SMART Meeting Pro® 4.0 SP3

software

USER'S GUIDE

Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

Keep the following information available in case you need to contact SMART Support.

Product key: ______________________________

Date of purchase: ______________________________

04/2015

Contents

Chapter 1

Welcome

This chapter introduces you to SMART Meeting Pro® software and to the other SMART software on your computer and explains how to get started with SMART Meeting Pro software.

About SMART Meeting Pro software

SMART Meeting Pro software is an easy-to-use whiteboard application that enhances your SMART interactive product experience. Use SMART Meeting Pro software to enrich three types of collaboration:

- Brainstorming sessions
- Meetings
- Presentations

Brainstorming sessions

During brainstorming sessions, you and your co-workers develop ideas using charts, tables, mind maps and other visual tools. Brainstorming sessions are less formal and structured than other collaborative activities such as meetings and presentations.

You can use your SMART interactive product and SMART Meeting Pro software to enrich your brainstorming sessions. Specifically, these SMART products offer solutions for the following business needs:

Business need	Solution	More information
You want to capture your notes in an electronic format.	You can write, draw and erase digital ink in SMART Meeting Pro software's Whiteboard mode using your SMART interactive product's pens and eraser. You can then save your notes in a Whiteboard (.fcw) file or export them to a PDF or PowerPoint file.	Page 31 Page 68
You want to write notes by hand but later convert them to typed text.	You can use Whiteboard mode's handwriting recognition feature to convert handwritten notes to typed text.	Page 36
You want to capture more notes than can fit in a single screen.	In Unbound Workspace, pages have no defined boundaries, and the page area can be larger than the viewable area. You can navigate your notes in Unbound Workspace using gestures, bookmarks and the radar view.	Page 58

Business need	Solution	More information
You want to write notes on the desktop or in other applications.	You can write notes on the desktop or in other applications using SMART Ink. You can subsequently take screen captures of these notes and include them in the Whiteboard file.	Page 13
You're having difficulty starting your brainstorming session and could benefit from templates.	The Business Gallery contains brainstorming session templates as well as other boilerplate content. You can browse this content or search for keywords. You can also contribute your own content to the Business Gallery. This is a simple but effective way to assist co-workers with their brainstorming sessions.	Page 73

The following are tips for holding a successful brainstorming session:

- Invite a diverse group of participants to your brainstorming session to solicit as broad a range of opinions and ideas as possible.
- Before beginning the brainstorming session, state the objective and write it on your SMART interactive product.
- Encourage all participants to contribute ideas no matter how unique or unusual those ideas might be. In addition, invite participants to build on the ideas of other participants.
- Write notes on your SMART interactive product as ideas come up during the brainstorming session. Don't organize notes during the brainstorming session. You can do this later, either at the end of the brainstorming session or afterward on your computer using SMART Meeting Pro PE software.
- Use tools such as mind maps to visualize the flow of the brainstorming session.
- If participants have SMART Meeting Pro PE software on their computer, you can distribute the notes in a Whiteboard (.fcw) file. Otherwise, you can export them to a PDF or PowerPoint file to distribute to the group.

Meetings

During meetings, you share information and collaborate with co-workers, business partners, customers and others. Meetings can be scheduled in advance or held on an ad hoc basis. They can be more formal and structured like presentations, or less formal and structured like brainstorming sessions.

Your SMART interactive product and SMART Meeting Pro software can accommodate all types of meetings. Specifically, your SMART products offer solutions for the following business needs:

Business need	Solution	More information
You want information and files to be available when you start your meeting.	Your organization can integrate SMART Meeting Pro software with Microsoft Exchange. When you schedule a meeting in Microsoft Outlook, include the meeting room in the invitation. Include any information and attach any files you want to reference during the meeting. When you log onto the meeting room computer at the start of the meeting, the information and files you included in your invitation are available in the Meeting Notification window and the Organizer.	Page 87 Page 17 Page 18 Page 19
You want to hold an ad hoc meeting without previously scheduling a meeting or completing any other prerequisite tasks.	Your organization can configure SMART Meeting Pro software to automatically create an ad hoc meeting when you log onto the room computer and there are no scheduled meetings for at least 30 minutes. You can then use all of the features of SMART Meeting Pro software like you would in a scheduled meeting.	Page 17
Participants need to attend your meeting remotely.	You can use Bridgit software to enable participants to attend meetings remotely. You can share video, audio and the screen with remote participants.	Page 99

Business need	Solution	More information
You need to access the Internet or applications installed on the meeting room computer during your meeting.	In Desktop mode, you can interact with the operating system and applications on a meeting room computer like those on your personal computer while using the gestures and other features supported by your interactive product. You can use the Programs button to quickly access four Microsoft applications—Internet Explorer, Word, Excel and PowerPoint—if they're installed on the meeting room computer. You can also add shortcut links to your most frequently used applications, files, folders and websites to the Programs button menu.	Page 27 Page 28 Page 88
You want to send notes recorded during the meeting to participants afterward.	When you end your meeting, you can choose to automatically send notes to all participants.	Page 25

The following are tips for holding a successful meeting:

- Include an agenda for the meeting with the invitation. You can either insert the agenda in the body of the invitation or attach it as a file. In either case, the agenda is accessible from the meeting room computer when you first log on (assuming SMART Meeting Pro software integration with Microsoft Exchange is set up).
- You can also attach minutes or action items from previous meetings and other files to the invitation. This enables participants to review these files in advance of the meeting and increases time for discussion and assignment of action items.
- Before the meeting, determine who will chair the meeting and who will record notes during the meeting. Depending on the size and subject matter of your meeting, one person might complete both tasks or different people might complete each task.
- The person recording notes should either stand or sit near your SMART interactive product to use it to record notes.

- Depending on whether you're using Classic Workspace or Unbound Workspace, you can organize notes into separate pages or into bookmarked sections on the same page. You can then send the Whiteboard file to meeting participants so that they are aware of their assigned questions for followup and action items.
- The person chairing the meeting can refer to the Meeting button and Meeting Notification window to track the progression of the meeting.

Presentations

Presentations in most organizations depend on extensive use of visual aids, particularly slide shows. You can use your SMART interactive product and SMART Meeting Pro software to present slide shows in an effective, interactive manner.

Your SMART products offer solutions for the following presentation business needs:

Business need	Solution	More information
You want to present a PowerPoint file using PowerPoint software.	SMART Ink integrates with PowerPoint software. When you start a PowerPoint presentation, the SMART Ink Toolbar for PowerPoint appears. You can use this toolbar to interact with the PowerPoint file from your SMART interactive product, including showing the next slide or the previous slide and writing notes over slides.	Page 13
You want to present a PowerPoint file, but PowerPoint software isn't installed on the meeting room computer.	You can open the PowerPoint file in SMART Meeting Pro software. If you're using Unbound Workspace, SMART Meeting Pro software imports all of the file's slides into a single page and marks each slide with a bookmark. You can navigate from slide to slide by pressing **Next Bookmark** and **Previous Bookmark** in radar view.	Page 37

Business need	Solution	More information
You want to demonstrate a file or application on the meeting room computer.	In Desktop mode, you can interact with the operating system and applications on a meeting room computer like those on your personal computer while using the gestures and other features supported by your interactive product. You can use SMART Board Tools like Screen Shade, Spotlight and Magnifier to highlight areas of the screen. You can add shortcut links to these SMART Board Tools to the Programs button menu for easy access.	Page 27 Page 13 Page 88
You want to present a large or complex topic in a visually interesting way.	In Unbound Workspace, pages have no defined boundaries, and the page area can be larger than the viewable area. You can use Unbound Workspace to present large or detailed content, such as maps, architectural drawings and complex workflows.	Page 58
Participants need to attend your presentation remotely.	You can use Bridgit software to enable participants to attend presentations remotely. You can share video, audio and the screen with remote participants.	Page 99

The following are tips for giving a successful presentation:

- If you're new to using SMART interactive products, read the documentation for your SMART interactive product and practice using your SMART interactive product before giving your presentation.
- When preparing your presentation, ensure all elements—particularly text elements—are visible when viewed on your SMART interactive product. Remember that your SMART interactive product might have a different resolution, aspect ratio and other display settings than the computer you used to create your presentation.

- Use the features of your SMART interactive product to enhance your presentation. For example, you could draw lines between related concepts during your presentation rather than inserting lines into your presentation in advance using PowerPoint or other software.
- Use visual aids effectively. For example, instead of relying on bulleted lists, use illustrations, charts and other visual aids to represent the ideas you want to present. You can use the Business Gallery as a starting point for these visuals.
- If participants are attending your presentation remotely, remember to share your screen and ask the remote participants to mute their microphones during the presentation.

Starting and exiting the software

In most situations, SMART Meeting Pro software starts automatically when you log on to the room resource computer. If it doesn't, you can manually start the software or, optionally, you can start just the **SMART Board** icon in the notification area.

To manually start SMART Meeting Pro software

Double-click the **SMART Meeting Pro** icon on your desktop.

To manually start just the SMART Board icon

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART System Menu**.

OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART System Menu**.

To exit SMART Meeting Pro software

1. Press **Whiteboard** on the SMART Business Toolbar.
2. Select **File > Exit**.

> **TIP**
>
> If you exit SMART Meeting Pro software, you can still access SMART Settings and other options from the **SMART Board** icon in the notification area.

Navigating the user interface

The SMART Meeting Pro software consists of the SMART Business Toolbar, the Bridgit Collaboration Bar and four modes:

- Desktop
- Whiteboard
- View Screens
- Organizer

You switch between modes by pressing the buttons at the top of the SMART Business Toolbar.

SMART Business Toolbar

The SMART Business Toolbar appears on the left or right side of the display. It contains the following items:

- Buttons for accessing the four modes
- Meeting button
- Reset Room button
- Tools
- Move Toolbar button
- Collapse/Expand button
- Programs button

Meeting button

If Microsoft Exchange integration is enabled, you can press the **Meeting** button on the SMART Business Toolbar to open the Meeting Notification window.

Reset Room button

If you have Microsoft Exchange or SMTP email settings enabled, you can press the **Reset Room** button to end your meeting, to email your meeting notes and attachments to participants and to log off of the room resource computer.

Tools

You can select and use a variety of commands and tools on the SMART Business Toolbar. The tools available change depending on which mode you're using.

Tool	Command	Action	Desktop mode	Whiteboard mode	View Screens mode
	Pan	Pan and zoom in or out.		✓[1]	
	Select	Select, move and manipulate objects on a Whiteboard page.	✓	✓	✓
	Pen	Select pen colors and widths you can use to write notes and create freehand objects. You can also select a transparent yellow or green highlighter.	✓	✓	✓
	Eraser	Erase notes and objects created with digital ink.	✓	✓	✓
	Shapes	Draw a variety of shapes, including circles, rectangles, stars and squares. You can also use this tool to select solid or broken lines and arrows.		✓	
	Text	Insert text into your Whiteboard page. When you touch the page, a text box appears where you can select the formatting of your text object.		✓	
	Gallery	Access a collection of images and content that you can use in your presentation.		✓	
	Capture	Take a screen capture of your notes and automatically insert them on a Whiteboard page. Open a list of three options so you can capture the full screen, a rectangular selection or a freehand selection of your screen.	✓		✓

[1] When in Unbound Workspace

Tool	Command	Action	Desktop mode	Whiteboard mode	View Screens mode
	Undo	Reverse the effect of the last action. You can undo several actions by selecting **Undo** repeatedly.		✓	
	Redo	Reinstate the last action reversed with the Undo command.		✓	
	Normal View	Restore the Whiteboard page to Normal view.		✓[2]	
	Previous Page	Display the previous page of the current file. You can also press the PAGE UP key on your keyboard.		✓[3]	
	Next Page	Display the next page of the current file. You can also press the PAGE DOWN key on your keyboard. If you press **Next Page** on the last page, Whiteboard inserts a new page.		✓[4]	

Move Toolbar button

You can move the SMART Business Toolbar to either side of the screen by pressing the **Move Toolbar** button.

Collapse/Expand button

You can collapse or expand the SMART Business Toolbar by pressing the **Collapse/Expand** button.

Programs button

Press the **Programs** button to quickly access popular applications and tools.

Bridgit Collaboration Bar

If Bridgit® conferencing software integration is enabled, you can use the Bridgit Collaboration Bar to create a meeting, invite meeting participants, share your screen and join meetings created by others. You can also chat with meeting participants.

[2] When in Full Whiteboard view
[3] When in Full Whiteboard view
[4] When in Full Whiteboard view

Desktop mode

In Desktop mode, you can interact with the room computer's applications.

Whiteboard mode

In Whiteboard mode, you can create or open Whiteboard files to brainstorm and present ideas. Whiteboard mode consists of three main areas:

- Menu bar
- Whiteboard drawing area
- Page Sorter

Menu bar

The Whiteboard menu bar includes the following menu items:

Menu item	Description
File	Allows you to create, open, save, print, email and close files.
Edit	Provides tools to undo and redo actions; cut, copy and paste objects; clone and delete objects; select all objects and clear and delete pages.
View	Allows you to select Full Whiteboard view and to view the Business Gallery.
Insert	Allows you to add blank pages, images and links to your file.
Object	Allows you to lock, group, flip, order and change the properties of objects.
Help	Provides access to this Help and information about SMART Meeting Pro software and allows you to enable or disable the SMART Customer Experience program.

Whiteboard drawing area

Most of Whiteboard mode is dedicated to the Whiteboard drawing area, which displays the contents of a selected page in a file. This is where you write notes and create and work with objects.

Page Sorter

The Page Sorter displays all of the pages in the open file as thumbnails and automatically updates these thumbnails as you change the contents of the pages. Using the Page Sorter, you can add, delete and rearrange pages.

View Screens mode

View Screens mode shows other meeting participants' screens (if they're sharing their screens) or meeting information (if otherwise).

