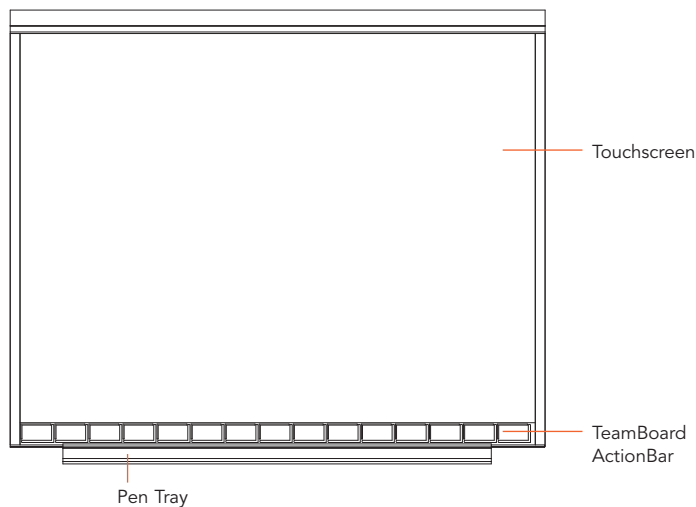


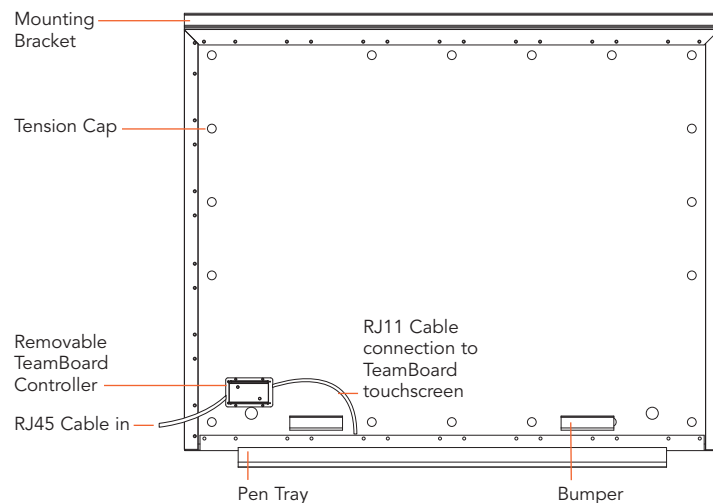
TeamBoard Quick Start #1

Welcome to TeamBoard! These **Quick Start** Cards address some TeamBoard basics, from installation steps to creating shapes in Draw. If you require more detailed information, please access Help on the Dashboard, refer to the User Guide on the TeamBoard Suite CD, or contact TeamBoard Technical Support at 905-851-2826 or 1-800-263-2387.

TeamBoard Touchscreen (front view)

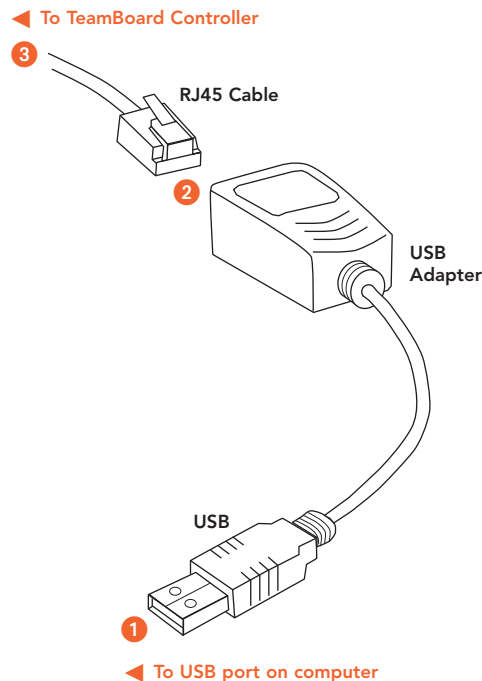


TeamBoard Touchscreen (rear view)



USB TeamBoard

Note: USB installation must **always** be performed **prior** to software installation.



