Epson Interactive Whiteboard
Pre- Start/Quick Start Guide

Welcome

PH: 08 9228 1681 | W: 3monkeysav.com | E: info@3monkeysav.com

Epson Interactive Whiteboard Pre- Start/Quick Start Guide

Congratulations

You have purchased an Epson interactive projector, an industry interactive solution that will give you and your fellow staff a fun and easy way to create dynamic and engaging lessons that are relevant to your curriculum.

This is the pre-start guide, it contains some helpful tips in regard to the software and initial set up of your projection system. It is helpful to read through these tips ***before*** your training session as it will assist you in getting your panels set up and ready to go.

Remember there is no reason for teachers not to start using and exploring the many functions of their new interactive whiteboard. The more experience they have had in the lead up to the training session the better!

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What's in my bag?

On the delivery and/or installation of your EduTouch panel you will have received an accessory bag containing all you need to start using your panel.

Each bag contains:

- Your Patch Lead Kit which includes:
  - 1 x HDMI lead
  - 1 x VGA +Audio lead
  - 1x USB A to B lead
- Epson remote
- Epson Interactive Whiteboard pens

It is important that these bags are kept in a safe place as they contain all the accessories needed to get the most out of your interactive whiteboard!

Where possible and practical our installers will aim to connect your computers to your new boards using the patch lead kit provided, so you may have some bags containing the remotes and pens alone as the patch leads have already been installed.

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What are the best practices for getting started with my Interactive Whiteboard?

Firstly, it is recommended that you install the latest version of Easy Interactive Tools – this will enable you to maximise the boards' potential in your classroom.

You **do not** need to have Easy Interactive Tools installed to get basic interactive control over your desktop, however Easy Interactive Tools gives you access to an easy to use whiteboard/drawing space.

The latest version of Easy Interactive Tools can be downloaded by going to the following link and following the instructions:

https://epson.com/Support/wa00617a

Once you have downloaded Easy Interactive Tools you can install it just as you would install any normal program on your PC.

3 Monkeys Audio-visual cannot install the software on your school computers as administrator privileges are required. The actual installation of software on your schools computers will need to be facilitated by your designated ICT person on staff or your IT contractor.

Should you run into any issues with installing the software on your computers, please do not hesitate to get in touch with us at 3 Monkeys Audio-visual at :

support@3monkeysav.com or (08) 9228 1681

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The software is installed, now what?

Now you have the software installed you are ready to connect your PC to your new interactive whiteboard! This process is very simple:

- Turn on the projector by pressing the blue (⏻) button in the top left had corner of the projector remote wait for the projector to start up.

- Select which connection type you wish to use in order to get the picture from your device to the projector.

This can be **either:**

  - VGA: the old 15 pin connection that has been on laptops and computers for a long time
  - Or HDMI: the connection that is most common on laptops, projectors and television screens these days.
  - **You DO NOT need to use both VGA and HDMI, pick one.** The main difference between to two is HDMI will run higher resolutions (that is it will look nicer) and it will carry the audio from your device as well.
- Plug your chosen vision connection into your laptop/computer and make sure the picture comes up on screen.
  - If the projector does not display your device you may need to switch across to the correct input.
  - This can be done easily by pressing the 'Source Search' button on the projector remote
- Next, if you wish to have interactivity with your device you will need to connect the USB lead. The rectangle 'USB A' end which looks like any normal USB connector will need to get plugged into your device.
- Then all you need to do is plug the square shaped 'USB B' end into the corresponding connector on the wall plate. After doing this your device will now be connected!
- After waiting for around 5 to 20 seconds you should have control over your device.

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The software is installed, now what?

Now that my laptop or computer is plugged in, what can I do?

The short answer to that question is simple: **anything you could do on your computer before! (Plus a little more with the packaged software!)**

To cover that in a little more depth, all the projector is an extension of your computer. Any software or existing interactive resources that you were using before you can use on your new Epson Interactive Projector!

