

SMART Technologies

Senteo™

Interactive Response System

Quick Start Guide

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Safety and Compliance Information

NOTE: If you own a SMART product other than a SMART Senteo™ interactive response system, refer to the installation manual that came with your SMART product for relevant warnings and maintenance instructions.

The Senteo receiver and clickers do not contain user serviceable parts. Do not open them. If you suspect that they are faulty, contact an authorized SMART service representative.

WARNING



Failure to follow the installation instructions that ship with the SMART product could result in personal injury or damage to the product.

WARNING



Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to avoid a trip hazard.

WARNING



To reduce the risk of fire or electric shock, do not expose the SMART product to rain or moisture.

CAUTION



Wipe the units with a clean, damp cloth. Never use cleaning fluid or solvents. Do not spray cleaner directly on units.

CAUTION



Use only the batteries provided or equivalent replacements. Do not attempt to recharge the batteries.

CAUTION



Do not install batteries with the polarity (+/-) reversed.

CAUTION

Do not dispose of batteries in a fire or incinerator.



Dispose of batteries according to the laws and regulations of your region. If you don't know the applicable rules for your region, consult the battery manufacturer.

IMPORTANT

You must connect the USB cable that came with your SMART product to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL Mark(s) for CAS/UL 60950. This is for operating safety and to avoid damage to the SMART product.

**IMPORTANT**

If your SMART product requires replacement parts, make sure the service technician uses replacement parts specified by SMART Technologies or parts with the same characteristics as the original.



Compliance

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by SMART Technologies ULC may void the user's authority to operate this equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver or clicker units.
- Increase the distance between the equipment and the product.
- Connect the affected equipment to an outlet on a circuit different from that to which the receiver's computer is connected.
- Consult your SMART service representative or an experienced radio TV technician for help.

For More Information

For more safety warnings and information about Senteo products, consult the *Senteo Interactive Response System User's Guide* found on the Senteo software CD. You can also consult the Senteo online Help system for information about Senteo software's features.

Contacting SMART Technologies

Visit SMART's support site at www.smarttech.com/support to check for software upgrades, including SMART Notebook software and Senteo assessment software. You'll find installation and user's guides, how-to and troubleshooting articles, solutions for your SMART product, and answers to your questions. You can also use SMART's support site to contact technical support.

What's in the Box?

The shipping carton contains:

- A carrying case that includes:
 - 24 or 32 clickers*
 - Receiver
 - Phillips® No. 1 screwdriver
 - Software CD with user documentation
 - Senteo Interactive Response System Quick Start Guide
 - 48 or 64 AA batteries*
- * You can purchase Senteo interactive response systems with either 24 or 32 clickers. SMART provides sufficient batteries for the quantity of clickers purchased.



If your kit is missing an item, call your Technical Support representative. We'll ask for your product's serial number to ensure that we send the correct part(s).

You can also purchase Senteo receivers separately, and purchase clickers individually or in packs of five. Contact your local SMART reseller for details.

Online Information and Support

Visit www.smarttech.com/support to view and download user's guides, how-to and troubleshooting articles, software and more.

Technical Support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Technical Support. Your local reseller can resolve most issues without delay. To locate your local reseller, visit www2.smarttech.com/st/en-US/Where+to+Buy.

Online	www.smarttech.com/contactsupport
Telephone	+1.403.228.5940 or Toll Free 1.866.518.6791 (U.S./Canada) (Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
E-mail	support@smarttech.com

System Requirements

Minimum Requirements – Windows® 2000 SP4

Pentium® III 500 MHz processor with 256 MB of RAM
331 MB of free hard disk space for minimum installation
Microsoft® Internet Explorer® 6.0 or later
Adobe® Flash® Player version 9

Recommended Requirements – Windows XP SP2 or SP3

Pentium III 1 GHz processor with 512 MB of RAM
1.2 GB of free hard disk space for full installation with Gallery collections
Microsoft Internet Explorer 6.0 or later
Adobe Flash Player version 9

Advanced Requirements – Windows Vista® SP1

1.5 GHz Intel® Core Duo processor with 1 GB of RAM
1.2 GB of free hard disk space for full installation with Gallery collections
Microsoft Internet Explorer 6.0 or later
Adobe Flash Player version 9

Minimum Requirements – Mac OS X 10.4.11

1 GHz Power PC G4 processor with 384 MB of RAM
480 MB of free hard disk space for minimum installation
Adobe Flash Player version 9

Recommended Requirements – Mac OS X 10.4.11

1 GHz Power PC G5 or Intel processor with 512 MB of RAM
1.5 GB of free hard disk space for full installation with Gallery collections
Adobe Flash Player version 9

