Using the SMART kapp iQ board

This chapter explains how to use the SMART kapp iQ board.

Exiting and entering Standby mode

The SMART kapp iQ board's presence detection sensor can detect people up to 16' (5 m) away when the board is in Standby mode.

- If the sensor detects people in the room, the board exits Standby mode and displays the welcome screen.

- If the sensor doesn't detect people in the room for a specified period of time, the board enters Standby mode.

- If the presence detection sensor is disabled, you can exit and enter Standby mode manually.

To exit Standby mode manually

Press the **Standby** button 🌙 on the front control panel.

OR

Press the screen.

To enter Standby mode manually

Press the **Standby** button 🌙 on the front control panel twice.

Connecting your mobile device to the SMART kapp iQ board

Before you can share notes on the SMART kapp iQ board with others, you need to connect your mobile device to the board and install the SMART kapp app.

> **NOTE**
>
> To get the best experience while using the SMART kapp app and to access all the latest features, make sure you have the latest version of the app on your mobile device. Some features listed in this guide may not be available with older versions of the app.

You can connect the following types of mobile devices to the board:

Device type	Requirements
Apple	- iOS 8.1 or later operating system software 50 MB of storage - iPhone 4S or later - Third generation iPad or later - First generation iPad mini or later - Fifth generation iPod touch or later
Android	- Android 4.4.4 (KitKat) or later operating system 50 MB of storage (internal or SD card) 1024 MB of RAM 720p or better screen resolution - Bluetooth 2.1 + EDR 3 megapixel or better rear-facing camera (recommended)

> ### NOTE
> Most of the SMART kapp app's features are identical across iOS operating system software and Android operating systems. However, some features are available for only one of these operating systems. Features specific to an operating system are highlighted with the following icons:
>
> **iOS**
>
> *iOS operating system software*
>
> *Android operating systems*

About QR codes

As noted in the previous section, you can connect your mobile device to the SMART kapp IQ board by scanning the board's QR code.

A QR code is a type of bar code. If your mobile device has a rear-facing camera and a QR code scanning app, you can scan QR codes like the one on the board. Your mobile device then executes the QR codes' commands. Typically, QR codes' commands display messages or open web pages.

Installing the app and starting it for the first time

The SMART kapp app enables you to connect your mobile device to a SMART kapp IQ board, view notes you write on the board on your mobile device and share and save notes. You can install the app on your mobile device by scanning the board's QR code.

To install the app

1. Start the QR code scanning app on your mobile device.

2. Hold your mobile device's rear-facing camera over the board's QR code to scan it.

   The App Store or Google Play opens.

3. Download and install the app.

To start the app for the first time

1. Start the SMART kapp app on your mobile device.

   The app tutorial appears.

2. Use the swipe gestures to progress through the screens of the tutorial.

Previous screen

Next screen

3. Tap **Close** when you have completed the tutorial.

   The app home screen appears.

   > 💡 **TIP**
   >
   > If you want to view the tutorial again, do the following:
   >
   > - On an Apple mobile device, tap **Settings** ⚙ on the app home screen and then select **Tutorial**.
   >
   > - On an Android mobile device, tap **Menu** ▌ select **Settings**, and then select **Tutorial**.

Starting a session

Start a session by connecting your mobile device to the SMART kapp iQ board. You can do this by scanning the board's QR code.

> ◣ **NOTE**
>
> Some Android mobile devices require you to accept a pairing request to connect to the board. Swipe down on the screen to access the notification drawer and accept the pairing request.

To connect to the board by QR code

1. Start the SMART kapp app on your mobile device.

2. Hold your mobile device's rear-facing camera still over the board's QR code so that the QR code appears in the center of the app screen.

   The app connects your mobile device to the board.

   > ◣ **NOTE**
   >
   > If the app doesn't connect your mobile device to the board, move your mobile device closer to or farther away from the board so that the app can capture the QR code.

