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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 on this page and confirm your email address. If you have not already, download the desktop software (see 2, 1 & 2.2) and login using the account details you have created to start presenting.

2. Downloads

Get the software for your computer. Your computer acts as the host of any DisplayNote session.

2.1 Download for Computer

Download here:

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

Minimum Specification:

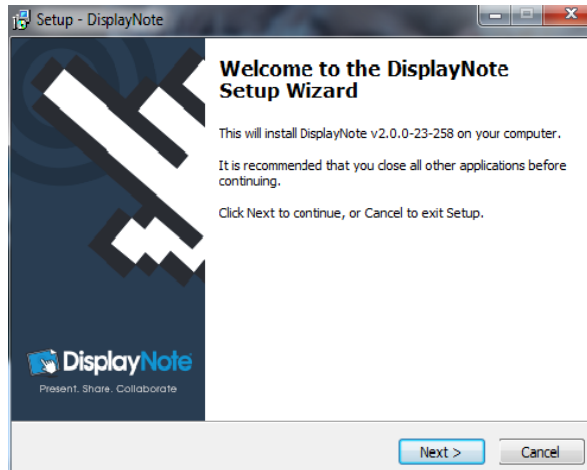
1.8GHz Processor
1GB Memory
100MB Free Hard Drive Space
Windows 7 Home Premium
Mac OS X 10.7 or Newer

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

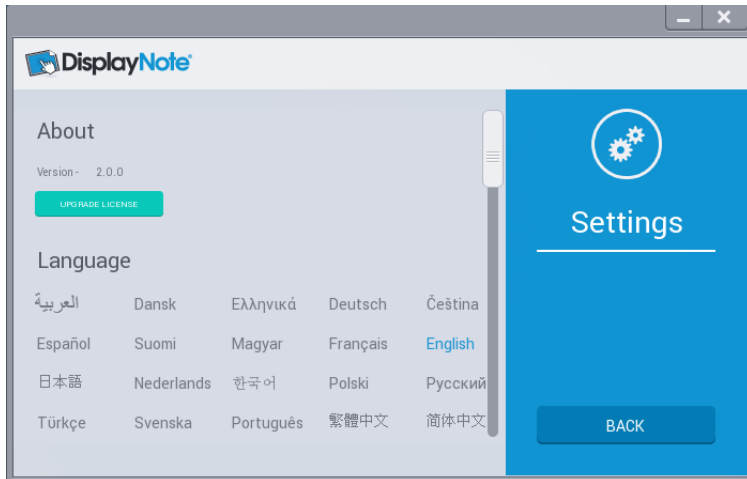
To connect a presenter device or connect participants, you must download the app from the App Store or Google Play.



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

3. Settings

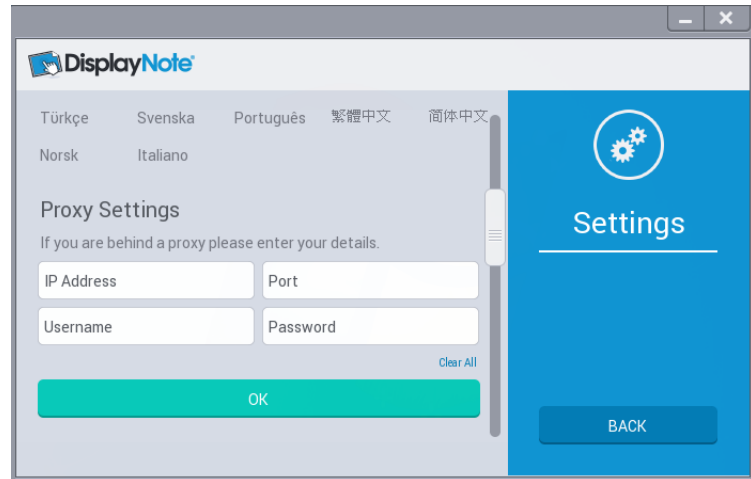
To access the settings click the cog icon on the top right of the DisplayNote splash screen.



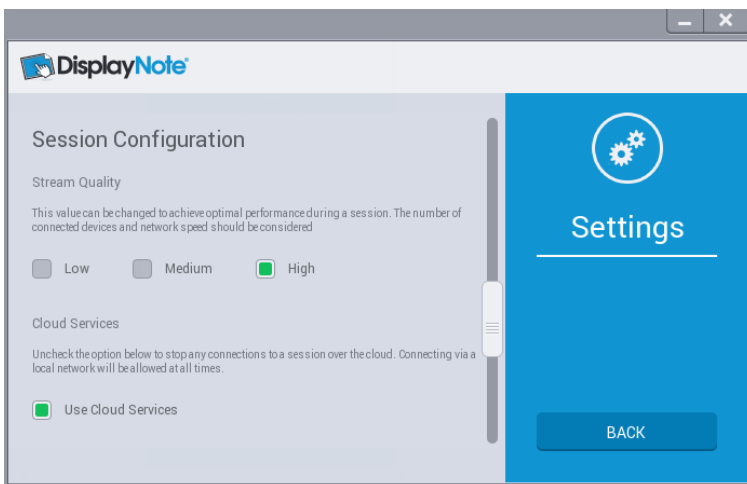
About: Version and login details

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

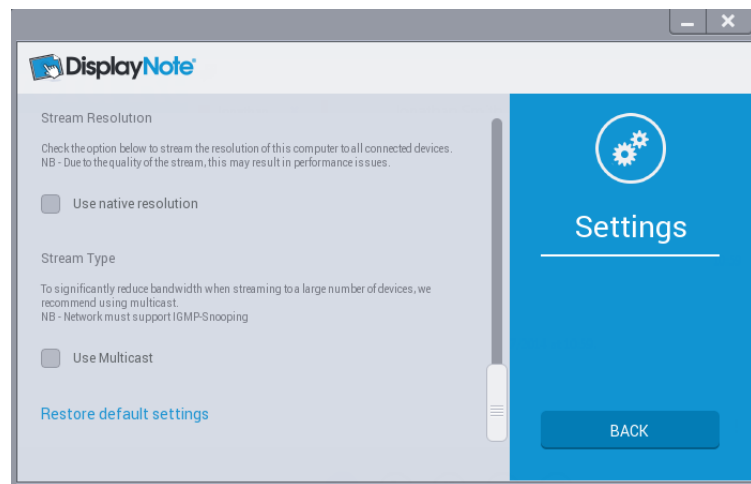
Language: 22 languages



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.

