

**CleverBOARD™**

using mimio® technology

# User Guide

# using your *Clever***BOARD**<sup>™</sup>

Welcome to CleverBOARD! After installing and setting up your CleverBOARD, use this guide to get up and running quickly.

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## about your **CleverBOARD™**

Your CleverBOARD combines the ultimate, high performance whiteboard surface with award winning mimio® capture bar technology and software, to provide a powerful collaboration tool that will change the way you use a whiteboard.

### **Capture your whiteboard notes & ideas**

Brainstorming sessions, presentations, Classroom lectures. Everything that you write, draw or erase on your CleverBOARD is automatically captured to your PC without ever having to take notes!

After a meeting or class, easily review, print, edit, e-mail and share your whiteboard information with anyone, anywhere, anytime.

### **An instant electronic whiteboard**

Transform your CleverBOARD into a fully interactive touch screen and take control of your computer applications from the board itself, simply by attaching a data projector to your computer and projecting the desktop onto the board surface.

Attach the mimio® directPrint™ add-on and CleverBOARD can also be used as a copy board, with plain paper, colour copies from your deskJet printer - no PC required.

### **Ultra high performance whiteboard surface with a lifetime guarantee**

The CleverBOARD utilises the latest, high performance vitreous enamel whiteboard materials, which have unparalleled properties: scratch resistant surface, easy to clean, low glare surface for superior results when used as a projection surface, Accepts magnetic materials, so it can double as a display board.

### **Designed with security in mind**

CleverBOARD's built-in, lockable doors secures the electronics and also the pens & eraser, thus eliminating unauthorised use, and reducing the possibility of theft of CleverBOARD accessories.

### **Full mimio® compatibility**

As CleverBOARD incorporates mimio® technology, the full range of mimio® software & hardware add-ons, accessories & spares can be used. These are available from any mimio® dealer and include, mimio® directPrint, mimio® writingRecognition™ Software, as well as replacement pen styli etc.

For details see [www.mimio.com](http://www.mimio.com) or [www.europe.mimio.com](http://www.europe.mimio.com). And while you are there don't forget to check out the latest mimio® software – including free upgrades.

# about this guide

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 the using the board itself, the software and the other components.

## Help & Support

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](http://www.cleverboard.com)

mimio<sup>®</sup> software: Specific issues relating to the mimio<sup>®</sup> software are covered on page 11 – including details of mimio<sup>®</sup> online and web support.

# tell me about the software

The mimio<sup>®</sup> software that accompanies the CleverBOARD saves what you write, draw, and erase on your whiteboard and lets you review your work. You can also use the mimio<sup>®</sup> software for many other useful features.

## record CleverBOARD activity

No longer worry about someone erasing your whiteboard before you have a chance to transcribe your notes! When you open the mimio<sup>®</sup> application and begin writing and erasing with the mimio stylus and the mimio eraser, your work is automatically captured on your PC.

## review a CleverBOARD session

The mimio application includes a playback option that allows you to review your whiteboard session stroke by stroke, or one board at a time. See "using playback features" on page 14.

## print boards

You can print any board, or series of boards, to any printer that is accessible from your computer. See "printing boards" on page 14.

## share boards

Share .ink files with other users of CleverBOARD and mimio<sup>®</sup> (the mimio<sup>®</sup> software is a free download from [www.mimio.com](http://www.mimio.com)). See "sharing .ink files" on page 14.

Export whiteboard information to a variety of file formats, such as JPEG, Metafiles, Bitmaps and HTML. See "exporting boards as images" and "exporting boards to HTML" on page 14.

Drag and drop whiteboard images into popular Windows applications. See "drag and drop mimio<sup>®</sup> content" on page 15.

## tell me about the software (contd)



**mimioMouse** - turns your CleverBOARD into a Windows touchscreen!

Just project your Windows desktop onto the CleverBOARD and run the mimioMouse<sup>®</sup> software.

After a simple calibration process you can use a mimio<sup>®</sup> stylus as a mouse to control your PC from the whiteboard. See "using mimioMouse" on page 17.

