

mimioBoard

User Guide

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Box Contents

1. Check to make sure that you have all of the mimioBoard components listed.

- 16' (5m) USB cable
- 2 - mimio stylus pens (Black & Red),
- 2 - mimio smartCaps (Blue & Green)
- 4 - Expo dry-erase markers
- 1 - mimio eraser and eraser holder
- 1 - AAA battery for eraser
- 4 - N-Cell batteries
- 1 - plastic mimioMouse pen insert
- 1 – set of wall mounting brackets for mimioBoard
- 1 – CD including mimio software, “Getting Started Guide” and installation instructions

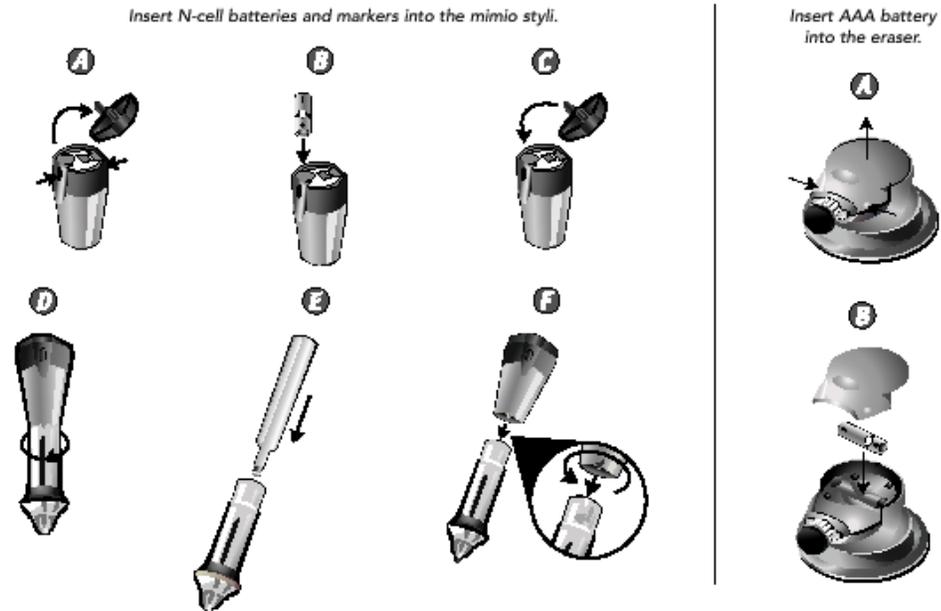
2. System Specification:

- MS Windows® 98, 98 SE, 2000 or XP
- IBM compatible – 166 MHz minimum
- 32 MB RAM minimum (64 MB recommended)
- 15 MB free hard drive space
- CD Rom Drive
- Available USB port

Setting Up

Equipment Set-up

First, install the appropriate batteries into the stylus pens and the mimio eraser. Then insert a dry erase marker with color matching the smartCap on the stylus.



Note: To use a stylus for mimioMouse mode, insert the plastic mimioMouse “pen” into the stylus pen of your choice.

Setting Up (Cont'd)

Software Installation

Install the software from the CD included in the box.

Load the mimio CD into your computer.
Click on "Install mimio software."



After inserting the CD, the browser image below will appear. Click on "mimio" under "install software". The software is free and can also be downloaded from our web site: www.mimio.com/software.

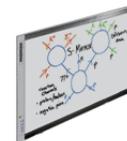
mimio®

- Install Software**
 - mimio®
 - Adobe® Acrobat Reader®
 - mimio writingRecognition™ §
 - mimio boardCast™ §
- User Guides**
 - mimio Xi™ Getting Started
 - mimioBoard™ Getting Started
- Control Panels**
 - mimioMouse™ Control Panel
 - Calculator Control Panel
- More Info**
 - mimio Xi
 - mimioBoard
 - mimio classRoom™
 - mimio writingRecognition
 - mimio boardCast
- On the Web**
 - mimio Website
 - mimio Store
 - Where to Buy
 - Customer Support
 - Contact
- EXIT**

§ - Purchase required



mimioXi



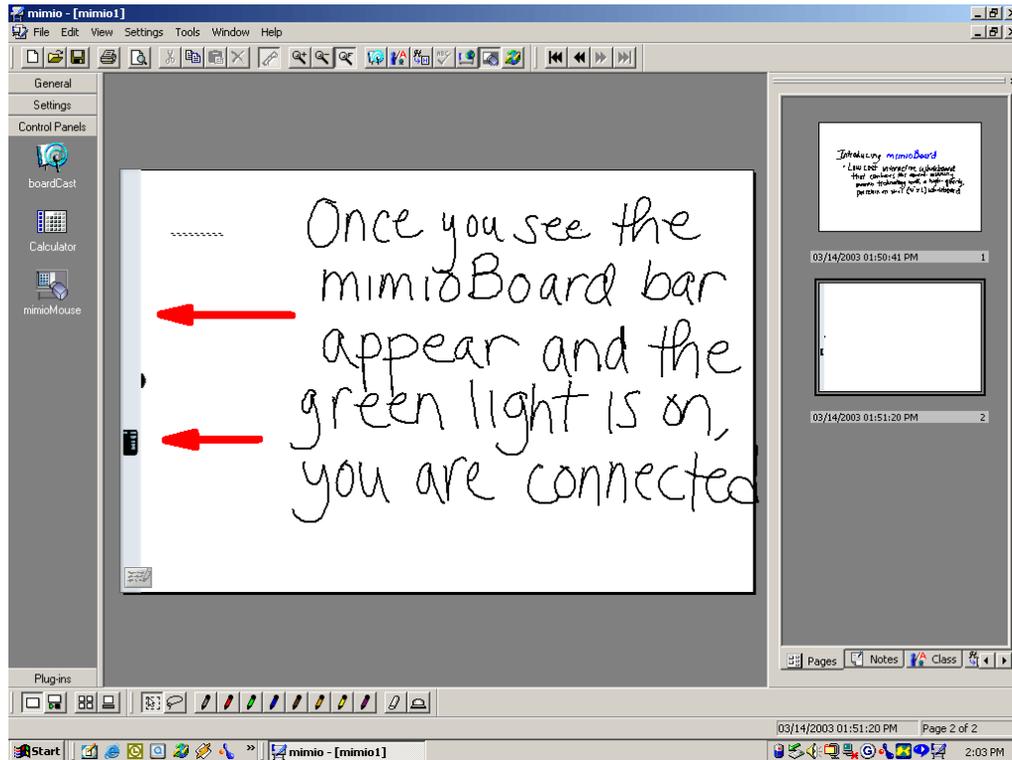
mimioBoard™

mimio Software supports mimio, mimio flipChart, mimio Xi, and mimioBoard.

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Getting Started

mimioBoard captures whiteboard notes in color in real time while connected to your computer.



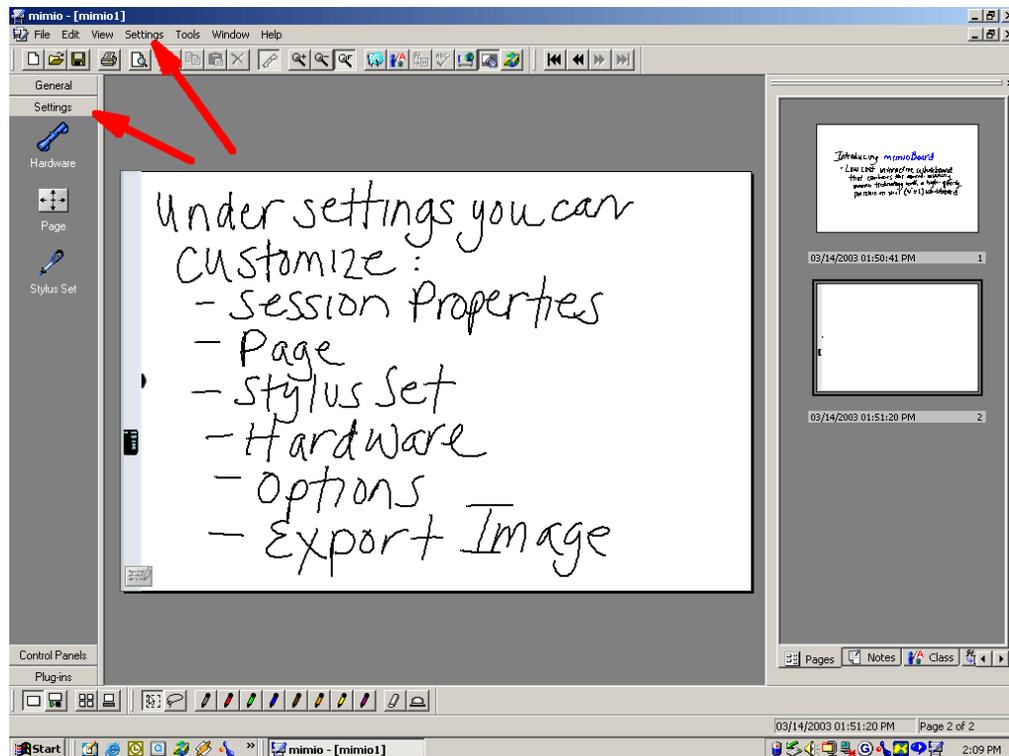
After installing the latest version of the mimio software – also available for free download at www.mimio.com/software - connect mimioBoard to your computer via the USB cable. You will notice a graphic window (with green check mark) appears in the lower right hand corner of your screen indicating that the board is communicating with the mimio software, i.e., is “connected”. You will also notice that the mimioBoard sensor bar image appears on the left-hand side of the virtual whiteboard in the mimio software.

Note: If the image of the mimioBoard sensor bar does not appear on the virtual whiteboard in the mimio software, you are NOT connected. Disconnect the USB cable from your computer and mimioBoard, wait a second and then reconnect the USB cable to both ends. If you still do not connect, please shut down the mimio software completely (from the mimio icon in the system tray) and then re-launch the mimio software. If you still fail to connect, please contact Technical Support at 877.846.3721.

