



EZWrite 4.1
User Manual



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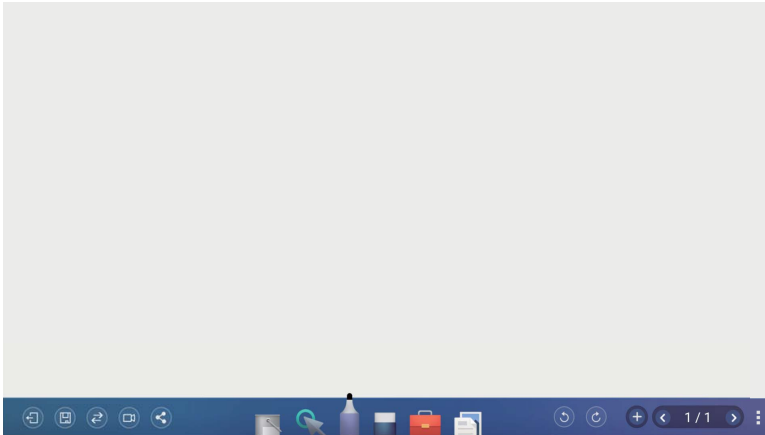
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Introduction

EZWrite 4.1 is a writing and annotation application that allows you to treat the touchscreen like an interactive, multi-functional blackboard/whiteboard. EZWrite 4.1 supports 10-point touch.




Icon	Function	Description
	Exit	Click to exit EZWrite 4.1.
	Save	Click to save the drawings or annotations shown on the screen. Refer to Saving files on page 25 for more information.
	Switch Display Source	Click to switch the source of the display. Fast switch makes presentation and discussion more convenient.
	Screen Recording	Click to start recording. Refer to Screen recording on page 22 for more information.
	Share	Click to share the file via QR code , Email , or Print . Refer to Wireless sharing on page 27 for more information.
	Change Background	Click to change the background for EZWrite 4.1. Refer Wallpaper on page 26 for more information.
	Select	Click to select multi-objects. Refer to Selecting and modifying texts on page 9 for more information.



Icon	Function	Description
	Pen	Click to set brush type, color, and thickness. Refer to Annotation on page 4 for more information.
	Eraser	Click clear all to erase all drawings/annotations on the screen. Click circle erase to erase the handwriting in the circle.
	Tool Box	Click to choose from different tools. Refer to Tool box on page 10 for more information.
	Import Files	Click to import an image or text file into EZWrite 4.1. Refer to Importing images and Office documents on page 19 for more information.
	Undo	Click to undo the previous operation.
	Redo	Click to redo the cancelled operation.
	Add new page	Click to add a new page of writing image. Refer to Adding pages on page 24 for more information.
	Page	Reveals the page number of the current picture. Click to view the list of pages. Refer to Adding pages on page 24 for more information.

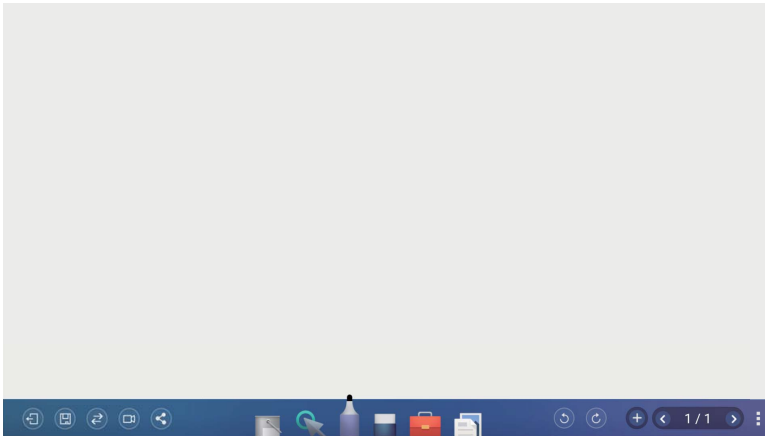


All functions in this manual vary by models. Details are listed on the last page.

NFC function


The NFC  sensor on the front panel of the display allows users to perform various shortcuts to make writing and creating annotations with EZWrite 4.1 easier and faster.

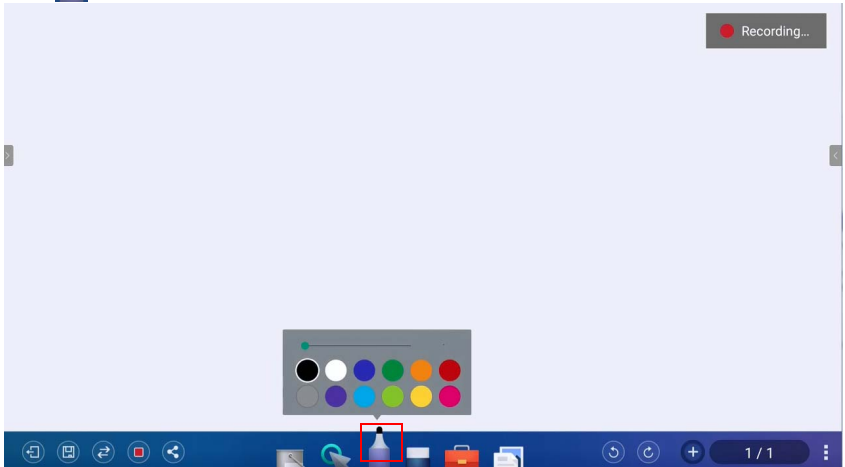
- Directly touch the NFC  sensor with either end of an NFCPen to launch EZWrite 4.1. The brush color will be set to the color of the end that was used to touch the sensor (for example if the red end of an NFCPen touches the NFC sensor EZWrite 4.1 will launch with a red brush).
- In EZWrite 4.1 you can easily switch the color of your brush by touching the NFC  sensor with either colored end of an NFCPen. Once you do so the color of the brush in EZWrite 4.1 will match the color of the end which was used to touch the sensor.



NFCPens are available in four colors: red & green and black & blue.

Annotation

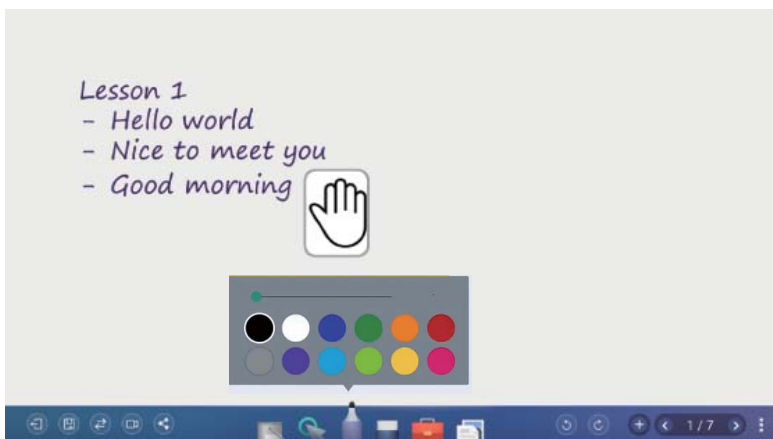
Click  in EZWrite 4.1 to set brush type, color, and thickness.



- 12 color options are provided, including red, pink, orange, yellow, light green, green, sky blue, dark blue, purple, white, grey, and black.
- There is a new function- magic pen, which is able to recognize your handwriting with English, French, Spanish, German texts and diagrams. It fulfills most of the discussion scenarios like mind mapping, brain storming, organization charts...etc.

