MxCC Distance Learning Documentation

SMART kapp Quick Start Manual

Updated 9/20/17

SMART kapp white board is an interactive board that allows you to write notes with dry markers and save your notes to a flash drive or distribute the notes to your audience over the SMART KAPP app.
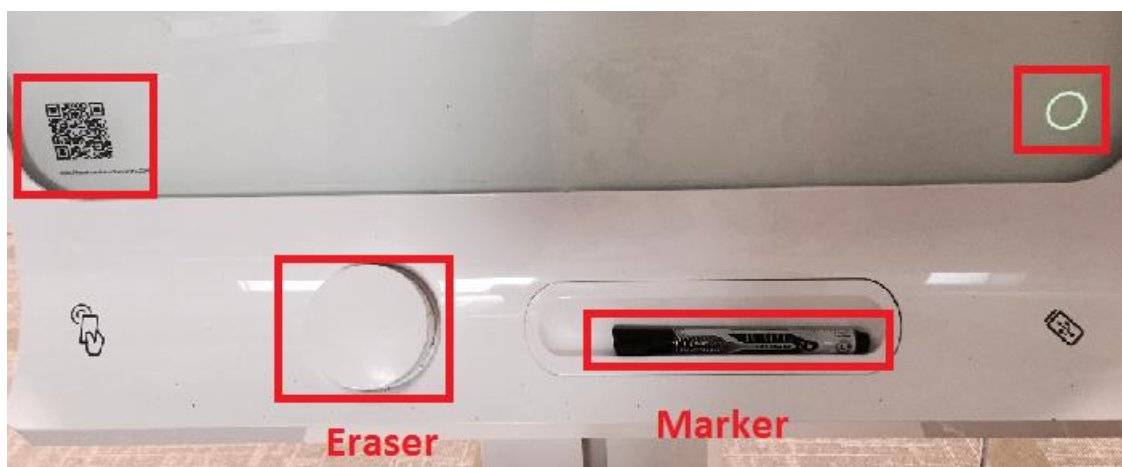
The SMART kapp app allows you to connect your mobile device to a SMART kapp board and then do the following:

- Save and export your notes.

- View notes on your mobile device.

- Start a session and invite others to join and collaborate.

  Watch a brief overview of SMART kapp at https://www.youtube.com/watch?v=sSN0a-Hh1zk

1. Use the Board to Write Notes.

   - To use the board, plug the power cord to a wall outlet.

   - When the green circle on the right side bottom of the board is on, the board is ready to use.

   - Write your notes using a dry marker placed in the marker holder at the bottom of the board.

   - Use the eraser placed on the eraser holder to erase your note.

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2. Save Your Notes to a Flash Drive.

- Plug your Flash Drive in the USB slot on the side indicated at the bottom right corner of the board.

- When you are done with writing, press the "**Camera**" icon at the bottom of the board to capture and save the notes to the flash drive.

- All notes will be saved in a .pdf file on your flash drive.

3. Distribute Your Notes to a Mobile Device.

- Dowload SMART kapp app from Apple App Store or Google Play.

- Start SMART kapp app on your mobile device and swipe throgh the tutorial.

- Use the mobile device to scan the QR code placed at the lower bottom left side of the board. Or pair your device with the Bluetooth/Infrared icon. You will be directed to the page with the notes written on the board.

- Click on the "**Camera**" icon at the bottom of the mobile device to save the note.

- On your mobile device, you can click the camera icon any number of times to record the presentation. Each page will be captured in a deck of **"Paper"**

- The saved notes can be retrieved by clicking on the "**Paper"** icon next to the "**Camera**" icon on your device.

- You may email the notes to yourself or save the notes to another app such as Evernote, Google Drive, Dropbox, or iCloud. The notes will remain on your Device for future use.

4. Write Multiple Notes and Save All Notes

- When you complete your notes on the board, press the "**Camera**" icon to save the notes. To start writing notes from a clean board, use the eraser placed on the eraser holder at the bottom of the board to erase your notes. Then write your new notes. The new notes will be stored as a new page in SMART kapp app.

- Press the "**Camera"** icon at the bottom of the board to save the notes to the Flash Drives; meanwhile the notes will also be saved on your mobile device .

5. Invite Others to Join and Collaborate.

- Click on the "Invite" icon at the bottom left of the mobile app.

- Click on "Send" Link.

- Click on the "Mail" icon on your mobile device.

- Type the email address of the person whom you would like to invite and click on "Send".

- The invited person will click on the link to open up the SMART kapp app.

- All people invited can view the notes written on the board.

6. Exit the Board – ALWAYS Remove your Flash Drive first

    - Click on the Flash Drive icon at the bottom of the board. After the Flash Drive icon blinks a few times until it stops, you can safely unplug the flash drive.

    - On your mobile device, click on "**Disconnect"** at the upper left corner.

7. Retrieve the Notes

    - If you use a Flash Drive to save the notes, plug the Flash Drive to your computer. Locate the Flash Drive, you will see a .pdf file stored on your Flash Drive. You may email the .pdf file to your students or meeting participants.

    - If you use SMART kapp app to store your notes, open up the SMART kapp app. Click on the "Paper" icon at the bottom left corner. You will see the notes previously saved.

    For technical troubles with SMART kaap, please contact MxCC IT service at 860-343-5711.