Getting Started

Settings

Under the **Settings** menu (located on the main menu bar and on the far left-hand side), you can customize the following:



Session Properties: Add a title to your mimio file; list the attendees of the meeting as well as a short description of the meeting or class.

Hardware: You can test for signal interference under **Test Environment**. The most common type of interference is caused by motion detectors and direct sunlight to the infrared sensor located on the mimioBoard panel. If the Test Environment results indicate interference, attempt to position the mimioBoard out of the “line of sight” of such devices.

Stylus Set: You can change the **color** and **line thickness** of each individual stylus pen.

NOTE: You can change the pen stroke color and thickness for all previous pen strokes by pressing “OK” on the “**Apply to Previous**” box or you can have the changes affect only strokes made after the setting change. Attaching a different smartCap to the top of the stylus pen also allows you to change the color of the recorded ink to match the available colors of dry erase markers.

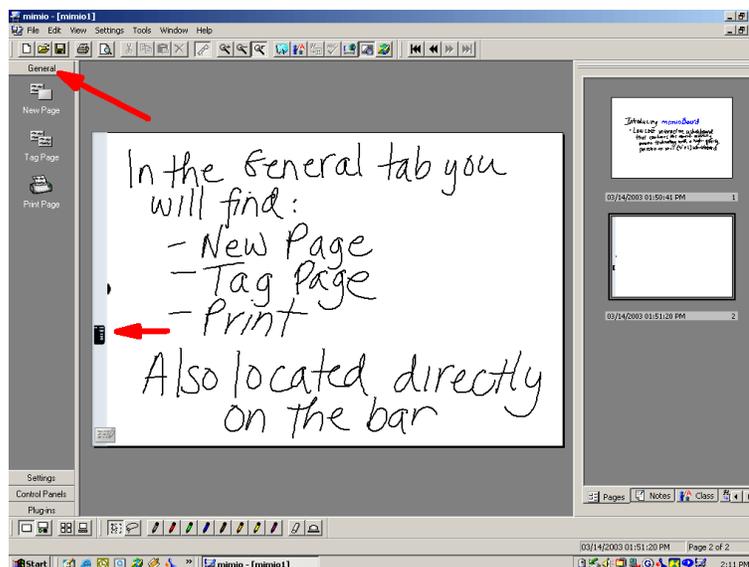
Export Image: You can specify the dimensions/resolution for exporting mimio files as images (bmp, .emf, .wmf, .jpg) and also select the file format for copying and pasting (and drag ‘n drop) content from mimio into other applications.

Options: You can customize your Settings (enable audio feedback, connect to last session), Formatting (date and time) and File Saving Features (save recovery files, auto save). These functions are designed to ensure that you will always save and capture your data without any chance of accidentally losing the information on the board.

Working with mimioBoard

General

Some of the most frequently used mimio features/functions are accessible from the “**General**” tab on the left-hand side of the mimio software. These functions are also located on the capture bar so that you have the flexibility of accessing them directly from the whiteboard or at the computer.



New Page: mimio saves a thumbnail of the current board and adds a new blank board to your recorded whiteboard session. After pressing New Page, the actual whiteboard can be erased with either a regular board eraser or mimio eraser. **Note:** after selecting New Page, the previous page cannot be edited from the whiteboard but can be edited in the software. (See p.13).

Tag Page: mimio creates a thumbnail of the current board and carries that same board content/concept to a new page allowing you to continue to add to it. Themes, ideas, concepts and/or problems can continue to be developed without having to start from scratch.

NOTE: Pages created by New Page and Tag Page are individually numbered and are selectable by number (single or in series) for purposes of printing, exporting to HTML and/or emailing.

Print Page: provided that a printer is installed, mimio will print the current page to the default printer.

Though not located under the “**General**” tab, the following options are located on the physical mimioBoard capture bar:

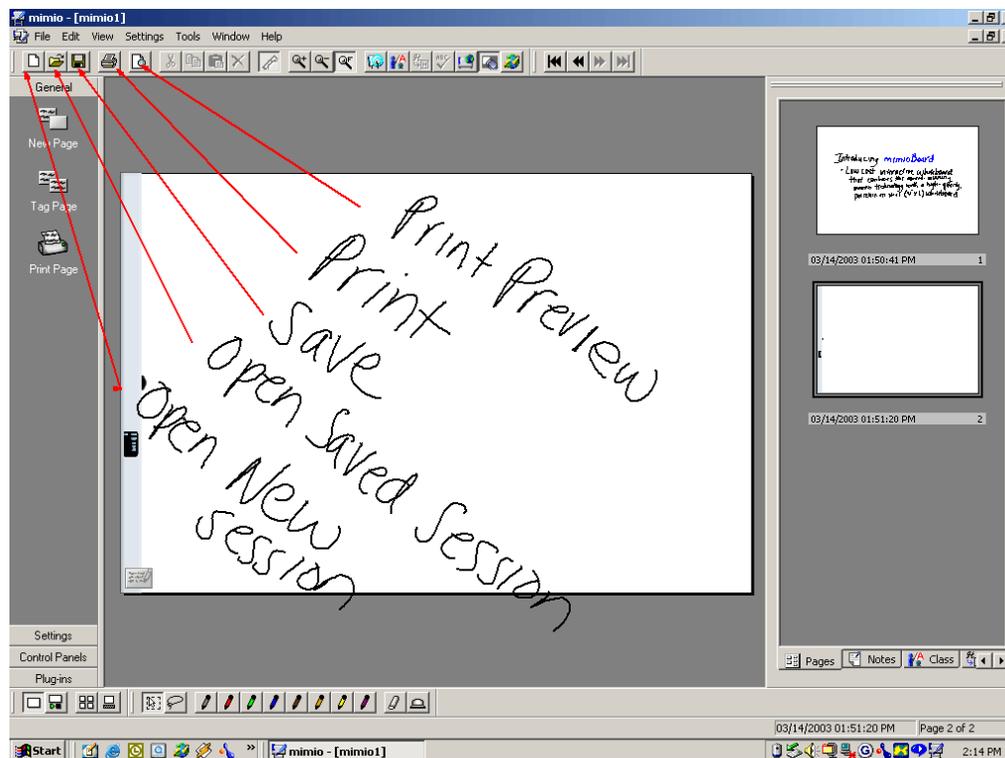
Maximize Board: maximizes / minimizes / restores the mimio application window on your computer screen.

Activate Control Panel: Activates installed Control Panels (e.g., mimioMouse, talking calculator). Your mimio software CD has instructions on downloading and using control panels. (Also see page 9).

Working with mimioBoard (cont'd.)

Navigating the mimio software

You will find that mimioBoard is easy to use and requires no special computer knowledge.



The buttons to the right of **Print Preview: Cut, Copy, Paste and Delete** become active when you highlight text in the Notes Tab View or in the optional writingRecognition & classRoom Tab Views.

The buttons to the right of the **Capture bar** toolbar button allow you to select an area of the whiteboard and **Zoom in, Zoom out** and return to **Full page**.

The next set of buttons activate the following mimio software plug-ins if installed: **mimio boardCast, mimio classRoom, and mimio writingRecognition** (See p.15). These plug-ins can also be accessed under the "**Plug-ins**" tab on the left hand mimio bar of the software. To install optional software plug-ins, an individual serial number must be purchased from a reseller, or directly from www.mimio.com/store.

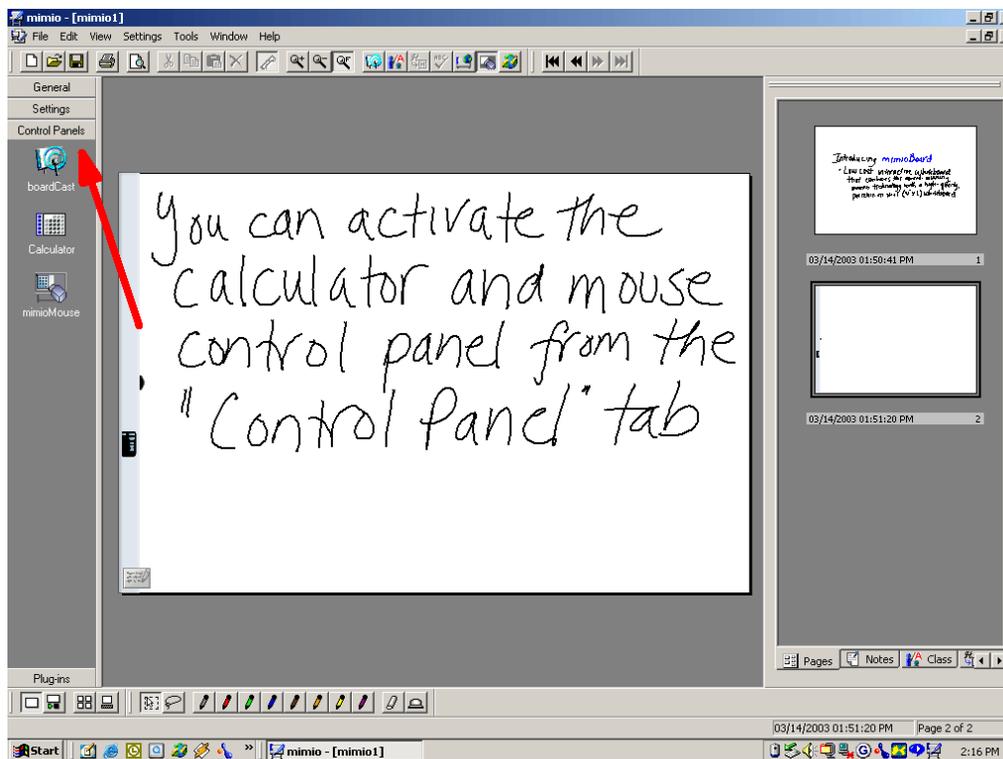
Other standard mimio software plug-ins are automatically installed with the mimio application: **mimioMouse, mimioMeetings and NetMeeting** (See p.14).

