

## The SMART Board V280 Interactive Whiteboard Basics

This Quick Reference Guide provides an overview of the information you need to begin using the SMART Board™ V280 interactive whiteboard. Before you begin working, make sure that you have the appropriate Notebook™ collaborative learning software and SMART Board drivers loaded onto the computer for connecting to the board. For more information about the software, visit <http://www2.smarttech.com/st/en-US/Country/> and select your country.

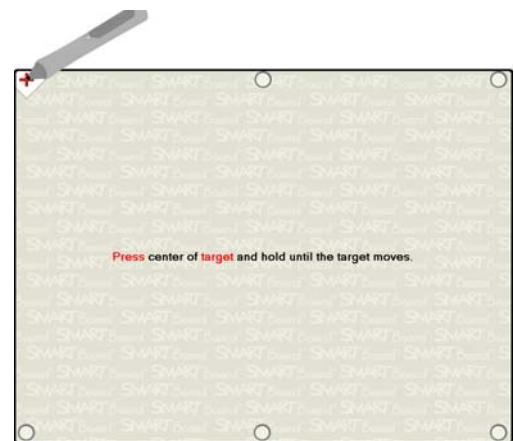
### Starting the SMART Board V280 interactive whiteboard

- 1 Ensure that the interactive whiteboard and projector are connected to the computer
- 2 Turn on the projector and then turn on the computer. The interactive whiteboard draws its power from the computer and will be activated automatically.
- 3 Once you see an image of your computer's screen, log on to your computer if required, using the computer's keyboard. If your computer does not require you to log on, allow your computer to reach its default start screen. You are now ready to start working in any application available on the connected computer.

### Orienting the SMART Board V280 interactive whiteboard

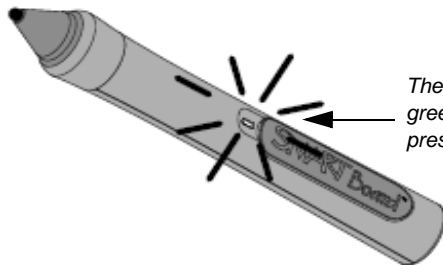
You should orient your interactive whiteboard when setting up or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 At your computer, click the Notebook icon in the Windows Notification Area, and select **Orient**. This will launch the Orientation screen.
- 2 Begin the orientation process at the upper-left corner of the Orientation screen. Press the ergonomic pen firmly on the center of each cross until the white, diamond-shaped graphic advances to the next position. Continue this process in the order of the advancement of the points.
- 3 At the last point, press and hold in the center of the point and continue pressing until the message, *Please wait while Orientation completes* is displayed. The Orientation screen will then close and will revert back to the screen that you started on prior to the orientation process.



### Using the pen as a mouse

- 1 Pick up a pen from the pen tray and press the tip of the pen down twice consecutively on the desired application. The double-press of the pen to open an application is equivalent to how you would double-click your mouse to open an application.
- 2 Each single-press on the board with the pen is equivalent to a single left mouse click



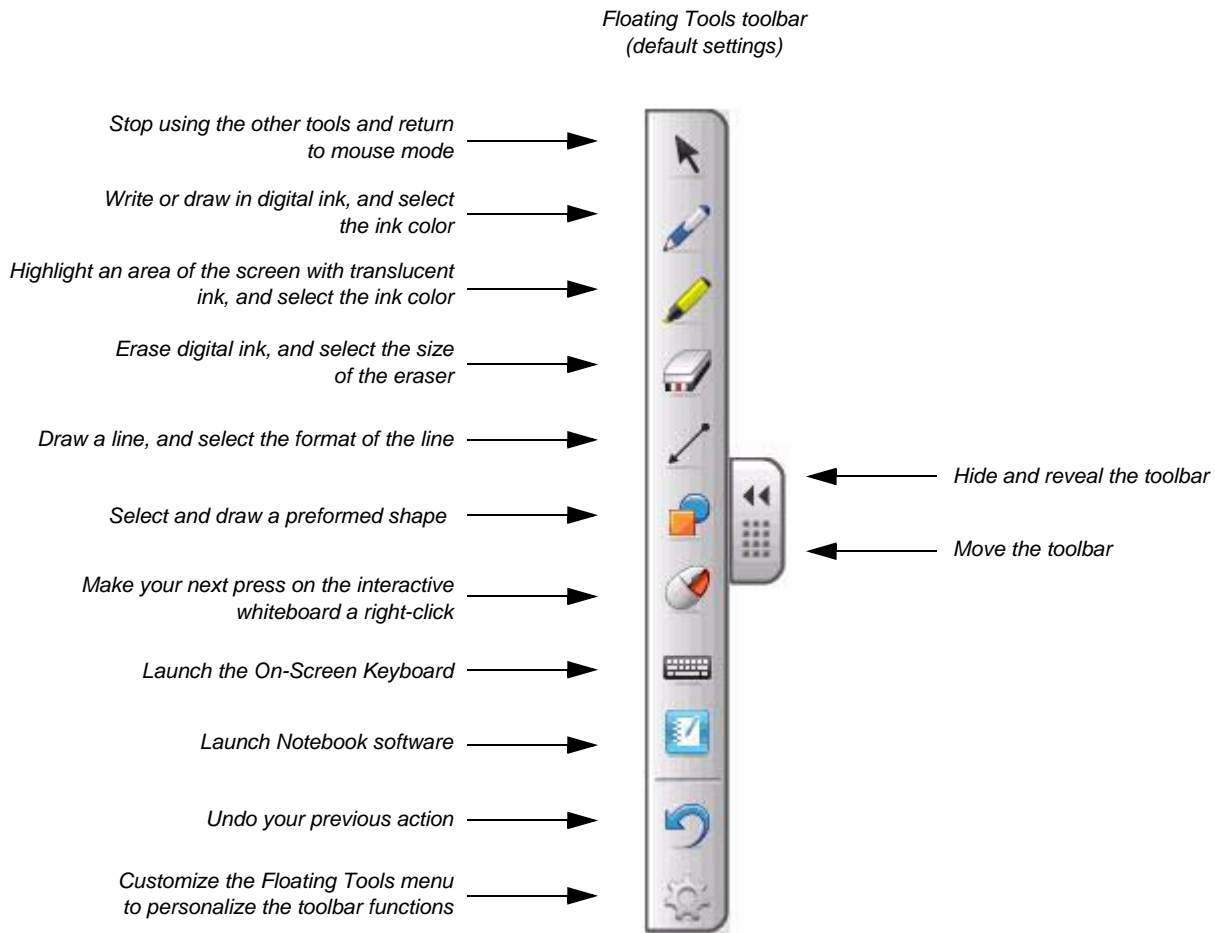
The LED indicator will light up green with every active screen press.

