

mimio®

MimioClassroom User Guide

For Mac

mimio.com

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About MimioClassroom

MimioClassroom is a suite of tools for capturing, creating, and presenting information.

The following MimioClassroom components are described in this User Guide:

- MimioStudio
- MimioTeach
- Mimio Interactive
- MimioCapture
- Mimio Capture Kit
- MimioVote
- MimioView
- MimioPad (Model Number ICD07)
- MimioPad (Model Number RCK-M01)
- MimioMobile
- MimioProjector

MimioStudio

MimioStudio software includes all of the tools you need to make the most out of your MimioClassroom devices. You can also use the MimioStudio software without a MimioClassroom device to prepare presentations and manipulate previously created content.

MimioStudio Notebook provides a multi-page workspace for creating lessons and presentations. Using the MimioStudio Notebook is very similar to using other word processing or presentation software applications.

MimioStudio Notebook provides multiple authoring and editing tools for creating almost any type of content. You can use Notebook with MimioStudio Tools to create a variety of objects including text boxes, freehand writing and drawing, lines, arrows, and many basic shapes. Images can be imported into a Notebook, both as objects and as background images.

MimioTeach

Using MimioTeach with a projector, you can deliver lessons and presentations directly from your whiteboard. Using MimioStudio Interactive mode, you control the movement of the cursor on your screen with the MimioTeach stylus, much like you would with a mouse at your computer.

Mimio Interactive

Using Mimio Interactive with a projector, you can deliver lessons and presentations directly from your whiteboard. Using MimioStudio Interactive mode, you control the movement of the cursor on your screen with the Mimio Interactive Mouse, much like you would with a mouse at your computer.

MimioCapture

MimioCapture is used with a MimioTeach-enabled whiteboard to record notes and drawings from your whiteboard. Using MimioStudio Ink Capture mode, you make notes and drawings on your whiteboard using the MimioCapture pens. Your notes are automatically captured in a MimioStudio Notebook.

Mimio Capture Kit

Mimio Capture Kit is used with a Mimio Interactive-enabled whiteboard to record notes and drawings from your whiteboard. Using MimioStudio Ink Capture mode, you make notes and drawings on your whiteboard using the Mimio Capture Kit pens. Your notes are automatically captured in a MimioStudio Notebook.

MimioVote

MimioVote is a wireless, interactive, student response system. Using MimioVote, you can easily and quickly gather student responses. This quick feedback from students allows you to make sure each student is keeping up and adjust your lesson accordingly.

MimioView

MimioView works seamlessly with MimioStudio software to display documents, three-dimensional objects, and microscope slides for your entire class to view. You can use MimioView to display still images or live video.

MimioPad (Model Number: ICD07)

MimioPad is a 2.4 GHz wireless pad. To configure MimioPad for use, install the MimioStudio software and plug the MimioPad into your computer using the included USB cable or connect the MimioPad to your computer wirelessly using the MimioHub. Once connected, you can use the MimioPad from anywhere in the room to interact with your computer. No additional configuration is required.

MimioPad (Model Number: RCK-M01)

MimioPad is a 2.4 GHz wireless pad. To configure MimioPad for use, install the MimioStudio software and plug the wireless receiver into your computer. Once connected, you can use the MimioPad from anywhere in the room to interact with your computer. No additional configuration is required.

MimioMobile

Using the MimioMobile app on a mobile device, teachers and students can collaborate using interactive whiteboard lessons. The MimioMobile app can be used alone with MimioStudio software or in conjunction with MimioTeach interactive system and other MimioClassroom products.

The MimioMobile app is available for the following devices:

- iPad® 2 or later, running iOS 5 or later
- iPhone® 4 or later, running iOS 5 or later
- iPod touch® 4th generation or later, running iOS 5 or later
- Mobile device running Android™ 3.0 (Honeycomb) or later

MimioMobile can be used by both students and teachers. Teachers can pass desktop control to any student mobile device and initiate group activities so that all students with a mobile device can simultaneously participate in an activity. Students can also use a mobile device with MimioMobile in place of a MimioVote unit.



Mobile devices with the MimioMobile app can be used in conjunction with the new MimioPad tablet.

MimioProjector

Using MimioProjector and a conventional dry erase board, you can bring interactive teaching into your classroom. MimioProjector easily connects to your computer and can be used as an interactive projector along with the interactive pens or alone as a non-interactive, conventional projector.

Minimum System Requirements

The minimum system requirements for MimioStudio are:

- Intel® 1 GHz processor
- Mac OS X 10.6 or later
- 512 MB RAM minimum (1 GB RAM recommended)
- 250 MB free disk space (English), 350 MB free disk space (International)
- Internet connection to download and activate the software
- Available USB port (required to use a MimioClassroom device)

Using this Guide

This User Guide includes information for using the different MimioClassroom components. Depending on the types of MimioClassroom devices you have, some sections of this User Guide may not apply to you.

The following table provides a summary of the contents.

User Guide Chapter	Description
About MimioClassroom	This chapter gives an overview of the MimioClassroom products, including MimioStudio software, MimioTeach, MimioCapture, MimioVote, and MimioView.
MimioStudio	This chapter describes how to work with MimioStudio Notebook, Tools, and Gallery to create and deliver lessons and other presentations.
MimioTeach	This chapter describes how to set up and use MimioTeach with your whiteboard and a projector. This chapter also describes how to use MimioStudio in Interactive mode.
Mimio Interactive	This chapter describes how to set up and use Mimio Interactive with your whiteboard and a projector. This chapter also describes how to use MimioStudio in Interactive mode.
MimioCapture (Model Number: ICD10)	This chapter describes how to set up and use MimioCapture model number ICD10. Included in this chapter are instructions for capturing notes and drawings from a MimioTeach-enabled whiteboard as digital ink using MimioCapture.
MimioCapture (Model Number: ICD04)	This chapter describes how to set up and use MimioCapture model number ICD04. Included in this chapter are instructions for capturing notes and drawings from a MimioTeach-enabled whiteboard as digital ink using MimioCapture.
Mimio Capture Kit	This chapter describes how to set up and use Mimio Capture Kit. Included in this chapter are instructions for capturing notes and drawings from a Mimio Interactive-enabled whiteboard as digital ink using Mimio Capture Kit
MimioVote	This chapter describes how to set up and use MimioVote. Included in this chapter are instructions for creating and conducting MimioVote activities, as well as information about setting up and using MimioStudio Gradebook to save student grades and information.
MimioView	This chapter describes how to set up and use MimioView. Included in this chapter are instructions for displaying and annotating images in the MimioStudio View window.
MimioPad Model Number: ICD07	This chapter describes how to set up and use MimioPad model number ICD07.
MimioPad Model Number: RCK-M01	This chapter describes how to set up and use MimioPad model number RCK-M01.
MimioMobile	This chapter describes how to set up and use MimioMobile.

User Guide Chapter	Description
MimioProjector	This chapter describes how to set up and use MimioProjector.
Using MimioStudio Recorder	This chapter describes how to use MimioStudio Recorder to create movies (with audio) of your presentations.
Customizing MimioStudio	This chapter describes how to customize the features of the MimioStudio software and the MimioClassroom devices.
Getting Help	This chapter gives troubleshooting information for some common problems, describes how to check for and install MimioStudio software updates, and describes how to contact Technical Support.
Technical and Environmental Information	This chapter contains technical, certification, and safety information for the MimioClassroom products.

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Chapter 2


MimioStudio

MimioStudio software includes all of the tools you need to make the most out of your MimioClassroom devices. You can also use the MimioStudio software without a MimioClassroom device to prepare presentations and manipulate previously created content.

About MimioStudio

The following are the three main MimioStudio software applications that are used to create and present information.

- MimioStudio Notebook
- MimioStudio Tools
- MimioStudio Gallery

 For information about other MimioStudio applications, see the chapters of this User Guide that describe the MimioClassroom devices that you have.

MimioStudio Notebook provides a multi-page workspace for creating lessons and presentations. Using the MimioStudio Notebook is very similar to using other word processing or presentation software applications.

MimioStudio Notebook provides multiple authoring and editing tools for creating almost any type of content. You can use Notebook with MimioStudio Tools to create a variety of objects including text boxes, freehand writing and drawing, lines, arrows, and many basic shapes. Images can be imported into a Notebook, both as objects and as background images.

About MimioStudio Notebook

You can create and present information with MimioStudio Notebook. Using Notebook is very similar to using other word processing or presentation software. Content created in Notebook can be saved as Mimio INK files or a variety of other file formats including HTML, JPEG, PNG, GIF, BMP, TIF, JP2, PICT, PSD, SGI, IWB, and PDF.

You can use Tab View to view a list of files that are attached to a Notebook or to view a thumbnail of each page in a Notebook.












About MimioStudio Tools

MimioStudio Tools provides a comprehensive set of interactive tools and resources to create and present information. MimioStudio Tools is used to modify MimioStudio Notebook pages and to make screen annotations on the whiteboard.

The following table describes the major components of MimioStudio Tools.


	Selection tool		Zoom
	Pen		Brush
	Text		Highlighter
	Line		Arrow End
	Arrow Start		Arrow Both
	Rectangle		Ellipse
	Triangle		Right Triangle
	Five Pointed Star		Hexagon
	Pentagon		Shape Recognition
	Eraser		Insert file
	Screen clipping		Color picker
	More colors		Object Fill
	Outline and Fill color		Thickness slider
	Color palette		Solid Line
	Dash Line		Square Dot Line
	Transparency		Gallery
	Applications (see below)		Right-click
	Interactive		Mouse
	Screen Annotation		

From the Applications tool, you can access the following:

-  Reveal
-  Class Manager
-  Quick Vote
-  Calculator
-  Spotlight
-  Control
-  Recorder
-  Web Browser
-  Text Tools
-  Quick Collaborate
-  View

MimioStudio Tools has two views: a fully expanded view, for easy access to all features, and a compressed view, which takes up less space on the screen.

To compress and expand MimioStudio Tools

- ▶ Double-click  at the top of the MimioStudio Tools toolbar.


About MimioStudio Gallery

MimioStudio Gallery contains elements that can be used to create your lessons and presentations, such as images, templates, movies, and previously created lessons. MimioStudio Gallery also contains Screen Annotation snapshots and Collaborate pages. You can customize the Gallery by adding your own elements.

MimioStudio Gallery consists of the following four main folders:


- **Screen Annotations** - contains all saved Screen Annotation snapshots.
- **Imported Content Packs** - contains any imported content that you have not yet added to the Gallery folder.
- **Questions and Results** - contains a variety of objects for use with MimioVote.
- **Gallery** - contains a number of different folders used to categorize items, such as Geography, Mathematics, and so on.
- **Collaborative Sessions** - contains all saved Collaborate pages.

The Gallery folder and each of the Gallery subfolders can contain five different types of objects:

- **Images** - Images include pictures and graphics.
- **Templates** - Templates include backgrounds and predefined page layouts.
- **Multimedia** - Multimedia objects include movies, animation, and sound.
- **Questions and Results** - Questions and Results include objects for creating and displaying the results of MimioVote activities.
 -  This section of the Gallery does not appear until you move objects from the Questions and Results folder to the Gallery folder or a Gallery subfolder.
- **Lessons** - Lessons include lessons created using MimioStudio Notebook and imported documents. You can create your own lessons or import lessons created by someone else.

Getting Started with MimioStudio




After installing MimioStudio, MimioStudio Notebook and MimioStudio Tools open on your desktop.

-  Once MimioStudio is installed and a MimioClassroom device is connected, a license key is available in the About MimioStudio dialog box. You can use this license key to activate MimioStudio on your home computer as long as a MimioClassroom device is connected to your school computer.

You can access many of the features in MimioStudio in several ways; from the menu bar, the MimioStudio Tools buttons, and the right-click menus. The available features change depending on what you are doing in the software. Be sure to explore the right-click menu options as you work with MimioStudio.









Accessing MimioStudio Notebook

Several ways to access MimioStudio Notebook are shown in the following table.

To start from the	Do this
Dock	Click  in the Dock.
Menu bar	Click  , and then choose  Notebook .




Accessing MimioStudio Tools

Several ways to access MimioStudio Tools are shown in the following table.

To start from the	Do this
Dock	Click  in the Dock
Menu bar	Click  , and then choose  Tools .
MimioStudio Notebook	Do one of the following: <ul style="list-style-type: none"> ■ Click  on the status bar. ■ Choose  MimioStudio Tools from the Tools menu.
MimioTeach	Press the Launch button,  , on the MimioTeach bar, and then click  Tools in the Launch window.
Mimio Interactive	Press the New page button,  , on the Mimio Interactive bar.

Accessing MimioStudio Gallery

Several ways to access MimioStudio Gallery are shown in the following table.


To start from	Do this
MimioStudio Tools	Click  on the MimioStudio Tools toolbar.
MimioStudio Notebook	Do one of the following: <ul style="list-style-type: none"> ■ Click  on the status bar. ■ Choose  Gallery from the Insert menu.

Using MimioStudio Notebook


You can create and present information with MimioStudio Notebook. Using Notebook is very similar to using other word processing or presentation software. Content created in Notebook can be saved as Mimio INK files or a variety of other file formats including HTML, JPEG, PNG, GIF, BMP, TIF, JP2, PICT, PSD, SGI, IWB, and PDF.

You can use Tab View to view a list of files that are attached to a Notebook or to view a thumbnail of each page in a Notebook.

To open an existing Notebook

1. Start MimioStudio Notebook and click .
2. From the **Open** dialog box, navigate to and select the file to open and click **Open**.

To save a Notebook

1. Click the **Save** button, .
2. From the **Save As** dialog box, enter a name for your file in the **Save As** box.
3. Choose the desired format from the **File Format** list.
4. Click **Save**.

When saving in a format other than INK, the Page Selection dialog box appears.



5. From the Page Selection dialog box, do the following:
 - Select the pages to save under **Page Selection**.
 - Choose a size for the images from the **Size** list.
6. Click **OK**.

Working with Pages


Each lesson or presentation created in MimioStudio Notebook consists of a series of pages. Pages can be viewed, presented, and edited in the main Notebook window or in Full Screen view. You can view a thumbnail of each page in a Notebook using the Thumbnails pane in the Tab View.

You can insert new pages, import pages from another Notebook, delete pages, and reorder pages. You can also change the size of a page, change the background of a page, and add transition effects between pages in your Notebook.



To insert a new page

- ▶ Do one of the following:
 - Click the **New Page** button, .
 - *(Capture mode only)* Press the **New Page** button, , on your MimioCapture tray.



To select a page

1. In the Tab View, click  to display the **Thumbnails** pane.
2. Do one of the following:
 - To select multiple pages, press Command and select each page.
 - To select multiple pages that are close to each other, drag a selection rectangle over the pages to select.
 - To select a range of pages, select the first page, and then press **SHIFT** and select the last page.
 - To select all pages, choose **Select All** from the **Edit** menu.





To insert a duplicate of an existing page

1. In the Tab View, click , and then select the page to duplicate.
2. Do one of the following:
 - Choose **Duplicate Page** from the **Insert** menu.
 - *(Capture mode only)* Press the **Copy Page** button, , on your MimioCapture tray.



To delete a page

1. In the Tab View, click , and then select the page to delete.
2. Click the **Delete** button, .

To import a page from another Notebook

1. In the Tab View of the source Notebook, click  and then select the page to import.
 2. Click the **Copy** button, .
 3. Select the location in the target Notebook to insert the page.
 4. Click the **Paste** button, .
-  You can also import pages by dragging the pages from the source Notebook to the target Notebook.

To insert the desktop as a new page

1. From MimioStudio Tools, click the **Screen Clipping** button, .
The desktop is displayed with a transparent mask.
2. Click .
The desktop is inserted as a new page in the Notebook.

To change the page size

1. Choose **Page Setup** from the **File** menu.
The Page Setup dialog box appears.
2. Do one of the following:
 - From the **Page Size** list, choose any of the available display or device sizes.
 - From the **Page Size** list, choose **Custom**, and then enter the desired valued into the **Width** and **Height** boxes.
3. From the **Apply To** list, choose one of the following:
 - **Current Page** to apply the page size to the current page only.
This option is not available if more than one page is selected in the Tab View.
 - **Selected Pages** to apply the page size to the selected pages.
This option is only available if more than one page is selected in the Tab View.
 - **Whole Document** to apply the page size to all of the pages in the Notebook.
4. (Optional) Do one of the following:
 - To apply the page size to all new pages, select the **All new pages** check box.
This option is only available if no MimioTeach device is connected.
 - To apply the page size to all new pages and the currently connected device, select the **The connected device** check box.
This option is only available if a MimioTeach device is connected.
5. Click **OK** to apply your changes.

To change the background color of a page


1. Choose **Background** from the **Insert** menu.
2. From the **Background** dialog box, click **Color**.
3. From the **Color** dialog box, select a color, and then click **OK**.
4. From the **Apply To** list, select the pages to apply the background color to.

5. To apply the background color to all new pages, select the **All new pages** check box.
6. Click **OK** to apply your changes.

To change the background image of a page

1. Choose **Background** from the **Insert** menu.
2. From the **Background** dialog box, click **Image**.
3. From the **Open** dialog box, navigate to and select the image file that you want to use as your background.
4. Click **Open**.

The image is displayed in the **Preview** area.

 You can also import an image from another application or from the MimioStudio Gallery to use as a background. To do this, select the image and drag to the **Preview** area.

5. Select the display mode for the new background from the **Mode** list.


Mode	Result
Place	The image is placed in the top left corner of the page and is not resized.
Stretch	The image is resized to fill the entire page.
Tile	The image is tiled repeatedly to fill the entire page and is not resized.
Center	The image is placed in the center of the page and is not resized.

6. From the **Apply To** list, select the pages to apply the background to.
7. To apply the background to all new pages, select the **All new pages** check box.
8. Click **OK** to apply your changes.



To add a transition effect between pages



1. Choose **Page Transition** from the **Insert** menu.
The Page Transition dialog box appears.
2. From the **Transitions** list, select the transition to apply.
3. From the **Apply To** list, select the pages to apply the transition to.
4. To apply the transition to all new pages, select the **All new pages** check box.
5. Click **OK**.

To sort pages

1. In the Tab View, click  to display the **Thumbnails** pane.
2. Select the pages to sort.
3. Drag the selected pages to the desired location.

To print a page

1. In the Tab View, click  to display the **Thumbnails** pane.
2. Select the pages to print.
3. Click the **Print** button, .
The Print dialog box appears.
4. Click **Print**.

-  To print the current page in Ink Capture mode, press the **Print Page** button, , on your MimioCapture tray.

Creating an Activity

MimioStudio Notebook includes a wizard that you can use to quickly create and insert an activity into your Notebook.

The wizard guides you through the following steps to create and insert an activity:

- **Step 1: Define** - Define the subject, grade level, and template for the activity.
- **Step 2: Select** - Select the topic and categories for the activity, and when to show students the correct answers.
- **Step 3: Refine** - Refine the items available in the activity. You can also choose to display items as images or text.
- **Step 4: Review** - Review the activity and enter a student-focused objective.

To start the wizard

1. Open a new or existing Notebook.
2. Choose **New Activity** from the **Insert** menu.
The wizard starts.
3. Follow the instructions in the wizard.
4. When finished, click **Finish** to insert the activity as a new page in the MimioStudio Notebook.

Creating an Activity - Step 1: Define

When you create an activity using the wizard, you define the subject, grade level, and template for the activity.

To define the activity

1. Under **Subject**, select a subject for the activity.
2. Under **Grade Level**, select the grade level of the students that will participate in the activity.
3. Under **Template**, select a template for the activity.
4. Click **Next**.

Next, you select the topic and categories for the activity.

Creating an Activity - Step 2: Select

Once you have completed Step 1, you must select the topic and categories for the activity.

The topic and categories available depend on the subject and grade level you selected. The number of categories that you need to choose depends on the template you selected.

You also select when to reveal the correct answers to your students.

To select the topic, categories, and when to show answers

1. Select a topic for the activity from the **Topic** list.
2. Select a category from each of the categories lists.
The categories available depend on the topic you selected.

3. Select one of the following from the **Reveal answers** list:
 - **Immediately following a student response** to show if the student response is correct or incorrect immediately following each response.
 - 💡 Select this option when students are acquiring new skills. Providing feedback after each response allows you to explain to the students why a response is incorrect immediately after an error is made.
 - **When I choose the check answers item** to show the correct and incorrect answers only when you click the check answers item in the activity.
 - 💡 Select this option when students have already acquired skills. Providing feedback after all responses are given allows you to test the students to see if they can complete the entire activity on their own.
4. Click **Next** to go to the next page of the wizard.

Creating an Activity - Step 3: Refine



Once you have completed Step 1 and Step 2, the wizard automatically generates the choice pool for the activity. The choice pool contains the set of available items students will use to complete the activity.

Optionally, you can further refine your activity in the following ways:



- Change the state of items in the library to always include or exclude from the choice pool.
 - Display items as images or text. (Not available for all items.)
 - Increase or decrease the number of items available in the choice pool.
 - Change the number of items belonging to each category in the choice pool.
 - Update the choice pool with new items from the library.
- 💡 Refining the activity is optional. To skip this page of the wizard and move on to the next page, click **Next**.

Selecting Items to Include or Exclude

You can choose to always include or always exclude items from the activity. The following table describes the available states for each item.

	Always include item in choice pool.
	Never include item in choice pool.
No mark	Randomly include item in choice pool.

To select items to always include or exclude from the activity

1. Under **Library**, select the item that you want to always include or exclude.
2. Click one of the following:
 -  **Include** to always include the item in the choice pool.
 -  **Exclude** to never include the item in the choice pool.

The state of the item is updated in the library.

To clear the include or exclude state for an item

1. Select the included or excluded item.
2. Click **Clear**.

The state of the item is updated in the library.

Displaying Items as Images or Text

You can choose to display the items in the activity as images or as text.

To display items as images or text

- ▶ Select one of the following from the **Display Type** list:
 - **Text** to display all items in the library and the choice pool as text.
 - **Image** to display all items in the library and the choice pool as images. (Not available for all items.)

Changing Choice Categories

The number of items in the choice pool that belong to each category is determined automatically. You can replace some of the items in the choice pool with items from a different category so that the choice pool contains more choices from one category and fewer from another.

The maximum number of items available in the choice pool is 20. You can increase or decrease the number of items in the choice pool by adding or removing items.

To change an item in the choice pool

1. Under **Choice Pool**, select the item or empty position to change.
2. Do one of the following:
 - To replace or add an item, click the desired category for the new item.
 - To remove the item and leave the position empty, click **Empty**.

Updating the Choice Pool

You can update the choice pool at any time.

To update the choice pool

- ▶ Click  **Update**.

Creating an Activity - Step 4: Review

You can review the activity before inserting the activity into your Notebook. You can also enter a student-focused objective for your activity.

To review the activity and enter an objective

1. Review the activity.
 - 💡 If necessary, click **Back** to return to the previous pages of the wizard and make any desired changes.
2. Enter an objective in the **Objective** box.
 - 💡 For information about writing a student-focused objective, see Writing an Objective.

3. Click **Finish**.



The activity is inserted as a new page in the MimioStudio Notebook.

Working with an Activity

Once the activity is inserted as a new page in the MimioStudio Notebook, you have several options for working with the activity.

The following table describes the options available for working with your activity.

Reset Answers	Resets the activity and moves all answers back to the answer pool.
Check Answers	Indicates the correct and incorrect answers.
Solve	Moves all answers to the correct location in the activity.
Edit	Opens the wizard. From the wizard, you can edit the activity.
Update Choices	Updates the choices in the answer pool.

- ▶ To select an option for working with your activity, click .
 - ▶ To display the objective for the activity, click .
- Writing an Objective

Writing an Objective

The purpose of the objective is to communicate expectations clearly so that the teacher and the students have a shared understanding of the performance standards by which the student will be evaluated. Remember that a good student-focused objective includes the following four parts:

- **Actor** - The person who will complete the task (for example, *the student*)
- **Intent** - The targeted category of performance (for example, *identify birds and reptiles*)
- **Indicator** - The observable and measurable behavior that reflects the intent (for example, *dragging and dropping*)
- **Outcome** - The product that is to be evaluated (for example, *images sorted into columns*)

Example: *The student will identify birds and reptiles by dragging the images from the choice pool into the corresponding columns.*

Optionally, you can include the following fifth part in an objective:

- **Criterion** - The level of performance that is targeted for mastery. This may be stated as accuracy and/or rate.


Examples:

- *The student will identify birds and reptiles by dragging the images from the choice pool into the corresponding columns with 90% accuracy.*
- *The student will identify birds and reptiles by dragging the images from the choice pool into the corresponding columns, with at least 9 out of 10 correct in less than one minute.*

Attaching Files


You can attach any type of file to a MimioStudio Notebook. Once a file is attached to the Notebook, you can quickly open the file directly from within MimioStudio Notebook.

To attach a file to a Notebook

1. In the Tab View, click  to display the **File Attachment** pane.
2. On your computer, navigate to and select the file to attach to the Notebook.
3. Drag the file to the **File Attachment** pane.

The file is attached to the Notebook.

To open an attached file

1. In the Tab View, click  to display the **File Attachment** pane.
2. Double-click the file to open.

Using MimioStudio Tools

Using MimioStudio Tools, you can create a wide variety of objects on any MimioStudio Notebook page, including lines, shapes, and freehand drawing and writing.





See Accessing MimioStudio Tools for information on accessing MimioStudio Tools.

Creating Objects


MimioStudio Tools provides tools for inserting freehand writing or drawing into your MimioStudio Notebook, as well as lines, arrows, basic shapes, and formatted text. You can also import images and multimedia objects, or insert a clipping of your screen into your Notebook using Tools.




Once you select a drawing tool, that tool remains selected until you select a different drawing tool or the selection tool.

To use the freehand pen




1. Click the **Pen** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.
3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the ink stroke to start on the page.
6. Drag the cursor to draw ink strokes.

To use the freehand brush


1. Click the **Brush** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.

3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the brush stroke to start on the page.
6. Drag the cursor to draw brush strokes.









To highlight a portion of the display


1. Click the **Highlighter** button, .
2. (Optional) To adjust the highlighter width, drag the Thickness slider.
3. (Optional) To change the color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. Place the cursor where you want the highlight stroke to start on the page.
5. Drag the cursor over the area you want to highlight.

To erase ink and highlighting


1. Click the **Eraser** button, .
2. (Optional) To adjust the eraser width, drag the Thickness slider.
3. Drag the cursor over the ink or highlighter strokes you want to erase.

To add a line or shape












1. Click the line type or shape you want to add.
2. (Optional) To adjust the line or outline width, drag the Thickness slider.
3. (Optional) To change the line or outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**
 -  **Square Dot**

6. (Optional) To adjust the transparency of the line or shape, click the **Transparency** button, , and then choose a transparency percentage.
7. Place the cursor where you want the line or shape to start on the page.
8. Drag the cursor to draw the line or shape.




To add formatted text

1. Click the **Text** button, .
2. Place the cursor where you want the text to start on the page.
For a fixed width text box, place the cursor where you want the text box to start on the page and then drag to the desired width.
3. Select a font style, size, color, and an alignment option for the text.
4. Enter text in the text box.

To draw a shape

1. Click the **Shape Recognition** button, .
 2. (Optional) To adjust the outline width, drag the Thickness slider.
 3. (Optional) To change the outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**
 -  **Square Dot**
 6. (Optional) To adjust the transparency of the shape, click the **Transparency** button, , and then choose a transparency percentage.
 7. Place the cursor where you want the shape to start on the page.
 8. Drag the cursor to draw the shape.
-  The Shape Recognition tool can be used to draw circles, ellipses, triangles, rectangles, squares, and lines.

To import a picture, multimedia object, or document

1. Do one of the following:
 - From MimioStudio Tools, click , and then choose  **Insert File**.
 - From MimioStudio Notebook, choose  **File** from the **Insert** menu.
2. From the **Open** dialog box, select the file to import.

3. Click **Open**.

The image or object is displayed on the Notebook page.




- You can also copy and paste images from another application, or drag images from another application into Notebook.


To insert a screen clipping

1. From MimioStudio Tools, click the **Screen Clipping** button, .

The desktop is displayed with a transparent mask.

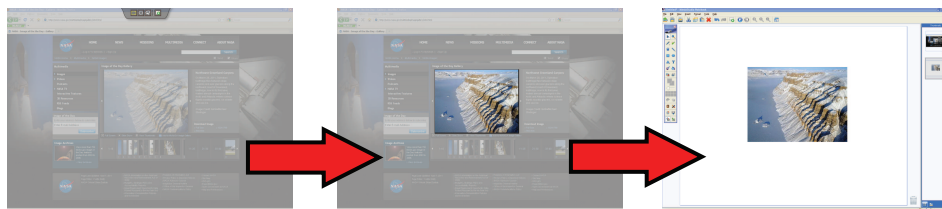
2. Do one of the following:

- Click  to insert a rectangular screen clipping.
- Click  to insert an elliptical screen clipping.
- Click  to insert a free-form screen clipping.

- To insert the entire desktop as a new page in the Notebook, click .

3. Drag the cursor to select the area to capture.


The selected area is inserted in the Notebook page.



Manipulating Objects


Objects on a page can be moved, rotated, copied, deleted, locked, and have their properties adjusted.

To select an object

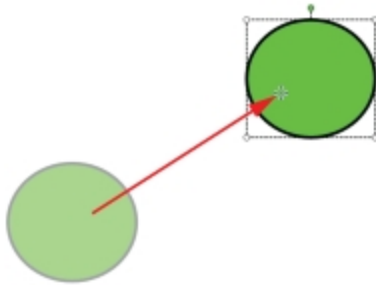
1. From MimioStudio Tools, click the **Selection** button, .
2. Do one of the following:
 - Click the object to select.
 - To select multiple objects, press Command and select each object.
 - To select multiple objects that are close to each other, drag a selection rectangle over the objects to select.
 - To select all objects on a page, choose **Select All** from the **Edit** menu.


To move an object

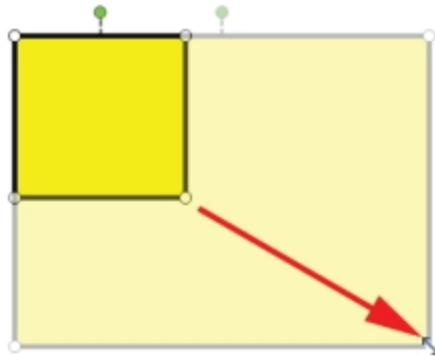
1. Select the object to move.
2. Position the cursor over the object.


The cursor changes to the move cursor, .

3. Drag the object to the desired location.


**To resize an object**

1. Select the object to resize.
A frame is displayed around the object.
2. Position the cursor over one of the white sizing handles.
The cursor changes to the resize cursor, .
3. Drag the cursor to resize the object.



-  To constrain object proportions during resizing, right-click the object and choose **Fixed Aspect Ratio**.

To rotate an object


1. Select the object to rotate.
A frame is displayed around the object.
2. Position the cursor over the green rotation handle.
The cursor changes to the rotation cursor, .
3. Drag the cursor to rotate the object.
To snap to one of the predefined 45° increments, move the rotate cursor and release

over the predefined rotation anchor point.



To lock the position and properties of an object


1. Select the object to lock.
2. From the **Format** menu, point to **Locking**, and then choose **Lock**.

 A locked object cannot be selected.

To unlock an object





- ▶ From the **Format** menu, point to **Locking**, and then choose **Unlock All**.
Objects can only be unlocked collectively; you cannot unlock individual objects.

To delete an object

1. Select the object to delete.
2. Drag the object to the trash can, .

To reorder objects

1. Select the object to reorder.
2. Choose **Order** from the **Format** menu.
3. Choose how to order the object.

Option	Action
 Front	Brings the selected object to the front of the order.
 Back	Sends the selected object to the back of the order.
 Forward	Steps the object forward in the order, by one.
 Backward	Steps the object backward in the order, by one.








To group objects

1. Select the objects to group.
2. From the **Format** menu, point to **Grouping**, and then choose  **Group**.





To ungroup objects

1. Select the objects to ungroup.
2. From the **Format** menu, point to **Grouping**, and then choose  **Ungroup**.

To edit object properties

1. Select the object to edit.
2. To adjust the line or outline width, drag the Thickness slider.
3. To adjust the color, select the Outline Color box or the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**
 -  **Square Dot**
5. To adjust the transparency, click the **Transparency** button, , and then choose a transparency percentage.




To change the fill color of an object

1. From MimioStudio Tools, click the **Object Fill** button, .
2. Do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
3. Click the object to change the fill color for.
 -  To change the fill color for an object that currently has no fill color, click the object border.

To edit text



1. Double-click the text box.
2. Select the text to adjust, or enter new text.
3. Adjust the font style, size, color, or alignment.

To import an object from another Notebook page



1. Select the object to import from the source Notebook page.
 2. Click the **Copy** button, .
 3. Navigate to the target Notebook page.
 4. Click the **Paste** button, .
-  You can also import an object by dragging the object from the source page to the target page.

To convert ink to text


1. Select the objects to convert.

All selected objects are combined into one text object.
2. Do one of the following:
 - Right-click, and then choose  **Recognize Text**.
 - Choose  **Recognize Text** from the **Tools** menu.

To convert ink to shapes

1. Select the objects to convert.
2. Do one of the following:
 - Right-click, and then choose  **Recognize Shapes**.
 - Choose  **Recognize Shapes** from the **Tools** menu.


To snap objects to grid

1. Choose  **Grid** from the **View** menu.
The Grid dialog box appears.
2. To force objects to snap to grid, select the **Snap objects to grid** check box.
3. To allow objects to snap to angles, select the **Snap objects to angles** check box.
4. To adjust the spacing between grid snap locations, enter the desired value into the **Spacing** box.
5. To display a grid on the screen, select the **Display grid on screen** check box.
6. To make the grid settings permanent for each new MimioStudio Notebook, select the **Set as default for all new documents** check box.
7. Click **OK**.

Adding Actions to Objects

Objects can have actions associated with them. You can associate an action with any object that you create or import into a MimioStudio Notebook; you cannot add an action to a template or background.

You can choose to perform the associated action each time you click the object or each time you drag the object.

 You can associate two different actions with a single object. For example, you can choose to launch a hyperlink when you click an object and clone the object when you drag the object. However, you cannot associate two different hyperlinks or two different sounds with the same object.

There are three types of actions that you can associate with objects:

- **Launch Hyperlink** - opens a file, a web page, or a different page within a Notebook.
- **Clone** - creates a copy of the object on the Notebook page.
- **Play Sound** - plays a sound file.

To add a hyperlink to an object


1. Select the object to add the hyperlink to.
2. Choose **Hyperlink** from the **Insert** menu.
The Action Settings dialog box appears.
3. Select one of the following from the **Action** list:
 - **On Click** - to launch the hyperlink each time the object is clicked.
 - **On Drag** - to launch the hyperlink each time the object is dragged.
4. Select **Launch Hyperlink** from the **Feature** list.
5. Select **Existing file or Web Page** from the **Link To** list.
Alternately, select a page from within the current Notebook from the **Link To** list.
6. Enter a file name or web address to link to in the **Address** box.

Alternately, click **Browse** to search for a file to link to.

7. Click **OK** to add the hyperlink to the object.

To add cloning to an object

1. Select the object to add the clone action to.
2. Choose **Action Settings** from the **Insert** menu.
The Action Settings dialog box appears.
3. Select one of the following from the **Action** list:
 - **On Click** - to create a copy of the object each time the object is clicked
 - **On Drag** - to create a copy of the object each time the object is dragged
4. Select **Clone** from the **Feature** list, and then click **OK**.

 You can also add the clone action to an object by choosing Clone from the Insert menu. By default, a copy of the object is created whenever you drag the object.

To add a sound to an object

1. Select the object to link the sound file to.
2. Choose **Action Settings** from the **Insert** menu.
The Action Settings dialog box appears.
3. Select one of the following from the **Action** list:
 - **On Click** - to play the sound file each time the object is clicked
 - **On Drag** - to play the sound file each time the object is dragged
4. Select **Play Sound** from the **Feature** list.
5. Click **Load**.
The Open dialog box appears.
6. Navigate to and select the sound file to link to the object, and then click **Open**.
7. Click **OK** in the **Action Settings** dialog box.

To remove an action from an object

1. Select the object with the action to remove.
2. Choose **Action Settings** from the **Insert** menu.
The Action Settings dialog box appears.
3. Choose **None** from the **Feature** list, and then click **OK**.

Adding Animations to Objects

Objects can have animations associated with them. You can associate an animation with any object that you create or import into a MimioStudio Notebook; you cannot add an animation to a template or background.

You can choose to perform the associated animation each time you click the object or each time the page containing the object is displayed.

To add an animation to an object

1. Select the object to add the animation to.
2. Choose **Animate** from the **Insert** menu.
The Animation Settings dialog box appears.
3. Select the desired animation from the **Animations** list.

4. Select one of the following from the **Start** list:
 - **When the object is clicked** - to start the animation when the object is clicked.
 - **When the page is entered** - to start the animation each time the page containing the object is displayed.
5. If available, select one of the following from the **Triggers** list:
 - **Default**
 - **Results**
 - **Notes**
6. Click **OK** to close the dialog box and save your settings.

To remove an animation from an object


1. Select the object with the animation to remove.
2. Choose **Animate** from the **Insert** menu.
The Animation Settings dialog box appears.
3. Select **None** from the **Animations** list, and then click **OK**.

Using MimioStudio Gallery

MimioStudio Gallery consists of the following four main folders:

- **Screen Annotations** - contains all saved Screen Annotation snapshots.
- **Imported Content Packs** - contains any imported content that you have not yet added to the Gallery folder.
- **Questions and Results** - contains a variety of objects for use with MimioVote.
- **Gallery** - contains a number of different folders used to categorize items, such as Geography, Mathematics, and so on.
- **Collaborative Sessions** - contains all saved Collaborate pages.

The Gallery folder and each of the Gallery subfolders can contain five different types of objects:

- **Images** - Images include pictures and graphics.
 - **Templates** - Templates include backgrounds and predefined page layouts.
 - **Multimedia** - Multimedia objects include movies, animation, and sound.
 - **Questions and Results** - Questions and Results include objects for creating and displaying the results of MimioVote activities.
-  This section of the Gallery does not appear until you move objects from the Questions and Results folder to the Gallery folder or a Gallery subfolder.
- **Lessons** - Lessons include lessons created using MimioStudio Notebook and imported documents. You can create your own lessons or import lessons created by someone else.

