Quick start for InterWrite™ MeetingBoard

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

interwrite™
M E E T I N G B O A R D

InterWrite MeetingBoard consists of an electronic whiteboard and electronic pens incorporating GTCO CalComp's patented pen-input technology. With MeetingBoard, meeting participants can view and share a wide range of visual information. MeetingBoard supports group collaboration ranging from small, informal meetings to large, multi-site conferences.

To match a wide range of collaboration needs, MeetingBoard provides three operating modes:

- **Copyboard Mode:** MeetingBoard functions as a simple electronic whiteboard. Information written or drawn on the tablet can be saved by printing on a color inkjet printer.

- **PC Whiteboard Mode:** In this configuration, MeetingBoard is connected to a PC running InterWrite Software. Information written or drawn on the tablet is captured as an electronic image on the PC. Users can review, save and print multipage meeting notes on the PC.

- **Interactive Mode:** A standard LCD projector displays the attached PC's screen onto the MeetingBoard tablet. With the MeetingBoard pens and InterWrite Software, a user can launch programs, open and edit documents, and annotate any information displayed on the PC. The user can save screens (containing both document content and annotations), review previously saved screens, and print screens. This system can be used for local meetings, or as part of a real-time multi-site conference (when used with conferencing software and a network connection). Screens can be packaged in a self-extracting file for distribution to meeting participants, as well as those who couldn't attend.

What you need to do

First, install:
A. Assemble the electronic pens (page 1).
B. Attach the pen tray to the tablet (page 1).
C. Mount the tablet on a wall or on the optional floor stand (page 2).

Next, configure for at least one operating mode (page 3):
- Color Copyboard mode.
- PC Whiteboard mode.
- Interactive mode.

You can now use the InterWrite MeetingBoard (page 4).

Assemble the electronic pens

1. Locate the marker holders, electronics modules, batteries, pen caps and markers supplied. The pens are electronically coded to match the plastic colors: black, blue, red and green.

2. Insert a marker into the pen housing with the matching color (e.g., red marker goes in red housing).

3. Remove the marker's cap and replace it with a MeetingBoard pen cap.

Note: Keep the markers capped as much as possible to prevent them from drying out. The caps enable the electronic pens to be used in Interactive Mode without leaving ink on the tablet.

4. Remove the battery cover from a pen electronics module. Insert a battery into the module (assure polarity is correct!). Replace the battery cover.

5. Snap the pen electronics module into a marker housing (any module can be used with any marker housing).

6. The LED should flash four times, indicating the pen is working correctly.

Battery cover
Marker
MeetingBoard pen cap
Electronics module
Marker holder
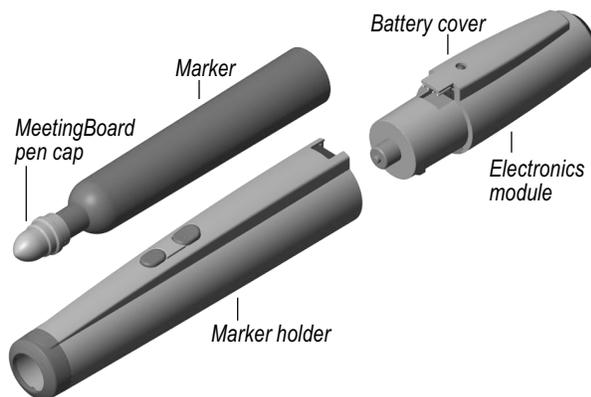
Attach the pen tray to the tablet

CAUTION: To avoid damage to the controller, do not rest the MeetingBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.

