i3CAMPFIRE

Quickstart Manual

i3-TECHNOLOGIES

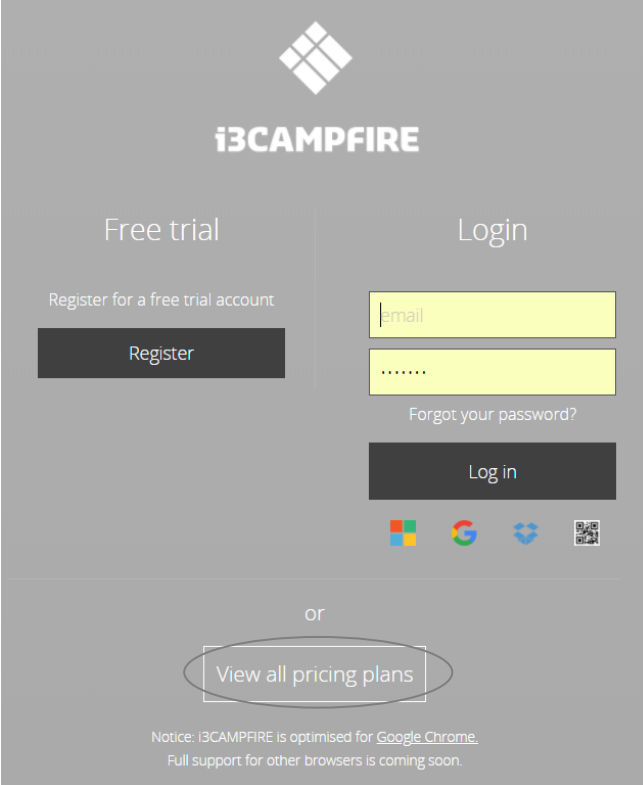## Table of contents

GETTING STARTED

1. SIGN UP

Go to http://www.i3CAMPFIRE.com and click on "View all pricing plans":

Select the license of your choice and click on "Sign up":

You can choose to sign up with your existing Microsoft Account, Google Account, Dropbox Account.

Or you can choose to sign up with an email and password.

Click on "sign up for free" to create a free trial account.

The registration form will appear.

Fill in all the fields. You can already change your language here.

Don't forget to agree with the Terms of Service by checking the checkbox.

Then click on 'Next'.

You will first need to activate your registration by clicking the link in the activation mail that will be sent after signing up. You now successfully created an i3CAMPFIRE account. The i3CAMPFIRE application will start immediately. Alternatively, use one of the single sign on options to skip the email verification step.

UPGRADE TO PAID LICENSE
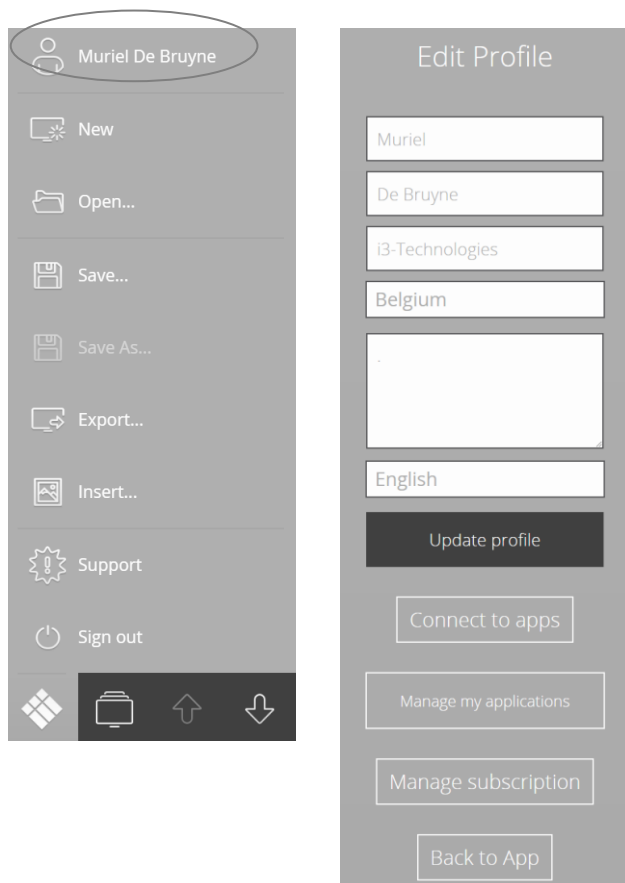
You can upgrade your free license in your profile settings.

Click on your profile in the i3 menu and then select "manage subscription".

On the next page, select "upgrade subscription".

You will be redirected to the license overview page.

Please choose your preferred license and click on "change plan".

2. LOGIN

Go to http://www.i3CAMPFIRE.com:

Fill in your username (email) and password and then click on 'Log in'. The i3CAMPFIRE app will start immediately.
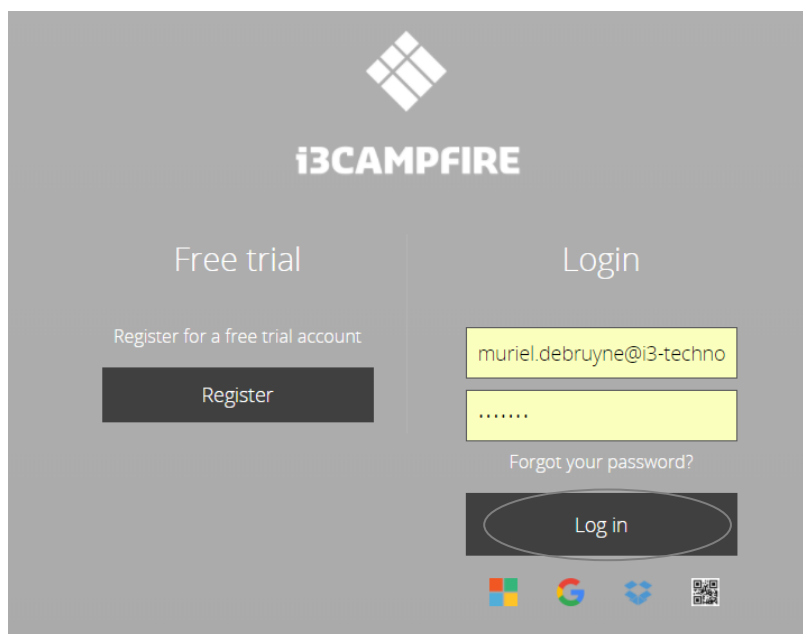
3. LANGUAGE SETTINGS
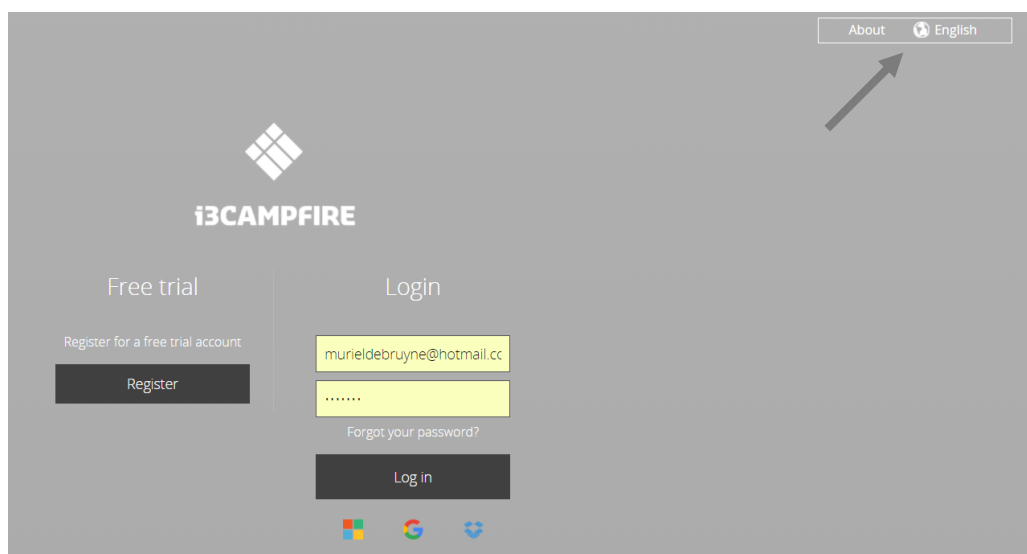
Go to http://i3CAMPFIRE.com and click on 'English'. Then select the language you prefer.

NOTE: You can also change your language setting in the profile page. You can open this by opening the i3 start-up menu and clicking your username:
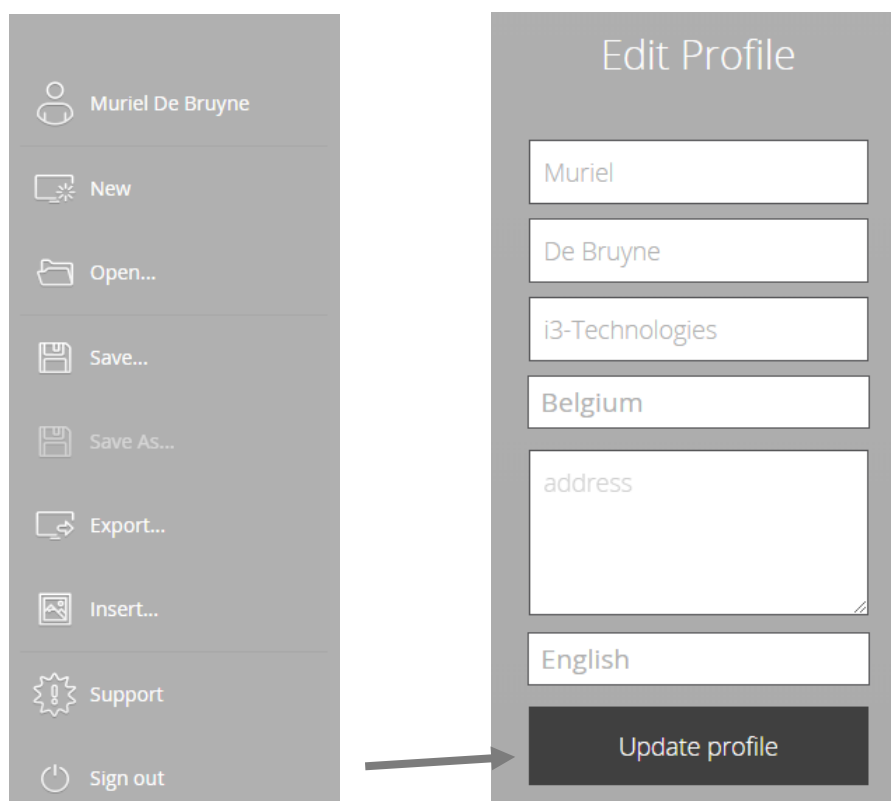
BASIC TOOLS

1. START MENU

Click on the i3 logo to open the start menu:

New	Start new file
Open...	Open file
Save...	Save file
Save As...	Save as
Export...	Export to pdf, jpeg or png
Insert...	Insert an image
Support	Give feedback
	Open the administrator module
Sign out	Sign out

Open the start menu and click on 'Save'

Type in a name for your file and choose a location for your file (Personal and company – only in paid and site licenses respectively).

To organize your files you can add keywords that relate to the content of the file you are saving. Then select a grade and subject and click on the 'Save' button to confirm.

Open the start menu and click 'Open'
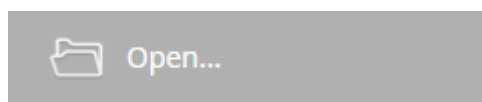
Choose a file. Depending on your account you can open files from different locations: Personal, Received, Company.

To import a file, first click on the 'Import file' button:
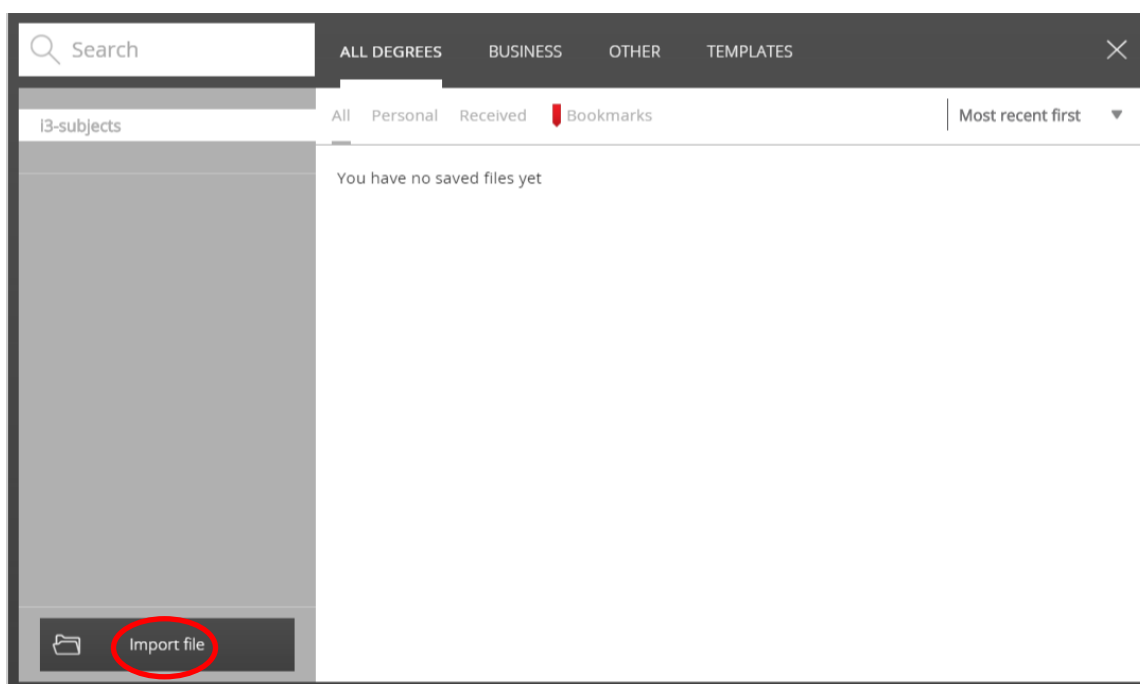
Click on 'Browse' and then select a file from your browser window and confirm with 'Open'. The import function allows files up to 50MB and supports the following file types: pdf, doc, docx, ppt, pptx, xls, xlsx. First convert to PDF to ensure a better quality. An import of a file converts the content of the source file to images. As with any import process, slight changes to the original layout could occur.

To merge multiple PDF files before importing, you can use a tool such as www.pdfmerge.com
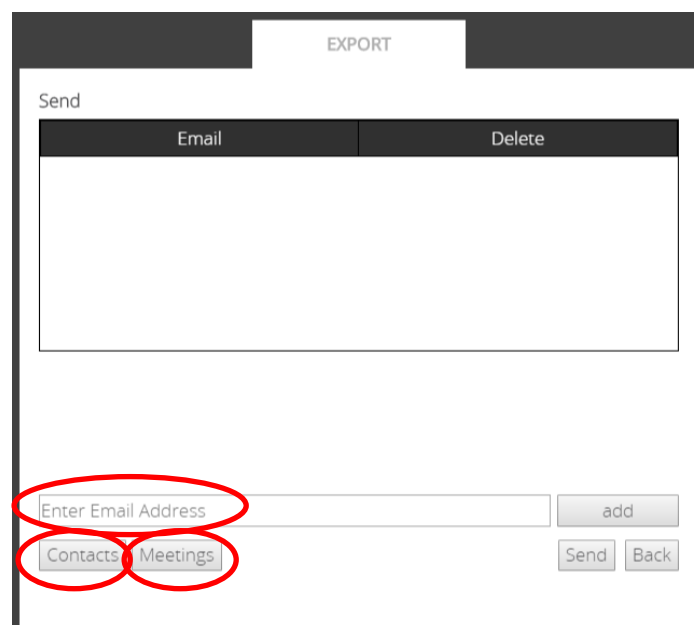
Export

Open the start menu and click on 'Export':
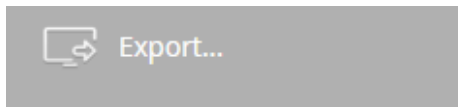
Download PDF: Choose a file format you wish to export (PDF, PNG or JPEG) and click on 'Export'.

