

# GETTING STARTED



**interwrite™**  
MEETING PAD



**interwrite™**  
SCHOOL PAD

for Windows and the Mac



We at GTCO CalComp are proud of our InterWrite™ family of products. We strive to continue to bring you the best the technology has to offer. We urge you to visit our Web site, where we will post the latest information regarding any updates and changes we have made that would impact the instructions in this *Getting Started* document.

[www.gtcocalcomp.com](http://www.gtcocalcomp.com)

**Support/InterWrite/Software Downloads**

**Support/InterWrite/Documentation Library**

**GTCO CalComp**  
**PERIPHERALS**

# Table of Contents

Introduction	5
The Electronic Pad Stylus	6
Pad Stylus Battery Replacement	6
Wireless Pad Stylus Accessories	7
The Pad Stylus Cord	7
The Pad Stylus Grip	8
Setup Model 310 Wireless Pads	9
Connect the System – Wirelessly	10
Install the Bluetooth Device on the Computer	11
USB Adapter	11
PC Card	12
Install the InterWrite Software on Windows	13
Install the InterWrite Software on the Mac	14
Connect the Devices	15
Connect a Wireless InterWrite Pad on Windows	16
Using the Model 310 Link Button in Windows	18

Connect a Wireless InterWrite Pad on the Mac	20
Using the Model 310 Link Button on the Mac	22
Light and Tone Indicators	23
Getting Started with InterWrite	24
Begin an InterWrite Session	24
Pen Selection in Windows	25
Pen Selection on the Mac	26
Pen Selection during a Presentation	26
Image Files	27
Distributing Presentation Image Files	28
APPENDIX	
Setup Model 100 Corded Pads	29
The Pad Stylus Holder	29
Connect the Model 100 Pad to the Computer	30
Install the USB Adapter for USB Connection	30
Install the RS-232 Adapter for PC Serial Connection	30
Limited Warranty for SchoolPads and MeetingPads	31

# INTERWRITE™ MEETINGPADS AND SCHOOLPADS

## Introduction

The InterWrite MeetingPads and SchoolPads are tablet systems that feature the patented digitizer and pen-input technology for which GTCO CalComp is famous. InterWrite Pads are used with the InterWrite software on a PC or a Mac to remotely control the computer by running applications, opening and editing files, and annotating captured screen images. The versatile, interactive pads allow you to control the presentation from anywhere in the room. When used in concert with an InterWrite whiteboard, InterWrite Pads provide the ultimate collaborative system for the Boardroom or the Classroom.

MeetingPads and SchoolPads are available in both a wireless (Model 310) and wired (Model 100) version. This *Getting Started* guide describes how to set up your electronic pad stylus, set up your wireless pad, install the InterWrite software, and establish a communication connection with the PC or the Mac. It ends with an overview of the InterWrite software. Directions for setting up and connecting a wired pad to the PC or the Mac can be found in the Appendix.

The pad stylus is an electronic pen, which, when near (*in prox of*), or touching, the surface of a powered-on, connected pad, controls the movements of the mouse on the computer. The pad stylus becomes a writing and drawing instrument when one of the many InterWrite annotation tools is selected from the InterWrite Toolbar. In Annotation Mode, a user can make notes on a PowerPoint Slide Show, highlight areas of interest on a spreadsheet, or edit a document using a wide range of pen colors and pen widths.

The wireless pads run off batteries that must be charged prior to setting up communication with the PC or the Mac. The wired pads get their power through the attached I/O cable, which also serves as the communication connection (USB or serial) with the computer.

The InterWrite system uses the *Bluetooth™* wireless technology to establish communication between wireless pads and the computer. Each device in the InterWrite system has to have a Bluetooth device installed through which it communicates with the other InterWrite devices in the system. The wireless InterWrite Pads come with the Bluetooth device built into the pad, so the only installation required here is the TDK USB Adapter or TDK PC Card on the computer.

The operation of your InterWrite Pad is facilitated by the InterWrite software. The software is installed as part of the process of establishing communication between the pad and the computer and is covered in this guide. The InterWrite software has two operational modes:

**Whiteboard Mode** and **Interactive Mode**. **Whiteboard Mode**, used only when an InterWrite Whiteboard is part of the system, makes it possible to easily capture the notes, drawings and calculations on the whiteboard for print and/or electronic distribution.

**Interactive Mode**, the operational mode used by both InterWrite Pads and InterWrite Whiteboards, allows you to take advantage of the full power and robust features of the InterWrite system. An InterWrite Pad, acting as an input device to the computer, can remotely control the computer from anywhere in the room. When the whiteboard and a video projector are added to the mix, the computer's desktop image is projected onto the whiteboard's surface, and the whiteboard, like the pad, communicates as an input device to the computer. In this environment, both the person at the whiteboard and users with pads seated around the room can interact with the presentation and participate actively in the collaborative experience.

The overview presented here of the features and tools of the InterWrite software will get you started with the InterWrite system.

## The Electronic Pad Stylus

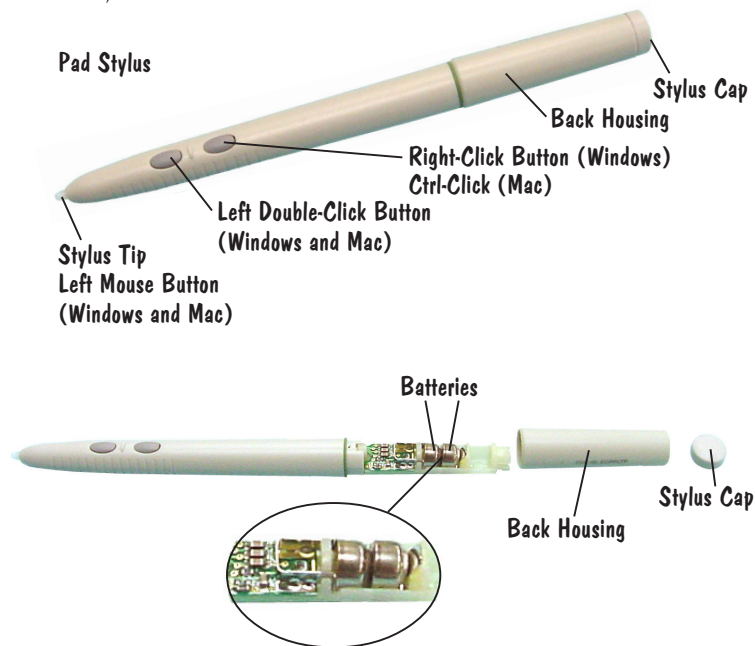
The Pad Stylus is an input device to the computer. You will use the stylus to control mouse movements on the computer by moving the tip of the stylus over (*in prox of*), or touching, the pad's surface. When the tip of the stylus is in prox of, or on, the pad's surface, it simulates the effects of the left mouse button on Windows and the Mac. When the stylus is in prox, the button nearest the tip simulates a left mouse button double-click in Windows and Mac, while the other button simulates a right mouse button click in Windows and a Ctrl-Click on the Mac. In Windows, hold down the left button and touch the stylus tip to the pad's surface to erase. On the Mac, with the stylus tip already touching the pad's surface, hold down the left button to erase.

