Freestyle Smart Whiteboard Instructions

Introduction

Welcome to the Metroclick Freestyle Whiteboard! Thanks for being a customer!

Get ready to unlock the full potential of your Freestyle Whiteboard with our comprehensive guide. We built this manual to act as a great place to start when getting acquainted with your new hardware.

Before diving into the world of endless creativity and productivity, take a moment to review this guide so that you are better prepared to use the built-in features of the Freestyle Whiteboard. We guarantee that there is information included here which will help you use the Whiteboard in ways you never imagined.

Stay tuned!

Metroclick Website:
https://www.metroclick.com/interactive-whiteboard/

Scan for the Metroclick Whiteboard Website!

Table of Contents

Device Overview
The Metroclick Freestyle Whiteboard is an IR-Touch Digital Whiteboard which runs Android operating system. The Whiteboard can be expanded to include an optional Windows OPS PC which allows for dual operating system support.

Safety Precautions

IMPORTANT

· Read all instructions before using the product.
· Keep this manual in a safe place for future reference.
· Only use the product for its intended purpose.
· Do not use the product if it is damaged or if any parts are missing.
· Follow all local regulations and guidelines.

Unboxing & What To Expect From Delivery

Every Metroclick Freestyle Whiteboard ships with a whiteboard and a stand. Depending on the size of the device, the delivery method will differ, please refer to the following guidance:

65" Whiteboard

The 65" Whiteboard ships in a cardboard box using Fedex or UPS ground service. This product can be shipped to residential and commercial spaces without the need for special accommodations.

75" & 86" Whiteboards

The 75" and 86" Whiteboards are too large for standard ground courier service and will require freight service. This means that the product will be shipped on a pallet and needs to be delivered on either a lift-gate truck or standard semi. A delivery window will need to be scheduled with the freight company to ensure proper delivery.

Tools Required:

- Razorblade Knife
- Snips/Shears
- Drill with Philips Head Bit (86" only)
- Pallet Jack (opt. for transport of 75" & 86")

Unboxing Directions:

65" Whiteboard

1. Use a snips or sheers to cut the packaging bands which are wrapped around the whiteboard box.

2. Depress the plastic closure mechanism connecting the 2 sections of packaging together (qty. x2)
3. With the bottom of the box on the floor, lift the top of the box off of the base to reveal the whiteboard
    a. Take caution to properly secure the whiteboard against tipping while lifting off the upper section of packaging.

75" Whiteboard
1. Use a snips or sheers to cut free the whiteboard and stand boxes from the pallet
2. Use snips or sheers to cut the packaging bands which are wrapped around the whiteboard box.
3. Depress the plastic closure mechanism connecting the 2 sections of packaging together (qty. x2)
4. With the bottom of the box on the floor, lift the top of the box off of the base to reveal the whiteboard
    a. Take caution to properly secure the whiteboard against tipping while lifting off the upper section of packaging.

86" Whiteboard
1. Use a snips or sheers to cut free the whiteboard and stand boxes from the pallet
2. Using a drill with a Philips head attachment, remove the screws located at the following positions:

3. Remove the whiteboard box from the wooden packaging.
4. Use snips or sheers to cut the packaging bands which are wrapped around the whiteboard box.
5. Depress the plastic closure mechanism connecting the 2 sections of packaging together (qty. x2)
6. With the bottom of the box on the floor, lift the top of the box off of the base to reveal the whiteboard
    a. Take caution to properly secure the whiteboard against tipping while lifting off the upper section of packaging.
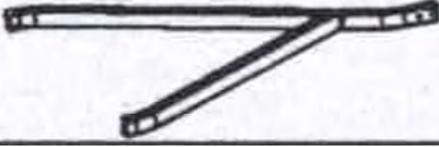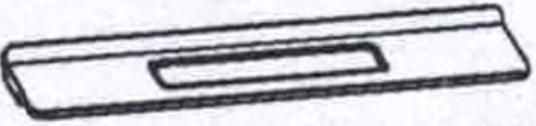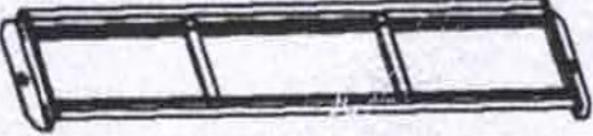
Assembling The Stand

The Metroclick Freestyle ships with a rolling stand which needs to be assembled if the product is not going to be wall mounted. *There are no included feet for this product.*

Tools Required

1. M8 Hex Wrench or Socket
   a. Crescent Wrench Optional
2. Philips Head Screwdriver or Drill

Package Contents

Serial Number	Description	PCS	Assembly Position	Product Image
A	Upper Support	2	Assembly with lower support	
B	Lower Support	2	Assembly with upper support	
C	Tray	1	Assembly with Support	
D	Upper Crossbeam	1	Assembly with Support	
E	Vertical Hanging Rails	2	Assembly with machine/ display	
F	3 inch Caster Wheel	4	Assembly with lower support	

