

SMART Technologies

**Senteo™**

# Interactive Response System

## Quick Start Guide

### Table of Contents

Safety and Compliance Information .....	2
<b>What's in the Box? .....</b>	<b>5</b>
<b>System Requirements .....</b>	<b>6</b>
Windows® Computers.....	6
Mac Computers .....	6
Environmental Considerations .....	6
<b>Installing the Batteries .....</b>	<b>7</b>
<b>Installing Senteo Software.....</b>	<b>7</b>
Activating Senteo Assessment Software.....	9
<b>Connecting the Senteo Receiver .....</b>	<b>10</b>
<b>Starting Senteo .....</b>	<b>11</b>
Starting Senteo in On (Anonymous) Mode.....	11
Starting Senteo in On (Sign In Required) Mode .....	11
<b>Connecting the Clickers .....</b>	<b>13</b>
Connecting Clickers in On (Anonymous) Mode .....	13
Connecting Clickers in On (Sign In Required) Mode.....	13
<b>Disconnecting the Clickers .....</b>	<b>14</b>
Disconnecting All Clickers Using Senteo Manager .....	14
Disconnecting Individual Clickers Using Senteo Manager .	14
Disconnecting Individual Students' Clickers.....	14
<b>Waste Electrical and Electronic Equipment Regulations .....</b>	<b>15</b>

# Safety and Compliance Information

**NOTE:** If you own a SMART product other than a SMART Senteo™ interactive response system, refer to the installation manual that came with your SMART product for relevant warnings and maintenance instructions.

The Senteo receiver and clickers do not contain user serviceable parts. Do not open them. If you suspect that they are faulty, contact an authorized SMART service representative.

## WARNING



Failure to follow the installation instructions that ship with the SMART product could result in personal injury or damage to the product.

## WARNING



Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to avoid a trip hazard.

## WARNING



To reduce the risk of fire or electric shock, do not expose the SMART product to rain or moisture.

## CAUTION



Wipe the units with a clean, damp cloth. Never use cleaning fluid or solvents. Do not spray cleaner directly on units.

## CAUTION



Use only the batteries provided or equivalent replacements. Do not attempt to recharge the batteries.

## CAUTION



Do not install batteries with the polarity (+/-) reversed.

**CAUTION**

Do not dispose of batteries in a fire or incinerator.



Dispose of batteries according to the laws and regulations of your region. If you don't know the applicable rules for your region, consult the battery manufacturer.

**IMPORTANT**

You must connect the USB cable that came with your SMART product to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL Mark(s) for CAS/UL 60950. This is for operating safety and to avoid damage to the SMART product.

**IMPORTANT**

If your SMART product requires replacement parts, make sure the service technician uses replacement parts specified by SMART Technologies or parts with the same characteristics as the original.



## Compliance

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by SMART Technologies ULC may void the user's authority to operate this equipment.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver or clicker units.
- Increase the separation between the equipment and the product.
- Connect the affected equipment into an outlet on a circuit different from that to which the receiver's computer is connected.
- Consult your SMART service representative or an experienced radio TV technician for help.

## For More Information

For more safety warnings and information about Senteo products, consult the *Senteo User's Guide* found on the Senteo CD. You can also consult the Senteo online Help system for information about Senteo's features.

## Contacting SMART Technologies

Visit SMART's support site at [www.smarttech.com/support](http://www.smarttech.com/support) to check for software upgrades, including SMART Board software and Senteo assessment software. You'll find installation and user's guides, "how-to" and troubleshooting articles, solutions for your SMART product, and answers to your questions. You can also use SMART's support site to contact technical support.

# What's in the Box?

---

## The shipping carton contains:

- A carrying case that includes:
  - 24 or 32 clickers\*
  - Receiver
  - Phillips® No. 1 screwdriver
  - Software CD with user documentation
  - Senteo Interactive Response System Quick Start Guide
- 48 or 64 AA batteries\*



\* You can purchase Senteo interactive response systems with either 24 or 32 clickers. SMART provides sufficient batteries for the quantity of clickers purchased.

If your kit is missing an item, call Technical Support at the numbers listed on the last page of this guide. We'll ask for your product's serial number to ensure that we send the correct part(s).

You can also purchase Senteo receivers separately, and purchase clickers individually or in packs of five. Contact your local SMART reseller for details.

