SMART Technologies Inc.

Senteo™ Interactive Response System

Quick Start Guide

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Safety and Compliance Information

NOTE: If you own a SMART product other than a SMART Senteo™ interactive response system, refer to the installation manual that came with your SMART product for relevant warnings and maintenance instructions.

The Senteo receiver and clickers do not contain user serviceable parts. Do not open them. If you suspect that they are faulty, contact an authorized SMART service representative.

> **WARNING**
>
> Failure to follow the installation instructions that ship with the SMART product could result in personal injury or damage to the product.

> **WARNING**
>
> Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to avoid a trip hazard.

> **WARNING**
>
> To reduce the risk of fire or electric shock, do not expose the SMART product to rain or moisture.

> **CAUTION**
>
> Wipe the units with a clean, damp cloth. Never use cleaning fluid or solvents. Do not spray cleaner directly on units.

> **CAUTION**
>
> Use only the batteries provided or equivalent replacements. Do not attempt to recharge the batteries.

> **CAUTION**
>
> Do not install batteries with the polarity (+/–) reversed.

CAUTION	Do not dispose of batteries in a fire or incinerator.
	Dispose of batteries according to the laws and regulations of your region. If you don't know the applicable rules for your region, consult the battery manufacturer.

IMPORTANT	You must connect the USB cable that came with your SMART product to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL Mark(s) for CAS/UL 60950. This is for operating safety and to avoid damage to the SMART product.

IMPORTANT	
	If your SMART product requires replacement parts, make sure the service technician uses replacement parts specified by SMART Technologies Inc. or parts with the same characteristics as the original.

Compliance

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and

2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by SMART Technologies Inc. may void the user's authority to operate this equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiver or clicker units.

• Increase the separation between the equipment and the product.

• Connect the affected equipment into an outlet on a circuit different from that to which the receiver's computer is connected.

• Consult your SMART service representative or an experienced radio TV technician for help.

For More Information

For more safety warnings and information about Senteo products, consult the *Senteo User's Guide* found on the Senteo CD. You can also consult the Senteo online Help system for information about Senteo's features.

Environmental Considerations

Operating Temperature Range: 41°F to 95°F (5°C to 35°C) up to 80% relative humidity (non condensing)

Storage Temperature Range: -40°F to 120°F (-40°C to 50°C)

What's in the Box?

The shipping carter contains:

- A carrying case that includes:

  – 24 or 32 clickers*

  – Receiver

  – Phillips® No. 1 screwdriver

  – Software CD with user documentation

  – Senteo Interactive Response System Quick Start Guide

- 48 or 64 AA batteries*

* You can purchase Senteo interactive response systems with either 24 or 32 clickers. SMART provides sufficient batteries for the quantity of clickers purchased.

If your kit is missing an item, call Technical Support at the numbers listed on the last page of this guide. We'll ask for your product's serial number to ensure that we send the correct part(s).

You can also purchase Senteo receivers separately, and purchase clickers individually or in packs of five. Contact your local SMART reseller for details.

System Requirements

Windows® Computers

Pentium® II 450 MHz processor
128 MB of RAM (256 MB recommended)
136 MB of free hard disk space for minimum installation
(511 MB for full installation with Gallery collections)
Windows 2000 operating system or later
Microsoft Internet Explorer® 6.0 or later
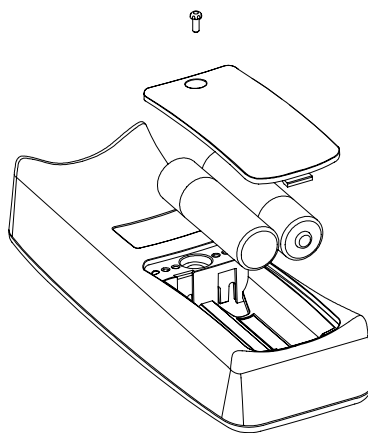Macromedia® Flash® player version 9

Mac Computers

700 MHz processor (1 GHz or faster recommended)
128 MB of RAM (256 MB recommended)
Mac OS X version 10.4.8 (10.4.6 not supported)
180 MB of free hard disk space for minimum installation
(511 MB for full installation with Gallery collections)
Macromedia® Flash® player version 9

Installing the Batteries

1. Use the provided Phillips® No. 1 screwdriver to remove the screw from back of the clicker and then remove the cover.

2. Insert the provided AA batteries as shown.

   The clicker automatically turns on when you insert the batteries.