Palm eraser

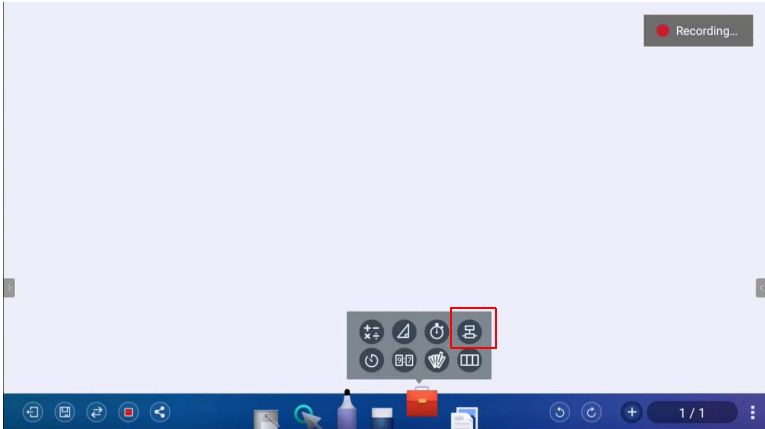
While you are writing with Pen on the display, you don't have to switch to Eraser to erase the contents. You can erase any contents just with your palm.



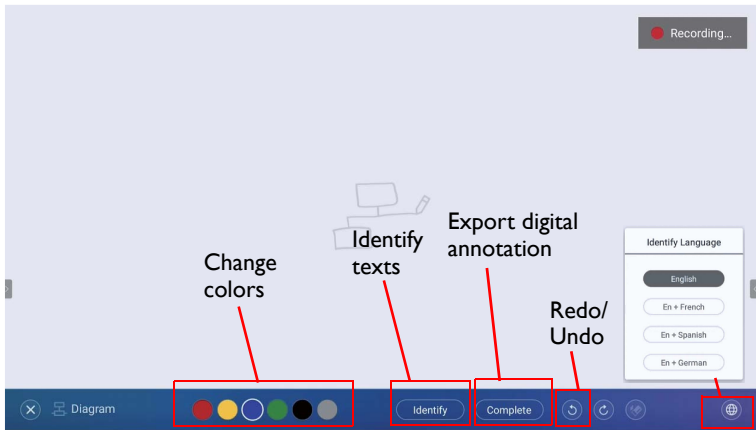
Handwriting recognition

Handwriting recognition allows you to easily write letters (English, French, Spanish, and German), or draw graphics and diagrams on the display.

1. Click  in EZWrite 4.1.

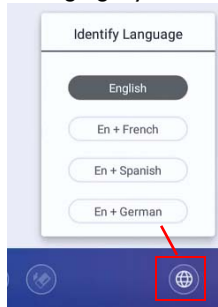


2. The main functions of handwriting recognition are as follows:

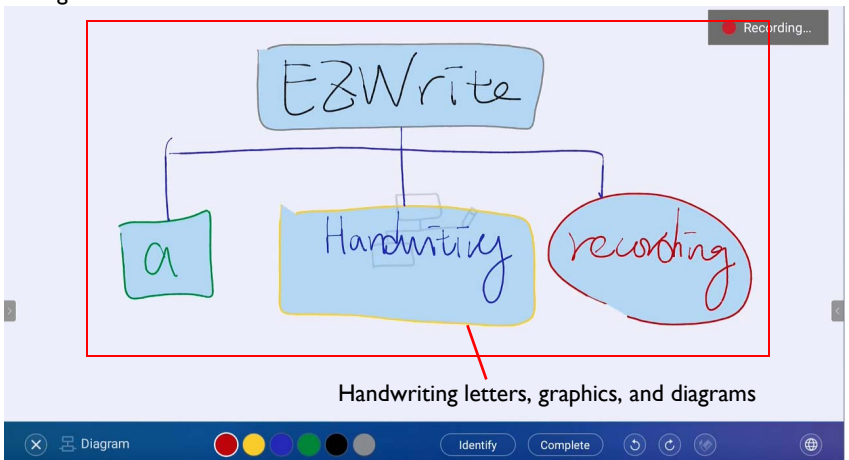


Change languages

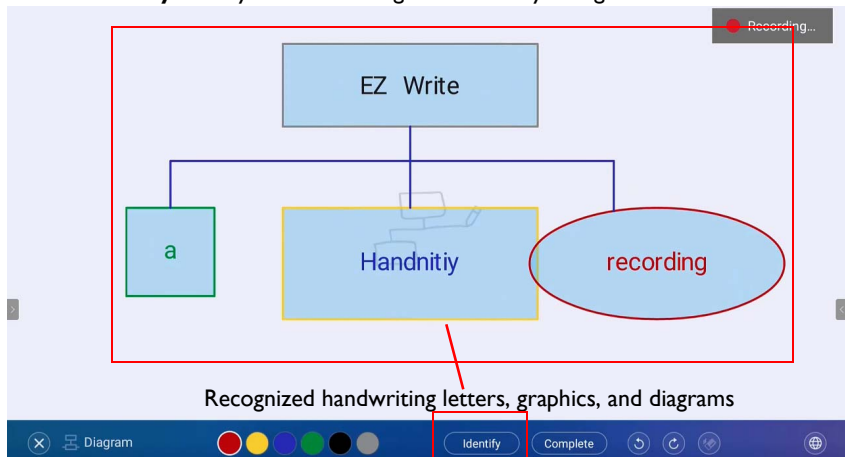
3. You can choose the language or languages you want to use.

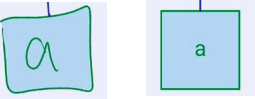

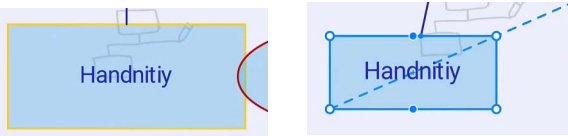

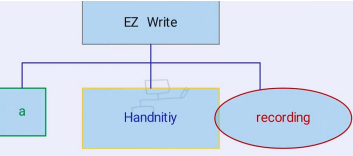

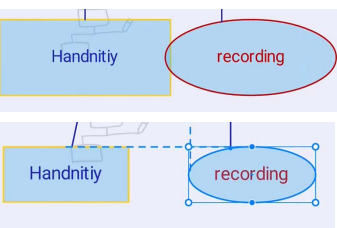

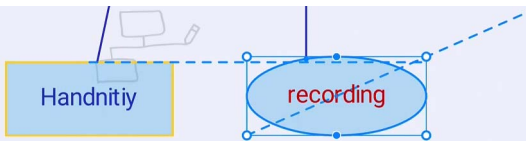
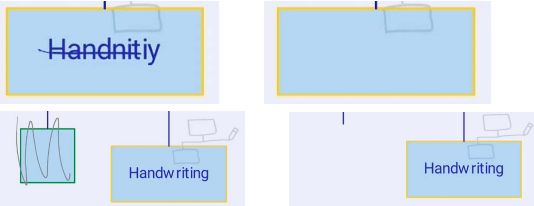




4. You can start using the tool, which can recognize handwriting letters, graphics, and diagrams.

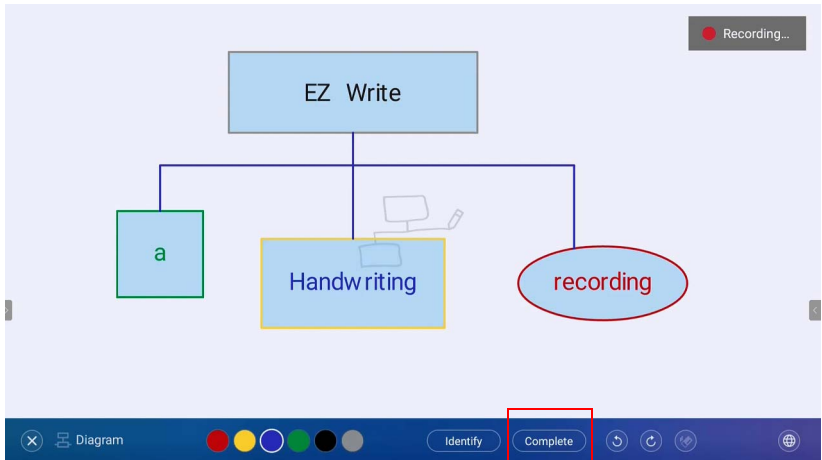


5. Press **Identify** when your handwriting is not directly recognized.




Function	Description
Recognize	 <p> The handwriting text can be recognized.</p>
Resize	 <p> You can resize the texts, graphics, and diagrams.</p>
Color	 <p> You can choose different colors for the texts, graphics, and diagrams.</p>
Move	 <p> You can freely move the graphics and diagrams.</p>
Reference line	
Erase	 <p> — is used to erase texts, and  is used to erase diagrams.</p>

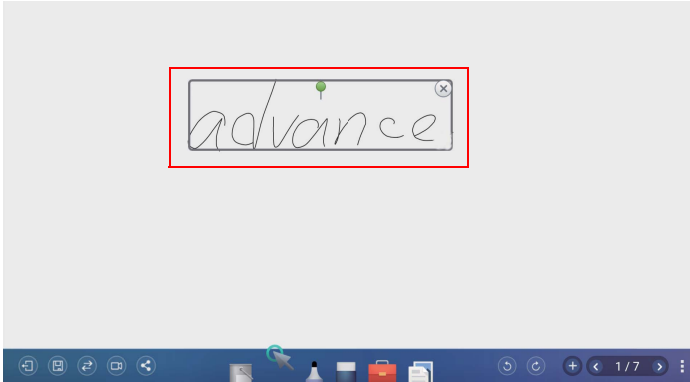
6. Press **Complete** to export the digital annotation. The annotation can be exported as an object/picture and set as the main page.



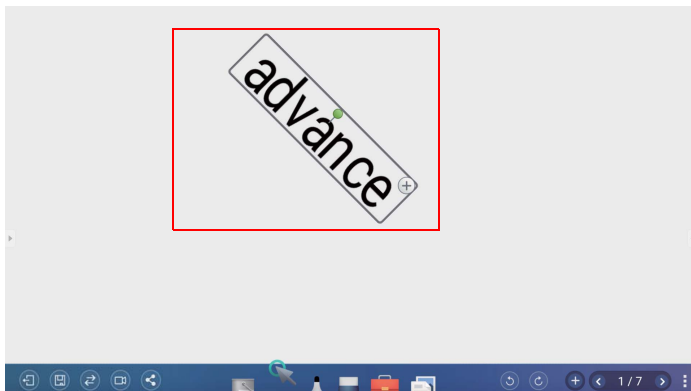
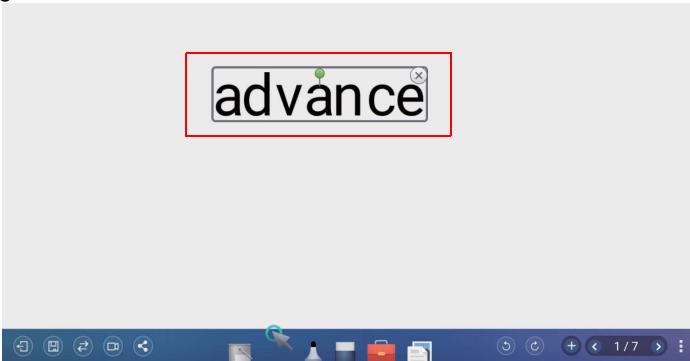
Selecting and modifying texts

Select function allows you to select, rotate, move, zoom in/out multi-objects. The written texts (English, French, Spanish, and German) can be recognized automatically.

1. Click  and directly write texts on the display.




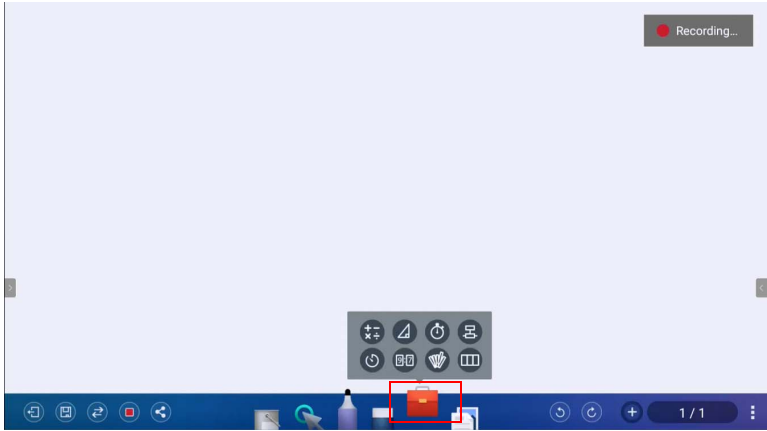
2. The texts can be recognized, rotated, and resized freely. The text color can be changed as well.












Tool box

Tool box is a group of applications in EZWrite 4.1 that utilize the touchscreen allowing users greater collaboration and interaction with the display.

Click  in EZWrite 4.1 to launch the tool box menu.





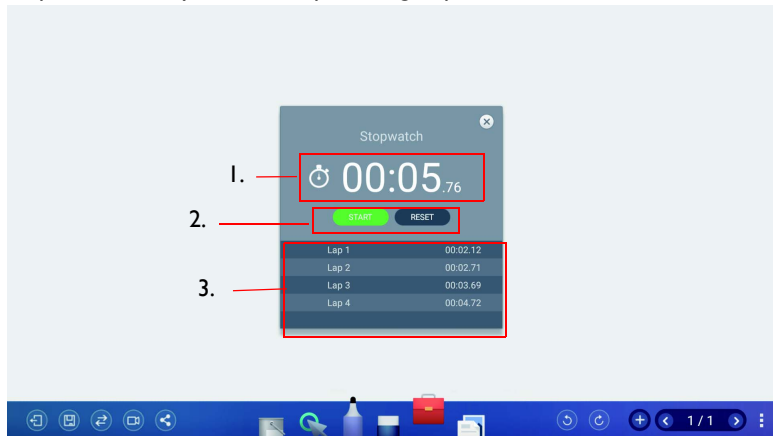
Icon	Function	Description
	<p>Calculator</p>	<p>Click to launch Calculator. A calculator will be presented on the screen which you can use for computation.</p> 
	<p>Geometry Board</p>	<p>Click to launch Geometry Board. Geometry Board immediately transforms your hand drawings into geometric constructions.</p> 

Icon	Function	Description
	Stopwatch	Click to launch Stopwatch. Refer to Stopwatch on page 12 for more information.
	Timer	Click to launch Timer. Refer to Timer on page 13 for more information.
	Scoreboard	Click to launch Scoreboard. Refer to Scoreboard on page 14 for more information.
	Draw	Click to launch Draw. Refer to Draw on page 15 for more information.
	Team Post	Click to launch Team Post. Refer to Team Post on page 16 for more information.

