



SMART Podium™
624 | 624 Pro
interactive pen displays

User guide

SP624 | SP624P



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This guide and other resources for SMART Podium 624 and 624 Pro interactive pen displays are available in the Support section of the SMART website (smarttech.com/support). Scan this QR code to view these resources on your mobile device.

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September 13, 2024

Important information

Before you install and use the interactive pen display, read and understand the safety warnings and precautions in this user's guide. These safety warnings and precautions describe the safe and correct operation of the interactive pen display and its accessories, helping you to prevent injuries and equipment damage. Ensure that the interactive pen display is always being used correctly.

Warning

- Follow the installation instructions included with the interactive pen display.
- Follow basic safety precautions when moving, lifting, or installing the interactive pen display.
- If the screen is damaged, do not touch any liquid that leaks from it. This liquid is an irritant. If the liquid makes contact with your skin, eyes or mouth, immediately rinse the area with running water for at least 15 minutes. Consult a physician if the liquid makes contact with your eyes or mouth.
- Do not open or disassemble the interactive pen display. You risk electrical shock from the high voltage inside the casing. Opening the casing also voids the warranty.
- Do not let children play with the cordless pen. They may accidentally remove the small tip, which can be a choking hazard.
- If the screen is damaged, be careful of glass fragments that can cut or injure.
- Do not disassemble the stand. You risk physical injury or damage to the stand. Disassembling the stand also voids the warranty.
- Do not operate the stand's incline adjustment levers when the interactive pen display is not mounted on the stand, and do not lift the stand by the adjustment levers. The stand is spring-loaded, and without the weight of the interactive pen display, you risk injury or damage to the stand.

Caution

Interactive pen display

- Avoid excessive vibration of the interactive pen display. Hitting or dropping the interactive pen display can damage the protective plate or other components.
- Do not touch the screen with sharp or metallic objects that could scratch the screen.

Important information

- Use only a damp cloth to clean the screen. Do not apply glass cleaner, organic solvents (such as alcohol), or even a mild detergent to the screen. Using these cleaners, can damage the screen's finish or the unit's electronics. Using such cleaners also voids the warranty.
- Use only a damp cloth or a cloth dampened with very mild detergent to clean the unit casing or cordless pen. Do not apply paint thinner, benzene, alcohol or other solvents to the casing. Using these cleaners, can damage the finish and also voids the warranty.
- Use only the power adapter that came with the interactive pen display. Other adapters will not work properly, can damage the interactive pen display, and can create a fire hazard. Using a different power adapter also voids the warranty.
- Use only the cordless pen that came with the interactive pen display. Pens or styluses from other products can damage the screen.
- Do not use the interactive pen display in a facility control system or any other environment that requires extremely high reliability; the interactive pen display can interfere with or cause other electronic devices to malfunction, or other devices can interfere with or cause the interactive pen display to malfunction. Where use is prohibited, turn off the interactive pen display to prevent the possibility of it interfering with or causing other electronic devices to malfunction. SMART does not accept any liability for direct or consequential damages.
- If you transport the interactive pen display, we strongly recommend that you completely repackage it using the original carton. The packaging was designed to provide the best possible protection against shock and vibration. If the original carton is no longer available, pack all components with as much padding as reasonably possible to protect the components from excessive vibration or shock. Do not include loose components in the packaging that could mark, scratch or otherwise damage the screen during transport.
- Put the interactive pen display down carefully to ensure you do not damage the buttons.
- Do not place the interactive pen display on a surface that will mark, scratch or damage the screen.
- Do not place sharp or heavy objects on the interactive pen display.
- If you move the interactive pen display, adjust the stand to its full upright position, and then use both hands to hold the display unit and the stand separately.
- Do not expose the interactive pen display to high voltage electrostatic discharges or to a build-up of electrostatic charge on the screen. This can cause discoloration and blotches on the screen.
- If the interactive pen display is damaged, turn off the display and disconnect the power adapter to prevent further damage or injury.

Cordless pen

Important information

- The cordless pen is a sealed unit that contains electronics but no batteries. Opening the cordless pen will damage these electronics, making the cordless pen unusable and voiding the warranty.
- Do not touch the screen with any instrument other than a compatible projected capacitive (PCAP) stylus pen, or the supplied cordless pen. The use of other instruments may damage the screen.
- Do not apply excessive pressure with the pen. This can shorten the pen's life.
- Replace a cordless pen nib when the nib wears down. If a pen nib wears down too far, you might scratch or damage the interactive pen display's surface. Extra nibs are supplied with each interactive pen display.
- Avoid excessive vibration of the cordless pen. Hitting or dropping the cordless pen can damage the pen's components.
- Do not immerse the cordless pen in water.

Environment

- Avoid setting up and using the interactive pen display in an area with excessive levels of dust, humidity and smoke or where it is exposed to direct sunlight, severe temperature changes, heat from other appliances, water or any other liquid. Operate the interactive pen display within a temperature range of 41°F and 95°F (5°C to 35°C) and a humidity range of 20% to 80% (non-condensing). However, you can store the interactive pen display within a temperature range of -4°F to 140°F (-20°C to 60°C) and a humidity range of 20% to 90% (non-condensing).
- Do not modify the power cable. Handle it carefully and avoid bending it excessively. Do not place the power cable where it is likely to be stepped on or pinched by items placed on or against it. If you must run a cable over the floor, lay it in a flat, straight line, and secure it to the floor with tape or a cable management strip of contrasting color.
- The interactive pen display comes with a three-prong, grounding-type power plug designed to fit into a grounding-type power outlet. If you cannot insert the plug into a power outlet, contact an electrician to replace the power outlet. Do not modify the power plug.
- Place the interactive pen display in a location where users will have clear and direct access to the main power plug, because they must be able to disconnect the unit at all times. Always disconnect the interactive pen display before you install any devices or perform any maintenance.
- If possible, disconnect the interactive pen display before any thunderstorms. However, do not touch the unit or the unit's power plug during a thunderstorm, because there is a risk of electrical shock.
- Disconnect the interactive pen display if you will not use it for an extended period.

Important information

- If the interactive pen display requires replacement parts, use parts that are specified by SMART Technologies.
- Do not expose the interactive pen display to rain or moisture.

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Chapter 1 **Welcome**

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This chapter introduces the SMART Podium™ 624 and 624 Pro interactive pen display.

About this guide

This guide is intended for people who set up and use the interactive pen display in their organizations. Other documentations and resources are available on the SMART support site (support.smarttech.com).

Features

The SMART Podium 624 interactive pen display enables a presenter to face an audience and mirror a connected computer to a large format display. The interactive pen display facilitates interactivity in meeting rooms, lecture halls and auditoriums. It also enables you to do everything you can do at your computer—write and erase ink, open and close applications, conference with others, create new documents or edit existing ones, visit websites, play and manipulate video clips and more— just by touching the display’s surface with the cordless pen or your finger. Use the pen for precise annotation over presented materials and saving markups in many applications. The SMART Podium display includes easily accessible buttons, a pen rest, a stand and HDCP compliancy. The display works with your computer and SMART Product Drivers to provide a reliable interactive experience.

You can also interact with content from additional devices, such as a document camera, that you can connect using a USB receptacle in the side connection panel. By connecting the interactive pen display to a projector or a second display, you can share your interactive experience with others, all while facing the audience. As others view your interactions with your digital materials, you can write confidently and smoothly with SMART Ink®. You can save your work directly into the SMART software application included with the interactive pen display and other commonly used software applications, such as Microsoft® Office.