Send Email: Enter the email addresses of the recipients or search for contacts or meeting attendees linked to your Office 365 account.

NOTE: you need to set up a connection with your Office 365 account in order to sync your calendar and contacts.

INSERT AN IMAGE

Open the start menu and click on 'Insert':
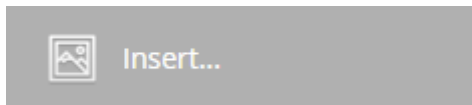
Click on 'Browse' and then select a file from your browser window and confirm with 'Open'. The image will be loaded onto the canvas.

COPY/PASTE IMAGES FROM CLIPBOARD

i3CAMPFIRE is a cloud application able to access your system clipboard in 2 ways:

1) In the active i3CAMPFIRE window, press CTRL+V on the physical keyboard to paste your image.
2) From the i3CAMPFIRE start menu, click insert and in the popup window right click or long press to paste
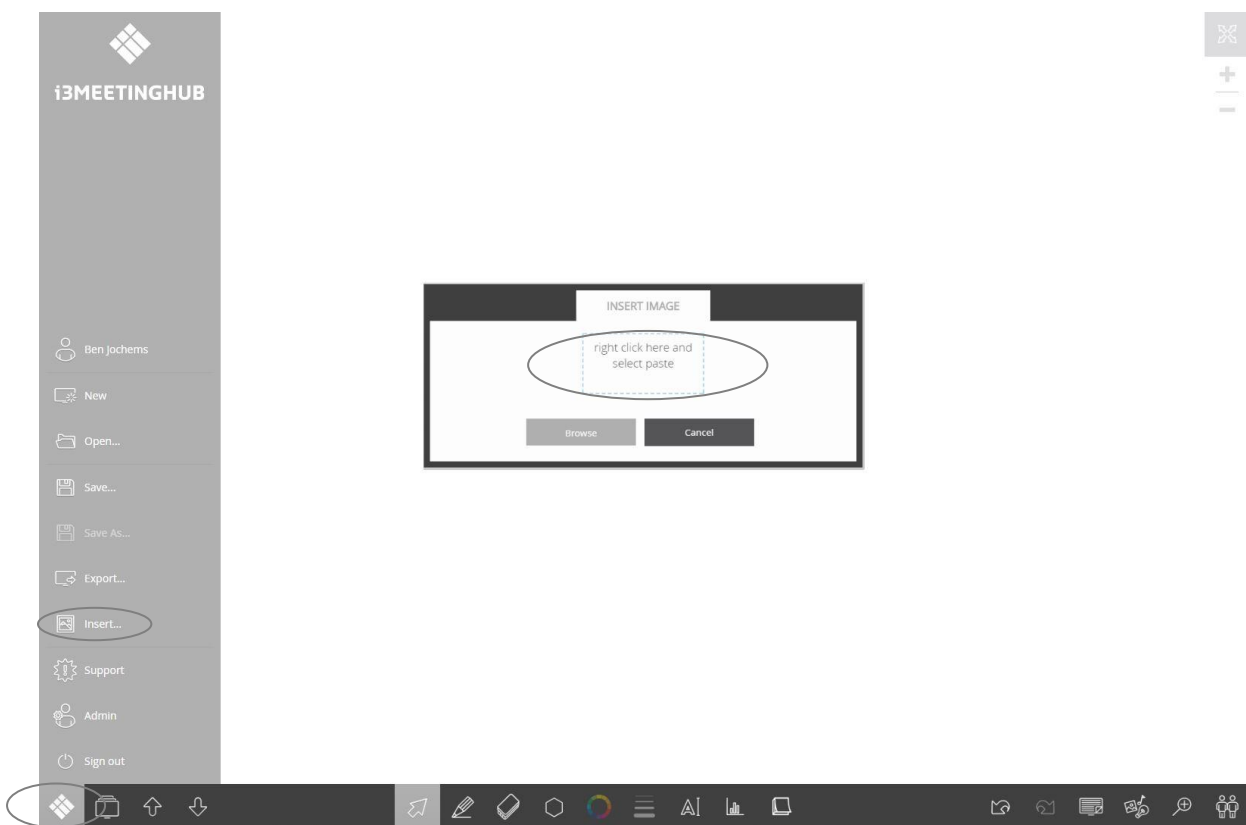
FEEDBACK

Open the start menu and click on 'Support':
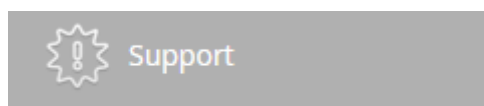
You can report a problem by sending a message in the 'Troubleshooting' window. You can also give feedback on how i3CAMPFIRE could be improved. Click on 'Give feedback' to go to the feedback page:
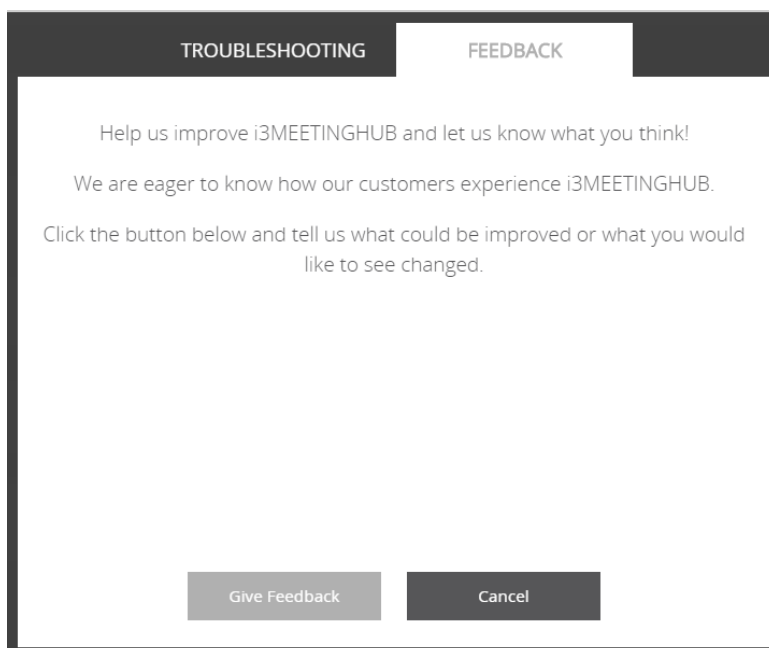
SIGN OUT

Open the start menu and click on 'Sign out':

2. COLLABORATE

Once the i3CAMPFIRE app has started, you will see the following pop-up window appear on your screen:
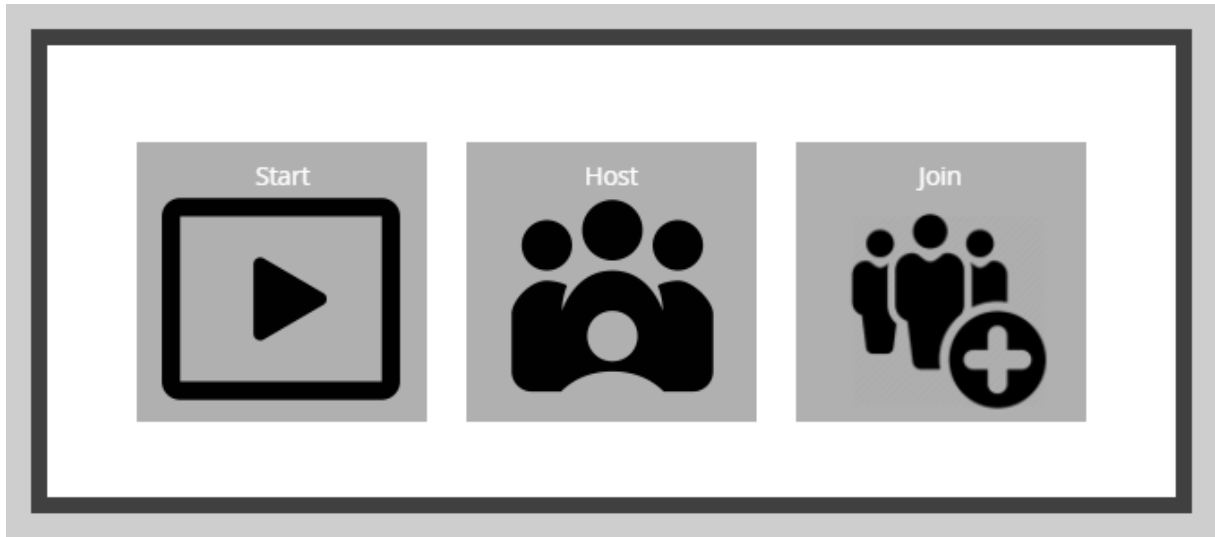
The menu gives you 3 options:

START

When you click on "start" the window will disappear and you can start working on your file.

HOST

When you click on "host" you will be redirected to a different window where you can share your file with the participants. You and your team will be able to collaborate live on your own devices. i3CAMPFIRE will generate a unique share code to connect to. Your team will be able to view, modify and add content.

A share code will appear in the right top corner of the screen. Participants will use this code to receive the shared file:
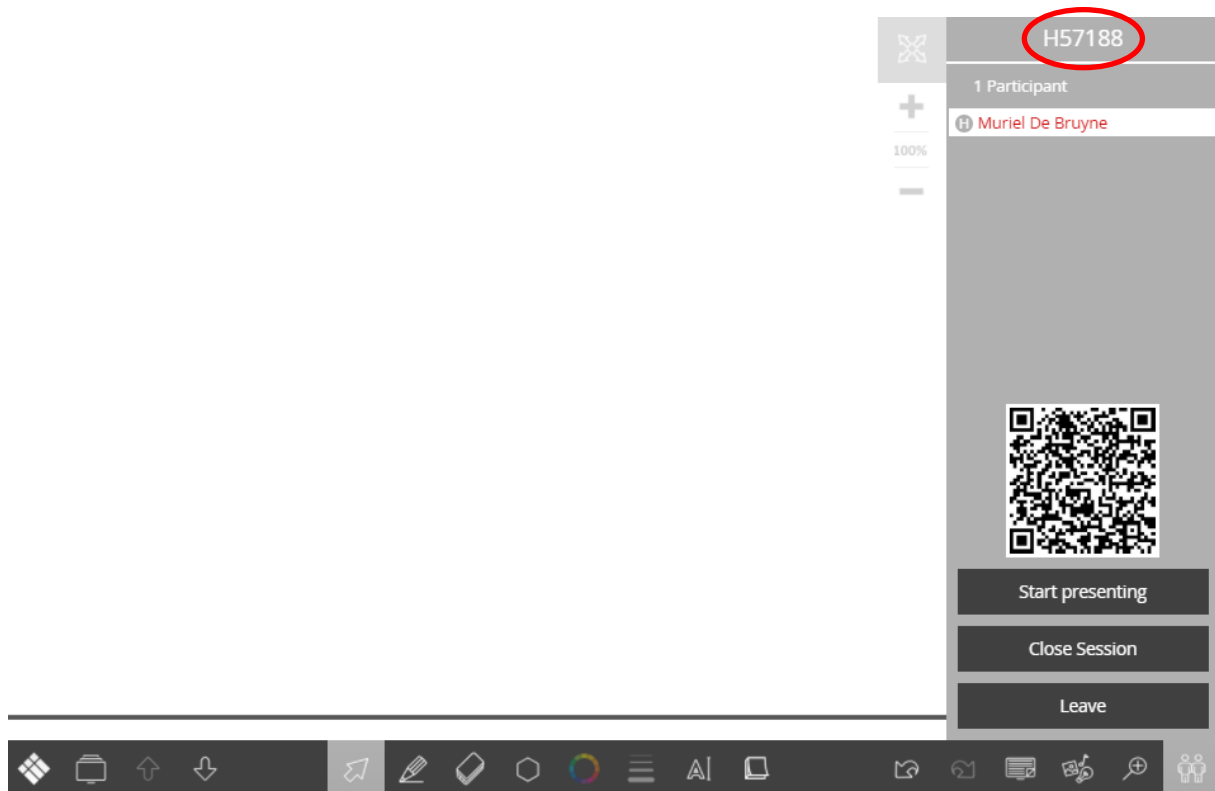
Join

To participate a shared file session click on "join" and then enter the share code. If you have a file that is still active you will be prompted to save it first.

Participants that don't have an i3CAMPFIRE account can receive the shared file by entering the share code on the i3CAMPFIRE connect site: http://connect.i3CAMPFIRE.com.

Participants will then be able to view, add and modify content:
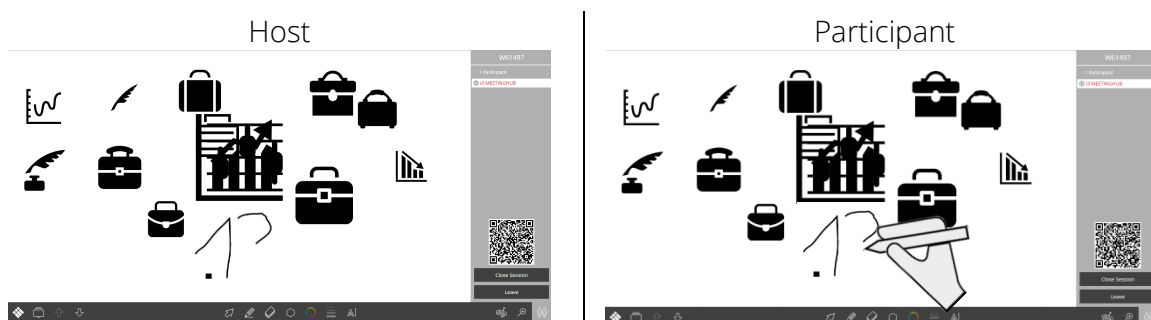
Host	Participant

The host can manage the participants' permissions during a shared file session:
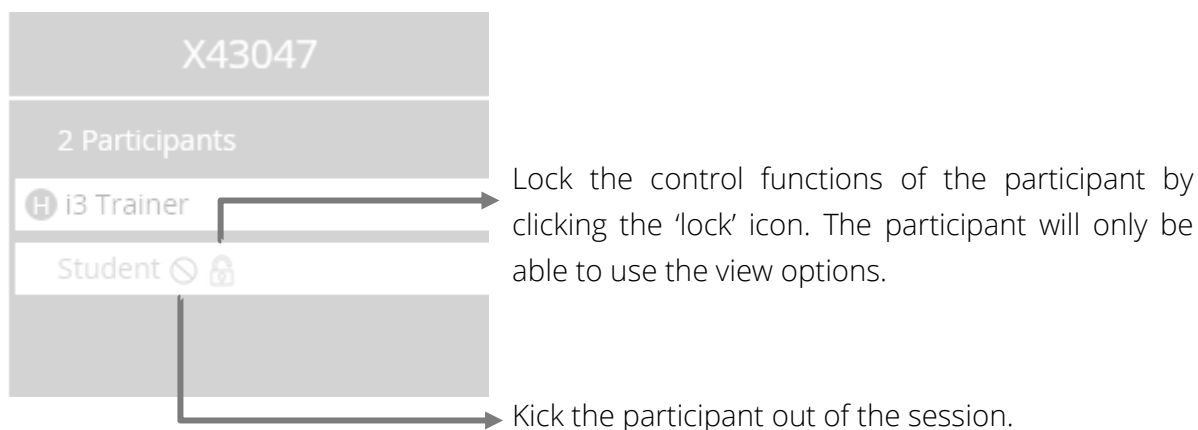
Lock the control functions of the participant by clicking the 'lock' icon. The participant will only be able to use the view options.