1. Snap a tray bracket onto each end of the pen tray.

2. Attach the tray brackets to the bottom rear of the tablet using six Phillips screws as shown below.

Assembled view

Pen tray
Tablet
Screw Phillips M4x0.7x10mm (6)
Tray end (2)
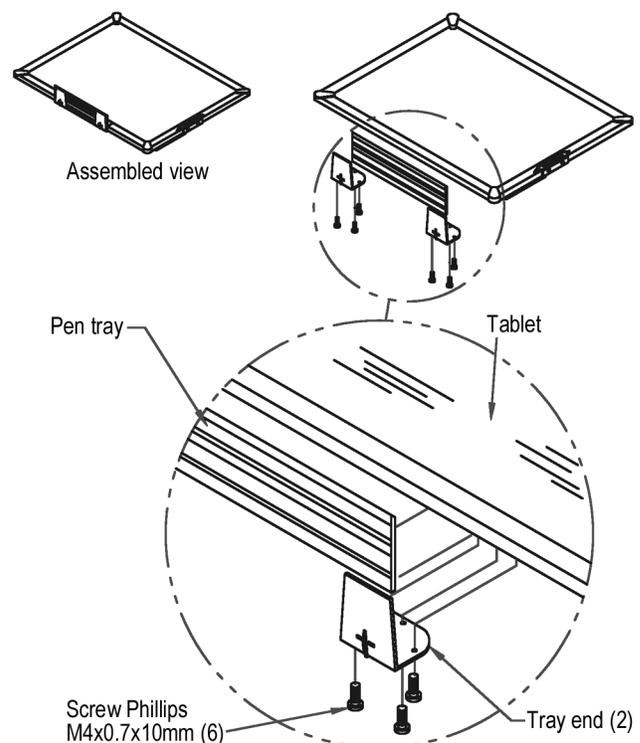
## Mount the tablet (choose one method: wall or floor...)

CAUTION: To avoid damage to the controller, do not rest the MeetingBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.

WARNING: Never nail or drill the MeetingBoard tablet. Doing so will damage the unit and void your warranty.
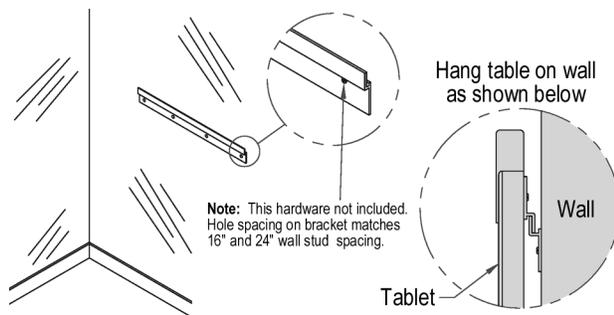
IMPORTANT: To avoid damage to the tablet or injury, two people should carry out this mounting procedure.

Mount the tablet on a wall

1. Attach one mounting bracket to the back of the MeetingBoard tablet using 4 Phillips screws as shown below.

Screw
M4-0.7x10mm pan head
w/ internal tooth washer

Place tablet levelers approximately here
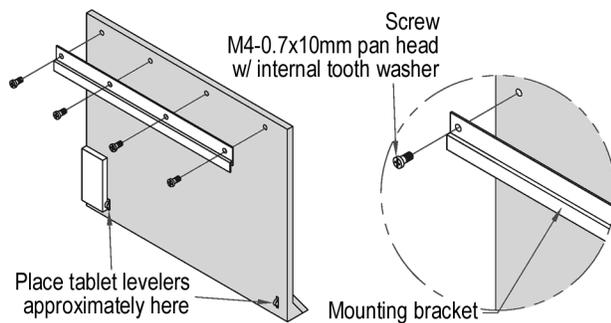
Mounting bracket

2. Attach the other mounting bracket to the wall using hardware appropriate for the wall structure (this hardware is not included) as shown below left.

Note: This hardware not included. Hole spacing on bracket matches 16" and 24" wall stud spacing.

