# i3ANNOTATE

## Quick start Manual
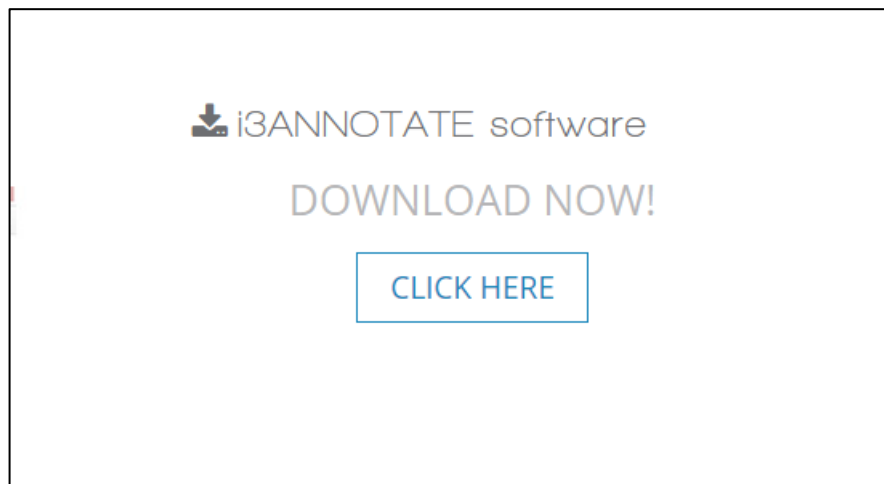
TECHNOLOGIES

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# How to use i3ANNOTATE?

## A. Download and install

1. Go to http://www.i3-meeting.com/products/software/i3annotate and download the software. i3ANNOTATE is free for users with a valid i3 cloud software account and holders of an i3 hardware serial number or software license key.
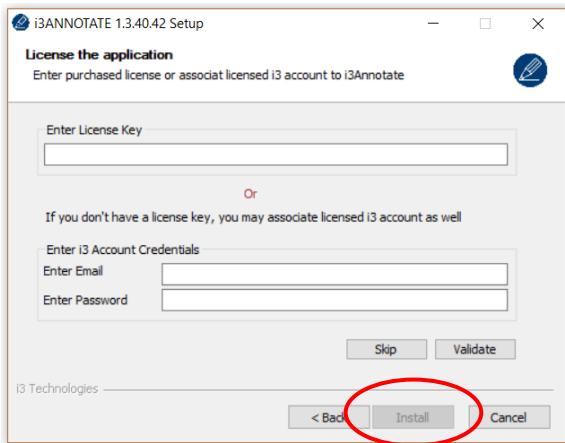


2. Run the file. Your computer will ask permission to make changes on your computer. Click yes and follow the steps in the installation wizard.
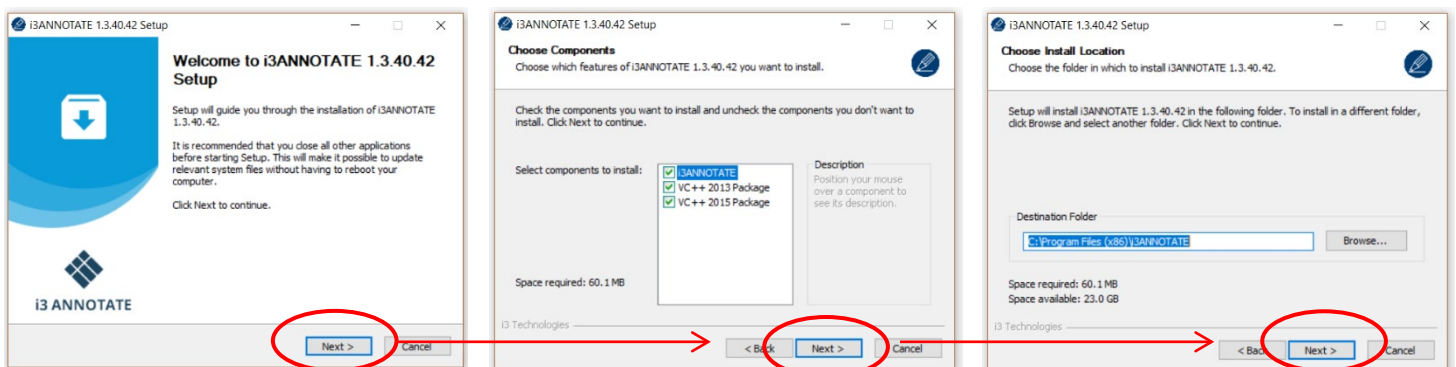


