

Installation

You may refer to the quick guide from the following URL or by scanning the QR code on the right.

www.penpower.net/rmgobif



Tablet Introduction



1. **USB port:** The tablet has no built-in battery, please use the USB cable included in the package to connect the tablet to the computer.

- 2. Power button:** Long press to turn off the tablet if not in use temporarily when the tablet is still connected to a computer; The tablet will also automatically turn off when the USB cable is unplugged.
- 3. Power indicator:** It will light up when the tablet is powered on, and the light is off when the power is off or unplugged.
- 4. LCD panel:** Please use a dedicated stylus to write here, the handwriting will appear on the panel and can be erased; if you do not use a dedicated stylus, only the panel will have handwriting on it, but the software will not receive the handwriting signal.

Caution! Never press the LCD panel heavily to avoid any damage!

- 5. Button A:** When using with RemoteGo software, press button A to enter/exit the [Sticky Note]. When you exit the sticky note, the content of the sticky note will be automatically sent to the software and pinned.
- 6. Button B:** In the [Sticky Note] mode, pressing button B will add a new sticky note, and also send the previous sticky note to the software and pinned; In the [Video Note] mode, pressing button B will switch the nib function to an eraser. *Sticky Notes modes will be explained later.
- 7. DEL button:** Can clear all handwriting on the LCD panel if the tablet is powered on.
- 8. Stylus holder:** When not in use, you can store the stylus here to avoid losing it; do not put the stylus on the LCD panel, or it will affect the operation of your mouse.
- 9. Stylus:** The stylus doesn't require a battery. When the stylus is hovering over the writing area, you can see the cursor move. The pen tip acts as the left mouse button and can be used to operate your computer. A replacement refill and a clip are included in the package. When the pen tip is worn, please use the clip to pull out the refill and insert the replacement refill.

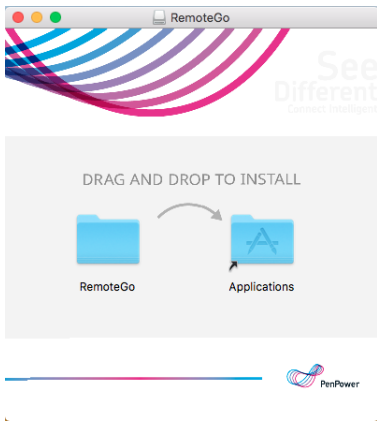
Software Installation

Access the link below to download the RemoteGo software:

d.penpower.net/rmgo

For Windows system, after connecting your tablet, double-click the downloaded file to start the installation process, and follow the instructions to install, then reboot the computer to complete.

For Mac system, double-click the downloaded file to open, then drag the RemoteGo program folder to "Application" to install.



Use the Tablet with RemoteGo Software

The RemoteGo software has multiple functions and supports various video conference software. With sticky note function, you can explain anything in remote teaching and meetings easily and well.

Software Function Introduction



-**Show/hide annotations:** Hide/show all the annotations and notes.



-**Mouse mode:** Default mode, for you to use the computer^{Note 1}.



-**Handwriting style:** There are different styles to change.



-**Eraser:** Use to erase a small range of handwriting or a whole stroke.



-**Shape & Line:** Use to draw lines, arrows, circles, boxes.



-**Insert text box:** You can insert a text box and type in.



-**Handwriting width:** Select the handwriting thickness you need.



-**Handwriting/text color:** Select the handwriting/text color you need.



-**Clear screen:** Remove all handwriting on the screen.



-**Revert:** Go back to the previous step.



-**Whiteboard:** White/blackboard and the other two modes^{Note 2}.



-**Sticky Note:** Two modes, Sticky Note and Video Note.



-**Webcam:** Set up and activate your webcam.



-**Laser pen:** Change the cursor to laser pen, has effects when writing.



-**Screen capture:** Select a range to capture the screen.



-**Magnifier:** Click and hold a location on the screen to zoom in.



-**Screen recording:** Record the screen^{Note 3} and save as a video note.



-**Settings:** Settings related to hotkeys^{Note 4}, sticky notes and others.



-**Close:** Exit the software. The toolbar will idle in the tray icon as default, for you to recall it quickly. * Use buttons A/B to easily awake.

Note 1: When operating the stylus, if your cursor is on a software that can input texts, such as MS WORD, you may see the Windows Ink window pops up and interfere with your use of the mouse. Please refer to the FAQ link provided at the end of this quick guide to resolve it.