The battery-operated stylus comes with batteries installed for cordless operation. A set of replacement batteries is included in the pad stylus packaging. Replacement stylus tips are also included.

The pad stylus goes into *Sleep Mode* after about two minutes of inactivity to conserve power. Touching the stylus to a surface, or clicking one of its buttons, *wakes up* the stylus. When the pad stylus is *in prox*, the **Status** light on the pad will go from flashing to solid green. When the pad stylus is *out of prox*, the Status light goes back to flashing green. The stylus' batteries need to be replaced when the stylus is in prox and the Status light continues to flash.

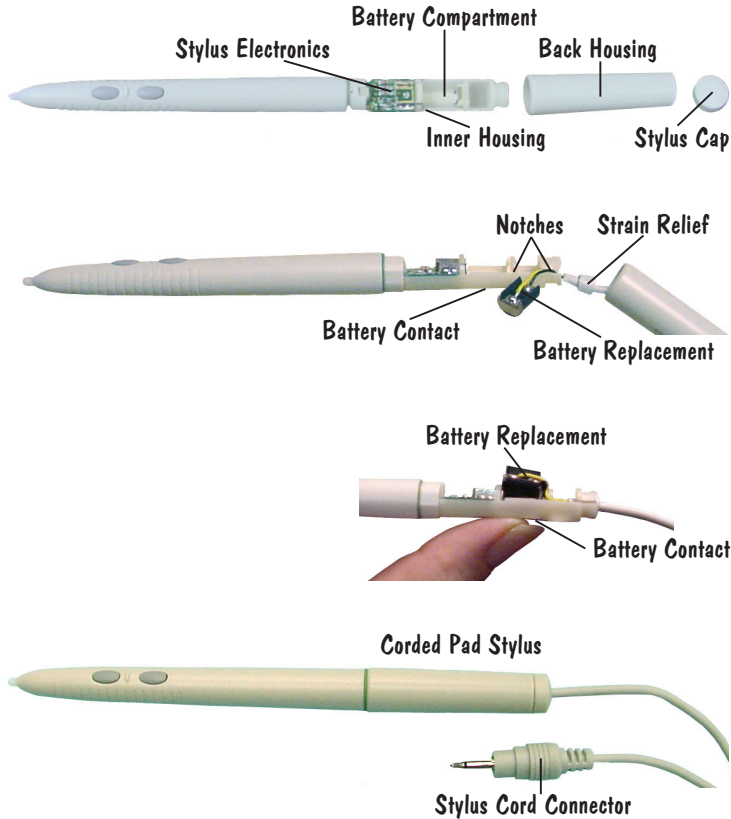
### Pad Stylus Battery Replacement

- 1 Unscrew the Stylus Cap and slide the Back Housing off the stylus.
- 2 Remove and discard the batteries.
- 3 Insert the new batteries in the same orientation (Plus end pointing toward the stylus' electronics) as the batteries you removed to ensure the correct polarity.



## Wireless Pad Stylus Accessories

### The Pad Stylus Cord



The pad stylus cord is a Model 310 pad accessory. It is used to tether the stylus to the pad, making it less likely to be lost. The cord is plugged into the jack marked **POINTER** at the top of the pad, allowing the stylus to draw power from the pad, rather than from batteries.

- 1 Unscrew the Stylus Cap, slide the Back Housing off the stylus, and remove the batteries. Put the batteries and the cap away, but retain the Back Housing to use with the stylus cord assembly.
- 2 Feed the black Battery Replacement end of the stylus cord through the smaller opening in the Back Housing and out the other end.
- 3 Locate the Notches on the Inner Housing and feed the yellow and black wires attached to the Battery Replacement through them.
- 4 Push the Strain Relief into the hole at the end of the Inner Housing. Do not push it all the way through.
- 5 As you hold the silver Battery Contact, located on the underside of the Inner Housing, in place with your thumb, push the black Battery Replacement into the battery compartment. Make sure the yellow wire is the wire closer to the stylus' electronics to ensure the correct polarity.
- 6 Slide the Back Housing into place over the Inner Housing. Slide the Stylus Cap along the cord to the end of the Inner Housing and screw it on.
- 7 Plug the Stylus Cord Connector into the **POINTER** jack on the pad.

## Wireless Pad Stylus Accessories

### The Pad Stylus Grip

The Stylus Grip is an accessory that ships with the Model 310 pad. It is a black foam PVC sleeve designed to fit snugly on your pad stylus to provide additional grip when using your stylus. In addition, the Stylus Grip prevents you from inadvertently pressing the buttons on the stylus, while making deliberate contact easy and accessible.

- 1 Line up the buttons on the stylus with the holes in the Stylus Grip sleeve.
- 2 Carefully slide the sleeve on the stylus, stopping when the holes are aligned over the buttons. Position the holes in the Stylus Grip to fit *around* the buttons, ensuring that no part of the sleeve is in contact with the buttons.

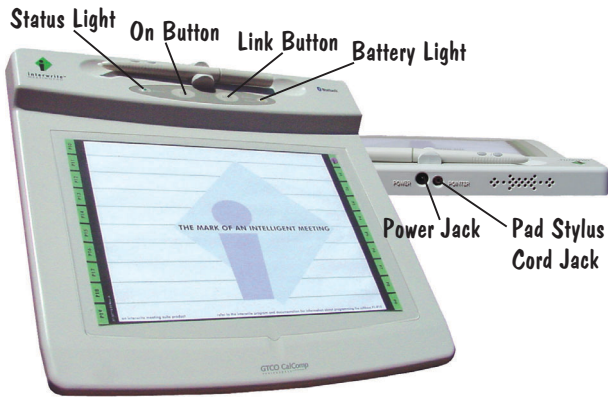
The same qualities that make the Stylus Grip fit snugly and stay in place on your pad stylus present a challenge getting it on the barrel of the stylus. Some suggestions for making the Stylus Grip easier to slide into position on the stylus include:

- i Using a Q-Tip, apply a **very small** amount of Vaseline, or similar lubricant, to the inside of the Stylus Grip. Slide it onto the stylus, using gentle *push* and *pull* motions. If you have long fingernails, use the ends of your fingers, rather than your nails, when gripping the sleeve in order to avoid punctures and tears.
- i Dip your finger into some water and wet the barrel of the stylus, keeping the water away from the tip of the stylus and the buttons. **Do not** dip the stylus in the water.

