-Fi or cloud.

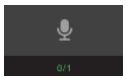
Colour Indicator: The colour indicator will tell you that participants are active (green), inactive (amber), inactive for more than 30 seconds (red).

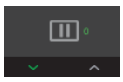


Participant Manager Functions: Presenters can select participant manager functions from the participant manager screen.

Collaboration (see Section 10)

 View Screen (see Section 11)

 Audio (see Section 14)

 Pause (see Section 12)

Message: (see Section 13)

10. Collaboration

The Collaboration tool allows you to put one or more Participants into collaboration.

To select someone to collaborate with, check the box beside their name. You can select more than one person at a time. To Select All, select the downward arrow below the Collaborate Icon. The participants will receive a notification message on their device screen.

In collaboration the participants can share:

Pen Tool

Note Tool

Camera Tool

These are added onto the shared screen.

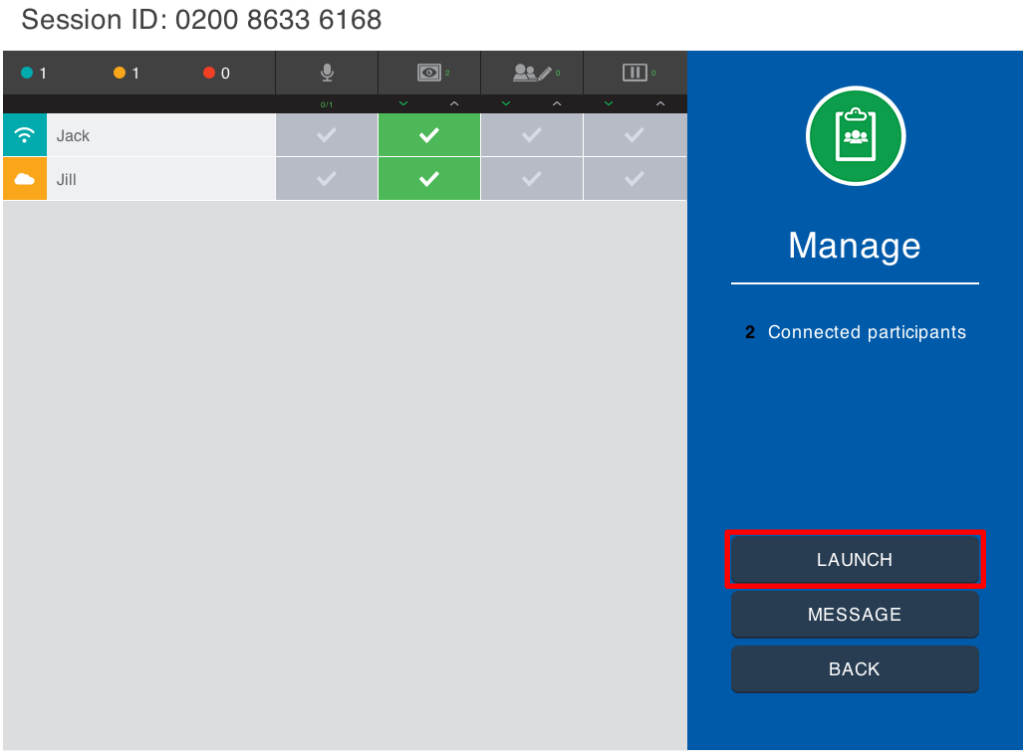
Note: Only presenter can resize these items.

When you have finished collaborating with your participants, you can deselect their name, or use the up arrow to deselect all. The collaboration screen is seen by everyone in the session (even if they are not collaborating.) As Presenter, the Capture button will capture the collaborative work for every connected device and move the session along.

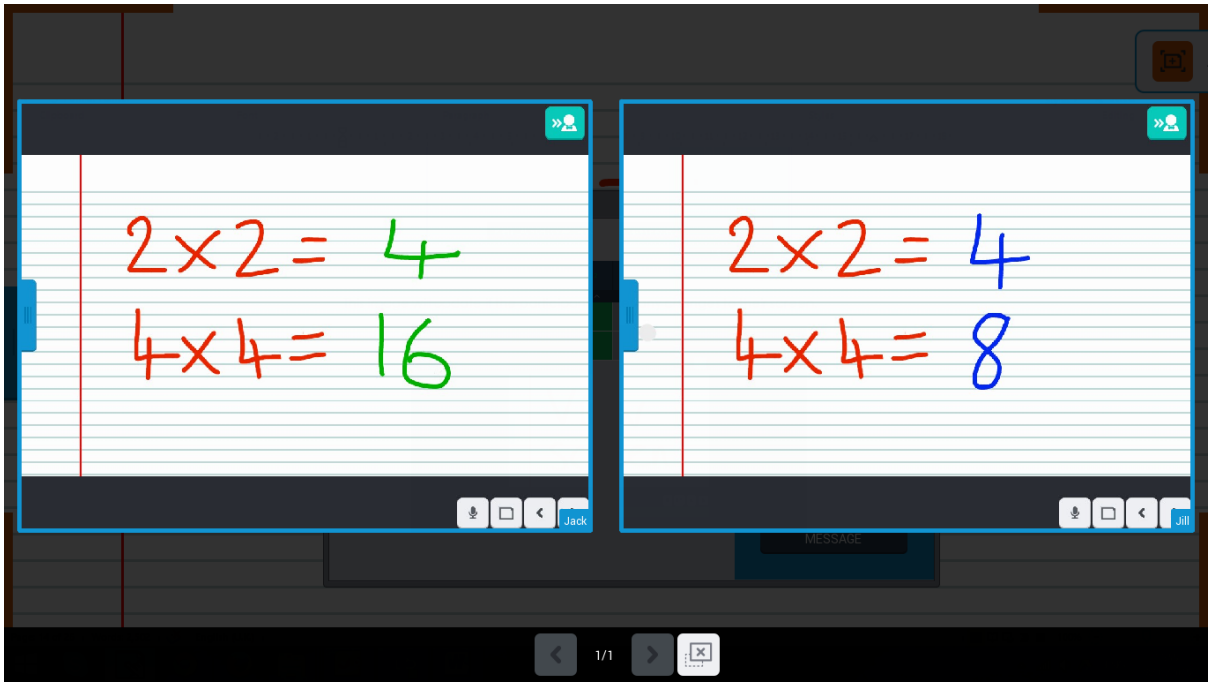
11. View Screen

The DisplayNote screen of up to 16 participants can be sent to the host device or connected display.

