



# DUO


Innovative tablet solution


for **laptop**


User Guide

Please carefully read this manual for proper use and safety.  
All contents in this manual and specification of the products can be changed without prior notice.

 **HANTZ + PARTNER**  
The Upgrade Company! [www.hantz.com](http://www.hantz.com)

**Deutschland:**   
Tel.: 0761 / 59 21 00  
Fax: 0761 / 58 52 28

**Schweiz:**   
Tel.: 061 / 27 311 - 31  
Fax: 061 / 27 311 - 39

**Österreich:**   
Tel.: 01 / 58 55 430  
Fax: 01 / 58 55 460



Thanks you for purchasing DUO pen.

DUO is an innovative pen mouse that easily makes your computer become tablet PC.

You can write, draw, sketch, sign and etc. on screen without keyboard and mouse.

For more information, please visit <http://www.DUOPenMouse.com>.

Copyright @ PenAndFree Co., Ltd.

Partents, Brand, Copyright and intellectual properties related this manual belong to PenAndFree Co., Ltd.

## Contents

1. Notice for safety	4	9. VISTA Home Premium or higher OS	44
2. Variety of functions supported by DUO	5	(1) Using DUO pen on MS Word	44
3. Product composition	6	(2) Using DUO pen on MS Excel	46
4. Using DUO	7	(3) Using DUO pen on MS PowerPoint	49
5. Option setting	8	(4) Using DUO pen on MS Outlook	55
(1) Pressure level of pen	8	(5) MSN messenger	59
(2) Brush	8	(6) Using Windows Journal Note	62
(3) Writing speed	9	(7) Using character recognizer	64
(4) Station position	9	(8) Using pen gesture (Flick)	65
6. How to calibrate pen	9	(9) Using Capturing Tool	67
7. How to use DUO pen	11	(10) Using Sticky Notes	68
(1) Start with pen	11	(11) Using Ink Desktop	69
(2) Replace pen-tip	12	(12) Using PDF Annotator	71
(3) Using with ballpoint pen	13	(13) Transforming VISTA pen pointer to mouse pointer	72
8. XP, VISTA Home Basic OS	15	10. Product Q&A	73
(1) How to install DUO Annotator	15	11. Trouble-shooting	75
(2) Using DUO pen on MS Word	16	12. Product specifications	76
(3) Using DUO pen on MS Excel	19	13. Etc.	77
(4) Using DUO pen on MS PowerPoint	22		
(5) Using DUO pen on MS Outlook	26		
(6) MSN messenger	30		
(7) Using DUO board	34		
(8) DUO InkNote	35		
(9) Installing and using character recognizer	37		
(10) Using PDF Annotator	43		

## 1. Notice for safety

### Be aware of impact

When pen is impacted or dropped, it is possible to be damaged or deformed.

### We recommend not to convert or disassemble units.

Do not disassemble the products. If you need to be supported, contact your local service center or [www.penandfree.com](http://www.penandfree.com).

The above reasons are not in warranty repair or replacement service.

### Please keep the product clean.

It is possible to disorder for USB connector having dirt.

Clear out the dirt with soft cloth, do not use chemical cleaner such as thinner or volatile solvent.

### Please use the pen for proper uses only.

Be aware of children about devices to play, bite, swallow, throw, and etc.

Pen tip is possible to be swallowed into neck.

### Avoid from fire or hot stuff.

If product is near or in fire or hot stuff, it can be damaged or deformed.

### Keep product away from water or liquid.

Product is not waterproof. Please keep it away from liquid or water.

### Be careful of pen sensor strong force in pen-tip replacement.

When pen sensor is grapped with strong force in pen-tip replacement, the sensor is possible to be damaged. Do not touch the pen sensor.

## 2. Variety of functions supported by DUO

DUO is the most compatible pen device which allows tablet functions on non-tablet laptop.

### (1) Key functions

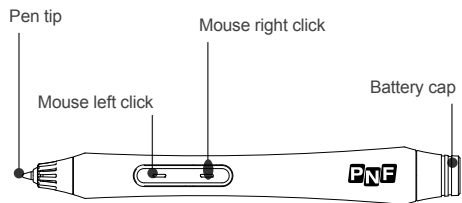
- Fine writing
- Air touch function applicable on virtual space
- Note-taking function using ball-pen tip and paper
- Gesture and charactor recognition function
- Superior writing quality using virtual pressure
- Complete support from MS Ink Library
- Support Plug and Play
- Mouse and Virtual keyboard function

### (2) Various pen softwares

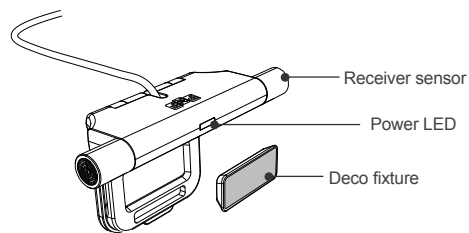
1) MS Software	2) Adobe Software	3) PnF Software	4) etc.
<ul style="list-style-type: none"> <li>• Office annotator</li> <li>• MSN Messenger</li> <li>• Sticky notes</li> <li>• Ink Desktop</li> <li>• MS-OneNote</li> <li>• MS-Paint</li> </ul>	<ul style="list-style-type: none"> <li>• Adobe Photoshop</li> <li>• Adobe illustrator</li> <li>• PDF Annotator</li> </ul>	<ul style="list-style-type: none"> <li>• DUO Annotator</li> <li>• DUO Board</li> <li>• DUO InkNote</li> </ul>	<ul style="list-style-type: none"> <li>• Nate on messenger</li> <li>• Graphic or handwriting softwares</li> </ul>

### 3. Product composition

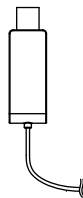
#### Pen



#### Station



#### USB

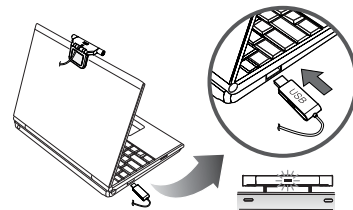


### 4. Using DUO

- ① First, install hardware and driver software following provided installation guide.



- ② Place DUO receiver station on laptop screen and connect USB connector to PC.



#### ⚠ Caution

If placing on top of laptop is not suitable because of knob, connect DUO on either right or left side of laptop. If DUO is placed on either right or left side of laptop, you have to set up station attachment position accordingly from option menu of drive software (PENonPC).

- ③ Install driver software (PENonPC) and confirm if laptop recognizes hardware. If laptop recognizes hardware properly, monitor-shaped PENonPC icon will be activated located on lower right corner of system tray.



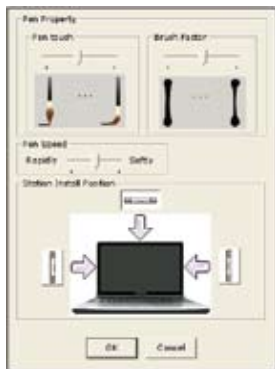
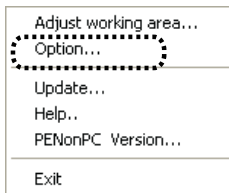
#### ⚠ If laptop does not recognize hardware

- Connect USB connector to different port.
- When using USB HUB, connect DUO in PC USB port directly.
- Quit PENonPC program and restart.

- ④ After PC recognizes DUO hardware, execute pen calibration.

## 5. Option setting

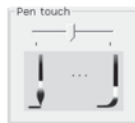
Option menu is to set pen type and pen effect in Microsoft Ink writing.



### (1) Pressure level of pen

Control the lever left or right side to adjust level of pen touch pressure.

- If lever slides to left, the pressure of the pen is soft.
- If lever slides to right, the pressure of the pen is strong.



### (2) Brush

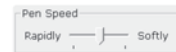
Control the lever left or right side to adjust brush pen touch.

- Going left is to decrease brush effect.
- Right heading is to increase brush effect.



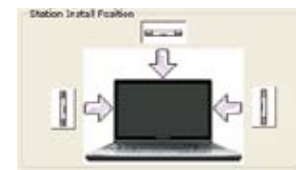
### (3) Writing speed

Adjust pen writing speed.



- Rapidly : Pen writing is fast, but writing quality is not so good.
- Softly : Pen writing is slow, but writing quality is very real.

### (4) Station position

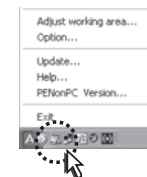


- Click station position of monitor screen. (Station must be placed selected position.) Default is upper location.
- Operating is the same in any position.

## 6. How to calibrate pen

### (1) Central area calibration

When pen calibration is not correct, it has to be set up properly for appropriate usage. Click on monitor shaped PENonPC icon located on lower right corner of system tray. Menu will be appeared.



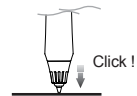
Select "Adjust working area" on appeared menu.



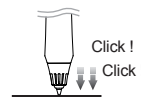
## 7. How to use DUO pen

### (1) Start with Pen

- Grap pen like pencil or ball-point pen.
- Pen is designed to operate when user grap the pen in any direction.
- Signal from pen should be approached well to sensors in station.
- Remove obstacle between station and pen to avoid error.



- 1) Click (Select)  
Click the pen tip once on the surface lightly.



- 2) Double click(Execute)  
Click the pen tip twice on the surface lightly.



- 3) Drag  
After clicking what user want to point, move the pen tip to where user want to bring the final destination of the pen tip without releasing pen clicking.

### (2) Additional pen calibration

- This is a process to align pen calibration on right, left, upper and lower sections of screen.
- Press on line appeared on screen with pen tip.
- Wait until mouse cursor is aligned with line.
- When mouse cursor and line are aligned, next step will automatically occur.



#### Caution

Depending on direction or angle of pen, mouse cursor and pen tip may not be aligned perfectly. It is not due to product malfunction, you must keep the same hand position as you did when you operated pen calibration.

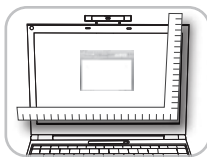
- Pen calibration aligns pen pointer and mouse cursor.
- PENonPC automatically recognizes screen size and notice cross-shaped mark.
- Hold pen comfortably and place it on center of cross mark. After a second, pen calibration will be finished automatically.



After central area calibration, you can go to next step automatically.

#### Notice

Occasionally, it is not imported screen size from monitor automatically in some PC. Pop-up window asking for monitor size will appear on your computer screen. As shown in next picture, measure width and length (in mm) using ruler and click OK. If measurement is not possible, select the closest inch size.



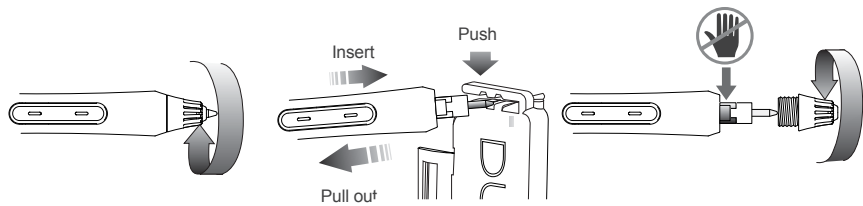
#### Tip

Record measurement of screen size on backside of laptop for later use.