In terms of basic interactive function you can navigate your computer quickly and easily using the following

Basic mouse function is emulated the following way:

- Left Click: This is performed by a single tap/press of the pen on the screen where you wish to click.
- Double Click: Simply double tap/double press the pen anywhere on the board where you wish to double click.
- Right Click: To right click, all you have to do is press and hold on the board for a second and a shape will draw at the point of touch (a circle on Windows 7 and a Square on Windows 8/10). This will bring up the right click menu. Alternatively if you are using the interactive pens you can press the button located on the side of the pen to bring up the right click menu.

An on-screen keyboard can be accessed on the left hand side of the screen (for Windows 7) or on the right hand side of the task bar (for Windows 8/10).

With these tools and tips you should be able to perform any action on your computer that you need!

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Cleaning your new interactive whiteboard

I have started to use my Epson Interactive Whiteboard with normal whiteboard markers and I'm noticing some leftover marks from the pens, how can I clean them off?

Cleaning your new interactive whiteboard is a simple and easy process.

Just use a normal whiteboard cleaning solvent combined with a microfiber cloth to remove any stains or errant whiteboard marker marks off the board.

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To conclude

You should now have enough knowledge to start using your new Epson Interactive Whiteboard!

This guide is designed to aid you in getting started with the panels and does not replace the in-depth training provided with your panel.

Please make sure you have scheduled your training session as this will help you to get the most out of your new EduTouch panel in your classroom.

If you have any questions regarding the contents of this guide, require further assistance with any matters regarding EduTouch panels or wish to book in your training session; please get in touch with us via:

- Email: Support@3monkeysav.com
- Phone: (08) 9228 1681

3 MONKEYS audiovisual PTY LTD

Professional AV Solutions

Why choose 3 Monkeys for your school AV

1. Reliable, quality audiovisual equipment that works

- We use top AV brands with proven performance and reliability.
- Many of our AV items are specifically designed for schools, such as our interactive LED and Whiteboard solutions and Triple P.A System.
- Every AV system is assembled and tested in our workshop by qualified technicians before installing in your school in order to minimize any potential AV problems occurring later.
- As school AV specialists, all of our equipment has been thoroughly road tested and proven by our existing client base.
- 3 Monkeys AV is at the forefront of school audiovisual technology, bringing you the latest time saving and breakthrough educational systems.

2. Expert advice on the right equipment and set up

- Our AV specialist team have over 80 years collective experience.
- With over 10,000 AV installations and hire jobs, our consultants and technicians know the best solutions for your school.
- To determine the best products and systems for your school, we conduct a unique 3 Stage "School AV System Analysis and Plan". This involves:

1. Site meeting to identify your needs
2. Preparation of a plan (proposal, budget, implementation timeline)
3. Presentation to explain your various options.

3. Professional installation with a neat and tidy finish

- Our installation technicians are fully employed (not contractors), ensuring quality control on our workmanship and installation.
- With ex teachers on staff, our design and installation takes into account many "teaching requirements" that others are unaware of.
- Our project manager and technicians are conscious of minimizing disruptions during installation periods.
- We believe in leaving your environment as we found it, so our installers carry vacuums, drop sheets, dust pans and brushes.
- Your AV install will have a neat, tidy & clean finish, with all cables hidden or contained within conduits or ducts.

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Why choose 3 Monkeys for your school AV

4. Thorough training, personalised service and timely support

- All our school AV installs include comprehensive training to ensure your staff get the full benefit of the equipment and system.
- As specialists in school AV, we have both AV trainers and ex teachers to educate your teachers your teachers in using the audiovisual equipment effectively.
- As schools are our focus, we are committed to providing regular ongoing phone and face to face support.
- Whilst many others sell AV product and move on, 3 Monkeys AV will provide timely support, customer service and troubleshooting for the life of your AV equipment & systems.

5. Reputable, professional school AV specialists

- 3 Monkeys AV is a team of specialists who have worked in all areas of audiovisual in Perth over the last 25 years.
- All our staff are well presented, wear company uniform, mind their language and remember their working environment is your school.
- Our company is fully insured and professionally run. We carry licenses with APRA and ACMA.
- Our specialist staff are all police cleared, hold Working With Children Checks and have completed all relevant safety training.
- You will be looked after by a WA owned and operated team that cares about your school and teachers.