Select the name of the screen(s) you wish to view by checking the box in the Participant Manager Screen. If you wish to select or deselect all, press the small arrows underneath the View Screen icon. When ready to view your selected screen(s) press the Launch button.



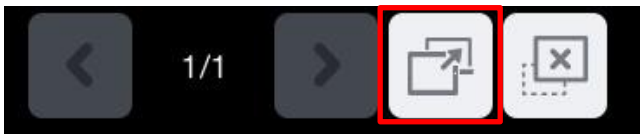
You will then see your participant's screens and be able to assess any tasks being completed. In the example below we have posed two simple sums out to Jack and Jill and we can see their individual answers.



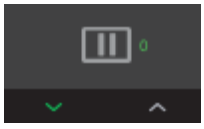
This image will update if the participant makes any changes to their screen.

You can bring one screen to the foreground by clicking on it. If you wish to exit the view screen function you can press the exit button at the bottom of the screen.

If using a Presenter device to view the screens, you will have an additional button, which will push the selected screens from the Presenter device to the main display.



12. Pause Session

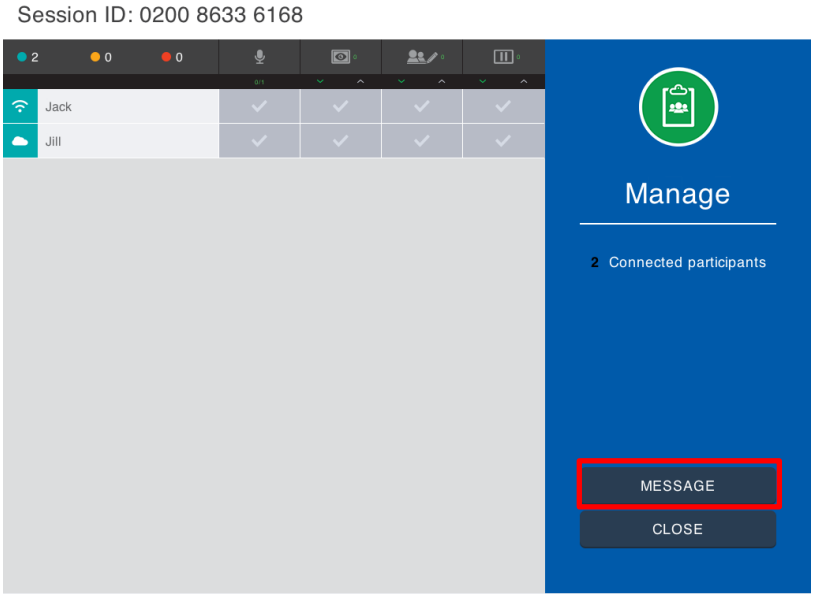


Pause the session for participants by selecting the box beside their names (or the down arrow to select all.) This will lock out their device screen so they no longer see the desktop feed. For example, you may want everyone to look at the room display.

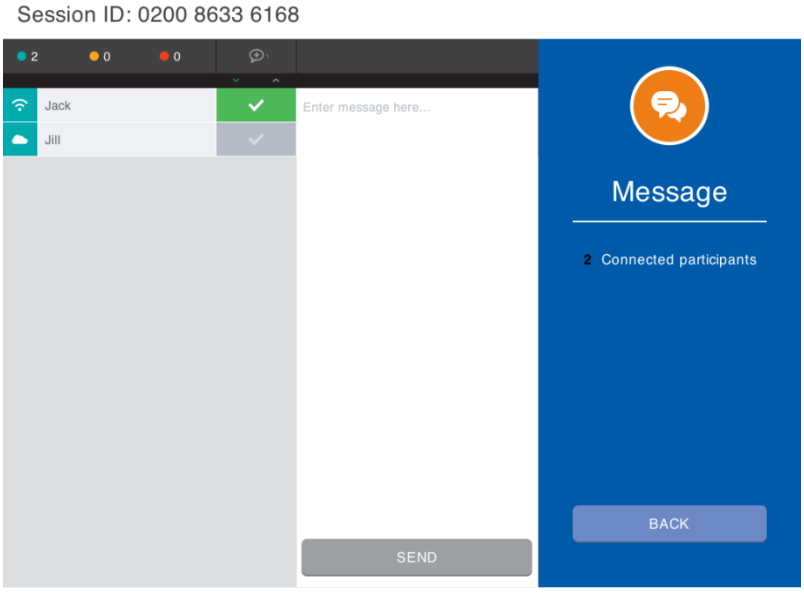
13. Messaging

A presenter can send a message to any connected devices.

