

# GETTING STARTED



**INTERWRITE**DualBoard™

*for Windows and the Mac*



We at eInstruction are proud of our family of Interwrite 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.

[www.einstruction.com](http://www.einstruction.com)

Click on any of the Interwrite products to access product information, software downloads, documentation, and training information.



*Please recycle*

# Table of Contents

## **Interwrite DualBoard – Overview**

Installation Overview	2
1. Unpack Your Interwrite DualBoard	2
2. Install the Interwrite Workspace Software	4
3. Mount Your Interwrite DualBoard	4
4. Connect Your Interwrite DualBoard	5
5. Connect the Video Projector	5
6. Install the Pen Charger II and Charge the Electronic Interwrite Pens	5
7. Calibrate Your Interwrite DualBoard	5

## **Install the Interwrite Workspace Software**

Installing the Interwrite Workspace Software on Windows	6
Installing the Interwrite Workspace Software on the Mac	7

## **Mount Your Interwrite DualBoard**

Mounting the Interwrite DualBoard on the Wall	8
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## **Connect Your Interwrite DualBoard**

Cable Installation	10
RFCOM and RF Hub Wireless Installation	12
Viewing Device Manager	13
Using the Device Manager Main Window	14

## **Connect the Video Projector**

Connect the Video Projector	15
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## **Calibrate Your Interwrite DualBoard**

Calibrating the Interwrite DualBoard	17
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## **Getting Started with Interwrite Workspace**

Workspace Modes	18
Begin an Interwrite Workspace Session	19
The Interwrite Workspace Toolbars	20
Using the Pen Tool	21
Presentation Files	22
Building the Presentation File	22
Distributing Presentation Files	23
Additional eInstruction Resources	23
What are Response and CPS?	23

## **Accessories**

RFCOM and RF Hub Communications Kit	24
The Interwrite Mobi with KWIK Screen and the Interwrite Mobi Learner	24
The Pen Charger II and the Interwrite Pens	25
Attaching the Pen Charger II to the Interwrite DualBoard Frame	26
Positioning the Interwrite Pens in the Pen Charger II	26
Using the Interwrite Pens	26
Installing the Mounting Clips on the Interwrite DualBoard and Wall	28
Attaching the Pen Tray to the Interwrite DualBoard	29
The Interwrite DualBoard Stands	30
The Interwrite Floor Stand	30
The Interwrite Floor Stand Accessory Shelf	30
The AdjustIt Wall Mount and AdjustIt Floor Stand	31
The AdjustIt II Wall Mount and the Mobile Stand	32

## **International Warnings and Warranty**

International Interwrite DualBoard Warnings	33
Warranty	35

# Interwrite DualBoard™

## Overview

The Interwrite DualBoard is central to the Interactive Classroom. Students can work side-by-side at the DualBoard, solving problems, writing sentences, or drawing pictures. Imagine the fun you can have creating competitions that will engage all your students. And, the Interwrite DualBoard can take it; this durable electronic whiteboard features eInstruction's patented electromagnetic technology. When you combine your Interwrite DualBoard with one or more Interwrite Mobi™ tablets, you have created an interactive, collaborative learning environment that is unsurpassed.

You will see in this *Getting Started* guide how versatile your Interwrite DualBoard installation can be, accommodating every type of presentation environment. Every step of the setup and installation process for each possible configuration is described in these pages. In addition, a variety of accessories are described. Some of the Interwrite DualBoard accessories, such as an electronic pen, are required; others are optional. In any case, we will show how they can be used to uniquely tailor your interactive environment to your requirements.

Once set up, your Interwrite DualBoard must be able to communicate with your computer, either by means of a cable connection (USB or serial), or wirelessly, using the *RFCOM* and *Workspace RF Hub*. The eInstruction Device Manager, installed when *Workspace* is installed, manages the communication link between your Interwrite DualBoard and Interwrite Mobis, controls their operation, and provides a robust set of tools to achieve the interactive experience.

You will use *Workspace* tools to calibrate your Interwrite DualBoard. Calibration ensures that the cursor on the projected image is properly aligned with the tip of the electronic Interwrite Pen on the whiteboard's surface.

The *Workspace* software provides a diversity of tools and operational modes that enhance the interactive experience. **Mouse Mode** allows you to use your Interwrite Pen II as a mouse to run applications and access the Internet. **Annotate Over Desktop Mode** makes it possible to run videos, movies, TV shows and Flash applications and annotate them while they run. **Lesson Mode** makes the full set of *Workspace* tools available to create lessons and presentations and annotate the pages of those lessons and presentations. When you are presenting a PowerPoint slide show, a Word document, or an Excel spreadsheet, you can switch into **Office Mode** and save your annotations in the native file.

## Installation Overview

This section describes what you will be doing and the order in which you will be doing it, to facilitate the installation of your Interwrite DualBoard and its preparation for use.

### 1. Unpack Your Interwrite DualBoard

Open the shipping box and remove the Accessory Box. Leave the Interwrite DualBoard in the box until you are ready to mount it.

In the *Accessories* section of this guide, you will see that a variety of Interwrite DualBoard accessories are available to help you create the interactive environment that best suits your requirements. Following is a basic list of the Interwrite accessories likely to be included with your Interwrite DualBoard:

Serial Cable	Power Supply	Interwrite Workspace CD
USB Cable	w/ Adapters	The Interwrite DualBoard
RFCOM and	Cable Guides	installation poster
Workspace RF Hub	Wall Mounting	This <i>Interwrite DualBoard</i>
Pen Charger II	Bracket	<i>Getting Started Guide</i>
Interwrite Pens	Mounting Clips	

- If you are going to connect your Interwrite DualBoard using a **cable**, only one cable, *either* Serial *or* USB, can be used.
- If you are going wireless, neither cable should be used.
- If your **Power Supply** shipped with a set of adapters, the instructions for fitting the correct adapter on the plug are included with the power supply.
- If you are connecting your Interwrite DualBoard using a USB cable, the Power Supply is not needed.
- However, if you are using a serial connection, attaching the RFCOM module to the board for wireless communication, or connecting the Pen Charger II to the board's controller, the **Power Supply** is required.

The **Cable Guides** are used to manage and guide dangling cables. The optional **Mounting Clips** will be used only when you are mounting your Interwrite DualBoard on the wall. Their installation is described in the *Accessories* section on page 28.

Your Interwrite DualBoard ships with one **Wall Mounting Bracket**. The Mounting Bracket is installed on the wall. The DualBoard's frame is designed to interlock with and hang from the Wall Mounting Bracket.

You will need an electronic **Interwrite Pen** to use with your Interwrite DualBoard. You can choose from between the Interwrite Pen II and the Interwrite DualPen II. The **Interwrite Pen Charger II** is used to charge the Interwrite Pens. It is designed to attach to the frame of the Interwrite DualBoard, mount to the wall using the handy hangers on the back of the Pen Charger II, or stand or lie on the desk top. It can be plugged into the Power Connector on the top of the controller housing, or you can order a power cable with a standard power plug if you intend to plug the Pen Charger II directly into a wall socket or power strip. If you are going to mount your Interwrite DualBoard on the wall, you should attach the Pen Charger II to the Interwrite DualBoard frame *before* you mount the board.

The **Interwrite Workspace CD** contains the Workspace and eInstruction Device Manager software. Interwrite Workspace must be installed on your computer before you can complete the installation of your Interwrite DualBoard.

