



## MondoPad Guide

This room is equipped with a MondoPad, an advanced screen that allows you to present, annotate, and collaborate quickly and easily. If you have any issues, please call 303-572-1536 and an Alliance Center staff member will be able to assist you. We also highly recommend scheduling a brief MondoPad training by emailing [facilities@thealliancecenter.org](mailto:facilities@thealliancecenter.org).

The MondoPad is essentially a self-contained touchscreen computer with the following capabilities:

- Whiteboard collaboration
- Office, Excel, and Powerpoint
- Video conferencing using Skype, Google, etc.
- Web browsing

The MondoPad is intended to be used primarily for videoconferencing. If you're looking to simply share your screen, please find the **MondoPad Basic Screenshare Guide** instructions at the bottom of this page.

**Turn On:** Press the red **Power** button on the InFocus remote provided for you in the room. Allow the computer screen to start up.

**Navigate:** To navigate, you can use the mouse and keyboard that are located in the room or you can touch the MondoPad screen directly.

### **Videoconferencing:**

From the **Google Chrome** app, you can access the websites of **GoTo Meeting**, **Webex**, **Google Hangouts**, **Skype**, etc. From there, follow each videoconferencing website's instructions to videoconference.

### **Screenshare:**

Please see the **MondoPad Basic Screenshare Guide** at the bottom of this screen.



### Load a File:

Connect your USB drive into the USB port on the right-hand side of the Mondopad display to upload any files to the Mondopad.

### Connect to the Internet:

Click and drag the Apps list at the bottom of the screen to the left. There are several internet browser options, including **Google Chrome**, **Internet Explorer**, and **Mozilla Firefox**.

### Whiteboard:

- The Mondopad screen functions as a digital whiteboard when this **Whiteboard** app is selected. You can use your fingers or a touchscreen stylus to draw/annotate/edit the screen. To import a picture or background, send the jpg to the Mondopad using the **Load a File** instructions above. Then, in the **Whiteboard** app, click on **Select BG** or **Import Pic** and find the appropriate picture in the **View and Share** folder.
- To save a file that has been edited, click the Save icon on the left side of the screen, then we recommend you save the file as a jpg to a separate USB drive.
- To email the file, press the **Share** icon on the left side of the screen and enter your email address.

### Other Apps:

The **Excel**, **Powerpoint**, and **Word** apps all operate in largely the same way they would on another machine, however, there will be some enhanced touch functionality on the Mondopad such as document markup abilities.

## Mondopad Basic Screenshare Guide

To connect to this screen, please follow the instructions below. If you have any issues, call 303-572-1536 and an Alliance Center staff member will be able to assist you.

**Step 1:** Turn the TV on by pressing the red **Power** button on the remote.

**Step 2:** Plug either the VGA cable or the HDMI cable into your computer. Note: some computers only have a VGA port. If your computer only has a mini display port (such as some Macs), please use the adapter in the room.



**Mini DisplayPort Adapter**



**Step 3:** You may need to wait a moment for the Mondopad to start. Once it has started, Press **Input** on the remote and then change the source to **VGA** or **HDMI**. Depending on your computer settings, it will either show as an 'Extended Screen' or as a 'Duplicate Screen'.

**Step 4:** When finished, unplug the cord and turn the TV off by pressing the red **Power** button.