Optoma

OSS® ™

InfoBoard

Part of the **Optoma Solution Suite** Family

User manual **Version 1.0.0**

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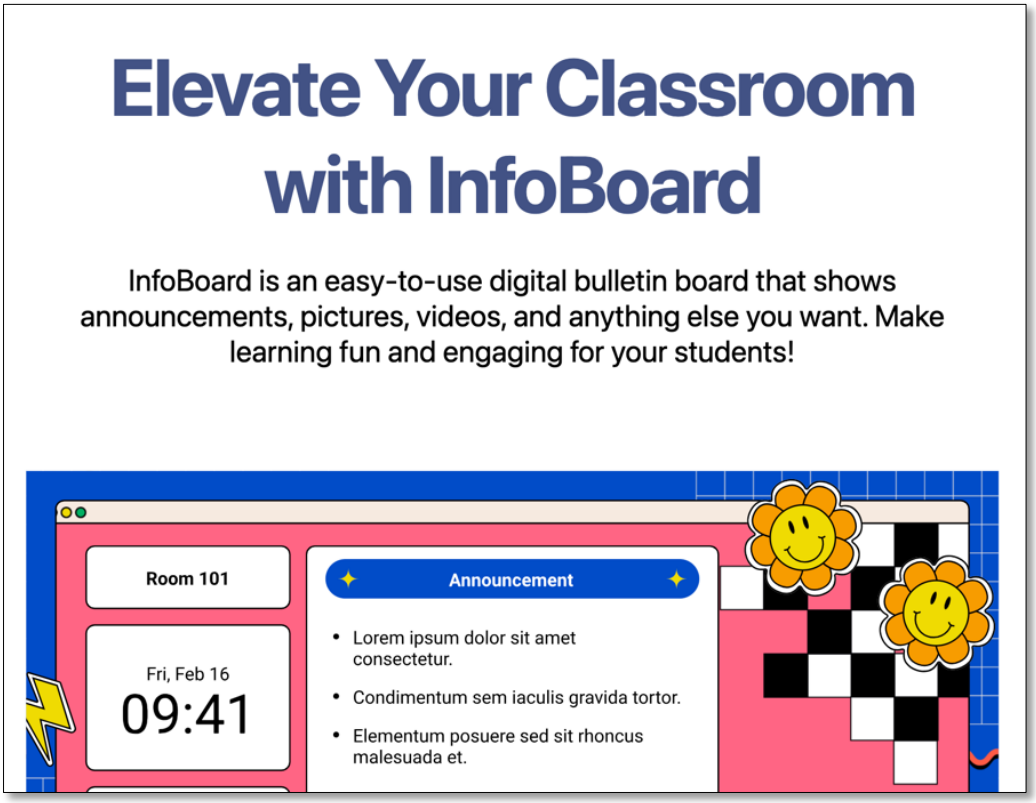
Introduction

Overview

Optoma InfoBoard is an easy-to-use cloud-based signage solution that allows teachers, professionals, and other users the ability to seamlessly publish announcements & reminders, share photos, and much more, directly to any compatible Optoma device. As your very own digital bulletin board, Optoma's InfoBoard solution helps elevate engagement in the classroom and the office alike, fostering a fun and inclusive culture. Linking a cloud account lets you personalize and add your own style before publishing your content.



System Requirements

To get started, login directly from the InfoBoard website at https://infoboard.optoma.com/.

Review the supported platforms list and System requirements below before using InfoBoard. Adhering to the browser and hardware specifications will ensure the best experience.

Minimum Hardware Requirements

Whiteboard web version for desktop and laptop PCs:

	Windows	Mac
CPU	2.3 GHz (2 cores/4 threads), Intel i5	64-bit Intel i7
RAM	8GB	8GB
OS	Windows 10	macOS 11

Recommended Hardware Requirements

Whiteboard web version for desktop and laptop PCs:

	Windows	Mac
CPU	2.10 GHz (4 cores/8 threads), Intel i7	Apple M1
RAM	16GB (DDR4)	16GB (DDR4)
OS	Latest OS	Latest OS

Browser Requirements

Browser	Browser version
Chrome	85 or newer
Edge	85 or newer
Safari	16 or newer
Firefox	79 or newer

Network Requirements

Download and upload speed:

	Minimum	Recommended
Network	10 Mbps download/10 Mbps upload	100 Mbps download/40 Mbps upload on a wired connection

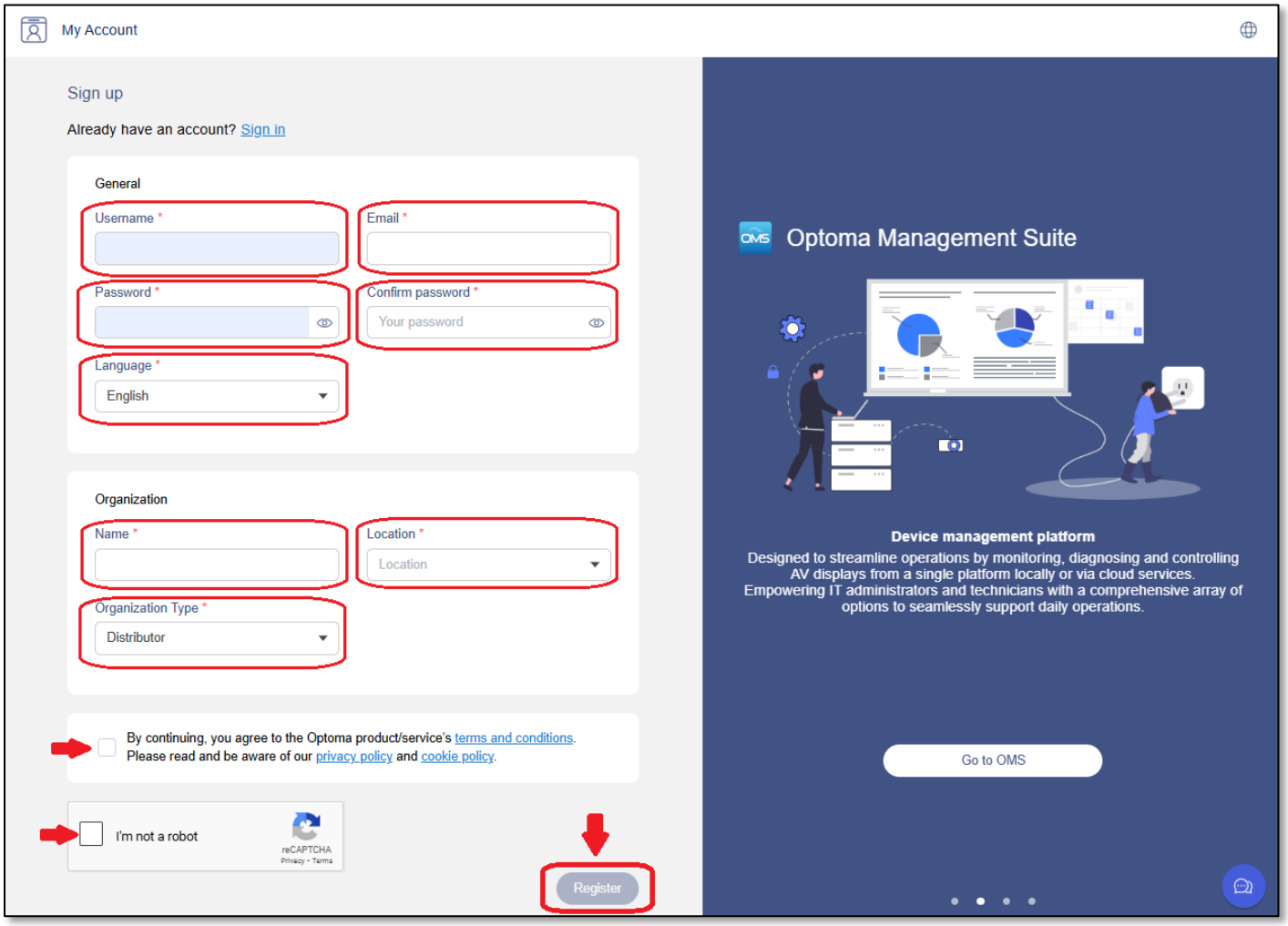
Getting Started

Creating an Account

Registration and Sign in

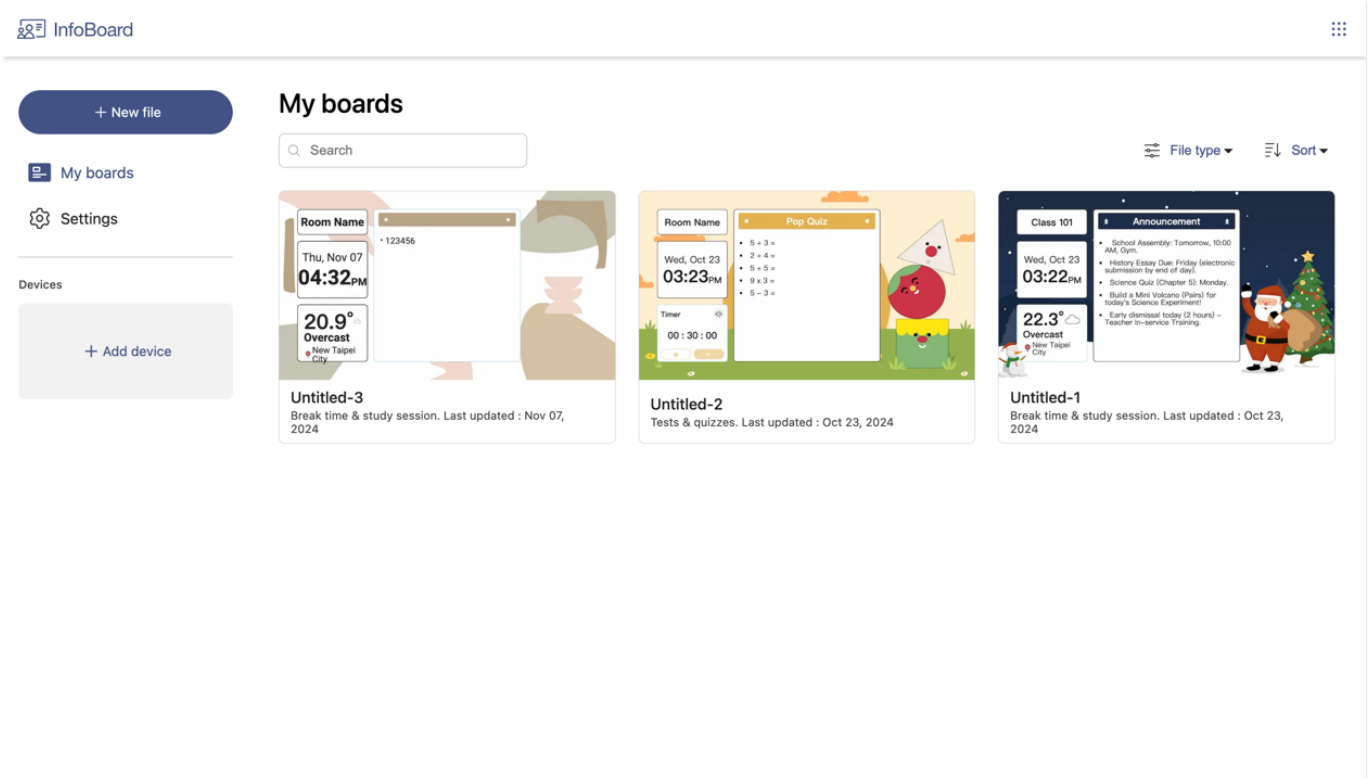
Optoma Solution Suite offers multiple registration options to cater to different user preferences and requirements. Users can choose from the following registration methods via the link below:

https://InfoBoard.optoma.com/



1. Email Registration: Register by providing a valid email, creating a password, and completing the registration form to create an account on InfoBoard.
2. Google Sign-In: Register using a Google account. This convenient method eliminates the need to remember multiple usernames and passwords. To sign in with Google, simply click on "Sign in with Google," which redirects to the Google login page. After authentication, access may be granted to InfoBoard.
3. Microsoft Sign-In: Using a Microsoft account for registration simplifies the process of managing multiple credentials. To sign in with Microsoft, click on "Sign in with Microsoft," which redirects to the Microsoft login page. After authentication, permission is granted to InfoBoard.
4. Apple ID Sign-In: With Apple ID, users can streamline account management by using a single login. To sign in with Apple, click on "Sign in with Apple," which redirects to the Apple ID login page. Once authenticated, permission is granted to InfoBoard.

Dashboard Overview



The InfoBoard dashboard is comprised of five key sections: **Home, New file, My boards, Settings,** and **Add devices**.