#### Caution

You must keep the same pen position during pen calibration as you use pen in usual circumstances.

## (2) Replace pen-tip



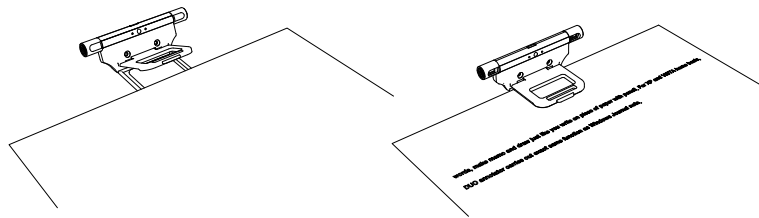
- Turn the cage of pen head to counter clockwise, remove the cage, and pull pen tip out. Insert new pen tip. Use the pen case tool to change the pen tip.
- After replacement, turn the cage to clockwise to cover pen head.
- When the cage is apart from pen head and while sensor film can be damaged, it is caused out of order.
- Be aware of sensor damage.
- If pen tip is stuck in the middle, do not insert with force. Pull out pen tip and then try again.
- When pen does not click within 30 seconds after last click, pen will be automatically initiated sleep mode.

## Caution

When double-click is inconvenient, set up double click speed more slowly by selecting "Control panel>Mouse>Double-click speed"

## (3) Using with ballpoint pen

- DUO pen can be used as ballpoint pen with changeable ballpoint tip.
- Please refer to "How to change pen tip" section for detailed instructions.
- Put station on the surface as shown below.
- Clip A4 paper into station clipper.



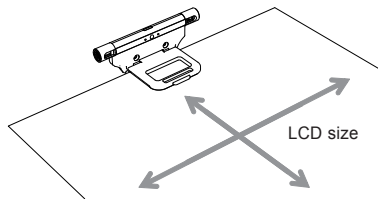
- We recommend clipping paper horizontally in accordance with screen.
- For XP and VISTA Home basic users, use DUO Ink note. For VISTA Home premium and higher OS users, use Windows Journal Note.
- Please maximize your program screen to fully cover your computer screen.
- For detailed instructions, please refer to DUO inkNote and Windows Journal examples of user guide.



DUO InkNote



Windows Journal Note



- Move your pen to check usage space.  
Pen usage space should be the same as laptop screen.
- On DUO Inknote, click on 'Ink mode'. On Windows Journal, choose pen function in order to write.
- Write directly on papers using DUO with ballpoint pen tip.  
Written context on papers will appear on screen simultaneously.
- To stay inside usage space, please watch the screen as you write on papers.
- After finishing note taking on papers, you can save your work directly on your computer.
- You can attach saved noted on MS-Outlook.

## NOTE

## 8. XP, VISTA Home Basic OS

## (1) How to install DUO Annotator

To use annotate functions on MS-Office, XP and VISTA Home Basic OS user must install DUO Annotator.

Below items will be installed with DUO Annotator.

- Microsoft .NET Framework
- Tablet PC Platform SDK
- DUO InkNote
- DUO Annotator

Please do not install when MS-Office 2003 or 2007 is not already installed.

<Microsoft.NET Framework>

- Proceed by clicking on [Next].
- Select [I accept ..] and click on [Next] button.
- Click on [Finish] to complete the installation.

< Tablet PC Platform SDK >

- Proceed by clicking on [Next].
- Select [ I accept ..] and click on [Next] button.
- Select [ Anyone who..] and click on [Next] button.
- Select [ Complete ] and click on [Install] button
- Click on [Finish] to complete the installation.

< DUO InkNote >

- Proceed by clicking on [Next].
- Click on [Install] button.
- DUO InkNote will be installed.

< DUO Annotato >

- Select language and click [OK].
- Click on [Next] button.
- Select [I accept ..] and click on [Next] button.
- Select [Any one ..] and click on [Next] button.
- Click on [Install] button.
- Click on [Finish] to complete the installation.

DUO Annotator is installing. Please wait for a moment and press [OK] to finish.

To use character recognition function, you must install character recognition package from Microsoft homepage.

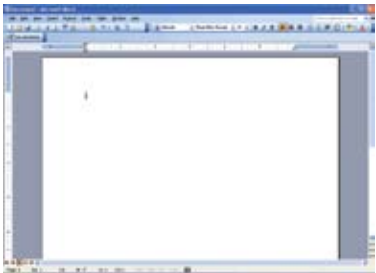
For more detail information, refer to "Installing and using character recongnizer" section in this Guide book.



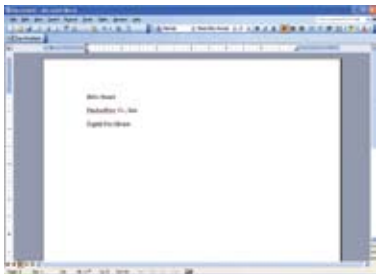
## (2) Using DUO pen on MS Word

## 1) Using on MS-Word 2003

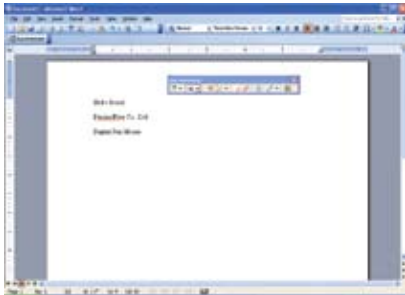
- ① Connect DUO to PC USB port and start MS Word.



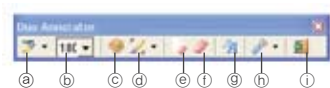
- ② Move cursor to desired place where you want to add in your annotation.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ By choosing various icons, you can select various functions.

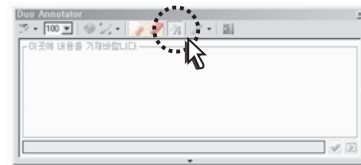


- |                      |                        |
|----------------------|------------------------|
| a Pen thickness      | e Clear all            |
| b Pen size indicator | f Erase                |
| c Pen color          | g Character recognizer |
| d Pen style          | h Options              |
|                      | i Insert and quit      |

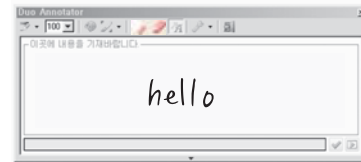
- ⑤ After finishing writing, click on 'Insert and Quit'.
- 
- Your handwritten notes will be added on MS-Word.



- ⑥ Your handwriting can be recognized as text and added into documents. Click on Character Recognition button and window will appear as shown below.



- ⑦ Write desired contents.



- ⑧ Click on Recognize button on lower right corner.

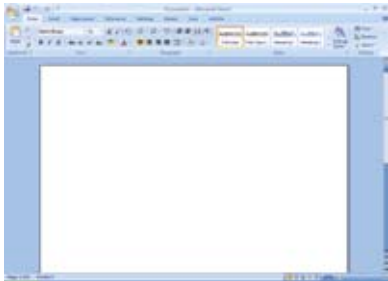


- ⑨ Click on 'Insert' button. Your handwriting will be added into documents as text.

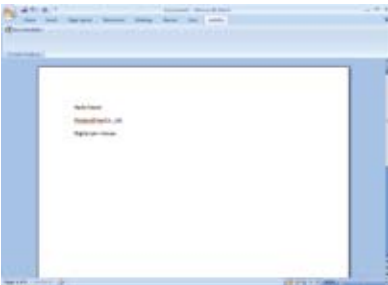


## 2) Using on MS-Word 2007

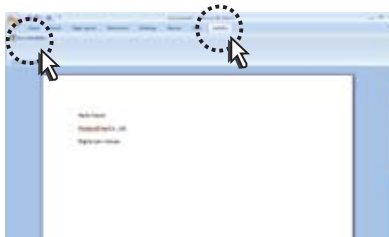
- ① Connect DUO to PC USB port and start MS-Word.



- ② Move cursor to desired place where you want to add in your annotation.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ As shown below, Ink toolbar will be active.



- ④ By choosing various icons, you can select various functions.



- |                      |                        |
|----------------------|------------------------|
| a Pen thickness      | e Clear all            |
| b Pen size indicator | f Erase                |
| c Pen color          | g Character recognizer |
| d Pen style          | h Options              |
|                      | i Insert and quit      |

- ⑤ After finishing writing, click on 'Insert and Quit'.  
Your handwritten notes will be added on MS-Word.

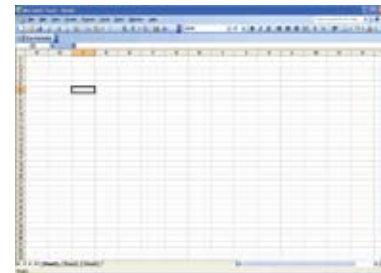


- ⑥ Basic functions are the same as on MS-Word 2003.

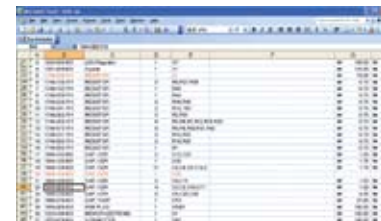
## (3)Using DUO pen on MS-Excel

## 1) Using on MS-Excel 2003

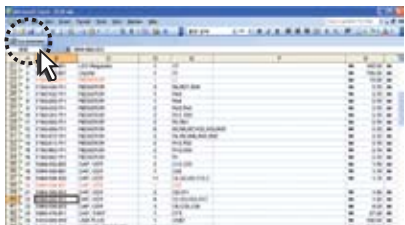
- ① Connect DUO to PC USB port and start MS-Excel.



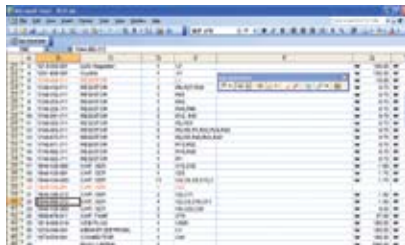
- ② Move cursor to desired place where you want to add in your annotation.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ As shown below, Ink function toolbar will be active.

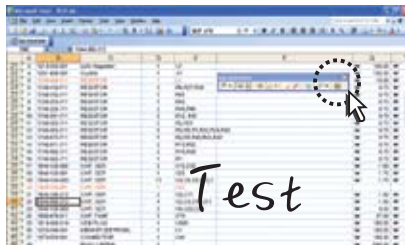


- ⑤ By choosing various icons, you can select various functions.