Note: Make sure that you have the latest version of mimio software loaded on your computer. If you are not sure what version you currently have, go to Help / Software Updates from the main menu to confirm that you have the latest version.

Working with mimioBoard (cont'd.)

Control Panels

The mimio software CD includes template files and instructions for using 2 Control Panels: mimioMouse and Talking Calculator. These Control Panels permit mimio and other computer functions to be operated directly from the mimioBoard instead of from the PC.



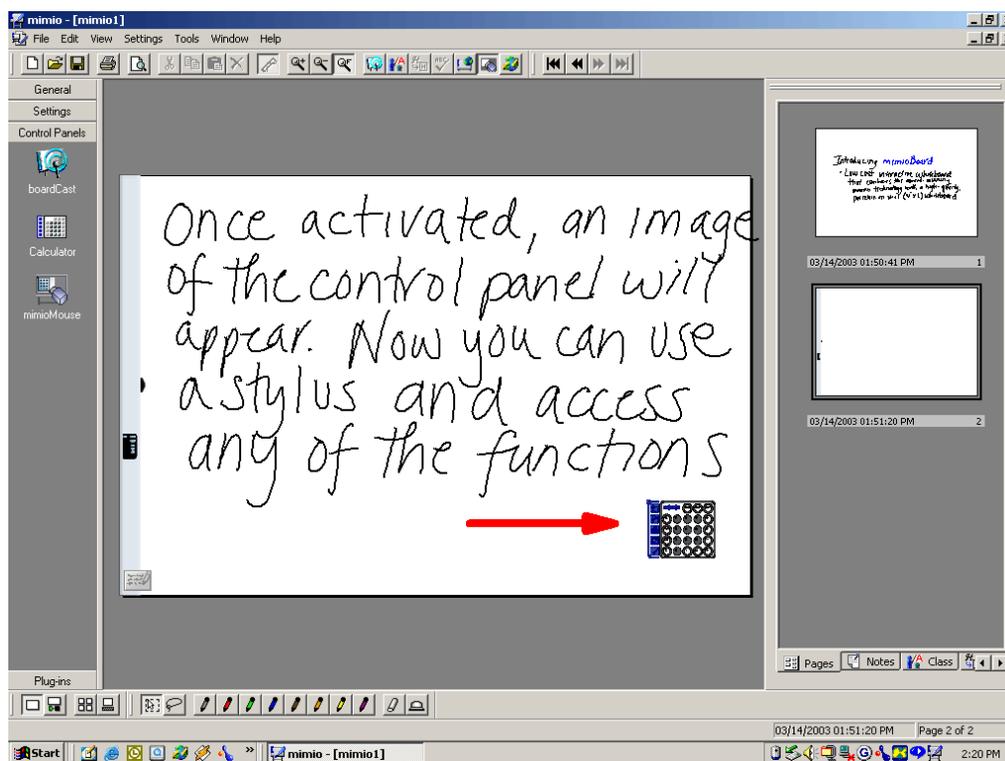
To calibrate and activate Control Panels, place one or both of the included Control Panel electrostatic decals within the 4'x6' board area. Then, push the bottom button located on the mimioBoard sensor bar (or under Control Panels in the software) until the Control Panel you wish to activate appears on the screen. Then follow the audio and visual instructions using one of the stylus pens. You may want to place the plastic mimioMouse insert into the stylus for this exercise to avoid marking the Control Panel with ink.

There is a Control Panel API developer's kit available on <http://www.mimio.com/software> , providing all the software tools and information required to design and program custom Control Panels which can be installed with the mimio software application. You can in effect develop interactive "hot keys" for specific functions on your PC controlled from the mimioBoard. *NOTE: Computer-programming skills(C++ & Visual Basic) are required in order to use the Control Panel API.*

Working with mimioBoard (cont'd.)

Control Panels

Once activated, your screen will show the panel(s) that you have installed.



At this point, all of the features and functionality of the Talking Calculator or mimioMouse Control Panel can be accessed from the location where you have placed them. We recommend placing the Calculator decal on the far right-hand side of the board because it includes a full set of control buttons, eliminating the need to use the left side button panel or computer to activate these commands.

The Calculator Control Panel activates a talking calculator function. For example, press the number 5; then the multiplication button; then number 5 again; and then the equal sign on the Control Panel ($5 \times 5 =$).... the calculator will do the rest, activating the calculator application on your PC desktop and speaking the entries, commands, and results through the PC sound system.

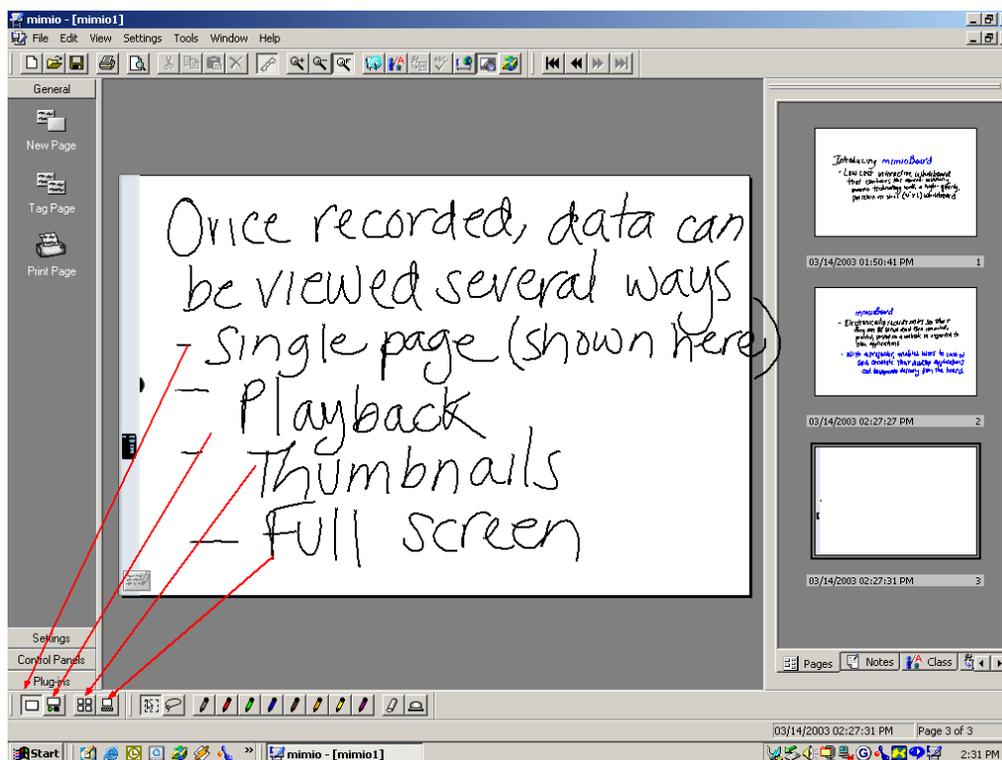
The mimioMouse control panel (for use when the PC desktop is projected onto all or part of the whiteboard) can be used to control mimioMouse calibration and also provides navigation of the cursor and return key within applications, access to the floating keyboard, mark-up capabilities and archiving. (See p. 21 for more information on mimioMouse) **NOTE: by initiating calibration of the mimioMouse Control Panel from mimioBoard, and then touching the calibration button on the Control Panel, it is possible to control and annotate your desktop applications and documents without making a single visit to your PC keyboard.**

To de-activate the control panel, simply click on Calculator or mimioMouse in the “**Control Panels**” tab in the mimio software or press the bottom button on the mimioBoard until the required Control Panel icon appears and its name is voiced and wait 3 seconds. A voice prompt will confirm that you have de-activated the panel.

Working with mimioBoard (cont'd.)

Views

You can **customize** the mimio user interface by clicking on **Views** in the mimio software and selecting the various options. **Note: The default Views setting displays all the options under the Views menu except “Capture Page” (maintains a constant thumbnail display of the active/last page). The default View is shown below.**

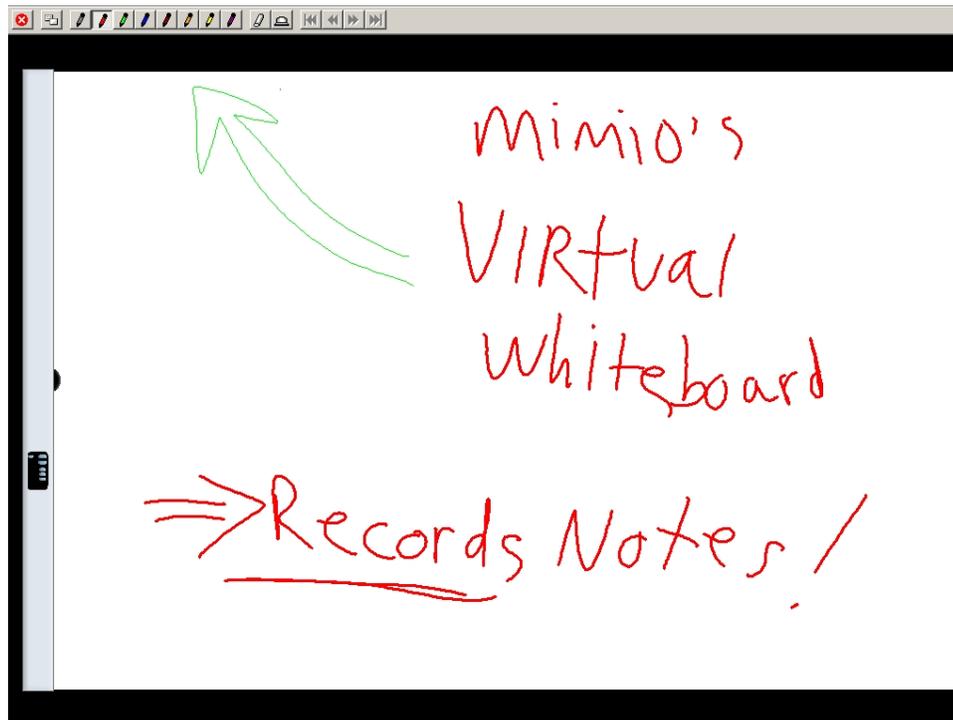


There are also 4 **Display** toolbar buttons located in the lower left-hand corner of the mimio application

