

Instruction for Promethean ActivBoard – September 2010

- 1. Turn on and log into computer. Place on station next to ActivBoard.**
- 2. Hook up computer to cables. Plug all cables completely in to computer. There are two black USB cables, one audio cable, and one video cable (the white adapter).**
- 3. Turn on projector (using remote if possible). Press the red button on remote. If you don't have a remote, press the flashing blue power button on projector. The blue light on the projector should change from flash blue to solid blue if you turned it on correctly.**
- 4. Calibrate ActivBoard. Place either teacher or student pen about 1/8 inch from the white flame on the top-left of the board, until the calibration screen comes up.**
 - A. Click on screen to continue**
 - B. Click on the five calibration points. Make sure you press carefully and accurately in the middle of each X. If you press too hard and leave pen on too long, you can skip over the calibration points. Press carefully but with confidence.**
 - C. Test the calibration by opening up ActivInspire and drawing.**
- 5. Projector quick keys (on remote):**
 - A. *Blank* button. This button turns the screen black.**
 - B. *Freeze* button. This button freezes the screen with the last image on your computer.**
- 6. Now you should be ready to go. Remember that if you are leaving your classroom for extended periods, please don't leave the projector on black or freeze mode – it can burn out the projector lamp. Please turn it off.**
- 7. Any questions, call the LILA Promethean hotline – ext. 290 or serickson@lakesinternational.org.**