- |                      |                        |
|----------------------|------------------------|
| a Pen thickness      | e Clear all            |
| b Pen size indicator | f Erase                |
| c Pen color          | g Character recognizer |
| d Pen style          | h Options              |
|                      | i Insert and quit      |

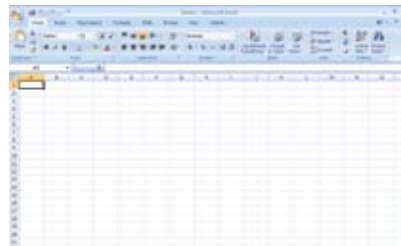
- ⑥ After finishing writing, click on 'Insert and Quit'. Your handwritten notes will be added on MS-Excel.



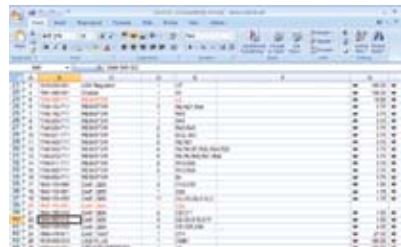
- ⑦ Basic functions are the same as on MS-Word.

## 2) Using on MS-Excel 2007

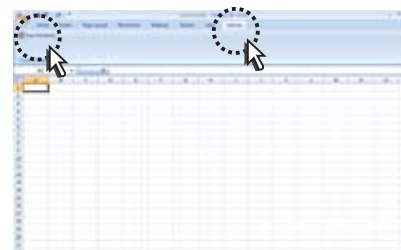
- ① Connect DUO to PC USB port and start MS-Excel.



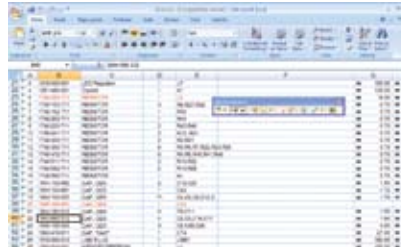
- ② Move cursor to desired place where you want to add in your annotation.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ As shown below, Ink function toolbar will be active.

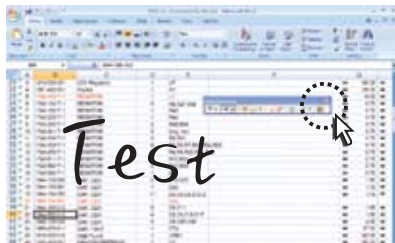


⑤ By choosing various icons, you can select various functions..



- |                      |                        |
|----------------------|------------------------|
| a Pen thickness      | e Clear all            |
| b Pen size indicator | f Erase                |
| c Pen color          | g Character recognizer |
| d Pen style          | h Options              |
|                      | i Insert and quit      |

⑥ After finishing writing, click on 'Insert and Quit'.  
Your handwritten notes will be added on MS-Excel.

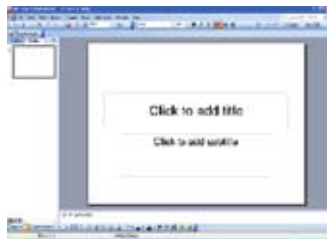


⑦ Basic functions are the same as on MS-Word.

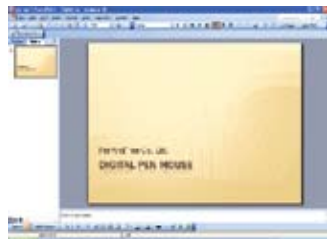
#### (4) Using DUO pen on MS-PowerPoint

##### 1) Using on MS-PowerPoint 2003

① Connect DUO to PC USB and start MS-PowerPoint 2003.



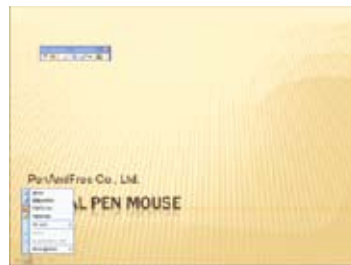
② Start on new PowerPoint document or open saved file.



③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



④ As shown below, slide mode will automatically be active and DUO Toolbar will appear.

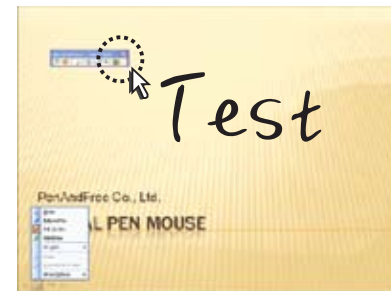


⑤ By choosing various icons, you can select various functions.



- |                 |                   |
|-----------------|-------------------|
| a Pen thickness | d Options         |
| b Pen color     | e Insert and Quit |
| c Erase         |                   |

⑥ After finishing writing, click on 'Insert and Quit'.  
Your handwritten notes will be added on MS-PowerPoint.



- ⑦ When you close DUO Annotator pop-up window asking whether to save written ink will appear. Choose Keep in order to save your work.



- ⑧ You can write directly on slide mode using DUO pen. Start slide mode and move mouse cursor to lower left corner. You can choose pen function from menu bar.

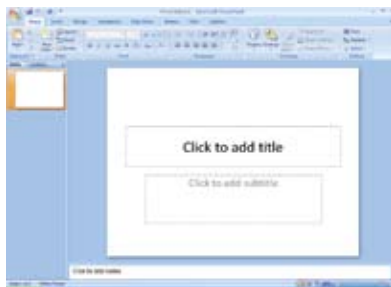


- ⑨ When you close slide mode, pop-up window asking whether to save written ink will appear. Choose Keep in order to save your work.

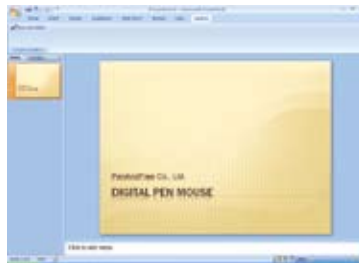


## 2) Using on MS-PowerPoint 2007

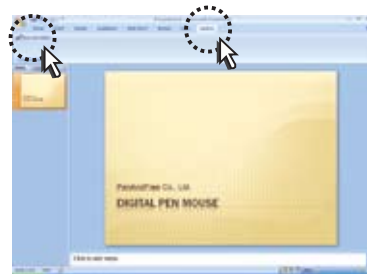
- ① Connect DUO to PC USB port and start MS-PowerPoint.



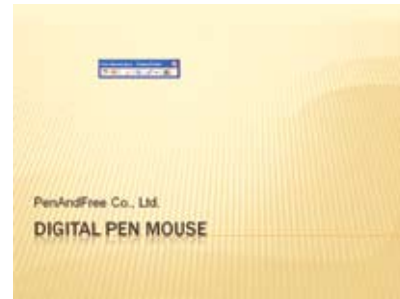
- ② Start on new PowerPoint document or open saved file.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ As shown below, slide mode will automatically be active and Ink toolbar will be appeared.

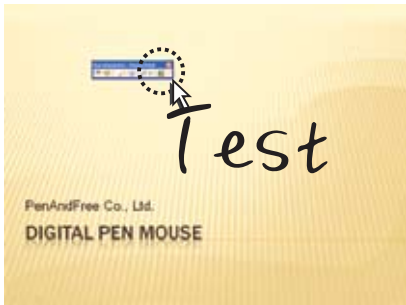


- ⑤ By choosing various icons, you can select various functions.

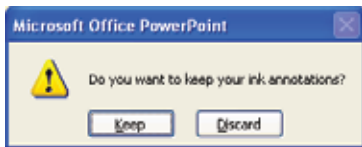


- a) Pen thickness  
 b) Pen color  
 c) Erase  
 d) Options  
 e) Insert and Quit

- ⑥ After finishing writing, click on 'Insert and Quit'.  
Your handwritten notes will be added on MS-PowerPoint.



- ⑦ When you close DUO Annotator pop-up window asking whether to save written ink will appear.  
Choose Keep in order to save your work.

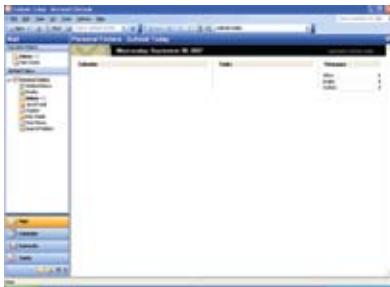


- ⑧ Basic functions are the same as on MS-PowerPoint 2003

## (5) Using DUO pen on MS-Outlook

### 1) Using on MS-Outlook2003

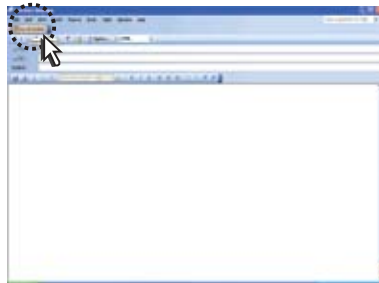
- ① Connect DUO to PC USB and start MS-Outlook 2003.



- ② Click on New E-mail button to create an e-mail.



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.

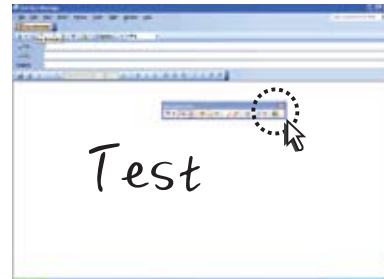


- ④ By choosing various icons, you can select various functions.

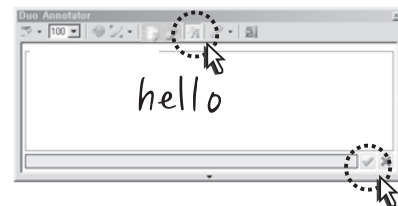


- |                       |                         |
|-----------------------|-------------------------|
| a) Pen thickness      | e) Clear all            |
| b) Pen size indicator | f) Erase                |
| c) Pen color          | g) Character recognizer |
| d) Pen style          | h) Options              |
|                       | i) Insert and quit      |

- ⑤ After finishing writing, click on 'Insert and Quit'.  
Your handwritten notes will be added on .  
(Note) Ink mail is applicable only on HTML mode.



- ⑥ By using Character recognition function, you can send e-mail. Click on Character recognition icon and write on the window. Click on Run button .



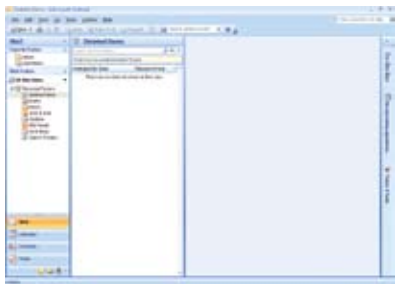
- ⑦ Click on 'Insert' button. Your handwriting will be added into documents as text.



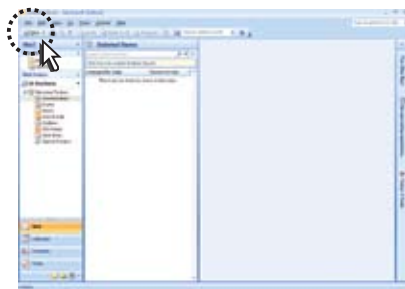
- ⑧ Basic functions are the same as on MS-Word.