3. During the i3ANNOTATE installation, you will be prompted to validate your license. Please enter a hardware serial number, a software license key or associating an eligible i3LEARNHUB or i3MEETINGHUB account to i3ANNOTATE (see insert: "Step by step i3ANNOTATE account validation")
You can also skip this step and validate later (see "Validating after installation".)

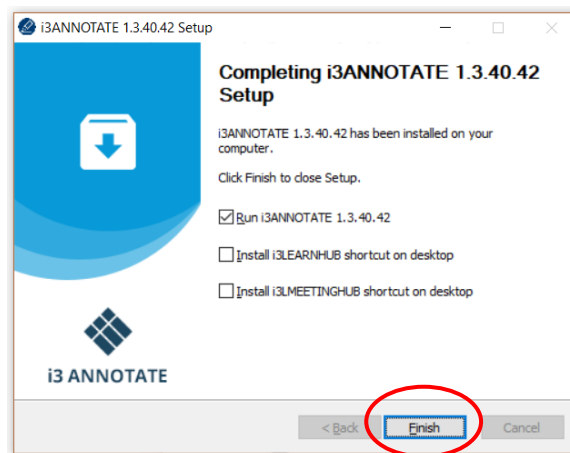Next, select 'Install' to install the application on your computer.

4. Once the software has been installed, i3ANNOTATE will be ready to use. You can choose to run the software, and to install shortcuts of i3LEARNHUB and i3MEETINGHUB on your desktop. Click on "Finish" to close the setup. Alternatively, you can start i3ANNOTATE from the start menu like any other program.



# B. Validating after installation

We recommend activating your i3ANNOTATE license immediately during the installation process. However, in case you don't have your credentials, serial number or key at hand, you can choose to skip the validation and use i3ANNOTATE during a one-time 5-day grace period.

Follow the instructions below to activate your license after installation. You can deactivate and reactivate your license at any time if you use i3ANNOTATE on more than one device. Please note: hardware serial numbers and i3LEARNHUB/i3MEETINHUB credentials will only activate one concurrent license. For multiuser licenses, please contact your reseller.
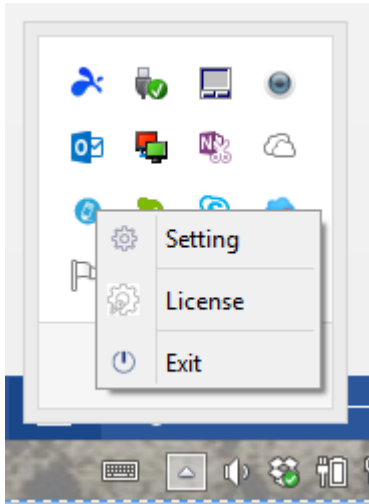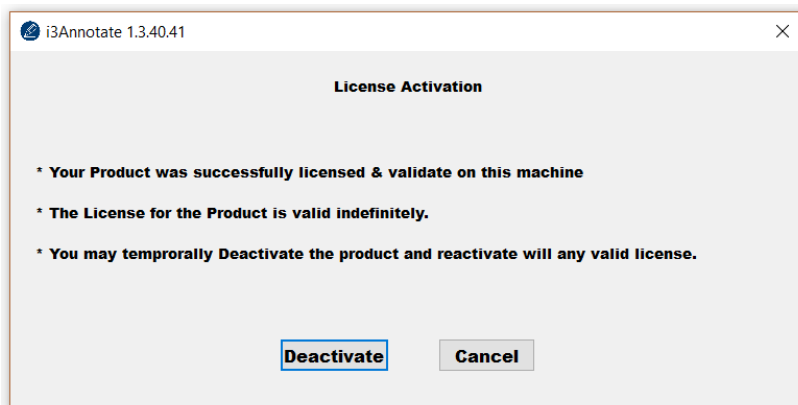
1) Click on the taskbar tray arrow and right click the i3ANNOTATE icon ⊘ .
2) In the context menu, choose 'License

