Elmo Digital Presenter Quick Guide

Plano ISD Instructional Technology
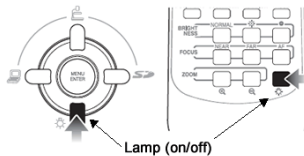
Support	
Don Dempsey	28059
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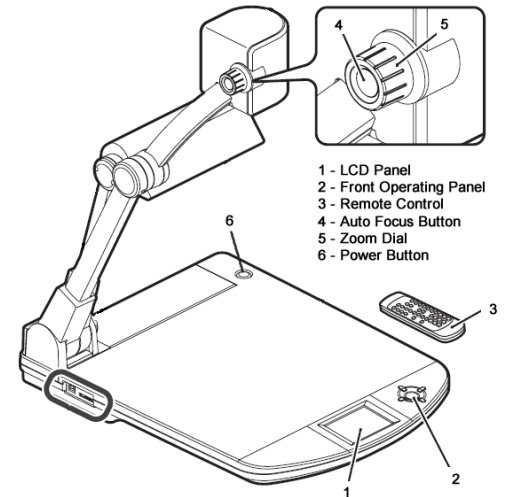## Turning On and Selecting Projector Source

1. Locate and press the power button on the ELMO (see 6 on diagram).

2. Turn on your projector and select the **S-Video** source.

Elmo Basic Operation

Turning the Lamp On/Off

Lamp (on/off)

1 - LCD Panel
2 - Front Operating Panel
3 - Remote Control
4 - Auto Focus Button
5 - Zoom Dial
6 - Power Button

- You can turn the lamp on/off from the front operating panel or from the remote control (see diagram below). The lamp may not be needing at times depending on lighting in the room.

Using the Zoom

- Turn the zoom dial (see 5 on diagram) or press the +/- buttons on the remote control.

Using Auto Focus

- Push the Auto Focus button (see 4 on diagram) or the AF button on the remote control.

Using the Remote Control

- <u>POSI/NEGA</u> - reverses white & black colors.

- <u>COLOR/B&W</u> - alternate between color or B&W image.

- <u>IMAGE ROTATION</u> - rotate the projected image 180°.

- <u>PAUSE</u> - freezes the image allowing you to remove the document *(only works with the S-Video source)*.

- <u>AF (auto focus)</u> - auto focus the image.

- <u>Zoom (+ or -)</u> - zoom in or out with the remote.
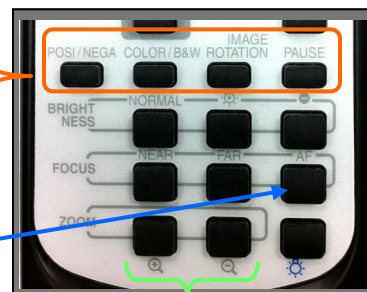
Using the VCR (if available)

- The VCR will connect to the switch plate using a yellow RCA component video cable.

- You will use the **Video** source on the projector to view videos from the VCR.

Elmo ImageMate Software Quick Guide

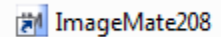**Plano ISD Instructional Technology**

Installing Elmo ImageMate Software

1. Go to the **App Depot** on your computer desktop.

2. Double-click the **Elmo—Driver Shortcut** to begin the installation (it may take a minute to launch).

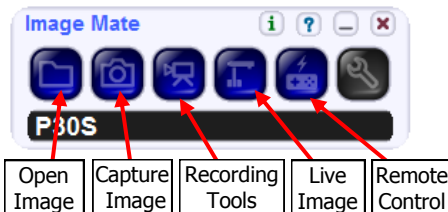3. Click through the wizard to install the Elmo software.

