Nobo Kapture™

Digital Flipchart

DRAFT - v3.0d   29/10/2009

Contents

Introduction

Thank you for choosing Nobo Kapture™ Digital Flipchart.

We are sure it will serve you well, but please take a little time to study these instructions to ensure you get the best out of the product.

- Capture - Notes and ideas written on the Digital Flipchart Pad are instantly captured onto your PC / Mac.

- Edit - Modify captured sessions and export the files in various formats.

- Share - Email files to meeting attendees, colleagues or clients.

⚠ Safety First

This system is safe to use as long as you observe a few basic precautions.

- Any attempt to repair this unit by unqualified personnel will invalidate the warranty. This unit does not require servicing.

- Do not use near water.

- Do not use aerosol dusters or cleaners. Do not clean with solvents or abrasives.

- LED Radiation - Class 1 LED product.
  Do not view directly with optical instruments.

Specifications

Minimum system requirements

Windows® XP SP2 / Vista™ or MAC OS X 10.5
Available USB 2.0 port
Internet connection for updates
Processor - 1.0GHz minimum (2.5GHz or higher recommended)
RAM - 512Mb minimum (1Gb recommended)
Hard Disk - 500Mb available space required

RF technical specification

Bluetooth class 2 (2.4GHz)

Battery type

1 x AAA Alkaline battery (LR03) non-rechargeable

Performance

Operating time - up to 5 hours (pen down 100%)
Battery standby time - up to 6 months (no use)
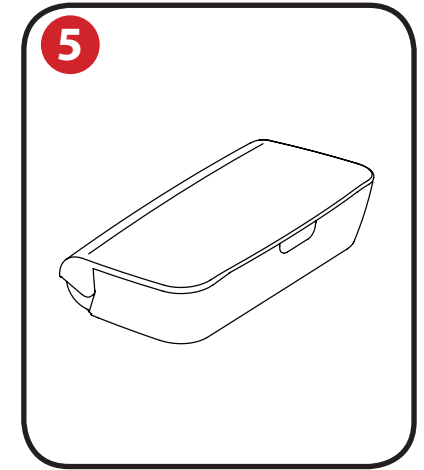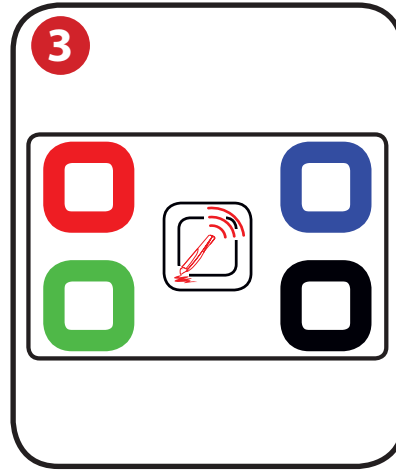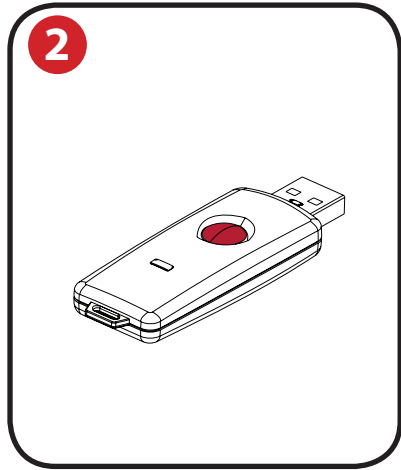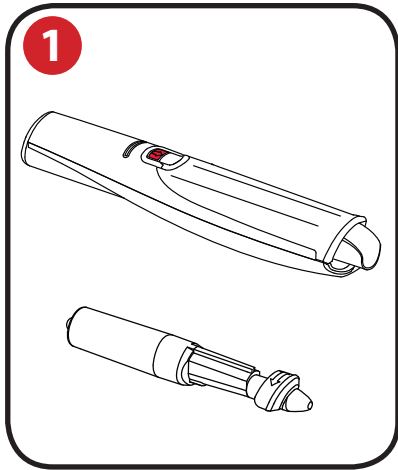Range - up to 10m

Cartridges

Cartridges contain dry erase ink suitable for flipchart pads and dry erase boards

Digital Flipchart Pads

There are four pads available:

Pad type	Sheets	Re-order code
B	60	1902592 (3 x 60 sheet pad - pads not to be sold separately)
C	60	
D	60	
D	20 (only available in starter kit)	NA

Digital marker pen and cartridges

1 The system can be used with up to four digital marker pens.

The marker pen accepts disposable dry erase cartridges of either red, blue, green or black ink.

Re-order codes:

Black (x6) 1902595.

Assorted (2 x red, 2 x blue, 2 x green) 1902596.

Spare pen 1902594.

Plug and play USB receiver

2 The plug and play USB receiver allows communication between the digital marker pens and the computer. The Nobo Kapture™ software is pre-installed on this USB receiver as a self-extracting file, with on-screen prompts for easy installation.

Setup card

3 For setup and pairing of the pen to the system. Also allows on-screen colour to be changed to match the cartridge in the digital marker pen.

Digital Flipchart Pads

4 The Nobo Kapture™ has 3 pads in the range (B, C, D) which can all be used in one session, giving up to 180 unique pages in each session.
Re-order code 1902592 (60 sheet pad only).
Note:
Only one pad of each letter type can be used in a session.
(e.g. 1 pad B, 1 pad C and 1 pad D only)

Pen case

5 For the safe storage of two digital marker pens, USB receiver and setup card.

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Cartridge cover

Cartridge

Cartridge location pip

Digital marker pen

Status LED

Cartridge cover release button

Cartridge holder

Camera

Cartridge cap

Battery cover

Battery (1 x AAA)

