NovoEnterprise

NE3000 User Manual

Version 2.0

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1. Getting Started

1.1 Package contents

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NovoEnterprise

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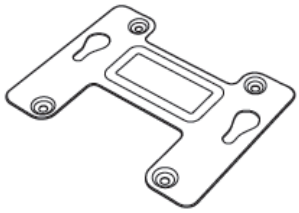
HDMI-to-HDMI Cable

3

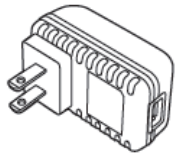
USB-to-DC-in Power Cable

4



Wall Mount

5



USB Power Adapter

6

Remote Control

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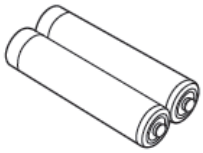

Battery

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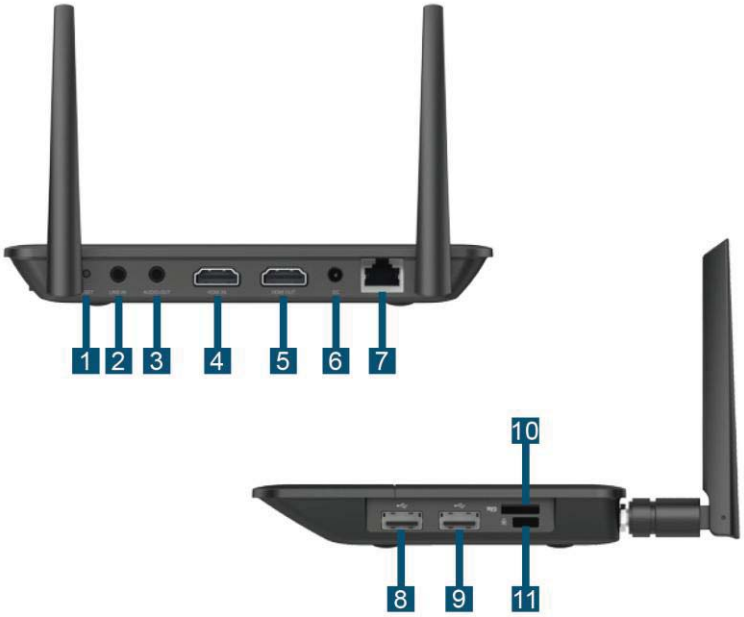
1.2 Setting up your NE3000device



1	Reset button
2	Audio out
3	Line in
4	HDMI in
5	HDMI out
6	DC Power Jack
7	RJ45 (Ethernet) Port
8	USB Port
9	USB Port
10	microSD Card Slot
11	Kensington® Security Slot

1.2.1 How to connect yourNE3000device

1. Video/Audio connection: Connect the HDMI port to aTV/projector's HDMI input port using aHDMI-to-HDMI cable (item (2) in "Package Contents.")

2. Power: Connect the Micro-USB port to a power outlet using aMicro-USB-to-USB power cable and aUSB power adapter (items (3) and (5) in "Package Contents.")

3. At this stage the NE3000's green LED power indicator should be illuminated.
(See above illustration for Power LED location.)

Note: In this manual, your NE3000will also be referred to as NE3000for short.

Note: You may connect an optional USB mouseor a memory drive to the USB port.

Note: The microSD slot supports microSD cards up to 32 GB in FAT32 and NTFS file formats.

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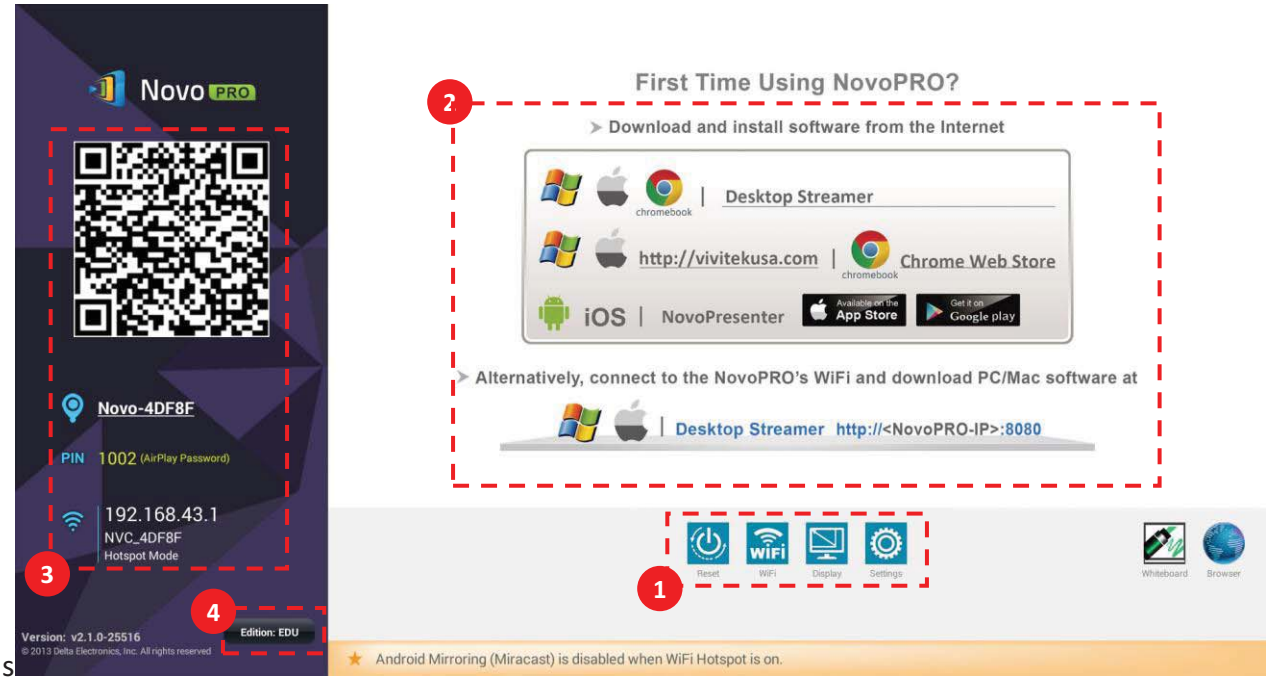
1.2.2 The NE3000Home Screen

The NE3000device will power up with the below display after the step 1 and 2 listed above. This display is referred to as the “NE3000home screen” or just the “home screen” in this document.The home screen is generated by the presentation management software, in the NE3000 device, which is also known as *remote viewer*.



1 Presentation Setup

NE3000 is default at WiFi Hotspot mode with its SSID name displayed at the home screen (e.g. NVC_4DF8F in box).Alternatively, you can connect the NE3000 to your existing network via a wireless connection and/or a wired connection. You can change WiFi setting via “WiFi” Button. You can also change display setting via “Display” button and other general settings via “Settings” button. For detailed information, please refer to the section 5.1 NE3000 System Configuration.

2 Software Installation

Windows/Mac Users:	Enter the URL displayed on the home screen under “Desktop Streamer” into your web browser and follow the instructions in the next section.
iPad/Android Users:	Follow the instructions in the next section.
Chomebook Users:	Follow the instructions in the next section.

3 Connection

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Windows/Mac Users:	Launch the installed Novo Desktop Streamer application and input the IP address of the NE3000 device, and PIN (if required) shownon the home screen.
iPad/Android Devices:	Launch the installed *NovoPresenter*App, and then scan the QR code shown on the upperleftcorner of the NE3000home screen or manually input the IP address (and PIN if required) into your *NovoPresenter*App and connect.
Chromebook Users:	Launch the installed *NovoDesktop Streamer*App and input the IP address of NE3000 device, and PIN (if required) shown on the home screen.

4 Select the Application Edition (optional)

Connect a USB mouse to your NE3000. Click the on-screen edition display area to set your NE3000 to either *Corporate Edition* or *Education Edition*.

The main differences between these two editions are as follows:

Corporate Edition:	During a presentation, all *participants* can project screen contents directly onto the NE3000 screen. One of the *participants*can become the *moderator* to conduct attendance. For more information on the *moderator*, refer to the **Presentation Management** section for your respective device
Education Edition:	During a presentation, the *moderator* can preview the screen of any *participant* without needing to first obtain permission, lock the *participants'* tablets, and terminate the session.For more information on the screen preview function refer to the **Presentation Management** section for your respective device.

Note: This manual primarily references the Corporate Edition for instructional examples. Special notes will accompany instructions that are specific to the Education Edition.

1.3 Software download and installation

The NE3000 device supports connections of up to 64 concurrent *participants*across a mix of PC, Chromebook and tablet devices if it is connected to your existing network (Hotspot mode only supports up to 8 concurrent participants). Each *participant's* device will need to set up a connection through the presentation application, *Remote Viewer*, residing on the NE3000 to make a presentation. You will need to download and install the following application software:

- On Windows PC - *Novo Desktop Streamer*
- On Mac PC - *Novo Desktop Streamer*
- On Chromebook – *Novo Desktop Streamer*
- On iOS tablet – *NovoPresenter*
- On Android tablet – *NovoPresenter*

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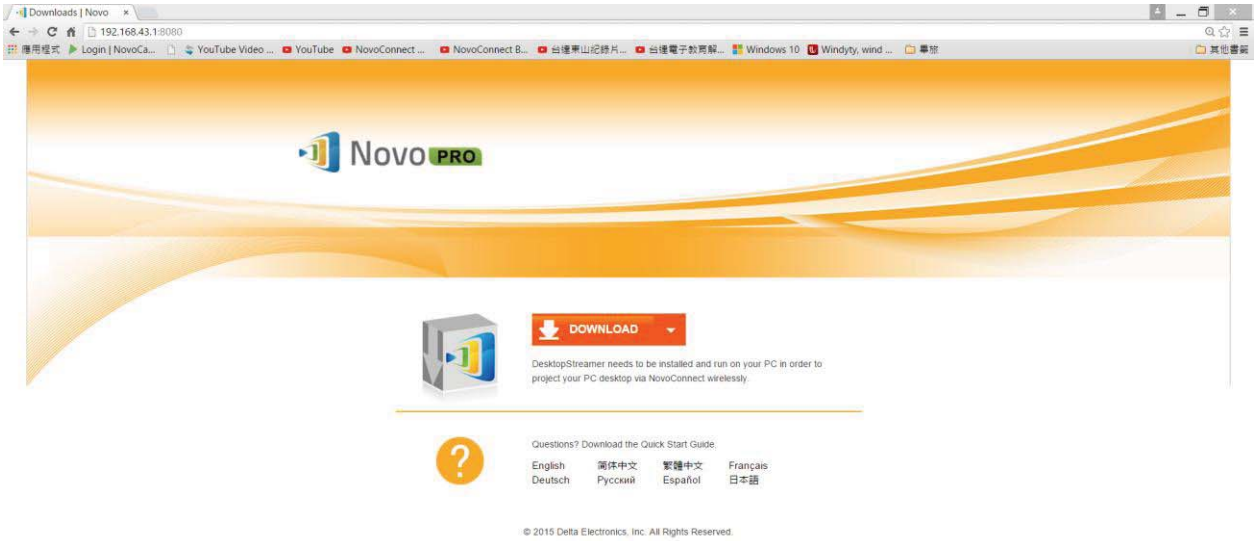
Note: Throughout the document, these five presentation applications and the NE3000*Remote Viewer* software are highlighted in *italics*type.

Downloading the presentation software for Windows PC and Mac PC

Enable Wi-Fi on the computer, andclick the wireless network icon. Select the NE3000 SSID on the NE3000 home screen (for example, NVC_4DF8F) and click Connect or Join. Ignore all security warnings.

Launch your preferredWeb browser on your PC and enter the URL displayed on the NE3000 home screen. For the example home screen shown above, you would enter http://192.168.43.1:8080 into the address line of the browser.The following screen will be displayed on your browser.



Select the appropriate operating system from the drop-down menu and then click the**DOWNLOAD**button to download the Novo Desktop Streamer software to your PC.

Installing the application software for Windows PC and Mac PC

Installeither *Desktop_Streamer_Setup_Windows.exe* (for MS Windows based computers) or*Desktop_Streamer _Setup_Mac.exe*(for Macintosh computers)by double clicking the downloaded file on your computer. Follow theinstallation instructions on the PC to complete the installationand allow all security permissions for Novo Desktop Streamer and all of its subcomponents.

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The computer is now ready to make a wireless presentation with your NE3000.

Downloading and installing the presentationsoftware forAndroid and iOS tablet devices
On iOS tablets, the iOS version of *NovoPresenter* is required. You can download and install it from the Apple App Store.

On Android tablets, the Android version of *NovoPresenter* is required. You can download and install it from the Google Playstore.

Downloading and installing the presentationsoftware forChromebookdevices
On Chromebook, a*Novo Desktop Streamer*App is required. You can download and install it from the Google Chrome Web Store.

Once you have downloaded and installed the presentation software, you are ready to make a wireless presentation from your PC/Chromebook/tablet device.

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2. Network Setup

Depending on where your presentation content is located and the number of *participants*in the presentation, you may select one of the following connection modes from the NE3000 home screen.

A) Client Mode – for when yourcontent is residing in a private cloud or the Internet cloud, and the number of *participants* is more than eight

B) Hotspot Mode – for when your content isresidingon your PC or tablet, and the number of *participants* is eight or fewer

C) Neither – for when your content is stored on your microSD card

The NE3000 defaults to start up in Wi-Fi Hotspot mode, which is the most direct way to create a wireless presentation without using a Wi-Fi access point (AP) or connecting to a wired network. If this is your preferred mode, go to section 2.1 “Hotspot Mode” for steps on making a presentation.

If you would prefer to make your presentation through an existing network (either wireless or wired), please refer to section 2.2 “Client Mode” in this chapter.

2.1 Hotspot Mode

Right out of the box, NE3000’s Wi-Fi is set to function as a Wi-FiHotspot and will stay in this configuration until you alter it. The default SSID for the Wi-Fi hotspot is “NVC_XXXXX”, where “XXXXX” is a device-generated string of characters and numbers.A USB mouse is required for the following steps.

If you alter your settings and then choose to revert to Hotspot Mode, on the NE3000home screen, select **WiFi-> Hotspot Mode->Apply**.

For a PC to connect to the NE3000 Hotspot, click the network icon on task bar. Select the SSIDof the NE3000 device shown on the home screen (for example, NVC_DC9AB) and click **Connect**.

For a Mac to connect to the NE3000hotspot, click the network icon . Selectthe SSIDof the NE3000 device shown on the home screen (for example, NVC_DC9AB) and click**Join**. Ignore any security warnings.

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For a tablet to connect to the NE3000hotspot, enable Wi-Fi and go to the Wi-Fi AP list. Selectthe SSIDof the NE3000 device shown on the home screen (for example, NVC_DC9AB).

For a Chromebook to connect to the NE3000hotspot, click the network icon . Selectthe SSIDof the NE3000 device shown on the home screen (for example, NVC_DC9AB) and click**Connect**.

Note: When operating in Hotspot Mode, all participating presentation devices must be connected to the same NE3000Wi-Fi hotspot.
Note: Up to eight simultaneous participants are supported in Hotspot Mode.

2.2 ClientMode

Please consult your organization IT administrator on how to connect a NE3000 device into to the existing network securely.

Generally speaking, inthis mode, the NE3000device functions as a client to join an existing network. You can connect your NE3000to a Wi-Fi AP for wireless connectivity or an Ethernet Switchfor wired network connectivity.A mouse is required for the following steps.

WirelessNetwork
On the home screen of the NE3000, first select **WiFi->Connect to WiFi->Config->Wireless & Networks**->**Wi-Fi** (**ON**), and then select the desired Wi-Fi AP SSID (the name associate with the Wi-Fi network). Enter a password if prompted.

Wired Network
Once being connected to a wired network via the NE3000's RJ45 port, it should automatically get an IP address from your organization's DHCP server.

Both wired and wireless network
NE3000 can even be connected to both your organization's wired network and wireless network simultaneously. This function is extremely useful for some organizations with "guest" wireless network setup for external visitors. In such a case, the NE3000's RJ45 port is connected to the wired network for organization internal employee to securely access it; at the same time NE3000's Wi-Fi is configured to connect to its "guest" network to allow external visitors to access it.

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Please connect your PC/Mac/tablet/Chromebook devices to the same network, which the NE3000 is staying at.

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3. Making a Presentation

The NE3000 device supports up to 64 concurrent *participants* across a mix of PC, Chromebook and tablet devices. To make a presentation, each *participant's* device will need to connect to the NE3000and join the presentation group hosted by the NE3000. There are four key features that help facilitate smooth collaboration and coordination of presentations using the NE3000:

1) A *participant* list is included with the individuals' roles indicated by clear graphical representation.
2) A specific capability is defined for each role.
3) The split screen for simultaneous presentation of multiple participants.
4) Annotation tools allow participants to highlight, draw or make notations on the display screen.

3.1Presenting with Windows and Mac PC

Launch Presentation Application

Launch the*Novo Desktop Streamer*Application by double clicking the icon. Once launched, the *Novo Desktop Streamer* willappear asfollows.

To make a presentation, follow the steps listed below:

Step 1: Setup presentation session parameters

Step 2: Connect to your *NE3000*device

Step 3: Make a presentation

Step 4: Manage the presentation

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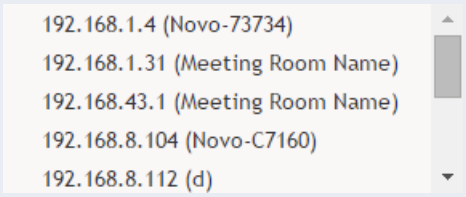
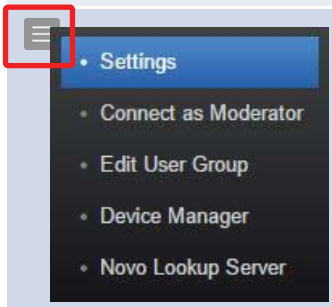
3.1.1Step 1: Setup presentation session parameters

Before clicking the connection button ,some presentation session parameters should be setupas shown below.

Function	Description
	The first popup window of *Novo Desktop Streamer* Application.
	Manually enter the IP address shown on the NE3000 home screen, or select an IP address entry from the drop-down menu that matches the IP address shown on the NE3000 home screen.
	(Optional) Manually enter a name for this computer to be identifiedin the presentation group among other *participants*. Example: Kevin (Note: If a name is not entered in this field, the default name of your device will be used.)
	If PIN is required for a presentation group, check the “PIN required” box and enter the four-digit PIN shown onthehome screen.
	Click to expand the Settings tab to access additional settings options.

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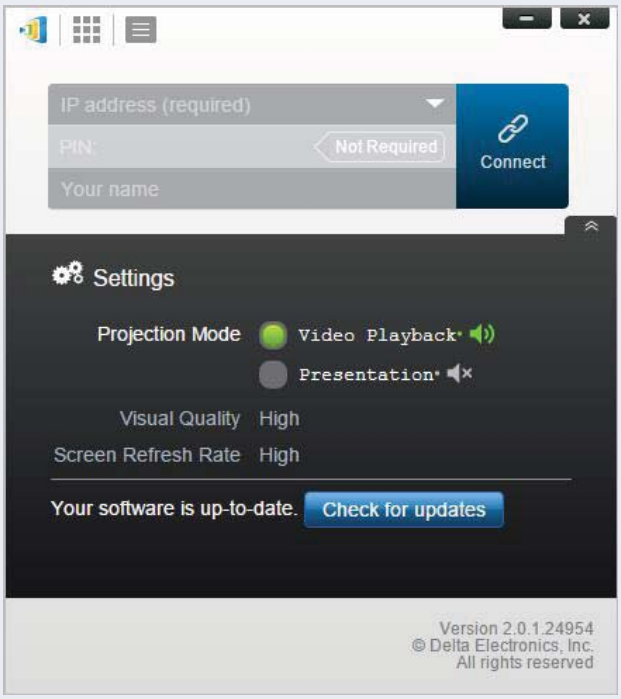

1. **Projection Mode:**
   Video Playback: Select this option for a higher frame rate screen mirroring and to turn on audio transmission.
   Presentation: Select this option for document presentation or browser content presentation. The audio will be automatically set to off. Two additional drop-down configurations, *Visual Quality* and *Screen Refresh Rate*, will be enabled.
2. **Visual Quality:**
   High: This setting yields the best visual quality but has the mostlatency and may result in longer video delay.
   Normal: This setting yields the normal visual quality with the normal CPU consumption.
3. **Screen Refresh Rate:**
   High: This setting yields the enhanced visual quality but results inhigher CPU consumption.
   Normal: This setting yields the normal visual quality with the normal CPU consumption.
4. **Check for updates:**
   Click to check whether *Novo Desktop Streamer* is the latest. If not, initiate an upgrade process.

3.1.2Step 2:Connect to your NE3000 device

Once you have setup presentation session parameters, you are ready to start or join a presentation group with your *NE3000*.

Function	Description
	Connect to your *NE3000*device. Click the button.If you are the first *participant*, this will starta presentation groupon your *NE3000*. If you are not the first *participant*, you will be joining a presentation group.
	After your*Desktop Streamer* is connected successfully to your *NE3000*, you will see the connection tab light up . If you are the first *participant*, you will see that your PC's on-screen display is wirelessly mirrored on your projector or TV display. You can also slide the PIN requirement switch to **OFF** or **ON** to enable the use of an access PIN code for the presentation group.

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If you are the first *participant* you may allow other users to join the presentation group via QR code by clicking QR Code to display the QR code and session information windows for others to quickly connect to your *NE3000*.

Please note that your PC screen resolutions may change to match projector resolution. After disconnecting from the NE3000 device, the original screen resolution will be restored. This will occur for all PCs in the same presentation group.

3.1.3Step 3: Make a presentation

Once you have started/joined a presentation group you can make a presentation with the contents stored on your PC, local network, or the Internet. Your desktop screen will be mirrored to the NE3000display regardless of the applications you are running on your PC.

There may be situations in which you want to write, highlight, mark, record video or cut-and-paste portions of your presentation materials directly on the desktop screen. DELTAElectronics, Inc. provides a simple-to-use tool for all of these functions – *NovoScreenote*.

NovoScreenote is a simple yet powerful screen annotation and recording software with the following features:

- (*Education* Editiononly) Write, type or draw on the desktop screen over any running application such as MS Office, a PDF reader, a photo viewer or a video player.
- Save or email your annotations.
- Record the whole session as a video clip.

You can download the Windows PC or Mac PC versions of *NovoScreenote* fromhttp://www.deltaww.com/EduSolution.

After you have installed *NovoScreenote*, you can launch it from your Novo Desktop Streamer.

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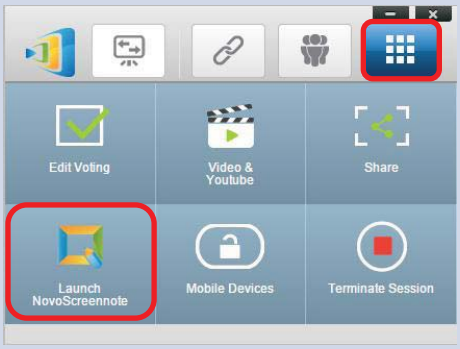
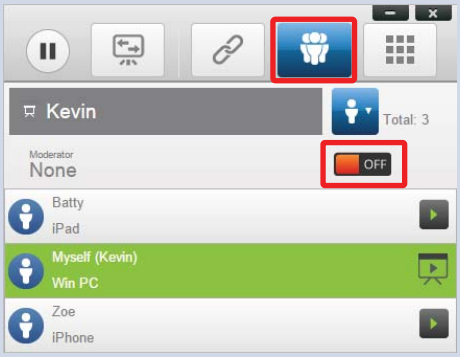
Function	Description
	**Launch NovoScreenote:** Click the tab to bring up the toolbar page, then click **Launch NovoScreenote**.

3.1.4Step 4: Presentation management

3.1.4.1Set Moderator mode (*Corporate* Editiononly)

This feature is only available in the Corporate Edition. It allows anyone to enter moderator mode, but the preview function has been disabled. It works with both PCs and tablets.

Function	Description
	**Set the moderator mode:** Click the tab and click the **Moderator On/Off** switch to turn the moderator function on or off OFF : The moderator mode is off. ON : The moderator mode is on.
	Manage presentations or make a presentation: After the moderator mode is turned on, the moderator will now have the authority to manageattendance or make a presentation in split screen.