Stopwatch

Stopwatch allows you to create interactive time-sensitive games/activities.



1. Click  >  in EZWrite 4.1.
2. The Stopwatch settings screen will appear on the display as shown below. Stopwatch allows you to have up to five groups run time-based activities.

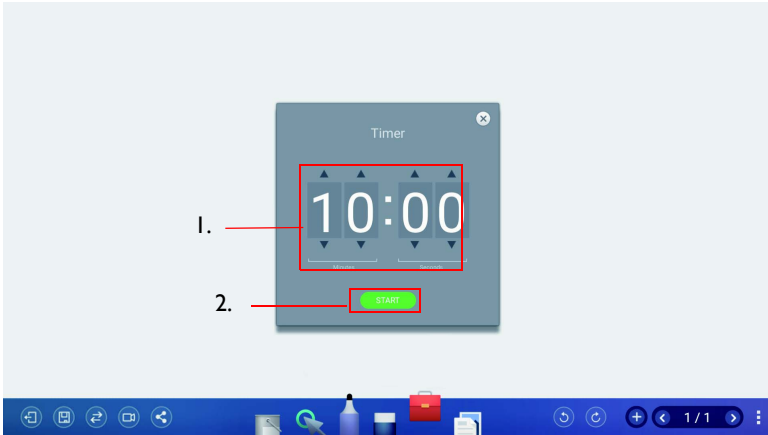



Item	Function	Description
1	Stopwatch	Displays the running time for the activity.
2	Start / Reset	Click to start/stop or reset the stopwatch.
3	Group laps	Displays the times for each lap recorded. The order of the laps is arranged from the fastest to the slowest.

Timer

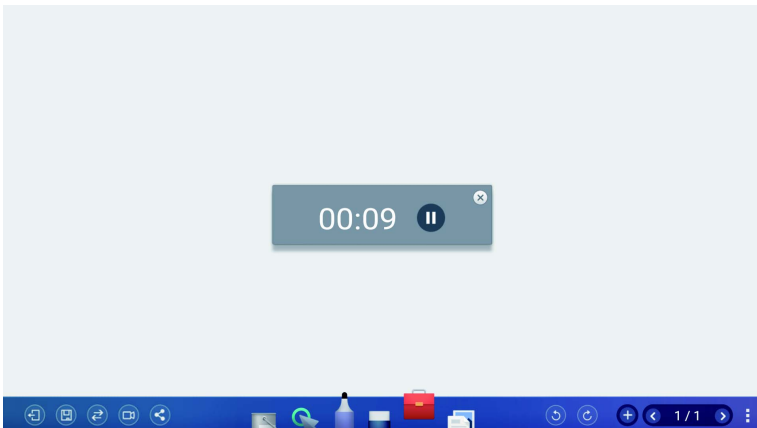
Timer allows you to display a countdown timer for timed games/activities.

1. Click  >  in EZWrite 4.1.
2. The Timer settings screen will appear on the display as shown below.





Item	Function	Description
1	Time setting	Swipe up/down to set the amount of countdown time for the timer.  The longest the timer can be set to is 99 minutes and 59 seconds.
2	Start	Click to start the timer.

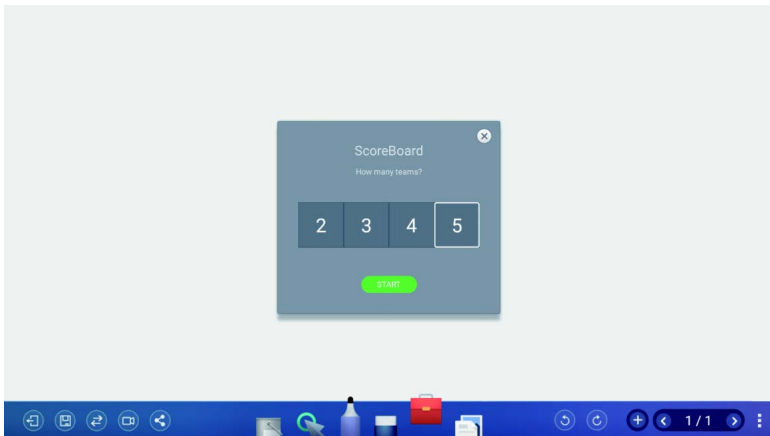
3. Click **START** to begin the countdown timer as shown below.



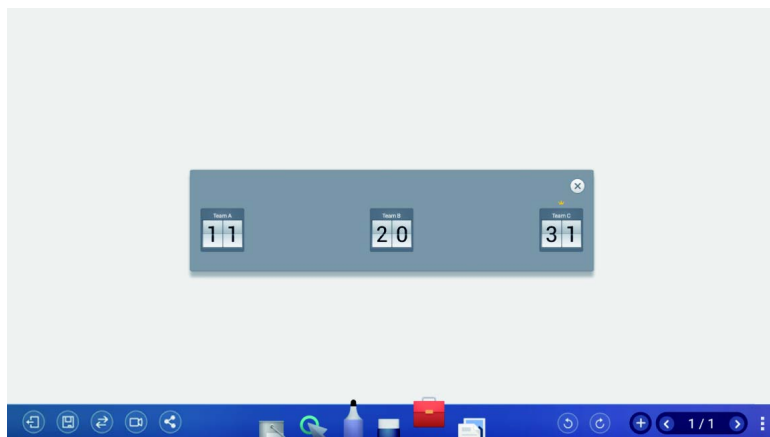
Scoreboard




Scoreboard allows you to create 2 to 5 touchscreen scoreboards for use in interactive score-based games/activities.

1. Click  >  in EZWrite 4.1.
2. Select the number of scoreboards you want to use.





3. The scoreboards will appear on the display.

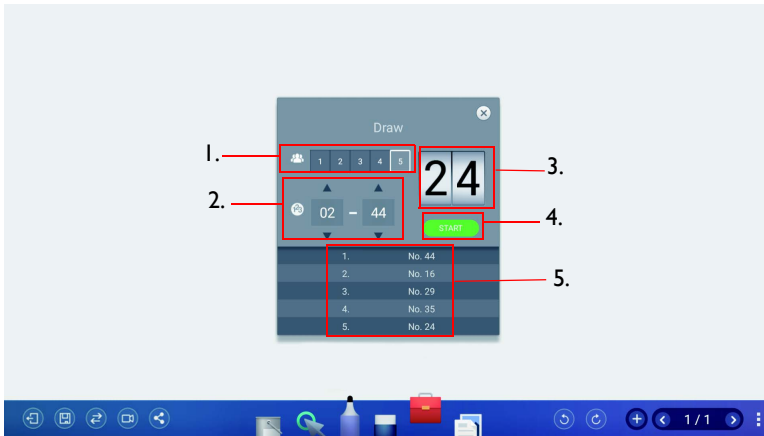




4. Swipe up or down on a scoreboard to increase or decrease the score.
 - Click  /  to increase/decrease the distance between scoreboards.
 - The team with the current highest score will have a crown () above their scoreboard. If all teams have the same score, no crown will appear.

Draw

Draw allows you to randomly draw 1 to 5 participants from a pool of up to 99 candidates for interactive games/activities.



