ēno® interactive whiteboard user guide

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Steelcase

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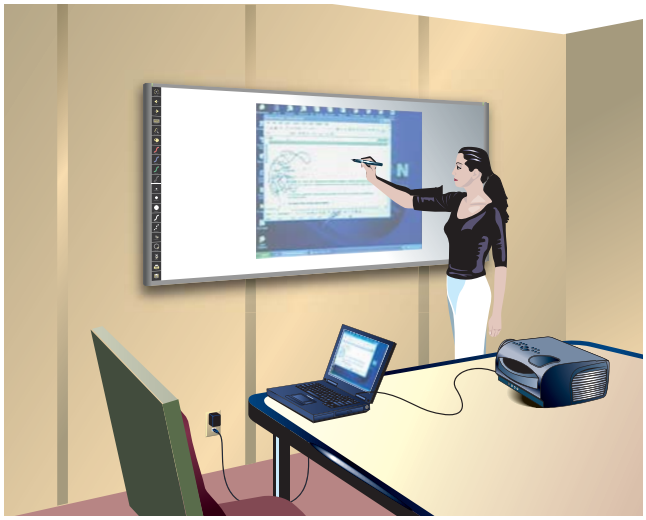
Welcome

Congratulations on your purchase of a Steelcase ēno® interactive whiteboard.



What are ēno interactive whiteboards?

ēno interactive whiteboards provide cordless interactivity with a computer using the Bluetooth-enabled ēno stylus. While the computer is projected onto the ēno interactive whiteboard, use the stylus to:

- enhance presentations by enabling interaction and collaboration
- navigate through documents, presentations, or websites from the whiteboard
- write, highlight, and erase notes
- print and save your work

ēno interactive whiteboards are made from ceramicsteel so you can also use them with dry-erase markers and magnets as well as the stylus.

Note

The ēno interactive whiteboard promotes collaboration by enabling multiple users, each with their own stylus. Refer to “Multiple ēno users” on page 17.

About this manual

This manual provides user instructions for the ēno interactive whiteboards and the ēno Application. Steelcase provides all product documentation at: www.TechSupport.Steelcase.com.

Preparing to use ēno

Related topics:

“Preparation checklist”

“Install the ēno App”

“Install the ēno stylus battery”

“Power on and off the stylus”

“Pair the ēno stylus with the ēno receiver”

“Getting started with a projector”

“Calibrate the computer with the whiteboard”

Preparation checklist

ēno interactive whiteboards provide cordless interactivity with a host computer using the Bluetooth-enabled ēno stylus after you:

- install the ēno App on the host computer
- connect the ēno receiver to a USB port on the host computer
- add batteries to the ēno stylus
- pair the ēno stylus Bluetooth signal with the ēno receiver
- project the computer desktop on the ēno whiteboard
- calibrate the computer and whiteboard

Install the ēno App

Related topics:

“System requirements”

“ēno App installation”

System requirements

Your Windows-based computer must have:

- Intel Core 2 Duo CPU or better.
- Windows 8 or Windows 7 (64- or 32-bit).
- Available USB 2.0 port for ēno receiver or PolyVision Bluetooth module (internal Bluetooth radio may also be used.)

Your Macintosh computer must have:

- OS X 10.6.8 or higher
- Available USB 2.0 port for ēno receiver or PolyVision Bluetooth module (internal Bluetooth radio may also be used.)

ēno App installation

To install the ēno App on the host computer:

1. Locate the ēno receiver and connect it to a USB port of the host computer.

Note

For the best signal reception, make sure that no obstacles are present between the stylus and ēno receiver during normal use. Optionally, you can connect the USB extender cable (provided) to the computer and ēno receiver to help you assure optimum exposure of the ēno receiver.

Note

If you see a prompt from the operating system to reboot, wait until after the ēno App is installed to avoid a second reboot.

2. Locate the installation DVD for ēno App version 3.0 or higher and insert it into your computer disk drive, or download the application from http://techsupport.steelcase.com/home/downloads.

Installation should begin automatically. If it does not:

- **Windows**: double-click “My Computer” on your desktop, double-click the disk named “ēno App.” To install the ēno App in English, double-click “PVAutoRun.exe.” To install the ēno App in another language, navigate to the appropriate folder and double-click “Setup.”
- **Macintosh**: double-click the ēno App icon on your desktop, double-click the “Mac” folder, and double-click the ēno App 3.0.dmg file.

3. Follow the prompts you see on the screen to complete the installation.
4. You must reboot your system at the end of the installation.

Note

You have the opportunity to pair the Bluetooth signal at the end of the ēno App installation process. Refer to “Pair the ēno stylus with the ēno receiver” on page 10.

When installation is complete, a message appears on your computer screen and the ēno App icon appears in your system tray (Windows or menu extras (Macintosh).

ēno App icon

The ēno App runs unobtrusively in the background whenever your computer is on. For information about configuring ēno App options, refer to “Configuring ēno App options” on page 41.

Install the ēno stylus battery

Related topics:

“Power on and off the stylus”

“Using the ēno stylus”

“Replacing the ēno stylus batteries”

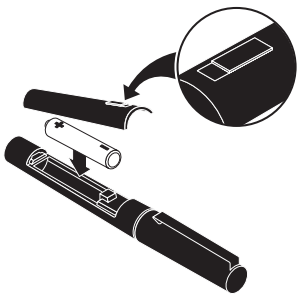
The ēno stylus requires one AAA Lithium ion battery (provided).

Note

When replacing the stylus battery, use a AAA Lithium ion battery for optimum performance. Refer to “Replacing the ēno stylus batteries” on page 53.

To install the battery:

1 Open the battery compartment.



2 Insert the battery.

3 Replace the battery compartment lid.

Power on and off the stylus

Communication between the stylus and host computer takes place when you remove the stylus cap. To turn the ēno stylus on and off:

- Remove and replace the stylus cap.

Note

When the stylus is not in use, replace the cap to extend battery life.

Pair the ēno stylus with the ēno receiver

Related topics:

“ēno receiver LED status summary and troubleshooting”

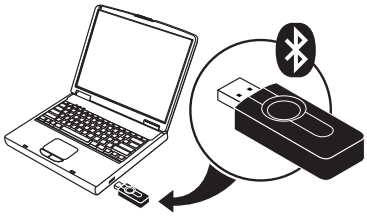
“Multiple ēno styli”

“Using ēno with a different host computer”

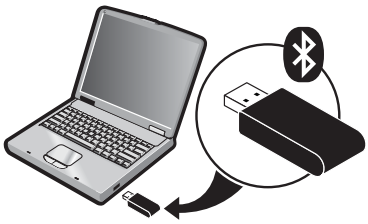
The ēno receiver connects to the host computer’s USB port and pairs the Bluetooth signal with the ēno stylus. You can pair up to three ēno styli to one ēno receiver. Refer to “Multiple ēno users” on page 17.

Note

If you updated to ēno App version 3.0 or higher and you have an older PolyVision Bluetooth adapter, refer to “If you use the older PolyVision Bluetooth adapter...” on page 16.



newer ēno receiver



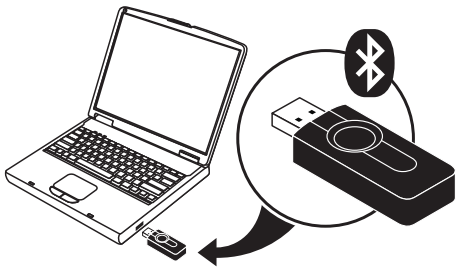
older PolyVision Bluetooth adapter

To install the ēno receiver and pair it with the ēno stylus:

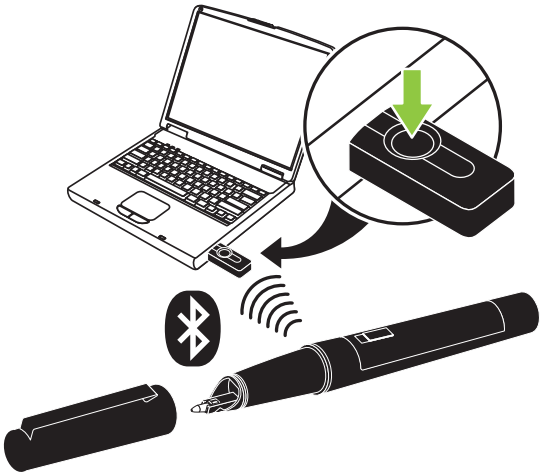
1. Turn on the host computer and assure that the ēno App version 3.0 or higher has already been installed. Refer to “Install the ēno App” on page 7.
2. Assure that the ēno receiver is connected to a USB port on the host computer.

Note

For the best signal reception, make sure that no obstacles are present between the stylus and ēno receiver during normal use. Optionally, connect the USB extender cable (provided) to the computer and ēno receiver to help you assure optimum exposure of the ēno receiver.



3 Turn on the ēno stylus by removing the cap.



4 Wait for the stylus LED to blink green once every three seconds. Refer to “ēno stylus LED status summary” on page 13 for additional stylus LED signals.

5 Press and release the button on the ēno receiver to pair the Bluetooth signal with the stylus.

While the ēno receiver searches for the ēno stylus Bluetooth signal, a status message appears on the computer screen and the LED on the ēno receiver flashes green.

After pairing is successful (within 30 seconds), the status message on the computer screen indicates that ēno is ready to use and the ēno receiver LED changes to a solid blue color.

If pairing is not successful, a status message appears on the computer screen.

Troubleshooting: If pairing was not successful, you can try to resolve the problem by removing the ēno receiver from the USB port, waiting five seconds, and reinserting it before attempting the pairing process again.

Note

Although it is not recommended, it is possible to use the host computer's built-in Bluetooth capability or a third-party Bluetooth product to pair with the ēno stylus. Refer to "Appendix 1: ēno Bluetooth pairing options" on page 59. The stylus is identified as device ADP-301.

ēno receiver LED status summary and troubleshooting

If the ēno receiver LED is green and…

- Flashes five times after you attempted pairing, the stylus and the ēno receiver have been successfully paired.
- Flashes three times when you removed the stylus cap (after the stylus has been paired and the ēno App 3.0 or higher is running), the ēno stylus has successfully re-connected to your computer.

If the ēno receiver LED is blue and…

- Is solid blue, the ēno App is communicating with the ēno receiver.
- Is flashing as you use the stylus, data is streaming from the ēno stylus to your computer successfully.

If the ēno receiver LED is red and…

- Quickly flashes five times after you attempted pairing, the stylus and the ēno receiver have not been successfully paired. You need to start the pairing process over again.
- Flashes three times when you removed the stylus cap (after the ēno stylus has been paired and the ēno App 3.0 or higher is running), the ēno stylus has not been successfully connected to your computer. You need to cap and uncap the stylus again.
- Is solid red, the ēno App is not updated to version 3.0 or higher, or the driver is not running. Launch the ēno App version 3.0 or higher on the host computer and start the pairing process over again.

ēno stylus LED status summary

The LED indicator on the ēno stylus provides additional status information about Bluetooth communication with the computer.

LED	Condition
Blinks every three seconds	*Pairing mode*
Two second solid green	*Connected and ready to use*
Blinks quickly six times	*Low battery*

Getting started with a projector

To set up the projector and get started using your computer from the whiteboard:

1. Locate your projector's video cable and connect it to the video port of your computer.
2. Connect the other end of the video cable to your projector.
3. Connect the projector's power cord to an outlet.
4. Turn on the projector and focus your computer screen squarely onto your whiteboard. The projected image does not need to fill the white area.
5. Calibrate the computer and whiteboard, as described below.