**WARNING:** Wetting the stylus barrel, even with only a small amount of water, is not the preferred method of installing the Stylus Grip, as shorting out the stylus' electronics is always a possibility when water is involved.



## Setup Model 310 Wireless Pads



Model 310 MeetingPads pictured

The **On** button powers on a charged pad. The **Link** button functions to power on and reconnect a disconnected, discovered pad.

**Note:** The **Link** function was not available on the Model 300 pads. Contact GTCO CalComp Technical Support if you are interested in upgrading a Model 300 pad to support the Link function.

The MeetingPad 310 and SchoolPad 310 communicate with the computer using Bluetooth™ wireless technology. The Bluetooth communications device is built into the Model 310 Pads. The pad communicates with a Bluetooth device, either a TDK USB Adapter, or TDK PC Card, installed on the computer. The pad runs on Nickel Metal Hydride batteries, which provide about 15 hours of wireless operation before they have to be recharged. The green **Status** light will flash when the pad is on and the pad stylus is not in prox. The Status light will display solid green when the pad stylus (or other GTCO CalComp pointing devices) is in prox.

The Model 310 package includes a cordless pad, stylus, stylus cord, stylus grip, pad charger, and the InterWrite CD. Optional components include a TDK USB Adapter, or TDK PC Card, and the Bluetooth CD. The first thing you should do when you unpack the pad is charge it. The pad should be charged for at least three hours, or until the **Battery** light on the pad goes off. The Battery light is on only when the pad is on. The pad can be powered on while it is being charged, so the Battery light can be seen. The Battery light will flash slowly when the battery is low and needs to be recharged.

- 1 Connect the charger's cable to the **POWER** jack at the top of the pad.
  - 2 Plug the charger into an AC power outlet.
- The pad can be used while it is charging.
- 3 When charging is complete, unplug the charger from the pad.

## Connect the System — Wirelessly

The InterWrite system employs *Bluetooth™* wireless technology to establish wireless communication between the whiteboards and pads in the InterWrite family of products and the computer. A **Bluetooth device** must be installed on each component involved in wireless communication. The BTCOM module is installed on the whiteboard. A TDK USB Adapter or TDK PC Card is installed on the computer. The Model 310 pads have the Bluetooth device built in, so no installation is necessary. This section of the *Getting Started* guide describes how to install the Bluetooth software on the PC (it's already installed on the Mac), how to install the TDK USB Adapter or PC Card on the computer, and how to establish communication between the Bluetooth devices using the InterWrite software.

An InterWrite wireless system that includes a whiteboard and MeetingPad 310s or SchoolPad 310s uses a single Bluetooth device through which the InterWrite devices communicate with the computer. Up to seven Bluetooth-enabled devices—pads and whiteboards—can communicate with one USB Adapter or PC Card on the computer. Only one TDK Bluetooth device (USB Adapter or PC Card) should be installed on the computer at any time.



**Note:** It is important to note that, while the InterWrite Pads are *either wireless or wired*, you can have a mix of wired and wireless InterWrite pads and whiteboards communicating with the computer.

**Note:** InterWrite 4.0 for Windows and later versions of the InterWrite software require TDK Bluetooth drivers version 1.4.2.10, or later, in order to operate using Bluetooth wireless communication. Older versions of Bluetooth must be uninstalled before installing the new drivers. Updated Bluetooth drivers are available on [www.gtcocalcomp.com](http://www.gtcocalcomp.com).

## Install the Bluetooth Device on the Computer



**Windows Note:** The Bluetooth software must be installed on your Windows PC *before* you install the Bluetooth device, whether it is the TDK USB Adapter, or the TDK PC Card. Install on Windows 98, Me, 2000, or XP, only.

**Mac Note:** The InterWrite system is compatible with the Mac OS X version 10.2.5 or above installation of the Bluetooth software for wireless communication.


Login as *Administrator*, insert the *Bluetooth Software* CD in your PC CD-ROM drive, select the *Install Bluetooth Software* option from the menu, and follow the instructions on the installation screens.

### USB Adapter



TDK USB Adapter

Adapter Holder

- 1 Insert the USB connector into one of the USB ports  on your computer. It cannot be plugged into a keyboard USB port on the Mac. The operating system will auto-detect and configure the new hardware device.
- 2 Use one of the two holders that came with your Bluetooth Comm kit to attach the adapter to your computer. Remove the paper backing from the holder and attach it to the side of your monitor, or to the lid of your laptop. Slots on the back of the adapter casing will slide into the channels on the holder.

Do not install the adapter behind metal enclosures, as this will limit performance. Metal serves as a shield and reduces the signal strength. Mount the adapter so the top of the unit is positioned above the computer or monitor case. A 5' USB cable extender can be used when additional length is needed to mount the USB Adapter away from metal or other enclosures.

## Install the Bluetooth Device on the Computer

The adapter-to-USB-port and software installation must be performed by a user with *Administrator* privileges. If the configuration is changed, that is, if the adapter is moved to another USB port on the computer, or if a different adapter is installed in the USB port on that computer, the process must be managed by an Admin.

**Note:** If your computer has multiple USB ports, or multiple PCMCIA card slots, the USB Adapter or PC Card should be installed in each of the ports or slots at this time. Then, if the USB Adapter, or PC Card, is moved, all the ports and slots will have been properly set up.

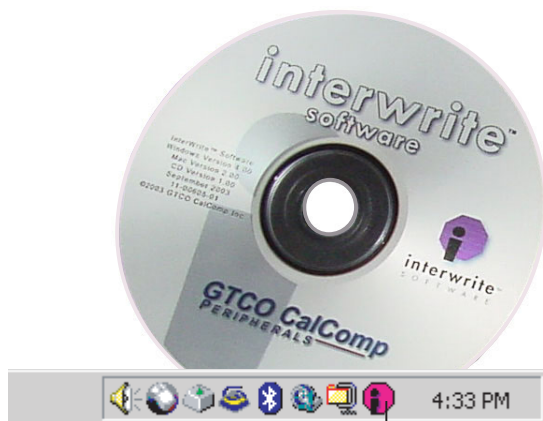
### PC Card

- 1 Insert the PC Card into the PCMCIA slot in your computer. The operating system will auto-detect and configure the new hardware device. (Typically, the PC Card is installed in a notebook.)

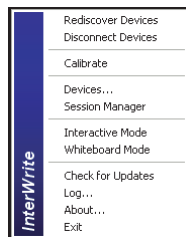
TDK PC Card



## Install the InterWrite Software on Windows



InterWrite icon



The InterWrite software must be installed on Windows by a user with *Administrator* privileges. InterWrite is compatible with Windows 95 (serial only), 98, Me, NT (serial only), 2000, and XP.

