

Using Microsoft® NetMeeting® on a SMART Board™ Interactive Whiteboard

This Quick Reference provides an overview of how to hold a NetMeeting data conference using a SMART Board interactive whiteboard. In a data conference, participants at multiple locations can view and collaborate on the same information at the same time.

Preparing for Your Data Conference

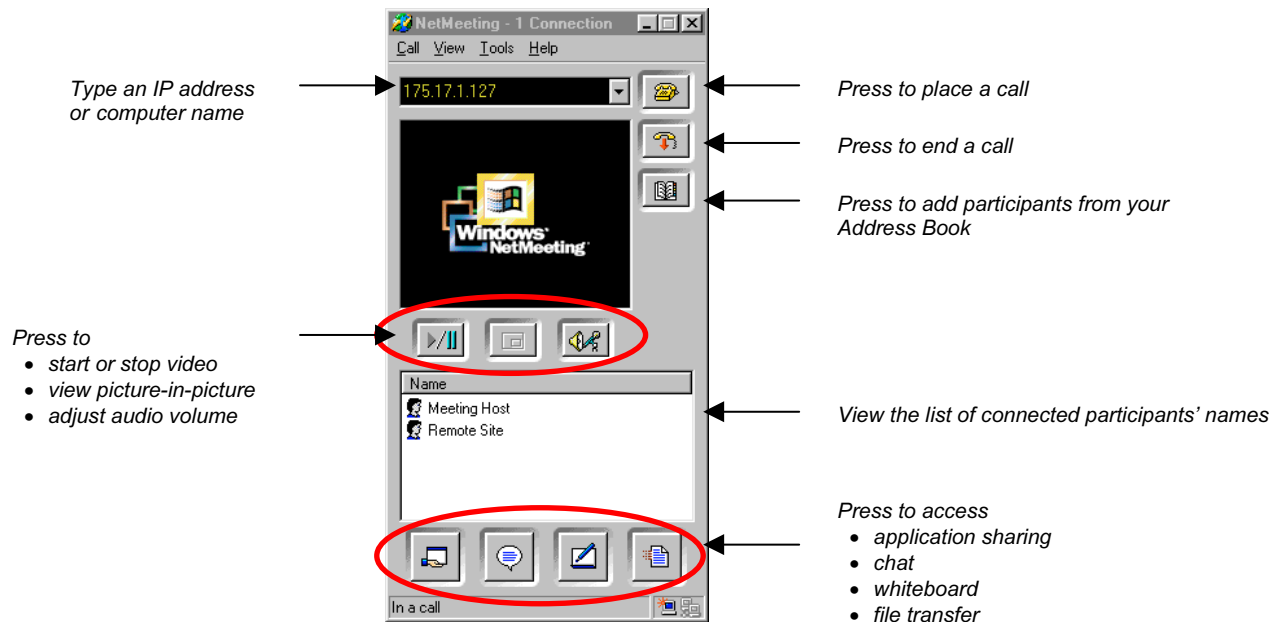
Before your conference begins, ensure that

- all meeting participants are using NetMeeting 3.01 conferencing software and the same version of SMART Board software
- all meeting participants are using the same screen resolution (e.g., 800 x 600)
- you know the Internet protocol (IP) addresses of all computers that you will invite to join your NetMeeting session

NOTE: To find the IP address for your computer, open NetMeeting and select **Help, About Windows NetMeeting**.

Opening NetMeeting Software

Open NetMeeting software from the **Start** menu or double-click its desktop icon. The NetMeeting window will appear.



Placing and Accepting Calls

Meeting Host

To place a call, type the IP address of the computer you'd like to invite and press the **Place Call** button.

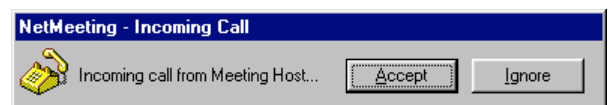
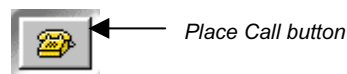
Remote Site

The remote site must have NetMeeting software open to accept a call.

