

# F.A.Q.

For the attention of the I.C.T. Co-ordinator

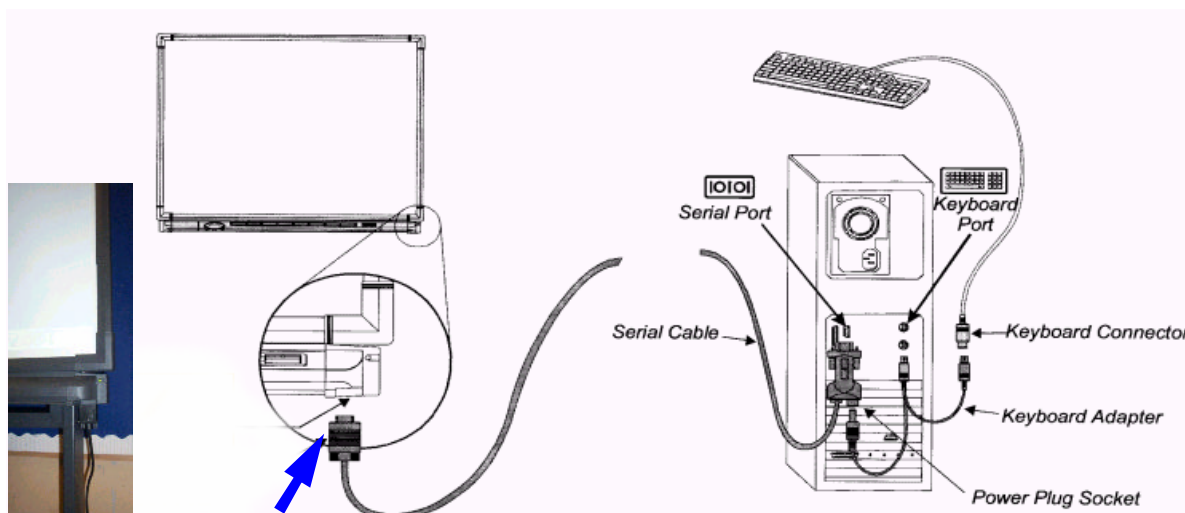
Sheet #12



## (Frequently Asked Questions)

### Q. How do I set up a Smart Board?

A full connection and setup guide is available online: [www.smarttech.com/services/training/index.asp](http://www.smarttech.com/services/training/index.asp). The following instructions should give you a good start to connecting and setting up your SMART Board.

1. Install SMART Board Software from the CD-ROM that came with your computer and follow the on-screen instructions.
2. Shut down your computer.
3. Now you are ready to connect up the board, computer and projector.



4. Insert the serial cable in to the bottom right hand side of the board. Make sure that you put the correct end of the cable into the board.
5. Insert the other end of the serial cable into the serial port in the back of your computer. The serial port is usually labelled with this symbol  
6. If you are connecting to a desktop computer use the diagram above and make sure that you use the short cable to plug into the keyboard port.
7. If you are connecting to a laptop use the photographs below to connect in the same way.



RM Laptop



Acer Laptop

7. Turn on the computer. Check that the Ready light on the right side of the SMART Pen Tray turns red, indicating that the Pen Tray is on. If this light does not come on re-check your connections. (When the computer has found the board it will go green.)
8. When Windows starts, a Found New Hardware wizard will appear. Follow the on-screen instructions.
9. If the SMART Board icon does not appear in your Windows System Tray, press **Start, Programs, SMART Board Software**, and select **SMART Board**.



### **Connecting a Projector**

A projector can be connected in the same way as usual.

See FAQ on 'Connecting a Projector to a Computer' for more information.



### **Orienting the SMART Board**

You must orient the board before you use the board for the first time or if the projector has been moved or jostled during use.

**Quick Orientation:** Press and hold the two SMART Pen Tray buttons. Begin orientation at the upper-left corner. Press your finger or smart board pen squarely on the centre of each cross in the order specified by the large white arrow.

### **SMART Board Tips**

- Make sure that your projector is placed in a position that is not likely to be touched or knocked accidentally. This will prevent you having to orient the board during use.
- Introduce the idea of your finger now replacing the mouse
- Raise the floor height using stage blocks to ensure that even the smallest children are able to reach the board
- Suggest that children use the back of their hands when dragging and dropping—this will be much smoother.
- Consider fixing cables/projector permanently as cables across the floor are hazardous!