3.1.4.2Role assignment

There are three roles in a presentation group, the *moderator*, the *presenter*, and the *participant*.

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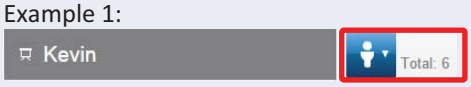
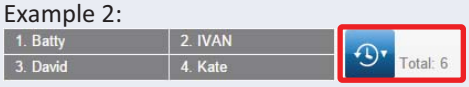
The first *participant*to start the presentation group is assigned the *moderator* role. Subsequent individuals that join are assigned the *participant* role.
At first, the *moderator* is defaulted to assume the*presenter* role until he hands over the *presenter* role to another *participant*.

To show all current*participants* who have joined the presentation group, click the tab.

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	Click the tab to show the participant list. indicatesthe current *moderator*. indicates a participant. indicates the current *presenter*. indicates the current *presenter*that is being presented in the indicated split-screen box number (#1-4) (the icon shown here is for a *presenter* that is presenting in Box #1). For the *Education Edition*, all participants will automatically allow screen preview.
Example 1:  Example 2: 	Indicate the names of the presenters, the participant list sorting method, and the total number of *participants*. For the participant list sorting method, indicates that the list is sorted by participants' name in reverse alphabetical order. Indicates that the list is sorted by the presentation group join time (most recent on top). Toggle between or to change the participant list sorting method. **Example 1**: Kevin is the only *presenter*. The participant list is sorted by participants' name in reverse alphabetical order. There are currently 6 *participants*. **Example 2**: Batty, Ivan, David and Kate are 4*presenters*. The participant list is sorted by the presentation group join time (most recent on top). And there are currently 6 *participants*.

3.1.4.3Role change, screen preview, and four-way split screen

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

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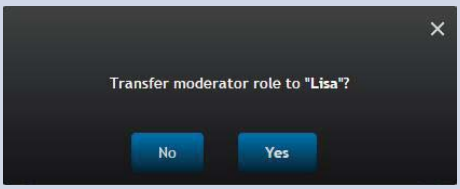
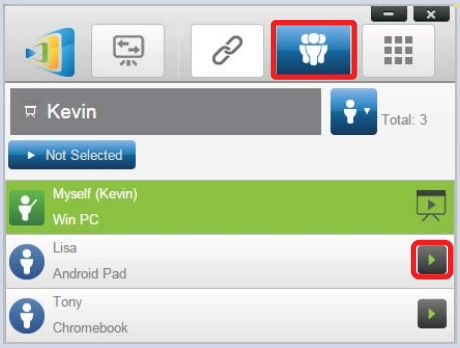
Function	Description
	Role change: change a participant to a moderator Click the tab to list all participants. If you want to transfer *moderator* role to another *participant*, please move your mouse cursor to that participant's icon, and click the icon. *Please note: only the moderator is allowed for this operation.*
The *moderator*'s screen:  The *participant*'s screen: 	A dialog box pops up to ask for your confirmation. You have 20+ seconds to click the **Yes** button to accept or click the **No** button to reject therequested *role change.* At the same time, a dialog box will appear on that*participant's* screen to ask for his/her confirmation. The *participant* has 20+ seconds to click the **Yes** button to accept or click the **No** button to reject therequestedrole change.
	**Role change: change to be a sole presenter** Click the tab to list all participants. If you want to promote one participant to be a presenter, please move your mouse cursor to that participant's icon, and click the icon. A bigger icon window pops up, and please click the middle part illustrated below to pass presentation role to that participant.
	When a *participant* is asked to be a *presenter*, a dialog box will appear on the *participant's* screen. The *participant* has 20+ seconds to click the **Yes** button to accept or click the **No** button to reject therequestedrole change.

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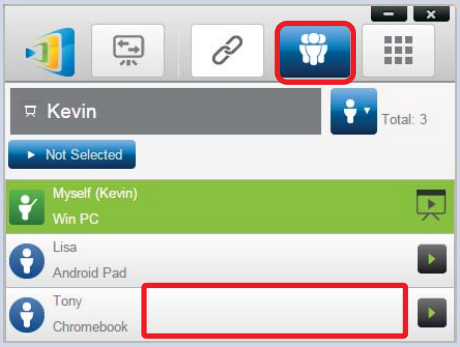
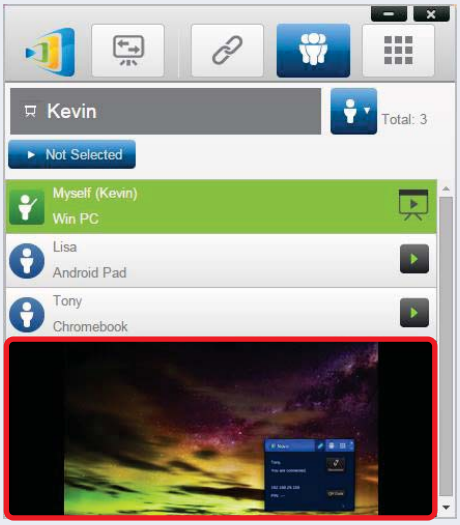


To perform screen preview(*Education edition* only):

1. Click the tab to view the*participant* list.
   (Note: Only the *moderator*can preview the *participant's* screen.)

2. Move your mouse over to one participant's button and click the middle part of that button.



That participant'sscreen will be shown under his/her name.

You can click the middle of the button to close screen preview.

To perform a four-way split screen presentation:

Click the tab to view the *participant* list.
(Note: only the *moderator*can designate a four-way split screen presentation.)

1. Move cursor over to highlight *participant*Kevin.

2.Click on a numbered box

to assign a *presenter's* on-screen display to the corresponding presentation screen (numbers 1-4).

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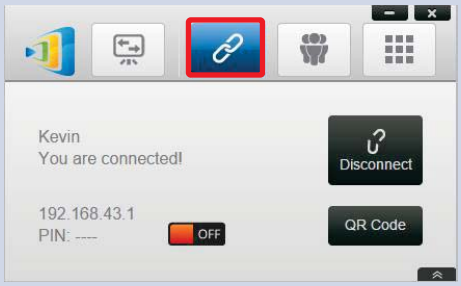
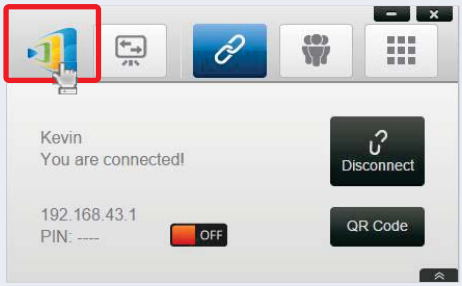
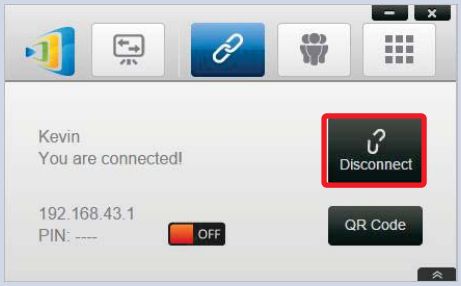
	In the dialog box, we see that Kevinhas received a request to assume the *presenter* role. After Kevin clicks **Yes** to accept being a*presenter*, Kevin's screen will appear in one of the four quarters of the four-way split screen.

3.1.4.4Pause, resume, and disconnect

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	**To pause/resume a presentation:** Click the tab to bring up the presentation control page.
	**Pausing and resuming a presentation:** Move your mouse cursor onto the tab. Toggle between and to pause and resume a presentation respectively.
	**To disconnect from a presentation group:** Click the button to exit the presentation group. If the *moderator* exits a presentation group without handing over the*moderator* role, all *participants* will receive a message prompting them to take over the *moderator*role. The first to respond to the prompt will assume the *moderator*role.

3.1.4.5Lock/Unlock students' tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

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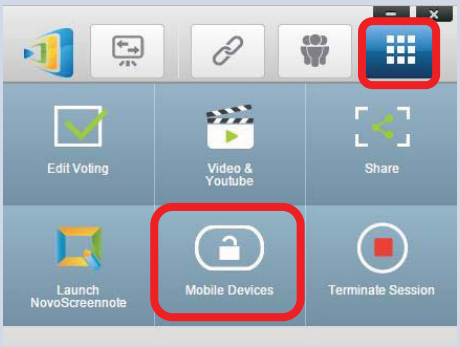
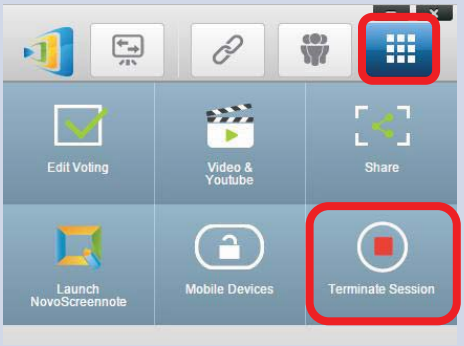
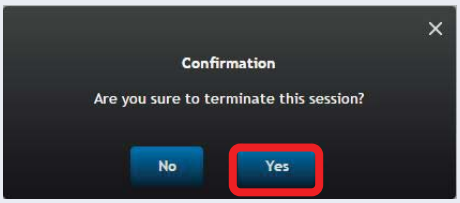
Function	Description
	**To lock/unlock mobile devices:** Click the tab to bring up the toolbar page, then click **Mobile Devices** to lock or unlock mobile devices. : mobile devices are unlocked. : mobile devices are locked.
	Mobile device locked: A lock icon will pop up on all mobile device' screens to show that the screen has been locked.

3.1.4.6Terminate session (*Education Edition* only)

Function	Description
	**To terminate the session:** Click the tab to bring up the toolbar page, then click **Terminate Session**.
	**Confirmation:** Click **Yes** to terminate the session. All devices will be disconnected.

3.1.4.7Polling (*Education Edition* only)

Polling allows moderators or teachers to create sets of questions or quizzes to present to a group or class when used with the Voting feature.

Creating a quiz or question set with voting

1. Click on the "Tools" tab and select "Edit Voting." This will open the Voting window.

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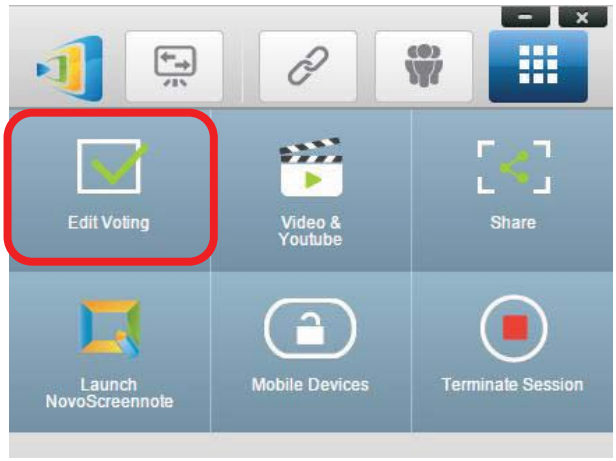
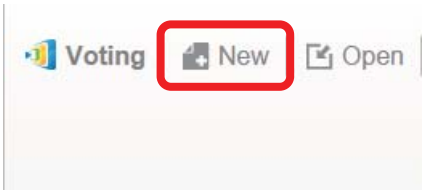
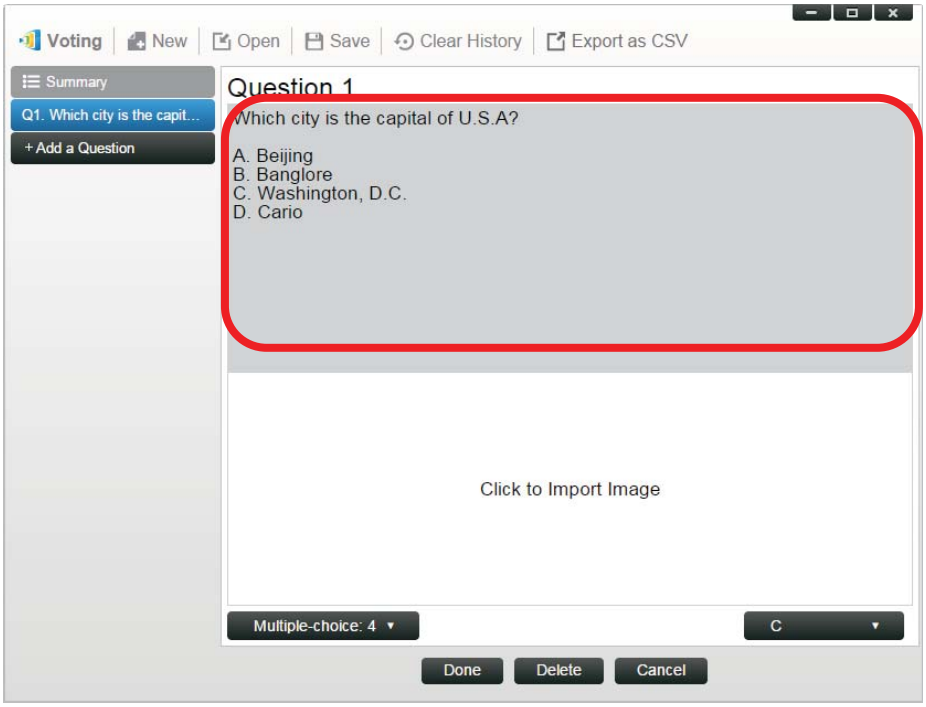


2. To create a new question set or quiz, select “New.” This will open a set of windows to create the first question.



3. Enter the text of your question by clicking on the top text window. If the question is a multiple choice question, you can list the possible answers in this area below the question. Be sure to list the possible answers as “A.”, “B. “, “C.,” etc.



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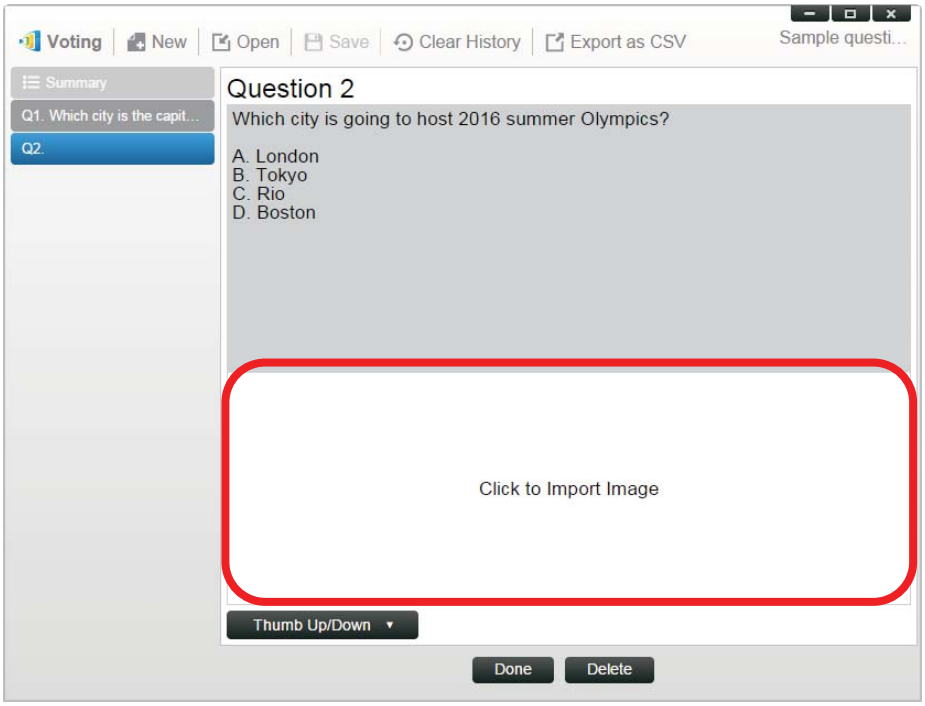
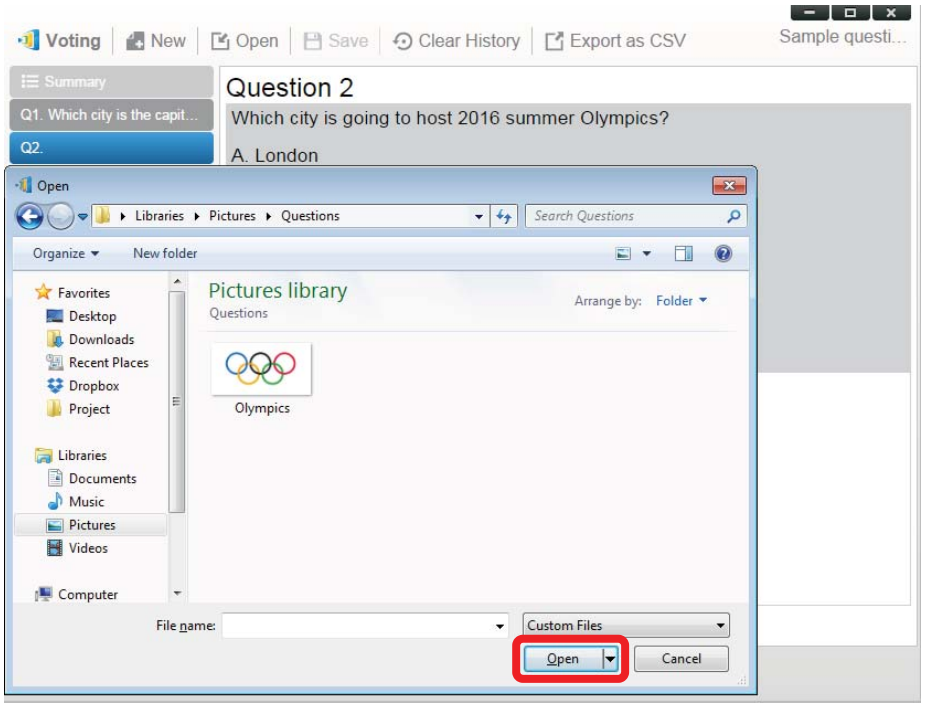
4. If you wish to include an image with your question, click on the window below the text window. This will allow you to locate an image on your computer.



5. Select the image (.png, .jpeg, .jpg) and click “Open.” The image should now appear in the window below your question.



6. Choose the type of question from the “Type” pull-down menu.

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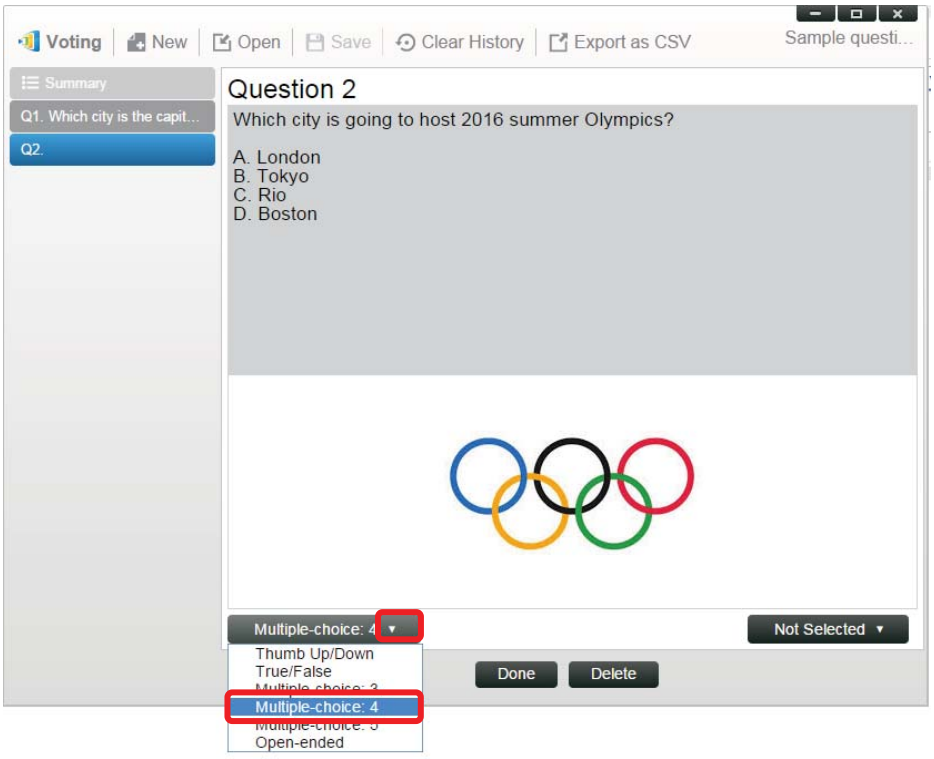
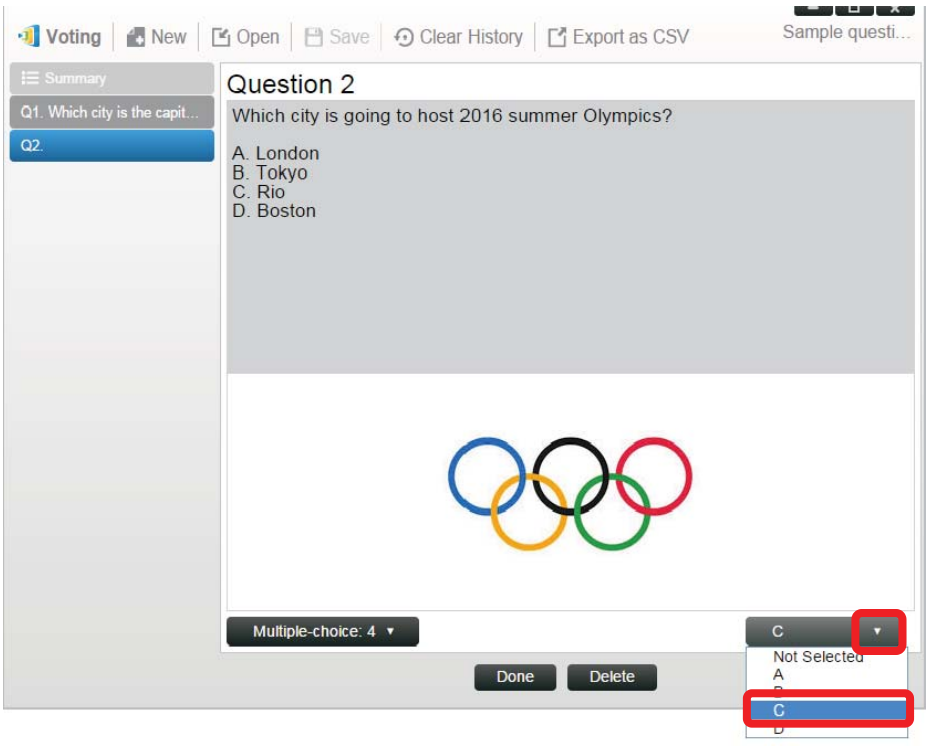
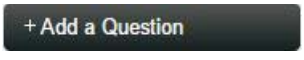


7. Select the correct answer from the “Answer” pull-down menu. If the question is a type where there is no correct answer (such as an opinion poll), you can choose “Not Selected”. Open-ended question have no answer selection option.



8. To add another question, click on the “+ Question” button in the lower left corner.



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9. When the group of questions or quiz is complete, save it by clicking the “Save” tab.

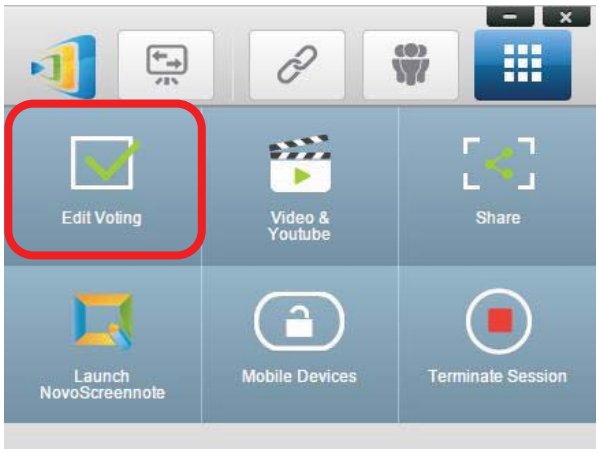
10. Name you quiz and select a save location on your computer. This will create a database (.db) file that can be opened, edited or administered through the Voting feature.
11. You can also create a CSV file of your poll or quiz by clicking “Export as CSV.”

