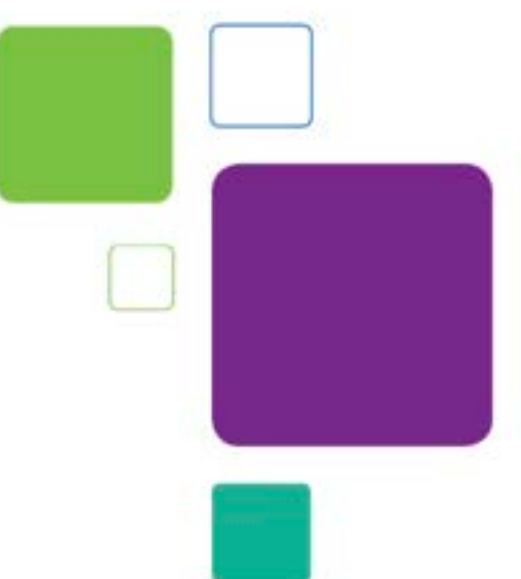


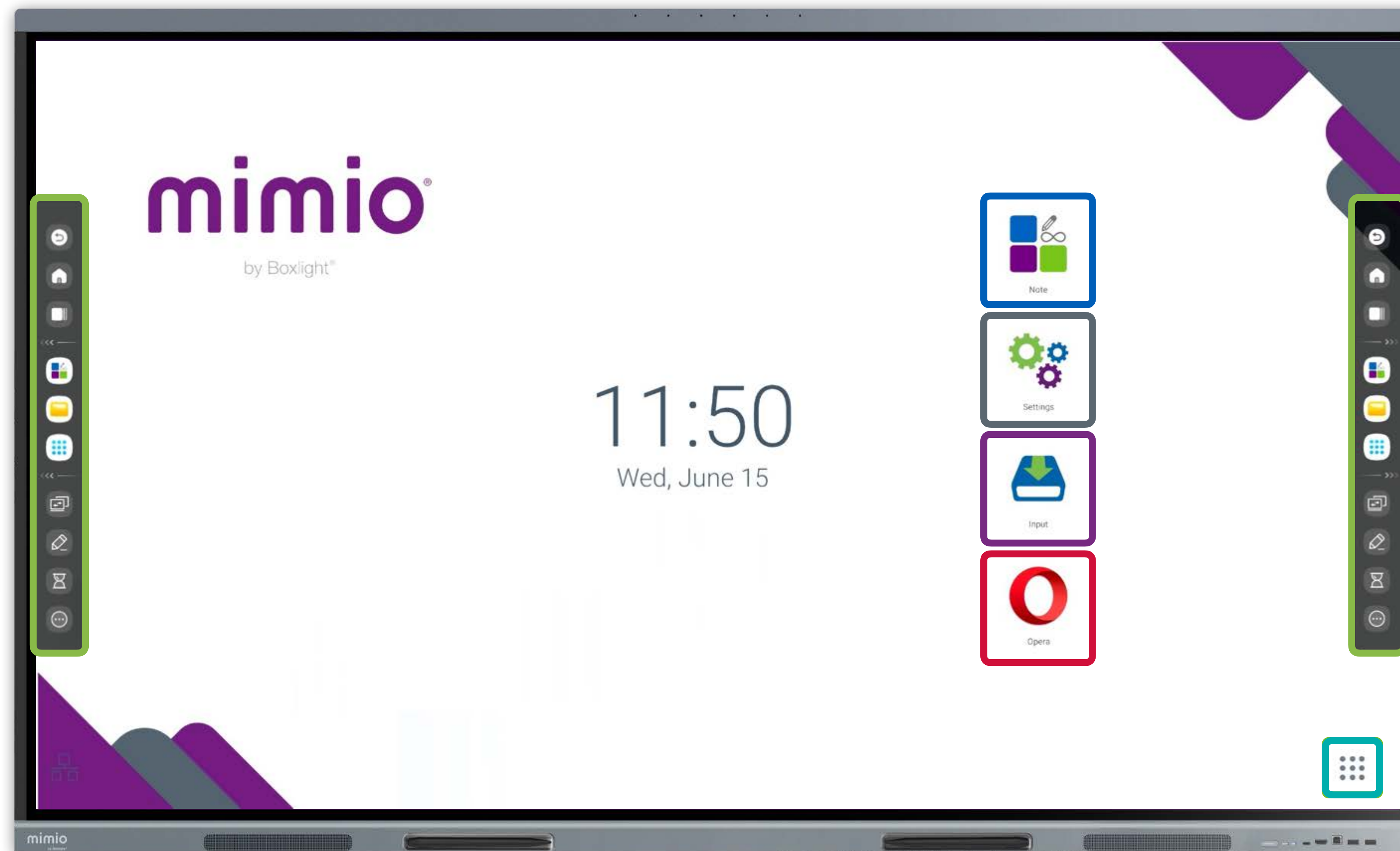


MimioPro 4 Interactive Display Quick Start Guide for Educators



Using the Home Screen:

The Home Screen appears first when turning on your MimioPro 4 panel. From this screen, you can launch apps and open the Toolbar.



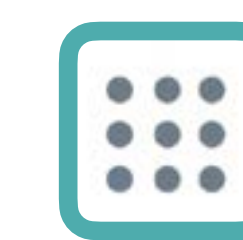
Note

Build engaging digital lessons with this infinite whiteboard application. Create tables and build mind maps, or draw with the pen and eraser tools.



Input

Select from available inputs such as panel, PC, HDMI, or USB-C, to switch between devices. Adjust volume and brightness.



Apps waffle

View all apps installed on the MimioPro 4 panel. The file browser and document camera app are located here.



Settings

View and adjust panel options for sound, user profiles, system updates and startup/shutdown automation.



Opera

Open the Opera browser to navigate online content and access saved bookmarks. Alternative browsers are also available in the Cleverstore.



Toolbar

Tap the arrow on either side of the screen to open. Switch apps and access tools for annotation, timers, and more.



See Video: Getting Started
bit.ly/MP4-overview



The Input Menu:

The Input Menu allows you to switch between various devices when plugged into the panel through HDMI or USB-C. It also contains brightness and volume controls.

OPS PC Module

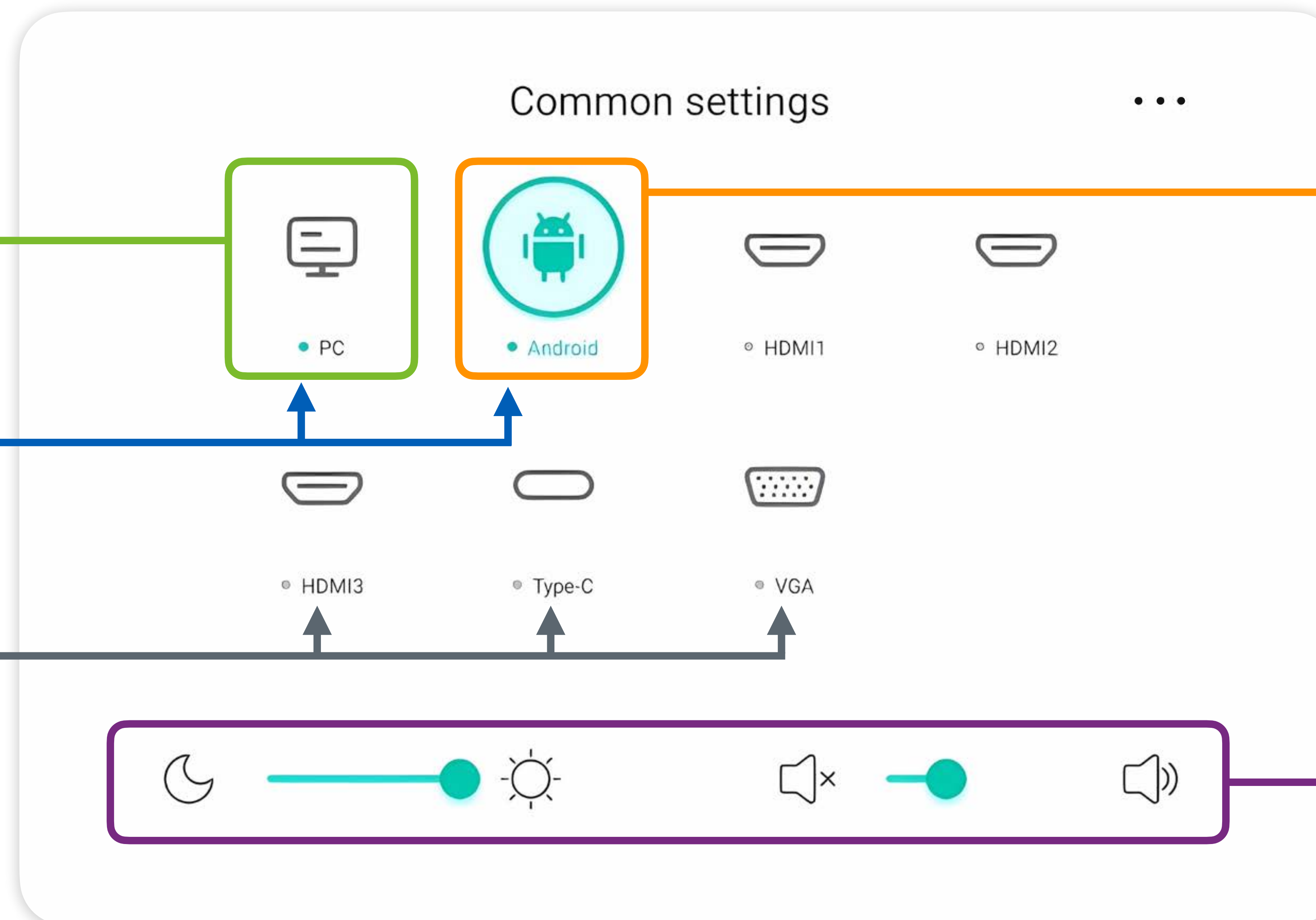
Some MimioPro 4 panels include a built-in Windows PC. If your panel has this option, tap this icon to open Windows.

