



PictureTel

# **Interactive Whiteboard Interactive Flipchart**

**Setup Guide and Quick Start**

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# *Setup and Quick Start*

This guide tells you how to connect and configure the PictureTel Interactive Whiteboard and Interactive Flipchart, and gives some quick-start information to get you up and running.

The Interactive Whiteboard (IWB) and Interactive Flipchart (IFC) allow you to create and share a common workspace with your colleagues, both local and distant. By connecting the IWB or IFC to a PC with Microsoft® NetMeeting™, and then connecting that PC to a PictureTel videoconferencing system (VCS), you can interactively share and annotate documents with people miles or continents away, just as if you were sitting in the same room.

For more information on using the IWB and IFC, the IWB Presentation Tools software, or NetMeeting, see that respective user documentation. Online help is also available through the Help menu on the PC.

## Minimum Requirements

You will need these minimum requirements to use the Interactive Whiteboard or Interactive Flipchart:

- A PC with these specifications:
  - A 200 Mhz Intel<sup>®</sup> Pentium<sup>®</sup> processor or better
  - 32 MB RAM
  - 8 MB of available disk space
  - 2 available serial ports configurable to at least 38400 bps
  - 1 bus mouse port (must not be a serial mouse)
  - Windows 95<sup>®</sup>
  - An SVGA monitor with 800 x 600 resolution and 256 colors
- Microsoft NetMeeting 2.1
- One of these videoconferencing systems:
  - Concorde•4500<sup>™</sup> with software version 6.30 or higher
  - Venue•2000<sup>™</sup> with software version 1.3 or higher
  - SwiftSite<sup>™</sup> with software version 1.3 or higher

The IWB and IFC are also compatible with these Multipoint Control Units (MCUs):

- PictureTel Montage<sup>™</sup> version 6.0
- PictureTel Prism<sup>™</sup> version 6.0

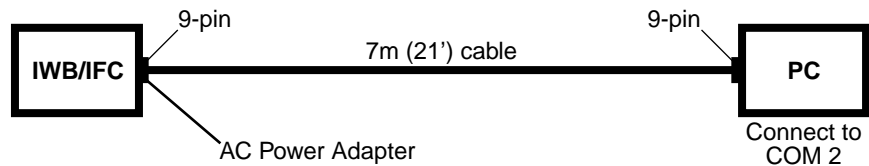
## Connecting the Hardware

The first steps in setting up your Interactive Whiteboard and Interactive Flipchart are to connect it to your PC and then connect your PC to your VCS.

### Connecting your IWB or IFC to your PC

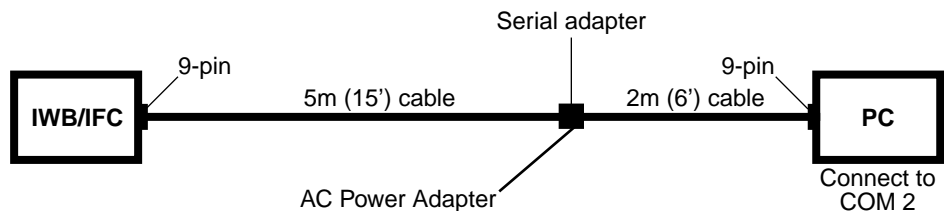
First connect your IWB or IFC to your PC. You may have either one 7 meter (21 foot) cable, or two shorter cables and a serial adapter.

If you have one cable, refer to the diagram and steps below:



1. **Connect one end of the 7-meter (21-foot) 9-pin to 9-pin cable to the bottom of the IWB or IFC pen tray.**
2. **Connect the other end of the cable to COM 2 on your PC.**
3. **Plug the small end of the AC power adapter into the end of the cable that is attached to the pen tray.**
4. **Plug the AC power adapter into a power strip.**

If you have two cables and a serial adapter, refer to the diagram and steps below:



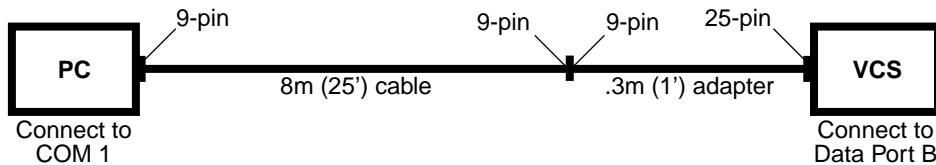
1. **Connect one end of the 5-meter (15-foot) 9-pin to 9-pin cable to the bottom of the IWB or IFC pen tray.**
2. **Connect the other end of the cable to the serial adapter.**
3. **Connect one end of the 2-meter (6-foot) 9-pin to 9-pin cable to the serial adapter.**

4. **Connect the other end to COM 2 on your PC.**
5. **Plug the small end of the AC power adapter into the serial adapter.**
6. **Plug the AC power adapter into a power strip.**

### Connecting the PC to the VCS

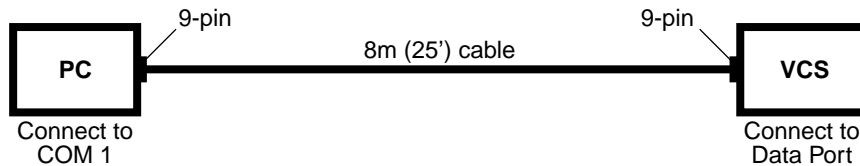
After you connect the Interactive Whiteboard or Interactive Flipchart to your PC, you must connect your PC to your VCS. The cabling depends on the VCS you have.

If you have a Concorde•4500, refer to the diagram and steps below:



1. **Connect the 9-pin end of the 8-meter (25-foot) serial cable to COM 1 on your PC.**
2. **Connect the other end of the cable to the 9-pin end of the 9-pin to 25-pin adapter.**
3. **Connect the 25-pin end of the adapter to Data Port B on your VCS.**

If you have a Venue•2000 or SwiftSite, refer to the diagram and steps below:



1. **Connect the 9-pin end of the 8-meter (25-foot) serial cable to COM 1 on your PC.**
2. **Connect the other end of the cable to the Data Port on your VCS.**

For the Venue•2000 use Data Port B; the SwiftSite has only one Data Port.

## Configuring the VCS Port

After connecting your PC to the data port on your VCS, you must configure the VCS Data Port for LiveShare 4.0 with a data rate of 38400 bps.

See your Concorde•4500 or Venue•2000 *Administrator's Guide*, or the SwiftSite Online Manual, for details on how to configure the data port.

## Installing and Configuring the Software

After connecting the hardware, you must install the IWB or IFC software drivers, the Presentation Tools if you have an IWB, and Microsoft NetMeeting version 2.1.

### Installing your IWB or IFC Software

First you must install the PictureTel Drivers and Utilities Software for your IWB or IFC.

To install the driver software:

- 1. Insert the diskette into your diskette drive.**
- 2. Click the Windows 95 Start button and choose Settings > Control Panel.**
- 3. Double-click the Add/Remove Programs icon.**
- 4. Click Install.**
- 5. Click Next to let Windows search for the setup file, and then click Finish to start the installation program.**

The Setup welcome screen appears.

- 6. Click OK to continue with installation.**
  - 7. Select Install All IPM Software or Install all Interactive Flipchart Software and click OK.**
  - 8. Select the drive you want to install on and click OK.**
  - 9. Enter the directory to install the software in and click OK.**
- PictureTel recommends the default directory, either \IPM or \IFC.
- 10. Click OK to Select Options.**

A progress bar appears while the files are being installed.

**11. Select IPM and Mouse or Interactive Flipchart and Mouse and click OK.**

**12. Click OK to make changes to your system.ini file.**

**13. Click OK to restart Windows.**

Before the system reboots, remove the diskette from the drive.

If the IWB or IFC is properly connected and powered on when Windows starts, the message PictureTel Softkey Driver Loaded appears briefly before the IPM Softkey Driver minimizes to the task bar.

## **Installing the IWB Presentation Tools**

If you are using an Interactive Whiteboard, you need to install the Presentation Tools software.

**1. Insert the diskette labeled Presentation Tools into your diskette drive.**

**2. Click the Windows 95 Start button and choose Settings > Control Panel.**

**3. Double-click the Add/Remove Programs icon.**

**4. Click Install.**

**5. Click Next to let Windows search for the setup file, and then click Finish to start the installation program.**

The Setup welcome screen appears.

