Business Products
Quick Reference Bundle

Extraordinary made simple™ | **SMART**™

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Getting Started with Your SMART Board™ 800 Series Interactive Whiteboard

SMART™

The SMART Board™ 800 series interactive whiteboard features a touch-sensitive interactive surface and operates as part of a system that includes an integrated projector and a computer.

You can do everything you can do at your computer by touching the interactive surface with a pen tray pen or your finger, including:

- Opening and closing applications
- Conferencing with others
- Creating new documents or editing existing ones
- Visiting websites
- Manipulating objects
- Playing and manipulating video clips

Two users can also draw on the interactive surface at the same time, and you can use an array of touch gestures within applications. You can easily save your work for future reference and distribution.

You can find specific instructions on how to safely set up and use your interactive whiteboard at smarttech.com/us/Support/Browse+Support.

Turning on your interactive whiteboard

Ensure that you've connected the USB cable between the pen tray and your computer and that the power cable is connected to a wall outlet, and then turn on your computer.

NOTE: The interactive whiteboard has its own power supply but it can also draw power from the computer.
The Ready light, indicating the status of your interactive whiteboard, flashes green and then becomes solid green while the interactive whiteboard and the computer are establishing communication.

If your interactive whiteboard is in Standby mode, the Power button on the pen tray is amber. Press the **Power** button to wake up your interactive whiteboard.

Orienting your interactive whiteboard

After you install SMART Product Drivers on your computer and calibrate your interactive whiteboard, an orientation screen appears. The orientation process ensures that calibration coordinates are accurately associated with the relative location of the projected image on the interactive surface.

Orient your interactive whiteboard if your projector or interactive whiteboard has moved since you last used it, or whenever the mouse pointer isn't properly aligned with your finger or a pen tray pen when you touch the interactive whiteboard's surface.

To orient your interactive whiteboard

1. Press the Orientation button on the pen tray. The orientation screen opens.
2. Pick up a pen from the pen tray
3. Begin at the upper-left corner of the screen, and touch the center of the target firmly with the tip of the pen. When you remove the pen, the target moves to the next orientation point.
4. Repeat step 3 until you complete the orientation process. The orientation screen closes.

NOTE: You can re-orient a target by pressing the left arrow key on your keyboard, or the Keyboard or Right-click buttons on the pen tray.

Using the pen tray

The SMART Board 800 series interactive whiteboard features a modular pen tray with an intuitive new design. Along with two pens and an eraser, the pen tray includes six pen tray buttons that activate pen colors and the on-screen keyboard, as well as the Right-click, Orientation and Help functions.

On-screen keyboard

The middle four pen tray buttons change the color of digital ink for the two pen tools (black, red, green or blue).

Right click

The pens

There are two pens included with your interactive whiteboard. Pick up a pen and press one of the four color buttons on the pen tray to select the color of digital ink.
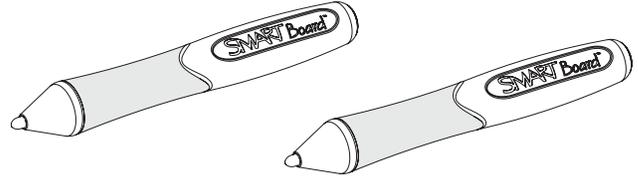
Writing and erasing notes

To write over your desktop or an application, pick up a pen from the pen tray and write on the interactive whiteboard.

Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

Testing the Internet browser and the on-screen keyboard

Before delivering a presentation it's a good idea to test the basic functionality of your Internet browser and the on-screen keyboard.

1. Using your finger, double-press the Internet browser icon (e.g., Microsoft® Internet Explorer®) on the desktop to open a web page
2. Press the **On-screen Keyboard** button on the pen tray
3. Press once inside your Internet browser's address bar to select the website address.
4. Using the on-screen keyboard, type a web address

NOTE: The on-screen keyboard is a single point of contact tool. Touch-typing or keystroke combinations are not possible.

5. Press the **Go** button beside the address bar

Collaborating with SMART Meeting Pro™ Premium

Introduction

SMART Meeting Pro™ Premium includes integrated SMART Bridgit™ collaboration functions as part of a client/server application that lets you share applications and information with anyone, anywhere in the world.

When you install SMART Meeting Pro Premium, you're asked to provide information about the SMART Bridgit Server that you and other meeting members use to connect to each other. When you start SMART Meeting Pro Premium, it automatically creates a meeting as indicated by the name and password in the SMART Bridgit Collaboration Bar at the top of the screen.

