

Smart Board 600 Series

- The Smart Board is an interactive whiteboard that uses touch detection for user input.
- Be sure that you are logged in to the computer to use the Smart Board.

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Turning On and Calibrating

Power On

1. Locate the controller on the desk (**Figure 1**).
2. On the top left under **Display**, you will press **On**.
3. Press the **PC** or **Lectern PC** button.



Figure 1

Calibration

- Calibrating your Smart Board will make your interactions more precise and provide a seamless experience.

1. Press the ? in the middle of the tray (**Figure 2**).
2. Select the **Align/Orient** option from the pop-up window (**Figure 3**).
3. Press the targets on screen to finish calibration (**Figure 4**).



Figure 2

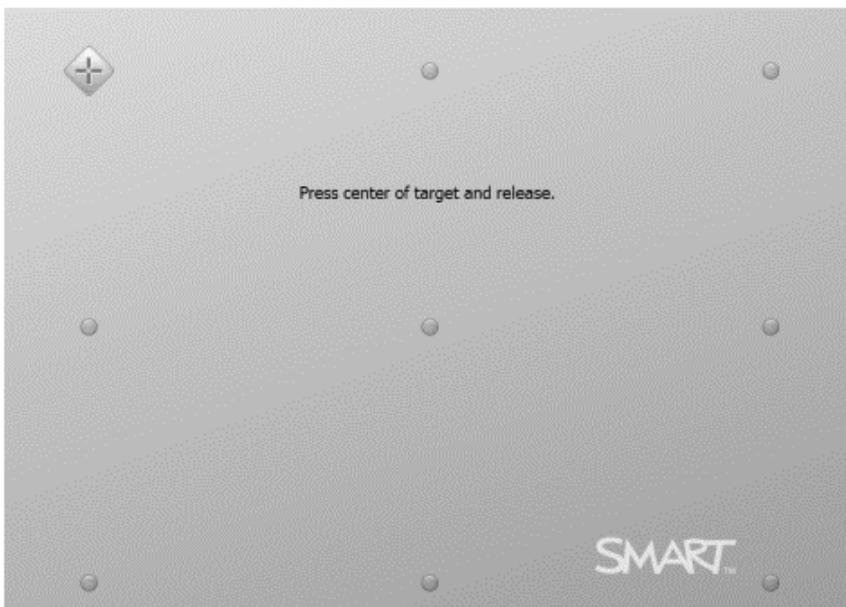


Figure 4



Figure 3

Using Powerpoint

- Smart Boards have an integrated menu for Powerpoint

Navigating Slides

1. Open **PowerPoint**
2. Find the tool bar in the bottom left of the screen (**Figure 5**).
 - a. *This toolbar can be dragged anywhere on the screen.*
3. Move through the slides with the **Blue Arrows**.
4. Use the drop down arrow next to the number of slides to jump directly to any slide.
5. End your presentation with the **Monitor Icon**.



Figure 5

More Options

1. Click the **Dotted Grid** on the toolbar(**Figure 5**) .
2. A menu will appear with the following options(**Figure 6**):
 - a. Powerpoint Ink Tools
 - i. *Select Clear Ink to clear all drawings.*
 - b. Powerpoint Menu
 - c. New Slide
 - d. Pointer
 - i. *Place a pointer arrow to emphasize objects on the board.*



Figure 5

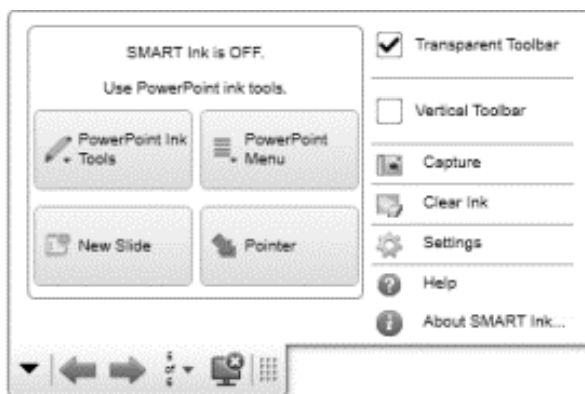


Figure 6

Drawing on the Board

1. Pick one of the four preset color pens on the tray:
 - a. Black
 - b. Red
 - c. Green
 - d. Blue
2. For more colors and to change the line thickness, find the **Accessories Toolbar** on the far left of the screen (**Figure 7**).
3. Select the **Pen Icon**.
4. Press the **Gear** button that appears next to the pen (**Figure 8**).
5. Press **Save Tool Properties** when you have made your selection (**Figure 9**).
6. Alternately, select the **Highlighter Icon** for a transparent color that will still show texts or images below it.
7. Select the **Eraser Icon** or pick up the eraser on the tray to erase the drawings on the board.



Figure 7

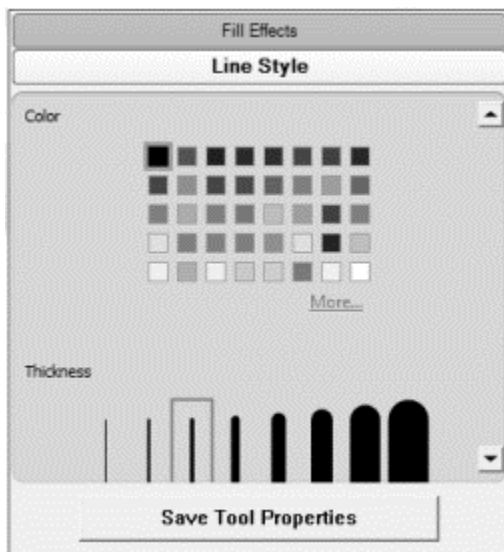


Figure 9



Figure 8

Tools on the Smart Board

1. Find the **Accessories Toolbar** in the left corner of the screen (**Figure 7**).
2. Press the **Gear** button at the bottom of the toolbar.
3. There are many items on this menu, but two that should be noted:
 - a. Spotlight
 - i. *Allows you to place a circle around an object to bring attention to it.*
 - b. Screen Shade
 - i. *Drag a shade over part of your screen to hide it.*



Figure 7