- 1 Log in as *Administrator*. Insert the InterWrite software CD into the CD drive on your PC. The installer will autoloading. If it doesn't, click on the **Start** button on the Windows Task Bar and select **Run** from the menu. Type `X:\setup.exe` (X represents the CD drive letter).
- 2 Select the *Install InterWrite Software* menu option.
- 3 Follow the onscreen instructions for the software installation. You will know the InterWrite software has installed successfully by the appearance of the pink InterWrite icon in the System Tray on the Windows Task Bar. If the icon does not appear, restart your computer.

The appearance of the InterWrite icon (pink icon) on the Task Bar indicates that the InterWrite **Device Manager** is now running on your PC. You will click on the InterWrite icon to display the options on the Device Manager menu.


**Tip:** Click the InterWrite icon (pink icon) in the System Tray of the Windows Task Bar to display **Device Manager's** option menu. Select the **Check for Updates** option. If a new version is available, download it now. You should periodically check for updates.

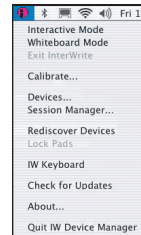
## Install the InterWrite Software on the Mac

The InterWrite software must be installed on the Mac by a user with *Admin* privileges. InterWrite is compatible with Mac OS X version 10.2.5 or higher.

- 1 Insert the InterWrite software CD into the CD-ROM drive on your Mac. An InterWrite CD icon will appear on your desktop.
- 2 Double-click on the InterWrite icon on the desktop to display the CD's contents. Double-click on the **Install InterWrite** icon.
- 3 Follow the onscreen instructions for the software installation.



The appearance of the InterWrite icon  on the Menubar indicates that the InterWrite **Device Manager** is now running on your Mac. It will load and run in the background every time you start up your Mac. You will click on the InterWrite icon to display the options on the Device Manager menu.



## Connect the Devices


The InterWrite software component **Device Manager** is the driver for the InterWrite whiteboards and pads. Device Manager is loaded when the InterWrite software is successfully installed on the computer. It automatically detects cabled InterWrite whiteboards and pads. However, the wireless InterWrite devices need to be *discovered* – and, in the case of the Mac, to select a Service – before the communication connection is complete.

The following sections describe how to connect wireless InterWrite devices, first on Windows, then on the Mac.

Once the InterWrite devices are connected, a user with *Administrator* privileges will need to enter the Software Authorization code described on page 24 to complete the Windows install.

## Connect a Wireless InterWrite Pad on Windows

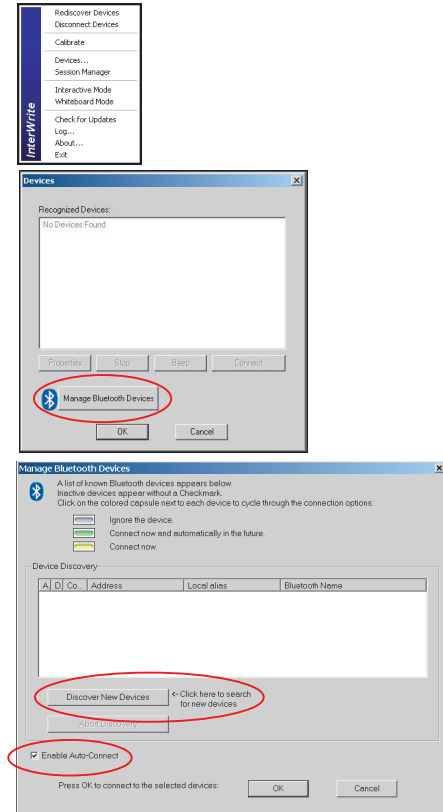
The last step in setting up wireless communications between your Bluetooth InterWrite devices is performed by **Device Manager**. Make sure the pad is powered on.

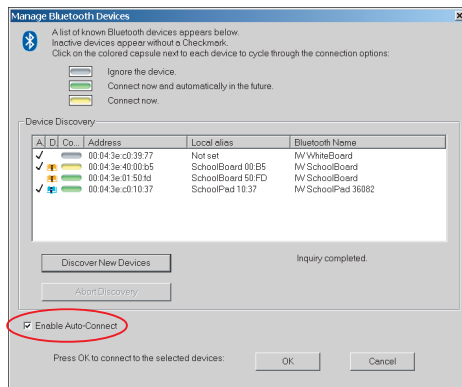
- 1 Click on the InterWrite icon  in the System Tray on the Windows Task Bar to display the **Device Manager** menu.
- 2 Select the **Devices...** menu option. The **Devices** dialog box is displayed.

The **Recognized Devices** list box will be empty unless some powered-on, wired devices (whiteboards or pads connected to the PC by USB or serial cables) have already been discovered.

- 3 Click on the **Manage Bluetooth Devices** button to display the **Manage Bluetooth Devices** dialog box.
- 4 Click on the **Discover New Devices** button to initiate a search for new devices.

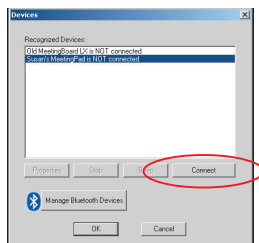
Devices discovered during the search will be recorded in the list box. A **Connection** option can be selected (or changed) for each device in the list box. *Ignore the device*, the default setting, prevents the device from being connected at this time, or being automatically connected in the future. *Connect now and in the future* – the most common connection selection – means the device will be connected at this time, and, if the *Enable Auto-Connect* checkbox is checked, the computer will scan continuously for this and other active Bluetooth devices and attempt to connect them. Scanning stops once a wireless device is detected and connected. Therefore, if you are connecting multiple devices, make sure they are all powered on, so all of the devices will be detected by the scan. *Connect now* means the device will be recognized only during the current meeting or session.





If the continuous scanning activated by the *Enable Auto-Connect* checkbox option is interfering with the proper operation of other Bluetooth-enabled devices (phones, PDAs, etc.), Auto-Connect can be disabled. When Auto-Connect is Off, the active InterWrite Bluetooth devices set to *Connect now and in the future* will not be connected *automatically*. You can always connect to your devices by selecting **Devices** from the Device Manager menu, selecting the device to connect, and clicking on the **Connect** button, or by pressing the Link button.

- Click on the **Connect** icon for each device to select the connection option you prefer for that device. Keep clicking on the Connection icon until it cycles to the selection you want for that device.
- By default, the *Enable Auto-Connect* checkbox is selected. If you want to turn off Auto-Connect, click on the checkbox to clear it.
- Click on the **OK** button to initiate the connection process. A **Connection Status** prompt box will display. The Bluetooth device(s) will beep when the connection has been made.
- The connected devices will now display in the **Recognized Devices** list box. If you want to give a Bluetooth device a unique name, select the device in the list box and click on the activated **Properties** button below the list box. Type in the name you want to assign to the selected device. Click on the **OK** button to accept the new name. The device will be displayed in the Recognized Devices list box using the new name. Click on the **OK** button to exit.



