

How to use the Sympodium - The basics

- [Overview](#) on page 1
- [Switching on](#) on page 3
- [Using pen tool buttons](#) on page 4
- [Using function buttons](#) on page 8

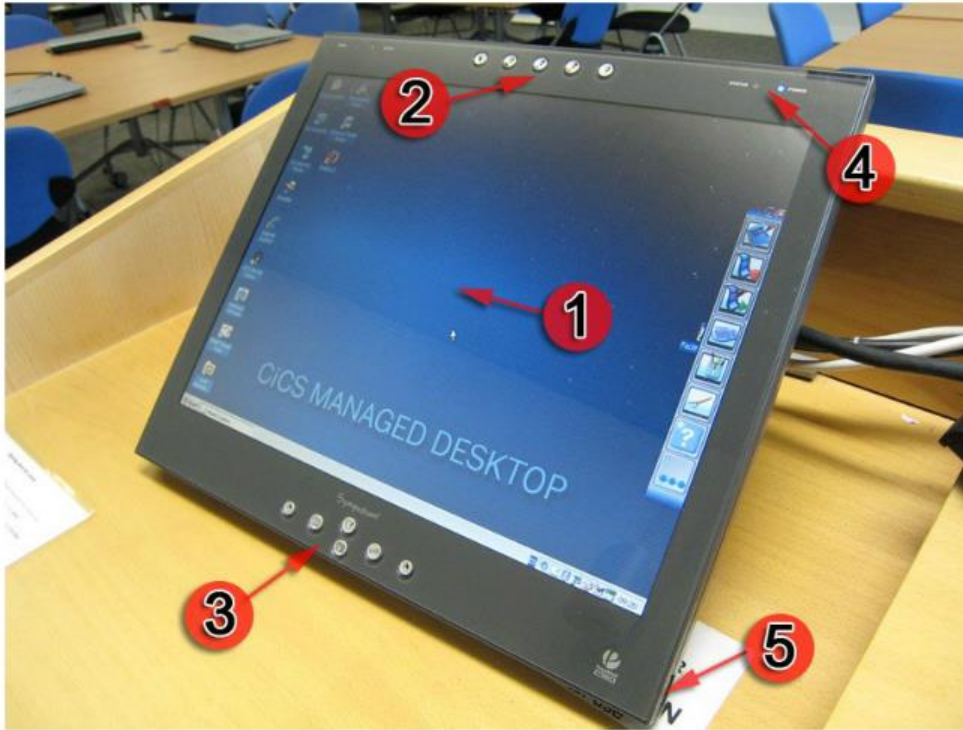
Overview

The Sympodium is an **interactive monitor** which allows you to **write** (using the pen attached) **over anything you display** in digital ink, highlight concepts, and take snapshots for example.

Your audience will **see your writing instantly** as you deliver prepared or impromptu material

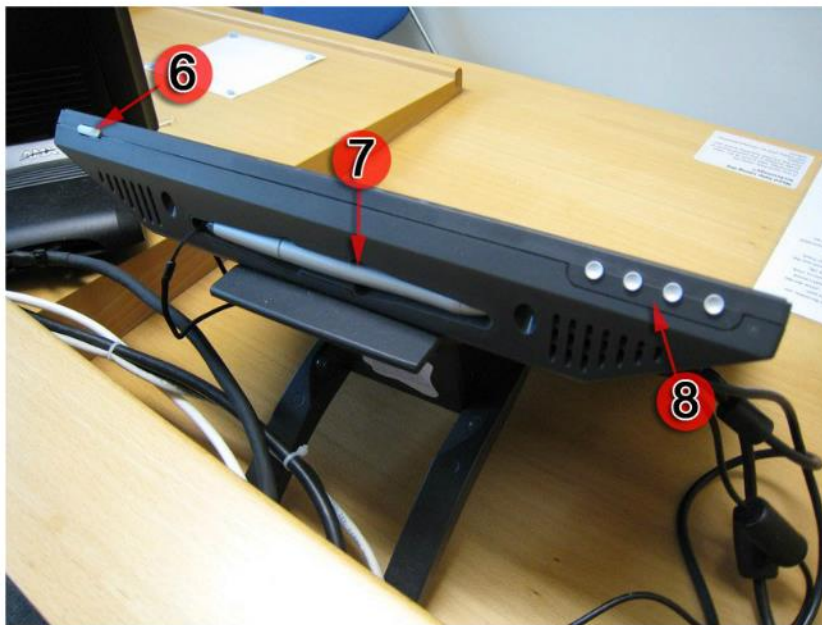
The Sympodium **connects directly** to the **lectern computer** and acts as both a monitor and interactive tablet. The attached **pen** can be used **instead of a mouse**

