

Using the SMART Board to ANNOTATE on the screen and INTERACT with your presentation:



*(SMART board software must first be installed on your laptop. Contact Computer Resources)*



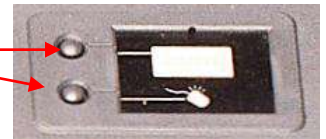
These are in a tin box inside the cabinet



- Turn on the Smart Board
- Remove colored markers and eraser from the SMART board cabinet and put in correct places on the tray.



- Connect both the **VGA cable** and the **USB cable** to the laptop
- On the laptop:
  - Click on SMART Board software icon (Wait for the board to recognize your laptop)
  - Press the keyboard and mouse button (bottom right of board) at the same time and follow directions to **orient** the Board to your laptop. It is more accurate to use one of the markers than your finger. (Pull the pen away from the surface straight at 90 degrees)



- To annotate over an image from the **Document Camera, VHS Player or DVD Player**, also follow the directions for each below.
- Use your fingers to navigate around the board – Double touch to launch programs, Single touch is a Left mouse click, Mouse button on tray allows for a Right Click)
- Use the colored board markers to write on the board and eraser to erase.
- When finished. Put colored markers and eraser back into the board cabinet.
- Turn off the SMART Board and disconnect your laptop.



Using your Laptop to **PROJECT** onto the screen:

- Turn on SMART Board (Green **Power** button on bottom right)
- Connect the VGA cable from the SMART Board to your laptop and turn on your laptop.
- On the bottom of the board, click on the Laptop icon
- On your laptop, press **FN+F7** and select 1024x768 to project your Thinkpad onto the screen
- If you are using PowerPoint, select F5 to start the slideshow and ESC to end.
- When finished, disconnect laptop
- Turn off SMART Board (power button on bottom right)



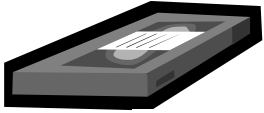
Using the Samsung Document Camera to **PROJECT** onto the screen:

- Turn on SMART Board (Green Power button on bottom right)
- On the bottom of the board, click on the CPU icon
- On the Document Camera, Move Camera Arm up until it locks and Rotate Camera so that the lens is facing down and remove lens cap.
- Open Right and Left Camera Arms out until they lock
- Turn on Samsung Document Camera (Power button on the lower left corner or use Samsung remote)
- Place book or paper on the Document Camera, use ZOOM as desired.
- When finished, turn off Document Camera, Replace lens cap.
- Rotate lens until words Samsung is on top, move camera arm down and left and right arms down to the main base.
- Turn off SMART Board (Power button on bottom right)



Using **Both the Laptop and the Document Camera** to project onto the screen:

- Following directions for using the Laptop and the Document Camera
- Press the **Laptop icon and CPU icon** to toggle between the two.



### Playing a VHS Tape:

- Turn on SMART Board (Green Power button on bottom right)
- On the bottom of the board, click on the video icon
- Turn on VHS/DVD unit inside the Smart Board (press power button on unit or use remote)
- Press **Select Video** button on unit or remote and insert your VHS tape into the VHS/DVD combo unit.
- Use the remote controls to play, pause, forward or rewind the tape.
- When finished, eject VHS tape.
- Press **Power** button on the combo unit to turn it off or use remote.
- Turn off SMART Board (**power** button on bottom right)



### Playing a DVD:

- Turn on SMART Board (Green Power button on bottom right)
- On the bottom of the board, click on the video icon
- Press **Select DVD** button on the VHS/DVD unit or remote. Open drawer to insert DVD and close the drawer.
- Use the remote controls to play the movie.
- When finished, remove **DVD**.
- Press **Power** button on the combo unit to turn it off or use remote.
- Turn off SMART Board (power button on bottom right)