3.1.4.8Voting (*Education Edition* only)

- Voting allows a moderator or teacher to administer a poll or test created with the polling function to members of a group or students in a class.
- Voting allows group participants or students to respond to questions from their devices.
- Moderators or teachers can monitor results in real time.

Asking questions with Voting (Windows PC and Mac only)

1. Click on the “Tools” tab and select “EditVoting.” This will open the Voting window.



2. Open a pre-made set of questions or create a new one by following the steps in the Polling section.
3. Select a question and click “Start” to send that question to the participants or students. The question will appear on the screens of their devices.

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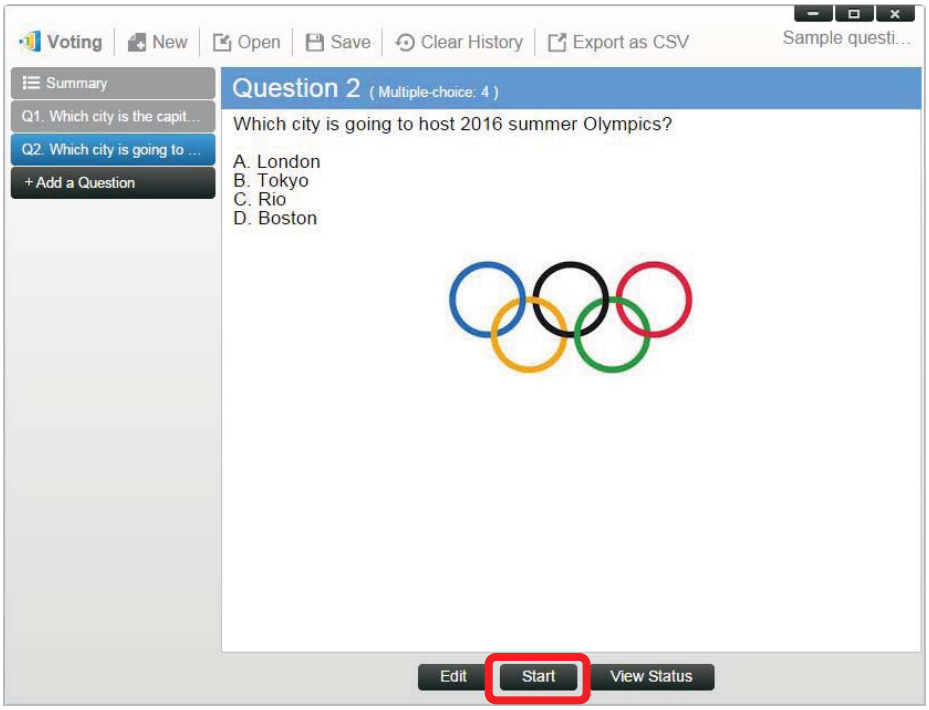
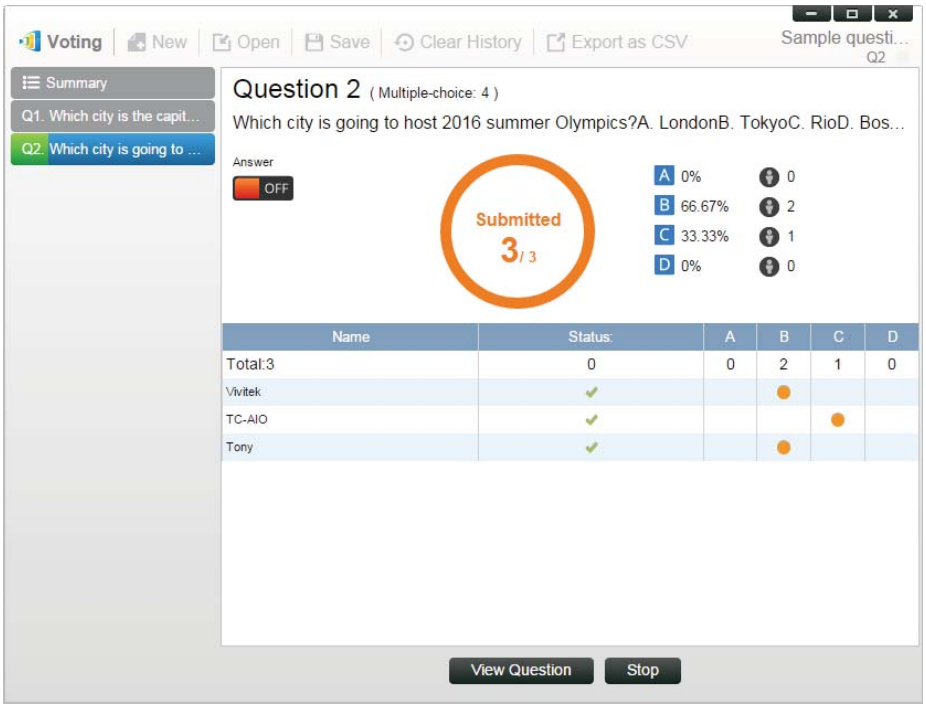


4. As the students or participants answer the questions, the teacher or moderator can monitor the results by clicking the “View Status” button. With the status window open, the moderator can see how many students have responded to the question, as well as how each participant responded.



5. To return to the question, click “View Question.”
6. To send another question to the class, select a new question from the poll and click “Start.”

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3.2Presenting with iPad

The iOS version of the *NovoPresenter*app (pictured in the image below) enables an iPad device to connect to the NE3000and make a presentation.

Launch Presentation Application

Launch the *NovoPresenter* application by selecting the *NovoPresenter* app icon on your iPad.The *NovoPresenter* app will launch.

To make a presentation, follow the steps below:
Step 1: Connect to your NE3000 device
Step 2: Make a presentation
Step 3: Manage the presentation

3.2.1Step 1: Connect to your NE3000device

There are two ways to connect to your NE3000device:

1. Connect to your NE3000device automatically via QR code.
2. Connect to your NE3000device manually.

3.2.1.1Connect to your NE3000 device automatically via QR Code

This is the default NE3000connection option which allows you to connect to your NE3000automatically without any manual configurations. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the connection options.

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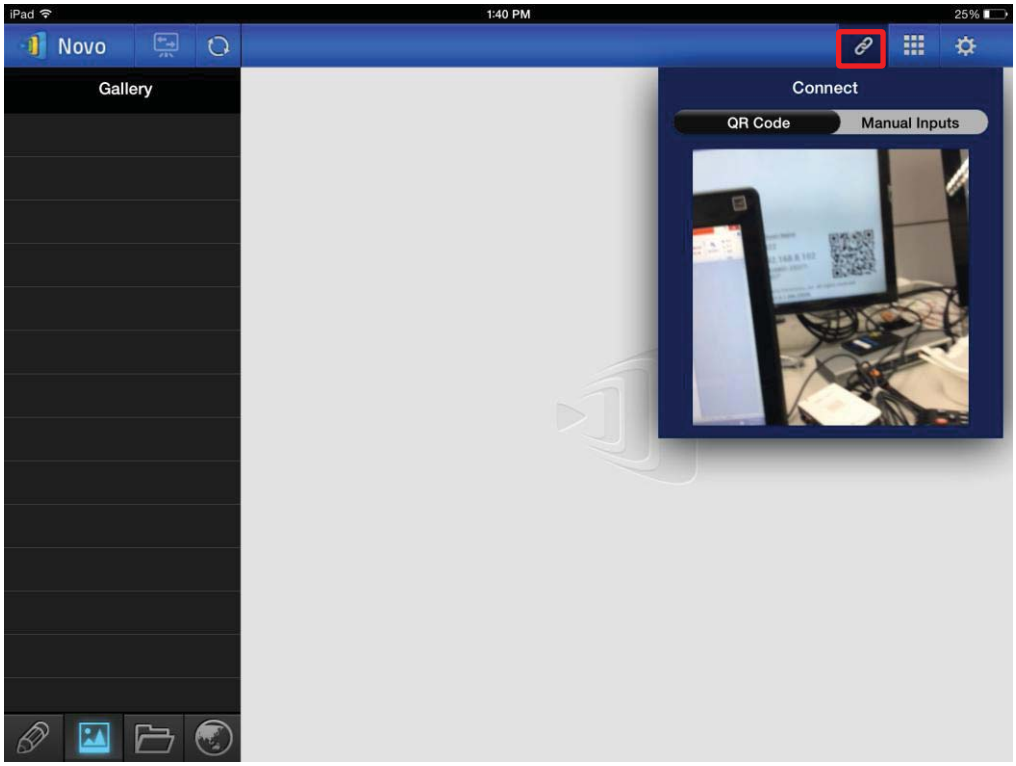
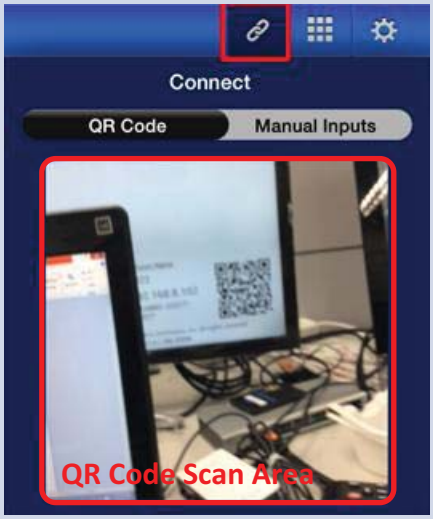


Function	Description
	**Connect to the NE3000 automatically via QR Code:** The **QR Code / Manual Inputs** switch will be in the **QR Code** position by default (if not, just tap the switch once). Aim your tablet's camera at the QR code containing login information, which can be found on your NE3000 home screen or on the screen of the device connected to your NE3000. Under normal circumstances, *NovoPresenter* will automatically login to your NE3000. Should automatic login fail, follow the manual configuration option in section 3.2.1.2 Connect to your NE3000 device manually.

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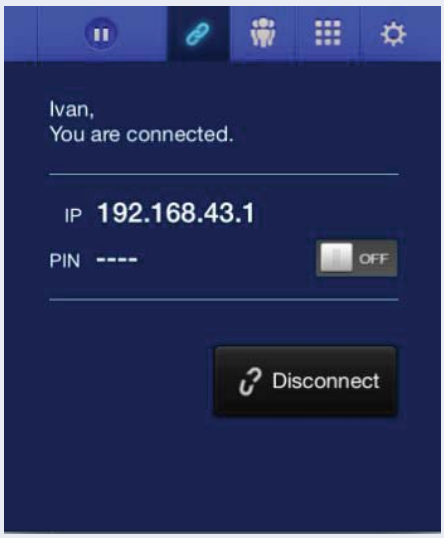
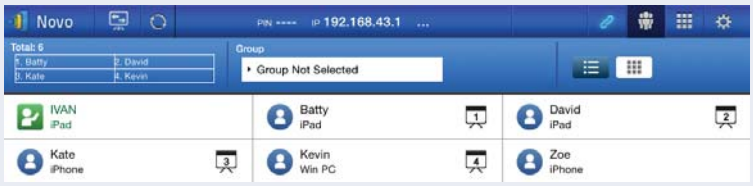


Confirm connection:
After your *NovoPresenter*app on your iPad is connected successfully to your NE3000, the connection tab will light up blue.
If you are the first *participant*, you will see that your iPad's on-screen displayis wirelessly mirrored on your projector or TV display. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current participant list.

Example: There are a total of six *participants* in the presentation group shown at left. The *moderator* isIvan. However,Ivan is not making a presentation at the moment because he has assigned Batty, David, Kate, and Kevinto be the four *presenters*.

3.2.1.2Connect to your NE3000 device manually

If you need to configure login information manually before connecting to your NE3000, this is the preferred connection option. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) to access the configuration options.

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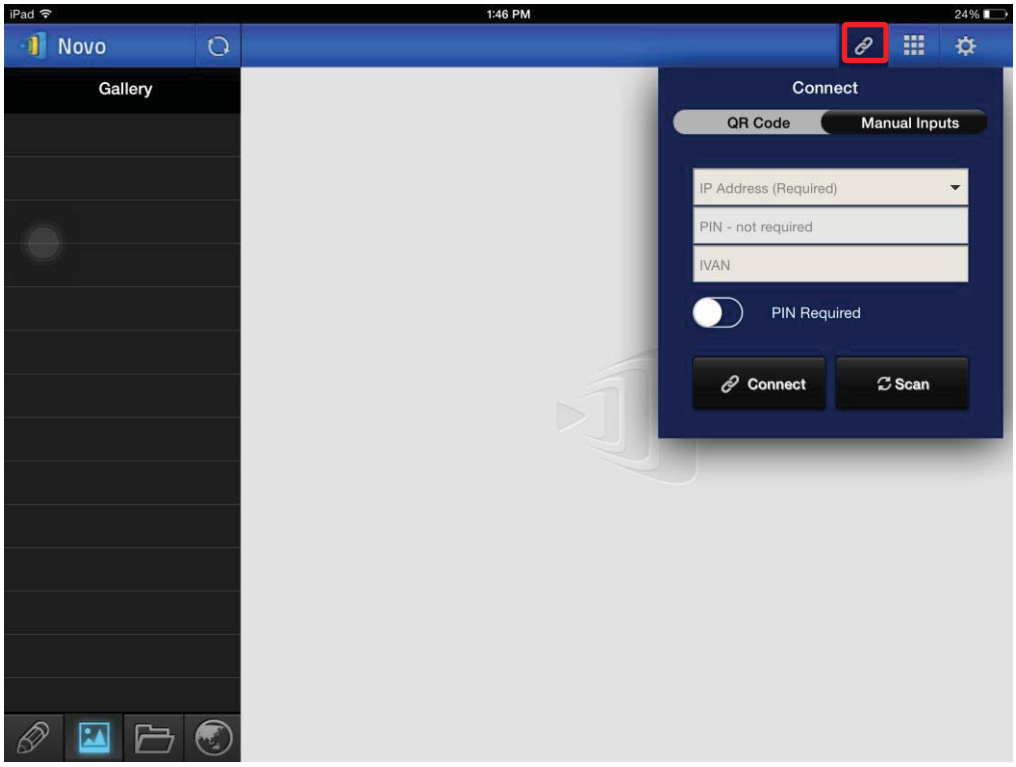
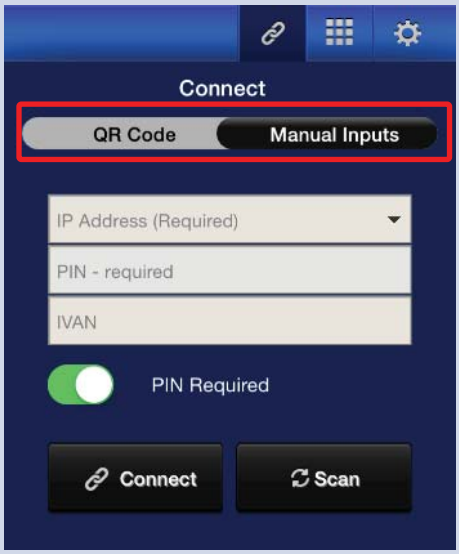


(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	**Manual configuration option:** Toggle **the QR Code / Manual Inputs** switch to the **Manual Inputs** position.

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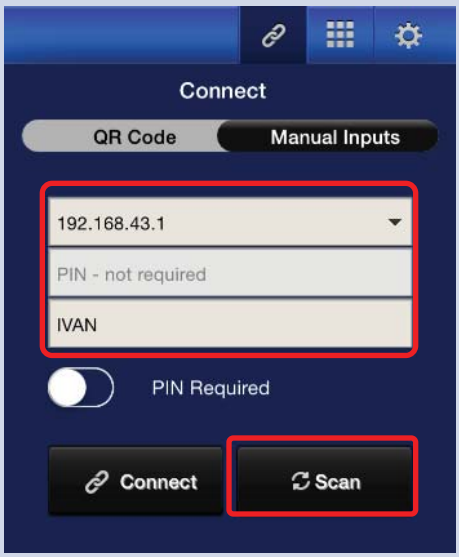
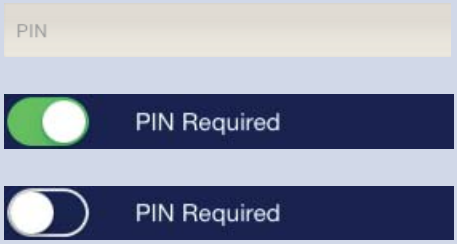
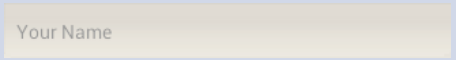


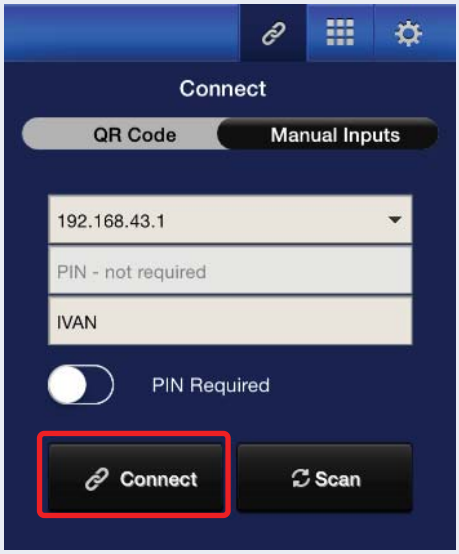
IP Address:
Manually enter the IP address shown on your NE3000 home screen here, or select an entry from the drop down menu that matches the IP address shown on your NE3000 home screen.
You can tap the Scan button to scan the IP addresses of all available NE3000s within the same subnet. Select the drop-down menu to see the available NE3000s within your area.
Example: 192.168.43.1.



PIN:
If a PIN code is required to connect to the NE3000, slide the **PIN Required** switch to the ON position and enter the PIN shown on the NE3000 home screen. If the PIN code is not required, slide the **PIN Required** switch to the OFF position.



Your Name:
(Optional) Manually enter a name for this tablet to be identified by in the presentation group among the other *participants*.
Example: Jennifer.
(Note: If a name is not entered in this field, the default name for your device will be used.)



Make Connection:
Tap the Connect button. If you are the first *participant*, this will starta presentation groupon your NE3000. If you are not the first *participant*, you will be joining a presentation group.

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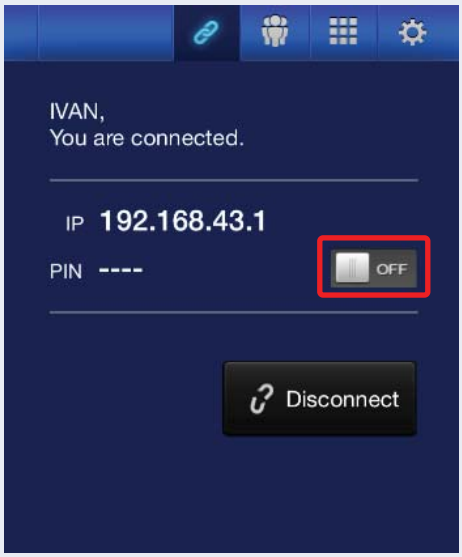
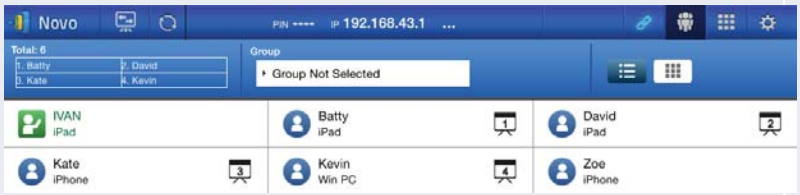


Confirm Connection:
After your *NovoPresenter*app on your iPad connects successfully to your NE3000, you will see the connection tab light up blue .

If you are the first *participant*, you will see that your iPad's on-screen displayis wirelessly mirrored on your projector or TV display. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current participant list.

Example: There are a total of six *participants* in the presentation group shown at left. The *modertor*, Ivan, is not making a presentation at the moment because he has assigned Kevin, Batty, David, and Kateto be the four *presenters*.

3.2.2Step 2: Make a presentation

Once you have started/joined a presentation group, you can make a presentation with the contents stored on your iPad, local network, or the Internet. There are fourtabs on the lower left corner of the *NovoPresenter* home screen:

Tap this tab to create and share screen notes.

Tap this tab to present an image stored on your iPad.

Tap this tab to present a document stored on your iPad.

Tap this tab to present a Web page.

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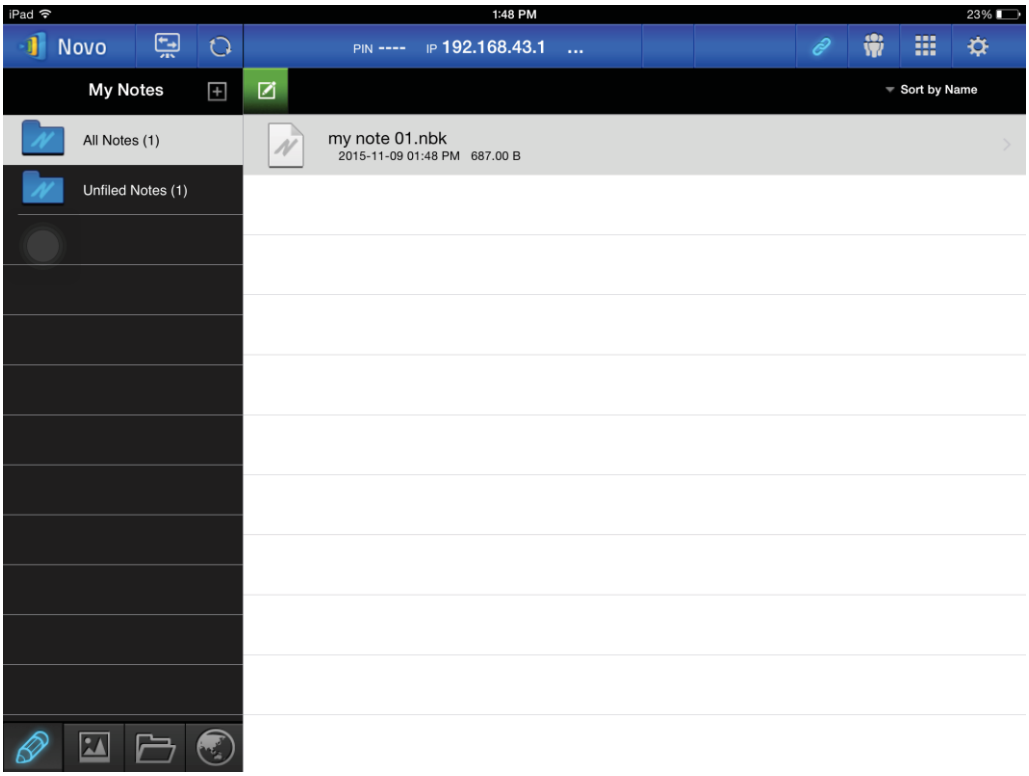
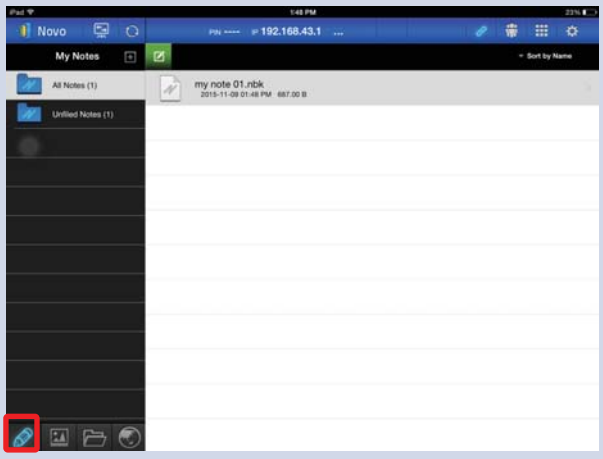
3.2.2.1My Note *(Education Edition* only)



Create and share custom screen notes

This NovoPresenter feature is a virtual whiteboard that allows tablet users to create, manage and display notes in a NE3000 session.

Function	Description
	**Launch My Note:** Tap on the lower left corner of the screen.

