

HARDWARE BASICS

SMART PEN TRAY

- ✦ This tray is located at the bottom of the SMART Board.
- ✦ It consists of four color-coded slots for pens and one slot for the eraser.
- ✦ Each slot contains an optical sensor that determines when the pens or eraser is picked up.
- ✦ When a pen slot is empty, it is possible to write with the pen or with your finger.
- ✦ The technology used for the SMART Board is able to determine which item was picked up last.
- ✦ If the eraser is removed while a pen is out of a tray, the program will assume that you want to erase an item.
- ✦ The lights above each of the slots will indicate which tool was last removed from the tray.

PEN TRAY BUTTONS

- ✦ The pen tray contains two buttons to the right of the pen areas.
- ✦ The first button is used to launch the On-Screen Keyboard. The keyboard can be launched by pressing the button to the left of the keyboard image.
- ✦ The second button is used to make the next touch on the interactive whiteboard a right click. To activate this option, press the button to the left of the mouse image on the pen tray.

PENS

- ✦ There are four pens available for use on the SMART Board: Black, Red, Green, and Blue.
- ✦ There is one eraser that can be used to erase the digital ink notes that are input from the pens on the SMART Board.
 - ✦ This eraser is located to the left of the pens.
 - ✦ It has the words SMART Board on the top of it.
- ✦ To use the pens, simply pick up the pen from the tray and start writing.
 - ✦ The color of the tray determines which color is used on the SMART Board, not the color of the pen.
 - ✦ The pens should match the color of the tray if they are placed in the proper slot.
- ✦ Remove the eraser from the tray to remove the markings made with the pen.
 - ✦ Move the eraser over the board in a smooth motion to remove the markings.
 - ✦ The markings/notes should disappear from the SMART Board.
 - ✦ Place the eraser back into the tray to allow for the use of the pens or other SMART Board features.

READY LIGHT

- ✦ This light indicates the status of the interactive whiteboard.
- ✦ It is located on the right side of the pen tray next to the **Start** button.
- ✦ When the Ready Light is a solid green, it means the SMART Board is operating properly.
- ✦ If the Ready Light is flashing or is a color other than green for an extended period of time, it means there is a problem with the SMART Board. When this happens, it is a good idea to contact the Tech Area.
- ✦ It is normal for the Ready Light to turn red when the power for the SMART Board is first turned on. This means that the SMART Board and the computer are establishing communication.