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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/get-displaynote>

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/get-displaynote/downloads/>

#### Minimum Specification:

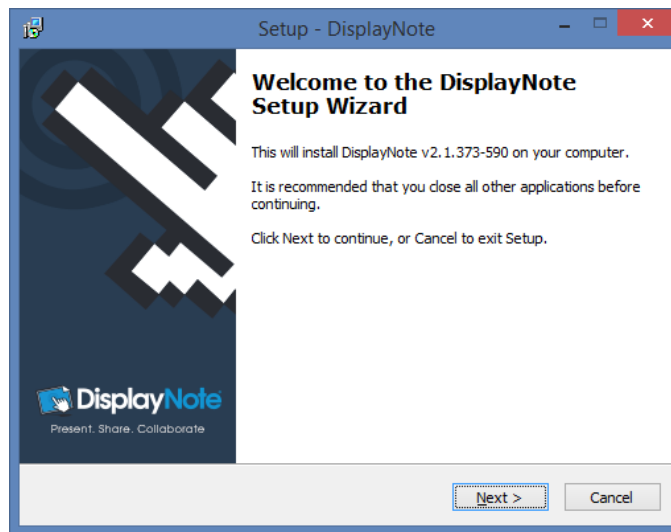
1.8GHz Processor  
1GB Memory  
100MB Free Hard Drive Space  
Windows 7 Starter or Newer  
Mac OS X 10.7 or Newer

#### 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'.



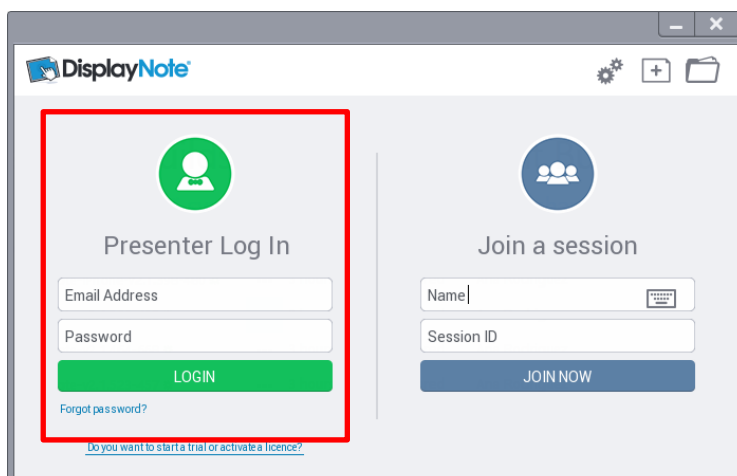
Note: Participants can also connect via desktop software (see Section 2.1 for download).

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

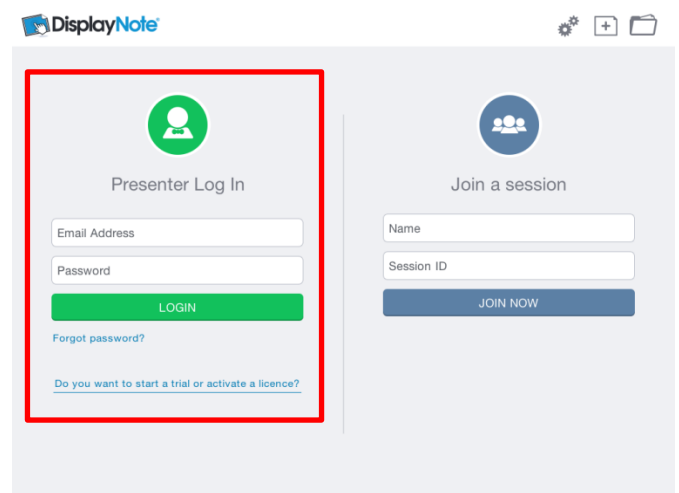
When you have created your Presenter Account and downloaded the DisplayNote software, open the application to start presenting.

- 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)



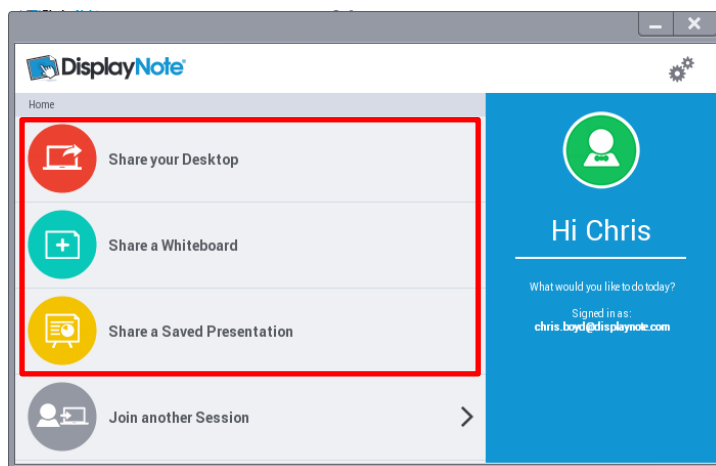
Login Screen (Device)

**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.**

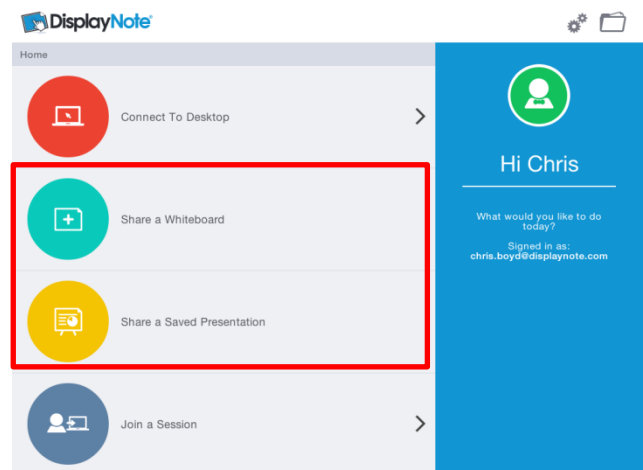
To start presenting using DisplayNote, you need to choose one of the below options.

- **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.