Advanced Requirements – Mac OS X 10.5.5

1.5 GHz Intel Core Duo processor with 1 GB of RAM
1.5 GB of free hard disk space for full installation with Gallery collections
Adobe Flash Player version 9

NOTES: - 1 MB = 1024² bytes, 1 GB = 1024³ bytes
- Senteo software can't be used with an Intel Itanium® processor
- Senteo software runs on 32- bit operating systems

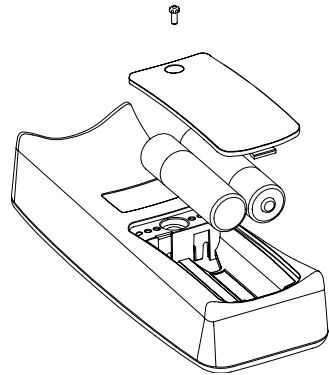
Environmental Considerations

Operating temperature range: 41°F to 95°F (5°C to 35°C) up to 80% relative humidity (non condensing)

Storage temperature range: -40°F to 120°F (-40°C to 50°C)

Installing the Batteries

1. Use the provided Phillips® No. 1 screwdriver to remove the screw from the back of the clicker and then remove the cover.
2. Insert the included AA batteries as shown.
The clicker automatically turns on when you insert the batteries.
3. Replace the cover and screw.
4. Verify that the start-up menu appears.
5. Press the **Power** button for one second to turn the clicker off.



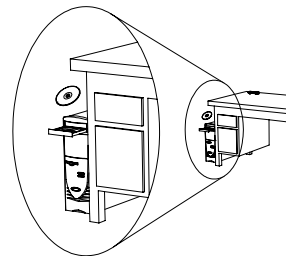
Installing Senteo Software

NOTE: Connect your computer to the Internet before installing Senteo software. You must have an Internet connection to:

- install the Lesson Activity Toolkit and SMART Essentials for Educators.
- download and install SMART Board™ driver software, if required.

To install Senteo software on Windows computers

1. Insert the Senteo interactive response system CD into your computer's drive.
The installation wizard appears.
If it doesn't start automatically, locate and double-click the **CDBrowser.exe** file on the CD.
2. Click **Install Senteo Software** to start the wizard, and then click **Next**.
The *Licence Agreement* dialog box appears.
3. Select the **I accept** option, and click **Next**.
4. Click **Next** to install the Senteo and SMART Notebook software in the default folders.
5. If desired, type your name and Organization into the text boxes, and then click **Next**.
The *Notebook Software Gallery Collections* dialog box appears.



6. Select the **Lesson Activity Toolkit** and **SMART Essential for Educators** options as desired, and then click **Next**.
7. Click **Install** to start the installation.
The *Installing the Software* dialog box appears showing the installation progress.
If your computer isn't connected to the Internet, the *Gallery Setup* dialog box appears indicating that it could not download the Lesson Activity Toolkit and SMART Essentials for Educators files. Click **OK**.
8. Click **Finish**.

To install Senteo software on Mac computers

1. Insert the Senteo interactive response system CD into your computer's CD drive.
A **Senteo** CD icon appears on the desktop.
2. Double-click the **Senteo** CD icon.
The *Senteo* window appears.
3. Double-click the **CDBrowser** icon.
The *SMART Senteo Software* dialog box appears.
4. Click **SMART Senteo Software**, and then click **Continue**.
The *Install Senteo* dialog box appears.
5. Click **Continue**.
The *Software License Agreement* page appears.
6. Click **Continue**, and then click **Agree**, if you agree with the terms of the license agreement.
The *Gallery Collections* dialog box appears.
7. Select the galleries you want to install, and then click **Continue**.
8. If there is more than one volume, select the volume that you want to install the Senteo software on, and then click **Continue**.
9. Click **Install** to start the installation.
NOTE: If the installer asks you to, type your password, and then click **OK**.
10. Click **Continue Installation** to complete the installation.
After a short delay, the *SMART Product Update* dialog box appears. If your computer is connected to the Internet, the dialog box displays the current versions of your SMART product software, and displays the latest updates available for download from SMART's website.

11. If software updates are available, click **Update**.

OR

If software updates aren't available, or if you don't want to update your software, click **Close**.

If your computer isn't connected to the Internet, a dialog box appears indicating that it could not download the SMART Essentials for Educators files. Click **OK**

After a short delay, a message appears asking you to restart your computer.

12. Click **Restart**.

Installing SMART Board Driver Software

Before you connect your computer to a SMART Board interactive whiteboard, you must download and install SMART Board driver software from SMART's website.