See Accessing MimioStudio Gallery for information on accessing MimioStudio Gallery.

To navigate MimioStudio Gallery

- ▶ Click any folder to view the available items in that folder.
- ▶ Click the arrow next to a Gallery folder to see any subfolders that are contained in that Gallery folder.


To select a Gallery item

1. Navigate to the Gallery folder that contains the item you want to select.
2. Do one of the following:
 - Click the Gallery item to select.
 - To select multiple items, press Command and select each item.
 - To select multiple items that are close to each other, drag a selection rectangle over the items to select.
 - To select a range of items, select the first item, and then press **SHIFT** and select the last item.
 - To select all items, right-click, and then choose **Select All**.

Importing Gallery Items into a Notebook

You can import any Gallery item into a MimioStudio Notebook to add to your presentation.


To import a Gallery item into a Notebook

1. Select the image, template, multimedia item, questions and results object, or lesson to import.
 2. Drag the item into the Notebook.
-  You can also import items by double-clicking or by copying and pasting the items into a Notebook.


Customizing the Content of the Gallery

The MimioStudio Gallery is fully expandable and modifiable, so you can add your own folders, pictures, templates, multimedia items, and lessons.

You can also add Microsoft Word, PowerPoint, and PDF documents to the Gallery. All imported documents are placed in the Lessons section of the MimioStudio Gallery

-  MimioStudio does not support network or shared galleries.

To import a Gallery folder from a Gallery file


1. Click the **Import Content Pack** button, .
2. From the **Open** dialog box, navigate to and select the Gallery file to import.
3. Click **Open**.

The contents of the Gallery file are added to the Imported Content Packs folder in MimioStudio Gallery.

4. Review the imported content and make any desired changes.
5. To move the content to the Gallery folder, right-click the folder to move and then choose **Install**.

The content is moved to the Gallery folder.


To add a new Gallery folder

1. Select the main Gallery folder or a Gallery subfolder to add the new folder to.
2. Click the **New Folder** button, .
- The Item Information dialog box appears.
3. Enter a name for the new folder in the **Name** box.
4. (Optional) Enter a keyword in the **Keywords** box to make the new folder searchable


from the Gallery search bar.

5. Click **OK**.

To add a new item to a folder

1. Select the folder to add the item to.
2. Click the **Insert File** button, .
3. From the **Open** dialog box, navigate to and select the file to import.
4. Click **Open**.

The item is inserted in the appropriate area of the Gallery folder.

 You can also add new items by selecting one or more items, and then dragging and dropping or copying and pasting them into a Gallery folder.



To create a template from a Notebook image

1. Right-click and drag the image into the Gallery.

The right-click menu appears.

2. Choose **Insert as template**.

To copy an existing Gallery item

1. Select the Gallery item to copy.
2. Click the **Copy** button, .
3. Select a Gallery folder to insert the new item into.
4. Click the **Paste** button, .

The item is inserted in the appropriate area of the Gallery folder.

To delete a Gallery item

1. Select the Gallery item to delete.

2. Click the **Delete** button, .

A delete confirmation dialog box appears.

3. Click **Yes**.


To find similar Gallery items

1. Right-click the Gallery item, and then choose **Open Folder**.
2. If the item is contained in more than one folder, choose the folder to open.


The folder containing the selected item opens in MimioStudio Gallery.

Exporting a Gallery Folder to a Gallery File

Entire Gallery folders can be exported and imported into the MimioStudio Gallery as Gallery (MCF) files. You can then share Galleries that you have created with other MimioStudio users.

 MimioStudio does not support network or shared galleries.

To export a Gallery folder to a Gallery file

1. Select the Gallery folder to export.
2. Click the **Export Content Pack** button, .
3. From the **Save As** dialog box, enter a name for the file in the **Save As** box.
4. Select a location to save the file to.
5. Click **Save**.

Working with Saved Annotation Snapshots

MimioStudio automatically saves a snapshot of the annotated screen each time you exit Screen Annotation mode. These snapshots are saved in the Screen Annotations folder in MimioStudio Gallery.

For information about creating Screen Annotation snapshots, see [Marking Up the Display Using Screen Annotations](#).

Viewing Screen Annotation Snapshots

You can view your saved screen annotations from the Screen Annotations folder in MimioStudio Gallery.

To view Screen Annotation snapshots

1. Start MimioStudio Gallery.
2. Select the **Screen Annotations** folder.

To select a snapshot

- ▶ Do one of the following:
 - Click on the snapshot to select.
 - To select multiple snapshots, press **Command** and select each snapshot.
 - To select multiple snapshots that are close to each other, drag a selection rectangle over the snapshots.
 - To select a range of snapshots, select the first snapshot and then press **SHIFT** and select the last snapshot.
 - To select all snapshots, right-click, and then choose **Select All**.

Renaming an Annotation Snapshot

Screen Annotation snapshots are saved in chronological order, using the date and time that the snapshot was created as the name of the snapshot. You can rename a snapshot any time after it has been saved.

To rename a snapshot

1. Select the snapshot to rename.
2. Right-click and choose **Properties**.
3. Enter a name for the snapshot in the **Name** box and click **OK**.

Adding Keywords to an Annotation Snapshot

You can add keywords to any snapshot so that you can use the search bar in MimioStudio Gallery to find that snapshot later.

To add keywords to a snapshot

1. Select the snapshot to add keywords to.
2. Right-click and choose **Properties**.
3. Enter each keyword on a separate line in the **Keywords** box and click **OK**.

Searching for an Annotation Snapshot

You can search for a specific snapshot using the search bar in MimioStudio Gallery. You can search for a snapshot using a keyword or part of the snapshot name.

To search for a specific snapshot

1. Select the **Screen Annotations** folder in the Gallery.
2. Enter text to search for in the **Search** box.

All snapshots associated with the text appear in the preview area of the Gallery.

Importing an Annotation Snapshot

You can import a snapshot into an open Notebook.


To import a snapshot

1. Open a MimioStudio Notebook.
2. Select the snapshot to import.
3. Drag the selected snapshot into the target Notebook.

Pasting an Annotation Snapshot Into Another Application

Annotation snapshots can be used in other applications such as Microsoft Word or PowerPoint.

To paste a snapshot into another application

1. Select the snapshot to copy.
2. Click the **Copy** button, .
3. Navigate to the target application.
4. Right-click, and then choose **Paste**.

Alternatively, you can drag the selected snapshot into the target application.

Printing Annotation Snapshots

You can print a snapshot directly from the Screen Annotations folder in MimioStudio Gallery.


To print a snapshot

1. Select the snapshot to print.
2. Right-click and choose **Print**.

Deleting Annotation Snapshots

You can delete snapshots from the Screen Annotations folder.

To delete a snapshot

1. Select the snapshot to delete.
2. Click the **Delete** button, .

A delete confirmation dialog box appears.

3. Click **Yes**.

Delivering Interactive Notebook Lessons and Presentations

MimioStudio Notebook can be used to deliver lessons and presentations that were created in or imported into a MimioStudio Notebook.

Using Fullscreen View

For presenting information, the Fullscreen view can be used to fill the entire screen with the current page.

The MimioStudio Notebook standard toolbar and all MimioStudio Tools are available in Fullscreen view.

To access the Fullscreen view





- ▶ Click the **Fullscreen** button, .

The current page fills the entire screen and the MimioStudio Notebook standard toolbar remains visible.

Navigating Through a Presentation

To navigate through a Notebook presentation

- ▶ Use the MimioStudio Notebook standard toolbar to navigate through the Notebook presentation.

Button	Action
	Use this button to enter or exit the Fullscreen view.
	Use this button to insert a new page
	Use this button to return to the previous page in the Notebook.
	Use this button to advance to the next page in the Notebook.

Working with Multimedia Objects

You can play, pause, fast forward, and rewind movie, animation, and sound objects you added to your presentation.

To play video or audio

- ▶ Click anywhere on the movie, animation, or sound object to play.


To show and hide the video and audio controls

1. While the video or audio is playing, click once anywhere on the object to view the object controls.



2. Click the object again to hide the controls.

To pause, fast forward, or rewind video or audio

- ▶ Do one of the following:
 - To pause the video or audio, click .
 - To fast forward the video or audio, drag the slider to the right.
 - To rewind the video or audio, drag the slider to the left.

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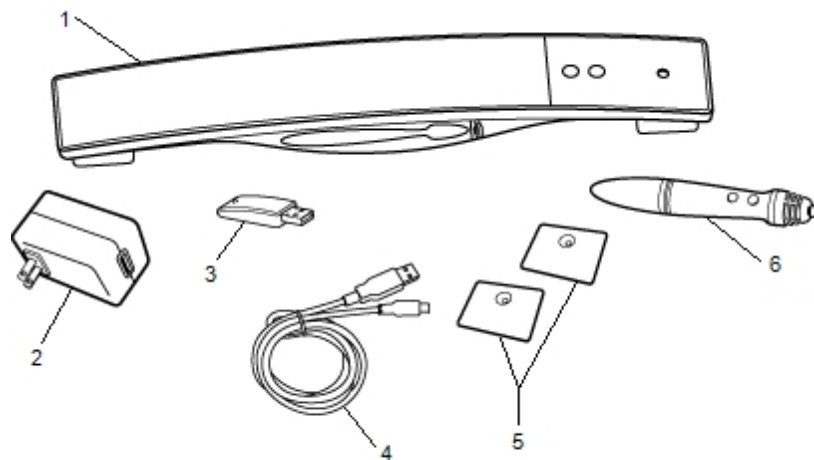
Chapter 3

MimioTeach

Using MimioTeach with a projector, you can deliver lessons and presentations directly from your whiteboard. Using MimioStudio Interactive mode, you control the movement of the cursor on your screen with the MimioTeach stylus, much like you would with a mouse at your computer.

What's Included

The MimioTeach package contains the following items:



1	MimioTeach bar	4	USB cable
2	USB power adapter	5	Mounting plates
3	MimioHub	6	MimioTeach stylus

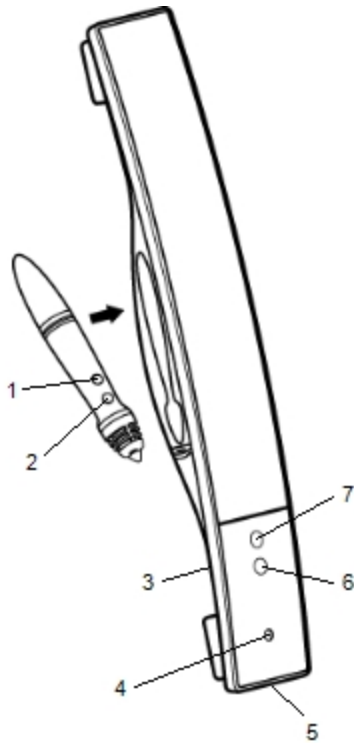
If you are missing any of the items above, contact Customer Support.

About MimioTeach

You can use the MimioTeach bar and stylus in MimioStudio Interactive mode to deliver lessons and presentations.

You can also use the MimioTeach bar with MimioCapture to capture notes from your whiteboard into MimioStudio Notebook. For more information about using MimioTeach with MimioCapture, see MimioCapture.

The following figure shows the major components of the MimioTeach.



1	Start Tools (button B)	5	USB/Power connector
2	Hover/Right-click (button A)	6	Launch
3	MimioHub dock	7	Calibrate
4	Power/Status light		

Status Lights

The status light visually shows the status of the MimioTeach bar.

Off	Not receiving power; USB/power cable is not connected or MimioTeach is turned off.
Solid Green	MimioTeach is connected and receiving power; MimioStudio software is running.
Flashing Green	MimioTeach is connected or connecting, and receiving power; MimioStudio software is not running.
Solid Amber	MimioTeach cannot find an available MimioHub.
Flashing Amber	MimioTeach is searching for an available MimioHub.

About MimioStudio Tools

With the various presentation tools found in MimioStudio Tools you can focus your audience on a specific area of the screen by displaying only certain parts of the screen. You can also annotate the screen with the drawing tools available in MimioStudio Tools using the Screen Annotation feature.

For more information about MimioStudio Tools, see [Marking Up the Display Using Screen Annotations](#).

The following table describes the major components of MimioStudio Tools.

	Selection tool		Zoom
	Pen		Brush
	Text		Highlighter
	Line		Arrow End
	Arrow Start		Arrow Both
	Rectangle		Ellipse
	Triangle		Right Triangle
	Five Pointed Star		Hexagon
	Pentagon		Shape Recognition
	Eraser		Insert file
	Screen clipping		Color picker
	More colors		Object Fill
	Outline and Fill color		Thickness slider
	Color palette		Solid Line
	Dash Line		Square Dot Line
	Transparency		Gallery
	Applications (see below)		Right-click
	Interactive		Mouse
	Screen Annotation		

From the Applications tool, you can access the following:

- | | | | |
|--|---|--|---|
|  Reveal |  Class Manager |  Quick Vote |  Calculator |
|  Spotlight |  Control |  Recorder |  Web Browser |
|  Text Tools |  Quick Collaborate |  View | |

Getting Started

Review the following topics to install and start using your MimioTeach.

- Setting Up the MimioTeach Stylus
- Setting Up the MimioTeach Bar
- Setting Up Interactive Mode

Setting Up the MimioTeach Stylus

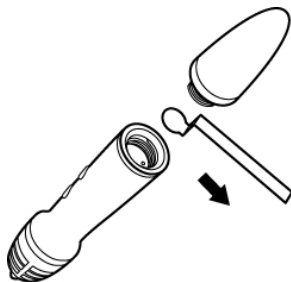
The MimioTeach stylus is powered by a rechargeable lithium-ion battery. The battery recharges whenever the stylus is docked on the MimioTeach bar.

To set up the MimioTeach stylus

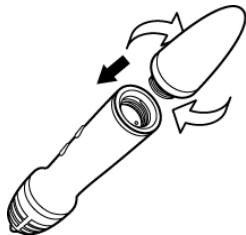
1. Turn the top of the stylus counter-clockwise to separate the top from the body of the stylus.



2. Remove the plastic strip from the stylus.



3. Replace the top onto the body of the stylus and turn clockwise to attach.



Setting Up the MimioTeach Bar

The MimioTeach bar comes pre-linked to the included MimioHub. You can also use this MimioHub to connect other MimioClassroom devices to your computer, such as MimioVote.

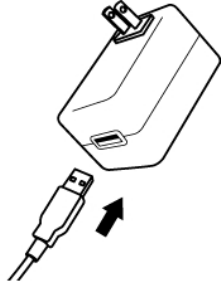
- 💡 When not in use, the MimioHub can be stored in the MimioHub dock on the back of the MimioTeach bar.

MimioTeach is powered using the included USB cable and power adapter.

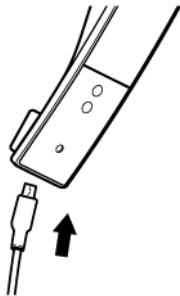
- 📄 Optionally, MimioTeach can be powered using three AAA batteries. For information about using batteries to power the MimioTeach bar, see [Inserting the Batteries](#).

To set up the MimioTeach bar

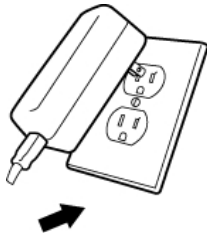
1. Plug the USB cable into the USB port on the power adapter.



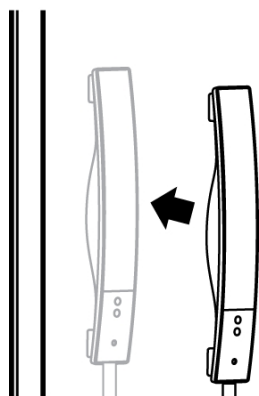
2. Plug the other end of the USB cable into the USB port on the MimioTeach bar.



3. Plug the power adapter into a power outlet.

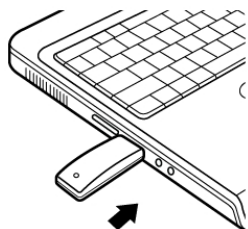


4. Place the MimioTeach bar along the left edge of the whiteboard as shown.



The MimioTeach bar attaches securely to any magnetic whiteboard. See [Mounting MimioTeach to a Non-Magnetic Whiteboard](#) for information about mounting the bar to a non-magnetic whiteboard.

5. Plug the MimioHub into an available USB port on your computer.



- If you do not want to connect the MimioTeach bar to your computer wirelessly, you can link the bar to your computer using the included USB cable without the power adapter. The bar will be powered by USB through your computer.

Setting Up Interactive Mode

Using MimioStudio Interactive mode, you can deliver lessons and presentations directly from your whiteboard.

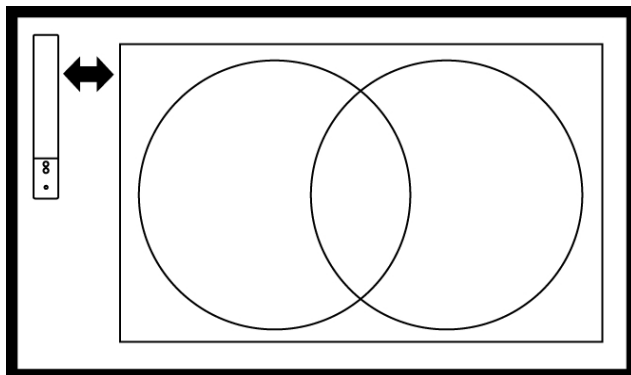
To use Interactive mode you need a projector, a MimioTeach-enabled whiteboard, and a MimioTeach stylus. Combined, these devices make for a powerful tool for delivering lessons and presentations.

Projecting Your Desktop

If you are presenting from a MimioStudio Notebook or another application, such as a PowerPoint presentation, you can open the application before or after Interactive mode is enabled and calibrated.



To start Interactive mode

1. Project your desktop image onto your whiteboard.
Refer to your projector's documentation for instructions on how to project your desktop image.
2. Adjust the projected image to have a 2-inch to 3-inch buffer between the edge of your projection and your MimioTeach.



3. Click the MimioTeach stylus anywhere on the whiteboard. Interactive mode starts and the calibration screen appears.

To exit Interactive mode



- ▶ Do one of the following:
 - Press the **Interactive** button, , twice on the MimioTeach bar.
 - Start MimioStudio Tools, click **Interactive** , and then click **Exit**.
 - Start MimioStudio Preferences, select **Interactive**, and then click **Disable**. See Customizing MimioStudio for information on how to access MimioStudio Preferences.

Calibrating Interactive Mode

Each time Interactive mode is enabled, you are prompted to calibrate using the MimioTeach stylus.

When using a permanently installed whiteboard and projector, you do not need to recalibrate Interactive mode after the first session. See Adjusting the Interactive Preferences.

To calibrate Interactive mode

1. If the calibration screen does not appear when you start Interactive mode, do one of the following:
 - Press the **Interactive** button, , on your MimioTeach bar.
 - Start MimioStudio Tools, click the **Interactive** button, , and then click **Recalibrate**.
 - Start MimioStudio Preferences, select **Interactive**, and then click **Calibrate**.
2. Press the MimioTeach stylus down on the whiteboard at the center of each of the nine calibration targets.

Make sure to hold the stylus perpendicular to the writing surface as you click.

The calibration target disappears and the next calibration target appears.

When the calibration screen disappears, Interactive mode is enabled.

Using MimioTeach

You can use the MimioTeach bar and stylus in MimioStudio Interactive mode to deliver lessons and presentations. In MimioStudio Interactive mode, you control the movement of

the cursor on your screen with the MimioTeach stylus, much like you would with a mouse at your computer.

You can also use the various presentation tools found in MimioStudio Tools to focus your audience on a specific area of the screen by displaying only certain parts of the screen. And, you can annotate the screen with the drawing tools available in MimioStudio Tools using the Screen Annotation feature.

Using the MimioTeach Stylus

In Interactive mode, the MimioTeach stylus can be used to control your desktop and interact with applications on your computer from your whiteboard.

The following table describes how to use the MimioTeach stylus to control your desktop from the whiteboard.

To execute	Do this
Left mouse click	Click in the projected area at the desired location with the tip of the stylus.
Double left mouse click	Quickly click twice in the projected area at the desired location with the tip of the stylus.
Right mouse click	Press the B button on the stylus, and then click in the projected area at the desired location with the tip of the stylus.
Hover	<ol style="list-style-type: none"> 1. Hold the stylus at the desired location, staying as close to the whiteboard as possible without touching it. 2. Press the B button on the stylus. 3. Move the stylus to the desired location. 4. Release the B button on the stylus.

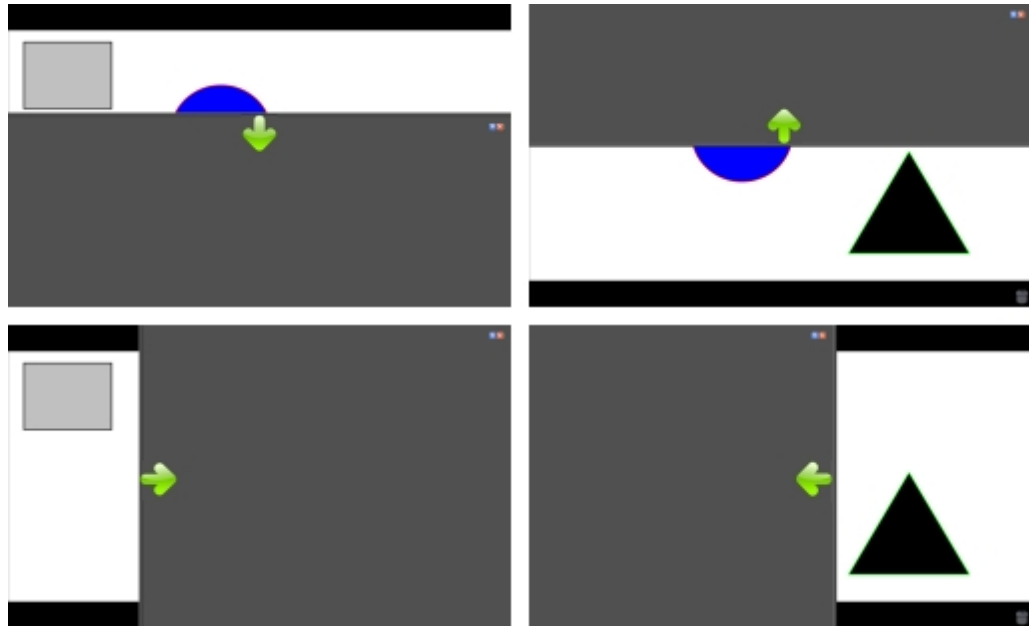
To change the functions of the MimioTeach stylus buttons, see [Adjusting the Interactive Preferences](#).

Focusing Attention Using the Reveal and Spotlight Tools





The Reveal tool and the Spotlight tool help you to focus your audience on a specific area of the screen by keeping parts of the screen hidden.

Using the Reveal Tool

The Reveal tool creates a *shade* that you can raise, lower, move left, and move right over the screen image, as if you are moving a shade up, down, or across the screen. You can then expose bullet points or other information progressively.




To use the Reveal tool

- ▶ Do one of the following:
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Reveal**.
 - (*Interactive mode only*) Press the **Launch** button, , on the MimioTeach bar, and then click  **Reveal** in the Launch window.

To adjust the revealed area

- ▶ Click inside the shaded area and drag down, up, left, or right to reveal more or less of the displayed area.

To adjust the transparency of the Reveal tool

1. Click , and then point to **Transparent**.
2. From the **Transparent** list, choose a percentage.





A transparency of 0% means that the shaded area will be completely opaque.

Using the Spotlight Tool


The Spotlight tool masks the entire screen except for a small area, the spotlight. You can then focus audience attention on a specific area of the screen. The spotlight area can be reshaped, resized, and moved around the screen.





To use the Spotlight tool

- Do one of the following:
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Spotlight**.
 - (Interactive mode only)* Press the **Launch** button, , on the MimioTeach bar, and then click  **Spotlight** in the Launch window.
- Click the shaded area outside of the spotlight border and drag the spotlight to the desired location.


To adjust the shape of the spotlight

- Click , and then point to **Shape**.
- From the **Shape** list, choose a shape for the spotlight.

To resize the spotlight

- Click , and then point to **Size**.
 - From the **Size** list, choose a spotlight size.
-  You can also resize the spotlight by dragging the colored border of the spotlight until the spotlight is the desired size.

To adjust the spotlight transparency

- Click , and then point to **Transparent**.
- From the **Transparent** list, choose a transparency percentage.
A transparency of 0% means that the shaded area will be completely opaque.




Marking Up the Display Using Screen Annotations

Screen Annotation mode allows you to annotate applications, web pages, and images. When in Annotation mode, a green border with a faded edge appears around your desktop.

When you exit from Screen Annotation mode, all annotations are cleared from the whiteboard and automatically archived in the Screen Annotations folder in MimioStudio Gallery.




Enabling Screen Annotation Mode

To enable Screen Annotation mode




1. Do one of the following
 - From MimioStudio Tools, click the **Screen Annotation** button, , to freeze your current desktop image.
 - *(Interactive mode Only)* Press the **Launch** button, , on the MimioTeach bar, and then click  **Screen Annotation** in the Launch window.A green border with a faded edge appears around your desktop.
2. Annotate the screen using MimioStudio Tools.

All object, drawing, and manipulation features in MimioStudio Tools are available in Screen Annotation mode.

To exit Screen Annotation mode

- ▶ Do one of the following:
 - From MimioStudio Tools, click the **Mouse** button, , to “unfreeze” the screen.
 - *(Interactive mode only)* Press the **Launch** button, , on the MimioTeach bar, and then click  **Screen Annotation** in the Launch window.

To disable the Annotation mode border

1. Click  on the menu bar and choose  **Preferences**.
2. Select  **Notebook** from the **MimioStudio Preferences** dialog box.
3. Under **General**, clear the **Enable fullscreen border (Screen Annotation only)** check box.
4. Click **OK** to save the preferences.

Annotating the Screen Using MimioStudio Tools





MimioStudio Tools are used to annotate the screen. All object, drawing, and manipulation features in MimioStudio Tools are available in Screen Annotation mode.

Once you select a drawing tool, that tool remains selected until you select a different drawing tool or the selection tool.





See Manipulating Objects for a complete description of manipulating objects.

All of the functions and features of the MimioStudio drawing tools that are available in MimioStudio Notebook are available in Screen Annotation mode.




To use the freehand pen

1. Click the **Pen** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.
3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the ink stroke to start on the page.
6. Drag the cursor to draw ink strokes.


To use the freehand brush

1. Click the **Brush** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.
3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the brush stroke to start on the page.
6. Drag the cursor to draw brush strokes.








To highlight a portion of the display

1. Click the **Highlighter** button, .
2. (Optional) To adjust the highlighter width, drag the Thickness slider.
3. (Optional) To change the color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. Place the cursor where you want the highlight stroke to start on the page.
5. Drag the cursor over the area you want to highlight.


To erase ink and highlighting

1. Click the **Eraser** button, .
2. (Optional) To adjust the eraser width, drag the Thickness slider.
3. Drag the cursor over the ink or highlighter strokes you want to erase.


To add a line or shape

1. Click the line type or shape you want to add.
2. (Optional) To adjust the line or outline width, drag the Thickness slider.
3. (Optional) To change the line or outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**












-  **Square Dot**

6. (Optional) To adjust the transparency of the line or shape, click the **Transparency** button, , and then choose a transparency percentage.
7. Place the cursor where you want the line or shape to start on the page.
8. Drag the cursor to draw the line or shape.

To add formatted text

1. Click the **Text** button, .
2. Place the cursor where you want the text to start on the page.
For a fixed width text box, place the cursor where you want the text box to start on the page and then drag to the desired width.
3. Select a font style, size, color, and an alignment option for the text.
4. Enter text in the text box.

To draw a shape

1. Click the **Shape Recognition** button, .
 2. (Optional) To adjust the outline width, drag the Thickness slider.
 3. (Optional) To change the outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**
 -  **Square Dot**
 6. (Optional) To adjust the transparency of the shape, click the **Transparency** button, , and then choose a transparency percentage.
 7. Place the cursor where you want the shape to start on the page.
 8. Drag the cursor to draw the shape.
-  The Shape Recognition tool can be used to draw circles, ellipses, triangles, rectangles, squares, and lines.

Clearing All Annotations from the Display


When you exit Screen Annotation mode, all annotations are cleared from the display and all annotations are automatically preserved as a snapshot of the display. See *Working with Saved Annotation Snapshots* for information about reviewing and using the snapshots.

Inserting Text Into an Application Using MimioStudio Text Tools







You can enter text into any text-entry box or page using the MimioStudio Text Tools. The Text Tool has two modes for entering text:

- On-Screen Keyboard allows you to enter text through an on-screen keyboard application.
- Writing Pad allows you to enter text through a small on-screen writing pad. Your handwriting is automatically converted into text and input into the current application.





In addition, Writing Pad also supports gesture recognition, which allows handwritten shortcuts to be automatically recognized as commonly used keys.

 Gesture recognition is only supported on Intel-based systems.

To access MimioStudio Text Tools

1. From MimioStudio Tools, click the **Applications** button, , and then choose  **Text Tools**.
2. Click the **Text Tools** icon  or  on the menu bar.
3. Choose the Text Tool that you want to use.
 -  **Keyboard** to enable the On-Screen Keyboard.
 -  **Writing Pad** to enable Writing Pad.

To disable MimioStudio Text Tools

- ▶ Do one of the following:
 - Click the **Text Tools** icon  or  on the menu bar, and then choose the currently selected Text Tool.
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Text Tools**.

Using the On-Screen Keyboard

You can enter text into any application using the On-Screen Keyboard.

To use the On-Screen Keyboard

1. Start the On-Screen Keyboard.
2. Click in the text-entry box or on the page where you want to enter the text.
3. Using your mouse or MimioTeach stylus, press the virtual keys on the on-screen keyboard.

The text is entered into the text-entry box or on the page that you selected.





Using Writing Pad

With Writing Pad you can enter text through a small on-screen writing pad using the MimioTeach stylus while in Interactive mode. You can also use Writing Pad with your mouse or other input device from your computer.

To use Writing Pad

1. Start Writing Pad.
 - The on-screen writing pad appears.
2. Click in the text-entry box or on the page where you want to enter the text.


3. Using your mouse or MimioTeach stylus, write within the yellow space of the on-screen writing pad.
Your handwriting is automatically converted to text and entered into the text-entry box or on the page that you selected.
4. Use the on-screen buttons for commonly used keys.

Button	Description
	Backspace
	Enter
	Tab
	Space

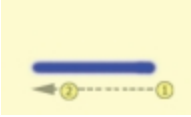

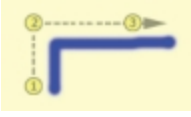

Writing Pad also supports gesture recognition for commonly used keys. See Using Gesture Recognition.

Using Gesture Recognition

With gesture recognition, handwritten shortcuts are automatically recognized as commonly used keys. Writing Pad supports gesture recognition.

 Gesture recognition is only supported on Intel-based systems.




The following table describes how to use gestures to perform common functions.

To press	Do this	
Backspace	Draw a line from right to left.	
Enter	Draw a connected line from top to bottom and then from right to left.	
Tab	Draw a connected line from bottom to top and then from left to right.	
Space bar	Draw a connected line from top to bottom and then from left to right.	

Using the Web Browser and Calculator Tools

MimioStudio Tools includes shortcuts for accessing a Web browser and a calculator.

To use the tools

1. Start MimioStudio Tools.
2. Click the **Applications** button, , choose **More Tools**, and then choose one of the following tools:
 -  Calculator
 -  Web Browser

Recording Desktop Actions and Audio in Interactive Mode

Using MimioStudio Recorder, you can record your interactions into an MP4 movie file, with or without audio. See Using MimioStudio Recorder for more information on how to use MimioStudio Recorder.

Caring for MimioTeach

Review the following topics for information about cleaning, inserting the batteries, and permanently mounting your MimioTeach.

- Cleaning MimioTeach
- Inserting the Batteries
- Mounting MimioTeach to a Non-Magnetic Whiteboard

Cleaning MimioTeach

MimioTeach is designed to give you long and trouble-free service while requiring very little maintenance.

You can easily clean your MimioTeach using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
 - ⚠ If you use glass cleaner, make sure it does not contain ammonia.

To clean the MimioTeach bar and stylus


1. Disconnect the USB cable from the MimioTeach bar.
2. Use the lint-free cloth to wipe the exterior of the MimioTeach bar and stylus.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.
 - ⚠ Avoid using liquids on any exposed charging contacts. Do not allow liquid into any openings on the equipment.
4. Reconnect the USB cable.

Inserting the Batteries

MimioTeach is powered using the included USB cable and power adapter. Optionally, MimioTeach can be powered using three AAA batteries.


To insert the batteries

1. Press down and slide off the battery compartment cover.
2. Insert three AAA batteries into the battery compartment.
3. Replace the battery compartment cover.

 Remove the batteries if the MimioTeach bar will not be used for a long period of time.

Mounting MimioTeach to a Non-Magnetic Whiteboard

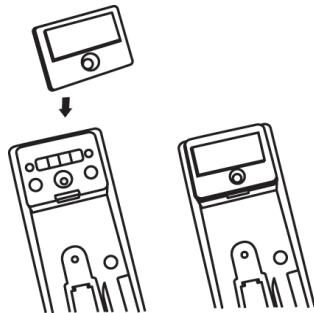
The MimioTeach bar attaches securely to any magnetic whiteboard. If you do not have a magnetic whiteboard, you can mount the MimioTeach bar to your whiteboard using the included metal plates.

 If you are installing both MimioTeach and MimioCapture, you must mount MimioCapture before mounting MimioTeach. This will ensure proper placement of the MimioTeach bar. See Mounting MimioCapture to a Non-Magnetic Whiteboard for information on mounting MimioCapture.

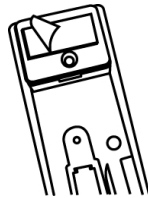
To mount MimioTeach to a non-magnetic whiteboard

1. Place the metal plates against the back of the MimioTeach bar as shown.

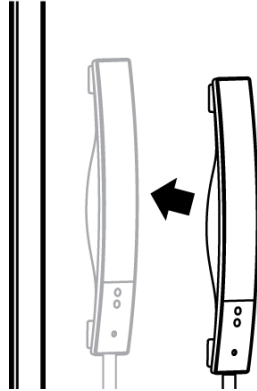
Make sure that the recess on each plate is inserted into the recess on the back of the MimioTeach bar.



2. Remove the paper backing from the adhesive strips to expose the adhesive.



3. Press the MimioTeach bar firmly along the left edge of the whiteboard as shown.



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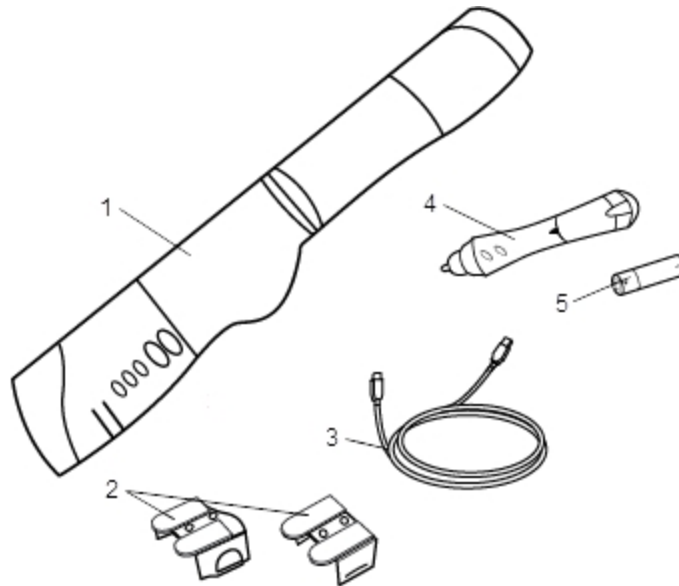
Chapter 4

Mimio Interactive

Using Mimio Interactive with a projector, you can deliver lessons and presentations directly from your whiteboard. Using MimioStudio Interactive mode, you control the movement of the cursor on your screen with the Mimio Interactive Mouse, much like you would with a mouse at your computer.

What's Included

The Mimio Interactive package contains the following items:



1	Mimio Interactive bar	4	Mimio mouse
2	Mounting brackets	5	AA battery
3	USB cable		

If you are missing any of the items above, contact Customer Support.

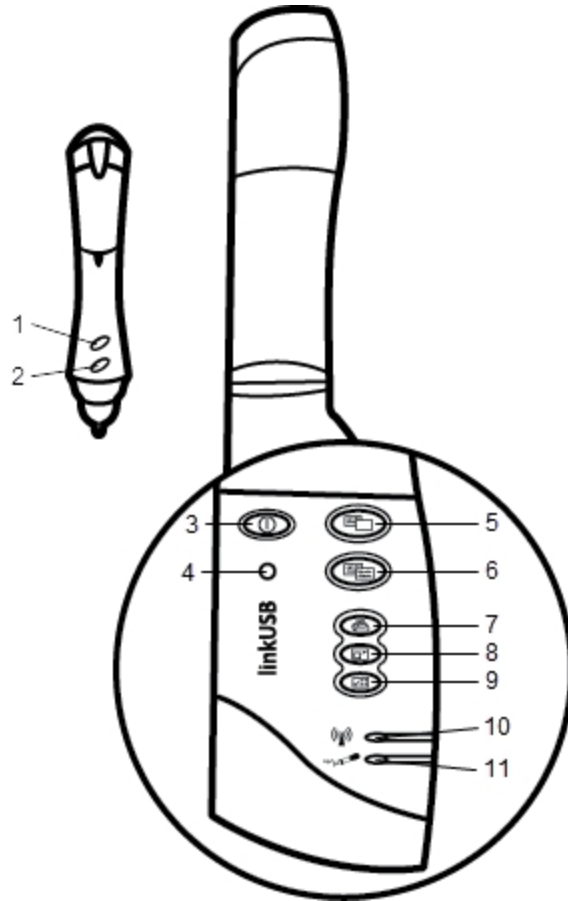
About Mimio Interactive

You can use the Mimio Interactive bar and mouse in MimioStudio Interactive mode to deliver lessons and presentations.