G	M12 Lock Nut	4	Assembly with Casters	
H	M8x20mm Black Bolt	6	Used for connecting upper and lower supports	
I	M8x65mm Black Bolt	8	Used for locking crossbeam & tray components	
J	M8x25mm Philips Pan Head Screw	4	Used for locking and hanging vertically	
K	17MM open-end wrench	1	For locking casters	
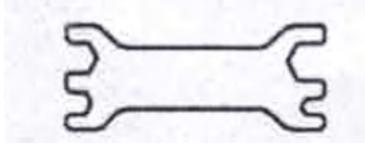
Assembly Instructions

1. Remove all the components from packaging and lay everything out in a large clear area for ease of assembly.
2. To assemble each of the vertical supports you will need the following components:
   a. Component A: Upper Support (x1)
   b. Component B: Lower Support (x1)
   c. Component H: M8x20mm Bolts (x2)
   d. Component F: 3" Caster Wheel (x2)
   e. Component G: M12 Lock Nut
3. Using the above components, slide the Upper Support into the Lower Support, being sure to orient the parts so that the flat faces are touching.
   a. Attach the Upper Support to the Lower support using 2x M8x20mm bolts and the included wrench.
4. Attach the 3" Caster Wheels to the bottom of the Lower Support making sure to include the M12 Lock Nut in-between. Use the included wrench to tighten the 3" Caster Wheels until they are tight.
5. Complete steps 2-4 again for the 2nd vertical support.
6. To assemble the Upper Crossbeam you will need the following components:
   a. Component D: Upper Crossbeam (x1)
   b. Component I: M8x65mm Bolt (x4)

7. Orienting the flat section of the Upper Crossbeam with the longer side of the Vertical Supports, proceed to attach the Upper Crossbeam to each Vertical Support using 2x M8x65mm Bolts per Vertical Support
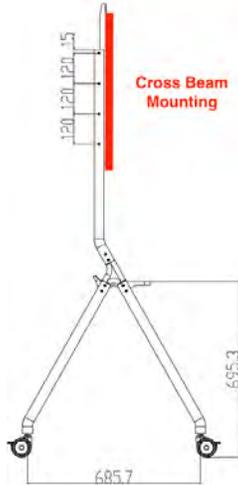
8. To assemble the Tray you will need the following components:
    a. Component C: Tray
    b. Component I: M8x65mm Bolt (x4)
9. Orienting the Tray so that the raised section is pointing toward the shorter side of the Vertical Supports, proceed to attach the Tray to each Vertical Support using 2x M8x65mm Bolts per Vertical Support

10. To attach Vertical Hanging Rails to the Whiteboard you will need the following components:
    a. Component E: Vertical Hanging Rails (x2)
    b. Component J: M8x25mm Philips Pan Head Screws (x4)
11. Lay the whiteboard with the touch-side down
    a. To ensure the whiteboard is protected during this operation, lay the whiteboard on a completely flay surface with moving blankets, towels, or low pile carpeting. The foam shipping blocks can be utilized by leaving these installed while the whiteboard is laid on the floor.

12. Using the 4x M8x25mm Screws, attach the Vertical Hanging Rails to the back of the whiteboard using the VESA mounting pattern

13. Hang the whiteboard on the rolling stand to complete the assembly process
    a. Use the locking 3" Caster Wheels to stabilize the whiteboard while it is being mounted. This will ensure that the stand does not move around as much during mounting.

A video of the stand assembly can be found at the following link or QR code!

https://vimeo.com/user117168214

If there are any additional questions, please reach out to our support team at the following email address: support@metroclick.com

First Power Up

Getting a new product is a cool experience, let us guide you through setup to ensure you get the most out of your Metroclick Freestyle Whiteboard!

When the Freestyle Whiteboard is booted for the first time, Android will go through a setup questionnaire to get the Whiteboard configured and connected to the internet. Please follow along with these steps to get connected!
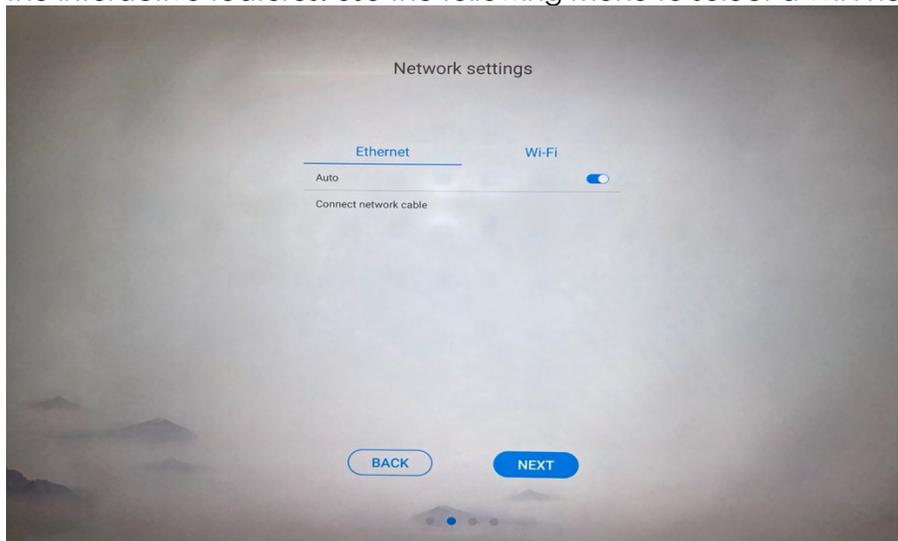
Setting Language

