

# SMART Board™ Interactive Whiteboard Basic Functionality



## Introduction

The SMART Board™ interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.

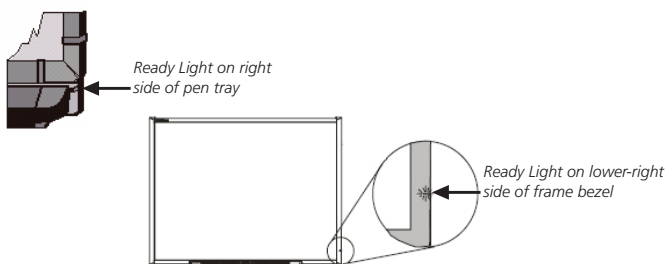
- The computer sends an image of an application to the projector
- The projector casts the image onto the interactive whiteboard
- The interactive whiteboard acts as both the monitor and input device, allowing you to control any application by touching the screen

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer. Set up instructions depend on the model of SMART Board interactive whiteboard. Specific instructions on how to set up your interactive whiteboard can be found at <http://www.smarttech.com/us/Support/Browse+Support>.

## Starting the SMART Board interactive whiteboard

1. Ensure the interactive whiteboard and projector are connected to the computer.
2. Turn on the projector, and then turn on the computer. The interactive whiteboard draws power from the computer and will activate automatically. The Ready Light, indicating the status of your interactive whiteboard, will glow red while the interactive whiteboard and the computer are establishing communication.

**NOTE:** Depending on the model of your SMART Board interactive whiteboard, the Ready Light is either located on the right side of the SMART Pen Tray or the lower-right of the frame bezel.



3. Log on to the computer, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The interactive whiteboard is now touch sensitive, and you can open any application available on the connected computer.

## Orienting the SMART Board interactive whiteboard

You should orient your interactive whiteboard when setting it up, or if the projector or interactive whiteboard has been moved since you last used it.

1. Press and hold the **Keyboard** and the **Right Mouse** button simultaneously until the Orientation screen appears.



Pen tray buttons



Pen tray buttons

2. Begin the orientation in the top-left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



## The SMART Pen Tray

The SMART Pen Tray consists of four color-coded slots for pens and one slot for the eraser. Each slot has an optical sensor to identify when the pens and eraser have been picked up. You can write with the pen or with your finger, as long as the pen slot is empty. The pen tray recognizes which tool was removed from its slot most recently. If you remove the eraser from its slot while you are still holding a pen, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool was removed last.

# SMART Board Interactive Whiteboard Basic Functionality

**TIP:** If someone accidentally takes a pen or the eraser home, simply cover the optical sensor with a pen lid or a sticky note to continue using your interactive whiteboard until the tool is returned.

## The pen tray buttons

The pen tray has at least two pen tray buttons. One button accesses the On-Screen Keyboard. The second button makes your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button; this button is used to quickly access the Help Center.



Pen tray buttons



Pen tray buttons

## The pens

The SMART Board interactive whiteboard includes four pens (black, red, green and blue) and one eraser. Although you do not need to use the pens to write on your interactive whiteboard, the pens make writing more intuitive. Pick up a pen from the pen tray and write on the interactive whiteboard. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes.



**TIP:** To clear a large area of digital ink, draw a circle around the area you want to erase with the eraser and tap once inside that area. All digital ink inside that circle will disappear.

## Your finger is your mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press the application icon with your finger.

## Writing and erasing notes

To write over your desktop image or an application, pick up a pen from the pen tray and write on the interactive whiteboard. To write in a different digital ink color, pick up a different colored pen. The color recognition is due to the optical sensors in the pen-tray slots and not from the pens themselves.

Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

## Testing basic functionality

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your presentation are working properly.

1. Using your finger, double-press the Internet browser icon (e.g., Internet Explorer®) on the desktop to open a web page.
2. Press the **On-Screen Keyboard** button on the SMART Pen Tray.



3. Press once inside your Internet browser's address bar to select the website address.



4. Using the On-Screen Keyboard, type *www.google.com*.



**NOTE:** The On-Screen Keyboard is a single point of contact tool. Touch-typing or keystroke combinations are not possible.

5. Press the **Go** button beside the address bar.

