

# Installation

You may refer to the video by accessing the URL below or by scanning the QR code below for the brief unboxing introduction.

[www.penpower.net/rmgo](http://www.penpower.net/rmgo)



## Tablet Installation

The USB port of the tablet is located on the left side of the front of the tablet. Please use the USB cable included in the package to connect the tablet to the computer.



When the pen is hovering over the working area, the LED indicator will flash slowly, indicating that the pen has been sensed by the pen.

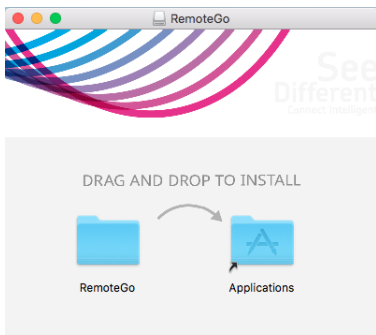
## Software Installation

Access the link below to download the RemoteGo software:

**[d.penpower.net/rmgo](http://d.penpower.net/rmgo)**

**For Windows system**, 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 program folder to "Application" as the figure below shows to install.



***Note: Please uninstall all of the other tablet drivers before installing.***

## The Way to Use the Pen

The digital pen of RemoteGo is battery-free, it can be used directly.

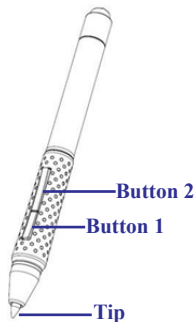
Within the working area, hold the pen and move it within 5mm from the top of the tablet, you will see the mouse cursor is also moving.

The pen tip is equivalent to the left button of a mouse, which can also do double-click. In addition, the two buttons on the pen are equivalent to a normal three-button mouse:

The functions of the pen keys are the same as a normal three-button mouse:

- Pen tip: Corresponding to the left button.
- Button 1: Corresponds to the right button.
- Button 2: Corresponds to the middle button.  
(When used with the RemoteGo, it will become the eraser switch button)

***Note: The pen will enter the power-saving mode after not using it for a period of time, please touch the pen tip to wake it before using.***



After using for a period of time, the refill will wear out. At this time, you can replace a new one that is included in the packaging box. The replacement method is as follows:

- There will be a pen tip clip that comes with the new refills, please use it carefully to clamp the old one out.
- Insert the new refill to the bottom gently. Press too hard will cause the pen to damaged.

# Use the Tablet with RemoteGo Software

The RemoteGo software has multiple functions and supports various remote conference software. With hotkeys, you can explain anything in remote courses and meetings easily and well.

## Software Function Introduction



-**Show/hide annotations:** Click to hide/show all the annotations.



-**Mouse mode:** Default mode, for you to use the computer.



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



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



-**Simple pattern:** Use to draw lines, arrows, circles, boxes.



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



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



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



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



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



-**Whiteboard:** White/blackboard and whiteboard for discussion<sup>Note 1</sup>.



-**Cloud whiteboard:** Provide one-to-one remote meeting function.



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



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



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



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



-**Screen recording:** Record the screen<sup>Note 2</sup> to save your operations.



-**Settings:** You can change the hotkeys<sup>Note 3</sup> and file storage location.



-**Close:** Exit the software.



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# Warranty Card

**Thank you for purchasing PenPower product.**

Please register your product on [www.penpower.net/reg.html](http://www.penpower.net/reg.html) to ensure warranty service:

- **1 Year Warranty**
- **Software Updates**
- **Technical Support**

Note:

- The warranty period begins on the purchase date, standard warranty period ends 12 months after the purchase date.
- Product warranty is limited to the origin of purchase. Users might pay a service fee when requesting warranty service in different country.
- A copy of the official invoice must be submitted as proof of purchase for warranty service.



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**Note 1:** To use the Whiteboard for discussion, you will need to select the question on the screen first before entering the whiteboard mode. At this time, the image of the selected question will appear on the whiteboard. 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.

**Note 2:** 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 3:** 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:** Right-click can call the function menu, no need to always click the toolbar.


## **Use Cloud Whiteboard**

The cloud whiteboard function provides you with a convenient one-to-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.

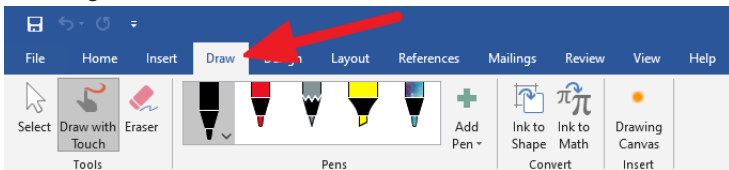
When a participant wants to join the whiteboard, if he also has the RemoteGo software installed, just turn on the cloud whiteboard function and enter the cloud whiteboard ID you provided to join; if the participant does not install the RemoteGo software, just open your invitation information, he can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

### 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.

### Use the Tablet Hotkeys

There are 12 hotkeys under the working area, the functions **from left to right** are:



Hotkey No.	Key Combination	Icon	Function
1	Shift + F1		Hide/show annotation
2	Shift + F2		Cotsor
3	Shift + F3		Pen
4	Shift + F4		Laser pen
5	Shift + F5		Revert
6	Shift + F6		Scaeen capture
7	Shift + F7		Start/stop recording
8	Shift + F8		Pause/resume recording
9	Shift + F9		Whiteboard for discussion
10	Shift + F10	Red	Red handwriting
11	Shift + F11	Black	Black handwriting
12	Shift + F12	Matisse blue	Blue handwriting

### 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.