

# TS Series Whiteboard and Webster® Software User Guide

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## There are Many Ways to Use Webster

Use Webster for capturing notes and ideas during a presentation or meeting with your interactive whiteboard or IP, CL or FSM. Webster provides the tools you need to write, erase, print, or capture a copy of your work.

In addition, Webster software records anything you write or draw, so you can capture a snapshot of your notes on the connected computer. This enables you to add or erase, save, print, or distribute the snapshot using the features of the Webster software at any time, even when a PolyVision product is not turned on or connected to the computer.

With a projector connected to your computer, your PolyVision product becomes an interactive touch screen that enables you to operate your computer from that product. For instance, if your PolyVision product is an interactive whiteboard, you can control a presentation (using software such as PowerPoint) on your computer while standing at the whiteboard simply by using a finger or stylus as the mouse. Webster enables you to make notes over or beside the projected computer image and capture everything (both notes and projected image) by printing or saving a file.



In Microsoft Windows, Webster is also compatible with Microsoft NetMeeting, giving you fully interactive video conferencing capabilities from your PolyVision product.

## ABOUT THIS MANUAL

This manual describes how to operate PolyVision interactive products using Webster software. This manual also provides instructions for installing and using PolyVision TS interactive whiteboards, TS Lightning interactive whiteboards, and the TS Wireless option.

Installation and operating instructions for other Polyvision interactive products mentioned in this manual are provided in separate manuals.

## INSTALLING WEBSTER SOFTWARE

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### COMPUTER SYSTEM REQUIREMENTS

- 64 MB RAM (128 MB preferred)
- 20 MB available disk space
- CD-ROM drive
- monitor with 800 x 600 resolution or higher
- TS models 400, 600, and 800: one available serial port (or one USB port and a USB to 9-pin serial adapter available from your PolyVision dealer)
- TS 410, 610, and 810; TSL; WT; WTL; and FSM models: one available USB port
- IP and LC models: two available USB ports

For Windows:

- Windows compatible PC (Pentium III recommended)
- Windows 98, ME, 2000, XP, or Tablet XP

For Macintosh:

- Apple® Macintosh® Power PC (G3 or higher recommended) or Intel processor
- Mac OS X 10.2 or higher

## INSTALLING WEBSTER SOFTWARE IN WINDOWS

### NOTE:

*If you are using a USB to 9-pin serial adapter, make sure you install the software that came with your adapter before you install the Webster software.*

Installation in Windows requires “Administrative Privileges.” To install Webster software in Windows:

- 1 Turn on your computer and wait for Windows to start. For best results, make sure no applications are running.
- 2 Place the Webster software CD in your CD-ROM drive. The setup program starts. If the setup program does not start, open Windows Explorer and double-click “Setup.exe” on the CD.
- 3 Follow the prompts to install the software.  
The setup program detects the port to which your PolyVision product is attached. To manually identify the port, see “Establishing Communication With Your Computer” on page 6.
- 4 Restart, if prompted.

## INSTALLING WEBSTER SOFTWARE ON A MACINTOSH

To install Webster software on a Macintosh:

- 1 On the Macintosh, place the Webster software CD in your CD-ROM drive.
- 2 Double-click the Webster installer icon on the CD.
- 3 Follow the prompts to accept the license agreement and install the software.

## STARTING WEBSTER SOFTWARE

To start Webster software in Windows:

- 1 Plug in and turn on your PolyVision product, if necessary.
- 2 Start your computer, if necessary.
- 3 On the Windows taskbar, choose “Programs” from the Start menu and choose “Webster” from the Webster group. The software launches and detects your connected PolyVision product.

To start Webster software on a Macintosh:

- 1 Plug in and turn on your PolyVision product, if necessary.
- 2 Start your computer, if necessary.
- 3 Open the Webster folder from its installation location and double-click the Webster application icon. The software launches and detects your connected PolyVision product.

### NOTE:

*At startup, Webster software detects if you are using the FSM system and automatically initiates projection mode alignment.*

## ESTABLISHING COMMUNICATION WITH YOUR COMPUTER

Webster automatically detects the PolyVision product connected to your computer’s serial (com) or USB port. However, in some circumstances you may need to identify the port manually (for example, if you add, move, or remove a serial device such as a modem, laptop, PDA or input device).

To establish communication between your PolyVision product and the computer:

- 1 Make sure the PolyVision product is plugged in and turned on, and properly connected to your computer, if necessary.
- 2 Launch the Webster software.
- 3 Choose “Find Whiteboard” from the Edit menu. The software locates and displays the port connection for the PolyVision product.
- 4 Click a PolyVision product in the “Find Whiteboard” list or click “Check All” to establish communication with all PolyVision products connected to your computer and wait while the status changes.
- 5 When communication is established, click “OK” to close the window.

## UNINSTALLING WEBSTER SOFTWARE

Uninstalling Webster removes only the application. Your Webster document files are not deleted.

To uninstall Webster software in Windows:

- 1 Exit all applications, including Webster.
- 2 On the Windows taskbar, choose "Programs" from the Start menu and choose "Uninstall Webster" from the Webster group.
- 3 Click "Yes" to remove all application components. You may have to delete some application files manually after you uninstall Webster.

You have two ways to uninstall the Webster application on a Macintosh, based on whether you have access to the installation CD. If you have access to the installation CD:

- 1 Insert the installation CD.
- 2 Double-click the CD icon that appears on the computer desktop.
- 3 Double-click the "Macintosh" folder.
- 4 Double-click "Webster Installer."
- 5 Use the "Uninstall" option.

If you do not have access to the installation CD, drag the following files to the Trash and then restart your computer:

- Webster folder in the /Applications folder
- WalkAndTalkUSBStartup in the /Library/Startupitems folder
- WalkAndTalkSerial.Kext in the System/Library/Extensions folder
- Webster Preferences in the [user home]/Library/Preferences folder

To delete these files, you need to enter an administrator password.

## USING MULTIPLE POLYVISION PRODUCTS

You can use Webster software with multiple PolyVision products connected to your computer.

## Multiple PolyVision Products in Windows

To use multiple PolyVision products in Windows:

- 1 Launch Webster once for each PolyVision product you have connected.
- 2 To identify or change the PolyVision product that is associated with an instance of Webster, choose “Find Whiteboard” from the Edit menu in that Webster window.

Each application is independent. You can customize the options for each PolyVision product individually by choosing “Options” in the Edit menu of the Webster application associated with that product. “Options” are saved in the same order that you launched the Webster applications.

After you close the applications, the order you reopen them determines which options are associated with a PolyVision product.

## Multiple PolyVision Products on a Macintosh

To use multiple PolyVision products on a Macintosh:

- 1 Locate the Webster application in the Webster folder.
- 2 Create one copy of the application for each PolyVision product connected to the computer.
- 3 Rename the applications. (For example, use Webster1, Webster2, etc. as in the instructions below. Or rename the applications as needed to differentiate them in a meaningful way for your circumstances.)
- 4 Launch Webster1.
- 5 Choose “Find Whiteboard” from the Edit menu. A dialog lists all the PolyVision products connected to your computer.
- 6 Choose one PolyVision product to associate with this instance of Webster.
- 7 Leaving Webster1 running, launch Webster2.
- 8 Choose “Find Whiteboard” from the Edit menu. Webster2 connects only to the PolyVision products not already assigned to Webster1.
- 9 Choose one PolyVision product to associate with Webster2.
- 10 Continue launching Webster applications and choosing “Find Whiteboard” until you have associated each product with an open Webster application.

- 11 Write and capture snapshots as usual. The snapshots are part of the open file in the Webster application that is associated with it.

Each application is independent. You can customize the preferences for each product individually by choosing “Preferences” in the Edit menu of the Webster application associated with that product. “Preferences” are saved in the same order that you launched the Webster applications.

After you close the applications, reopen them in the same order and associate them with the same PolyVision products to maintain customized preferences for each product.

## REGISTER WEBSTER

By registering your product, your warranty may be automatically extended by three years (on some products) and you will receive enhanced customer service with information on product development and software upgrades.

To register Webster:

- With an Internet browser installed and a connection established, choose “Register Webster” from the Webster menu in Windows, or from the Help menu on a Macintosh, or go to:

[www.polyvision.com/support/register.asp](http://www.polyvision.com/support/register.asp)

## WEBSTER BASICS

---

When Webster software is running on a computer connected to the PolyVision product, anything you project, write, or draw is also displayed on the computer in the Webster window.

### HOW WEBSTER WORKS

To use Webster:

- 1 Make sure the PolyVision product is plugged in and turned on, if necessary.
- 2 On the computer connected to the PolyVision product, start the Webster application. If the Webster software is not installed on the computer, or if the software does not automatically detect the product, refer to “Installing Webster Software” on page 4.
- 3 Choose a pen or stylus. (Refer to “Pens, Erasers, and the Stylus” on page 21.)
- 4 Write or draw on the PolyVision product. Your work appears in the Webster software window. (Refer to “About Writing” on page 10.)
- 5 To erase, choose an eraser tool and erase. (Refer to “About Erasing” on page 11.)
- 6 To print using a printer connected to the computer, tap the Print icon. (Refer to “About Printing” on page 12.)
- 7 To capture a copy that you can save as a file in the software, tap the Snapshot icon. (Refer to “About Capturing a Snapshot” on page 12.)

### About Writing

The PolyVision product sends writing data to your computer by detecting a single point of pressure. Whenever you write on the PolyVision product, make sure there is only one point of contact at a time.

---

**NOTE:**

*Use only the recommended markers, stylus, and erasers.*

**NOTE:**

*For whiteboard users: The whiteboard's surface can be damaged by sharp objects, such as ballpoint pens and rulers. Scratches can cause permanent ink stains and data loss due to electrical malfunctions.*

To write:

- 1 Choose a pen (interactive whiteboards) or stylus (interactive panel or flat-screen module).
- 2 Select a pen color on the whiteboard icon strip (TS or TSL whiteboards) or on the remote control (Walk-and-Talk models). Webster records your writing in the color you choose.
- 3 Use firm consistent pressure as you write.  
Webster software displays and records your writing on your computer.

**NOTE:**

*TS or TSL whiteboards: As you write, the whiteboard provides audible feedback, and the green LED glows brighter to indicate that it recognizes your strokes.*

## About Erasing

Erase functions are based on a calculated circle around a single point. Always use the erasers that are provided with your PolyVision product. Erasing depends upon which model you use.

To erase on TS or TSL whiteboards:

- Large areas: Tap the Wide Erase icon on the board and erase with the eraser felt pressed flat against the whiteboard.
- Small areas: Tap the Narrow Erase icon on the board and erase with your finger or the edge of the round eraser.

To erase on Walk-and-Talk or Walk-and-Talk Lightning Interactive Whiteboards:

- Erase using the battery-operated infrared eraser provided with the board. Use the eraser felt flat against the whiteboard. Never use the narrow edge of the eraser on the whiteboard.

To erase on Walk-and-Talk Interactive Panels or Flat-Screen Modules:

- Press the Pen Style button on the remote control and choose the wide or narrow eraser option. Erase using the battery-operated stylus

provided with the product. To erase everything and start fresh, press the Erase All button on the remote control.

## About Printing

You can print an image of what you see displayed at any time using a printer that is connected to the computer.

To print:

- TS or TSL whiteboards: Tap the Print icon on the whiteboard icon strip or in the projection toolbar.
- Walk-and-Talk models: Press Print on the remote control.

The PolyVision product sends the image to the printer using the current "Print Setup" settings in the Webster software.

## About Capturing a Snapshot

The Webster software records all the activity on the PolyVision product.

To capture a snapshot image that you can save or use on the computer:

- TS or TSL whiteboards: Tap a Snapshot icon on the whiteboard.
- Walk-and-Talk models: Press the Save button on the remote control.

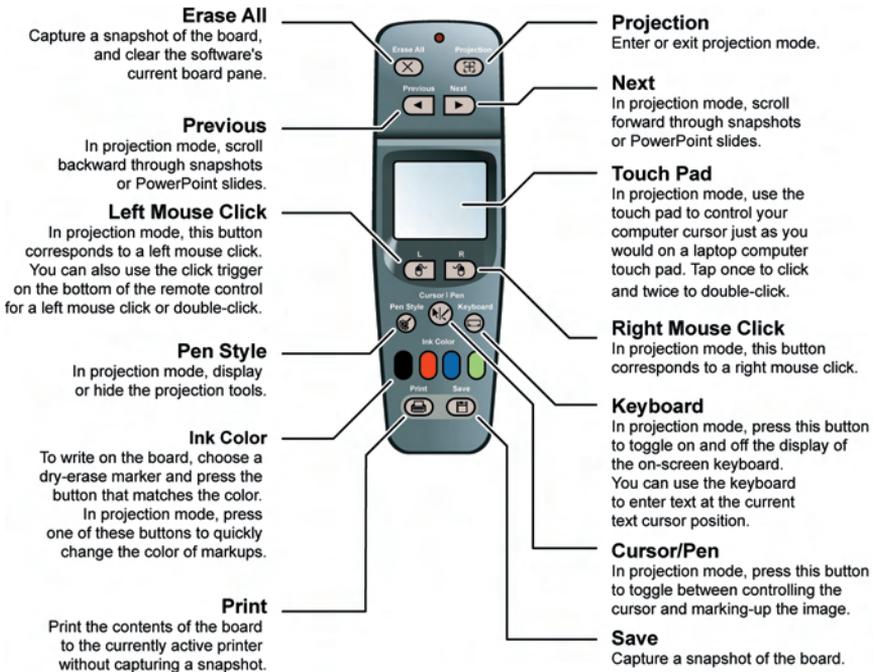
The Webster software captures an image and adds it to the Webster file that is open. You can continue writing, or erase and continue.

## GETTING STARTED WITH WEBSTER TOOLS

Webster software provides many tools and makes them accessible to you either from your computer running the Webster software or from the PolyVision product you are using. If you use a TS or TSL whiteboard, icons that appear along the edge of the whiteboard control functions that are duplicated in the Webster toolbars. If you use any Walk-and-Talk model, the remote control includes functions that are duplicated in the toolbars.

### WALK-AND-TALK REMOTE FUNCTIONS

Walk-and-Talk models use a remote control with the following functions.



## WHITEBOARD ICONS

TS and TSL whiteboards include an icon strip with the following functions:

- 

**Tools**  
Projection toolbar: In projection mode, display or hide the projection tools.
- 

**Forward**  
Forward arrow: In projection mode, scroll forward through snapshots or PowerPoint slides.
- 

**Back**  
Back arrow: In projection mode, scroll backward through snapshots or PowerPoint slides.
- 

**Print**  
Print: Print the contents of the board to the currently active printer without capturing a snapshot.
- 

**Snapshot**  
Snapshot: Capture a snapshot of the board.
- 

**Show Board**  
Show Webster: In projection mode, bring the Webster software to the front or send it to the rear.
- 

**Projection**  
Projection: Enter or exit projection mode.
- 

**Red Pen**  
Red Pen: In the software, record the active pen as red.
- 

**Black Pen**  
Black Pen: In the software, record the active pen as black.
- 

**Green Pen**  
Green Pen: In the software, record the active pen as green.
- 

**Blue Pen**  
Blue Pen: In the software, record the active pen as blue.
- 

**Narrow Erase**  
Narrow Erase: Erase in a narrow band using a finger or the edge of the eraser.
- 

**Wide Erase**  
Wide Erase: Erase in a wide band using the wide surface of the eraser.
- 

**Snapshot Erase All**  
Snapshot/Erase All: Capture a snapshot of the board, clear the software's current board pane, and set the board for erasing.

## SOUNDS

Most models provide audible feedback during normal use. Refer to “Customizing Sounds (Whiteboards Only)” on page 68,

### Sounds on TS and TSL

Audible feedback indicates which tool you are using. The whiteboard emits the following sounds:

- Fanfare: on startup and shutdown
- Beep: selecting a tool (pen or eraser)
- Hum: using an eraser function
- Clicks: touching or writing on the whiteboard

For information about changing whiteboard sounds, refer to “Customizing Sounds (Whiteboards Only)” on page 68.

