

# Educator Essentials Guide

Creative Touch Series 3 Gen 3



This guide provides a brief overview to help you get started.  
For additional information or support, please see below:

[Education Resources](#)

General Questions: [support@optoma.com](mailto:support@optoma.com)


Submit a Ticket: [bit.ly/OptomaTechSupport](https://bit.ly/OptomaTechSupport)


# Home Screen

This diagram provides an overview of the home screen to help you easily identify each feature.



- 1 Side Toolbar**  
Tap the arrow on either side of your screen to open your side toolbar. From here you can switch apps, view recent tasks, and access tools like annotation, screen recording, and more.
- 2 Google Search**  
Initiate Google searches directly from the home screen. You can also activate the Google Assistant by saying, "Hey Google."
- 3 Panel Login**  
Scan the QR code or tap the button to sign in to your Optoma account. Create your own roaming Optoma profile using your Google, Microsoft, or Apple credentials.














- 4 Input Shortcut**   
This is your input shortcuts bar. Tap the pencil icon to choose which inputs you would like to see in the bar. To access the entire Shortcut menu, **swipe up** from the bottom of the display.
- 5 Whiteboard**  
Create. Connect. Collaborate. using the Optoma Whiteboard. Import lessons, sync with Google Classroom, and launch live collaborative sessions for active engagement.
- 6 Display Share Casting**  
Share content from any device using AirPlay, Chromecast, or Miracast. Download the DisplayShare app for added features like remote view, screen control, and more.

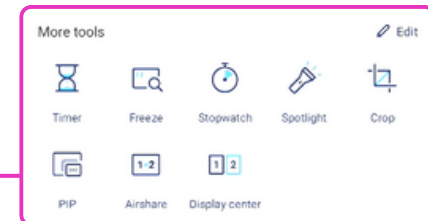
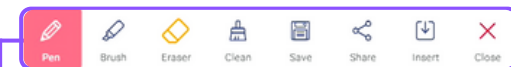
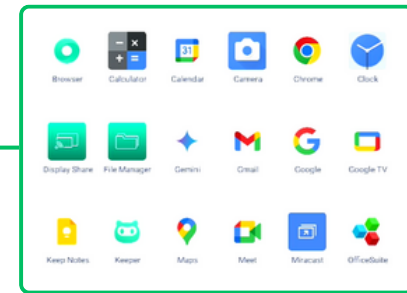
- 7 File Manager**  
Access internal file storage and connected OneDrive or Google Drive cloud accounts.
- 8 Google Play Store**  
A digital marketplace with all of your favorite apps and resources to enhance interactive learning experiences.
- 9 Applications**   
Tap to access Google applications. To view **ALL** applications, **swipe up** from anywhere on the home screen.

# Side Toolbar

To open the side toolbar, tap the arrow on either side of your screen. This provides easy access for navigation between applications, settings, and tools.

## 1 Side Toolbar

-  **Back:** Previous app or location
-  **Home:** Back to Home screen
-  **Recent Apps:** View thumbnails of currently running applications and quickly switch between them or enter split-screen view.
-  **Shortcut Menu:** Change inputs, PIP mode, and display options
-  **Display Share:** Screen sharing and remote control of your display
-  **Whiteboard:** Open the Optoma Whiteboard app
-  **Settings:** Open the settings menu
-  **Applications:** Open the applications window to choose a new app
-  **Screen Lock:** Lock your display screen
-  **Screen Recording:** Screen recording with audio and thumbnail camera
-  **Annotation:** Annotate anywhere, then save or share
-  **Calculator:** Open the calculator
-  **More Tools:** Open a menu of additional tools. Tap & hold to add to change which tools are pinned to the toolbar.

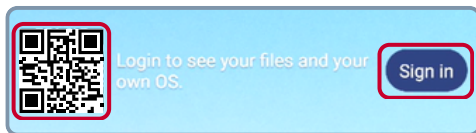


# Login to your Panel

Your account helps you do more by personalizing your display experience and offering easy access to your most important information from anywhere with true roaming profiles.