# getting started

## Load the mimio<sup>®</sup> software

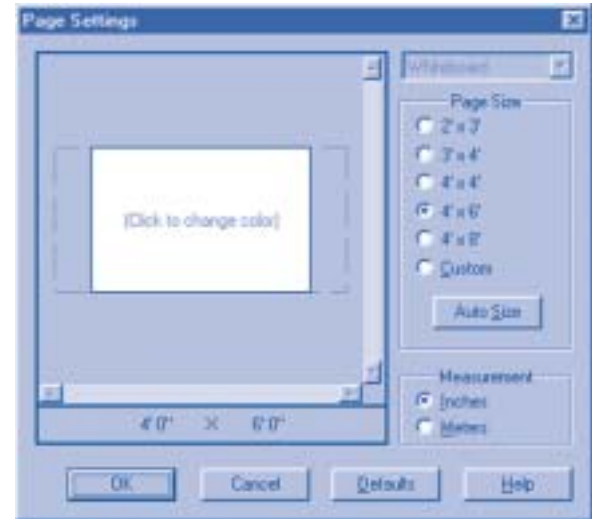
Following the instructions in the "Quick Installation Guide", you will have already set up your CleverBOARD and connected the cable from the socket in the left side base of the board to your computer.

Now load the appropriate language version software CD in your CD ROM drive, selecting the appropriate language disk. Upon insertion, the setup programme starts automatically. (If it does not, run the setup.exe file on the CD). Then follow the screen instructions to complete the installation of the software.

## Configure your CleverBOARD in the software

As the mimio<sup>®</sup> software defaults to a 4' by 6' (1.2 m x 1.8 m) sized whiteboard, you will need to adjust the settings to ensure the software sees all of your CleverBOARD activity.

- 1 Open the Settings menu and choose <Page> (or click the <Page> icon from the Settings Toolbar).
- 2 Click <Auto Size> and follow the on-screen instructions, using the identification mark in the bottom right corner of the CleverBOARD surface.



## learning the basics

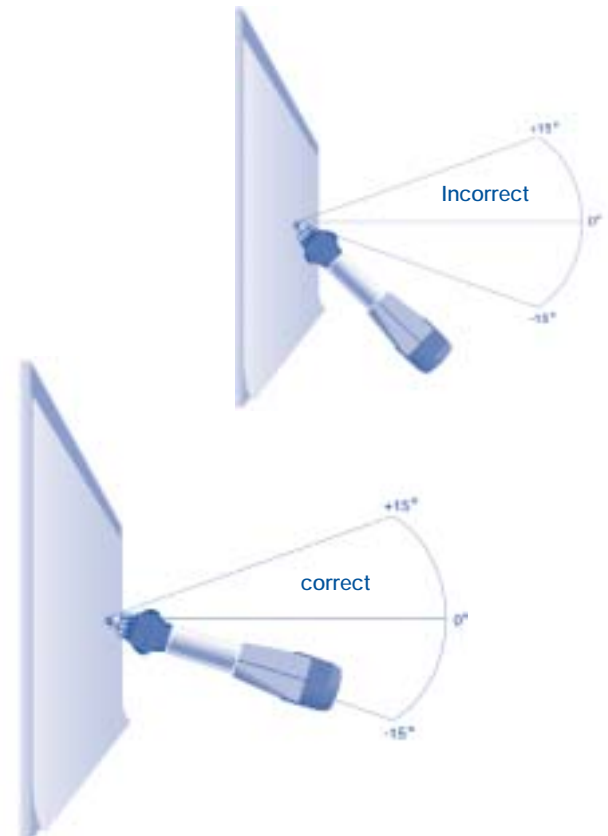
You'll find that using your mimio<sup>®</sup> enabled CleverBOARD is exactly like using a regular whiteboard. You'll write, draw, and erase as usual, but you use the special mimio<sup>®</sup> styli and eraser to do it. You'll also want to use the features of the CleverBOARD and mimio<sup>®</sup> software to enhance your presentation.

### writing with a mimio<sup>®</sup> stylus

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

Everything you draw on your whiteboard appears on your PC. If your marker strokes do not appear on your PC, try holding the stylus more perpendicular to the whiteboard as shown below, or try using slightly more pressure.

When you finish using your stylus, be sure to cap it to prevent your markers from drying out.