## 2. Install the Interwrite Workspace Software

## 3. Mount Your Interwrite DualBoard

Will this be a wall mount, or a floor stand mount? If you are mounting your Interwrite DualBoard on an Interwrite Floor Stand, the AdjustIt stand, or the AdjustIt II stand, you need to assemble the floor stand first. The instructions for assembling your floor stand are included in the floor stand shipping box. In addition, a PDF of each set of floor stand assembly instructions is included on the Interwrite Workspace CD.

If you are going to be mounting your Interwrite DualBoard on the wall, only one Mounting Bracket, which is attached to the wall, is required. The frame of the Interwrite DualBoard is designed to overlap the Mounting Bracket on the wall. The hardware for attaching the Mounting Bracket to the wall is not included. You will supply the hardware that is appropriate to the type of wall on which the Interwrite DualBoard is being mounted.

### **WALL MOUNT**

If you are going to attach your Interwrite Pen Charger II to the board's frame, or if you purchased the optional Pen Tray accessory, install them *before* you hang the Interwrite DualBoard on the Wall Mounting Bracket. If you plan to use the optional Mounting Clips (page 28) to stabilize your wall-mounted board, install them after you have mounted your Interwrite DualBoard on the wall.

### **FLOOR STAND MOUNT**

After you assemble the floor stand, two people, one at each end of the Interwrite DualBoard, are required to mount it on the floor stand. You can attach the Pen Charger II and/or the optional Pen Tray accessory after the Interwrite DualBoard is mounted on the floor stand.

## **4. Connect Your Interwrite DualBoard**

Your Interwrite DualBoard must be able to communicate with the Interwrite Workspace software just installed on your computer. This communication link is established either by means of a physical cable (USB or serial) connection, or wirelessly between the two RF communication modules—one connected to the Interwrite DualBoard (RFCOM) and one connected to the computer (Workspace RF Hub). The computer will automatically find the Interwrite DualBoard, whether it is connected to it by a cable, or wirelessly using the RFCOM and RF Hub.

## **5. Connect the Video Projector**

## **6. Install the Pen Charger II and Charge the Electronic Interwrite Pens**

Once the Pen Charger II is installed on the Interwrite DualBoard, the Interwrite Pens must be charged before they can be used. Instructions for attaching the Pen Charger II to the Interwrite DualBoard are on page 25.

## **7. Calibrate Your Interwrite DualBoard**

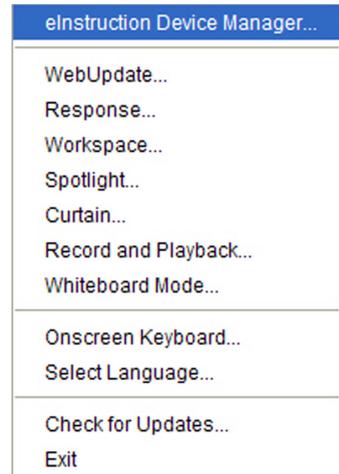
Before you begin using it, your Interwrite DualBoard needs to be calibrated to ensure that the tip of the electronic Interwrite Pen is aligned with the cursor on the projected image. Any time the Interwrite DualBoard or video projector is moved, the Interwrite DualBoard must be re-calibrated.

# Installing the Interwrite Workspace Software on Windows

The Interwrite Workspace software must be installed on Windows by a user with *Administrator* privileges. Interwrite Workspace is compatible with Windows XP SP2 and Vista.

- 1 Log in as *Administrator*.
- 2 Insert the Interwrite Workspace 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).
- 3 Select the *Install Interwrite Workspace Software* menu option.
- 4 Follow the onscreen instructions for the software installation.

You will know Interwrite Workspace has installed successfully by the appearance of the eInstruction icon  in the System Tray on the Windows Task Bar. (If the icon does not appear, restart your computer.) When this icon appears, it indicates that the eInstruction Device Manager is now running in the background on your PC. Device Manager provides access to the eInstruction Interactive Classroom applications and manages the Interactive Classroom hardware devices. Click on the icon to display the Device Manager menu.

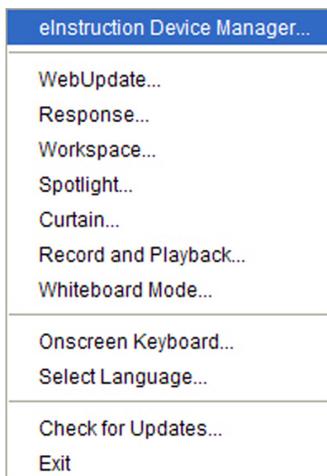


# Installing the Interwrite Workspace Software on the Mac

The Interwrite Workspace software must be installed on the Mac by a user with *Admin* privileges. Interwrite Workspace is compatible with Mac OS X version 10.4.11 or higher.

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

The appearance of the eInstruction icon  on the Menu bar indicates that the eInstruction Device Manager is now running on your Mac. It will load and run in the background every time you start up your Mac. Device Manager provides access to the eInstruction Interactive Classroom applications and manages the Interactive Classroom hardware devices. Click on the icon to display the Device Manager menu.



# Mounting the Interwrite DualBoard on the Wall

The Interwrite DualBoard Wall Mounting Bracket, found in the Accessory Box, is mounted on the wall. The Interwrite DualBoard frame overlaps the Wall Mounting Bracket's lip.



**The hardware for attaching the Mounting Bracket to the wall is not included. The hole spacing on the bracket matches 16" and 24" wall stud spacing.**

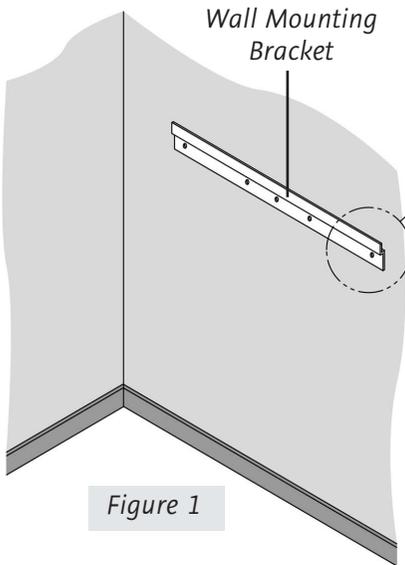


Figure 1

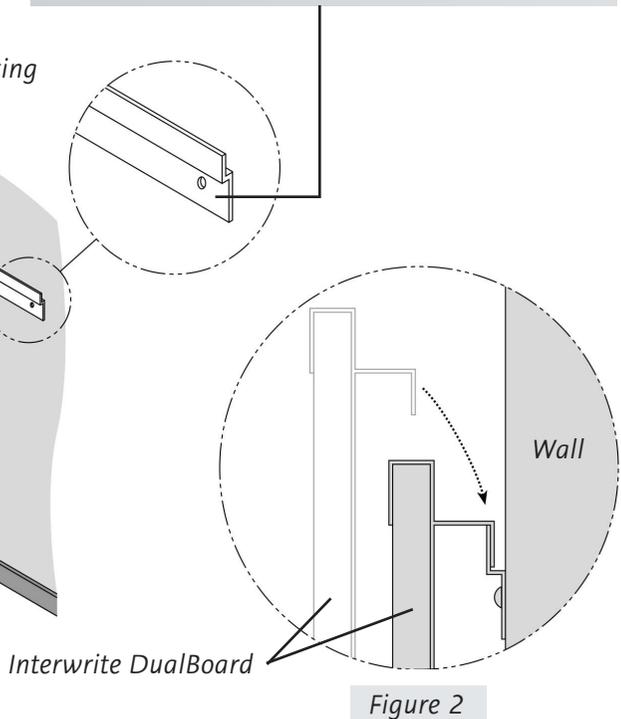


Figure 2

*Hang the Interwrite DualBoard frame on the Wall Mounting Bracket, as shown above.*



