

# HITACHI STARBOARD SYSTEM USER GUIDE

## LEARNING ENHANCEMENT CENTER

Contact: Learning Enhancement Center 601.266.5518 [lec@usm.edu](mailto:lec@usm.edu) (training)  
Sonia Gains-Littles 601.266.4659 [Sonia.GainesLittles@usm.edu](mailto:Sonia.GainesLittles@usm.edu) (keys or maintenance)

**ROOMS: JGH 109, 106, 104, 114, 201, 216, 217, 214, 219, 202, 200, 303**

### TO START THE SYSTEM

#### STEP 1: Unlock the cabinet

- Keys can be obtained from the Dean's office (see contact info above)

If there is a button/code entry configuration:

- Simultaneously press 2 and 4, then release; press 3, then release; turn knob to the right to open

#### STEP 2: Power ON Computer

- CPU is located at the bottom drawer of the cabinet
- Press black round button on the left side of the CPU

#### STEP 3: Log in

- Press CTRL, ALT, Delete keys to access the user password window
- USER – Room name (JGH114, JGH217, etc)
- Password is case sensitive. It should be set in UPPERCASE for the bldg code (JGHroom number). There is no space between.
- Available drives
  - CD drive
  - Floppy drive
  - USB drive (memory stick)

#### STEP 4: Lower projection screen

Pull down the screen using the handle or string

#### STEP 5: Set volume level

- Volume control unit is located on top of the lectern
- Click the Stand By/Power button to turn on volume
- The default volume level is set at three green lights
- To adjust volume, press the Select button until the Treble button light comes on  
Press the Arrow Down button to decrease volume to the minimum level or increase volume by pressing the Up arrow

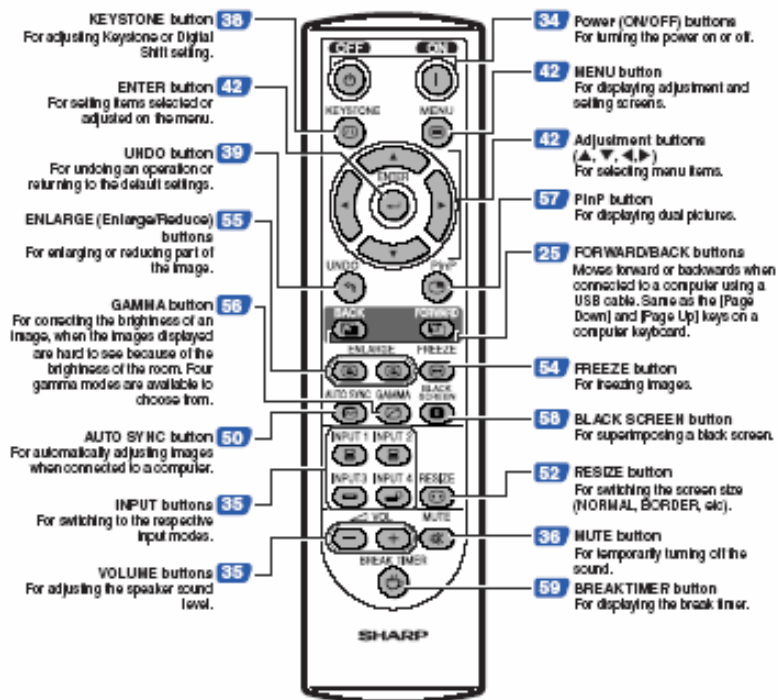
## STEP 6: Power ON Video Data Projector

- Locate the Sharp data video projector remote control located on top of the DVD/VCR combo unit in the top drawer of the lectern
- Point remote control at the lens of the projector
- Click ON button (teal color) on top right hand of remote control
- A small beam of light will appear and increase in size as the projector warms up
- **WARNING:** DO NOT repeatedly press the **ON** button. This may cause the projector lamp to burn out

### Buttons/functions on the remote control

- INPUT 1 – to display computer screen
- INPUT 2 – to display visual presenter
- INPUT 3 – to display DVD/VCR
- BLACK SCREEN – to blacken the screen
- BREAK TIMER – to time breaks
- FREEZE – to stop a moving image

### Remote Control (Front View)



## USING THE HITACHI STARBOARD SOFTWARE

The StarBoard allows:

- data to be written over digital content such as pictures, movies and slide shows
- drawn data to be stored as digital data



### STEP 1: Launch Starboard software

- Power ON computer
- Click on Starboard icon
- If the message “Starboard not connected. Please restart the program after connecting Starboard” shows up, just hit OK. The Starboard toolbar will appear