Note 2: There are two special whiteboard modes: "Whiteboard for discussion" and "Cloud Whiteboard".

To use the "Whiteboard for discussion", click the mode and it will guide you to capture screen partially, and the captured image will be pasted to the whiteboard automatically. You can write down the question-solving process to demonstrate to students. For detailed usage, please refer to the FAQ link provided at the end of the page.

Regarding the "Cloud Whiteboard", please see the follow-up explanations.

Note 3: You can select different screen ranges to record, or record only for specific software window. After setting, click the REC button to start recording. You can pre-record a course content and other operations. For detailed usage, please refer to the FAQ link provided at the end of the page.

Note 4: You can set the hotkeys to the combination of keys you want. By using the hotkey, you can speed up the switching between functions. For detailed usage, please refer to the FAQ link provided at the end of the page.

Tips:

- 1. Under black/white board, right-click can call the function menu, no need to always click the toolbar.**
- 2. If your computer is used with dual monitors, please go to the [Screen] tab in the software settings first, and follow the instructions to avoid any abnormal situations during writing.**

Sticky Note

The purpose of the sticky note is to collect handwriting and picture materials. When writing complex science formulas, graphics and flow-charts, it can save the trouble of operating the equation editor, and it is also suitable for organizing graphic and text notes.

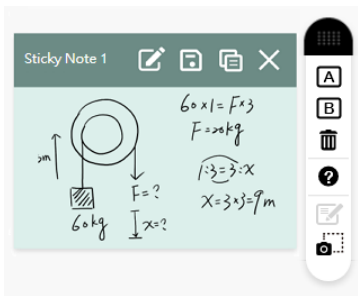
Press the button A on the tablet to enter the [Sticky Note]. The mode wizard will help you choose [Sticky Note] or [Video Note].

If you select “Don’t show this again“ in the mode wizard, then the selected mode will remain when you press button A next time; If you need to recall the mode wizard, find it in the [Sticky Notes] icon from the toolbar, or you can directly select the mode you need on the toolbar.



Sticky Note

When you select the [Sticky Note], the stylus can only be used on the tablet, just like writing a sticky note, can't be used as a mouse cursor; Press the button A again to swap to the [Mouse Mode], and the content you write will become a sticky note and sent to the computer software and pinned.



Under the [Sticky Note], press button B to send and save the written contents as a sticky note and also clean the LCD panel, and then you can continue writing the next one. Remember to press button A to swap to the [Mouse Mode] after finishing all sticky notes.

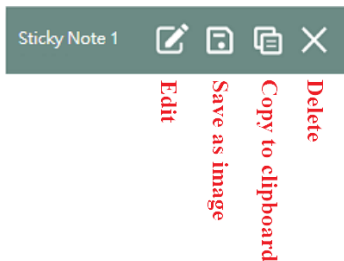
Note:

1. **When using the [Ink Note] for the first time, because you may be unfamiliar with this function, you may continue to write the second sticky note after pressing the button A, resulting in the second page of writing content not appearing (because**

it is actually just moving the cursor in the mouse mode), please remember to press the button B directly under the [Ink Note] to continue writing the second page or more pages.

- The default number of sticky notes that can be pinned is 10, and it can be increased to 20 in the setting. If you have reached the limit but still need to add a new sticky note, please save the unnecessary sticky note as an image, and then delete it to make space.*

During the writing, you can press the DEL button on the tablet at any time to clear the LCD panel and rewrite it. However, if there are only a few mistakes in the sticky note you don't have to give up all your efforts. After the sticky note is sent out, you can click [Edit] on the top of the sticky note to correct those errors.



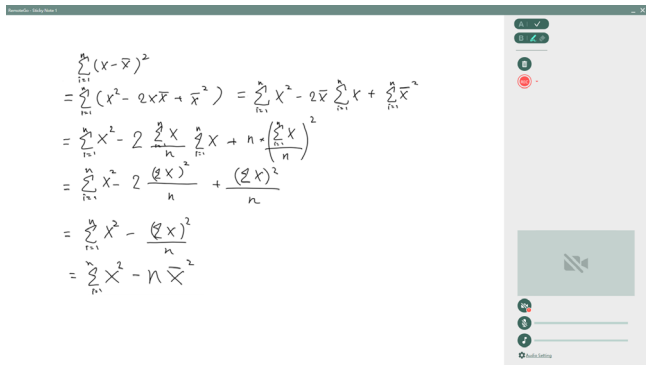
Tips: *When the sticky notes block the screen, you can move the RemoteGo toolbar, the sticky note will move with it; you can also click the "Show/Hide" icon on the RemoteGo toolbar to hide the sticky notes.*

After creating a sticky note, you can directly drag it to the RemoteGo whiteboard or other applications, or click [Copy Image to Clipboard] on the sticky note toolbar, then paste it on other applications.

