

ViewSonic ViewBoard User Guide



Academic Technology Services
California State University, Long Beach
csulb.edu/ats

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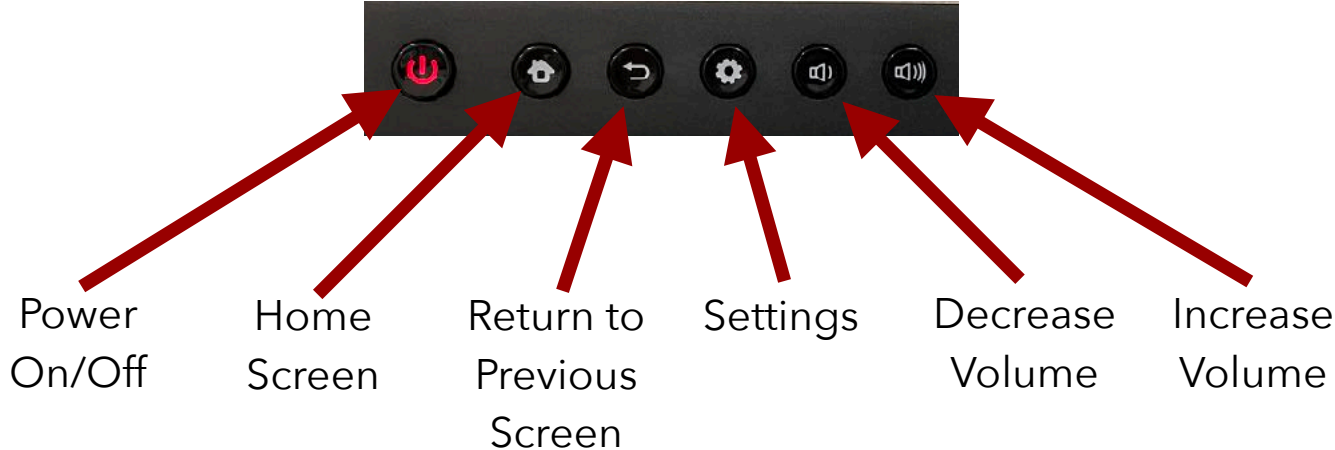
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Front Panel Overview

In the bottom right corner of the ViewSonic ViewBoard, you will find the control panel. In the bottom left corner, you will find the touch pen(s). The wireless keyboard is located on a stand below the screen.



The main control panel buttons include:



Getting Started

1. Press the power button to turn on the ViewSonic ViewBoard. The indicator light will turn blue when it is on.



2. Press the home screen button.



3. This will take you to the ViewBoard's home screen. The main parts of the home screen include:

Application
Drawer


Toolbar
Trigger
Icon

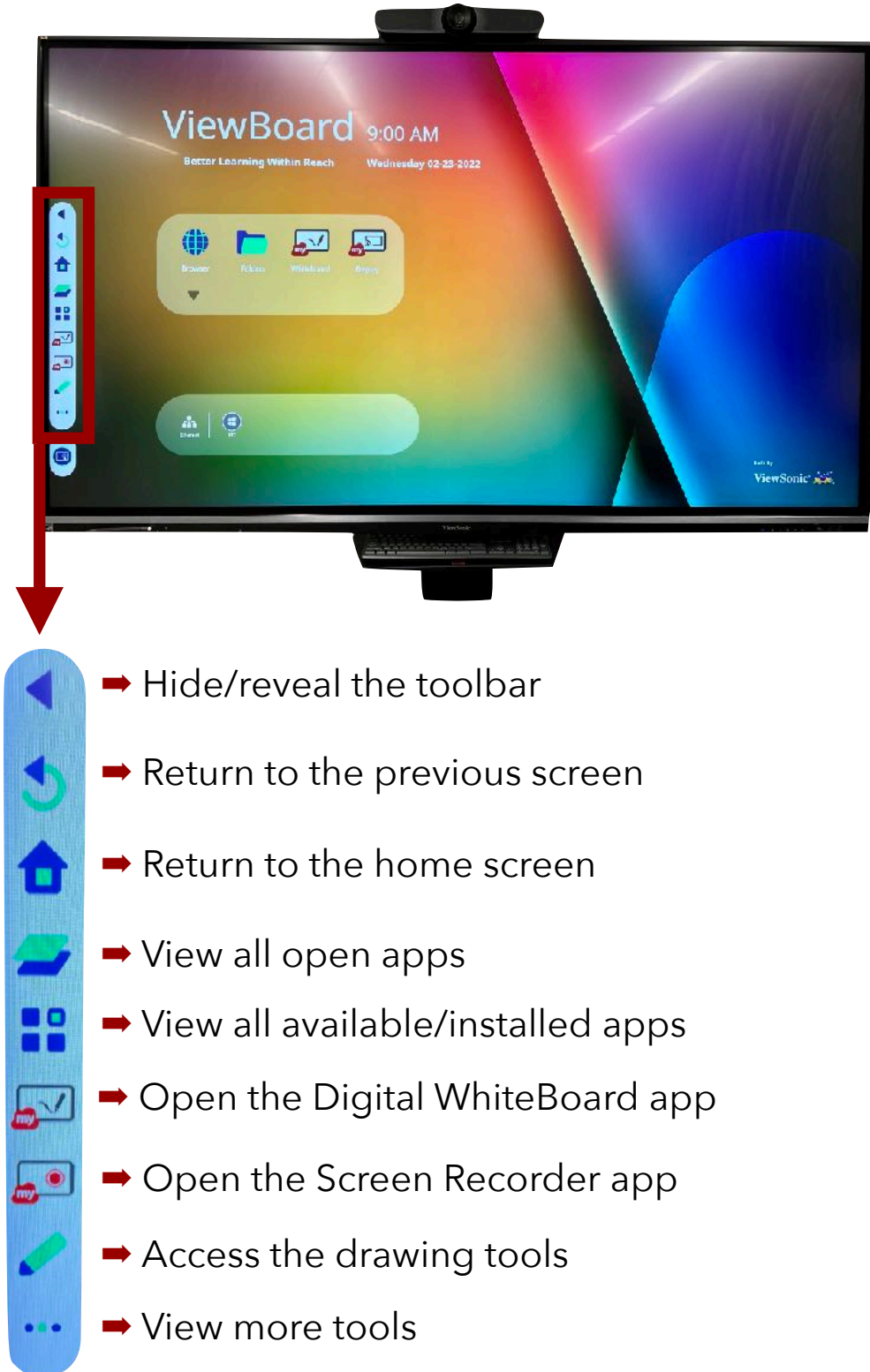


Toolbar
Trigger
Icon



Additional
Connections

MAIN TOOLBAR

Tap on one of the toolbar trigger icons (). This will bring up the primary toolbar menu.



SCREEN DRAWING TOOLS

1. Tap on one of the toolbar trigger icons (). Then, tap on the drawing tools icon ().

2. This will bring up a secondary menu with different drawing tools that you can use to annotate the screen. You can also save your annotations.



