

Welcome to comprehensive help for



interwrite™
MEETING SUITE



interwrite™
SCHOOL SUITE

from **GTCO CalComp Inc.**

[Enter](#)

Guide to this help file



If you are already using InterWrite Software, check [What's new?](#)

Meeting Suite tools for workplace collaboration



- [About Meeting Suite](#)
- [Installing your system](#)
- [Basic operations](#)

School Suite tools for interactive classrooms



- [About School Suite](#)
- [Installing your system](#)
- [Basic operations](#)

InterWrite Software for electronic annotation



- [Guide to InterWrite Software](#)
- [Using Interactive Mode](#)
- [Using PC Whiteboard Mode](#)
- [Using InterWrite Viewer](#)

What's new?



Here are some of the new features added to InterWrite Software's Interactive Mode since version 3.1:

- **Annotate window** appears when you are using Annotation Mode. It contains an image of the screen, and can be moved, resized, minimized, maximized and closed just like any standard window. Make annotations in the **Annotate** window, then instantly switch to any other application. Use the new [Pan and Scroll tool](#) to move the screen image within the **Annotate** window.
- **Erasing** entirely through a freehand annotation splits it into two or more independent parts.
- **Resize** freehand annotations by dragging any handle.
- **Add pictures** to annotations. See [Other annotation functions](#).
- **Hide** any part of the screen. See [Other annotation functions](#).
- **PowerPoint presentations** can now be easily annotated. New **Page Down** and **Page Up** buttons move through presentation pages and automatically save annotations. See [Other annotation functions](#).
- **Grid Line Page** provides a blank page with horizontal and/or vertical lines. Create via new **Blank Page** menu. Set up via **Edit > Preferences**.
- **Image Page** provides a page with any image. Create via new **Blank Page** menu. Set up via **Edit > Preferences**.
- Create, save and restore **custom Control Bar configurations**. See [Customize the Control Bar](#).
- Program updates are easily available over the Internet. Use **Help > Check for Updates** command (also available via the InterWrite icon in the Task Bar). If a new version of the program is available, you can install it immediately with the click of a button.

Technical support



For additional help in installing, configuring and using Meeting Suite products, contact GTCO CalComp Technical Service & Support:

U.S. West Coast

GTCO CalComp Inc.
14555 North 82nd Street
Scottsdale, AZ 85260

- E-mail: CalComp.support@gtcocalcomp.com
- Phone: 1-480-443-2214
- Fax: 1-480-948-5508

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GTCO CalComp Inc.
7125 Riverwood Drive
Columbia, MD 21046

- E-mail: gtco.support@gtcocalcomp.com
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About Meeting Suite



Meeting Suite is a set of electronic tools that make collaboration in the workplace efficient and simple. Products in the Meeting Suite family include:

- **MeetingBoard**: a versatile electronic whiteboard.

- **MeetingBoard LX:** a version of MeetingBoard for cost-sensitive applications.
- **MeetingPad 100:** an electronic tablet, which communicates with a Meeting Suite system through a serial port or USB port.
- **MeetingPad 300:** a cordless electronic tablet, which communicates with a Meeting Suite system through a Bluetooth wireless networking hub.
- **InterWrite Software:** a Windows-based program for electronic collaboration. InterWrite tools include:
 - **Interactive Mode:** Operate and annotate any application, then save and e-mail the results. Used with MeetingBoard or MeetingBoard LX and a video projector.
 - **PC Whiteboard Mode:** Write on a MeetingBoard using electronically-enhanced dry erase marker pens, then save, print and e-mail the images. Used with a MeetingBoard or MeetingBoard LX.
 - **InterWrite Reader:** View files created by InterWrite in Interactive Mode or PC Whiteboard Mode.

Also available: **InterWrite Meeting Services**, that enable users to log into and hold meetings that anyone in the world with an Internet connection can participate in.

Additionally, MeetingBoard offers **Color Copyboard Mode:** Write using electronically-enhanced dry erase marker pens, then immediately print the results on an ink jet printer.

For the latest product information, check the [GTCO CalComp Web site](#).

Getting started



Here's a summary of how to get your Meeting Suite system up and running. Follow the links for more details.

First, [be certain you have everything *not* supplied](#) with the Meeting Suite system.

Next, install the system:

- A. [Unpack the products](#) and make certain you received everything.
- B. [Install InterWrite software](#) on your Windows PC.
- C. If your system includes a MeetingPad 300, [charge the batteries](#) (charging takes about 3 hours and is required before you can use a new MeetingPad 300).
- D. [Assemble the MeetingBoard](#) (you can mount it on a wall or on the optional floor stand).
- E. Connect the components. How you connect the system depends on [which mode you want to use](#).

Once you have completed these steps, your Meeting Suite system is ready to use. To start a session, review the information in the "Meeting Suite > Basic operations" section in this help file.

What you need to provide



You will need to provide these items, which are not supplied as part of the Meeting Suite system:

- *For Interactive Mode or PC Whiteboard Mode:* A personal computer running Microsoft Windows. Recommended: Internet access.
 - ▶ **Note:** InterWrite Software is compatible with Windows 95, 98, ME, NT, 2000 and XP.
 - ▶ **Note:** You cannot use USB or Bluetooth on Windows 95 or NT computers.
- *For Interactive Mode:* a video presentation projector, with a cable for connecting it to the PC.
- *For Color Copyboard Mode:* a color ink jet printer and a standard parallel printer cable.
 - ▶ **Note:** In Color Copyboard Mode, MeetingBoard supports three printer formats: Hewlett-Packard PCL3, Epson Stylus Color P2 and Canon BJR Color. Only color ink jet printers using these command sets work with MeetingBoard.

Wondering which mode you should use? Check the [brief descriptions](#) or the [details](#).

A. Unpack the products



1. Look for damage.

Before unpacking, examine the shipping cartons for damage. If a carton is damaged, notify the shipper immediately.

▶ **Note:** Save all shipping materials. If you need to ship a tablet later, you should repack it in the original materials.

2. Carefully unpack the products.

▶ **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.

3. Compare the parts with the appropriate parts checklist.

- [Parts checklist for MeetingBoard and MeetingBoard LX.](#)
- [Parts checklist for MeetingPad 100](#)
- [Parts checklist for MeetingPad 300.](#)

4. If anything is missing...

Immediately contact your GTCO CalComp supplier.

5. Activate your product warranty.

Complete the warranty registration card and mail it to GTCO CalComp. If your product needs service, the card should be on file at GTCO CalComp.

Next: [Install InterWrite Software.](#)

B. Install InterWrite Software



▶ **Note:** InterWrite Software is compatible with Windows 95, 98, ME, NT, 2000 and XP.

1. Remove any graphic tablet drivers installed on the PC.

2. Insert the InterWrite Software CD into the computer's CD drive.

3. 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.

4. Follow the on-screen instructions.

5. Check the Task Bar. If you don't see the InterWrite icon, restart the computer.



6. Click the InterWrite icon in the Task Bar, then click **Check for Updates** in the pop-up menu. If an update is available, download it now.

▶ **Tip:** Check for updates periodically.

▶ **Note:** The first time you run InterWrite Software, you must enter the authorization code from the InterWrite Software License Certificate.

Next:

If your system includes one or more MeetingPad 300s, [recharge them](#) now.

or

If your system doesn't include MeetingPads, [Assemble MeetingBoard](#).

MeetingPad 300: recharge the tablet



Before initial use, recharge the MeetingPad 300 tablet for at least 3 hours.

1. Connect the charger's cable to the POWER jack on the tablet.

2. Plug the charger into an AC power outlet.

▶ **Note:** Do not operate the tablet while it is charging.

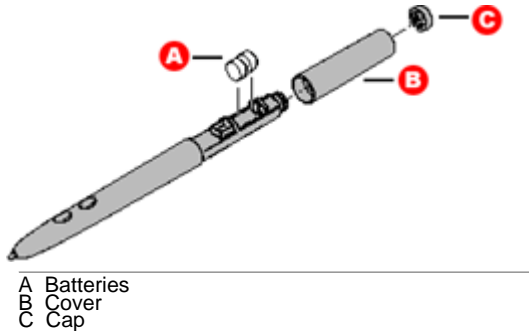
3. When charging is complete, unplug the charger from the power outlet, then disconnect the charger's cable from the tablet.

MeetingPad 300: (optional) install the pen cord

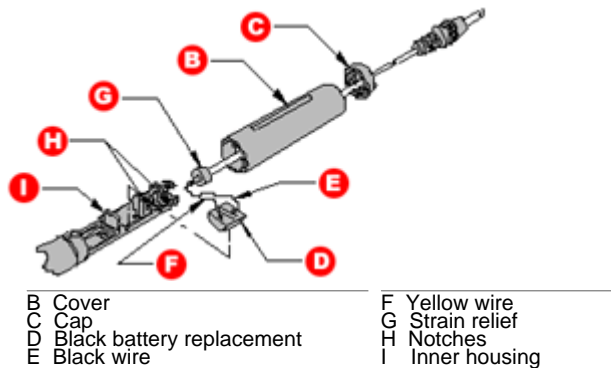


The pen cord enables the MeetingPad 300 pen to operate without batteries. The cord also keeps the pen tethered to the tablet, making it less likely to be lost. To install the pen cord:

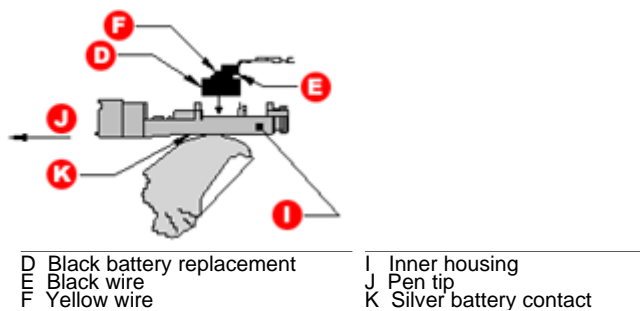
1. Remove the pen cap, cover and batteries.



2. Feed black battery replacement end through cover.
3. Feed yellow and black wires through notches in inner housing.



4. Push black battery replacement end of cord into area where batteries were (see below), making sure the yellow wire is toward the pen tip for correct polarity. Hold silver battery contact located on underside of inner housing with thumb while pushing black battery replacement into place.



5. Push strain relief into hole at end of inner housing. Do not push all the way through.
6. Replace pen cover and cap.
7. Plug the cord into the POINTER jack on the tablet.

MeetingPad 300: install the Bluetooth hub



Install the Bluetooth hub according to instructions provided on the Bluetooth CD-ROM. The Bluetooth hub enables MeetingPad 300s to communicate with the PC.

▶ **Note:** Up to 7 MeetingPad 300s can communicate with one Bluetooth hub.

- ▶ **Note:** Each MeetingPad 300 must be within 25 feet (7m) of its intended Bluetooth hub. Reception depends on local conditions, and performance may vary in your facility.

1. Attach the pen tray to the tablet



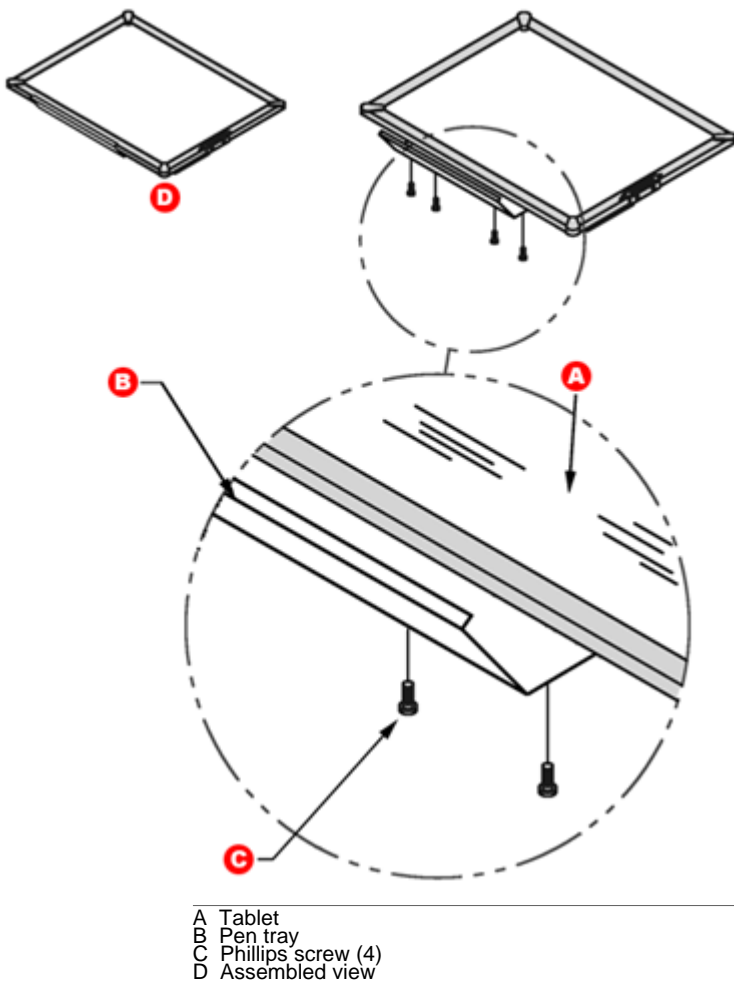
- ▶ **CAUTION:** To avoid damage to the controller, do not rest the MeetingBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.