## 2) Using on MS-Outlook 2007

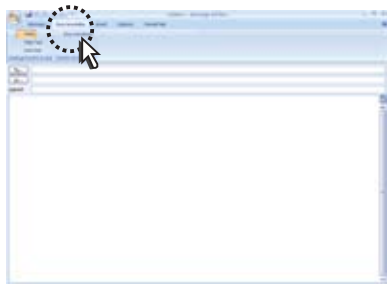
- ① Connect DUO to PC USB and start MS-Outlook.



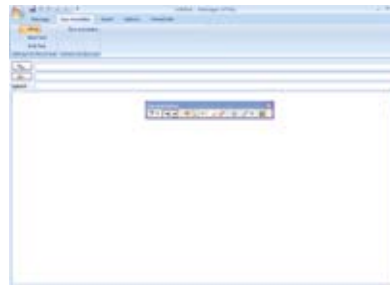
- ② Click on New E-mail button to create an e-mail



- ③ If you already installed DUO Annotator, DUO Annotator toolbar will appear on screen after starting MS-Office programs. Let's try annotation function using DUO pen. Click on DUO Annotator icon on Toolbar.



- ④ As shown below, Ink toolbar will be active.



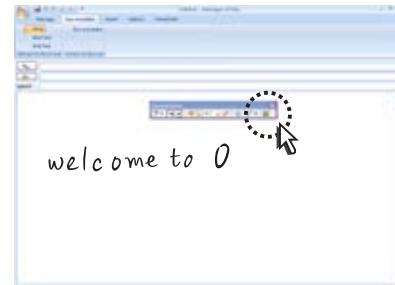
- ⑤ By choosing various icons, you can select various functions.



- |                       |                         |
|-----------------------|-------------------------|
| a) Pen thickness      | e) Clear all            |
| b) Pen size indicator | f) Erase                |
| c) Pen color          | g) Character recognizer |
| d) Pen style          | h) Options              |
|                       | i) Insert and quit      |

- ⑤ After finishing writing, click on 'Insert and Quit'. Your handwritten notes will be added on .

(Note) Ink mail is applicable only on HTML mode.



- ⑥ Basic functions are the same as on MS Word 2003.



Note

Ink mail is applicable only on HTML mode. Please change the mode.

## (6) MSN Messenger

This is Microsoft software which allows ink chatting using text and pen

- ① Download and install the latest version of Windows live messenger.( <http://get.live.com/messenger>)



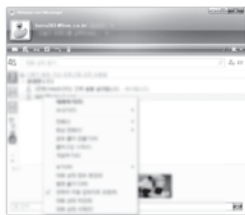
- ② Enter ID & password and login to messenger. If you don't have ID, you have to register on MSN first.



- ③ When logged in successfully, main window will be appeared as shown below.



- ④ Start conversation by right-clicking on another person's ID. (Right click on person's ID)



- ⑤ Below window will be appeared.



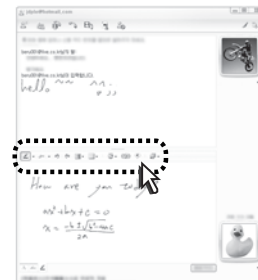
- ⑥ Start conversation.



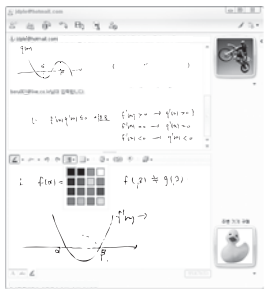
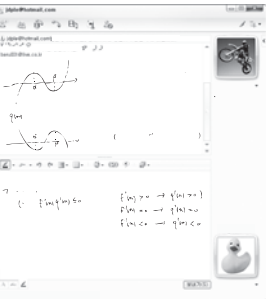
- ⑦ Now let's try ink chatting. Click on ink chatting icon in order to carry out conversation using DUO pen. Click on "Send" button to send your writing.



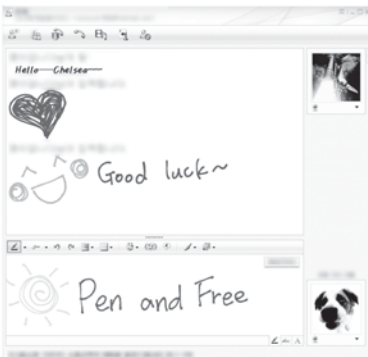
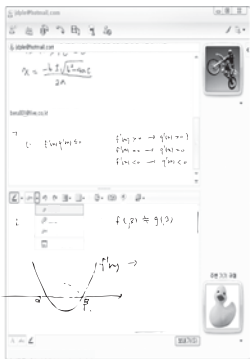
- ⑧ Changing pen thickness and color is possible as well as eraser function.



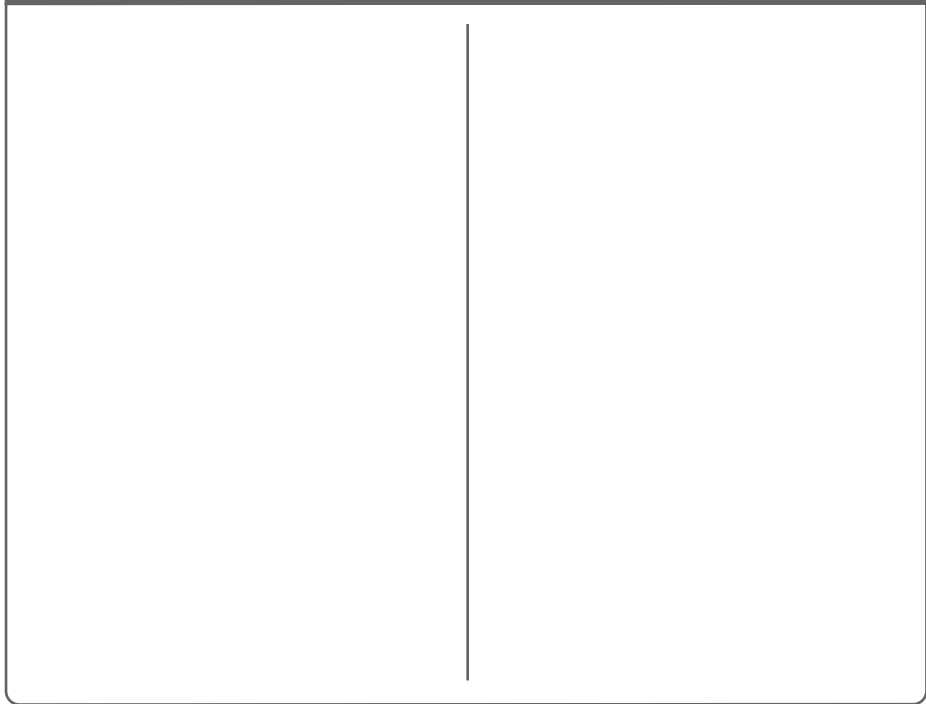




- ⑨ Here are a few examples using extra options on MSN messenger.



## NOTE










## (7) Using DUO board

DUO board is a handwriting software on image as user define. This is only operated with PenAndFree's product, and possible to write, edit and save captured image.

### 1) How to use

Connect DUO USB to your computer. Start "DUO Board" already installed on your desktop. DUO must be connected to computer for proper operation.

#### ① Functions

Ball point pen		Highlighter
Brush pen		Eraser
Draw a line		Clear all
Draw circle		Draw rectangle
		Color and thickness of the line .
		Save
New page		
Open file		Screen capture
		Switch button between DUO board & Windows mode
Help menu button		Click to exit from DUO board

### ② Screen capture function



In case of clicking this button, mode is changed to Windows mode automatically. The mouse cursor will be changed like a camera and users select what they want to capture of the screen. After capturing part of screen, mode will be changed to DUO board mode to insert the captured contents.

### ③ Switch button between DUO board & Windows mode



change to  
Window mode

Clicking Mode change button, user can switch mode from DUO board to Windows mode and vice versa.



change to  
DUO board mode

In DUO board mode, you can not use any windows icon. In Windows mode, you can not use DUO board menus.

In order to go back to windows screen, click on windows mode button. To go back to DUO board mode, click on DUO board mode button.

## 2) How to give presentation using DUO Board

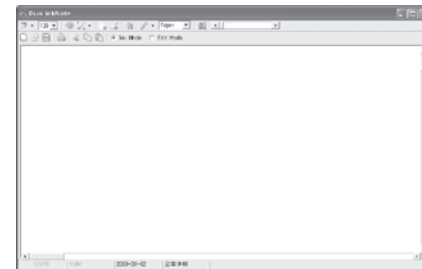
- After connecting DUO to your computer USB, start DUO Board by double clicking the icon on desktop screen.
- Start desired software. In this example, we will use Internet explorer.
- Start Internet Explorer and go to desired website. By clicking "new" button on DUO Board, change computer screen to DUO board mode.
- When screen captured, start writing on screen using pen or brush from menu on DUO Board.
- In order to go back to windows screen, click on windows mode button.
- On windows mode, you can click icons and select desired menu.
- To go back to board mode, click on DUO board mode button.
- As described, you can easily convert computer screens as a presentation board and explain easily using DUO pen.

## (8) DUO InkNote

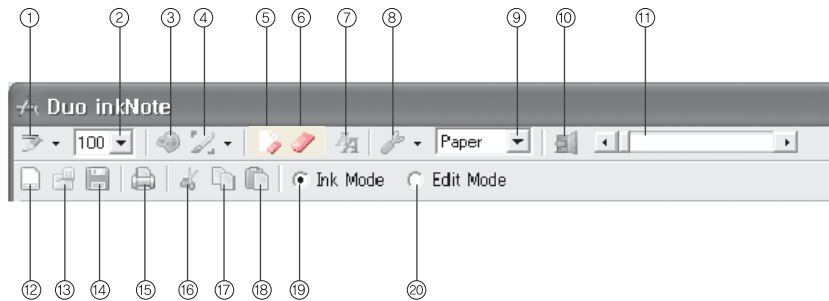
DUO Ink note is a software which allows you to take, save and edit brief notes using DUO pen. Character recognition is possible after installing character recognizer. For more information on character recognizer installation, please refer to "Installing and using character recognizer"

### 1) How to use

Connect DUO to computer USB and start DUO InkNote by double clicking "DUO InkNote" on desktop. The window will appear as shown next..



