



Think it. Share it.™

Step by Step Guide  
to your  
mimio Technology System  
on Macintosh OS



# Touchboards

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## About this manual

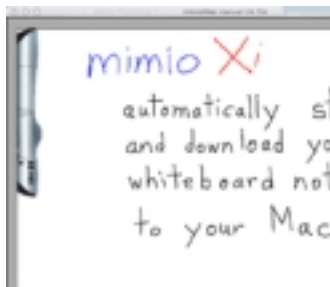
Congratulations on your ownership of a mimio system. mimio turns your ordinary whiteboard into a digital information capture and presentation platform. Whether teaching, training, or collaborating, the valuable information on your board can now be an integral part of your digital information environment. That information can be shared real time or on demand, viewed locally or remotely via the Internet, as printed pages or on-screen as stand-alone Ink files, or embedded in documents from your favorite software applications.

The purpose of this manual is to provide you with a comprehensive understanding of the remarkable tool now in your possession through a detailed description of the varied and powerful features of your mimio system, from the most basic to the most elaborate. These features are made possible through the richness and power of the mimio software application. With the release of mimio version 1.7, for Mac OS X the most advanced mimio hardware systems, mimio Xi and mimioBoard are now supported on the most advanced Macintosh operating system.

We highly recommend, if your currently installed mimio software is not version 1.7 or later, that you obtain a copy of the installation CD or go to <http://www.mimio.com/software> where you can download the installer for free. Installation is simple and straightforward.

The majority of this manual describes and depicts mimio software being used with mimio Xi, the most advanced mimio technology solution. If you use the original “mimio for Macintosh” there are some differences noted in the body of this document. For details of Box Contents and the Device Interface for mimio for Macintosh, see the Appendices at the end of this document. Unless otherwise noted, you can assume that features are essentially the same for any mimio product used.

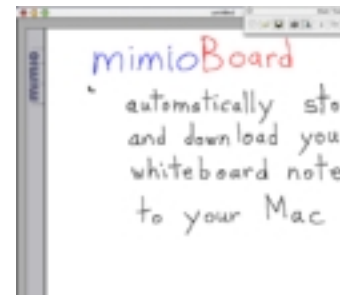
The mimio software application is designed to automatically detect the type of mimio device connected to your Macintosh. The appropriate software icon displays and the interface will be shown as indicated below.



mimio Xi



mimio for Macintosh



mimioBoard

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## Box Contents – mimio Xi

Check to make sure that you have all of the Xi components listed.

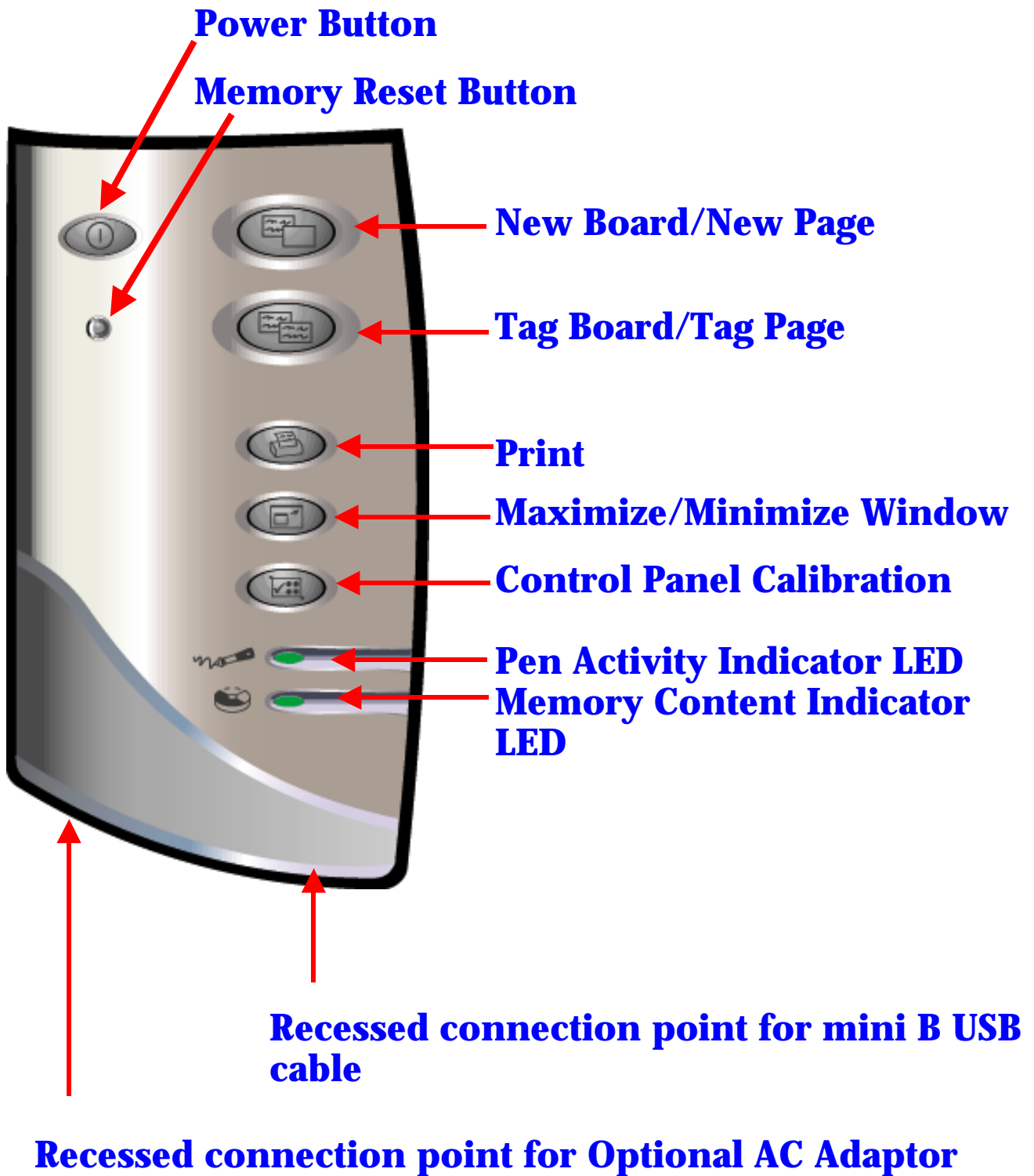
- mimio Xi Capture bar
- 16' (5m) mini-B USB cable
- Four (4) mimio styli, 4 smartCaps (black, blue, green, and red) and four (4) Expo dry-erase markers
- mimio eraser and eraser holder
- One (1) AAA battery for eraser
- Four (4) N-Cell batteries: 1 for each mimio styli
- Four (4) AA batteries for mimio Xi capture bar
- One (1) plastic mimioMouse pen insert
- Two (2) mounting brackets (upper & lower)
- “Getting Started Guide” with mimio software CD



### System Specification:

- G3, G4, iMac, PowerBook G4 or iBook, PowerBook G3
- 128MB memory (physical RAM)
- 15 MB free hard drive space
- CD Rom Drive
- Available USB port
- Available Video Out port for mimioMouse

# mimio Xi Interface



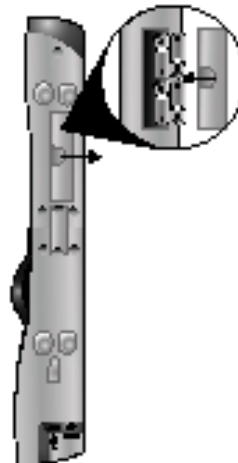
# Equipment Set Up

After opening the mimio Xi box, install the 4 AA batteries (included) into the Xi bar.

Unfold the mimio Xi capture bar.

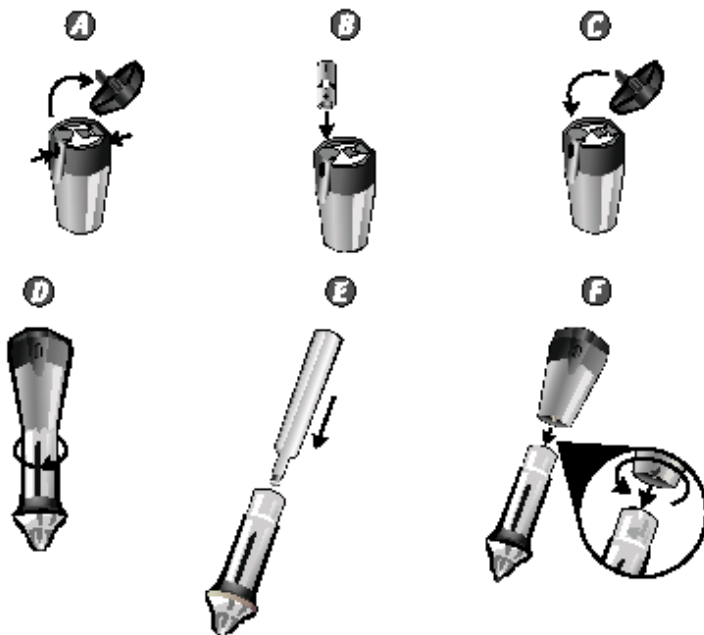


Install four (4) AA batteries.



Second, install the appropriate batteries into the stylus pens and the mimio eraser.

Insert N-cell batteries and markers into the mimio styli.



Insert AAA battery into the eraser.



**Note:** Put the same color pen with the same color stylus (match the cap color of the stylus pen). For mimioMouse mode, place the plastic pen insert into the stylus pen of your choice.

## Equipment Set Up (cont.)

Install the software from the CD included in the box.

*Load the mimio CD into your computer.  
Click on "Install mimio software."*



After inserting the CD, double click on the CD icon and then on the “Installer” icon. The installation menu below will appear. Click on “INSTALL/UNINSTALL MIMIO”. The software is free and can also be downloaded from our web site: [www.mimio.com](http://www.mimio.com).



## Equipment Set Up (cont.)

### Attaching mimio Xi to the whiteboard

**mimio Xi can be attached to the whiteboard in two ways.**

#### **Temporary suction cup attachment:**

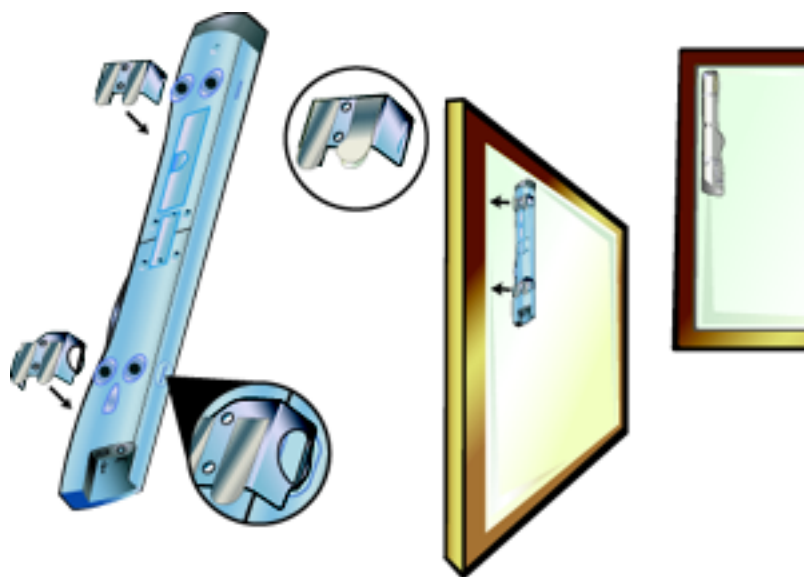
When using mimio Xi on a board where it will not remain for more than a day, the Xi capture bar can be attached using the suction cups. When attaching Xi using suction cups, make sure the board and suction cups are clean (wipe with tissue – clean the suction cups only with water or alcohol – NEVER use solvent cleaners on the suction cups). When cleaning the upper left hand corner of the board, also make sure there are no scratches or surface irregularities that would prevent a secure attachment.