# System Requirements

---

## Windows® Computers

Pentium® II 450 MHz processor  
128 MB of RAM (256 MB recommended)  
136 MB of free hard disk space for minimum installation  
(511 MB for full installation with Gallery collections)  
Windows 2000 operating system or later  
Microsoft Internet Explorer® 6.0 or later  
Adobe® Flash® player version 9

## Mac Computers

700 MHz processor (1 GHz or faster recommended)  
128 MB of RAM (256 MB recommended)  
Mac OS X version 10.4.8 through 10.4.10  
180 MB of free hard disk space for minimum installation  
(511 MB for full installation with Gallery collections)  
Adobe® Flash® player version 9

## Environmental Considerations

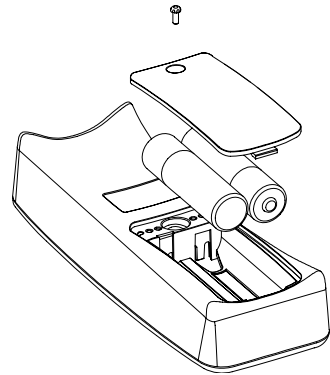
Operating Temperature Range: 41°F to 95°F (5°C to 35°C) up to 80% relative humidity (non condensing)

Storage Temperature Range: -40°F to 120°F (-40°C to 50°C)

# Installing the Batteries

---

1. Use the provided Phillips® No. 1 screwdriver to remove the screw from back of the clicker and then remove the cover.
2. Insert the included AA batteries as shown.  
The clicker automatically turns on when you insert the batteries.
3. Replace the cover and screw.
4. Verify that the start-up menu appears.
5. Press the **Power** button for one second to turn the clicker off.

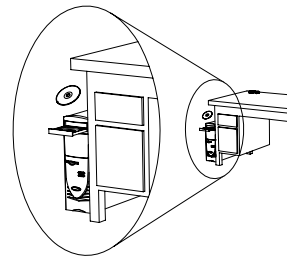


# Installing Senteo Software

---

## To install Senteo software on Windows computers

1. Insert the Senteo interactive response system CD into your computer's drive.  
The installation wizard appears.  
If it doesn't start automatically, locate and double-click the **SenteoSoftwareSetup.exe** file on the CD.
2. Click **Install Senteo Software** to start the wizard, and then click **Next**.  
The *Licence Agreement* dialog box appears.
3. Select the **I accept** option, and click **Next**.
4. Click **Next** to install the software to the default folder.
5. Click **Install** to start the installation.
6. Click **Finish**.
7. Select the options to check for program updates and install SMART Essential for Educators as desired, click **Next**, and then click **Finish** to complete the installation.  
If your computer is connected to the Internet, after a short delay, the *SMART Product Update* dialog box appears.
8. If updates are available, click **Update**, and then click **Close**.  
A balloon message appears in the notification area.



9. Click the balloon message to create a classroom.  
A dialog box appears.
10. Type a unique classroom name into the box, and then click **OK**.  
**NOTE:** The OK button is disabled until you type a valid classroom name.
11. Click **Finish** to complete the installation.

## To install Senteo software on Mac computers

1. Insert the Senteo interactive response system CD into your computer's CD drive.  
A **Senteo** CD icon appears on the desktop.
2. Double-click the **Senteo** CD icon.  
The *Senteo* window appears.
3. Double-click the **Senteo** box icon.  
The *Install Senteo* dialog box appears.
4. Click **Continue**, and then click **Continue** again.  
The **Software License Agreement** page appears.
5. Click **Continue**, and then click **Agree**, if you agree with the terms of the license agreement.
6. If there is more than one volume, select the volume that you want to install the Senteo software on, and then click **Continue**.
7. Click **Install** to start the installation.  
**NOTE:** If the installer asks you, type your password, and click OK.
8. Click **Continue Installation** to complete the installation.  
If your computer is connected to the Internet, the *SMART Essentials for Educators* dialog box appears. Select the categories you want to install, and then click **Next**.  
The *SMART Product Update* dialog box appears. If your computer is connected to the Internet, the dialog box displays the current versions of your SMART product software, and displays the latest updates available for download from SMART's website.
9. If software updates are available, click **Update**.  
OR  
If software updates aren't available, or if you don't want to update your software, click **Close**.  
After a short delay, a message appears asking you to restart your computer.
10. Click **Restart**.

# Activating Senteo Assessment Software

You must register your Senteo assessment software within 30 days of installation to keep it active. You need a license code to activate your software. Using the following procedure, you can find your license code.

You must connect your computer to the Internet and connect the Senteo receiver to your computer before you can search for a license code. After you complete this procedure, you can use the code to activate Senteo software on other computers, as outlined in the **License** tab in the *About Senteo Assessment Software* dialog box.

## To find your license code and activate Senteo software

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and then select **Activate Senteo Assessment Software**.

The *Software Evaluation* dialog box appears and displays the time remaining in the software evaluation period.

### NOTES

- If your 30-day evaluation expires, **Open Notebook Software**, **Activate Senteo Assessment Software** and **Exit** appear as the only available commands in the **Senteo** menu.
- If your Senteo assessment software is already activated, the **Activate Senteo Assessment Software** command is replaced with **Check for Updates**.