Calibrate the computer with the whiteboard

It may be necessary to calibrate the whiteboard with the computer desktop. This assures that the location the stylus tip touches the whiteboard exactly corresponds to the projected computer cursor and pen.

To calibrate the ēno whiteboard with the projected host computer:

1. When the computer desktop is projected onto the whiteboard, make sure it fits within the whiteboard frame.
2. Use the ēno stylus to tap the Calibrate icon on the ēno App icon strip one time.

Note

If you updated to ēno App version 3.0 or higher and you have an older icon strip, tap the Align icon, shown below.

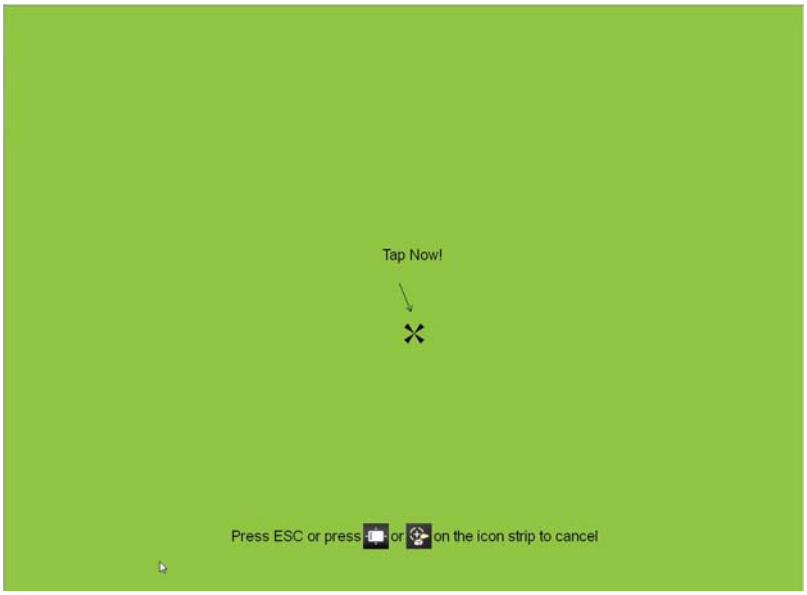
newer Calibrate icon

older Align icon

Note

If this is the first use of the ēno whiteboard, if the computer has just rebooted, or if the ēno App has just been launched, then tap the whiteboard instead of the Calibrate icon.

The calibration window shown below projects from the computer to the whiteboard.



3 Use the ēno stylus to tap each target projected on the whiteboard, following instructions you see on the whiteboard.

To cancel the calibration:

- Press ESC on the computer keyboard.
- *ēno App version 3.2 or higher*: tap the Calibrate or Align icon.

When calibration is complete, you are ready to begin using the stylus to interact with the computer.

Using ēno with a different host computer

The newer ēno receiver makes cordless communication with a different host computer easy.

To use ēno with a different host computer:

1. Make sure the ēno App 2.4 or higher is installed on the computer.
2. Move the ēno receiver to the USB port on the computer.

There is no need to pair the stylus again.

Removing a stylus paired to the ēno receiver

Related topics:

“Multiple ēno users”

You can pair up to eight ēno styli to one ēno receiver.

To remove every ēno stylus that is paired to one ēno receiver:

- Press and hold the button on the ēno receiver for no less than ten seconds. A status message appears on the computer screen to indicate that all pairing was removed from the ēno receiver.

To remove any one stylus paired to the ēno receiver:

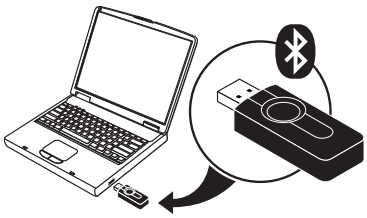
1. Click the ēno App icon on the host computer.
2. Choose “Settings for ēno App” from the menu.
3. Click the “Status” tab.
4. Turn on the ēno stylus by removing the cap.
5. Select the ēno stylus in the list of Products in the “Status” tab.
6. Click “Remove Stylus.”

If you use the older PolyVision Bluetooth adapter...

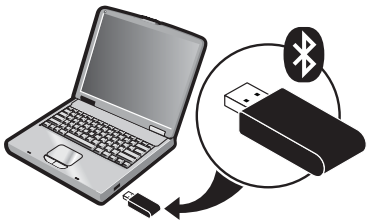
Related topics:

“ēno stylus LED status summary”

If you upgraded to the ēno App version 3.0 or higher, you may be using the original PolyVision Bluetooth adapter rather than the newer ēno receiver.



newer ēno receiver



older PolyVision Bluetooth adapter

Note

You can obtain a new ēno receiver (service part number ENOREC01) by contacting your local sales representative or Steelcase dealer.

When you use the original PolyVision Bluetooth adapter, the ēno stylus establishes a Bluetooth connection to the host computer rather than to the Bluetooth adapter. As a result, when you want to use ēno with a different host computer in the same room, you need to unpair the ēno stylus from the host computer before you can pair it to a different host computer.

To unpair the stylus from the host computer:

1. Click the ēno App icon on the host computer.
2. Choose “Settings for ēno App” from the menu.
3. Click the “Status” tab.
4. Turn on the ēno stylus by removing its cap.
5. Select the ēno stylus in the list of Products in the “Status” tab.
6. Click “Remove Stylus.”

Note

For Windows or Macintosh users, if you chose to use the operating system’s Bluetooth capability to pair the ēno stylus rather than the PolyVision Bluetooth adapter, you can unpair the stylus as you would remove any Bluetooth device. Refer to “Appendix 1: ēno Bluetooth pairing options” on page 59 for information about all pairing options.

Be sure that host computer has the ēno App installed.

Multiple ēno users

The ēno App enables multiple users to collaborate in a variety of scenarios.

Multiple ēno styli

The ēno whiteboard provides a cordless experience for presentations and collaboration for up to four users at the same time. Four users, with their own stylus, can write, erase, and interact with the computer simultaneously.

To pair each ēno stylus with the same ēno receiver, refer to “Pair the ēno stylus with the ēno receiver” on page 10.

Each user can write at the same time using a unique pen style. When one participant taps the Mouse or Markup icon, all users enter the same mode. Only one user at a time can control the mouse.

Multiple ēno interactive whiteboards and icon strips

ēno also supports up to three whiteboards showing separate parts of the host computer desktop, as if you were using multiple monitors with the computer. You may need to add an additional video card(s) to use multiple projectors.

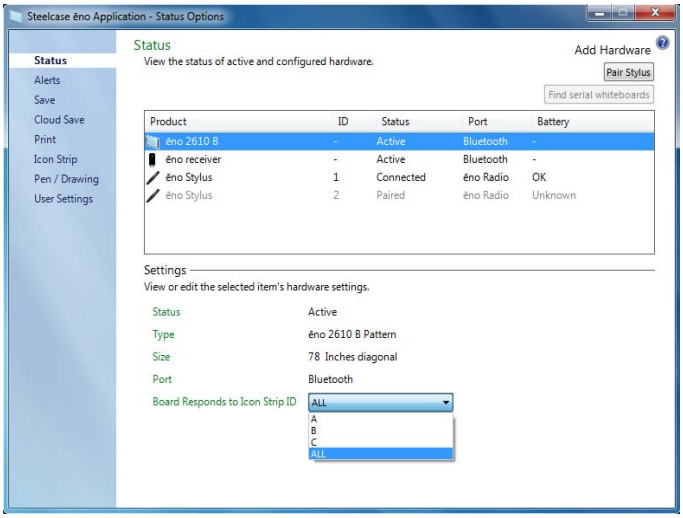
Since each whiteboard communicates via the same host computer’s ēno App, you have the option to use four styli on any of the whiteboards. Each stylus must have be paired to the same ēno receiver. Refer to “Pair the ēno stylus with the ēno receiver” on page 10.

In a room with multiple whiteboards that respond to the same host computer, each whiteboard must have a unique “A,” “B,” or “C” magnetic icon strip and a unique product identification number (located on the lower left corner of the whiteboard). This enables users at each board to independently write, erase, and operate the computer. For example, the user at board “A” can write in red ink while the user at board “B” writes in black ink.

To configure the ēno App to respond to the “A,” “B,” or “C” magnetic icon strip (or “All”):

1. Connect the projectors to your computer.
2. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).
3. Choose “Settings for ēno App” from the menu.
4. Click “Status.”

5 Click the ēno interactive whiteboard that you want to configure. The settings for that product appear in the lower part of the window.



6 Click the drop down menu beside “Board responds to Icon Strip ID” and choose the option that corresponds to the magnetic icon strip labeled “A,” “B,” or “C” on that board. Choose “All” when you want all whiteboards to respond to all icon strips or when only one whiteboard is used.

7 Repeat for up to two additional ēno interactive whiteboards with projectors connected to the computer.

The calibration between the whiteboard and the projected computer desktop is important and may require adjustment on each whiteboard separately. To calibrate multiple whiteboards:

1 Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).

2 Choose “Align (Calibrate) the Display” from the menu.

3 Choose the display option that corresponds to the magnetic icon strip labeled “A,” “B,” or “C” on that whiteboard.

4 Follow instructions you see projected from the computer to the whiteboard. Refer to “Calibrate the computer with the whiteboard” on page 13.

Using ēno

Related topics:

“Preparing to use ēno”

“Using the ēno stylus”

“Icon strip options”

“The ēno App icon strip”

“If you have the older ēno icon strip”

Using the ēno stylus

Related topics:

“Pair the ēno stylus with the ēno receiver”

“Correct stylus orientation”

“The stylus Bluetooth connection”

“Mouse control using the ēno stylus”

“Writing and erasing with the ēno stylus”

“Replacing the ēno stylus batteries”

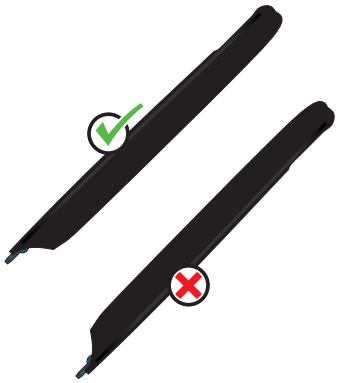
Use the ēno stylus to:

- perform mouse actions from the whiteboard.
- write, highlight, and erase on the whiteboard. When you write with the stylus, the “ink” is a projected image from the computer, not real ink.
- tap the ēno control icons on the whiteboard to perform functions that are described later in this section.

Correct stylus orientation

For optimum performance:

- hold the stylus at a slight angle (not 90 degrees from the whiteboard).
- hold the stylus with LED facing up toward the ceiling as shown below.



The stylus Bluetooth connection

If a notification appears briefly in the lower left corner of the whiteboard telling you that “Your stylus is disconnected”, the stylus has become temporarily disconnected from communication with the host computer.

This commonly occurs if:

- the stylus is turned off by replacing the stylus cap. To resume communication, simply remove the stylus cap.
- the stylus has automatically entered sleep mode to save battery life after a period of inactivity. To resume communication, simply replace the stylus cap and then remove it again.
- the stylus moves further than approximately 32 feet (10 m) from the host computer. To resume communication, move closer to the host computer, replace the stylus cap, and then remove it again.
- the stylus battery needs to be replaced. Refer to “Install the ēno stylus battery” on page 9.