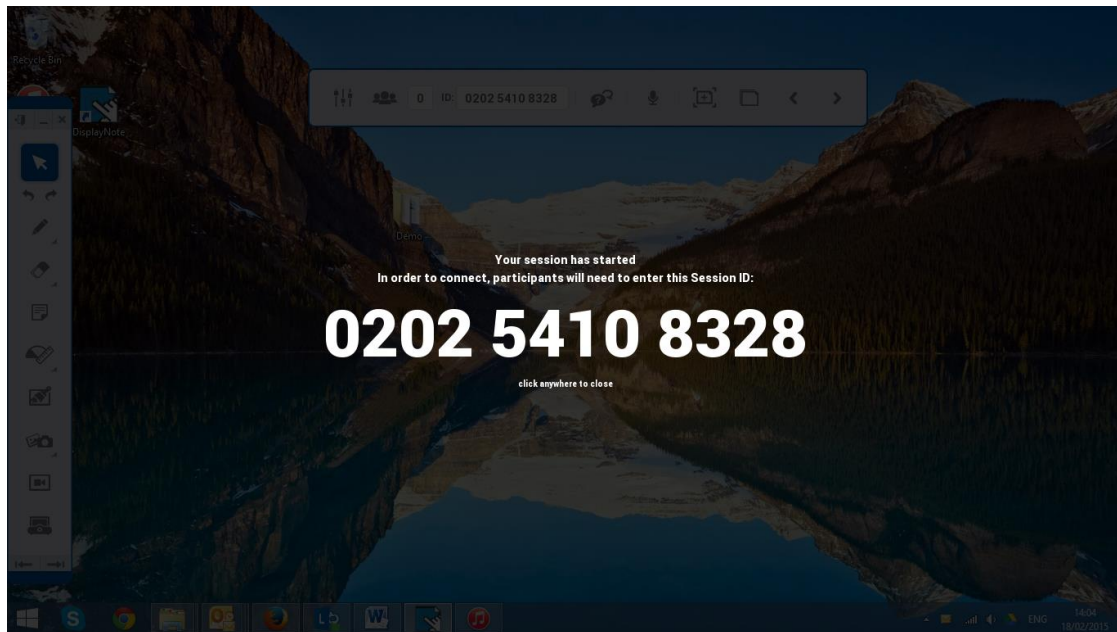


Desktop presenter



Device presenter

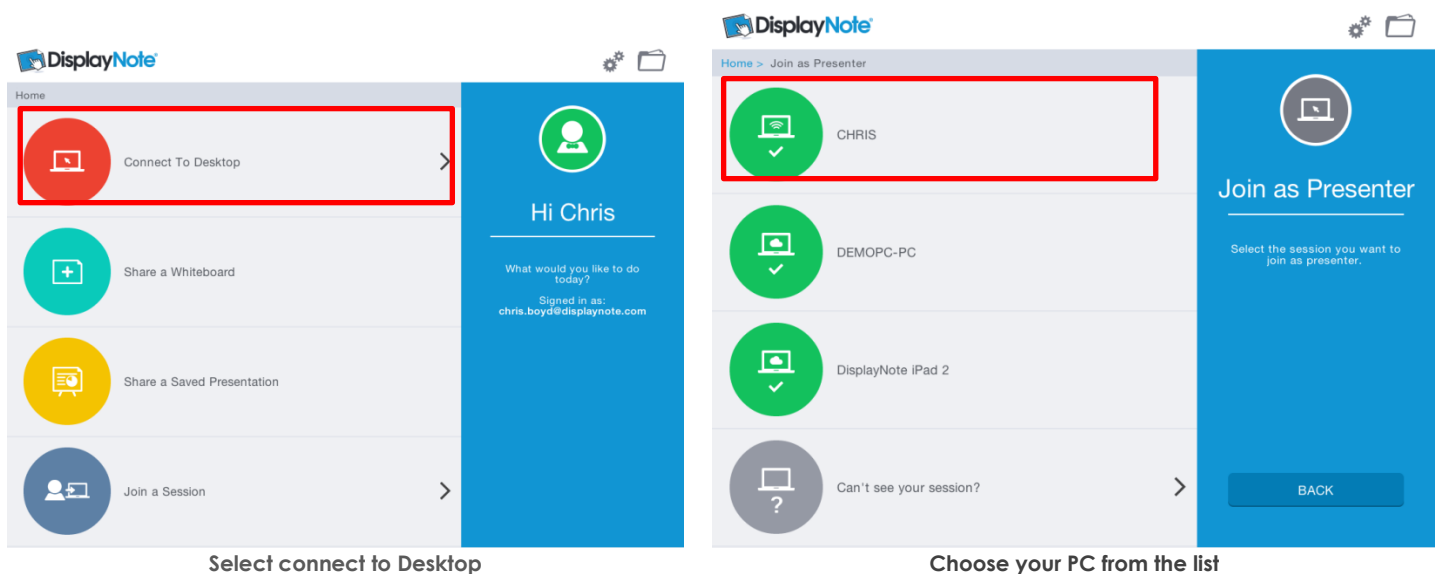
Once you choose one of the options above, you will see the Session ID - this is the unique code to give to your participants.



#### 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.

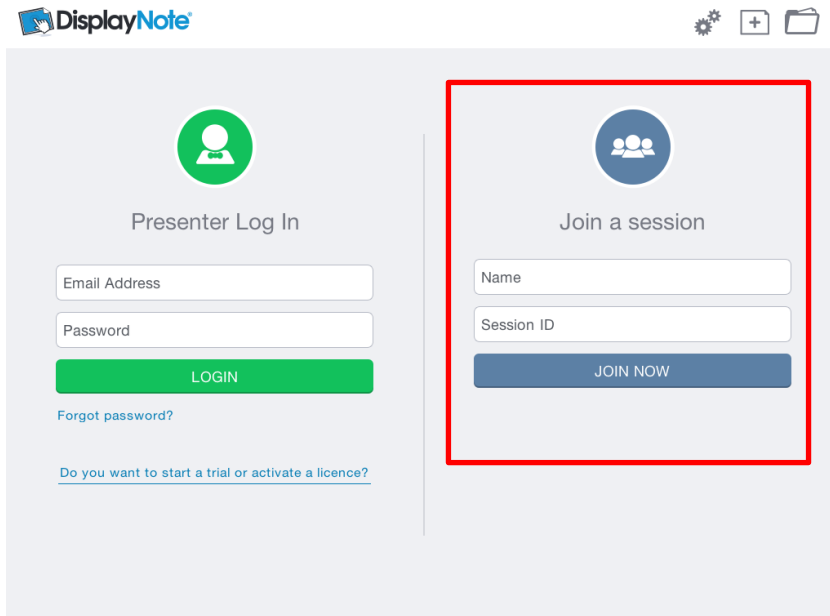
The app will recognise the computers you have a current session running on, and you can connect to these by tapping the green icon.



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

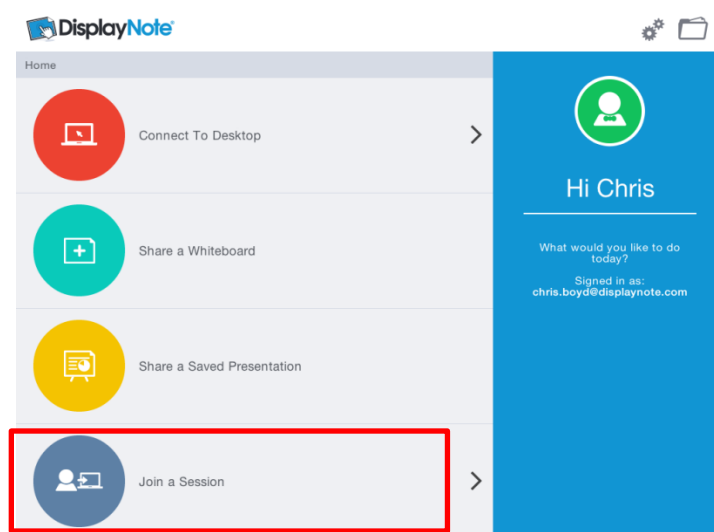
To share your desktop or display screen with your audience, ask them to open the app on their device (or application on their computer). Participants should enter their name and Session ID number under the 'Join a session' section.



The screenshot shows the DisplayNote app interface. On the left is the 'Presenter Log In' section with fields for 'Email Address' and 'Password', a green 'LOGIN' button, and links for 'Forgot password?' and 'Do you want to start a trial or activate a licence?'. On the right is the 'Join a session' section, which is highlighted with a red rectangular box. This section includes a blue circular icon with three people, the title 'Join a session', input fields for 'Name' and 'Session ID', and a blue 'JOIN NOW' button. At the top right of the app are icons for settings, a plus sign, and a folder.

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).

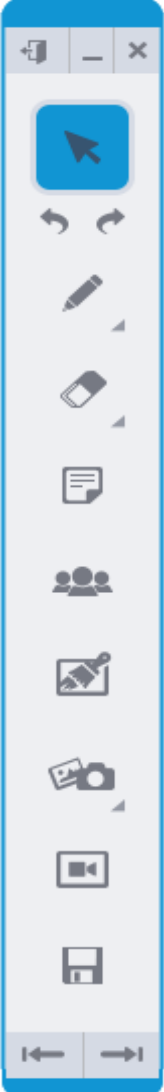
If you are logged into your device as a presenter, you join another session as a participant by tapping the 'Join a Session' option in the main menu.





## 6. Toolbars

### 6.1 Desktop Toolbar



The Desktop Toolbar is a vertical bar on the left side of the application window. It contains the following tools from top to bottom:

- Leave session, Minimise, Close**: Window control buttons at the top.
- Desktop Mouse & Select Tool**: A large blue button with a mouse cursor icon.
- Undo/Redo**: Two curved arrows pointing left and right.
- Pen Tool**: A pencil icon.
- Eraser**: An eraser icon.
- Notes**: A notepad icon.
- Participant Manager**: An icon showing three people.
- Backgrounds**: An icon showing a landscape background.
- Import**: An icon showing a camera and a document.
- Screen Record**: A video camera icon.
- Save**: A floppy disk icon.
- Move Toolbar to Left/Right**: Two arrows pointing left and right at the bottom.