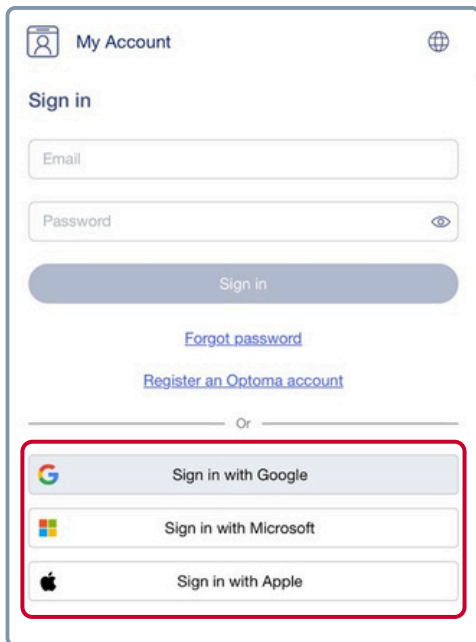
## 3 Panel Login for Google Apple Users

**Step 1:** Scan QR Code or tap "Sign In"

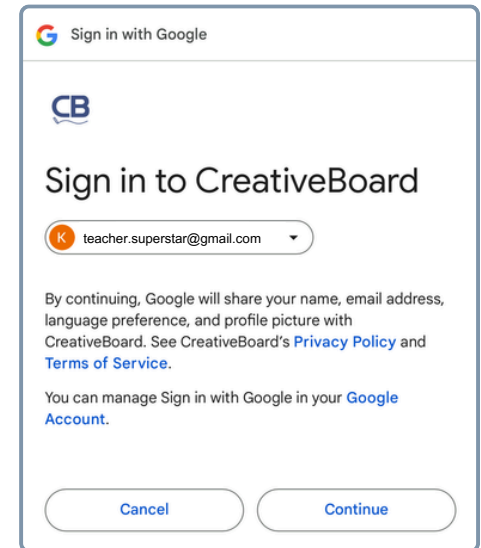
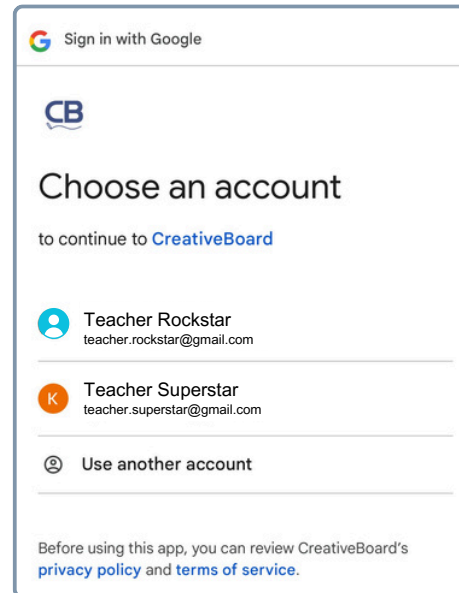


**Step 2:** Sign in with your Google, Microsoft, or Apple credentials

\*For new users, this will generate your account



**Step 3:** Follow prompts to finalize process



## Account Login Options

QR Code



NFC Card


\*with optional sensor module



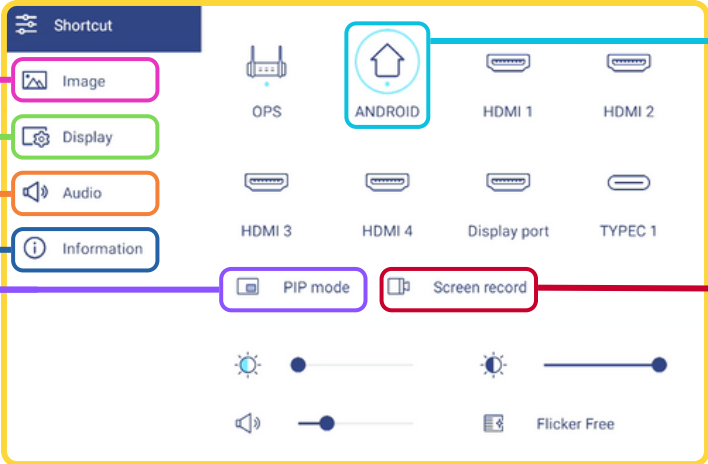
Manual



# Shortcut Menu

To open the Shortcut Menu, tap the  button on the side toolbar OR swipe up from the very bottom of the screen


## 4 Shortcut Menu



The screenshot shows the 'Shortcut' menu with the following options and settings:

- Image**: Brightness, Color Temperature, etc.
- Display**: Backlight, Low Blue Light, etc.
- Audio**: Sound Effect, Volume, & Balance
- Information**: Model & Version Info
- PIP mode**: Picture in Picture Mode with another input
- Screen record**: Initiates screen recording.
- Inputs**: OPS, ANDROID (active), HDMI 1, HDMI 2, HDMI 3, HDMI 4, Display port, TYPEC 1.
- Settings**: Brightness, Backlight, Sound Effect, and Flicker Free.

The blue dots indicate active inputs. The blue circle indicates the input that is currently in use. To switch inputs, simply tap the icon.

Initiate screen recording. Click the gear icon to adjust settings or turn on the thumbnail camera 



This Input widget is located on the home screen and allows users to favorite their top 4 inputs. Tap the pencil icon in the top right corner to edit.

# Whiteboard - Lesson Creation

This cloud-based whiteboard is designed to enable lesson creation, teaching on-the-fly, and real-time collaboration for in-person or hybrid settings. Login with your Optoma Account.