Icon strip options

Related topics:

“The ēno App icon strip”

“Using the on-screen icon strip”

“Viewing and hiding the on-screen ēno icon strip”

“On-screen icon strip view options”

You can access the functions of the control icons in two ways:

- by tapping the magnetic icon strip with the stylus. Refer to “The ēno App icon strip” on page 22.
- by tapping the on-screen icon strip with the stylus. To view the on-screen icon strip, refer to “Using the on-screen icon strip” on page 49.

Note

If you upgraded to ēno App version 3 but still use the older magnetic icon strip, refer to “If you have the older ēno icon strip” on page 33.

You can obtain a new ēno App icon strip (service part number ENOAPPSTRIPA) by contacting your local sales representative or Steelcase dealer.

The ēno App icon strip

To perform a function, tap an icon with the stylus.

Mouse mode. Refer to “Mouse control using the ēno stylus”.

Markup mode. Refer to “Writing and erasing with the ēno stylus”.

Whiteboard Pages. Refer to “Using whiteboard pages”.

Left/Right Arrows.

Keyboard. Refer to “Using the on-screen keyboard”.

Undo/Redo.

User-defined icons. Refer to “User-defined icons”.

Pen. Refer to “Writing and erasing with the ēno stylus”.

Highlighter. Refer to “Writing and erasing with the ēno stylus”.

Eraser. Refer to “Writing and erasing with the ēno stylus”.

Pen or highlighter colors.

Color palette.

Pen/highlighter style.

Pen/highlighter/eraser width.

Save/Save As. Refer to “Saving a snapshot on the host computer”.

Cloud Save/Save As. Refer to “Saving a snapshot to a Cloud server”.

File. Opens the folder on the computer where you last saved a snapshot.

Print/Print dialog. Refer to “Printing a snapshot”.

Erase All/Erase All dialog. Refer to “Erase All”.

Spotlight/Reveal. Refer to “Spotlight and reveal presentation tools”.

Settings for ēno App. Refer to “Configuring ēno App options”.

Help.

Calibrate. Refer to “Calibrate the computer with the whiteboard”.

Mouse control using the ēno stylus

Related topics:

“The ēno App icon strip”

“Using the on-screen keyboard”

To use the stylus as your mouse for controlling the host computer from the whiteboard:

- tap the Mouse icon
- or tap the File icon

While using the stylus in Mouse mode:

- To click, tap once.
- To double-click, tap twice rapidly. Be sure to tap twice without moving the stylus.
- To type, tap the Keyboard icon for access to your computer operating system on-screen keyboard. Refer to “Using the on-screen keyboard” on page 27.
- For a right-click (Windows) or control-click (Macintosh), tap and hold the stylus tip (without moving it) on the whiteboard for one second.
- To open the folder on your computer where you last saved an ēno snapshot file, tap the File icon.
- To pass the “back” or “forward” command to the active application, tap the Left or Right arrow icons.
- To pass the undo or redo command to the active application, tap the Undo or Redo icon.

Writing and erasing with the ēno stylus

Related topics:

“The ēno App icon strip”

“Erase All”

“Using whiteboard pages”

“Pen/Draw”

In Markup mode, the computer desktop freezes in its current state and you can use the stylus as a pen, highlighter, or eraser instead of as the computer mouse.

To enter Markup mode, tap:

- the Markup icon
- the Pen, Highlighter, or Eraser icon
- or any of the Color, Line style or Line width icons

While using the stylus in Markup mode:

- To write or draw, tap the Pen icon.The “ink” is projected from the computer to the whiteboard.
- To highlight, tap the Highlighter icon.
- To erase, tap the Eraser icon. Refer to “Erase All” on page 24.
- To change the color, style or width of the pen, highlighter, or eraser, tap the Color, Line style or Line width icons.
- To choose another color from the options available on the host computer operating system, tap the Color palette icon.
- To undo or redo the last markup action, tap the Undo or Redo icon.
- To choose the default start up pen color, refer to “Pen/Draw” on page 48.
- To assign a custom color to one of the two user-defined icons, refer to “Icon Strip” on page 46.

Erase All

Related topics:

“The ēno App icon strip”

“Using whiteboard pages”

The Erase All icon has two functions, depending on how long you tap the icon with the stylus.

To erase all the markup you see on the whiteboard:

- Tap the Erase All icon.

To erase everything on all whiteboard pages:

1. Tap and hold the stylus tip (without moving it) on the Erase All icon for one second.
2. Click OK to confirm that you want to erase all whiteboard pages.

Using whiteboard pages

Related topics:

“The ēno App icon strip”

“Opening a whiteboard page for writing”

“Viewing whiteboard pages”

“Sorting through whiteboard pages using the Slide Sorter”

“Erase All”

Opening a whiteboard page for writing

To write on a blank whiteboard page rather than marking up the computer desktop:

- Tap the Whiteboard Page icon. You can add up to 99 whiteboard pages. All whiteboard pages include a sequential page number, with the frozen computer desktop as page zero.

Viewing whiteboard pages

To cycle through the display of whiteboard pages and the frozen computer desktop:

- Tap the Left and Right arrow icons.

To jump back to the computer desktop page (page zero):

- Tap the Markup icon.

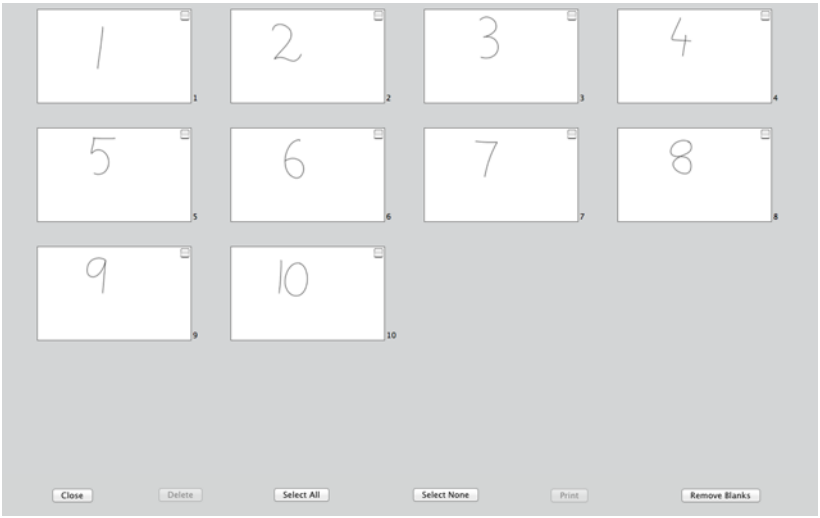
Sorting through whiteboard pages using the Slide Sorter

Related topics:

“User-defined icons”

“Icon Strip”

The Slide Sorter displays thumbnail images of whiteboard pages and provides tools to help you sort, delete, print, and manage them.



To access the Slide Sorter:

- Customize one of the user-defined icons for Slide Sorter view. Refer to “Icon Strip” on page 46.

To change the order of one or more whiteboard pages:

1. Click the checkbox beside one or more thumbnail. Selected whiteboard pages include a check mark beside the thumbnail.
2. Drag the selected thumbnails to another position in the Slide Sorter window. The “I” cursor indicates the final position of the selected whiteboard pages.

To open a whiteboard page in Markup mode and quit the Slide Sorter:

- Double-click the corresponding thumbnail image in the Slide Sorter window.

To delete selected whiteboard pages:

1. Click the checkbox beside one or more thumbnail. Selected whiteboard pages include a check mark beside the thumbnail.
2. Tap the Delete button at the bottom of the Slide Sorter window.

To remove all blank pages:

- Tap the Remove Blanks button.

To Select All or Select None of the whiteboard pages:

- Tap the Select All button at the bottom of the Slide Sorter window. Selected whiteboard pages include a check mark beside the thumbnail.
- Tap Select None to deselect all whiteboard pages.

To print selected whiteboard pages:

1. Click the checkbox beside one or more thumbnail. Selected whiteboard pages include a check mark beside the thumbnail.
2. Tap the Print button.

To close the Slide Sorter window:

- Tap the Close button at the bottom of the Slide Sorter window, press ESC on the computer keyboard, or tap the user-defined icon for Slide Sorter view.
- Tap any icon on the magnetic icon strip to close the Slide Sorter window and execute the icon's function.

Using the on-screen keyboard

Related topics:

"The ēno App icon strip"

"Mouse control using the ēno stylus"

To enter text in an application running on the host computer:

Note

Macintosh computers require that the operating system's on-screen keyboard is enabled first, before it can be recognized by the ēno App.

1. Tap the Mouse icon.
2. Tap the Keyboard icon. The on-screen keyboard appears in an interactive window that you can drag to a convenient location.
3. To move the cursor to the active application where you want to enter text, tap that location with the stylus.
4. To enter text, tap the keyboard with the stylus.
5. To move the keyboard window, drag the title bar.
6. To close the keyboard, tap the Close button or tap the Keyboard icon again.

Saving a snapshot on the host computer

Related topics:

“The ēno App icon strip”

“Save”

“Saving a snapshot to a Cloud server”

To preserve and distribute your work, you can save a snapshot of the whiteboard as a graphic file.

The Save icon has two functions, depending on how long you tap the icon with the stylus.

To Save a snapshot using default settings:

- Tap the Save icon.

Note

To change the default settings for the file type, file name, and directory path, refer to “Save” on page 44.

To view the Save As dialog and specify the file type, file name, and directory path:

1. Tap and hold the stylus tip (without moving it) on the Save icon for one second.
2. If you are saving a whiteboard page, tap the Save All button to save all whiteboard pages.
3. To save all whiteboard pages in one file, add a check beside this option.

Note

To save all whiteboard pages in one file, make sure that the file type setting is “PDF” or “TIFF”.

Saving a snapshot to a Cloud server

Related topics:

“The ēno App icon strip”

“Cloud Save”

To preserve and distribute your work, you can save a snapshot of the whiteboard as a graphic file to a directory path on the local network or on a Cloud server rather than on the host computer. Cloud service options include Dropbox, Google Drive and Microsoft SkyDrive.

The Cloud Save icon has two functions depending on how long you tap the icon with the stylus

To Cloud Save a snapshot using the default settings:

- Tap the Cloud Save icon.

Note

To change the default settings that are used for the Cloud Server, the snapshot file type or file name, refer to “Cloud Save” on page 44.

To view the Cloud Save As dialog and specify the Cloud Server, file type, and file name:

1. Tap and hold the stylus tip (without moving it) on the Cloud Save icon for one second.
2. If you are saving a whiteboard page, tap the Save All button to save all whiteboard pages.
3. To save all whiteboard pages in one file, add a check beside this option.

Note

To save all whiteboard pages in one file, make sure that the file type setting is “PDF” or “TIFF”.

Printing a snapshot

Related topics:

“The ēno App icon strip”

“Print”

To preserve and distribute your work, you can print a snapshot of the whiteboard using any printer connected to the host computer.

The Print icon has two functions depending on how long you tap the icon with the stylus.

To print a snapshot of the whiteboard using default settings:

- Tap the Print icon.

Note

To assign the default printer that is used when you tap the Print icon, refer to “Print” on page 46.

To view the Print dialog and change printer properties:

1. Tap and hold the stylus tip (without moving it) on the Print icon for one second.
2. To print all whiteboard pages, add a check beside the option.