Participants (remote or local) use the meeting name and password to join your meeting. When your meeting participants are connected, you can share your screen with them so that everyone can see and work with the same information, at the same time.
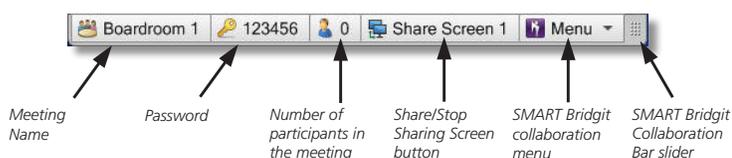
In this lesson you will learn how to:

- Create a meeting with SMART Meeting Pro Premium
- Invite meeting participants
- Share your screen
- Join a meeting with SMART Bridgit client software

NOTE: The SMART Bridgit collaboration feature connects meeting participants through a SMART Bridgit Server. This feature is only available if the meeting host has access to a SMART Bridgit Server. For more information about SMART Bridgit Servers, refer to the *SMART Bridgit System Administrator's Guide.*

The SMART Bridgit Collaboration Bar

The SMART Bridgit Collaboration Bar contains all of the information and tools you need to join, host and control your collaborative meetings. SMART Meeting Pro Premium creates a new password each time it starts, but you can easily change the meeting name and password to suit your preference.

Meeting Name · Password · Number of participants in the meeting · Share/Stop Sharing Screen button · SMART Bridgit collaboration menu · SMART Bridgit Collaboration Bar slider

Creating a Meeting

SMART Meeting Pro Premium automatically creates a meeting when it starts, or after you press **Reset Room** on the toolbar. As a meeting host, all you need to do to create a meeting is communicate the meeting name and password to the participants and share your screen with the participants once they have joined.

NOTE: To change the meeting name and password, select **Menu > Change Meeting Name and Password** from the SMART Bridgit Collaboration Bar, enter your new meeting information and press **OK.**

To e-mail meeting details

1. Select **Menu > E-mail Invitation to Others** from the SMART Bridgit Collaboration Bar.
   The *Send E-mail Invitation* window appears.
2. Type the desired information in the appropriate fields
3. Press **Send**

Recipient e-mail address · Meeting details · Download link · Message text box
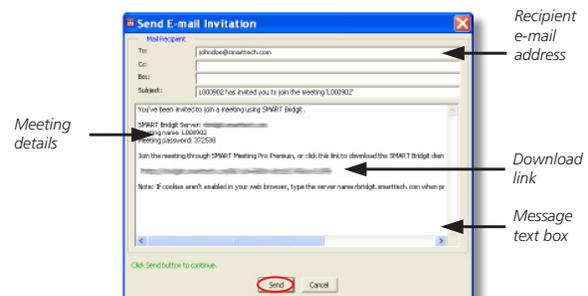
To share your screen

1. Press ⊞ **Share Screen** on the SMART Bridgit Collaboration Bar. *Preparing to share your desktop. Please wait…* appears on your screen briefly.
2. A thin blue border appears around your screen indicating that your screen is being shared

NOTE: To stop sharing your screen, press **Stop Sharing** on the SMART Bridgit Collaboration Bar.

Collaborating with SMART Meeting Pro Premium

Joining a Meeting with SMART Bridgit Client Software

SMART Meeting Pro Premium integrates with SMART Bridgit software to connect meeting participants. Participants that want to join your SMART Meeting Pro Premium meeting (either locally or remotely), download and install SMART Bridgit client software on their computer or laptop, and use it to connect to your meeting.

To download and install SMART Bridgit client software

1. Click the download link in the e-mail invitation you received from the meeting owner. A *File Download* window appears.

2. Click **Save**. The *Save As* dialog box appears.

3. Select the Desktop as the file save location, and then click **Save**. A SMART Bridgit icon is created on the Desktop.

To join a meeting with SMART Bridgit client software

1. Double-click the **SMART Bridgit** desktop icon. The *SMART Bridgit Software* dialog box appears.

2. Type your name in the **Your name** text box

Your name text box

Meeting name menu

Password text box

3. Select the name of the meeting from the **Meeting name** drop-down menu

4. Type the password in the **Password** text box

5. Select your preferred audio settings

6. Click **Join Meeting**
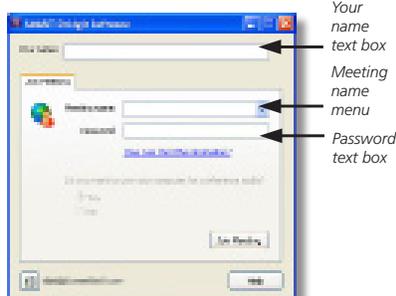
> **NOTE:** To connect to a different server, click the 🖥 button. The *server information* dialog box appears. Select the **Server name** from the drop-down menu, or type the server name in the text box and click **Connect**.

Joining Another Meeting with SMART Meeting Pro Premium

You can easily connect to another meeting using SMART Meeting Pro Premium. This is particularly useful for team projects, multiple site meetings, or if you have more participants than a single meeting room can accommodate.

To join another meeting with SMART Meeting Pro Premium

1. Select **Menu > Join Another Meeting.** The *SMART Bridgit Software* dialog box appears.

2. Type your name or location in the **Your name** text box

3. Select the name of the meeting from the **Meeting name** drop-down menu

4. Type the password in the **Password** text box

5. Press **Join Meeting**

Conclusion

You can use SMART Meeting Pro Premium to collaborate with local or remote meeting participants.

