

Software Application Training

WEST CHESTER UNIVERSITY



Smart Podium Basics



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For assistance, contact the IT Help Desk, x3350

Smart Podium

Why use a smart podium?

With the SMART Podium interactive pen display, you can control presentation material while facing your audience. Because all of your content is in front of you and projected onto a large screen, you won't need to turn away from your audience to see what is on the screen or become distracted by a computer and mouse. The display's tethered pen acts as a mouse to navigate content on your screen – simply touch the interactive screen with the tethered pen to control computer applications and write notes in multiple digital ink colors over applications, slides, websites and videos

Before you bring your laptop to a classroom that is equipped with a SMART Podium, you need to have SMART Notebook installed onto your machine. SMART Notebook has the drivers which allow your computer to work cooperatively with the SMART Podium. Without the drivers, the SMART Podium will not work.

To get the software, contact the IT Help Desk in Anderson Hall at X3350.

How to set up your podium for use:

First, when you are at the podium with your laptop computer and the SMART Podium, you need to connect them.



These two cables should be on the table waiting for you. The large cable connects the computer to the projector and the small USB cable connects the computer to the Smart Podium.



Both cables need to be connected to your computer for either just the projector to be used or both the projector and the SMART Podium to be used. The projector and Smart Podium work together to put the image from your computer onto the screen.

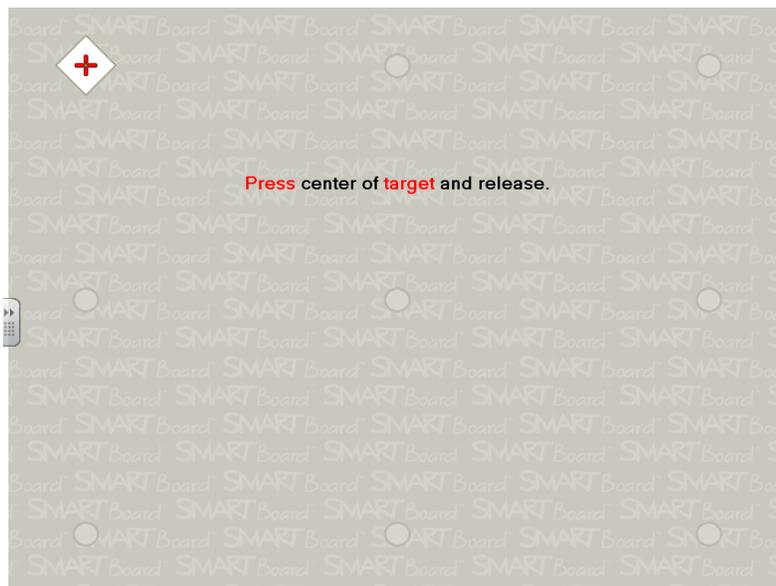


1. Don't forget to press the **on** button and the **pc** button on the keypad (on the wall behind the podium) for the projector to be turned on and to "find" your computer.
2. Once everything is connected, the projector and computer need to be turned on. **The computer display configuration needs to be set to "clone" for PC and "mirroring" for Mac.** If any type of screen extend mode is used, the SMART Podium will not interact properly with the computer.
3. Next, turn on the projector. When both screens are on, both images should be exactly the same:



After you have connected all of the devices and have turned them on, you need to **orient** the Podium. This will make sure that the touch screen will react accurately at the location where it is touched.