Spotlight and reveal presentation tools

Related topics:

“The ēno App icon strip”

“Spotlighting your work”

“Revealing your work”

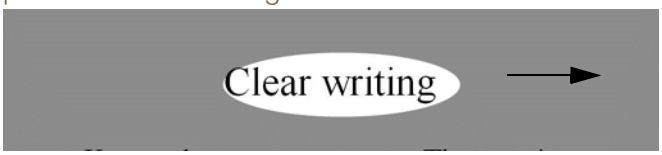
Spotlighting your work

To use the spotlight:

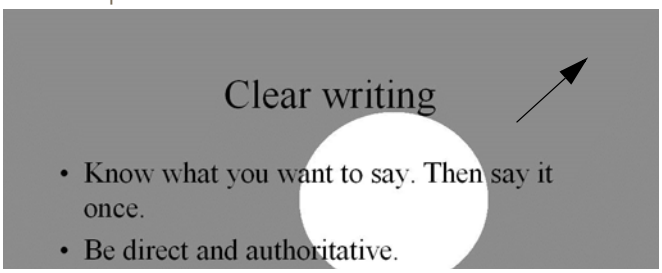
1. Tap the Spotlight icon. The screen becomes grayed except one circle of light.

2. Drag the spotlight around the screen to focus attention on that portion of the screen.

3 To re-shape the spotlight into an ellipse, drag the circle from any of the four cardinal points around the edge of the circle.



4 To enlarge or shrink the circle, drag it from any point around the edge except the four cardinal points.



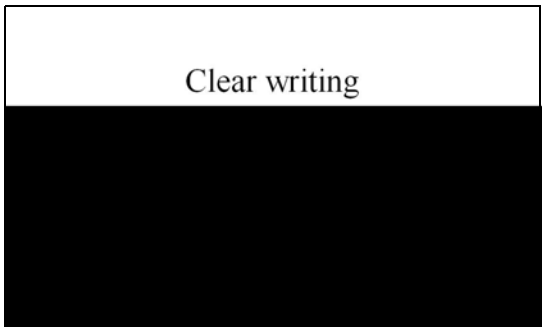
To remove the spotlight:

o Tap the Spotlight icon again.

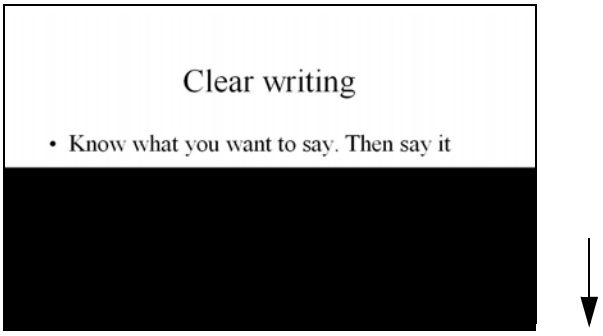
Revealing your work

To use the Reveal tool:

1 Tap the Reveal icon. The screen becomes black except one strip at the top.



2 Use the stylus to drag the strip up, down, left or right to reveal more of the screen.



To reveal the entire screen and continue your presentation:

o Tap the Reveal icon again.

User-defined icons

Related topics:

“The ēno App icon strip”

“Icon Strip”

The ēno icon strip provides two icons that you can customize for quick access to:

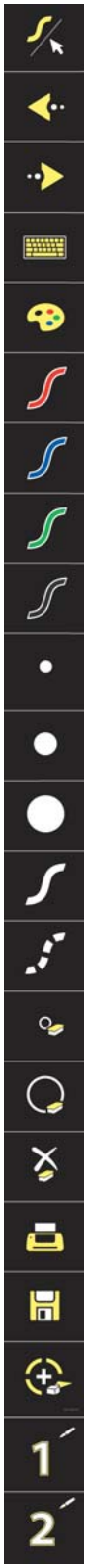
- launch a frequently-use website
- open a specific document
- launch the application that you use most often
- change the pen to a custom color
- display whiteboard pages in Slide Sorter view

To customize a user-defined icon:

- Refer to “Icon Strip” on page 46.

If you have the older ēno icon strip

Older ēno magnetic icon strip functions are described below.



Pen/Cursor toggle.

PgUp.

PgDn.

On-screen keyboard.

Pen palette with highlighter and eraser size and color options.

The current pen color.

The current pen width.

Sets the pen to a solid line.

Sets the pen to a dashed line.

Narrow eraser width using the stylus.

Large eraser width using the stylus.

Erase all the writing.

Prints a snapshot.

Saves a snapshot.

Toggles “projection mode” on / off.

User-defined Icon #1.

User-defined Icon #2.

Control icon options

Related topics:

“Using the on-screen icon strip”

You can access ēno icon functions in two ways:

- by tapping the magnetic icon strip with the stylus.
- by tapping the on-screen icon strip with the stylus. To view the on-screen icons strip, refer to “Using the on-screen icon strip” on page 49.

Note

You can obtain a new ēno App icon strip (service part number ENOAPPSTRIPA) by contacting your local sales representative or Steelcase dealer.

Cursor control using the ēno stylus

Related topics:

“If you have the older ēno icon strip”

“Using the on-screen keyboard”

The ēno stylus functions as both a pen and a cursor.

To toggle the stylus between pen and cursor functions:

- Tap the Pen/Cursor control icon with the stylus.

While using the stylus to control the computer:

- To click, tap once.
- To double-click, tap twice rapidly.
- For a right-click (Windows) or control-click (Macintosh), hold the stylus (without moving it) on the display for one second.
- To page up or down through a document, tap the left or right arrow control icon.

Using the on-screen keyboard

Related topics:

“If you have the older ēno icon strip”

To enter text in an application running on the host computer:

Note

Macintosh computers require that the operating system’s on-screen keyboard is enabled first, before it can be recognized by the ēno App.

1. Tap the Pen/Cursor icon with the stylus to enter Cursor mode.
2. Tap the Keyboard icon. The on-screen keyboard appears in an interactive window that you can drag to a convenient location.
3. To move the cursor to the active application where you want to enter text, tap that location with the stylus.
4. To enter text, tap the keyboard with the stylus.
5. To move the keyboard window, drag the title bar.
6. To close the keyboard, tap the Close button or tap the Keyboard icon again.

Writing and erasing with the ēno stylus

Related topics:

“If you have the older ēno icon strip”

“Changing the pen style”

“Erase All”

When you write on the ēno whiteboard with the stylus, the “ink” is projected from the computer to the whiteboard.

To use enter Pen mode:

- tap the Pen/Cursor icon to toggle from cursor mode to pen mode.
- or tap one of the Color, Line style or Line width icons.

In Pen mode, the computer desktop freezes in its current state and you can use the stylus to write, highlight or erase instead of cursor control.

Note

For optimum performance, hold the stylus at a slight angle (not 90 degrees from the board) and with the LED on the stylus facing up toward the ceiling.

While using the stylus in pen mode:

- Tap the Narrow or Large eraser icon to use the stylus as an eraser.
- Tap a Color, Line style or Line width icon to change the pen, highlighter, or eraser.

- Tap the Pen palette icon to use the highlighter or another color. Refer to “Changing the pen style” on page 36.
- Tap the Erase All icon to erase everything. Refer to “Erase All” on page 36.

Note

The ēno App enables you to configure the red ink color icon to function as the spotlight or reveal feature rather than as the red ink color. To change the function of the red control icon, refer to “Icon Strip” on page 46.

Erase All

Related topics:

“If you have the older ēno icon strip”

The Erase All icon has two functions, depending on how long you tap the icon with the stylus.

To erase all the markup you see on the whiteboard:

- Tap the Erase All icon.

To erase everything on all whiteboard pages:

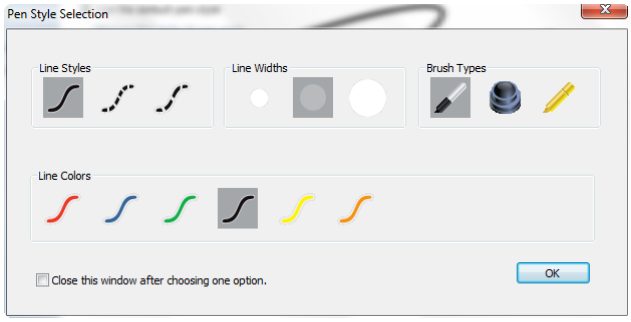
1. Tap and hold the stylus tip (without moving it) on the Erase All icon for one second.
2. Click OK to confirm that you want to erase all whiteboard pages.

Changing the pen style

Related topics:

“If you have the older ēno icon strip”

The Pen palette provides a selection of pen, eraser and highlighter styles.



To choose a pen, eraser, or highlighter from the pen palette:

1. Tap the Pen palette control icon.
2. Tap an option to select it.
3. Begin writing on the whiteboard.

You can drag the palette window to any convenient location.

To close the pen palette:

- Click OK. Alternatively, click to add a check mark beside “Close this window after choosing one option” so the window closes automatically after your click an option.

Saving a snapshot

Related topics:

“If you have the older ēno icon strip”

To preserve and distribute your work, you can save a snapshot of the whiteboard as a graphic file.

The Save icon has two functions, depending on how long you tap the icon with the stylus.

To Save a snapshot using default settings:

- Tap the Save icon.

Note

To change the default settings for the file type, file name, and directory path, refer to “Save” on page 44.

To view the Save As dialog and specify the file type, file name, and directory path:

1. Tap and hold the stylus tip (without moving it) on the Save icon for one second.
2. If you are saving a whiteboard page, tap the Save All button to save all whiteboard pages.
3. To save all whiteboard pages in one file, add a check beside this option.

Note

To save all whiteboard pages in one file, make sure that the file type setting is “PDF” or “TIFF”.

Printing a snapshot

Related topics:

“If you have the older ēno icon strip”

To preserve and distribute your work, you can print a snapshot of the whiteboard using any printer connected to the host computer.

The Print icon has two functions depending on how long you tap the icon with the stylus.

To print a snapshot of the whiteboard using default settings:

- Tap the Print icon.

Note

To assign the default printer that is used when you tap the Print icon, refer to "Print" on page 46.

To view the Print dialog and change printer properties:

1. Tap and hold the stylus tip (without moving it) on the Print icon for one second.
2. To print all whiteboard pages, add a check beside the option.

Spotlight and reveal options

Related topics:

"If you have the older ēno icon strip"

"Icon Strip"

"Spotlighting your work"

"Revealing your work"

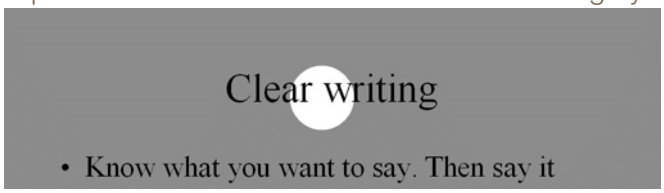
The red pen color icon has three possible functions which you can configure:

- red pen color for writing
- spotlight
- reveal

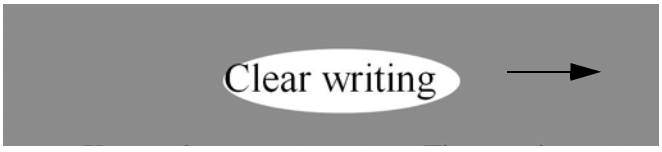
Spotlighting your work

To use the spotlight:

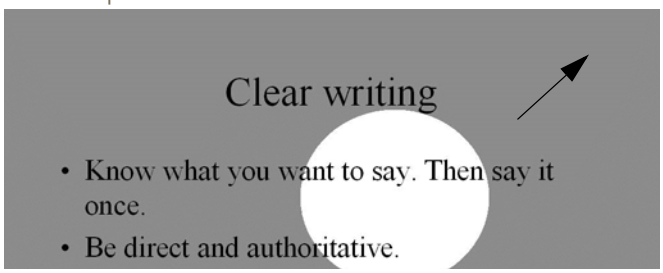
1. Configure the red pen color icon for the spotlight option. (Refer to "Icon Strip" on page 46.)
2. Tap the red control icon. The screen becomes grayed except one circle of light.