See > *Using SMART Ink with Microsoft Office* on page 38

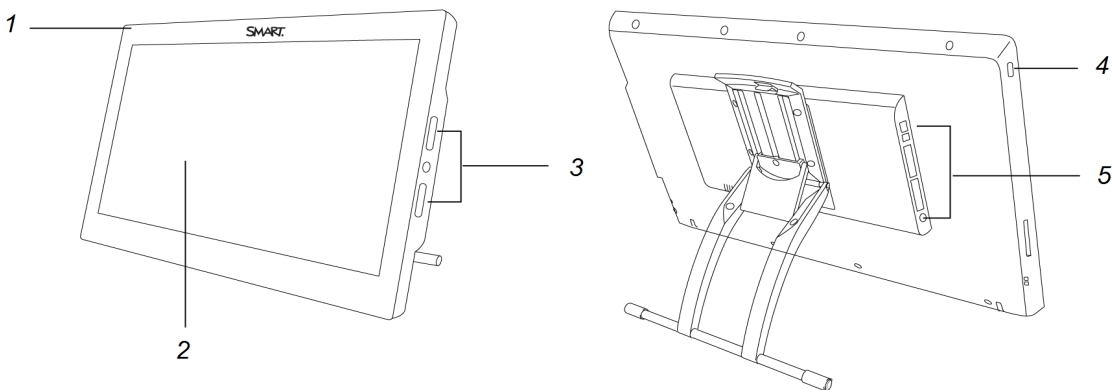
Refer to the following table for more feature highlights.

Feature	Description
Software	The SMART Podium 624 interactive pen display includes SMART software. To use all the features of the interactive pen display described in this guide, go to smarttech.com/software and ensure that you have the latest version of SMART software and SMART Product Drivers installed on your computer.
Cordless pen and holder	Use the interactive pen display's cordless pen to control your computer and comfortably write over any application from the interactive pen display. Because the cordless pen is your interactive point of contact on the screen, you can rest your hand naturally on the interactive display as you write. The pen is battery-free, so you never have to worry about replacement batteries. Securely rest the pen in the side-mounted pen holder when you're finished writing, so you always know where to find it. You can also secure the pen to the side of the interactive display with a tether.
Pen color buttons	Use the pen color selection buttons on the side of the interactive pen display to select black, red or blue for the cordless pen.
SMART Ink	SMART Ink lets you write over websites, videos, and into PDFs and Microsoft Office files, and save your notes in almost any file type. You can show and hide the SMART Ink dynamic toolbar by pressing the lower button (4) on the side of the interactive pen display. For more information, see Working with SMART Ink on your SMART Podium 624 and 624 Pro . <i>Working with SMART Ink</i> on page 35
Smooth Tilt Stand	Easily adjust the interactive pen display's height and angle by pulling up on the lever on the Smooth Tilt Stand.
Interactive surface	The interactive pen display has a thin-film transistor liquid crystal display (LCD) screen and acts as an output and input device when you touch it with the cordless pen. The native aspect ratio is 16:9 with flexible scaling options to support 4:3 and 16:10.
Power	<p>The interactive pen display uses a 12V DC power supply adapter, which comes with the unit.</p> <p>Note</p> <p>The power supply adapter can be connected to an electrical supply in the range of 100–240V AC, 50/60 Hz.</p>

Feature	Description
Power saving	The interactive pen display conforms to the Video Electronics Standards Association (VESA) power saving guidelines.
Capacitive touch technology	The interactive pen display uses projected capacitive (PCAP) touch technology to track the position of the cordless pen on the interactive surface.
Durable surface	The interactive surface features scratch-resistant hardened glass.
Cables	<p>Connect the interactive pen display to your computer with the included cables.</p> <p>See > SMART Podium quick connect guide (docs.smarttech.com/kb/171255)</p> <p>Tip</p> <p>If you need to use USB or video cables that are longer than those supplied, see USB cable extenders and Video cable extenders for tips on extending these types of cables.</p>
Security	The interactive pen display features a Kensington security slot. Lock the interactive pen display with a security cable (not included) to help safeguard it from theft.
HDCP	The SMART Podium 624 interactive pen display is HDCP 1.4 compliant.
Optional accessories	For more information on optional accessories, contact your authorized SMART reseller (smarttech.com/where-to-buy).

Components

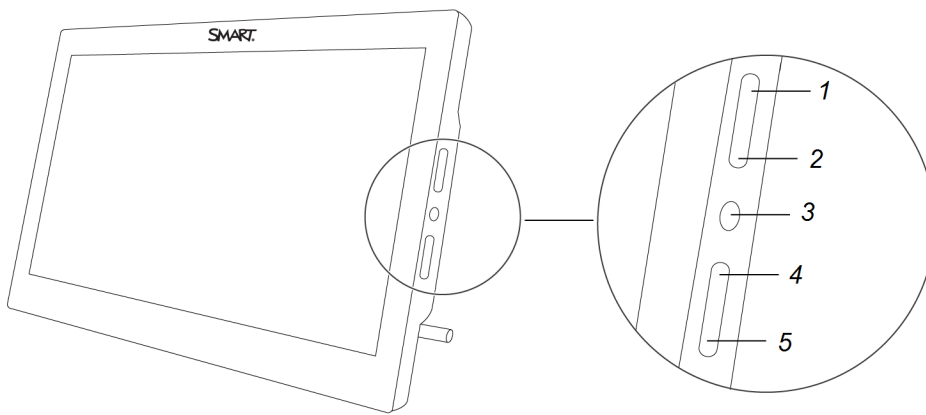
This illustration shows you the components of the interactive pen display.



No.	Component	Description
1	Status and Power LEDs	Indicates the power and communication status of the interactive pen display.
2	Display screen (including interactive surface)	Displays your content on a 20 7/8" (52.7 cm) × 11 5/8" (29.7 cm) high definition progressive scan LCD display to show wide format video and high resolution images.
3	Side buttons	See > <i>Side buttons</i> below
4	Power button	Indicates whether power is reaching the interactive pen display.
5	Connection panel	Contains the connections for a computer and other devices. See > <i>Connection panel</i> on page 13

Side buttons

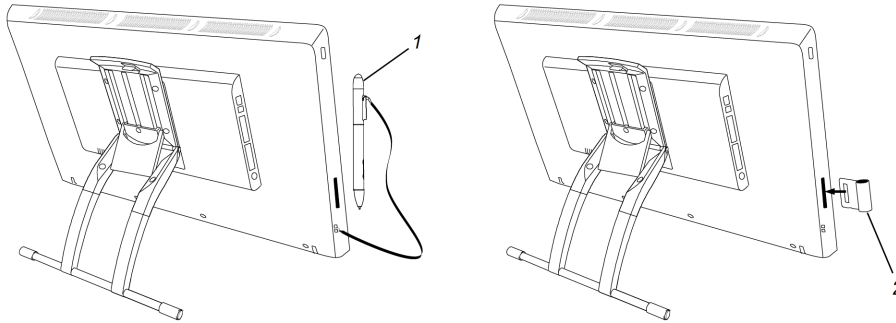
This illustration shows the buttons on the side of the interactive pen display.