Detailed functions are listed as below:

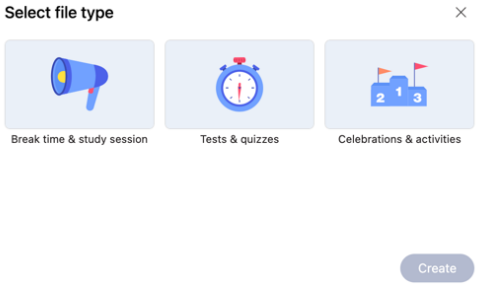
Home

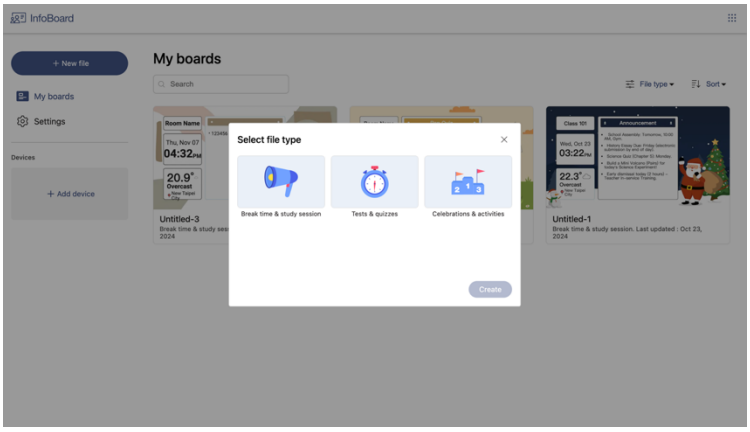
The central hub of the dashboard where you can access recently used files, start a new file or sort the files by type and time.

New File

Create a new file by selecting from various file types, including Break time & study session, Tests & quizzes, and Celebrations & activities.

On the “Home” page click “+ New file” on the left side. Select your desired file type including Break time & study session, Tests & quizzes, and Celebrations & activities and start creating.





My boards

Users can create a new file by selecting from various file types, including Break time & study session, Tests & quizzes, and Celebrations & activities.

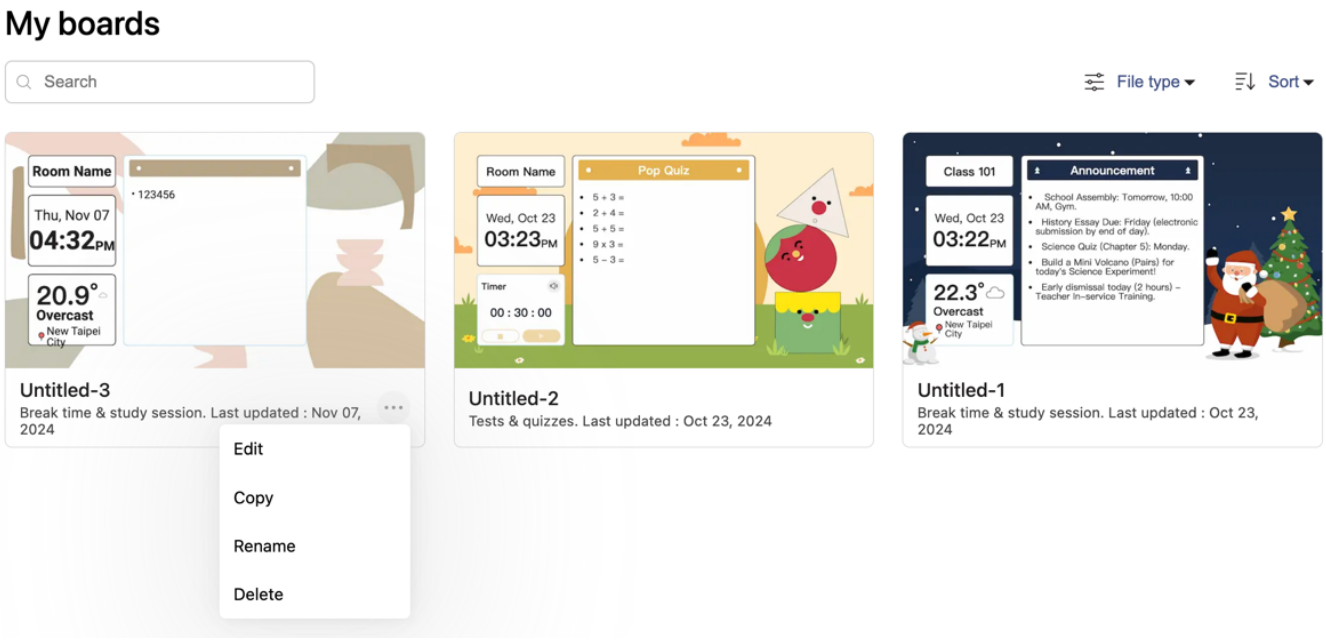
Active Board

On the “Home” page, there is a list of the recently created boards, sorted chronologically, by the most recently edited time, and file type.

Board Management

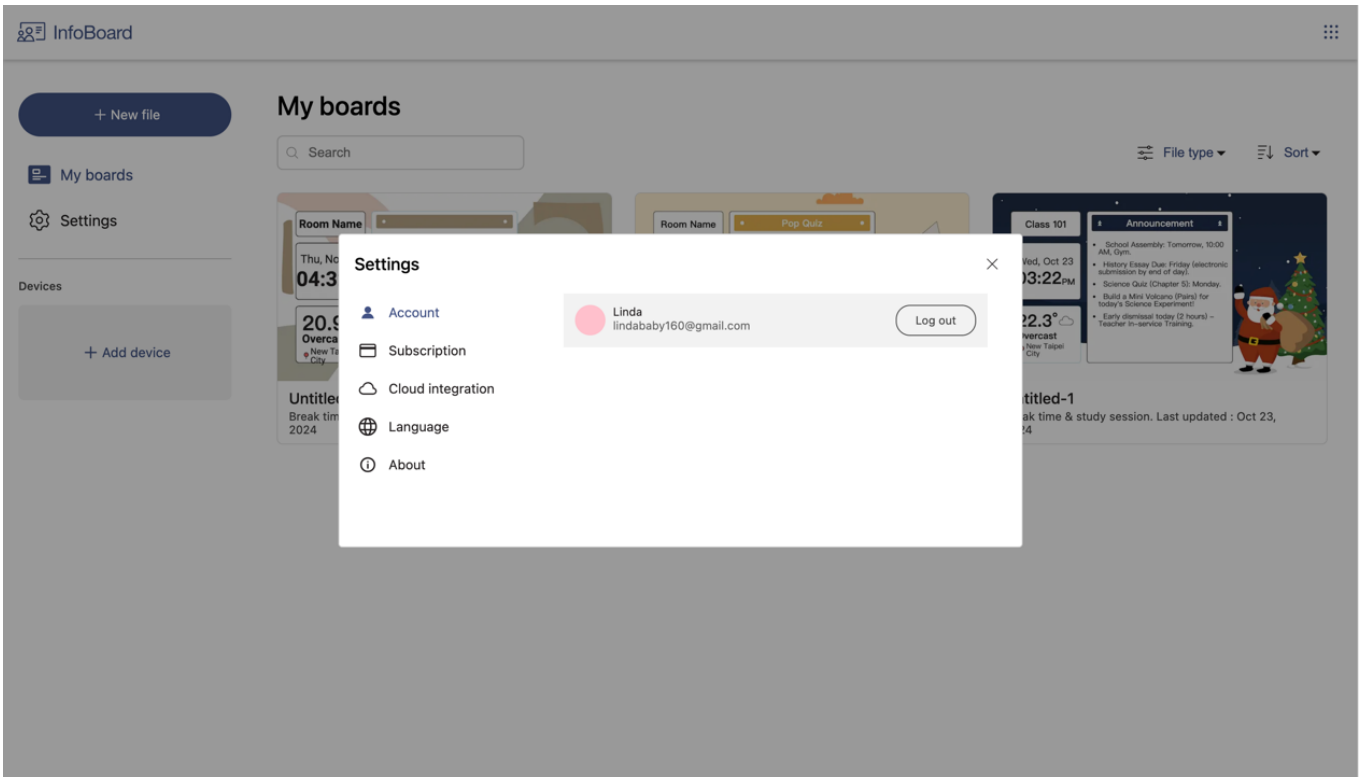
Edit, make a copy, rename or delete current boards.

On the 'Home' page, clicking the three-dots icon of each saved board allows you to edit, make a copy, rename or delete one of your own boards.



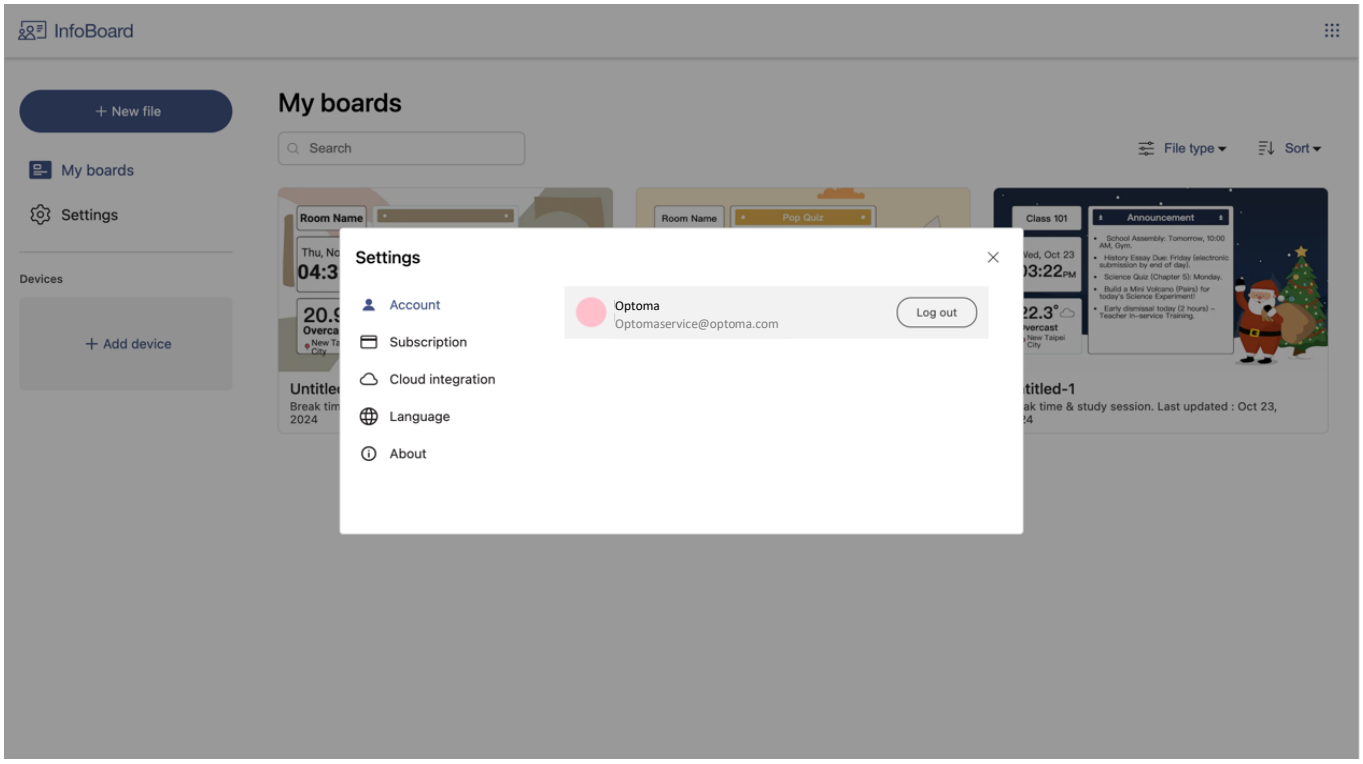
Settings

Displays your account details, such as name and email. User can click the log out button to log out.



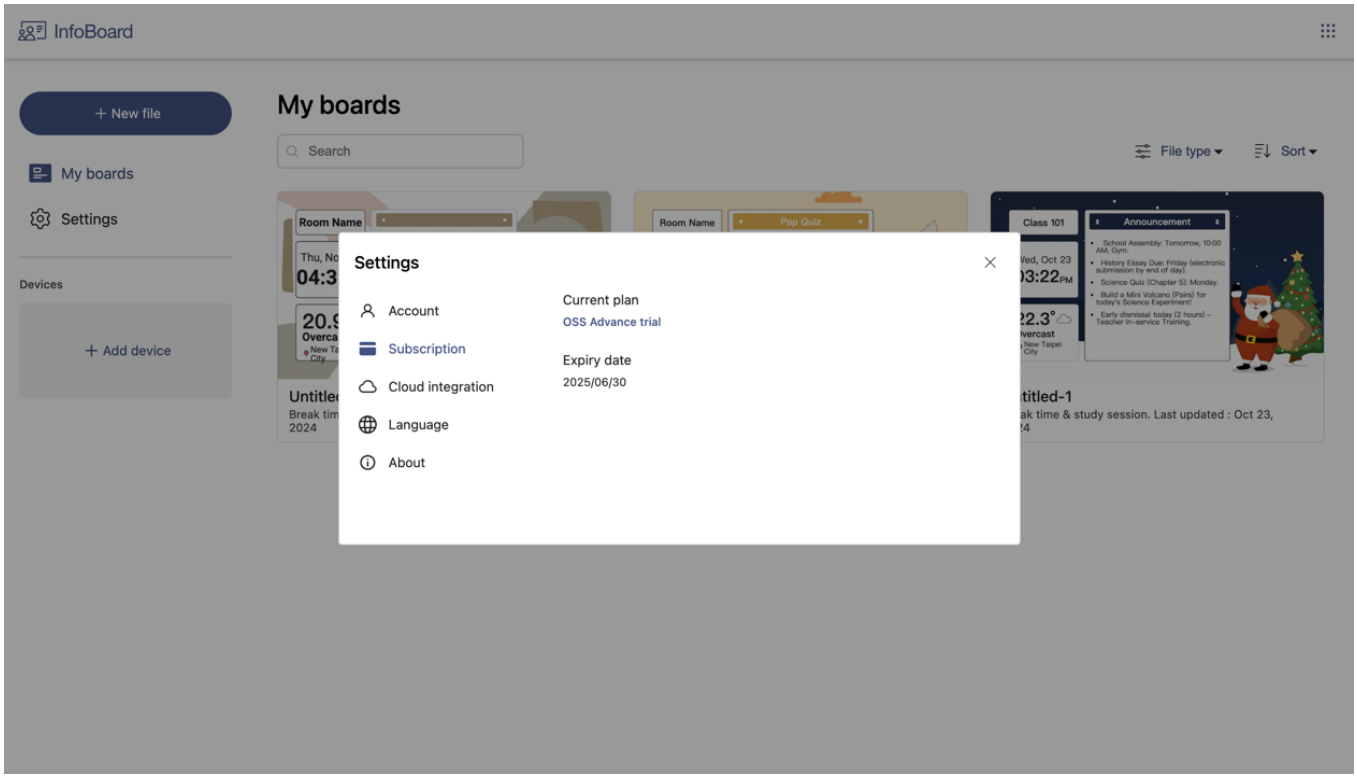
Account

Displays your account details, such as name and email. User can click the log out button to log out.



