

Clevertouch & interactive screens | Easy | 2 min read

Quick-start routine for new teachers: start of lesson and end of day

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

A short routine makes an interactive screen feel simple. These checklists are general. Your school may have its own, so ask IT or a colleague.

Before the lesson

1. Switch on the screen with the power button or the remote. Give it a minute.
2. Check the right input is shown. Press **Input** or **Source** if not.
3. If you are using a laptop, connect HDMI, and USB if you need touch.
4. Check the volume.
5. Open your lesson file or the whiteboard before pupils arrive.
6. Close private emails, messages and notifications.

During the lesson

- Use your finger or the pen provided. Please do not use marker pens.
- Keep drinks away from the screen.
- Save your whiteboard work at the end of the lesson. See our guide on saving whiteboard files.
- Report faults early. Write down what happened.

End of the day

1. Save your work and take your memory stick.
2. Close apps and sign out of accounts.
3. Remove any personal data.
4. Turn off the screen. Check your school's rule. Some say to use standby, others to switch off fully.
Using a blank or sleep key, if your remote has one, keeps the board ready to wake quickly.
5. Tidy leads and put the remote and pens back in their place.

Energy saving and auto-off

Many screens have a sleep or auto-off setting. Settings are usually found in the screen's settings menu, but may be locked by IT. Do not turn off auto-off if you are not sure. Switching the screen off when not in use saves energy and extends its life.

When to get more help

Ask your IT team for a quick demonstration in your own room. They can tell you what is special about your set-up, such as a locked screen or a passcode. If the screen is managed by your school or company, some settings may be locked. Your IT team or the supplier you bought the screen from can help with warranty, firmware and admin-locked settings.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.