**NOTE:** *After attaching Xi with suction cups, make sure that both the top and bottom sets of cups have fastened properly by applying some lateral force left, right, up and down parallel to the board surface. If the suction cups loosen when doing this, re-clean and re-attach.*

#### **Long-term attachment using mounting brackets:**

If your Xi will be used frequently on a particular board, or if you wish to use Xi on any board for an extended period of time (days or more), it is highly recommended to use the mounting brackets. One pair is supplied with your Xi but additional mounting brackets are available from Virtual Ink ([www.mimio.com/store](http://www.mimio.com/store)). The mounting brackets are attached by clipping them onto the Xi bar then removing the protective paper over the 3M “Command” adhesive strips. Press the bar with the clips onto the upper left corner of the whiteboard in vertical orientation for landscape oriented boards or horizontally for portrait oriented boards. The clips will remain in place but the bar can be easily clipped in and out of the brackets and will remain precisely positioned as long as desired. This fixed positioning can be particularly useful when your Xi is used with the mimioMouse interactive whiteboard feature and a fixed position projector since it permits calibration to be retained and eliminates the need for recalibration each time mimio Xi is used.

**NOTE:** *Additional mounting brackets are available from your mimio reseller or from Virtual Ink.*





# Modes of Operation

mimio Xi enables you to capture whiteboard data (notes, drawing and diagrams) in 2 modes: **stand-alone** or **connected to a Macintosh**.

## A.) Stand-alone mode: battery power

With mimio Xi's built-in memory and battery power, capturing data is as easy as attaching the bar to the whiteboard, powering on and writing. No computer, no cables ... it's that easy! All of the notes from a meeting or lecture lasting up to 10 hours can be captured without a computer.



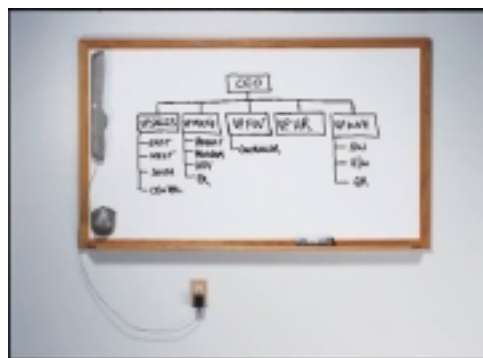
In battery mode, you will need to press the Power Button to turn mimio on. The color of the Power Button indicates the battery life status:

- **Green:** Unit on. Over 5 hours battery life remaining
- **Yellow:** Unit on. Between 1-5 hours battery life remaining
- **Yellow flashing:** Unit on. Battery life under 1 hour remaining

## B.) Stand-alone mode: AC Power Adapter

In stand-alone mode, mimio Xi can also be powered from the optional AC Power Adapter, allowing you to conserve batteries. With this option, getting started is as easy as attaching the bar, plugging in the adapter and writing. You never have to press the Power button; it's always on!

***NOTE:** you can use re-chargeable batteries in your mimio Xi but they are not re-charged by Xi when using the optional AC Power Adapter.*



**Data Recording Indicators:** In stand-alone mode the flashing green **Pen Activity and Memory Content LED's** on the capture bar confirm your notes are being recorded and stored

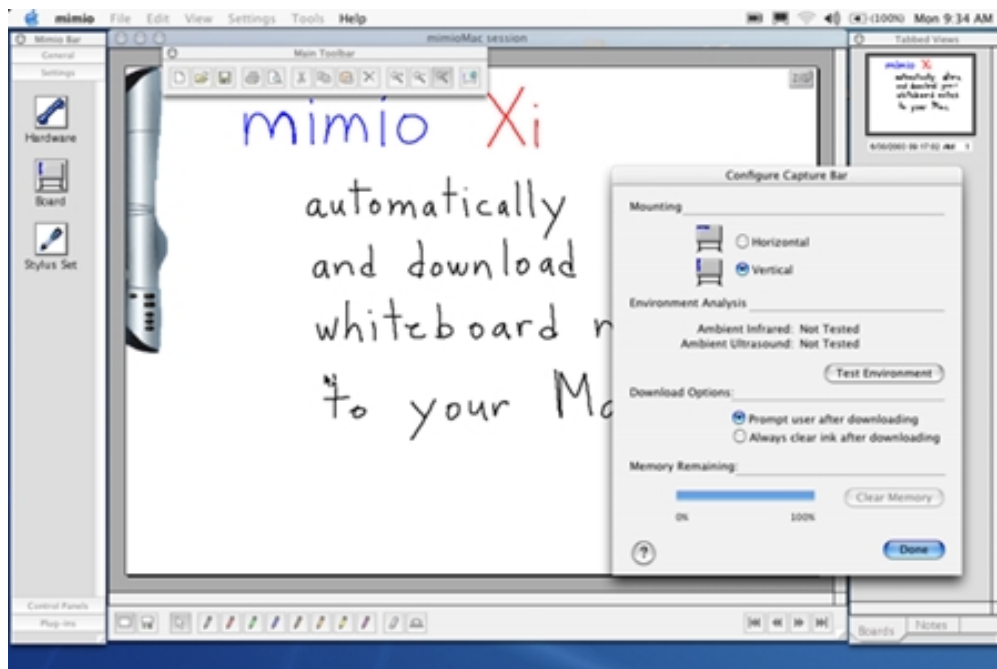
# Modes of Operation (cont'd.)

## Downloading data

After whiteboard data has been captured in stand-alone mode, it can be downloaded to your Macintosh by attaching the mini-B (small) end of the cable to mimio Xi and the other end to the USB port on the Mac. To begin the download process, simply start the mimio (v. 1.7 or later) software application.



After the whiteboard data has been downloaded to the mimio software application on your computer, it can be cleared (**Clear Now**) or retained (**Clear Later**) in the Xi memory. Once downloaded to the Macintosh, mimio Ink data is easily saved. To ensure you always have memory available on your Xi for any session, we recommend that you check **Always clear ink after downloading**. Under **Settings–Hardware** in the mimio software, you can preset or change your **Download Options** (see below). You will also find a meter indicating memory remaining in your mimio Xi if you don't clear it.

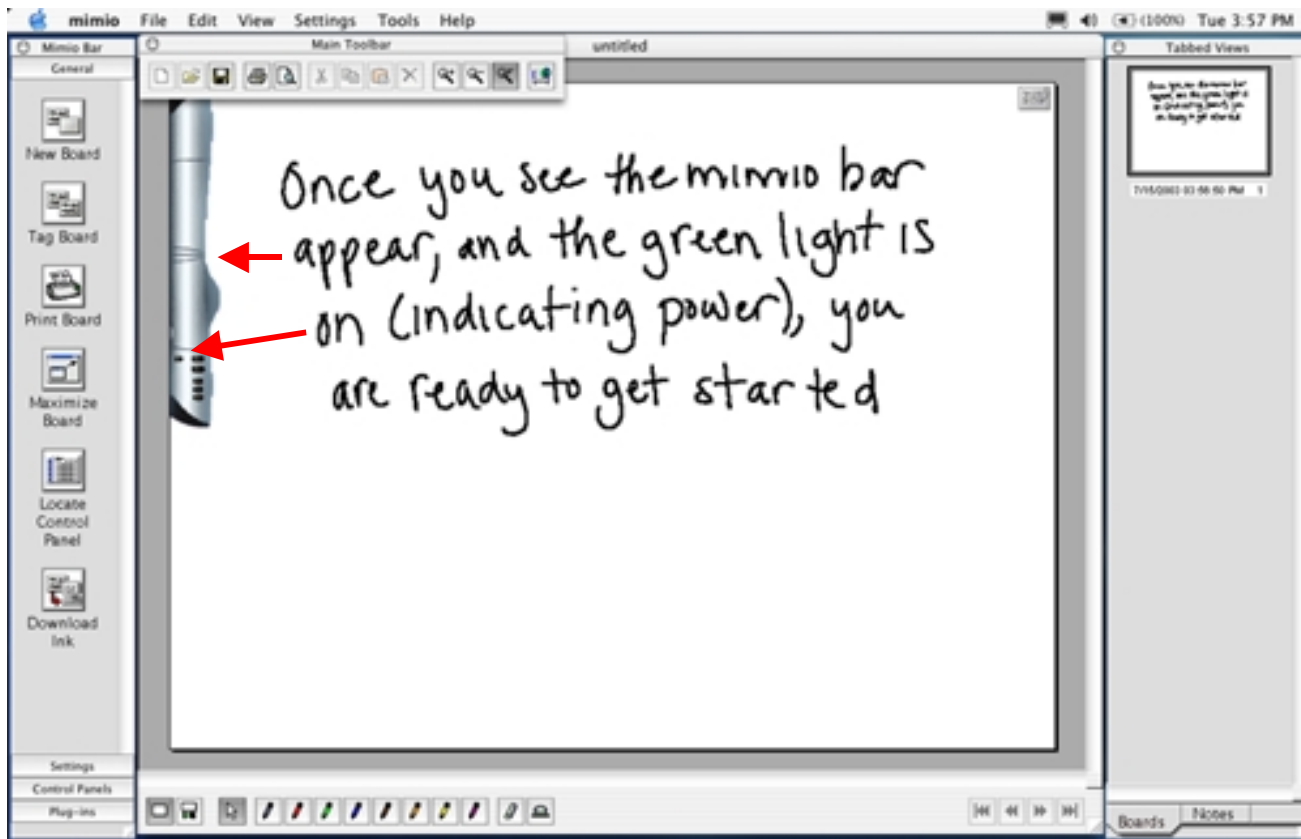


**Note:** Data in the Xi bar memory can also be cleared manually by pressing and holding the **Memory Reset Button** on the capture bar for one second with a thin pointed object (i.e. pen or pencil).

# Getting Started

## Connected Mode

Once connected to your Macintosh, mimio Xi, mimioBoard, or mimio for Macintosh allow you to capture whiteboard notes in color and in real time within the mimio software application running on your Mac.



With the mimio Xi device connected and the mimio software application open, you will notice that the capture bar appears on the virtual whiteboard in the mimio software. The power button of mimio Xi will illuminate if not already running on battery or AC power. With mimio for Mac, the LED on the capture bar will illuminate yellow when physically connected to the Macintosh and will change to green when communicating with the mimio software. If the mimio Xi capture bar (or mimioBoard or mimio for Mac bar images, when using those devices) does not appear on the virtual whiteboard in the mimio software, you are NOT connected.

