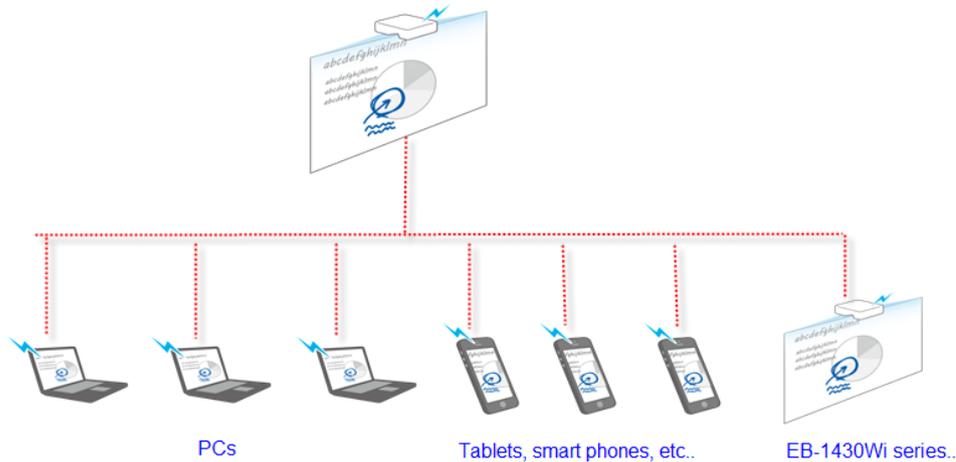# Epson EB-1420Wi/EB-1430Wi Series Whiteboard Sharing Function

The "Whiteboard Sharing" feature in the EB-1420Wi/EB-1430Wi models allow multiple devices, such as PC/Laptop, smart phones, tablets, and other EB-1420Wi/1430Wi model projectors; to access the whiteboard of the projector over the network.

PCs   Tablets, smart phones, etc..   EB-1430Wi series..

## Features and limitations of Whiteboard Sharing function:

- A maximum of 15 devices can be connected to the projector (this includes other EB-1420Wi/1430Wi model projectors).

- All devices must reside on the same network as the projector to be able to access Whiteboard Sharing. This feature can be used over a VPN (N.B. host devices will access the projector whiteboard via "HTTP" or "HTTPS". Therefore, network ports 80 and 443 will need to be kept opened).

- Participants in the meeting can view whiteboard annotations, as well as make annotations on their own devices - which will subsequently be mirrored on the projector whiteboard.

- No special software required to be installed on devices to access the projector whiteboard. Once this feature is enabled, the projector essentially behaves like a web server, which clients can access via the web browser on their device.

- At the end of the meeting, participants can download the whiteboard contents to their device (that is, if the meeting facilitator enables the download option in the whiteboard menu). This negates the need to email the contents as an attachment to each participant, or to save the annotations to a network drive for later access. The annotations can be saved in either a PDF document or in PNG format for this purpose.
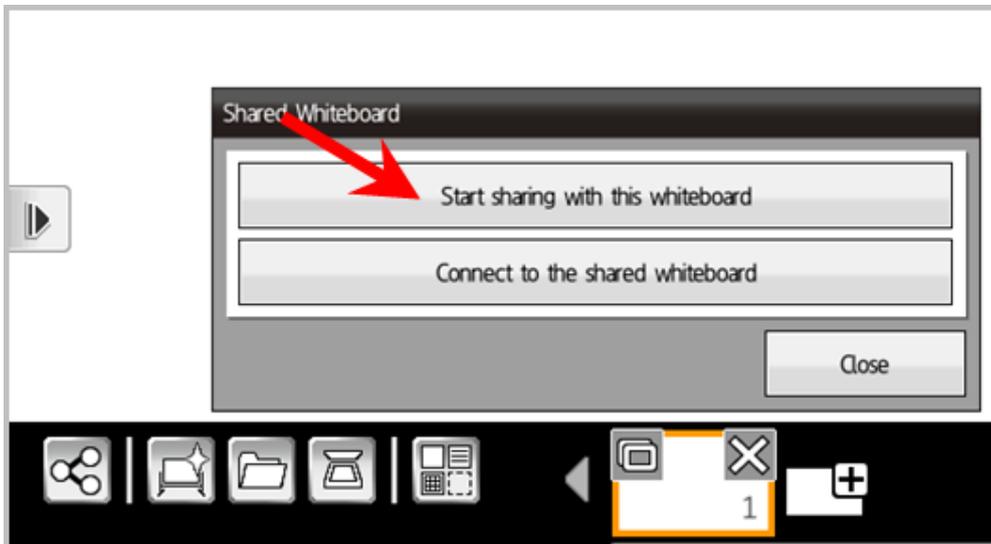
How to configure Whiteboard Sharing.