Accessing the Elmo Software

1. Turn on your projector and select the **Computer** button on the projector remote control.

2. Turn on the Elmo.

3. Double-click the **ImageMate208** shortcut in the **Administrative Tools** folder in **PISD Apps**.

Using the Elmo Image Mate Software

Image Mate Toolbar

Open Image   Capture Image   Recording Tools   Live Image   Remote Control

Maximize (Full Screen)

Enlarge/Shrink image (not Zoom)

Viewing the Elmo on your computer

- Your elmo image will automatically appear on your computer screen.

- If you close the live image window. Click the Live Image button on the toolbar.

Full Screen Mode

- Maximize the Live Image window to display the image in full screen.

Still Capture

- Press the **camera** button on the toolbar to take a picture of your document.

- A second window will open with the captured image. This image can be saved as a picture (.jpg) file and can be inserted into a Word Document (etc.).

- A drawing toolbar will appear below the captured image. These tools allow can be used to draw on the captured image.

Remote Control

The remote control toolbar can be used while viewing your document in full screen mode to adjust brightness, focus and zoom instead of using the regular Elmo remote control.

- Press the **Remote Control** button on the toolbar to view the remote control toolbar.

BenQ Projector Remote and Pen
Plano ISD Instructional Technology

THE BENQ REMOTE

Changing Input Source

Computer 1:   displays the computer

S-Video: displays the ELMO

Video: displays the VCR (if connected)

Other Features

Blank: displays a black background…used for hiding the projected image.

Freeze (#7):   freezes the screen so you can do other things on your computer.

Aspect (#8):   changes the aspect ration (screen size) on the white board.

Laser: activates the laser pointer.

THE BENQ PEN

GENERAL INFORMATION

- The pen can be used as a wireless mouse by pointing it at your screen and using the buttons on the pen to click or it can also be used at the white board like a touch screen.
- Each pen can be operated up to 25 ft.

BUTTONS

Left Click   **Right Click**

Projector Power (on/off) – The power on/off slider is located on the bottom side of the pen. Point the bottom end of the pen at the projector and move the power slider.

BATTERY AND CHARGING

Open the side panel of the pen. Plug in the USB charger cable.

- Full Charge: 2 ½ hr = 20 hr of use.
- Quick Charge: 5 min   = 1 hr of use.

NOTE: There is not an on/off button for the pen. It will turn off when not in use. To turn ON the pen, point it at the board and push one of the buttons.
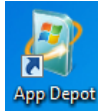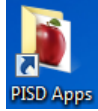
TIPS

- Both the pen and a standard mouse can be used interchangeably. To stop using the pen and switch to a mouse, point the pen toward the ground.

QDraw Software Reference Guide

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INSTALLING AND OPENING QDRAW

1. From the **App Depot** folder on the desktop, select **BenQ Draw – InstallShortcut** and click the **Run** button. The program will begin installing.

2. After the installation completes, go to the **PISD Apps** folder on the desktop and open the **Classroom Tools** folder. Double-click the **BenQ** icon.

3. The first time you launch the program a registration window will open. Do not tap any keys until all the registration boxes are AUTOMATICALLY filled in. The QDraw software will open and the toolbar will appear.

MOVING THE TOOLBAR

- Dragging: moves the toolbar anywhere on your screen.
- Docking: drag & drop the toolbar at the edge of the screen.
- Quick Move: move left or right by clicking the arrows located at the side of the screen.
- Vertical/Horizontal: switch from a vertical display to horizontal by clicking the arrows at the top of the toolbar.
- Fixed Position: fix the toolbar to the screen by clicking the red pin.

USING QDRAW WITH VARIOUS APPLICATIONS

1. Open the desired application. (ex: PowerPoint)
2. Open BenQ (if it is not already open).
3. Click the Windows Mode button on the toolbar to switch from Board Mode to Windows Mode.

Switch To
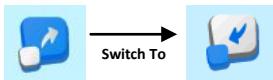
4. You are now ready to use QDraw with your desired application.

SAVING TO MICROSOFT OFFICE DOCUMENTS

1. Use the various annotation tools to write on the screen.
2. Click on the icon in the bottom right corner to save the annotations on the Microsoft Office document.
3. The annotation will become a drawing object that can be saved with the document.