In this lesson you have learned how to:

- Create a meeting with SMART Meeting Pro Premium

- Invite meeting participants

- Share your screen

- Join a meeting with SMART Bridgit client software

For more information about SMART Meeting Pro Premium, visit http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter

Using Whiteboard Mode in SMART Meeting Pro™ Premium

Introduction

The *Whiteboard* mode in SMART Meeting Pro™ Premium allows you to capture notes and drawings in digital ink on your SMART product. Use *Whiteboard* mode for brainstorming, note taking and other activities that involve your SMART product's digital ink tools.

Whiteboard Menu

Toolbar

Drawing Area

Page Sorter
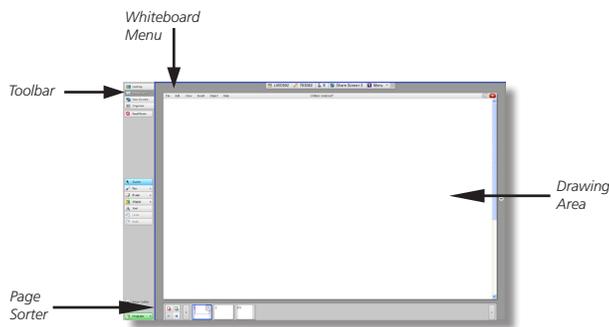
You can access *Whiteboard mode* at any time by pressing **Whiteboard** on the toolbar.

In this lesson you will learn how to:

- Modify the Whiteboard mode interface
- Create and open a Whiteboard file
- Create and erase meeting notes
- Navigate Whiteboard pages
- Add and delete Whiteboard pages
- Save and e-mail your Whiteboard file
- Reset the room

Presenting in Whiteboard Mode

You can use the following features to modify the Whiteboard mode interface when you're presenting, or if you want a larger drawing area:

- Collapse the toolbar by pressing Collapse
- Restore the toolbar by pressing
- Move the toolbar to the right or left of the screen by pressing Move Toolbar
- Switch to full screen by pressing in the top-right corner of the screen
- Exit full screen by pressing in the top-right corner of the screen

Creating a New Whiteboard File

You can save your digital meeting notes as a Whiteboard file. You can open, view, edit and share this file at your convenience. SMART Meeting Pro Premium automatically creates a new Whiteboard file when it starts, but you can create a new Whiteboard file at any time.

To create a new Whiteboard file
   Select **File > New** from the Whiteboard menu.
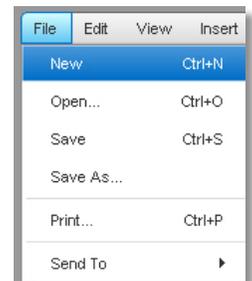
Opening a Whiteboard File

You can save your Whiteboard file with a .notebook file extension. If you want to work with a Whiteboard file that you previously saved, simply open the .notebook file.

To open .notebook files

1. Select **File > Open** from the Whiteboard menu. The *Open* dialog box appears.
2. Browse to and select the .notebook file you want to open
3. Press the **Open** button
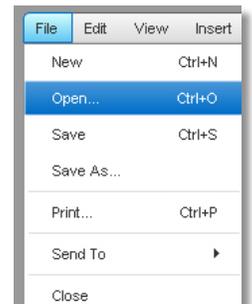
This is particularly useful if you want to save notes for a recurring meeting in the same file, or if you'd like to review previous meeting notes.

> **NOTE:** You can also open your Microsoft® PowerPoint® files in SMART Meeting Pro Premium by selecting your PowerPoint file from the *Open* dialog box.
>
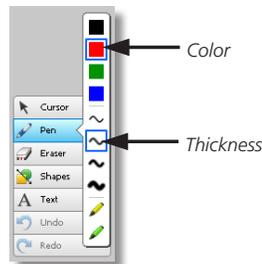> Note that some PowerPoint features are not supported by SMART Meeting Pro Premium.

Using Whiteboard Mode in SMART Meeting Pro Premium

Creating Meeting Notes

Create digital meeting notes quickly and easily.

To write/ draw notes

1. Pick up a pen from your SMART product's pen tray

2. Select a color and thickness

3. Write in the drawing area
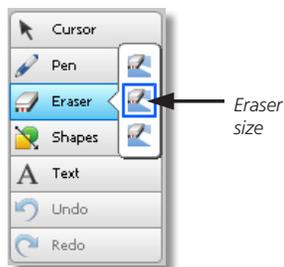
Color

Thickness

Erasing Meeting Notes

Erase digital meeting notes quickly and easily.

To erase notes

1. Pick up the eraser from your SMART product's pen tray

2. Select the eraser size

3. Erase your digital ink notes

Eraser size

Navigating Pages

You can use the Page Sorter to easily navigate the pages in your Whiteboard file.