→ Pen

→ Highlighter

→ Eraser

→ Undo previous action

→ Redo previous action



→ Delete all annotations on the screen

→ Save screen image with annotations

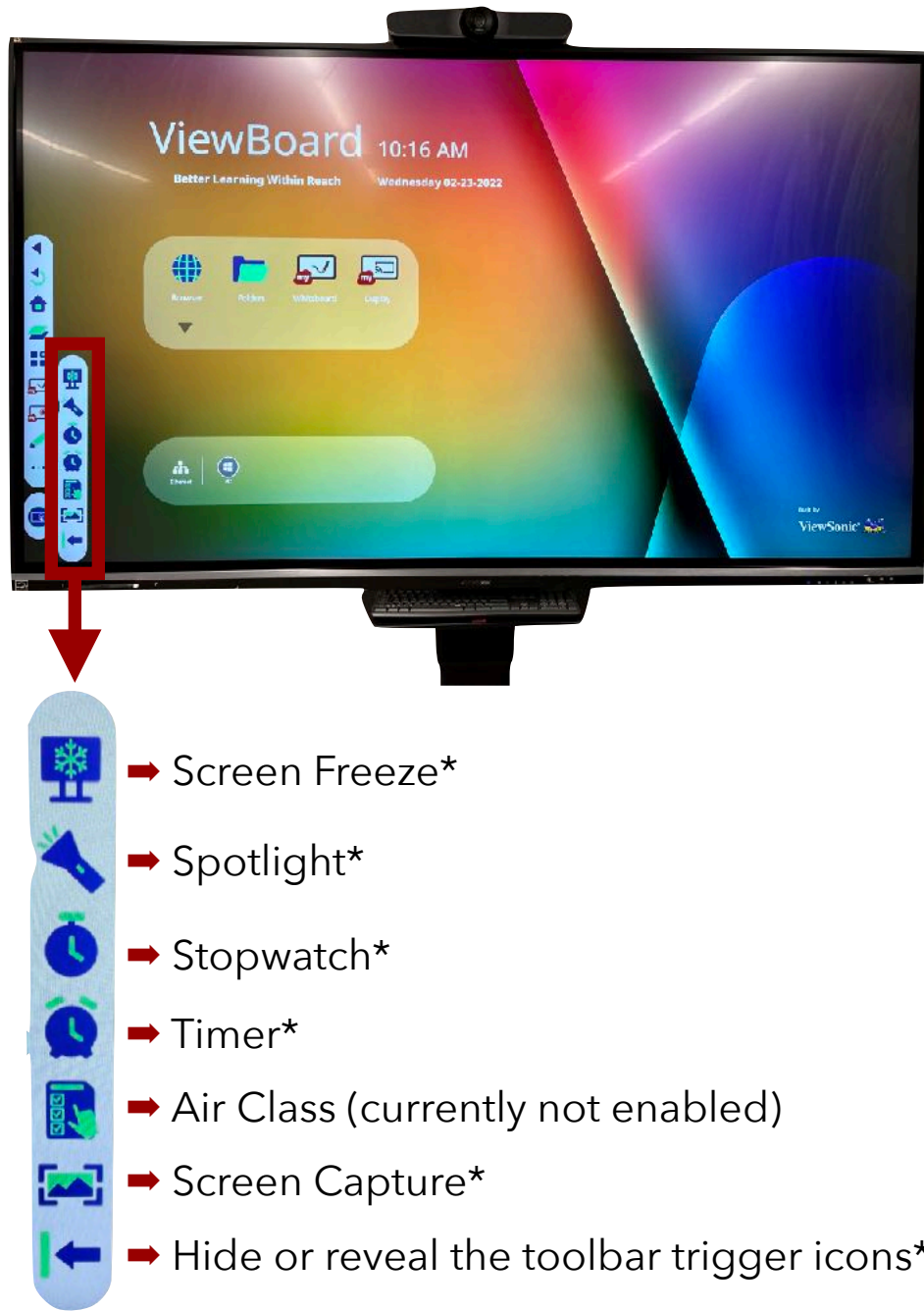
→ Exit drawing tools

For the pen & highlighter tools, you can tap a second time on the tool to change its color. Then, you can use the touch pen or your finger to draw on the screen.

MORE TOOLS

1. Tap on one of the toolbar trigger icons (). Then, tap on the "More" icon ().

2. This will bring up a secondary menu with additional tools.



*Learn more about these tools on the following pages!

Screen Freeze

This will freeze your current screen. You can then use the on-screen controls to zoom in or out on the frozen screen or to put the frozen screen in full-screen mode. Tap the X to exit Screen Freeze mode and return to normal function of the screen.



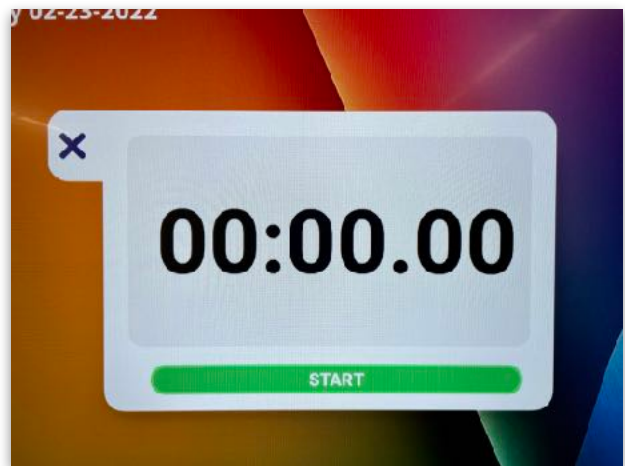
Spotlight

This will bring up a spotlight that you can drag around to highlight a particular area of the screen. Tap on the Settings icon to adjust the contrast of the spotlight vs. the screen and to change the size of the spotlight. Tap the X to exit Spotlight mode.



Stopwatch

This will bring up a digital stopwatch that you can drag anywhere on the screen. Tap the Start button to start the stopwatch. You can pause, continue, or reset it as needed. Tap the X in the corner of the stopwatch to exit it.



Timer

This will bring up a digital timer that you can drag anywhere on the screen. Drag up or down on each column to set the hours, minutes, and seconds. There is also an optional alarm sound that you can enable. Tap the Start button to start the timer. You can pause or reset it as needed. Tap the X in the corner of the timer to exit it.



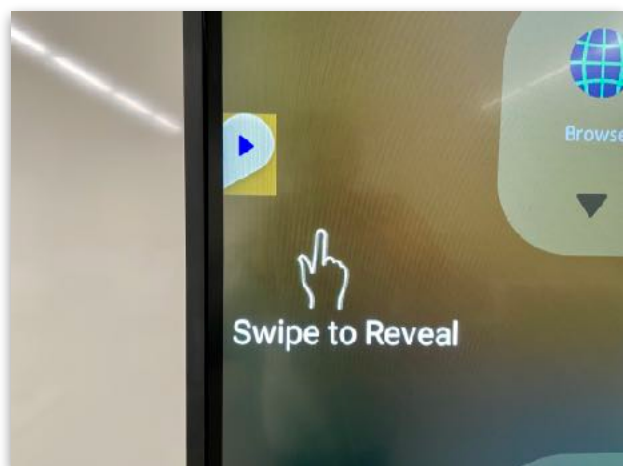
Screen Capture

When you tap on the Screen Capture icon, it will automatically take a screenshot of your current screen. You will see the file name appear along the bottom of the screen for a few seconds. The screenshot is automatically saved to the ViewBoard's Folders app.





Hide/Reveal Toolbar Trigger Icons

This will automatically hide the toolbar trigger icons. You will need to swipe from the edge of the screen to reveal the trigger icons again. (NOTE: Hiding the toolbar trigger icons is not recommended unless they are blocking the content on your screen. Alternatively, you can simply drag the trigger icons up/down to move them to a more ideal location on the side of the screen.)



GENERAL SETTINGS

1. Tap on one of the toolbar trigger icons (). Then, tap on the General Settings icon at the very bottom of the toolbar ().

2. A) Tap on the "General" section in Settings. B) Here, you can drag the sliders to adjust the volume and brightness of the ViewBoard as necessary. C) To exit Settings, tap on "Back" in the top left corner of the screen.



You can also use the buttons in the control panel to access Settings or adjust the volume.



Tools for Teaching & Learning

The ViewSonic ViewBoard includes a variety of embedded apps and features that can be particularly useful in the classroom. These tools include:

- [Digital Whiteboard App](#)
- [Built-in PC](#)
- [Personal Device Connection](#)
- [Screen Recorder App](#)

The following sections will provide an overview of each tool. For each tool, there will be a description of its **purpose** (i.e., how it can be used for teaching and learning) along with the **process** for using the tool on the ViewSonic ViewBoard.

DIGITAL WHITEBOARD APP

Purpose

The ViewSonic ViewBoard has a built-in whiteboard that you can use for teaching and learning. For example, you could model how to solve a problem, draw a diagram, do a brainstorming activity, create an outline, draw a concept map, and much more! You can also get students involved by having them use the whiteboard to teach their peers about course concepts.



