
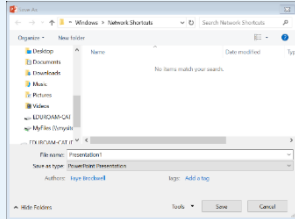
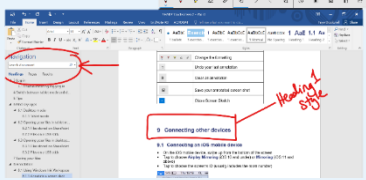

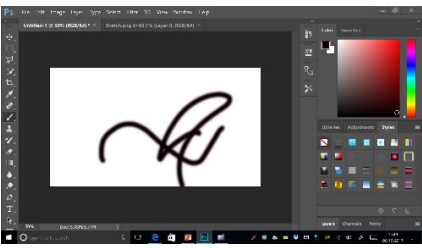





Using the SHARP touchscreen

Click a menu link to jump straight to that section:

 <p><u>SHARP touchscreen essentials</u></p>	 <p><u>Accessing & saving files</u></p>
 <p><u>Annotation with SHARP touchscreens</u></p>	 <p><u>Connecting other devices</u></p>
 <p><u>SHARP touchscreens with Adobe</u></p>	 <p><u>Troubleshooting</u></p>

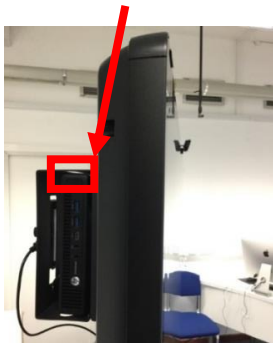
To return to this menu, select [Using the SHARP touchscreen](#) at the bottom of any page



SHARP touchscreen essentials

Turn screen on

- 1 Do NOT insert a USB stick until after log in.
- 2 Press power button on touchscreen.
- 3 If message NO SIGNAL appears, check the computer attached to the back of the screen is on.



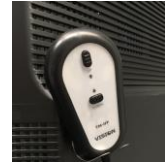
Location of ON button on PC



Location of power button, lit when PC is on

Adjusting the screen height

Use the controller at the back of the screen to move the screen up or down.



Log in

To keep your password secure, use the wireless keyboard to log in.

- 1 Tap any key on the wireless keyboard to make the log in screen appear.
- 2 Type your university username and password, then press ENTER
You should now be logged in.
- 3 If you need internet access or to project mobile devices onto the screen, check that the Wi-Fi icon at the bottom right of the screen shows a Wi-Fi connection:



Connected to Wi-Fi





Not connected to Wi-Fi

If you are not connected to Wi-Fi, refer to the [Trouble-shooting](#) section



Connecting a laptop or mobile device

Anyone can connect a Macbook, iPad, Android device or Windows 10 laptop to the touchscreen without the need for a wired connection. See [Connecting Other Devices](#).



Lock computer

-  1 Tap the Windows icon at the bottom left of the screen
-  2 Tap the Person icon and then tap **Lock**

Log off

-  1 Tap the Windows icon at the bottom left of the screen
-  2 Tap the Person icon and then tap **Sign Out**

Shut down or restart

-  1 Tap the Windows icon at the bottom left of the screen
-  2 Tap the Power icon and then tap **Shut down or Restart**

What are the icons?



Show all app tiles



Switch to between tablet mode and desktop mode



Search computer and internet



List all apps (tablet mode only)



Switch between open apps

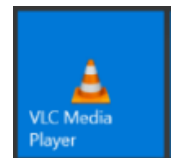


Switch back to previous apps that are still open (tablet mode only)

Playing a DVD


If the touchscreen you are using has a DVD drive:

- 1 Insert the DVD into the DVD drive – it will be attached to the back of the screen.
- 2 Tap the VLC media Player icon to play the DVD.



DVD drives can be borrowed from your local IS Site Technical team.

Adjusting volume

- 1 Click on speaker icon  at bottom right of the screen
- 2 Adjust volume

Zooming in on an image or document

- 1 Pinch out to zoom in.
- 2 Pinch in to zoom out

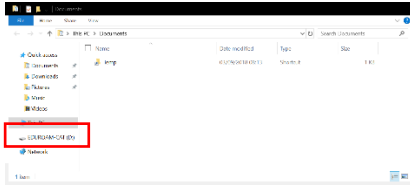
Getting help

If you have trouble using this touchscreen, please contact the Service Desk on (01273 64)4444.



If you would like to know more about using the touchscreens for learning and teaching, contact your Learning Technology Adviser.