## 2) Functions of Ink note



- ① Pen thickness
- ② Pen thickness(detail)
- ③ Pen color
- ④ Pen style
- ⑤ Clear all
- ⑥ Erase
- ⑦ Character recognizer

- ⑧ Options
- ⑨ Background of page
- ⑩ Quit
- ⑪ Screen transparency
- ⑫ New document
- ⑬ Open
- ⑭ Save

- ⑮ Print
- ⑯ Cut
- ⑰ Copy
- ⑱ Paste
- ⑲ Ink writing mode
- ⑳ Ink editing mode

## 3) How to insert your handwritten notes on Word file using DUO Ink note

- Start DUO Ink note.
- Click on Ink writing mode ⑲ and choose desired pen size and color.
- Write or draw on Ink note.
- Click on Ink editing mode ⑳ Cursor will change to cross point.
- Choose desired portion for cropping.
- Click on copy button ⑰.
- Start MS Word and click on place where you wish to insert your handwritten notes.
- Use CTRL-V or select Paste menu from Edit menu.
- Your handwritten notes will be inserted into MS Word file.
- You can adjust size and location as desired.

## (9) Installing and using character recognizer

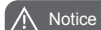
To use character recognition function, you must install DUO annotator provided from CD. Also, you should download character recognition package from Microsoft homepage and install on your PC.



## Notice

Download is possible when your Windows is authentic. Not supported in VISTA Home basic.

## 1) How to install character recognizer



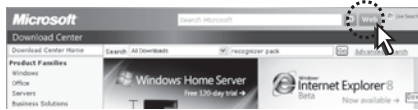
## Notice

- Internet network must be connected.
- You must install Tablet PC platform SDK prior to installing character recognizer.
- You can only install on authentic Windows OS.
- This can only be operated on OS listed below.

- Windows XP Professional Edition
- Windows XP Professional Service Pack 2
- Windows Server 2003
- Windows XP Tablet PC Edition 2005

① Start Internet browser and go to download.microsoft.com.

② Type in 'recognizer pack' on Search and click on 'go'.



③ Select Windows XP Tablet PC Edition 2005 Recognizer Pack from search result.



④ Continue clicking on button in order to verify authenticity of your OS. When message appears requiring authenticity verification related software, please intll the software.



⑤ After finishing verification, download screen will appear as below. Click on "Download".



⑥ When file download screen pops up, click on "Run".



⑦ After the download, safety warning screen will appear as shown below.

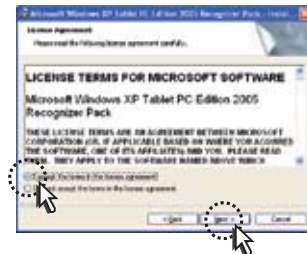
Click on "Run" (This step may be skipped on some PC)



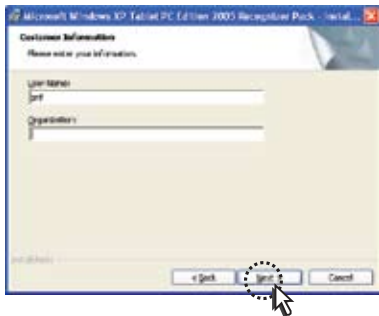
⑧ When downloaded file is running, below screen will appear. Click on "Next".



⑨ When License Agreement screen appears, select "I Agree .." and click on "Next"



- ⑩ Type in User name and Organization name and click on "Next"



- ⑪ On setup screen, select "Complete" and click on "Next".



- ⑫ When installation setup is ready, click on "Install".



- ⑬ Click on "Finish" to complete the installation.



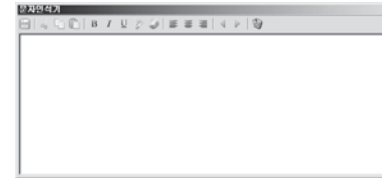
## 2) How to use character recognizer

Character recognition function on XP can be done by using DUO InkNote.

- ① Click on DUO InkNote on desktop and start character recognizer.



- ② Character recognizer will be started.



- ③ Write on character recognizer and wait for a second.

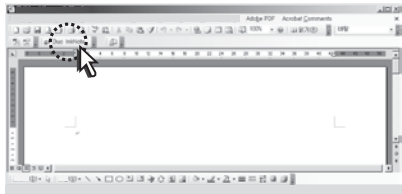


- ④ Recognized characters will appear on screen. By saving result in files, you can use them in different softwares as well.

## 3) How to use character recognizer on MS-Office.

① Start MS Word.

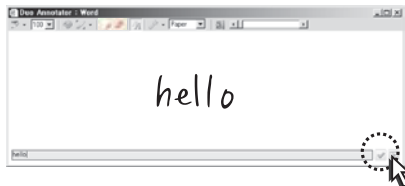
② Start DUO Annotator on MS Word. DUO Annotator icon is within Word Toolbar.



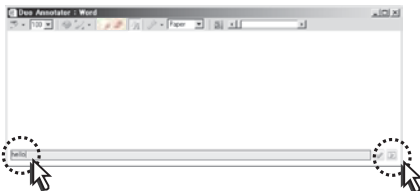
③ Click on character recognizer on DUO Annotator.



④ Write desired characters and click on Run button.



⑤ Recognized characters will appear. If you want to insert characters on MS Word, click on desired location and click on "Insert" button.



※ This function can be used in MS-Excel, Outlook.

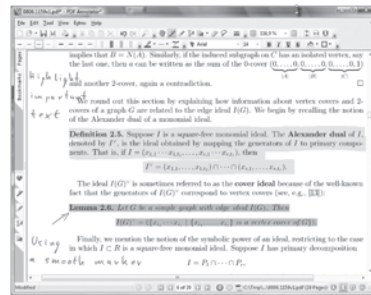
## (10) Using PDF annotator

PDF annotator provides unrestricted annotations on PDF file. It is not supported from OS by default. It should be purchased or download trial version from software website.

① Go to <http://www.grahl-software.com>

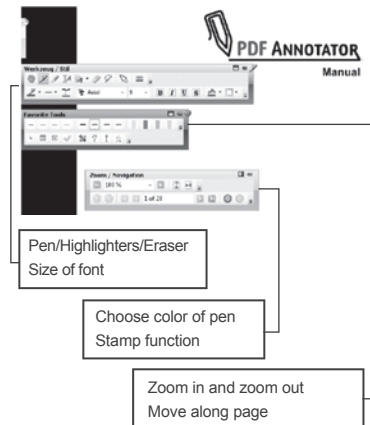
② Download trial version from website or purchase original version.

③ Application examples



PDF Annotator enables free annotation or writing on PDF files. You can emphasize by using highlighters or attaching additional explanation on document. DUO pen provides easier usage for annotating on PDF document.

## ④ Menu functions



## 9. VISTA Home Premium and higher OS

On MS Office, writing / drawing as well as keyboard typing words recognition is available.

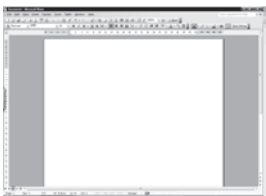
### (1) Using DUO pen on MS-Word

#### 1) Using on MS-Word 2003

- ① Connect DUO to PC USB port and start MS-Word.

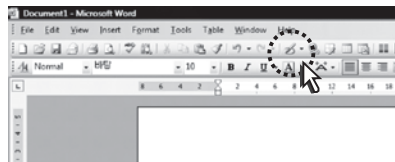


- ② ③ Open saved document or prefer new one.

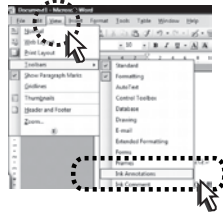


- ③ When DUO is connected to PC, ink annotation function on MS-Office programs is automatically activated. Let's try ink annotation function using digital pen. Click on icon shown below or select ink annotation by View > Tools > Ink annotation from menu bar.

- When using icon

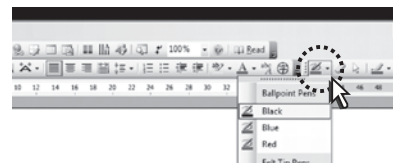


- When using menu bar



- ④ Ink annotation is activated as shown below. Ink annotation function includes different Ink types, eraser, colors and thickness.

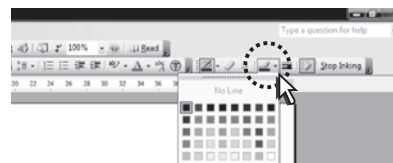
- Choose desired ink type



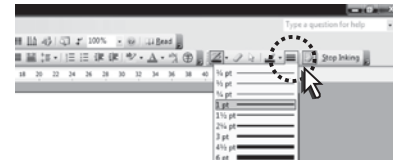
- Choose desired ink type



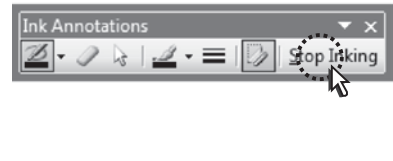
- Choose desired color



- Choose ink thickness

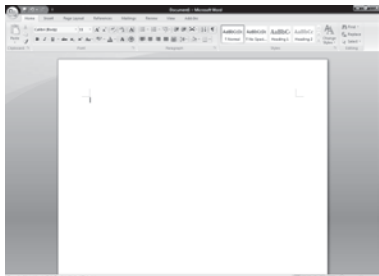


- If you want to disable ink annotation, click on Stop Inking or press ESC button.



## 2) Using DUO pen on MS Word 2007

- ① Connect DUO to PC USB port and start MS-Word.



- ② Click Review on menu bar and select Start ink tool located far right end.



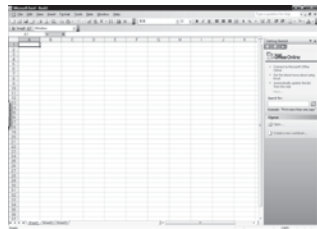
- ③ New menu with same icons as MS-Word 2003 will be appeared, and then, instruction and functions are the same as Office Word 2003.



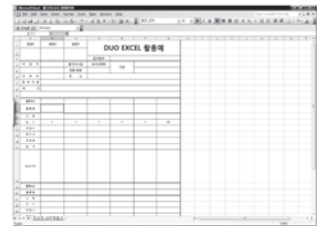
## (2) Using DUO pen on MS-Excel

## 1) Using DUO pen on MS-Excel 2003

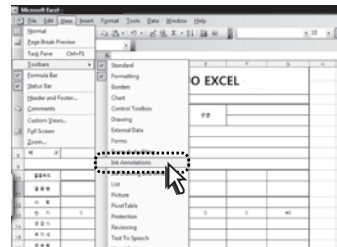
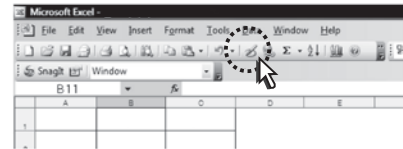
- ① Connect DUO USB to PC and start MS-Excel.



- ② Open a saved document or create a new excel file.