**6. Click Next to continue with the installation.**

**7. After reading the Release Notes, click Next to continue.**

**8. Choose the directory to install the software in and click Next.**

PictureTel recommends the default directory,  
\\Program Files\\Presentation Tools.

**9. Choose the directory to create program icons in and click Next.**

**10. Click Next to install the software.**

**11. Click Close to exit Setup.**



## Installing and Configuring Microsoft NetMeeting

To use your interactive Whiteboard and Interactive Flipchart you must have NetMeeting 2.1 installed and configured on your PC.

NetMeeting 2.1 is available free of charge from [www.microsoft.com](http://www.microsoft.com).

After you install NetMeeting you need to configure it as follows:

**1. Start NetMeeting.**

**2. Choose Options from the Tools menu.**

The Options dialog box appears.

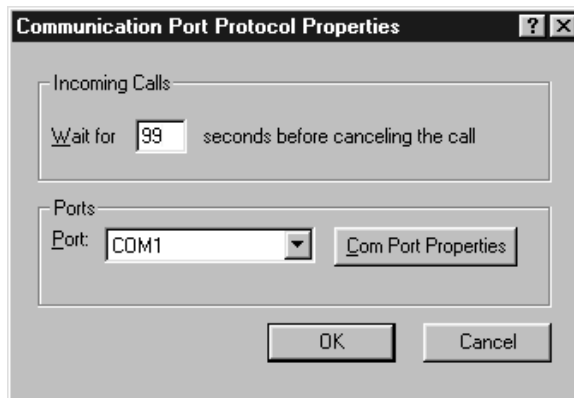
**3. On the General tab, check Automatically Accept Incoming Calls and select 28800bps or faster modem in the Network Bandwidth list.**

**4. Click the Calling tab and make sure the Log onto the Directory Server when NetMeeting starts box is unchecked.**

**5. Click the Protocols tab and make sure the Null Modem box is checked.**

**6. Click on Null Modem and click Properties.**

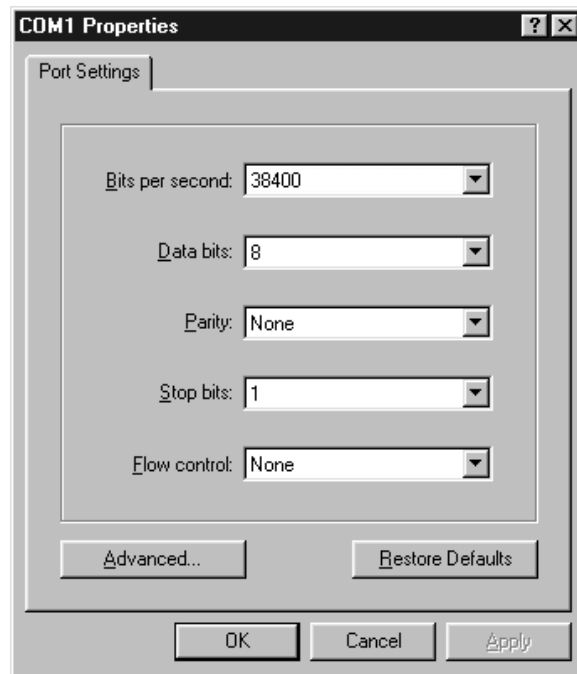
The Communication Port Protocol Properties dialog box appears.



**7. Change the Incoming Calls field to 99 seconds.**

**8. In the Ports list choose COM1 and then click COM Port Properties.**

The COM1 Properties dialog box appears.



**9. Set the Bits per second field to 38400 and verify the remaining fields are set as in the illustration above.**


**10. Click OK three times to close dialog boxes and return to the NetMeeting window.**

## Setting Up the Projector

If you purchased the Interactive Whiteboard and also received a projector, set it up according to the *InFocus Quick Start* card and *InFocus User's Guide*.

Project the PC desktop so that it fills as much of the whiteboard as possible, while leaving three inches between the edge of the projected image and the whiteboard softkeys.

Once your PC image is projected onto the IWB, calibrate it as follows:

**1. Click the calibrate icon  on the whiteboard softkeys using the IWB pen.**

**2. Click Calibrate.**

The calibration screen appears with a cross-hair in the upper-left corner of the screen.