## GETTING TO KNOW THE SOFTWARE

Webster software enables you to edit, print, save, and distribute images that you have captured from your PolyVision product. These images are called “snapshots.”

Snapshots of the images from your PolyVision product are copies that you can manipulate and save on your computer. Snapshots are part of a Webster document file that you can save to disk at any time. You can work with individual snapshots even when the PolyVision product is turned off or disconnected. Refer to “Working with Snapshots” on page 36.

## The Webster Software Main Window

When you launch Webster software, the main window appears. Features of the main window are described below.

**Snapshot Pane**

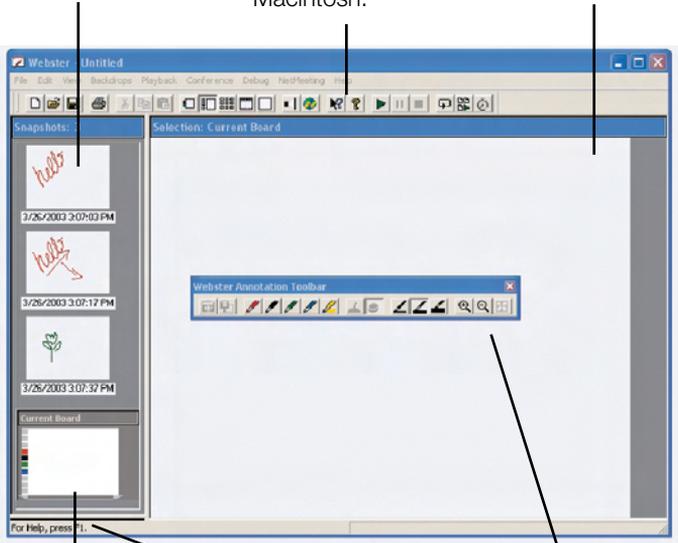
Shows all snapshots in the open file with date/time taken.

**Command Toolbar**

Contains file, view, and help tools and includes annotation tools on a Macintosh.

**Selection Pane**

Shows currently selected snapshot or the current board pane.



**Current Board Pane**

Shows image from the PolyVision product.

**Status Bar**

Displays tips (Windows only) and status messages.

**Annotation Toolbar**

Contains pen, erase, and zoom tools. On a Macintosh, these tools are in the command toolbar.

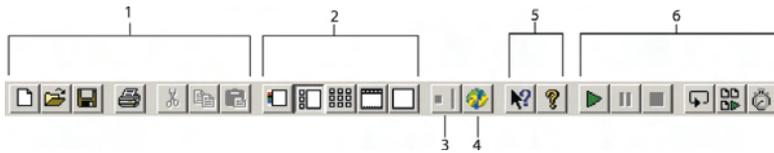
The Snapshot pane is a scrolling list of snapshots in the currently open Webster file. The Current Board pane displays whatever is currently on the PolyVision product, regardless of whether it is captured as a snapshot. The Selection pane provides an enlarged view of one snapshot or the Current Board pane. Webster provides tools to help you view and edit the image in the Selection pane.

To view a snapshot or the current board pane in the Selection pane:

- Click a thumbnail image in the Snapshot pane or click the Current Board pane.

## The Webster Command Toolbar in Windows

The command toolbar provides shortcut access to projection mode, playback, help, NetMeeting (discussed elsewhere), and to alternative views in Webster. On a Macintosh, the command toolbar also includes annotation tools.



- 1 Standard Windows tools: New, Open Folder, Save, Print, Cut, Copy, and Paste (or choose the same items from the File and Edit menu). On a Macintosh, these buttons are absent.
- 2 Views: Current Board, Normal, Snapshots, Selection, or Full Screen (or choose the same items from the View menu). To access view options on a Macintosh, click the tabs in the main window.
- 3 Projection Mode: Click to enter or exit projection mode (or choose "Projection" from the Edit menu).
- 4 NetMeeting: Click to enter or exit a NetMeeting conference (Windows only).
- 5 Help: Click to get help or context-sensitive help (Windows only).
- 6 Playback: Click to play, pause, stop, loop, play all snapshots, or specify playback preferences.

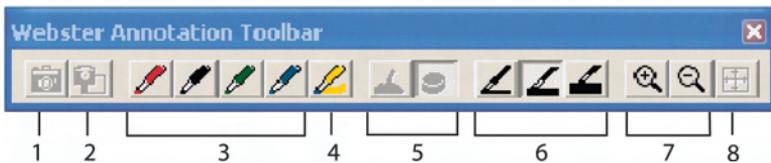
## The Webster Annotation Toolbar

Use the annotation tools to edit:

- an existing snapshot whether or not the PolyVision product is connected or turned on
- the image of the current board pane in the software

Annotation tools provide software shortcuts to many of the tools that are also found on the TS and TSL whiteboard icon strip and the Walk-and-Talk remote control. For example, on any TS or TSL interactive whiteboard, you can save a snapshot either by tapping the Snapshot icon on the icon strip or by clicking the Snapshot button in the annotation toolbar. Similarly, if you use a Walk-and-Talk model, you can save a snapshot either by pressing the Save button on the remote control or by clicking the Snapshot button on the annotation toolbar.

On a Macintosh, the annotation tools are part of the command toolbar at the top of the window. In Windows, the annotation toolbar is a floating toolbar that can be docked on any edge of the program window. The annotation toolbar includes the following functions:

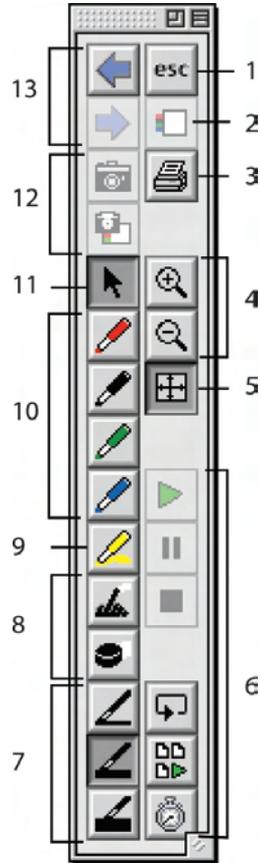


- 1 Snapshot: Capture a snapshot from the PolyVision product.
- 2 Snapshot/Erase All: Capture a snapshot from the PolyVision product and erase the Current Board pane in the software.
- 3 Pen color: Choose a pen color to add writing to an existing snapshot or current board pane.
- 4 Highlighter: Highlight important items. To change highlighter color, choose "Options" or "Preferences" from the Edit menu and choose the "Pen" tab.
- 5 Erasers: Choose a wide or narrow eraser for erasures on the snapshot or current board pane.
- 6 Pen size: Choose the pen width that is recorded in the software (or choose "Pen Size" from the Edit menu).
- 7 Zoom: Zoom in or out of the Selection pane.
- 8 Fit to Window: Resize the image to fit the window.

## The Annotation Toolbar in Full Screen View

In Full Screen view, the annotation toolbar includes these functions:

- 1 Esc: Escape or exit Full Screen view.
- 2 Current board: Show the Current Board pane.
- 3 Print: Print using the printer connected to the computer without creating a snapshot.
- 4 Zoom: Enlarge or shrink the image.
- 5 Fit to Window: Make the image fill the screen.
- 6 Playback: Play, Pause, Stop, Loop, Play All Snapshots, Playback preferences.
- 7 Pen size: Large, medium, or small pen width.
- 8 Erasers: Wide or narrow eraser.
- 9 Highlighter: Highlight existing marks or projected images.
- 10 Pen color: Pen color recorded in the software.
- 11 Selection cursor: (Macintosh only) With multiple monitors connected, use this cursor to drag images between monitors.
- 12 Snapshot, Snapshot/Erase All: Capture an image in the software and continue, or capture the image and erase the Current Board pane.
- 13 Forward/Back: Scroll through snapshots in the open Webster file.



## Showing, Hiding, and Moving the Toolbars

You can hide or move any of the Webster toolbars.

To hide or show toolbars in Windows:

- Choose “Toolbar,” “Annotation Bar,” or “Status Bar” from the View menu to show or hide the Webster command toolbar, annotation toolbar, and status bar.
- Click the Webster icon in System Tray Menu and choose “Projection Toolbar” to show or hide the projection toolbar.
- To quickly close a floating toolbar, click the Close button on the toolbar.

To hide or show toolbars on a Macintosh:

- In Mac OS X, choose “Projection Toolbar” from the popup menu that appears by holding the mouse down over the Webster icon in the Dock.
- Click the Close box in the title bar to close projection toolbar.
- Drag the size box in the Full Screen annotation toolbar to resize or change the orientation of the toolbar.

To move a toolbar in Windows:

- Drag the move handle on a docked toolbar, or the title bar of a floating toolbar, to the new location.

To move a toolbar on a Macintosh:

- Drag the title bar or edge of the projection toolbar or the Full Screen annotation toolbar to the new location.

## PENS, ERASERS, AND THE STYLUS

The tool you use to write on your PolyVision product depends upon which model you have.

### Writing and Erasing with TS and TSL Whiteboards

The PolyVision TS and TSL whiteboards are touch sensitive and send writing data to your computer by detecting a single point of pressure. Use standard dry-erase markers to write on the board. Specify the color that is recorded in the software by tapping the corresponding pen color icon on the board.

The active pen color is indicated by the LED next to the pen icon on the board. The default pen color recorded in the software is black. To change the default color at startup, see “Customizing Pens and Erasers” on page 66.

When you choose a pen color and write, sounds from the board provide audible feedback to confirm that the software is recording. A selected pen color (or eraser) stays in effect until you select a different one.

#### NOTE:

*If the whiteboard is inactive for 45 seconds after erasing, Webster automatically switches to the last used pen to protect your work. To turn this feature off or to change the delay time, see “Customizing Pens and Erasers” on page 66.*

Erase the board using the large circular felt eraser provided, or using your finger for small erasures. To record erasures in the software, tap the Wide or Narrow Eraser icon on the board before you erase.

### Writing and Erasing with WT and WTL Whiteboards

The Walk-and-Talk whiteboard models are touch sensitive and send writing data to your computer by detecting a single point of pressure. Use standard dry-erase markers to write on the board. To specify the color that is recorded in the software, press the corresponding ink color button on the remote control.

Erase the board using the large circular felt eraser provided. The battery-operated eraser sends infrared data to the computer through the whiteboard.

When you choose a pen color and write, sounds from the board provide audible feedback to confirm that the software is recording. A selected pen color (or eraser) stays in effect until you select a different one.

**NOTE:**

*If the whiteboard is inactive for 45 seconds after erasing, Webster automatically switches to the last used pen to protect your work. To turn this feature off or to change the delay time, see “Customizing Pens and Erasers” on page 66.*

## Writing and Erasing with IP and FSM Models

The Walk-and-Talk Interactive Panel and Flat-Screen Module send data to your computer by detecting the battery-operated stylus as you write or erase across the panel. The stylus can act as a mouse to control the computer cursor or as a pen to mark-up the projected computer screen. To toggle the action of the stylus, press the Cursor/Pen button on the remote control.

To specify the color for mark-ups, press the Pen Style button on the remote control, which displays the projection toolbar. Tap a pen style option in the toolbar. Press the Pen Style button again to hide the projection toolbar.

To erase, choose the wide or narrow eraser from the Pen Style palette and erase with the stylus. To erase everything you have written or drawn, press the Erase All button on the remote control.

A selected pen color (or eraser) stays in effect until you select a different one.

## USING WEBSTER WITH A PROJECTOR

---

With a projector connected to your computer, a variety of powerful options become available. When you project your computer's desktop onto an interactive whiteboard, the whiteboard acts as though it were a large touch-sensitive computer monitor.

The Walk-and-Talk Interactive Panel and Flat-screen Module always display your computer screen, so these models always provide these powerful options in projection mode.

### GETTING STARTED USING WHITEBOARDS IN PROJECTION MODE

#### NOTE:

*At startup, Webster recognizes if you are using the interactive panel and automatically initiates projection mode. No alignment is necessary. Skip to "Using Webster in Projection Mode" on page 26. At startup, Webster software also detects if you are using the flat-screen module and automatically initiates project mode alignment. Skip to step 5.*

Before using projection mode, install Webster software on your computer and connect the computer to the whiteboard. Refer to "Installing Webster Software" on page 4 if these steps are not yet completed.

To enter projection mode:

- 1 Connect your computer to the projector and turn on the projector, the whiteboard, and the computer.
- 2 Move the projector so that the image of the computer desktop projects squarely onto your whiteboard's white area, without covering the icon strip (on TS and TSL models) or whiteboard frame. The projected image need not fill the white area completely.
- 3 Launch the Webster software.
- 4 Tap the Projection icon in the whiteboard icon strip (TS models); press the Projection button on the remote control (Walk-and-Talk models); click the projection button in the command toolbar; or choose "Projection" from the Edit menu.

WTL or TSL models: your whiteboard is now in projection mode, the projection toolbar appears, and you are ready to use the whiteboard as a touch screen for your computer. Skip to "Using Webster in

Projection Mode” on page 26.

WT or TS models: an alignment window is projected from the software onto the board.



**NOTE:**

*If the alignment window does not appear, it might be because another user selected an option in Webster to use the previous alignment when starting up. To change that option and view the alignment window, choose “Options” (or “Preferences”) from the Edit menu. On the Projection tab, uncheck “Remember last alignment.” Repeat Step 4.*

- 5 On the board, tap each corner of the projected image following the instructions you see on the board. On any of the interactive whiteboard models, you can use your fingertip or the stylus provided to tap the board. For FSM models, use the stylus provided.

At the completion of this procedure, your whiteboard is in projection mode, the projection toolbar appears, and you are ready to use the PolyVision product as a touch screen to control your computer. Refer to “The Projection Toolbar” on page 27 for information about using the projection toolbar. Refer to “Customizing Projection Mode Settings” on page 70 for additional projection mode options.

To exit projection mode:

- Press the Projection button on the remote control (Walk-and-Talk products); tap the Projection icon in the whiteboard icon strip (TS and TSL models); click the projection button in the command toolbar; or choose “Projection” from the Edit menu.

### Alignment, If You are Already in Projection Mode

Generally, you need to align the projection only when you enter projection mode. However, if you move the projector or PolyVision product while you are in projection mode, you might need to re-align the product.

You know that you need to re-align the PolyVision product if the computer’s cursor does not align with the point you touch on the product.

To re-align in projection mode:

- 1 On the computer, click the Align button in the projection toolbar.



- 2 Follow the instructions you see on the PolyVision product.

#### NOTE:

*If you still have trouble with alignment after using this procedure, try using a higher level of alignment, as described below.*

### Choosing the Number of Alignment Points

The alignment between your projector and the PolyVision product is important. Webster offers three levels of alignment: 4-point, 8-point, and 16-point alignment. The default is 4-point alignment.

You might need to use more alignment points if there is any mismatch between the position of the computer cursor and the stylus when you tap the PolyVision product. (Some video projectors, for instance, do not produce a linear display when projector with keystone correction is used.)

To change the number of alignment points:

- 1 Choose “Options” or “Preferences” from the Edit menu.

- 2 Click the “Projection” tab.
- 3 Choose an alignment type from the drop-down list.

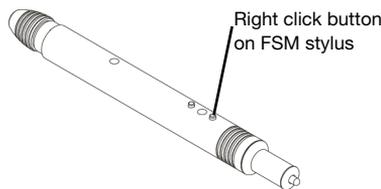
Proceed as usual to enter projection mode or re-align while in projection mode. Follow the alignment instructions that are projected on your product.

## USING WEBSTER IN PROJECTION MODE

While in projection mode, you can control your computer while standing at the PolyVision product using the stylus (or your finger on any interactive whiteboard) as a mouse.

For mouse actions using the stylus (or your finger on any interactive whiteboard):

- Tap the PolyVision product once to click.
- Tap the PolyVision product twice rapidly to double-click.
- In Windows, for a right click, tap the “Right Click” button on the projection toolbar, then tap the PolyVision product or hold your finger or the stylus to the whiteboard for one second.
- To right click on FSM models, hold the bottom button on the stylus as you tap the board.