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

Next: [Mount the tablet on a wall.](#)

or

[Mount the tablet on the floor stand.](#)



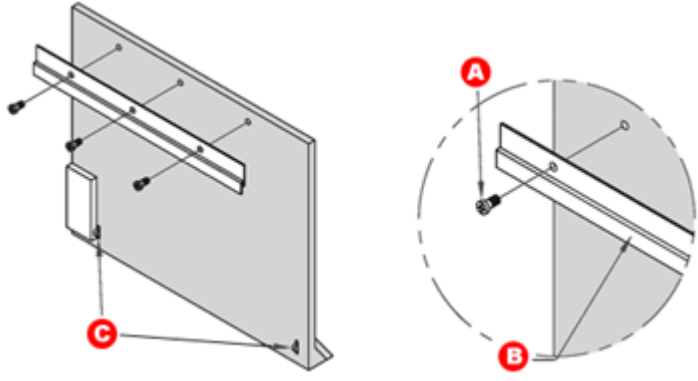
2a. Mount the tablet on a wall



- ▶ **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.

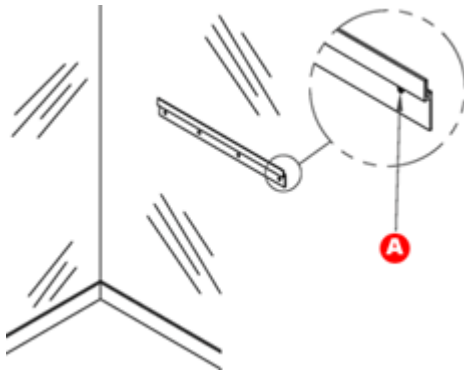
- Remove the protective backing from the adhesive on the two tablet levelers. Press the tablet levelers into place in the approximate locations (C) shown below.

b. Attach one mounting bracket (B) to the back of the MeetingBoard tablet using Phillips screws (A) as shown below.



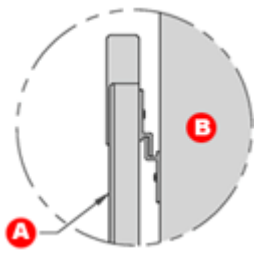
A Screw, M4-0.7x10mm pan head w/internal tooth washer
 B Mounting bracket
 C Tablet levelers

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



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

d. Hang the tablet by interlocking the mounting brackets as shown below.



A Tablet
 B Wall

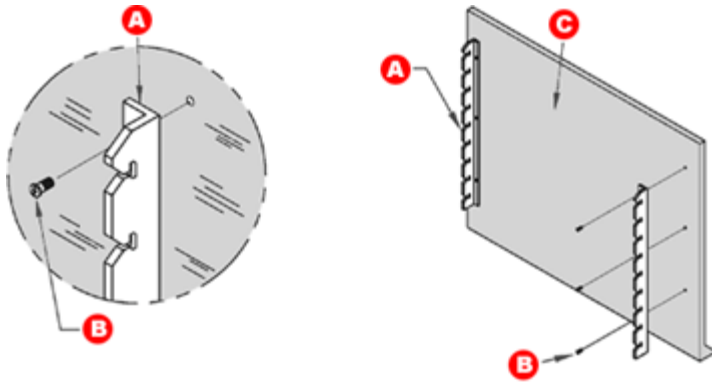
Next: [Assemble the electronic pen\(s\).](#)

2b. Mount the tablet on the optional floor stand



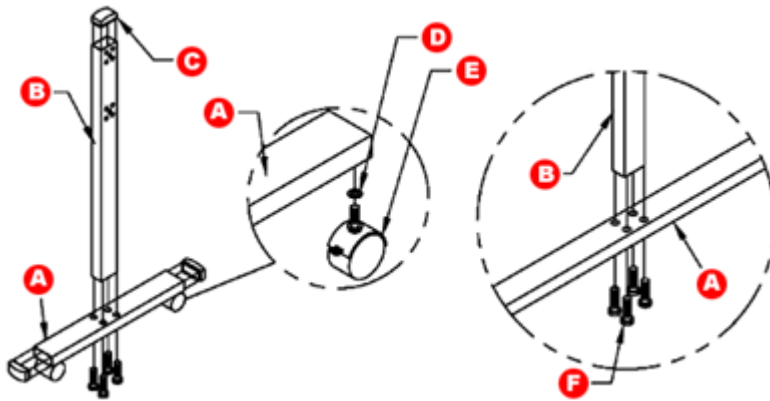
- ▶ **CAUTION:** To avoid damage to the controller, do not rest the MeetingBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.
- ▶ **WARNING:** Never nail or drill the MeetingBoard tablet. Doing so will damage the unit and void your warranty.
- ▶ **IMPORTANT:** To avoid damage to the tablet or injury, two people should carry out this mounting procedure.

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



A Mounting bracket (2)
 B Screw, M4-0.7x10mm pan head with internal tooth washer
 C Back of tablet

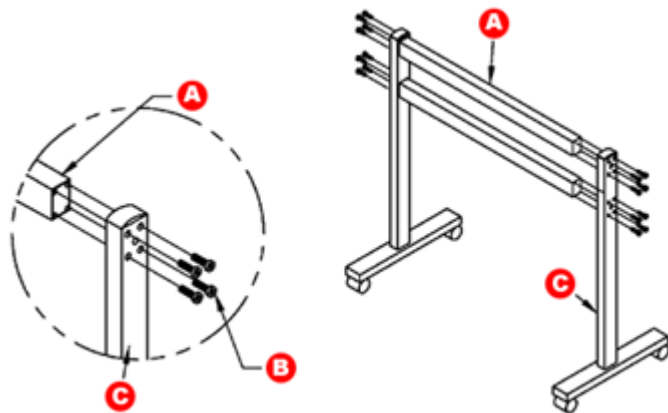
- b. Using four screws, attach one foot to the bottom end of one leg (the end without crossbar holes). Attach two casters to each foot. Insert three end caps (two on the foot and one on the leg). Repeat for the other foot and leg.



A Foot
 B Leg
 C End caps (6)
 D Lock washer (4)
 E Caster (4)
 F Screw, 1/4-20 x 2" flat head

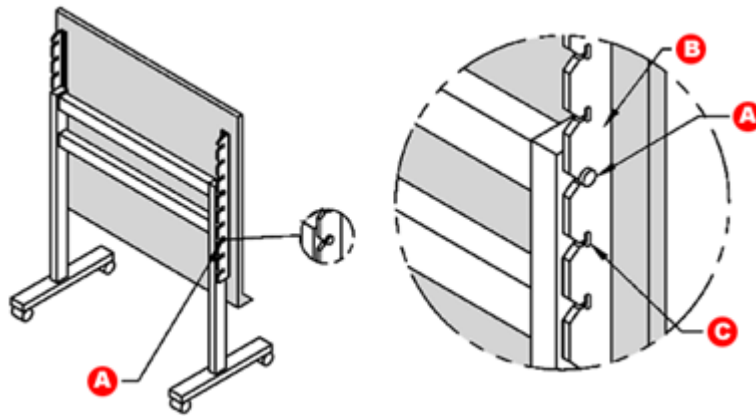
- c. **IMPORTANT:** Examine the leg assemblies: one side of each assembly has 10 holes (2 groups of 5) and the other side has 8 holes (2 groups of 4). In this step, the sides with 10 holes must face away from the crossbars.

Attach both crossbars to one leg assembly using eight screws as shown below. The screws pass through the 4 outermost holes in each group of 5 holes. Attach the other leg assembly to the crossbars in the same way.



A Crossbar
 B Screw, 1/4-20 x 2" flat head
 C Leg assembly

- d. Thread two thumbscrews (A) 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.



A Thumbscrew (2)
 B Mounting bracket
 C T-slot (typical)

Next: [Assemble the electronic pens.](#)

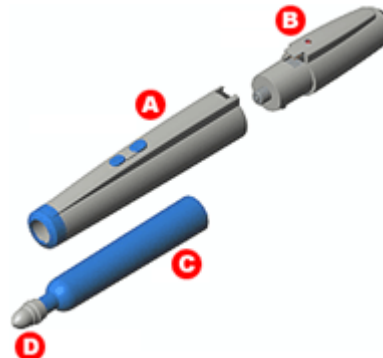
3. Assemble the MeetingBoard pen(s)



- a. 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.

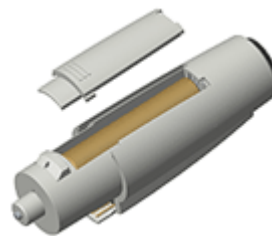
- b. Remove the marker's cap and replace it with a MeetingBoard pen cap.
- c. Insert a marker into the pen housing with the matching color (e.g., red marker goes in red housing)



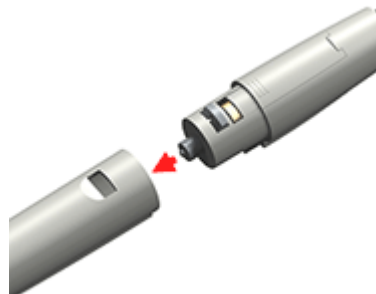
A Marker holder
 B Electronics module
 C Marker
 D Pen cap

► **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.

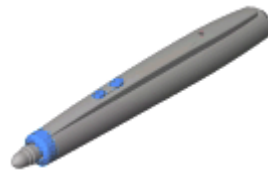
- d. Remove the battery cover from a pen electronics module. Insert a battery into the module (**assure polarity is correct!**). Replace the battery cover.



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



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



MeetingBoard electronic pen, assembled

To disassemble the pen: Press the latch on the underside of the pen, then pull the pen apart. The two modules should separate easily---excessive force is not required and should not be used. If the modules don't separate easily, press the latch farther inward.

Next: You are ready to [connect the system](#).

Which mode should you use?



The mode you use depends on what you want to do with the Meeting Suite system, as well as what hardware you have.

What can you do?	Interactive Mode	PC Whiteboard Mode	Color Copyboard Mode
Write using electronic ink	✓		
Write from a wireless remote tablet	✓ *		
Write with dry erase markers in electronic pens		✓	✓
Annotate PC screens	✓		
Write meeting notes on a "blank page"	✓	✓	✓
Review, rearrange or delete annotation images	✓	✓	
Distribute annotation images electronically	✓	✓	
Print notes	Optional	Optional	Required

*Requires MeetingPad 300 and Bluetooth hub.

What do you need?	Interactive Mode	PC Whiteboard Mode	Color Copyboard Mode
Windows computer	Required	Required	---
Video projector	Required	---	---
Printer	Optional	Optional	Ink jet printer required**
Main tablet	MeetingBoard or MeetingBoard LX	MeetingBoard or MeetingBoard LX	MeetingBoard only
Remote tablet (optional)	MeetingPad 100 or MeetingPad 300	---	---

**Ink jet printer must support HP PCL3, Epson Stylus Color P2 or Canon BJR Color protocol.

1. Connect MeetingBoard



It is recommended that you connect using the PC's USB port. If the PC doesn't have a USB port, then connect using its serial port.

- a. Shut down and turn off the computer.
- b. Locate and identify the ports on the MeetingBoard controller (shown at right).



c. *For USB connections:*

- a. Plug one end of the USB cable into a USB port on the computer (or plug it into a USB hub connected to the computer).
- b. Plug the other end of the USB cable into the MeetingBoard USB port.

or

For serial connections:

- a. Plug one end of the serial cable into the serial port on the computer.
- b. Plug the other end of the serial cable into the MeetingBoard serial port.

- d. Connect a video cable between the 15-pin video port on the computer and the video projector.
- e. Connect the MeetingBoard power supply cable to the power port on the MeetingBoard controller.

Next: [Connect MeetingPad 100.](#)

2. Connect MeetingPad 100

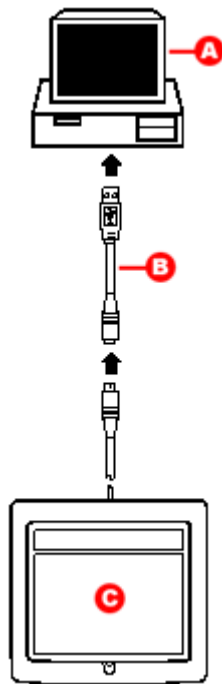


▶ Skip this step if your system does not include a MeetingPad 100.

a. Connect the tablet to the computer:

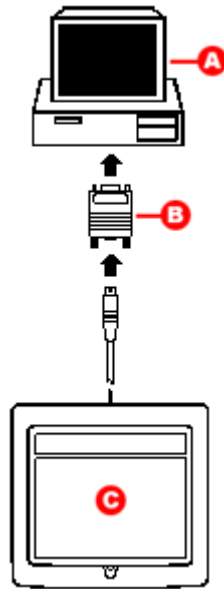
- *For USB connection:* With computer **ON**, connect tablet to computer's USB port using the USB adapter (as shown at right).