3. Drag the spotlight around the screen to focus attention on that portion of the screen.
4. To re-shape the spotlight into an ellipse, drag the circle from any of the four cardinal points around the edge of the circle.



5 To enlarge or shrink the circle, drag it from any point around the edge except the four cardinal points.



To remove the spotlight:

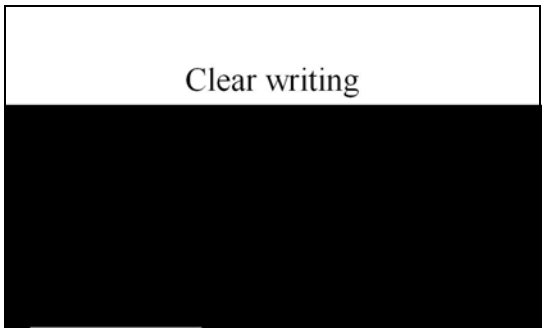
o Tap the red control icon again.

Revealing your work

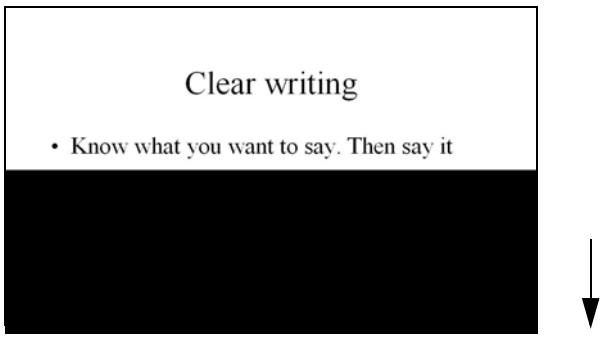
To use the reveal tool:

1 Configure the red pen color icon for the reveal option. (Refer to “Icon Strip” on page 46.)

2 Tap the red control icon. The screen becomes black except one strip at the top.



3 Drag the strip up, down, left or right to reveal more of the screen.



To reveal the entire screen and continue your presentation:

o Tap the red control icon again.

Opening a blank whiteboard page for writing

Related topics:

“If you have the older ēno icon strip”

“Writing and erasing with the ēno stylus”

If you prefer to write on a blank whiteboard page rather than writing over the projected computer desktop, you can display up to 99 additional blank pages for writing.

To display a blank whiteboard page for writing:

- Choose the Previous (left) arrow.

To return to the projected computer desktop:

- Choose the Next (right) arrow until the computer desktop appears.

The ēno App

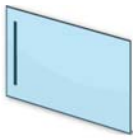
Related topics:

“Status”
“Alerts”
“Save”
“Cloud Save”
“Print”
“Icon Strip”
“Pen/Draw”
“User Settings”
“Using the on-screen icon strip”
“Getting help”
“Checking for updates”
“Exiting the ēno App”

Configuring ēno App options

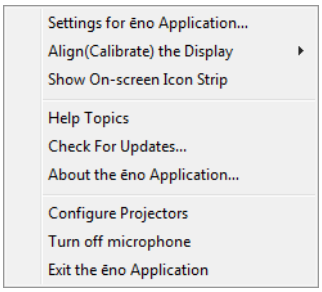
To configure the ēno Application options:

1 Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).



ēno App icon

2 The ēno App menu appears.



3 Choose “Settings for ēno Application.”

4 Click a tab from the left pane to change defaults and options.

Status

Related topics:

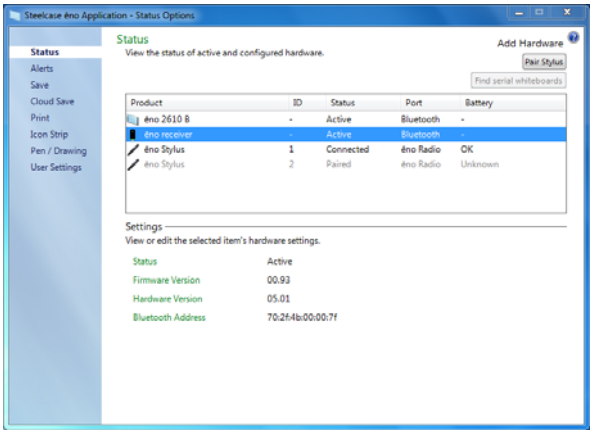
“Preparing to use ēno”

The “Status” tab provides a live view of all ēno products that are communicating with the host computer and their current status.

To view and change hardware product features:

1 Choose “Settings for ēno Application” from the ēno App menu.

2 Click the “Status” tab



3 To view and edit a product’s settings, click the product name in the upper half of the pane. The selected product’s settings appear in the lower half of the pane. Settings that you can edit are highlighted.

“**Pair Stylus**”: Click to initiate automatic pairing with the ēno stylus and the ēno receiver or with a Bluetooth radio. If the stylus is listed in the Status tab, it is already paired.

“**Remove Stylus**”: Select an ēno stylus under “Product” then click “Remove Stylus” to stop Bluetooth communication. For example, if you want to use the stylus with another computer or ēno receiver in the same room, first click “Remove Stylus” to unpair the stylus from the existing Bluetooth connection, then pair it with the new computer or ēno receiver.

“Pen Name”: With newer ēno styli (Firmware Version 4.2.1 or higher), you can assign a five-character name to a stylus so you can identify it when multiple styli are in use at the same time. Click the ēno stylus to view its settings and firmware version at the bottom of the window. To assign a name to that stylus, next remove the cap on that ēno stylus. When the ēno stylus icon has turned from grey to black, click the “Pen Name” box, type a name that is five characters or less, and press Enter.

“**Find serial whiteboard**”: If your Product is not listed, click “Find serial whiteboard.”

If it is still not listed, there is a problem with your Bluetooth registration.

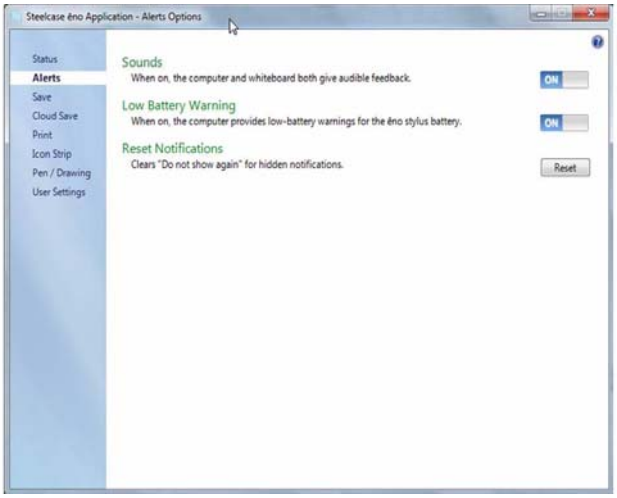
Alerts

Related topics:

“Appendix 3: ēno App notifications”

To configure alerts and notification options:

1. Choose “Settings for ēno Application” from the ēno App menu.
2. Click the “Alerts” tab.



“**Sounds**”: Enable or disable sounds that indicate system status.

“**Low Battery Warning**”: Enable the ēno App to display a notification when the ēno stylus battery is getting low.

“**Reset Notifications**”: Enable this option to reset all notifications, even if a user has checked the box beside “Do not show this notification in the future”. Refer to “Appendix 3: ēno App notifications” on page 65 for a summary of notifications and possible actions required.

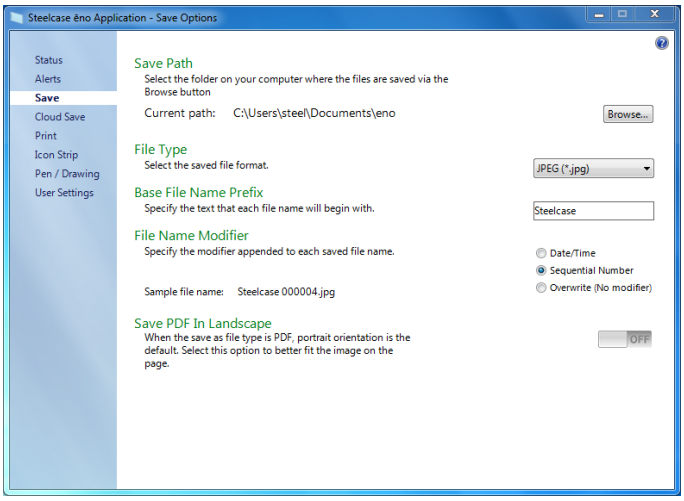
Save

Related topics:

“Saving a snapshot on the host computer”

To configure options for saving snapshots on the host computer:

1. Choose “Settings for ēno Application” from the ēno App menu.
2. Click the “Save” tab



“**Save Path**”: Specify the directory where snapshot files are saved. By default, snapshot files are saved to the “Documents” folder.

“**File Type**”: Specify the format of the snapshot file. Options include PDF, JPEG, TIFF, PNG, or BMP. In Windows, you can also save as GIF. On a Macintosh, you can also save as PICT, Photoshop, SGI, TGA, and Quicktime Image formats. By default, snapshot files are saved in JPG format.

“**Base File Name Prefix**”: Specify the name of the snapshot files. Click the existing base file name to enter a new file name.

“**File Name Modifier**”: Click a radio button to choose a date/time stamp to the base filename, to add a sequential number to the base file name, or to overwrite the existing file each time you save.

“**Save PDF in Landscape”**: When you save a snapshot in the PDF file format, the default is portrait orientation. Choose this option to save the PDF in landscape orientation.

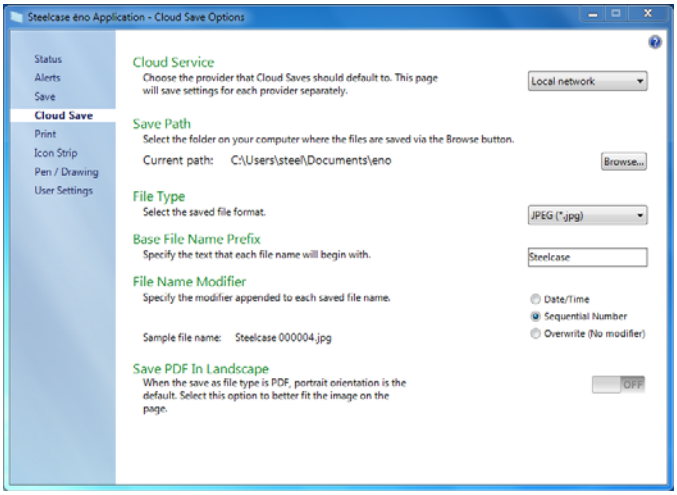
Cloud Save

Related topics:

“Saving a snapshot to a Cloud server”

To configure the default Cloud Save options:

1. Choose “Settings for ēno Application” from the ēno App menu.
2. Click the “Cloud Save” tab.



3. Choose a Cloud Service option from the drop down menu.
4. Specify the save path, file type, base file name prefix, file name modifier and PDF orientation for the selected Cloud Service.
5. Optionally, you can choose another Cloud Service option from the drop down menu and specify the options associated with that provider. The options that appear in the dialog are used as the defaults when you tap the Cloud Save icon.