Process

1. Press the power button to turn on the ViewSonic ViewBoard.

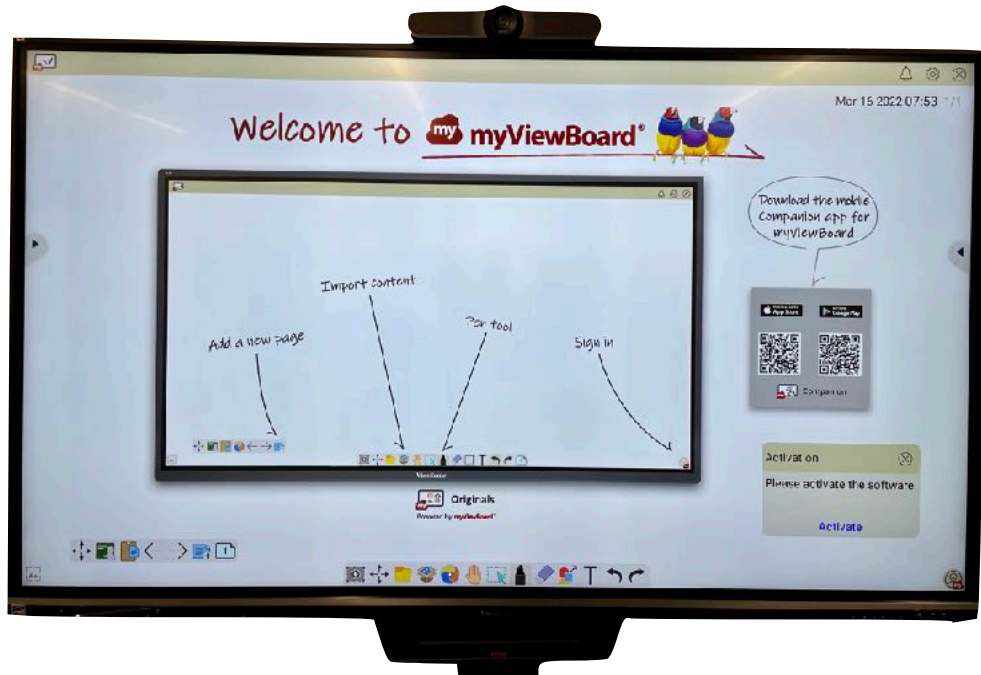


2. Press the home screen button.

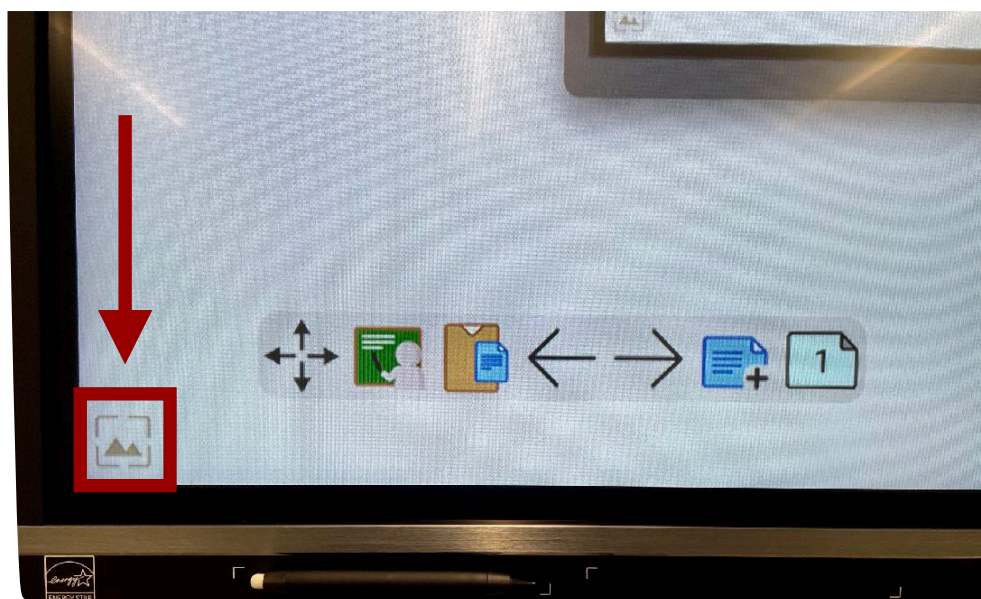


3. Tap on one of the toolbar trigger icons (). Then, tap on the Whiteboard app icon ().

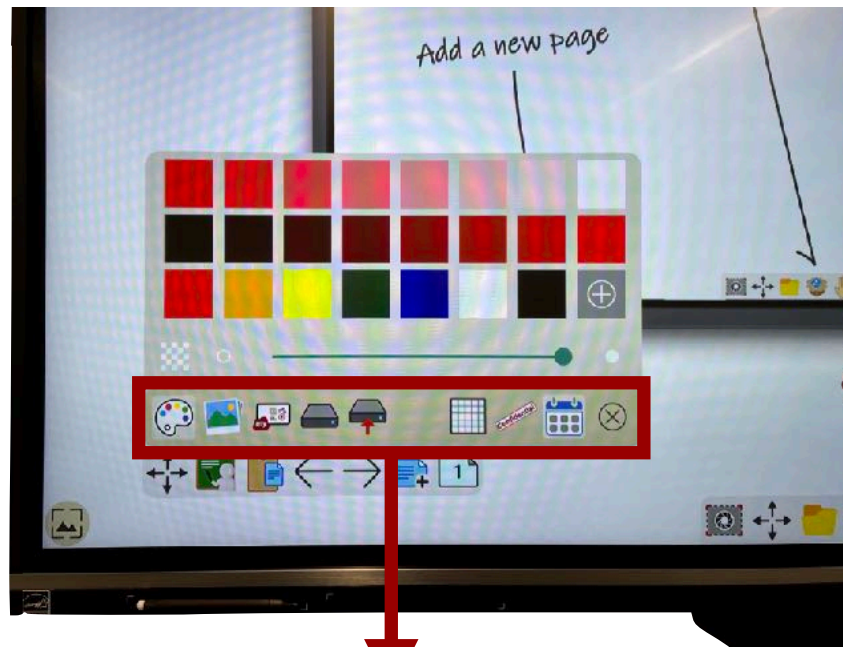
4. This will launch the Whiteboard app. You will see the welcome screen below. Please **ignore** the activation window in the bottom right corner of the welcome screen, as you do not need to activate the software to use it.



5. To change the background of the screen, tap on the Background icon in the bottom left corner of the screen.



6. This will bring up the Background window. Along the bottom of the window, you will see different categories of backgrounds you can choose from. Below are descriptions of recommended categories.



Select a solid color background.

Select a graphic background (e.g., lined paper, speech bubble, etc.)

Add grid lines to your selected background.

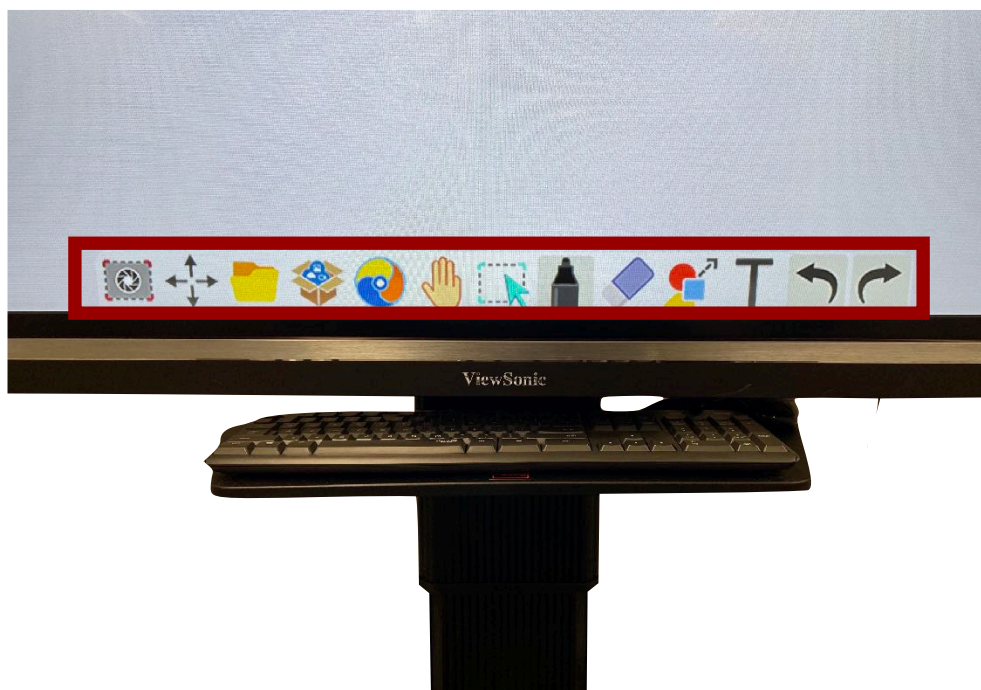
Add a "Confidential" watermark to the background.

Exit the Background window.

7. Once you have selected a background and exited the Background window, you will be back in the main whiteboard space.

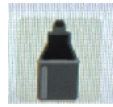


Along the bottom of the screen, you will see the main toolbar.



The following pages will provide descriptions of some of recommended tools in the main toolbar.