Battery cover release button

1 x AAA battery
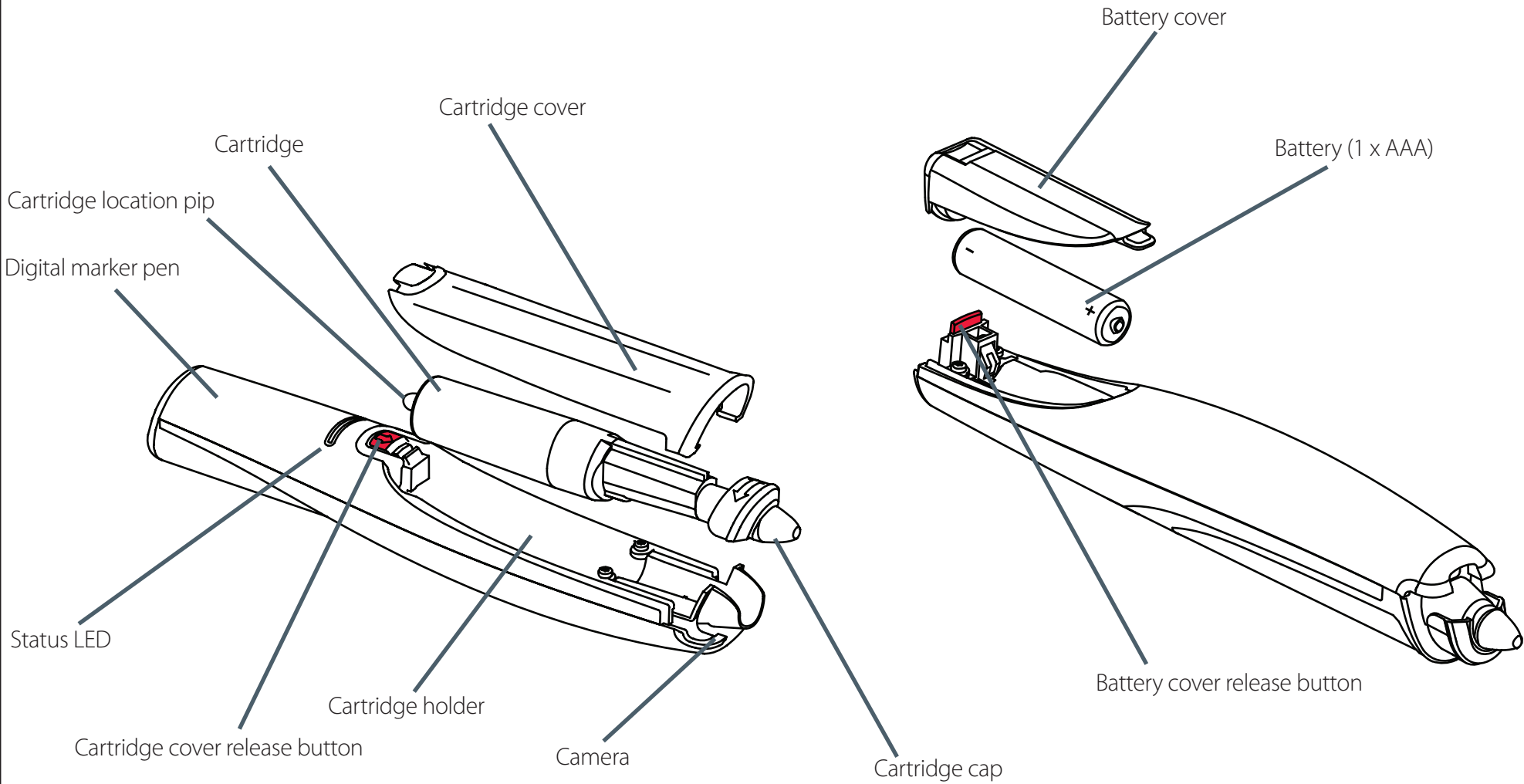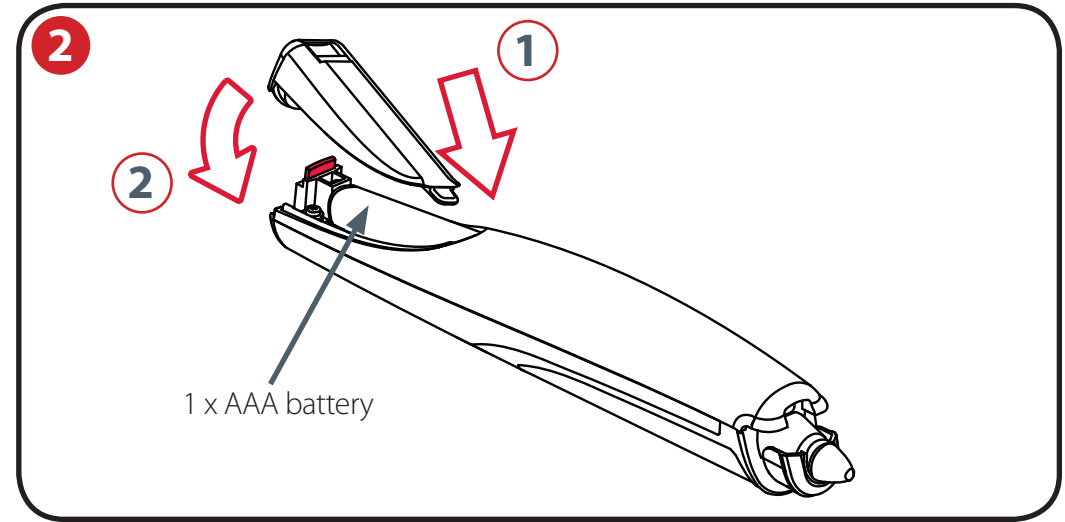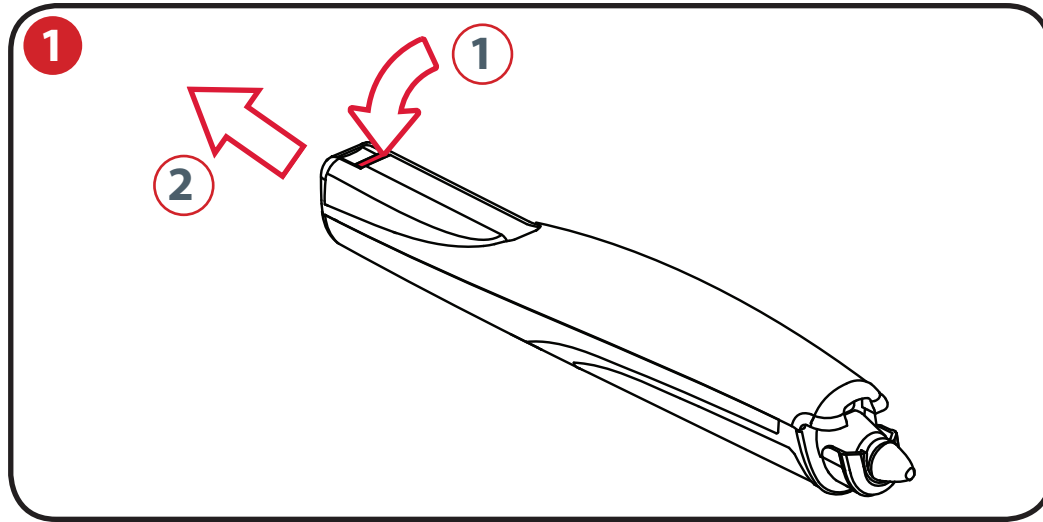
Inserting or replacing the battery

1 Turn the pen upside down.

With a firm hold on the body of the pen push the red release button at the base of the pen downwards (1).

Slide the battery cover away from the body of the pen (2).

If replacing the battery remove the old battery.

2 Insert the new battery, observing correct polarity (positive [+] end first).

Replace the battery cover by inserting the tab into the slot (1) and sliding the cover down until it clicks into place (2).

Switch on the digital marker pen by placing the nib (with or without the cap) on a surface. The pen will switch on and be ready to use within 3 seconds. The pen will automatically switch off after a period of inactivity.

Battery Do's

- Use only alkaline batteries of AAA (LR03) type.
- Remove the battery from the pen and store in a cool, dry, clean place if it will not be used for a long period of time.
- Dispose of the battery taking note of any local regulations.

Battery Don'ts

- Do not attempt to recharge the battery.
- Do not short-circuit the battery. A short-circuit may cause severe damage to the battery.
- Do not drop, hit or otherwise abuse the battery as this may result in the exposure of cell contents, which are corrosive.
- Do not expose the battery to moisture or rain.
- Keep the battery away from fire or other sources of extreme heat. Do not incinerate. Exposure of the battery to extreme heat may result in an explosion.

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Setup / cartridge installation

Note:
Spine should be facing upwards
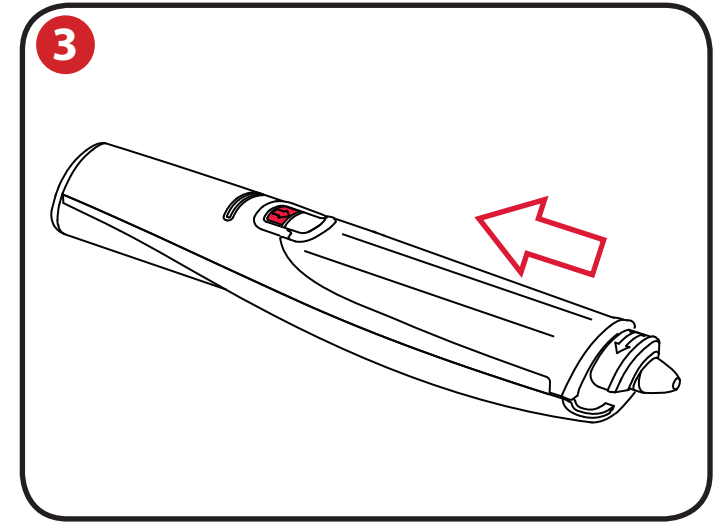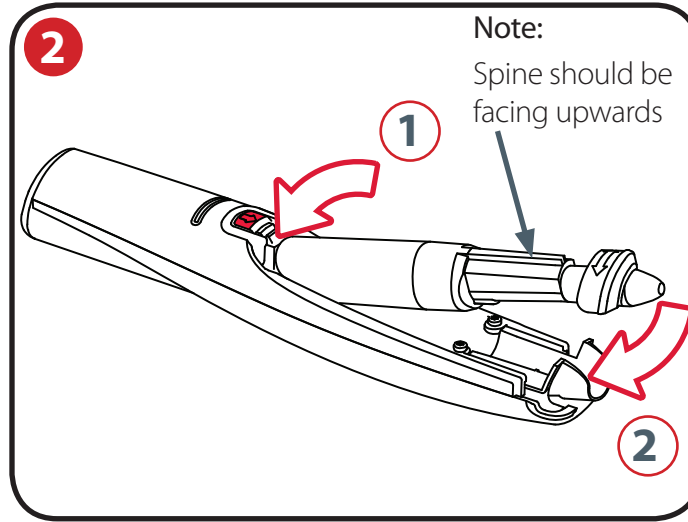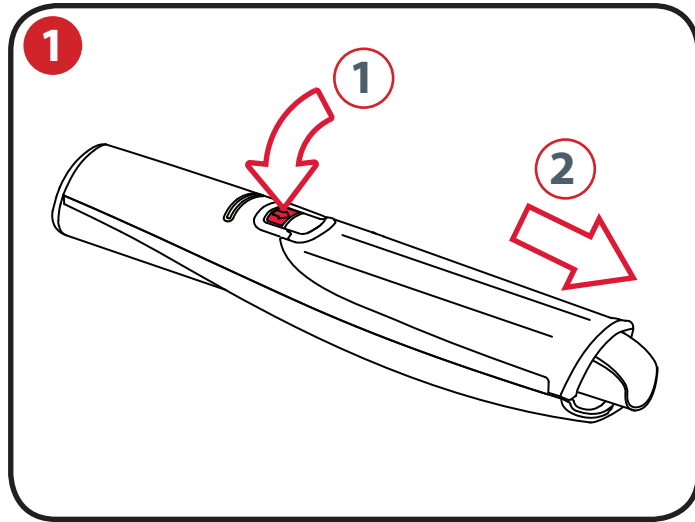
Installing a cartridge

1 With the pen facing the correct way up and a firm hold on the body of it, push the red release button in the centre of the pen downwards (1).