Organizer

You can use the Organizer to manage multiple screens and windows. You can view at a glance all open applications, files and Whiteboard pages and easily switch between them. If you enabled Microsoft Exchange integration, you can access your meeting details through the Organizer.

About the other SMART software on your computer

Your computer includes the following other SMART software.

- **SMART Product Drivers**

  Your interactive product detects contact with its screen and sends each contact point, along with Pen tool information, to the connected computer. SMART Product Drivers translates the information into mouse clicks and digital ink. SMART Product Drivers enables you to perform normal computer operations by using your finger or a pen.

- **SMART Ink**

  Using SMART Ink, you can write or draw on the screen in digital ink using a pen, and then save or erase your notes.

- **SMART Board Tools**

  You can draw attention to specific parts of a page using SMART Board Tools, such as the Screen Shade, Spotlight, Magnifier and Pointer.

- **Bridgit software**

  Bridgit software enables you to create and join meetings and connect with others.

Resources for users

In addition tho this guide, there are other resources for SMART Meeting Pro software users.

Help

For more information on SMART Meeting Pro software, refer to the SMART Meeting Pro software Help. The Help includes all of the information in this guide as well as information on SMART Product Drivers, SMART Ink and SMART Board Tools. You can view the Help on your SMART interactive product or on a mobile device.

To open the Help, press the **SMART Board** icon in the notification area, and then select **Help** or press any of the **Help** buttons and links in the SMART software.

TIP

You can view the Help on your mobile device by scanning the QR code on the cover of this guide.

Training

The SMART training website (smarttech.com/trainingforbusiness) includes an extensive library of training resources you can refer to when learning how to use SMART Meeting Pro software.

Support center and knowledge base

The Support center (smarttech.com/support) contains a library of documents, including this guide, and a knowledge base that you can search when troubleshooting issues.

Chapter 2

Managing meetings

SMART Meeting Pro software integrates with Microsoft Exchange and other software (see *About meeting software* on the next page) to provide a seamless meeting experience.

You can schedule meetings from your personal computer using Microsoft Outlook. When you log on to the room resource computer, SMART Meeting Pro software and Bridgit software start automatically—if configured to do so—so that you can immediately begin using your interactive product and connect with others.

The Meeting Notification window indicates the progress of your meeting. If you need more time and the room resource is available, you can extend the meeting.

When your meeting is done, you can reset the room resource computer in a secure manner while emailing any notes and attached files to meeting attendees.

About meeting software

SMART Meeting Pro software integrates with Microsoft Exchange and Bridgit software to automate your meetings and facilitate collaboration.

SMART Meeting Pro software

For best use of SMART Meeting Pro software, use the meeting owner's network credentials to log into the meeting room resource computer. Once SMART Meeting Pro software starts, you can use the Meeting Notification window and the Bridgit Collaboration Bar to manage your meeting.

Microsoft Exchange

Use your Outlook calendar to schedule and send meeting invitations. When you include a room resource in your invitation, you can access the meeting details from SMART Meeting Pro software when you log into the room resource computer.

Use the Meeting Notification window to access meeting details from your Outlook calendar. You can start your meeting and monitor the room schedule as your meeting progresses. The Meeting Notification window provides status updates and alerts you when your scheduled meeting time is about to end. See *Accessing meeting details using the Meeting Notification window* on page 18 for more information.

Bridgit software

If you use SMART Meeting Pro software with Bridgit software integration enabled, remote participants can join your meeting using Bridgit software. When SMART Meeting Pro software starts, a Bridgit meeting and a password are automatically created. To start the meeting, communicate the meeting name and password to the remote participants and share your screen with them once they join.

NOTE

Microsoft Exchange integration enables other meeting rooms to automatically join your Bridgit meeting (see *Scheduling Bridgit meetings* on page 101).

Starting your meeting

SMART Meeting Pro software integration with Microsoft Exchange enables you to start a schedule meeting or an ad hoc meeting when you log onto a room resource computer. Depending on the availability of the room resource, meetings can be started automatically or manually.

NOTES

- To access all features of a scheduled meeting, the meeting owner must log onto the room resource computer with his or her network credentials.
- If more than one meeting is scheduled, a list of meetings to choose from might appear (see *Refreshing the list of scheduled meetings* on the next page).

Starting a scheduled meeting

A scheduled meeting starts automatically at the designated time when the meeting owner logs onto the room resource computer. This setting can be changed (see *Changing Microsoft Exchange integration settings* on page 87).

Starting an ad hoc meeting

An ad hoc meeting starts automatically when you log onto the computer of a room resource that's available for the next 30 minutes. This setting can be changed (see *Changing Microsoft Exchange integration settings* on page 87).

Manually starting a meeting

To manually start a meeting

Press **Meeting** on the SMART Business Toolbar, and then select **Start Meeting** .

If the meeting is scheduled and you're the meeting owner, the meeting starts immediately.

OR

If the meeting is scheduled and you aren't invited, you're prompted for your network credentials.

OR

If the meeting is unscheduled and the room resource is available, you can press **Book Room** to manually start an ad hoc meeting.

Refreshing the list of scheduled meetings

If multiple meetings are scheduled at the same time, the correct meeting should start automatically when the meeting owner logs onto the room resource computer.

If there's more than one meeting scheduled at the same time, a list of scheduled meetings to choose from might appear. A maximum of three meetings can be displayed. You can refresh the list of scheduled meetings if the meeting you want to start doesn't appear.

To refresh the list of scheduled meetings

1. Press **Meeting** on the SMART Business Toolbar, and then select **Start Meeting**.

   A list of scheduled meetings and the following message appear:

   If the meeting you want to attend isn't listed, start and then exit meetings to refresh the list.

2. Select one of the meetings.

   A "Meeting is in progress" message appears.

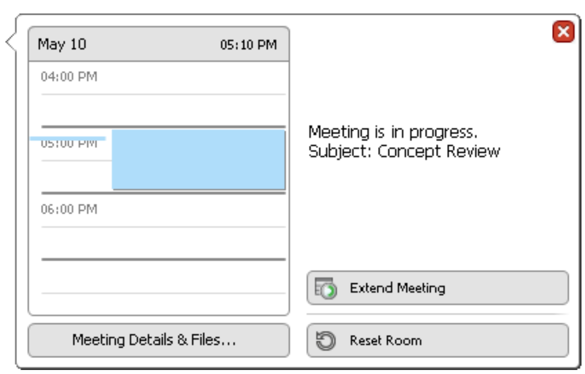
3. Press **Reset Room** to immediately end the meeting (see *Ending your meeting* on page 25).

4. Press **Meeting** on the SMART Business Toolbar, and then select **Start Meeting** to see an updated list of scheduled meetings.

5. Repeat steps 1 to 4 to refresh the meetings list until the meeting you want to start appears.

Accessing meeting details using the Meeting Notification window

The Meeting Notification window enables you to quickly access your meeting details and the upcoming schedule of the room resource. You can monitor your meeting and receive status updates as your meeting progresses. At the end of your scheduled time, you can extend your meeting or you can end your meeting and send your meeting notes to participants.



To access meeting details using the Meeting Notification window

Press **Meeting** on the SMART Business Toolbar.

The Meeting Notification window appears and displays the following information:

Area	Contents
Schedule	The upcoming schedule of the room resource appears on the left side. Scheduled meetings appear in gray. The current meeting appears in blue. Your name appears if you're the meeting owner, you've logged into the computer with your network credentials and the room resource accepted your meeting invitation in Outlook.
Meeting Details & Files	Press this button to view your meeting details in Organizer mode.
Status Messages	Status messages appear in the top-right of the window as your meeting progresses.
Meeting options	The *Reset Room* button appears in the bottom-right of the window. Other buttons, such as *Start Meeting* and *Book Room* can also appear depending on the schedule of the room resource.

Accessing meeting details using the Organizer

The lower section of the Organizer has three tabs:

- Meeting
- Pages
- Applications

The Meeting tab consists of the following areas:

Area	Contents
Schedule	The schedule of the room resource appears in this area. Scheduled meetings appear in gray. The current meeting appears in blue. Your name appears if you're the meeting owner, you've logged into the computer with your network credentials and the room resource accepted your meeting invitation in Outlook.
Meeting Information	The meeting name, subject, schedule and any additional details in your meeting invitation appear in this area. You can insert this information in your Whiteboard file to use as an agenda.
Meeting Attendees	The meeting attendees and their invitation acceptance status appear in this area. You can also view contact information.
Attachments	Documents you attached to your meeting invitation appear in this area.

You can use the Meeting tab to insert meeting details in your Whiteboard file, to view invitees' statuses, to book a room resource and to access and save attached documents.

Inserting meeting details in your Whiteboard file

Your meeting details are automatically inserted as an agenda in your Whiteboard file when your meeting starts. This setting can be changed.

If you disabled this feature (see *Changing Microsoft Exchange integration settings* on page 87), you can manually insert your meeting details in your Whiteboard file.

To manually insert meeting details in your Whiteboard file

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.
2. Press **Insert Meeting Details in Whiteboard File**.

   The details of your meeting appear on the first page of your Whiteboard file.

   TIP

   You can also insert your meeting details without the attendees list by pressing **Menu** in the *Meeting Information* area, and then selecting **Insert in Whiteboard File**.

Viewing an invitee's status

You can view your meeting invitees' status to find out whether they accepted or declined your meeting invitation. You can also view their contact information.

To view an invitee's status

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.
2. Locate the invitee's name in the *Meeting Attendees* area.

Status	Appearance of the invitee's name
The invitee accepted your meeting.	Appears in green text
The invitee declined your meeting.	Appears in red text
The invitee tentatively accepted your meeting.	Is followed by *Tentative*
The invitee hasn't responded to your meeting invitation. OR You aren't authorized to view the invitee's information.	Is followed by *Unknown*

NOTE

Only the meeting owner can view an invitee's status.

TIP

To view an invitee's contact information, press the **Information** button that appears beside the invitee's name.

Booking a room resource

If a room resource is available for the next 30 minutes, SMART Meeting Pro software automatically reserves it and starts an ad hoc meeting when you log into the room resource computer.

If you disabled this feature (see *Changing Microsoft Exchange integration settings* on page 87), you can manually book the room resource.

To manually book a room resource

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.

   The Meeting tab displays the room resource's availability status (in blue text).

2. Press the plus or minus buttons to increase or decrease the amount of time you want to book the room resource for.

3. Press **Book Room**.

   SMART Meeting Pro software reserves the room resource and starts an ad hoc meeting.

   TIP

   Watch the messages in the Meeting Notification window to monitor your meeting's progress (see *Monitoring your meeting's progress* on the next page).

Opening attached documents

You can open copies of documents you attached to your meeting invitation. You can also decide which display they will open on. You can also save attached documents (see *Saving attached documents* below).

NOTE

If you modify an attachment, you must save it to a new location before you end your meeting. Your modifications won't appear in the original meeting attachment.

To open an attached document on the current display

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.
2. Double-click a document thumbnail in the *Attachments* area.

   A copy of the document opens on the current display.

To open an attached document on a different display

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.
2. Drag the document thumbnail from the *Attachments* area to a display's thumbnail at the top of the Organizer.

   A copy of the document opens on that display.

Saving attached documents

You can save attached documents.

To save attached documents

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Meeting** tab.
2. Select the document you want to save in the *Attachments* area.

3. Press **Menu** in the *Attachments* area, and then select **Save As**.

   The *Save As* dialog box appears.

4. Browse to where you want to save the file.
5. Press **Save**.

Monitoring your meeting's progress

The Meeting Notification window generates the following alerts:

- Status messages
- Meeting progress
- Five minute reminder

Status messages

As your meeting progresses, the Meeting Notification window presents the following status messages:

Status message	Description
Starting meeting	Your scheduled meeting has started.
Meeting is in progress	You have more than five minutes left in your meeting.
5 minute(s) left in meeting	You have five minutes or fewer left in your meeting. The message refreshes every minute until your meeting ends.
This meeting passed its scheduled end time	Your scheduled meeting is over.
Upcoming meeting	Another meeting is scheduled to start in this room in the next 30 minutes.
Updating schedule	SMART Meeting Pro software has started and is retrieving information from the Microsoft Exchange server.
Room is available	No other meetings are scheduled to start in this room in the next 30 minutes.
You aren't invited to the upcoming meeting	A meeting that you aren't a participant in is starting in the next 30 minutes.

Meeting progress

As your meeting progresses, the Meeting button changes color to indicate the following:

Button	Description
	The Meeting button is green if you have more than 15 minutes left in your meeting.
	The Meeting button turns orange if you have 15 minutes or fewer left in your meeting.
	The Meeting button turns red if you have five minutes or fewer left in your meeting.

Five-minute reminder

When there are five minutes left in your meeting, a reminder appears in the Meeting Notification window. You can select one of the following options:

Button	Description
	Press to extend your meeting for 30 minutes. **NOTE** You're unable to extend your meeting if another meeting is scheduled in the next 30 minutes.
	Press to be reminded again in five minutes.
	Press to ignore the reminder. **NOTE** The reminder doesn't appear again if you select this option.
	Press to end your meeting now.

Extending your meeting

You can extend your meeting if you need more time.

NOTE

You're unable to extend your meeting if there is another meeting scheduled in the next 30 minutes.

To extend your meeting

Press **Meeting** on the SMART Business Toolbar, and then select **Extend Meeting**.

Your meeting schedule extends by 30 minutes.

Ending your meeting

You can use the Reset Room feature to end your meeting, to email your meeting notes and attachments to participants and to log off of the room resource computer.

If you're running a meeting using Bridgit software, your remote meeting participants are disconnected from your meeting when you use the Reset Room feature.

NOTE

The Reset Room feature automatically activates five minutes after your meeting ends. You can change this behavior (see *Changing Microsoft Exchange integration settings* on page 87).

To end your meeting if Microsoft Exchange integration is enabled

1. Press **Reset Room** on the SMART Business Toolbar.

   The *Meeting wrap-up* dialog box appears.

