SMART Board Set-Up Instructions

Full Set-Up Including SMART Board Software

With the SMART Board, you can interact with your computer applications directly from the whiteboard, as well as write digital notes and save them instantly.

Using the SMART Board:

1. Sign out the SMART Board kit from the Library Services Desk.
2. On the projector, unlock and flip down the mirror cover, if it has not already been done.
3. Turn on your laptop.
4. Turn on the projector using the remote control in the SMART Board kit. Important: Wait until your laptop is fully booted before you hook up the cables from the wall to your laptop.
5. Connect the video cable from the wall to your laptop (this is the wider 15 pin VGA cable). Note for Mac laptops: If you have a Mac laptop, you will need a VGA adapter. VGA adapters can be signed out from the Library Services Desk.
6. Connect the USB cable from the wall to the SMART Board USB connector (found in the SMART Board kit). Then connect the SMART Board USB connector to the laptop. The connector cable allows the SMART Board software to run on your computer. See the instruction sheet in the kit for images on how to connect the cables.
7. Put the SMART Board pens and eraser into the tray.
8. Press Function key (Fn) and the corresponding Function Number Key (F#) on the keyboard to display your laptop screen on the SMART Board. The Function Number Key will vary depending on the brand and model of your laptop.

Turning off the SMART Board:

1. On the remote control, press the OFF button two times.
2. Close the projector's mirror cover and lock it.

Note: The SMART Board is not a conventional whiteboard; please do not write on it with anything other than the SMART Board pens. Also, please make sure your hands are clean before you touch the whiteboard.

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