Accessing files on a Touchscreen





USB stick

- 1 Insert USB stick into a USB port (front of screen or on computer behind screen)
- 2 Tap the **Windows** key 
- 3 Tap the **Files** icon 
- 4 File explorer will open and your USB will be shown on the left



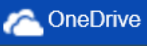


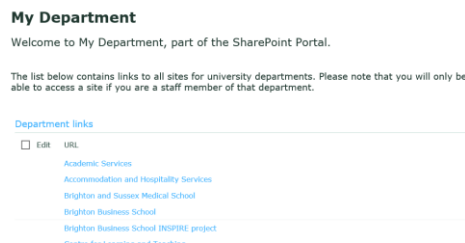
studentcentral

- 1 Tap the **Windows** key 
- 2 Tap the studentcentral tile 





OneDrive for Business

- 1 Tap the **Windows** key 
- 2 Tap the tile for **staffcentral** 
- 3 Tap on the **OneDrive** icon 

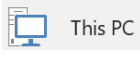


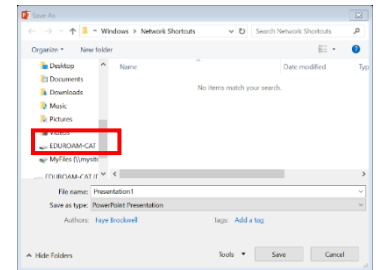
My Department

- 1 Tap the **Windows** key 
- 2 Tap the tile for **My Department** 
- 3 Tap to select your school/department
- 4 Navigate to where your files are stored.

Saving your files

Save file to a USB stick

- 1 Tap **File >> Save As**.
- 2 Double-tap **This PC** 
- 3 Choose your USB stick from the list of locations on the left



Save a file to OneDrive for Business

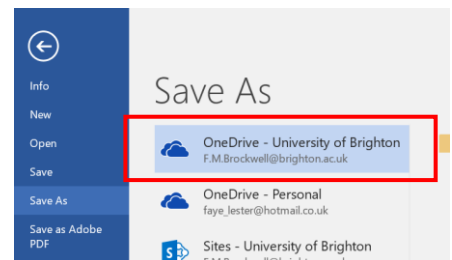
A file opened from OneDrive

If you have opened your file from OneDrive, tapping **File >> Save** will automatically save your file back to OneDrive.

A new Microsoft Office file

If you have started a new file in Word, PowerPoint, Excel or Publisher, you can save directly to OneDrive from within the application:

- 1 Tap **File >> Save As**.
- 2 Choose **OneDrive – University of Brighton** from the list of locations on the left



A file created with other applications

For other applications, you will need to save the file to the desktop or a memory stick, then upload your file to OneDrive via a web browser.

- 1 Save your file to the desktop.
- 2 Tap the Windows key, and then tap the tile for staffcentral
- 3 Tap on the OneDrive icon at the top of the screen to access your OneDrive.
- 4 Tap on Upload to upload your file from your desktop.

Save a file to My Department

- 1 Save your file to the desktop or USB stick.
- 2 Open My Department in a web browser and upload your document.



Save a file to studentcentral

- 1 Save your file to the desktop or USB stick.
- 2 Open studentcentral in a web browser and upload your document.



Annotation with SHARP touchscreen

The touchscreen's SHARP Pen annotation software has:

- A tool to annotate PowerPoint slides and save the annotations along with the slides
- A multi-page whiteboard tool
- The option for up several people to annotate the screen at the same time (whiteboard tool only)
- The option to save annotations to PDF
- An overlay option to annotate over the display

You can annotate with your finger, but if pens are available in the SHARP touchscreen's pen tray, use these for more accurate annotation. Only use pens designed for the SHARP touchscreen.

Annotation using SHARP Pen software

Videos and full instructions on using the SHARP Pen annotation software are available on:



<https://staff.brighton.ac.uk/is/learningandteaching/Pages/Lecture-and-teaching-rooms/Touchscreens.aspx>

We've picked out a few key things that you may find useful.

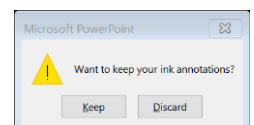
Annotating a PowerPoint presentation

- 1 In PowerPoint, launch slide-show mode.
The SHARP pen tools will appear at the bottom right of the screen. (This won't work if the presentation is in Read-only mode.)



-  2 To move to the next slide, swipe the screen or use the arrow icon on the Sharp Pen tools.
-  3 To annotate the screen, tap the pen tool and then use your finger, or one of the SHARP touchscreen's pens, to write on the screen

- 4 When you exit slide-show mode (e.g. by pressing ESC on the keyboard), you get the option to save your annotations. Choose Keep to add the annotations to your PowerPoint file.