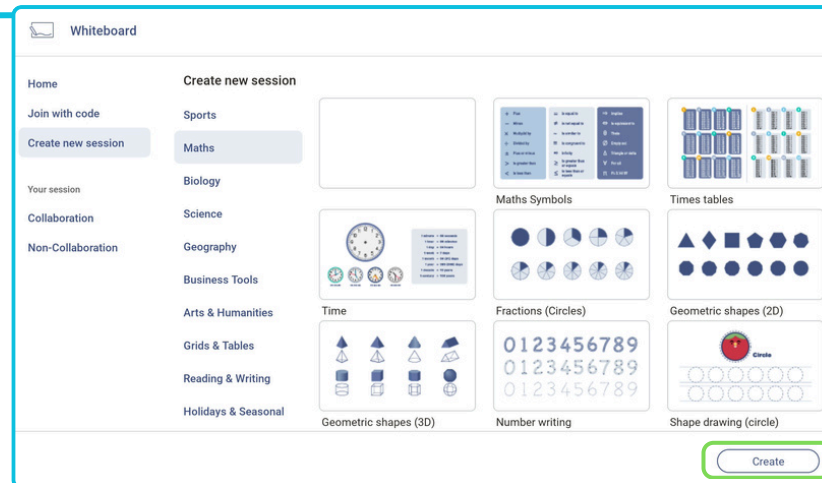
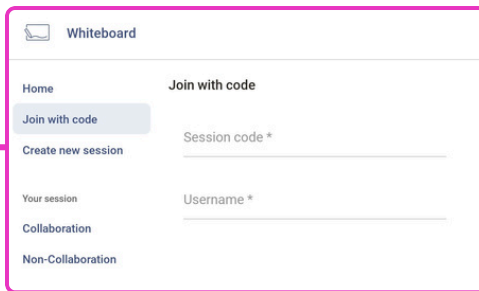
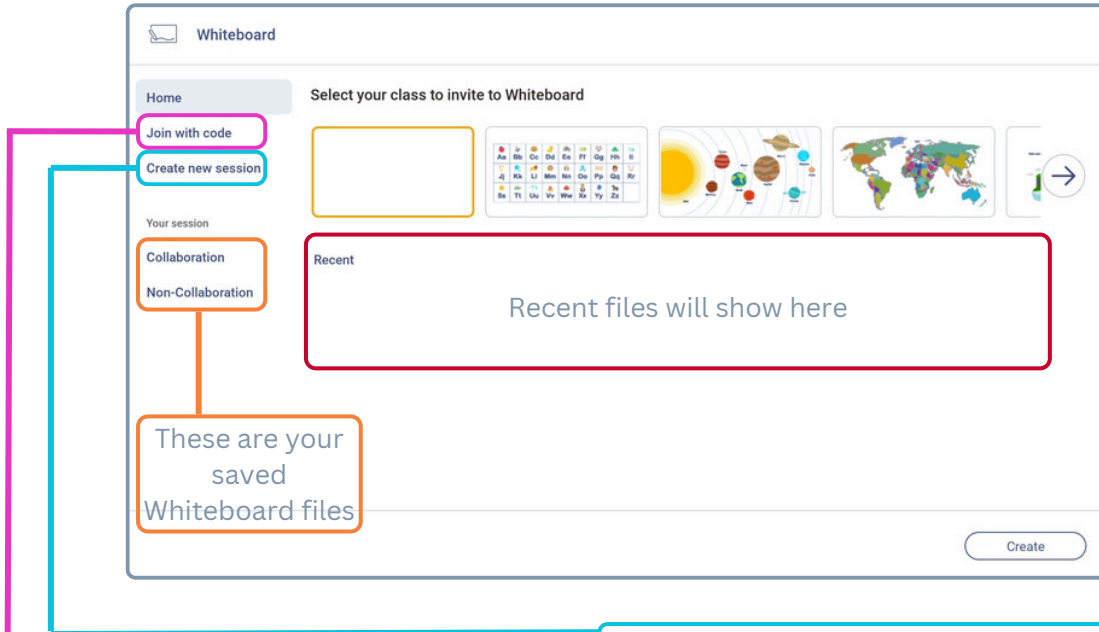
## 5 Whiteboard Lesson Creation

### Laptop/Desktop

To access or create your account online, visit [whiteboard.optoma.com](https://whiteboard.optoma.com)

