

GETTING STARTED



interwrite™
MEETINGPAD 400



interwrite™
SCHOOLPAD 400

for Windows and the Mac



We at GTCO CalComp are proud of our InterWrite™ family of products. We strive to continue to bring you the best the technology has to offer. We urge you to visit our Web site, where we will post the latest information regarding any updates and changes we have made that would impact the instructions in this *Getting Started* document.

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INTERWRITE™ MEETINGPAD 400 AND SCHOOLPAD 400

The InterWrite Model 400 MeetingPads and SchoolPads are tablet systems that feature the patented digitizer and pen-input technology for which GTCO CalComp is famous. InterWrite Pads are used with the InterWrite software on a PC or a Mac to remotely control the computer by running applications, opening and editing files, and annotating captured screen images and pages in a presentation file. The versatile, interactive Pad allows you to control the presentation from anywhere in the room. When used in concert with an InterWrite Whiteboard, InterWrite Pads provide the ultimate collaborative system for the Boardroom or the Classroom.

This *Getting Started* guide describes how to set up your InterWrite Model 400 Pad and Pen, install the InterWrite software, and establish a communication connection with the PC or the Mac. It ends with an overview of the InterWrite software.

The electronic InterWrite Pen, which, when just above (*in prox of*), or touching, the surface of a powered-on, connected Pad, controls the movements of the mouse on the computer. The Pen becomes a writing and drawing instrument when one of the many InterWrite Annotation Tools is selected from the projected InterWrite Toolbar. In Annotation Mode, a user can make notes on a PowerPoint Slide Show, highlight areas of interest on a spreadsheet, or edit a document using a wide range of pen colors and pen widths.

The InterWrite Model 400 Pad runs off batteries that must be charged prior to setting up communication with the PC or the Mac. The InterWrite system uses the *Bluetooth*™ wireless technology to establish communication between the Pad and the computer. Each Device in the InterWrite system has to have a Bluetooth device installed through which it communicates with the other InterWrite Devices in the system. The InterWrite Model 400 Pads come with the

Bluetooth device built into the Pad, so the only installation required here is the Ezurio USB Adapter or Ezurio PC Card on the computer.

The operation of your InterWrite Pad is facilitated by the InterWrite software. The software is installed as part of the process of establishing communication between the Pad and the computer and is covered in this guide. The InterWrite software has three operational modes: **Whiteboard Mode**, **Interactive Mode** and **Office Mode** (Windows only). Whiteboard Mode, used only when an InterWrite Whiteboard is part of the system, makes it possible to easily capture the notes, drawings and calculations on the Whiteboard for print and/or electronic distribution.

Interactive Mode, the operational mode used by both InterWrite Pads and InterWrite Whiteboards, allows you to take advantage of the full power and robust features of the InterWrite system. An InterWrite Pad, acting as an input device to the computer, remotely controls the computer from anywhere in the room. When the Whiteboard and a video projector are added to the mix, the computer's desktop image is projected onto the Whiteboard's surface, and the Whiteboard, like the Pad, communicates as an input device to the computer. In this environment, both the person at the Whiteboard and users with Pads seated around the room can interact with the presentation and participate actively in the collaborative experience.

Office Mode makes it possible to interact directly with Microsoft's Office suite of products, PowerPoint, Word and Excel. Annotations, notes and calculations can be added directly to the native application files in this operational Mode.

The overview presented here of the features and tools of the InterWrite software will get you started with the InterWrite system.

Setup the InterWrite Model 400 Pad

The MeetingPad 400 and SchoolPad 400 communicate with the computer using Bluetooth™ wireless technology. The Bluetooth communications device is built into the Model 400 Pads. The Pad communicates with a Bluetooth device – either an Ezurio USB Adapter, or Ezurio PC Card – installed on the computer. The Pad runs on Nickel Metal Hydride batteries, which provide about 40 hours of wireless operation before they have to be recharged.

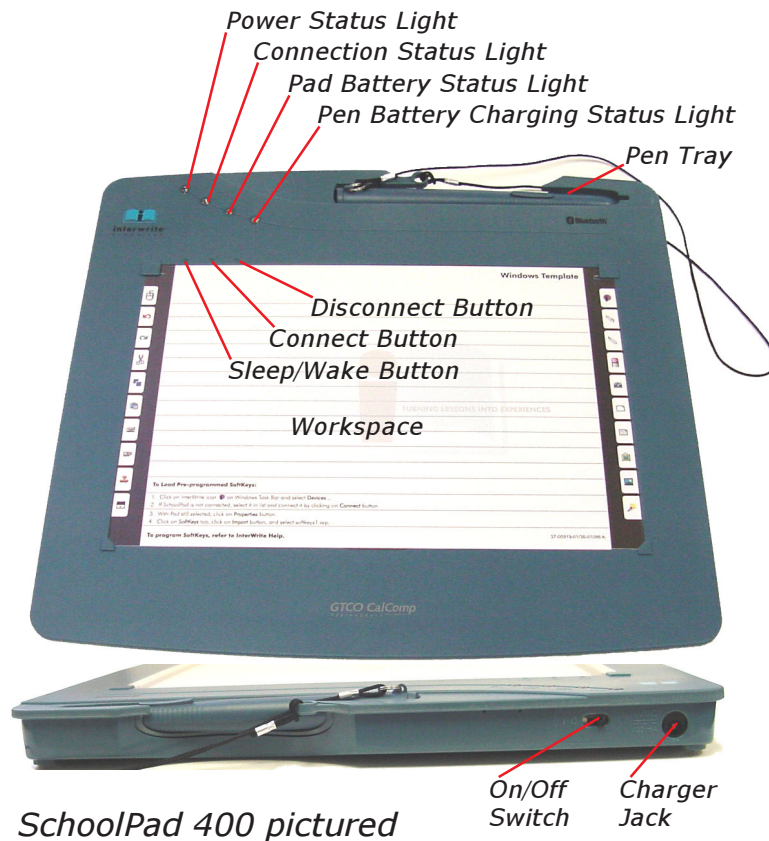
The Model 400 package includes the InterWrite Pad (MeetingPad 400, or SchoolPad 400) and the rechargeable, electronic InterWrite Pen, a Pen tether, pad charger, and an InterWrite CD. Optional components include an Ezurio USB Adapter, or Ezurio PC Card, and the Bluetooth CD.

Note

The first thing you should do when you unpack your new Pad and Pen is charge them.

Before you use the Pad and the Pen for the first time, they should be charged for about three hours, or until the **Pad Battery Status Light** goes off. Plug the pad charger into the **Power Jack**. The Pad Battery Status Light will flash slowly when the Pad battery is low and needs to be recharged. The **On/Off Power Switch** turns on the charged Pad.

The three indented buttons at the top left corner above the **Pad Workspace** are the **Sleep/Wake Button**, the **Connect Button**, and the **Disconnect Button**. The Sleep/Wake Button is a toggle that puts the Pad into Sleep Mode, or wakes it from Sleep Mode. The Connect Button wakes up the Pad, if it is in Sleep Mode, and tries to connect or reconnect a discovered Pad. The Disconnect Button disconnects the Pad. The buttons and status lights are described in more detail in the *Operating the InterWrite Model 400 Pad* section beginning on page 18.