**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

**Participant Manager** -select to manage your participants

**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

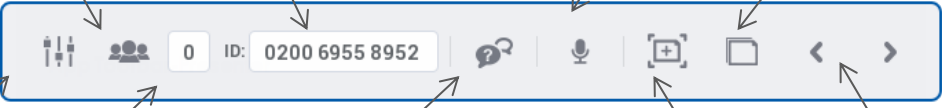
**Screen Record**

**Save** -you are also prompted to save when you exit or close the software

**Move Toolbar to Left/Right**

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













### Floating Toolbar



The Floating Toolbar is a horizontal bar containing the following controls:

- Participant Manager**: Icon showing three people.
- Session ID**: A box displaying the ID: 0200 6955 8952.
- Turn on Audio**: A microphone icon.
- View Saved Slides**: An icon showing a document with a plus sign.
- Session Controls**: A vertical bar icon on the far left.
- Active Participants**: A box displaying the number 0.
- Polling Tool**: A circular arrow icon.
- Slide Capture**: An icon showing a document with a plus sign.
- Navigate Slides**: Left and right arrow icons.

## 6.2 App Toolbar - Presenter












	<b>Desktop Mouse &amp; Select Tool</b>
	<b>Undo/Redo</b> -works for DisplayNote tools
	<b>Pen Tool</b> -tap twice for extra options
	<b>Eraser</b> -tap twice for extra options
	<b>Notes</b> -opens notepad, select note colour and save note anywhere on screen
	<b>Camera</b> -take picture using device camera or import from camera roll. This will send to all participants
	<b>Backgrounds</b> -click to select any and this will change the background for all participants. Deselect to go back to desktop
	<b>Export</b> -export current slide as jpeg via email or to Dropbox
	<b>Polling Tool</b> -pose questions to participants
	<b>Lock toolbar</b> -lock toolbar in place
	<b>Participant Manager</b>
	<b>Session Controls</b>

### PowerPoint Tool

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



### 6.3 App Toolbar - Participant

	<b>Desktop Mouse &amp; Select Tool</b>
	<b>Undo/Redo</b> -works for DisplayNote tools
	<b>Pen Tool</b> -click twice for extra options
	<b>Eraser</b> -click twice for extra options
	<b>Notes</b> -opens notepad, select note colour and save note anywhere on screen
	<b>Camera</b> -take picture using device camera or import from camera roll
	<b>Backgrounds</b> -click to select any background. Deselect to go back to desktop
	<b>Export</b> -export current slide as jpeg via email or to Dropbox
	<b>Message</b> -participant can message presenter
	<b>Lock toolbar</b>
	<b>Leave the session</b>

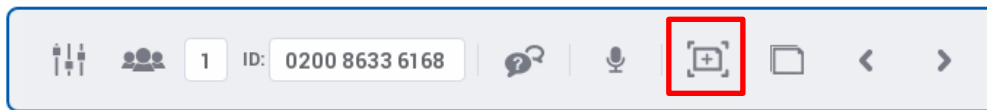
### Participant App Icons



## 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**



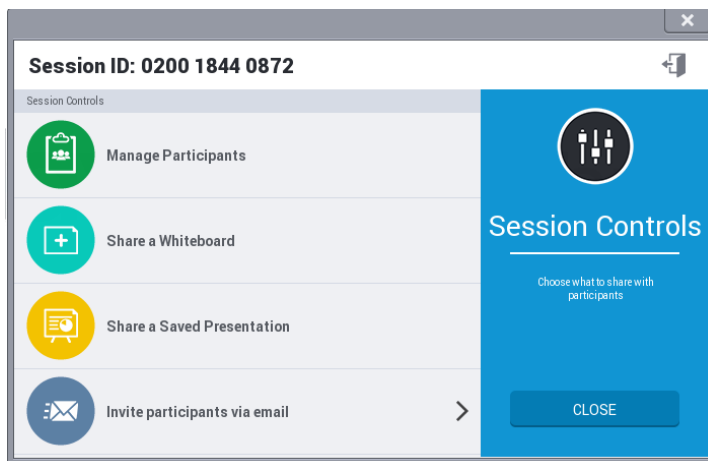
**Return to Presenter**  
(captures slide and notes)

## 8. Session Controls

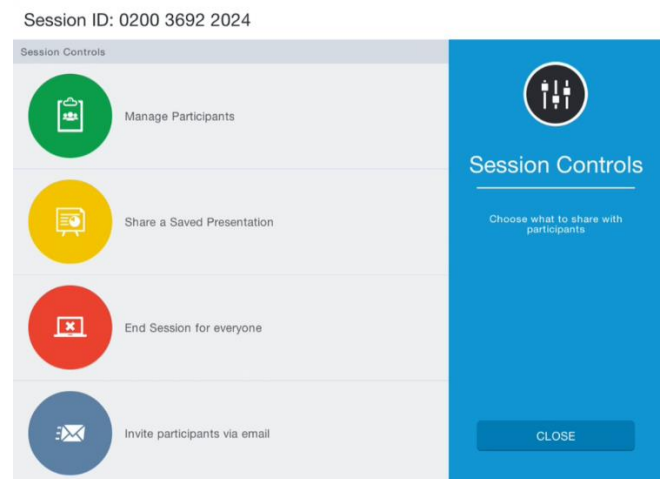
The Session Controls menu is used to control the content you are sharing, allowing you to switch between sharing your desktop (if using a PC), sharing content on a whiteboard background, or sharing a saved presentation.

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 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)

**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.

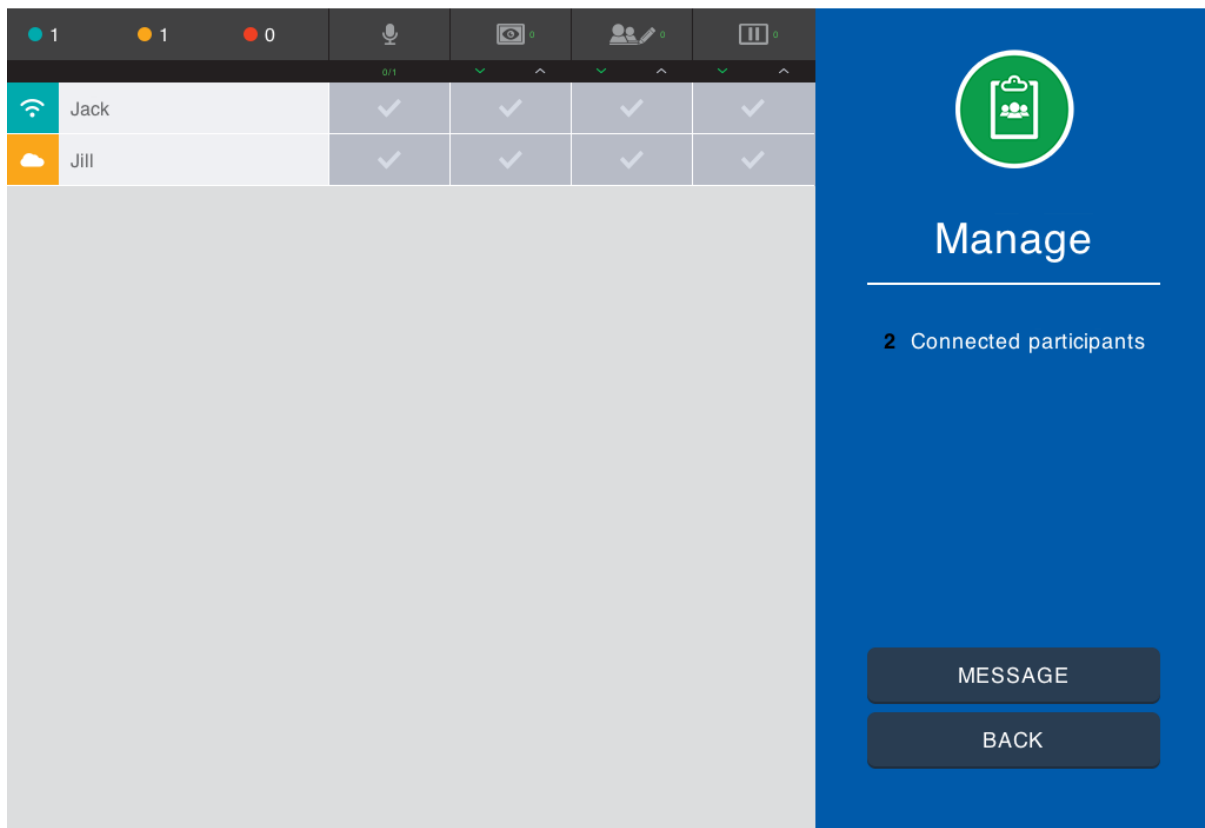
The Participant Manager screen can be accessed on the host computer or the app on the presenter device:

Participant manager icon



Participant Manager Screen:

Session ID: 0200 8633 6168

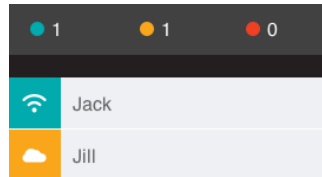


Participant	Wi-Fi	Cloud	Audio	Video
Jack	✓	✓	✓	✓
Jill	✓	✓	✓	✓

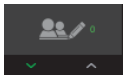
**Participant List:** Your participants' names will appear in the list as they join.