- **Single board** – displays current capture page plus all tools and functions.
- **Player** - will play back your session stroke-by-stroke. You can increase/decrease playback speed and also choose to continually loop the playback in the **Settings-Playback-Options** dialog box. *NOTE: You can also right click on the New Page, Tag Page and Notes icons that appear in the upper right hand corner of the mimio whiteboard displayed in Playback View to insert or remove Tag Pages and New Pages at any point of the “timeline” of the mimio ink data file.*
- **Thumbnails** - every page you have created will be displayed on one screen with a date and time stamp. This is useful when reviewing content or creating a training record. Click on any thumbnail and that page will be displayed as the main window. The pen set at the bottom of the mimio application allows you or others to pick up a **pen** or **eraser** from the toolbar and append new “ink” data to the captured data or edit any pages followed by a New Page. Note: pages cannot be re-ordered.
- **Full screen** – fills the PC display with the mimio virtual whiteboard with no application icons or interface except a toolbar providing “soft” pens, erasers and controls. See following page.

Working with mimioBoard (cont'd.)

Full screen mode: Virtual Whiteboard



Full Screen Display is the ideal mimio application display mode for projection of the mimioBoard onto a large screen for lecture theatre or auditorium audiences, capturing and displaying whiteboard notes in real time.

When operating in **mimioMouse** mode (see p.21) Full Screen display will permit you to select with your mimioMouse any of the 8 color soft pens or the wide and narrow eraser tools and write or erase directly to the projected mimio whiteboard image interactively. The mimio .ink file will be created as if you were using stylus pens with real markers but without putting real marker ink on the board. Additional controls on the Full Screen Navigation Toolbar allow you to clear the board to start a New Page and to scroll Forward and Back through Tagged Pages or jump to the beginning or end pages of the file.

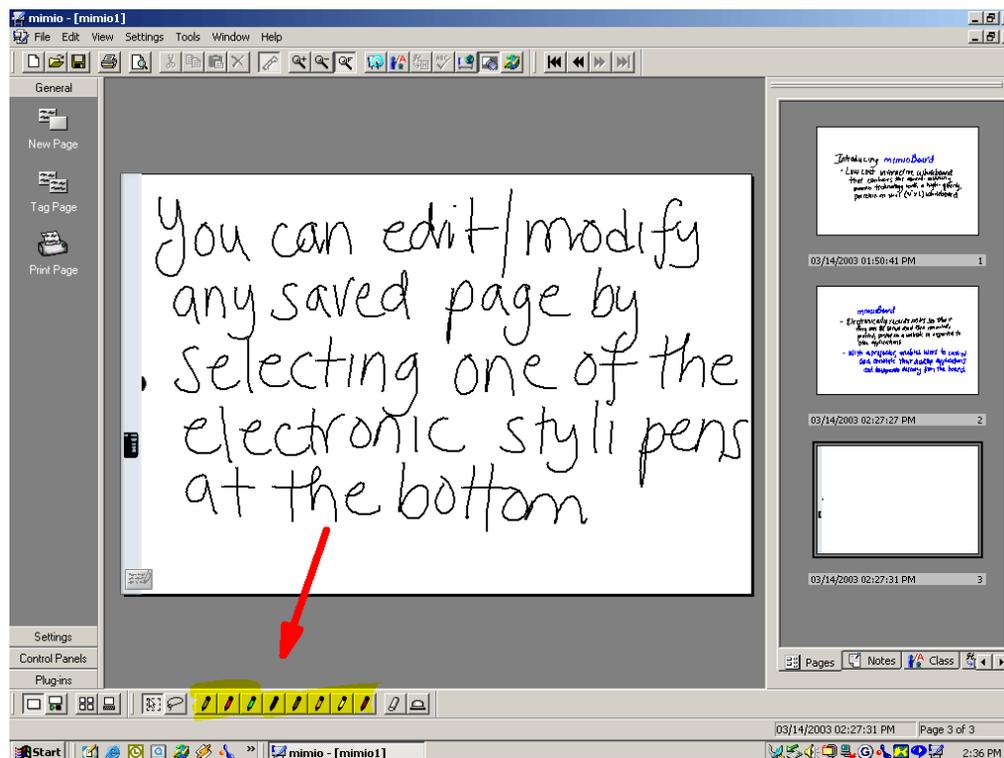
To exit Full Screen display and return to the standard mimio application display just click on the red circle with "X".

Note: If you have been using a soft pen, remember after exiting Full Screen Display to press the cursor icon button in the standard application tool bar so that your mimioMouse does not write unintended "ink".

Working with mimioBoard (cont'd.)

Editing boards

mimio software faithfully replicates the reality of the whiteboard you are using. Once you have changed or erased the writing on the board, you cannot return in the software to a “Saved” or “Tagged” page and use a mimio stylus pen to add to or edit the Ink data. However, mimio pages can be edited in either of 2 ways:



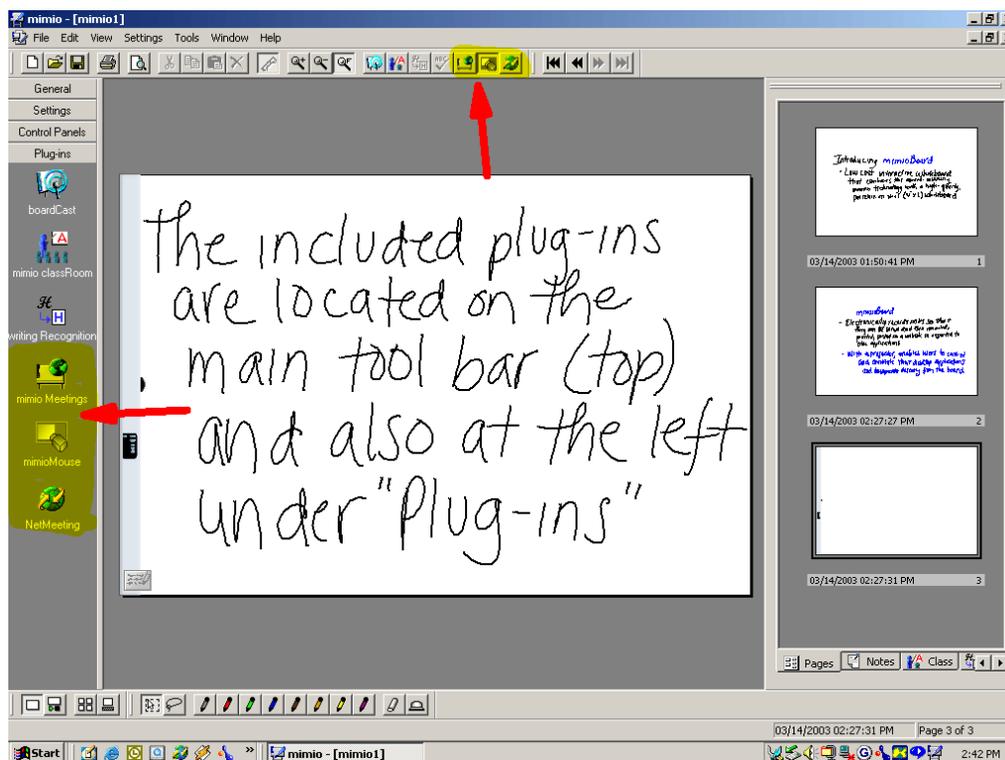
Only if the page you wish to edit is followed by a New Page, you can use your mouse to select one of the eight “soft” stylus or two “soft” eraser toolbar buttons located in the Styli and Erasers toolbar, to edit or add to the ink data on the page.

You can add additional data to any mimio .ink file by simply opening the file on your PC with the mimioBoard connected or by opening the file on any PC with mimio software installed and any mimio technology device (mimio, mimio Xi, mimio flipChart, mimio for Mac) and writing with any mimio stylus pen.

Working with mimioBoard (cont'd.)

Plug-ins

mimio software is installed with **plug-ins** which extend functions and links to other applications.



mimioMeetings – clicking on the mimioMeetings plug-in icon when connected to the internet will open your web browser to <http://www.mimio.com/meetings/index.html> where you will find links to Glance.net and other third party online conferencing solutions which will permit shared viewing of your mimio whiteboard over the internet. As a shared application with these third party solutions, mimio is the ideal tool to bring a real whiteboard into the view of all meeting, training, or classroom participants regardless of location.