**Two people should mount the Interwrite DualBoard on the wall to avoid injury, or damage to the DualBoard.**



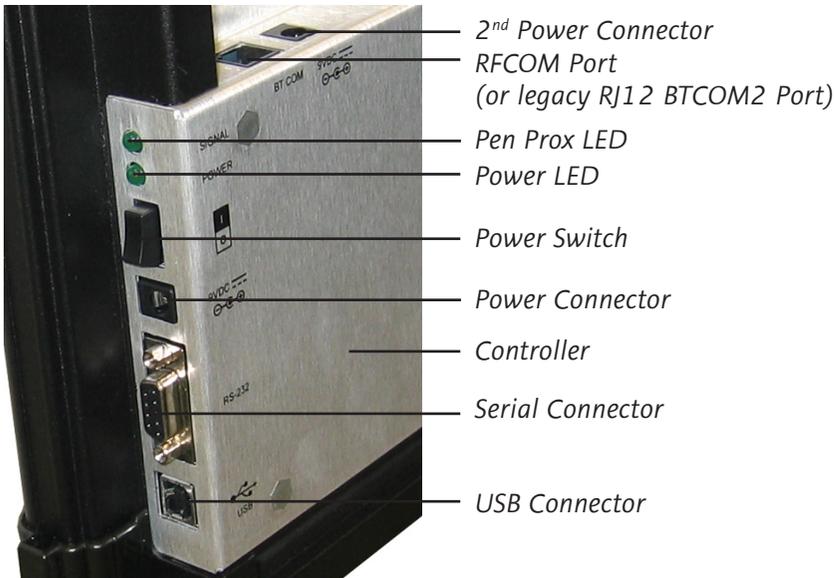
**If you are planning to use the Mounting Clips, described on page 28, in conjunction with the wall mount, install them on the back of the board and attach them to the wall *after* you hang the Interwrite DualBoard.**

- 1** Attach the Wall Mounting Bracket to the wall (*Figure 1*), using hardware appropriate for the wall structure. (This hardware is not included.)
- 2** Hang the Interwrite DualBoard by interlocking the Wall Mounting Bracket with the rear edge of the top part of the Interwrite DualBoard frame, shown in *Figure 2*.

## Connect Your Interwrite DualBoard: Cable Installation

The Interwrite DualBoard is *connected* to the computer either via a cable, or wirelessly. If you are not using the RF wireless communication system described next, you can connect your Interwrite DualBoard to the computer using either the supplied USB cable, or the supplied serial cable. **Do not use both cables.** Choose one or the other to connect the PC and the Interwrite DualBoard. The Mac can be connected to the Interwrite DualBoard only with the USB cable.

The connectors and switches on the Interwrite DualBoard Controller are shown in the graphic below. Note that the Controller on your Interwrite DualBoard has two power connectors, one on the top of the Controller and one on the side. Plug the Power Supply into the Power Connector on the side of the Controller. The Power Supply is not necessary if you are using a USB connection. However, if you are using a serial connection, attaching an RFCOM module for wireless communication, or attaching the Pen Charger II, you must connect the Power Supply. The Pen Charger II is plugged into the Power Connector on the top of the Controller.





**Use either a Serial or a USB connection, never both.**

**There is only one Connector for USB. It is on the side of the Controller, as shown in the photo. The Connector located on the top of the Controller with the Power Connector is the RJ12 Connector for the RFCOM module.**

- 1 Shut down and turn off the computer.
- 2 Connect the cable to the DualBoard. If you are using the USB cable, plug the square USB B connector end into the **USB Connector** on the Interwrite DualBoard. *Or*, if you are using a PC and using the serial cable, attach one end of the serial cable to the **Serial Connector** on the board's Controller.
- 3 Plug the flat USB A connector into an available USB port  on your computer or USB hub, or the serial cable into the serial port on the PC.
- 4 If necessary, attach the appropriate power plug adapter to the **Power Supply** plug.
- 5 Plug the cylindrical metal end of the Power Cord into the **Power Connector** on the side of the **Controller**. Plug the plug end into a power socket.\*
- 6 Use the supplied cable guides to manage dangling cables. Remove the protective covering to expose the adhesive surface and stick them where you want to guide the cable and power cord.
- 7 Toggle the **Power Switch** to turn on the Interwrite DualBoard. It will beep four times and the **Power LED** will light up to indicate the board has power.
- 8 Turn on the computer. It will automatically find the cable-connected Interwrite DualBoard.
- 9 The **Pen Prox LED** will light up and stay lit as long as the electronic Interwrite Pen is *in prox of* or touching the Interwrite DualBoard surface.

\* The Power Supply is not necessary if you are using only the USB connection. However, if you are using a serial connection, attaching an RFCOM module for wireless communication, or attaching the Pen Charger II, you must connect the Power Supply.

## Connect Your Interwrite DualBoard: RFCOM and RF Hub Wireless Installation

The Workspace RF Hub plugs into a USB port on your computer or USB Hub. The RFCOM is connected to the board via the RFCOM Port on the top of the DualBoard controller. The RFCOM device sits in the RFCOM holster that slips over the frame at the top of the board.



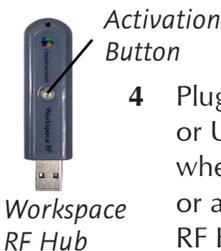
- 1 Plug the RJ12 connector on the RFCOM cable into the RJ12 COM Port on the top of the Interwrite DualBoard controller box on the back of the board.



- 2 Slide the RFCOM holster over the board's frame at the top of the board.



- 3 Seat the RFCOM in the holster.



- 4 Plug the Workspace RF Hub into a USB port on your computer or USB hub. You should be aware that the RF Hub works best when it is *not* plugged into a computer that is under a podium or a desk. If necessary, use a USB extension cable to get your RF Hub out from under furniture that could shield the RF signal.

Your computer will automatically detect the USB devices. The blue LED on the Workspace RF Hub will light up when it is plugged in.

- 5 Press the lighted Activation button on the RF Hub. The blue light will start blinking.
- 6 You have two minutes to press the lighted Activation button on the RFCOM attached to the DualBoard.

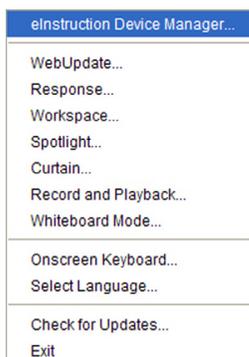
When the two RF devices have successfully *paired*, the blue button on the RF Hub will stop blinking and remain a solid blue until either the computer or the board is turned off. Pairing the RF devices is a one-time operation. They will recognize each other when the computer and the Interwrite DualBoard are turned on.

Click on the  icon to display the eInstruction Device Manager menu. Select the *eInstruction Device Manager* option to display the Device Manager, where you can manage your Interwrite Workspace devices.

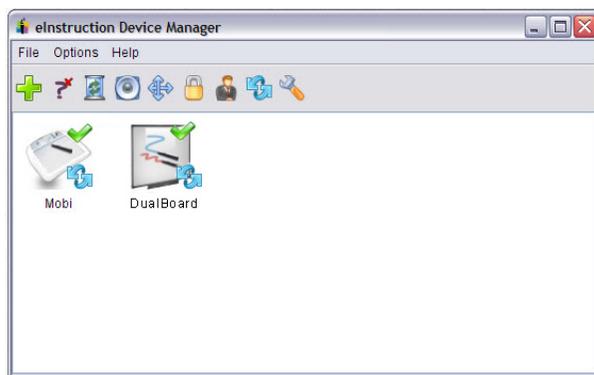
## Viewing Device Manager

If you need to change the preferences for the Interwrite DualBoard, use the eInstruction Device Manager. Make sure the DualBoard is powered on.