### STEP 2: Using the toolbar



#### To Move the Toolbar

- Place stylus pen or mouse over the toolbar
- Left click and the move icon (crossbar with doubleheaded arrows) will appear
- Drag the pen or mouse to move the toolbar to desired location on the screen

#### To Expand and Collapse the Toolbar

- Click on the expand button (Starboard with down arrow bar located on the right/bottom of the toolbar)
- Click on the collapse button (right arrow bar located on the left/top of the toolbar)

### To Write/Draw

- Click on the Pen icon in the toolbar
- Then click on the Palette icon
- A submenu will appear
- Select pen/brush type by clicking on the desired icon
- Then select color by clicking on the desired color/design



### To Change Pen/Brush Width

- Click on the Pen icon in the toolbar
- Then click on the Palette icon
- Select pen/brush type and color/design type from the submenu
- Click on the Width icon in the toolbar
- Select width using any of the following:
  - Click on any of the preset width buttons
  - Use the slide bar and slide left to reduce stroke width, and right for a wider stroke
  - Click on left or right arrow and continue clicking till desired width is found
- Click the "x" button to close the dialog boxes



### To Erase

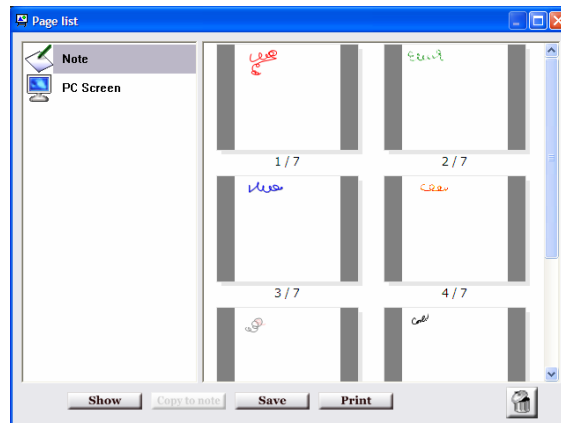
- Click on the Eraser icon and move stylus pen/mouse over drawings/writing
- Click back to the Pen option to continue to draw or write

### To Capture/Save Annotations on a Screen

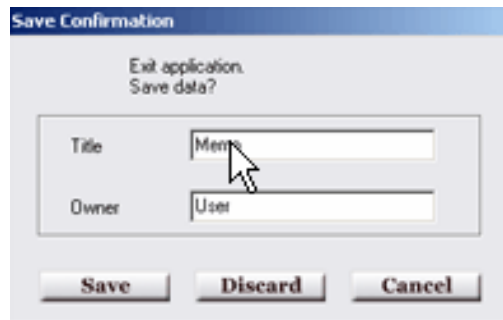
- Click on the Capture icon in the toolbar
- The Capture icon will disappear and the cursor will automatically default to the List icon

### To Save a Page

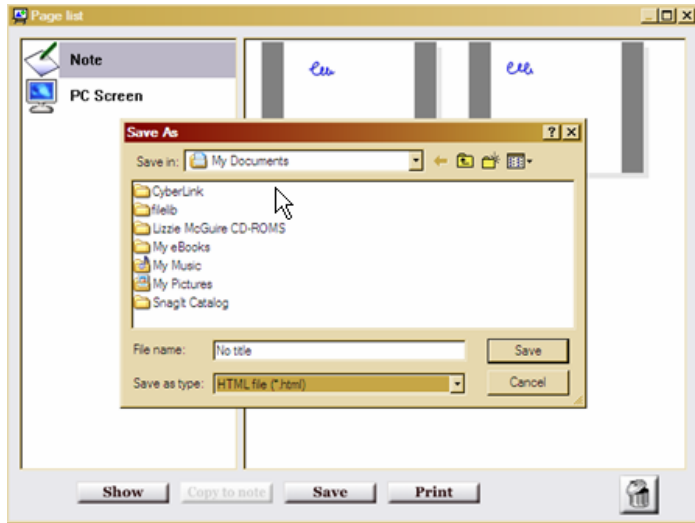
- Click on the List icon
- Select the Note icon
- A Page List screen will appear with a thumbnail of the captured page
- Click on the Save button
- Select the desired save option: Save As, Export to a File, Export selected topic as an image (this option is recommended)
- Type the title of your document in the Title window (save as option) or File Name window (export file or image option)
- If exporting to a File, in Save As Type window, use drop down arrow to select “HTML”
- If exporting as an image, select “JPEG”
- Click Save