NOTE: If SMART Notebook 10 software was installed on your computer before you installed Senteo 2.0, you don't need to perform this procedure.

To install SMART Board drivers

1. In your Internet browser, go to one of the following links:
 - If you have a Windows computer:
<http://www2.smarttech.com/st/en-US/Support/Downloads/Senteo/Senteov2Win.htm>
 - If you have a Mac computer:
<http://www2.smarttech.com/st/en-US/Support/Downloads/Senteo/Senteov2Mac.htm>
2. Locate the Driver download section of the page, and then click **Download**.
3. Fill out the *Download software* form, and then click **Start Download**.
The software downloads.
4. Follow the instructions to install the software.

Activating Senteo Assessment Software

You must register your Senteo software within 30 days of installation to keep it active. If the activation isn't successful, use the following procedure to find your license code and activate the software.

<p>IMPORTANT</p> 	<p>Senteo software automatically activates when you plug in your Senteo receiver. If the activation isn't successful, use the following procedure to find your license code and activate the software.</p>
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After you complete the following procedure to find your license code, use the code to activate Senteo software on other computers, as outlined in the **License** tab in the *About Senteo Assessment Software* dialog box.

NOTE: After you find your license code, you don't need to connect the Senteo receiver to the other computers that you want to activate Senteo software on.

To find the license code after the software is activated

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and then select **About Senteo Assessment Software**.
2. Record the license code that appears on the **Description** tab.

To activate Senteo assessment software on other computers

NOTE: You don't need to connect your Senteo receiver during this procedure.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and then select **Activate Senteo Assessment Software**.

The **Senteo Software Evaluation** dialog box appears and displays the time remaining in your software evaluation period.

2. Click **Activate Now**.
If a dialog box appears requesting a password, type the administrator's password.
3. Type your license code and e-mail address, and then click **Next**.
4. Click **Finish**.
Your Senteo software activates.

Installing and Setting Up Your Senteo System

Connecting the Senteo Receiver

IMPORTANT



For operating safety and to avoid damage to the receiver, you must only connect the receiver's USB connector to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL mark(s) for CSA/UL 60950.

The receiver has a USB 2.0 full-speed peripheral interface that runs at speeds of up to 12 Mbps. The unit works with USB 2.0- and USB 1.1-complaint USB interfaces.

Recommended Height for Mounting the Receiver

Although receivers don't require an unobstructed line-of-sight transmission path, such as that required by infrared devices, you can operate the Senteo system over larger distances if you minimize interference, signal reflections and the number and size of objects between the receiver and the clickers.

Choose a location for the receiver that is as high as possible, and in plain view of the students' clickers. For permanent installations, use a USB extender to mount the receiver high on a wall. To minimize interference from other radio-frequency equipment, position the receiver away from other wireless products, such as 2.4 GHz routers and cordless telephones.

WARNING



To prevent product damage or personal injury, route the USB cable where it will not be stepped on or tripped over.

To connect the receiver

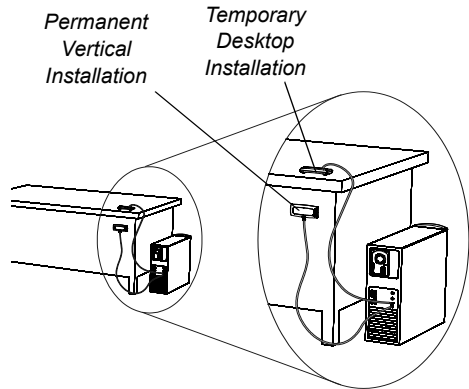
1. Position the receiver in an unobstructed location away from other wireless products, such as 2.4 GHz routers and cordless telephones.

For temporary installations, place the receiver on top of your desk. For permanent installations, mount the receiver on a wall or on the front of a piece of furniture using two screws (not provided).

Orient the receiver with the long side or edge facing the class as shown.

NOTE: The operating system should automatically detect and configure the hardware drivers. After a few seconds, a message appears indicating that your hardware is ready to use. Click the **Senteo Desktop**

Menu to check that there is only one receiver connected. For Windows users, follow the instructions below if you are unable to automatically configure your hardware.



2. Insert the receiver's captive USB cable's connector into an available USB receptacle on your computer.
 - On Windows computers, a balloon message appears in the notification area indicating that new hardware has been detected.
 - On Mac computers, a balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

IMPORTANT



If the balloon message indicates that Windows is starting to try to locate a driver from the Microsoft website, stop the search. If Windows can't find the driver on your computer, you haven't installed the Senteo software. Install the software and repeat the above procedure.