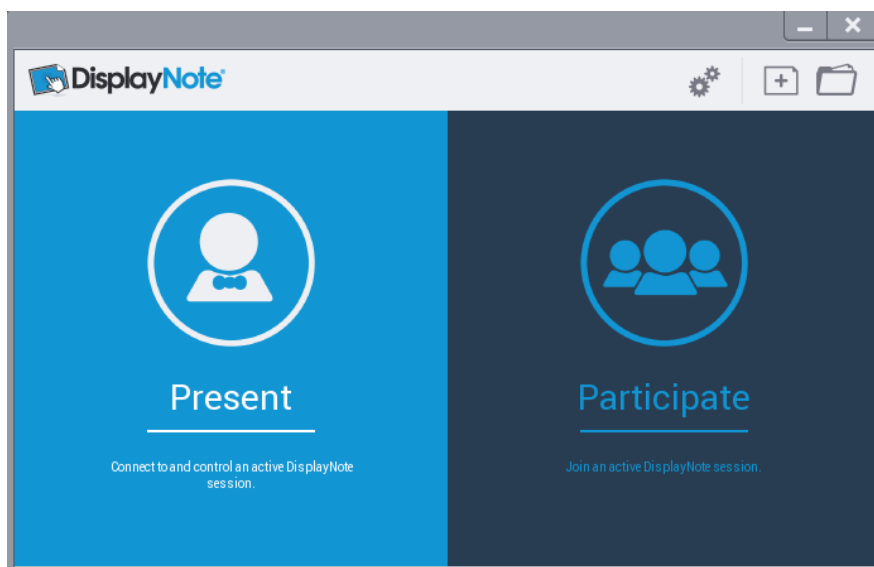
Multicast: If the network you are working on supports multicast, you can check this box.

4. Launching DisplayNote

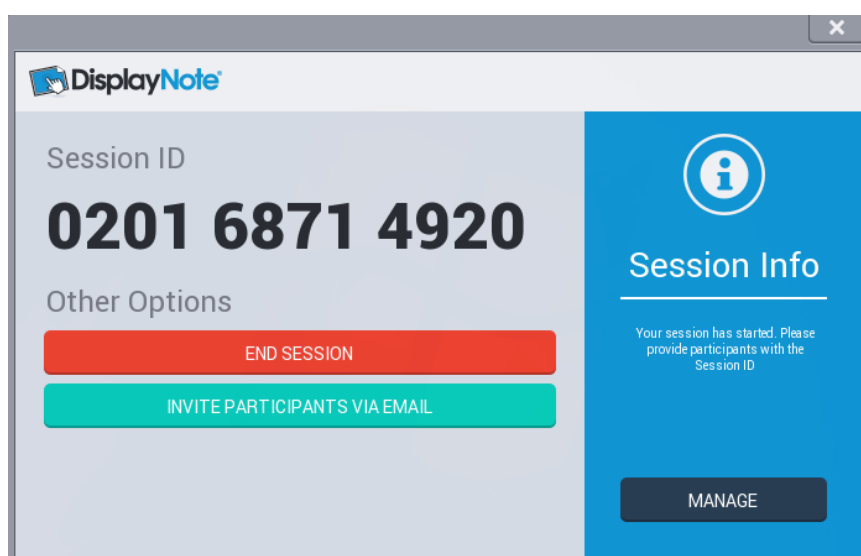
When you have created your Presenter Account and downloaded the DisplayNote software, open the desktop application to start presenting.

Click Present if you are sharing content from your desktop. DisplayNote works as a desktop overlay so you can use any content format.

Note: The first time you present you will be prompted to log in to your Presenter Account, you can select to 'Stay Logged In' in order to avoid logging in every time.



The session will start immediately and a Session ID will be generated. This is a rolling code which will auto-generating every time your start to Present.



If you are using a pre-created DisplayNote file then locate the file using the Open Content icon.



Once the file is open got to the Session Manager icon and select Present.



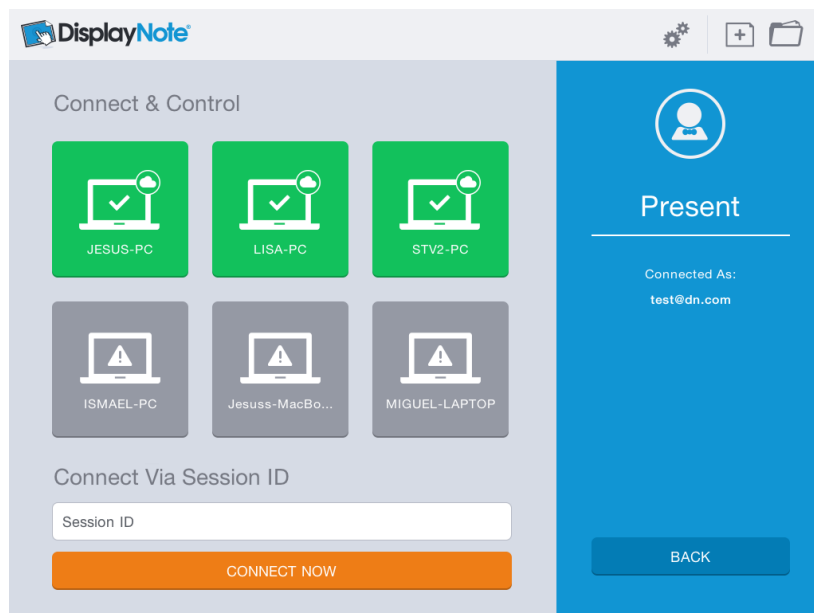
5. Connecting a Presenter Device

To connect and present from your ios or Android device open the DisplayNote app and select Present.

Note: The first time you present you will be prompted to log in to your Presenter Account, you can select to 'Stay Logged In' in order to avoid logging in every time.

