3M

DIGITAL WALLDISPLAY OPERATOR'S GUIDE

Guide de l'operateur

Benutzerhandbuch

Guía del Usuario

Guida dell'operatore

"Wherever there's a great meeting, you'll find 3M."™

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CONTENTS

INTRODUCTION

THANK YOU FOR CHOOSING 3M

Thank you for choosing 3M™ equipment. This product has been produced in accordance with 3M's highest quality and safety standards to ensure smooth and troublefree use in the years to come.

For optimum performance, please follow the operating instructions carefully. We hope you will enjoy using this high performance product in your meetings, presentations, and training sessions.

INTENDED USE

Before operating this machine, please read the entire manual thoroughly. The 3M Digital WallDisplay Systems are designed, built, and tested for use indoors, using 3M lamps, 3M mount hardware, and nominal local voltages.

The use of other replacement lamps, outdoor operation, or different voltages has not been tested and could damage the projector or peripheral equipment and/or create a potentially unsafe operating condition.

3M Digital WallDisplay Systems are designed to operate in a normal office environment.

- 16° to 29° C (60° to 85° F)
- 10 to 80% RH (without condensation)
- 0 to 1828 m (0 to 6000 feet) above sea level

The ambient operating environment should be free of airborne smoke, grease, oil and other contaminants that can affect the operation or performance of the 3M Digital WallDisplay.

Use of this product in adverse conditions will void the product warranty.

SAFETY PRECAUTIONS

Read and understand all instructions before using. Pay particular attention to areas where this symbol is shown: ⚠

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. It may also be used to alert against unsafe practices.

Note: Emphasizes important conditions or details.

- Close supervision is necessary when any appliance is used by or near children. Do not leave appliance unattended while in use.

- Never look directly into the projector lens when the lamp is on. The high pressure mercury lamp produces a strong light that could damage your eyesight.

- Care must be taken, as burns can occur from touching hot parts.

- Do not operate appliance with a damaged cord or if the appliance has been dropped or damaged, until it has been examined by a qualified service technician.

- Position the cord so that it will not be tripped over, pulled or placed in contact with hot surfaces.

- If an extension cord is necessary, a cord with a current rating at least equal to that of the appliance should be used. Cords rated for less amperage than the appliance may overheat.

- Always unplug appliance from electrical outlet before cleaning and servicing and when not in use. Grasp plug and pull to disconnect.

- To reduce the risk of electric shock, do not immerse this appliance in water or other liquids.

- To reduce the risk of electric shock, do not disassemble this appliance. Request a qualified technician when service or repair work is required. Incorrect reassembly can cause electric shock when the appliance is subsequently used.

- Connect this appliance to a grounded outlet.

- Keep all ventilation openings free of any obstructions.

- The projection lamp contains mercury. Always dispose of this lamp in a proper manner according to local regulations.

- Do not apply force to the projection arm. This may cause permanent damage to the unit or may cause personal injury.

- Do not manually open or close the projection arm while the 3M™ Digital WallDisplay is in operation.

- The 3M Digital WallDisplay's projection arm is motorized, and extends 36˝ (92 cm) from the installation while in use. Caution should be taken when operating or walking near the 3M Digital WallDisplay. It is possible a tall person's head or an upraised hand could come in contact with the projection arm.

- Do not place the product in direct sunlight, near heaters or heat radiating appliances.

PRODUCT SAFETY LABEL

The following safety label is used on or within the 3M™ Digital WallDisplay to alert you to this area requiring your attention.

SAVE THESE INSTRUCTIONS

The information contained in this manual will help you operate and maintain your 3M Digital WallDisplay.
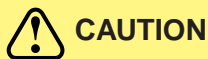
⚠ **CAUTION** | **In some countries, the voltage is NOT stable. This appliance is designed to operate within a range of 100~240 volts, ±10 volts, but it could fail if power drops or surges of ±10 volts occur. In these high-risk areas, it is recommended to install a power stabilizer unit.**

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PATENTS

3M Digital WallDisplay is protected by Utility Patent 6,179,426 and Design Patent D442,205.

Other patents pending.

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3M DIGITAL WALLDISPLAY TECHNICAL SUPPORT

- **1-800-328-1371**
- Web Site: **http://www.3M.com/walldisplay**

FCC STATEMENT—CLASS A

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Instructions to Users

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide a reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Notice

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

EEC STATEMENT—CLASS A

This machine was tested against the 89/336/EEC (European Economic Community) for EMC (Electro Magnetic Compatibility) and fulfills these requirements.

> ⚠️ **WARNING**   **This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.**

Video Signal Cables

Double shielded coaxial cables (FCC shield cable) must be used, and the outer shield must be connected to the ground. If normal coaxial cables are used, the cable must be enclosed in metal pipes or in a similar way to reduce the interference noise radiation.

Video Inputs

The input signal amplitude must not exceed the specified level. (See Appendix for these levels.)

INTRODUCTION

CONTENTS

The 3M Digital WallDisplay is shipped with the necessary cables required for standard VCR, PC, Macintosh or laptop computer connections. Carefully unpack and verify that you have all of the items shown below. If any are missing, please contact your place of purchase.

Remote Control
(with batteries)

Mac
adapter

Power Cable
(US, UK, Euro)

Serial
Mouse Cable

DVI-D Cable

3-Conductor
Video/Audio Cable

VGA Cable

PC Audio
Cable

S-Video
Cable

USB
Cable

Operator's Guide
(CD-ROM)

Quick Start Guide

Product Safety
Guide

Product Registration
Card
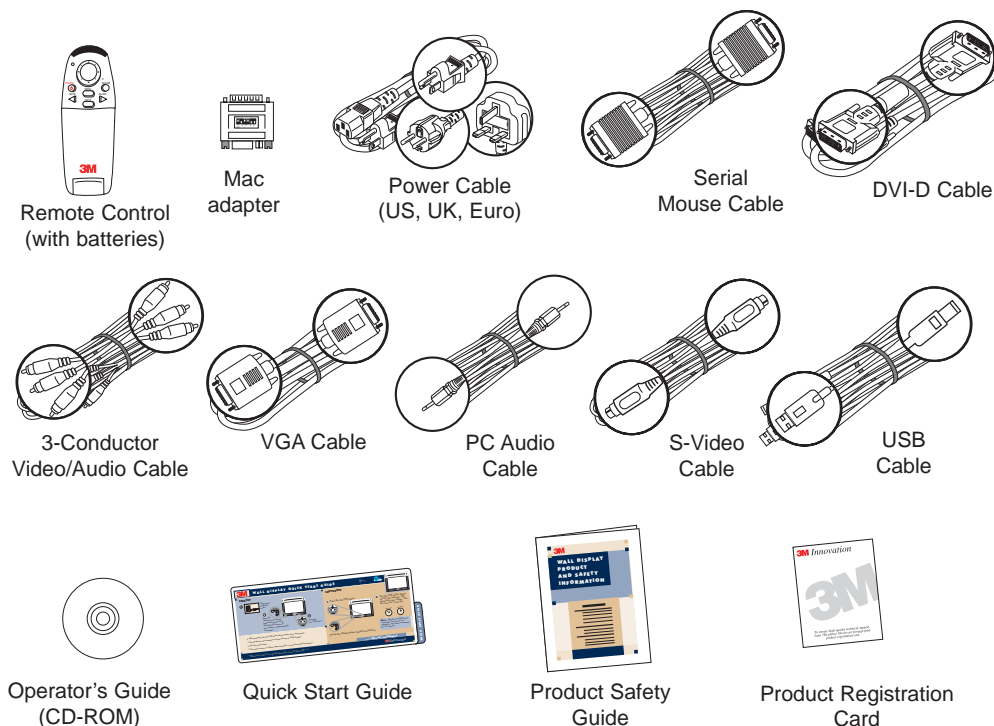
OPTIONAL ACCESSORIES

- Vikuiti™ High-Brightness screen
- Accessory Tray/Laptop Shelf
- Replacement Lamp Kit
- Digital White Board kit
- Vikuiti Easy-Erase screen
- Extended warranty

Note: *Save the shipping box and packing materials in the event the 3M Digital WallDisplay should ever need to be moved.*

WHAT'S NEXT?

After the 3M Digital WallDisplay has been professionally installed in your meeting room, you are ready to set it up.

Please read this guide thoroughly before operating your new 3M Digital WallDisplay.

Be sure to check our web site **(www.3M.com/walldisplay)** regularly for updates and supplemental information. On the CD-ROM, you can link directly to the web site by clicking here or on "3M *Innovation"* in the lower right corner of the Main Menu.

PART IDENTIFICATION

1. Facade
2. Lamp Housing Door (behind facade)
3. Projection Screen
4. Left Bezel
5. Remote Control Unit
6. Storage Door
7. Storage Door Window
8. On/Off Button
9. Infrared Remote Sensor
10. Connection Panel Door
11. Right Bezel
12. Speakers
13. Projection Head
14. Projection Arm
15. Connection Panel
16. Menu Keypad
17. Status LED Indicators
18. Master Power Switch
19. AC Power Cord Socket
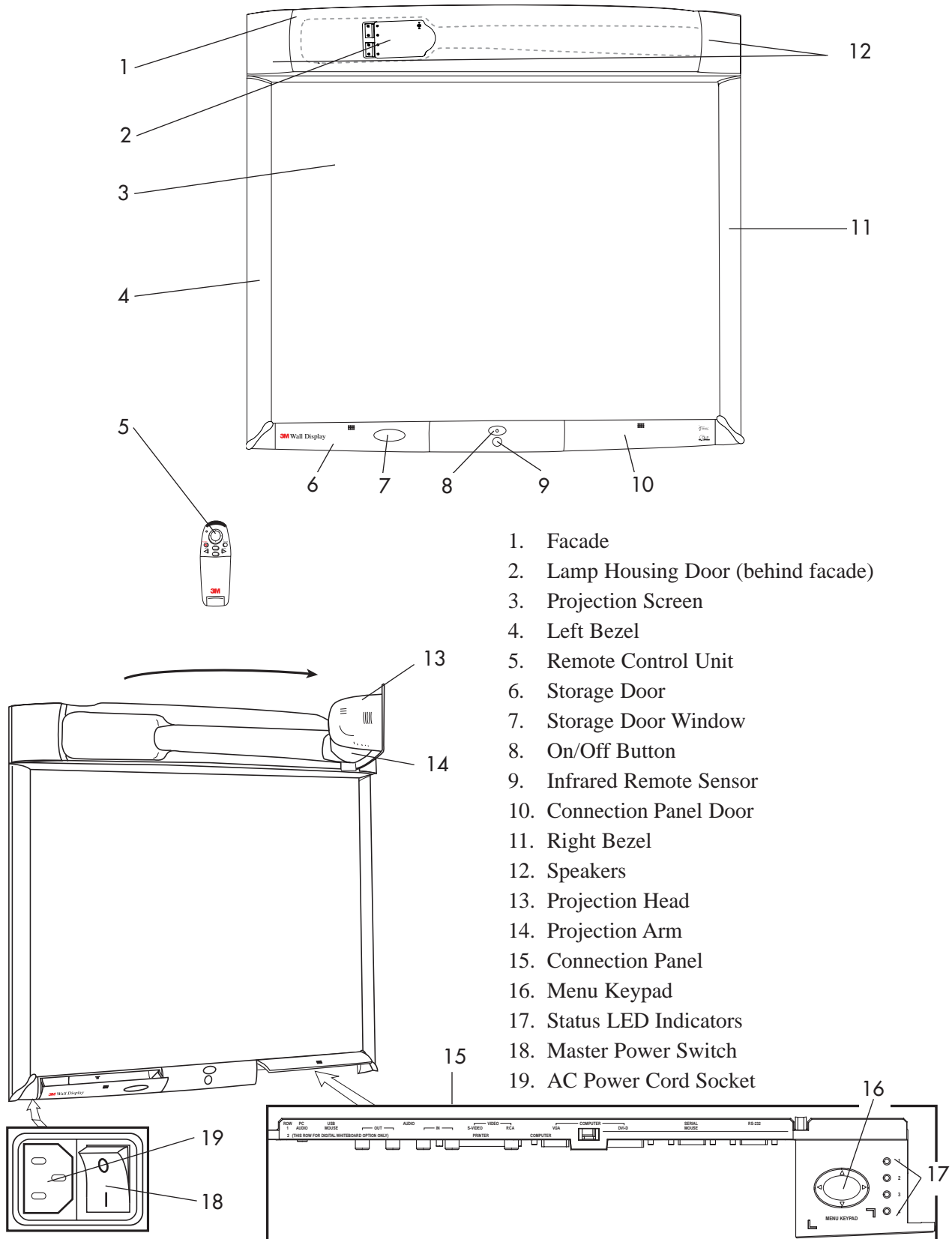
3M DIGITAL WALLDISPLAY FEATURES

The 3M Digital WallDisplay combines the following features into one sleek, sophisticated package.

- Full connectivity for computer or video presentations

- Large 60˝ diagonal screen

- 4:3 screen aspect ratio matches business applications and viewing data

- Flat screen allows extra wide (up to 170°) viewing angles

- Projection arm position guarantees image is in focus every time

- Allows presenter to move without blocking image

- Built-in, powerful stereo speaker system

- Single button operation

- Hand-held remote control for most functions

- Ideaboard option
    - allows notes and writing directly on screen for productive brainstorming
    - digital image capture for sharing files or storing information
    - print content directly from attached printer
    - easy to replace projection screens
    - the Vikuiti™ Dry-Erase screen allows the 3M Digital WallDisplay to double as a dry-erase board

S Y S T E M   S E T U P

CONNECTING TO VARIOUS EQUIPMENT

It only takes a few minutes to connect the 3M™ Digital WallDisplay to your computer, VCR, DVD player, video conference unit, or other devices.

The connection panel is located underneath the bottom right corner of the 3M Digital WallDisplay, under the Connection Panel Door. Press and release door to access connection panel.

Note: Use the enclosed cables to ensure image and audio quality. Substituting cables of lesser quality may result in poor image quality or audio noise.
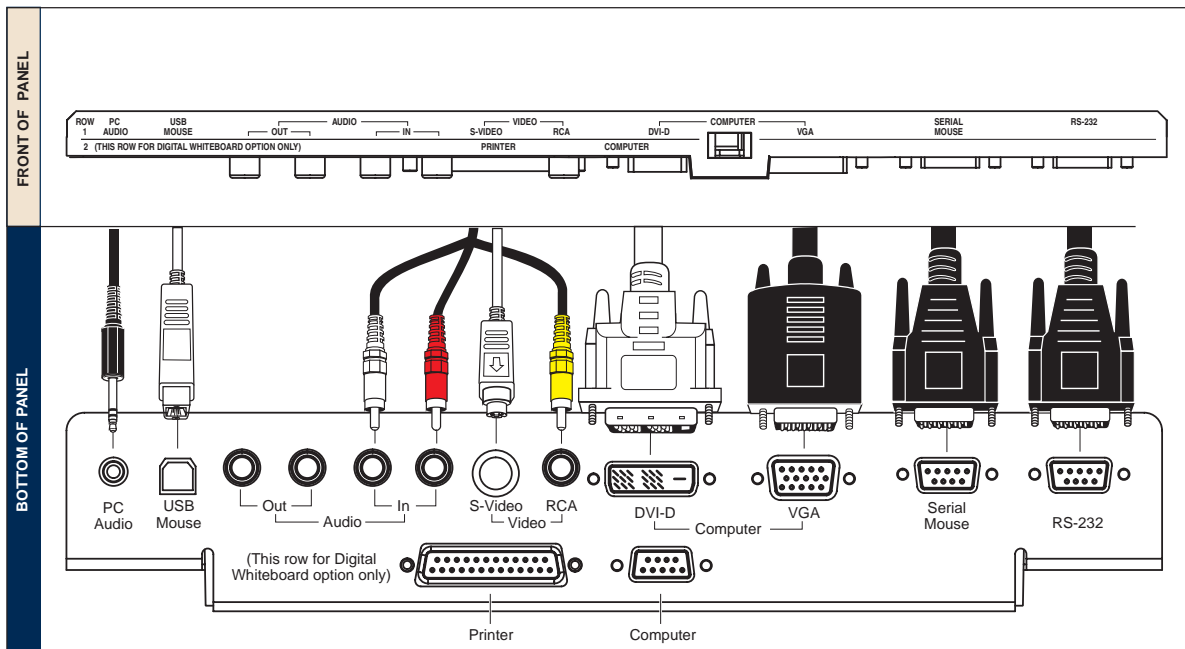
PC Audio	Connects to the computer's audio output and provides audio for VGA and DVI-D (Digital Visual Interface - Digital only) inputs.
USB Mouse	Connects to the computer's USB port and provides wireless mouse control using the 3M Digital WallDisplay remote control **Disk Pad** button.
Audio Out	Connects to an external audio amplifier and provides audio from the active audio source.
Audio In	Connects to the audio output of a video device (e.g. VCR or DVD), and provides audio for both S-Video and RCA video inputs.
S-Video	Connects to an S-Video output signal.
RCA Video	Connects to an audio/video device.
DVI-D	Connects to a computer that supports the DVI-D interface.
VGA	Connects to the RGB Out port or monitor of a computer.
Serial Mouse	Connects to a computer's 9-pin serial port and provides wireless mouse control using the 3M Digital WallDisplay remote control **Disk Pad** button.
RS-232	Connects to a control device's serial port and provides control of the 3M Digital WallDisplay using RS-232C protocol and the specified serial commands.

OPERATION

STARTUP

1. Plug power cord into wall socket. Wait five (5) seconds before pressing the **Master Power Switch.**

00:00:00   00:00:05
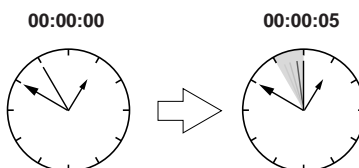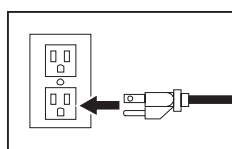
2. Flip on the **Master Power Switch** beneath the lower left corner of the 3M Digital WallDisplay, near the 3M label. This should stay on at all times. Now the 3M Digital WallDisplay is in standby mode. The large oval **On/Off Button** will be backlit amber after several seconds.

3. Press the **On/Off Button** in the center of the lower front panel. The projection arm will extend outward from its housing at the top of the 3M Digital WallDisplay unit for several seconds. Do not block its movement.
   - The **On/Off Button** on the front of the machine will blink amber during the warm-up and projection arm extension.
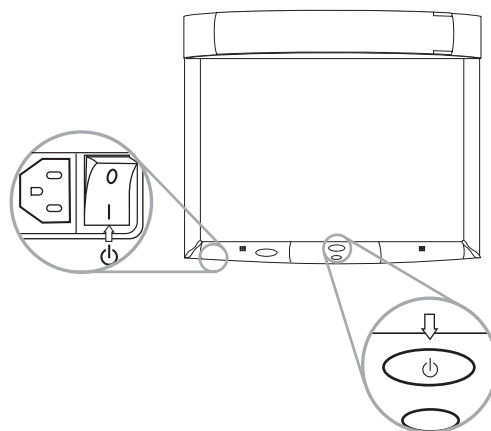
4. When the projection arm is fully extended, the lamp will turn on automatically. It will reach full illumination in approximately 60 seconds. The **On/Off Button** should then be backlit green.