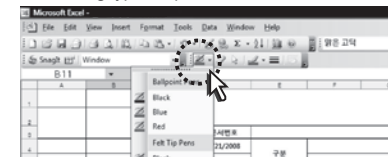


- ③ Let's try ink annotation using DUO pen. Click on icon shown below or select View> Tools> Ink annotation from menu bar.

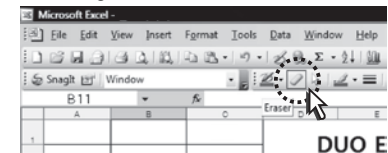


- ④ Ink annotation will be activated as following. Ink annotation function includes different types of pen, eraser, colors and ink thickness.

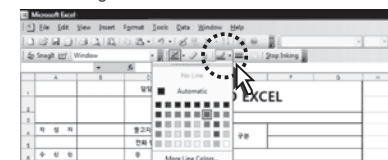
- Choosing types of pen



- Choosing eraser function



- Choosing colors

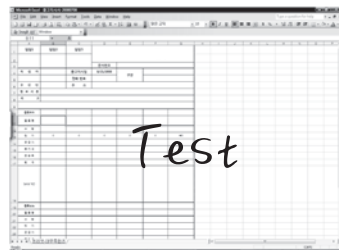




- Various colors are available as shown below. .

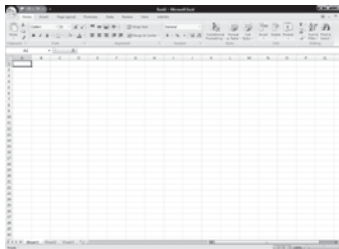


- Start your work after choosing desired thickness and colors.

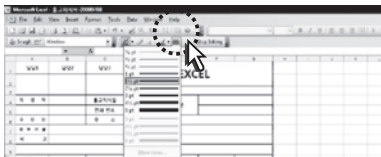


## 2) Using DUO pen on MS-Excel 2007

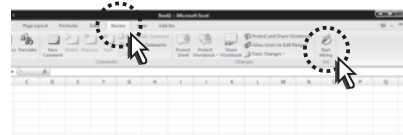
- ① Connect DUO to PC USB port and start MS-Excel.



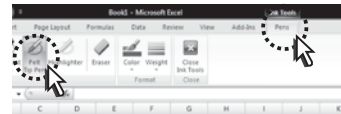
- Choosing pen thickness.



- ② Click View on menu bar and select 'Start ink tool' on far right end.



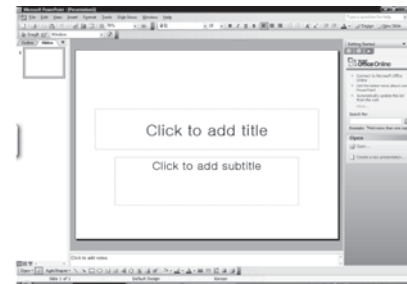
- ③ New menu with same icons as Office Excel 2003 will appear. Instruction and functions are the same.



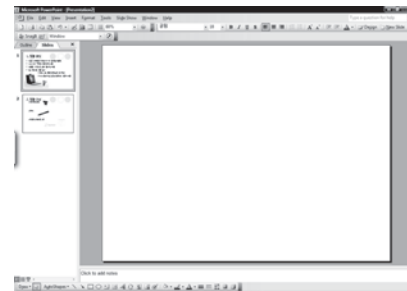
## (3) Using DUO pen on PowerPoint.

- 1) Using DUO pen on MS-PowerPoint 2003

- ① Connect DUO to PC USB and start MS-PowerPoint.

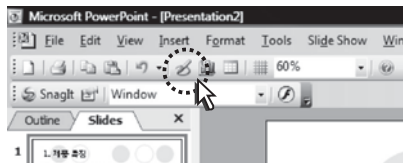


- ② Open saved document or prepare a new one.

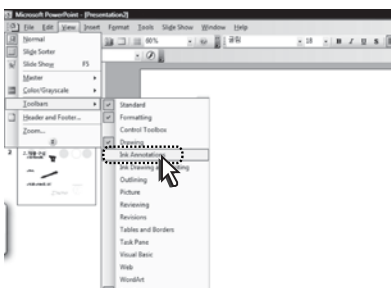


- ③ When using DUO, ink annotation function on MS Office programs will automatically be activated. Click on icon shown below or select View > Tools > Ink annotation from menu bar.

- When using icon

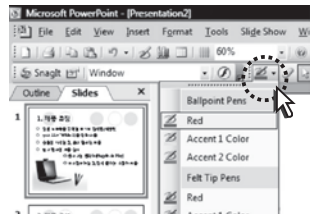


- Using menu bar

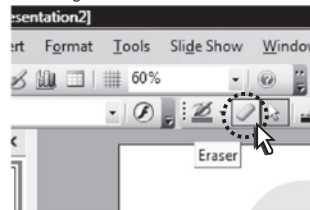


- ④ Ink annotation function is available all the same MS Office 2003 or above.

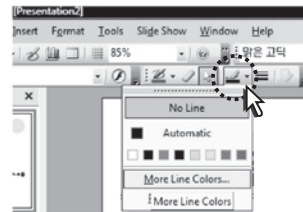
- Choosing ink types



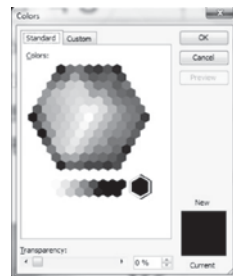
- Choosing eraser function



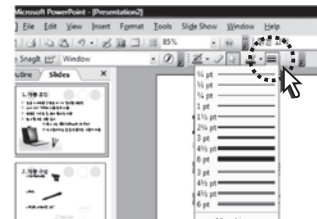
- Using color



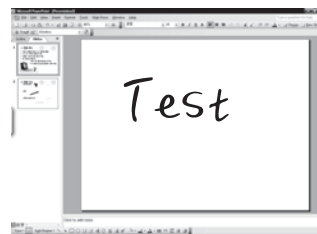
- Various colors are available for use.



- Ink thickness



- ⑤ Start writing as shown below.



- ⑥ Ink annotation is also available for presentation slide show. Press slideshow key (F5) in order to activate slideshow mode.



- ⑦ Ink annotation is activated by moving mouse to lower left corner.



- ⑧ Pen menu execute the same way as ink annotation.



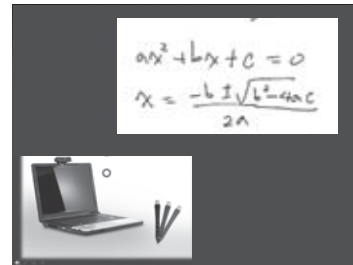
- ⑨ Below icons are the same as right button menu of mouse in conventional slideshow set up.



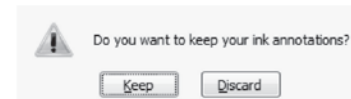
- ⑩ Arrows move slides back and forth.



- ⑪ Deliver your presentation more effectively using ink annotation.



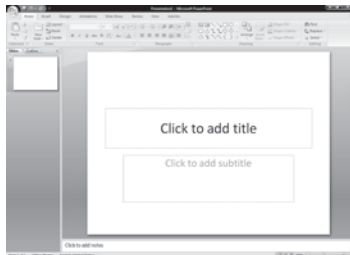
- ⑫ Below pop-up will appear when slideshow is finished.



This message asks whether to save inserted ink annotation on presentation slides or not. If click on "Keep", written ink annotation will be saved along with original document. If click on "Discard", only original document will be saved.

## 2) Using DUO pen on MS-PowerPoint 2007

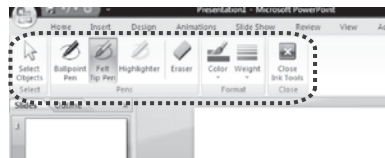
- ① Connect DUO to PC USB and start MS PowerPoint.



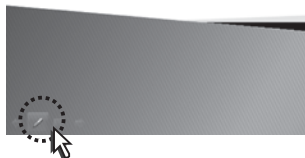
- ② Click Review on menu bar and select Start Ink tool on far right end.



- ③ New menu with same icons as MS-Word 2003 will be appeared. Instruction and functions are the same.



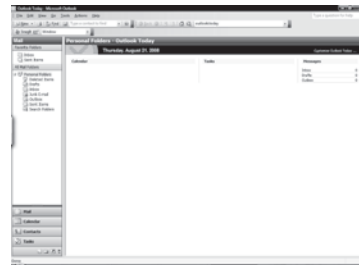
- ④ Instruction on slideshow mode is also the same as in MS-PowerPoint 2003.



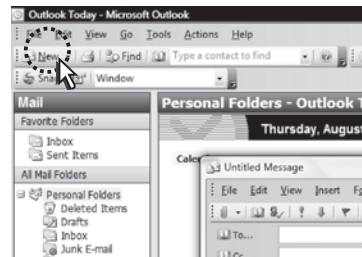
## (4) Using DUO pen on MS-Outlook

- 1) Using DUO pen on MS-Outlook 2003

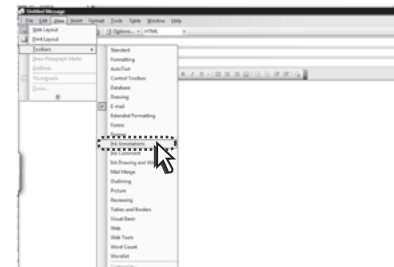
- ① Connect DUO to PC USB port and start MS-Outlook.



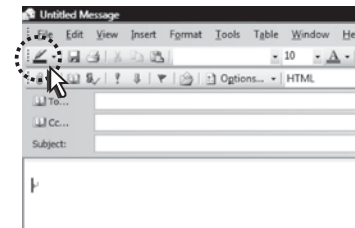
- ② Click on New button in order to create an e-mail.



- ③ Activate Ink annotation function. From menu bar, Click on View> Tools> Start Ink annotation.

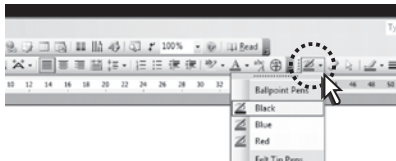


- ④ Ink annotation icon will be activated as below.

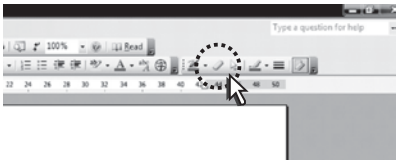


- ⑤ Icon function includes different types of pen, eraser, colors and ink thickness.

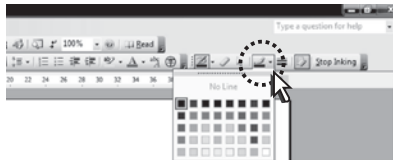
- Choosing type of pen



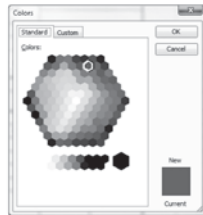
- Choosing eraser function



- Choosing colors



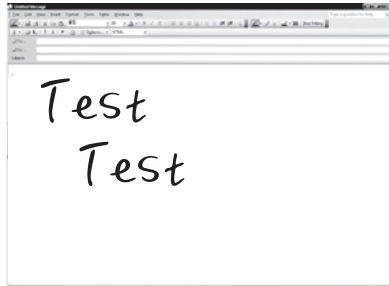
- Various colors are available as shown below.