USB TeamBoard Installation:

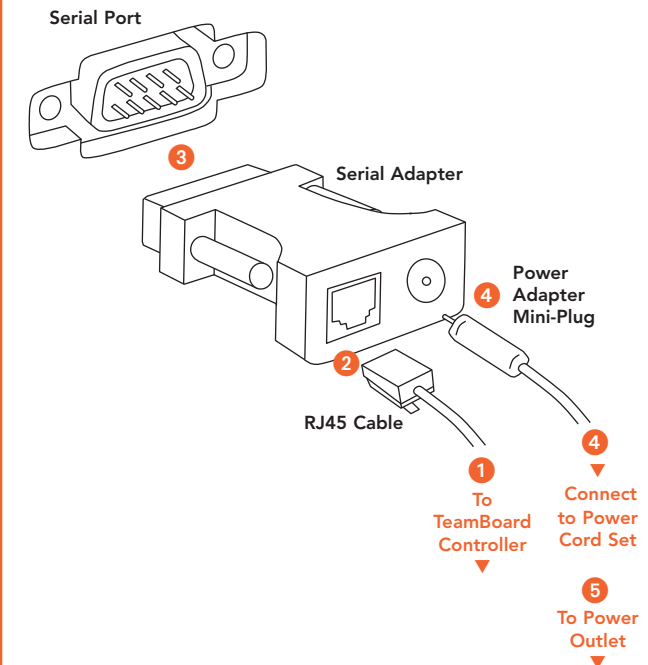
- 1 Attach the USB Adapter to an available USB port on your computer.
- 2 Plug one end of the RJ45 cable into the USB Adapter.
- 3 Plug the other end of the RJ45 cable into the TeamBoard Controller (back of the TeamBoard, bottom-right corner).

Your computer should immediately detect the TeamBoard.

Note: If you have to disconnect the USB Adapter from the computer, ensure that, when you reconnect, you use the **same port** that was assigned during initial installation. Otherwise, the USB connection may not be detected.

Hardware Installation

Serial TeamBoard

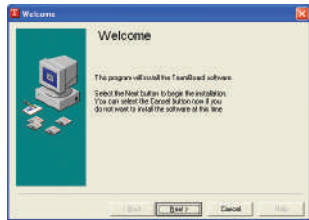


Serial TeamBoard Installation:

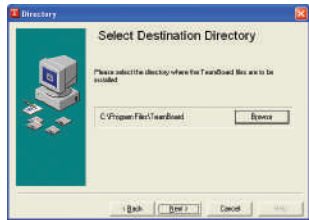
- 1 Plug one end of the RJ45 cable into the TeamBoard Controller (back of the TeamBoard, bottom-right corner).
- 2 Plug the other end of the RJ45 cable into the TeamBoard Serial Adapter.
- 3 Connect the Serial Adapter to an available 9-pin Serial port (back of computer). Tighten the screws to ensure a firm connection.
- 4 Plug the Power Adapter (mini-plug) into the Serial Adapter, and connect the other end to the power cord set.
- 5 Plug the power cord into the power outlet.

Proceed to TeamBoard Quick Start #2 ►

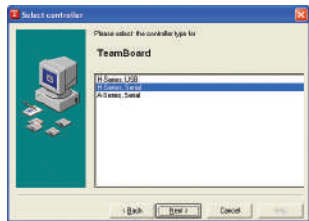
Insert the TeamBoard Suite CD, and follow these simple steps.



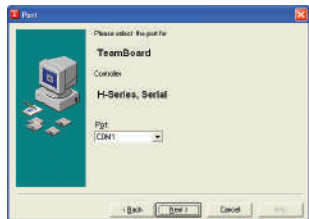
1. Select **Install TeamBoard Suite**.
The **Welcome** dialog box appears.
Click **Next** to continue.