Slide the cartridge cover forward (2).

2 Insert the cartridge into the cartridge holder (1).

Slide the cartridge down into position(2).

3 Replace the cartridge cover by aligning the cover over the top of the cartridge cap.

Slide the cover along the body of the pen until it clicks into place.

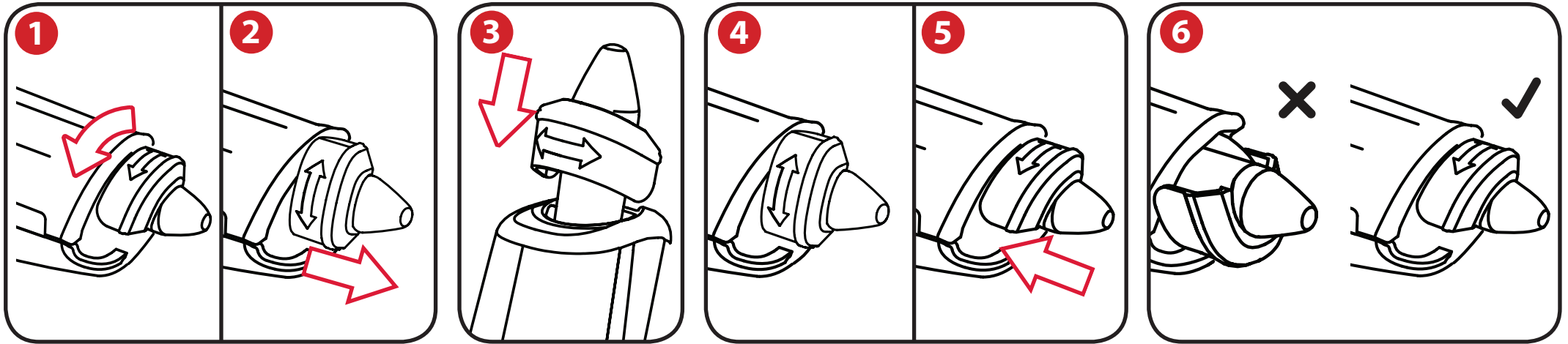## Check correct cartridge installation

The cartridge is correctly inserted when:

- the spine is facing upwards.
- it is seated flat in the carrier.
- there is slight forward and backward movement present.

Note:
Due to moving parts the pen will rattle slightly when gently shaken.

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Removing the cartridge cap

1 With a firm hold on the body of the pen, rotate the cap 90º.

2 Pull the cap clear of the pen.

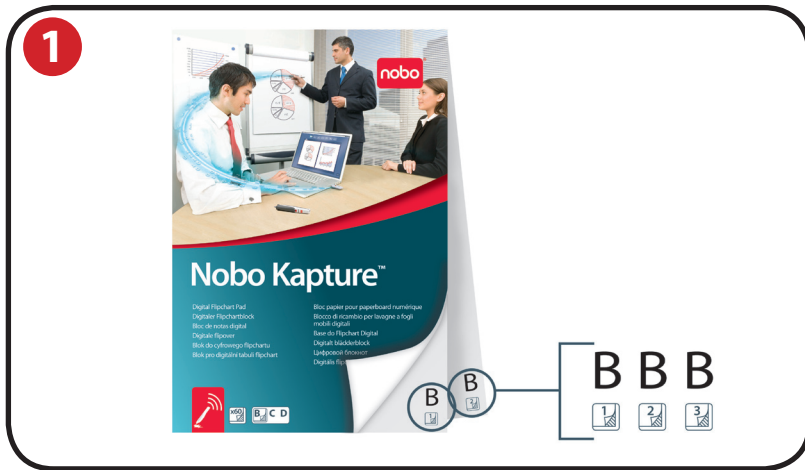## Storing the cartridge cap

3 The cap can be stored on the rear end of the pen.

Refitting the cartridge cap

4 Refit the cap to the cartridge ensuring the arrow is at the top.

5 Push the cap until it clicks into place.

Note:
6 *It is possible to put the cap on upside down, to rectify this rotate the cap until the arrow is at the top. Push the cap until it clicks into place.*

Digital Flipchart Pad overview

The Nobo Kapture™ system uses uniquely printed paper, which the camera uses to recognise its location on the page. There are 180 individual sheets across the pad range, separated into pad B, C and D. It is possible to use all pads at the same time (B, C & D), but it is not possible to use more than one of a particular pad letter. i.e. it is not possible to use two pad D's in one session. All pad D's are printed with the same pages, therefore the system will overwrite or miss information if two are in the same session.

As each sheet of paper within pad B, C & D is individual the system recognises which sheet of which pad it is writing on.

The Nobo Kapture™ software automatically opens a digital flipchart page on the computer when you start to write or draw on the physical flipchart page of a pad.

1 Each physical flipchart page has its pad letter and page number shown in the bottom right hand corner, so if you tear pages from the pad you can still keep track of which page is in use.

The page also has hidden pad type and page identifiers that the pen recognises to allow the Nobo Kapture™ software to keep track of which page is in use.

Notes:

Standard non-digital flipchart pads will not work with this system, only use Nobo Kapture™ Digital Flipchart Pads.

Do not try to use two Digital Flipchart Pads of the same Letter (e.g. B & B) at the same time, accurate capturing will not be possible.

Setup the Digital Flipchart Pad(s)

2 Place the required flipchart pads on your Nobo Easel. See www.noboeurope.com for details of our easel range. The list below are some of our leading models available throughout Europe.

Piranha Mobile Easel - 1901920

Piranha Static Easel - 1901919

Barracuda Mobile Easel - 1902386

Shark Easel - 1901918

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Setup / software overview

Software overview

The Nobo Kapture™ software starts with the home page, from which Capture, Edit and Help modes are accessed:

Capture mode

Captured pages can be displayed in an overview mode, showing active pages of a pad, for clarity.

Edit mode

Captured pages can be edited, re-ordered or have sections cut-out from the pages themselves and pasted into new additional pages in the software. Pads or pages can then be saved as commonly used file formats such as JPEG or PDF, ready for emailing.

Help mode

Access the following help services:

- built-in help.
- software trouble-shooting guide.
- Nobo website (including software updates and FAQ forum).

Software custom pages

Within the edit mode of the software, there is the ability to add additional pages.

Once you have captured the contents on all of the required physical pages, additional custom pages can be added, such as the highlights of each page or specific notes from the session.

The maximum number of physical pages is 180, but significantly more can be added electronically. Saved files can therefore contain more pages than the physical.

Returning to a previously created session

The link between the software and the recorded information is the Nobo Kapture™ digital flipchart paper. By retaining a physical page from a session it is possible to re-open the session in capture mode and add to the page.

Notes:

- It is not possible to erase marks on physical pages made in the previous session.
- To edit the content of a page open it in editor mode and cut and paste or re-arrange it.
- Pages that have been edited within edit mode cannot be re-opened in capture mode.

File saving

By default, saved files will be in 'My Documents' on Windows® XP SP2 / Vista™ and 'Documents' on MAC OS X 10.5. The filename will be 'Nobo Kapture' followed by an incrementing number.