- Choosing ink thickness



- ⑥ When using ink annotation, HTML mode should be activated by default, and box will appear as shown below. Size of box can be changed. Insert handwritten message inside the box.

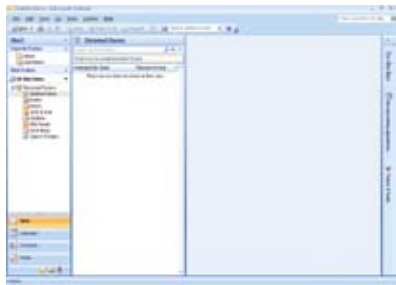


- ⑦ Click on Send to e-mail your message.

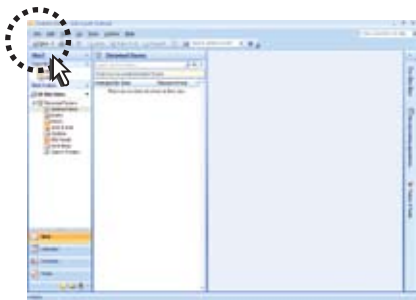
- ⑧ You can create e-mail by using character recognizer.

## 2) Using DUO pen on MS-Outlook 2007

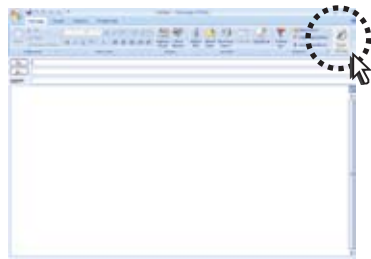
- ① Connect DUO to PC USB port and start Outlook.



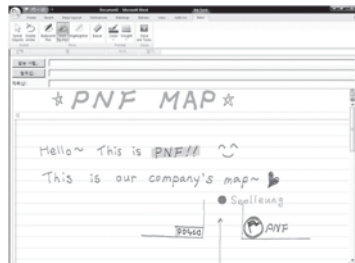
- ② Click on New to send an e-mail.



- ③ Window will appear as shown below.  
Click on start ink tool at far right end.



- ④ Start writing message with your own handwriting using ink tool.



## (5) MSN messenger

This is Microsoft software which allows ink chatting using text and pen.

- ① Download and install the latest version of Windows live messenger. (<http://get.live.com/messenger>)



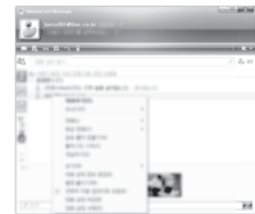
- ② Enter ID & password and login to messenger. If you don't have ID, you have to register on MSN first.



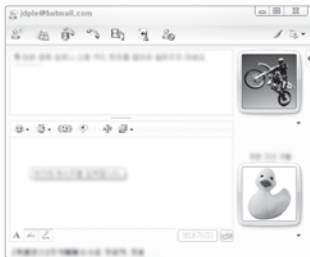
- ③ When logged in successfully, main window will be appeared as shown below.



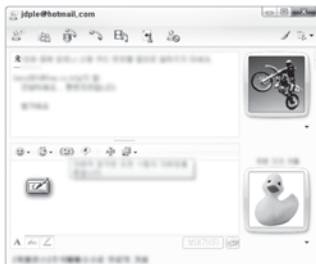
- ④ Start conversation by right-clicking on another person's ID. (Right click on person's ID)



- ⑤ Below window will be appeared.



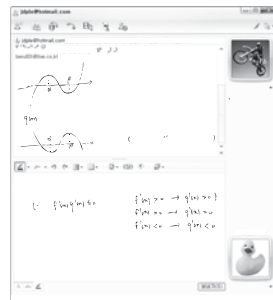
- ⑥ Start conversation.



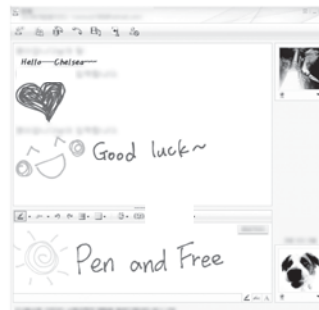
- ⑦ Now let's try ink chatting. Click on ink chatting icon in order to carry out conversation using digital pen. Click on "Send" button to show your writing.



- ⑧ Changing pen thickness and color is possible as well as eraser function.



- ⑨ Here are an examples using extra options on MSN messenger.



## NOTE

## (6) Using Windows Journal Note

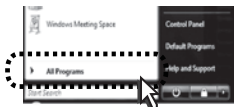
The software supports multipage and enables to write words, make memo and draw just like you write on piece of paper with pencil. For XP and VISTA home basic, DUO InkNote provide same function as Windows Journal note.

① Connect DUO to PC USB and start Windows Journal note. (Start > Program > Windows Journal note)

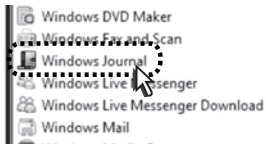
② Click Windows icon on lower left corner.



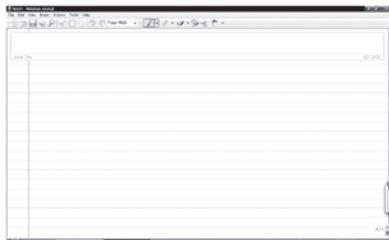
③ Click All programs.



④ Click Windows Journal note.

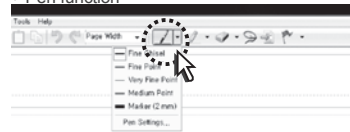


⑤ Windows Journal note will be activated as following.

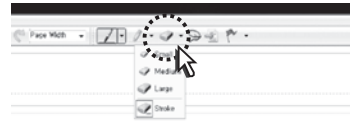


⑥ Basic functions of Windows Journal note.

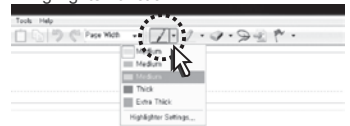
### • Pen function



### • Eraser function



### • Highlighter function



⑦ Let's make a simple memo using basic functions.



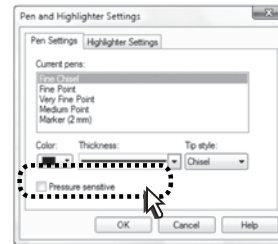
⑧ Extra functions



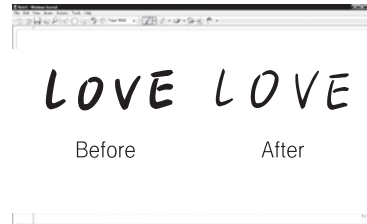
- Windows Journal note recognizes pen pressure. Thus writings such as brush can be done.

- Select 'Pen Settings..' menu.

- Select 'Pressure sensitive' and click on [OK].



- Before / after comparison





## (7) Using character recognizer

You can use character recognition function on your PC.

You can insert characters on any screen using character recognition board .



- Using character recognition board.
- Move mouse pointer to tap of character recognition board to utilize of recognition function.



You can insert the result on any document software using character recognition. After writing characters, click on Insert.



- You can insert long sentences by changing size of character recognition board.

## (8) Using pen gesture (Flick)

Windows Vista home premium or above OS includes tablet PC function which provides pen flick.

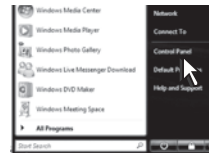
By moving your hand quickly on the screen with DUO pen, you can activate pen gesture function. DUO must be connected to PC USB for activation of this function.

### 1) Setting up

- 1) Click on 'Start' button



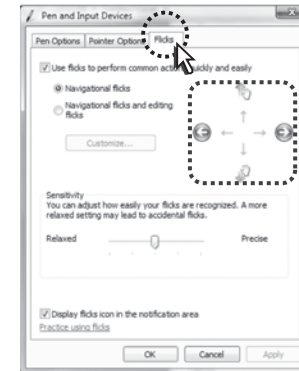
- 2) Move to 'Control Panel'



- 3) Select 'Pen and input devices'.

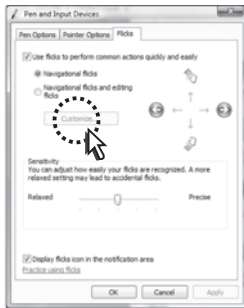


- 4) When window pops up, click on gesture.

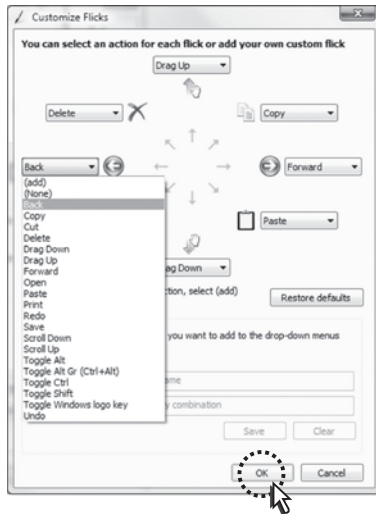


Default settings

- ⑤ Default icon for each direction will be shown. If you want to customize gesture, click on "Customize.." button.



- ⑥ Customize according to your need and start using pen flick.



- ⑦ After setting up, quickly move DUO on screen to each direction in order to use gestures. Practice is recommended for beginners.

## (9) Using Capturing tool.

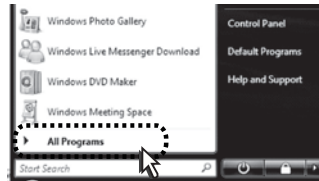
'Snipping Tool' is a default software provided in Windows Vista Home premium or higher OS. You can use it with DUO pen for capturing of screen.

### 1) Setting up

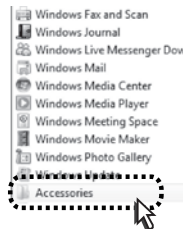
- ① Click on 'Start' button .



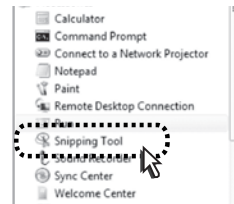
- ② Click on 'All Programs'.



- ③ Click on 'Accessories'.



- ④ Click on 'Snipping Tool'.



- ⑤ Screen will be changed to capturing mode. Select desired portion of screen using DUO pen.



- ⑥ Capturing is finished when desired portion is selected.



- ⑦ You can save or e-mail captured portion. Please refer to Help from 'Snipping tool' for further instruction.