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

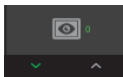
**Colour Indicator:** The colour indicator will tell you that participants are active (green), inactive (amber), inactive for more than 30 seconds (red).



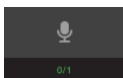
**Participant Manager Functions:** Presenters can select participant manager functions from the participant manager screen.



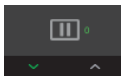
Collaboration (see Section 10)



View Screen (see Section 11)



Audio (see Section 14)

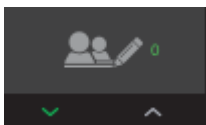


Pause (see Section 12)



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.

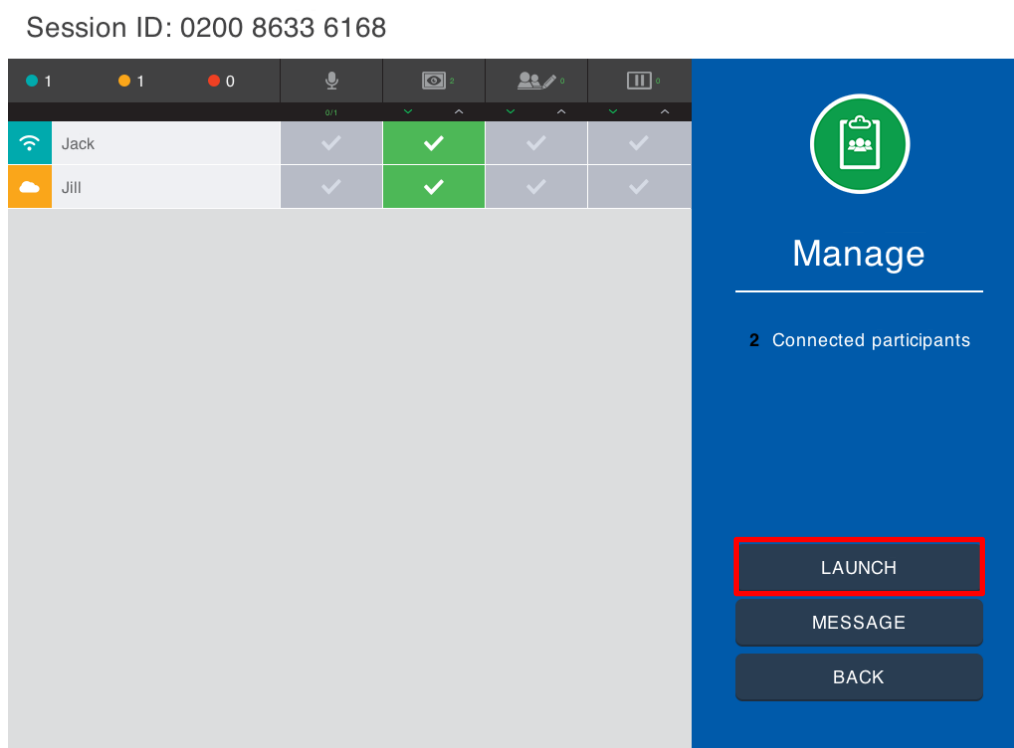
Note: Only presenter can resize these items.

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

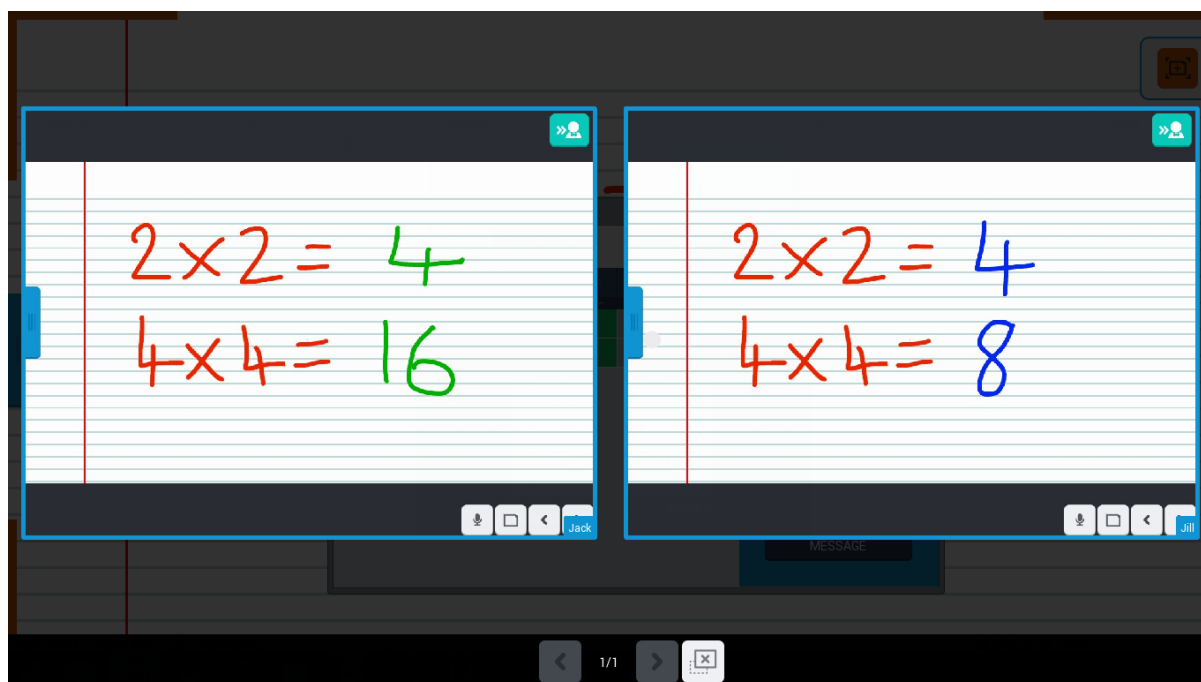
The DisplayNote screen of up to 16 participants can be sent to the host device or connected display.

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.

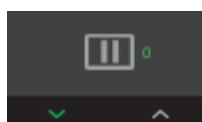


If using a Presenter device to view the screens, you will have an additional button, which will push the selected screens from the Presenter device to the main display.



\* For iOS mirroring, please see Section 17.

## 12. Pause Session

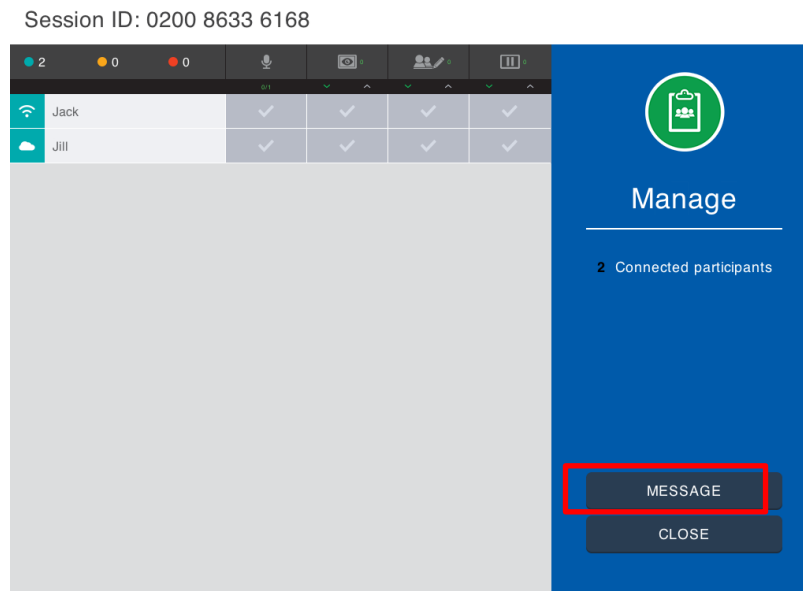


Pause the session for participants by selecting the box beside their names (or the down arrow to select all.) This will lock out their device screen so they no longer see the desktop feed. For example, you may want everyone to look at the room display.