To save a file and assign it a custom filename and location, go to the file tab and select 'Save As'. Browse to the required location and type in the required filename.
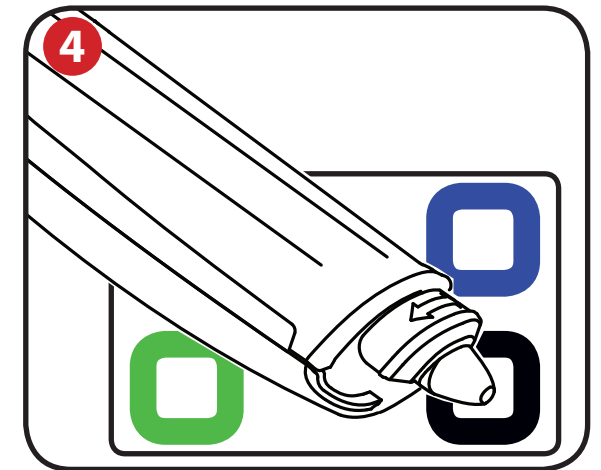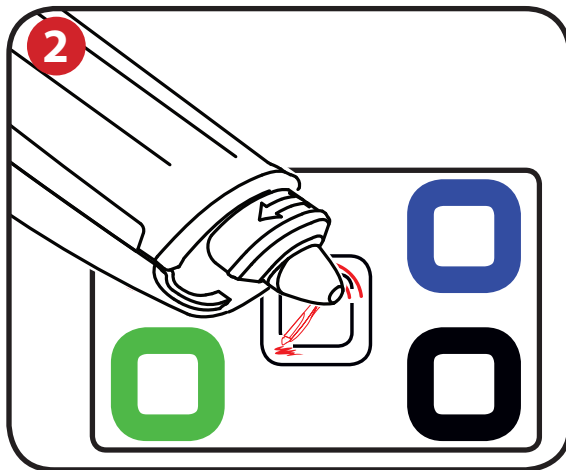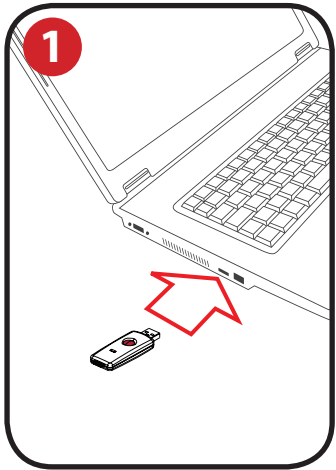
Computer and pen communication

1 Insert the plug and play USB receiver into a free USB port on the computer.

The USB receiver status light will flash red, blue then green. The Nobo Kapture™ software installer will automatically start. If it does not auto-run, start the application manually by navigating to it via Windows explorer or Mac OS finder.
The LED light will be red until the software is launched, upon which it will turn blue.
Follow the on-screen instructions to install the Nobo Kapture™ software.
Confirm there is a battery installed in the pen.

2 Start up the installed Nobo Kapture™ software (nobo) and select capture mode ( ) followed by pen management mode ( ).
Touch the pen (with or without the cap) to the middle of the setup card, hold it there until the LED turns solid green.

Press and release the button on the USB receiver.
Lift the pen, the light will flash green, it will return to solid green when paired to the system.

3 The pen will appear in the pen status area of pen management mode. The pen is now paired to the system.

Set the pen colour

4 Touch the pen to the colour area on the setup card that matches the colour of the installed ink cartridge. The colour shown in the pen management mode/colour area will change to the selected colour. The pen is now ready to use.
Note:
Once the pen is paired it will remain paired to that USB receiver. Pens can be deleted through the software. Additional pens must be paired in the same way as the first. Pairing is unaffected by loss of power or changing the pens battery. The USB receiver must remain in the USB port while capturing.

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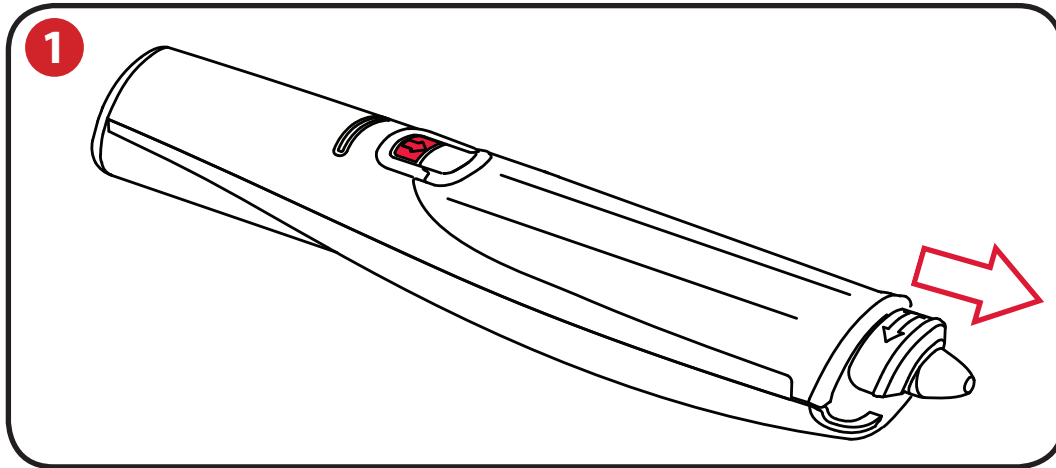
Capturing from the flipchart pad

**1** Remove the cap from the pen.

Tap the pen on the pad to 'wake' the pen.

2 Begin writing or drawing on the Digital Flipchart Pad, the information will be displayed on the computer in real time.

See 'Reference / software / page view' on page 21 for the options available including zoom, multiple page views and edit mode.

When you have finished the capturing session click on save to store the pages in the system.

Tips for accurate capturing:

• The Nobo Kapture™ software needs to be on the capture screen to capture what is being written.

• Ensure the camera is not obscured when writing.

• Do not use a cartridge with a damaged tip.

• Hold the pen the correct way up, the LED should face upwards.

• Write normally with even pressure.

• Stay within the range of the system, which is up to 10 metres from the USB receiver.

• Ensure there is enough battery life left for the current session. A battery status indicator can be found in the pen management section of the software.

