

MULTIMEDIA USER GUIDE

(SMART Board Interactive Whiteboard, Windows XP)

TURN ON THE LCD PROJECTOR

1. Before you can use the SMART Board, the ceiling LCD projector must be running.
2. Press the **DISPLAY POWER** button on the box in the tech cabinet.

LOGIN TO THE PC

1. Check that the computer is switched on and that there is an image on the monitor.
2. To login to the computer and use the network, type in your University of Reading username and password at the login screen. Ensure **RDG-HOME** is selected from the **LOG IN TO** menu
3. If the computer is switched on then the SMART Board should be active – the *Ready Light* located on the bottom right of the frame indicates the current status of the board. This usually glows green. If it is permanently amber or red (and the PC is on), seek help from IT Services (x6262).

CHECK THE ACCURACY OF THE SMART BOARD

1. *Simultaneously* press the **Keyboard** and **Right Click** buttons on the pen tray (or press the Help (?) button to the right of these and choose **Align/Orient the SMART Board**).
2. Follow the instructions on the screen, pressing on the centre of each target with your finger or a pen from the pen tray (from top left to bottom left then top right to bottom right)

USING THE SMART BOARD

1. Touching the screen is equivalent to clicking the computer mouse.
2. Pressing at a point on the screen for 3 seconds is equivalent to right clicking the mouse.
3. Tapping the screen twice is equivalent to double-clicking the mouse.
4. Stroking across the screen is equivalent to dragging with the mouse.
5. In MS Office software you can use your finger as a pen, to write on the screen.

Along the base of the SMART Board is a tray containing an eraser and four coloured pens. These have no ink in them but let you write on the board in different colours. As you take a pen from the tray, an indicator light shows that the pen colour has been activated.

6. If a pen is missing you can still write in that colour by activating its indicator light.
7. Use the eraser to clear unwanted writing.

The pen tray also has three buttons – **Keyboard**, **Right Click** and **Help**.

8. To display the computer keyboard on the screen, press the **Keyboard** button.
9. To make a screen touch a right click, first press the **Right Click** button (or use method 2 above).

THE SMART BOARD TOOLS

1. If the SMART Board Tools are not displayed, double tap/click the quick launch icon on the right of the *Task Bar* (just to the left of the AntiVirus icon) or use the icon on the computer *Desktop*.
2. Tap/click the **Floating Tools** icon to display tools that let you change the cursor between an arrow, pen, highlighter or eraser. Tap/click once to select a tool or twice to alter its settings (eg to make the pen wider or to change colour). Another useful tool here is undo/redo.

TURN OFF THE LCD PROJECTOR

1. To switch **off** the LCD projector, press and hold down for a few seconds the **DISPLAY POWER** button on the box in the tech cabinet.
2. The projector cannot be restarted for 2 minutes.

NEED ASSISTANCE?

Urgent assistance - Telephone ITS-Help extn.6262 8.30am – 6pm

Non-urgent assistance and faults with technology should be e-mailed to ITS-Help@Reading.ac.uk.