1. To change operation for touch operation (Finger Only, Pen Only and Finger/Pen mode), on the right hand side of the monitor, press the 'Menu' button.
2. This will bring up 'Menu' on lower portion of the screen.

3. On the far right of the menu options presented, the Finger-only mode is first. Only touch operations by your finger(s) will register on the screen.
4. Selecting the Pen-Only mode will only allow touch operations by the pen/stylus.
5. If the Finger/Pen mode is selected (usually default), either finger or pen operations will register for touch operations.
Using Sharp Pen Software (Whiteboard) or (Overlay Mode)

1. To use a virtual/software based whiteboard with the Sharp monitor, find the 'Sharp Pen Software' icon on desktop and double-click to open.
2. To use annotation functions overlayed on what is displayed on the screen, double-click the 'Sharp Pen Software (Overlay Mode)' icon.

3. In Whiteboard mode, the screen is used as a whiteboard. The work area is displayed for each "sheet" (up to 8 different sheets).
4. By changing sheets, you can edit data on that sheet and navigate or refer back to any of the sheets without losing data on that sheet.
5. In Overlay mode, the 'board' is shown as transparent. The work area consists of a single screen. Any drawing will be placed 'over' the screen. Note, however, that you cannot operate the screen shown behind the 'overlay'.
Here are brief descriptions of the various functions under use 'Whiteboard'. These functions are similar to the overlay mode as well. Please keep in mind, the layout may be different depending on your location.
1. Clicking on any one of the 'Pen' tools, will allow you to draw/annotate using that default color and pen 'weight'.
2. Double-clicking on a pen tool will display more options for color and line weight.
3. Clicking the eraser tool once will bring up the eraser function to erase items on the screen.
4. Double-clicking the erase tool will display additional options for smaller or larger eraser.
4. Instead of using the eraser tool to erase all of a sheet, you can click on the 'trash can' icon or delete tool. This will display further options for deleting content.

For more details and full manual for the Pen Software and/or manual for the Sharp Touch Screen monitor, please visit this link below:
https://myportal.trine.edu/ICS/IT/Instructions.jnz?portlet=Zoom_Instructions