WT and WTL whiteboards:

- Always tap inside the projected computer screen to control the board.

On any Walk-and-Talk model, you can perform mouse actions and control your computer using the remote control:

- To click or double-click, press L or the click trigger once or twice, or tap once or twice on the remote control touch pad.

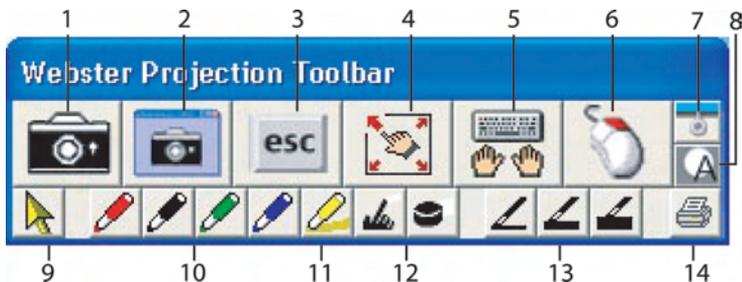
- For a right click (Windows) or control-click (Macintosh), press the R button.
- To page up or down, press the Next or Previous button (for example, if PowerPoint is the active window, press Next to move to the next slide)

When using the stylus with your Walk-and-Talk Interactive Panel:

- To click, tap the panel once.
- To double-click, tap the panel twice rapidly or press the stylus button furthest from the tip while hovering the stylus over the panel.
- For a right-click (Windows) or control-click (Macintosh), hold the stylus to the panel for one second or press the stylus button near the tip while hovering the stylus over the panel.

## The Projection Toolbar

When you enter projection mode, a new toolbar appears with a single row of tools. A second row of tools appears when Webster is not the active window. The projection toolbar provides the following tools:

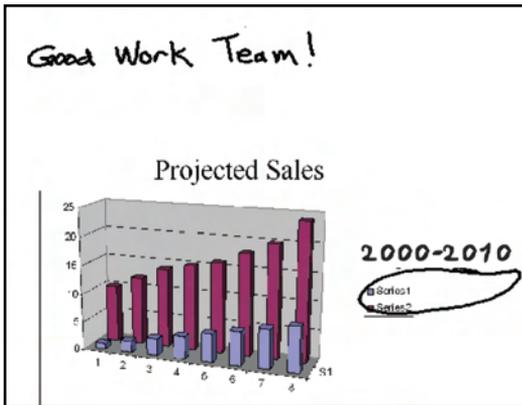


- 1 Snapshot: Capture a snapshot from the Polyvision product. The projected computer screen and your writing are all included when Webster is not the active application.
- 2 Screen Snapshot: Capture only the projected computer screen as a snapshot.
- 3 Esc: Performs the equivalent to the “ESC” keystroke in the active application.
- 4 Re-align: Re-align the projected image.
- 5 Keyboard: Show and hide the on-screen keyboard.

- 6 Right Click (Windows only): For a right mouse click, tap this button, then tap the PolyVision product.  
Show Webster (Macintosh only): Bring the Webster window to the front.
- 7 Reveal: Reveal the projected screen one line at a time by dragging the "window shade" down.
- 8 Spotlight: Spotlight a portion of the screen with a circle of light.
- 9 Selection Tool: Move the cursor instead of adding writing to the display. Click to stop projection mark-up and return to pointing the mouse.
- 10 Pen Color: Mark up the projected image.
- 11 Highlighter: Highlight important items.
- 12 Erasers: Erase projection mark-ups.
- 13 Pen Width: Change pen width for mark-ups.
- 14 Print: Print the current image, including the projected computer screen, on the default printer connected to the computer.

### PROJECTION MARK-UPS

In projection mode you can mark up the projected computer screen. For example, you can mark up PowerPoint slides during your presentation:



## Walk-and-Talk Models

To mark up a projected image (Walk-and-Talk models):

- 1 Press the Cursor/Pen  button on the remote to toggle between using the stylus for computer operations and using it for mark-up. The cursor appearance toggles between an arrow for mouse operations and a pen for mark-up.
- 2 On Walk-and-Talk Whiteboards, write over the projected computer image using the stylus (or your finger). If you have the Walk-and-Talk Interactive Panel, write across the panel using the stylus.
- 3 Press the Print or Save button on the remote control to capture a snapshot. Mark-ups leave no ink, but they are part of the snapshot when you save or print.

## All Other Models

To mark up a projected image (all other models):

- 1 Using the stylus, tap a pen color button on the projection toolbar. (Refer to “The Projection Toolbar” on page 27.) This freezes the current screen so your strokes produce writing instead of moving the mouse cursor.
- 2 Write on the projected computer screen with the stylus. Webster records your writing.
- 3 Tap the Snapshot button in the projection toolbar to capture the contents of the PolyVision product.
- 4 When done, tap the Cursor Tool button in the projection toolbar to erase your mark-ups and resume using the cursor.

## Snapshots in Other Applications

In projection mode, when Webster is not the active application, you can capture a snapshot with both the projected computer screen and writing, or a snapshot that includes just the projected computer screen. Refer to “Working with Snapshots” on page 36.

To capture a snapshot of the projected computer screen, projection mark-ups, and writing on the whiteboard (if present):

- Tap the Snapshot button in the projection toolbar, tap the Snapshot icon on the whiteboard (TS and TSL whiteboards), press the Save

button on the remote control (Walk-and-Talk models), or choose “Snapshot” in the Edit menu.

To capture a snapshot that includes only the projected computer screen and projection mark-ups:

- Tap the Screen Snapshot button in the projection toolbar. Refer to “The Projection Toolbar” on page 27.

**NOTE:**

*The projected image and writing are recorded in a Webster snapshot, not in the original application file (e.g., PowerPoint).*

For more information on using PowerPoint with Webster, see “Using Projection Mode with PowerPoint” on page 34.

## Snapshots When Webster is the Active Application

In projection mode, when Webster is the active application, you can choose to what is included in your snapshot.

To capture a snapshot including writing (but not the projected Webster application screen):

- Tap the Snapshot button in the projection toolbar, tap the Snapshot icon on the whiteboard (T S models), press the Save button on the remote control (Walk-and-Talk models), choose “Snapshot” in the Edit menu, or tap the Snapshot icon on the annotation toolbar.

To capture a snapshot of the projected computer screen:

- Tap the Screen Snapshot button in the projection toolbar. Refer to “The Projection Toolbar” on page 27.

## TOGGING BETWEEN WEBSTER AND OTHER APPLICATIONS

In projection mode, you can work with multiple software applications that are all projected on the PolyVision product.

To bring the Webster application to the front:

- TS and TSL whiteboards: Tap the Show Webster icon on the whiteboard icon strip. Tap again to send Webster to the back.
- From your Windows PC: Choose “Webster application” from the system task bar or choose “Go To Webster” from the System Tray Menu.

- From your Macintosh PC: Tap the Show Webster button on the projection toolbar, or choose “Go To Webster” from the System Menu in the menu title bar.

## USING THE ON-SCREEN KEYBOARD

In projection mode, Webster provides an on-screen keyboard that enables you to enter text from the whiteboard.

To launch the on-screen keyboard, tap the Keyboard button on the projection toolbar or press the Keyboard button on the remote control (Walk-and-Talk models).



Use the on-screen keyboard for entering text and performing keyboard functions as follows:

- To enter text, move the cursor to a text entry location (e.g., in a word processor, web browser, or dialog box), then tap the keys of the on-screen keyboard.
- To use Shift, Ctrl, Alt, Caps, Command, or Option, tap the projected key (it changes color), then the key it modifies (e.g., Ctrl + s to save). The Caps key remains active until you tap it again.
- To perform keyboard actions, tap a key (e.g., F1 for Help).
- To move the keyboard, tap and drag the title bar and release it in the desired location.
- To hide the keyboard, tap the Keyboard button on the projection toolbar or press the Keyboard button on the remote control (Walk-and-Talk models).

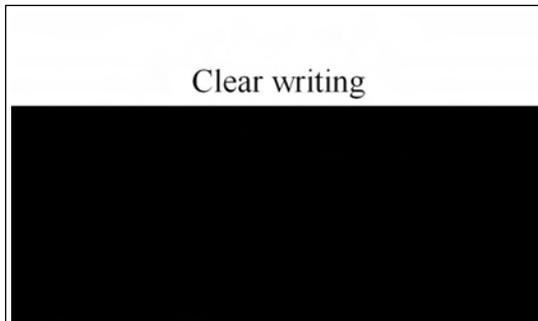
## USING THE SPOTLIGHT AND REVEAL TOOLS

In projection mode, Webster provides the spotlight and reveal tools that enable you to focus attention on a portion of the projected screen.

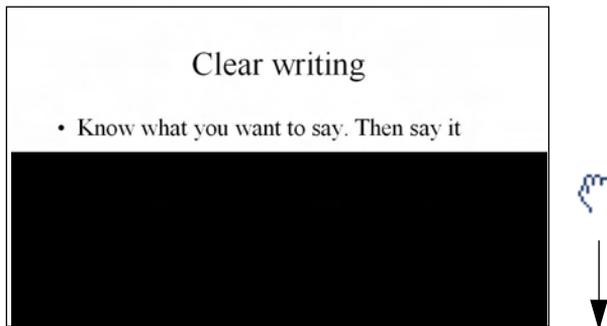


To reveal the projected screen one strip at a time:

- 1 Tap the Reveal button in the projection toolbar. The projected screen becomes black except one strip at the top.



- 2 Drag the strip down to reveal more of the screen.



To reveal the entire projected screen and continue your presentation, do one of the following:

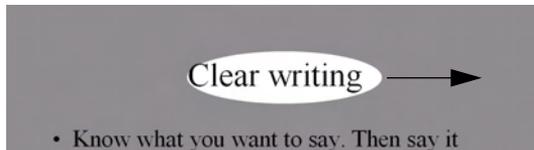
- Tap the Reveal button in the projection toolbar again.
- Press the ESC key on your keyboard.
- Drag the strip down to the bottom of the screen.

To spotlight a portion of the projected screen:

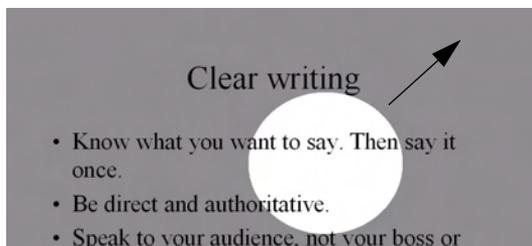
- 1 Tap the Spotlight button in the projection toolbar. The projected screen becomes grayed except one circle of light,.



- 2 Drag the spotlight around the screen to focus attention on that portion of the screen.
- 3 To re-shape the spotlight into an ellipse, drag the circle from any of the four cardinal points around the edge of the circle.



- 4 To enlarge or shrink the circle, drag it from any point around the edge except the four cardinal points.



To remove the spotlight, do one of the following:

- Tap the Spotlight button in the projection toolbar again.
- Press the ESC key on your keyboard.

## USING PROJECTION MODE WITH POWERPOINT

In projection mode, you can control a Microsoft PowerPoint presentation from the PolyVision product, with no need for a mouse or keyboard to navigate the slides.

To use Webster in projection mode with PowerPoint:

- 1 If necessary, enter projection mode in Webster. (Refer to “Using Webster in Projection Mode” on page 26.)
- 2 Launch PowerPoint and begin the slide presentation.

To move forward and backward through PowerPoint slides:

- TS and TSL models: Tap the Forward and Back icons on the whiteboard icon strip.
- Walk-and-Talk models: Press the Next and Previous buttons on the remote control.

To mark up a slide:

- Tap a pen button in the projection toolbar and begin writing.

To capture all the PolyVision product contents, which may include your writing with dry-erase markers, the projected slide, and projection mark-ups:

- TS and TSL models: Tap the Snapshot or Snapshot/Erase All icon on the whiteboard icon strip.
- Walk-and-Talk models: Press the Save button on the remote control.
- Tap the Snapshot button in the projection toolbar.

To capture only the projected PowerPoint slide and projection mark-ups:

- Tap the Screen Snapshot button in the projection toolbar.

## PRINTING IN PROJECTION MODE

In projection mode, you can print a snapshot of the image on your PolyVision product using a printer connected to your computer.

To print:

- TS and TSL models: Tap the Print icon on the whiteboard icon strip. (Prints to the default printer.)
- Walk-and-Talk models: Press the Print button on the remote control. (Prints to the default printer.)
- Tap the Print button in the projection toolbar. (Prints to the default printer.)
- Choose “Print” from the Webster File menu. (Opens the Print dialog, where you can change printers.)

## WORKING WITH SNAPSHOTS

---

A snapshot captures the current image of the PolyVision product in the Webster software. Taking a snapshot does not change the image; it captures the image in a Webster file.

Snapshots can be:

- Edited
- Saved
- Printed
- Sent in e-mail
- Exported
- Published as HTML or Adobe Acrobat PDF files

### CREATING A SNAPSHOT

To capture a snapshot:

- TS and TSL models: Tap the Snapshot icon on the whiteboard icon strip. Refer to “Whiteboard Icons” on page 14.
- Walk-and-Talk models: Press the Save button on the remote control.
- Click the Snapshot button in the annotation toolbar. Refer to “The Webster Annotation Toolbar” on page 17.
- Choose “Snapshot” from the Edit menu.
- In projection mode, tap either the Snapshot or Screen Snapshot button in the projection toolbar. Refer to “The Projection Toolbar” on page 27.

To capture a snapshot and start over with a blank current board pane in the software:

- TS and TSL models: Tap the Snapshot/Erase All icon on the whiteboard icon strip. Refer to “Whiteboard Icons” on page 14.
- Walk-and-Talk models: Press the Erase All button on the remote control.
- Click the Snapshot/Erase All button on the annotation toolbar.
- Choose “Snapshot/Erase All” from the Edit menu.

To erase the current board pane without capturing a snapshot:

- Choose “Erase All” from the Edit menu.

The snapshot and erase all functions are disabled if you made no changes (either writing or erasing).

**NOTE:**

*Choose “Save” from the File menu to save all your snapshots in a Webster file on your computer hard drive. Refer to “Working with Webster Files” on page 39.*

## Taking Automatic Snapshots

Webster can automatically capture snapshots, enabling you to continue through a presentation with no distractions. Webster detects periods of inactivity and captures the contents of the PolyVision product after a specified duration.

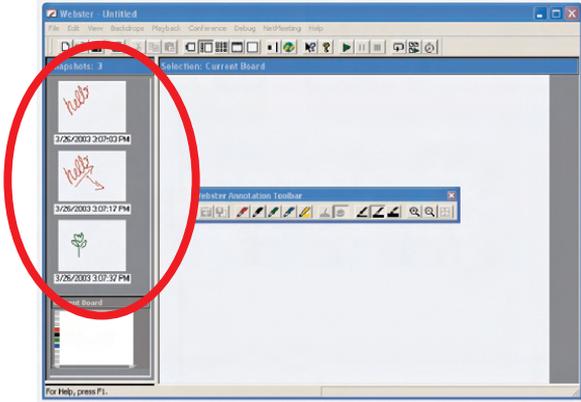
To take snapshots automatically:

- 1 Choose “Options” (Windows) or “Preferences” (Macintosh) from the Edit menu.
- 2 Click the “General” tab.
- 3 Check “Auto-Snapshot.”
- 4 Enter the duration of inactivity that triggers the snapshot.
- 5 Click “OK.”

This option does not create duplicate snapshots; if no change is made during the specified interval, no snapshot is taken.

## VIEWING SNAPSHOTS

When you capture a snapshot, a miniature “thumbnail” image appears in the Webster software in the Snapshot pane. Snapshots appear in the order you create them and include a caption with the date and time they were created.