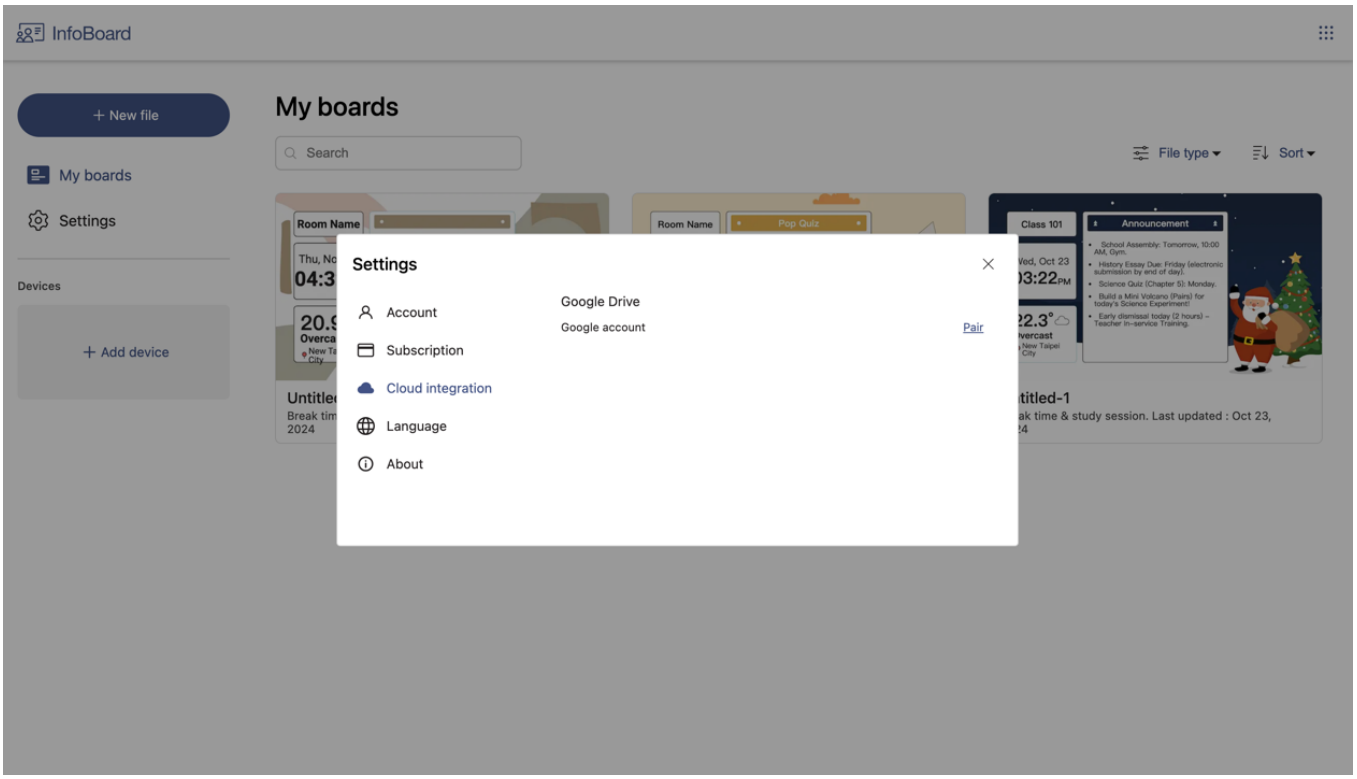
Subscription

Displays current plan details and expiry date.



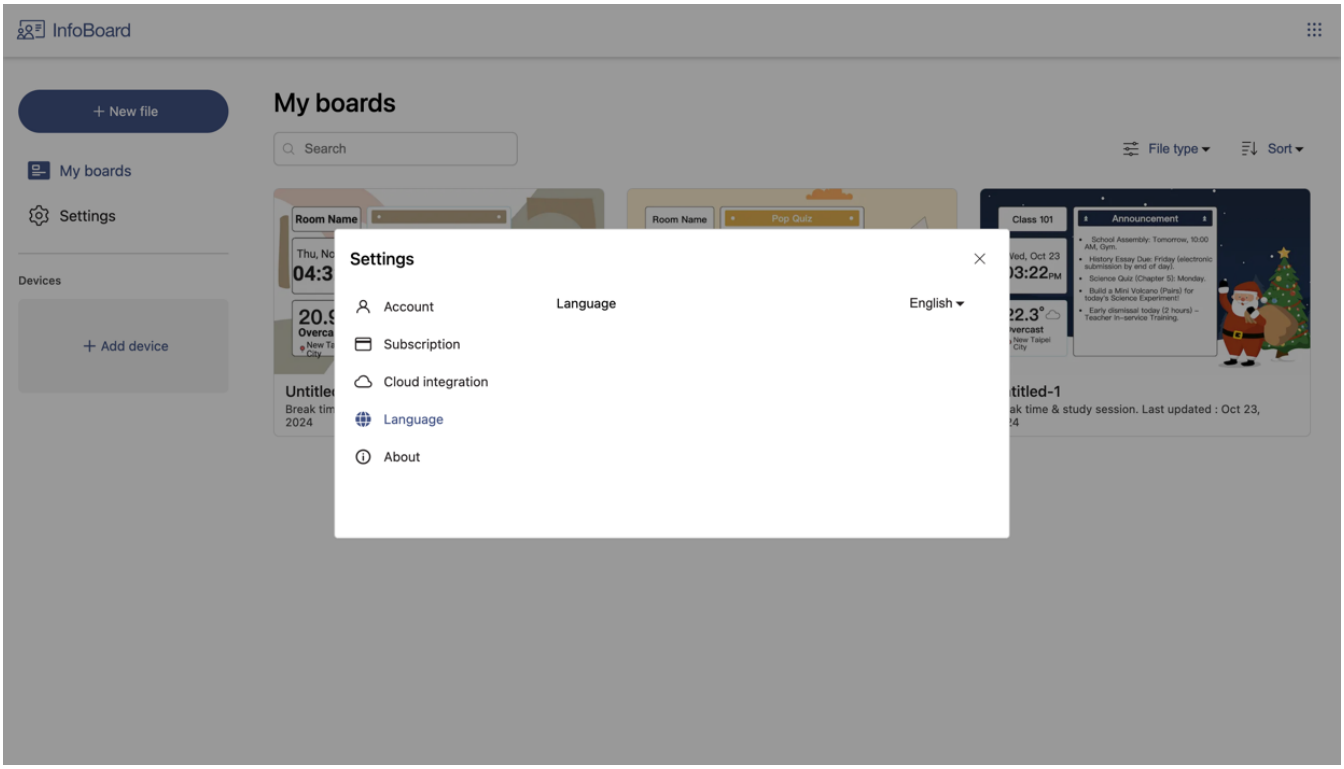
Cloud Integration

Pair with your InfoBoard to Google Drive.



Language

A dropdown menu provides multiple language options, allowing for a more comfortable user experience. Change the language of the interface to suit your preference.



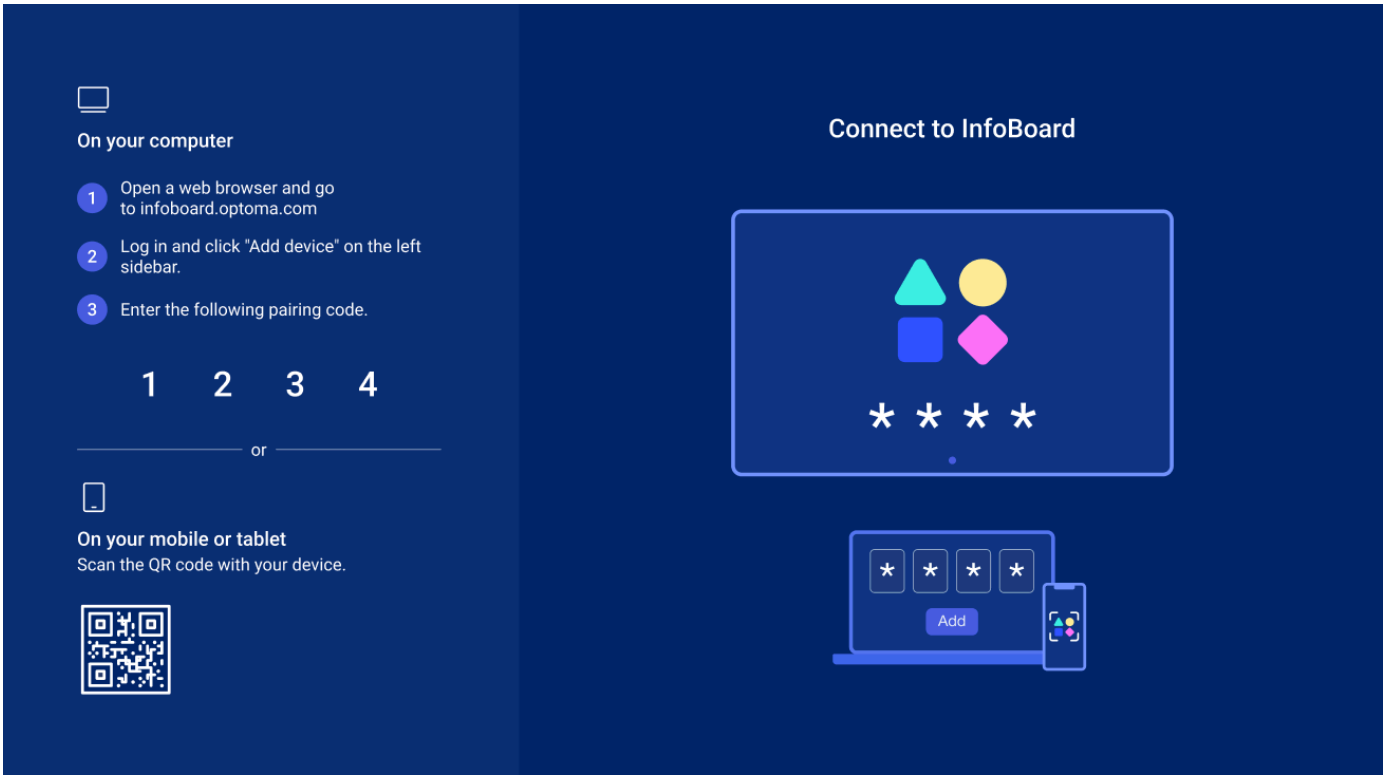
About

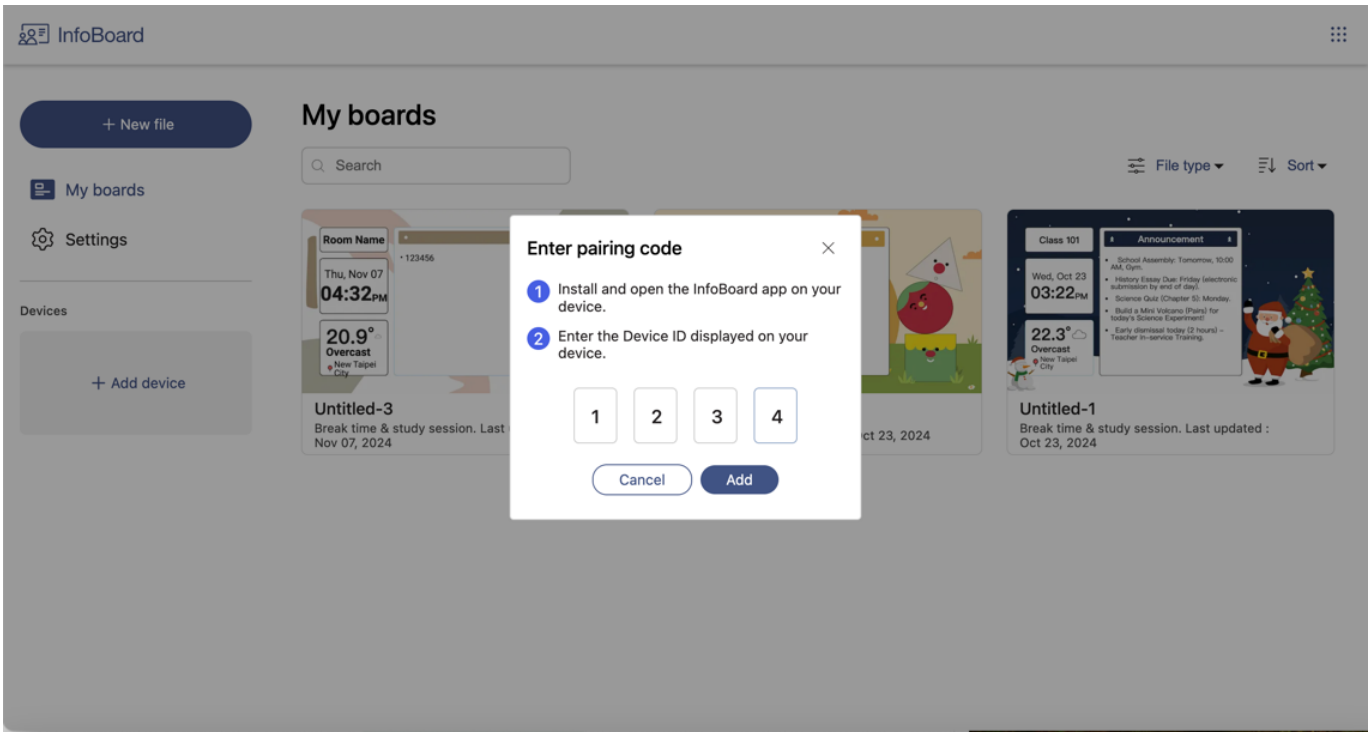
View the current version of the InfoBoard software and check for updates. Access open source library and related policy.