- 5 Save your PowerPoint file to keep the annotations.

See our quick demo video: <https://mediastream.brighton.ac.uk/Player/9381>

Using as a whiteboard

- 1 Type SHARP Pen in the search box at the bottom left of the screen and press ENTER.
- 2 Tap to select SHARP Pen Software in the search results
- 3 Use your finger or a SHARP pen to write on the screen.



- 4 Tap the floating pen menu icon to bring to select pen colours, eraser, undo, insert image.and save.



- 5 Tap the at the bottom of the screen to start a new whiteboard sheet.

To save the whiteboard:



- 1 Tap the pen menu icon,



- 2 Tap the numbers to see more icons



- 3 Tap Save to choose which format to save as

To enable simultaneous drawing with multiple fingers/pens

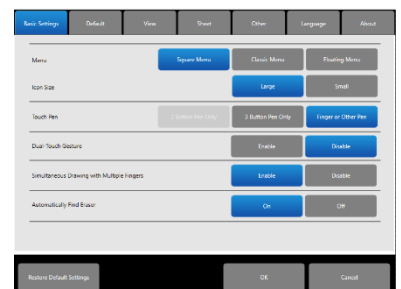
This setting allows more than one person to write on the whiteboard simultaneously.

This setting disables some whiteboard functionality, such as the pinch gesture to zoom in on part of the whiteboard.



- 1 Tap the Settings icon,

- 2 On the **Basic Settings** tab, tap to **Disable** the **Dual-touch Gesture** setting.
- 3 Tap to **Enable** to **Simultaneous Drawing with Multiple Fingers** setting.
- 4 Tap **OK**.





Connecting other devices to the SHARP touchscreen

You can connect other devices to the touchscreen, as long as:

- The touchscreen is using an eduroam wireless connection (and not plugged in using a network cable)
- You have turned on screen sharing on the touchscreen
- The devices connecting to the screen are on the eduroam Wi-Fi network



Share a Screen
Desktop app

To turn on screen sharing on the touchscreen

- 1 In the search box at the bottom-left of the screen type **share**
- 2 Tap to choose **Share a screen**



Share a Screen
Desktop app




This will launch the AirServer software needed to connect devices to the screen. The AirServer icon will appear on the taskbar at the bottom of the screen.

You can now connect devices to the screen. See instructions on the next page on how to do this.

To disable screen sharing on the touchscreen

When screen sharing is not needed, exit AirServer to avoid interruptions from devices trying to connect:

- 1 On the toolbar at the bottom of the screen, tap to AirServer icon 
- 2 Tap **Exit**

If you want to share devices to the screen, you will need to turn on screen sharing again (see above).

Minimising the Airplay window

On some screens, Airplay automatically fills the screen when devices are using it.


- 1 Press ESC on the keyboard to minimise the Airplay window on the screen so that you can hide or close it

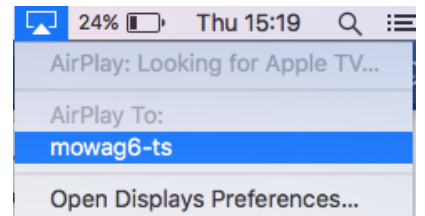


Connecting an iOS mobile device

- 1 On the iOS mobile device, swipe up from the bottom of the screen
- 2 Tap to choose **Airplay Mirroring** (iOS 10 and under) or **Mirroring** (iOS 11 and above)
- 3 Tap to choose the screen's ID (usually includes the room number)
- 4 On the SHARP touchscreen, press the tick that appears on the screen to accept the iOS device
- 5 To disconnect, swipe up from the bottom of the iOS device screen and tap **Turn off AirPLAY mirroring**.

Connecting a Mac laptop

- 1 Click on the Air Play  icon in the menu bar at the top right of the screen (*this icon only appears if you are within range of a touchscreen*)
- 2 Click to choose the screen's ID (usually includes the room number)
- 3 When finished, click on the X at the top right of the AirPlay window to close the Airplay window.