## (10) Using Sticky notes

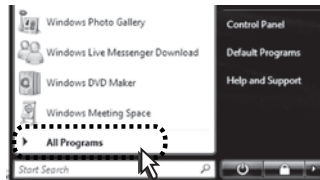
Connect DUO to PC USB port and start Sticky notes. You can write brief memo on sticky notes using pen.

### 1) Setting up

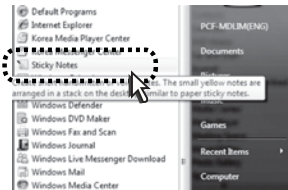
- ① Click on 'Start' button.



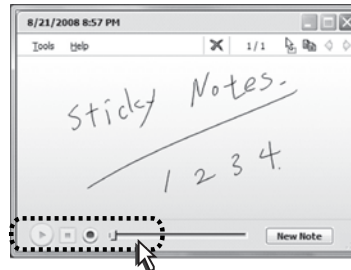
- ② Click 'All programs'



- ③ Click 'Sticky notes'.



- ④ How to use Sticky notes.



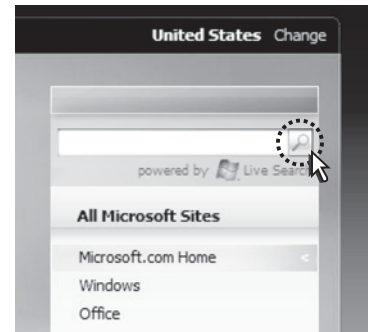
- Sticky note will be shown as the above. You can write simple memo using pen.
- If you want to write a new memo, click on new memo button.
- When you click on circled area, you can save voice along with your memo.

## (11) Using Ink Desktop

Ink Desktop is software which utilizes desktop as writing pad. It is not supported from OS by default. It is available for free download from Microsoft website.

### 1) Download

- ① Go to [www.microsoft.co.kr](http://www.microsoft.co.kr)
- ② Type "Ink Desktop" in website and click on search.



- ③ Result page will be shown on the download link. Download and install Ink Desktop.



Notice

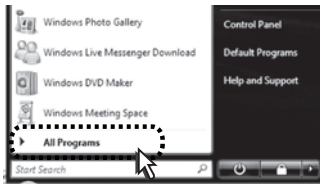
DUO must be connected to PC for activation of Ink desktop software..

## 2) Setting up

- ① Click on 'Start' button .



- ② Click on 'All Programs'.



- ③ Execute by clicking on Ink Desktop menu.

## ④ How to use Ink Desktop



- By using Ink Desktop with DUO, you can write freely on desktop.
- You can still select program icon on desktop when Ink Desktop is active.
- Ink Desktop includes following functions.

## ⑤ Toolbar

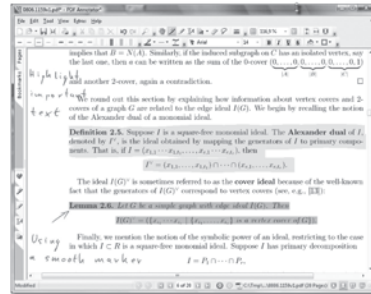


- ① Choose types and colors of pen.
- ② Choose eraser function.
- ③ Delete current page.
- ④ Set up various options.
- ⑤ Finish the program.
- ⑥ Show or hide icons.

## (12) Using PDF annotator

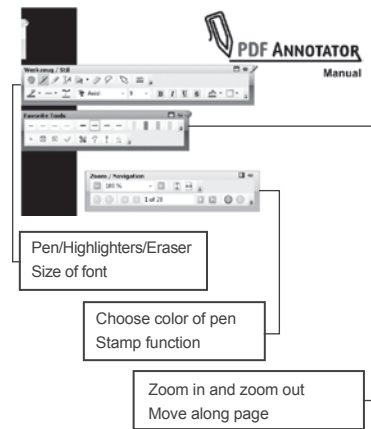
PDF annotator provides unrestricted annotations on PDF file. It is not supported from OS by default. It should be purchased or download trial version from software website.

- ① Go to <http://www.grahl-software.com>
- ② Download trial version from website or purchase original version.
- ③ Application examples



PDF Annotator enables free annotation or writing on PDF files. You can emphasize by using highlighters or attaching additional explanation on document. DUO pen provides easier usage for annotating on PDF document.

## ④ Menu functions



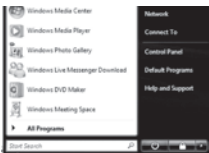
### (13) Transforming VISTA pen pointer to mouse pointer

When pen device is connected to Windows VISTA home premium or above, cursor is changed very small point. Following explains how to change small cursor into conventional mouse cursor.

① Click on 'Start' button.



② Move to 'Control Panel'



③ Select 'Pen and input devices'.



④ Select Pointer option



⑤ Check the 'Show pen cursor ...' item and click on OK button.

### 10. Q&A

**Q** Can I use this product on third party software?

- Yes, you can use this product on all softwares if they support Mouse devices.

**Q** Can I connect it with usual mouse at the same time?

- Sure. You can use two products in simultaneously.
- Some optical mouse can makes trembling of mouse cursor.
- We recommend to use mouse pad for optical mouse.

**Q** I want to use this on Painter(S/W) Does this have pressure level?

- Pressure level is not available now, but is under developing.
- We provide virtual pressure function. Similar effect are available.

**Q** I didn't use it for a long time and some liquid leaked from battery.

- In case of not using for more than one month, you must disassemble the batteries from the pen.
- The liquid from old battery may be harmful to the pen.
- Please clean the leakage with dried cloth. If you have problem in your pen, contact your local distributors or seller.

**Q** I've lost CD of PENonPC.

- You can always download latest version of PENonPC from our homepage at <http://www.penandfree.com>

## 11. Troubleshooting

### Q Can the mouse cursor make big jitter?

- The products can be interfered with some metallic sounds or Infrared ray. (Projector Fan, Air conditioner, Vacuum cleaner, Fluorescent lamp etc.)
- If you find this error on your surroundings, please keep away from the cause of the trouble. Do not use with CRT Monitor.

### Q Mouse cursor dose not move. What should I do?

- Please check the battery condition. Or remove and re-install the batteries in the pen.
- Unplug the USB connector and quit PENonPC. And restart PENonPC and plug the USB connector.

### Q Does the pen have battery saving mode?

- If you don't use the pen for 30 sec. the power of the pen is automatically off.
- If you want to use the pen again, please lightly touch the pen tip or press any button on the pen. The power will be automatically turned on.

### Q Mouse cursor dose not align with pen. What should I do?

- If you change the screen resolution or station position, you may need calibration of pen position. Refer to 'How to calibrate pen' section of this guide book.



Notice

If you need more information, visit [www.penandfree.com](http://www.penandfree.com).

### Type 1 Computer does not recognize the product.

- Please check installation of PENonPC again.
- Please check PENonPC icon from system tray. If the icon is invisible, please install S/W again.
- If you use any USB Hub, connect cable to PC directly.
- Please check whether the USB cable is correct or not.
- Separate USB and connect it again

### Type 2 Product does not work properly.

- Please check the batteries in the pen.
- Please check the direction of the battery(+/-).
- Please check ultra sonic sound from the pen tip. If you can hear the ultra sonic sound from the pen, it is O.K.
- Even changed the batteries, the product does not work properly, please replace them all and re-insert the batteries.

### Type 3 Mouse pointer is jittering.

- If you can hear some metallic noises nearby, please remove the causes of noise.
- Do you use it near CRT monitor? Please keep away from CRT monitor.
- Please check the discharge of the batteries.
- Please remove obstacles between Station and Pen.
- When using with optical mouse, please use the mouse on mouse pad.
- Do you use it near fluorescent lamp? Some fluorescent lamp can make jittering.

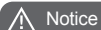
## 12. Product Specification

### (1) Specifications

- Operating size: 170mm ~ 358mm diagonal ( 15.4 inch )
- Power source : DC 5V (USB) / LR41 Cell battery (1.5V)
- Technology : Ultrasonic and infrared
- Sampling rate : Over 70Hz
- Device standard : HID pen device
- Resolution : About 600 LPI (Sampling) / Valid with 0.2mm

### (2) System requirement

CPU	Over 1 GHz
RAM	Over 512 MB
OS	Windows XP / VISTA (32 bit )
Interface	USB port / CD-ROM driver
Operating Temperature /Humidity	0~40 C / 20~ 80 % RH
Storage Temperature /Humidity	-20~60 C / 20~ 90 % RH



#### Notice

Specification of the products can be changed without prior notice for better service and improvement.

## 13. Etc.

### (1) Warranty

PenAndFree Co., Ltd. has repair/replacement policy about our product as below.

Warranty period : 1 year

#### 1) In-warranty

① Product defect/error in normal use within warranty period.

Product defect/error in normal use within 1 week after purchasing

› Replacement or Refund (Refund is only possible from purchased shop.)

Product defect/error in normal use within 1 month after purchasing

› Replacement

Product defect/error in normal use within warranty period after purchasing

› Free charge repair

Over 3 times defect/error in same symptom even repairing

› Replacement

② Non proper service due to lack of material in material valid period.

Product defect/error in normal use within warranty period after purchasing

› Replacement

User mistake in warranty period

› Replacement with charge

Product defect/error after warranty period has ended.

› Replacement with charge

## 2) Out-Warranty

### ① Product disorder after warranty period

### ② Product damage/error by user mistake

User mistake such as sink, impact and etc.

When damaged due to improper disassembling / assembling.

After repairing non-nominated repair center

Accessory or option device non-nominated by company.

Out of order or damage due to other careless behave.

### ③ Others

Natural disaster such as fire, earthquake, flood and etc.

Over lifecycle of accessory like battery and others.

### ④ We are not responsible for damage or loss caused by through our product operating.

#### Notice

- PENonPC S/W is the latest version at time of product manufacturing. We support version upgrading service as customer service through Web for better quality.  
You can update S/W through our web on <http://www.penandfree.com>.
- Our product S/W copyright is on PenAndFree Co., Ltd.
- Check "Help" anytime on PENonPC menu for product operating guide.

## Device class : Class B (Home IT appliance)

Note : This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operated the equipment under FCC rules.

Model No. : PMNA-01



# Warranty Card

Name	TEL
Address	

Distributor(Agent): \_\_\_\_\_ TEL) \_\_\_\_\_ Seller \_\_\_\_\_  
 Date \_\_\_\_\_ Warranty Period from \_\_\_\_\_ (1 year)

## Purchaser Repair Standards

Serial No. :

Description	Warranty	
	Within	Over
Repair for out of order/error on usual circumstance	Replace	Changeable repair/replace
Careless/faults by user	Changeable	Changeable repair/replace

Grade	Note
FCC Part 15B Class B	This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation

Contact - Web : [www.penandfree.com](http://www.penandfree.com) / e-mail : [sales@penandfree.com](mailto:sales@penandfree.com)