LCHWxxxx-MOT
Interactive Whiteboard
User Manual

Software Setup

Interactive Environment

The CD included with your interactive whiteboard contains the software necessary to connect the whiteboard to your Windows XP computer. For future Windows versions, visit our website at http://www.iTechLCD.com/ to download the most recent edition.

When upgrading from a previous version of the software, you must completely uninstall the old version and restart your computer before attempting to install the newer version.

1) If using a downloaded installation file, double-click the filename to begin the install wizard. If installing from CD, insert the disc into the CD-ROM drive. If the installation does not begin automatically, navigate the CD-ROM drive from your "My Computer" icon and run the setup.exe file. The Installation Wizard will commence.

2) Once the wizard loads, click "Next" to navigate through the installation process. You will be prompted to enter your name and organization, select an installation type (use "Complete"), and confirm the software path. When the installation finishes, restart your computer.

3) Once the computer restarts you will see the LCHWxxxx-MOT Server tray icon (or depending on version) in the area near your system clock. Double-click on it to open the menu and calibrate your board per the directions in the following section.

Once installed the whiteboard server will start automatically with your computer and will accept input from your interactive whiteboard whenever it is plugged in. You can open the LCHWxxxx-MOT software Environment by opening the "Whiteboard" icon located on your desktop and in your start menu's "Whiteboard" folder. Once the software is open, you can switch between your Windows desktop and the whiteboard screen by lifting a pen from the pen tray, selecting the "new page" or "switch" buttons from the sidebar, or using the min-toolbar that appears on your screen.

Calibrating Your Whiteboard

Your interactive whiteboard must be calibrated for first-time use or if the board or projector has moved since the previous calibration. If the board is recognizing input in the wrong location, you can also recalibrate at any time per the directions below:

1) Double click the or icon (depending on your software version) in the bottom right corner of the task bar, then choose "Calibration". If a dialog box appears, click Calibrate.

2) A black or grey screen will appear. The black screen will show crosshairs in each of the four corners of the screen: simply press each one with your finger. The grey screen will show circles in each corner: hold your finger in the center of the flashing circle until it disappears and moves to another corner, and repeat this process for each circle. One finished, you will be prompted to do the same for the hard-keys on the sides of the board.

Once this process is complete the board will remain calibrated unless there is substantial movement of the projector or the board itself.

Using Third-Party Content

Your whiteboard is compatible with a wide variety of third party hardware and software. LCHWxxxx-MOT features special integration with Microsoft Office that allow for enhanced annotation features in Microsoft Word or PowerPoint (see Training Guide below for more information), and robust drivers that make LCHWxxxx-MOT software usable with other commercially available products. You can also use LCHWxxxx-MOT software with any PC-compatible webcam, microphone, or speakers for a complete interactive multimedia setup.

For more information about educational content, contact your LCHWxxxx-MOT Vendor or search the Internet for terms such as "interactive whiteboard software", "educational software," etc.

Training Guide

Using Your Interactive Whiteboard

Once the LCHWxxxx-MOT software is installed, the Interactive Whiteboard server (or) will load in your system tray automatically to indicate that the computer is searching for input from your board. For first-time use or if your whiteboard or projector have moved substantially since previous use, recalibrate using the directions in the Calibrating Your Whiteboard section.

Once your whiteboard is calibrated, lift a pen from the tray, press the New Page static button, or use your mini-toolbar's "switch" button (as shown below in the Whiteboard Icons section) to enter whiteboard mode.

Whiteboard Icons

Your whiteboard includes 12 static icons on the side that allow fast access to some of the most common features:

These icons can be used from any within or outside of your whiteboard. If at any time they do not function properly, ensure that the whiteboard server is loaded in your system tray and that the whiteboard software is running. Both of these can be found in the Windows "Start Menu > Programs > Whiteboard" folder. If problems persist, proceed to the Troubleshooting section.

The main software toolbar as shown below provides shortcuts to most functions of the whiteboard and can be switched between beginner, intermediate, and advanced modes. Holding your finger or pen over any button on the board will show a popup reminder of that button's function.

