cleverboard2 ™

Contents

Congratulations on Purchasing a Sahara CleverBoard.

Please read this booklet carefully as it is designed to ensure you get the best from your equipment.

We recommend you keep this booklet safe and secure as it will be useful to refer to in the future.

Whiteboard System

The interactive whiteboard system (IWB) you have bought is the Sahara CleverBoard.

Please locate the Serial Number (found on the inside lefthand panel) and make a note of it here:

Serial No

Board Size:

Having successfully set up and installed your CleverBoard following the instructions in the 'Easy Installation Guide', this manual is designed to help you get the most out of your CleverBoard. Here you will find all you need to know about using the board itself, the software and the other components.

CleverBoard Help

In the event of any question or problems arising which are not covered by this guide, or the accompanying Quick Start Installation Guide, please contact the CleverBoard Help Line: 020 8319 7788 or visit www.cleverboard.com

Checklist

Each board will come with its own unique accessories. They should be as follows.

Sahara CleverBoard (Projection Kit)

- **2 x Stylus Pen Inserts with Batteries**
- **1 x Stylus Pen**
- **1 x USB cable**
- **Software CD-ROM**

> ⚠ **It is advisable to keep at least one spare battery in the pens' secure location**

Software

Your CleverBoard pack contains one CD Rom with the following insertions:

User Guides in Adobe® Acrobat® (pdf) format

Literature in Adobe® Acrobat® (pdf) format

Link to the CleverBoard website www.cleverboard .com

Software incorporating:

  mimio® driver

  Adobe® Acrobat® Reader

  Lynx Educational Software

> ⚠ **Please note that the software guide within this leaflet refers only to the Lynx software. For information on the individual features of the mimio software, please refer to the User Guide on the CD Rom or visit our website www.cleverboard.com.**

Important: General Health & Safety

1. Cables & Connections

The IWB has the relevant cables for the specified computer coming from the board control box to the computer's position. This may be a 'loose' cable rather than fixed to give you the flexibility to connect to any system you wish. If in doubt, please contact your supplier's helpdesk.

! **Do not force connections, if they do not fit, then they do not belong!**

2. Power / Switching On & Off

a. The board will get its power from the computer it is connected to via the USB cable.

b. This board has a control box situated to the left lower side of the board, primarily for a USB cable.

c. On the control panel behind the left side cover door is an LED lamp.

d. Once connected to a computer and the computer switched on, the LED lamp will glow green indicating power to the board.

3. Using the Interactive Board

The interactive board must be handled with care. Please note the following.

a. Scan Unit (Left Side) Door
This must remain open during interactive use with a computer to allow the scanning unit to register pen signals.

b. Marker Board Use
These are excellent multifunctional boards and can be used as a standard marker board with non permanent marker pens.

! **Please check your establishment's policy on this before use.**

Additional Recommendations/Information

Battery requirements

The pens require a standard N-cell battery for operation. It is not possible to ascertain battery life although one should expect several weeks with continued use. It is advisable to keep spare batteries with the pen and projector remote ready for all eventualities.

PC Power settings

Users should check the power and screen saver settings for their laptop computers to avoid embarrassing 'blackouts' during their presentations and training sessions. Many laptops have a system standby timeout of only 15 minutes. This can give the appearance that the computer has 'crashed' and delay the progress of your session. Similarly, a short wait time before the launch of any Screen Saver can also be embarrassing.

Both settings can be found within the Control Panel section (on the start menu). Power Settings have their own icon whilst screen savers are found behind the Display icon.

Simple Fault Finding Procedures

It is easy to get confused in the event of perceived problems and finding where the fault lies may seem difficult. Use the following simple procedures in the event of any problems.

No Image on Screen

Check all power connections including:

- Power on at projector, projector on lamp lit (on unit itself), lens cap is off / light is emitting from projector (Check by putting hand in-front of the lens, DO NOT look into lens)
- Computer is switched on and VGA cable is connected from the computer to projector (this may be via the wall connection plate)

There is a screen image on the PC but still no image on the IWB

Check your VGA output using the relevant Function Key to 'step' between monitor and screen outputs

Everything seems OK, but the pen doesn't control the mouse on the screen

Check there is power to the board and the software has been launched via the LED lamp on the left side.

- No lamp light means no power to the board from the PC - check all cables
- Green lamp lit - check batteries in stylus pen.