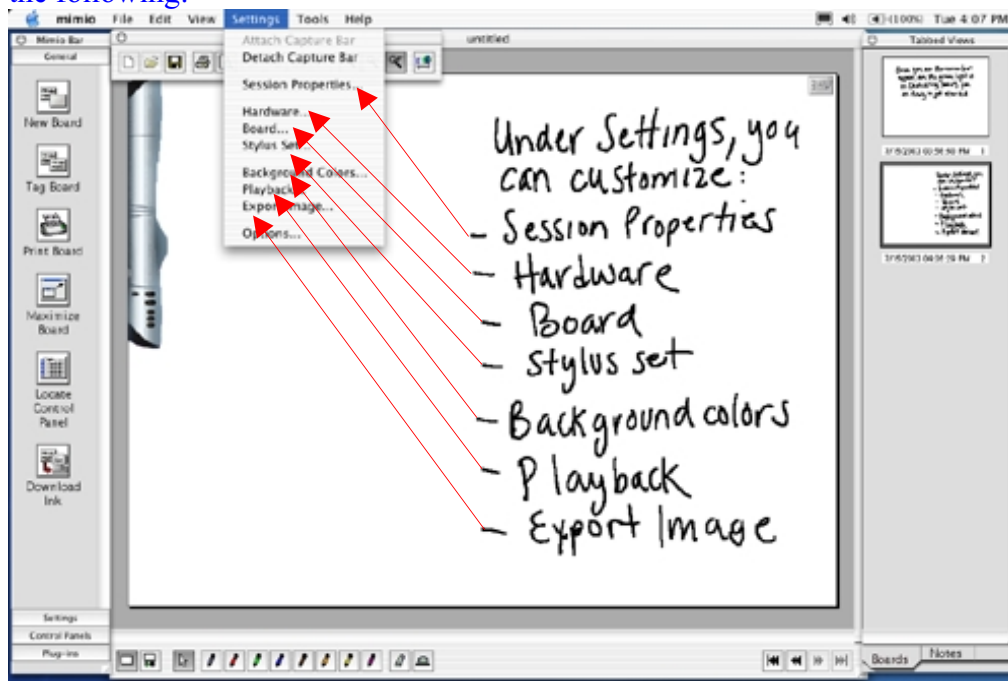
### **Important Note!!!**

When in connected mode, if your Mac goes into **Sleep** mode the mimio Xi system will switch to stand-alone mode and any ink data recorded will be stored in the Xi bar flash memory. Using mimio will NOT wake up the Mac. It is therefore highly recommended whenever possible to use **Energy Saver** settings in your **System Preferences** which will insure the Mac does not go to sleep during your connected mimio session.

# Getting Started (cont.)

## Settings

Under the **Settings** menu (located on the main menu bar and on the far left-hand side), you can customize the following:



**Session Properties:** Add a title, date, attendees & other detail info to your mimio file.

**Hardware:** Highlight “Capture Bar” and select “Properties”. You can change the orientation of the capture bar to **vertical** or **horizontal** depending on the orientation of the whiteboard you are using. You can also test for signal interference under **Test Environment**. The most common interference is caused by motion detectors and direct sunlight on the mimio bar. If the Test Environment results indicate interference, attempt to position the board and capture bar out of the “line of sight” of such devices or signal sources. Also try positioning the bar horizontally.

**Board:** mimio Xi “covers” any whiteboard area up to 4’ x 8’ in size. **For board size setting options see page 13.**

**Stylus Set:** You can change the **color** and **line thickness** of each individual stylus pen.

**NOTE:** Change the pen stroke color and thickness for all previous pen strokes by pressing “OK” on the “**Apply to Previous**” box or have the changes affect only strokes made after the setting change. Attaching a different **smartCap** to the top of the stylus pen also allows you to change the color of the recorded ink to match the available colors of dry erase markers.

**Playback:** Control the speed of “stroke-by-stroke” playback of your mimio Ink data files.

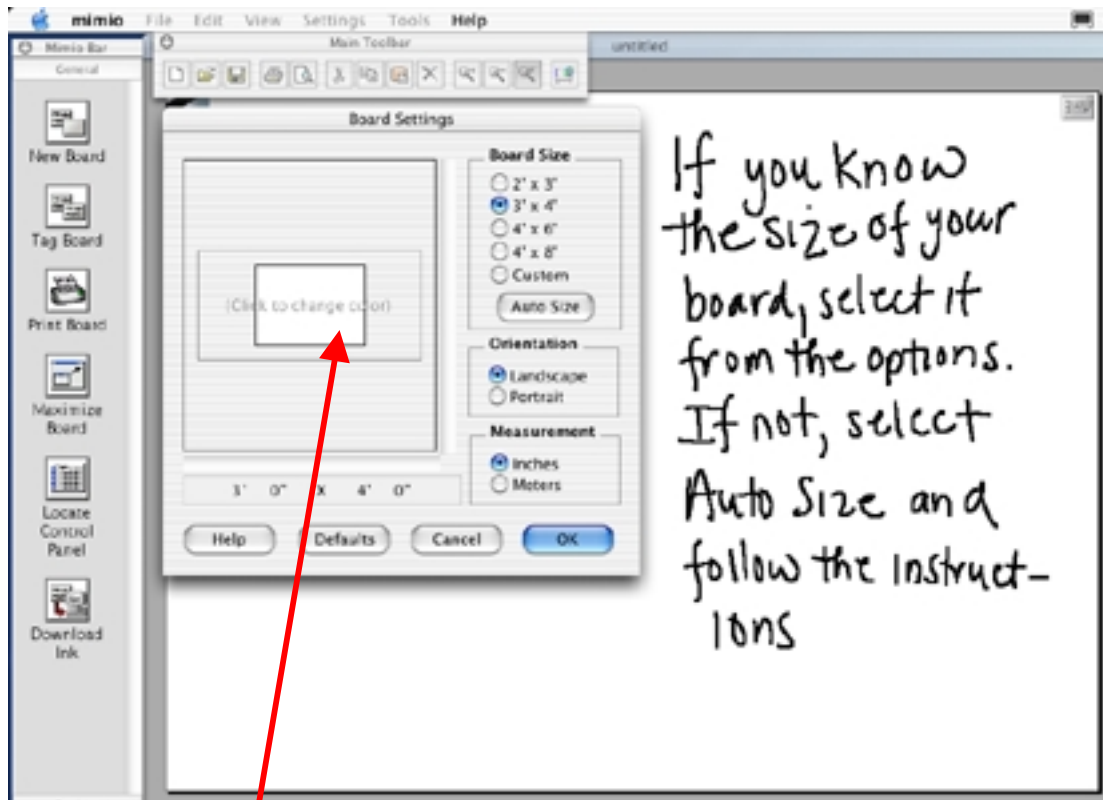
**Export Image:** You can specify the dimensions/resolution & other properties for mimio Ink data exported as image files (JPEG & PICT). mimio Ink data is natively very high resolution. You can also Drag & Drop and Copy & Paste any Ink data into other applications.

**Options:** You can customize your Settings (enable audio feedback, connect to last session), Formatting (date and time) and File Saving Features (save recovery files, auto save). These functions are designed to ensure that you will always save and capture your data without any chance of accidentally losing the information on the board.

# Getting Started (cont'd.)

## Settings - Board

The mimio software will automatically capture all notes, diagrams and drawings on any hard, flat, smooth surface up to a 4' x 8' (1.2m x 2.4m) area in size. If you would like to adjust the size of the virtual whiteboard in the software so that it proportionally matches the actual whiteboard in use, simply go to Settings-Board from the Main menu (at the top) or from the left-hand tab.



If you wish to change the background color of the whiteboard in the mimio software, click on the board in Board Settings and select the desired color (remember to change pen color assignments if necessary to insure optimum contrast (i.e., set pen color to white if the board color is set to black)).

If you know the size of your board, simply check the appropriate size and click **OK**.

If you don't know the size of your board select **Auto Size** and touch the lower right-hand corner of the whiteboard with any one of the mimio Stylus Pens. The mimio software automatically sizes to the board you are using.

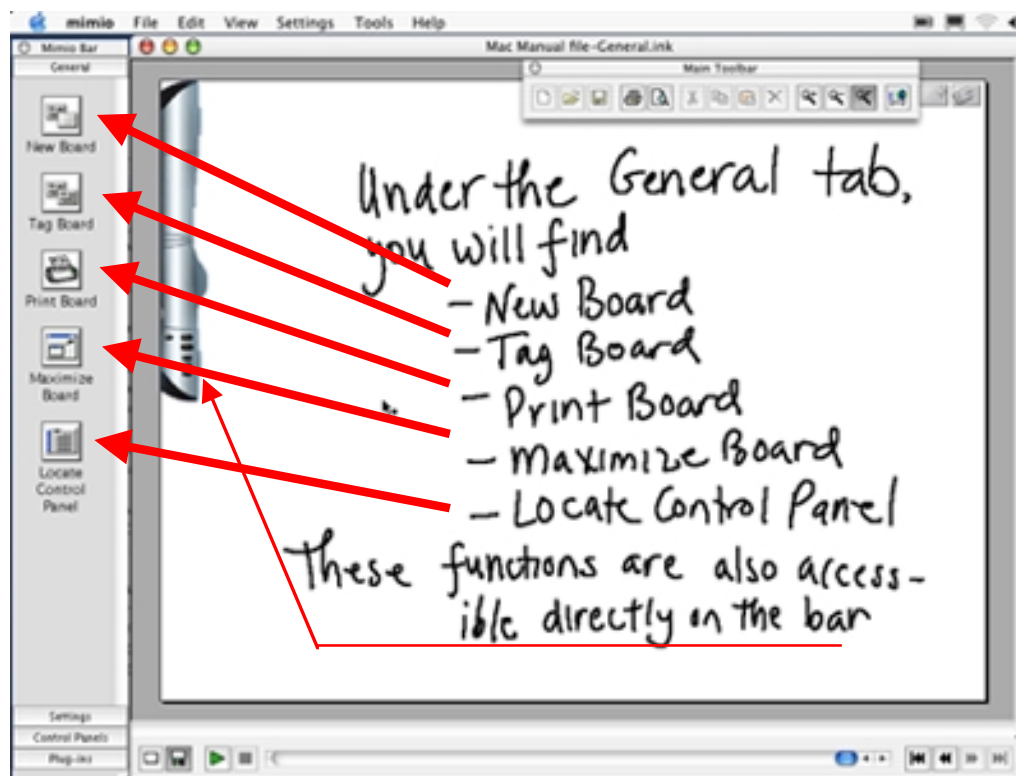
You can also custom size your board by checking the **Custom** box and adjusting the sliders at the side and bottom of the graphic box.

**Note:** If your whiteboard is portrait oriented (meaning it is taller but not wider than 4' (1.2m), remember to go to **Settings-Hardware-Properties** and select the horizontal mimio bar orientation.

# Working with mimio

## General

Some of the most frequently used mimio features/functions are accessible from the “**General**” tab on the left-hand “Mimio Bar” of the software. These functions are also located on the Capture Bar so that you have the flexibility of accessing them directly from the whiteboard or at the computer.



