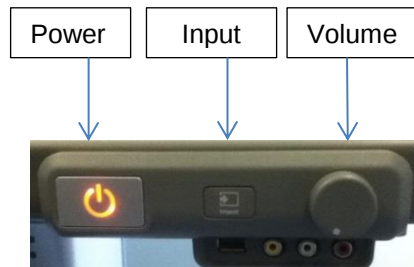


This classroom contains a Smartboard. **ONLY** use Smart pens & erasers on a Smartboard – never use whiteboard markers or erasers. Smartboards are interactive (touch responsive) – for training in the use of Smartboards contact the Skills Team to book an appointment. Training cannot be given ad-hoc.

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.

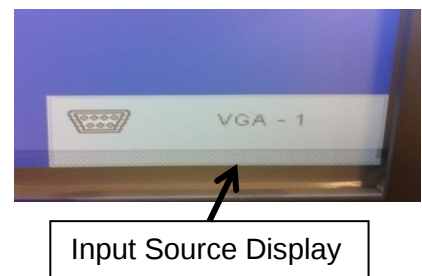
The currently selected 'Input' source will be displayed by the projector.

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 the HDMI cable that protrudes from the top of lectern.

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



DVDs and CDs

DVDs and CDs can be played using the DVD drive in the PC. Log into the PC and in *Windows* use *VLC* (aka *VLC Media Player*).



VLC can be found in the Start Menu.

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.

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).

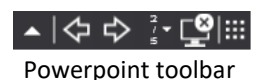
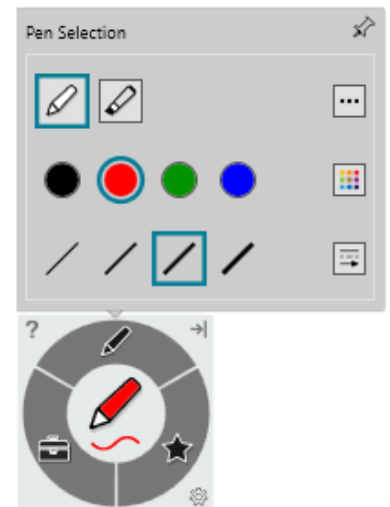
Writing on the screen outside an application area (ie directly onto the desktop) will produce a Smart window.

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)



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TRAINING

To learn how to make the best use of the facilities in any of the lecture rooms please make an appointment with a member of the Skills Team.

This can be requested in Self-Service by clicking **Support Me**, then **My IT Training** and selecting "PC/MAC/AV/Assistive Technology 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** on the intranet.