The Electronic InterWrite Pen

The InterWrite Pen is an input device to the computer. You will use it to control mouse movements on the computer by moving the tip of the Pen just above (*in prox of*), or touching, the Pad's **Workspace** surface. When the tip of the Pen is in prox of, or on, the Pad's Workspace, it simulates the same effects you would see with the left mouse button both in Windows and on the Mac. When the Pen is in prox, press the Rocker Button nearest the tip to simulate a left mouse button double-click in Windows and on the Mac. Press the outside Rocker Button (the button farthest from the Pen Tip) to simulate a right mouse button click in Windows and a Ctrl-click on the Mac. In Windows, hold down the left Rocker Button and touch the Pen Tip to the Pad's Workspace to erase. On the Mac, with the Pen Tip already touching the Pad's surface, hold down the left button to erase.

The Pen goes into *Sleep Mode* after about two minutes of inactivity to conserve power. Touching the Pen to a surface, or clicking one of its Rocker Buttons, wakes up the Pen. When the Pen is *in prox*, the **Power Status Light** on the Pad will go from flashing to solid green. When the Pen is *out of prox*, the Power Status Light goes back to flashing green.

The Pen can be charged only when it is placed in the **Pen Tray** on the Pad, and the pad charger is plugged into the Pad. A Pen charge lasts over 40 hours. Always charge the Pen when the Pad is being charged.

Charging the InterWrite Pad and Pen

- 1 Set the InterWrite Pen into the Pen Tray with the Rocker Button facing up.
- 2 Connect the charger's cable to the **Power Jack** at the top of the Pad.
- 3 Plug the charger into an AC power outlet.

The Pad can be used while it is charging.

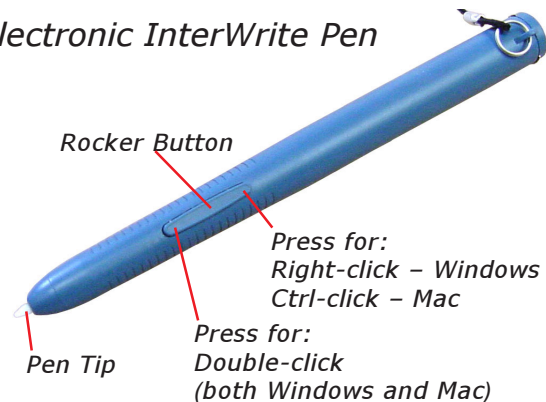
- 4 When the Pad and Pen are charged and the Pad Battery Status Light goes out, unplug the charger from the Pad.

Attaching the Tether to the Pad and the Pen

The tether has a loop at each end. One end has a metal ring attached to the loop – that's the Pen loop. The other end is the Pad loop.

- 1 Thread the Pad loop up through the hole above the Pen Tray. Thread the Pen loop through the Pad loop. Pull to tighten.
- 2 Thread the metal ring through the eyelet on the Pen.

Electronic InterWrite Pen



Make the Connection

The InterWrite system employs *Bluetooth™* wireless technology to establish wireless communication between the Whiteboards and Pads in the InterWrite family of products and the computer. A **Bluetooth device** must be installed on each component involved in the wireless communication. The BTCOM Module is installed on the Whiteboard. An Ezurio USB Adapter (or *dongle*, as it's commonly referred to) or Ezurio PC Card is installed on the computer. The Model 400 Pads have the Bluetooth device built in, so no installation is necessary. This section of the *Getting Started* guide describes how to install the Bluetooth software on the PC—it's already installed on the Mac—how to install the Ezurio USB Adapter or PC Card on the computer, and how to establish communication between the Bluetooth devices using the InterWrite software.

An InterWrite wireless system that includes an InterWrite Whiteboard and MeetingPads 400 or SchoolPads 400 uses a single Bluetooth device through which the InterWrite Devices communicate with the computer. Up to seven Bluetooth-enabled Devices—Pads and Whiteboards—can communicate with one USB Adapter or PC Card on the computer. Only one Ezurio Bluetooth device (USB Adapter or PC Card) should be installed on the computer at any time.



Note

InterWrite Model 100 Pads are the only Pads that have a cable that connects the Pad to the computer. InterWrite Model 300, 310 and 400 Pads are wireless. You can have a mix of wired and wireless InterWrite Pads and Whiteboards communicating with the computer.

InterWrite 5.0 for Windows and later versions of the InterWrite software require TDK Bluetooth drivers version 1.4.2.10, or later, in order to operate using Bluetooth wireless communication. Older versions of Bluetooth must be uninstalled before installing the new drivers. Updated Bluetooth drivers are available on www.gtccocalcomp.com.

Install the Bluetooth Device on the Computer

Note

Windows: The Bluetooth software must be installed on your Windows PC *before* you install the Bluetooth Device, whether it is the Ezurio USB Adapter, or the Ezurio PC Card. Install on Windows 98, Me, 2000, or XP, only.


Mac: The InterWrite system is compatible with the Mac OS X version 10.2.5 or above installation of the Bluetooth software for wireless communication.

Install the Bluetooth Software on the PC

For a Windows installation, login as *Administrator*, insert the *Bluetooth Software* CD in your PC CD-ROM drive, select the *Install Bluetooth Software* option from the menu, and follow the instructions on the installation screens.



Install the USB Adapter

- 1 Insert the USB Connector into one of the USB ports  on your computer. It cannot be plugged into a keyboard USB port on the Mac. The operating system will auto-detect and configure the new hardware device.
- 2 Use one of the two Holders that came with your Bluetooth Comm Kit to attach the USB Adapter to your computer. Remove the paper backing from the Holder and attach it to the side of your monitor, or to the lid of your laptop. Slots on the back of the Adapter casing will slide into the channels on the Holder.

Do not install the USB Adapter behind metal enclosures, as this will limit performance. Metal serves as a shield and reduces the signal strength. Mount the Adapter so the top of the unit is positioned above the computer or monitor case. A 5' USB cable extender can be used when additional length is needed to mount the USB Adapter away from metal or other enclosures.



Ezurio USB Adapter



Adapter Holder

Install the Bluetooth Device on the Computer

The Adapter-to-USB-port and software installation must be performed by a user with *Administrator* privileges. If the configuration is changed, that is, if the Adapter is moved to another USB port on the computer, or if a different USB Adapter is installed in the USB port on that computer, the process must be managed by the *Admin*.

Note

If your computer has multiple USB ports, or multiple PCMCIA card slots, the USB Adapter or PC Card should be installed in each of the ports or slots at this time. Then, if the USB Adapter, or PC Card, is moved, all the ports and slots will have been properly configured for that USB Adapter or PC Card.

Install the PC Card

- 1 Insert the PC Card into the PCMCIA slot in your computer. The operating system will auto-detect and configure the new hardware device. (Typically, the PC Card is installed in a notebook computer.)

