

SMART Room System™ with Skype® for Business



Scheduling a meeting

1. Open Outlook® and select **Calendar**
2. Select **New Skype Meeting**
 - Enter a meeting subject and adjust the start and end times
 - Click **Scheduling Assistant**, click **Add Rooms** to add the SMART Room System to the meeting
 - Click **Invite Attendees** and invite participants
3. Click **Lync Meeting** or **Skype Meeting** to change from a standard meeting to a Lync or Skype meeting. The meeting details appear in the message area
4. Click **Send**

Starting a meeting

To join a scheduled meeting

1. Touch the scheduled meeting square on the console or interactive flat panel

NOTE: If the meeting tile reads **I forgot to make this a Lync Meeting**, or **Need this to be a Lync meeting**, then the Lync or Skype Meeting button wasn't selected when the meeting was originally scheduled. To send a new Lync or Skype meeting invitation to all invited meeting participants, touch the meeting calendar square and follow the on-screen instructions.

To start an ad hoc meeting

1. Touch **Meet Now** on the console
2. Add participants to the meeting by searching for and selecting their names on the console
3. Touch **Start Meeting**

NOTE: You can also use the interactive flat panel without starting a meeting. Touch **Start Whiteboard** to begin an ad hoc whiteboarding session.

Using the whiteboard

If you're in a meeting, touch **New Whiteboard** on the console or on one of the interactive flat panels. If you're not in a meeting, touch **Start Whiteboard**.

Touch **Email Whiteboard** on the console to email your whiteboard file.

Whiteboard tools:

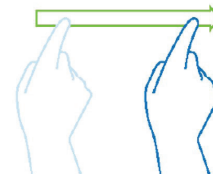
- **Pointer** – Direct attention to specific content
- **Select** – Select, move and manipulate objects on a Whiteboard page
- **Pen** – Select pen colors and widths to write notes and create freehand objects
- **Highlighter** – Touch the down arrow to select a transparent yellow or green highlighter
- **Eraser** – Select eraser tool to erase notes and objects created with digital ink
- **Stamp** – Stamp an arrow, checkmark or X on the whiteboard
Touch the down arrow to select a stamp
- **Shape** – Draw lines, arrows, squares or circles. Touch the down arrow to select a shape and color
- **Undo** or **Redo** the previous action
- **Delete** – Delete the current whiteboard

Whiteboard navigation gestures:

- **Moving an object** – Touch the **Select** tool. Use one finger to select an object, and then drag your finger to move it
- **Writing** – Touch the **Pen** tool and use one finger or pick up a pen to write
- **Erasing** – Use the palm of your hand to erase annotations



Select



Move / Draw



Erase

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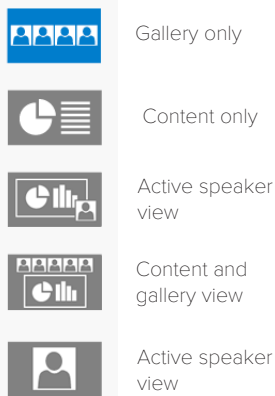
Using the console

The console enables you to manage the meeting from the boardroom table.

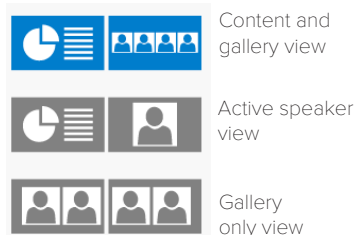
- **Content** – Displays the name of the participant who is currently presenting and the presentable content including Microsoft® PowerPoint® files, whiteboard sessions and desktop/device
- **Participants** – Lists the meeting's attendees and enables you to invite others and mute the audience
- **Display** – Lists your content and screen view options
- **IM** – Allows you to send instant messages to attendees

NOTE: IM messages appear to all attendees of the current meeting. It is not possible to IM individual attendees.

Single display



Dual display



Pre-loading PowerPoint files

Pre-loading PowerPoint files gives you the ability to annotate directly on them while using the SMART Room System.

1. Before the meeting, open the meeting invitation in your Outlook calendar and click **Join Lync Meeting** or **Join Skype Meeting**
2. Click the **Present** icon, click **PowerPoint**, and then attach the file. You can pre-load multiple files
3. Once the file loads, click **Leave Meeting**. When you join the meeting, your PowerPoint files are available as content from the console or interactive flat panel

Sharing your desktop

Any meeting participant, whether local or remote, can share his or her desktop using Lync or Skype for Business.

1. Join the **Lync** or **Skype Meeting**
2. Confirm whether you are in the meeting room
3. Click the **Monitor** icon
4. Select the content you want to share

NOTE: This option is a screen share only. You can't make annotations on the content displayed. There will be no audio available from the shared computer.

NOTE: If you don't see options to share your screen, verify that you have permission to present content.

Connecting a device (laptop/tablet)

1. Connect your device using the VGA or HDMI cable. This enables screen sharing
2. Connect your device using the USB Bridge cable. This enables interactivity*. Once your device is connected, ensure the screen on your device is set to duplicate or mirror
3. On the console, press **Content > Desktop / Device > Start Presenting**
4. Once your device content appears on the interactive flat panel, you can interact with applications by using gestures.
*Enables users in the room to control their connected device from the interactive flat panel and to use simple mouse movements

NOTE: Audio will not be available from the shared computer.

NOTE: The USB Bridge cable enables mouse interactivity, but you need **SMART Meeting Pro™ Personal Edition** on your device to enable multi-touch, pan and zoom gestures, inking onto any application and saving into the native format. Contact your authorized SMART reseller for purchasing information.

NOTE: To connect your device without being in an active meeting, press **Room PC View** on the console to have the interactive display show the connected device. If the button is not displayed, your connected device is displayed on-screen automatically.

Making a phone call

Depending on your Lync infrastructure, you may have the ability to dial a number from the SMART Room System.

1. On the console, touch **Dial Pad**
2. Use the search box to enter a phone number
3. Touch **Call**

Distributing the meeting notes

You can email the meeting notes to one recipient at a time using the SMART Room System. The recipient can then email the notes to the rest of the attendees.

1. Touch **Email Whiteboard** on the console
2. Select the recipient and press **Send**
3. Repeat this process to send the whiteboard to another recipient

Ending your meeting

Touch **Leave Meeting** on the console or interactive flat panel to disconnect the room system from the Lync meeting. Once you have left the room, the SMART Room System enters Standby mode.

For more information, visit smarttech.com/smartroom

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