1. Click  >  in EZWrite 4.1.
2. The Draw screen will appear on the display as shown below.

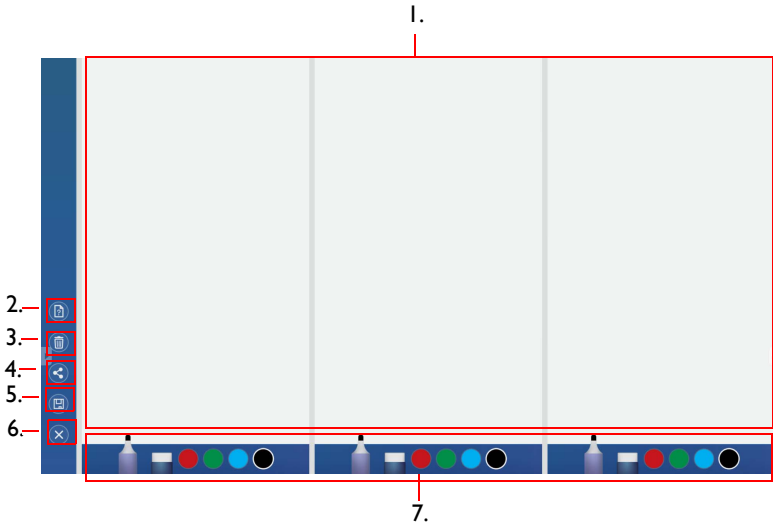



Item	Function	Description
1	Participants	Click to select the number of participants to be drawn.  The maximum number of participants is five.
2	Candidates	Swipe up/down to set the pool of candidates from which the participants will be drawn.  The number of candidates in the pool must be higher than the number of participants selected.
3	Draw	Displays the current participant drawn.
4	Start	Click to start the drawing process.
5	Participants List	Displays the total list of participants drawn.

Team Post

Team Post allows 2 to 5 teams to use simplified versions of the EZWrite 4.1 drawing tools for use in multi-person interactive brainstorming games/activities. Team Post also allows a moderator/teacher to distribute a question to all teams participating in the team post game/activity.


1. Click  >  in EZWrite 4.1.
2. The team post screen will appear on the display as shown below.

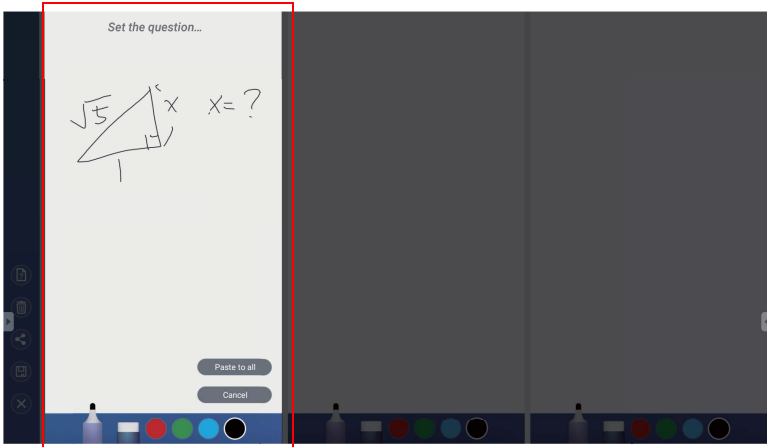


Item	Function	Description
1	Drawing boards	Use NFC Pens or touch gestures to draw.
2	Question	Click to create a question or annotation that will be distributed to each drawing board.
3	Clear all	Click to clear every drawing board.
4	Share	Click to share the saved drawing boards.
5	Save	Click to save each drawing board. Refer to Saving files on page 25 for more information.
6	Exit	Click to exit Team Post.
7	Drawing tools	Click to choose the different type of drawing tools and color to use. Drawing tool options are brush, and eraser. Color options are red, green, blue, and black.  Each drawing board can use any color brush regardless of the color chosen for another drawing board.

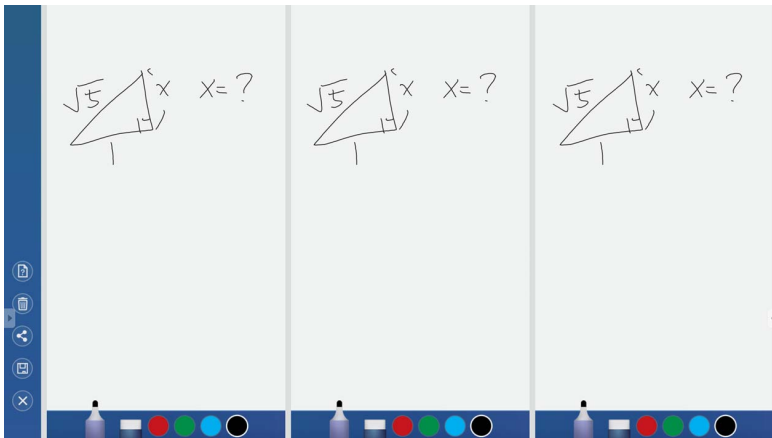


Each drawing board only supports one touch point at a time.

3. Click  if you want to create a question or annotation that will be distributed to each drawing board. The question window will appear as shown below.



4. Draw a question or annotation in the question window and click **Paste to all** to distribute the content to each drawing board as shown below.





5. Participants can simultaneously write their answers on the drawing board with different pen colors.

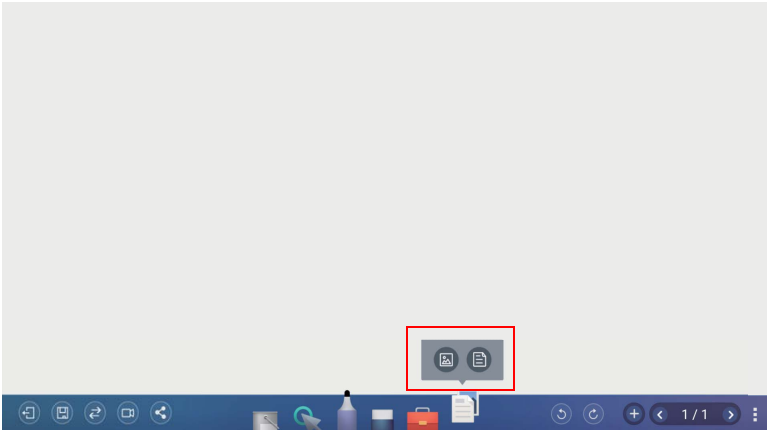
The image shows a digital drawing board interface with three panels. Each panel contains a right-angled triangle with a hypotenuse of length $\sqrt{5}$, a vertical leg of length 1, and an unknown horizontal leg of length x . The question $x = ?$ is written next to each triangle.

A red rectangular box highlights the bottom row of the board, containing three handwritten responses:

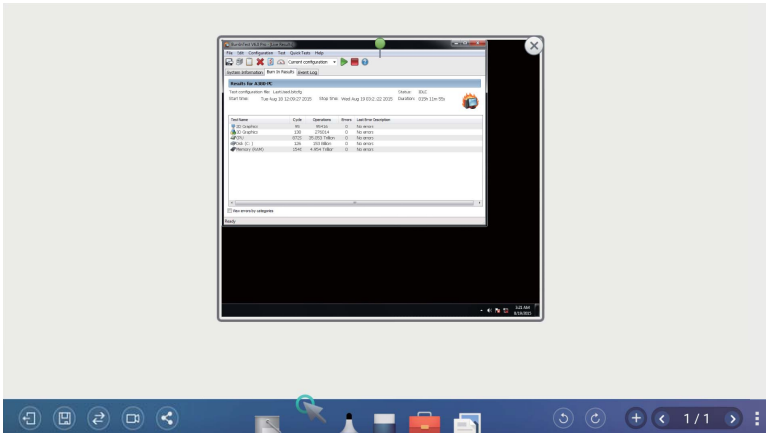
- Panel 1: *Sorry, I don't understand* (written in blue)
- Panel 2: $(\sqrt{5})^2 - 1^2 = x^2$ (written in red)
- Panel 3: $x^2 = 4$ followed by $\rightarrow x = 2$ (written in green, with a blue underline under 2 and a blue asterisk next to it)



Importing images and Office documents

Click  to import images or  to import Office documents that are stored internally or on a connected storage device, which you can then edit on.