- To view and edit a larger image of a snapshot in the Selection pane, click the snapshot.
- To scroll through the snapshots, use the Snapshots pane scroll bar located on the right edge of the Snapshot pane or choose “Next Snapshot” or “Previous Snapshot” from the View menu.
- To fill the window with a snapshot, double-click the snapshot or click a snapshot and choose “Selection” from the View menu.
- To view all snapshots in the currently open Webster file, click the Snapshots View button in the toolbar (Windows) or “View” tab (Macintosh), or choose “Snapshots” from the View menu.
- To zoom in on the Selection pane, click the zoom in button in the annotation toolbar or choose “Zoom In” from the View menu, then click an area in the Selection pane.
- To zoom out on the Selection pane, click the zoom out button in the annotation toolbar or choose “Zoom Out” from the View menu.
- To return the snapshot to its original size after zooming in or out, click the Fit to Window button on the annotation toolbar or choose “Fit to Window” from the View menu.

## SELECTING SNAPSHOTS

You can view, edit, copy, move, rename, publish, playback, add a backdrop to, or export the selected snapshot(s). You can also send snapshots via e-mail.

To select a snapshot:

- Click snapshot in the Snapshot pane.

To select all snapshots:

- Choose “Select All” from the Edit menu.

To select a range of snapshots:

- In Windows: Click the first snapshot, then press the Shift key and click the last snapshot or drag a selection rectangle around the snapshots.
- On a Macintosh: Drag a selection rectangle around the snapshots.

To select several non-sequential snapshots:

- In Windows: Hold down the Ctrl key and click all desired snapshots.
- On a Macintosh: Hold down the Shift key and click all desired snapshots.

## WORKING WITH WEBSTER FILES

When you capture a snapshot in the Webster software, the image becomes part of a Webster file. (In Windows, these files have the file extension “.wbd”.) Snapshots are not saved until you save the Webster file.

A Webster file records all pen and eraser strokes. All writing and erasing activity during a session is recorded in the same file unless you open a different one. In Windows, whenever the software is running, one file (either a saved or an untitled file) must be open.

When you launch the Webster software, you can choose whether a blank Webster file opens or the last used file opens. (Refer to “Customizing General Options” on page 65.)

Here are some ways to keep your files organized:

- Create a folder for each topic and a Webster file for each session.
- Create a Webster file for each topic.
- Create a Webster file for each day or time period.

## Creating a File

To create a new Webster file:

- Choose “New” from the File menu. If the existing file contains unsaved changes, you are prompted to save the file.

When you open a new file, Webster options enable you to choose whether or not the contents of the current board pane remain visible in the new file. (Refer to “Customizing General Options” on page 65.)

## Saving a File

Activity is recorded as long as the system is on and the Webster software is running. Snapshots that you capture are not saved to disk until you save the currently open file.

To save the file:

- 1 Choose “Save As” from the File menu.
- 2 Enter a name for the file.
- 3 Browse to the file destination.
- 4 Click “OK.”

## Opening a File

To open an existing Webster file:

- 1 Choose “Open” from the File menu.
- 2 Select the file in the standard dialog that appears.

In Windows, you can also choose a recently opened file by choosing “Recent Files” the File menu.

When you open a file, you are prompted to save if the current file includes unsaved data.

## Closing a File

To close a Webster file:

- Choose “Close” from the File menu.

If the file contains unsaved data, you are prompted to save it.

In Windows, closing a Webster file opens a new untitled file, because Webster must always have an open file.

To close a file and quit Webster:

- In Windows: Choose “Exit” or click the Close box in the upper right corner of the Webster window.
- For Mac OS X, choose “Quit” from the application menu.

If the file contains unsaved data, you are prompted to save it.

## Password Protecting a File in Windows

In Windows, you can password protect a Webster file. A password protected file can be opened only by entering the correct password. If you create a password, it applies only to the current Webster file.

After you define a password for a file, you can continue working, but once you close it, you must enter the password to open it again.

When a file that is password protected is open, you can change or delete the password without knowing the existing password.

To password protect a file in Windows:

- 1 Open the Webster file.
- 2 Choose “Password” from the File menu. The following dialog appears.



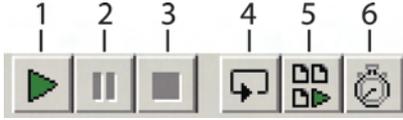
- 3 Enter a password.
- 4 Enter the password a second time as confirmation.
- 5 Click “OK” to apply your password and close the dialog.
- 6 Save the file.

## PLAYING BACK SNAPSHOTS

Webster software records all writing and erasing in a snapshot and enables you to review everything you did in the order it occurred. In addition, you can play back a sequence of snapshots. To play them back in another

order, reorganize the snapshots. Refer to “Copying and Moving Snapshots” on page 42.

Webster playback shortcuts appear on the command toolbar.



- 1 Play: Click to play back the selected snapshot, or choose “Play” from the Playback menu.
- 2 Pause: Click to pause playback, or choose “Pause” from the Playback menu. Click again to continue playback.
- 3 Stop: Click to stop playback, or choose “Stop” from the Playback menu. Click Play to continue playback.
- 4 Loop: To repeat playback in a continuous loop, click the Loop button or choose “Loop” in the Playback menu, then click Play. To return to normal playback, click Loop again.
- 5 Play All: To playback all the snapshots in the Webster file (not just the selected snapshots), click the Play All button or choose “Play All” in the Playback menu, then click Play. To return to normal playback, click Play All again.
- 6 Timing: Click to specify playback timing; or choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac) and click the “Playback” tab. Refer to “Customizing Playback Options” on page 71.

## COPYING AND MOVING SNAPSHOTS

You can move or copy snapshots:

- Within the current Webster file
- Into another Webster file
- Into another application

To move one or more snapshots within an open Webster file:

- Drag the selected snapshot(s) to reposition them within the Snapshot pane.

To copy one or more snapshots within the same Webster file:

- Select the snapshot(s) and choose “Duplicate” from the Edit menu.

To copy one or more snapshots to another Webster file:

- 1 Select the snapshot(s).
- 2 Choose “Copy” from the Edit menu.
- 3 Open another Webster file.
- 4 Click the Snapshot pane.
- 5 Choose “Paste” from the Edit menu.

To move a snapshot into another application:

- Click and drag the selected snapshot(s) into another open application. (Refer to “Customizing Image Export” on page 69 to choose the file format for the image you drop into another application.)

To copy a snapshot to another application:

- 1 Select the snapshot(s).
- 2 Choose “Copy” from the Edit menu in Webster.
- 3 Choose “Paste” from the Edit menu in the other application.

## EXPORTING SNAPSHOTS

Webster enables you to export a snapshot as a graphic file that you can use in other applications.

In Windows, you can export a snapshot in bitmap (.bmp), Windows metafile (.wmf), JPEG (.jpg), Adobe PDF (.pdf) and TIFF (.tif) formats.

On a Macintosh, you can export a snapshot in bitmap, compressed PICT, JPEG, JPEG-2000, MacPaint, Photoshop, PNG, QuickTime image, SGI, TGA, Adobe PDF, and TIFF formats.

To export a snapshot for use in other applications:

- 1 Open the Webster file.
- 2 Select the snapshot(s). Refer to “Selecting Snapshots” on page 39.
- 3 Choose “Export Image” from the File menu.
- 4 Browse to the location for the exported file and enter a file name.
- 5 Select the desired export file format from the drop-down list.

- 6 Click “Export” (Windows) or “Save” (Macintosh).

If you selected multiple snapshots to export, the exported files have the file name you provided followed by a sequential number. For example, if you named the export file Myfile, the snapshots are named Myfile1, Myfile2, Myfile3, etc.

If you selected multiple snapshots for export in Adobe PDF format, the result is one Adobe PDF file that includes all the snapshots.

**NOTE:**

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*To change default settings for exported images, see “Customizing Image Export” on page 69.*

## RENAMING SNAPSHOTS

In the Snapshot pane, each snapshot is named with a caption indicating the date and time it was created. When you print a snapshot, this caption is included as a header (Macintosh) or footer (Windows).

To change a snapshot caption:

- 1 Select the snapshot. A box appears around the snapshot and caption.
- 2 Click the caption to select the text.
- 3 Enter the new caption.
- 4 Press Enter or click anywhere outside the caption.

## DELETING SNAPSHOTS

You can delete a snapshot without affecting the current board pane.

**NOTE:**

---

*In Windows, Webster has no undo for individual actions; however, you can revert to the last saved file by choosing “Revert” from the File menu. On a Macintosh, choose “Undo” in the Edit menu to undo the last action.*

To delete one or more snapshots:

- 1 Select the snapshot(s).
- 2 Press Delete (or choose “Delete” from the Edit menu).

## EDITING SNAPSHOTS

After you capture a snapshot, you can edit the snapshot in Webster software by writing or erasing using the tools in the annotation toolbar. You can also edit the current board pane using the tools in the annotation toolbar prior to printing or capturing it as a snapshot.

### NOTE:

*In Windows, when you edit a snapshot in the software, the changes you make are permanent. However, you can revert the file to its contents at the last save by choosing "Revert" from the file menu. On a Macintosh, you can undo the last action by choosing "Undo" from the Edit menu.*

To edit a snapshot:

- 1 Select a snapshot. An enlarged view appears in the Selection pane.
- 2 Choose a pen color and pen size, or choose the eraser from the annotation toolbar.
- 3 Draw or erase on the snapshot in the Selection pane.
- 4 To save the changes, save the Webster file.

To edit the image of the current board pane:

- 1 Select the Current Board Pane.
- 2 Choose a pen color and pen size, or choose an eraser from the annotation toolbar.
- 3 Draw or erase on the current image in the Selection pane.
- 4 To capture the changes in a snapshot, click the Snapshot button in the annotation toolbar.

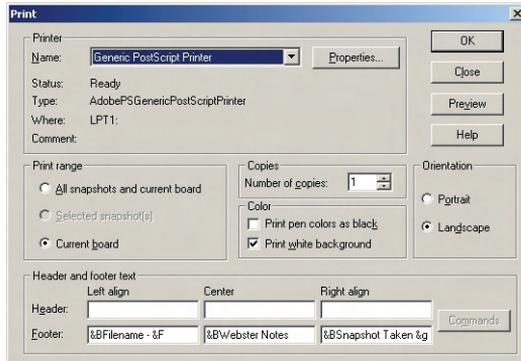
## PRINTING SNAPSHOTS IN WINDOWS

You have the option to print at any time. In Windows, you can customize the printed colors and the header and footer. For information about printing on the Macintosh, refer to "Printing Snapshots on a Macintosh" on page 50.

To print a snapshot in Windows:

- 1 Select the snapshot(s) to print, or the current board pane.

- 2 Choose “Print” from the File menu or click the Print button in the Webster command toolbar. The following dialog appears:



- 3 Specify the following print options:
  - Printer name and printer properties
  - Which items to print (snapshots and/or current board pane)
  - Number of copies
  - How to print colors
  - Orientation
  - Header and/or footer formats

## Printing Colors in Windows

The Print dialog enables you to specify the colors used for the printed copy.

- Print pen colors as black: Select this option when printing to a black and white printer to print pen colors in solid black. On black and white printers, colors are normally differentiated using shades of gray.
- Print white background: Use this option to print a white background regardless of the background color specified using “Colors” in the Edit menu. If this option is unchecked, your non-white background prints in color.

## Customizing Headers and Footers in Windows

By default, snapshot printouts include the following footers:



- Webster file name
- Webster notes
- Date of snapshot

You can edit, delete, or format the header or footer by changing options in the Print dialog.

To customize headers or footers in Windows:

- 1 Choose "Print" from the File menu.
- 2 Click in a header/footer field and clear the field.
- 3 To add or format a header/footer, click in a field and click "Commands." A list of commands appears. Add or change header or footer information by selecting commands from the list.

COMMAND	KEYBOARD SHORTCUT	DESCRIPTION
Snapshot Date (Short Format)	&g	Inserts the date the snapshot was taken in the format 01/01/00.
Snapshot Date (Long Format)	&G	Inserts the date the snapshot was taken in the format January 1, 2000.
Snapshot Time	&H or &h	Inserts the time the snapshot was taken.
Snapshot Caption	&M or &m	Inserts the snapshot caption.
Current Date (Short Format)	&d	Inserts the current date in the format 01/01/00.
Current Date (Long Format)	&D	Inserts the current date in the format January 1, 2000.
Current Time	&T or &t	Inserts the current time.
Filename	&F or &f	Inserts the file name.
Total Pages	&N or &n	Inserts the total number of pages in the file.
Page Number	&P or &p	Inserts the page number on each page.
Ampersand	&&	Inserts the ampersand character (&).
Bold Text	&B or &b	Formats all the following text in the field in boldface type.
Italic Text	&I or &i	Formats all the following text in the field in italic type.
Underline Text	&U or &u	Underlines all the following text in the field.
Strike Out Text	&S or &s	Strikes out all the following text in the field.
Default Font	&Z or &z	Returns all the following text to the default font (Arial).
Font Size	&nn	Sets the point size of all the following text to the number you specify in nn (e.g., 08, 12, 18).

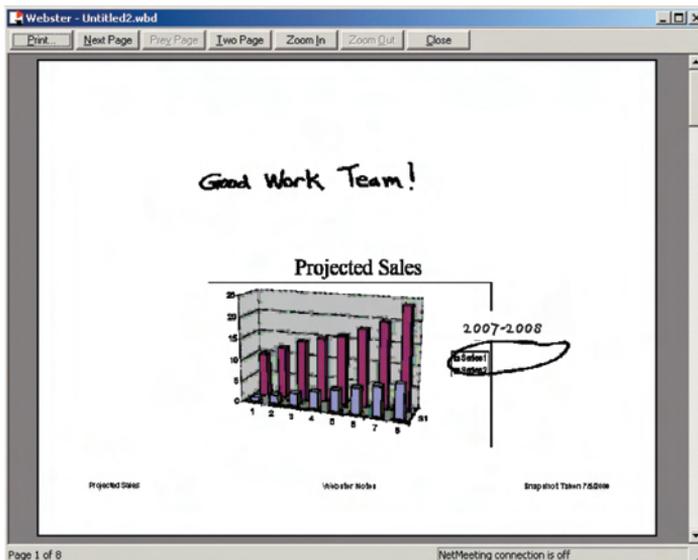
COMMAND	KEYBOARD SHORTCUT	DESCRIPTION
Font Name	&"font name"	Sets all the following text in the specified font. Include the quotation marks and type the font name exactly as it appears in the font folder.

Use the following guidelines when applying header/footer commands:

- Always place commands **immediately before** the text to which they apply. For example, to print the word **Company** in bold and italics, enter **&B&ICompany**.
- You can use multiple commands in a field. Place a comma between computer-generated data (e.g., file name, page number) and custom data (e.g., font name, boldface).
- If you use more than one command in a field and the commands conflict, the one closest to the text takes precedence. For example, if you enter **&"Courier"&"Arial"Company**, the word **Company** prints in Arial.

To preview the snapshot before it prints:

- 1 Choose “Print Preview” from the File menu. The following dialog appears:



- 2 View each of your snapshots using the navigation buttons and scroll bar.
- 3 Click “Print” to open the Print dialog, or click “Close” to close the window and return to the main window.

### Printing Resolution

The vector-based data that the software records are output at the resolution of the output product, for example, 72 dpi for a typical monitor or 1200 dpi for a 1200 dpi printer. Because the data are independent of resolution, the higher the resolution of the monitor or printer, the smoother the output.

### PRINTING SNAPSHOTS ON A MACINTOSH

You have the option to print at any time. For information about printing in Windows, refer to “Printing Snapshots in Windows” on page 45.

To print snapshot(s) on a Macintosh:

- 1 Select a snapshot(s) to print or the current board pane.
- 2 Choose “Print” from the File menu. The Print dialog for your printer opens. A sample Print dialog is shown below.



- 3 Choose “Webster” from the drop down list.
- 4 To specify the items to print, click a radio button beside “All Snapshots and Current Board,” “Selected Snapshot(s),” or “Current Board.”
- 5 Click “OK.”

