

Name \_\_\_\_\_

## Smartboard Checklist

What should you check first to see if Smartboard is active and communicating with computer?

- a. Floating Tool Bar
- b. Light indicator on lower right of Smartboard

If your Smartboard is not working and seems to have no power and no indicator light what should you check?

- a. Connection on back of computer
- b. Plug in wall beside Smartboard

If using computer and there is no sound from projector, what items should you check?

- a. Speaker connection in back of computer to wallplate
- b. Volume control on Computer and Projector
- c. Plug in Com Port 1

When screen image is a distorted trapezoid, where should you go to adjust?

- a. Control Panel on computer
- b. Menu on remote to Settings and then to Keystone

Where do you go on remote to see how many hours your lamp or bulb has been used?

- a. Menu>Advanced
- b. Menu>Settings
- c. Menu>About

If your Smartboard image is upside down what should you do?

- a. Go to Menu on remote and click Advanced and go to Ceiling and click On
- b. Go to Menu on remote and click About and go to Ceiling and click Off
- c. Call Randy

If your display settings are 800X600 on your Computer, what should your display settings be on your projector? 800X600

In order to display a video image on your Smartboard what must be done before that can take place?

- a. Hook VCR to wallplate with wire that has 3 connectors (yellow, red, white) and press Video button on remote.
- b. Hook cable wire (coaxial) to wallplate and hook coaxial cable to VCR and press Video on remote.

How do you clean the filter on the projector and how often should you clean it?

- a. Remove filter from top of projector, wash in soapy water and replace. Do this every month.
- b. Remove filter from top of projector which is actually projector bottom, blow off dirt with canned air or use small vacuum. Do this minimum twice per year.
- c. Spray projector filter with windex and let dry.

Where do you go to change the Pen Tray settings?

- a. Control Panel on computer
- b. Smartboard Tools>Control Panel

If the board does not interact where you are touching the screen, what should you do?

- a. Send in an online work order
- b. Smartboard Tools > Orient