University of Chichester
Smartboard User Guide – AV Equipment

UNIVERSITY OF **CHICHESTER**

This classroom 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) – Training in the use of Smartboards can be booked with the Skills Team.

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.

Power   Input   Volume

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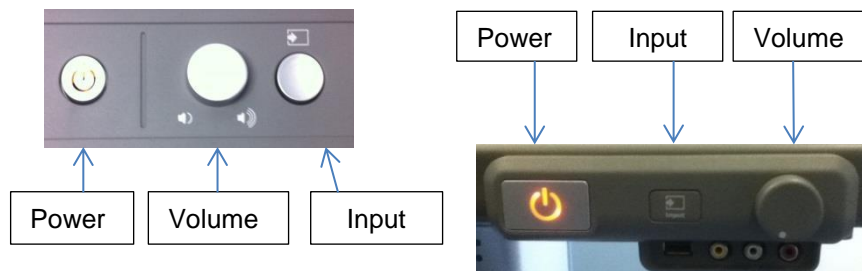
The currently selected 'Input' source will be displayed by the projector.

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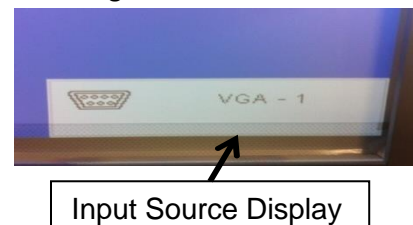
INPUT SELECTION

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

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.

Input Source 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 a fixed web camera with a microphone in this room

For more detailed information and training on lecture recording, and live streaming please contact the Skills team (skills@chi.ac.uk)

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.

COMBINED USE – SMARTBOARD & THE TV SCREENS

To duplicate the PC's display on the Smartboard & TV screens the Smartboard trolley must be connected to the wall socket marked Laptop 3 using its labelled Output cables. Once connected, switch on the Smartboard (see "Smartboard Use" above) and when you have the PC image on the Smartboard, go to the AMX pushpanel on the wall and press the ON button. Then press LAPTOP-3 because you have connected the Smartboard trolley to that wall socket The TV screens should now be displaying the PC image as well as the Smartboard.

TV SCREENS ONLY

The TV screens can be used without the Smartboard setup but only by using a VGA connection from your own laptop (you must supply the VGA cable and audio cable if required, or loan one from the SIZ desk). You can connect your laptop by VGA cable to any of the 4 numbered Laptop connections in the room - there is one on each wall. Once connected, and with your device switched on, go to the AMX push-panel on the wall, press the ON button and then press the corresponding Laptop button for the wall socket you are connected to.

The image from your laptop should now be duplicated on the TV screens, if it is not you may need to instruct your laptop to duplicate its display (in *Windows* press the *Windows*-logo key and the P key). If you have connected your laptop's audio output to the wall socket then the TV speakers will duplicate the audio. To adjust the volume level of the TV speakers, use the Volume Up and Down buttons on the AMX pushpanel on the wall.

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 <u>finger</u> (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 <u>with the pen</u> to select what you want to do when use the <u>pen</u> (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)
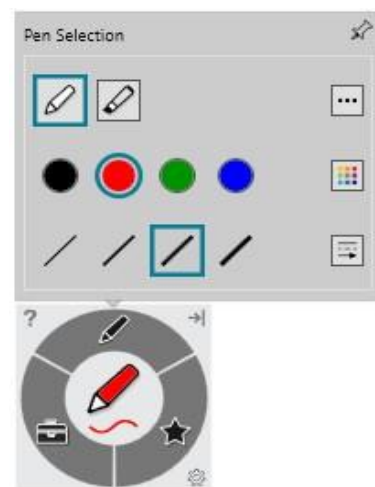
PowerPoint Toolbar

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

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)