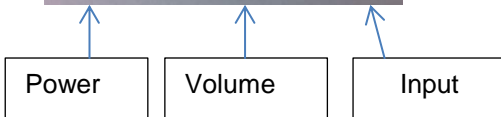


This classroom uses a Smartboard projector. **ONLY** use Smart pens & erasers on a Smartboard – never use whiteboard markers or erasers. Smartboards are interactive (touch responsive) – for training in the use of Smartboards contact the Skills Team to book an appointment. Training cannot be given ad-hoc.

SMARTBOARD PROJECTOR



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

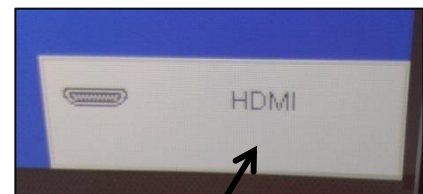
The currently selected 'Input' source will be displayed by the projector.

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

INPUT SELECTION

Normally you will not need to adjust the Input selection. The Input source should be left set to **HDMI**

Should the PC not display or you need to check the Input source, then press the Input button and the selected Input source is shown at the bottom-right of the display. Press the Input until **HDMI** is selected



Input Source Display

PC

The PC in the lectern must be switched on and off separately to the Smartboard\projector.

LAPTOP

A laptop can be connected by using the supplied HDMI cable on top of the lectern. You may need to instruct your laptop to duplicate its display.

When a signal is detected on the HDMI cable it will automatically override the PC and display on the Smartboard.



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 low/moderate for decent sound. If the volume is too low then adjust *Windows* volume on the computer first. If there is no sound at all, the speakers may have been switched off – there is a switch on the underside of the left-hand speaker.

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.

LECTURE RECORDING

There is no fixed camera in this room. Lectures can still be recorded by using an appropriate webcam. For information contact the **Skills Team**.



skills@chi.ac.uk

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**".



TROUBLESHOOTING

Image not showing on both monitor and Smartboard - hold down the *Windows* logo key and press P. In the options that appear, Duplicate needs to be highlighted. If it isn't press P until it is selected.

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.

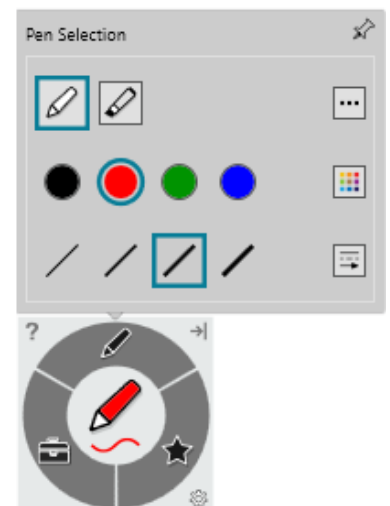
Writing on the screen within an application area will write onto that application's window and therefore move with it if you move the window.



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