Complete the following steps to view the Device Manager.



- 1 Click the **eInstruction icon**  in the System Tray on the Windows Task Bar or on the Mac Menubar to display the *Device Manager* menu.
- 2 Select *eInstruction Device Manager*. The **eInstruction Device Manager** window opens.
- 3 Use the icons on the toolbar or the **Options** menu to view or change the preferences on the DualBoard.



## Using the Device Manager Main Window

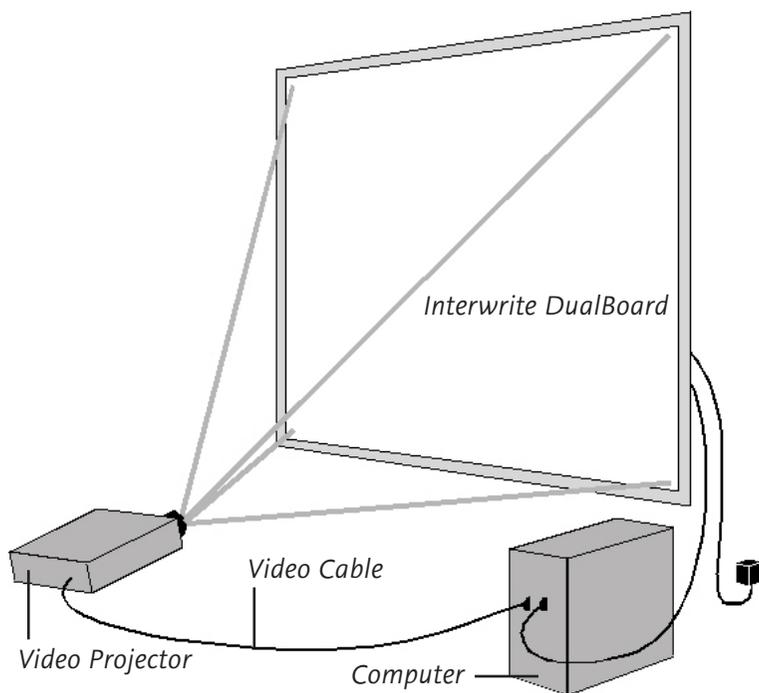
Once Device Manager is selected from the menu, the Device Manager main window opens. From this window, you can connect devices, view properties, identify connected devices, lock or unlock tablets, and perform other management functions.

The following table identifies the icons associated with the Device Manager main window.

Icon	Name	Used To
	Add Bluetooth	Locate and connect Bluetooth Devices to the Workspace software.
	Connect or Disconnect Device	Disconnect the connected Device or Devices and prevent them from communicating with Workspace.
	Remove Device	Delete a Device from Device Manager.
	Beep	Identify a specific Interwrite Device. Click Beep to make the Device beep. Primarily used to identify an individual Mobi when several Mobis are connected.
	Calibrate Board	Align the Interwrite Pen position relative to the projected image on the Interwrite DualBoard's surface. Use the Interwrite Pen to tap each calibration target as it appears on the blue screen.  Recalibration is required when either the Interwrite DualBoard or the video projector has been moved.
	Lock or Unlock Device	Prevents all connected Devices from inputting to the current session. Locked tablets remain connected unless they are powered off.
	Select or Deselect Presenter	Allows for a specific Device to control the interaction of Workspace and to control the other connected Interwrite Devices in a session.
	Autoconnect Device	Connects pre-selected Devices when Device Manager is activated.
	Properties	Opens the Properties window for the selected Interwrite Device.

## Connect the Video Projector

The Interwrite DualBoard is connected to the computer, either wirelessly or wired, so it can communicate with the computer as an input device. The communication between the two is governed by the Interwrite Workspace software. In order to project what is happening on the computer onto the DualBoard where everyone can see it, you must have a video projector attached to the computer.



- 1 Turn off the computer and Interwrite DualBoard.
- 2 Connect a video cable between the computer and the video projector.
- 3 Power on the Interwrite DualBoard—it will beep four times to indicate it has power and then beep once to indicate it has recognized the RFCOM module, if one is connected for wireless communication.
- 4 Turn on the computer. The Interwrite DualBoard will beep once when the connection between the Interwrite DualBoard and the computer has been established, assuming that the **AutoConnect** setting is checked in Device Manager.
- 5 Turn on the video projector.

# Calibrate Your Interwrite DualBoard

Your Interwrite DualBoard must be calibrated to align the pen tip with the cursor or tool being used on the projected image on the DualBoard. After the hardware—computer, Interwrite DualBoard, electronic Interwrite Pen, and video projector—has been set up and communication between the Interwrite DualBoard and the computer has been established, calibration is the final step in the Getting Started process before you can actually use the Interwrite Workspace system.

An Interwrite DualBoard **Features Menu**, like the one shown here, is located on each side of the Interwrite DualBoard. It offers a variety of Interwrite options, including the Calibration tool discussed here, that can be easily accessed no matter which side of the Interwrite DualBoard you are positioned at. For your convenience, there is also a Calibration tool in Workspace that operates the same as the Calibration icon on the board's Features Menu.

<i>Start Workspace</i>		<b>Interactive Mode</b>
<i>Start Workspace in Whiteboard Mode</i>		<b>Whiteboard Mode</b>
<i>Display Keyboard</i>		<b>Keyboard</b>
<i>Clear all annotations from current page (Click twice to clear)</i>		<b>Clear (Press Twice)</b>
<i>Save all pages (with annotations)</i>		<b>Save</b>
<i>Calibrate Interwrite DualBoard</i>		<b>Calibrate</b>
<i>Silence (Lock) all Connected Pads</i>		<b>Pad Lock</b>
<i>Activate (Unlock) all Connected Pads</i>		<b>Pad Unlock</b>
<i>Program SoftKeys to:</i>		<b>P1</b>
<i>a) perform an Interwrite function,</i>		<b>Programmable 1</b>
<i>b) launch an application,</i>		<b>Programmable 2</b>
<i>c) run a macro, or</i>		<b>Programmable 3</b>
<i>d) open an Internet Web site</i>		<b>Mouse</b>
<i>Select Mouse Mode</i>		<b>Pen</b>
<i>Select Pen Tool</i>		<b>Highlighter</b>
<i>Select Highlighter Tool</i>		<b>Eraser</b>
<i>Select Eraser Tool</i>		<b>Blank Page</b>
<i>Create Blank Page</i>		<b>Previous Page</b>
<i>Move to Previous Page</i>		<b>Next Page</b>
<i>Move to Next Page</i>		

## Calibrating the Interwrite DualBoard

- 1 Aim the projector at the Interwrite DualBoard's active writing area, and size the projected desktop image to fit within the writing area. Make sure the image is properly projected on the Interwrite DualBoard before continuing.
- 2 Power on the DualBoard, if it isn't turned on. Using your electronic Interwrite Pen, click on one of the **Calibrate** icons  located on either of the Interwrite DualBoard Menus.

*Calibration Target*



*Calibration Screen*

A blue calibration screen with a **Calibration Target** in the upper left corner will display on the projected image on the Interwrite DualBoard.

