



Connecting to the Flip at the Regent Theatre

Instruction Manual

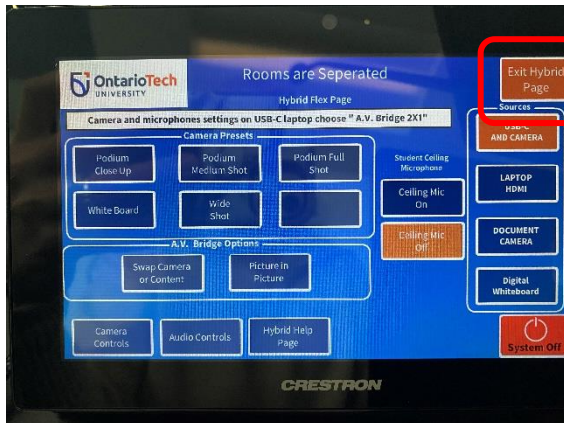
For technical issues,
please contact the
IT Service Desk at
905.721.3333 or ext. 3333,
OPTION #4.

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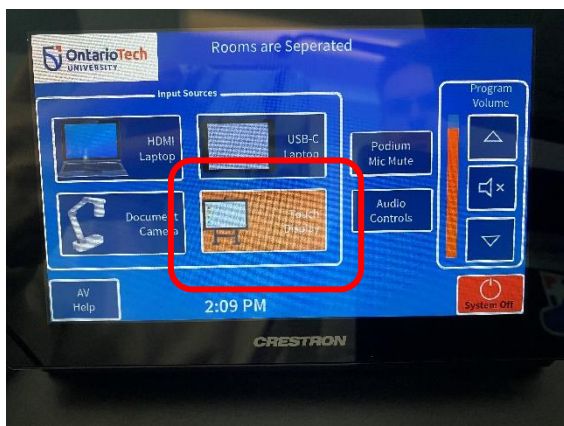
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Connecting the Flip to the projector

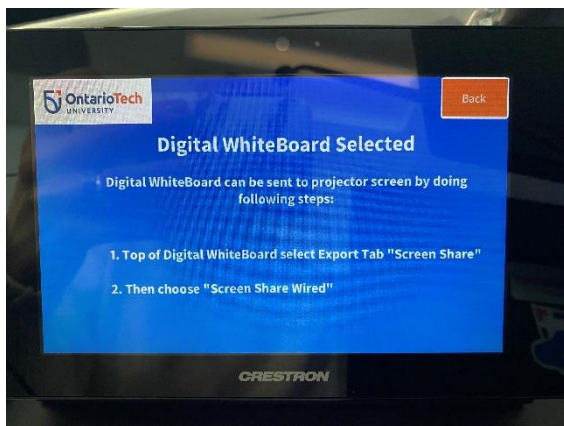
- On the keypad, select **Exit Hybrid Page** on the right-top hand corner.



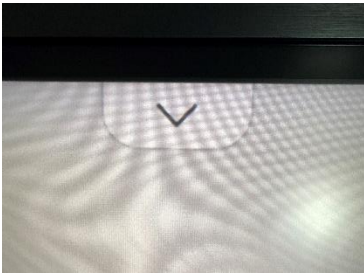
- Select **Touch Display** to connect to the Flip.



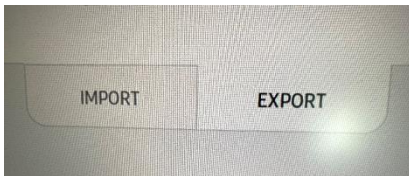
- The following screen will appear:



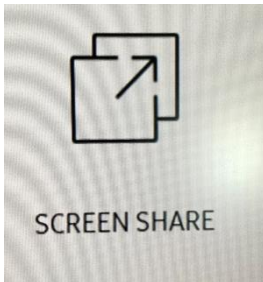
- Walk over to the Flip and select the arrow down button on the top of the screen.



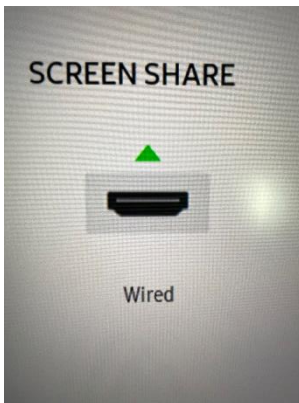
- The main menu will open. Select the **Export** tab on the bottom of the menu.



- Select **Screen Share** on the top-right hand side to connect to the projector.



Select the **Wired** option.

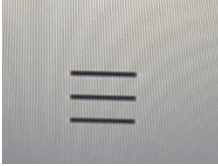


The Flip and the projector have now been connected and are ready for use for your in-class and virtual students.

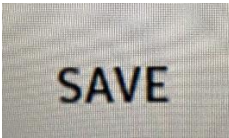
Saving your session on the Flip

Saving your session on the Flip will keep the session saved on that specific Flip. All sessions will be saved as PDF. If you would like to retrieve the session on your laptop, you will require a USB stick.

