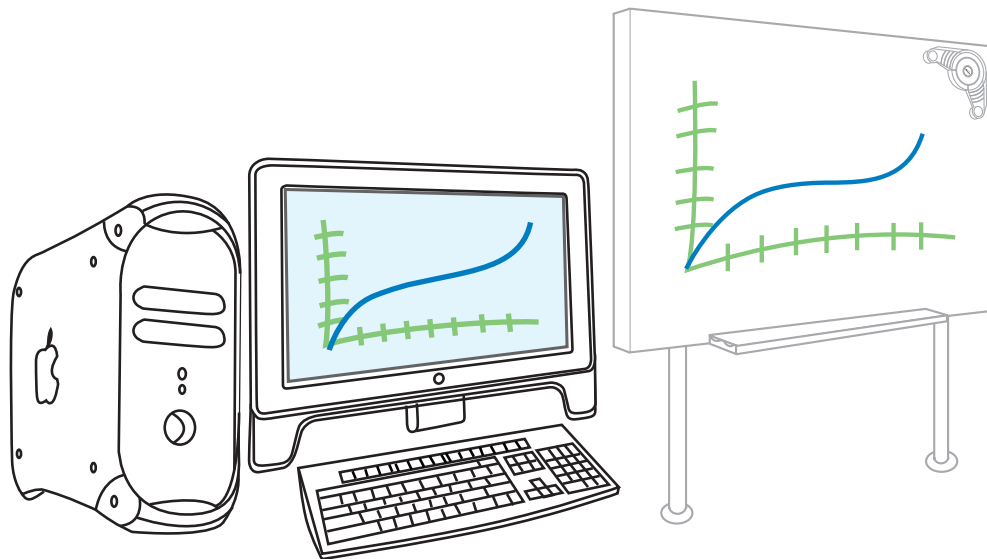




Installation and User Guide

for Macintosh® OS X 10.1 or newer : **v2.1.2**

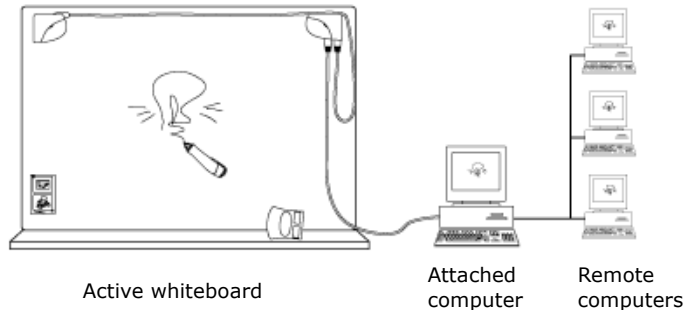


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Welcome to eBeam

eBeam® from Electronics For Imaging, Inc. is a simple way to preserve and communicate the spontaneous notes and sketches you make on a whiteboard.



eBeam lets you write and draw on a standard whiteboard and send the notes to your computer. You share those images with a network of people using their computers. You can share meetings with networked guests and join meetings held by other eBeam hosts. Both local users and off-site users can view whiteboard activity in real time. You can also chat with the members of a meeting to compare notes, ask questions, or comment on the meeting's content.

At any time, you can capture the contents of the whiteboard, print them to a connected printer, and distribute them to the audience. You can also save captured meeting notes to disk in a number of file formats.

The eBeam system includes **eBeam Software**, for publishing your whiteboard sessions, and **eBeam Mouse**, for presentations. eBeam Mouse consists of an eBeam stylus and a mini-application that lets you use the eBeam capture technology with projection systems.

In addition to publishing live whiteboard sessions, eBeam Software lets you replay, edit, and annotate images from your meetings. eBeam Software can be used for brainstorming sessions, regular meetings, classes and training sessions, and for the notes and diagrams you make on your personal whiteboard.

See also:

[The eBeam system 1/eBeam system 3 packages](#)

[What's in the package](#)

[What you need](#)

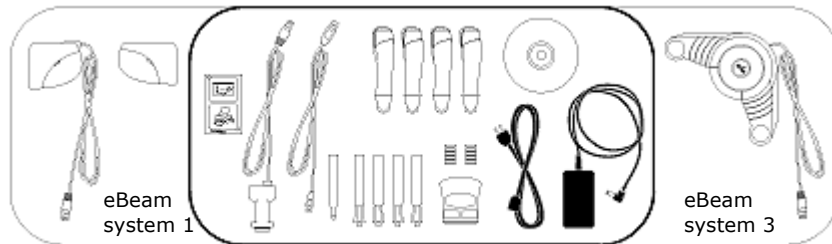
The eBeam system 1/eBeam system 3 packages

There are two system packages available: eBeam system 1 and eBeam system 3. The eBeam system 1 package contains two sensor receivers, and the eBeam system 3 package contains one sensor receiver.

Your computer, running eBeam Software, is connected by a cable to the eBeam receiver(s) on the whiteboard. When you write on the whiteboard using different color markers, your marker strokes are simultaneously captured on your computer. The eBeam eraser erases the whiteboard and the digital image on your computer screen.

Network users view and interact with the whiteboard session in one of two ways—by running the eBeam Software or running a web browser.

What's in the package



The eBeam system packages include:

- **eBeam system 1:** two sensor receivers (left receiver with attached cable; right receiver with two sockets)
- **eBeam system 3:** one sensor receiver with one socket, and one mounting plate
- **eBeam system 1/system 3 serial:** A 15-foot serial cable for connecting the right receiver to your computer (DB9 connector/power socket at one end, RJ11 at the other)

Note: Not included in the eBeam system 3 USB package.

- **eBeam system 3 USB only:** a 5 meter USB cable for connecting the receiver to your computer.

Note: Not included in the serial system package.

- Four color-coded, plastic eBeam sleeves with caps
- A package of Legamaster e-boardmarkers or Sanford EXPO or EXPO2 dry erase markers (bullet tip) to get you started
- An eBeam digital stylus (to insert in any of the eBeam sleeves)
- An eBeam transmitting eraser
- A clear, mylar Shortcut Strip
- Ten coin cell batteries, size CR2032 (two each for the four eBeam sleeves and two for the eBeam eraser)
- A 9-volt power supply with universal power supply adapter cable and serial connector.

Note: Not included in the eBeam system 3 USB package.

- The eBeam Software CD and the *Getting Started with eBeam* booklet

What you need

To join a meeting as a guest, you need eBeam Software or a web browser—Microsoft Internet Explorer (version 4.0 or later) or Netscape Navigator (version 4.0 or later for PC). (Netscape is not supported on Macintosh.)

To join a meeting, guests must use the same (or a newer) version of eBeam Software as the meeting host. You can download software updates at no charge from the eBeam website, **www.e-beam.com**. To access the website directly, choose Software Updates from the eBeam Help menu.

To host whiteboard meetings, in addition to the eBeam system, you need:

- A standard whiteboard

Using eBeam system 1, you can record images up to 8 feet wide and 5 feet high.
Using eBeam system 3, you can record images up to 6 feet wide and 4 feet high.
The whiteboard can be mounted on a wall or on a stand.

- At least one Macintosh Power PC with 64 MB RAM running OS 9.0 or later.

If your Macintosh has a printer or modem port, you can connect the eBeam system to it using a DB9-to-DIN 8 adaptor. Otherwise, you will need a serial-to-USB converter.

- A CD-ROM drive for installing eBeam software; eBeam software requires about 9MB disk space
- Connectivity—to share a meeting with other computer users, each computer must be on an network using TCP/IP protocols. On TCP/IP networks, each computer must have a valid IP address.
- Printer—for printing pages of an eBeam session
- Consumables—standard dry-erase markers with bullet tips are recommended. For replacement batteries, use coin cell batteries, size CR2032.

Checking for updates

1. To check the current status of software updates for eBeam Software, choose Check for Updates from the Help menu.

The Check Application Version dialog box appears.

The top area of the Check Application Version dialog box describes current software status, including the version number and the date the software version was last checked.

The lower area of the Check Application Version dialog box allows you to specify a schedule to periodically check for new eBeam software. Possible schedule settings are as follows:

- Every time the application is started
 - Every specified number of days
 - Never
2. To check your version and display its status, click the Check Version Now button in the top area of the Check Application Version dialog box.
 3. To link directly to **www.e-beam.com** and download the latest software, click the Go to the Software Updates button.
 4. Click OK when finished.

Setup

First-time eBeam setup takes a few minutes, but after the initial setup, you can leave the eBeam receivers mounted. If you travel with eBeam, setting up again is simple and quick.