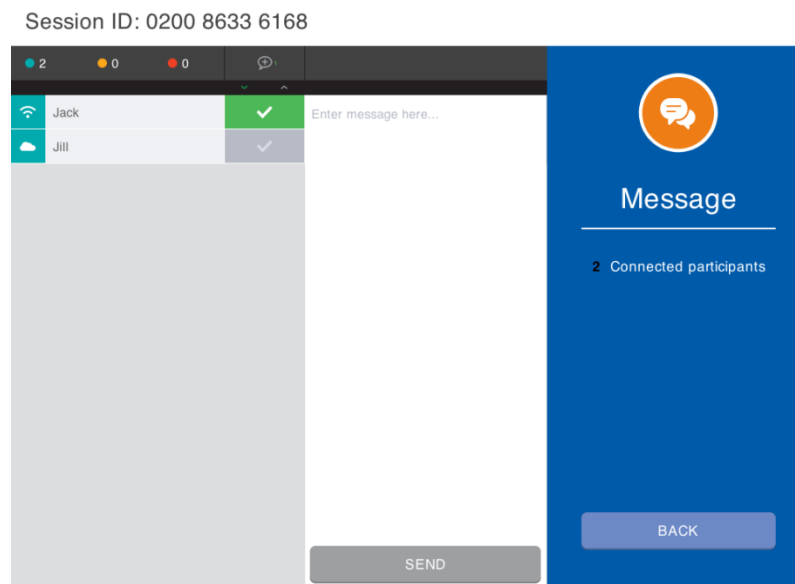
### 13. Messaging

A presenter can send a message to any connected devices.

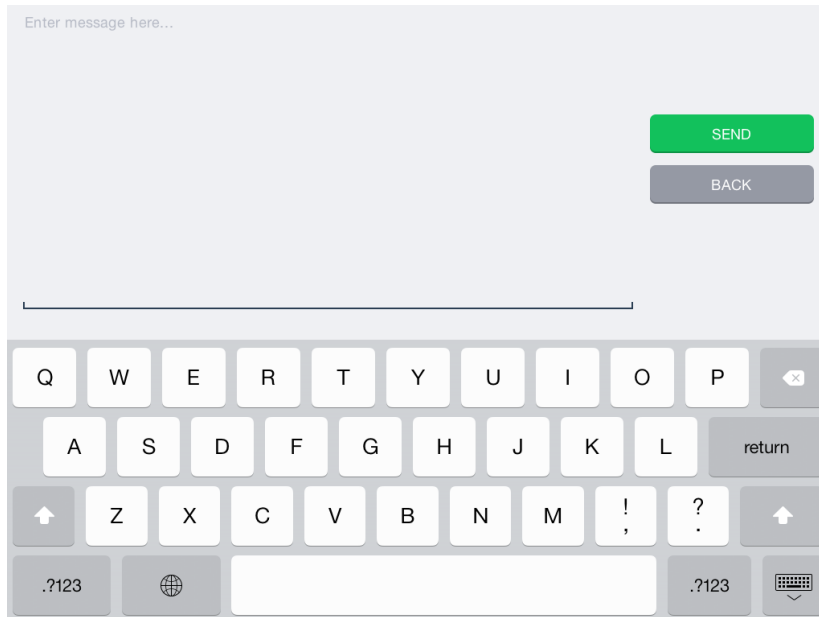
Select the message button on the Participant Manager Screen.



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.



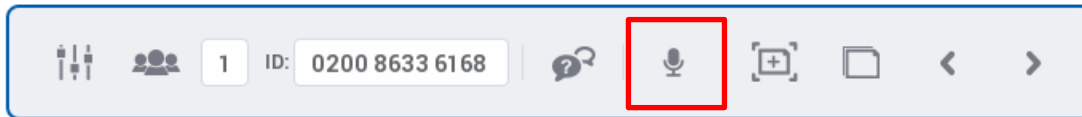
Note: Participants can message the Presenter but cannot other participants.

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:

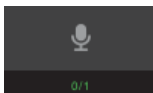


If Presenter is logged in via the app, the audio can be shared from the device microphone by selecting the on screen microphone icon. To stop sharing audio deselect the audio icon:



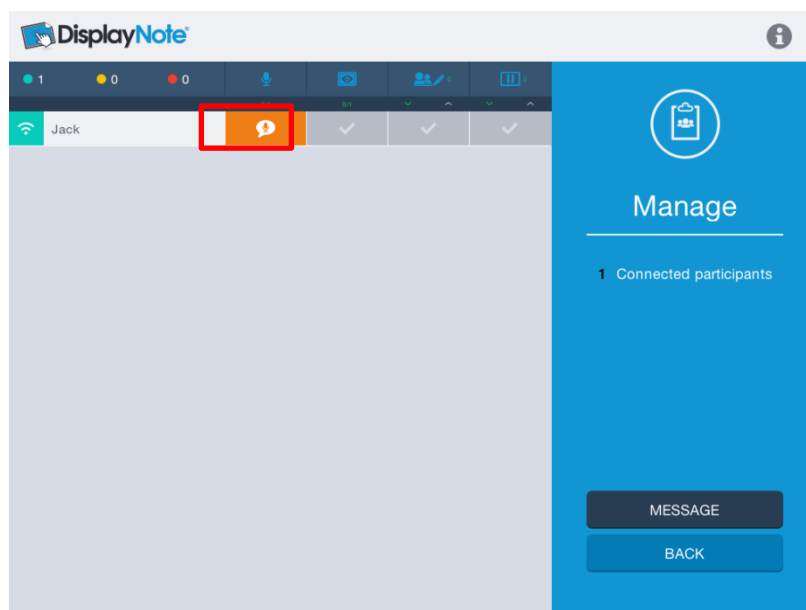
### Audio for Participants

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.

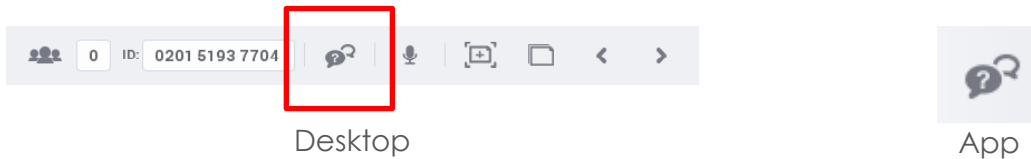
Presenter receives a notification and can choose to allow participant to share audio.



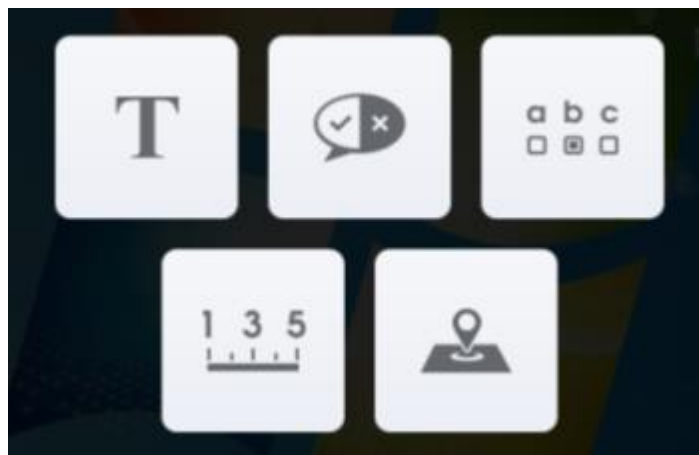
Note: One participant can share audio at a time.

## 15. Polling

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



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).

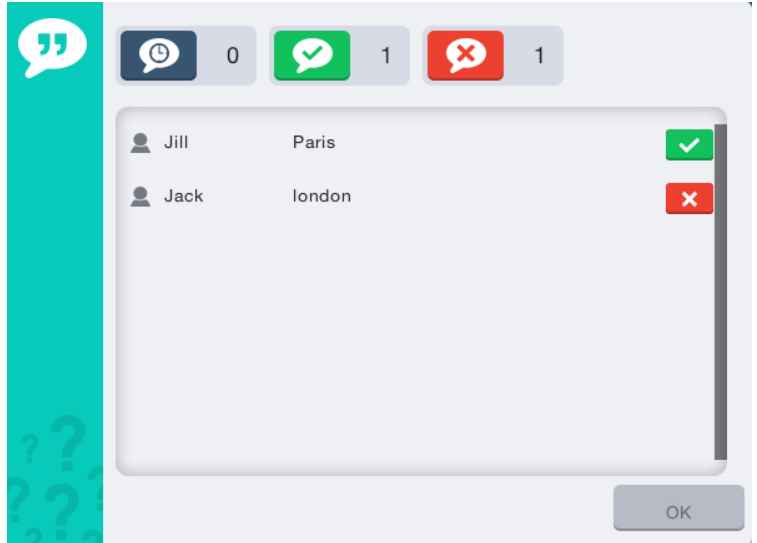
### Text Question Screens



The screen displays a question input field with the text "What is the capital of France". Below it is a response input field containing the text "Paris". At the bottom, there are three icons: a clock icon with the number 2, a green checkmark icon with the number 0, and a red X icon with the number 0. These three icons are highlighted with a red border. At the bottom left is a "Back" button, and at the bottom right is a "Share Responses" button.

