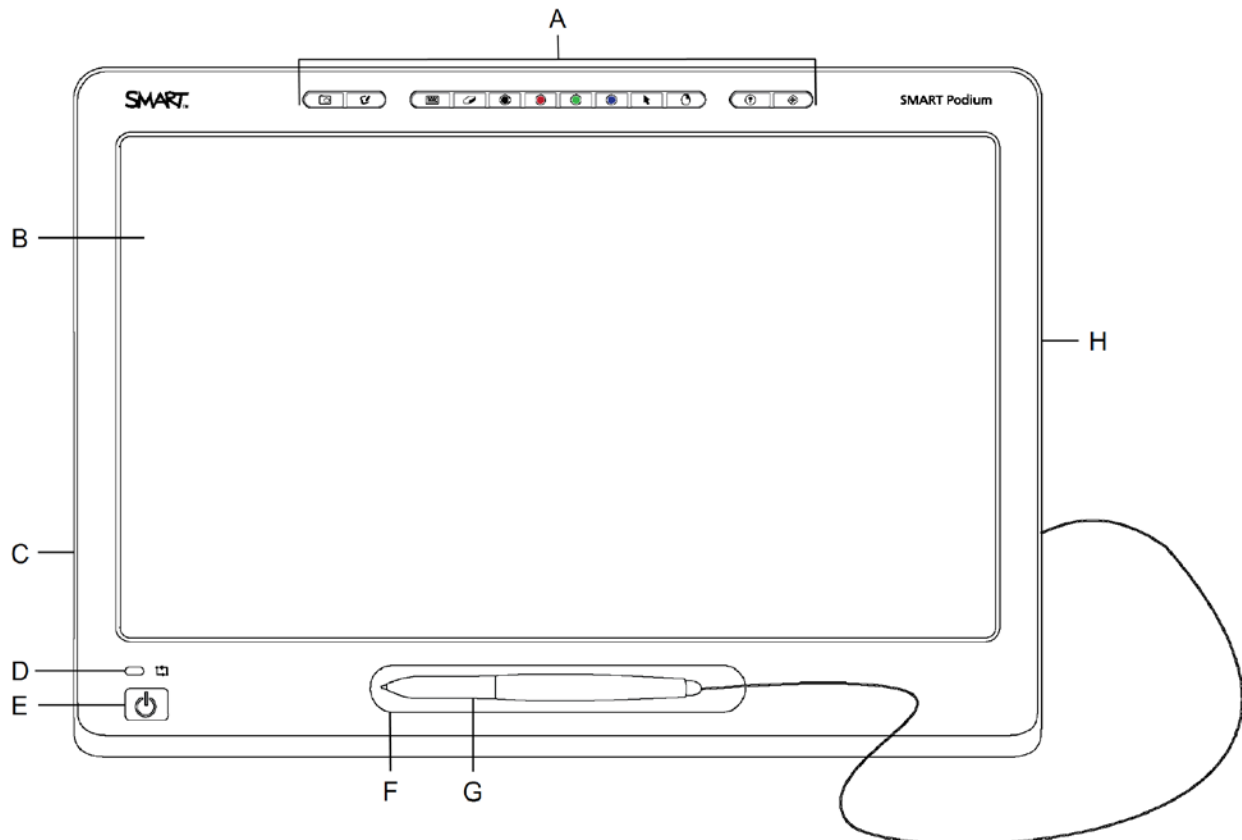


Using the SMART Podium Monitor

The SMART podium monitor can be used to write over your displayed documents using an interactive pen. You can write or draw over any file including a PowerPoint slideshow.

Another use is to turn the SMART screen into an electronic whiteboard where you can save whatever you write or draw on the screen. You can then use this file as notes for yourself and your students.















| Component | Description |
|-----------------------|--|
| A Illuminated Buttons | Press the illuminated buttons for quick access to pen colours and other functions. |
| B Interactive Screen | Displays your content on a high definition LCD |
| C Control Panel | Three USB 2.0 slots. |
| D Status Indicator | Indicates the communication status of the interactive pen display. Solid Green = Normal |
| E Power Button | Indicates whether power is reaching the interactive pen display. |
| F Magnetic Pen Rest | Stores the tethered pen. |
| G Tethered Pen | Touch the pen to the interactive pen display surface to control the computer and to write notes over any program or your desktop with digital ink. |
| H Connection Panel | Contains the connections needed to use your interactive pen display. |