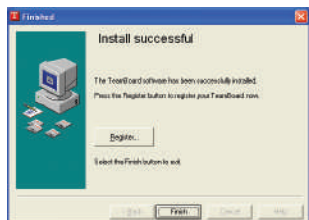
2. Read the terms of the license agreement.
Click **Accept** to continue.
3. The **Directory** dialog allows you to specify a folder for the TeamBoard Suite program files.
Click **Next** to continue.



4. Identify your **Controller**.
 - ▶ **USB**: the H-USB controller should automatically be selected. Select **Next**.
 - ▶ **Serial**: select the appropriate controller.
If you are not sure what to select, check the TeamBoard controller label. Select **Next**.



5. **Serial only**: Identify the **Com Port**. Click **Next**.
6. You are ready to install software. Click **Next** to proceed with installation.



7. When installation is complete, select **Register** to connect to **www.teamboard.com**.
Your TeamBoard must be registered within 60 days of purchase to validate the warranty.
Click **Finish**.
TeamBoard has been successfully installed.

Touchboards
 205 Westwood Ave, Long Branch, NJ 07740
 Phone: 866-94 BOARDS (26273) / (732)-222-1511
 Fax: (732)-222-7088 | E-mail: sales@touchboards.com

Proceed to TeamBoard Quick Start #3 ▶



1-800-263-2387
www.teamboard.com

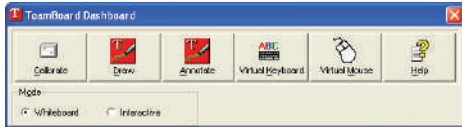
Register on-line at **www.teamboard.com/tech/**
 or, fax your TeamBoard Registration Form to **(905) 851-3426**
 Your TeamBoard must be registered within 60 days of purchase to validate the warranty

After installing TeamBoard Suite software, you must calibrate the TeamBoard. **Whiteboard and ActionBar Calibration only need to be performed once.** **Interactive Calibration** should be performed **each** time the projector or the TeamBoard is moved, to ensure accurate touchscreen functionality.

Whiteboard Calibration

Your projector should be **OFF** during Whiteboard Calibration.

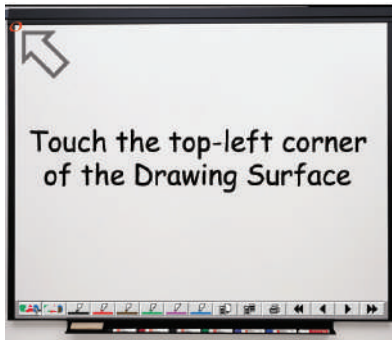
1. Use your mouse to double-click the TeamBoard System Tray Icon. The TeamBoard Dashboard appears.



2. Select the **Calibrate** button to open the Calibration dialog.



3. Select **Whiteboard**. Click OK.
The Whiteboard Calibration screen appears.



4. At the TeamBoard, firmly press the top-left corner of the TeamBoard drawing surface. If sound is enabled on your computer, you will hear a "ping" and the next screen appears.
5. Press the bottom-right corner of the TeamBoard drawing surface.

Note: If your projector is on, DO NOT touch the **projected** arrow tips or circles. Touch the physical top-left corner and the bottom-right corner of the **drawing surface**.

Whiteboard Calibration should only have to be performed once.
When this calibration is complete, you must calibrate the **ActionBar** ►

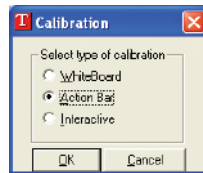
ActionBar Calibration

Your projector should be **OFF** during ActionBar Calibration.

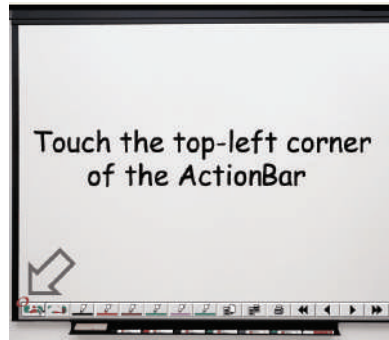
1. Use your mouse to double-click the TeamBoard System Tray Icon. The TeamBoard Dashboard appears.