Press the **Accept** button in the *Incoming Call* dialog to join the NetMeeting session.

Once a remote site accepts the call, the names of the connected participants will appear in the NetMeeting window. Participants with speakers attached to their computer will hear a "ping" sound to indicate that someone has joined or left the data conference.

The meeting host can continue to add participants by repeating this procedure.



NOTE: To set NetMeeting software to automatically accept incoming calls, select **Call, Automatically Accept Incoming Calls**.

Sharing Applications and Allowing Control

NetMeeting conferencing software allows you to share any open application so that all participants can view files and see changes made by the application host in real time.

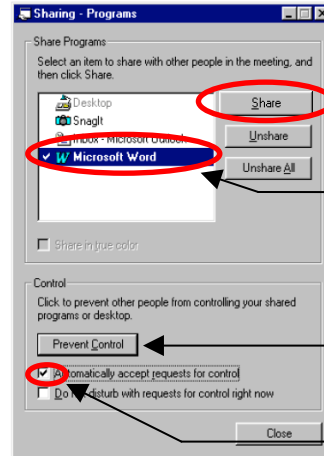
- 1 To share an application, press the **Share Program** button or select **Tools, Sharing**. The *Sharing* dialog will open.
- 2 Select the application you'd like to share from the list of open applications.
- 3 Press the **Share** button.

NOTE: Once you've connected to a meeting with SMART Board software running, the Floating Tools, the Save/Print toolbar and the three-button Slide Show toolbar in Microsoft PowerPoint® are automatically shared.

- 4 To allow remote participants to request control of shared applications, press the **Allow/Prevent Control** button. Remote participants can then request control by double-clicking anywhere within the shared file.
- 5 Select the **Automatically accept requests for control** check box in the *Sharing* dialog to avoid being interrupted each time a remote participant requests control.
- 6 Close or minimize the *Sharing* dialog and the NetMeeting window.



Share Program button



Press the **Share** button to share the selected applications

Applications must be shared before control can be granted to NetMeeting participants

This button toggles between Allow and Prevent Control.

Select this check box to automatically accept requests for control from remote NetMeeting participants

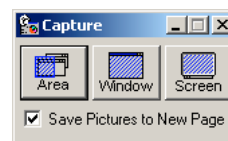
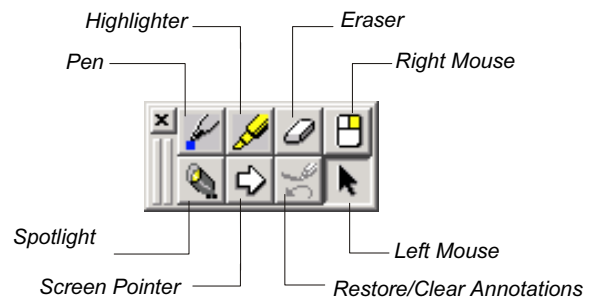
Data Conferencing with a SMART Board Interactive Whiteboard

You can use a SMART Board interactive whiteboard to enhance your data conference:

- Pick up a stylus from the SMART Pen Tray, or select the pen tool from the Floating Tools, and make notes during your data conference. All participants will be able to see these annotations.
- Use the screen pointer or highlighter in the Floating Tools to emphasize key information during your data conference.
- Use Notebook™ software to capture or save information during your data conference:
 - Use the Capture toolbar to capture and share information from other applications rather than sharing those applications. This is extremely useful if the information you wish to share is in an application that requires a lot of memory (e.g., a graphics application) or if you want to share certain parts of your file while keeping the rest confidential.
 - Save data-conferencing notes as a PDF file or as a series of HTML or image files (JPEG, TIFF, etc.)
 - Prepare content for use during the data conference (e.g., diagrams and screen captures)

NOTE: Share Notebook software in NetMeeting software just as you share any other application (see above).

Floating Tools



Use Notebook software's Capture toolbar to send a selected area, window or screen to your Notebook file