

Tips for using Promethean ACTIVboard systems

When using an ACTIVboard in a classroom or laboratory situation there are always at least 3 components to the system:

The ACTIVboard + 2 pens

The Projector

The host computer

Necessarily, these three are connected by cables and also require an electricity supply.

Additionally, you may also have an amplified sound system, ACTIVslate + 1 pen, ACTIVote, a DVD/VCR player, video camera or even a videoconferencing unit attached or installed.

This document will provide you with tips on how to get the best out of your ACTIVboard setup to ensure ease of use and maximum benefit from the system.

Looking after your ACTIVboard

The ACTIVboard is extremely robust and requires no maintenance apart from cleaning. The surface is a type of Formica which is totally matt and glare free when used in conjunction with a projector. Now, a matt surface is the exact opposite to the shiny surface of a dry wipe marker board which allows easy removal of dry-wipe marker ink. This means a dry wipe marker board's surface is not exactly suitable for projection because of glare from "hot spots". In the same way an ACTIVboard's surface is not exactly suitable for dry-wipe marker use. BUT, that is not to say that they can't be used. If you use dry wipe marker pens on the ACTIVboard surface you will need to use Whiteboard Cleaning fluid to completely remove the trace of your marker pens. This may be obtained through your normal school equipment supplier.

Accidental use of permanent marker may also be easily removed with suitable solvent - go to the Chemistry lab. for advice!

For routine cleaning of the ACTIVboard surface we recommend use of normal abrasive free household or window cleaning fluids or sprays.

Tip: After cleaning, a spray of household polish produces an "easy glide" surface which feels great when using the pen!

Looking after your Projector

1. When switching off the lamp, always allow the internal fan to cool the bulb before switching off the mains supply.

2. The Air filter must be cleaned regularly; at least once every 100 hours of use! If used every day this may be as often as once every 3 weeks.

The Air Filter and Dust.

If the usage instructions listed in the Operator's Manual (supplied with your projector) are followed, there is only one user maintenance issue: keeping the air filter clean. The importance of this cannot be over stressed. Here's why ...

The air filter in a Projector is capable of trapping suspended dust particles and preventing them from entering the projector only up to their capacity to do so and still allow the required amount of cooling air to pass through. Once that limit is reached, particles are pulled through ... a good thing, because otherwise the projector would overheat.

However ...

Projectors circulate air throughout their system, at a high velocity, to keep all the components of the system cool. Dust particles contained in that air stream will settle out on your LCD panels and electrical components. Dust settling on electrical components traps the heat they emit, causing them to overheat and fail. Plus, dust particles on the internal LCD panels show-up as pink blotches on the projection surface.

It is therefore vital to keep the air filter clean, in order to have a projector that keeps working, and projecting a clean image.

The procedure for cleaning the air filter is quick and easy, if also a little inconvenient. The procedure is explained in the manual supplied with your projector.

Please note: dust particles on LCD panels, and failure induced by overheating resulting from dust, are not considered defects, and are **not** covered under warranty.

Projectors and computer resolutions

The projector you have purchased will be capable of displaying computer screens that are set at certain resolutions. These display setting resolutions are most commonly:

640 x 480 (VGA),
800 x 600 (SVGA) and
1024 x 768 (XGA)

To achieve the best possible image on your ACTIVboard you should set your computer's display to match that of your projector's capability.

TIP: Auto Image

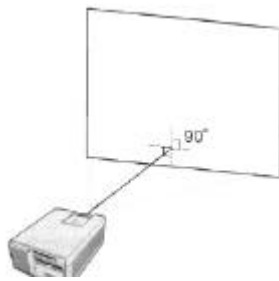
Some projectors have an automatic image adjustment button. Using this button matches the projector's settings to your computer's graphics adapter. This is a hardware framing control that may need to be adjusted so that the projected image is not clipped at the top, bottom or edges.. Please use this, prior to calibrating the ACTIVboard. Consult your LCD Projector manual if you are not familiar with this control feature.

What if you have a problem with the projector?

Call Promethean Technical support. Tel: 01254 298521 8.30 am - 5pm.

