Smart Board 800 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.

Use the following links to navigate this document:

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.

Calibration

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

1. Press the **Target Button** in the middle of the tray **(Figure 2)**.
2. Press the targets on screen to finish calibration **(Figure 4)**.

Figure 2

Press center of target and release.

Figure 3

SMART Board

interactive whiteboard

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 4

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.*

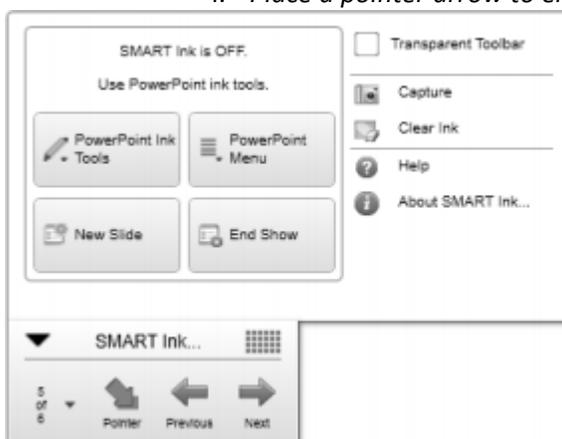**Figure 4**

Figure 5

3

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.
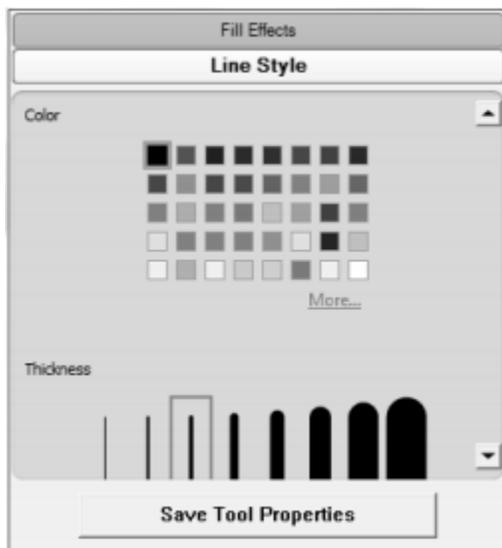

Figure 6

Figure 7

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 6