Writing and erasing notes on the SMART kapp iQ board

You can write and erase notes on the SMART kapp iQ board just like you do on a traditional dry erase board.

- Use the black pen provided with the board to write or draw in black ink.
- Use the red pen provided with the board to write or draw in red ink.
- Use the eraser end of either pen to erase notes.

  OR

  Use your finger, fist or palm to erase notes.

- Make sure your hands, arms and any loose clothing don't touch the board'ss surface as you write or erase notes.

TIP

Two users can write or draw notes at the same time, one using the black pen and the other using the red pen.

Writing and erasing notes in the app

In addition to writing and erasing notes on the SMART kapp iQ board, you can write or erase them in the app.

To write or erase notes in the app

1. Connect your mobile device to the board (see *Starting a session* on the previous page).

2. Tap **Drawing Mode** ✎.

3. Tap the buttons on the bottom of the screen, and then use your fingers to write, erase, pan or zoom.

 Write in black ink

 Write in red ink

 Erase

 Pan and zoom using gestures (see *Viewing notes* below)

4. Tap **Done** to return to viewing mode.

Viewing notes

During a session, you can view the notes you've written on the SMART kapp iQ board on your mobile device. As you write or erase notes, the changes appear on your mobile device automatically.

| Zoom in | Zoom out | Pan |

> ![NOTE] **NOTE**
>
> As you zoom in or out, grid lines appear on the writing surface to indicate the level of magnification.

Sharing notes

During a session, you can use the SMART kapp app to invite up to five others to view your notes on their devices.

When others receive your invitation, they tap or click a link to view your session in their Internet browsers; they don't need to install additional software or otherwise configure their devices. Alternatively, others can choose to install the SMART kapp app on their mobile devices and use it to connect to your session.

As you make changes to your notes, others see these changes in real time. They can also write in black or red ink, erase, zoom in or out, and save, view and export snapshots.

> **NOTE**
> - The SMART kapp viewer supports the following browsers:
>
> | **Mobile devices** | Safari for iOS 8.1 or later operating system software |
> |---|---|
> | | Chrome™ for Android 39.0.2171.93 or later |
> | **Computers** | Internet Explorer® 10 or later |
> | | Chrome 39.0.2171.95 or later |
> | | Firefox® 34.0.5 or later |
> | | Safari 8.0 or later |
>
> - You can share notes only as long as the SMART kapp app is running on your mobile device and your mobile device is connected to a board.
> - You can export saved snapshots of notes without connecting your mobile device to a board (see *Exporting snapshots* on page 22).

To share your notes

1. Connect your mobile device to the board (see *Starting a session* on page 16).

2. Tap **Invite** 8⁺, and then select **Send Link**.

3. Select the app you want to use to send the invitation.

4. Use the selected app to send the invitation.

Saving snapshots of notes

As you write notes on the SMART kapp IQ board, you might want to save snapshots of your notes from time to time during the session.

After you save snapshots, you can do the following:

- View the snapshots
- Change the order of the snapshots (Apple mobile devices only)

- Export the snapshots as JPEG or PDF files
- Delete the snapshots

Saving snapshots

To save a snapshot

1. Start or connect to a session (see *Starting a session* on page 16 or *Connecting to another session* on page 27).

2. Press **Capture** 📷 on the board.

   OR

   Press **Capture** 📷 in the app.

   The app saves a snapshot of your notes.

   > **NOTE**
   > The *Sessions* 🗔 button in the bottom-right corner of the screen indicates how many snapshots have been saved in the current session.

Viewing snapshots

To view snapshots in the current session

1. Save one or more snapshots in the current session (see *Saving snapshots* above).

2. On an Apple mobile device, tap **Sessions** 🔲.

   OR

   On an Android mobile device, tap **Sessions** 🗔.

   The *Sessions* screen appears.