▶ You cannot use USB connections with a Windows 95 or NT computer.



A Win 98/ME/2000/XP computer
B USB adapter
C MeetingPad 100

- *For serial connection:* With computer **OFF**, connect tablet to computer's serial port using the serial adapter (as shown at right). Turn computer **ON**. You will be prompted to install drivers.




A Win 95/98/ME/2000/XP computer
 B Serial adapter
 C MeetingPad 100

Next: [Calibrate MeetingBoard.](#)

3. Calibrate MeetingBoard



▶ **Tip:** To assure the electronic ink is properly aligned, always recalibrate after moving the table or projector.

- Plug the MeetingBoard power supply into an electrical outlet.
You should hear at least four beeps from the MeetingBoard.
- Turn on the computer.
- Turn on the projector.
- Aim the projector at the MeetingBoard's writing area, and size the projected image to fit within the writing area.
▶ **Note:** Make certain the image from the PC is properly projected before continuing.
- Start > GTCO CalComp InterWrite > Interactive Mode.**
- In the Control Bar, click the InterWrite icon , then **Tools > Calibrate.**
▶ **Tip:** If an error occurs during calibration, simply cancel and start over.
- The calibration screen will be projected on the tablet. As prompted by the software, click each of the calibration points using the MeetingBoard electronic pen.
- When calibration is complete, the InterWrite Control Bar will appear. This menu, which remains in front of all applications, enables you to control programs, edit documents and add annotations.

Installation for Interactive Mode is complete. You can now use the system.

Connect for PC Whiteboard Mode



1. Shut down and turn off the computer.
2. Locate and identify the ports on the MeetingBoard controller (shown at right).



3. Using the USB cable, connect the MeetingBoard's USB port (A) to the computer's USB port (or to a port on a USB hub connected to the computer).

or

Using the serial cable, connect the MeetingBoard's serial port (B) to the computer's serial port.

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

4. Connect the MeetingBoard power supply cable to the MeetingBoard's power port (C).
5. Plug the MeetingBoard power supply into an electrical outlet.
You should hear at least four beeps from the MeetingBoard.
6. Turn on the computer. If you are using a USB connection to the MeetingBoard, Windows will find the MeetingBoard and complete the installation.

Installation for PC Whiteboard Mode is complete. You can now use the system.

Connect for Color Copyboard Mode



▶ **Note:** This mode is not available on MeetingBoard LX.

1. Using your printer cable, connect the ink jet printer to the parallel port on the MeetingBoard controller --->



2. Connect the MeetingBoard power supply cable to the power port (C) on the MeetingBoard controller.
3. Turn on the printer.
4. Turn on the MeetingBoard. 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 uses a [protocol supported by MeetingBoard](#).



Installation for Color Copyboard is complete. You can now use the system.

Overview of basic operations



First, you need to launch InterWrite Software. You can launch Interactive Mode or PC Whiteboard Mode from:

- The [MeetingBoard](#) or [MeetingBoard LX](#).

- A [MeetingPad](#).
- The [PC](#).

▶ **Note:** Color Copyboard Mode functions without InterWrite Software.

Next, review instructions for using the [MeetingBoard pens](#) and [MeetingPad pens](#).

Finally, you are ready to [use InterWrite Software](#).

The InterWrite Software mode you use depends on what you want to do with the Meeting Suite system.

What can you do?	Interactive Mode	PC Whiteboard Mode	Color Copyboard Mode**
Write using electronic ink	✓		
Write from a wireless remote tablet	✓ *		
Write with dry erase markers in electronic pens		✓	✓
Annotate PC screens	✓		
Write meeting notes on a "blank page"	✓	✓	✓
Review, rearrange or delete annotation images	✓	✓	
Distribute annotation images electronically	✓	✓	
Print notes	Optional	Optional	Required

*Requires MeetingPad 300 and Bluetooth hub.

**Not available on MeetingBoard LX.

Starting from MeetingBoard

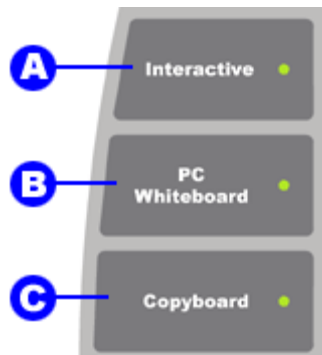


1. Assure the MeetingBoard is on.
2. Assure other components are on:
 - *For Interactive Mode or PC Whiteboard Mode:* Assure the computer is on.
 - *For Interactive Mode:* Assure the video projector is on and is projecting the computer's screen onto the MeetingBoard writing surface.
 - *For Color Copyboard Mode:* Assure the printer is on.
3. On the MeetingBoard control panel...

Press A for Interactive Mode.

Press B for PC Whiteboard Mode.

Press C for Color Copyboard Mode, then press **Clear** twice.



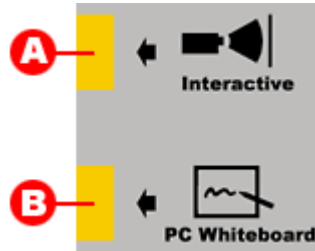
Starting from MeetingBoard LX



1. Assure the MeetingBoard LX is on.

2. Assure other components are on:
 - *For Interactive Mode or PC Whiteboard Mode:* Assure the computer is on.
 - *For Interactive Mode:* Assure the video projector is on and is projecting the computer's screen onto the MeetingBoard writing surface.
3. On the MeetingBoard LX control panel, use the electronic pen to...

Click A for Interactive Mode.



Click B for PC Whiteboard Mode.

Starting from a MeetingPad




Starting from a MeetingPad 100

1. Assure the MeetingBoard is on.
2. Assure the computer is on.
3. Using the pen, click the **LAUNCH InterWrite** spot in the upper right corner of the MeetingPad 100 tablet.
4. Choose a user profile:
 - a. Using the pen, click the **e** (in "InterWrite") in the upper left corner of the MeetingPad 100 tablet.
 - b. Click **Yes** in the dialog window, then select a user profile and log in.

Starting from a MeetingPad 300

▶ **Note:**

- Up to 7 MeetingPad 300s can communicate with one Bluetooth hub.
- Each MeetingPad 300 must be within 25 feet (7m) of its intended Bluetooth hub. Reception depends on local conditions, and performance may vary in your facility.

1. Assure the MeetingBoard is on.
2. Assure the computer is on.
3. Press the ON button on the MeetingPad 300. The discovery process will only find units that are on.
4. Using the computer's mouse, click the InterWrite icon  in the Task Bar, then click **Device Manager** in the pop-up menu.
5. In the **Bluetooth Device Discovery** window, click the **Discover Devices** button. A list of found devices will appear.
6. For each device associated with the hub in this system, select the desired action for the device.
7. On the back of the MeetingPad 300, find the unit's address. In the **Bluetooth Device Discovery** window, open the list of found devices, then click the corresponding device address.



▶ **Tip:** To give a unit a unique name, select the unit in the list of found devices, then click the **Properties** button.
8. Choose a user profile:
 - a. Press the MeetingPad 300's LINK button.
 - b. Select a user profile and log in.

▶ **Tip:** Once a MeetingPad 300 has been added via the Device Manager, it can be easily connected later from the [Session Manager](#) (which reduces the number of steps needed to connect).

▶ **Note:** If there is no pen activity for 30 minutes, the MeetingPad 300 will turn itself off to conserve its batteries. To begin using the MeetingPad 300 again, press the ON button. You may need to use the device manager or session manager to relink the tablet.

Starting from the PC



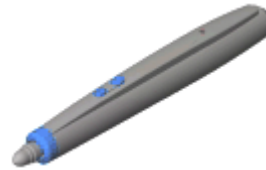
1. Assure the MeetingBoard is on.
2. Assure other components are on:
 - *For Interactive Mode or PC Whiteboard Mode:* Assure the computer is on.
 - *For Interactive Mode:* Assure the video projector is on and is projecting the computer's screen onto the MeetingBoard writing surface.
3. Then...
 - To start from PC's **Start** menu Click **Start > Programs > GTCO CalComp InterWrite > Interactive Mode.**
or
Click **Start > Programs > GTCO CalComp InterWrite > Whiteboard Mode.**
 - To start from PC's Task Bar Click  , then click **Launch InterWrite > Interactive Mode.**
or
Click  , then click **Launch InterWrite > Whiteboard Mode.**

Using MeetingBoard pens



The MeetingBoard electronic pens provide multiple functions:

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



How you use a pen depends on which mode you are using:

- In Interactive Mode Keep the cap in place. To write, draw or interact with the system, press the pen's tip on the MeetingPad's surface, then move the pen across the surface. Marks you make are projected as "electronic ink" onto the MeetingBoard surface. Use the pen buttons as you would use mouse buttons (see below).
- In PC Whiteboard Mode Remove the cap and use the pen as a dry-erase marker.
- In Color Copyboard mode Remove the cap and use the pen as a dry-erase marker.

▶ **IMPORTANT:** Store pens horizontally for maximum battery life.

Pen buttons function as mouse buttons in Interactive Mode:

- Pen tip is the same as a mouse's left button. Use it to click and drag.
- Lower button (nearest the pen tip) is the same as a mouse's left button. Use it to click and drag.
- Upper button (farthest from the pen tip) is the same as a mouse's right 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.

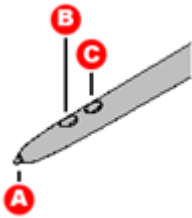
Using MeetingPad pens



▶ **Note:** MeetingPad functions are available only when using InterWrite Software's Interactive Mode.

To write, draw or interact with the system, press the pen's tip on the MeetingPad's surface, then move the pen across the surface.

About the pen buttons:



- A Tip (same as pressing mouse's left button)
- B Left-double-click (same as pressing mouse's left button twice)
- C Right-click (same as pressing mouse's right button)

Color Copyboard Mode



Copyboard Mode is MeetingBoard's simplest mode of operation. When using Copyboard Mode, the tablet acts as an electronic dry-erase board---information written on the MeetingBoard tablet is captured as an electronic image, which can be printed on a color ink jet printer.

- ▶ **Tip:** To start Color Copyboard Mode, see [Starting from MeetingBoard](#). It's always good to clear the buffer (press **Clear** twice) before starting to use Color Copyboard Mode. This assures that you are starting with a blank "page."
- ▶ **Note:** Color Copyboard Mode is not available on the MeetingBoard LX.
- ▶ **Note:** MeetingBoard does not store files in Copyboard Mode.

To do this...

Do this...

Write or draw	1. Remove cap from electronic pen, exposing the dry-erase marker tip. 2. Write or draw on the MeetingBoard writing surface.
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 for printing. Note: If the image doesn't print, see Troubleshooting .

About School Suite



School Suite is a set of electronic tools that make collaboration in classrooms efficient and simple. Products in the School Suite family include:

- **SchoolBoard:** a versatile electronic whiteboard.
- **SchoolPad 100:** an electronic tablet, which communicates with a School Suite system through a serial port or USB port.
- **SchoolPad 300:** a cordless electronic tablet, which communicates with a School Suite system through a Bluetooth wireless networking hub.
- **InterWrite Software:** a Windows-based program for electronic collaboration. InterWrite tools include:
 - **Interactive Mode:** Operate and annotate any application, then save and e-mail the results. Used with SchoolBoard and a video projector.
 - **PC Whiteboard Mode:** Write on a MeetingBoard using electronically-enhanced dry erase marker pens, then save, print and e-mail the images. Used with a MeetingBoard or MeetingBoard LX.
 - **InterWrite Reader:** View files created by InterWrite in Interactive Mode or PC Whiteboard Mode.

Also available: **InterWrite Meeting Services**, that enable users to log into and hold meetings that anyone in the world with an Internet connection can participate in.

For the latest product information, check the [GTCO CalComp Web site](#).

Getting started



Here's a summary of how to get your School Suite system up and running. Follow the links for more details.

First, [be certain you have everything *not* supplied](#) with the School Suite system.

Next, install the system:

- A. [Unpack the products](#) and make certain you received everything.
- B. [Install InterWrite software](#) on your Windows PC.
- C. If your system includes a SchoolPad 300, [charge the batteries](#) (charging takes about 3 hours and is required before you can use a new SchoolPad 300).
- D. [Assemble the SchoolBoard](#) (you can mount it on a wall or on the optional floor stand).
- E. Connect the components. How you connect the system depends on [which mode you want to use](#).

Once you have completed these steps, your School Suite system is ready to use. To start a session, review the information in the "School Suite > Basic operations" section in this help file.

What you need to provide



You will need to provide these items, which are not supplied as part of the School Suite system:

- *For Interactive Mode or PC Whiteboard Mode:* A personal computer running Microsoft Windows. Recommended: Internet access.
 - ▶ **Note:** InterWrite Software is compatible with Windows 95, 98, ME, NT, 2000 and XP.
 - ▶ **Note:** You cannot use USB or Bluetooth on Windows 95 or NT computers.
- *For Interactive Mode:* a video presentation projector, with a cable for connecting it to the PC.

Wondering which mode you should use? Check the [brief descriptions](#) or the [details](#).