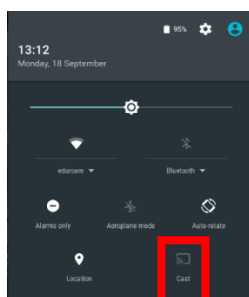


Connecting an Android device

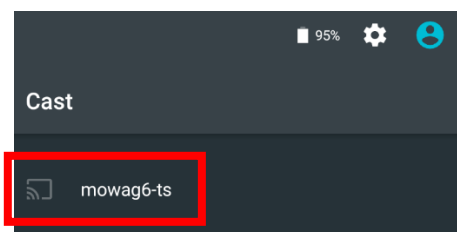
Not all Android devices can connect to the touchscreens. See Google's [list of supported devices](#) for more information

Version 6.0.1

- 1 Swipe down from top of screen



- 2 Choose **Cast**
- 3 Tap to choose the screen's ID (usually includes the room number)
- 4 On the SHARP touchscreen, press the tick that appears on the screen to accept the Android device

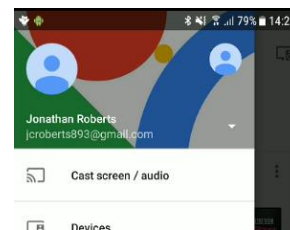
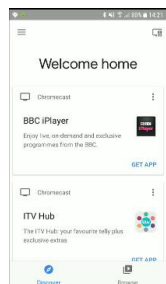


Version 7.0 (tested on a Samsung S device)

- 1 Swipe down from top of screen
- 2 Choose **Smart View**
- 3 Tap to choose the screen's ID (usually includes the room number)
- 4 On the SHARP touchscreen, press the tick that appears on the screen to accept the Android device

If the instructions above do not work, try to connect using the Google Home app:

- 1 Install and Open Google Home app



- 2 Tap on Menu ☰ at top left



- 3 Tap on Cast Screen/Audio



- 4 Tap on Cast Screen/Audio

- 5 Choose the screen name from the *Cast To* list

Connecting a Windows 10 laptop

- 1 Press Windows key  and type Settings
- 2 Choose Settings  Settings
Trusted Windows Store app
- 3 Choose **Connected devices** and then choose **Add a device**
- 4 Choose the screen's ID (usually includes the room number)
- 5 On the SHARP touchscreen, press the tick that appears on the screen to accept the Windows laptop
- 6 When finished, click on the X at the top right of the AirPlay window to close the Airplay window.

If it doesn't work first time, try connecting again.



Sharp touchscreen trouble shooting

Can't log in

- 1 Check that you have typed the correct username and password
- 2 Check whether the touch screen is connected to Wi-Fi:
 - Tap the screen background to hide the keyboard.
 - At the bottom right of the screen the Wi-Fi icon indicates:



Connected to Wi-Fi



Not connected to Wi-Fi

If Wi-Fi is not connected:

- 1 Try tapping the Wi-Fi icon.

The screen should log on automatically with its own eduroam settings. If not:

- 2 Contact the Service Desk on 4444
- 3 If there is an Ethernet cable available, you can try connecting with this. Plug the cable into a network socket on the wall and then into the network socket on the computer attached to the back of the screen and try to log in again.



Note that it is not possible to connect other devices to the screen if the screen is connected to the network via a cable.


Can't connect a device to the touchscreen

If the SHARP touchscreen does not appear as an option on when trying to connect a device,

- 1 Check that the SHARP touchscreen is connected to Eduroam Wi-Fi (see above)
- 2 Check that you have [turned on screen sharing on the touchscreen](#)
- 3 Check that the other device is connected to Eduroam Wi-Fi.

Sound issues

Sound too quiet

- 1 Click on speaker icon  at bottom right of the screen
- 2 Adjust volume
- 3 If the sound is still too quiet, contact Service Desk. They will raise a call for a technician to change the background volume settings on the screen.

Sound not playing from connected devices

When you connect a device to the touchscreen, sound played on the device should play through the screen's speakers. If not, check:

Apple MacBook – System Preferences/Sound – make sure the touchscreen is selected as an output device

Screen says it is going to sleep

The screen will automatically go into sleep mode if the screen itself has not been touched for a couple of hours (touching the remote mouse or keyboard doesn't count!)

If you get a message that the screen is about to go to sleep, simply touch any icon on the screen and this will stop the screen from powering down.

If the screen has already gone to sleep, just press the power button **once** on the computer attached to the back of the screen (where you switched it on). This will power up the screen again and you will be able to pick up where you left off.