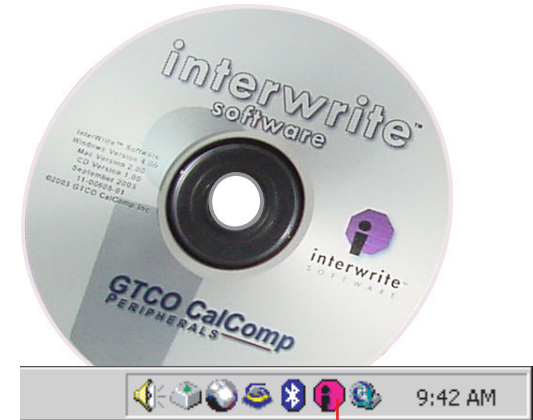
Ezurio PC Card




Install the InterWrite Software on Windows

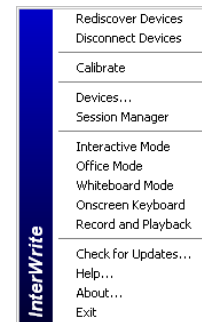
The InterWrite software must be installed on Windows by a user with *Administrator* privileges. InterWrite is compatible with Windows 95 (serial only), 98, Me, NT (serial only), 2000, and XP.


- 1 Log in as *Administrator*. Insert the InterWrite software CD into the CD drive on your PC. The installer will autoload. If it doesn't, click on the **Start** button on the Windows Task Bar and select *Run* from the menu. Type `X:\setup.exe` (`X` represents the CD drive letter).
- 2 Select the *Install InterWrite Software* menu option.
- 3 Follow the onscreen instructions for the software installation. You will know the InterWrite software has installed successfully by the appearance of the InterWrite icon in the System Tray on the Windows Task Bar. If the icon does not appear, restart your computer.



InterWrite icon

The appearance of the InterWrite icon  on the Task Bar indicates that the InterWrite **Device Manager** is now running on your PC. You will click on the InterWrite icon to display the options on the Device Manager Menu shown here. Device Manager, in addition to managing the InterWrite hardware devices, provides direct access to the three operational modes of the InterWrite software.




Click the InterWrite icon  in the System Tray of the Windows Task Bar to display the Device Manager Menu. Select the *Check for Updates* option. If a new version of the InterWrite software is available, download it now. You should periodically check for updates.

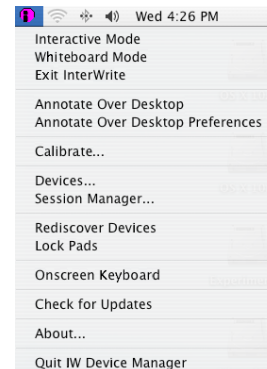
Install the InterWrite Software on the Mac

The InterWrite software must be installed on the Mac by a user with *Admin* privileges. InterWrite is compatible with Mac OS X version 10.2.5 or higher.

- 1 Insert the InterWrite software CD into the CD-ROM drive on your Mac. An InterWrite CD icon will appear on your desktop.
- 2 Double-click on the InterWrite icon on the desktop to display the CD's contents. Double-click on the **Install InterWrite** icon.
- 3 Follow the onscreen instructions for the software installation.



The appearance of the InterWrite icon  on the Menubar indicates that the InterWrite **Device Manager** is now running on your Mac. It will load and run in the background every time you start up your Mac. You will click on the InterWrite icon to display the options on the Device Manager Menu, shown here. Device Manager, in addition to managing the InterWrite hardware devices, provides direct access to the two operational modes of the InterWrite software.



Connect the Devices


The InterWrite software component **Device Manager** is the driver for the InterWrite Devices, Whiteboards, Pads and the iPanel. Device Manager is loaded when the InterWrite software is successfully installed on the computer. It automatically detects cabled InterWrite Whiteboards and Pads and the iPanel. However, the wireless InterWrite Devices, such as your new Model 400 Pad, need to be *discovered* – and, in the case of the Mac, to select a Service – before the communication connection is complete.

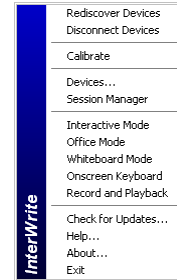
The following sections describe how to connect wireless InterWrite devices, first on Windows, then on the Mac.

Once the InterWrite Devices are connected, a user with *Administrator* privileges will need to enter the Software Authorization code described on page 21 to complete the Windows install.

Connect the InterWrite Pad on Windows

The last step in setting up wireless communications between your Bluetooth devices on the Pad and your PC is performed by **Device Manager**. Make sure the Pad is powered on.

- 1 Click on the InterWrite icon  in the System Tray on the Windows Task Bar to display the **Device Manager** menu.
- 2 Select the **Devices...** menu option.

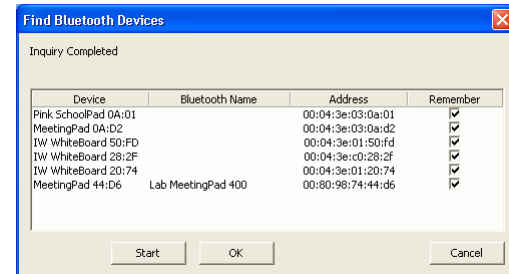


The **Devices** dialog box is displayed.

- 3 Click on the **Find Bluetooth Devices** button.
A search inquiry for all Bluetooth Devices will begin automatically.

When the inquiry is completed, all Devices discovered during the search will be listed in the **Find Bluetooth Devices** dialog.

- 4 Click on the **Remember** checkbox next to each discovered Device you want to see added to the **Devices** List Window.
- 5 Click **OK** to return to the **Devices** dialog.



As soon as the Devices dialog is displayed, Device Manager begins trying to connect to the **Remembered** Devices.

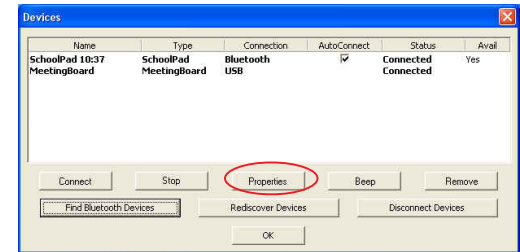


Each discovered device is identified in the Devices dialog by its *Name*, *Type*, *Connection*, *Status*, *Availability*, and whether *AutoConnect* is enabled. The **Properties** feature allows you to give a connected InterWrite Device the Name shown in the Devices List Window (the Model 400 Pad is given an additional **Bluetooth Name**) and to program its **SoftKeys**.

AutoConnect is a property unique to Bluetooth-enabled InterWrite Devices. When AutoConnect is enabled, the computer will scan continuously for this and other active, AutoConnect-enabled Bluetooth Devices and attempt to connect them. Scanning stops once a Device is detected and connected. Therefore, if you are connecting multiple Devices, make sure they are all powered on, so all of the Devices will be detected by the scan. The *Status* property will tell you whether the connection succeeded or failed. The *Availability* option indicates that a discovered Device is available for connection.


- 6 If you want the Pad to AutoConnect when it is powered on, click on the *AutoConnect* checkbox.
- 7 Select your new Pad in the Devices List Window and click on the **Properties** button. Give the Pad a **Name**. This Name is stored in the InterWrite software on this computer and will identify the Pad on this computer.
- 8 Give the Pad a **Bluetooth Name**. The Bluetooth Name is stored in the Pad's firmware and will identify this Pad on any installation of InterWrite.