Kick the participant out of the session.

A participant can quit a shared file session by clicking/pressing the 'Leave' button. You can stop the session by clicking/pressing 'Close session'.

3. PAGE SORTER

The page sorter gives a vertical view of all the pages in the current file. Click on the page sorter icon. This is the button next to the i3 Start menu button:

Delete page

Move page

Add page
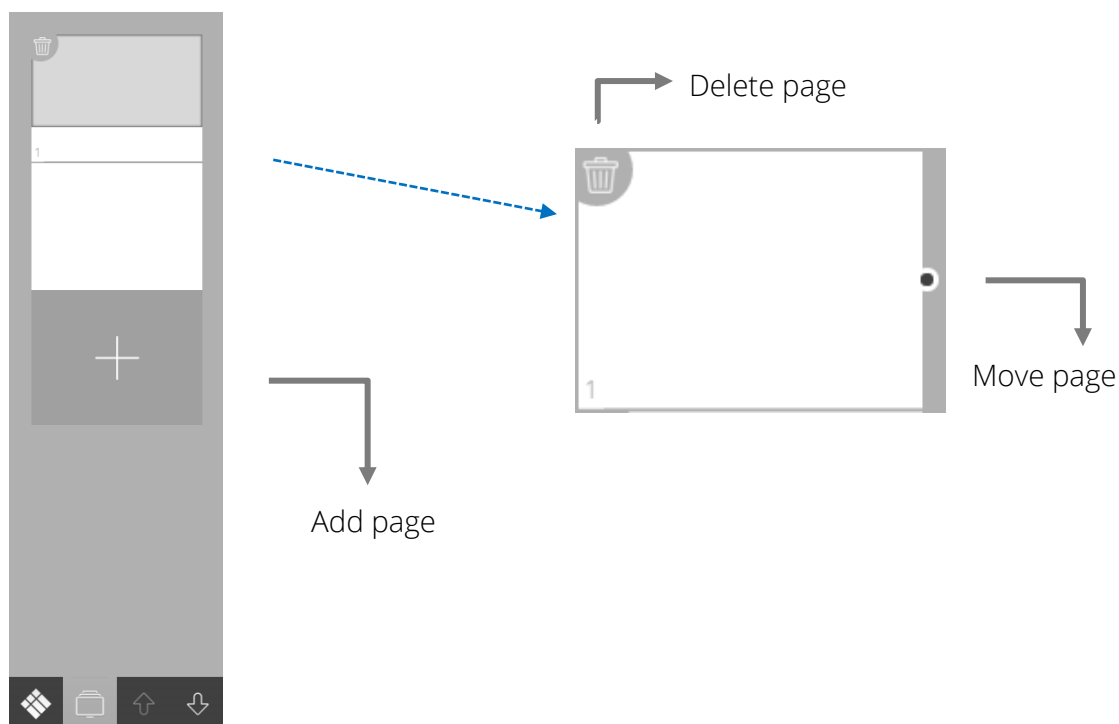
4. ADD TEXT

Text can be added in different ways. You can use the pen tools in the i3CAMPFIRE tool bar to write text on the canvas or you can add typed text with the text editor.

PEN TOOLS

Click on the 'Pen'-button in the i3CAMPFIRE toolbar:

Marker pen

Calligraphic pen

Regular pen
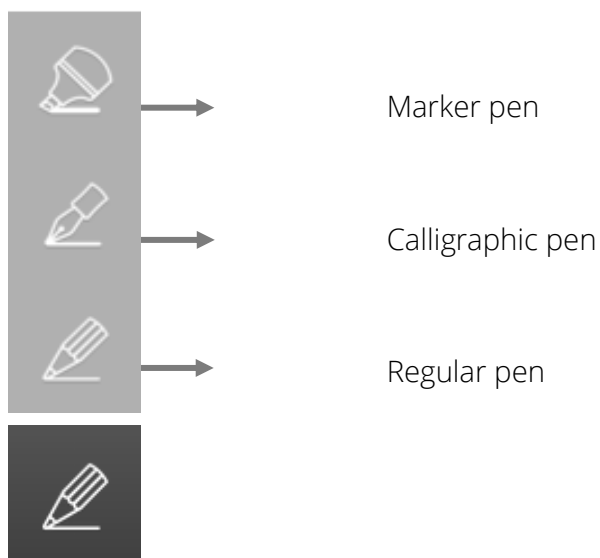
The color, line style and width of the pen can also be modified:

Line style   Width

Color

Add a custom color

Adjust the transparency
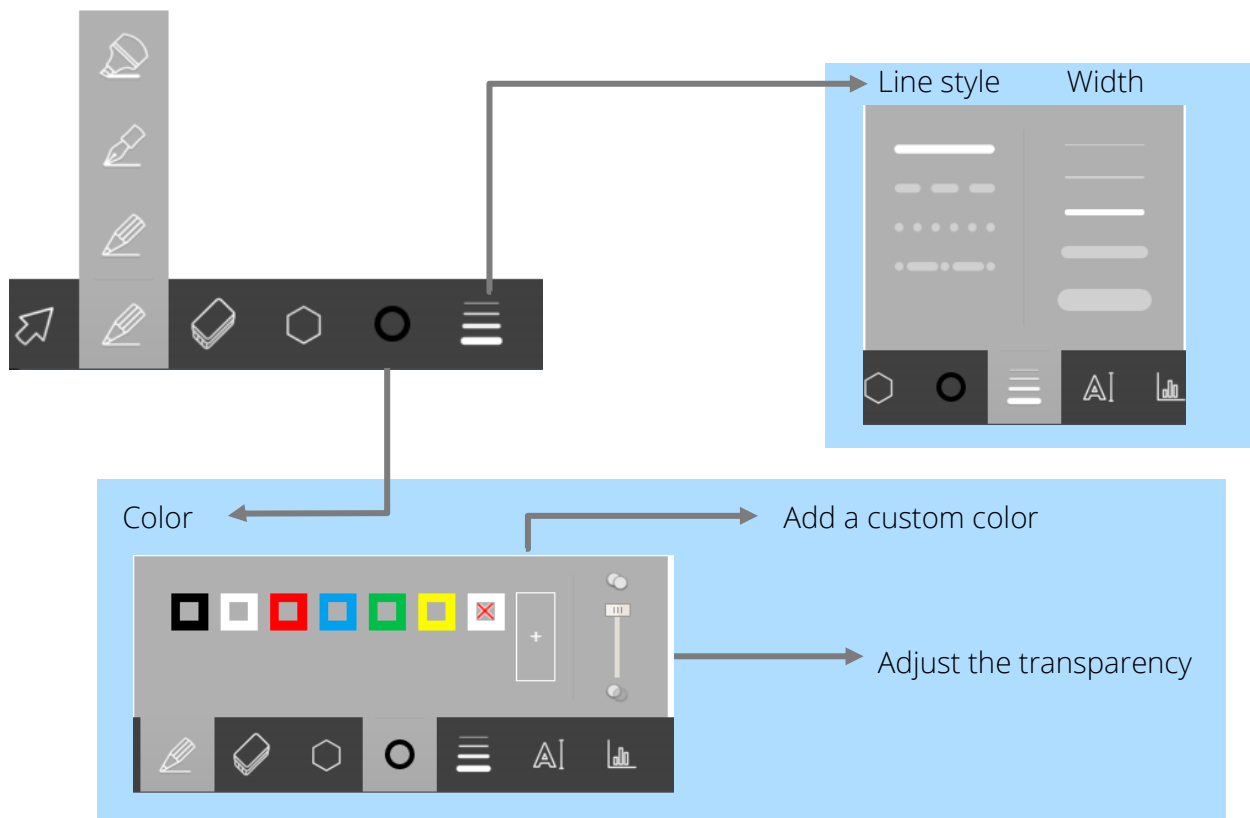
Click on the 'Text editor' button in the i3CAMPFIRE toolbar:

The text editor will appear when you click on the canvas:
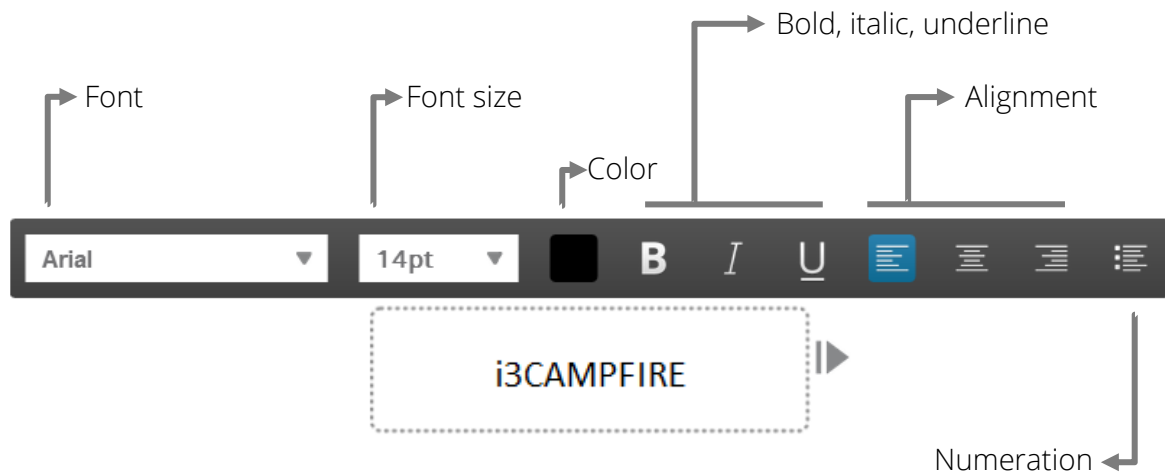
You can change a text object afterwards by double clicking on the text object. You can also copy text from another source (document or website) and paste it in an i3CAMPFIRE text box.

5. DRAW AND MANIPULATE SHAPES

Click on the 'Shapes' button in the i3CAMPFIRE toolbar. Then choose a shape from the menu:
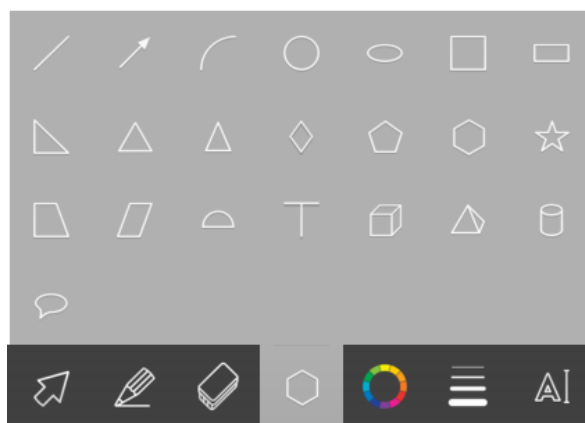
The properties for shapes (color, thickness, transparency) can be modified, similar to the pen properties.

Fill color
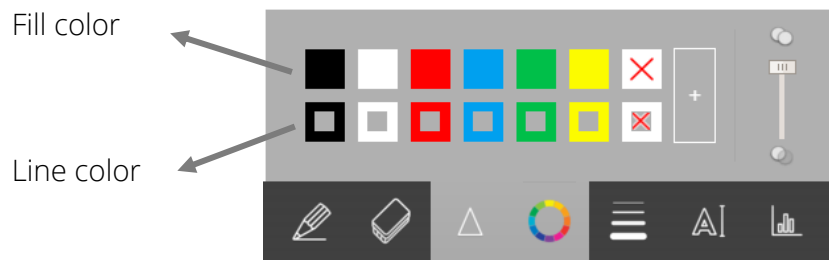
Line color

You can also modify the properties afterwards by dragging the color from the properties menu to the shape you wish to modify. This is applicable for the fill color as well as for the line color.

6. OBJECT FUNCTIONS

Every object can be modified at any time. Select the object by doing a double click. You can do this even though another function is active. You can also select an object by click and drag using the select tool:

Click   and   drag
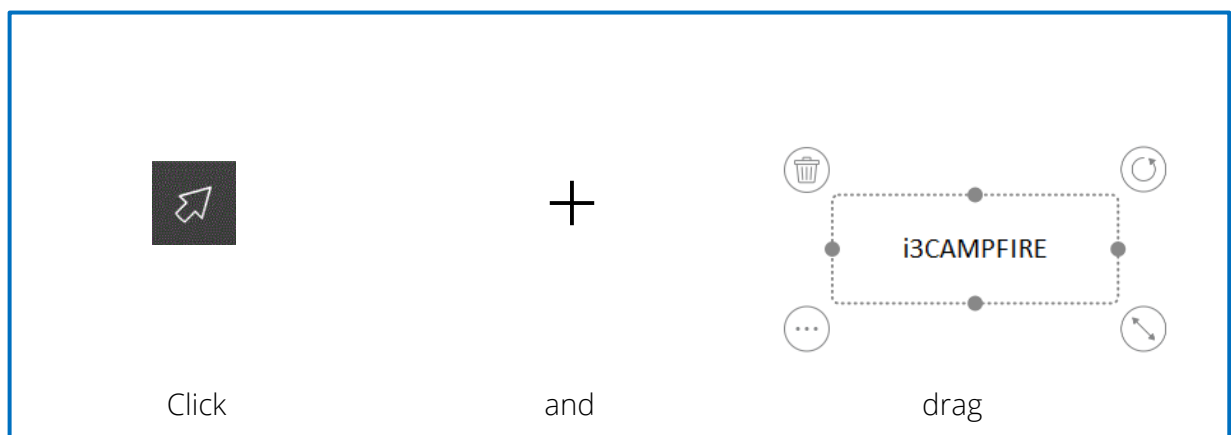
When an object is selected, 4 buttons will appear around the object:

Delete

Object menu

i3CAMPFIRE

Rotate

Resize
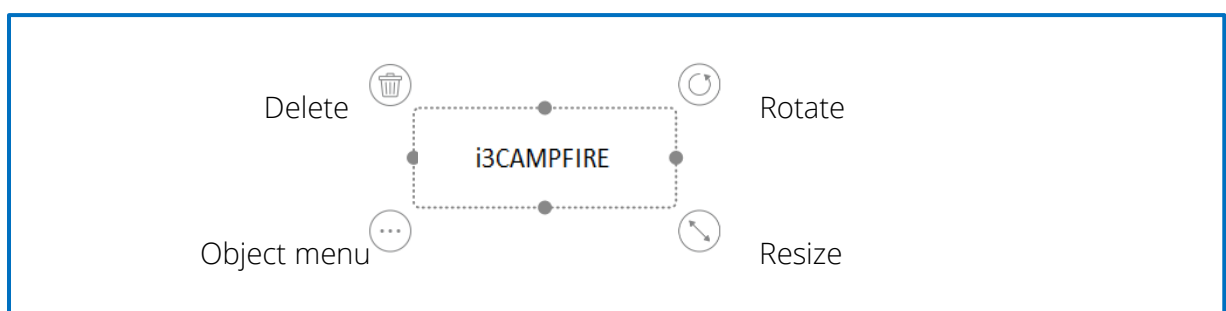
You can find more functions in the object menu to manipulate objects:

Copy		Bring to front		red frame
Lock		Bring forward		green frame
Duplicate		Push backwards		correct
Infinite duplicate		Push to back		wrong
Arrange	▶			cover
Activity	▶			hide
Animate				label
Transform	▶	Mirror horizontally		internet link
		Mirror vertically		page link
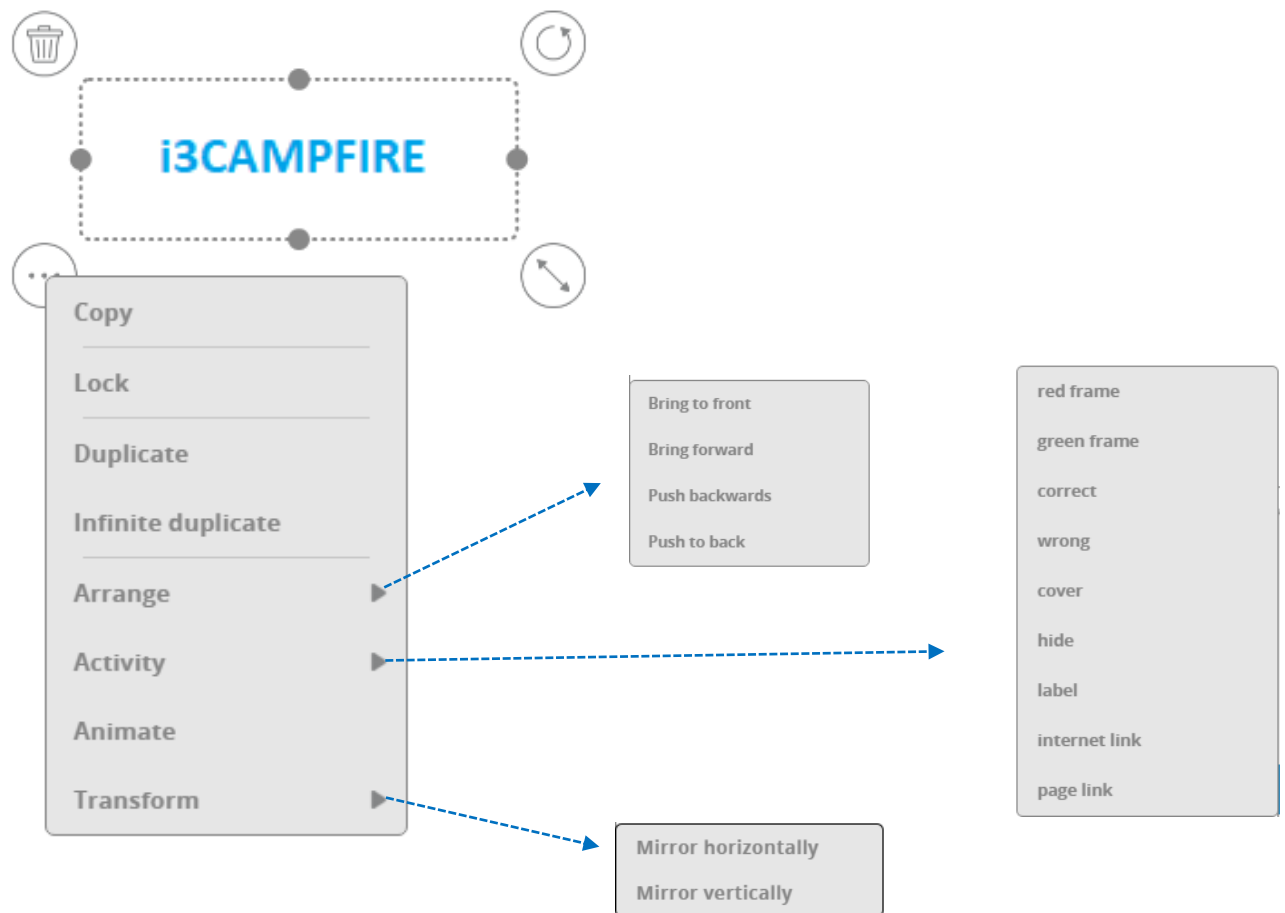
ARRANGE

The order of appearance of the objects can be modified using the 'Arrange' function.
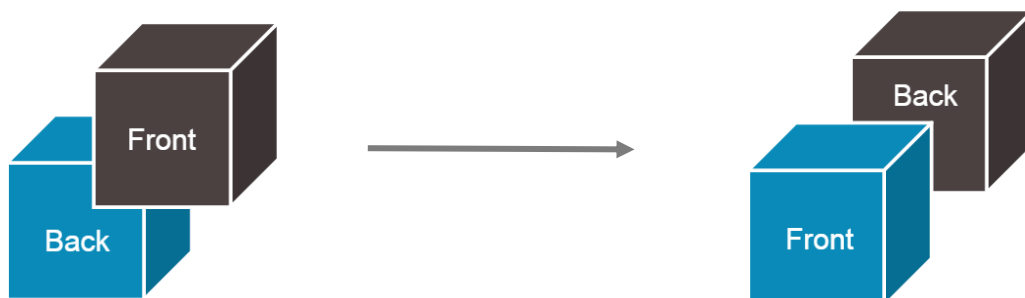
ACTIVITY

An activity can be set on every object. Available activities are:

- red frame   A red frame appears around the object when clicked.

- green frame   A green frame appears around the object when clicked.

- correct   A green check icon appears in the right below corner of the object when clicked.

- wrong   A red cross icon appears in the right below corner of the object when clicked.

- cover   A cover appears on top of the object when clicked. The cover disappears when clicked again.

- hide   A question mark will appear instead of the object. The object will appear again when clicked the question mark.

- label   An i3-logo will appear instead of the object. The text will appear again when clicked on the logo. This function is only available for text objects.

- Set internet link   You can set an internet link on a selected object. The website will be opened when the object is clicked.

- Set page link   You can set a link to another page on a selected object. When you click on the object, i3CAMPFIRE will jump to the selected page.

TRANSFORM

You can flip objects using the 'Transform' function. You can flip objects vertically and horizontally.

Horizontal

Vertical
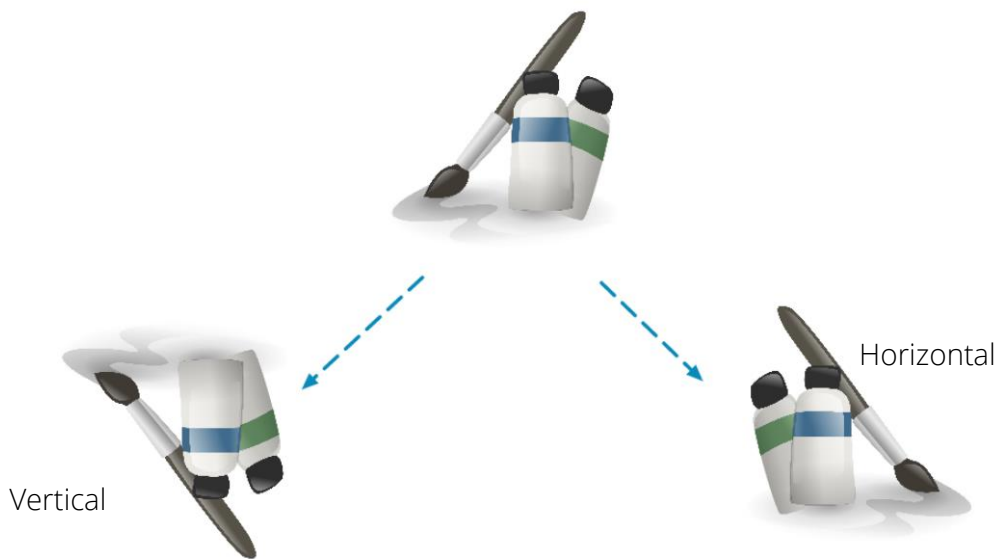
ANIMATE

You can Animate objects with effects such as fly in/out, fade in/out rotate, spin etc.
You can trigger the animation by clicking on the animated object or another object on the page.

7. FAVORITES MENU

The favorites menu enables you to select and save your favorite functions at any time. Click or press the canvas for a few seconds. If you are using the favorites menu for the first time, a blank menu will appear:

Paste
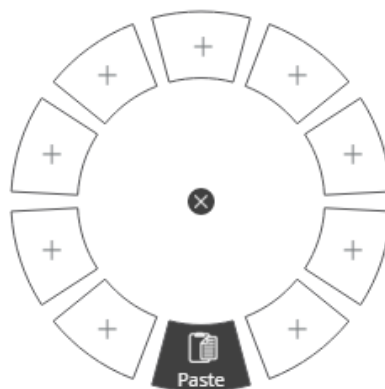
You can drag your favorite tools from the toolbar to the favorites menu. It's possible to configure the properties of the selected tool first and then drag the tool to the favorites menu. The selected configuration of the tool will be saved.

The example below shows how a red pen is being dragged to the favorites menu:
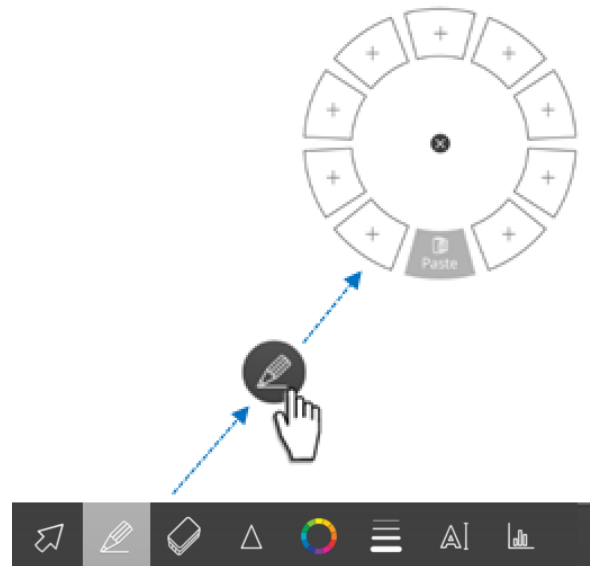
Saved tools can be replaced by another tool at any time. Drag a saved tool out of the favorites menu if you want to delete it.

8. GRAPHS

Add different graphs to your presentation to visualize your data. You can choose between:

1. Bar chart (horizontal)
2. Bar chart (vertical)
3. Pie chart
4. Scatter chart
5. Line chart
6. Table
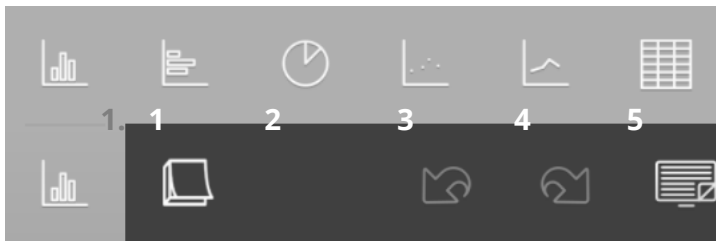
You can find the graph options in the toolbar.

Create a table

To make a graph, you first need to create a table and enter your data. Click on the table icon within the graph options and start entering your data. You can simply add / remove columns and rows in the object menu.

Important note:

The first column ("Header 1") represents the bar items.
The second column ("Header 2") represents the bar values and should therefore contain numeric data.

Example:

Months	Revenue
May	40
June	50
July	60
August	70

Link table to graph

Once you've entered all your data, select a graph (bar chart or pie chart) from the graph menu and link the table to the graph.

Drag a line from the blue bullet in the bottom left corner of the table to the bullet of the graph. The chart will now show the data.

Examples:

Special graph: scatter chart

A scatter chart shows the relationship between two sets of data, which means you will need to add a third column of numeric data.

How to create a scatter chart?

1. Create a table
2. Enter the items in the first column.
3. Enter the first set of data in the second column.
4. Enter the second set of data in the third column.
5. Select the scatter chart
6. Link table to chart

Example:

Months	Revenue	Margin
May	40	5
June	50	7
July	60	8
August	70	3

Scatter chart
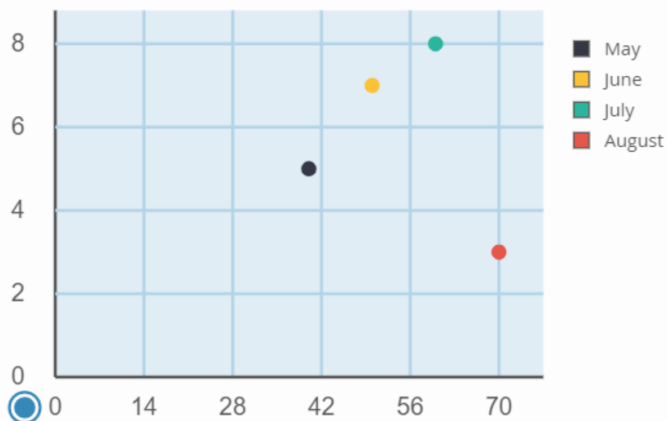
9. STICKY NOTES

Boost your brainstorming sessions with sticky notes! Click on the corresponding icon in the toolbar and choose one of the sticky note colors to add a stickie to your presentation. Add any content to the sticky note by dragging it on top.
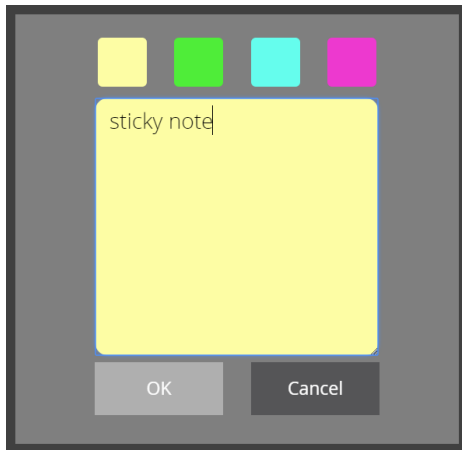
Double click to customize your notes
You can choose between four colors: yellow, green, blue and pink.

Use your (on-screen) keyboard to start typing your notes.

Press OK when you are done.

You can move the sticky notes across the screen and edit them any moment.

The sticky note behaves like any other object.