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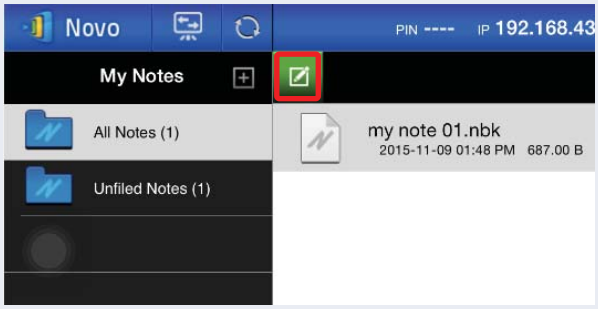
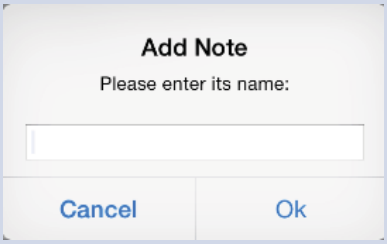


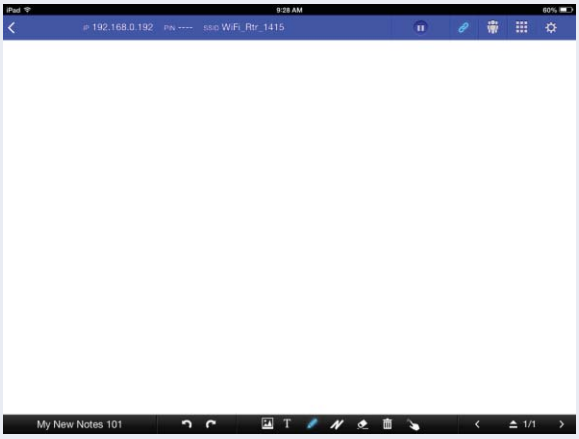
Create a new note presentation:

Tap on the top of the screen.



Enter your note name:

Type a name for your note in the “Add Note” dialog box and tap **Yes**.



Start making a note:
Your blank note will now open on your screen.

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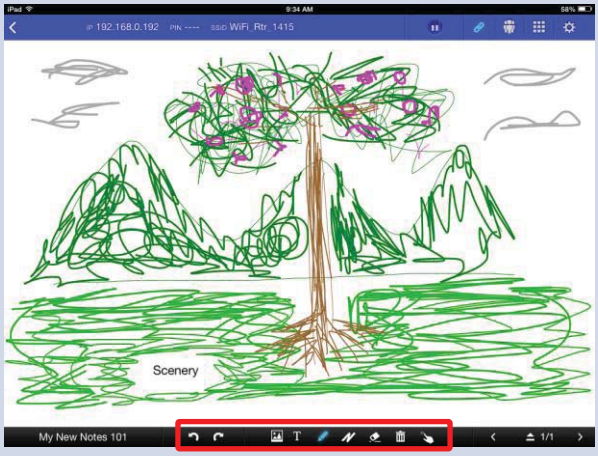

Use the note tools:

The note tools are located on the bottom of the screen. Tap an icon for the desired function.

Insert a picture stored on your Android tablet.

Type texts onto the screen. You can reposition your text by dragging it across your screen with your finger.

Draw on the screen.

Mark or highlight something on screen.

Erase texts, drawings, or highlights.

Clear changes without saving.

Note: This is one of the two trash can icons visible on the My Notes screen. The clear icon is on a solid black background in the lower middle of the screen.

Move an image to another location. Tap this button and drag the image to its new position.

Undo a change.

Redo a change.

Add additional pages to My Notes presentation:

The page management tools are located in the add-page options pane on the right side of the screen.

Open the add-page options pane.

Close the add-page options pane.

Add a new page.

Select a page by tapping its thumbnail.

Delete the selected page.

Note: This is one of two trash can icons visible on the My Notes screen. The delete page icon is on a dark grey background in the lower right side of the screen.

Move the selected page up.

Move the selected page down.

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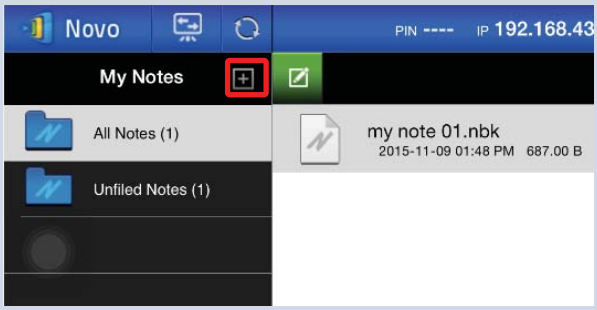
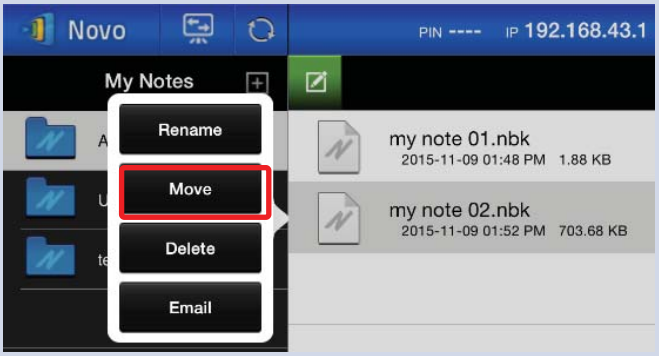
Close and save changes:

Tap to close and save your changes to your note file.

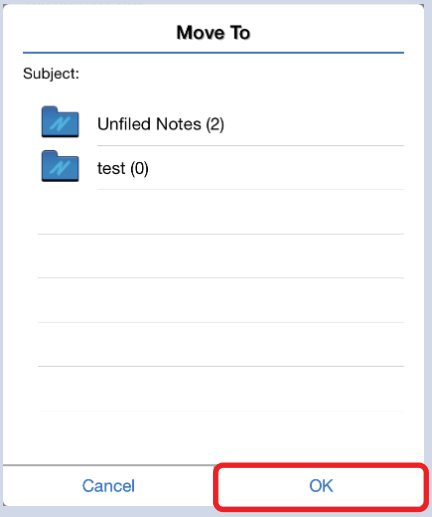


Organize your notes with Subject folders Tap this icon to add a new subject folder. When the "Add Subject" dialog box appears, enter the name for the new subject folder.

When the "Add a Subject" dialog box pops up, enter the name for the new subject folder.



To move a note to a new subject folder, tap the file to select it. When the function bar appears, tap button.



When the "Move to" window pops up, select a folder and then tap "Ok".

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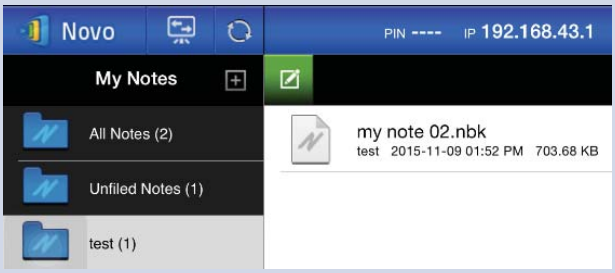
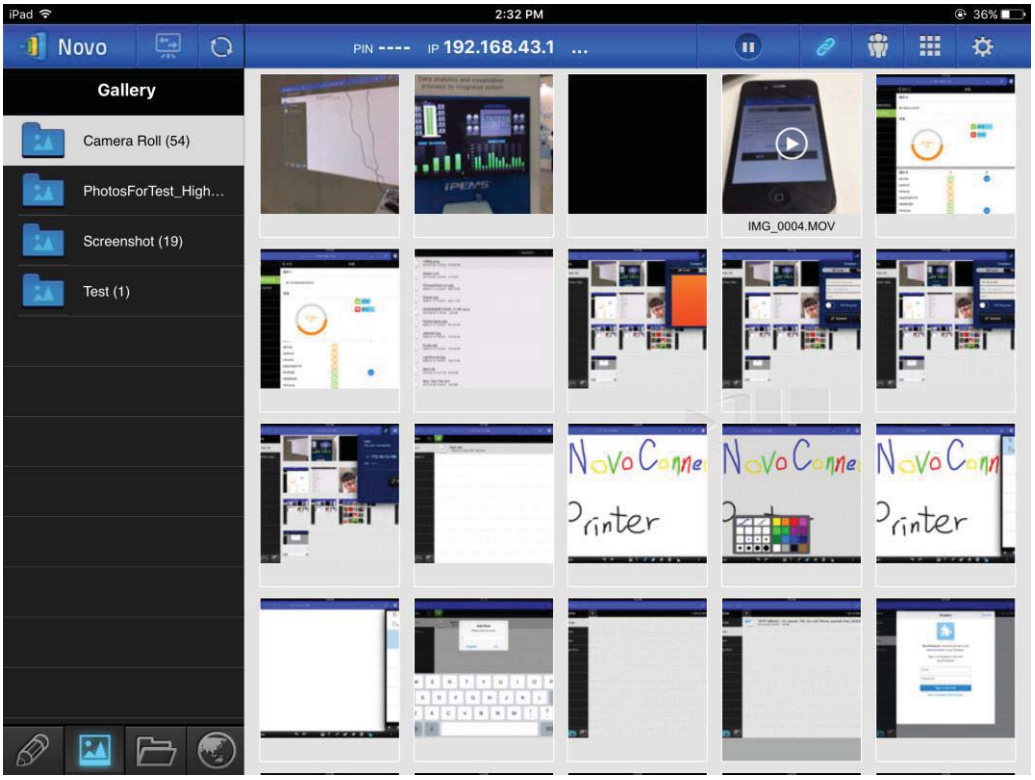


The chosen file has been moved to the selected folder.

3.2.2.2Presenting an image



To import presentation files to an iPad, please refer to the iPad user manual. A sample iTunesscreen is presented in the diagram below.

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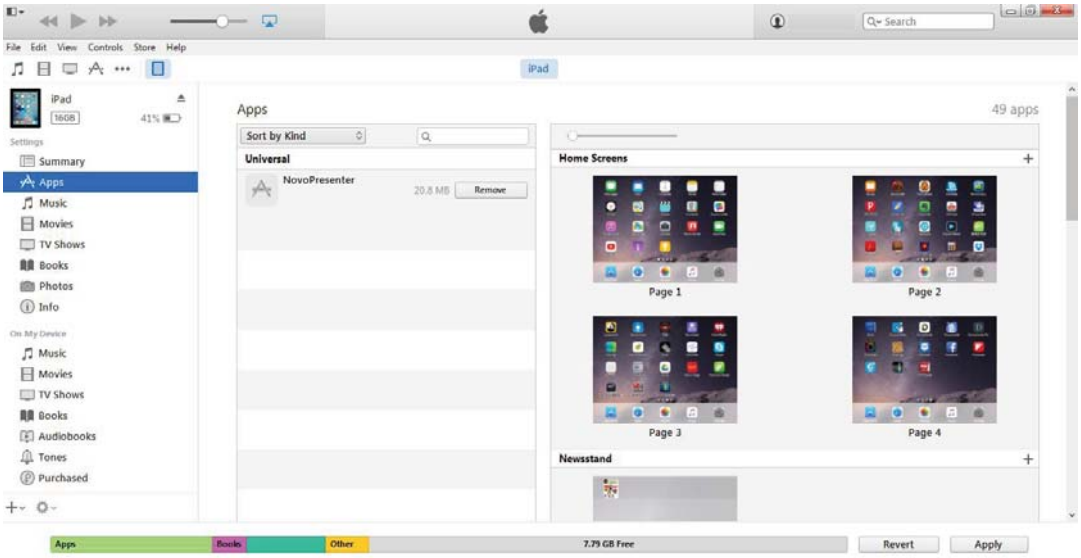
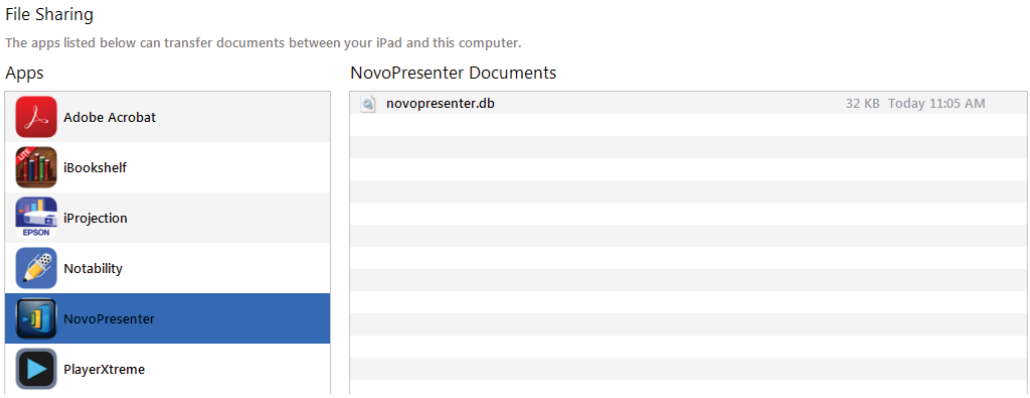
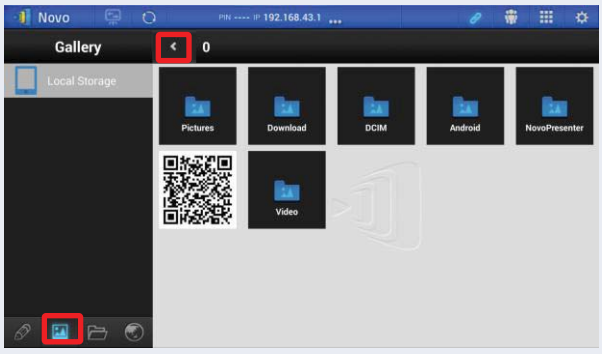




Function	Description
	Import: Please refer to the iTunes user manual for the procedure for importing images to your iPad for presentation.
	**Navigation:** Tap the tab to access folders with image files.The image symbol will light up blue. Navigate to a folder by tapping on the desired folder icon. Tap the return tab to return to previous folder.

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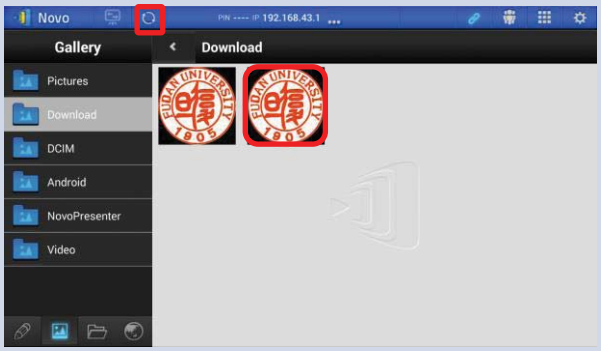
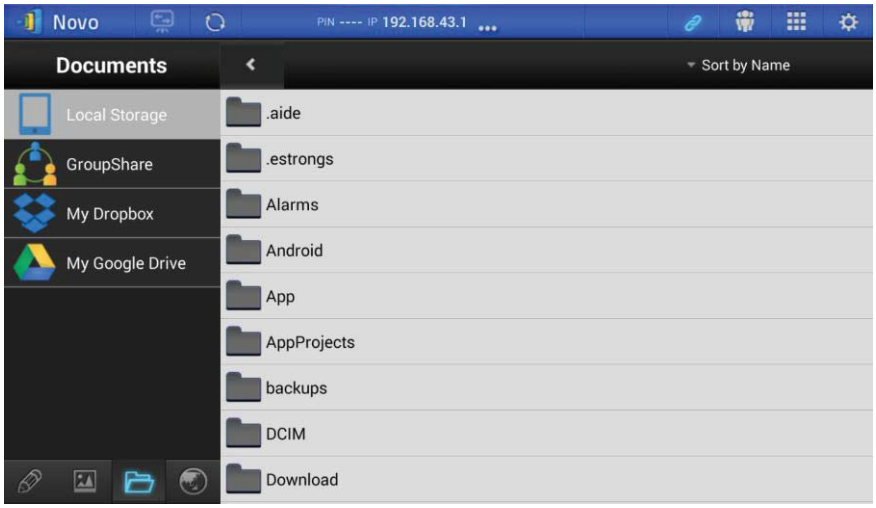


Image thumbnails:
You will see thumbnails of your image files displayed once you navigate to a folder containing the images. You can select a thumbnail to view the full image.
Example: Tap on a logo image thumbnail.
Note: Tap the tab at any time to return to the previous folder. Tap the tab at any time to refresh the screen.

Image presentation:
The selected image will be displayed in full screen. You can zoom in on the image by sliding two fingers apart (what Apple refers to as the “pinch open” gesture), or you can zoom out of the image by sliding two fingers toward each other (“pinch close”).
If you have more than one image in the same folder, you can swipe your finger left or right across the screen to advance to the next or previous image.

To return to the *Image Thumbnails*page, tap the tab. To use the on-screen annotation tools, tap the tab.

3.2.2.3Presenting a document (local storage)



Function	Description
	Import: Using the iTunes software, import the desired

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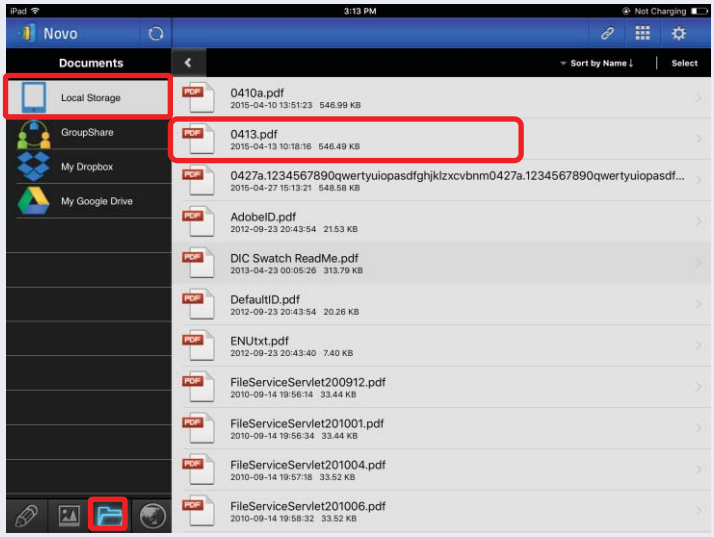
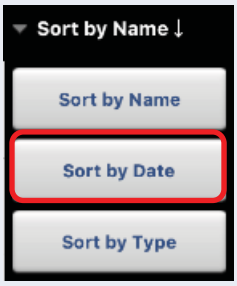
presentation documents to your iPad.





Navigation:

Tap tab to access folders with presentation files. The folder image will light up blue. If locallystored content is not displayed, tap Local Storage tab.

Navigate to a folder by tapping the desired folder. The document list will display documents that are supported by *NovoPresenter*. Locate and tap the desired document.

Example: Tap the document “0413.pdf”.

If you wish to sort the folder list into a desired order, tap the **Sort by…** tab on the drop-down menu, then select one of the following options:

- Sort by Name (default)
- Sort by Date
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Select the option *Sort by Date*by tapping the **Sort by Date**button.

Note: You can tap the tab at any time to refresh the screen contents.

Scroll Bar

Documentpresentation:

The selected document will be displayed in full screen. You can zoom in on the document by sliding two fingers apart (pinch open), or you can zoom out on the document by sliding two fingers toward each other (pinch close).

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List*page, tap tab. To use the on-screen annotation tools, tap tab.

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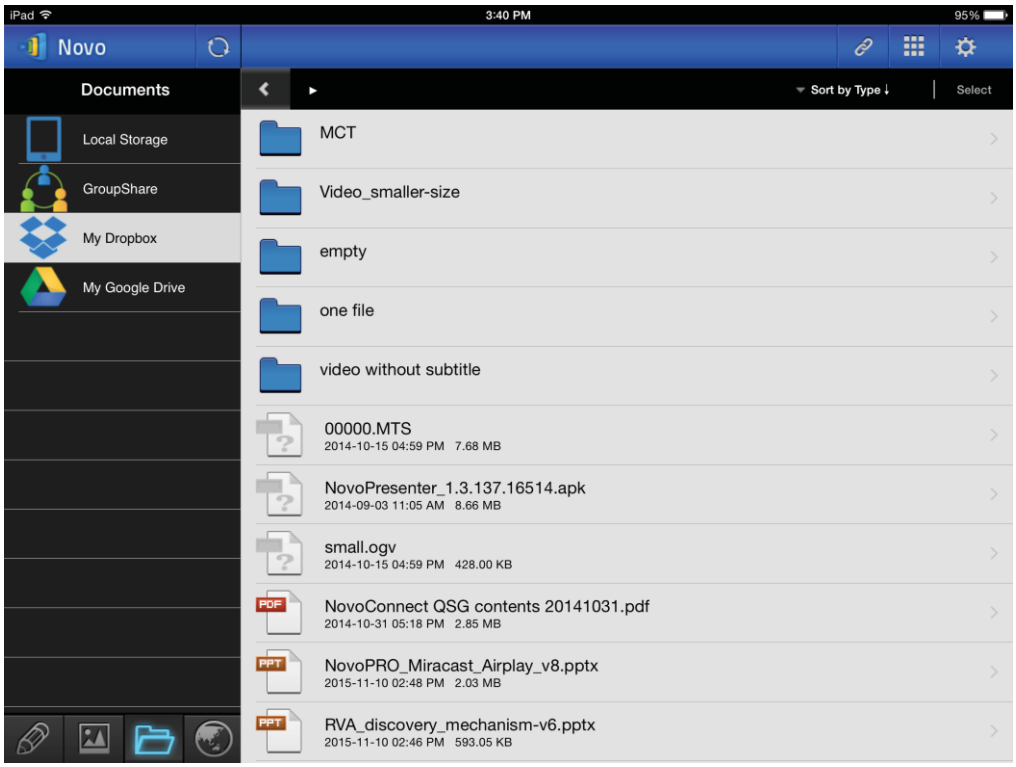
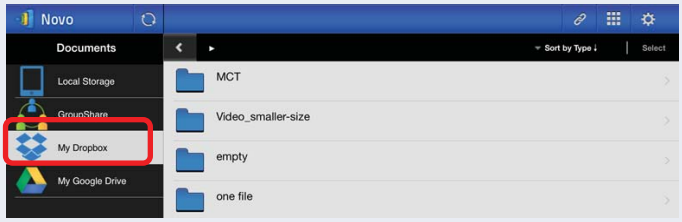
3.2.2.4Presenting a document (with Dropbox)



Function	Description
	Set your NE3000 to WiFi Mode: Set your NE3000's Wi-Fi mode to **WiFi Mode** and connect to a Wi-Fi AP router with Internet access.
	**Select Dropbox as the document source:** Tap the folder tab . It will light up blue. Tap the My Dropbox tab.

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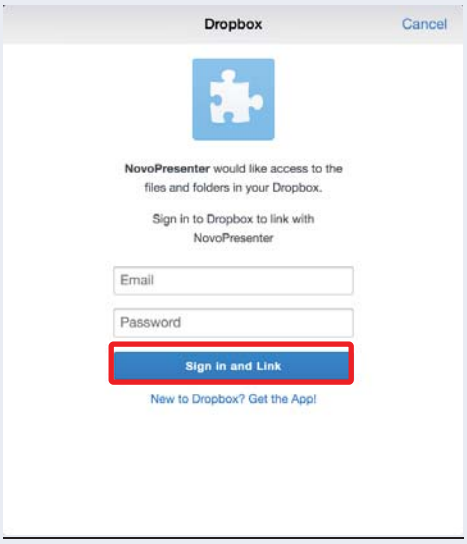
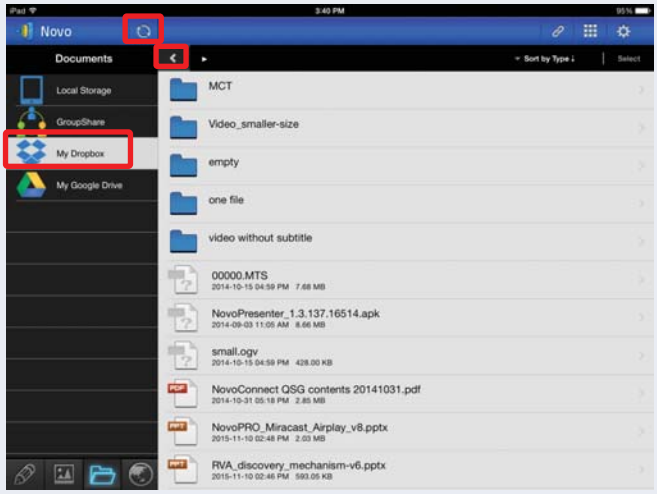


First time using Dropbox in *NovoPresenter*:

When using the *NovoPresenter* Dropbox feature for the first time, a link between *NovoPresenter* and your Dropbox account will need to be established.

