

USER'S GUIDE

FOR MODELS SRS-LYNC-XS, SRS-LYNC-S-G5, SRS-LYNC-M, SRS-LYNC-M-DUAL, SRS-LYNC-L-G5 AND SRS-LYNC-XL
FEATURING SMART BOARD® 8055i-G5, 8065i-G5 AND 8084i-G4 INTERACTIVE FLAT PANELS

NOTE

This documentation has been updated to support Microsoft's transition from Lync® to Skype® for Business software. Most references to Lync have been removed and replaced with Skype for Business, however the following information is still applicable to SMART room systems running Lync software.

Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

FCC warning

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the manufacturer's instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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VCCI-A

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This product and/or use thereof covered by one or more of the following U.S. patents.

www.smarttech.com/patents

11/2015

Important information



WARNING

- Failure to follow the installation instructions shipped with the room system could result in injury and product damage which may not be covered by the warranty.
- Ensure your installation complies with local building and electrical codes.
- Do not open or disassemble the room system. You risk electrical shock from the high voltage inside the casing. Opening the casing also voids the warranty.
- Do not stand (or allow children to stand) on a chair to touch the surface of the room system. Rather, mount the product at the appropriate height.
- To reduce the risk of fire or electric shock, do not expose the room system to rain or moisture.
- If the room system requires replacement parts, make sure the service technician uses replacement parts specified by SMART Technologies or parts with the same characteristics as the original.
- Ensure that any cables that cross the floor to the room system are properly bundled and marked to avoid a trip hazard.
- Do not insert objects inside the cabinet ventilation holes, because they could touch dangerous voltage points and cause electric shock, fire or product damage which may not be covered by the warranty.
- Do not place any heavy objects on the power cable. Damage to the cable could cause shock, fire or product damage which may not be covered by the warranty.
- Use only extension cords and outlets that can fully accommodate the room system's polarized plugs.
- Use the power cables provided with the room system. If a power cable is not supplied, please contact your supplier. Use only power cables that match the AC voltage of the power outlet and that comply with your country's safety standards.
- If the glass is broken, do not touch the liquid crystal. To prevent injury, handle glass fragments with care when disposing of them.

IMPORTANT INFORMATION

- Do not move or mount the interactive flat panels by connecting rope or wire to their handles. The interactive flat panels are heavy, and failure of the rope, wire or handle could lead to injury.
- Use SMART supplied mounting hardware or hardware that is designed to properly support the weight of the room system.
- Disconnect all the room system's power cables from the wall outlet and seek assistance from qualified service personnel if any of the following occur:
 - The power cable or plug is damaged
 - Liquid is spilled into any of the room system's components
 - Objects fall into any of the room system's components
 - Any of the components are dropped
 - Structural damage such as cracking occurs
 - The room system behaves unexpectedly when you follow operating instructions

Contents

Important information	i
Chapter 1: Welcome	1
About this guide	2
About the room system	2
Resources for users	9
Resources for others	9
Chapter 2: Scheduling and conducting meetings	11
Scheduling meetings	11
Starting meetings	12
Managing meetings using the console	14
Ending meetings	16
Chapter 3: Recording notes	17
Chapter 4: Connecting computers	19
Connecting a guest laptop using the video connection harness	19
Connecting a guest laptop using Skype for Business client software	20
Connecting a room computer	21
Using the SMART Room System USB Bridge	22
Chapter 5: Troubleshooting	27
Appendix A: Supporting users with special needs	29
Appendix B: Hardware environmental compliance	31
Waste Electrical and Electronic Equipment and Battery regulations (WEEE and Battery Directives)	31
Batteries	31
More information	31
Index	33

Chapter 1

Welcome

About this guide	2
About the room system	2
Features	2
Integration with Skype for Business	2
Simple startup	2
Automatic sharing of video and audio	3
Collaboration	3
Presence detection	3
Components	3
SMART Board interactive flat panels	4
Room system appliance	4
Console	5
Camera	5
Table microphones and audio processor	5
Speakers	5
Video connection harness	6
SMART Room System USB Bridge	6
Accessories	6
Additional table microphones	6
Wall stand kit	7
Comparing room sizes	7
Resources for users	9
Table top guide	9
Tutorial	9
Training	9
Support center and knowledge base	9
Resources for others	9
Resources for decision makers	9
Resources for installers	10
Resources for administrators	10

This chapter introduces you to the SMART Room System™ with Skype® for Business and this guide.

About this guide

This guide introduces you to the key features and components of the SMART Room System and explains how to use those features and components during Skype meetings.

This guide is intended for individuals who use the room system. Other documentation and resources are available for those who install and administer the room system.

About the room system

The SMART Room System features one or two SMART Board® interactive flat panels, a room system appliance, a tabletop console, a high-definition camera, microphones, speakers and cables for use with an optional computer.

