

Welcome to Bridgit @ CSU

The Software Used To Data Conference.



Overview

SMART Bridgit software is a client/server application that lets you share programs and information with anyone, anywhere in the world. You can share your desktop and send e-mail invitations for others to join. Once the meeting has started, participants can write notes or highlight information on the desktop. You can share your webcam and view other participants' webcams as well. You can use a self-created or randomly-generated password that participants must use to join the meeting.

When you participate in or present a meeting, you use SMART Bridgit client software to connect to a SMART Bridgit server. You can download SMART Bridgit client software on to your desktop and start the application with a double-click.

All of the features of SMART Bridgit software are available on a SMART Board interactive whiteboard or SMART Podium interactive pen display. If you present a meeting using an interactive whiteboard or interactive pen display, you can capture your notes in a SMART Notebook software or SMART Meeting Pro file or save them in an Ink Aware application, such as Microsoft® Word or Excel.

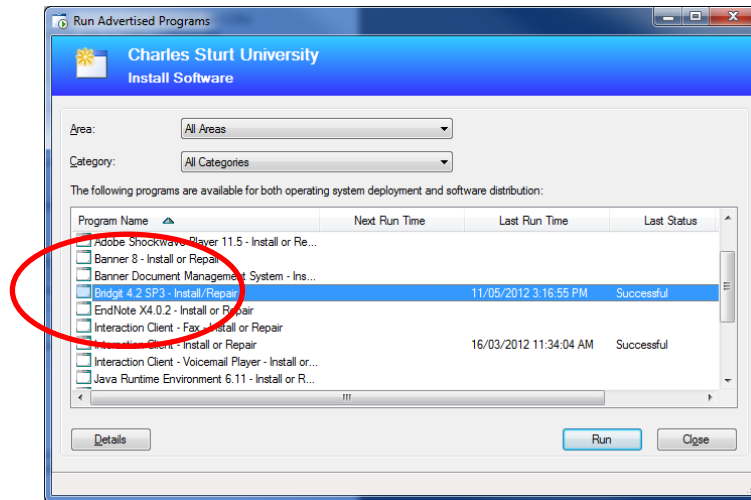
Please select your operating system to see instructions
for installation of the Bridgit software

Windows PC

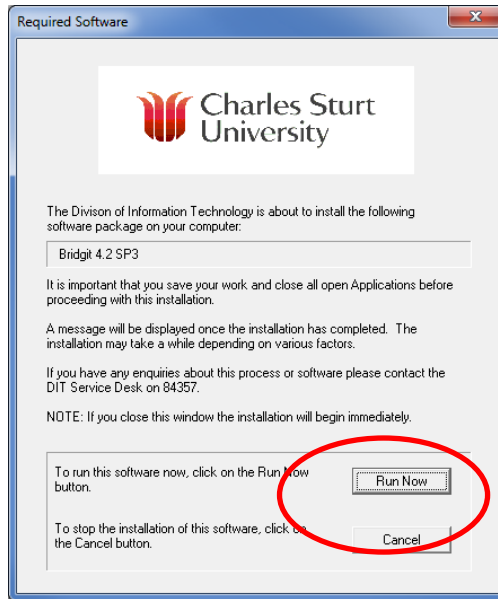
Apple Mac

Installing SMART Bridgit client software for the PC

You must first open the “Install Software” icon on your desktop. In there you will find the Bridgit 4.2 software. Select this by clicking and then click “Run” to install the software on your computer.



Select “Run Now” to start the installation. Please note that your computer will “Freeze” while the install is taking place. This is quite normal and your computer will come back to life when the install is finished



After the installation is finished there will be an icon on your desktop that looks like this one pictured.

The install will only take a few minutes and you will have a new purple Bridgit shortcut (icon) on your desktop.