⚠ **CAUTION**

- **The 3M Digital WallDisplay's projection arm is motorized. Do not block its movement or force it to move while the 3M Digital WallDisplay is in operation.**

- **Do not look directly into the 3M Digital WallDisplay projection lens. The light from the lens may cause damage to eyes.**

SHUTDOWN

Press the **On/Off Button** on the bottom center panel of the 3M™ Digital WallDisplay unit.

The lamp will turn off and the projector arm will return to its housing. The **On/Off Button** will flash amber.

*Note: **There is a 30-second reset period before the** On/Off Button **will function again.***

The fan will continue to run for approximately five minutes to cool the unit.
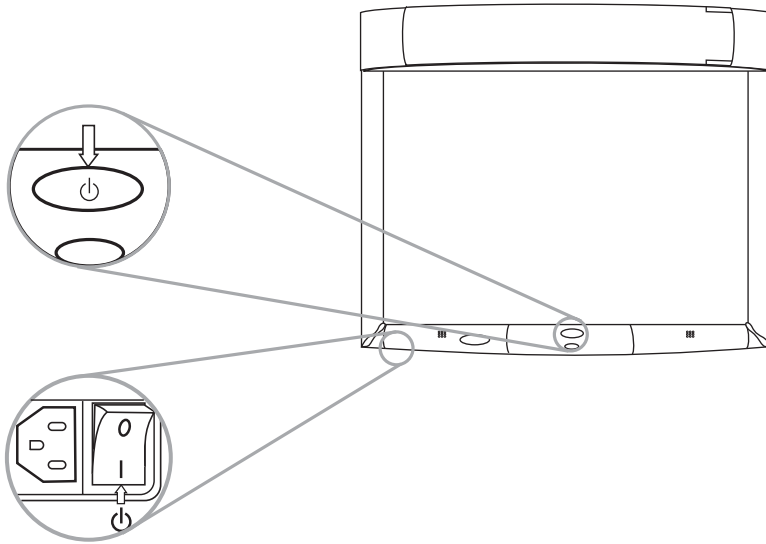
*Note: **If the 3M Digital WallDisplay will not be moved or disconnected, leave the** Master Power Switch **on for your convenience.***

*   ***Do not turn off the** Master Power Switch **or unplug the power cord before pressing the** On/Off Button. **After the** On/Off Button **is pressed, the fan continues for approximately five minutes to cool the 3M Digital WallDisplay.***

REMOTE CONTROL UNIT

FEATURES

The remote control sensor is on the front lower panel of the 3M Digital WallDisplay unit. The distance between the sensor and remote control must be shorter than 4 meters (13 feet).

The remote control unit has two keypads. The Forward keypad is above the flip-top cover. The Rear keypad is beneath the cover. The **Trigger Button** is underneath the front IR Sensor of the remote control unit and can be pressed easily with the index finger.

FORWARD KEYPAD

IR SENSOR
Transmits infrared signals to 3M Digital WallDisplay unit.

LED
Indicates that remote control unit is transmitting signal.

POWER
Press to turn 3M Digital WallDisplay on/off.

MUTE
Press to turn the audio (speaker)

DISK PAD
Press to control the computer's mouse, navigate the menu system, or control the Pointer or Reveal functions.

R MOUSE
Press for right-mouse-button function in mouse mode.

MENU
Press to display onscreen menu system.

BLANK
Press to turn the screen-blanking function on/off.

INPUT
Press to change source of input.

REAR KEYPAD

VOLUME
Press to adjust the speaker and Audio Out sound level.

TIMER
Press to turn on/off display of countdown timer.

POINTER
Press to turn the pointing function on/off.

FREEZE
Press to turn the still-mode function on/off.

REVEAL
Press to uncover part of the screen from top to bottom or from left to right.

TRIGGER BUTTON
Press for left-mouse button functions.
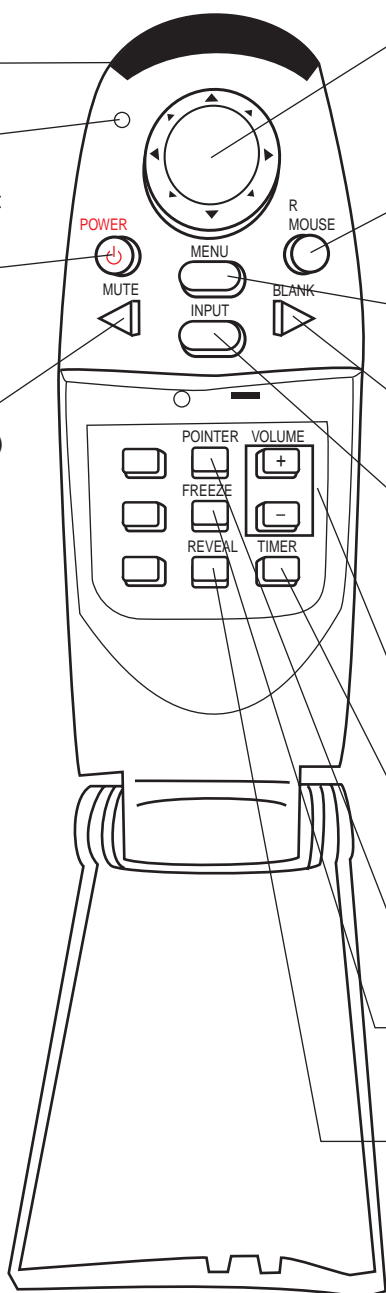
FORWARD KEYPAD

Power

Press to turn the 3M™ Digital WallDisplay on/off. When power is turned on, the 3M Digital WallDisplay will automatically extend the projection arm and ignite the lamp.

Mute

Press to temporarily turn off the sound. Press again or press the **Volume** + or **-** buttons to restore sound.

Disk Pad

Press to:

- control the computer's mouse when using the Mouse function.
- select menu items and adjust values in the onscreen menu system.
- control the Pointer position while using the Pointer function.
- control the path of the Reveal function.

While using the onscreen menu system or Pointer function, the computer Mouse function is temporarily disabled. To regain computer mouse control, turn off the current function or the onscreen menu system.

Note: The USB or serial mouse cable must be connected between the 3M Digital WallDisplay and the computer when using Mouse mode.

R Mouse

Acts as the right-mouse-button when the mouse function is active.

Menu

Press to display the onscreen menu system or to cancel display.

Blank

Press to make the screen go blank. Press again to return to normal display function.

Input

Press to change the source of input for 3M Digital WallDisplay. The **Input** button cycles between Computer, DVI, S-Video, Composite Video, and No Signal.

REAR KEYPAD

Pointer

Press to turn the pointing function on/off. A red dot will appear on the screen. The dot can be controlled by pressing the arrows on the **Disk Pad**.

Volume

Press the + button to increase or the **-** button to decrease the speaker loudness level. When the audio is muted, the **Volume** + or **-** buttons will also cancel the Mute function.

Timer

Press to turn the timing function on/off. The timer will display on the screen and begin to count down. To change the Timer value, refer to the **On Scrn Timer** sub-menu in the **Tools** menu.

Freeze

A moving image can be stilled or 'frozen' when the **Freeze** button is pressed. To release the Freeze function, press the **Freeze** button again.

Reveal

Press to turn the screen-reveal function on/off. Press the **Disk Pad** in the desired reveal direction (e.g. press down to reveal from the top down, etc.).

Trigger Button

On the underside of the remote control unit, beneath the IR sensor, press button for left-mouse-button functions.

INSTALLING OR REPLACING BATTERIES

1. Push and slide the battery compartment tab in the direction shown, then lift it off.

2. Install two AAA batteries as indicated by the diagram inside the compartment.

3. Snap the battery compartment cover back on.
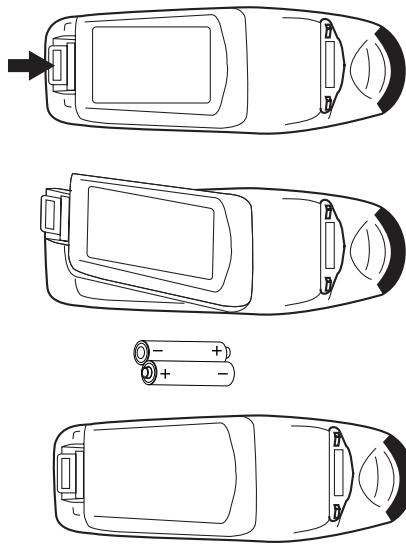
Note: *Avoid excessive heat and humidity.*

Do not mix old and new batteries or different types of batteries.

MENU SYSTEM

MENU NAVIGATION

Most adjustments and settings are available in the main menu and sub-menus. To navigate and make adjustments, use the 3M Digital WallDisplay's **Menu Keypad** button or the remote control's **Menu** and **Disk Pad** buttons.
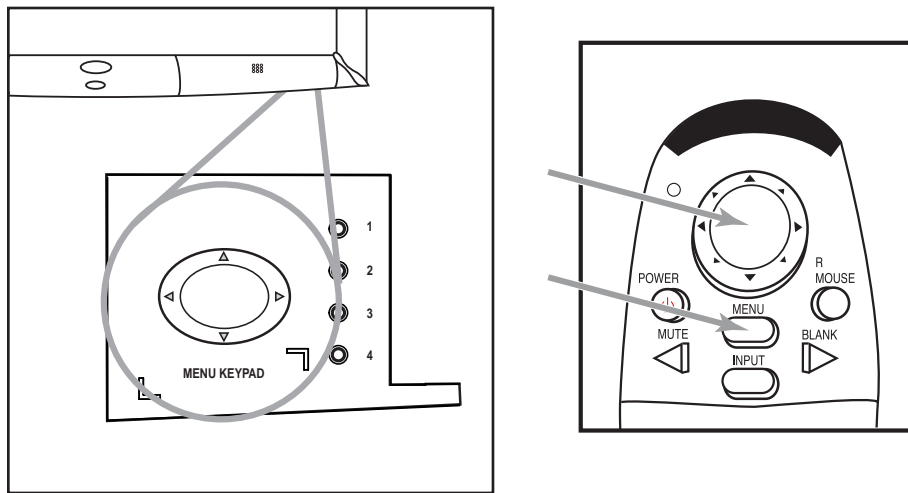
COLORFUL—BRIGHT SLIDER

The **Colorful—Bright** slider adjusts the brightness, contrast, and color saturation levels simultaneously. Move the slider toward **Colorful** to achieve maximum color saturation and contrast. Move the slider toward **Bright** to achieve maximum brightness.

To adjust the **Colorful—Bright** slider:
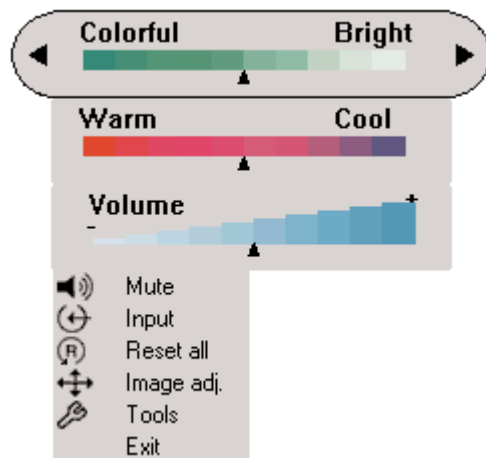
1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Colorful—Bright** slider by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Move the slider by pressing the left or right arrow of the **Disk Pad** or **Menu Keypad.**

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

WARM—COOL SLIDER

The **Warm—Cool** slider adjusts the color temperature. Move the slider toward **Warm** to achieve warmer, more reddish images. Move the slider toward **Cool** to achieve cooler, more bluish images.

To adjust the **Warm—Cool** slider:

1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Warm—Cool** slider by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Move the slider by pressing the left or right arrow of the **Disk Pad** or **Menu Keypad.**

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

VOLUME SLIDER

The **Volume** slider adjusts the speaker and audio output sound level. Move the slider toward the right to increase the sound. Move the slider toward the left to decrease the sound.

To adjust the **Volume** slider:
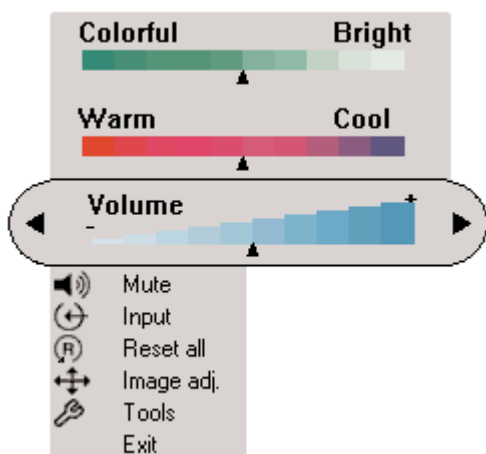
1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Volume** slider by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Move the slider by pressing the left or right arrow of the **Disk Pad** or **Menu Keypad.**

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

MUTE MENU FUNCTION

The **Mute** menu function turns the sound on and off.

To turn the **Mute** menu function on:
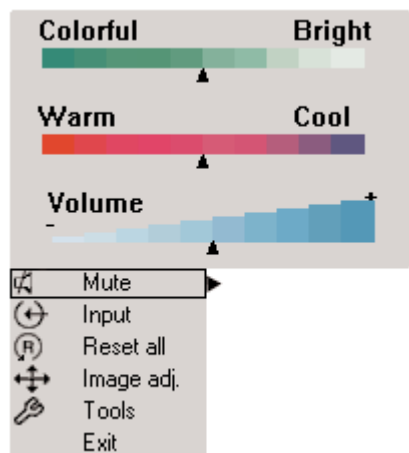
Mute function ON

1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Mute** menu function by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Turn the **Mute** function on by pressing the left or right arrow of the **Disk Pad** or **Menu Keypad.** The sound will turn off.

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

To turn the **Mute** menu function off:
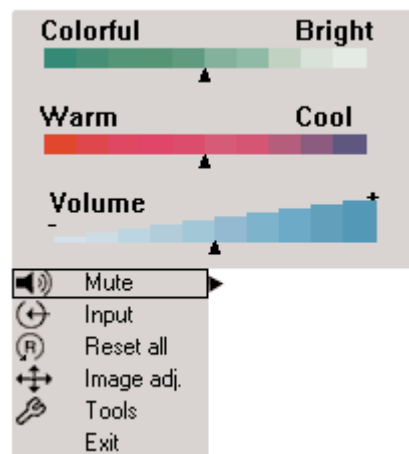
Mute function OFF

1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Mute** menu function by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Turn the **Mute** function off by pressing the left or right arrow of the **Disk Pad** or **Menu Keypad.** The sound will turn on.

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

INPUT SELECT MENU

The **Input Select** menu defines the displayed video source. When **Input Select** menu is selected, the current video source is shown. The **Input** options are: Computer (VGA Input), DVI-D, S-Video, Comp. Video (RCA Video Input), and No Signal. An Input option is available to select when an active video source is connected to the 3M™ Digital WallDisplay input connection.

To set the **Input Select** menu:
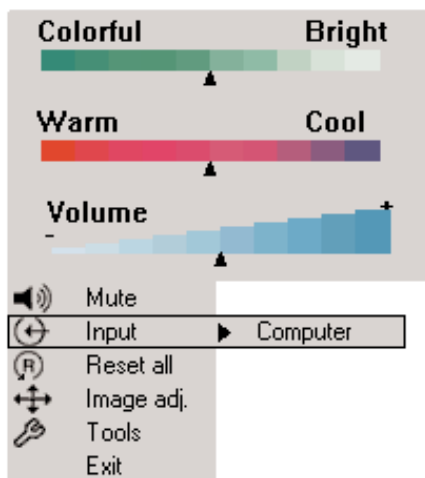
1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Input Select** menu function by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. Press the right arrow of the **Disk Pad** or **Menu Keypad** repeatedly until the desired input option is shown.

4. Activate the input option by pressing the left arrow of the **Disk Pad** or **Menu Keypad**.

5. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

RESET ALL MENU

The **Reset All** menu function sets all menu settings to their default settings.

To turn the **Reset All** menu function on:
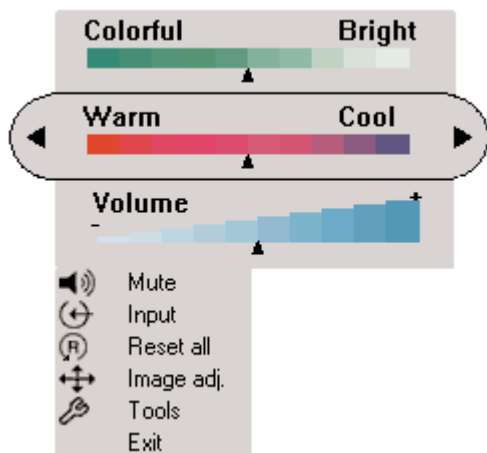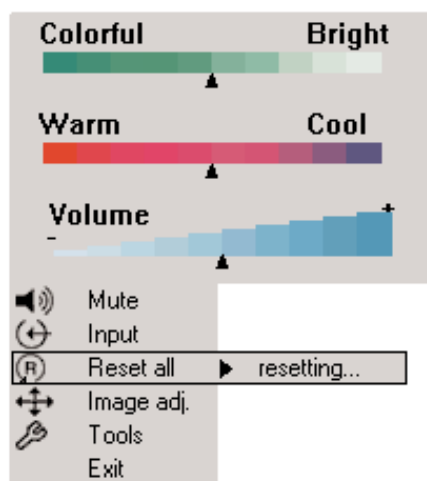
1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Reset All** menu function by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. To activate the **Reset All** function, press the right arrow of the **Disk Pad** or **Menu Keypad.**

4. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**

IMAGE ADJ SUB-MENU

The **Image Adjustment** sub-menu adjusts the projected image settings for the VGA and DVI-D inputs. Use the **Vertical Position** and **Horizontal Position** sliders to reposition an image if portions are not visible. Use the **Phase** and **Sync** sliders to eliminate vertical banding and noise.

|	
Vertical Position	Adjusts the vertical position of the projected image.
Horizontal Position	Adjusts the horizontal position of the projected image.
Phase	Adjusts the pixel sampling. Use this to reduce image noise and flicker.
Sync	Adjusts the expected pixel number in a single video line. Use this to eliminate banding.
Main	Returns to main menu.
Exit	Leaves the menu system.

To open the **Image Adj** submenu:

1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Image Adj** sub-menu by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. To open the **Image Adj** sub-menu, press the right arrow of the **Disk Pad** or **Menu Keypad.**
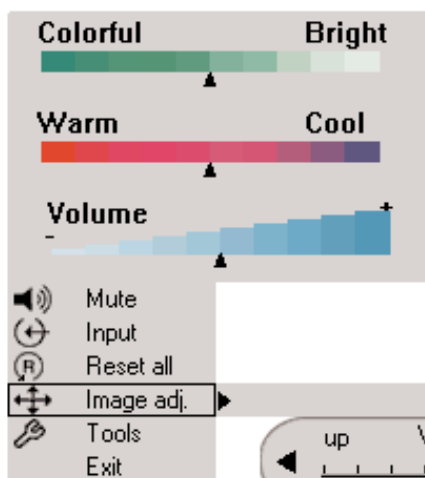
4. Scroll to the desired slider and move it to the right or left as needed.

5. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the left or right arrow of the **Menu Keypad.**

To return to the main menu, select **Main** and press the left or right arrow of the **Disk Pad** or **Menu Keypad.**
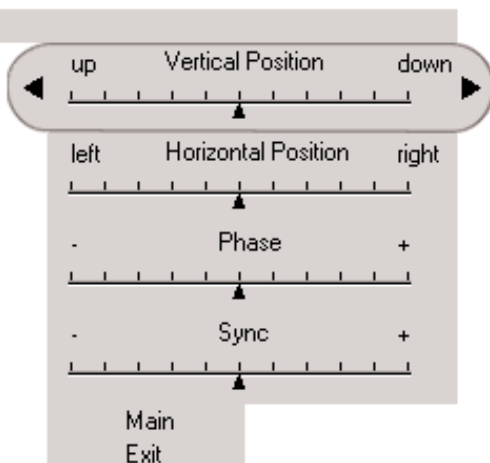
TOOLS SUB-MENU

The **Tools** sub-menu provides access to the following settings and tools:

|	
Onscreen Timer	Allows you to set a timer and display it onscreen.
Language	Selects which language to use for onscreen commands. (Default language is English.) It cycles between English, German, Spanish, Italian, and French.
Auto Shutoff	Will automatically turn off the 3M™ Digital WallDisplay within the time desired. (Default time is 45 minutes.)
Auto Switch	When an input source is lost or disconnected, Auto Switch automatically detects and switches to the next available input source. When Auto Switch is disabled, press the **Input** button on the remote control to select the next available input source.
Usage/Hrs	Displays and/or resets 3M Digital WallDisplay's and lamp's operating time, in number of hours.
Audio Adjust	Allows you to adjust the bass and treble.

To open the **Tools** sub-menu:

1. Open the menu system by pressing the remote control **Menu** button or any arrow on the **Menu Keypad.**

2. Select the **Tools** sub-menu by pressing the up or down arrows on the remote control **Disk Pad** or **Menu Keypad.**

3. To open the **Tools** sub-menu, press the right arrow of the **Disk Pad** or **Menu Keypad.**

4. Scroll to the desired item and adjust as needed.

5. Close the menu system by pressing the **Menu** button or scrolling to **Exit** and selecting it with the right arrow of the **Menu Keypad.**
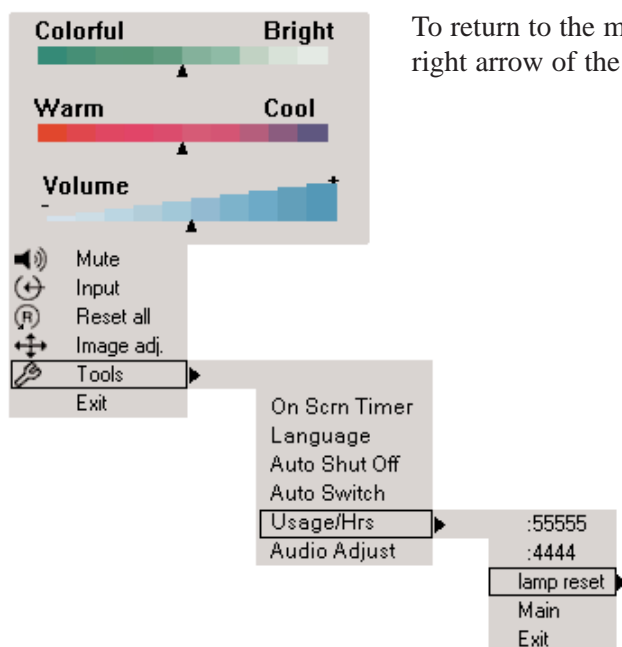
To return to the main menu, select **Main** and press the left or right arrow of the **Disk Pad** or **Menu Keypad.**

MAINTENANCE

GENERAL MAINTENANCE

For general cleaning of the screen and exterior of the 3M Digital WallDisplay, use a damp cloth or dry cleaning cloth such as the 3M High Performance Cleaning Cloth.

Standard dry-erase cleaners may be used on the dry-eraseable screens, such as Sanford® Expo® Whiteboard Cleaner. Do not use other spray cleaners or solvents on any part of the 3M Digital WallDisplay.

LAMP USAGE
Use and Replacement of Lamp

The 3M Digital WallDisplay lamp has a normal operating time of approximately 2000 hours, called the lamp life. After the lamp has been operating for 1900 hours or longer, the following messages will appear on the screen for the first three minutes of operation. When this happens, turn off the 3M Digital WallDisplay and replace the lamp with a new one. Using an old lamp in the 3M Digital WallDisplay could cause a malfunction.

Onscreen Lamp Messages

PLEASE CHANGE THE LAMP

The lamp has been in use for 1900 hours and needs to be changed. After replacing the lamp, reset the lamp timer.

THERE ARE 20 HOURS OF LAMP LIFE REMAINING

The lamp has been in use for 1980 hours, and the power will turn off after 20 more hours. After replacing the lamp, reset the lamp timer.

PLEASE CHANGE THE LAMP
THE WALLDISPLAY WILL SHUT OFF IN 10 MINUTES
AFTER REPLACING LAMP, RESET THE LAMP TIMER

The lamp has been in use for more than 2000 hours, and the power will automatically turn off after 10 minutes. After replacing the lamp, reset the lamp timer.

All of these messages will display for no longer than three minutes, but each will display whenever you turn the lamp on again, until the lamp is replaced.

For lamp-changing instructions, please refer to the next page.

LAMP REPLACEMENT

> ⚠️ **WARNING**   **To reduce the risk of electrical shock, always turn off the 3M™ Digital WallDisplay unit and disconnect power cord before changing lamp.**

1. Turn the power off and disconnect the power cord from the outlet.

2. Allow approximately 45 minutes for the lamp to cool, if necessary.

3. There are two indentations behind the top of the facade, near each end. Grasp facade plate at each indentation and pull down to snap off.

Facade
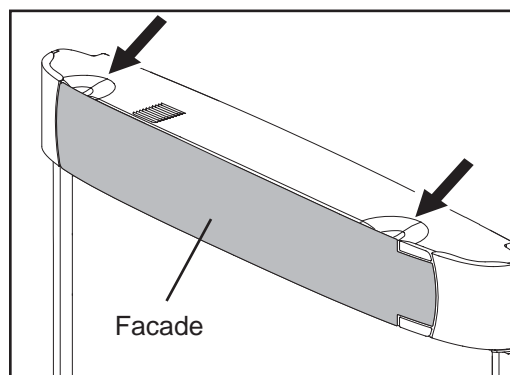
4. Loosen the self-contained screw at the upper righthand corner of the lamp housing door with a standard screwdriver.
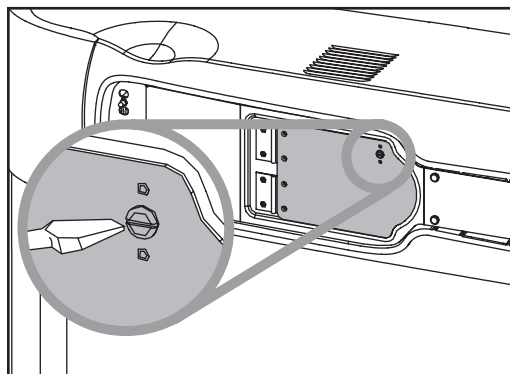
5. Two black wires connect to the lamp cartridge by a black plastic receptacle on the right side of the lamp cartridge.

Lamp

Receptacle   Black wires
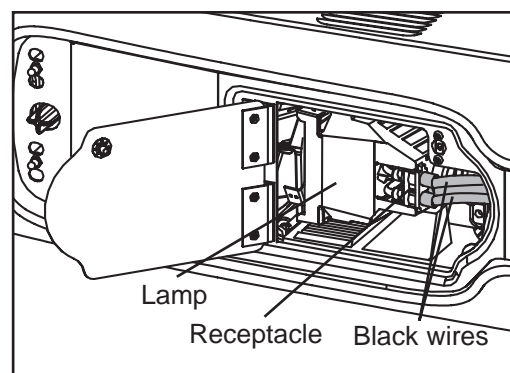
5a. Hold down this receptacle with your left thumb and (5b) pull connectors out of the receptacle with other hand.
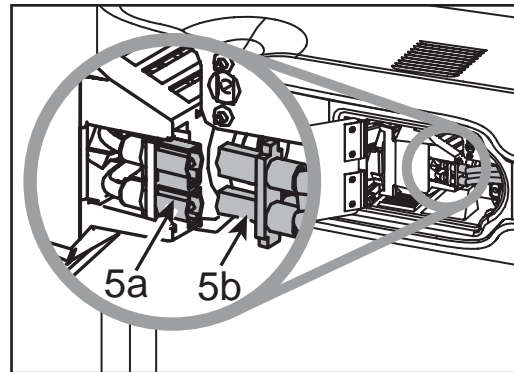
6. Push up the metal lever on the lower left side of the lamp cartridge.
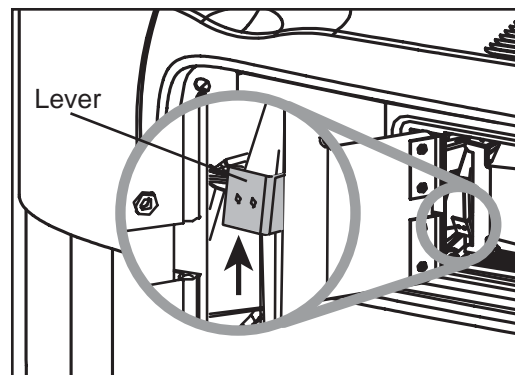
7. Grasp the lamp cartridge and pull it straight back out of the lamp compartment.
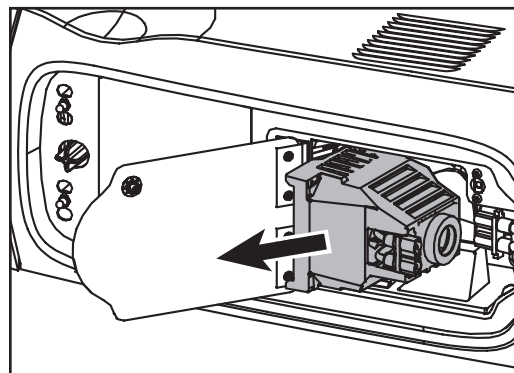
8. Keep the left edges of the new lamp cartridge aligned with the lamp compartment's grooves and slide the cartridge smoothly into place.
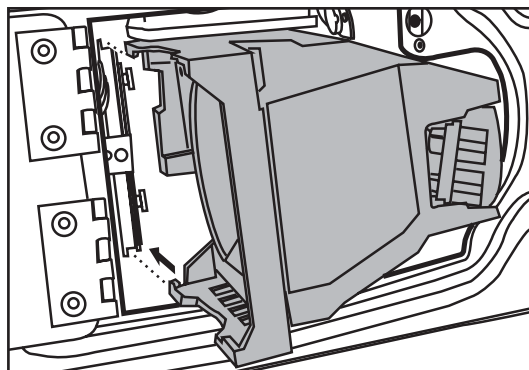
9. Push down the metal lever on the left side of the lamp cartridge.

10. Reconnect black wires to the receptacle.

11. Close the lamp housing door and tighten the screw.

12. Align the slots and tabs of the right side of the facade and projection arm as shown, then snap firmly into place.
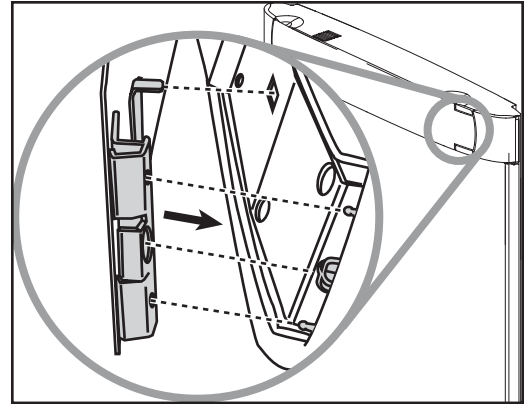
13. Align the slots and tabs of the left side of the facade and projection head as shown, then snap firmly into place.

    Note: You must hear or feel a distinctive snap to ensure facade is securely attached.
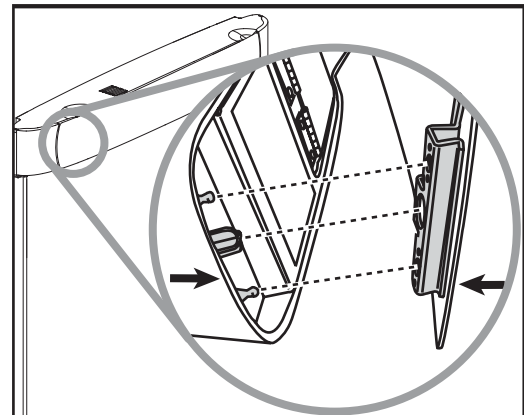
Whenever the lamp is replaced, please reset the total lamp operating time. (Refer to next page.)

⚠ CAUTION	• To reduce the risk of cuts to fingers and/or decreased image quality by touching the lens, do not insert hand into the empty lamp compartment.
	• This lamp contains mercury. Consult your local hazardous waste regulations and dispose of this lamp properly.
	• A potential hazard may exist in the rare case of lamp rupture. Please have a 3M™ Digital WallDisplay dealer replace a ruptured lamp.
	• The lamp is extremely hot during normal operation. Before replacing the lamp, wait at least 45 minutes after last operation.
	• Do not loosen any screws except those mentioned in the lamp replacement instructions.

RESETTING LAMP HOURS

Please do the following within 10 minutes of turning power on after you replace the lamp.

1. Press the **Menu Keypad** or the **Menu** button on the remote control and use the **Disk Pad** to scroll down to the **Tools** menu.

2. In the **Tools** menu, scroll down the pop-up list to **Usage/Hrs** to display the total operating time of the lamp.

3. Select **Lamp Reset** from the next pop-up list.

4. Select **Exit**.

Note: ***Do not reset the lamp hours if the lamp cartridge was not changed. This can damage internal components.***
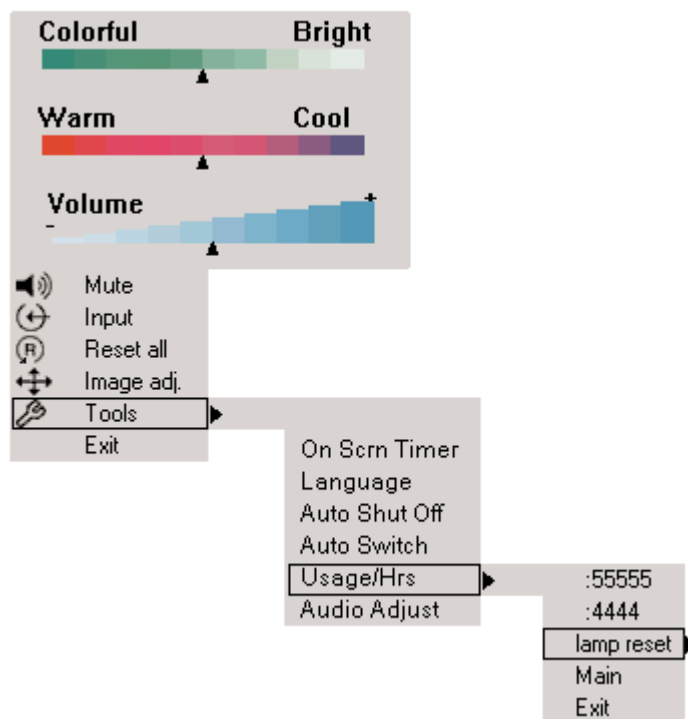
REPLACING PROJECTION SCREEN

Replacing the 3M™ Digital WallDisplay screen is very simple.

1. Turn off the 3M Digital WallDisplay and disconnect the power cord from the wall outlet.

2. Remove either the right or left side bezel. There are two ways to remove it. Either snap it off or insert a screwdriver into the notch located on the sides of each bezel, near the top. The bezel will easily snap on and off for screen replacement.

3. Slide the screen straight out of the open side. Be sure to allow approximately 4 feet of clear space on either side of the 3M Digital WallDisplay to do this.

4. Insert new screen into the open side and slide into place.

5. Snap bezel back into place.

Note: *If you have the 3M Digital WallDisplay with the Ideaboard option, remove the bezel and screen from the right side only.*
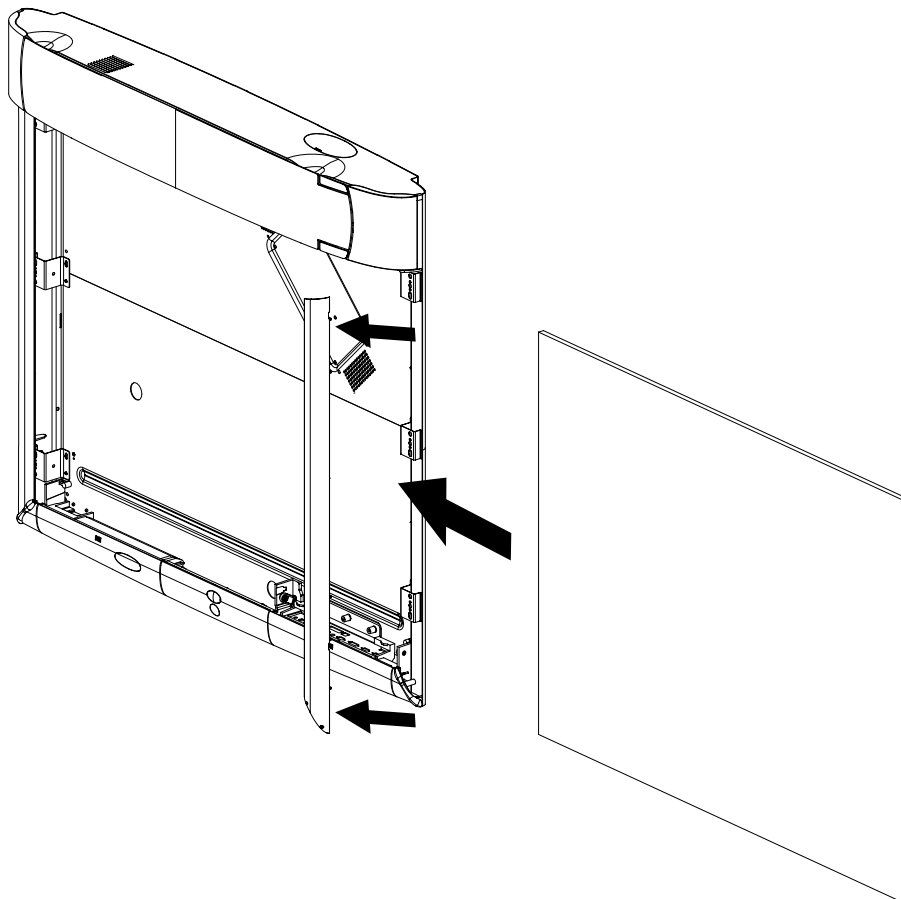
3M DIGITAL WALLDISPLAY WITH IDEABOARD

3M Digital WallDisplay with Ideaboard is the 3M Digital WallDisplay unit upgraded with the Digital White Board option.

If you have the 3M Digital WallDisplay with Ideaboard option, this section will show you how to set it up and use it.

