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Safety and service

Safety notes
Please read through this section carefully. Following all the instructions will guarantee reliable operation and years of enjoyment from your new A4 Size Digital Notepad.

Always keep these instructions near your A4 Size Digital Notepad for easy reference.

Keep these instructions and packaging safe. Use the original packaging in the event that you need to ship or transport your A4 Size Digital Notepad.

Operating safety

- **Never open the housing** of the A4 Size Digital Notepad! This could lead to an electrical short-circuit, damage to your A4 Size Digital Notepad or fire.

- Never insert any objects through the slits and openings into the inside of the A4 Size Digital Notepad. Doing so could lead to an electrical short circuit or damage to your A4 Size Digital Notepad.

- The device is not intended for use by young children or infirm persons without supervision. Young children should be supervised to ensure that they do not play with the appliance.

- Keep the packing materials, such as foil away from children. The danger of suffocation could arise in the case of misuse.

- This A4 Size Digital Notepad is intended for personal use only. It is not intended for commercial use in a heavy industrial environment.

- Do not press or knock heavily on the digital pen cartridge. Doing so may cause damage to the pen tip or the pen itself and result in malfunction.

- In the first hours of operation, new devices may emit a typical, unavoidable but completely harmless smell, which will decline increasingly in the course of time. We recommend you to ventilate the room regularly, in order to counteract the formation of the smell. During the development of this product, we have made sure that the applicable limits are clearly fallen below.
Point of use

- Keep your A4 Size Digital Notepad and all connected equipment away from moisture, dust, heat and direct sunlight in order to avoid malfunctions.
- Only use in a suitable ambient temperature:

Environment conditions

- The A4 Size Digital Notepad can be operated at an ambient temperature of 10° C/40° F to 40° C/104° F and a relative humidity of 35% to 80% (not condensing).
- When switched off the A4 Size Digital Notepad can be stored at temperature from -10° C/14 °F to 60° C/140°F at a relative humidity of 20 % to 80 % (not condensing).

After transporting your A4 Size Digital Notepad wait until it has reached the ambient temperature before putting it into operation. In the event of major variations in the temperature or humidity. Condensation can form on the inside of the A4 Size Digital Notepad which can cause an electrical short-circuit.

Electro-magnetic compatibility

- When connecting the A4 Size Digital Notepad observe the guidelines for electro-magnetic compatibility (EMC).
- Maintain a distance of at least 3 feet from sources of high frequency and magnetic interference (television sets, loudspeakers, mobile telephones, etc.), in order to avoid malfunctions and data loss.
Connecting
Observe the following instructions to connect your A4 Size Digital Notepad properly:

- Route the cable so that no one can step on it or stumble over it.
- To avoid damage to the cable do not place any objects or furniture on the cable.

Data security
Every time you update your computer’s data make back-up copies on an external storage medium, i.e. CDR disc. We cannot assume a liability for data loss or associated subsequent damage.

Battery Handling
Batteries may contain combustible materials. Misusing them may cause battery leakage, heat, explosion or ignition, bringing about injury or damage to the product or YOU. Please observe strictly the following:

- KEEP CHILDREN AWAY from batteries.
- If by any chance, batteries are swallowed, consult a medical doctor immediately.
- DO NOT CHARGE batteries (except rechargeable batteries).
- DO NOT FORCIBLY DISCHARGE batteries.
- DO NOT SHORT-CIRCUIT batteries.
- DO NOT HEAT or DISPOSE OF IN FIRE.
- DO NOT DISASSEMBLE or DEFORM batteries. Your hands and fingers may be injured, or the liquid of the battery may get into your eyes or adhere to your skin. If this happens, rinse with a large quantity of water immediately and consult a medical doctor.
- DO NOT expose batteries to strong impacts by dropping or throwing the batteries.
- DO NOT reverse the positive (+) and negative (-) terminals to avoid short-circuit.
• REMOVE PROMPTLY any used battery from the device.

• REPLACE THE BATTERY with a new battery of the same type.

• INSULATE THE TERMINAL parts with tape or the like when storing or at disposal of the batteries.

DO NOT throw drained batteries in with the domestic rubbish! Respect the environment and dispose of them in the specific containers for separate collection. If necessary, turn to your reseller or to our service centre. Thank you!