3) In the License activation menu, enter your i3 touch hardware serial number or software key (left) or your i3LEARNHUB or i3MEETINGHUB credentials (right) and click validate.
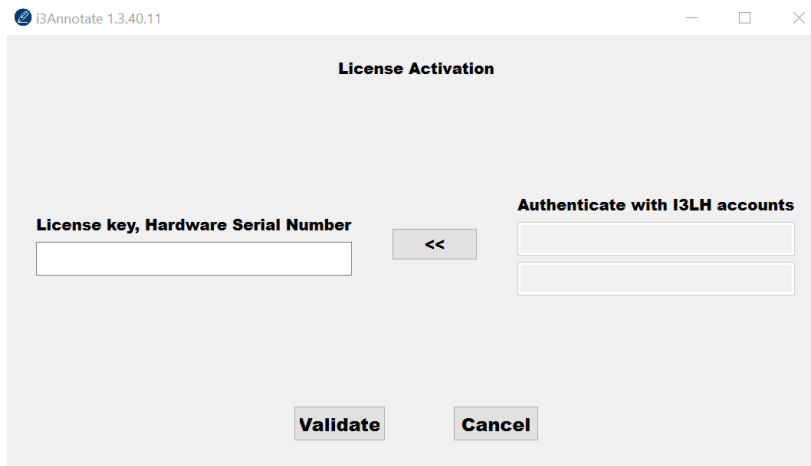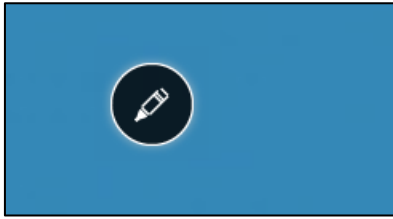


4) A confirmation screen will be shown. If you need to deactivate your license for use on another device, you can do it in this screen.
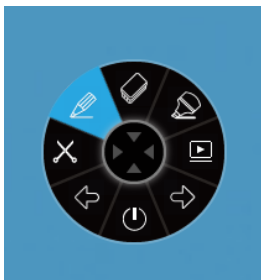
# C. How to use i3ANNOTATE

Running i3ANNOTATE



5.  When you open your computer you will see the floating i3ANNOTATE menu in the top right corner. If you don't see the floating menu, you can open it by clicking the taskbar tray icon .
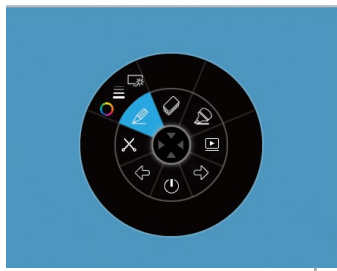


6.  Click on the pen icon and the i3ANNOTATE menu will expand. 8 buttons appear and the pen icon in the center disappears.



7.  If you don't want to use i3ANNOTATE, click/press in the center and the menu will collapse.
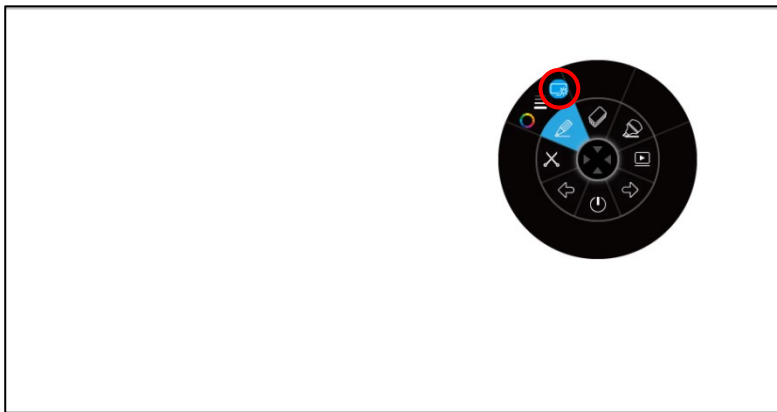
i3ANNOTATE tools