Add Device

Enter Pairing Code

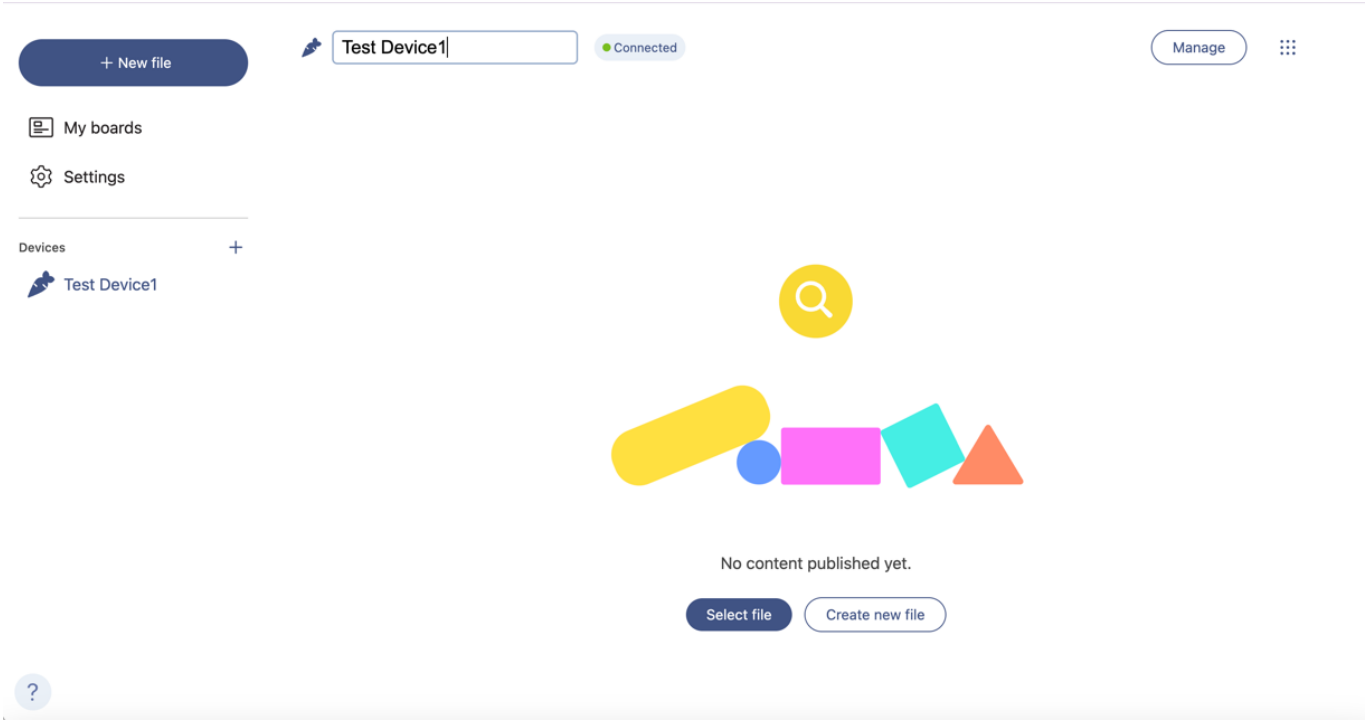
Ensure the target device has the InfoBoard app installed and open, then enter the pairing code displayed on the device to become the Owner of the device.





Manage Device

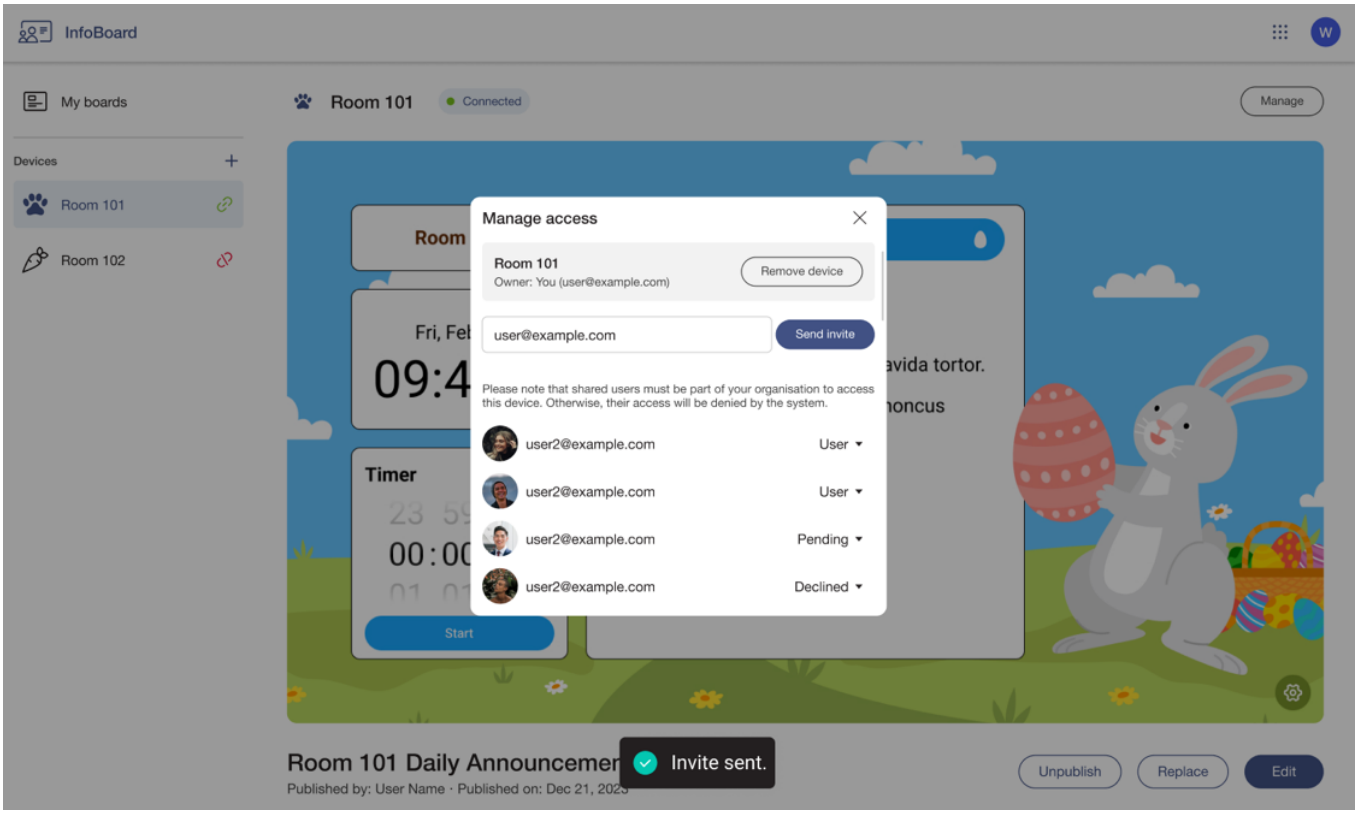
User can change the device name or add other devices.



Manage Access

User can remove a device or send invitations to others to share access to the device.

1. Remove device: Once a device is removed, owner and other users may no longer access the device. Owner can transfer ownership to another user.
2. Send invite: Enter the recipient's email address to send an invitation link.



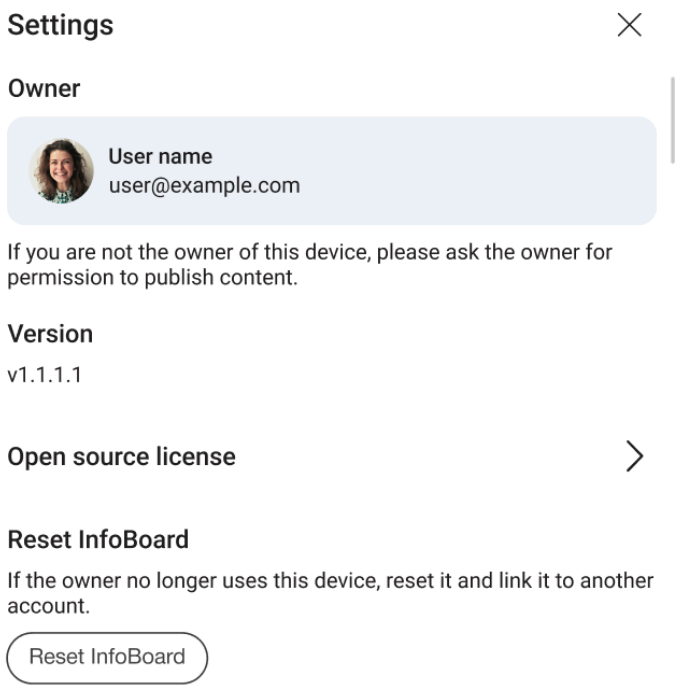
Note:

Shared users must be part of owner's organization to access the device, or their access will be denied by the system.

3. Transfer ownership: Click on shared user to transfer ownership. Once the ownership is transferred, the previous owner may no longer manage the device.

Settings on Optoma Device

Press the settings icon [insert icon image] on InfoBoard app window to view owner details, app version, open source license, and reset the InfoBoard.



File Type

Break Time & Study Session

Break time & study session interface is comprised of eight key sections: **Home, Rename File, Layout, Style & Background Music, Preview & Editing Box, Undo & Redo, Save, and Publish**.

For the **Home**, please refer to Home section.

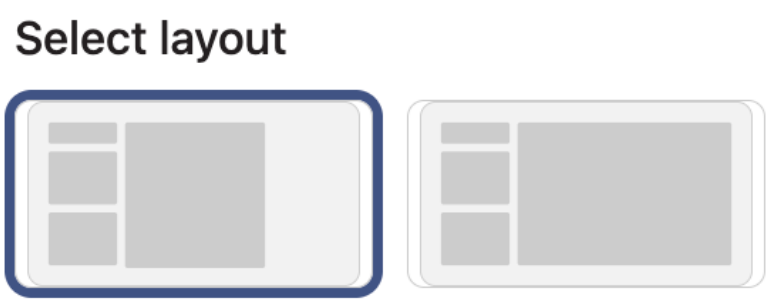
Detailed functions of others are listed as below:

Rename File

Enter the new session name and click Save to apply the changes.

Layout

The Layout provides narrow format and wide format.