3. Tap a snapshot's thumbnail image to view it.

   > **TIP**
   > You can use the zoom in, zoom out and pan gestures when viewing the snapshot (see *Viewing notes* on page 18).

To view snapshots in previous sessions

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. On an Apple mobile device, tap **Sessions** .

   OR

   On an Android mobile device, tap **Sessions** .

   The *Sessions* screen appears.

3. Select a session to view the snapshots saved for that session.

   The session's snapshot library appears.

4. Select a snapshot's thumbnail image to view it.

   > **TIP**
   > You can use the zoom in, zoom out and pan gestures when viewing the snapshot (see *Viewing notes* on page 18).

Changing the order of snapshots

To change the order of snapshots in previous sessions

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. Tap **Sessions** .

   The *Sessions* screen appears.

3. Tap a session's row to view the snapshots saved for that session.

   The session's snapshot gallery appears.

4. Tap **Select**.

5. Drag a snapshot's thumbnail to change its order.

6. Tap **Done**.

Exporting snapshots

■ **To export a snapshot**

1. View the snapshot you want to export (see *Viewing snapshots* on page 20).

2. On an Apple mobile device, tap **Export** 📤, and then select **Save to Camera Roll** or **Share as PDF**.

   OR

   On an Android mobile device, tap **Menu** ▮ and then select **Share as Image** or **Share as PDF**.

3. If you selected **Share as Image** or **Share as PDF**, select the app you want to use to share the snapshot.

4. Use the selected app to share the snapshot.

■ **To export all snapshots saved in the current session**

1. Save one or more snapshots in the current session (see *Saving snapshots* on page 20).

2. Tap **Sessions** 🗔.

   The *Sessions* screen appears.

3. On an Apple mobile device, tap **Export** 📤

   OR

   On an Android mobile device, tap **Menu** ▮ and then select **Share as Image** or **Share as PDF**.

4. Select the app you want to use to export the snapshots.

5. Use the selected app to export the snapshots.

■ **To export all snapshots saved in a previous session**

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. On an Apple mobile device, tap **Sessions** 🔘.

   OR

   On an Android mobile device, tap **Sessions** ▢.

   The *Sessions* screen appears.

3. Select a session to view the snapshots saved for that session.

   The session's snapshot gallery appears.

4. On an Apple mobile device, tap **Export** 📤

   OR

   On an Android mobile device, tap **Menu** ▌, and then select **Share as PDF**.

5. Select the app you want to use to export the snapshots.

6. Use the selected app to export the snapshots.

Deleting snapshots

■ **To delete a snapshot from a previous session**

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. On an Apple mobile device, tap **Sessions** 🔘.

   OR

   On an Android mobile device, tap **Sessions** ▢.

   The *Sessions* screen appears.

3. Select the session that contains the snapshot you want to delete.

   The session's snapshot gallery appears.

4. Select the snapshot you want to delete.

5. Tap **Delete** 🗑, and then tap **Delete**.

To delete a previous session on an Apple mobile device

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. Tap **Session** .

   The *Sessions* screen appears.

3. Select **Edit**.

4. Tap the session's **Delete** button, and then tap **Delete**.

5. Tap **Done**.

To delete a previous session on an Android mobile device

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. Tap **Sessions** .

   The *Sessions* screen appears.

3. Tap **Menu** , and then select **Select**.

4. Select the session.

5. Tap **Delete** , and then tap **Delete**.

Continuing a previous session

With SMART kapp IQ, you can easily pick up from where you left off in a previous SMART kapp session. You can continue one of your previous sessions from the last snapshot taken in a session. It doesn't matter if your previous session was run on a SMART kapp board or a SMART kapp IQ board.

> **NOTE**
>
> This feature is only available Plus users. For information about a Plus app subscription and how to upgrade, see *Chapter 4: Upgrading to a plus subscription* on page 29.

To continue a previous session on an Apple mobile device

1. If you're currently in a session, disconnect (see *Disconnecting the app* on page 26).

2. Tap **Sessions** .

   The *Sessions* screen appears.

