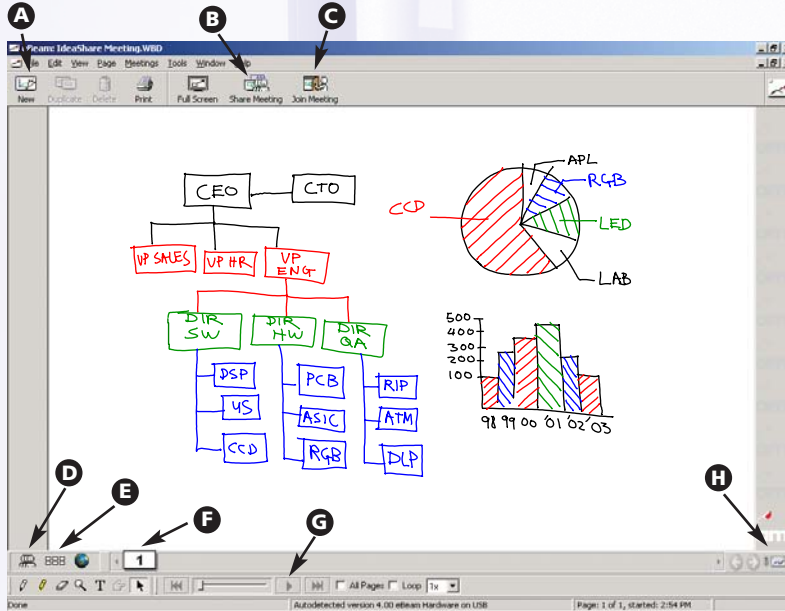


## Software Reference Guide

Maximizing productivity with  
Quartet® IdeaShare™ and eBeam™ Software

This guide is a tool for using the software. For installation & usage instructions, please refer to the Set Up Guide or User Manual.



- A. Add new page
- B. Host online meeting
- C. Join online meeting
- D. View participants and access chat feature
- E. Slide navigation
- F. Thumbnail view
- G. Stroke by stroke replay
- H. Synchronize remote participants

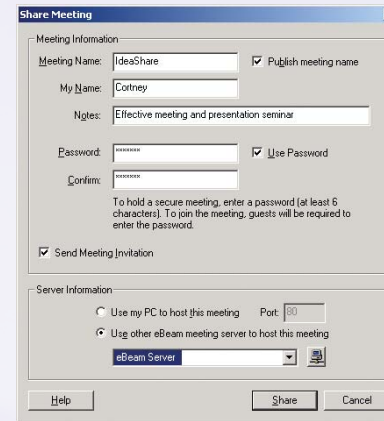
### BEGINNING A SESSION:

- Start the software by double clicking on the Quartet IdeaShare icon on your computer's desktop. (Or simply begin writing on the whiteboard and the eBeam Software will automatically "wake up" and begin recording.)
- Begin writing on the whiteboard with the electronic pens.
- Use the electronic eraser to edit minor mistakes when necessary. (Use a standard eraser to erase the entire board.)
- Save the file in the format that works best for you. Under the *File* menu, select *Save* or *Save As*. You can select the format under the *Save as type* pull down menu.
- Email the file to participants or print immediately. Under the *File* menu you will see the *Send To* and *Print* functions.

### HOSTING AN INTERNET MEETING WITH eBeam SOFTWARE:

(maximum of 25 simultaneous participants)

- Click the *Share Meeting* button.
- Fill in the blank fields in the *Share Meeting* dialog box. (**Meeting Name** and **Password** will need to be shared with remote participants in advance of the meeting. They will need this information to join the meeting from their location.)
- Click *Use other eBeam meeting server to host this meeting*.
- Choose *eBeam server* (free Internet server).
- Click *Share*.
- To end a meeting, click *End Meeting* icon at top of screen.



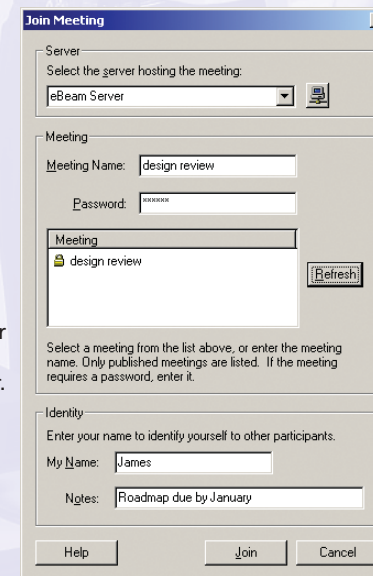
### HOSTING A LOCAL NETWORK MEETING WITH eBeam SOFTWARE:

(maximum of 10 simultaneous participants)

- Click the *Share Meeting* button.
- Fill in the blank fields in the *Share Meeting* dialog box. (**Meeting Name** and **Password** will need to be shared with remote participants in advance of the meeting. They will need this information to join the meeting from their location.)
- Click *Use my PC to host this meeting*.
- Click *Share*.
- To end a meeting, click *End Meeting* icon at top of screen.

### JOINING AN INTERNET MEETING USING A JAVA ENABLED BROWSER

- Go to [www.e-beam.com/meetings](http://www.e-beam.com/meetings).
- Click *Join a Meeting Now*.
- When *Join Meeting* dialog box appears, enter the appropriate *Meeting Name*, *Password* and *My Name*.
- Click *Join*. You are now seeing what is being written on the whiteboard with the Quartet IdeaShare™ system.



### JOINING A LOCAL AREA NETWORK MEETING USING A JAVA ENABLED BROWSER

- Open your browser.
- In the URL address field type either the domain name or IP address of the eBeam meeting host computer.
- When *Join Meeting* dialog box appears, enter the appropriate information in the following boxes: *Meeting Name*, *Password* and *My Name*.
- Click *Join*. You will now be able to see what is being written on the whiteboard with the Quartet IdeaShare system.

### PRESENTING IN PROJECTION MODE

- Insert the plastic stylus into one of the electronic pens.
- Connect a projector to your computer and project the image onto the whiteboard. When using the Quartet Portable IdeaShare, make sure you are projecting the image below the receiver.
- Right click the icon in the upper right corner.
- Click *Use with Projector*.
- Right click the icon in the upper right corner again.
- Click *Calibrate Projection Area*.
- Follow the red markers through the calibration process.
- You are now ready to use your electronic pen as a mouse to control your computer from the whiteboard.



### INSERTING BACKGROUND IMAGES FOR USE IN PROJECTION MODE

- Click *Page* menu and *Background Image*.
- Select whether you would like to: *Load Image* from your own directory, *from clipboard* or *do a screen capture*.
- You can now use the electronic pens to annotate the projected image on the whiteboard or use the marker tools in the software.