Using the Illuminated Buttons

Press the following illuminated buttons to perform the following functions.




| | Button | | Description |
|---|---|-----------------|---|
| A |  | Capture | Press this button to launch the Screen Capture Toolbar. |
| B |  | Launch software | Press this button to launch SMART Notebook software application. |
| C |  | Keyboard | Press this button to launch the on-screen keyboard. |
| D |  | Eraser | Press this button to erase ink from your screen with the tethered pen. |
| E |  | Black ink | Press this button to write on your screen in black ink with the tethered pen. |
| F |  | Red ink | Press this button to write on your screen in red ink with the tethered pen. |
| G |  | Green ink | Press this button to write on your screen in green ink with the tethered pen. |
| H |  | Blue ink | Press this button to write on your screen in blue ink with the tethered pen. |
| I |  | Select | Press this button to use the tethered pen to select objects, control your computer and to left-click. |
| J |  | Right-click | Press this button to use the tethered pen to perform a right-click or control-click on the screen. |
| K |  | Help | Press this button to launch the online Help for SMART Notebook software. |
| L |  | Orient | Press this button to start the pen orientation procedure. |


Orienting the Tethered Pen

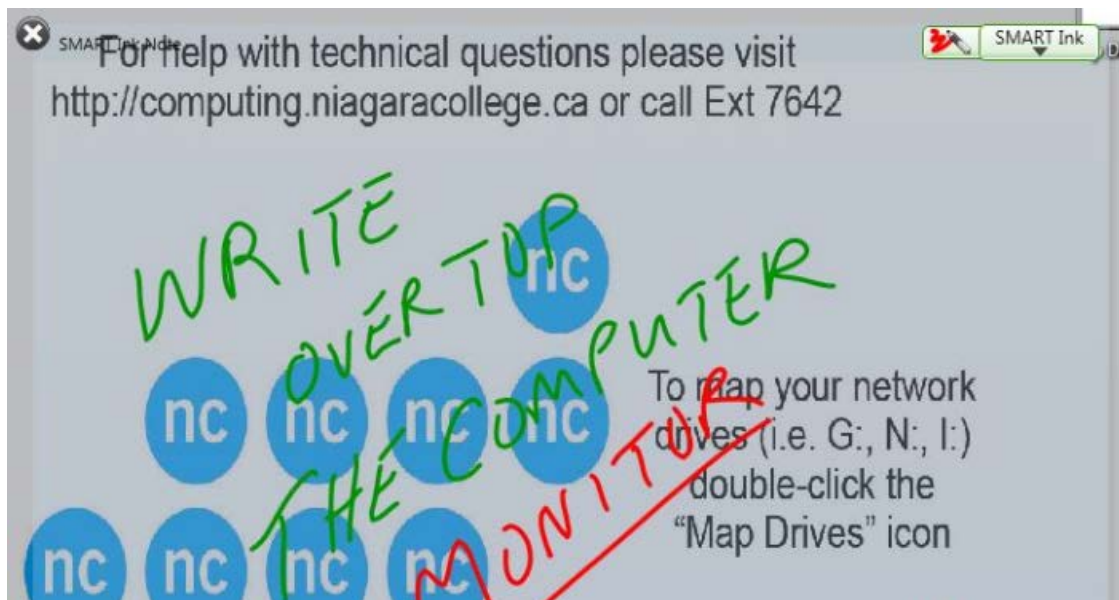
If the tethered pen does not track accurately on the screen, you will need to orient the pen by pressing the Orient button.  The orientation screen will appear where you can follow the simple instructions to calibrate the pen's location on the monitor.


Write Digital Ink Over Your Desktop And Applications

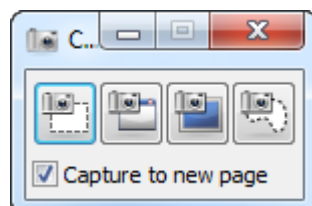
1. Press a pen colour button  on the monitor. It will light up.
2. Touch the screen with the pen. A transparent layer appears over the desktop with a SMART Ink menu bar at the top.