You can also use the Mimio Interactive bar with Mimio Capture Kit to capture notes from your whiteboard into MimioStudio Notebook. For more information about using Mimio

Interactive with Mimio Capture Kit, see Mimio Capture Kit.

The following figure shows the major components of Mimio Interactive.



1	A button (right-click)	7	Print page (Spotlight tool)
2	B button (hover)	8	Resize window (Reveal tool)
3	Power button/status light	9	Interactive
4	Learning button	10	Data transmission status light
5	New page (MimioStudio Tools)	11	Memory status light
6	Copy page (Annotation mode)		

Status Lights

The status lights visually show the status of the Mimio Interactive bar.

Power Status Lights

Off	Not receiving power; USB/power cable is not connected, batteries need replaced,
-----	---

	or Mimio Interactive is turned off.
Solid Green	Mimio Interactive is receiving power.
Solid Amber	Mimio Interactive is receiving power; one to five hours of battery life remaining.
Flashing Amber	Mimio Interactive is receiving power; less than one hour of battery life remaining.

Data Transmission Status Lights

Off	Mimio Capture Kit pen or Mimio Interactive mouse is not in use.
Solid Green	Mimio Capture Kit pen or Mimio Interactive mouse is in use.
Solid Amber	Mimio Capture Kit pen or Mimio Interactive mouse battery is low.

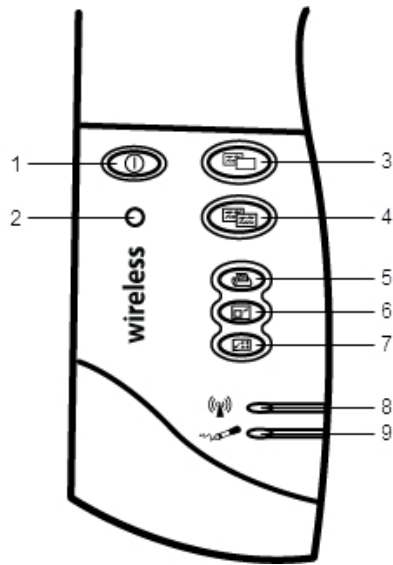
Memory Status Lights

Off	Mimio Interactive bar memory is empty.
Flashing Green	Data is being downloaded from the Mimio Interactive bar to your computer.
Solid Green	Mimio Interactive bar memory is less than 80% full.
Solid Amber	Mimio Interactive bar memory is between 80% and 90% full.
Flashing Amber	Mimio Interactive bar memory is over 90% full.

About Mimio Wireless

You can use the Mimio Wireless module and wireless receiver to connect the Mimio Interactive bar wirelessly to your computer.

The following figure shows the major components of Mimio Wireless.



1	Power button/status light	6	Resize window (Reveal tool)
2	Learning button	7	Interactive
3	New page (MimioStudio Tools)	8	Link status light
4	Copy page (Annotation mode)	9	Data transmission status light
5	Print page (Spotlight tool)		

Status Lights

The status lights visually show the status of the Mimio Interactive bar.

Power Status Lights

Off	Not receiving power; USB/power cable is not connected, batteries need replaced, or Mimio Interactive is turned off.
Solid Green	Mimio Interactive is receiving power.
Solid Amber	Mimio Interactive is receiving power; one to five hours of battery life remaining.
Flashing Amber	Mimio Interactive is receiving power; less than one hour of battery life remaining.

Link Status Lights

Solid Green	Mimio Interactive is connected to the wireless receiver.
Flashing Green	Mimio Interactive is establishing a connection to the wireless receiver.

Solid Amber	Mimio Interactive cannot find an available wireless receiver.
-------------	---

Data Transmission Status Lights

Flashing Green (slowly)	Mimio Capture Kit pen or Mimio Interactive mouse is not in use.
Flashing Green (quickly)	Mimio Capture Kit pen or Mimio Interactive mouse is in use.
Solid Amber	Mimio Capture Kit pen or Mimio Interactive mouse battery is low.

About MimioStudio Tools




With the various presentation tools found in MimioStudio Tools you can focus your audience on a specific area of the screen by displaying only certain parts of the screen. You can also annotate the screen with the drawing tools available in MimioStudio Tools using the Screen Annotation feature.

For more information about MimioStudio Tools, see [Marking Up the Display Using Screen Annotations](#).

The following table describes the major components of MimioStudio Tools.

	Selection tool		Zoom
	Pen		Brush
	Text		Highlighter
	Line		Arrow End
	Arrow Start		Arrow Both
	Rectangle		Ellipse
	Triangle		Right Triangle
	Five Pointed Star		Hexagon
	Pentagon		Shape Recognition
	Eraser		Insert file
	Screen clipping		Color picker
	More colors		Object Fill
	Outline and Fill color		Thickness slider
	Color palette		Solid Line
	Dash Line		Square Dot Line
	Transparency		Gallery
	Applications (see below)		Right-click
	Interactive		Mouse
	Screen Annotation		

From the Applications tool, you can access the following:

- | | | | |
|--|---|--|---|
|  Reveal |  Class Manager |  Quick Vote |  Calculator |
|  Spotlight |  Control |  Recorder |  Web Browser |
|  Text Tools |  Quick Collaborate |  View | |

Getting Started

Review the following topics to install and start using your Mimio Interactive.

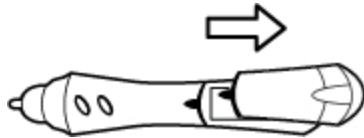
- Setting Up the Mimio InteractiveMouse
- Setting Up the Mimio Interactive Bar
- Setting Up Mimio Wireless
- Setting Up Interactive Mode

Setting Up the Mimio Interactive Mouse

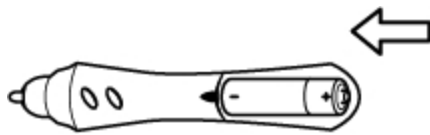
The Mimio Interactive Mouse is powered by one AA battery.

To set up the Mimio Interactive Mouse

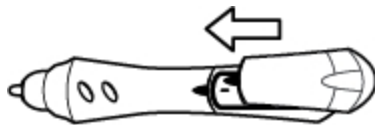
1. Press down and slide off the battery compartment cover.



2. Insert one AA battery into the battery compartment.



3. Replace the battery compartment cover.



Setting Up the Mimio Interactive Bar

Mimio Interactive is powered through your computer using the included USB cable.

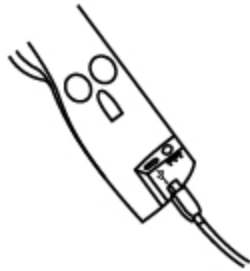
- Optionally, Mimio Interactive can be powered using four AA batteries. For information about using batteries to power the Mimio Interactive bar, see Inserting the Batteries.

To set up the Mimio Interactive bar

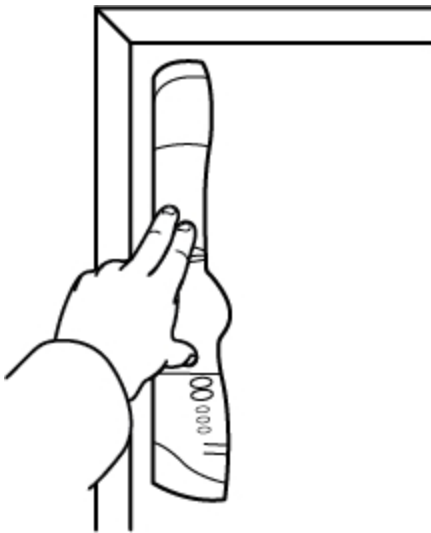
1. Unfold the Mimio Interactive bar.



2. Plug the USB cable into the USB port on the Mimio Interactive bar.



3. Plug the other end of the USB cable into an available USB port on your computer.
4. Place the Mimio Interactive bar along the left edge of the whiteboard as shown.



The Mimio Interactive bar attaches to any whiteboard using the suction cups on the back of the bar.

- If the Mimio Interactive bar will be used for extended periods of time or will be used repeatedly in any one location, you should mount the bar using the included brackets. See *Mounting the Mimio Capture Kit* for information about mounting the bar using the brackets.

Setting Up Mimio Wireless

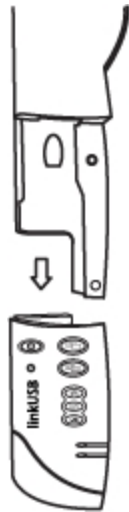
The Mimio Wireless module comes pre-linked to the included wireless receiver.

Mimio Interactive bar is powered using the included power adapter.

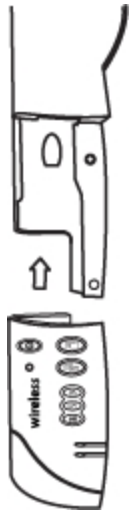
- Optionally, Mimio Interactive can be powered using four AA batteries. For information about using batteries to power the Mimio Interactive bar, see *Inserting the Batteries*.

To set up Mimio Wireless

1. Press the release button on the back of the Mimio Interactive bar, and then slide the linkUSB module down to remove.



2. Slide the Mimio Wireless module onto the Mimio Interactive bar.



3. Plug the power adapter into the power connector on the bottom of the Mimio Interactive bar.

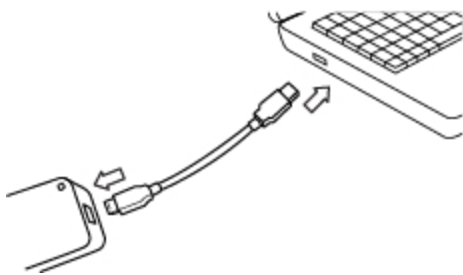


4. Plug the other end of the power adapter into a power outlet.
5. Place the Mimio Interactive bar along the left edge of the whiteboard as shown.



The Mimio Interactive bar attaches to any whiteboard using the suction cups on the back of the bar.

6. Plug the wireless receiver into an available USB port on your computer.



- If the Mimio Interactive bar will be used for extended periods of time or will be used repeatedly in any one location, you should mount the bar using the included brackets. See Mounting the Mimio Capture Kit for information about mounting the bar using the brackets.

Setting Up Interactive Mode

Using MimioStudio Interactive mode, you can deliver lessons and presentations directly from your whiteboard.

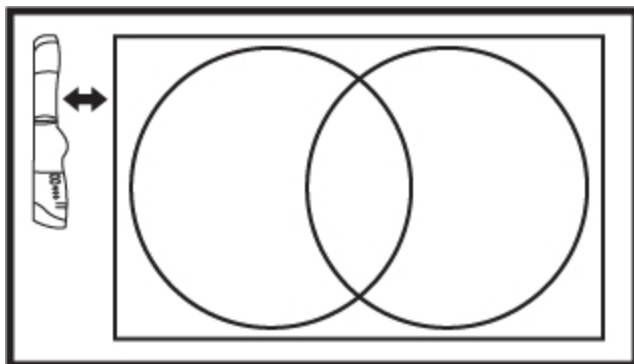
To use Interactive mode you need a projector, a Mimio Interactive-enabled whiteboard, and a Mimio Interactive Mouse. Combined, these devices make for a powerful tool for delivering lessons and presentations.

Projecting Your Desktop

If you are presenting from a MimioStudio Notebook or another application, such as a PowerPoint presentation, you can open the application before or after Interactive mode is enabled and calibrated.



To start Interactive mode

1. Project your desktop image onto your whiteboard.
Refer to your projector's documentation for instructions on how to project your desktop image.
2. Adjust the projected image to have a 2-inch to 3-inch buffer between the edge of your projection and your Mimio Interactive.



3. Click the Mimio Interactive Mouse anywhere on the whiteboard.
Interactive mode starts and the calibration screen appears.

To exit Interactive mode



- ▶ Do one of the following:
 - Press the **Interactive** button, , twice on the Mimio Interactive bar.
 - Start MimioStudio Tools, click **Interactive** , and then click **Exit**.
 - Start MimioStudio Preferences, select **Interactive**, and then click **Disable**.
See Customizing MimioStudio for information on how to access MimioStudio Preferences.

Calibrating Interactive Mode

Each time Interactive mode is enabled, you are prompted to calibrate using the Mimio Interactive Mouse.

When using a permanently installed whiteboard and projector, you do not need to recalibrate Interactive mode after the first session. See Adjusting the Interactive Preferences.

To calibrate Interactive mode

1. If the calibration screen does not appear when you start Interactive mode, do one of the following:
 - Press the **Interactive** button, , on your Mimio Interactive bar.
 - Start MimioStudio Tools, click the **Interactive** button, , and then click **Recalibrate**.
 - Start MimioStudio Preferences, select **Interactive**, and then click **Calibrate**.
2. Press the Mimio Interactive Mouse down on the whiteboard at the center of each of the nine calibration targets.

Make sure to hold the stylus perpendicular to the writing surface as you click.

The calibration target disappears and the next calibration target appears.

When the calibration screen disappears, Interactive mode is enabled.

Using Mimio Interactive

You can use the Mimio Interactive bar and stylus in MimioStudio Interactive mode to deliver lessons and presentations. In MimioStudio Interactive mode, you control the movement of the cursor on your screen with the Mimio Interactive Mouse, much like you would with a mouse at your computer.

You can also use the various presentation tools found in MimioStudio Tools to focus your audience on a specific area of the screen by displaying only certain parts of the screen. And, you can annotate the screen with the drawing tools available in MimioStudio Tools using the Screen Annotation feature.

Using the Mimio Interactive Mouse

In Interactive mode, the Mimio Interactive Mouse can be used to control your desktop and interact with applications on your computer from your whiteboard.

The following table describes how to use the Mimio Interactive Mouse to control your desktop from the whiteboard.

To execute	Do this
Left mouse click	Click in the projected area at the desired location with the tip of the Mimio Interactive Mouse.
Double left mouse click	Quickly click twice in the projected area at the desired location with the tip of the Mimio Interactive Mouse.
Right mouse click	<ol style="list-style-type: none">1. Hold the Mimio Interactive Mouse at the desired location, staying as close to the whiteboard as possible without touching it.2. Press the A (concave) button on the Mimio Interactive Mouse.
Hover	<ol style="list-style-type: none">1. Hold the Mimio Interactive Mouse at the desired location, staying as close to the whiteboard as possible without touching it.2. Press the B (convex) button on the Mimio Interactive Mouse.3. Move the Mimio Interactive Mouse to the desired location.4. Release the B button on the Mimio Interactive Mouse.

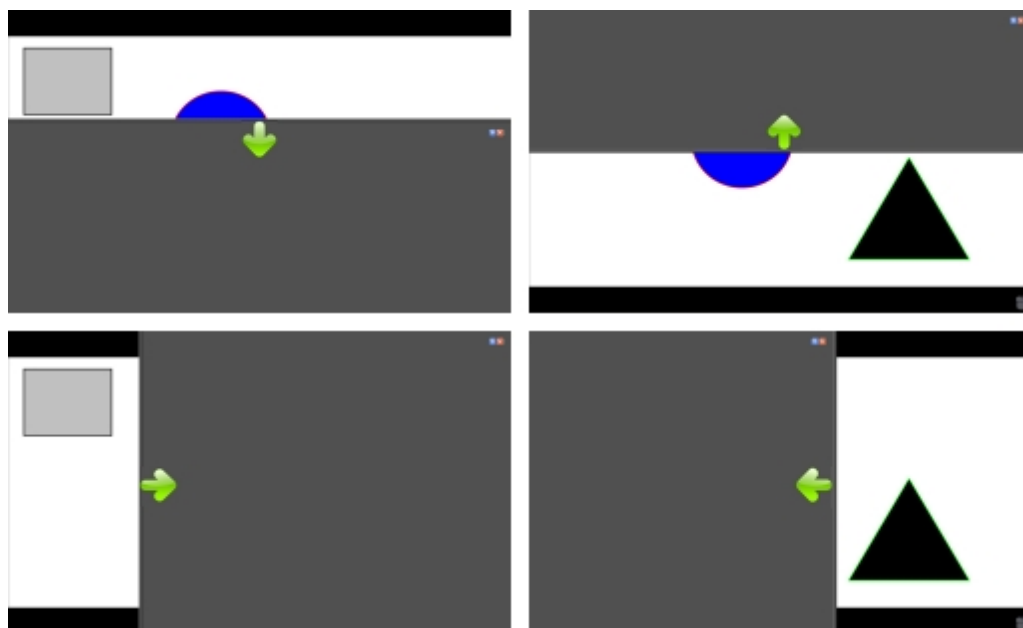
To change the functions of the Mimio Interactive Mouse buttons, see [Adjusting the Interactive Preferences](#).

Focusing Attention Using the Reveal and Spotlight Tools




The Reveal tool and the Spotlight tool help you to focus your audience on a specific area of the screen by keeping parts of the screen hidden.

Using the Reveal Tool

The Reveal tool creates a *shade* that you can raise, lower, move left, and move right over the screen image, as if you are moving a shade up, down, or across the screen. You can then expose bullet points or other information progressively.




To use the Reveal tool

- ▶ Do one of the following:
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Reveal**.
 - (*Interactive mode only*) Press the **Resize window** button, , on the Mimio Interactive bar.

To adjust the revealed area

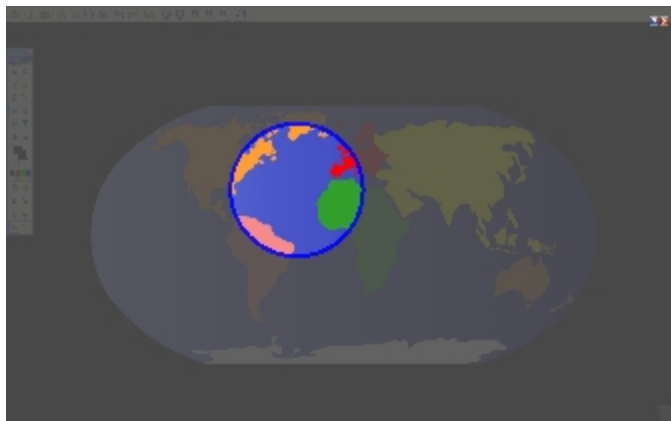
- ▶ Click inside the shaded area and drag down, up, left, or right to reveal more or less of the displayed area.

To adjust the transparency of the Reveal tool




1. Click , and then point to **Transparent**.
2. From the **Transparent** list, choose a percentage.
 - A transparency of 0% means that the shaded area will be completely opaque.

Using the Spotlight Tool


The Spotlight tool masks the entire screen except for a small area, the spotlight. You can then focus audience attention on a specific area of the screen. The spotlight area can be reshaped, resized, and moved around the screen.





To use the Spotlight tool

- Do one of the following:
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Spotlight**.
 - (Interactive mode only)* Press the **Print page** button, , on the Mimio Interactive bar.
- Click the shaded area outside of the spotlight border and drag the spotlight to the desired location.


To adjust the shape of the spotlight

- Click , and then point to **Shape**.
- From the **Shape** list, choose a shape for the spotlight.

To resize the spotlight

- Click , and then point to **Size**.
 - From the **Size** list, choose a spotlight size.
-  You can also resize the spotlight by dragging the colored border of the spotlight until the spotlight is the desired size.

To adjust the spotlight transparency

- Click , and then point to **Transparent**.
- From the **Transparent** list, choose a transparency percentage.
A transparency of 0% means that the shaded area will be completely opaque.



Marking Up the Display Using Screen Annotations

Screen Annotation mode allows you to annotate applications, web pages, and images. When in Annotation mode, a green border with a faded edge appears around your desktop.

When you exit from Screen Annotation mode, all annotations are cleared from the whiteboard and automatically archived in the Screen Annotations folder in MimioStudio Gallery.



Enabling Screen Annotation Mode

To enable Screen Annotation mode




1. Do one of the following
 - From MimioStudio Tools, click the **Screen Annotation** button, , to freeze your current desktop image.
 - *(Interactive mode Only)* Press the **Copy page** button, , on the Mimio Interactive bar.

A green border with a faded edge appears around your desktop.
 2. Annotate the screen using MimioStudio Tools.
- All object, drawing, and manipulation features in MimioStudio Tools are available in Screen Annotation mode.

To exit Screen Annotation mode

- ▶ Do one of the following:
 - From MimioStudio Tools, click the **Mouse** button, , to “unfreeze” the screen.
 - *(Interactive mode Only)* Press the **Copy page** button, , on the Mimio Interactive bar.

To disable the Annotation mode border

1. Click  on the menu bar and choose  **Preferences**.
2. Select  **Notebook** from the **MimioStudio Preferences** dialog box.
3. Under **General**, clear the **Enable fullscreen border (Screen Annotation only)** check box.
4. Click **OK** to save the preferences.

Annotating the Screen Using MimioStudio Tools





MimioStudio Tools are used to annotate the screen. All object, drawing, and manipulation features in MimioStudio Tools are available in Screen Annotation mode.

Once you select a drawing tool, that tool remains selected until you select a different drawing tool or the selection tool.





See *Manipulating Objects* for a complete description of manipulating objects.

All of the functions and features of the MimioStudio drawing tools that are available in MimioStudio Notebook are available in Screen Annotation mode.




To use the freehand pen

1. Click the **Pen** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.
3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the ink stroke to start on the page.
6. Drag the cursor to draw ink strokes.


To use the freehand brush

1. Click the **Brush** button, .
2. (Optional) To adjust the line width, drag the Thickness slider.
3. (Optional) To adjust the line color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the transparency of the line, click the **Transparency** button, , and then choose a transparency percentage.
5. Place the cursor where you want the brush stroke to start on the page.
6. Drag the cursor to draw brush strokes.








To highlight a portion of the display

1. Click the **Highlighter** button, .
2. (Optional) To adjust the highlighter width, drag the Thickness slider.
3. (Optional) To change the color, do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. Place the cursor where you want the highlight stroke to start on the page.
5. Drag the cursor over the area you want to highlight.


To erase ink and highlighting

1. Click the **Eraser** button, .
2. (Optional) To adjust the eraser width, drag the Thickness slider.
3. Drag the cursor over the ink or highlighter strokes you want to erase.


To add a line or shape

1. Click the line type or shape you want to add.
2. (Optional) To adjust the line or outline width, drag the Thickness slider.
3. (Optional) To change the line or outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**












-  **Square Dot**

6. (Optional) To adjust the transparency of the line or shape, click the **Transparency** button, , and then choose a transparency percentage.
7. Place the cursor where you want the line or shape to start on the page.
8. Drag the cursor to draw the line or shape.

To add formatted text

1. Click the **Text** button, .
2. Place the cursor where you want the text to start on the page.
For a fixed width text box, place the cursor where you want the text box to start on the page and then drag to the desired width.
3. Select a font style, size, color, and an alignment option for the text.
4. Enter text in the text box.

To draw a shape

1. Click the **Shape Recognition** button, .
 2. (Optional) To adjust the outline width, drag the Thickness slider.
 3. (Optional) To change the outline color, select the Outline Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 4. (Optional) To adjust the fill color, select the Fill Color box, and then do one of the following:
 - Select a color from the Color Palette.
 - Click , and then select a color from the **Color** dialog box.
 - Click , and then select a color from the desktop.
 5. To change the line or outline style, click  and choose one of the following:
 -  **Solid**
 -  **Dash**
 -  **Square Dot**
 6. (Optional) To adjust the transparency of the shape, click the **Transparency** button, , and then choose a transparency percentage.
 7. Place the cursor where you want the shape to start on the page.
 8. Drag the cursor to draw the shape.
-  The Shape Recognition tool can be used to draw circles, ellipses, triangles, rectangles, squares, and lines.

Clearing All Annotations from the Display


When you exit Screen Annotation mode, all annotations are cleared from the display and all annotations are automatically preserved as a snapshot of the display. See *Working with Saved Annotation Snapshots* for information about reviewing and using the snapshots.

Inserting Text Into an Application Using MimioStudio Text Tools







You can enter text into any text-entry box or page using the MimioStudio Text Tools. The Text Tool has two modes for entering text:

- On-Screen Keyboard allows you to enter text through an on-screen keyboard application.
- Writing Pad allows you to enter text through a small on-screen writing pad. Your handwriting is automatically converted into text and input into the current application.





In addition, Writing Pad also supports gesture recognition, which allows handwritten shortcuts to be automatically recognized as commonly used keys.

 Gesture recognition is only supported on Intel-based systems.

To access MimioStudio Text Tools

1. From MimioStudio Tools, click the **Applications** button, , and then choose  **Text Tools**.
2. Click the **Text Tools** icon  or  on the menu bar.
3. Choose the Text Tool that you want to use.
 -  **Keyboard** to enable the On-Screen Keyboard.
 -  **Writing Pad** to enable Writing Pad.

To disable MimioStudio Text Tools

- ▶ Do one of the following:
 - Click the **Text Tools** icon  or  on the menu bar, and then choose the currently selected Text Tool.
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Text Tools**.

Using the On-Screen Keyboard

You can enter text into any application using the On-Screen Keyboard.

To use the On-Screen Keyboard

1. Start the On-Screen Keyboard.
2. Click in the text-entry box or on the page where you want to enter the text.
3. Using your mouse or Mimio Interactive Mouse, press the virtual keys on the on-screen keyboard.

The text is entered into the text-entry box or on the page that you selected.

Using Writing Pad





With Writing Pad you can enter text through a small on-screen writing pad using the Mimio Interactive Mouse while in Interactive mode. You can also use Writing Pad with your mouse or other input device from your computer.

To use Writing Pad

1. Start Writing Pad.

The on-screen writing pad appears.
2. Click in the text-entry box or on the page where you want to enter the text.


3. Using your mouse or Mimio Interactive Mouse, write within the yellow space of the on-screen writing pad.
Your handwriting is automatically converted to text and entered into the text-entry box or on the page that you selected.
4. Use the on-screen buttons for commonly used keys.

Button	Description
	Backspace
	Enter
	Tab
	Space

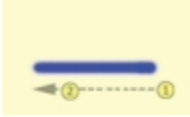

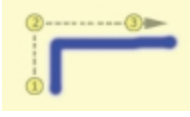
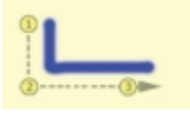
Writing Pad also supports gesture recognition for commonly used keys. See Using Gesture Recognition.

Using Gesture Recognition

With gesture recognition, handwritten shortcuts are automatically recognized as commonly used keys. Writing Pad supports gesture recognition.

-  Gesture recognition is only supported on Intel-based systems.




The following table describes how to use gestures to perform common functions.

To press	Do this	
Backspace	Draw a line from right to left.	
Enter	Draw a connected line from top to bottom and then from right to left.	
Tab	Draw a connected line from bottom to top and then from left to right.	
Space bar	Draw a connected line from top to bottom and then from left to right.	

Using the Web Browser and Calculator Tools

MimioStudio Tools includes shortcuts for accessing a Web browser and a calculator.

To use the tools

1. Start MimioStudio Tools.
2. Click the **Applications** button, , choose **More Tools**, and then choose one of the following tools:
 -  Calculator
 -  Web Browser

Recording Desktop Actions and Audio in Interactive Mode

Using MimioStudio Recorder, you can record your interactions into an MP4 movie file, with or without audio. See Using MimioStudio Recorder for more information on how to use MimioStudio Recorder.

Caring for Mimio Interactive


Review the following topics for information about cleaning, inserting the batteries, and permanently mounting your Mimio Interactive.

- Cleaning Mimio Interactive
- Inserting the Batteries
- Mounting Mimio Interactive Permanently


Cleaning Mimio Interactive

Mimio Interactive is designed to give you long and trouble-free service while requiring very little maintenance.

You can easily clean your Mimio Interactive using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
 -  If you use glass cleaner, make sure it does not contain ammonia.


To clean the Mimio Interactive bar and Mouse

1. If necessary, disconnect the USB cable from the Mimio Interactive bar.
2. Use the lint-free cloth to wipe the exterior of the Mimio Interactive bar and Mouse.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.
 -  Avoid using liquids on any exposed charging contacts. Do not allow liquid into any openings on the equipment.
4. Reconnect the USB cable.

Inserting the Batteries

Mimio Interactive is powered using the included USB cable and power adapter. Optionally, Mimio Interactive can be powered using four AA batteries.

To insert the batteries

1. Press down and slide off the battery compartment cover.
 2. Insert four AA batteries into the battery compartment.
 3. Replace the battery compartment cover.
-  Remove the batteries if the Mimio Interactive bar will not be used for a long period of time.

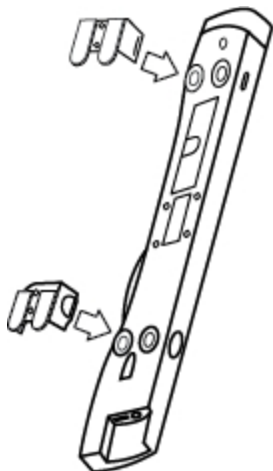
Mounting Mimio Interactive Permanently

The Mimio Interactive bar attaches to any whiteboard using the suction cups on the back of the bar. If the Mimio Interactive bar will be used for extended periods of time or will be used repeatedly in any one location, you should mount the bar using the included brackets.

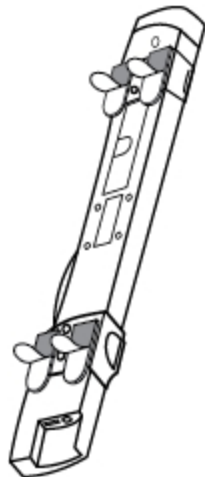
To mount Mimio Interactive permanently

1. Snap the mounting brackets over the suction cups on the back of the Mimio Interactive bar.

Make sure that the brackets clip into the recesses on the sides of the Mimio Interactive bar.



2. Remove the paper backing from the adhesive strips to expose the adhesive.



3. Press the Mimio Interactive bar firmly along the top left edge of the whiteboard as

shown.



Chapter 5

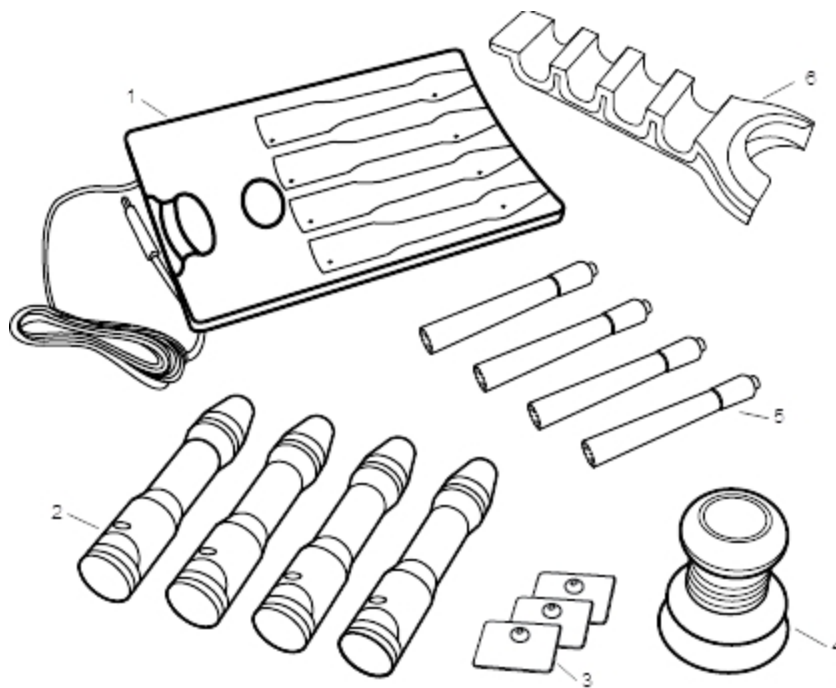
MimioCapture

(Model Number: ICD10)

MimioCapture is used with a MimioTeach-enabled whiteboard to record notes and drawings from your whiteboard. Using MimioStudio Ink Capture mode, you make notes and drawings on your whiteboard using the MimioCapture pens. Your notes are automatically captured in a MimioStudio Notebook.

What's Included

The MimioCapture package contains the following items:



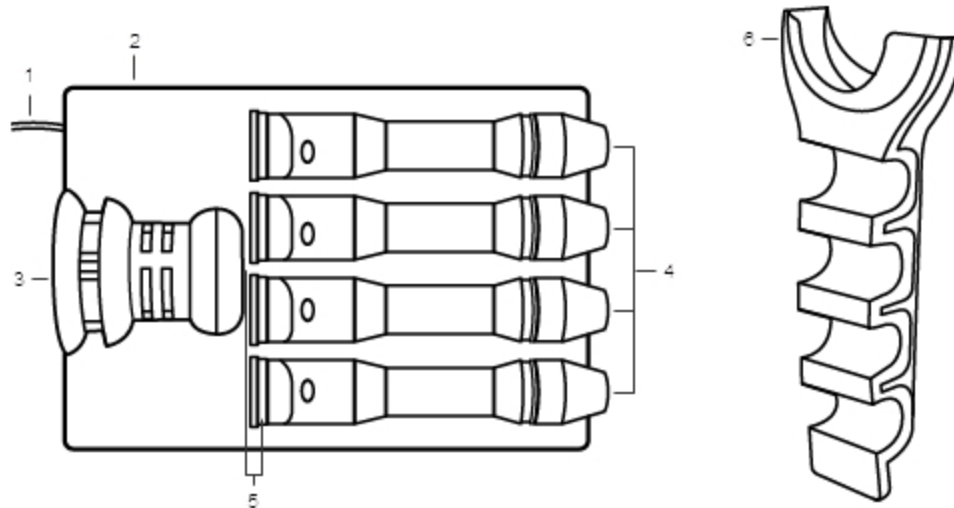
1	MimioCapture charging tray	4	MimioCapture eraser
2	MimioCapture pens (4)	5	Expo dry erase markers (4)
3	Mounting plates	6	Magnetic pen holder

If you are missing any of the items above, contact Customer Support.

About MimioCapture

MimioCapture includes four pens and one eraser for making notes on your MimioTeach-enabled whiteboard. The MimioCapture charging tray is used to charge the pens and eraser. The MimioCapture pen holder attaches to your whiteboard and is used to store the pens and eraser.

The following figure shows the major components of MimioCapture.



1	Power cord	4	MimioCapture pens
2	MimioCapture charging tray	5	Status lights
3	MimioCapture eraser	6	Magnetic pen holder

Status Lights

The status lights visually show the status of each MimioCapture pen and the MimioCapture eraser.

Off	The MimioCapture pen or eraser is not receiving power. The status light is off when the pen or eraser is in use.
Amber	The MimioCapture pen or eraser has a low battery. The battery should be recharged.
Solid Green	The MimioCapture pen or eraser is charging.

About MimioStudio Notebook

As you make notes on your whiteboard using MimioCapture, you can automatically save those notes into MimioStudio Notebook. Once the information is in Notebook, you can save the Notebook as a MimioStudio INK file or a variety of other formats.

For more information about using MimioStudio Notebook, see [Working with MimioStudio](#).

Getting Started

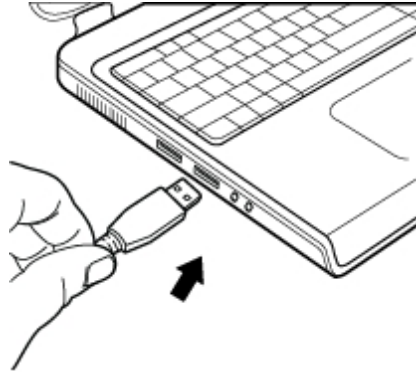
MimioCapture seamlessly integrates with your MimioTeach and MimioStudio software. Before you can begin capturing digital ink, you must first set up your MimioCapture pens, MimioCapture eraser, and MimioStudio Notebook.

Setting Up the MimioCapture Charging Tray

The MimioCapture charging tray is powered through your computer. Optionally, the MimioCapture charging tray can be powered using a USB power adapter.

To connect the power

1. Place the charging tray on a flat surface..
2. Plug the power cord into an available USB port on your computer.



Setting Up the Pen Holder

The MimioCapture pen holder holds the MimioCapture pens and eraser for easy access. The pen holder attaches securely to any magnetic whiteboard.

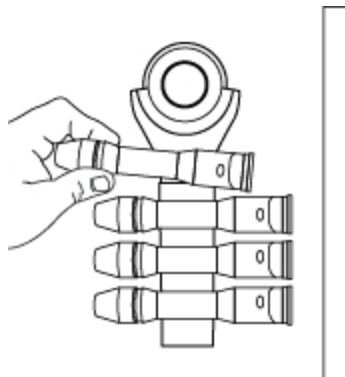
To mount pen holder to a magnetic whiteboard

1. Place the pen holder in the desired location on the whiteboard as shown.



The MimioCapture pen holder attaches securely to any magnetic whiteboard. See [Mounting the Pen Holder to a Non-Magnetic Whiteboard](#) for information about mounting the pen holder to a non-magnetic whiteboard.

2. Place the MimioCapture pens and eraser in the pen holder as shown.



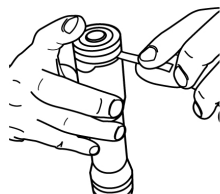
Setting Up the MimioCapture Pens

MimioCapture comes with four colored MimioCapture pens and four Expo® dry erase markers. Before you can start using MimioCapture, you must first set up your MimioCapture Pens.

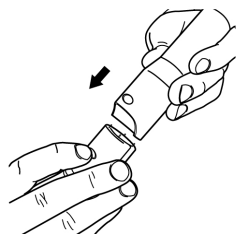
The MimioCapture pens are each powered by a rechargeable lithium-ion battery. The pens charge whenever they are docked on the MimioCapture charging tray.

To set up the MimioCapture pens

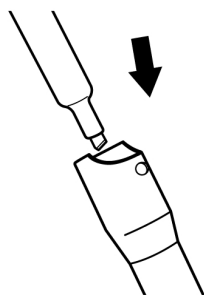
1. Pull the plastic strip from the top part of the pen to activate the rechargeable battery.



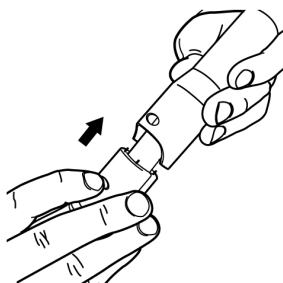
2. Press the button on the side of the pen and pull the top part of the pen from the pen body.



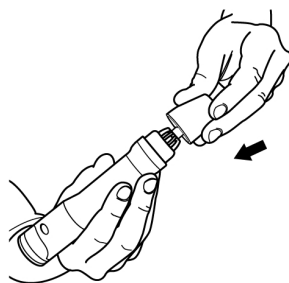
3. Insert a colored Expo® dry erase marker into the matching colored pen body.



4. Replace the top part of the pen onto the pen body.



5. Place the pen cap onto the pen.

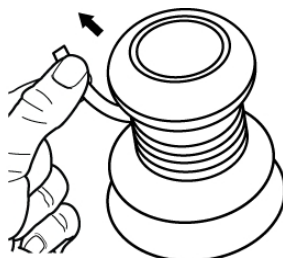


Setting Up the MimioCapture Eraser

The MimioCapture eraser is powered by a rechargeable lithium-ion battery. The eraser charges whenever the eraser is docked on the MimioCapture charging tray.

To set up the MimioCapture eraser

- ▶ Pull the plastic strip from the top part of the eraser to activate the rechargeable battery.



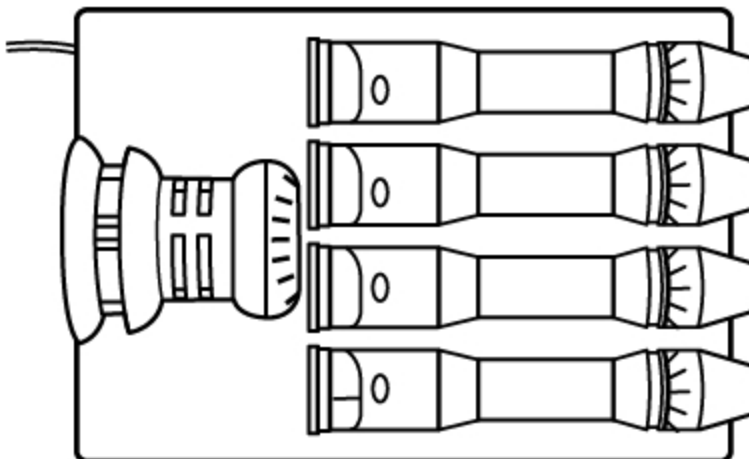
Charging the Pens and Eraser

The MimioCapture pens and MimioCapture eraser recharge quickly whenever they are docked on the MimioCapture charging tray.

- Charge the pens and eraser for a full 24 hours before using for the first time.

To charge the pens and eraser

- ▶ Place each pen and the eraser into the appropriate part of the MimioCapture charging tray.



The status lights turn solid green when the pen or eraser is charging.

Setting Up MimioStudio Notebook for Capture




To begin capturing digital ink, you must first do the following:

- Set the size of your whiteboard in MimioStudio Preferences.
- Start MimioStudio Ink Capture mode.

Setting the Whiteboard Size

Before you begin capturing digital ink, you must first set the size of your whiteboard in MimioStudio Preferences. The default size is 96 inches by 48 inches.

To set the whiteboard size for a MimioCapture device

1. Click , and then choose  **Preferences**.
The MimioStudio Preferences dialog box appears.
2. Click  **Ink Capture**.
3. If you have more than one MimioTeach bar connected to your computer, choose the device to change the size for from the **Device** list.
4. Do one of the following:
 - Choose a size from the **Surface Size** list.
 - Choose **Custom** from the **Surface Size** list and enter the desired values into the **Width** and **Height** boxes.

- Click **Auto Size** and touch a MimioCapture pen to the whiteboard at the location shown in the **Auto Size** dialog box.

Starting Ink Capture Mode

Using MimioStudio Ink Capture mode, you can make notes on your whiteboard and instantaneously capture them into a MimioStudio Notebook.

To start Ink Capture mode

- ▶ Touch the tip of any MimioCapture pen to the whiteboard.
A new Notebook opens automatically for capturing your notes.

Using MimioCapture

MimioCapture can be used along with MimioTeach, without a projector, to record notes and drawings from your whiteboard. This is called capturing digital ink.

Capturing Digital Ink

When using Ink Capture mode, your notes are automatically captured in a MimioStudio Notebook. You can use the buttons on the MimioTeach bar to insert a new Notebook page or insert a copy of the current page into Notebook.


To capture digital ink

1. If your MimioTeach bar is not on, turn on your MimioTeach bar.
2. Write or draw on your whiteboard using the MimioCapture pens.
A new Notebook automatically opens on the connected computer and begins capturing digital ink.
3. Add and copy pages as desired using the buttons on the MimioTeach bar.

Writing and Drawing Digital Ink

In Ink Capture mode, the MimioCapture pens and the MimioCapture eraser are used to draw and erase ink on your whiteboard.

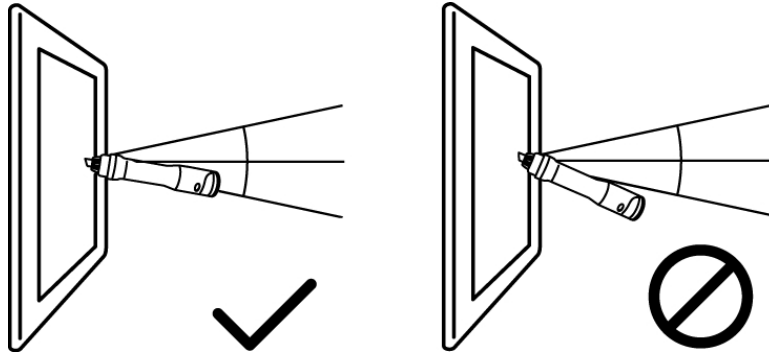
By default, the color recorded matches the color of the MimioCapture pen, regardless of the color of the marker that is inserted.

-  The MimioTeach stylus is for use with Interactive mode only. The stylus does not work with Ink Capture mode.

To draw digital ink

1. Choose one of the colored MimioCapture pens.
2. Draw on the whiteboard with the pen.
Keep the pen within 15 degrees of its perpendicular position to the whiteboard to

ensure that the data is accurately captured.



To erase digital ink

- ▶ Erase the ink from the whiteboard using the MimioCapture eraser.
Keep the eraser surface flat against the whiteboard to ensure that the data is accurately erased.


Adding and Copying Notebook Pages

Using the Launch button on the MimioTeach bar, you can insert a new Notebook page or insert a copy of the current page into Notebook.


The following figure shows the Launch button on the MimioTeach bar.



To add a page

1. Press the Launch button, , on the MimioTeach bar.
The MimioTeach bar beeps and a new page is added to the Notebook.

To copy a page

1. Press and hold the Launch button, , on the MimioTeach bar.
2. When you hear two beeps, release the button.

A copy of the current page is added to the Notebook.

Caring for MimioCapture


Review the following topics for information about cleaning MimioCapture and mounting the MimioCapture pen holder to a non-magnetic whiteboard.

- Cleaning MimioCapture
- Mounting the Pen Holder to a Non-Magnetic Whiteboard

Cleaning MimioCapture


MimioCapture is designed to give you long and trouble-free service, while requiring very little maintenance.

You can easily clean your MimioCapture using the following items:

- Lint-free cloth.
 - Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
-  If you use glass cleaner, make sure it does not contain ammonia.

To clean the MimioCapture

1. Disconnect the charging tray power cable.
2. Use the lint-free cloth to wipe the exterior of the MimioCapture charging tray, pen holder, pens, and eraser.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.

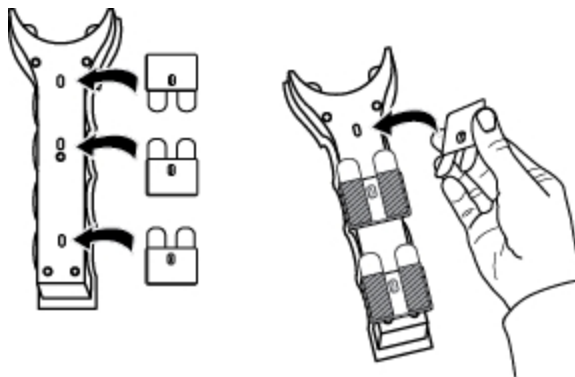
 Avoid using liquids on any exposed charging contacts. Do not allow liquid into any openings on the equipment.
4. Reconnect the power cable.

Mounting the Pen Holder to a Non-Magnetic Whiteboard

The MimioCapture pen holder attaches securely to any magnetic whiteboard. If you do not have a magnetic whiteboard, you can mount the MimioCapture pen holder to your whiteboard using the included metal plates.

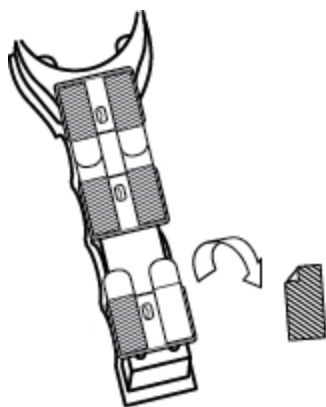
To mount pen holder to a non-magnetic whiteboard

1. Place the metal plates against the back of the pen holder as shown.

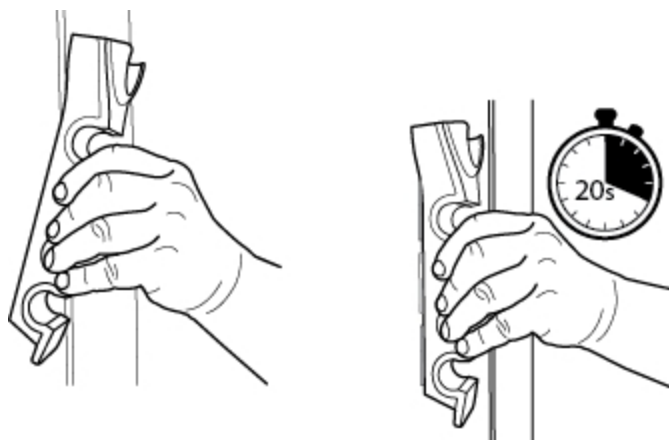


- Make sure that the recess on each plate is inserted into the recess on the back of the pen holder.

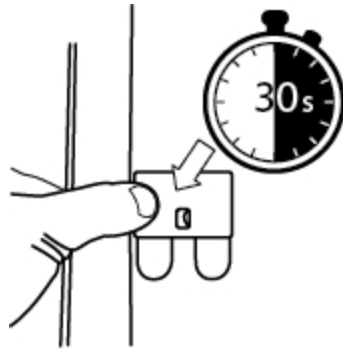
2. Remove the paper backing from the adhesive strips to expose the adhesive.



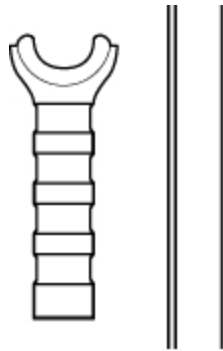
3. Press the pen holder firmly against the whiteboard as shown and hold for 20 seconds.



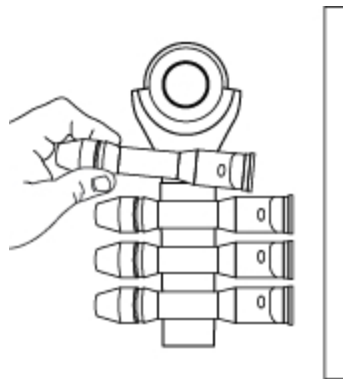
4. Remove the pen holder from the whiteboard.
The metal plates remain attached to the whiteboard.
5. Press each plate firmly against the whiteboard for 30 seconds.



6. Let stand for at least one hour, and then place the pen holder on the magnetic plates as shown.



7. Place the MimioCapture pens and eraser in the pen holder as shown.



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Chapter 6

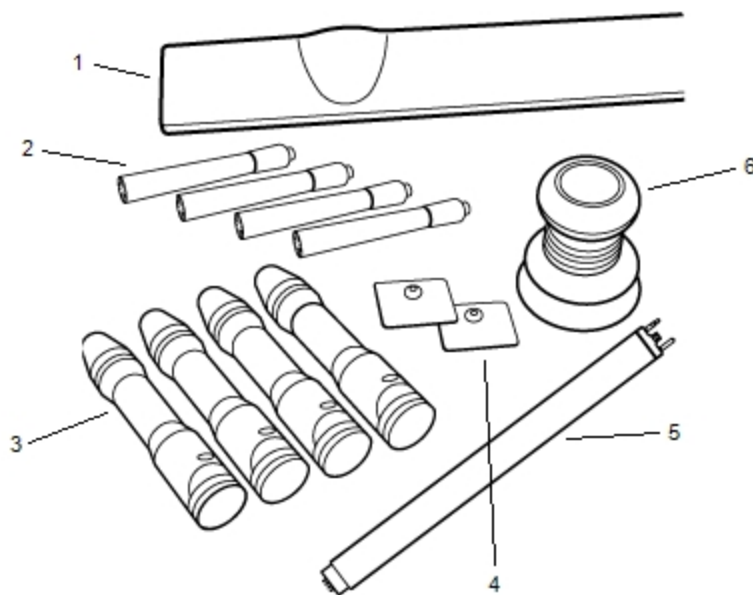
MimioCapture

(Model Number: ICD04)

MimioCapture is used with a MimioTeach-enabled whiteboard to record notes and drawings from your whiteboard. Using MimioStudio Ink Capture mode, you make notes and drawings on your whiteboard using the MimioCapture pens. Your notes are automatically captured in a MimioStudio Notebook.

What's Included

The MimioCapture package contains the following items:



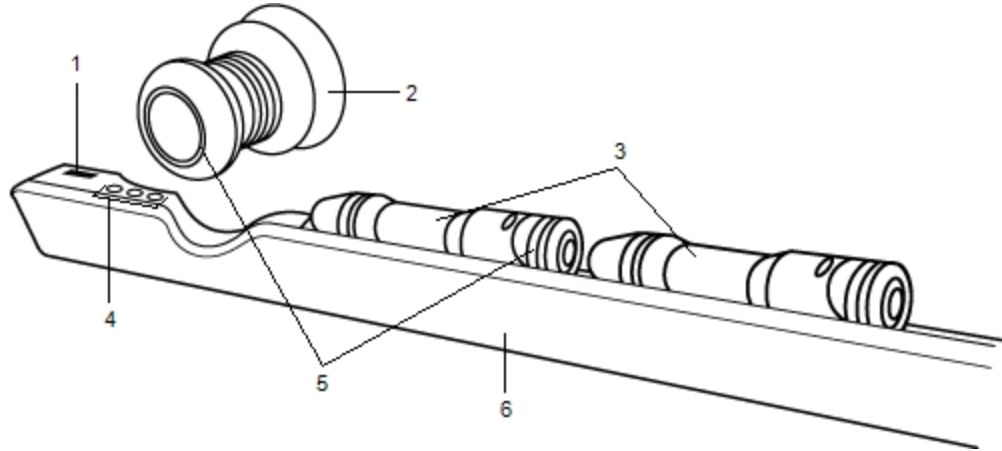
1	MimioCapture tray	4	Mounting plates
2	Expo dry erase markers (4)	5	Connector bar
3	MimioCapture pens (4)	6	MimioCapture eraser

If you are missing any of the items above, contact Customer Support.

About MimioCapture

MimioCapture includes four pens and one eraser for making notes on your MimioTeach-enabled whiteboard. The MimioCapture tray is used to store and charge the pens and eraser.

You can also perform some common actions using the buttons on the MimioCapture tray. The following figure shows the major components of MimioCapture.



1	Connector bar port	4	Capture buttons
2	MimioCapture eraser	5	Status lights
3	MimioCapture pens	6	Charging tray

Status Lights

The status lights visually show the status of each MimioCapture pen and the MimioCapture eraser.

Off	The MimioCapture pen or eraser is not receiving power. The status light is off when the pen or eraser is in use.
Amber	The MimioCapture pen or eraser has a low battery. The battery should be recharged.
Solid Green	The MimioCapture pen or eraser is charging.

About MimioStudio Notebook

As you make notes on your whiteboard using MimioCapture, you can automatically save those notes into MimioStudio Notebook. Once the information is in Notebook, you can save the Notebook as a MimioStudio INK file or a variety of other formats.

For more information about using MimioStudio Notebook, see Working with MimioStudio Notebook.

Getting Started

MimioCapture links directly to your MimioTeach for seamless integration with MimioStudio software. Before you can begin capturing digital ink, you must first set up

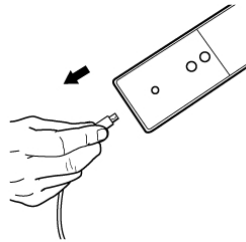
your MimioCapture tray, MimioCapture pens, MimioCapture eraser, and MimioStudio Notebook.

Setting Up the MimioCapture Tray

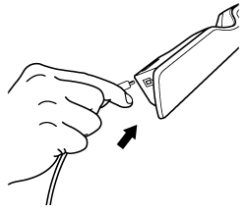
The MimioCapture tray is powered using the USB cable and power adapter that were included with your MimioTeach. The MimioTeach bar connects to the MimioCapture tray using the connector bar that was included with your MimioCapture.

To connect

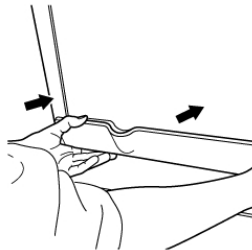
1. Remove the MimioTeach bar from the whiteboard.
2. Unplug the USB cable from the MimioTeach bar.



3. Plug the USB cable into the USB port on the MimioCapture tray.

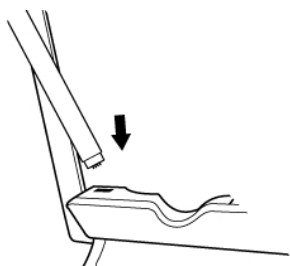


4. Place the MimioCapture tray along the bottom-left edge of the whiteboard as shown.

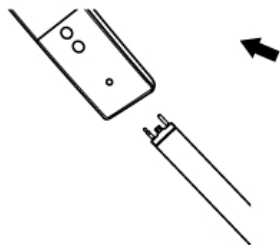


The MimioCapture tray attaches securely to any magnetic whiteboard. See [Mounting MimioCapture to a Non-Magnetic Whiteboard](#) for information about mounting the tray to a non-magnetic whiteboard.

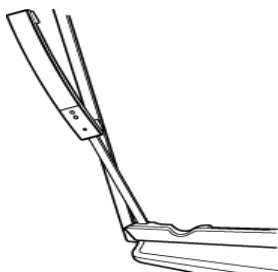
5. Connect the connector bar to the MimioCapture tray as shown.



6. Connect the other end of the connector bar to the MimioTeach bar as shown.



7. Reattach the MimioTeach bar along the left side of the whiteboard.



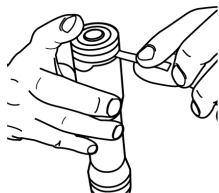
Setting Up the MimioCapture Pens

MimioCapture comes with four colored MimioCapture pens and four Expo® dry erase markers. Before you can start using MimioCapture, you must first set up your MimioCapture Pens.

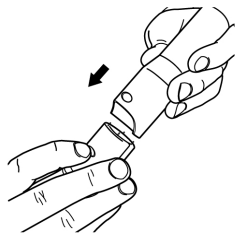
The MimioCapture pens are each powered by a rechargeable lithium-ion battery. The pens charge whenever they are docked on the MimioCapture tray.

To set up the MimioCapture pens

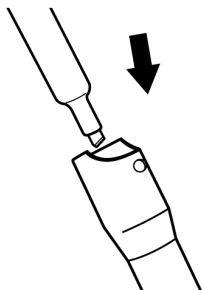
1. Pull the plastic strip from the top part of the pen to activate the rechargeable battery.



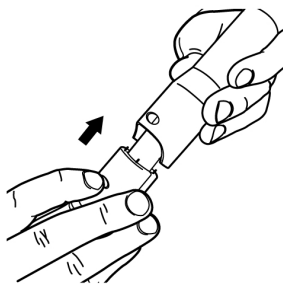
2. Press the button on the side of the pen and pull the top part of the pen from the pen body.



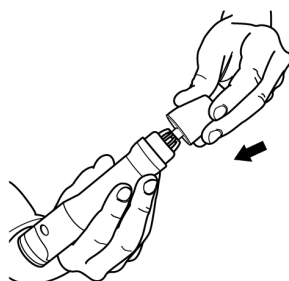
3. Insert a colored Expo® dry erase marker into the matching colored pen body.



4. Replace the top part of the pen onto the pen body.



5. Place the pen cap onto the pen.

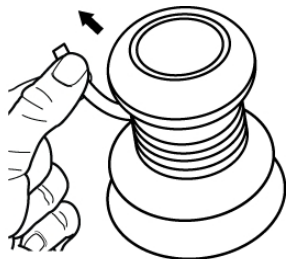


Setting Up the MimioCapture Eraser

The MimioCapture eraser is powered by a rechargeable lithium-ion battery. The eraser charges whenever the eraser is docked on the MimioCapture tray.

To set up the MimioCapture eraser

- ▶ Pull the plastic strip from the top part of the eraser to activate the rechargeable battery.

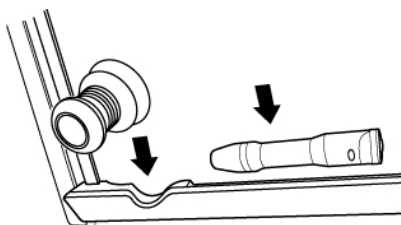


Charging the Pens and Eraser

The MimioCapture pens and MimioCapture eraser recharge quickly whenever they are docked on the MimioCapture tray.

To charge the pens and eraser

- ▶ Place each pen and the eraser into the appropriate part of the MimioCapture tray.



The status lights turn solid green when the pen or eraser is charging.

Setting Up MimioStudio Notebook for Capture




To begin capturing digital ink, you must first do the following:

- Set the size of your whiteboard in MimioStudio Preferences.
- Start MimioStudio Ink Capture mode.

Setting the Whiteboard Size

Before you begin capturing digital ink, you must first set the size of your whiteboard in MimioStudio Preferences. The default size is 96 inches by 48 inches.

To set the whiteboard size for a MimioCapture device

1. Click , and then choose  **Preferences**.
The MimioStudio Preferences dialog box appears.
2. Click  **Ink Capture**.
3. If you have more than one MimioTeach bar connected to your computer, choose the device to change the size for from the **Device** list.
4. Do one of the following:
 - Choose a size from the **Surface Size** list.
 - Choose **Custom** from the **Surface Size** list and enter the desired values into the **Width** and **Height** boxes.

- Click **Auto Size** and touch a MimioCapture pen to the whiteboard at the location shown in the **Auto Size** dialog box.

Starting Ink Capture Mode

Using MimioStudio Ink Capture mode, you can make notes on your whiteboard and instantaneously capture them into a MimioStudio Notebook.

To start Ink Capture mode

- ▶ Touch the tip of any MimioCapture pen to the whiteboard.
A new Notebook opens automatically for capturing your notes.

Using MimioCapture

MimioCapture can be used along with MimioTeach, without a projector, to record notes and drawings from your whiteboard. This is called capturing digital ink.

Capturing Digital Ink

When using Ink Capture mode, your notes are automatically captured in a MimioStudio Notebook. You can use the buttons on the MimioCapture tray to insert a new Notebook page, insert a copy of the current page into Notebook, or print the current Notebook page.


To capture digital ink

1. If your MimioTeach bar is not on, turn on your MimioTeach bar.
2. Write or draw on your whiteboard using the MimioCapture pens.
A new Notebook automatically opens on the connected computer and begins capturing digital ink.
3. Add, copy, and print pages as desired using the buttons on the MimioCapture tray.

Writing and Drawing Digital Ink

In Ink Capture mode, the MimioCapture pens and the MimioCapture eraser are used to draw and erase ink on your whiteboard.

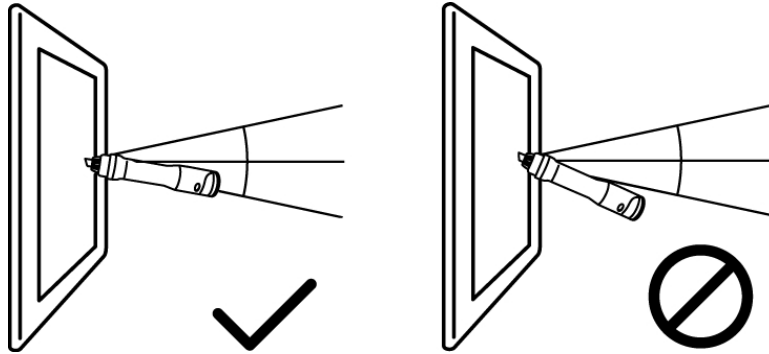
By default, the color recorded matches the color of the MimioCapture pen, regardless of the color of the marker that is inserted.

-  The MimioTeach stylus is for use with Interactive mode only. The stylus does not work with Ink Capture mode.

To draw digital ink

1. Choose one of the colored MimioCapture pens.
2. Draw on the whiteboard with the pen.
Keep the pen within 15 degrees of its perpendicular position to the whiteboard to

ensure that the data is accurately captured.



To erase digital ink

- ▶ Erase the ink from the whiteboard using the MimioCapture eraser. Keep the eraser surface flat against the whiteboard to ensure that the data is accurately erased.

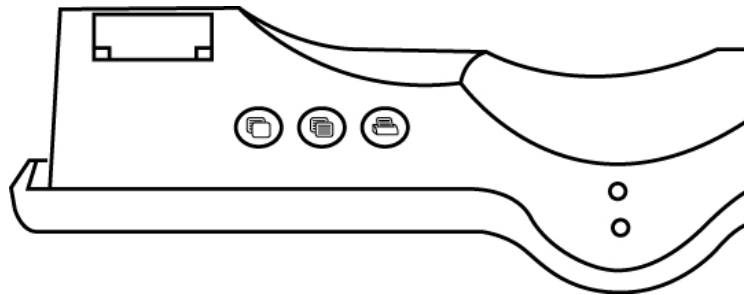
Adding, Copying, and Printing Notebook Pages

When using MimioStudio in Capture mode, you can insert a new Notebook page, insert a copy of the current page into Notebook, or print the current Notebook page.

Using the MimioCapture Bar to Add, Copy, and Print Notebook Pages

The buttons on the MimioCapture tray can be used to easily access features directly from your whiteboard. Using the buttons on the MimioCapture tray, you can insert a new Notebook page, insert a copy of the current page into Notebook, or print the current Notebook page.

The following figure shows the MimioCapture tray buttons.



The following table describes the functions of the MimioCapture tray buttons.

	New page	Inserts a new page into MimioStudio Notebook.
	Copy page	Inserts a duplicate of the current page into MimioStudio Notebook.
	Print page	Prints the current page.


Using the MimioTeach Bar to Add and Copy Notebook Pages

Using the Launch button on the MimioTeach bar, you can insert a new Notebook page or insert a copy of the current page into Notebook.


The following figure shows the Launch button on the MimioTeach bar.



To add a page

1. Press the Launch button, , on the MimioTeach bar.
The MimioTeach bar beeps and a new page is added to the Notebook.

To copy a page

1. Press and hold the Launch button, , on the MimioTeach bar.
2. When you hear two beeps, release the button.
A copy of the current page is added to the Notebook.

Caring for MimioCapture

Review the following topics for information about cleaning, storing, and mounting your MimioCapture to a non-magnetic whiteboard.

- Cleaning MimioCapture
- Mounting MimioCapture to a Non-Magnetic Whiteboard

Cleaning MimioCapture

MimioCapture is designed to give you long and trouble-free service, while requiring very little maintenance.

You can easily clean your MimioCapture using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
 - ⚠ If you use glass cleaner, make sure it does not contain ammonia.

To clean the MimioCapture

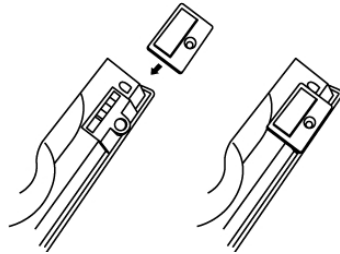
1. Disconnect the power cable and the connector bar.
2. Use the lint-free cloth to wipe the exterior of the MimioCapture tray, pens, and eraser.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.
 - ⚠ Avoid using liquids on any exposed charging contacts. Do not allow liquid into any openings on the equipment.
4. Reconnect the power cable and the connector bar.

Mounting MimioCapture to a Non-Magnetic Whiteboard

The MimioCapture tray attaches securely to any magnetic whiteboard. If you do not have a magnetic whiteboard, you can mount the MimioCapture tray to your whiteboard using the included metal plates.

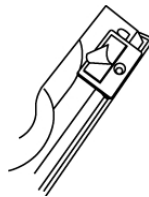
To mount MimioCapture to a non-magnetic whiteboard

1. Place the metal plates against the back of the MimioCapture tray as shown.

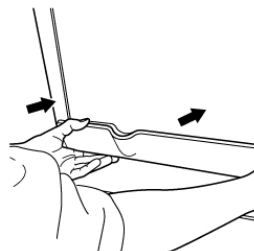


- Make sure that the recess on each plate is inserted into the recess on the back of the MimioCapture tray.

2. Remove the paper backing from the adhesive strips to expose the adhesive.



3. Press the MimioCapture tray firmly along the bottom-left edge of the whiteboard as shown.

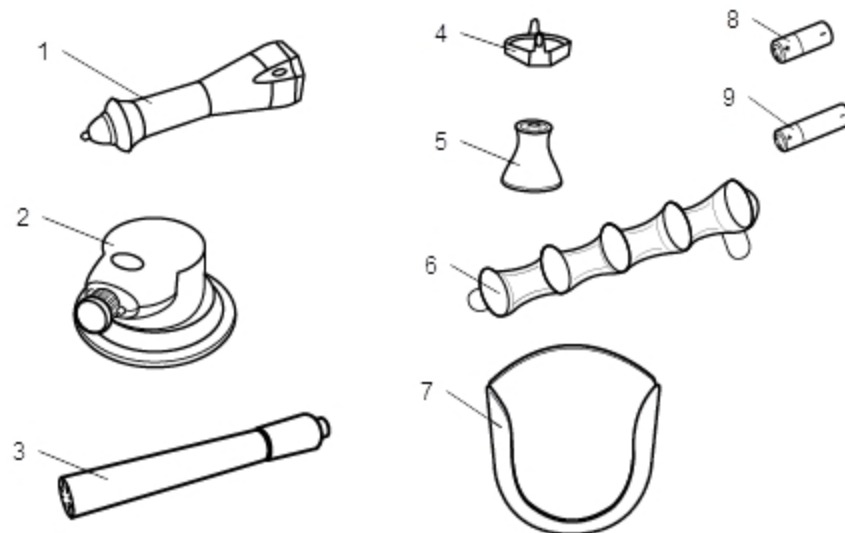


Mimio Capture Kit

Mimio Capture Kit is used with a Mimio Interactive-enabled whiteboard to record notes and drawings from your whiteboard. Using MimioStudio Ink Capture mode, you make notes and drawings on your whiteboard using the Mimio Capture Kit pens. Your notes are automatically captured in a MimioStudio Notebook.

What's Included

The Mimio Capture Kit package contains the following items:



1	Mimio Capture Kit pens (4)	6	Mimio Capture Kit pen holder
2	Mimio Capture Kit eraser	7	Mimio Capture Kit eraser holder
3	Expo markers (4)	8	N-Cell batteries (4)
4	Color caps (8)	9	AAA battery
5	Mimio Capture Kit pen caps (4)		

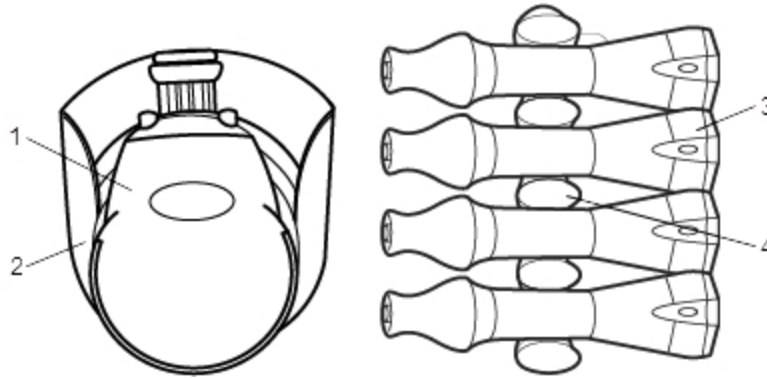
If you are missing any of the items above, contact Customer Support.

About Mimio Capture Kit

Mimio Capture Kit includes four pens and one eraser for making notes on your Mimio Interactive-enabled whiteboard. The pen holder and eraser holder are used to store the pens

and eraser.


The following figure shows the major components of Mimio Capture Kit.



1	Mimio Capture Kit eraser	3	Mimio Capture Kit pens
2	Mimio Capture Kit eraser holder	4	Mimio Capture Kit pen holder

About MimioStudio Notebook

As you make notes on your whiteboard using Mimio Capture Kit, you can automatically save those notes into MimioStudio Notebook. Once the information is in Notebook, you can save the Notebook as a MimioStudio INK file or a variety of other formats.

-  Your Mimio Interactive bar can capture and store ink while disconnected from your computer. See [Downloading Digital Ink](#) for more information about capturing and downloading digital ink for an offline session.

For more information about using MimioStudio Notebook, see [Working with MimioStudio Notebook](#).

Getting Started

Mimio Capture Kit links directly to your Mimio Interactive for seamless integration with MimioStudio software. Before you can begin capturing digital ink, you must first set up your Mimio Capture Kit pens, Mimio Capture Kit eraser, and MimioStudio Notebook.

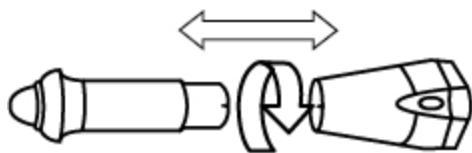
Setting Up the Mimio Capture Kit Pens

Mimio Capture Kit comes with four Mimio Capture Kit pens, four Expo® dry erase markers, and eight color caps. Before you can start using Mimio Capture Kit, you must first set up your Mimio Capture Kit pens.

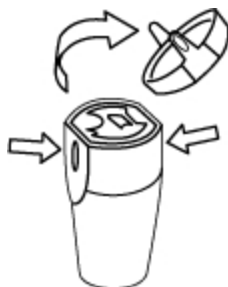
The Mimio Capture Kit pens are each powered by one N-cell battery.

To set up the Mimio Capture Kit pens

1. Gently turn and pull the top part of the Mimio Capture Kit pen to separate the top part of the pen from the pen body.



2. Press the colored nodes on each side of the pen and pull to remove the color cap.



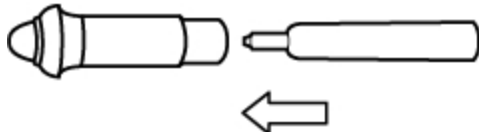
3. Insert one N-cell battery into the Mimio Capture Kit pen.



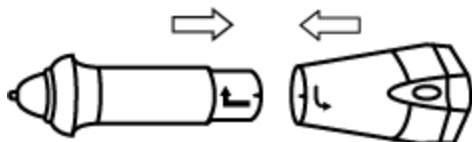
4. Replace the color cap making sure to align the spring on the color cap with the battery.



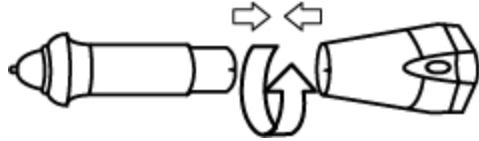
5. Insert an Expo® dry erase marker that matches the color of the color cap into the pen body.



6. Align the arrow on the pen body with the arrow on the top part of the pen.



7. Push the two parts of the pen together, and then twist to lock in place.



8. Place the pen cap onto the pen.

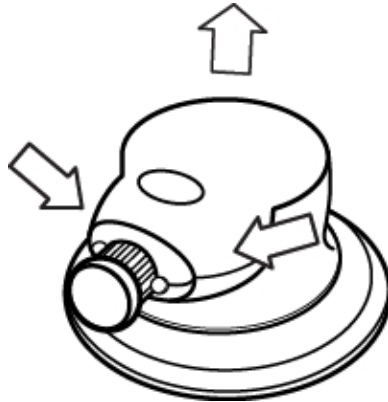


Setting Up the Mimio Capture Kit Eraser

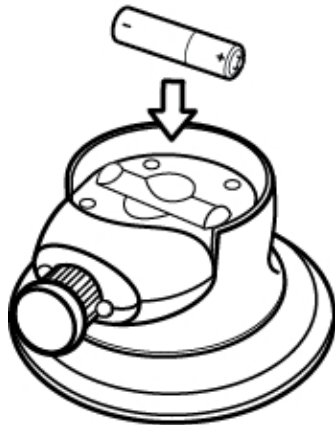
The Mimio Capture Kit eraser is powered by one AAA battery.

To set up the Mimio Capture Kit eraser

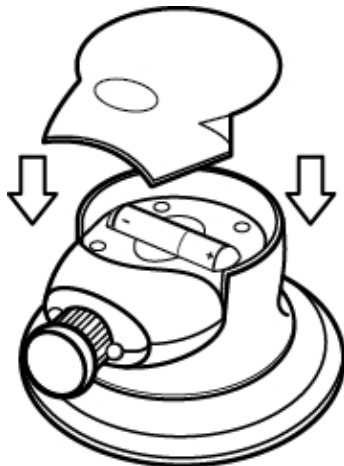
1. Lightly press both sides of the eraser and lift to remove the battery compartment cover.



2. Insert the battery into the battery compartment.



3. Replace the battery compartment cover.



Setting Up MimioStudio Notebook for Capture




To begin capturing digital ink, you must first do the following:

- Set the size of your whiteboard in MimioStudio Preferences.
- Start MimioStudio Ink Capture mode.

Setting the Whiteboard Size


Before you begin capturing digital ink, you must first set the size of your whiteboard in MimioStudio Preferences. The default size is 96 inches by 48 inches.