A. Unpack the products



1. Look for damage.

Before unpacking, examine the shipping cartons for damage. If a carton is damaged, notify the shipper immediately.

▶ **Note:** Save all shipping materials. If you need to ship a tablet later, you should repack it in the original materials.

2. Carefully unpack the products.

▶ **CAUTION:** To avoid damage to the controller, do not rest the SchoolBoard 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.

3. Compare the parts with the appropriate parts checklist.

- [Parts checklist for SchoolBoard](#).
- [Parts checklist for SchoolPad 100](#)
- [Parts checklist for SchoolPad 300](#).

4. If anything is missing...

Immediately contact your GTCO CalComp supplier.

5. Activate your product warranty.

Complete the warranty registration card and mail it to GTCO CalComp. If your product needs service, the card should be on file at GTCO CalComp.

Next: [Install InterWrite Software.](#)

B. Install InterWrite Software



▶ **Note:** InterWrite Software is compatible with Windows 95, 98, ME, NT, 2000 and XP.

1. Remove any graphic tablet drivers installed on the PC.
2. Insert the InterWrite Software CD into the computer's CD drive.
3. 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.

4. Follow the on-screen instructions.
5. Check the Task Bar. If you don't see the InterWrite icon, restart the computer.



6. Click the InterWrite icon in the Task Bar, then click **Check for Updates** in the pop-up menu. If an update is available, download it now.

▶ **Tip:** Check for updates periodically.

▶ **Note:** The first time you run InterWrite Software, you must enter the authorization code from the InterWrite Software License Certificate.

Next:

If your system includes one or more SchoolPad 300s, [recharge them](#) now.
or

If your system doesn't include SchoolPads, [Assemble SchoolBoard.](#)

SchoolPad 300: recharge the tablet



Before initial use, recharge the SchoolPad 300 tablet for at least 3 hours.

1. Connect the charger's cable to the POWER jack on the tablet.
2. Plug the charger into an AC power outlet.

▶ **Note:** Do not operate the tablet while it is charging.

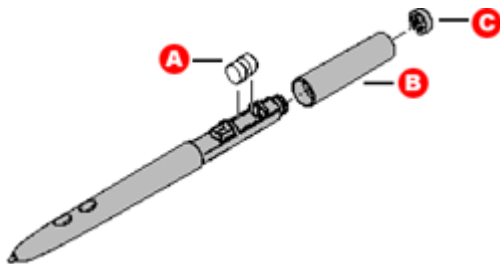
3. When charging is complete, unplug the charger from the power outlet, then disconnect the charger's cable from the tablet.

SchoolPad 300: (optional) install the pen cord



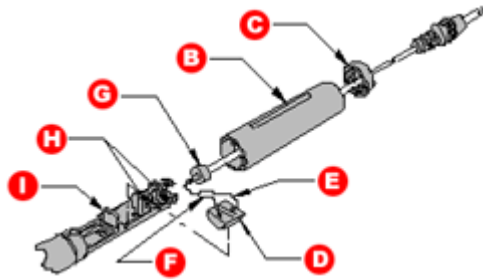
The pen cord enables the SchoolPad 300 pen to operate without batteries. The cord also keeps the pen tethered to the tablet, making it less likely to be lost. To install the pen cord:

1. Remove the pen cap, cover and batteries.



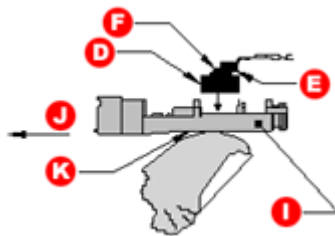
A Batteries
B Cover
C Cap

2. Feed black battery replacement end through cover.
3. Feed yellow and black wires through notches in inner housing.



- | | |
|-----------------------------|-----------------|
| B Cover | F Yellow wire |
| C Cap | G Strain relief |
| D Black battery replacement | H Notches |
| E Black wire | I Inner housing |

4. Push black battery replacement end of cord into area where batteries were (see below), making sure the yellow wire is toward the pen tip for correct polarity. Hold silver battery contact located on underside of inner housing with thumb while pushing black battery replacement into place.



- | | |
|-----------------------------|--------------------------|
| D Black battery replacement | I Inner housing |
| E Black wire | J Pen tip |
| F Yellow wire | K Silver battery contact |

5. Push strain relief into hole at end of inner housing. Do not push all the way through.
6. Replace pen cover and cap.
7. Plug the cord into the POINTER jack on the tablet.

SchoolPad 300: install the Bluetooth hub



Install the Bluetooth hub according to instructions provided on the Bluetooth CD-ROM. The Bluetooth hub enables SchoolPad 300s to communicate with the PC.

- ▶ **Note:** Up to 7 SchoolPad 300s can communicate with one Bluetooth hub.
- ▶ **Note:** Each SchoolPad 300 must be within 25 feet (7m) of its intended Bluetooth hub. Reception depends on local conditions, and performance may vary in your facility.

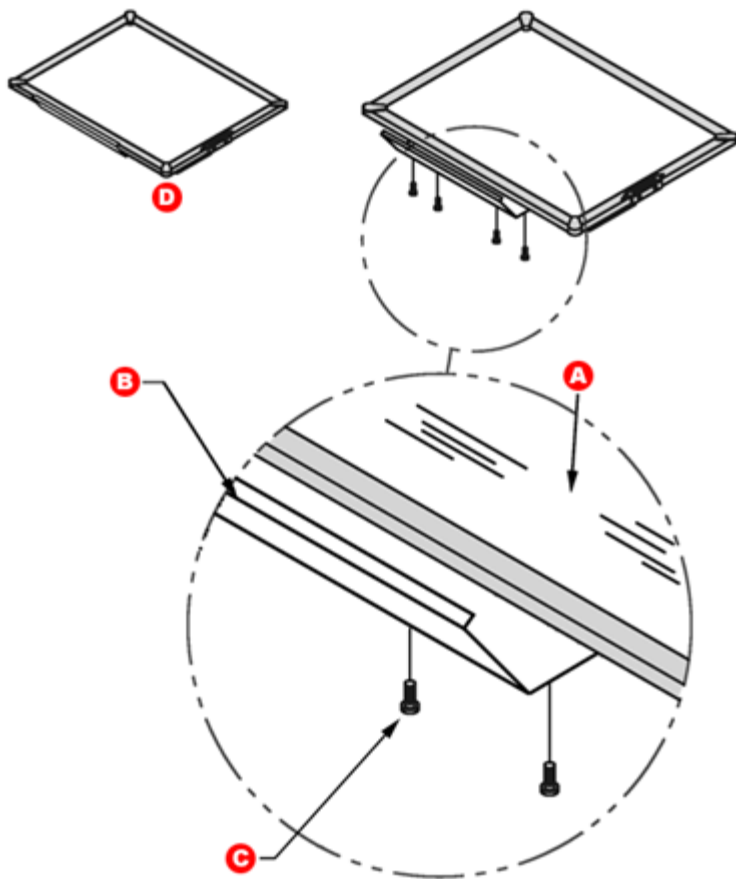
1. Attach the pen tray to the tablet



- ▶ **CAUTION:** To avoid damage to the controller, do not rest the SchoolBoard 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.

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

Next: [Mount the tablet on a wall.](#)
or
[Mount the tablet on the floor stand.](#)



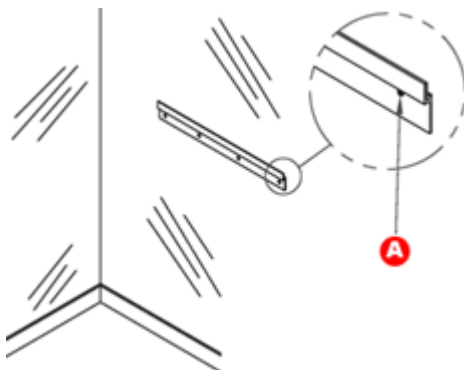
- A Tablet
- B Pen tray
- C Phillips screw (4)
- D Assembled view

2a. Mount the tablet on a wall



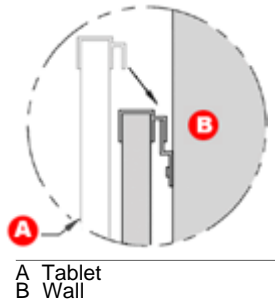
- ▶ **CAUTION:** To avoid damage to the controller, do not rest the SchoolBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.
- ▶ **WARNING:** Never nail or drill the SchoolBoard tablet. Doing so will damage the unit and void your warranty.
- ▶ **IMPORTANT:** To avoid damage to the tablet or injury, two people should carry out this mounting procedure.

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



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

b. Hang the tablet by interlocking the mounting brackets as shown below.



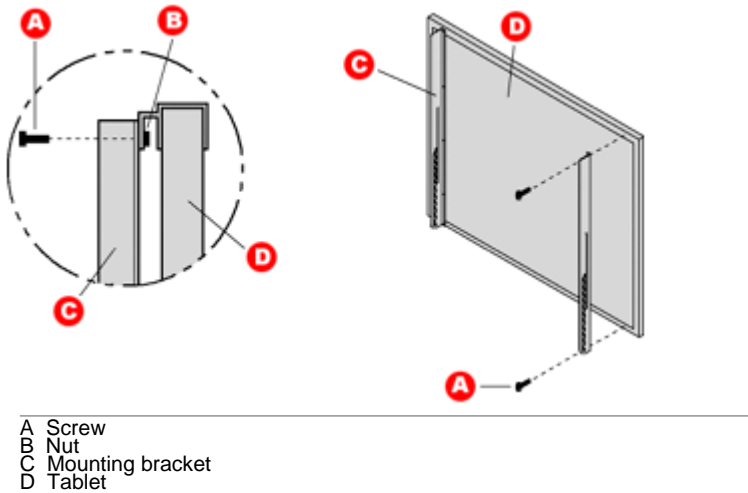
Next: [Assemble the electronic pen\(s\)](#).

2b. Mount the tablet on the optional floor stand

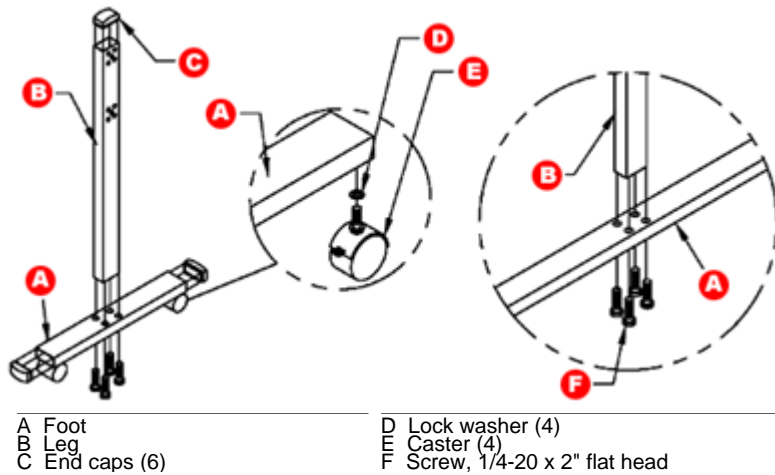


- ▶ **CAUTION:** To avoid damage to the controller, do not rest the SchoolBoard tablet on the controller housing (located on the rear of the tablet near one corner). Do not scratch or damage the tablet's writing surface.
- ▶ **WARNING:** Never nail or drill the SchoolBoard tablet. Doing so will damage the unit and void your warranty.
- ▶ **IMPORTANT:** To avoid damage to the tablet or injury, two people should carry out this mounting procedure.

a. Attach each mounting bracket to the back of the tablet using four small screws and nuts as shown below.

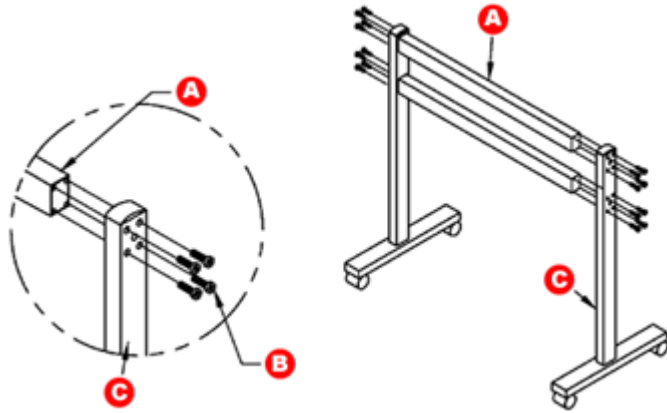


b. Using four screws, attach one foot to the bottom end of one leg (the end without crossbar holes). Attach two casters to each foot. Insert three end caps (two on the foot and one on the leg). Repeat for the other foot and leg.