Technical Support

In the event of more serious issues, please refer to the Technical Support Checklist found on page 22. (You will be asked if this procedure has been properly undertaken).

Missing / Broken Equipment On Delivery

- In the event of missing items of equipment, please contact your Supplier / Dealer.
- You will be required to quote the serial number and date of purchase as well as the items missing.
- Your Supplier / Dealer will arrange for replacement

Installation Faults

- If you have any query regarding installation, please refer these direct to your Supplier / Dealer or to your installation company if separate.

Technical Support

- Please refer back to your Supplier / Dealer as first line support. They will endeavour to resolve the problem. In the event of the problem being of a more technical nature, they will contact the appropriate department and have the appropriate technical assistant call you back.
- Please ensure you provide them with details of the board, serial number, date of purchase and as comprehensive a description of the problem as possible. You will also need to supply a name and telephone details of one of your own staff for any required return calls.

Components of a Cleverboard System

The CleverBoard has two main functions allowing the board to be used with a PC in **Capture Mode** only without a projector, or **Fully Interactive** using a projected image onto the board.

1. Mimio Software

The Mimio software controls the use of the board and allows the user to operate the system purely as an electronic copy-board without the use of a projector.

2. Lynx Software

The Lynx Software allows the user exceptional functionality and interaction with their computer and consists of the following components:

  a. Lynx Workbook

  b. Interactive Mode - Remote Control

  c. Lesson Planning

Loading the software

Following the instructions in the Quick Installation Guide, you will have already set up your CleverBoard and connected the cable from the socket in the left side base of the board to your computer.

Now load the software CD in your CD ROM drive. Upon insertion the setup programme starts automatically. (if it does not, run the CleverInstall.exe file on the CD).

  Then follow the screen instructions for mimio 2.7.4.

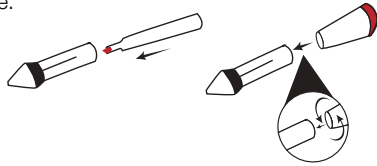 Then follow the screen instructions for Lynx educational software

! **Always load mimio software before the Lynx educational software!**

About the Stylus Pens

1.The Pen

The CleverBoard pen has provision for a marker pen to be inserted inside. This is used in capture mode When no data video projector is available.

For use as a fully interactive system, the marker pen is replaced by the solid pen insert within the accessory pack. To insert, unscrew the centre of the pen and remove the top half. Slide in the plastic insert and re-connect the two halves (as above).

2. Replacing batteries

a. Remove the back half of the stylus by twisting the end of the styli and pulling the end off.

b. Remove the Mimio smartCap from the back of the stylus by pushing in on both sides of the cap and pulling the cap off from the bottom of the stylus.

c. Place an N-cell battery into the bottom end of the stylus, making sure to insert the positive end + of the battery into the stylus first.

d. Place the Mimio smartCap back onto the end of the stylus, making sure to line up the larger side of the Mimio smartCap with the larger slot in the stylus. Make sure you also line up the battery contact spring with the battery.
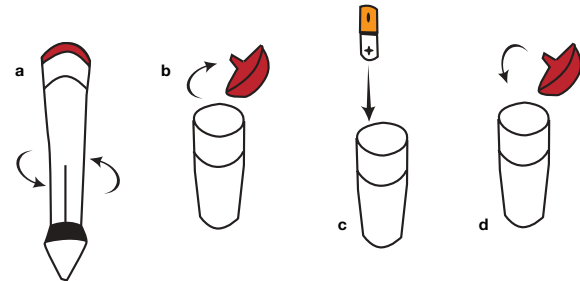
3. Operation

a. Left Mouse

Each time the Stylus is touched and pushed against the board, this acts as a left Mouse click allowing the user to interact with the computer directly. The user may hear a slight buzzing sound from the pen - this is normal and should not cause alarm.

b. Right Mouse

To simulate a Right Mouse click, the user should hold the pen against the board for a longer period. This will activate the drop-down menus that are usually associated with a right mouse click.

Start Up Sequence

Connections

The three main components should be connected together as follows and switched on in the sequence order shown below (a to c).