#### Number of Pending/Right/Wrong

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



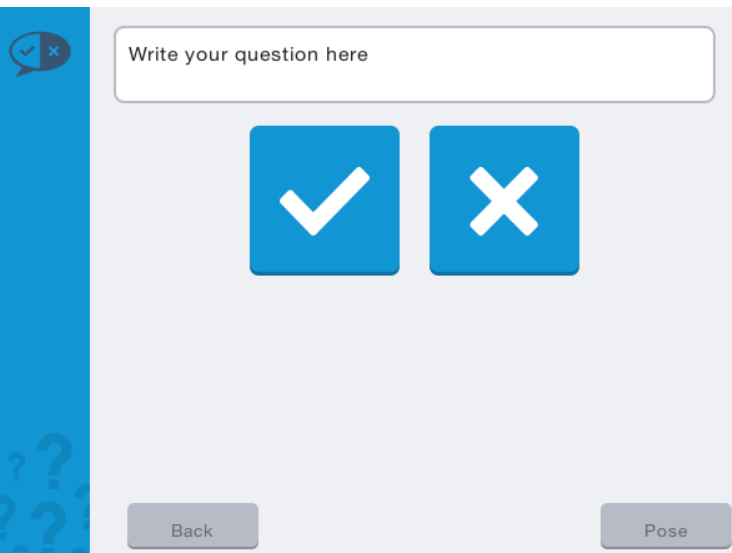
The screen shows a breakdown of responses. At the top, there are three icons: a clock icon with 0, a green checkmark icon with 1, and a red X icon with 1. Below this is a list of responses. The first response is from "Jill" with the answer "Paris", marked with a green checkmark. The second response is from "Jack" with the answer "london", marked with a red X. At the bottom right is an "OK" button.

#### Breakdown of Responses

### True/False or Yes/No Question

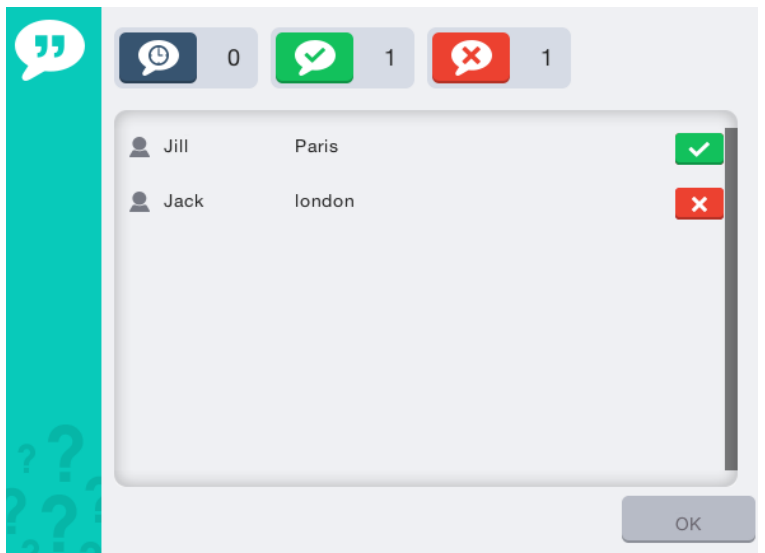
Enter the question you wish to pose to participants and select a correct answer (if applicable.) Press 'Pose' to send the question to the participants.

### True/False Question Screens



The screen displays a question input field with the text "Write your question here". Below it are two large buttons: a blue checkmark button and a blue X button. At the bottom left is a "Back" button, and at the bottom right is a "Pose" button.

#### Pose Question



The screen shows a breakdown of responses. At the top, there are three icons: a clock icon with 0, a green checkmark icon with 1, and a red X icon with 1. Below this is a list of responses. The first response is from "Jill" with the answer "Paris", marked with a green checkmark. The second response is from "Jack" with the answer "london", marked with a red X. At the bottom right is an "OK" button.

#### Breakdown of Responses

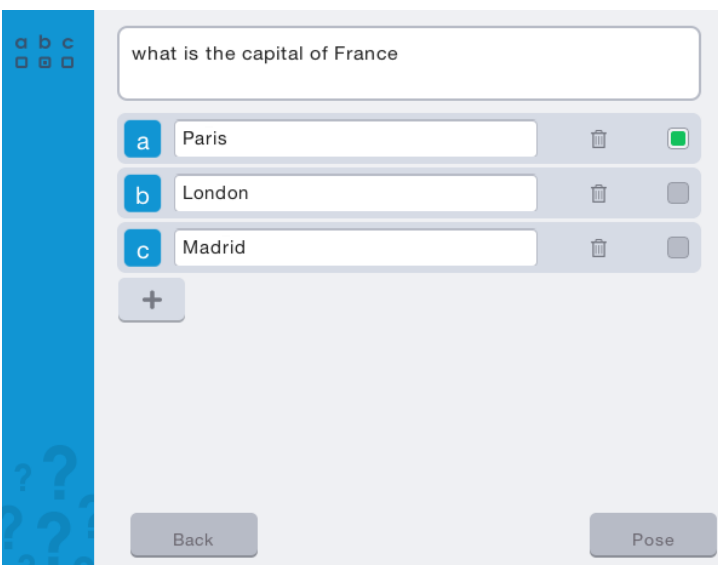
### Multiple Choice Questions

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

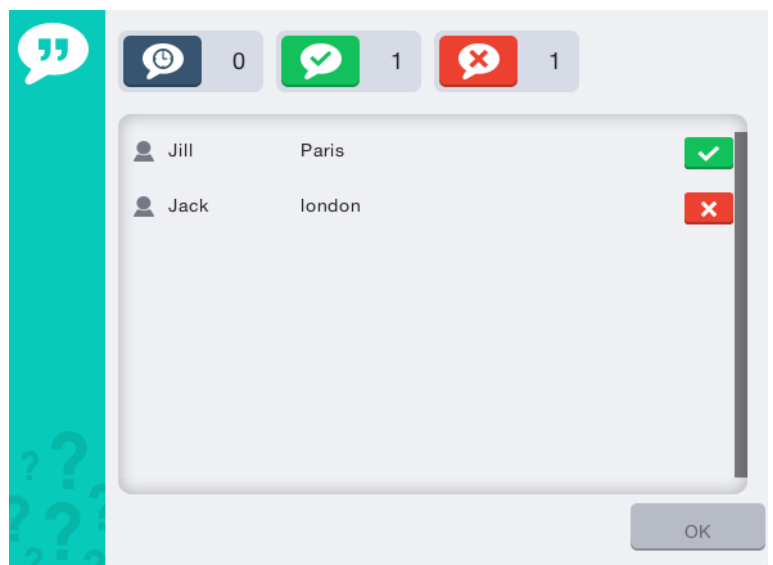
The Presenter pre-selects the correct answer (if applicable) by clicking the appropriate box to the right of the question window.