   “**Cloud Service**”: The Cloud Service options are: Local Network, Dropbox, Google Drive and Microsoft SkyDrive.

   “**Save Path**”: Specify the directory where snapshot files are saved when you tap the Cloud Save icon. If you do not specify a directory path, snapshot files are saved to your “Documents” folder.

   “**File Type**”: Specify the format of the snapshot file saved on your computer when you save an image. Options include PDF, JPEG, TIFF, PNG, or BMP. In Windows, you can also save as GIF. On a Macintosh, you can also save as PICT, Photoshop, SGI, TGA, and Quicktime Image formats. By default, snapshot files are saved in JPG format.

   “**Base File Name Prefix**”: Specify the name of the snapshot files. Click the existing base file name to enter a new file name.

   “**File Name Modifier**”: Click a radio button to choose a date/time stamp to the base filename, to add a sequential number to the base file name, or to overwrite the existing file each time you save.

   “**Save PDF in Landscape”**: When you save a snapshot in the PDF file format, the default is portrait orientation. Choose this option to save the PDF in landscape orientation.

Print

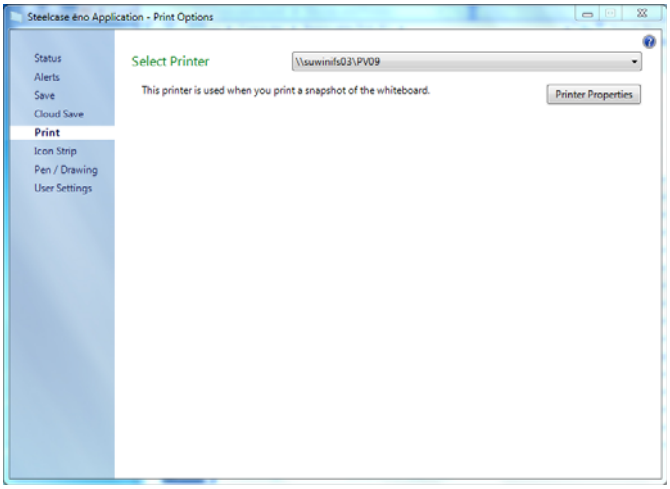
Related topics:

“Printing a snapshot”

To configure print options:

1 Choose “Settings for ēno Application” from the ēno App menu.

2 Click the “Print” tab.



“**Select Printer**”: Choose the default printer to print a snapshot when you short-tap the Print icon. The drop-down list includes printers currently installed on your computer.

“**Printer Properties**”: Specify options for the selected printer.

Icon Strip

Related topics:

“User-defined icons”

“Sorting through whiteboard pages using the Slide Sorter”

The icon strip provides two user-defined icons that have no function until you configure a custom action.

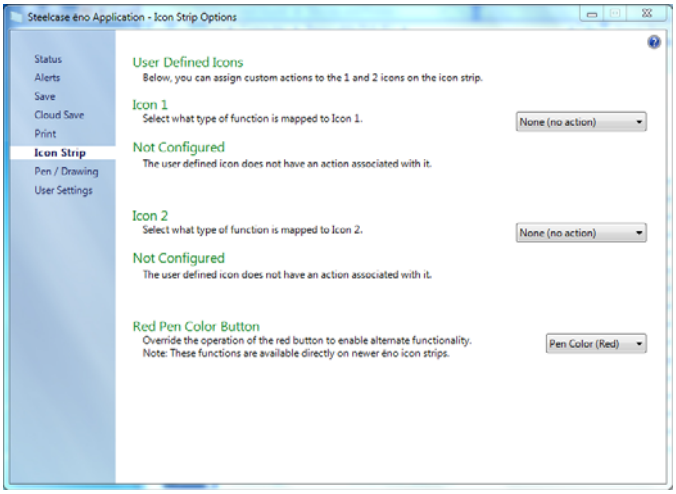
To customize the function for user-defined icons:

1 If you tap a user-defined icon that has not been configured for a custom function, you see the “Icon Strip” dialog below.

Or,

1 Choose “Settings for ēno Application” from the ēno App menu.

2 Click the “Icon Strip” tab.



3 Choose a function from the drop-down list beside Icon 1 or Icon 2.

4 Specify options as appropriate for each function:

“**None (no action)**”: The icon has no function.

“**Launch Website**”: Choose this function in the drop-down list, then enter the web address that you want to open by tapping this icon.

“**Open Document**”: Choose this function in the drop-down list, then enter or browse to the document that you want to open by tapping this icon.

“**Launch Application**”: Choose this function in the drop-down list, then browse to the application that you want to open by tapping this icon.

“**Custom Pen Color**”: Choose this function in the drop-down list, then tap the Choose Color button to select any color available from the computer operating system to use by tapping this icon.

“**Red Pen Color**”: If you are using the older ēno icon strip, override the function of the red pen color icon to enable alternate functions. On newer icon strips, these functions are available on separate icons. Options are: “Pen Color” for drawing with red ink; “Spotlight” for focusing attention on one part of the screen using a spotlight that you can drag around the screen; or “Reveal” for gradually revealing screen contents from top to bottom. Refer to “Spotlight and reveal options” on page 38.

Slide Sorter: Choose this function to customize the icon to display the Slide Sorter view. Refer to “Sorting through whiteboard pages using the Slide Sorter” on page 26.

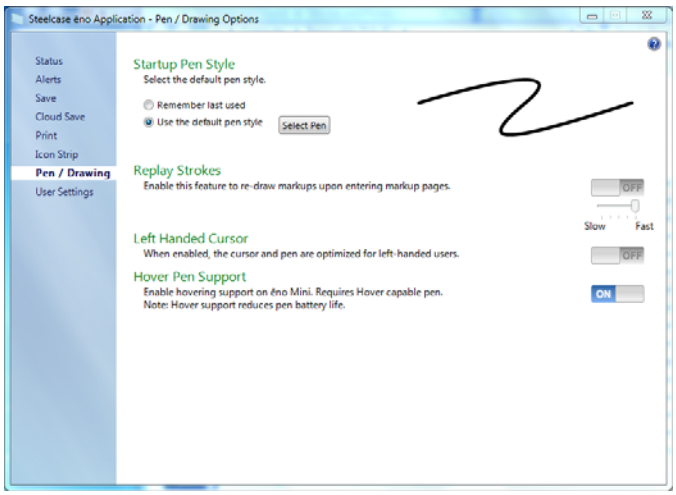
Pen/Draw

Related topics:

“Writing and erasing with the ēno stylus”

To configure pen and draw options:

1. Choose “Settings for ēno Application” from the ēno App menu.
2. Click the “Pen/Drawing” tab.



“**Startup Pen Style**”: Specify the pen style that is used when the ēno App launches. The options are:

- “**Remember last used**”: The ēno App remembers the last active pen style and uses it when the program is next launched.
- “**Use the default pen style**”: The factory default pen style is a medium black line.
- “**Select Pen**”: If multiple ēno styli are connected, click this button to identify which stylus the Startup Pen Style applies to.

“**Replay Strokes**”: When enabled, pen strokes are remembered when you switch from pen mode to mouse mode, and back to pen mode. Pen strokes accumulate until you erase all. To control the replay speed, move the slider toward slower or faster.

“**Left Handed Cursor**”: Enable or disable the left-handed cursor.

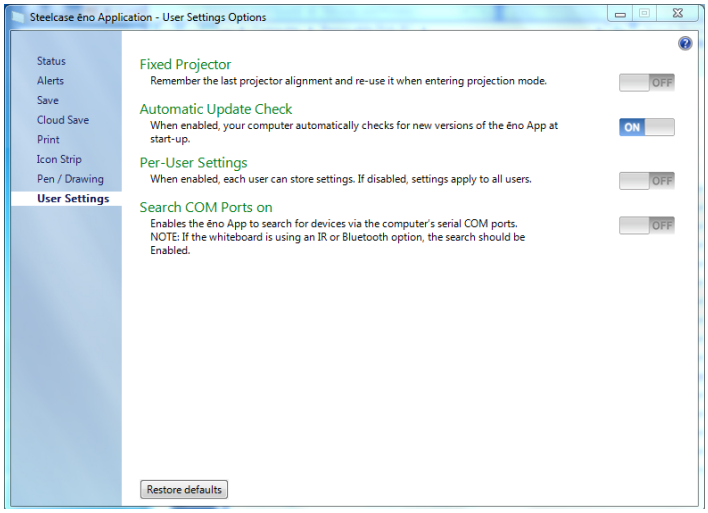
“**Enable Hover Pen Support**”: For ēno mini, hover pen support enables users to view the location of the cursor when the stylus hovers just above the ēno mini tablet. Disable hover pen support to extend the life of the stylus battery. (Linux operating systems require kernel 2.6.23.)

User Settings

To configure user options:

1. Choose “Settings for ēno Application” from the ēno App menu.

2 Click the “User Settings” tab.



“**Fixed projector**”: If the projector is permanently mounted, check this box to remember the same projection alignment. It is not necessary to re-align the whiteboard and computer.

“**Automatic Update Check**”: Enable or disable the ēno App to connect automatically to the Steelcase web site to check for driver updates.

“**Per-User Settings**”: When enabled, this option saves settings for individual users. When disabled, settings apply to all users.

“**Search COM ports on Startup**”**:** Enables the ēno App to search for devices that are communicating via the computer's serial COM ports. NOTE: If the whiteboard is communicating using the IR or Bluetooth wireless option, the search for COM ports should be Enabled.

Using the on-screen icon strip

Related topics:

“The ēno App icon strip”

“If you have the older ēno icon strip”

Viewing and hiding the on-screen ēno icon strip

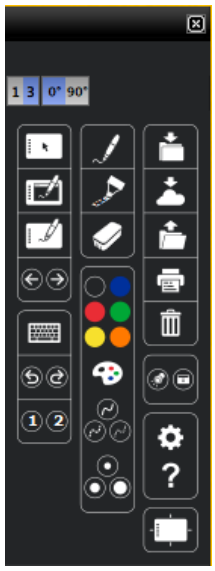
The on-screen icon strip provides the functions of the magnetic icon strip in an interactive window that you can drag to a convenient location on the whiteboard.

To view or hide the on-screen icon strip:

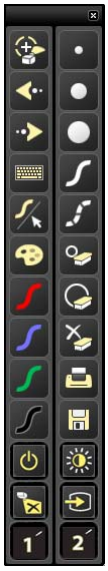
1 Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh). The ēno App menu appears.

2 Choose “Show On Screen Icon Strip” from the menu to toggle on and off the display of a functional on-screen icon strip. You can also close the on-screen icon strip

window by clicking the Close button. The on-screen icons look and function just like the magnetic icon strip. Refer to “The ēno App icon strip” on page 22.



ēno App on-screen icons



older on-screen icons

Note

If you updated to ēno App 3.2 but still use the older magnetic icon strip, the on-screen icons match the older icon strip. Refer to “If you have the older ēno icon strip” on page 33.

On-screen icon strip view options

You can change the appearance of the on-screen icon strip in the following ways:

One-column or three-column format: Click the 1 button to view the on-screen icons in one long strip. Click the 3 button for three columns.

Horizontal or vertical orientation: Click 0º for vertical orientation. Click 90º for horizontal orientation.

