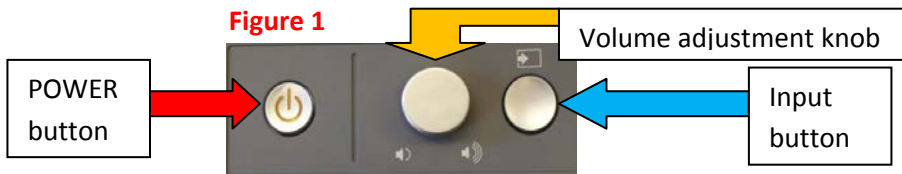


Smart Board Quick Tips – Horrmann Library

DO NOT USE MARKERS, DRY ERASE, OR ANY WRITING IMPLEMENTS ON THE SMART BOARD. USE ONLY THE DIGITAL “SMART PENS” PROVIDED ON THE SMART BOARD TRAY.

TO TURN SMART BOARD AND COMPUTER ON:

1. Turn on Laptop behind board (use power button on laptop)
2. Press the Power button on the Smart Board tray once (far left of tray, see Fig. 1)



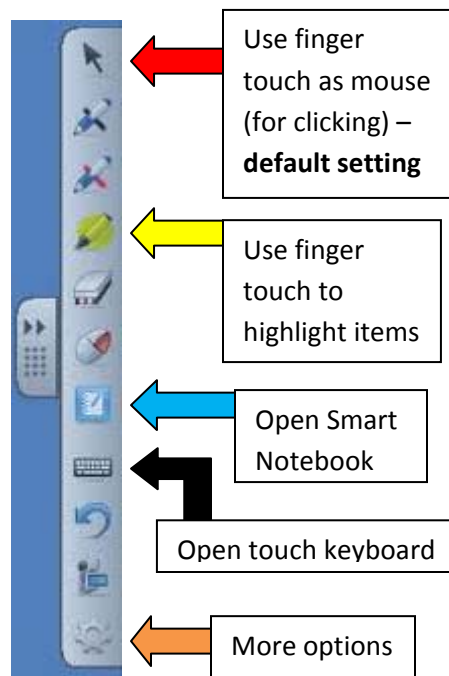
3. The computer screen should be visible on the Smart Board screen **after** the laptop finishes its startup. If the screen is not visible, hit the **Input** button on the **Smart Board tray** [see Fig. 1] until the screen says **VGA-2**. The laptop screen will then be displayed.

IMPORTANT! Smart Board bulbs have a limited lifespan. If you are not using the Smart Board, please hit the Smart Board power button TWICE to turn the board off. You can “wake up” the board by hitting the Power button once.

TO USE “SMART” FEATURES:

Smart features are automatically activated once the board is turned on and the laptop has completed start up.

Figure 2: Smart Menu

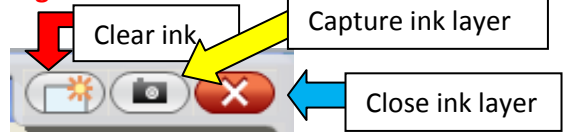


1. **Touch features** – you may use your fingers to “click” on icons and links on the Smart Board. No need for a pointer. **Do not use pens, pencils, or sharp objects.** [see Fig. 2]
2. **Writing** – you may use the Smart Pens and Eraser to “write” on the screen. Press the color buttons to change “ink” color. [see Fig. 3]

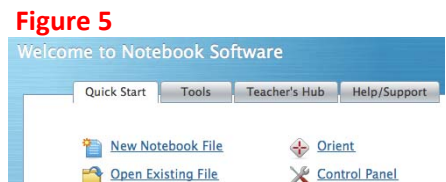
Figure 3



Figure 4



- As you write an “ink layer” overlay will appear on your screen (see Fig. 4). You can use the icons on the top right to clear the layer, capture your writing or close the ink layer. You can also use the Smart eraser to remove all writing. When completely erased, the ink layer will close.
3. **Smart Notebook** [see Fig. 2] - click on the Smart Notebook icon on the desktop to open up a blank screen to write on. Content can be saved in the Smart Notebook. See **Smart Notebook manual** for details.
 4. **Orientation** – you may orient the touch screen when you begin. This helps improve the touch accuracy. Orientation options are available in the Smart Notebook menu [see Fig. 5].



TO TURN EVERYTHING OFF:

1. Shut down Laptop by clicking on the **Start button** in Windows, then click **Shutdown**.
2. Press the Power button on the Smart Board tray (far left) **twice** to shut board down [See Fig. 1].