1. When an image has been selected and imported, it will appear in EZWrite 4.I as shown below.

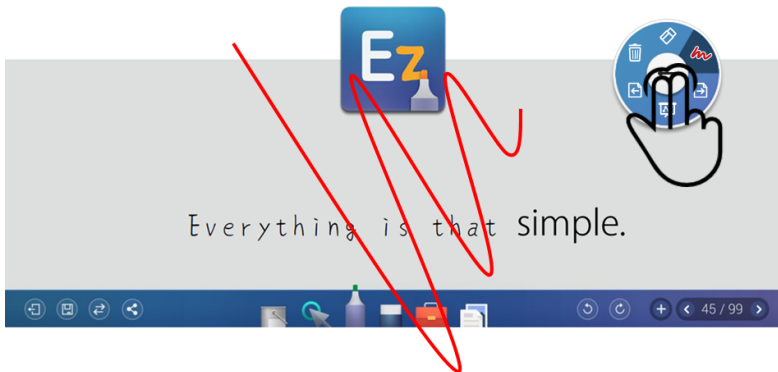


- Click and drag on the image to move the imported image.
- Zoom in and out with two fingers moving on the imported image.
- Click  to delete the imported image.
- Click  to import another image.

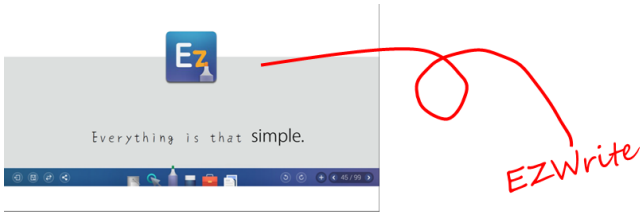
2. When an Office document (Word/PowerPoint/Excel) or PDF, has been selected and imported, it will appear in EZWrite 4.1 as shown below. Click and drag on the image to move the imported image.



3. Presentation mode and discussion mode are provided after you import the text.
4. Under presentation mode, you can scroll on the display, take notes using the floating tool and save the file.



- 5. Under discussion mode, you have more writing and discussion space to share files via a connected external storage device or print function.




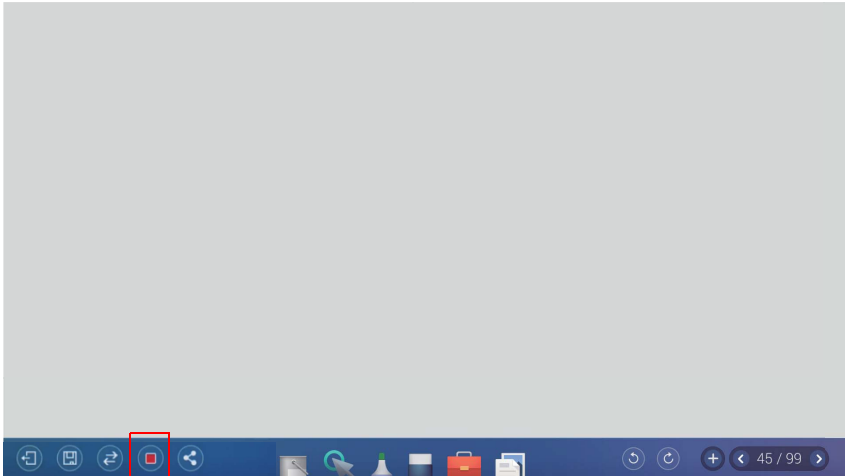
Screen recording

Recording allows you to record every display of Android and input sources.



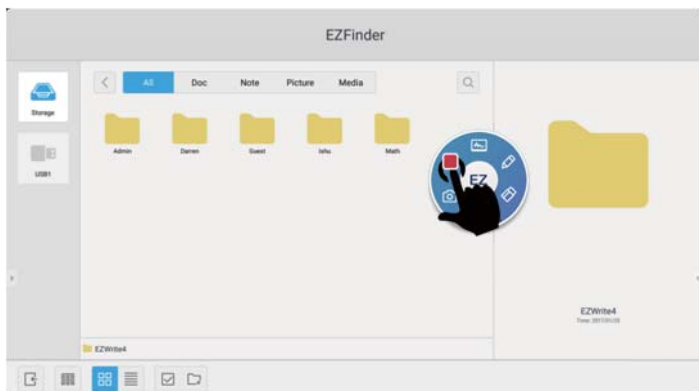
- Resolution: 720P
- Storage: 1 MB/min
- Time limit: 00:59:59 (hr:min:sec)
- Format: MP4

1. Insert an external storage media to the device.
2. Click  in EZWrite 4.1.
3. Any actions on the screen (pasting, scrolling, clicking, etc) are all recorded. Once you finish recording, you can save the recording as a video.



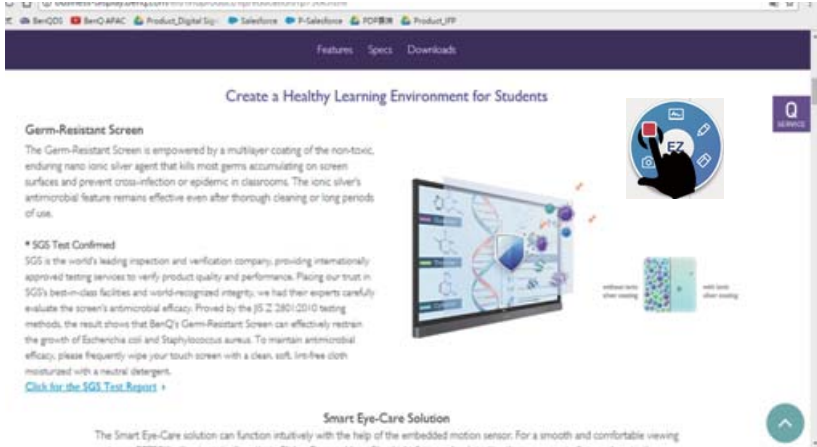
On Android

Recording on Android with everything display on the screen like APP, annotation, browser, video, photo, document...etc.



On Windows

Recording on Windows with everything display on the screen, like video, YouTube, browser, photo, document (Office, PDF), Adobe PS/AE...etc.