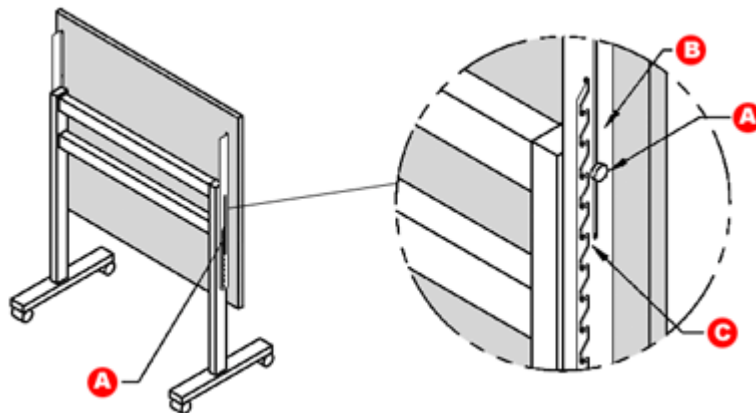
- c. **IMPORTANT:** Examine the leg assemblies: one side of each assembly has 10 holes (2 groups of 5) and the other side has 8 holes (2 groups of 4). In this step, the sides with 10 holes must face away from the crossbars.

Attach both crossbars to one leg assembly using eight screws as shown below. The screws pass through the 4 outermost holes in each group of 5 holes. Attach the other leg assembly to the crossbars in the same way.



- A Crossbar
- B Screw, 1/4-20 x 2" flat head
- C Leg assembly

- d. Thread two Knob Screws into each leg through the mounting bracket. The lower Knob Screw should go toward the rear of the stand. Screw the Knob Screws all the way into the leg. Adjust tablet to desired height by lifting tablet from front.



- A Knob Screw (4)
- B Mounting bracket
- C Slot

Next: [Assemble the electronic pens.](#)

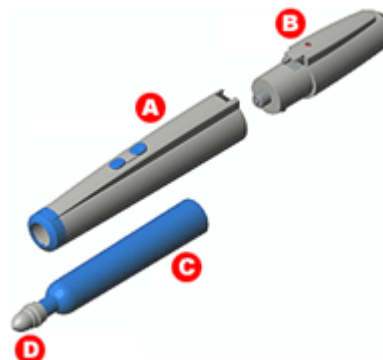
3. Assemble the SchoolBoard pen(s)



- a. 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.

- b. Remove the marker's cap and replace it with a MeetingBoard pen cap.
 c. Insert a marker into the pen housing with the matching color (e.g., red marker goes in red housing)

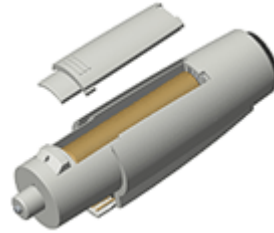


- A Marker holder
- B Electronics module
- C Marker
- D Marker tip

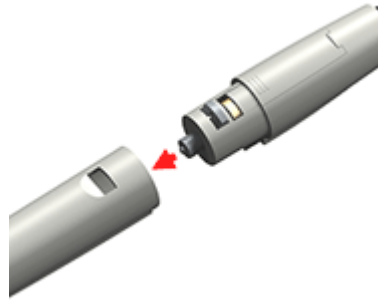
D Pen cap

► **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.

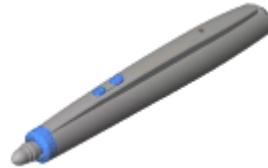
- d. Remove the battery cover from a pen electronics module. Insert a battery into the module (assure polarity is correct!). Replace the battery cover.



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



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



MeetingBoard electronic pen, assembled

► **To disassemble the pen:** Press the latch on the underside of the pen, then pull the pen apart. The two modules should separate easily---excessive force is not required and should not be used. If the modules don't separate easily, press the latch farther inward.

Next: You are ready to [connect the system](#).

Which mode should you use?



The mode you use depends on what you want to do with the School Suite system, as well as what hardware you have.

What can you do?	Interactive Mode	PC Whiteboard Mode
Write using electronic ink	✓	
Write from a wireless remote tablet	✓ *	
Write with dry erase markers in electronic pens		✓
Annotate PC screens	✓	
Write meeting notes on a "blank page"	✓	✓
Review, rearrange or delete annotation images	✓	✓
Distribute annotation images electronically	✓	✓
Print notes	Optional	Optional

*Requires SchoolPad 300 and Bluetooth hub.

What do you need?	Interactive Mode	PC Whiteboard Mode
Windows computer	Required	Required
Video projector	Required	---
Printer	Optional	Optional
Main tablet	SchoolBoard	SchoolBoard
Remote tablet (optional)	SchoolPad 100 or MeetingPad 300	---

1. Connect SchoolBoard



▶ It is recommended that you connect using the PC's USB port. If the PC doesn't have a USB port, then connect using its serial port.

- a. Shut down and turn off the computer.
- b. Locate and identify the ports on the SchoolBoard controller (shown at right).



- c. For USB connections:
 - a. Plug one end of the USB cable into a USB port on the computer (or plug it into a USB hub connected to the computer).
 - b. Plug the other end of the USB cable into the SchoolBoard USB port.
- or
- For serial connections:
 - a. Plug one end of the serial cable into the serial port on the computer.
 - b. Plug the other end of the serial cable into the SchoolBoard serial port.
- d. Connect a video cable between the 15-pin video port on the computer and the video projector.
- e. Connect the SchoolBoard power supply cable to the power port on the MeetingBoard controller.

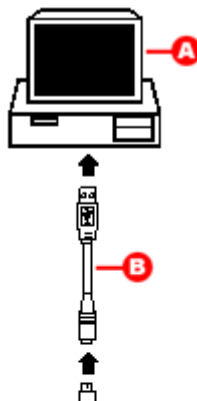
Next: [Connect SchoolPad 100.](#)

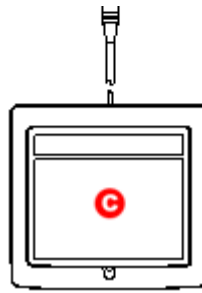
2. Connect SchoolPad 100



▶ Skip this step if your system does not include a SchoolPad 100.

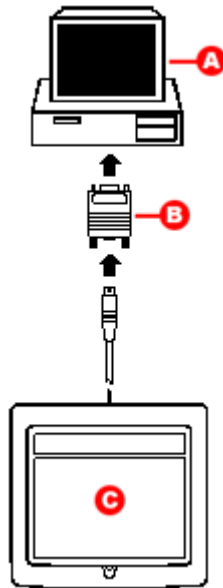
- a. Connect the tablet to the computer:
 - For USB connection: With computer **ON**, connect tablet to computer's USB port using the USB adapter (as shown at right).
- ▶ You cannot use USB connections with a Windows 95 or NT computer.





A Win 98/ME/2000/XP computer
 B USB adapter
 C SchoolPad 100

- *For serial connection:* With computer **OFF**, connect tablet to computer's serial port using the serial adapter (as shown at right). Turn computer ON. You will be prompted to install drivers.



A Win 95/98/ME/2000/XP computer
 B Serial adapter
 C SchoolPad 100

Next: [Calibrate SchoolBoard](#).

3. Calibrate SchoolBoard



- ▶ **Tip:** To assure the electronic ink is properly aligned, always recalibrate after moving the table or projector.

a. Plug the SchoolBoard power supply into an electrical outlet.

You should hear at least four beeps from the SchoolBoard.

b. Turn on the computer.

c. Turn on the projector.

d. Aim the projector at the SchoolBoard's writing area, and size the projected image to fit within the writing area.

- ▶ **Note:** Make certain the image from the PC is properly projected before continuing.

e. **Start > GTCO CalComp InterWrite > Interactive Mode.**

f. In the Control Bar, click the InterWrite icon , then **Tools > Calibrate**.

- ▶ **Tip:** If an error occurs during calibration, simply cancel and start over.

g. The calibration screen will be projected on the tablet. As prompted by the software, click each of the calibration points using the SchoolBoard electronic pen.

h. When calibration is complete, the InterWrite Control Bar will appear. This menu, which remains in front of all applications, enables

you to control programs, edit documents and add annotations.

Installation for Interactive Mode is complete. You can now use the system.

Connect for PC Whiteboard Mode



1. Shut down and turn off the computer.
2. Locate and identify the ports on the SchoolBoard controller (shown at right).



3. Using the USB cable, connect the SchoolBoard's USB port (A) to the computer's USB port (or to a port on a USB hub connected to the computer).

or

Using the serial cable, connect the SchoolBoard's serial port (B) to the computer's serial port.

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

4. Connect the SchoolBoard power supply cable to the SchoolBoard's power port (C).
5. Plug the SchoolBoard power supply into an electrical outlet.
You should hear at least four beeps from the SchoolBoard.
6. Turn on the computer. If you are using a USB connection to the SchoolBoard, Windows will find the SchoolBoard and complete the installation.

Installation for PC Whiteboard Mode is complete. You can now use the system.

Overview of basic operations



First, you need to launch InterWrite Software. You can launch Interactive Mode or PC Whiteboard Mode from:

- The [SchoolBoard](#).
- A [SchoolPad](#).
- The [PC](#).

Next, review instructions for using the [SchoolBoard pens](#) and [SchoolPad pens](#).

Finally, you are ready to [use InterWrite Software](#).

The mode you use depends on what you want to do with the School Suite system.

What can you do?	Interactive Mode	PC Whiteboard Mode
Write using electronic ink	✓	
Write from a wireless remote tablet	✓ *	
Write with dry erase markers in electronic pens		✓
Annotate PC screens	✓	

Write meeting notes on a "blank page"	✓	✓
Review, rearrange or delete annotation images	✓	✓
Distribute annotation images electronically	✓	✓
Print notes	Optional	Optional

*Requires SchoolPad 300 and Bluetooth hub.

Starting from SchoolBoard



1. Assure the SchoolBoard is on.
2. Assure other components are on:
 - *For Interactive Mode or PC Whiteboard Mode:* Assure the computer is on.
 - *For Interactive Mode:* Assure the video projector is on and is projecting the computer's screen onto the SchoolBoard writing surface.
3. On the SchoolBoardcontrol panel, use the electronic pen to...

Start InterWrite

Click A for Interactive Mode.



Click B for PC Whiteboard Mode.



Starting from a SchoolPad




Starting from a SchoolPad 100

1. Assure the SchoolBoard is on.
2. Assure the computer is on.
3. Using the pen, click the **LAUNCH InterWrite** spot in the upper right corner of the SchoolPad 100 tablet.
4. Choose a user profile:
 - a. Using the pen, click the **e** (in "InterWrite") in the upper left corner of the SchoolPad 100 tablet.
 - b. Click **Yes** in the dialog window, then select a user profile and log in.

Starting from a SchoolPad 300

► **Note:**

- Up to 7 SchoolPad 300s can communicate with one Bluetooth hub.
- Each SchoolPad 300 must be within 25 feet (7m) of its intended Bluetooth hub. Reception depends on local conditions, and performance may vary in your facility.

1. Assure the SchoolBoard is on.
2. Assure the computer is on.
3. Press the ON button on the SchoolPad 300. The discovery process will only find units that are on.
4. Using the computer's mouse, click the InterWrite icon  in the Task Bar, then click **Device Manager** in the pop-up menu.
5. In the **Bluetooth Device Discovery** window, click the **Discover Devices** button. A list of found devices will appear.
6. For each device associated with the hub in this system, select the desired action for the device.
7. On the back of the SchoolPad 300, find the unit's address. In the **Bluetooth Device Discovery** window, open the list of found devices, then click the corresponding device address.

▶ **Tip:** To give a unit a unique name, select the unit in the list of found devices, then click the **Properties** button.

8. Choose a user profile:



- a. Press the SchoolPad 300's LINK button.
- b. Select a user profile and log in.

▶ **Tip:** Once a SchoolPad 300 has been added via the Device Manager, it can be easily connected later from the [Session Manager](#) (which reduces the number of steps needed to connect).

▶ **Note:** If there is no pen activity for 30 minutes, the SchoolPad 300 will turn itself off to conserve its batteries. To begin using the SchoolPad 300 again, press the ON button. You may need to use the device manager or session manager to relink the tablet.

Starting from the PC



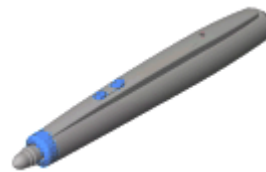
1. Assure the SchoolBoard is on.
2. Assure other components are on:
 - *For Interactive Mode or PC Whiteboard Mode:* Assure the computer is on.
 - *For Interactive Mode:* Assure the video projector is on and is projecting the computer's screen onto the SchoolBoard writing surface.
3. Then...
 - To start from PC's **Start** menu
 - Click **Start > Programs > GTCO CalComp InterWrite > Interactive Mode.**
 - or
 - Click **Start > Programs > GTCO CalComp InterWrite > Whiteboard Mode.**
 - To start from PC's Task Bar
 - Click  , then click **Launch InterWrite > Interactive Mode.**
 - or
 - Click  , then click **Launch InterWrite > Whiteboard Mode.**

Using SchoolBoard pens



The SchoolBoard electronic pens provide multiple functions:

- The pens work with InterWrite software in Interactive Mode to control programs, edit documents and annotate screens using "electronic ink."
- The pens have buttons that act as mouse buttons in Interactive Mode.
- By incorporating standard Expo or Pilot dry-erase markers, the pens can mark directly on the SchoolBoard writing surface in PC Whiteboard Mode and Color Copyboard Mode.