In Whiteboard Sharing mode, the projector acts as the <u>Server</u>; and the PC/tablet/mobile device acts as the <u>Client</u>.

A. Configuring the projector to share the whiteboard

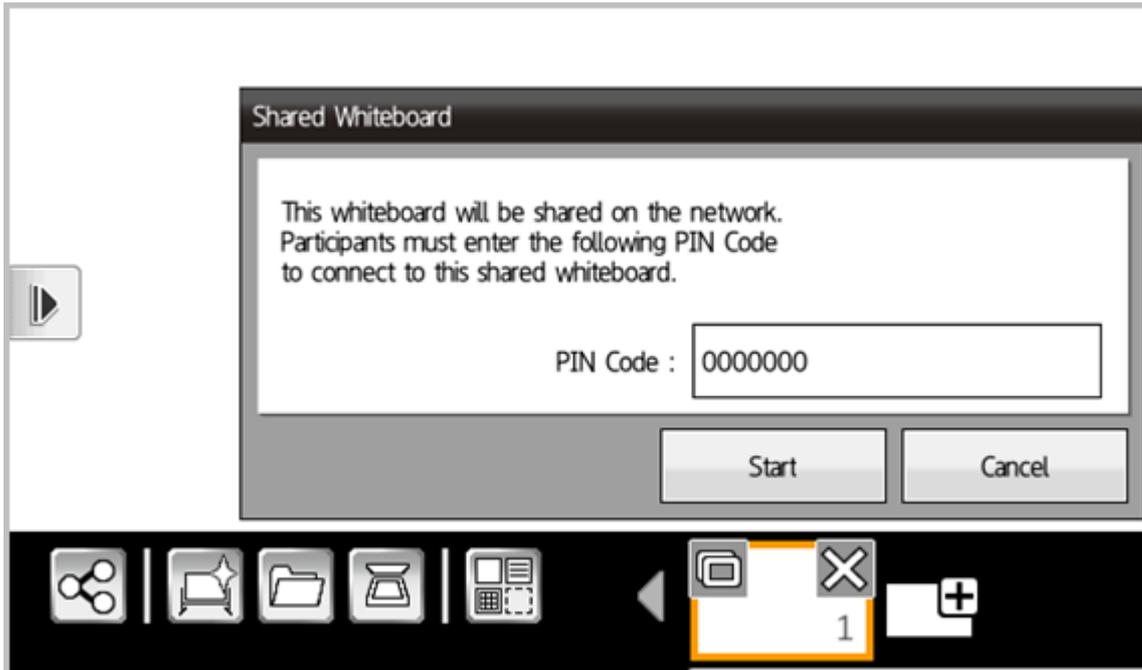### 1. Select the sharing icon.
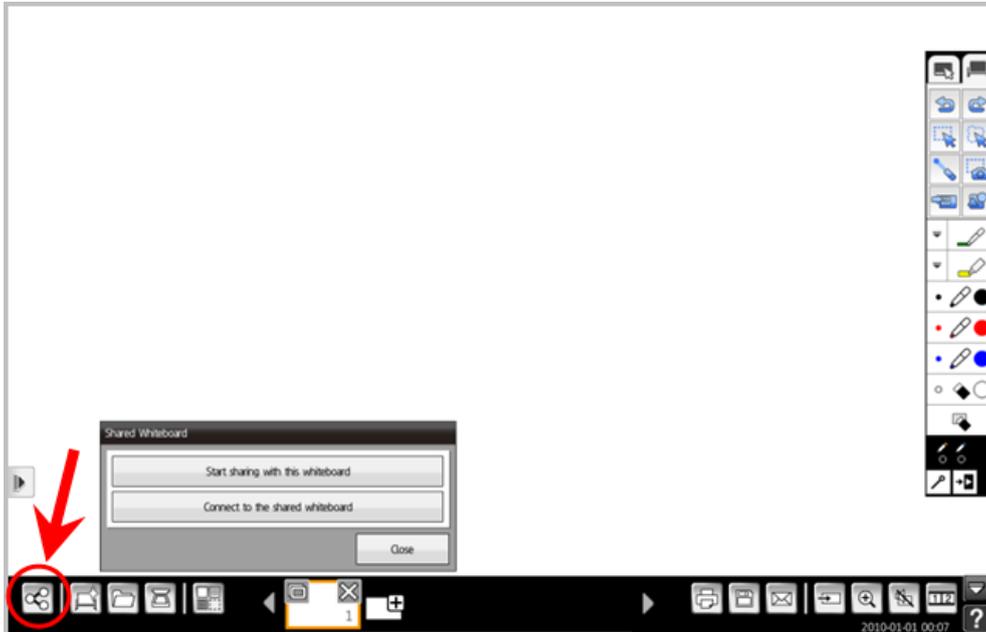
### 2. Select the "Start sharing with this whiteboard" option.