3. Replace the cover and screw.

4. Verify that the start-up menu appears.

5. Press the **Power** button for one second to turn the clicker off.

Installing Senteo Software

To install Senteo software on Windows computers

1. Put the Senteo interactive response system CD into your computer's drive.

   The installation wizard appears.

   If it doesn't start automatically, locate and double-click the **SenteoSoftwareSetup.exe** file on the CD.

2. Click **Next** to start the wizard.

   The *Licence Agreement* dialog box appears.

3. Select the **I accept** option, and click **Next**.

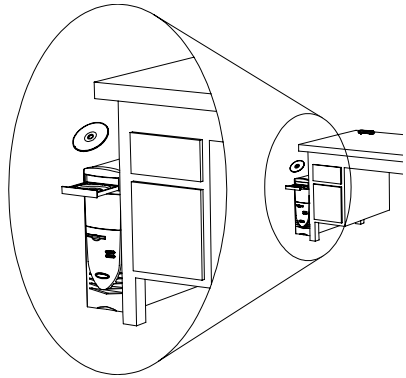4. Click **Next** to install the software to the default folder.

5. Click **Install** to start the installation.

6. Click **Finish** to complete the installation.

   After a short delay, a balloon message appears in the notification area.

7. Click the balloon message to create a classroom.

   A dialog box appears.

8. Type a unique classroom name into the box, and click **OK**.

To install Senteo software on Mac computers

1. Put the Senteo interactive response system CD into your computer's drive.

   The *Senteo Install CD* window appears.

2. Click the **Senteo** icon.

3. Click **Continue**.

4. Click **Continue** again.

5. Select the destination volume, if there is more than one.

6. Click **Install** to start the installation.

7. Click **Continue** to complete the installation.

   After a short delay, a message appears asking you to restart the computer.

8. Click **Restart**.

To activate your software

You must register your Senteo interactive response system software within 30 days of installation to keep it active.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Activate Senteo Software**.

    The *Senteo Software Evaluation* dialog box appears showing how many days you have left in the evaluation period.

2. Click the **Activate License** button.

3. Type your Senteo interactive response system serial number and e-mail address into the boxes, and click **Next**.

4. If you have an Internet connection, select **Yes, I am connected**, and click **Next**.

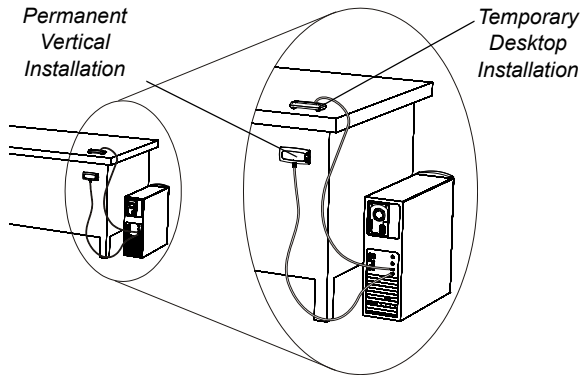5. Click **Finish** to complete the activation.

Connecting the Senteo Receiver

1. Position the receiver in an unobstructed location away from other wireless products, such as 2.4 GHz routers and cordless telephones.

   For temporary installations, place the receiver on top of your desk.

   For permanent installations, mount the receiver on a wall or on the front of a piece of furniture using two screws (not provided).

   Orient the receiver with the long side or edge facing the class as shown.

   Permanent Vertical Installation

   Temporary Desktop Installation

2. Insert the captive USB receiver cable's connector into an available USB receptacle on your computer.

   WARNING

   ⚠️ To prevent product damage or personal injury, route the USB cable where it won't be stepped on or tripped over.

   On Mac computers, a balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

   On Windows computers, the *Add Hardware Wizard* appears.

3. If the *Found New Hardware* wizard doesn't start automatically on your Windows computer, click **Start > Settings > Control Panel > Add Hardware**.

4. Select the **Yes, this time only** option and click **Next**.

5. Click **Next** to start the hardware installation.

6. Click **Finish** to complete the first installation cycle.

   After a short delay, the *Add Hardware Wizard* appears again.

7. Repeat steps 4 through 6.

   A balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

Starting Senteo

You can start Senteo interactive response system in two modes:

• In On (Anonymous) mode, users can connect their clickers without logging on.

• In On (Sign In Required) mode, users must identify themselves when they turn on their clickers.

Starting Senteo in On (Anonymous) Mode

NOTE: You don't require a class list to operate Senteo in this mode.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).

   If you haven't opened a class list before, the Senteo Manager appears displaying an empty class list.

3. Click the options arrow beside the **Status** button and select the **On (Anonymous)** option.

   The Senteo receiver's power LED flashes, and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.