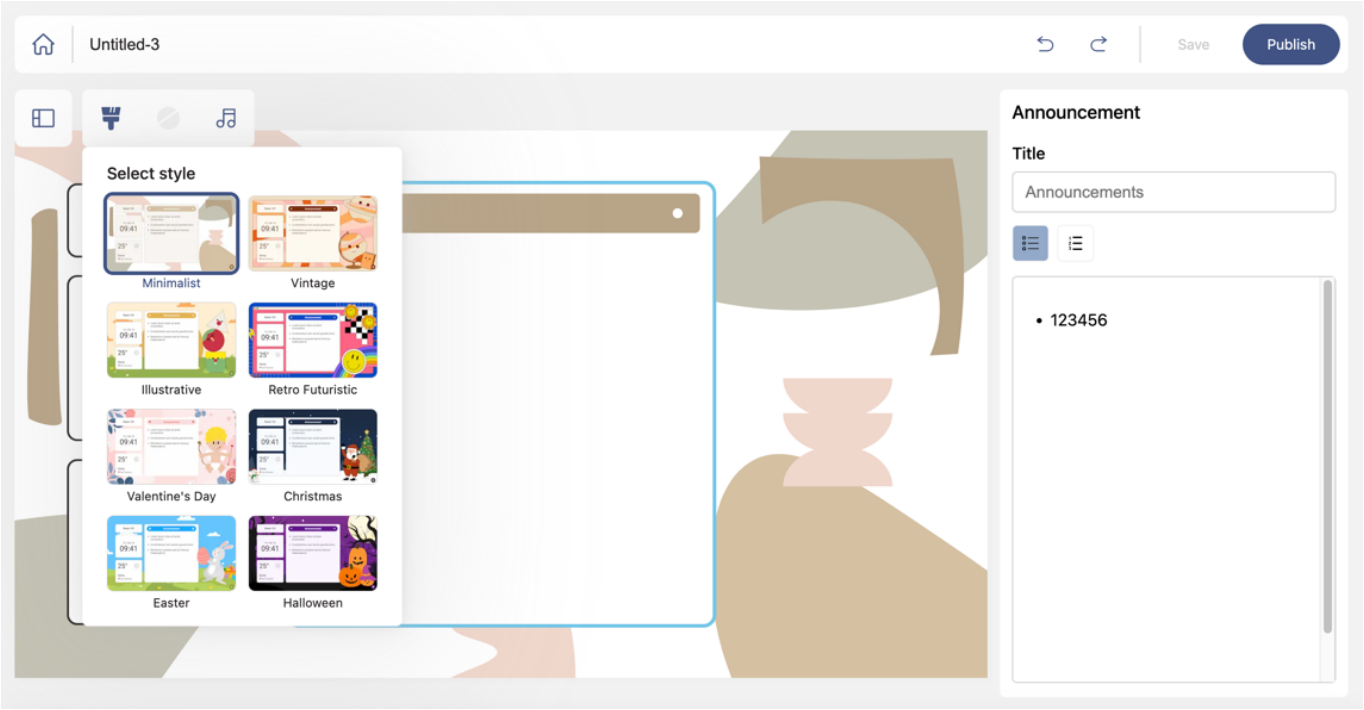


Style & Background Music

User can select template, background color and background music:

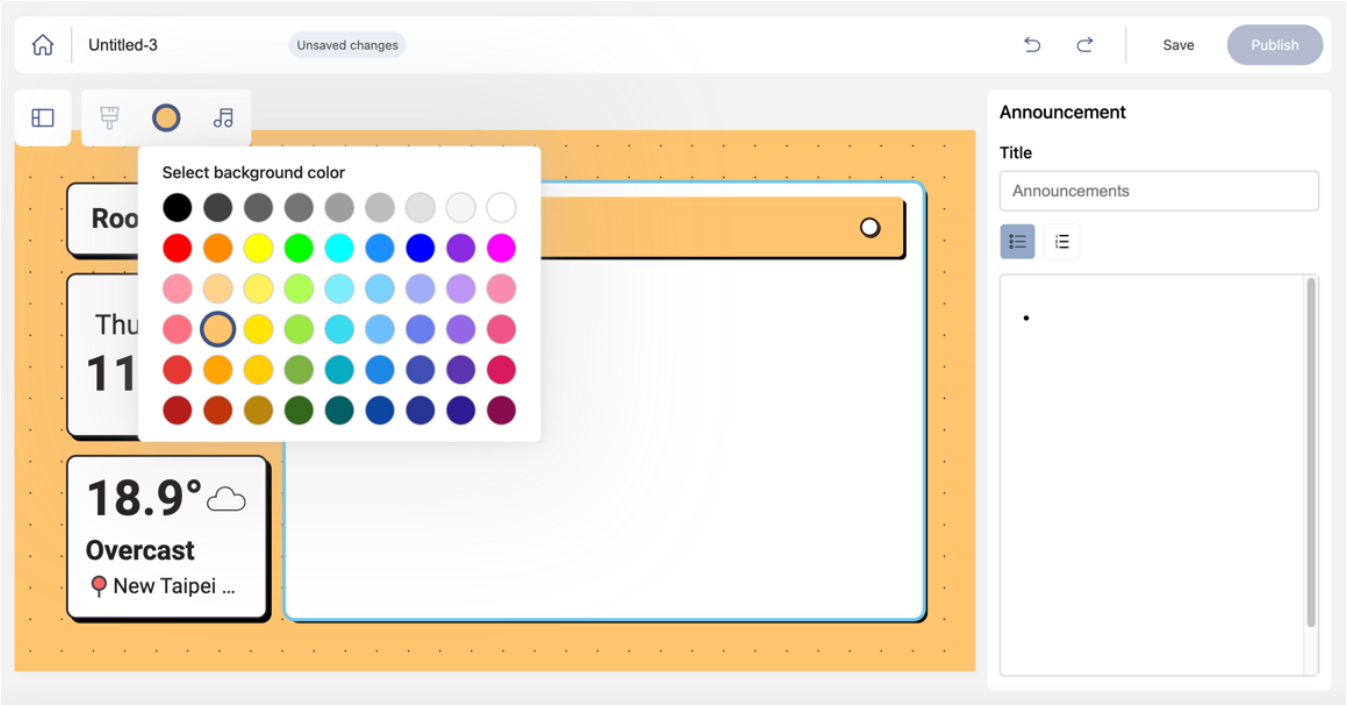
Template

User can choose a styled template and apply it in a narrow layout.



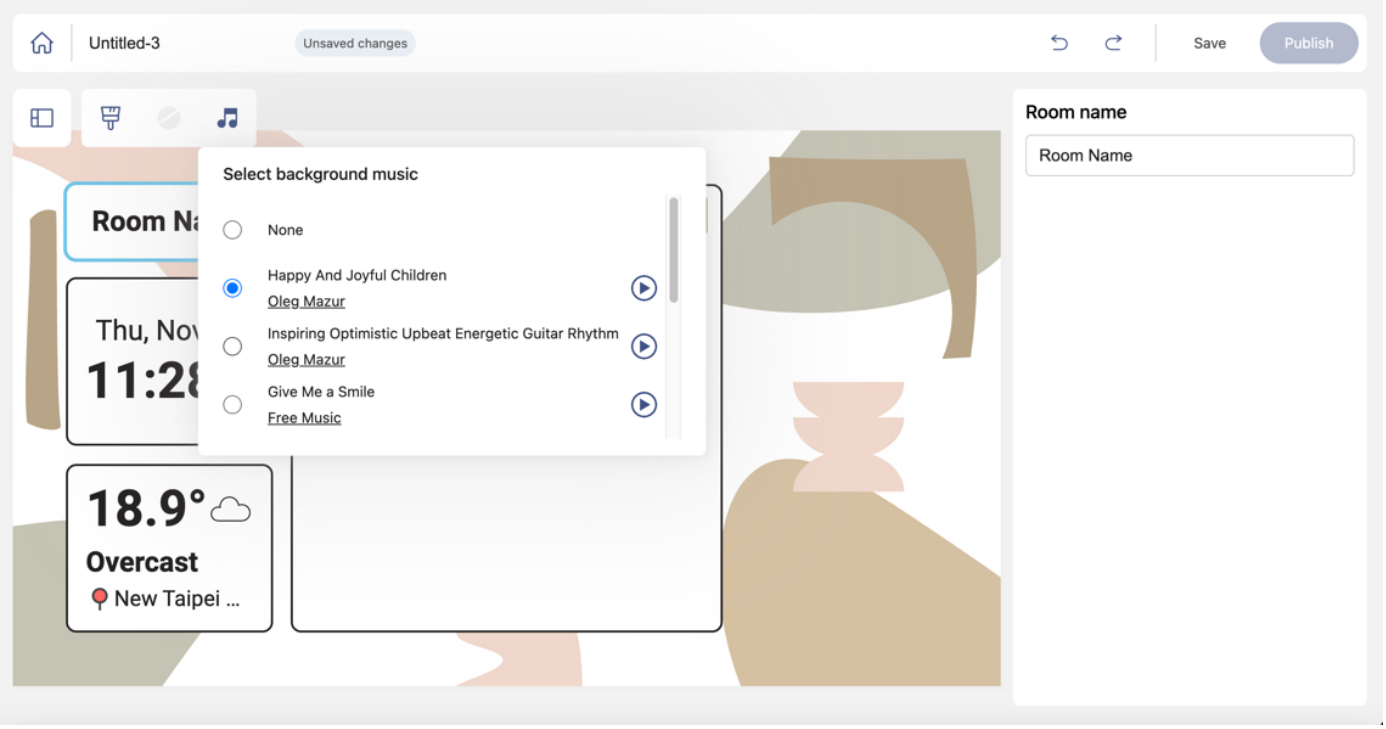
Background color

User can choose a color and apply it in a wide layout.



Background music

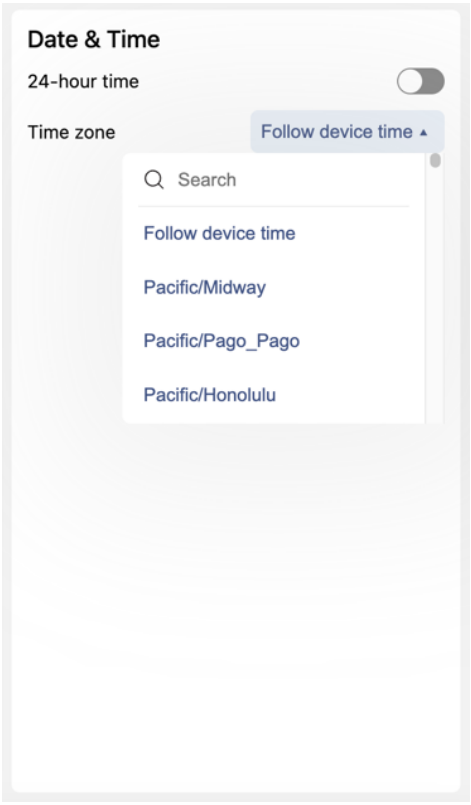
Select background music to play on your paired device.



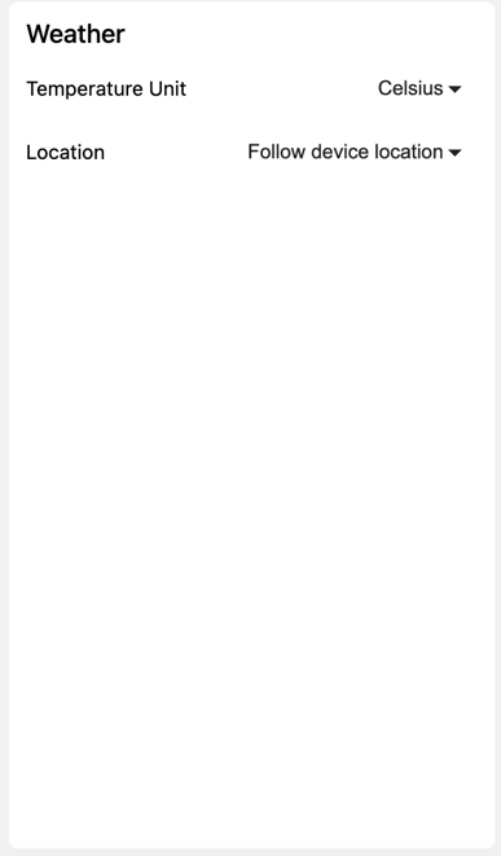
Preview & Editing Box

Click on a section in the preview panel to edit its content in the editing box on the right-hand side.

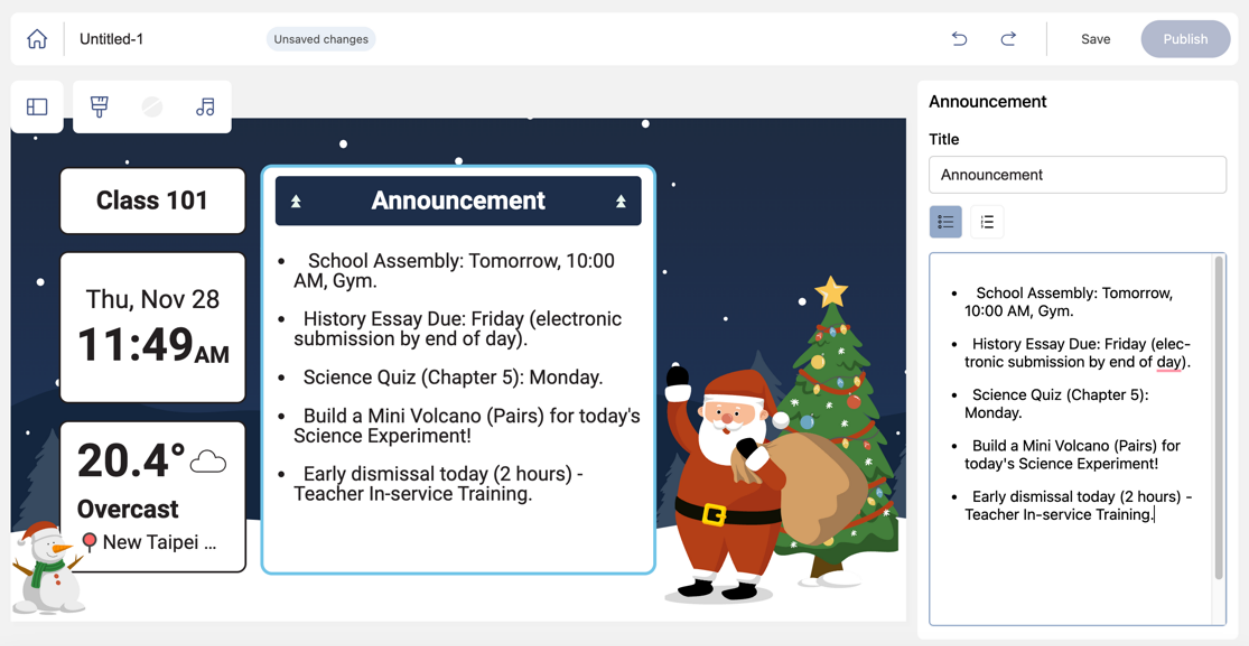
1. Room name: Rename classroom name.
2. Date & Time: Select on/off 24-hour time and time zone.



