Elmo Interactive Toolbox (EIT) User Guide

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Quick Start

- Open the **Utilities** folder on the desktop and click on **Elmo Interactive Toolbox.**
- When the Document Camera is connected, EIT will start in the Document Camera mode, otherwise it will start in the Whiteboard mode.
- <u>EIT stays in full screen</u>, but selecting the **PC Operation button (mouse icon)** on the outermost ring switches to the PC to allow for access to other application windows, like Zoom.
- To **exit**, press the red X on the side toolbar, select Yes when prompted (if it has disappeared, simply move the cursor over the area to make it reappear).

Explanation of Buttons

Moveable Navigation Toolbar - Press+Hold to move anywhere on the screen

Outermost ring - holds buttons for various operation modes (starting at top-left, going clockwise):
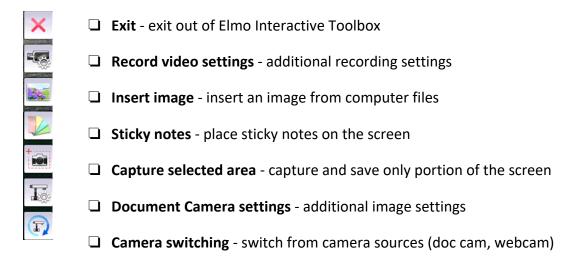- ❏ **PC Operation** - switches screen to the PC for access to other applications
- ❏ **Document Camera** - shows Doc Cam or webcam image
- ❏ **PC Annotation** - shows PC screen to allow for annotation over other applications
- ❏ **Whiteboard** - white screen for writing
- ❏ **Teaching Material Folder** - where captured images, recordings, and preinstalled backgrounds are stored

Innermost ring - holds buttons for various tools used across all operation modes (starting at top-left, going clockwise):
- ❏ **Capture** - capture entire screen to save in Teaching Material Folder to use later
- ❏ **Pencil** - drawing tools to write on screen
- ❏ **Highlighter** - tool to highlight anywhere on screen
- ❏ **Erase** - erase content added to the screen from pencil markings to sticky notes or entire screen, minus the operation modes image
- ❏ **Select** - to select objects on the screen
- ❏ **Undo** - undo last action
- ❏ **Record video** - press to record screen, press again to stop

❏ **Mode button** - returns the outermost ring to show the various operation modes available

Side Toolbar (disappears when utilizing the screen, move cursor over to reappear)

❏ **Exit** - exit out of Elmo Interactive Toolbox

❏ **Record video settings** - additional recording settings

❏ **Insert image** - insert an image from computer files

❏ **Sticky notes** - place sticky notes on the screen

❏ **Capture selected area** - capture and save only portion of the screen

❏ **Document Camera settings** - additional image settings

❏ **Camera switching** - switch from camera sources (doc cam, webcam)

Bottom Toolbar

❏ **Moving dial** - returns the navigation toolbar to bottom-left corner

❏ **Highlight** - bring attention to portion of the screen

❏ **Mask** - hide portion or whole image

❏ **Rotate images** - flips image 180°

❏ **Freeze** - freezes image

❏ **Zoom out** - zooms out on image while in Document Camera mode

❏ **Zoom in** - zooms in on image while in Document Camera mode

❏ **Decrease brightness** - lowers brightness while in Document Camera mode

❏ **Increase brightness** - raises brightness while in Document Camera mode