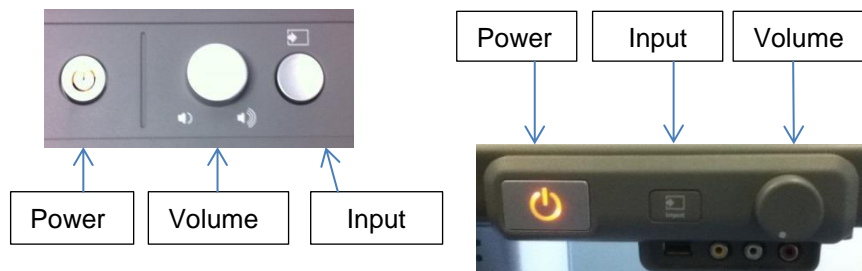


This room contains one of the two types of Smartboard with the main difference being the controls and the available laptop cable connections. ONLY use Smart pens & erasers on a Smartboard – never use whiteboard markers or erasers. Smartboards are interactive (touch responsive) – for training in the use of Smartboards contact the Skills Team to book an appointment.

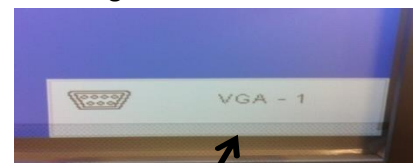
### SMARTBOARD PROJECTOR

Depending on the room the Projector controls will be either of the two shown below: 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 Source Display

### INPUT SELECTION

For normal use with the supplied PC, the Projector should have its Input source set to VGA-1.

Should you need to 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 by either HDMI or VGA cable – options differ between rooms.

For VGA cable connection change the Projector's Input source to VGA-2 – see Input Selection above. For an HDMI connection, change the Projector's Input source to HDMI – see Input Selection above.

### LECTURE RECORDING

There is currently no fixed web camera / microphone in this room – if recording is needed, please obtain a camera / tripod from SIZ Loans

### 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 one of the speakers. 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.

### 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).

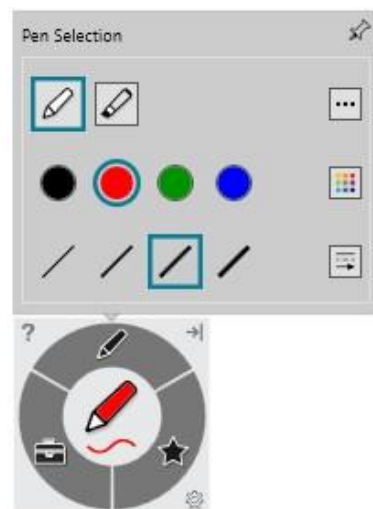
Writing on the screen outside an application area (ie directly onto the desktop) will produce a Smart window.

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)



PowerPoint Toolbar

### 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. Please take care to not push or pull the board itself, as this will cause misalignment and may damage it.

**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.

### TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. [skills@chi.ac.uk](mailto:skills@chi.ac.uk)



This can also be requested in the Self-Service area of the intranet by clicking **Support Me**, then **My IT Training** selecting "**Audio Visual Equipment Training Request**".

**For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222**

For non-emergency enquiries please use the **Support Me** button in the **Self-Service** area on the intranet and select: My Teaching > IT Support (Teaching Room/Open Access)