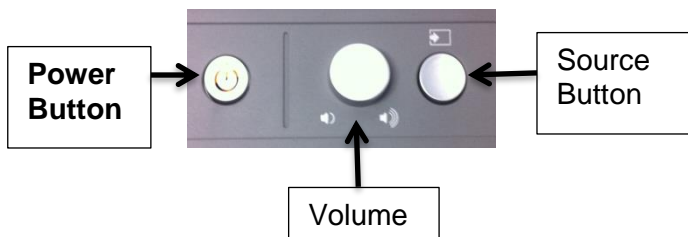


Power and Controls

These are located on the left side of the pen tray at the bottom of the Smartboard.



SOURCE SELECTION

For normal use with the PC, the Smartboard should have its Source set to **VGA-1**.

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

Smartboard Projector

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

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

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



PC

The PC is located below the Smartboard and 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 Source is set to **VGA-1** – see Source selection above.

LAPTOP

Connect a laptop to the Smartboard setup using the HDMI cable that protrudes from the board. Change the Smartboard source to **HDMI** – see Source Selection

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 at all, 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\laptop first.

MP3, IPOD, Audio Devices



On the wall near one of the exits is small unit labelled "ECLER" with a mini-jack socket to connect your audio device into. The Ecler's has a level control but you may need to raise your device volume also. Sound comes from the Gym speakers.

For emergency help where there is a technical fault call the SIZ on (01243 81) 6222
Please report any non-urgent issues via Support Me > Self Service Portal on the Staff 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.

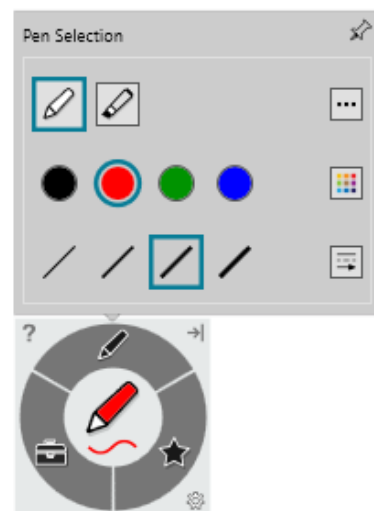
Writing on the screen within an application area will write onto that application's window and therefore move with it if you move the window.



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)



Powerpoint toolbar

MOVING A MOBILE SMARTBOARD

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.