The Digital White Board option kit contains the following items:

- Digital marker sleeves (4)
- Dry-erase markers (4)
- CR2032 batteries (10)
- Digital Mouse stylus insert
- Digital eraser

The Digital White Board option upgrade may be purchased from your 3M dealer, who will also install the new screen and inner components in the 3M Digital WallDisplay unit. The rest is very simple.
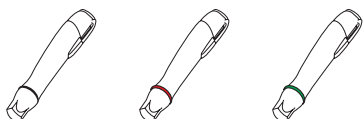
Digital marker sleeves

Dry-erase markers (4)

Lithium ion batteries
CR2032 (10)

Digital eraser

Digital Mouse stylus insert

USING 3M™ DIGITAL WALLDISPLAY WITH IDEABOARD

Copyboard Mode

This mode lets the 3M Digital WallDisplay unit capture all the data from the screen and print it to a printer connected directly to the 3M Digital WallDisplay. No computer is needed to run this system. This mode should be used without projection.

Note: 3M Digital WallDisplay with the Ideaboard Digital White Board option is compatible only with the printers listed on Appendix page 81.

Whiteboard Mode

You can use this mode without projection, to function as an electronic whiteboard. You can save, print to a PC or networked printer (but not the printer connected to the 3M Digital WallDisplay), and share the meeting over a network. It is not recommended to run projection in this mode because you will see the data from the projector and the writing on the screen at the same time. The **Print** button on this system will work the same as the **Print** command from the menu system, and the **Clear** button will start a new page.

Projection Mode

The second way to use Ideaboard with a computer is in Projection mode. In this mode, your computer's desktop is projected on the 3M Digital WallDisplay screen and the Ideaboard system can be used as a touch screen. For this mode, use the Digital Mouse stylus insert instead of the dry-erase markers. The stylus is used the same way a mouse is used on a PC (including the right-click function), but the **Print** and **Clear** buttons will have no effect.

GETTING STARTED
Assembling Digital Markers

The 3M Digital WallDisplay with Ideaboard recognizes dry-erase marker writing by signalling the marker's exact location to the bezel. These signals are created and transmitted by small sensors near the ends of the battery-powered marker sleeves.

To prepare the digital markers:

1. Unscrew the end cap on the marker sleeve, turning it counterclockwise. Insert two coin batteries (CR2032), with the positive (+) side up. Screw the end cap back on, clockwise.

2. Press the ridged release button on the side of the marker sleeve, beneath the clip, to open the marker compartment.
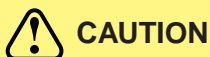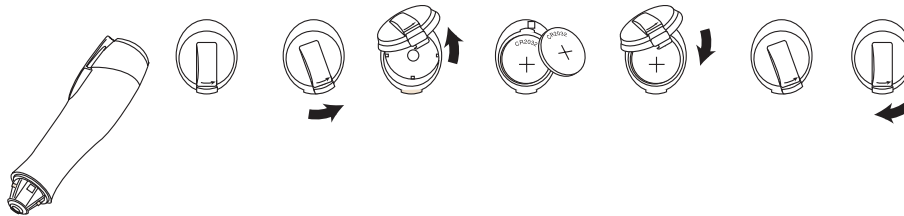
⚠ **CAUTION**	**These batteries contain lithium. Consult your local hazardous waste regulations and dispose of these batteries in the proper manner.**

3. Remove the cap from a bullet-tip dry-erase marker. Be sure the marker color matches the color ring on the marker sleeve. Insert the marker into the eBeam sleeve. Close the marker compartment.

Note: *The eBeam Software detects the color of the marker sleeve, not the color of the marker inside it, unless specifically changed (refer to page 47). Normal pressure on the marker as you write on the 3M Digital WallDisplay screen sends a "writing" signal in that sleeve's designated color.*
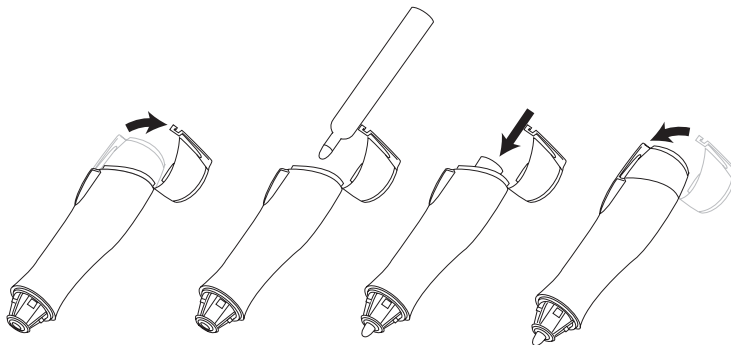
4. Cap the marker sleeve to keep the marker tip from drying out, just as you would with any other type of marker. The cap also prevents sending signals when not in use.

5. Repeat steps 1 through 4 for all other marker sleeves.

Note: *The signal transmitter in the digital sleeve is located just behind the tip of the marker. Grasp the sleeve by the main barrel so your fingers will not block the signal.*

Assembling Digital Eraser

The Ideaboard digital eraser erases marker input by sending signals from the digital eraser in the same way as the digital markers. The eraser sends an "erase" signal when you press the felt eraser against the 3M Digital WallDisplay screen.

Remove the battery cover on the top of the digital eraser by twisting a coin counterclockwise in the slot. Insert two coin batteries (CR2032), with the positive (+) side up. Screw the cover back on.

⚠ **CAUTION**   **These batteries contain lithium. Consult your local hazardous waste regulations and dispose of these batteries in the proper manner.**

COPYBOARD MODE
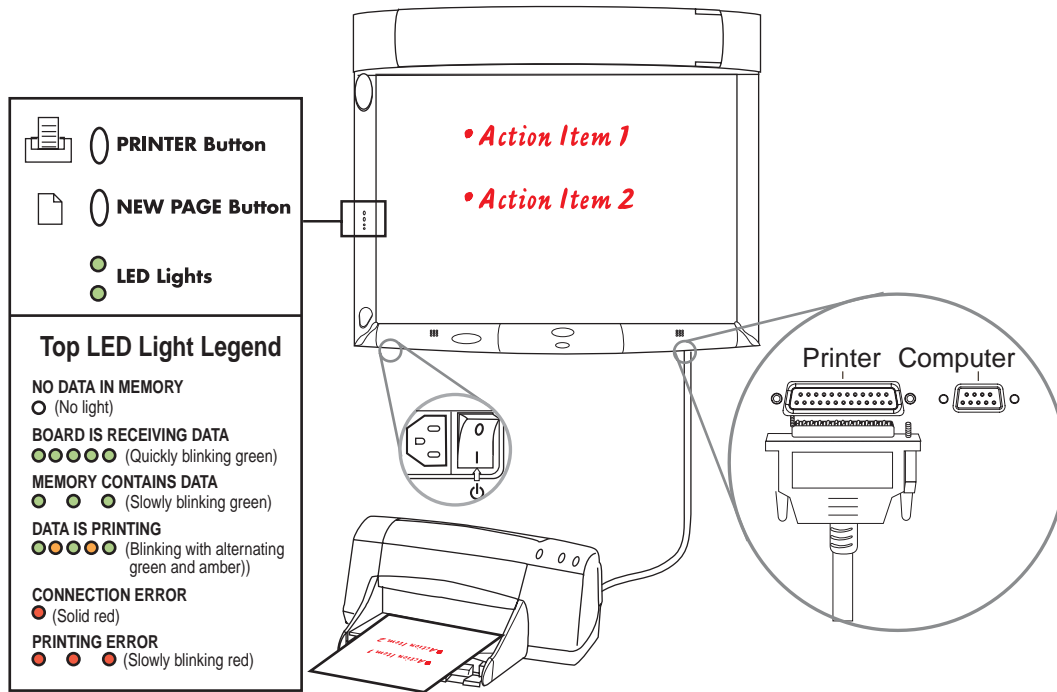
1. Make sure the **Master Power Switch** is on and that the 3M™ Digital WallDisplay is plugged in.

    The **On/Off Button** does not need to be turned on.

2. Use the digital markers to write on the board.

    Use the digital eraser or cloth to erase any markings.

    A printer will need to be plugged in to the printer port for direct print option.

3. Press the top bezel button to print.

4. Press the bottom bezel button to clear the page and any information stored in the buffer.

INSTALLING eBEAM SOFTWARE ON YOUR COMPUTER

Minimum Requirements

The eBeam Software will run on any computers that meet these minimum criteria:

PC

*   Microsoft® Windows® compatible computer with Pentium® 100+ Mhz processor
*   Windows 98, 2000, ME, XP and Windows NT 4.0 compatible (other platform users may view shared meetings via Java™ applet through Java-enabled Internet browser)
*   10 MB available hard drive space
*   256-color VGA or SVGA monitor
*   CD-ROM drive or Internet connection for software installation
*   One available serial port or USB port

Apple Macintosh

Although this help system does not discuss specific Macintosh help topics, there are versions of eBeam Software for Macintosh computers that meet the following requirements:

- Power Macintosh
- Mac OS 9.x with Macintosh Runtime for Java™ 2.2 or higher and 64 MB RAM, or
- Mac OS X 10.1 or higher
- 10 MB available hard drive space
- One available USB port

WHITEBOARD MODE
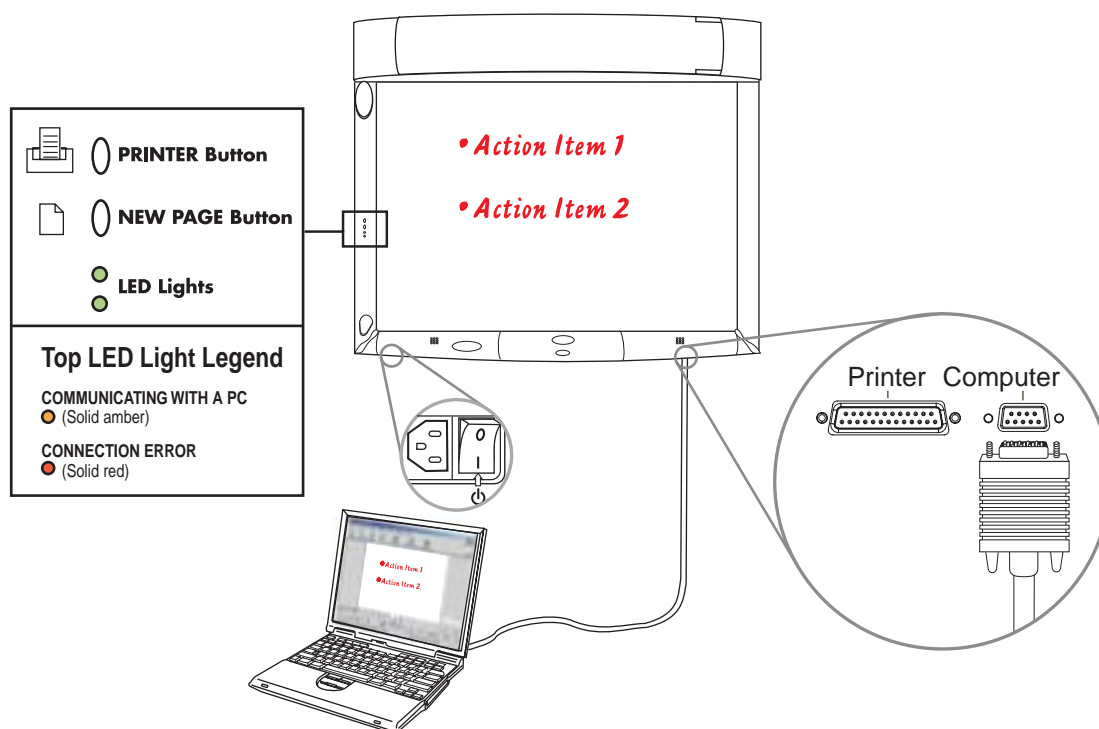
1. Plug in cables and insert markers into their digital sleeves.
2. On the attached computer, double-click the **eBeam Software** icon on the desktop to launch the program.
3. The top bezel button prints one copy of the active page to the default printer of the attached computer.

   *Note: Choose **New Page** to save your work before you erase the board.*
4. The bottom bezel button clears the current page and displays a new blank page on your computer screen.

PROJECTION MODE
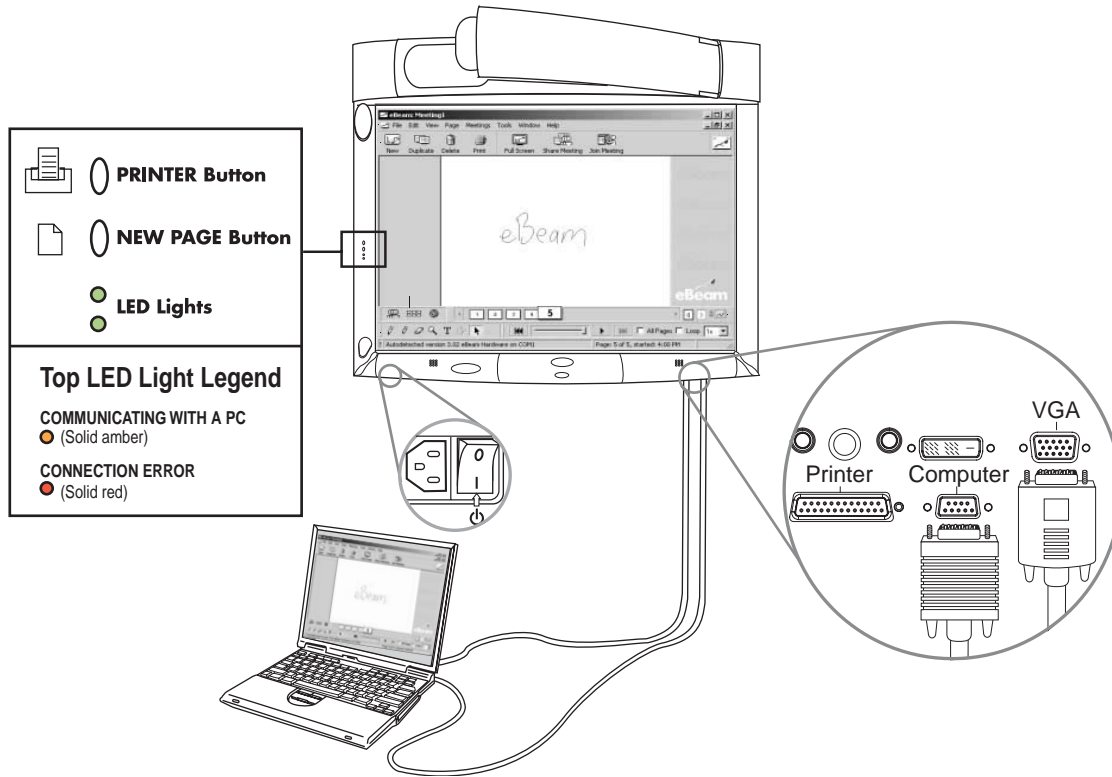
1. Turn on the 3M™ Digital WallDisplay unit and wait for image to appear on the screen.

2. Open a digital marker sleeve and slip the Digital Mouse stylus into the sleeve, instead of a dry-erase marker.

3. From the **eBeam system tray** menu, choose **Use with Projector**.

4. From the **eBeam system tray** menu, choose **Calibrate Projection Area**.

5. Follow all on-screen directions from the calibration wizard.

Icons That Represent a Mode

There are various icons that indicate which mode eBeam Software is in. The following icons appear within the eBeam Software's Meeting application, as well as on your computer's desktop.

Icon Location	Whiteboard Mode	Projection Mode	Flipchart Mode	Disconnected
Status Icon				
System Tray Icon				

USING WHITEBOARD MODE AND PROJECTION MODE TOGETHER

Because eBeam Software's Projection mode allows you to open any application on your computer, you can also open eBeam Software's meeting application and use the Whiteboard mode and Projection mode together.

When you attempt to open eBeam Software's Meeting application, a dialog box appears asking whether you want to use the eBeam hardware in Whiteboard mode or Projection mode. Choose **Projection mode**.

Once eBeam Software's Meeting application opens on your projected desktop, you can use the **Annotation Tools** (with the digital marker and stylus) to draw or annotate within the whiteboard mode application. You are also able to share or join a shared meeting (see **Hosting/Sharing a Meeting** and **Joining a Meeting**).

A useful presentation idea is to use the **Background Images** feature in eBeam Software's Meeting application while in eBeam Software's Projection mode. You can load a series of background images into eBeam Software's Meeting application, which is then displayed on the whiteboard. In addition, you can share the eBeam Software meeting, which will then display your background images to remote participants at the same time.

UNABLE TO DETECT THE HARDWARE

If eBeam Software is unable to detect the hardware, a **Detect eBeam** dialog box opens with the message: "eBeam not detected." This dialog box displays a list of available ports, and which ports are available.

The **Detect eBeam** dialog box includes the following controls:

Control	Description
Port Status list	Lists of all ports on your computer, and whether they are currently available.
Detect eBeam at application startup	Instructs eBeam Software whether to continue attempting to detect the hardware when eBeam Software starts up. See **Enable/Disable Connect at Startup**.
Help	Opens eBeam Software's help system to this topic.
Setup	Opens the eBeam Software **Setup** dialog. See **Setup**.
Cancel	Cancels the detection process, but allows you to continue working with eBeam Software.
Retry	Attempts to detect the hardware again using either: your settings in the eBeam Hardware **Setup** dialog (see **Setup**), or your selection from the port list.

ENABLE/DISABLE CONNECT AT STARTUP

If you frequently use eBeam Software without the eBeam hardware, you can disable the **Detect eBeam hardware at startup** feature.

To disable **Detect eBeam hardware at startup**:

1. Open the **eBeam Hardware** dialog by choosing **Setup > eBeam Hardware** from the **Edit** menu.

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

2. To disable, uncheck the check box.

   To later enable detection at startup, check the check box.

3. Click **OK**.

MANUALLY DETECTING THE eBEAM HARDWARE

When the **Detect eBeam hardware at application start** preference is disabled, you must manually instruct eBeam Software to detect the eBeam hardware.

To detect the hardware manually:

- In eBeam Software's Meeting application, choose **eBeam Hardware > Detect** from the **Tools** menu.
- In eBeam Software's Meeting application, left-click the **eBeam Status** icon.
- Switch into an eBeam Software mode.

SELECTING MODE AT STARTUP

To make it easier for you to specify how you plan to use eBeam Software, the first time eBeam Software launches and detects portable eBeam technology, a mode selection dialog box appears.

This dialog box allows you to select which mode to use eBeam Software in. Possible selections are:

- Whiteboard mode
- Flipchart mode (Not available with 3M™ Digital WallDisplay)
- Projection mode

To select a mode at startup, first select the mode that you wish to use eBeam Software in.

Next, click the **How to Calibrate** button to open the calibration wizard for to the mode you have selected.

SELECTING A PORT SETTING

A "port" is the connection on your computer between eBeam Software and the hardware. The default port settings are appropriate for most situations. Most often, setting the software to autodetect the hardware is the best choice. However, if your hardware is not detected, use the following procedure to review the serial port setting.

To check the serial port setting:

1. Open the eBeam Hardware **Setup** dialog box by:
   - Clicking the **eBeam Hardware Setup** button from the **Detect eBeam** dialog (which opens automatically when detection fails); or
   - Choosing **eBeam Hardware > eBeam Hardware Setup** from the **Tools** menu within eBeam Software's Meeting application; or
   - Choosing **eBeam Hardware Setup** from the eBeam's **system tray** menu.