1. When you first boot up your screen, you will be prompted to select your default language.
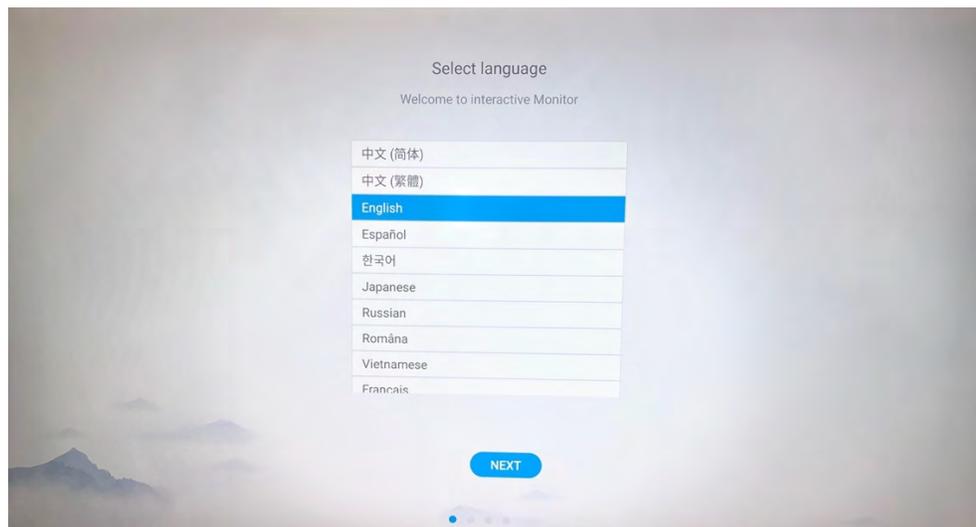
Setting Default Wifi Network

The Freestyle Whiteboard needs internet to have full functionality for the apps and many of the interactive features. Use the following menu to select a WIFI network.

Setting Time zone

The Freestyle Whiteboard needs to know what time zone it is located in. This ensures that Android services and updates occur properly. Please select the proper time zone before moving on to the next screen.

Enable NTP: This is enabled by default and will ensure that devices receive proper time updates from an automated NTP server. It is recommended to leave this as 'Enabled'.

Naming Your Device

To properly identify your Freestyle Whiteboard among all the other devices connected to your internet, it will need a name. The next screen will ask you to give your whiteboard a name. Pick something unique that makes it easier to identify.

Congratulations! Your Freestyle Whiteboard has now been setup! Prepare to level up your productivity!

If you have any questions about the setup process please check out the Freestyle Q&A section on our website. We also have a great informational video section which you can also access below!

Website Q&A Section

www.metroclick.com/Freestyle/Q&A

Instructional Videos

https://vimeo.com/user117168214

Installing The Camera

Prepare to harness the power of the Freestyle 48-Megapixel Camera. Equipped with 8 Beam-Forming microphones, this camera is going to level-up your video conferencing setup!

48MP Webcam

Your Freestyle Whiteboard comes with a state-of-the-art 48Megapixel Camera with 8 Microphones which is removable for your convenience and security. This is not installed by default and will require a small Philips Head screwdriver for installation.

Step by Step Instructions:

1. The camera will be mounted in the center at the top of the Freestyle Whiteboard
   a. On first assembly, there is a sticker covering the mounting holes and modular connector. **Remove this sticker before installation!**

2. Mount the camera by lining up the 2 guide pins and gently pressing down until the modular connector is properly seated.
   a. The camera should be facing the user as you are facing the Whiteboard.

3. Secure the camera by attaching 2x Philips Head Screws included in the camera accessories box. These screws are attached on the back of the Whiteboard.


You can confirm and test the camera from the **System Settings → Device → Camera** menu. From here, you can also select alternate cameras connected via USB.

3rd party cameras can be used by plugging into an available USB port.

Overview of Buttons

The Freestyle Whiteboard has function buttons located on the front of the Whiteboard which are easily accessible. These buttons are used for several convenient tasks including device power, source selection and adjustment of the volume. A photo of the button layout is included below:
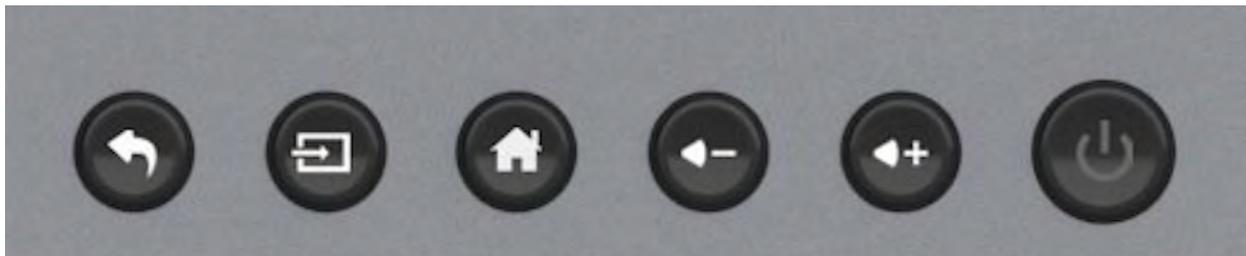
Buttons (Left to Right):
- Back (Android OS)
- Source Select
- Home Screen (Android OS)
- Volume Down
- Volume Up
- Whiteboard Power