To view a preview of the printed snapshot on a Macintosh:

- 1 Choose “Print Preview” from the File menu.
- 2 To scroll through all the snapshots in the Webster file, click the navigation buttons at the top right corner of the window.
- 3 To specify the items to print, click “Selection.” The Print Settings dialog opens and you can choose between printing “All Snapshots and Current Board,” “Selected Snapshot(s),” or “Current Board.”
- 4 Click “Print” to open the Print dialog, or click “Cancel” to close the window and return to the main window.

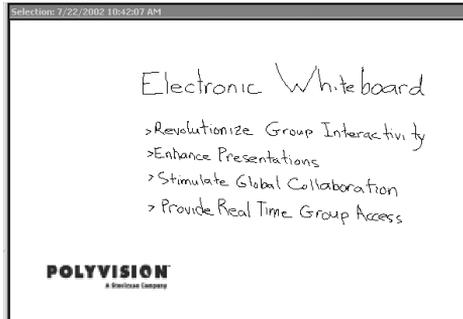
Each snapshot printout contains a header that includes the file name, the snapshot caption, and the page number. To change the header, rename the snapshot. Refer to “Renaming Snapshots” on page 44.

## ADDING A BACKDROP TO A SNAPSHOT

To help you create custom snapshots that include a repeated image or design, Webster enables you to add a backdrop to your snapshots. Backdrops are image files that you created in another application or in Webster. You can use backdrops:

- As grids or patterns for repeated use (such as music paper)

- As forms (such as patient admission forms)
- For headers or footers (for example, to incorporate a logo as shown below)



Backdrops can be reused. You can remove a backdrop at any time, and only one backdrop can be used in a snapshot at a time. Backdrops are not available for snapshots taken in projection mode. Refer to “Using Webster with a Projector” on page 23.

### Creating a Backdrop File

A backdrop can be a Webster file or any file in the following formats:

- Bitmap (.bmp)
- JPEG (.jpg)
- TIFF (.tif)
- Windows metafile (.wmf) (Windows only)
- Compressed PICT (Macintosh only)
- MacPaint (Macintosh only)
- Photoshop (Macintosh only)
- PNG (Macintosh only)
- QuickTime Image (Macintosh only)
- TGA (Macintosh only)

To create a backdrop file:

- 1 Using any application that can create a file type from the list above, create a file that contains the image you want to add to a snapshot.

- 2 Save the file. (Hint: use a file name that is easy to recognize for later use, such as Backdrop.tif.)

## Adding a Backdrop File to a Snapshot

You can add a backdrop file to one or more snapshots in your current Webster file at any time.

To add a backdrop to a snapshot in Windows:

- 1 (optional) Select the snapshot(s) to which you want to add the backdrop.
- 2 Choose “Add” from the Backdrop menu.
- 3 Click “Browse” to locate the backdrop file.
- 4 To add the backdrop to the selected snapshot(s), click “Add to Selection.”
- 5 To add the backdrop to all snapshots in the file, click “Add to All.”

To add a backdrop to a snapshot on a Macintosh:

- 1 Select a snapshot or the current board pane.
- 2 Choose “Add” from the Backdrop menu.
- 3 Browse to locate the backdrop file. The backdrop file can be any file in one of the supported formats. (Refer to “Creating a Backdrop File” on page 52.)
- 4 Click “Open.” The backdrop is added to the selected snapshot or current board.

## Inserting a Screen Shot as a Backdrop in Windows

In Windows, you can add a screen shot of the computer desktop to a snapshot as a backdrop. Use this feature, for example, to annotate:

- Your desktop
- A Webster window
- A window from another application

To insert a screen shot as a backdrop:

- 1 (optional) Select the snapshot(s) to which you want to add the backdrop.

- 2 Choose “Add from Screen” from the Backdrop menu.
- 3 Arrange the screen contents as desired (including opening or closing other applications).

**NOTE:**

*To avoid capturing the Webster software, minimize it first.*

- 4 Press F11. Although there is no visible or audible feedback, the screen shot is added to the snapshot(s).
- 5 View the snapshot with the new backdrop in Webster.

## Changing or Removing a Backdrop

A snapshot can contain only one backdrop at a time.

To change a backdrop in a snapshot:

- Add a backdrop to the snapshot. You are prompted to replace the existing backdrop.

To remove a backdrop from a snapshot:

- 1 Click a snapshot in the Snapshot pane to display it in the Selection pane.
- 2 To remove the selected backdrop, choose “Remove” from the Backdrop menu. To remove backdrops from all snapshots in the open file, choose “Remove All” from the Edit menu.
- 3 Click “Yes” to confirm the removal.

## Backdrops Provided with Webster

Webster software includes a folder of backdrops. The folder is located in Program Files/Webster folder (Windows) and the Webster application folder (Macintosh). Within the Backdrop folder, backdrops are organized by model for TS models.

Backdrops included are:

- Graph paper
- Ruled sheets
- Penmanship lines
- Music staves

- Grid lines
- Sports grids
- Maps

Additional backdrops may be downloaded from [www.polyvision.com](http://www.polyvision.com).

## SENDING A SNAPSHOT VIA E-MAIL

On a Macintosh, you can send snapshots via e-mail as an Adobe PDF file. In Windows, you can send snapshots via e-mail in the following file formats:

- Bitmap (.bmp)
- Windows metafile (.wmf)
- Webster file (.wbd)
- Adobe PDF (.pdf)

### NOTE:

*Webster software must be installed on the recipient's computer for them to be able to read the Webster file.*

In Windows, Webster uses your standard MAPI-enabled e-mail application (e.g., Microsoft Outlook) to send the Webster file as an e-mail attachment. On the Macintosh, Webster uses AppleScript to support a variety of e-mail applications including AOL, Mailsmith, Eudora, OS X Mail, Microsoft Outlook, and Microsoft Entourage.

Certain Internet Service Providers cannot handle large file sizes (e.g., in excess of 2 MB). If your e-mail system cannot accommodate large files, send several smaller ones. By default, the software warns you before you send files larger than 1000 KB. You can specify a different maximum file size or deactivate the warning. (Refer to "Customizing General Options" on page 65.)

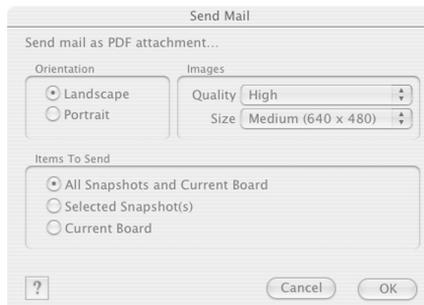
To send all or part of a Webster file in e-mail in Windows:

- 1 (optional) Select the snapshot(s).
- 2 Choose "" from the File menu.
- 3 Specify what items to send: "All Snapshots and Current Board," "Selected Snapshot(s)," or "Current Board."
- 4 Choose the e-mail attachment file type: Webster file, Bitmap file, Adobe Acrobat PDF, or Windows metafile.

- 5 Click “OK.”
- 6 A new e-mail message opens containing the snapshot(s) as an attachment ready for you to address and send using your default e-mail application.
- 7 Address and send the e-mail.

To send all or part of a Webster file in e-mail on a Macintosh:

- 1 (optional) Select the snapshot(s).
- 2 Choose “Send Mail” from the File menu. The following dialog appears on a Macintosh.



- 3 Specify:
  - “Orientation”: Choose from “Landscape” or “Portrait” orientation for the Adobe PDF e-mail attachment.
  - “Images”: Choose the image quality and file size for the Adobe PDF e-mail attachment.
  - Items to send: Choose from “All Snapshots and Current Board,” “Selected Snapshot(s),” or “Current Board.”
- 4 Click “OK.”
- 5 A new e-mail message opens containing the snapshot(s) as an Adobe PDF attachment ready for you to address and send using your default e-mail application.
- 6 Address and send the e-mail.

## PUBLISHING A SNAPSHOT AS HTML OR ADOBE PDF

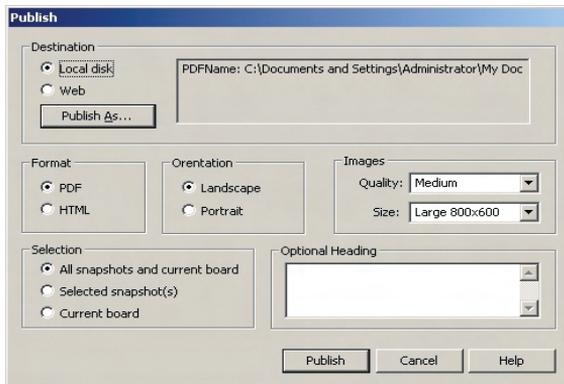
You can publish a snapshot in HTML or Adobe PDF format, posting it on the World Wide Web or saving it on your computer.

### NOTE:

*In Windows 98 or NT, before using this feature, make sure the Microsoft Web Publishing Wizard is installed. If necessary, you can download the wizard at [www.microsoft.com/windows/software/webpost](http://www.microsoft.com/windows/software/webpost). If you are using Windows 2000 or XP, Microsoft Office Professional is necessary.*

To publish a snapshot as HTML or Adobe PDF:

- 1 (optional) Select the snapshot(s) to be published.
- 2 Choose “Publish” from the File menu. The following dialog appears.



- 3 To choose a destination for the resulting file, click a radio button beside “Local Disk” or “Web.”
- 4 Click “Publish As.”
- 5 If you clicked the “Web” radio button, a dialog opens where you can enter the file name, server, path, user ID, and password (optional) of the web host FTP site, then click “OK.” The resulting file is published to the specified site.

If you clicked the “Local” radio button, a dialog opens where you can browse to the file destination on your computer and click “Save.” The resulting file is saved to your hard disk at that location.

- 6 Click a radio button to select the desired option under “Format,” “Orientation,” “Images,” and “Selection.”
- 7 (Optional) Enter a heading that appears at the top of the published Adobe PDF (Windows only) or HTML file.
- 8 If you are publishing directly to the web, make sure your computer is connected to the Internet.
- 9 Click “Publish.”

**NOTE:**

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*In Windows, the designated URL is specified in the Microsoft Web Publishing Wizard. See your Windows documentation or contact your network administrator for more information.*

## NETMEETING AND WEBSTER

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In Windows, Microsoft NetMeeting® provides tools for video, voice, and data conferencing sessions with remote users via:

- Local or Wide Area Network (LAN/WAN)
- Internet
- Modem-to-modem connection

By sharing the Webster software through a NetMeeting conference, all participants can share the use of a Webster PolyVision product. You and the other participants can share the annotation and projection tools. (No conferencing tools are provided on the Macintosh version of Webster.)

### NOTE:

*For more information about NetMeeting, visit [www.microsoft.com/netmeeting](http://www.microsoft.com/netmeeting) or view the built-in Help system in the NetMeeting application.*

### NETMEETING REQUIREMENTS

- A LAN, Internet, or direct modem connection
- NetMeeting 2.0 or higher

### USING WEBSTER IN A NETMEETING CONFERENCE

You can use Webster with NetMeeting in two ways:

- Sharing a view of the Webster software in NetMeeting
- Using Webster to drive the NetMeeting whiteboard

#### Sharing the Webster Software in NetMeeting

To share the Webster software in NetMeeting, giving all participants the ability to write on the current board pane:

- 1 Establish a NetMeeting conference with a remote participant.
- 2 Follow the NetMeeting instructions to select Webster as a shared application (see the NetMeeting documentation). Choose "Sharing" from the Tools menu in NetMeeting.

- 3 Make sure the NetMeeting button in the Webster command toolbar is not pressed.



NetMeeting button

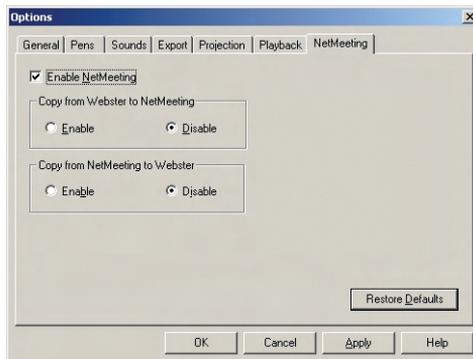
- 4 Bring Webster to the front.

## Using Webster with the NetMeeting Whiteboard

You can connect the Webster PolyVision product and the NetMeeting whiteboard so all writing is recorded on both applications' windows simultaneously.

To connect Webster and the NetMeeting whiteboard:

- 1 Choose "Options" from the Edit menu.
- 2 Click the "NetMeeting" tab. The following dialog appears:



- 3 Click "Enable NetMeeting," then click both "Enable" buttons to permit information transfer between Webster and the NetMeeting application.

### NOTE:

*To transmit but not receive in a NetMeeting conference, click the "Disable" button under "Copy from NetMeeting into Webster."*

- 4 Click "OK" to apply the setting and close the dialog.
- 5 Start or join a NetMeeting conference (see your NetMeeting documentation).

**NOTE:**

If the Webster status bar indicates “Cannot find NetMeeting Whiteboard,” click “Whiteboard” in NetMeeting to open the NetMeeting whiteboard.

- 6 To write on the shared whiteboard, tap the Webster pen and eraser buttons. All participants see the results on the NetMeeting whiteboard.
- 7 Choose “Join” from the Webster Conference menu.
- 8 To close connections so others can no longer see or talk to you, choose “Leave” from the Webster Conference menu.

**NOTE:**

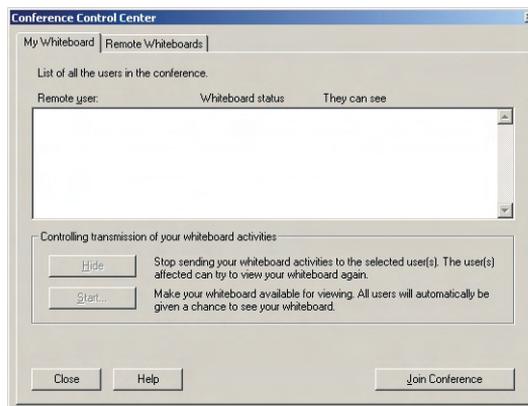
Annotations using the NetMeeting shape tools (squares, circles, etc.) are not recorded in Webster.

## Using the Conference Control Center

Webster includes a control center to provide easy access to information about the status of conference participants and to hide or show your whiteboard in the conference.

To use the control center:

- 1 Choose “Control Center” from the Conference menu to view the status of all users in the conference. You see the following dialog.



- 2 To stop sharing your whiteboard activity in the conference, click “Hide.”
- 3 To share your whiteboard activity in the conference, click “Start.”

- 4 If you are disconnected from a conference or want to join a conference in progress, click “Join Conference.”
- 5 To view the status of individual remote whiteboards, click the “Remote Whiteboards” tab and click “Show.”

## Conference View Preferences

Webster enables you to control whether remote viewers see everything, new writing, or just your current whiteboard.

To control remote viewer access:

- 1 Choose “Preferences” from the Conference menu. You see the following dialog.



- 2 Click beside your view preference:
  - “New drawing only”: Remote users can see only new writing you add.
  - “Current whiteboard contents only”: Remote users see the current whiteboard contents but not new writing.
  - “Everything”: Remote users see the current board and everything you write.
  - “Don’t prompt me when remote users try to see my whiteboard”: Check to receive no message when a remote user requests to look at your PolyVision product.

## USING WEBSTER PROJECTION MODE WITH NETMEETING

If you are in projection mode and connected to a NetMeeting conference, note the following:

- The Show Webster button toggles between the NetMeeting whiteboard (not Webster) and the current screen.

- To check how the software is recording data, maximize the Webster window, then tap Show Webster to return to the NetMeeting whiteboard (Webster minimizes itself).
- It is better to use the stylus, not the markers, to annotate the whiteboard.

### Scrolling While Shared

If your computer has a higher resolution than other computers in your NetMeeting conference, its scrolling area is limited by the computer with the lowest resolution. Some edge areas of windows may not be visible.

You can set up scrolling in NetMeeting to allow lower resolution computers to display all Webster windows properly as follows:

- 1 In NetMeeting, choose “Tools” from the Options menu.
- 2 Click the “General” tab.
- 3 Check the “Scroll Entire Screen” option, or to scroll only the shared windows, check “Scroll Shared Windows Only.”