**New Board:** mimio saves a thumbnail of the current board and adds a new blank board to your recorded whiteboard session. After pressing **New Board**, the actual whiteboard can be erased with either a regular board eraser or mimio eraser. **Note:** after selecting **New Board**, the previous page cannot be edited.

**Tag Board:** mimio creates a thumbnail of the current board and carries that same board content/concept to a new page allowing you to continue to add to it. Themes, ideas, concepts and/or problems can continue to be developed without having to start from scratch.

**NOTE:** Pages created by **New Board** and **Tag Board** are individually numbered and are selectable by number (single or in series) for purposes of printing, exporting to HTML and/or emailing.

**Print Board:** if a printer is installed, mimio will print the current page to the default printer.

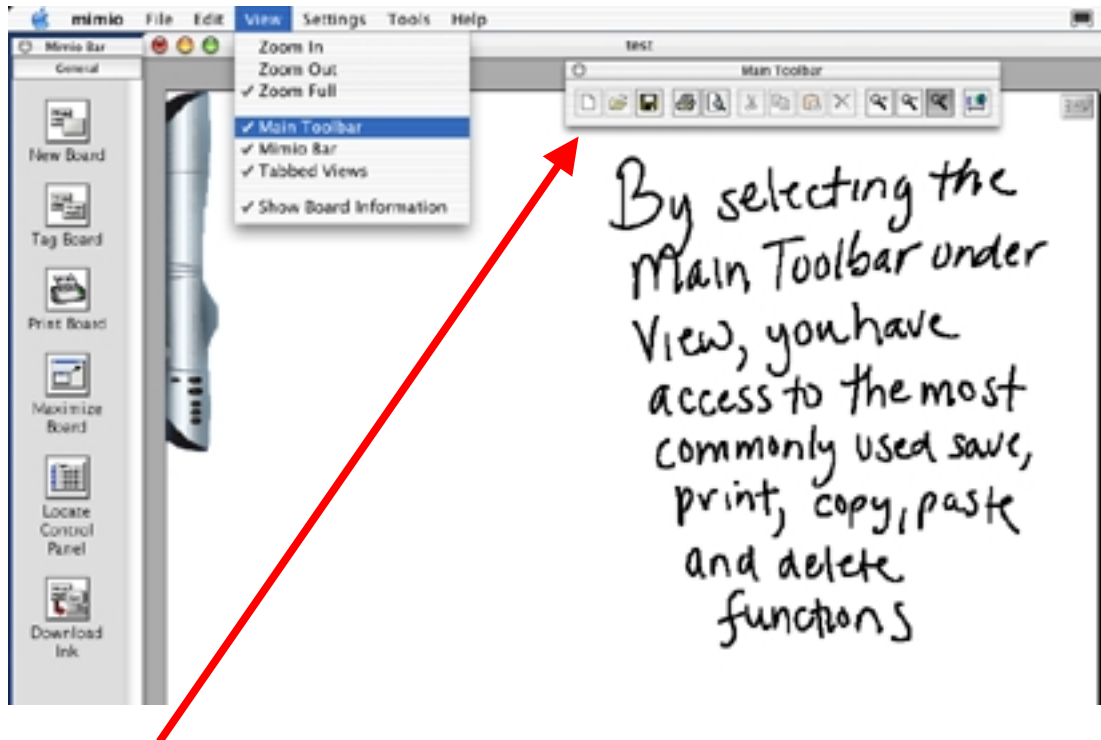
**Maximize Board:** maximizes / minimizes / restores the mimio application window on your computer screen.

**Activate Control Panel:** Activates voice guided calibration of the Talking Calculator Control Panels. You can obtain the PDF file to print the Calculator Control Panel at [www.mimio.com/software](http://www.mimio.com/software) under **Control Panel Templates**.

# Working with mimio (cont'd.)

## Navigating the mimio software

A floating Main Toolbar provides mimio Mac users with access to standard tools for file control, printing, text editing and some specialized function for the mimio application.



**New, Open, Save, Print, Print Preview, Cut, Copy, Paste, and Delete** all operate in standard ways in the mimio application. Only one mimio session file can be open at one time so the **New** and **Open** buttons are active only when no mimio document is open. *Note that **Cut, Copy, Paste and Delete** become active only when you highlight text in the **Notes Tab View**. See p.16.*

The 3 buttons to the right of the **Delete** button on the Main Toolbar button allow you to select an area of the mimio whiteboard and **Zoom in, Zoom out** and return to **Full page**. The Zoom function supports magnification of the Ink data on the whiteboard up to 10 times.

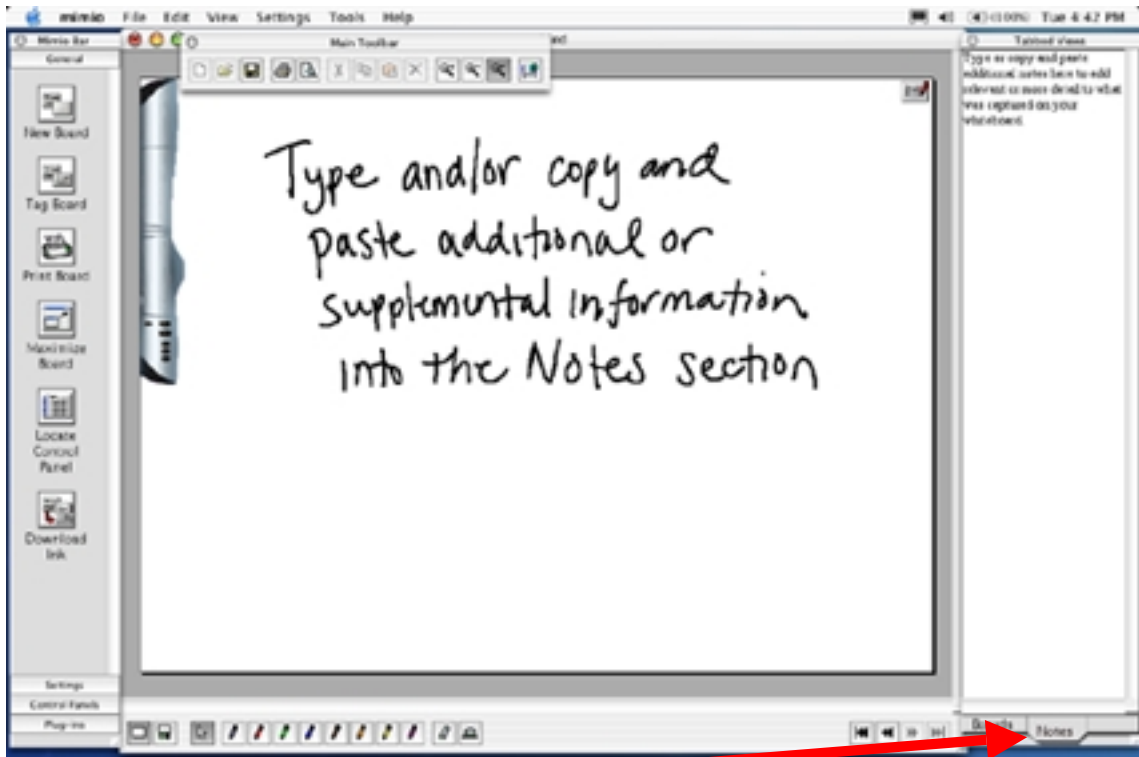
The last button on the far right of the Main Toolbar is for mimio Meeting Center. By clicking on this, while connected online, it will open a web browser window at [www.mimio.com/meetings](http://www.mimio.com/meetings) where you will find comprehensive information about use of mimio with 3<sup>rd</sup> Party online conferencing solutions.

**Note:** Make sure that you have the latest version of mimio software loaded on your computer. If you are not sure what version you currently have, go to Help / Software Updates from the main menu and then check [www.mimio.com/software](http://www.mimio.com/software) to confirm that you have the latest version.

# Working with mimio (cont'd.)

## Notes Tab

While the mimio software accurately captures everything that is written and drawn on the mimio enabled board, other parts of the lesson or discussion may not have been recorded. In the “Notes” field, additional information can be entered (typed) or copied from another text sources and saved with the mimio page displayed.



- Click on the **Notes** tab in the Tabbed Views section (located in the lower right-hand of the software) and start typing (or copy and paste) information into the Notes area.
- As soon as you begin to add notes, standard text formatting toolbar icons become active in the main mimio software, enabling you to change the font type, size, color, etc.
- You will also notice that the marker icon in the upper right-hand corner of the virtual whiteboard is now “active” (colored red) – signaling that the board has associated notes (a great visual reminder when reviewing an .ink file at a later time).

Any mimio Ink files shared and viewed in the mimio software application will retain and display associated notes. The notes from the Notes tab can also be included when mimio Ink file pages are Printed or when they are exported to HTML.

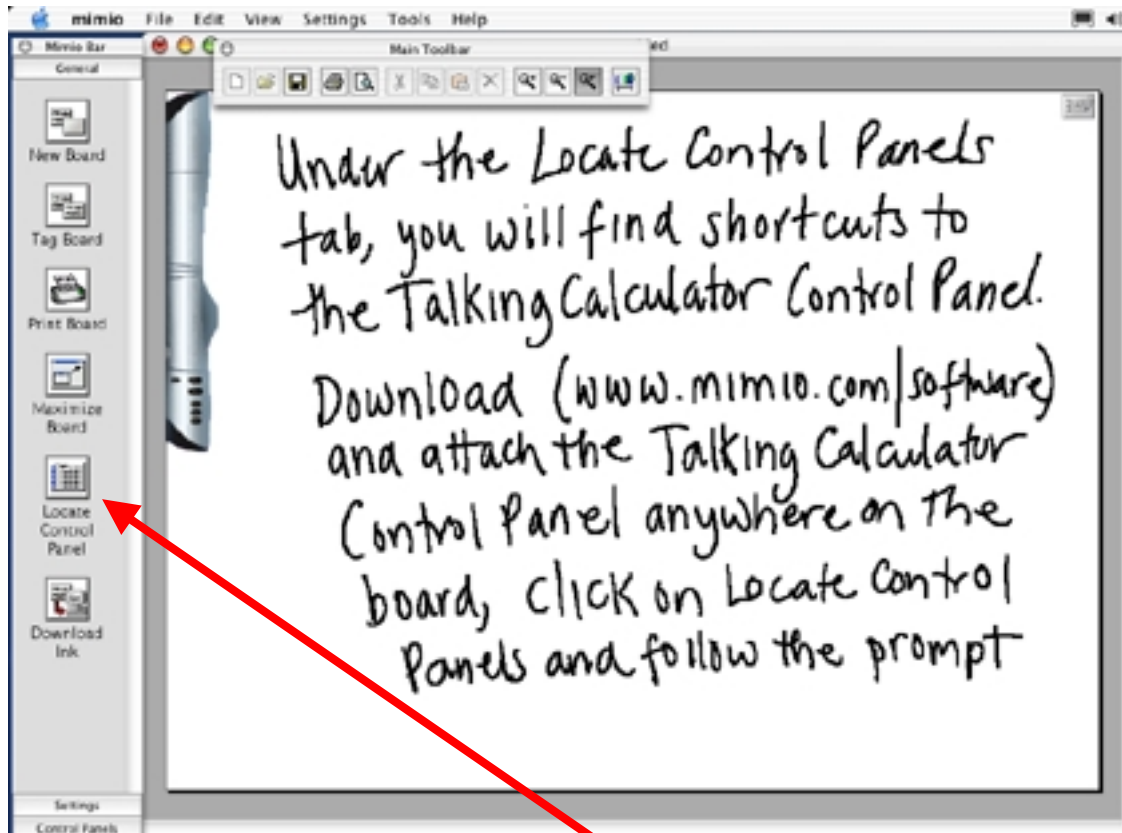
**NOTE:** To use the Notes feature, make sure that **Tabbed Views** and **Show Page Information** is checked under **Views** (See p. 18).