• Periodically check with the software to ensure you are within range and capturing is working ok.
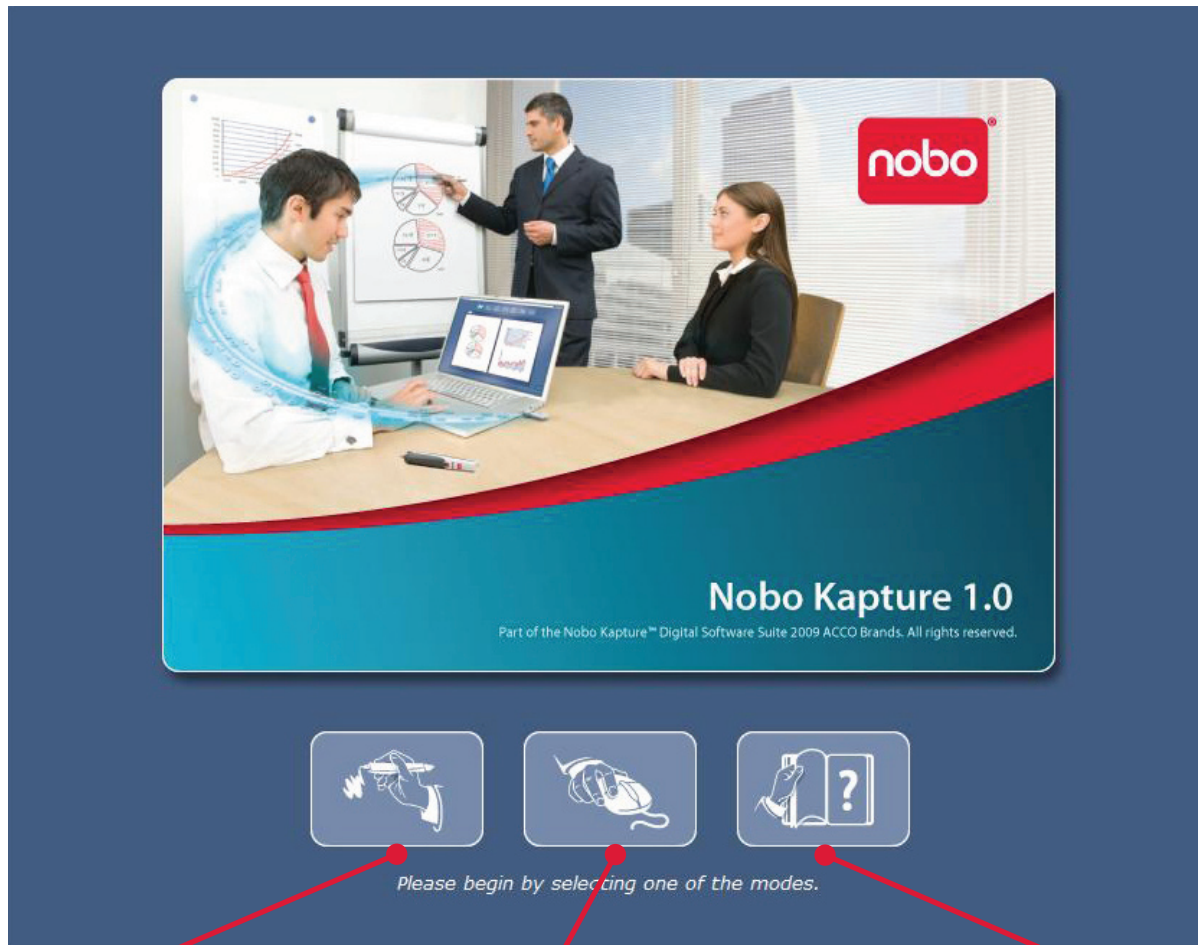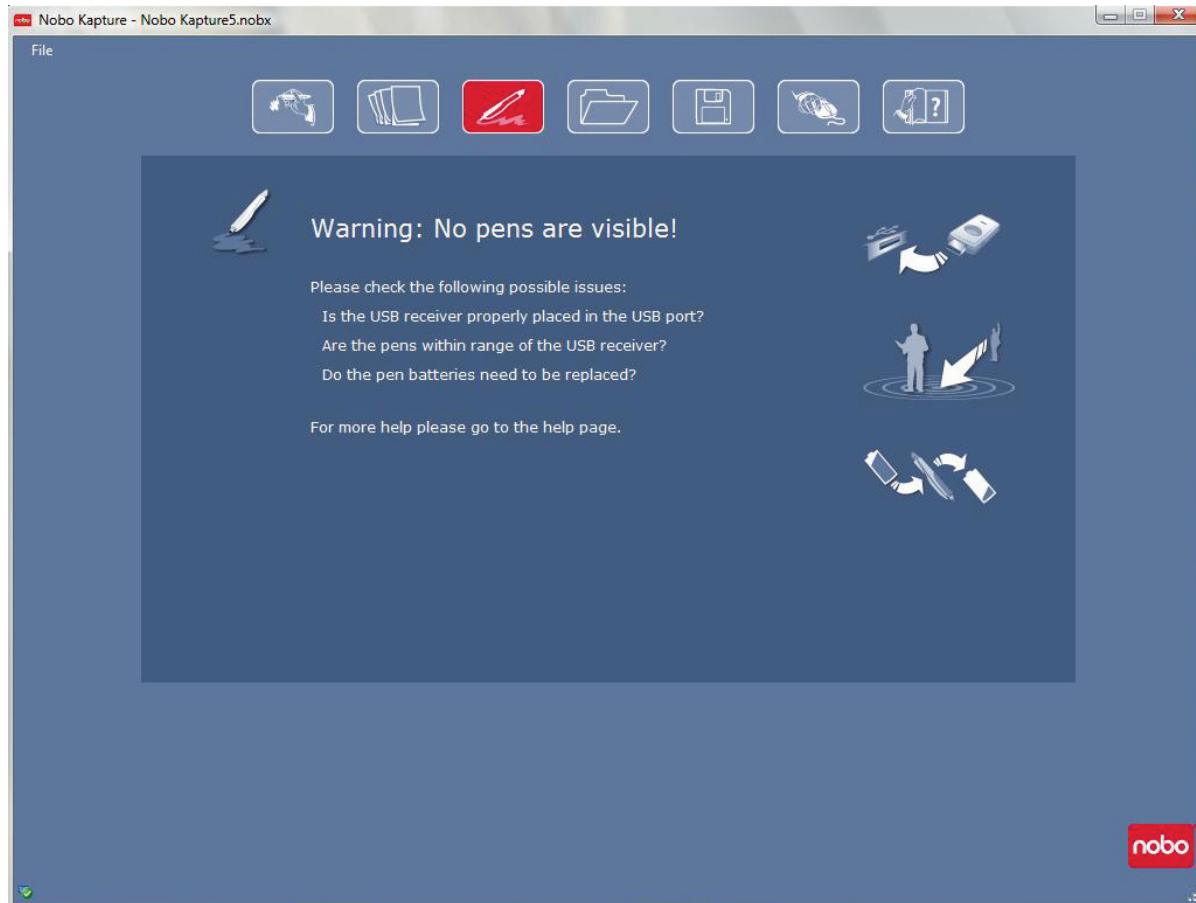
Capture mode   Edit mode   Help

Note:

All screens shown are for PC installation, Mac screens may vary.

This screen appears when the USB receiver is not inserted. When the icon is red it indicates a pen warning or error.

Pen management mode

Battery status

Paper warning

To clear a paper warning click on the icon. A warning appears when a pen is placed on a surface other than a Nobo Kapture™ pad

Pen signal strength

Identify pen

Pens in current session

Demote pen

Puts the pen into sleep mode, the pen will remain paired. To wake the pen, touch it to the pad

Remove pen from system

Unpairs a pen permanently from the system

Pen identifier / colour

Pens sleeping, to wake a pen touch it to the Nobo Kapture™ pad

Link to Nobo website

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Reference / software / help page
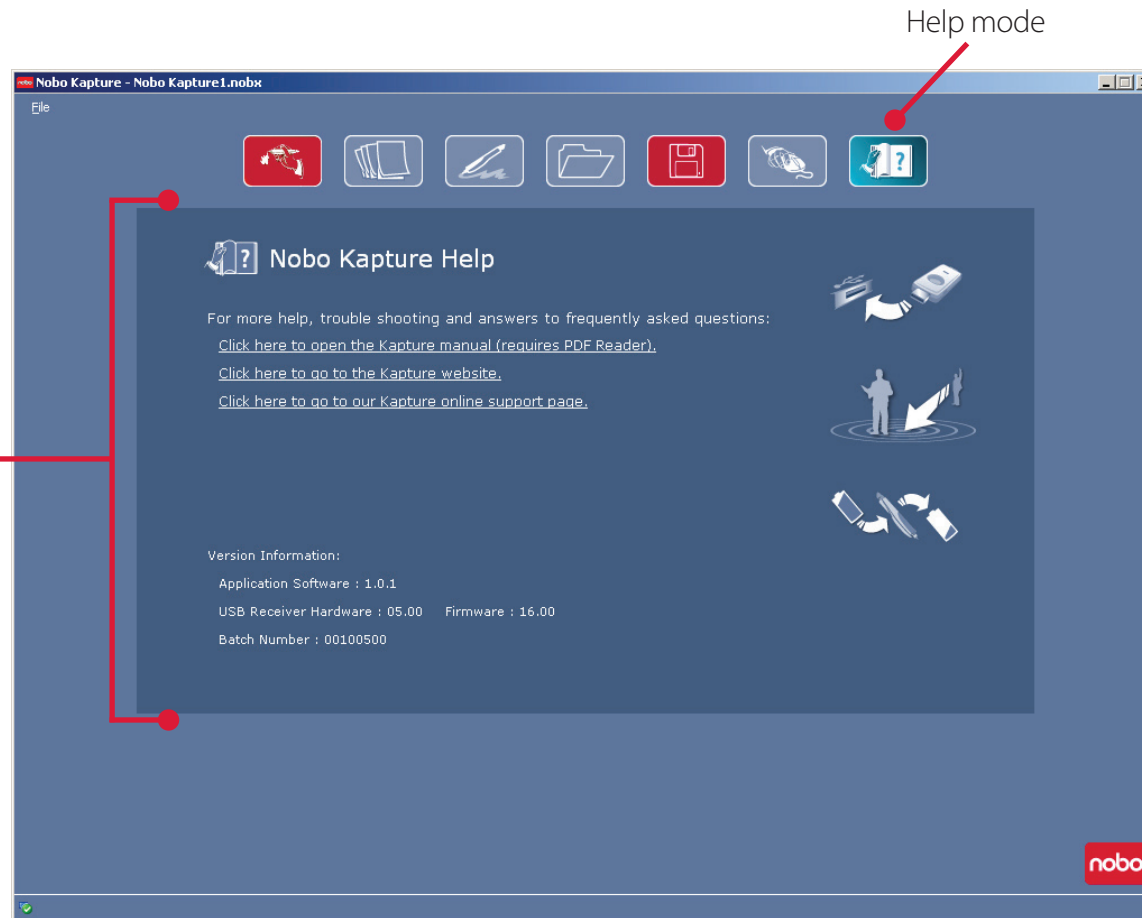
Help mode

