

SMART **kapp** 

whiteboard user guide

Interactive whiteboard

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Before you start:

- 1.** Download and install the SMART kapp app by visiting the Apple App store or Google Play, or you can install the app on your mobile device by scanning the board's QR code.
When opened for the first time a tutorial will take you through how to use the app.
- 2.** The Kapp iQ whiteboard should active when a user walks towards it.
If the whiteboard is in sleep mode press the moon shaped button on the bottom left hand corner of the whiteboard.

Starting a new session:

A new session is created any time a user walks towards the whiteboard or it is manually woken from sleep mode.

Invite participants:

1. Scan the QR code on the board with your mobile phone.
2. Tap the **Add People icon** on your mobile.
3. Share the link provided.

Continue a session from a mobile device:

1. If you're currently in a session, disconnect (see Ending a session).
2. Tap Sessions.
The Sessions screen will appear.
3. In the snapshot library, select the session you want to view and tap **Continue**.
The QR scanner will appear.
4. Scan the board's QR code.
The last snapshot from your session appears on the board and your mobile device. You can then invite others to join the continued session just as you would with a regular session.

Delete a previous session:

1. Press the **Library icon** in your SMART Kapp app.
2. Select a session by tapping the session's checkbox.
3. Press **Trash** to delete the selected sessions.

End a session:

1. To end a session manually, tap **Disconnect** in the top left corner of the SMART kapp screen or tap **Disconnect** on the board.

The app will disconnect from a current session in the following situation:

- * When you close the app.
- * Automatically after a period of non-use.
- * When the board is outside of your mobile phone's Bluetooth communication range.

Display mode:

This mode doesn't allow for collaboration, however it is possible to connect people to the presentation using WebEx.

1. Connect your laptop using HDMI and USB cable.
You may have to download and install SMART Product Drivers and SMART Ink on your computer.
2. Tap the arrow at the bottom of the screen to bring up the toolbar.
3. Tap **Input**.
The board will look for a connection and the computer display will appear on the whiteboard screen.

Whiteboard pen features:

When a pen is picked up in display mode, a SMART ink icon will appear. When tapped this icon provides pen options and toolbox.

Pen options:

- * Pen colours
- * Thickness
- * Highlights

Toolbox:

- * Spotlight
- * Magnify
- * Screen shade
- * Capture
- * Text editor – converts writing to text and places where you select.

Annotating documents:

When annotating directly on to any PDF, or Microsoft office documents make sure you save the file under a different name to avoid overwriting the original file.

Annotating websites or Google Drive documents:

When annotating directly on a website, remember to take screenshots of annotations to avoid losing them when a session ends.