### Create a Lesson

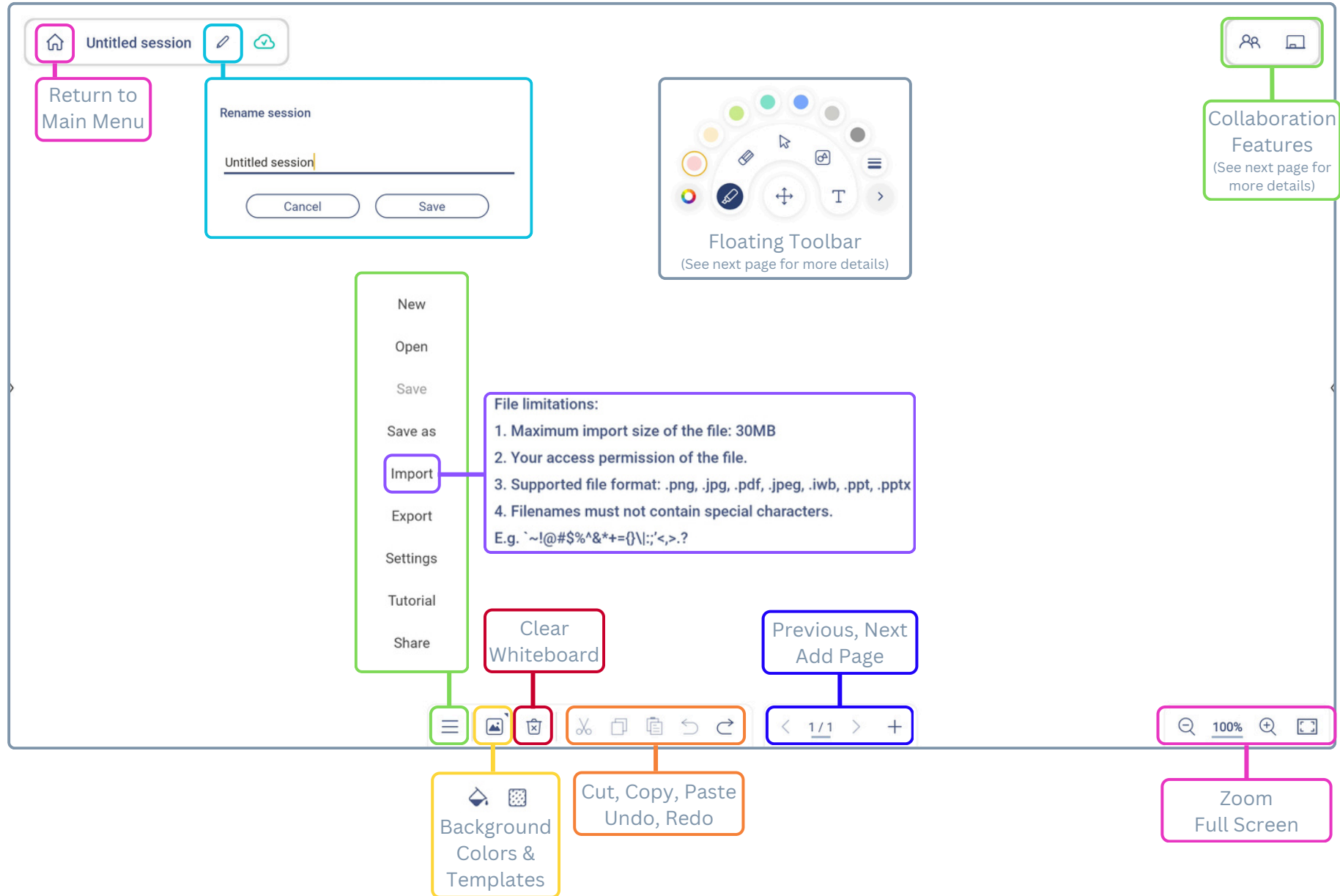
1. Tap the Whiteboard icon to open the app
2. Tap “Create new session”
3. Choose a blank whiteboard or one of the 200+ options
4. Tap “Create”