Connected Devices

Inputs are highlighted in green when devices are plugged into them. Look for the small green dot.

Additional Inputs

There are a variety of ports on the front and right side bezel of the MimioPro 4. Choose from multiple HDMI, USB, USB-C, and VGA ports.



Active Input

The green circle indicates which input is currently active and shown on screen. Tap another connected device to switch inputs.

Brightness & Volume

Adjust the screen brightness and volume with these sliders at the bottom of the Input menu.

Opening the Input Menu:

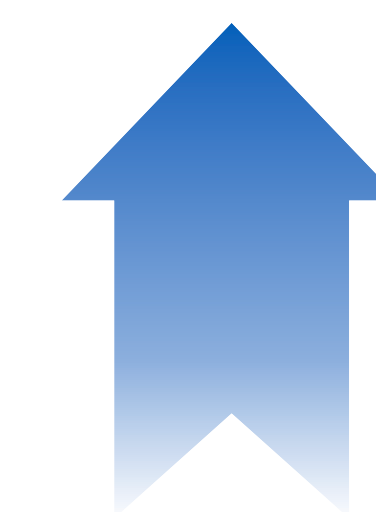
There are three ways to open the Input Menu: from the Home Screen, from the Toolbar, and with a swipe gesture.



1. Press the Input icon on the Home Screen.



2. Press the Input icon on the Toolbar.



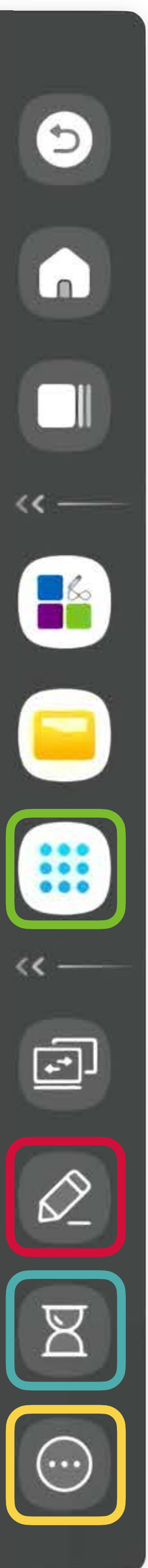
3. Swipe up from the bottom bezel of your screen.

Note:

The Toolbar, annotation pen, stopwatch, and other tools are always available in every input.

The Panel Toolbar:

The Toolbar appears by pressing the arrows on either side of the screen. Use this menu to navigate between apps, change the input, or access powerful tools for your classroom.



— **Back:** Revisit your most recently-used application.

— **Home:** Go back to the Home screen.

— **Recent Apps:** Open a list of currently-running apps and quickly switch between them.

— **Note:** Open the Note app.

— **Files:** Open the Files app.