*[**Note**: if another EB-1420Wi/1430Wi is being connected to an equivalent model who's whiteboard has been shared, then select the "Connect to the shared whiteboard" options and follow the prompts.]*

3. Select a security PIN code that participants will need to enter to access the whiteboard.

[Note: the PIN code can only be changed when the current session is terminated. It cannot be changed once a session has been initiated]

4. Select the appropriate access rights to be granted to the participants.
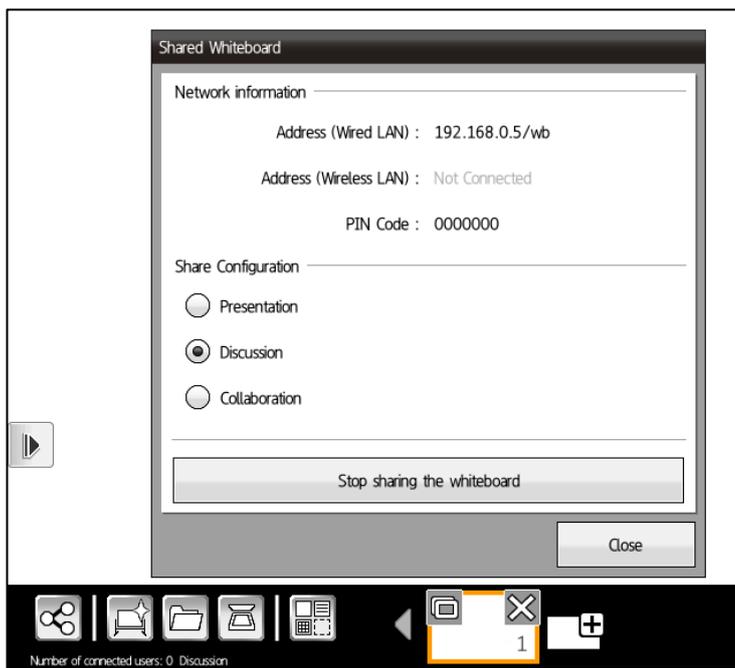
A brief explanation of the "Share Configuration" options:

- Presentation – whiteboard contents can be viewed and saved to external devices. But annotations and editing of content not permitted.

- Discussion – External devices can annotate, but cannot edit the annotations of other users and cannot read templates.