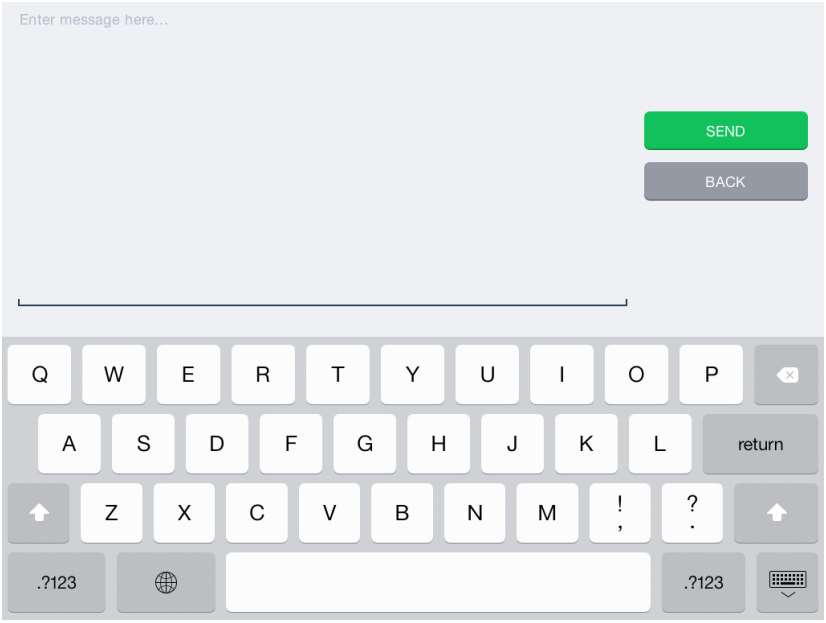
Select the message button on the Participant Manager Screen.



Select who you would like to send the message to (select down arrow to broadcast same message to all participants).



Type the message text in the box and press send.



Participants can reply to your message if required.

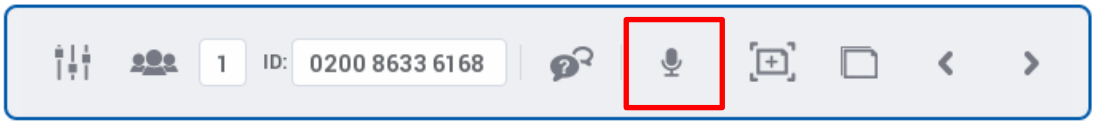
Participants can also select the message icon from their toolbar to send a message to the presenter at any time.

Note: Participants can message the Presenter but cannot other participants.

Presenters will see the Participant Manager icon update to show a message is waiting:

14. Audio

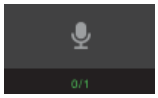
Presenters can share audio from desktop microphone to connected devices by selected the microphone icon on the floating toolbar:



If Presenter is logged in via the app, the audio can be shared from the device microphone by selecting the on screen microphone icon. To stop sharing audio deselect the audio icon:

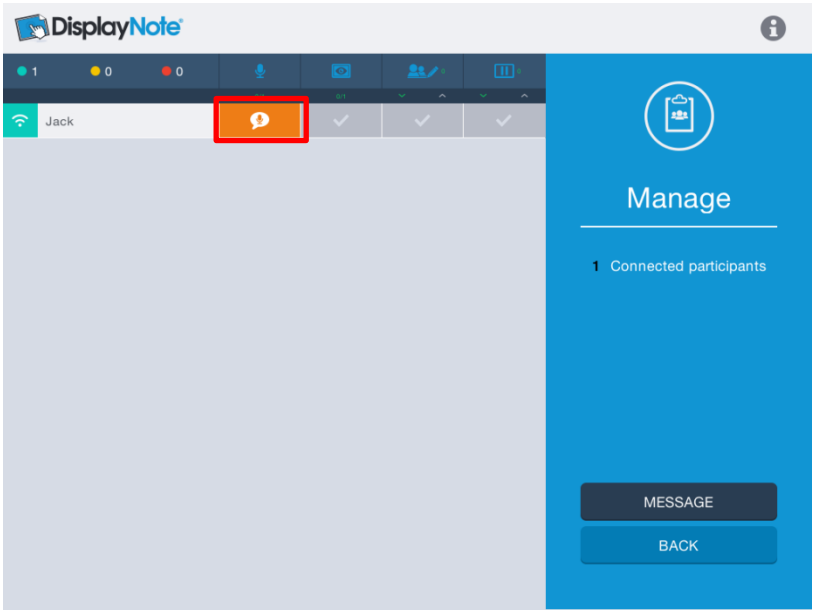
Audio for Participants

Allow participants to share audio from the device or computer microphone by selecting the box beside their name in the Participant Manager screen.



Participants can request audio by selecting the audio icon on their desktop or app.

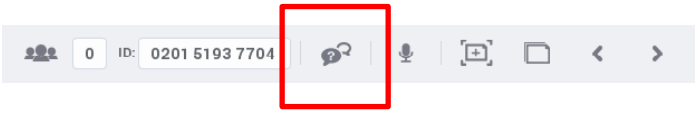
Presenter receives a notification and can choose to allow participant to share audio.



Note: One participant can share audio at a time.

15. Polling

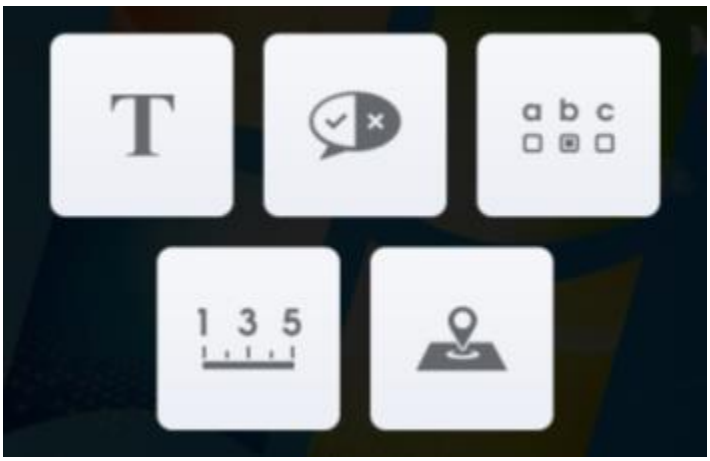
Presenter can pose questions to participants from both the app or computer menu:



Desktop

App

There are 5 types of questions that can be posed to connected participants.



