

# Smart Board Procedures

1. Turn on Smart Board: Push large button located at lower right panel below Smart Board.



Ensure that the “Computer 1” button is lit.

The other buttons on the panel are labeled “Polycon” (video conferencing unit) and “DVD/VCR” (for use with the JVC DVD/VCR combo unit)

2. Turn on the PC power button on the tower to the right of the black monitor. The monitor does not need to be on, as it is the same display as the smart board.
3. For sound, press the power button on the square control box labeled “Volume”. The wheel adjusts the volume up or down as does the small rectangular Altec Lansing remote.
4. The PC is equipped with a wireless keyboard and mouse which can be used anywhere in the room. The mouse needs to be turned on by sliding the power switch located on the underside of the mouse (turn mouse over). Please turn the mouse off after use.
5. When using the Smart Board, DO NOT use dry or wet erase markers on the board. There are 4 special markers and an eraser in the tray under the board. Use one marker at a time and replace it in the color coded receptacle before using another color.



When drawing on the board, the computer creates a separate screenshot of the display...it is not the original slide or application that was displayed before drawing on the board. When done drawing, this image can be closed by clicking the X button in the upper right of the screen. You will be prompted to “Save”. Saved images default to the My Documents/My Pictures folder.

6. DVD/VCR

Turn on the JVC DVD/VCR unit located below the black monitor.

A button toward the right of the unit selects DVD or VCR.

Ensure that the DVD/VCR button is pressed and is lit on the Smart Board Panel located at lower right panel below Smart Board.

The DVD/VCR unit can be controlled with the JVC remote.

7. With the exception of the keyboard, mouse and remotes...DO NOT MOVE ANY OF THE HARDWARE on the table. Please DO NOT MOVE the table.
8. If you wish to use the Smart Board to display a laptop image, please notify the IT Department at the number displayed on the smart board.

