

## Smart Board information

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Smart Board                    1-888-42-SMART  
Lessons                         [www.smarttech.com](http://www.smarttech.com)

How to troubleshoot:

### **Projector**

1. You must have 3 things plugged into socket mounted in ceiling.
2. Power button – if you get two green lights on projector it is ready to go.
3. No maintenance.
4. If you get a yellow or red light – call for service (projectors are replaced in 1 business day)
5. Bulbs are \$300 be sure to power down at the end of the day.
6. You also have speakers mounted in the ceiling. To hear the sound the projector must be on. (if you still don't get sound, make sure the volume on your computer is not on mute.)

### **Wall plate connections:**

1. You can request an S video cord from David the campus technician to use DVD technology.
2. You can request the yellow, red and white cords to play input from other sources such as a camcorder.
3. USB to computer – don't move computer – it will affect your connection as the cords only work well to certain distances.

### **Smartboard:**

1. If you turn on the power and get a green light it is ready to go.
2. If you get a red light you have power but no info from computer (check your USB cables)
3. Touch smartboard icon at bottom right of computer.
  - a. Select orientation
  - b. Touch targets on the screen
  - c. You shouldn't have to do this often unless the board gets bumped or the projector gets moved.
  - d. Use this when you try to use the mouse and it does not select the item you are trying to use.

### **Hardware: Pen Tray**

1. Located at the bottom of the smart board.
2. To use a pen, pick it up and use it on the board.
3. Or hold it in your hand and use your finger.
4. If you lose a pen, cover the light in the pen tray with something (dry erase, sharpie, etc)
5. There is a button on the tray that will bring up a keyboard on the screen (You can also change it to a number pad)

6. There is a mouse button on the tray that will change between a right click and a left click on the mouse.
7. Only damage the board with pen if you puncture it.
8. Don't use dry erase markers – hard to clean (the tablet does the same functions as dry erase)

#### **Software: Smart notebook**

1. When you open the software your finger is the mouse.
2. When you run out of room on a page click the box in the upper left and it will open a new page for you.
3. Click at the bottom of the page you are working on and you can extend the page.

#### **4. Tool bar at the top of the screen:**

1. Pens at the top of the screen are for pens on the fly, they turn your finger into more colors than the pens in the tray.
2. Make sure to touch the arrow button to the left of it to turn your pen back into a mouse when you are finished using it.
3. There is a font button to manipulate the size and script of the font.
4. There is a button for a shade – so you only see portions of the screen at one time.
5. Gallery – this is where pre-loaded clip-art is. Click on the item you wish to use and drag it into
6. Capture tool bar – this will allow you to capture from the internet or any application on such as word, powerpoint, excel... and put the picture into your presentation.
  - The first button allows you to capture an area. You control the size of the box. (it automatically puts it into your presentation for you)
  - Second button allows you to capture the entire window.
  - Third button allows you to capture the entire screen.
  - The fourth button allows you to capture the information you want to in a weird shape. It is not a box – you control the shape.

#### **5. Save**

- a. File – save as (and it will save it as a .xbk this means only people with smartboard software will be able to open it).
- b. Export – save as pdf or powerpoint .

#### **6. Moving things on the screen** – write something, tap on it, and it becomes a box like in word that you can move around. You have the same functions as in word and you can move, flip, and resize the object.

- If you draw two objects you can use the dropdown box and merge the two items.
- In the upper corner of the box you can drop down a box and click recognize and it will change your writing into text.

- In that same dropdown box you click add link and make the object a link to the internet.
  - **Be careful – you can only touch the board in 1 place, watch your elbow, jewelry, etc.**
  - **Press hard, the pen or your finger has to go through 3 layers of the board. It may take practice to get smooth connected lines.**
7. **Tablet** – (smart airliner)
- There will be no image on the tablet, you have to look at the screen.
  - This allows you to walk around the classroom
  - Let students use it so they don't have to walk to the board.
  - Controls are on the right side of the tablet and are the same as the board.
  - It uses blue tooth technology.
  - The mouse controls are located at the top of the tablet.
  - You can even place a mouse on top of the table for better drawings.
  - Has to be charged – works 7-8 hours
  - Re-charge at the end of the day.
  - Can be a conflict if you use the board and the tablet at the same time.

Two-Minute Flash Tutorials are available at the site below with quick tips on various features of the Smartboards:

<http://smarttech.com/trainingcenter/tutorials.asp>

The link below is for downloading the Smartboard Software version 9.7:

<http://www2.smarttech.com/st/en-S/Support/Downloads/SBS/Windows/SBSv97Win.htm>

Educator resources from Smart Technologies and additional software resources and downloads can be found on the link below:

<http://www.education.smarttech.com/ste/en-US/Ed+Resource/>