2. Select the Whiteboard file formats you want to attach to your email in the *E-mail the following file(s)* area.

   NOTE

   You can attach the Whiteboard file in .fcw, .pdf and .ppt formats. Consider which software the recipients of your email are most likely to have access to.

3. Optionally, press **Add Attachments** to attach additional files to your email.
4. Press one of the following buttons:
   - **E-mail *[Owner]*** to email the Whiteboard file and attachments to the meeting owner, and then end the meeting
   - **E-mail All Invitees** to email the Whiteboard file and attachments to all meeting invitees, and then end the meeting
   - **Don't Send E-mail** to end the meeting without emailing the Whiteboard file and attachments
   - **Cancel Reset Room** to cancel the request to end the meeting

5. Press one of the following buttons:

   - **Log Off** to end your meeting and log off of the room resource computer

     IMPORTANT
     Ensure you have saved all of your files before you press this button.

   - **Don't Log Off** to end your meeting but don't log off of the room resource computer

   - **Cancel Reset Room** to cancel the request to end the meeting

To end your meeting if SMTP email is enabled

1. Press **Reset Room** on the SMART Business Toolbar.

   A dialog box appears.

2. Optionally, select **Log off when the meeting ends**.

   NOTE
   If you select this check box, you will be logged off of the room resource computer.

3. Optionally, select **E-mail meeting notes**.

4. Press **OK**.

   The *Attachment* dialog box appears.

5. Type a name for the Whiteboard file in the *File name* box.

6. Select a file format from the *File type* drop-down list.

   NOTE
   You can attach the Whiteboard file in .fcw, .pdf, .ppt and .pptx formats. Consider which software the recipients of your email are most likely to have access to.

7. Press **OK**.

   An email form is automatically generated.

8. Fill out the email form, and then press **Send**.

Chapter 3

Interacting with applications in Desktop mode

You can interact with the operating system and applications on a room resource computer like those on your personal computer while using the gestures and other features supported by your interactive product. To view the room resource computer's desktop and interact with its application, press **Desktop** on the SMART Business Toolbar to enter Desktop mode.

In addition to interacting with applications, you can write or draw digital ink over them using SMART Ink and you can use SMART Board Tools, such as the Spotlight tool and the Magnifier tool, while presenting content to others.

Finally, if your room resource has multiple interactive products or other displays, you can move applications from one display to another.

Using your interactive product to interact with applications

You can use your interactive product to interact with applications like you do with a mouse and keyboard. Specifically, you can do the following:

- Select objects and clear the selection of objects (in other words, left-click objects)
- Double-click objects
- Right-click objects

- Move objects
- Resize objects
- Rotate objects
- Display pages in a document
- Zoom in and out
- Pan

Using the Programs button

You can use the Programs button to quickly access four Microsoft applications—Internet Explorer, Word, Excel or PowerPoint—if they're installed on your computer.

TIPS

- You can add shortcut links to your most frequently used applications, files, folders and websites (see *Customizing the Programs button menu* on page 88 for more information).
- You can also add links to SMART Board Tools (see *Using SMART Board Tools* below).

To access applications and tools

Press **Programs** on the SMART Business Toolbar, and then select the program or tool of your choice.

Using SMART Ink

You can write in, draw in and interact with digital ink using SMART Ink.

Using SMART Board Tools

SMART Board Tools are software tools you can use with your interactive product while creating or presenting content.

Moving applications across displays

If your room resource has multiple interactive products or other displays, you can move applications from one display to another using the Organizer or the Window Shift buttons.

Moving applications across displays using the Organizer

The lower section of the Organizer has three tabs:

- Meeting
- Pages
- Applications

The Applications tab displays thumbnails of all applications running on your computer. The application thumbnails update as the applications themselves change.

To move an application to the current display

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Applications** tab.
2. Double-click the application's thumbnail.

   SMART Meeting Pro software switches to Desktop mode, and the application appears on the display. If the application was open on another display, it moves from that display to the current display.

To move an application to another display

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Applications** tab.
2. Drag the application's thumbnail to the display's thumbnail.

   The application appears on the display.

   TIP

   If you press **Identify Screens**, a unique red number appears on each display and its thumbnail so that you can determine the thumbnail for each display.

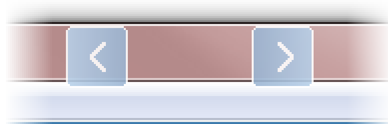
Moving applications across displays using the Window Shift buttons

When you use SMART Meeting Pro software in a multiple display system, you can use the Window Shift buttons to move an application to an adjacent display. Because applications can appear on only one display at a time, this feature allows you to send an application to an adjacent display where another user can work with it.

To move an application to another display

1. Press the title bar of the application you want to move.

   The Window Shift buttons appear in the title bar.



2. Press either the left or right button to move the application to an adjacent display.

> **NOTE**
>
> The left button moves the application to the next lower numbered display, and the right button moves the application to the next higher numbered display. To view the display's numbers, Press **Organizer** on the SMART Business Toolbar, select the **Applications** tab, and then press **Identify Screens**.

Chapter 4

Inserting objects in Whiteboard mode

You can insert the following types of objects in SMART Meeting Pro software:

- Digital ink
- Shapes and lines
- Text
- Images
- PowerPoint presentations

Writing in, drawing in and erasing digital ink

In Whiteboard mode, you can use your interactive product's pen or the Pen tool on the SMART Business Toolbar to write or draw in digital ink. You can then erase digital ink using your interactive product's eraser or the Eraser tool.

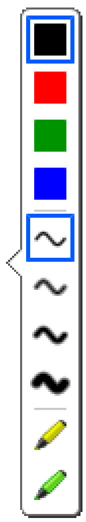
Writing and drawing in digital ink

To write or draw in digital ink when connected to a SMART interactive product

Use the SMART interactive product’s pen and SMART Ink (see *Resources for users* on page 13).

To write or draw in digital ink when not connected to a SMART interactive product

1. Press **Pen** on the SMART Business Toolbar, and then select a color and line thickness.



TIPS

- You can also select a transparent yellow or green highlighter.
- You can write or draw in either calligraphic ink or regular ink (see *Changing Whiteboard mode settings* on page 81).

2. Write or draw in digital ink.

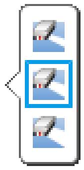
Erasing digital ink

To erase digital ink when connected to a SMART interactive product

Use the SMART interactive product’s eraser and SMART Ink (see *Resources for users* on page 13).

To erase digital ink when not connected to a SMART interactive product

1. Press **Eraser** on the SMART Business Toolbar, and then select an eraser size.



2. Erase digital ink using one of the tools available for your interactive product.

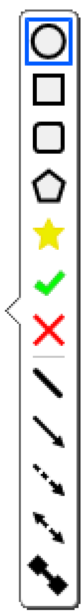
> **TIP**
>
> To erase digital ink in a large area, circle around the area and then tap in the center of the circle.

Creating shapes and lines

You can create a variety of geometric shapes and lines.

To create a shape

1. Press **Shapes** on the SMART Business Toolbar, and then select a shape.



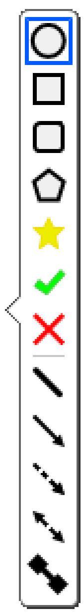
> **NOTE**
> If you don't select a shape, SMART Meeting Pro software remembers the last shape or line you selected.

2. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

> **TIP**
> You can create perfect circles, squares, triangles and other shapes by holding down SHIFT as you draw the shape. To resize a shape while maintaining its proportions, hold down SHIFT as you resize the shape.

To create a line

1. Press **Shapes** on the SMART Business Toolbar, and then select a line.



> **NOTE**
> If you don't select a line, SMART Meeting Pro software remembers the last shape or line you selected.

2. Create a line by pressing where you want the line to start and dragging to where you want the line to end.

   TIP

   You can create lines at perfect 45° increments by holding down the SHIFT key as you draw the line. To resize a line while maintaining its angle, hold down the SHIFT key as you resize the line.

Creating text

You can create typed text by using a keyboard connected to your computer or SMART Keyboard or by writing it and then converting it to typed text using handwriting recognition. After creating text, you can edit it and change its font, size and other properties.

Typing, editing and formatting text

You can create typed text in Whiteboard mode by using a keyboard connected to your computer or SMART Keyboard. After creating text, you can edit it and change its font, size and other properties.

To type text

1. Press **Text** on the SMART Business Toolbar, and then press where you want the text to appear.

   The *Fonts* toolbar appears above the text box. You can use this toolbar to change the font, size and alignment. You can also use the *Fonts* toolbar to format text you already typed.

2. Begin typing using the keyboard connected to your computer or SMART Keyboard.
3. When you finish typing text, press anywhere outside the text box or press the ESC key.

   The text is now a separate object that you can select, edit, resize and move.

To edit or format text

1. Double-click the text.

   The *Fonts* toolbar appears.

2. Select the text you want to change by dragging over it (just as you would in a word-processing program).

3. Type the new text.

   OR

   Use the options in the toolbar to change the formatting, including font, size and style.

4. After you finish, press anywhere outside the text box or press the ESC key.

> **TIPS**
>
> - You don't need to change the position of rotated text before you edit it. Double-click the text object and it automatically rotates to a standard horizontal position, making it easier to edit. As soon as you press outside the text box, it returns to its original position.
> - You can also format the entire text object using the *Selection Properties* dialog box (see *Changing objects' properties* on page 41).

To resize a text box

1. Double-click the text.

   The *Fonts* toolbar appears.

2. Drag one of the sizing handles to resize the text box.
3. After you finish, press anywhere outside the text box or press the ESC key.

> **NOTE**
>
> Using this procedure to resize a text box changes the way text wraps inside the box. Using the procedure in *Resizing objects* on page 46 changes the size of the text.

Converting handwriting to typed text in SMART Meeting Pro software

You can convert any note that you write in the Whiteboard drawing area to typed text.

> **TIP**
>
> The accuracy of the conversion process depends on your handwriting. SMART Meeting Pro software more accurately interprets neater printing on a horizontal line. Although SMART Meeting Pro software can convert slanted or cursive writing, it may not do so consistently.

To convert handwriting to typed text

1. Select your note.
2. Press the menu arrow, and then select **Convert to Text**.

   The object menu appears with possible word options to insert as text.
3. Select a word option.

   The word appears as typed text.

   NOTE
   You can also select multiple handwritten words and then convert them all to typed text.

Inserting images

You can easily insert images in Whiteboard pages, where you can then move, size and rotate them as you would any object. Whiteboard mode supports BMP, JPEG, TIFF, PNG, GIF and WMF file formats.

To insert an image

1. Select **Insert** > **Image**.

   The *Select Image* dialog box appears.
2. Browse to the image you want to insert, select it, and then press **Open**.

   The image appears as an object in the upper-left corner of the page.

Inserting PowerPoint presentations

You can insert PowerPoint presentations into Whiteboard files.

IMPORTANT
You can insert PowerPoint presentations only if PowerPoint is installed on your computer.

To insert a PowerPoint presentation

1. Save any changes to the current Whiteboard file.
2. Select **File** > **Open**.

   The *Open* dialog box appears.
3. Select **Microsoft PowerPoint (*.ppt; *.pptx)** in the drop-down list.

4. Browse to and select the PowerPoint presentation you want to insert.
5. Press **Open**.
6. Press **OK**.

   If you're displaying pages in Classic Workspace, SMART Meeting Pro software places each slide in the PowerPoint file on its own page. Navigate from slide to slide by pressing **Next Page** and **Previous Page** in the Page Sorter (see *Displaying pages* on page 56).

   OR

   If you're displaying pages in Unbound Workspace, SMART Meeting Pro software places all slides in the PowerPoint file on a single page with bookmarks marking the location of each slide. Navigate from slide to slide by pressing **Next Bookmark** and **Previous Bookmark** in radar view (see *Using bookmarks* on page 63).

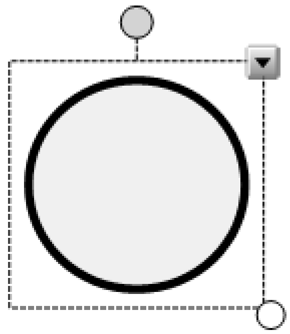
Chapter 5

Working with objects in Whiteboard mode

After creating an object, you can select it and work with it as described in this chapter.

Selecting objects

Before you can work with an object, you must select it. You can select an individual object, multiple objects or all objects on a page. When you select an object, a selection rectangle appears around it.



The white circle in the object's lower-right corner is a resize handle (see *Resizing objects* on page 46).

The gray circle above the object is a rotation handle (see *Rotating objects* on page 48).

The downward arrow in the object's upper-right corner is a menu arrow. Press the menu arrow to display a menu of commands.

NOTE

Pressing an object's menu arrow gives you access to the same menu as right-clicking the object.

To select an object

1. Press **Pan** or **Select** on the SMART Business Toolbar.
2. Press the object you want to select.

   A selection rectangle appears around the object.

   NOTE

   If you press an object and a lock symbol appears instead of the menu arrow, the object is locked. You must unlock the object before you can manipulate it (see *Locking objects* on page 44).

To select multiple objects

1. Press **Select** on the SMART Business Toolbar.
2. Drag until a rectangle surrounds the objects you want to select.

   OR

   Hold down CTRL, and then press the objects you want to select.

   Selection rectangles appear around the selected objects.

   NOTE
   If you draw a rectangle around multiple objects and some of the objects are locked (see *Locking objects* on page 44), you select only the unlocked objects.

To select all objects on a page

Select **Edit > Select All**.

Selection rectangles appear around all objects on the page.

NOTE
If some of the objects are locked (see *Locking objects* on page 44), you select only the unlocked objects.

Changing objects' properties

You can change an object's properties. The properties you can change depend on the object you select. You can also select several objects and change their properties at the same time.

The *Selection Properties* dialog box displays all the properties you can change on the left, and a preview pane on the right so you can see how a modified object will look before you press **OK**.