See also:

[eBeam system 1 setup](#)

[Preparing the markers and the eraser](#)

[Installing eBeam software on your computer](#)

[Shortcut Strip](#)

[Checking the image area of the whiteboard](#)

[Port connections](#)

[eBeam software setup](#)

eBeam system 1 setup

To setup eBeam system 1:

1. Determine the desired width and placement of your drawing area on the whiteboard.

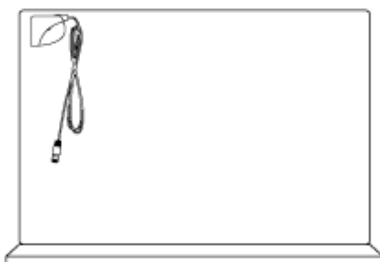
When using eBeam system 1, the drawing area supported ranges from 2 to 8 feet wide, and up to 5 feet high.

2. Unpack the two receivers and the cables and position your computer so that the monitor can be seen by the person writing on the whiteboard.

This computer will be called the "attached" computer.

3. Press the left receiver against the whiteboard at the upper-left edge of your drawing area.

The left receiver is smaller than the right receiver, and it has an attached cable.



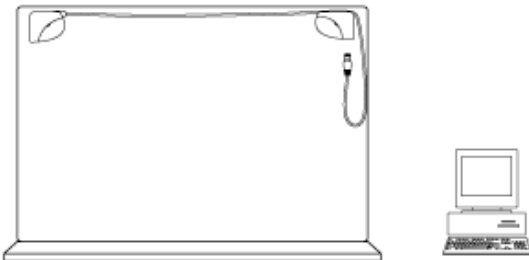
4. Press the right receiver against the whiteboard at the upper-right edge of your drawing area.

To ensure proper adhesion, make sure the suction cups on the receivers and the whiteboard surface are especially clean at installation. The suction cups are best for eBeam systems that will be used in various locations. For a more permanent installation, you can replace the suction cups with double-sided Velcro tape or command adhesive tape.

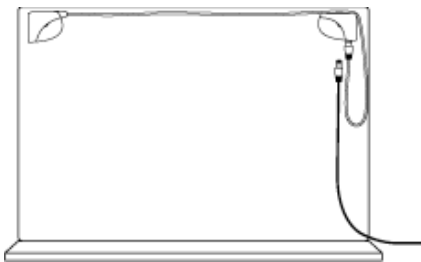


5. Run the cable from the left receiver to the right receiver, tuck it into the slot in the right receiver, and pull it taut so that the cable runs straight between the two receivers. If your whiteboard is particularly wide, you can add an additional suction cup to keep the cable straight.

Allow any slack in the cable to hang down below the right receiver.



6. Plug the cable into the large (mini-DIN) connector on the right side of the right receiver.
7. Plug one end of the serial cable (small RJ12 connector) into the right receiver.



8. If your computer has a modem or printer port, attach the eBeam system DB9 connector using a DB9-to-DIN 8 adapter. If you plan to use your USB port with a serial eBeam system, see [Using a USB adaptor with a serial system](#).

The large connector also has a socket for the power adapter cable.

9. Plug one end of the power cable into the power supply, and plug the other end into a wall outlet.
10. Plug the power adapter cable into the connector which you just plugged into the computer.



eBeam system 3 setup

To setup eBeam system 3:

1. Determine the desired width and placement of your drawing area on the whiteboard.

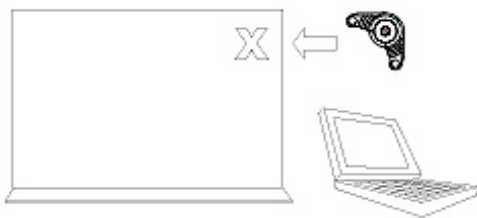
When using eBeam system 3, the drawing area can range from 2 to 6 feet wide, and up to 4 feet high.

2. Unpack the sensor receiver and base mounting plate and position your computer so that the monitor can be seen by the person writing on the whiteboard.

This computer will be called the "attached" computer.

3. Choose which corner of the whiteboard you want to place your sensor receiver.

Note: Positioning the receiver in the lower corners of the whiteboard may result in interference from overhead lighting. We recommend that you place the sensor receiver in either of the upper corners, if possible.



4. Select one of the following methods to attach the base mounting plate to the whiteboard:

Suction cup mounting (temporary)

Command adhesive tape mounting (temporary or permanent)

Screw hole mounting (permanent)

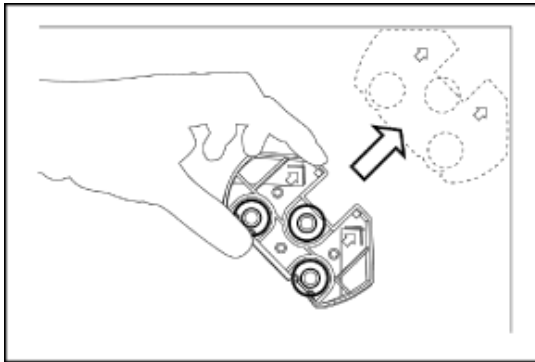
Suction cup mounting

This method is temporary; it is best for eBeam systems that will be used in different locations. With suction cups, the base plate can be moved to other corners of the whiteboard, if desired. However, whenever you reposition the base plate, you must recalibrate the eBeam Software.

To mount the base plate with suction cups:

1. Attach the suction cups to the base mounting plate.
2. Press the base plate against a corner of the whiteboard.

Position the base plate so that the arrows are visible and point toward the desired corner.



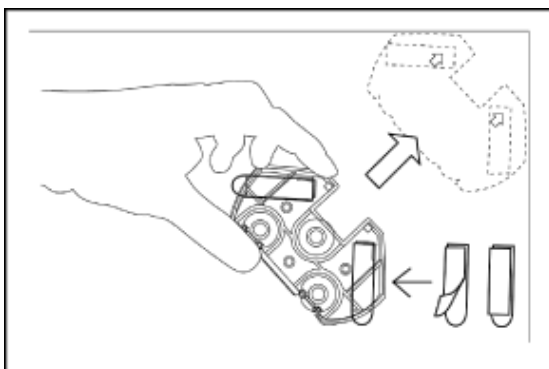
Command adhesive tape mounting

This method can be temporary or permanent. If desired, the base plate can be moved to other corners of the whiteboard by pulling the exposed tab straight down until the Command Adhesive tape snaps off. However, whenever you reposition the base plate, you must recalibrate the eBeam Software.

To mount the base plate with adhesive tape:

1. Place the enclosed adhesive tape onto the side of the base plate facing the whiteboard, with the rounded end tab slightly over the side of the base plate.
2. Press the base plate against the whiteboard.

Position the base plate so that the arrows are visible and point toward the desired corner.



Screw hole mounting

This method is for more permanent installations.

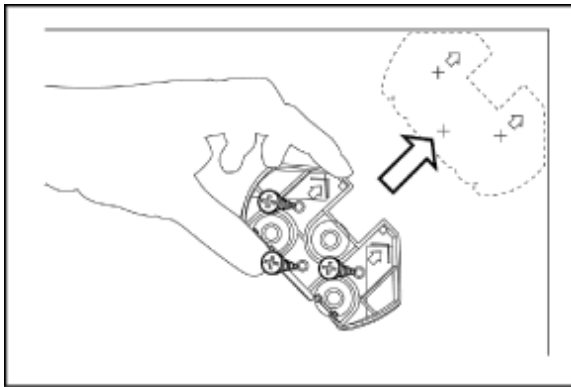
To mount the base plate with screws:

1. Place the base mounting plate against a corner of the whiteboard and mark the spots for screw hole drilling with a pen.

Position the base plate so that the arrows are visible and point toward the desired corner.

Because this method is permanent, we recommend that you double-check the base plate positioning before drilling.

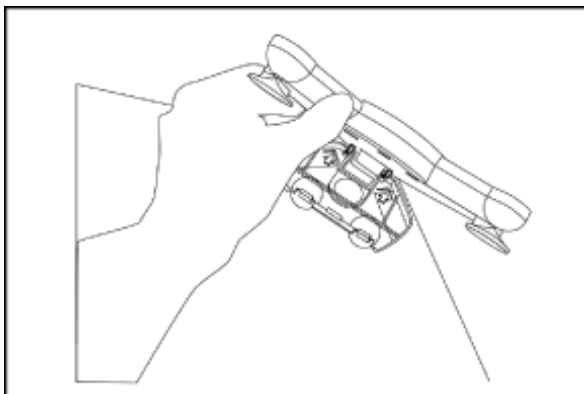
2. To provide cushioning between the base plate and whiteboard, attach the enclosed adhesive tape to the side of the base plate facing the whiteboard.
3. Carefully drill the enclosed screws through the holes in the base plate into the whiteboard.