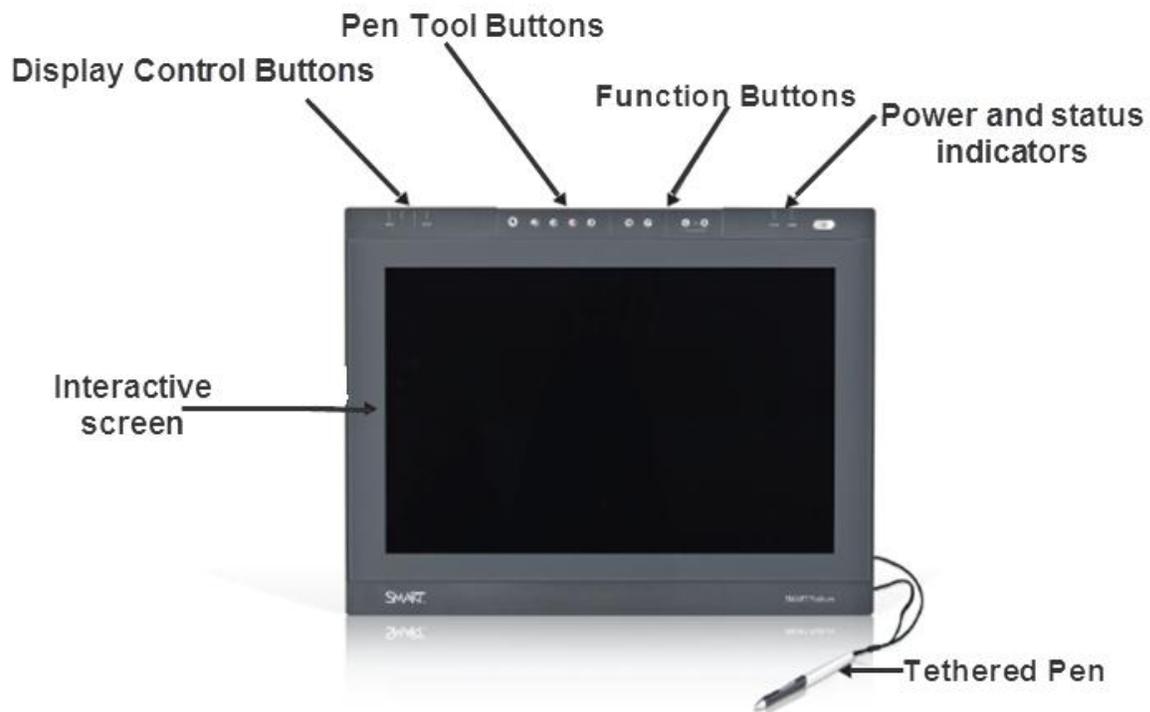
First, press the control panel button on the top of the device. Choose “orient” This will appear on your screen:



When you get this screen, press the center of the targets as directed. If there is a maze offered to orient the Podium, draw a line in the center of the maze as directed also.

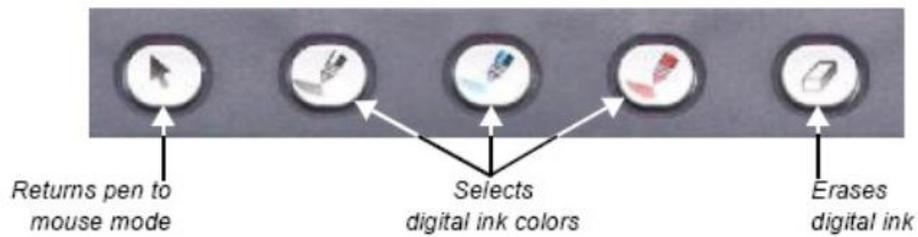
After the board is oriented, it is ready for you to use!

There are several tools on the Smart Podium for your use:



- 1.) **The Interactive Screen:** The screen works as a “touch screen” so you may touch the screen with your fingers or with the tethered pen (like a mouse) to write or select items.
- 2.) **The Display Control Buttons:** allow you to start software programs and configure the display settings.
- 3.) **The Pen Control Buttons:** allow you to write on your presentations and choose the colors you wish to use. These also configure erasing.
- 4.) **The Function Buttons:** allow for right clicking and access to Smart Podium tools such as Orient, Smart Notebook Software, Screen Capture and the Keyboard.

Pen Tool Buttons:



Arrow Button: Allows arrow on screen to function like mouse arrow. Can move with pen or finger.

Pen Buttons: Allows choices of pen colors

Eraser Button: Erases digital ink on screen. Can use pen or hand to erase.



You can use the buttons on the pen to choose functions for the Smart Podium.

