

# Learning Environments user guide: SMART Board user guide

SMART Board interactive whiteboards are installed in some learning spaces at The University of Melbourne. SMART Boards act as a 'touch screen' user interface between a computer, the LCD projector and the screen, allowing you to control the computer not only with a mouse and keyboard, but also with their finger or a SMART Board pen to select or highlight a specific item.

See the SMART Board web site for additional information.

<http://www2.smarttech.com/st/en-US/Products/SMART+Boards/default.htm>

## Data projection screen

The SMART Board can be used as a projection surface for the LCD projector.

## Touch screen

The SMART Board can operate as a touch-sensitive surface, allowing you to control the computer by touching the screen. Anything you can do with a mouse, you can do with your finger - touching the screen with your finger has the same effect as a mouse click or drag. For example, you can navigate a hyperlink on a web page while standing at the screen by touching the link on the SMART Board.

Highlight key information with easy-to-use tools. Touch the SMART Board to highlight key points, access applications and web sites, and write notes in electronic ink. Then, save all your work to one file that you can print, e-mail or post to a web site.

## Starting the SMART Board

If you are unsure of how to operate the audio visual system in your learning space, see the room database for a user guide for your learning space:

<http://www.infodiv.unimelb.edu.au/tss/access/database.html>

To use a SMART Board installed in a shared learning space:

1. Turn on the audio visual system.
2. Turn on the installed computer.
3. Turn on the data projector.

The SMART Board draws power from the computer and is activated automatically when the computer is turned on. You'll know the whiteboard has power when the ready light on the right side of the SMART Board pen tray turns red.

When the ready light on the pen tray turns green, the computer and SMART Board have established communication. The whiteboard is now touch sensitive and ready to be used.



## Controlling projected applications

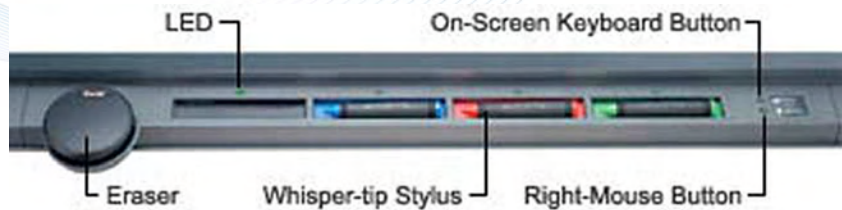
To control applications on a SMART Board, use your finger in the same way you would a mouse.

For tasks that require a double-click, press the whiteboard twice in rapid succession.

For tasks that require a right-mouse click, press the **right mouse button** on the pen tray. Your next press will be recognized as a right-mouse click.

## Writing and erasing annotations

You can write in electronic ink with the plastic pens located in the coloured trays along the front of the SMART Board.



To emphasize or add information to a point, you can write over top of any application or Web site in electronic ink. You can then capture the annotation or touch the screen to make the annotation disappear.

To write on the SMART Board, pick up a stylus from the pen tray and write over the top of any projected image. When writing, press firmly and consistently on the whiteboard and avoid resting your hand on the surface. After you finish, return the stylus to the pen tray. The cursor will reappear and you'll regain touch control.

**Note:** If you return the stylus to the pen tray without capturing the annotation, your annotation will disappear the next time you touch the screen.

To erase your annotations, use the eraser.

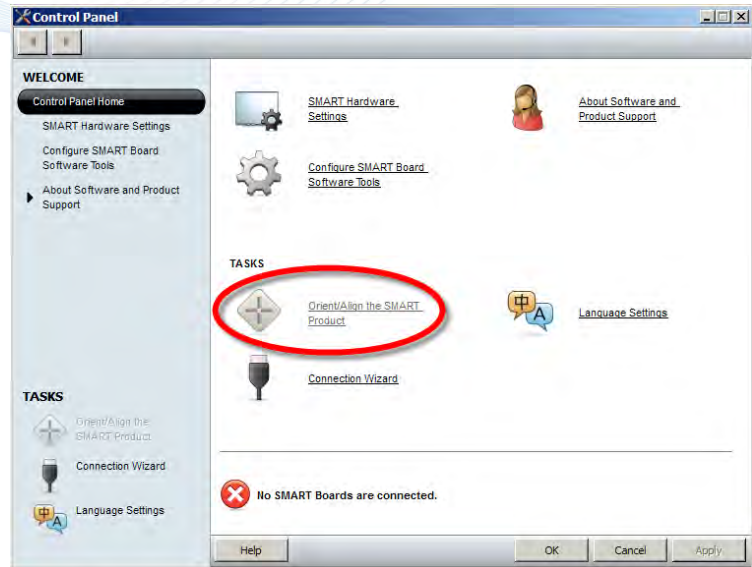
**Note:** The SMART Board only recognizes the last tool removed from the pen tray. For example, if you already have a stylus in your hand when you pick up the eraser, the whiteboard will assume you want to erase.

## Orienting the SMART Board

Does the cursor not appear in the place where you've pressed? If so, you need to orient the SMART Board. To orient a SMART Board:

1. Click the SMART Board icon in the System Tray (near where the clock is located, on the bottom right-hand side of the screen).
2. Select Control Panel.
  - If the SMART Board icon does not appear in your System Tray, select **Start > Programs > SMART Board > Control Panel**.
3. Click **Orient/Align the SMART Product**.
4. Begin orienting from the upper-left corner of the SMART Board.

Press your finger or stylus squarely on the yellow centre of each red cross in the order indicated by the white, diamond-shaped background.



Please report any errors or omissions in this user guide to:

[les-guides@unimelb.edu.au](mailto:les-guides@unimelb.edu.au)

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