Starting the Senteo Interactive Response System

The Senteo interactive response system is an assessment tool designed to enhance learning. You can pose questions during your presentation or lesson to make sure your audience is on track, or create a question set and use it as a formal assessment tool.

Before you begin, make sure the Senteo assessment software has been installed on your computer.

Setting Up Senteo Teacher

Before you can use Senteo software, you must:

- name your classroom and create a Teacher file
- decide on the mode of operation
- start a Senteo class, or start in Anonymous Mode

Naming Your Classroom

To name the classroom and create a Teacher file

1. Click the **Senteo** icon in the Windows notification area or menu bar, and then click on the icon below **Senteo Teacher**.

Senteo Teacher appears.

NOTE: The wizard appears if you haven't already assigned a classroom name. If you previously assigned a classroom name, Senteo Teacher appears in Anonymous Mode.

2. Type a classroom name between one and eight characters in length, and then click **Begin**.
3. Click **Create a new SMART Teacher file....**
The *Gradebook Information* dialog box appears.
4. Type your name and school information into the text boxes, and then click **Done**.

Before starting a class, you must decide whether you want the system to operate in **Anonymous Mode**, or **Sign In Mode**. The following table summarizes each mode's characteristics.

Modes of Operation

Anonymous Mode	Sign In Mode
You can operate the system without a class list.	Your class list must identify each student by name, and a unique ID #.
Students can connect their clickers without identifying themselves.	Students can connect their clickers, but must sign in with their assigned ID #.
Under the teacher's supervision, students can view their own grades, but they can't see other students' grades.	Under the teacher's supervision, students can view their own grades, but they can't see other students' grades.
Teachers can see how many clickers are connected.	Teachers can identify individual students as they connect, and sign in with their clickers.
Teachers can see, export, and print the total class score.	Teachers can see, export and print the total class score.
Teachers can see, export and print total scores for each question.	Teachers can see, export and print total scores for each question.
Teachers can't identify students' names, or their individual scores.	Teachers can see, export, and print each student's score for each question, and their total score.

To start a class in Anonymous mode

NOTE: In this mode, a class list isn't required to operate Senteo software in Anonymous mode.

1. Click the **Senteo** icon in the Windows notification area or the Mac menu bar, and then select **Senteo Teacher**.
2. If Senteo Teacher opens to *Basic View*, click the **Start a Class** button, and then select **Anonymous Mode** from the drop-down list. If Senteo Teacher opens to *Gradebook View*, select **Anonymous Mode**, and then click **Start Class**.
The receiver's power LED flashes, and then turns solid green. The receiver's transmit LED flashes green. You can now ask the students to turn on and connect their clickers.

To start a class in Sign In mode

NOTE: In this mode, you must have a class list before you can start a Senteo class and connect the clickers.

1. If Senteo Teacher opens to *Basic View*, click the **Start a Class** button, and then select the class from the drop-down list. If Senteo Teacher opens to *Gradebook View*, select the class from the area below Gradebook, and then click **Start Class**. The receiver's power LED flashes, and then turns solid green. The receiver's transmit LED flashes green. You can now ask the students to turn on and connect their clickers.

Connecting to a Class

Students need to know the classroom's name, and they must sign in with a unique ID number.

TIP



You can start asking questions before students have signed in. This is common practice if you want to ask the students questions with regard to a particular homework assignment.

To connect to a class in Sign-in Mode

Have your students follow these instructions, once your class begins.

1. Press the clicker's **Power** button for one second.
A message appears asking if you want to join the class the clicker was last connected to, or find a different class.
2. Press the **Enter** button to join the last class.
OR
Press the **Down** button to select **Find a class**, and then press **Enter**.
The clicker searches for classes, and then displays a list of classes within range.
3. Press the **Up** and **Down** buttons to select the correct class, and then press **Enter**.
A message appears asking for an ID number.
4. Press the number buttons to enter your **ID** number, and then press **Enter**.
A message appears requesting you to confirm your name.

NOTE: If the teacher has selected the **Lock Sign In** option, the clicker returns to the **ID** screen.

5. Press the **Enter** button to connect.
A **welcome** message appears. Once your students are connected, you can start asking questions.

Creating Class Lists in Senteo Teacher

You don't need to create a class list if you are starting a class in Anonymous mode.

