INTRODUCTION

Sharp Smart Board
Quick reference Manual

The Sharp Smart Board is the 21st century answer to the 19th century chalkboard. In a world that is automatic and moves at a rate 100 times faster than before, the Sharp Smart Board comprises many features that allow the modern user the ability to do more with less. With the Smart Board, you can show documents, web pages and videos on an interactive screen that responds to touch, one's finger or a pen.

The Smart Board is a functional piece of equipment that has numerous uses and capabilities. The Smart Board is designed with users from all career fields in mind. A chalkboard function is built in for those needing to do equations, brainstorming, and things of that nature. The Overlay option is a wonderful option that allows the user to write over documents that are already being shown on the screen. For example, a user showing a power point on the Board can use the Overlay program can actually write on top of the power point slide page.

Simply put, the Smart Board serves as an interactive monitor for the user. Anything that can be done on a basic computer can be projected to the Smart Board and essentially blown up for size and display. Programs such as Youtube, Google, and even DVD videos played on a regular computer can be viewed on the Smart Board.

This manual is not all inclusive and intended for a person with basic knowledge of computers and the programs that run the Smart board.
The Smart Board uses a computer or projector to illuminate the interactive board; here are some basic tips to ensure safety:

- If using a projector to, do not stare directly into the beam. If you are doing work in front of the board after you are done, step to either side out of the way of the projector's beam and then face the class.
- Ensure all wires are placed in a manner as to no block or obstruct walkways.
- Keep liquid products away from the board and all of its components.
- Keep students and untrained persons away from the board as long term use can make the board hot.
1. Function button 1 serves as the “right click” just as a mouse.

2. Function button 2 scrolls between setting options.

3. Pen tip is use to make contact with the smart board and serves as the left click function.

4. Battery indicator serves to let the user know when the battery is low. Green indicates a good battery; red indicates the battery is low.

5. Ultrasonic transmitters send the signal from the pen to the smart board.
SHARP SMART BOARD
• Power monitor on and the home screen will show as above.
• To select a program, tap the icon with the smart board pen once.
• When a program is open, such as a search engine or word document you can tap or drag the tab in the top left corner to begin writing inside of the open application.
Desktop

- Use the pen to touch the clear tab in the top left corner as in figure 1.
- Double tap or drag the clear tab to open the writing/typing window; figure 2 will appear.
  - Writing in the typing window will allow the user to add text to the open application or document.

Figure-1

Figure-2

- Pressing the pen tip to the board and holding it there is just as pressing the right click on a mouse. Figure 1 shows what the result of this action should show.
- Tap Tools button to see list of tools
  - Can show extra buttons in expand keyboard
  - Docking
    - Tap Float to manipulate window
- Tap Top to move keypad to top of the screen

- Tap Bottom to move keypad to bottom of the screen

- Tap Help Topics – *** see trouble shooting section*** – to pop up window for more information
  - Tap Options to allow you to customize

- Double tap/drag Writing Pad and window below will appear
  - Tap question option to correction videos that will demonstrate how to correct, delete, split, and join with visuals

- Correcting
  a. Tap word to separate into individual letters.
  b. Rewrite over letter.
  c. Use word suggestions above the typed word.

- Deleting
  a. Draw a line horizontally through the letter(s) or word(s) to be deleted.
• Splitting
  a. Draw a vertical line between the letters in the word to separate into 2 words
• Joining
  a. Words can be joined by drawing a ‘u’ shaped line from one letter to another.

○ Tap ‘Num’ to display numbers and math symbols.

○ Tap ‘Sym’ to display a variety of symbols.

○ Tap ‘Web’ to display a variety of web addresses.

○ Tap Tools button to view different options
  ▪ Write free hand – just write on window.
  ▪ Write character by character – shows the slot for each individual character.
  ▪ Personalize handwriting recognition – customize handwriting recognition
  ▪ Report handwriting recognition errors
  ▪ Docking - ***same as above.
  ▪ Help topics – see trouble shooting section.
  ▪ Options – customization.
- Overlay Mode

- Tap left arrow to move overlay icon options to the left.

- Tap right arrow to move overlay icon options to the right.

- Tap turn off overlay mode icon to hide buttons and tap again to show options again.

- Tap Save icon to save a screen shot of the desktop.

- Tap Print icon to print current desktop screen image to appropriate printer.

- Tap Trash icon to delete selected objects or clear the entire screen from anything written.
  - Tap Icon and the window below will appear to select deletion options.
• Tap Settings icon to customize overlay mode.
  
  - Can change default pen options, eraser options grid visible or not.

• Tap color pens to change the set colors
Double tap pen icon to change size, color, or make transparent.
- Tap setting to customize your own thickness and color.

![Color/Size](image)

- Tap Eraser to erase what is written.

![Eraser](image)

  - Can use pen to erase when eraser icon is selected (optional: can use screen eraser that came with SHARP Smart Screen).
  - Tap icon a second time to bring up eraser options.

![Eraser Options](image)

  - Allows you to have a large, medium, or small eraser.

- Tap Undo icon to delete the last object written to screen.

![Undo](image)

- Tap Redo icon to put back the last object that was previously erased/deleted.

![Redo](image)

- Tap Select icon to click and drag to select written objects or double tap them.

![Select](image)

- Tap Zoom icon to create a small window that will magnify a portion of the screen.

![Zoom](image)

- Tap Minimize icon to minimize the program.

![Minimize](image)
• Tap Close icon to close the program.

SHARP Notepad

• Double tap SHARP Notepad icon to open program.
  o What SHARP Notepad looks like when you first open up

• Tap Open icon to open previously saved SHARP Notepad image

• Tap Background icon to an image in the background to write over
Double tap icon to open window below.

- Tap button next to “Show background image”
- Tap “Reference” to select a saved image to have as background image
- Tap button below “Reference” changes image size
  - Tap Center to place image in the center at default size
  - Tap Stretch to stretch image to fit the window
  - Tap Tile to scale image past window boundaries

- Tap Images icon to receive printed or scanned images

- Tap Print All icon to print all pages

- Tap Pan to hold on screen and slide left or right to change pages

- Refer to previous section for the remaining SHARP Notepad icon options

- Tap SHEET LIST to view all sheets

- Tap Add icon to add a page
- Tap subtract icon to delete a page
- Tap Copy icon to copy current page to a new page
- Tap Left Arrow to move currently selected page left
- Tap Right Arrow to move currently selected page right
- Tap Left Circle to view other pages to the left in the overview Sheet List
- Tap Right Circle to view other pages to the right in the overview Sheet List

Trouble Shooting Tips

- Smart pen is not touching where you have touched on the screen.
  - Make sure board is clean and wiped down with a micro fiber cloth.
- Smart pens buttons are not clicking.
  - Make sure the battery is good inside the pen.
- Smart board is not powering on.
  - Make sure the board is plugged into a power source and is securely plugged into the back of the tv.
- Previously stated in the tools options in the writing pad. This is the help window that will pop up from the help options.
Care and Maintenance

- Turn monitor off prior to cleaning
- Wait till monitor cools off prior to putting cool cleaning chemical agents on the monitor
- Do not spray cleaning agents directly on the monitor
- Use the prescribed cleaning agent chosen by your company
- Use a cotton cloth to wipe down the monitor
- When not in use, turn the monitor off
- Use compressed air for cleaning crevasses