

Basic Functionality

Your school or company has just moved one of your SMART Board™ interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use the interactive whiteboard in the new environment and will be showing everyone how to use it and the Internet together.

You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, interactive whiteboard and projector appear to be working properly when you turn everything on. However, when you double-press the Internet browser icon on your desktop, your cursor appears a few inches away from your finger press.

Orienting your SMART Board interactive whiteboard

You remember that when the projector or interactive whiteboard moves location, you should orient the board. This action will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

- 1 To orient the interactive whiteboard, press and hold the **On-Screen Keyboard** button and the **right mouse** button simultaneously until the Orientation screen appears

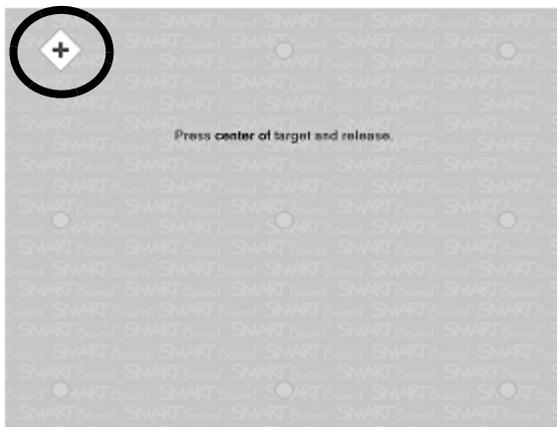


Pen tray buttons



Pen tray buttons

- 2 Begin the orientation process at the upper-left corner of the Orientation screen. Press your finger or pen tool firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



The Orientation screen

NOTE: The point is registered when you remove your finger, not when you first touch the Orientation screen.

Testing basic functionality on the Microsoft® Windows® operating system

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

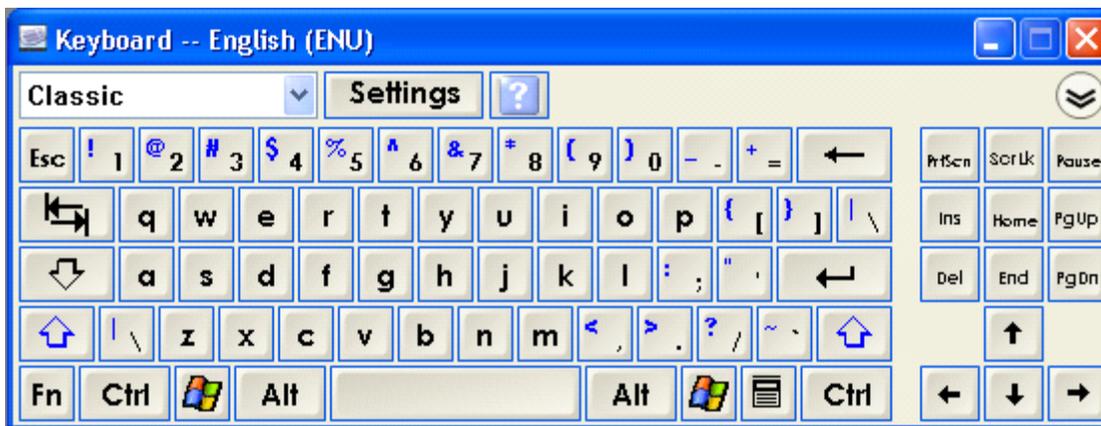
- 1 Using your finger, double-press on the Internet browser icon (e.g., Internet Explorer®) to launch the Internet
- 2 Press the **On-Screen Keyboard** button on the SMART Pen Tray



- 3 Press once inside your Internet browser's address bar to select the website address



- 4 Using the On-Screen Keyboard, type *www.google.com*



NOTE: The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible.

- 5 Press the **Go** button beside your Internet browser's address bar



- 6 You know you will be writing notes directly over the Google™ search engine webpage during your lesson or presentation to highlight key points.

Pick up a pen tool from the pen tray. You will notice the Digital Ink Layer appears, shown by a visible border around the desktop. The border indicates you can write on the desktop, and it remains in place until all pen tools and the eraser have been returned to the pen tray and you touch the board.

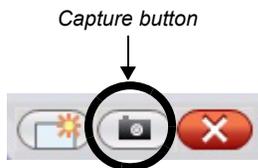


- 7 Using a pen tool, circle the browser's Back button
- 8 Return the pen tool to the pen tray, and touch the interactive whiteboard once to clear the circle around the browser's Back button. Press the **Click here to restore writing** icon at the bottom right-hand corner of the screen to bring the circle back.



You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Click here to restore writing** icon.

- 9 To ensure you will be able to capture and save important information for a future lesson or presentation, press the **Capture** button in the upper right-hand corner of the Digital Ink Layer menu



- 10 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook™ collaborative learning software.



NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

Hands-on Practice

- 11 Touch the screen once to clear the circle from your browser's Back button
- 12 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



Congratulations!

You have completed the *Basic Functionality Hands-on Practice*.