Help information area

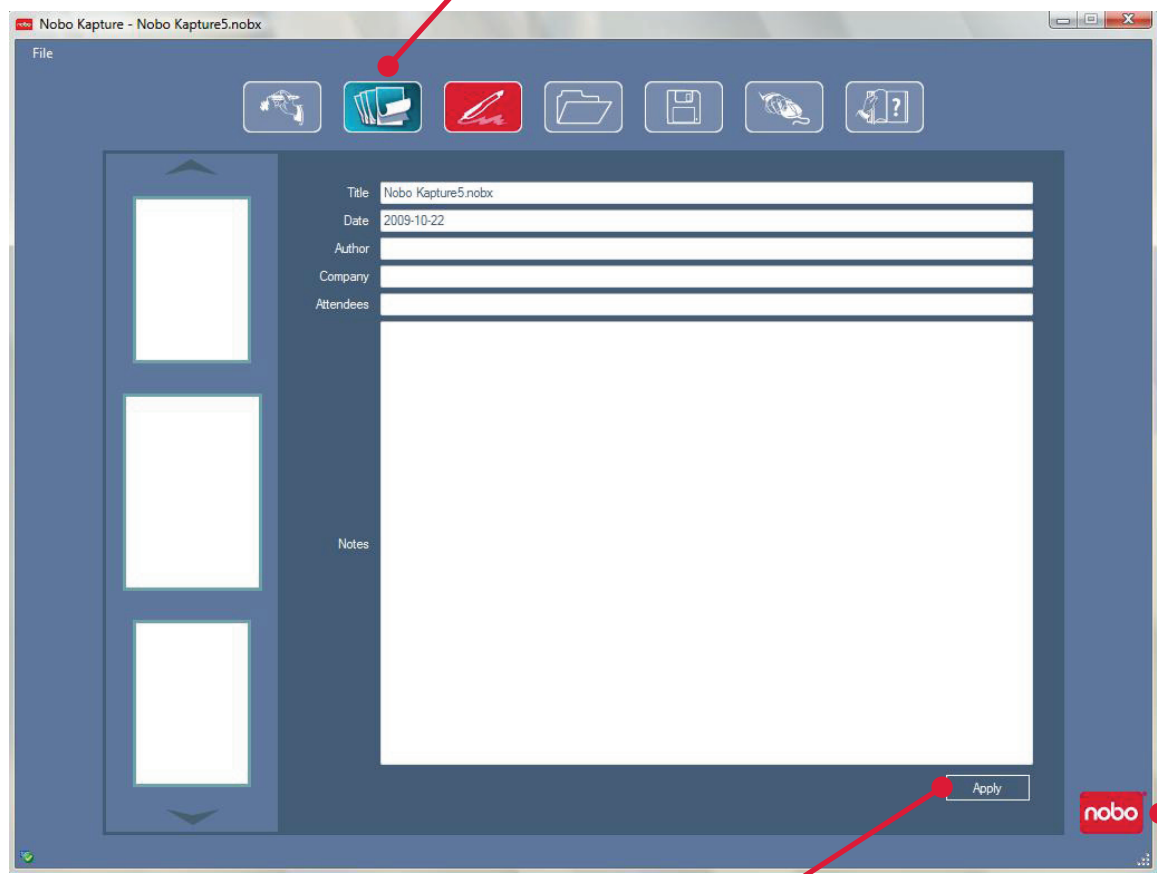**Please follow one of the below links:**

Link to user manual

Link to Nobo Kapture™ support

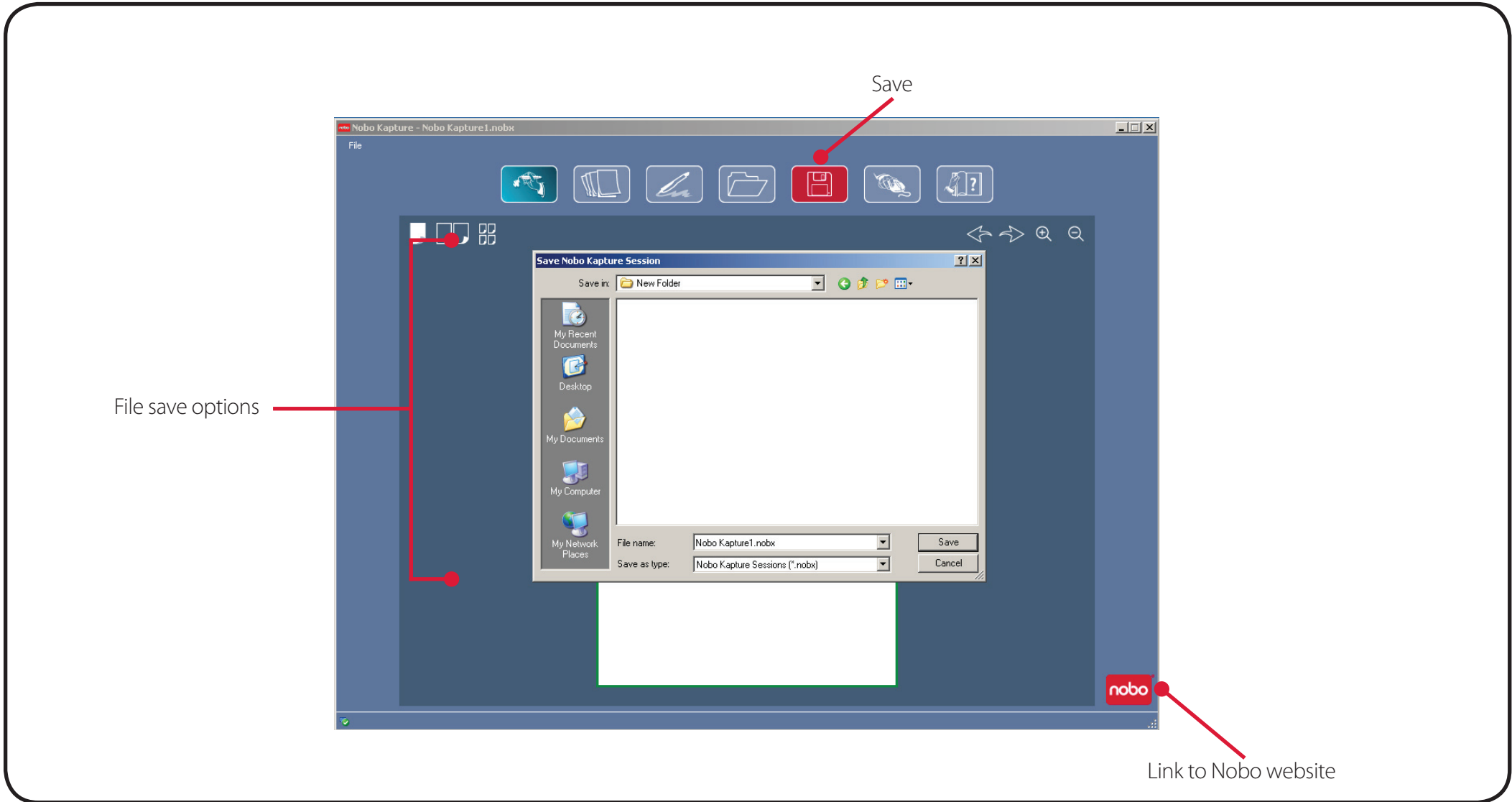*Link to Nobo Kapture™ website*
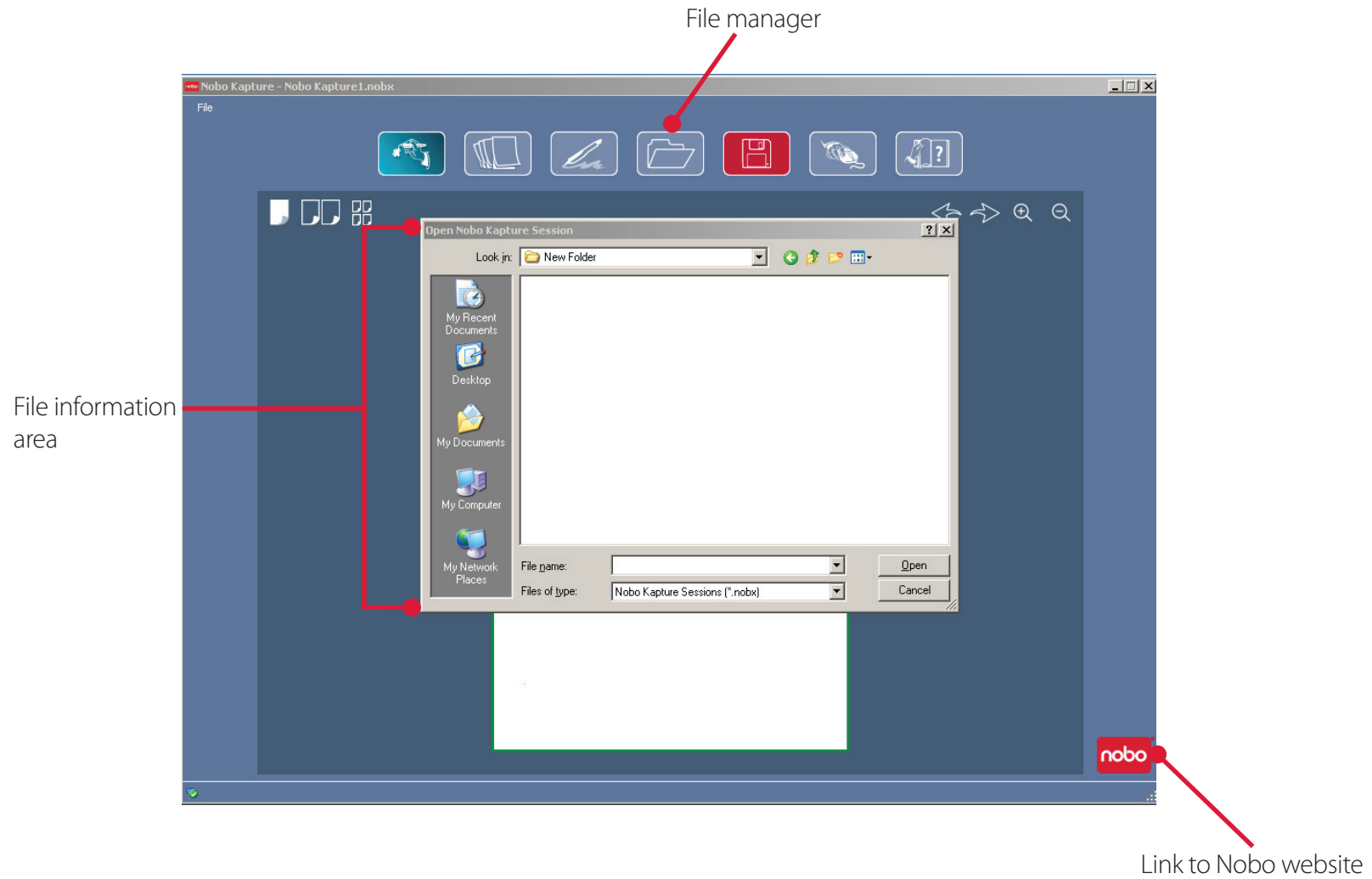
Link to Nobo website