No.	Button	Press this button to:
1	Black ink	Write in black ink.
2	Red ink	Write in red ink.
3	OSD menu	Open the on-screen display (OSD) menu.
4	Blue ink	Write in blue ink.
5	SMART Ink tool bar	Show or hide the SMART Ink tool bar.

Cordless pen and holder

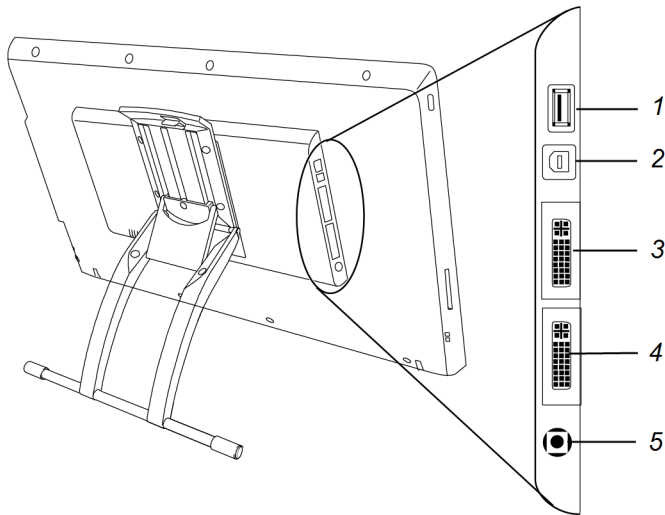
This illustration shows the cordless pen and holder.



No.	Component	Description
1	Cordless pen	<p>Touch the cordless pen to the interactive pen display surface to control your computer and to write with digital ink. Turn the pen around to use its eraser just as you would use the eraser on a pencil. The cordless pen is battery-free.</p> <p>The pen also features buttons you can use as shortcuts to customizable settings.</p> <p>See > <i>Using the cordless pen</i> on page 27</p>
2	Pen holder	<p>Insert the pen holder into the slots on either side of the display and use it to store your pen.</p> <p>See > <i>SMART Podium quick connect guide</i> (docs.smarttech.com/kb/171255)</p>

Connection panel

This illustration shows the connectors on the side of the interactive pen display.



No.	Connector	Description
1	USB A	Connects peripheral devices, such as a USB drive.
2	USB B receptacle	Connects the USB cable from the interactive pen display to your computer or laptop.
3	Video out	Connects the DVI-D cable from the interactive pen display to a second display or device. The second display mirrors the interactive pen display.
4	Video in	Connects the DVI-D cable from the interactive pen display to your computer or laptop.
5	Power cable receptacle	Connects the power cable from the interactive pen display to a DC adapter.

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This chapter describes the installation of the interactive pen display.

System requirements

Before installing the SMART Podium 624 interactive pen display, make sure your computer meets the following requirements (see also *Chapter 3 Installing SMART software* on page 23).

Operating system requirements

- Windows® operating system**
 - Windows 11
 - Windows 10
 - Windows 8.1
 - Windows 7 SP1

- OS X operating system software**
 - macOS Monterey
 - macOS Big Sur
 - macOS High Sierra 10.13

-
- macOS Sierra 10.12
 - Mac OS X 10.11

Available receptacles

Notes

- The SMART Podium 624 interactive pen display supports DisplayPort video standards. However, the display's video input uses a DVI-D connector, so an adapter will be required.

See > [Cable adapters and converters](#)

- To ensure the best image quality on the interactive pen display, set the connected computer's display resolution settings to 1920 × 1080.
- Using a VGA cable longer than 23' (7 m) is not recommended as the video signal quality might degrade. To extend the video signal properly, use a powered extender.

The following receptacles are required on the computer you connect to the interactive pen display.

- DVI, VGA or HDMI video receptacle
- Available USB-A receptacle

Note

Some Apple® products require a USB 2.0 hub to be installed between the product's USB 3.0 port and the interactive pen display.

Video cards

The interactive pen display supports both digital (DVI) and analog (VGA) video connections. The DVI connection typically provides the best picture quality and performance.

Notes

- Ensure your computer's video card is capable of providing a resolution setting of 1920 × 1080.
- Display of HDCP content requires a video card that is HDCP 1.4 compliant.
- The interactive pen display passes the video signal through as it is received. Digital In provides Digital Out, and analog provides Analog Out.

Monitors and projectors

You can use the interactive pen display by itself or with another display. You can connect a projector or monitor, to the display's Video OUT connector. When connected using the Video OUT, the second device mirrors the interactive pen display's image. Install the interactive pen display before connecting a second device.

Notes

- To ensure the best image quality on the devices connected to the interactive pen display, set the device's display resolution to 1920 × 1080.
- See the hardware and operating system documentation for more information about configuring your computer and operating system for use with multiple monitors.

Getting ready to install the interactive pen display

Before you use the interactive pen display, make sure you determine the best location, work area, and angle for the display.

Finding the best place for the interactive pen display

Install the interactive pen display in a cool, dry place without excessive levels of dust, humidity and smoke. Operate the interactive pen display in an environment within a temperature range of 41°F to 95°F (5°C to 35°C) and within a humidity range of 20% to 80% (non-condensing).

- Install the interactive pen display in a cool, dry place without excessive levels of dust, humidity and smoke.
- Operate the interactive pen display in an environment within a temperature range of 41°F to 95°F (5°C to 35°C) and within a humidity range of 20% to 80% (non-condensing).

To prevent the interactive pen display from overheating, do not block or cover any of the ventilation holes on the top of the unit. Make sure there is adequate airflow around the display and maintain an air gap of at least 4" (0.1 m) on all sides. Avoid putting the display close to other electronic equipment that also generates heat.

You must install SMART Product Drivers on the computer connected to the interactive pen display to enable the display's surface to respond to the touch by the cordless pen or your finger. Use your computer's mouse and keyboard to install SMART Product Drivers before you install the interactive pen display. The interactive pen display cannot provide keyboard or cordless pen functionality until you install SMART Product Drivers.

Setting up your work area

Organize your work area so you can work comfortably. Position the interactive pen display and your keyboard for easy access without unnecessary reaching.

You can also mount the interactive pen display on an articulated arm or other third-party stands meeting the VESA 200 × 100 specification for display stands.

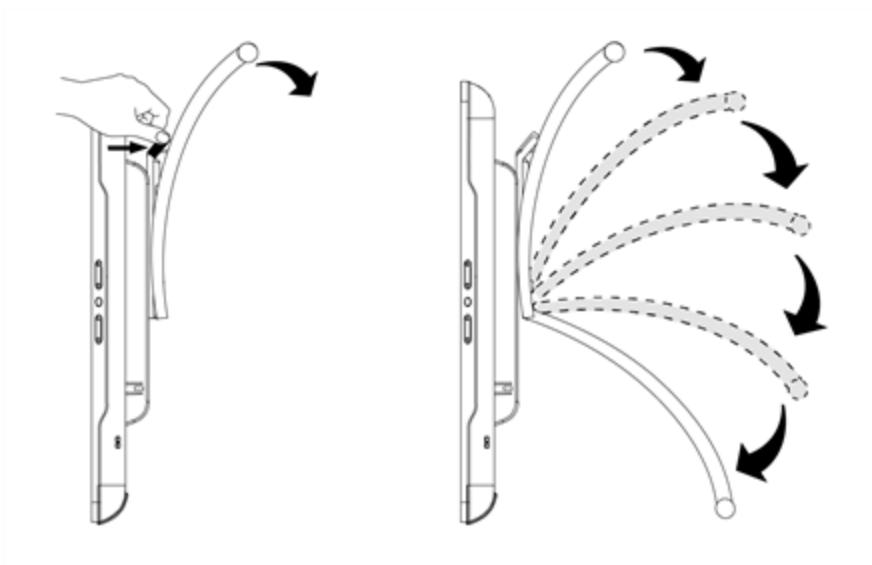
Changing the angle of the interactive pen display

You can recline the Smooth Tilt Stand to change the angle and height of the interactive pen display. To alleviate glare, you can use the attached Smooth Tilt Stand to change the display's angle.