# Working with mimio (cont'd.)

## Control Panels

mimio Macintosh software supports the Talking Calculator control panel. An electrostatic decal may have been included with your Xi or you can download and print the PDF file from [www.mimio.com/software](http://www.mimio.com/software). This Control Panels permits you to operate the Windows calculator utility directly from the whiteboard with voiced feedback.

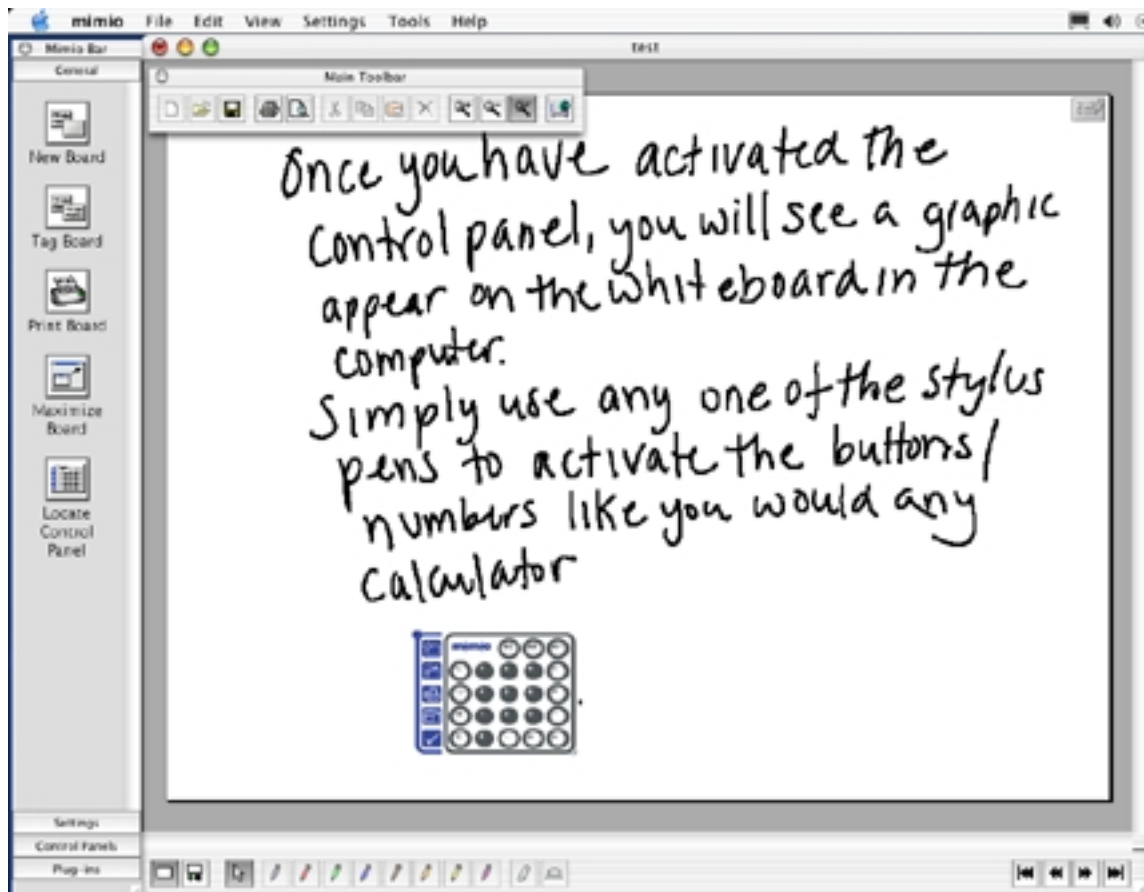


To calibrate and activate the Control Panel, place the Control Panel electrostatic decals or tape or otherwise attach a printed copy of the Control Panel anywhere on the mimio whiteboard. Then, push the bottom button located on the mimio Xi capture bar (or under Control Panels in the software) so that the Control Panel image appears on the screen. Then follow the audio and visual instructions using one of the stylus pens. You may want to place the plastic mimioMouse insert into the stylus for this exercise to avoid marking the Control Panel with ink.

# Working with mimio (cont'd.)

## Control Panels

Once activated your screen will show the panel(s) that you have installed.



At this point, all of the features and functionality of the Talking Calculator can be accessed from the location where you have placed the Control Panel. Note: If you are working on a large whiteboard, we recommend placing the Calculator decal on the far right-hand side of the board because it includes a full set of the Xi bar control buttons, eliminating the need to come back to the bar or computer to activate these commands.

The Calculator Control Panel activates a talking calculator function. For example, press the number 5; then the multiplication button; then number 5 again; and then the equal sign on the Control Panel ( $5 \times 5 =$ ).... the calculator will do the rest; activating the calculator application on your Macintosh desktop and voicing the entries, commands, and results through the Macintosh sound system.

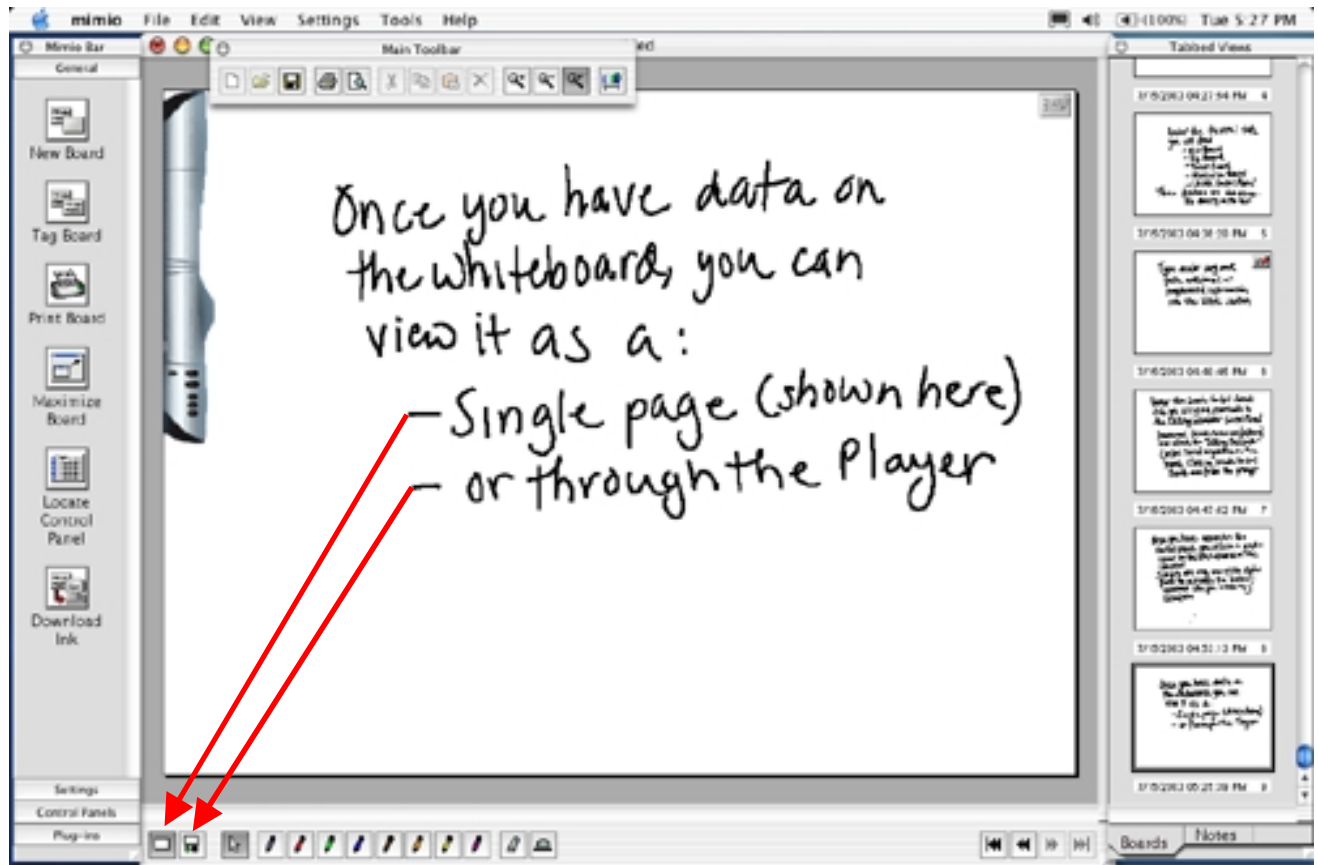
To de-activate Control Panels, click on the icon in the "**Control Panels**" tab of the mimio software or press the bottom button on the capture bar until the Control Panel icon appears and its name is voiced. Wait 3 seconds and a voice prompt will confirm that Control Panel is de-activated.

# Working with mimio (cont'd.)

## Views

You can **customize** the mimio user interface by clicking on **Views** in the mimio software and selecting or deselecting the various options to display the **Main Toolbar**, **Mimio Bar**, **Tabbed Views**, and **Display Board Information** (show Notes icons on the Tabbed Views thumbnails).

