

ActivBoard Maintenance Tips

Keep your BOARDS CLEAN!

Wipe them periodically with a soft, cloth moistened with warm water and dry thoroughly to avoid streaking. An old diaper works well. Do not use paper towels, baby wipes or cleansers

If your PEN doesn't work:

1. Try disconnecting the USB cord or the Promethean:
There is a clear cord to a USB plug, usually at the back of the computer.
Wait a few seconds, then reconnect (plug it back in);
you may have to do this more than once.
2. Unplug the wall connection, wait 30 seconds, plug back in.
3. Restart your computer
4. Configure your board

To choose your DEFAULT TOOL in Inspire:

1. In the menu bar, choose EDIT→Profiles
2. Click the SETTINGS tab and choose TOOLS from the list on the left
3. In the DEFAULT TOOL window, using the drop down menu, choose the tool you want to have when Inspire opens.
4. Remember to click DONE when you finish

To Hide or Show TRASHCAN:

1. In the menu bar, choose VIEW
2. Check or uncheck the box next to FLIPCHART TRASHCAN
This can also be done through the EDIT menu
1. In the EDIT Menu, Choose DESIGN MODE SETTINGS
2. Click the LAYOUT tab
3. Check or uncheck the box by SHOW FLIPCHART TRASHCAN
4. Remember to click DONE when you finish