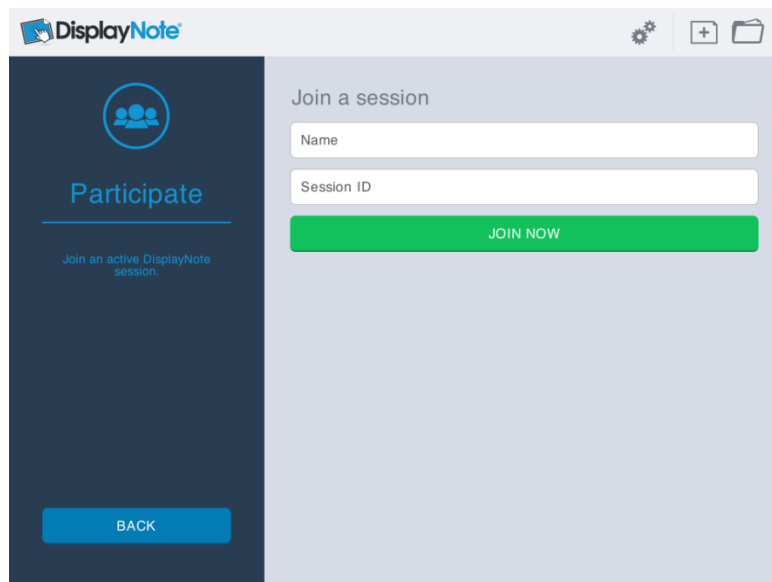
The app will recognise the computers you have started a session on and you can select the correct one by clicking the green icon.

Alternatively you can type in the Session ID.

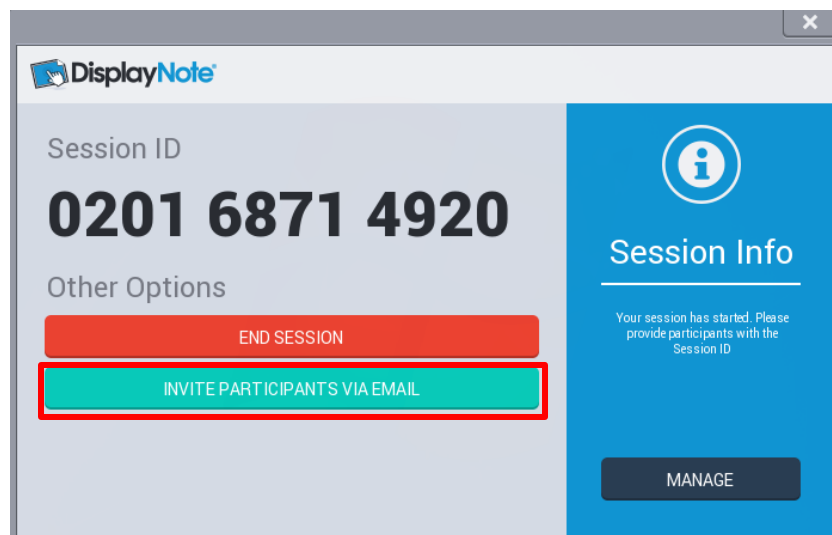


6. Connecting Participant Devices

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 select 'Participate' and enter their name and Session ID number.















Note: If a participant is connecting from a different location you can send the Session ID via email from the initial Session ID screen.

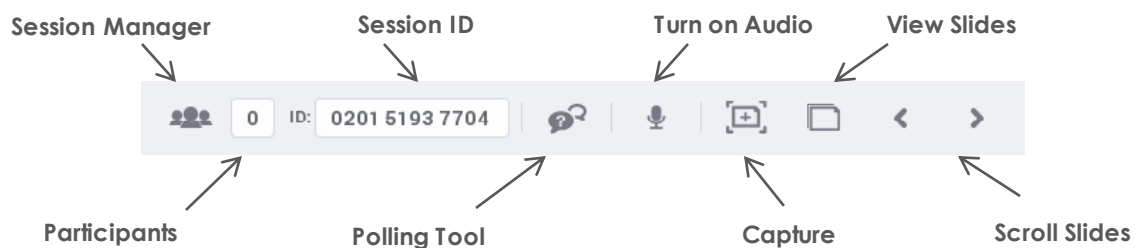


7. Toolbars

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
	Session Manager -presenter only
	Backgrounds -click to select any and this will change the background for all participants. De-select to go back to desktop
	Import -add images from desktop or show feed from inbuilt or external camera/document camera/webcam
	Screen Record
	Save - you are also prompted to save when you exit or close the software
	Lock Toolbar, Move Toolbar to Left/Right













Floating Toolbar



The diagram shows a floating toolbar with the following components labeled with arrows:

- Session Manager**: Points to the Session Manager icon (people).
- Participants**: Points to the number '0' in the Session ID field.
- Session ID**: Points to the 'ID:' label in the Session ID field.
- Polling Tool**: Points to the question mark icon in the Session ID field.
- Turn on Audio**: Points to the microphone icon.
- Capture**: Points to the capture icon (camera with plus).
- View Slides**: Points to the slide icon.
- Scroll Slides**: Points to the left and right arrow icons.

App Toolbar-Presenter












	Home/Exit
	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. De-select to go back to desktop
	Export -export current slide as jpeg via email or to Dropbox
	Polling Tool -pose questions to participants
	Session Manager
	Lock Toolbar

PowerPoint Tool

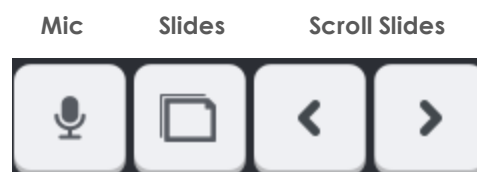
When you open a PowerPoint on your desktop, this toolbar appear on Presenter device:

Open keyboard				Launch/Close PowerPoint
Move slides forward/back				

App Toolbar-Participant

	Home/Exit
	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. De-select to go back to desktop
	Export -export current slide as jpeg via email or to Dropbox
	Message -participant can message presenter
	Lock Toolbar

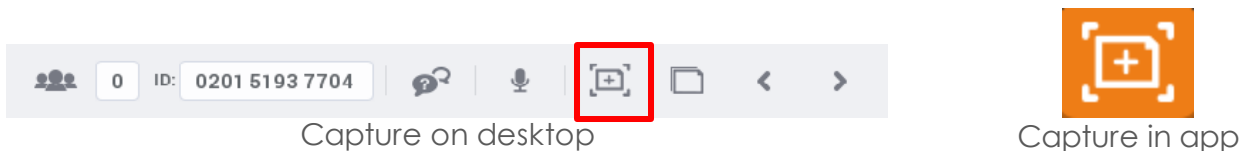
Participant App Icons



8. Capturing and Creating Slides

8.1. 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:



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:



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

8.2. 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.