You can now use your connected pad as a system pointing device. Your mouse can still be used as a pointing device.

## Using the Model 310 Link Button in Windows

The Link button on Model 310 pads allows you to re-connect a discovered pad that has been disconnected, or powered-off. The previous section described how to discover and connect to a Model 310 pad in Windows. The pad is *discovered* when the signal sent from the Bluetooth device installed on the computer is answered by the pad. An exchange of device addresses takes place. Device Manager displays the pad's address in the pad's **Properties** profile. The pad stores the computer's Bluetooth address. The computer – or more accurately, the Bluetooth device on the computer – and the pad are now *linked*. If the pad becomes disconnected, or is powered off, pressing the **Link** button on the pad will turn it on and re-connect it to the computer with the Bluetooth device that discovered it.


If you were to take the pad to another location, say another classroom, where a different computer and Bluetooth device are set up, your pad would not be able to communicate with the second computer until the second computer *discovered* the pad. The **Connection** option chosen for your pad during discovery will determine whether your pad stays linked to the first computer, or whether it becomes linked to the second computer. A link between the Bluetooth devices on computer and pad occurs only if the Connection option for the pad is set to *Connect now and in the future*. That's when the computer's Bluetooth device address is stored as the **Host Address** on the pad and the link is created. If you wanted to establish a new link for your pad to the second computer, the Connection option should be set to *Connect now and in the future*. However, if you want to retain the link between your pad and the first computer, the Connection option should be set to *Connect now*. In this way, the connection to the second computer is a temporary one, for this session only. If the pad becomes disconnected, it must be re-discovered and connected with the *Connect now* option to be able to continue to communicate in the current session.



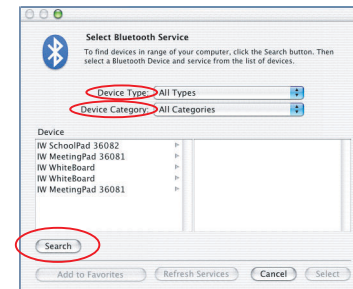
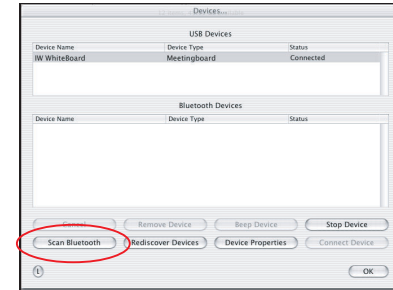
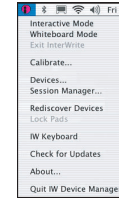
(This page left blank intentionally.)

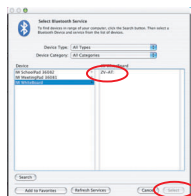
## Connect a Wireless InterWrite Pad on the Mac

The last step in setting up wireless communications between your Bluetooth InterWrite devices is performed by **Device Manager**. Make sure the pad is powered on.

- 1 Click on the InterWrite icon  on the Mac Menubar to display the **Device Manager** menu.
- 2 Select the **Devices...** menu option. The **Devices** dialog box is displayed.
- 3 Click on the **Scan Bluetooth** button. The **Select Bluetooth Service** dialog box is displayed.
- 4 Set the **Device Type** to *Input Devices*. Set the **Device Category** to *Discovered Devices*.
- 5 Click on the **Search** button.

Every active whiteboard and pad running Bluetooth should be discovered and listed in the left column of the **BT Services** dialog box.



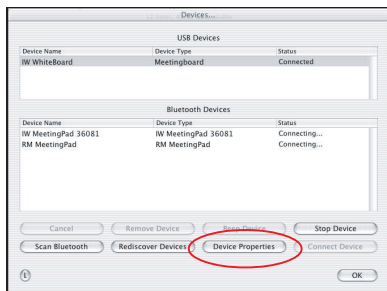


5 Click on the device in the left column. A Service is displayed in the right column. All whiteboards and pads will use the **ZV-AT Service**.

6 Click on the Service in the right column.

7 Click on the **Select** button.

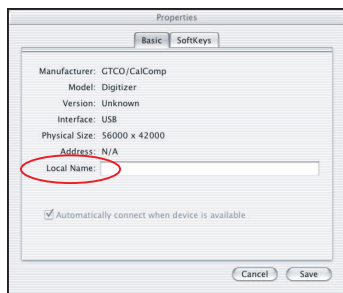
The Bluetooth dialog box goes away. The pad beeps once when it is connected.



**Note:** If the device doesn't connect, repeat the process—click on the Device, click on the Service, click the Select button.

The pad is now listed in the Bluetooth Devices section of the Devices dialog with **Status Connected**. By default, the device will automatically reconnect in the future. If you want to change that, select the device, click on the **Device Properties** button and clear the *Automatically connect when device is available* checkbox.

If you turn off the pad and power it on during the current session, Device Manager will detect that the device has gone away and will change its status to *Disconnected*. Click on the **Connect Device** button to reconnect.



**Tip:** Give each InterWrite device a **Local Name**, so it will be distinguishable in the Bluetooth Devices list box.

## Using the Model 310 Link Button on the Mac

The Link button on all Model 310 pads allows you to re-connect a discovered pad that has been disconnected, or powered-off. The previous section described how to discover, select a Service and connect to a Model 310 pad on the Mac. The pad is *discovered* when the signal sent from the Bluetooth device installed on the Mac is answered by the pad's Bluetooth device. An exchange of device addresses takes place. Device Manager displays the pad's address in the pad's **Properties** profile. The pad's Bluetooth device stores the Mac's Bluetooth address. The Mac – or more correctly, the Bluetooth device on the Mac – and the pad are now *linked*. If the pad becomes disconnected, or is powered off, pressing the **Link** button on the pad will turn it on and re-connect it to the Mac that discovered it.

If you were to take your pad to another location with a different computer and Bluetooth device, it would not be able to link to this new computer. It has to be discovered by the new computer. Be aware, though, that when your pad is discovered by the second computer, it will lose its link to the first computer.



## Light and Tone Indicators

The InterWrite Pads use lights and various tones to indicate the state of the pad. The green Status light flashes when the pad is powered on and becomes solid when the pad stylus is in prox. The yellow Battery light is on when the pad is powered on, it goes off when the pad is fully charged, it blinks with each click or beep, it blinks in an error situation, and it flashes slowly when the battery is low and needs to be recharged.

The pad emits four high frequency beeps when it powers on. When it connects with the computer, you will hear a rising tone. The Disconnect tone is a descending tone.

When you press the Link button to power on and reconnect your pad, you will hear a clicking tone until the link either succeeds, which is indicated by the rising Connect tone, or fails, which is indicated by the low frequency Error tone. If the pad is already linked to a computer and you press the Link button, you will hear one high frequency beep.

In addition, as you are using the pad, every time you click on a SoftKey with the pad stylus, you will hear a click and the Battery light will flash.