Tip: Add an 'infinite duplicate' property to your sticky note to make a virtual stack available on your page. Drag from the stack to add a sticky note to the page. Similarly, you can add your sticky notes to your favorites menu!
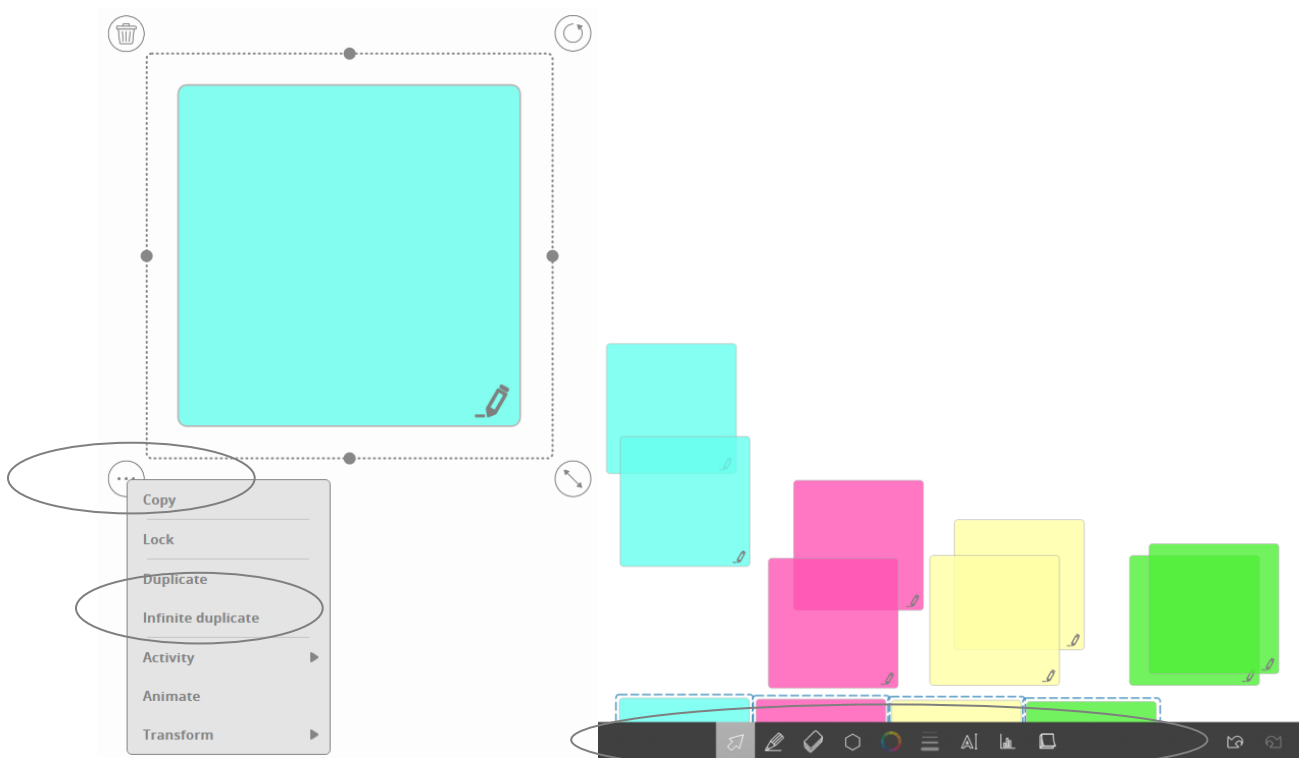
10. AUTOMATIC OBJECT GROUPING

Every object that is put on top of another object is automatically grouped with it.
In the example below I have placed, moved and minimized several objects on top of each other:

o Black frame
- Four squircles
  - o Sticky note with text in it
    - ▪ Highlighted text
    - ▪ Image of a rocket
- Ink question mark
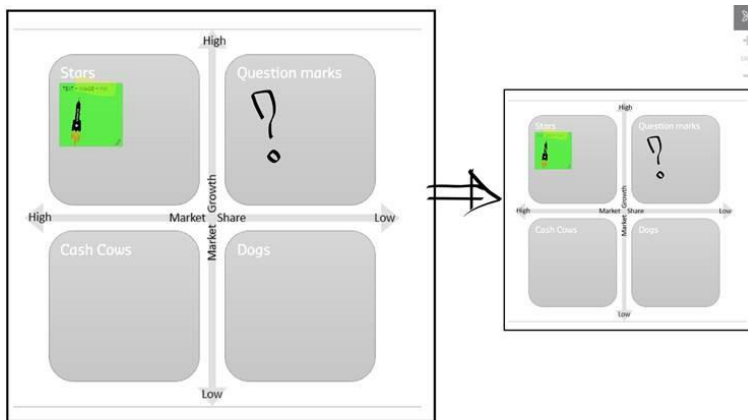
To get this result, you only need to select the black frame and select duplicate, move the new group, and minimize it. Very easy.

11. BACKGROUNDS

There are several available background types:

- color
- checkered
- lines
- specific layout
- themes

Click the 'Background' icon to open the backgrounds menu:

Select to show a margin on the page.

Select to apply the selected background on all pages.
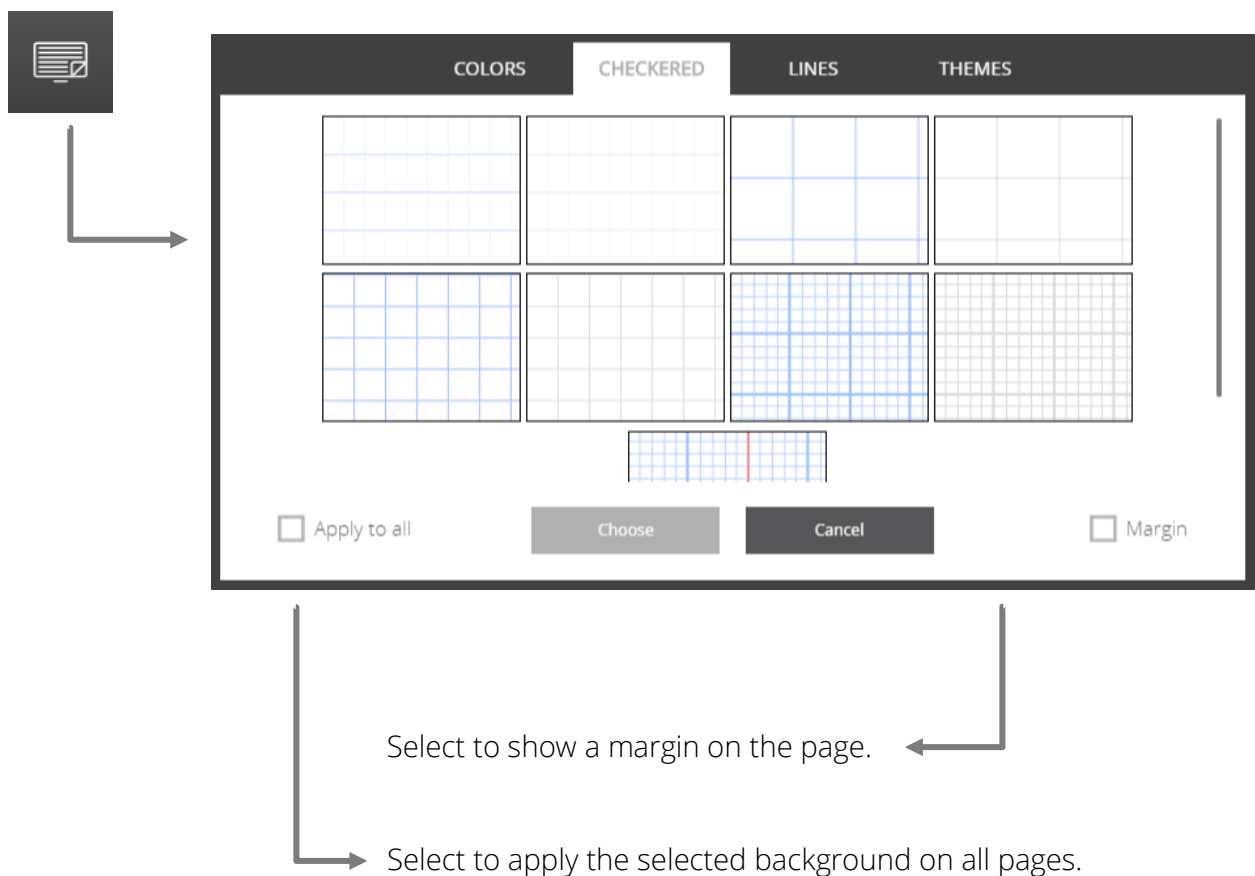
To use a blank background, select the white background in the color menu.

12. THE GALLERY

Click the 'Gallery' icon to open the menu:
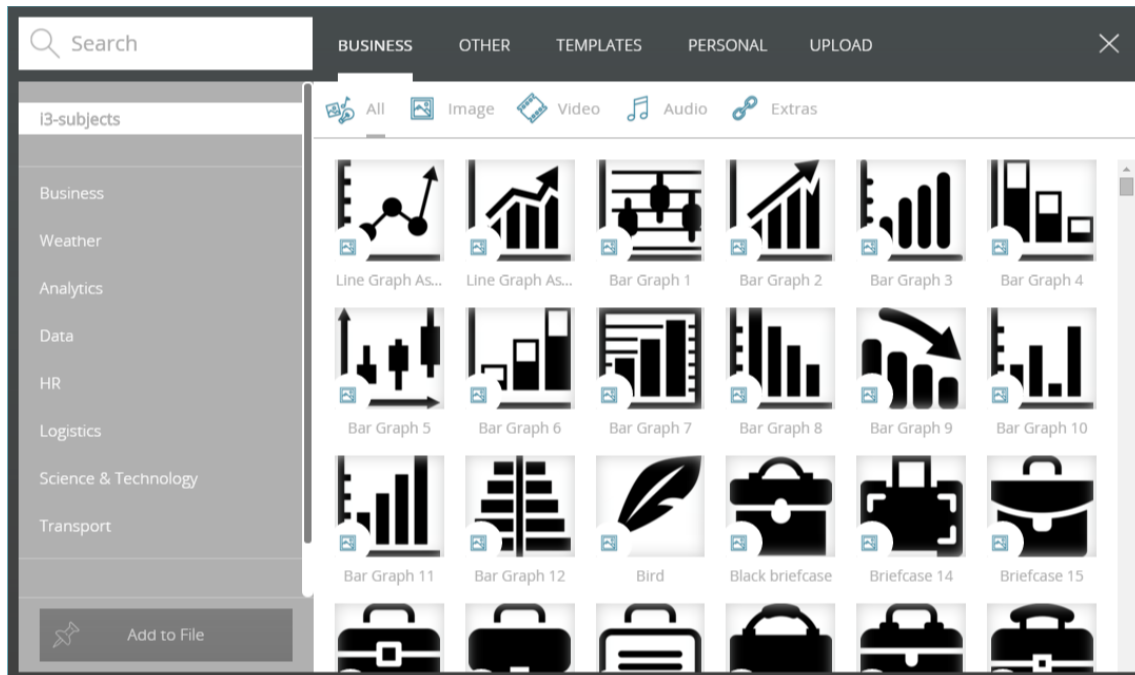
STRUCTURE AND MEDIA TYPES

In the gallery you can find several multimedia objects. The objects are sorted by grade and media type. Within every grade level and media type the objects are listed by subject.

There are 3 grade levels: Business, Templates, and other. The content is adapted to the specific grade level and the selected country and language.

The i3CAMPFIRE gallery can contain 5 different media types:

Image	Images that can be used as independent object	
Video	Video file which can be played in the video player.	
Audio	Audio file which can be played in the audio player.	
App	Interactive tool.	
Extras	Web frame with content of an external partner.	
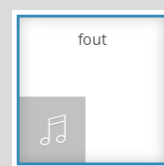
The interactive tools and content in the 'Extra' category will appear in a separate frame on the canvas.
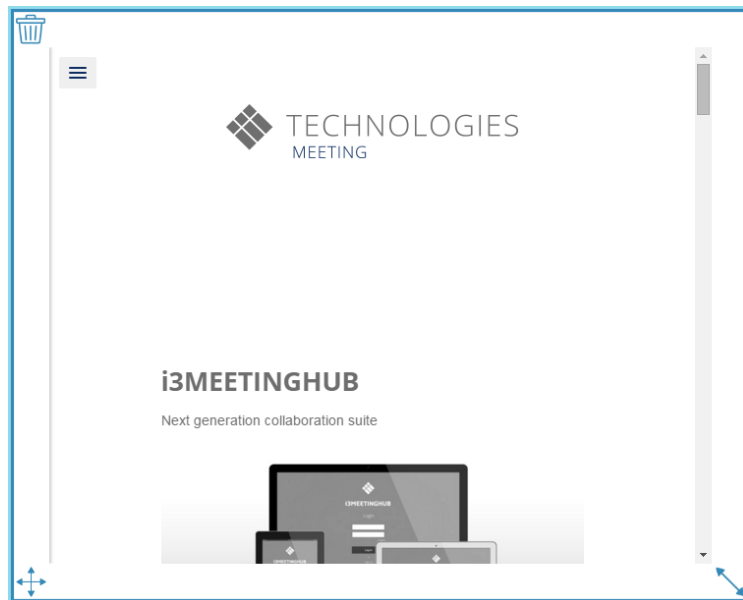
Every frame can be manipulated like an object: move, resize and delete. Some interactive tools have specific buttons to use it. Not all tools and frames can be written over using the i3CAMPFIRE pen tools, for reasons out of our control.

SEARCH THE GALLERY

Open the gallery and click in the search box:
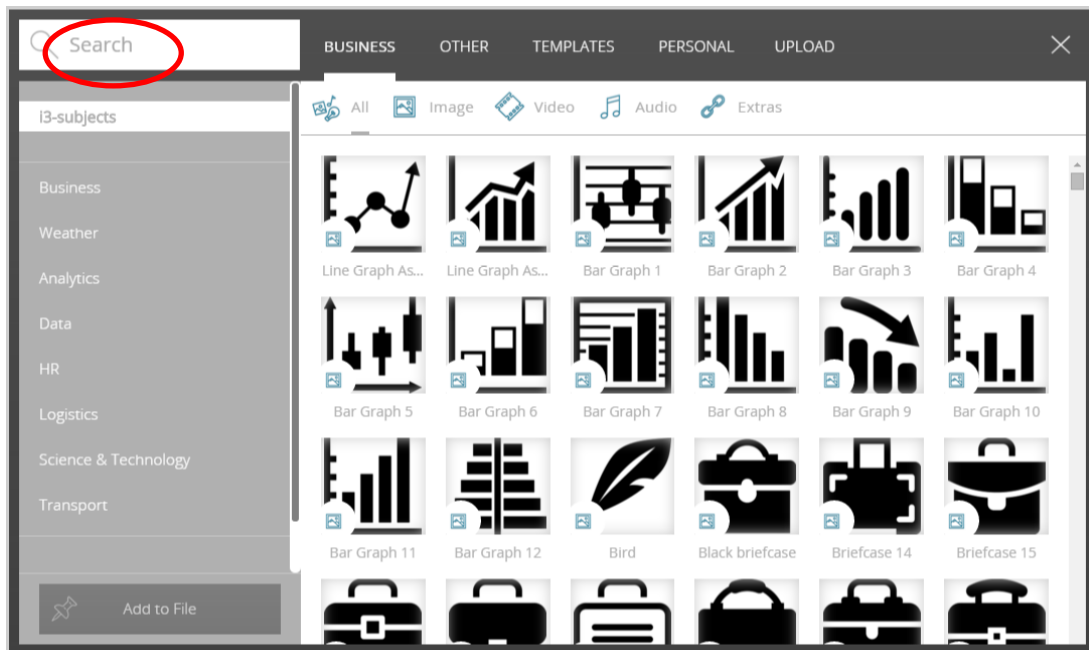
Then type a keyword:
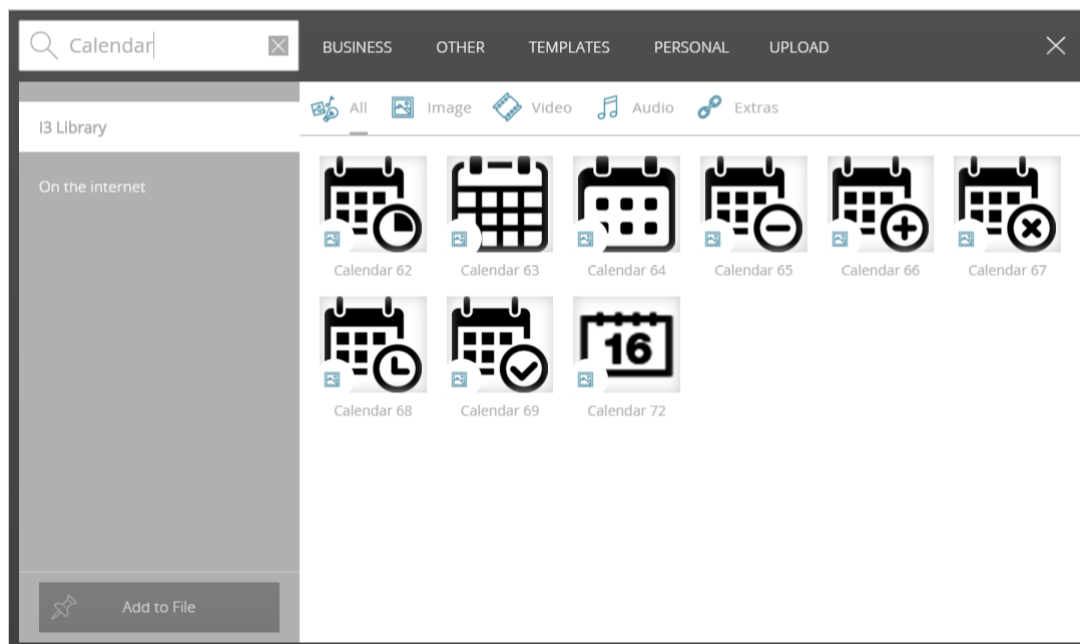
First you will get an overview of all the objects in the i3CAMPFIRE gallery that match the entered keyword. It is possible that there are no results.