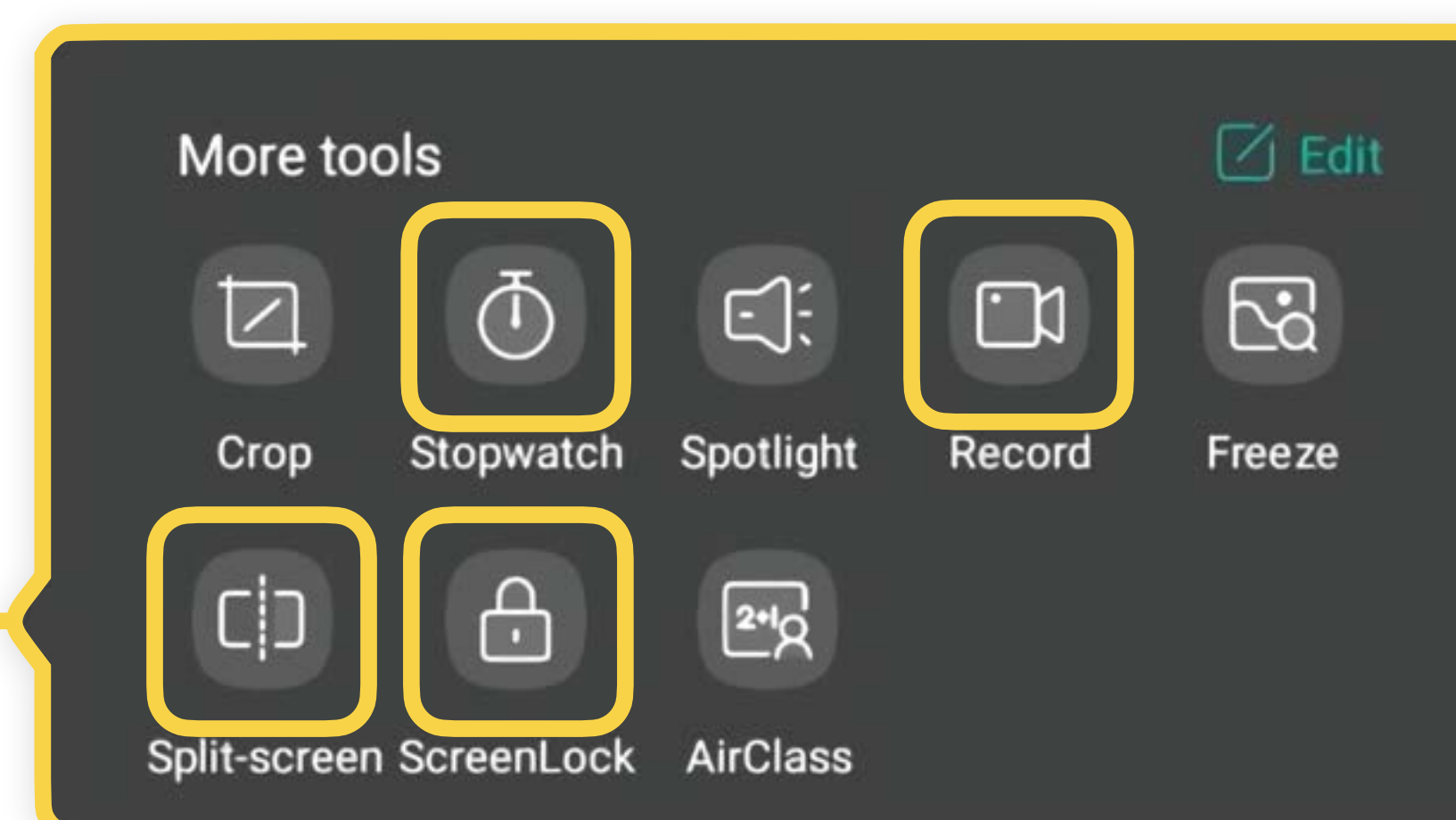
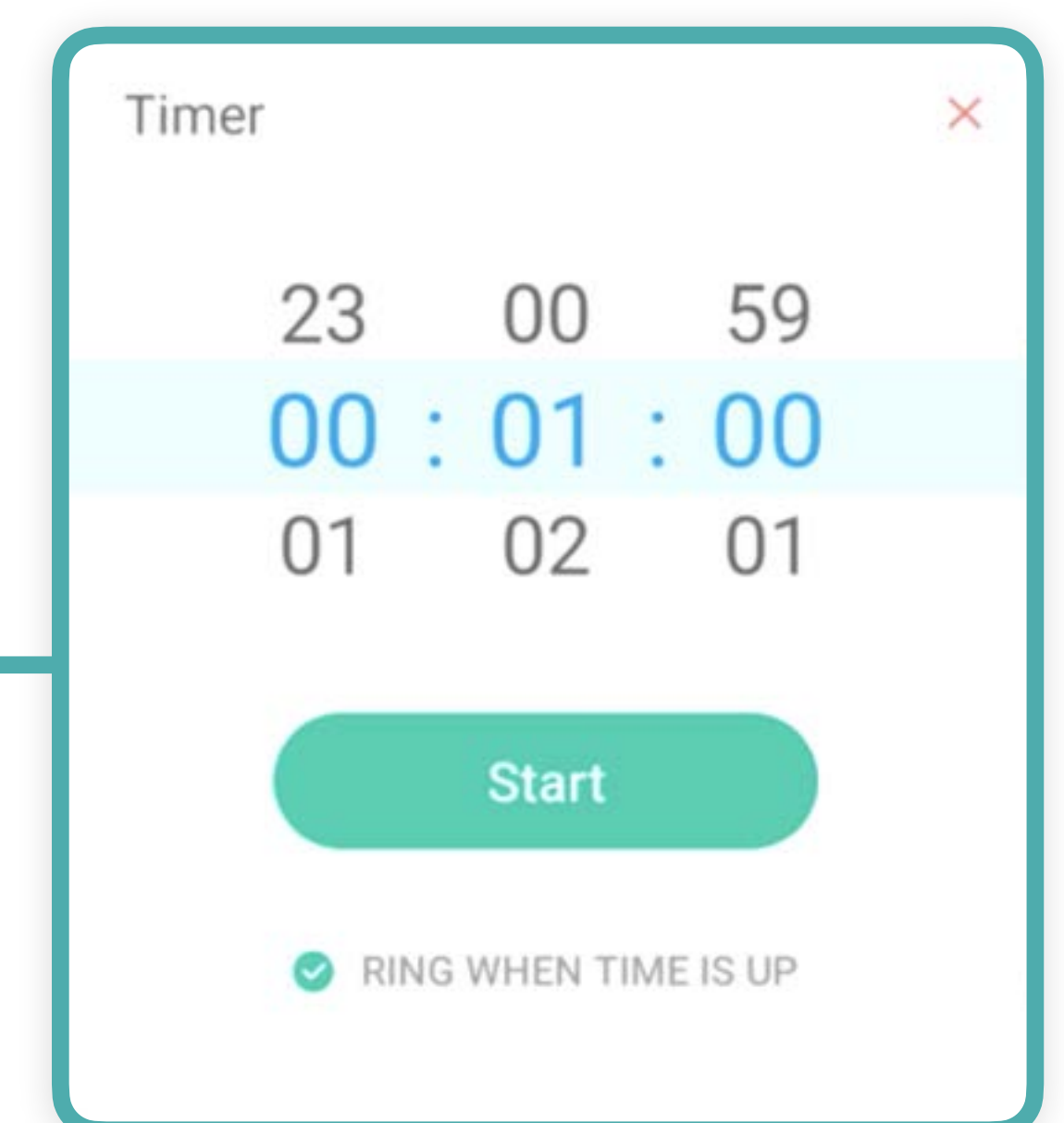
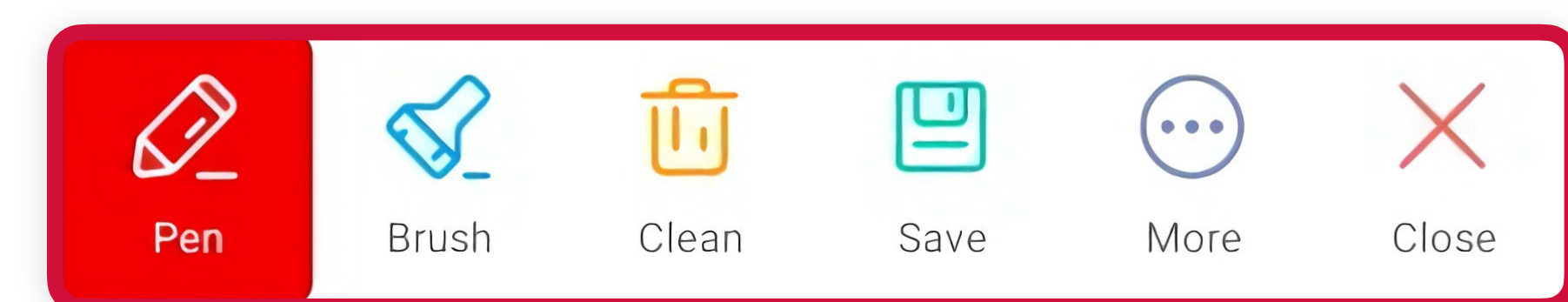
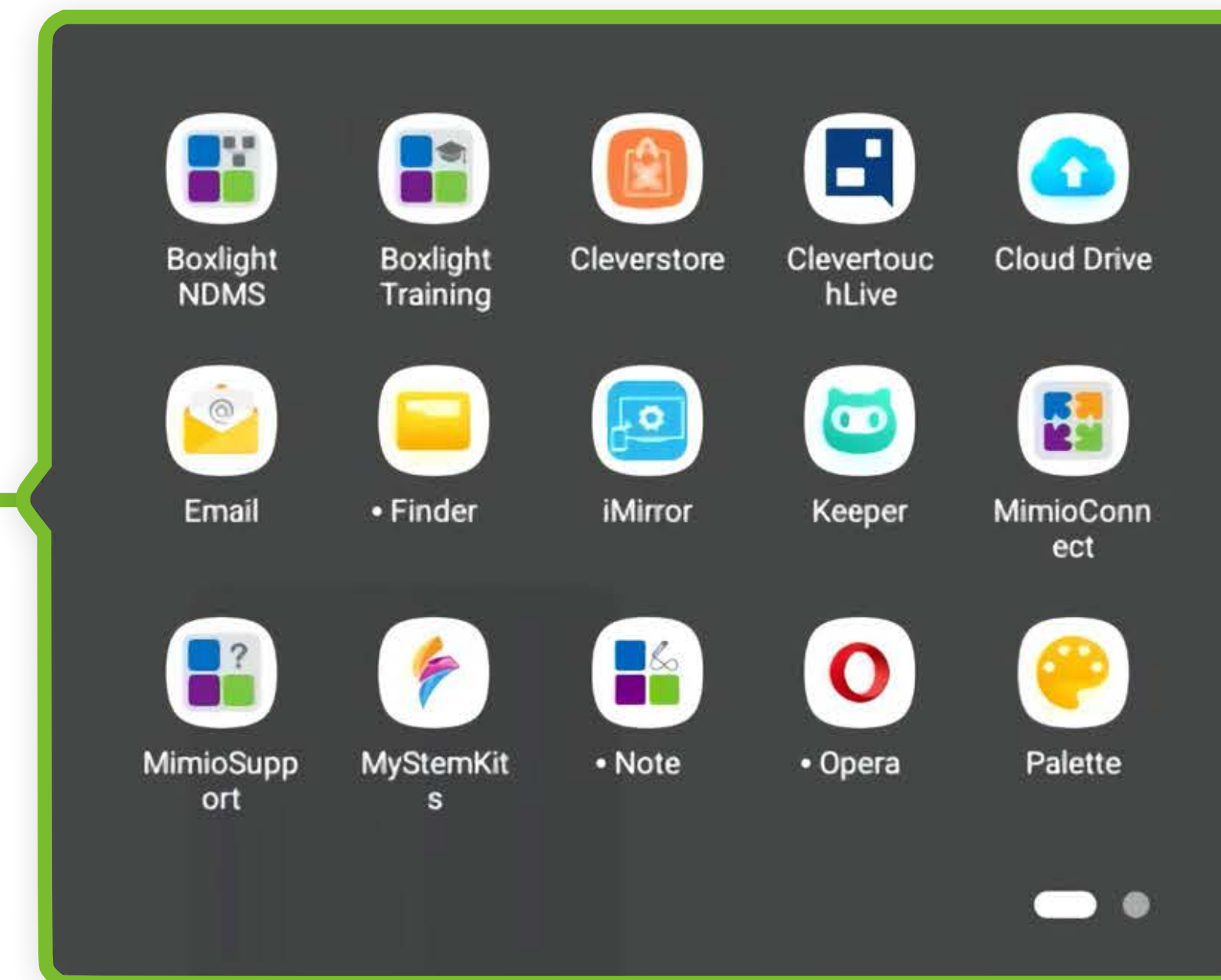
— **Apps waffle:** View all installed apps in a pop-up window. Add an app to the toolbar by pressing and holding its icon, then dragging into this space.