   The **Autodetect** radio button is enabled by default.

   *Note: For Microsoft® Windows® computers, note that **Autodetect** can detect COM1, COM2, and USB only.*

2. To specify a port, select the **Connect to** radio button, and then select a port setting from the pull-down menu.

3. Click **OK**.

   At this point, the eBeam Software automatically attempts to detect the hardware at the selected port.

If eBeam Software is unable to detect the hardware, see **Unable to Detect the Hardware**.

eBEAM SOFTWARE'S MEETING APPLICATION

eBeam Software's Meeting application is used in Whiteboard mode, and is used to record, save, print, annotate, and share data from the whiteboard, as well as to share ongoing meetings over your local intranet or even the Internet.

MENUS

eBeam Software's Meeting Application Menu Bar

File   Edit   View   Page   Meetings   Tools   Window   Help

File Menu

New	Creates a new meeting.
Open	Opens a standard **Open File** dialog box. Navigate to the *.wbd file, and select that file to open.
Close	Closes the selected meeting.
Save	Saves the selected meeting. If this is the first time the meeting has been saved, the standard **Save As** dialog box opens, allowing you to enter a meeting name and select the folder location. If the file has been saved before, then it is saved again under the existing name.
Save As	Opens the standard **Save As** dialog box, allowing you to enter a meeting name and select the folder location. For supported formats for saving a file, see **Supported File Formats for Save As/Send**.
Import PDA Meetings	Opens the **Import PDA Meeting** dialog box. See **Import PDA Meetings**.
Print	Opens the standard **Print** dialog box.
Print Page	Prints the selected page only. See **Application Toolbar**.
Print Setup	Opens the standard **Print Setup** dialog box.
Page Setup	Opens the **Page Setup** dialog box. The **Page Setup** dialog box allows you to choose header and footer information for the printed page, as well as whether to place a border on the printed page.
	Available information includes: page numbering information, the meeting name, the date and time in various formats, and the eBeam logo.
Send	Opens the **Send** dialog box, which allows you to send the selected meeting (in various formats) to selected recipients using your e-mail client. See **Send.**
Exit	Closes the Meeting application.

Edit Menu

Undo	Erases the previous whiteboard stroke or annotation. It is possible to undo until the page is blank.
Redo	Redoes the last undone whiteboard stroke/annotation. This option is available when **Undo** was previously clicked. In the case of multiple undos, it is possible to redo back to the final whiteboard stroke/annotation in the page. **Redo** is disabled once the next new whiteboard stroke/annotation occurs.
Copy	Copies the contents of the rectangle. The **Selector** tool (located in **Annotation Tools**) allows you to draw a selection rectangle, then copy and paste the contents of the rectangle. Choose **Copy** from the **Edit** menu to copy a selected object to the clipboard. Data copied into the clipboard can be pasted into other applications.
	It is not possible to paste copied data into another Meeting page. However, copied data is contained in the clipboard, and can be included in an eBeam Meeting page as a background image. See **Background Images**.
Delete Text	Deletes the entire selected text box. Available only when a text box is selected. See the **Text Tool** description in **Annotation Tools**.
Select All	Selects the entire page. Used to copy the full page. See the description of **Edit > Copy** above. Available only in the full **Page** view. See **Views and View-Change Buttons**.
Setup	Opens the **Setup** dialog box. The **Setup** dialog box contains the following four tabs:
	eBeam Hardware- See description of the eBeam Hardware tab in **eBeam Hardware Setup**.
	Proxy Server - See **Proxy Server Setup**.
	Preferences - See description of **Preferences** tab in **Preferences—Setup**.
	Image Size - See **Image Size**.
	Web Tour - See **Web Tour Setup**.

eBeam Hardware Setup

The **eBeam Hardware** tab in the **Setup** dialog box allows you to set:

- Whether or not to automatically detect the hardware at software startup. See **Enable/Disable Connect at Startup**.
- What the system will do once you shut down eBeam Software's Meeting application. See **Autolaunch eBeam Software**.

Preferences—Setup

The **Preferences** tab in the **Setup** dialog box allows you to set:

- File autosave/backup settings. See **Autosave**.
- Application toolbar preferences. See **eBeam Software Toolbar Preferences**.
- Smooth lines (anti-aliasing). Smooth lines can be turned on/off by checking/unchecking the **Smooth Lines (Antialiasing)** check box.

View Menu

Tools/Toolbar	Shows/Hides the **Tools** (**Annotation Tools**) and **Play Controls** toolbars. Also allows you to choose **At top** or **At bottom** for locating the toolbars at either the top or the bottom of the Meeting application.
Zoom	Magnifies/Zooms the current page. The following settings are available for the currently displayed page in the **Page View**: **Zoom In**, **Zoom Out**, or **100%**. See the **Zoom** tool in **Annotation Tools**.
Full Screen	Maximizes the current view to full screen size, hiding the menu bar, and maximizing the application if necessary. Choose **Full Screen** again to go back to normal mode. See **Application Toolbar**.
Thumbnails	Switches to the **Thumbnails View**. See **Views and the View-Change Buttons**.
Participants	Switches to the **Participants/Chat View**. See **Views and the View-Change Buttons**.
Pages	Switches to the **Page View**. See **Views and the View-Change Buttons**.
Float Thumbnails View	Separates the **Thumbnails View** and floats it as its own window.
Float Participants View	Separates the **Participants/Chat View** and floats it as its own window.
Float Web View	Separates the **Web View** and floats it as its own window.

Page Menu

New Page	Creates a new page in the current meeting.
	If the current meeting also contains the Active Page (page currently receiving data from the eBeam system), the new page becomes the Active Page. Otherwise, the new page does not receive data from the eBeam system. For details on how to set a meeting to receive data from the eBeam system when multiple meetings are open, see the **Select eBeam Meeting** description in **Tools** menu.
Clear Page	Clears the selected page.
Duplicate Page	Duplicates the selected page, and inserts the new page follow ing the duplicated page.
	If the current meeting also contains the Active Page and the page to be duplicated is the Active Page, the duplicated page becomes the Active Page. Otherwise, if the duplicated page is

not the Active Page, the new page is not the Active Page. For details on how to set a meeting to receive data from the eBeam system when multiple metings are open, see the **Select eBeam Meeting** description in **Tools** menu.

Delete Page	Deletes the selected page.
Delete All	Deletes all pages in the selected meeting.
Insert Page Before Current	Inserts a new page before the selected page.
Make Current Page Active	Sets the selected page as the Active Page (page currently receiving data from the eBeam system).
Next Page	Switches to the next page in the meeting. This option is available only when the last page in the meeting is not currently displayed.
Previous Page	Switches to the previous page in the meeting. This option is available only when the first page in the meeting is not current ly displayed.
Go To Page	Opens the **Go To Page** dialog box. To select a particular page, type the page number and click **OK**.
Background Image	Opens the **Background Images** dialog box. See **Background Images**.

Meetings Menu

Share Meeting	Opens the **Share Meeting** dialog box. See **Hosting/Sharing a Meeting** and **Sending an E-mail Invitation to a Meeting**.
	This option requires that eBeam Software be connected to the eBeam hardware before the **Share Meeting** dialog box will launch.
Join Meeting	Opens the **Join Meeting** dialog box. See **Joining a Meeting**.
Send Invitation	Opens your default e-mail client, allowing you to select recipients from your own address book. See **Sending an E-mail Invitation to a Meeting**.
	This option requires that a shared meeting be in session. See **Shared Meetings**.
Participants	**Information.** Displays a dialog box showing a summary of information about the selected participant. Some information includes: name, role (coordinator or participant), interactive? (allowed to annotate?), time connected, IP address, domain name, and any notes entered into the notes field in the **Share Meeting** or **Join Meeting** dialog boxes.
	Set View Only. Mutes the selected meeting participant. The participant is able to view everything that occurs in the meeting but is not able to annotate the meeting. The participant can still chat in the **Particpants View**. See **Views and the View-Change Buttons** and **Using eBeam Chat.** Only available if you are the meeting host. See **Hosting/Sharing a Meeting**.

Exclude Participants. Disconnects the selected participant from the shared meeting. This option is available only if you are the meeting host. See **Hosting/Sharing a Meeting**.

Set View Only - All. Mutes all meeting participants. The partic ipants are able to view everything that occurs in the meeting but are not able to annotate the meeting. The participant can still chat in the **Participants View**. See **Views and the View-Change Buttons** and **Using eBeam Chat**. Only available if you are the meeting host. See **Hosting/Sharing a Meeting**.

Synchronize Participants   Forces all participants to view the same page as the host. Only available if you are the meeting host. All meeting participants are forced to view the page that the host is viewing. When the host switches pages, all participants automatically switch at the same time. See **Hosting/Sharing a Meeting**.

The **Synchronize** button is available on the **View** control bar. See **Views and the View-Change Buttons**.

Tools Menu

eBeam Hardware   **Detect**. Attempts to detect the eBeam Hardware.

Setup. Opens the **eBeam Hardware Setup** dialog box. See **Selecting a Port Setting**.

Calibrate Capture Area. Opens the calibration wizard.

Capture from Whiteboard. Switches eBeam Software to Whiteboard Mode.

Capture from Flipchart. (Not available with 3M™ Digital WallDisplay)

Use with Projector. Switches eBeam Software to Projection Mode.

Disable System. Disconnects eBeam Software from the hardware. Frees the communication port.

Shortcut Strip   (Not available with 3M Digital WallDisplay)

Sleeve Settings   Opens the **Sleeve Settings** dialog box. See **Setting Pen Colors/Line Thickness.**

Select eBeam Meeting   Opens the **Select eBeam Meeting** dialog box that allows you to select which open eBeam meeting is currently receiving input from the 3M Digital WallDisplay. Select an open meeting from the pull-down menu, and then select **OK**.

The meeting must be open for its name to appear in the **Select eBeam Meeting** dialog box.

Microsoft NetMeeting   Opens Microsoft® NetMeeting® to use for online meetings. Requires that NetMeeting has previously been installed on your Windows® computer.

Windows Menu

Cascade   Cascades all open meeting windows.

Tile   Horizontally or vertically tiles all open meeting windows.

Meeting List   Displays the names of all open meetings. Selecting a meeting name brings that meeting to the forefront.

Help Menu

Contents	Opens the online **Help** system.
Online Support	Opens your web browser and loads the **www.e-beam.com** support page.
Registration	Opens your web browser and loads the **www.e-beam.com** registration page.
Common Questions	Opens your web browser and loads the **www.e-beam.com** FAQ page.
Software Update	Opens your web browser and loads the **www.e-beam.com** downloads page.
Check for Updates	Opens the **Check Application Version** dialog box.
System Information	Opens the standard **System Information** dialog box.
About eBeam Software	Displays the **About** dialog box for eBeam Software. To close, click anywhere in the **About** dialog box.

APPLICATION TOOLBAR

eBeam Software's Meeting application toolbar is located at the top of the meeting application window, under the menu bar.

New	Creates a new page in the current meeting. Also available in the **Page** menu.
	If the current meeting also contains the Active Page (page currently receiving data from the eBeam system), then the new page becomes the Active Page. Otherwise, the new page does not receive data from the eBeam system. For details on how to set a meeting to receive data from the eBeam system when multiple meetings are open, see the **Select eBeam Meeting** description in **Tools** menu.
Duplicate	Duplicates the selected page, and inserts the new page following the duplicated page. Also available in the **Page** menu.
	If the current meeting also contains the Active Page and the page to be duplicated is the Active Page, then the duplicated page becomes the Active Page. If the duplicated page is not the Active Page, the new page is not the Active Page. For details on how to set a meeting to receive data from the eBeam system when multiple meetings are open, see the **Select eBeam Meeting** description under **Tools** menu.
Delete	Deletes the selected page. Also available in the **Page** menu.
Print	Prints the selected page. Also available in the **Page** menu.
Full Screen	Maximizes the current view to full screen size, hiding the menu bar, and maximizing the Meeting application, if necessary. To go to back to normal mode, click **Full Screen** again. Also available in the **View** menu.

Share Meeting	Opens the **Share Meeting** dialog box. See **Hosting/Sharing a Meeting** and **Sending an E-mail Invitation to a Meeting**. Also available in the **Meetings** menu.
	This option requires that the eBeam Software be connected to the eBeam hardware before the **Share Meeting** dialog box will launch.
Join Meeting	Opens the **Join Meeting** dialog box. See **Joining a Meeting**. Also available in the **Meetings** menu.
View Only	Mutes the selected meeting participant. The participant is able to view everything that occurs in the meeting but is not able to annotate the meeting. The participant can still chat in the **Participants View**.
	This option is shown only when the **Participants/Chat View** is displayed.
	See **Views and the View-Change Buttons** and **Using eBeam Chat**. Also available in the **Meetings** menu.
	Only available if you are the meeting coordinator/host. See **Hosting/Sharing a Meeting**.
View Only—All	Mutes all meeting participants. The participants are able to view everything that occurs in a meeting, but are not able to annotate the meeting. The participants can still chat in the **Participants View**.
	This option is shown only when the **Participants/Chat View** is displayed.
	See **Views and the View-Change Buttons** and **Using eBeam Chat**. Also available in the **Meetings** menu.
	This option is only available if you are the meeting coordinator/host. See **Hosting/Sharing a Meeting**.
Exclude	Disconnects selected participant from the shared meeting. This option is shown only when the **Participants/Chat View** is displayed.
	See **Views and the View-Change Buttons** and **Using eBeam Chat**. Also available in the **Meetings** menu.
	This option is only available if you are the meeting coordinator/host. See **Hosting/Sharing a Meeting**.

eBeam Software Toolbar Preferences

You can specify whether to show only icons, only text, or both icons and text on the toolbar.

To specifiy your toolbar preferences:

1. Choose **Setup** from the **Edit** menu.

    The **Setup** dialog box opens.

2. Click the **Preferences** tab. Under the **Preferences** tab, there are check boxes for both icons and text. A check mark causes the icons or text to be shown.

3. Select icons and/or text.

4. Click **OK**.

Views and View-Change Buttons

The view area is the center of eBeam Software's Meeting application window. eBeam Software's Meeting application has several views:

- **Page Display View:** The **Page Display View** displays a single meeting page at one time, allowing you to see each new whiteboard drawing as it is drawn.
- **Participants View:** The **Participants View** shows you who is logged into a shared meeting, and allows the logged in participants to chat online. See **Using eBeam Chat**.
- **Thumbnails View:** The **Thumbnails View** displays thumbnails of all pages in the meeting. Use the scroll bar on the right to scroll through all available thumbnails. Selecting a thumbnail opens that page in the **Page Display View**.
- **Web View:** The **Web View** allows access to web pages, and allows the meeting host to lead a Web Tour.

The **View-Change** toolbar (shown below) is used to navigate between the different views.
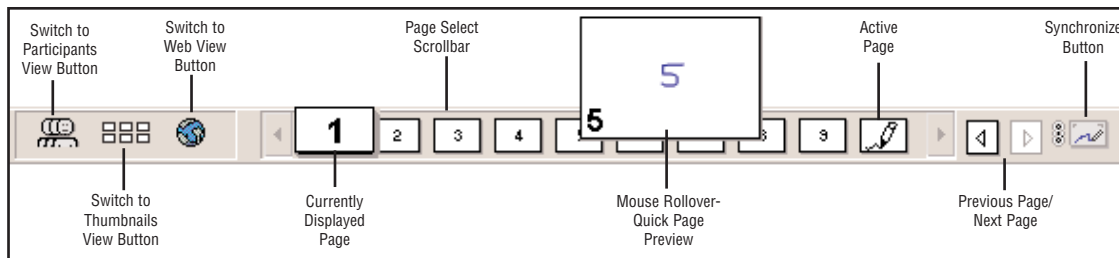
Each control in the **View-Change** toolbar is described below:

Switch to Participants View Button	Switches to the **Participants View**. See **Using eBeam Chat**.
Switch to Thumbnails View Button	Switches to the **Thumbnails View**.
Switch to Web View Button	Switches to the **Web View**. See **Web Tour**.
Page Select Scrollbar	Displays a page button for all pages contained in the meeting. The button for the currently displayed page in the **Page View** is larger and overlaps the other page buttons (see example for page 1 in the image). If the number of pages exceeds the amount of space in the scroll bar, the scrolling arrows become active. See **Reordering Meeting Pages**.
	Rolling your mouse pointer over a page button causes a thumbnail of that page to pop up (see example 5 in the image). This allows you to see the page without displaying the page in the **Page View.** Moving the mouse pointer away from the page button closes the pop-up.
Currently Displayed Page	Shows the currently displayed page in the **Page Display View**. When a page is displayed in the **Page Display View**, the corresponding button in the **Page Select Scrollbar** is larger than the other buttons. See **Reordering Meeting Pages**.

Mouse Rollover- Quick Page Preview	Opens thumbnail. Rolling your mouse over a page on the **Page Select Scrollbar** and then holding it for a second causes a thumbnail of the page to pop up. Moving the mouse away from the **Page Select Scrollbar** closes the thumbnail.
Active Page	Shows the **Active Page** icon that is currently receiving whiteboard data from the hardware. See **Page Menu** and **Reordering Meeting Pages**.
Previous Page/Next Page Buttons	Displays the previous or next page in a meeting. **Previous Page** button is enabled only if the currently displayed page is not the first page in the meeting. The **Next Page** button is enabled only if the currently displayed page is not the last page in the meeting.
Synchronize Button	Causes all participants to be forced to view the same page as the meeting host. For details, see the **Synchronize** feature in **What Can the Meeting Coordinator/Host Do?**

REORDERING MEETING PAGES

You can reorder or move meeting pages on the **Page Select** scrollbar by using your mouse to drag a page to its new location.

As you drag the page, an indicator arrow appears on the scrollbar that lets you know where the page will be inserted. Once the page has been moved, all pages are immediately renumbered. If you have moved a page to a higher page number location, all other pages will shift down. If you move a page to a lower number location, all other pages will shift up.

Note: You cannot undo a page move.

SETTING PEN COLORS/LINE THICKNESS

The **Sleeve Settings** dialog box defines how strokes made on the whiteboard with a digital marker are represented in eBeam Software's Meeting application window.

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

To set pen colors and line thickness:

1. Choose **Sleeve Settings** from the **Tools** menu.

2. Select the desired line thickness for each digital marker. Each digital marker has a corresponding picture and set of line thicknesses in the **Sleeve Settings** dialog box.

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

3. Select the desired screen colors for each digital marker.

   The **Color** dialog box appears.

   Your screen colors can differ from the dry-erase marker and the ring on the electronic pen, if desired. You can create your own colors or use the basic colors provided.

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

To return the sleeve colors to the default setting, click the **Restore Defaults** button.

4. Click **OK** to save your color choices.

Changing Width/Color of Previously Recorded Strokes

To change width/color of previously recorded strokes:

1. Choose **Sleeve Settings** from the **Tools** menu.

2. Select the desired new line width/new color.

3. For both the line width, and line color, select **Apply to Previous Strokes**, and specify if you would like this to apply to the current page only or all pages in the meeting.

4. Click **OK** to apply the width change.

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

ANNOTATION TOOLS

The **Annotation Toolbar** is a palette of tools that allow the user to annotate/draw on the displayed meeting page using the computer's mouse and keypad.