Pen Tool

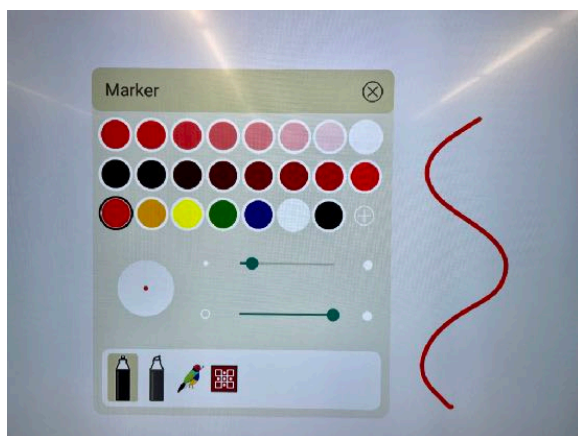


Tap on the pen tool to select it. Then, tap on the pen tool a second time to bring up the pen window. Along the bottom of the window, you will see four different pen options: Marker, Highlighter, Shape Pen, and Magic Line Pen.

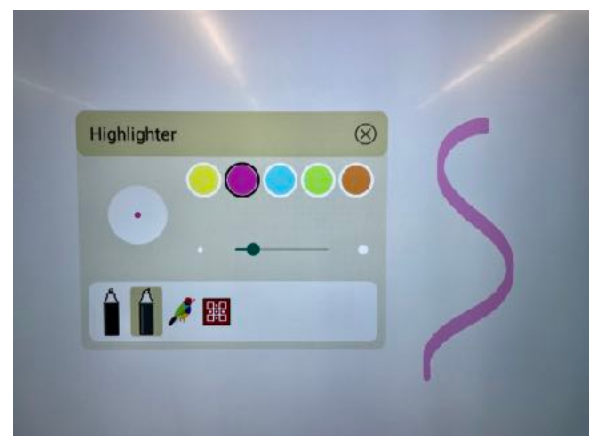


For each type of pen, you can select the color/style and drag the sliders to adjust the line thickness and opacity. You can also use your finger or the touch pen to draw on the screen.

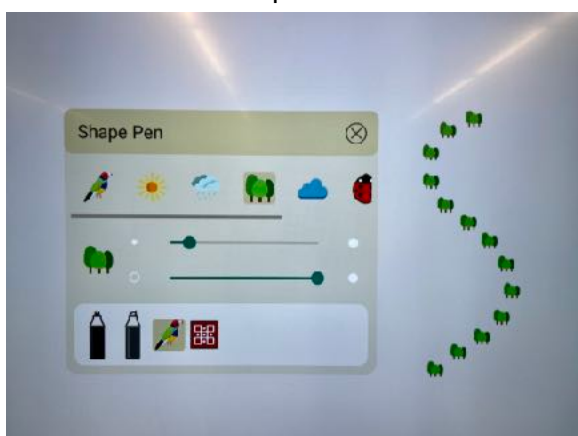
Marker



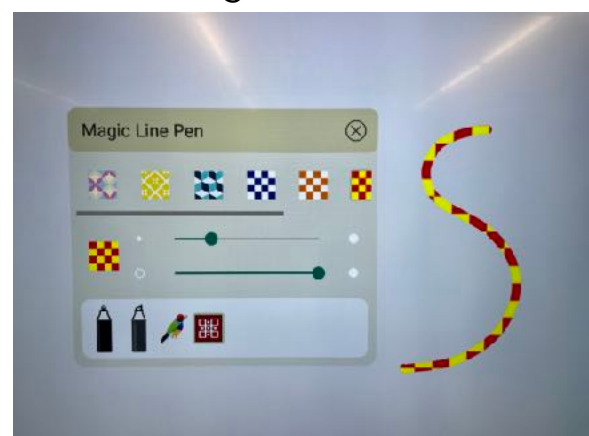
Highlighter



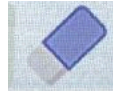
Shape Pen



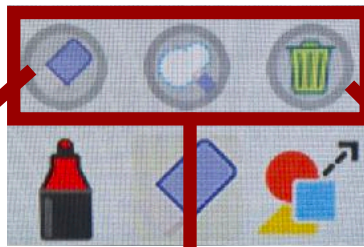
Magic Line Pen



Eraser Tool



Tap on the eraser tool to select it. You will then see three eraser options appear above the tool.



Select this & then drag your finger along the drawing to erase a small area at a time.

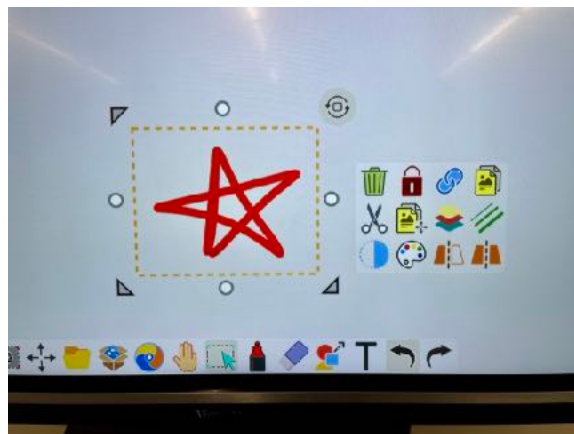
Select this & then trace around the drawing to erase it at once.

Select this to automatically erase all of the drawings on the screen at once.

Selection Tool



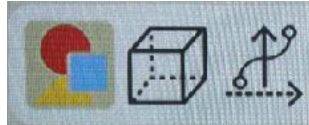
Tap on the selection tool. Then, trace around a drawing to select it. You can then drag the drawing elsewhere on the screen or resize it. You can also use the on-screen controls to delete or lock the drawing, or to adjust its appearance (e.g., changing the line thickness, opacity, color, or orientation).



Shapes Tool

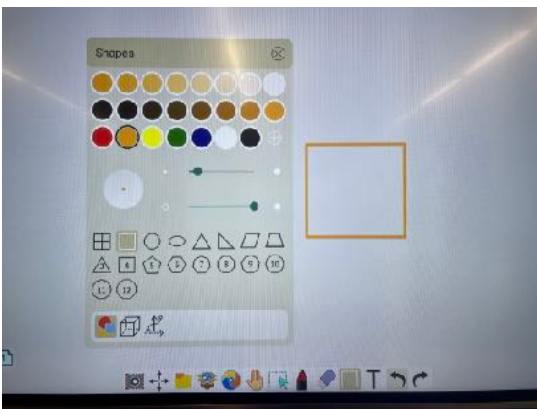


Tap on the shapes tool to select it. Then, tap on the shapes tool a second time to bring up the shapes window. Along the bottom of the window, you will see three different categories: 2D Shapes, 3D Shapes, & Lines.

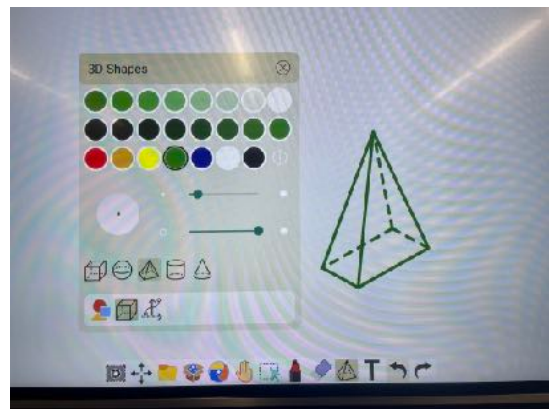


Choose a category. Then, select a color, and adjust the line thickness and opacity. Tap on the shape you would like to add (e.g., square). Use your finger or the touch pen to drag on the whiteboard screen, and the shape will appear.