2. Click **Activate License**.
3. If a dialog box appears requesting a password, type an administrator's password.
4. Click **Find License Code**.

**NOTE:** You must connect your computer to the Internet and connect the Senteo receiver to your computer before you can search for a license code.

5. Click **Find License Code**.

The license code appears.

**NOTE:** If you didn't connect the receiver, a warning dialog appears.

6. Record the license code in a safe place, and then click **Close**.

You need your license code to activate Senteo assessment software on up to ten computers.

The activation program automatically copies the license code into the License Code box.

7. Type your e-mail address, and then click **Next**.
8. Select **Yes, I am connected**, and then click **Next**.
9. Click **Finish** to activate your Senteo assessment software.

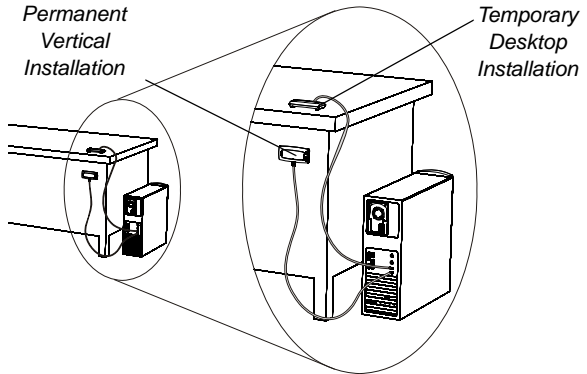
# Connecting the Senteo Receiver

1. Position the receiver in an unobstructed location away from other wireless products, such as 2.4 GHz routers and cordless telephones.

For temporary installations, place the receiver on top of your desk.

For permanent installations, mount the receiver on a wall or on the front of a piece of furniture using two screws (not provided).

Orient the receiver with the long side or edge facing the class as shown.



2. Insert the receiver's captive USB cable's connector into an available USB receptacle on your computer.

## WARNING



To prevent product damage or personal injury, route the USB cable where it won't be stepped on or tripped over.

On Windows computers, the *Add Hardware Wizard* appears.

On Mac computers, a balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

3. On Windows computers, if the *Found New Hardware* wizard doesn't start automatically on your Windows computer, click **Start > Settings > Control Panel > Add Hardware**.
4. Select the **Yes, this time only** option and click **Next**.
5. Click **Next** to start the hardware installation.
6. Click **Finish** to complete the first installation cycle.  
After a short delay, the *Add Hardware Wizard* appears again.
7. Repeat steps 4 through 6.

A balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

# Starting Senteo

---

You can start Senteo interactive response system in two modes:

- In On (Anonymous) mode, users can connect their clickers without logging on.
- In On (Sign In Required) mode, users must identify themselves when they turn on their clickers.

## Starting Senteo in On (Anonymous) Mode

**NOTE:** You don't require a class list to operate Senteo in this mode.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.
2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).

If you haven't opened a class list before, the *Students* page appears displaying an empty class list.


3. Click the options arrow beside the **Status** button and select the **On (Anonymous)** option.


The Senteo receiver's power LED flashes, and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.

## Starting Senteo in On (Sign In Required) Mode

Before you can start Senteo interactive response system and connect the clickers in this mode, you must open a class list. If you already have a class list, go to the next procedure.

### To create a class list

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
Senteo Manager appears. The *Students* page displays the most recent class list, or an empty class list.
2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).
3. Click **File > New Class List** or click the  button.


4. Click **Edit > Add Student** or click the  button.  
The *Add Student* dialog box appears.
5. Type a student's name into the **Name** boxes.  
The last name is optional.
6. Type a unique number of between 1 and 15 digits into the **ID** box.
7. Type the student's e-mail address into the **E-mail Address** box (optional), and then click **OK**.
8. Repeat steps 4 through 7 for each student.
9. Click **File > Save Class List As** and type a file name for your new class list.
10. Select a folder to save the class list file, and click **Save**.

**NOTE:** An *Invalid Student IDs* dialog box appears if you:

- leave an ID blank
- type a duplicate ID
- type an ID longer than 15 digits
- type non-numeric characters

You must correct all errors, and then click **OK**.

## To open a class list and start Senteo

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The Senteo Manager appears.
2. If the *Students* page doesn't appear, click the **Students** tab (Windows) or button (Mac).  
The *Students* page appears displaying the class list that was last opened. If this is the first time you've opened a class list, the *Students* page appears with an empty class list.
3. Select **File > Open Class List** or click the  button.
4. Navigate to and select the .classlist file that you want to use, and then click **Open**.  
A list of students and their status appears, and Senteo software starts automatically in **On (Sign In Required)** mode.  
The Senteo interactive response system receiver's power LED flashes and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.

