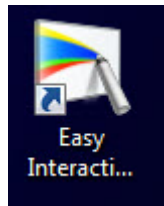







TLC Tips for Faculty

How to Use the Epson Projection Systems

The classroom you are in is home to an Epson projector and interactive whiteboard display. There are three components to this system: hardware, software, and interactivity. This guide is an explanation of how all three work in unison and how you interact with the system.

How to Operate the Hardware.

1. Turn on the Computer and click on the Epson Interactivity icon from the desktop.
 
2. After the software is running, locate the Epson control hub and turn the projector on by depressing the **PROJECTOR** button. After the system is turned on, the amber light in the center of the hub will turn **blue**, indicating that the system is active.
 
3. If the hub has no power, locate the black power button on the bottom right hand corner of the unit to turn the controller on.
 
4. Select the source that you wish to work with by pressing the associated button. By default the Computer will be mapped to the **HDMI 1 button**. After making your selection, audio and video will be automatically routed to the wall mounted projector and stereo speakers.
 
 - The room is routed as follows:
 - a. HDMI 1: LOCAL PC
 - b. COMPUTER 1: WePresent
 - c. COMPUTER 2: Document Camera
5. To adjust the overall volume of the room, use the **VOLUME** knob to raise and lower the volume of the audio.
 
6. The image will be displayed using a short throw Epson wall mounted LCD projector which is mounted above the whiteboard.
 

Pens:

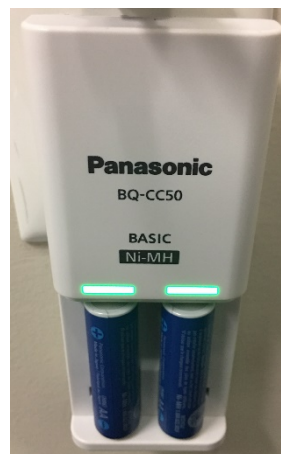
The Smart Pens need to be connected to the Epson Projector. To do so, depress the small button on the pen and wait for the pen to sync to the system. There is at least one pen per room and the pens can be synced one at a time.

When active, an intermittent green light will flash on the pen to indicate that they are turned on and that they are synced with both the projector and software.

Pens will automatically turn off to conserve batteries; however, batteries may need to be recharged periodically.

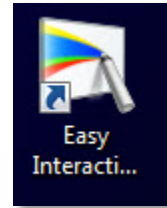


Batteries can be recharged using the battery charging station that plugs into any wall outlet.



Software:

The PC in this room will run all of the standard software that you are used to; however, to engage the interactivity with the pens you will need to launch the **Epson Easy Interactive Tool Software** from the computer.



This software will run on top of the other applications you are running and will allow you to control the computer using the Epson Interactivity Pen. **Pens will not work without running this software.**

When you turn on the PC, make sure that the Epson Easy Interactive Tool icon is visible and the software is running. This will launch the software, which will allow you to interact between the projector, whiteboard and computer.

The software will be located in at least two places. The first location will be on the top of the screen. The second will be either on screen left or screen right.

PC Interactive Toolbar:



The toolbar on the top of the screen will allow you to quickly navigate between the computer, software, internal tools and peripheral devices. The toolbar will also allow you to change the display mode between computer and whiteboard mode.



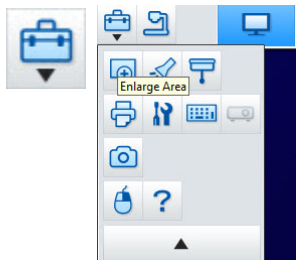
The **HOME BUTTON** will bring you back to the home settings for the Epson Interactivity Software.



The **SAVE BUTTON** will allow you to save your screen as JPEG, Bitmap, PDF, and Epson Interactive files to the computer.



The **PAGE UP / PAGE DOWN BUTTON** allows you to quickly move from page to page within documents and webpages.



The other tools button gives you access to additional tools nested within the software. Click on the **BRIEF CASE BUTTON** and a sub group of tools will expand giving you more access to software and hardware devices that are linked to the Epson System.



The **document camera button** will sync a connected document camera, web camera, or peripheral device to the display.



The **Annotation Mode Button** will allow you to use the pens to annotate over the image that is being projected on the white board.



The **Whiteboard Mode Button** mimics a clean whiteboard that can be used as a tool to annotate on a clean surface. The pens are used to write and highlight in this mode.

Whiteboard Mode Toolbar:

In **Whiteboard Mode** you have an unlimited number of new whiteboards. The toolbar on the top of the screen allows you to create, navigate and save your annotations.



The **Home Button** returns you to the Epson Interactive Software home page.