Pen Nib: Works as a mouse when held over the screen. When the nib is pressed onto the screen it simulates a mouse click.

Side switches:

Lower button: pen functions

Upper button: right click

Eraser: erases pen marks on screen

If you wish to use Power Point with the Smart Podium, the Smart Ink tools will be shaded on the bottom left of the screen.

These are the basic navigation tools for Power Point and Smart Ink



The SMART Podium can be used to annotate PowerPoint presentations when you are in presentation mode. The combination of the SMART Ink and Microsoft Ink tools supports the ability to use the SMART stylus to draw directly on the slides in your presentation. Your annotations may then be saved with the presentation

1. Turn on the SMART Podium screen.
2. Launch the Power Point software or presentation



3. The above menu will appear on the bottom left of your Power Point presentation when you are in Slide Show mode only. It will be slightly shadowed as to blend in with the background of your presentation.



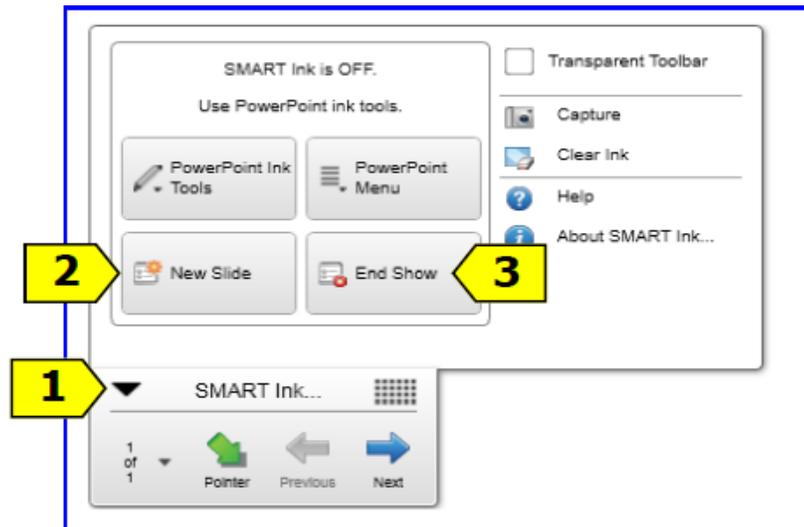
4. Press the button for the desired color you wish to use for annotating



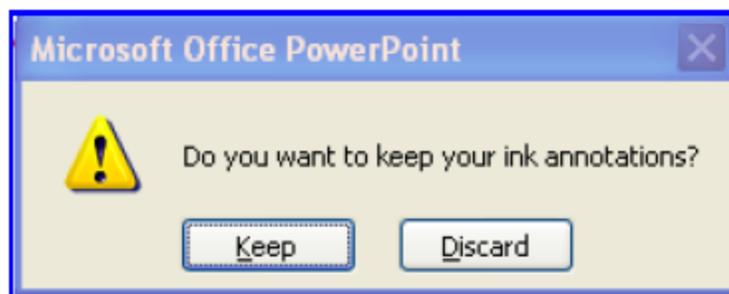
5. Using the SMART stylus, write on the displayed slide.



6. Tap the Next button on the SMART Ink toolbar to advance to the next slide (1).
7. Tap the Previous button to return to the preceding slide (2)
8. To display a specific slide, tap the Slide Navigator button on the SMART Ink toolbar and select the desired slide (3).



9. To insert a blank slide into the current slide show, (perhaps to write notes) **tap the arrow (1)** on the SMART Ink toolbar and select **New Slide (2)**.
10. To capture your selections, choose the "Capture", outline the part of the screen you wish to save, and then follow the menus to save your work (see below).
11. To end the current slide show, **tap the arrow (1) on the SMART Ink toolbar** and select **End Show (3)**.
 - a. *The slideshow ends and the normal view of the PowerPoint presentation is displayed.*



12. A popup window appears (**above**) asking do you want to keep your ink annotations (or captures). Click/tap **Keep** to retain your annotations in the PowerPoint. Click/tap **Discard** if you do not wish for them to be added to your presentation.