How to use the Sympodium - The basics



1. Interactive monitor
2. Pen tool buttons
3. Function buttons
4. Indicator lights
5. USB port (at side of Sympodium)

How to use the Sympodium - The basics

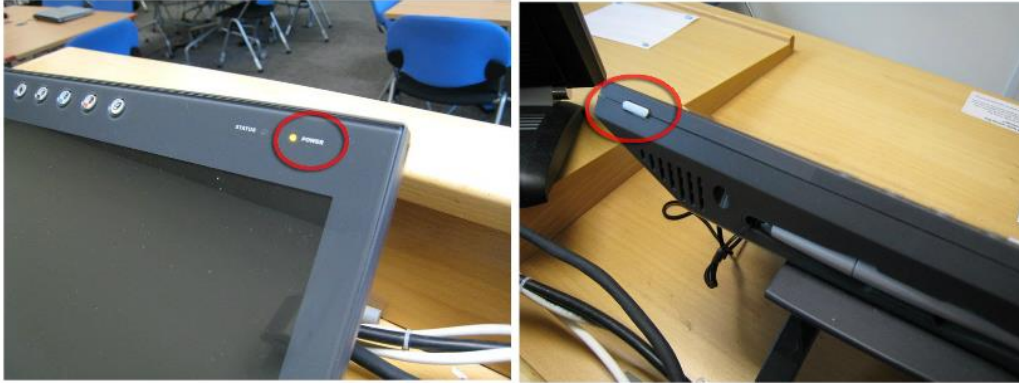


6. Power button
7. Pen (either at side or behind Sympodium)
8. Display control buttons

Switching on

Make sure **power light** at top right of Sympodium is **on**

How to use the Sympodium - The basics



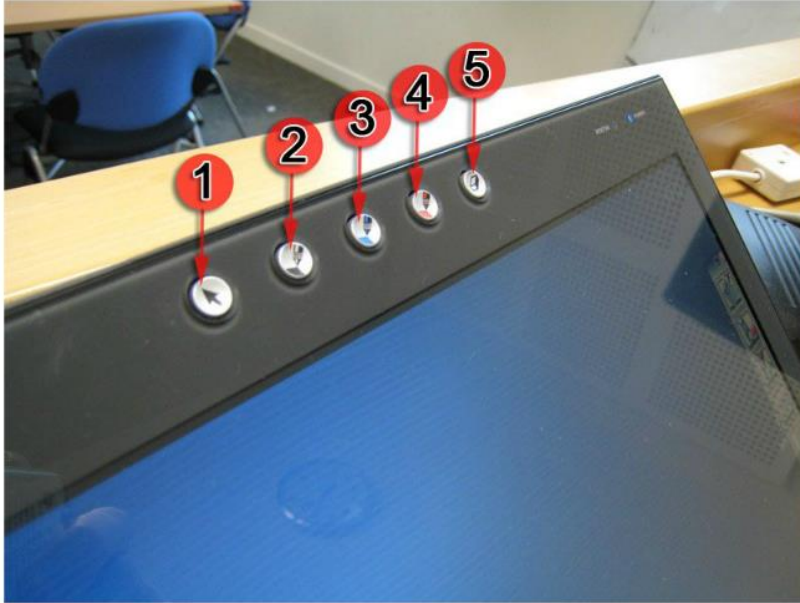
If power light is **not on**;

- **Press** power button at top right of Sympodium to **turn it on** (orange power light should appear)
1. **Turn on** lectern computer (Sympodium power light should **change from orange to blue**)
 2. **Log in** to lectern computer with University account

