

# Basic Operation and Care for your SMART Board™

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## Hardware Components

The computer sends an image to the projector through a RGB or VGA cable. The projector transmits the image onto the interactive whiteboard. The board relays any input messages (use of pen tools or hand) to the computer through a USB cable.

When you press the board with a pen tool or your finger, the top layer of the screen makes contact with the back layer of the screen. Press with intent to ensure that your actions are recognized by the back layer.

## Safety

- Never look directly at the projector's light beam.
- Never touch the projector. It can become very hot during operation.
- Never use a chair to increase a student's reach on the SMART Board™.
- Never use other writing utensils (markers, pencils, ink pens, etc.) on the board. Keep these materials and others (scissors, liquids, etc.) away from the area.
- Be mindful of cords and the legs on portable models.

## Indicator Lights

The status light (ready light) is located on the bottom right side of your SMART Board™.

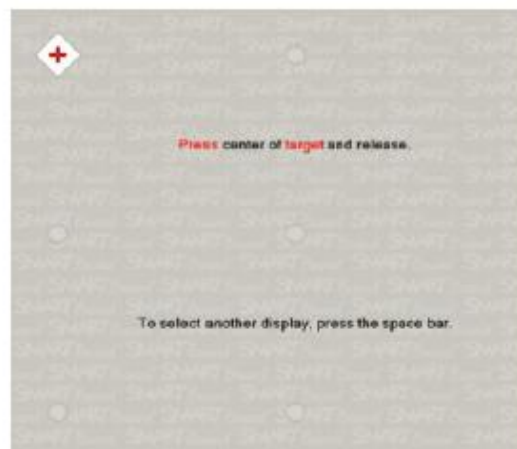
Color of Light	Status
Not Lit	<ul style="list-style-type: none"><li>• The board does not have power.</li><li>• Check the USB connections.</li></ul>
Solid Green	<ul style="list-style-type: none"><li>• The board is communicating with the computer.</li></ul>
Flashing Green	<ul style="list-style-type: none"><li>• The SMART Board™ driver isn't installed, or it isn't running. Try installing it from <a href="http://www.smarttech.com">www.smarttech.com</a>.</li><li>• If it continues to flash, contact your SMART™ support representative for help.</li></ul>
Solid Red	<ul style="list-style-type: none"><li>• The board has power, but it is not communicating with the computer.</li><li>• The light briefly turns red while powering up. This is normal.</li></ul>
Flashing Amber	<ul style="list-style-type: none"><li>• This occurs when you are updating firmware. This is normal.</li></ul>
Solid Amber	<ul style="list-style-type: none"><li>• This signifies a problem state. Try disconnecting and reconnecting the USB cable at the board.</li></ul>

## Cleaning and Maintenance

Glass Plus<sup>R</sup> Multi-Surface Cleaner and a soft paper towel or cloth are recommended for cleaning the board. This should be done as needed to remove fingerprints and dust. Try to make it a habit to clean and orient your board once a week.

## Orientation

Pressing both buttons (on-screen keyboard and right-click) on the pen tray at the same time will open the orientation screen to align the board with the projector. Use a pen tool to touch the center of each active yellow + symbol. Most boards have nine of these to complete the process. The board will register when you lift up/remove the point of contact. It is fine to press the pen tool to the board, drag the tip to the center of the +, and then lift the pen from the board. Try to make it a habit to clean and orient your board once a week.



## Etiquette and Touch Options

Only one user can touch the board at a time. Since only one point of contact can be recognized by the board, so you may need to adjust how you hold the pen tools when writing. Do not rest your hand on the board. Students and adults may benefit from grouping two side-by-side fingers to create a larger single point of contact. We also suggest dragging objects by gliding the back of your fingernail across the board. Some teachers have a tennis ball or hand pointer available for students to manipulate objects on the board. If you are right-handed, it is best to stand on the right side of the board. This way your body will open up to your audience.

## Pen Tray

The four SMART Board<sup>TM</sup> pens are simply hollow plastic tubes. Optical sensors on the pen tray notify the computer when a pen is removed. If you pick up two or more tools without returning the others, the board will recognize the last tool selected.

The first pen tray button will launch the on-screen keyboard. The second button allows you to access right-click. Pressing them both at the same time will open the orientation screen to align the board with the projector.