Overview of Inputs

The Freestyle Whiteboard has inputs which allow for attaching different media sources to the Whiteboard. There are 2 areas where these inputs are located:

Front Inputs:

These inputs are located on the front of the Whiteboard along the lower lip on the bottom left corner.

Included Inputs
- 3x USB Type-A 3.0
- 1x USB Type-C
- 1x USB Type-B Touch
- 1x HDMI

The touch input can be connected to a Windows, Mac or Android device for seamless touch functionality. Please note that the number of touch points that are available depends on the operating system being used.

These inputs are located on the rear of the Whiteboard on the right side at the bump out portion.

Included Inputs:
- 3x WIFI Antennas
- 2x USB Type-A 3.0
- 1x USB Type-C
- 1x USB Type-B Touch
- 2x HDMI IN
- 1x HDMI OUT
- 2X RJ45

Please ensure all WIFI adapters are connected and properly screwed in. This will ensure that WIFI and Hotspot functionality is working properly.

Whiteboard OS Overview

The Freestyle Whiteboard runs a customized Android 11 operating system with unique whiteboard-only software features. These Whiteboard-OS are important for controlling some of the hardware functionality including WIFI and Bluetooth antennas, OPS PC functionality and Display/Sound settings.

The Sidebar

The Sidebar is the main method of interaction with the Whiteboard-OS system. To access the Sidebar, click the white bar located on the left or right edge of the screen, highlighted below:

Once the Sidebar has been clicked, you will be presented with a quick-access menu of useful Whiteboard features. The Sidebar looks like this once opened:

From here you can access many of the core features of the whiteboard including:
- Quick Tools
  - Annotation Mode, Screen Capture & Record, File Transfer, Timer, Password Screen Lock, Addl. Tools.
- Screen Brightness
- Volume
- Internet & Bluetooth Adapter Quick Options
- Android Navigation Buttons
- Screen Share Code

Adding Apps from the Google Play Store

The Freestyle Whiteboard comes with the ability to download Apps from the Google Play Store allowing you to setup your Whiteboard exactly how you like. To get started with Android Applications, follow this guide for locating and signing into the Google Play Store!

1. From the Home Screen, select the "More" icon to view the installed apps
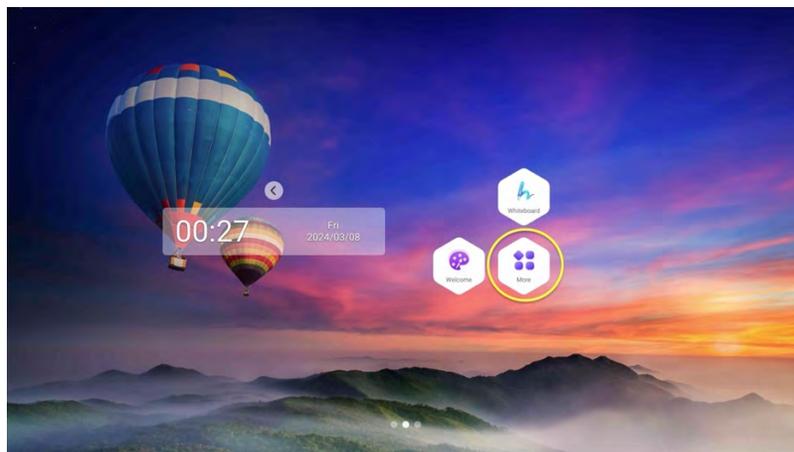
2. Locate the "Play Store" icon and click on this to launch the application

3. You will be prompted to sign into your Google Account. Enter your credentials to login.
    a. A Google Account is required to use the Google Play Store. If an account is not used, you will need to sideload applications in order to use any 3rd party applications. For additional information on sideloading, please contact support@metroclick.com

Congratulations! You are now able to access over 2.7 Million apps using the Google Play Store! Get started by downloading some Apps to customize your Freestyle Whiteboard experience!