9. Session Manager Screen

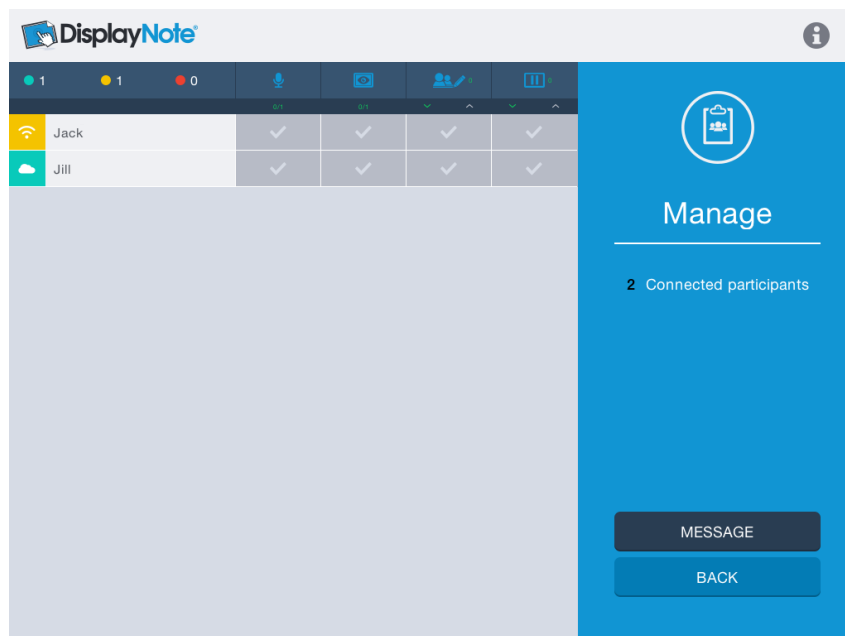
Presenters can manage session participants using the Session Manager Screen.

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

Session manager Icon



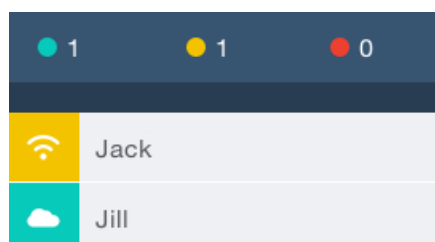
Session Manager Screen:



Participant List: Your participant's name will appear in list, as they enter them.

Icon symbol: You will see if your participants are connected over wifi or cloud

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



Session Manager Functions: Presenters can select session manager functions from the session manager screen.



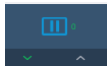
Collaboration (see Section 10)



View Screen (see section 11)



Audio (see section 14)

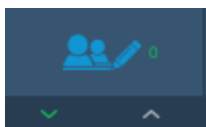


Pause (see section 12)

Information: The 'i' icon shows the Session ID screen

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.

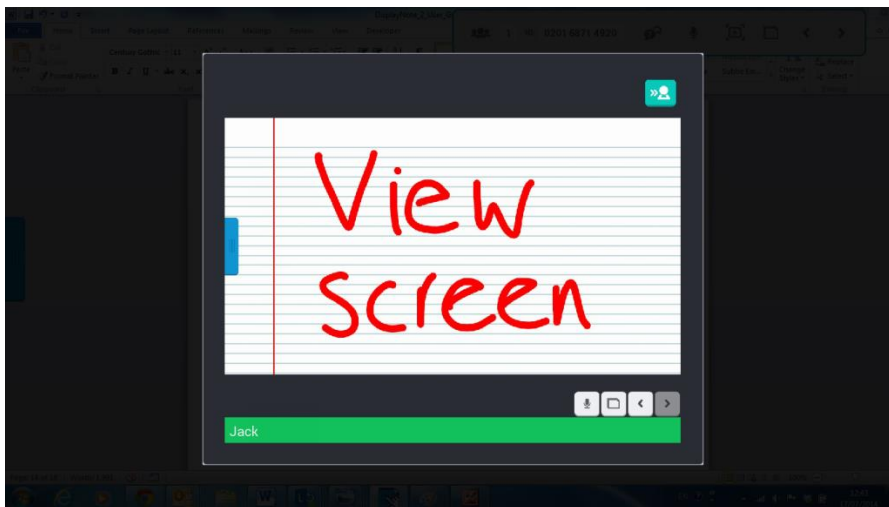
11. View Screen



The screen of a participant can be sent to the host computer or connected display.

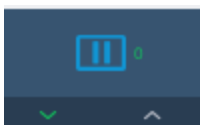
Select the name of the screen you wish to view by checking the box in the Session Manager Screen.

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



Deselect the box in the Session Manager Screen to stop viewing the participant screen.

12. Pause Session

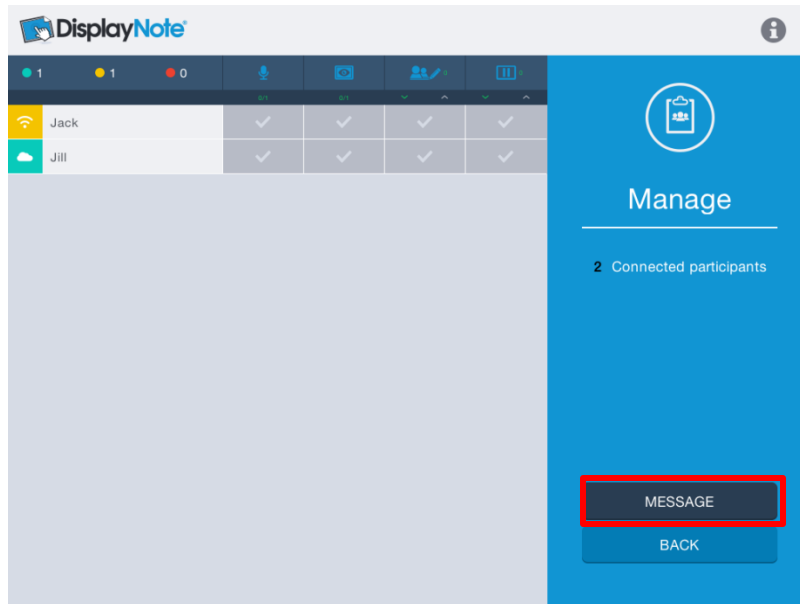


Pause the session for participants by selecting the box beside their names (or the down arrow to select all.) This will lock out their device screen so they no longer see the desktop feed. For example, you may want everyone to look at the room display.