To set the whiteboard size for a Mimio Interactive device

1. Click , and then choose  **Preferences**.
The MimioStudio Preferences dialog box appears.
2. Click  **Ink Capture**.
3. If you have more than one Mimio Interactive bar connected to your computer, choose the device to change the size for from the **Device** list.
4. Do one of the following:
 - Choose a size from the **Surface Size** list.
 - Choose **Custom** from the **Surface Size** list and enter the desired values into the **Width** and **Height** boxes.
 - Click **Auto Size** and touch a Mimio Capture Kit pen to the whiteboard at the location shown in the **Auto Size** dialog box.

Starting Ink Capture Mode

Using MimioStudio Ink Capture mode, you can make notes on your whiteboard and instantaneously capture them into a MimioStudio Notebook.

-  Your Mimio Interactive bar can capture and store ink while disconnected from your computer. However, you need to supply power to your Mimio Interactive bar using batteries or a wall adapter. See *Downloading Digital Ink* for more information about capturing and downloading digital ink for an offline session.

To start Ink Capture mode

- ▶ Touch the tip of any Mimio Capture Kit pen to the whiteboard.
A new Notebook opens automatically for capturing your notes.

Using Mimio Capture Kit

Mimio Capture Kit can be used along with Mimio Interactive, without a projector, to record notes and drawings from your whiteboard. This is called capturing digital ink.

Capturing Digital Ink

When using Ink Capture mode, your notes are automatically captured in a MimioStudio Notebook. You can use the buttons on the Mimio Interactive bar to insert a new Notebook page, insert a copy of the current page into Notebook, or print the current Notebook page.

- Your Mimio Interactive bar can capture and store ink while disconnected from your computer. See [Downloading Digital Ink](#) for more information about capturing and downloading digital ink for an offline session.

To capture digital ink

1. If your Mimio Interactive bar is not on, turn on your Mimio Interactive bar.
2. Write or draw on your whiteboard using the Mimio Capture Kit pens.
A new Notebook automatically opens on the connected computer and begins capturing digital ink.
3. Add, copy, and print pages as desired using the buttons on the Mimio Interactive bar.

Writing and Drawing Digital Ink

In Ink Capture mode, the Mimio Capture Kit pens and the Mimio Capture Kit eraser are used to draw and erase ink on your whiteboard.

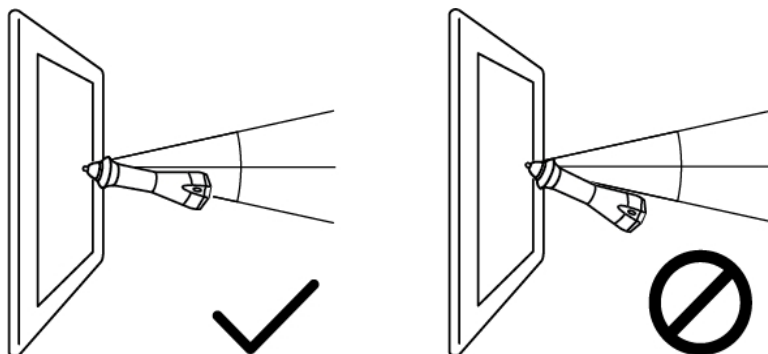
By default, the color recorded matches the color of the color cap on the Mimio Capture Kit pen, regardless of the color of the marker that is inserted.

- The Mimio Interactive Mouse is for use with Interactive mode only. The Mouse does not work with Ink Capture mode.

To draw digital ink

1. Choose one of the Mimio Capture Kit pens.
2. Draw on the whiteboard with the pen.
Keep the pen within 15 degrees of its perpendicular position to the whiteboard to

ensure that the data is accurately captured.



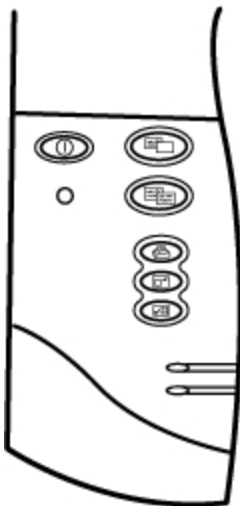
To erase digital ink

- ▶ Erase the ink from the whiteboard using the Mimio Capture Kit eraser. Keep the eraser surface flat against the whiteboard to ensure that the data is accurately erased.






Adding, Copying, and Printing Notebook Pages

When using Ink Capture mode, the buttons on the Mimio Interactive bar can be used to easily access features directly from your whiteboard. Using the buttons on the Mimio Interactive bar, you can insert a new Notebook page, insert a copy of the current page into Notebook, or print the current Notebook page.

The following figure shows the Mimio Interactive bar buttons.



The following table describes the functions of the Mimio Interactive bar buttons.


	New page	Inserts a new page into MimioStudio Notebook.
	Copy page	Inserts a duplicate of the current page into MimioStudio Notebook.
	Print page	Prints the current page.
	Resize window	Minimizes or Maximizes the MimioStudio Notebook window.
	Interactive	Exits Ink Capture mode and starts Interactive mode.

Downloading Digital Ink

You can use your Mimio Interactive bar to record and save Digital Ink even when not connected to your computer. You can then download the Digital Ink to MimioStudio Notebook for printing, distributing, or editing.

- When your Mimio Interactive bar is not connected to your computer through the USB cable, the Mimio Interactive bar must be powered by batteries or a power adapter.

To download digital ink

1. Connect the Mimio Interactive bar to your computer.
2. Do one of the following:
 - If configured to automatically download digital ink (default), open a new MimioStudio Notebook.
The ink download process begins automatically.
 - If configured to manually download digital ink, open a new MimioStudio Notebook and double-click  **Download Ink** on the status bar.

Caring for Mimio Capture Kit


Review the following topics for information about cleaning, storing, and mounting your Mimio Capture Kit.

- Cleaning the Mimio Capture Kit
- Mounting the Mimio Capture Kit

Cleaning the Mimio Capture Kit

Mimio Capture Kit is designed to give you long and trouble-free service, while requiring very little maintenance.

You can easily clean your Mimio Capture Kit using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
 -  If you use glass cleaner, make sure it does not contain ammonia.

To clean the Mimio Capture Kit

1. Use the lint-free cloth to wipe the exterior of the Mimio Capture Kit pens, and eraser.
2. Remove dirt and smudges with one of the cleaning solutions mentioned above.
⚠ Do not allow liquid into any openings on the equipment.

Mounting the Mimio Capture Kit

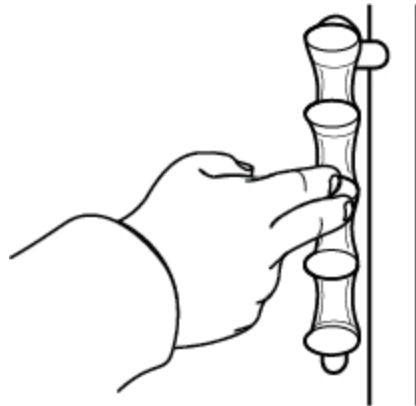
The Mimio Capture Kit pen and eraser holders attach securely to any whiteboard.

To mount the Mimio Capture Kit pen holder

1. Remove the paper backing from the adhesive strips on the back of the pen holder to expose the adhesive.



2. Hold the Mimio Capture Kit pen holder vertically, and press firmly against the whiteboard as shown.

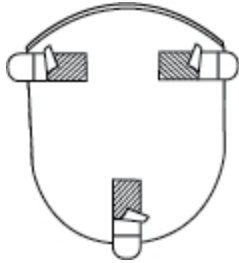


3. Insert the Mimio Capture Kit pens into the pen holder when not in use.

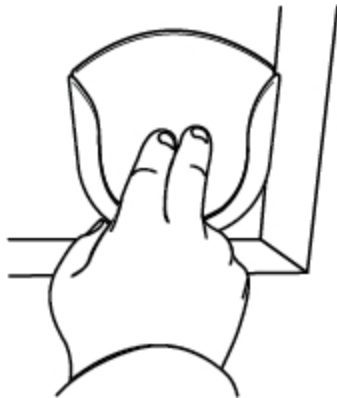


To mount the Mimio Capture Kit eraser holder

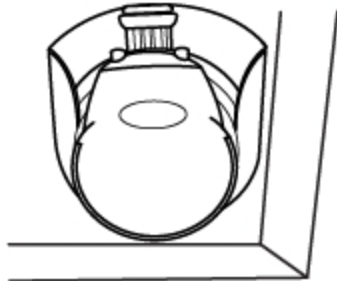
1. Remove the paper backing from the adhesive strips on the back of the eraser holder to expose the adhesive.



2. Press the Mimio Capture Kit eraser holder firmly against the whiteboard as shown.



3. Insert the Mimio Capture Kit eraser into the eraser holder when not in use.



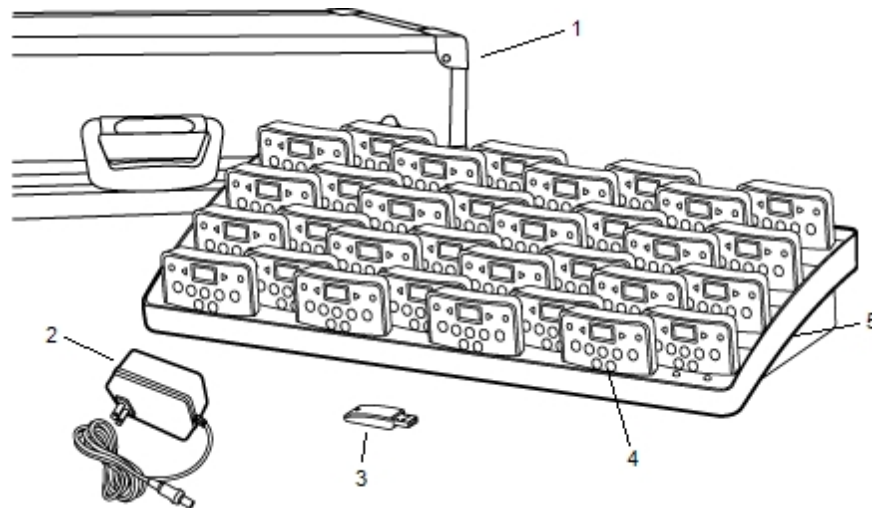
Chapter 8

MimioVote

MimioVote is a wireless, interactive, student response system. Using MimioVote, you can easily and quickly gather student responses. This quick feedback from students allows you to make sure each student is keeping up and adjust your lesson accordingly.

What's Included

The MimioVote package contains the following items:



1	Carrying case	4	MimioVote unit (24 or 32)
2	Power cable	5	Charging station
3	MimioHub		

If you are missing any of the items above, contact Customer Support.

About MimioVote

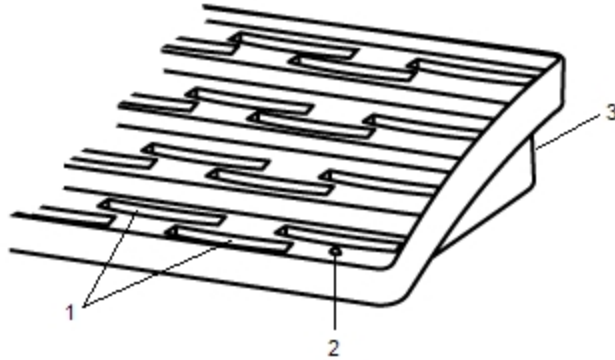
Your MimioVote system comes with a charging station and either 24 or 32 MimioVote units. You can combine two MimioVote systems for a total of up to 64 units.

About the MimioVote Station

The MimioVote station is used to recharge and store all of your MimioVote units.

You can place any MimioVote unit into any slot on the MimioVote station. The number assigned to each unit is automatically determined by the number of the slot that the unit is inserted into. There is no need to match a particular unit to a particular slot on the MimioVote station. Once a unit is inserted into the MimioVote station, the unit number appears in the unit display.

The following figure shows the major components of the MimioVote station.



1	MimioVote unit slot
2	Status light
3	Power connector

Status Lights

The status light visually shows the status of the MimioVote station.

Off	Not receiving power; Power cable is not connected.
Solid Green	MimioVote is connected and receiving power; MimioStudio software is running.
Flashing Green	MimioVote is connected or connecting, and receiving power; MimioStudio software is not running.
Solid Amber	MimioVote cannot find an available MimioHub.
Flashing Amber	MimioVote is searching for an available MimioHub.

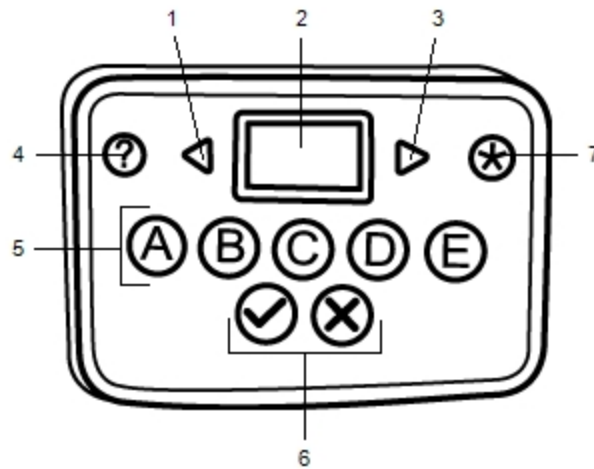
About the MimioVote Units

The MimioVote system includes either 24 or 32 MimioVote units. The MimioVote units slide into the MimioVote station to recharge or to store.

When conducting activities, the buttons on the MimioVote unit light up depending on what answers are available to the student. The available answers are determined by the teacher when the question is created. For example, if the question is a True/False question, only the ☑ and ☒ buttons are illuminated on the MimioVote unit. The A, B, C, D, and E buttons will not light up and will not register a response if pressed.

By default, each button on the MimioVote unit is illuminated with a different color light. You can choose to turn off the colors and have all the buttons illuminated with a white light. For information about changing the button colors, see *Adjusting the Vote Preferences*.

The following figure shows the major components of the MimioVote unit.



1	Previous	5	Multiple choice buttons
2	Display	6	True/False buttons
3	Next	7	Submit
4	Help		

About the Software

MimioStudio software includes several features especially for use with your MimioVote system. MimioStudio Notebook and Gallery include everything you need to create activities to conduct with your students. The MimioStudio Vote Toolbar and MimioStudio Quick Vote include all the tools you need for conducting activities and gathering student responses. And, the MimioStudio Gradebook stores the information and results for all of your class activities.

About MimioStudio Notebook

You can use MimioStudio Notebook to create any type of MimioVote activity. Activities are created by adding question objects to Notebook pages. The Questions and Results folder in MimioStudio Gallery includes a wide variety of pre-designed question objects to make










creating activities in Notebook quick and easy.

For more information about using MimioStudio Notebook and Gallery, see About MimioStudio.

About the Vote Toolbar

The Vote Toolbar includes all the tools you need for taking attendance, conducting class activities, gathering student responses, and viewing results. The Vote Toolbar is available in MimioStudio Notebook.









The following table describes the major features of the Vote Toolbar in MimioStudio Notebook.

 Choose Class	Select class	 00	Number responded
	Take attendance		View help requests
	Start/stop polling		Start self-paced activity
	View results		Print self-paced activity
 00:00	Timer display		

About MimioStudio Quick Vote

You can use MimioStudio Quick Vote to ask questions that are not a part of a NotebookMimioVote activity. You can use Quick Vote to add a question at any time during a Teacher-Led activity.

The following table describes the major features of MimioStudio Quick Vote.

 Choose Class	Select class	 00:00	Timer display
	Take attendance	 00	Number responded
	Select question type and start/stop polling		View help requests
	View results		Settings

About MimioStudio Gradebook

MimioStudio Gradebook stores the results for all of your class activities. Student responses gathered using the MimioVote system are automatically saved to the Gradebook along with complete information for each question. You can also manually add activities that were not conducted using the MimioVote system, making it easy to keep all your grades in one location.

The following views are available in Gradebook, giving you easy access to the information you want to view:

All Classes View

The All Classes view displays a list of all of your saved classes, the number of students in each class, and the average grade for all students in the class.

The All Classes view is displayed when no class is selected.

Date View

The Date view displays a list of all students in the selected class and all dates on which any activities were conducted. Each date column shows the average grade for each student, for all activities that were conducted on that date.

From the Date view, you can also view the Class pane. The Class pane displays the name of the class, number of students in the class, and the number of activities that have been conducted with the selected class.

The Date view is displayed when a class is selected.

Activity View

The Activity view displays a list of all students in the selected class. The Attendance column shows the attendance status for each student on the selected date. The activity columns show the grade that each student received for each activity conducted on the selected date.







From the Activity view, you can also view the Activity pane. The Activity pane displays the name of the activity, activity type, total number of question, and the weight of the activity.

The Activity view is displayed when a class and date are selected.

Activity Detail View

The Activity Detail view displays a list of all students in the selected class. The Average column shows the grade for each student for the selected activity. Each question column shows the response that each student provided.

The response icon indicates the student response or the question type.

Multiple choice	
True/Yes	
False/No	
Numeric	
Short Answer	
Essay	

The color of the response icon indicates the status of the student response.

Correct	Incorrect	Partially Correct	Opinion	Ungraded
●	●	●	●	●

The Activity pane displays the name, type, and weight of the selected activity.

From the Activity Detail view, you can also view the Question pane and the Student Response pane. The Question pane displays the question text, the available and correct answers, the question snapshot, and the question weight. The Student Response Pane displays the student name and the student response for the selected question.

The Activity Detail view is displayed when a class, date, and activity are selected.

In addition, you can view the Student pane from Date view, Activity view, or Activity Detail view. The Student pane displays the name, student ID number, MimioVote unit number, and address for the selected student.

Getting Started

Setting up the MimioVote system is quick and easy. You can link your MimioVote system to your computer using the included MimioHub. Or, if you have MimioTeach, you can link the MimioVote system to your computer using the MimioHub that you already have installed.

Setting Up MimioVote

Once you have installed the MimioStudio software on your computer, you can quickly set up MimioVote.

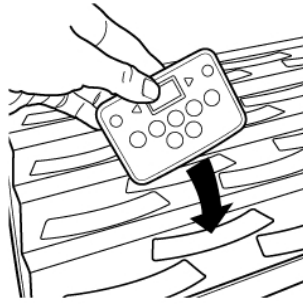
- Each MimioVote unit is powered by a rechargeable lithium-ion battery. The battery recharges whenever the unit is docked in the MimioVote station. Charging the battery for the first time will take approximately six hours; when fully discharged, recharging the battery will take approximately twelve hours.

To set up MimioVote

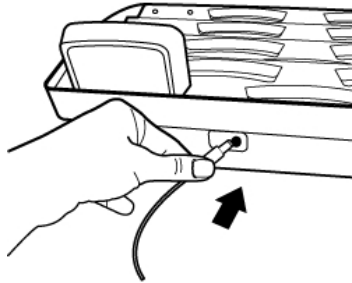
1. Pull the plastic strip from each MimioVote unit to activate the rechargeable battery.



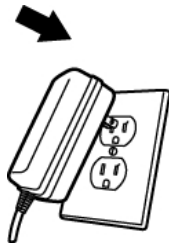
2. Insert each MimioVote unit into a slot on the MimioVote station.



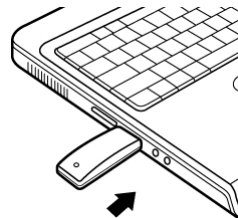
3. Plug the power cord into the power connector on the back of the MimioVote station.




4. Plug the other end of the power cord into a power outlet.




5. Plug the MimioHub into an available USB port on your computer.




-  If you already have a MimioHub installed on your computer, a dialog box appears asking if you want to connect the MimioHub to the MimioVote system. Click **Yes** to link the MimioVote system to your existing MimioHub.

Adding a Second MimioVote System

Each MimioVote system includes either 24 or 32 MimioVote units. For larger classes, you can combine two MimioVote systems for a total of up to 64 units.

-  You can use the same MimioHub to connect all of your MimioClassroom devices to your computer.




To add a second MimioVote system

1. Set up the MimioVote station and units as described in [Setting Up MimioVote](#).
Once the power is connected to the MimioVote system, the previously installed MimioHub will detect the new system.
2. When prompted by the software, click **Yes** to connect the new system to the MimioHub.
The second system is connected to your computer and the appropriate numbers are assigned to each MimioVote unit automatically.
 -  If you do not see the prompt, or you want to connect the system at a later time, see [Adjusting the Classroom Devices Preferences](#) for information about connecting available devices to your computer.

Using MimioStudio Gradebook

You can use MimioStudio Gradebook to store information for all of your classes, students, and class activities. Student responses gathered using the MimioVote system are automatically saved to the Gradebook along with complete information for each question. You can also manually add activities that were not conducted using the MimioVote system, making it easy to keep all your grades in one location.

Several ways to access MimioStudio Gradebook are shown in the following table.

To start from the	Do this
Dock	Click  in the Dock.
Menu bar	Click  , and then choose  Gradebook .


Setting Up the Gradebook

Before you begin using your MimioVote system to conduct activities, you must first set up MimioStudio Gradebook. You can add as many classes as you want to Gradebook, and then add students to each of your classes.

Creating a Class

You can create as many classes as you want in Gradebook. Once you have created a class, you can add students to the class by manually entering all student names and information, or you can import a list of students.

To create a class



1. Click  on the Gradebook toolbar.
The Add Class dialog box appears.
2. Enter a name for the class in the **Name** box, and then click **Add**.
The class is added to your class list.

Adding Students

The number of students you can have in each class depends on the number of MimioVote units you have. You can combine two MimioVote systems for up to 64 units.

Each student that you add to a class is automatically assigned a MimioVote unit number.

To add a student to a class

1. Select the class to add a student to.
2. Click  on the Gradebook toolbar.
The Add Student dialog box appears.
3. Enter the name, student ID number, and address for the student.
 The MimioVote handset ID is assigned automatically.
4. Click **Add**.
The student is added to the class.

Importing a List of Students

You can add students to a class manually by entering all student names and information, or you can import an existing list of students into a class.

You can import students from a Unicode text file (TXT) or a Comma separated value file (CSV). Each student must have at least a first or last name assigned to them in order to be imported.

The following fields are supported for importing into Gradebook.

- | | |
|--------------|-----------|
| ■ StudentID | ■ Address |
| ■ FirstName | ■ City |
| ■ MiddleName | ■ State |
| ■ LastName | ■ Zipcode |
| ■ Gender | ■ Country |
| ■ Birthdate | |

Each student that you add to a class is automatically assigned a MimioVote unit number.


To import a class list

1. In Gradebook, select the class you want to import the student list into.
2. From the **File** menu, choose **Import**, and then choose **Students**.
The Open dialog box appears.
3. Navigate to and select the file you want to import, and then click **Open**.
The students are added to the selected class.

Adding Activities

You can keep track of all of your student scores using Gradebook. Scores for all MimioVote activities are automatically saved to the Gradebook. You can also manually enter activities that were not performed using MimioVote.

To add an activity

1. Select the class to add the activity to.
2. Click  on the Gradebook toolbar.
3. In the **Add Activity** dialog box, do the following:
 - a. Enter a name for the activity in the **Name** box.
 - b. Choose the type of activity to add from the **Type** list.

- c. Choose the month, date, and year that the activity was performed.
- d. Enter the number of points the activity is worth in the **Points** box.
- e. Click **Add**.

The activity is added and displayed in the Gradebook.

4. Enter a grade for each student in the **Average** column.

Modifying the Gradebook


You can modify the information in the MimioStudio Gradebook in the following ways:

- Editing Student Information
- Removing a Student
- Editing Activities
- Editing Questions
- Editing Student Responses
- Grading Essay Questions

Editing Student Information

You can edit any information for an existing student, including the student name, student ID number, MimioVote unit ID number, and address.

To edit student information

1. Select the student to edit.
2. Click  **Edit Student** on the Student pane.
The Edit Student dialog box appears.
3. Make any desired changes to the student information.
4. Click **OK** to save your changes.

Removing a Student

You can delete a student from a class at any time. Deleting a student permanently removes the student from the class and removes all of their activity results from the Gradebook.


To remove a student from a class

1. Select the class that contains the student you want to remove.
2. Select the student to remove.
3. Choose **Delete** from the **Edit** menu.
4. Follow the instructions in the **Confirm Delete** dialog box, and then click **OK**.
The selected student and all information for the selected student is permanently deleted from the Gradebook.

Editing Activities

You can edit the name, type, and weight for an activity at any time.

To edit an activity

1. Select the activity to edit.
2. Click  **Edit Activity** on the Activity pane.


The Edit Activity dialog box appears.

3. In the **Edit Activity** dialog box, you can do any of the following:
 - Enter a new name for the activity in the **Name** box.
 - Choose a different activity type from the **Type** list.
 - Enter a new weight for the activity in the **Weight** box.
4. Click **OK** to save your changes.


Editing Questions

Each time you stop polling for a question, a copy of the question, along with the correct answer, is saved to the Gradebook. You can edit the question text, correct answer, question type, and question weight at any time in Gradebook.

For example, if the answer that was selected as the correct answer in the question object is incorrect, you can change the answer in the Gradebook to automatically update the student scores.

-  Changing the answer for a question in the Gradebook does not automatically change the answer in the question object in Notebook. To change the answer for subsequent activities, you must make the correction to the question object in Notebook.


To edit a question

1. Select the question to edit.
2. Click  **Edit Question** on the Question pane.
3. In the **Edit Question** dialog box, you can do any of the following:
 - Edit the question or answer text under **Question Information**.
 - Click the button to the left of the correct answer to change the correct answer for the question.
 - Choose a different question type from the **Type** list.
 - Enter a new weight for the question in the **Weight** box.
4. Click **OK** to save your changes.

Editing Student Responses

You can edit a student response to any question in a completed activity.

To edit a student response


1. Select the response to edit.
2. Click  **Edit Student Response** on the Student Response pane.
The Edit Student Response dialog box appears.
3. In the **Response** box, edit the student response as needed.
4. Click **OK** to save your changes.

Grading Essay Questions

You can enter a grade for an essay question in a completed activity.

To grade an essay question

1. Select the essay question to grade.
2. Click

 **Edit Student Response** on the Student Response pane.

The Edit Student Response dialog box appears.

3. Under **Score Student Response**, do one of the following:
 - Drag the **Score** slider to adjust the score for the essay question.
 - Enter a score for the essay question in the **Score** box.
4. Click **OK** to save your changes.

Generating Reports

You can generate a variety of reports from MimioStudio Gradebook. Reports are generated as HTML files and are displayed in your default Web browser.

You can generate the following types of reports:

- Class Grade Report- a grade report for all students in the selected class
- Class Activity Report - a detailed report for the selected activity
- Student Summary Report- a summary report of all activities for the selected student
- Student Activity Report - a detailed report for all selected activities for the selected student

You can generate reports from the Class, Activity, and Student panes in Gradebook or from the Report menu.

Exporting a List of Students

You can export a list of students from any class you have saved in Gradebook to a Unicode tab-delimited text file (TXT).

To export a list of students

1. Display the class that contains the students you want to export.
2. From the **File** menu, choose **Export**, and then choose **Students**.
The Export Students dialog box appears.
3. Select **Export student information**, and then click **OK**.
The Save As dialog box appears.
4. Enter a name for the file in the **File name** box, and then click **Save**.
5. Enter a name for the file in the **Save as** box, and then click **Save**.

Archiving Classes

You can archive your classes by exporting a class to a MimioStudio Gradebook Archive (MVA) file. The archive file contains all student, activity, and results information. You can use this file to backup your classes or to move classes from one Gradebook to another.

To archive a class

1. From the **File** menu, choose **Export**, and then choose **Class**.
The Export Class dialog box appears.
2. Select **Export class information**, and then click **OK**.
The Save As dialog box appears.

3. Enter a name for the archive file in the **File name** box, and then click **Save**.
4. Enter a name for the archive file in the **Save as** box, and then click **Save**

Exporting Results

You can export class and activity results from the Gradebook to a Unicode tab-delimited text file (TXT) or Comma separated values file (CSV) for use in another application. You can export the following information:

- Class results - includes the class average for each student in the selected class.
- Class and activity results - includes the class average for each student as well as the grade each student received for each activity
- Activity results - includes the grade for each student for the selected activity.

To export class results

1. From the **File** menu, choose **Export**, and then choose **Class**.
The Export Class dialog box appears.
2. Select **Export class results**, and then click **OK**.
The Save As dialog box appears.
3. Enter a name for the file in the **Save as** box, and then click **Save**.

To export class and activity results

1. From the **File** menu, choose **Export**, and then choose **Class**.
The Export Class dialog box appears.
2. Select **Export class and activity results**, and then click **OK**.
The Save As dialog box appears.
3. Enter a name for the file in the **Save as** box, and then click **Save**.

To export activity results

1. From the **File** menu, choose **Export**, and then choose **Activity**.
The Export Activity dialog box appears.
2. Select **Export activity and question results**, and then click **OK**.
The Save As dialog box appears.
3. Enter a name for the file in the **Save as** box, and then click **Save**.

Opening Archived Classes

You can open your archived class files at any time by importing the archive (MVD) file into the Gradebook. Once imported, all classes in the archive file will appear along with your current classes in the Gradebook.

To open archived classes

1. Choose **Import Classes** from the **File** menu.
The **Open** dialog box appears.
2. Navigate to and select the archive file to import, and then click **Open**.

Creating MimioVote Activities

You can create MimioVote activities in MimioStudio Notebook.

- You can also use MimioStudio Quick Vote to ask questions that you did not previously create in Notebook.

You can add the following types of questions to your activity:

- TF - True/False, Yes/No, or Agree/Disagree
- AB - Multiple choice, two possible answers
- ABC - Multiple choice, three possible answers
- ABCD - Multiple choice, four possible answers
- ABCDE - Multiple choice, five possible answers
- Numeric - One or more numeric answers (compatible with MimioMobile only)
- Short Answer - One or more alpha-numeric short answers (compatible with MimioMobile only)
- Essay - A single alpha-numeric answer (compatible with MimioMobile only)

Creating Activities in Notebook


You can use MimioStudio Notebook to create any type of MimioVote activity. Activities are created by adding question objects to Notebook pages. The Questions and Results folder in MimioStudio Gallery includes a wide variety of pre-designed question objects to make creating activities in Notebook quick and easy.

- Each question object contains a single question, and each question must be on a separate Notebook page.

Once you've added a question object to an activity, you can customize the object properties to change the appearance or behavior of the question object.

To create an activity in Notebook





1. Open a new or existing Notebook.
2. In MimioStudio Gallery, click the arrow next to the **Questions and Results** folder, and then select the **Questions** folder.
3. Drag the desired question object from the Gallery into the Notebook.
 - Only one question object can be placed on each Notebook page.
4. Enter the question text in the Question box.
5. Do one of the following:
 - For a multiple choice question, enter an answer choice for the question in each of the Answer boxes.
 - For a numeric question, enter a numeric answer for the question in the Answer box. If there is more than one possible answer, separate each answer with a carriage return.
 - For a short answer question, enter an alpha-numeric answer for the question in the Answer box. If there is more than one possible answer, separate each answer with a carriage return.
 - For an essay question, you can choose to enter an example answer, a note, or no answer in the Answer box.
6. If applicable, select the correct answer.

7. To add another question to the activity, do the following:
 - a. Click  to add a new page to the Notebook.
 - b. Repeat steps 3-6 to add a question to the new page.

Modifying Question Objects


MimioStudio Gallery includes a variety of pre-designed question objects for creating MimioVote activities. Once you add a question object to a Notebook page, you can use the question objects as is or you can choose to change the properties of the question object. You can change the question type, animation for correct answers, and question weight.

To modify a question object


1. Click  at the bottom-right of the question object you want to modify. The question object properties appear.
2. In the question object properties, you can do any of the following:
 - To change the question type, select an available question type.
 - To change the correct answer animation, select an available animation.
 - To change the weight of the question, enter the weight for the question in the weight, , box.
 - To change the number of correct answers required for a numeric or short answer question, enter the number of correct answers required in the number of correct answers required, , box.
3. Click  to save your changes and display the question object.

Importing Standard Assessments

You can import standard assessments into MimioStudio Notebook for use with MimioVote. Only files that have been exported from ExamView® as Blackboard® (6.0-7.0) format can be imported into Notebook.


-  For information about installing ExamView®, and downloading and exporting ExamView® files, see the ExamView® documentation.

To import a standard assessment


1. Start MimioStudio Notebook, and then click . The Open dialog box appears.
2. Navigate to and select the file to import, and then click **Open**. The file is imported and displayed in Notebook.

Printing Activities

You can print an activity from Notebook to use as a self-paced activity. Normally, when you print a Notebook presentation, each page of the Notebook prints on a separate page. However, you can choose to print the activity so that multiple questions appear on a single page.


-  When you choose to print an activity, an HTML file is created from the Notebook activity. The HTML file contains all question and answer text, but no images. You can choose to print or save the HTML file.

To print an activity

1. Open the activity to print.
2. Do one of the following:
 - Click  on the Vote Toolbar.
 - Choose **Print Test** from the **File** menu.The Select Class dialog box appears.
3. Select the class to print the activity for from the **Class** list, and then click **OK**.
The activity is displayed as an HTML file in your default Web browser.
4. Choose **Print** from the **File** menu.
The Print dialog box appears.
5. Click **Print**.

Using the MimioVote Unit



Each MimioVote unit is assigned to one student per class. Students should use their assigned MimioVote unit each time an activity is conducted.

-  Students can also use a mobile device with MimioMobile to participate in an activity. For more information about MimioMobile, see MimioMobile.

By default, each button on the MimioVote unit is illuminated with a different color light. You can choose to turn off the colors and have all the buttons illuminated with a white light. For information about changing the button colors, see Adjusting the Vote Preferences.

Answering Questions

Depending on the type of question being asked, the appropriate buttons are illuminated on the MimioVote unit.

For example, when polling is started for a True/False question, only the  and  buttons are illuminated on each MimioVote unit. The A, B, C, D, and E buttons are not illuminated and will not register a response if pressed.

Answering Questions for Teacher-Led Activities

For teacher-led activities, questions are answered one at a time as they are displayed.

To answer a question

- ▶ Press the button on the MimioVote unit that corresponds to the correct answer for the displayed question.

Answering Questions for Self-Paced Activities




For self-paced activities, questions can be answered in any order. The current question number is displayed on the MimioVote unit. For each question, the available answer buttons are illuminated, as well as the next and previous buttons.


To answer questions in a Self-Paced activity



1. Press the button on the MimioVote unit that corresponds to the correct answer for the first question.

The unit automatically advances to the next question. The current question number appears in the unit display.

2. Repeat step 1 for each remaining question in the activity.

 You can change your answer to any question at anytime before submitting your answers. Use  and  to move through the questions and review or change any answers as desired. The currently selected answer button flashes.

3. When all questions in the activity have been answered, press .

 You must answer every question before submitting the activity. The  button will not become available until all questions have been answered.

Requesting Help

A student can request help or request to ask a question at anytime using the MimioVote unit.

To request help

- ▶ Press  on the MimioVote unit.

For information about viewing help requests, see Viewing Requests for Help.


Using the Vote Toolbar

The Vote Toolbar includes all the tools you need for taking attendance, conducting class activities, gathering student responses, and viewing results.

Taking Attendance


You can quickly take attendance and record the results using MimioVote.

To take attendance

1. Select the class to take attendance for from the Class list.
2. Click  on the Vote Toolbar.

A list of all students in the selected class is displayed in the Attendance window.


As each student indicates that they are present, the icon for that student is illuminated.

A student indicates they are present by pressing  on their MimioVote unit.

3. Close the **Attendance** window to stop taking attendance and save the results to the Gradebook.

Using the Timer

The timer on the Vote Toolbar displays the amount of time that has passed since you started polling.

 The timer automatically starts each time you start polling and automatically stops each time you stop polling.


Conducting Activities

Using MimioVote, you can perform teacher-led or self-paced activities. Review the following topics for information about conducting activities.





- Conducting a Teacher-Led Activity
- Asking Questions Using Quick Vote
- Conducting a Self-Paced Activity
- Viewing Question Results
- Viewing Session Results
- Viewing a List of Students that Have Not Responded

Conducting a Teacher-Led Activity

Once you have created an activity in Notebook, you can perform the activity with your class. When performing a Teacher-Led activity, the questions are displayed one at a time for the students.

 You can ask questions that you did not previously create in Notebook at any time during a Teacher-Led activity using MimioStudio Quick Vote






To conduct a teacher-led activity


1. Open the Notebook presentation that contains the activity you want to conduct.
 2. Select the class that will participate in the activity from the Class list.
 3. Display the first question for the class.
 4. Click  on the Vote Toolbar to start polling for the question.
 -  In Notebook, you can also start and stop polling directly from the question object by clicking .
- When all students have responded, polling for the question stops and the results are saved to the Gradebook.
5. To stop polling for a question before all students have responded, click . Polling stops and the results are saved to the Gradebook.
 6. Repeat steps 4-6 for each remaining question in the activity.
 7. When all questions in the activity have been answered, close the presentation and the Vote Toolbar to stop the activity.

Asking Questions Using Quick Vote

Using the MimioStudio Quick Vote, you can ask questions that you did not previously create in Notebook at any time during a Teacher-Led activity.

To ask a question using Quick Vote

1. Do one of the following to start Quick Vote:
 - Click , and then choose  **Quick Vote**
 - *(Interactive mode Only)* Press the **Launch** button, , on the MimioTeach bar, and then click  **Quick Vote**.
2. Select the class that will participate in the activity from the Class list.
3. Click , and then choose the question type to start polling for the question.


When all students have responded, polling for the question stops.
4. To stop polling for a question before all students have responded, click .
5. Click the letter that corresponds to the correct answer for the question.



The results for the current question are saved to the Gradebook along with a screen shot.

Conducting a Self-Paced Activity



Once you have created an activity in Notebook, you can perform the activity with your class. When performing a Self-Paced activity, each student must have a printed copy of all questions in the activity. For information about printing activities, see [Printing Activities](#).



To conduct a self-paced activity


1. Open the Notebook presentation that contains the activity you want to conduct.
2. Select the class that will participate in the activity from the Class list.
3. Click .

The Self-Paced Test window appears.
4. (Optional) Use the  and  buttons to set the timer.

The timer displays the amount of time left for the activity.

 If you do not set the timer, the timer displays the amount of time that has passed since polling started.
5. Click  to start polling for all questions.

Each student can move through the questions at their own pace using the  and  buttons on their MimioVote unit.