Enter the e-mail address associated with your Dropbox account in the*Email*field and the associated password in the*Password field, and then tap* the **Sign In** button.



Navigation:

By default, your Dropbox's home directory contents will be displayed first. Navigate to a folder by tapping the desired folder.

If you wish to sort the list into a desired order, tap the**Sort by…** drop-down menu then select one of the following options:

- Sort by Name
- Sort by Date (default)
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name*, and then tap the *Documents* folder.

Note: You can tap the tab at any time to return to previous folder. You can also tap the My Dropbox tab at any time to refresh the Dropbox list (you will be returned to your Dropbox list's home directory). You can tap the tab at any time to refresh the screen contents.

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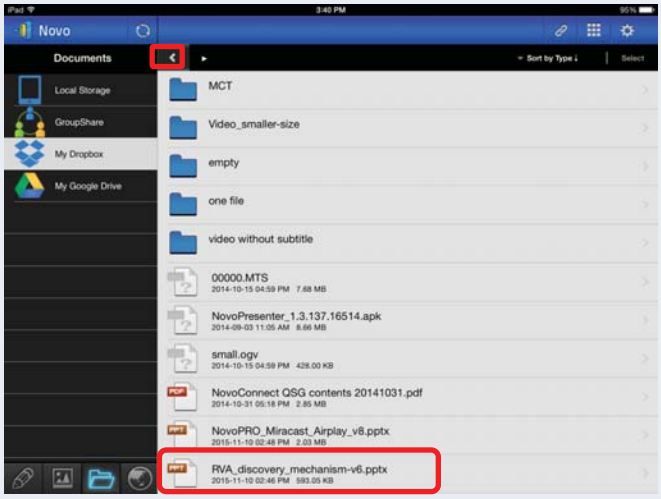


Document list:

Once you locate the desired document,you can open and present the document page by page from theDropbox Website without having to download the document to your iPad.

Example: Tap the document "RVA_discovery_mechanism-v6.pptx".

Note: You can tap the tab at any time to return to the previous folder.

Scroll Bar

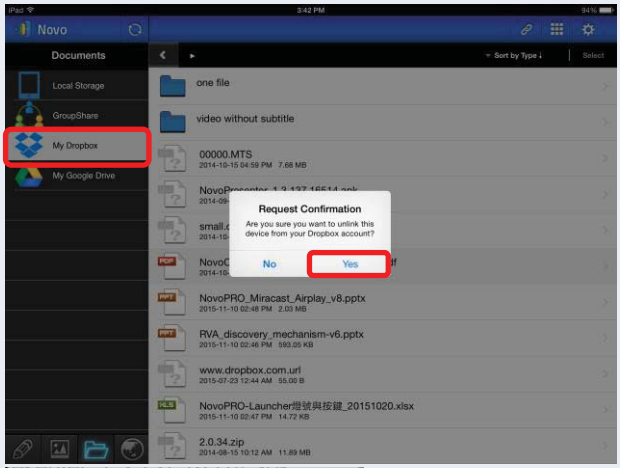
Documentpresentation:

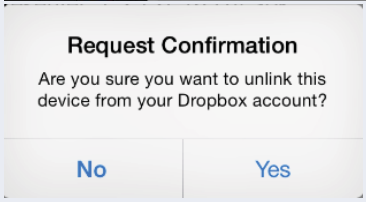
The selected document will be displayed in full screen.

If your presentation is paused, tap the button to resume the presentation. You can zoom in on the document by sliding two fingers apart (pinch open), or you can zoom out on the document by sliding two fingers toward each other (pinch close).

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List*page, tap the tab. To use the on-screen annotation tools, tap the tab.





Unlink Device from Dropbox:

If you need to unlink the *NovoPresenter* app from your Dropbox account, tap and hold the My Dropbox tab for a few seconds. When the *Request Confirmation* appears, tap**Yes** to proceed.

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3.2.2.5Presenting with a browser

To include a browser in your presentation, please follow the steps listed in the table below. For reference, a sample screen is also shown below.

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
 	Set your NovoRO to WiFiMode: Set your NE3000's Wi-Fi mode to **WiFi Mode** and connect to a router with Internet access.Please refer to the *Remote Viewer* chapter for more details.

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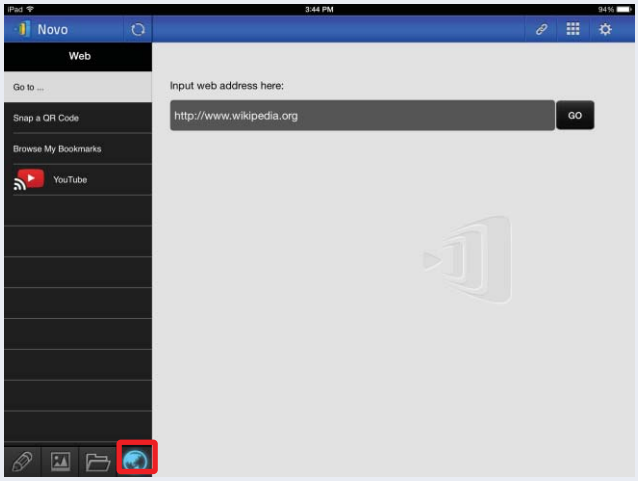
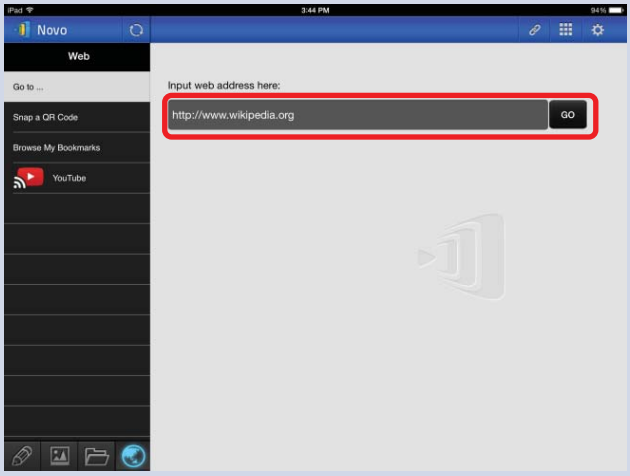


Start browsing for a Web page:

Tap the internet tab . It will light up blue.
Select one of the three options to access a Web page:

- Go to… (enter URL address[default])
- Snap a QR Code
- Browse My Bookmarks (Web site bookmarks)



Go to…:
Tap the **Go to…**tab.
Enter the Web page URL and tap **Go**.
Example: Enter the URL www.wikipedia.org and tap **Go** (the pre-fix http:// can be omitted).

Snap QR code:
Tap the **SnapQR Code** tab.
Aim your iPad's camera at a QR code containing Web page information. *NovoPresenter* will detect the URL and access the corresponding Web page.

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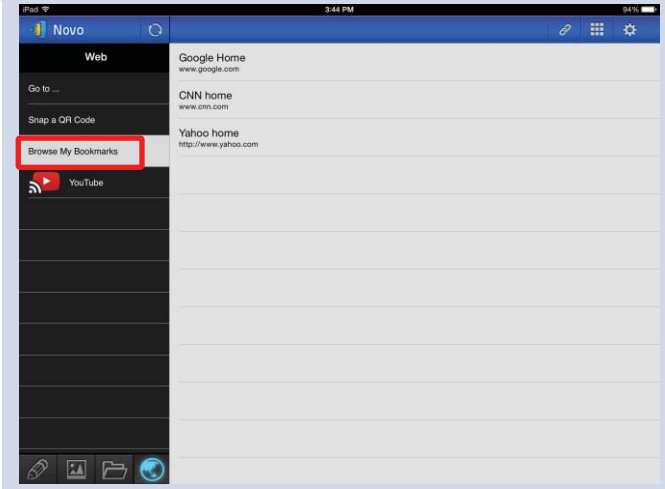

Browse my Bookmarks:

Tap the **Browse my Bookmarks** tab.

From the bookmark list, tap the bookmark of interest to go to its corresponding Web page.

Touch and hold a bookmark for two seconds to edit or delete the bookmark.

Note: The bookmark list may initially be empty. You can add a Web page to the bookmark list at any time while browsing and presenting Web pages.

Web page presentation:

The selected Web page is fully displayed. You can zoom in on the Web page by sliding two fingers apart (pinch open), or you can zoom out of the Web page by sliding two fingers toward each other (pinch close).

To scroll down or move to the next page, slide your finger up. To scroll up or move to the previous page, slide your finger down.

To add this Web page to the bookmark list, tap the tab.

To return to the *Web menu page*, tap the tab.

To use the on-screen annotation tools, tap the tab.

3.2.2.6Annotation

Sometimes you may want to write, highlight, or mark portions of your presentation materials directly on the tablet screen. *NovoPresenter* provides an on-screen annotation tool for the *presenter* to annotate the presentation material directly without changing the original. You can enable the annotation tool by toggling the tab on, as shown in the screenshot below.

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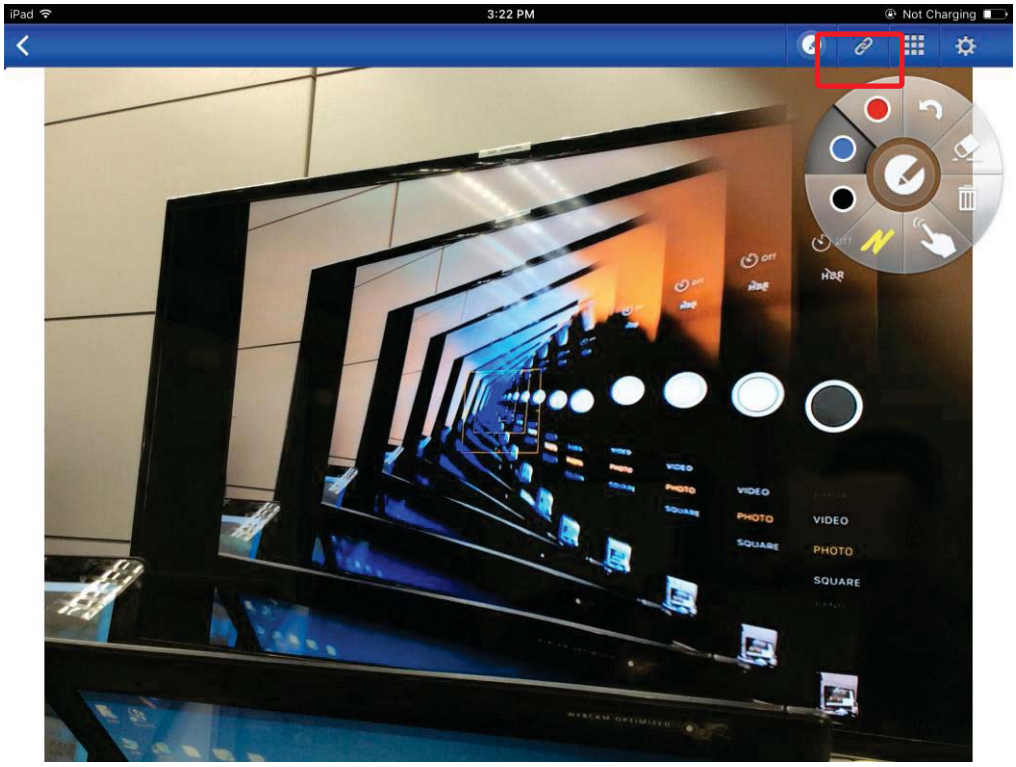

Function	Description
	Tap the tab to enable the annotation tool. Annotate with a red marker Annotate with a blue marker Annotate with a black marker Annotate with a yellow highlighter Change from annotation (writing) mode to touch panel (operation) mode Trash can Eraser Undo

3.2.2.7Screenshot and share

This feature allows users to take screenshots of the display and share it with other users.

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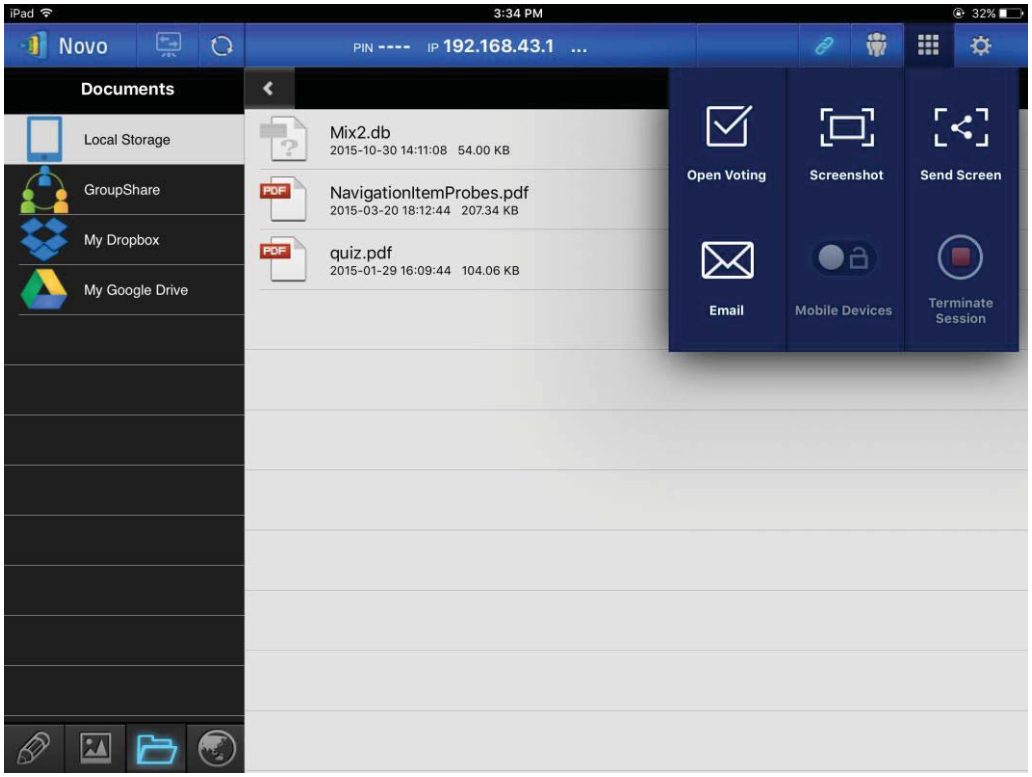
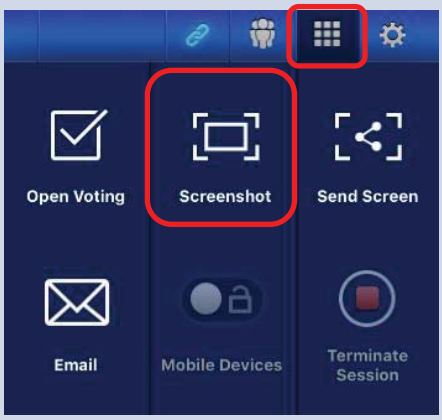
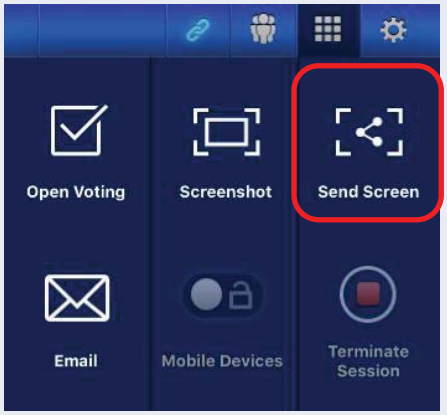


Function	Description
	**To take a screenshot:** Tap the tab and tap the **Screenshot** area. A file directory will be displayed for the location of the saved screenshot.
	**To share a screenshot:** Tap the**Send Screen** button, it will send a screenshotto other users.

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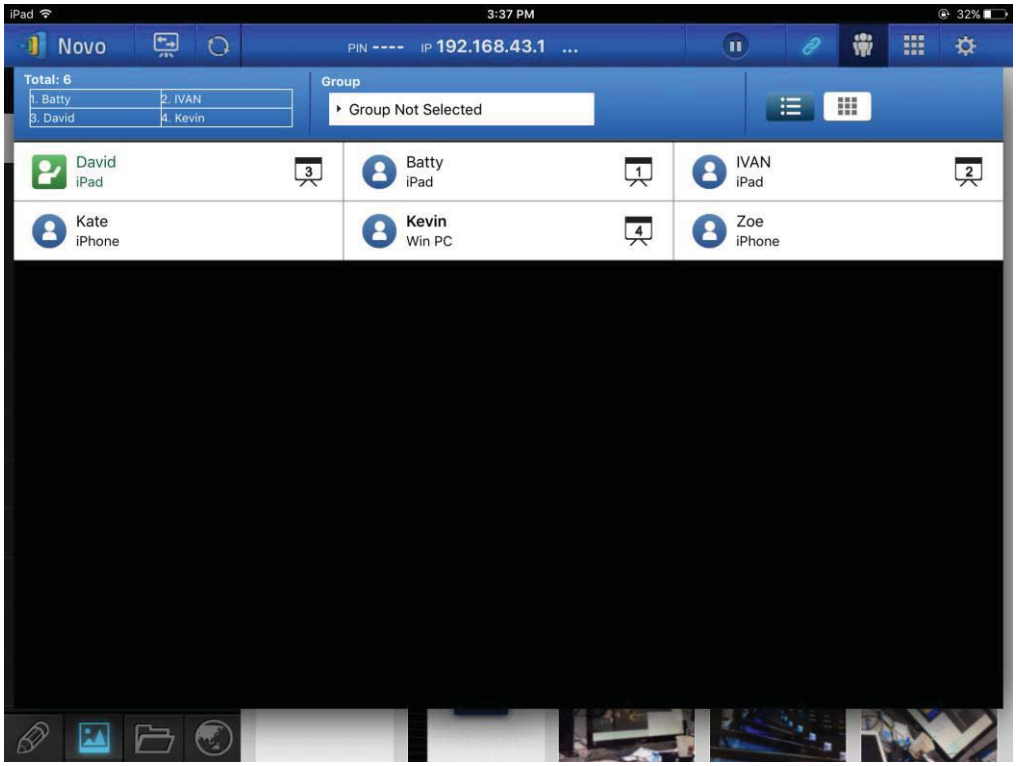
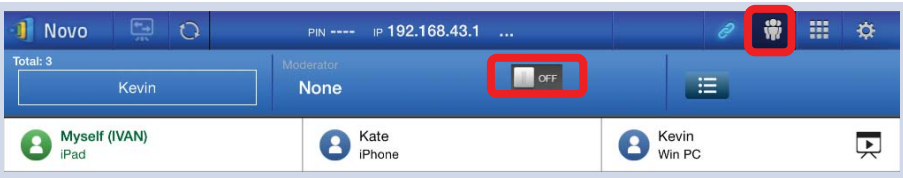
3.2.3Step 3: Presentation management

Once you havestarted or joined a presentation group, you are ready to make a presentation and collaborate with other *participants*. A sample screen view is provided below.



3.2.3.1Set Moderator mode (*Corporate Edition* only)

When moderator mode is set on, the moderator can manage presentations or make a presentation in the split screen.

Function	Description
	**Set the moderator mode:** Tap the tab and tap the **Moderator On/Off** switch to set the moderator mode. OFF The moderator mode is off. ON The moderator mode is on.

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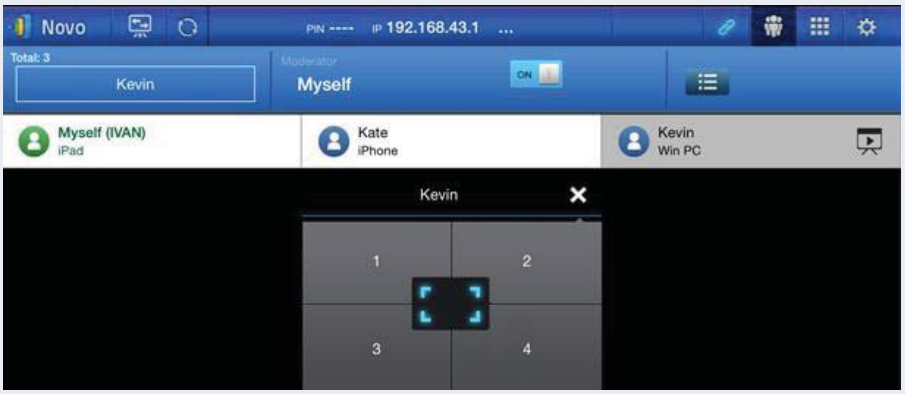
	**Manage presentations or make a presentation:** The moderator now has the authority to manage presentationsor make a presentation in split screen.

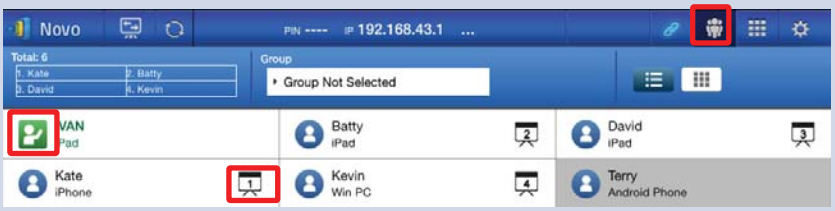
3.2.3.2Role assignment

There are three roles in a presentation group, the*moderator*, the *presenter*, and the *participant*. The first person to starta presentation group with a NE3000 is assigned the *moderator*role. Subsequent joiners are assigned the *participant* role.

The *moderator* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To show all current*participants* who have joined the presentation group, please tap the tab.

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	Select the tab to show the *participant* list. indicatesthe current *moderator*. indicates the current *presenter*. indicates the current *presenter*that is presenting in the indicated split-screen box number (#1-4).The instance here shows a *presenter* that is presenting in Box #1. Example: There are six *participants* in the presentation group – threewithiPads, one with Windows PC, onewith an Android phone, and one with aniPhone. Kate, Batty, David, and Kevin are *presenters* currently presenting in boxes #1-4 of the four-way split screen (which will be explained in detail later).

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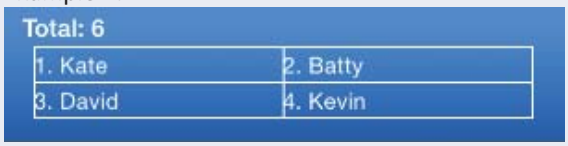
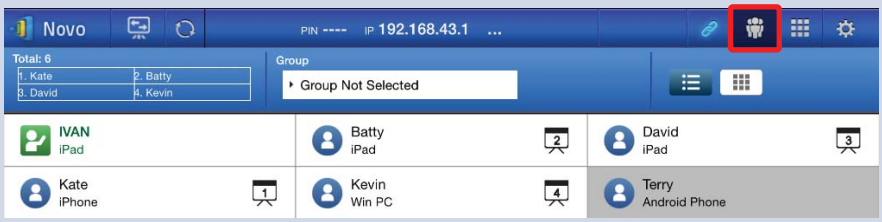
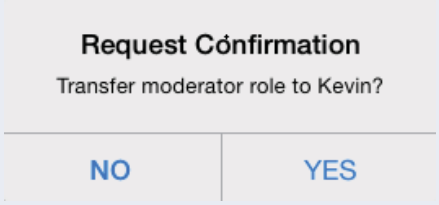
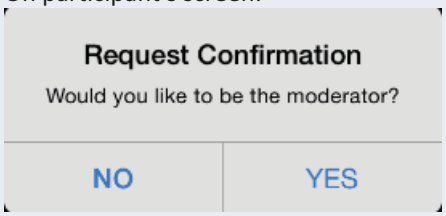
	** For the Education Edition all participants will automatically allow screen preview.*
Example 1: Example 2:  	Indicatesthe names of the *presenters* seen by other *participants* and the total number of current *participants*. Example 1: Ivan is the only *presenter*, and there are currently 2 *participants*. Example 2: Kevin, Kate, Batty, and David are 4*presenters*, and there are currently 6 *participants*.

3.2.3.3Role change, screen preview, and four-way split screen

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
 	**Rolechange: change a participant to a moderator** First select the tab to show the *participant* list. Then tap one participant's icon, whom you want to transfer *moderator* role to. *Please note: only the moderator is allowed for this operation.*
On moderator's screen:  On participant's screen:  	A dialog box pops up to ask for your confirmation.You have 20+ seconds to tap the **Yes** button to accept ortap the **No** button to reject the requested role change. At the same time, a dialog box will appear on the *participant*'s screen to ask his/her confirmation.The *participant* has 20+ seconds to tap the **Yes** button to become the new *moderator* or tap the **No** button to reject assignment.

