

Quick Reference Guide

White Board Set up

This document was created to supply you the necessary steps to use the white board technology in the conference rooms. Follow the steps below to calibrate the white board with the software. This will allow you to save all information on the white board as a document and file.

Tools



Red eBeam Marker. Once you are done with set up you can use the other color markers.



eBeam eraser. Use the eraser to clean off white boards.

1. Turn on system using the iPad.
2. Log into Windows using the keyboard.
3. Take cap off the **Red** eBeam Marker.
4. Touch (2 seconds) and release the red eBeam marker on any area of the white board to initiate the eBeam software on the screen. This could take several seconds before eBeam software launches.
5. If the eBeam software window displays on the screen, select **White board** using the mouse or keyboard. If not move to step 6.
6. Click **Tools** at the top of the eBeam software window.
7. From the drop-down menu click **Calibrate Capture Area**. Follow the directions provided by the eBeam software wizard that appear on the screen. Click **Next**.
8. Touch and release the red eBeam marker on the upper-right corner of the white board as prompted by the calibration wizard.
9. Touch and release the red eBeam marker on the bottom-right corner of the white board as prompted by the calibration wizard.
10. Click **Finish** to set calibration. If you receive a pop-up window, refer to the *note section* on back.

Important

You may have to calibrate each time you want to use the white board in each conference room. If you have already calibrated the white board in this conference room use the red eBeam marker to touch (2 seconds) and release anywhere on the white board to activate eBeam software.

If you are prompted to calibrate again, start with step 3 located on the front of this document.

Notes

The eBeam software may display a pop-up window asking if you set the calibration correctly. If this should happen:

1. Click **Yes** to continue. You are ready to use white board and eBeam software
Or
2. Click **No** if you need to start the calibration process over. If you select **No**, go back to step 4 located on the front of this document.

Save Information on White Board

To Save the information on the white board as a document:

1. Click **File/Save As**.
2. Name your file using standard naming conventions.

Need Help?

Contact **Help Desk 66008**