# Whiteboard - Primary Interface

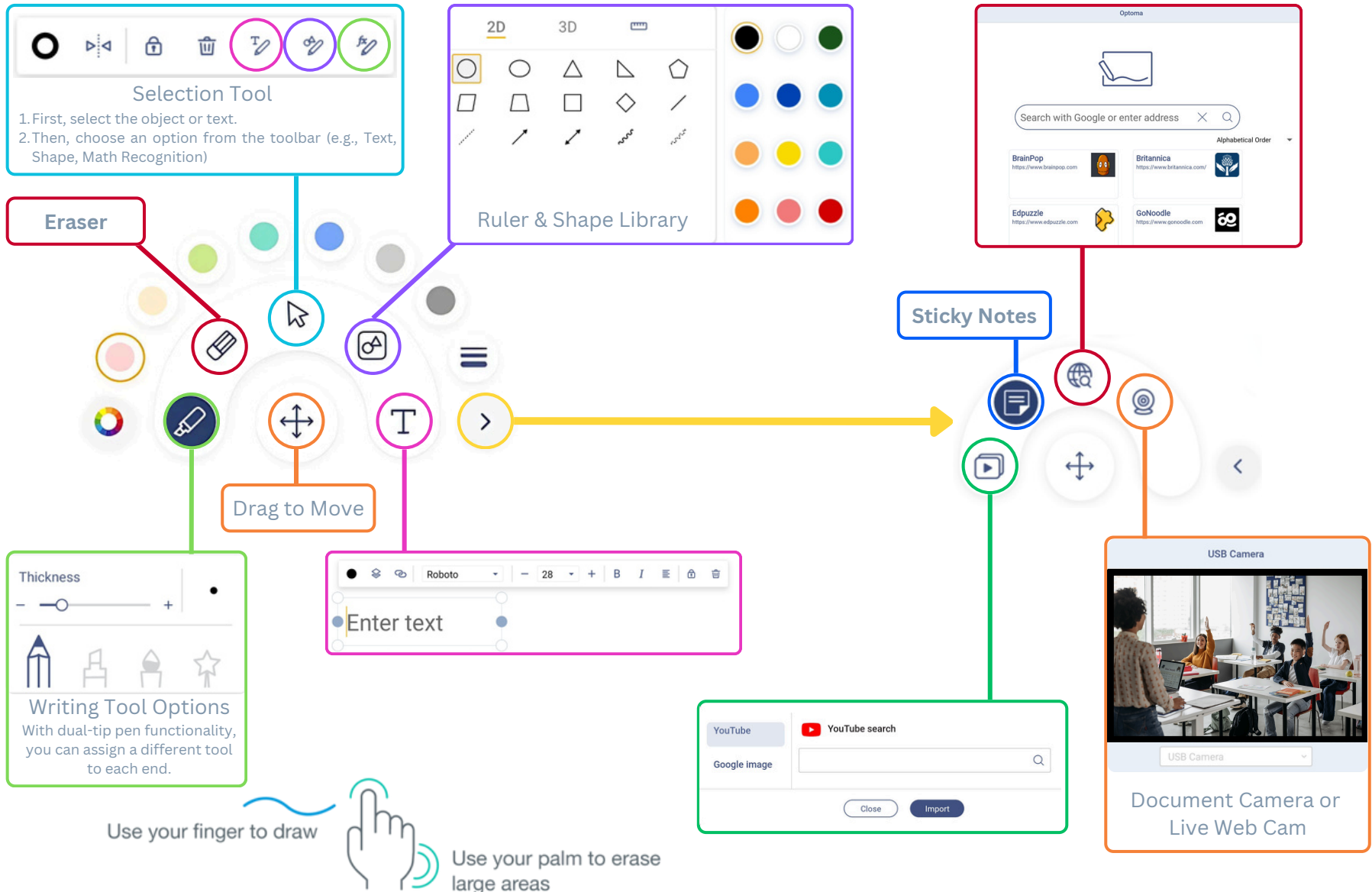


This is a brief visual tour of the primary Whiteboard interface



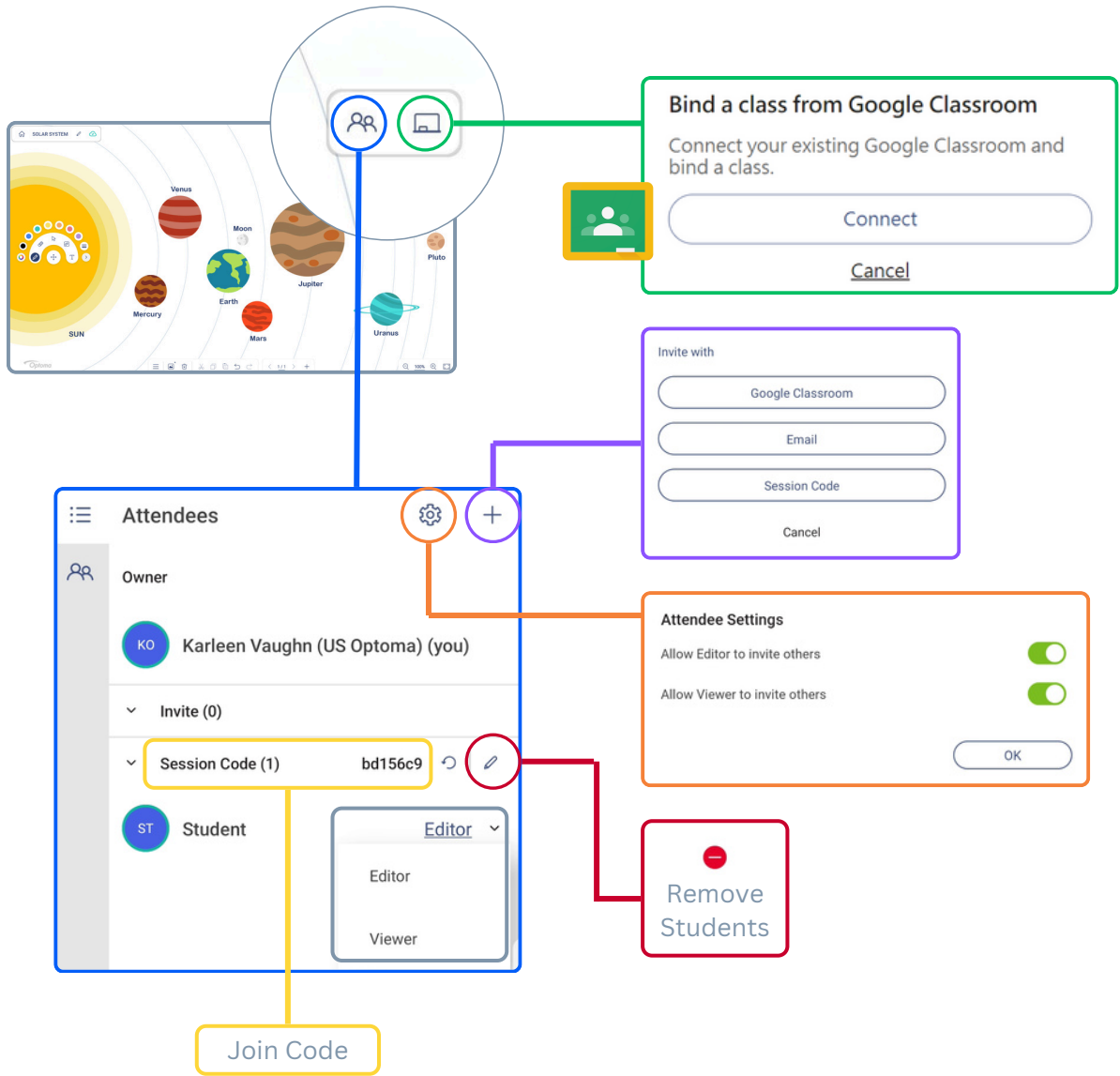
# Whiteboard - Floating Toolbar

The Floating Toolbar provides access to a variety of tools, functions, & media integrations that can be embedded directly into your lesson