See > *Removing and installing the Smooth Tilt Stand* below

To change the interactive pen display's angle

1. Grab the top of the interactive pen display and pull up on the lever at the top of the stand.
2. Push the interactive pen display down or up to adjust the angle of the display.
3. Release the lever to lock the stand in place.



Removing and installing the Smooth Tilt Stand

You can remove the interactive pen display from its stand.

Caution

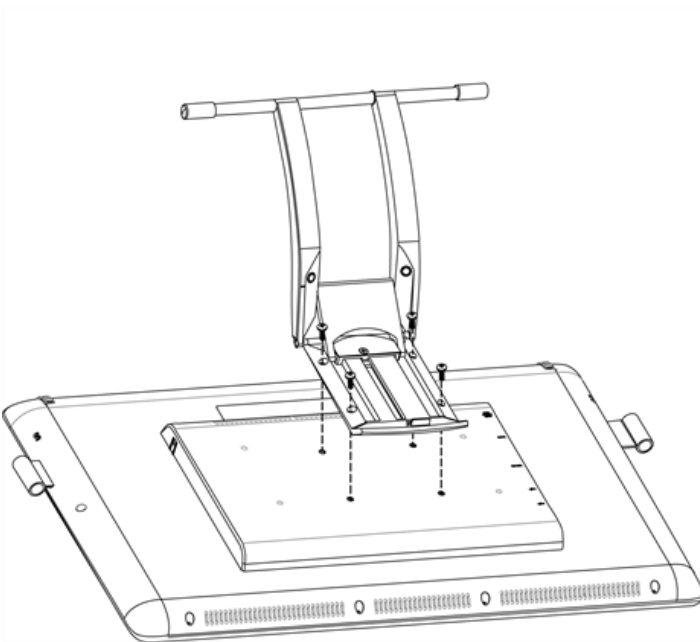
- Before beginning, set down the interactive pen display carefully to ensure you do not damage the buttons. Use a soft cloth or similar item to protect the display's interactive surface.
- Do not place the interactive pen display on a surface that can mark, scratch or damage the screen.
- The display's ventilation holes must remain at the top of the interactive pen display while it is being used. Do not attempt to install the Smooth Tilt Stand in a position that is different from the standard orientation.

To remove the Smooth Tilt Stand

1. Place the interactive pen display face down on a flat surface.
2. Remove the four screws that attach the stand to the VESA mount on the back of the interactive pen display.
3. Remove the stand.

To reinstall the Smooth Tilt Stand

1. Place the interactive pen display face down on a flat surface.
2. Place the stand on the back of the display with the lever toward the top of the display.



3. Align the four holes in the stand with the mounting holes in the back of the interactive pen display.

Tip

Additional mounting holes are provided for installing a VESA mount on the back of the interactive pen display.

4. Insert and tighten the four screws to secure the stand to the interactive pen display.

Connecting the interactive pen display to your computer

To connect the interactive pen display to your computer, refer to the Quick Connect guide that came with the product. You can also find this document on the SMART Support website at docs.smarttech.com/kb/171255.

Orient the interactive pen display after you connect it to your computer.

See > *Orienting the interactive pen display* on the next page

Caution

Incompatible video cards can damage the interactive pen display's screen.

Note

When a still image is displayed for a long period of time, an afterimage can remain for a short time. To prevent this, use a screen saver or other power management feature.

See > [Image persistence or burn in on LCD display](#)

Orienting the interactive pen display

Orient the interactive display after you connect it to your computer and any time the location of your pen touch is misinterpreted (ink appears a distance from the actual pen contact).

To orient the interactive pen display

1. In Windows operating systems, tap the **SMART Board** icon ( or ) in the notification area, then select **Orient**.

OR

In OS X operating system software, tap the **SMART Board**  icon in the Mac menu bar, then select **Orient**.

Targets appear on the screen.

Note

If the interactive pen display is your secondary monitor, you may need to press the **SPACE BAR** to move the orientation screen to the interactive pen display.

2. Use the cordless pen to press the center of the target.

Tips

- To accurately orient the screen, press the cordless pen to the screen near the first target. The color of the target turns to green. Slide the cordless pen to the center of the target. Briefly hold the cordless pen to the center of the target before removing the cordless pen from the screen. Repeat for each target that appears.
- You can orient a target again by pressing the **LEFT ARROW** key on your keyboard.
- Press the **ESC** key if you want to close the orientation screen before you finish orientation. Otherwise, the orientation screen closes after you press the last target.
- If the interactive pen display is your secondary monitor, you may need to press the **SPACE BAR** to move the orientation screen to the interactive pen display.

3. Lift the pen from the surface of the interactive pen display.

Note

The computer registers the point on the screen where you *remove* your pen from the display surface.

The target moves to the next orientation point.

4. Repeat steps 2 to 3 until you press all targets.

The orientation window closes.

Connecting the interactive pen display to other devices

You can connect another display device, such as a projector or a monitor, directly to the interactive pen display. The image from the interactive pen display also appears on the other display. When you connect a projector or a monitor, the video signal from the computer is automatically sent to the projector or monitor.

Note

The display resolution of the connected computer must be set to a resolution supported by a secondary display device.

To connect a projector or monitor

To connect a projector or monitor to the interactive pen display, connect a video cable from the display's video out connector to the second display's video in connector.

Notes

- The interactive pen display does not perform any analog-to-digital or digital-to-analog conversion on video signals. It strictly maintains the input signal format on output.
For details about your other device's connectors, read the instructions that came with your device.
- If you use a video cable longer than 23' (7 m), you must boost the video signal with a video distribution amplifier.
See > [Video cable extenders](#) for information about extending video cables.
- If you want to show HDCP content, use a video distribution amplifier that is HDCP 1.4 compliant.

Chapter 3 Installing SMART software

Downloading and installing SMART software 24

This chapter describes the installing of SMART software on the computer connected to the interactive pen display.

The display comes with the following software, which you can install on connected computers:

Software	Description	Notes
SMART Notebook	Free software designed for use with a SMART Board interactive display. SMART Notebook software comes with many features that you can use to create, edit, and deliver engaging lessons for your students.	See > SMART Notebook
SMART Meeting Pro	Software that enables you to capture ideas in a virtually unlimited interactive workspace.	Pro models only.
SMART Product Drivers	Software that enables the computer to detect input from the display.	Included with SMART Notebook, SMART TeamWorks, and SMART Meeting Pro software
SMART Ink	Software that enables you to write and draw in digital ink over applications, files, folders, websites, and any other open window.	Included with SMART Notebook, SMART TeamWorks, and SMART Meeting Pro software

Note

You can install SMART Product Drivers without installing SMART Notebook® or SMART Meeting Pro software.

