

POLYVISION SMART BOARD

- **What is a Smart Board?**

The easy-to-use Walk-and-Talk Presentation Series allows you to walk around the classroom while controlling your presentation and whiteboard activities through an intuitive remote control. The remote control allows you to project, write with projected ink, erase, save, print, and access the Web. You can also open, close, and interact with any application projected from the computer screen onto the Smart Board. This frees you from having to constantly run back and forth between the computer and the whiteboard; it can all be done at the board! Anything displayed or written on the board can be saved as a PDF file, printed out, or emailed.

- **Starting up the Smart Board**

Before you can begin using the Smart Board it needs to be turned on and properly aligned. To use the Smart Board you will need the gray projector remote, the black Smart Board remote, the Smart Board stylus, and the Smart Board eraser.



Both PC and MAC Classrooms are equipped with Smart Boards.

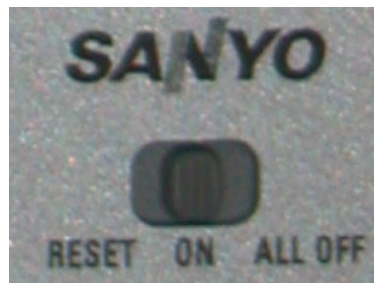
- o Login to the computer with your Health Center login and password



- o Turn on the overhead projector (On-Off button on the gray remote)
- o Press the Auto PC button (on the gray remote)



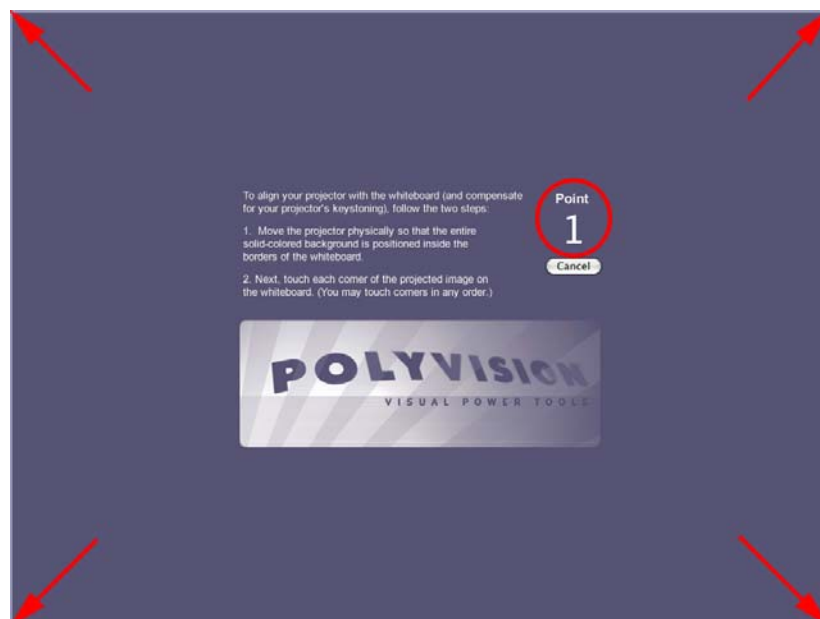
If the projector does not turn on, check to make sure the slider on the bottom of the remote is in the "On" position



- Turn on the Projection function for the Smart Board (Projection button on the black remote)



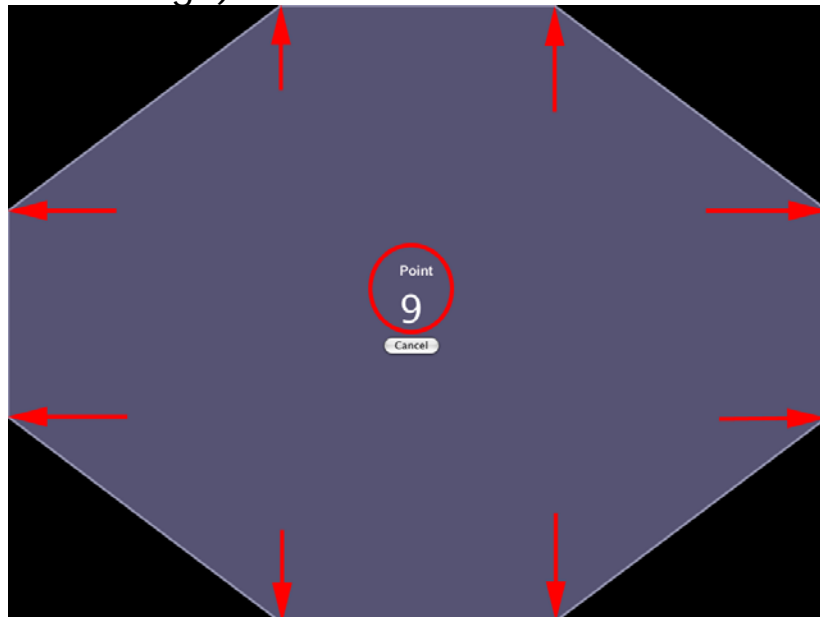
- Align the Smart Board
 - Touch the four corners of the large square that appears on the Smart Board (As you touch each corner, the Point Number will change)
- *Make sure you accurately touch each corner to ensure that you will give yourself the best alignment



- Touch the four corners of the small square that appears on the Smart Board
(As you touch each corner, the Point Number will change)



- Touch the eight points of the octagon that appears on the Smart Board
(As you touch each corner the Point Number will change)

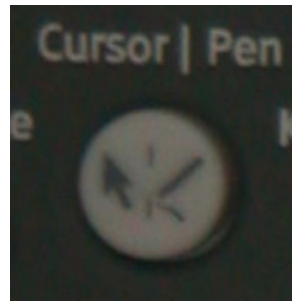


- **Using the Smart Board**

You can interact with the Smart Board by using either the stylus and eraser or your finger.

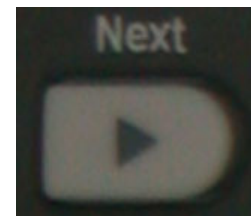
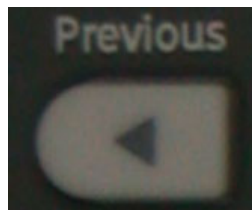
- **Cursor Mode** 

The cursor state is the mode in which the Smart Board starts up. In the cursor mode the pointer on the screen will act just like a mouse cursor; you can highlight text, open folders, and click on links. You can toggle between the cursor mode and the pen mode by pushing the Cursor | Pen button on the Smart Board remote.



- **Previous & Next buttons**

The Previous & Next buttons are mainly useful in PowerPoint, which will allow you to jump both back and forward through your slideshow.



- Touch Pad

The touch pad acts the same way as a laptop touch pad. You can control the location of the mouse cursor on the projected screen by moving your finger around the Touch Pad on the Smart Board remote.



- Left & Right Mouse Click buttons

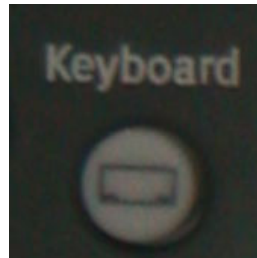
The Left & Right Click Mouse buttons act the same way as a left and right mouse click.



- Trigger button (underside of remote)

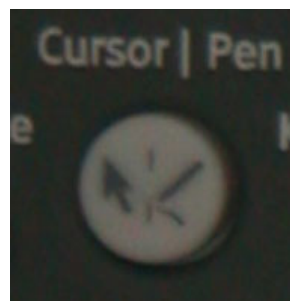
This button acts the same as a left mouse click. It is especially useful for advancing PowerPoint slides with the remote rather than having to use the mouse or keyboard.

- Keyboard button
The keyboard button will call up an onscreen keyboard which you can use to type with.



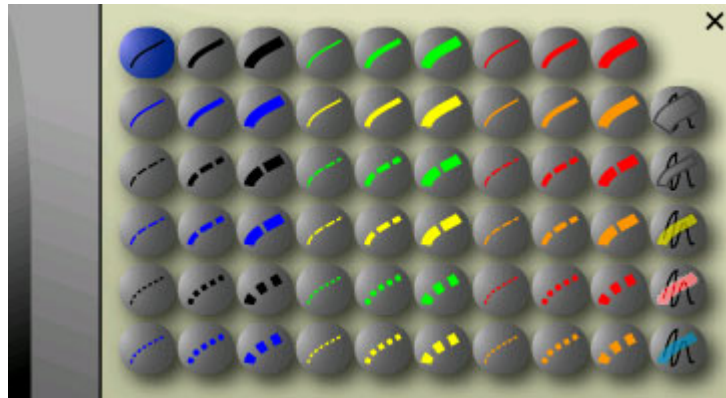
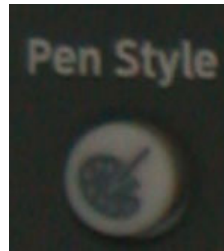
o Pen Mode

While in the pen mode you may write on the Smart Board with the stylus or your finger using virtual ink. You can switch between the cursor and pen modes by pressing the Cursor | Pen button on the Smart Board remote.



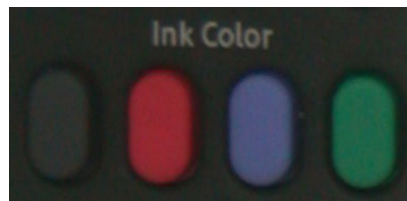
- Pen Style

The Pen Style button allows you to change the style, thickness, and color of virtual ink you write on the board with. The Pen Style also includes highlight and erase functions.



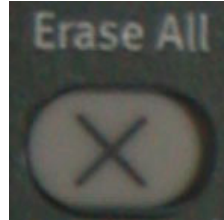
- Ink Color

The Ink Color buttons allow you to quickly switch between black, red, blue, or green ink.



- Erase All

The Erase All button allows you to erase everything that has been written on the screen. Please also note that switching back to cursor mode will erase everything written on the board.

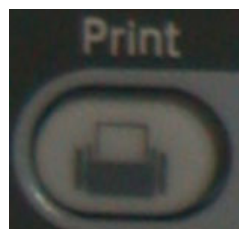


- Print & Save Buttons

There are two additional buttons that operate in both the Cursor and Pen Modes. These are the Print and Save buttons.

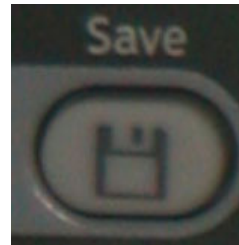
- Print Button

The Print button allows you to print a screen shot. Please note that this will print everything on the screen, not just the active window.



- **Save Button**

The Save button allows you to save a screen shot as a PDF file. Please not that this will save everything on the screen, not just the active window.



The file will be saved in the Smartboard folder located on the desktop. The file will be saved as: PolyVision xxxxxx.pdf where "xxxxxx" is the number assigned to the PDF file. Ex.) PolyVision 000001.pdf