On Mac

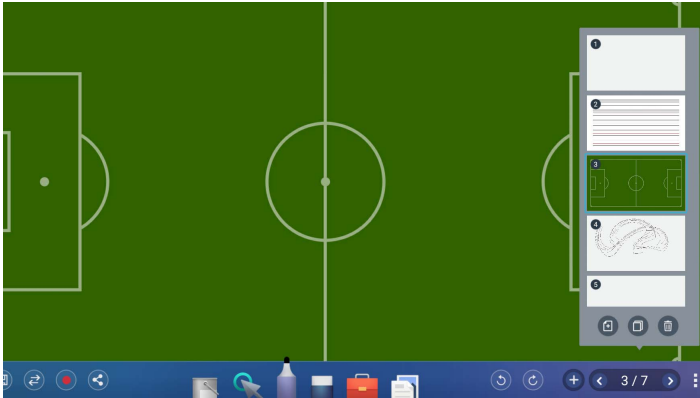
Recording on Mac with everything display on the screen, like video, YouTube, browser, photo, document (Office, PDF), Adobe PS/AE...etc.










Supported connector: HDMI, DP, VGA, Slot-in-PC

Adding pages

Click  1 / 1  to view a list of pages which have been added.




- Click  /  to add a new page to draw or create annotations on.
- Click on a thumbnail or click  /  to navigate between the pages.
- Select the thumbnail of a page and click  to delete the page selected.
- Click  to copy the page selected.
- To save multiple pages, delete all undesired pages then click . Refer to [Saving files on page 25](#) for more information.

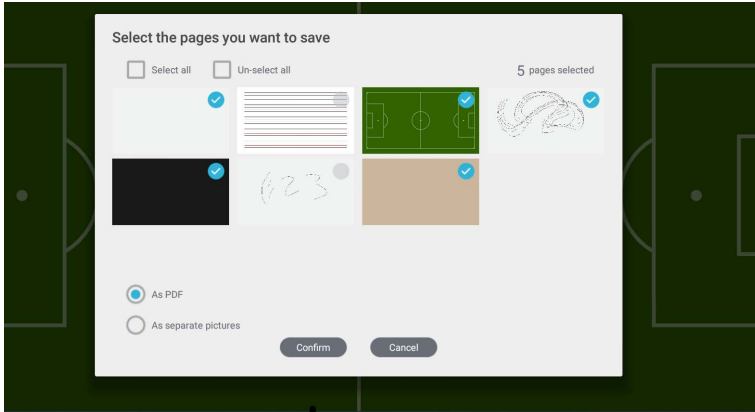


The maximum number of pages is 30.

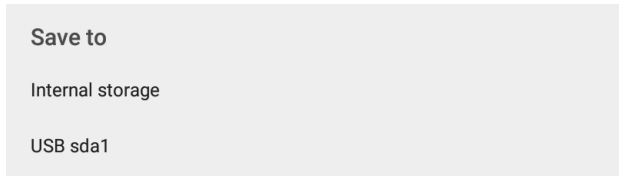
Saving files

The display allows you to save drawings or text files either in the internal memory of the display, in connected storage devices, or in the cloud for download by mobile devices.

1. Click  and select the page(s) of the drawings or annotations you want to save.



2. You can save the pages as PDF or separate pictures. Click **Confirm** to proceed.
3. You can save the file(s) in the internal memory of the display or connected storage devices.



- Click **Internal storage** to save the image in the **User > Current Account > folder named with the date** folder found in EZFinder.
- Click the name of any connected external storage device to save the image in the corresponding storage device.
- For saving files, the default storage is the personal folder. After you have saved a file, the next file you want to save will be saved in the most recently used folder.



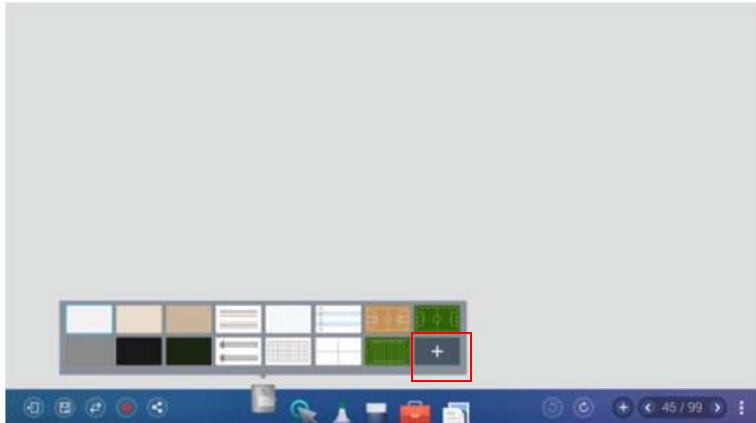
Supported file types:

- Text files: Office documents, such as a Word, PowerPoint, Excel, or PDF
- Image files: JPG, PNG, tiff

4. You can access files via internal storage (your personal folder) or external storage (at the root folder).

Wallpaper


You can import a wallpaper from internal storage or USB. Supported file types are JPG and PNG. If the resolution is not FHD, it would keep the same ratio and be zoomed out to fit the screen. Due to the built-in ratio adjustment mechanism, it is recommended that you use up to 1920x1080 image resolution to fit the aspect ratio.

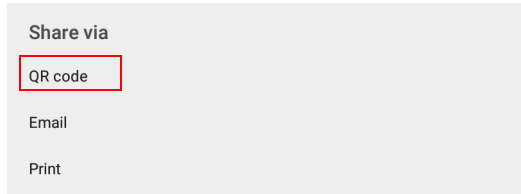


Wireless sharing

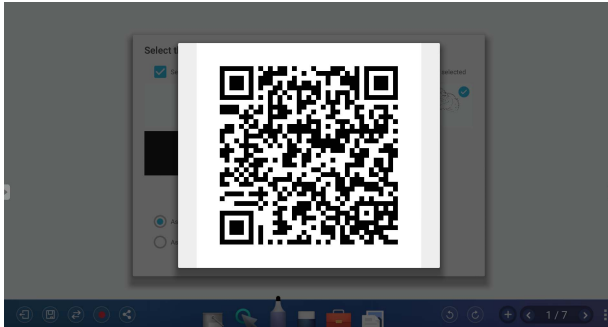
You can wirelessly transfer contents to mobile devices via QR code, Email, or InstaQPrint.

QR code

1. To save the file in the cloud for download, click  and you can save the file via **QR code**.



2. The image will be saved to the cloud with a corresponding QR code, and the image will appear on the display as shown below.



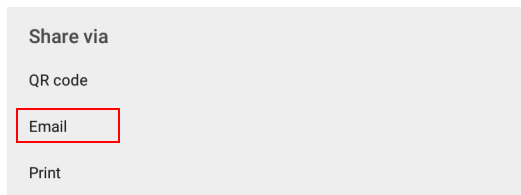
3. Scan the QR code with a mobile device and the image will appear on the mobile device's default web browser. Follow the browser's image saving procedure to save the image in the mobile device.




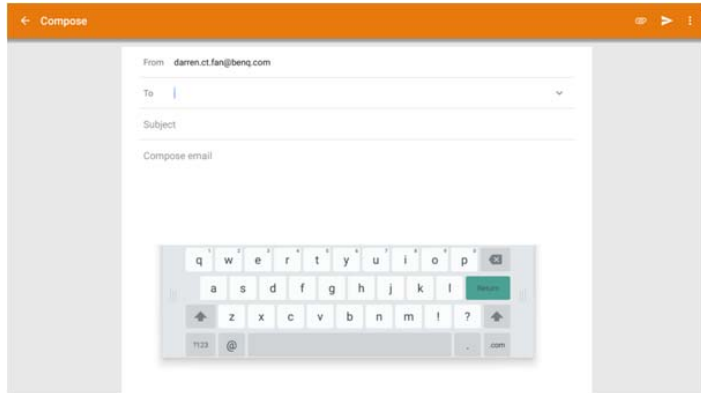
- Images saved to the cloud will be stored there for download for only 30 minutes.
- When saving to the cloud in the Team Post tool a QR code will be created for each drawing board shown.