The following software is also available but sold separately:

Software	Description	Notes
SMART Notebook Plus and Lumio	Desktop and online software that combines lesson delivery, activities, assessments, and collaborative workspaces.	Single and group plan subscriptions available. See > smarttech.com/lumio/pricing

Downloading and installing SMART software

You can download SMART software from smarttech.com/downloads and install it following the instructions in [Installing and maintaining SMART Notebook](#) or [Installing and maintaining SMART Meeting Pro](#).

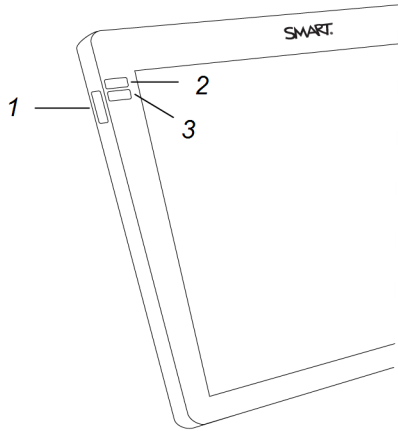
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This chapter explains the interactive pen display's basic operation, including how to write and erase digital notes and how to work with SMART Ink and Ink Aware applications.

Turning the interactive pen display on and off

This picture and table describe the SMART Podium display's power controls and status LEDs.



No.	Component	Description
1	Power button	Turns the interactive pen display on or off
2	Power LED	The Power LED is: <ul style="list-style-type: none"> • Blue when the pen display is turned on and receiving a video signal. • Orange when the pen display is turned on but not receiving a video signal. • Off, when the interactive pen display is turned off.
3	Status LED	The Status LED lights blue when the pen nib comes close to the screen surface or when you press the pen button.

To turn the interactive pen display on

Press the **Power** button on the front left side of the interactive pen display. Press the button again to turn the display off.

Note

The interactive pen display turns off automatically after one minute without video input.

To turn the interactive pen display off



Press the **Power** button on the front left side of the interactive pen display.

Using the cordless pen

You can use the battery free cordless pen to write notes and draw on the display's screen in digital ink and activate settings you assign to the pen's rocker button.

Hold the cordless pen as you would hold any normal pen or pencil. As you work with the interactive pen display, you can rest your hand on the display screen, just as if it were a sheet of paper. You can tilt the cordless pen in any way that feels most comfortable for writing or drawing.

! Important

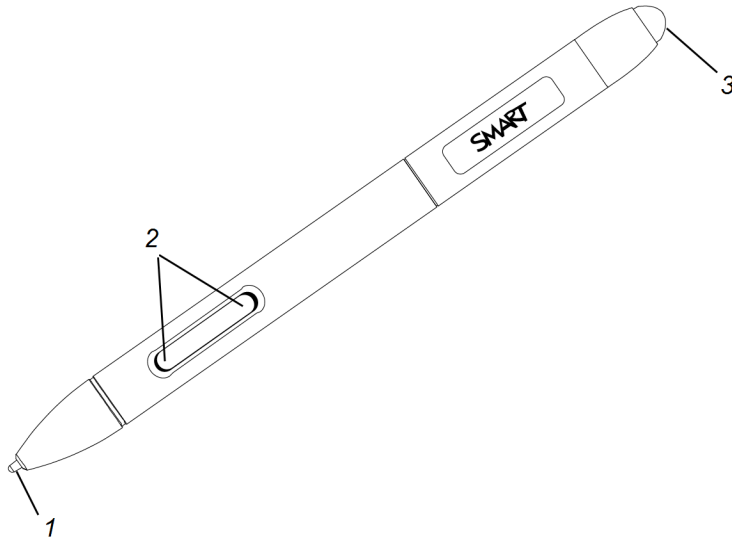
You can write notes over applications and your desktop only if SMART Product Drivers is running on your computer. If the SMART Board icon in the Windows notification area or Mac Dock has a small red x in the lower right corner  or , SMART Product Drivers is not running on your computer or the display is not connected properly.

Tips

- You can access SMART Settings to assign actions to your pen buttons, such as opening SMART Notebook software or advancing the slide in a Microsoft PowerPoint® presentation.
See > Customizing button actions on the cordless pen on page 29
- Store the cordless pen in the pen holder when it's not in use. You can attach the pen holder to either side of the display.
- You can use SMART Notebook software or SMART Meeting Pro software to make your presentations interactive and dynamic. For more details on about you can accomplish with SMART Notebook software or SMART Meeting Pro software, see the SMART software's online Help.

Cordless pen components

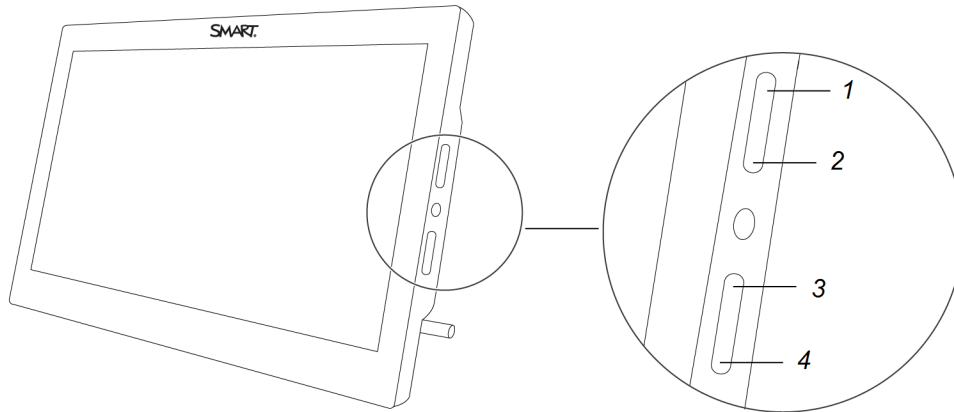
This illustration shows the cordless pen's components.



No.	Component	Description
1	Pen nib	<p>Press a Pen Color button, and then touch the pen nib to the screen surface to write with digital ink.</p> <p>Note The default ink color is black.</p> <p>Caution Replace a cordless pen nib when the nib wears down. If a pen nib wears down too far, you might scratch or damage the interactive pen display surface. Extra nibs are supplied with the interactive pen display.</p> <p>Tip Press the pen nib to the screen firmly to make digital ink appear.</p>
2	Buttons	<p>Use the two buttons as a custom shortcut to a variety of actions.</p> <p>See > <i>Customizing button actions on the cordless pen</i> on the next page</p>
3	Eraser	<p>Turn the pen around and move the eraser over the area you want to erase, just as you would use the eraser on a pencil.</p>

Pen color buttons

This illustration shows the pen color buttons on the side of the interactive pen display.



No.	Button	Press this button to:
1	Black ink	Write in black ink.
2	Red ink	Write in red ink.
3	Blue ink	Write in blue ink.

Customizing button actions on the cordless pen

Use SMART Settings to assign and change actions to the buttons on the cordless pen. The assigned action is performed when you press the button on the pen.

Note

The cordless pen must be quite close to the Podium to ensure assigned actions work correctly.

Available pen button actions

This table lists the actions you can assign to the buttons on the cordless pen.

Note


The pen actions *Next Page* and *Previous Page* are available only for use with SMART Notebook software and not for PowerPoint or other presentation software.