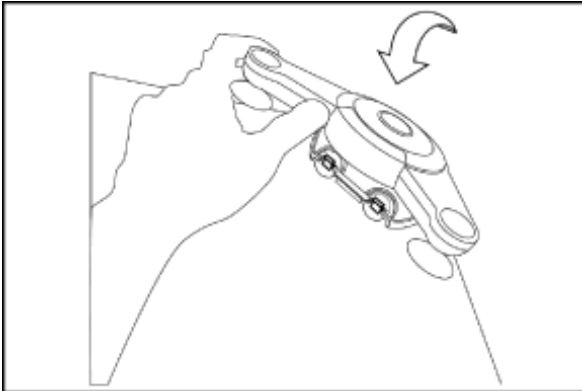
Attaching the receivers

To attach the receiver to the base mounting plate:

1. Slide the two open hooks on the top back of the receiver into the slots on the base plate.



2. Press the bottom of the receiver into the base so the latches on the base plate snap into slots on the back of the receiver.



Once you mount the receiver on the whiteboard, there are two possible wiring setups for the eBeam system 3: [Serial connection](#) and [USB connection](#).

Serial connection

To setup a serial connection:

1. Plug one end of the serial cable (small RJ11 connector) into the receiver.
2. If your computer has a modem or printer port, attach the eBeam system DB9 connector using a DB9-to-DIN 8 adapter. If you plan to use your USB port with a serial eBeam system, see [Using a USB adaptor with a serial system](#).

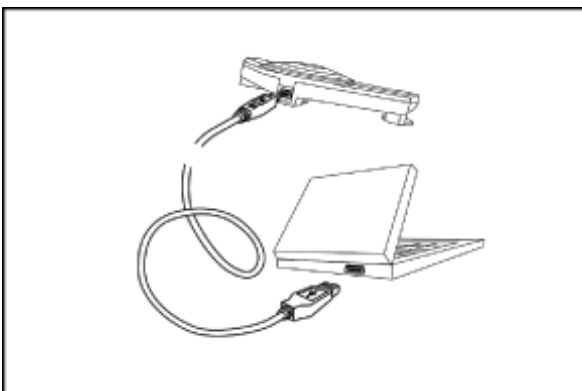
The large DB9 connector also has a socket for the power adapter cable.

3. Plug one end of the power cable into the power supply and the other end into a wall outlet.
4. Plug the power adapter cable into the connector which you just plugged into the computer.

USB connection

To setup a USB connection:

1. Connect one end of the USB cable (USB mini-b connector) to the sensor receiver.
2. Connect the other end of the USB cable to your computer (USB A connector).



Note: With a USB cable connection, you do not need a separate power cable.

3. Once you have loaded eBeam software, choose Preferences from the eBeam menu, then choose the Port Setup tab, and then select either Autodetect or the USB port.

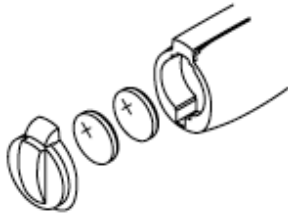
Preparing the markers and the eraser

An eBeam marker consists of a plastic eBeam sleeve with a cap, in which you insert a standard dry-erase marker. Batteries in the sleeve supply power for the eBeam signals.

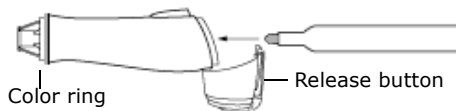
The eBeam software detects the color of the eBeam sleeve, not the color of the marker in the sleeve. (Normal pressure on the marker as you write on the whiteboard sends a "writing" signal in that color.)

To prepare the eBeam markers and eraser:

1. Unscrew the end cap on the eBeam sleeve by turning it counterclockwise and insert two coin batteries, with the plus (+) side up. Screw the end cap back on clockwise.



2. Press the ridged release button on the side of the eBeam sleeve to open the marker compartment.
3. Remove the cap from a dry-erase marker that is the same color as the color ring on the eBeam sleeve, and slip the marker into the eBeam sleeve.



4. Close the marker compartment.
5. Cap the eBeam sleeve.

When the marker in the eBeam sleeve is not in use, cap it just as you would any other marker to keep the ink from drying out.

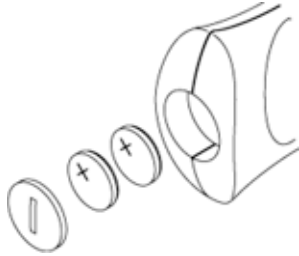
The cap also prevents the marker from accidentally sending signals when it is not in use.

6. Repeat steps 1 through 5 above for other eBeam sleeve colors.

The markers are now ready to use.

7. Remove the battery cover on the eBeam eraser by twisting a coin counterclockwise in the slot and insert two coin batteries, plus (+) side up. Screw the cover back on.

The eraser sends an "erase" signal when you press the felt eraser surface against the board.



See also:

[Replace marker and eraser batteries](#)

[Installing eBeam software on your computer](#)

Installing eBeam software on your computer

To install eBeam software:

1. Insert the eBeam Software CD into your computer.

Note: eBeam Software must be installed on the "attached" computer.

2. Select the directory in which you want eBeam Software and eBeam Mouse software installed. The entire installation requires approximately 9MB disk space.

Networked computer users can view shared eBeam meetings remotely using either eBeam Software or the eBeam web browser applet.

3. To download the latest software updates from the eBeam website (www.e-beam.com), choose Software Updates from the Help menu.

Specifying screen colors and line weights

eBeam Software has default screen colors and line thicknesses already defined; however, you can modify these default colors and line thicknesses to suit your needs.

To modify screen colors:

1. From the System menu, choose Sleeve Settings.
2. Select the desired line thickness by clicking the appropriate icon.

Note: On-screen line weights may appear thicker or thinner than the actual marker strokes on the whiteboard.

3. Select the desired screen colors by clicking the color bars.

The Color dialog box appears.

Your screen colors can differ from the marker and the ring on the eBeam sleeve, if desired. You can create your own colors or use the basic colors provided.

4. Select the desired color, and click OK to save the selected color.

In the Sleeve Settings dialog box, the screen color bar changes to reflect the color you selected for each sleeve color.

5. To return the sleeve colors to the default setting, click the Restore Defaults button. To save your color choices, click OK.

See also:

[Changing width/color of previously recorded strokes](#)

Changing width/color of previously recorded strokes

To change previously recorded widths/colors:

1. Choose Sleeve Settings from the System menu.
2. Select the desired new width.
3. Select the desired new color.
4. For both the line width and line color, check Apply to Previous Strokes, and specify if you would like this to apply to the current page only or all pages in the meeting.
5. Click OK to apply the width change.

Note: Changes to the color or line width of pen strokes cannot be undone.

See also:

[Installing eBeam software on your computer](#)

eBeam software setup

The startup procedure for eBeam system 1 and eBeam system 3 is slightly different. Select which system you will be using: [eBeam system 1 startup](#) or [eBeam system 3 startup](#).

eBeam system 1 startup

1. Make sure you have attached the receivers and cabling, and inserted the markers into eBeam sleeves (see [Preparing the markers and the eraser](#)).

A green LED in the serial connector (rear of computer) and in the left receiver indicates active communication.

2. On the "attached" computer, start the eBeam software by double-clicking the eBeam Software icon on the desktop.

The software senses the eBeam hardware and a status line displays the message: Autodetected version xx eBeam hardware on y.

The computer is ready to display the marker strokes you write or draw on the whiteboard.

The white area in the center of the eBeam Software window shows the part of the whiteboard you can capture; it is the active page in an eBeam meeting. A thumbnail view icon of the active page appears on the bottom left of the screen. To see the entire meeting on the screen at once, select the thumbnail view icon. To move back to full-size view, double-click the thumbnail you want to view as the active, full-size page.

For additional details on eBeam Software tools and menus, see [The eBeam Software toolbars](#).

By default, the eBeam Software autodetects the port connected to eBeam and records marker strokes you write or draw between the receivers. If the eBeam hardware cannot be found on startup, the software alerts you with a message. To check or reset eBeam default settings, see one of the following topics:

[Choosing the serial port connection](#)

[Detecting hardware at startup](#)

[Checking the image area of the whiteboard](#)

eBeam system 3 startup

1. Make sure you have attached the receiver and cabling, and inserted the markers into eBeam sleeves (see [Preparing the markers and the eraser](#)).

A green LED in the receiver indicates active communication.

2. On the "attached" computer, start the eBeam software by double-clicking the eBeam Software icon on the desktop.

The software senses the eBeam hardware and a status line displays the message:
Autodetected version xx eBeam hardware on y.

3. For the eBeam system 3 package, it is necessary to specify the position of the sensor receiver. The first time you start the eBeam Mouse software, a Calibration eBeam dialog box appears. Click Begin and the eBeam Calibration wizard will guide you through the calibration process. Follow all on-screen instructions

The computer is now ready to display the marker strokes that you write or draw on the whiteboard.