## Getting Started with InterWrite

The InterWrite system is at the heart of a successful interactive collaboration, whether it is in a classroom of fourth graders studying world geography, or in a boardroom of corporate types brainstorming a new product launch. All the tools you will need to stimulate inspiration, connection and participation can be found in the InterWrite software. Here's a quick look at the InterWrite basics to get you started.

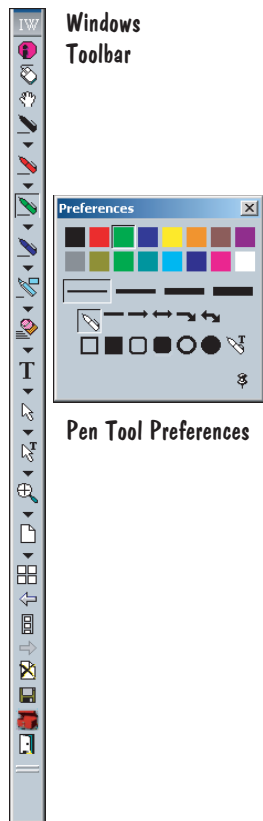
The InterWrite software is run in one of two operational modes, **Interactive Mode** or **Whiteboard Mode**. **Whiteboard Mode**, selected only when using a whiteboard with InterWrite, allows you to capture notes, drawings, calculations—whatever you write on the whiteboard with an electronic Marker Pen—for distribution. Whiteboard Mode requires a computer, an electronic whiteboard, and one or more electronic Marker Pens. When you select Whiteboard Mode, a blank

white screen representing the whiteboard surface appears on your computer monitor. As you write on the whiteboard with one of the uncapped electronic Marker Pens, whatever you write appears on the computer screen in the color of the Marker Pen. Whenever you change pens, the new pen color is displayed on the computer screen. **Interactive Mode**, the more feature-rich and robust of the two operational modes, allows you to run applications (**Mouse Mode**) by using your stylus on the pad as you would your mouse on the computer. In **Annotation Mode** you use the stylus on the pad to annotate captured images with InterWrite's wide array of annotation tools. The annotation tools consist of freehand tools, text tools and drawing tools. Of the freehand tools, the Pen is the most frequently used tool. The following pages describe how to select and configure the Pen tool.

### Begin an InterWrite Session

- 1 When you are ready to begin an InterWrite session, turn on your pad. The pad must be active and connected. You can verify this in **Session Manager**, a Device Manager option.
- 2 You can start InterWrite either by using the electronic stylus to click on the **InterWrite** icon on the pad workspace insert, or by using the mouse to click on the InterWrite icon  on the Mac Menubar, or Windows Task Bar, and select Interactive Mode from the **Device Manager** menu.

**Note to Windows Admin:** The first time you select Interactive Mode in Windows, you will be prompted to enter the **Software Authorization Code** found on the Software License Certificate in the Accessory Kit that shipped with your pad.



Windows  
InterWrite  
Toolbar

Pen Tool Preferences

## Pen Selection in Windows

The Windows InterWrite Toolbar is configurable by means of the **Customize Toolbar** option in the **InterWrite/Preferences** window. The default Toolbar is shown here. An InterWrite Toolbar with a minimal tool selection and Toolbar customization options can be selected from the **Customize Toolbar** tab in **InterWrite/Preferences**.

You will note that a **Down Arrow** appears below many of the InterWrite tools. Click on the Down Arrow below the tool to display its **Preferences** dialog box. All of the attributes that can be assigned to that particular tool will appear in the dialog. The Pen tool Preferences dialog is displayed here.

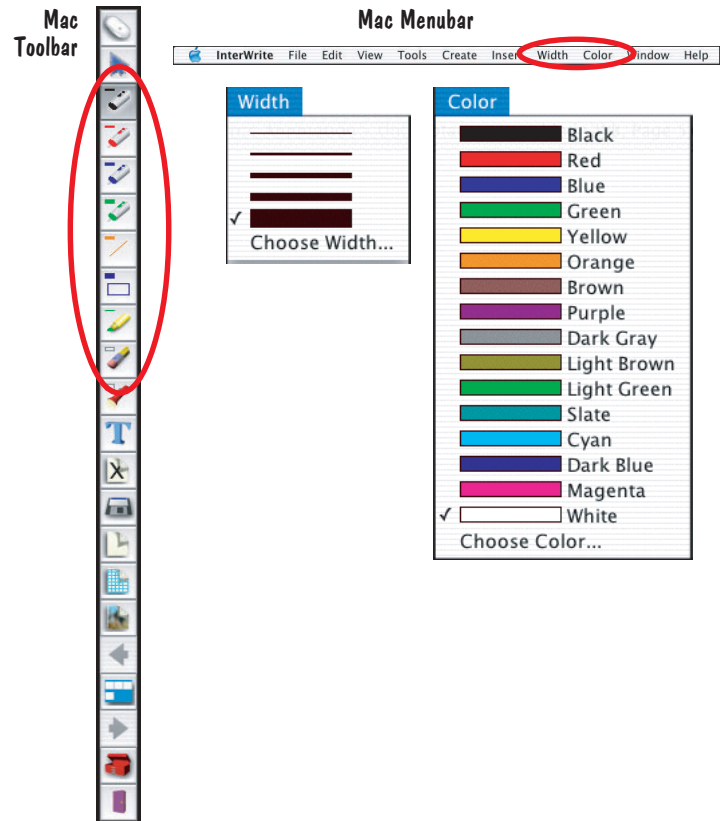
When you select a Pen from the Toolbar, InterWrite goes into Annotation Mode and the current screen is captured as an image page. Click on the Down Arrow below the selected Pen tool to display the Pen Preferences. The current selections for the tool are indicated. The Pen tool can be configured for color, line width and pen shape, which allows you to draw or write freehand, draw lines—straight or with angles, with or without arrows, rectangles—filled or outline, rounded or square corners, or circles—filled or outline. The Pen with the **T** over it allows you to write freehand text, which is converted automatically to typed text. When you click on the Push Pin in the corner of the dialog box, the dialog box stays open on the screen, a convenient feature when you need to change the Pen tool attributes frequently. The best way to familiarize yourself with the Pen configuration options is to experiment with them.