- 3 Using an electronic Interwrite Pen, click on each of the Calibration Targets as they appear on the Interwrite DualBoard. A beep will accompany each successful click. Click the left mouse button on the Pen (Windows only) to repeat a target. Click the right mouse button (Windows only), or type the **Esc** key on the computer (both Windows and Mac), to abort the calibration.



**If an error occurs during calibration, simply abort the operation and start over.**

**Recalibrate the Interwrite DualBoard whenever the projector or the Interwrite DualBoard has been moved.**

When calibration is complete, you are ready to begin using Interwrite Workspace to annotate captured screens and presentation pages on your Interwrite DualBoard. The next section of this *Getting Started* guide gives you an overview of the Interwrite Workspace software.

# Getting Started with Interwrite Workspace

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

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 Workspace software. Here's a quick look at the Workspace basics to get you started.

## Workspace Modes

Interwrite Workspace is run in one of four operational modes, **Lesson Mode**, **Office Mode** (Windows only), **Annotate Over Desktop Mode**, and **Mouse Mode**.

Workspace Tools are categorized as Annotation Tools, Editing Tools, Page Tools, Presentation Tools, Multimedia Tools, Navigation Tools, File Management Tools, and Setup Tools. The Interwrite Workspace Help file describes all of these tools in detail and can be accessed from the Workspace Menu.

### Lesson

**Lesson Mode** makes the full set of Workspace tools available to create lessons and presentations and to annotate the pages of those lessons and presentations.

### Office

**Office Mode** makes it possible to interact directly with the native files of the Microsoft Office suite of products, PowerPoint, Word and Excel.

### Annotate Over Desktop Mode

**Annotate Over Desktop Mode** allows you to annotate over running videos, movies, TV shows, and Flash applications.

### Mouse Mode

**Mouse Mode** allows you to use your electronic Interwrite Pen II as a mouse to run applications and access the Internet.



# The Interwrite Workspace Toolbars

*Lesson Mode*    *Office Mode*

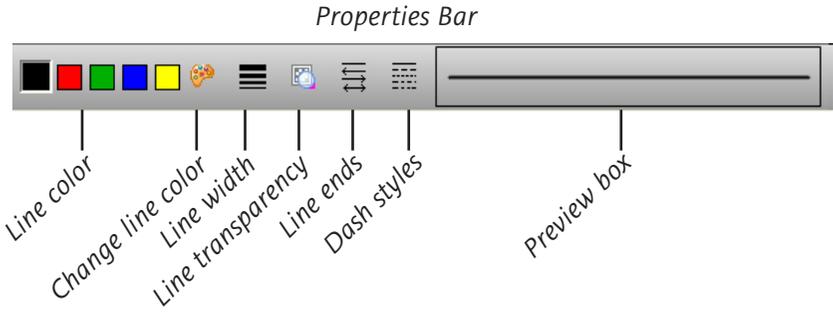
			
<i>Minimize Toolbar</i>		<i>Minimize Toolbar</i>	
<i>Workspace Menu</i>		<i>Workspace Menu</i>	
<i>Mouse Mode tool</i>		<i>Mouse Mode tool</i>	
<i>Lesson Mode</i>		<i>Lesson Mode</i>	
<i>Annotate Over Desktop</i>		<i>Annotate Over Desktop</i>	
<i>Office Mode</i>		<i>Office Mode</i>	
<i>Selection tool</i>		<i>Selection tool</i>	
<i>Pen tool</i>		<i>Pen tool</i>	
<i>Highlighter tool</i>		<i>Highlighter tool</i>	
<i>Eraser tool</i>		<i>Eraser tool</i>	
<i>Shape tool</i>		<i>Shape tool</i>	
<i>Line tool</i>		<i>Line tool</i>	
<i>Type Text tool</i>		<i>Type Text tool</i>	
<i>Undo Previous Action</i>		<i>Undo Previous Action</i>	
<i>Clear</i>		<i>Clear</i>	
<i>Create Blank Page</i>		<i>Create Blank Page</i>	
<i>Create Grid Page</i>		<i>Create Grid Page</i>	
<i>Gallery tool</i>		<i>Gallery tool</i>	
<i>Previous Page</i>		<i>Previous Page</i>	
<i>Next Page</i>		<i>Next Page</i>	
<i>Page Sorter tool</i>		<i>Page Sorter tool</i>	
<i>Save</i>		<i>Save</i>	
<i>Toolbox</i>		<i>Toolbox</i>	
<i>SRS tool</i>		<i>SRS tool</i>	
<i>Exit</i>		<i>SRS tool</i>	
		<i>Exit</i>	

# Using the Pen Tool

The attributes of the Pen tool can be changed by selecting different options from the Properties Bar at the bottom of the Annotation Window.

## Properties Bar

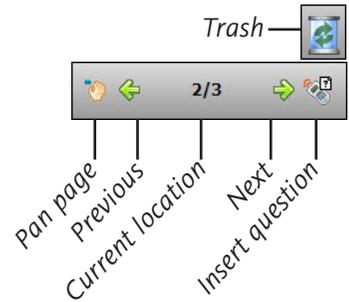
The Pen tool Properties Bar provides options to change line color, width, transparency, line ends, and line styles. Each attribute change is displayed in the Preview Box.



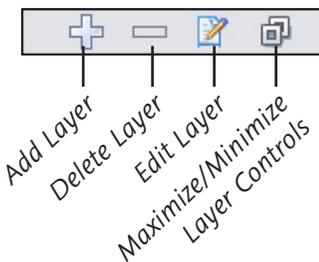
Change the Pen tool's line color and width to determine how it will affect the look of your annotations. The best way to familiarize yourself with all the different Workspace tools and how they can be used to enhance your presentations is to experiment with them.

## Page Functions

Workspace also provides the ability to move between pages within the Lesson Window. Select the functions at the bottom of the screen to pan a page, move between pages, use the Student Response System (SRS) tool (optional), or discard annotations by throwing them in the Trash.



## Layers Control Panel



## Layers

You can use the Layers Control Panel to add layers to your page.

## Presentation Files

The presentation file is made up of your annotated pages. The Page Creation and Capture tools are used to create the pages in the presentation file, and the Annotation Tools are used to create the annotations. The presentation file is automatically saved as a .GWB file.

As soon as you select an Annotation Tool, an untitled presentation file is created. Unless you give the file a name, it is automatically saved using today's date as the filename. (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 with blank maps 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), where annotations added to the slides are saved in the native file.

## Building the Presentation 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.

Use the **Page Creation Tools** to add a blank, gridded, calendar, gradient, or background image page. By default, Interwrite Workspace is in Autosave mode, so your annotated pages are automatically saved as you build your presentation file.

By default, the **Capture** tool is set to always capture the screen. When you are in **Mouse Mode** and you select an Annotation Tool, the **Pen** tool, for example, the image of your desktop is captured as a page in the Lesson Window. You can change the Capture setting by selecting the *Preferences* option from the **Workspace Menu**. Click on the **New Page Setup** tab to display the **Capture** options.

Click the **Save** tool to save the file using the default filename (today's date), or a name you type on the pop-up Onscreen Keyboard.

## Distributing Presentation Files

The Interwrite Workspace 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, duplicated, merged, and deleted using the Page Sorter tool. When the file pages have been arranged to your satisfaction, you can use Page Sorter's export option to export it to one of a number of file formats, or you can close Page Sorter and select an option from the Workspace **File** Menu.

The native file format of saved presentation files has the *.GWB* extension. *GWB* files can be read on any computer on which Interwrite Workspace is installed. For general distribution, we recommend exporting the presentation file to the *PDF* format using the **Export PDF File** tool located in the **Tool-box**, or by selecting the the *Export PDF* File option from the Workspace File Menu.