Page Sorter functions:

• Select a page by pressing the page thumbnail
• Select the next page in the file by pressing **Next Page**
• Select the previous page in the file by pressing **Previous Page**
• If you have many pages in your file, you can scroll through the page thumbnails by pressing the arrow buttons
• Rearrange pages by pressing and dragging the page thumbnails in the Page Sorter

Delete Page   *Add Page*   *Page Thumbnail*

Previous Page   *Next Page*   *Arrow Button*
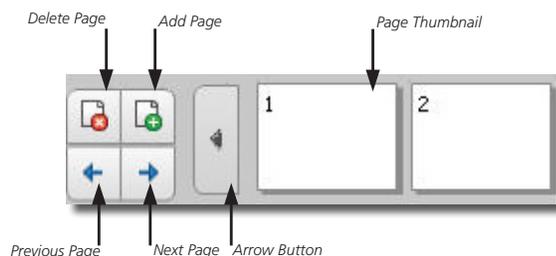
NOTE: If you are viewing Whiteboard mode in full screen, the **Next Page** and **Previous Page** buttons are located on the toolbar and you are unable to add or delete pages.

Adding a Page to Your Whiteboard File

One of the great advantages of SMART Meeting Pro Premium is the limitless supply of pages. Simply add another page to your Whiteboard file when you need more space to write.

To add a blank page

Press ⊞ in the Page Sorter. A blank page appears.

Deleting a Page From Your Whiteboard File

If you want to remove some of your notes, you can easily delete a page from your Whiteboard file.

To delete a page

1. Select the thumbnail of the page you want to delete.

2. Press ⊟ in the Page Sorter. A confirmation dialog box appears.

3. Press **OK**

Saving Your Whiteboard File

You can save your Whiteboard file as a SMART Notebook, Microsoft PowerPoint, Web Page, Adobe® PDF Document or Graphic file.

To save your Whiteboard file

1. Select **File > Save As** from the Whiteboard menu

2. Select a name and location to save your file

3. Select a file type from the **Save as type** drop-down menu

4. Press **Save**
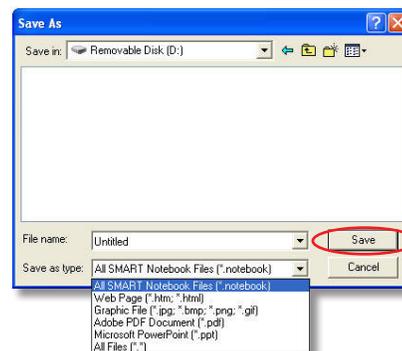
E-mailing Your Whiteboard File

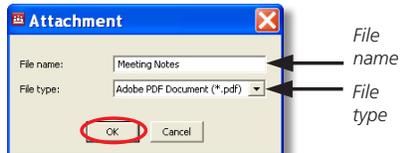You can e-mail your meeting notes quickly and easily to any recipient you want. Send the meeting notes to meeting participants instantly so that everyone has a copy, or distribute them to anyone who was absent.

To e-mail your Whiteboard file

1. Select **Send To > Mail Recipient (as Attachment).** The *Attachment* dialog box appears.

File name

File type

2. Type a file name in the **File name** text box
3. Select a file type from the **File type** drop-down menu
4. Press **OK**. The *Send as Attachment* dialog box appears.
5. Type the desired information in the appropriate fields
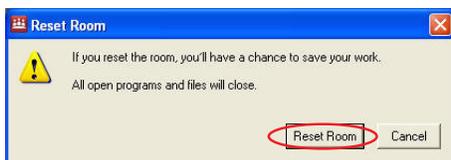6. Press **Send**

Recipient e-mail address

Message text box
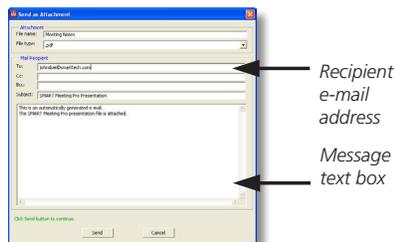
Resetting the Room

Press the **Reset Room** button on the toolbar to close all programs and files that you used in your meeting. SMART Meeting Pro Premium is then ready for the next meeting.

To reset the room

1. Press ⟳ **Reset Room** on the toolbar. The *Reset Room* dialog box appears.

2. Press **Reset Room**
3. You are prompted to save any open files before closing

NOTE: Resetting the room closes all programs and files that you opened on the computer after you started SMART Meeting Pro Premium.

Conclusion

Use *Whiteboard* mode in SMART Meeting Pro Premium to capture your digital ink meeting notes.

In this lesson you have learned how to:

• Modify the Whiteboard mode interface
• Create and open a Whiteboard file
• Create and erase meeting notes
• Navigate Whiteboard pages
• Add and delete Whiteboard pages
• Save and e-mail your Whiteboard file
• Reset the room

For more information about SMART Meeting Pro Premium, visit http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter

Using Desktop Mode in SMART Meeting Pro™

SMART™

Introduction

You can use SMART Meeting Pro™ and your SMART interactive product to work with any program or application on your computer. Open files, websites or programs and write digital notes that you can capture to your notes file.

You can access the desktop at any time by pressing 🖥 **Desktop** on the toolbar.

Working in Desktop mode

When you're working in Desktop mode, you can use your finger as your mouse to interact with programs and applications.

