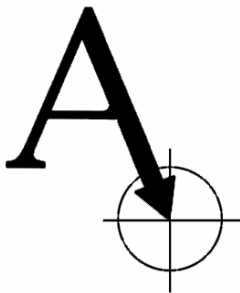


All Points Training with SMART Boards

SMART Board Training Highlights:

- Hands on practice using SMART Board features
- Participants customize tool preferences
- Differences in software features illustrated and practiced
- SMART Notebook capabilities displayed and practiced



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ARE YOUR MEETINGS DULL OR DYNAMIC?

Competent use of technology's tools can change meetings from dull to DYNAMIC!

D

Data collaboration is possible with some videoconference equipment. Do you know if your equipment has that capability? Would you like to be able to have multiple locations write on the same document during a meeting? Would you like to know more?

Y

Your presentations will be more dynamic if whiteboard tools are used to illustrate, annotate, and edit information. A variety of products offer a variety of options. We can show you how to use the 3M Wall Display, mimio, or SMART Board and SMART Notebook to take advantage of the options created within each of these products.

N

Need to train a small group of end users or a select group of in-house trainers? Many of our programs are developed in either "End User" or "Train the Trainer" formats.

A

Auxiliary sources of information are available for use with your videoconference system. Have you used an auxiliary camera, document camera, PC, snapshot, streamed video, VCR/DVD, or data collaboration during your meetings?

M

MediaSite Live allows you to make your meetings available via the internet in either a live interactive format or a captured archived session.

I

Integrated meeting rooms present a variety of options. Do you and your staff understand what technology tools are available and how to use them?

C

Camera positioning and presets can greatly enhance the tone of your meeting. What should you do with the camera before the meeting and during the meeting? Who controls the camera during the meeting and how can you make that control easier?

We can help you make the technology disappear leaving you with involved participants and an enhanced message. For more ideas and information, please call us at 412-316-6000.

What Our Training Offers

We offer training programs for a variety of technology products.

All of the equipment training programs provide:

- hands-on training, geared to the client's level of expertise
- process documentation, provided as a reference tool
- client customization, reflecting existing setup and equipment

Benefits achieved through effective training include:

- increased use of equipment
- improved presentations and videoconference meetings
- reduced IT support

Call us to discuss:

- improving your return on investment (ROI)
- expanding information beyond the IT department
- assuring competence in using your equipment

SmartBoard Training Summary

This training is designed to allow users to become familiar with SMART Board equipment, use with software applications, and SMART Notebook Software. In addition, advanced concepts and tools are reviewed.



Prerequisite: Operational SMART Board or Sympodium with display screen, PC, and projector if appropriate
Delivery: Over video, handout provided via email prior to training
Cost: Starting at \$895; Based upon delivery option
Time: 4 hours

Training Agenda:

S . . . Setup and display of equipment

- SMART Board, PC, projector, pen tray, styluses, keyboard, mouse, desktop icons
- floating tool bar

M . . . Making annotations on the SMART Board

- pen v. mouse, floating tools, eraser, use of keyboard and delete feature

A . . . Accessing software applications and SMART Notes

- making , changing, and saving annotations
- use of save/print and capture/save toolbars
- differences in Word/Excel vs. Power Point options
- inserting annotations into software applications
- presenting Power Point slides
- saving annotations to SMART Notebook
- presenting with SMART Notebook
- feature review of SMART Notebook: tool bar options, display options, edit options
- sharing, printing, and exporting Notebook files

R . . . Record and Video Play features

- SMART Recorder: recording quality, video format, target files
- SMART Video Player: opening, options, playing video files

T . . . Tool customization features

- control panel options and function
- pen tray and stylus options and defaults
- floating tool additions, deletions, profile
- aware applications
- orient options