Page List Screen



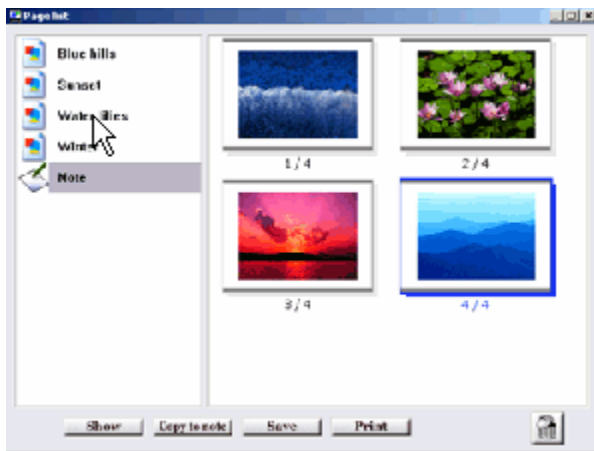
“Save As” Screen



“Export File As” Screen


### To ReOpen a Saved Page





- Click on the Starboard icon for submenus
- Select Document icon
- Select Page List icon
- A Page List will appear
- Click on Note to display thumbnails of saved screen shots/pages
- Click on selected screen shot/page thumbnail
- Click on Show button to display the screen shot in full screen




Page List Screen

### To ReOpen a Document Saved in Starboard (using Save As)

- Click on the Starboard icon for submenus
- Select Document icon
- Select Saved Data icon
- A Saved Data List will appear
- Click on the  button of the selected file
- Saved file will be opened

	Owner	Last Updated
	Office	2004/03/12 14:08
	Office	2004/03/12 14:08
	Office	2004/03/12 14:06
	Office	2004/03/11 10:01



The context menu is open over the selected file row. It contains the following options: Open, Create copy, Rename title and owner, Save as a file, and Delete.

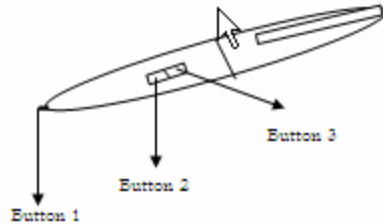
Saved Data Screen

### To View Show of Captured Screens

- Click on the List icon
- Select Note to view thumbnail of captured pages
- Click Show
- Go to Picture Tasks, click on View as Slide Show
- Use navigation buttons (left, right arrow) to go back to previous or advance slides

## USING THE ELECTRONIC STYLUS PEN

### Stylus Pen Default Settings



- **If pen does not work, the battery may be dead. Contact the CoB dean's office for battery replacement**
- Click button on the top of the pen to turn it on
- Pen Tip (Button #1) = Mouse left-click  
(press the pen tip against the display)
- Left Side button on pen (Button #2) = Mouse right-click  
(press button with the pen tip slightly removed from the screen)
- Right Side button on pen (Button #3) = Mouse left-double click  
(press button with the pen tip slightly removed from the screen)
- Click button on the top of the pen to turn it off (IMPORTANT STEP)
- Place pen back into the pen box and place box on top of the DVD/VCR player

### Pen Calibration

Perform calibration when the position of the cursor or the electronic pen is skewed making operation difficult

- Select StarBoard icon on the toolbar
- Go to Setting icon, then Starboard icon, then Calibration
- Click on Calibration icon
- Press the electronic pen on the symbol in the upper-right, perpendicular to the screen. This will cause the red blinking symbol to become green
- Repeat this operation for the other marks, proceeding in counter-clockwise order
- Once calibration has been completed for the symbol at center, the process will complete after a short interval. If calibration fails, please redo the process



Calibration Screen

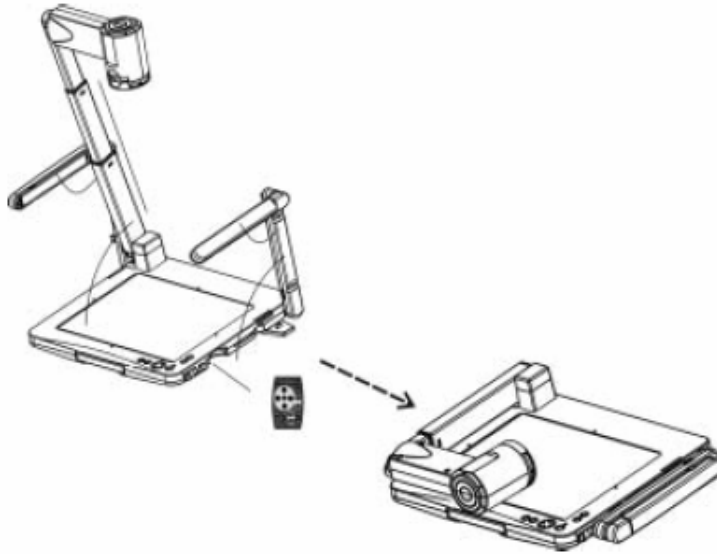
## USING THE LUMENS VISUAL PRESENTER

### STEP 1: Power on the visual presenter

- Slide open the side drawer of the lectern
- Press the Power button for about 1 second to power on the visual presenter
- The red LED (flashing until the presenter is started) turns to green

