

SmartBoard 101

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Steps to turn on the SmartBoard

- 1.) The SmartBoard may need to be turned on because a previous user shut it off, or because it shut off automatically after two hours of non-use.
- 2.) Before turning on the SmartBoard, check the screen resolution on the desk computer and adjust to “Duplicate These Displays” if necessary. (Instructions to set the screen resolution are located in SmartBoard 102.)
- 3.) Press the power button on the SmartBoard tray once, and wait for the SmartBoard to show the screen of computer desktop. The power button is located on the far left side of the SmartBoard tray.
 - a. If the power button on the SmartBoard tray is not responding, use the power button on the SmartBoard remote control located on the left side of the SmartBoard screen under the speaker, about eye level. The remote must be removed from where it is and pointed at the projector.
 - b. If the SmartBoard displays only a purple screen with ‘SmartBoard’ written in the center, complete the following steps.
 - i. Observe the current video input type displayed in the lower right corner of the SmartBoard Screen.
 - ii. Click the video input type button on the SmartBoard tray until the video input type is VGA-1, and wait for the SmartBoard to show the MQC computer desktop. The video input type button is the 3rd button from the left with the arrow in the rectangle shaped symbol above it.

Basic functions of the SmartBoard

- 1.) To open the tools menu, using the SmartBoard pen, click on the double arrow on the far left of the SmartBoard screen. This opens a menu of the following tools:
 - a. Arrow – used for pointing
 - b. Black pen – used for writing in black
 - c. Red pen – used for writing in red
 - d. Yellow highlighter – used to highlight in yellow
 - e. Eraser – used to remove writing

- f. Mouse – used to access ‘right-click’ function
 - g. Notebook – used to open a new blank document for writing
 - h. Keyboard – used for typing
 - i. Undo – used for reversing the last action taken
 - j. Setting – used for customizing which tools are in the menu
- 2.) To use the SmartBoard similar to a standard white dry erase board, click the Notebook tool icon and begin writing.
 - 3.) Feel free to access the special fonts and colors located at the top of the Notebook window
 - 4.) Do not use pens, markers, rulers, or other non-SmartBoard external tools to touch the SmartBoard screen. It is also very important to avoid using the back end of the SmartBoard pen on the SmartBoard screen. This will cause damage to the SmartBoard screen. (Note the scratches in the upper left corner of the screen.)

Steps to display a shared document on the SmartBoard

- 1.) On the MQC computer, navigate to the document to be shared.
- 2.) The image on the computer screen should be displayed on the SmartBoard screen.
- 3.) The SmartBoard pen can be used to write on the shared document.
- 4.) The SmartBoard eraser will erase any marks added to the document, but not any element on the original document.
- 5.) If the document is saved before it is closed any writing/drawing added to the document will become a permanent part of it.