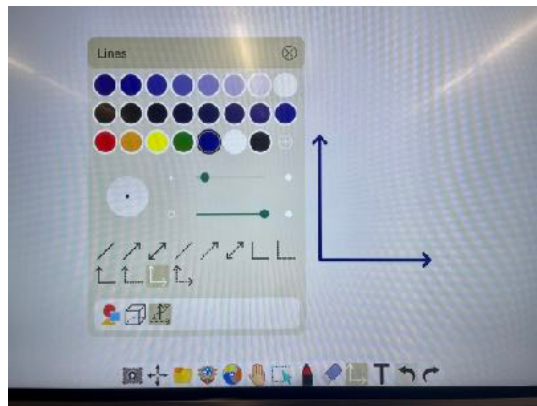
2D Shapes



3D Shapes



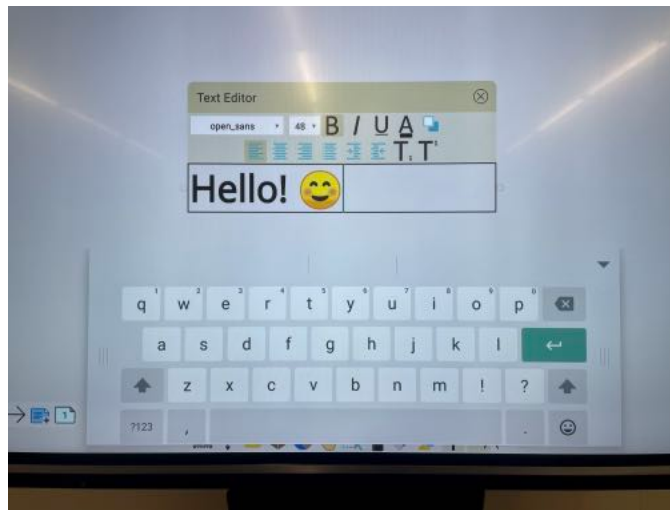
Lines



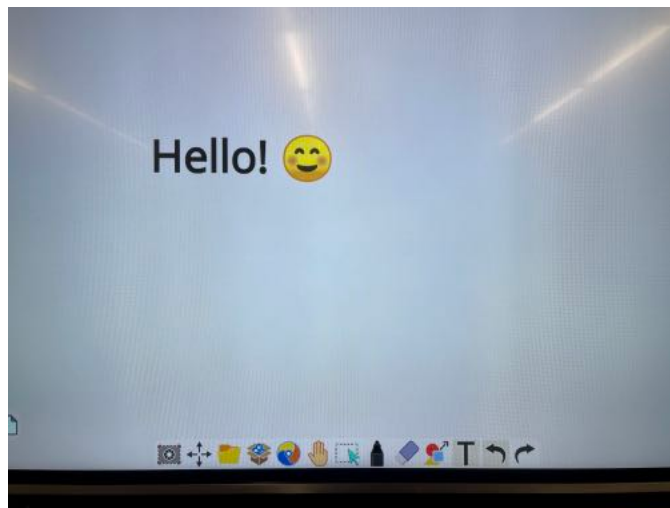
Text Tool



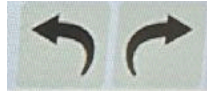
Tap on the text tool to select it. Then, tap on the screen to bring up the on-screen keyboard and the text editor window. (You can drag the text editor window anywhere on the screen.) Use the rich text editor to select the font, size, style, and orientation you wish. Then, use the on-screen keyboard to type text and/or emojis. The text will appear in a field below the text editor.



When you're done, tap on the X in the top right corner of the text editor window to add the text to the whiteboard screen.



Undo & Redo Tools



Tap on these tools to undo or redo the last action.

Infinite Canvas Tool



The infinite canvas tool can be used to move around on the screen or create more space to write. Tap on the tool to select it. Then, use one finger to scroll up, down, left, or right on the screen. You can also pinch in/out on the screen to zoom in/out. Tap on the infinite canvas tool a second time and drag the preview window around to see where all of the content is on the screen.

Magic Box Tool



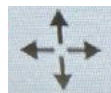
Tap on the magic box tool to bring in other content that is saved on the ViewBoard. For example, if you previously used the Screen Capture tool to take a screenshot on the ViewBoard, you would be able to access it here. Double tap on the file to add it to the whiteboard screen.

Files Tool



Tap on this to save your whiteboard file or open other whiteboard files.

Move Toolbar



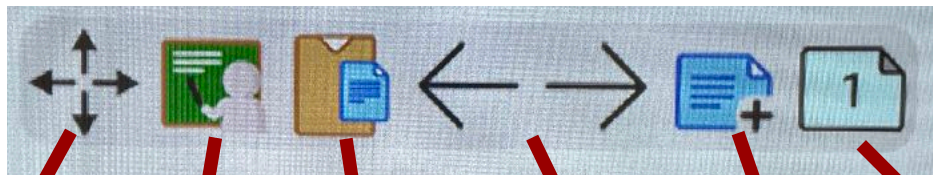
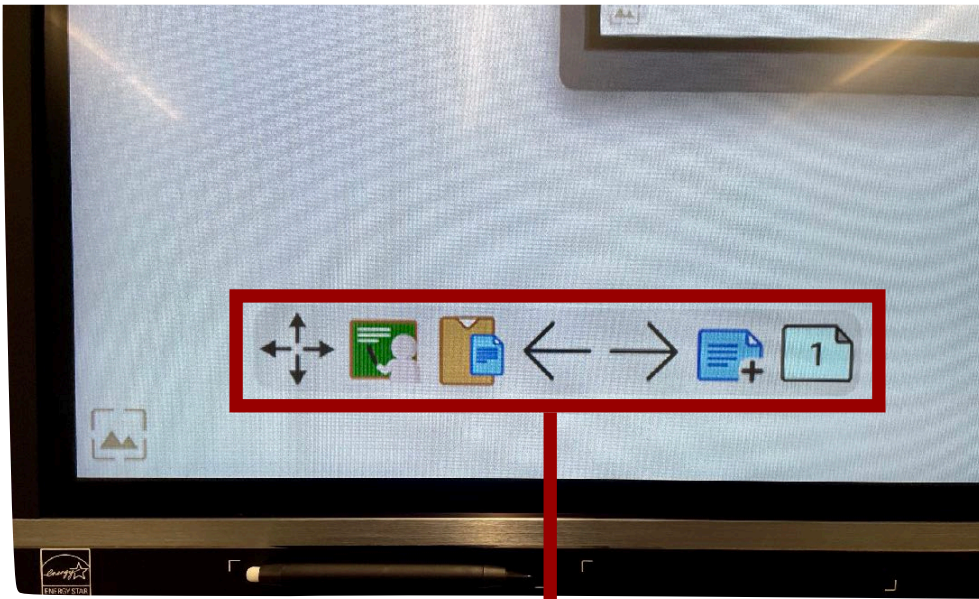
Drag this icon to the side or bottom of the screen to move the toolbar there.

Screen Capture Tool



Use this tool to take a full or partial screenshot of the whiteboard.

8. To the left of the main toolbar is the floating toolbar.



Drag this to move the floating toolbar anywhere on the screen.

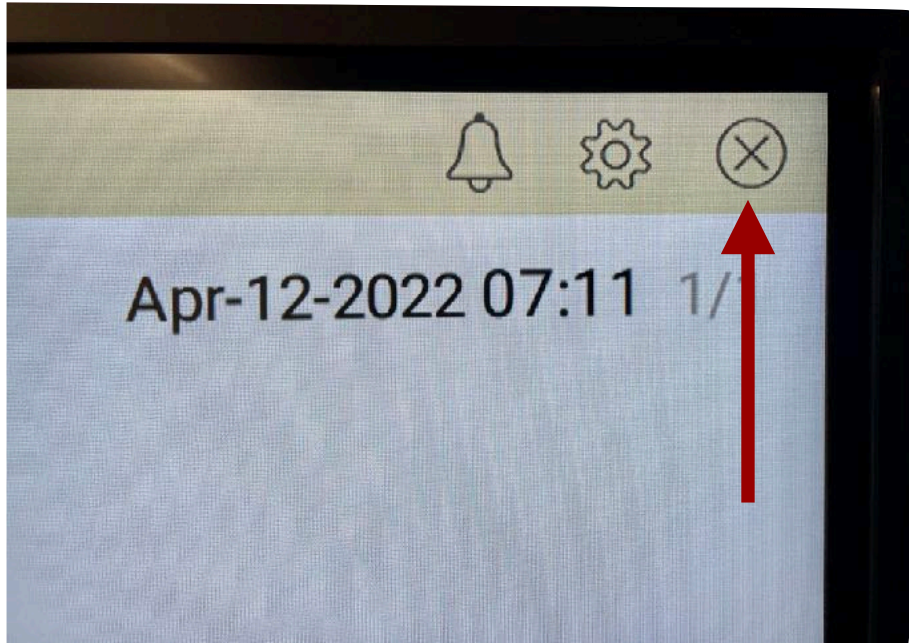
Put the whiteboard in full screen mode.

Paste content that you have copied to the ViewBoard's clipboard onto the whiteboard.

Tap on the arrows to navigate between the different pages of the whiteboard.

View which page of the whiteboard you are currently on.
Add a new page to the whiteboard.