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

## Additional eInstruction Resources

We invite you to visit the eInstruction Web site at

**[www.einstruction.com](http://www.einstruction.com)**

where we have provided a variety of resources to help make your Interwrite Workspace experience more rewarding. We especially encourage you to visit

**[www.einstruction.com/support\\_downloads/index.htm](http://www.einstruction.com/support_downloads/index.htm)**

and

**[www.einstruction.com/support\\_downloads/training/index.htm](http://www.einstruction.com/support_downloads/training/index.htm)**.

## What are Response and CPS?

Interwrite Response and the Classroom Performance System (CPS) are Student Response Systems (SRS), comprehensive response systems for electronically testing, polling, and surveying. They can be used in conjunction with Interwrite Workspace to take a survey of the students' responses to the presentation, or to test the level of comprehension after a lesson presentation, for example. Learn more about Response and CPS by visiting our Web site.

## Accessories

### RFCOM and RF Hub Communications Kit

The RFCOM and Workspace RF Hub Communications Kit outfits your Interwrite system for RF (Radio Frequency) wireless communication. The RFCOM module is connected to your Interwrite DualBoard, and the RF Hub is installed on your computer. The Interwrite Mobi (below) has an RF-COM module built into it, which communicates with the same RF Hub on the computer. When you have wireless communication between your Interwrite Devices and your computer, you have a lot more flexibility setting up your classroom than you do when the Interwrite DualBoard and computer are cabled together.



### The Interwrite Mobi with KWIK Screen and the Interwrite Mobi Learner

The Interwrite Mobi and the Interwrite Mobi Learner add another dimension to your Interwrite interactive experience. They can be used from anywhere in the room, allowing students to participate in the presentation and instructors to control the presentation. All of the interactive functions you can perform at the Interwrite DualBoard can be done using an Interwrite Mobi.

## The Pen Charger II and the Interwrite Pens

The Interwrite Pen Charger II is designed to attach to the frame of the Interwrite DualBoard, mount to the wall using the hangers on the back of the Pen Charger, or stand or lie on the desk top. When the Pen Charger is attached to the DualBoard's frame, it plugs easily into the Power Connector on the top of the controller with the supplied Power Cord and is powered by the DualBoard's power supply. Your Interwrite Pens charge when the board is turned on and the Pens are seated in the Pen Charger. If you prefer to charge your Interwrite Pens independently of the DualBoard and its power supply, you can order a Power Cord for your Pen Charger that plugs into a wall socket or power strip, which allows you to hang your Pen Charger on the wall away from the board, or to set it on your desk (and to store it in your desk for safe keeping).

The Interwrite Pens—the Interwrite Pen II and the Interwrite Dual Pen II—sit in the Pen Charger wells, tip down to charge. The light will go on when the Pen is properly seated in the charging well and stay on, as long as the Pen is seated in the well and the board is powered on, if the Pen Charger is connected to the DualBoard's controller, or the Power Cord is plugged into the wall socket or power strip.

We recommend you keep the Pens in the Pen Charger when they are not being used. It is the ideal place to store them, and you don't have to worry about overcharging them. They will not charge beyond their capacity.

### Attaching the Pen Charger II to the Interwrite DualBoard Frame



**Once the Clip is attached to the DualBoard's frame, it is very difficult to remove. If you use the provided screw to attach the Clip to the Pen Charger and then attach the unit to the DualBoard, you should consider this to be a permanent installation. If you want to be able to remove the Pen Charger from the DualBoard frame, do not use the screw to attach the Clip to the Pen Charger.**

- 1 Slide the Clip into the channels on the side of the Pen Charger, aligning the shorter, flat side of the Clip with the back of the Pen Charger and the longer, rounded side with the front. To permanently attach the Pen Charger to the DualBoard frame, secure the Clip with the provided screw.



- 2 Plug one end of the Power Cord into the back of the Pen Charger and the other into the Power Connector on the top of the Controller.
- 3 Snap the Clip onto the DualBoard frame with a rolling motion from the back of the frame to the front.

### Positioning the Interwrite Pens in the Pen Charger II

- 1 If the Pen Charger is plugged into the DualBoard's controller, make sure the board is powered on. Or, plug the Pen Charger's Power Cord into a wall socket or power strip.
- 2 Insert one Interwrite Pen into each well to charge. A beep will sound and the light will go on to confirm that the Pen is properly seated and charging.



### Using the Interwrite Pens

The Interwrite Pen II is white with a blue stripe and the Interwrite Dual Pen II is blue with a white stripe. The Pens are used individually and together to write and draw in Workspace, or individually to function as a mouse on the projected image of the desktop on the Interwrite DualBoard. (The Interwrite Pen II is also the pen used with the Interwrite Mobi tablet.) The Interwrite Pens do not require any assembly. They just need to be charged, either in the Pen Charger II, or in the charging well on the Mobi. A third Pen, the Interwrite Laser Pen II (white with a green stripe), is sold separately. It functions the same as the Interwrite Pen II and can be charged in the Pen Charger or the Mobi tablet.

The parts of the Interwrite Pens and the function of each are identified in the photo on the next page.

The Pen Tip is used to apply virtual ink to the page currently being displayed on the projected desktop in Workspace. To use the Pen Tip as an eraser on-the-fly, without selecting the Eraser tool, hold down the left mouse button and touch the pen to the DualBoard's surface. For Workspace on the Mac, with the Pen Tip on the board's surface, press the left button and hold it while erasing.



**INTERWRITE®PEN II**



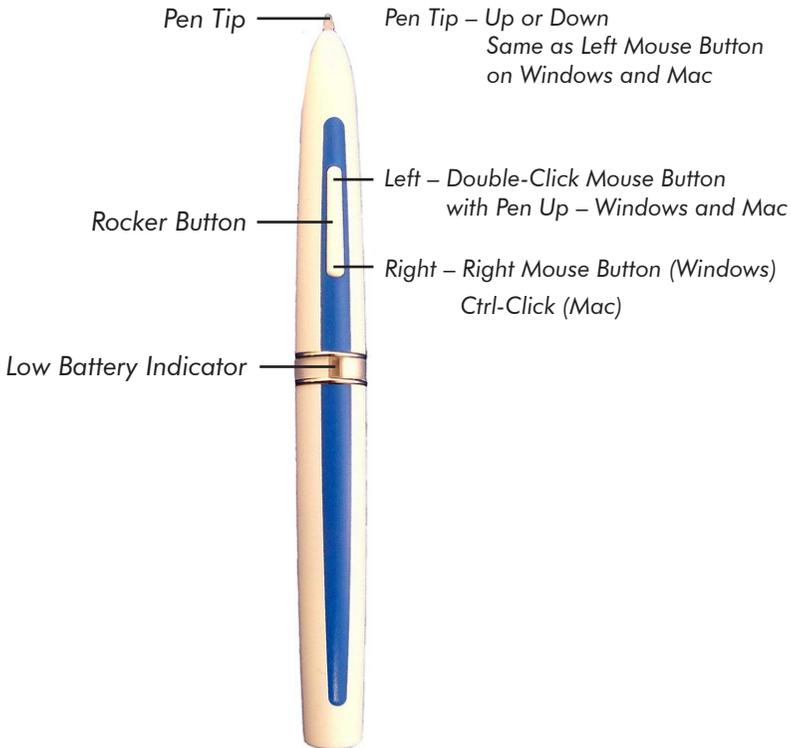
**INTERWRITE®DualPen II**



**INTERWRITE®LaserPen II**

Press the left or right end of the Rocker Button to simulate the indicated mouse button action.