To change an object's properties

1. Select the object.
2. Press the object's menu arrow, and then select **Properties**.

   The *Selection Properties* dialog box appears.

3. Use the controls in the dialog box to change the object's properties:

Controls	Procedure	Digital ink	Shapes	Lines	Text	Images
Outline Color	Select a color or press **More** to define a custom color.	✓	✓	✓	✓	
Fill Color	Select a color or press **More** to define a custom color.		✓			
Line Thickness	Select a line thickness.	✓	✓	✓		
Line Style	Select a line style: solid, dashed and more. The *Start* and *End* properties let you put arrowheads, circles, squares or diamonds at the beginning or end of a line.			✓		
Transparency	Select a degree of transparency.	✓	✓	✓	✓	✓
Text	Adjust the font, size and style.		✓[1]		✓	

4. Click **OK**.

Positioning objects

You can change the position of an object by moving it to another area of the existing page or to another page. You can also change the order of stacked objects.

Moving objects

You can move objects to another position on the page.

> **NOTE**
>
> You're unable to move an object if it's locked in place (see *Locking objects* on page 44).

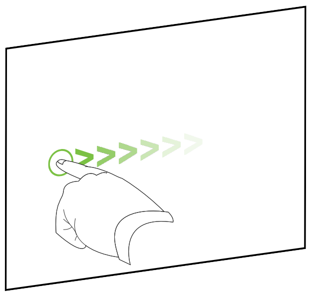
[1]Text controls are only available for shapes that contain text.

To move an object or objects

1. Select the object or objects.
2. Drag the object or objects to a new position on the page.

To flick an object

1. Select the object.
2. Quickly flick your finger in any direction.



Moving objects to another page

You can move objects to another page in a file.

To move an object or objects to another page

1. Select the object or objects you want to move.
2. Drag the object or objects into the Page Sorter above the thumbnail of the page you want to move the objects to.

Rearranging stacked objects

If objects overlap on a page, you can rearrange the order of the stack (that is, you can control which objects appear in front of others).

NOTE

You're unable to move an object in the stack if it's locked in place (see *Locking objects* on the next page).

To move an object to the front of the stack

1. Select the object.
2. Press the object's menu arrow, and then select **Order > Bring to Front**.

To move an object to the back of the stack

1. Select the object.
2. Press the object's menu arrow, and then select **Order > Send to Back**.

To move an object one place forward in the stack

1. Select the object.
2. Press the object's menu arrow, and then select **Order > Bring Forward**.

To move an object one place backward in the stack

1. Select the object.
2. Select the object's menu arrow, and then select **Order > Send Backward**.

Locking objects

You can lock an object to prevent its modification, movement or rotation.

You can remove this lock at any time.

To lock an object

1. Select the object.
2. Press the object's menu arrow, and then select **Lock in Place**.

   You're unable to move, rotate or modify the object until you unlock it.

   > **NOTE**
   >
   > If you press a locked object, a lock icon appears instead of a menu arrow.

To unlock an object

1. Select the object.
2. Press the object's lock icon, and then select **Unlock**.

Cutting, copying and pasting objects

You can cut, copy and paste objects—including text, images, lines and shapes.

TIPS

- In addition to cutting, copying and pasting objects in SMART Meeting Pro software, you can cut or copy content from SMART Meeting Pro software and paste it into other applications and cut or copy content from other applications and paste it into SMART Meeting Pro software.
- You can create an exact copy of an object by cloning it (see *Cloning objects* below).

To cut and paste an object

1. Select the object.
2. Press the object's menu arrow, and then select **Cut**.

   NOTE

   If the object is locked (see *Locking objects* on the previous page), select **Edit** > **Cut**.
3. If you want to paste the object onto a different page, display that page.
4. Select **Edit** > **Paste**.

To copy and paste an object

1. Select the object.
2. Press the object's menu arrow, and then select **Copy**.

   NOTE

   If the object is locked (see *Locking objects* on the previous page), select **Edit** > **Copy**.
3. If you want to paste the object onto a different page, display that page.
4. Select **Edit** > **Paste**.

Cloning objects

You can create a duplicate of an object by using the Clone feature.

NOTE

You can also copy and paste objects, including text, images, lines and shapes (see *Cutting, copying and pasting objects* on the previous page).

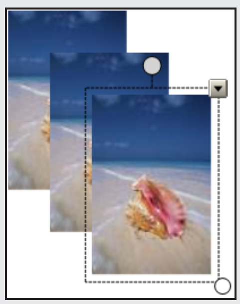
To clone an object

1. Select the object.
2. Press the object's menu arrow, and then select **Clone**.

   A duplicate object appears on the page.

TIPS

- You can perform this process an unlimited number of times.



- Alternatively, hold down the CTRL key, select the object, and then drag to create a clone.

Resizing objects

You can resize objects on a page.

NOTE

You're unable to resize an object if it's locked in place (see *Locking objects* on page 44).

Using the resize handle

To resize an object

1. Select the object.
2. Press the object's resize handle (the white circle), and then drag it to increase or decrease the object's size.

   NOTE

   To keep the shape's original height-to-width ratio, hold down SHIFT while you drag the resize handle.

To resize multiple objects

1. Group the objects (see *Grouping objects* on page 50), and then select the group.

   A selection rectangle appears around the group.

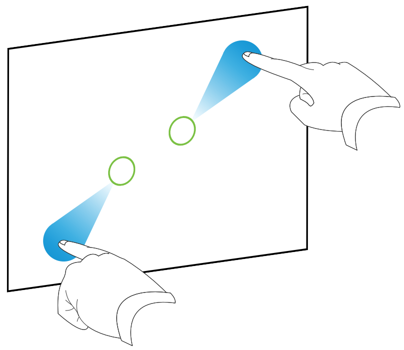
2. Press the resize handle in the lower-right corner of the selection rectangle.
3. Drag the resize handle to increase or decrease the objects' size.

Using the scale gesture

To resize an object

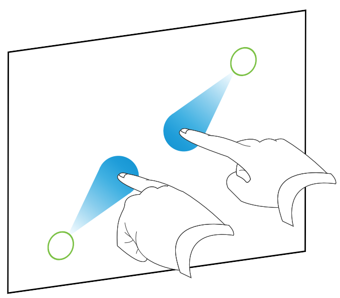
1. Select the object.
2. Using one finger on each hand, press the screen at opposite ends of the object.

3. Drag your fingers away from each other to increase the object’s size.



OR

Drag your fingers toward each other to decrease the object’s size.



To resize multiple objects

1. Select the objects.
2. Using one finger on each hand, press the screen at opposite ends of one of the objects.
3. Drag your fingers away form each other to increase the objects’ size.

   OR

   Drag your fingers toward each other to decrease the objects’ size.

Rotating objects

You can rotate objects on a page.

NOTE

You’re unable to rotate an object if it’s locked in place (see *Locking objects* on page 44).

Using the rotation handle

To rotate an object

1. Select the object.
2. Press the object’s rotation handle (the gray circle), and then drag it in the direction you want to rotate the object.

To rotate multiple objects

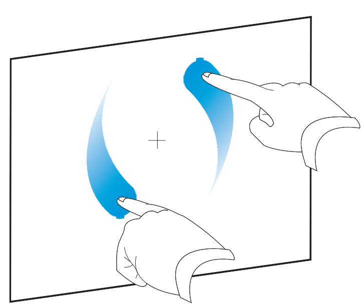
1. Select the objects.

   A selection rectangle appears around each object.
2. Press the rotation handle (the gray circle) on any one of the selected objects, and then drag it in the direction you want to rotate the objects. When you rotate one object, all other selected objects rotate automatically.

Using the rotate gesture

To rotate an object

1. Select the object.
2. Using one finger on each hand, press the screen at opposite ends of the object.
3. Move your fingers in a circle around the center of the object to rotate it.



To rotate multiple objects

1. Select the objects.
2. Using one finger on each hand, press the screen at opposite ends of one of the objects.
3. Move your fingers in a circle.

Flipping objects

You can flip an object on a page.

NOTE

You're unable to flip an object if it's locked in place (see *Locking objects* on page 44).

To flip an object

1. Select the object.
2. Press the object's menu arrow, and then select **Flip > Left/Right** or **Flip > Up/Down**.

To flip multiple objects

1. Select the objects.
2. Press the menu arrow on any one of the selected objects, and then select **Flip > Left/Right** or **Flip > Up/Down**.

Grouping objects

You can create a group of objects, which lets you interact with all grouped items at the same time. After you create a group, you can select, move, rotate or resize the group as if it were an individual object. However, if you want to interact with an individual object in a group, you must ungroup the objects first.

Grouping objects manually

To group objects

1. Select the objects.
2. Press the menu arrow of any one of the selected objects, and then select **Grouping > Group**.

To ungroup objects

1. Select the group.
2. Press the group's menu arrow, and then select **Grouping > Ungroup**.

Grouping objects automatically

If you write or draw multiple lines, SMART Meeting Pro software automatically combines the lines into a single object. For example, if you write the letters of a word, SMART Meeting Pro software combines the individual letters, enabling you to interact with the whole word. If you want to write words on the same line but don't want them combined, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).

If SMART Meeting Pro software combined lines that you want to manipulate individually, ungroup the lines as described above.

Linking objects

You can link objects to websites or files. When you press a linked object, the website or file it links to opens.

Linking existing objects

To link an object

1. Select the object.
2. Press the object's menu arrow, and then select **Link**.

   The *Insert Link* dialog box appears.
3. To link the object to a website, type the website's address in the *File path or web address* box.

   OR

   To link the object to a file, browse to or type the file's location and name in the *File path or web address* box, and then select **Copy of file** to attach a copy to your Whiteboard file or select **Shortcut to file** to insert a shortcut to the file on the page.
4. Press **OK**.

   One of the following icons appears in the lower-left corner of the object:

    link to a website

    link to a file

To unlink an object

1. Right-click the object, and then select **Link**.

   The *Insert Link* dialog box appears.

2. Press **Remove Link**.
3. Press **OK**.

Creating standalone links

To create a standalone link

1. Ensure that no objects are selected.
2. Select **Insert > Link**.

   The *Insert Link* dialog box appears.
3. To create a link to a website, type the website's address in the *File path or web address* box.

   OR

   To create a link to a file, browse to or type the file's location and name in the *File path or web address* box, and then select **Copy of file** to attach a copy to your Whiteboard file or select **Shortcut to file** to insert a shortcut to the file on the page.
4. Press **OK**.

   The link appears as an object on the page. One of the following icons appears in the lower-left corner of the object:

   link to a website

   link to a file

To delete a standalone link

Right-click the object, and then select **Delete**.

Deleting objects

Although you can erase digital ink (see *Writing in, drawing in and erasing digital ink* on page 31), you're unable to erase some types of objects, including text, shapes, lines and images. To remove these types of objects from a page, you must delete them.

NOTE

You're unable to delete an object if it's locked in place (see *Locking objects* on page 44). To delete a locked object from a page, you must unlock it.

To delete an object

1. Select the object.
2. Press the object's menu arrow, and then select **Delete**.

To delete all objects on a page

Select **Edit** > **Clear Page**.

Undoing and redoing changes

If you make a mistake or change your mind, you can undo and redo changes.

To undo or redo a change

Press **Undo** or **Redo** on the SMART Business Toolbar.

TIPS

- You can undo several changes by pressing **Undo** repeatedly.
- You can redo several changes by pressing **Redo** repeatedly.

Chapter 6

Working with pages in Whiteboard mode

Whiteboard files consist of one or more pages. You can create additional pages, rearrange pages and delete pages. You can also display pages in different views and pan and zoom pages if you're using Unbound Workspace.

Creating pages

When you first create a Whiteboard file, SMART Meeting Pro software inserts one page in the file for each display connected to your room resource computer.

You can use the Page Sorter to add pages to your Whiteboard file. As an alternative to adding a blank page, you can create a duplicate (or clone) of an existing page.

To add a page

Press **Insert Page**.

A new page appears after the current page.

> **TIP**
> Alternatively, you can add a page by displaying the last page in the file and then pressing **Next Page** (see *Displaying pages* below).

To clone a page

1. Select the thumbnail of the page you want to clone.
2. Press the thumbnail's menu, and then select **Clone Page**.

   A duplicate of the page is created.

Displaying pages

You can display any page in a Whiteboard file using the Page Sorter or Organizer. You can display the next or previous page in the file using buttons.

To display a page using the Page Sorter

Press the thumbnail of the page you want to display in the Page Sorter.

To display a page using the Organizer

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Pages** tab.
2. Double-click the page's thumbnail.

   OR

   Drag the page's thumbnail to the appropriate display's thumbnail.

   The page appears on the selected display.

> **TIP**
> If you press **Identify Screens**, a unique red number appears on each display and its thumbnail so that you can determine the thumbnail for each display.

To display the next page

Press **Next Page**.

> **NOTE**
>
> If you press **Next Page** when viewing the last page in the file, a new, blank page appears (see *Creating pages* on page 55).

To display the previous page

Press **Previous Page**.

Displaying pages in Full Whiteboard view

In Full Whiteboard view, SMART Meeting Pro software expands the page to fill the screen by hiding the other user interface elements. You can still access commonly used commands using the minimized SMART Business Toolbar.

> **NOTE**
>
> Depending on how you or your system administrator configured SMART Meeting Pro software, pages might display in Full Whiteboard view by default (see *Changing Whiteboard mode settings* on page 81).

To display a page in Full Whiteboard view

1. Press **Full Whiteboard** in the top-right corner of the page.

   The page expands and the below buttons appear on the SMART Business Toolbar:

2. Press **Next Page** or **Previous Page** to display pages.

To return to Normal view

Press **Normal View** on the SMART Business Toolbar or in the top-right corner of the page.

Displaying pages in Unbound Workspace

Depending on how you or your system administrator configured SMART Meeting Pro software (see *Changing Whiteboard mode settings* on page 81), the software presents pages in one of two styles.