9. To exit the Whiteboard app, tap on the X in the top right corner of the screen.



BUILT-IN PC

Purpose

The ViewSonic ViewBoard has a built-in PC that is ideal to use whenever you want to access the internet. For example, you can display a course-related website and point out relevant information on the webpage. Or, you can play an online video clip that relates to the topic of the day.

Process

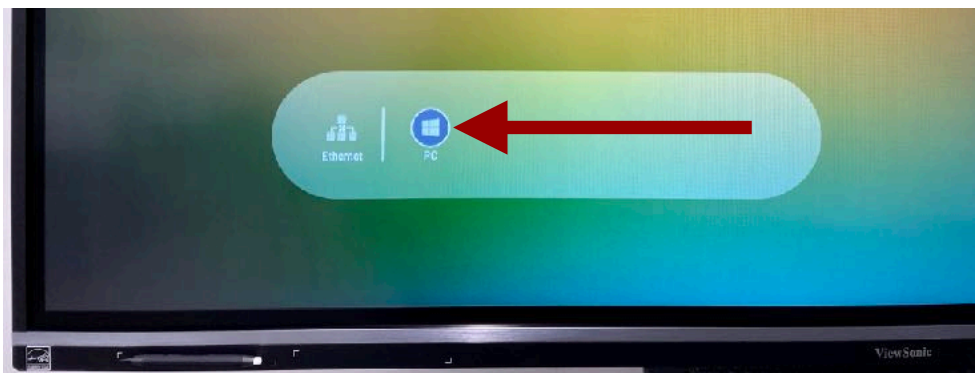
1. Press the power button to turn on the ViewSonic ViewBoard.



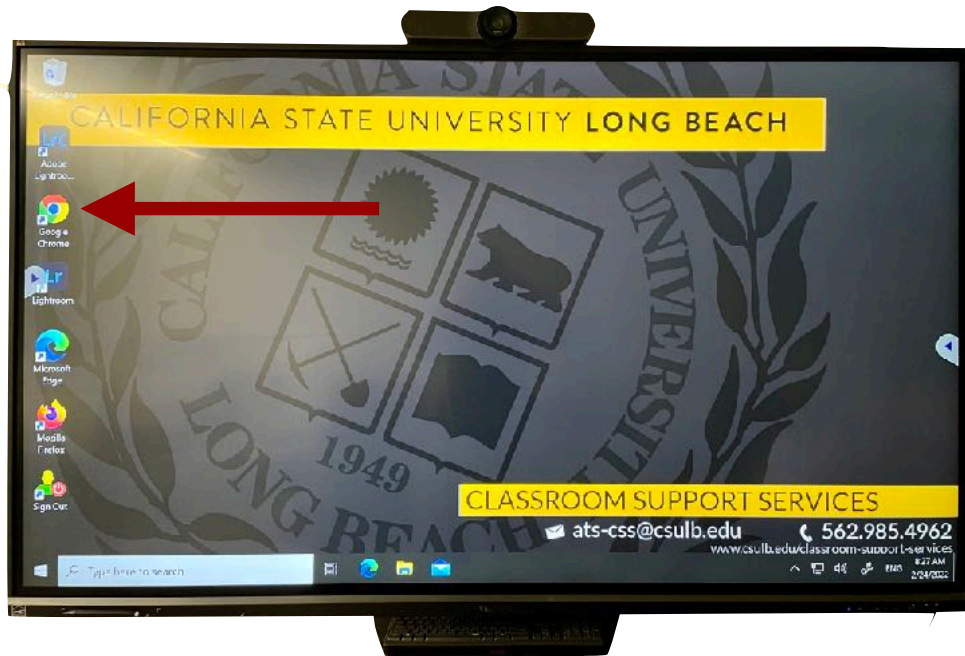
2. Press the home screen button.



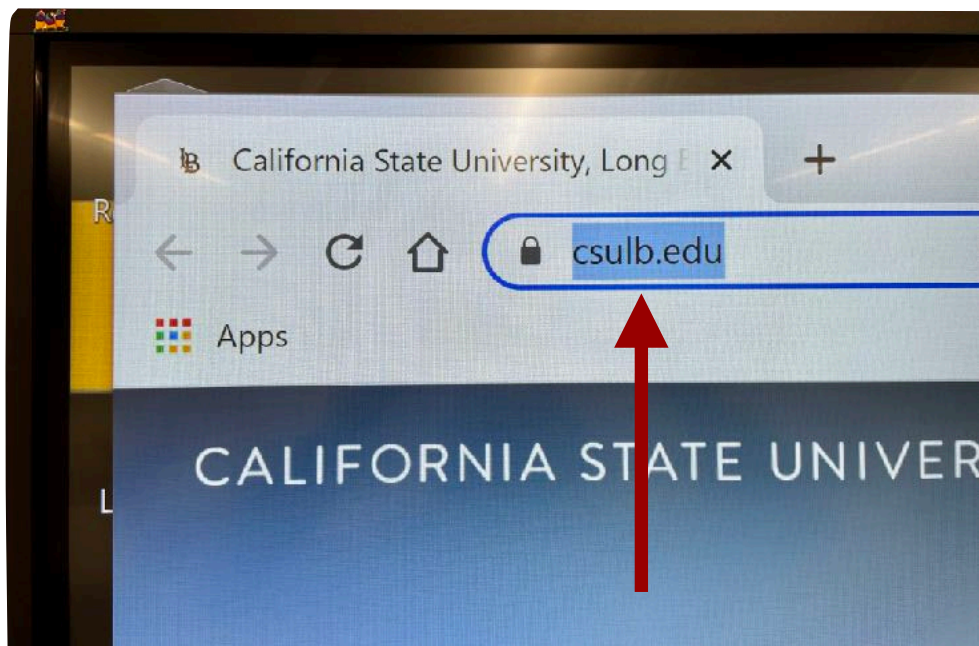
3. Tap on the PC icon in the bottom left corner of the home screen.



4. This will take you to the Classroom Support Services screen. Double tap on the Google Chrome shortcut.



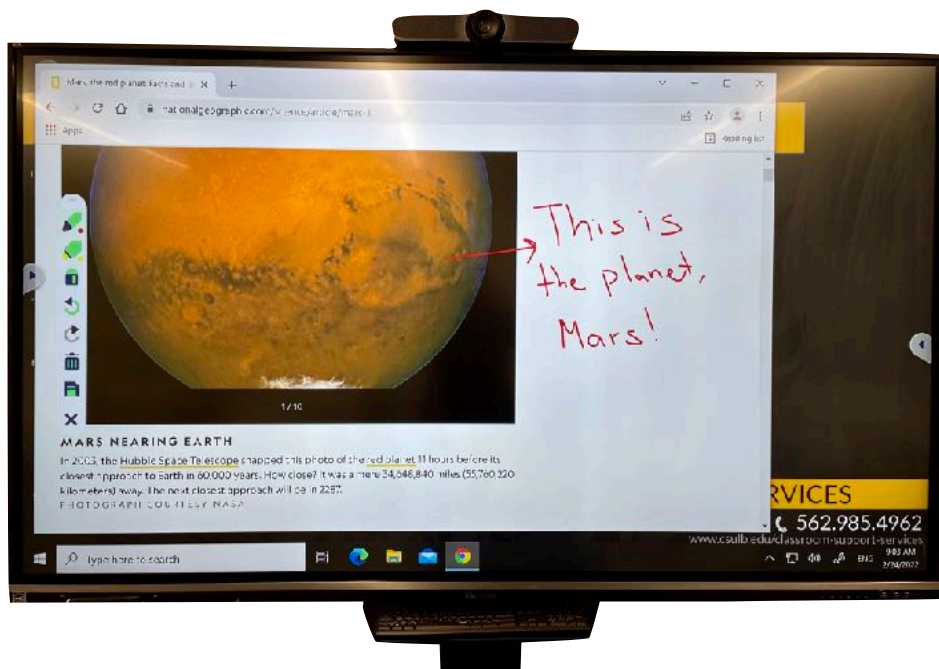
5. By default, you will be taken to CSULB's home page. Tap once on the web address in the URL field to select it.



6. Use the wireless keyboard to enter the web address you want to visit or the web search topic.



7. Once you are on your desired webpage, you can use the [screen drawing tools](#) to annotate it.



8. You can also use the [spotlight tool](#) to spotlight specific content on the webpage.



PERSONAL DEVICE CONNECTION

Purpose

You can connect your personal device (e.g., laptop) to the ViewSonic ViewBoard. This can be beneficial if you want to display a PowerPoint presentation or other content from your personal laptop on the screen.