Text Question | True/False | Multiple Choice
Rating Scale | Area Plot Question

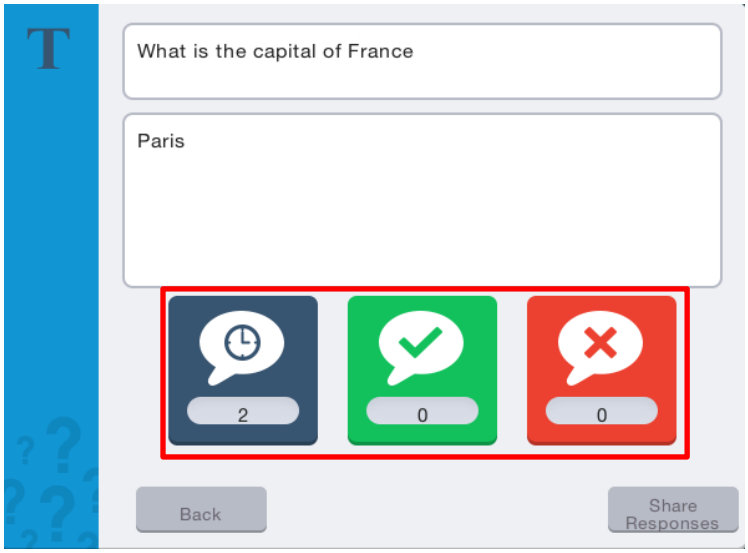
Note: Presenter can enter question text or pose question verbally and leave text box blank.

Text Question
Write a question and the correct answer (if applicable) in the available box and then press the Pose button.

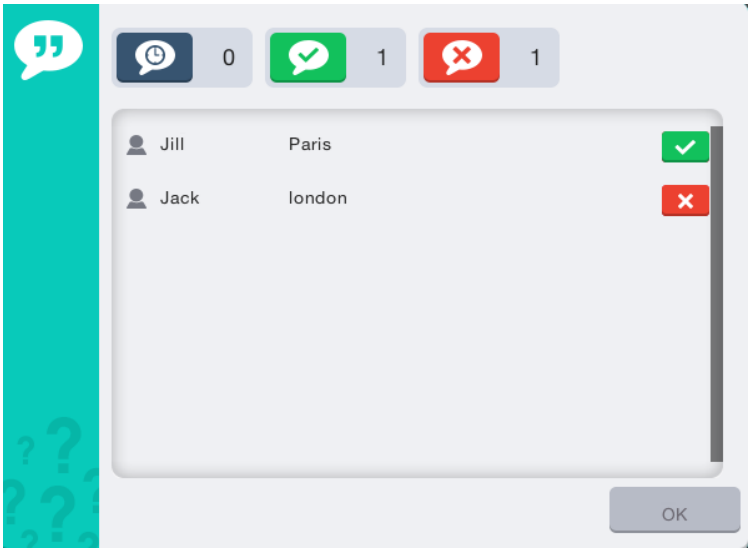
Presenter will then see the number of participants' answers that are pending, correct and incorrect. Clicking on these buttons will show a breakdown of participants with their answer and result. This is applicable for all question types.

Click 'Share Responses' to share the result of each of the participants' answers to their devices (not necessary).

Text Question Screens



Number of Pending/Right/Wrong
(click any of these icons to show breakdown of responses)