Android Apps can also be sideloaded on this device. For information on how to sideload, please contact: support@metroclick.com

Whiteboard Settings Overview

The Freestyle Whiteboard has a Whiteboard OS settings menu separate from the Android settings menu which allows the user to control certain aspects of the hardware and software experience. To access the settings menu follow these instructions:

1. Open the Sidebar menu
2. Pressing the button ☰ on the Sidebar will launch the settings menu:

Quick Settings Overview: These are mostly source related settings, volume and brightness.
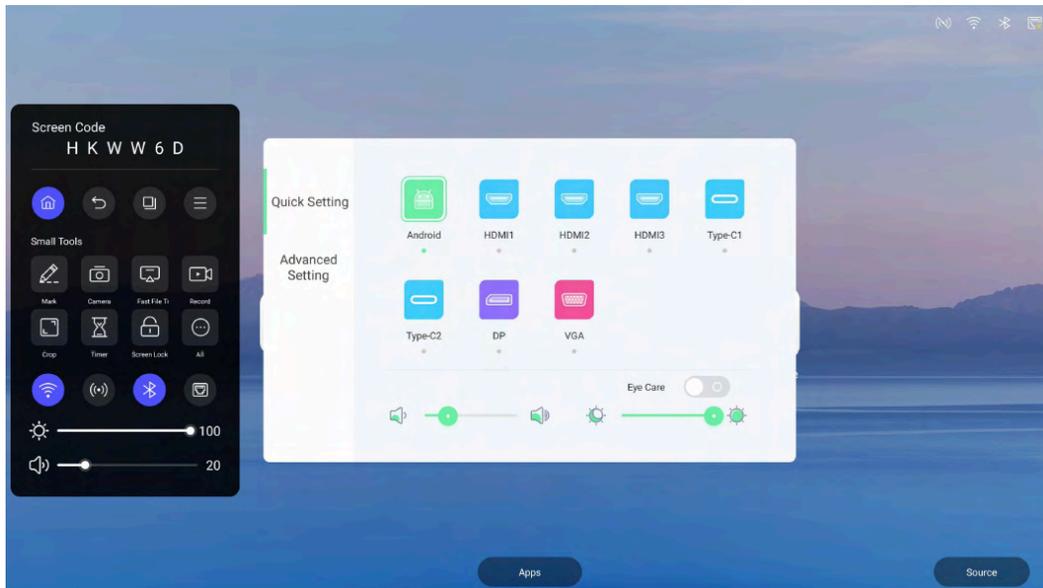
Advanced Settings Overview: A robust set of features specific to the Whiteboard OS including settings for wireless adapters, personalization and system.
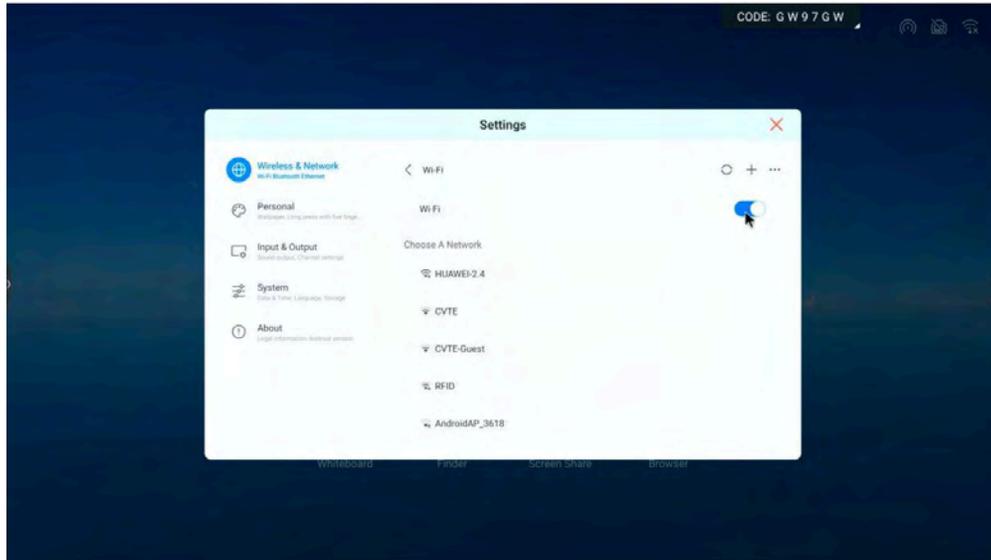
The advanced settings feature the following categories:
- Wireless & Network
- Personal
- Input & Output
- System
- About

Here is a quick overview of each of these sections:

Wireless & Network: Access settings related to the WIFI and Ethernet connections. Turn ON/ OFF adapters, change WIFI networks, adjust ethernet settings, adjust hotspot settings.

Personal: Change the device theme, adjust the quick access menu, adjust the homescreen layout, change settings for screen lock feature.

Input & Output: Adjust settings related to the input and output ports on the device including sound settings, input/output resolution settings and external touch input settings.

System: System settings related to Whiteboard OS including time and date, keyboard and region, software update, factory reset.

About: System information about the Android version, kernel version and device name.

Screenshare Feature

The Freestyle Whiteboard has a built in Screenshare feature which works natively with both Apple Airplay and Google Miracast. This allows you to connect your phone, tablet or computer to the whiteboard wirelessly to cast media or share the screen.