— **Input:** Open the Input menu.

— **Annotation:** Open a pen tool to draw anywhere on screen.

— **Timer:** Bring up a countdown timer to time classroom activities.

— **More tools:** Open a pop-up menu to find many more instructional tools including a stopwatch, screen recorder, screen lock, and a button to split your screen to view two apps at once.



See Video: Toolbar
bit.ly/MP4-toolbar

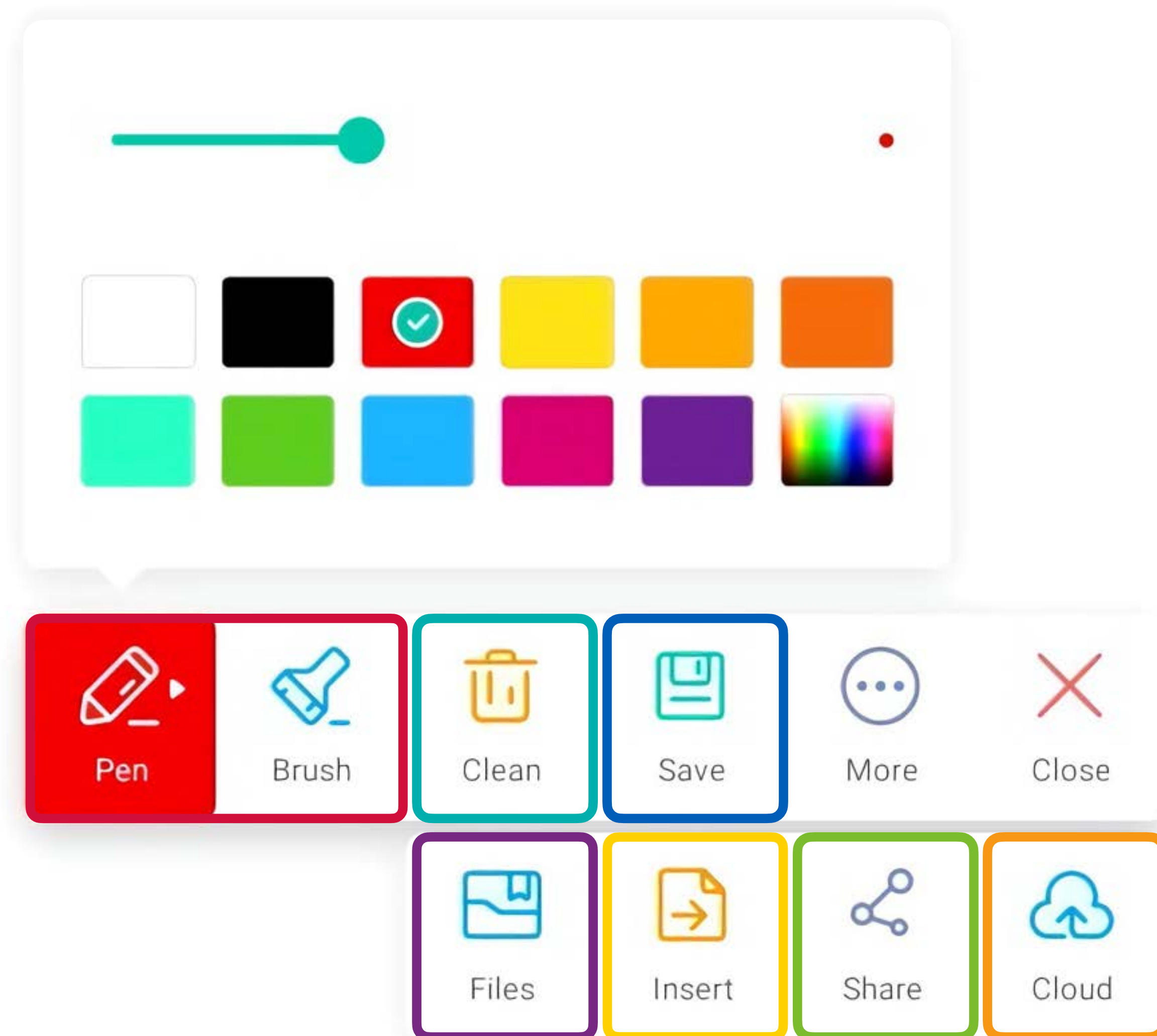


Annotations and Screen Clipping:



Annotation Tool (Mark)

The annotation tool found in the toolbar allows you to draw over any content on the screen.



Pen & Brush

The Pen and Brush tools allow you to draw and highlight on screen. They can be set to various colors and pen widths.



Clean

Instantly erases all marks/ annotations made on the screen.



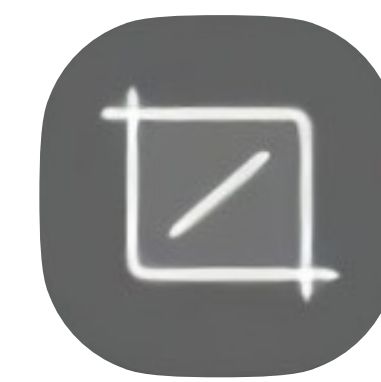
Files

This option allows users to save to any available storage location of their choice.



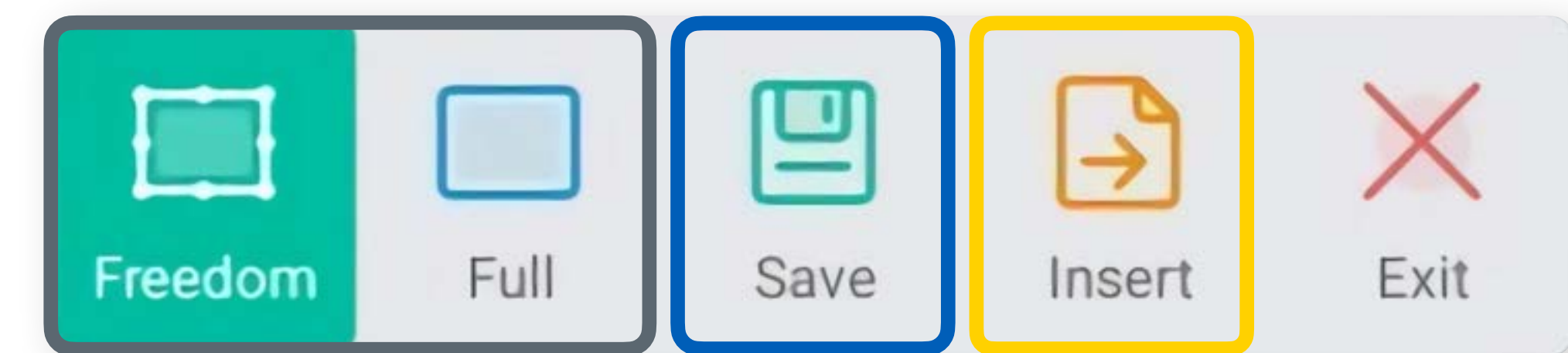
Share

Creates a scannable QR code allowing others to access the annotation file.



Screen Clipping Tool (Crop)

The screen clipping tool, also in the toolbar, can take a screenshot of your screen and paste it into Note.



Freedom & Full

Take a screenshot of any part of your screen in Freedom mode, or the whole screen at once with Full mode.