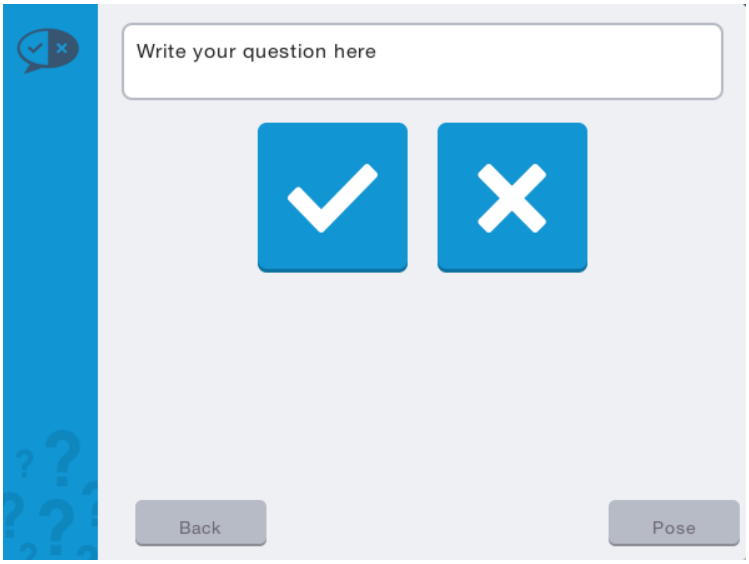


Breakdown of Responses

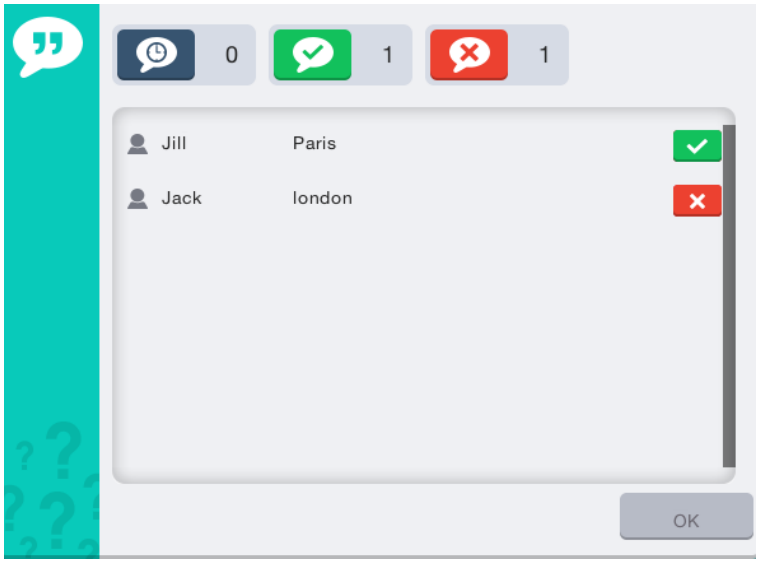
True/False or Yes/No Question

Enter the question you wish to pose to participants and select a correct answer (if applicable.) Press 'Pose' to send the question to the participants.

True/False Question Screens



Pose Question



Breakdown of Responses

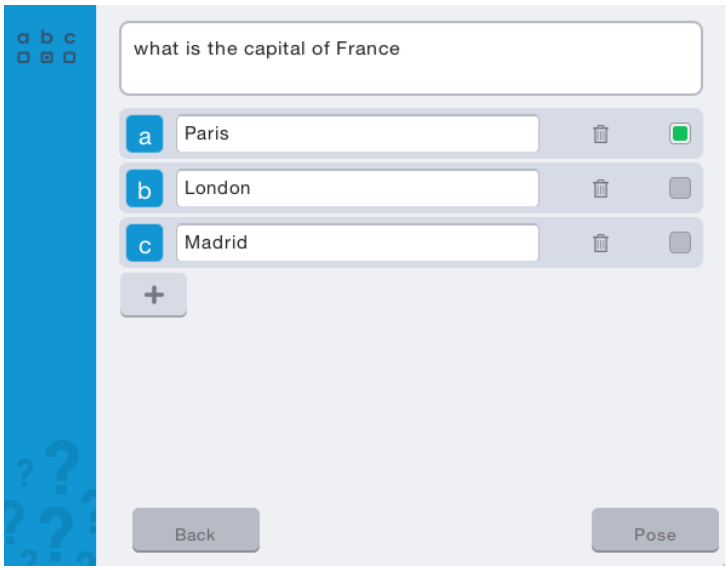
Multiple Choice Questions

The number of answers can be changed by clicking the '+' to add or the bin icons to remove.

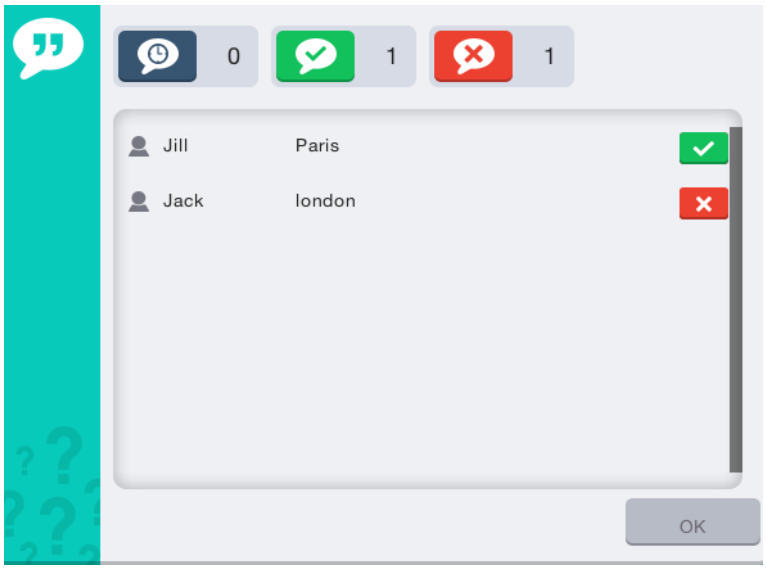
The Presenter pre-selects the correct answer (if applicable) by clicking the appropriate box to the right of the question window.

Once the participants answer, the presenter can see a breakdown of how many participants have voted for each option.

Multiple Choice Question Screens



Pose Question

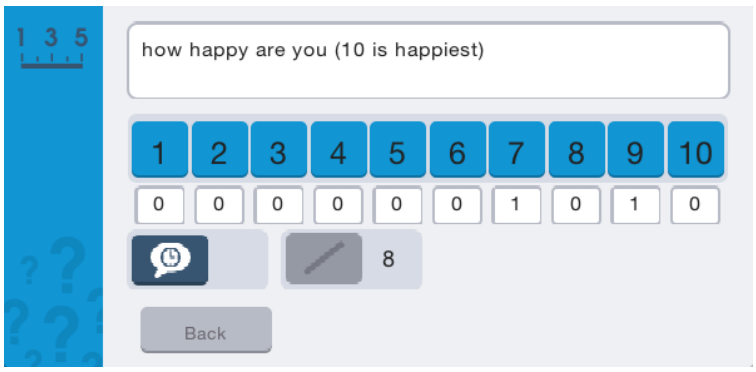


Breakdown of Responses

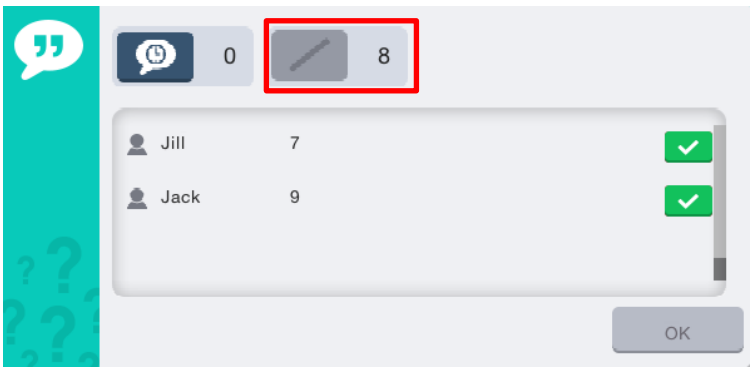
Rating Scale Question

The presenter sets the number range to use for the question which they will pose. After posing the question to participants, they will see the possible values and the number of participants who voted for each as well as the average value. Clicking on the pending answers button will show a breakdown of what each participant has voted for. Presenter can also see the average/mean feedback.