Page information

Select 'Apply' to save note to current page
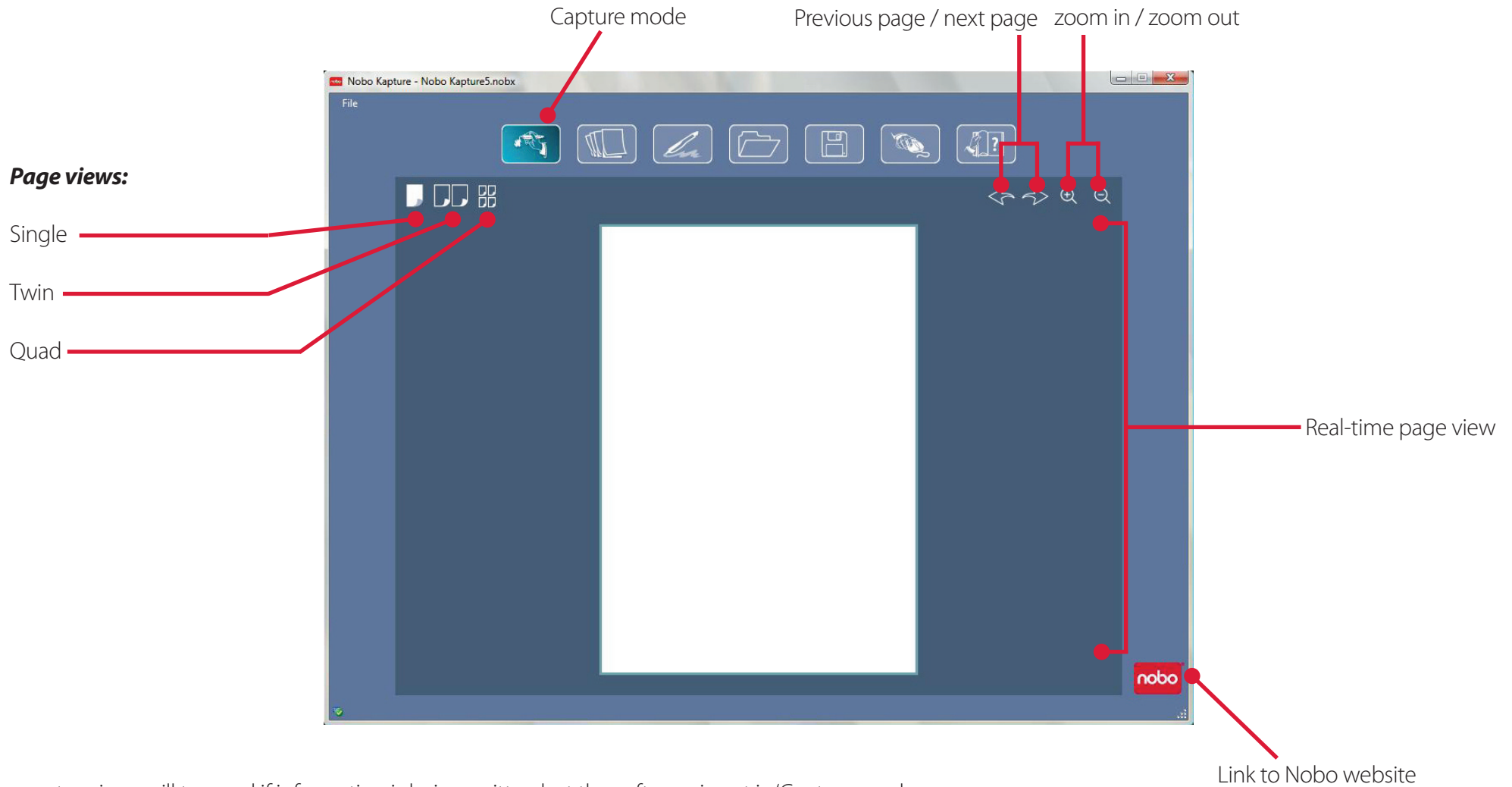
Link to Nobo website

Save

File save options

Link to Nobo website

File manager

File information area

Link to Nobo website

Capture mode

Previous page / next page zoom in / zoom out

Page views:

Single

Twin

Quad

Real-time page view

Link to Nobo website

The capture icon will turn red if information is being written but the software is not in 'Capture mode.

Edit mode

Edit tools
Zoom in
Zoom out
Select
Resize
Rotate
Cut
Copy
Paste
Erase
Colour palette
Add page
Remove page

Pages used in pad

Current page

Link to Nobo website

Icon	Description
	Capture mode If the capture icon is red it indicates that the software needs to be in the capture mode screen to capture information.
	Edit mode
	Help
	Remove pen from system
	Demote pen
	Paper warning
	Battery status
	Pen management mode If the pen management mode icon is red it indicates that there is a warning or error message.
	Link to Nobo website

Icon	Description
	Save file If the save icon is red it indicates that the version on screen is newer than the saved version.
	Open file
	Page view - single page
	Page view - twin page
	Page view - quad page
	Zoom in
	Zoom out
	Select
	Rotate
	Resize
	Cut

Reference / icon quick reference guide

Icon	Description
	Copy
	Paste
	Undo
	Redo
	Erase
	Colour palette
	Add page
	Delete page
	Pen signal strength

- Do not use a cartridge with a damaged nib.

- Check the pen is awake before capturing. With the cap on, tap the pen nib on a solid surface. When the LED is on, the pen is awake (on).

- Hold the digital marker pen the correct way up, the LED should be facing upwards.

- Write normally with even pressure.

- Stay within the range of the system, which is up to 10 metres from the USB receiver.