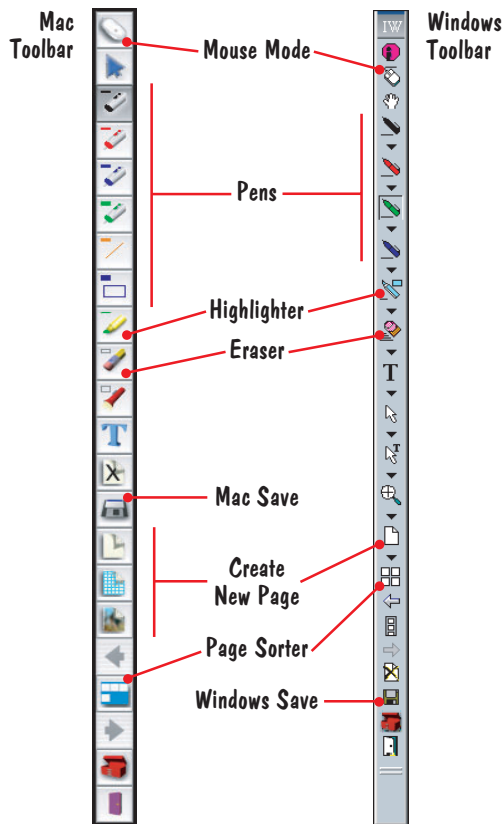
## Pen Selection on the Mac

On the Mac, when you open InterWrite in Interactive Mode, it automatically starts up in Annotation Mode and a blank page is displayed. Four different Pen tools can be configured on the Toolbar, as can the line and rectangle Pen Shapes. Each of these annotation tools can be configured for color and line width by making selections from the **Width** and **Color** menus on the Menubar. The current selections for each annotation tool are displayed on the icons. The best way to familiarize yourself with the Pen configuration options is to experiment with them.

## Pen Selection during a Presentation

The Pen tool selection and configuration processes vary slightly on the Mac and the PC, but their use in conjunction with the pad is identical. Some users prefer to assign a different color and line width to each of the four Pen tools. As they present their material, they can easily switch from one Pen to the other to use the different assigned effects. Other users prefer to keep one Pen selected and change its color and line width on the fly, as the presentation warrants. As you become more familiar with the InterWrite annotation tools, you will find the method that best suits your presentation style.





## Image Files

Annotated screens are captured as images in a .GWB file. Each image represents a *page* in the presentation image file. As soon as InterWrite goes into Annotation Mode (in **Windows**—when an annotation tool is selected; on the **Mac**—when Interactive Mode is started up), an untitled image file is created. Unless you give the file a name, it is automatically saved using today's date. (Multiple files created today have *01, 02, 03, etc.*, appended to the date name.)

An existing presentation image file can be opened, its pages can be sorted, annotations can be added to the existing pages, and new pages can be added to the file. Your presentation will determine how each image file evolves. For example, you can prepare a presentation file of blank maps ahead of time for a geography lesson. Or, you can capture and annotate each of the monthly earnings spreadsheets as you review the past fiscal year during a budget meeting. Or, you can run a PowerPoint Slide Show during a presentation and annotations can be added to each slide and saved.

Keep in mind that the page will not be added to the presentation image file until either an annotation tool is used on the page, or the page is saved—by clicking on the **Save** tool on the Toolbar. The process is the same, whether you *pre-build* an image file for a presentation, or build the image file *during* the presentation. Click the **Mouse Mode** tool and, using the pad stylus as the mouse, display the image you want to capture. Select an annotation tool, a Pen, for example, and the image is captured. Either annotate the image, or click on the Save tool. Add a blank, gridded, or background image page, or click the Mouse Mode tool and select the next image for capture to continue.

## Distributing Image Files

The InterWrite presentation image files you create can be printed for local distribution, or emailed to anyone anywhere.

Review the presentation file in the InterWrite Page Sorter. Pages can be sorted and deleted in the Page Sorter. When the file has been arranged to your satisfaction, you can use the Page Sorter's print option to print it, you can export it to one of several file formats, or, in Windows, you can email it directly from the Page Sorter.

The native file format of saved presentation image files has the .GWB extension and can be viewed in Windows with the GWB Reader. This is an application that is part of the InterWrite software suite and is installed when the InterWrite software is installed. The Windows GWB Reader is also available for download at [www.gtcocalcomp.com](http://www.gtcocalcomp.com) in **Support/InterWrite/Software Downloads**, and can be distributed freely with your presentation files. You can also save your presentation image files in a PDF format, which can be read by Adobe's Acrobat Reader.

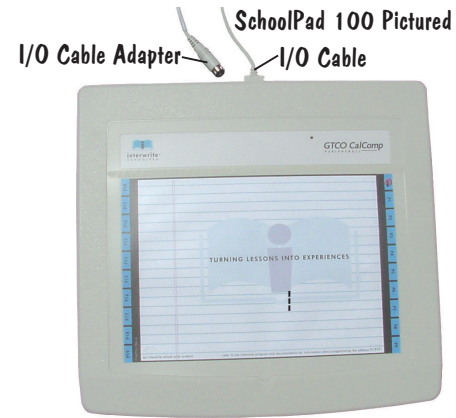
Now, everyone can stay in the information loop, whether they were able to attend the presentation or not.

## APPENDIX

### Setup Model 100 Wired Pads

The MeetingPad 100 and SchoolPad 100 communicate with the computer via a cable connection. They are wired with an I/O cable that can be adapted for an RS-232 or USB connection. Both adapters are included in the package. Model 100 Pads can be connected to a PC using either the serial adapter, or the USB adapter. However, InterWrite for the Mac supports only the USB connection for the Model 100 Pads. There is no practical limit to the number of cabled whiteboards and pads that can be connected to the computer, although one may experience a degradation in performance as the number increases.

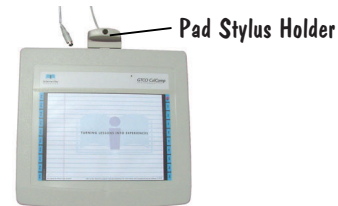
The package includes a corded pad, RS-232 serial adapter, USB adapter, pad stylus, stylus holder, cordless mouse and the InterWrite CD.



### The Pad Stylus Holder



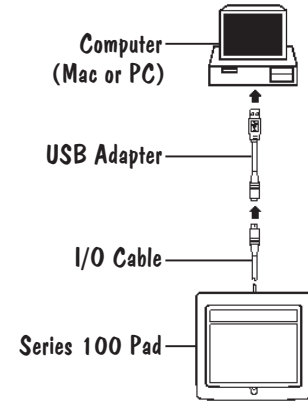
The pad stylus holder is a Model 100 pad accessory. It can be attached to the Model 100 pad by sliding it down over the I/O cable housing, or it can be left as a free-standing stylus holder on the desk or table.



## Connect the Model 100 Pad to the Computer

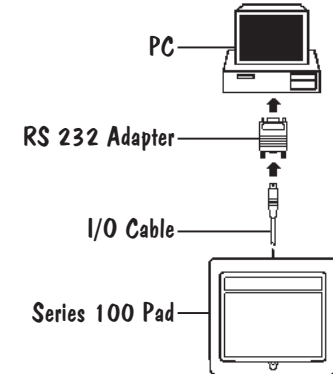
### Install the USB Adapter for USB Communication

- 1 Insert the I/O Cable Adapter into the connector on the USB Adapter.
- 2 Connect the USB adapter to any USB port on the computer.
- 3 The Mac will auto-detect the USB installation. Depending on the version of Windows you are using, you may be prompted to install a driver for the pad from your Windows Install CD.