Action	Description
Print page	Prints the page currently displayed on the screen
Next page	Moves to the next page in a file
Previous page	Moves to the previous page in a file
Clear screen	Clears all digital ink and unlocked objects from a page
Right-click	Performs a right-click or control-click on the screen
Middle-click	Performs a middle-click
Double-click	Performs a double-click Tip For easier double-clicking, assign this setting to a component, such as a pen button, instead of tapping twice with the pen nib.
Floating mouse	Moves the mouse cursor to the pen's tip location without clicking (for example, to "hover" over an item on-screen to reveal a Tool Tip).
SMART keyboard	Launches the SMART on-screen keyboard
SMART Notebook software	Launches SMART Notebook software Note This option is only available when SMART Notebook software is installed on the connected computer.
Screen capture toolbar	Opens the screen capture toolbar
Eraser	The pen nib becomes an eraser until the assigned button is released Tip You can also access <i>SMART Hardware Settings</i> to customize the eraser thickness. See > <i>Using the cordless pen</i> on page 27
Pen	Switches the cordless pen to operate in a customized mode until the assigned button is released. Tip You can also access <i>SMART Hardware Settings</i> to customize the cordless pen's line style, fill effects and object transparency. See > <i>Assigning button actions on the cordless pen</i> on the next page
Disabled	No action is assigned to the button


Assigning button actions on the cordless pen

Use the following procedure to access SMART Hardware Settings and assign actions to the cordless pen's buttons.

To assign button actions on the cordless pen

1. Click the **SMART software** icon  in the notification area (Windows computers) or the Dock (Mac computers), and then select **Control Panel**.

OR

Press the **SMART Meeting Pro** icon  in the notification area, and then select **Control Panel**.

SMART Settings appears.

2. Click **SMART Hardware Settings**.
3. Select **Pen and Button settings** from the drop-down list.
4. From the on-screen options, select the button you want to customize.
5. Select an action for the button.
6. Click **APPLY** to save your settings.
7. Click **OK** to close SMART Settings.

Writing or drawing digital ink

You can use the cordless pen to write or draw over SMART Notebook software, SMART Meeting Pro software and other programs using SMART Ink. When you write or draw in an application or on the desktop, the digital ink becomes an object that you can erase, move, and manipulate in a variety of ways.

When you write in a SMART Notebook software or SMART Meeting Pro software, the digital ink becomes part of the file.

Notes

- By default, SMART Ink starts when you first log on to your computer. If SMART Ink isn't running, you can start it manually.


See > *Working with SMART Ink* on page 35

- The interactive pen display ignores a palm resting on the screen.
- If you are writing or drawing in a Microsoft Office application, see *Using SMART Ink with Microsoft Office* on page 38.

To write or draw digital ink

1. Pick up the cordless pen.
2. Write or draw on the screen to make notes and draw over your desktop and programs.

Notes

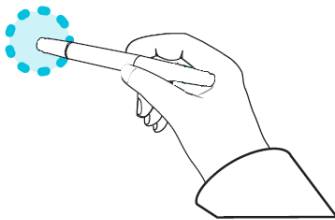
- Press an ink color side button to select an ink color.
See > *Pen color buttons* on page 29
- You can also press the SMART Ink dynamic toolbar icon  and use the toolbar commands to customize the pen colors and line thickness, convert handwriting to text, take screen captures and use favorites.
See > *Working with SMART Ink* on page 35

Erasing digital ink

Use the eraser end of the cordless pen to erase the digital ink on the interactive pen display.

To use the cordless pen to erase digital ink

Turn the pen around and move the eraser over the area you want to erase.



Note

You can also use the pen nib as a customizable eraser by using SMART Settings to assign an eraser action to one of the pen buttons.

See > *Customizing button actions on the cordless pen* on page 29

Using gestures

By touching the interactive pen display's surface, you can do everything on the display through touch that you can do at your computer by using the keyboard or mouse. You can also use an array of gestures within applications.

Note

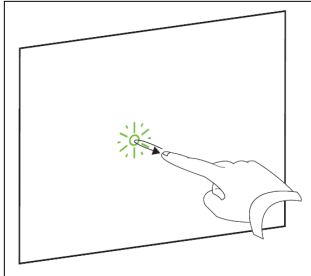
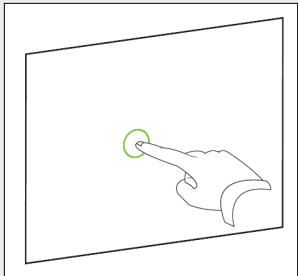
- Not all gestures work in all applications. Refer to an application's documentation to learn which gestures it supports.
- Placing your fingers together too closely might be interpreted as a single finger.

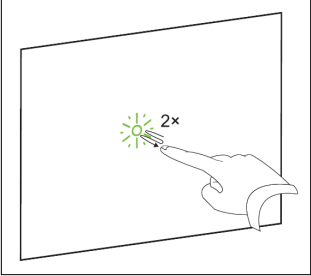
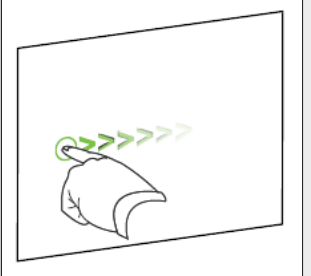
Using single finger gestures

You can perform some gestures using one finger, including selecting an object and double-clicking. Single finger gestures include the following:

Note

Not all gestures work in all applications. Refer to an application's documentation to learn which gestures it supports.

Action	Description	Gesture
Selecting an object (clicking)	<p>Quickly tap the interactive surface to select an object or option. Tap again to cancel the selection. This performs a standard mouse click.</p> <p>Note</p> <p>This gesture starts applications if your computer's operating system is set to start applications with single click.</p>	
Displaying menu options (right-clicking)	<p>Tap and hold the screen with your finger. In SMART Notebook software, Windows and Microsoft Office programs, the right-click menu appears.</p>	

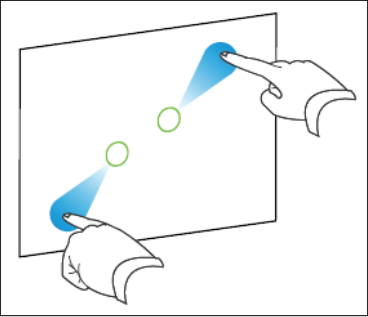
Action	Description	Gesture
Double-clicking	Quickly Tap the interactive surface twice in the same spot. This performs a standard double-click.	
Dragging an object or scroll bar	Tap and hold an object or scroll bar on the screen. Slowly move your finger on the screen to move the object or scroll bar. When you reach the position you want, release your finger.	

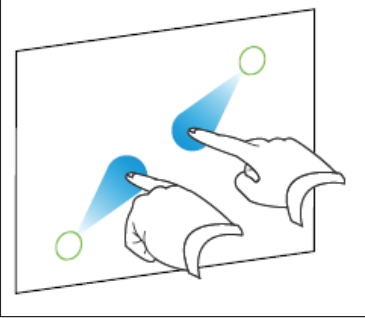
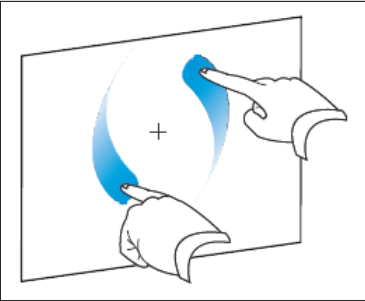
Using multi-finger gestures

You can perform some gestures using two or more fingers, including zooming, scaling, scrolling and manipulating objects. Multi-finger gestures include:

Note

Not all gestures work in all applications. Refer to an application's documentation to learn which gestures it supports.