You should now delete your old bridgit.exe from wherever you may have it saved. (In most cases this will probably be on your desktop -blue icon)



Bridgit.exe



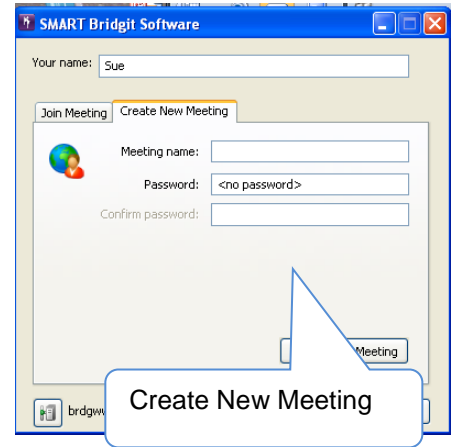
Double click the icon to launch Bridgit.

There are two Bridgit servers **Bridgit.csu.edu.au** this is for staff use

And **Bridgit2.csu.edu.au** this is mainly for teaching use

When prompted for the Bridgit server, type in **bridgit.csu.edu.au** (if you are staff) then click on 'Connect'.

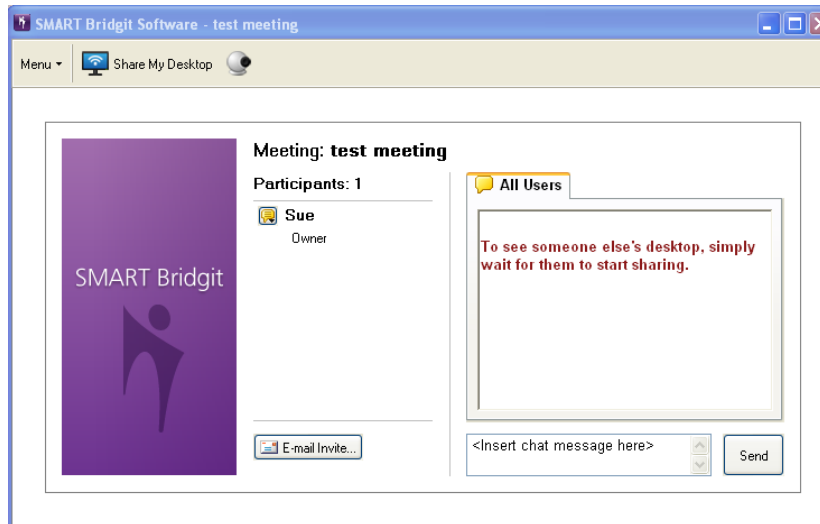
Now select the 'Create New Meeting' tab and give your conference a name. (You can use your name, the name of the presentation, the name of the topic, or any name you wish)



You should apply a password at this stage. Remember to tell all your participants.

This is not mandatory, but a good idea as others could break into your conference.

Enter your name in the “Your name” field, click on ‘Create New Meeting’, and you will see this screen.



Please be aware if you do not upgrade Bridgit from your Install Software program on your desktop, you may experience some difficulty when you next try to create or join a Bridgit conference.

If you try to open Bridgit with the old shortcut, it will still upgrade but it may display an error message on screen or install with incorrect security settings.

The default behaviour of the new Bridgit client allows anyone who connects to your conference to control your computer.

This issue has been resolved by DIT in the package offered via the Install Software program.

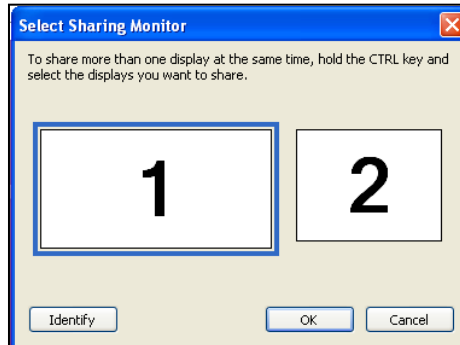
We strongly recommend you install the new Bridgit through your Install Software shortcut on your desktop to avoid any issues. If you have already clicked on the old shortcut and think you have the new version of Bridgit with the incorrect settings, just run through the install Software program process to repair your installation.

You can then wait for the other participants to join your conference. Make sure you tell the other participants which server you are using.