**Maintenance**

**Repairs**

Please contact our service centre if you have any problems with your A4 Size Digital Notepad. ALWAYS have repairs completed only by our authorised service centre.

Contact your local service centre when...

• Liquid has got into the A4 Size Digital Notepad
• The A4 Size Digital Notepad does not operate properly
• The A4 Size Digital Notepad is dropped or the housing is damaged.

**Cleaning**

• Clean the A4 Size Digital Notepad with a moist cloth.
• Do not use any type of solvents, caustic or gaseous cleaning agents.
Introduction

Notes on these instructions

We have arranged these instructions so that you can quickly find the subject related information in the table of contents. The purpose of these instructions is to help you operate your A4 Size Digital Notepad safely, quickly and easily.

Our target group

Thank you for purchasing this A4 Size Digital Notepad. We thank you for your confidence in our products and are pleased to welcome you as a new customer. These instructions are intended for novice users as well as advanced users. Regardless of possible professional functions, this A4 Size Digital Notepad is intended for domestic home use only.

Quality

We focused on great features, ease of use, safety and reliability in manufacturing this A4 Size Digital Notepad.

The balanced hardware and software design offers you an advanced A4 Size Digital Notepad design which will provide you a great deal of functionality for business or entertainment purposes.

Service

Service and support is available any time you use your A4 Size Digital Notepad. Contact us, we will be glad to help you. This manual contains a separate chapter on the subject of service beginning on page 21.

Included in delivery

Please check the contents of the box. Notify us within 14 days of purchase if your A4 Size Digital Notepad is not complete.

Your A4 Size Digital Notepad includes:

- A4 Size Digital Notepad
- Digital pen
- Note block (paper)
- Plastic foil cover (for use in the Digitizer Tablet Mode)
- 2 pen refills and 2 plastic refills (for use in the Digitizer Tablet Mode)
  Advice: one of each refills are located in the Refills compartment [11]
- USB cable
- AAA batteries
  - 4 for the digital note block
  - 1 for the digital pen
- Installation and application software
- Documentation

System requirements

- **Computer**  PC/AT compatible computer
- **Processor type**  Pentium class 1 GHz or higher
- **Operating system**  Windows® 2000/XP
- **Memory**  256 MB or more
- **Installation**  optical drive (CD or DVD)
- **Connections**  USB interface

Technical Data

- **Technology**  Electromagnetic
- **Discernible area**  216 x 280 mm
- **Interface**  USB 1.1
- **Dimensions**  332 x 253 x 13.5 mm
- **Weight**  704 g
- **Energy supply**  Device: 4 Type AAA batteries
  Pen: 1 Type AAA battery
  Digitizer Tablet Mode: through USB port
- **Operating environment**  Temperature: 10° C – 40° C
  Relative air humidity: 35 % – 80 %
Writable Area
216 mm x 280 mm (8.5" x 11")

Views

[1] USB connection

[2] On/Off switch

[3] LCD display

[4] Function keys

[4] LED display

[5] Battery cover

[6] Battery compartment

[7] Reset

[8] ISP - not occupied

[9] Card slot

[10] Paper clamp


[12] Pen cap

[13] Battery status LED
Symbols in the LCD display

Folders A-Z
- Number of pages 1-99
- Content of the current page.
  - Only a white page will be displayed if it is empty.
  - Entry will be plotted

Battery status
- Memory used: Card (SD) / internal (M)
- Memory load
  - 3 bars = Batteries full
  - 0 bars = Batteries empty; change them
  - 3 bars = Full (store data!)
  - 0 bars = Memory empty

Function keys
- To previous page
- To the next page
- Create a new page
- Delete page
- Create or change a file

Function keys
**Bringing the device into operation**

**Inserting or changing batteries**

Digital writing block:
The Battery Status Symbol on the LCD display [3] will show you the status of the batteries. Three bars will be displayed if the batteries are new. The more the batteries are used, the fewer bars will be shown. The batteries will have to be changed if bars are no longer visible.

The battery compartment [6] is located on the back of the device.
1. Open the battery compartment by pressing lightly on the dotted area and pushing the cover upwards.
2. Remove used batteries, if necessary and insert four new AAA batteries in accordance with the following illustration:

---

![Battery Insertion Illustration](image)

---

Note:

Pay attention to the correct polarity (+/-). You could damage the digital writing block by inserting the batteries incorrectly.