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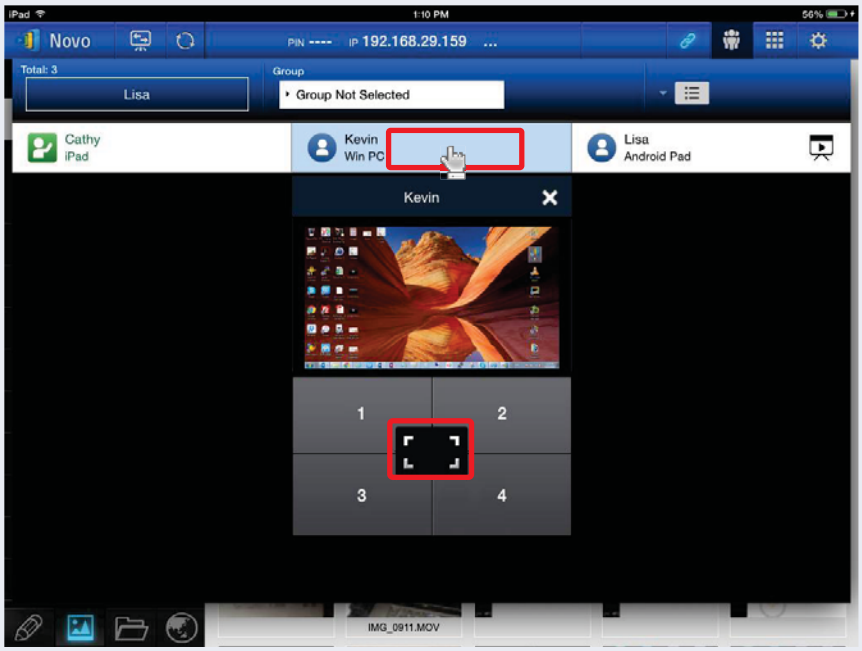
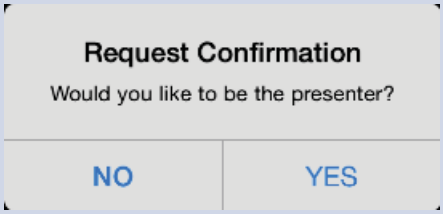


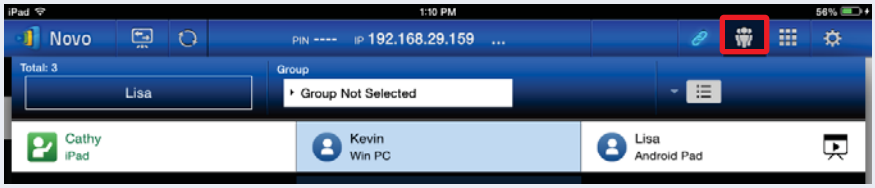
Role change: change to be a sole presenter

Highlight *participant*Kevin by tapping the middle part of Kevin's entry.

Tapthe icon of the split screen selection areato requestKevin to be the sole *presenter*.



When a *participant* is asked to be a *presenter*, a dialog box will appear on the *participant*'s screen.
The *participant* has 20+ seconds to tap the **Yes** button to become the new *presenter* or tap the **No** button to reject assignment.



To perform screen preview(*Education Edition* only):

Tap the tab to show the *participant* list.
For the *Education Edition*, all participants will automatically allow screen preview.

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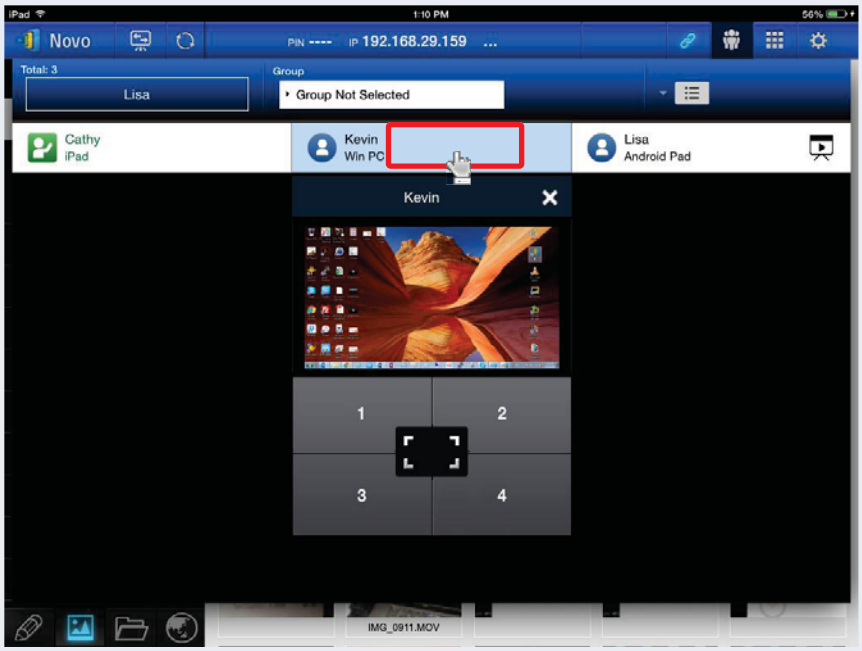
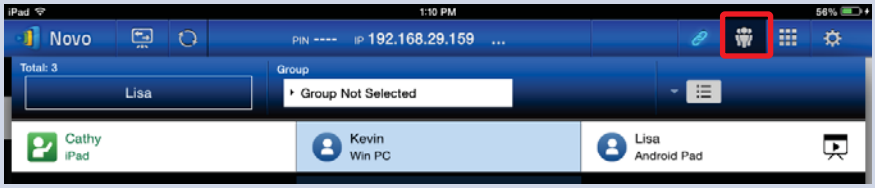


To preview a *participant*'s screen, tap the middle part of an entry. Wait for a few seconds for the screen to be sampled and displayed.In this example, Kevin's Windows PC is selected to be previewed.

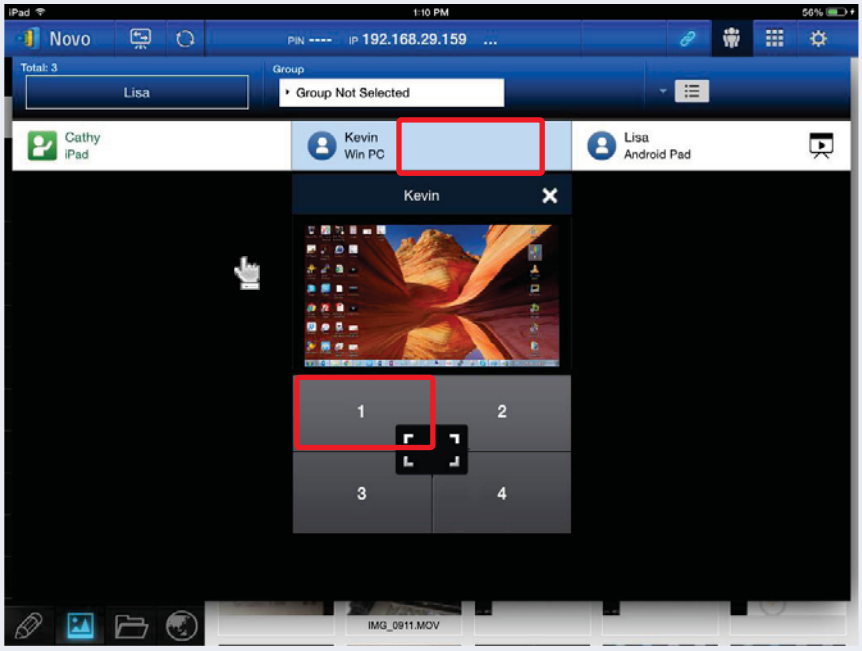
Tap the middle part of that's participant's entry again to close screen preview.



To perform a four-way split screen presentation:

Tap the tab to show the *participant* list.

Select a *participant* to make a presentation.
In this example, Kevinhas been selected.



Tapthe middle part of Kevin's entry to bring up screen preview.
Then tap one of the four boxes (#1-4) in the split screen selection area to assign Kevinto perform a presentation on one of the four boxes of the four-way split screen.

In this example, Kevinis assigned to make a presentation in Box #1.

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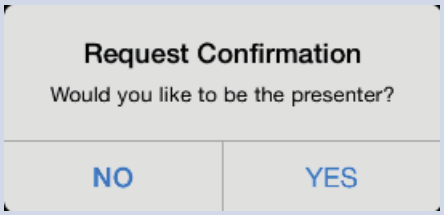
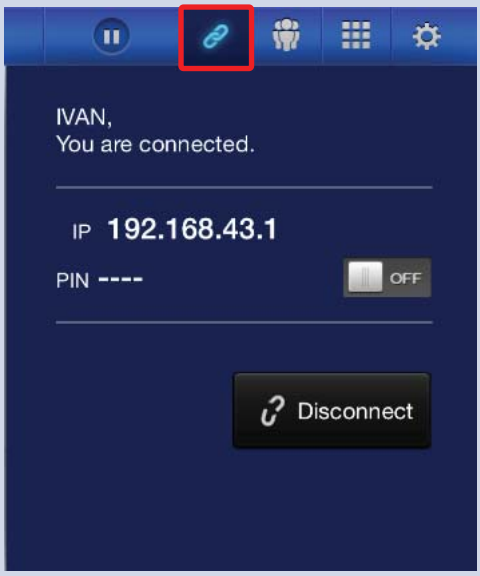
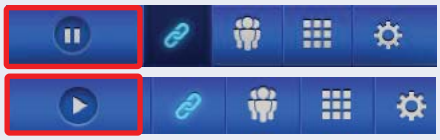
	Kevinwill receive a request to perform a presentation on one of the four boxes of the four-way split screen. After Kevinaccepts (within 20+ seconds) being one of the four possible *presenters* (by tapping the **Yes** button), Kevin's screen will appearin one of the four boxes of the four-way split screen.

3.2.3.4Pause, resume, and disconnect

Function	Description
	**To pause a presentation:** Tap the tab to enter the presentation control page.
	**Pausing and resuming a presentation:** While presenting, the *presenter*can toggle between and to pause and resume the presentation respectively.

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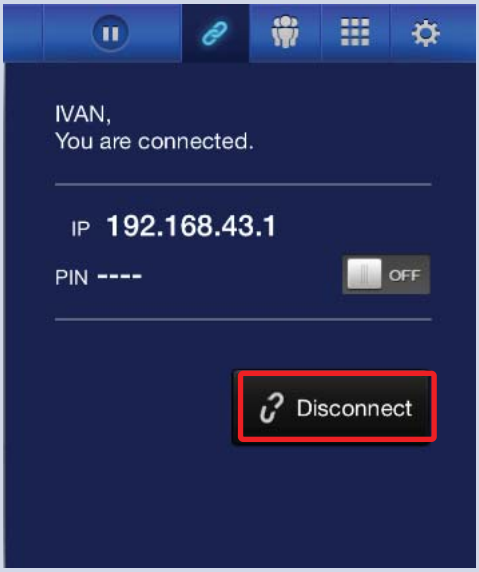

To disconnect from a presentationgroup:

Tap **Disconnect** button to exit the presentation group.

If the *moderator*exits the presentation session without handing over the *moderator* role, all *participants* will receive a message prompting them to take over moderator role. The first to respond to the prompt will assume the role of *moderator*.

3.2.3.5Reset

Occasionally you may encounter problems with the network or the computer causing the presentation group to malfunction on your NE3000. One way to resolve this problem is to reset the presentation group.

Function	Description
	To perform a reset: First tap tab and tap arrow of the **Device's Reset** window.

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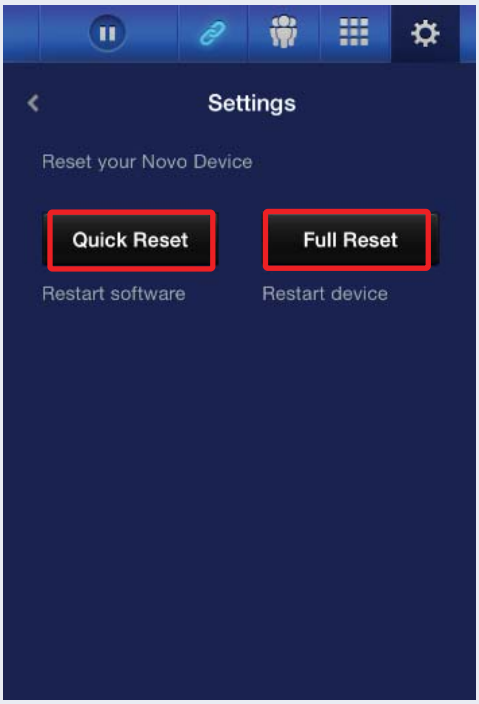
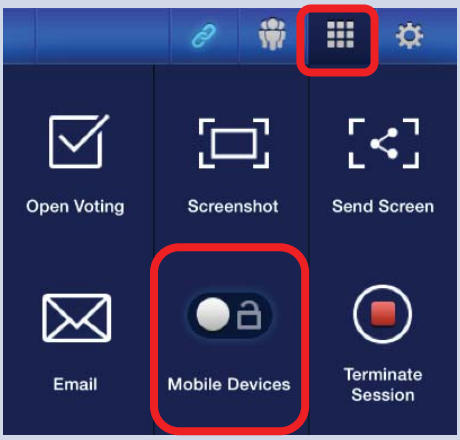
	**Resetting:** Tap the **Quick Reset** to reset the presentation group to allow a presentation group to start over again. Tap the **Full Reset** button to reset the NE3000device. The NE3000 device will restart automatically. Conflicts may occur when multiple *participants* simultaneously attempt to reset the presentation group or the NE3000. The reset privilege priorities are as follows: 1. *Moderator*: The *moderator* has the sole privilege to quick-reset the presentation group or the NE3000 device when the *moderator*stays connected to the NvovoPRO. 2. *Presenter*: If the *moderator* lost connection with the NE3000, the current *presenter* inherits the privilege to quick-reset the NE3000. 3. *Participant*: If the *moderator*and the *presenter*both lost connection with the NE3000, any *participant* can quick-reset the presentation group.

3.2.3.6Lock/Unlock students' tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

Function	Description
	**To lock/unlock students' tablets:** Click the tab to bring up the toolbar page, then click **Mobile Devices** to lock or unlock the students' tablets. Student tablets are unlocked. Student tablets are locked.

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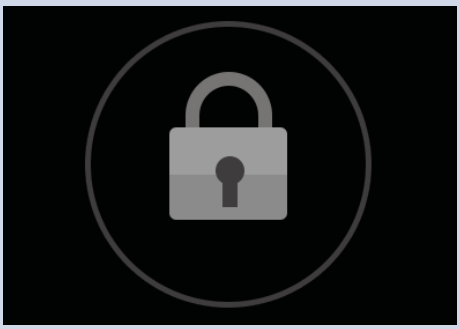
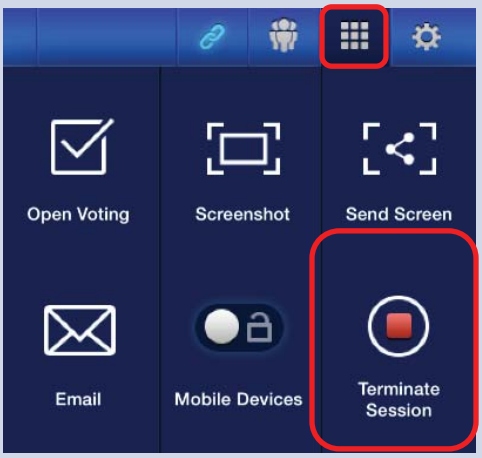
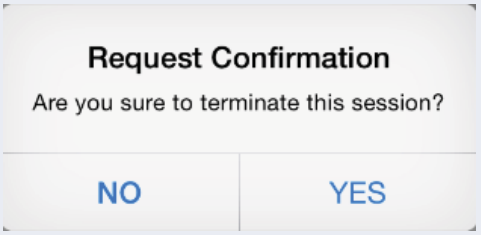
	**Student tablets locked:** A lock icon will pop up on the students' tablets to show that the screen has been locked.

3.2.3.7Terminate session (*Education Edition* only)

Here you can disconnect all devices with the touch of one button.

Function	Description
	**To terminate a session:** Tap the tab and tap**Terminate Session**.
	**Confirmation:** Click **Yes**to terminate the session. All devices will be disconnected.

3.3Presenting with Android Tablet

The Android version of the *NovoPresenter*app (pictured in the image below) enables an Android tablet device to connect to the NE3000and make a presentation.

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Launch Presentation Application

Launch the *NovoPresenter* application by selecting the *NovoPresenter* app icon on your Android tablet.The *NovoPresenter* app will be launched.

To make a presentation, follow the steps below:
Step 1: Connect to your NE3000 device
Step 2: Make a presentation
Step 3: Manage the presentation

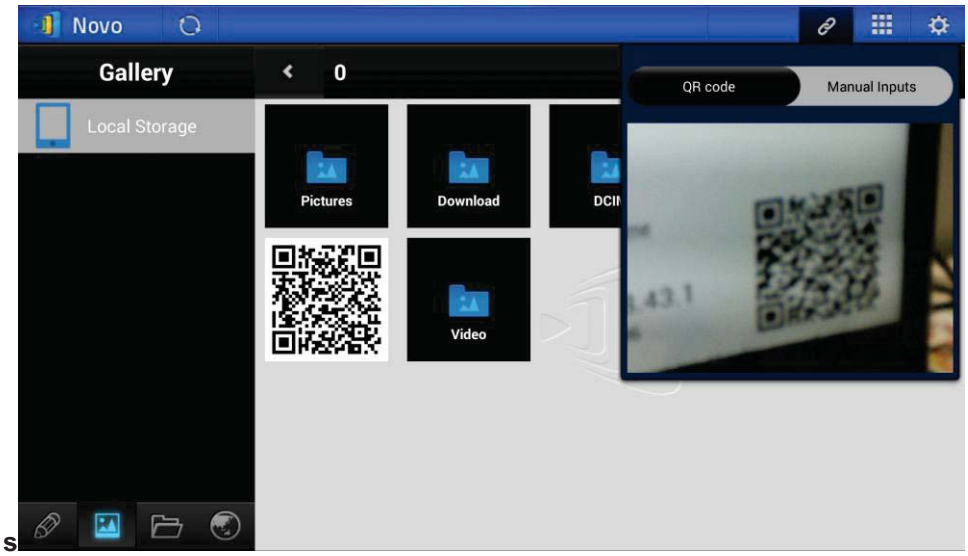
3.3.1Step 1: Connect to your NE3000 Device

There are two ways to connect to your NE3000 device:

1. Connect to your NE3000 device automatically via QR Code.
2. Connect to your NE3000 device manually.

3.3.1.1Connect to your NE3000 device automatically via QR Code

This is the default NE3000 connection option which allows you to connect to your NE3000 automatically without any manual configurations. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the connection options.



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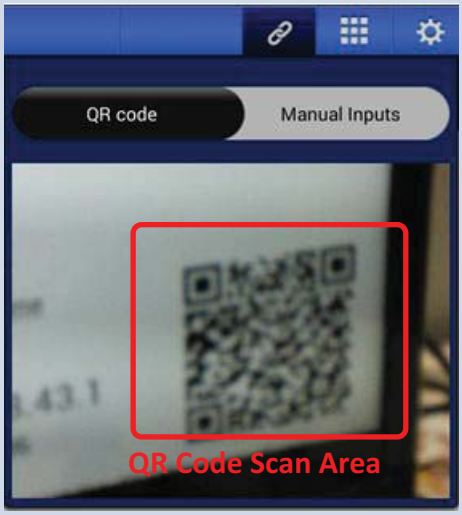
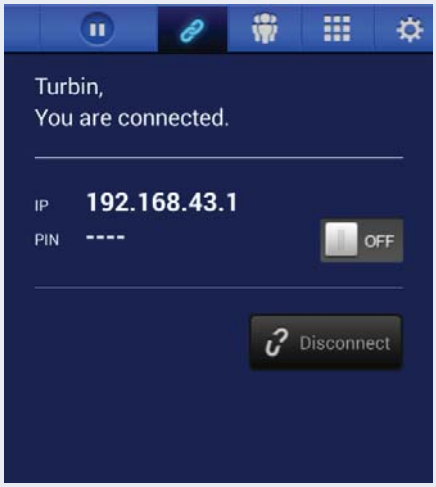
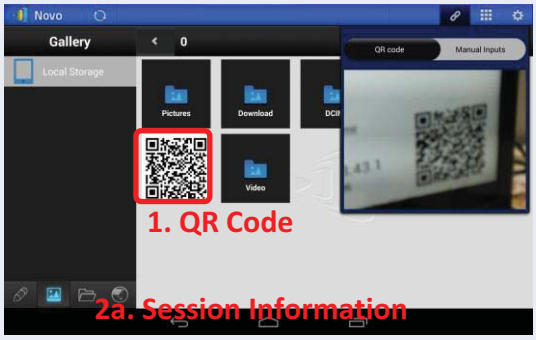
Function	Description
	**Connect to the NE3000 automatically via QR Code:** The **QR code / Manual inputs** switch will be in the **QR code** position by default (if not, just tap the switch once). Aim your tablet's camera at the QR code containing login information, which can be found on your NE3000 home screen or on the screen of the device connected to your NE3000. Under normal circumstances, *NovoPresenter* will automatically login to your NE3000. Should automatic login fail, follow the manual configuration option in the section 3.3.1.2 Connect to your NE3000 device manually.
	**Confirm Connection:** After your *NovoPresenter* app on your Android tablet is connected successfully to your NE3000, you will see the connection tab light up blue . If you are the first *participant*, you will see that your Android tablet's on-screen displayis wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.
	View participants list: You can tap the tab to see the current *participant* list. Example: There are a total of six *participants* in the presentation group. Thomasis *moderator*. However, he is not making a presentation at the moment. He has assigned Kevin, Terry, Kate, and Ivan to be the four *presenters*.
	**Allow other users to connect to the NE3000 automatically via QR Code:** 1. For the first *participant*, *NovoPresenter* automatically generates a QR code on your Android device's home directory (which is mirrored on your projector or TV) to allow other subsequent users to connect to your NE3000 automatically. Subsequent users can follow the steps described above to scan the QR code and connect automatically to your NE3000. Upon starting the *NovoPresenter*,

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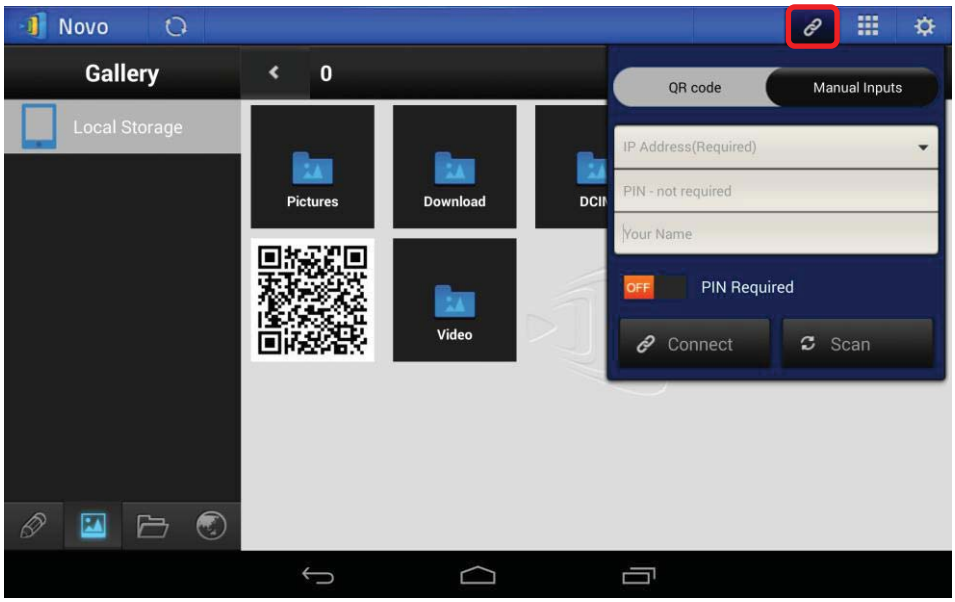
2b. Larger QR Code

you should be able to find the QR code image being displayed.