How you use a pen depends on which mode you are using:

- In Interactive Mode
 - Keep the cap in place. To write, draw or interact with the system, press the pen's tip on the MeetingPad's surface, then move the pen across the surface. Marks you make are projected as "electronic ink" onto the SchoolBoard surface. Use the pen buttons as you would use mouse buttons (see below).
- In PC Whiteboard Mode
 - Remove the cap and use the pen as a dry-erase marker.
- In Color Copyboard mode
 - Remove the cap and use the pen as a dry-erase marker.

▶ **IMPORTANT:** Store pens horizontally for maximum battery life.

Pen buttons function as mouse buttons in Interactive Mode:

- Pen tip is the same as a mouse's left button. Use it to click and drag.
- Lower button (nearest the pen tip) is the same as a mouse's left button. Use it to click and drag.
- Upper button (farthest from the pen tip) is the same as a mouse's right 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.

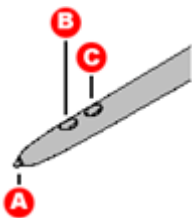
Using SchoolPad pens



► **Note:** SchoolPad functions are available only when using InterWrite Software's Interactive Mode.

To write, draw or interact with the system, press the pen's tip on the SchoolPad's surface, then move the pen across the surface.

About the pen buttons:



- A Tip (same as pressing mouse's left button)
- B Left-double-click (same as pressing mouse's left button twice)
- C Right-click (same as pressing mouse's right button)

Guide to InterWrite Software



Interactive Mode

Here are a few basic topics to get you started:

- [Learn the difference between Annotation Mode and Mouse Mode](#), as you will frequently switch from one to the other.
- [Review annotation tools](#), so you'll know what capabilities are available.
- [Calibrate MeetingBoard or SchoolBoard](#) to assure the tablet is correctly aligned with the projected image.
- Create [freehand](#) or [text](#) annotations.
- [Edit annotations](#) and [manage annotation pages](#).

For more information, see the topics under "InterWrite Software > Using Interactive Mode > How to..." in the Contents tab in the left panel of this window.

or

Use the green buttons above to move through topics in sequence.

PC Whiteboard Mode

- [How to use PC Whiteboard Mode](#).
- [What the toolbar buttons do](#).

InterWrite Viewer

- [How to use InterWrite Viewer](#).
- [What the Viewer buttons do](#).
- [How InterWrite names annotation files](#).

Annotation Mode versus Mouse Mode



Within Interactive Mode, there are two additional modes:

- **Annotation Mode** captures the current screen image and enables you to draw on it using the electronic pens.

To enter *Annotation Mode*:

Click any pen button ,


or click the **Highlighter** button ,

or click the **Eraser** button ,

or click the **Pointer** button .

When you enter Annotation Mode, InterWrite opens the **Annotate** window, which contains an image of the screen at that moment.

- Make all your [freehand](#) and [text](#) annotations in the **Annotate** window.
 - Resize and move the **Annotate** window as needed.
 - Switch to other applications at any time.
 - Move the image within the **Annotate** window using the [Pan and Scroll tool](#).
- **Mouse Mode** allows you to control---using the electronic pen as a mouse---any applications on the PC.

To enter *Mouse Mode*: Click the **Mouse Mode** button .

When you enter Mouse Mode, you may be prompted to save the current screen and annotations. Once in Mouse Mode, you cannot add or save annotations (until you return to Annotation Mode).


- ▶ **Tip:** To prevent loss of annotations when switching to Mouse Mode, open the preferences window (**Edit > Preferences**) and activate the option to warn about possible data loss.


Annotation tools




- ▶ **Note:** Depending on how the Control Bar is [customized](#), tools shown below may or may not be present, and may be in a different order. Some tools can be in the Control Bar or in the InterWrite Toolbox menu.


 **InterWrite Menu**


 [Mouse Mode](#) (pen used like a mouse to control applications)


 **Pan and Scroll** to move image within **Annotate** window


 **Pen** (one of four) for freehand annotation


 **Highlighter** for annotation


 **Eraser** to remove parts of freehand and highlighter annotations


















 **Typed Text** to add typed text annotations

 **Pointer** to select annotations (for moving, deleting and copying)

 **Text Pointer** to select freehand text for conversion to typed text

 **Create Blank Page** for free form writing and drawing


 **Create Grid Line Page** horizontal and/or vertical lines

-  **Create Image Page** containing imported picture
-  Open **GWB File Viewer** to view images contained in an annotation file
-  View **Previous Image** in currently open file
-  View **Next Image** in currently open file
-  **Clear** all annotations from the current screen
-  **Save** current screen image (with annotations) in currently open image file
-  **Control MeetingPad Input** for allowing or preventing annotations using MeetingPads or SchoolPads
-  **Start Internet Browser** and open page designated in **Preferences** window
-  Display **Virtual Keyboard** for creating and editing text annotations
-  **Calibrate** MeetingBoard tablet
-  **InterWrite Toolbox** containing other tools
-  **Page Up** to display previous PowerPoint page and save current annotations
-  **Page Down** to display next PowerPoint page and save current annotations
-  **Display Reveal Curtain** to hide portions of the screen
-  **Insert picture** as an annotation
-  **Session Manager**
-  **Exit InterWrite**

Calibrate MeetingBoard/SchoolBoard



▶ **Tip:** To assure the electronic ink is properly aligned, always recalibrate after moving the table or projector.

- a. Assure the tablet, computer and projector are on.
- b. Aim the projector at the tablet's writing area, and size the projected image to fit within the writing area.
 - ▶ **Note:** Make certain the image from the PC is properly projected before continuing.
- c. **Start > GTCO CalComp InterWrite > Interactive Mode.**
- d. In the Control Bar, click the InterWrite icon , then **Tools > Calibrate.**
 - ▶ **Tip:** If an error occurs during calibration, simply cancel and start over.
- e. The calibration screen will be projected on the tablet. As prompted by the software, click each of the calibration points using the MeetingBoard or SchoolBoard electronic pen.
- f. When calibration is complete, the InterWrite Control Bar will appear. This menu, which remains in front of all applications, enables you

to control programs, edit documents and add annotations.

Position and resize the Control Bar



Position the Control Bar

The Control Bar has two configurations: floating and docked. You can easily change from one configuration to another:

- *To dock the Control Bar when it is floating:* Drag the Control Bar's title bar to an edge, then release it when it snaps to the edge. (If the Control Bar doesn't snap to an edge, there is already a docked tool bar at that edge; try another edge.)
- *To float the Control Bar when it is docked:* Move the cursor to the edge where the Control Bar is docked (to make it visible), then drag the part of the Control Bar with no tools away from the edge.
- *To move the Control Bar anywhere on the screen:* Drag its title bar.

Resize the control bar

Resize the Control Bar to match your requirements:

- *When docked:* Move the cursor over the edge where the Control Bar is docked (to make it visible), then drag the edge of the Control Bar farthest from the edge of the display. Two widths are available when docked along vertical edges and two heights when docked along horizontal edges.
- *When floating:* Drag any side or corner of the Control Bar. Two heights are available for horizontal orientation and three widths for vertical orientation.

Select tools and options



▶ **Tip:** The little lines next to each tool indicate the tool's current width. One line indicates the narrowest width, while four lines indicates the widest. To customize widths, see [Define pen and highlighter widths](#).

To do this...	Do this...
Select drawing tool	Click tool in Control Bar (tool retains previously-selected color/width).
Configure drawing tool	Open tool palette, click desired color/width.
Configure tool when Control Bar is docked	Click tool options in Control Bar. (If Display Tool Preferences on Control Bar is activated in Customize Control Bar window.)
Configure tool or select another tool	<u>R</u> ight-click anywhere in screen, then click tool, color or width in pop-up menu.
Select pen color based on pen used	Use color-coded pen. (The option for automatically sensing pen change must be activated in the InterWrite preferences window.)

Create freehand annotations



To do this...	Do this...
Write or draw	Use an electronic pen on the tablet. (Annotations do not alter underlying programs or documents.)
Select a pen color	Click a pen button in the Control Bar. (This overrides the electronic pen's assigned color.) or In Annotation Mode, <u>r</u> ight-click anywhere, then select the pen color in the pop-up menu.
Highlight areas	Click the Highlighter button . (Highlighting is transparent.) or In Annotation Mode, <u>r</u> ight-click anywhere, then select the highlighter in the pop-up menu.
Draw lines or shapes	Open any Pen Preferences menu (click arrow next to any pen), then click the line, square or oval button .

- Erase annotations Click the [Eraser button](#), then move the electronic pen over the annotations you want to erase.
 or
 In Annotation Mode, right-click anywhere, then select the eraser in the pop-up menu.
 or
 Use the small eraser on the back of the electronic pen.
 or
 Use the large electronic eraser.

▶ **Tip:** Use the eraser to split a freehand annotation into two or more independent parts.

Create text annotations



To do this...	Do this...
Type text using PC keyboard	Click the Typed Text button . Click anywhere, then type using PC keyboard.
Type text using Virtual Keyboard	Click the Typed Text button . Open Virtual Keyboard (click Virtual Keyboard button or click Virtual Keyboard icon in system tray). Click anywhere, then type using Virtual Keyboard.
Type uppercase letters	with Virtual Keyboard: <i>To type one uppercase letter:</i> Click SHIFT button, then type letter. <i>To type multiple uppercase letters:</i> Click LOCK button, then type letters. When done, click LOCK button again.
Convert freehand letters to text	<ol style="list-style-type: none"> Using pen, write letters. Click Text Pointer button, then drag to select all letters. In handwriting recognition pop-up window, edit and format as needed (click arrow button for more formatting options, click keyboard button for virtual keyboard). When done, click convert button to convert to text.
Edit/format text annotation	<ol style="list-style-type: none"> Click the Pointer button. Click text annotation. Open Selection Preferences menu (at Pointer button), then click Edit. In window, edit text or change font, size, style or color. When done, click OK.

▶ **Tip:** More details are available [about the Virtual Keyboard](#).

Use other annotation functions



To do this...	Do this...
Insert a picture	Click the Insert Picture button , then select picture. or Drag an image file from another application (such as Windows Explorer) and drop it in the Annotate window. or Copy an image in another application, then File > Paste in the Annotate window.
Hide part of screen	Click the Display Reveal Curtain button . Resize curtain as needed.

When annotating PowerPoint presentations:

To do this...	Do this...
Save current annotation, display next PowerPoint page and start new annotation page	Click the Page Down button .
Save current annotation, display previous PowerPoint page and start new annotation page	Click the Page Up button .

Edit annotations



To do this...	Do this...
Move annotations	Click the Pointer button . Click one or more annotations, then drag.
Resize annotations	Click one or more annotations, then drag any handle.
Copy or cut annotations	Click the Pointer button . Click one or more annotations, then Edit > Copy (CTRL-C) or Edit > Cut (CTRL-X).
Delete annotations	Click the Pointer button . Click one or more annotations, then press DELETE.
Open a blank page	Click the Blank Page button . (Use a blank page when your annotations aren't related to an underlying document or program.)

▶ **Tip:** Use cut, copy and paste to move annotations from one InterWrite page to another, and to move annotations between InterWrite pages and other applications.

▶ **Tip:** Instead of a blank page, you can create a grid line page or an image page. Open the menu from the page button for options.

Manage annotation pages



To do this...	Do this...
Resize Annotate window	Drag any side.
Reposition Annotate window	Drag title bar.
Minimize Annotate window	Click Minimize button in title bar.
Scroll image in Annotate window	Click Pan and scroll button , then drag image. (This enables you to view any part of the image when the Annotate window has been made smaller.)
Save the current screen	Click the Save button , or File > Save . If you haven't created an image file, InterWrite Software automatically creates one using the current date (see File naming for details).
View previous annotation page	Click the Previous Image button . (Not available if you are currently viewing the first page, or if there is only one page saved.)
View next annotation page	Click the Next Image button . (Not available if you are currently viewing the last page, or if there is only one page saved.)
View annotation pages	Click the Image Viewer button . (See also Using InterWrite Viewer: How to... and Viewer buttons .)
Close current image file	File > Close .
Start new image file	File > New...

Log in from a MeetingPad or SchoolPad



▶ **Note:** The [Control MeetingPad Input button](#) must be unlocked to enable logging in and annotating from MeetingPads/SchoolPads.

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

Log in from a MeetingPad 100 / SchoolPad 100

1. Using the pen, click the **LAUNCH InterWrite** spot in the upper right corner of the MeetingPad 100 / SchoolPad 100 tablet.
2. Then:


- For a registered user:
 1. Click the user's name in the **Existing User Profiles** list.
 2. Click **OK**.
- For an unregistered user:
 1. Click the **Edit Profiles** button.
 2. In the **Edit User Profiles** window:
 - a. Type the new user's name.
 - b. Select a pointer identifier, default pen color and default line width for this user.
 - c. Click **Add User** to complete registration and return to the login window.

▶ **Note:** User profiles set the default pen color and width, and enable users to be identified by different cursor shapes.

Log in from a MeetingPad 300 / SchoolPad 300

▶ **Note:**

- Up to 7 MeetingPad 300s / SchoolPad 300s can communicate with one Bluetooth hub.
- Each MeetingPad 300 / SchoolPad 300 must be within 25 feet (7m) of its intended Bluetooth hub. Reception depends on local conditions, and performance may vary in your facility.