**3. Click on the center of the first cross-hair.**

The cross-hair moves to the upper-right corner of the screen.

**4. Click on the center of the second cross-hair.**

The cross-hair moves to the lower-right corner of the screen.

**5. Click on the center of the third cross-hair.**

The cross-hair moves to the lower-left corner of the screen.

**6. Click on the center of the fourth cross-hair.**

The cross-hair disappears.

**7. Click OK to complete the calibration.**

## Quick Start

The following sections briefly describe how to start a data conference using NetMeeting, and give some keyboard shortcuts and usage notes for the IWB and IFC.



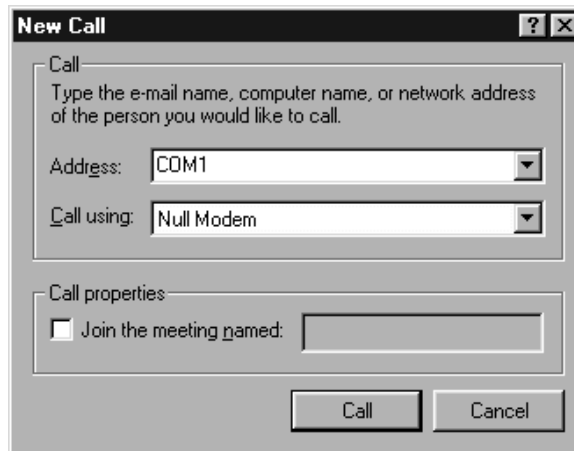
See your *Release Bulletin* for further information on placing calls through NetMeeting and your VCS.

## Starting a NetMeeting Session

To start a data conference and collaborate using NetMeeting:

- 1. Start NetMeeting and the Presentation Tools applications.**
- 2. Click Call on the NetMeeting toolbar.**

The New Call dialog box appears.



- 3. Choose COM1 from the Address list, and choose Null Modem from the Call Using list.**
  - 4. Click Call to make the call from the PC to the VCS.**
  - 5. Once the video call connects and NetMeeting shows that you are in a conference, click Share on the NetMeeting toolbar.**
- The Share Application dialog box appears.
- 6. Click on IPM Softkey Driver and click OK.**

Your IWB/IPM is now shared.

**7. If you wish to share other applications, repeat steps 5 and 6 for each application.**

If you are using the IWB, you may wish to share the Presentation Tools application; if you are using the IFC, you may wish to share the whiteboard session.

If you are using an IWB and are sharing the Presentation Tools application, then any application you subsequently launch from that toolbar is automatically shared.

**8. To collaborate with remote users, click Collaborate on the NetMeeting toolbar.**

## Using Keyboard Shortcuts


The IPM/IFC software contains these keyboard shortcuts:

Press these keys...	To do this...
Control + p	Send the current page to the Windows default printer
Control + b	Clear the current page
h	Set the pen to yellow highlighter
k	Set the pen to black
r	Set the pen to red
g	Set the pen to green
b	Set the pen to blue
e	Set the pen to erase at the current line width
1	Set the pen's line width to 1
2	Set the pen's line width to 2
3	Set the pen's line width to 3
4	Set the pen's line width to 4
5	Set the pen's line width to 5
n	Go to next page
p	Go to previous page
j + <i>number</i>	Go to page <i>number</i>
o	Open an existing file

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
## Starting, Editing, and Ending Whiteboard Sessions

To start a new whiteboard session, either:

- ❑ Click on the Windows Start button and choose Programs > IPM > IPM Flipchart Start or Programs > IFC > IFC Start, depending on the software you're using
- ❑ Click  on the softkeys

To open an existing file and work with it, click on the Windows Start button and choose Programs > IPM > IPM Flipchart Edit or Programs > IFC > IFC Edit, depending on the software you're using. You are then prompted for a file to open.

To end a whiteboard session, either:

- ❑ Press the Escape key
- ❑ Click  on the softkeys

The contents of the whiteboard session are automatically saved to the directory where you installed the IWB/IFC software. The filename is based on a date code that is incremented alphabetically — for instance the first file may be named 090898.fct, with subsequent files named 090898a.fct, 090898b.fct, and so on.