Hang table on wall as shown below

Wall

Tablet

3. Hang the tablet by interlocking the mounting brackets as shown above right.

4. Connect the power supply cable to the power port on the MeetingBoard controller (shown above).

USB port

RS232 serial port

Power port

5. Plug the power supply into an electrical outlet.

Mount the tablet on the optional floor stand

1. Attach each mounting bracket to the back of the MeetingBoard tablet using three Phillips screws as shown below.

Mounting bracket

Back of tablet

Mounting bracket (2)

Screw
(M4-0.7x10mm pan head
w/ internal tooth washer)
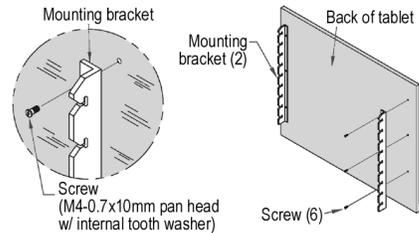
Screw (6)

2. Attach one foot to one leg with four screws as shown below. Attach two casters to each foot. Insert three end caps (two on the foot and one on the leg). Repeat for the other foot and leg.

Lock washer (4)

End caps (6)

Caster (4)

Leg

Foot

Leg

Foot

Foot

Screw (1/4-20 x 2" flat head)
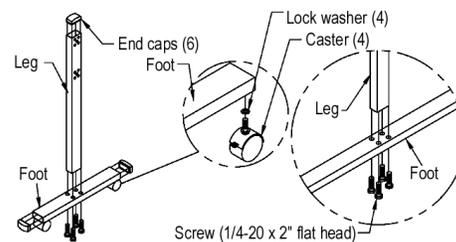
3. IMPORTANT: In this step, the sides of the legs with 10 holes must face away from the crossbars.

Attach both crossbars to one leg assembly using eight screws as shown below. Attach the other leg assembly to the crossbars with eight screws.

Crossbar

Crossbar

Leg assembly (2)

Leg assembly

Screw
(1/4-20 x 2" flat head)
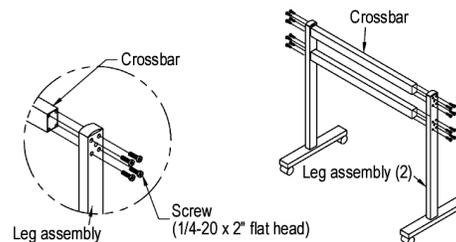
4. Thread two thumbscrews into each leg as shown below. Hang the MeetingBoard tablet at the desired height by sliding the mounting bracket slots over the loose thumbscrews. Tighten the thumbscrews.

Mounting bracket

Knob screw
(M6-1.0x
20mm)

T-slot (typ.)

Knob
screw (4)
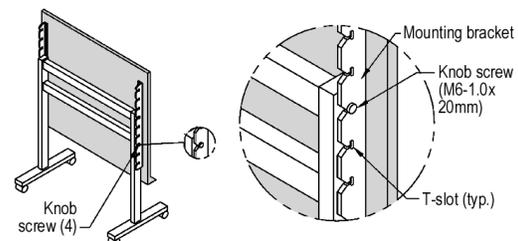
5. Connect the power supply cable to the power port on the MeetingBoard controller (shown at left).

6. Plug the power supply into an electrical outlet.

Configure for
Color Copyboard Mode

Besides the MeetingBoard, you will need:
- Color inkjet printer (user-supplied).
- Std. parallel input/output cable (user-supplied).

> **Note:** MeetingBoard supports three printer communication formats:
> - Hewlett-Packard PCL3.
> - Epson Stylus Color P2.
> - Canon BJR Color.
>
> Only color inkjet printers using these command sets work with MeetingBoard.

1. Turn the MeetingBoard OFF using the ON/OFF switch (located on the lower right side of the MeetingBoard tablet).

2. Using your printer cable, connect the printer to the parallel port on the MeetingBoard controller.

3. Turn the printer ON.

4. Turn the MeetingBoard ON. Count the beeps:
   - **Four beeps** indicates that the MeetingBoard successfully started and found the printer.
   - **More than four beeps** indicates that the MeetingBoard did not find the printer. Check to assure the printer is ON, is properly connected to the parallel port, and is a printer supported by MeetingBoard (see list above).