The complexity of the toolbar (number of icons) can be adjusted by clicking "Start > Switch User" and selecting Beginner, Intermediate, or Advanced. Note that this refers to the whiteboard's start icon, not your Windows Start menu.

Intermediate Toolbar

Start: Provides fast access to functions like Create Page, Save, Print, Switch, Tool, System Configuration, etc. As you increase user levels (i.e. from beginner to intermediate to advanced), functions that were previously in the start menu will instead become toolbar icons. This icon can be found on both the interactive toolbar and the mini-toolbar on your desktop.

Switch: Switches between the main computer interface (i.e. your Windows software) and the whiteboard screen. This icon can be found on both the interactive toolbar and the mini-toolbar on your desktop. NOTE: When using annotate mode, pressing switch will lead to a screen that looks identical to the annotated page. Although the board does not appear to be switching, it is in fact displaying the saved version of the page.

Annotate: Allows writing and drawing outside the whiteboard program. Overlays your interactive toolbar over other programs such as Word, PowerPoint, PDF files, your web browser, etc. For more information see: Annotate.

Add Page: Add a new page to your whiteboard session. Allows users to select various colored backgrounds or use "new screen slide" to turn your current screen image into a new page background.

Delete: Click this button to delete the present page. You can undo page deletes using the "undo" function as shown below.

Previous Page: Browses to the previous page in your IWB workspace (same as the left-arrow static button).

Next Page: Browses to the next page in your IWB workspace (same as the right-arrow static button).

Zoom Out: Zooms out 80% in your whiteboard workspace. Repeat multiple times for additional zoom.

Zoom In: Zooms in 125% in your whiteboard workspace. Use by single clicking or dragging over content you wish to zoom. Repeat multiple times for additional zoom.

Grab/Rover: Moves your whiteboard screen: note that this does not move individual objects but in fact adjusts your entire canvas. This is useful when adding additional content outside the present viewing area without the need to start a new page.

Pen: Imitate the writing of standard tools like pens or markers. Various colors are available to choose from the color palette (shown below). Lifting a marker from the tray will automatically switch to the pen tool of the appropriate color. The pen thickness can also be adjusted using the "pen width" icon or the thin/medium/thick static buttons on the board.

Brush: A different style writing tool from the pen: handy for depicting calligraphy or brush strokes.

Laser Pen: Creates a flashing line or shape that can be used to draw attention to a particular area of the screen (similar to a laser pointer). The laser pen is temporary and disappears once the next operation is performed.

Fluorescent Pen: Serves as an on-screen highlighter useful for marking or highlighting objects or text on the page in different colors.

Intelligent Pen: Recognize hand-drawn figures and auto-correct into their proper shapes. (Includes support for arrowed or non-arrowed line segments, arcs, triangles, rectangles, squares, rhombus, angles, circles and ellipses).

Textbox: Creates a textbox to insert printed characters on the page. Use the on-screen keyboard or your computer's physical keyboard to input text.

TIP: Using a wireless keyboard with your PC allows fast and convenient access to add text without the need to return to a desk.

Media: Insert various multimedia files onto the page and play them inside the interactive software. Supports images, some video and sound formats, Flash SWF files, and more.

Image Library: Insert various images onto the page from the pre-installed image library. Also lets users add new images to their library by browsing the desktop.

External Link: Create a hyperlink to external files, web pages, or other whiteboard pages.

TIP: To link an image, use the external link tool to create a link and insert blank spaces or characters of size 1 font to create invisible link text overlaying your image.

Select: Using this button, click on or drag your selection area over existing objects on the page in order to "select" them. This lets you access object toolbars to move, resize, or rotate your existing drawings. For more information see: Manipulating Whiteboard Objects.

Eraser: Offers three types of erasers useful for removing content from the page. Region eraser (the default eraser type when you pick up the eraser tool) lets you strike through or draw around objects you wish to remove. Page clear removes all objects. Pixel eraser functions like a real eraser and only removes content you directly touch.