1. Finally, share out your desktop by pressing the 'Share Desktop' button on the top left of your screen.



2. If you have more than one monitor you will be prompted to choose which one you wish to show to the conference. You will see this window:

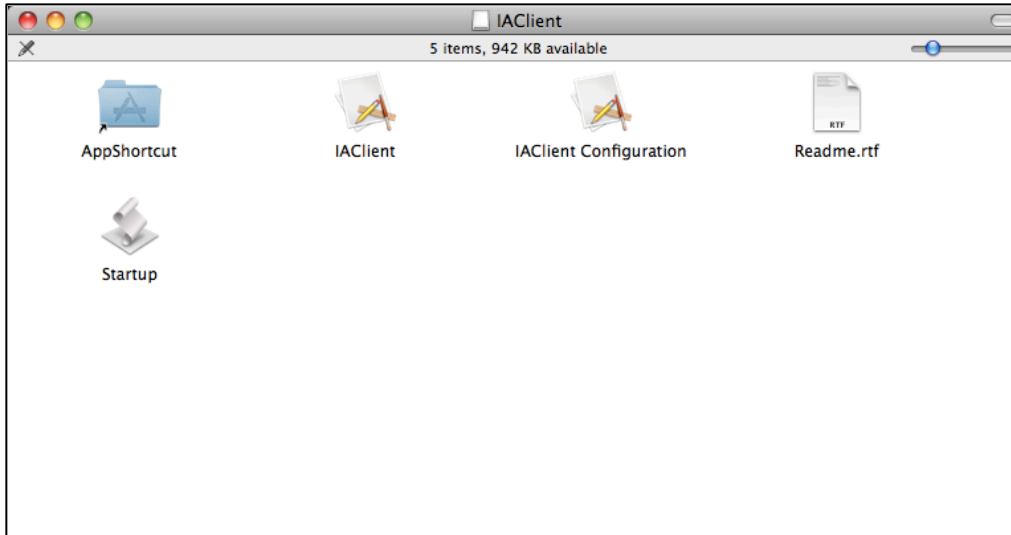


Installing SMART Bridgit client software for the Apple Mac

Click the following link to download a .zip file containing the Bridgit Client

<http://bridgit.csu.edu.au/bridgit.zip>

Open the zip file and drag the 'IAClient' and 'IAClient Configuration' onto the 'Applications' shortcut.



Double-click 'Startup' and click 'Run' when requested.

The first time Bridgit is run you will likely get a "keychain" and "this has been downloaded from the internet" alerts. Accept these messages to continue.

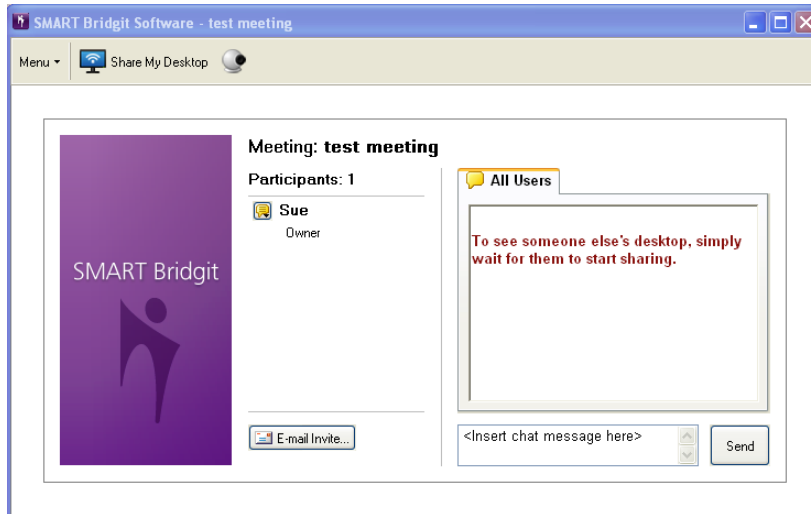
When prompted for the Bridgit server, type in **bridgit.csu.edu.au** then click on 'Connect'.

Now select the 'Create New Meeting' tab and give your conference a name. (You can use your name, the name of the presentation, the name of the topic, or any name you wish

If you want, you can apply a password at this stage but remember to tell all your participants. This is not mandatory.