Rating Scale Question Screens



Pose

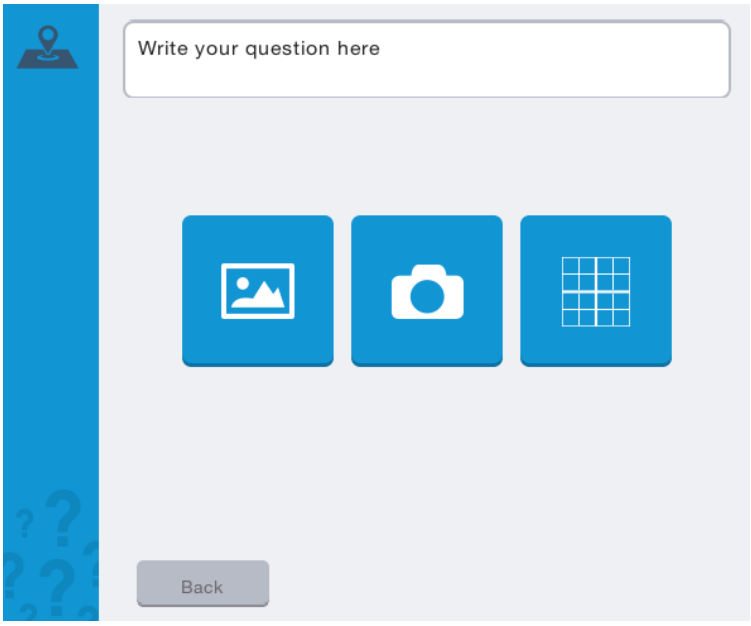


Feedback/Average Response

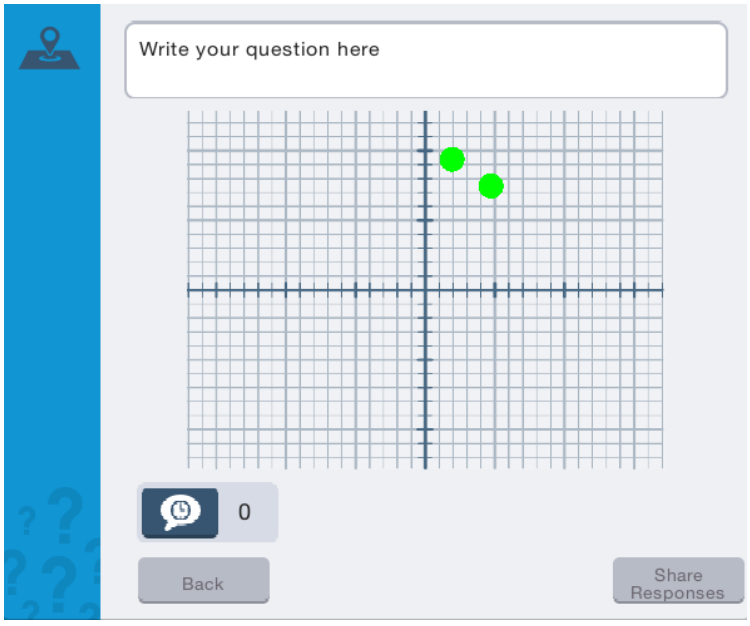
Plot Question

This question allows a Presenter to choose either an image or graph to send to participants with a text instruction on where they should plot their point.
To pose a plot question, choose an image, mark on the image the correct point and pose to participants. Participants will be asked to replicate that plot point on the image and submit their answer.

Plot Question Screens



Pose Question
(select image, take picture or choose graph and mark the correct point then pose question)



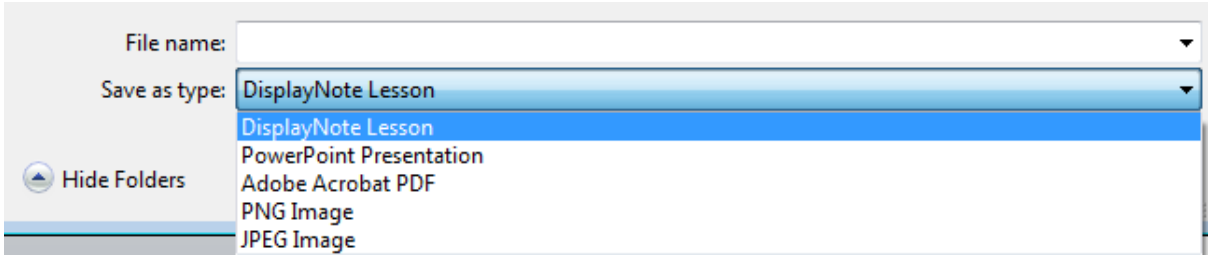
Feedback

16. Saving and Exporting Content

When a session is finished the Presenter can close down by clicking Exit or 'x' on the desktop toolbar. All devices receive a notification to say the current session has finished.