3. Close the battery compartment again by repositioning the cover and pushing it back to the starting position carefully.

We recommend the use of alkali batteries for practical application. Operation with NiMH batteries is also possible.
New batteries will have a writing period of about 20 hours. However, the actual time will heavily depend on the brand and the quality of the batteries used.

**Digital pen:**

If the LED [13] starts to flash or the lines are no longer correctly displayed, the batteries of the digital pen are almost empty. Please replace the batteries in that case.

The pen has no On / Off switch. It will be activated automatically if it comes into the proximity of the entry surface and will switch off when it leaves this area.

1. Open the battery compartment by unscrewing the digital pen.
2. Remove the used battery and insert a new AAA battery in accordance with the following illustration, if necessary:

![Battery Illustration]

3. Screw the digital pen back together.

**Note:**

Read the notes from Page 5 for dealing with batteries safely.
**Inserting paper**

*Paper clamp*

**Note:**

The stack or block of paper must not exceed a height of 13mm (~135 sheets), because the movements of the pen will not be recognized correctly otherwise.

The applicable writing area has dimensions of 216mm x 280mm (8.5" x 11" = letter format).

1. Press the paper clamp and introduce the paper flush to the edges.
2. Release the paper clamp, in order to stabilize the paper.

**Attaching the digital pen**

You can keep the digital pen in this way when it is not being used:

There is an indentation on the left in the paper clamp, at which you can attach the pen cap.
Installation of software

Content of the disc “Software”:
- USB Pen Pad Driver: Necessary for installing the drivers of the device
- MyInk Suite: Software for administering projects
- Power Presenter RE: Program to assist working on source files
- Free Notes & Office Ink: Program for administering and converting
- Pen Soft: Program to assist the Taskbar with extended functions

Content of the disc “MyScript Notes”: Main program for script recognition.

Important: You should install the necessary software (drivers and image processing) first, before you connect the A4 Size Digital Notepad.

WARNING! Your important files can be changed or deleted during the installation of software. Make sure that you back up your hard disk, to avoid problems when using older files after any installation.

1. Insert the supplied disc labelled “Software” to start the installation automatically.

Note: If installation does not start automatically, please proceed as follows:

1) Open the “Start” menu and select “Run”.
2) Then enter the letter for the CD-ROM drive followed by a colon and the name of the program: “Setup”.
3) Confirm by clicking “OK”.

2. Install the drivers first. Afterwards you are free to choose all application and tools that you would like to use. To install the main application for script recognition you need to swap discs.

3. Restart your computer after all installations have been completed.
**Operation**

**Switching the device on and off**


2. Press the On / Off switch [2] again, in order to switch the device off. The device will switch off automatically if it has not been used for some time.

**Making notes**

You should have made the following preparations before beginning to store your handwriting notes:

- You will have brought the device into operation (from Page 11).
- You will know the symbols of the LCD display (Page 9).
- You will know how you can administrate documents with the Function keys (Page 10 and Page 16).

1. Remove the pen cap [12] from your digital pen or pull the pen out of the pen cap attached to the paper clamp. The pen has no on and off switch. It will be activated automatically if it comes into the proximity of the entry area and will switch off when it leaves this area.

2. Write on the writable area. The Pen symbol will appear on the LCD display [3] while you are writing. The symbol will change from an empty sheet (no data) to a dotted sheet (data present), if the document was previously empty.

3. Your note will be stored immediately, so that even an unintended switching off of your device will not cause any loss of data.

4. Switch the device off and put the pen back into the cap when you have finished making notes.
Using the memory and memory cards

The symbol for the memory load on the LCD display [3] will show you how much memory is already occupied. Three bars will be displayed if the memory is full. Now, you should save your data on a computer and subsequently release memory by deleting the saved pages. The whole memory will be available if the display no longer shows any bars.

You can use an MMC/SD memory card with the device, in addition to the internal memory. Push the memory card required into the card slot provided for it (see illustration) to do this.

Please pay attention to the fact that SD memory cards cannot be written to while write protection is activated. Push the small Write Protection switch upwards in accordance with the illustration, before inserting the card, in order to ensure that the SD memory card is not write-protected.