**Note:** The default Views setting displays all the options under the Views menu.



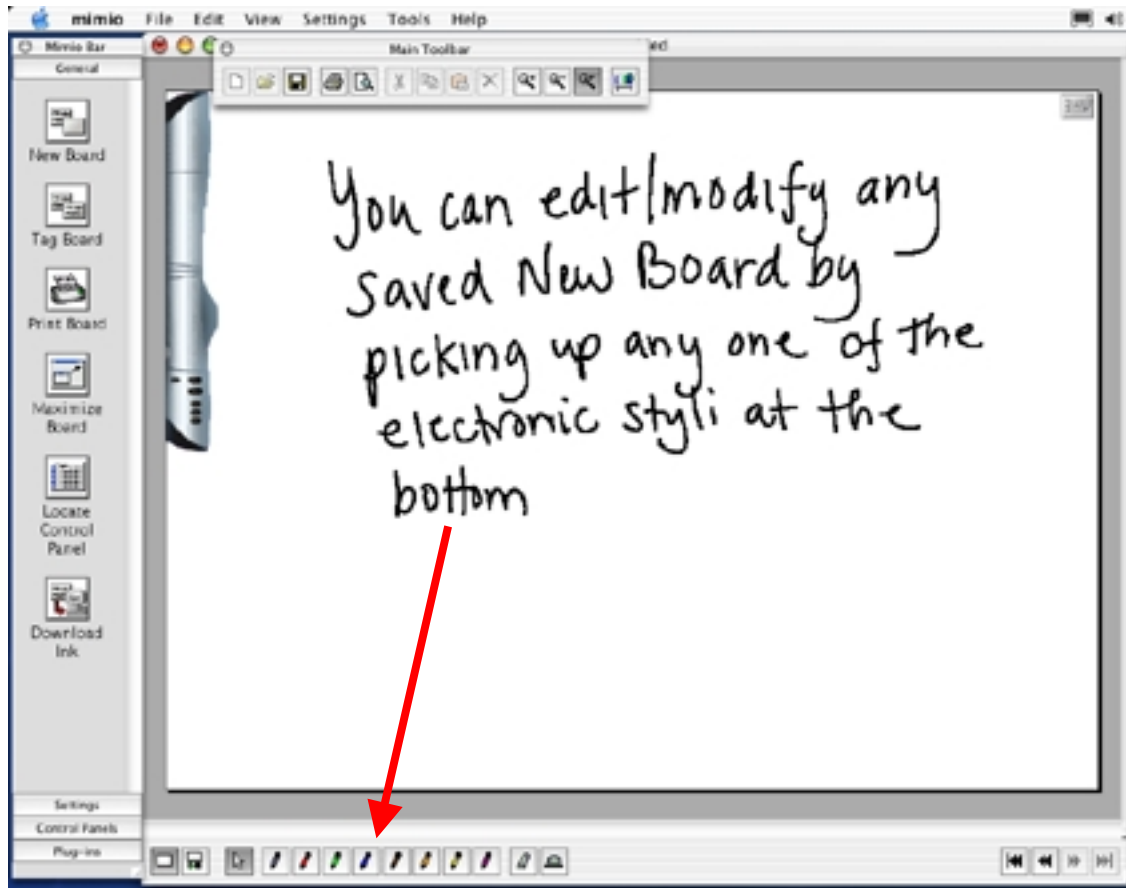
There are also 2 **Display** toolbar buttons located in the lower left-hand corner of the mimio application

- **Single** – displays current capture page plus all software pen tools and functions. If **Tabbed Views** is selected the thumbnails of any **Tagged** or **New Boards** will appear in a window on the right.
- **Player** - will play back your session stroke-by-stroke. You can increase/decrease playback speed and also choose to continually loop the playback in the **Settings-Playback** dialog box. *NOTE: You can add a New Board or a Tag Board to the Ink file after the data has been captured by finding the point at which the New or Tag Board is desired and selecting New Board or Tag Board from the Edit menu*

# Working with mimio (cont'd.)

## Editing boards

mimio software faithfully replicates the reality of the whiteboard you are using. Once you have changed or erased the writing on the board, you cannot return in the software to a “Saved” or “Tagged” page and use a mimio stylus pen to add to or edit the Ink data. However, mimio pages can be edited as follows:

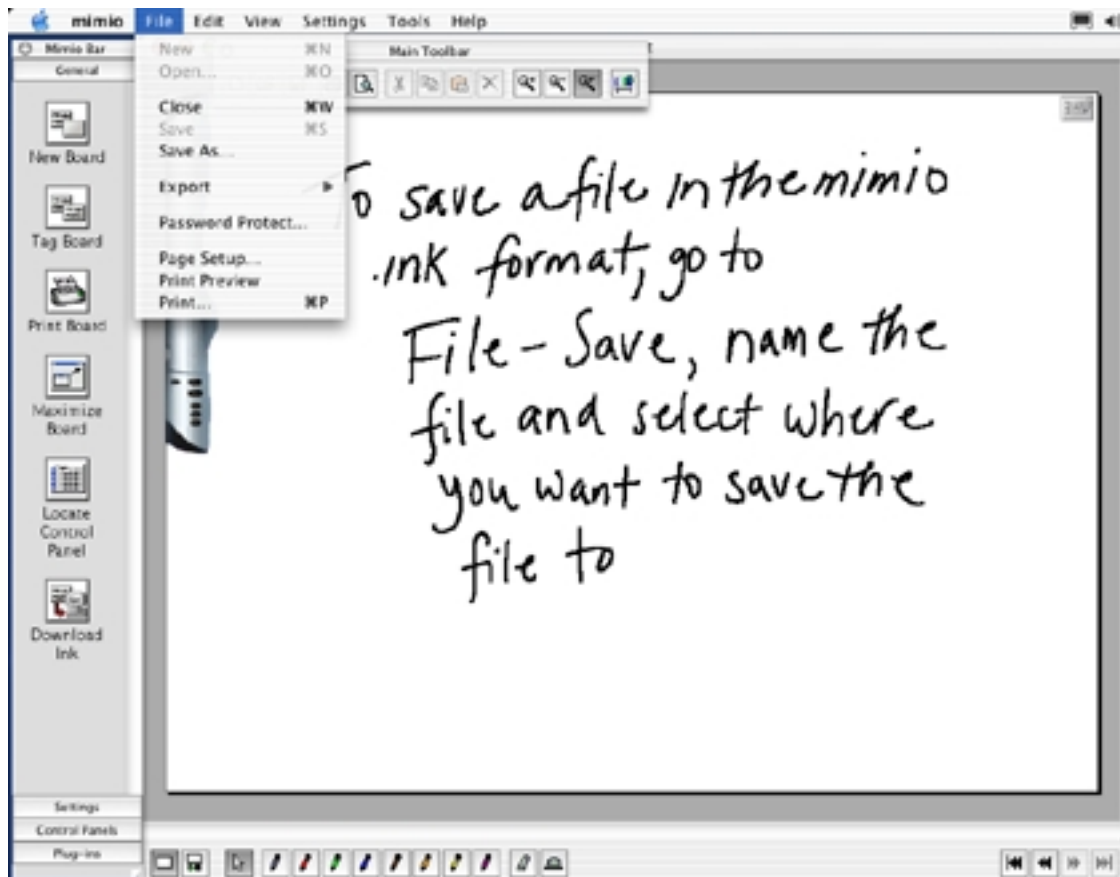


You can add additional data to any mimio Ink file by simply opening the file on your Macintosh with the mimio Xi or any other mimio capture device connected (mimioBoard, mimio for Mac) and writing with any mimio stylus pen. You can also add Ink data to the current board by using the “soft pen tools” shown at the bottom of the board when in **Single Board View**

# Working with mimio (cont'd.)

## Saving mimio files

Data captured on the whiteboard with mimio Xi can be saved in the mimio native format (.ink)



**There are a few benefits to saving and viewing files in the native mimio Ink format:**

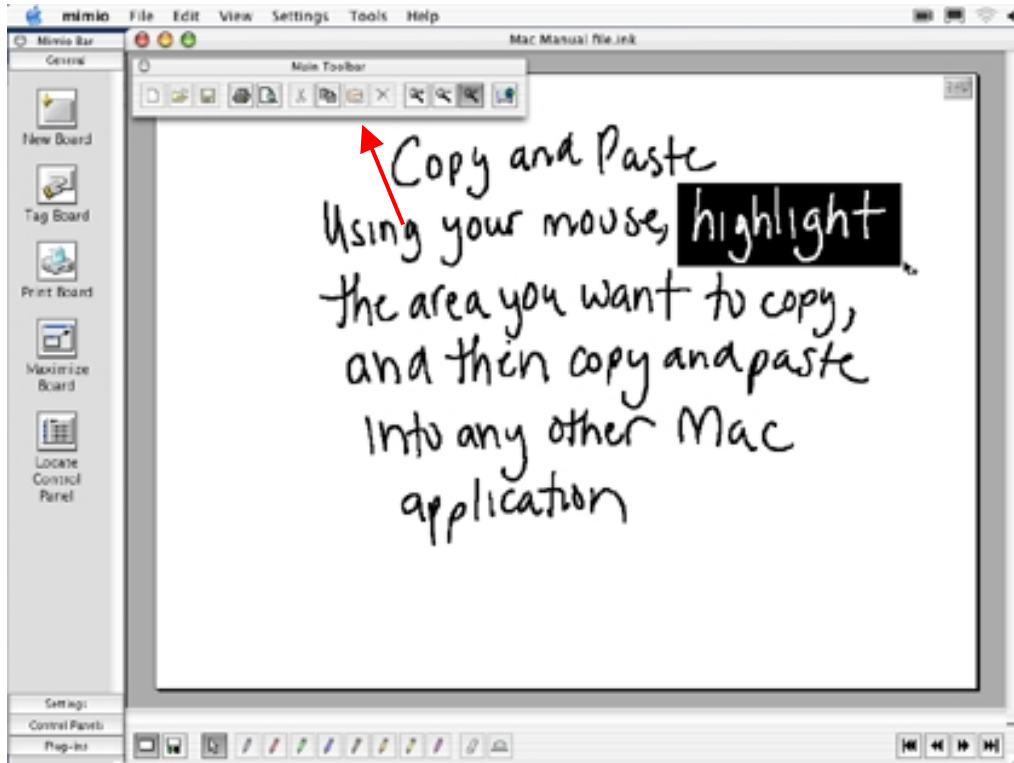
1. The mimio software is a free download ([www.mimio.com/software](http://www.mimio.com/software)). Anyone can download and install the mimio software making sharing and viewing mimio Ink files easy.
2. In the mimio Ink format, all features and functionality of the mimio session data are accessible, including added keyboard Notes & Recognized text as well as playback, page thumbnails, etc.
3. Recipients can also edit the session notes (add Tag or New boards; add ink to pages from soft pens etc.) - and if they have a mimio device, they can further develop and add data and pages to the session. (See p.20)
4. **mimio Ink** files are rendered as vector data, which requires less memory and storage space than bitmap or even jpeg files and therefore easier to email, share & archive.

*Note: mimio Ink files are cross platform compatible. That means mimio Ink data captured on your Mac can be opened in the mimio Windows application and vice versa. Each platform version of mimio has unique capabilities (ie. QuickTime and iMovie export on Mac; writingRecognition and boardCast streaming Ink data on Windows) which can thereby be accessed if you have both Mac and Windows machines available.*

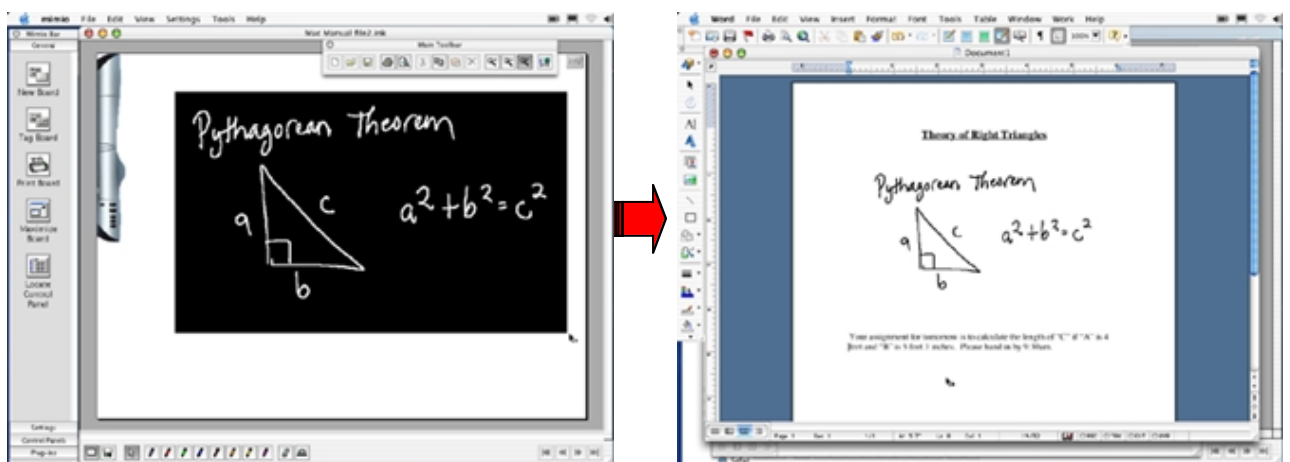
# Working with mimio (cont'd.)