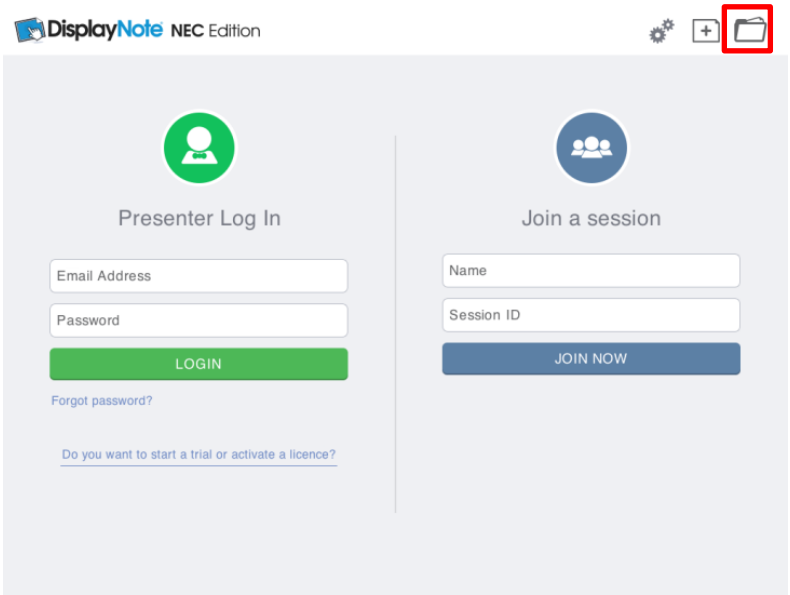
Saving on Computer

Presenter and participants on computers (Windows or Mac) will be prompted to save the content. If they select 'Yes' they will be able to save in any location as: .DN Lesson File, .PDF, .PNG, .JPEG or .PPTX (if Office 2007 or newer installed).

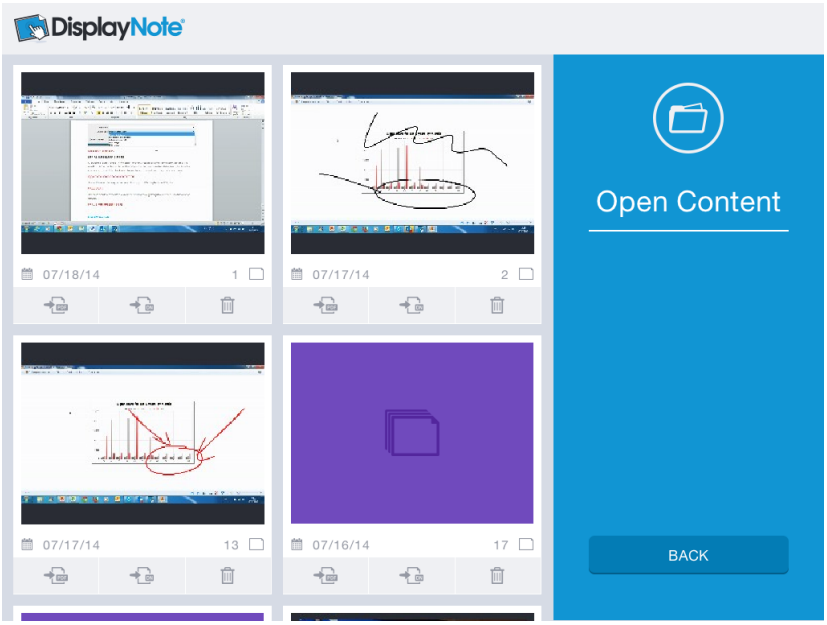


Saving and Exporting in App

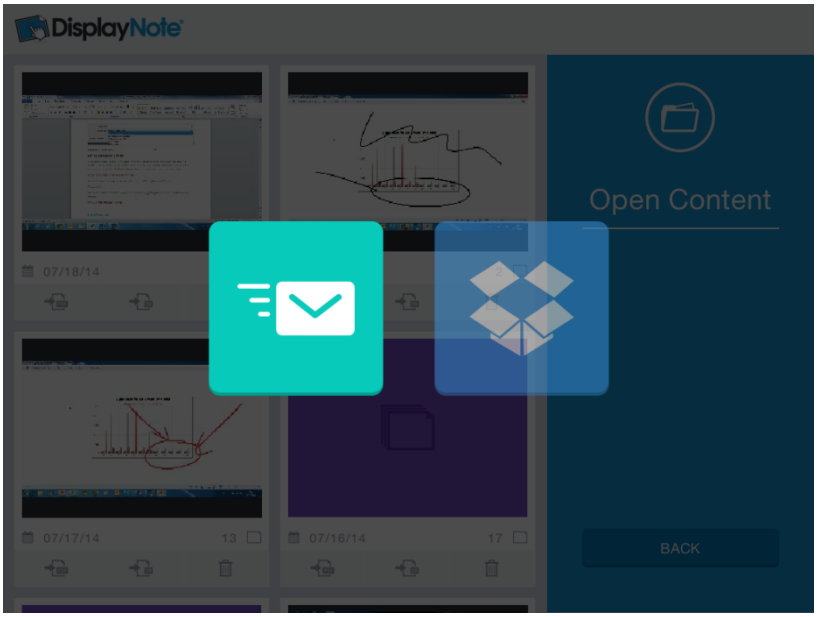
Content is auto-saved in the app for both Presenter and Participant after a live session. When a Presenter or Participant exits a session the slides from that session are saved as a slide deck which can be accessed from app home screen.