Email

1. You can save the file via **Email**.

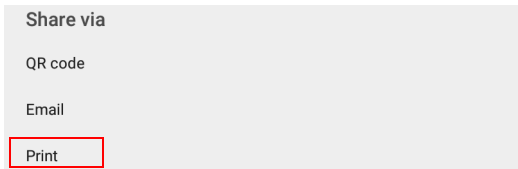


- Set up an Internet connection first. Then set up an email account and fill in the receiver's information. Click  to send the file.

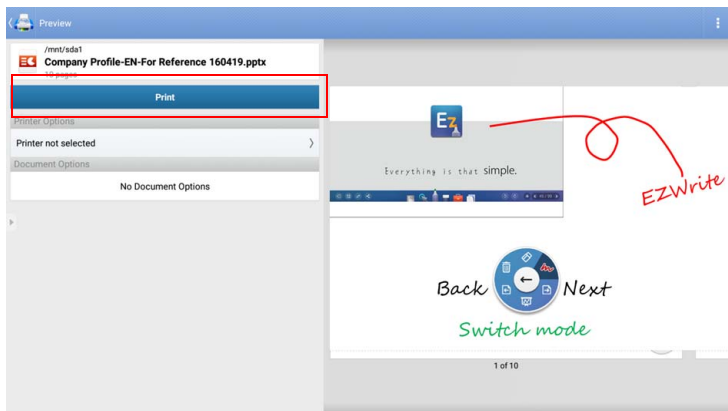


InstaQPrint

- You can save the file via **Print**.



- Click **Print** to proceed. You can transfer files via WiFi, USB, or LAN without printer model, or brand limitation.












For the list of supported printers, see https://printhead.com/list_of_supported_printers.php.

Floating Annotation Toolbar

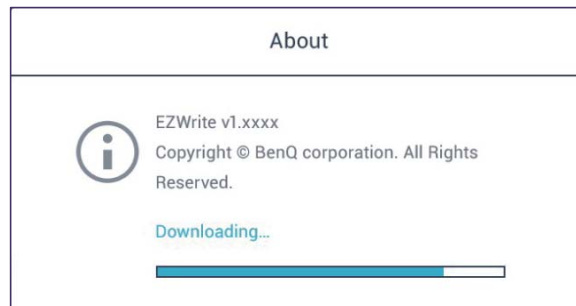
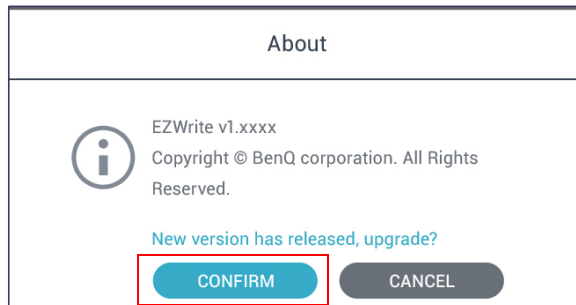
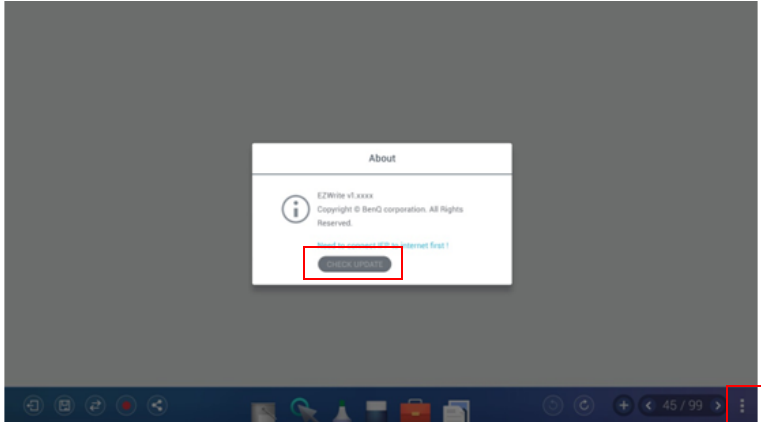
The Floating Annotation Toolbar is a convenient function that allows you to quickly write or create annotations on any screen that the display is showing. Under any input source or in the Android interface, touch and hold two fingers spaced about 20 – 50 mm apart on the screen for more than two seconds to launch the Floating Annotation Toolbar menu as shown below.



Icon	Function	Description
	Close and Move	Long press this button to drag and move the Floating Annotation Toolbar around. You can also click the button to close the floating toolbar and clear all the brushes.
	Whiteboard	Click to start EZWrite 4.1.
	Annotate	Click to switch the color of the brush. Color options are blue, red, green, and black.  Palm eraser is provided for you to erase any contents on the display just with your palm while you are writing without switching to Eraser.
	Clear All	Click to erase all annotations on the screen.  You may also quickly erase any annotations made by wiping any writing or drawings on the touchscreen using a balled-up fist.
	File Folder	Click to open the most recent file folder.
	Screenshot	Click to take a screenshot of the entire screen, including the handwriting.
	Recording	Click to record the entire screen.

How to upgrade EZWrite

1. Open EZWrite 4.0/4.1 and click "About".
2. Click confirm and will start downloading. If complete, click install.



Comparison Table

Functions		EZWrite 4.0	EZWrite 4.0 Lite	EZWrite 4.1
		RP654K / RP704K / RP750K / RP860K	RP553K / RP653K	RP654K / RP704K / RP750K / RP860K
Basic Tool	Pencil	10 pts	10 pts	10 pts
	Eraser	Yes	Yes	Yes
	Circle eraser	Yes	Yes	Yes
	Palm eraser	Yes	Yes	Yes
	Background	6 colors and templates	6 colors	-6 colors and templates -Import wallpaper
	Recording	N/A	N/A	Yes (720P)
File Open/ Save	Image import	Yes	Yes	Yes
	MS Office Import	Yes (PPT, Word, PDF)	N/A	Yes (PPT, Word, PDF)
	Save to internal memory	Yes	Yes	Yes
	Save to USB	Yes	Yes	Yes
	Share with QR code	Yes	Yes	Yes
	Share with Printing	Yes	N/A	Yes
	Share with Email	Yes	N/A	Yes
Page	Pages preview	Yes	Yes	Yes
	Add page	Yes (Max: 30 pages)	Yes (Max: 15 pages)	Yes (Max: 30 pages)
Annotation	Handwriting recognition	Yes, Text (English, number) and diagram	Yes, Text (English, number) and diagram	Yes, Text (English, French, Spanish, German, number) and diagram
	Floating tool (Making Notes on other apps)	Yes, with 2 fingers (full output capabilities to any display sources)	Yes, with 2 fingers No Palm eraser (full output capabilities to any display sources)	Yes, with 2 fingers (full output capabilities to any display sources)

Tool box	Timer	Yes	Yes	Yes
	Buzzer	Yes	Yes	Yes
	Draw lots	Yes	Yes	Yes
	Scoreboard	Yes	Yes	Yes
	Team Post	Yes, no Palm eraser	N/A	Yes, no Palm eraser
	Geometry	Yes	Yes	Yes
	Calculator	Yes	Yes	Yes
	Advanced oneclick switch	Yes	N/A	Yes
	Advanced recording	Yes	N/A	Yes