

HOW TO USE THE INTERACTIVE WHITEBOARD WITH LIGHTNING STRIKE SYMBOL AND 3M /OR HITACHI PROJECTOR



You can use felt markers on these boards but please contact Diana Garza at Ext. 2300 for the special ones to use-otherwise, the regular whiteboard markers leave ghost marks.

Checklist:

Make sure that:

1. Your interactive White board should have the LIGHTNING strike symbol in the lower right-hand corner. (See Figure below). Otherwise use the directions in Section 2 of these instructions.
2. You locate the wireless keyboards and the remotes for your room. Usually, the wireless keyboards are being charged near an electrical outlet. Look in all four corners of the room to find your keyboard. The remotes should be on the shelf right under the white interactive boards.

1)

WHITE LIGHTNING STRIKE SYMBOL ON THE BOARD.



2)

1) Switch on 3M Projector using the hand remote, similar to the picture below.



Projector Remote Control

2) Boot up the wall cabinet system (click on red button in the upper right-hand corner of computer) and wait for the desktop Windows system to fully load.

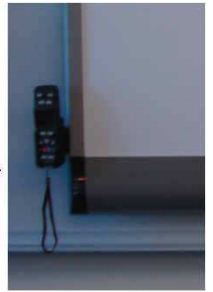
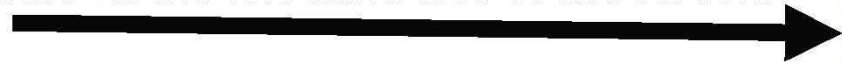
3) Grab the wireless keyboard and switch it on so that you can enter the login and password. (If you need steps on how to use the wireless keyboard, instructions are posted above the white wall computer cabinets).

4) The login name (or username) will be the classroom number. The password is 2teach. (Use lowercase letters).

5) As the system loads you will hear a beeping sound. This is the white board confirming it is powering up.

The Interactive Board is powered and ready to go when the GREEN LIGHT appears on the left-hand side of the screen.

Green light here



4)

6) When the Windows desktop image is fully loaded on your interactive board, and can be viewed on the interactive whiteboard, grab the BLACK remote control and press PROJECTION mode button. (The remote should be in a silver cage on the left-hand side of board.)

7) The board will then calibrate itself. (Wait). You will see black and white images showing on the screen during calibration. This will take a few seconds and then the desktop image will return, after which you can use the touch features of the board.

8) As you move your stylus or marker over the system, you will see the cursor automatically move. To switch from cursor to pen marker mode, use the cursor/pen button on the black remote. (*Instructional diagram of the black remote is on the right-hand side of this page*).



BlackRemote

9) To save any work on the board, use the SAVE option on the black remote. Whatever is captured on the board is saved as an image file and will appear on the desktop. (IF YOU WISH

80)

TO SAVE to a different location, click on the white icon image



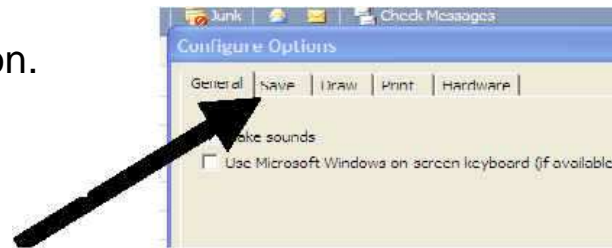
of an interactive board found at the bottom right on your screen.

Click on Configure Polyvision driver. A dialog box appears.

SELECT THE SAVE TAB and you will see the option to change from the default

C: to your desired location.

Configure Walk and Talk show on-screen Remote Control
Help Topics Tutorial Check For Updates ... About Walk-and-Talk".
Use webster Instead Exit welk-end-rek



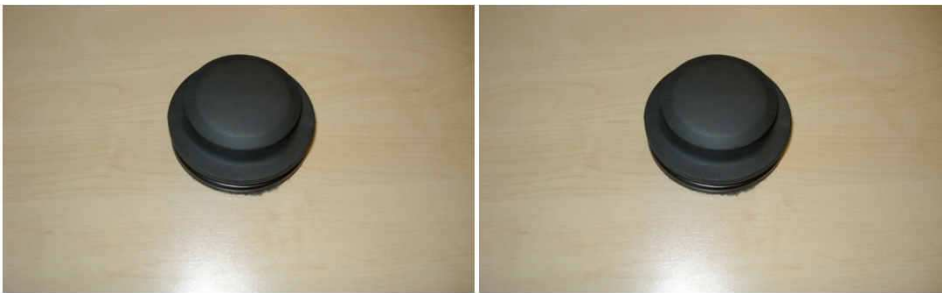
Once you close the program, the save settings will default back to DESKTOP. (IF YOU SAVE TO DESKTOP PLEASE REMEMBER TO DELETE YOUR IMAGES AFTER YOU HAVE FINISHED YOUR SESSION).

10) To erase ALL (that is, all annotations on the screen), click Erase All. (Top left button).

11) If you want to erase annotations as you go along, use the eraser options found in the remote pen stylus options(pen style) and/or use

ROUND BLACK hand eraser located on the metal shelf underneath the interactive board. If you do not see a round eraser button, contact the IT department. If both the handheld remote and the round eraser button are missing, you can use the virtual remote and eraser, which can appear by doing the following:

Click on the white icon image of the interactive whiteboard. A Popup menu appears. Select the On-screen Remote option.