The white area in the center of the eBeam Software window shows the part of the whiteboard you can capture; it is the active page in an eBeam meeting. A thumbnail view icon of the active page appears on the bottom left of the screen. To see the entire meeting on the screen at once, select the thumbnail view icon. To move back to full-size view, double-click the thumbnail you want to view as the active, full-size page.

For additional details on eBeam Software tools and menus, see [The eBeam Software toolbars](#).

By default, the eBeam Software autodetects the port connected to eBeam and records marker strokes you write or draw. If the eBeam hardware cannot be found on startup, the software alerts you with a message. To check or reset eBeam default settings, see one of the following topics:

[Choosing the serial port connection](#)

[Detecting hardware at startup](#)

[Checking the image area of the whiteboard](#)

Using a USB adaptor with a serial system

Shortcut Strip

The **Shortcut Strip** included in the eBeam package lets you issue Print Page and New Page commands without going to your computer or leaving the board.

With the mylar Shortcut Strip mounted on your whiteboard within the image area, you can print a page or start a new page with a tap of the eBeam sleeve on the whiteboard.

eBeam Software does not detect the strip automatically. Before you can use the Shortcut Strip, you must apply it to the board and enable it.

See also:

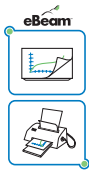
[Enabling the Shortcut Strip](#)

[Using the Shortcut Strip](#)

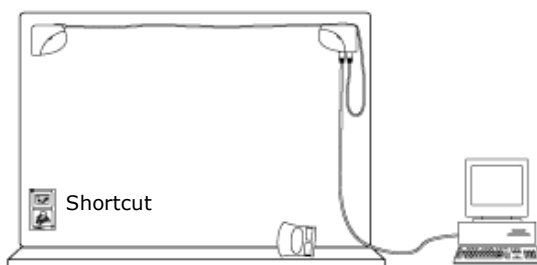
Enabling the Shortcut Strip

To enable the Shortcut Strip:

1. Peel the Shortcut Strip off its backing and apply the mylar strip along an edge of the image area.



The Shortcut Strip is best positioned along the bottom or side edge of the whiteboard.



2. From the System menu, choose Calibrate Shortcut Strip, and then follow the directions for calibrating the strip.
3. Tap the upper-right and lower-right corners of the Shortcut Strip with a marker in the eBeam sleeve.
4. Click OK.

The eBeam Software window on your screen now shows the location of the Shortcut Strip, and a check mark appears next to the Show Shortcut Strip item in the System menu.

eBeam saves the location of the Shortcut Strip from one session to another.

If you remove the strip, choose Show Shortcut Strip from the System menu. The check mark to the left of the menu item no longer appears. If you choose Show Shortcut Strip from the System menu again during the same eBeam Software session, the location of the Shortcut Strip is restored. However, if you close and then reopen eBeam Software, you must recalibrate. Likewise, if you reapply the strip after removing it, you must recalibrate (step 2).

Using the Shortcut Strip

During your meetings, you will frequently want to print a page or erase the board and begin a new page.

Once you have calibrated the Shortcut Strip, one tap of the Shortcut Strip with an eBeam sleeve performs these actions:



New Page—saves the current page and displays a new blank page on your computer screen.

Use this feature when you want to save the notes currently on the whiteboard, but need to erase the board and start a clean page.

Print Page—prints one copy of the active page to the default printer of the “attached” computer.

If you need additional printing options, you can print directly from eBeam Software on the “attached” computer.

Checking the image area of the whiteboard

The image area of the whiteboard is the area of the whiteboard where the marker strokes you make are captured into eBeam Software. eBeam Software supports a projection image area from 2 to 8 feet wide, and up to 5 feet high.

To check the image area of the whiteboard:

1. Mount the receiver(s) on the whiteboard.
 - eBeam system 1: Space the receivers the desired distance apart.
 - eBeam system 3: Place the single receiver in one of the four corners.
2. To define an exact image area height, choose Calibrate from the System menu.
3. Follow the instructions in the dialog box that appears, using an eBeam sleeve to tap the indicated points in the image area.
4. Click OK.
 - eBeam system 1: The width of the image area is the distance between the receivers. The height of the image area extends from the receivers down to the point you tapped. The shape of the eBeam window reflects the new area you defined.

- eBeam system 3: The width of the image area is determined by the hardware calibration. The height of the image area extends from the receiver down to the point you tapped. The width of the image area extends from the receiver across to the point you tapped. The shape of the eBeam window reflects the new area you defined.

If the image area you defined does not register, choose Detect from the System menu, or see [Troubleshooting](#).

Port connections

The default port and server settings are appropriate for most situations. However, if your eBeam is not detected, review the serial port setting.

Choosing the serial port connection

1. Choose Preferences from the eBeam menu.
2. Select the Port Setup tab.

The Autodetect communication port is enabled by default.

3. To specify a particular serial port, click Connect to, and choose a serial port from the pull-down menu.
4. Click OK to close the eBeam Hardware Setup dialog box and to detect eBeam hardware at the selected port.

Using a USB adaptor with a serial system

If you have a serial system and want to connect eBeam to a USB port, you must obtain a Serial-to-USB converter. You can order this product from your eBeam distributor.

For complete setup instructions, refer to the installation instructions that come with the converter. Insert the CD provided with the converter and install software for the converter firmware and the converter driver. When you have completed installation, the next available port is assigned to the converter.

To use the USB port with eBeam:

1. Connect the serial cable from the receiver to the converter, and finish connecting the receivers (see Setup: [eBeam system 1 setup](#), step 9).
2. Start the eBeam Software.

Detecting hardware at startup

At startup, eBeam Software attempts to detect the eBeam receiver(s). If you frequently use eBeam Software without the eBeam hardware, you can disable the Detect eBeam at application start check box, as follows:

1. Choose Preferences > eBeam Hardware tab from the eBeam menu.

By default, the Detect eBeam hardware at application start check box is enabled.

When this preference is disabled, you must issue the command to detect eBeam manually. Choose eBeam Hardware > Detect eBeam Hardware from the Tools menu.

2. Choose your preference and click OK to close the Setup dialog box.

Server setup

Adding a meeting server

Whenever you join a meeting, you must choose a meeting server. You can enter the server information each time, or you can create a list of frequently used servers and choose from it when you join a meeting. Your list of meeting servers is a list of preferred servers, much like your list of printers.

To add a meeting server to your list:

1. Choose Share Meeting or Join Meeting from the Meetings menu.
2. In the Share Meeting or Join Meeting dialog box, click the server icon beside the list box.



3. In the Meeting Servers dialog box, click Add.
4. Type the server name, the DNS name or IP address of the server you want to add to your list, and the port number, and click OK. The default port number is 80.

The new server is added to the Meeting Servers list.

5. Click Close.

See also:

[Setting up a proxy server](#)

Setting up a proxy server

Proxy servers, which act as intermediaries between individual workstations and the Internet, provide security and other administrative functions for companies that use the Internet. The Setup dialog box gives you a place to enter settings for an HTTP proxy server.

If your company requires a proxy server, you will not be able to access meetings on the eBeam Server until you have enabled the proxy server and entered the proxy server settings on your computer.

To enable a proxy server:

1. Choose Preferences from the eBeam menu.
2. Click the Proxy Server tab.
3. If your network requires a proxy server, select Access the meeting server using an HTTP proxy server.
4. Enter the IP address or DNS name and the Port of the proxy server.

Consult your network administrator to obtain these settings.

5. One option is to use the basic authentication feature, which allows you to check "Use Authentication (Basic Only)" check box. You then type in your network User ID and Password. In many cases, this will allow you to access internet meetings through your proxy server.
6. Click OK.

Using eBeam

The main elements of an eBeam meeting—writing, erasing, adding pages, printing, and saving—are described here.

See:

[Capturing the board image](#)

[Adding pages](#)

[Adding background images](#)

[Importing Palm database](#)

[Image Size Setup](#)

[Printing the whiteboard](#)

[Printing with Headers and Footers](#)

[Saving a meeting](#)

[Export as a QuickTime movie](#)

[Export as DV](#)

[Quitting eBeam Software](#)

[Sharing and joining meetings](#)

[The eBeam Software toolbars](#)

Capturing the board image

To capture the image board:

1. Start eBeam Software by double-clicking the eBeam Software icon on the desktop or opening the software from the folder in which it is installed.

The software is ready to register the marker strokes you make on the whiteboard. If the screen does not register the marker strokes, choose Detect from the System menu.

2. Write or draw on the board normally, using a plastic eBeam sleeve with the correct marker inserted. Erase your marker strokes using the eBeam eraser.

Note: The signal transmitter in the eBeam sleeve is located just behind the tip of the marker. Grasp the sleeve a little behind the tip so your fingers do not block the signal.

3. After you have written a few words, check eBeam Software on the attached computer to make sure your marker strokes are being captured.

Click the thumbnail icon at any time to view the entire meeting contents on the screen at once. You can also choose a floating thumbnail view, accessible from the View menu.



4. Position the computer screen so you can see it from the whiteboard and check it occasionally.
5. To erase the board, use the eBeam eraser, which clears marker strokes from eBeam Software at the same time as it erases the whiteboard.

Note: To save your previous work, choose *New Page* *before* you erase the entire board.

See also:

[Adding pages](#)

[Delete Page](#)

[Adding background images](#)

[Saving a meeting](#)

Adding pages

There are several different ways to add pages to a meeting you want to save. After considering what you plan to do with the notes currently on the whiteboard, choose one of these page commands.

To ensure that no information is lost, be sure to choose a page command *before* you erase the information from the board.

New Page—if you want to save the notes currently on the whiteboard, and you plan to erase the board and start a clean board.

Duplicate Page—if you want to save the notes currently on the whiteboard, and you plan to continue writing (whether or not you erase).

Clear Page—if you do *not* want to save the information currently on the whiteboard.

New Page is available from the Shortcut Strip on the whiteboard; you can initiate the other page commands directly from eBeam Software on the attached computer.

New Page

To use New Page:

1. Before you erase the entire board, use one of the following methods to tell eBeam Software to save the current page and begin a new page:
 - Shortcut Strip: Tap the New Page icon
 - Application toolbar: Click the New Page button
 - Page menu: Choose New Page

A blank page appears in the main window. The previous page is saved and drops into the "Pages" area.

2. Erase the whiteboard.

Duplicate Page

There will be times when you want to keep a record of the information on the board and still continue writing and erasing.

Use one of the following methods to copy the current page:

- Application toolbar: Click the Duplicate Page button
- Page menu: Choose Duplicate Page

When you choose Duplicate Page, the current page is saved, and a new page is created that is an exact copy of the saved page.

You can now erase any part of the whiteboard image with the eBeam eraser and continue writing on the board. Your new marker strokes are recorded, along with the marker strokes already on the whiteboard.

Clear Page

Use the following command to erase everything you have just written on the whiteboard without saving it:

- Page menu: Choose Clear Page

After erasing the whiteboard, you can continue to write or draw, and your marker strokes appear on the now "cleared" eBeam page.

Delete Page

Deleting the current active page makes the previous page active.

You may want to delete a page:

- If you selected New Page or Duplicate Page too quickly, and decide you want to add something to the previous page
- If you want to omit a selected page from the saved record

Use one of the following methods to delete a page:

- Application toolbar: Click the Delete Page button
- Page menu: Choose Delete Page
- Press Command+D

Unless you select a different page by clicking its thumbnail, the page you are writing on is deleted.

Because deleting a page cannot be undone, you are asked to confirm your decision.

Adding background images

You can include background images on the page currently displayed in Page View. The added bitmap images remain in the background of the currently displayed page. Any markings, including typed text, whiteboard marker strokes, or erasures, remain visible in front of the image.

To include a background image:

- [Loading an image](#) allows you to select images from your local computer or over the network.
- [Loading an image from the clipboard](#) allows you to load any image previously saved on your system's clipboard.
- Drag a PICT, GIF, TIFF, PSD, or JPEG file to the eBeam drawing area.

Loading an image

To load an image:

1. Choose Background Image from the Page menu.
2. Under Options, make sure the Keep aspect ratio check box is selected.

This ensures the bitmap image maintains the same width and height ratio if it is stretched to fill the entire page.

3. Click Load Image.

The Open dialog box appears, prompting you to select the appropriate drive or network location of the image.

4. Browse to the appropriate location.
5. Select the file name and click Open.

The bitmap image appears in the preview window in the Background Image dialog box.

6. To select the image, click OK.

The image appears in the background of the currently displayed page.

To remove the background image, select Remove Image from the Background Image dialog box.

Note: You can also load an image by dragging the image file to the eBeam Software screen.

Loading an image from the clipboard

To load an image from the clipboard:

1. Choose Background Image from the Page menu.
2. Under Options, make sure the Keep aspect ratio check box is selected. This ensures the bitmap image maintains the same width and height ratios if stretched to fill the entire page.
3. Click Load from Clipboard.

The last bitmap image saved to your system's clipboard appears in the Preview window.

4. To select the image, click OK.

The image appears in the background of the currently displayed page.

To remove the background image, select Remove Image from the Background Image dialog box.

Note: The Load from Clipboard button is disabled if the clipboard does not contain a graphic image.

Importing Palm database

Use this feature to import a database from a Palm handheld into your computer.

To import a database from a Palm handheld:

1. Choose Import PDA Meetings from the File menu.

Because some PDA's allow for several users to be set up on one computer, you must select which user directory to search.

2. Select the user name.

3. If you choose to install the PDA directory in a non-standard directory, you must change the directory location by selecting the Browse option. Select the appropriate directory.

Once the directory is located, the meeting files appear.

4. Select the file you want to import from the list.

5. When finished, select OK to import or Cancel to cancel the import.

Image Size Setup

With the Image Size Setup dialog box, you can modify presentations generated using File > Save As. The following file formats can be modified:

PDF (*.PDF)
HTML (*.HTM)
256 color Bitmap (PICT)
JPEG (*.JPG)
PostScript (*.ps)

When the size of the calibrated whiteboard changes, the size of the image changes. If the whiteboard has been recalibrated and the viewable area expanded, the image expands to work within the new height and width ratio.

To modify the image quality

1. Choose Export > Image from the File menu.
2. Locate Export Image Size in the Export Image dialog.
3. Enter the width and/or height of the image, either by scrolling to the desired value or entering a number.
4. To save modifications, click OK.

Note: Before clicking OK to save, select the file format, page range, directory, and enter a file name.

To restore the default settings, click the Restore Default button.

Note: If the whiteboard image appears stretched in either direction, make sure the Keep Aspect Ratio check box is selected.

Printing the whiteboard

When you are ready to print the contents of the whiteboard, you have several print options:

- To print the active page to the default printer with current printing options, you can use the following methods:
 - Shortcut Strip: Tap the Print Page icon
 - Application toolbar: Click the Print Page button
 - File menu: Choose Print Page
- To change printing options for future print jobs in the same session, choose Print Setup from the File menu.
- To select options, such as printing pages with headers and footers, choose Page Setup from the File menu.
- To select a different page to print, click its thumbnail before choosing Print Page.

If a meeting has many pages, scroll to view and select another page to print.

You can print to any printer set up on the attached computer.

The Print Page commands send the selected page to your default printer.

- To select all pages or the range of pages you want to print, choose Print from the File menu and enter additional print settings.

Note: While you look at other pages and print them, eBeam Software continues to capture marker strokes on the current page.

Printing with Headers and Footers

To print meeting pages with headers and footers:

1. Choose Page Setup from the File menu.

You can position meeting title, page range selections, and the eBeam logo at the top or bottom of the page, left, right, or center.

2. Choose the appropriate choice from the pull-down menu.

Note: To print borders around the page contents, select the check box at the bottom of the screen.

3. Click OK.
4. Choose Print from the File menu.

Saving a meeting

When you are ready to save the contents of the whiteboard, you have several options: Save, Save As, and Export >Image

- To save all the pages of the meeting as a file in the native whiteboard (WBD) format, choose **Save**.

If you have not previously saved the file, the Save As dialog box appears. You can select a destination directory and save all the pages with a new name.

- To save the meeting under a different name or different specified directory, choose **Save As**.
- To save the meeting under a new name, in a different directory, with a range of pages, or in any of the following formats, choose **Export >Image**:

eBeam File (*.WBD)
PDF (*.PDF)
HTML (*.HTM)
256 color Bitmap (PICT)
JPEG (*.JPG)
PostScript (*.ps)

Autosave

The Autosave feature ensures that your meeting data is not lost if the power goes out, if your laptop runs out of battery life, etc.

The default Autosave is set to back up your file every 5 minutes.

To adjust the Autosave setting:

1. Open the Preferences dialog by choosing Preferences from the eBeam menu.

2. Enable/disable Autosave by checking/unchecking the "Save Recovery File every" checkbox.
3. Adjust how often your meeting data is saved by changing the number of minutes.

Preferences - Options

The Options tab in the Preferences dialog allows you to set:

- File Autosave/backup settings. See [Autosave](#).
- Show Text and/or Images. These checkboxes affect whether the application toolbar displays text, images, or both.

Export as a QuickTime movie

QuickTime is a digital video format that stores all video and audio information as data in a digital form. Meetings exported to QuickTime format can be played back in the latest version of the QuickTime viewer.

The following options are available in the Export to QuickTime dialog:

Movie Size

The movie size determines how small/large the resolution of the meeting file will be as it is played back in the movie viewer. For each size, there is an associated width and height. The width and height values are the resolution of the QuickTime movie.

The larger the resolution of the QuickTime movie, the larger the file size.

The following movie sizes are available:

- Web movie (small) - Resolution 240 x 180
- Email movie (small) - Resolution 160 x 120
- Streaming web movie (small) - Resolution 240 x 180
- CD-ROM movie (medium) - Resolution 320 x 240
- High quality (large) - Resolution 720 x 480
- Other - User enters resolution in width and height text boxes

Playback Speed

The playback speed determines how slowly/quickly the meeting file is played back in the QuickTime viewer.

- **Frame per stroke:** In the eBeam meeting, each drawn line is considered a single frame. When the QuickTime movie is played back in the viewer, each full line is redrawn as a single object.

You can speed up or slow down playback by specifying how many frames are drawn per minute. The default is 60 frames per minute. At 60 frames per minute, 1 full line is drawn each second. Greater than 60 frames per minute will increase playback speed. Less than 60 frames per minute slows playback speed.

- **Actual meeting duration:** Actual meeting duration means the meeting file is played back at exactly the same speed it was created. If there is a 5 minute gap between two lines, then there will also be a 5 minute gap when played back.

Export Statistics

- **Playback duration:** Displays an estimate of the length of time the QuickTime file is expected to take to play back. This estimate changes based on the Playback Speed selection.

To save a meeting in QuickTime format:

1. From the File menu, choose Export >QuickTime.
2. Select the Movie Size (see description above).
3. Select the Playback Speed (see description above).
4. Select the Export button.

A standard Save dialog opens.

5. Select the save location and type in the file name.

While the meeting file is exported to QuickTime format, a progress dialog box is displayed.

Export as DV

DV is a digital video format that stores all video and audio information as data in a digital form. Meetings exported to DV format can be played back in iMovie or QuickTime viewers.

The following options are available in the Export to DV dialog:

Playback Speed

The playback speed determines how slowly/quickly the meeting file is played back in the movie viewer.

- **Frame per stroke:** In the eBeam meeting, each drawn line is considered a single frame. When the DV movie is played back in the movie viewer, each full line is redrawn as a single object.

You can speed up or slow down playback by specifying how many frames are drawn per minute. The default is 60 frames per minute. At 60 frames per minute, 1 full line is drawn each second. Greater than 60 frames per minute will increase playback speed. Less than 60 frames per minute slows playback speed.

Note: The Frame per stroke option is the option best used when you would like smaller movie file sizes.

- **Actual meeting duration:** Actual meeting duration means the meeting file is played back at exactly the same speed it was created. This means if there is a 5 minute gap between two lines, then there will be a 5 minute gap when played back also.

Note: This option will create very large movie file sizes because data is being stored for every moment that the meeting is open.

Export Statistics

- **Estimated movie file size:** Displays an estimate of what size (in MB, GB) the DV file is expected to be. This estimate changes based on the Playback Speed selection.

- **Playback duration:** Displays an estimate of the length of time the DV file is expected to take to play back. This estimate changes based on the Playback Speed selection.

To save a meeting in DV format:

1. From the File menu, choose Export > DV.
2. Select the Playback Speed. See description above.
3. Select the Export button.
4. A standard Save dialog opens. Select the save location and type in the file name.

While the meeting file is exported to DV format, a progress dialog box is displayed.

Quitting eBeam Software

To quit eBeam Software:

1. Choose **Quit** from the eBeam Menu.

Choosing Quit ends the current meeting. If you have made changes since your last save, you are prompted to save the current meeting.

2. Cap any eBeam sleeves to prevent the markers from drying out.

Note: You do not need to disconnect the cables.

Sharing and joining meetings

You can conduct meetings for a local audience and share them with participants on the network. These are called **shared** meetings and require a **meeting server**. In order for guests around the world to view meetings outside a company's local network, the meeting server must be located on the Internet.

Note: EFI currently hosts a meeting server.

See also:

[Sharing a meeting](#)

[Conducting a shared meeting](#)

[Joining a meeting](#)

[Server setup](#)

[Chatting with meeting participants](#)

Sharing a meeting

To host a shared meeting:

1. Start eBeam Software.
2. Choose Share Meeting from the Meetings menu.

3. Under Server Information, select the server that will host the meeting.

The pull-down menu lists the eBeam Server and any other servers you have previously added to your server list.

4. Enter the meeting name, your name, and any notes you want to include.

The meeting name is the name users see when they join a meeting (the meeting name can be up to 20 characters). The name is saved until you change it.

5. If you want the name of the meeting to be visible to network users, select Publish Meeting Name.

Note: If you do not publish the name, guests will need to know the name and enter it in the Join Meeting dialog box.

6. If a password is required, select Use Password, and type the same password twice.

The password can be up to 20 characters.

7. Notify guests of the meeting name, meeting time, and password, if required.

8. Click Share.

Your shared meeting is now available on the network using the specified meeting server.

See also:

[Conducting a shared meeting](#)

[Joining a meeting](#)

Conducting a shared meeting

A shared meeting allows remote participants to view the meeting and offer feedback using either eBeam Software or a web browser. By default, remote participants (guests) can use the eBeam Software Drawing tools to draw, highlight, and add text to any page during a meeting. However, the host can control this access at any time for one or all remote users.

Everyone viewing a meeting using eBeam Software or a web browser can see any annotations made.

Web participants have the ability to access the annotation tools.

To conduct a shared meeting:

1. When you are ready to begin a meeting, or at any other time, click Participants in the View menu to see the names of current viewers on the network.

You can also click the Participants icon on the bottom left of the screen.



2. To keep the Participants window open, choose Float Participants View from the View menu.

At any time, you can obtain additional information about a selected participant by choosing Participants > Information from the Meetings menu. Information displays the participant's name, activity status, and connection status.

3. To ensure that a participant joining a meeting sees the same active page as the meeting host, choose Synchronize Participants from the Meetings menu.

Meetings can be synchronized so that when participants join a meeting, they automatically view the page you are currently on as the host. All participants will continue to view the host's active page.

While this feature is checked, participants cannot use their page selection tool.

4. Write or draw on the whiteboard, checking to make sure your marker strokes registering in the eBeam Software window.
5. To limit a single participant to "view only" access, click the participant's name (from the Participants in the Meeting menu) and select View Only.
6. If you want to prevent all eBeam participants from interacting during the meeting, click the View Only-All button in the Participants toolbar. You can also choose Participants from the Meetings menu, and select Set View for All Participants.
7. If you do not want a guest to view the remainder of a meeting, select the guest's name and click the Exclude button from the Participants toolbar, or from the Participants in the Meeting menu, click the participant's name and select Exclude Participant.
8. At the end of the meeting, choose Save or Save As from the File menu.
9. Choose Quit from the File menu.

Once you choose Quit, remote participants are disconnected from the meeting server, but each eBeam Software user can save a copy of the meeting to a local disk and print or edit it at a later time.

Joining a meeting

You can join meetings as an eBeam Software user or a web user.

To join a meeting as an eBeam user:

1. Start eBeam Software and choose Join Meeting from the Meetings menu.
2. In the Join Meeting dialog box, select the meeting server, enter your name, and select a meeting name from the Meeting list.

The Meeting list shows active meetings whose names have been published.

If the pull-down menu does not include the meeting server you want, you can enter it. You can also add a server to your list so you can select it quickly on another occasion (see [Adding a meeting server](#)).

3. Click Refresh to update the list of published meetings.
4. If the meeting appears with a Lock icon, enter the password.
If the meeting is not listed, enter the meeting name, and a password if required.

5. Click Join.

Once you have connected to an active meeting, the window displayed on the “attached” computer is also displayed on your remote computer. However, there are two visible differences on the Application toolbar on your computer: New Page, Duplicate Page, and Delete Page are unavailable (dimmed) and do not respond to your mouse click, and a new icon, Leave Meeting, is now available.

Note: The corresponding menu commands, as well as Clear Page, are not available to guests of an active meeting.

You may observe the session and navigate the saved pages independent of other users. If the editing tools in the Drawing toolbar are active, you can also annotate the pages. Your tools are active if the host has given you write permission; if not, they appear dimmed. Edits you make during the session become part of the shared network session—they are visible to other connected users. You cannot erase or undo edits made by another guest.

When the host ends the meeting, you see the message “The meeting has ended.” The meeting remains visible on your desktop. If you want to print the meeting, choose Print from the File menu.

If you want to leave a meeting at any point, choose Leave Meeting from the Meeting menu, or click the Leave Meeting icon in the toolbar.

