Quick start for InterWrite™ MeetingPad

Note: For additional information, see the InterWrite MeetingPad help file on the CD-ROM.

InterWrite MeetingPad is a wireless pen-input tablet system incorporating GTCO CalComp's patented technology. MeetingPad consists of a cordless tablet and cordless pen, with several accessories and a power supply for recharging. Up to eight MeetingPads communicate wirelessly with a PC through a small radio receiver attached to the PC.

MeetingPad works with InterWrite Software to enable individual users to create, view, annotate and share a wide range of visual information. MeetingPad can also be used with InterWrite MeetingBoard to expand collaboration to any meeting participant anywhere in the room. In these various configurations, MeetingPad supports group collaboration ranging from small, informal meetings to large, multi-site conferences.

interwrite™
M E E T I N G P A D

Installing MeetingPad

1. Unpack MeetingPad and assure all components are present:
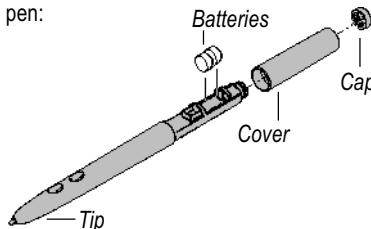   - ☐ Tablet
   - ☐ Recharger
   - ☐ CD-ROM
   - ☐ Pen
   - ☐ Pen batteries
   - ☐ Pen cord

2. Recharge the tablet for at least 3 hours, or until the BATTERY light on the tablet goes off:
   a. Connect the charger's cable to the POWER jack on the tablet.
   b. Plug the charger into an AC power outlet.
   c. When charging is complete, unplug the charger from the power outlet, then disconnect the charger's cable from the tablet.
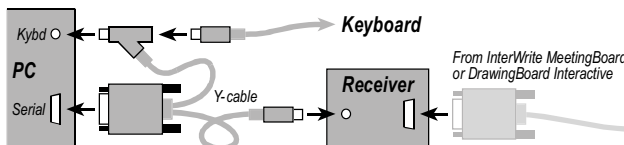
3. Install the pen batteries in the pen:
   a. Unscrew pen cap, then gently slide off pen cover.
   b. Insert batteries as shown here, with "+" toward pen tip.
   c. Replace pen cover, then screw on pen cap.

Batteries

Cap

Cover

Tip

Note: You can operate the pen without batteries by connecting it to the tablet with the pen cord. This also keeps the pen tethered to the tablet, making it less likely to be lost. Instructions are included with the pen.

4. If your system doesn't have a MeetingPad receiver (available separately), install one now:
   a. Turn off the computer and disconnect the keyboard.
   b. Using the Y-cable provided with the receiver, connect the receiver and the keyboard to the computer (as shown here).

Kybd
PC
Serial
Y-cable
Keyboard
Receiver
From InterWrite MeetingBoard or DrawingBoard Interactive

   c. If your system includes an InterWrite MeetingBoard or DrawingBoard Interactive, connect it to the receiver with a 9-pin serial cable.
   d. Turn on the computer.

5. Install InterWrite software on your Windows 95/98/ME/NT/2000 PC:
   a. Remove all existing graphic tablet drivers from your computer.
   b. Insert the MeetingPad CD-ROM into the computer's CD-ROM drive.
   c. Wait for the installation program to launch. **Note:** If the installation program does not start on its own, launch *setup.exe* on the CD-ROM.
   d. Follow the instructions to install InterWrite.
   e. Remove the CD-ROM.
   f. Restart the PC. The InterWrite icon should appear in the Taskbar.

Using MeetingPad

Note:
- Up to 8 MeetingPads can communicate with one receiver.
- Each MeetingPad must be within 40 feet (12m) of its intended receiver. Reception depends on local conditions, and performance may vary in your facility.
- MeetingPad receivers must be at least 75 feet (23m) apart.

■ *To turn MeetingPad on or off:* Press the ON button.

Note: If there is no pen activity for 35 seconds, MeetingPad will enter a low-power mode to conserve its batteries. To begin using MeetingPad again, press the ON button or touch the tablet surface with the pen. If MeetingPad has been idle for an extended period, you may need to press the ON button.

■ *To connect MeetingPad to the system:* Press MeetingPad's LINK button, select a user profile and log in.
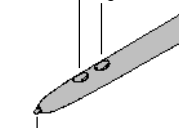
User profiles set the default pen color and width, and enable users to be identified by different cursor shapes. Create and edit user profiles using the Add/Edit User Profile button.

Note: Only one MeetingPad can link in at a time. If the login window is displayed, clear it to enable another MeetingPad to link.

■ *To write, draw or interact with the system:* Press the pen on MeetingPad's surface, then move it across the surface. Simulate mouse button clicks as shown below.

Left double-click button (same as pressing mouse's left button twice)

Right click button (same as pressing mouse's right button)

Tip (same as pressing mouse's left button)

Tip: *Quick start for InterWrite Software* contains instructions for using that product to control the PC, annotate screens, save screens and distribute meeting notes.