When all students have submitted their responses or when the timer runs out, polling for the activity stops and the results are saved to the Gradebook.
6. To stop polling for an activity before all students have submitted their response or before the timer runs out, click .


All results for the activity are saved to the Gradebook.



Viewing Question Results

You can instantly view the results for a question as soon as you stop polling. There are a variety of ways to view the results for a question.

To view the result for a question

1. Click , and then choose **Question Results**.


The Question Results window appears.
2. To modify the appearance of the results, click .

 You can change the type and colors of the graph shown. You can also choose to show the number or percentage of correct answers.
3. Click  to save your changes and view the results.



Viewing Activity Results

You can instantly view the results for an activity as soon as you stop polling. There are a variety of ways to view the results for an activity.

To view the result for an activity

1. Click , and then choose **Activity Results**.


The Activity Results window appears.

2. To modify the appearance of the results, click .
3. Click  to save your changes and view the results.

Viewing a List of Students that Have Not Responded

While you are polling a class, the number of students that have responded to the current question is displayed on the Vote Toolbar. You can quickly view a list of all students that have not yet responded.

To view a list of students that have not responded

- ▶ Click  on the Vote Toolbar.


A list of students that have not yet responded is displayed in a separate window.

Viewing Requests for Help

Using their MimioVote unit, a student can request help or request to ask a question at anytime. For information on using the MimioVote unit to request help, see Requesting Help.

You can quickly view a list of all students that have requested help.

To view students requesting help

1. Click  on the Vote Toolbar.

A list of students that have requested help is displayed in a separate window.

2. Click the icon for a student to remove that student from the list.

Caring For MimioVote


Review the following topics for information about cleaning and storing your MimioVote system.

- Cleaning MimioVote
- Storing MimioVote


Cleaning MimioVote

The MimioVote is designed to give you long and trouble-free service, while requiring very little maintenance.

You can easily clean your MimioVote using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
 If you use glass cleaner, make sure it does not contain ammonia.

To clean the MimioVote station and units

1. Disconnect the power cable.
2. Use the lint-free cloth to wipe the exterior of the MimioVote station and each MimioVote unit.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.
 Avoid using liquids on any exposed charging contacts. Do not allow liquid into any openings on the equipment.

4. Reconnect the Power cable.

Storing MimioVote

The MimioVote system comes with a carrying case for your MimioVote station and MimioVote units. You can use this case to transport the system and to safely store your MimioVote system when not in use.

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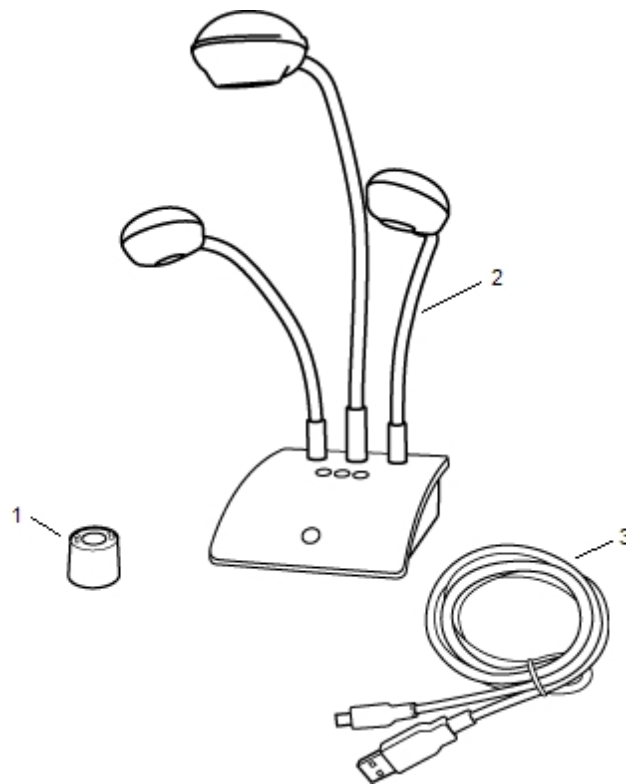
Chapter 9

MimioView

MimioView works seamlessly with MimioStudio software to display documents, three-dimensional objects, and microscope slides for your entire class to view. You can use MimioView to display still images or live video.

What's Included

The MimioView package contains the following items:



1	Microscope adapter
2	MimioView document camera
3	USB cable

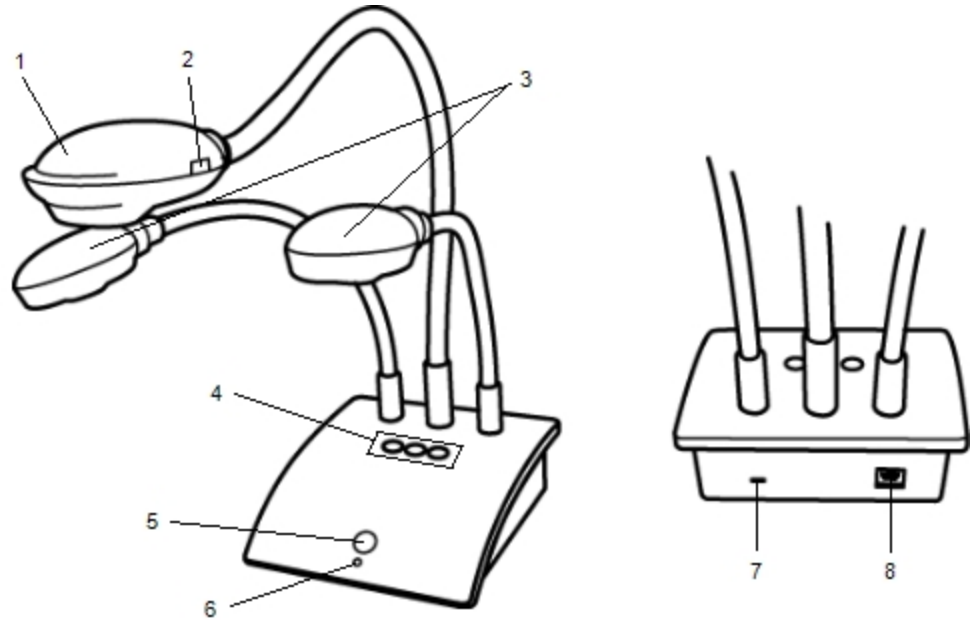
If you are missing any of the items above, contact Customer Support.

About MimioView

You can use the MimioView camera to display documents, three-dimensional objects, and microscope slides.

The MimioView camera and lamps are each attached to the MimioView base by a flexible, gooseneck. This allows you to precisely position the camera and each lamp for the best possible view of the object you are displaying.

The following figure shows the major components of the MimioView camera.



1	Camera head	5	View button
2	Auto focus	6	Status light
3	LED lamps	7	Kennsington lock slot
4	Auto tune, Rotate, and Freeze buttons	8	Micro-B USB port

Status Lights















The status light visually shows the status of the MimioView camera.

Off	Not receiving power; USB cable is not connected or computer is turned off.
Solid Green	MimioView is connected and receiving power; MimioStudio software is running.
Flashing Green	MimioView is connected and receiving power; MimioStudio software is not running.

About MimioStudio View

The View window displays the image captured by the MimioView camera. From the View window, you can rotate or zoom the image, mark up the image using MimioStudio Tools, adjust the contrast and brightness settings, freeze the image, and so on.

The following table describes the major features of the MimioStudio View window.

	Lamps on/off		Copy selected portion of image
	Auto tune		Zoom in
	Adjust brightness and contrast		Zoom out
	Rotate counter-clockwise 90 degrees		Zoom to fit window
	Rotate clockwise 90 degrees		Open MimioStudio Tools
	Freeze/Unfreeze image		Record live image
	Clear all markups		View full screen

Getting Started

Review the following topics to install and start using MimioView.

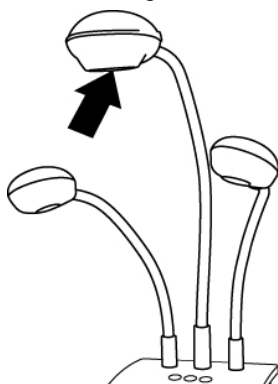
- Installing MimioView
- Opening the View Window
- Closing the View Window

Installing MimioView

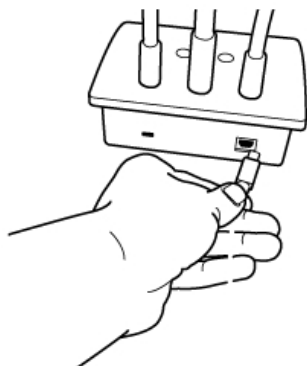
Once you have installed the MimioStudio software on your computer, you can quickly install MimioView.

To install MimioView

1. Remove the protective covering from the MimioView camera lens.



2. Plug the USB cable into the Micro-B USB port on the back of the camera base.




3. Connect the other end of the USB cable into an available USB port on your computer.

Opening the View Window

When you press the View button on the MimioView, the camera and lamps turn on and the MimioStudio View window opens automatically.


To open the View window

- ▶ Press  on the MimioView base.
The MimioStudio View window opens and the camera and lamps turn on.

Closing the View Window

You can close the MimioStudio View window from the View window or directly from the MimioView camera.

To close the View window

- ▶ Do one of the following:
 - Close the MimioStudio View window.
The camera and lamps turn off automatically.
 - Press  on the camera base.
The camera and lamps turn off and the MimioStudio View window closes.

Using MimioView

You can use MimioView to display a still image or live video of documents, three-dimensional objects, or microscope slides. You can also use MimioStudio Tools to mark up the still image or live video displayed in the View window; you can then save the image to a Notebook or the Gallery for later use.


Displaying an Image

You can use MimioView to display a still image or live video of documents, three-dimensional objects, or microscope slides.

Displaying a Document

You can use MimioView to display a document, book, or other two-dimensional object.



To display a document

1. Place the document under the MimioView camera.
2. Adjust the camera head so that the desired image is displayed in the View window.
3. Adjust the lamps to light the document as desired.
4. Press  on the MimioView base.

Displaying an Object

Using MimioView, you can display a three-dimensional object. The camera and lamps are each attached to the MimioView base by a flexible, gooseneck. This allows you to precisely position the camera and lamps for the best possible view of the object you are displaying.

To display a three-dimensional object

1. Place the object under the MimioView camera.
2. Adjust the camera head so that the desired image is displayed in the View window.
3. (Optional) Press  to rotate the image to the desired orientation.
4. Adjust the lamps to light the object as desired.
5. Press  on the MimioView base.


Displaying a Microscope Slide

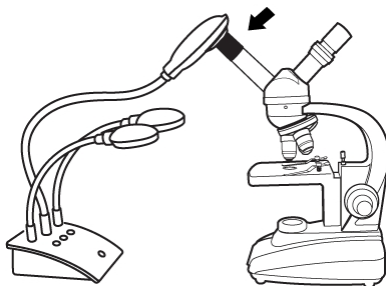
Using the included microscope adapter, you can display an image from a microscope with the MimioView camera.

 The microscope adapter can be used with a 28 mm microscope eyepiece.


To display a microscope slide

1. Set up the microscope so that you have the desired view through the microscope eyepiece.
2. Twist and lock the microscope adapter onto the MimioView camera head.
3. Slowly and carefully slide the other end of the microscope adapter onto the microscope eyepiece.

 Use caution to make sure that the image stays in focus while attaching the microscope adapter.



The image from the microscope is displayed in the View window.



4. Make any adjustments necessary to the microscope to adjust the image.
5. Press  on the MimioView base.

Freezing the Image



The image captured by the MimioView camera is displayed in the View window. By default, a live image is displayed. However, you can choose to display a still image of the

object.

To freeze the image

- ▶ Do one of the following:
 - Press  on the MimioView base.
 - Click  on the View toolbar.

The image is paused in the View window.

- 💡 To return to displaying live video, press  or click  a second time.

Adjusting the Image

MimioView includes features that make it easy to adjust the image displayed in the MimioStudio View window without having to adjust the camera or the displayed object.


You can do the following to adjust the displayed image:

- Rotate the Image
- Zoom the Image
- Adjust the Settings



Rotating the Image

You can quickly rotate the image that is displayed in the View window directly from the MimioView camera or from the View window.

To rotate an image from the MimioView camera

- ▶ Press  on the MimioView.
 - The image displayed in the View window rotates clockwise 90 degrees.

To rotate an image from the View window




- ▶ Do one of the following:
 - To rotate the image clockwise, click .
 - To rotate the image counter-clockwise, click .
- The image displayed in the View window rotates 90 degrees in the selected direction.

Zooming the Image

You can quickly zoom the image displayed in the View window.

- 💡 You can also zoom the image displayed in the View window using the Zoom tool in MimioStudio Tools.

To zoom the image



- ▶ Do one of the following:
 - To zoom in on the image, click  on the toolbar.
 - To zoom out on the image, click  on the toolbar.
 - To fit the image to the MimioStudio View window, click  on the toolbar.

- 💡 If the area of the image that you want to display is not visible in the View window, use the scroll bars to display the desired area of the image.



Adjusting the Settings

You can adjust the brightness and contrast settings automatically or manually.

To adjust the settings automatically

- Do one of the following:
 - Press  on the MimioView base.
 - Click  on the View toolbar.

To adjust the settings manually

1. Click  on the View toolbar.
The Advanced Settings toolbar appears.
2. Move the Brightness and Contrast sliders to the right or left to adjust the settings as desired.
3. Click  to hide the Advanced Settings toolbar.

Annotating an Image

You can use MimioStudio Tools to annotate the image displayed in the View window.

 You can also add objects to the View window from MimioStudio Gallery.

See Adding Objects with MimioStudio Tools for information about using MimioStudio Tools.


The following object, drawing, and manipulation features in MimioStudio Tools are available to use in the View window.

	Selection tool		Zoom
	Pen		Brush
	Text		Highlighter
	Line		Arrow End
	Arrow Start		Arrow Both
	Rectangle		Ellipse
	Triangle		Right Triangle
	Five Pointed Star		Hexagon
	Pentagon		Shape Recognition
	Eraser		Insert file
	Color picker		More colors
	Object Fill		Thickness slider
	Outline and Fill color		Color palette
	Solid Line		Dash Line
	Square Dot Line		Transparency

Clearing All Annotations from the Image

You can quickly clear all annotations from the View window.

To clear all annotations


- ▶ Click  on the View toolbar.

All annotations, including any added objects, are cleared from the View window.

Transferring an Image

You can transfer all or part of an image from the View window to a Notebook page, the Gallery, or another application.

To transfer an image

1. Click  on the View toolbar.
The Image area is displayed with a transparent mask.
2. Drag the cursor to draw a selection box around the area to copy.

- The selected area is saved as an image to the clipboard.
3. Paste the image into the desired application.




Recording Video

Using MimioStudio Recorder, you can record your interactions into an MP4 movie file, with or without audio. See [Using MimioStudio Recorder](#) for more information on how to use MimioStudio Recorder.

Turning Off the Lamps

When you turn on MimioView, the camera and both lamps turn on. However, you can choose to turn off the lamps and use the camera without the lamps.

To turn off the lamps

- Click  on the View toolbar.
-  To turn the lamps on again, click  a second time.

Caring For MimioView


Review the following topics for information about cleaning, storing, and mounting your MimioView.

- [Cleaning MimioView](#)
- [Mounting MimioView Permanently](#)


Cleaning MimioView

The MimioView is designed to give you long and trouble-free service, while requiring very little maintenance.

You can easily clean your MimioView using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner.
-  If you use glass cleaner, make sure it does not contain ammonia.

To clean the exterior of the MimioView

1. Disconnect the USB cable.
2. Use the lint-free cloth to wipe the exterior of the MimioView.
3. Remove dirt and smudges with one of the cleaning solutions mentioned above.
 -  Do not allow liquid into any openings on the equipment.
4. Reconnect the USB cable.

To clean the camera lens

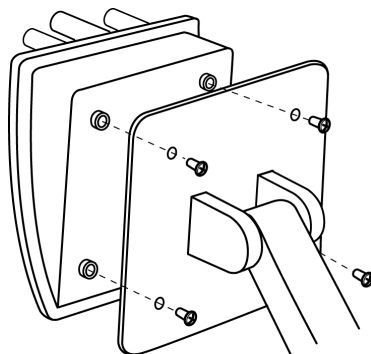
- ▶ Use a clean, dry, lint-free cloth to gently wipe the surface of the lens.

Mounting MimioView Permanently

You can permanently mount your MimioView to a table or desk top using a standard VESA mount and four screws (size M4).

To mount MimioView permanently

1. Attach the VESA mount to the table or desktop.
For information about attaching the VESA mount to your table or desktop, see the VESA documentation.
2. Attach the VESA base to the bottom of the MimioView as shown.



Chapter 10

MimioPad

(Model Number: ICD07)

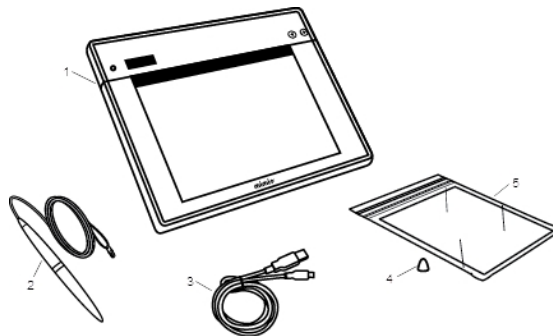
With the new MimioPad teachers and students can collaborate using interactive whiteboard lessons from up to 30 feet away from the computer. The MimioPad can be used alone with MimioStudio classroom software or in conjunction with MimioTeach interactive system and other MimioClassroom products. Anything you write and draw on the MimioPad appears instantly on the whiteboard.

MimioPad can be used in teacher mode or student mode. When more than one MimioPad is used in the same classroom, the first MimioPad turned on starts up in teacher mode, providing complete desktop control. Each additional MimioPad automatically starts up in student mode. Teachers can pass desktop control to any MimioPad in student mode and initiate group activities so that all students with a MimioPad can simultaneously participate in an activity.

- For information about the original MimioPad tablet, refer to MimioPad Model Number: RCK-M01.

What's Included

The MimioPad package contains the following items:

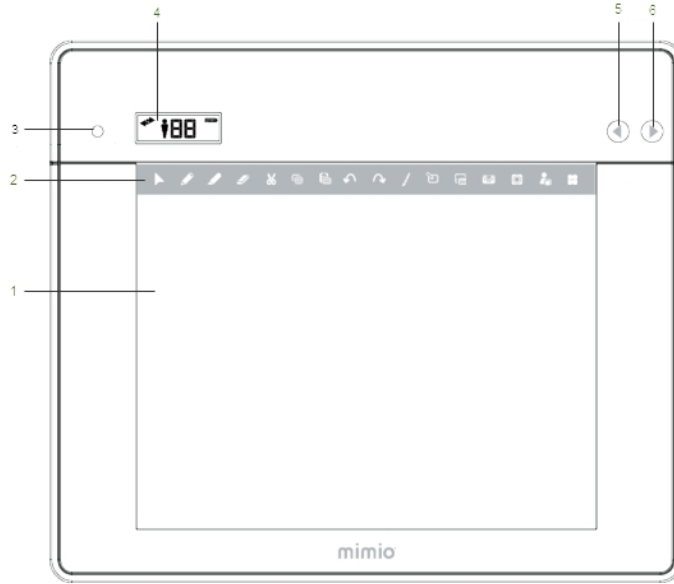


1	MimioPad	4	Replacement pen tip
2	Pen	5	Shortcut key reference card
3	USB cable		

If you are missing any of the items above, contact Customer Support.

About MimioPad

Become familiar with the features of your MimioPad as shown in the following illustrations.



1	Active area	4	LCD display
2	Shortcut keys	5	Page up
3	Power button/Status light	6	Page down

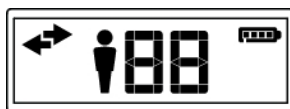
Status Light






The status light visually shows the status of the MimioPad tablet.

Off	Not receiving power; MimioPad is turned off.
Solid Green	MimioPad is connected and MimioStudio software is running.
Flashing Green	MimioPad is connected or connecting and MimioStudio software is not running.
Solid Amber	MimioPad cannot find an available MimioHub.
Flashing Amber	MimioPad is searching for an available MimioHub.

About the Feature Indicators

The feature indicators on the LCD display are described below.



	Connected	The MimioPad is connected to your computer.
	Pen connected	The pen is within sensing distance of the MimioPad.
	Teacher mode	The MimioPad is in Teacher mode.
	ID number	Shows the ID number of the MimioPad. Each connected MimioPad is assigned a different ID number.
	Battery indicator	Shows how much charge is left in the MimioPad battery.

Getting Started

Your MimioPad is installed at the same time you install the MimioStudio software. Follow these instructions to begin using your MimioPad.

Charging the MimioPad

The MimioPad battery is charged using the included USB cable. The Li-ion MimioPad battery may contain some charge right out of the box. However, for best results, completely charge the battery before using the MimioPad. The first time you charge the battery may take up to 5 hours.

The following table describes the possible states of the battery indicator.

Battery Indicator Status	Description
Battery indicator is solid	Battery is fully charged
Battery segments rotate	Battery is charging
Battery outline blinks	Less than 30 minutes of battery life left
Battery segments and outline blink	Charging error
No battery indicator displayed	Battery not inserted


To charge the battery

1. Plug the USB cable into the pad and into your computer.
2. If the MimioPad is turned off, press the power button to turn the MimioPad on.
3. When the battery is fully charged, unplug the USB cable from the pad and your computer.

Configuring MimioPad

The MimioPad connects to your computer using the standard MimioHub.

To configure MimioPad

1. Plug the MimioHub into a USB port on your computer
 2. Turn on the MimioPad.
Once the power is on, the MimioHub will detect the MimioPad.
 3. When prompted by the software, click **Yes** to connect the MimioPad to the MimioHub.
The MimioPad is connected to your computer. If this is the first or only MimioPad connected to this computer, the MimioPad is started in teacher mode and displays the teacher mode icon.
-  If you do not see the prompt, see Adjusting the Classroom Devices Settings for information about connecting available devices to your computer.

Replacing the MimioPad Battery

The MimioPad battery can easily be replaced if necessary. To replace the battery, you will need a screwdriver.

















To replace the battery

1. Using a screwdriver, remove the screw from the battery compartment cover.
2. Remove the battery compartment cover.
3. Remove the battery from the battery.
4. Insert the new battery.
5. Replace the battery compartment cover and replace the screw.

Using MimioPad

Using the Shortcut Keys

Shortcut keys are available across the top of the active area of the pad. These keys allow you to quickly access features in the MimioStudio software.

	Selection Tool		Redo
	Pen		Tools
	Highlighter		Screen Annotation
	Eraser		Text Tool
	Cut		MimioVote
	Copy		MimioView
	Paste		Control
	Undo		Launch

For more information about these features, see MimioStudio, MimioVote, and MimioView.

Using MimioStudio Collaborate









Using the MimioPad, you can conduct a group activity. The display automatically divides into individual workspaces, depending on the number of MimioPad tablets connected to your computer.

You can use Collaborate in one of two ways.

- **Quick Collaborate** - displays a blank page for each student
- **Collaborate** - displays the current Notebook page for each student

When you exit from Collaborate, each student workspace is automatically archived as a separate MimioStudio Notebook page in the Collaborative Sessions folder in MimioStudio Gallery.


The following table shows several ways to access Collaborate.

To start from	Do this
	Right-click  , and then choose  Quick Collaborate .
Menu bar	Click  , and then choose  Quick Collaborate .
MimioStudio Tools	Click the Applications button,  , and then choose  Quick Collaborate .
MimioStudio Notebook	Do one of the following: <ul style="list-style-type: none"> ■ Click the Collaborate button, . ■ Choose  Collaborate from the Tools menu.

Maximizing a Workspace

You can maximize a student workspace to highlight individual work for the class. You can maximize a student workspace from the MimioPad or from MimioStudio.



To maximize a workspace

- ▶ Click  at the bottom of the workspace to maximize.
The selected workspace is displayed in full-screen mode.

Sharing Control


You can pass desktop control to any active MimioPad.

To share control

1. Click the **Applications** button, , and then choose  **Control**.
2. Click the student tablet to pass control to.

Pairing an Additional MimioPad with the MimioHub

Each MimioPad connects to your computer using the standard MimioHub.

 You can use the same MimioHub to connect all of your MimioClassroom devices to your computer.

To pair an additional MimioPad with the MimioHub

1. Turn on the MimioPad.
Once the power is on, the previously installed MimioHub will detect the MimioPad.
2. When prompted by the software, click **Yes** to connect the MimioPad to the MimioHub.

The second MimioPad is connected to your computer and the appropriate number is assigned to the MimioPad automatically.

- If you do not see the prompt, see [Adjusting the Classroom Devices Settings](#) for information about connecting available devices to your computer.

Replacing the Lanyard with the Pen Tip

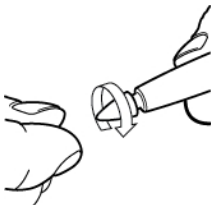
The MimioPad comes with a lanyard attached to the pen. You can remove the lanyard and attach the included additional pen tip.

To replace the lanyard with the pen tip

1. Turn the lanyard attachment counter-clockwise to remove the lanyard from the pen.



2. Place the additional pen tip on the pen and turn clockwise to attach the lanyard.



Chapter 11

MimioPad

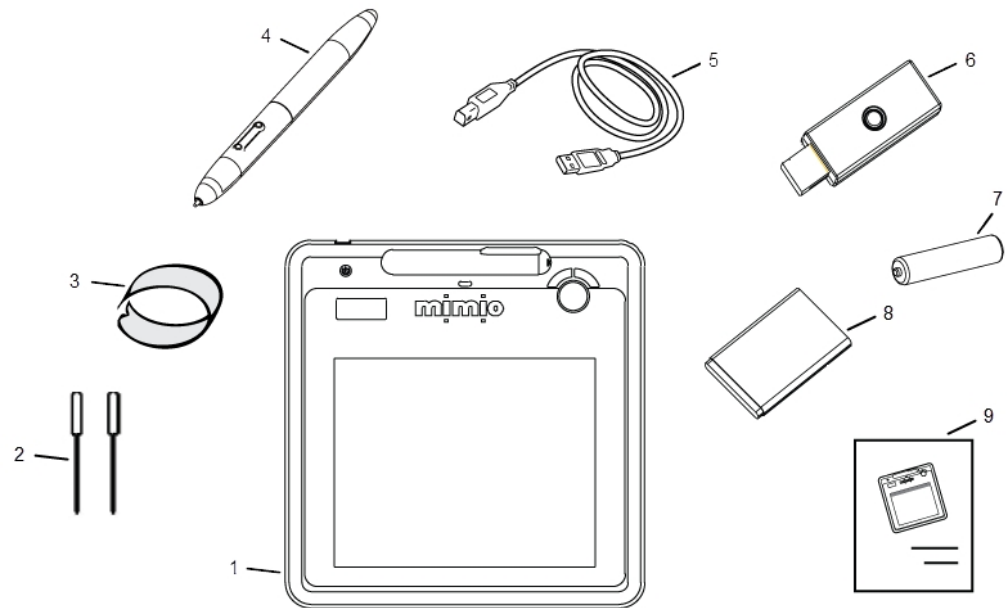
(Model Number: RCK-M01)

MimioPad is a 2.4 GHz wireless pad. To configure MimioPad for use, install the MimioStudio software and plug the wireless receiver into your computer. Once connected, you can use the MimioPad from anywhere in the room to interact with your computer. No additional configuration is required.

- For information about the new MimioPad tablet, refer to MimioPad Model Number ICD07.

What's Included

The MimioPad package contains the following items:

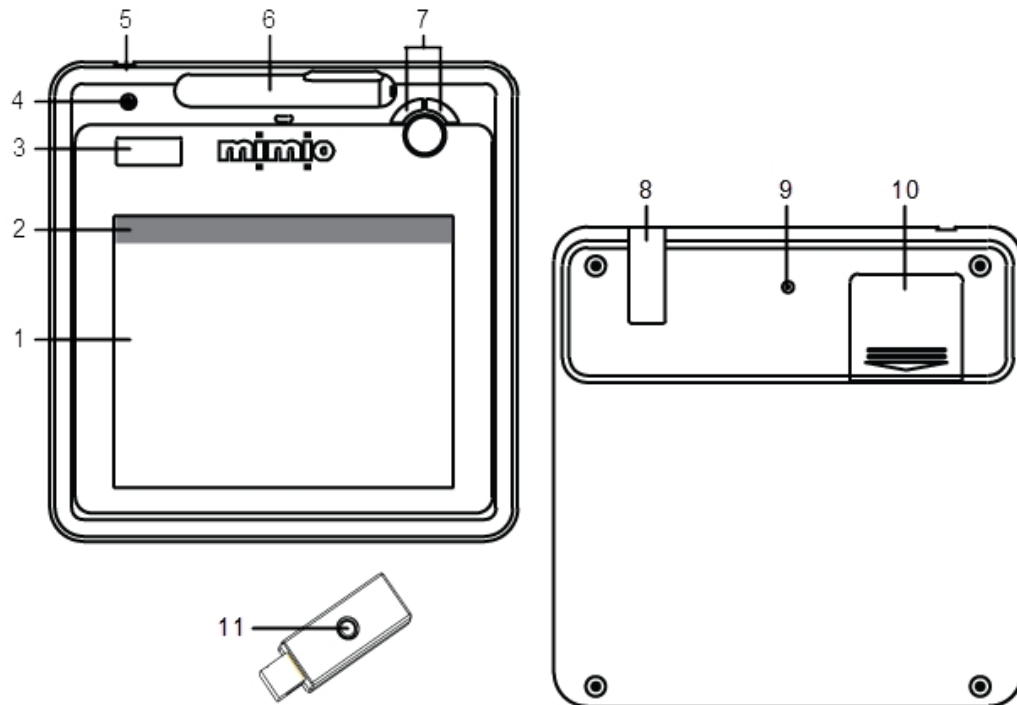


1	MimioPad	6	Wireless receiver
2	Extra pen tips (inside MimioPad battery compartment)	7	Pen battery
3	Pen tip extractor (inside MimioPad battery compartment)	8	Pad battery
4	Pen	9	Quick Start Guide
5	USB cable		

If you are missing any of the items above, contact Customer Support.

About MimioPad

Become familiar with the features of your MimioPad as shown in the following illustrations.










1	Active area	7	Page up/Page down Volume up/Volume down
2	Shortcut keys	8	Wireless receiver storage
3	LCD display	9	Learning button
4	Power button	10	Battery compartment (extra pen tips and pen tip extractor)
5	USB connection	11	Learning button/LED
6	Pen slot		

About the Feature Indicators

The feature indicators on the LCD display are described below.



	Power	The power is on.
	Battery Indicator	Shows how much charge is left in the MimioPad battery.
	Power Saving Mode	Power saving mode is on. The MimioPad enters power saving mode when the pen is away from the active area for three seconds.
	Connected	The MimioPad is connected to your computer.
	Wireless Activity	The wireless receiver is active.
	Pen Sensor	Blinking: Pen tip is in range of active area; indicates hover mode. Solid: Pen tip is touching active area; indicates left-click.
	Pad Number	When more than one MimioPad is connected to a receiver, shows the number of the connected MimioPad.

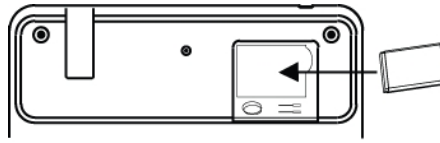
Getting Started

Setting Up the MimioPad

Your MimioPad is installed at the same time you install the MimioStudio software. Follow these instructions to begin using your MimioPad.

To insert the battery

1. Press down and slide off battery compartment cover.
2. Insert the battery.



3. Replace the battery compartment cover.

Charging the Battery

The MimioPad battery is charged using the included USB cable. The Li-ion MimioPad battery may contain some charge right out of the box. However, for best results, completely charge the battery before using the MimioPad. The first time you charge the battery may take up to 10 hours. After the initial charge, recharging of the battery will take approximately two hours.

To charge the battery

1. Plug the USB cable into the pad and into your computer.
2. When the battery is fully charged, unplug the USB cable from the pad and your computer.

Setting Up the Pen

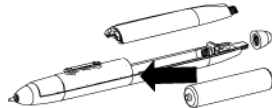
The pen uses one AAA battery.

To insert the pen battery

1. Twist the top of the pen counterclockwise.



2. Lift the battery cover, and insert battery as shown.



3. Replace battery cover and pen top.



Configuring MimioPad

Delete this text and replace it with your own content.

To configure MimioPad

1. Plug the wireless receiver into a USB port on your computer.
2. Press and hold the power button on the pad for at least three seconds to turn on the power.

3. Place the pen tip anywhere on the active area of the pad to wake up the pad.
4. Verify that the LCD display shows at least the following indicators.



















Your MimioPad is now ready to use.

Using MimioPad

Using the Shortcut Keys

Shortcut keys are available across the top of the active area of the pad. These keys allow you to quickly access features in the MimioStudio software.

	Selection Tool		Screen Clipping
	Pen		Screen Annotation
	Highlighter		Text Tool
	Eraser		Spotlight Tool
	Cut		Reveal Tool
	Copy		Notebook
	Paste		Tools
	New Page		Recorder

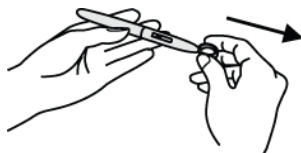
For more information about these features, see MimioStudio and MimioStudio Recorder.

Changing the Pen Tip

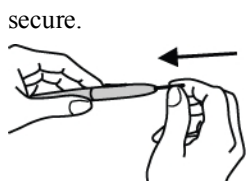
After a period of use, you may need to replace the pen tip. Extra pen tips and a pen tip extractor are located inside the pad battery compartment.

To change the pen tip

1. Squeeze the pen tip with the tip extractor, and then pull out to remove the tip.



2. Push the new tip into the pen, and then press the pen tip down on a hard surface to



Pairing an Additional MimioPad with the Wireless Receiver

To pair an additional MimioPad with the wireless receiver

1. Plug the wireless receiver into a USB port on your computer.
2. Turn on the power to the MimioPad.
3. Simultaneously, press the learning button on the back of the MimioPad and the learning button on the wireless receiver.

The LCD screen on the MimioPad and the LED light on the wireless receiver will blink during the process. When the learning process is complete, the number on the LCD will show the number assigned to the additional pad (001 or greater).

Chapter 12


MimioMobile

Using the MimioMobile app on a mobile device, teachers and students can collaborate using interactive whiteboard lessons. The MimioMobile app can be used alone with MimioStudio software or in conjunction with MimioTeach interactive system and other MimioClassroom products.

The MimioMobile app is available for the following devices:

- iPad® 2 or later, running iOS 5 or later
- iPhone® 4 or later, running iOS 5 or later
- iPod touch® 4th generation or later, running iOS 5 or later
- Mobile device running Android™ 3.0 (Honeycomb) or later

MimioMobile can be used by both students and teachers. Teachers can pass desktop control to any student mobile device and initiate group activities so that all students with a mobile device can simultaneously participate in an activity. Students can also use a mobile device with MimioMobile in place of a MimioVote unit.

-  Mobile devices with the MimioMobile app can be used in conjunction with the new MimioPad tablet.

For information about the MimioPad tablet, see MimioPad.

Getting Started

Review the following sections for more information about getting started with MimioMobile.

- Installing the Software
- Connecting Mobile Devices

Installing the Software

To start using MimioMobile, you must first do the following:

- Download and install MimioStudio software from the Mimio Web site at www.mimio.com.
- Install the MimioMobile app on the teacher mobile device and on each student mobile device. The MimioMobile app is available from the Apple App StoreSM and the Google Play™ Store.

To activate the software

1. Choose **About MimioStudio** from the **Notebook** menu.
2. Under Installed Software, select one of the following:
 - **MimioMobile** - to activate MimioMobile
 - **MimioStudio** - to activate MimioStudio
3. Enter the software license number in the **License Number** box.
4. Click **OK** to activate the software.



Connecting Mobile Devices

Once you have installed MimioStudio software and the MimioMobile app, you can connect the teacher and student mobile devices to your computer.

Connecting a Teacher Mobile Device

You can quickly connect a teacher mobile device to your computer using the MimioStudio Mobile Settings or Preferences.

To connect the teacher mobile device






1. Start MimioStudio Preferences.
2. Select  **Mobile**.
3. Tap  on your mobile device to start MimioMobile.
4. Under **Connection Methods**, tap **QR scan**.
5. Tap the QR code image on the mobile device to launch the camera.
6. Align the guides on the device screen with the QR code in **MimioStudio** to scan the QR code.

The device connects to your computer and the desktop is displayed on your mobile device.

Connecting Student Mobile Devices


You can connect student mobile devices using MimioStudio Class Manager.

To connect a student mobile device


1. Do one of the following to start Class Manager:
 - From MimioStudio Tools, click the **Applications** button, , and then choose  **Class Manager**.
 - From the menu bar, click  and then choose  **Class Manager**.
2. Select the class to connect the device for, and then click **Start Class**.
3. Tap  on the student device to start MimioMobile.
4. Under **Connection Methods**, tap **QR scan**.
5. Tap the QR code image on the mobile device to launch the camera.
6. Align the guides on the device screen with the QR code in **MimioStudio** to scan the QR code.
7. On the mobile device, tap the name of the student using the device.
8. Tap **Yes** to confirm the selection.

Using History Connect

When you connect a mobile device to a computer, your connections are saved in the MimioMobile connection history. You can use this history to quickly reconnect your mobile device.

 Connections to Anonymous classes are not saved to the connection history.




To connect your mobile device using connection history

1. Tap  on your mobile device to start MimioMobile.
2. Under **Connection Methods**, tap **History**.
3. Select the class or teacher computer to connect to.

Using Manual Connect

You can connect your mobile device to your computer manually, without scanning the QR code, by entering your network information.

To manually connect your mobile device

1. Tap  on your mobile device to start MimioMobile.
 2. Under **Connection Methods**, tap **Manual**.
 3. Tap one of the following:
 - **Teacher** - to connect the device as a Teacher device
 - **Student** - to connect the device as a Student device
 4. Enter the required information, and then tap **Connect**.
-  The required information to connect as a Teacher device can be found under the QR code in MimioStudio Mobile Settings/Preferences.
-  The required information to connect as a Student device can be found under the QR code in Class Manager.