Some uses for the **Annotation** tools include:

- Highlighting an important item on the whiteboard.
- Adding text notes to a page that elaborate on the meaning of the whiteboard drawing.
- Highlighting items that remote participants should pay close attention to during a shared meeting. See **Using Annotation Tools During a Shared Meeting.**
- Creating meeting pages, when using eBeam Software's Meeting application in Projection mode. See **Using Whiteboard Mode and Projection Mode Together**.
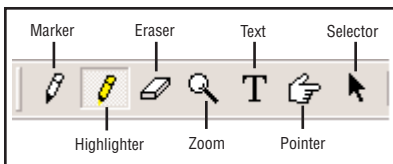
Marker	The **Marker** tool allows you to annotate the displayed page freehand in one of four solid colors. The color can be selected from the palette that appears when the **Marker** tool is selected.
Highlighter	The **Highlighter** tool allows you to annotate the displayed page freehand in one of four transparent colors. The color can be selected from the palette that appears when the **Highlighter** tool is selected.
Eraser	The **Eraser** tool allows you to erase (from the displayed page) both the marker strokes drawn on the whiteboard and the annotation marks made with the **Annotation** tools. The eraser size can be selected from the palette that appears when the **Eraser** tool is selected.
Zoom	The **Zoom** tool allows you to adjust the viewing size of the displayed page. The range of zoom values are 100-2000%. Holding down the **Shift** key reverses the zoom direction. A zoom value can also be selected from the pull-down menu that appears when the **Zoom** tool is selected.

Text	The **Text** tool allows you to add text annotations to a meeting in any size, font, and color available on your computer. The size, font, and color may be selected from the palette that appears when the **Text** tool is selected.
Pointer	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** tool is only enabled during a shared meeting.
	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.
Selector	The **Selector** tool allows you to draw a selection rectangle and copy the selection. The selected rectangle can then be pasted into another application.

Using Annotation Tools During a Shared Meeting

During an online meeting (see **Shared Meetings**), connected participants can create annotations to the meeting which are visible to all other participants in the meeting.

If the meeting is not synchronized by the meeting host, and the participant has not been set to **View-Only**, the participant may annotate on any page in the meeting. See **What Can the Meeting Coordinator/Host Do?** and **What Can a Meeting Participant Do?**

If the meeting is synchronized by the meeting host, the participant is restricted to annotating only on the displayed page.

If the participant has been set to **View-Only** by the meeting host, the participant cannot annotate the meeting. The **Zoom** tool is always available, but zooming in/out of a page is not visible to other participants.

PLAY CONTROLS

The **Play Controls** toolbar allows you to replay the meeting like a movie. The meeting can then be played forward, line by line, at varying speeds. Playback can be restricted to either the current page, or set to play all pages.

Some uses for the **Play Controls**:

• Viewing the meeting chain of events.

• Branching, which returns the meeting to a specific point and then duplicates the page. The duplicated page will create a new page with meeting data to the selected endpoint, allowing you to explore a different idea without manually duplicating previous work, and keeping the original page intact.
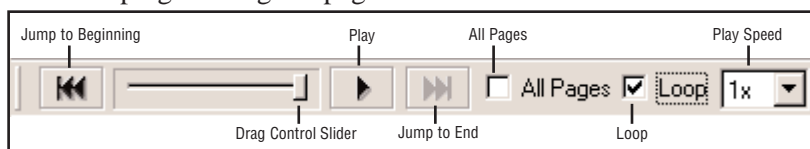
Jump to Beginning	Jumps to the very beginning of the meeting, which is always the original blank page.

Drag Control Slider	Allows you to step through the meeting forward or reverse by clicking on the drag line, or to immediately jump to a specific point in the meeting by dragging the drag bar to a location on the drag line.
Play	Replays the meeting from beginning to end, beginning with a blank screen. While playing, the **Play** button changes to a **Stop** button, allowing you to stop the playback. See **Play Speed**.
Jump to End	Jumps to the end of the meeting, restoring all whiteboard strokes and annotations.
All Pages	Sets the number of pages affected by Play Controls. If **All Pages** is checked, clicking **Play** causes the entire meeting to be played back. If **All Pages** is not checked, only the currently displayed page is played back.
Loop	Replays the meeting from beginning to end, beginning with a blank screen. Once the end of the meeting is reached, it begins to replay from the beginning and runs continuously. While playing, the **Play** button changes to a **Stop** button, allowing you to stop the playback.
Play Speed	Sets the speed at which the meeting is played. The slowest speed is 0.5x; the fastest speed is 8.0x.

BACKGROUND IMAGES

You can import a file, screen capture, or data from the clipboard as a background image on the page currently displayed in **Page View**. The background image remains in the background of the currently displayed page. Any markings, including typed text, digital marker strokes, or erasures, remain visible in front of the image.

During a shared meeting, background images are displayed to all participants:

To load/remove a background image:

1. Navigate to the meeting page you wish to load the background image into.

2. Choose **Background Image** from the **Page** menu, or drag-and-drop the file onto the page.

   This opens the **Background Image** dialog box which contains the following options:

Load Image	Opens the standard **Open** dialog box. To load an image, navigate to and select the file you want to load into the page background, and then click **OK**.
	The file to be imported is displayed in the preview window of the **Background Image** dialog box. To add, click **OK**.
	See **Supported File Formats for Background Images**, **Loading an Excel Spreadsheet as a Background Image,** and **Loading a Powerpoint Presentation as a Background Image**.
Load from Clipboard	Loads data from the computer's clipboard as the background image. If there is no data in the computer's clipboard, this button is disabled.

	The data from the system's clipboard is displayed in the preview window of the **Background Image** dialog box. Click **OK** to add.
	In general, capturing a screen or copying data within an application will load data into the system's clipboard.
Capture Screen	Creates a capture rectangle by holding down the left mouse button and dragging the pointer across the screen until the rectangular outline encloses the area of the screen you wish to capture.
	Clicking **Capture Screen** causes eBeam Software's Meeting application to minimize.
	Release the mouse button, and the captured area is displayed in the preview window of the **Background Image** dialog box. Click **OK** to add the captured area as a background image.
Remove Image	Removes the background image from the page. Any whiteboard strokes or annotations will remain on the page.
Keep Aspect Ratio	Sets the proportions of the background image. If the **Keep Aspect Ratio** check box is checked, the image is loaded into the background in proportion to the original. If the **Keep Aspect Ratio** check box is not checked, the image is stretched to fill the page when loaded into the background.

Load Image, **Load from Clipboard**, and **Capture Screen** load into the displayed page, rather that beginning a new page. When using these features, make sure that you are not overwriting a previously loaded background image.

Supported File Formats for Background Images

Listed below are supported file types.

- Bitmap (*.bmp)
- Graphic files (*.gif, *.jpg, *.ico, *.emf, *.wmf)
- Microsoft® Excel® spreadsheets (*.xls)
- Powerpoint® presentations (*.ppt)
- Word® documents (*.doc, *.rtf)

If you attempt to load a file that is not supported, the page will display a large icon associated with file type, and the filename, but will not attempt to load that file onto the page.

Loading an Excel Spreadsheet as a Background Image

To load an Excel spreadsheet as a background image:

1. Choose **Background Image** from the **Page** menu, and use the **Load Image** button to load the Excel (*.xls) file.

   For details on how to use the **Load Image** button, see **Background Images**.

   You can also drag-and-drop an Excel (*.xls) file onto the page to open it as a background image.

Note: It is not possible to load an Excel spreadsheet that contains a graph.

2. If there is more than one worksheet in the *.xls file, the **Excel Spreadsheet Import** dialog box opens. Specify to either:

   • Load the data from one sheet only, or

   • Load data from many sheets and use them for new pages.

3. To load data from one sheet only, specify the sheet and the range of cells to be used. You can preview the image by clicking the **Show Preview** button.

4. To load data from many sheets, specify the sheets to be used. You can also choose to have the first loaded image placed on the last existing meeting page.

There is a limit to the number of rows and columns you can import from a sheet. The data range you can select depends on whether you are loading data from one sheet or from many sheets.

Loading a Microsoft® PowerPoint® Presentation as a Background Image

To load a Powerpoint presentation as a background image:

1. Choose **Background Image** from the **Page** menu, and use the **Load Image** button to load the PowerPoint (*.ppt) file. For details on how to use the **Load Image** button, see **Background Images**.

   You can also drag-and-drop a PowerPoint (*.ppt) file onto the page to open it as a back ground image.

   The **Multiple Page Background** dialog box appears, with a description of the Powerpoint presentation size and a list of options.

2. Decide how much of the presentation you want to include as a background image to the meeting by choosing one of the following:

   • Load one image only and use it for the current page—loads one image that you specify by scrolling to the appropriate slide number.

   • Load many images and use them for new pages—loads slides that fall within the range you specify.

   • Use the first loaded image for the last existing page—loads the first page of the *.ppt presentation starting at the last existing meeting page.

3. Click **OK**.

FILE EXPORT/IMPORT/AUTOSAVE

Export to File Format

To save an eBeam file as a different file format:

1. Choose **Save As** from the **File** menu.

   The **Save As** dialog box appears.

2. Select the file format from the **Save As Type** pull-down menu.

   If there are any special page options available for the selected format, they are displayed directly beneath the **Save As Type** pull-down menu immediately after the format has been selected.

3. Click **Save**.

For supported file formats, see **Supported File Formats for Save As/Send**.

Import PDA Meetings

Import PDA Meetings is used to import an eBeam database into your computer from a Palm™ handheld. eBeam software for the Palm handheld can be found at **www.e-beam.com.**

To import a PDA database:

1. Choose **Import PDA Meetings** from the **File** menu.

2. Select the user name.

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

3. If you had previously chosen to install the PDA directory in a non-standard directory, you must change the directory location by clicking the **Browse** button. Select the appropriate directory.

   Once the directory is located, all eBeam meeting files contained in the PDA database appear.

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

5. Click **OK**.

Send

You can send an eBeam Software Meeting file as an e-mail attachment via any MAPI-compliant e-mail system, such as Microsoft® Exchange®. This option is available when Microsoft Exchange is installed as your mail system.

1. Choose **Send** from the **File** menu.

   The **Send** dialog box opens.

2. Select the file format and page range in the **Send** dialog box.

   Supported file formats are listed in **Supported File Formats for Save As/Send**.

3. Click **OK**.

   eBeam opens an untitled e-mail message in your MAPI-compliant mail program with your file as an attachment. Use your address book to fill in names of the recipients, and send the e-mail as you normally would.

You can save an eBeam meeting in any file format (except HTML) that is suitable for an e-mail attachment. HTML is not available because a folder (containing meeting pages) is created, and eBeam Software cannot attach a folder to an Exchange message.

Image Size

The **Image Size** tab (**Edit Menu > Setup** dialog box) allows you to modify meeting files created using the **File Menu > Save As** and **File > Send** menu options. See **File Menu** and **Send**.

When the size of the calibrated whiteboard changes, the size of the meeting page image also changes. If the whiteboard has been recalibrated and the viewable area expanded, the image expands to work within the new height and width ratio, as long as the **Keep Aspect Ratio** checkbox is checked.

For a table of supported export formats, see **Supported File Formats for Save As/Send**.

To modify the image quality:

1. Choose **Setup** from the **Edit** menu.

2. Click the **Image Size** tab.

3. Enter the width and/or height of the image, either by scrolling to the desired value or entering a number.

4. Select whether to keep the width and height ratio by checking or clearing the **Keep Aspect Ratio** check box.

   The **Keep Aspect Ratio** check box is checked by default. Note that when **Keep Aspect Ratio** is checked, a change made to either the height or the width automatically changes the other dimension. This ratio reflects the ratio calibrated for the whiteboard.

5. To save modifications, click **OK**.

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

If the whiteboard image appears stretched in either direction, make sure the **Keep Aspect Ratio** check box had been checked.

Autosave

The **Autosave** feature ensures that you don't lose your meeting data if the power goes out, your laptop runs out of battery life, etc.

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

To adjust the **Autosave** setting:

1. Choose **Setup** from the **Edit** menu.

   The **Setup** dialog box opens.

2. Enable/or disable autosave by checking/unchecking the **Save Recovery File every:** check box.

3. Choose how often your meeting data will be saved by changing the number of minutes.

Supported File Formats for Save As/Send

The following is a list of file formats supported for saving a meeting or using the **Send** to distribute a meeting.

- eBeam software file (*.wbd)
- PDF (*.PDF)
- Vector PDF (*.PDF)
- HTML (*.HTM) (not available for **Send**)
- 24-bit bitmap (*.BMP)
- Microsoft® PowerPoint® presentation (*.PPT)
- PowerPoint show (*.PPS)

- EPS monochrome (*.EPS)
- JPEG (*.JPG)
- TIFF (*.TIF)
- Metafile (*.emf)
- 256 color bitmap (*.BMP)
- Monochrome bitmap (*.BMP)

AUTOLAUNCH eBEAM SOFTWARE

The **eBeam Hardware** tab (located in the **Edit > Setup** dialog box), allows you to decide what the eBeam system will do when you close the eBeam Software's Meeting application.

Although you may have closed eBeam Software's Meeting application, as long as the eBeam system remains connected to your computer, the hardware will continue to pick up signals from the digital markers and eraser.

When eBeam Software's Meeting application is closed and either the digital marker or eraser is detected by the eBeam system, you can set the eBeam system to do one of following:

- Launch in Whiteboard mode
- Launch in Projection mode
- Disconnect from the eBeam hardware when eBeam Software's Meeting application closes, thus freeing the COM port.

To select one of the previously described settings:

1. Choose **Setup** from the **Edit** menu.
2. Click the **eBeam Hardware** tab in the **Setup** dialog box.
3. In the **After this application is closed:** pull-down menu, select one of the following options:

Start this application if eBeam hardware signal is detected	Sets the eBeam system to monitor for digital marker/eraser use. If a digital marker or eraser signal is detected, eBeam Software's Meeting application is launched (Whiteboard mode) and immediately begins to record whiteboard data.
Use eBeam with Projector	Sets the eBeam system to monitor mode for digital marker/eraser use. If a digital marker signal is detected, eBeam Software's Projection mode is activated.
Disconnect eBeam from all applications	Disconnects eBeam Software from the communication port. This allows other devices or applications to use the port.

4. Click **OK**.

SHARED MEETINGS

What Is an eBeam Meeting?

An eBeam meeting is a collection of notes and annotations which may consist of a single page or multiple pages. In either case, all pages contained in one eBeam Software's Meeting application (*.wbd) file.

A single meeting may have one or more participants who are sitting in one room using eBeam to capture notes and diagrams. A single meeting may also have participants who are located in other locations, such as another floor in your building, another state, or even another country.

What Is a Shared Meeting?

A shared eBeam meeting is a meeting that is broadcast over your local intranet or over the World Wide Web (Internet).

At one location, the meeting coordinator/host uses the eBeam system (software and hardware) to broadcast the meeting over the network (see **Hosting/Sharing a Meeting**). Remote participants use eBeam Software's Meeting application or a web browser to log into the meeting (see **Joining a Meeting**).

The meeting is broadcast in real time, which means that remote participants see the lines as they are drawn.

If the meeting coordinator/host allows participants this option, participants can annotate meeting pages, highlighting important points, and adding notes that can be seen by all other participants as well as the host.

To allow remote participants (located outside of your local network firewall) to access your shared meeting, the meeting server must be located on the Internet. EFI currently hosts a meeting server that may be used by any eBeam system user.

Hosting/Sharing a Meeting

The following explains how to host/share a meeting over your local intranet or the Internet. If you share the meeting on your local intranet, only people within your intranet can access the meeting. If you share your meeting over the Internet (using the EFI server), participants from any Internet location can access your meeting.

To share a meeting, you must be connected to the eBeam hardware.

To host a shared meeting:

1. Choose **Share Meeting** from the **Meetings** menu or the **Share Meeting** button from the **Application Toolbar**.

   The **Share Meeting** dialog box opens.

2. Under **Meeting Information**, enter:

   • **Meeting Name**. The meeting name is the name shown in the **Join Meeting** dialog box. The meeting name is saved as the default name for subsequent meetings, until you change it. The meeting name can be up to 20 characters.

   • **My Name**. The name displayed in the **Participants/Chat View**. See **Using eBeam Chat**.

   • **Notes**. Any notes or comments you would like to include.

   • **Publish Meeting Name**. Select **Publish Meeting Name** if you want the name of the meeting to be visible to network users who are attempting to join a meeting using either the **Join Meeting** (see **Joining a Meeting**) dialog box, or the **Meetings** web page located at **www.e-beam.com**.

   If you do not publish the name, guests will need to know the full meeting name beforehand and manually type it into the **Join Meeting** dialog box.

   • **Password/Confirm/Use Password**. If a password is required, check the **Use Password** check box and type the same password into both the **Password** and **Confirm** text boxes.

   The password must be at least 6 characters, and can be up to 20 characters.

   • **Send Meeting Invitation**. Meeting invitations are e-mail invitations that are sent out using your standard mail client. If **Send Meeting Invitation** is checked, the **Send Invitation** dialog box opens once you click the **Share** button. See **Sending an E-mail Invitation to a Meeting**.

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. See **Adding a Meeting Server.**

   Note: For PC, if you wish to host the meeting from your computer, select **Use my PC to host this meeting**, *and then type in a port number. For most occasions, the default port value of 80 is best.*

4. Notify guests of the meeting name, meeting time, and password, if required. See **Sending an E-mail Invitation to a Meeting**.

5. Click **Share**.

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

If a participant is attempting to join a meeting, but is unable to see the meeting name in the **Join Meeting** dialog box, both the meeting host and participant should check their proxy server settings. See **Proxy Server Setup**. Also, check to make sure that you checked **Publish Meeting Name** in the **Share Meeting** dialog box.

Adding a Meeting Server

When you share or 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 select from this list whenever you share or join a meeting.

To add a meeting server to your list:

1. Choose **Share Meeting** or **Join Meeting** from the **Meetings** menu or from the **Application Toolbar**.

2. In the **Share Meeting** or **Join Meeting** dialog box under **Server/Server Information**, click the server button alongside the server pull-down menu.

   The **Meeting Servers** dialog box opens.

3. Click the **Add** button.

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. The default port number is 80.

5. Click **OK**.

   The new server is added to the **Meeting Servers** list.

Proxy Server Setup

If your company requires a proxy server, your computer will not be able to access meetings on the eBeam Server (which is outside your company's firewall) until you enable the proxy server and enter the proxy server settings.

The **Setup** dialog box gives you a place to enter settings for an HTTP 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.

To set up a proxy server:

1. Choose **Setup** from the **Edit** menu.

   The **Setup** dialog box opens.

2. Click the **Proxy Server** tab.

3. If your network requires a proxy server, select **Access the meeting server using an HTTP proxy server**, and then do one of the following:

   • **Basic Authentication**. Use the basic authentication feature, which allows you to check **Use Authentication (Basic Only)** checkbox. 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.

   • **Manual Entry**. If the basic authentication feature does not work, you can enter the IP address or DNS name and the port of the proxy server.

Sometimes it is possible to locate proxy server settings on your computer without going through your IS department, by accessing information stored in your web browser.

To obtain these settings yourself:

Windows®
- In Internet Explorer®, go to **Tools > Internet Options**. This launches the **Internet Options** dialog box. Click the **Connections** tab, and then click the LAN settings button. Get the proxy server address and port number from the **Proxy Server** settings section.