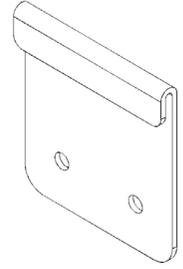
The Low Battery Indicator will flash red when the Pen's battery is in need of charging.



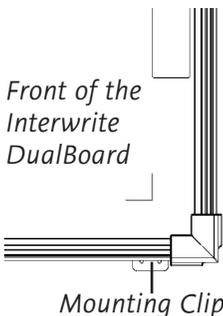
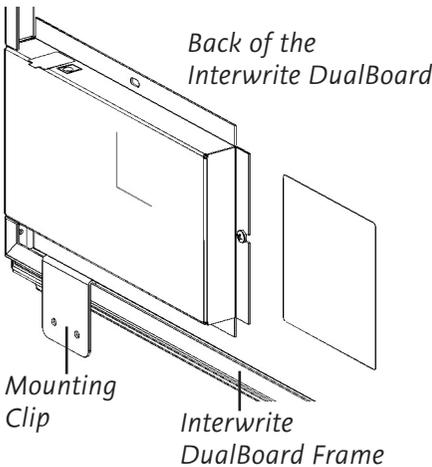
**The Interwrite Pens go into *Sleep Mode* after about two minutes of inactivity to conserve power. Store the Pens in the Pen Charger II when they are not being used.**

## Installing the Mounting Clips on the DualBoard and Wall

The two Mounting Clips, found in the Accessory Kit that shipped with your Interwrite DualBoard, can be used in conjunction with a wall mount installation of the board. They fasten the bottom of the Interwrite DualBoard to the wall to prevent it from being jostled loose from the Wall Mounting Bracket. Install the Mounting Clips after the Interwrite DualBoard is hung from the Wall Mounting Bracket. The hardware for attaching the Mounting Clips to the wall is not included, as the type of wall on which they will be mounted varies from installation to installation.



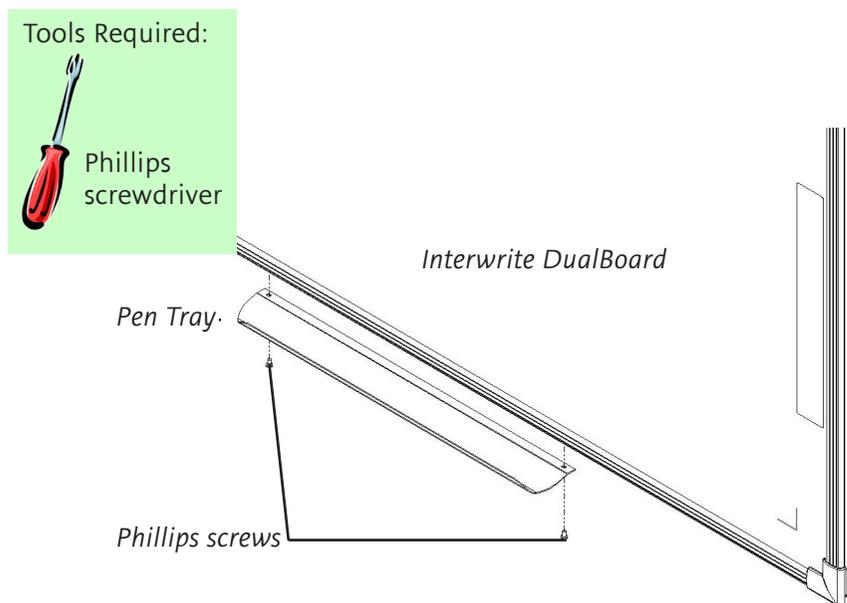
**If you are using a ceiling mount projector, be sure the Interwrite DualBoard is aligned to the projector image *before* you install the Mounting Clips to avoid having to reposition the board.**



- 1** Hook the Mounting Clip over the lip of the Interwrite DualBoard frame on the back of the board. Position a Mounting Clip in each corner at the bottom of the board.
- 2** Mark the location of the holes in each Mounting Clip on the wall.
- 3** Install suitable anchors into the wall.
- 4** Install screws to secure the Mounting Clips to the wall. Use two screws per Clip. The recommended screw size is number 8 or M4.

## Attaching the Pen Tray to the DualBoard

If your Interwrite DualBoard is going to be mounted on the wall, attach the optional Pen Tray before you mount the board. If the Interwrite DualBoard is going to be mounted on a floor stand, the Pen Tray can be easily attached at any time. The Interwrite DualBoard Pen Tray attaches to the frame. Use one of the provided Phillips screws for each attachment hole in the Pen Tray.



- 1 Locate the pre-drilled screw holes for the Pen Tray in the frame of the Interwrite DualBoard.
- 2 Attach the Pen Tray to the Interwrite DualBoard using the small Phillips screws provided, one for each hole in the Pen Tray.
- 3 Slide the rubber bumpers, if they came with your Pen Tray, onto each end, fitting the contours of the bumper to those on the tray.



**To avoid damage to the Interwrite DualBoard controller located on the back of the board near the corner, do not rest the Interwrite DualBoard on the controller housing. When handling and maneuvering your Interwrite DualBoard, be careful not to scratch or damage the Interwrite DualBoard's writing surface.**

**Never nail or drill the Interwrite DualBoard. Doing so will damage the unit and void your warranty.**

## The Interwrite DualBoard Stands

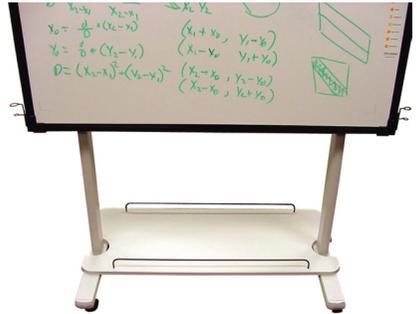
### The Interwrite Floor Stand



If your Interwrite DualBoard is shared, the Interwrite Floor Stand gives your Interwrite DualBoard the mobility necessary to move it easily from room to room. The Interwrite Floor Stands are model-specific, so be sure to specify your Interwrite DualBoard model number when ordering your Floor Stand.

### The Interwrite Floor Stand Accessory Shelf

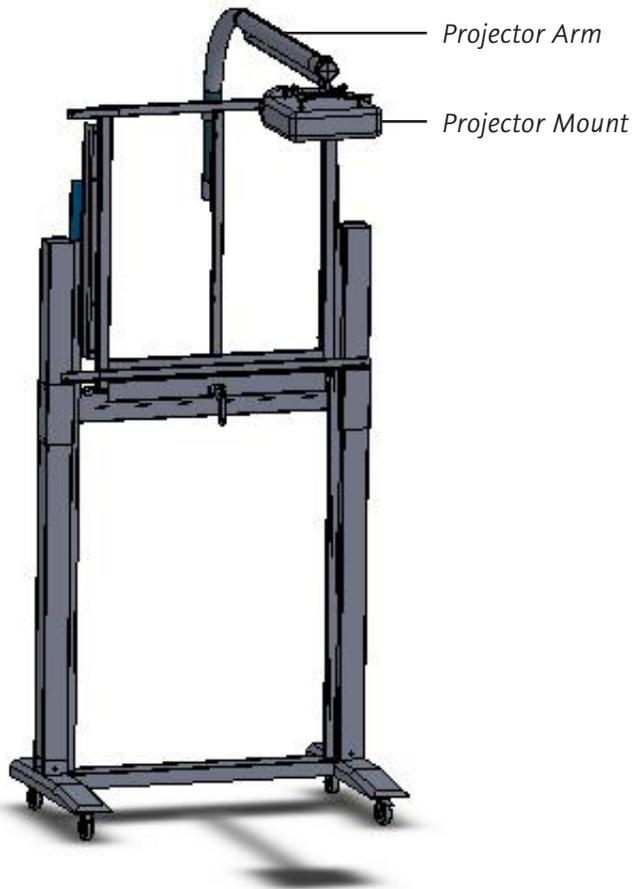
The Interwrite Floor Stand Accessory Shelf provides convenient storage space for the equipment that moves with the Interwrite DualBoard. The Accessory Shelf comes in black or gray.