Note:

- The symbol on the LCD display [3] for the memory load will always only display the current memory. The internal memory will be displayed if no card has been inserted; the memory of the card will be displayed otherwise.
- A memory card will be used as the main memory if you have inserted one. You will not be able to access the internal memory of the device again until you have removed the memory card.
- The device will switch off when the memory card is removed.
- You will not have to remove the memory card from the device in order to transfer the data to your PC. The memory card will be recognized and displayed as an additional drive in the case of a USB connection.
Administrating documents

You will have the possibility of creating several data files (A-Z) and documents (1-99), so that you will be able to administrate your notes.

You will find yourself at the document last worked on automatically and in the corresponding file if the device has been switched on.

Moving between the pages

1. Press the ▼ Function key, to move to the next page; press the ▲ Function key, to move to the previous page.

Moving between the files

1. Press the File Function key. The File indicator will start to flash and will display the current file letter.
2. Press the ▼ Function key, to move to the next file: press the ▲ Function key, to move to the previous file.

Creating new pages

A new page will always be created in the current file.

1. Press the ▼ Function key. A new page will be created and given the highest number of pages, until a maximum of 99 pages has been reached. The new page will be active and can be written on immediately.

Creating new files

A new page 1 will always also be created at the same time when a new file is created.

2. Press the File Function key. The File indicator will start to flash and will show the current file letter.
3. Press the ▼ Function key now. A new file will be set up and will receive the next available letter, until Z has been reached. Several files will be set up by pressing the key several times.
4. Press the File Function key again. The File indicator will stop flashing and you will be able to carry out a new action. The display will stop flashing after some seconds, even if you do not press the ▼ Function key.
Deleting files and pages
Files cannot be deleted on the device. Use the File Explorer on your PC to do this, if the device has been connected to it by USB.
You will delete a page in this way:
1. Please press the Recycle Basket Function key, in order to delete the content of the current page.
2. Now change the selection from ‘No’ to ‘Yes’ with the Arrow keys.
3. Confirm your action by pressing the Recycle Basket Function key again. The symbol for ‘Empty Page’ will appear on the LCD display once more, after the page has been deleted.

Note:
- The deleted content will have been deleted irrevocably and it will not be possible to recreate it.
- You will be able to prevent the deletion of the page by selecting ‘No’, if you have pressed the Recycle Basket Function key unintentionally.
- A deleted page will always still be available as a file. Only the content will have been deleted. Please use File Explorer on your PC to do so if you want to remove the page from your file, if the device has been connected to the PC by USB.
Replacing the pen refills

You can store up to two refills in the side compartment [11] of your device. You will be able to simply replace the empty refill by a new one in this way, when the ink of your pen is used up.

Removing refill
1. Open the side compartment [11], by pushing the cover to the right with a light pressure.
2. There is a clip boring, with the aid of which you will be able to remove the old refill from the pen, in the side compartment [11]. Place the pen point into the boring and tilt the pen.
3. Now, you will be able to pull out the refill easily.

Putting in a refill
You will be able to put in the new refill after you have removed the empty refill successfully.

Note:
- You should use as little forces as possible when you exchange a refill, in order not to damage the refill or the pen.
- Pay attention that the refill has sufficient space to be springy, because damage can arise otherwise.
- Buying new refills: The dimensions of the refills are approx. 2.4mm x 67mm.
  We recommend using products of the KANGHER, MINI STAR, SCHMIDT 628F and ROTRING brands. Unsuitable refills can influence the functionality of the digital pen and cause damage.
1. Push the new refill into the pen, until it locks into the correct position, carefully with the fingers.
Connecting to your computer

Please make sure that you have installed the software as described on Page 14.

1. Connect the smaller connector of the USB cable supplied with the device to the USB connection [1] of the device.
2. Push the other end of the USB cable into a free USB connection of your computer.
3. The following indication will appear on the LCD display [3], if the connection has been made:
4. The computer will recognize that a new device has been connected and will allocate two drives to the device.

Use as digitizer tablet

You should attach the protective cover for the writing surface supplied with the device with the aid of the paper clip [10], before using the Digitizer Tablet function. Please also replace the pen refill by a plastic refill. You will only be able to ensure that the delicate surface of the device is optimally protected against damage in this way.

You will be able to move the mouse pointer with the digital pen in the Digitizer Table function. The recognizable area is set proportionately to the screen as standard, as illustrated.

The LED will begin to shine as soon as you are in the recognizable area with the digital pen. The LED will go out again once you start writing.

