

## Online Training Session Connection Instructions

Please print these instructions and have them with you on the day of session.

### Computer Instructions

#### Before the session

Before you can take part in the session, you must download the Bridgit™ software client to the computer you'll be using on the day of the session. The client is available at <http://services.smarttech.com/>.

#### PC

1. Click on the link. In the **File Download** dialog box, click **Save**
2. In the **Save As** dialog box, click on the **Save in:** list and select **Desktop**
3. Click **Save**. If a **Download Complete** dialog box appears, click **Close**. The Bridgit client is downloaded to your desktop and ready to use.



#### Macintosh® computer

1. Click on the link
2. You will be asked if you want to download the application. Select **Yes**. The Bridgit client is downloaded to your desktop and ready to use

#### A few minutes before the session start time

1. Double-click the **Bridgit** icon on the desktop to connect to the conference server.
2. Check the server name by looking in the server name box. The server name should be **services.smarttech.com**. If it is not, select the server name by clicking on it, type **services.smarttech.com** and click the **Connect** button.
3. In the **Active Conferences** list, select **Training Services** and click **Join**.
4. If you are running Bridgit software for the first time, you may be prompted to run the Audio Setup Wizard. There is no need to run it, as audio for this conference is via telephone.

## Telephone Instructions for Thursday International Sessions

#### At the start time

1. Dial the toll-free number for your country (second page of these instructions). If there is no number for your country, dial **+44.1452.567588** – regular long-distance charges will apply.
2. You will be prompted to enter a pass code. Enter **6231683951**, followed by #.

## Telephone Instructions for All Other Sessions

#### At the start time

1. If you are in the United States or Canada, dial **1.866.337.7307** toll-free. For all other countries dial **1.780.409.0716** – regular long-distance charges will apply.
2. You will be prompted to enter a pass code. Enter **403.802.3212**, followed by #.

#### Session Feedback

We value your feedback. After the session, click on the link to let us know what you thought of the training. <http://surveys.smarttech.com/trainingonlinesession>

For help, call **1.866.427.6278 (North America)** or **+1.403.245.0333**.

## Toll-free Numbers for Thursday International Sessions

Australia :	1800615358
Austria :	0800111957
Belgium :	080048305
Brazil :	08008912092
Canada :	18003907498
Denmark :	80884387
Finland :	0800116791
France :	0805110471
Germany :	08001014907
Greece :	00800127012
Hong Kong :	800901297
Hungary :	0680015519
Iceland :	8008658
Ireland :	1800300182
Israel :	1809213971
Italy :	800906494
Japan :	00531121895
Korea (South) :	00308131549
Latvia :	8002571
Luxembourg :	80021123
Malaysia :	1800805077
Mexico :	0018664297882
Netherlands :	08009494598
New Zealand :	0800446473
Norway :	80015969
Poland :	008001212289
Portugal :	800860598
Russian Federation :	81080021232044
Singapore :	8001011668
Spain :	900961635
Sweden :	0200887528
Switzerland :	0800564504
United States :	18666161738
United Kingdom	08000738914
Uruguay :	0004135983381