8.  You draw over any desktop window using the pen. When you open the pen section you see 3 options.
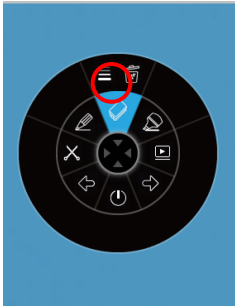


A.  Choose the color of your pen.
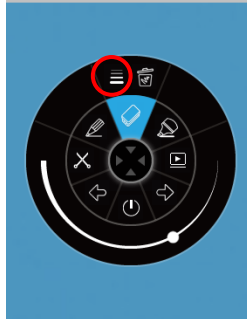


B.  Choose the width of your pen.



C.  If desired, insert a white canvas to draw and write on. Click the button again to make the white background disappear (your notes will stay).
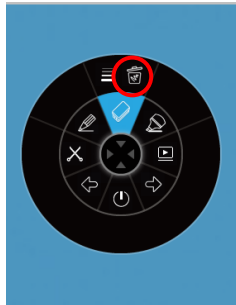
9. i3ANNOTATE has an eraser. When you click/press on it, you have 2 options.



A. Choose the size of the eraser.
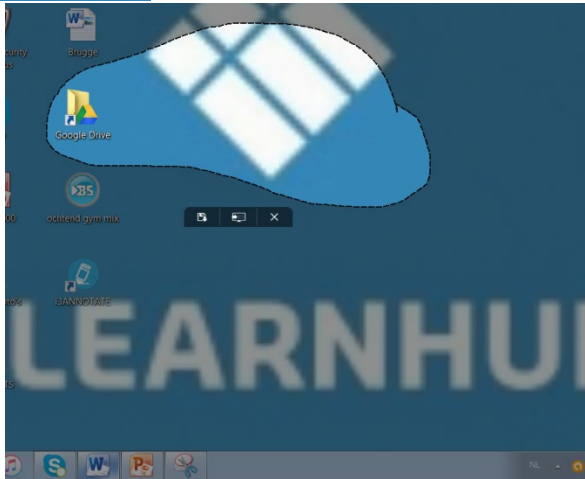


B. Click/press on the bin to clear all notes.



10. i3ANNOTATE has a marker. This marker has the same options as the pen. Choose your settings for the marker and mark over any window or your desktop.
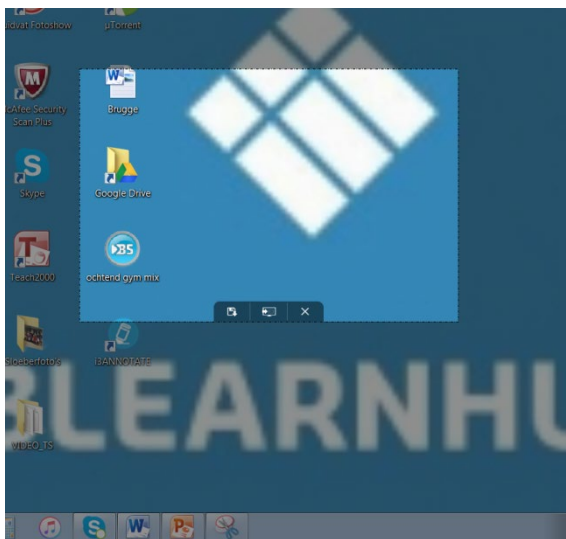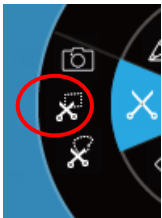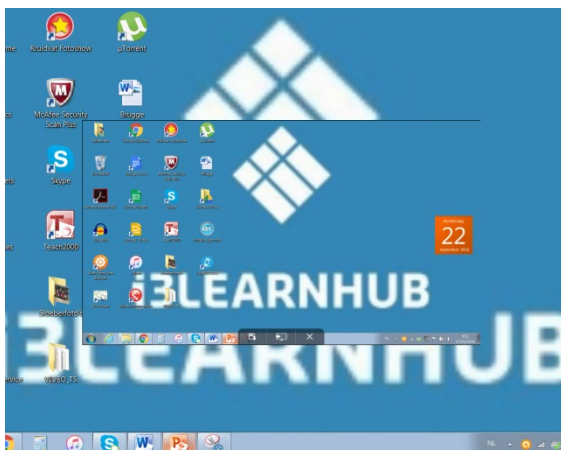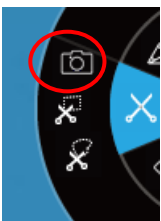
11.        When you click/press on the scissors, you have 3 options.
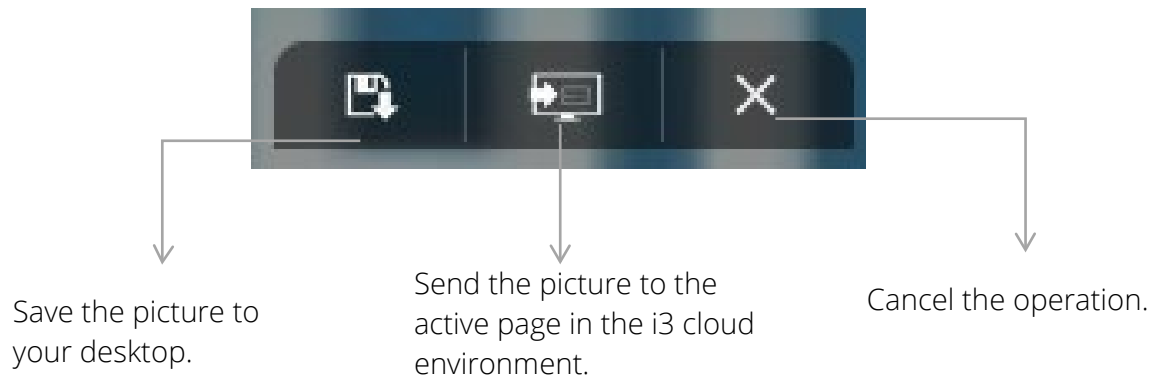