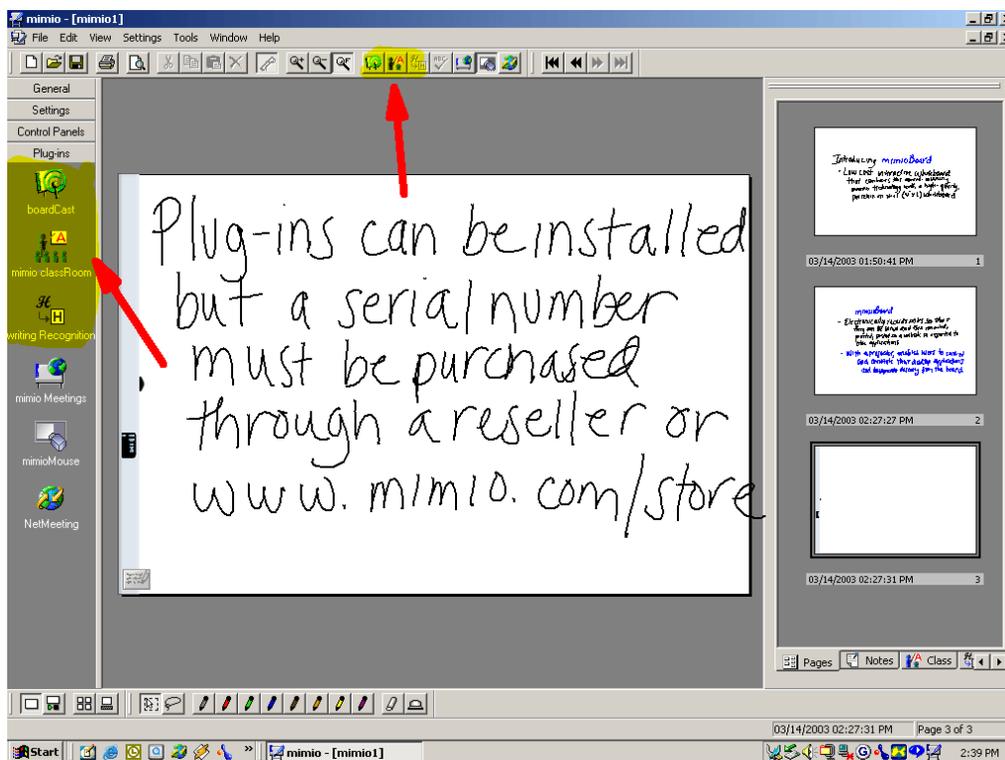
mimioMouse – this built-in feature enables you to turn your mimioBoard into an **interactive touchscreen**. Simply connect mimioBoard and a multi-media projector to your PC and project the PC desktop onto any area within the 4' x 6' whiteboard area. Place the plastic mimioMouse insert into any mimio stylus, initiate mimioMouse calibration (clicking on the mimioMouse plug-in icon in the software or from the mimioMouse Control Panel) and use the stylus like a cordless mouse to click, double click, drag and drop and otherwise control your PC from the whiteboard. Browse the Internet, scroll through a PowerPoint presentations or open a spreadsheet. mimioMouse includes a floating palette of mark-up and screen capture tools which can be accessed either from the onscreen toolbar or the mimioMouse control panel. (See p.21)

NetMeeting – this plug-in permits your mimioBoard to work seamlessly with the Microsoft NetMeeting network conferencing solution that is a part of Win 98/200/Xp. Any team members, clients or students connected to your location over the internet via NetMeeting can see the actual whiteboard notes written on your mimioBoard in real time in the NetMeeting “virtual” whiteboard window of NetMeeting.

Working with mimioBoard (cont'd.)

Optional Plug-ins

The features of the core mimio software application can be further extended by optional software **plug-ins** (writingRecognition, boardCast and classRoom). These **plug-ins** work with the ink data that you are capturing to enable additional functions or create new data types. They can be purchased from Authorized mimio Resellers. North American customers can also purchase from www.mimio.com/software.



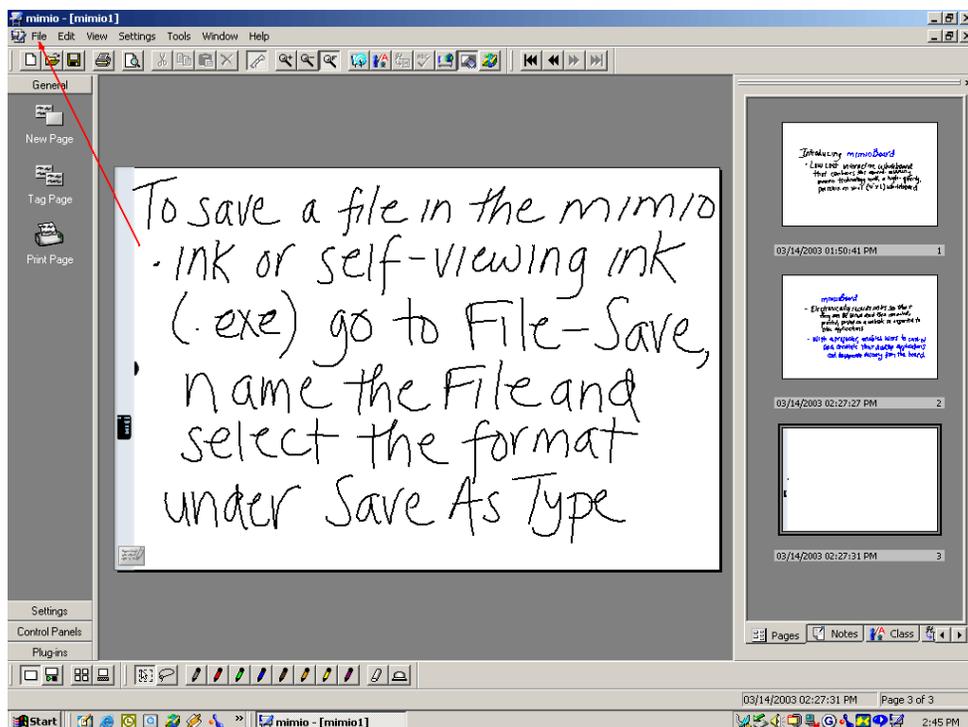
Optional mimio software plug-ins:

- **mimio writingRecognition** – converts handwritten notes into ready-to-edit text. Recognizes print and cursive, numbers (including basic operation symbols but not scientific notation), letters and punctuation and requires no training! *Note: writingRecognition works with English language writing only.* Learn more at <http://www.mimio.com/meet/writingrecognition/>.
- **mimio boardCast** – records audio (your voice) in real time with your whiteboard notes to create internet streamable multi-media content which can be archived for on-demand viewing through any Real Player from a web server (Real Server enabled). The highly compact boardCast files can be recorded directly to hard disk and redistributed by conventional file transfer methods. Learn more at <http://www.mimio.com/meet/boardcast/>.
- **mimio classRoom** – permits network sharing of whiteboard notes with multiple PCs (up to 30) in real time over your existing network. Provides access password security and one-way chat feedback for students or trainees to the Instructor. Ideal for classrooms, labs and training centers. Learn more at <http://www.mimio.com/meet/classroom/>.

Working with mimioBoard (cont'd.)

Saving mimio files

Data captured with mimioBoard can be saved in the mimio native format (.ink) or as a Self-Viewing Ink (.exe) files. Go to **File-Save As** and select either the **mimio Ink (*.ink)** or **Self Viewing Ink (*.exe) file format** from the Save as Type pull down menu.



There are a few benefits to saving and viewing files in the native mimio Ink format:

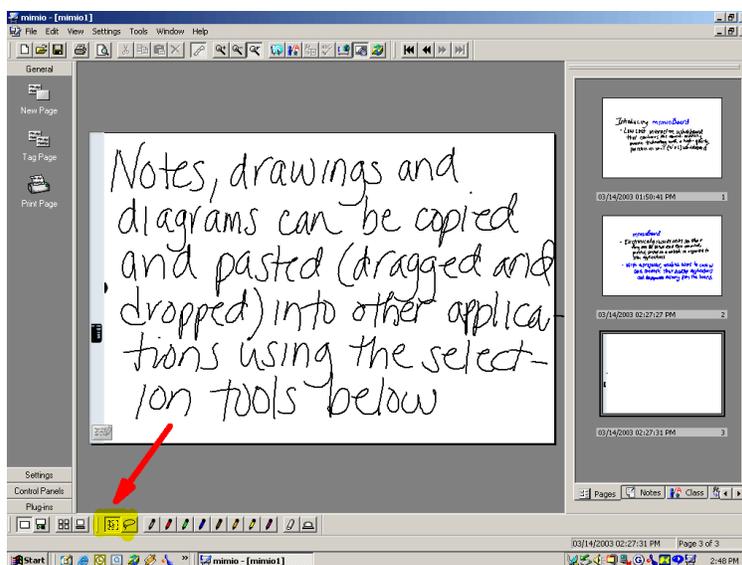
1. The mimio software is a free download (www.mimio.com/software). Anyone can download and install the mimio software to view mimio Ink files.
2. In the mimio Ink format, all features and functionality of the mimio session data are accessible, including added keyboard Notes and Recognized text as well as playback, page thumbnails, etc.
3. Recipients can also edit the session notes (add or remove Tag or New pages; add ink to pages from soft pens etc.) - and if they have a mimio device, they can further develop and add data and pages to the session. (See p.13)
4. **mimio Ink** files are rendered as vector data, which requires less memory and storage space than bitmap or even jpeg files. mimio Ink files are substantially smaller and easier to email, share & archive.

The **Self Viewing Ink** file format combines a viewing application with your ink data in a single executable file that enables the mimio data to be viewed with Page thumbnails, played back and pages printed on any PC without installation of the mimio software application. **Note:** if a recipient of a self-viewing ink file does have the mimio software loaded, the file will automatically open up in the mimio application. *CAUTION: in this age of computer viruses, it is recommended that any Self Viewing Ink executable (.exe) file be Zipped before sending, in order to make sure it clears the anti-virus firewalls of the receiver's network.*

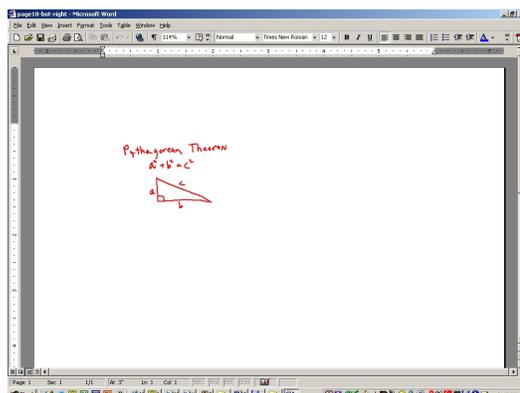
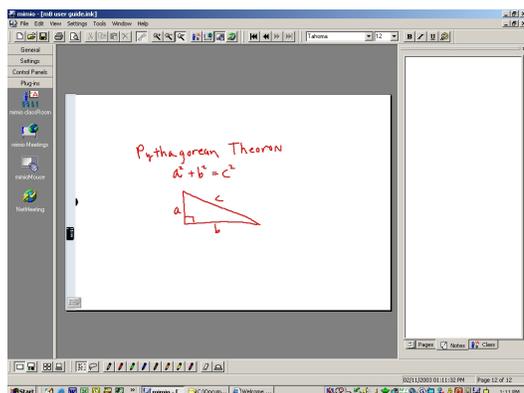
Working with mimioBoard (cont'd.)