A. Data Video Projector (set up first)

- Check connected to mains power point
- Check connected to computer via VGA cable

B. Interactive Whiteboard (set up second)

- Check connected to computer via USB cable

❗ **When computer is switched on, LED lamp on the left button panel turns green.**

C. Computer (set up third)

- Check connected to mains power point
- Check connected to Projector via VGA cable (as above)
- Check connected to interactive board - via USB cable

❗ **It is possible that some laptops may not show an image to both projector and laptop screen. If not, look for the Function key controlling the monitor and push to step round between the various views (e.g. laptop screen only/projector only/both)**
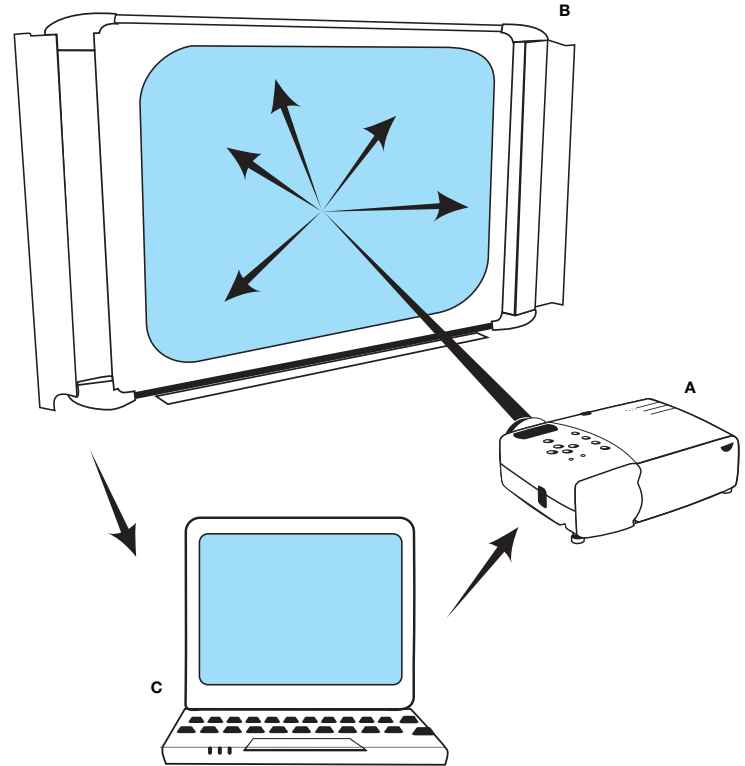
Activating the Cleverboard

In order to use the CleverBoard with your computer, the board must be activated via the Mimio Software. In addition to this, the board must be calibrated to allow you to use it accurately with the stylus Pens.

1. Launching Mimio

The Mimio software once loaded onto your computer (refer to page 8) will have an icon placed onto your desktop.

   a. You can activate the software either by double clicking on this icon

  or

   b. Clicking on the Start icon on the lower icon bar, going into programmes, finding the Mimio directory and activating the software from there.

2. Confirmation of Connection

Once the Mimio software is launched, the Lamp on the left button panel will turn green and the main Mimio workbook will be launched (see image). At this stage, the board could be used in Capture Mode only.

In order to have full interaction with the PC from the board, the MimioMouse must be activated and the board calibrated.

Taking Control and Calibrating

Although the board is now active and could be used in Capture Mode only with the Marker Stylus, the user still has no control over their computer or its functions. To do this, MimioMouse must be launched and the system calibrated.

1. Launching MimioMouse

The MimioMouse allows the user to interact with the CleverBoard and all other programs on the computer from the board's position.

Once the Mimio main workbook has been launched as described above, the user, (with the computer mouse), must click onto the 'Tools' link on the top dropdown menu-bar.

This will show a dropdown menu, the last word of which will be 'MimioMouse'.

By moving your mouse cursor over this word, another dropdown menu will appear (see diagram right).

Click onto the word 'Calibrate'

2. Calibration

Once 'Calibrate' has been clicked as described above, the calibration screen will appear.

Using the Stylus with the plastic insert, the user must now push the point of the pen onto the centre of the first circle with red cross.

They will hear a faint buzzing from the pen (this is normal) and the cross will move to a position centre top of the screen. The user must repeat the process with the pen – pushing centre to the cross. Each time the circle and cross will move to a new location.

There are nine calibration points to be completed, at the end of which the screen image returns to the Mimio Workbook

Calibrating (contd)

3. PC Control

Once calibration has been completed, the user will find they now have control of the computer mouse from the screen and can operate the software functions from the screen position.

