



# Jamboard Quick Start Guide

## Tools & Functions



### Draw/ Annotate

Draw and annotate using the Stylus or your Finger.



### Erase

Erase with your fingers or Tap the icon for the 'Clear Board' option.



### Shape Recognition

Converts your drawing into a shape object *(Connect shapes by drawing a direct line from one to the other.)*



### Handwriting Recognition

Converts your handwriting into a printed text object.



### Auto Draw

Predicts drawn object with a selection panel at the bottom.



### Laser Pointer

Temporarily highlights items on the board.



### Select/Lasso

Select objects and annotations to manipulate (rotate, move, resize).



### Drive

Add Google Drive files from your Phone or Tablet device via Jamboard App.



### Web Search

Search and Crop information and images from online web pages.



### Image Search

Search for copyright-free images online, instantly adds with a tap.



### Power on the Jamboard

Ensure the power cord is plugged into an outlet.

Power on the Jamboard with the Power Button on the back right side.



### Start a New Jam Session

(Use an existing G Suite/Gmail or Create a new Gmail Account at Gmail.com)

**Start a New Jam** - Tap ≡ on the top left corner > Add owner and share > enter your email address to add yourself as the owner. Your content is now saved as your work.

**Push an Existing Jam** - To access a saved jam on a Jamboard, use the phone or tablet app to select the jam from your My Jams list. Tap Push to board and select the nearby board you want to push it to. (Ensure that Bluetooth is turned on).



### Send a Copy

Tap ≡ to send the current frame as PNG or entire Jam as a PDF via email.



### Connect to WiFi

Tap ≡ on the top left corner > Select Settings> Wi-Fi.

Ensure Network Connectivity/ Internet Access (Wi-Fi or LAN) by performing a web search.



### Start Jamming & Collaborating

**Add Collaborators** - Tap ≡ > Add Collaborator to add other Gmail and G suite users. Select Link Sharing for Collaborators on the same Domain to join with an 8 character code.

### Setting Collaborator Permissions -

Tap ≡ > Who has Access  
From this sub-menu you can use the drop down options next to each of the collaborator's names to allow them to edit the Jam, only view the Jam or remove them from the Jam Session altogether.



### Close Your Jam Session

Tap ≡ and select Close This Jam. To access the Jam again see **Push an Existing Jam**.

# Meet for Jamboard



## Schedule Meet in Google Calendar

- 1 Create an event or meeting in Google Calendar
- 2 Find the 'Add conferencing' drop down menu and select 'Hangouts Meet'
- 3 Once selected, the Meet details can be viewed but clicking 'View Details'
- 4 Click Save to add event with Meet to your calendar
- 5 You can now initiate a call using the 'Join Hangouts Meet' link in the event info on your Google Calendar

## Join Meet from Jamboard

- 1 On the Jamboard press the  icon in the upper right hand corner to access the Meet menu
- 2 Your meeting will show up in the menu
- 3 Select the name of your meeting to join

## To present to Meet from the Jamboard

- 1 While in Meet, press the "Tap to Jam" bar on the far left
- 2 When in Jamboard view, press the  icon in the top right corner to present
- 3 To stop presenting, press the  icon once more

## Using External Peripherals

The Jamboard supports external USB and Bluetooth devices for conferencing and can be accessed from the 'Audio and Video' section in settings which can be found by pressing the  icon in the upper left corner

For a list of compatible devices please

visit: <https://support.google.com/jamboard/answer/7383549?hl=en>

## Tools & Functions (Cont.)



### Sticky Note

Add a note to your Jam. Double-tap a note to edit the text or color.



### Photo

Add a Photo to your Jam. Choose from your device or Take a new Photo.



### Stickers and Stencil

Insert various stickers and stencils to the frame.

## Frame Bar Functions

Tap the top center rectangular icons to expand the frame bar.



**Duplicate a frame** - Slide a Frame up to duplicate that frame.

**Delete a frame** - Slide a Frame down to delete it from the Jam session.



**Changing Backgrounds** - Tap the Square icon on a frame and select the background (select 'apply to all' to change all frames)