## Copy and Paste

Data captured from the whiteboard can also be copied and pasted (or dragged and dropped) into any other Macintosh application such as Microsoft Word, PowerPoint, and Excel or directly into Outlook.



Open up the application into which you want to copy mimio data. Then click on one of the selection tools located on the Styli and Erasers tool bar; highlight the area you want to copy and then Copy and Paste (or Drag and Drop) it into the application.

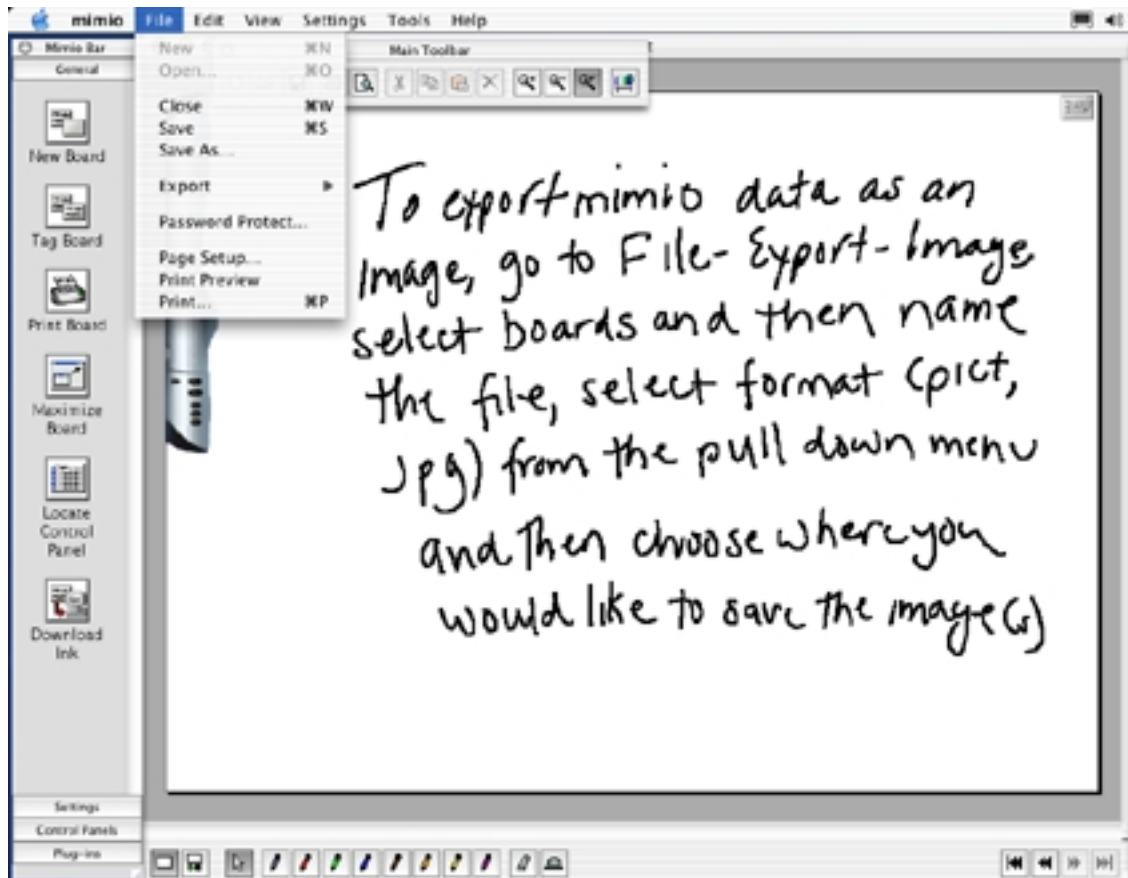


Because mimio Ink is vector data, the copied mimio images are scaleable and can be enlarged or reduced without sacrificing image or print quality.

# Working with mimio (cont'd.)

## Exporting data as an Image

To enable easy integration into other document formats, or use with other applications, you can **Export** mimio Ink data to **Image** (JPEG, PICT), **HTML**, **Scalable Vector Graphic** (SVG), or **Encapsulated PostScript** (EPS) file formats.



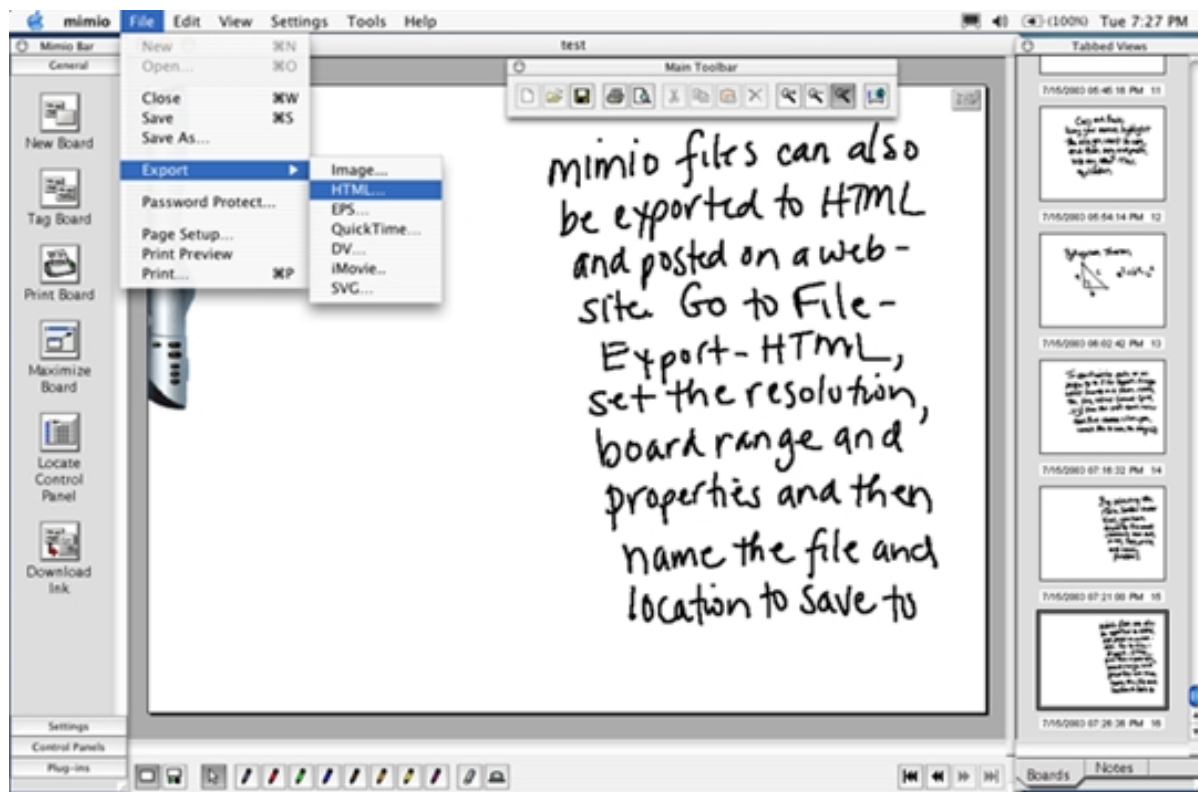
You can export an entire series of boards or particular numbered boards by clicking on **File-Export-Image** and indicating preferences.

Depending on the type of file format to which you are exporting, you have the option to specify resolution and other attributes of the mimio Ink data in the exported format.

# Working with mimio (cont'd.)

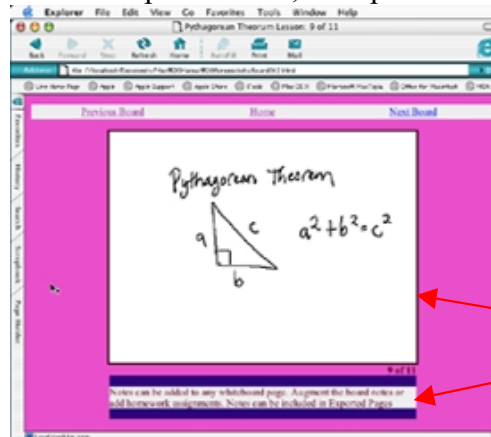
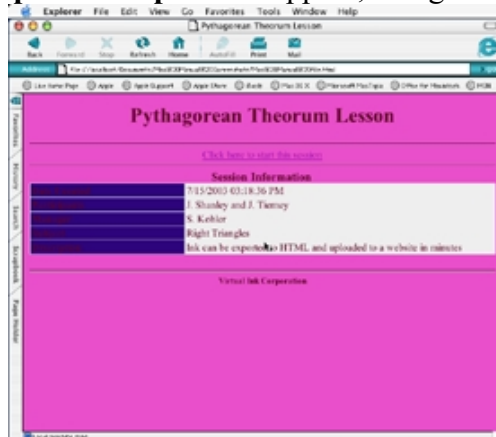
## Exporting data as HTML

mimio Ink data can be exported to HTML and posted to a website in seconds, allowing easy access for students or others to whiteboard notes from any Internet web browser anywhere, anytime.



Simply go to **File-Export-HTML**, name the file and location where you would like to save it and mimio automatically renders the mimio Ink pages in HTML for instant posting or uploading to web pages. Numbered mimio Ink boards can be exported by selected page numbers, or as an entire session with all pages, generating a sequenced “storyboard” of the whiteboard notes viewable in any web browser. Colleagues, clients, customers and students benefit from being able to view your mimio whiteboard notes - wherever and whenever – with a simple Internet connection.

**Note:** If you have added notes in the Notes tab (See p. 20), these notes can be selected in **HTML Export-Set-up** to also appear, along with Session Properties data, in exported HTML pages.