No results - Search on the internet

If the search results are not satisfactory you can do an extended search directly on the internet. Click 'Search on the internet' or 'On the internet' to do so.
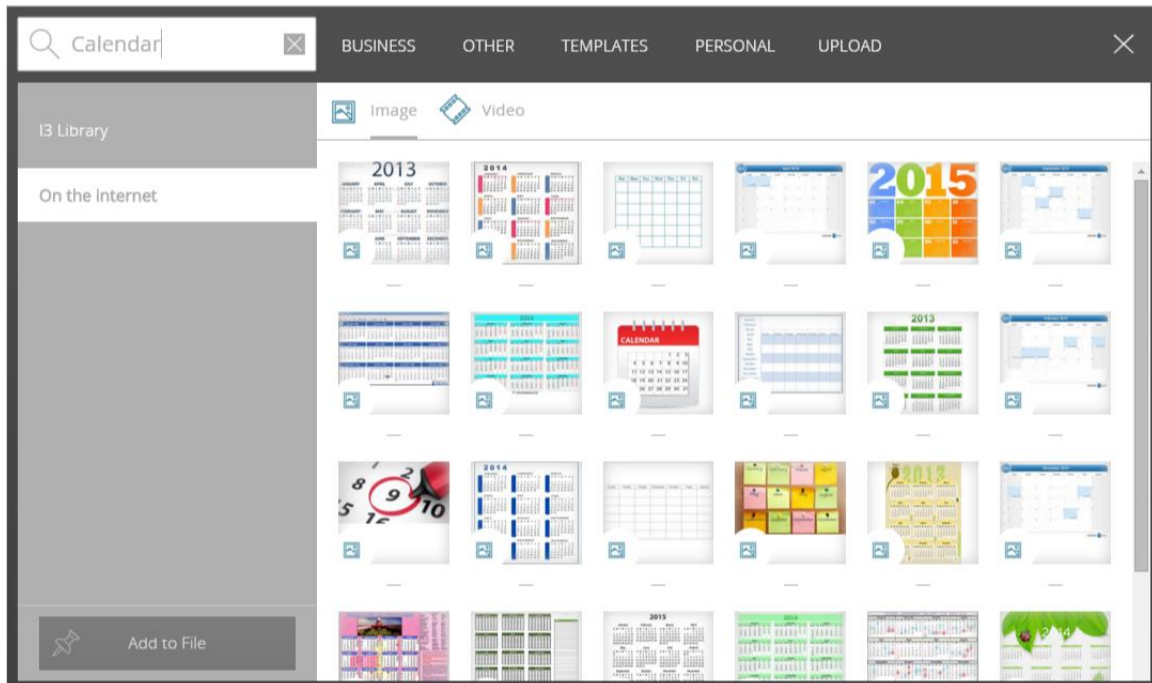
You will get an overview of the available images and videos that correspond the entered keyword. The listed objects are already filtered on specific educational content.

PERSONAL GALLERY
i3CAMPFIRE users have an extra option to use and store personal content. Look for the tab: 'Personal'.
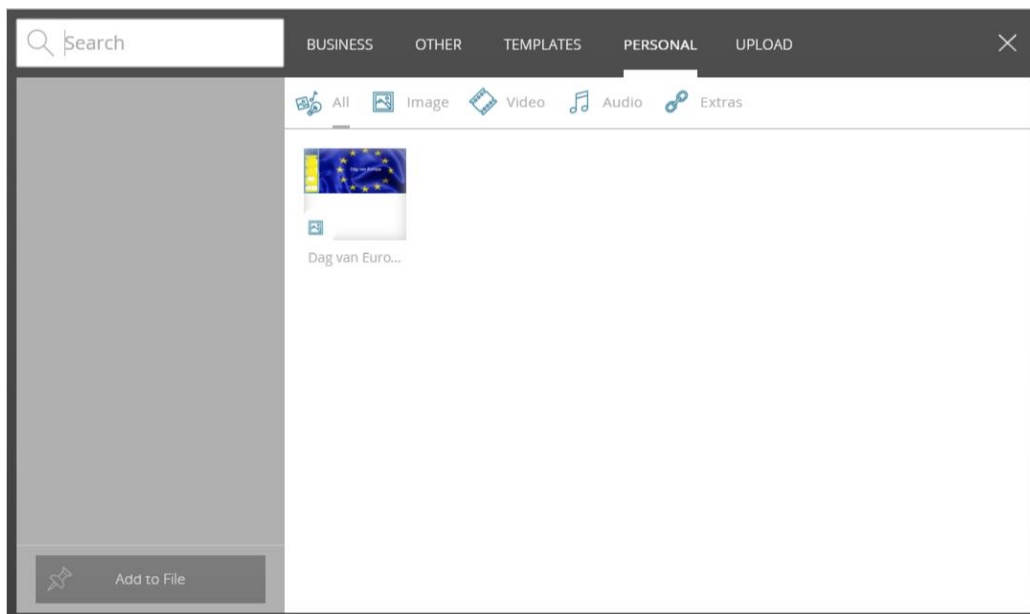
To upload local content to the personal folder click on the 'Upload' tab:
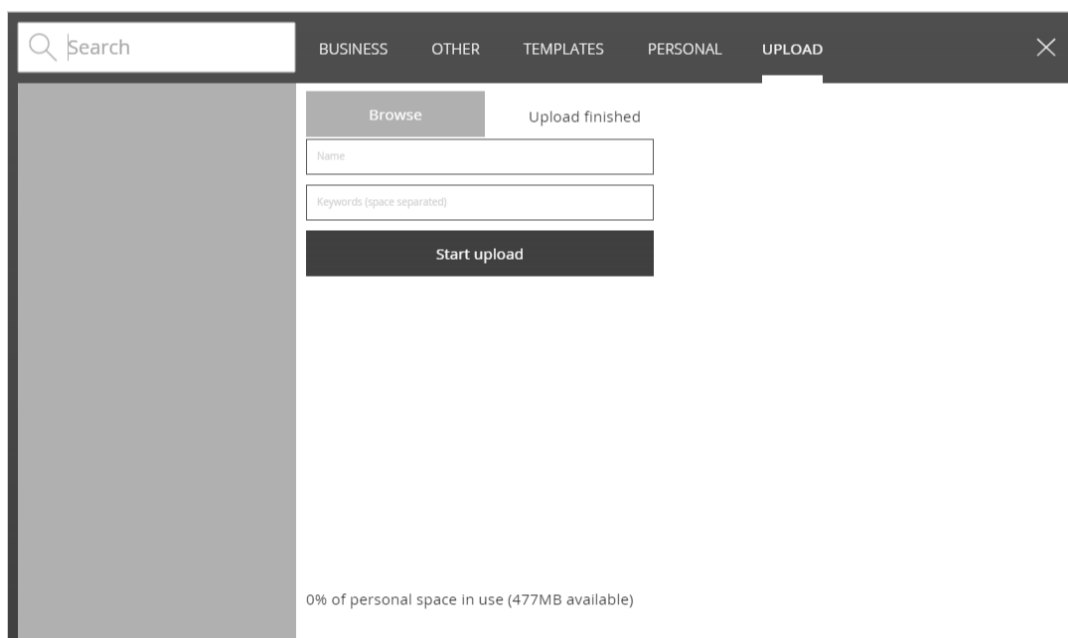
Click the 'Browse' button, select a file and click 'Open'. Then you can add keywords that relate to the file you want to add. That makes it easy afterwards when you want to search for the file. Finally click the 'Start upload' button and the upload process will start. The message 'Upload finished' appears when the process is ready. The file will be available in the personal library. There is a maximum online space of 500MB for every user.

The following file types are available for upload:

- images: all common image file types
- audio: only mp3
- video: only mp4

When a local video, stored in the personal gallery, is being used within in a file it is possible to take pictures of certain frames in the video:

13. VIEW OPTIONS

full screen
Zoom ratio: 100%
Zoom in
Zoom out
Spotlight
Screen shade
i3Annotate
Move page (panning)
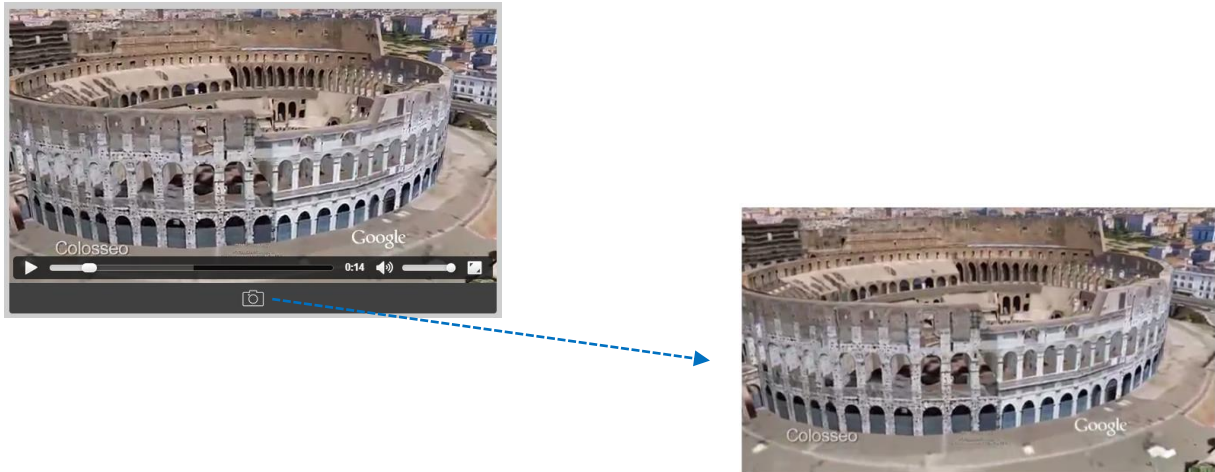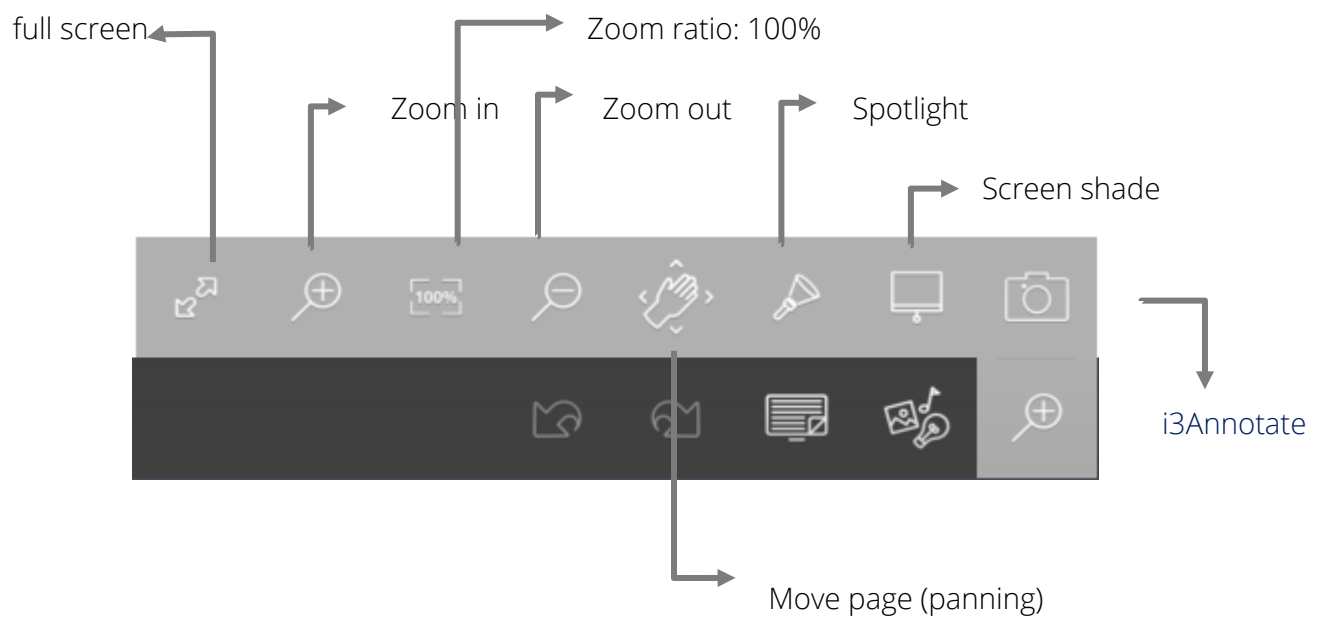
ZOOM IN / ZOOM OUT

When the zoom is selected, click on a specific point on the canvas to zoom into. You can also select an area to zoom into. To do this you first enable the zoom function. Then you select a specific area by clicking and dragging. The canvas will now zoom in on the selected area.
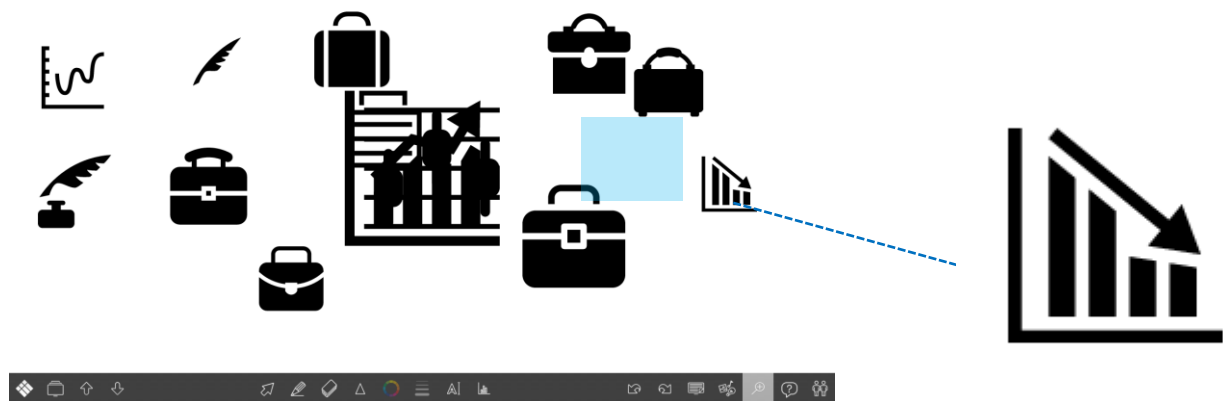
FULL SCREEN TOGGLE & ZOOM BUTTONS

Click on the icons in the top right of your screen to toggle full screen mode and to zoom in and out

INFINITE CANVAS

When a specific area is zoomed into, you still can navigate to other areas on the page by using the page sorter. That way you can create an infinite canvas. The resolution of the objects will stay the same when using the zoom tool.