If you want to view or edit the meeting later, save it to your local disk by choosing Save or Save As from the File menu.

See also:

[Editing the meeting pages](#)

[Saving a meeting](#)

To join a meeting as a web user:

1. Start your web browser.

If you are using a Windows or UNIX computer, open MS Internet Explorer or Netscape Navigator. If you are using a Mac OS computer, open MS Internet Explorer. (Netscape is not supported for the Mac OS.)

2. In the URL box (Address or Location), type the IP address or DNS name of the computer hosting the eBeam session.

If the meeting is hosted by the eBeam server, type www.e-beam.com and click the Meetings button.

3. Enter your name in the My Name box, and the meeting name in the Meeting Name box. In the Meeting Password box, enter the password, if required.

4. Click Join a Meeting.

If the meeting is in session, the eBeam window appears in your web browser. You will see the contents of the eBeam window at the “attached” computer.

You can observe the session and scroll the saved pages independent of other users.

As a remote participant, you cannot print or save the meeting to your disk. However, the host can save the meeting and make it available to web users for viewing in a web browser or another application.

At any point, you can choose Leave Meeting from the Meeting menu.

5. To close the browser, click Close from the File menu.

Chatting with meeting participants

Meeting participants can chat with one another during a meeting.

1. From the View menu, choose Participants.

A dialog box with two sections appears—the top area is the Chat window; the bottom area is a Participant List.

2. Type your message in the New Message text box.
3. Select the following:

Show addresses—displays the name of the message's sender

Show time—displays the time the message was sent

Color coded—displays color coding of messages

You can access these features by selecting the appropriate check boxes at the top of the Chat window, or by right-clicking the mouse anywhere in the Chat window.

4. To select the intended recipients of your message, click names in the Participant List.

You can choose to send the message to all meeting participants or select a subset of participants.

5. If the message is high priority, select the Priority check box.

Priority messages are displayed in red text.

6. To find out more information about a Participant in the list, select their name and choose Participants > Information from the Meetings menu.

7. Click the Send to All or Send to selected participants button.

All messages sent during a meeting are displayed in the Chat window.

8. Click the Clear button to the right of the Chat window to remove all messages from the chat history.

Note: Clearing the Chat window of messages cannot be undone.

You can collapse the Chat window at any time by clicking the green arrow in the Chat toolbar. When the arrow faces down, the Chat window is open; when the arrow faces right, the Chat window is closed, and the Participants window becomes the main screen.

If you receive a message when you are not currently viewing the Chat window, the Participants icon at the bottom of the eBeam Software window appears red, with a hand in the air, to alert you to an unread message.

Editing the meeting pages

eBeam Software includes two toolbars for editing meeting pages—the Drawing toolbar and the Application toolbar. The host can edit a meeting freely while it is in session. Similarly, anyone with eBeam Software can edit a session that has been saved to a local disk.

An eBeam user connected to a remote meeting can view the meeting, but has more limited editing capabilities, depending on restrictions placed by the host.

Unless the host has disabled writing privileges, a remote eBeam meeting participant can use the tools in the Drawing toolbar to annotate, but cannot use the page tools and commands in the Application toolbar—Delete Page, New Page, Duplicate Page, or Clear Page—during a live session. Participants who connect to an eBeam meeting using eBeam Software can print the meeting. Participants who connect to an eBeam meeting using a web browser must copy and paste the meeting into another application in order to print.

Interacting with a meeting

The eBeam Software tools are arranged in Drawing and Application toolbars, so you can dock them at the lower-left corner of the main eBeam window (the default position), or hide them altogether (by choosing Toolbar from the View menu).

You cannot select, move, or delete individual annotations made by the eBeam tools; however, there is unlimited Undo for your annotations on the selected page. Undo has no effect on marker strokes on the whiteboard.

Before editing a meeting, select the page you want to work on.

See also:

[The eBeam Software toolbars](#)

Selecting meeting pages

- To select a page at the computer, click the thumbnail icon of that page in the toolbar at the bottom of the screen.

The selected thumbnail is enlarged, and the contents of the page appear in the main eBeam window. For the purpose of editing and printing, this page is the selected page.

- To scroll pages of a meeting, press Command+N (for next) or Command+P (for previous).
- To view a particular page, choose Go To Page from the Page menu and enter the page number.
- To view one or more pages in full-screen mode, choose Full Screen from the View menu. To return to the main eBeam window click the Full Screen icon in the toolbar.
- To quickly view the contents of a page, simply move the mouse over the thumbnail number and a preview screen appears.

You can also choose to keep the thumbnails window on the screen by selecting the Float Thumbnails View from the View menu.

Reviewing and annotating a meeting

1. Join a live meeting or open a meeting saved in the WBD format.

2. Select the page you want to annotate.
3. To review the sequence of marker strokes within a meeting page, choose Play Control from the Play Controls toolbar at the bottom of the screen, and press one of the play buttons.

Note: Play Control is view-only; you cannot edit during playback.

4. Use the toolbar tools, and menu commands to annotate the meeting.

During a live meeting, you can use the tools to share comments with meeting participants. You can also add your personal annotations to the version of the meeting saved on your disk.

5. To save the meeting, choose Save or Save As from the File menu.

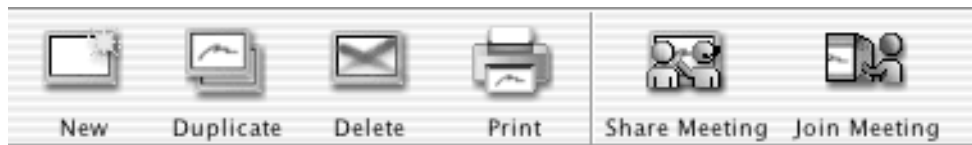
See also:

[Selecting meeting pages](#)

[The eBeam Software toolbars](#)

The eBeam Software toolbars

Application Toolbar



New saves the active page in memory and opens a new page at the end of the meeting.

Duplicate duplicates the selected page and places the copy at the end of the meeting.

Delete deletes the selected page and selects the previous page.

Print Page prints the selected page.

Share Meeting opens the eBeam Software Meeting dialog box.

Join Meeting opens the eBeam Software Join Meeting dialog box and allows you to select a meeting to join.

Drawing Toolbar



The **Marker** tool allows you to write freehand.

The **Highlighter** tool allows you to write freehand with transparent ink.

The **Eraser** tool erases both the marker strokes drawn on the whiteboard and the annotation marks made with the Drawing tools.

The **Text** tool allows you to add text comments to a meeting in any size, font, and color available on your system. Type the text you want, and press Enter to begin a new line. Choose the font color, size, type, and style from the Text toolbar.

When either the Highlighter, Marker, or Text tool is selected, a palette appears to let you choose the color and line weight of the Highlighter and Marker tools, or the font style and weight of the Text tool. When you select the Eraser, a palette appears to let you choose the eraser size.

The **Selector** tool allows you to draw a selection rectangle, then copy and paste its contents. Choose Copy (Command+C) from the Edit menu to copy a selected object to the Clipboard. Choose Select All from the Edit menu to copy or drag the entire meeting window.

The **Zoom** tool enlarges the view. Clicking and dragging zooms the selected area. Holding down the Shift key reverses the zoom direction.

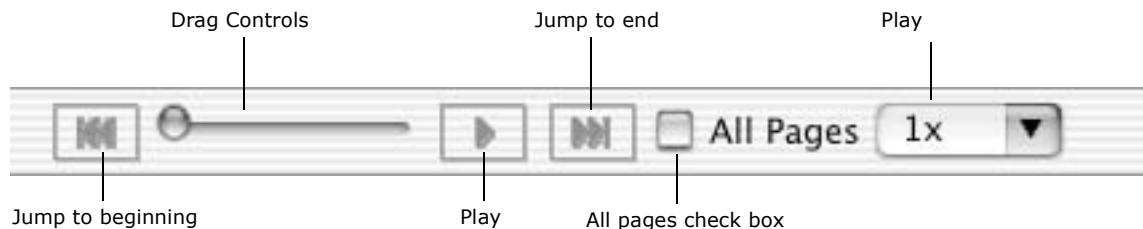
Zoom commands are also available from the View menu. When Zoom is selected, holding down the Shift key reverses the zoom direction.

The **Pointer** tool is only enabled during a shared meeting. The Pointer tool allows each participant in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color. The pointer direction (right, left, up, down) can be selected from the palette that appears when the Pointer tool is selected. You can also hide the pointer by clicking the "Hide Pointer" button from the palette that appears when the Pointer tool is selected.

During a live meeting, the page tools (**New Page**, **Duplicate Page**, **Delete Page**, and **Clear Page**) are available only at the host computer. **Clear Page** is available only from the Page menu. **New Page** is also available from the Shortcut Strip.