### Install the RS-232 Adapter for PC Serial Connection

- 1 Insert the I/O Cable Adapter into the connector on the RS-232 Adapter.
- 2 Turn off the PC.
- 3 Connect the RS-232 adapter to the serial port on the PC.
- 4 Turn on the PC. Depending on the version of Windows you are using, you may be prompted to install a driver for the pad from your Windows Install CD.



This establishes the physical connection between the pad and the computer. The instructions for installing the InterWrite software and establishing a communication connection to the pad can be found beginning on page 13.

## Limited Warranty for SchoolPads and MeetingPads

GTCO CalComp Corporation warrants these products to be free from defects in material and workmanship under the following terms. Complete and return the enclosed warranty registration card to ensure that your products are covered by this warranty.

### Coverage

Parts and labor are warranted for one (1) year from the date of the first consumer purchase for the InterWrite Pad, electronic stylus, charger, cables and accessories. This warranty applies to the **original consumer purchaser only**. This warranty does not apply to any product purchased outside the United States or Canada. For warranty information outside the United States or Canada, contact your local dealer or distributor.

Warranty is valid only if original consumer's purchase or lease date is less than or equal to six months from the original GTCO CalComp sale date. This information will be captured by the system serial number and confirmed by the reseller's purchase order.

### Conditions

Except as specified below, this warranty covers all defects in material or workmanship in the products. The following are not covered by the warranty:

1. Any product on which the serial number has been defaced, modified, or removed (if applicable).
2. Damage, deterioration, or malfunction resulting from:
  - a. Accident, misuse, abuse, neglect, fire, water, lightning, or other acts of nature, unauthorized product modification for any purpose, or failure to follow instructions supplied with the product.
  - b. Repair, or attempted repair, by anyone not authorized by GTCO CalComp.
  - c. Any damage in shipment of the product (claims must be presented to the carrier).
  - d. Any other cause which does not relate to a manufacturing defect.
3. Any product not sold or leased to a consumer within six months of GTCO CalComp's original sale date.
4. Consumable parts, e.g., batteries, dry erase markers, eraser felt.

GTCO CalComp will pay all labor and material expenses for covered items, but will not pay for the following:

1. Removal or installation charges.
2. Costs for initial technical adjustments (set up), including adjustments of user controls.
3. Certain shipping charges. (Payment of shipping charges is discussed in the next section of this warranty.)
4. Packaging costs. (Customers should keep their boxes.)

### Warranty Service Procedures

1. To obtain service on your GTCO CalComp product, call the Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST) to obtain a Return Material Authorization Number (RMA#) and shipping instructions.

2. Ship the product to GTCO CalComp with the RMA# marked clearly on the outside of the box. GTCO CalComp reserves the right to refuse the shipment, if not properly marked.
3. Although the consumer must pay any shipping charges to ship the product to GTCO CalComp for warranty service, GTCO CalComp will pay the return shipping charges for ground shipment. Other shipping options are available at an additional fee.
4. Whenever warranty service is required, the original dated sales invoice (or a copy) must be presented as proof of warranty coverage, and should be included in shipment of the product. In addition, please include your name, address, telephone number, fax number, email address, and a description of the problem.
5. If GTCO CalComp determines that the unit is not defective within the terms of the warranty, the consumer shall pay the cost of all freight charges, as well as any repair charges.

### Technical Support

Web-based Technical Support is available free of charge at: [www.gtccocalcomp.com](http://www.gtccocalcomp.com), where current driver releases, as well as comprehensive technical support, troubleshooting, Technical Bulletins and FAQs can be found.

Telephone Technical Support is available free of charge to the original consumer for a period of 90 days from the date of purchase of the product. Please contact our Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST). You can also fax your request to (410) 290-9065 (EST), or (480) 948-5508 (MST). Our toll-free numbers in the U.S. are: 800-344-4723 for our East Coast customers and 800-856-0732 for our West Coast customers.

### Disclaimer of Unstated Warranties

The warranty printed above is the only warranty applicable to this purchase. ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. Assuming the warranty above stated is otherwise applicable, it is expressly understood and agreed that GTCO CalComp's sole liability, whether in contract, tort, under any warranty, in negligence, or otherwise, shall be for the repair or replacement of the defective parts, and under no circumstances shall GTCO CalComp be liable for special, indirect, or consequential damages. The price stated and paid for the equipment is a consideration in limiting GTCO CalComp's liability.

### Notice

Some states and provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you. This warranty gives you specific legal rights, and you may have other rights, which vary from state to state, or province to province.

To obtain service on your GTCO CalComp product, call our Service & Support Department at (410) 312-9221 (EST), or (480) 443-2214 (MST), fax us at (410) 290-9065 (EST), or (480) 948-5508 (MST). We can also be contacted through our Web site at [www.gtccocalcomp.com](http://www.gtccocalcomp.com).

**Important!** All products returned to GTCO CalComp for service must have prior approval in the form of a Return Merchandise Number (RMA#), which can be obtained by calling the Service & Support Department.

# **GTCO CalComp** **PERIPHERALS**

## **Corporate Headquarters**

7125 Riverwood Drive  
Columbia, Maryland 21046  
Tel: 410.381.6688  
Fax: 410.290.9065  
Toll Free: 800.344.4723

## **Western Office**

14555 North 82<sup>nd</sup> Street  
Scottsdale, Arizona 85260  
Tel: 480.948.6540  
Fax: 480.948.5508  
Toll Free: 800.856.0732

## **European Headquarters**

GTCO CalComp Ges.m.b.H.  
World Trade Center, Suite 165  
A-1300 Vienna, Austria  
Tel: + 43 1 7007 36450  
Fax: + 43 1 7007 36458

[www.gtcocalcomp.com](http://www.gtcocalcomp.com)



**interwrite**  
MEETINGPAD



**interwrite**  
SCHOOLPAD

Copyright© 2003 GTCO CalComp Inc.

InterWrite is a trademark of GTCO CalComp Inc.

Bluetooth is a trademark of, and is owned by, Bluetooth SIG, Inc., U.S.A.,  
and is licensed to GTCO CalComp Inc.

All other products and company names are the trademarks or registered  
trademarks of their respective owners.

The information contained in this document is subject to change without notice. GTCO CalComp assumes no responsibility for technical, or editorial errors, or omissions that may appear in this document, or for the use of this material. Nor does GTCO CalComp make any commitment to update the information contained in this document. This document contains proprietary information which is protected by copyright. All rights reserved. No part of this document can be photocopied or reproduced in any form without the prior, written consent of GTCO CalComp Inc.