- Collaboration – External devices have full access to whiteboard features (N.B. with the exception of the "New Meeting" feature – which is only accessible to the meeting facilitator at the whiteboard).
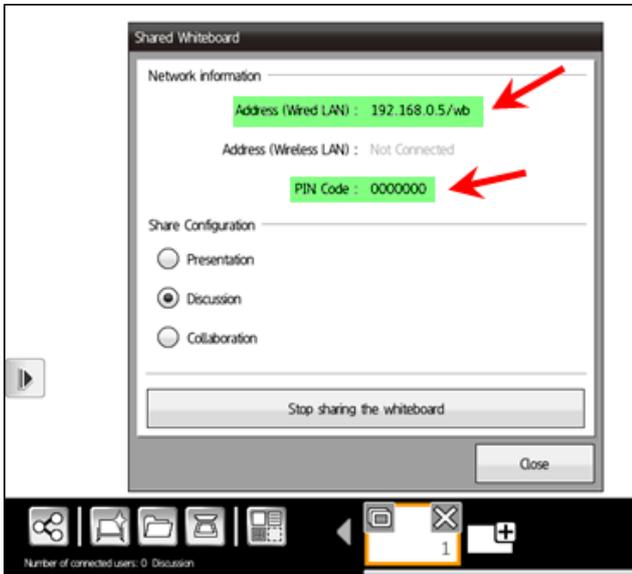
*[**Note:** The exact address that the participants need to enter into their web browser, as well as the PIN code, are visible on the "Shared Whiteboard" screen. This information can be relayed to each participant so they can gain access to the whiteboard.]*

5. The whiteboard sharing session commences once the "Close" button is clicked on the above window.

6. To end the sharing session, simply click on the "Sharing" button at the bottom left corner of the whiteboard, and then click on the "Stop sharing the whiteboard" button.
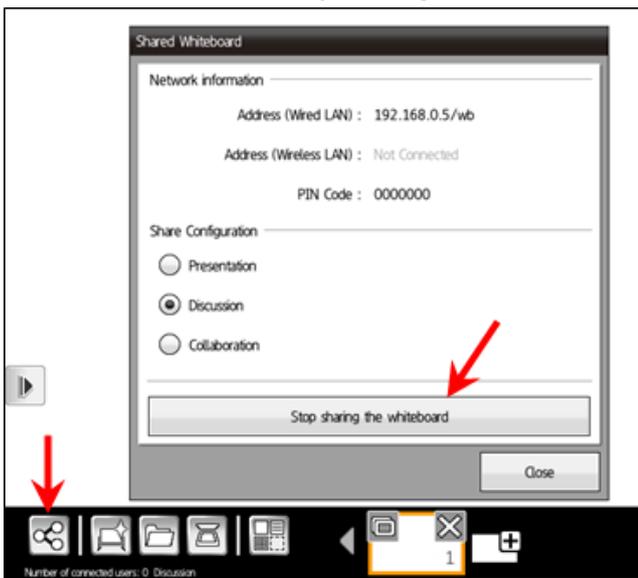
B. Accessing the whiteboard from another device (PC, iPad, Android tablet, etc.)