1. Press the ON button on the MeetingPad 300 / SchoolPad 300. The discovery process will only find units that are on.
 2. Using the computer's mouse, click the InterWrite icon  in the Task Bar, then click **Device Manager** in the pop-up menu.
 3. In the **Bluetooth Device Discovery** window, click the **Discover Devices** button. A list of found devices will appear.
 4. For each device associated with the hub in this system, select the desired action for the device.
 5. On the back of the MeetingPad 300 / SchoolPad 300, find the unit's address. In the **Bluetooth Device Discovery** window, open the list of found devices, then click the corresponding device address.
- ▶ **Tip:** To give a unit a unique name, select the unit in the list of found devices, then click the **Properties** button.
6. Press the MeetingPad/SchoolPad 300's LINK button, then:
 - For a registered user:
 1. Click the user's name in the **Existing User Profiles** list.
 2. Click **OK**.
 - For an unregistered user:
 1. Click the **Edit Profiles** button.
 2. In the **Edit User Profiles** window:
 - a. Type the new user's name.
 - b. Select a pointer identifier, default pen color and default line width for this user.
 - c. Click **Add User** to complete registration and return to the login window.

▶ **Note:** User profiles set the default pen color and width, and enable users to be identified by different cursor shapes.

▶ **Tip:** Once a MeetingPad 300 / SchoolPad 300 has been added via the Device Manager, it can be easily connected later from the [Session Manager](#) (which reduces the number of steps needed to connect).

Use the Session Manager



The Session Manager enables you to control which devices can use InterWrite. Once a device has logged in, it can be easily connected or disconnected using the Session Manager.


As shown here, the Session Manager lists each device---and its status---that has logged in to the system:



To do this...	Do this...
Open the Session Manager	Click the InterWrite icon in the Task Bar, then click Session Manager in the pop-up menu. or If InterWrite is running, click the Session Manager button .
To connect a device	Click its green button. The device can now use InterWrite.
To connect a device that is off	Turn on the device, then click its green button. The device can now use InterWrite
To disconnect a device	Click its red button. The device cannot use InterWrite.

Set InterWrite preferences



- Click  in the Control Bar to open the InterWrite menu, then **Edit > Preferences...**
- Set preferences as desired:


Use the...	To...
Files tab	Set default directory for saving image files.
Options tab	Set control options, cursor orientation and default Internet address.
Image Controls tab	Select option for handling new annotation pages.
Line Widths tab	Set pen and highlighter widths.
Text Annotation tab	Set default font, size, style and color for text annotations.
Grid Line Page tab	Set color and other characteristics of Grid Line page.
Image Page tab	Select image to appear on Image page.
Annotation Window tab	Control whether Annotate window can be resized, and availability of scroll bars.

- When done, click **OK**.

Define pen and highlighter widths



Pens and the highlighter can be set to any of four widths via the Control Bar or pop-up menus. Those tool widths are associated with definitions you can change. Widths can be set to any value from 1 to 32 pixels.

- Click  in the Control Bar to open the InterWrite menu, then **Edit > Preferences...**
- In the **Preferences** window, click the **Line Widths** tab

The top width in each column corresponds to the smallest width that can be selected in a tool's palette. The bottom width corresponds to the largest width.
- Set pen and highlighter widths as desired (however, settings must be ordered from smallest at the top to largest at the bottom).
or
Click either **Defaults** button to restore the default widths.
- Click **OK**.

Customize the Control Bar



Customizing enables you to:

- Change the Control Bar's behavior.
- Add or remove tools.
- Save and select Control Bar configurations.

1. Click  in the Control Bar to open the InterWrite menu, then click **Customize...** in the menu.

2. In the **Toolbar Settings** tab, set options as desired.

3. In the **Customize Toolbar** tab:

To select a scheme: Open the **Current Toolbar Scheme** list and click the scheme name.

To customize a scheme: Add or remove buttons.

To save the current scheme: Type a name in the **Current Toolbar Scheme** box, then click **Save Scheme**.

To delete the current scheme: Click **Delete Scheme**.

4. Click **OK**.

► **Tip:** You can also open this window by right-clicking anywhere on the Control Bar, then clicking **Customize...** in the pop-up menu.

Set up programmable menu buttons



The menus on MeetingBoard LX and SchoolBoard tablets have three programmable buttons (Programmable 1, Programmable 2 and Programmable 3). These buttons can be set up to launch frequently-used applications or documents.

1. Click the InterWrite icon in the Task Bar, then click **Device Manager** in the pop-up menu.
2. In the **Device Manager** window, click the tablet name in the **Recognized Devices** list, then click the **Device Properties** button.
3. In the **Device Properties** window, click the **SoftKeys** tab.
4. For each programmable button:
 - a. Click the ... button, then select the application or document you want to associate with this programmable button.
 - b. Active or deactivate the **Beep** option, as desired. (When **Beep** is activated, you will hear a beep when you click the programmable button.)
5. Click **OK**.

Use other pointing devices



InterWrite Software recognizes standard mouse events (left click and right click) as follows:

Mouse Mode

- Left click: For other programs, functions as in Windows. If cursor is left-clicked over a Control Bar button, InterWrite enters Annotation Mode with the selected tool active.
- Right click: For other programs, functions as in Windows. If cursor is right-clicked over Control Bar, InterWrite menu opens.

Annotation Mode

- Left click: If cursor is not over Control Bar, applies tool (pen, highlighter, eraser or pointer) to image.
or
If cursor is over Control Bar, selects tool.
- Right click: If cursor is not over Control Bar, opens palette for selecting color, width and tool (see [Select tools and options](#)).
or
If cursor is over Control Bar, opens InterWrite menu.

About the Virtual Keyboard



The Virtual Keyboard is an on-screen substitute for the physical keyboard attached to the PC supporting Meeting Suite. It enables you to do anything in Interactive Mode that you can do from the physical keyboard. The Virtual Keyboard is convenient because you can "type" while keeping your focus on the MeetingBoard. Additionally, the Virtual Keyboard lets MeetingPad users "type" from anywhere in the room.

► **Tip:** The Virtual Keyboard works with any program, not just InterWrite. After opening the Virtual Keyboard, switch to another program and "type" using the Virtual Keyboard to enter text and keyboard shortcuts.

To learn more, see:

- [Basic keyboard operations.](#)
- [Selecting keyboard layout.](#)
- [Configuring the keyboard.](#)

Basic Virtual Keyboard operations



To do this...	Do this...
Open the Virtual Keyboard	Click Virtual Keyboard button or click Virtual Keyboard icon in system tray.
Type one uppercase letter	Click SHIFT button, then type letter.
Type multiple uppercase letters	Click LOCK button, then type letters. When done, click LOCK button again.

Selecting keyboard layout



To do this...	Do this...
Display standard keyboard	Keyboard > Standard Keyboard.
Display enhanced keyboard	Keyboard > Enhanced Keyboard.
Display numeric keypad	Keyboard > Number Pad.
Select English, European or Japanese layout	Keyboard > [layout type]. (European and Japanese layouts provide additional keys needed to display extra characters. English Block simplifies layout by aligning keys in a grid. Kiosk is a minimal 85-key layout.)

► **Tip:** Resize the keyboard by dragging any side or corner.

Enhanced keyboard: provides all the keys you would find on a physical keyboard for a desktop computer.



Standard keyboard: provides fewer keys, similar to the keyboard for a laptop computer.



Numeric keypad: numbers and related keys, available in both standard and enhanced layouts.



Configuring the keyboard



To do this...

Do this...

Hide the keyboard

Deactivate **Settings > Keyboard Visible**.

Show hidden keyboard

Click Virtual Keyboard icon in the Task Bar.

Switch between 2D and 3D keys

Settings > 3D Keys.

Allow keyboard to move behind other windows

Deactivate **Settings > Always on Top**.

Turn "click" sound on or off

Settings > Use Click Sound.

Set time needed to activate repeating characters

Activate **Settings > Dwell Select**. Move cursor over key, then quickly click to indicate delay before activating repeat characters. When done deactivate **Settings > Dwell Select**.

Hide keyboard's menu bar

Activate **Settings > Hide Top Menu**.

Access menu when menu bar is hidden

Right-click anywhere in keyboard window.

Change font appearing on keys

Settings > Font... , then select font, style and size.

Customize keyboard colors

Settings > Color. In **Select Custom Colors** window, activate **Use Custom Colors**, then change colors as desired.

How to... (PC Whiteboard Mode)










- ▶ **Tip:** To start PC Whiteboard Mode in a Meeting Suite system, see [Starting from MeetingBoard](#), [Starting from MeetingBoard LX](#) and [Starting from the PC](#).
- ▶ **Tip:** To start PC Whiteboard Mode in a School Suite system, see [Starting from SchoolBoard](#) and [Starting from the PC](#).

To do this...	Do this...
Start a new image file	Click  or File > New Image File...
Save annotation to current file	Click  or File > Save As...
Save image under a new name	Click  or File > Save As... , then enter a new name for the new file.
Write or draw	Remove tip from electronic pen, then write or draw on electronic whiteboard writing surface.
Select a pen color	Open the Pens menu and click the desired color.
Erase	Use the small eraser on the back of the electronic pen. or Use the large electronic eraser.
Print current image	Click  or File > Print...
Clear annotations	Click  or Edit > Clear All .
Manage images	Click  or File > Image Viewer... (See also Using InterWrite Viewer: How to... and Viewer buttons .)
Exit PC Whiteboard Mode	Click  or File > Exit .

Toolbar buttons (PC Whiteboard Mode)



-  Start new image file
-  Save image file
-  Save image file under new name
-  Print current image
-  Open InterWrite Viewer
-  Clear annotations from image
-  Exit PC Whiteboard Mode

How to... (InterWrite Viewer)



To do this...	Do this...
Open the Viewer	In Interactive Mode, click the Image Viewer button in the Control Bar. or In PC Whiteboard Mode, click the Image Viewer button in the tool bar.
Rearrange images	Click an image, then drag to a new location (watch for the bar indicating where it will be placed).
Cut an image	Click the Cut button or Edit > Cut . The image is placed in the clipboard, and can be pasted into this file or another file.
Copy an image	Click the Copy button or Edit > Copy . The image is copied to the clipboard, and can be pasted into this file or another file.

Paste an image	Click the Paste button or Edit > Paste . A previously cut or copied image is pasted into the current file.
Zoom	Click the Zoom button (repeated clicking cycles through all zoom levels).
Zoom in or out	View > 25% , View > 33% , View > 50% , View > 66% , View > 75% or View > 100% .
Print image(s)	Click the Print button or File > Print... . In the Print Setup window, you can choose to print all images, a range of images or the currently selected image.
Export images	File > Export... . Select an export format, enter a name for the new files, then click Save . (Each image's name will include a sequential number.)
E-mail the current file	Click the Send button or File > Send To... . In the dialog window, choose to send the file only (recipient must have the InterWrite Viewer or InterWrite Reader) or to send the file with a reader (any recipient can open and view the file). Click the Mail button to open your default e-mail program with the image file attached. <p style="color: red;">▶ Tip: Recipients can download the InterWrite Reader from www.gtcocalcomp.com/interwriteviewer.htm. This may be necessary if you cannot send executable files from your system, or if the recipient cannot receive executable files.</p>
Close the viewer	Click the Exit button or File > Exit .

Viewer buttons



Open previously saved InterWrite file



Save current file



Print current file



Cut selected image



Copy selected image



Paste image from clipboard



Cycle through zoom settings



E-mail current file



Exit InterWrite Viewer

File naming



- **How** InterWrite names files: The default file name is *mmddy.gwb* , where *mmddy* is today's date (month, day and year). You can change an InterWrite file's name, but you should retain its *.gwb* extension.

If InterWrite creates more than one file on the same day, files after the first include a two digit sequential number, as in *mmddyNN.gwb* , where *NN* is the sequential number.

Example: For the first meeting on November 9, 2002, InterWrite saves screens in the file *110902.gwb* . For the second meeting on that day, InterWrite saves screens in file *11090201.gwb* . The third meeting goes in *11090202.gwb* , and so forth.

- **Where** InterWrite saves files: The default directory is specified in the [Preferences window](#) (**Edit > Preferences** in the InterWrite menu).

Contact information



For additional help in installing, configuring and using Meeting Suite and School Suite products, contact GTCO CalComp Technical Service & Support:

U.S. West Coast

GTCO CalComp Inc.

14555 North 82nd Street
Scottsdale, AZ 85260

- E-mail: CalComp.support@gtcocalcomp.com
- Phone: 1-480-443-2214
- Fax: 1-480-948-5508

U.S. East Coast

GTCO CalComp Inc.
7125 Riverwood Drive
Columbia, MD 21046

- E-mail: gtco.support@gtcocalcomp.com
- Phone: 1-410-312-9221
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- Fax: +43 1 7007 36458

Web

www.gtcocalcomp.com

Troubleshooting



InterWrite Software

Problem: Your system doesn't allow you to send a self-extracting (.exe) image file (which includes InterWrite Reader).
or

Recipient's system doesn't allow recipient to receive or open self-extracting (.exe) image file (which includes InterWrite Reader).