Note: There are two Bridgit servers **Bridgit.csu.edu.au** this is for staff use And **Bridgit2.csu.edu.au** this is mainly for teaching use

Enter your name or site, click on 'Create New Meeting', and you will see this screen

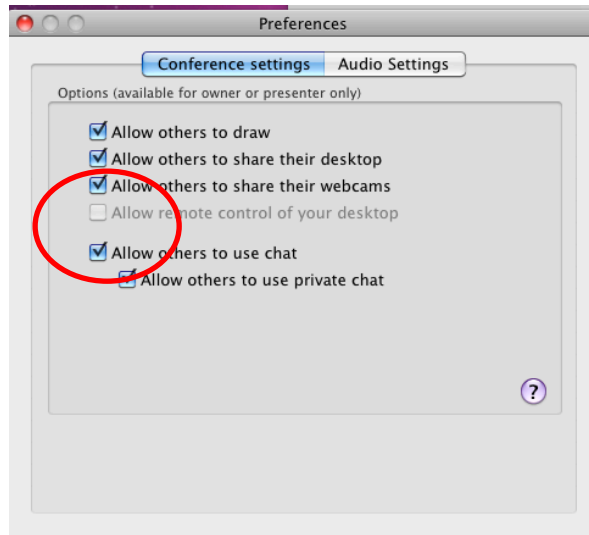


You can then wait for the other participants to join your conference. Make sure you tell the other participants which server you are using.

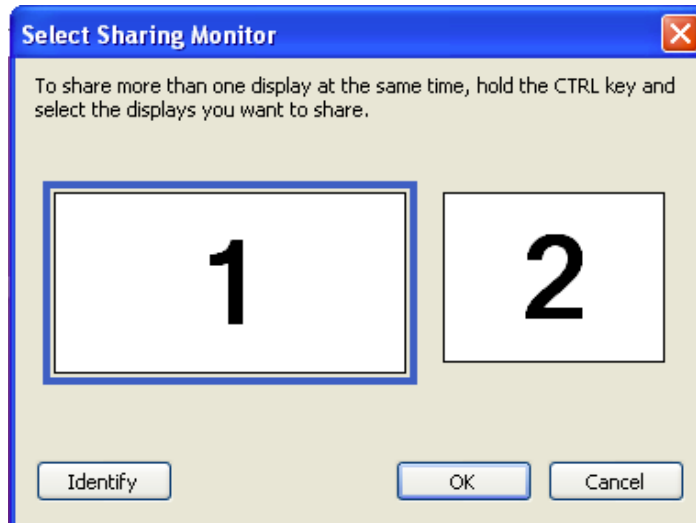
Finally, share out your desktop by pressing the 'Share Desktop' button on the top left of your screen.

NOTE: The newly upgraded Bridgit client (V4.2) has the new feature of allowing remote control to other users by default.

If you wish to disable this feature, once you have created your conference, click Menu > Options... Conference settings tab > and uncheck **Allow remote control of your desktop**



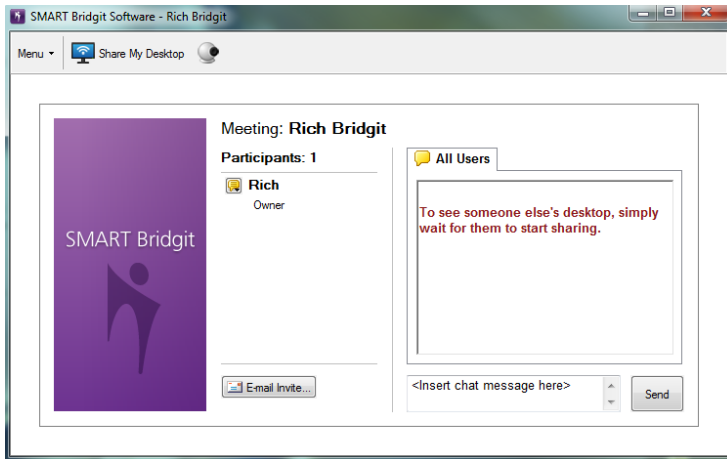
If you have more than one monitor you will be prompted to choose which one you wish to show to the conference. You will see this window:



This next section will apply to both the PC and the Apple Mac platform; if there are any differences then they will be highlighted for you.

