

# DAS EXEC Building Conference Room A Smartboard User Guide

## Open the Smartboard in any mode – Drawing or Computer Screen

1. Press the On Button on the Pen Tray on the Board – takes 30 seconds for the projector to turn on.
2. Take the keyboard and mouse from off the shelf by the PC. The mouse sits in a charging cradle. Both are Bluetooth enabled and should be automatically connected to the Smartboard. The keyboard will display the name Smartboard, the date and the time. The mouse will have three Green lights by the thumb for Right handed people.
3. The Smartboard goes through a “booting” process where the pen lights flash and the Smartboard light becomes Green.
4. Using your Finger – Choose the option you would like to use from the Menu on screen. The “WHAT WOULD YOU LIKE TO DO” Menu
5. No Login Required – unless you lock the desktop. Use login name: smartboard  
There is no password, so just press Enter or Click OK
6. Hide the Short Smartboard Menu by using the button on the Pen Tray
7. The Desktop is displayed – Note you will only have a C:\Drive and a D:\Drive (DVD Reader)

At this point, the computer is connected to the network and the internet. The MSOffice Applications are in **“Ink Aware Mode”**. Use the MSOffice Applications in “Ink Aware Mode” by bringing your documents, presentation etc... on a DVD or Flash drive. Plug the flashdrive into the Smartboard or using the DVD Drive provided on the computer. DAS staff must login into Citrix to access their email or files stored on the network.

### Vendors:

- Use Internet Explorer to get to their companies portal to get their files
- Bring the Files on DVD
- Send documents to a DAS staff member who can put them on the network

### “Printable, Writeable, Exportable Whiteboard”

Open the Notebook Application from the Desktop use the pens or your finger to write.

### “Presentation Mode with or without Sound” Files on Network or in My Email

#### DAS Staff



Use Internet Explorer via Favorites to access Citrix

Login into Citrix via your normal login and password. You will get your drive mappings. Choose the Microsoft Office Folder to get to your email, Word, Excel, etc...

**Sound:** Enabled: Use the volume control knob on the board to adjust the sound

### Closing the Smartboard at the end of your Room Use:

1. Log Off of Citrix if you logged in
2. Put Keyboard and Mouse in its cradle back on the shelf
3. Turn off Smartboard by pressing the Power Button on the Pen Tray and Press Yes on the confirm button. It takes 2.5 minutes for the board to completely shutdown.