TIP: When using the "Eraser" button you can use markers or your finger to erase without picking up the hardware eraser.

Width Adjustment/Line Type: Adjust the thickness and type of lines being drawn by the various writing tools.

Stroke/Color Adjustment: Adjust the color, texture and transparency of pen and brush strokes.

Fill Color: Fill a selected enclosed area in with a particular color and texture.

Whiteboard Record: Allows users to create recordings that include the user's markings on the board as well as spoken voice (if a microphone is attached to the computer). These can be saved into .dpb format for later playback on the whiteboard.

TIP: The "whiteboard record" feature's .dpb format plays back inside the interactive whiteboard software. The "ScreenRecord" button in the "Start > Tools" menu can record screens outside the interactive whiteboard environment and exports into AVI format for email attachment or website upload.

Undo: Cancels the previous operation. Same as the "Undo" hardware button on the side of the board. This function will undo nearly any operation, including pen strokes, page adds, and deletes.

Redo: Restore the previous operation (undo the undo).

Control: Compress, expand, move, or rotate the main toolbar.

Annotate Mode

 The annotate button places an interactive overlay on top of your PC environment, allowing you to perform advanced functions such as note-writing, drawing, and highlighting over existing documents, programs, websites, etc. This process is primarily *graphical* and, with exception to Microsoft PowerPoint, does not change the actual contents of your file. Rather, it creates new "slides" in your LCHWxxxx-MOT whiteboard session that contain graphical depictions of your work.

TIP: When using Microsoft PowerPoint, LCHWxxxx-MOT lets you embed your new writing and drawings into an existing presentation.

Interactive Toolbar in Annotate Mode

In annotate mode, users can seamlessly switch between mouse actions and note-taking. Tap or double-tap quickly and without moving your pen/finger to click or double-click on the board. Annotate mode uses movement to distinguish between a click and an attempt to write or draw: if the writing object moves substantially while clicking then dots or lines may appear on the screen.

When using annotate mode in a <u>full-screen</u> Microsoft PowerPoint presentation (i.e. using the "start presentation" feature in PowerPoint), certain toolbar icons that were previously inactive become clickable buttons as shown below:

Interactive Toolbar in Annotate Mode with Microsoft PowerPoint

 Previous Slide: Move to the previous slide in your PowerPoint presentation.

 Next Slide: Move to the next slide in your PowerPoint presentation.

 Embed Content: Write notes and drawings made during an annotation session

 End Presentation: Terminates the current PowerPoint presentation and offers

<u>The Start Menu</u>

Click the « Start button to access a wide variety of features:

Start Menu

Note that some items in the start menu may also be available as static buttons on your whiteboard or in the software toolbar. This redundancy is provided for ease-of-use and options should be selected at the user's convenience (i.e. "save" or "new white page" do the same thing regardless of whether they are selected from the static toolbar, software toolbar, or start menu.)

Name of button		Functions
File	**New**	Open a blank whiteboard session.
	Open	Open an existing whiteboard session (.hht) or recording (.dpb).
	Save	Save the current whiteboard session in .hht (whiteboard) format. (Use "Export" to save in non-whiteboard formats like PDF.)
	Save As	Save the current whiteboard session (.hht) to a new location of the user's choice.
	Close	Close the current whiteboard session (will prompt to save changes).
	Export	Export your session into outside file formats like JPEG, PowerPoint, PDF, HTML and more. Users can also select the rage of pages to be saved.
	Send Mail	Exports your whiteboard session and attaches it to an email using your Microsoft Outlook email (must have Outlook configured).

Print	Print the current session.
Print Preview	Preview the current session.
Print Part of Slide	Allows users to select specific areas of the slide to be printed.
Tools	Access a variety of whiteboard tools. This can be customized using the "Edit" button to make other applications launchable from the tools menu.
Language	Switch the software interface language.
Switch User	Switch user levels among beginner, intermediate, and advanced to access more basic or complex toolbar icons. (As you move to more advanced user levels, functions formerly available via start menu will become toolbar icons instead.)
Change Background	Select a preinstalled background image or choose your own PC image.
Delete Background	Delete the present background image.
Change Background Color	Select a new color to replace the present background.
About	Show software version.
Exit	Exit the whiteboard session. This will close the whiteboard screen only but the whiteboard will continue to function for point-and-click purposes.