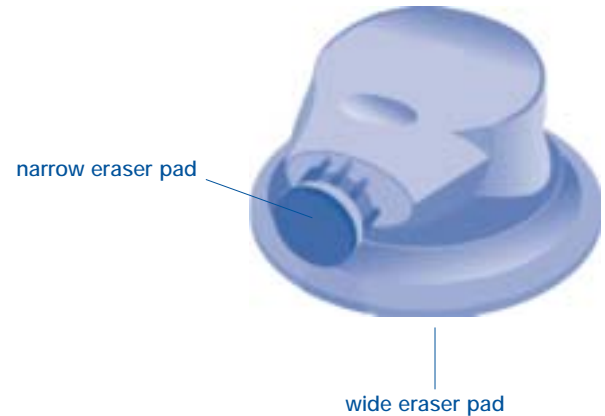
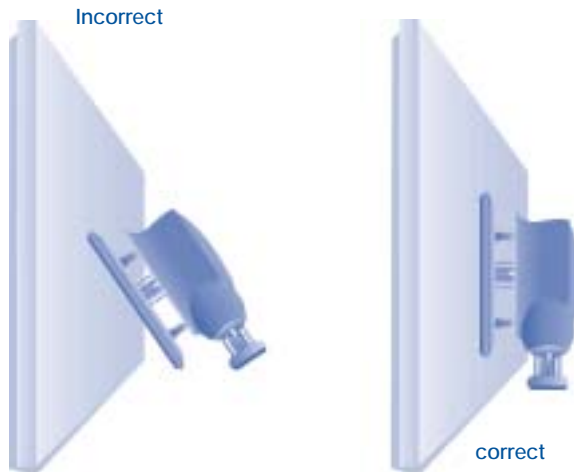




## learning the basics (contd)

### erasing with the mimio® eraser

When you are working with the software you need to use the mimio® eraser in place of your regular whiteboard eraser. The eraser has two eraser pads: a narrow eraser pad on the side of the eraser, and a wide eraser pad on the base of the eraser.



To use the eraser, press either pad against the board and move it over the areas you want to erase. You may need to use a small amount of force to activate the capture feature. Anything that you erase disappears from your PC. If your eraser strokes aren't reflected on your PC, be sure the eraser pad is pressed flat against the whiteboard surface.

## using the CleverBOARD™ controls

New Board



Tag Board



LED



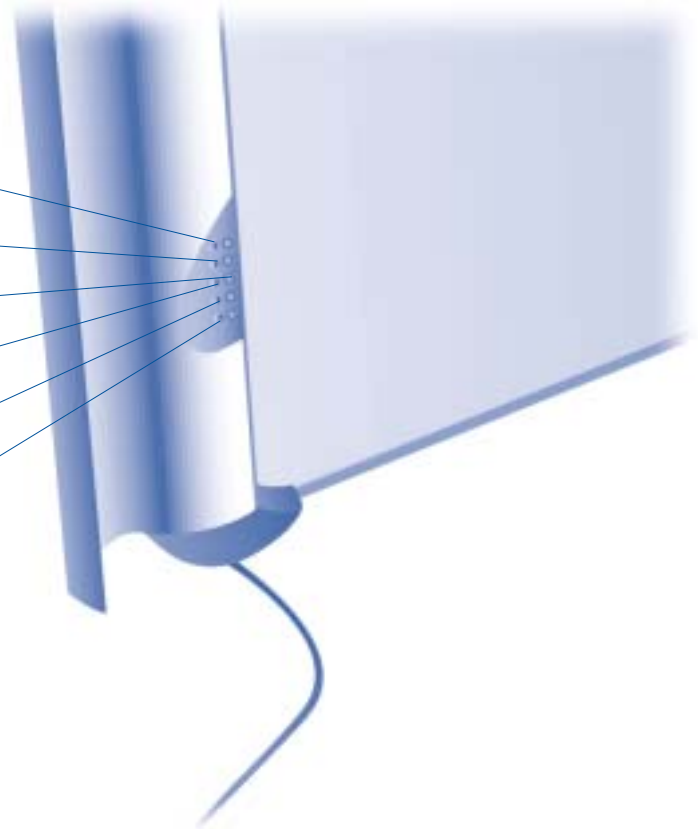
Print Board



Maximise Board



Control Panel



# using the **CleverBOARD™** controls (contd)

## using the function buttons directly from your **CleverBOARD™**

### **New Board**

Adds a new blank board to your recorded whiteboard session (like adding a new blank page). You need to erase your **CleverBOARD** after you press this button.