The SMART Bridgit client lobby screen

From this screen, you can share your desktop or send e-mail invitations to participants. You can also start to talk in the meeting or share your webcam, even if no participants are sharing a desktop.



Sending invitations to participants

Once you create a meeting, you can send e-mail invitations to people you want to have join the meeting. You can send invitations from the participant list in the lobby screen and from a meeting.

To send an e-mail invitation from the lobby screen

1. In the participant list, click **E-mail Invite**.

The *Invite Participant* dialog box appears.

2. Select the **Include password in e-mail** check box if the meeting is password protected and you want to include the password in the e-mail invitation. Otherwise, leave it blank.

3. Click **E-mail**.

SMART Bridgit software starts Microsoft Outlook and creates the e-mail invitation.

4. Type the e-mail address of one or more invitees, and then send the e-mail.

Your e-mail program sends the invitations. The recipients can join the meeting by clicking the link in the e-mail invitation.

To send an e-mail invitation from a meeting

1. Select **Menu > E-mail invite**.

The *Invite Participant* dialog box appears.

2. Follow steps 2 to 4 in the previous procedure.

Joining meetings

You can join a SMART Bridgit meeting in two ways; you can open SMART Bridgit client software and locate a meeting, or you can respond to an e-mail invitation to join a SMART Bridgit meeting.

Joining a meeting from SMART Bridgit client

You can join a meeting by starting SMART Bridgit client software, connecting to the server, and then selecting a meeting.

1. Make sure you have installed Bridgit.

2. Browse to and double-click the **SMART Bridgit** icon .



The software starts and connects to the last server you used.

N O T E If you haven't used SMART Bridgit software before or if you want to connect to a different server, follow the steps in the next procedure.

3. Select the meeting you want to join from the *Meeting Name* list, and then enter the meeting password.

4. Click **Join Meeting**.

To change which server you're connected to

1. Click the server icon in the bottom left corner of the *SMART Bridgit Software* window.

The Server Information window appears.

2. Type the server name in the “*Which server do you want to connect to*”? box, or select a server from the drop-down list.

3. Click **Connect**.

To leave a meeting and exit client software

1. Select **Menu > Exit SMART Bridgit** (Windows operating systems), or **Menu > Quit** (Mac operating system software).

A confirmation dialog box appears.

N O T E If you're the owner of the meeting, the confirmation dialog box also asks whether you want to disconnect all other users.

2. Click Yes.

SMART Bridgit client software closes.

Joining a meeting from an e-mail invitation

When you receive an e-mail invitation to join a meeting, the invitation includes a link that you click to connect to the server and join the meeting. (You can also join a meeting directly from SMART Bridgit client software.)

To join a meeting from an e-mail invitation

1. Click the link in the e-mail invitation, and then run the software.

The *Join Conference* dialog box appears.

2. Type your name and the meeting password (if required), and then click **OK**.

The lobby screen appears.

NOTE *If the meeting isn't password protected, the Password box doesn't appear in the Join Conference dialog box. If the meeting is password protected, the e-mail invitation might include the password. If it doesn't, get the password from the meeting creator.*

Roles in a meeting

Participants can have one of three roles in a meeting: owner, presenter or participant.

NOTE The meeting's owner and presenter are indicated in the participant list.

Owner

The meeting's owner is the person who created the meeting on the SMART Bridgit Server. The owner can:

- Adjust the meeting settings.
- Take over desktop sharing.
- Draw on the desktop, and share webcams, even if the presenter disabled these features for other participants.
- Disconnect all users and end the meeting.

Presenter

The presenter is the person who is currently sharing a desktop. The presenter can:

- Adjust the meeting settings.
- Draw on the desktop.
- Share webcams.

Although the presenter can disable these features for other participants, the features always remain available to the meeting's owner.

Participant

The participants in a meeting can always:

- See the shared desktop.

Participants can draw only the desktop, talk in a meeting or share a webcam only when the owner or presenter has enabled these features.