# Whiteboard - Collaboration

Collaboration Mode allows LIVE participation as both a Viewer & Editor from any device. Lessons can also be integrated directly with Google Classroom.



## Join Options

  
 Google Classroom  
 Join Code  
 Teacher Email Link

## Join Session

Go to: [whiteboard.optoma.com](https://whiteboard.optoma.com)

[+ Join with code](#) [Sign in](#) [Sign up free](#)

**Join with code**

Session Code\*

Name\*

[Join](#)

**Sign in**

Email


Password


[Sign in](#)


[Forgot password](#)

[Register an Optoma account](#)

Or

 Sign in with Google

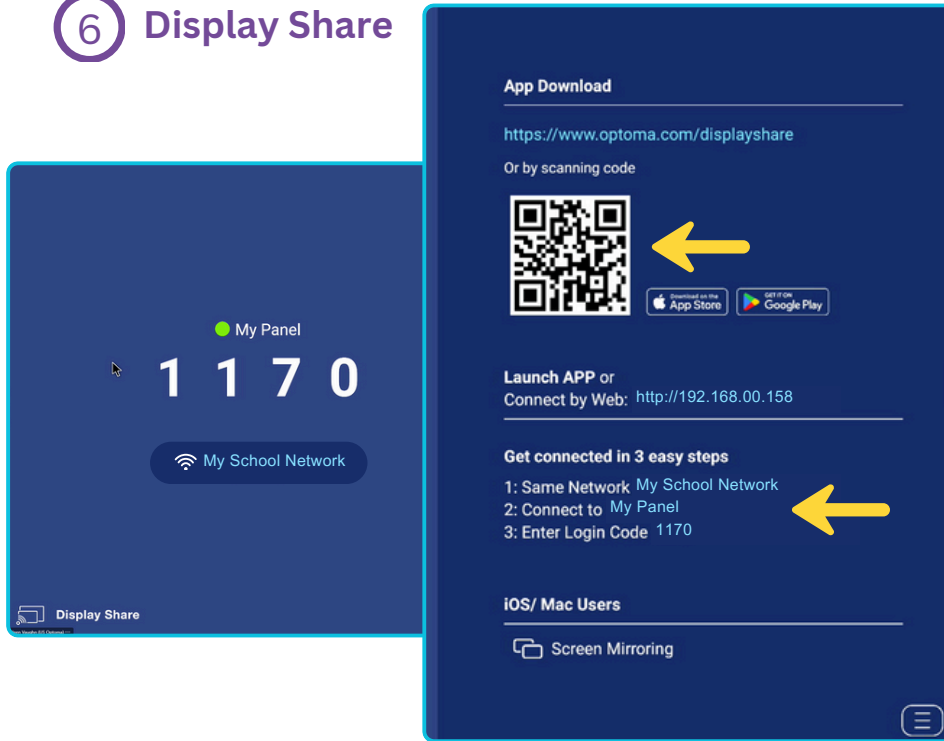
 Sign in with Microsoft

 Sign in with Apple

# Display Share

While compatible with Chromecast, AirPlay, and Miracast, Display Share offers additional features for sharing and controlling content that are only available when using the app.

## 6 Display Share

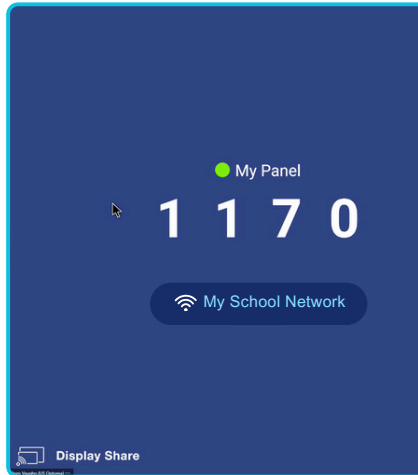


**App Download**  
<https://www.optoma.com/displayshare>  
 Or by scanning code


**Launch APP or**  
 Connect by Web: <http://192.168.00.158>

**Get connected in 3 easy steps**  
 1: Same Network My School Network  
 2: Connect to My Panel  
 3: Enter Login Code 1170