TOOLBAR FUNCTIONS

Minimize the toolbar – Hide the toolbar
Lock/Unlock the toolbar – Locks position.
Switch Display mode – changes to vertical/ horizontal.

Selection Mode – This will be the default mode for selecting and manipulating objects.

Right Mouse Click – Allows the pen to perform a one-time right click.

Pencil – Used for writing. Adjust color, thickness, transparency, arrow effect and shape recognition.

Eraser – Available eraser modes: Normal Eraser, Circle Eraser, Area Eraser, Object Eraser and Erase All.

Fill – Add a color, gradient, pattern or an image to a shape.

Line – Draws a straight line on the screen.

Shape – Draw a 2-D or 3-D shape.

Math Tools – Use various on-screen math tools: ruler, compass, protractor, dimensions and angles.

Show more toolbar buttons – Click here to see the other available toolbar buttons.

Switch between Windows Mode and Board Mode - Board mode only draws within the Q Draw program. Window mode allows you to use the Q Draw tools on any application.
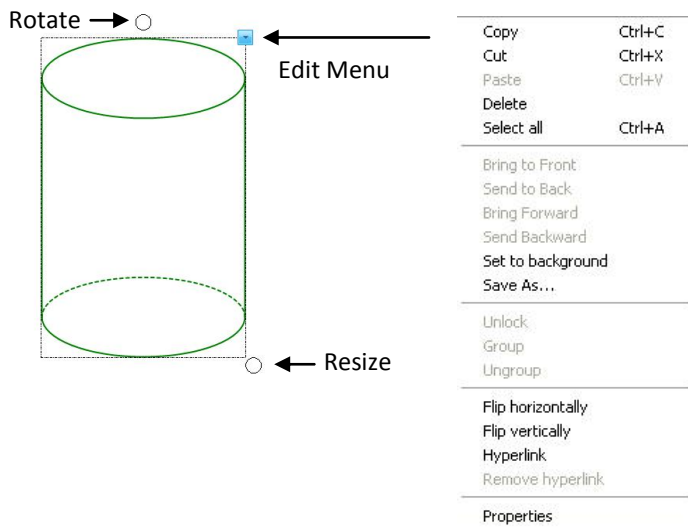
OTHER TOOLBAR FUNCTIONS

Undo – undo the last operation

Re-do – redo the last operation

Screen Recording – 3 ways to record the actions you take on the interactive screen: Full Screen Record, Area Record, and Window Record.

Reveal Screen – reveal screen can cover and reveal the information on your screen.

Spotlight – spotlight can draw attention to an area of the screen.

Special Tools – dice, calculator, magnifier, clock, on-screen keyboard, etc.

Frequently Used Applications – customizable list of frequently used programs (ex: Internet Explorer)

MANIPULATING OBJECTS

Some annotation tools allow further manipulation after they have been drawn. Click on the object you will see editing tools.

Rotate → ○

Edit Menu

Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Delete	
Select all	Ctrl+A
Bring to Front	
Send to Back	
Bring Forward	
Send Backward	
Set to background	
Save As...	
Unlock	
Group	
Ungroup	
Flip horizontally	
Flip vertically	
Hyperlink	
Remove hyperlink	
Properties	

○ ← Resize

USING THE PEN TO UNDERLINE AND ERASE

UNDERLINE TEXT IN A DOCUMENT

1. Open a Microsoft Word Document.
2. Open the QDraw toolbar.
3. If necessary, switch to Windows Mode.
4. Click 2 times on the Pencil tool on the QDraw toolbar.
5. Use the pencil tool to underline text.

The quick brown fox jumps over the lazy dog.

USING THE ERASER

1. Select an eraser from the eraser button on the toolbar.
2. Erase the lines that you made on your document.

The quick brown fox jumps over the lazy dog.