

Collaborating with SMART Meeting Pro™ Premium



Introduction

SMART Meeting Pro™ Premium includes integrated SMART Bridgit™ collaboration functions as part of a client/server application that lets you share applications and information with anyone, anywhere in the world.

When you install SMART Meeting Pro Premium, you're asked to provide information about the SMART Bridgit Server that you and other meeting members use to connect to each other. When you start SMART Meeting Pro Premium, it automatically creates a meeting as indicated by the name and password in the SMART Bridgit Collaboration Bar at the top of the screen.

Participants (remote or local) use the meeting name and password to join your meeting. When your meeting participants are connected, you can share your screen with them so that everyone can see and work with the same information, at the same time.

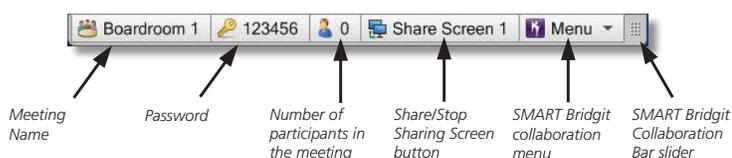
In this lesson you will learn how to:

- Create a meeting with SMART Meeting Pro Premium
- Invite meeting participants
- Share your screen
- Join a meeting with SMART Bridgit client software

NOTE: The SMART Bridgit collaboration feature connects meeting participants through a SMART Bridgit Server. This feature is only available if the meeting host has access to a SMART Bridgit Server. For more information about SMART Bridgit Servers, refer to the *SMART Bridgit System Administrator's Guide*.

The SMART Bridgit Collaboration Bar

The SMART Bridgit Collaboration Bar contains all of the information and tools you need to join, host and control your collaborative meetings. SMART Meeting Pro Premium creates a new password each time it starts, but you can easily change the meeting name and password to suit your preference.



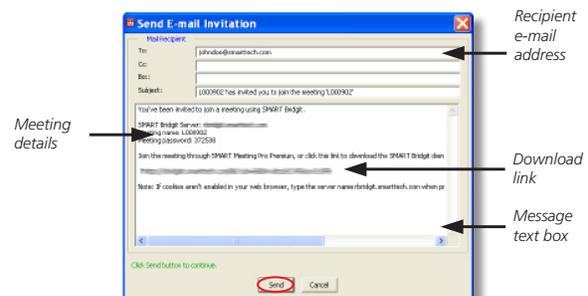
Creating a Meeting

SMART Meeting Pro Premium automatically creates a meeting when it starts, or after you press **Reset Room** on the toolbar. As a meeting host, all you need to do to create a meeting is communicate the meeting name and password to the participants and share your screen with the participants once they have joined.

NOTE: To change the meeting name and password, select **Menu > Change Meeting Name and Password** from the SMART Bridgit Collaboration Bar, enter your new meeting information and press **OK**.

To e-mail meeting details

1. Select **Menu > E-mail Invitation to Others** from the SMART Bridgit Collaboration Bar. The *Send E-mail Invitation* window appears.
2. Type the desired information in the appropriate fields
3. Press **Send**



To share your screen

1. Press **Share Screen** on the SMART Bridgit Collaboration Bar. *Preparing to share your desktop. Please wait...* appears on your screen briefly.
2. A thin blue border appears around your screen indicating that your screen is being shared

NOTE: To stop sharing your screen, press **Stop Sharing** on the SMART Bridgit Collaboration Bar.

Collaborating with SMART Meeting Pro Premium

Joining a Meeting with SMART Bridgit Client Software

SMART Meeting Pro Premium integrates with SMART Bridgit software to connect meeting participants. Participants that want to join your SMART Meeting Pro Premium meeting (either locally or remotely), download and install SMART Bridgit client software on their computer or laptop, and use it to connect to your meeting.

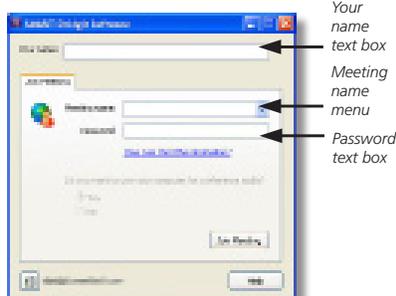
To download and install SMART Bridgit client software

1. Click the download link in the e-mail invitation you received from the meeting owner. A *File Download* window appears.
2. Click **Save**. The *Save As* dialog box appears.
3. Select the Desktop as the file save location, and then click **Save**. A SMART Bridgit icon is created on the Desktop.



To join a meeting with SMART Bridgit client software

1. Double-click the **SMART Bridgit** desktop icon. The *SMART Bridgit Software* dialog box appears.
2. Type your name in the **Your name** text box
3. Select the name of the meeting from the **Meeting name** drop-down menu
4. Type the password in the **Password** text box
5. Select your preferred audio settings
6. Click **Join Meeting**



NOTE: To connect to a different server, click the  button. The *server information* dialog box appears. Select the **Server name** from the drop-down menu, or type the server name in the text box and click **Connect**.

Joining Another Meeting with SMART Meeting Pro Premium

You can easily connect to another meeting using SMART Meeting Pro Premium. This is particularly useful for team projects, multiple site meetings, or if you have more participants than a single meeting room can accommodate.

To join another meeting with SMART Meeting Pro Premium

1. Select **Menu > Join Another Meeting**. The *SMART Bridgit Software* dialog box appears.
2. Type your name or location in the **Your name** text box
3. Select the name of the meeting from the **Meeting name** drop-down menu
4. Type the password in the **Password** text box
5. Press **Join Meeting**

Conclusion



You can use SMART Meeting Pro Premium to collaborate with local or remote meeting participants.

In this lesson you have learned how to:

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- Invite meeting participants
- Share your screen
- Join a meeting with SMART Bridgit client software

For more information about SMART Meeting Pro Premium, visit <http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter>