

Template sheet for the MTG Sync Smartphone-Ready Whiteboard

User's Manual

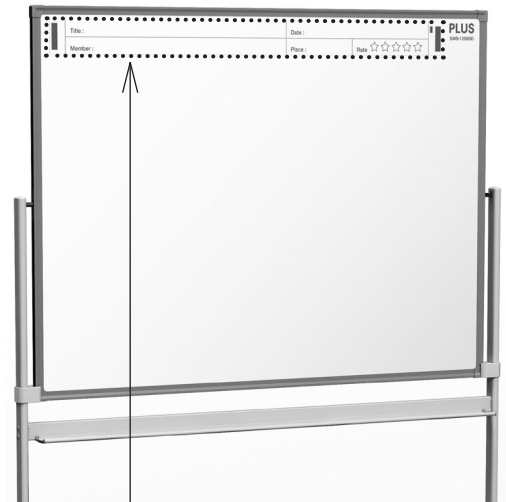
The template sheet for the MTG Sync allows you to enter pertinent meeting information in a standard format—Date, Title, etc. When the MTG Sync App is used to take a snapshot of the handwritten notes, the information can then be transcribed and used to sort and organize the notes, making them easy to find and browse. Furthermore, the five ☆ marks on the template sheet can be checked to indicate the meeting's importance, and the minutes can then be searched for or narrowed down by degree of importance using the MTG Sync App.

Using the template sheet

- Line up the template sheet with the frame and attach it to either the upper or lower surface of the whiteboard.
- Write in the necessary information using a marker.

Notice

- Make sure that the edges of the template line up with the frame of the whiteboard.
- Do not cover the PLUS logo with the template sheet. If the logo is covered, the smartphone function cannot be used.
- If the template sheet is dirty, the data may not be extracted properly when imported with the MTG Sync App.
- Put dark checks at the center of the ☆ rating marks.



Title: Write in the title of the meeting, etc. Date: Write in the date of the meeting.

Title :	Date :
Member :	Place :
	Rate ☆☆☆☆

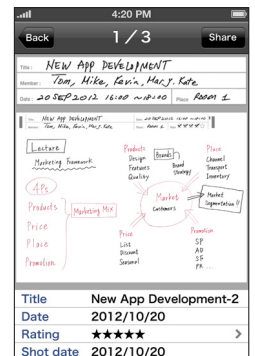
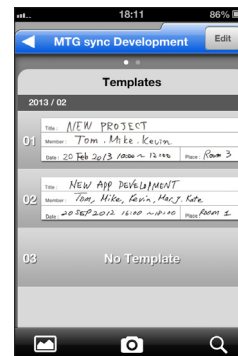
Member: Write in the meeting's attendees.

Place: Write in the place where the meeting is being held.

Rate: Check the ☆ marks to indicate the importance of the meeting.
(The degree of importance is indicated by number of stars in the application.)

Note

- For details about the MTG Sync App, visit the website below.
<http://www.plus-vision.com/en/product/mtgsync/index.html>



It is also possible to display only the items on the template sheet.

The degree of importance is indicated by the number of stars.

Notes regarding proper and safe use.



Keep magnetic recording mediums away from the template sheet.

The template sheet contains a magnetic band. Keep magnetic recording mediums such as credit cards, commuter passes, floppy disks, video tapes, cassette tapes, etc., away from the template sheet. The recorded data may be damaged if one of these mediums is brought within about 10 cm (4 inches) from the template sheet.



Cautions on storing the template sheet.

Do not store the template sheet near magnetic recording mediums. Also, do not store it rolled up or folded. Creases could reduce the adhesive strength.



Be careful with the template sheet's edges.

When removing the template sheet, be careful not to cut your fingers or hands on the sheet's edges.



Do not clean the template sheet with chemicals.

Do not use such substances as thinner, benzene or alcohol to wipe the template sheet. Doing so could discolor or otherwise damage it, making it unreadable by the MTG Sync App.



Cleaning

- If the template sheet is dirty, apply some water to a cloth, wring it out thoroughly, then wipe off the dirt. Do not use wet wipes, office equipment cleaners, neutral detergents, etc.
- Dirt, dust, paper clips, etc., stuck to the template sheet's rear surface will reduce adhesive strength. Be sure to remove any debris or foreign objects.