### The AdjustIt Wall Mount and AdjustIt Floor Stand

The AdjustIt Wall Mount and the AdjustIt Floor Stand (shown below) are notable accessories for your Interwrite DualBoard. The AdjustIt allows you to:

- Use the DualBoard with a super short-throw projector
- Easily adjust the height of the DualBoard at any time without recalibrating



## The AdjustIt II Wall Mount and the Mobile Stand

The AdjustIt II makes it possible for you to mount your Interwrite DualBoard and super short-throw projector on a portable floor stand, or on a wall.



*The AdjustIt II Mobile Stand*

# International Interwrite DualBoard Warnings

## WARNING

- Two people should mount the Interwrite DualBoard on the wall or Floor Stand to avoid injury, or damage to the Interwrite DualBoard.
- One person can adjust the position of the Interwrite DualBoard up or down, but be sure to stabilize the Floor Stand before you attempt to reposition the board. Lock down the thumb tabs on the Casters, or push the Floor Stand against a wall to prevent it from rolling, or put one of your feet on the Floor Stand Foot to hold it in place as you adjust the Interwrite DualBoard's position.
- Position the Interwrite DualBoard Floor Stand on a level surface to avoid tipping.
- Lower the Interwrite DualBoard to the lowest position on the Floor Stand before moving the stand.
- Do not hang objects on the Interwrite DualBoard.

## WARNUNG

- Zum Befestigen des Interwrite DualBoard an der Wand oder am Ständer sind zwei Personen erforderlich, um Personenverletzung oder Beschädigungen des Interwrite DualBoard zu vermeiden.
- Die Höhe des Interwrite DualBoard kann auch von einer Person allein verstellt werden, dazu muss jedoch sichergestellt sein, dass der Ständer des Boards sicher steht und nicht umfallen kann. Dazu entweder die Laufrollen arretieren, den Ständer gegen eine Wand rollen oder einen Fuß auf den Ständer stellen, damit das Interwrite DualBoard beim Verstellen der Höhe nicht wegrollen kann.
- Stellen Sie den Interwrite DualBoard-Ständer auf einen ebenen Untergrund, damit er nicht umfallen kann.
- Stellen Sie das Interwrite DualBoard vor dem Transport in die niedrigste Position.
- Hängen Sie keine Gegenstände an das Interwrite DualBoard.

## ATTENTION

- Il faut deux personnes pour fixer le tableau blanc sur le mur ou sur le pied de sol afin d'éviter tout endommagement ou blessure.
- Une seule personne peut ajuster la position du tableau blanc (vers le haut ou le bas) mais assurez-vous que le pied de sol est bien stable avant de repositionner le tableau. Abaissez les languettes de verrouillage des

roulettes avec le pouce, poussez le pied de sol contre un mur pour éviter qu'il ne roule ou placez l'un de vos pieds sur le pied de sol pour maintenir celui-ci en place pendant que vous ajustez sa position.

- Positionnez le pied de sol du tableau sur une surface plane afin d'éviter tout basculement.
- Descendez le tableau blanc jusqu'à la position la plus basse du pied de sol avant de le déplacer.

## ADVERTENCIA

- Dos son las personas recomendadas para instalar la pizarra en la pared o en la base de pie con el fin de evitar que se produzcan heridas personales o se dañe la pizarra.
- Una persona puede ajustar la posición de la pizarra hacia arriba o hacia abajo pero asegurándose de que la base de pie haya quedado estable antes de intentar colocar el tablero. Fije el bloqueo manual de las ruedecillas o coloque la base de pie contra la pared para evitar que se mueva, también puede poner uno de sus pies en la base para sujetarla cuando ajuste la posición de la pizarra.
- Coloque la base de pie de la pizarra en una superficie nivelada para evitar que vuelque.
- Baje la pizarra hasta la posición más baja de la base de pie antes de trasladar esta última.
- No cuelgue objetos en la pizarra.

## AVVERTENZA

- Due persone devono montare la Lavagna sulla parete o su un cavalletto per evitare lesioni o danni alla Lavagna.
- Una persona può regolare la posizione della Lavagna verso l'alto o il basso, ma assicurarsi di stabilizzare il cavalletto prima di tentare di riposizionare la lavagna. Bloccare verso il basso le linguette di bloccaggio sulle rotelle o spingere il cavalletto contro una parete per impedirne il rovesciamento, oppure appoggiare il proprio piede sul piede del cavalletto per tenerlo fermo mentre si regola la posizione della Lavagna.
- Posizionare il cavalletto della Lavagna su una superficie piana per evitarne il rovesciamento.
- Abbassare la Lavagna alla posizione più bassa sul cavalletto prima di spostare il supporto.
- Non appendere oggetti sulla Lavagna.

**Limited Warranty for the Interwrite DualBoard**

elInstruction 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 three (3) years from the date of the first consumer purchase for the Interwrite DualBoard, controller, electronic Pens, electronic erasers, power supply, cables and accessories. This warranty applies to the **original consumer purchaser only**.

Within the European Union, the warranty period is three (3) years. Contact your local dealer or distributor for additional warranty information.

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

A nominal Warranty Handling Fee will be charged after the first 90 days of use and calculated from the date of original consumer purchase. This payment may be made by Visa, MasterCard, or American Express. A copy of the sales receipt or invoice will be required for warranty verification.

**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 elInstruction.
  - 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 elInstruction's original sale date.
4. Consumable parts, e.g., batteries, dry-erase markers, eraser felt.

elInstruction 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 elInstruction product, contact the Technical Support Department to receive a Return Material Authorization Number (RMA#) and shipping instructions by calling:  
In United States: (480) 443-2214 (MST) In Europe: +33 1.58.31.10.60 (CET)
2. Ship the product to elInstruction with the RMA# marked clearly on the outside of the box. elInstruction 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 elInstruction for warranty service, elInstruction 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 elInstruction 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.elinstruction.com](http://www.elinstruction.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 Technical Support Department:

In United States: (480) 443-2214 (MST) In Europe: +33 1.58.31.10.60 (CET)

You can also fax your request to:

In United States: (480) 948-5508 (MST) In Europe: +33 1.58.31.10.69 (CET)

Our toll-free number in the U.S. is: 800-856-0732 (MST)

**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 elInstruction'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 elInstruction be liable for special, indirect, or consequential damages. The price stated and paid for the equipment is a consideration in limiting elInstruction'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 elInstruction product, call our Technical Support Department at (480) 443-2214 (MST), or fax us at (480) 948-5508 (MST); in Europe call +33 1.58.31.10.65 (CET), or fax us at +33 1.58.31.10.69 (CET).

We can also be contacted through our Web site at [www.elinstruction.com](http://www.elinstruction.com) (in US), or at [infos@calcomp.fr](mailto:infos@calcomp.fr) (in France).

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



**eInstruction™**  
Simple Solutions. Real Results.

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Support: 480.443.2214

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