2. a) After making a connection with your NE3000, you can also display a larger QR code for others to login by tapping the session information tab.
   b) A larger QR code with session information will be displayed. Click **Ok** when done.

3.3.1.2Connect to your NE3000 device manually

If you need to configure login information manually before connecting to your NE3000, this is the preferred connection option. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the configuration options.



Function	Description

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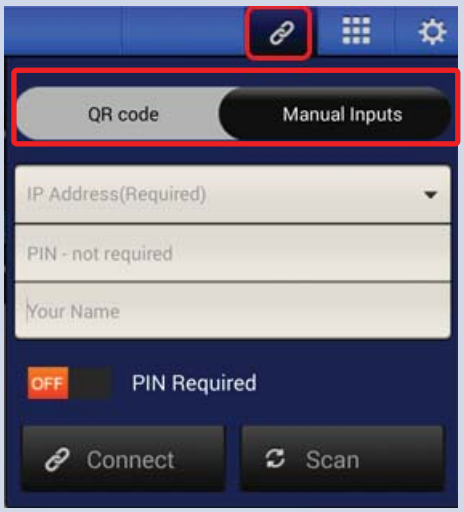
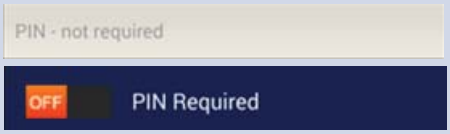
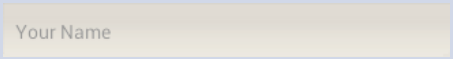


Manual configuration option:
Toggle **the QR code / Manual Inputs** switch to the **Manual Inputs** position.

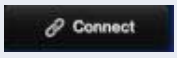
IP address:
Manually enter the IP address shown on your NE3000 home screen here, or select an entry from the drop-down menu that matches the IP address shown on your NE3000 home screen.
You can tap the **Scan** button to scan the IP addresses of all available NE3000s within the same subnet. Select the drop-down menu to see the available NE3000s within your area.
Example: 192.168.43.1.



PIN:
If a PIN code is required to connect to the NE3000, check the **PIN Required** box and enter the PIN shown on the NE3000 home screen. If a PIN code is not required, uncheck the **PIN Required** check box.



Your Name:
(Optional) Manually enter a name for this tablet to be identified in the presentation group among other *participants*.
Example: Jennifer.
(Note: If a name is not entered in this field, the default name for your device will be used.)

Make connection:
Tap the 

button. If you are the first *participant*, this will starta presentation groupon your NE3000. If you are not the first *participant*, you will be joining a presentation group.

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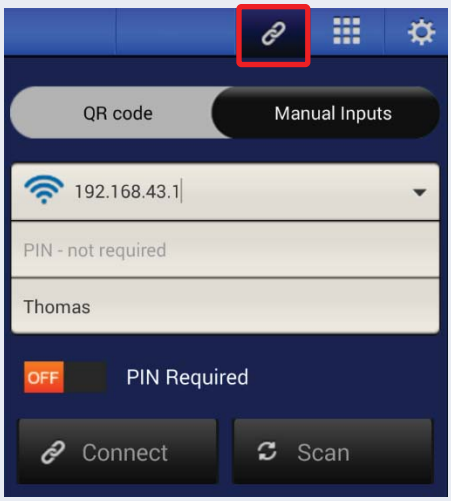	**Confirm connection:** After your *NovoPresenter*app on your Android tablet is connected successfully to your NE3000, you will see the connection tab light up blue . If you are the first *participant*, you will see that your Android tablet's on-screen displayis wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.
	View participants list: You can tap the tab to see the current *participant* list. Example: There are a total of six *participants* in the presentation group. Thomas is *Moderator*. However, he is not making a presentation at the moment. He has assigned Kevin, Terry, Kate, and Ivanto be the four *presenters*.

3.3.2Step 2: Make a presentation

Once you have started or joined a presentation group, you can make a presentation with the contents stored on your tablet, local network, or the Internet. There are three tabs in the lower left corner of the *NovoPresenter* home screen:

Tap this tab to present an image stored on your tablet.

Tap this tabto present a document stored on your tablet.

Tap this tabto present a Web page.

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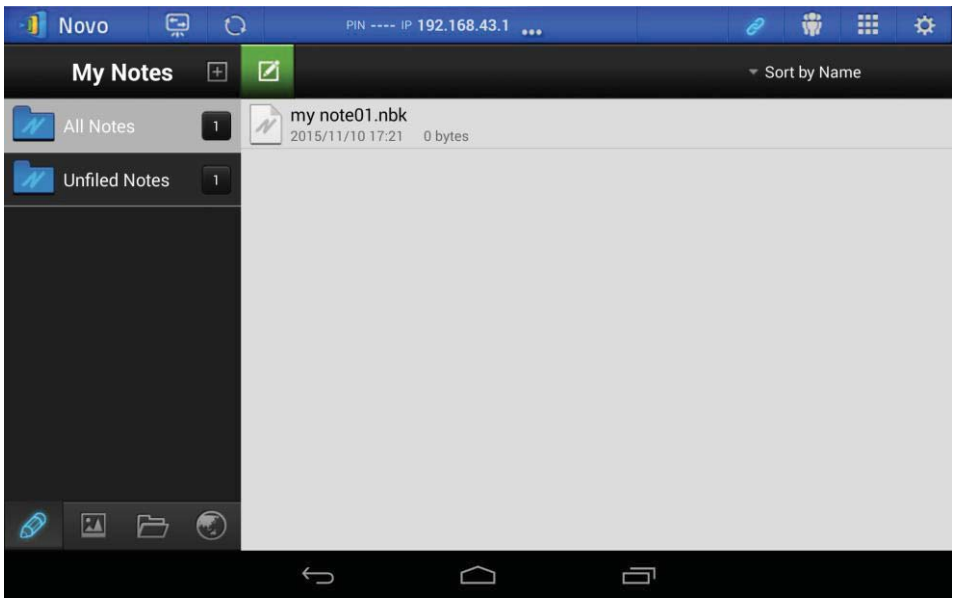
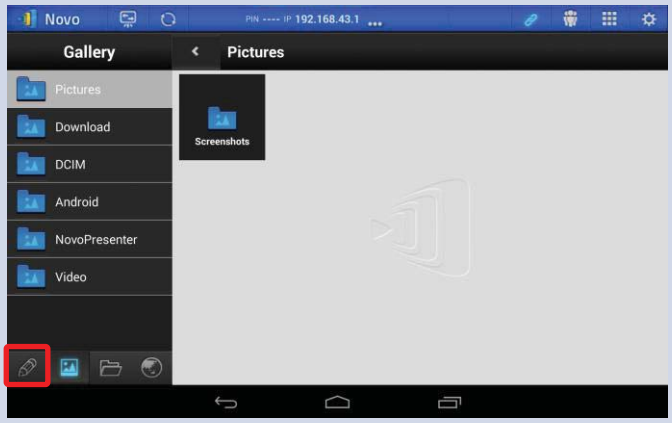
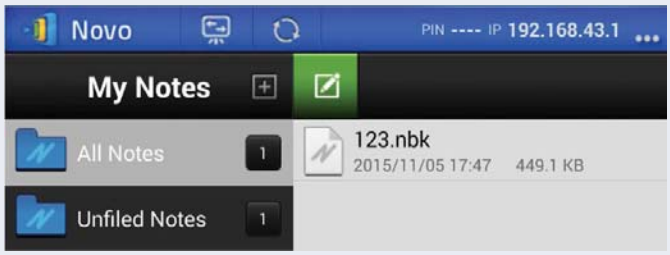
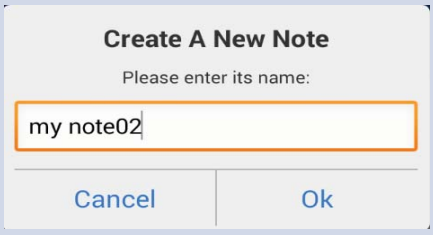
3.3.2.1My Note *(Education Edition* only)



This NovoPresenter feature is a virtual whiteboard that allows tablet users to create, manage and display notes in a NE3000 session.

Function	Description
	**Launch My Note:** Tap on the lower left corner of the screen.
	**Create a new note presentation:** Tap on the top of the screen.
	**Enter your note name:** Type a name for your note in the “Create a New Note” dialog box and tap “YES”.

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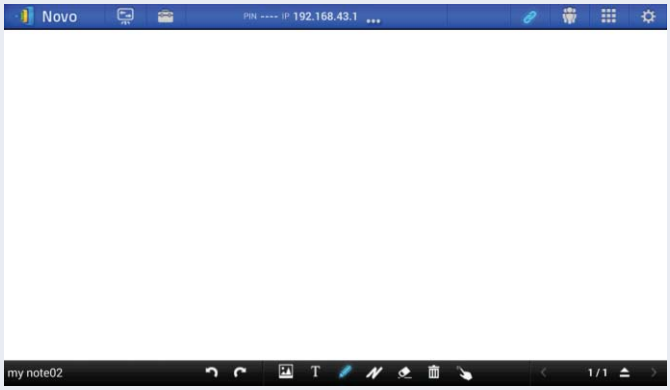
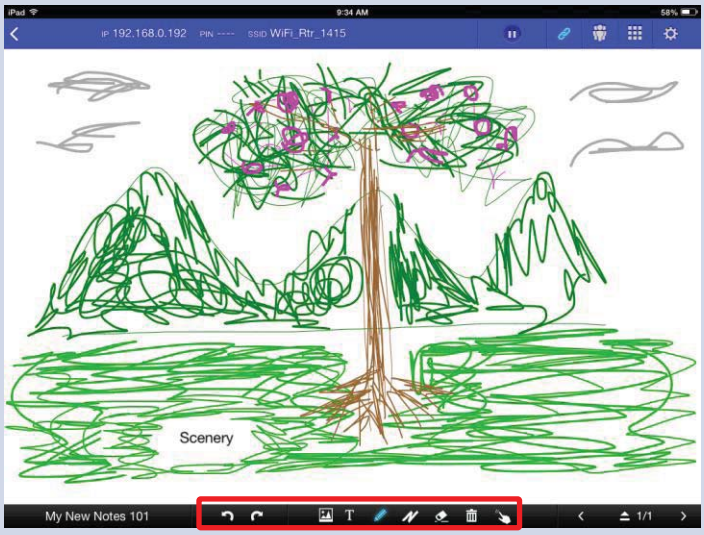


Start making a note:
Your blank note will now open on your screen.



Use the note tools:
The note tools are located on the bottom of the screen. Tap an icon for the desired function.

Insert a picture stored on your Android tablet.

Type texts onto the screen. You can reposition your text by dragging it across your screen with your finger.

Make a drawing on the screen.

Mark or highlight something on screen.

Erase texts, drawings, or highlights.

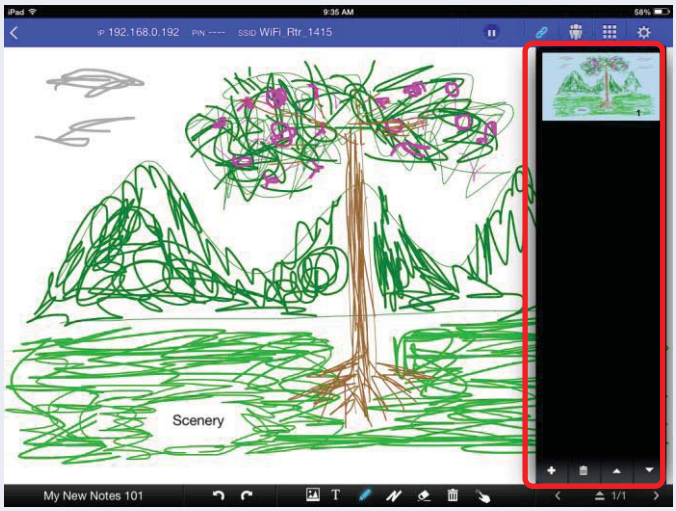
Clear changes without saving.

Note: This is one of the two trash can icons visible on the *My Notes* screen. The clear icon is on a solid black background in the lower middle of the screen.)

Move an image to another location. Tap this button and drag the image to its new position.

Undo a change.

Redo a change.



Add additional pages to My Notes presentation:
The page management tools are located in the add-page options pane on the right side of the screen.

Open the add-page options pane.

Close the add-page options pane.

Add a new page.

Select a page by tapping its thumbnail.

Delete the selected page.

Note: This is one of two trash can icons visible on the

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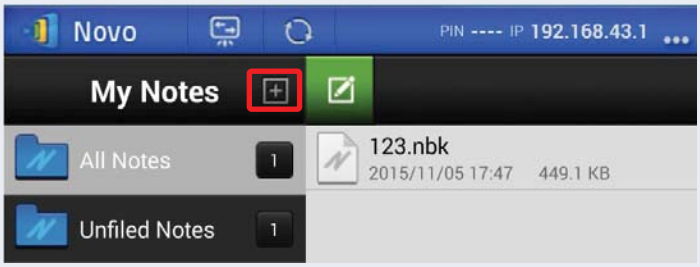
	My Notes screen. The delete page icon is on a dark grey background in the lower right side of the screen. Move the selected page up. Move the selected page down.
	Close and save changes: (Android) Tap to close and save your changes to your note file. (iPad) Tap to close and save your changes to your note file.
	**Organize your notes with Subject folders:** Tap this icon to add a new subject folder. When the “Add a Subject” dialog box appears, enter the name for the new subject folder.

3.3.2.2Presenting an image

One quick way to import presentation files onto an Android tablet is to connect to a computer via USB cable. Drag and drop photos and documents onto the tablet as you do with a USB storage device. A sample screen is provided below.

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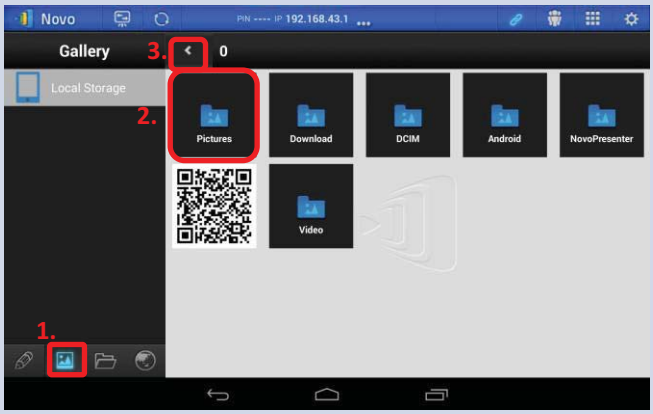
Function	Description
	**Navigation:** 1. Tap the tab to access folders containing image files. It will light up blue. 2. Navigate to a folder by tapping the selected folder. 3. Tap the tab or the back key at any time to return to previous folder.
	Image thumbnails: You will see imagethumbnails displayed once you navigate to a folder with images. You can select a thumbnail to view the full image. Example: Tap a cartoon image thumbnail. Note: Tap tab or the back key at any time to return to the previous folder. Tap tab at any time to refresh the screen.

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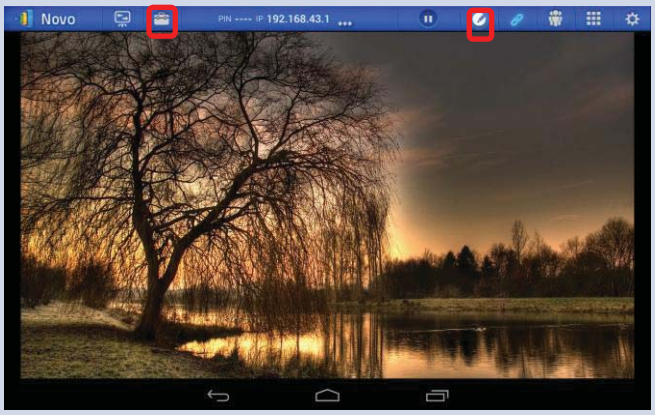


Image presentation:

The selected image will be displayed in full screen.You can zoom in on the image by sliding two fingers apart, or you can zoom out on the image by sliding two fingers toward each other.

If you have more than one image in the same folder, you can swipe your finger left or right on the screen to advance to the next or previous image.

To return to the *Image Thumbnails*page, tap the tab. To use the on-screen annotation tools, tap the tab.

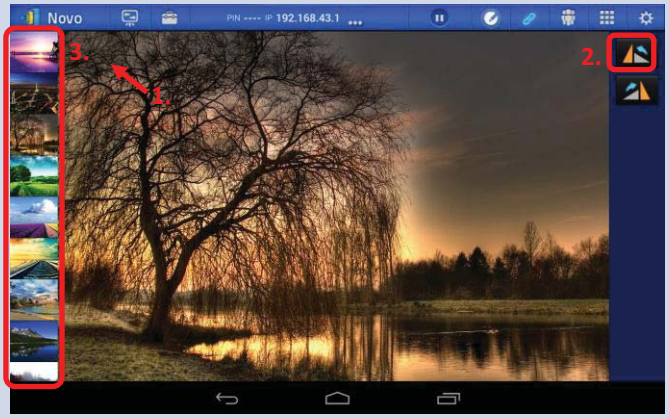
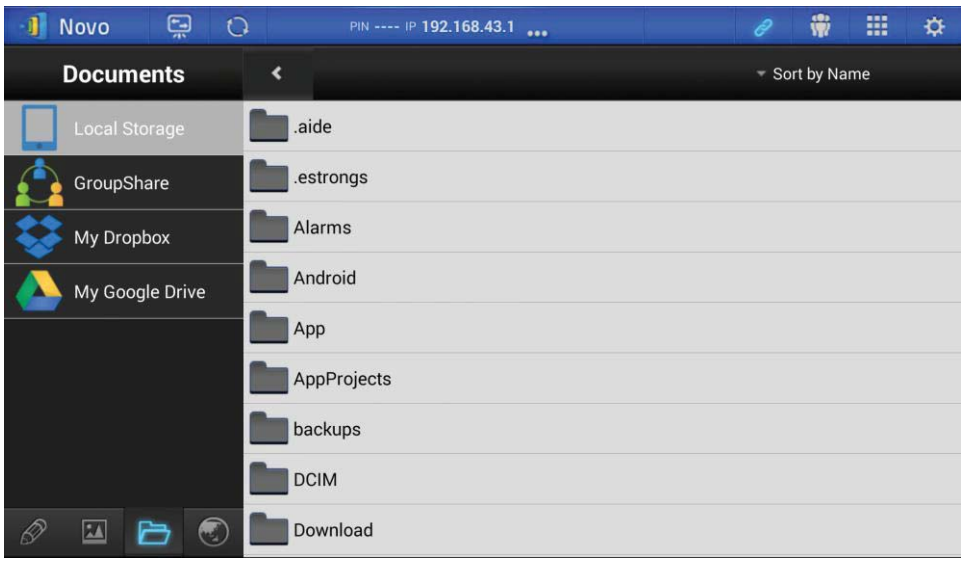


Image presentation control:

1. Tap any image area to show/hide the image presentation control items.
2. Tap to rotate the image counterclockwise, or tap to rotate the image clockwise.
3. To quickly select another image for presentation, drag the image thumbnail bar up or down, and then tap theimage you wish to select.

3.3.2.2Presenting a document (local storage)



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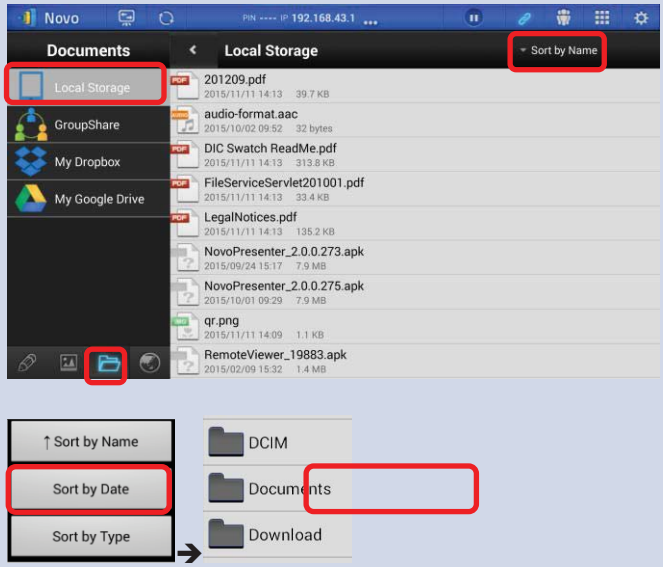
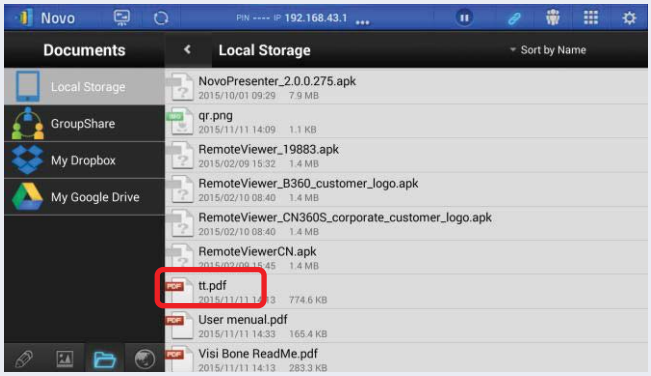
Function	Description
 	**Navigation:** Tap tab to access folders with supported document types. It will light up blue. Tap Local Storage or SD Card tab (or any other tab of your storage device) and browse a folder containing documents. If you wish to sort the folder list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options: - Sort by Name - Sort by Date (default) - Sort by Extension Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Date,* and then tap the *Documents* folder. Note: You can tap tab or the back key at any time to return to the previous folder. Also, you can tap tab at any time to refresh the screen.
	**Document list:** Once you enter a folder with documents supported by *NovoPresenter*, tap the desired document. Example: Tap the document “tt.pdf”. Note: You can tap the tab or the back key at any time to return to the previous folder. Also, you can tap the tab at any time to refresh the screen contents.
	Documentpresentation: The selected document(a PDF, for example) will be displayed in full screen. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other. To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up. To return to the *Document List*page, tap tab. To use the on-screen annotation tools, tap tab.

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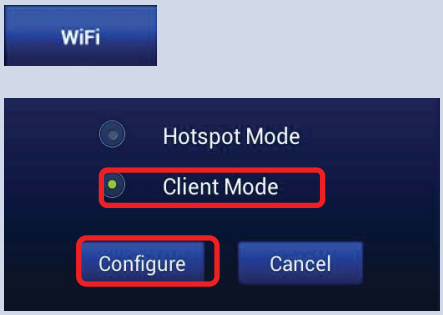
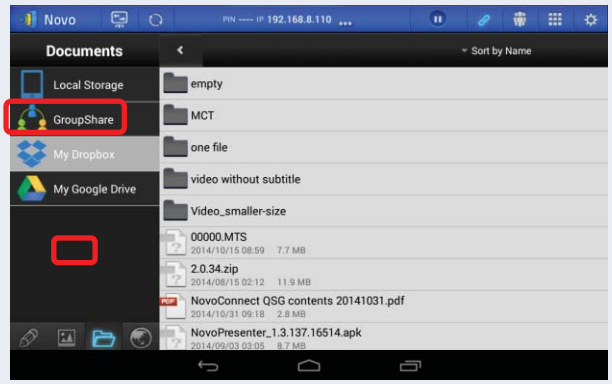
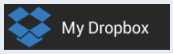
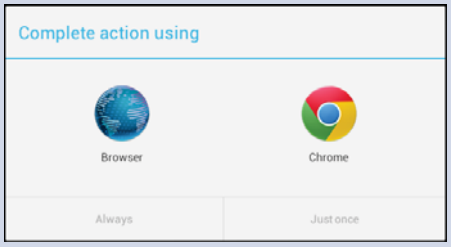
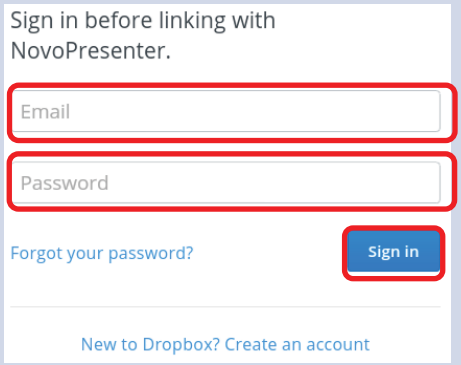
3.3.2.3Presenting a document (with Dropbox)

To present with documents residing in Dropbox, please follow steps listed in the table below.

