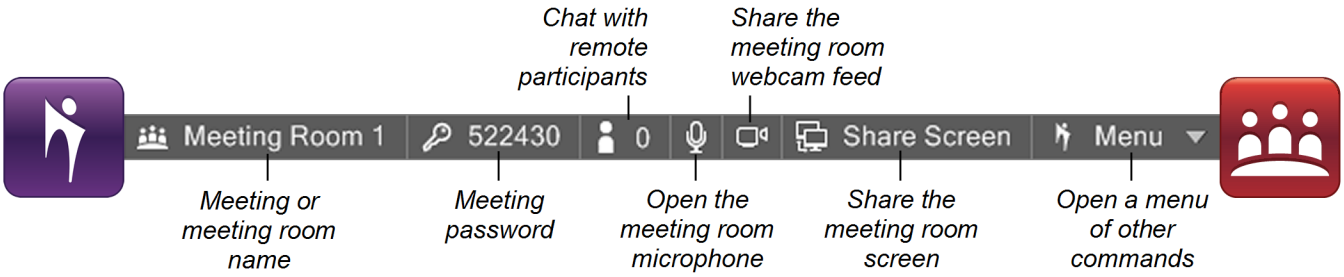
SMART Meeting Pro® 4.1 and Bridgit® software



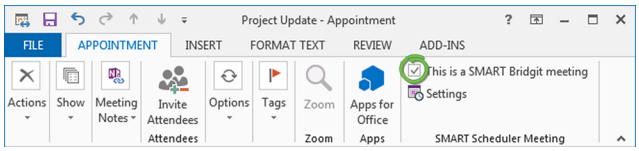
Introduction

Bridgit® conferencing software is integrated with SMART Meeting Pro® software. This quick reference shows you how to use Bridgit software with SMART Meeting Pro software during a meeting.

Before your meeting

You can set up an appointment in Microsoft® Outlook® as a Bridgit meeting.

1. Create a new appointment, or edit an existing one.
2. Select **This is a SMART Bridgit meeting** in the *SMART Scheduler Meeting* area.



3. Click **Settings** to specify a meeting password.

When you log on to the meeting room computer, the meeting name and password that you specified in the appointment appear in the Bridgit Collaboration Bar (above). Content you included in the appointment's body appears in Whiteboard mode, and attachments appear in the Organizer.

TIP

If you didn't set up a Bridgit meeting in advance and the meeting room is available for at least 30 minutes, SMART Meeting Pro software sets up an ad hoc meeting automatically when you log on to the meeting room computer.

During your meeting

After you log on to the meeting room computer, you can manage the Bridgit meeting using the Bridgit Collaboration Bar.

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

To view a remote participant's screen

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

If one of the remote participants is sharing a screen, the screen appears.

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

TIP

You can use the pen and eraser tools to write, draw and erase notes on the participant's screen.

To join another meeting

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

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

   .

   OR

   If you will be using another audio option, select **No**.
4. Click **Join Meeting**.

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Joining your meeting remotely

Participants can join your meeting remotely from their computers by downloading Bridgit software.

To download Bridgit software and join a remote meeting

1. Click the download link in the email invitation you received.

   A *File Download* dialog box appears.
2. Click **Save**.

   The *Save As* dialog box appears.
3. Select **Desktop** as the file save location, and then click **Save**.

   A Bridgit icon is created on your desktop.
4. Double-click the Bridgit icon on your desktop.

   The *SMART Bridgit Software* window appears.
5. Type your name in the *Your name* box.
6. Select the name of the meeting from the *Meeting name* drop-down list.
7. Type the password in the *Password* box, if required.

   NOTE

   If you don't know the password or weren't formally invited to the meeting, click **Knock to Join**.
8. Click **Join Meeting**.

Help

Refer to the Help for more information on using SMART Meeting Pro software and Bridgit software.

You can open the SMART Meeting Pro software Help by selecting **Help > Contents** in the Whiteboard menu, or by scanning this QR code.

You can open the Bridgit software Help by selecting **Menu > Help**, or by scanning this QR code.

Sharing your screen when joining remotely

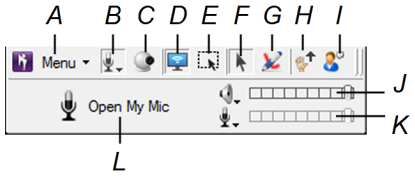
To share your screen when joining remotely

If no one else is sharing a screen, click **Share My Desktop**.

OR

If someone else is sharing a screen, select **Menu > Share My Desktop**.

You can use the tools on the Bridgit toolbar while sharing your screen:



Tool	Purpose
A	Open a menu of other commands
B	Open a menu of microphone commands
C	Share your webcam feed
D	Share your screen
E	Share a portion of your screen
F	Select objects on your screen
G	Write or draw over your screen
H	Raise your hand (to get others' attention)
I	Chat with other participants
J	Increase or decrease the speaker volume
K	Increase or decrease the microphone volume
L	Open your microphone

For more information, visit smarttech.com/meetingpro
For more training, visit smarttech.com/trainingforbusiness

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