Copy and Paste

Data captured in the mimio software can be copied and pasted (or dragged and dropped) into any Windows application such as Microsoft Word, PowerPoint, and Excel or directly into Outlook.



Open up the application into which you want to copy mimio data. Then click on one of the selection tools located on the Styli and Erasers tool bar; highlight the area you want to copy and then Copy and Paste (or Drag and Drop) it into the application.



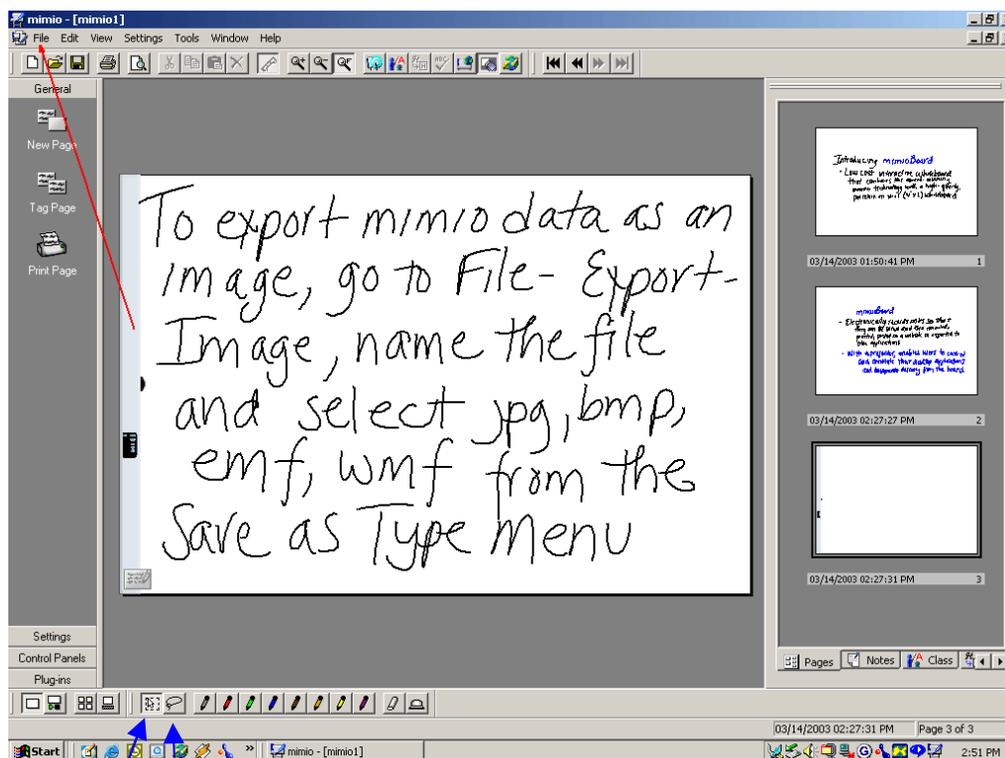
Because mimio Ink is vector data, the copied mimio images are scaleable and can be enlarged or reduced without sacrificing image or print quality.

NOTE: Under **Settings–Export Image** you can set the pixel resolution for Export Image files and the dimensions and other specifications for Metafile data. You can select under Drag and Drop Files from the following formats: Windows Metafile (.wmf), Enhanced Metafile (.emf), Windows Bitmap (.bmp) and JPEG Bitmap (.jpg).

Working with mimioBoard (cont'd.)

Exporting data as an image

To enable easy integration into any document formats or applications you may wish to use, mimio data can be exported and saved as Image (.jpg, .bmp, .wmf, .emf), HTML, Scalable Vector Graphic (.svg), or as Encapsulated PostScript (.eps) file.



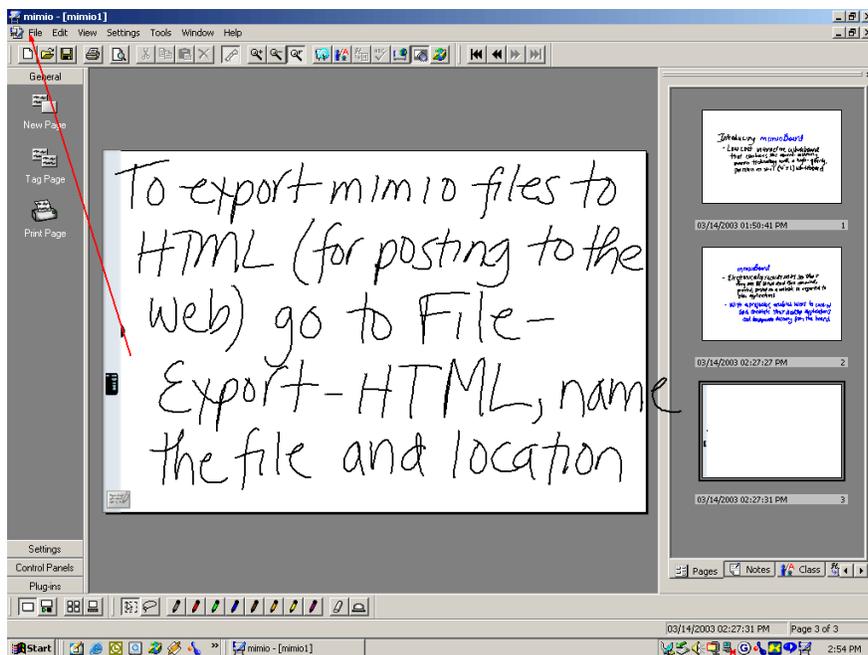
You can export an entire board by clicking on **File-Export-Image** or just a section of it by using the regular/irregular Selection tools located on the Styli and Erasers toolbar.

Depending on the type of file format to which you are exporting, you will have the option to specify resolution and other attributes of the mimio data in the exported format.

Working with mimioBoard (cont'd.)

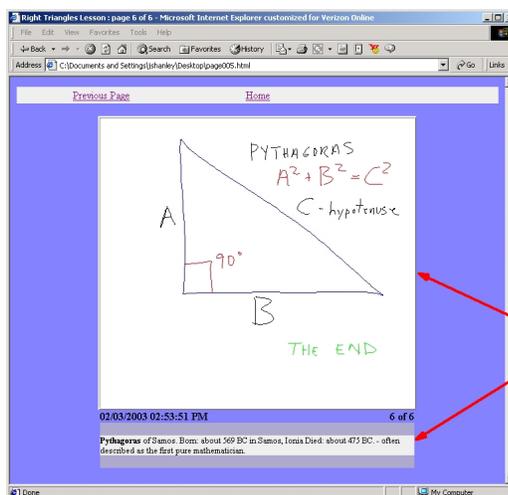
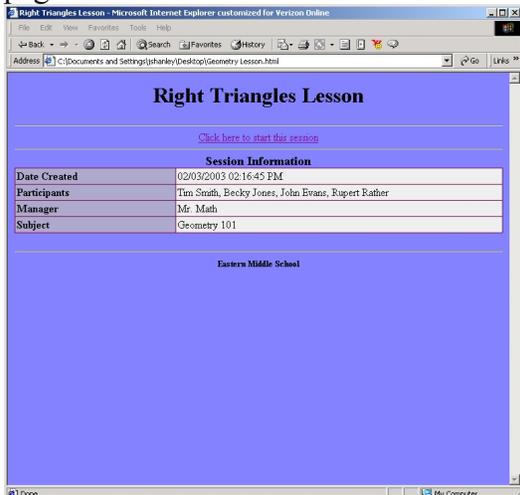
Exporting data as HTML

Data can be exported to HTML and posted to a website in seconds, allowing easy access for students or others to whiteboard notes from a any internet web browser anywhere, anytime.



Simply go to **File-Export-HTML**, name the file and location where you would like to save it and mimio automatically renders the mimio Ink pages in HTML for instant posting or uploading to web pages. Numbered mimio Ink pages can be exported by selected page numbers, or as an entire session with all pages, generating a sequenced “storyboard” of the whiteboard notes viewable in any web browser. Colleagues, clients, customers and students benefit from being able to view your mimio whiteboard notes - wherever and whenever – with a simple Internet connection.

Note: If you have added notes in the Notes tab (See p. 20), these notes can be selected in HTML Export Set-up to also appear, along with other Session Properties data, in your exported HTML pages.