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



1 3 5

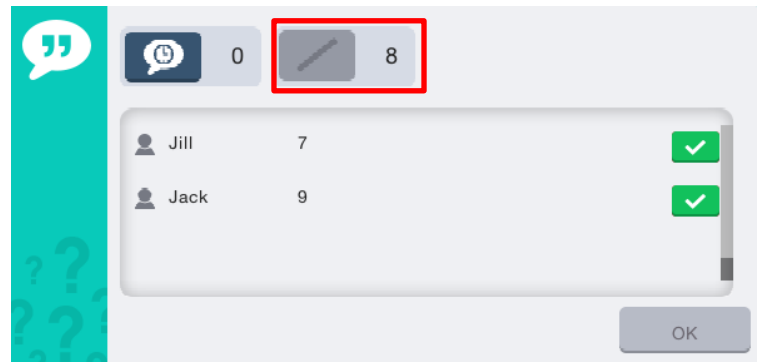
how happy are you (10 is happiest)

1 2 3 4 5 6 7 8 9 10

0 0 0 0 0 0 1 0 1 0

Back

Pose



0 8

Jill	7	✓
Jack	9	✓

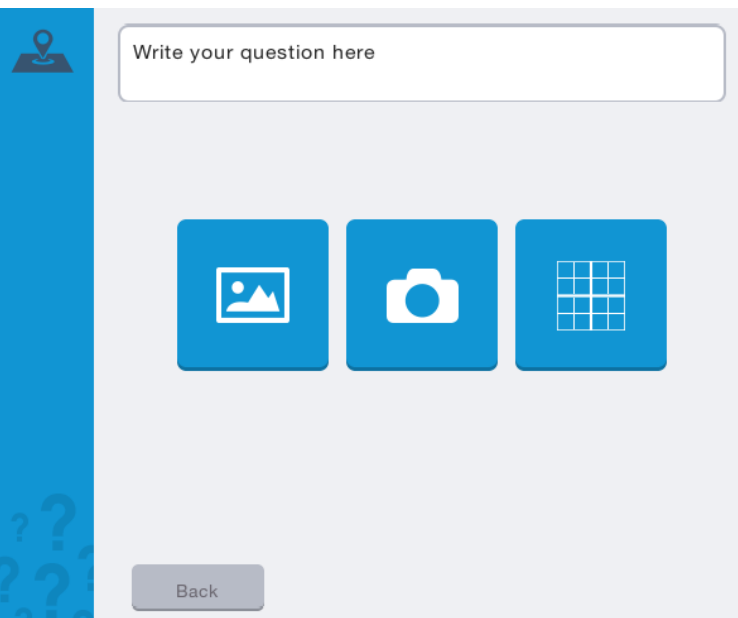
OK

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



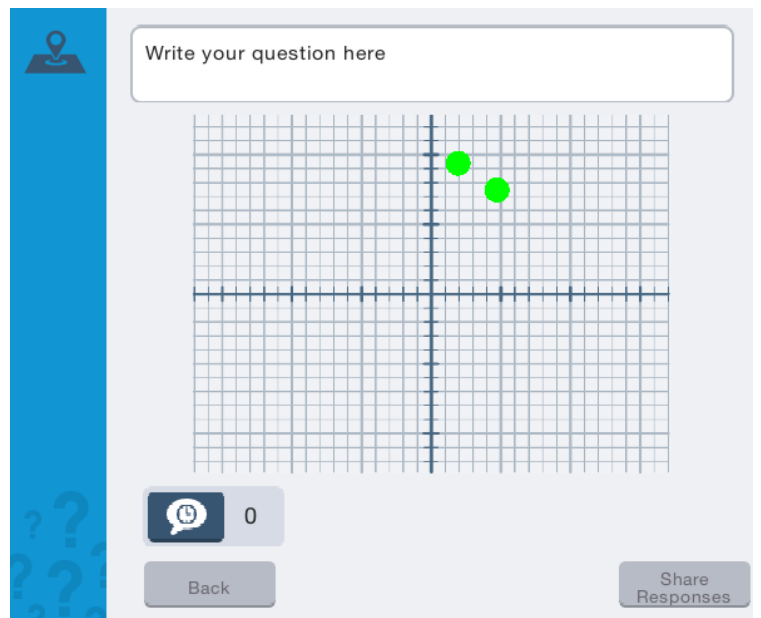
Write your question here

Image icon Camera icon Grid icon

Back

Pose Question

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



Write your question here

0

Back

Share Responses

Feedback

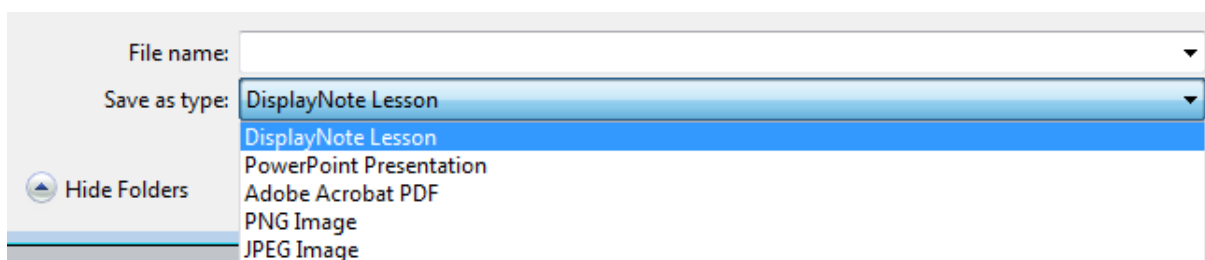


## 16. Saving and Exporting Content

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.

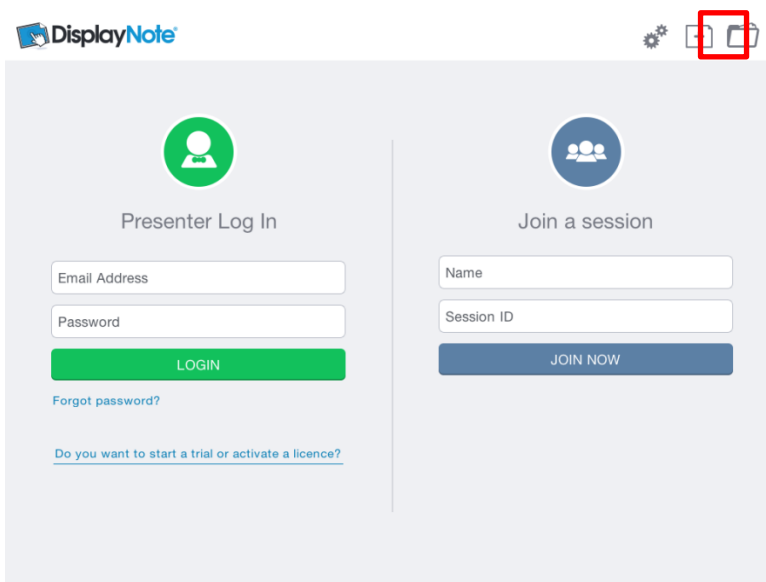
### Saving on Computer

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).