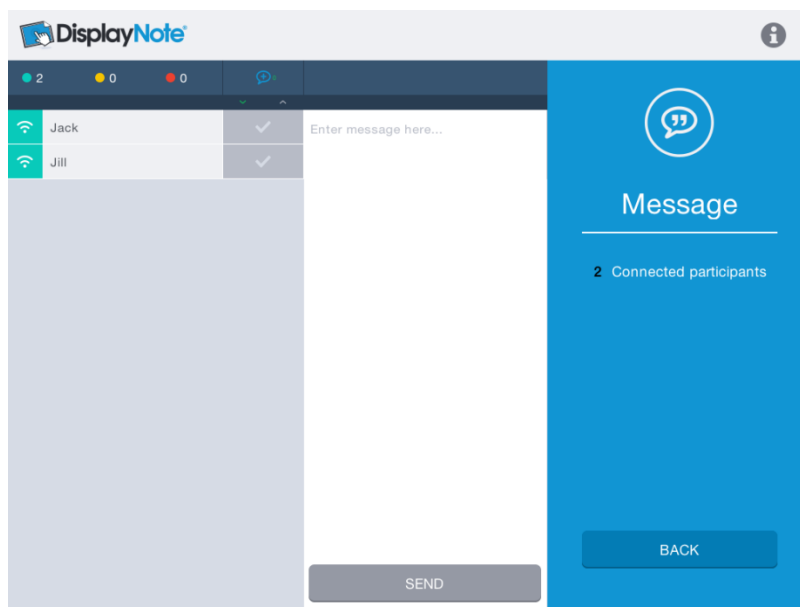
13. Messaging

Presenter can send a message to any connected, or number of connected devices.

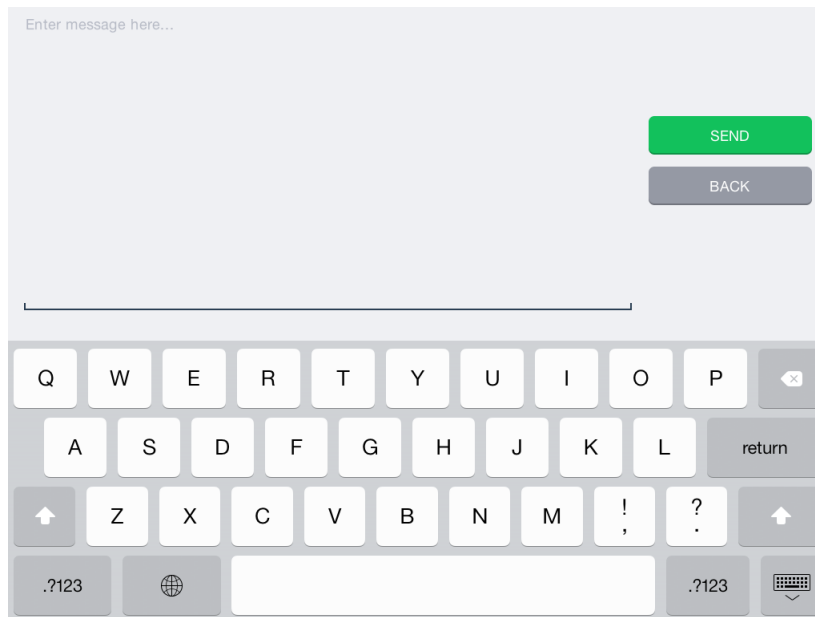
Select the message button on the Session Manager Screen.



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

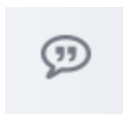


Type the message text in the box and hit send.



Participants can reply to your message if they wish.

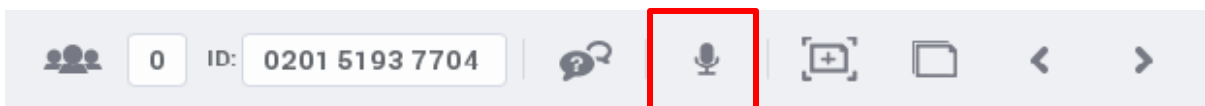
Participants can also select the message icon from their toolbar to send a message to the presenter at any time.



Note: Participants can message the Presenter but not each other.

14. Audio

Presenter 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:



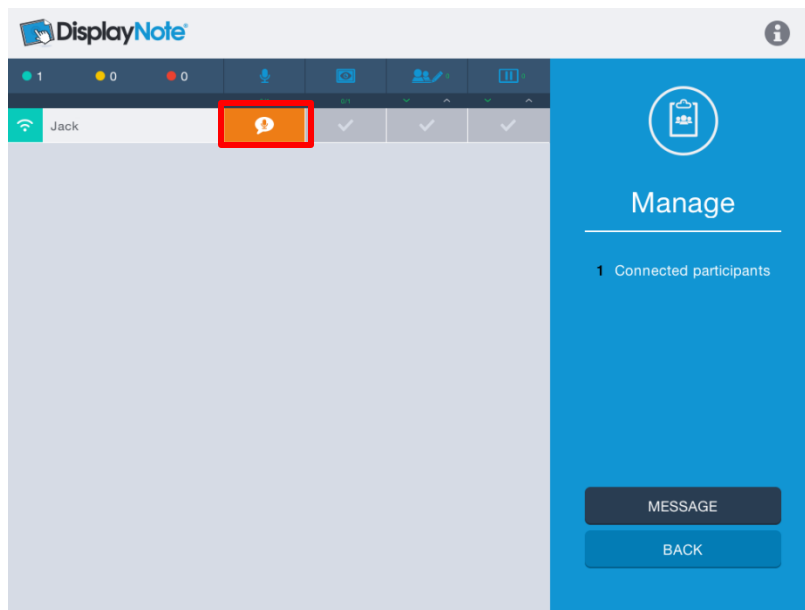
Audio for Participants

Allow participants to share audio from the device or computer microphone by selecting the correct box in the Session Manager screen.



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

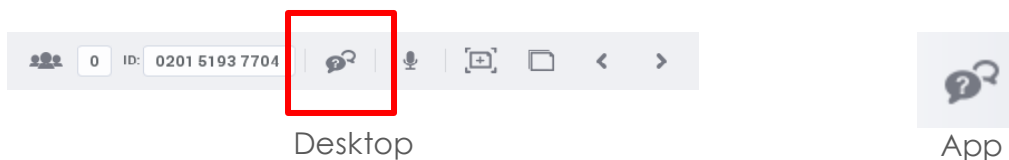
Presenter receives a notification and can choose to allow participant to share audio.



