


LEARNING THE QOMO HITEBOARD- AN INSTRUCTIONAL GUIDE



A. CALIBRATION

Once the Hiteboard is mounted and the software is installed, the next step is to turn on the LCD projector and align the Windows pointer with the electronic pen. This alignment process is known as calibration. The calibration process is also necessary each time the LCD projector and the Hiteboard is set-up or moved and the Windows pointer and electronic pen have become misaligned.

Follow the steps below to calibrate:

1. Attach and turn on the LCD projector and the computer.
2. Attach the USB cable to both the board and the computer.
3. Make sure the "bowtie" QOMO icon in the tray says "connected" 
4. Ensure that the projected image does not overlap with the "Hotkey" icons on either side of the Hiteboard. There are corner markings in the upper left and bottom right corners of the board for alignment.
5. Access the Calibration Utility by pressing the "bowtie" icon.
6. Press 'Calibrate'.
7. Click the center of the four dots as they appear.

B. HOTKEYS

Located on both sides of the board for easy access, just left click on an icon to activate a hotkey.

They are as follows:

1. Previous Page 
2. Next Page 
3. New White Page 
4. New Black Page 
5. Annotate 
6. Thin Line 
7. Medium Line 
8. Thick Line 
9. Save File 
10. Undo 
11. Eraser 
12. Toggle Application 



C. LEFT MOUSE CLICK

Use your finger, a pen, or the wand and touch the board to produce a left mouse click.

D. RIGHT MOUSE CLICK

Use your finger, a pen, or the wand and touch the board and hold for 3 seconds to produce a right mouse click.

E. DOUBLE CLICK

Use your finger, a pen, or the wand and touch the board and then back off the board and touch again within one or two seconds.

F. CHOOSING A PEN TO WRITE (ANNOTATING)

Press on one of the three pen icons in the Hotkey strip and write.

G. ERASING

Press on the eraser icon in the Hotkey Strip and then go ahead and erase your writing with your finger, pen, or the wand.

H. SAVING YOUR WRITING

Open Flow!Works and write onto a blank white page. Hit the start button on the toolbar and click "Save As" and you can save all of your work. It will save as an .hht file.

I. USING FLOW!WORKS SOFTWARE

Follow the link below to reference the complete training manual for Flow!:

<http://www.qomo.com/FileList.aspx?FileType=2>