- In Netscape®, go to **Edit > Preferences**. Click **Advanced** and then click **Proxies**. If **Manual Proxy** configuration is checked, click the **View** button. Use the address and port number listed under HTTP.

Macintosh
- Go to the **Internet Control Panel**, click the **Advanced** tab, and then the **Firewalls** icon. All proxy server information is displayed.

If you are unable to find the proxy information as described above, consult your network administrator.

4. Click **OK**.

Hosting Multiple Meetings

eBeam Software's Meeting application allows you to host (or join) multiple meetings at the same time. You can display multiple meeting windows, or you can choose to view one meeting at a time.

You can host multiple meetings in one of the following ways:

- Hosting a meeting on your computer, and hosting a separate meeting from the eBeam server.

- Hosting multiple meetings from the eBeam server.

Only one meeting at a time can be shared/hosted from your computer.

You must indicate which meeting you want to use the eBeam hardware with because the eBeam hardware must communicate with the meeting that is shared.

To select the meeting you wish to use your eBeam hardware:

1. Choose **Select eBeam meeting** from the **Tools** menu.

2. Select the meeting name from the pull-down menu.

3. Click **OK**.

Sending an E-mail Invitation to a Meeting

You can invite others to a shared meeting by sending an e-mail that contains a link or URL. To send e-mail invitations, you must currently be sharing a meeting. Remote participants cannot send out invitations.

To send an e-mail invitation:

1. Make sure you are sharing a meeting. See **Hosting/Sharing a Meeting**.

2. Choose **Send Invitation** from the **Meetings** menu.

   This opens the **Select Language** dialog box.

3. Select the language to be used for the e-mail invitation, and then click **Continue**.

>*Note: Your e-mail program may or may not ask you to select the e-mail profile to be used.*

An **eBeam Meeting Request** appears in your e-mail application **Send Mail** window.

4. Enter the e-mail addresses of the recipients in the **To:** field.

The e-mail invitation is sent with a link to download the latest eBeam Software and links to enable the user to join the meeting via their web browser or eBeam Software.

JOINING A MEETING

There are two ways you can join meetings:

- Using the eBeam Software (see **To join a meeting as an eBeam user**).
- Using a web browser (see **To join a meeting as a web user**).

To join a meeting as an eBeam user:

1. 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 manually type the server name. You can also add a server to your server list, so that you can quickly select it 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**.

There are restrictions on what a meeting participant can do within a shared meeting. For details on what you can do while connected to a meeting, see **What Can a Meeting Participant Do?**

When the host ends the meeting, participants receive the message "The meeting has ended." The meeting remains visible on your desktop. Once disconnected, participants still can print, save, annotate, and modify the meeting.

If, at any point, you want to leave a meeting, choose **Leave Meeting** from the **Meetings** menu, or click the **Leave Meeting** icon from the **Application Toolbar**.

To join a meeting as a web user:

1. Launch your web browser.

2. In the **URL** text 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. Type your name in the **My Name** text box, and the meeting name in the **Meeting Name** text box. In the **Meeting Password** text box, type the password, if required.

4. Click **Join a Meeting**.

   If the meeting is in session, the eBeam window appears in your web browser. Participants will see the full contents of the meeting.

Remote participants cannot print or save the meeting to 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.

Accepting an E-mail Invitation

You can accept an e-mail invitation in one of the following ways:

- Click the **http:** link to join through your web browser.
- Click the **file:** link to join through your copy of eBeam Software.
- Download and install, and then manually launch eBeam Software's Meeting application, if necessary. You can then click **Join Meeting** (see **Joining a Meeting**) and use the meeting information listed in the e-mail to join the meeting.
- Manually open your browser, and copy and paste the link into the browser.

What Can the Meeting Coordinator/Host Do?

The meeting coordinator/host is the person responsible for setting up and broadcasting the shared meeting.

In the course of the shared meeting, the meeting coordinator/host can do anything eBeam Software's Meeting application can do: draw whiteboard strokes, create annotations, create new pages, delete pages, etc.

When the coordinator/host closes a shared meeting, all participants are disconnected. As the meeting coordinator/host, make sure the meeting is completely over before attempting to close the meeting.

The following special features allow the meeting coordinator/host to control the shared meeting:

Synchronize	Forces all participants to view the same page as the meeting coordinator/host. If **Synchronize** is disabled, remote participants can view any page they wish during the meeting. If **Synchronize** is enabled, remote participants are unable to change the pages. However, if **Synchronize** is enabled, remote participants can annotate pages.
	The **Synchronize** feature is located in the **Meetings** menu. A check mark indicates that **Synchronize** is enabled.
	A **Synchronize** button is also available on the **Page View** tool bar (see **Views and the View-Change Buttons**). When **Synchronize** is enabled, the button is depressed.
Set View Only	Allows the coordinator to mute one or more of the remote participants.
	When a particular remote participant is muted, the participant cannot add annotations to the meeting page (see **Annotation Tools**). However, the participant can still type comments into the **Participants/Chat View** (See **Views and the View-Change Buttons**).
	The meeting coordinator/host cannot be muted.
	Set View Only can be accessed from the **Meetings** menu or the **Application Toolbar**. You must be in the **Participants/Chat View**, and have selected one or more participant name(s).

The **Meetings** menu and **Application Toolbar** also contain a **Set View Only-All** option, which allows you to mute all participants at once.

Exclude — Allows the coordinator/host to disconnect a meeting participant from the shared meeting.

Exclude can also be accessed from the **Meetings** menu or the **Application Toolbar**. To use this feature, you must be in the **Participants/Chat View** and have selected one or more partici pant name(s).

What Can a Meeting Participant Do?

As a remote participant, you have connected to an active meeting (see **Joining a Meeting**) and the full shared meeting from the host computer is displayed on your computer.

A remote participant does not have the same set of features as the meeting coordinator/host. Features that are different for a participant are described as follows.

Synchronize — If the meeting coordinator has not enabled **Synchronize**, remote participants can view and scroll the pages in the meeting inde- pendent of other users.

If the meeting coordinator/host has enabled **Synchronize**, remote particpants are only able to view the page that the coor dinator/host is viewing. However, remote particpants are still able to annotate the page.

Set View Only — If the meeting coordinator/host has set a remote participant to **View Only**, the participant cannot annotate the page.

Page Functions — For remote participants, **New Page**, **Duplicate Page**, **Clear Page**, and **Delete Page** are disabled.

Annotation — Remote participants cannot erase or undo annotations made by other participants.

USING eBEAM CHAT

The **Participants View** is used to display all participants who are logged into a shared eBeam meeting, as well as to allow the participants to chat online during the meeting. To access the **Participants View**, either click the **Switch To Participants View** button (see **Views and the the View-Change Buttons**) or choose **Participants** from the **View** menu.

The **Participants View** contains two sections: the **Chat Window** and the **Participants List**.

Chat Window

The **Chat Window** allows participants in a shared meeting to send text messages to one another in the course of the meeting. Messages can be sent to anyone listed in the **Participants List**, by typing a text message into the **New Message** text box, and then clicking one of the buttons listed next to **Send To**.

The following controls are contained in the **Chat Window**:

New Message — Creates a new e-mail message. Type the new outgoing text message into the **New Message** text box, and then select **All** or **Selected Participants** to send the mes sage.

Show Addressee	Lists the name(s) of e-mail recipients. If **Show Addressee** has been checked, once a text message has been sent, the participant(s) that the message was sent to are listed next to the message.
	For incoming messages, the sender's name is always listed next to the message.
Show Time	Lists the time of e-mail messages. If **Show Time** has been checked, once a text message has been sent, the time the message was sent to is listed next to the message.
Color Coded	Color codes incoming/outgoing e-mail messages. If **Color Coded** has been checked, then incoming/ outgoing text messages are color coded in the **Chat Window**. The color codes are defined as:
	• Black Incoming text message.
	• Blue Outgoing text message.
	• Red Priority text message. Incoming and outgoing.
Priority Message	Color codes a high-priority message. If **Priority Message** has been checked, the outgoing/incoming message is displayed in red.
	If **Color Coded** is not checked, the message is displayed in black.
All	Sends the text message in the **New Message** text box to all connected participants. This button is disabled until a text message has been typed into the **New Message** text box.
Selected Participants	Sends the text message in the **New Message** text box to all selected participants in the **Participants List**. Multiple participants can be selected/deselected by holding down the **Shift** or **Control** button. This button is disabled until a text message has been typed into the **New Message** text box.
Clear	Clears all previously sent/received test messages from the **Chat Window**. However, does not clear any text in the **New Message** text box.

To show/hide the **Chat Window**, click the green arrow located next to the **Chat** title.

Participants List

The **Participants List** displays a list of all participants in a shared meeting. For each partici-pant, the following information is displayed:

Participant Name	The name of the participant as entered in the **My Name** text box in the **Join Meeting** dialog box. See **Joining a Meeting**.
Write Permission	When the participant has permission to annotate the meeting, a pen icon is displayed. When the participant

does not have permission to annotate the meeting, the pen icon is displayed with a line through it. See **What Can the Meeting Coordinator/Host Do?** and **What Can a Meeting Participant Do?**

Connected At	Displays the time the participant connected to the meeting.
IP Address	Displays the participant's IP address.
Notes	Displays any notes entered into the **Notes** field in either the **Share Meeting** or **Join Meeting** dialog box. See **Hosting/Sharing a Meeting** and **Joining a Meeting**.

WEB TOUR

eBeam Software's **Web View** allows you to access web pages on the Internet from the eBeam Software's Meeting application.

Web View is itself a web browser which provides the most commonly used web browser controls, as well as allowing access to your **Favorites** links, or allowing you to set your home page (see **Web Tour Setup**).

Web View does not allow pop-up windows. If you visit a website that contains pop-up windows a warning dialog box will appear informing you that pop-up windows are not supported.

The **Web Tour** feature is controlled from within **Web View** and allows you to lead participants from one web page to another. Each time you go to a new URL, your guests automatically go with you.

To use **Web Tour**:

1. Click the **Web View** button from the **Views and the View-Change Buttons**.

2. Click the **Synchronize Participants** button.

   Note: Synchronization is required for **Web Tour.**

3. Type in a web URL, or select an address from **Favorites**.

4. To set a home page, see **Web Tour Setup**.
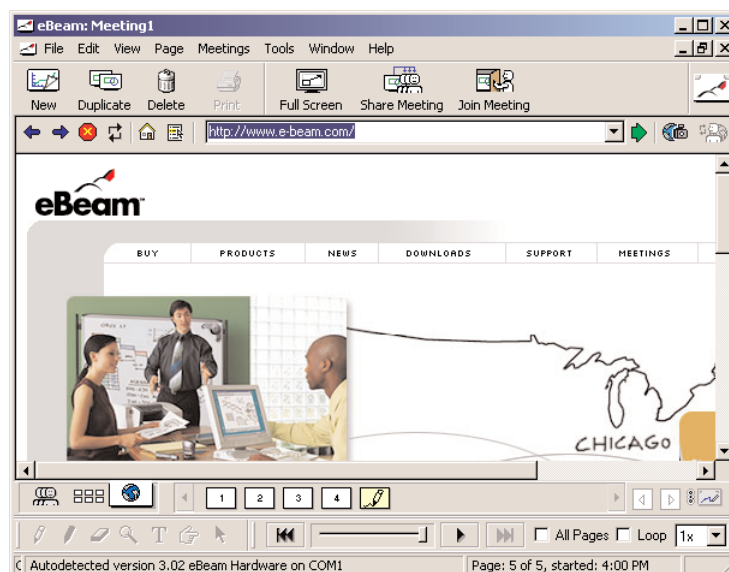
Web View Toolbar

The **Web View** toolbar contains the following controls:

Back	Displays the previous viewed web page.
	Back is disabled while you have viewed only one web page.
Forward	Return to the web page you were viewing before you clicked **Back.**
	Forward is enabled only when you have used the **Back** button.
Stop	Stops loading a web page.
Refresh	Reloads the current web page.
Home	Opens the **Home** page.
	When you are using eBeam Software, eBeam's web page is the home page. To set your home page, see **Web Tour Setup**.
Favorites	Displays your list of favorite websites. The addresses are gathered from your Microsoft® Windows® **Favorites** directory.
Web Page URL	Displays the URL of the current web page as a pull-down menu. To go to a new web page, type in a new URL or select a URL from the pull-down list, and then click **Go**.
Snapshot	Takes a snapshot of the web page currently shown in the **Web View** and loads it into the background of a new page in your meeting. This feature is especially useful for building presentations, because once the web page has been pulled in to a background image, you can annotate it using the **Annotation Tools**.
Go	Opens the web page listed in the **Web Page URL** pull-down menu.
Update Participants	Synchronizes the other participants to the current web page. This feature is available to the host once the **Synchronize Participants** button has been clicked.

Web Tour Setup

You can set the **Web Tour** home page and clear your history list from **Web Tour Setup**.

Web Tour Setup is accessed by choosing **Setup** from the **Edit** menu, and selecting the **Web Tour Setup** tab.

eBEAM SOFTWARE'S PROJECTION MODE

eBeam Software's Projection mode turns your 3M Digital WallDisplay into a virtual touch screen. Projection mode is best used as a presentation device, which allows you to open, close, and show anything you need directly from the 3M Digital WallDisplay, instead of having to walk between your computer and 3M Digital WallDisplay whenever you need to change something.

The eBeam system and the 3M Digital WallDisplay connect to your computer. The 3M Digital WallDisplay projects your computer desktop onto the whiteboard and the eBeam system detects when you touch the board, allowing a digital marker (using the Digital Mouse stylus insert) to act as a virtual mouse which controls your computer's desktop.

The purpose of Projection mode is to operate your computer directly from the 3M Digital WallDisplay screen. In Projection mode, you can:

- Open, work in, and close applications.
- Draw freehand in painting and drawing applications.
- Run eBeam Software's Meeting application directly from the whiteboard, including sharing meetings while controlling the entire meeting directly from the whiteboard.
- Annotate over the top of your desktop using the **Projection Toolbar** (see **Annotating Your Desktop**).

In Projection mode, a tap of the digital marker on the 3M Digital WallDisplay screen simulates a mouse click on your computer desktop. You can open, close, annotate, and save in an application from the whiteboard just as you would in front of your computer.

A Digital Mouse stylus is provided with your Digital White Board kit. The stylus is a plastic insert which fits into any digital marker sleeve and allows you to use the digital marker as a point-and-click device, instead of as a marker. This is useful during a presentation when you wish to select different areas of the projected screen, without leaving dry-erase marker marks on the whiteboard.

Projection Toolbar

The **Projection Toolbar** is used to control the most commonly used functions when in eBeam Software's Projection mode.
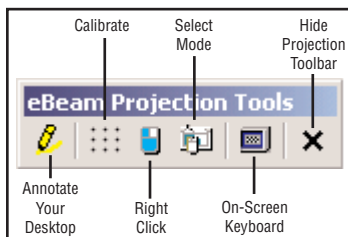
The following functions can be accessed from the **Projection Toolbar.**

Annotate Your Desktop	Opens the **Screen Annotation** toolbar and allows you to annotate your computer desktop. See **Annotating Your Desktop**.
Calibrate	Opens the **Projection Mode** calibration wizard.
Right Click	Opens right-click menus or right-click functions when using a digital marker in Projection mode.

To use, tap the **Right Click** button. The next time you tap the 3M™ Digital WallDisplay with the digital marker, eBeam Software will capture the tap as a right-click, and will perform the appropriate right-click function.

Select Mode	Displays a mode select menu.
On-Screen Keyboard	Opens the on-screen keyboard for use in Projection mode.
	This is supported only if your operating system has a built-in on-screen keyboard and it is enabled.
Hide Projection Toolbar	Closes/Hides the **Projection Toolbar**. eBeam Software remains in Projection mode.

Annotating Your Desktop

eBeam Software's Projection mode allows you to annotate your computer desktop. You open the **Screen Annotation** toolbar from the **Projection Toolbar**, which can be accessed from **eBeam's system tray** menu.

It is important to understand that once the **Screen Annotation** toolbar appears, eBeam Software is in a screen annotation mode, which means the following:

- You can annotate anywhere on the desktop using tools from the **Screen Annotation** toolbar.
- You can **Save** to a bitmap file, **Print,** or **Copy** to the system clipboard annotations that you have created.
- You cannot open applications or use any of your computer's other functions/features. This is because the screen annotation mode takes a snapshot of your desktop and then puts the snapshot on top of your computer desktop for you to draw on. You draw on the snapshot layer, and the desktop itself remains protected under the layer. To exit screen annotation mode and go back to using your computer's other functions, you simply click the **Exit** button on the **Screen Annotation** toolbar.

The following tools are provided on the **Screen Annotation** toolbar:
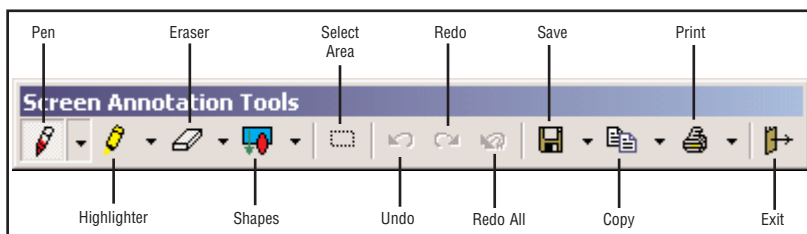
Pen	Allows you to annotate your desktop freehand in any color supported by your operating system. Clicking the arrow next to the **Pen** tool opens a palette of pen options: Pen color, line thickness, and smooth lines.
Highlighter	Allows you to highlight your desktop freehand in any color supported by your operating system. Clicking the arrow next to the **Highlighter** tool opens a palette of highlighter options: Highlighter color, and line thickness.

Eraser	Allows you to erase (from your desktop) any marks made with tools from the **Screen Annotation** toolbar. The eraser size can be selected from the palette that appears when the arrow next to the **Eraser** tool is clicked.
Shapes	Allows you to use several different standard shapes (circle, square, arrows, etc.) to annotate your desktop in any color supported by your operating system. Clicking the arrow next to the **Shapes** tool opens a palette of shape options: Select shape, color, line thickness, smooth lines, and whether or not to make the shape semi-transparent. Semi-transparent allows you to read text and see lines through the shape lines.
Select Area	Allows you to draw a selection rectangle around an area on the desktop which can then be saved, copied, or printed using the **Save**, **Copy**, or **Print** tools from the **Screen Annotation** toolbar.
Undo	Erases the previous annotation. It is possible to undo until all annotations have been removed.
Redo	Redoes the last undone annotation. In the case of multiple undos, it is possible to redo back to the final annotation on the desktop. Once the next new annotation occurs, **Redo** is disabled. **Redo** is available when **Undo** was previously clicked.
Redo All	Returns all previous undone annotations to the desktop. Once the next new annotation occurs, **Redo All** is disabled. **Redo All** is available when **Undo** was previously clicked.
Save	Saves either the entire desktop or the selected area of the desktop to a bitmap file. A **Save** option menu can be accessed by clicking the arrow attached to the **Save** tool. If you have previously used the **Select Area** tool to outline an area on your desktop, then the option to **Save Selected Area...** is the default choice from the menu, and only the selected area is saved to file. If you have not outlined an area, then the default is to **Save Whole Screen...** which saves the entire displayed desktop to file. Each time **Save** is clicked, the standard **Save As** dialog box opens allowing you to enter a meeting name and select the folder location.
Copy	Copies either the entire desktop, or the selected area of the desktop to your operating system's clipboard. Data copied to the operating system's clipboard can later be pasted to other applications, such as Paint, Word, etc. A **Copy** option menu can be accessed by clicking the arrow attached to the **Copy** tool. If you have previously used the **Select Area** tool to outline an area on your desktop, then the option to **Copy Selected Area to Clipboard** is the default choice from the menu, and only the selected area is copied to the operating system's clipboard. If you have not outlined an area, then the default is to

Copy Whole Screen to Clipboard which copies the entire displayed desktop to the operating system's clipboard.

