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
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.

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

For more training, visit smarttech.com/trainingforbusiness

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