Once connected, your InterWrite Model 400 Pad is available as a system pointing device. Your computer mouse can still be used as a pointing device.



Connect the InterWrite Pad on the Mac

The last step in setting up wireless communications between your Bluetooth InterWrite Devices is performed by **Device Manager**. Make sure the Pad is powered on.

1 Click on the InterWrite icon  on the Mac Menubar to display the **Device Manager Menu**.

2 Select the **Devices...** menu option.

The **Devices** dialog box is displayed.

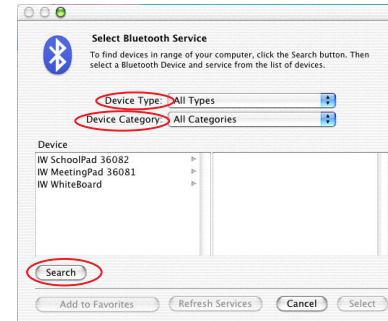
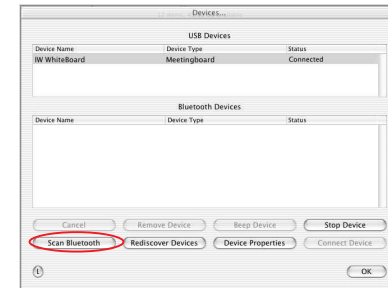
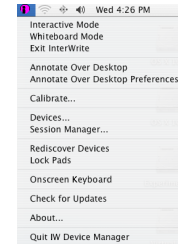
3 Click on the **Scan Bluetooth** button.

The **Select Bluetooth Device** dialog box is displayed.

4 Make sure the **Device Type** is set to *Input Devices* and the **Device Category** is set to *Discovered Devices*.

5 Click on the **Search** button.

Every active Whiteboard and Pad running Bluetooth should be discovered and listed in the left column of the **BT Services** dialog box.



- 6 Click on the device in the left column. A Service is displayed in the right column. All Whiteboards and Pads will use the **ZV-AT** Service.
- 7 Click on the Service in the right column.
- 8 Click on the **Select** button.

The Bluetooth dialog box goes away. The Pad beeps once when it is connected.

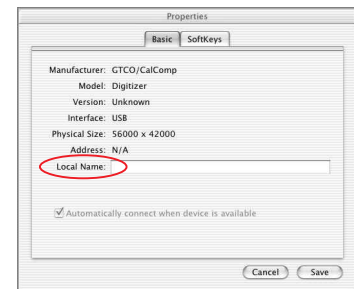
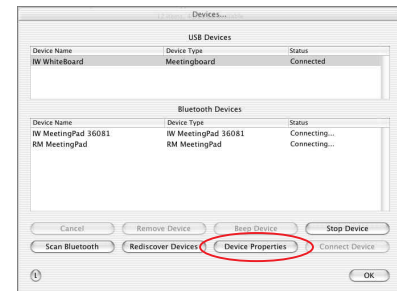
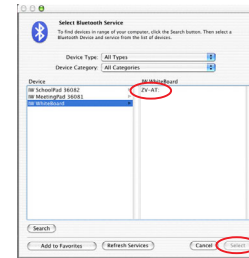
Note

If the device doesn't connect, repeat the process—click on the Device, click on the Service, click on the Select button.

The Pad is now listed in the Bluetooth Devices section of the Devices dialog with **Status Connected**. By default, the Pad will automatically reconnect in the future. If you want to change that, select the Pad, click on the **Device Properties** button and clear the *Automatically connect when device is available* checkbox.

If you turn off the Pad and power it on during the current session, Device Manager will detect that it has gone away and will change its status to *Disconnected*. Click on the **Connect Device** button to reconnect.

Tip: Give each InterWrite device a *Local Name*, so it will be distinguishable in the Bluetooth Devices list box.



Operating the InterWrite Model 400 Pad

The InterWrite Pad provides the freedom to interact with a projected presentation from anywhere in the room. You can write annotations and run applications remotely, giving you the opportunity to engage others and encourage participation.

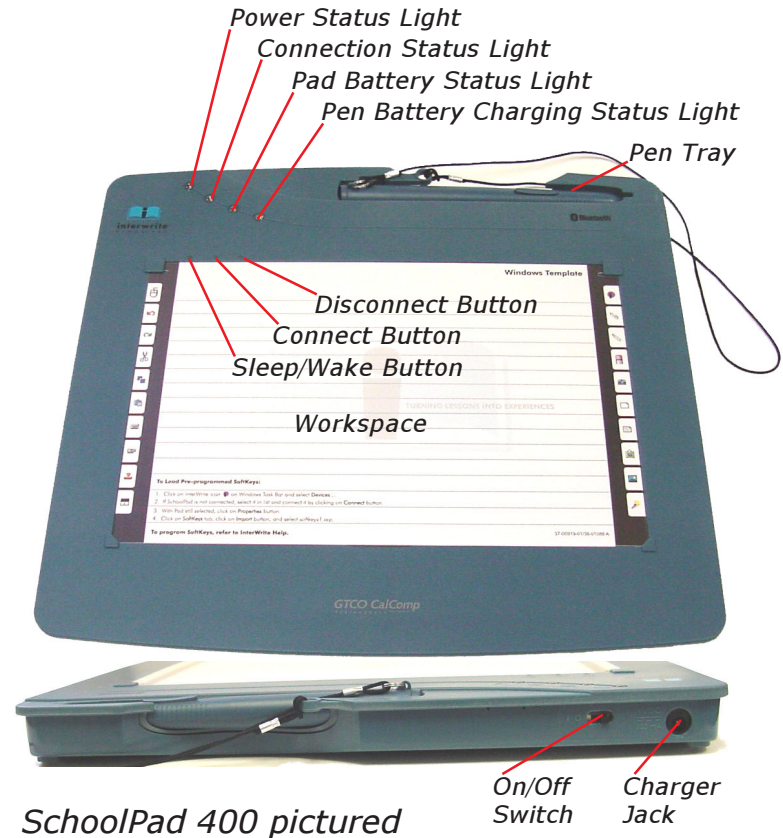
You use the electronic Pen on the Pad's Workspace, the area defined by the Pad Insert, to move the mouse cursor on the projected image, to select and use InterWrite tools, and to click on the programmable SoftKeys indicated on the Pad Insert. The Pen is also used to *press* the indented buttons just above the Workspace.

Operating the Buttons

To operate any of the three buttons, hold the Pen vertically, touch the Pen tip to the button and hold for several seconds.

The Sleep/Wake Button

The Sleep/Wake Button allows you to put the Pad into Sleep Mode at any time. *Sleep Mode* conserves the battery charge. The Pad drops the connection and goes into an energy-saving standby mode. The Pad will automatically go into Sleep Mode after from a half hour to an hour of inactivity. This button is also used to wake up the Pad from Sleep Mode, returning it to full operating power.



The Connect Button

The Connect Button wakes up a Pad that is in Sleep Mode and attempts to connect, or reconnect, the powered-on, discovered Pad.

