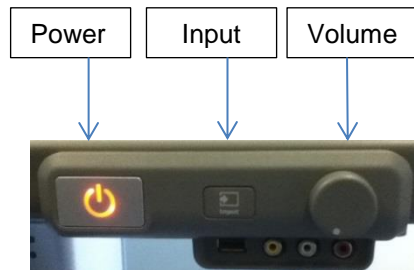


This classroom contains a Smartboard. **ONLY** use Smart pens & erasers on a Smartboard – never use whiteboard markers or erasers. Smartboards are interactive (touch responsive) – for training in the use of Smartboards contact the Skills Team to book an appointment. Training cannot be given ad-hoc.

SMARTBOARD PROJECTOR

The main Projector controls are on the bottom right edge of the Smartboard.

Do not touch the projector itself.



To switch **ON** the Smartboard projector press the Power button.

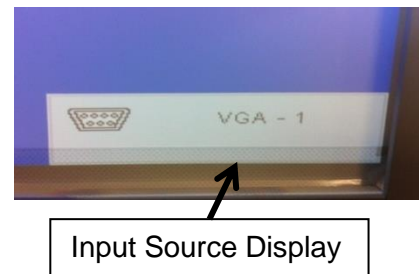
The currently selected 'Input' source will be displayed by the projector.

To switch **OFF** the projector press the Power button and then press the button again to confirm.

INPUT SELECTION

For normal use with the supplied PC, the Projector should have its Input source set to **VGA-1**. Laptops using VGA also use this input.

Should you need to check or change the Input source, then press the Input button and the selected Input source is shown at the bottom-right of the display.



PC

The PC must be switched on and off separately to the Smartboard\projector. If the PC and Smartboard are switched on and you do not see the PC displayed on the board then make sure that the Input source is set to **VGA-1** – see Input selection above.

LAPTOP

A laptop can be connected using either the HDMI or VGA cable that protrudes from the top of lectern.

For VGA cable connection keep the Projector's Input source set to **VGA-1**. It will override the PC when a laptop is connected to this cable – see Input Selection above.

For an HDMI connection, change the Projector's Input source to **HDMI** – see Input Selection above.

DVD

DVDs (not *BluRay*) can be played on the PC. In *Windows 10* use *VLC Media Player* for this purpose.

SOUND




Sound will come from the Smartboard's speakers. There is a Volume control next to the power button and its level only needs to be moderate for decent sound. If there is no sound, the speakers may have been switched off – there is a switch on the underside of the right-hand speaker. If the volume is low then adjust *Windows* volume on the computer first. Note that *YouTube* also has its own volume control below the video window.


For emergencies where there is a fault with the equipment call the SIZ
(01243 81) 6222


Please report any non-urgent issues to the SIZ via Support Me > Self Service Portal on the Intranet.

SMART BEHAVIOUR

TOUCH ACCURACY – if this is not perfect then “Orient” the board – this is a simple process. In the SMART menu (see below) choose Orient. A series of targets appear – touch the very centre of each target-shape as it appears.


 SMART MENU – to access the SMART menu, click the up arrow  bottom-right of screen near the clock. Then in the pop-up menu that appears click on the Smart icon 

 SMART TOUCH Tool – this floats on-screen and can be moved as desired. Touch the hand to expand its options and choose what type of tool you want when you use your finger (not pens) on the board.

 PEN SELECTION – picking up a pen from the tray will normally activate pen mode and you will see the Pen icon. Tap the pen icon with the pen to select what you want to do when use the pen (not your finger).

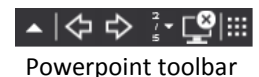
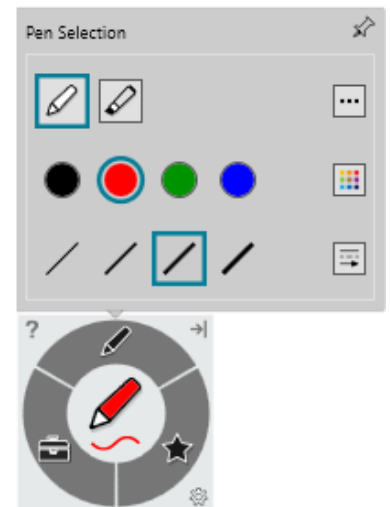
Writing on the screen outside an application area (ie directly onto the desktop) will produce a Smart window.

Writing on the screen within an application area will write onto that application’s window and therefore move with it if you move the window.

 SMART NOTEBOOK – in this software remember when pressing on the toolbar options to use a smart pen to change the Pen tool, and your finger to change the Touch tool !

Note that the behaviour of the pens differs between the use of *Smart Ink* and *Microsoft Ink* and only one of these can be in operation at once.

POWERPOINT TOOLBAR – when *Microsoft Powerpoint* is running a presentation a Smart toolbar will appear by default although this can be switched off in the Smart Ink Settings if preferred. (SMART Menu > Smart Ink Settings > Microsoft Office Settings)



MOVING A MOBILE SMARTBOARD

The following is to be noted where a Smartboard is one of those mounted on a mobile trolley arrangement.

ONLY move the smartboard by holding the big METAL HANDLES that are behind the board.

DO NOT push or pull the board itself – this will affect its alignment and may damage it. Use the metal handles.

DO NOT run the wheels of the trolley over cables.

DO NOT attempt to move the smartboard from one room to another without technical assistance as this requires the projector to be moved into a position that will allow it to pass through a doorway. There should be no reason to move a board to another room so please consider this before calling for assistance.

DO lower the board before moving it. On the side of the mounting is a control with UP and DOWN arrows to raiser and lower the board – the system must be plugged into a power socket for this to work, but the Smartboard/projector does not need to be switched on.

DO consider whether you are moving the board so far that you will need to shutdown the computer before you disconnect the trolley from the power socket on the wall, and also disconnect any other cables in use. Before unplugging the power cable make sure the projector has been switched off and it is silent – i.e. its fan has finished cooling it down and its power light is orange and not flashing.