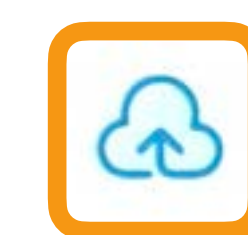
Save

Annotations will save to your panel's storage in the Mark folder. Screen clipping images will be saved in the Notes/Mark folder.



Insert

Adds the screenshot to the currently open page in the Note app. After inserting, the image can be resized and repositioned.



Cloud

Allows users to upload annotations directly to connected cloud storage accounts like Google Drive or Microsoft OneDrive.

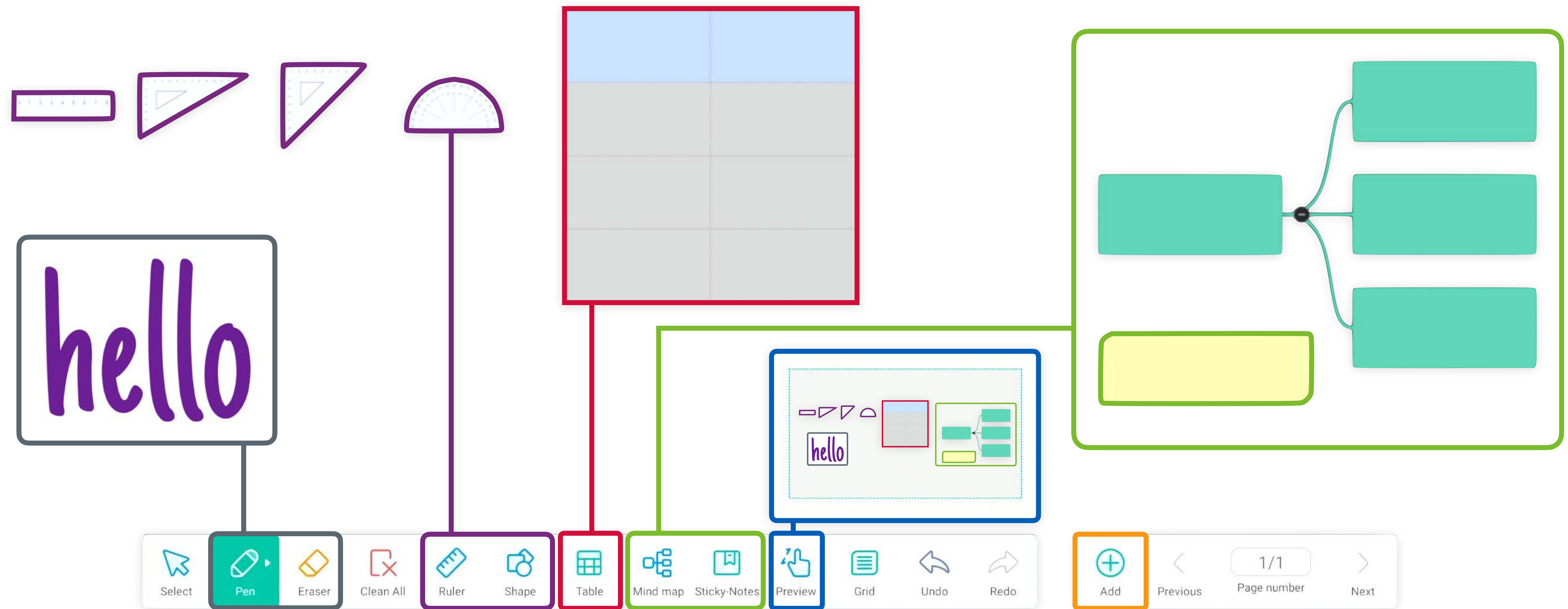


See Video: Toolbar
bit.ly/MP4-toolbar



Using the Note App: Writing Tools

The Note app can replace your whiteboard as the best place for freehand drawing and open-ended note-taking. Read on to learn more about the many tools available in Note!



Pen and Eraser

Set two independent customized writing tools with multiple brush and style options.



Tables

A template tool that allows both pen and text input and expands intuitively to accommodate content entry.



Preview

View the entire page in a thumbnail. Use two fingers to zoom in & out, or pan around the page with one finger.



Ruler and Shape

Select a ruler, triangle, or protractor. Measure size or angles, then stamp the value on screen. Pair with the Shape tool, which creates 2D or 3D shapes.



Mind Map & Sticky Notes

A template tool for organizing and displaying content/concepts visually. Sticky Notes sort and categorize thoughts or vocabulary words.



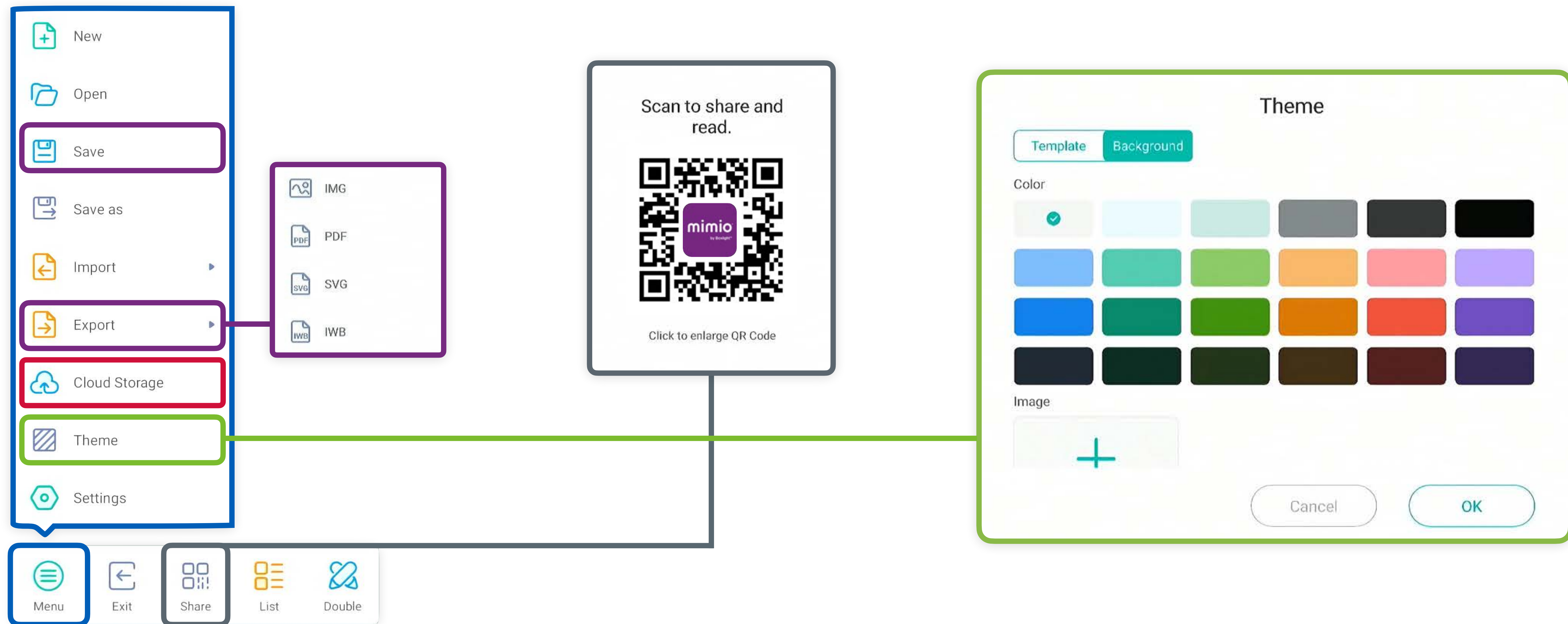
Add Pages

Add a new page to a presentation. Each page can have custom backgrounds.



Using the Note App: Save and Share

The Note app contains many options to change how the program appears, or to allow you to save and share your Notes with students. Read more below about these menus.



Main Menu

Open the Main Menu to save your Note file, or to change backgrounds with the Theme button. Open the Settings for more writing options.



Save and Export

Save will create a .enb file that can be opened by Note on other panels.
Export will allow you to choose other formats like PDF to share with students.



Cloud Storage

Send your Note file directly to a cloud storage account (Google Drive or Microsoft OneDrive). If you have not already linked a cloud drive, you will be prompted to sign in.



Share

The Share button generates a QR code to send a copy of the Note file to your students. Tap to enlarge the QR code.