First zoom in on a specific area of the page. Then click the 'Page sorter' icon:

You will get a vertical overview of the available pages in the current file. The selected zoom area is indicated by a blue frame:
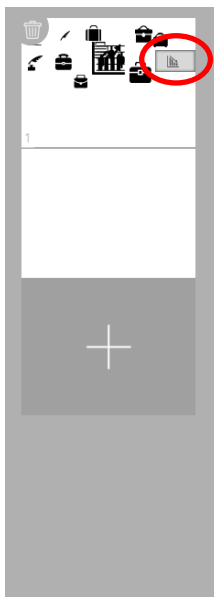
Drag the blue frame to explore other areas on the canvas:
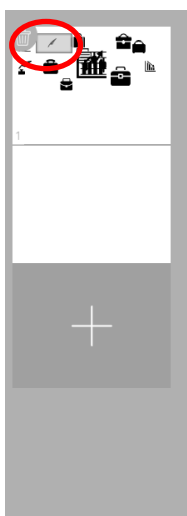
SCREEN SHADE & SPOTLIGHT

You can use the screenshade an spotlight features to hide or highlight specific parts of you presentation.

14. COLLABORATE WITH YOUR TEAM

i3CAMPFIRE makes it very easy to share your file with others. You can use any device to get access to the shared content: tablet, laptop, smartphone but also older computers can be used to receive shared content.

SEND FILE

This means that the users file will be sent to the connected participants. i3CAMPFIRE will generate a unique share code to connect to. When participants receive a shared file they will be able to view, modify and add content.

After modifying the file, they can send the file back to you.

Click on the 'Collaboration' icon to open the menu:
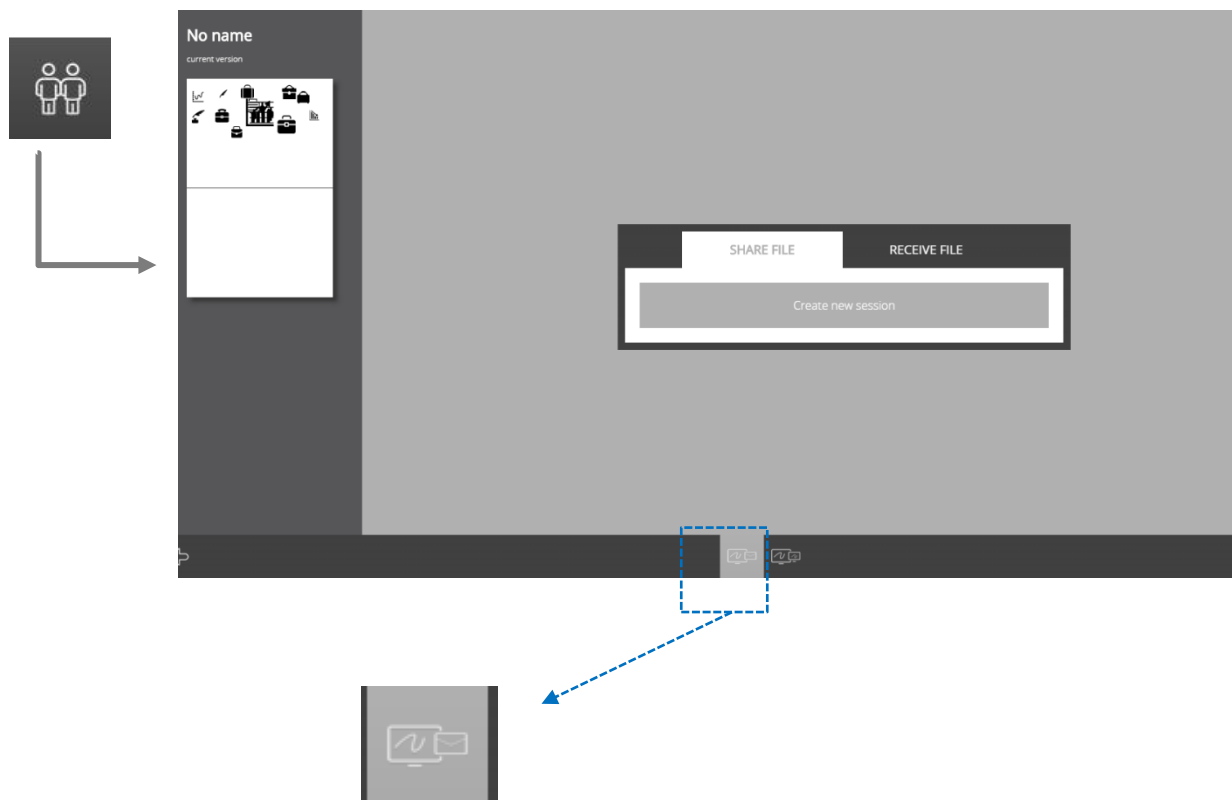
To send your file, click 'Create new session' in the 'Share file' section. A share code will appear on the screen. Participants will use this code to receive the shared file:
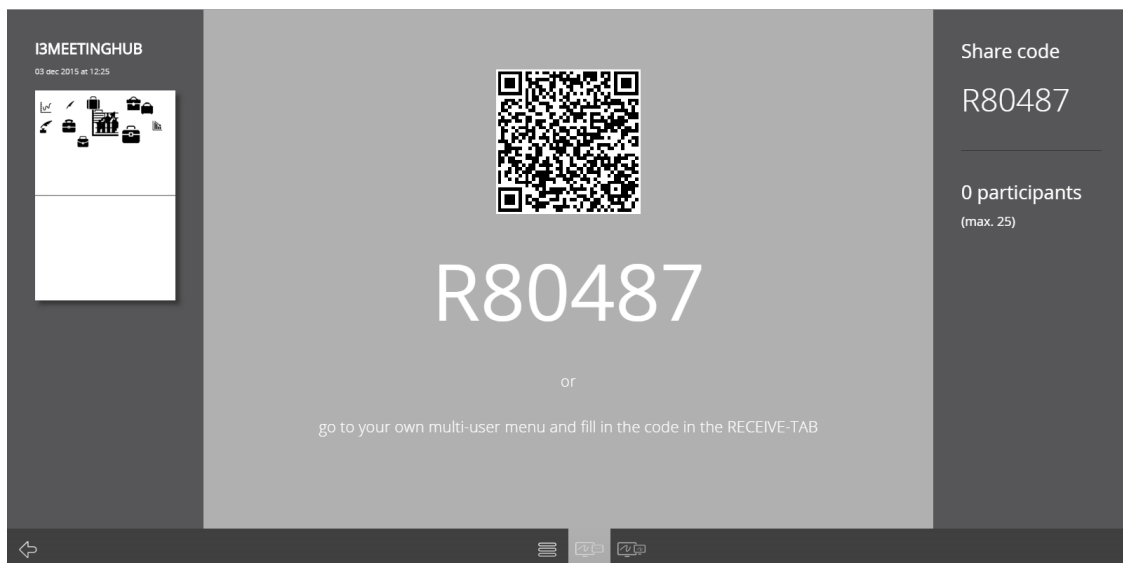
To receive a file click on 'Receive file' and then enter the share code. If you have a file that is still active you will be prompted to save it first. When the file is loaded you can save the received file to the personal folder.

Participants that don't have an i3CAMPFIRE account can receive the shared file by entering the share code on the i3CAMPFIRE connect site: http://connect.i3CAMPFIRE.com.

Participants can send their modified version back to you by clicking the white icon in the right corner of the i3CAMPFIRE toolbar:

You will be able to view or open the files that were sent back.

SHARE FILE

This means that the users file will be shared with the connected participants. You and your team will be able to collaborate live on your own devices. i3CAMPFIRE will generate a unique share code to connect to. Your team will be able to view, modify and add content.

Click on the 'Collaboration' icon to open the menu:
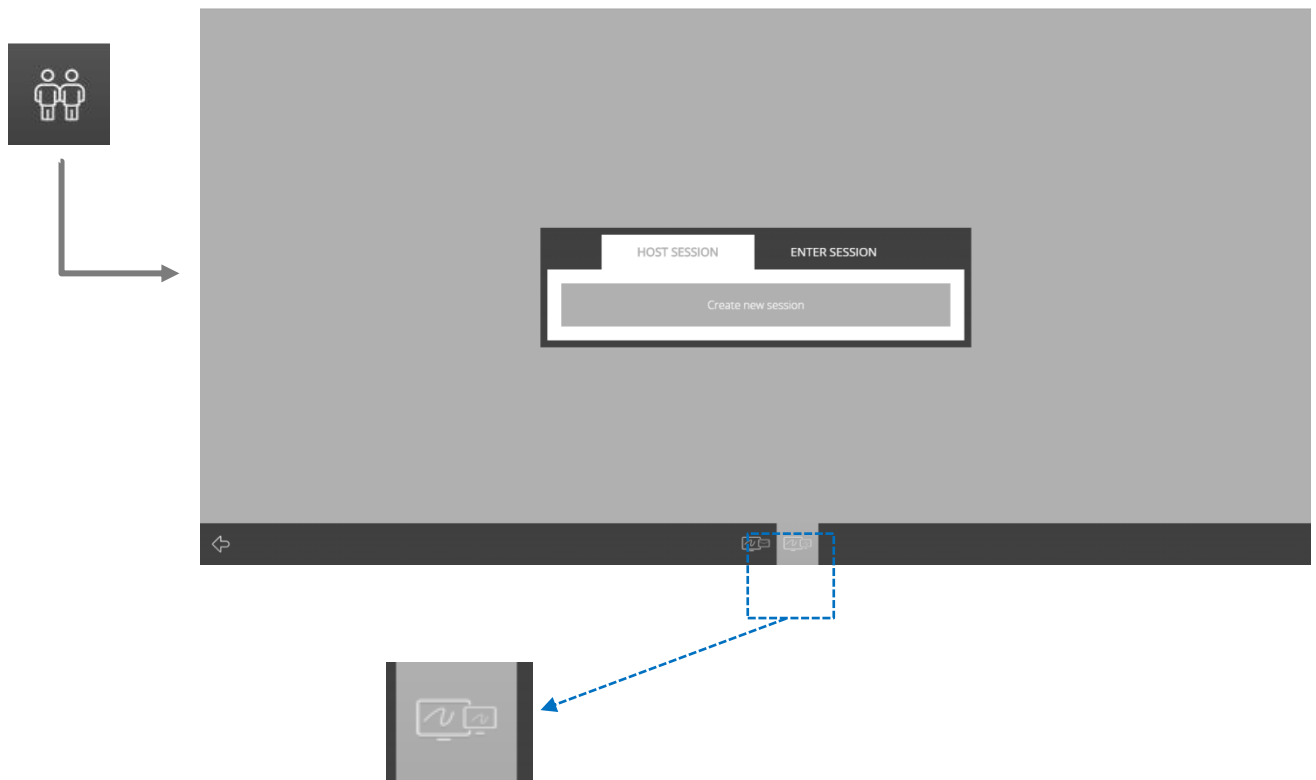
To send your file, click 'Create new session' in the 'Host session' section. You can then choose to share a blank board or the current board.
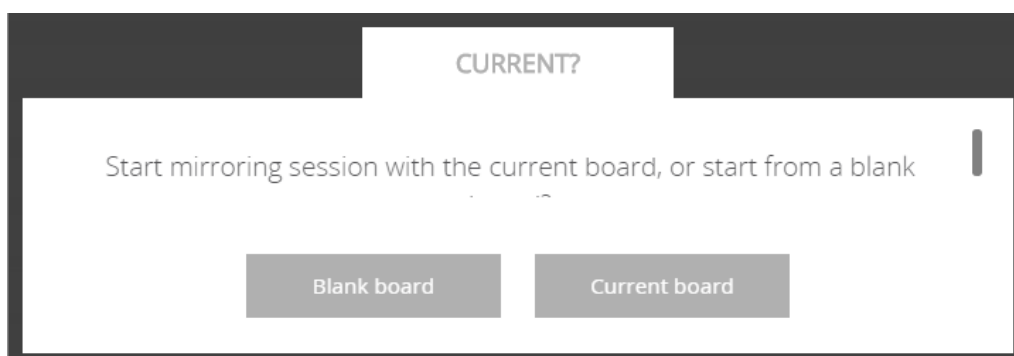
Your browser might then prompt you to leave the current page. Click 'Leave this page'.

A share code will appear in the right top corner of the screen. Colleagues will use this code to receive the shared file:

To participate a shared file session click on 'Enter session' and then enter the share code. If you have a file that is still active you will be prompted to save it first.

Participants that don't have an i3CAMPFIRE account can receive the shared file by entering the share code on the i3CAMPFIRE connect site: http://connect.i3CAMPFIRE.com.

Participants will then be able to view, add and modify content:

Host

Participant

The host (you) can manage the participants' permissions during a shared file session:
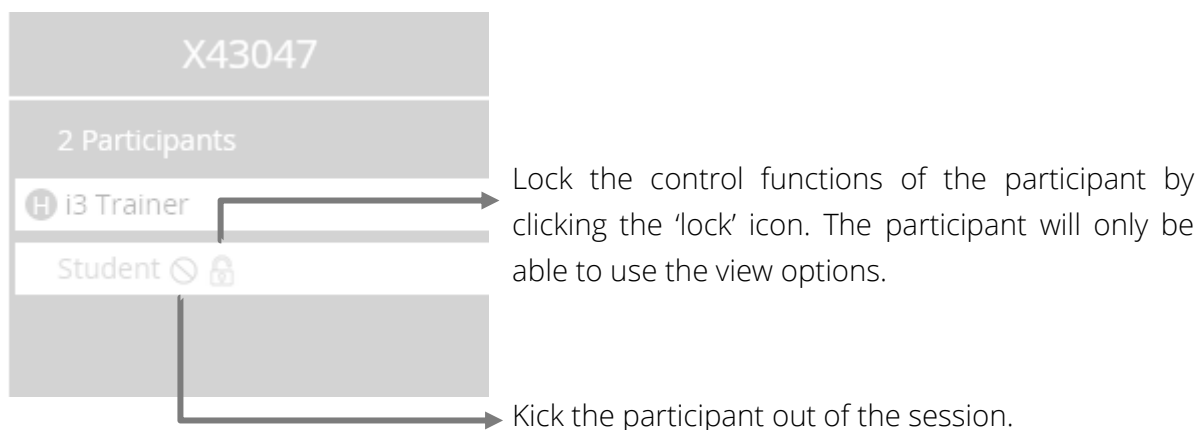
Lock the control functions of the participant by clicking the 'lock' icon. The participant will only be able to use the view options.

Kick the participant out of the session.

A participant can quit a shared file session by clicking/pressing the 'Leave' button. You can stop the session by clicking/pressing 'Close session'.

QUICK QUIZ

During a file it is possible to set up a quick quiz in i3CAMPFIRE. This type of quiz is ideal for getting immediate feedback from the participants. Mind you: the results will not be saved.

To start a quick quiz just click the quick quiz icon. [?] The organizer then needs to configure the quiz:

First select the number of answers you wish to use, then select the type of answer:

A. B. C.

1. 2. 3.