- Ensure there is enough battery life left for the current session. A battery status indicator can be found in the pen management section of the software.

- Ensure that you do not have two pads of the same pad letter in a session.

- Check back with your computer to ensure your session is being captured correctly.

- Additional help can be found at http://www.noboeurope.com/Nobokapture

- New versions of software will periodically become available for download, the following phrase will appear in a pop-up window to prompt installation. 'A newer version of the software is now available, please click the following link www.noboeurope.com/Nobokapture'.
  The current version of software and latest available version for download will be shown.

Pen LED status matrix

LED activity	Duration	Status
	1 minute	Pen is in idle mode.
	1 minute	Pen is in in idle mode and not currently paired to the system.
	8 seconds	Pairing of pen to system failed.
	1.8 seconds, repeating every 15 seconds	Battery low, replace with new battery.
	8 seconds, then shutdown of pen	Battery critical, replace with new battery.

The LED will flash through each colour, red, blue, green, when the USB receiver is inserted into the USB port.

The LED will remain solid red until the Nobo Kapture™ application has launched, when launch is complete it will turn blue.

One-year limited warranty

ACCO Brands Europe Ltd ("ACCO") warrants this product against defects in material and workmanship under normal use and service for 1 year from the original date of purchase. ACCO, at its option, shall repair or replace the defective unit covered by this warranty. Please retain the dated sales receipt as evidence of the date of purchase. You will need it for any warranty service. In order to keep this limited warranty in effect, the product must have been handled and used as prescribed in the instructions accompanying this warranty. This limited warranty does not cover any damages due to accident, misuse, abuse or negligence. This limited warranty is valid only if the product is used with the equipment specified on the product box. Please check product box for details or contact ACCO technical support.

Disclaimer of warranty

Except for the limited warranty provided herein, to the extent permitted by law, ACCO disclaims all warranties, express or implied, including all warranties of merchantability and/ or fitness for a particular purpose. To the extent that any implied warranties may nonetheless exist by operation of law, any such warranties are limited to six years.

Limitation of liability

Repair or replacement of this product, as provided herein, is your exclusive remedy. ACCO shall not be liable for any special, incidental or consequential damages, including, but not limited to, lost profits, loss of use of software, loss or recovery of data, rental of replacement equipment, downtime, damage to property, and third-party claims, arising out of any theory of recovery, including warranty, contracts, statutory or tort. Not withstanding the term of any limited warranty or any warranty implied by law, or in the event that any limited warranty fails of its essential purpose, in no event will ACCO's entire liability exceed the purchase price of this product. Some countries do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from country to country.

RF technical specifications

Operating frequencies: 2.402 GHz ~ 2.474 GHz

FCC radiation exposure statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End Users must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must not be co-located or operating with any other antenna or transmitter.

Federal communications commission radio frequency interference statement

Note: This device has been tested and found to comply with the limits for a class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment causes harmful interference to radio of television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following methods:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/ TV technician for help.

Modifications: Modifications not expressly approved by ACCO may void the user's authority to operate the device under FCC regulations and must not be made.

Shielded Cables: In order to meet FCC requirements, all connections to equipment using an ACCO device should be made using only shielded cables.

FCC declaration of conformity compliance statement

This product complies with part 15 subpart C of the FCC rules. Operation is subject to 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. As defined in section 2.909 of the FCC rules, the responsible device is ACCO Brands Europe Ltd, Oxford House, Oxford Road, Aylesbury, Buckinghamshire, HP218SZ, England.

CE declaration of conformity

ACCO declare that this product is in compliance with the essential requirements and other relevant provisions of applicable EC directives.

The following information is only for EU-member states

The use of the symbol indicates that this product may not be treated as household waste. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product. For more detailed information about recycling of this product, please contact your local city office, your household waste recycling centre or the shop where you purchased the product.

Nobo and ACCO are registered trademarks of ACCO Brands. Mac and the Mac logos are trademarks of Apple Inc, registered in the US and other countries. Windows Vista and the Windows logo are trademarks of the Microsoft group of countries. All other trademarks are the property of their respective owners.

Reference / miscellaneous

ACCO Brands Europe

Oxford House

Oxford Road

Aylesbury

Buckinghamshire

HP21 8SZ

For technical support visit:

http://www.noboeurope.com/nobokapture/support

International toll number: +31 (0) 53 484 9292

Country	*Access number*
Austria	01 502 842 131
Belgium	02 256 6696
Denmark	35 25 80 47
Finland	09 2311 3411
France	01 7020 0007
Germany	0696 654 9084
Hungary	01 777 9105
Ireland	01 524 5447
Italy	02 4527 9097
The Netherlands	020 504 0650
Norway	22 97 17 26
Russia	810 8000 22208 1044
Spain	917 456 220
Sweden	08 5792 9066
United Kingdom	0207 744 1051

LED RADIATION

DO NOT VIEW DIRECTLY
WITH OPTICAL INSTRUMENTS

CLASS 1 LED PRODUCT

Product safety

- READ THESE SAFETY INSTRUCTIONS CAREFULLY. FAILURE TO FOLLOW THESE SAFETY INSTRUCTIONS COULD RESULT IN FIRE, ELECTRIC SHOCK, PERSONAL INJURY OR PROPERTY DAMAGE.

- Only use the digital pen and its accessories in accordance with the user's guide. Any other use may result in personal injury or property damage.

- Do not drop, throw, bend or deform, crush, disassemble or open, puncture, shred, microwave, incinerate, paint, or insert foreign objects into the digital pen or its accessories. Failure to follow these instructions could result in personal injury or property damage.

- The digital pen and its accessories contain small separable parts which may present a choking hazard. Choking could result in injury or death.

- In the event of a battery leak, do not allow the liquid to come in contact with skin or eyes. This may result in personal injury. If contact has been made, wash the affected area with large amounts of water and immediately seek medical advice.

- Do not ingest the battery. The battery cell contents can be toxic if ingested.

- Do not incinerate used batteries, dispose of batteries in fire, recharge non-rechargeable batteries or short-circuit the supply terminals. Failure to follow these instructions may result in fire, explosion, electric shock, battery leakage or other injury or damage.

- Risk of eye damage - invisible infrared light emitted from the digital pen tip. Do not look directly into the tip. Do not view the tip with an optical device.

- Remove battery in areas with potentially explosive atmosphere. The digital pen is an electronic device. Sparks may cause fire or explosion resulting in personal injury or death or damage to property.

- Remove battery when in a blasting area, to avoid interfering with blasting operations.

- Remove battery when in an area where posted notices require radio transmitters to be switched off.

- Aviation regulations may prohibit using wireless devices while in the air. Remove battery when on an airplane.

- The digital pen may interfere with some hearing aids or other personal medical devices. If it does, consult the supplier for alternatives or remedies.

Produt care

- READ THESE INSTRUCTIONS THOROUGHLY. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN DAMAGE TO THE DIGITAL PEN AND ITS ACCESSORIES, AND VOIDING THE WARRANTY.

- Only use the digital pen and its accessories in accordance with the user's guide.

- The device is intended for indoor, dry location use only.

- Routinely check the digital pen and accessories for damage. Do not continue to use the product if there is any damage or broken parts. Consult your point of purchase if the device needs repair.

- Do not expose the digital pen or its accessories to extreme temperatures or direct sunlight, neither during use nor during storage.

- Keep the device in a clean and dust free place.

- Keep food and beverages away from the device.

- Clean with a dry cloth. Do not use water, soap, detergent or other chemicals.

- Do not drop the device or allow any other kind of strong impact, which can severely damage it or prevent it from working property.

- Do not expose the device to water or any other fluids. Do not leave it in damp conditions.

- Do not use the pen near strong radio waves or magnetic fields. It may cause the pen to malfunction or destroy the pen.

- Do not dispose of this product in the household waste. As with any electronic product, check with your local waste or recycling company to determine the correct disposal method and location in your area.

- Do not open or disassemble the device except to replace the battery or the ink cartridge. There are no other serviceable components inside. The warranty will become void. Changes or modifications to this unit could void the user's authority to operate the equipment.

- Follow the polarity (+/-) diagram in the battery compartment.

- Replace batteries immediately when notified by the low battery warning.

- Replace only with batteries of the same type as the recommended or with equivalents.

- Remove the battery before long-term storage of the digital pen. Do not dispose of used battery in the trash.

- As with any battery, check with your local waste or recycling company to determine the correct disposal method and location in your area.

- Do not use rechargeable batteries. The digital pen and/or the batteries may be destroyed.