## TROUBLESHOOTING NETMEETING

PROBLEM	CAUSE	SOLUTION
Participants cannot see the Webster whiteboard	Two-way communication is disabled	Enable communication with NetMeeting (see "Using Webster in a NetMeeting Conference" on page 59).
NetMeeting "Share" menu is grayed out	No NetMeeting call set up	Host or join a NetMeeting call.
The software appears gray or patterned to other users	The software window is overlapped on your desktop or not shared	Minimize all windows except Webster or exit all programs except Webster and NetMeeting. Share the Webster software from NetMeeting's "Tools" menu.
Cannot save or print in Webster	The software is being hosted by another computer	File menu commands are functional only on the computer hosting the Webster software.
Edges of the Webster window are hidden	The software is being hosted by another computer with a higher resolution	Increase your monitor's resolution or ask the Webster host to set up scrolling (see "Scrolling While Shared" on page 63).

## WEBSTER OPTIONS

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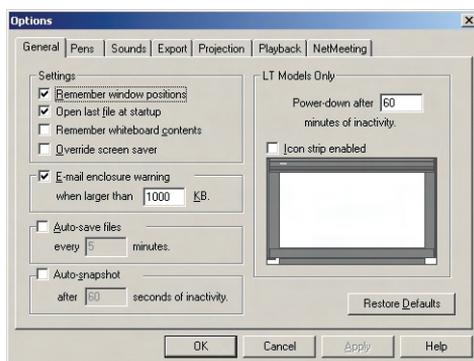
Software options enable you to customize your use of Webster.

### CUSTOMIZING GENERAL OPTIONS

Options on the General tab enable you to specify settings that apply to features throughout Webster.

To customize General options:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).
- 2 Click the “General” tab. The following dialog appears.



“Remember window positions”: Check to remember the window size and location on the screen when you next launch Webster or create a new file.

“Open last file at startup”: Check to return to the last file you were working in when you launch Webster software. Leave unchecked to open a new untitled file each time.

“Remember whiteboard contents”: Check to retain the Current Board pane contents when you open a new file. Leave unchecked to start with a blank Current Board pane when you open a new file.

“Override screen saver”: In Windows in projection mode, a screen saver running on your computer may interfere with your work. Check to keep the screen saver from starting in Webster without having to change display

settings for the computer. The cursor on your screen flickers slightly to indicate that the option is activated.

**NOTE:**

*“Override screen saver” is not available in Windows NT.*

“E-mail enclosure warning”: Check to have Webster warn you if your e-mail enclosure exceeds a specified file size when you use “Send Mail” in the File menu. Refer to “Sending a Snapshot via E-mail” on page 55.

“Auto-save files”: Check to have Webster automatically save the open file at specified intervals, then enter the desired interval.

“Auto-snapshot”: Check to have Webster automatically capture a snapshot after a specified interval of inactivity, then enter the desired interval of inactivity.

To restore factory default options:

- Click “Restore Defaults.”

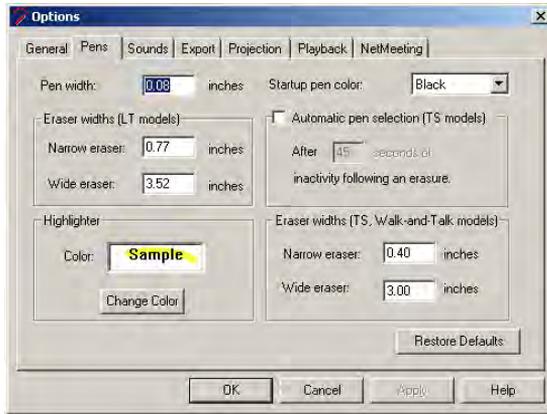
## CUSTOMIZING PENS AND ERASERS

Options on the “Pens” tab enable you to customize the pen and eraser width, default pen color, pen shape, and the amount of time before the tool automatically switches to the default pen.

To customize Pen options:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).

- 2 Click the “Pens” tab. The following dialog appears.



“Pen width”: Enter the desired pen width for the smallest pen. The medium and large pen widths are multiples of the smallest pen width. Changes apply only to all future strokes.

“Eraser widths”: Specify the eraser width for the large or small eraser.

“Pen shape”: (Macintosh only) Two pen shapes are available: round and square. Use the round shape for better quality strokes. Use the square shape when you need faster recording.

“Highlighter”: To specify the color of the highlighter tool, click the color sample and choose a color from the color palette.

“Startup pen color”: Choose a color from the drop down list to specify the default pen color that is active when you first launch Webster and begin writing. This color is also used when the software automatically switches back to the pen tool.

“Automatic pen selection (TS and TSL models)”: The software can detect inactivity following use of an eraser and automatically switch back to the default pen. This feature protects your work if your last action was an erasure and you forgot to specify a new pen color before continuing to write on the board. Enter the amount of time (in seconds) to elapse before the software switches to the default pen. If you do not use this option, the tool you select (pen or eraser) stays in effect until you select a different one.

“Eraser widths (TS, TSL, Walk-and-Talk models)”: Specify the eraser width for the large or small eraser.

To restore factory default options:

- Click “Restore Defaults.”

### CUSTOMIZING SOUNDS (WHITEBOARDS ONLY)

Audible feedback on TS, TSL, WT or WTL whiteboards indicates which tool you are using. By default, the TS and TSL whiteboards emit sounds:

- On startup and shutdown
- Selecting a tool (pen or eraser)
- Using an eraser function
- Touching or writing on the whiteboard

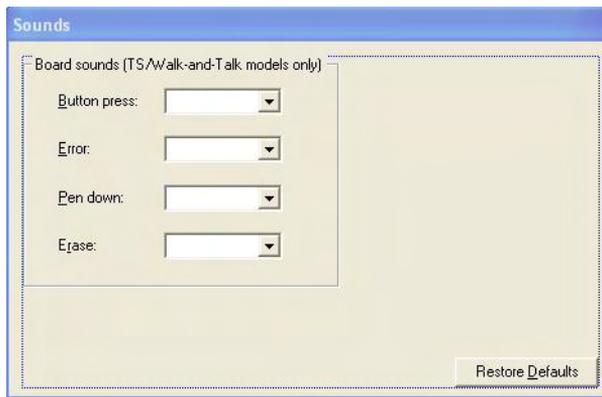
You can change the sounds associated with functions or turn them off.

**NOTE:**

*If you turn sounds off, the board no longer provides audible feedback that a particular tool is in use, that the whiteboard is communicating with your computer or that an error exists. We recommend that you not customize sound settings until you are thoroughly familiar with Webster.*

To customize Sound settings:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).
- 2 Click the “Sounds” tab.



- 3 Select a sound from the drop down menus. On a Macintosh, click the speaker icon to hear the sound.
- 4 Click “OK” to apply the settings and close the dialog.

To restore factory default options:

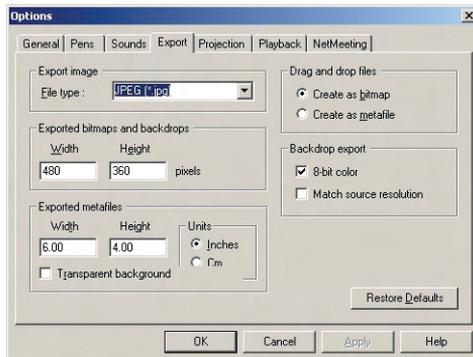
- Click “Restore Defaults.”

## CUSTOMIZING IMAGE EXPORT

You can specify the default characteristics for images that you export. (Refer to “Exporting Snapshots” on page 43.)

To customize export settings:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).
- 2 Click the “Export” tab. The following dialog appears.



“Export image”: Choose the default exported image file type. This file type appears as the default in the “Export Image” dialog.

“Exported bitmap and backdrops” (Windows), “Export Image Dimensions” (Macintosh): Define the default pixel width and height of the resulting image when you export in one of the bitmap formats.

“Exported metafiles”: In Windows, define the width and height in inches or centimeters of the resulting image when you export a snapshot as a metafile. Check “Transparent background” if you want the background of the resulting metafile to be transparent. Otherwise the background is filled.

“Drag and drop file”: Choose the file type of the resulting image when you drag and drop a snapshot into another application. In Windows, the options are bitmap or metafile. On a Macintosh, the options are picture, bitmap, Compressed PICT, JPEG, JPEG-2000, MacPaint, Photoshop, PNG, QuickTime Image, SGI, TGA, Adobe PDF, and TIFF formats.

“Backdrop export”: (Windows only) When you export a snapshot or the current board to use as a backdrop, check to make the resulting image file “8-bit color,” which saves memory and “Match source resolution,” which retains the resolution of the original source graphic rather than filling the board’s dimensions.

To restore factory default options:

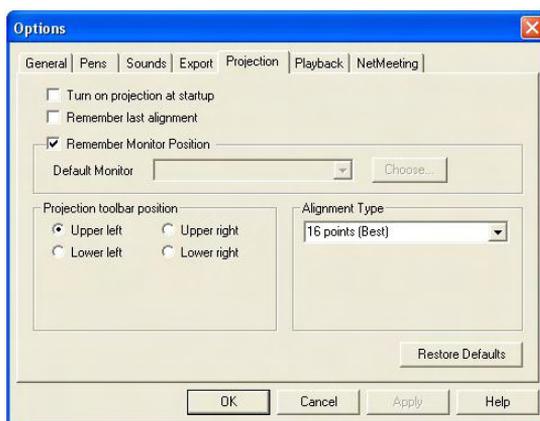
- Click “Restore Defaults.”

## CUSTOMIZING PROJECTION MODE SETTINGS

You can specify features that are available in projection mode. (Refer to “Using Webster with a Projector” on page 23.)

To customize projection mode settings:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).
- 2 Click the “Projection” tab. The following dialog appears:



“Turn on projection at startup”: Check to enter projection mode automatically whenever you launch Webster. This setting is recommended for permanently connected FSM models.

“Remember last alignment”: If your PolyVision product and projector remain in the same positions, check this box to use the same projection alignment each time. No alignment screen displays when you enter projection mode.

“Remember monitor position”: If your computer is connected to multiple monitors, check this box to remember which monitor to use when you next enter projection mode. Click “Choose” to open the “Select Projection Monitor” dialog which lists all the connected monitors. Click to select the monitor that should be used for projection mode.

“Projection toolbar position”: Choose the corner of the screen for the projection toolbar to appear when Webster first enters projection mode. Later, you can drag the toolbar to any position on the screen.

“Alignment type”: Choose between three levels of projection alignment: 4-point, 8-point, and 16-point. The more points you choose, the more accurately the cursor will be controlled from the PolyVision product.

To restore factory default options:

- Click “Restore Defaults.”

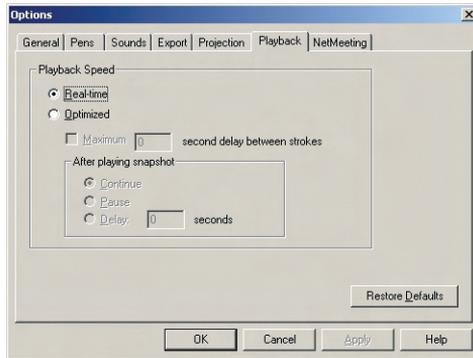
## CUSTOMIZING PLAYBACK OPTIONS

You can specify preferences for the timing used during playback of snapshots. Refer to “Playing Back Snapshots” on page 41.

To change playback speed and delays:

- 1 Choose “Options” from the Edit menu (Windows) or “Preferences” from the application menu (Mac).

- 2 Choose the “Playback” tab. The following dialog appears.



“Real-time”: Check to play back all pen strokes, erasures, and pauses at the same speed that they were created, including any pause that occurred between strokes.

“Optimized”: Check to optimize playback speed, so that pauses between strokes are eliminated.

“Maximum delay between strokes”: For optimized playback, enter a maximum delay between strokes. If there was a pause between strokes longer than the value you specify, playback will pause for only the amount of time you specify.

“After playing snapshot”: For optimized playback, choose:

- “Continue”: Click to repeat playback in a loop with no interruption.
- “Pause”: Click to pause after playback of one snapshot in a loop is complete. Click the “Pause” button on the toolbar to continue the loop.
- “Delay”: Click to enter a delay after playback of an entire snapshot is complete, before playback of the next snapshot in a loop, then specify the delay.

To restore factory default options:

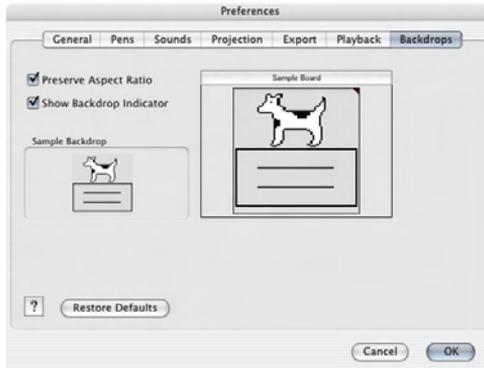
- Click “Restore Defaults.”

## CUSTOMIZING BACKDROPS ON A MACINTOSH

When you create a backdrop on a Macintosh, you can specify to preserve the aspect ratio and to display a backdrop indicator. Refer to “Adding a Backdrop to a Snapshot” on page 51.

To specify backdrop options (on a Macintosh):

- 1 Choose “Preferences” from the application menu.
- 2 Choose the “Backdrops” tab. The following dialog appears.



“Preserve Aspect Ratio”: Check to maintain the aspect ratio of the original backdrop art. Uncheck to cause the backdrop to stretch to fit your board shape.

“Show Backdrop Indicator”: (Macintosh only) Check to display a solid-colored tip at the upper right corner of snapshots to indicate that a backdrop is included.

To restore factory default options:

- Click “Restore Defaults.”

## CHANGING PEN COLORS IN WINDOWS

In Windows, you can change the four default pen colors from red, black, green, and blue, to any of 16 colors. You can also change the background color from white to any of 16 colors.

The default colors are:

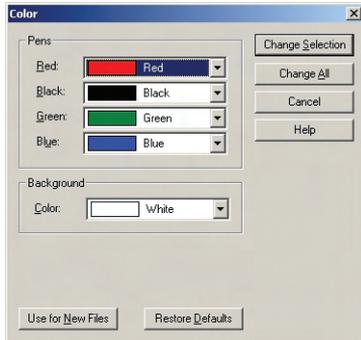
- Pens: Red, Black, Green, Blue

- Background: White

For TS and TSL whiteboards, the default pen colors correspond to the colors of the pen icons on the whiteboard icon strip and the supplied markers. For Walk-and-Talk models the default pen colors correspond to the ink color buttons on the remote control.

To change the default colors in Windows:

- 1 Choose “Color” from the Edit menu. The following dialog appears.



- 2 Select a new pen and/or background color from one or more of the drop down menus.
- 3 Specify:
  - “Change Selection”: Click to apply the new colors to the selected snapshot(s) or current board.
  - “Change All”: Click to apply changes to all snapshots and the current board in the open file.
  - “Use for New Files”: Click to apply changes to the current file and new files that you create. Otherwise changes apply only to the currently open file.

To restore factory default options:

- Click “Restore Defaults.”

## TROUBLESHOOTING, CARE, AND MAINTENANCE

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This section contains suggestions to help you care for, maintain, and troubleshoot Webster. It also includes technical support information.

### GETTING ON-LINE HELP

On-line Help is available whether or not Webster is running.

OPTION	PROCEDURE
Help file	From the Windows taskbar, choose "Programs" from the Start menu and choose "Help" from the Webster menu. On the Macintosh, choose "Webster Help" from the Webster Help menu.
Help topics	In the Windows software, choose "Topics" from the Help menu or click the Help button on the command toolbar. On the Macintosh, choose "Webster Help" from the Webster Help menu.
Context-sensitive Help for a specific feature	In Windows, press F1 or click the Help question button on the command toolbar, then click on the feature or dialog. (Not available on the Macintosh.)
Context-sensitive Help for a dialog	In Windows, in the dialog, press F1 or click the Help button. On a Macintosh, click the question mark icon at the bottom left corner of a dialog box.
Brief description of a feature	In Windows, hold your cursor over the feature and read the bottom left corner of the Webster main window. (Not available on the Macintosh.)