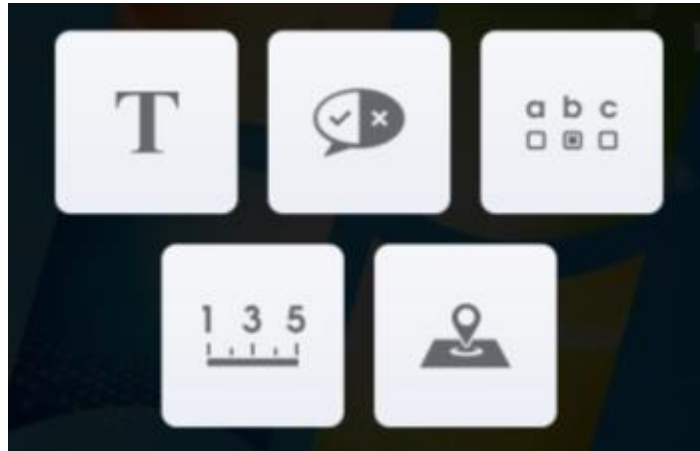
Note: One participant can share audio at a time.

15. Polling

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



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.

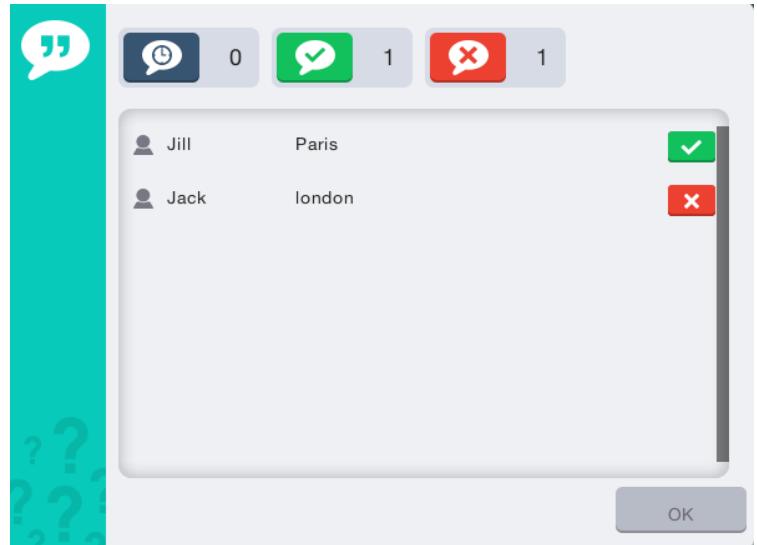
Click 'Share Responses' to share the result of each of the participants' answers to their devices (not necessary).

Text Question Screens



Number of Pending/Right/Wrong

(click any of these icons to show breakdown of responses)