To left-click

With the pens and eraser in the pen tray, a press with your finger is the same as a left-click with the mouse. Simply double-press to perform a double-click.
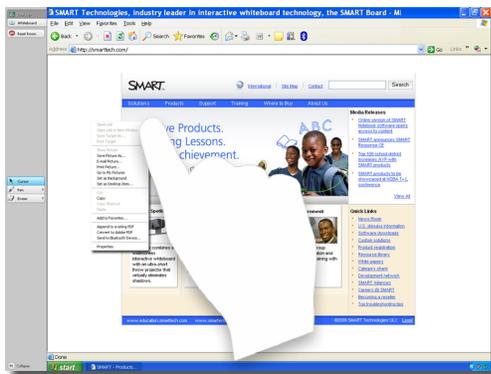
To right-click

1.	Press the **Right-Click** button on your interactive product
2.	Press the screen

OR

1.	Press and hold your finger on the screen for 3 seconds

NOTE: Your next contact on the interactive screen is a right-click. Subsequent presses revert to a left-click.

Writing notes over websites and applications

Use your finger or the **Cursor** tool to open a website, document or application just as you would on your computer. You can write and draw digital ink notes over the display. Refer to the section titled *Working in Desktop mode* for instructions on using your finger to interact with programs and applications.

To write notes over websites and applications

1.	Double-press your Internet browser, file or application icon
2.	Pick up a pen from your SMART product's pen tray
3.	Select a color and thickness
4.	Write over the website, file or application

Capturing notes to your notes file

When you write over websites and applications that are not Ink Aware, you can capture an image of the screen to your notes file using the Digital Ink Layer. Refer to the section titled *Using Ink Aware* for a listing of Ink Aware applications, and instructions on using Ink Aware tools.

When you make a note on any application that isn't Ink Aware, the Digital Ink Layer appears, as indicated by the frame around the screen.

Press **Capture** 🖻 Capture on the toolbar and select one of the three options to capture your notes to a new page in your notes file.

TIP: Press the **Close** ❌ button in the top-right corner of the screen to close the Digital Ink Layer. Press the **Clear** 🗗 button to clear all your digital ink notes from the screen.
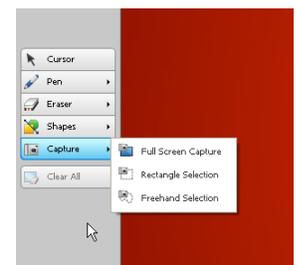
Using Desktop Mode in SMART Meeting Pro

Using Ink Aware

SMART Meeting Pro integrates with many popular third-party word processing, graphics, Tablet PC, presentation and conferencing applications. When you use an Ink Aware application you can inject your digital ink notes directly into the file, rather than over the file. Refer to the section entitled *Ink Aware applications list* for a listing of Ink Aware applications.

When you write in Microsoft® Excel®, Word or PowerPoint®, the *Aware Tools* toolbar appears either as a floating toolbar, or at the top of the screen with the application's other toolbars.

- Press ![icon] to insert your digital ink notes into the document as a graphic. Your notes behave like any other graphic in your file.

- Press ![icon] to convert your digital ink notes to typed text, and insert them at the cursor position. The typed text appears in the same color as the digital ink notes.

- Press ![icon] to take a screen capture of your digital ink notes and the underlying application. The screen capture appears on a new page in your notes file.
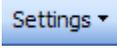
- Press ![Settings] to modify Ink Aware settings

NOTE: If you have Microsoft Office 2007 or 2010 the Aware Tools toolbar is integrated into the Microsoft Ribbon interface under the Add-Ins tab.

In Microsoft Office 2010, you have the option of using the application's ink tools. Select **Use This Application's Tools** from the Settings menu to activate the application's ink tools.
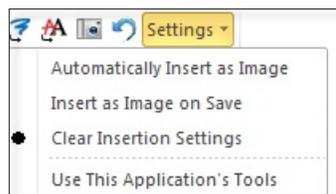
Ink Aware applications list

The following applications are Ink Aware:

- Microsoft Word (all versions through 2007)
- Microsoft Excel (all versions through 2007)
- Microsoft PowerPoint (all versions through 2007)
- Microsoft Visio® (2002 and 2003 versions)
- Adobe® Acrobat® Pro (version 6.0, 7.0, 8.0 and 9.0)

The following applications require SMART Product Drivers 10.7:

- Microsoft Word 2010
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Microsoft Visio 2010
- Microsoft OneNote® 2010

Using Microsoft® Office Applications with SMART Board™ Software

Introduction

When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft® Word, Excel® and PowerPoint® software are the most commonly used Ink Aware applications.

Microsoft Word and Excel Software

When using Microsoft Word or Excel software with your interactive whiteboard, you will notice three new buttons. They may be integrated with the current toolbar or separated as a floating toolbar.

Integrated with the toolbar

Separated as a floating toolbar

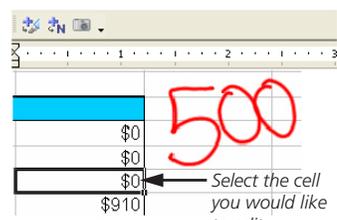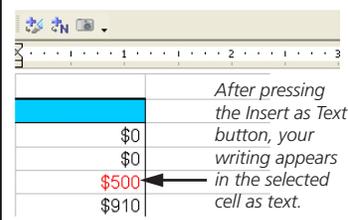**1. 2. 3.**

1. 2. 3.