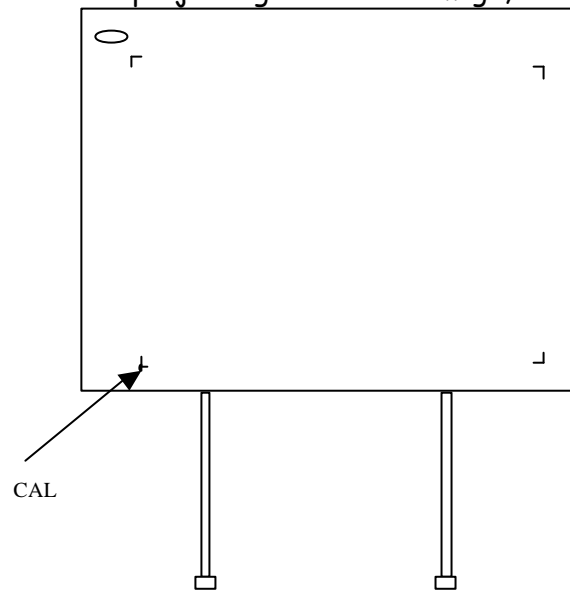
Lining up the projector on the activboard's screen

Line up the projector so that it is perpendicular to the ACTIVboard surface.



The ACTIVboard has 4 angle icons at each corner, these effectively indicate the extent of the active surface area. The e- pen will only work inside these boundaries. With your projector on and projecting the screen image, position the image and adjust the size, just as you

would for a normal projection screen, but ensure that the projected image onto the ACTIVboard surface is all inside the corner markings.



Calibration

This is a simple, quick and effective procedure that should be done anytime the e-pen tip and the system pointer image (cursor) are out of alignment.

If your installation of the ACTIVboard

and the projection equipment is permanent you will only have to check the correction after any adjustment affecting projected image size is made.

To launch the calibrator program either press the pen tip on the circular spot at the bottom left-hand corner marking or launch it from within the **Activ** Program Group on your PC.

The calibrator program will prompt you to click anywhere on the board's active surface area with the pen. The calibrator program will then project each calibration cross in turn. The pen should be pressed onto the centre of the cross, this should be done accurately, as the positional information is used for accurate pen/cursor alignment. Pressing on each calibration cross will step the process onto the next

cross. When all calibration marks have been clicked the calibrate program will automatically close down and the pen tip and the cursor icon will be aligned.

The E-Pen

The pen is set to give a left click with the tip switch and a right click with the side switch (also referred to as the barrel button).

The pen is passive and has no batteries and therefore does not require charging or any form of maintenance.

In order to minimise reflective "hot spots" from the projector, the ACTIVboard's surface has a matt finish. This results in a less smooth surface than a dry wipe marker board and as such can cause some wear on the pen tip. As mentioned above, to give the optimum "feel" of the pen on the work surface and to minimise pen tip wear, it is recommended that the work surface is lightly cleaned using a spray cleaner/polish such as Pledge and then thoroughly polished dry.

Replacement pen tip inserts are available from Promethean should they become worn. To install a new pen tip insert, pull out the old one and push in a new one. Once it is correctly installed push down the pen tip onto a hard surface firmly to seat the insert to the internal pen switch.

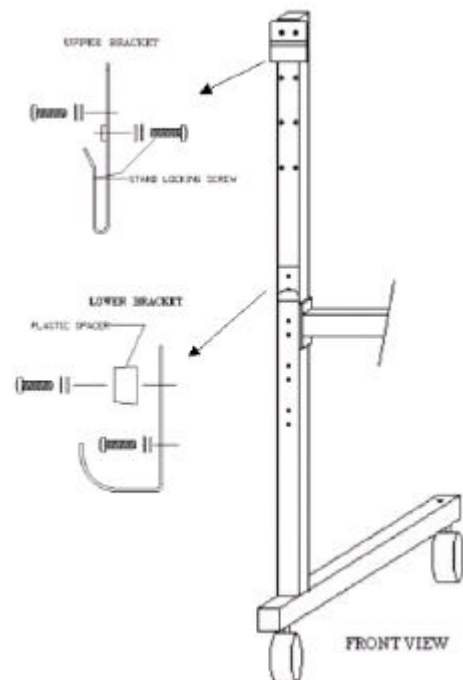
MOBILE SYSTEMS

In this situation the ACTIVboard is mounted on a stand fitted with rubber castors.

The ACTIVboard is mounted by brackets which are screwed into the stand uprights. This determines the height of the board.