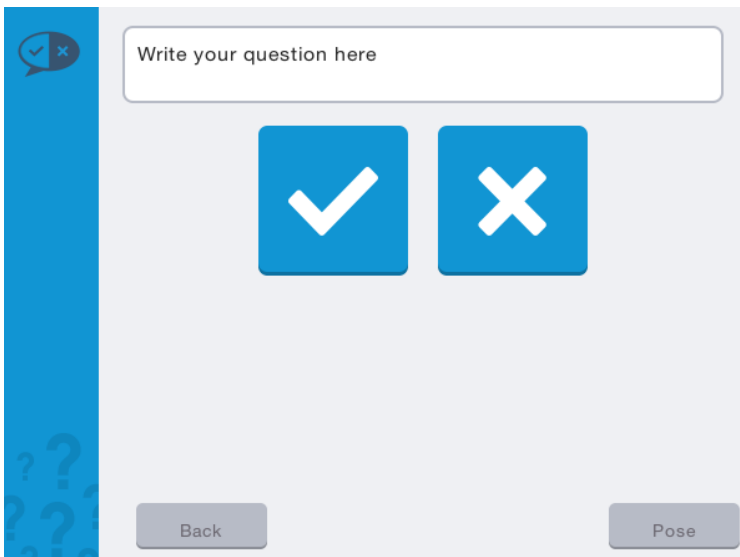


Breakdown of Responses

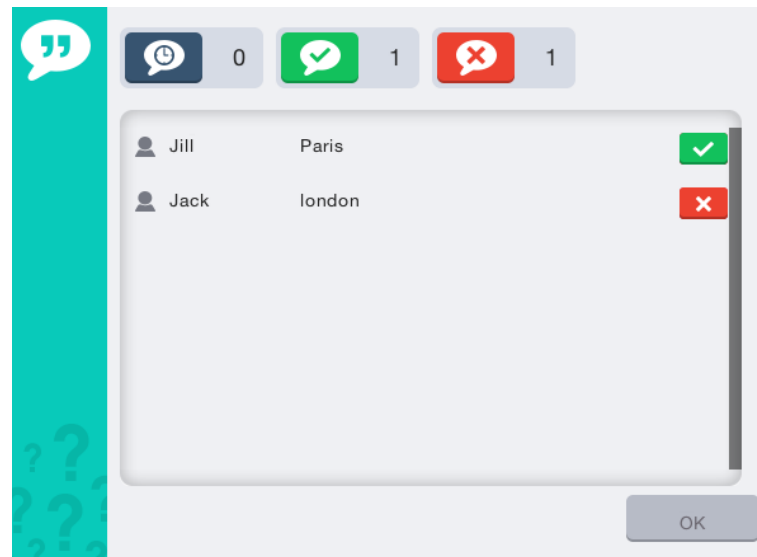
True/False or Yes/No Question

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

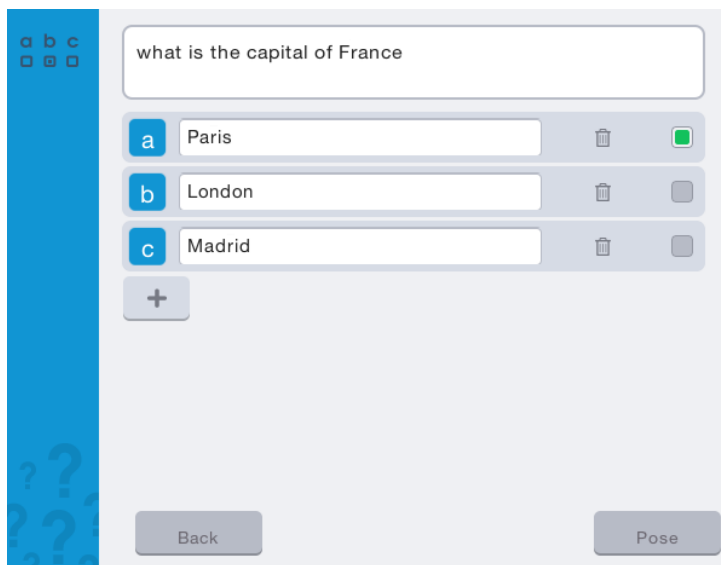
Multiple Choice Questions

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

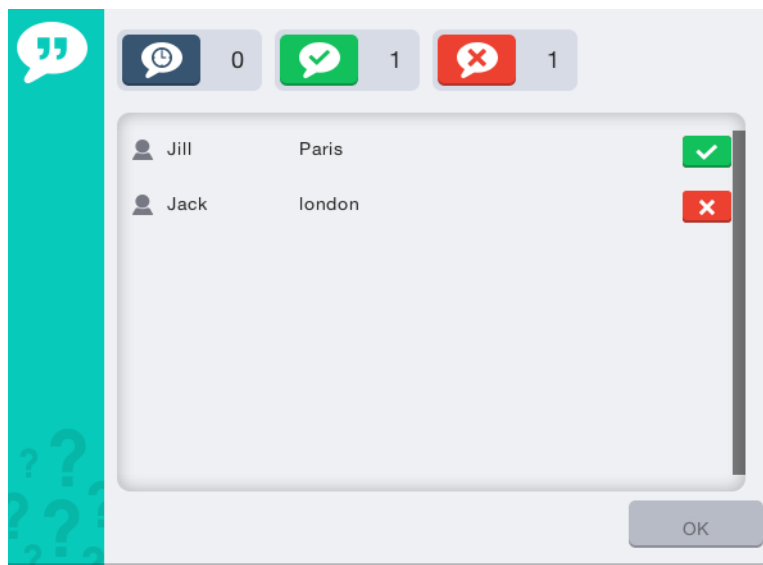
The Presenter pre-selects the correct answer (if applicable) by clicking the appropriate box to the right of the question window.

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

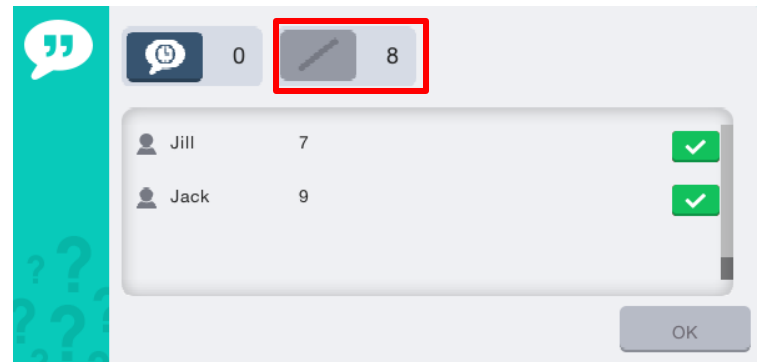
Rating Scale Question

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

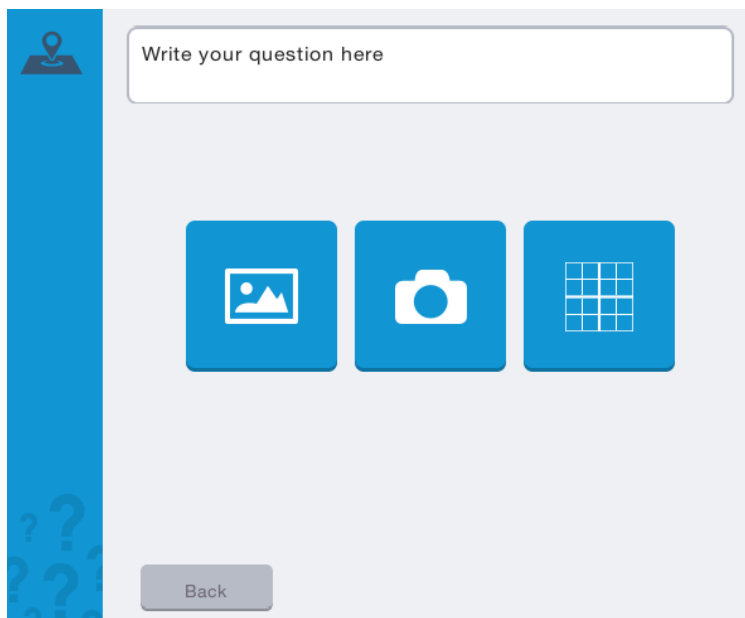


Feedback/Average Response

Plot Question

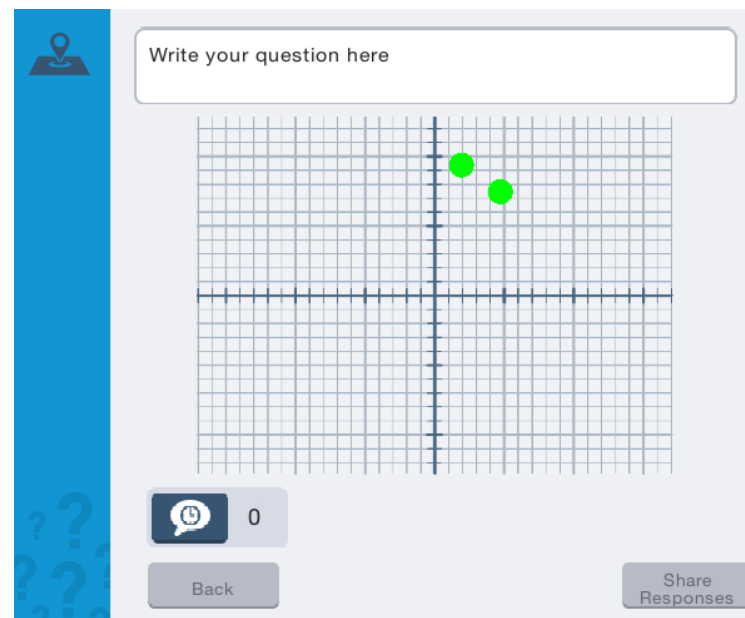
This question allows a Presenter to choose either an image or graph to send to participants with a text instruction on where they should plot their point. To pose a plot question, choose an image, mark on the image the correct point and pose to participants. Participants will be asked to replicate that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