### TROUBLESHOOTING WHITEBOARD HARDWARE

This section contains troubleshooting for TS and TSL whiteboards. For other models, refer to the installation guide or user guide provided separately.

## Troubleshooting TS and TSL Whiteboard Hardware

PROBLEM	CAUSE	SOLUTION
Green LED off	No power	Plug in the whiteboard power cord and check your power outlet.
Green LED blinking	No communication with the software	Make sure your computer is on. Re-specify the port for the whiteboard in Webster (see “Establishing Communication With Your Computer” on page 6).
Green LED blinking rapidly	Power supply problem	Unplug the whiteboard power cable and plug it back in.
Green LED very bright	Whiteboard is being touched	Make sure nothing is touching or leaning against the whiteboard.
Cannot establish communication properly with the whiteboard	COM port conflict	Confirm cable connections. Choose “Find Whiteboard” in the Edit menu to search for the correct port. In Windows, check the COM ports in use by Webster for conflict with other device software. If you are using a serial to USB converter, make sure you install and activate the software that comes with the converter.
No sound	Sounds turned off; Insufficient pressure while writing	Turn sounds on (see “Customizing Sounds (Whiteboards Only)” on page 68). Maintain firm, consistent pressure while writing.

**NOTE:**

*For more information on troubleshooting COM ports and serial devices, see your computer’s documentation.*

## TROUBLESHOOTING SOFTWARE

PROBLEM	CAUSE	SOLUTION
Some writing not recorded properly	Insufficient pressure while writing on the whiteboard	Maintain firm, consistent pressure while writing.
	Multiple contact points on whiteboard	Contact the whiteboard only with the pen, stylus, or eraser.
	Improper eraser use	For narrow erasures, maintain firm, consistent pressure. For wide erasures, place eraser flat on the whiteboard.
	Pen not sufficiently lifted between strokes	Make sure that you lift the pen off the board between strokes (characters, for instance).
	Electronic interference	Relocate the board.
Squeaking noise while using a marker	Too much pressure	Use less, but consistent, pressure.
Communication error message	Communication problem	Check all cables and restart Webster. Check Webster's port setting (see "Establishing Communication With Your Computer" on page 6). In Windows, change Webster's COM port. On a Macintosh, if applicable, try using a different USB adapter.

PROBLEM	CAUSE	SOLUTION
"Send Mail" does not open an e-mail message	Default e-mail application not specified or configured	In Windows, go to the Mail control panel and configure your mail system. For Mac OS 9, go to the Internet control panel and select/configure your default e-mail application. For Mac OS X, Mail is the default email application. Change the preferences in Mail to configure or change your default email application.
No "Export" on a Macintosh	QuickTime 5.0 or higher "Recommended Install" required	Install QuickTime from the Webster installation CD using the "Recommended Install" option.

### TECHNICAL SUPPORT

If reviewing the above sections fails to resolve your hardware or software problem, contact PolyVision USA Technical Support:

- Phone: 800-620-POLY (7659)  
Technical support representatives are available Monday through Friday from 8 AM Eastern time to 8 PM Eastern time.
- E-mail: [support@polyvision.com](mailto:support@polyvision.com)
- Internet: [www.polyvision.com](http://www.polyvision.com)

Or, outside the USA, contact PolyVision Europe/Asia Technical Support:

- Phone: +32 (0)89 32 31 30 or +1.678.542.3100
- Fax: +32 (0)89 32 31 31
- E-mail: [business.center@polyvision.com](mailto:business.center@polyvision.com)
- Internet: [www.polyvision.com](http://www.polyvision.com)

### CARE AND MAINTENANCE

This section contains care and maintenance instructions for all TS and TSL whiteboard models. If you have Walk-and-Talk models, refer to the installation and operation guide provided separately.

## Caring for the TS or TSL Whiteboard

Your TS whiteboard can have one of two possible surfaces. The appropriate care of each surface is very different. To determine which TS whiteboard surface you have, find the serial number located on the underside of the whiteboard tray next to the power connection.

Use the care instructions below if your board's serial number begins with "A" or "B":

- Wipe the whiteboard with a clean, soft, dry cloth or a duster.
- Clean whiteboard parts with a cloth dampened with mild soap and water. Stubborn stains can be removed using isopropyl alcohol.
- Do not use spray cleaners (such as whiteboard cleaner). Spray cleaners will damage the board.
- Do not use abrasive cleaners or cloths.

Use the care instructions below if your board's serial number begins with any other letter:

- For daily cleaning or as needed, rinse surfaces with water using a soft cloth or sponge. Dry with a soft cloth prior to writing.
- Remove any remaining marks with Sanford Expo Towelettes or equivalent. Whiteboard cleaners available from PolyVision or at office supply stores can also be used.
- **Important!** Always rinse with water and dry with a soft cloth to prevent future markers from smearing.
- For stubborn stains, you can use a paint/stain remover such as Goof Off<sup>®</sup>. After the stain has been removed, rinse with clean water and dry with a soft cloth.

For all TS and TSL whiteboards:

- Use only the dry-erase markers and erasers recommended by PolyVision. To order markers, call 1.800.620.POLY (7659) in the USA, 1.678.542.3100 outside the USA, or +32 (0)89 32 31 30 in Europe, or go to:
  - [www.polyvision.com](http://www.polyvision.com)
- Change eraser pads when they become dirty to leave less ink residue on your board. Replacement eraser pads are available directly from PolyVision. Call 1.800.620.POLY (7659) in the USA, 1.678.542.3100 outside the USA, or +32 (0)89 32 31 30 in Europe, or go to:

- [www.polyvision.com](http://www.polyvision.com)
- Do not use ballpoint pens or other pointed instruments on the surface.
- Do not use abrasive cleaners on the surface.
- To erase pen strokes made with permanent markers, write over the marks with a dry-erase marker of the same or similar color, then erase.
- To avoid damage, use only the power supply or cord that came with your Webster whiteboard.
- To store your whiteboard for prolonged periods, place it in a vertical position. Do not store flat.
- Keep all shipping cartons in case you need to return your Webster board for repair.

### Caring for the Markers, Stylus and Eraser

- Cover the markers when not in use.
- Store the markers horizontally (e.g., in the whiteboard tray).
- TS and TSL models: Clean the stylus with a cloth dampened with mild soap and water.
- Rub the eraser against a towel to remove ink residues. If excessive ink buildup occurs, contact PolyVision for a replacement pad. Call 1.800.620.POLY (7659) in the USA, 1.678.542.3100 outside the USA, or +32 (0)89 32 31 30 in Europe, or go to:
  - [www.polyvision.com](http://www.polyvision.com)

## INSTALLING THE TS AND TSL SERIES WHITEBOARDS

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To install the TS (touch sensitive) and TSL (touch sensitive with Lightning technology) whiteboard models, follow the steps in this section. If you have one of the Walk-and-Talk whiteboard models, the installation instructions are provided separately.

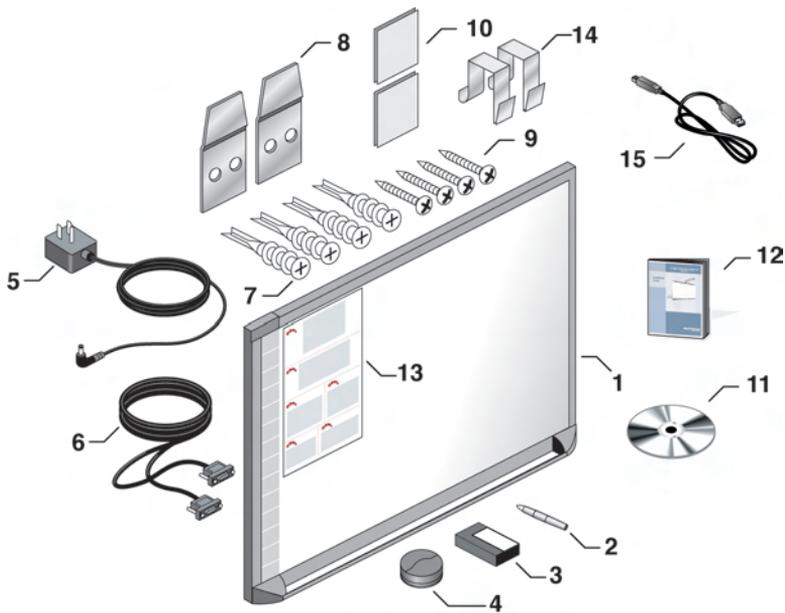
Three installation options are available for the TS and TSL series interactive whiteboards, depending on your model.

- You can hang the TS 400, TS 410, TSL 400 or TSL 410 from a cubicle divider using the hangers provided.
- You can mount any TS or TSL whiteboard to a mobile stand available from your Polyvision dealer. If you use this option, follow the mounting instructions provided with the mobile stand, then proceed to “Connecting Your Whiteboard” on page 84.
- You can also mount any TS or TSL whiteboard to a wall using the instructions provided here.

A wireless option is available for TS and TSL whiteboards. Instructions for installing and operating the TS Wireless option are also provided in this section. Refer to “Installing and Using the TS Wireless Option” on page 86.

## WHAT COMES IN THE BOX (TS OR TSL MODELS)

- 1 1 whiteboard
- 2 1 whiteboard stylus
- 3 1 box of four dry-erase markers (for some models)
- 4 1 round eraser
- 5 1 AC power cord (TS 400, 600, or 800 models)
- 6 1 serial port cable (TS 400, 600, or 800 models)
- 7 4 self-tapping sheet rock anchors (vary by model)
- 8 2 mounting brackets
- 9 4 Phillips screws
- 10 2 Velcro strips
- 11 1 Webster software CD (Mac/Windows)
- 12 1 user guide
- 13 1 peel-off quick start
- 14 2 cubicle hanging hooks (for some models)
- 15 1 USB cable (TS 410, 610 or 810 and all TSL models)

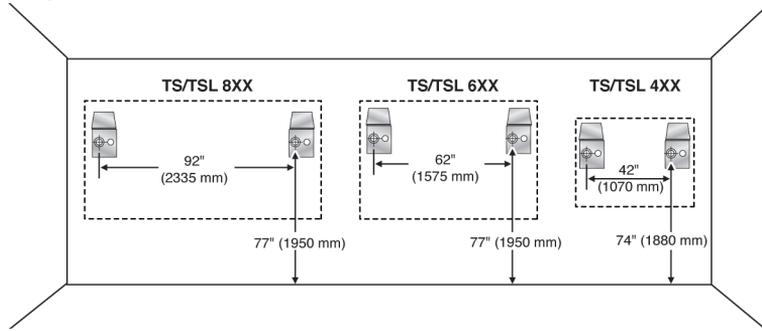


## MOUNTING YOUR WHITEBOARD ON A WALL

You will need a tape measure, Phillips screwdriver, and drill.

To mount any TS or TSL whiteboard on a wall:

- 1 Choose a location with convenient access to your computer, an AC power outlet, and any network connections or projectors you are using.
- 2 Carefully mark two drill hole locations as indicated below, based on your TS whiteboard model:



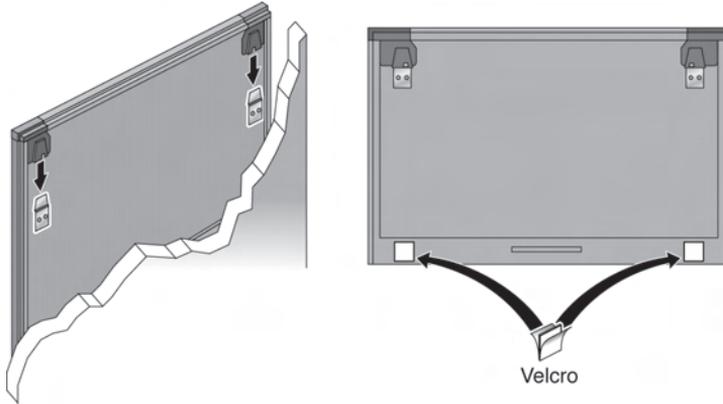
MODEL	DISTANCE FROM THE FLOOR TO THE HOLES	DISTANCE BETWEEN HOLE LOCATIONS
TS or TSL 400/410	74" (1880 mm)	42" (1070 mm)
TS or TSL 600/610	77" (1950 mm)	62" (1575 mm)
TS or TSL 800/810	77" (1950 mm)	92" (2335 mm)

- 3 Using the mounting plates as a template, mark two additional drill hole locations that are 3/4" (19 mm) from the original hole.
- 4 For sheet rock walls, screw the self-tapping sheet rock anchors into the wall using a power driver, if available. Wall anchors for the TS or TSL 400/410 are plastic. Wall anchors for TS or TSL 600/610 and TS 800/810 are metal.

### NOTE:

*If you are not installing on a sheet rock wall, you must provide your own fasteners.*

- 5 Attach the mounting bracket to the wall anchors on the wall using the four Phillips screws provided. Assure that the screws are snug.
- 6 With the help of an assistant, lift the board and hang it on the mounting plates using the slots at the top corners of the board.



- 7 Peel the backing off the front and back of the two Velcro strips.
- 8 Attach Velcro strips to lower right and left corners on the back of whiteboard and press against the wall.

To mount your whiteboard on an optional stand or easel, see the instructions included with your stand or easel, or visit [www.polyvision.com](http://www.polyvision.com).

## CONNECTING YOUR WHITEBOARD

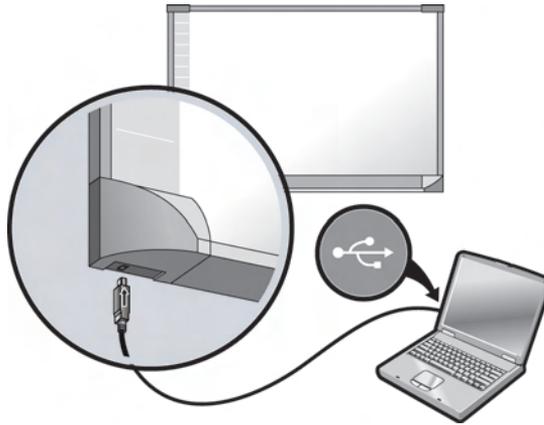
Ensure that both your computer and whiteboard are powered off before you make connections.

### Connections for all TSL and TS 410, 610, or 810 Models

To connect the whiteboard to your computer:

- 1 Plug the USB cable to the USB port on your computer.

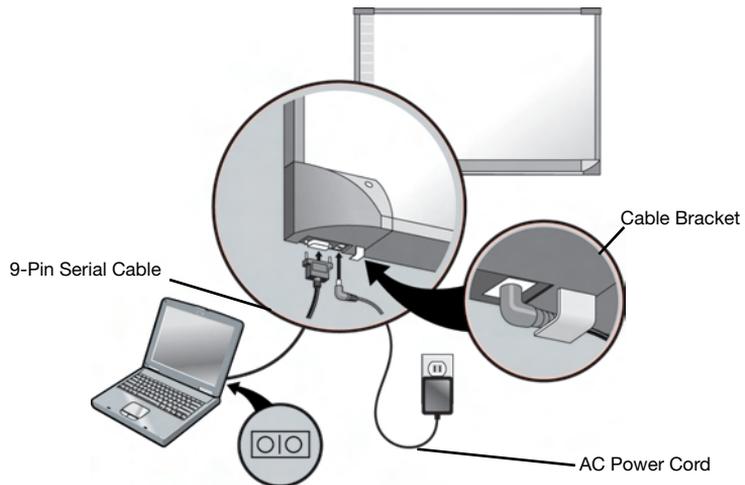
- 2 Plug the other end of the USB cable to the USB port on the whiteboard.