They will also see they now have an additional Floating Icon bar entitled 'MimioMouse' near the top right of their screen.

This Icon bar is not required and users are requested to close it by clicking on the 'Close' icon (red square with white cross)
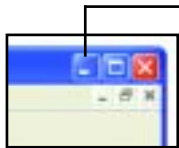

The main Mimio workbook can also be minimised at this stage as it is not used further. To minimise, click on the white bar at the top left of the screen

⚠ **Note: Do NOT close/shut down the Mimio workbook completely as this will lose control of the MimioMouse.**

4. Writing with a mimio stylus

To write with a mimio stylus, press down on your whiteboard with the stylus tip to start a stroke, and lift the tip from the board to end the stroke. You may need to apply a small amount of force to activate the capture feature.

Everything you do is captured by your PC. Try holding the stylus more perpendicular to the whiteboard as shown below, or try using slightly more pressure if the stylus does not recognise your stroke.

correct

+15°

0°

-15°

Incorrect
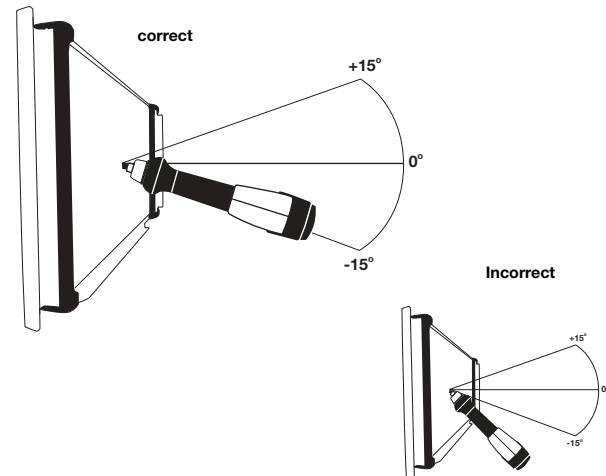
The Lynx Software

1. Starting Lynx

The Lynx software has been designed to offer the user some superb features for utilising the CleverBoard.

a. Double click the shortcut to the Lynx software placed on the desktop when installed to activate the program.

b. Activating Lynx

- The Lynx software is licenced and agreement to the user licence is mandatory in order to install the software

- Enter your user name and organisation

The Lynx Software (contd)

- Setup Type should be typical to include all the facilities of the software and clipart
- Lynx software requires activation with several codes:
    - a. CD code
    - b. Licence code
    - c. Activation code
- When the Activation panel appears click on the Sahara Website icon and you will be connected via the Internet to the www.cleverboard.com website
- If you are not Internet enabled, either use a PC which is to obtain your activation code (preferable) or telephone the hotline number provided when a member of the support team will activate the software for you.

The Lynx Software (contd)

- When activating either directly on the Internet or calling the hotline number, please have the following information to hand:

  - The name of your organisation
  - The full address of your organisation (including postal code)
  - Telephone number
  - E-mail address
  - 4 digit CD Code (to be found on the label of the CleverBoard CD)
  - 3 or 4 digit Clip Art Code (Licensee number to be found on the hard copy licence provided in the software and installation guide pack)

- When you have entered the above information you will be provided with a code number. Please copy and paste this information into the Activation Code box (opens when clicking the icon on the desktop).

- Also enter the CD code (to be found on the label of the CleverBoard CD)
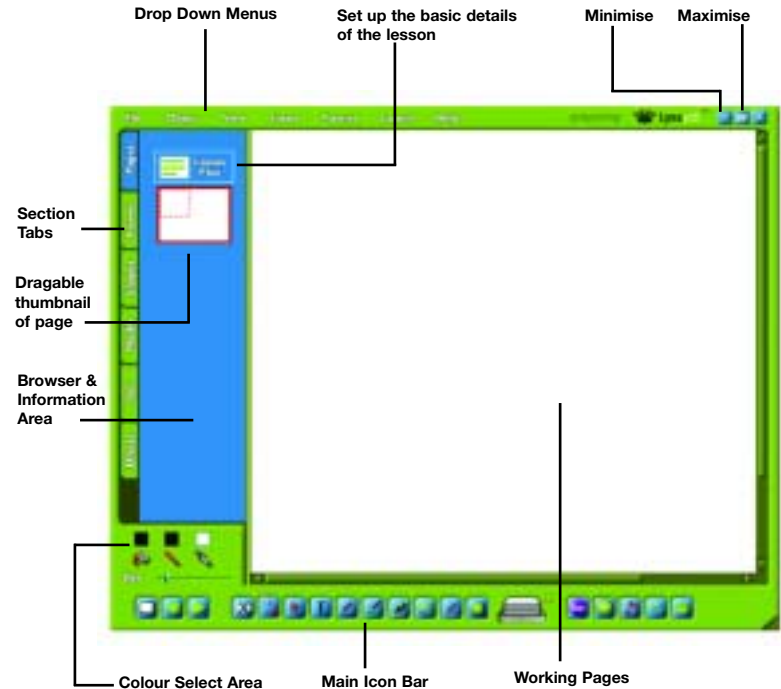
Toolbars (contd)