How it Works in Windows

The Pad is *discovered* when the signal sent from the Bluetooth device installed on the computer is answered by the Pad. An exchange of device addresses takes place. Device Manager displays the Pad's address in the Pad's **Properties** profile. The Pad stores the computer's Bluetooth address. The computer – or more accurately, the Bluetooth device on the computer – and the Pad are now *linked*. If the Pad becomes disconnected, or is powered off, pressing the **Connect** button on the Pad will turn it on and reconnect it to the computer with the Bluetooth device that discovered it.

If you were to take the Pad to another location, say another classroom, where a different computer and Bluetooth device are set up, your Pad would not be able to communicate with the second computer until the second computer *discovered* the Pad. The **AutoConnect** setting for your Pad determines whether your Pad stays linked to the first computer, or whether it becomes linked to the second computer. A link between the Bluetooth devices on computer and Pad occurs only when the AutoConnect option for the Pad is checked. That's when the computer's Bluetooth device address is stored as the **Host Address** on the Pad and the link is created.

If you wanted to establish a new link between your Pad and the second computer, check the AutoConnect setting. The second computer's Bluetooth device address will overwrite the value

currently stored in the Host Address field on the Pad. However, if you want to retain the link between your Pad and the first computer, keep the AutoConnect setting unchecked. In this way, the connection to the second computer is a temporary one, for this session only. If the Pad becomes disconnected, it must be connected by clicking on the **Connect** button to be able to continue to communicate in the current session.

How it Works on the Mac

The Pad is *discovered* when the signal sent from the Bluetooth device installed on the Mac is answered by the Pad's Bluetooth device. An exchange of device addresses takes place. Device Manager displays the Pad's address in the Pad's **Properties** profile. The Pad's Bluetooth device stores the Mac's Bluetooth address. The Mac – or more correctly, the Bluetooth device on the Mac – and the Pad are now *linked*. If the Pad becomes disconnected, is powered off, or is asleep (in Sleep Mode), pressing the **Connect** button on the Pad will turn it on and reconnect it to the Mac that discovered it.

If you were to take your Pad to another location with a different computer and Bluetooth device, it would not be able to link to this new computer. It has to be discovered by the new computer. Be aware, though, that when your Pad is discovered by the second computer, it will lose its link to the first computer.

The Disconnect Button

The Disconnect Button breaks the connection between the Pad and the computer. It does not put the Pad into Sleep Mode, nor does it power-off the Pad.

Light and Tone Indicators

The Status Lights

The four Status Lights across the top of the Pad to the left of the Pen Tray indicate the status of various aspects of Pad operation.

The Power Status Light

The green **Power Status Light**, the status light on the far left, flashes when the Pad is on and the electronic Pen is not *in prox* (just above the Pad's Workspace surface). It is solid green when the Pen (or another GTCO CalComp pointing device) is *in prox* or touching the Pad's Workspace surface. When the Pad is powered off or in Sleep Mode, the Power Status Light is off.

The Connection Status Light

The **Connection Status Light** flashes when the Pad connects, disconnects, or beeps. Otherwise, it is not on.

The Pad Battery Status Light

The **Pad Battery Status Light** is on while the Pad is charging. It turns off when the Pad is fully charged and remains off during normal Pad operation. When the Pad battery is low and needs to be recharged, the Pad Battery Status Light will slowly flash.

The Pen Battery Charging Status Light

The Pen should always be charged when the Pad is being charged. The **Pen Battery Charging Status Light** will be on only when the pad charger is plugged into the Pad, and the Pen is properly seated – Rocker Button facing up – in the Pen Tray. The Pen Battery

Charging Status Light turns off when the Pen is fully charged, or the pad charger has been disconnected from the Pad.

Tone Indicators

The Pad emits four high frequency beeps when it powers on. When it connects with the computer, you will hear a rising tone. When it goes into Sleep Mode or disconnects, you will hear a descending tone.

When you press the Connect Button to reconnect your Pad, you will hear a clicking tone until the connection link either succeeds, which is indicated by the rising Connect tone, or fails, which is indicated by the low frequency Error tone. If the Pad is already linked to a computer and you press the Connect Button, you will hear one high frequency beep. During charging, if the Pen is positioned incorrectly in the Pen Tray, a long, continuous tone will sound until the Pen is properly positioned.

You will hear a click when you touch a SoftKey with the Pen and the Connection Status Light will flash. If you program a SoftKey to beep, you will hear the beep when the function assigned to the SoftKey is executed.

Getting Started with InterWrite

The InterWrite system is at the heart of a successful interactive collaboration, whether it is in a classroom of fourth graders studying world geography, or in a boardroom of corporate executives brainstorming a new product launch. All the tools you will need to stimulate inspiration, connection and participation can be found in the InterWrite software. Here's a quick look at the InterWrite basics to get you started.

The InterWrite software is run in one of three operational modes, **Interactive Mode**, **Office Mode** (Windows only), or **Whiteboard Mode**. **Whiteboard Mode**, available only when using a Whiteboard with InterWrite, allows you to capture and preserve notes, drawings, calculations—whatever you write on the Whiteboard with an electronic InterWrite Marker Pen. **Office Mode** makes it possible to interact directly with the native files of the Microsoft Office suite of products, PowerPoint, Word and Excel. **Interactive Mode**, the more feature-rich

and robust of the operational modes, allows you to open and run applications (**Mouse Mode**) by using your electronic InterWrite Pen to move the cursor on the projected image. In **Annotation Mode** you use the Pen to select InterWrite Tools. InterWrite Tools have been categorized as Annotation Tools, Editing Tools, Page Creation/Management Tools, Presentation Tools, File Management Tools, and Miscellaneous Tools. The online InterWrite Help file describes all these tools in detail. It can be accessed from the Device Manager Menu.

The purpose of this document is to give you a feel for the InterWrite system by showing you how to use one tool in Interactive Mode. The Annotation Tools of Interactive Mode consist of freehand tools, text tools and drawing tools. Of the freehand tools, the Pen tool is the most frequently used InterWrite Tool. The following pages describe how to select and configure the Pen tool.


Begin an InterWrite Session

1 When you are ready to begin an InterWrite session, turn on your Pad. The Pad must be active and connected. You can verify this in *Session Manager*, a **Device Manager Menu** option.

2 You can start InterWrite in Interactive Mode in two different ways:

Use your electronic Pen to click on the Launch InterWrite SoftKey icon  on the Pad Insert.

– OR –

Use your electronic Pen on the Pad's Workspace to guide the mouse cursor on the projected image to the InterWrite icon  on the Windows Task Bar or the Mac's Menubar, and click on it to display the Device Manager Menu. Select *Interactive Mode* from the menu.

Note

Windows Admin: The first time you select Interactive Mode in Windows, you will be prompted to enter the *Software Authorization Code* found on the Software License Certificate in the Accessory Kit that shipped with your Pad.