Process

1. Press the power button to turn on the ViewSonic ViewBoard.



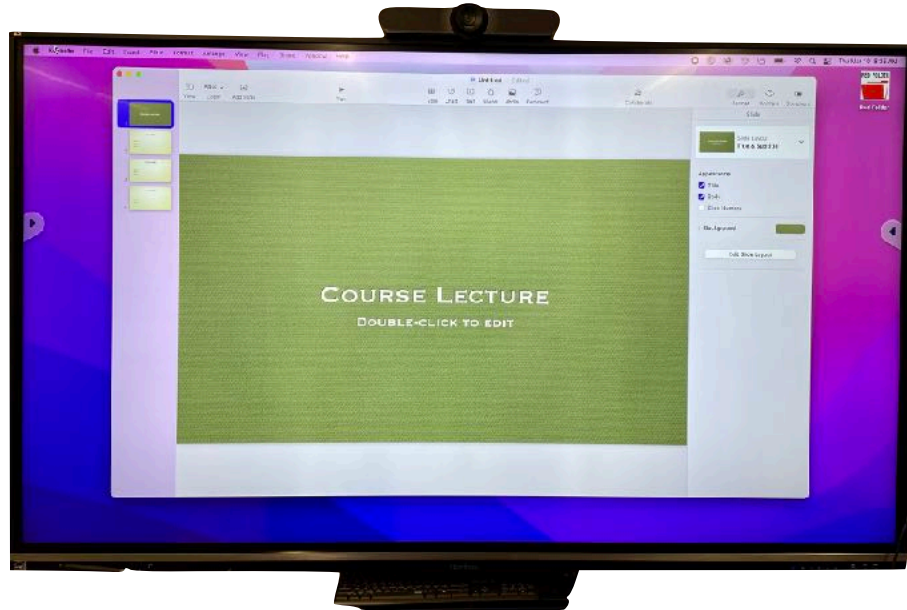
2. Press the home screen button.



3. Locate the HDMI cord on the side of the ViewSonic ViewBoard, and plug it into your personal laptop. If your personal laptop does not have an HDMI port, you may need to use an adapter to connect the HDMI cord to it.



4. The ViewSonic ViewBoard and your laptop screen will change to black momentarily as the two devices connect, and the input switches to your laptop. Then, your laptop screen will appear on the ViewBoard. You can now display your lecture slides or other content from your device on the screen.



5. To disconnect your personal laptop from the ViewSonic ViewBoard, simply unplug the HDMI cable from your device. The ViewBoard will return to the home screen.

SCREEN RECORDER APP

Purpose

The ViewSonic ViewBoard includes a built-in screen recorder app (called myViewBoard Record). With this tool, you can easily record the ViewBoard's screen. This can be helpful for creating mini lectures in the Whiteboard app that students can view asynchronously.

Important Notes:

- You will not see the screen recording option in the toolbar if you are in PC mode or if you have switched the input to a personal device. You will only see the screen recording option in the toolbar if you are on the home screen of the ViewBoard, or if you are using one of the built-in apps (e.g., Whiteboard).
- By default, the screen recording will be silent. If you want to capture your audio as well, you will need to connect a microphone to the ViewSonic ViewBoard first. You can check out a USB lavalier microphone (like the one pictured below) from the [Academic Technology Services](#) office.



Process

1. Press the power button to turn on the ViewSonic ViewBoard.





2. Press the home screen button.





3. Plug the USB microphone into one of the USB ports in the control panel.

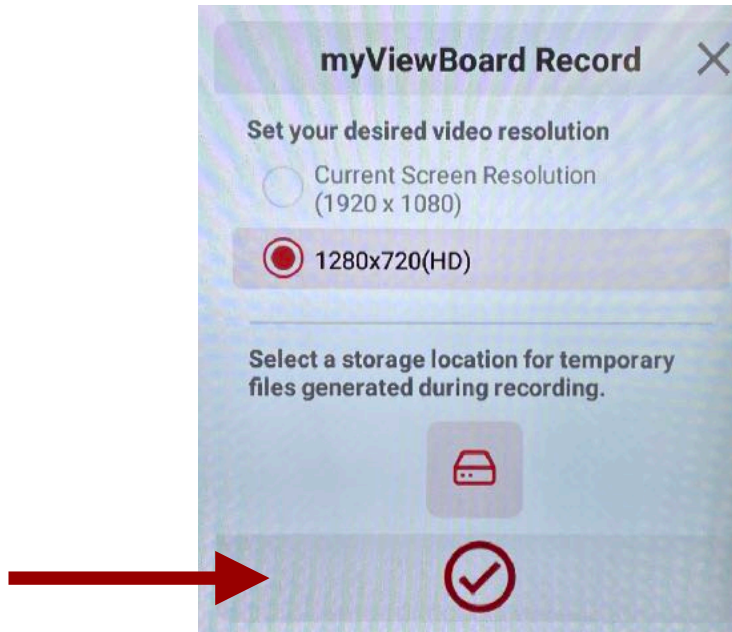


4. Tap on one of the toolbar trigger icons (). Then, tap on the Whiteboard app icon ().

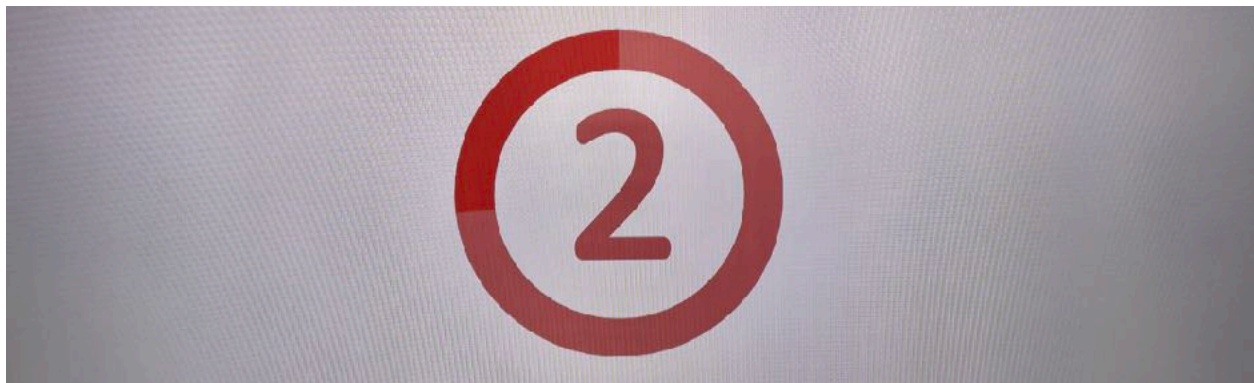
5. Follow the steps described in the [Digital Whiteboard App](#) section to set up your whiteboard.

6. When you're ready to record, tap on one of the toolbar trigger icons (). Then, tap on the myViewBoard Record app icon ().

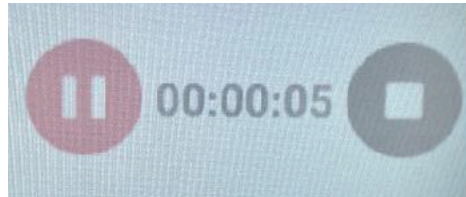
7. A recording window will appear on the screen. Tap on the checkmark at the bottom of the window to begin recording.



8. You will see a 3-2-1 countdown on the screen.



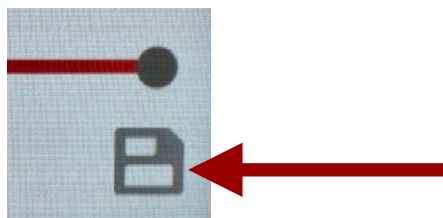
9. Once the countdown is complete, the ViewBoard will automatically begin recording the screen. Now, you can talk as you draw on the whiteboard, and everything will be captured in the screen recording. You will see the elapsed time in the bottom right region of the screen. Press the pause button at any time to pause and resume the screen recording. To stop recording, press the stop button.