Enlarge or shrink the icon strip: Drag the lower right corner of the on-screen icon strip window. The scale changes when you release the mouse.

Getting help

Related topics:

“The ēno App icon strip”

To get help:

- Tap the Help icon.

- Choose “Help Topics” from the ēno App menu for information about using Steelcase products.

Checking for updates

ēno App updates are available via the Internet. The ēno App can check for updates automatically (refer to “User Settings” on page 48) or you can check for updates at any time.

To update the ēno App:

1. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh). The ēno App menu appears.
2. Choose “Check for Updates” from the menu when your computer is connected to the Internet. A system check reveals whether the version number available on the web agrees with the version installed on your system. If the version numbers are not the same, you can choose to initiate the download and automatic installation of the update. You can also enable automatic updates (refer to “User Settings” on page 48).

Exiting the ēno App

To shut down the ēno App:

1. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh). The ēno App menu appears.
2. Choose “Exit” (Windows) or “Quit” (Macintosh) from the menu. The ēno App closes.

To resume:

- **Windows**: choose “ēno App” from the Start/Programs/Steelcase menu.
- **Macintosh**: double-click “ēno App” in the Applications folder.

To uninstall the ēno App in Windows

To uninstall the ēno App in Windows:

1. Click “Start” at the lower left corner of the task bar.
2. Choose “All Programs” from the menu.
3. Choose “ēno App” from the menu.
4. Choose “Remove the ēno App.”

To uninstall the ēno App on a Macintosh

To uninstall the ēno App using a Macintosh:

1. Navigate to “Applications” and then to “Steelcase.”
2. Launch “ēno App Uninstaller.app.”
3. Follow the prompts as directed.

Care and maintenance

ēno maintenance

Replacing the ēno stylus batteries

Related topics:

“Install the ēno stylus battery”

“Using the ēno stylus”

When the stylus is not in use, replace the cap to extend battery life.

To replace the stylus battery:

- Refer to “Install the ēno stylus battery” on page 9.

Note

When replacing the stylus battery, use a AAA Lithium ion battery for optimum performance. NiMH rechargeable batteries are not suitable for the ēno stylus.

Replacing the ēno stylus tip

To replace the ēno stylus tip:

1. Remove the existing stylus tip by pulling it out.
2. Firmly push the replacement tip into the stylus until it snaps into place.

How to obtain replacement parts

Replacement parts are available by contacting your Steelcase dealer or reseller.

Summer maintenance

- Make sure that the Steelcase ēno receiver and stylus are stored in the accessory case.
- Back up your work. Any files you have created or images stored on your computer should be saved onto disk, USB drive, or network server. Coordinate data storage with your IT Department.

When preparing for Fall classes:

- Test this product early in the Fall preparation process. Connect the computer to the Internet so that the ēno App can acquire automatic software updates that may have been issued during the Summer break.

- If you are unable to acquire any released software updates, please request your IT Department to provide you with support early in the back-to-school process.
- Testing the product well before it is needed assures that there is time for any technical support you may need as well as time for you to try out new practices.
- Toll free technical support: 1.800.334.4922

Technical support

If reviewing the above sections fails to resolve your hardware or driver problem, contact Steelcase Technical Support.

In the Americas, contact Steelcase USA Technical Support:

- Phone: 1.800.334.4922 Support available in English and Spanish
  24-hour support Monday through Friday
- E-mail: techsupport@steelcase.com

In EMEA, contact Steelcase Europe:

- Phone: +33 3 88 13 36 36 Support available in English, French and German
  Monday through Friday, 7:30 to 18:30 Central European Time.
- E-mail: emea.techsupport@steelcase.com

In APAC, contact Steelcase Asia Pacific:

- Phone: +60 3 2027 6161 Support available in English and Mandarin
  Monday through Friday, 8:00 to 17:00 KL Time.
- E-mail: AP_TECH_PROD_SUPP@steelcase.com

Compliance

FCC statement

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.

Changes or modifications not expressly authorized by Steelcase could void the user's authority to operate this device.

Déclaration de conformité Industrie Canada (IC)

Cet appareil est conforme à l'article RSS-210 d'Industrie Canada. Le fonctionnement est soumis aux conditions suivantes : (1) cet appareil ne peut causer d'interférences et (2) il doit accepter toute interférence, y compris les interférences pouvant entraîner un fonctionnement non désiré.

Cofetel statement for Mexico

(Steelcase ēno receiver)

La operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

CE compliance

ēno has been tested and found to comply with safety, radiation, and immunity standards defined in:

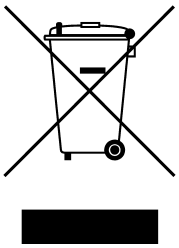
2006/95/EC Low Voltage Directive
EN60950-1:2001 (Safety)

2004/108/EC EMC Directive
EN55022:2003 Class B (EMC)
EN55024:2003 (EMI)
EN301489-17 V1.2.1:2002
EN301489-1 V1.4.1:2002

1995/5/EC R&TTE Directive
EN300328-2 V1.6.1:2004 (RF)

IEC 60825-1 Class 1 LED

WEEE compliance



WEEE Directive
2002/96/EC

STEELCASE WARRANTY for Global Products

YOU CAN DEPEND ON US. OUR PRODUCTS. OUR SERVICES. OUR PEOPLE.

Steelcase Inc. ("Steelcase") warrants for the periods set forth below that the products listed/specified herein ("Global Products") will be free from defects in materials and workmanship at the time of passing of risk. This warranty is valid from the date of passing of risk to the original purchaser and is non-transferable. It covers the original purchaser of a Global Product from Steelcase or a Steelcase authorized reseller for the purchaser's own use and not for resale, remarketing or distribution.

GLOBAL PRODUCTS - LIMITED WARRANTY

SEATING

Amia™, cobi™, Gesture™, i2i™, Leap™*, Node™, QiVi™, Reply™, and Think™

Lifetime Warranty
Frame, seat shell, outerback, arm frame structure, base, and chrome stool footring

12 Year Warranty
Mechanisms, pneumatic cylinders/gas lifts, arm caps, foam, casters and glides, and Node personal worksurface

DESKS, TABLES, SCREENS AND STORAGE

c:scape®, Divisio, FrameOne™, and Universal Storage

Lifetime Warranty
Frame, case, doors, drawers, pulls/handles, cantilevers/supports, base plates, suspensions, modesty panels, vertical wire manager, compressors, dividers, rails, trays, shelves, hanging folders, interlocks and locks

12 Year Warranty
c:scape sliding mechanism, Divisio side screen mechanism, casters and glides

INTEGRATED TECHNOLOGIES

ēno®, media:scape™, ScapeSeries™, RoomWizard™, and TagWizard™

Lifetime Warranty

ēno and e^{3}™ surfaces, ScapeSeries, and media:scape furniture components

12 Year Warranty
ēno trim and brackets

5 Year Warranty
ēno Play, ēno mounts

3 Year Warranty
ēno technology components and accessories, fuse™ Visualizer, ēno stylus, ēno receiver, and eno interactive tables; media:scape technology components; RoomWizard; and TagWizard.

WORKTOOLS

SOTO II™/1+1 Welcome Tools, Eyesite™/Plurio, CF/FSMA, FYI™/Forward Arm, Volley, dash™, and Pisa™

Lifetime Warranty
SOTO II/1+1 Welcome Tools mobile caddy, launch pad non-powered and divider, functional screen, personal pocket; flat top hanger; wastebasket; footrest; and mobile laptop support; Organizational Worktools: cable clip, personal hook

12 Year Warranty
Eyesite/Plurio, CF Series/FSMA, FYI/Forward Arm, Volley, CPU supports and keyboard supports, lighting fixtures for dash, SOTO/1+1 LED, and Pisa

5 Year Warranty
Launch pad powered, lighting components for dash LED, SOTO/1+1 LED light, and Pisa

SURFACE MATERIALS

Refer to separate regional warranties for surface materials details.

All products not specified herein as Global Products are covered under a separate regional warranty.
*Except Leap 24/7 with 24/7 fabric and Fame fabric in 3 shifts

WARRANTY DOES NOT APPLY TO PRODUCT DEFECTS, DAMAGE, FAILURE OR LOSS RESULTING FROM:

- Normal wear and tear
- Failure to apply, install or maintain products according to published Steelcase or manufacturer instructions and guidelines.
- Abuse, misuse, or accident (including, without limitation, use of product in unsuitable environments or conditions)
- Alteration or modification of the product
- The substitution of any unauthorized non-Steelcase components for use in the place of Steelcase components in an integrated product solution, including but not limited to worksurfaces, leg supports, panels, brackets, shelves, overhead bins and other integral components.

WARRANTY EXCLUSIONS AND LIMITATIONS:

- Replacement parts are covered for 2 years or the balance of the original warranty, whichever is longer.
- Warranty excludes products considered by Steelcase to be consumables (e.g. batteries, lamps, except projector lamps offer 6 months coverage)

WARRANTY PROVIDES EXCLUSIVE REMEDIES:

Pursuant to this limited warranty, if a product fails under ordinary use as a result of a defect in materials or workmanship, Steelcase will (i) repair or, at Steelcase's option, replace the affected product at no charge, with a new or refurbished product of comparable function, performance and quality or (ii) refund the purchase price for the affected product if, in Steelcase's opinion, repair or replacement is not commercially practicable or cannot be timely made.

- A product "defect" means an inadequacy in the materials or workmanship of the product that (i) existed at the time of passing of risk with respect to the product from Steelcase or a Steelcase authorized reseller to you and (ii) causes a failure of the product to perform under ordinary use in accordance with the materials and documentation accompanying the product.
- An "ordinary use" means use of the product (i) in conformance with all applicable local, state or federal laws, codes and regulations (including without limitation building and/or electrical codes) and (ii) in accordance with manufacturer recommendations and/or instructions in the materials and documentation accompanying the product.

WITHOUT PREJUDICE TO THE LEGAL WARRANTIES PROVIDED UNDER NATIONAL LAW, THIS LIMITED WARRANTY IS THE SOLE REMEDY FOR PRODUCT DEFECT AND NO OTHER EXPRESS OR IMPLIED CONTRACTUAL WARRANTY IS PROVIDED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. UNDER THIS CONTRACTUAL WARRANTY STEELCASE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INDIRECT DAMAGES.

In the European Union (EU), Steelcase participates in recycling networks for Waste Electronic and Electrical Equipment (WEEE) and pays for the associated administrative and recycling costs. EU-customers are responsible for collection and delivery of WEEE to the recycler identified by Steelcase, unless this responsibility is prohibited by national law.

HOW STATE LAW RELATES TO THE WARRANTY

In the USA, this warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Steelcase Corporation products are warranted in accordance with the terms of the applicable Steelcase Corporation limited warranty. Product performance is affected by system configuration. Software, the application, customer data, and operator control of products are considered to be compatible with many systems. The specific suitability of a product for a specific purpose or application must be determined by the customer and is not warranted by Steelcase Corporation.

Appendix 1: ēno Bluetooth pairing options

The ēno stylus automatically pairs with the ēno receiver (a black USB device), enabling you to move the receiver to another computer without unpairing and pairing the stylus again. The host computers must have the ēno App version 3.0 or higher installed. Pairing only needs to occur once, and even changing the ēno stylus battery will not unpair the stylus.