Configure for
PC Whiteboard Mode

Besides the MeetingBoard, you will need:
- PC (user-supplied) with CD-ROM drive, serial port and Microsoft Windows 95/98/ME/2000.
- Standard 9-pin to 9-pin serial input/output cable or standard USB cable.

1. Turn the MeetingBoard off using the ON/OFF switch (located on the lower right side of the MeetingBoard tablet). Shut down the computer and turn it OFF.

2. Using your USB cable, connect the PC to the USB port on the MeetingBoard controller.
   or
   Using your serial cable, connect the PC to the serial port on the MeetingBoard controller.

USB port

RS232 serial port

Power port

> **CAUTION:** DO NOT connect both USB and serial cables at the same time.

3. Turn the MeetingBoard ON. You should hear at least four beeps from the MeetingBoard.

4. Turn the computer ON.

5. Install the MeetingBoard driver and InterWrite software:
   a. Insert the MeetingBoard CD-ROM into the computer's CD-ROM drive.
   b. Wait for the installation program to launch. **Note:** If the installation program does not start on its own, use Windows Explorer to locate and launch *setup.exe* on the CD-ROM.
   c. Follow the instructions to install InterWrite and MeetingBoard drivers for Windows.
   d. Remove the CD-ROM.
   e. Restart the PC. The MeetingBoard icon should appear in the Taskbar.

Configure for
Interactive Mode

Besides the MeetingBoard, you will need:
- PC (user-supplied) with CD-ROM drive, serial port and Microsoft Windows 95/98/ME/2000.
- Standard 9-pin to 9-pin serial input/output cable or standard USB cable.
- Presentation projector (user-supplied)

1. Turn the MeetingBoard off using the ON/OFF switch (on the lower right side of the tablet). Shut down the computer and turn it OFF.

2. Using your USB cable, connect the PC to the USB port on the MeetingBoard (see left).
   or
   Using your serial cable, connect the PC to the serial port on the MeetingBoard (see left).

> **CAUTION:** DO NOT connect both USB and serial cables at the same time.

3. Turn the MeetingBoard ON. You should hear at least four beeps from the MeetingBoard.

4. Turn the projector ON.

5. Turn the computer ON.

6. Install the MeetingBoard driver and InterWrite software:
   a. Insert the MeetingBoard CD-ROM into the computer's CD-ROM drive.
   b. Wait for the installation program to launch. **Note:** If the installation program does not start on its own, use Windows Explorer to locate and launch *setup.exe* on the CD-ROM.
   c. Follow the instructions to install InterWrite and MeetingBoard drivers for Windows.
   d. Remove the CD-ROM.
   e. Restart the PC. The MeetingBoard icon should appear in the Taskbar.

7. Aim the projector at the MeetingBoard tablet's writing area, and adjust the projected image to fit within the writing area. **Note:** Make certain the image from the PC is being projected properly before continuing.

8. On the MeetingBoard control panel, press InterActive. **Tip:** You can also start InterWrite from the PC (**Start > Programs > GTCO CalComp InterWrite > Interactive Mode**).

9. When InterWrite Interactive mode starts, it asks if Calibration is required. Click **Yes** using the PC's mouse. **Note:** Recalibrate whenever you move the MeetingBoard or projector.

10. As prompted by the software, click each of the four calibration points using a MeetingBoard electronic pen.

11. When calibration is complete, the InterWrite menu will appear.

> **Tip:** To learn more about InterWrite, see:
> - *Quick start for InterWrite Software*.
> - InterWrite Software on-line help (**File > Help** on the InterWrite menu).

Using the electronic pens

The electronic pens provide multiple functions:
- By incorporating standard Expo or Pilot dry-erase markers, the pens can mark directly on the MeetingBoard writing surface.
- The pens work with InterWrite software to control programs, edit documents and annotate screens using electronic "ink."
- The pens have buttons that act as mouse buttons.