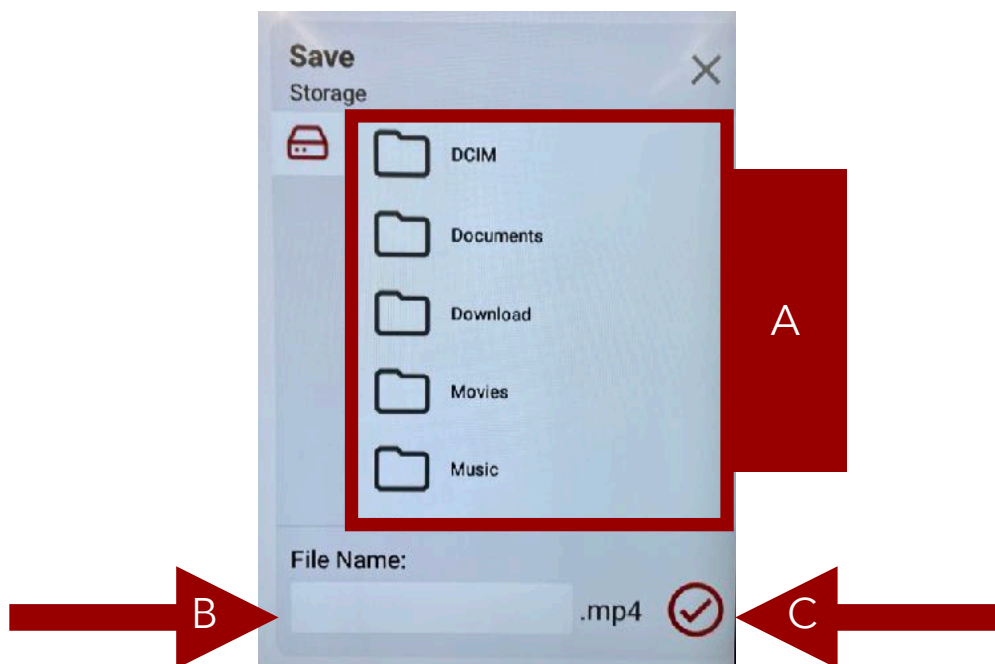
10. Once you stop recording, a preview of the recording will appear on the screen.



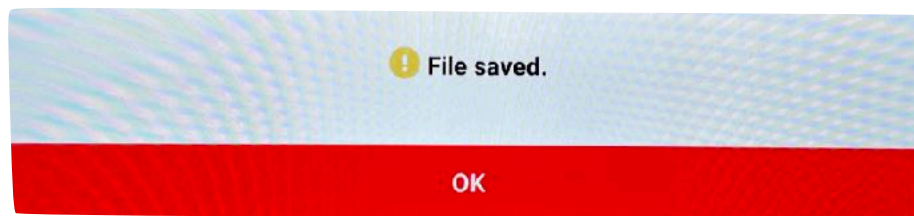
11. To save the recording, tap on the floppy disk icon in the bottom right corner of the screen.



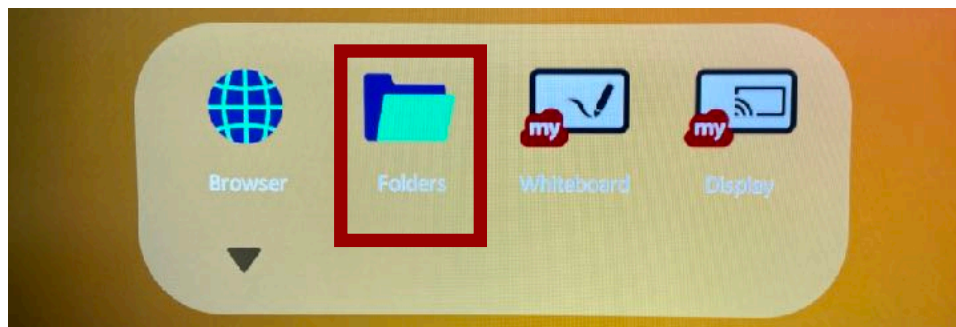
12. The "Save" window will appear. A) You can double tap on a folder (e.g., Movies) to open it or remain in the general storage area. B) Tap in the "File Name" text field to enter a name for the file. C) Tap on the checkmark to save the file.



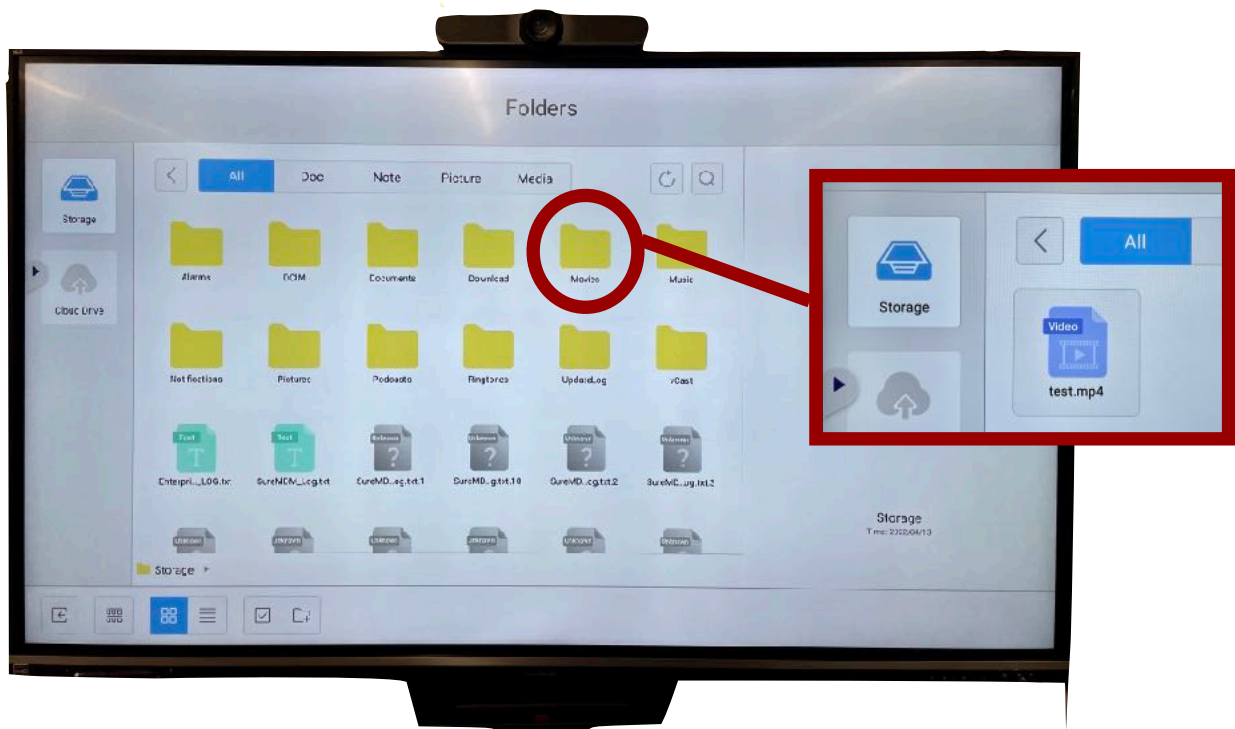
13. A "File saved" notification will appear. Tap on "OK."



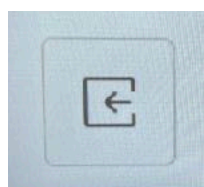
14. The ViewBoard will automatically return to the home screen. To access the saved file, tap on the Folders app on the home screen.



15. Locate the file you saved. If you saved it in a folder (e.g., Movies), you will need to double tap on the folder to open it.



16. To exit the Folders app, tap on the back button in the bottom left corner of the screen. This will take you back to the home screen.



ViewSonic ViewBoard Resources

To learn more about how to use the ViewSonic ViewBoard, explore these vendor resources.

General ViewSonic ViewBoard Resources:

- [Using the ViewBoard](#)
- [Getting Started with the ViewBoard](#) (YouTube playlist)
- [ViewBoard Troubleshooting](#)

Whiteboard App Resources:

- [Whiteboard Main Toolbar](#)
- [Whiteboard Floating Toolbar](#)
- [Whiteboard App: Basic Whiteboarding](#) (YouTube playlist)

Screen Recorder App Resources:

- [myViewBoard Record](#)
- [Screen Capture with myViewBoard Record](#) (YouTube video)

Additional Support

Academic Technology Services is happy to provide additional support with using the ViewSonic ViewBoard!

Academic Technology Services Contact Information

- Location: Academic Services (AS) Building, Room 120
- Website: csulb.edu/ats
- Phone: 562-985-4962
- Email: ats-css@csulb.edu

1:1 Pedagogical Support

If you would like to discuss or explore any of the practical classroom application ideas further, you can set up a 1:1 pedagogical consultation with Tolu Noah, Ed.D., Instructional Learning Spaces Coordinator. She can be reached via email at tolu.noah@csulb.edu.