### STEP 2: Position and Turn on the Lamps

- Pull up the lamphead arm and rotate the lamp head to face the platform
- Press and slide the latches to release the lamp lock (if necessary)
- Pull up the lamp arms and rotate the folded lamp to face the platform
- Press the lamp button (bulb icon) on the control panel to turn on the lamp arms
- Press the lamp button twice to switch over to the backlight (platform light)
- Press the lamp button the third time to turn off lamp
- Adjust the lamp arms outward slightly for better lighting
- Press INPUT 2 on the data video projector remote control to view
- WARNING: The angle of the lamp arm and lamp head is limited. Do not turn it forcefully when it reaches the maximal angle



#### **To View Printed Materials:**

- Place the document or object on the platform. While observing the image on the screen, adjust the zoom or arm to obtain the optimal size
- Press the AF (Auto Focus) button to focus document or object

#### **To View Transparencies:**

- Select Lamp Backlight (press twice on the button with a bulb icon)
- Place the object on the platform. While observing the image on the screen, adjust the zoom or arm to obtain the optimal size

#### **To View Small Objects:**

- Pull out the Close-Up Lens
- Rotate the camera head
- While observing the image on the screen, adjust the zoom or arm to obtain the optimal size

#### **To View Slides:**

- Place a slide or negative in the slide or negative holder located in the camera head
- Insert the slide or negative holder into the slot above the lens
- Switch lamps to backlights



### Step 3: Storage after Use

- Turn off lamps to power off unit. Press POWER button and hold till the red light flashes
- Turn the upper lamps toward the supporting arms
- Fold the lamps to both sides of the visual presenter until they lock in both sides
- Turn the lamp head until it is parallel with the platform
- Fold the arm and the camera head until they touch the platform
- Fold down lamp head arm and close drawer properly
- Return to computer mode by pressing INPUT 1 on the data video projector remote control

### USING THE DVD/VCR RECORDER

**STEP 1:** Locate the DVD/VCR recorder in the top drawer of the lectern

**STEP 2:** Press the ON button located on the top right of the recorder

**STEP 3:** Insert VHS tape or DVD

**STEP 4:** Toggle the VCR/DVD button to select desired mode

- A green light indicator will display the selected mode. The light can be found beneath the respective insertion slots

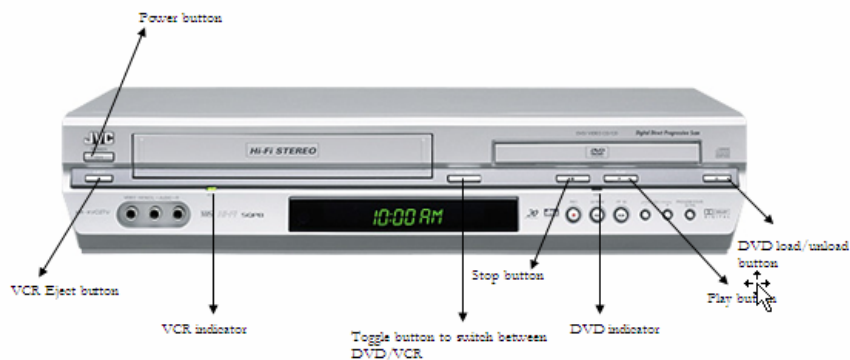
**STEP 5:** Press the PLAY button (located beneath the DVD insertion slot) to begin

**STEP 6:** Change to INPUT 3 on the SHARP data video projector remote control

**STEP 7:** Use the DVD remote control, click Enter to select DVD onscreen Play option

**STEP 8:** Adjust volume (refer to set volume control instructions)

**STEP 9:** Power off after use and press INPUT 1 on remote to return to the computer



**NOTE: ALWAYS MAKE SURE THAT YOU RETURN THE DATA VIDEO PROJECTOR REMOTE TO INPUT 1 BEFORE YOU SHUT DOWN THE STARBOARD SYSTEM. OTHERWISE, THE NEXT USER WILL NOT BE ABLE TO START UP THE COMPUTER!**