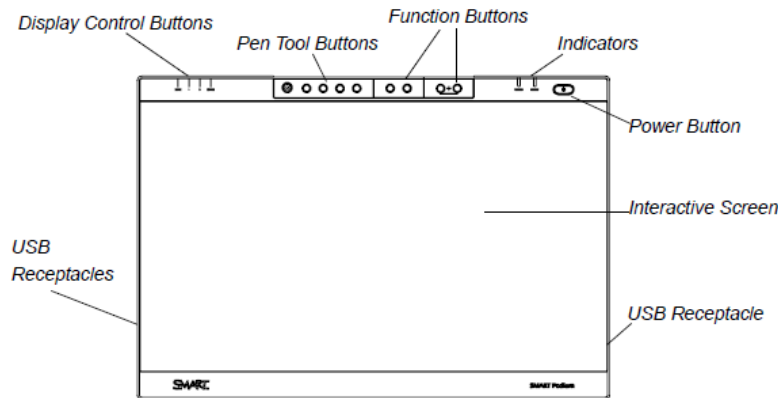


Symposium

The Symposium monitor in conjunction with the Smart Notebook software is used to augment existing notes.

The Interactive Screen



Using the Function Buttons

You can press the function buttons to launch:

- Screen Capture Toolbar – a set of tools you can use to capture an on-screen image and insert it into SMART Notebook software.
- SMART Notebook – an application that helps you organize, save and share your notes.
- SMART Keyboard – a virtual keyboard that floats over your active application and lets you enter typed text at the cursor location.
- Right-click function – when you press the **Right-Click** function button, the next pen contact with the interactive screen is interpreted as a right-click.

The Digital Pen

By using the digital pen on the interactive pen display, you can control and manipulate items on your screen, and write and erase digital ink. The pen is stored in the compartment on the top of the unit. **Only the digital pen works on the screen.

Orienting the Screen for the Digital Pen

To ensure that the pointer appears directly beneath the digital pen when you touch the interactive screen, the computer needs to know the exact location of the image on the screen. You can ensure the accuracy of the pointer by orienting the screen if necessary.

To orient the screen

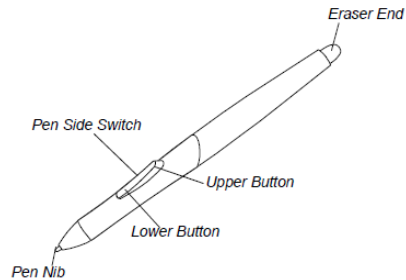
1. Press the **SMART Board** icon in the notification area, and then press **Orient**. Targets appear on the screen.
2. Start at target 1 that has an X over it. Press the center of each target in the order indicated on the screen.
 - If you want to close the orientation screen before finishing the orientation procedure, press the ESC key on the keyboard. Otherwise, the orientation screen closes after you press the last target.

Using the digital Pen

The digital pen for the Symposium is an enhanced pen that senses the amount of pressure you apply to the tip. It is cordless and battery-free.

Hold the digital pen as you would a regular pen. As you work with the Symposium, you can rest your hand lightly on the display screen, just as if it were a drawing board or sheet of paper.

Pen Components



Digital Pen nib • The digital pen activates as soon as it is within 3/16" (5 mm) of the display surface; you don't need to touch the digital pen tip to the display surface. This allows you to position the screen cursor without touching the digital pen tip to the interactive screen. When pressure is applied to the digital pen nib, the digital pen simulates a mouse click.

Eraser • When you place the eraser end of the digital pen within 3/16" (5 mm) of the display surface, the interactive pen display senses the pen location.

Digital Pen side switch • The digital pen is equipped with a side switch that has two programmable functions. You can rock the switch in either direction to activate the button functions. You can use the switch whenever the digital pen nib is within 3/16" (5 mm) of the display surface. By default, the lower button is set to **pen** and the upper button is set to **right-click** (Windows only).

Basic Pen Operation

Pointing and selecting

- Move the pen slightly above the interactive screen to position the screen cursor. You don't need to touch the display surface. The cursor jumps to the location where you place the pen. Press the pen tip on the display surface to make a selection.

Clicking • Tap the display surface once with the pen tip, or touch the pen to the display surface with enough pressure to register a click.

Double-clicking • Quickly tap the display surface twice in the same place with the pen tip. Double-clicking is easier when the pen is perpendicular to the interactive screen.

Dragging • Select an object, and then slide the pen tip across the display surface to the location you want.

Writing or Drawing • Use the pen tip like a pen to write or draw in digital ink.