1. Press to insert your drawing or writing as an image directly into your document

2. Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point or in the selected cell and in the color the words were written.

3. Press to save a screen capture in SMART Notebook™ software

Example: Pressing the Insert as Text button

Before you press the button, the image is not part of the file.	Press the button and the image becomes part of the Microsoft Excel software file.
$0 $0 $0 $910 *Select the cell you would like to edit.*	$0 $0 $500 $910 *After pressing the Insert as Text button, your writing appears in the selected cell as text.*

PowerPoint Software

When you are presenting a slide show with PowerPoint software on your interactive whitebaord, you can save your notes as images and save screen captures to SMART Notebook software, just as you can when using Microsoft Word or Excel software. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.

Slide Show toolbar

Go to the previous slide of your presentation   *Open the Command Menu*   *Go to the next slide of your presentation*

TIP: You can advance to your next PowerPoint slide by pressing twice on your interactive whiteboard, ensuring your second press is to the right of the first. To go to the previous slide, make the second press to the left of the first.

The Command Menu

Press the center button on the Slide Show toolbar to open the Command menu. The Command menu includes the following options.

Select	Function
Capture to SMART Notebook	Capture an image of the current slide to SMART Notebook software
Insert Drawing as Image	Save your notes directly into your PowerPoint software presentation
Clear Drawing	Delete your notes from the page
Add Blank Slide	Add an additional slide to your presentation
PowerPoint Commands	Open the PowerPoint Commands submenu
Settings	Open the Settings submenu
SMART Floating Tools	Open the Floating Tools toolbar
End Show	End the Slide Show

Ink Aware and Microsoft® Excel® in the Office

Introduction

Before you begin your meeting, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented.

This lesson assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

What Is Ink Aware?

Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is Ink Aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

SMART Aware Toolbar

When using Microsoft Excel with your interactive whiteboard, you will notice three new buttons appear; they may be integrated with the current Excel toolbar or separated as a floating toolbar.

Integrated with the toolbar

1. 2. 3.   4.

1. Press to insert your drawing or writing as an image directly into your document

2. Press to convert your writing as typed text directly into your spreadsheet. Your text will appear at the cursor point or in the selected cell and in the color the words were written.

3. Press to save a screen capture in SMART Notebook™ software

4. Press to select the option to automatically insert the drawing as an image

If you do not see this toolbar, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Excel.

Preparation

1. Open a blank spreadsheet in Microsoft Excel

2. Type *Hotel* in cell A2

3. Type *Flight* in cell A3

4. Type *1000* in cell B3
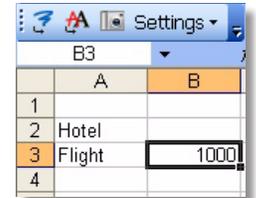
Using Ink Aware in the Office

Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

1. One group member states the hotel will cost $150 per night. Press the cell in the spreadsheet to highlight where the cost will be placed. Pick up a pen from the SMART Pen Tray and write *150* on the interactive whiteboard.
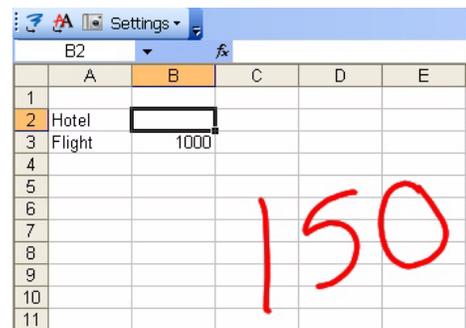

2. Another group member declares the corporate rate for the hotel is only $115 per night. Put the pen back in the pen tray and press once on the interactive whiteboard to remove *150*. Press the cell in the spreadsheet to highlight where the new cost will be placed. Now, write *115*.
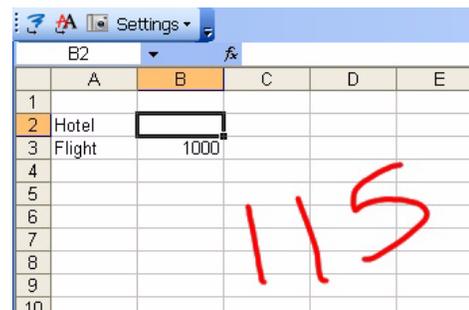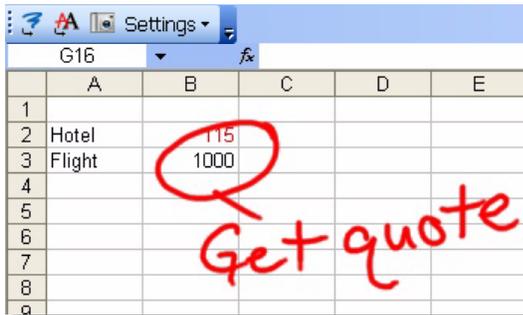
3. Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and appears in the same color as the digital ink.
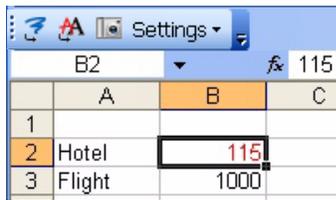
4. Finally, your team lead suggests that you get a minimum of three price quotes for the flight. Circle the flight cost in cell B3 and write *Get Quote.* Press the **Insert as Image** button to insert your note as an image into your spreadsheet.