Note: The spacings between the upper and lower bracket hole fixings are equidistant. The top screw fixings for the upper bracket match the top screw fixings for the bottom bracket etc.

Board height: With Primary children we recommend that the board is mounted at a low level where even the smallest of children can reach parts of the board. The additional benefit of this, is that the board will not have to be removed from the stand when wheeling the board out through a doorway. Because Secondary school age children are bigger, the board should be mounted higher on the stand, in



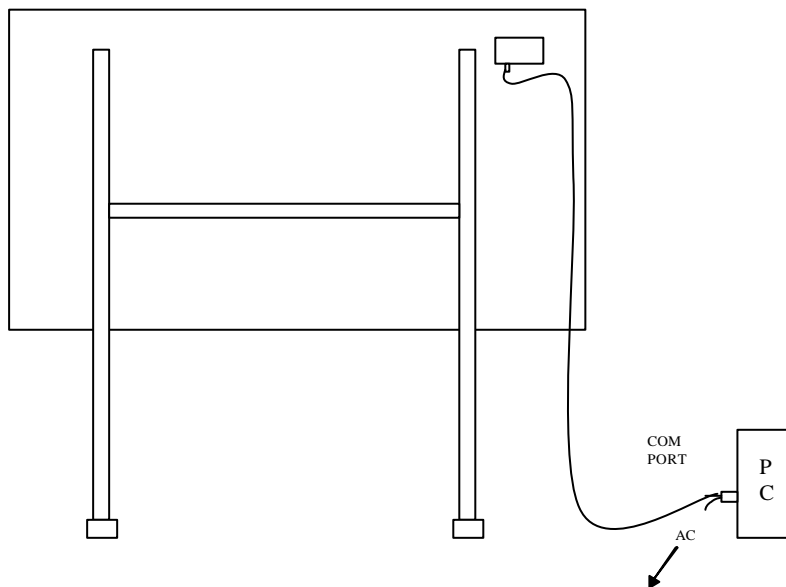
order that they all may see what's on the board whilst seated in rows in a normal classroom situation.

Tip: The ACTIVboard may need to be demounted from its brackets to wheel it through a doorway. Disconnect the serial cable from the back of the board. Lift it off the brackets and carry it around to the back of the stand, place it on the back legs and lean it on the uprights during transport.

Note: For ease of manouverability we suggest that two people should lift and carry the ACTIVboard 75.

In a Mobile or non-permanent set up, should you or anyone move the projector, table/trolley or the stand mounted ACTIVboard, during or prior to the end of your ACTIVboard projection session you will have to re-calibrate to ensure pen and cursor image alignment.

We would recommend that in a mobile set-up, the projector and PC are both mounted on a mobile trolley. This means the entire system comprises two units and is totally mobile. You will need a power supply (extension lead) from your socket across the floor to power the equipment on the trolley. You will also require to run the serial cable from the PC to the ACTIVboard. We recommend in high traffic areas you cover these cables with rubber cable cover strips.



Connect the ACTIVboard to the PC com port (serial port) using the 8 metre interface cable supplied and plug the DC power supply into the power socket at the PC end of this interface cable.

Working at the board

Because you are working in front of a projected image, you will always be likely to create a shadow that falls on the ACTIVboard surface. To minimise the shadow

problem we recommend that you stand on the right hand side of the board. This works for both right and left handed users (we all write from right to left!). Additionally, do not place furniture in front of the board, that means you will have to stretch. Smaller people would never be able to reach the board at all! Don't place furniture such as filing cabinets too close to the board's edges, you need to step aside out of the projector beam to see your students! Your manual states that you should never look directly into the projector's lens.

Getting to know ACTIVstudio

Training manuals:

Inside your ACTIVboard accessory box you will find an ACTIVstudio Training Manual (Foundation Level). This outlines a step by step introduction to the supplied ACTIVstudio software. If you wish, you may complete the self-assessment at the back of the book. Return this to Promethean and we will send you a certificate and the Advanced level manual.

HELP!

There is a very comprehensive Help system within the software, together with animated examples of most features.

Web site:

On Promethean's web site <http://www.promethean.co.uk> you will find an ACTIVboard User Forum. Plenty of tips, tricks and answers to your questions here. You will also find example resources produced by experienced users and experts at Promethean.