2. Select the **Calibrate** button to open the Calibration dialog.



3. Select **ActionBar**. Click OK.
The ActionBar Calibration screen appears.



4. At the TeamBoard, firmly press the top-left corner of the TeamBoard ActionBar. If sound is enabled on your computer, you will hear a "ping" and the next screen appears.
5. Press the top-right corner of the TeamBoard ActionBar.

Note: If your projector is on, DO NOT touch the **projected** arrow tips or circles. Touch the physical top-left corner and the top-right corner of the **ActionBar**.

ActionBar Calibration should only have to be performed once.
When this calibration is complete, perform **Interactive Calibration** ►

Interactive Calibration

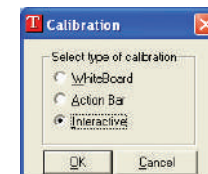
Before you perform Interactive Calibration:

- **Whiteboard and ActionBar must be calibrated (once only).**
- **A projector must be on and pointed at the TeamBoard.**

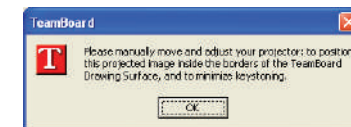
1. Ensure the computer and projector are turned on.
2. Use your mouse to double-click the TeamBoard System Tray Icon. The TeamBoard Dashboard appears.



3. Select the Calibrate button to open the Calibration dialog.

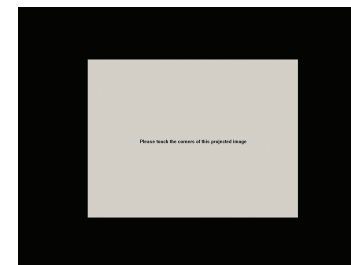


4. Select **Interactive**. Click OK. A calibration message appears.



Adjust your projector as necessary (for details, refer to TeamBoard Quick Start #4 – FAQs, 'Keystoneing'). Click OK.

5. The Interactive Calibration screen appears.



Touch all four corners of the **projected** image in any order. Touch each corner precisely to ensure accurate calibration. As each corner is touched, a green check mark (✓) will appear.

It is recommended that you perform Interactive Calibration every time your TeamBoard or projector is moved.

Proceed to TeamBoard Quick Start #4 ►

TeamBoard Quick Start #4

Why isn't my TeamBoard working?

If the TeamBoard does not appear to be working, check the following:

- **Is TeamBoard enabled?**
Select the TeamBoard System Tray icon and then select Enabled. Is there a check mark beside Enabled? If not, then select Enabled to enable it.
- **For the Serial TeamBoard, is the green light displayed on the Power Adapter?**
This indicates that power is going to the controller.
- **Are all cables and connections secure?**
Try reconnecting the USB Adapter or power and RJ-45 Cables to the Adapter.
- **For the Serial TeamBoard, is the correct COM port selected?**
Look at the number beside the COM port on the computer and compare it to the Hardware tab of the TeamBoard Properties dialog box to see if they match.

How do I clean my TeamBoard?

The best way to clean TeamBoard is with the EganBoard Cleaner. However, Isopropyl Alcohol 70-90% or any ammonia-based window cleaner will also work well.

What if I use a permanent marker on my TeamBoard?

Using a regular dry-erase marker, scribble back and forth over the permanent marker ink and erase. Wipe and reapply if necessary. Isopropyl Alcohol 70-90% is also effective.

What happens if I lose a marker or eraser?

Simply replace a marker with any standard dry-erase marker, and replace an eraser with a standard dry-erase eraser.

What is calibration?

Calibration enables TeamBoard software to interpret touch locations on the TeamBoard.

There are three types of calibration:

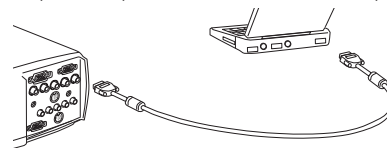
- **Whiteboard Calibration** identifies the physical area and position of the TeamBoard whiteboard.
- **ActionBar Calibration** identifies the physical area and position of the ActionBar.
- **Interactive Calibration** identifies the physical area and position of the projected image.