Video Note

When you select the [Video Note], the editing area will appear. In this editing area, you will see the real-time inking on it, and you can record the operations with the Recording function to save the note as a short video, to help you record things easier and more detailed.

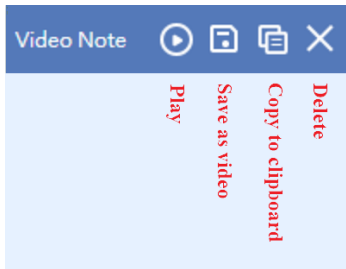
Before entering the editing area, the software will ask whether to trigger the recording function automatically or manually. If it is automatic, it will start recording as soon as you enter the editing area, and if it is manual, you will need to click the red [REC] button at the top right of the editing area to start recording.



The video contents will be the whole writing process in the editing area, which is simultaneous with your writing on the LCD panel. If you turn on the webcam, the webcam screen will appear in the lower right corner and be recorded together.

If you only write down your handwriting without video recording, it will be saved as a sticky note; if you do video record, the handwriting will be saved as a sticky note and a video note.

Since the video note is a MP4 file, it cannot be edited, but you can



drag and drop the video note to other applications for sharing or inserting as part of another contents.


Tip: The recording function of the toolbar will also be saved as a video note. If you want to pre-record the course, you can use the "Save as" function to access the video file.


Use Cloud Whiteboard

The cloud whiteboard function provides you with a convenient one-on-one remote meeting function. You can open a cloud whiteboard and invite others to join through a dedicated link, so that you can use the whiteboard function during the meeting for free explanations and discussions.

After enabling the cloud whiteboard function, you can first open a whiteboard and invite someone to join in immediately; or provide the invitation information in advance, and then you can open the whiteboard in advance at the time agreed by both of you.

When a participant wants to join the whiteboard, if he also has the RemoteGo software installed, just turn on the cloud whiteboard function and enter the cloud whiteboard ID you provided to join; if the participant does not install the RemoteGo software, just open your invitation information, he can use the web page to join the cloud whiteboard.

In the process of using the cloud whiteboard, both of you can use the whiteboard functions; in addition, the cloud whiteboard creator can click the  button next to the participant's avatar to remove he from the cloud whiteboard.

In addition, during the meeting, you can click the [Device Settings] button  next to your avatar to adjust the speaker, microphone, and webcam settings.

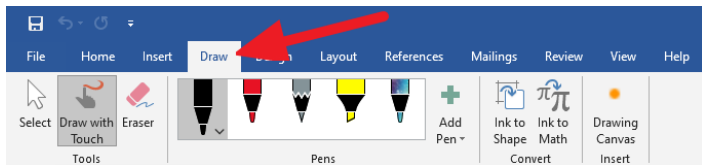
Cloud Whiteboard can add multiple pages. In the page column on the left, you can add or delete pages at any time and switch the displayed pages, or you can switch or zoom in/out of pages through the browse function bar below.

When one party's page is enlarged beyond the screen size, the other party can know where the other party is watching through the [Mini Map] pane on the upper right, and can quickly move to the other party through the [View Sync] button in the browsing function bar. You can also move the view area by dragging the display frame in [Mini Map] with the mouse.

Use Microsoft Office Annotation

After installing the RemoteGo software and connecting with the tablet, you will find that the Microsoft Office applications, such as Word/Excel/PowerPoint, has the function of [Annotation] in the [Review] section of the upper toolbar, the new version of Office applications will directly show the "Drawing" section.

No need to launch the RemoteGo software, you can directly use this function. This function allows you to make handwriting annotations on files, and it can be archived and kept.



FAQ and More Information

For more using tips, please go to the [FAQ] page of the URL below:

<https://remotego.zendesk.com>

Or use the [Submit request] button at the top right of the page to contact us.