# Connecting the Clickers

---

## Connecting Clickers in On (Anonymous) Mode

When the “Senteo is ready to use” balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.  
A message appears asking if you want to join the last class the clicker was connected to, or find a different class.
2. Use the **Down** button to select **Find a class**, and press **Enter**.  
The clicker scans for classes, and then displays a list of classes within range.
3. Use the **Up** and **Down** buttons to select the correct class, and then press **Enter**.  
A welcome message appears.  
When all the students are connected, you are ready to start asking questions.

## Connecting Clickers in On (Sign In Required) Mode

**NOTE:** In this mode, students must know the name of the classroom and the unique ID number you assigned to them when you created the class list.

When the “Senteo is ready to use” balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.  
A message appears asking if you want to join the last class the clicker was connected to, or find a different class.
2. Use the **Down** button to select **Find a class**, and press **Enter**.  
The clicker scans for classes, and then displays a list of classes within range.
3. Use the **Up** and **Down** buttons to select the correct class, and then press **Enter**.  
A connecting message appears, followed by a message asking for an ID number.
4. Press the number buttons to enter your ID number, and press **Enter**.  
If you’ve entered a valid ID, a message appears asking you to confirm your name.
5. Press the **Enter** button to connect.  
A welcome message appears.

When all the students are connected, you are ready to start asking questions. For more information about using SMART Notebook software to create Senteo interactive response system question sets, refer to Notebook software’s Senteo Help and the *Senteo Interactive Response System User’s Guide*.

# Disconnecting the Clickers

---

## Disconnecting All Clickers Using Senteo Manager

A teacher can disconnect and turn off all clickers simultaneously.

**NOTE:** You can't use Senteo Manager to disconnect the clickers while a question set is running.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

The Senteo Manager appears.

If a question set is running, **Questions in Progress** appears beside the classroom name.

2. Stop your question set, if it is running.
3. Click the **Status** button and select **Off (Power Save)**.

A message appears on the clickers indicating that the class is over and the clickers are turning off. The receiver's power, transmit and receive LEDs turn off.

## Disconnecting Individual Clickers Using Senteo Manager

**NOTE:** This feature is only available if Senteo software is running in On (Sign In Required) mode.

You can use Senteo Manager to disconnect individual clickers and specify when the student can next sign in to the same class using any clicker. You can also specify when the student can next sign in to the same class using the selected clicker. Refer to Notebook software's Senteo Help and the *Senteo Interactive Response System User's Guide* for more information.

## Disconnecting Individual Students' Clickers

Students can disconnect their clickers simply by pressing the **Power** button for one to two seconds. If they turned off their clickers while a question set was running, students can turn the clickers back on, log on and rejoin a running question set without losing the answers they had previously entered.

If students connect to the wrong class, ask them to log off by pressing the **Menu** button, selecting **Sign out**, and then pressing the **Enter** button. They can then connect to the correct class, and log on without turning off their clickers.

# Waste Electrical and Electronic Equipment Regulations

---

This section contains information about the Waste Electrical and Electronic Equipment Regulations (WEEE) that apply to all electrical and electronic equipment within the European Union.

When you dispose of any electrical or electronic equipment, including SMART products, we strongly encourage you to contact your local WEEE recycling agency for recycling and disposal advice.

Your SMART product required the extraction and use of natural resources for its production. It may contain hazardous substances. By disposing of electrical and electronic equipment appropriately, you lower the impact of these substances upon health and the environment and reduce the pressure on natural resources. Recycling agencies can reuse or recycle most of the materials from your product.

Please think about how you intend to dispose of any product that has a WEEE symbol or accompanying WEEE guidelines.



If you need more information on the collection, reuse and recycling of electrical and electronic equipment, please contact your local WEEE recycling agency. Alternatively, contact your local reseller or SMART Technologies for information on the environmental performance of our products.

---

**SMART Technologies**

1207 – 11 Avenue SW, Suite 300  
Calgary, AB T3C 0M5  
CANADA



[www.smarttech.com/support](http://www.smarttech.com/support) [www.smarttech.com/contactsupport](http://www.smarttech.com/contactsupport)  
Support +1.403.228.5940 or Toll Free 1.866.518.6791 (Canada/U.S.)

**99-00772-20 B1**

© 2007 SMART Technologies ULC. All rights reserved. The SMART logo, Senteo, Notebook and smarttech are trademarks or registered trademarks of SMART Technologies ULC in the U.S. and/or other countries. Windows is either a registered trademark or a trademark of Microsoft Corporation in the U.S. and/or other countries. Mac and Mac OS are registered trademarks of Apple Computer, Inc., registered in the U.S. and other countries. All other third-party product and company names may be trademarks of their respective owners. Contents are subject to change without notice. 08/2007.