The Whiteboard and ActionBar only need to be calibrated once, during initial installation. However, it is recommended that you perform Interactive Calibration each time the projector or the TeamBoard is moved to ensure accurate projector-to-touchscreen interactivity.

How do I set-up the data projector?

It is always good practice to refer to the User Guide or Quick Start instructions supplied with your data projector. However, here are some basic data projector set-up instructions:

1. Set the data projector on an appropriate support surface, approximately 10 feet from the TeamBoard.
2. Connect one end of the **VGA Monitor Cable** to the data projector, and the other end to the 15-pin VGA port on the back of the computer.



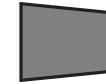
3. Connect the data projector's power cord to the power outlet.
4. Turn on the data projector.
5. Aim the projected image so that it fills the TeamBoard surface, leaving a 1" (one-inch) border from the frame.
6. Align the projected image so that it is square to the edge of the screen.

Frequently Asked Questions (FAQs)

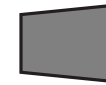
Why isn't my projected image square on the screen?

Your image is '**Keystoning**'. Keystoning occurs when your projector has not been positioned at the correct height or angle to the screen. Most data projectors have '**keystone correction**' (refer to your data projector's User Guide for instructions). For manual correction, refer to steps 1 through 4 below.

To correct keystoning manually:



1. If your projected image appears like this, move the projector to the **left** so that it squarely faces the center of the TeamBoard.



2. If your projected image appears like this, move the projector to the **right** so that it squarely faces the center of the TeamBoard.



3. If your projected image appears like this, **raise** the projector accordingly.



4. If your projected image appears like this, **lower** the projector accordingly.



This is how your image should appear on-screen.

For more information:

- Select Help from the Dashboard
- Refer to the User Guide on the software CD
- Visit www.teamboard.com/tech/
- Call TeamBoard Tech Support at **905-851-2826** or **1-800-263-2387**



1-800-263-2387

or visit us on-line:

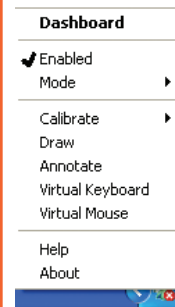
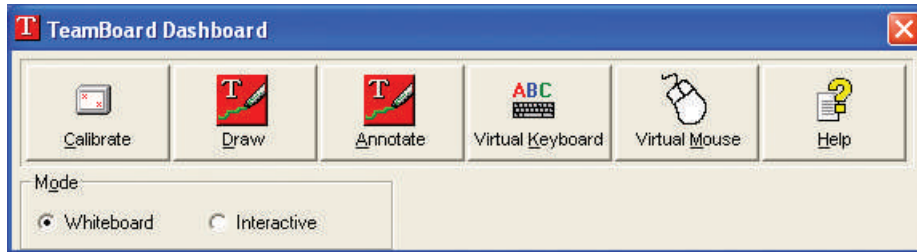
www.teamboard.com

TeamBoard Quick Start #5

TeamBoard Dashboard, System Tray & ActionBar

TeamBoard Dashboard

A 'command console' providing quick access to TeamBoard Suite functions.



TeamBoard System Tray Icon

- Resides in the Windows Taskbar next to the clock.

- Double-click the TeamBoard System Tray Icon to open the **Dashboard**.
- A single-click on the TeamBoard System Tray Icon opens a pop-up menu that provides access to all the **Dashboard** functions as well as:

Dashboard Launches TeamBoard Dashboard

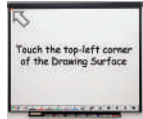
- ✓ **Enabled** TeamBoard is active and communicating with your computer
- ✗ **Enabled** TeamBoard is inactive and data is not being transferred (ie: disable TeamBoard to make a COM port available to another device)

About Displays TeamBoard software details

TeamBoard Suite Dashboard Controls

Calibrate

After installing TeamBoard software, perform Whiteboard, ActionBar and Interactive Calibration. Whiteboard and ActionBar Calibration are only performed once. Interactive Calibration should be performed every time the TeamBoard or projector is moved. Refer to **TeamBoard Quick Start #3** for details.



Virtual Keyboard

In Interactive Mode, select Virtual Keyboard to open an on-screen keyboard that enables you to type text or numbers into applications, right at the board.



Draw

Draw is the application for capturing notes and drawings, and saving them to a file, printing, emailing content, and more.



Refer to **TeamBoard Quick Start #6** for details.

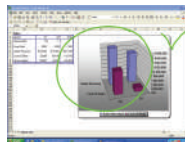
Virtual Mouse

In Interactive Mode, touch the Virtual Mouse to make your next tap a right-click.



Annotate

In Interactive Mode, Annotate enables on-screen 'mark up' of applications and presentations projected on the TeamBoard.



Refer to **TeamBoard Quick Start #6** for details.

Help

Accesses the detailed TeamBoard User Guide.



Whiteboard Mode

In **Whiteboard Mode**, without a projector, TeamBoard is an electronic whiteboard.

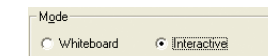


◀ Dashboard Close-up

Use a dry-erase marker and the TeamBoard ActionBar, to create and erase content. All drawings created are saved to your computer. Refer to **TeamBoard Quick Start #6** for details.

Interactive Mode

In **Interactive Mode**, use TeamBoard with a projector as an interactive whiteboard, touch-screen and to annotate projected images.



◀ Dashboard Close-up

Refer to **TeamBoard Quick Start #6** for details.

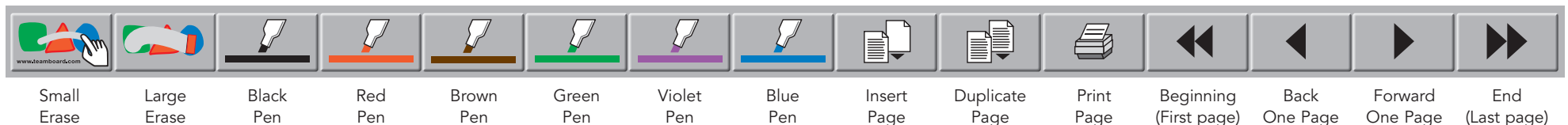


1-800-263-2387
www.teamboard.com

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TeamBoard ActionBar™

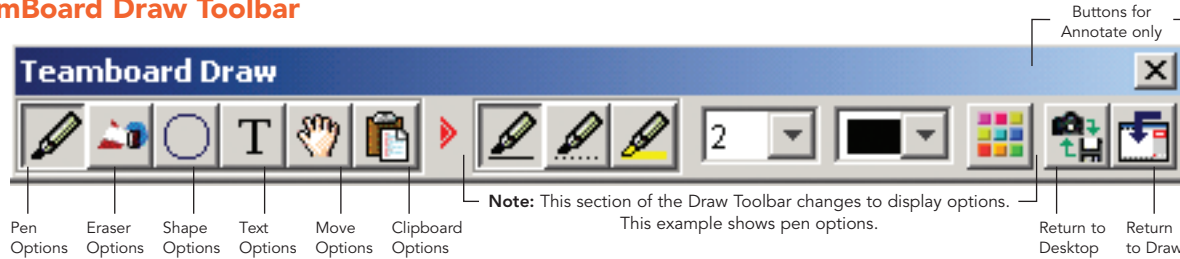
The ActionBar is a series of buttons that appear along the bottom of the TeamBoard. Select a button to change pen color, erase, create or print pages, and navigate through your document.



TeamBoard Quick Start #6

Quick Overview: TeamBoard Draw & Annotate

TeamBoard Draw Toolbar



The **TeamBoard Draw Toolbar** contains drawing and writing tools including: pen styles, highlighter, 300 custom colors, shapes, and text. Editing features include cut/paste, erase, and move. In Whiteboard or Interactive Mode, you can create multiple pages of notes in a workbook to save, print, email, etc.