Action	Description	Gesture
Zoom in, enlarge	Place one finger on each hand in the center of the area or object, and then drag your fingers away from each other.	

Action	Description	Gesture
Zoom out, shrink	Place one finger on each hand on the screen at opposite ends of the area or object, and then drag your fingers toward each other. This gesture scales an object on a page or the entire page, depending on the application.	
Rotating an object in place	Place one finger on either side of the object you want to rotate. Keep one finger in place and move your second finger around the object. Release your fingers from the screen when you're satisfied with the angle.	

Working with SMART Ink

The SMART Podium interactive pen display comes with SMART Notebook or SMART Meeting Pro software.

See > *Chapter 3 Installing SMART software on page 23*

Both feature SMART ink, which enables you to use the cordless pen or your finger to add notes or drawings to presentations on the touch screen.

By default, SMART Ink starts when you first log on to your computer. However, if SMART Ink isn't set up to start automatically, you can start it manually.

See > *Starting SMART Ink manually on the next page*

After SMART Ink starts, you can open the SMART Ink dynamic toolbar and use it to write and draw, convert handwriting to text, take screen captures and use favorites.

Notes

- If you start SMART Ink manually but your computer isn't connected to a SMART interactive product, a notification appears.

- Although the dynamic toolbar works with the desktop and all applications, some of its options vary from application to application.

Starting SMART Ink manually

If SMART Ink isn't set up to start automatically, you can use the following procedure start it manually.

Windows computers only



To start SMART Ink manually in Windows

In Windows 7, select **Start > All Programs > SMART Technologies > SMART Ink**.

OR

In Windows 8.1, go to the *Apps* screen, and then scroll to and select **SMART Technologies > SMART Ink**.

OR

In Windows 10, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink**.

Mac computers only



To start SMART Ink manually in OS X operating system software

In Finder, go to **Applications > SMART Technologies** and double-click **SMART Ink**.

Using the dynamic toolbar

The dynamic toolbar, shown below, appears when SMART Ink starts. Opening the dynamic toolbar in full mode lets you access additional features that enhance the notes and drawings you create in digital ink.

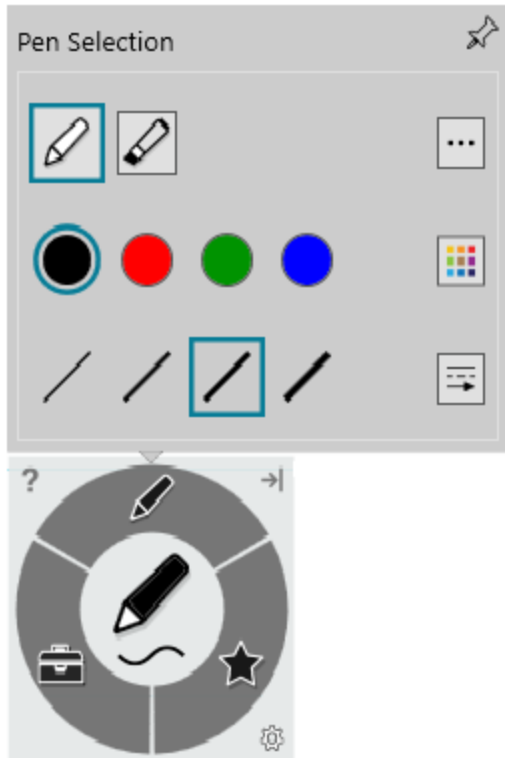
Although the dynamic toolbar works with the desktop and all applications, some of the options it presents vary from application to application.



If the dynamic toolbar is covering something you want to see, drag it to a different part of the screen.

To open the dynamic toolbar in full mode

Tap the dynamic toolbar to open it in full mode.



Note

The toolbar minimizes after 10 seconds of non-use. You can also minimize the toolbar at any time by tapping its center.

To move and dock the dynamic toolbar

You can move the dynamic toolbar to the left or right edge of the screen and dock it there by dragging it to that edge. You can also tap the docking button in the top-right corner of the dynamic toolbar.

About SMART Ink settings

You can use the *SMART Ink Settings* window to change a number of settings for SMART Ink, including:

- General settings
- Dynamic toolbar settings
- Microsoft Office settings

Note

If you're using SMART Ink on Windows, you can also use the SMART Ink Settings window to troubleshoot common issues.

For more information about accessing and changing SMART Ink Settings, see the *Changing SMART Ink 5 Settings* support site page at support.smarttech.com/docs/redirect/?product=DRINK&context=SMARTInkSettings.

Using SMART Ink with Microsoft Office

SMART Ink includes plug-ins that enable you to use the software with Microsoft Office applications.

Note

This section applies to Windows only.

Microsoft Word, Excel[®] and PowerPoint have their own ink tools which you can enable in SMART Ink Settings. For more information, see *Changing settings in Windows operating systems* on the Changing SMART Ink 5 Settings support site page at support.smarttech.com/docs/redirect/?product=DRINK&context=SMARTInkSettings.

This table compares Microsoft's ink tools and SMART Ink:

Category	Microsoft's ink tools	SMART Ink
Purpose	Reviewing or making changes to a document	Highlighting important notes or drawing attention to content in a document
Capturing ink	Ink is inserted directly into a document	Ink is captured in a transparent layer over a document
Saving ink	The inserted ink is saved with the document	Take a screen capture and save it using SMART software

Writing or drawing in PDF files

You can write or draw in PDF files using the following tools:

- SMART Ink plugin for Adobe Acrobat® Reader (Windows only)
- SMART Ink Document Viewer

With Adobe Acrobat Reader and the SMART Ink plugin, you can write, draw and erase digital ink in PDF files. The SMART Ink plugin inserts digital ink in the PDF file as Adobe Acrobat Reader comments.

For more information on using the features of SMART Ink with Adobe Acrobat Reader, see the *Using the SMART Ink 5.1 plugin for Adobe Acrobat Reader* support site page at support.smarttech.com/docs/redirect/?product=DRINK&context=using-with-pdf-files/using-the-smart-ink-plugin.cshhtml.

Other SMART Ink resources

For more information about using the features and configuration options available in SMART Ink, refer to the *SMART Product Drivers and Ink* support site pages at support.smarttech.com/docs/redirect/?product=DRINK.

Chapter 5 Maintaining the interactive pen display

Cleaning the screen and cordless pen	40
Maintaining ventilation	41
Preventing condensation	41

This chapter provides care and maintenance information you can use to ensure the interactive pen display's best possible performance.

Cleaning the screen and cordless pen

Follow these instructions to clean the interactive pen display screen and cordless pen without damaging them or other product components. Dirt and dust can stick to the screen so you should clean the screen once a week.