3. Weather: Select temperature unit and location.



4. Announcement: Edit the announcement title, adjust content and choose a list style



Undo & Redo

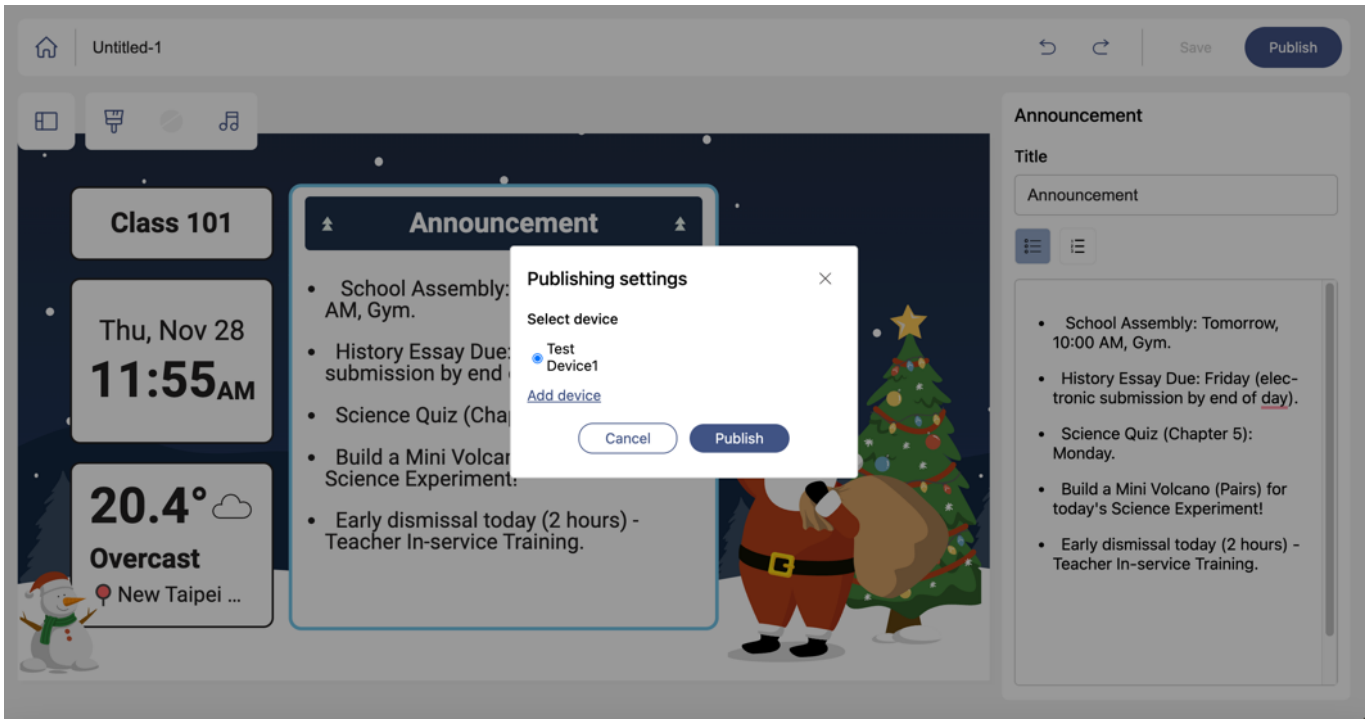
Revert to the previous step by canceling the most recent change you made and Restore the action that was undone.

Save

Click “save” to save the current content.

Publishing settings

Select devices or add devices to publish contents.



Tests & Quizzes

Tests & Quizzes interface is comprised of seven key sections: **Home, Rename File, Layout, Style & Background Music, Preview & Editing Box, Undo & Redo, Save, and Publish**.

- For the **Home**, please refer to Home section.
- For the **Rename File**, please refer to Rename File section.
- For the **Layout**, please refer to Layout section.
- For the **Style & Background Music**, please refer to Style & Background Music section.
- For the **Undo & Redo,** please refer to Undo & Redo section.
- For the **Save**, please refer to Save section.
- For the **Publish**, please refer to Publishing settings section.

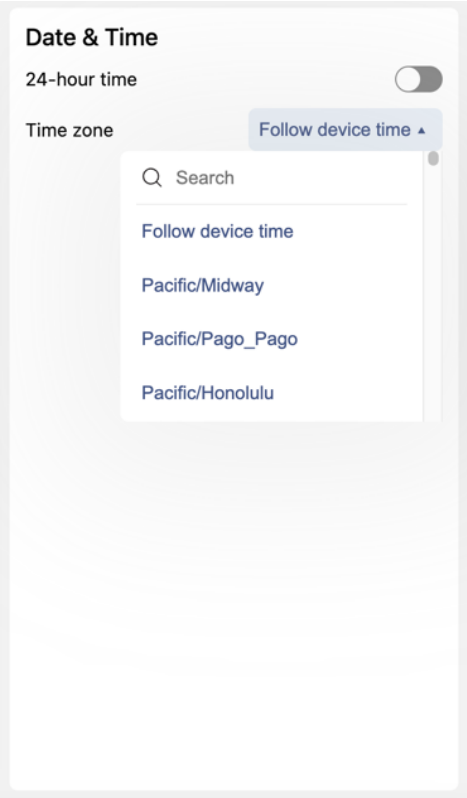
Detailed functions of others are listed as below:

Preview & Editing Box

Click on a section in the preview panel to edit its content in the editing box on the right-hand side.

1. Room name: Rename classroom name.

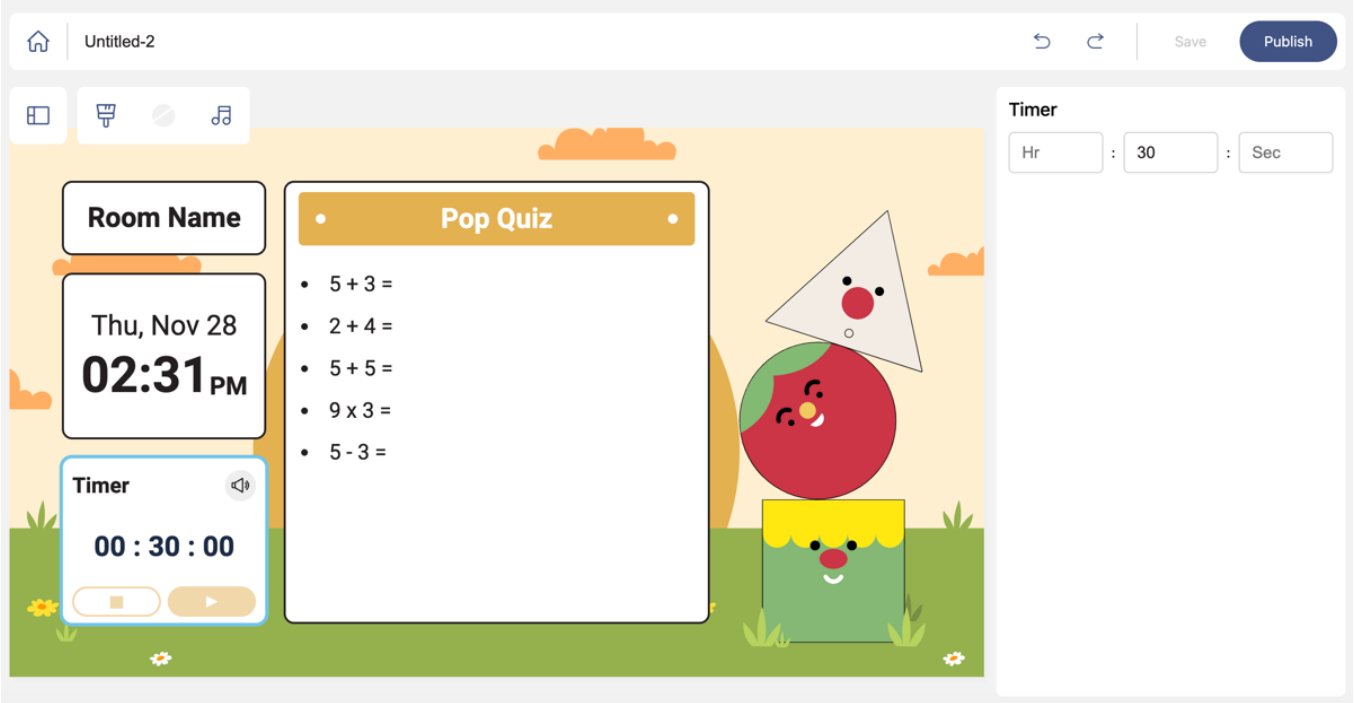
2. Date & Time: Select on/off 24-hour time an



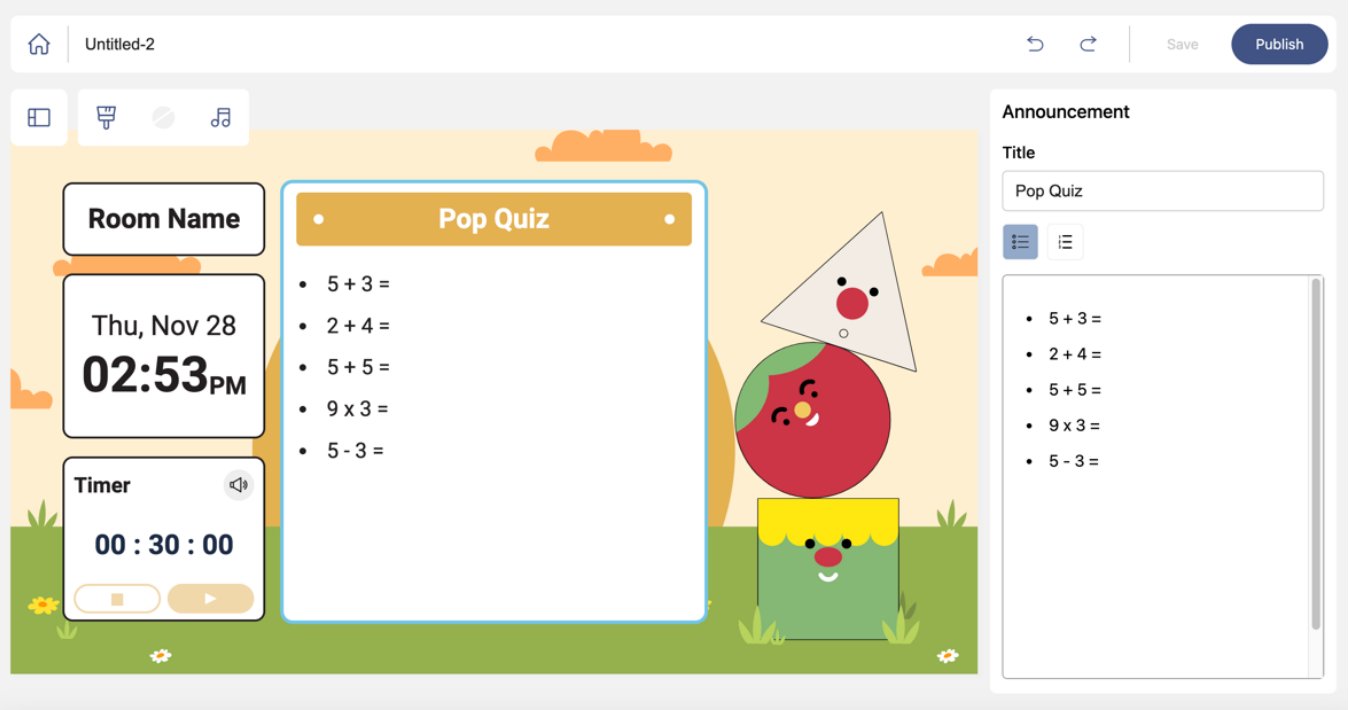
3. Timer: Users can set a specific time duration for a quiz. Once the timer expires, a notification will ring on the device, alerting the user and participants that the time is up.

Note:

If the device is an interactive touch panel, the user can directly press Start to initiate the timer.



4. Announcement: Edit the announcement title, adjust quiz content and choose a list style.



Celebrations & Activities

Tests & Quizzes interface is comprised of seven key sections: Home, Rename File, Layout, Style & Background Music, Preview & Editing Box, Undo & Redo, Save, and Publish.

- For the **Home**, please refer to Home section.
- For the **Rename File**, please refer to Rename File section.
- For the **Layout**, please refer to Layout section.
- For the **Undo & Redo,** please refer to Undo & Redo section.
- For the **Save**, please refer to Save section.
- For the **Publish**, please refer to Publishing settings section.