Starting Senteo in On (Sign In Required) Mode

Before you can start Senteo interactive response system and connect the clickers in this mode, you must open a class list. If you already have a class list, go to the next procedure.

To create a class list

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).

3. Click **File > New Class List** or click the 📋 button.

4. Click **Edit > Add Student** or click the 🧍 button.

   The *Add Student* dialog box appears.

5. Type a student's name into the **Name** boxes.

   The last name is optional.

6. Type a unique number of up to fifteen digits into the **ID** box.

7. Type the student's e-mail address into the **E-mail Address** box (optional), and click **OK**.

8. Repeat steps 4 through 7 for each student.

9. Click **File > Save Class List As** and type a file name for your new class list.

10. Select a folder to save the class list file, and click **Save**.

To open a class list and start Senteo

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).

   The *Students* page appears displaying the class list that was last opened. If this is the first time you've opened a class list, the *Students* page appears with an empty class list.

3. Click **File > Open Class List** or click the button.

4. Navigate to and select the .classlist file that you want to use, and then click **Open**.

5. Click the options arrow beside the **Status** button and select the **On (Sign In Required)** option.

   The Senteo interactive response system receiver's power LED flashes and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.

Connecting the Clickers

Connecting Clickers in On (Anonymous) Mode

When the "Senteo is ready to use" balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.

   A message appears asking if you want to join the last class the clicker was connected to, or find a different class.

2. Use the **Down** button to select **Find a class**, and press **Enter.**

   The clicker scans for classes, and then displays a list of classes within range.

3. Use the **Up** and **Down** buttons to select the correct class, and then press **Enter**.

   A welcome message appears.

When all the students are connected, you are ready to start asking questions.

Connecting Clickers in On (Sign In Required) Mode

NOTE: In this mode, students must know the name of the classroom and the unique ID number you assigned to them when you created the class list.

When the "Senteo is ready to use" balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.

   A message appears asking if you want to join the last class the clicker was connected to, or find a different class.

2. Use the **Down** button to select **Find a class**, and press **Enter.**

   The clicker scans for classes, and then displays a list of classes within range.

3. Use the **Up** and **Down** buttons to select the correct class, and then press **Enter**.

   A connecting message appears, followed by a message asking for an ID number.

4. Press the number buttons to enter your ID number, and press **Enter**.

   A message appears asking you to confirm your name.

5. Press the **Enter** button to connect.

   A welcome message appears.

When all the students are connected, you are ready to start asking questions.
For more information about using SMART Notebook software to create Senteo interactive response system question sets, refer to Notebook software's Senteo Help and the *Senteo Interactive Response System User's Guide*.

Disconnecting the Clickers

Disconnecting All Clickers Using Senteo Manager

A teacher can disconnect and turn off all clickers simultaneously.

NOTE: You can't use Senteo Manager to disconnect the clickers while a question set is running.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

   The Senteo Manager appears.

2. Stop your question set, if it is running.

   If a question set is running, a "Questions in Progress" message appears beside the classroom name.

3. Click the **Status** button and select **Off (Power Save)**.

   A message appears on the clickers indicating that the class is over and the clickers are turning off. The receiver's power, transmit and receive LEDs turn off.

Disconnecting Individual Students' Clickers

Students can disconnect their clickers simply by pressing the **Power** button for one to two seconds. If they turned off their clickers while a question set was running, students can turn the clickers back on, log on and rejoin a running question set without losing the answers they had previously entered.

If students connect to the wrong class, ask them to log off by pressing the **Menu** button, selecting **Sign out**, and then pressing the **Enter** button. They can then connect to the correct class, and log on without turning off their clickers.

Waste Electrical and Electronic Equipment Regulations

This section contains information about the Waste Electrical and Electronic Equipment Regulations (WEEE) that apply to all electrical and electronic equipment within the European Union.

When you dispose of any electrical or electronic equipment, including SMART products, we strongly encourage you to contact your local WEEE recycling agency for recycling and disposal advice.

Your SMART product required the extraction and use of natural resources for its production. It may contain hazardous substances. By disposing of electrical and electronic equipment appropriately, you lower the impact of these substances upon health and the environment and reduce the pressure on natural resources. Recycling agencies can reuse or recycle most of the materials from your product.

Please think about how you intend to dispose of any product that has a WEEE symbol or accompanying WEEE guidelines.

If you need more information on the collection, reuse and recycling of electrical and electronic equipment, please contact your local WEEE recycling agency. Alternatively, contact your local reseller or SMART Technologies for information on the environmental performance of our products.

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