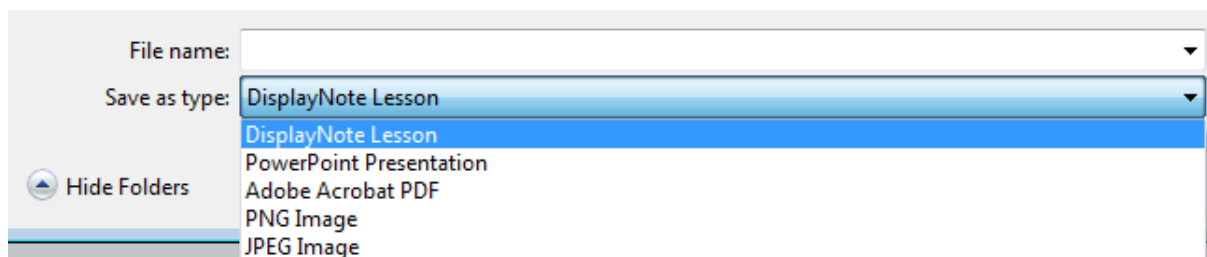
Feedback

16. Saving and Exporting Content

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

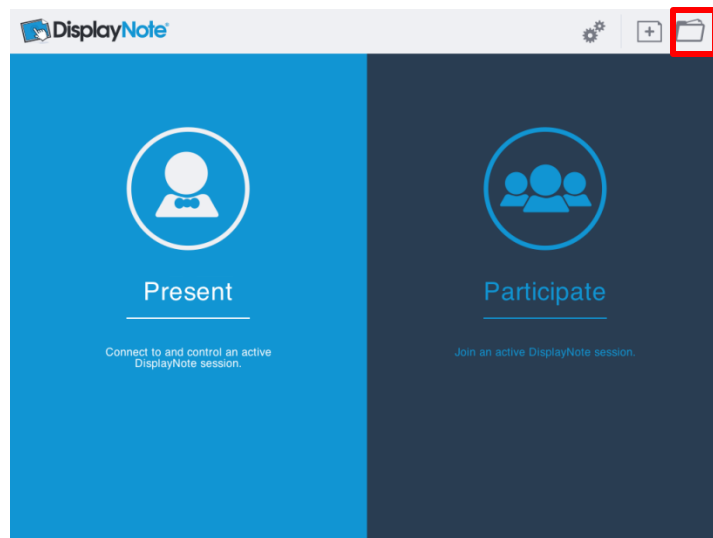
Saving on Computer

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).

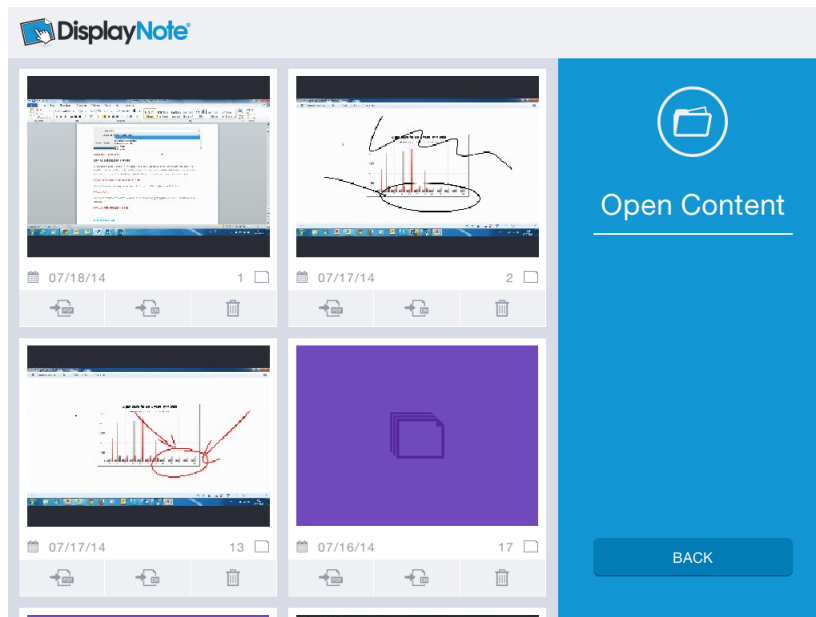


Saving and Exporting in App

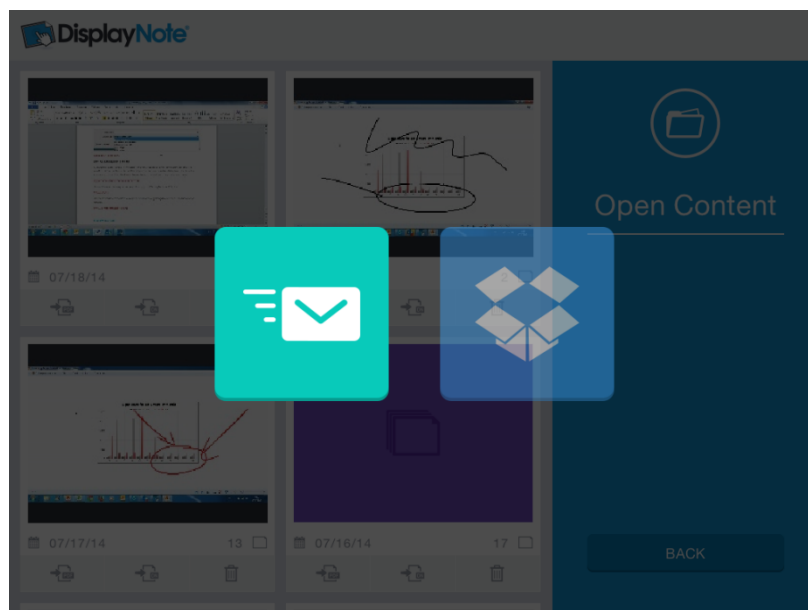
Content is auto-saved in the app for both Presenter and Participant after a live session. When a Presenter or Participant exits a session the slides from that session are saved as a slide deck which can be accessed from app home screen.



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).



Need More Help?

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

Email: support@displaynote.com

Call: +44 (0) 2890 730480