The SMART Bridgit client desktop

During a meeting, the SMART Bridgit client software interface consists of a toolbar and a coloured border around the shared desktop:



The SMART Bridgit client toolbar

From the Menu button in the toolbar, you can:

- Share your desktop or ask to take over sharing.
- Enable or request remote control of someone else's desktop.
- Select a variety of writing tools and write over the shared desktop.
- Change the viewing options if you're viewing someone's shared desktop.
- Change the language used in the SMART Bridgit client software interface.
- Change to full screen view.
- E-mail a meeting invitation.

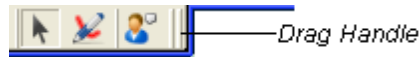
During a meeting, participants (but not the presenter) can press **ALT** to make the menu appear.

The toolbar also includes the following buttons:

- Audio controls
- Video window
- Desktop sharing
- A mouse pointer
- Pen
- Participant list

To move the toolbar

1. Drag the handle on the toolbar to move it horizontally on your desktop.



2. Drag the coloured border to move the toolbar vertically.

NOTE Only the presenter can move the toolbar. The participants' toolbars mirror the position of the presenter's toolbar. Participants can move their toolbars only if they've turned off the *Fit presenter's desktop to window* option.

The SMART Bridgit client desktop borders

When you share your desktop or view someone else's, a border appears around the shared desktop.

This border changes colour to indicate what's happening in the meeting.

- Blue indicates that you're sharing your desktop and that you're the presenter.
- Green indicates that you're viewing the presenter's shared desktop. A green border appears around the desktops of all participants viewing the shared desktop.

Presenting and participating in meetings

This section shows the features available to presenters and participants while in a SMART Bridgit meeting.

Sharing your desktop

You can share images, videos and written information with other participants by sharing your desktop. Once sharing, you can:

- Move the toolbar.
- Change sharing options for the meeting.
- Use drawing tools or screen pointers to highlight information on screen.
- View the list of participants.
- Change the shared area of your desktop.
- Allow remote control.
- Monitor the meeting's performance.

To share your desktop

1. Create or join a meeting.
2. Click the **Share My Desktop** button in the lobby screen.

*A **Preparing to share your desktop** message appears briefly, and then the SMART Bridgit toolbar and a blue border appear on your screen. Anyone in the meeting can see your desktop.*

NOTES

if you join a meeting in which someone else is already sharing a desktop, you see the desktop right away instead of seeing the lobby screen. If you want to share your desktop, you can ask to take over sharing.

When you create a private text messaging conversation with a participant, the conversation isn't visible to other participants.

To share when using multiple displays

1. Create or join a meeting.
2. Click the **Share My Desktop** button in the lobby screen.

The *Select Sharing Monitor* window appears.

3. To share a single monitor, select the monitor you want to share and then click **OK**.

OR

To share multiple monitors, hold down the **CTRL** key, select each monitor you want to share, and then click **OK**.

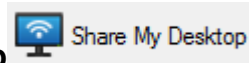
A Preparing to share your desktop, please wait message appears briefly, and then the SMART

Bridgit toolbar and a blue border appear on your screen. Meeting participants see one enlarged display and the rest as thumbnails that they can click to enlarge.

NOTE Meeting participants using a SMART Hub appliance see only one shared screen.

To stop sharing your desktop

Click **Start/Stop Sharing my Desktop** on the SMART Bridgit toolbar of the display you want to stop sharing.



on the SMART Bridgit toolbar

Using drawing tools while sharing

SMART Bridgit allows you to draw in your screen while you are sharing your desktop. You can also draw into Ink Aware applications like Microsoft Word or Excel.

You can select or customize a pen from the SMART Bridgit menu, and then draw on the screen.

To use drawing tools while sharing

1. Start sharing your desktop. See *Sharing your desktop* on previous page.
2. Click **Menu > Tools**, and then select the drawing tool you want to use.

You can also customize the drawing tool by selecting **Customize**.

To exit Drawing mode

Click the **Mouse Pointer** icon, and then click anywhere on the desktop. Your drawing disappears.

Taking over sharing

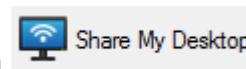
During a meeting, you can take over sharing and make your desktop visible to the other participants.

Once you request sharing, the current presenter must grant your request before others see your desktop.

NOTE This option isn't available if the owner or presenter disables sharing requests.