Pen Selection in Windows

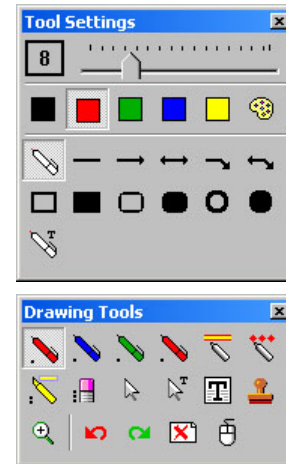
The Windows InterWrite Toolbar is displayed, by default, along the right side of the projected desktop image. You can drag it to the left side of the desktop, or position it at the top or bottom.

You will note that a **Down Arrow** appears adjacent to many of the InterWrite tools. Click on the Down Arrow adjacent to the tool, or select the tool from the Toolbar and right-click in the Annotation Window to display the tool's **Tools Settings** dialog. All of the attributes that can be assigned to that particular tool will appear in the dialog. The Pen tool Tool Settings dialog is displayed here.

Select one of the Pen tools from the Toolbar. InterWrite will go into Annotation Mode and the current screen will be captured as an image page. If it is not already open, display the Tool Settings dialog as described above. The current selections for the tool are indicated. The Pen tool can be configured for color, line width and pen shape. Pen shape allows you to draw or write freehand (default selection); draw lines—straight or with angles, with or without arrows; draw rectangles—filled or outline, with rounded or square corners; or draw circles (ellipses)—filled or outline. The Pen with the **T** over it allows you to write freehand text, which is converted automatically to typed text. The Tool Settings dialog is persistent, a convenient feature when you need to change the Pen tool attributes frequently. Right-click to display the **Drawing Tools** palette, another persistent dialog from which you can readily choose different Annotation Tools as you need them. The best way to familiarize yourself with all the Annotation Tools and their Tool Settings is to experiment with them. Have fun!



Windows Toolbar



*Pen Tool Settings dialog
and
Drawing Tools dialog*

Pen Selection on the Mac

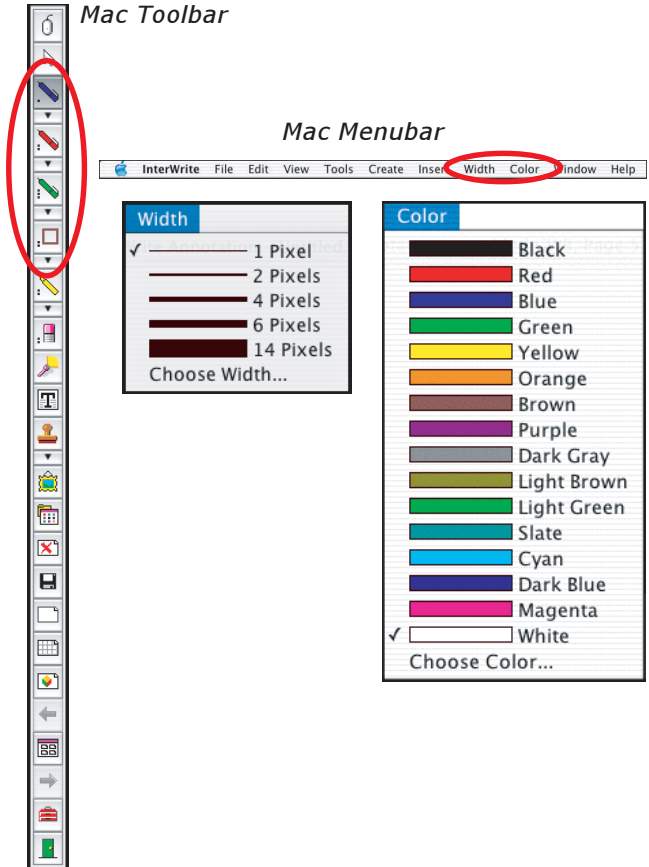
When you open InterWrite in Interactive Mode, it automatically starts up in Annotation Mode and a blank page is displayed. The InterWrite Toolbar is displayed, by default, along the right side of the projected desktop image.

Four different Pen tools can be configured on the Toolbar, including the shape-drawing Pen. Each of these Annotation Tools can be configured for color and line width either by making selections from the **Width** and **Color** menus on the Menubar, or by clicking on the Down Arrow adjacent to the tool to display the tool configuration menu. The current configuration selections for each Annotation Tool are displayed on the icons.

Using your electronic InterWrite Pen, select one of the Pen tools from the Toolbar and write or draw something in the Annotation Window. Change the Pen color and/or line width to see how these changes affect the appearance of your annotations on the screen. The best way to familiarize yourself with the Pen configuration options and all the InterWrite tools is to experiment with them.

Pen Selection during a Presentation

The Pen tool selection and configuration processes vary slightly on the Mac and the PC, but their use during a presentation is identical. Some users prefer to assign a different color and line width to each of the four Pen tools. As they present their material, they can easily switch from one Pen to the other to use the different assigned effects. Other users prefer to keep one Pen selected and change its color and line width on the fly, as the presentation warrants. As you become more familiar with the InterWrite Annotation Tools, you will find the method that best suits your presentation style.



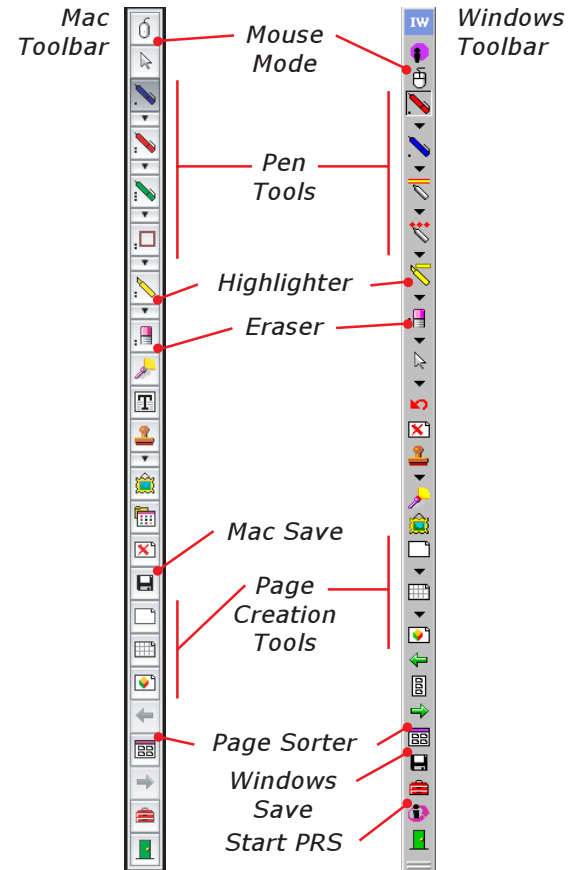
Presentation Files

Each annotated screen capture represents a *page* in the presentation file. The Page Creation tools are used to add additional pages to the presentation file. The presentation file is automatically saved in a .GWB file.

As soon as InterWrite goes into Annotation Mode (in **Windows**—when an Annotation Tool is selected; on the **Mac**—when Interactive Mode is started up), an untitled presentation file is created. Unless you give the file a name, it is automatically saved using today's date. (Multiple files created today have *01, 02, 03, etc.*, appended to the date name.)