### Connections for TS 400, 600 or 800 Models

To connect the whiteboard to your computer:

- 1 Plug the AC power cord into the power connector on the bottom of the whiteboard, next to the serial port.
- 2 Twist the cord behind the cable bracket.



- 3 Plug the power cord into an electrical outlet.
- 4 Plug the 9-pin male end of the serial port cable into the whiteboard and tighten the screws.
- 5 Plug the other end into your computer's serial port (if necessary, use a USB to 9-pin serial adapter available from your Webster dealer).

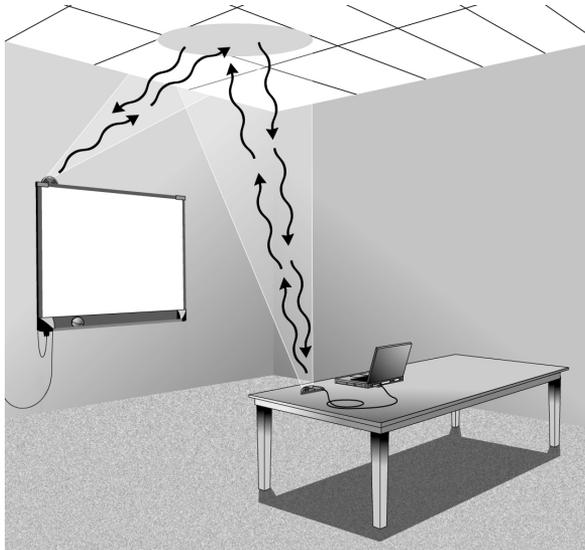
**NOTE:**

*The maximum serial port cable length is 25 feet (7.5 meters). For greater distances, a serial amplifier is required (available at computer networking suppliers).*

### INSTALLING AND USING THE TS WIRELESS OPTION

TS Wireless uses reflected infrared (IR) light to communicate between transceivers on your whiteboard and your computer. A direct line of sight between the transceivers is not needed for reliable communication. Both transceivers are designed to shine and detect IR light using the ceiling.

Install TS Wireless so both transceivers have an unobstructed view of the area of the ceiling between the two transceivers. This allows the IR from each transceiver to bounce over the heads of people writing on the board and sitting near the computer.

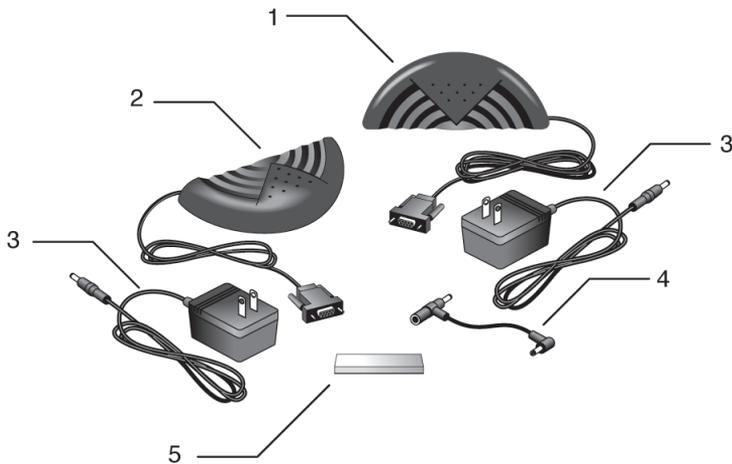


TS Wireless works best when the two transceivers are within 24 feet (7 m) of one another. The TS wireless option only works with TS interactive whiteboards.

Ceiling height and material also make a difference in performance. The higher the ceiling, the closer together the transceivers need to be. A non-IR reflective ceiling also reduces the range. The 24-foot (7 m) range assumes a typical office conference room with a ceiling height of between 8 and 12 feet (2.5 and 3.5 m) and a light-colored, acoustic tile ceiling. If your ceiling is not IR reflective, try using one of your walls. Do this by mounting one transceiver on the side of your whiteboard and pointing the other transceiver toward the wall on that side of the whiteboard.

### What Comes with the Wireless Option

- 1 1 whiteboard transceiver (with long cord)
- 2 1 computer transceiver (with short cord)
- 3 2 power adapters with cords
- 4 1 power sharing cable
- 5 1 strip of double sided, foam mounting tape



## Connecting to Your Whiteboard

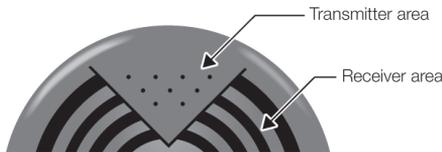
There are three basic steps to installing the TS Wireless transceiver on your whiteboard:

- 1 Mounting the whiteboard transceiver.
- 2 Connecting the serial communications cable.
- 3 Connecting the power cable.

## Mounting the Whiteboard Transceiver

We recommend mounting the whiteboard transceiver on top of the whiteboard above the upper-left corner of the board. The transceiver with the long cord mounts on the whiteboard. The transceiver is held in place using double-sided foam tape. However, we recommend that you set up both the board transceiver and computer transceiver of TS Wireless and check that you have a working communications link between the two transceivers before using the foam tape. The foam tape is not reusable.

There are two basic considerations for mounting the transceiver on the board. The most important of these considerations is assuring there are no shadows cast on the receiver section of the transceiver.



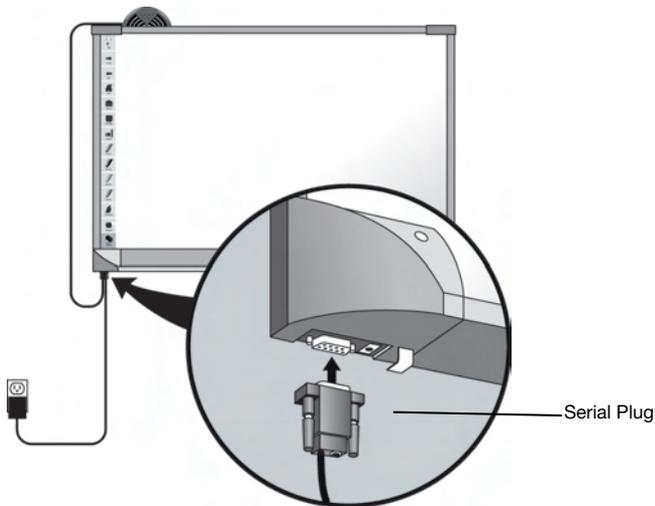
In most circumstances, the best position for avoiding shadows is to mount the transceiver as far forward as possible on the top of the whiteboard's frame. If your ceiling does not reflect IR well, try mounting the board transceiver on the left side of the board near the top of the board. This arrangement uses the left wall of the room as a reflector instead of the ceiling.

The second consideration is minimizing the slack in the cable that runs from the transceiver to the serial connection at the lower-left corner of the board. This consideration is most important on mobile boards where a loose wire might be snagged while the board is being moved. The slack can either be coiled behind the whiteboard, or the transceiver can be moved along the top of the board until the slack is taken up. It is best to plug in the serial connector before making the final adjustment to take up any slack. Note that the cable should come away from the serial connector

in a smooth curve, not at a sharp angle. Bending cords at sharp angles can damage the cords.

## Connecting the Serial Cable

The 9-pin serial plug at the end of the whiteboard transceiver cable plugs into the 9-pin serial socket below the lower-left corner of the board. The serial connection uses D connectors. D connectors only fit together one way. Align the wide side of the D connector on the cable with the wide side of the connector on the board and push them together. They should fit snugly together. Tighten the thumbscrew on the plug to prevent it from falling out of the socket.



## Connecting Power

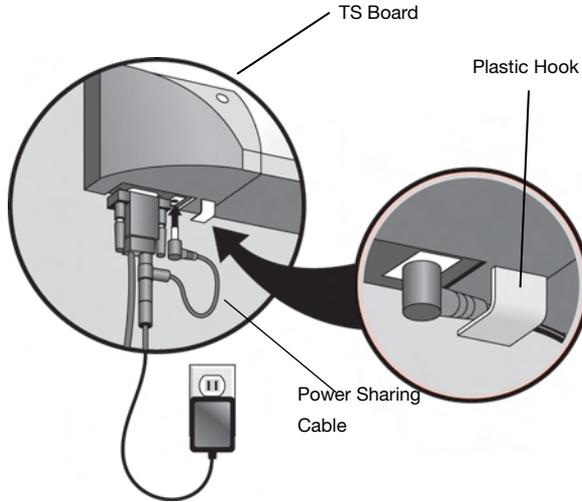
Transceivers are powered using an external power supply. The transceiver power supply plugs into a barrel connector socket located on the back of the serial plug.

Use the TS Wireless power supply to power both the transceiver and your TS whiteboard. Take the following steps:

- 1 Remove the power supply that came with the TS board and set it aside, if appropriate.

**NOTE:**

*The right angle barrel plug was designed to plug into the board with the cable passing through the plastic hook on the bottom of the whiteboard. However, the power sharing cable can be connected with either barrel plug in the board.*



- 2 Connect the power supply cable to the barrel socket on the power sharing cable.

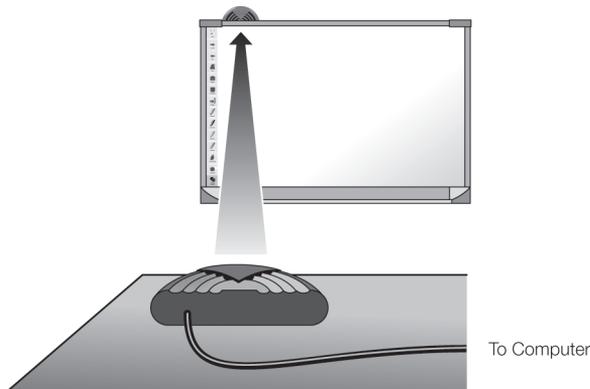
When your transceiver is properly connected to power, the light in the center of the transceiver comes on.

### Connecting to Your Computer

The transceiver with the short cord connects to the 9-pin serial port of your computer. If necessary, you can connect the transceiver using a USB to 9-pin serial adapter available from your PolyVision dealer.

Connect the barrel plug from the power supply to the back of the transceiver's 9-pin serial connector and plug the power supply into the wall.

Position the transceiver so the curved edge of the transceiver points toward the transceiver on the board.



Adjust the position of the computer and whiteboard transceiver until both transceivers show a green light, then use the double-sided tape to fasten the whiteboard transceiver in place.

Once TS Wireless is installed and while a wireless link is established (green lights on both transceivers) most TS whiteboard systems function just as they did with the serial or USB cable in place.

### Transceiver LEDs

The lights on both transceivers must be green for TS Wireless to work properly. It is possible for one transceiver to have a green light when the other transceiver only has an amber light. Be sure to check the lights on both transceivers before trying to use your whiteboard. It is also possible to have two green lights without the transceivers being plugged into the serial ports of the board or the computer and when either the board or the computer is not turned on.

Under certain circumstances the link breaks between TS Wireless transceivers. The light in the center of each TS Wireless transceiver tells you the current status:

- OFF: Transceiver is not receiving power.
- AMBER: Transceiver is receiving power.
- GREEN: Transceiver is receiving power and a signal from the other transceiver.

## Establishing a Wireless Link

TS Wireless transceivers attempt to establish a wireless link automatically whenever they are powered on. Connecting power to a TS Wireless transceiver does two things:

- The transceiver starts sending out a signal that the other transceiver can receive.
- The transceiver starts looking for a signal from the other transceiver.

The green light comes on when the transceiver with the green light can see the signal from the other transceiver.

## When a Wireless Link Breaks

When the wireless link breaks:

- The light on one or both of the transceivers turns amber.
- Data stops flowing between your whiteboard and your computer.
- Your Webster software may give you an error message.

The Webster software error message can appear even when both transceiver lights are green. This means that one of the two transceivers has come unplugged from the serial connection on the board or the PC or that the board itself has lost power.

## Re-establishing a Broken Link

It is possible to break the link in several ways. The two most obvious ways are to cover one of the transceivers or to unplug one of the transceivers from power. It is also possible to break the link by “shadowing” one of the transceivers. Because you can’t see IR light, you can’t see a shadow in the IR light being sent from one transceiver to another. A shadow usually occurs when a large object, like a person, is placed very close to one of the transceivers so it cannot see or bounce light off of the ceiling.

Remove the cause of the broken link and the link will automatically restore itself. The troubleshooting section gives you a list of symptoms, probable causes and cures for broken links.

## Troubleshooting the Wireless Option

PROBLEM	CAUSE	SOLUTION
Both transceiver lights are GREEN, but your software says communication has been lost.	One or both ends of the serial cable is unplugged.	<ol style="list-style-type: none"> <li>1 Check the serial connections at both board and computer.</li> <li>2 Some computers have multiple serial ports. Your whiteboard software may be trying to use a different serial port than the one your transceiver is connected to. Try connecting to a different serial port.</li> <li>3 Try disabling other software that may be using the same com port, such as Palm HotSync.</li> </ol>
One transceiver light is GREEN and the other is AMBER.	<ol style="list-style-type: none"> <li>1 The transceiver with the AMBER light is shadowed.</li> <li>2 The transceiver with the GREEN light is blocked.</li> </ol>	<p>Move the AMBER transceiver away from any tall or overhanging objects such as computer monitors.</p> <p>Reposition the GREEN transceiver away from any tall or overhanging objects. If the board side transceiver is GREEN look for objects hanging from the ceiling above and in front of the transceiver such as drapes or signs.</p>
Both transceiver lights are AMBER.	The transceivers are too far apart or are shaded from one another.	<ol style="list-style-type: none"> <li>1 Move the transceivers closer together.</li> <li>2 Move the transceivers out from under any overhanging objects.</li> <li>3 Move the transceivers away from tall, wide objects that are between the two transceivers.</li> </ol>

<p>The light on one transceiver is OFF.</p>	<p>This transceiver has lost power.</p>	<ol style="list-style-type: none"> <li>1 Check that the cord from the power supply is fully plugged into serial connector</li> <li>2 Check that the power supply is plugged into the wall.</li> <li>3 If a switch controls the wall plug, make sure the switch is on.</li> </ol>
<p>The connection keeps breaking and re-connecting while using the board.</p>	<p>Something moving in the room is periodically shadowing one of the transceivers. This is likely to be someone standing in front of the whiteboard, or walking in front of or sitting near the computer transceiver.</p>	<p>On the whiteboard side, move the transceiver higher on the wall. On the computer side, move the transceiver away from any aisles or walkways. Particularly, move the transceiver away from any place where a person is likely to sit in front of the transceiver.</p>

## WARRANTY

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This warranty applies to only TS series whiteboards. Warranties for other models are printed in their respective installation guides.

PolyVision Corporation warrants to the original consumer or other end-user purchaser that this product is free from defects in material and workmanship for a period of two years from the date of purchase and for five years if the product is registered through the PolyVision product registration web page. During the warranty period, and upon proof of purchase, the product will be repaired or replaced (with the same or similar model) at PolyVision's option, without charge for either parts or repair labor. Shipping costs will apply. Please keep your original sales receipt or delivery invoice for proof of purchase. Without proof of the purchase date, your warranty will be defined as beginning on the date of manufacture, which is recorded by serial number at the factory. This warranty applies only to the first end-user purchaser and only when the product is used in a country for which it is labeled for sale. Some factory-reconditioned parts may be used in the assembly of this whiteboard.

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- 1 Any product that is sold or used outside of North America and Europe unless the product was specifically labeled for sale in that country.
- 2 Any product on which the serial number has been defaced, modified, or removed.
- 3 Damage, deterioration, or malfunction resulting from, but not limited to:
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  - Use of unintended writing implements such as (but not limited to) ball point pens, pencils, fountain pens, or non-dry-erase markers.
  - Use of non-approved cleaning materials or solvents.
  - Repair or attempted repair by anyone not authorized by PolyVision.
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  - Removal or installation of the product.
  - Any other cause that does not relate to a product defect.
- 4 Cartons, carrying cases, pens, external cabinets, easels, or any accessories used in connection with the product.
- 5 Removal and/or installation charges.
- 6 Shipping charges to and from our factory or authorized repair depot.

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