3. Swipe right on the session you want and tap **Continue** ↻.

   OR

   Select the session you want to continue to view the snapshot library and tap **Continue** ↻.

   The QR scanner appears.

4. Scan the board's QR code.

   The last snapshot from your session will display 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.

   > ◣ **NOTE**
   > When you continue a previous session, the content from that previous session replaces any existing content on your board. This content is not permanently erased and will return once you disconnect from your continued session.

   > ◣ **NOTE**
   > When you continue a session, all the snapshots from that previous session are also available. However, as the session's host, these snapshots are only visible to you. If you invite remote participants to join your continued session, they will not have access to any snapshots taken during the previous session.

To continue a previous session on an Android mobile device

1. If you're currently in a session, disconnect (see *Disconnecting the app* on the next page).

2. Tap **Sessions** ⬒.

   The *Sessions* screen appears.

3. For the session you want to continue, tap **Menu** ▮ and select **Continue**.

   OR

   Select the session you want to continue to view the snapshot library and tap **Continue** ⬚.

   The QR scanner appears.

4. Scan the board's QR code.

The last snapshot from your session will display 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.

> ### NOTE
> When you continue a previous session, the content from that previous session replaces any existing content on your board. This content is not permanently erased and will return once you disconnect from your continued session.

> ### NOTE
> When you continue a session, all the snapshots from that previous session are also available. However, as the session's host, these snapshots are only visible to you. If you invite remote participants to join your continued session, they will not have access to any snapshots taken during the previous session.

Disconnecting the app

The app disconnects from the current session in the following situations:

- When you close the app
- Automatically after a period of non-use
- When the board is outside of your mobile device's Bluetooth communication range, which is approximately 33' (10 m)

> ### NOTE
> When you connect an Android mobile device to the board, an icon appears in the notification area. This icon indicates when the mobile device is connected to the board:
>
> Connected   Disconnected

To disconnect the app manually

Tap **Disconnect** in the top left corner of the SMART kapp app screen, and then tap **Disconnect**.

OR

Hold **Bluetooth** ✻ on the board until it turns solid red.

When you disconnect, the SMART kapp app takes a final snapshot of your content.

Connecting to another session

If another person shares a session with you, you can connect to that session using the SMART kapp app on your mobile device. Once connected, you can do everything in the other person's session that you can do in your own sessions:

- Write and erase notes
- View notes
- Share notes
- Save snapshots of notes

You can also connect your own SMART kapp IQ board to the session, and then view and interact with notes using the board.

To connect to another session on a mobile device

1. From your mobile device, open the email that the session's host sent you.

2. Tap the link in the email.

   If you have the SMART kapp app installed, the app opens and displays the notes the other person is sharing.

   > **NOTE**
   > If the SMART kapp app isn't installed on your mobile device, follow the on-screen instructions to install it.

To connect to another session on a desktop

1. From your computer, open the email that the session's host sent you..

2. Click the link in the email.

   The SMART kapp app opens in your computer's default browser, displaying the notes the other person is sharing.

To connect your own SMART kapp IQ board to the session

1. Connect to the other session.

2. On an Apple mobile device, tap **Menu ...**, and then select **Connect to kapp IQ**.

   OR

   On an Android mobile device, tap **Menu** █, and then select **Connect to kapp IQ**.

   The *Connect to kapp IQ* screen appears.

3. Hold your mobile device's rear-facing camera still over the board's QR code so that the QR code appears in the center of the app screen.

   The app connects your mobile device to the board. The other person's share notes appear on the screen.

   > **NOTE**
   > If the app doesn't connect your mobile device to the board, move your mobile device closer to or farther away from the board so that the app can capture the QR code.

4. View the notes the other person is sharing and write your own notes. Others in the session will see your notes.

5. Tap **Disconnect** when done.