



SMART TECHNOLOGY CLASSROOM GETTING STARTED

Introduction

Use this document as a reference when you are using the **PC** that is attached to the SMART Board. If you will be using a laptop, keep in mind that the SMART Technology will *not* work unless the software is installed on your laptop; the SMART Board will only serve as a screen for the projector and will not be interactive.

PLEASE REMEMBER: Never write on the SMART Board with any marker, even dry erase markers, they will damage the board. Only use the SMART pens that are supplied with the board.

To request a copy of the SMART Technology software for your laptop, if you require technical assistance, or if the technology is not working correctly (pens missing, projector bulb is burnt out), please contact the Help Desk at 615-963-7777 or open a ticket by going to <https://ellucian.service-now.com/>.

Getting Started

Sign In

If the computer is not already on, turn it on and sign in using your **TSU Network Username and Password**.

NOTE: If this is the first time you are using the computer, it may take a few minutes for the computer to set up.

Turn on the SMART Board

You can turn on the SMART Board from the control panel (which is typically on the podium by the computer) or you can press the Power On button located on the Master Controller Tray on the bottom of the SMART Board.

From the Control Panel



- Tap the screen
 - The **Touch Screen to Start** message will display
- Tap the screen a second time

- Tap the PC icon  (some Control Panels may require a drag a drop into the center of the screen)
 - Wait for the projector to warm up



From the Master Controller Tray

You can also use the Master Controller Tray located below the SMART Board to turn on the SMART Technology and Board. **When you use the Power Button on the Tray, the source will default to the computer's PC.**



- Turn on and sign into the computer
- Select the **Power Button** on the Master Controller Tray
 - Amber = Power Off
 - Flashing = Connecting
 - Solid Green = Connected

The Master Controller Tray

The Master Controller Tray contains some optional buttons and holds the SMART Pens and SMART Eraser. This section will go through these items.



Working with the Master Controller Tray

Controller Buttons and Other Features



1. **USB Port** – Most Master Controller Trays contain a USB port
 - a. Plug in your Flash Drive to open your documentation such as Word documents, PowerPoints, PDFs
2. **Power Button** – Use to Power On or Power Off the SMART Board
3. **Volume Control** – Control the volume of videos or audio files you are playing via the SMART Technology
 - a. TIP: If the audio is not working, check the audio settings on the computer and the control panel on the podium
4. **Source Button** – *DO NOT* use this button – use the control panel for all source control
5. **Calibrate Button** – If the SMART Board is not responding correctly to your touch (e.g. you want to select something on the Board and the cursor is not landing in the correct spot), you may need to calibrate the board, this will adjust the electronic settings in the Board
 - a. When you select Calibrate you will be prompted to touch the board in four spots
6. **Help** – Use this button for online help
7. **Connection Status Indicator**
 - a. Red – not connected to source
 - b. Flashing – connecting to source
 - c. Solid Green – connected to source

SMART TECHNOLOGY CLASSROOM – GETTING STARTED

Pens, Eraser, Keyboard and Right Click



1. **SMART Pens** – Simply pick up the pen and start writing on the SMART Board
2. **SMART Eraser** – Pick up the eraser to erase what you have written on the SMART Board
3. **On-Screen Keyboard** – Press this button and an on-screen keyboard will appear on the SMART Board
4. **SMART Pen Color Selector** – You can change the “ink” color of your pen
 - a. Black, Red, Green and Blue
5. **Right-Click** – This button acts the same way as a right-click of a mouse
 - a. The options will display on the screen

Shutting Down

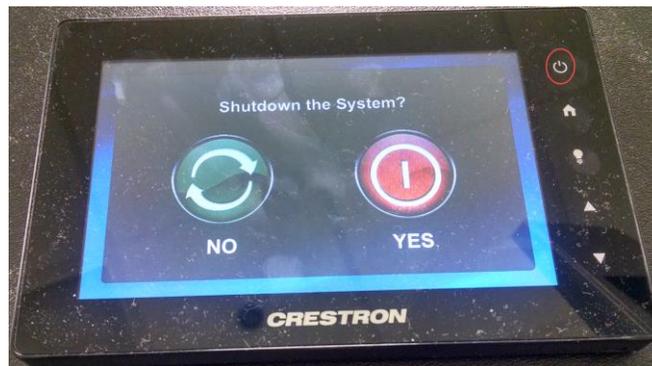
When you are finished working with the technology, it is important that the SMART Board and projector are turned off (the bulbs will burn out quickly if left on for extended periods of time).

Computer

Turn off the computer to sign out of the machine.

SMART Technology

Control Panel



- Press the **Power Button** 
- A message will appear asking you to confirm shutting down the system
- Select YES

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