Style	Description	Use
Classic Workspace	Pages have defined boundaries, and the page area is usually the same or slightly larger than the viewable area.	Presenting content to others and making all the content visible at the same time in the viewable area
Unbound Workspace	Pages have no defined boundaries, and the page area can be significantly larger than the viewable area.	Brainstorming and capturing more notes and drawings on a page than can be displayed in the viewable area at a single time OR Viewing a large, detailed map, diagram or other image and zooming in on specific details

In Unbound Workspace, you can pan and zoom pages and use the radar view and grid lines to navigate pages.

Panning and zooming pages

In Unbound Workspace, you can do the following to navigate pages:

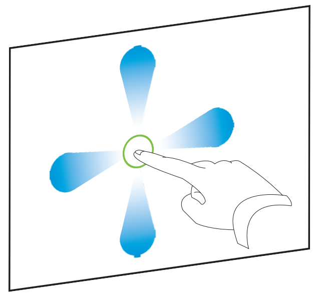
- Pan
- Zoom
- Pan while zooming

Panning

To pan

1. Press **Pan** on the SMART Business Toolbar.
2. Press the screen in a blank area of the page.

3. Drag in the direction you want to pan.



Zooming

To zoom in or out using the Zoom In and Zoom Out buttons

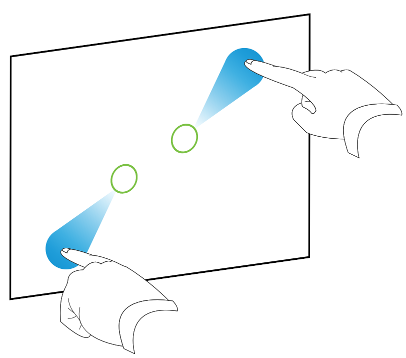
Press **Zoom In** to zoom in.

OR

Press **Zoom Out** to zoom out.

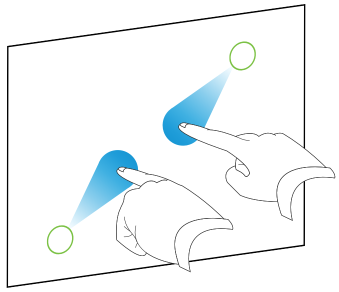
To zoom in or out using multitouch gestures

Drag your fingers away from each other to zoom in.



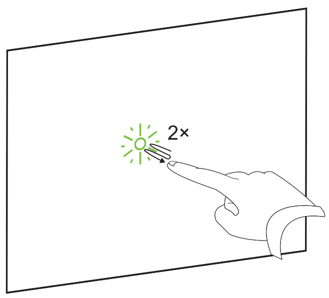
OR

Drag your fingers toward each other to zoom out.



To return to 100% magnification

Double-click the whiteboard area.



OR

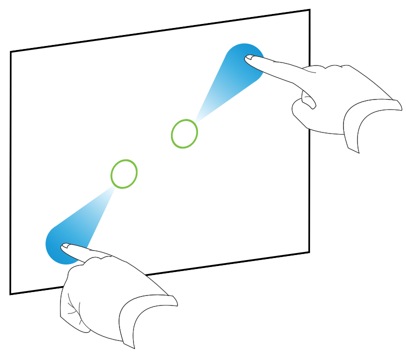
Press **Zoom to 100%** .

> **TIP**
>
> If the page contains more content than can be displayed at 100% magnification, double-click the whiteboard area again to zoom out until all content is visible.

Panning while zooming

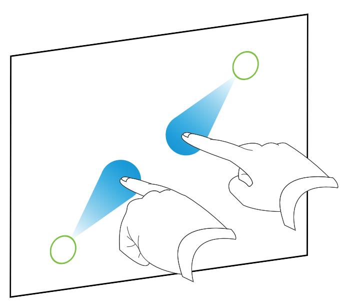
To pan while zooming

1. Drag your fingers away from each other to zoom in.

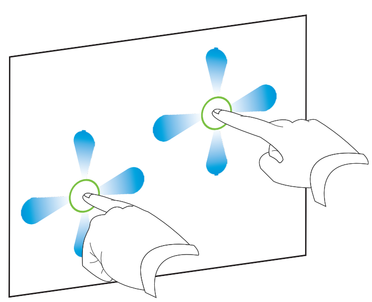


OR

Drag your fingers toward each other to zoom out.



2. Move your fingers left, right, up or down to pan.



Navigating pages in Unbound Workspace

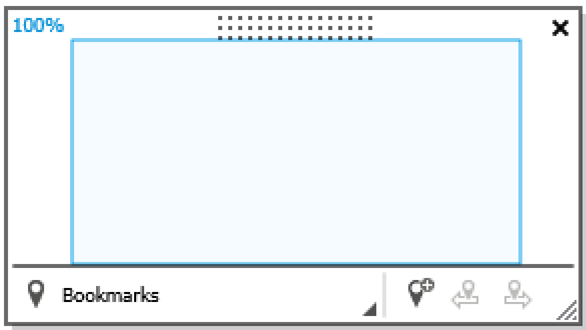
In Unbound Workspace, you can use radar view and the grid lines to navigate pages.

Using radar view

To show radar view

Press **Show Radar View** on the SMART Business Toolbar.

Radar view appears.



NOTES

- The blue box indicates the current viewing area. You can change the viewing area by dragging the blue box within radar view.
- Use the buttons at the bottom of the radar view window to insert and navigate bookmarks (see *Using bookmarks* on the next page).
- You can move the radar view window by pressing and dragging its top side.
- You can resize the radar view window by pressing and dragging its bottom-right corner.

To hide radar view

Press **Close** ✕.

Showing and hiding the grid lines

To show the grid lines

Select **View > Grid Lines**.

NOTES

- As you zoom in, the space between the grid lines increases.
- As you zoom out, the space between the grid lines decreases.

To hide the grid lines

Clear the selection of **View > Grid Lines**.

Using bookmarks

As you pan and zoom pages in Unbound Workspace (see *Panning and zooming pages* on page 58), you can insert bookmarks. You can then navigate from one bookmark to another.

Inserting and managing bookmarks

You can insert a bookmark anywhere and at any zoom level on a page.

After inserting a bookmark, you can do the following:

- Rename the bookmark to represent the content the bookmark marks (for example, “Executive Summary,” “Initial Brainstorming” or “Northwest Entry”)
- Change the order of the bookmarks on a page
- Delete a bookmark if it’s no longer needed

To insert a bookmark

1. If radar view isn’t visible, press **Show Radar View** on the SMART Business Toolbar.
2. Pan and zoom to the location where you want to insert the bookmark.
3. Press **Add Bookmark** .

To rename a bookmark

1. If radar view isn’t visible, press **Show Radar View** on the SMART Business Toolbar.
2. If the bookmark menu isn’t visible, press **Bookmarks** .
3. Select the bookmark you want to rename.

4. Press the bookmark's name.
5. Type a new name for the bookmark, and then press ENTER.

> **NOTE**
> If you don't want to rename the bookmark, press **Cancel** instead of pressing ENTER.

To change the order of bookmarks

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.
2. If the bookmark menu isn't visible, press **Bookmarks** .
3. Drag a bookmark's row up or down to change the bookmark's order.

To delete a bookmark

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.
2. If the bookmark menu isn't visible, press **Bookmarks** .
3. Press the bookmark's **Delete Bookmark** button.

Navigating bookmarks

You can navigate bookmarks two ways:

- Use the Next Bookmark and Previous Bookmark buttons in situations where you want to navigate the bookmarks sequentially, such as presentations.
- Use the bookmark menu in situations where you want to navigate the bookmarks non-sequentially, such as brainstorming sessions.

To navigate bookmarks using the Next Bookmark and Previous Bookmark buttons

Navigate to the next bookmark by pressing **Next Bookmark** .

OR

Navigate to the previous bookmark by pressing **Previous Bookmark** .

> **NOTE**
> If you navigate to a bookmark, pan or zoom, and then press **Next Bookmark** or **Previous Bookmark** , SMART Meeting Pro software navigates to the bookmark. You can then press **Next Bookmark** or **Previous Bookmark** to navigate to the next or previous bookmark.

To navigate bookmarks using the bookmark menu

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.
2. If the bookmark menu isn't visible, press **Bookmarks** .

> **NOTE**
> The bookmark menu contains a row for each bookmark on the page. The row displays the bookmark's name and a thumbnail image showing the page contents marked by the bookmark.

3. Navigate to a bookmark by pressing its thumbnail image.

Rearranging pages

If you want, you can rearrange the order of the pages in a file.

To rearrange pages using the Page Sorter

1. Press the thumbnail of the page you want to move in the file.

   A blue border appears around the thumbnail.
2. Drag the thumbnail to its new position in the Page Sorter.

   A blue line indicates the page's new position.
3. Release the thumbnail.

To rearrange pages using the Organizer

1. Press **Organizer** on the SMART Business Toolbar, and then select the **Pages** tab.
2. Press the thumbnail of the page you want to move in the file.

   A blue border appears around the thumbnail.
3. Drag the thumbnail to its new position in the *Pages* tab.

   A blue line indicates the page's new position.
4. Release the thumbnail.

Deleting pages

You can delete a page from the current file using the Page Sorter.

To delete a page

1. Select the thumbnail of the page you want to delete.
2. Press the thumbnail's menu, and then select **Delete Page**.

> **TIPS**
>
> - If you are using the classic Whiteboard style, you can also delete pages by pressing **Delete Page** in the Page Sorter.
> - As an alternative to deleting a page, you can clear all of its objects (see *Deleting objects* on page 52).

Chapter 7

Working with files in Whiteboard mode

In SMART Meeting Pro software, you can create or open .fcw and files. After creating or opening an .fcw file, you can save it, print it, export it to other formats and complete other common tasks.

Creating and opening files

When you start SMART Meeting Pro software, a new blank Whiteboard file opens automatically. However, you can create or open another Whiteboard file at any time.

NOTES

- SMART Meeting Pro software creates new files in the .fcw format, but you can save the files in various formats (see *Saving files* on the next page).
- You can open PowerPoint files in SMART Meeting Pro software (see *Inserting PowerPoint presentations* on page 37).
- Although you can save your files in various formats, you can open only .fcw, .ppt and .pptx files in SMART Meeting Pro software.

To create a new Whiteboard file

1. Select **File** > **New**.

   If you were working on a file, you're prompted to save it.

2. Press **Yes** and follow the on-screen instructions to save your file.

   OR

   Press **No** to close your file without saving it.

   A new untitled Whiteboard file opens.

To open an existing Whiteboard file

1. Select **File > Open**.

   The *Open* dialog box appears.

2. Browse to and select the file you want to open.
3. Press **Open**.

Saving files

Depending on how you or your system administrator configured SMART Meeting Pro software (see *Changing Whiteboard mode settings* on page 81), the software saves files in of the following formats by default:

- .fcw
- .pdf
- .ppt
- .pptx

However, you can choose to save your files in any of the above formats as well as in image formats (.jpg, .bmp, .png and .gif).

NOTES

- SMART Meeting Pro 4 and later software and SMART Meeting Pro PE software can open .fcw files.
- Although you can save your files in various formats, you can open only .fcw, .ppt and .pptx files in SMART Meeting Pro software.
- If you are using SMART Meeting Pro software in Unbound Workspace and save your file in .pdf, .ppt, or .pptx format, the software scales the contents of Whiteboard pages to fit within the boundaries of PDF pages or PowerPoint slides.

To save a new file

1. Select **File** > **Save As**.

   The *Save As* dialog box appears.

2. Browse to the folder where you want to save the file.
3. Type a name for the file in the *File name* box.
4. Select the format for the file from the *Save as type* list.
5. Press **Save**.

   If you save the file in a format other than .fcw, a dialog box appears informing you that you may lose some features of your file, or that you won't be able to open the file in a future session. Click **Yes** to confirm the action.

To save an existing file

Select **File** > **Save**.

> **NOTE**
>
> If you try to save a file that was originally created in PowerPoint, a dialog box appears and warns you about overwriting the original file. If you save the file with the same file name, you could lose some of the features of the original file.

To save an existing file with a new name or location

1. Select **File** > **Save As**.

   The *Save As* dialog box appears.

2. Browse to the folder where you want to save the file.
3. Type a name for the file in the *File name* box.
4. Select the format for the file from the *Save as type* list.
5. Press **Save**.

   If you save the file in a format other than .fcw, a dialog box appears informing you that you may lose some features of your file, or that you won't be able to open the file in a future session. Click **Yes** to confirm the action.

Printing files

You can print pages from your Whiteboard file just as you would from any standard Windows program. In addition, you can print the file “handout” style, with multiple page thumbnails on a single sheet of paper.

To print a file

1. Select **File** > **Print**.

   The *Print* dialog box appears.

2. In the *Print What* area, select **Thumbnails**, **Handouts** or **Full Page** print.
3. Press the **Page Layout** tab.
4. Select the page or the page range you want to print, and other options as required.

   NOTE

   The default page range is *All* pages.

5. Press the **Printer Setup** tab.
6. Select the printer and set its properties, and then select the options as required.
7. Press **Print**.

Emailing files

You can email Whiteboard files directly from SMART Meeting Pro software as .fcw, PDF or PowerPoint files.

NOTE

To use the email feature, you must have Microsoft Exchange integration enabled or your computer’s default email client configured. Please see your system administrator to confirm availability.

To email a Whiteboard file if Microsoft Exchange integration is enabled

1. Select **File** > **Send To** > **Mail Recipient (as Attachment)**.

   The *E-mail Notes* window appears.

2. Select the Whiteboard file formats you want to attach to your email in the *E-mail the following file(s)* area.

   NOTE
   You can attach the Whiteboard file in .fcw, .pdf and .ppt formats. Consider which software the recipients of your email are most likely to have access to.

