Setting Up and Using an Interactive Whiteboard System

Brand: SmartBoard
Model: SB680-R2

1. **Prepare Surface:**
   Make sure that the surface where you are planning to mount the SmartBoard is level. In this picture a 2x4 board had to be installed to level up the mounting surface.

2. **Open SmartBoard:**
   Observe special instructions on the carton, making sure to open with the correct side up.

3. **Remove SmartBoard:**
   Remove plastic, styrofoam, SmartBoard, hanging bar, pen/eraser tray, and all included hardware from the box.
4. **Level up the hanging bar:**
Mark drill holes for the hanging bar, using a level to ensure that the bar is level.

5. **Mount hanging bar:**
Drill holes into hanging bar.

6. **Hang SmartBoard:**
The SmartBoard has a “lip” on the back that hangs easily on the hanging bar.

**Note:** the board is not extremely heavy, but it is advisable to have another person to help lift the board into place.
7. **Secure SmartBoard:**
Use the included screws to secure the bottom tray bracket into the wall to ensure that the board is held firmly against the wall.

8. **Secure SmartBoard:**
Connect the cable that extends from the bottom of the SmartBoard to the bottom of the pen and eraser tray.

9. **Attach pen/eraser tray:**
Line up the slots on the back of the pen/eraser tray with the tray brackets on the bottom of the SmartBoard. Push the tray in until it clicks into place.
10. Adjust projector:
If the ceiling-mounted projector is already in place, you will need to adjust it to ensure that the image projects properly on the newly installed SmartBoard. This can be done easily by loosening the screws in the projector mount and sliding the projector until the image is in alignment with the board.

11. Adjust keystone setting:
Using your projector remote, adjust the keystone setting to ensure that the image is “square” and not tilted or distorted.
12. Install SmartBoard software:
Use the accompanying CDs to install the SmartBoard software on the computer that will be connected to the SmartBoard.

13. Connect USB cable:
Use the accompanying USB cable to connect your computer to the SmartBoard USB port, located on the bottom right of the board.

14. Calibrate the SmartBoard:
Once the computer/SmartBoard connection is made, you will be prompted to calibrate the board. Follow the steps on the screen, touching the plus sign (+) as it moves around the board.
15. **Interact with the board:**
You are now ready to touch the board with your finger, pen, eraser, or wand to interact with anything you project on your board.

16. **SmartBoard tools bar:**
While using your finger as the mouse, you may choose from several options in your SmartBoard tools bar (highlighter, blue pen, eraser, etc.) This is located at the side of the board.
17. **Mouse/Keyboard/Help buttons**:
Choose to use the mouse or keyboard by pressing the corresponding button on the pen/eraser tray. Press the ? button for help.

18. **Keyboard option**:
The onscreen keyboard option is very helpful when you are typing in text for passwords or other text that needs to be exact.

19. **Recalibrate**:
Occasionally, you may need to recalibrate your board. This will be evident when your board doesn’t respond properly when you touch a desired option. Press and hold both the keyboard and mouse buttons simultaneously, and the board will re-enter calibration mode as it did at setup.
20. Build Lessons:
You can begin using your Smart Notebook software to build customized lessons. Tutorials and the accompanying booklet will be helpful in getting you started.