Erasing • The pen's eraser works like the eraser on a pencil to remove digital ink.

Using the Pen Tool Buttons

You can use the pen tool buttons to select an object, right-click, write digital ink (in black, blue or red) or erase when you touch the screen.

To select and use mouse modes

Press the **Select** button, and then press the tip of the digital pen to the interactive screen. To double-click, press twice with the pen.

To drag an object, press and hold the object with the tip of the pen, and drag it to its new location.

NOTE

When you press the **Select** pen tool button, each screen press is interpreted as a left-click until you press a different pen tool button.

Writing and Saving Notes

To write on the screen and save your notes

Press one of the digital ink pen tool buttons, and then write or draw on the interactive screen, just as you would write or draw on paper. A line of digital ink in the color you chose follows the digital pen.

When you write over an application, you can save your notes. However, the available save options depend on whether that program is Ink Aware. An Aware application recognizes your notes as a program component, but a non-Aware application doesn't. SMART Notebook is an example of an Aware application.

To save your notes as part of the file in an Aware application, save the file as you normally would. In some Windows applications, such as Microsoft® Word and Excel®, you can select additional toolbar options, such as saving your notes into a .notebook file or saving your notes as text.

Using the Eraser Button

When you press the **Eraser** button, you can use the digital pen to erase your notes.

To erase a note

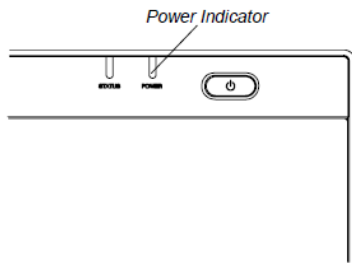
1. Press the **Eraser** button.
2. Drag the pen over the note you want to erase.

Storing the Pen

When you're not using the pen, put it in the storage compartment on the top of the unit.

Checking the Interactive Pen Display's Power

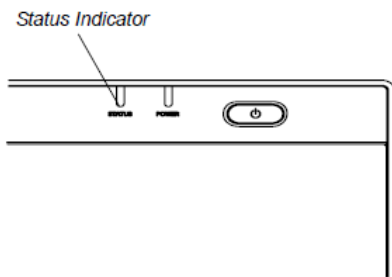
The Power indicator shows whether power is reaching the interactive pen display.



If the Power indicator is...	this indicates the interactive pen display is...
green	turned on, and receiving a video signal from your computer.
amber	turned on, but isn't receiving a video signal from your computer.
off	turned off, or the power cable isn't properly connected to the power adapter or to an active AC outlet.

Checking the Interactive Digital Pen Display's Status

The Status indicator shows whether the pen is interacting with the display.



If the Status indicator is...	this indicates that the tethered pen...
green	is touching the interactive screen or you're pressing a pen tool button, and the interactive pen display is communicating correctly with your computer.
off	isn't touching the interactive screen or the interactive pen display isn't communicating correctly with your computer.

Image Problems

Color quality is inaccurate Use the Reset OSD option to return the current display parameters to the factory default settings

FAQs

Q: How do I fix the pen after I have changed the computer's mouse right-hand and left-hand settings and the pen doesn't function properly?

A: Change the computer's mouse to the default right-hand and left-hand settings, and then restart Windows (for your tool settings to be correctly recognized.)

IMPORTANT

Don't set the **Refresh Rate** to higher than 76 Hz.

If the **Refresh Rate** is higher than 76 Hz, you see a black screen.

**** WARNINGS ****

- If the screen is damaged, do not touch any liquid that leaks from it. This liquid is an irritant. If the liquid makes contact with your skin, eyes or mouth, immediately rinse the area with running water for at least 15 minutes. Consult a physician if the liquid makes contact with your eyes or mouth.

**** CAUTIONS ****

- Do not touch the screen with sharp, metallic objects that could scratch the screen's coating.
- Use only a damp cloth to clean the screen. Do not apply glass cleaner, organic solvents (such as alcohol), or even a mild detergent to the screen. If you use these cleaners, you may damage the screen's finish or the unit's electronics.
- Use only the digital pen that came with the interactive pen display. Digital pens or styluses from other products can damage the screens protective coating. Also, they may not work properly.
- Do not place sharp or heavy objects on the interactive pen display.
- If you attempt to open the digital pen, you will damage the electronics.
- Do not use a digital pen that has worn down to a sharp or angular tip, as it may damage the screen.
- Do not apply excessive pressure that can shorten the life of the pen.
- Don't store the pen in a container where it will rest on its tip.