To create a class list

1. Click the **Senteo** icon in the Windows notification area, or Mac menu bar, and then select **Click Here to Start a Class**.
Senteo Teacher starts.
2. Click **Switch to Gradebook view**, if it isn't already selected.
3. Click **Add a Class** in the *Gradebook* area on the left.
4. Type your class name and other details into the *Class Information* boxes, and then click **Add**.
The **new class** window opens, and the class name appears in the **Gradebook** area.
5. Click the **Students** tab at the top of the window.
6. Click an empty row in the table.
The *student properties* window appears.
7. Type a student's name in the **Name** box. The last name and other information is optional. You can use tags to categorize the students into custom groupings that Senteo uses when you create students reports.
8. Type a unique number between 1 and 15 digits into the **ID** box.
The student information saves to the class list as you enter it.
9. Repeat steps 5 to 8 for each student.

Adding Questions with the Insert Question Wizard

To add a question using the Insert Question wizard

1. Click the **Senteo Assessment Software** icon in the Windows notification area or Mac menu bar, and then select **Open Notebook Software** below the *Ask Questions* heading.
2. Select **New Notebook File** to create a new file.
SMART Notebook software opens with a blank page.
3. Select **Senteo > Insert Question**.
The *Insert Question* wizard appears.
4. Click the thumbnail for the desired question type, and then click **Next**.
5. For **Yes** or **No**, and **True** or **False** questions, select the correct answer, or the **Opinion** option.
For *Number, fraction, decimal questions*, type the correct answer.
For *Multiple choice, or Multiple answer* questions, select the number of answers, type the answers into the text boxes, click **Next**, and then select the correct answers or the **Opinion** option.
NOTE: For multiple answer questions, you can only create a maximum of six answers.
6. Assign the number of points the student receives if they answer the question correctly.
7. If you want to create more questions, click **Insert Another**, and then repeat steps 4 to 6.
OR
If this is your last question, click **Finish**.
You can use SMART Notebook software's tools to add images or Adobe Flash objects from the SMART Notebook Gallery, if desired.

Question Types

Using Notebook Senteo software, you can ask five types of questions, either individually, or as question sets. You can also add notes to any question type that appears when you print the question results.

Question Type	Description
Yes or No	Students must press the Y or N buttons to answer a question. You can also select the Opinion option to allow any answer.
Multiple Choice	Students must press a single button, A through J , to answer the question. Select from 2 to 10 answers for a question. You can also select the Opinion option to allow any answer.
Number, Fraction or Decimal	Ask a question with a numeric answer using whole numbers, fractions, or decimals.
True or False	Students must press the T or F buttons to answer a question. You can also select the Opinion option to allow either answer.
Multiple Answer	Students use the A through J buttons to select the correct combination of answers to the question. Select from 2 to 6 answers for the question. You can also select the Opinion option to allow any combination of answers.

Disconnecting the Clickers

Disconnecting Clickers Using Senteo Teacher

You can disconnect and turn off all clickers simultaneously.

To disconnect all clickers using Senteo Teacher

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Senteo Teacher**.
2. Select a class in the Gradebook area, and then click **Stop Class**.
A message appears on the clickers indicating that the class is over, and that the clickers are turning off. The receiver's transmit and receive LEDs turn off and the power LED turns red.
All student clickers disconnect and turn off.

Another way to disconnect all clickers

1. Click the **Senteo** icon in the Windows notification area, or Mac menu bar, and select **Senteo teacher**.
2. Select **Devices**, and then click **Turn off all clickers**.
All student clickers disconnect and turn off.

Disconnecting Individual Clickers Using Senteo Teacher

To disconnect individual clickers using Senteo Teacher

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and then select **Senteo Teacher**.
2. Select the active class in the *Gradebook* area.
3. Click the **Students** tab.
4. Select the row of the student that you want to disconnect.
The *Properties* window appears below the student list table.
5. Click the **Disconnect Clicker** button at the top-right of the window.
All student clickers disconnect and turn off.

Waste Electrical and Electronic Equipment Regulations

This section contains information about the Waste Electrical and Electronic Equipment Regulations (WEEE) that apply to all electrical and electronic equipment within the European Union.

When you dispose of any electrical or electronic equipment, including SMART products, we strongly encourage you to contact your local WEEE recycling agency for recycling and disposal advice.

Your SMART product required the extraction and use of natural resources for its production. It may contain hazardous substances. By disposing of electrical and electronic equipment appropriately, you lower the impact of these substances upon health and the environment and reduce the pressure on natural resources. Recycling agencies can reuse or recycle most of the materials from your product.



Please think about how you intend to dispose of any product that has a WEEE symbol or accompanying WEEE guidelines.

If you need more information on the collection, reuse and recycling of electrical and electronic equipment, please contact your local WEEE recycling agency. Alternatively, contact your local reseller or SMART Technologies for information on the environmental performance of our products.

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Support +1.403.228.5940 or Toll Free 1.866.518.6791 (Canada/U.S.)

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