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## SMART Board User Guide

### *Preparing Users for SMART Board Applications*

1. Download SMART Ink and product drivers from the SMART website.  
 --NOTE: This step is only necessary if the presenter wishes to use touchscreen capability. If only using screen sharing, this is not needed.  
 --Go to [smarttech.com/downloads](http://smarttech.com/downloads)  
 --Click on SMART Product Drivers and Ink  
 --Choose operating system and download the software. Open the downloaded file to install the software.

2. Connect the SMART Board to laptop with two cables.  
 --HDMI video cable for screen sharing  
 --USB cable for touchscreen capability  
 --OR--  
 --Thunderbolt/USB-C cable for both (only needs one cable)



3. Allow the SMART Ink software to recognize the SMART board  
 --This should only take a minute or two.  
 --Once it connects, the user will be able to control the laptop via the SMART Board's touch feature.

### *Controlling the SMART Board*

1. Use touch to activate apps/programs or to scroll/zoom windows.
2. The SMART Pen can be used to write on the screen. Its functionality may vary depending on which programs you have open.  
 --The SMART Pen will write in PowerPoint, actually changing the document.  
 --For Word or Excel, you will have to use Microsoft's Ink tools, accessed by the Draw tab in the Menu Bar.
3. To erase an unwanted mark, touch the mark for a few seconds.  
 --A box will appear around the errant mark, with smaller boxes containing icons along its edges.  
 --Touch the trash can icon to delete the mark.

4. There are menus on the left- and right-hand sides of the screen. These menus are identical, and provide the same functionality.

--The first icon is Inputs, which selects which external source is currently being displayed.

--The second is Pen, which gives several options for drawing on the screen.

--The third is similar to the snipping tool, allowing one to take partial or full screenshots and save them to the laptop or insert them into documents.

--The fourth is Timer, which enables a countdown timer which will sound an alarm when finished.

--The fifth is More, which gives access to more options.

--These may change depending on which applications are open (for instance, if Screen Share or other inbuilt apps are open, an Apps icon will appear in the side menus).

### *Bytello Share for Remote Screen Sharing*

**NOTE:** This only enables screen sharing; it does not enable touch controls! Also, this can only be used via the Library\_Staff WiFi--our public WiFi does not allow this sort of sharing/streaming. Therefore, remote screen sharing is **STAFF ONLY**, not for patrons.

1. When SMART Board is on but not sharing another screen, touch Screen Share.

2. Touch User Guide.

3. Go to website listed to download Bytello software.

--Can use QR code in Screen Share if your device is so equipped.

4. Install Bytello software.

5. Run Bytello software.

--It will ask for a six-digit code from the SMART Board, which is accessed by touching Screen Share on the SMART Board.

--Enter the code to connect to the SMART Board.

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