2. Main Workbook

Once the software has been activated, the user will see the first log-in panel.

The user has the option to continue as the default user or enter their own details in as a new user.

Each potential user can therefore log in under their own profile. However, if the 'Auto log In with this Profile' button is checked, then Lynx will open to the specified persons log-in each time.

Press Begin.

After log-in, the Lynx Workbook will be launched.
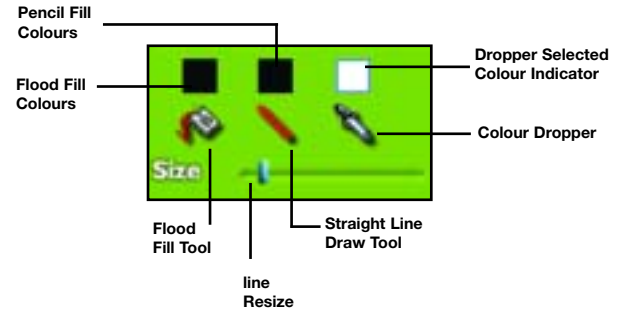

Drop Down Menus

Set up the basic details of the lesson

Minimise   **Maximise**

Section Tabs

Dragable thumbnail of page

Browser & Information Area

Colour Select Area   **Main Icon Bar**   **Working Pages**
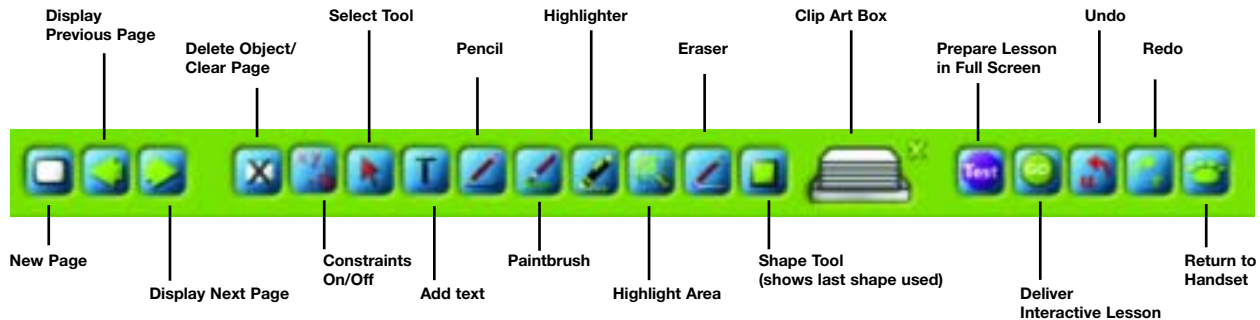
Toolbars (contd)

About the Toolbars

a. When you start Lynx Software the Main Workbook will appear on the page with its own associated Toolbars

   (see main diagram).

b. The icons are picture illustrated. and hovering the mouse pointer over a button will display the button function.

c. In the Interactive Mode, the Remote Controller can be moved to any convenient point on the screen for the user just by 'dragging' it with the pen

Colour Select Area

Pencil Fill Colours

Flood Fill Colours

Dropper Selected Colour Indicator

Colour Dropper

Straight Line Draw Tool

Flood Fill Tool

line Resize

Main Icon Bar

Display Previous Page

Delete Object/ Clear Page

Select Tool

Pencil

Highlighter

Eraser

Clip Art Box

Prepare Lesson in Full Screen

Undo

Redo

New Page

Display Next Page

Constraints On/Off

Add text

Paintbrush

Highlight Area

Shape Tool (shows last shape used)

Deliver Interactive Lesson

Return to Handset

Toolbars (contd)

Each page of the Section Tabs gives a different functionality:

Viewer

The viewer lets you see and use many functions within Lynx, including already prepared backgrounds, maps and clipart.