To connect your device please follow these instructions:
1. Ensure that your Whiteboard and the device you would like to cast from are on the same WIFI network.
   a. If a WIFI network is not available it is possible to create a hotspot on the whiteboard and connect your device to the Whiteboard for offline screen sharing. This can be useful in tradeshow settings where there is limited access to internet.
2. Press the Sidebar button to open the Sidebar Menu
   a. Select the Screenshare Quick App
3. Once the Screen Share App has opened, you will be greeted by a QR code and Screenshare Code.
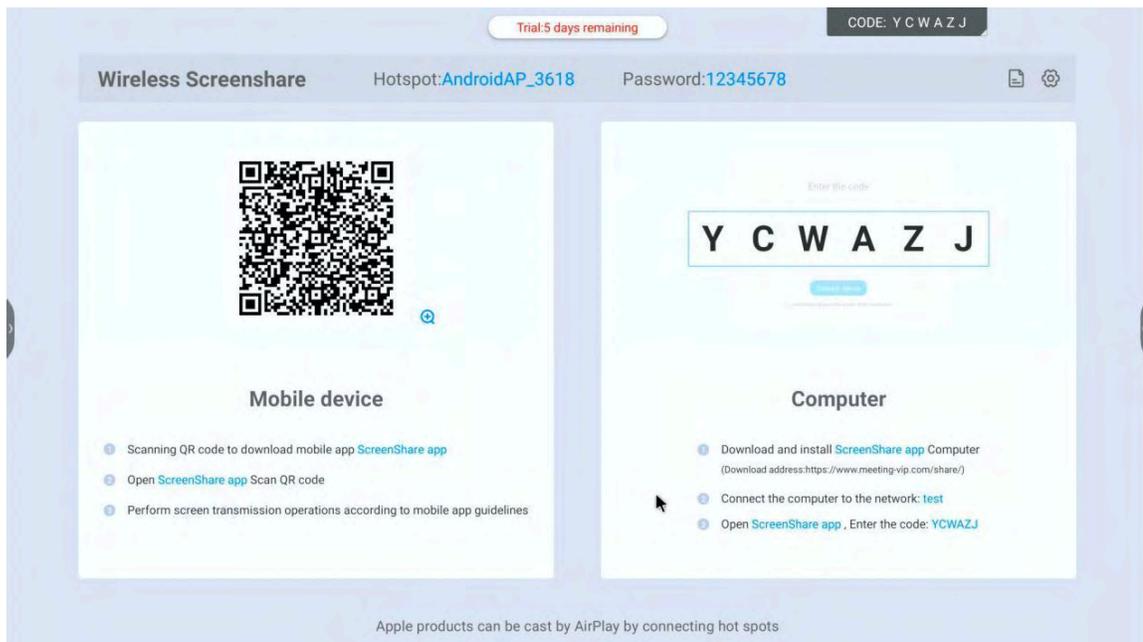
   a. Apple iOS
      i. For iOS devices you can connect natively with Airplay. To connect via airplay, use the airplay icon to screenshare or cast media to the Whiteboard using the Screenshare Code.
   b. Android
      i. For Android devices you will need to download an application to wirelessly cast content to the Whiteboard. To download the Miracast application please scan the on-screen QR code or locate the 'Miracast' application and install from your Android Google Play Store.
      ii. Once Miracast is installed you can connect to the Whiteboard using the Screenshare Code or onscreen QR Code.

File Browser Application

The Freestyle Whiteboard comes with a built-in file browsing application which allows the user to browse files located on the Whiteboard or externally connected media. This functionality is important for transferring/accessing media, presentations or documents on the Freestyle Whiteboard.

To access the File Browser Application follow these instructions:
1. Open the sidebar and press the 'All' button to reveal all the Whiteboard OS Quick Apps.
2. Select the File Browser App to open the File Broswer:
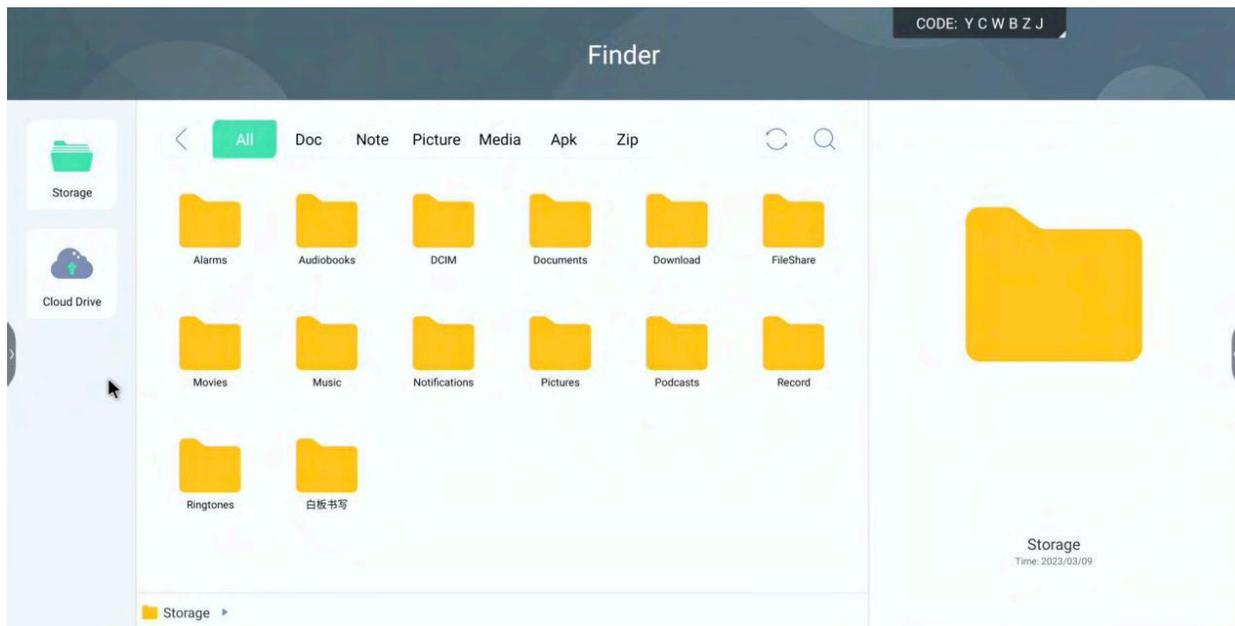
From here you can navigate through the internal storage as well as access external and connected cloud storage accounts. Press and hold on a file or folder to reveal the context menu which allows you to perform several common actions on the file/folder such as copy, paste and move.