3. Optionally, press **Add Attachments** to attach additional files to your email.
4. Type email addresses in the *Enter e-mail addresses* box.
5. Press **Send E-mail** to email your meeting notes.

To email your file if SMTP email is configured

1. Select **File** > **Send To** > **Mail Recipient (as Attachment)**.

   A dialog box appears.

2. Type a name for the Whiteboard file in the *File name* box.
3. Select a file format from the *File type* drop-down list.

   NOTE
   You can attach the Whiteboard file in .fcw, .pdf, .ppt and .pptx formats. Consider which software the recipients of your email are most likely to have access to.

4. Press **OK**.

   An email form is automatically generated.

5. Fill out the email form, and then press **Send**.

Chapter 8

Sharing content using the Business Gallery

The Business Gallery contains a wide variety of content that you can add to your Whiteboard files. This content includes templates for brainstorming, planning and other meeting activities as well as stock shapes and icons. You can browse content in the Business Gallery or search for keywords.

You can also contribute your own content to the Business Gallery. This is a simple but effective way to share content with others in your organization through SMART Meeting Pro software.

Finding and using content in the Business Gallery

The Business Gallery contains items organized into folders. Select a folder to view thumbnail images of its items.

You can search for an item in the Business Gallery using the keyword search.

After browsing or searching for an item, you can add it to a Whiteboard page.

To browse the Business Gallery

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select a folder to display its contents.

TIP

You can also expand or collapse a folder by pressing its or buttons.

To search the Business Gallery

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Type a keyword in the search box, and then press **Search** .

   The Business Gallery displays all content containing the keyword.

To add an item to a Whiteboard page

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Browse or search for the item.
3. Drag the item's thumbnail to the Whiteboard page.

To close the Business Gallery

Press **Gallery** on the SMART Business Toolbar.

Using stock content

The Business Gallery contains an extensive collection of stock content, including templates for brainstorming, decision making and meeting management and shapes and icons for flow charts and notes. You can show this stock content while your organization develops its own content. Once your organization has developed its own content, you can hide the stock content.

TIP

You or your system administrator can hide the stock content by default (see *Changing Business Gallery settings* on page 86).

To show stock content

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Press **Gallery** , and then select **Show Stock Content**.

To hide stock content

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Press **Gallery** , and then clear the selection of **Show Stock Content**.

Adding your own content to the Business Gallery

You can create folders in the Business Gallery and add your own content to them.

Creating folders

Before you can add your own content to the Business Gallery, you need to create folders to place the content in. You can create folders that reflect your organization's business structure, workflows or other logical groupings of its content. After creating an initial set of folders, you can rename and delete individual folders as needed.

> **NOTE**
>
> By default, the folders you create are saved in a location on the room resource computer that is available to anyone who logs into the room resource computer. However, you or your system administrator can change the default location. You or your system administrator can also create additional locations and secure these locations so that only specified users can view, add, change and delete the content in them. For example, you could create a location on your network for accounting content and secure it so that only users in the accounting department can view, add, change and delete that content. For more information, see *Changing Business Gallery settings* on page 86.

To create a folder

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Press **Gallery** ▼, and then select **Add Custom Folder**.

   The *Add Custom Folder* dialog box appears.
3. Type a name for the folder in the *Type a name for the new folder* box, and then press **OK**.

   The folder appears in the Business Gallery.

To rename a folder

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select the folder you want to rename.
3. Press **Gallery** ▼, and then select **Rename Current Folder**.

   The *Rename Current Folder* dialog box appears.

4. Type a new name for the folder in the *Type a new name for the folder* box, and then press **OK**.

   The folder's name changes in the Business Gallery.

To delete a folder and its contents

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select the folder you want to delete.
3. Press **Gallery**, and then select **Delete Current Folder**.

   The *Delete Custom Folder* dialog box appears.

4. Press **Yes**.

   The folder disappears from the Business Gallery.

Adding your content to folders

Once you have created folders, you can add items to them. You can add any objects that you can create in Whiteboard mode to folders as items, including the following:

- Linked objects (see Inserting links)
- Grouped objects (see Grouping and ungrouping objects)
- Images (see Adding images)
- Shapes (see Creating shapes)

After you have added an item, you can change its name and keywords to make it more searchable or delete it from the Business Gallery if it's no longer needed.

To add an item to a folder

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select the object that you want as an item.

3. Drag the object from the page to the folder.

   SMART Meeting Pro software adds the object to the folder as an item.

   NOTES

   - You can only add items to custom folders that you or other users have created. You're unable to add items to stock content folders.
   - You're unable to drag an object to a folder if it's locked in place (see *Locking objects* on page 44).

To change an item's name and keywords

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select the folder containing the item.
3. Select the item, press its menu arrow, and then select **Properties**.

   The *Gallery Item Properties* dialog box appears.
4. Type a name for the item in the *Name* box.
5. Type keywords for the item in the *Keywords* box.
6. Press **OK**.

To delete an item

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.
2. Select the folder containing the item.
3. Select the item, press its menu arrow, and then select **Delete**.
4. Press **OK**.

Exporting your content

After you have created your folders and added your content to them, you can export your content. This is useful when you have set up your content on one room resource computer and want to transfer it to another room resource computer.

To export your content

1. If the Business Gallery isn’t visible, press **Gallery** on the SMART Business Toolbar.
2. Press **Gallery** , and then select **Export Custom Content**.

   The *Export Custom Content* dialog box appears.

3. Select the check boxes of the folders you want to export, and then press **Next**.
4. Type a name for the exported content folder in the *Name* box.
5. Press **Browse**, browse to the location where you want to save the exported content folder, and then press **OK**.
6. Press **Export**.

Chapter 9

Maintaining SMART Meeting Pro software

This section explains how to configure and troubleshoot SMART Meeting Pro software.

Configuring SMART Meeting Pro software

You can use the *SMART Meeting Pro Settings* dialog box to change various administrator settings. You can also use the administrator settings to enable Microsoft Exchange and Bridgit software integration.

IMPORTANT

You must have administrator rights to access the *SMART Meeting Pro Settings* dialog box.

Accessing SMART Meeting Pro Settings

You can use the *SMART Meeting Pro Settings* dialog box to change various administrator settings. You can also change your administrator password.

To access the SMART Meeting Pro Setting dialog box

1. Press the **SMART Board** icon in the notification area, and then select **SMART Settings**.
2. Press **SMART Meeting Pro Settings**.

   The *SMART Meeting Pro Settings* log on dialog box appears.
3. Type your administrator password, and then press **OK**.

   NOTE

   There is no password by default.

   The *SMART Meeting Pro Settings* dialog box appears.

To change the administrator password

1. Press the **SMART Board** icon in the notification area, and then select **SMART Settings**.
2. Press **SMART Meeting Pro Settings**.

   The *SMART Meeting Pro Settings* log on dialog box appears.
3. Press **Change Password**.

   The *Change administrator password* dialog box appears.
4. Type your current password and new password in the appropriate text boxes.
5. Press **OK**.

Changing general settings

You can change general settings for SMART Meeting Pro software, including which mode displays when the software starts and whether meeting notes are emailed and the operating system logs off by default when users end their meetings.

To change general settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on the previous page).
2. Press the **SMART Meeting Pro** tab.
3. Optionally, press **Hardware Settings** to access SMART Settings and change the default behavior and settings of your interactive product.
4. Change settings:

Control	Procedure
Default mode	Select **Desktop** to display Desktop mode when SMART Meeting Pro software starts. OR Select **Whiteboard** to display Whiteboard mode when SMART Meeting Pro software starts.
In exit dialog box, select “E-mail” option	Select the check box to attach meeting notes to an email by default when users end their meetings.
In exit dialog box, select “Log off” option	Select the check box to log off by default when users end their meetings.

5. Press **OK**.

Changing Whiteboard mode settings

You can change the default style, layout, ink and saved file format used in Whiteboard mode. You can also change how often Whiteboard files automatically save or you can disable the auto-save and recovery feature.

To change Whiteboard mode settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on the previous page).
2. Press the **Whiteboard** tab.
3. Change settings:

Control	Procedure	Notes (if any)
Default whiteboard style	Select **Unbound Whiteboard** to present pages in Unbound Workspace. OR Select **Classic Whiteboard** to present pages in Classic Workspace.	In Unbound Workspace, pages have no defined boundaries, and the page area can be significantly larger than the viewable area. This is beneficial when users want to use Whiteboard mode for brainstorming or to zoom in on specific details in large, detailed maps, diagrams or other images. In Classic Workspace, pages have defined boundaries, and the page area is usually the same as or slightly larger than the viewable area. This is beneficial when users want all content to be visible at the same time in the viewable area. SMART recommends that you select Unbound Workspace.
Default whiteboard layout	Select **Normal** to display Whiteboard pages in Normal view by default. OR Select **Full Whiteboard** to display Whiteboard pages in Full Whiteboard view by default.	In Normal view, the page, menu, Page Sorter and full SMART Business Toolbar are visible. This view makes all of the features of Whiteboard mode accessible. In Full Whiteboard view, only the page and a minimized SMART Business Toolbar are visible. This view provides more Whiteboard area for brainstorming and presenting.
Default file save format	Select the default format for Whiteboard files.	Although users can save Whiteboard files in any of the formats listed in this drop-down list, they can only open Whiteboard files in .fcw, .ppt and .pptx formats.
Ink type	Select **Calligraphic** to smooth digital ink automatically as users write or draw. OR Select **Regular** to not smooth digital ink automatically.	

Control	Procedure	Notes (if any)
Enable automatic recovery	Select the check box to enable automatic saving of Whiteboard files, and then type the number of minutes between saves in the text box. OR Clear the check box to disable automatic saving of Whiteboard files.	If you choose to disable automatic saving, users' Whiteboard files will not be automatically saved and recovered if the software stops running unexpectedly.

4. Press **OK**.

Changing Bridgit software integration settings

If Bridgit software integration is enabled, you can automatically share the primary display, hide the meeting password and change privacy and audio settings. You can also configure or change Bridgit server settings.

To change Bridgit software integration settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 80).
2. Press the **Bridgit** tab.
3. Change settings:

Control	Procedure	Notes (if any)
Automatically share primary screen	Select the check box to share the primary display by default. OR Clear the check box to not share the primary display by default.	

Control	Procedure	Notes (if any)
Show meeting password on collaboration bar	Select the check box to display the meeting password on the Bridgit Collaboration Bar. OR Clear the check box to display the meeting password as a string of asterisks (*) on the Bridgit Collaboration Bar. 	This procedure hides the meeting password on only the local meeting room Bridgit Collaboration Bar.
Bridgit Server address	Type the address of your Bridgit server.	If you correctly enter the Bridgit server address, an **Accept** icon appears beside the text box. A **Reject** icon appears if you enter the information incorrectly or if you're disconnected from the network.
Access password	Type the optional access password for your Bridgit server.	Meeting participants are prompted for the access password when they join a Bridgit meeting. If you correctly enter the access password, an **Accept** icon appears beside the text box. A **Reject** icon appears if you enter the information incorrectly or if you're disconnected from the network.
Creation password	Type the creation password for your Bridgit server.	Meeting owners are prompted for the creation password when they create a Bridgit meeting. If you correctly enter the creation password, an **Accept** icon appears beside the text box. A **Reject** icon appears if you enter the information incorrectly or if you're disconnected from the network.

Control	Procedure	Notes (if any)
Room or meeting name	Type the room or meeting name you want to appear on the Bridgit Collaboration Bar.	If you enter an available name, an **Accept** icon appears beside the text box. A **Reject** icon appears if you enter an unavailable name or if you're disconnected from the network.

4. Optionally, press **More Privacy Settings** to change Bridgit software meeting settings (see *Changing meeting settings* on page 112).
5. Optionally, press **Audio Settings** to change Bridgit software audio settings (see *Changing audio settings* on page 113).
6. Press **OK**.

Changing email settings

If you don't enable integration with Microsoft Exchange (see *Changing Microsoft Exchange integration settings* on page 87), you can use SMTP email or the computer's default email client instead.

NOTE

If you don't enable Microsoft Exchange integration, you're unable to use the meeting notification features of SMART Meeting Pro software. However, you can use SMTP email to send your meeting notes from Whiteboard mode.

To change email settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 80).
2. Press the **E-mail** tab.

3. If you want to use SMTP email, change settings:

Control	Procedure	Notes (if any)
E-mail address	Type the sender email address.	The email address you enter will appear in the *From* field for any outgoing emails. If the computer doesn't have an email client installed, don't change the *do not reply* default value. This indicates to mail recipients that they can't reply to emails they receive.
SMTP server name	Type your SMTP server location.	

OR

If you want to use the computer's default email client, select the **Use system e-mail** check box.

4. Press **OK**.

To restore default email settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 80).
2. Press the **E-mail** tab.
3. Press **Restore Defaults**.
4. Press **OK**.

Changing Business Gallery settings

You can specify whether stock Business Gallery content is shown or hidden and change the default folder where added content is stored. You can also add folders containing additional content.

To change Business Gallery settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 80).
2. Press the **Gallery** tab.

3. Change settings:

Control	Procedure	Notes (if any)
Show Stock Content	Select the check box to show stock content. OR Clear the check box to hide stock content.	The Business Gallery contains an extensive collection of stock content, including templates for brainstorming, decision making and meeting management and shapes and icons for flow charts and notes. You can show this stock content while your organization develops its own content. Once your organization has developed its own content, you can hide the stock content.
Save Gallery content added by the user in	Type the path to the folder where you want content added by users to be saved.	
Additional gallery folders	To add a new folder containing additional content, press **Add** and then browse to and select the folder. To change an existing folder, select it, press **Edit**, and then browse to and select a new folder. to remove an existing folder, select it, press **Delete**, and then press **Yes** when prompted.	To view the contents of an added folder, users must have permission to view the folder. Select a folder and click **Properties** to view its permissions and other properties.

