VAN METER 201- Annotator Instructions

What is an Annotator?

- This AV system is equipped with a powerful annotation unit which utilizes the arm mounted 21 inch touchscreen attached to the lectern to perform live annotations. This guide will provide basic functionality of the annotation tools available.

- **To begin, tap this symbol in the upper right hand corner of the mounted touch screen to reveal the options below.**

- **Pointer -** Tap to activate pointer tool, use to emphasize a point of interest.

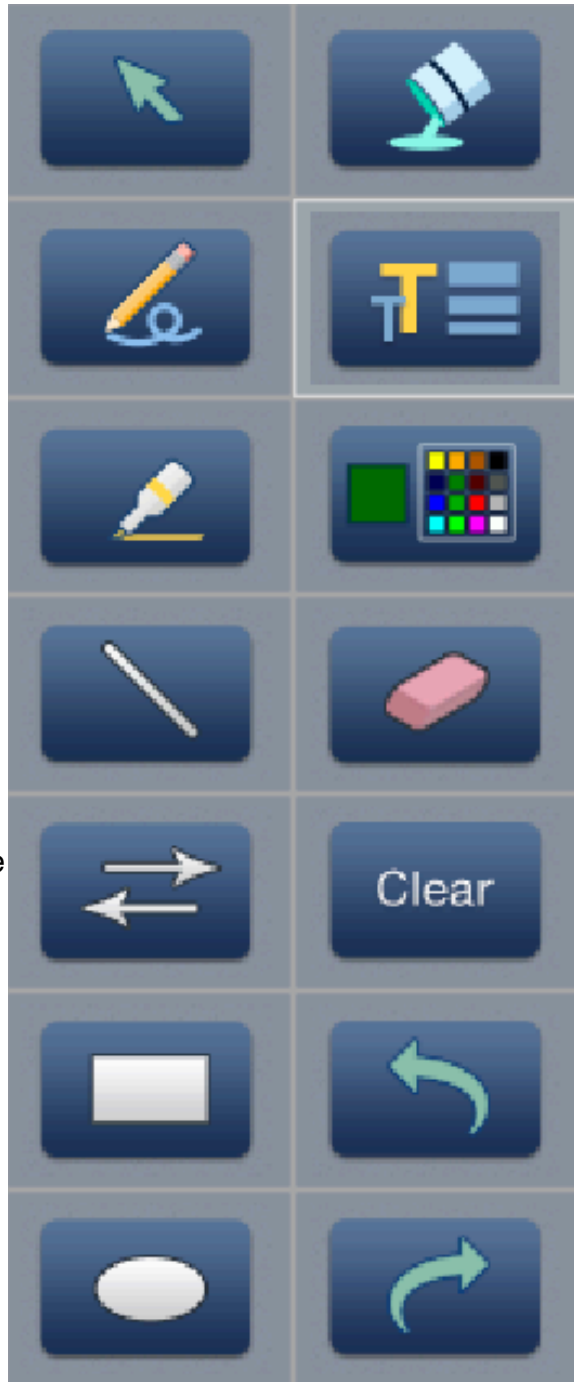- **Freehand -** Tap to activate freehand tool, draw freely on the touch screen.

- **Highlighter -** Tap to activate highlighter tool, use to highlight a point of interest or text.

- **Line -** Tap to activate line tool, use to create a straight line between two points.

- **Arrow -** Tap to activate arrow tool, use to create a straight line between two points with an arrow as the end point.

- **Rectangle -** Tap to activate rectangle tool, use to create a rectangle.

- **Ellipse -** Tap to activate ellipse tool, use to create an ellipse.

- **Fill -** Tap to activate the fill tool, use to create a solid rectangle or ellipse.

- **Size -** Tap to activate a size tool, change the width of shapes and freehand.

- **Color -** Tap to activate color tool, change the color of shapes, freehand and pointer.

- **Eraser -** Tap to activate eraser tool, erase shapes and freehand annotations.

- **Clear -** Tap to clear screen of annotations.

- **Undo -** Tap to undo last 15 completed annotations or undo **Clear.**

- **Redo -** Tap to recreate last undone annotation.

See reverse side for additional information

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- Located on the Extron touch panel (unit used to power on the AV system) there are other useful functions included with the Annotator unit.

- Selecting this button will turn the arm mounted touch screen and the projection screen into a digital whiteboard. Use the tools on the previous page to perform annotations and drawings.

- Same functions as above point, though the screen is a digital blackboard.

- This button must be pressed in order to turn off either the digital whiteboard or blackboard.

- Press this button to clear annotations, shapes and drawings.

- Included with the Annotator unit is a save function via USB thumb drive. Insert a USB thumb drive into the provided USB cable labeled "USB Port Annotator Save". Upon completing an annotation, press the Save button. The Save button will blink for approximately 15 seconds. After the blinking stops, your annotation is saved and you may continue using the Annotator or remove your thumb drive. User is responsible for maintaining a functioning USB thumb drive and should check to make sure the thumb drive works before saving.