Theme

Change the background color of your Note, or apply a template of handwriting lines, musical staff, graph paper, and more.



See Video: Note 2
bit.ly/MP4-note-2



Using the Files App:

In Files, you can share, save, and access various file types from cloud sources, USB drives, and internal panel storage.



Storage

Local Storage

On the left side of the Files app, you will see options for multiple storage locations. Local storage is the built-in storage capacity of your panel: 32GB. Annotations and other files will save here by default.



USB drive

USB drive

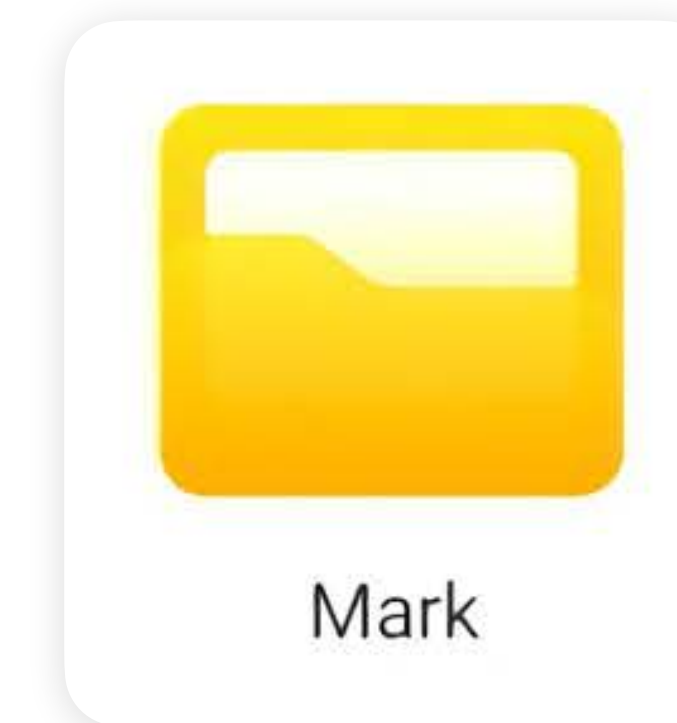
If you have plugged a USB drive into the front or side of your panel, it will appear here. You will not see this option if a USB drive has not been connected.



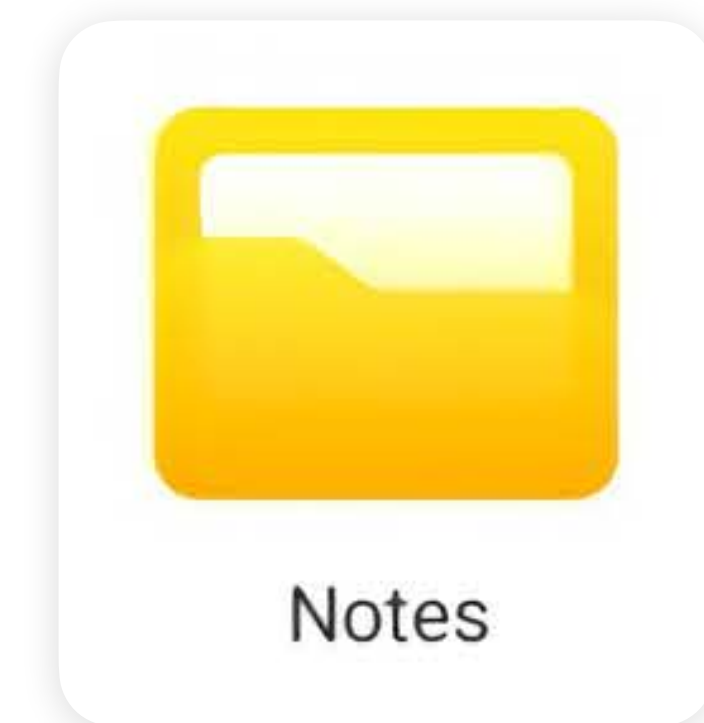
Cloud Drive

Cloud Drive

You can link multiple Google Drive or Microsoft OneDrive accounts to the Files app for convenient access to your cloud storage. Auto-logout options keep your data secure.



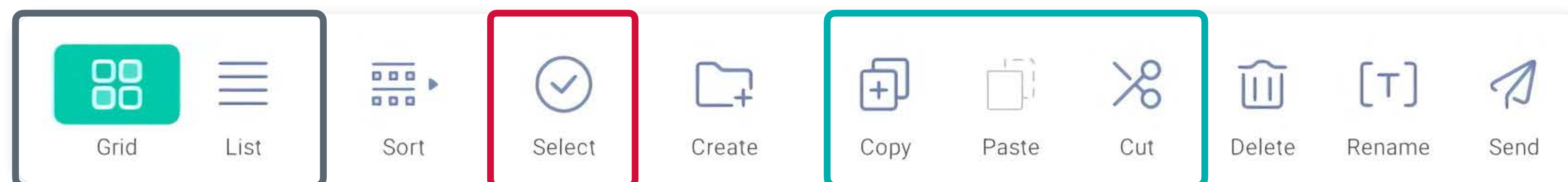
Mark



Notes

Mark & Notes

Found in Local Storage, these two folders are the default location for saved annotations and screen clippings. If you would like to save to a different folder, use the Files or Cloud button instead of Save (See page 4 for more about these tools.)



Grid/List View

See your files in grid or list, and sort them by Name, Time, Size, or Type



Select

Select files one by one or use Select All to highlight files in a location. Useful for moving more than one file at once.



Cut/Copy/Paste

Move files into different storage locations (like Cloud Drive) with cut/copy/paste.



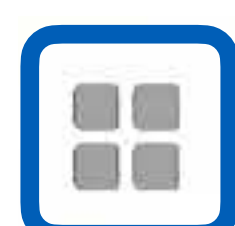
Downloading Apps in Cleverstore:

Cleverstore is the app marketplace on the MimioPro 4. Apps in Cleverstore are always free, vetted for educational utility, and contain no pop-ups or advertisements.



Account Sign-In

When you first launch Cleverstore, you will be prompted to sign up for a free account. This can be done on the panel or at cleverstore.com.



My Apps

After selecting and subscribing to an app, go to the My Apps section to complete the download and installation process.



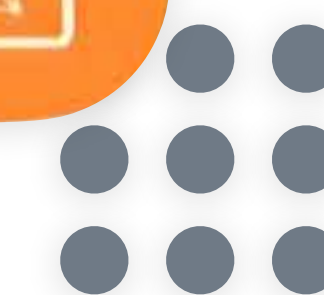
Browse

The Browse option allows users to search for app content by category, and the Magnifying Glass allows users to search by keyword(s).



Updates

Any available updates for installed apps will be shown in the Notifications section on the sidebar.



The Cleverstore app is located in the Apps Waffle by default.

Open the sidebar with this button:



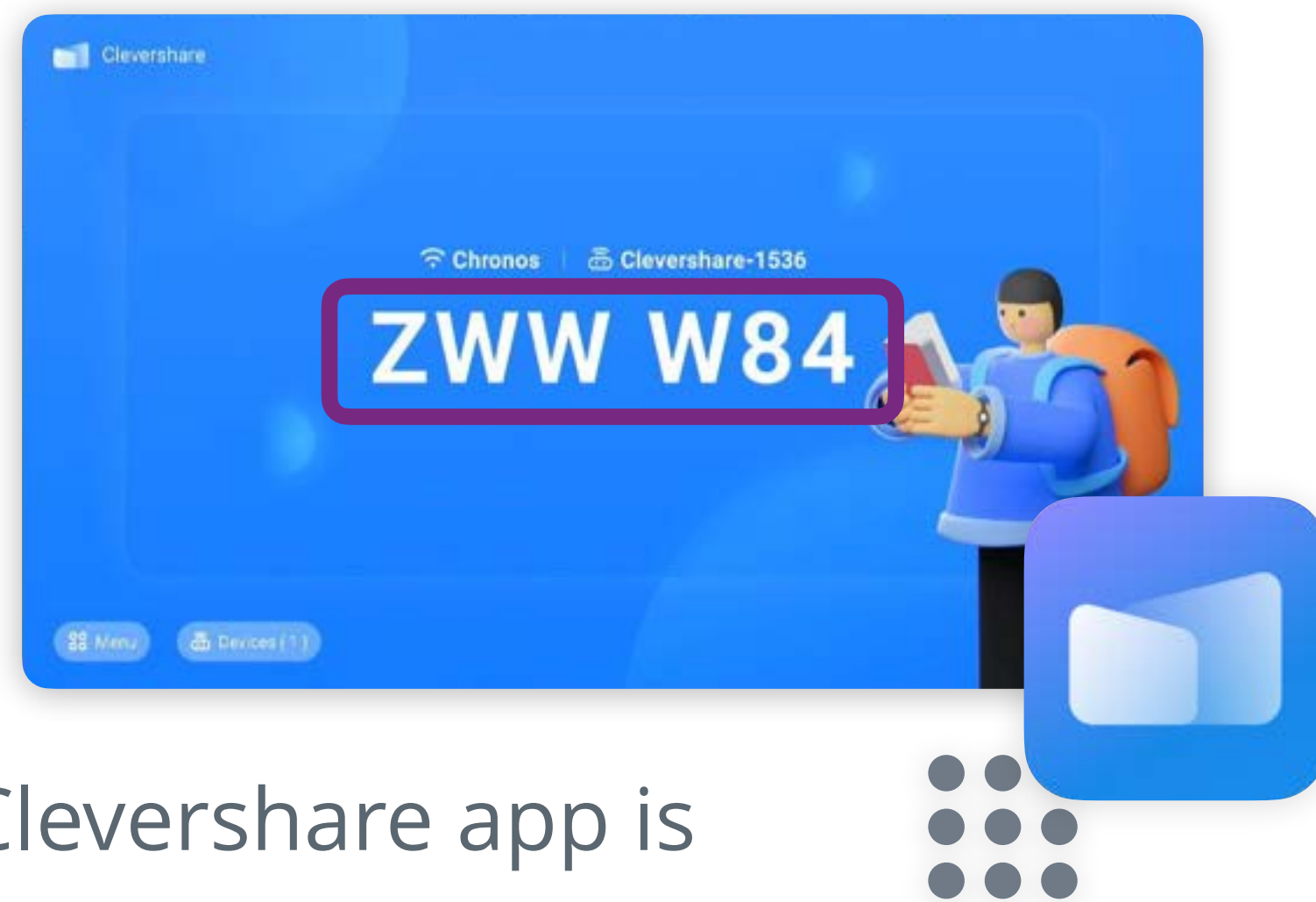
See Video: Cleverstore
bit.ly/MP4-cleverstore



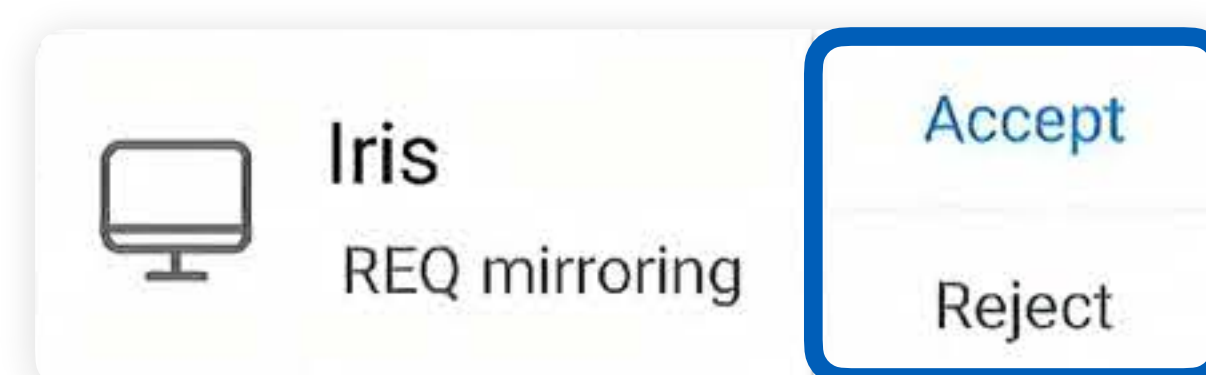
Screen Sharing with Clevershare:

Clevershare allows you to wirelessly share your screen from a computer, phone, or tablet to the MimioPro 4. Learn more below about the connection process:

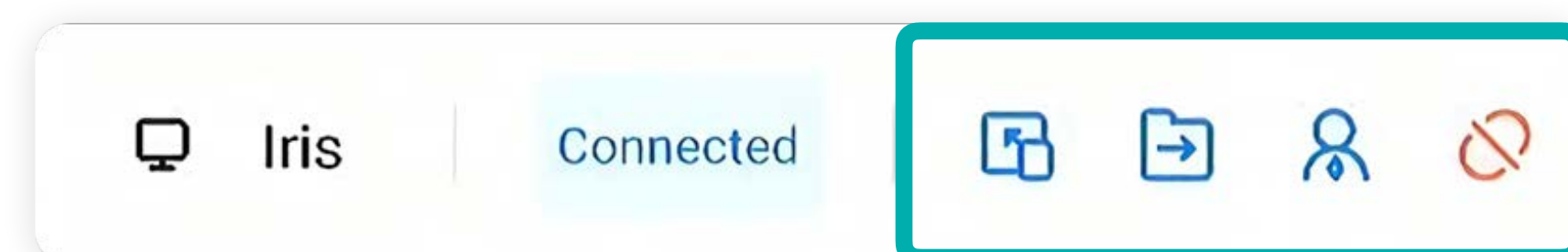
On the MimioPro 4:







1. The Clevershare app is located in the Apps Waffle.



2. You will need to accept or reject screen sharing requests on the MimioPro 4. This allows the teacher to retain control of the content shown on screen.