3. This layer can be moved on the page by grabbing the menu bar using the pen or mouse. It can be expanded by click and dragging the bottom right corner.  It will also automatically expand as you write close to the edges.
4. Use the Pen to write or draw on this transparent layer and select the pen colours, eraser or select tool from the monitor's buttons.



5. You can save what is on the screen to a SMART Notebook file by pressing the capture button.  This will start the SMART Notebook application if it is not open.



Select Rectangle Area  Select Window  Select Screen  Select Area 

SMART Ink Menu



You also can select the tools and features using the SMART Ink menu options within the transparent layer.

If you use the Pen to select an option, the Pen will appear along with the options selected.

If you use the mouse to select an option, the mouse will appear with the options selected.


(You could have the Pen use a blue colour ink and the mouse use a red colour).

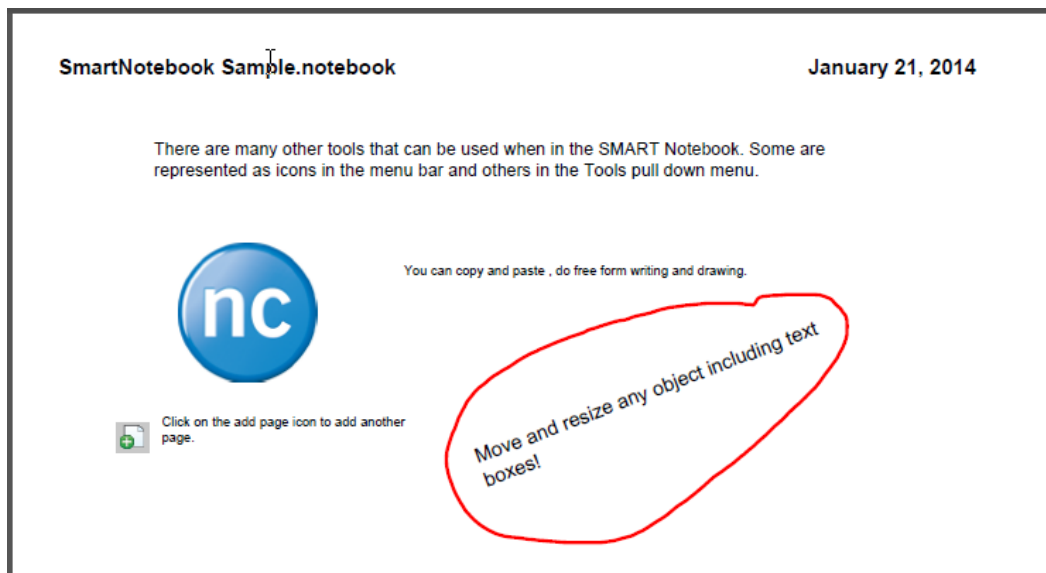


The selection below was made by the Pen and the Select tool was chosen.



Using the SMART Notebook as a Digital Whiteboard

The SMART Notebook application  can be used to simulate a whiteboard when used with the projector(s) in the classroom where your notes and diagrams will appear on the projection screen(s). When you run out of space, you can add a page as well as move from one page to another. These notes can be saved as a notebook file and/or exported as a PDF file.



Note: SMART Notebook takes a few minutes to open so give yourself time to start Notebook. It can always be minimized until you want to use it.

Objects

An object is an item on a page that you create or import (copy/paste). Basic types of objects include the following:

- Digital ink (freehand writing and drawing)
- Shapes
- Lines
- Text
- Tables

Objects can be moved from one location to another on the Notebook page. Objects in the above screen are the different areas of text, the images, and the line drawing.

Saving the Information you put on the Digital Whiteboard

When you are done with the “whiteboard”, it can be saved for your files or to make it available to students in your Blackboard Learn course.

Save the file by going to **File > Save** or **Save As...**

Timed Saves... is when the Notebook program will save your information automatically based on time or just going to a new page. The name, location and file type is set up at the time this option is selected.

If you would like your own copy of [SMART Notebook](#), click on the Icon.



The key you need to activate the software is NB-AEASK-BAKJR-VAYJT-4UBNQ
This will enable the software to run beyond a 30 day trial.

For a copy of the [SMART Notebook User Guide](#) click on the icon.