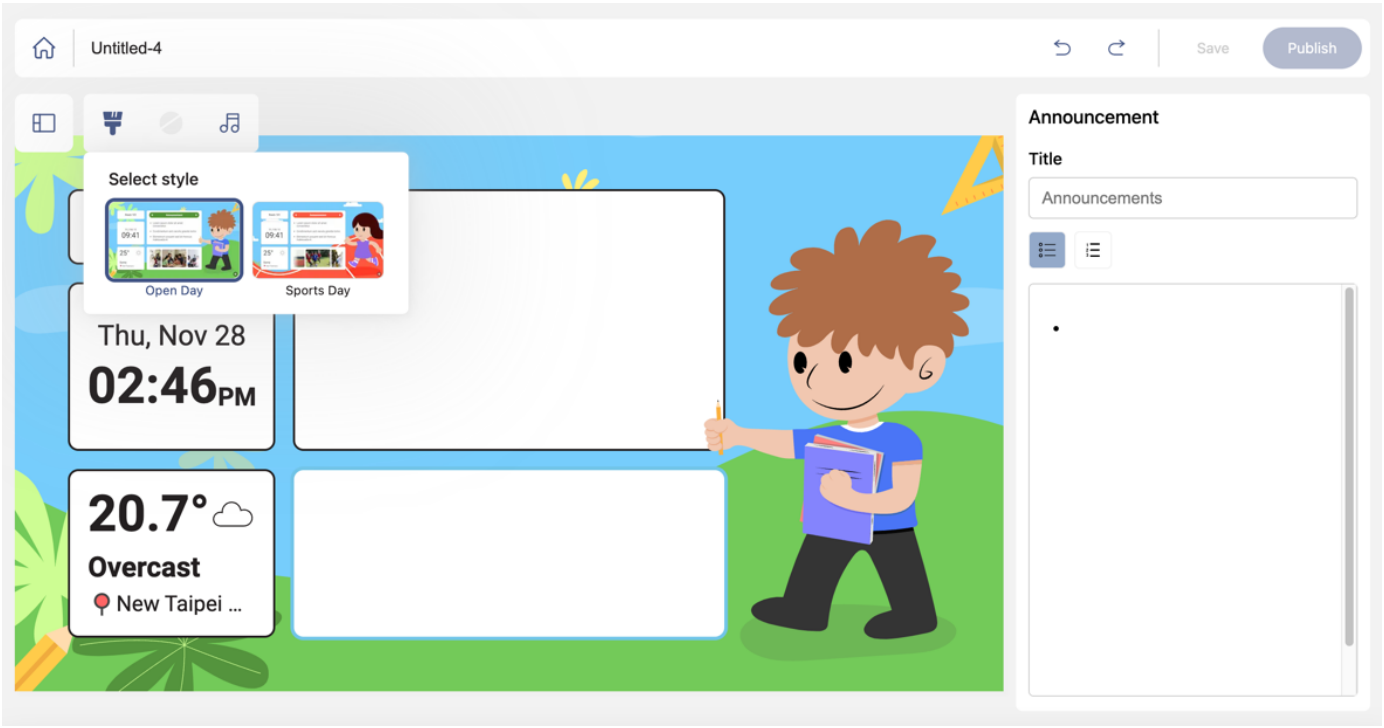
Detailed functions of others are listed as below:

Style & Background Music

User can select template, background color and background music:

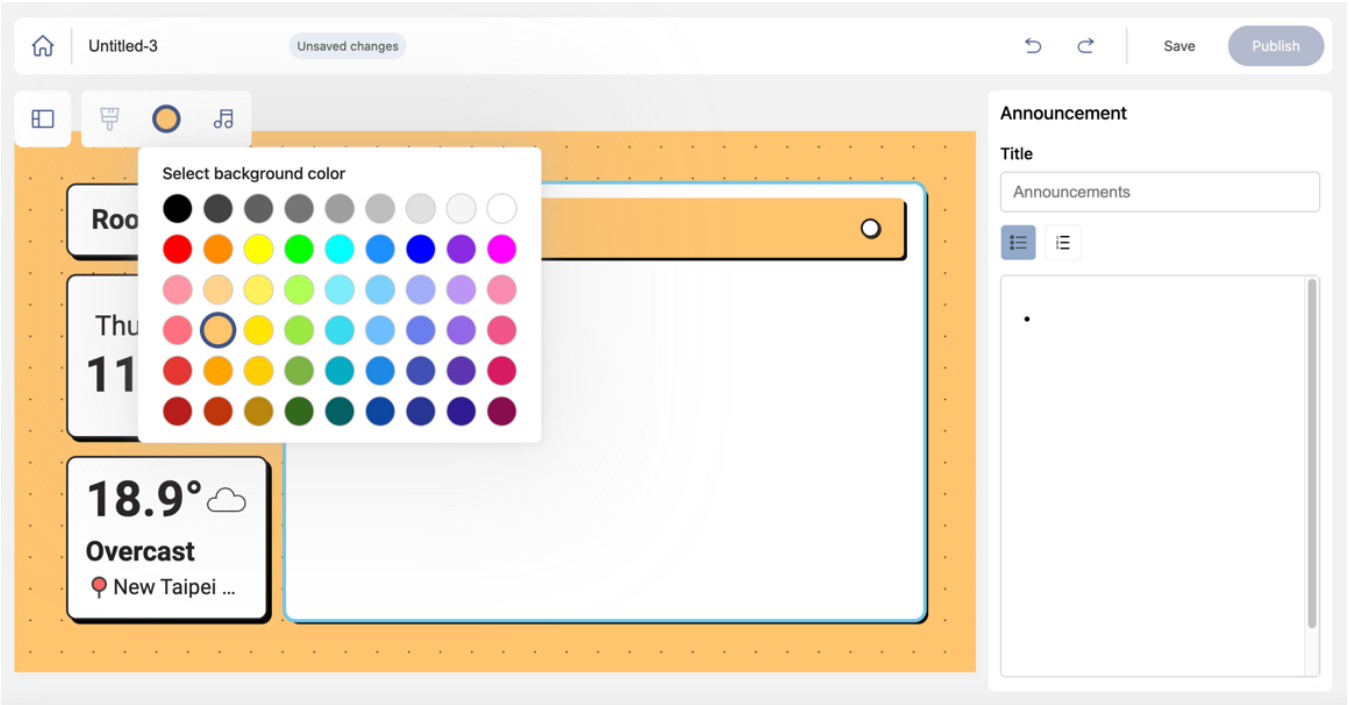
Template

User can choose a styled template and apply it in a narrow layout.



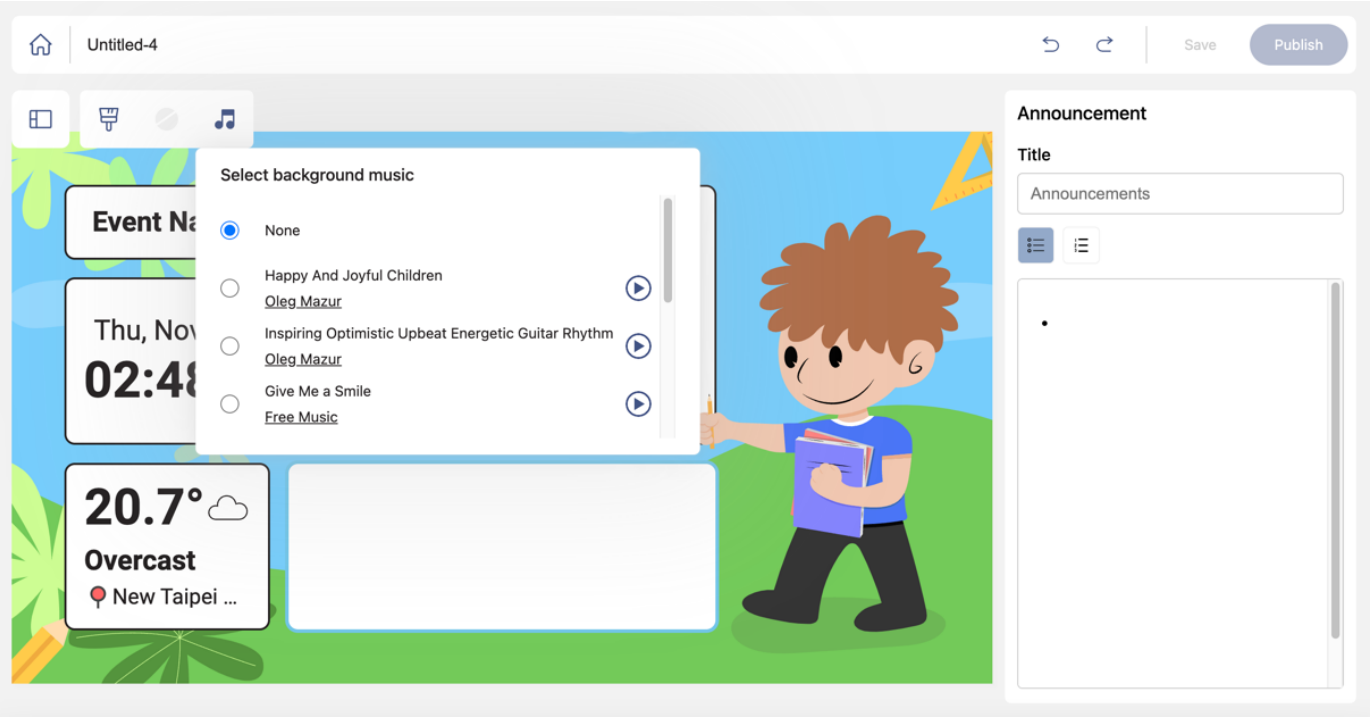
Background color

User can choose a color and apply it in a **wide** layout.



Background Music

Select background music to play on your paired device.

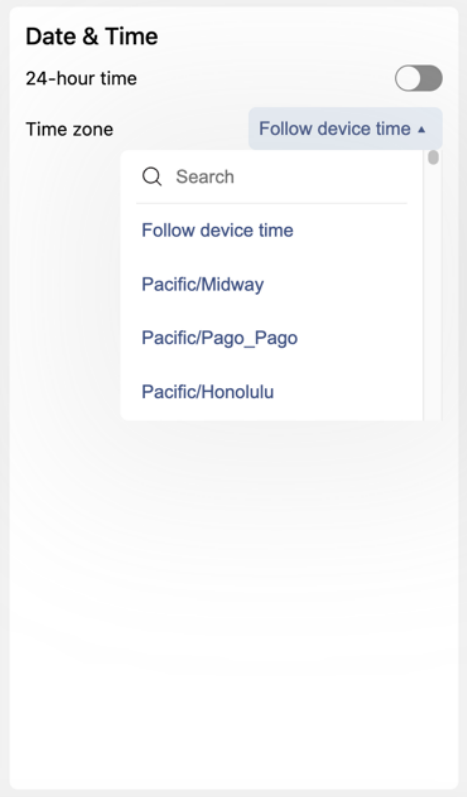


Preview & Editing Box

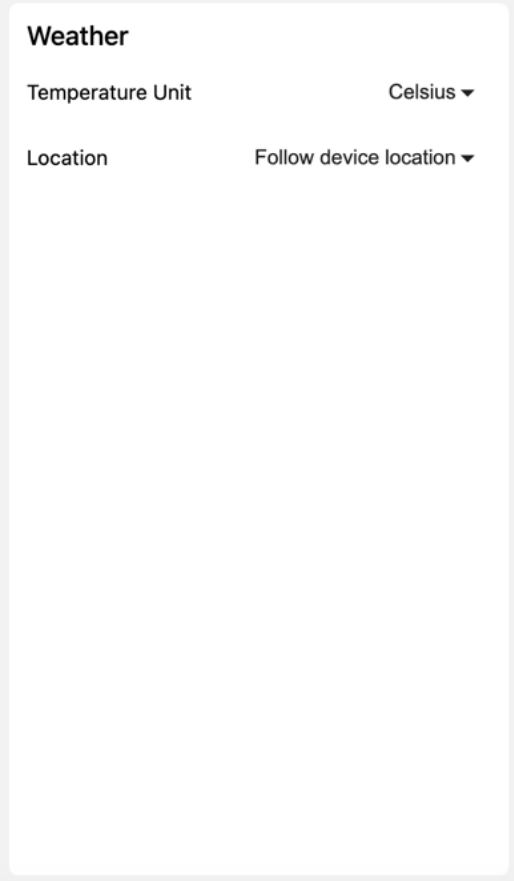
Click on a section in the preview panel to edit its content in the editing box on the right-hand side.