Print Prints either the entire desktop or the selected area of the desktop to a printer that you select. The printer must already be set up on your operating system.

A **Print** option menu can be accessed by clicking the arrow attached to the **Print** tool. If you have previously used the **Select Area** tool to outline an area on your desktop, then the option to **Print Selected Area...** is the default choice from the menu, and only the selected area is printed. If you have not outlined an area, then the default is to **Print Whole Screen...** which prints the entire displayed desktop.

Exit Closes screen annotation mode, hides the **Screen Annotation** toolbar, and returns eBeam Software to the standard Projection mode. Before screen annotation mode closes, a message dialog box appears that informs you that all annotations will be lost. If necessary, click **No** and use the **Save**, **Copy**, and **Print** tools to save your annotations. Otherwise, click **Yes** to return to eBeam Software's Projection mode.

eBeam's System Tray Menu

The eBeam Software menu appears as an icon in the **system tray** even when you are not using eBeam Software. The following menu items are offered from the **system tray**:

Capture from Whiteboard Puts eBeam Software in Whiteboard mode and launches eBeam Software's Meeting application used to collect whiteboard data. See **Whiteboard Mode**.

Capture from Flipchart (Not available on 3M™ Digital WallDisplay)

Use with Projector Puts eBeam Software in Projection mode. Your digital marker now acts as a virtual mouse. See **Projection Mode**.

Disable System Disconnects eBeam Software from the hardware, free ing the communication port on your computer. You can still use eBeam Software's Meeting application. When the hardware is disconnected (or cannot be detected), you will see a red line through the **eBeam** icon in the **system tray**. See **Icons That Represent a Mode**.

Projection Toolbar Provides access to all Projection mode functions. When eBeam Software is in Projection mode, the **Projection Toolbar** provides access to all Projection mode functions. See **Projection Toolbar**.

A check mark next to **Show Projection Toolbar** indicates that the toolbar is displayed. Also can be used to access the **Annotating Your Desktop** features.

Show On-Screen Keyboard Displays **On-Screen Keyboard** menu. If an on-screen keyboard is supported and installed on your operating system, the **On-Screen Keyboard** menu option causes the **On-Screen Keyboard** to be displayed and allows it to be used in Projection mode.

Projection Mode Settings...

Opens the **Projection Setup** dialog box. This dialog box allows you to turn on/off various warning messages.

Calibrate Projection Area...

Initiates the Projection mode calibration wizard.

System Setup

See **Setup**.

Detect System

Attempts to detect the hardware.

Calibrate Capture Area

Opens the hardware calibration wizard.

Help

Opens the eBeam Software **Help** system.

Exit

Completely closes down eBeam Software and removes the **eBeam** icon from the **system tray**.

3M™ DIGITAL WALLDISPLAY TROUBLESHOOTING

COMMON PROBLEMS AND SOLUTIONS

Symptom	Cause	Solution
Power cannot be turned on.	The power cord is disconnected. The **Master Power Switch** is not turned on. The arm facade is not in place.	Insert the power cord into an AC socket. Turn on the **Master Power Switch.** Make sure the arm facade is in place.
No picture or sound.	The desired input source is not selected. The cables from the input source are not connected. The input source is not turned on or not displaying an image. (e.g. If a notebook computer, the external monitor port is not turned on.)	Press the remote control Input button to select a desired input source. Connect the cable to correct input source. Turn on input source.
The lamp will not ignite or has turned off.	The internal temperature is too high. The lamp has reached maximum life or has prematurely failed.	Clear blocked ventilation holes. Replace lamp.
The projection arm opens, then closes.	The lamp will not ignite.	Replace lamp.
Sound is heard with no picture.	The VGA/Video cables are not connected. The VGA/Video/Audio cables are connected to the wrong input.	Connect the cables to the correct input source.
Picture is displayed with no sound.	The VGA/Video cables are not connected. The audio cables are connected to the wrong input. The volume is set to Minimum. The **Mute** is on.	Connect the cables to the correct input source. Turn up **Volume**. Turn off **Mute**.
Picture is dark.	The **Colorful—Bright** setting must be adjusted. The lamp needs to be replaced.	Adjust **Colorful—Bright** slider setting. Replace lamp.

COMMON PROBLEMS AND SOLUTIONS, continued

Symptom	Cause	Solution
Desired input source cannot be detected.	The input source is not active. A signal must be present for the input to be selected. The input device (e.g. computer, VHS player, etc.) is not turned on.	Connect an active input source to unit. Turn on input source.
The remote control does not work.	The remote control is not facing the remote control sensor. The remote control is too far from the sensor. An obstruction is between the remote control and the sensor. The remote control's batteries are exhausted.	Face the remote control toward the remote control sensor. Operate the remote control within 5 meters. Remove obstacle. Replace batteries.
The menu system will not display.	The menu system will not display without an input source displayed.	Connect an active input source to unit.

ONSCREEN MESSAGES

Message	Meaning
No input is detected.	3M Digital WallDisplay is not receiving a signal from an external source. Check the cable connections and verify power is on and external source is working.
Please change the lamp. After replacing lamp, reset the lamp timer.	The lamp has 1900 hours on it and needs to be changed.
Please change the lamp. After replacing lamp, reset the lamp timer. There are 20 hours of lamp life remaining.	The lamp has 1980 hours on it and needs to be changed.
Please change the lamp. The WallDisplay will shut off in 10 minutes.	When the lamp has 2000 hours or more on it, the message will flash, and the power will turn off after 10 minutes.

eBEAM TROUBLESHOOTING

Troubleshooting provides solutions for known issues with the eBeam system. This section covers the Microsoft® Windows® versions of eBeam Software.

eBeam Hardware Detection/Use

Message	eBeam	Try the following:
"eBeam not found. Check connection cable and power supply." (This message might appear at application startup, or during the course of a meeting.)	Software	• First check the hardware for your system as described, and then click **Cancel**. • See **Unable to Detect the Hardware**. • Do you have more than one copy of eBeam Software installed on your computer? If so, the other copy may be running and have control of the port. Shut down the other copy. We recommend that old versions of eBeam Software be uninstalled from your computer. • Exit the eBeam Software's Meeting application and restart it. • Check that the eraser is not resting on the eraser pad. • If you are using a Serial-to-USB connector, follow the manufacturer's setup instructions.
Status Line Message. "Could not autodetect eBeam Hardware." or "Could not connect to eBeam Hardware on X." (where X is a port) (This message would most likely occur when you have selected **Cancel** from the **eBeam not found** message dialog box.)	Software	• See **"eBeam not found."** Check connection cable and power supply. (This message might appear at application startup or during the course of a meeting.) • See **Unable to Detect the Hardware.**
"The eBeam hardware is currently used by Projection mode. Would you like to use the eBeam hardware for this application?" (This message might appear at application startup or after selecting **Whiteboard Mode**.)	Software	• Message displayed if you are trying to open or switch to eBeam Software's Meeting application from Projection mode.

Network Connection/Shared Meetings

Problem	eBeam	Try the following:
To share a meeting, the eBeam Hardware must be connected and detected." (This message appears when you choose **Shared Meeting**.)	Software	• To serve as the meeting host, your computer must be attached to the eBeam Hardware. See **Hosting/Sharing a Meeting**.
Unable to share or join a meeting over the EFI meeting server.	Software	• If you are attempting to share a meeting, make sure that you have the eBeam Hardware connected. See **Hosting/Sharing a Meeting**. • If your network/Internet connection is behind a firewall or proxy server, you will have to set up the proxy server. See **Proxy Server Setup**.
Using a cable modem or DSL and unable to share or join a meeting over the EFI meeting server.	Software	• If you are attempting to share a meeting, make sure that you have the eBeam Hardware connected. See **Hosting/Sharing a Meeting**. • If your network/Internet connection is behind a firewall or proxy server, you will have to set up the proxy server. See **Proxy Server Setup**. Even if you think you aren't behind a proxy server/firewall, you might be. Your ISP might have a firewall set up, causing this problem. Try: • Add a new server (see **Adding a Meeting Server**) with a DNS: meetings.e-beam.com, and port: 443. • This option is only available in version 2.1 and later. Newer versions of the software automatically attempt to connect through port 443, but it may be necessary to manually set up the server as described previously.
Unable to see shared meeting names in the **Join Meeting** dialog box.	Software	• When the meeting host shares the meeting through the **Share Meeting** dialog box (see **Hosting/Sharing a Meeting**), they can select whether or not to publish the meeting name. if the meeting name is published, then it will show up in the **Join Meeting** dialog box. if the meeting name is not published, then other meeting participants must manually type the meeting name into the meeting name text box. • To publish the meeting name, make sure that the **Publish meeting name** check box in the **Share Meeting** dialog box is checked. • Does your intranet have a proxy server/firewall? Most intranets do. If you have not done so, enable your proxy server. See **Proxy Server Setup**.
How to set up the proxy server?	Software	• See **Proxy Server Setup**.

Writing Data/Capture

Problem	eBeam	Try the following:
Software states that the eBeam hardware is detected, but writing does not appear in eBeam Software's Meeting application Active Page.	Hardware	• Press the digital marker down on the whiteboard. If you do not hear a faint buzzing, replace the batteries. • Try another digital marker. If the other digital marker works, replace the batteries in the digital marker sleeve that does not work. • Make sure you are not holding the sleeve too close to the tip of the digital marker. This blocks the signal.
	Software	• Choose **eBeam Hardware > Detect eBeam Hardware** from the eBeam Software's Meeting application **Tools** menu and then check the status line. If it states that the hardware is not detected, see **Manually Detecting the eBeam Hardware**.
Software is missing many of the strokes written with the digital marker.	Hardware	• Press the digital marker down on the whiteboard. If you do not hear a faint buzzing, replace the batteries. • Make sure you are not holding the sleeve too close to the tip of the digital marker. This blocks the signal. • Make sure that you are pressing the digital marker firmly against the 3M Digital WallDisplay when you write. The marker is designed to write with a normal amount of pressure by the writer; however, it is possible to write so softly that the marker does not send out a signal.
Digital marker strokes are shown in eBeam Software's Meeting application in the wrong color.	Hardware	• Make sure you are using the correct color digital marker sleeve. The color of the digital marker sleeve is shown on a color ring located near the tip of the digital marker.
	Software	• Check the color set for the sleeve in the **Sleeve Settings** dialog box (see **Setting Pen Colors/Line Thickness**). It is possible to set a different color in the software for any eBeam digital marker.
Digital marker strokes made at the bottom of the whiteboard do not appear in eBeam Software's Meeting application.	Hardware	• Press the digital marker down firmly on the whiteboard. If you do not hear a faint buzzing noise, replace the batteries. • Make sure you are not holding the digital marker too close to the tip. This blocks the signal. • Make sure that you are pressing the marker firmly against the whiteboard when you write. The marker was designed to write with a normal amount of pressure by the writer; however, it is possible to write so softly that the marker does not send out a signal.

Continued on next page

Writing Data/Capture, continued

Problem	eBeam	Try the following:
Digital marker strokes made at the bottom of the whiteboard do not appear in eBeam Software's Meeting application.	Software Hardware	• Make sure you are writing within the calibrated image area on the whiteboard.
Digital eraser does not erase.	Software	• Press the eraser down on the whiteboard. If you do not hear a faint buzzing noise, replace the batteries. • Choose **eBeam Hardware > Detect eBeam Hardware** from the eBeam Software's Meeting application **Tools** menu and then check the status line.

EFI Meeting Applet

Problem	eBeam	Try the following:
Applet does not load.	Software	**Microsoft® Internet Explorer®** • In Internet Explorer, go to **Tools > Internet Options**. Click the **Security** tab, and then click **Restricted Sites**. Click the **Custom Level** button, and then scroll down the list to **Microsoft VM**. Make sure that **Disable Java** is not selected. Attempt to open the applet again. • In Internet Explorer, go to **Tools > Internet Options**, and click the **Delete Files** button. Attempt to open the applet. **Netscape®** • In Netscape, go to **File** (or **Edit**) **> Preferences**. Click the **Advanced** option, and make sure that **Enable Java** is checked. • In Netscape, go to **File** (or **Edit**) **> Preferences**. Click the **Advanced** option, and then click **Cache** Click both the **Clear Memory Cache** and **Clear Disk Cache** buttons. Attempt to reopen the applet.
While using iVISTA, the applet does not load.	Software	iVISTA and eBeam Software's Meeting application both use port 80 as the default connection port. Try hosting the eBeam meeting over port 81 or some other port value. Try: • From the **Share Meeting** dialog box (see **Hosting/Sharing a Meeting**), select **Use my PC to host this meeting**, then type **81** in the **Port** text box. • Participants attempting to log in to the meeting should type **http://meeting_name:81**, where meeting_name is the name entered in the **Meeting Name** text box, and 81 is the port value you have entered.
Unable to see shared meeting names in the **Join Meeting** dialog box.	Software	• When the meeting host shares the meeting through the **Share Meeting** dialog box (see **Hosting/Sharing a Meeting**), they can select whether to publish the meeting name. If the meeting name is published, it will show up in the **Join Meeting** dialog box. If the meeting name is not published, then other meeting participants must manually type the meeting name into the **Meeting Name** text box. • To publish the meeting name, make sure that the meeting host checked the **Publish Meeting Name** check box in the **Share Meeting** dialog box. • Does your intranet have a proxy server/firewall? Most intranets do. If you have not done so, enable your proxy server. See **Proxy Server Setup**.

Background Images

Problem	eBeam	Try the following:
Microsoft ® Excel® spreadsheet did not load properly.	Software	• Is there a graph in the spreadsheet? eBeam Software's Meeting application cannot import a spreadsheet containing a graph. • See **Loading an Excel Spreadsheet as a Background Image**.
Background image quality is bad.	Software	• Background images that are sent to the applet meeting viewer are highly compressed to make the image faster to download. Using the eBeam Software's Meeting application is better if you wish for background images to be easy to view.

SERVICE INFORMATION

PARTS AND ACCESSORIES

Description	Part Number
Power Cord (EU)	78-8131-0004-3
Power Cord (US)	78-8131-0005-0
Power Cord (UK)	78-8131-0003-5
Serial Mouse Cable	26-1015-0423-6
USB Cable	26-1015-0424-4
VGA Cable	26-1015-0425-1
DVI-D Cable	26-1015-0418-6
PC Audio Cable	26-1015-0420-2
S-Video Cable	26-1015-0422-8
Replacement Lamp Kit	78-6969-9377-9
Remote Control Unit	78-8121-0330-3
Macintosh Adapter	26-1015-0419-4
3-Conductor Video/Audio Cable	26-1015-0421-0
Operator's Guide CD-ROM	78-6970-9074-0
Quick Start Guide for 3M Digital WallDisplay	78-6970-9075-0
Quick Start Guide for 3M Digital WallDisplay with Ideaboard	78-6970-9117-7
Quick Start Guide for eBeam Software	78-6970-8516-1

ORDERING PARTS OR GETTING INFORMATION

For product information, product assistance, service information, or to order accessories, please contact 3M Customer Service at the following numbers:

- In U.S. or Canada: **1-800-328-1371**

- In other locations, contact your 3M Sales office.

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APPENDIX

3M DIGITAL WALLDISPLAY SPECIFICATIONS

Display Size		60˝ Diagonal viewable area
Display Aspect Ratio		4:3
Display System		Single Chip, DLP™ Texas Instruments technology
DLP Chip	Chip Diagonal Size	0.7 inch
	Number of Pixels	1024 x 768 pixels
Color		24-bit full color
Contrast Ratio		150:1
Lamp	Type	SHP (Super-High Pressure)
	Life	2000 Hours
Dimensions		47.6˝ H x 53.2˝ W x 7.0˝ D (1208mm x 1350mm x 179mm)
Weight		Approx. 85 lbs.
Video Compatibility		NTSC, NTSC 4.43, PAL, PAL-N, PAL-M, SECAM
Computer Video Compatibility		VGA to SXGA
Mouse Emulation		PC serial mouse, ADB, and USB
Input/Output Terminal	Computer Input Signals	Analog RGB: 15-pin mini D-Sub
		Digital RGB: DVI-D (digital only)
		Audio: 3.5 mm stereo mini-jack
	Video input signals	S-Video: Mini DIN 4-pin
	Audio Out	RCA jacks
	RS-232 Control Port	9-pin D-Sub
	Mouse Emulation Port	9-pin D-Sub
Audio System	Amplifier (to speakers)	18 Watt per channel
	Speakers	40 Watts Max, 8 Ohms
Power Requirements		100~240 VAC, 50/60 Hz, 400 Watts Max.

INPUT/OUTPUT SIGNAL SPECIFICATIONS

Computer	Video Signal	Analog 0.7Vp-p, 75 Ohms termination (positive polarity)
	Horizontal Sync Signal	TTL Level (positive/negative polarity)
	Vertical Sync Signal	TTL Level (positive/negative polarity)
	Composite Sync Signal	TTL Level
	Audio Input Signal	200m Vrms, 20k Ohms (Max 3.0Vp-p)
	Audio Output Signal	0~200m Vrms, 1k Ohms
Video	S-Video	Luminance signal: 1.0Vp-p, 75 Ohms
		Chrominance signal: 0.286Vp-p (color burst), 75 Ohms
	Video Signal	1.0 Vp-p, 75 Ohms
	Audio Input Signal	200m Vrms, 20k Ohms

COMPUTER COMPATIBILITY

XGA 60Hz	VGA 75Hz
XGA 70Hz	VGA 85Hz
XGA 75Hz	SXGA 60Hz
XGA 85Hz	DOS TEXT 640x400
SVGA 60Hz	Mac 16˝ 832x624
SVGA 72Hz	Mac 13˝ VGA
SVGA 75Hz	Mac LC VGA
SVGA 85Hz	VESA 350 640x350
SVGA 56Hz	VESA 720x400
VGA 60Hz	VESA 1280x960 60Hz
VGA 72Hz	VESA 1152x864

PRINTER COMPATIBILITY

Apollo P-2200	HP LaserJet 1100
	1120
Fiery X2e	4050
	4500
HP Business Inkjet 2250TN	4L
	4M Plus
HP Color LaserJet 4550	5000
	5L
HP DeskJet 340	5si
350	6MP
400	8100
420	8150
500	IIID
540	
600	HP OfficeJet 590
610	630
630	685
648	G55
648C	G85
694	K60
840	K80
842	R65
842C	T45
880	Pro 1175CSE
895	
932	HP PhotoSmart 1215
932C	1218
940	P1000
950	P1100
952C	
960	HP PSC 500
970	
970 Cse	Hitachi DDS 50/62
990	
990 Cse	Konica 7040
1120	
1125	
1220	
1220C	

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