**iOS/ Mac Users**  
 Screen Mirroring



My Panel  
**1 1 7 0**  
 My School Network

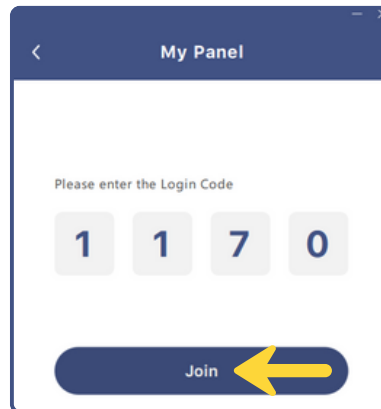


Display Share

Room list

IP e.g. 192.168.43.1

My Panel

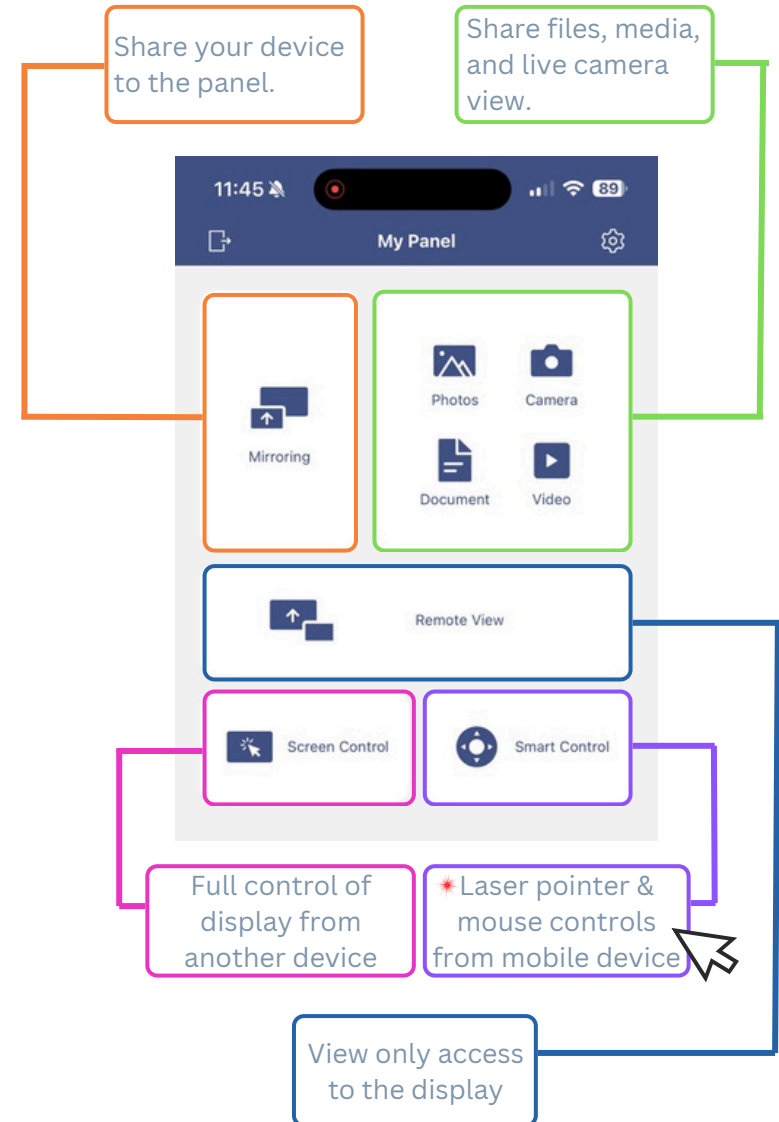


My Panel

Please enter the Login Code

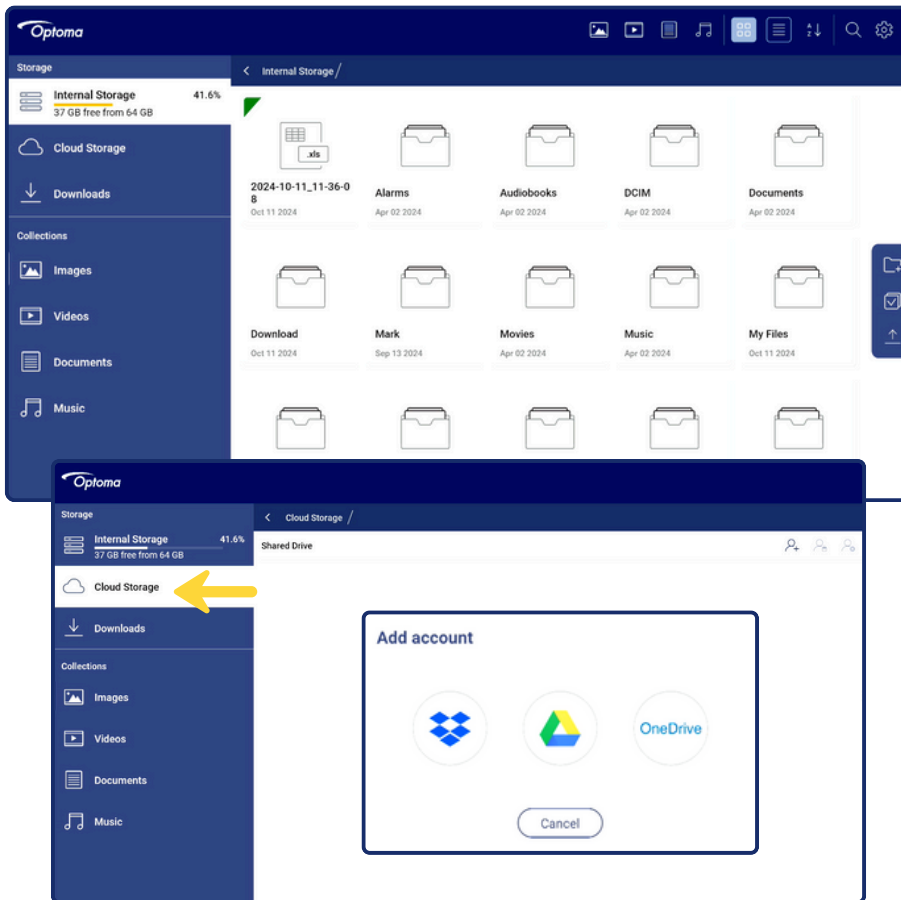
1 1 7 0

Join



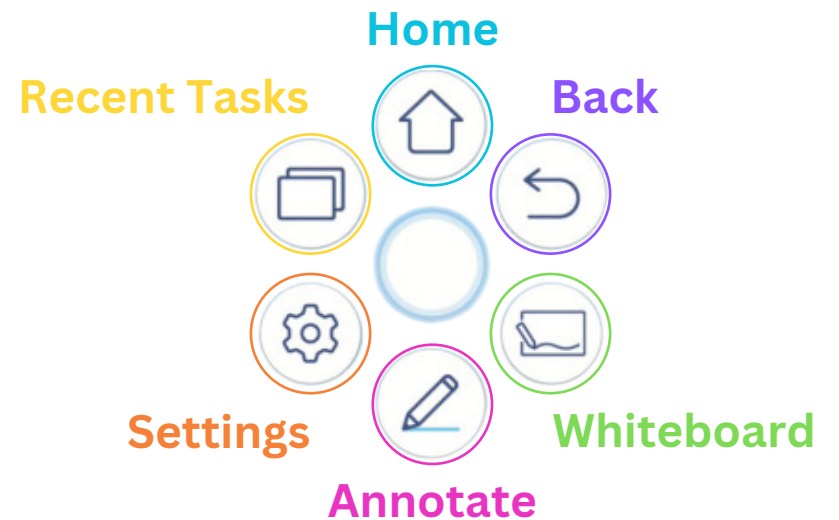
# File Manager

Provides access to internal storage as well as connected cloud accounts. To open, tap the File Manager icon located on the home screen or in the app menu.



# Floating Menu Toolbar

Use a 2-finger long press anywhere on the panel to activate this toolbar for quick & easy navigation.



# Frequently Asked Questions

See below for a list of common troubleshooting questions.

## My panel won't turn on.

- Make sure the panel is plugged in. Then check to ensure the power plug is firmly inserted into the panel and that the power switch is toggled on (both are located on the underside of the panel, near the center).

## How do I Lock/Unlock my screen or turn On/Off Touch Controls?

- Using the remote, press the Red (●) button to Lock or unlock the Power button (on the IFP) **AND** touch functions.
- Using the remote, press the Green (●) button to Lock or unlock the Power button (on the IFP) function.
- Using the remote, press the Yellow (●) button to Lock or unlock the touch function.
- Using the remote, press the Blue (●) button to Freeze the screen.

## How do I check to make sure my firmware is up to date?

- Open the side toolbar and tap the settings  icon. Tap "System" >> "Update" >> "OTA Software Upgrade" >> "Update"