Note: orange power light = standby mode (when computer is off or in standby), **blue power light = active mode** (when computer is on)

Using Pen Tool buttons

How to use the Sympodium - The basics



1. Cursor/ select (mouse mode)
2. Black pen
3. Blue pen
4. Red pen
5. Eraser

1. **Press** any pen tool to **activate** it

Using pen as a mouse

You can use the Sympodium pen instead of a mouse

How to use the Sympodium - The basics



1. **Press cursor/ select** pen tool button at top of Sympodium to activate **mouse mode**

Using the pen you can:

- **Left click** by touching monitor **once** with pen
- **Click and drag** by touching and dragging pen on monitor
- **Double click** by touching monitor **twice** (quickly) with pen
- **Right click** by **pressing right click button** on **pen** and then touching monitor with pen

Or

- by **pressing right click function button** (see 'Using function buttons')

*Note: Pen **will revert to left click** after this action. Redo this step to perform right click again*

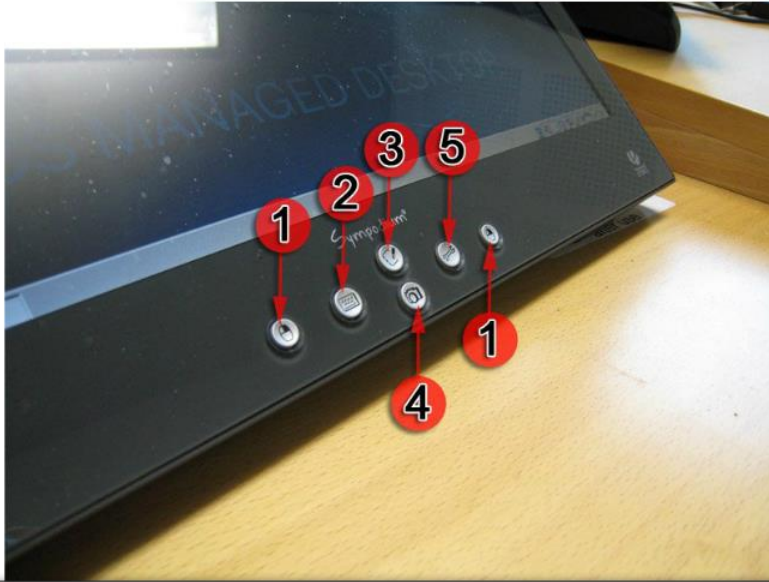
Using pen to write

You can use the Symposium pen to write over anything you display



1. **Press** either **black/ blue/ red** pen tool button at top of Symposium to activate **pen mode**
2. **Touch** pen on monitor to write