Once the projector has been configured for whiteboard sharing, then all that is required on the participant's device is to enter the correct address in the web browser of their device.
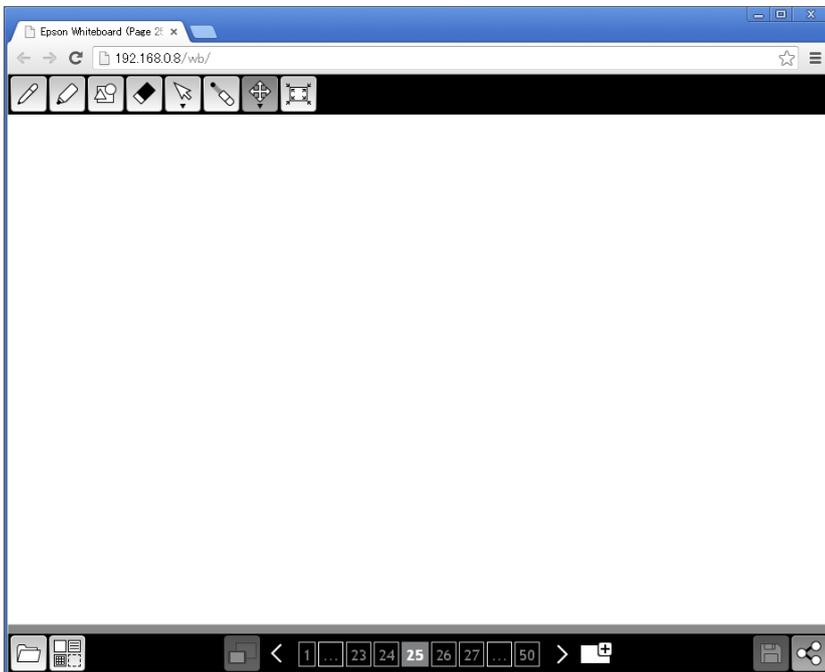
1. Enter the address of the projector (as noted in point 4 in the previous page…)

2. When prompted to, enter the PIN number

3. If the device successfully connects to the whiteboard, a screen similar to the one shown below should appear in the web browser (with the necessary tool bars to make annotations, etc.).

C. Saving the whiteboard annotations to the client devices

If the participants wish to save the annotations to their respective devices, then the facilitator can save the whiteboard contents in the projector's memory (either in PDF or PNG format), and grant access to the participants to save the file.

1. Click the "Save" button on the control pad, or the Save **icon at the bottom left corner of the whiteboard.**

2. Select the "Distribute to the participants" option, as well as the desired document format and page range options in the Save dialogue box. Then click the "Save" button.
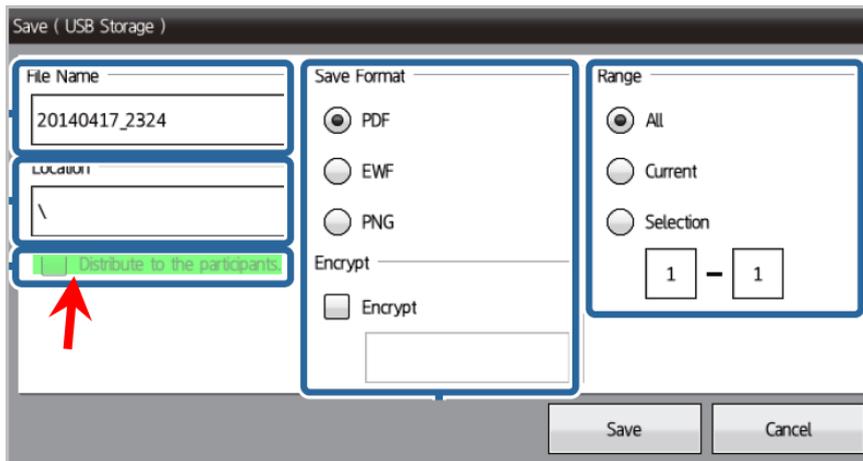
*[**Note**: the EWF format is Epson's proprietary whiteboard file format. This format is only recognised by projector's whiteboard. Saving annotations in this format enables the facilitator to re-load the file to the projector at a later date and then edit the annotations (modify or delete). If the file is saved as a PDF or PNG, further annotations can be made to the document via the whiteboard, but the existing annotations cannot be edited or deleted.*
But, for the purpose of making the file available to client devices, it is recommended that it is saved in either the PDF format or the PNG format - PDF format is recommended as it is an easily portable format.]

3. When the "Distribute to the participants" option has been selected, and the "Save" button is clicked, a message will appear on the client device prompting them to save the file to their device. A message also appears on the projector to inform the facilitator of the download status of each client device. This dialog box can be closed once all the participants have finished downloading the file; and the whiteboard sharing function can subsequently be terminated (as per point 6 in section A).

End.