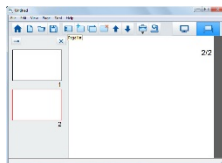
The **New Page** button creates a new slide or page on the left hand side of the whiteboard.



The **Save Button** allows you to save your slides as JPEGS, Bitmap, PDF, or Epson Interactive Files to the computer.



The **Page List** button will allow you to see the pages or slides that you have created.



The **Add Page** button will allow you to add a page to your slideshow on the left hand side of the screen.



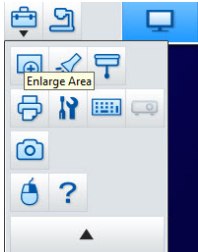
The **Copy Page** button will allow you to copy a slide that you already created.



The **Delete Page** button will allow you to delete the selected page that you are working on. This only works with the page that you are actively engaged with.



The **Page Up / Page Down** button allows you to move between pages within the slideshow on the whiteboard.



The **Toolbox** allows you to drill down into the other tools that the software has to offer.



The **document camera button** will sync a connected document camera, web camera, or peripheral device to the display.



The **Annotation Mode Button** will bring you back to the PC interactive mode. Depending on what you are trying to accomplish, you may need to go between Annotation or PC Interactive mode from the side bar menu.



The **Whiteboard Mode Button** mimics a clean whiteboard that can be used as a tool to annotate on a clean surface. The Pens are used to write and highlight in this mode.



By default the slideshow will be auto hidden. To manually lock the slideshow so it can be seen at all times, locate the lock icon at the top of the slideshow window. Toggle this button to make the slides viewable at all times.

Side Toolbars:

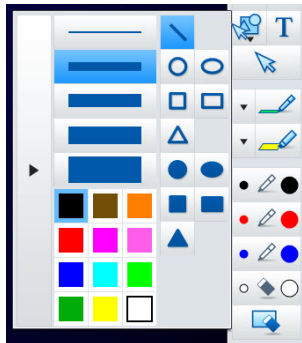
The toolbar on the side of the screen is used to toggle between PC Interactivity and Annotation mode. In Annotation mode, the user can write on any image that is on the whiteboard using the Epson Smart Pens.



The **MOUSE BUTTON** allows the user to mimic the mouse functionality when using the pens. This button will be used frequently to change between PC Interactive and Annotation modes.



The **SHAPE BUTTON** will allow you to insert custom made shapes when annotating or using the pens



Using the drop down menu, open the shape properties box. From this menu you will choose the shape, attributes, and colors of the shapes that you wish to insert on the display.



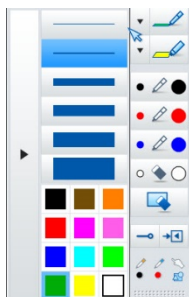
The **TEXT TOOL** will allow you to add custom text via annotation. Using the Epson Pens, the user can write directly on the screen.



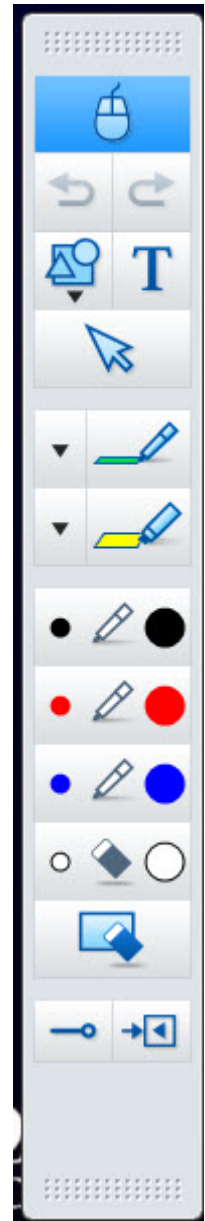
Selecting the Text Tool will launch a secondary window that allows the user to adjust the font type, size and color properties.

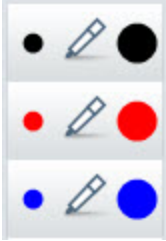


The **HIGHLIGHT TOOLS** allow the user to highlight areas on the screen using two different pens.



Using the drop down menu, the user can customize the width and color of the selected highlighting tool. Each highlight tool has its own sub menu.





When annotating, the user can adjust the size and color of the pens. Using the Epson Pen, click on the small or large circle within the color box to select the pen color and pen size.

It should be noted that both the blue and black pens are hard to read when annotating over the computer background. All three modes work best when the Whiteboard mode is selected from the top menu.



The **ERASE BUTTONS** allow you to erase parts of the annotation or the entire screen. The top erase button turns the Epson Pens into an eraser that erases line items. The bottom button erases the entire screen of all annotations.

For training and demonstrations on how to use the Interactive Classroom please contact the Teaching and Learning Center at 732-224-2098.