To take over sharing

1. Click the **Start/Stop Sharing My Desktop** button



The presenter receives a notification that you want to share your desktop.

2. If the presenter grants the request, you become the presenter. Your desktop is shared and becomes visible to all the participants in the meeting.

OR

If the presenter doesn't accept the request, you continue to view the presenter's desktop.

NOTE *If you're the owner of a meeting, the current presenter doesn't need to approve your request to take over sharing. Sharing returns to you automatically when you click **Share My Desktop**.*

Viewing the participants list


The participant list shows the number of participants, their names and status. Your name appears in bold type.

To view the participants list

1. While sharing your desktop, click the **Show/Hide Participant List** button 

The participant list appears. You can move the window around your screen by dragging the title bar.

NOTE *If no one in a meeting is sharing a desktop, you can also see the list of participants in the SMART Bridgit software lobby screen.*

2. You can invite others to attend the meeting by clicking the **E-mail Invite** button.
3. To close the participant list, click  in the upper right corner of the window.

Participant status icons

The following icons show the status of each participant. If audio is disabled on the server, only the chat icon appears next to participants' names.



Chatting is enabled.

When a participant receives a message, the icon changes colour. If the participant is experiencing a lag during the meeting, an hourglass appears over the chat icon.

Enabling remote control

By default, remote control is enabled when the SMART Bridgit meeting owner starts a meeting. When remote control is enabled, meeting participants can either request remote control of the presenter's desktop, or click the shared desktop to take control. See *Remotely controlling the presenter's desktop* on next page.

NOTE *This option is available only if the SMART Bridgit administrator enables it on the server.*

To enable remote control from the shared desktop

Select **Menu > Enable Remote Control**.

To enable remote control using the Conference Settings tab

1. Select **Menu > Options** (Windows operating systems), or **Menu > Preferences** (Mac operating system software).
2. Click the **Conference Settings** tab.
3. Select the **Allow remote control of your desktop** check box.

The *Request Remote Control* command appears in the SMART Bridgit software menu for participants.

To disable remote control from the shared desktop

Select **Menu > Disable Remote Control**.

To disable remote control using the Conference Settings tab

1. Select **Menu > Options** (Windows operating systems), or **Menu > Preferences** (Mac operating system software).
2. Click the **Conference Settings** tab.
3. Clear the **Allow remote control of your desktop** check box.

The *Request Remote Control* command is disabled in the SMART Bridgit software menu for participants.

N O T E When you use the Options menu to disable remote control and then end your SMART Bridgit session, remote control is automatically disabled the next time you create a meeting.

Remotely controlling the presenter's desktop

To gain remote control

Click on the presenter's desktop.

NOTE *The presenter can regain control of the desktop by moving the mouse or pressing a button on the keyboard. When the presenter performs either of these actions, users are blocked from taking control for three seconds.*

Changing the shared area

As a meeting presenter, you can limit the shared area of your desktop by moving the coloured borders. This is useful when you want to share only a particular application or a particular area.

To change the shared area

1. Hover the mouse pointer over the border until the pointer becomes a horizontal, vertical or diagonal resize pointer.
2. Drag the border until it surrounds only the area you want to share.

The other participants can see only the area within the border after you've dragged the border to the new position.

To share the entire desktop again

1. Hover the mouse pointer over the border until the pointer becomes a horizontal, vertical or diagonal resize pointer.
2. Double-click the border.

The border surrounds your entire desktop.

Setting meeting options

As the owner or presenter of a SMART Bridgit meeting, you can turn a number of the meeting options on or off.

Changing meeting settings

To change meeting settings

1. Select Menu > Options (Windows operating systems), or Menu > Preferences (Mac operating system software).
2. Click the Conference Settings tab.
3. Select or clear check boxes to enable or disable the options described below, and then click **OK**.

Option	Description
Allow others to draw	When you select this option, meeting participants can use their writing tools and screen pointer to highlight on-screen information. This option is selected by default. If you want to be the only one who can draw and erase on the desktop, clear this option.