The ēno receiver automatically pairs with the ēno stylus when you press the pairing button on the top of the ēno receiver. Remove the cap from the ēno stylus to turn it on first, then press the pairing button on the receiver. The ēno receiver's LED will indicate whether or not the pairing was completed successfully:

- **If pairing is successful**: The receiver's LED will quickly flash green five times (more quickly than the initial pairing pattern) and will then turn solid blue.
- **If pairing is not successful**: The receiver's LED light will quickly flash red five times.

  If pairing was not successful and the receiver LED flashes red, try to resolve the problem by removing the ēno receiver from the computer USB port, waiting five seconds, and reinserting the receiver before attempting the pairing process again.

  With the previous version of the PolyVision Bluetooth adapter (a gray USB device), the ēno stylus must be paired with one host computer at a time.

  This appendix covers alternative Bluetooth pairing scenarios that are possible but not recommended for optimum performance:

- manually pairing the stylus to the computer using the ēno App
- pairing with the host computer's built-in Bluetooth capability rather than using the Steelcase receiver
- pairing with host computer using third-party Bluetooth capability

Pairing ēno using the ēno App

With either the new ēno receiver (black USB device) or the previous PolyVision Bluetooth adapter (gray USB device), the ēno App provides an easy way to pair the ēno stylus.

To pair your ēno stylus with your host computer using the ēno App:

1. Turn on your computer.
2. Optional: Plug the ēno receiver into any available USB port. A message appears when device drivers have been installed.
3. Turn on the ēno stylus by removing the cap.
4. On your computer, click the ēno App icon that appears in your system tray (Windows) or menu extras (Macintosh).
5. Choose “Settings for ēno App” from the menu.
6. Click the “Status” tab.
7. Click “Pair Stylus.” Pairing proceeds automatically for most computers. If you have a Macintosh with operating system 10.4, follow the prompts you see on your screen.
8. Repeat these steps to pair additional ēno styli with this computer. You can pair three styli on one host, but a stylus can be paired with only one host at a time.

Pairing ēno using built-in Windows or Apple Bluetooth

If your computer includes the built-in Windows or Apple Bluetooth capability, it is possible to pair the stylus just as you would any other Bluetooth device, but this is not recommended for optimum performance.

To pair your ēno stylus with your computer’s built-in Windows or Apple Bluetooth capability:

1. Turn on your computer.
2. Turn the ēno stylus on by removing the cap.
3. On your computer, navigate to the Control Panel. For example, in Windows click the Start button, then select “Control Panel.”
4. Click the Bluetooth Devices icon.

5. Select the “Devices” tab and click the Add button. This will launch the “Add Bluetooth Device Wizard.”
6. Click the box that indicates that “My device is set up and is ready to be found” and click “Next.”
7. You will see a list of all Bluetooth devices. Click the item listed as “ADP-301” followed by an associated Bluetooth address.

8 Enter the passcode, which is “0109”.

9 Repeat these steps to pair additional styli to this computer.

Note that you can pair multiple styli with one computer, but a stylus can be paired with only one computer at a time.

Pairing ēno using third-party Bluetooth

It is possible to use a third-party Bluetooth solution on your computer to pair the ēno stylus but not recommended for optimum performance:

1 Launch the software that comes with your third-party Bluetooth capability. It may launch from:

- The control panel
- An option in the start menu/programs menu.
- A Bluetooth icon in the taskbar or system menu bar.

2 Turn on the ēno stylus by removing the cap.

3 Locate and start the mechanisms for pairing, such as one of the following:

- Add a Device
- Pair a Device
- Search for a Device.

The stylus is listed as “ADP-301” and is only visible briefly after the cap is removed. If you do not see the stylus, replace the cap, wait two seconds, and remove the cap back again. After six seconds the stylus is visible to the computer.

4 Follow the prompts from the third-party Bluetooth software. The general process is as follows:

- Search for Bluetooth devices and select the “ADP-301 stylus.”
- Pair the ADP-301 stylus. When asked, the stylus uses a PIN code or passkey of “0109”.
- After entering the PIN code, the stylus should pair to your computer.

To determine if the pairing is successful and there is wireless communication between the ēno App installed on your computer and the ēno stylus:

1 Turn on the ēno stylus by removing the cap.

2 On your computer, click the ēno App icon that appears in your system tray (Windows) or menu extras (Macintosh).

3 Choose “Settings for ēno App” from the menu.

4 Click the “Status” tab. The stylus should be listed as a Product.

Appendix 2: ēno one Projector Control Application

The ēno one interactive whiteboard models provide a built-in PolyVision short-throw or ultra short-throw projector in a variety of mounting options.

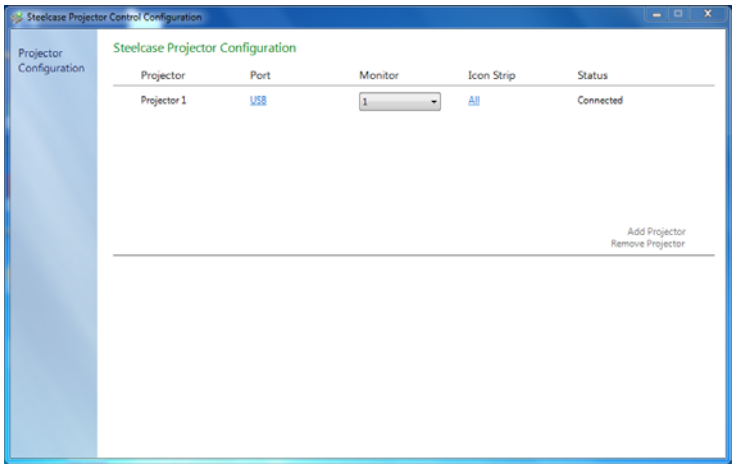
To configure and control the PolyVision projector through the ēno App:

1. When you install the ēno App on the host computer, select the option to install the Projector Control Application as a device. Refer to “Install the ēno App” on page 7.
2. Fasten the magnetic Projector Control Icon Strip to the whiteboard. Refer to “Projector control icons (for ēno one models)” on page 63.
3. Configure the ēno App as described below to identify the port where your projector is connected.

Configuring PolyVision projectors

To configure a PolyVision projector for ēno one models:

1. Connect the PolyVision projector to the host computer.
2. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).
3. Choose “Configure Projectors” from the menu.



4. Click “Add Projector.” The projector first appears in the dialog box as “Not Connected” with the Port displaying “None.”
5. Move your cursor over the link under “Port.” You see a drop-down list of available ports on the computer.
6. Select the port from the drop-down list where your projector is connected. The projector status changes to “Connected” and configuration is complete.

Projector status

The status of a projector appears in the Projector Control Configuration dialog under “Status,” as follows:

Status	Meaning
Not Connected	*The projector cannot be found on the port.*
Connected	*The projector has been found and is connected.*

The status of the ēno App appears in a separate line in the Projector Control Configuration dialog, as follows:

Status message	Meaning
Connecting…	*The PCA software is connecting to the ēno App API.*
The ēno Application is not running.	*The ēno App is not running in the system currently.*

Projector control icons (for ēno one models)

For ēno one models, a separate magnetic icon strip fastened to the whiteboard controls projector functions:

Projector on/off

Projector video mute

Projector brightness toggle between normal and eco mode

Projector input search

To turn on and off the projector lamp (standby mode):

- tap the On/off standby mode icon.

To toggle on and off the projected image, so you can use the ēno whiteboard for writing and drawing as well as projecting the computer:

- tap the Video mute icon.

To toggle between full brightness and eco mode, which will save bulb life:

- tap the Brightness icon.

To project the image from a different video source connected to your projector:

- tap the Input search icon. When you click this icon, the Projector Control Application scans each possible input source (VGA 1, VGA 2, Composite Video, S-Video, HDMI) on the projector until it finds one where input is present.

Multiple PolyVision projectors

The Projector Control Application can control up to three PolyVision projectors on the same computer.

In rooms where multiple PolyVision projectors are connected to the same computer each projector responds to a unique “A,” “B,” or “C” magnetic projector control icon strip for on/off, video mute, brightness, and input source, so that any stylus can control any projector’s settings. Refer to “Projector control icons (for ēno one models)” on page 63.

To configure a PolyVision projector to respond to the “A,” “B,” or “C” magnetic projector control icon strip on the whiteboard:

1. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).
2. Choose “Configure Projectors” from the menu.
3. Click a projector.
4. Move the cursor over the active link under “Icon strip” and select from “A,” “B,” or “C” to correspond to the magnetic projector control icon strip labeled “A,” “B,” or “C” that is fastened to the whiteboard for that projector. Choose “All” when you are using one projector.

   In addition, in rooms where multiple PolyVision projectors are connected to the same computer, each projector is associated with an added computer monitor that includes a unique “A,” “B,” or “C” on-screen icon strip. Refer to “Using the on-screen icon strip” on page 49.

“A” on-screen icon strip

To change the monitor and on-screen icon strip that appear on a whiteboard:

1. Click the ēno App icon in the system tray (Windows) or menu extras (Macintosh).
2. Choose “Configure Projectors” from the menu.
3. Click a projector.
4. Move the cursor over the active link under “Monitor” and select from the available monitors. The projector now displays the monitor and on-screen icon strip you selected.

Appendix 3: ēno App notifications

Related Topics

“Alerts”

Notifications about the system status appear briefly in the lower center of the whiteboard.

Each notification includes the check box for “Do not show this notification in the future”. If you (or another user) has checked this box, the notification does not appear in the future.

To restore the display of all notifications:

1. Choose “Settings for ēno Application” from the ēno App menu.
2. Click the “Alerts” tab.
3. Click the Reset Notifications button.
4. Assure that the “Low Battery Warning” is set to “On.”

The notification summary below provides added information and action required, where appropriate.

Notification	Information	Action required
Your stylus is connected	*The stylus is ready for use.*	*No action required.*
Your stylus is disconnected	*Communication between the stylus and the computer was disconnected for one of the following reasons:*	
	• *The stylus is turned off by replacing the stylus cap.*	• *To resume communication, simply remove the stylus cap.*
	• *The stylus has automatically entered sleep mode to save battery life after a period of inactivity.*	• *To resume communication, simply replace the stylus cap and then remove it again.*
	• *The stylus moves further than approximately 32 feet (10 m) from the host computer.*	• *To resume communication, move closer to the host computer, replace the stylus cap and then remove it again.*
	The stylus battery needs to be replaced.	• *Refer to "Install the ēno stylus battery" on page 9.*
ēno App Status	*While hovering the stylus over the ēno App icon in system tray or menu bar, this notification displays the current connection status of each device recognized by ēno App.*	*No action required.*
The ēno stylus battery is low.	*The stylus battery level is reaching a critically low level.*	*Replace the battery as soon as possible.*
Please cap your stylus to maximize battery life.	*This notification warns you that the stylus has been idle for some time and will automatically enter sleep mode if idle for several minutes to save battery life.*	*Replace the stylus cap to save battery life.*

You must be in projection mode to use this feature. Press Projection.	*The whiteboard is not active and will not respond to most features.*	*Newer ēno App icon strip: Tap the Calibrate icon and follow instructions you see on the whiteboard.* *Older icon strip: Tap the Projection icon to re-enter projection mode.*
Saved to Cloud	*This notification appears after your snapshot is saved to the Cloud service using default settings.*	*No action required. Refer to "Cloud Save" on page 44.*
Printed	*This notification appears after your snapshot has been printed on the default printer.*	*No action required. Refer to "Print" on page 46.*
Saved	*This notification appears after your snapshot has been saved on the host computer using default settings.*	*No action required. Refer to "Save" on page 44.*

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