A.  Make a freeform snippet.



B.  Make a rectangular snippet. A standard sized box will appear. You can adjust the size and position by dragging. Your starting point must be outside of the box
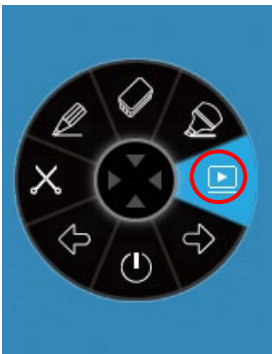


C.  Take a full screen screenshot.

After cropping the snippet, you will have 3 options.



Save the picture to your desktop.

Send the picture to the active page in the i3 cloud environment.
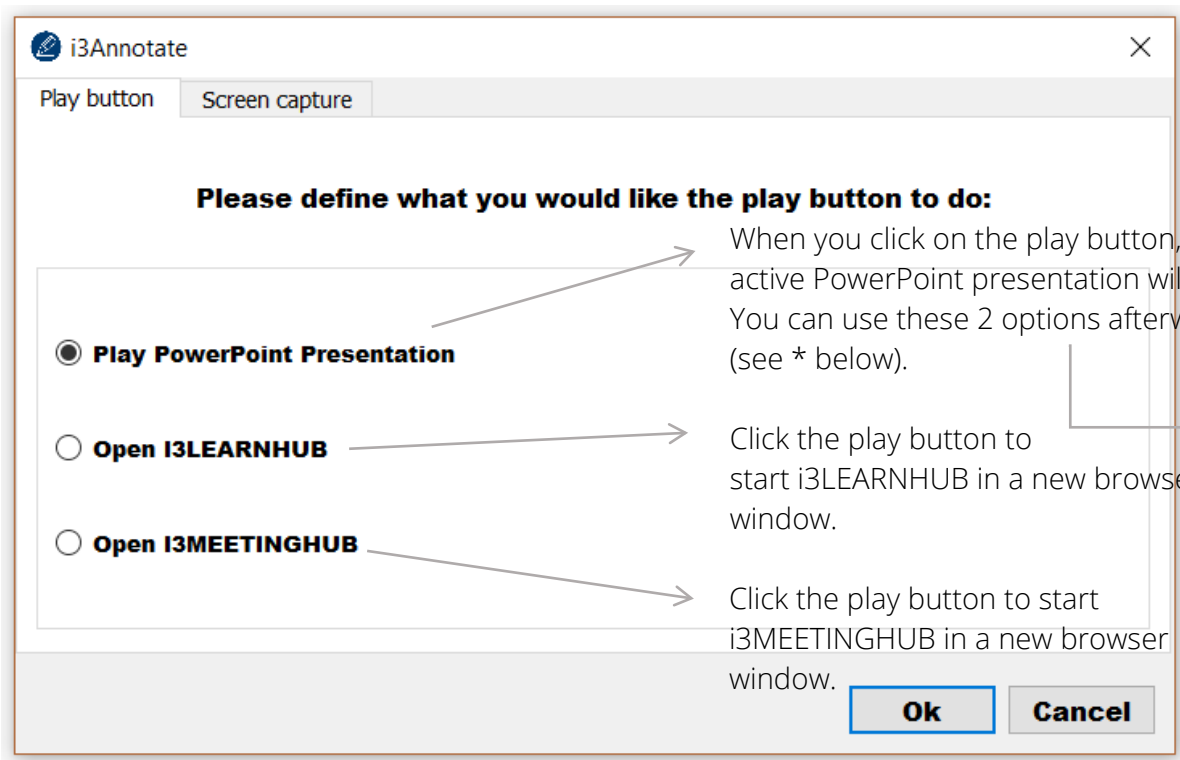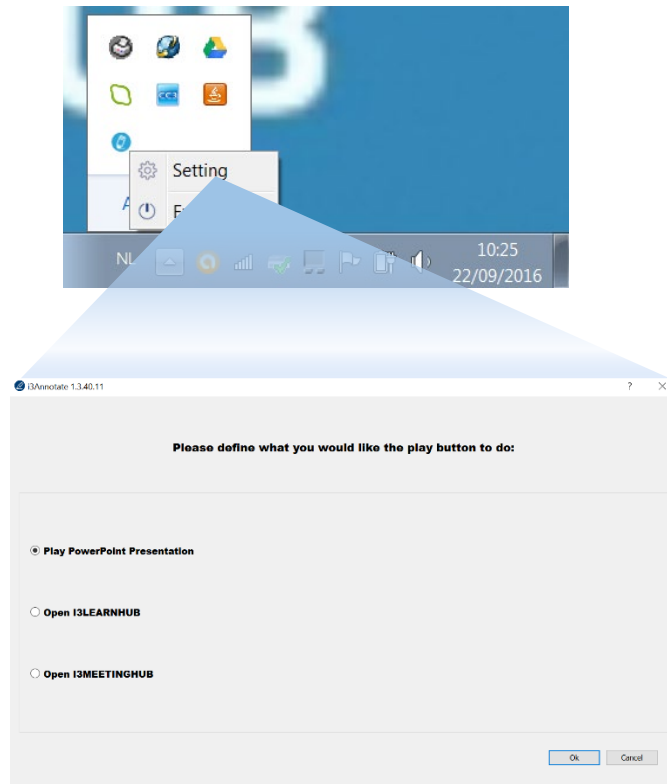
Cancel the operation.



12. You can Control PowerPoint and other desktop apps using i3ANNOTATE: go to the next page or the previous page using the arrow buttons.



13. The Play button action depends on your preferred settings. You have 3 options that you can set for this button. Go to your taskbar tray and right click/press on the i3ANNOTATE icon. Click/press on "Setting".

i3ANNOTATE Settings





Please define what you would like the play button to do:

When you click on the play button, your active PowerPoint presentation will start. You can use these 2 options afterwards (see * below).

Click the play button to start i3LEARNHUB in a new browser window.

Click the play button to start i3MEETINGHUB in a new browser window.

* You can draw in the PowerPoint. You can choose later whether or not to save your notes to the slide deck.

Leave the PowerPoint presentation.

## Closing i3ANNOTATE

Click the close button to close the floating menu. The i3ANNOTATE floating menu will disappear from your screen, but the app will keep running in the background and can be called from your i3 cloud software using the ⬚ button.



# D. Troubleshooting

i3ANNOTATE Version

If you're unsure which i3ANNOTATE version you're using, go to your taskbar tray and right click on the i3ANNOTATE icon 🔵 . Then click on "License". You will see the version number at the top of the window.