Round Eraser

Configure Walk-and-Talk ...
Show On-screen Remote Control
Help Topics
Tutorial
Check For Updates ...
About Walk-and-Talk ...
Use Webcam Instead
Exit Walk-and-Talk

SECTION 2:

HOW TO USE THE INTERACTIVE WHITEBOARD AND 3M PROJECTOR WITHOUT A THE LIGHTNING STRIKE SYMBOL



You can use felt markers on these boards, but please contact Diana Garza at Ext. 2300 for the special ones to use on them-otherwise the regular whiteboard markers leave ghostmarks.

Checklist:

Make sure that:

1. Your interactive White board does NOT have the LIGHTNING strike symbol in the lower right-hand corner.
2. You locate the wireless keyboards and the remotes for your room. Usually, the wireless keyboards are being charged near an electrical outlet. Look in all four corners of the room to find your keyboard. The remotes should be on the shelf right under the white interactive boards.

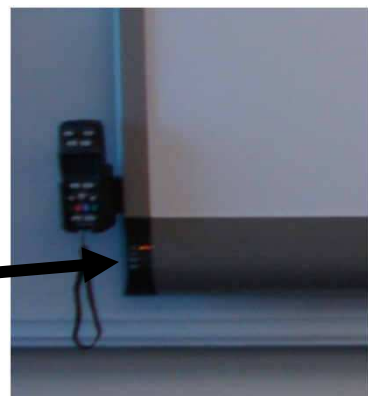
- 11)
1) Switch on 3M Projector using the manila hand remote.



II | Projector Remote Control

- 2) Boot up the wall cabinet system (click on red button in the upper right-hand corner of computer) and wait for desktop Windows system to fully load.
- 3) Grab the wireless keyboard and switch it on so that you can enter the login and password. (If you need steps on how to use the wireless keyboard, instructions are posted above the white wall computer cabinets).
- 4) The login name (or username) will be the classroom number. The password is 2teach. (Use lowercase letters).
- 5) As the system loads you will hear a beeping sound. This is the white board confirming it is powering up.
- 6) The Interactive Board is powered and ready to go when the GREEN LIGHT appears on left-hand side of the screen.

Green light here



7) When the windows desktop image is fully loaded on your interactive board, and can be viewed on the interactive white board, grab the BLACK HAND remote and

8) Press PROJECTION mode button. (The remote should be in a silver cage on left hand side of board.)

9) The interactive board will show you a green PolyVision screen that asks you to follow some calibration steps, where you will create touch points (cross-hair symbols) on the screen. Do these steps slowly.

10) After setting these points, you are done with the calibration set up.

11) You are now ready to use the interactive white board. When the mouse/cursor is active, move your stylus or marker over the system and you will see the cursor automatically move.

12) To switch from cursor to pen marker mode, use the cursor/pen button on the black remote. (Instructional diagram of remote at end).

13) To save any work on the board, use the SAVE option on the black hand remote. Whatever is captured at the time on the board is saved as an image file and will appear



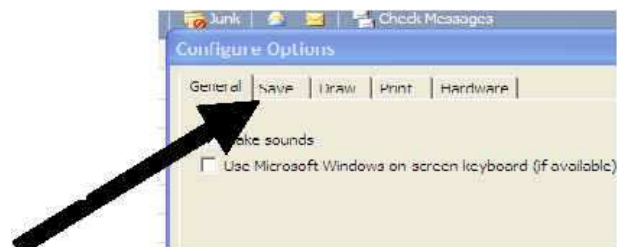
BlackRemote

13)

on the desktop. (IF YOU WISH TO SAVE to a different location then click on the white icon image of the interactive board at the bottom of your screen. Click on Configure PolyVision driver option. A dialog box appears. SELECT THE SAVE TAB and you will see the option to change from the default C: drive to your desired location.



Configure Walk and Talk show on-screen Remote Control
Help Topics Tutorial Check For Updates ... About Walk-and-Talk".
Use webster Instead Exit walk and talk



Once you close the program, the save settings will default back to DESKTOP. (IF YOU SAVE TO DESKTOP PLEASE REMEMBER TO DELETE YOUR IMAGES AFTER YOU HAVE FINISHED YOUR SESSION).

- 14) To erase all (all annotations on the screen), then click Erase All. (Top left button).
- 15) If you want to erase as you go along, then use the eraser options found in the remote pen stylus(same as pen style) options

18)

and/or use the hand-held ROUND BLACK ERASER button located on the metal shelf under the board. If you do not see a n eraser button,

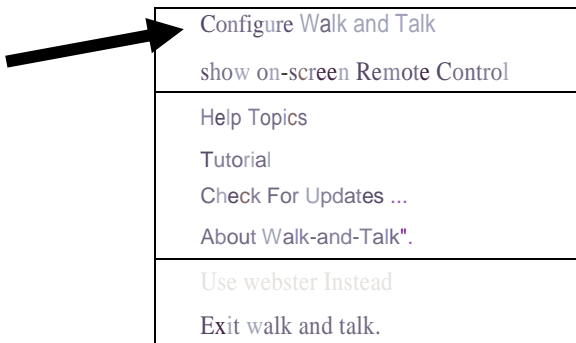


contact the IT department. If both the handheld remote and the round eraser button are missing, you can use the virtual

remote which can appear by doing the following: Click on the white icon image of the interactive whiteboard. A popup menu appears. Then select the Show On-screen Remote Control option.



Round Eraser



To see instructions for the BLACK REMOTE to be used with the Interactive Whiteboards, please go here:

<http://www.ohlone.edu/org/profdev/newark/docs/remotecontrolfunctionsexplained.pdf>