Solution: Send standard image file (.gwb). Have user download InterWrite Reader from www.gtcocalcomp.com/interwriteviewer.htm. After downloading and installing reader, recipient can open your image file.

MeetingBoard: Color Copyboard mode

Problem: Image doesn't print.

Things to check:

- Assure the printer is turned on.
- Assure all cable connections are secure.
- Assure printer cartridges are properly installed.
- Assure printer cartridges have sufficient ink.
- Assure a compatible printer is attached:
 - Epson Stylus Color (ESC P2 commands at 180 lpi).
 - Canon BJC (Canon BJR Color commands at 180 lpi).
 - HP Deskjet (PCL3 commands at 150 lpi) not host-based.

MeetingBoard/SchoolBoard care and cleaning



[Replacing MeetingBoard/SchoolBoard pen batteries](#)

[General tablet care](#)

[Cleaning the tablet](#)

MeetingPad/SchoolPad care and cleaning



[Replacing MeetingPad/SchoolPad 300 pen batteries](#)

[General care](#)

[Cleaning the tablet](#)

Specifications for MeetingBoard



Product specifications

Platform Support	PC
Software Drivers	Windows 95/98/ME/NT/2000/XP
Hardware Interface	RS232 and Universal Serial Bus (USB) standard
Resolution	1,000 lines per inch (39.5 lines per mm)
Baud Rate	Up to 9600
Technology	Non-touch patented electromagnetic position-sensing
Operating Modes	Interactive, PC Whiteboard, Copyboard
Power Supply	Wall Mount
Power Requirements	9VDC@1A
Battery Life (pens)	Approximately 200 hours of continuous use
Certification	FCC Part 15 Subpart B (Class B) and Subpart C, EN55022, ETS 300 683 (1997), ETS 300 220 (2000-09)
Operating Temperature	40 to 115°F (5 to 40°C)
Warranty	One year

Tablet Physical Dimensions (measurements include pen tray and control box)

Model	70 inch MeetingBoard
Active Area	70 in (178 cm) diagonal 42 in H x 56 in W (106.68 cm H x 142.24 cm W)
Width	60.56 in (154 cm)
Height	46.46 in (118 cm)
Depth	6.232 in (15.8 cm)
Weight	32 lb (14.5 kg)
Shipping Dimensions	68 in (172.72 cm) x 6 in (15.24 cm) x 54 in (137.16 cm)

Model	50 inch MeetingBoard
Active Area	50 in (127cm) diagonal 30 in H x 40 in W (76.3 cm H x 101.7 cm W)
Width	44.7 in (113.7 cm)
Height	34.7 in (88.2 cm)
Depth	
Weight	19 lb (8.6 kg)
Shipping Dimensions	51 in x 41 in x 5.8 in (129.7 cm x 104.3 cm x 14.7 cm)

Specifications for MeetingBoard LX



Product specifications

Platform Support	PC
Software Drivers	Windows 95/98/ME/NT/2000/XP
Hardware Interface	RS232 and Universal Serial Bus (USB) standard
Resolution	1,000 lines per inch (39.5 lines per mm)
Baud Rate	Up to 9600
Technology	Non-touch patented electromagnetic position-sensing
Operating Modes	Interactive, PC Whiteboard
Power Supply	Wall Mount
Power Requirements	9VDC@1A
Battery Life (pens)	Approximately 200 hours of continuous use
Certification	FCC-B, DCO-B, EN55022-A, EN55024:1998
Operating Temperature	40 to 115°F (5 to 40°C)
Warranty	One year

Tablet Physical Dimensions (measurements include pen tray and control box)

Model	70 inch MeetingBoard LX
Active Area	70 in (178 cm) diagonal 42 in H x 56 in W (106.68 cm H x 142.24 cm W)
Width	60.56 in (154 cm)
Height	46.46 in (118 cm)
Depth	6.232 in (15.8 cm)
Weight	32 lb (14.5 kg)
Shipping Dimensions	68 in x 6 in x 54 in (172.72 cm x 137.16 cm x15.24 cm)

Model	50 inch MeetingBoard LX
Active Area	50 in (127cm) diagonal 30 in H x 40 in W (76.3 cm H x 101.7 cm W)
Width	44.7 in (113.7 cm)
Height	34.7 in (88.2 cm)
Depth	
Weight	19 lb (8.6 kg)
Shipping Dimensions	51 in x 41 in x 5.8 in (129.7 cm x 104.3 cm x 14.7 cm)

Specifications for SchoolBoard



Product specifications

Platform Support	PC
Software Drivers	Windows 95/98/ME/NT/2000/XP
Hardware Interface	RS232 and Universal Serial Bus (USB) standard
Resolution	1,000 lines per inch (39.5 lines per mm)
Baud Rate	Up to 9600
Technology	Non-touch patented electromagnetic position-sensing
Operating Modes	Interactive, PC Whiteboard
Power Supply	Wall Mount
Power Requirements	9VDC@1A
Battery Life (pens)	Approximately 200 hours of continuous use
Certification	FCC Part 15 Subpart B (Class B) and Subpart C, EN55022, ETS 300 683 (1997), ETS 300 220 (2000-09)

Operating Temperature	40 to 115°F (5 to 40°C)
Warranty	Three years

Tablet Physical Dimensions (measurements include pen tray and control box)

Model	1060 and 1060B
Active Area	60 in (1524 mm) diagonal
Width	54 in (1372 mm)
Height	41.75 in (1060 mm)
Weight	36 lb (16.3 kg)

Model	1077 and 1077B
Active Area	77.5 in (1968 mm) diagonal
Width	68 in (1727 mm)
Height	52.25 in (1327 mm)
Weight	53 lb (24 kg)

Specifications for MeetingPad 100 / SchoolPad 100


Product specifications

Platform Support	PC
Software Drivers	Windows 95/98/ME/NT/2000/XP
Interface	USB and RS-232 serial (serial only for Windows 95 and NT)
Resolution	1,000 lines per inch (150 lines per mm)
Sensing Proximity	0.25 in (10 mm) above writing surface
Baud Rate	Up to 38,400
Data Rate	Up to 200 coordinate pairs per second
Technology	Patented electromagnetic position-sensing
Operating Modes	Interactive
Power Supply	None required
Battery Life (pen)	Approximately 200 hours of continuous use
Certification	FCC Part 15 Subpart B (Class B) and Subpart C EN55022, ETS 300 683 (1997), ETS 300 220-1 (2000-09)
Operating Temperature	50 to 104°F (10 to 40°C)
Warranty	One year

Tablet Physical Dimensions

Active Area	10.0 in (25.4 cm) diagonal 6.0 in H x 9.0 in W (15.2 cm H x 22.9 cm W)
Width	12 in (30.5 cm)
Height	11.25 in (28.6 cm)
Depth	0.6 in (1.5 cm)
Weight	1 lb (0.45 kg)

Specifications for MeetingPad 300 / SchoolPad 300


Product specifications

Platform Support	PC
Software Drivers	Windows 98/ME/2000/XP
Interface	Bluetooth
Resolution	1,000 lines per inch (39.5 lines per mm)
Sensing Proximity	0.25 in (6 mm) above writing surface
Baud Rate	Up to 9600
Technology	Patented electromagnetic position-sensing
Operating Modes	Interactive
Power Supply	Internal rechargeable batteries, with external charger
Battery Life (pen)	Approximately 200 hours of continuous use
Battery Life (tablet)	Approximately 16 hours of continuous use per charge
Certification	FCC Part 15 Subpart B (Class B) and Subpart C EN55022, ETS 300 683 (1997), ETS 300 220-1 (2000-09)
Operating Temperature	40 to 115°F (5 to 40°C)
Warranty	One year

Tablet Physical Dimensions

Active Area	10.0 in (25.4 cm) diagonal 6.0 in H x 8.0 in W (15.2 cm H x 20.3 cm W)
Width	11.9 in (30.2 cm)
Height	11.2 in (28.4 cm)
Depth	1.6 in (4.1 cm)
Weight	2 lb, 2 oz (0.96 kg)

CE Certification for MeetingBoard



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

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

declares, that the product

Product Name:	MeetingBoard
Model Numbers:	DBI 4256
Product Options:	All

conforms to the following product specifications:

Safety:	Not applicable to any standard.
EMC:	CISPR 22:1985/EN55022:1988-Class B EN55024:1998 ETS 300 683 (1997) ETS 300 220 (2000-09)

Supplementary Information

The product herewith complies with the requirements of the EMC Directive 89/336/EEC.

Scottsdale, Arizona, U.S.A.	6-18-2000	Mike Truscio
Location	Date	Vice President of Engineering

European Contact

GTCO CalComp
World Trade Center
A-1300 Vienna -- Airport
Austria

Tel: + 43 1 7007 36450
Fax: + 43 1 7007 36458

European Union-emission directive

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

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

CE Certification for MeetingBoard LX



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

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

declares, that the product

Product Name:	MeetingBoard LX
Model Numbers:	
Product Options:	All

conforms to the following product specifications:

Safety:	Not applicable to any standard.
EMC:	CISPR 22:1985/EN55022:1988-Class B EN55024:1998

Supplementary Information

The product herewith complies with the requirements of the EMC Directive 89/336/EEC.

Scottsdale, Arizona, U.S.A.		Mike Truscio
Location	Date	Vice President of Engineering

European Contact

GTCO CalComp
World Trade Center
A-1300 Vienna -- Airport
Austria

Tel: + 43 1 7007 36450
 Fax: + 43 1 7007 36458

European Union-emission directive

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

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

CE Certification for SchoolBoard



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

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

declares, that the product

Product Name: SchoolBoard
Model Numbers:
Product Options: All

conforms to the following product specifications:

Safety: Not applicable to any standard.
EMC: CISPR 22:1985/EN55022:1988-Class B
 EN55024:1998

Supplementary Information

The product herewith complies with the requirements of the EMC Directive 89/336/EEC.

Scottsdale, Arizona, U.S.A.

Mike Truscio

Location

Date

Vice President of Engineering

European Contact

GTCO CalComp
 World Trade Center
 A-1300 Vienna -- Airport
 Austria

Tel: + 43 1 7007 36450
 Fax: + 43 1 7007 36458

European Union-emission directive

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

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

CE Certification for MeetingPad 100 / SchoolPad 100



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

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

declares, that the product

Product Name: MeetingPad 100, SchoolPad 100
Model Numbers: 36081, 36082
Product Options: All

conforms to the following product specifications:

Safety: Not applicable to any standard.
EMC: CISPR 22:1985/EN55022:1988-Class B
 EN55024:1998

Supplementary Information

The product herewith complies with the requirements of the EMC Directive 89/336/EEC.

Scottsdale, Arizona, U.S.A.		Mike Truscio
Location	Date	Vice President of Engineering

European Contact

GTCO CalComp
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 Fax: + 43 1 7007 36458

European Union-emission directive

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

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

CE Certification for MeetingPad 300 / SchoolPad 300



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

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

declares, that the product

Product Name: MeetingPad 300, SchoolPad 300
Model Numbers:
Product Options: All

conforms to the following product specifications:

Safety: Not applicable to any standard.
EMC: CISPR 22:1985/EN55022:1988-Class B
 EN55024:1998
 ETS 300 683 (1997)
 ETS 300 220 (2000-09)

Supplementary Information

The product herewith complies with the requirements of the EMC Directive 89/336/EEC.

Scottsdale, Arizona, U.S.A.

Mike Truscio

Location

Date

Vice President of Engineering

European Contact

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 World Trade Center
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Tel: + 43 1 7007 36450

Fax: + 43 1 7007 36458

European Union-emission directive

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

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

Radio frequency emissions notices for MeetingBoard



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

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

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

Electronic pen and eraser

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

Canada

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

Avis de conformite' a' la re'glementation d'Industrie Canada. Cet appareil nume'rique de classe A est conforme a' la norme NMB-003 du Canada.

Radio frequency emissions notices for MeetingBoard LX



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

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

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

Electronic pen

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

Canada

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

Avis de conformite' a' la re'glementation d'Industrie Canada. Cet appareil nume'rique de classe A est conforme a' la norme NMB-003 du Canada.

Radio frequency emissions notices for SchoolBoard



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

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

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

Electronic pen

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

Canada

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

Avis de conformite' a' la re'glementation d'Industrie Canada. Cet appareil nume'rique de classe A est conforme a' la norme NMB-003 du Canada.

Radio frequency emissions notices for MeetingPad 100 / SchoolPad 100



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

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

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

Electronic pen

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

Canada

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

Avis de conformite' a' la re'glementation d'Industrie Canada. Cet appareil nume'rique de classe A est conforme a' la norme NMB-003 du Canada.

Radio frequency emissions notices for MeetingPad 300 / SchoolPad 300



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

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

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

Electronic pen

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

Canada

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

Avis de conformite' a' la re'glementation d'Industrie Canada. Cet appareil nume'rique de classe A est conforme a' la norme NMB-003 du Canada.

About this help file

Meeting Suite help, Rev. C 8-4-02
For InterWrite Software version 3.21

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