Play Controls Toolbar

The Play Controls toolbar is accessed by choosing Toolbar > Play Control in the View menu. **Play Controls** plays back changes made to the page. Any changes you make while playing the information backward or forward are not permanent.



Jump to beginning returns you to the state the page was in before any marker strokes were written on it.

Jump to end immediately restores objects on the page.

Play replays all line and text marker strokes from a blank screen. While playing, the Play button changes to a Stop button, allowing you to stop the playback.

The **Drag controls** slider allows you to drag through the page history.

The **All Pages** check box lets you replay the entire meeting from beginning to end.

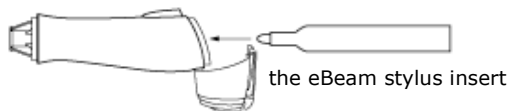
eBeam Mouse

The eBeam Mouse software lets you use a plastic eBeam sleeve with a digital stylus insert as a mouse, pointer, or marker for presentations. The eBeam Mouse software is installed with your eBeam Software.

The receiver and cable configuration for eBeam Mouse is the same as the configuration for eBeam Software, but before you use eBeam Mouse, you must make sure your serial port is available and eBeam Mouse is calibrated to your projection system.

You can use the same port for eBeam Software and eBeam Mouse, but only one can receive whiteboard input at a time.

1. Turn on the projector and project your computer desktop onto the whiteboard or other projection surface.
2. Open an eBeam sleeve and slip the eBeam stylus insert into the sleeve, in place of a dry-erase marker.



3. Once eBeam Mouse and the eBeam Software have been installed, the eBeam system is always monitoring the eBeam Hardware.
4. Choose Applications > eBeam from the Finder's Go menu, and then select eBeam System Settings. The eBeam System Settings icon appears in the Mac OS X docklet. To calibrate the eBeam hardware for eBeam Mouse, select the eBeam System Settings icon in the docklet, and then choose Calibrate Projection Area File menu. See also: [eBeam System Settings – Mac OS X](#).

For detailed information, choose Show Balloons from the eBeam Mouse menu.

Switching from eBeam Mouse to eBeam Software

- In Mac OS X, to use eBeam Software, choose Applications > eBeam from the Finder's Go menu, and then select eBeam. See also: [eBeam System Settings – Mac OS X](#)

Switching from eBeam Software to eBeam Mouse

- In Mac OS X, to use eBeam Mouse, choose Applications > eBeam from the Finder's Go menu, and then select eBeam Mouse. See also: [eBeam System Settings – Mac OS X](#).

eBeam System Settings – Mac OS X

eBeam System Settings is an application that allows you to switch between eBeam modes either from the Dock or from the eBeam System Settings menu bar. By default, the eBeam System Settings application is launched when you start your computer. It is also installed in the eBeam installation folder if you need to launch it manually.

The following options are offered from the eBeam System Settings File menu or the eBeam System Settings Docklet:

File Menu

- **Use eBeam in whiteboard mode** — whiteboard notes and drawings captured by the eBeam hardware are displayed in the eBeam Software. When the eBeam Software has been closed, the eBeam hardware remains in monitor mode. While in monitor mode, writing on the whiteboard with an eBeam marker launches the eBeam Software, which immediately begins recording.
- **Use eBeam in projection mode** — projection mode. When the eBeam Software has been closed, the eBeam hardware remains in Mouse mode. While in Mouse mode, the eBeam marker controls the attached computer as a pointing device (see [eBeam Mouse](#)).
- **Disable eBeam** — disconnects eBeam hardware from the software you are running and frees the port.
- **Calibrate Whiteboard Area** — calibrate the eBeam hardware in Mouse or Standard mode. The whiteboard area must always be calibrated to ensure that pen strokes are properly detected. A calibration wizard guides you through the calibration process.
- **Calibrate Projection Area** — calibrate the eBeam hardware to use in projection mode. A screen appears with nine targets, which are highlighted sequentially as you tap each target on the whiteboard with the stylus. You can cancel projection calibration by pressing the escape key.

Troubleshooting

Connection and power problems

If you cannot resolve a problem, consult Frequently Asked Questions in the Support area of the eBeam website (www.e-beam.com).

eBeam message	What to do
(Status line) Cannot autodetect eBeam or Cannot connect to eBeam on X (where X is the port specified in Setup)	Check for the green LED on the left receiver, and check the serial connection on the back of your computer. Make sure all the eBeam cables are connected. Choose Detect from the System menu. Exit the eBeam application and restart it. Disconnect and reconnect the power cable from the right receiver. Choose Detect from the System menu. Make sure no other software has the specified port open with the serial cable connected (for example, a portable organizer that keeps a port open) Check that the eraser is not resting on the eraser pad. If you are using a serial-to-USB connector, follow the manufacturer's set-up instructions.
(Status line) Calibration failed.	Message is displayed if eBeam is detected, but the receivers can't "talk" to each other. Check the cable connections on the right receiver.
Cannot host or join a meeting.	Review your server settings (see Sharing a meeting).

Transcription errors

Transcription and marker problems may not be detected by the eBeam system.

Error condition	What to do
With a particular eBeam sleeve, marker strokes on the whiteboard do not appear in the eBeam window	Make sure you are not holding the sleeve too close to the tip of the marker and blocking the signal. Try another sleeve color. If that works, replace the batteries in the sleeve that does not work.
With all eBeam sleeves, marker strokes on the whiteboard do not appear in the eBeam window	Make sure you are not holding the eBeam sleeve too close to the tip of the marker, blocking the signal. Make sure the green LED on the receiver is on. Choose Detect eBeam from the System menu, and check the status line. It should say Connected to eBeam or eBeam Autodetected. If it does not, see Connection and power problems . If marker strokes still do not appear, replace batteries in sleeves, and try again.
Marker strokes are shown in the wrong color	Make sure you are using a marker sleeve with the correct color. The color signal comes from the Color ring in the sleeve. Check the color set for the sleeve by choosing Sleeve Settings from the System menu. If necessary, click the Restore Defaults button to restore all original colors to the eBeam sleeves.

Error condition	What to do
Marker strokes at the bottom of the board do not appear in the eBeam window.	See Checking the image area of the whiteboard .
Eraser does not erase screen	If the eBeam sleeves work, replace batteries in the eBeam eraser. If no eBeam sleeves work, check the action for that error condition. When batteries are good, pressing on the eraser pad or a marker should activate the switch and produce a faint hum.
Shortcut Strip commands do not work	Recalibrate the Shortcut Strip. Choose Calibrate Shortcut Strip from the System menu.

Consumables

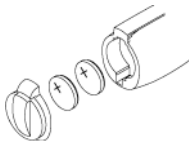
No maintenance is required for the receivers.

For best results, replace the dry erase markers with Sanford EXPO or EXPO2 dry erase markers, or Legamaster e-boardmarkers.

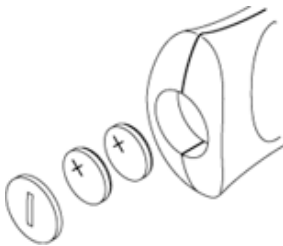
You need to replace batteries periodically. Use new coin cell batteries (size CR2032), inserted with the plus (+) side up.

Replace marker and eraser batteries

1. Unscrew the end cap of the eBeam sleeve by turning it counterclockwise. Remove the batteries and insert two new coin batteries, with the plus (+) side up. Screw the cap back on clockwise.



2. Remove the battery cover of the eBeam eraser by twisting a coin counterclockwise in the slot. Remove the batteries, and drop in two new coin batteries, plus (+) side up. Screw the cover back on.



Note: To prolong the life of eraser batteries, avoid resting the eraser on the pad.

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WARNING: FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Class B Declaration of Conformity

FCC Class B reports for eBeam models 303, EB3-1U, EB3-1S, and EB3-2U-1BT are on file at Luidia, Inc.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications or television reception. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate the equipment.

Industry Canada Class B Notice

This Class B digital apparatus complies with Canadian ICES-003.

Avis de Conformation Classe B de l'Industrie Canada

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

RFI Compliance Notice

This equipment has been tested concerning compliance with the relevant RFI protection requirements both individually and on system level (to simulate normal operating conditions). However, it is possible that these RFI Requirements are not met under certain unfavorable conditions in other installations. It is the user who is responsible for compliance of his particular installation.

Compliance with applicable regulations depends on the use of shielded cables. It is the user who is responsible for procuring the appropriate cables.

Battery

The eBeam marker sleeves and eBeam eraser use batteries. To replace them, use coin cell batteries, size CR2032 or equivalent.

CAUTION: There is danger of explosion if the battery is replaced with the incorrect type. Replace only with the same type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

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