1. Room name: Rename classroom name.

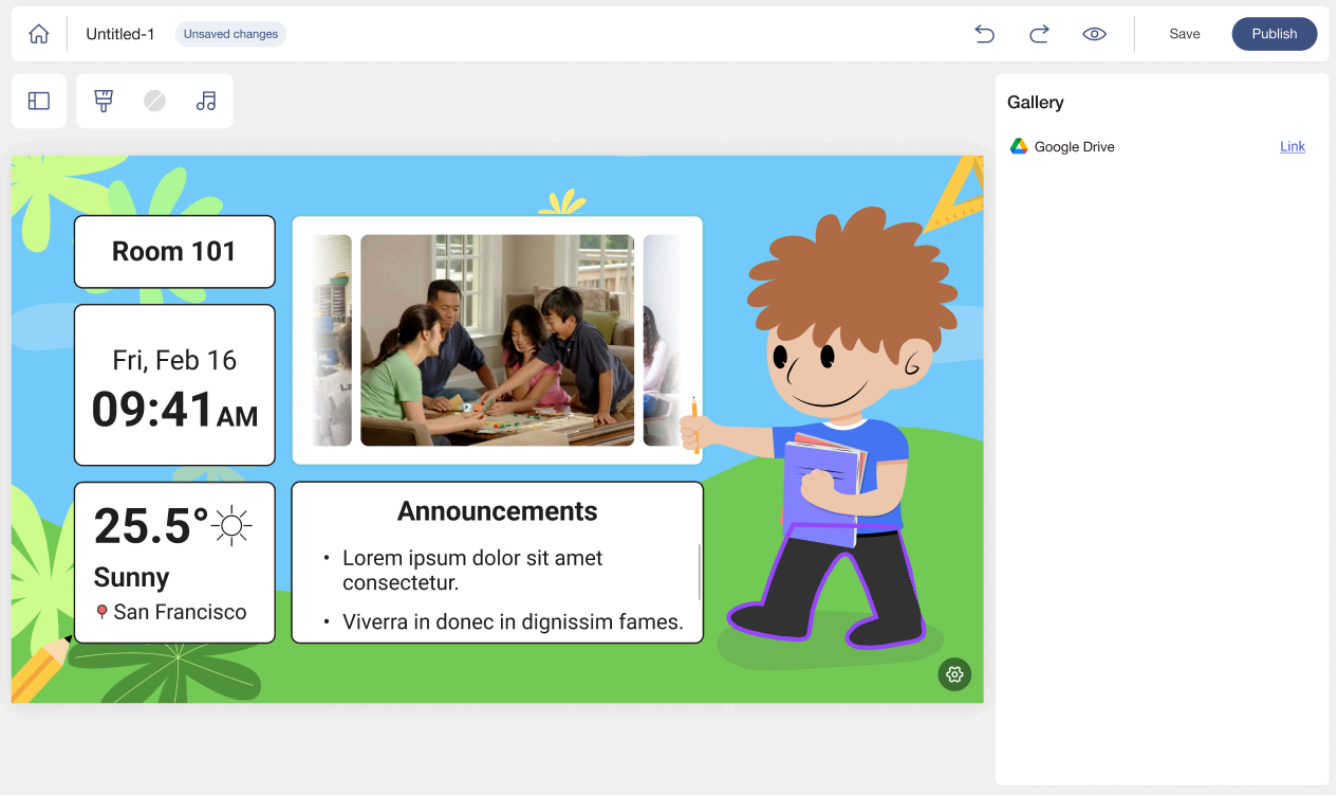
2. Date & Time: Select on/off 24-hour time and time zone.

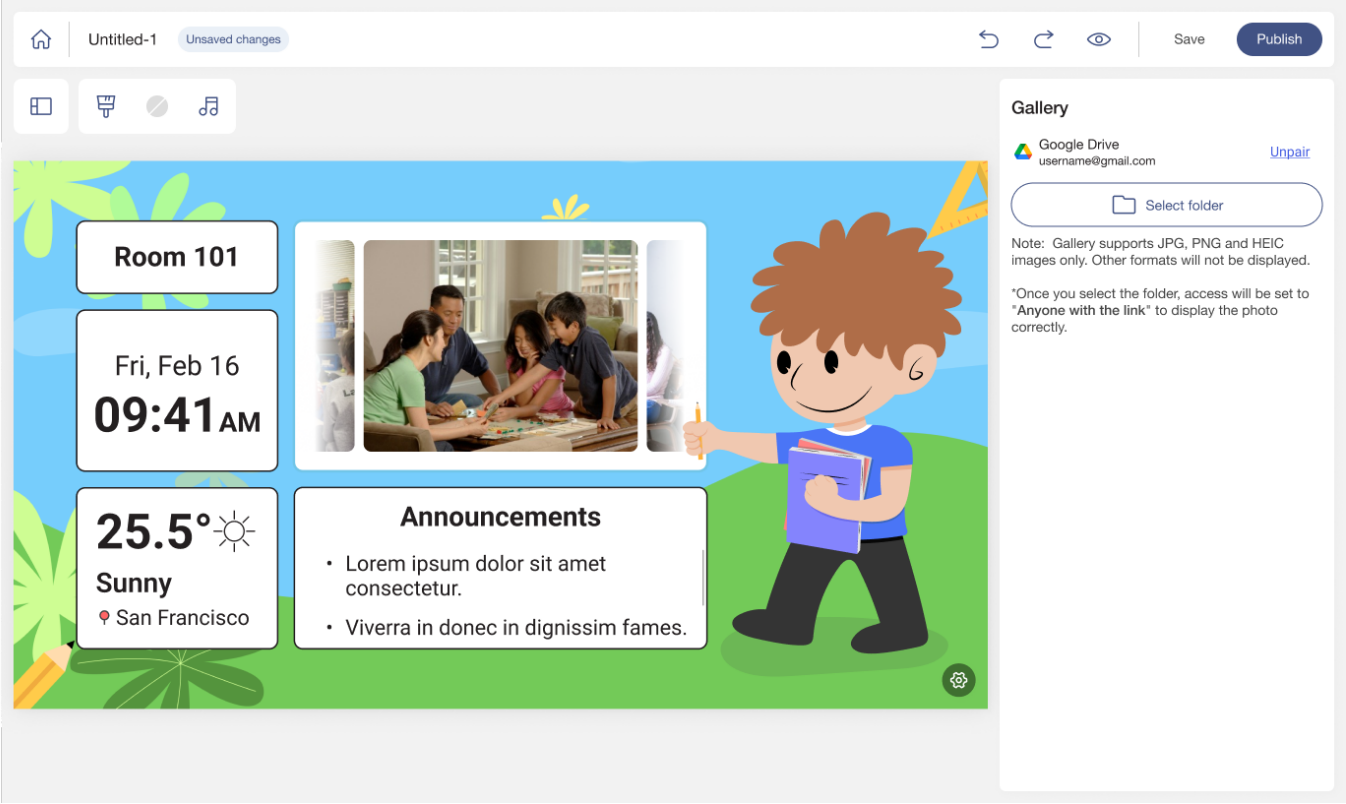


3. Weather: Select temperature unit and location.



4. Gallery: Pair the device with Google Drive to seamlessly access and select folder to play photo albums directly on the device.

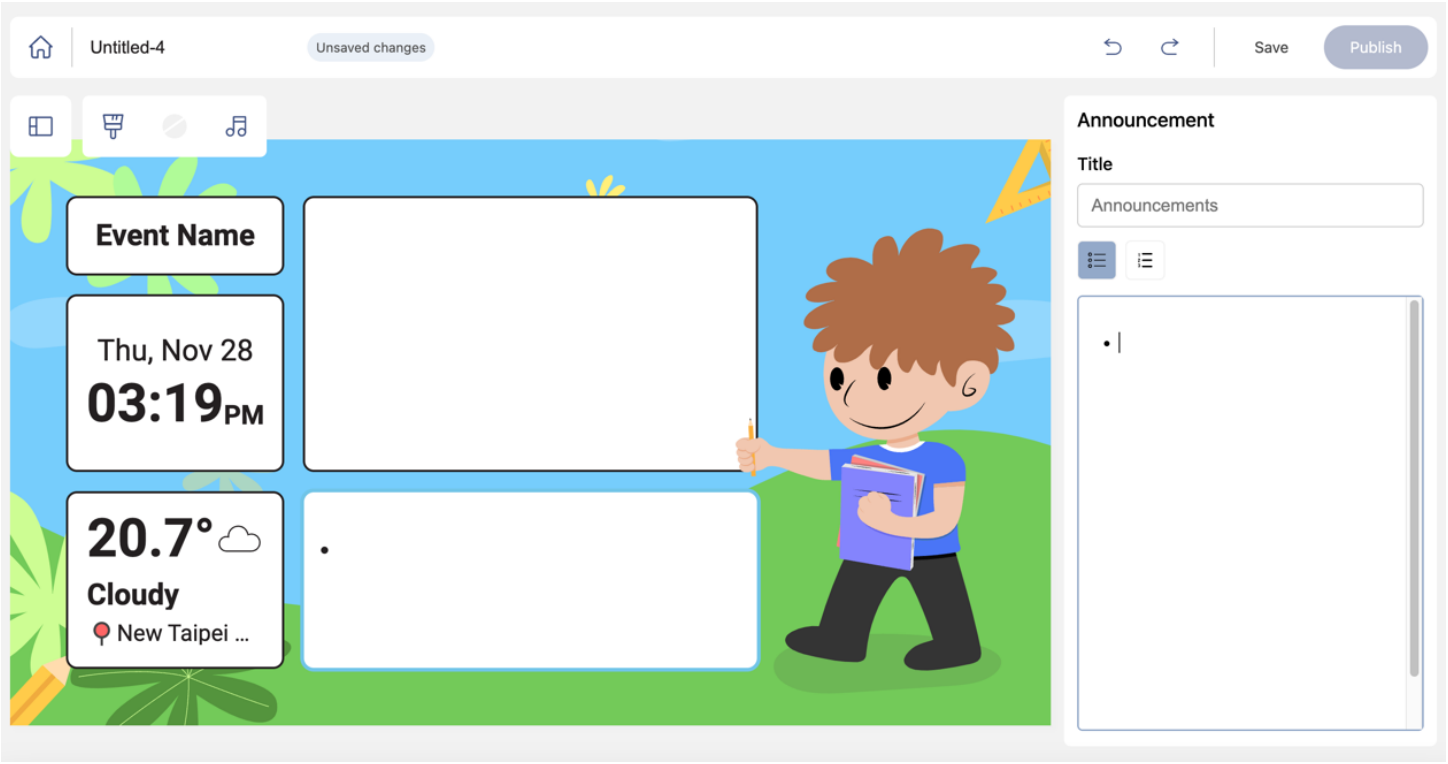




Note:

Once the folder is selected, the access will be set to "Anyone with the link".

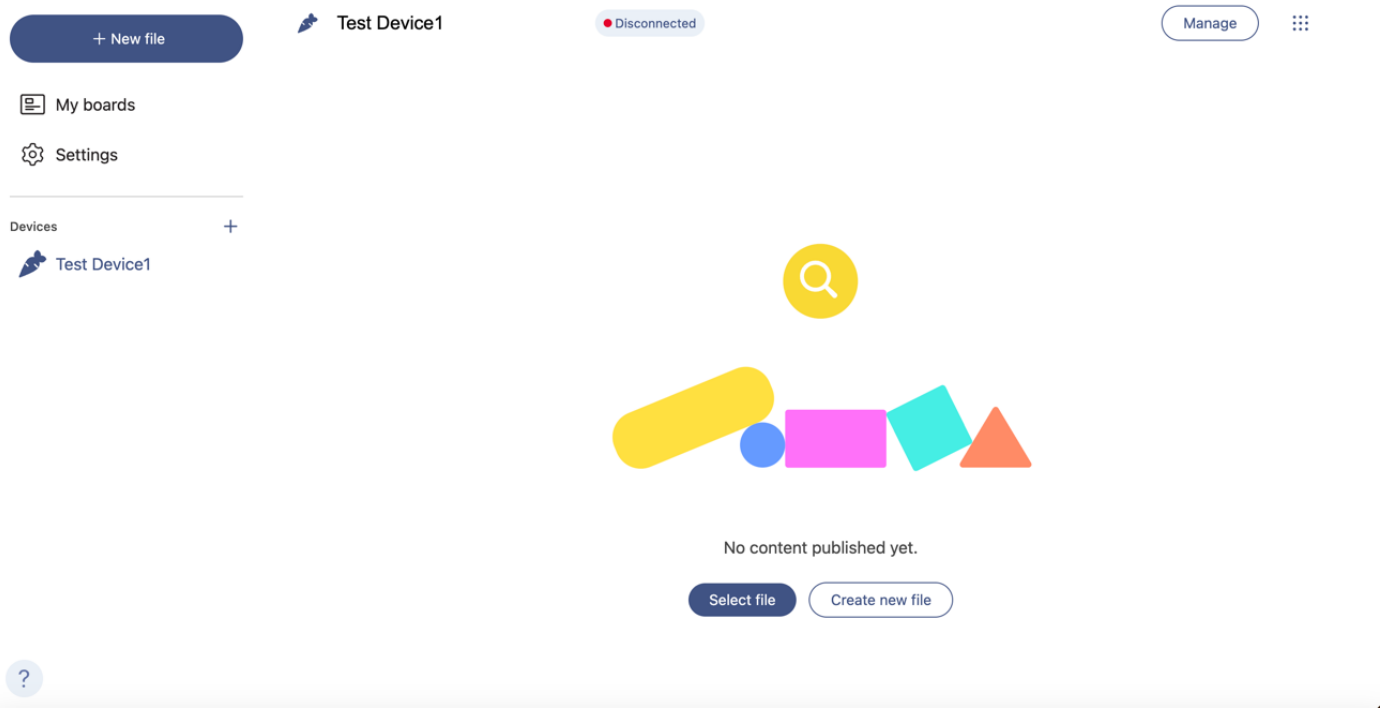
5. Announcement: Edit the announcement title, adjust content and choose a list style.



Note:

If the message below appears on the screen when you add a device, follow the steps below.

Publish



Select File

Select created file to publish

1. Unpublish: Stop publish the file.
2. Replace: Select a different file to publish.
3. Edit: Make changes to the file.

Troubleshooting and FAQs

Troubleshooting

Why does the device not display the paired content?

1. Ensure the InfoBoard app is installed on the device.
2. Confirm the pairing code is entered correctly.
3. Check if the device is connected to the internet.

Why is the invitation invalid?

1. Ensure owner and attendees are under the same organization.
2. Ensure the email address belongs to an active account.

FAQs

How do I pair a new device with my account?

Install the InfoBoard app on the target device, obtain the pairing code, and enter it into the web app to complete the pairing process.

Can I publish multiple files at the same time?

No, only one file can be published at a time. You can unpublish the current file and replace it with another.

What happens when I unpublish a file?

The content is no longer displayed on the paired device until a new file is published.

Can shared users edit the published file?

No, the published file belongs to the account user, and only the board owner may edit it. Shared users are limited to unpublishing content published by others.