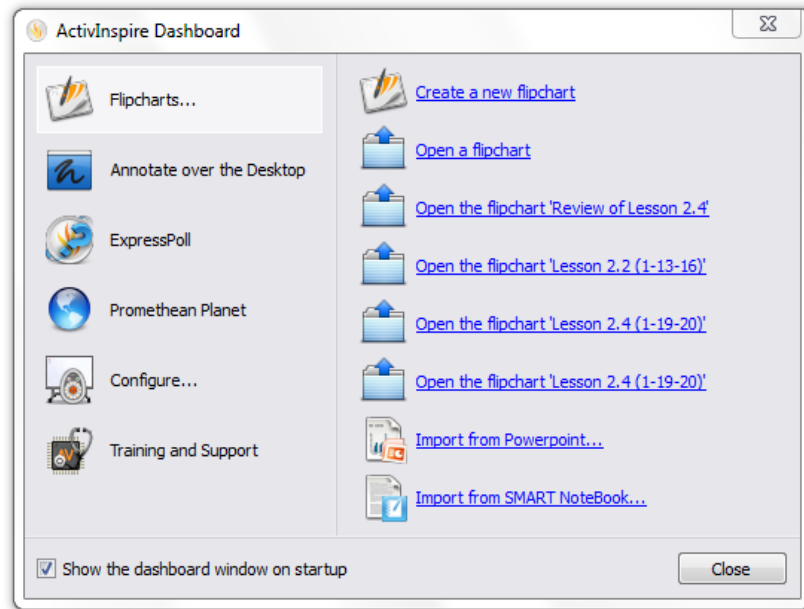
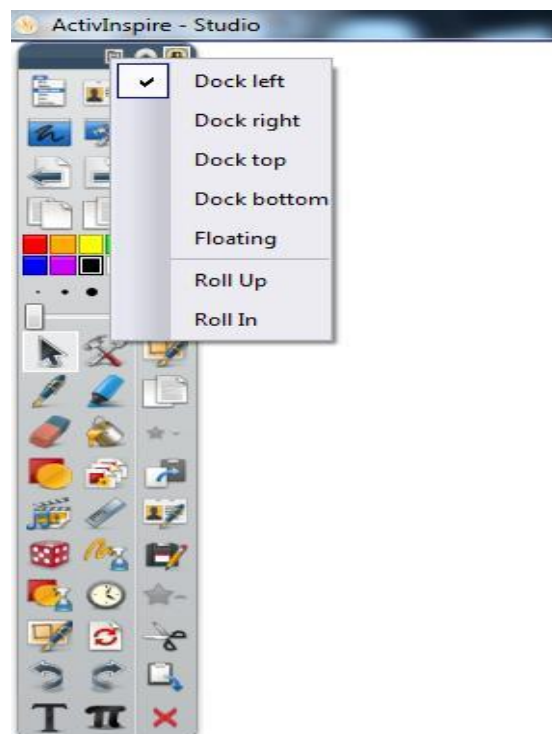




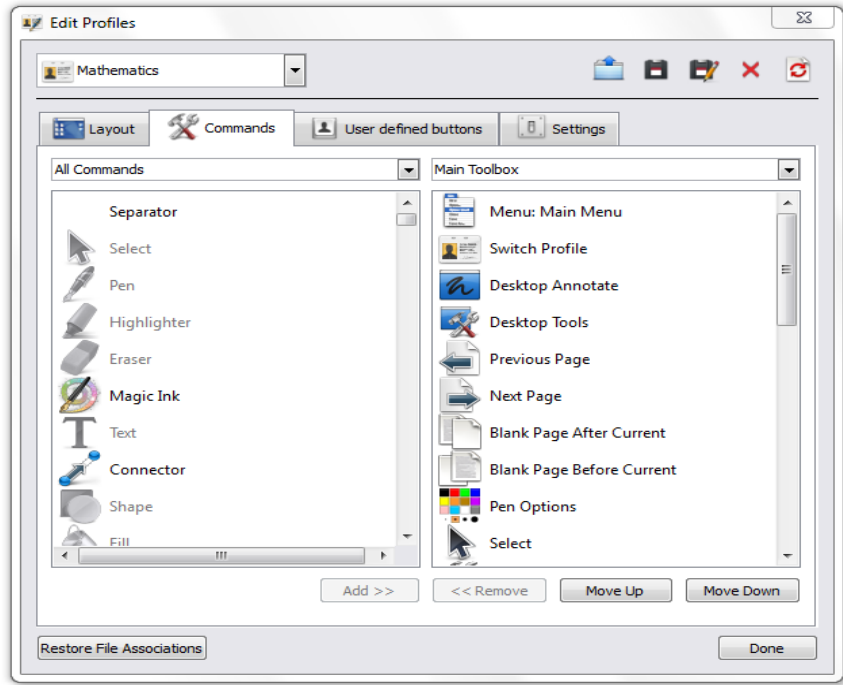
## Using ActivInspire with PowerPoint



- 1) From the dashboard choose Annotate over the Desktop
- 2) Open PowerPoint Presentation you wish to present (alternatively you could choose to Import from PowerPoint)
- 3) Once your presentation is open you can access most of the tools from the tool bar. You can also choose where to dock your tool bar.
- 4) To change the docking position of your toolbar go to toolbar options. Then choose the preferred location for your toolbar.



- 5) To personalize your tool bar: Edit → Profiles → Commands or use the icon on your toolbar.



- 6) Now from the left column, highlight the tool you would like to add. Click on Add button.
- 7) You can choose the Move Up or Move Down button to put your tools in order of preference.

### Trouble Shooting Tips

Problem	Cause	Action
The screen has a yellow hue	Bulb needs replaced	Service Request
Pen is not in sync with board	Board needs calibrated	See calibration directions
Pen stutters	Battery is dying	Change battery
Random screen change	Pen sensor is responding to another open document or menu	Close other document or Change position of toolbar
Crazy stuff just keeps happening.	Probably YOU Pen sensor may be bad	Go Home! Request a new pen

### Direction for Smart Board Calibration

Remote Menu → Extended → Easy Interactive → Manual → Yes

