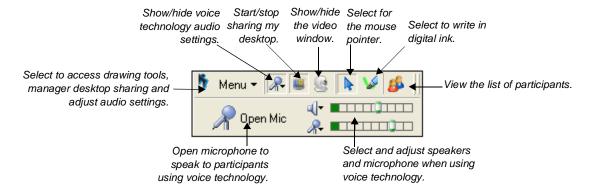# *Quick Reference*

SMART
Technologies
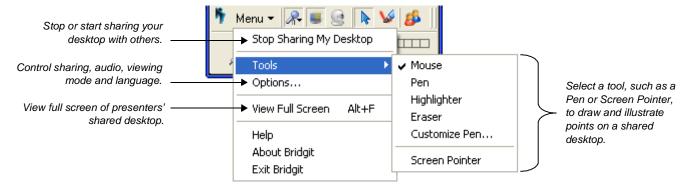
Special Features with Bridgit Conferencing Software

Bridgit™ conferencing software 3.2 on the Microsoft® Windows® operating system allows users to collaborate about ideas and share information at the same time and in different locations. Before you begin, ensure all participants have an Internet connection and have downloaded Bridgit software 3.2. For more information on the basics of Bridgit software, please review *Bridgit Conferencing Software Basics* at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Toolbar

Once you have joined or created a data conference, the toolbar located at the top of the Bridgit software interface provides access to a number of settings and features to enhance and control your conference.

Show/hide voice technology audio settings.
Start/stop sharing my desktop.
Show/hide the video window.
Select for the mouse pointer.
Select to write in digital ink.

Select to access drawing tools, manager desktop sharing and adjust audio settings.

View the list of participants.

Open microphone to speak to participants using voice technology.

Select and adjust speakers and microphone when using voice technology.

While the toolbar is identical for all participants, the options available to you will depend on your role as owner, presenter or participant. Click the **Menu** button on the toolbar to manage and control desktop sharing, and to select and adjust audio settings and devices.

Stop or start sharing your desktop with others.

Control sharing, audio, viewing mode and language.

View full screen of presenters' shared desktop.

Stop Sharing My Desktop
Tools   ✔ Mouse
Options...   Pen
                 Highlighter
View Full Screen Alt+F   Eraser
                 Customize Pen...
Help
About Bridgit   Screen Pointer
Exit Bridgit

Select a tool, such as a Pen or Screen Pointer, to draw and illustrate points on a shared desktop.

Voice technology

There are two ways to speak to participants in a conference with Bridgit software 3.2. The first method is to speak over the telephone and the second is to use the voice technology feature. This feature is a simple, cost-effective way of communicating over a broadband Internet connection and requires the presenter and participant(s) to use a microphone and speakers in combination to talk.

To select the appropriate audio devices, click **Menu > Options**, then select the **Audio Settings** tab. Choose your device from the Speakers and Microphone drop-down menus. When running Bridgit software for the first time, you may be

Conference Settings | Audio Settings | Viewing Options | Languages

Audio Device Settings
🔊 Speakers: SoundMAX Digital Audio
🔍 Microphone: SoundMAX Digital Audio
                         Audio Setup Wizard...

Audio Optimization Settings (available for owner only)
⦿ Optimize for High Audio Quality
○ Optimize for Low Bandwidth

prompted to use the Audio Setup Wizard to adjust the settings for your microphone and speakers. To access these settings at any time, click the **Audio Setup Wizard** button.

NOTE: Conference owners can optimize audio quality for participants using a slower Internet connection by selecting **Optimize for Low Bandwith** on the Audio Settings tab.

Conference settings

If you are a conference owner, you can manage how and when information is communicated. For example, you may want to allow one participant to speak about their research and share findings on their desktop, or disable the private chat feature.

Select **Menu > Options** to view the Conference Settings tab. There are a number of conference settings that can be controlled by selecting or deselecting each option.

NOTE: By default, *Allow remote control of your desktop* is disabled unless the Bridgit software administrator has enabled it on the server.

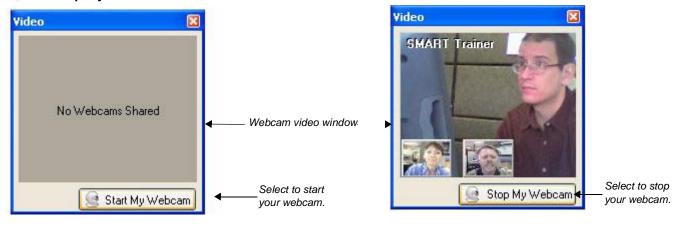## Text chatting with conference participants

Using the text chat tool, you can ask questions or make comments to an individual or group of conference attendees without interrupting the presenter. To access the chat feature, click the **Participant List** button. To send a text message to all members of the conference, type your message into the text box on the **All Users** tab, and press **Send**. To send a text message to a specific participant, click the **Chat** button next to the name of the person you would like to chat with. Select **Create a New Conversation with Participant**, type your message into the text box, and press **Send**. To end a private conversation, press the **Exit** button.

If you receive a message when you are not viewing the particpant's window, a notification bubble will appear on your screen for 20 seconds. Click the notification bubble to open the chat window.

Webcam viewing and sharing

Webcam images can be viewed by other participants by clicking the webcam button on the toolbar. If you want to share your webcam, click **Start My Webcam**, and your image will be displayed to all conference participants. To stop sharing your webcam, click **Stop My Webcam**.

Webcam video window

Select to start your webcam.

Select to stop your webcam.

TIP: You can click on a thumbnail webcam image at the bottom of the video window to view a larger image.