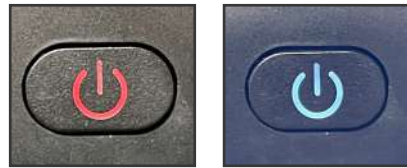


# newline | Q Series Cheat Sheet

## Turning On the Display

1. Press the Power button on the bottom right side of the display.
2. The button will change color from red to blue once the display is powered on.



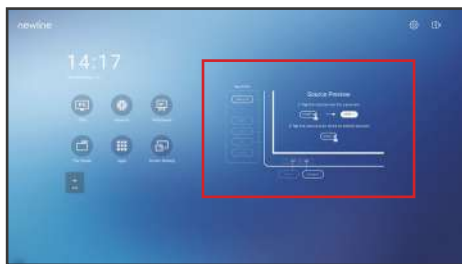
## The Front Ports

There are five ports located on the bottom left-hand side of the front of the panel: USB Touch, HDMI, USB 3.0, USB Type-C with 65 watts power delivery, and mic-in.



## Switching Sources

1. Any device currently connected to the display will light up in white in the Source Preview window on the home screen.
2. Tap the icon of the Source you want to switch to.



3. The Source Preview window will show a preview of what is currently on the screen of that connected device.
4. Tap the icon of the Source a second time or tap the Preview window and you will be taken to that source.
5. Plugging your device into the front ports will automatically bring up the device on screen.

## Connecting a Computer

### Connecting a Computer with USB-C

1. You will need a USB Type-C cable to connect a computer.
2. Plug in one end of the USB-C cable into the front or side USB-C port.
3. Take the other end of the USB-C port and plug it into the USB-C port on your computer.
4. Once both cables have been plugged into the display and the computer, the matching port should turn white on the Source Preview on the Home Screen.



Front Ports with USB Type-C cable connected.

### Connecting a Computer with USB & HDMI

1. You will need an HDMI cable and a USB A to B cable to connect a computer.
2. On the front or side ports of the Q Series, plug in one end of the HDMI cable into one of the HDMI ports.
3. Take the other end of the HDMI port and plug it into the HDMI port on your computer.
4. Plug in the USB-B end of the USB cable into one of the front or side ports labeled "USB Touch."
5. Take the USB-A end of the USB cable and plug it into the USB port on your computer.
6. Once both cables have been plugged into the display and the computer, the matching port should turn white on the Source Preview on the Home Screen.











Front Ports with USB Type-B and HDMI cable connected.

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## Using the Home Page Shortcuts

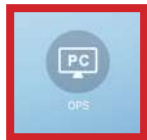
### Quick Access Toolbar

The Quick Access Toolbar can be accessed by tapping the white circle on either the left or right side of the screen. To minimize the Quick Access Toolbar, tap the button again.

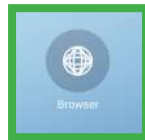
-  **OPS/Sources Shortcut**  
Takes you to the on-board computer (OPS). Tap and hold to pull up additional icons that can take you to the Sources menu, letting you easily switch between available sources.
-  **Home Shortcut**  
Takes you to the main Home Screen.
-  **Annotation Shortcut**  
Brings up whiteboarding options on top of whatever is on the current screen. Tap a second time to save a screenshot.
-  **Whiteboard Shortcut**  
Takes you to the whiteboarding screen, letting you draw and takes notes instantly.
-  **Quick Access Menu Button**  
Tap to open the Quick Access Menu. Tap again to minimize the menu.
-  **Apps Shortcut**  
Takes you to a list of all the apps available on the panel.
-  **Source Preview Shortcut**  
Shows which sources are connected to the display.
-  **Running Apps Shortcut**  
Pulls up all apps currently running on the panel.
-  **Back Shortcut**  
Goes back one screen or to the previous app. Can also be used to exit an app.



**Source Preview**  
Tap the name of a connected source, and a preview of that source will appear in the window. Tap the preview and go straight to that source.



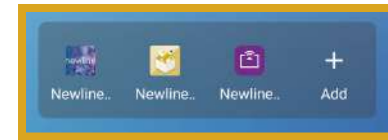
**OPS**  
Takes you to the internal PC (OPS), if there is one connected to the display.



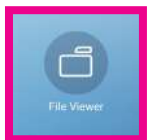
**Browser**  
Pulls up a web browser if the display is connected to the Internet.



**Whiteboard**  
Takes you to the built-in whiteboard.



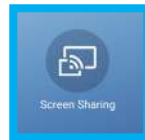
**Shortcuts Menu** Menu that can be customized with apps of your choice.  
**Add** Lets you customize and add icons to the Home Page for easy access to your favorite apps and sources.



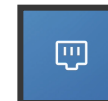
**File Viewer**  
Lets you access and preview your files on local and cloud storage systems.



**Apps**  
Lists all of the available apps you can access and use on the screen.



**Screen Sharing**  
Takes you to the Newline Cast wireless screen sharing app.



**Internet Settings**  
Pulls up the Ethernet settings menu.



**End Session**  
Ends the session and takes you back to the Start Screen.



**Settings**  
Adjust the panel settings.