

## Quick reference guide

You can use the SMART kapp iQ capture board to collaborate with others in a simple but powerful way. Write and draw on the capture board as you would on a regular dry-erase board. You can then connect a Bluetooth®-enabled mobile device to the capture board by scanning the Quick Response (QR) code.

### Connecting your mobile device

If you don't already have the kapp app installed on your Android or Apple mobile device:

1. Start a **QR code** scanning app on your mobile device, or visit **smartkapp.com** if you don't have a QR scanner installed.
2. Hold your mobile device's rear-facing camera over the capture board's QR code to scan it. The App Store or Google Play opens.
3. Download and install the SMART kapp app.

After you install the SMART kapp app, you can use it to connect your mobile device to a SMART kapp iQ capture board by using a QR code:

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

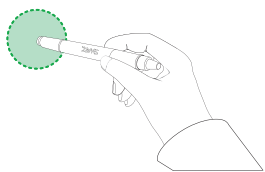
The app connects your mobile device to the capture board. For more details on mobile device requirements, see the [User Guide](#).

### Writing and erasing notes

You can write and erase notes on the capture board the same way you do on a traditional dry-erase board.

As you write or erase notes, the changes appear on your mobile device automatically.

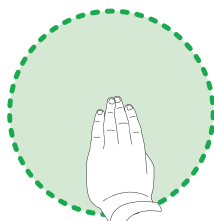
- Use the eraser end of either pen or use your palm or fist to erase notes.
- For the best writing experience, be sure to hold the pen at a 90-degree angle.




Pen erase



Fist erase



Palm erase

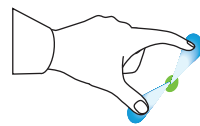
 **TIP:** Two users can write or draw notes at the same time, one using the black pen and the other using the red pen.



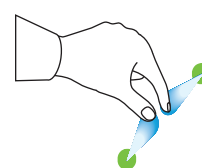
### Viewing notes on your mobile device

When your mobile device and a capture board are connected, you can view the notes you've written on the capture board on your mobile device. As you write or erase notes, the changes appear on your mobile device automatically.

By default, your mobile device displays the capture board's entire writing surface. You can use gestures to **zoom in**, **zoom out** and **pan**.



Zoom in



Zoom out




Pan



**TIP:** As you zoom in or out, grid lines appear on the writing surface to indicate the level of magnification.


### Sharing your notes

After you connect your mobile device to a capture board, you can use the SMART kapp app to invite up to **five** others to view and contribute to your notes on their devices.


1. From the app, touch the **Invite**  icon.
2. Using email or the app, invite remote participants by sending a link to the session.
3. Participants click the link and view the board surface through a browser, real-time.

## Saving your notes


### To save a snapshot

1. Connect your mobile device to the capture board.
2. Press **Capture**  on the capture board or in the kapp app.


### To view snapshots in the current session

1. Save one or more snapshots in the current session.
2. Press **Library** . The session's snapshot library appears.
3. Press a snapshot's thumbnail image to view it.


### To view snapshots from previous sessions

1. If the SMART kapp app is connected to a capture board, disconnect it (see *Disconnecting from the board*).
2. Press **Library** . The Library screen appears.
3. Press a session's row to view the snapshots saved for that session. The session's snapshot library appears.
4. Press a snapshot's thumbnail image to view it.





**TIP:** The Library  button in the bottom-right corner of the screen indicates how many snapshots have been saved in the current session.

### To change the order of snapshots in previous sessions




1. If the SMART kapp app is connected to a capture board, disconnect it (see *Disconnecting from the board*).
2. Press **Library** . The Library screen appears.
3. Press a session's row to view the snapshots saved for that session. The session's snapshot gallery appears.
4. Press **Select**.
5. Drag a snapshot's thumbnail to change its order.
6. Press **Done**.

## Exporting your notes



### To export a snapshot

1. View the snapshot you want to export.
2. If you're using an Apple mobile device, press **Export** , and then select **Save to Camera Roll** or **Share as PDF**. If you're using an Android mobile device, press **Export**  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.
2. If you're using an Apple mobile device, press **Menu** , and then select **Export** . If you're using an Android mobile device, press **Export** , and then select **Share as Image** or **Share as PDF**.
3. Select the app you want to use to export the snapshots.
4. Use the selected app to export the snapshots.

## Deleting your notes

1. If the SMART kapp app is connected to a capture board, disconnect it (see *Disconnecting from the board*).
2. Press **Library** . The Library screen appears.
3. Press the session containing the snapshot you want to delete. The session's snapshot gallery appears.
4. Press the snapshot you want to delete.
5. Press **Delete** , twice.

## Disconnecting from the board


The app disconnects from the capture board automatically in the following situations:

- You close the app.
- The app closes automatically after a period of non-use.
- The capture board is outside of your mobile device's Bluetooth communication range, which is approximately 33' (10 m).

### To disconnect from the capture board

If you're using an Apple mobile device, press **Disconnect**, and then press **Disconnect**.

OR

If you're using an Android mobile device, press **Close** , and then press **Disconnect**.