### **Tag Board**

Adds a tagged board to your recorded whiteboard session. A tagged board is a new board with a copy of the previous board's contents, basically a new page where you can continue to make changes to the contents of the previous page, while still saving that page as a reference point. Kind of like a bookmark.

### **Print Board**

Prints the current contents of your **CleverBOARD**. (This button will not work if you do not have a printer installed and configured).

### **Maximize Board**

Maximizes the **mimio®** application on your PC, and makes it the active application. Use this feature to call up the **mimio®** application and verify that the contents of your **CleverBOARD** are being recorded.

### **Control Panel**

Begins the calibration process for the **CleverBOARD** control panel.

Place the control panel decal on your whiteboard and follow the on-screen and audio cues for calibration. The **CleverBOARD** control panel contains the talking calculator. Once you calibrate the control panel, you can use a stylus to press any of the **CleverBOARD** control panel buttons.

## understanding the capture bar LED

### **Off**

There is a problem with the cable connection or the **mimio®** software has not been installed. Make sure your PC is turned on, the software is installed, and that the cable is properly attached.

### **Solid Yellow**

The **CleverBOARD** is receiving power, but it cannot communicate with the **mimio®** software. Make sure **mimio®** is running and that everything is connected.

### **Flashing Yellow**

The **CleverBOARD** has failed its hardware self-test and will not function. Contact your **CleverBOARD** dealer or call the **CleverBOARD** Help Line on +44 (0)20 8319 7788, or [www.cleverboard.com](http://www.cleverboard.com)

### **Solid Green**

The cable is connected and **mimio®** software is communicating with the **CleverBOARD**. You are ready to begin.

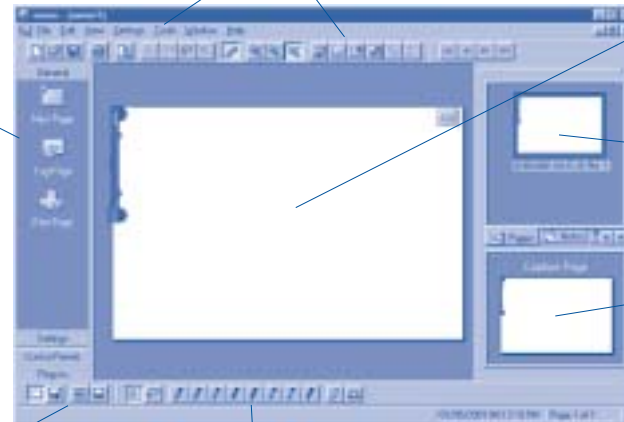
# using the mimio® software

**mimio® bar**  
Access General Pane,  
Settings Pane,  
Control Panels Pane,  
and Plug-ins Pane.

**Menu bar and Main Toolbar**  
Access mimio®  
software functions

**Virtual whiteboard page**  
A view of your current  
whiteboard.

- i) Single Board:**  
View the active  
CleverBOARD session
- ii) Player:**  
mimio® software plays back  
the entire CleverBOARD  
session - movie style - pause  
- rewind etc
- iii) Tabbed Views:**  
See above
- iv) Full Screen:**  
View you CleverBOARD  
session on your PC in full  
screen mode



## Tabbed Views

Pages tab - shows the boards in  
your current mimio® session.  
Notes tab - add notes to the  
currently selected page.

## Capture Page

A view of the current  
whiteboard that  
you are writing to.  
(Note: this feature is only available in  
mimio® software 2.0 and above.  
Some language versions may be  
supplied with mimio® 1 x software  
- to check, in the software, click  
**Help/About mimio®**)

## Styli and Eraser

Use the mimio® software to draw  
on the virtual whiteboard page

(Note: Software may differ in appearance to that illustrated)

# using the mimio® software (contd)

## creating new boards

To add a new blank board to your recorded whiteboard session: Click New Page on the General toolbar or open the Edit menu and choose New Page.

**Note:** You need to erase your whiteboard after you press this button.

## adding tagged boards

To add a tagged board to your recorded whiteboard session: Click Tag Page on the General toolbar or open the Edit menu and choose Tag Page.

A tagged board is a new board with a copy of the previous board's contents, basically a new board where you can continue to make changes to the contents of the previous board, while still saving that board as a reference point.

## adding notes to boards

To add notes to the currently selected board:

1. Click the Notes tab.
2. Type your notes.

## using the styli and eraser toolbar

The Styli and Eraser toolbar lets you use your mouse to draw and erase on the virtual whiteboard. Use these tools to add to a mimio® session or to draw on the virtual whiteboard without attaching the capture bar to your PC.

- 1 Select a marker or eraser to use
- 2 You can now draw and erase on your virtual whiteboard. Click the cursor arrow to return to normal use.

## saving boards

When you press Save on the Main Toolbar or open the File menu and choose Save, The mimio® software saves your entire CleverBOARD session in a single .ink file. This file contains:

- all marker and eraser strokes
- any notes that you've added
- session properties for all of the boards you worked on in that session

**Note:** You can also use the Print functions to save CleverBOARD data as an .eps file (CleverBOARD 2.1 software only). When printing, select Save as File from the Printer options drop down menu and File from the Destination drop down menu.

# using the mimio® software (contd)

## using playback features

mimio® software has VCR-like controls that let you play a CleverBOARD session.

- 1 Press the playback view button.



The playback controls appear.



- 2 You can now use the controls to review your CleverBOARD session.

## printing boards

You can print the contents of your CleverBOARD to any printer accessible from your PC in one of three ways:

- Press the Print button on the capture bar, click Print on the General toolbar, or open the File menu and choose Print.

## sharing .ink files

mimio® software saves your entire CleverBOARD session in a single mimio® .ink file, which you can share with other CleverBOARD or mimio® users via e-mail or by posting on a web site.

Anyone can open and play .ink files using the mimio® software, a free download from [www.mimio.com](http://www.mimio.com).

## exporting boards as images

Follow these steps to export mimio® boards as JPEG or Bitmap files.

- 1 Open the File menu and choose Export, then choose image.
- 2 Select the boards you want to export as images and click Save.



## exporting boards to HTML

Use mimio® software to easily export presentations to HTML files.

- 1 Open the File menu and choose Export, then choose HTML.
- 2 Select the options you want for the HTML file you're creating.

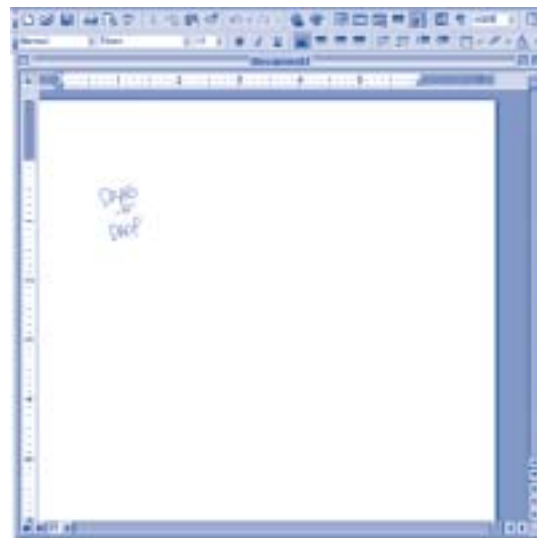
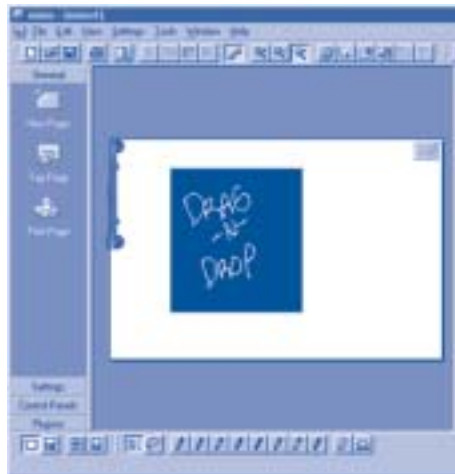
**Note:** When you export to HTML, mimio® software saves your CleverBOARD data as a JPEG file and creates an HTML file that points to them.

## using the mimio® software (contd)

### drag and drop CleverBOARD content

You can drag your text or graphic into several popular Windows applications, such as Adobe® Photoshop® or Microsoft Word®.

- 1 Use your mouse to select the part of the board that you want.
- 2 Drag your selection into an application.



### copy and paste CleverBOARD content

You can also copy any information from your virtual whiteboard and paste it into many PC applications. Select the information you want to copy and paste it into a Windows® program.