The files can be exported from the app as DisplayNote or PDF files:

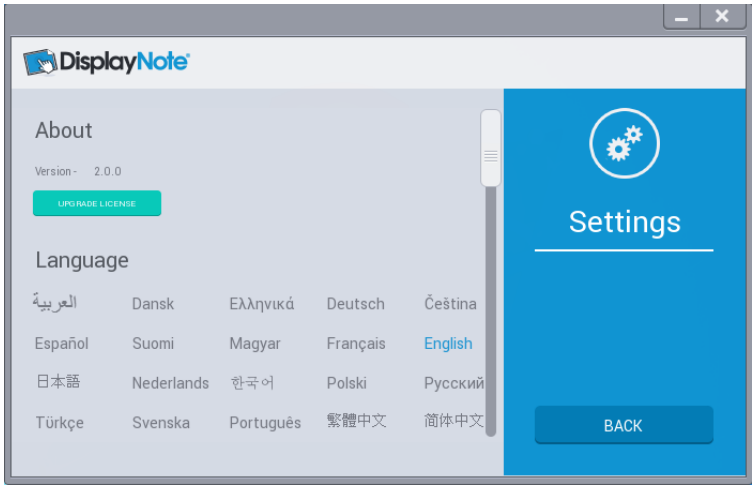


The files can be exported via email or Dropbox (linking to accounts set up on the device).



17. Settings

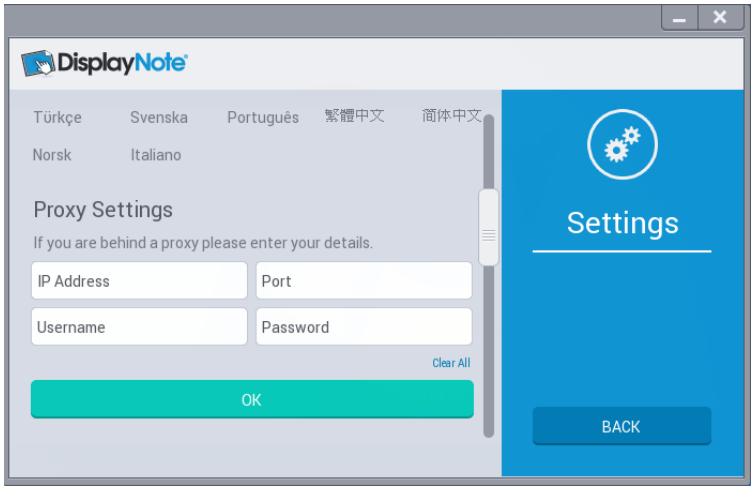
To access the settings click the cog icon on the top right of the DisplayNote splash screen.



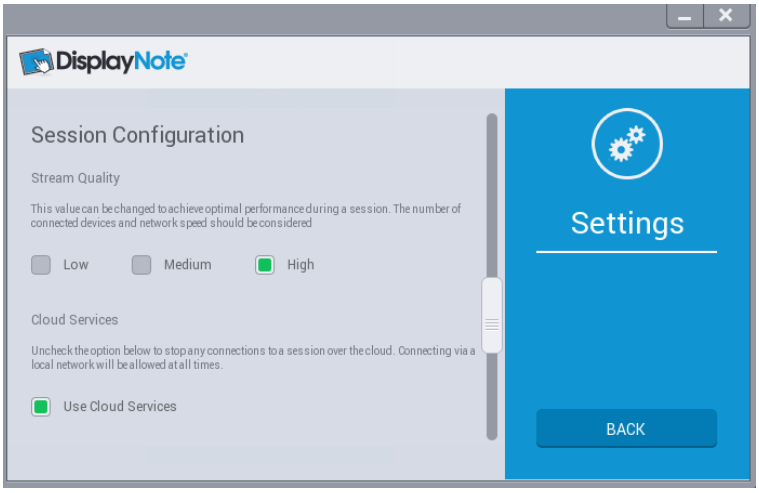
About: Version and login details

Note: you must be logged in as a Presenter to see your full license credentials here.

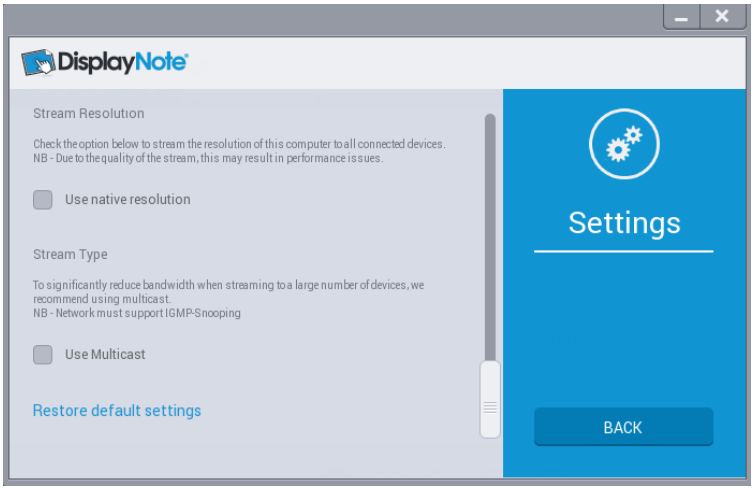
Language: 22 languages



Proxy Settings: If you use a proxy, obtain the details from your network administrator and enter here.



Cloud Services: To use DisplayNote across different networks ensure the Cloud Services is checked (all licenses from Version 2.0 support this).



Resolution: You can choose to have the native resolution of your desktop shared to the connected devices.

Multicast: If the network you are working on supports multicast, you can check this box.

18. Support

18.1. Frequently Asked Questions

A list of frequently asked questions is available on our website at http://displaynote.com/nec/

18.2. Additional Support

Need more help?

Visit: http://displaynote.com/support/

Watch: http://www.youtube.com/DisplayNote

Email: support@displaynote.com

Call: +44 (0) 2890 730480