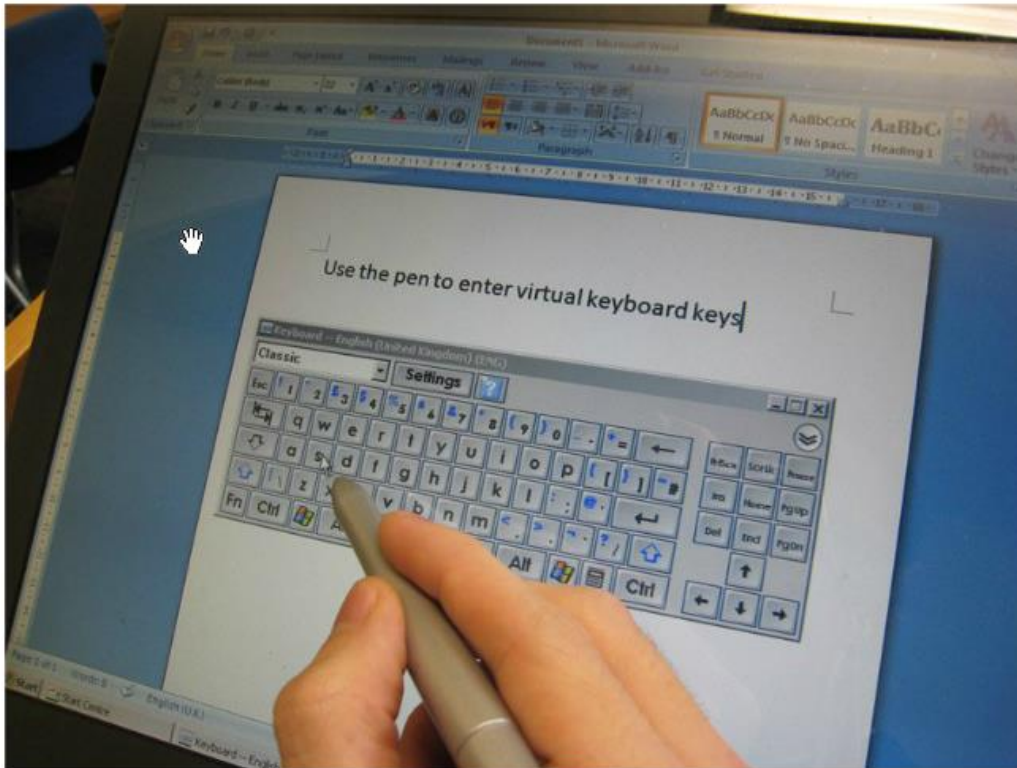
Using function buttons



1. Right click
2. Virtual keyboard
3. Notebook software
4. Screen capture tools
5. Floating tools

Using virtual keyboard

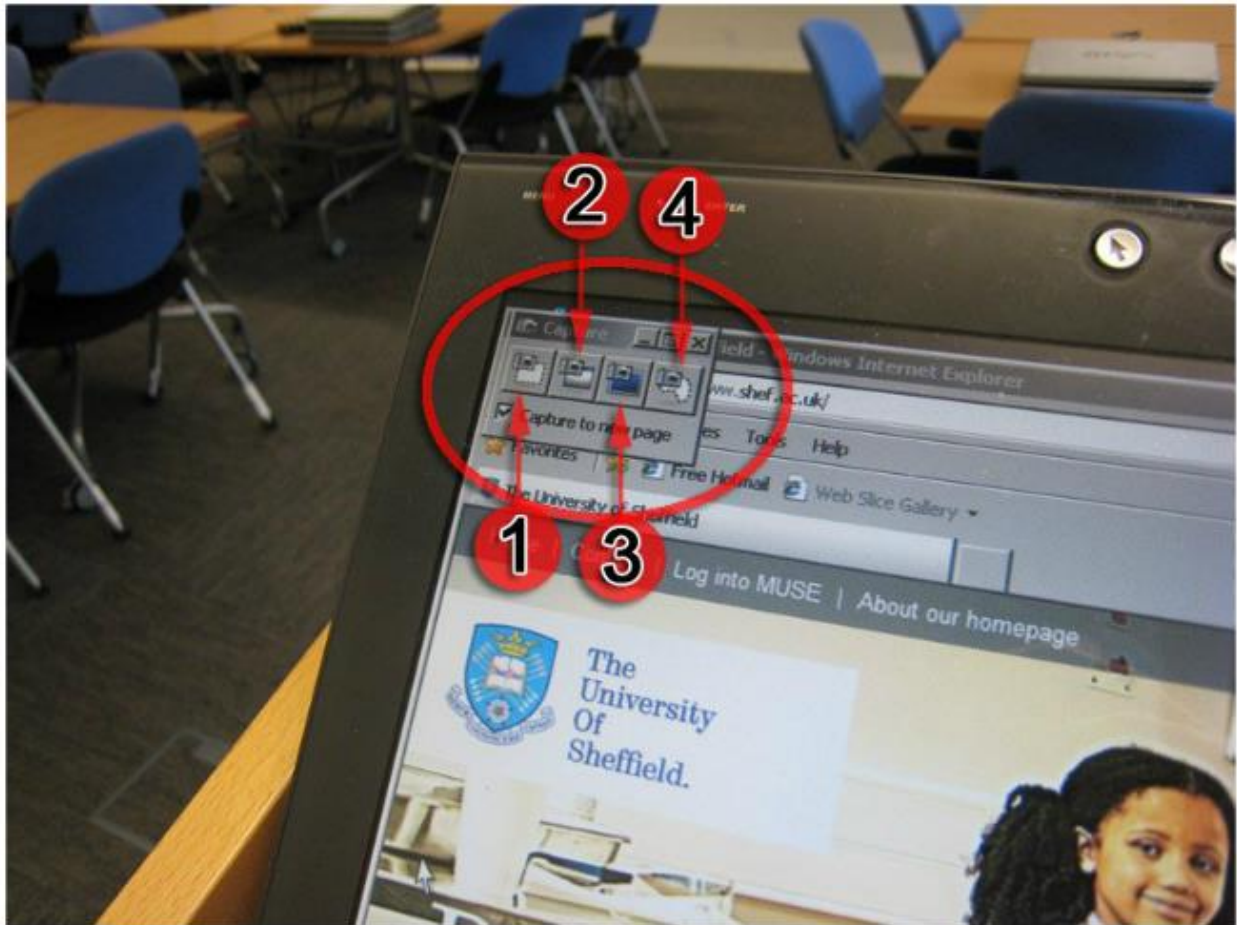
You can use the virtual keyboard instead of the physical one attached to lectern computer



1. **Select area** you want to type in with pen
2. **Press** virtual keyboard **function button** at bottom of Sympodium
3. Use pen to **select keyboard keys**

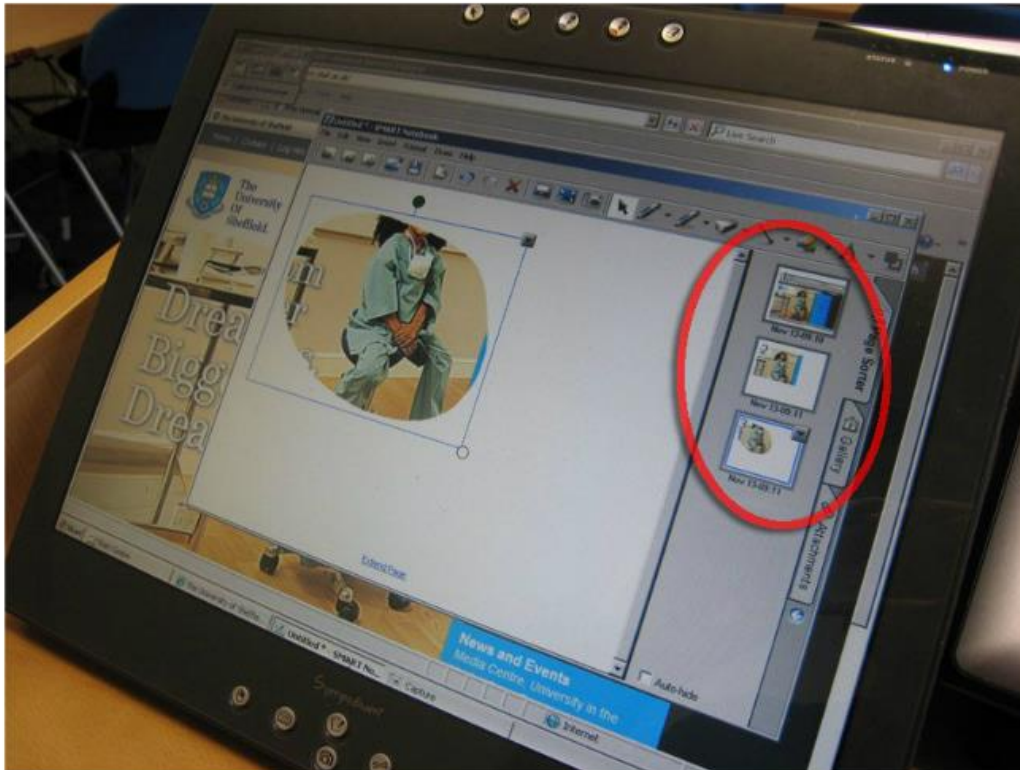
Using screen capture tools

You can use the screen capture tools to capture all, part or an area of the desktop