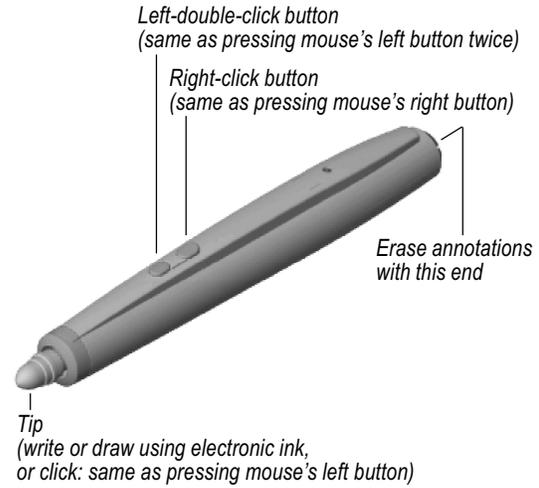**How you use a pen** depends on which MeetingBoard mode you are using:
- In Copyboard mode — Remove the cap and use the pen as a dry-erase marker.
- In PC Whiteboard mode — Remove the cap and use the pen as a dry-erase marker.
- In Interactive mode — Keep the cap in place. Marks you make are projected onto the MeetingBoard surface as electronic "ink." Use the pen buttons as you would use mouse buttons (see below).

Pen buttons function as mouse buttons in Interactive mode:
- Lower button (nearest the pen tip): same as a mouse's left button.
- Upper button (farthest from pen tip): same as a mouse's right button.

The **pen LED** lights in the following situations:
- When the pen is assembled, indicating proper operation. The LED flashes four times.
- When the battery is low. The LED flashes periodically until the pen enters sleep mode.

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

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

Erase annotations with this end

Tip
(write or draw using electronic ink, or click: same as pressing mouse's left button)

Sleep mode assures pens operate over the longest time. After 20 seconds of inactivity, a pen automatically enters sleep mode. This enables its battery to provide several months of service.

Using Color Copyboard Mode

To do this...	Do this...
Start Color Copyboard Mode	1. On the MeetingBoard control panel, press the Copyboard button. 2. Press the Clear button twice. (This removes previous electronic images from the buffer.) **Tip:** It's always good to clear the buffer before starting to use the MeetingBoard. This assures that you are starting with a blank "page."
Write or draw	1. Remove the cap from a pen, exposing the dry-erase marker tip. 2. Write or draw on the MeetingBoard tablet.
Erase...	both marker ink and corresponding parts of the electronic image: Use the large eraser, or use the small eraser on the back of the pen.
Erase...	electronic image only: On the MeetingBoard control panel, press the Clear button twice. This will not erase the marker ink. Erase the marker ink with a standard eraser or cloth.
Print an image	On the MeetingBoard control panel, press the Print button. The image will print on the attached printer. You can continue writing/drawing on the MeetingBoard while the image is being printed. The print buffer can store up to three pages.

Using PC Whiteboard Mode

To do this...	Do this...
Start	1. If necessary, turn the MeetingBoard ON, and turn the PC ON. Wait for the PC to display the Windows desktop. 2. On the MeetingBoard control panel, press the PC Whiteboard button. (This activates InterWrite on the PC.) **Note:** You can also launch InterWrite through the **Start > Programs** menu.
Write or draw	1. Remove the cap from a pen, exposing the dry-erase marker tip. 2. Write or draw on the MeetingBoard tablet. **Note:** Your marks appear on the PC's screen, within the InterWrite application window.
Erase...	both marker ink and corresponding parts of the electronic image: Use the large eraser, or use the small eraser on the back of the pen.
Erase...	electronic image only: On the MeetingBoard control panel, press the Clear button twice. This will not erase the marker ink. Erase the marker ink with a standard eraser or cloth.
Print an image	On the MeetingBoard control panel, press **Print**, or on the PC, in InterWrite, **File > Print**.
Save an image	On the MeetingBoard control panel, press **Save**, or on the PC, in InterWrite, **File > Save As**.

Using Interactive Mode
See *Quick start for InterWrite Software* (a printed guide) or the InterWrite Software help file.