<u>Tools Menu</u>

LCHWxxxx-MOT software includes several tools to aid in your presentations.

Spotlight: Creates an on-screen spotlight to add emphasis to a certain area. The spotlight can be moved, rotated, and adjusted for size, transparency, and color. To move, drag the spotlight from any point outside the red circle. To resize, click on the red circle itself and drag to enlarge or shrink. To change transparency, shape, or color, click on any point outside the red circle to access the control menu.

ImageCapturer: Lets you copy and paste content from any application into a whiteboard session. Select the "Region" option and you will be returned to desktop mode. Draw a box around the item or image you wish to copy. Once you release the box, you will be returned to the whiteboard session. Now draw a new box in the whiteboard to paste your image.

WrapScreen: Hides the screen with a solid-colored box to gradually reveal various parts to the audience. Drag the box to move or resize from the edges. Single clicking on the box will load the control menu and allow other configuration changes.

Timer/Clock: Provides a timer or clock. Left click to access control menu and choose between analog/digital, set timing modes, and adjust transparency. In countdown mode the staring time can be selected from the control menu set manually by dragging the clock hands.

Windows Player: Provides a window to display external files such as Flash media, PowerPoint, Word, Excel, etc.

Protractor: Measures and draws arcs, angles, and segments. Left click to access the control menu. Select the desired function and drag the edge of the protractor to shape the desired figure.

or **Triangle Rulers:** Provide isosceles, right, 30-degree triangles which can be measured, drawn, scaled and rotated on the page. Click any position on the triangle to move.
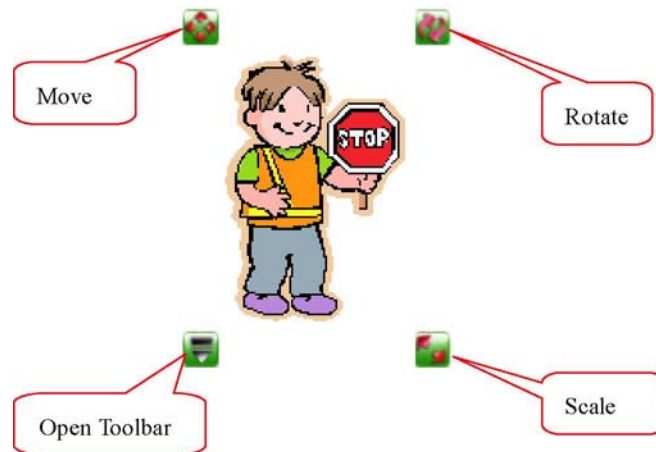
Ruler: Draw and measures lines on the board.

Compass: Draw circles, arcs, and segments according to the compass position. Left click any point on the compass to access the control menu.

Manipulating Whiteboard Objects

Select The Object: Click the elect) button and then single click or outline the selected area. Once selected, four option tools will be displayed in the object corners. Use these buttons to move, rotate, or rescale the object, or "open toolbar" for additional functions.

The Side Panel

In whiteboard mode, a sidebar with an arrow will be displayed on the left side of the screen. Clicking that arrow will give a presentation overview of all pages in the current whiteboard session. Once the side panel is displayed, click the yellow settings icon in the top-left of the panel to display the following menu:

Side Panel (Special Settings)

External Resources: Access advanced external resources and import them into the whiteboard presentation.

Geometry Palette: This tool can draw coordinates, plane figures, three-dimensional figures, and also provides trigonometry functions.

Index: Return to the presentation overview on the whiteboard s sidebar.

User Manager: Manage default user level (beginner, intermediate, advanced) for whiteboard startup. Also allows the addition of new users with customized icon configurations and file save location.

Setup (Interface): Allows new users created through user manager to customize icons and toolbars.

Setup (User Info): Allows new users created through user manager to customize options and miscellaneous settings.