Whiteboard notes  
Keyboard notes

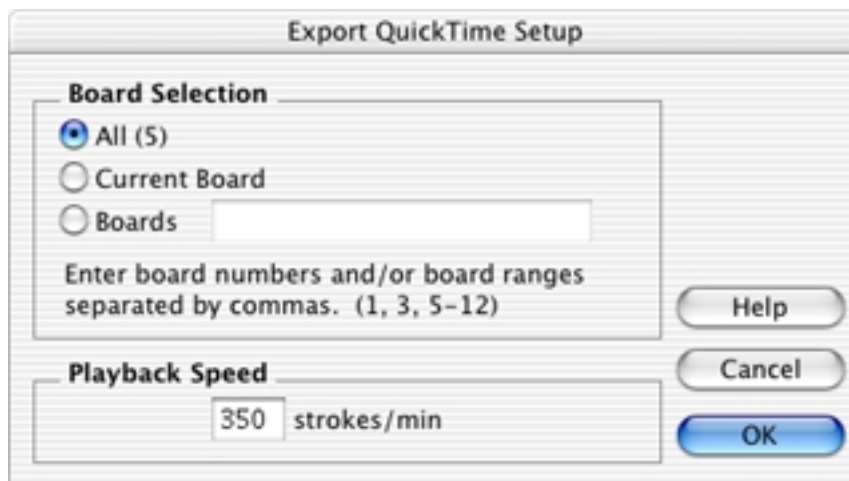


## Working with mimio (cont'd.)

### Exporting Ink data to QuickTime, Digital Video and iMovie

With mimio Macintosh software you can export your Ink data directly as QuickTime movies that can be replayed by anyone, or you can export to Digital Video (DV) for editing with standard multi-media tools. Even better, you can export Ink directly into Apple's brilliant iMovie where you can easily integrate your whiteboard data with audio, video and special effects to create powerful multi-media content (QuickTime files) that can be played on any computer.

Go to **File-Export** and select **QuickTime, DV (Digital Video), or iMovie** The dialog below will appear to permit you to precisely specify your exported file requirements.



***Note:** Digital Video files are very large and require long processing time. For best Ink results in iMovie, a playback speed of 350 strokes per minute is recommended.*

# mimioMouse

## Getting Started

The **mimioMouse** application included with mimio Xi for Mac enables you to turn your whiteboard into an **interactive touch screen (also referred to as an Interactive Whiteboard)** – allowing you to control your Macintosh desktop and applications (Word, PowerPoint, web browser) directly from the whiteboard.

*Note: The mimio Xi (or other mimio device) can only be connected to and controlled by one software application at one time. If your mimio Xi is connected to the mimio application, you must first go to **Settings-Detach Capture Bar** before you start and run the mimioMouse application.*

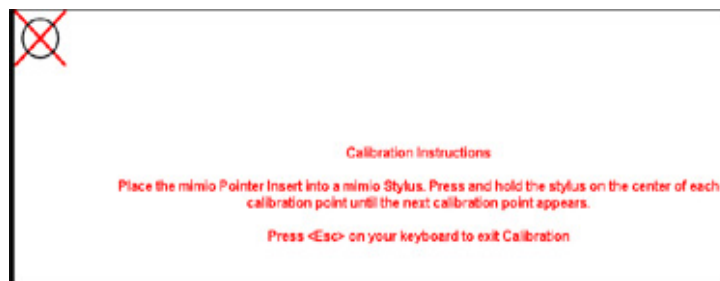
To activate mimioMouse, first, connect mimio Xi and a data projector to your Macintosh; then project your desktop onto the whiteboard. The aspect ratio of your projected image will allow a desktop display up to 4' (1.2m) x 5' 4" (1.6m) or approx. 80" diagonal. Maintain a gap of at least 6" between the projected image and the mimio Xi. Next, replace the dry-erase marker in one of the stylus pens with the included **plastic mimioMouse insert**.



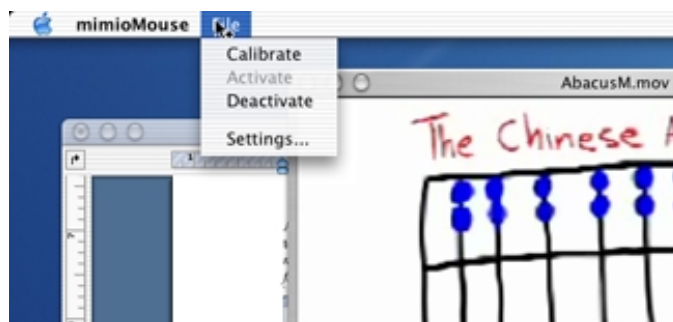
Next, double-click on the mimioMouse application icon located in the mimio folder in your Applications folder (or in the OS X Dock, if you have placed the mimio and mimioMouse icons there).

The projected screen image will go white and a target point will appear in the top left-hand corner. There are 9 points in total with the next point appearing once you have pressed the pen on the previous target. Ensure that you hit the target (the center of the “X”) as **precisely** as possible and **for optimum calibration accuracy hold the pen at a 90-degree angle to the board surface.**

*NOTE: Whichever Stylus Pen is used for the calibration of mimioMouse will become a “cordless mouse”.*



After completing the final calibration point, the Macintosh desktop will reappear. You are now ready to use **mimioMouse**. *Note: If the projector or whiteboard moves during or after calibration, mimioMouse calibration will lose accuracy. If this happens, simply restart the calibration process from the **File** menu of the **mimioMouse** application.*



# mimioMouse (cont'd.)

## Features

The mimioMouse feature enables you to:

- Control your projected Mac desktop and applications from the whiteboard
- Scroll through PowerPoint or other presentation slides
- Surf websites
- Navigate interactive CDs
- Operate your mimio software application and create Ink data using the “soft” pen tools with your mimioMouse

If you will be using mimioMouse on the same whiteboard with a fixed projector location, you can store your calibration settings so that mimioMouse is calibrated and active as soon as you open the application. Go to **File-Settings** and select **Use stored calibration settings**



## Quick Tips for Optimizing mimio Xi Performance

- Keep the mimio stylus you are using as close to a **90-degree angle** to the board as possible.
- **Maintain** a firm but even pressure with the stylus on the board. If you can hear the “**buzzing**” noise, the stylus is generating a signal and mimio Xi will capture what you write.
- When replacing the marker pens **chisel tips** are better for fine work than bullet tip markers. (Most office supplies outlets stock both types).
- Every now and then use a **quality whiteboard cleaner** on the board to remove accumulated Ink residue.
- The more **accurately** you calibrate the board when in mimioMouse mode the easier you will find using drag and drop functions from the board, etc.
- When using a projected image to display captured ink from the whiteboard adjust the **line thickness** to suit in the Stylus Set so that the captured ink is bolder.
- Always remember to **replace** caps on the mimio styli – the markers will dry up the same as any other dry-erase marker when not capped.
- **Never** place the permanent eraser holder in the line of site of the capture bar. We recommend that you place it directly **underneath** the capture bar so that it does overlap any active area of the mimio-enabled whiteboard.
- **Remember** that you cannot use **more than one mimio stylus** or the mimio eraser at the same moment. The capture bar can only recognize one signal source at a time.
- **Ensure** that the styli and erasers are **not** generating a signal when not in use (i.e. depressing the nib of a stylus in your hand while using another one) for the same reason as above.
- **If you have any problems call our technical support team (877.846,3721 in the US or +44 (0) 870 458 3355 in the UK or your local Master Distributor (Asia Pacific, Latin America etc.)).**
- **Ensure that all cables are safely placed and shielded** to avoid accidents.
- The styli are designed so that if you drop them they will **not** land nib first. However care should be taken to **avoid** excessive dropping to avoid possibility of damage and required replacement.
- Additional Mounting Brackets, Stylus Pens, USB cables, USB active extension cables, and eraser felt pads are among **replaceable or optional accessories** available from your mimio dealer.
- The main consumables are **batteries** and dry-erase **marker pens**.
- A **mimio Xi carry case**, only slightly larger than a typical laptop case can be purchased from your reseller, designed to hold all mimio Xi system components securely in one place.

# Frequently Asked Questions

**Q: How does mimio technology work?**

A: mimio's tracking technology uses a combination of infrared and ultrasound to communicate and relay information from the Styli to the capture bar. When you press to write with the Stylus, it emits infrared and ultrasound signals in all directions (so that you don't have to worry about rotation of the Pen). The Infrared signal (travelling at the speed of light) reaches the capture bar first and starts a timing process. This signal is also coded uniquely for each signalling device (i.e.. Red, Green Pen, Small or Large Eraser etc.) so that the system knows what kind of stroke has been made on the board. The Ultrasound wave (travelling at the speed of sound) flows over the surface of the board. Sensors at each end of mimio bar detect it. Timing the sound wave from the Pen to the Bar, the system triangulates location of the Pen 87 times per second and converts the resulting series of x,y coordinates points into mimio's native ".ink" file format.

**Q: How does mimio Xi communicate with the Macintosh?**

A: mimio Xi captures the information written or drawn on the whiteboard and processes it into a proprietary ink data format that can be transferred to the Macintosh in real-time or stored in flash memory and downloaded later to the Macintosh via USB cable.

**Q: What is the power source for mimio Xi?**

A: mimio Xi has three power options to offer the greatest ease of use and flexibility — 4 x AA batteries, USB cable, or an optional AC power adapter.

**Q: How long will the batteries last in the mimio Xi bar?**

A: Approximately 40 hours of actual usage. The system will go to sleep when not used for extended periods and the power LED on the bar will change color to indicate low battery condition well before the system ceases to operate.

**Q: In stand-alone mode, how much whiteboard information can I store in the flash memory before I need to download to my computer?**

A: The bar has enough memory (500KB) to hold approximately 10 hours of meeting notes (assuming actual writing time equal to 15 — 20% of the meeting).

**Q: What size boards will mimio Xi work with?**

A: ANY standard whiteboard ranging in size from 2 x 3 (.6m x .9m) to 4 x 8 (1.2m x 2.4m).

**Q: Do I need special markers?**

A: mimio uses Sanford Expo<sup>®</sup> or Expo2 size dry-erase whiteboard markers. mimio branded markers of the same size are available from your mimio dealer.

**Q: Do I need a special eraser?**

A: To erase digital data when erasing the actual board, you must use the mimio eraser. The mimio eraser utilizes the same stylus-tracking technology. The mimio eraser allows you to erase both wide and narrow areas with 2 different-sized felt pads: 4" and 3/4" .

**Q: Can I share ink files with others who have previous version of mimio software?**

A: Yes. Mimio .ink files can be shared with users who have previous versions of the software.

**Q: With what operating systems will mimio Xi work?**

A: mimio Xi will work with Mac OS X (v. 10.2 or higher), recent versions of Windows, including Windows 98, 98SE, Me, 2000, and XP. It does not work on Windows 95 or NT.

**Q: What mimio systems will operate with Windows 95 and NT?**

A: mimio classic and mimio flipChart using the serial interface cable can be used with Windows 95 and Windows NT, which do not support USB.

**Q: What mimio systems will operate with Apple Macintosh?**

A: In addition to mimio Xi, and mimio for Macintosh, mimio classic (Windows) with a mimio USB Adapter will operate with USB enabled Macintosh computers using mimio for Macintosh software v. 1.5 (for OS 9.x) or v. 1.7 (for OSX).

**A full list of dealers can be found on <http://www.mimio.com/buy/index.html>**

## Box Contents – mimio for Macintosh

Check to make sure that you have all of the mimio components listed.

- Capture bar
- mimio USB Adapter
- 16' (5m) USB peripheral cable
- 4 mimio stylus Pen2 cases
- 1 mimio eraser
- 1 mimio eraser holder
- 4 whiteboard markers
- 1 plastic mimioMouse insert
- 1 AAA battery (eraser)
- 4 “N” cell batteries
- 2 metal permanent mounting brackets with screws
- 1 calculator control panel
- Installation poster
- Warranty and Registration Card
- Getting started guide
- mimio software installation CD (or download v. 2.7 from <http://www.mimio.com/software> )

