

## SETTING UP THE ACTIVBOARD (USB CONNECTION)

1. Plug the TLC (teaching & learning center) cart into a wall outlet.
2. Plug the laptop into the TLC cart (remove battery to preserve life!).
3. Connect the ActivBoard USB Connector to a USB port on the laptop or computer if TLC cart is not available.
4. Connect the black power cable on the ActivBoard to a wall outlet.
5. Connect the blue end of the monitor cable to the monitor connection on the computer.
6. If sound is required, connect the speakers cable to the green port on the computer. Make sure the speakers are on.
7. Turn on the computer. Log on to the network.
8. If no image appears on the board, hold down the FUNCTION KEY (FN) on the keyboard and the F7 KEY at the same time. When the display menu appears, select the 800x600 setting, or try the source search button on the LCD projector.
9. Open the ActivStudio/ActivInspire software on the computer connected to the board.
10. Go to the ActivBoard and hover the ActivPen over the circle in the upper left corner of the board (there are flames on the circle). The board will beep, and the Calibration Screen will appear.
11. Open a NEW FLIPCHART and begin to write.

## Promethean Board Bluetooth Set-Up Procedure

This procedure will guide you through naming the board, which is optional (but is a good idea if you will be using different boards on a computer), reassigning the automatically assigned COM (communication) ports to numbers between 4 and 8, and configuring the board. It also describes how to disconnect from the board.

### Naming the Promethean Board (Optional)

1. Connect the ACTIVboard USB cable to your computer.
2. Launch ACTIVStudio/ActivInspire.



6. Exit ACTIVstudio/ActivInspire.

3. When the Toolbox/Dashboard appears, click on the Main Menu (Promethean Button/Man) and select Name Bluetooth Board.
4. In the field that appears, name the board press *Enter* or click *OK*.
5. The name will not appear in the field after you press enter. You have successfully named your board. (A suggested naming convention would be to use the school abbreviation and the last three digits of the board serial number.)

7. Disconnect the active board USB cable from the computer. Unplug the USB cable from the back of the ACTIVboard.
8. Reboot (unplug the power cable then plug back in) the ACTIVboard. Restart your PC. The next time you attempt to discover your Bluetooth board the new name should appear as one of the discovered devices.

### **Assigning COM Ports**

1. Plug in your Bluetooth Adapter dongle. Do not attempt to install the manufacturer supplied software that ships with the adapter. Windows XP will search internally for drivers suitable for your device. (Do not attempt to use a Bluetooth adapter that requires a driver to be installed.)
2. In the next dialog box, place a check in the box next to *My device is setup and ready to be found* and click *Next*.
3. A flashlight will appear searching for devices and then display a list of devices.
4. Click on the *proACTIV* device or the name that you have given to your board.
5. When it has finished installing, double-click the Bluetooth icon on the system tray.
6. Click the *Add* button in a dialog box.

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1. Click *Next*.
2. In the next dialogue box, select *Use the passkey found in documentation* and enter *0000* as the passkey. Click *Next*.
3. Your com ports will be added and displayed. Write down the numbers assigned to the outgoing and incoming ports. If the assigned COM ports are between 4 and 8, skip to Configuring Your Board. If not, they will need to be changed to ports between 4 and 8.
4. Click on Start and select Control Panel. Select System. In the dialog box that appears, click on the *Hardware*.
5. Click on the *Device Manager* button. In the dialogue box that appears, click on the + to the left of *Ports (COM & LPT)*.
6. In the dialog box that appears, click on the *Advanced* button. In the dialog box that appears, select a com port between 4 and 8. This will ensure you do not conflict with any internal modems that may exist. If the dialog box indicates that the ports between 4 and 8 are in use select one of the ports anyway.
7. A message will appear: *Communications Port*
8. *Properties*; answer *Yes*.
9. Click OK and exit the advance setting for Com 'X'.
10. You will see all the com ports listed. From the ports you noted down previously double click the com port number you labeled *Outgoing*. In the dialogue box that appears, select the *Port Settings* tab.

## Promethean Board Bluetooth Set-Up Procedure Configuring the Board

1. Restart the computer.
2. Click on *Start*, then select the *Control panel*.
3. Select *Bluetooth Devices*. If your ports are between 4 and 8 click *Finish*. Note the Outgoing Port number.
4. Right-click the AV icon in the system tray.
5. Click *Configure*.
6. Use the drop down list to select the outgoing com “x” number you earlier.
7. Using your ACTIVpen hover over the lit flame in the upper left corner of the board and click and hold the right-click button on the. The flame will begin to flash blue.
8. Return to the computer and using the mouse click *Start* on the dialog box. The *Status* should change to *Running*. (If the status changes to *Failed* repeat the procedure.) The flame will stop flashing and remain solid blue. Your Bluetooth ACTIVboard should now be interactive.
9. Click *OK*.



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## Calibrating the ACTIV board

1. The projected image must be aligned with the computer referenced screen image (orthographic correction) each time the LCD projector is moved or setup. This is to align the pen and computer pointer image. Calibrating the ACTIV board is a simple and quick procedure that can be performed easily at any time.
2. If your installation of the ACTIV board and the projection equipment is permanent, you will only have to re-calibrate after any adjustment affecting projected image size is made, or a different computer is used. In a non-permanent set up, should you or anyone move the projector or the table (or the ACTIV board, if mounted on a stand and it is moved) during or prior to the end of your ACTIV board projection session you will have to recalibrate. The projected window onto the ACTIV board should all be within the corner markings on the ACTIV board. To launch the calibration program press the pen tip on the spot at the bottom left-hand corner icon.

Or:

3. Launch the calibration utility by right clicking on the driver icon in the system tray, which is located in the bottom right hand corner of the Windows screen.



4. The calibration program will prompt you to click on the active area with the pen. The calibration program will then project a calibration cross. Click the pen accurately on the center of the cross and another cross will appear. When you have clicked on five calibration crosses, the calibration utility will automatically close. Your ACTIV board system is now calibrated.