Ganong Hall 6 SmartBoard

The SmartBoard in GH6 will allow you to use a digital whiteboard, or web browser and project it on the left and right screens where it is visible to students in the entire room.

To access the SmartBoard:
1. Power on the control panel for the system
2. Select **KAPP** on the left-hand column
3. Once on the system provides three options
   a. White Board
   b. Browser
   c. File Manager
4. You can also select the notch on the centre bottom of the screen to access the pop-up menu with additional options (note: these features are available from all screens in the SmartBoard):
   a. **BACK:** returns you back one screen, useful when toggling between browser and white board
   b. **HOME:** returns to the home screen
   c. **WHITEBOARD:** Opens the whiteboard
   d. **BROWSER:** opens the web browser
   e. **ALL APPS:** provides a list of all installed apps
   f. **INPUTS:** displays all the input ports and shows you what is connected
   g. **E-SHARING:** this tool is inactive, please ignore
   h. **MARK-UP TOOLS:** give access to the mark-up tools
   i. **SETTINGS:** gives access to the system settings, please ignore as the setting have been optimized for the monitors and system
5. Please note you may opt to connect your laptop to the SmartBoard as well, though it is not necessary to use the system. Connecting your laptop will allow you to share files from your laptop and to save files onto your laptop. To connect your laptop simply find the cable with the USB connector near the control panel and plug it in.

USING THE WHITEBOARD

You can access the whiteboard form the home page or through the pop-up menu. The whiteboard features several options as seen below:

File Management Options

On the bottom left corner you can touch the square with three lines to access the file management options which are:

NEW: allows you to create a new file

OPEN: allows you to open and existing file from the file manager

SAVE: allows you to save a file to the file manager

SHARE: inactive feature please ignore

EXIT: allows you to exit the whiteboard and return to the home page

ABOUT: provides you model information about the SmartBoard

BACKGROUND: allows you to change the colour and or texture of the background of the whiteboard

EXPORT: allows you to save a file onto an external memory source like a USD drive

Drawing Tools

On the bottom centre of the screen you will find the Drawing Tool Options which are:

DRAWING TOOL: select pen, or highlighter, tip width and colour

ERASER: select to erase part of a drawing or an entire element (note: you can place your palm on the screen to erase as well)

SHAPE TOOL: select shape, line thickness and colour

POINTER: when selected the pen no longer draws a permanent line but briefly displays a dotted line to draw attention to an item

UNDO: undo the last act

REDO: redo the last act

Page Options
In the lower right corner, you can create additional pages and then page forward and backwards through the pages.

Hand Gestures
There are several useful hand gestures in the whiteboard app:
1. Use your palm to act as an eraser
2. Use two hands and pinch in to zoom out on a drawing
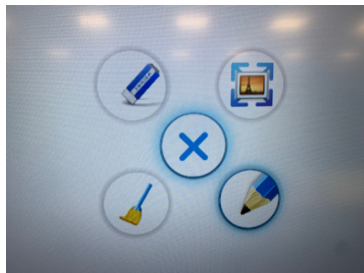3. Use two hands pulled apart to zoom in on a drawing

USING THE WEB BROWSER

You can access the browser from the Home screen or with the pop-up menu. Once the browser is open clicking on the URL address field will open a keyboard and allow you to type in a web address or perform a Google search.

Once you have your page(s) open you can access them using the SmartBoard as a touch screen. If you would like to mark-up the web page you can do so my finding the control panel below on the lower right corner.

The centre button with double vertical lines will open a drawing tool menu on the screen.

ERASE: erase some marks on board
SWEEP: erase all marks on board
PENCIL: select line thickness and colour
ZOOM: open tools in lower left corner to zoom in, zoom our and view at 100%

Note: If you have a SmartBoard license installed in your computer there are additional features you can use that are not covered in your guide. You seek training from a SmartBoard representative for details on the additional features a license provides.