You will be able to simulate the mouse buttons with the aid of the Function keys of the device, if you own a special digitizer tablet pen (not supplied with the device).

Left mouse button: Press the tip of the digital pen.
Right mouse button: Press the Recycle Basket Function key.
Double-click: Press on the tip of the digital pen twice in succession quickly or operate the Function key.

You will be able to allocate other functions to the Function keys with the help of the software supplied with the device. You will find information about this in the online Help.
Customer service

Errors and possible causes

The device is not recognized or not activated.
- Have you connected the cable in accordance with the installation instructions? Please check all the cable connections.
- Have you restarted the computer after the installation?

The device cannot be switched on.
- Make sure the batteries have been inserted correctly.
- Check the energy status of the batteries.
- Release the connection to the PC.

The lettering changes or even disappears at some points.
- Change the pressure or the speed with which you are writing.
- Change the angle of the pen to the surface of the device.

The lettering appears uneven and illegible to you.
- The refill could have been inserted incorrectly. Remove the refill and re-insert it correctly.

The lettering is severely distorted, slow or not present.
- Check the energy status of the batteries if you have not used the device for a longer period.
- Check that a new refill has been inserted correctly if you have replaced the refill in the meantime.

'M' will continue to be shown in the LCD display, instead of ‘SD’, after an SD card has been inserted.
- Make sure that the SD card has been inserted into the card slot correctly and that the Write Protection switch is positioned at ‘Open’.
- Is the card compatible?
The device switches off automatically.

- This is planned when a memory card is removed.
- The device switches off after a specific time, so that the batteries are not used unnecessarily.

The Pen symbol does not appear in the LCD display.

- Change the writing pressure.
- Check the energy status of the batteries.
- Make sure that you are writing in the recognizable area.
- Signal failures can arise. Restart the device or carry out a Reset (press the Reset button [7] on the back of the device).

The content of a page has been overwritten.

- Create a new, empty page and continue to write there.

Is Further Assistance Necessary?

If the suggestions listed above are not enough to resolve the problem, then contact us. The following information will help us to help you resolve your problem:

- Configuration of the computer
- Any additional peripherals you may have connected
- Any messages that appear on the A4 Size Digital Notepad display
- Any Windows programs that were being used when the problem arose
- Solutions you have tried to resolve the problem
- If you have a customer code, please have it ready before you call.
Warranty

PLEASE READ THIS LIMITED WARRANTY CAREFULLY TO UNDERSTAND YOUR RIGHTS AND OBLIGATIONS.

The sales receipt is considered valid proof of purchase and should be kept in a safe place. This receipt will be required for receiving any warranty service. This warranty is transferable. When transferring ownership to a third party, please provide the receipt and warranty information. Our company warrants to the end user that each product, including related software, accessories, media and supplies, shall be free from defects in materials and workmanship for twelve months from date of purchase. This warranty covers only those defects that arise as a result of normal use of the product. This warranty does not cover any other problems, including problems that arise as a result of improper maintenance or modification; software, accessories, media or supplies not provided or supported by the supplier; or operation outside the manufacturer’s specifications.

Any part of this device repaired or exchanged by a valid service representative will be covered under the original warranty period. Back up all programs and data before shipping this device for repair under the warranty agreement. Do not leave any media in the disk drives. Products shipped without accessories will be returned without accessories. Any replacement product or component may be either new or like new, provided that its functionality is at least equal to that of the product being replaced.

Limitation of Warranty

To the extent allowed by local law, no other warranties are made with respect to this personal computer or the warranty services by any person, including but not limited to our company and its suppliers. The express warranty stated above is the only express warranty made to you and is provided in lieu of all other express or implied warranties and conditions (if any) including any created by any other documentation or packaging. For additional warranty information, please refer to the included warranty card.
Limits of Liability
To the extent allowed by local law, except for the obligations specifically set forth in this warranty statement, in no event shall the company or its third party suppliers be liable for direct, indirect, special, incidental, or consequential damage, whether based on contract or any other legal theory and whether advised of the possibility of such damages. This includes loss or damage of personal data on your computer.

Local Law
This warranty statement gives you legal rights. You may also have other rights that vary from jurisdiction to jurisdiction. To the extent this warranty statement is inconsistent with local law, certain disclaimers and limitations of this statement may not apply to the customer.

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