## How do I connect my Google Drive to the panel?

- From the home screen, open the File Manager . Tap "Cloud Storage," then choose Google or OneDrive to pair your account.

## How can I create lessons using the Optoma Whiteboard from my desktop or laptop computer?

- Go to [whiteboard.optoma.com](http://whiteboard.optoma.com) and sign-in using the same credentials you use on your panel. Google, Microsoft, and Apple are the preferred method.


## How do I fix the network connection?

- For ethernet, check to make sure the network cable is firmly inserted into the network port at the panel AND the wall.
- For Wi-Fi, open the side toolbar and tap the settings  icon. Tap "Network," then "Wi-Fi," to view network options.

## What is the best way to clean my screen?

- First, turn off the display.
- Next, use a non-abrasive cleaner (glass cleaner or a 50/50 mixture of isopropyl alcohol & water) and a soft, dust-free cloth. Spray the cleaner on the cloth, NOT on the display.
- Last, wipe the display to clean it.

## How can I customize the background and applications on my Home Screen?

- To change your background, open the side toolbar and tap the settings icon . Tap "Personalize," then "Wallpaper."
- To rearrange apps and create folders, tap & hold the icon you want to move and drag it to the desired location.
- To add a widget, tap & hold on a blank space on the home screen and then tap, "Add a Widget."

## No signal from an external source?

- Connect your external device using the HDMI or USB-C cable provided by Optoma. If this resolves the issue, it indicates a problem with the original cable. Ensure that USB-C cables are High-speed USB-C 3.1 or higher, supporting at least 5Gbps throughput—charging cables will not suffice.