Shapes

The shapes section, allows for use of mathematical shapes to be used in many sizes, colours and arrangements.

Text

The text page allows for use of words within the lesson, including importing from Word or other software.

Toolbars (contd)

Effects

From here you can alter brightness and opacity as well as setting the transparent (or Alpha) colour of images on the page. You can also make screen captures for use in your lesson.

Modify

The modify page, allows the grouping of objects, transforming and arranging of objects to suit the lesson plan.

Within the Lynx software program there are many cleverly constructed features, including:

- Over 1400 clipart images with supporting text
- The ability to arrange, transform, fill and group objects
- Modification and customisation of shapes
- Use of worldwide maps and quick medial backgrounds to support lesson planning
- Screen capture facilities
- The use of a highlighting, spotlighting and magnification facility
- The use of a keyboard to write, align, rotate and transform text
- The use of a drag and drop facility from the lesson tray
- The ability to save your own support objects in the 'My Folder' area

Declaration Of Conformity

Manufacturer's Name:

Sahara Presentation Systems plc

Manufacturer's Address:

Williams House, Hailey Road, Erith, Kent, DA18 4AA, United Kingdom

Declares that the product:

Product Name: CleverBOARD™

Certificate Number: 7586

Conforms to the following standards:

Safety: EN 60950:2000 +A1:1993 +A2:1993 +A3:1995 +A4:1997 +A11:1997 EN 60825-1:1994

EMC: EN 50081-1:1997, EN 55022, Class B (CISPR-22)

Immunity: EN 50082-1:1997 EN 50024, using:

EN 61000-4-2:1995 (IEC 801-2),EN 61000-4-3:1996 (IEC 801-3),

EN 61000-4-4:1995 (IEC 801-4),EN 61000-4-5:1993,

EN 61000-4-6:1994, EN 61000-4-11:1994,EN V 50204:1996

The product is in conformity with the requirements of the General Product Safety Directive (92/59/EEC), the Low-Voltage Directive (73/23/EEC), the EMC Directive (89/336/EEC and Amendment 92/31/EEC), the Machinery Directive (89/392/EEC), and the Product Liability Directive (85/374/EEC-1999/44/EEC).

Technical Support Checklist

In the event of a fault, please photocopy this page (leaving the original as a spare), follow the checks and fill in the required information.

If you are still unable to rectify the problem, please refer back to your Supplier/Dealer.

Your Establishment _____

_____

Contact Name _____

Contact Telephone_____

Supplier/Dealer _____

Date of Purchase _____

CleverBoard 1 / 2 **(circle one)**

Board Size _____

Board Registration Number _____

Wall / Stand Mounted **(circle one)**

Education / Business Software **(circle one)**

Version_____

My computer is **(circle one)**: Desktop / Laptop

My processor is **(circle one)**: Celeron / AMD Athlon / Pentium / Other

Speed: _____MHz   My RAM memory is: _____Mb

I am connected by **(circle one)**: USB / Serial / Wireless

Please tick as applicable

I have checked the following:

❍ All power connections (PC / Projector / Board). OK

❍ All cable connections ❍ Board to PC (USB)

❍ Board to PC (Serial and keyboard power)

❍ PC to projector

❍ **The software has been correctly loaded.**

The following are observed:

❍ No image on board from projector

❍ Image on screen, but cannot launch software

❍ No power lamp (amber) showing from board LED

❍ Have launched software, but it tells me device is not connected

❍ No (green) interact lamp showing from board LED

❍ Cannot complete calibration   ❍ No calibration screen

❍ Pen does not register

❍ Screen disappears before completion

❍ Screen image offset

❍ Calibration is very unstable
(after calibration - mouse still away from pen point)

Sahara Presentation Systems PLC
Williams House, Hailey Road, Erith Kent DA18 4AA England
www.cleverboard.com

mimio is a registered trademark of Virtual Ink Corporation.
CleverBOARD is a registered trademark of Sahara Presentation Systems PLC.
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