☺ ☹

👍 👎

✓ ✗

True / False

Correct / Incorrect

Agree / Don't agree

When the quick quiz is configured, a share code and QR-code will be displayed. To answer the question participants need to use the i3CAMPFIRE connect website:

http://connect.i3CAMPFIRE.com

After entering their name and the related share code, participants can vote for one of the displayed answers:

Host
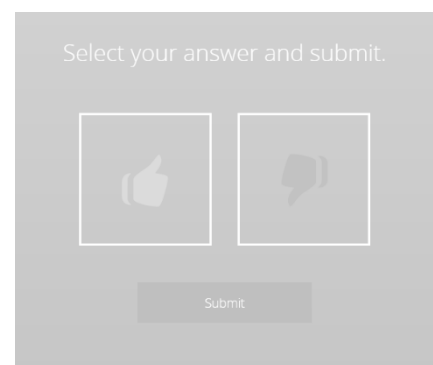
Participant

When an answer is selected the participant can confirm the answer by clicking/pressing the 'Submit' button.

You can monitor the received feedback by using the control buttons in the quick quiz screen:

Reset | Configure | Start
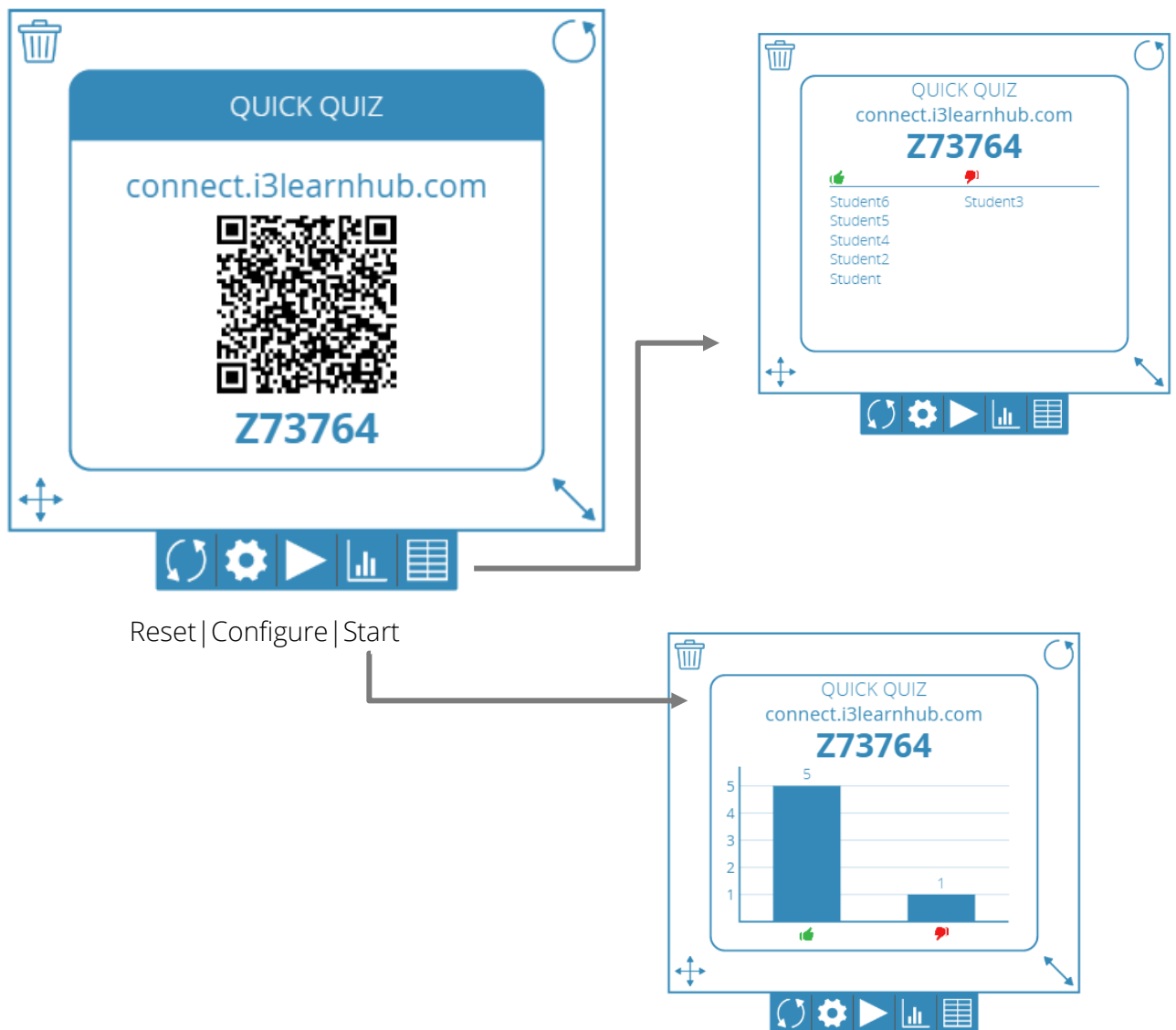
15. ACTIVE PEN INTEGRATION

i3CAMPFIRE enables active pen integration on supporting systems (e.g. i3HUDDLE, MS Surface etc.)

This means that if you're using a pen on the board/display, it will always be detected as pen no matter what function you're using.

16. CONNECT TO APPS

i3CAMPFIRE connects to online third party applications, such as Dropbox, OneDrive and Office 365. To connect your account to i3CAMPFIRE go to your i3CAMPFIRE profile settings by clicking your account name in the i3CAMPFIRE start menu:
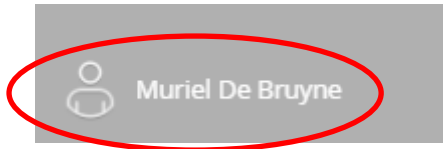
Click the 'Connect to Apps' button in the profile settings:
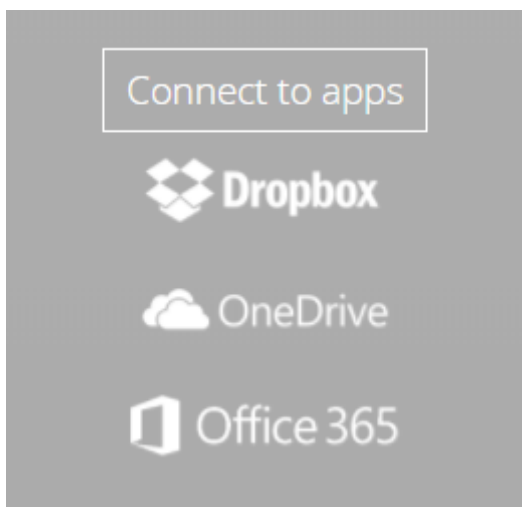
OFFICE 365

Click on the Office 365 button to go to the login page and sign in with your Office 365 account. After signing in you will need to confirm the connection between i3CAMPFIRE and Office 365.

When the connection is confirmed you will be redirected to the profile page of i3CAMPFIRE. Click the 'Update profile' button to finish the process.

By connecting your Office 365 account you will be able to sync your calendar and contacts. This means you can export your files very easily to all participants of a meeting without risking to forget someone.

DROPBOX

Click on the Dropbox button to go to the login page and sign in with your Dropbox account. After signing in you will need to confirm the connection between i3MEETINGHUB and Dropbox. When the connection is confirmed you will be redirected to the profile page of i3MEETINGHUB. Click the 'Update profile' button to finish the process.

By connecting your Dropbox account a new folder has been added in the Dropbox file structure :

- User\Dropbox\Apps\i3MEETINGHUB

You can store images, audio (only mp3) and video (only mp4) in the i3MEETINGHUB folder. This content can be retrieved in the personal folder in the i3MEETINGHUB Gallery (see p.21):

Note that loading time of the Dropbox shared assets depends on the amount of content that is stored in the online folder.

USEFUL INFORMATION

1. FAQ

GENERAL QUESTIONS ABOUT THE SOFTWARE

WHAT ARE THE ADVANTAGES OF CLOUD SOFTWARE?
Cloud software gives you anytime, anywhere access to your files and applications. Start preparing a presentation in you room, on your tablet. Complete it on your home PC. Quickly add up to date information via your tablet on the way to your company. And finally, present the course on your interactive whiteboard. Need to change classrooms unexpectedly? No problem, you content moves with you.

DO I NEED AN ETHERNET CONNECTION TO WORK WITH THE I3CAMPFIRE SOFTWARE?

An ethernet connection is always a good solution for cloud based applications. You will need an internet connection to load the application and your presentation.

However, once started, i3CAMPFIRE was designed to cope with occasional wifi signal drops as sometimes occur in regular environments. This will temporarily limit the software's capability to access the server and the library, but the software will not fail. You can keep using the canvas normally.

Once the connection is restored, the server and library will be accessible again without restarting the app, enabling you to save your work. In case of doubt you can always export your presentation to PDF for offline delivery.

CAN I USE MY FILES OFFLINE?
No, but you can export your files within i3CAMPFIRE to PDF or an image file for offline use.

HARD-AND SOFTWARE COMPATIBILITY

WILL I3CAMPFIRE WORK ON MY PC / TABLET / SMARTPHONE?

I3CAMPFIRE will work on any device that is capable of running a modern browser. This means computers, tablets and almost all smartphones. Please refer to www.i3CAMPFIRE.com for precise specifications.

DOES I3CAMPFIRE REQUIRE AN APP TO WORK ON TABLETS?

No. I3CAMPFIRE was designed for ease of use and will work in any tablet's browser thanks to its cutting edge web technology. Simply go to www.i3CAMPFIRE.com, sign in and continue working on your tablet.

WHICH BROWSERS SUPPORT I3CAMPFIRE?

i3CAMPFIRE works fine in any browser.

DOES I3CAMPFIRE SUPPORT MULTITOUCH?

Yes, i3CAMPFIRE supports gestures on multitouch devices.

I DON'T HAVE A MULTITOUCH ENABLED BOARD. CAN I STILL USE I3CAMPFIRE WITH MY REGULAR INTERACTIVE SOLUTION??

Yes. However, the multi-touch capability of i3CAMPFIRE only works if you have connected a multitouch-enabled device. On single touch boards, you will not be able to enjoy all i3CAMPFIRE's benefits.

BEFORE YOU BUY

IS IT POSSIBLE TO VIEW I3CAMPFIRE FILES WITHOUT INSTALLING THE SOFTWARE?

Yes! I3CAMPFIRE is cloud based software and requires no installation to run. You can view and edit your files anytime, anywhere. For sharing, see p39 *Collaborate with your team*.

CAN I IMPORT MY EXISTING FILES IN I3CAMPFIRE?

I3CAMPFIRE has an import function for the most commonly used file formats in education. For a complete overview, see www.i3CAMPFIRE.com. You can access the import function through the "Open" button in the i3 logo menu.

Help and support

I received an email, but when I click the link the system prompts 'link no longer valid'. Now what?

This problem occurs when you start but don't finish the registration process after clicking the link. Contact your i3 representative for support.

My company will pay for my account, but when activating I have to pay via credit card or wire transfer. What should I do?

Unless you decided on the purchase yourself, go ahead and choose Wire Transfer. The invoice will never be sent twice.

I signed up but the system prompts 'user not active' when I try to log in. What does this mean?

You need to activate your account before being able to access it. You will receive an activation link by email on the address you specified when signing up. If you didn't' receive an email, please check your SPAM folder and (when using Gmail) all your tabs. If you are sure you didn't receive an email please contact support.

I forgot my password, how can I get a new one?

Fill out your e-mail address on http://www.i3CAMPFIRE.com/password_resets/new

You will receive a link to the create password page. If you didn't receive an e-mail, make sure to check your SPAM folder and Gmail tabs if applicable.

I forgot my login email address, how can I recover it?

If you have a site license, contact your IT Administrator. If you have a Premium license, contact your reseller or i3 Support at www.i3-technologies.com

How can I delete a presentation?

Access the "Open" function in the i3 logo menu. Each presentation has a delete button (trash can). Click the button and confirm to remove the presentation. WARNING: this action cannot be undone.

PLANS & PRICING

WHAT ARE I3CAMPFIRE SITE LICENSES?

An i3CAMPFIRE Site license allows you to standardize on i3CAMPFIRE software across your entire company, regardless of the hardware you use. All users in the site license will have all features of a Premium account as well as access to the company and personal storage folders.
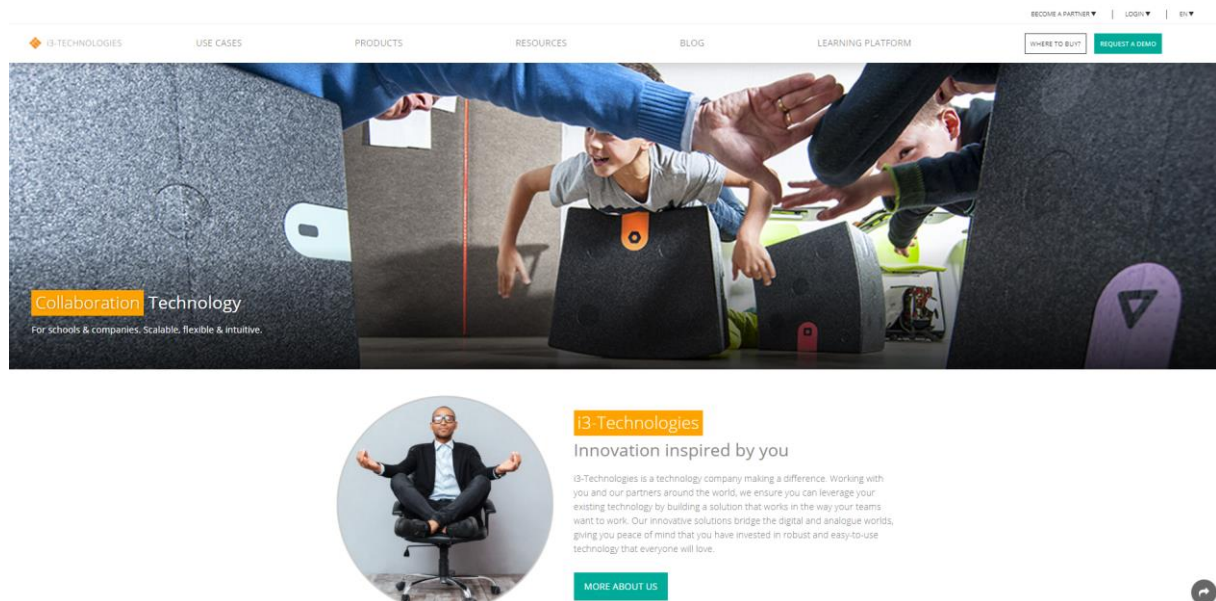
HOW MUCH DO I3CAMPFIRE LICENSES COST?

Please contact your i3 authorized reseller or distributor for more information on pricing.

See also www.i3CAMPFIRE.com/pricing

1. PRODUCT INFORMATION

For more information about our corporate products please visit the i3-Technologies website:

www.i3-technologies.com

2. FEEDBACK AND SUPPORT

The development of i3CAMPFIRE is an ongoing process. Every day we work hard to improve and expand the software's functionality to make it as easy and interactive as possible.

To be able to do this we need to know your opinion. Did you find a bug or are you thinking of a great tool for our software? Please send us your feedback:

http://www.i3CAMPFIRE.com/feedback

Isn't everything working as it should and you can't seem to solve the problem? Use the i3CAMPFIRE support button in the i3 menu to contact your reseller for support !