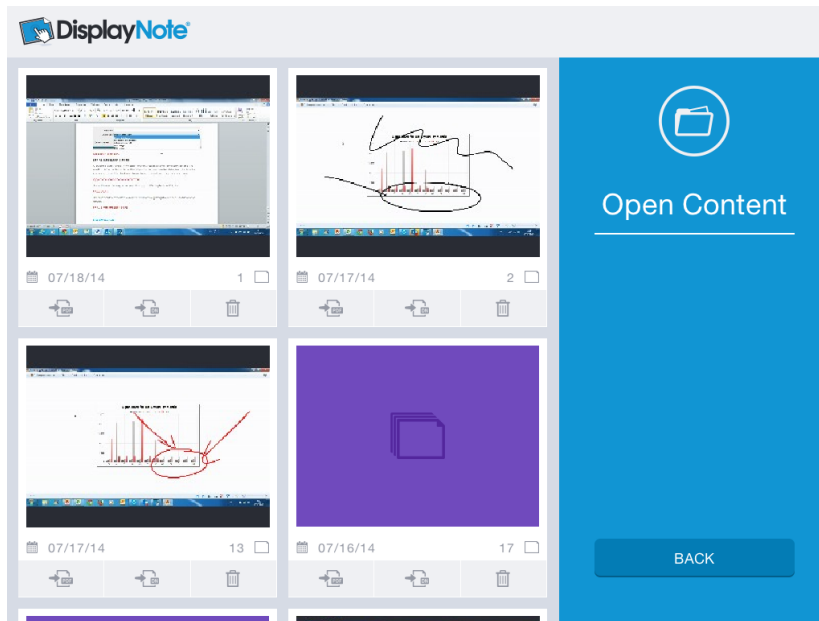


### Saving and Exporting in App

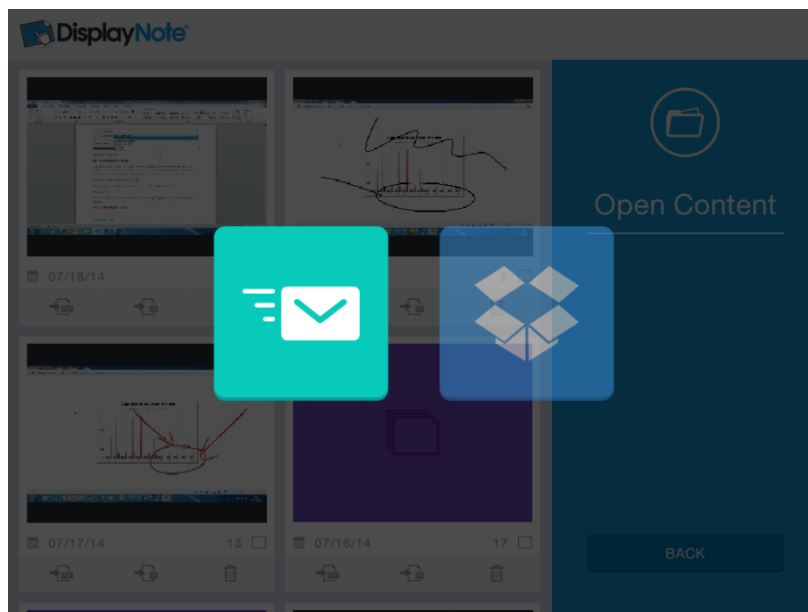
Content is auto-saved in the app for both Presenter and Participant after a live session. When a Presenter or Participant exits a session the slides from that session are saved as a slide deck which can be accessed from app home screen.



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



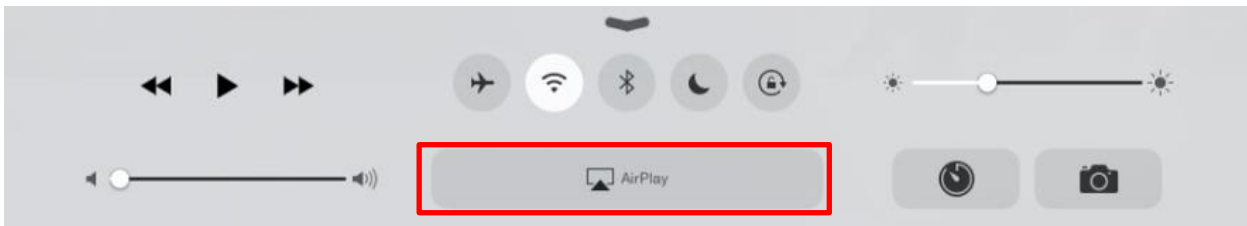
The files can be exported via email or Dropbox (linking to accounts set up on the device).



## 17. iOS Mirroring

Ensure you're running a DisplayNote session (version 2.1 or above) and have your iOS devices (version 2.1 or above) connected to that session.

To mirror any device, double tap the home button on the device, swipe up from the bottom (like you're connecting to Apple TV) and tap the AirPlay icon.



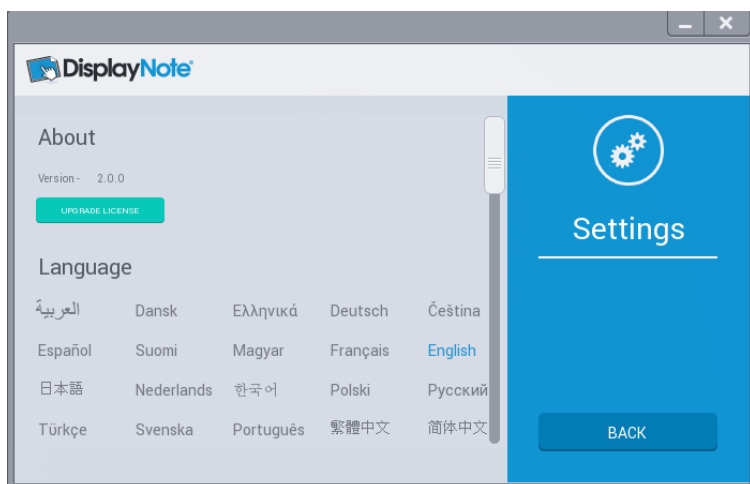
Choose the AirPlay device you want to connect to (usually your PC name) and turn on mirroring.



**Please note** – you will need mirroring enabled on your licence. This will be standard on free trials. Please email [support@displaynote.com](mailto:support@displaynote.com) if you're unsure.

## 18. Settings

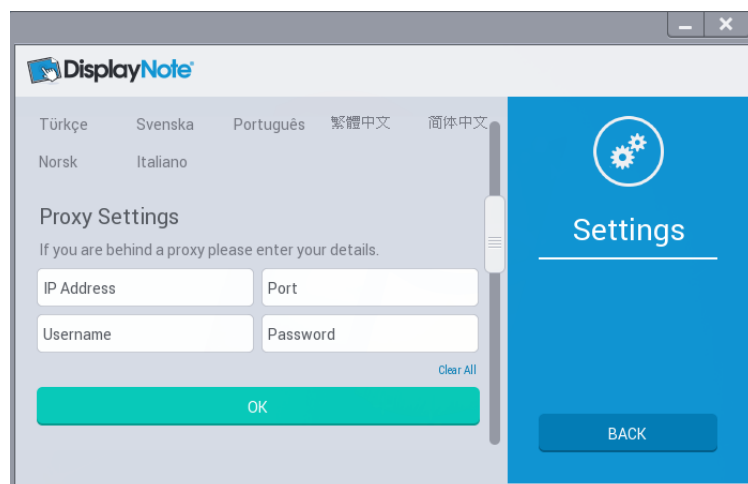
To access the settings click the cog icon on the top right of the DisplayNote splash screen.



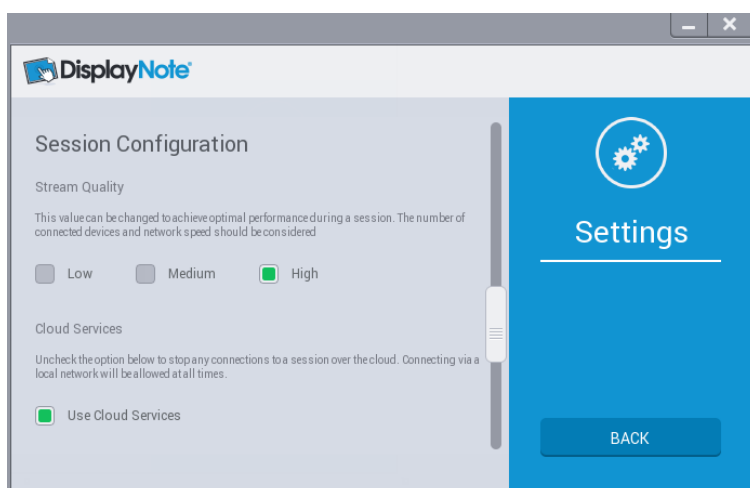
**About:** Version and login details

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

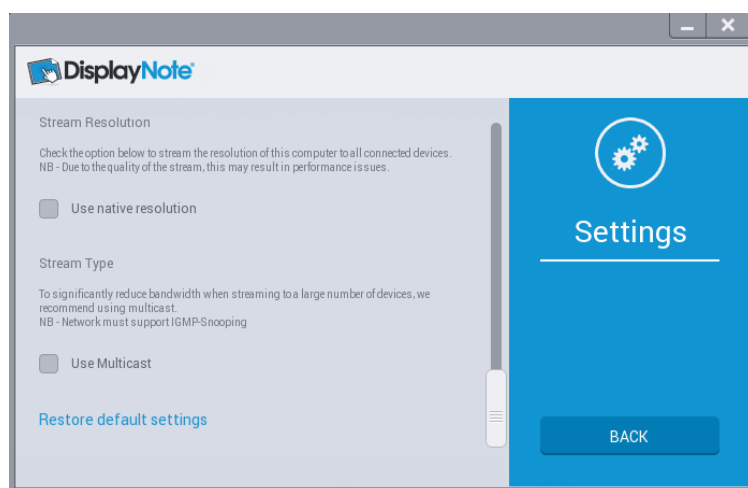
**Language:** 22 languages



**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.

## 19. Support

### 19.1. Frequently Asked Questions

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

### 19.2. Additional Support

Need more help?

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

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

Email: [support@displaynote.com](mailto:support@displaynote.com)

Call: +44 (0) 2890 730480