Using MimioMobile

















Review the following sections to learn more about using MimioMobile.

- Using the Shortcut Keys
- Using Class Manager
- Using MimioStudio Collaborate
- Sharing Control
- Using MimioStudio Vote

Using the Shortcut Keys

Shortcut keys are available across the top of the active area of the mobile device. These keys are always available on a teacher device, but are only available on a student device when the teacher has given the student desktop control. See Sharing Control for more information about sharing desktop control.

The shortcut keys allow you to quickly access features in MimioStudio software.

	Selection Tool		Redo
	Pen		Tools
	Highlighter		Screen Annotation
	Eraser		Text Tool
	Cut		MimioVote
	Copy		MimioView
	Paste		Control
	Undo		Launch







For more information about these features, see MimioStudio, MimioVote, and MimioView.

Using Class Manager

Using MimioStudio Class Manager, you can view the mobile device connection information, connect student mobile devices, and take class attendance.

For information about connecting student devices, see Connecting Student Mobile Devices.

The following table shows several ways to access Class Manager.

To start from	Do this
	Right-click  , and then choose  Class Manager .
Menu bar	Click  , and then choose  Class Manager .
MimioStudio Tools	Click the Applications button,  , and then choose  Class Manager .

To view connection information

1. Select the class to view, and then click **Start Class**.
2. If connection information is necessary for troubleshooting, click **Show Details** under the QR code.









Using MimioStudio Collaborate

Using a mobile device with MimioMobile, you can conduct a group activity. The display automatically divides into individual workspaces, depending on the number of student mobile devices connected to your computer.

You can use Collaborate in one of two ways.

- **Quick Collaborate** - displays a blank page for each student
- **Collaborate** - displays the current Notebook page for each student



The following table shows several ways to access Collaborate.

To start from	Do this
	Right-click  , and then choose  Quick Collaborate .
Menu bar	Click  , and then choose  Quick Collaborate .
MimioStudio Tools	Click the Applications button,  , and then choose  Quick Collaborate .
MimioStudio Notebook	Do one of the following: <ul style="list-style-type: none"> ▪ Click the Collaborate button, . ▪ Choose  Collaborate from the Tools menu.

Maximizing a Workspace






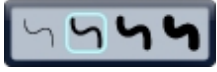
You can maximize a student workspace to highlight an individual workspace for the class.

To maximize a workspace

- ▶ Click  at the bottom of the workspace to maximize.
The selected workspace is displayed in full-screen mode.
- 💡 Click  to return to viewing all workspaces.

Using the Collaborate Toolbar

When the teacher starts Collaborate, each student mobile device displays the Collaborate toolbar. Students use the tools available in the toolbar to draw and write in their workspace.




	<p>Selection tool You can select and move items using the selection tool.</p>	
	<p>Pen You can select the line color and width.</p>	
	<p>Highlighter You can select the line color and width.</p>	
	<p>Eraser You can select the line width.</p>	

When the teacher exits from Collaborate, each student workspace is automatically archived as a separate MimioStudio Notebook page in the Collaborative Sessions folder in MimioStudio Gallery.

Sharing Control

You can pass desktop control to any active student mobile device.

To share control

1. Do one of the following:
 - Click the **Applications** button, , and then choose  **Control**.
 - Tap  on the teacher mobile device.
2. Select the student device to pass control to.

Using MimioStudio Vote

A student mobile device with MimioMobile can be used along with MimioStudio Vote. The student mobile device can be used in place of a MimioVote voting unit. When the teacher starts a Vote activity, the answer choices are displayed on the student mobile device.

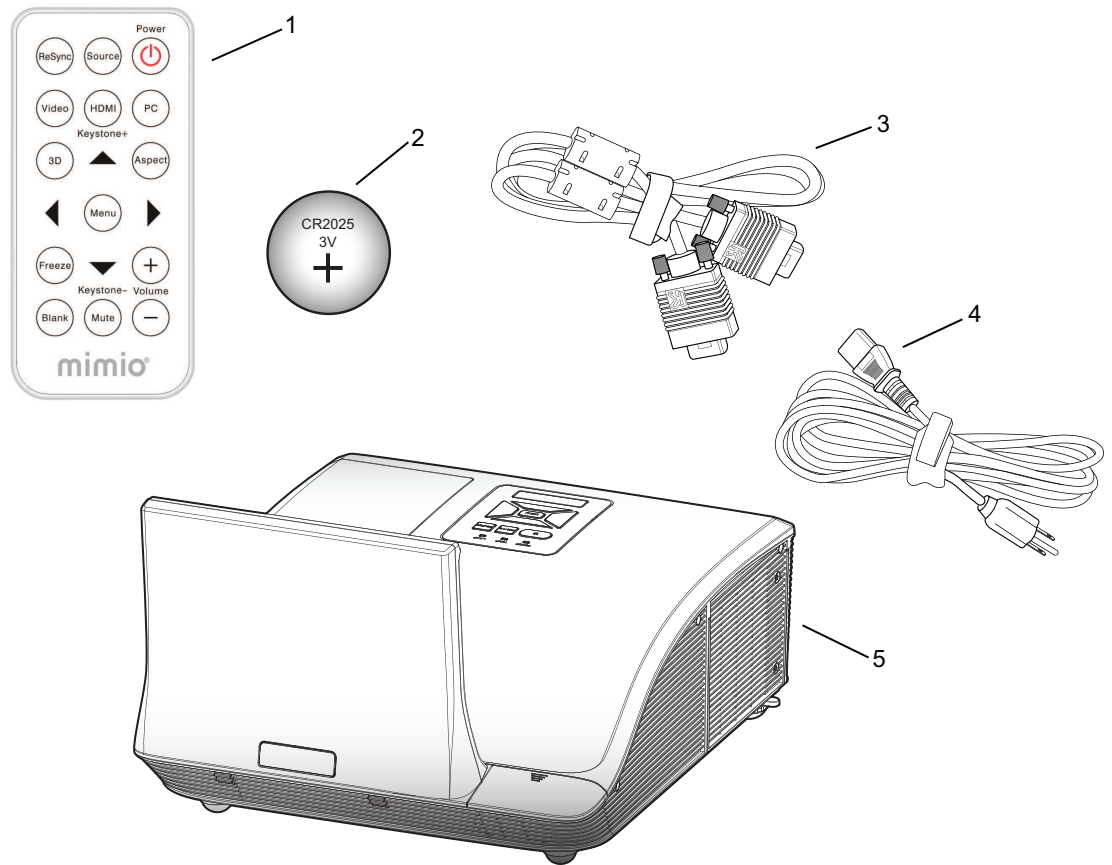
For more information about MimioStudio Vote, see Using the Vote Toolbar.

Chapter 13

MimioProjector

What's Included

The MimioProjector package contains the following items:



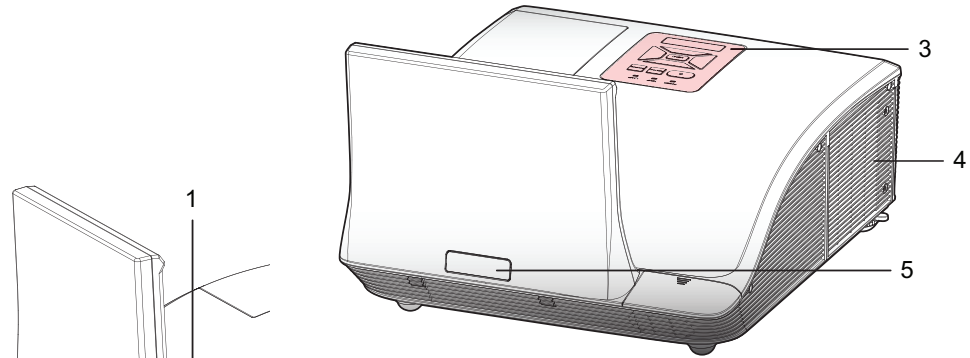
1	Remote control	4	Power cord
2	Remote control battery	5	Projector with lens cap
3	VGA cable		

If you are missing any of the items above, contact Customer Support.

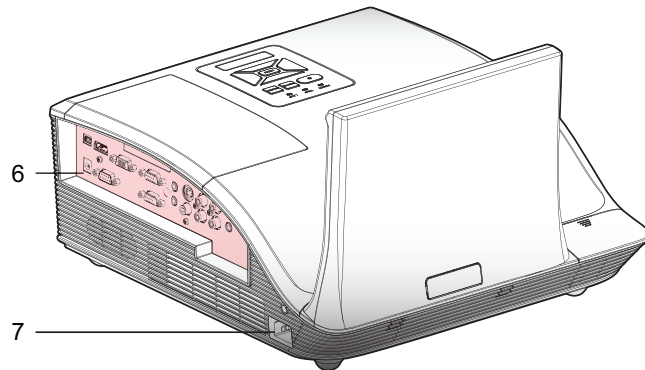
About MimioProjector

The following figure shows the major components of the MimioProjector.

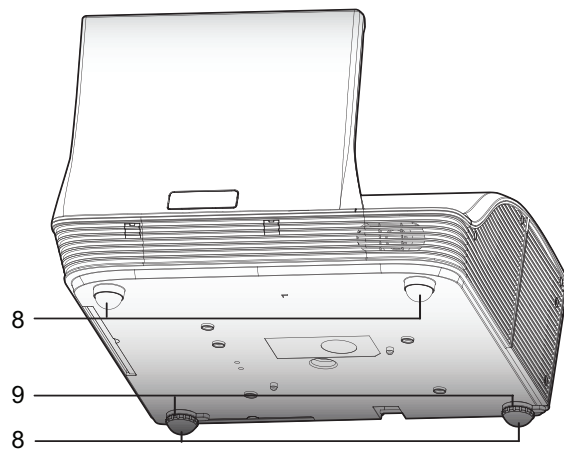
Front View



Back View



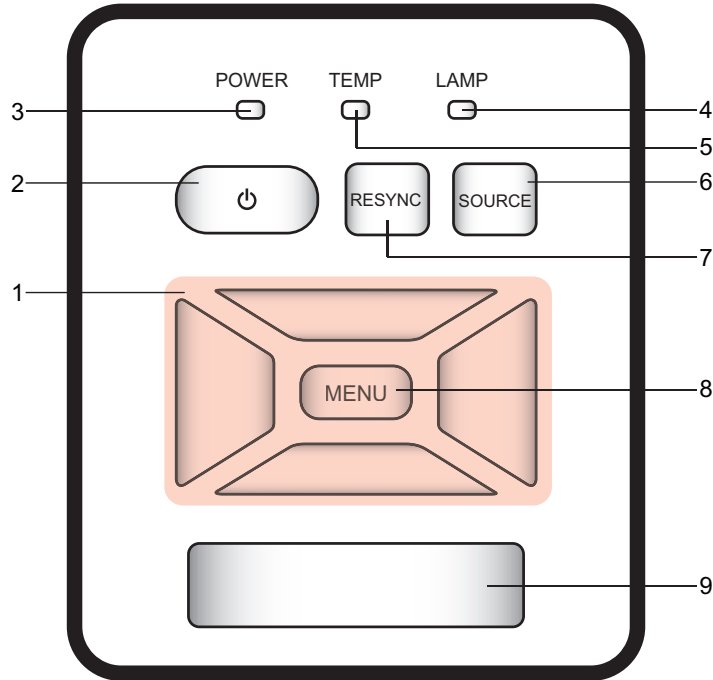
Bottom View



1	Focus ring	6	Input/Output connection ports
2	Lens	7	Power connector
3	Control panel	8	Elevator feet
4	Lamp cover	9	Elevator feet spacers
5	IR Receiver		

About the Control Panel

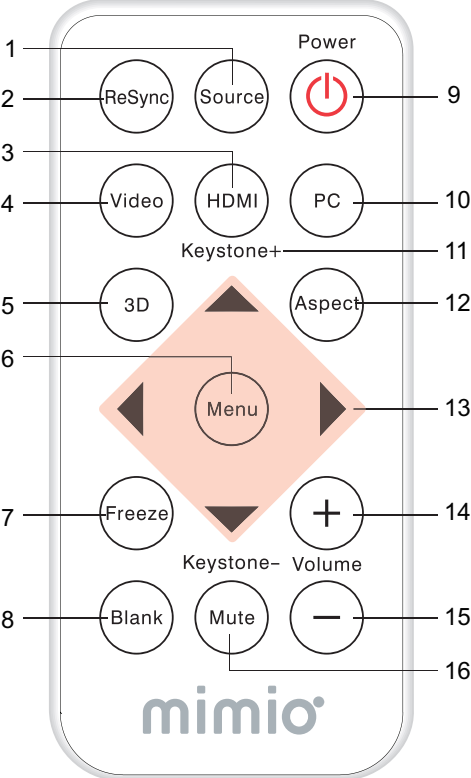
The following figure shows the components of the MimioProjector control panel.




1	Navigation keys	Navigate through menus and make selections.
2	Power button	Turn the projector on and off.
3	Power status light	Indicates the power status of the projector.
4	Lamp status light	Indicates the projector lamp status.
5	Temperature status light	Indicates the projector temperature status.
6	Source button	Select an input signal.
7	Resync button	Automatically synchronize the PC analog timing to the optimized condition.
8	Menu/Exit button	Open the menu screen or exit a menu.
9	IR receiver	

About the Remote Control

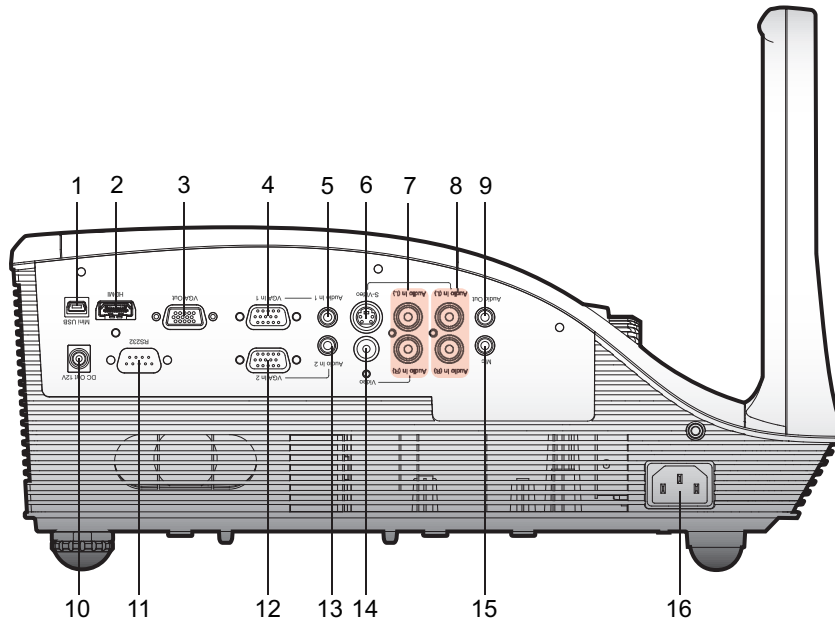
The following figure shows the components of the MimioProjector remote control.



1	Source	Select an input signal.
2	Resync	Automatically synchronize the PC analog timing to the optimized condition.
3	HDMI	Switch to HDMI input.
4	Video	Switch to Composite Video or S-Video input.
5	3D	Turn on and off the 3D menu.
6	Menu	Open the menu screen or exit a menu.
7	Freeze	Freeze or unfreeze the image on the screen.
8	Blank	Hide or show the screen image.
9	Power	Turn the projector on or off.
10	PC	Switch to VGA-A/VGA-B input.
11	Keystone 	Adjust image until the sides are vertical.
12	Aspect ratio	Select the desired aspect ratio.
13	Navigation keys	Navigate through menus and make selections.
14	Volume up	Increase the audio volume.
15	Volume down	Decrease the audio volume.
16	Mute	Mute the audio.

About the Connection Ports

The following figure shows the connection ports available on the MimioProjector .



1	Mini-USB	9	Audio output
2	HDMI	10	12V trigger relay (12V, 250mA)
3	VGA output	11	RS232
4	VGA in 1	12	VGA in 2
5	Audio in 1 (for VGA in 1)	13	Audio in 2 (for VGA in 2)
6	S-Video	14	Composite video input
7	Left/Right RCA audio input (for composite video input)	15	3.5 mm microphone input
8	Left/Right RCA audio input (for S-Video)	16	Power

Getting Started

Review the following topics to install and start using your MimioProjector.

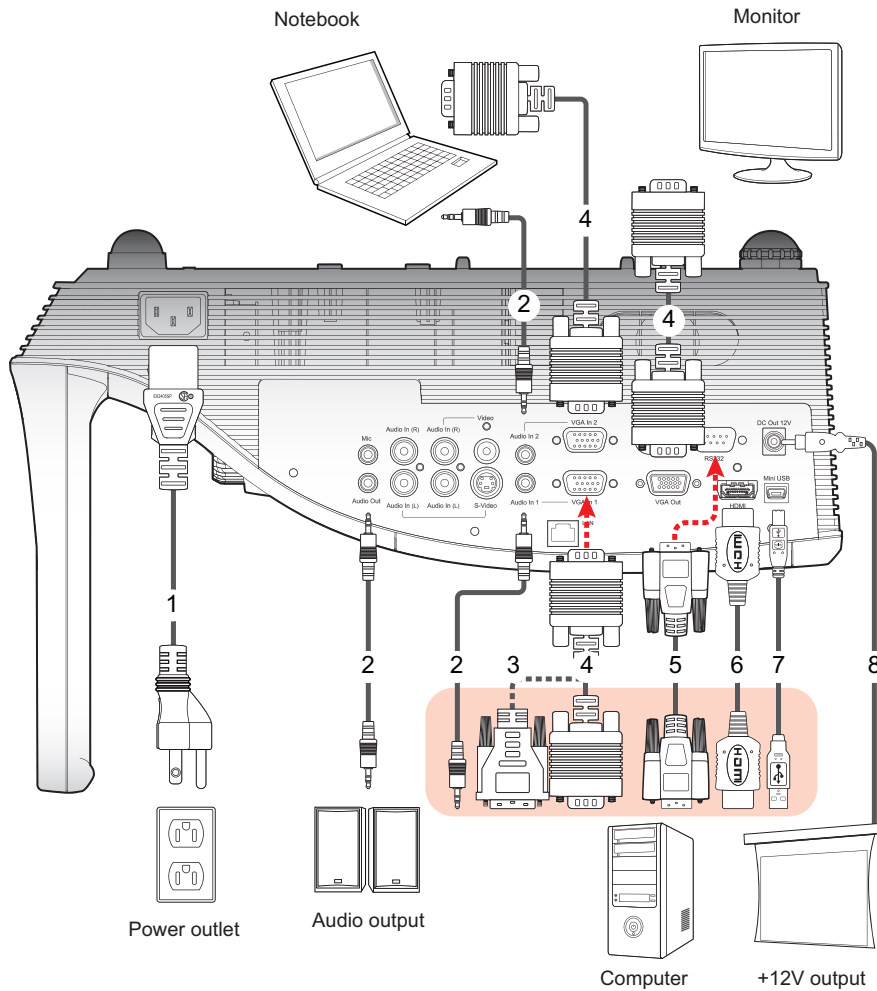
- Connecting the Projector
- Setting Up the Remote Control
- Turning On the Power

Connecting the Projector

You can connect MimioProjector to a computer or other video source..

Connecting to a Computer

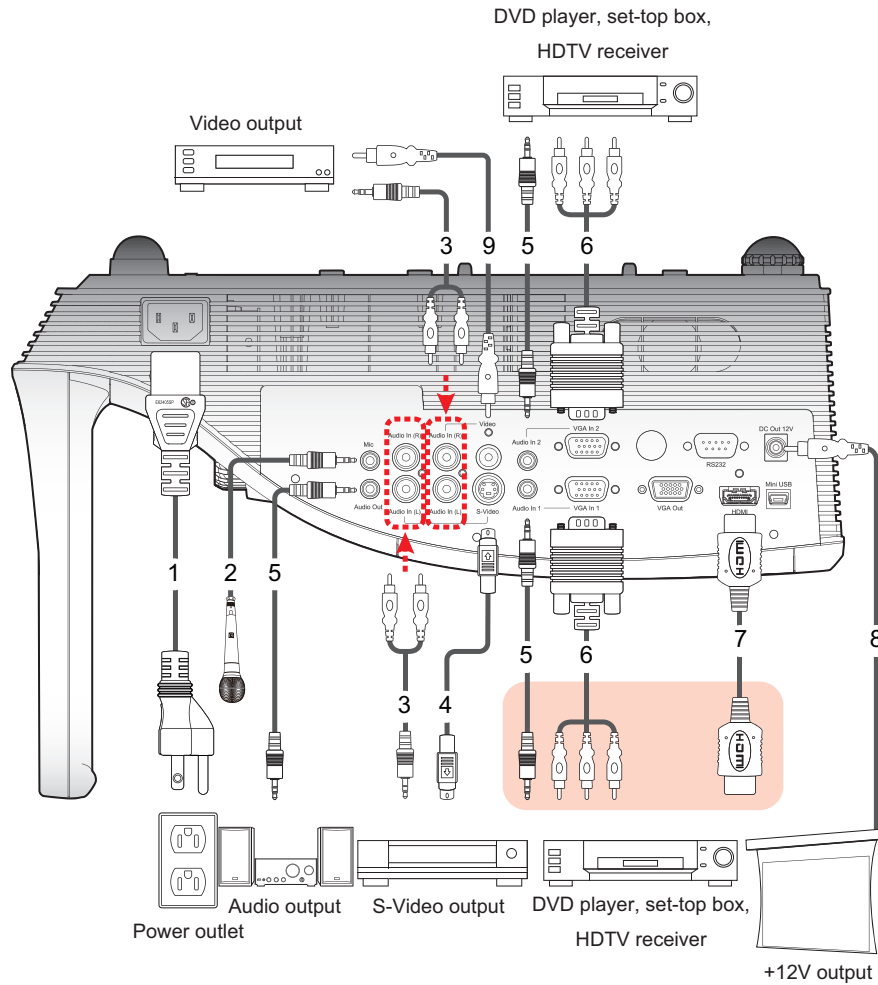
The following figure shows the connection methods available for connecting the MimioProjector to a computer.



1	Power cord (included)	5	RS232 cable
2	Audio cable	6	HDMI cable
3	VGA to DVI-A cable	7	USB cable
4	VGA cable (included)	8	12V DC jack

Connecting to a Video Source

The following figure shows the connection methods available for connecting the MimioProjector to a video source.



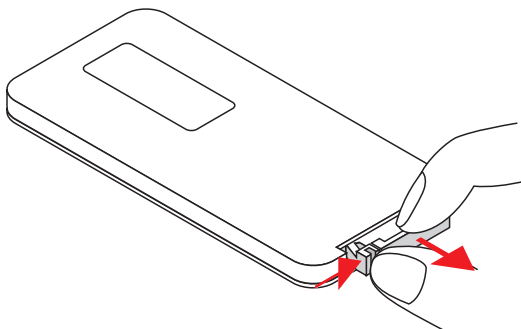
1	Power cord (included)	6	VGA to HDTV (RCA) cable
2	Microphone cable	7	HDMI cable
3	Audio cable jack/RCA	8	12V DC jack
4	S-Video cable	9	Composite video cable
5	Audio cable		

Setting Up the Remote Control

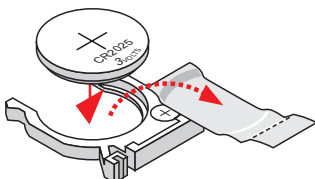
Before using the remote control for the first time, remove the transparent insulation tape.

To set up the remote control

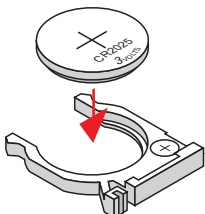
1. Press firmly and slide the battery holder out of the battery compartment.



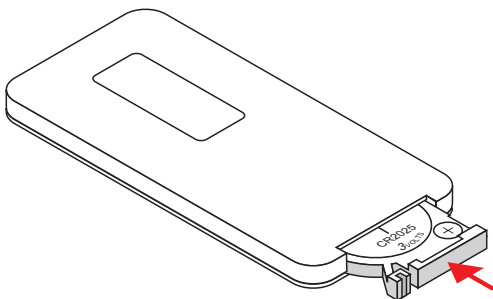
2. Remove the battery from the battery holder.
3. Remove the transparent insulation tape.



4. Replace the battery holder with the + polarity marking facing up as shown.



5. Slide the battery holder back into the battery compartment and press firmly.




Turning On the Power

The projector has an auto-off feature which automatically turns the projector off when no input signal is received by the projector for a set amount of time.



For information about setting the amount of time the projector will stay on before automatically turning off, see **Auto Power Off** on page 179.

To turn the projector on

1. Securely connect the power cord and signal cable.
When connected, the Power status light turns red.
2. Press  on the control panel or on the remote control.
The Power status light turns blue.
3. Turn on the source that you want to display on the screen (computer, notebook, video player, and so on).
The projector detects the source automatically and displays the source image.
4. If multiple sources are connected to the projector, press **Source** on the control panel or on the remote control to switch between inputs.

Turning Off the Power

To turn the projector off

1. Press  on the control panel or on the remote control.
A confirmation message is displayed on the projector screen.
2. Press  again to turn the projector off.
The Power status light turns red and blinks rapidly. The projector fans continue to run for approximately one minute to ensure that the projector cools properly.
When the system is finished cooling, the fans turn off and the Power status light turns solid red, indicating that the projector is in standby mode.
3. Unplug the power cord.

Status Lights

Message	Lamp status light Red	Temperature status light Red	Power status light Red	Power status light Blue
Power plug	Flash ON to OFF 100ms	Flash ON to OFF 100ms	Flash ON to OFF 100ms	--
Standby	--	--	ON	--
Power button ON	--	--	--	ON
Cooling state	--	--	0.5 second H (ON) 0.5 second L (OFF) flashing	--
Power button OFF Cooling completed; Standby mode	--	--	ON	--
Firmware download	ON	ON	ON	--
Thermal sensor error The following message is displayed:				
<ol style="list-style-type: none"> 1. Make sure air inlets and outlets are not blocked. 2. Make sure the environment temperature is under 40 degrees C 	--	ON	--	ON
Fan lock error The following message is displayed: The projector will switch off automatically.	--	0.5 second H (ON) 0.5 second L (OFF) flashing	--	ON
Lamp error (lamp, lamp driver, color wheel)	ON	--	--	ON

Adjusting the Projected Image

You can adjust the size and focus of the projected image.

Resizing the Projected Image

The size of the projected image depends on the distance of the projector from the screen. The following table describes the general guidelines for projector distance from the screen.

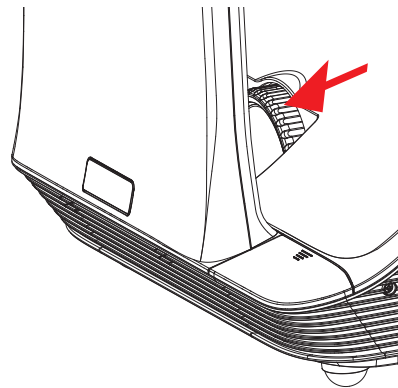
Screen Size (16:10)		Projection Distance (A)		Projection Distance (B)	
Diagonal (inch)	mm	Inch	mm	Inch	mm
70	1778	20.4	517	7.2	182
80	2032	23.5	596	10.3	262
87.2	2215	25.8	655	12.6	320
90	2286	26.7	677	13.5	343
100	2540	29.9	759	16.7	424

Projection Distance A(mm) = Screen size (mm) x 0.296. Tolerance is around 3.1%.

For example, Projection Distance (655 mm) = Screen Size (2215 mm) x 0.296.

Focusing the Projected Image

Use the focus ring to adjust the focus of the projected image. Turn the ring until the image is clear.




Changing the Projector Settings

You can adjust the projector image and change the projector settings using the projector menus. The projector automatically detects the input source.

To change the projector settings


1. Press **Menu** on the control panel or on the remote control to display the projector main menu.

2. Use the navigation keys to select the desired menu item.
3. If the menu item has an arrow icon, , press ► to display the submenu for that setting, and then use the navigation keys to select the desired menu item.
4. Press ◀ or ► to adjust the selected setting.
5. Press **Menu** to return to the previous menu or to exit the menu screen.

Navigating the Projector Menu

The following table describes the structure of the projector menu and submenus.

Main Menu	Submenu	Settings
PICTURE	Color Mode	Brightest / PC / Movie / Game / User
	Wall Color	White / Light Yellow / Light Blue / Pink / Dark Green
	Brightness	0~100
	Contrast	0~100
	Sharpness	0~31
	Saturation	0~100
	Hue	0~100
	Gamma	0~3
	Color Temp.	Low / Mid / High
	Color Space	AUTO / RGB / YUV

Main Menu	Submenu	Settings	
SCREEN	Aspect Ratio	AUTO / 4:3 / 16:9 / 16:10	
	Phase	0~31	
	Clock	-50~50	
	H. Position	-10~10	
	V. Position	-10~10	
	Digital Zoom	1~10	
	V Keystone	-20~20	
	Ceiling Mount	Front / Front Ceiling / Rear / Rear Ceiling	
SETTING	Language	English / Deutsch / Français / Italiano / Español / Português / Polski / Русский / Svenska / Norsk / 简体中文 / 日本語 / 한국어 / Türkçe / 繁體中文 / Nederlands / العربية	
	Menu Location		
	Closed Caption	Off / CC1 / CC2 / CC3 / CC4	
	VGA Out (Standby)	Off / On	
	Auto Screen(12V out)	Off / On	
	Test Pattern	Off / On	
	Security	Security	Off / On
		Change Password	000000
	Reset	No / Yes	
	AUDIO	Mute	Off / On
Volume		0~32	
Microphone Volume		0~32	

Main Menu	Submenu		Settings	
OPTIONS	Logo		Default / User	
	Logo Capture			
	Auto source		Off / On	
	Input		HDMI / VGA-A / VGA-B / S-Video / COMPOSITE	
	Auto Power Off		(min) 0~120	
	Lamp Setting	Lamp Hours Used (Normal)		
		Lamp Hours Used (ECO)		
		Lamp Life Reminder		Off / On
		Lamp Power Mode		ECO / Normal / Extreme Dimming
		Clear Lamp Hours		No / Yes
	Dynamic Black		Off / On	
	High Altitude		Off / On	
	Dust Filter Reminder	Filters Remind (Hour)		
		Cleaning Up Reminder		No / Yes
	Information		Model Name / SNID / Source / Resolution / Software Version / Color Space / Aspect Ratio	

Main Menu	Submenu		Settings
3D	3D		AUTO / Off / On
	3D Invert		Off / On
	3D Format		Frame Packing / Side-by-Side (Half) / Top and Bottom / Frame Sequential / Field Sequential
	1080p @ 24	96Hz / 144Hz	
INTERACTIVE	Interactive Settings		Off / IR Camera

Adjusting the 3D Settings

You can adjust the 3D settings for your projector.

3D

You can choose how the projector handles 3D images.

- **Auto** - select the 3D image automatically whenever an HDMI 1.4a 3D timing identification signal is detected
- **Off** - turn off 3D functionality
- **On** - turn on 3D functionality

3D Invert

If you see a discrete or overlapping image while using DLP 3D glasses, you may need to turn on this feature to get the best picture. This feature adjusts the left/right image sequence.

3D Format

When using 3D mode, select the 3D format that matches the format used by the input source.

- **Frame Packing** - supports HDMI 1.4a 3D input signals
- **Side-by-Side (Half)** - supports HDMI 1.4a 3D input signals
- **Top and Bottom** - supports HDMI 1.4a 3D input signals
- **Frame Sequential** - supports DLP Link 3D input signals from VGA / HDMI connector and HQFS 3D input signals from Composite/S-video connector
- **Field Sequential** - supports HQFS 3D input signals from Composite/S-video connector

1080p @24

Use this feature to select 96 or 144 Hz refresh rate as using 3D glasses in the 1080p @ 24 frame packing.

Adjusting the Interactive Settings

Use this setting to turn on and off the Interactive Pen function.

- **IR Camera** - the Interactive Pen function is on
- **Off** - the Interactive Pen function is off

Before turning on Interactive, unplug the mini-USB cable that connects your computer to the projector. After turning on Interactive, plug the mini-USB cable back in.

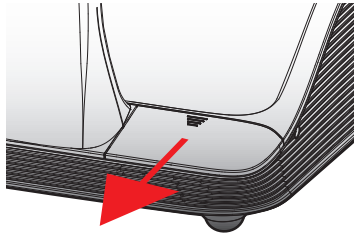
Notes

- This feature is only available when displaying images from HDMI/VGA input.
- This feature is not available when using 3D or Dynamic Black.

An external IR camera is required to use the Interactive feature. The IR camera must be connected to the projector before the projector is mounted.

To connect the IR camera

1. Remove the camera connector cover from the projector.



2. Plug the camera into the camera connector.

Adjusting the Options

From the Options menu, you can change many of the projector settings as well as view the projector information.

Logo

You can select the image to display on projector startup.

- **Default**- displays the default screen on projector startup
- **User** - displays an image of your choice on projector startup

See **Logo Capture** on page 179 for information on selecting an image.

Logo Capture

You can capture an image to display on projector startup.

- ▶ Press ▶ to capture the image currently displayed on the screen.



Notes

- Ensure that the displayed image does not exceed the native resolution of the projector (WXGA:1280x800).
- Logo Capture is not available when 3D is enabled.
- The aspect ratio should be set to Auto before using capturing an image.

Auto Source

Select how to handle searching for an input source when the projector loses signal from the current input source.

- **On** - the projector searches for signals from other input sources when the current input signal is lost
- **Off** - the projector searches only for a signal from the current input connection when the current input signal is lost

Input

Use this option to select the input types that the projector will search for.

1. From the **Options** menu, select **Input**, and then press ▶.
2. Select the input that you do not want the projector to search for, and then press ▶ to clear the check box for the selected input type.

Auto Power Off

The projector has an auto-off feature which automatically turns the projector off when no input signal is received by the projector for a set amount of time.

You can set the amount of time the projector will stay on before automatically turning off .

Lamp Setting

Lamp Hours Used (Normal)

View the amount of time the projector has been used in normal lamp power mode.

Lamp Hours Used (ECO)

View the amount of time the projector has been used in ECO lamp power mode.

Lamp Life Reminder

You can choose whether or not the projector displays a warning message when the lamp is nearing end of life.

Lamp Power Mode

The following lamp power modes are available:

- **Normal** - the projector lamp is at full brightness
- **ECO** - the projector lamp is dimmed to reduce power consumption, extending the life of the lamp
- **Extreme Dimming** - the projector lamp is dimmed 30 percent to reduce power consumption, extending the life of the lamp

Clear Lamp Hours

Reset the lamp hours counter after replacing the projector lamp.

Dynamic Black

Use Dynamic Black to display the image with the optimum contrast by automatically providing signal compensation to suit the currently displayed image.



Notes

- This feature is only available when the color mode is set to Movie.
- This feature is not available when using 3D or Interactive.
- Lamp Power Mode cannot be used with this feature.

High Altitude

The fan power required varies depending on the altitude you are at. Set this option appropriately to ensure that the projector cools properly.

- **On** - the built-in fans automatically run at a variable speed according to the internal temperature of the projector
 - **Off** - the built-in fans run at high speed
- Select this option when using the projector at altitudes above 5000 feet/1524 meters.

Filters Remind

You can set a time to be reminded to perform filter maintenance.

- **Filters Remind (Hour)** - Set the number of hours that pass before you are reminded to clean the dust filters. The dust filters should be cleaned after every 500 hours of use. Clean the filters more frequently if the projector is used in a dusty environment.
- **Cleaning Up Reminder** - Once you have cleaned or replaced the dust filters, reset the timer to be reminded then next time the filters require maintenance.

Information

Display the following projector information:

- Model name
- Software version
- SNID
- Color space
- Source
- Aspect ratio
- Resolution

Adjusting the Picture

Many settings are available for adjusting the picture displayed by the projector..

Color Mode

The following optimized color modes are available for viewing various types of images.

- **Brightest** - for brightness optimization
- **PC** - for viewing meeting presentations
- **Movie** - for viewing video content
- **Game** - for viewing game content
- **User** - for storing your manually configured settings

Wall Color

Select the wall color that the image is projected onto. The projector settings automatically adjust to show the correct image tone, compensating for color deviation due to wall color.

Brightness

Adjust the brightness of the image.

- ▶ Press ◀ to darken image.
- ▶ Press ▶ to lighten the image.


Contrast

The Contrast controls the difference between the lightest and darkest parts of the picture. Adjusting the contrast changes the amount of black and white in the image.

- ▶ Press ◀ to decrease the contrast.
- ▶ Press ▶ to increase the contrast.

Sharpness

Adjust the sharpness of the image.

-  This setting is only supported when Movie is selected as the color mode.
- ▶ Press ◀ to decrease the sharpness.
- ▶ Press ▶ to increase the sharpness.

Saturation

Adjust the color saturation of the image. The saturation ranges from black and white to fully saturated color.

- This setting is only supported when Movie is selected as the color mode.
- ▶ Press ◀ to decrease the amount of saturation in the image.
- ▶ Press ▶ to increase the amount of saturation in the image.

Hue

Adjust the red and green color balance.

- This setting is only supported when Movie is selected as the color mode.
- ▶ Press ◀ to increase the amount of green in the image.
- ▶ Press ▶ to increase the amount of red in the image.

Gamma

Adjusts the representation of dark scenery. The greater the gamma value, the bright dark scenery will appear.

- ▶ Press ◀ to decrease the gamma value.
- ▶ Press ▶ to increase the gamma value.

Color Temperature

At a higher color temperature, the image appears colder; at a lower color temperature, the image appears warmer.

Color Space

Select the appropriate color matrix type; Auto, RGB, or YUV.

Adjusting the Screen

You can adjust the screen and display settings for the projector.

Aspect Ratio

The following aspect ratios are available for scaling the projected image.