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	**Set Your NE3000 to Client Mode:** Set your NE3000's Wi-Fi mode to **Client Mode** and connect to a router with Internet access.Please refer to the *Remote Viewer* chapter for more details.
	**Select Dropbox as the document source:** Tap the folder tab . It will light up blue. Tap the  tab.
	**First time using Dropbox in *NovoPresenter*:** Upon first use of the *NovoPresenter* Dropbox feature, a link between *NovoPresenter* and your Dropbox account will need to be established. Choose a Web browser to access the Dropbox link page.
	Enter your Dropbox *Email* and *Password*, and then tap the **Sign In** button.

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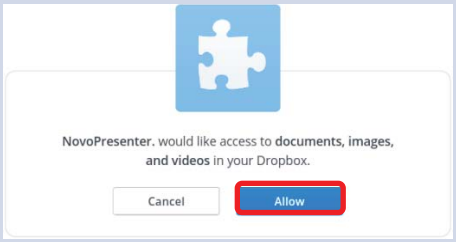
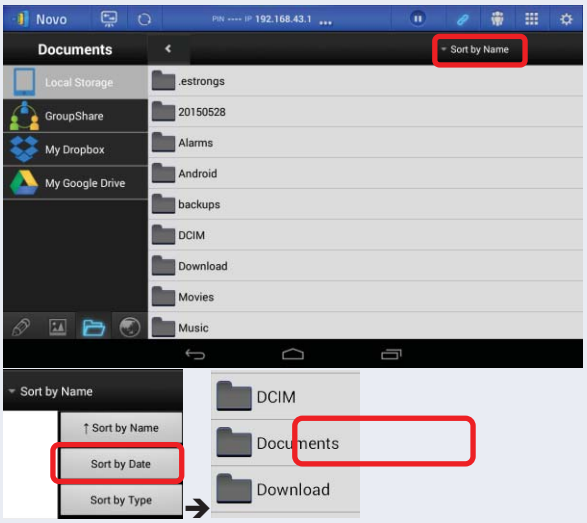


Tap the **Allow** button to permit *NovoPresenter* to access your Dropbox documents. You will then be redirected back to *NovoPresenter*.

Note: If your Android tablet is disconnected from your NE3000 during the Dropbox setup, simply reconnect to your NE3000 using the procedures in "*Step 2: Connect to your NE3000 device*".



Navigation:

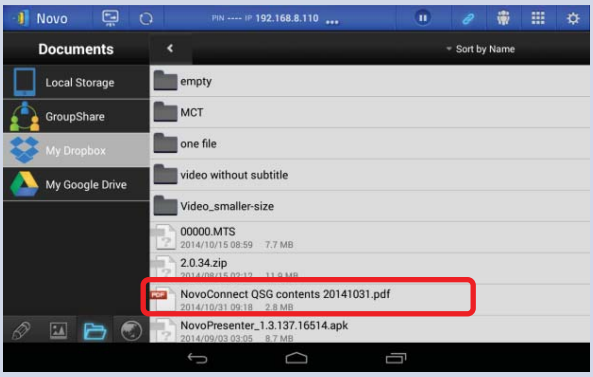
If you wish to sort the list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options:

- Sort by Name
- Sort by Date (default)
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name*, and then tap the *Documents* folder.

Note: You can tap the tab or the back key at any time to return to the previous folder.

You can also tap the Dropbox tab at any time to refresh the Dropbox list.



Document list:

Once you locate the desired document, you can open and present the document page by page on the Dropbox Web site without downloading the document to your Android tablet.

Example: Tap the document "NovoConnect QSG contents 20141031.pdf".

Note: You can tap the tab or the back key at any time to return to the previous folder.

Scroll Bar

Documentpresentation:

The selected document(the PDF in this example)will be displayed in full screen. If your presentation is paused, tap the button to resume the presentation. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other.

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List*page, tap the

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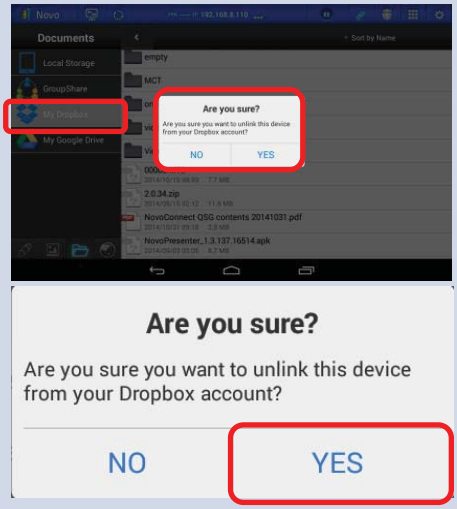
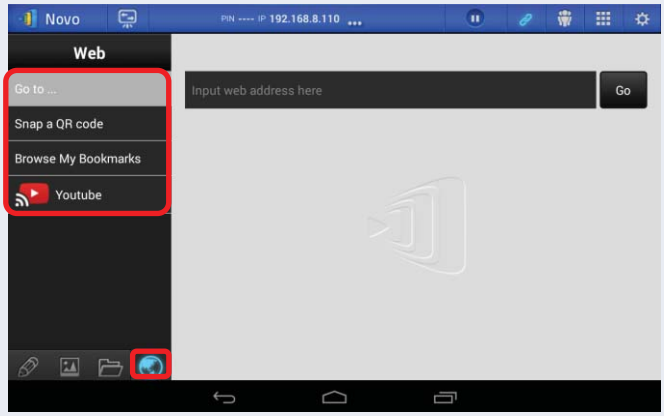
	tab. To use the on-screen annotation tools, tap the tab.
	**Unlink device from Dropboxor Google Drive:** If you need to unlink the *NovoPresenter* app from your Dropbox**& Google Drive** account, tap the tab and tap**Unlink device from Dropbox** or **Unlink device from Google Drive**. When the *"Are you sure?"* confirmation dialog box appears, tap**Yes** to proceed.

3.3.2.4Presenting with a browser

(Note: *ForEducation Edition*all participants will automatically allow screen preview.)

Function	Description
	Set Your NE3000 to Client Mode: Set your NE3000's Wi-Fi mode to **WiFiMode** and connect to a router with Internet access.Please refer to the *Remote Viewer* chapter for more details.
	**Start browsing for a Web page:** Tapthe Internet tab . It will light up blue. Select one of the three options to access a Web page: - Go to… (enter URL address [default]) - Snap a QR code - Browse My Bookmarks (Website bookmarks)

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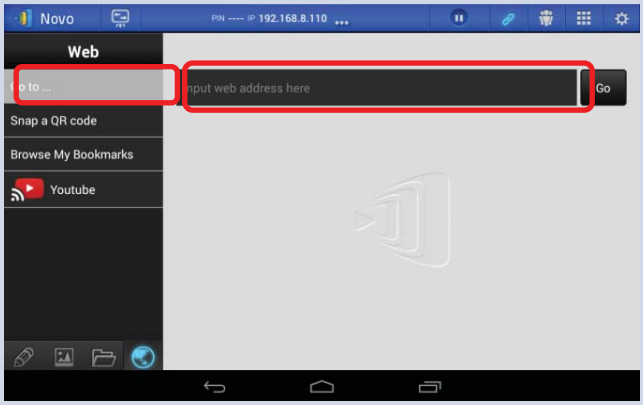
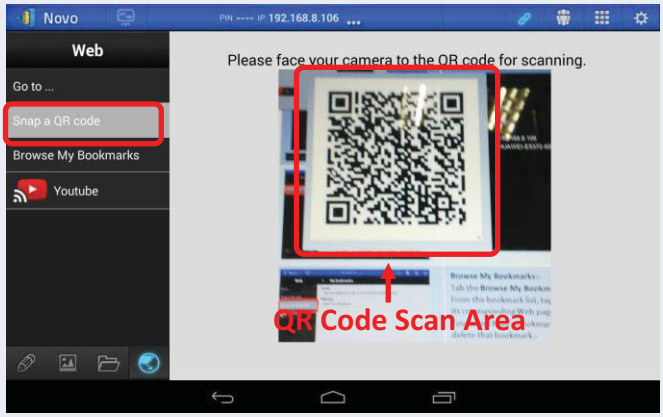
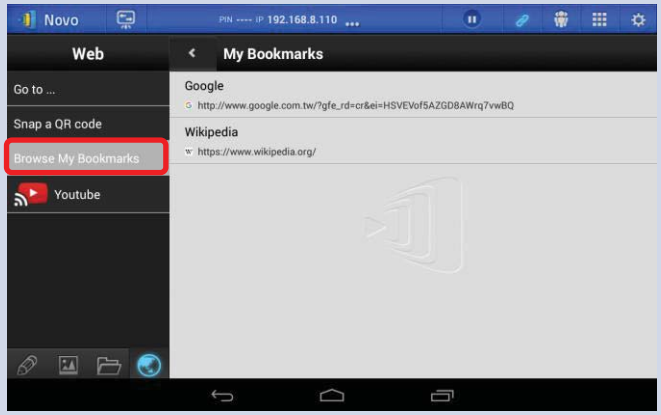


Go to …:
Tap the **Go to …** tab.
Enter the Web page URL and tap **Go**.
Example: Enter the URL www.wikipedia.org and tap**Go**.



Snap a QR code:
Tap the **Snap a QR code** tab.
Aim your tablet's camera at a QR code containing Web page information. *NovoPresenter* will detect the embedded URL and go to the corresponding Web page.



Browse My Bookmarks:
Tab the **Browse My Bookmarks** tab.
From the bookmark list, tap a bookmark of interest to go to its corresponding Web page.
Touch and hold a bookmark for two seconds to edit or delete that bookmark.
Note: The bookmark list may initially be empty. You can add a Web page to the bookmark list while browsing the Web by tapping tab.

Web page presentation:
The selected Web pagewill be displayed in full-screen. You can zoom in on the Web page by sliding two fingers apart, or you can zoom out on the Web page by sliding two fingers toward each other.
To scroll down or move to the next page, slide your finger up. To scroll up or move to the previous page, slide your finger down.

To add aWeb page to the bookmark list, tap the tab.

To return to **Browse My Bookmarks**, tap the

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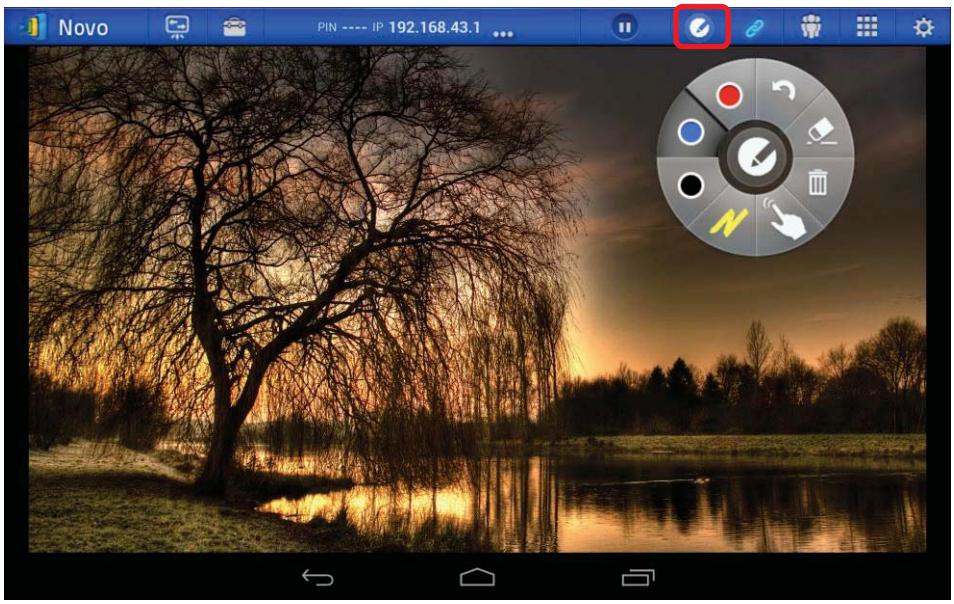
	tab. To use the on-screen annotation tools, tap the tab.

3.3.2.5Annotation

Sometimes you may want to write, highlight, or mark portions of your presentation materials directly on the tablet screen. *NovoPresenter* provides an on screen annotation tool for the presenter to annotate directly on the presentation material without changing the original. You can enable the annotation tool by toggling the tab on, as shown in the screen sample below.



Function	Description
	Touch the tab to enable the annotation tool. Annotate with a red marker Annotate with a blue marker Annotate with a black marker Annotate with a yellow transparent marker Change from annotation (writing) mode to touch panel (operation) mode Trash can Eraser Undo

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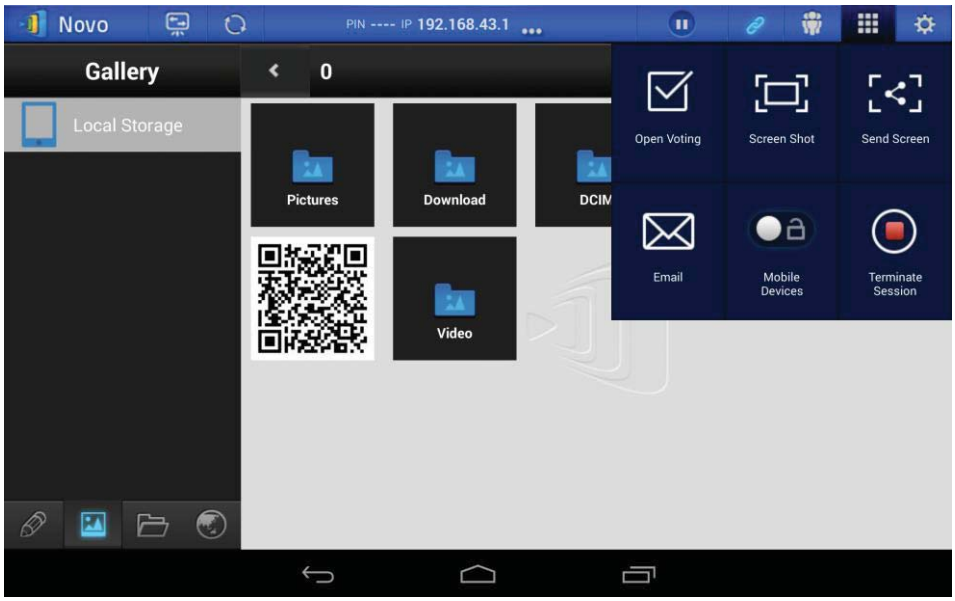
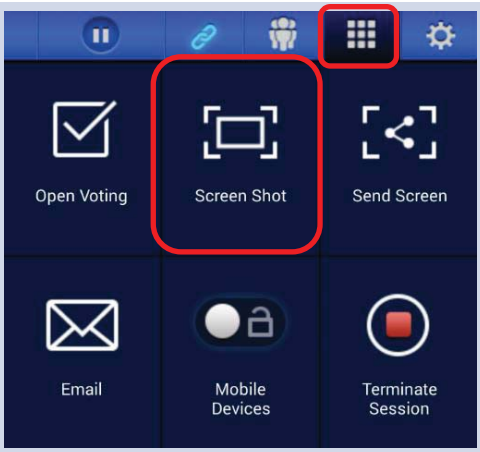
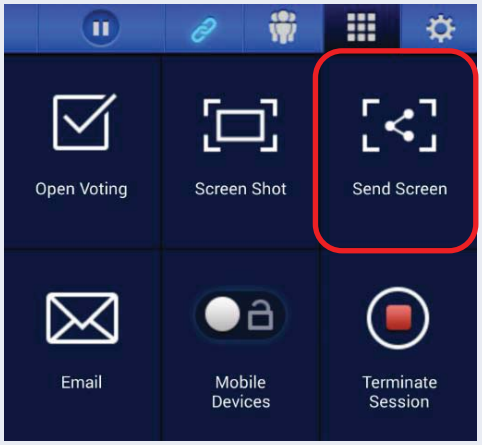
3.3.2.6Screenshot and share

This feature allows users to take screenshots of their display and share them with other users.



Function	Description
	**To take a screenshot:** Tap the tab and tap the **Screen Shot** area. A file storage directory will be displayed for the location of the saved screenshot.
	**To share a screenshot:** Tap the **Send Screen** button, the screenshot will be shared with other users.

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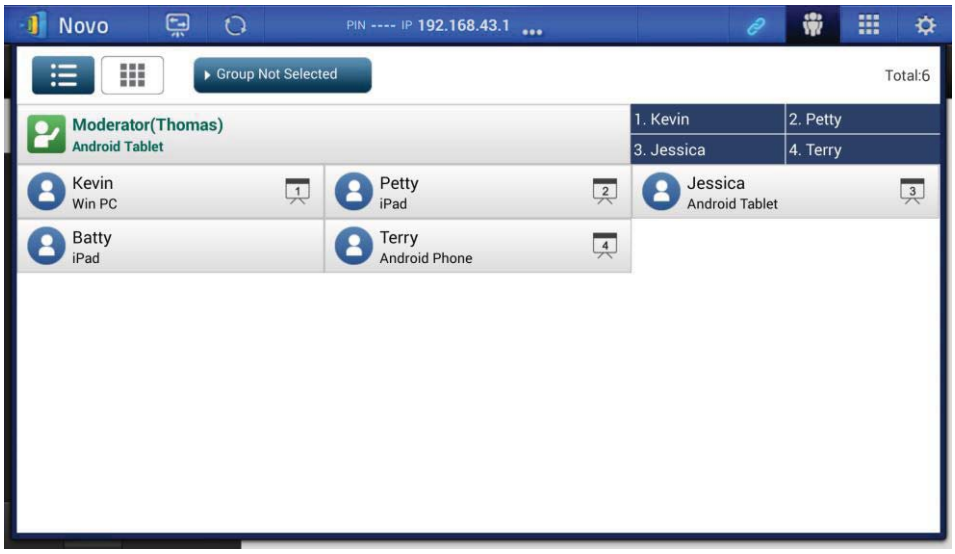
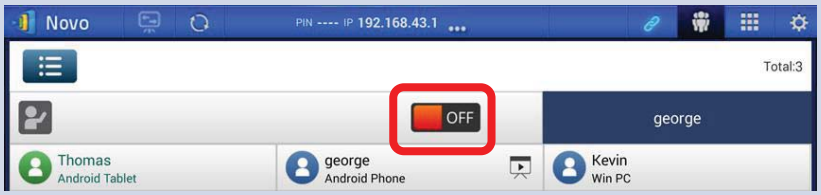
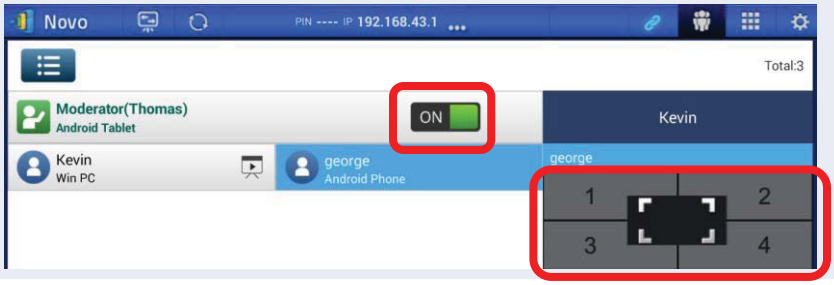
3.3.3Step 3: Presentation management

Once you have started/joined a presentation group, you are ready to make a presentation and collaborate with other *participants*. A sample screen view is provided below.



3.3.3.1Set Moderator mode (*Corporate Edition* only)

The moderator can manage presentations or make a presentation in the split screen.

Function	Description
	**Set the moderator mode:** Tap the tab and tap the **Moderator On/Off** switch to set the moderator mode. OFF: The moderator mode is off. ON: The moderator mode is on.
	**Manage presentations or make a presentation:** The moderator now has the authority to manage presentations or make a presentation in split screen.

3.3.3.2Role assignment

There are three roles in a presentation group: the*moderator*, the *presenter*, and the *participant*.

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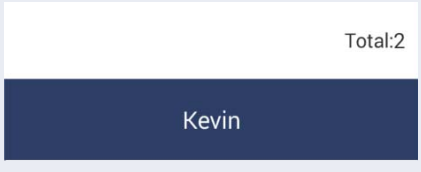
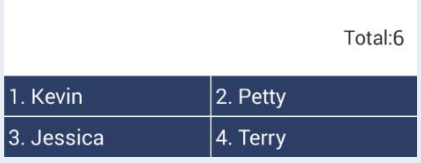
The first person to start the presentation group with a NE3000 is assigned the *moderator* role. Subsequent joiners are assigned the *participant* role.The *moderator* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To view all current*participants* who have joined the presentation group, tap the tab.

Function	Description
	Select the tab to show *participant* list. indicatesthe current *moderator*. indicates the current *presenter*. indicates the current *presenter*that is presenting in the indicated split-screen box number (#1-4). The example here shows a *presenter* that is presenting in Box #1. *Example: There are six *participants* in the presentation group – two with Android tablets, one with Windows PC, two with iPads, and one with Android phone. Thomas is the *moderator* who has automatically denied screen preview. Kevin, Petty, Jessica, and Terry are *presenters* currently presenting in boxes #1-4 of the four-way split screen, which will be explained in detail later. *: *ForEducation Edition*all participants will automatically allow screen preview.
Example 1:  Example 2: 	The nameson this box indicate thecurrent *presenters* and the total number of current *participants*. Example 1: Kevin is the only *presenter*, and there are currently 2 *participants*. Example 2: Kevin, Petty, Jessica and Terry the four *presenters*, and there are currently 6 *participants*.

3.3.3.3Role change, screen preview, and four-way split screen

(*ForEducation Edition*all participants will automatically allow screen preview.)

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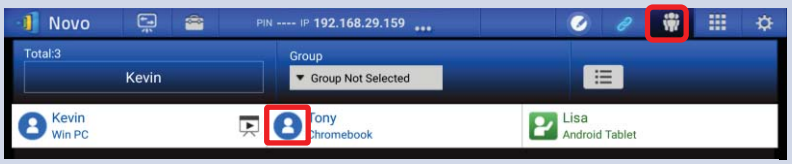
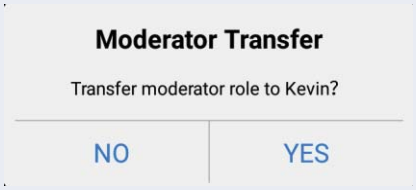
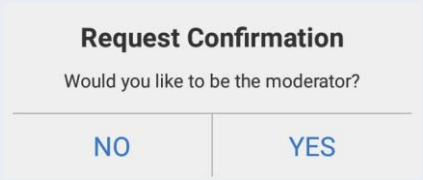
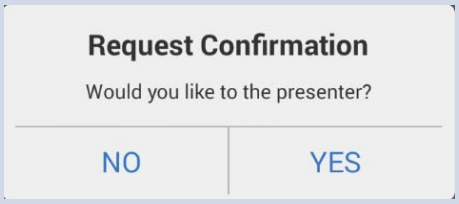
Function	Description
	**Role change: change a participant to a moderator** First select the tab to show the *participant* list. Then tap one participant's icon, whom you want to transfer moderator role to. *Please note: only the moderator is allowed for this operation.*
The *moderator*'s screen:  The *participant*'s screen: 	A dialog box pops up to ask for your confirmation. You have 20+ seconds to click the Yes button to accept or click the No button to reject the requested role change. At the same time, a dialog box will appear on that participant's screen to ask for his/her confirmation. The participant has 20+ seconds to click the Yes button to accept or click the No button to reject the requested role change.
	Role change: change be to be sole presenter First select the tab to show the *participant* list.
	Highlight *participant*Batty by tapping the middle part of the entry of Batty. Then tap the icon of the split screen selection areato request that Batty be the sole *presenter*.
	When a *participant* is asked to be a *presenter*, a dialog box will appear on the *participant*'s screen to request confirmation. The *participant* has 20+ seconds to tap the **Yes** button to accept the new role or tap the **No** button to reject.

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