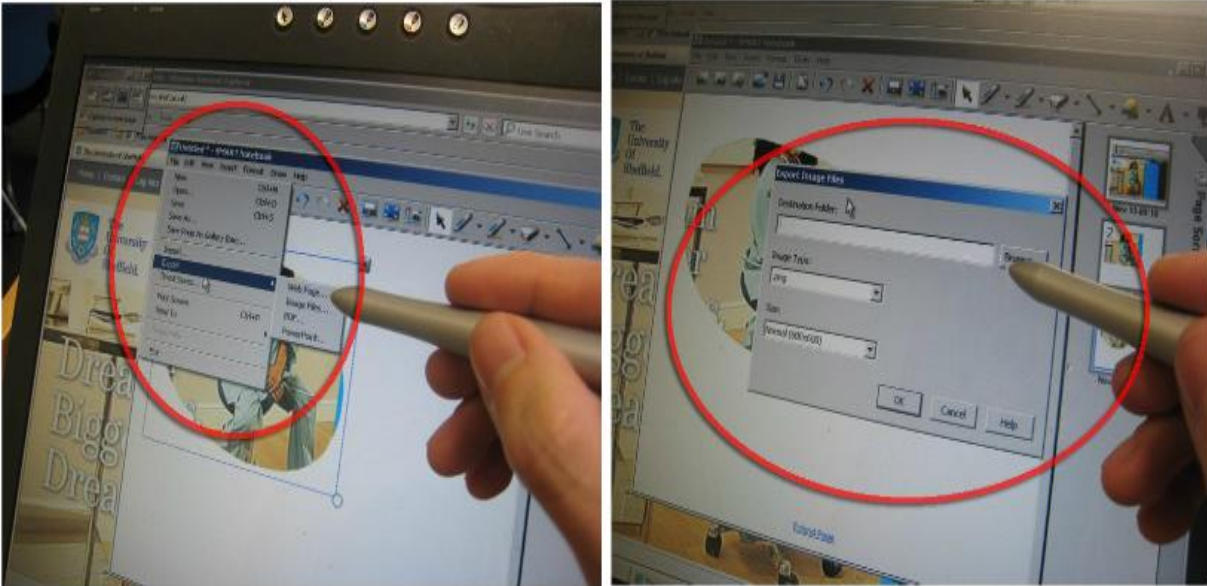
1. Capture square/ rectangular area tool (**touch and drag** with pen)
2. Capture selected window tool
3. Capture entire desktop tool
4. Capture custom area tool (**touch and draw** with pen)

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1. **Press screen capture tools button** at bottom of Sympodium (a small toolbar will appear top left of screen)
2. **Press** desired capture tool with pen
3. **Touch** monitor with pen to **capture**