Allow others to share their desktop	When you select this option, meeting participants can ask to take over sharing, making their desktops visible instead of yours. You can decline the request. This option is selected by default. If you don't want participants to ask to take over sharing, clear this option.
Allow remote control of your desktop	<p>This option lets you enable and disable remote control of the presenter's desktop. When you enable remote control, meeting participants can take control of the presenter's desktop by clicking Request Remote Control in the menu or by clicking on the shared desktop.</p> <p>NOTES</p> <ul style="list-style-type: none">o During a remote control session, the presenter can regain control by clicking the desktop.o This option is available only if the SMART Bridgit software administrator enables it on the server.
Optimize sharing speed for faster responsiveness	This option is available only when you're sharing your desktop. When this option is selected, SMART Bridgit software captures the shared screen more frequently so participants see updates as quickly as possible. Meeting participants must have fast Internet connections if you want to use this option.
Optimize sharing speed for lower bandwidth use	This option is available only when you are sharing your desktop. When this option is selected, SMART Bridgit software captures the shared screen less frequently to use less bandwidth. Viewers may notice a slight delay when screen changes occur.

Changing monitor selection

If you have multiple monitors connected to your computer and you're sharing your desktop, you can switch the monitors that you share with participants.

To switch monitors

1. Click Switch Monitors.

The *Select Sharing Monitor* window appears.


2. Select the monitor you want to switch to, and then click OK.
3. Click OK again to save your settings.

Writing on the shared desktop

By default, all participants can use the pointer, write in digital ink and erase notes on the shared desktop. However, the owner and the current presenter can change this setting to prevent the other participants from writing on the shared desktop.

NOTE If the owner or presenter disables writing, the pen toolbar button and menu items aren't available.

To write on the shared desktop using a pen

1. Click the pen button 
2. Click and drag with the mouse pointer.

A line of digital ink appears over the shared desktop, and your notes are visible to all the other participants. Any number of participants can write on the shared desktop at the same time.

3. When you finish writing, click the mouse pointer button 

TIP If you're presenting the meeting, you can clear all the notes by clicking the mouse pointer button , and then clicking anywhere on the shared desktop.

Customizing your pen

SMART Bridgit software assigns you an ink colour when you join a meeting, but you can customize your pen to change the ink colour, line width and transparency.

To customize the pen

1. Select **Menu > Tools > Customize Pen**.

The *Configure Tool Settings* dialog box opens.

2. Select a colour. For an expanded palette of colours, click **More**.
3. Select a width from 1 to 32 pixels.
4. If you want to use the pen as a highlighter, select the **Transparent** option.
5. Click **OK**.

TIP You can also customize your pen by double-clicking the pen button.

Erasing on the shared desktop

You can erase notes from the shared desktop using the Eraser tool.

NOTE *If the presenter disables it, the Eraser menu item isn't available.*


To erase notes

1. Select **Menu > Tools > Eraser**.

The pointer changes to an eraser.

2. Drag the eraser over the notes you want to erase.

3. Click the mouse pointer button  to restore left-mouse mode.

NOTE *If you're the presenter, you can clear all the notes by clicking the mouse pointer button  and then clicking anywhere on the shared desktop.*

Using the screen pointer

The screen pointer lets you place a floating arrow on the shared desktop to point out an item of interest.



NOTE If the presenter disables drawing on the shared desktop, the screen pointer menu available.

To use the screen pointer

1. Select **Menu > Tools > Screen Pointer**. A screen pointer appears on the shared desktop. For the first few seconds, the arrow flashes red so you can distinguish it from other pointers on the screen. The name of the participant using the screen pointer appears beneath the pointer.

NOTE Any number of participants can use screen pointers at the same time.

2. Click the arrowhead and drag the screen pointer to the position you want.

Circular arrows appear in the pointer while you move it, indicating that you can turn the pointer in a different direction.

The pointer points in the direction you drag it. For example, if you drag the screen pointer from left to right, the arrow points to the right.

NOTE You can move the screen pointer without changing its direction by clicking the rear half of the arrow, not the arrowhead.

To dismiss the screen pointer

Double-click the screen pointer.

NOTE If you're presenting the meeting, you can dismiss the screen pointers of other participants

If you have any problems using this software please contact the service desk