Draw in Whiteboard Mode


Use TeamBoard Draw in WhiteBoard Mode to save work created on-screen to your computer. Your computer must be turned **ON**, your data projector must be turned **OFF**.


Quick Overview

1. Select **Whiteboard Mode** on the Dashboard.



2. Launch **Draw** by simply touching the TeamBoard.

3.  Select a **Pen** button on the ActionBar in the color you want to use. Using an Egan dry-erase marker of the same color, write and draw on the TeamBoard. Your monitor displays the image in the corresponding pen color.

4.  Select the **Small Erase** button on the ActionBar. Erase content on the TeamBoard with the corner of a dry eraser or with your finger. The area is erased from both the TeamBoard and the image on your monitor.

5.  Select the **Print** button on the ActionBar.

6. At your computer, select **Save As** in the File Menu. The Save As dialog box appears. Name the file and click Save.

Refer to "Using TeamBoard Draw in WhiteBoard Mode" in the User Guide.

Draw in Interactive Mode


Use TeamBoard Draw in Interactive Mode to create, mark-up, edit, save and manipulate projected drawings. Your computer and data projector must be turned **ON**.

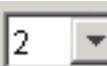
Quick Overview


1. Select **Interactive Mode** on the Dashboard.




2. Launch **Draw** from the TeamBoard Dashboard.

3.  Select a **Pen** button on the Draw Toolbar or ActionBar in the desired color. Using your finger or stylus, write and draw on the TeamBoard. Additional colors are available under the Custom Color button on the Draw Toolbar.

4.  To change the thickness of your pen, select **Pen Width** from the Draw Toolbar, then select the desired pen width.

5.  Select the **Shape Options** icon on the Draw Toolbar. The Draw Toolbar displays shape options. Draw remembers the last selected shape, pen width and color. Select the desired shape. Use your finger or stylus to touch and drag until the shape is desired size, then release finger or stylus from the screen.

6.  Select **Move Options** icon from the Draw Toolbar. To move multiple objects at the same time, select **Multi-Move**. To move a single object, select **Object-Move**. Use finger/stylus to select and move objects.

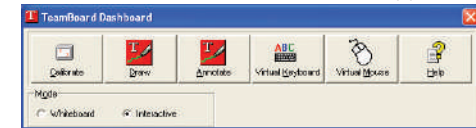
Refer to "Using TeamBoard Draw in Interactive Mode" in the User Guide.

Annotate

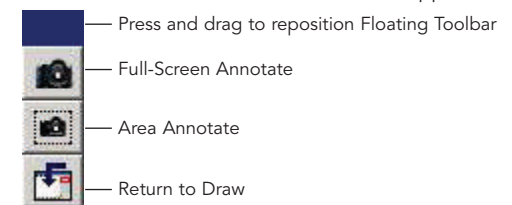
Use Annotate in Interactive Mode to "mark-up" what is being projected. For example: draw a shape around, or underline, important items in a spreadsheet or in a presentation. Your computer and data projector must be turned **ON**.

Quick Overview

1. To launch Annotate, double-click the TeamBoard System Tray Icon. The TeamBoard Dashboard appears.



2. Select Annotate. The **Annotate Toolbar** appears.





3. Display the screen you wish to annotate. For example, open a spreadsheet.

4. Select the **Full-Screen Annotate** button on the Annotate Toolbar. An image of your screen is captured, and the Draw Toolbar appears (with extended buttons for Annotate).



5. Using your finger or stylus, you can mark on the screen. Select a pen color on the **Draw Toolbar** or **ActionBar** and write something. **Note:** All of the drawing and editing features of TeamBoard Draw are available in Annotate.

6.  When this annotation is complete, select the **Return to Desktop** button on the Draw Toolbar. Annotations are saved, and you are returned to the last active application. Repeat steps 3 to 6 to continue annotating.

7.  When you are finished annotating, select the **Return to Draw** button on the Draw Toolbar. Annotate uses TeamBoard Draw to save, print and edit all saved annotations.

Refer to "Using TeamBoard Draw with Annotate" in the User Guide.