4. Press **OK**.

Changing Microsoft Exchange integration settings

You can enable Microsoft Exchange integration, change various automatic settings and configure a service account.

To change Microsoft Exchange integration settings

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 80).
2. Press the **Microsoft Exchange** tab.
3. Select the **Enable Microsoft Exchange integration** check box.

4. Change settings:

Control	Procedure	Notes (if any)
Room e-mail address	Type your meeting room resource email address.	
Auto start scheduled meeting at logon	Select the check box to enable automatic starting of scheduled meetings.	
Auto book ad hoc meeting at logon	Select the check box to enable automatic creation of ad hoc meetings.	
Auto reset room after meeting end time	Select the check box to enable the automatic end-meeting feature, and then select the delay time before the meeting automatically ends (in minutes) from the drop-down list.	
Auto insert agenda at meeting start	Select the check box to automatically insert your meeting details.	
Use service account instead of logged on user's credentials	Select the check box to use a service account, and then type your domain, user name and password in the appropriate boxes.	Service accounts require special configuration by your system administrator. By default, you should not use the service account options or enter your domain information. If the service account is not configured correctly SMART Meeting Pro software may not function as expected. Contact your system administrator for further details.

5. Press **OK**.

Customizing the Programs button menu

You can use the *Menu Customization* window to add, edit and remove custom shortcut links to applications, files, folders and websites to the Programs button menu (see *Using the Programs button* on page 28). You can also add a line separator between shortcut links, change the order of shortcut links and restore the Programs button menu to default settings.

> **NOTE**
> You're unable to modify the default shortcut links.

To access the Menu Customization window

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > Meeting Pro Program Menu Customization**.

OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **Meeting Pro Program Menu Customization**.

To add a shortcut link

1. Access the *Menu Customization* window, and then press **Add**

   The *Add a Shortcut* dialog box appears.

2. Select the shortcut type in the *Shortcut type* drop-down list.
3. Type a name for the shortcut in the *Name* box.
4. Press **Browse**, browse to and select the application file, document file or folder you want to link to, and then press **Open**.
5. Press **OK**.

   The shortcut link becomes available in the Programs button menu the next time you start SMART Meeting Pro software.

To modify a shortcut link's default icon

1. Access the *Menu Customization* window.
2. Select the shortcut link in the *Programs* list, and then press **Edit**.

   > **NOTE**
   > You're unable to modify the default icon for folders, websites and the default shortcut links.

   The *Edit Shortcut* dialog box appears.

3. Clear the **Use the default icon** check box.
4. Press **Browse**, browse to and select the image file you want to use, and then press **Open**.

   > **NOTE**
   > You can use .ico, .jpeg, .png and .gif image file types.

5. Press **OK**.

   The new icon appears in the Programs button menu the next time you start SMART Meeting Pro software.

To modify a shortcut link's location

1. Access the *Menu Customization* window.
2. Select the shortcut link in the *Programs* list, and then press **Edit**.

   > **NOTE**
   > You're unable to edit the default shortcut links.

   The *Edit Shortcut* window opens.
3. Update the path to the application file, document file, folder or website.
4. Press **OK**.

   The shortcut link will point to the new path in the Programs button menu the next time you start SMART Meeting Pro software.

To modify a shortcut link's name

1. Access the *Menu Customization* window.
2. Select the shortcut link in the *Programs* section, and then press **Edit**.

   > **NOTE**
   > You're unable to edit the default shortcut links.
3. Enter a new name for the shortcut in the appropriate field.
4. Press **OK**.

   The new name appears in the Programs button menu the next time you start SMART Meeting Pro software.

To add a line separator

1. Access the *Menu Customization* window, and then press **Add**.

   The *Add a Shortcut* dialog box appears.
2. Select **Separator** in the *Shortcut type* drop-down list.
3. Press **OK**.

   A new separator line appears at the end of the *Programs* list.

4. Press **Move Up** and **Move Down** to position the separator line where you want it to appear.

   The new separator line appears in the Programs button menu the next time you start SMART Meeting Pro software.

To restore default settings

Access the *Menu Customization* window, and then press **Restore Defaults**.

The Program button menu is restored to factory default setting. All custom shortcut links are lost.

Troubleshooting SMART Meeting Pro software

This section explains how to troubleshoot SMART Meeting Pro software.

Troubleshooting Microsoft Exchange integration

Use the following table to troubleshoot issues with Microsoft Exchange integration:

Issue	Cause	Recommendation
A yellow warning ⚠ icon appears on the *Meeting* button.	SMART Meeting Pro software isn't connecting with Microsoft Exchange server.	Contact your system administrator for assistance.

Troubleshooting Bridgit software integration

Use the following table to troubleshoot issues with Bridgit software integration:

Issue	Cause	Recommendation
The Bridgit Collaboration Bar and the View Screens mode button don't appear.	A Bridgit server address wasn't provided when SMART Meeting Pro software was installed.	Contact your system administrator or see *Changing Bridgit software integration settings* on page 83 for more information.
An *Unable to Connect* message appears on the Bridgit Collaboration Bar.	The Bridgit server is unavailable or an incorrect Bridgit server address was used to configure SMART Meeting Pro software.	Contact your system administrator or see *Changing Bridgit software integration settings* on page 83 for more information.

Issue	Cause	Recommendation
An *Attempting to reconnect* message appears on the Bridgit Collaboration Bar.	The network connection is lost or interrupted. SMART Meeting Pro software attempts to connect you to your conference for the next three minutes.	If the message persists, contact your system administrator.

Setting the language

The SMART Language Setup utility enables you to set the language for a specific SMART application or all SMART applications installed on your computer.

To set the language

1. Press the **SMART Board** icon in the notification area, and then select **SMART Settings**.
2. Press **Language Settings**.

   The *Language Setup* dialog box appears.
3. Select **All Listed Applications** in the first drop-down list to set the language for all applications.

   OR

   Select an application in the first drop-down list to set the language for only that application.
4. Select the appropriate language in the second drop-down list.

   NOTES

   - If appears beside your selected language, the language is installed on your computer.
   - If appears beside your selected language, the SMART Language Setup utility downloads the language from the website after you press **OK**.
   - By default, the SMART Language Setup utility uses Internet Explorer Internet browser's settings to connect to the Internet. However, you can use different settings by completing the steps under the next procedure.

   TIP

   To display the languages in their native names (for example, *Deutsch* for German), select the **Show native names** check box.
5. Press **OK**.

To set the connection options

1. Press the **SMART Board** icon in the notification area, and then select **SMART Settings**.
2. Press **Language Settings**.

   The *Language Setup* dialog box appears.
3. Press **Connection Options**.

   The *Connection Options* dialog box appears.
4. Select **Use Internet Explorer settings**.

   OR

   Select **Use other proxy**, and then type the host, user name and password in the appropriate boxes.
4. Press **OK**.

Updating and activating SMART software

After you install SMART software, you need to activate it. After you activate the software, you need to install updates from SMART.

> **IMPORTANT**
> To update and activate SMART software, you need to be connected to the Internet.

Updating SMART software

SMART periodically releases updates to its software and firmware products. (Firmware is software installed in hardware products like the SMART Board interactive whiteboard.) You can use SMART Product Update (SPU) to check for and install these updates.

Your system administrator can install SPU in Full mode or Dashboard mode. In Full mode, you can view installed versions and download and install updates as documented in this section. In Dashboard mode, you can only view installed versions.

To check for updates automatically

1. In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

The *SMART Product Update* window appears.

2. Select the **Check for updates automatically** check box, and then type the number of days (up to 60) between SPU checks.

3. Close the *SMART Product Update* window.

   If an update is available the next time SPU checks, the *SMART Product Update* window appears automatically and the *Update* button of the affected product is enabled.

To check for updates manually

1. In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Press **Check Now**.

   If an update is available for a product, its *Update* button is enabled.

3. If an update is available, install it by following the next procedure.

To install an update

1. Open the *SMART Product Update* window as described in the previous procedures.

2. Press the product's row.

   Product details appear. These product details include the installed version's number and the update's number, date and download size (if an update is available).

   > **TIP**
   >
   > Press **View release notes** to view a summary of the changes in the update and the computer requirements for the update.

3. Press **Update**.

4. Follow the on-screen instructions to download and install the update.

   > **IMPORTANT**
   >
   > To install updates, you must have full administrator access.

To disable automatic checking for updates

1. In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Clear the **Check for updates automatically** check box.

   > **IMPORTANT**
   >
   > SMART recommends that you do not clear this check box.

Activating SMART software

Typically, you activate SMART software after installing it. However, in some situations, you activate the software later. For example, you could be evaluating the software before deciding to purchase it.

Purchasing a product key

For some SMART products, you must purchase a product key from your authorized SMART reseller (smarttech.com/wheretobuy).

> **TIP**
>
> If you lose your product key, go to smarttech.com/findproductkey.

Activating SMART software with a product key

After obtaining a product key, you can activate SMART software.

To activate SMART software

1. In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Press **Activate** or **Manage** for the software you want to activate.

   The *SMART Software Activation* window appears.

   NOTE

   The value in the *Status* column indicates the status for each product:

Value	Description
Installed	The software is installed.
Activated	The software is installed and activated with a perpetual or maintenance license.
Subscription	The software is installed and activated with a subscription license. The number in parentheses indicates the days remaining in the subscription period.
Expiring	The software is installed but not yet activated. The number in parentheses indicates the days remaining in the evaluation period.
Expired	The software is installed but not yet activated. The evaluation period is over. You're unable to use the software until you activate it.
Unknown	The software's status is unknown.

3. Press **Add**.
4. Follow the on-screen instructions to activate the software using the product key.

To view product keys

1. In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Select **Tools > View Product Keys**.

   The *Product Keys* dialog box appears.

3. Press **OK** when you're done viewing the product keys.

   NOTE

   Alternatively, you can view the product keys for a single product by pressing the product's name in the *SMART Product Update* window, and then pressing **View product key**.

Removing SMART software

SMART Support might ask you to remove existing versions of SMART software before you install new versions. You can do this using the SMART Uninstaller.

To remove SMART software

1. In Windows 7 operating system, select **Start** > **All Programs** > **SMART Technologies** > **SMART Tools** > **SMART Uninstaller**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Uninstaller**.

2. Press **Next**.

3. Select the check boxes of the SMART software and supporting packages that you want to remove, and then press **Next**.

   NOTE

   SMART Uninstaller automatically removes any supporting packages that are no longer being used. If you choose to remove all SMART software, SMART Uninstaller automatically removes all supporting packages, including itself.

   TIPS

   - To select all software and supporting packages, press **Select All**.
   - To clear the selection of all software and supporting packages, press **Clear All**.

4. Press **Uninstall**.

   SMART Uninstaller removes the selected software and supporting packages.

5. Press **Finish**.

Sending feedback to SMART

When you start SMART software for the first time, a dialog box could appear asking whether you want to join the SMART Customer Experience Program. If you choose to join the program, the software sends information to SMART that helps us improve the software for future releases. After starting the software for the first time, you can enable or disable this feature through the *Help* menu.

To enable the Customer Experience Program tracking feature

Select **Help > Customer Experience Program > Feedback tracking ON**.

To disable the Customer Experience Program tracking feature

Select **Help > Customer Experience Program > Feedback tracking OFF**.

Appendix A

Connecting with others using Bridgit software integration

SMART Meeting Pro software integrates with Bridgit software. You can use the Bridgit Collaboration Bar to create a meeting, invite meeting participants, share your screen and join meetings created by others. You can also chat with meeting participants.

NOTES

- Integration with Bridgit software collaboration features requires a Bridgit server. Please see your system administrator to confirm availability.
- The Bridgit Collaboration Bar and the View Screens mode button don't appear if a Bridgit server address wasn't provided when SMART Meeting Pro software was installed. Contact your system administrator or see *Changing Bridgit software integration settings* on page 83 for more information.

About Bridgit meeting roles

When you create a Bridgit meeting, you become the meeting's owner and can define many of the characteristics of the meeting. When you attend a meeting, you can be a presenter or a participant. The presenter is the person who is currently sharing his or her desktop. A participant can see and draw on the shared desktop, hear and talk in a meeting and view webcams only if the owner or presenter enabled these features.

NOTE

The meeting's owner and presenter are indicated in the participant list. Both owners and participants can act as the presenter.

Owner

The meeting's owner is the person who created the meeting on the Bridgit server. The owner can do the following:

- Adjust the meeting settings.
- Adjust audio optimization.
- Take over desktop sharing.
- Draw on the desktop, talk in a meeting and share webcams, even if the presenter disabled these features for other participants.
- Disconnect all users and end the meeting.

Presenter

The presenter is the person who is currently sharing a desktop. The presenter can do the following:

- Adjust the meeting settings.
- Draw on the desktop.
- Talk in a meeting.
- Share webcams.

Although the presenter can disable these features for other participants, the features always remain available to the meeting's owner.

Participant

The participants in a meeting can always do the following:

- See the shared desktop.
- Listen to other participants talk.
- View shared webcams.

Participants can draw on the desktop, talk in a meeting or share a webcam only when the owner or presenter has enabled these features.

Scheduling Bridgit meetings

Bridgit software users can also use the SMART Scheduler Outlook add-in to schedule their Bridgit meetings in advance. SMART Meeting Pro software from each meeting room automatically connects to the scheduled meeting. See your Bridgit software online Help for more information on installing and using the SMART Scheduler Outlook add-in.

To access online Help for Bridgit software

1. Double-click the **Bridgit** icon on your desktop.

   The *SMART Bridgit Software* window opens.

2. Press **Help**.

Navigating Bridgit software integration

The Bridgit Collaboration Bar runs across the top of your screen and contains all of the information and tools you need to host, join and control your meetings. If you enabled Bridgit software integration, a Bridgit meeting and password are automatically created when SMART Meeting Pro software starts. You see the following components on the Bridgit Collaboration Bar.