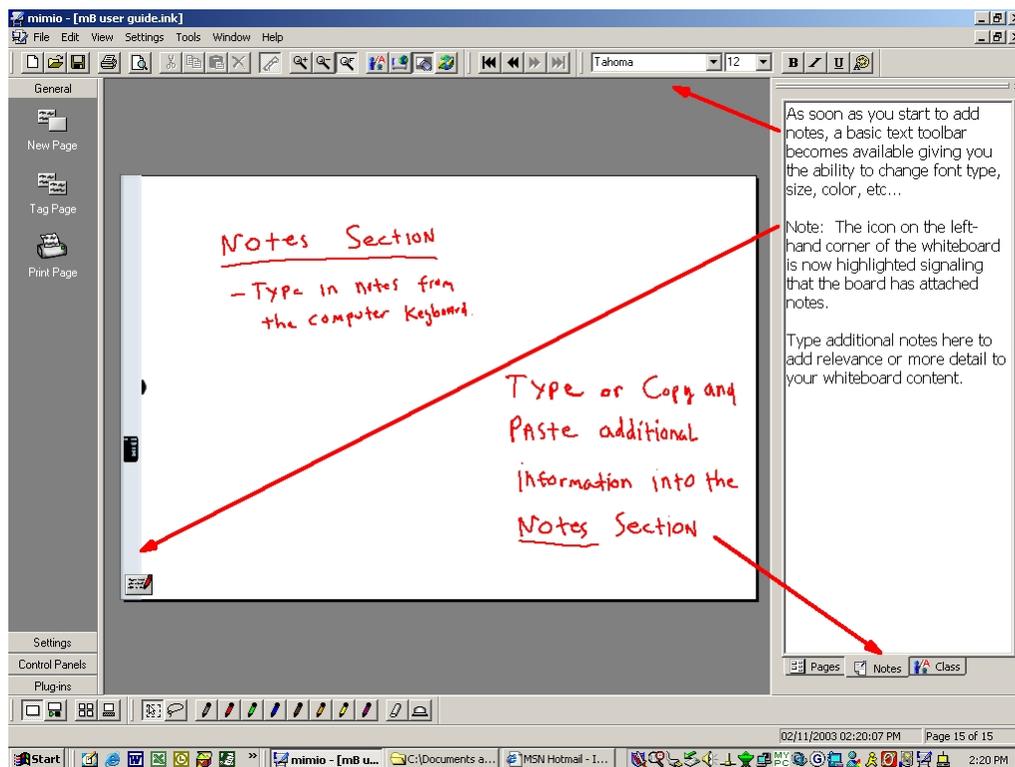


Whiteboard notes
Keyboard notes

Working with mimioBoard (cont'd.)

Notes Tab

While the mimio software accurately captures everything that is written and drawn on mimioBoard, other parts of the lesson or discussion may not have been recorded. In the “Notes” field, additional information can be entered (typed) or copied from another text sources and saved with the mimio page displayed.



- Click on the **Notes** tab in the Tabbed Views section (located in the lower right-hand of the software) and start typing (or copy and paste) information into the Notes area.
- As soon as you begin to add notes, standard text formatting toolbar icons become active in the main mimio software, enabling you to change the font type, size, color, etc.
- You will also notice that the marker icon in the lower left-hand corner of the virtual whiteboard is now “active” – signalling that the board has associated notes (a great visual reminder when reviewing an .ink file at a later time).

Any mimio Ink files shared and viewed in the mimio software application will retain and display associated notes. The notes from the Notes tab can also be included when mimio Ink file pages are Printed or when they are exported to HTML.

NOTE: To use the Notes feature, make sure that Tabbed Views and Show Page Information is checked under Views (See p. 11).

mimioMouse

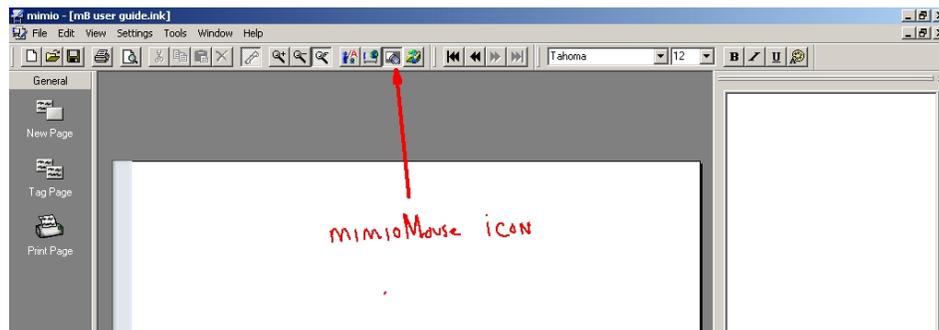
Getting Started

The built-in **mimioMouse** feature turns your mimioBoard into an **interactive touchscreen** (also referred to as an **Interactive Whiteboard**) – allowing you to control and annotate your PC desktop (Windows) and applications (Word, PowerPoint, web browser) directly from the whiteboard.

To activate mimioMouse, first, connect the mimioBoard and a data projector to your PC; then project your desktop onto the whiteboard. Maintain a gap of at least 6” between the projected image and left side sensor bar of your mimioBoard and margin of at least 2” between the projected image and the top of the mimioBoard. Next, replace the dry-erase marker in one of the stylus pens with the included **plastic mimioMouse insert**.

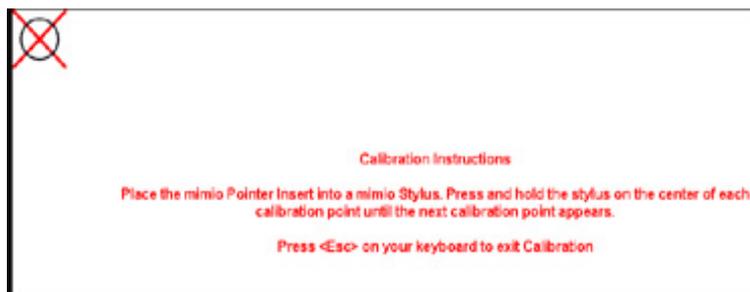


Next, click on the mimioMouse icon located on the upper tool bar, or in **Tools–mimioMouse–Calibrate** or under **Plug-Ins–mimioMouse** (on the far left-hand side). You can also initiate calibration from the mimioMouse Control Panel if activated.



The projected screen image will go white and a target point will appear in the top left-hand corner. There are 9 points in total with the next point appearing once you have pressed the pen on the previous target. Ensure that you hit the target (the center of the “X”) as **precisely** as possible and **for optimum calibration accuracy hold the pen at a 90-degree angle to the board surface**.

NOTE: *Whichever Stylus Pen is used for the calibration of mimioMouse will become a “cordless mouse”. It will no longer be “seen” by the mimio system as a writing marker. The other stylus pen can be used to continue writing and capturing notes anywhere on the whiteboard (including the mimioMouse projection area).*



After completing the final calibration point, the PC desktop will reappear. You are now ready to use **mimioMouse**. **Note:** If the projector or whiteboard moves during or after calibration, mimioMouse calibration will lose accuracy. If this happens, simply restart the calibration process from any of the menus or icons described above.

mimioMouse (cont'd.)

Features

The mimioMouse feature enables you to do 3 basic tasks:

- Use the mimio stylus like a cordless mouse to control your projected desktop and applications (e.g., scroll through PowerPoint slides, surf websites, navigate interactive CDs).
- Mark-up any projected image (PowerPoint slides, Word documents, websites, etc.) and save or print those changes.
- Use the mimioMouse interactive feature AND have mimioBoard capturing notes with one of the other stylus pens simultaneously.

Directly on mimioBoard, click the Windows **Start button** on your **Taskbar** and you will see that the mimio stylus now acts like a mouse. The first press of the stylus on the board is the equivalent of a “**left mouse click**”. Press and hold down the stylus for a second and you activate the equivalent of a “**right mouse click**”.

After calibrating mimioMouse, you will notice a floating toolbar appears in the top right hand corner. You can move this by pressing the stylus on the blue title bar area of the mimioMouse bar, holding it down and **dragging** it anywhere on the board.



The mimioMouse Toolbar has 6 buttons.

1. **Cursor** - this becomes inactive once you select one of the 3 mark-up/annotation buttons or capture/print button on the right side. Press this to return to mimioMouse mode.
2. **Right Click** - press this button and the next touch of the stylus on the board changes to **right click** instead of **left click**.
3. **Keyboard** - press this button to activate the virtual keyboard to input data direct into any application or text field from the board. **Note:** If another dialog box is open on your desktop when you press the keyboard button, only an icon in the lower right Windows task bar may appear. In that case, click on that keyboard icon in the task bar to display the keyboard fully on the desktop.



MimioMouse (cont'd.)

Mark-up mode

In addition to using mimioMouse like a cordless mouse to control your desktop and applications, this feature also allows you to mark-up projected images (documents, applications, websites) and save or print those annotated pages or images.



4. **Tools** - press this button to bring up available tools, which include a **pen, highlighter, eraser, arrow, borders and shading blocks**. When you select **Tools** you can **annotate** over documents from any open program (PowerPoint, Word, websites, etc.), windows, dialogs, or your entire active PC desktop. You can also **Save or Print** your mark-ups (see **screen capture** below). In **mark-up mode** your PC screen is “frozen” and you will not be able to operate running applications (ie. click to next PowerPoint slide) or switch between applications or operate any other Windows commands until you **exit** the mark-up mode, at which time all annotations will disappear. To **exit** mark-up mode press the mimioMouse stylus on the cursor arrow and select “**OK**” to “**Remove mark-ups?**”.
5. **Palette** - change the **color properties** and **line thickness** of the tool currently used.
6. **Screen Capture** - this button gives you 3 options for saving a screen capture of your **annotations and mark-ups**.



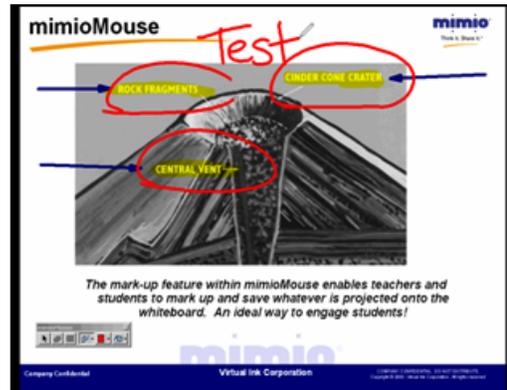
1. The first button takes a screen shot of your entire desktop and will ask you where you want to save it. You can “set” the destination of all future saved files by checking “Use this directory without asking”
2. The second button takes a screen shot of a selected area using a rectangular selection tool.
3. The third button sends a screen shot direct to your default connected printer.

Note: you can preset your Screen Capture and Print settings (file format, name, save location, default printer) under **Tools–mimioMouse–Preferences**.