5. Save your spreadsheet as a Microsoft Excel file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

Congratulations!
You have completed the *Ink Aware and Microsoft Excel in the Office* lesson.

Using Microsoft Visio software with SMART Board software

Ink Aware applications recognize which area of the software is the active work area and which area is used for buttons and toolbars. Microsoft® Visio® software is one of the many Ink Aware applications recognized by SMART Board™ software.

Stencils and toolbars

Stencils and toolbars in Visio software function the same way on a SMART brand product as they do when being viewed on a computer monitor.

To drag a shape to the drawing page while working at your computer, select it from a stencil with your mouse and drag it to the drawing page. When using a SMART Board interactive whiteboard, select the shape with your finger and drag it to the drawing page. Manipulate shapes on the drawing page with your finger the same way you would if you were using your mouse.

To select a tool from one of Visio software's toolbars while at an interactive whiteboard, press the associated button with your finger.

NOTE: If you are using one of SMART's pen display products, use the tethered pen to drag shapes to the drawing area or select buttons from Visio software's toolbars.
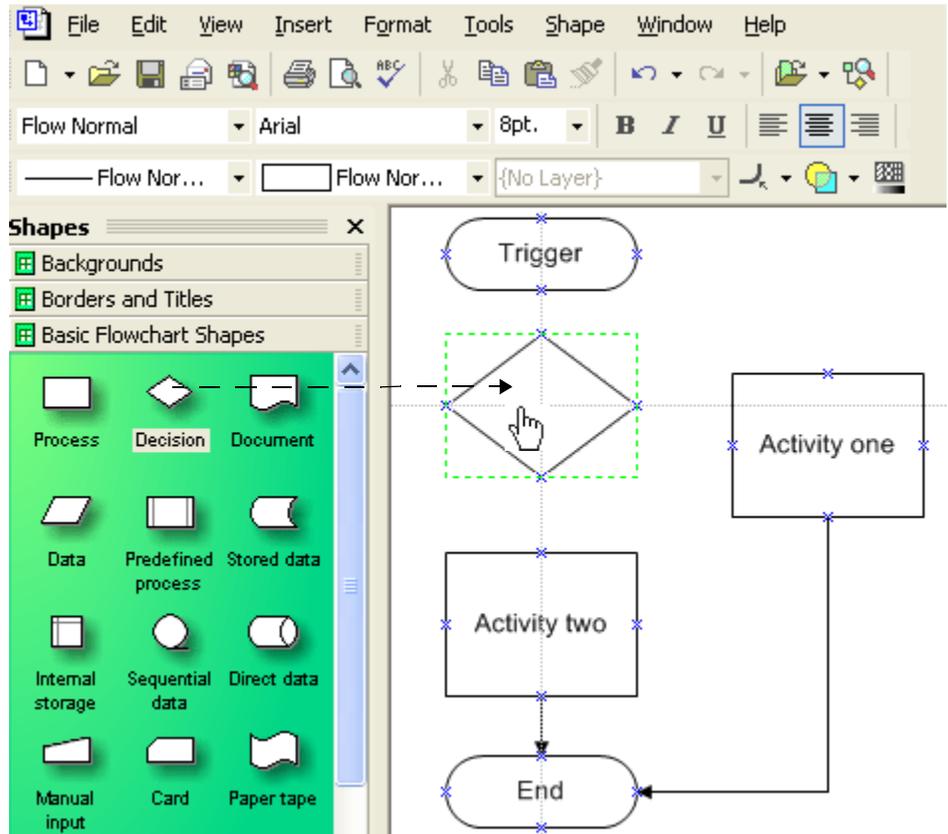
Instead of using your mouse, select a shape with your finger or pen tool and drag it to the drawing page.

Using the pen tools
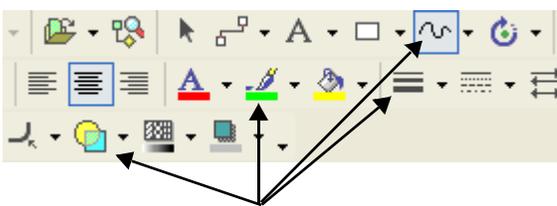
Visio software automatically matches the color, width and transparency of the Freeform tool to that of a pen tool from the SMART Pen Tray.

When you pick up a pen tool from the SMART Pen Tray or press a pen button on an interactive pen display, Visio software automatically switches to the Freeform tool. For some people, drawing freeform shapes with a pen tool provides greater dexterity of movement than a mouse.

Visio software also matches the color, width and transparency of the selected pen tool to the Freeform tool. For example, if you select the red pen tool, then the color of the lines you draw with the Freeform tool will be red.

When you put a pen tool back in the pen tray or select the pointer button on an interactive pen display, Visio software will automatically select the Pointer tool.