## using the mimio® software (contd)

### using CleverBOARD control panels

You can operate the mimio® calculator control panel from your CleverBOARD using your mimio® stylus. To use the control panel:

- 1 Peel off and attach the Calculator control panel decal to your CleverBOARD.
- 2 Press the Control Panel button on the CleverBOARD controls or click Control Panel on the General toolbar and follow the on-screen instructions.

Once calibrated, you can press the “buttons” printed on the decal with a stylus.

### adjusting stylus settings

You can easily adjust the width of your marker strokes or change the color associated with a stylus.

- 1 Open the Settings menu and choose Stylus Set or click the Stylus Set icon from the Settings Toolbar.
- 2 Adjust the line width or color of a stylus as needed.

**Note:** You can apply your changes to the current board or to all boards in the CleverBOARD session.



Note: (This illustration is a for guide purposes only and may not match the pens supplied and/or the software screen shot.)



# using mimioMouse®

mimioMouse® allows you to use a mimio stylus to provide mouse input on a projected Windows desktop.

To use mimioMouse®:

- 1 Connect your CleverBOARD to your PC
- 2 Attach a projector to your PC and project your Windows desktop onto the CleverBOARD surface.

**Note:** To properly calibrate mimioMouse, make sure the projected desktop is within the markers on the board surface.

- 3 Place the mimio® pointer insert into one of your stylus. The pointer insert lets you click and drag on your projected Windows desktop without leaving ink on your whiteboard.

**Note:** You can also use an old, dried out dry erase marker as your mimioMouse insert.

- 4 In the mimio® software, press the mimioMouse® icon in the Plug-ins Pane. The mimioMouse® plug-in launches.
- 5 Follow the on-screen calibration instructions as accurately as possible (ideally, with the stylus at 90 degrees to the board when touching down on the calibration point).

Your stylus now becomes your mouse for the projected desktop. If your mimioMouse® pointer seems out of synch with the desktop (for instance, if you are having trouble clicking on objects or you move your projector) re-run the calibration routine.

You can use mimioMouse® as a pointing device on the projected desktop for all of the following tasks:

Left Click — Press the stylus against the projected desktop to click.

Right-Click — Press the Right-click mouse icon on the mimioMouse toolbar, and then press the stylus against the projected desktop to right-click.

or

Click and hold the stylus and then use the stylus against the projected desktop to right-click. Note - Be careful to click in the same spot on the desktop to activate the right-click.

Double Click — Press the stylus against the projected desktop in the same location twice within a second to double-click.

Drag & Drop — Press and hold the stylus against the projected desktop and move the stylus to drag a Windows object. Lift up the stylus to drop object in its new location.

The mimioMouse® floating toolbar also includes a number of useful tools for use in touch-screen mode. These include:

Keyboard – for typing into applications

Mark-up, highlighting & annotation options – for adding impact to PowerPoint® and other projected applications.

'Snap-shot' button, which takes a 'snap-shot' of any mark-ups you make and saves them on your PC.

# learning more about mimio® software

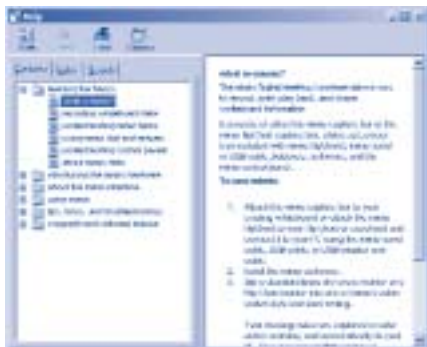
To learn more about the mimio® software, or if you have difficulty installing or using it, try looking at the mimio® help or check out [www.mimio.com](http://www.mimio.com).

## using mimio® help

To get help for a particular window, press the Help button on the window.

To get help while using CleverBOARD with mimio® :

- 1 Open the Help menu and choose mimio® Help.
- 2 Type a word and click Search or click on a topic to browse the help.



## getting web support

Visit the mimio® web site for online support and product updates.

- 1 Open the Help menu and choose Web Support.
- 2 Choose from product support, FAQs, and software updates.

# answering common questions

## how do I share my CleverBOARD presentation?

Send a saved .ink file to other users of CleverBOARD or mimio®. The mimio® software is a free download from [www.mimio.com](http://www.mimio.com).

Export CleverBOARD data as JPEG or Bitmap images. See "exporting boards as images" on page 14.

