

Instructions for SMARTboard use

Starting up

- Turn on Dell laptop and InFocus projector (via remote)
- Logon to Dell laptop with userid: lcls
passwd: Meeting1
- If the projected image is displaying “InFocus”, then adjust laptop’s output by pressing “Fn”, “F8”. This is a 3-way toggle with output sent to: 1) laptop only
2) projector only 3) laptop and projector. Option (3) is the best choice.
- If you are still unable to get laptop’s display to be shown on SMARTboard, press the button “computer” on projector remote.

Interacting with the SMARTboard

- From this point on, you can interact with just the SMARTboard (and leave laptop behind) if you choose. This means you can now press on the SMARTboard with your finger to activate a command. By default, a “press” is a right mouse click. A “double-press” with your finger is a double mouse click.
- **How to change the default action of a “press” on the board:** A SMARTboard toolbar should be displayed. “Clicking” on “Floating Tools...” will display a small box where you can “click” to change the default action of a “press” on the board. This is where you can change it to be able to do a left mouse click via a press on the board.
- **Other ways to change the default action of a “press” on the board:** by picking up one of the pens or the eraser from the tray, the SMARTboard senses the device and subsequent contact with the board will be for the sensed device. Eg: pick up the red pen and touch the SMARTboard with it (or anything else) and you will draw a red line. Pick up the green pen and the next contact with the board will be shown in green.

Powerpoint Presentation with the SMARTboard

- Now that you know how to interact with the SMARTboard, you can “click” your way through to bringing up your powerpoint presentation.
- You can use the “Floating Tools...” forward and backward arrow keys to change pages as you traverse your presentation.
- If your presentation is on the SLAC network, you need to start a VPN connection to access it. Double click on the VPN shortcut and login to VPN with your own SLAC windows user id and password. You can map the V drive by opening “Windows Explorer”, “Tools”, “Map Network Drive”, and setting drive “V:” to <\\slac\my storage\Groups>.
- Mark-ups to presentation can be saved to powerpoint or to jpg format.