Utilize the Filter Toolbar to help with locating specific file types:

Use the Features Toolbar (located on the bottom left) to access common features such as changing the type of grid, selecting multiple items and creating new folders.
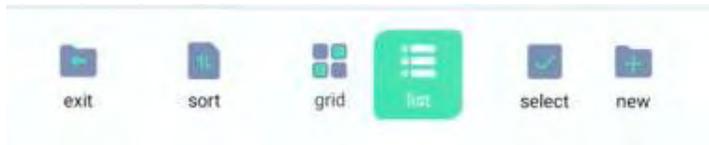
Setting up the Home Screen

The Freestyle Whiteboard Home Screen can be customized using a combination of Android settings and Whiteboard OS settings accessed from the Sidebar.
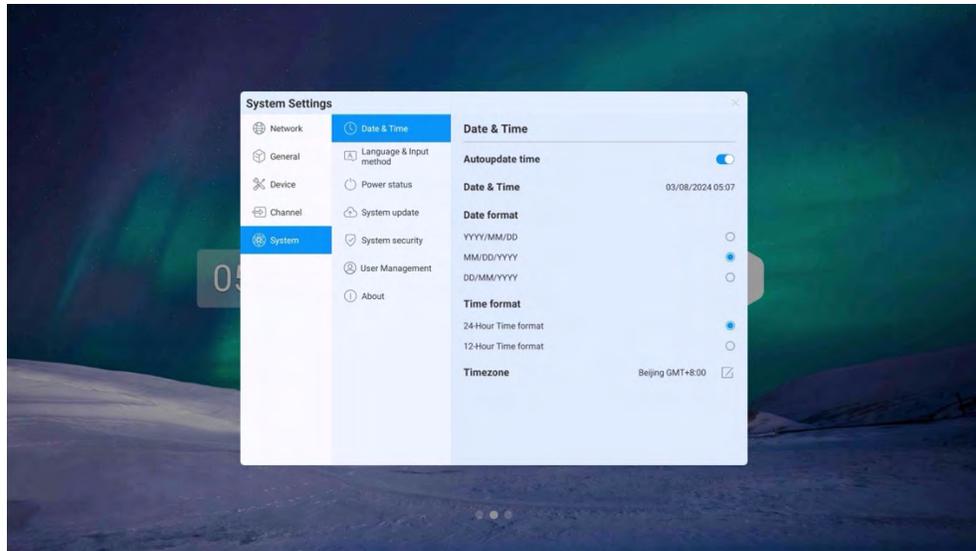
Changing the Theme and Wallpaper:

1. Navigate to **System Settings > General > Custom.**
2. Select a Theme to change the wallpaper and OS accent colors
3. Select a Wallpaper to change just the wallpaper
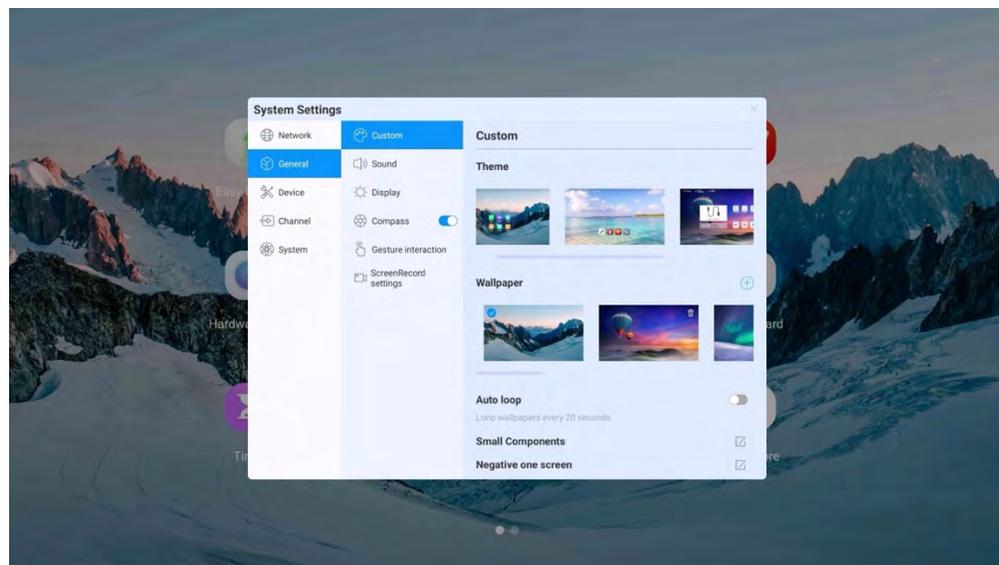
Adjusting Date & Time Display:

1. Navigate to **System Settings > System > Date & Time.**

From the Date & Time menu the following features can be adjusted:

    a. <u>Autoupdate Time:</u> 'Enabled' – Ensures that time is synced with NTP servers.

    b. <u>Date and Time:</u> Manually set the Date and Time (only available if Autoupdate Time is not selected)

    c. <u>Date Format:</u> Select the date format type (Default: MM/DD/YYYY)

   d. <u>Time Format:</u> Select the time format type (Default: 24-Hour Format)

Adding An Application Shortcut:

1. Open the "More Apps" icon to reveal the full list of Apps currently installed on your Whiteboard.
2. Locate the App you would like to shortcut and long-press on the App to bring up the context menu
    a. Select "Add to Homescreen" from the context menu
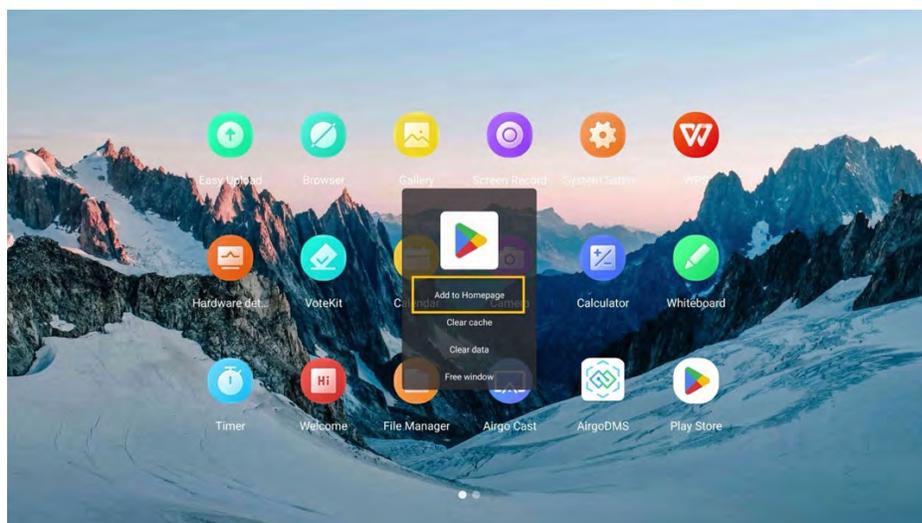
Removing An Application Shortcut:

1. From the Homepage, locate the App shortcut you would like to remove
2. Long-press on the application to bring up the remove icon
   a. Press the remove icon on the app that you would like to remove
3. Simply tap anywhere else on the screen to exit the remove icon mode
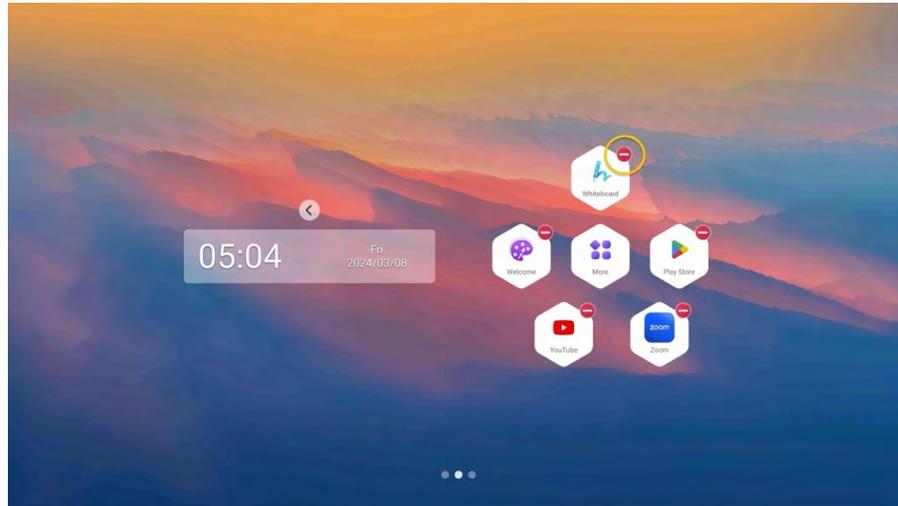
Contact Us:

Thank you so much for being a customer! It is a top priority for us to ensure that you have a great experience with your Freestyle Whiteboard. If you have any questions about the product, please do not hesitate to reach out to our support team!

Email: support@metroclick.com
Phone: 646-843-0888