Export a CleverBOARD presentation to HTML. See "exporting boards to HTML" on page 14.

## can I copy CleverBOARD data into other applications?

Yes! You can quickly and easily copy and paste or drag and drop mimio® content into several popular Windows applications, like word processing and graphics applications. See "drag and drop CleverBOARD content" and "copy and paste CleverBOARD content" on page 15.

## how come some of my marker and eraser strokes are not reflected on my PC?

You may need to make some adjustments to your whiteboard technique. See "writing with a mimio stylus" on page 8 and "erasing with the mimio eraser" on page 9.

## how do I edit my CleverBOARD notes?

Once you record a whiteboard session and save it, simply reopen the .ink file and add new information to it.

## how are the marker and eraser buttons in the toolbar used?

The mimio® software contains a styli and eraser toolbar that lets you use your mouse to draw on the virtual whiteboard in the software. See "using the styli and eraser toolbar" on page 13.

## what are the VCR-like controls for in the player view?

These controls are for playing back a whiteboard session. See "using playback features" on page 14.

## how do I find notes that I forgot to tag?

You can easily find any point in your CleverBOARD session by using the Tabbed View toolbar. Use the player controls to find the desired information. Once you locate the information you can insert a tag so it is readily available the next time you review the recorded CleverBOARD session.

## when i save an .ink file, am I saving a single image or the entire session?

The save feature saves the entire whiteboard session in a single .ink file, including all marker and eraser strokes, notes, and session properties for all boards included in the session.

## how come I can't see all of the CleverBOARD on my PC?

You need to configure the software to match your CleverBOARD. See "Configure your CleverBOARD in the software" on page 7.

## answering common questions (contd)

### why is there so much white space on my whiteboard?

Same answer as above,

### how do I use auto-saving?

mimio<sup>®</sup> software can save your whiteboard session at regular time intervals. To turn on or off auto-saving, select Options from the Settings menu. When you turn on auto-saving, the mimio<sup>®</sup> application automatically assigns a name to auto-saved files that includes the date and time the session file was created. See the mimio<sup>®</sup> online help for more information.

### how do I make the whiteboard ink thinner on my PC?

If the whiteboard text captured on your PC display is too dense or difficult to read, you can adjust the width of the marker strokes on the display. Select Stylus Set from the Settings menu. See "adjusting stylus settings" on page 16.

### can I open and share .ink files with users of the Macintosh<sup>®</sup> version of the CleverBOARD software?

Yes. You need to save your mimio<sup>®</sup> files with a .ink extension, and then you can send your .ink files to Macintosh users.

### the serial cable supplied with CleverBOARD doesn't reach my PC, is there an extension?

Yes. Serial extension cables are available from CleverBOARD and mimio<sup>®</sup> dealers (see page 3) or computer dealers.

# copyright and legal information

© Copyright 1999-2001 Virtual Ink Corporation, all rights reserved.  
CleverBOARD is a registered trademark of Sahara Presentation Systems.  
mimio<sup>®</sup>, mimioMouse<sup>®</sup>, mimio directPrint<sup>®</sup>,  
mimio writingRecognition<sup>®</sup> and Virtual Ink are registered trademarks of Virtual Ink Corporation.

Macintosh is a registered trademark of Apple Computer, Inc.  
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U.S. Patent Nos. 6,147,681, 6,124,847, 6,111,565, 6,104,387,  
6,100,877, 6,177,927, 6,191,778, 6,211,863, 6,217,686, 6,232,962.

U.K. Patent Nos. 2,340,712B, 2,340,632B, 2,340,606B, 2,337,330B,  
2,340,605B, 2,349,449B 2,340,449B. Other Patents Pending.  
Warning! - Each of the mimio<sup>®</sup> styli and eraser uses one (1) AAA  
size 1.5 VDC alkaline battery type E902-LR03AM4. The battery  
terminals + & - are clearly identified on the battery and on the product.

Warning! – This product contains alkaline batteries.

(1) Battery - keep away from small children. If swallowed, promptly see a doctor. Have the doctor phone the nearest poison control centre (in US (202)625-3333 collect or dial 911 and ask for the nearest poison control centre).

(2) Battery - Do not open, dispose of in fire, recharge, put in backwards, mix used & unused batteries, mix with other types of batteries — may explode or leak and cause personal injury.

# 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™  
Model Number: applied for

**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).



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