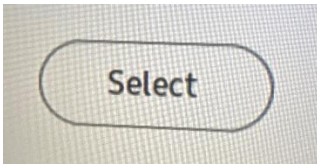
- Select the menu bar icon on the bottom of the screen.



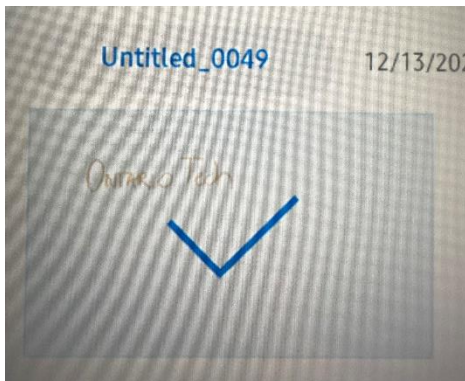
- Select **Save**.



- The Flip will open a number of last sessions that were created on that Flip. Tap the **Select** button on the top-right corner.

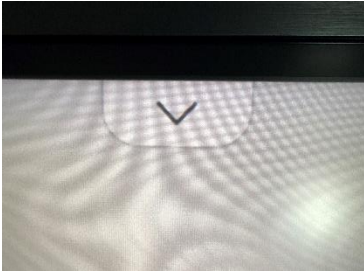


- Select the session you would like to save/export by tapping on the desired session. Please note: sessions will be saved automatically on the Flip as follows: *Untitled_0049 12/13/2021* (as per the below image).

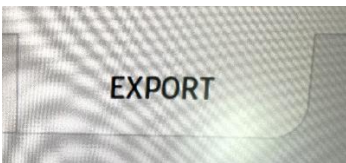


Saving your session to a USB stick

- Select the arrow-down button on the top of the screen.



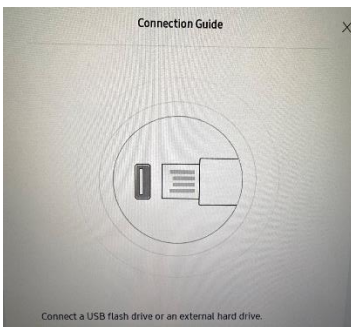
- Select **Export** tab on the bottom of the menu.



- Select the **USB** button.



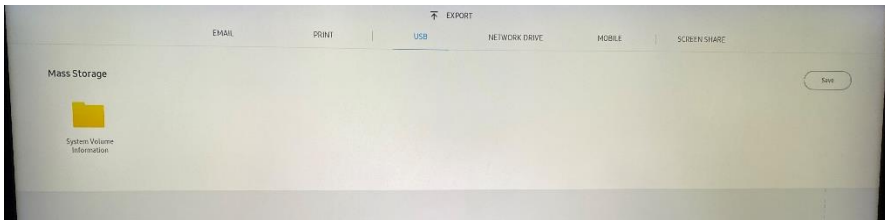
- The next window will appear.



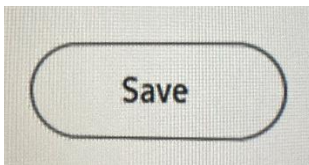
- Insert your USB stick into the USB port located in the front of the flip.



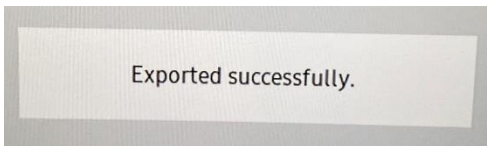
- Your USB stick storage will open.



- Select **Save**.

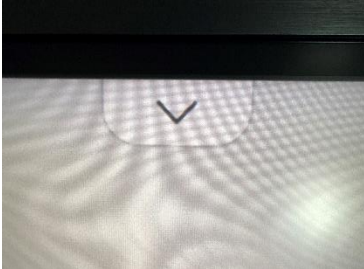


- You have now saved/exported your session successfully.



Opening a session from a USB stick

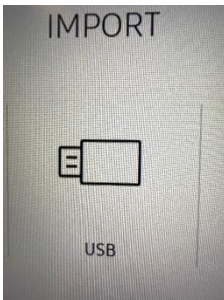
- Insert your USB stick into the USB port located in the front of the flip.
- Select the arrow-down button on the top of the screen.



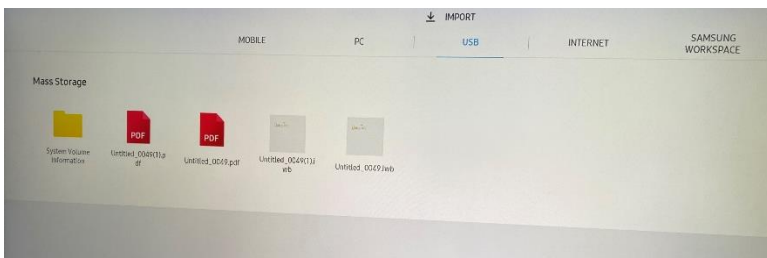
- Select **Import**.



- Select **USB**.



- USB file manager will open. Select your desired session by tapping on the item.



- You have now successfully opened your session.