

Video Conferencing – Basic Features and Tools



Scheduling a meeting

1. Open Microsoft® Outlook®, and then click **New Items > Meeting**.
2. Click **Schedule a Lync Meeting**.
3. Add the Lync meeting room as a participant. If enabled, click **Room Finder** to search for and add the room.
4. Add attendees.
5. Click **Send** to distribute your meeting invitation.

Note: You can also start an unplanned meeting by touching **Meet Now** on the touch console.

Attaching a presentation

1. Before the meeting, open Microsoft Outlook.
2. Open the meeting invitation.
3. Click **Join the Meeting**.
4. Click the **Display** icon.
5. Click **PowerPoint presentation**.
6. Select the file you want to present at the meeting.
7. Leave the meeting.
8. When you join the meeting on the SMART Room System, the PowerPoint presentation will be available to present.

Starting your meeting

1. When you enter the meeting room, the presence detection within the system will automatically wake the unit. If properly scheduled, you'll see your meeting on both the control console and the display.
2. Touch **Join Meeting** on either the display or the control console.

Remote users: Joining the meeting

1. Open Microsoft Outlook.
2. Open the meeting invitation.
3. Click **Join the Meeting**.

Video conferencing

Your camera will turn on when you join the meeting. You can also touch **Start Video** on the control console.

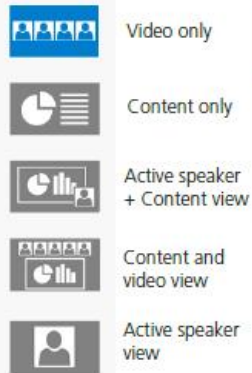
Using the Control Console

The control console enables you to control the meeting.

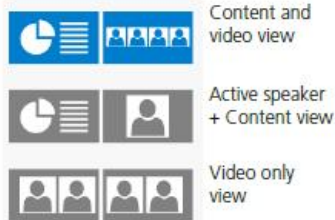


- **Content** – Provides a list of content to display
- **Participants** – Lists the meeting's attendees and enables you to invite others
- **IM** – Where you can send instant messages to attendees
- **Display** – Lists your content and video display options

Single display



Dual display



Sharing control of the meeting

All meeting attendees can annotate on whiteboard and PowerPoint presentations at any time.

Interactive Sharing Cable

The interactive sharing cable enables dual touch gestures on the SMART display, as well as the ability to write with digital ink on to any application. The cable enables these features when plugged into a laptop with SMART Meeting Pro PE installed.

1. Connect your laptop to the VGA or HDMI cable.
2. Connect your laptop to the USB cable
3. On the control console, touch **Room PC View**.
Note: *Room PC View* must be enabled in the administrator settings.
4. The laptop content appears on the SMART display.

Whiteboarding

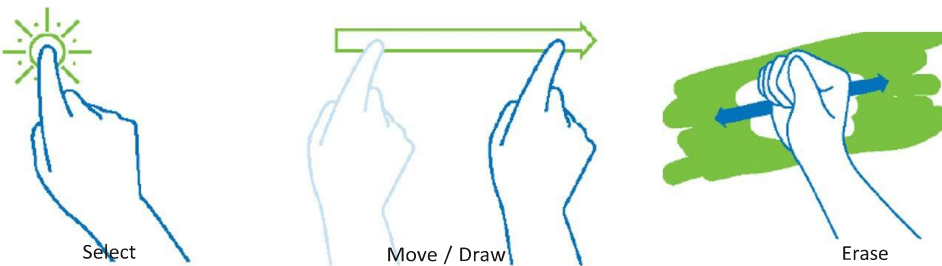
On the control console, touch **New Whiteboard**. On the SMART Board, touch the menu bar, and then touch **New Whiteboard** (or **Content** to select an existing whiteboard).

Whiteboard functions include:

- **Pointer** – Direct attention to specific content
- **Select** – Select annotations • **Pen** – Draw freehand in ink.
- **Highlighter** – Touch down arrow to select a color
- **Eraser** – Touch the annotation you wish to erase, or use the eraser tool
- **Stamp** – Stamp an arrow, X, or Y on the whiteboard.
- **Shape** – Draw lines, arrows, squares, or circles.
- **Undo** or **Redo** the previous action
- **Delete** – Delete current whiteboard

Whiteboard navigation gestures include:

- **Moving object** – Touch the *Select* tool. Touch an object with one finger, and then drag to move it.
- **Drawing** – Touch the *Pen* tool and use one finger to draw as you would with a pen
- **Erasing** – Use the side of your fist to erase annotations



Audio and video control

To mute the table microphone, tap the *microphone* symbol on the microphone and it will turn red. To unmute, tap the *microphone* symbol again and it will turn green.



muted



operational

Distributing the meeting notes

You can email the meeting notes to one recipient through the system; the recipient can then forward the notes to the rest of the attendees through his or her email account.

Simply touch **Email Whiteboard** on the control console. Select the recipient. Touch **Send**.

Ending your meeting

On the control console, touch **Leave Meeting**. Once you have left the room, the system will turn off after a few minutes.