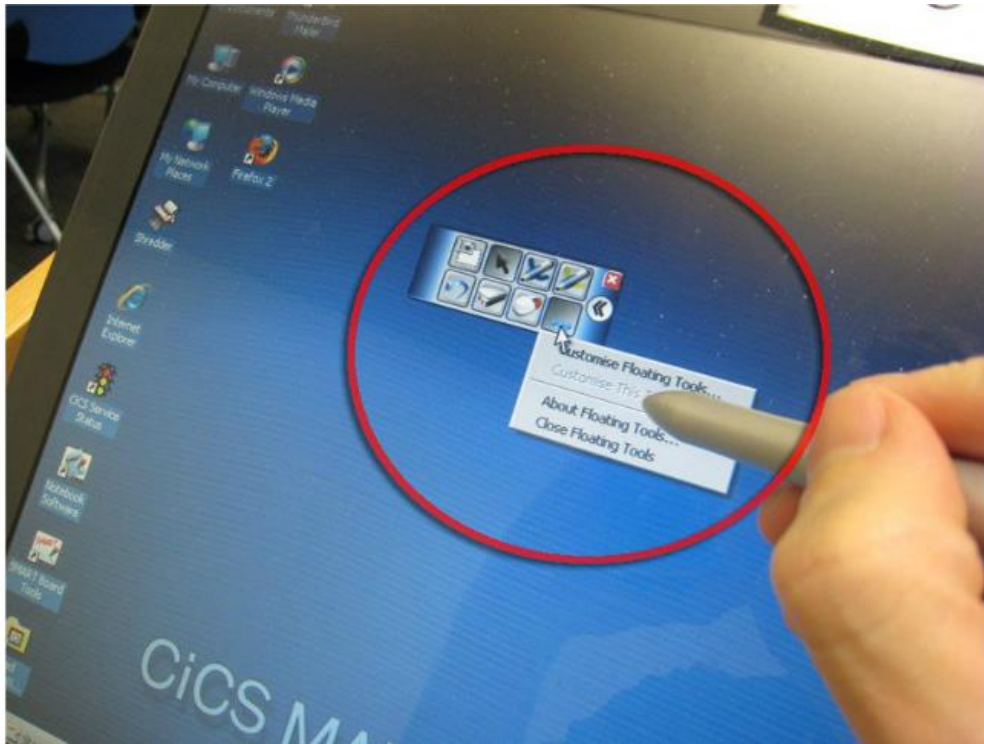
To save your screen capture



1. *Open Notebook software*
2. *Left click on 'File',*
3. *Left click on 'Export',*
4. *Left click on 'Image Files..'*
5. *Select 'Destination folder', 'Image type' and 'Size '*
6. *Left click on 'OK'*

Using floating tools

You can use the floating tools to **customise** pen tools, add shapes and effects

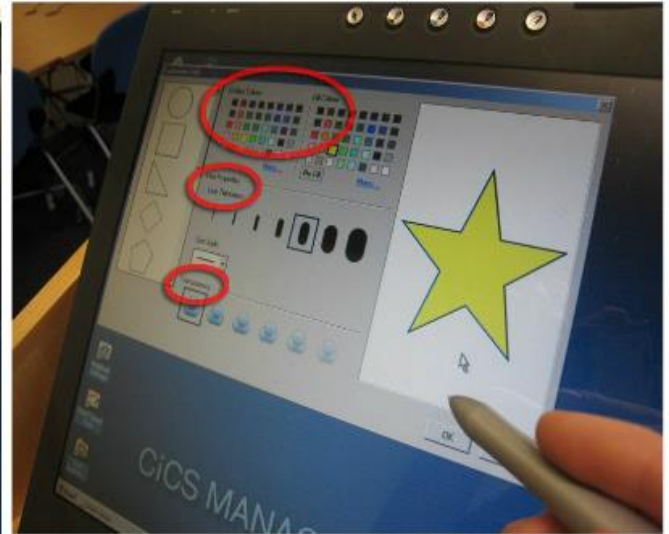
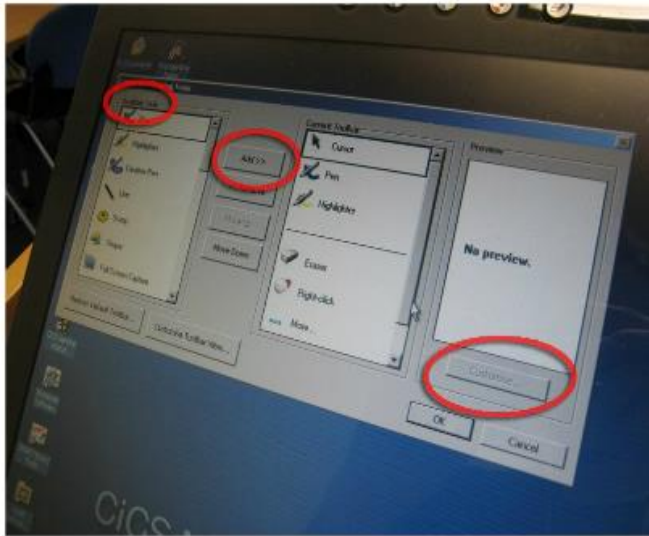


1. **Press floating tools button** at bottom of Sympodium (a small toolbar will appear on desktop)
2. **Either:**
 - **Press a pre-programmed pen tool** from floating tools toolbar with pen

Or

- **Press 'Customise floating tools' twice** with pen to customise your own pen tool
3. **Touch monitor** with pen to apply pen tool

How to use the Sympodium - The basics



1. Scroll through 'Available tools'
2. Add pen tool to current toolbar by left clicking on 'Add'
3. Left click on 'Customise..'
4. Select colour, thickness, shape, transparency, etc.
5. Left click on 'OK'
6. Left click on 'OK' again to apply new customised pen tool to floating tools toolbar