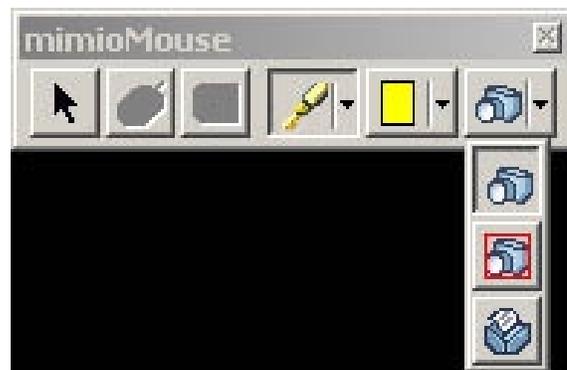
mimioMouse

Mark-up mode

Example: Open a PowerPoint presentation and run the slide show. Select the highlighter from the mimioMouse Toolbar. Now press the mimioMouse pen over a selected area to highlight it as you would with a regular highlight marker. Then, select the pen tool and add notes to the slide.



Once you have completed your highlighting and annotations, press the Screen Capture icon (the camera on the floating mimioMouse toolbar), select where you want to save it (make sure to remember file name and location) and click OK.



You will hear a sound similar to a camera snapshot and the screen will flash. This indicates that the screen has been captured. At this point, click the **Cursor toolbar button**, select OK to “Remove all mark ups,” exit mark-up mode and go to the location on your PC where you saved the screen capture. Double click on that file and the screen capture including your annotations on the PowerPoint slide will appear. This image can then be copied pasted into other applications.

Note: You can also activate the mimioMouse control panel, which provides additional control from the board of mimioMouse and your active applications.

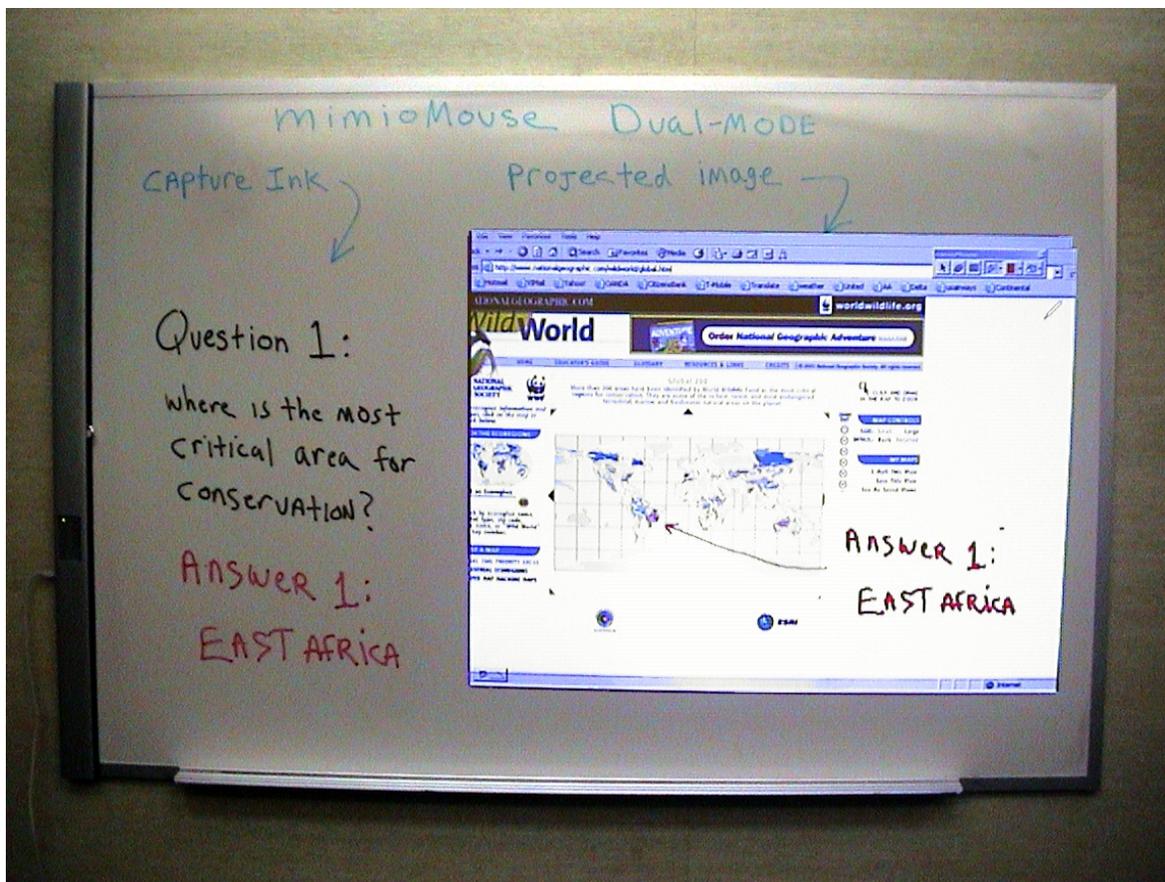
mimioMouse (cont'd)

mimio Dual Mode Operation

You have seen how mimioBoard allows you to capture, save and share whiteboard data and you have seen how mimioMouse permits your mimioBoard to become an interactive touch screen. **You can do both simultaneously!**

Project your PC desktop onto only half to two thirds of the mimioBoard (preferably the right side).

Next, open up PowerPoint or any other application; pick up the mimioMouse stylus (with the plastic mimioMouse insert) and scroll through presentations or documents. While still in mimioMouse mode, pick up the other mimio stylus (with a dry-erase marker) and start writing in the non-projected area of your whiteboard.



Even though you are in mimioMouse mode, all other mimio application are operative, allowing you to simultaneously record whiteboard notes using any stylus pens other than the color stylus being used as the mimioMouse.

Note: While mimioMouse allows you to operate in 2 modes simultaneously, mimioBoard will only recognize one mimio stylus (writing or mouse) at a time.

Quick Tips for Optimizing mimioBoard performance

- **Always** keep the mimio stylus you are using as close to a **90-degree angle** to the board as possible.
- **Maintain** a firm but even pressure with the stylus on the board. Remember if you can hear the “**buzzing**” noise, the stylus is generating a signal and therefore mimioBoard will capture what you write.
- When replacing the marker pens **chisel tips** are better for fine work than bullet tip markers. (Most office supplies outlets stock both types).
- Every now and then use a **quality whiteboard cleaner** on the board. Marker ink residue does tend to build up.
- The more **accurately** you calibrate the board when in mimioMouse mode the easier you will find using drag and drop functions from the board, etc.
- You can **use** your mimioBoard and software as a tool for creating annotated screen shots or printouts of computer screen images. All the annotated screenshot images in this manual were created on the PC by opening mimio, connecting the mimioBoard, running the mimioMouse calibration and then using the floating palette of mimioMouse tools to annotate the computer screens with highlights, arrows etc. Finally use the camera icon to save the screen captures as jpeg or bmp files, which can then be embedded in a document.
- **When** working with mimioMouse always make sure that the stylus is in **rectangle selection tool** mode of the mimio software (located on the lower tool bar with the stylus set) - this will ensure that you do not create electronic ink when you attempt to pick up something for export from mimio software with the Mouse stylus. **This is particularly important when exiting Full Screen mode in the mimio software.**
- When using a projected image to display captured ink from the whiteboard adjust the **line thickness** in Settings-Stylus Set so that the captured ink is bolder.
- Once you have used screen capture and no longer need the original marked up files, **delete** them from your computer since they are bitmaps and use a lot of disk space.
- Always remember to **replace** marker caps on the mimio styli – the markers will dry up the same as any other dry-erase marker when not capped.
- **Never** place the permanent eraser holder in the line of site of the mimioBoard sensor bar. We recommend that you place it in the lower left corner of the mimioBoard.
- **Remember** that you cannot use **more than one mimio stylus** or the mimio eraser at the same moment. The capture bar can only recognize one signal source at a time.
- **Ensure** that the styli and erasers are **not** generating a signal when not in use (i.e. depressing the nib of a stylus in your hand while using another one) for the same reason as above.
- **If you have any problems call our technical support team (877.846.3721 in the US).**
- **Ensure that all cables are safely placed and shielded** to avoid accidents.
- The styli are designed so that if you drop them they will **not** land nib first. However care should be taken to **avoid** excessive dropping to avoid possibility of damage and required replacement.
- Styli, USB cables, USB active extension cables, and eraser felt pads are among **replaceable or optional accessories** available from your mimio dealer.
- The main consumables for mimioBoard are **batteries** and dry-erase **marker pens**.

Frequently Asked Questions

Q: How does mimioBoard work?

A: mimio stylus tracking technology uses a combination of infrared and ultrasonic transmitters and sensors to communicate and relay information between the styli (which act as transmitters) and the sensor bar built into the mimioBoard (which houses receivers).

Q: How does mimioBoard communicate with the PC?

A: mimioBoard captures the information written or drawn on the whiteboard and processes it into a proprietary ink data format that is transferred to the PC in real-time via USB cable.

Q: What is the power source for mimioBoard?

A: mimioBoard is powered via the USB cable attached to the computer.

Q: Do I need special markers?

A: mimio uses Sanford Expo[®] or Expo2 size dry-erase whiteboard markers. mimio branded markers of the same size are available from your mimio dealer.

Q: Do I need a special eraser?

A: Yes. In order to erase data captured, you must use the mimio eraser. The mimio eraser utilizes the same mimio stylus-tracking technology. The mimio eraser allows you to erase both wide and narrow areas with 2 different-sized felt pad widths: 4" and 3/4" .

Q: Can I share ink files with others who have previous version of mimio software?

A: Yes. mimio files can be shared with users who have previous versions of the software.

Q: With what PC operating systems can I use mimioBoard?

A: mimioBoard will work with any recent version of Windows, including Windows 98, 98SE, Me, 2000, and XP. It does not work on Windows 95 or NT. It does not work on a Macintosh.

See your local dealer for further details –a full list of dealers can be found on <http://www.mimio.com/buy/index.html>