Icon	Description	Action
	Meeting name	Displays the meeting name.
	Meeting password	Displays the meeting password.
	Participant Counter	• Displays the number of participants joined to the current meeting. • Enables you to send email meeting invitations and to broadcast chat messages to meeting participants.

Icon	Description	Action
	Microphone	Turns the microphone on and off.
	Webcam	Opens the Video window. **NOTE** The Webcam icon appears only if your Bridgit Server and Bridgit software support video.
	Share Screen/Stop Sharing	Shares or stops sharing your desktop with meeting participants.
	Bridgit collaboration menu	Displays various Bridgit software meeting options.
	Positioning handle	Enables you to move the Bridgit Collaboration Bar.

NOTE

The Bridgit Collaboration Bar and the View Screens mode button don't appear if a Bridgit server address wasn't provided when SMART Meeting Pro software was installed. Contact your system administrator or see *Changing Bridgit software integration settings* on page 83 for more information.

Managing a Bridgit meeting

After a Bridgit meeting starts, you can manage it by doing the following:

- Send an invitation to remote participants
- Change the meeting name and password
- Hide the meeting password

To send an invitation to remote participants

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **E-mail Invitation to Others**.

   The *Send E-mail Invitation* dialog box appears, showing the server name, meeting name, password and instructions on how to join the meeting.

2. Enter the participants' email addresses in the *To* box, and then press **Send**.

To change the meeting name and password

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Change Meeting Name and Password**.

   The *Change Meeting Name and Password* dialog box appears.

2. Type a new name and password in the text boxes.
3. Optionally, select **Do you want to remove current attendees from the meeting?** if you want to disconnect all attendees from the meeting.

   NOTE

   This option isn't available if the meeting was prescheduled.

4. Press **OK**.

To hide the meeting password

Press **Menu** on the Bridgit Collaboration Bar, and then select **Hide Password**.

The password displays as a string of asterisks (*), and the option changes to *Show Password*.

NOTES

- This procedure hides the meeting password on only the local meeting room Bridgit Collaboration Bar.
- When the password is hidden, you can press the string of asterisks to display the password temporarily.

Setting up audio in a Bridgit meeting

Depending on how Bridgit software is configured, you either use Voice over Internet Protocol (VoIP) or voice bridge for audio.

To set up VoIP

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Open Audio Settings**.

   The *Audio Settings* dialog box appears.

> **NOTE**
>
> If the *Open Audio Settings* option isn't available, the settings are disabled or your Bridgit system is using a third-party voice bridge. Please contact your Bridgit administrator.

2. Press **Open My Mic** to enable your microphone.

   The button label changes to *Close Mic*. Press it to mute your microphone.

   > **TIP**
   >
   > Alternatively, you can press **Microphone** on the Bridgit Collaboration Bar to enable or disable the microphone.

3. Press the **Speaker** or **Mic** buttons to change the audio settings.
4. Drag the sliders for the speaker and microphone to adjust the volume and microphone sensitivity.

To set up voice bridge

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Set Voice Bridge Details**.

   The *Set Voice Bridge Details* dialog box appears.

   > **NOTE**
   >
   > If the *Set Voice Bridge Details* option isn't available, the settings are disabled or your Bridgit system is using VoIP audio. Please contact your Bridgit administrator.

2. If you want to show telephone conference details to users, select **Share Voice Bridge details with other users**.

   The *Telephone number* and *Conference code* text boxes become available.

3. Type the telephone number and conference code in the text boxes.

   This information is included in the email invitations to the meeting.

4. Press **OK**.

Sharing your desktop in a Bridgit meeting

You can share images, videos and written information with other participants by sharing your desktop using the Bridgit Collaboration Bar.

To share your desktop

1. Create or join a meeting.
2. Press **Share Screen** on the Bridgit Collaboration Bar.

   A *Preparing to share your desktop* message appears briefly, and then a blue border appears on your screen. Anyone in the meeting can see your desktop.

To share when using multiple displays

1. Create or join a meeting.
2. Press **Share Screen** on the Bridgit Collaboration Bar of each screen that you want to share.

   A *Preparing to share your desktop, please wait* message appears briefly, and then a blue border appears on your screen. Meeting participants see each screen organized in the order you shared them.

To stop sharing your desktop

Click the **Stop Sharing** button on the Bridgit Collaboration Bar of the display you want to stop sharing.

Interacting with a shared desktop during a Bridgit meeting

You can view and make notes on the screens of meeting participants who are running SMART Meeting Pro software and Bridgit software and who have a connected SMART interactive product. SMART Meeting Pro software also has a multiple-display sharing feature that allows you to choose which display to view.

To view the screen of a meeting participant

Press **View Screens** on the SMART Business Toolbar.

If one of the meeting participants pressed the **Share Screen** button, that participant's screen appears.

If no one is sharing a screen, a Bridgit window appears showing the conference name.

TIPS

- You can use the pen and eraser tools to draw, make notes and erase notes on a participant's screen. You can also press **Capture** to copy the screen to the

Whiteboard drawing area.

- If you have multiple screens connected to your computer, you can use View Screens mode on each of your monitors to view more than one participant screen at a time.

Viewing and chatting with participants in a Bridgit meeting

The Participant Counter on the Bridgit Collaboration Bar shows the number of participants in the current meeting. You can view a list of participants while your meeting is in progress.

You can also send an email invitation to anyone you want to attend, or use the chat window in the participant list to broadcast messages to some or all participants in a meeting.

To view a list of meeting participants

Press **Participant Counter** on the Bridgit Collaboration Bar.

The *Participants* dialog box appears, showing your computer's name as the meeting owner. The list on the left displays all meeting participants.

To send an email invitation

1. Press **Participant Counter** on the Bridgit Collaboration Bar.

   The *Participants* dialog box appears, showing your computer's name as the meeting owner.

2. Press **E-mail Invitation** in the lower-left corner of the dialog box.

   The *Invite Participant* dialog box appears.

3. Press **E-mail**.

   Your default email program opens an email form that includes the details of your meeting.

4. Type the email address of the recipient in the *To* box, and then send the email.

To send a message to all participants

1. Press **Participant Counter** on the Bridgit Collaboration Bar.

   The *Participants* dialog box appears, showing your computer's name as the meeting owner.

2. Type the message in the box under the *All Users* area.

3. Press **Send**.

To chat privately with certain participants

1. Press **Participant Counter** on the Bridgit Collaboration Bar.

   The *Participants* dialog box appears, showing your computer's name as the meeting owner.

2. Press **Chat** next to the participant you want to chat with.
3. Select **Create a New Conversation with Participant**.

   A tab that contains the participant's name appears in the chat window. Any text you send or receive under this tab is visible only to those in your private conversation.

To add more participants to your private conversation

1. Select the conversation to which you want to add a participant.
2. Press **Chat** next to the person you want to add.
3. Select **Add Participant to Selected Conversation**.

   > **NOTE**
   >
   > If you have multiple private conversations running at the same time and a new message arrives in a conversation that isn't selected, the chat balloon icon appears with horizontal lines.

To end a private conversation

Press **Exit** on the tab you want to close.

Sharing and viewing webcams in a Bridgit meeting

If you have a compatible webcam, you can share its view with other participants in your Bridgit meeting. Even if you don't have a webcam, you can still view the webcams of other participants. Up to nine participants can share their webcams at the same time.

If the presenter of the conference disables remote webcams, you can't share your webcam. However, you can still see the presenter's webcam if it's shared.

> **NOTE**
>
> This feature is available only when the Bridgit administrator enables it on the server. Before you share your webcam, make certain that no other program is using it.

To open the Video window

Press **Menu** on the Bridgit Collaboration Bar, and then select **Open Video window**.

The *Video* window appears.

To share your webcam

Press **Share My Webcam** .

NOTES

- As other participants share their webcams, they appear along the bottom of the larger image. When you hover the mouse over one of the smaller images, a message appears showing you the name of the person sharing that webcam.
- You can click one of the smaller images to expand it.

To stop sharing your webcam

Press **Stop Sharing My Webcam** .

Your webcam no longer appears in the *Video* window. If other participants are still sharing their webcams, they remain visible.

NOTE

There may be times when the Video window covers items on the screen you want to see. You can move the Video window, or close it and then open it again later.

To close the Video window

Press **Close** .

Joining another Bridgit meeting

You can join another Bridgit meeting that was created by someone else.

If you don't know the meeting password, you can still join the meeting by searching for the meeting you want to attend, knocking for meeting access, and then obtaining access from other meeting participants.

To join another meeting

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Join Another Meeting**.

   The *SMART Bridgit Software* window appears and connects to the last server you used.

   > **NOTE**
   >
   > If you haven't used Bridgit software before or if you want to connect to a different server, follow the steps in the next procedure.

2. Select the meeting you want to join from the *Meeting name* drop-down list, and then enter the meeting password.
3. Select **Yes** under *Do you want to use your computer for meeting audio?* if your system administrator has enabled VoIP.

   OR

   Select **No** if you will be using another audio option.

4. Click **Join Meeting**.

To join another meeting with a knock

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Join Another Meeting**.

   The *SMART Bridgit Software* window appears and connects to the last server you used.

   > **NOTE**
   >
   > If you haven't used Bridgit software before or if you want to connect to a different server, follow the steps in the next procedure.

2. Select the meeting you want to join from the *Meeting name* drop-down list.
3. Select **Yes** under *Do you want to use your computer for meeting audio?* if your system administrator enabled VoIP.

   OR

   Select **No** if you will use another audio option.

4. Click **Knock to Join**.

   A message appears stating that you're waiting for a response from the meeting participants. Participants in the meeting receive a message asking them to allow or deny you access to the meeting.

   - If you're allowed access to the meeting, your screen automatically updates to view the shared screen.
   - If you're denied access to the meeting, the *Unable to join* message appears.

5. If you're denied access, click **OK** to knock again or try to contact a meeting participant for the meeting password.

To change which server you're connected to

1. Click the server icon in the bottom-left corner of the *SMART Bridgit Software* window.

   The *Server Information* dialog box appears.

2. Type the server name in the *Which server do you want to connect to?* box, or select a server from the drop-down list.

   > **TIP**
   > If you've previously used a Bridgit software server, it appears in the *Which server do you want to connect to?* list. This makes it easy to connect to servers you've used before without typing the server name again.

3. Click **Connect**.

Joining Bridgit meetings remotely

Remote meeting participants can join your Bridgit meetings using the following options:

- A remote meeting room with a SMART interactive product and SMART Meeting Pro software
- A personal computer with SMART Meeting Pro PE software and Bridgit software
- A personal computer with Bridgit software only

The following table shows the available features for these options:

Feature	SMART Meeting Pro	SMART Meeting Pro PE	Bridgit software only
Communicating through video, audio and chat	✓	✓	✓

Feature	SMART Meeting Pro	SMART Meeting Pro PE	Bridgit software only
Sharing your desktop	✓	✓	✓
Viewing and taking control of other meeting participants' shared desktops	✓	✓	✓
Writing or drawing digital ink on other meeting participants' shared desktops	✓	✓	✓
Opening Whiteboard (.fcw) files during meetings	✓	✓	

Remote participants without access to SMART Meeting Pro software or SMART Meeting Pro PE software can download Bridgit software by competing the following procedure.

NOTE

You must know the Bridgit server URL and the meeting name.

To connect from a web browser

1. Type your Bridgit server URL in the address bar of your web browser.
2. Click the **Download Software** link.

   The *File Download - Security Warning* dialog box appears.
3. Click **Run**.

   The *Internet Explorer - Security Warning* dialog box appears.
4. Click **Run**.

   The *SMART Bridgit Software* window appears.
5. Type or select the meeting name in the text box.
6. Type the password (if applicable).
7. Click **Join Meeting**.

Maintaining Bridgit software

This section explains how to configure Bridgit software.

Changing meeting settings

You can select several options to control how you and other meeting participants can use Bridgit software features during a meeting.

NOTE

You can only change these settings if you are the meeting owner.

To change meeting settings

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Advanced Settings**.

   The *Options* dialog box appears.

2. Press the **Meeting settings** tab.

3. Change settings:

Control	Procedure	Notes (if any)
Require others to request microphone	Select the check box to require meeting participants to request the microphone to speak.	
Allow others to draw	Select the check box to enable meeting participants to draw on your screen.	
Allow others to share their desktop	Select the check box to enable meeting participants to share their screens.	
Allow others to share their webcams	Select the check box to enable meeting participants to share their webcams.	
Allow remote control of your desktop	Select the check box to enable meeting participants to take control of your screen.	This check box is only available if you are currently sharing your screen.
Allow others to raise their hand	Select the check box to enable meeting participants to use the raise hand feature to ask questions.	
Allow others to know to join the meeting	Select the check box to enable meeting participants to join the meeting by knocking.	
Allow others to use chat	Select the check box to enable meeting participants to chat.	
Allow others to use private chat	Select the check box to enable meeting participants to set up private chat.	This check box is only available if you also selected the **Allow others to use chat** check box.

5. Press **OK**.

Changing audio settings

You can configure audio settings for SMART Meeting Pro software.

To change audio settings

1. Press **Menu** on the Bridgit Collaboration Bar, and then select **Advanced Settings**.

   The *Options* dialog box appears.

2. Press the **Audio Settings** tab.
3. Change settings:

Control	Procedure	Notes (if any)
Sounds when users join/leave	Select the check box to play sounds when participants join or leave the meeting.	
Speakers	Select the computer's audio output that you want to use for the speakers.	If you're unsure of which audio output to use, press **Audio Setup Wizard** to run the *Audio Setup* wizard.
Microphone	Select the computer's audio input that you want to use for the microphone.	If you're unsure of which audio input to use, press **Audio Setup Wizard** to run the *Audio Setup* wizard.
Audio optimization settings	Select **Optimize for high audio quality** to optimize audio for higher quality. OR Select **Optimize for low bandwidth** to optimize audio for low bandwidth.	These option buttons are only available if you are the meeting owner.

5. Press **OK**.

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