

DAS General Services Building, Mt. Mazama Conference Room

Smartboard User Guide

Open the Smartboard in any mode – Drawing or Computer Screen

1. Use the Remote for the Projector, and Press the ON Button, can take up to 30 seconds to see an image on the Smartboard
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. The computer is connected to the Network and to the Internet automatically. The Desktop is displayed – Note you will only have a C:\Drive and a D:\Drive (DVD Reader)
5. No Login Required – unless you lock the desktop. Use login name: Smartboard
There is no password, so just press Enter or Click OK

“**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. Choose Favorites from Internet Explorer and Choose the Citrix Login choice as provided.

Vendors:

- Use Internet Explorer to get to their companies portal to get their files
- Bring the Files on DVD or Flashdrive
- 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.

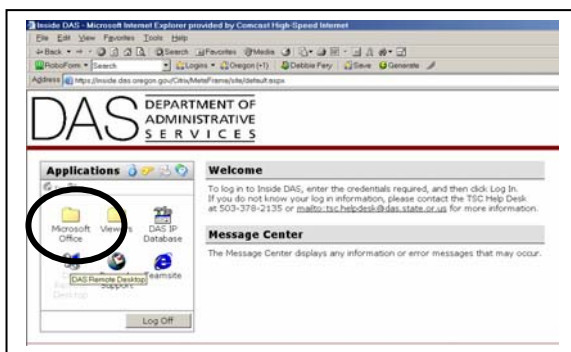
“Presentation Mode with or without Sound” Files on Network or in My Email

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 for the room

Use ALT+Tab keys: To go between a presentation and the handwriting feature of the Smartboard



Closing the Smartboard at the end of your Room Use:

1. Log Off of Citrix if you logged in, Take your DVD or Flashdrive
2. Put Keyboard and Mouse in its cradle back on the shelf as well as the Projector Remote
3. Turn off Smartboard by turning off the projector and pressing off again to confirm.