Caution

- Do not spill liquids onto the interactive pen display or cordless pen. Both devices will fail if exposed to liquids.
- Clean the interactive pen display and cordless pen using an anti-static cloth or slightly damp cloth and light pressure. Do not apply glass cleaner, ammonia, organic solvents (such as alcohol), or even a mild detergent to the screen. If you use these cleaners, you can damage the screen's finish or the unit's electronics. Using such cleaners also voids the warranty. Always test clean a small area of the screen first near the frame.
- Do not use permanent or dry erase markers on the screen. If dry-erase markers are used on the screen, remove the ink as soon as possible with a lint-free, non-abrasive cloth.
- Do not rub the screen with a dense or rough material.
- Do not apply pressure to the screen.

To clean the screen

1. Turn off the interactive pen display and shut down your computer.
2. Disconnect the power sources for your computer and the interactive pen display.

3. Wipe the screen with a lint-free, non-abrasive, anti-static cloth.

Maintaining ventilation

The interactive pen display requires ventilation to enable the fans to cool the unit. Dust buildup in the ventilation holes can compromise cooling and lead to product failure.

Caution

- Avoid setting up or using the interactive pen display in an area with excessive levels of dust, humidity or smoke.
- Use a vacuum cleaner with a narrow hose end fitting to clear the ventilation holes every 3–6 months (or more frequently if required). Never allow the ventilation holes to become obstructed.

Preventing condensation

Your interactive pen display screen contains layers of glass that can collect condensation, especially in the following conditions:

- Temperature extremes with high humidity
- Rapid changes in ambient temperature
- Rapid changes in humidity, which occurs when you operate the interactive pen display near water, such as a sink, pool, kettle or air conditioner ventilator
- Direct exposure to sunlight

Avoid these conditions.

Chapter 6 **Troubleshooting**

The Support section of the SMART website includes information about resolving a variety of common problems with the interactive pen display and related SMART products.

See > support.smarttech.com/docs/sp624troubleshooting

Appendix A **Adjusting video settings with the on-screen display (OSD) menu**

Changing settings in the OSD menu	44
OSD menu settings	45

If you're using a VGA video input, the screen settings adjust automatically when you turn on the interactive pen display. This feature adjusts the phase settings and the vertical and horizontal positions. You can also use the on-screen display (OSD) menu to adjust the screen settings.

See > [Adjusting interactive pen display settings with the on-screen display \(OSD\) menu.](#)

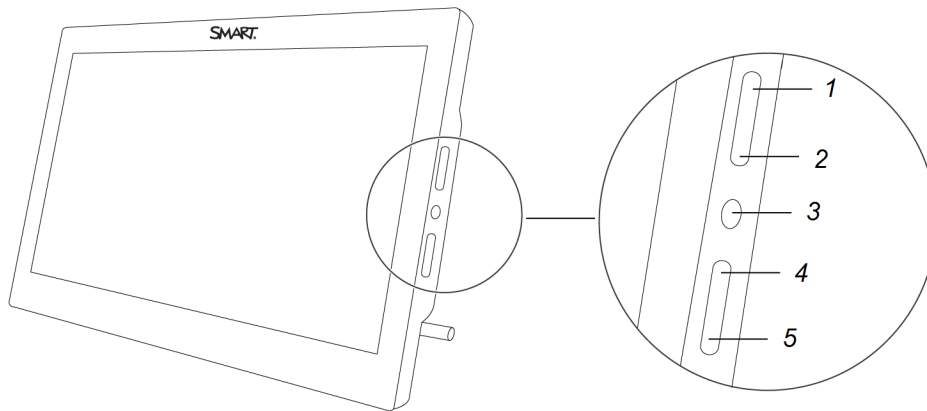
Important

Changing color, color temperature, contrast, brightness, or backlight settings overrides the color profile used with interactive pen display.

Notes

- For the best display quality, set the video card to the 1920 × 1080 native resolution of the interactive pen display.
- If the interactive pen display doesn't adjust the screen settings automatically, you can use the Auto Adjust OSD option (VGA only).

Changing settings in the OSD menu



No.	OSD control
1	Select item ◀
2	Up arrow ▲
3	OSD menu button
4	Down arrow ▼
5	Previous menu item ▶

To change settings in the OSD menu

1. Press the OSD menu button on the side control panel.




The OSD menu appears.

2. Press ▲ and ▼ to browse to the sub-menu that contains the setting you want to change.
3. Press ◀ to select the sub-menu.

Tip


Press ▶ to return to the previous screen.

4. Press ▲ and ▼ to browse to the setting you want to change.

5. Press  to select the setting, and then press  or  to change the setting.

The changes you make are applied immediately.

6. Press  to save your changes.

7. Press  to return to the previous screen.

OR

Press the OSD menu button to exit the on-screen menu.

OSD menu settings

This table describes the settings available through the OSD menu:

Menu item	Function
Brightness/Contrast	
Brightness	Adjusts the brightness of the image and background
Contrast	Adjusts the difference between the lightest and darkest areas of the image
Backlight	Adjust the back light brightness
Custom RGB	
Red	Adjust the color values for red
Green	Adjust the color values for green
Blue	Adjust the color values for blue
Color Presets	
5000K	Sets the color temperature to 5000K
6500K	Sets the color temperature to 6500K
9300K	Sets the color temperature to 9300K
Direct	Displays colors directly from the video card without any adjustment
Display Settings	
Scaling	Sets the scaling to: <ul style="list-style-type: none"> • Full: Resizes the image to fill the whole screen. • Aspect: Resizes the image to fill as much of the screen as possible while maintaining the correct aspect ratio. • 1:1: Displays the image at the actual resolution.

Menu item	Function
Horizontal Position	Controls the image's horizontal position within the display area
Vertical Position	Controls the image's vertical position within the display area
VGA Settings	
N/A	The VGA Settings menu is only accessible when a VGA cable is used to connect the interactive pen display to a computer. Accessing the VGA settings menu enables you to adjust the display's Phase and Pitch settings. You can also enable settings to be set automatically by selecting Auto Adjust.
Other Settings	
Language	Selects the language used by the OSD menu
Menu Transparency	Changes the opacity of the OSD menu background
Reset	Restores the display's settings to their factory default settings

Certification and compliance

Federal Communication Commission interference statement

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.

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 receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

⚠ Caution

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment

Innovation, Science and Economic Development Canada statement

This device complies with RSS-210 of the Innovation, Science and Economic Development Canada 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.

Cet appareil est conforme à la norme ISSED CNR-210 pour les appareils radio agréés. Son fonctionnement est soumis aux deux conditions suivantes:

1. le dispositif ne doit pas produire de brouillage préjudiciable, et
2. ce dispositif doit accepter tout brouillage reçu, y compris un brouillage susceptible de provoquer un fonctionnement indésirable.

EU Declaration of Conformity

Hereby, SMART Technologies ULC declares that the radio equipment type LCD Monitor, SP624 is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following Internet address: smarttech.com/compliance

Transmitting Band (KHz)	Maximum Transmit Power (dBuA/m@10m - Inductive device)
667	-28.56

Hardware environmental compliance

SMART Technologies supports global efforts to ensure that electronic equipment is manufactured, sold, and disposed of in a safe and environmentally friendly manner.

Waste Electrical and Electronic Equipment (WEEE)

Electrical and electronic equipment and batteries contain substances that can be harmful to the environment and to human health. The crossed-out wheeled bin symbol indicates that products should be disposed of in the appropriate recycling stream and not as regular waste.



More information

See smarttech.com/compliance for more information.

SMART Technologies

smarttech.com/support

smarttech.com/contactsupport

docs.smarttech.com/kb/171254