- **Auto** - keeps the image the original width-to-height ratio and maximizes the image to fit native horizontal or vertical pixels
- **4:3** - scales the image to fit the screen and displays using a 4:3 ratio
- **16:9** - scales the image to fit the width of the screen and adjusts the height to display the image using a 16:9 ratio
- **16:10** - scales the image to fit the width of the screen and adjusts the height to display the image using a 16:10 ratio

Phase

Change the signal timing of the display to match the timing of the graphics card for your computer. If the image appears unstable or flickers, use this setting to correct it.

- ▶ Press ◀ to decrease the signal timing.
- ▶ Press ▶ to increase the signal timing.


Clock

Change the display data frequency to match the frequency of the graphics card for your computer. Adjust this setting only if the image appears to flicker vertically.

- ▶ Press ◀ to decrease the data frequency.
- ▶ Press ▶ to increase the data frequency.


Horizontal Position

Adjust the horizontal position of the projected image.

-  The range for this setting depends on the input source.
- ▶ Press ◀ to move the image left.
- ▶ Press ▶ to move the image right.

Vertical Position

Adjust the vertical position of the projected image.

-  The range for this setting depends on the input source.
- ▶ Press ◀ to move the image down.
- ▶ Press ▶ to move the image up.

Digital Zoom

Use this setting to zoom the projected image.

- ▶ Press ◀ to reduce the size of the image.
- ▶ Press ▶ to magnify the image on the projection screen.

Vertical Keystone

Use this setting to adjust the vertical distortion of the image. If the image appears trapezoidal, adjust this setting to make the image appear rectangular.

- ▶ Press ◀ or ▶ to adjust the vertical distortion of the image.

Ceiling Mount

Select the location of the ceiling mounted projector.

- **Front** - the image is projected straight onto the screen.
- **Front Ceiling** - the image turns upside down (default).
- **Rear** - the image appears reversed.
- **Rear Ceiling** - the image appears reversed and upside down.

Adjusting the General Settings

You can adjust many of the general settings for your projector.

Language

Select the language to use when displaying the projector menus.

Menu Location

Select the location for the projector menu to display.



Top left



Top right



Center



Bottom left



Bottom right

Closed Caption

The following closed caption options are available:

- Off
- CC1
- CC2
- CC3
- CC4.

VGA OUT (Standby)

You can enable VGA OUT connection to display the projector image on an additional display.

- ▶ Select **On** to enable VGA OUT connection.

Auto Screen (12V Out)

If you are using the projector with a powered screen, you can choose to automatically lower and raise the screen when the projector is powered on and off.

- **On** - the screen lowers automatically when you turn the projector power on and raises automatically when you turn the projector power off
- **Off** - the screen does not lower and raise automatically when you turn the projector power on and off

Test Pattern

You can display a test pattern to test the image settings.

- **On** - show the test pattern
- **Off** - hide the test pattern

Security


You can choose to require a password to be entered each time the projector is turned on. The following security settings are available:

- **On** - the user must enter a password in order to power on the projector
- **Off** - the user is not required to enter a password in order to power on the projector


Setting the Password

If the password is entered incorrectly 3 times, the projector automatically shuts down. If you forget your password, contact Mimio Customer Support for assistance.

To set the password for the first time

1. From the **Security** menu, select **Change Password**, and then press ►.
2. Use the navigation keys to enter 000000 as the current password, and then press ►.
 If the password is entered incorrectly 3 times, the projector automatically shuts down.
3. Use the navigation keys to enter a new password, and then select **ENTER** to confirm. The password must be six digits.
4. Use the navigation keys to enter the new password again, and then select **ENTER** to confirm.

To change the password

1. From the **Security** menu, select **Change Password**, and then press ►.
2. Use the navigation keys to enter the current password, and then press ►.
 If the password is entered incorrectly 3 times, the projector automatically shuts down.
3. Use the navigation keys to enter a new password, and then select **ENTER** to confirm. The password must be six digits.
4. Use the navigation keys to enter the new password again, and then select **ENTER** to confirm.

Reset

Resetting the projector resets all projector settings to the factory defaults.

- ▶ Select **Yes** to reset the projector.

Adjusting the Volume

You can adjust the projector volume settings.

Mute

You can choose to mute the projector audio.

- You can also press **Mute** on the remote control to turn mute on and off.

Volume

Use this setting to increase or decrease the speaker volume.

- ▶ Press ◀ to decrease the volume.
- ▶ Press ▶ to increase the volume.
- You can also use the volume buttons on the remote control to adjust the volume.

Microphone Volume

Use this setting to increase or decrease the microphone volume.

- ▶ Press ◀ to decrease the volume.
- ▶ Press ▶ to increase the volume.

Caring for MimioProjector

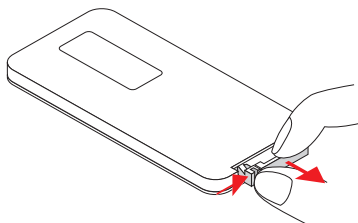
Replacing the Remote Control Battery

To ensure safe operation, please observe the following precautions :

- Use only CR2025 type battery.
Using the incorrect battery type may cause explosion.
- Avoid contact with water or liquid.
- Do not expose the remote control to moisture or heat.
- Do not drop the remote control.
- If the battery leaks while inserted in the remote control, carefully wipe the case clean and install new battery.
- Dispose of used battery according to battery instructions.

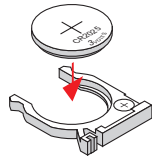
To replace the battery

1. Press firmly and slide the battery holder out of the battery compartment.

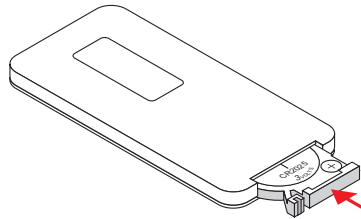


2. Remove the old battery from the battery holder.
3. Insert a new battery into the battery holder with the + polarity marking facing up as

shown.



4. Slide the battery holder back into the battery compartment and press firmly.



Replacing the Lamp

The projector automatically detects the lamp life. When the lamp is nearing the end of life, a warning is displayed on the screen.

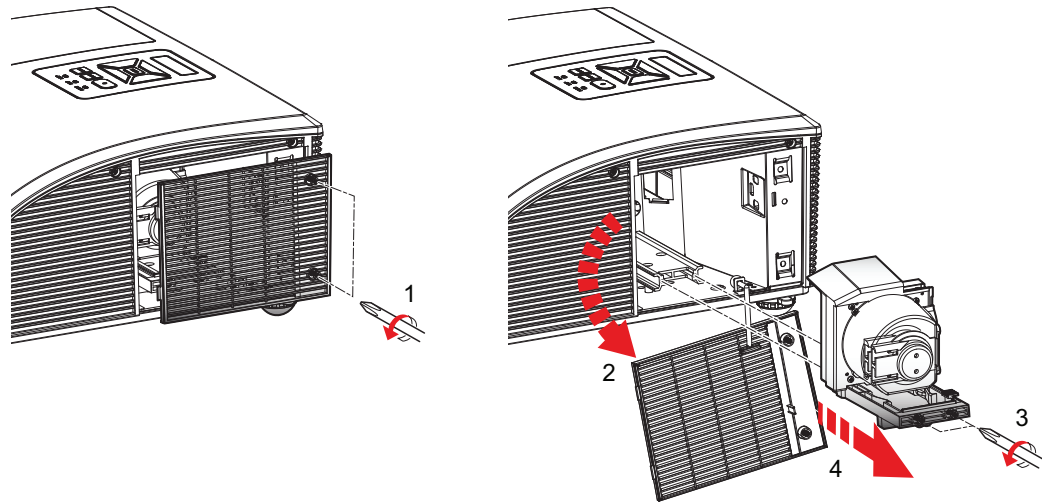
When the warning appears, contact Mimio Customer Support to order a replacement lamp as soon as possible. Make sure the projector is off and has cooled down for at least 60 minutes before changing the lamp.

Notes

- MimioProjector uses an OSRAM P-VIP 240/0.8 E20.8 bulb.
- The screws on the lamp cover and the lamp cannot be removed.
- The projector cannot be turned on while the lamp cover is removed.
- Do not touch the glass area of the lamp. Oils from your skin can cause the lamp to shatter. Use a dry cloth to clean the lamp module if the lamp is accidentally touched.

To remove the lamp module

1. Press the power button to turn off the projector.
2. Allow the projector to cool down for at least 60 minutes.
3. Unplug the power cord.
4. Using a screwdriver, loosen the two screws on the lamp cover.
5. Lift and remove the lamp cover.
6. Using a screwdriver, loosen the two screws on the lamp module.
7. Pull the lamp handle up and slowly and carefully remove the lamp module.



To insert the new lamp module

1. Slowly and carefully insert the lamp module into the lamp compartment and push the lamp handle down.
2. Using a screwdriver, tighten the two screws on the lamp module.
3. Replace the lamp cover.
4. Using a screwdriver, tighten the two screws on the lamp cover.
5. Plug the power cord into a wall outlet.
6. Press the power button to turn on the projector.
7. Clear the lamp hours. See **Clear Lamp Hours** on page 180 for information about clearing the lamp hours.

Cleaning the Dust Filters

The dust filters should be cleaned after every 500 hours of use. Clean the filters more frequently if the projector is used in a dusty environment.

When the dust filters need to be cleaned, a warning is displayed on the screen.

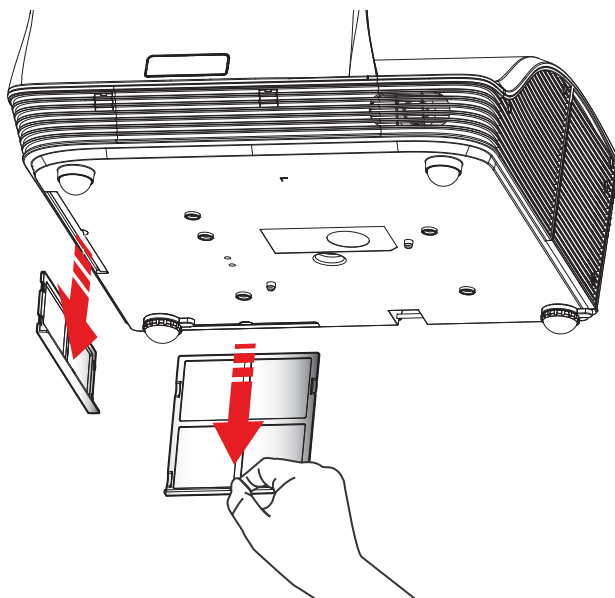
When the warning appears, clean the dust filters as soon as possible. Make sure the projector is off before cleaning the dust filters.

Notes

- The dust filters should be used in dusty environments.
- Properly maintaining the dust filters prevents overheating of the projector and related damage.

To clean the dust filters

1. Press the power button to turn off the projector.
2. Unplug the power cord.
3. Pull the latch and slowly and carefully remove the dust filters from the projector.



4. Use a vacuum to clean the dust filters.
5. Slide the dust filters back into the projector.
6. Plug the power cord into a wall outlet.
7. Press the power button to turn on the projector.
8. Reset the filter maintenance reminder.

See **Filters Remind** on page 180 for information about resetting the filters reminder.

Getting Help

Review this chapter if you encounter a problem with your projector.

If you are unable to solve a problem, this chapter also describes how to contact Mimio Technical Support.

- General Troubleshooting
- Image Troubleshooting
- 3D Troubleshooting
- Sound Troubleshooting
- Remote Control Troubleshooting
- Contacting Mimio

General Troubleshooting

Review this section if you encounter a general problem with your projector.

Projector stops responding to all controls

1. Press the power button to turn the projector off.
2. Unplug the power cord.
3. After 20 seconds, or longer, plug the power cord back in.
4. Press the power button to turn the projector on.

Lamp burns out or makes a popping sound

When the lamp reaches end of life, it burns out and may make a loud popping sound. The projector will not turn on again until the lamp module is replaced. For information about replacing the lamp, see **Replacing the Lamp** on page 187.

Image Troubleshooting

Review this section if you encounter a problem with the projector image.


No image is displayed

- Ensure all cables and power connections are correctly and securely connected as described in **Connecting the Projector** on page 166.
- Ensure the pins of connectors are straight and not broken.
- Ensure that the projection lamp is securely installed.
- Ensure that the Blank feature is turned off.

A partial, scrolling, or incorrect image is displayed

- Press **ReSync** on the remote control.

If you are using a computer as the input source, do the following:

1. Verify that the display resolution setting for your computer is set at 1080p or lower. Refer to the documentation for your computer for information about changing the display resolution for your computer.
 -  If you experience difficulty changing resolutions or your monitor freezes, restart all equipment including the projector.
2. If you are using a notebook computer, press the keyboard buttons needed to toggle the output setting.

Notebook Brand	Function Keys
Acer	[Fn]+[F5]
Asus	[Fn]+[F8]
Dell	[Fn]+[F8]
Gateway	[Fn]+[F4]
IBM/Lenovo	[Fn]+[F7]
HP/Compaq	[Fn]+[F4]
NEC	[Fn]+[F3]
Toshiba	[Fn]+[F5]
Mac Apple	System Preference -> Display -> Arrangement -> Mirror display

The notebook computer display is not displaying an image

Some notebook computers may deactivate the screens when a second display device is in use. Each has a different way to be reactivated. Refer to the documentation for your computer for detailed information.

Image is unstable or flickering

- Adjust the Phase setting on the projector. See **Phase** on page 183 for information about changing the Phase setting.
- Change the monitor color setting on your computer.

Image has vertical flickering bar

- Adjust the Clock setting on the projector. to make an adjustment. See **Clock** on page 183 for information about changing the Clock setting.
- Check and reconfigure the display mode of your graphic card to make it compatible with the projector.

Image is out of focus

- Adjust the focus ring on the projector lens.
- Make sure the projection screen is within the required distance.

Image is stretched when displaying 16:9 DVD image


- When you play anamorphic DVD or 16:9 DVD, the best image is displayed when the projector is set to use 16: 9 format.
- If displaying a 4:3 format DVD title, set the projector to use 4:3 format.
-  If the image is still stretched, verify that the format setting on your DVD player is set correctly.

Image is too small or too large

- Move the projector closer to or further from the screen.
- Adjust the aspect ratio setting on the projector. See **Aspect Ratio** on page 182 for information about adjusting the aspect ratio.

Image is displayed with slanted sides

- If possible, reposition the projector so that the image is centered on the screen.
- Adjust the vertical keystone setting on the projector. See **Vertical Keystone** on page 183 for information about adjusting this setting.

Image is reversed

Verify that the ceiling mount setting on the projector is set correctly. See **Ceiling Mount** on page 183 for information about adjusting this setting.

3D Troubleshooting

Review this section if you encounter a problem with 3D mode.

A blurry double image is displayed

Make sure the 3D feature is off. For information about turning off 3D, see **3D** on page 177.

Two images are displayed side-by-side

Set the 3D format to Side-by-Side (Half). For information about changing the 3D format, see **3D Format** on page 177.

Image not displayed in 3D

- Make sure your 3D glasses are powered on.
- Make sure the batteries in the 3D glasses have sufficient charge.
- Set the 3D format to Side-by-Side (Half).

For information about changing the 3D format, see **3D Format** on page 177.

Sound Troubleshooting

Review this section if you encounter a problem with the projector sound.

- If you are playing sound from an external source, make sure you have the audio cable securely connected to the source device and the audio input on the projector.
- Make sure no external speakers are connected.
- Make sure the volume is not set to the minimum.
- Make sure the Mute feature is off.

Remote Control Troubleshooting

Review this section if you encounter a problem with the projector remote control.

- Make sure the operating angle of the remote control is within $\pm 30^\circ$ both horizontally and vertically of one of the IR receivers on the projector.
- Make sure there are no obstructions between the remote control and the projector.
- Move to within 7 m ($\pm 0^\circ$) of the projector.
- Make sure the battery is inserted correctly.
- Replace the battery.

Compatibility Modes

VGA Analog

PC Signal

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
VGA	640x480	60	31.5
	640x480	67	35.0
	640x480	72	37.9
	640x480	75	37.5
	640x480	85	43.3
	640x480	120	61.9
IBM	720x400	70	31.5
SVGA	800x600	56	35.1
	800x600	60	37.9
	800x600	72	48.1
	800x600	75	46.9
	800x600	85	53.7
	800x600	120	77.4
Apple, MAC II	832x624	75	49.1
XGA	1024x768	60	48.4
	1024x768	70	56.5
	1024x768	75	60.0
	1024x768	85	68.7
	1024x768	120	99.0

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
Apple, MAC II	1152x870	75	68.7
SXGA	1280x1024	60	64.0
	1280x1024	72	77.0
	1280x1024	75	80.0
QuadVGA	1280x960	60	60.0
	1280x960	75	75.2
SXGA+	1400x1050	60	65.3
UXGA	1600x1200	60	75.0

Extended Wide Timing

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
WXGA	1280x720	60	44.8
	1280x800	60	49.6
	1366x768	60	47.7
	1440x900	60	59.9
WSXGA+	1680x1050	60	65.3

Component Signal

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
480i	720x480(1440x480)	59.94(29.97)	15.7
576i	720x576(1440x576)	50(25)	15.6
480p	720x480	59.94	31.5
576p	720x576	50	31.3
720p	1280x720	60	45.0
	1280x720	50	37.5
1080i	1920x1080	60(30)	33.8
	1920x1080	50(25)	28.1
1080p	1920x1080	23.98/24	27.0
	1920x1080	60	67.5
	1920x1080	50	56.3

HDMI Digital**PC Signal**

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
VGA	640x480	60	31.5
	640x480	67	35.0
	640x480	72	37.9
	640x480	75	37.5
	640x480	85	43.3
	640x480	120	61.9
IBM	720x400	70	31.5
SVGA	800x600	56	35.1
	800x600	60	37.9
	800x600	72	48.1
	800x600	75	46.9
	800x600	85	53.7
	800x600	120	77.4
Apple, MAC II	832x624	75	49.1
XGA	1024x768	60	48.4
	1024x768	70	56.5
	1024x768	75	60.0
	1024x768	85	68.7
	1024x768	120	99.0

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
Apple, MAC II	1152x870	75	68.7
SXGA	1280x1024	60	64.0
	1280x1024	72	77.0
	1280x1024	75	80.0
QuadVGA	1280x960	60	60.0
	1280x960	75	75.2
SXGA+	1400x1050	60	65.3
UXGA	1600x1200	60	75.0

Extended Wide Timing

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
WXGA	1280x720	60	44.8
	1280x800	60	49.6
	1366x768	60	47.7
	1440x900	60	59.9
WSXGA+	1680x1050	60	65.3

Video Signal

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
480p	640x480	59.94/60	31.5
480i	720x480(1440x480)	59.94(29.97)	15.7
576i	720x576(1440x576)	50(25)	15.6
480p	720x480	59.94	31.5
576p	720x576	50	31.3
720p	1280x720	60	45.0
	1280x720	50	37.5
1080i	1920x1080	60(30)	33.8
	1920x1080	50(25)	28.1
1080p	1920x1080	23.98/24	27.0
	1920x1080	60	67.5
	1920x1080	50	56.3

HDMI 1.4a Mandatory 3D Timing - Video Signal

Modes	Resolution	V. Frequency [Hz]	H. Frequency [Hz]
Frame Packing	720p	50	31.5
	720p	59.94/60	15.7
	1080p	23.98/24	15.6
Side-by-Side(Half)	1080i	50	31.5
	1080i	59.94/60	31.3
Top and Bottom	720p	50	45.0
	720p	59.94/60	37.5
	1080p	23.98/24	33.8

Technical and Environmental Information

This chapter contains technical information for the MimioProjector.

For product specifications and compliance information, visit the Documentation section of the Support area of our Web site at www.mimio.com.

Usage Notice

Follow all warnings, precautions, and maintenance as recommended in this user guide.

Warnings

- Do not look into the projector lens when the lamp is on. The bright light may hurt and damage your eyes.
- To avoid the risk of fire or electric shock, do not expose the projector to rain or moisture.
- Do not open or disassemble the projector as this may cause electric shock.
- When replacing the lamp, allow the unit to cool down first. Follow the instructions as described under **Replacing the Lamp** on page 187.
- The projector automatically detects the life of the lamp. Be sure to replace the lamp when the projector displays the lamp warning message.
- After replacing the projector lamp, reset the lamp hours setting. See **Clear Lamp Hours** on page 180 for information about resetting the lamp hours.
- When turning the projector power off, ensure that the cooling cycle completes before disconnecting the power. Allow 10 seconds for the projector to cool down.
- Do not block the light path between the light source and the lens with any object. Doing so could cause the object to catch on fire.
- Do not look into or point the laser pointer on your remote control into any person's eyes. Laser pointers can cause permanent damage to eyesight.

Precautions

- Turn off and unplug the power plug from the AC outlet before cleaning the product.
- Use a soft dry cloth with mild detergent to clean the display housing.
- Disconnect the power plug from the AC outlet if the product is not being used for a long period of time.

Do not do the following

- Clean the lens.
- Block the ventilation slots and openings on the unit.
- Use abrasive cleaners, waxes, or solvents to clean the unit.
- Use under the following conditions:
 - In extremely hot, cold, or humid environments.
 - Ensure that the ambient room temperature is between 5°C - 40°C.
 - Ensure relative humidity is a maximum of 80%, non-condensing.
 - In areas susceptible to excessive dust and dirt.
 - Near any appliance generating a strong magnetic field.
 - In direct sunlight.

Regulation & Safety Notices

This section lists the general notices of your projector.

FCC Notice

This device has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This device generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Notice

Shielded cables All connections to other computing devices must be made using shielded cables to maintain compliance with FCC regulations.

Caution

Changes or modifications not expressly approved by the manufacturer could void the user's authority, which is granted by the Federal Communications Commission, to operate this projector.

Operating Conditions

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.

Notice: Canadian Users

This Class B digital apparatus complies with Canadian ICES-003.

Remarque à L'intention des Utilisateurs Canadiens

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Declaration of Conformity for EU countries

- EMC Directive 2004/108/EC (including amendments)
- Low Voltage Directive 2006/95/EC
- R & TTE Directive 1999/5/EC (if product has RF function)

Projector Mount Safety Notices

Read these warnings carefully and use the product as intended.

- The manufacturer shall not be legally responsible for any equipment damage or personal injury caused by incorrect installation or operation.
- The wall mount is designed for easy installation and removal. The manufacturer shall not be liable for damage to equipment or personal injuries arising from human factors or acts of God, such as earthquake or typhoon.
- The wall mount must be installed by professional personnel only.
- To avoid any hazard caused by falling objects, a minimum of two persons are needed to install or remove the wall mount.
- Maintain ample space around the projector to ensure good ventilation.
- To ensure safety and avoid any accident, investigate the structure of the wall and select an appropriate and durable location for the product before installing.
- The wall must have load-carrying capability to sustain more than four times the total weight of the projector and the wall mount. Also make sure the wall has enough strength to withstand earthquakes and other shocks.
- Check the areas around the installation location carefully.
 - Do not install the product in an area subject to high temperature, humidity, or contact with water.
 - Do not install the product near air conditioner vents.
 - Do not install the product in a location subject to dust or fumes.
 - Do not install the product on slanted surfaces; install only on vertical walls.
 - Do not install the product in an area subject to vibrations or shocks.

- Do not install the product in an area subject to direct exposure to bright light; doing so may cause eye fatigue when viewing the display panel.
- Do not modify any accessory or use broken parts. Contact Mimio Customer Support with any questions.
- Tighten all screws, but do not apply excessive torque to any screw. Excessive torque may break or damage the screw or screw threads.
- The wall mount is rated for a maximum load of 15 Kg (33 lbs.).
- Do not hang or place any objects on the wall mount other than the projector.
- Drill holes and screws remain in the wall once the projector and wall mount are removed. Stains may occur after extended use.

MimioStudio Recorder





MimioStudio Recorder can capture a live desktop, synchronized with audio, as a video file. You can save the file as an MP4 file. The file can be played back in most media players.

To import a video file you have already created elsewhere into MimioStudio Notebook, see Customizing the Content of the Gallery and Importing Gallery Items into a MimioStudio Notebook.

Using MimioStudio Recorder

MimioStudio Recorder allows you to record your Mimio interactions as an MP4 movie file with the option to record audio as well.


The following table shows several ways to access MimioStudio Recorder.



To start from	Do this
Menu bar	Click  , and then choose  Recorder .
MimioStudio Tools	Click the Applications button,  , and then choose  Recorder .




Recording a Presentation

MimioStudio Recorder can be used to easily record presentations using the standard record, pause, stop, and play features.


To start recording

1. Start MimioStudio Recorder.
2. Click the arrow to the right of the **Record** button, , and then choose a recording option from the list.

Option	Description
 Record Desktop	Records the entire desktop. (Default)
 Record Area	Records a selected area of the screen.

3. Just before you start your presentation, click the **Record** button, .
 4. If you chose **Record Area**, drag a selection box around the area to record.
-  While recording, MimioStudio Recorder automatically minimizes and is displayed in the menu bar as the MimioStudio Recorder icon, .

To pause recording


- ▶ Click  on the menu bar.

This pauses the recording and opens the MimioStudio Recorder window.

To resume recording

- ▶ Click the **Record** button, .

To stop recording

1. Click  on the menu bar.


This pauses the recording and opens the MimioStudio Recorder window.

2. Click the **Stop** button, .


To preview a recording

- ▶ Click the **Play** button, .

Your default media player is started and your recording plays automatically.

-  Close your media player before starting a new recording.







To save a recording

1. Choose  **Save** from the **File** menu.
2. From the **Save As** dialog box, enter a name for the file in the **Save As** box.
3. Click **Save**.

Customizing MimioStudio


This chapter describes the general features of MimioStudio Preferences.

The following table shows several ways to access MimioStudio Preferences.

To start from	Do this
Menu bar	Click  , and then choose  Preferences .
MimioStudio Notebook	Do one of the following: <ul style="list-style-type: none">▪ Click  on the status bar.▪ Choose  Preferences from the Notebook menu.
MimioStudio Gradebook	Do one of the following: <ul style="list-style-type: none">▪ Click  on the status bar.▪ Choose  Preferences from the Gradebook menu.

MimioStudio Preferences contains options for setting and customizing the properties and characteristics of your MimioClassroom system, including Classroom Devices, Gradebook, Ink Capture, Interactive, Language, Notebook, Recorder, and Vote.

To change the preferences

1. From the **MimioStudio Preferences** dialog box, select the setting you want to change from the list on the left.
2. Make the changes you want to the preferences.
 See later sections in this chapter for a complete description of all preferences.
3. Click **Apply**.

Adjusting the Classroom Devices Preferences

The Classroom Devices preferences displays a list of all MimioClassroom devices that are connected or are available to connect to your computer. You can connect to any available devices using the Classroom Devices preferences.

To connect to an available MimioClassroom device

1. Select the device to connect to from the **Devices** list.
2. Click **Connect**.

Adjusting the Tablet Devices Preferences

Adjusting MimioStudio Gradebook Preferences

MimioStudio Gradebook preferences provides options for the appearance of student scores in the Gradebook.

The following table describes the MimioStudio Gradebook preferences.

Setting	Description
Score Type	Choose to display student scores as percentages or points.
Decimal Places	Choose the number of decimal places to show in the score.

Adjusting the Ink Capture Preferences

The Ink Capture preferences allow you to do the following:

- Change the surface size for a connected MimioTeach or Mimio Interactive device
- Change the mounting location for a Mimio Interactive device
- Change the width and color assignment for each MimioCapture or Mimio Capture Kit pen

These preferences are only used when your MimioTeach or Mimio Interactive device is used to capture digital ink.


To adjust the preferences for a MimioTeach or Mimio Interactive device

1. Choose the device to adjust from the **Device** list.
2. Make the changes you want to the preferences.
3. Click **Apply**.


To adjust surface size for a MimioTeach or Mimio Interactive device

- ▶ Do one of the following:
 - Choose a size from the **Surface Size** list.
 - Choose **Custom** from the **Surface Size** list and enter the desired values into the **Width** and **Height** boxes.
 - Click **Auto Size** and touch a MimioCapture or Mimio Capture Kit pen at the location shown in the **Auto Size** dialog box.

To adjust the mounting location for a Mimio Interactive bar

- ▶ Choose a mounting location from the **Device Mounting** list.
 -  The sensors on the Mimio Interactive bar must point in toward the writing surface.

Location	Description
Vertical – Top Left <i>Default</i>	The Mimio Interactive bar is mounted vertically and aligned with the top left corner of the whiteboard (maximum size is 4' tall x 8' wide).
Vertical – Top Right	The Mimio Interactive bar is mounted vertically and aligned with the top right corner of the whiteboard (maximum size is 4' tall x 8' wide).
Vertical – Bottom Left	The Mimio Interactive bar is mounted vertically and aligned with the bottom left corner of the whiteboard (maximum size is 4' tall x 8' wide).
Vertical – Bottom Right	The Mimio Interactive bar is mounted vertically and aligned with the bottom right corner of the whiteboard (maximum size is 4' tall x 8' wide).
Horizontal – Top Left	The Mimio Interactive bar is mounted horizontally and aligned with the top left corner of the whiteboard (maximum size is 8' tall x 4' wide).
Horizontal – Top Right	The Mimio Interactive bar is mounted horizontally and aligned with the top right corner of the whiteboard (maximum size is 8' tall x 4' wide).
Horizontal – Bottom Left	The Mimio Interactive bar is mounted horizontally and aligned with the bottom left corner of the whiteboard (maximum size is 8' tall x 4' wide).
Horizontal – Bottom Right	The Mimio Interactive bar is mounted horizontally and aligned with the bottom right corner of the whiteboard (maximum size is 8' tall x 4' wide).

 This feature is not necessary for MimioTeach. When using MimioTeach with MimioCapture, the MimioTeach bar is always attached to the MimioCapture tray. When using MimioTeach without MimioCapture, the MimioTeach bar can be mounted anywhere on the whiteboard.

To adjust the pen preferences

1. Click **Pens**.
The Pens dialog box appears.
2. Choose the MimioCapture or Mimio Capture Kit pen to adjust from the **Pen** list.
3. To adjust the line thickness of the pen, drag the **Pen Width** slider.
Alternately, enter a value into the **Pen Width** box.
4. To adjust the pen color, select a color from the **Pen Color** palette.
For additional color choices, click **More Colors**.
5. Click **OK**.

To view device information

- ▶ Click **Preferences**.

The dialog box appears showing the device information, environmental analysis, and device memory.

To reset to the default device preferences

- ▶ Click **Defaults**.

Adjusting the Interactive Preferences

The Interactive preferences allow you to calibrate or enable (if calibration has already been done) Interactive mode. The Interactive preferences also contain settings for changing the functions of the MimioTeach stylus, Mimio Interactive mouse, MimioTeach bar, MimioCapture tray buttons, and Mimio Interactive bar buttons.

General Preferences

Setting	Description
Use previous calibration	Prevents you from having to calibrate each time you start Interactive mode. Select this setting if you have a permanently installed whiteboard and projector.
Automatically enable when a device is detected	Automatically starts Interactive mode when a MimioTeach or Mimio Interactive bar is connected to your computer.

Actions and Commands Preferences

Setting	Description
Action	List of the MimioTeach stylus, Mimio Interactive mouse, MimioTeach bar, Mimio Interactive bar, and MimioCapture tray buttons.
Function	List of the functions that you can associate with a MimioTeach stylus, Mimio Interactive mouse, MimioTeach bar, Mimio Interactive bar, or MimioCapture tray button.

Adjusting the Language Preferences

You can change the display language for MimioStudio software so that you can work in a language that is most familiar to you.

To adjust the language

1. Choose a language from the **Language** list.
2. Click **Apply**.
The MimioStudio dialog box appears.
3. Click **Yes** to restart MimioStudio in the selected language.

Adjusting MimioStudio Notebook Preferences


MimioStudio Notebook preferences provides options for setting the general parameters of MimioStudio and the default interaction mode with MimioClassroom devices.

The following tables describe the MimioStudio Notebook preferences.

General Preferences

Setting	Description
Enable audio feedback	Enables sound from a Mimio device when buttons are pressed or the device is connected or disconnected from the computer.
Enable smooth ink, objects and text	Enables smooth or anti-aliased ink, objects, and text. Disabling this setting can increase the performance of the application.
Enable auto recovery	Enables the automatic recovery of data if MimioStudio quits unexpectedly. When this setting is enabled, MimioStudio Notebook saves ink data to a backup file every 10 minutes.
Enable trashcan	Places the trashcan on the MimioStudio Notebook as an easy method for deleting content.
Enable fullscreen border (Screen Annotation only)	Enables the border during Screen Annotation mode. See Marking Up the Display Using Screen Annotations.

Ink Capture Preferences

Setting	Description
Connect to available device on file new	Automatically connect devices to newly opened Notebook.
Connect to device when any pen is used	Automatically open a Notebook in Ink Capture mode when a MimioCapture or Mimio Capture Kit pen touches the whiteboard.
Download data when local storage is detected (Mimio Interactive only)	Automatically download digital ink to a new MimioStudio Notebook when a Mimio Interactive device is detected by your computer.
Clear local storage after successful download (Mimio Interactive only)	Automatically clear digital ink from a Mimio Interactive device after the information is downloaded to a MimioStudio Notebook.
Create a new page when the 'Launch' button is pressed	Automatically add a new page to the MimioStudio Notebook each time the Launch button,  , is pressed.

Adjusting MimioStudio Recorder Preferences

The MimioStudio Recorder preferences allow you to adjust the video and audio quality used for recording sessions.

The following table describes the MimioStudio Recorder preferences.

Setting	Description
Video Quality	Choose the quality to use to record video.
Audio Quality	Choose the quality to use to record audio.
Video Format	Choose the format for recording a movie.



Adjusting the Tablet Devices Preferences

The Tablet Devices preferences displays a list of all tablet devices that are connected to your computer.

Adjusting the Mobile Preferences

The Mobile preferences displays the connection information for MimioMobile and the QR code used to connect the teacher mobile device to your computer.

To connect the teacher mobile device

1. Start MimioStudio Preferences.
2. Select  **Mobile**.
3. Tap  on your mobile device to start MimioMobile.
4. Under **Connection Methods**, tap **QR scan**.
5. Tap the QR code image on the mobile device to launch the camera.
6. Align the guides on the device screen with the QR code in **MimioStudio** to scan the QR code.

The device connects to your computer and the desktop is displayed on your mobile device.

Adjusting the Vote Preferences

The following table describes the MimioStudio Vote preferences.

Setting	Description
Buttons	Select to have each MimioVote unit button illuminated with a different color or to have all the buttons illuminated with a single color.
Display student scores on handheld units	Select this check box to have the student score displayed on each student's MimioVote unit once the student has completed a self-paced activity.
Store screen snapshot with question	Select this check box to save a screen shot with each question polled using MimioStudio Quick Vote.

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Chapter 16

Getting Help

This chapter describes how to check for and install software updates, and how to troubleshoot some common problems.


If you are unable to solve a problem, this chapter also describes how to contact Mimio Technical Support.

Updating the Software

The Software Update preferences allow you to check for and install MimioStudio software updates.

You must be connected to the Internet to check for updates.

To check for software updates

1. Start MimioStudio Preferences.
2. Select  **Software Update**.
3. Click **Check for Updates**.

A list of available updates is displayed.

To turn on automatic update notification


- ▶ Select the **Notify me when updates are available** check box, and then click **OK**.

To install software updates

1. Select the updates you want to install.
2. Click **Install**.

Troubleshooting

To test for environmental interference (Mimio Interactive only)

1. Start MimioStudio Preferences.
2. Select  **Ink Capture**, and then click **Preferences**.
3. Under **Environmental Analysis**, click **Test**.

Contacting Mimio

Mimio maintains an Internet Web site that offers support for MimioClassroom products. In addition, Mimio's Technical Support department is available by phone.

Web site: www.mimio.com

Phone: (877) 846-3721

Visit the Support section of our Web site at www.mimio.com to contact us by email.

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Chapter 17

Technical and Environmental Information

This chapter contains technical information for the MimioClassroom products.

For product specifications and compliance information, visit the Documentation section of the Support area of our Web site at www.mimio.com.

Environmental Information

The equipment that you bought has required the extraction and use of natural resources for its production. It may contain hazardous substances for the health and the environment.

In order to avoid the dissemination of those substances in our environment and to diminish the pressure on the natural resources, we encourage you to use the appropriate take-back systems.

Those systems will reuse or recycle most of the materials of your end life equipment in a sound way.

The crossed-bin symbol marked in your device invites you to use those systems.



If you need more information on the collection, reuse and recycling systems, please contact your local or regional waste administration.

You can also contact Mimio for more information on the environmental performances of our products.

Safety Precautions for Lithium-Ion Rechargeable Batteries

Inaccurate handling of a Lithium-ion rechargeable battery may cause leakage, heat, smoke, an explosion, or fire. This could cause deterioration of performance or failure. This may also damage the protection device installed in the battery pack. This could damage equipment or injure users. Thoroughly follow the instructions below.

While Charging



Danger

- When charging the battery, use dedicated chargers and follow the specified conditions.
- Do not connect directly to an electric outlet or cigarette lighter charger.
- Do not use or store battery close to fire or inside the car where temperature may be over 60°C.



Warning

- Stop charging the battery if charging is not completed within the specified time.



Caution

- Thoroughly read this user guide before charging the battery.
- Do not charge in a place that generates static electricity.
- Battery can only be charged within 0°C~45°C temperature range.

When Discharging the Battery



Danger

- Use the battery only in the specified equipment.
- Do not use or store battery close to fire or inside the car where temperature may be over 60°C.



Caution

- Do not charge in a place that generates static electricity.
- Battery can only be used within -20°C~60°C temperature range.

Documentation Feedback

We are constantly working to produce the highest quality documentation for our products. We welcome your feedback. Send us your comments or suggestions about our online Help, printed, or PDF manuals.

Please include the following information with your feedback:

- Product name and version number
- Type of document: printed manual, PDF, or online Help
- Topic title (for online Help) or page number (for printed or PDF manuals)
- Brief description of content (for example, step-by-step instructions that are inaccurate, information that requires clarification, areas where more detail is needed, and so on)
- Suggestions for how to correct or improve the documentation

We also welcome your suggestions for additional topics you would like to see covered in the documentation.

Send email feedback to:

documentation@mimio.com

Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Service.

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