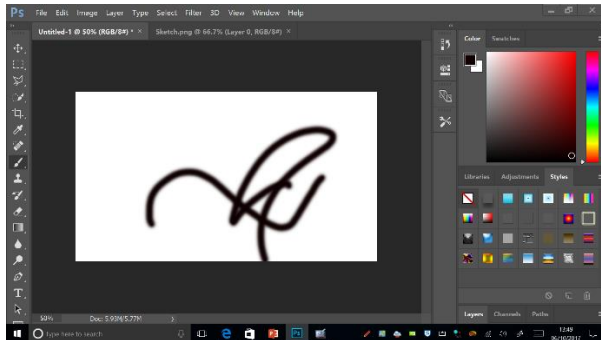
Annotation tools in PowerPoint don't work

The PowerPoint annotation tools will only appear if :

- **You are using PowerPoint on the computer attached to the SHARP touchscreen.**
 - The tools won't be available if you are using an attached device.
 - Possible solutions are to copy your presentation to a USB key, or to a networked file store (such as MyFiles), so that you can open it using the SHARP touchscreen PC.
- **The Presentation is open in edit mode.**
 - If you are viewing the Presentation in Read-only mode, the tools won't be active.
 - Solution, click the Edit button in your presentation.

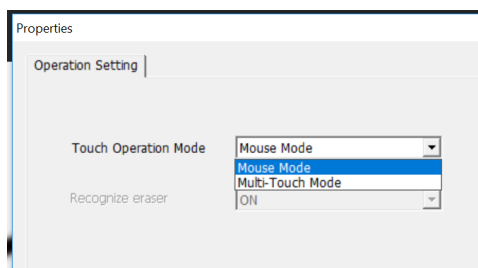
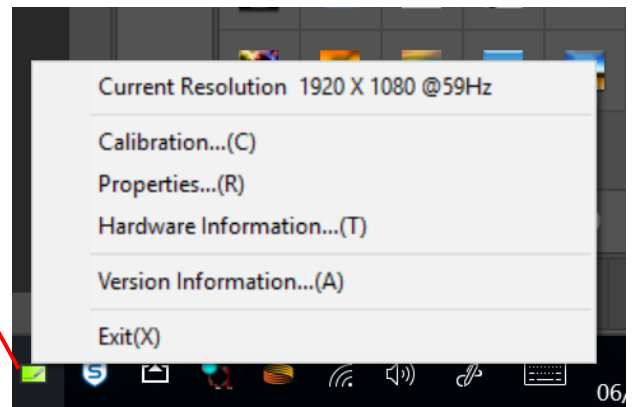


If the Adobe drawing tools don't work...



If you want to use the drawing/painting tools in Adobe products you will need to:

- Use Desktop mode, **not** Tablet mode.
 - Use the Touch Panel Settings Tool to change from Multi-touch mode to **Mouse Mode as follows:**
- 1 Tap the Touch Panel Settings Tool
 - 2 Select **Properties**
 - 3 Change the Touch Operation Mode to **Mouse Mode** and click **OK**

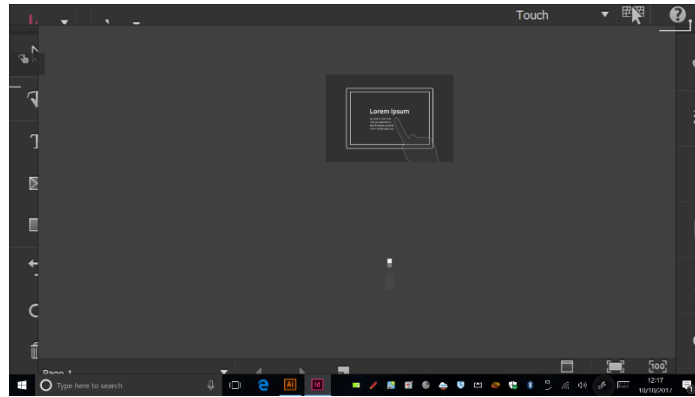


In Mouse Mode, some of the touchscreen functions do not work. For example, you can't swipe with your hand to move between PowerPoint slides. If you need this, just change the Touch Panel settings back to **Multi-Touch Mode**.




Adobe software opens in unfamiliar view

The Adobe software is clever enough to spot that you are using a touchscreen, but not clever enough to know that it is a massive one with full tools available. Some Adobe applications open in the more limited **Touch** workspace the first time you use them on a touchscreen device. A tutorial may also start playing to show you how to use the Touch workspace. It is not always obvious how to turn off this tutorial.



Touch workspace tutorial open InDesign

Fix: Close the Adobe app and open it again, then select your preferred workspace as follows:

- 1 Press the  icon at bottom of the screen to display all your open apps
- 2 Tap the X in the Adobe app window to close the app.
- 3 Open the Adobe app again - it will launch using the Touch workspace, but without the tutorial. The workspace menu will show the word Touch.



- 4 From the workspace menu at top right of window, select your preferred workspace, eg Essentials