**NOTE:** If the applications that you are using do not respond to the touch of the pen, check to ensure that the LED indicator located in the center of the pen lights up green with every press of the pen to the board. If the LED indicator does not light up, apply a bit more pressure while pressing the pen to the board. If the LED indicator lights up red, the battery in your pen should be replaced.

## Writing and erasing notes

To write over the desktop image or an application, such as Internet Explorer® Internet browser or Microsoft® Word software, select a writing or drawing tool from the Floating Tools toolbar using the pen. When you select a writing or drawing tool from the Floating Tools toolbar, you will be prompted to select a color or style. Once you have selected your preference, you will be able to write and draw directly over the application that you are working in using the tool that you have selected. The Floating Tools toolbar can be launched by clicking on the Notebook icon in the Windows Notification Area and selecting **Show Floating Tools**.

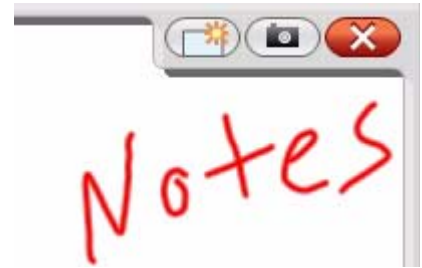
**NOTE:** Remember to keep constant pressure on the interactive whiteboard with the pen while using a writing or drawing tool. If you do not keep constant pressure, you may not get the desired result.



## Saving your notes

You can easily save the notes that you have written on the interactive whiteboard for future reference and easy distribution.

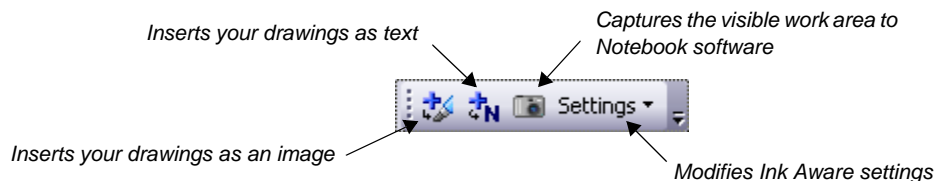
- 1 Select a writing or drawing tool from the Floating Tools toolbar. Upon selection, the Digital Ink Layer will come up. A border will appear around the screen and a menu will become available in the upper right-hand corner.
- 2 Once you have written your notes, you can capture them into Notebook software by selecting the camera icon located in the center of the Digital Ink Layer menu in the upper right-hand corner.



**NOTE:** If you no longer want your notes to appear on the screen, press the red X to close the Digital Ink Layer.

- 3 Notebook software will open automatically, and your capture will be saved to a new Notebook page
- 4 Select the unsaved Notebook file from the taskbar to view your captured image. Select **File > Save** to save your notes for future reference.

**NOTE:** If the Digital Ink Layer does not appear when you select a writing or drawing tool from the Floating Tools toolbar, you may be working in an Ink Aware application (e.g., Microsoft Word, Excel® or PowerPoint® software). If the application is Ink Aware, similar options will appear in the application's own toolbar or as a floating toolbar.



- 5 You can change your Digital Ink Layer preferences by right-clicking on the Digital Ink Layer and selecting **Ink Layer Options**

## Notebook collaborative learning software

Notebook software acts as an electronic notebook that can be used to create engaging and interactive lesson activities and presentations. Open Notebook software by selecting the Notebook icon in the Windows Notification Area and selecting **Notebook software** or by double-pressing the Notebook icon on your desktop with the pen.

For more information and additional training material about the SMART Board V280 interactive whiteboard and Notebook software, visit <http://www2.smarttech.com/st/en-US/Country/> and select your country.