

Using SMART Bridgit Tools



Introduction

SMART Bridgit™ software allows users to share ideas and information at the same time and in different locations.

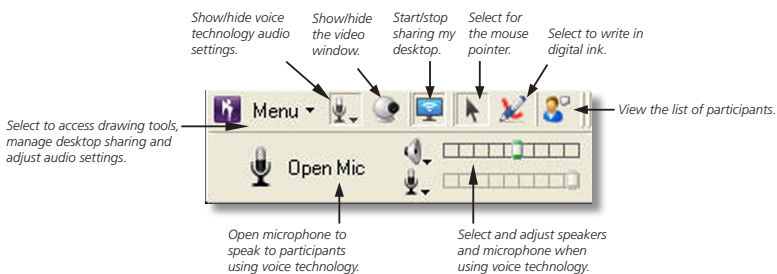
In this lesson you will learn how to:

- Use the SMART Bridgit toolbar
- Talk using SMART Bridgit
- Chat with meeting participants
- Share your webcam
- Configure meeting settings

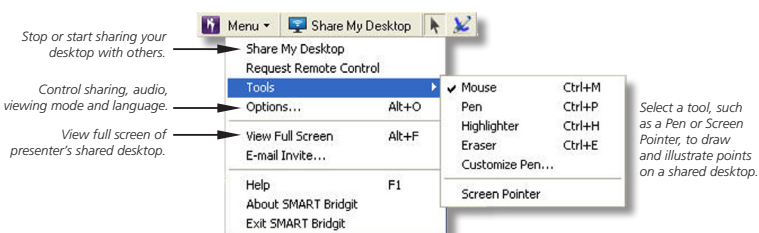
Before you begin, ensure all participants have an Internet connection and have downloaded SMART Bridgit software 4.0. For more information on the basics of SMART Bridgit software, refer to *Creating or Joining a SMART Bridgit Meeting* at <http://smarttech.com/trainingcenter/material.asp>

Using the Toolbar

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



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.

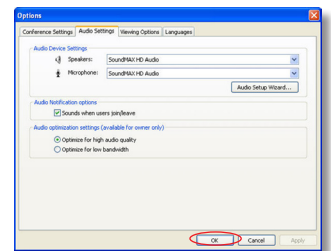


Talking with SMART Bridgit

There are two ways to speak to participants in a meeting with SMART Bridgit software. The first method is to speak over the telephone and the second is to use Voice over Internet Protocol (VoIP) technology. 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 your audio devices

1. Select **Menu > Options**. The *Options* window appears.
2. Click the **Audio Settings** tab
3. Select your device from the **Speakers** and **Microphone** drop-down menus



NOTE: If you are using SMART Bridgit software for the first time, you may be prompted to use the *Audio Setup* wizard to adjust the settings for your microphone and speakers. You can access these options at any time by clicking the **Audio Setup Wizard** button.

4. Click **OK**

To talk with SMART Bridgit

1. Click on the SMART Bridgit toolbar
2. Click **Open Mic**.
Speak into your connected microphone.
3. When you're finished speaking, click **Close Mic**




TIP: Only 4 participants can use a microphone at the same time, so it's a good practice to close your mic when you're not speaking. This also reduces the background noise for other meeting participants.

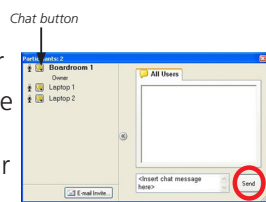
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Text Chatting with Meeting Participants

You can use the text chat tool to ask questions or make comments to an individual or group of meeting attendees without interrupting the presenter.

To chat with meeting participants

1. Click  on the SMART Bridgit toolbar
2. To send a text message to all members of the meeting, type your message in the text box on the **All Users** tab, and then click **Send**
3. 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 in the text box, and then click **Send**.
4. Click **Exit** to end a private conversation

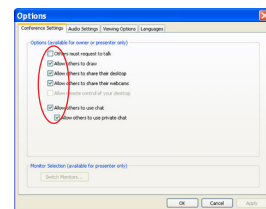


Managing Meeting Settings

If you are a meeting 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.

To configure meeting settings

1. Select **Menu > Options** to view the Conference Settings tab
2. Configure each setting by selecting or clearing each check box
3. Click **OK**



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

Conclusion




You can use SMART Bridgit conferencing software to collaborate with local or remote meeting participants.

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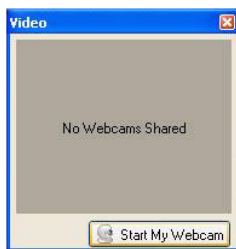
For more information about SMART Bridgit conferencing software, visit <http://smartechnology.com/trainingcenter/material.asp>

Sharing and Viewing a Webcam

If you have connected a webcam to your computer, you can share your webcam images with other participants by clicking  on the toolbar.

To share your webcam

1. Click  on the SMART Bridgit toolbar. The **Video** window appears.
2. Click **Start My Webcam**. Your image is displayed to all meeting participants.
3. Click **Stop My Webcam** to stop sharing your webcam



TIP: You can click on a thumbnail webcam image at the bottom of the video window to view a larger image. Only 4 participants can share a webcam at the same time.