Getting Started with Your
SMART Board™ 8070i Interactive Display

SMART™

Your SMART Board™ 8070i interactive display features SMART's proprietary DViT™ (Digital Vision Touch) technology on an LCD screen which enables you to select, write and erase on the interactive surface. The interactive display operates as part of a system that includes a computer or a collaboration appliance system.

You can do everything you can do at your computer by touching the interactive surface with a pen tray pen or your finger, including:

- Opening and closing applications
- Conferencing with others
- Creating new documents or editing existing ones
- Visiting websites
- Manipulating objects
- Playing and manipulating video clips

Two users can also draw on the interactive surface at the same time, and you can use an array of gestures within applications. You can easily save your work for future reference and distribution.

You can find specific instructions on how to safely set up and use your interactive display at smarttech.com/us/Support/Browse+Support.

Turning on and turning off your interactive display

To turn on your interactive display

1. Ensure the interactive display is connected to a computer or collaboration appliance and the main power switch is turned on
2. Turn on your computer
3. Press the power button on the front control panel.
   OR
   Press the **POWER ON** button on the remote control. Your computer's logon screen or desktop appears on your interactive display.

To turn off your interactive display

1. Shut down your computer
2. Press the power button on the front control panel.
   OR
   Press the **STANDBY** button on the remote control.

Power button

Using the infrared remote control

The infrared remote control enables you to turn on and turn off your interactive display, change the input source, change the volume, and more. You can also use the remote control to open the on-screen menu, and then change the monitor's settings.

Orienting your interactive display

When the location of your touch is misinterpreted (a pointer appears at a distance from the actual contact), orient your interactive display.

To orient the interactive display

1. Press the orientation button on the color select module.
   OR
   Complete the calibration process (see user's guide). The orientation window opens.
2. Use an interactive display pen to press the red targets as they appear. Hold the tip of the pen at the center of each target until the target turns green, and then lift the pen. When you lift the pen, the target moves to the next orientation point.
3. Continue until you've pressed all the targets. The orientation window closes.

If this does not correct inaccurate touch control, calibrate your interactive display following the instructions in the *SMART Board 8070i Interactive Display User's Guide.*

Press center of target until it turns green.

Using the pen tray

The pen tray provides easy access to all of the tools you need to use the interactive display.

Pen and eraser holders

The bottom bezel contains magnetic holders for two pens and an eraser. Removing a pen or the eraser from the holders activates it and enables you to either draw or erase digital ink.

Color select module

The color select module enables you to access the help function, open the on-screen keyboard, select pen color, activate the right-click and orient the interactive display.

Help

On-screen keyboard

Pen color button

Right-click

Orient the display

Working with Ink Aware programs

Many popular third-party programs are Ink Aware (that is, they're integrated with SMART Product Drivers). If a program is Ink Aware, whatever you write or draw on the interactive product becomes a component of the program file.

Ink Aware software products include Microsoft® Word, Excel® and PowerPoint®. You can open and view a list of Ink Aware programs in the SMART control panel.

Getting started

SMART Podium™ 500 series interactive pen display with SMART Meeting Pro™ software

Overview

Using your SMART Podium™ interactive pen display with SMART Meeting Pro™ software, you can write, draw and capture digital ink notes. You can also use the illuminated buttons on the interactive pen display and the tethered pen to click objects on the screen and operate your computer.

To write digital ink in SMART Meeting Pro software

1. Press **Whiteboard** on the SMART Business Toolbar to access the drawing area.

2. Press **Pen**, select a line type, and then write or draw digital ink using the tethered pen.

> 💡 **TIP**
>
> SMART Meeting Pro software has a variety of writing and drawing tools for creating presentations. See the SMART Meeting Pro software online Help for more information.

To write digital ink over your desktop and applications

1. Press **Desktop** on the SMART Business Toolbar to access your desktop.

2. Press a **Pen Color** button on your interactive pen display.

   A transparent layer appears over your desktop.

   Transparent layer

3. Write or draw digital ink across the screen using the tethered pen.

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■ To capture your notes

Press **Capture** ⬚ from the illuminated button panel, and then select one of the following options.

Button	Description
🖼	Press **Area Capture** to take a screen capture of a specific area.
🖼	Press **Window Capture** to take a screen capture of a window.
🖼	Press **Full Screen Capture** to take a screen capture of your entire screen.
🖼	Press **Freehand Capture** to take a screen capture of a freehand-selected area.

Each screen capture appears in the drawing area of SMART Meeting Pro software.

■ To control your computer

Use the illuminated buttons and the tethered pen to perform the following actions.

Action	Description
Left-click an object	Press the **Select** ▸ button, and then press the tethered pen to the screen.
Double-click an object	Press the **Select** ▸ button, and then quickly press the tethered pen to the screen twice.
Right-click an object	Press the **Right Click** 🖱 button, and then press the tethered pen to the screen.
Move an object	1. Press the **Select** ▸ button. 2. Press and hold the object on the screen with the tethered pen. 3. Move the pen across the screen. 4. When you reach the position you want to move the object to, lift the pen from the screen.

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