Using the ActivPanel Monitor & Software

The ActivPanel Monitor
The monitor on the lectern is an ActivPanel monitor. It can be used as normal with a mouse or with the special pen attached to the right side or the top of the monitor. Use the catch on the rear of the monitor to alter the angle of the monitor stand.

Using the Pen as a Mouse

**Single Click**
Touch an object once with the pen tip.

**Double Click**
Two light taps on the screen with the pen tip. This takes a little practice.

**Dragging**
Use either tip of the pen to position an object on the screen just as you would by holding down a left mouse button.

**Double Click using the Side Button**
Press the more raised end of the side button as you touch the screen or hover just above the screen surface.

**Right Click**
Press the less raised end of the side button. Hover the tip of the pen just above the screen whilst doing this rather than touch the screen.

Using the Pen with ActivInspire software
ActivInspire software allows you to annotate on a virtual acetate over anything on the screen or to work with an electronic flipchart. Open the software by double-clicking this icon on the desktop. An electronic flipchart with the lectern profile toolbox shown below will appear on your screen.

Lectern Profile Toolbox

- **Toolbox Options**
- **Main Menu**
  - Click Desktop Annotate to lay a virtual acetate over your desktop or an open application, for annotating on, or to interact with other applications using the Select tool. Click again to return to your electronic flipchart.
  - Use the Revealer tool to allow you to gradually reveal objects on the screen
  - Select Pen Color with these buttons
  - Use the Select tool to select and manipulate objects on a page
  - Highlighter tool
  - Text tool for typing text on the screen
  - Undo and Redo buttons

- **Roll Up**

- **Pin Toolbox**
  - Click Switch Profile to change tool set
  - Click Resource Browser to access resources stored on your H: drive and a library of shared resources
  - Use the Camera tool for saving copies of screens
  - Use Previous Page and Next Page to move forward to a new flipchart or desktop page or back to a previous one
  - Select Pen Width with these buttons
  - Pen tool for freehand annotation
  - Eraser tool for erasing annotations
  - Clear tool for clearing all annotations, objects, grids, a background or everything on the page