An existing presentation file can be opened, its pages can be sorted, annotations can be added to the existing pages, and new pages can be added to the file. Your presentation will determine how each presentation file evolves. For example, you can prepare a presentation file of blank maps ahead of time for a geography lesson. Or, you can capture and annotate each of the monthly earnings spreadsheets as you review the past fiscal year during a budget meeting. Or, you can run a PowerPoint Slide Show in **Office Mode** (Windows only) and annotations can be added to each slide and saved in the native file.

You can build your presentation file during your presentation, or you can pre-build it, including the screen captures, images, graphs and text pages you want to present. However you choose to do it, the process is the same. To capture a screen or window, click on the **Mouse Mode** tool with your electronic Pen and arrange the desktop for capture. Select an Annotation Tool, a **Pen**, for example, indicate your capture preference (by clicking on either the **Full Screen**, **Partial Screen**, or **Window** option in the dialog), and annotate the captured image. Use the **Page Creation Tools** to add a blank, gridded, or background image page. By default, InterWrite is in Autosave mode, so your annotated pages are automatically saved as you build your presentation file. Click on the **Save** tool to save the file using the default filename (today's date), or a name you type on the pop-up IW Keyboard.



Distributing Presentation Files

The InterWrite presentation files you create can be printed for local distribution, or emailed to anyone, anywhere.

Use the **Page Sorter** tool to review the presentation file. The pages in the presentation file can be sorted, moved, copied, and deleted in Page Sorter. When the file pages have been arranged to your satisfaction, you can use the Page Sorter's print option to print it, you can export it to one of several file formats, or you can email it directly from Page Sorter.

The native file format of saved presentation files has the .GWB extension and can be viewed in Windows with the GWB InterWrite Reader. This is an application that is part of the InterWrite software suite and is installed when the InterWrite software is installed on the Windows operating system. The InterWrite Reader is also available for download at www.gtcocalcomp.com in the **InterWrite Interactive Products** section, under the **Support** tab. Click on any of the products to display the **Technical Support** section, where you can access **Software Downloads** for your specific operating system. InterWrite Reader can be distributed freely with your presentation files. You can also save your presentation files in a PDF format, which can be read by Adobe's Acrobat Reader, and you can export your presentation files to a variety of graphics and HTML formats.

Now, everyone can stay in the information loop, whether they were able to attend the presentation or not.

Additional GTCO CalComp Resources

We invite you to visit the GTCO CalComp Web site at www.gtcocalcomp.com, where we have provided a variety of resources to help make your InterWrite experience more rewarding. We especially encourage you to visit www.gtcocalcomp.com/support_interwrite.htm and www.gtcocalcomp.com/erc/index.htm.

What is PRS?

InterWrite PRS is an Audience Response System—a comprehensive response system for electronically testing, polling, and surveying a group of people. It can be used in conjunction with InterWrite to take a survey of the audience response to the presentation, or to test the level of comprehension after a lesson presentation, for example. Learn more about PRS by visiting our Web site.

Limited Warranty for MeetingPad 400 and SchoolPad 400

GTCO CalComp Corporation warrants these products to be free from defects in material and workmanship under the following terms. Complete and return the enclosed warranty registration card to ensure that your products are covered by this warranty.

Coverage

Parts and labor are warranted for one (1) year from the date of the first consumer purchase for the InterWrite Pad, electronic Pen, pad charger, cables and accessories. This warranty applies to the **original consumer purchaser only**. This warranty does not apply to any product purchased outside the United States or Canada. For warranty information outside the United States or Canada, contact your local dealer or distributor.

Warranty is valid only if original consumer's purchase or lease date is less than or equal to six months from the original GTCO CalComp sale date. This information will be captured by the system serial number and confirmed by the reseller's purchase order.

Conditions

Except as specified below, this warranty covers all defects in material or workmanship in the products. The following are not covered by the warranty:

1. Any product on which the serial number has been defaced, modified, or removed (if applicable).
2. Damage, deterioration, or malfunction resulting from:
 - a. Accident, misuse, abuse, neglect, fire, water, lightning, or other acts of nature, unauthorized product modification for any purpose, or failure to follow instructions supplied with the product
 - b. Repair, or attempted repair, by anyone not authorized by GTCO CalComp.
 - c. Any damage in shipment of the product (claims must be presented to the carrier).
 - d. Any other cause which does not relate to a manufacturing defect.
3. Any product not sold or leased to a consumer within six months of GTCO CalComp's original sale date.
4. Consumable parts, e.g., batteries, dry erase markers, eraser felt.

GTCO CalComp will pay all labor and material expenses for covered items, but will not pay for the following:

1. Removal or installation charges.
2. Costs for initial technical adjustments (set up), including adjustments of user controls.
3. Certain shipping charges. (Payment of shipping charges is discussed in the next section of this warranty.)
4. Packaging costs. (Customers should keep their boxes.)

Warranty Service Procedures

1. To obtain service on your GTCO CalComp product, call the Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST) to obtain a Return Material Authorization Number (RMA#) and shipping instructions.

2. Ship the product to GTCO CalComp with the RMA# marked clearly on the outside of the box. GTCO CalComp reserves the right to refuse the shipment, if not properly marked.
3. Although the consumer must pay any shipping charges to ship the product to GTCO CalComp for warranty service, GTCO CalComp will pay the return shipping charges for ground shipment. Other shipping options are available at an additional fee.
4. Whenever warranty service is required, the original dated sales invoice (or a copy) must be presented as proof of warranty coverage, and should be included in shipment of the product. In addition, please include your name, address, telephone number, fax number, email address, and a description of the problem.
5. If GTCO CalComp determines that the unit is not defective within the terms of the warranty, the consumer shall pay the cost of all freight charges, as well as any repair charges.

Technical Support

Web-based Technical Support is available free of charge at www.gtcocalcomp.com, where current driver releases, as well as comprehensive technical support, troubleshooting, Technical Bulletins and FAQs can be found.

Telephone Technical Support is available free of charge to the original consumer for a period of 90 days from the date of purchase of the product. Please contact our Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST). You can also fax your request to (410) 290-9065 (EST), or (480) 948-5508 (MST). Our toll-free numbers in the U.S. are: 800-344-4723 for our East Coast customers and 800-856-0732 for our West Coast customers.

Disclaimer of Unstated Warranties

The warranty printed above is the only warranty applicable to this purchase. ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. Assuming the warranty above stated is otherwise applicable, it is expressly understood and agreed that GTCO CalComp's sole liability, whether in contract, tort, under any warranty, in negligence, or otherwise, shall be for the repair or replacement of the defective parts, and under no circumstances shall GTCO CalComp be liable for special, indirect, or consequential damages. The price stated and paid for the equipment is a consideration in limiting GTCO CalComp's liability.

Notice

Some states and provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you. This warranty gives you specific legal rights, and you may have other rights, which vary from state to state, or province to province.

To obtain service on your GTCO CalComp product, call our Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST), fax us at (410) 290-9065 (EST), or (480) 948-5508 (MST). We can also be contacted through our Web site at www.gtcocalcomp.com.