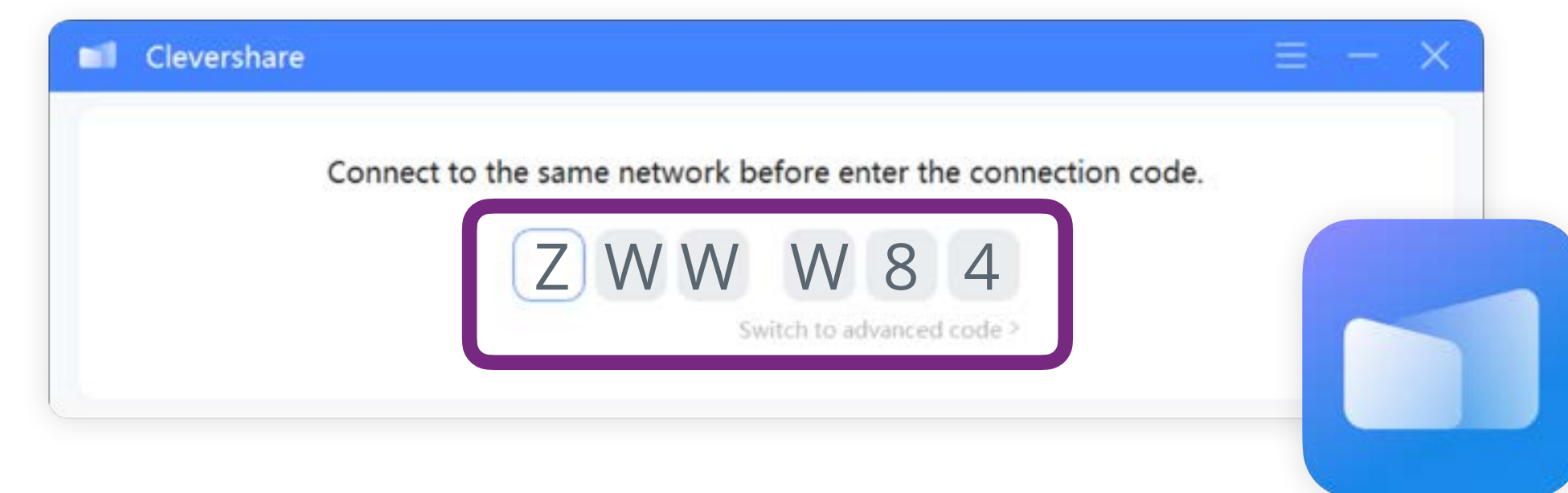


3. Use the Clevershare Devices menu to manage how much control users have on the MimioPro 4.

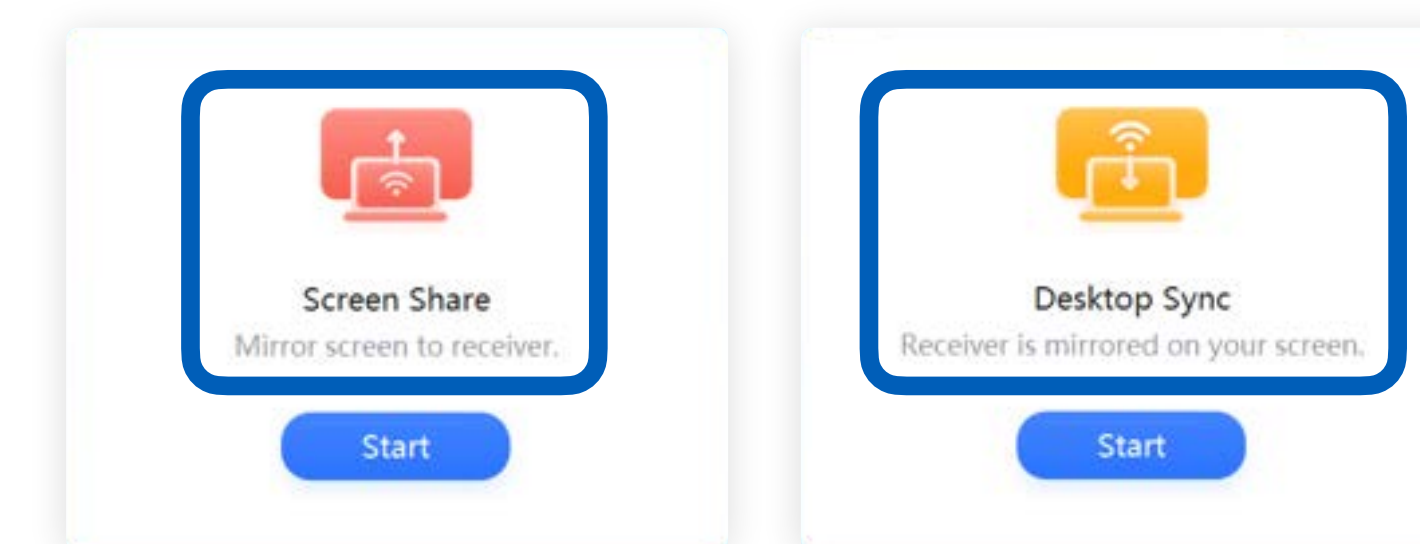
-  Begin screen sharing.
-  Send the user a file.
-  Give permission to control screen sharing.
-  Disconnect this user.

On your device:

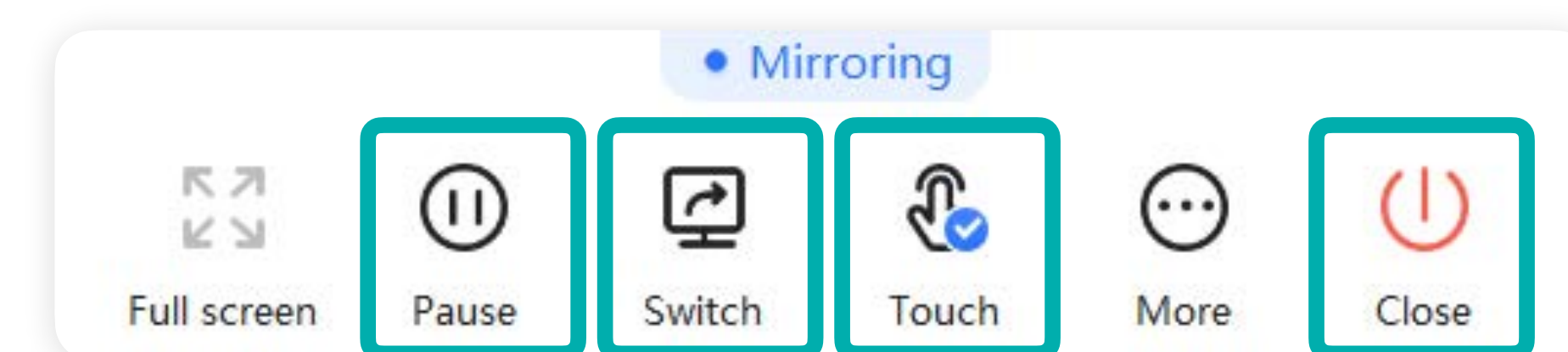
Download and install the Clevershare app for your device from clevertouch.com/clevershare2g. Clevershare is compatible with Windows, macOS, iOS, Android, and ChromeOS devices.



1. Open Clevershare, then type in the PIN shown on your panel.



2. Choose Screen Share or Desktop Sync. Screen Share projects your device's screen onto the MimioPro 4. Desktop Sync shows the MimioPro 4 screen on your device.



3. Control the screen sharing session from the top of your device screen. Temporarily pause sharing, switch to share a different window, turn on and off touch input (only on macOS and Windows), or disconnect the session entirely.



See Video: Clevershare
bit.ly/MP4-clevershare



Update your wallpaper:

After downloading this guide, you may want to remove the QR code on your panel's home screen. Follow the steps below to change your wallpaper.



1. Press and Hold

To begin, press and hold on the home screen of your MimioPro 4. Choose a blank area, not the clock or any app icons. The home screen will zoom out to reveal new options.



2. Tap Wallpapers

Once the home screen shrinks, you will see two buttons: Wallpapers and Widgets. Choose Wallpapers.



3. Select your Wallpaper

Choose your preferred wallpaper. Tap to select an image and return to the newly-updated home screen.

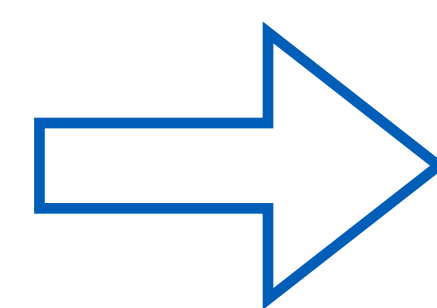
Custom Wallpaper:

You can also set your own image as the wallpaper. The optimal image size is 3840 x 2160 pixels.



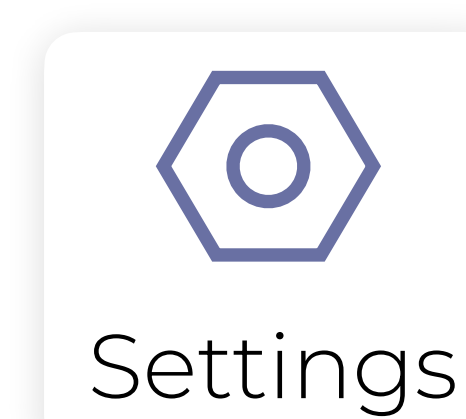
1. Open Files

Load your image in the Files App, either by downloading from a Cloud Drive or from a USB drive.

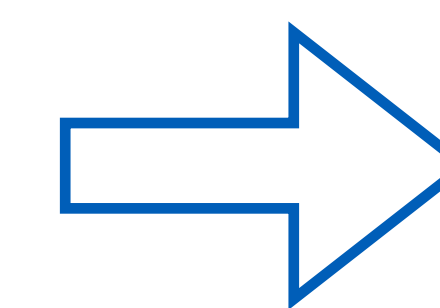


2. Image Settings

Tap the image to bring up the toolbar, then tap the Settings gear on the bottom right.



Settings



3. Set to Wallpaper

Choose the bottom-most option in the right-hand sidebar to set your image as the wallpaper.



Set to Wallpaper

Training and Support:

Need more information or want help troubleshooting your panel?
Visit these additional resources:



[Comprehensive User Guide](#)

This full MimioPro 4 guide covers the same features as this Quick Start Guide, but in more detail. Learn more about how to use your favorite features!



[Documentation and Support](#)

View all the guides and resources for the MimioPro 4 in one site, including videos and online courses.



[MimioPro 4 Video Library](#)

Watch our collection of short video tutorials on the MimioPro 4.



[MimioPro 4 Technical Guide](#)

This guide contains details on all the hardware specifications and installation instructions for the MimioPro 4.



[Online Course Library](#)

Register for free online courses covering the MimioPro 4 and other Boxlight solutions, or browse our library of paid courses on a range of education technology.



[Boxlight Customer Care](#)

Having trouble with your MimioPro 4 display? Contact the Customer Care team at Boxlight directly with this link.