Important! All products returned to GTCO CalComp for service must have prior approval in the form of a Return Merchandise Number (RMA#), which can be obtained by calling the Service & Support Department.

CE Certification for MeetingPad 400 and SchoolPad 400

Declaration of conformity according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: GTCO CalComp, Inc.
Manufacturer's Address: 14555 N. 82nd Street
 Scottsdale, Arizona 85260
 U.S.A.

declares, that the product

Product Name: MeetingPad 400, SchoolPad 400
Model Numbers: 400
Product Options: All

conforms to the following product specifications:

Safety: EN 60950
EMC: ETSI EN 301 489-1/2000
 EN 55022/1998 CLASS B
 CISPR 22(1997) CLASS B
 EN 61000-4-2/1995
 EN 61000-4-3/1995
 EN 61000-4-4/1995
 EN 61000-4-5/1995
 EN 61000-4-6/1996
 EN 61000-4-11/1994
 EN 61000-3-2/1995
 EN 61000-3-3/1995

Dispositif à faible puissance (1 mW), pas de limitation pour son usage à l'intérieur ou à l'extérieur.

Low power device (1 mW), no limitation for indoor or outdoor use. This product is suitable for indoor use only.

European Contact

GTCO CalComp Ges.m.b.H.
 Kreiller Strasse 24
 81673 Muenchen
 Germany

TEL: +49 (0) 89 370012 -0

FAX: +49 (0) 89 370012 -12

European Union Emission Directive

This product is in conformity with the protection requirements of EU Council Directive 89/366/ECC on the approximation of the laws of the Member States relating to electromagnetic compatibility.

This product has been tested and found to comply with the limits for Class B Information Technology Equipment according to CISPR 22/European Standard EN55022. The limits for Class B equipment were derived for typical industrial environments to provide reasonable protection against interference with licensed communication devices.

European Union WEEE Directive

As the producer of the InterWrite Model 400 Pads, GTCO CalComp supports the objectives of the European Union WEEE Directive and is committed to ensuring on-going compliance with the Directive. In an effort to help us meet our objectives and obligations for responsible use and management of our products, we ask that you return this product at the end of its useful life to the appropriate local collection facility. Further information about the responsible end-of-life management of this and other GTCO CalComp products is available on our Web site at

www.gtcocalcomp.com.

EZURiO

DECLARATION OF CONFORMITY
In accordance with Annex IV of the EU directive 1999/5/EC

Notified Body consulted: **Phoenix Test-Lab**
ID-Number of Notified Body: **0700**

declare under our responsibility that the **Ezurio Bluetooth USB Adaptor II**

complies with the appropriate essential requirements of the Article 3 of the R&TTE and the other relevant provisions, when used for its intended purpose.

Health and Safety requirements contained in Article 3 (1) a)

EN 60950: 1992 Safety of information technology equipment + Amendment A1:1993, Amendment A2:1993, Amendment A3:1995, Amendment A4:1997, Amendment A11:1997
EN 50371: Generic standard to demonstrate the compliance of low-power electronic and electrical apparatuses with the basic restrictions related to human exposure to electromagnetic fields (10 MHz – 300 GHz) – General public

Protection requirements with respect to electromagnetic compatibility Art.3 (1) b)

EN 301489-17 V1.1.1 (09-2000), Electromagnetic Compatibility and radio spectrum Matters (ERM), ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for wideband data Hiperlan equipment

Means of the efficient use of the radio frequency spectrum

EN 300328-2 V1.2.1 (11-2001), Radio Equipment and Systems (RES); Wideband transmission systems; Technical characteristics and test conditions for data transmission equipment operating in the 2,4 GHz ISM band and using spread spectrum modulation techniques. Part 2. Harmonized EN covering essential requirements under article 3(2) of the R&TTE directive.

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Registered in England No. 5178 293

EZURiO

DECLARATION OF CONFORMITY
In accordance with Annex IV of the EU directive 1999/5/EC

Notified Body consulted: **Phoenix Test-Lab**
ID-Number of Notified Body: **0700**

declare under our responsibility that the **Ezurio Bluetooth PC Card II**

complies with the appropriate essential requirements of the Article 3 of the R&TTE and the other relevant provisions, when used for its intended purpose.

Health and Safety requirements contained in Article 3 (1) a)

EN 60950: 1992 Safety of information technology equipment + Amendment A1:1993, Amendment A2:1993, Amendment A3:1995, Amendment A4:1997, Amendment A11:1997
EN 50371: Generic standard to demonstrate the compliance of low-power electronic and electrical apparatuses with the basic restrictions related to human exposure to electromagnetic fields (10 MHz – 300 GHz) – General public

Protection requirements with respect to electromagnetic compatibility Art.3 (1) b)

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EZURIO

DECLARATION OF CONFORMITY

In accordance with Annex IV of the EU directive 1999/5/EC

Notified Body consulted: **Phoenix Test-Lab**
ID-Number of Notified Body: **0700**

declare under our responsibility that the **blu21 Module**

complies with the appropriate essential requirements of the Article 3 of the R&TTE and the other relevant provisions, when used for its intended purpose.

Health and Safety requirements contained in Article 3 (1) a)

EN 60950: 1992 Safety of information technology equipment + Amendment A1:1993, Amendment A2:1993, Amendment A3:1995, Amendment A4:1997, Amendment A11:1997

EN 50371: Generic standard to demonstrate the compliance of low-power electronic and electrical apparatuses with the basic restrictions related to human exposure to electromagnetic fields (10 MHz – 300 GHz) – General public

Protection requirements with respect to electromagnetic compatibility Art.3 (1) b)

EN 301489-17 V1.1.1 (09-2000), Electromagnetic Compatibility and radio spectrum Matters (ERM), ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for wideband data Hiperlan equipment

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Safety Statements

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Reorient or coil cables.
- If necessary, consult the dealer or an experienced radio/television technician for additional suggestions.

Any cables the user adds to the device must be shielded to be in compliance with the FCC standards. Any unauthorized modification to this device could result in the revocation of the end user's authority to operate this device.

Electronic Pen

This device complies with Part 15 of FCC rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

The radiated output power is far below the FCC Radio frequency exposure limits. Nevertheless, this device should be used in such a manner that the potential for human contact during normal operation is minimized.

WARNING: Changes or modifications made to this equipment not expressly approved by GTCO CalComp may void the FCC authorization to operate this equipment.

Canada

Industry Canada Class B emission compliance statement. This Class B digital apparatus complies with Canadian ICES-003.

Avis de conformité a' la réglementation d'Industrie Canada. Cet appareil numérique de classe B est conforme a' la norme NMB-003 du Canada.

Japan

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB 情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取り扱いをして下さい。

Battery Handling and Precautions

- Always charge batteries prior to first use.
- Never short-circuit or reverse polarity.
- Do not incinerate or dismantle batteries. Cell components are corrosive and may be harmful to skin and eyes.
- Do not pull on battery lead wires or connector. Excessive force on the leads or connectors can damage the welding joints or other connections.
- Dispose of properly.

GTCO CalComp PERIPHERALS

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www.gtcocalcomp.com



interwrite
MEETINGPAD 400



interwrite
SCHOOLPAD 400

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