Using the installed Skype for Business Room System software, you can start a meeting and connect with other participants or meeting rooms with a single tap on the console or the interactive flat panels. You can write or draw on the interactive flat panels using the whiteboard feature or connect an optional computer to share its screen and share files with other participants and meeting rooms in real time.

Features

The SMART Room System includes the following features.

Integration with Skype for Business

The room system integrates with your organization's existing Lync or Skype for Business infrastructure, enabling you to schedule meetings, remotely join meetings, and share Microsoft PowerPoint® files using the Skype for Business client software already installed on your computer.

Simple startup

After the room system turns on, the console and the interactive flat panels show the meeting room's schedule, including when the meeting room is booked and when it's available. You can start a scheduled meeting by pressing the meeting's block in the schedule on either the console or the interactive flat panels.

You can also start ad hoc meetings or whiteboard sessions with a single press of the console or interactive flat panels.

Automatic sharing of video and audio

When you start or join meetings, the room system shares video and audio automatically without requiring any manual setup on your part. The room system includes a high-definition camera, microphones and speakers, so you can see and hear remote participants.

Collaboration

Using Skype for Business Room System software's whiteboard feature, you can write or draw notes on the interactive flat panels, automatically sharing with remote participants. You can also write or draw over PowerPoint files attached to the scheduled meeting as well as connect a laptop or a room computer to share and interact with the computers' displays.

Presence detection

The interactive flat panels feature presence detection sensors that can detect people up to 16' (5 m) away and turn the room system on automatically. If the room is unoccupied for a specified period of time, the room system enters Standby mode.

Components

The room system includes the following major components:

Part no.	Description	Room sizes
SBID 8055i-G5	SMART Board 8055i-G5 interactive flat panel	Extra small Medium with dual panels (×2)
SBID 8065i-G5	SMART Board 8065i-G5 interactive flat panel	Small Large (×2)
SBID 8084i-G4	SMART Board 8084i-G4 interactive flat panel	Medium Extra large (×2)
AM70-L	room system appliance	All
CP311	Console	All
CAM301	Camera	All
MIC500	Table microphones	All
MIX500	Audio processor	All
CSR500	Speakers	All
1019403	Video connection harness	All
SRS-USB Bridge	SMART Room System USB Bridge	All

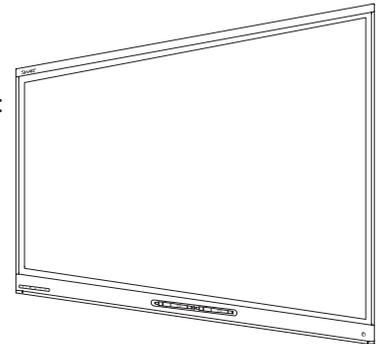
 **NOTES**

- This guide documents room systems that use SMART Board 8055i-G5, 8065i-G5 and 8084i-G4 interactive flat panels. For information about room systems that use SMART Board 8055i or 8070i-G4 interactive flat panels, see the *SMART Room System with Skype for Business setup and maintenance guide* (smarttech.com/kb/170450).
- Other, minor components are documented elsewhere in this guide.

SMART Board interactive flat panels

SMART Board interactive flat panels feature SMART's proprietary DViT® (Digital Vision Touch) technology on a 16:9 LCD screen with e-LED backlight. DViT technology enables you to do the following:

- Interact with content by pressing it with your fingers
- Write digital ink using your fingers or one of the provided pens
- Erase digital ink using your fists, your palms or the provided eraser



During a meeting, the interactive flat panels show video, shared PowerPoint files, and video input from optionally connected computers. In addition, you can use the whiteboard feature to record and share notes.

For information about which interactive flat panel model is included with your room system and the differences between these models, see *Comparing room sizes* on page 7.

 **NOTE**

The USB receptacle on the bottom-left corner of SMART Board 8055i-G5 and 8065i-G5 interactive flat panels is not functional in room systems.

Room system appliance

The room system appliance includes Skype for Business Room System software as well as SMART Product Drivers. You can use Skype for Business Room System software to start, join and facilitate meetings and connect with others through your organization's Lync or Skype for Business infrastructure. SMART Product Drivers enables the touch features of the interactive flat panels and the operation of the room system components.

In room systems that use SMART Board 8055i-G5 and 8065i-G5 interactive flat panels, the room system appliance is installed in an enclosure mounted to the wall behind the left interactive flat panel.

In room systems that use SMART Board 8084i-G4 interactive flat panels, the room system appliance is installed in a slot on the bottom of the left interactive flat panel.

Console

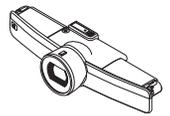
The console is the room system's primary display. You can use it to access and control the features of Skype for Business Room System software during meetings.



The console is typically located on the meeting room table. Like the interactive flat panels, the console features a 16:9 LCD screen with touch technology, and you can interact with buttons and other controls by pressing them.

Camera

The high-definition camera automatically captures room video during meetings. You can temporarily stop the video or shutter the camera for privacy.

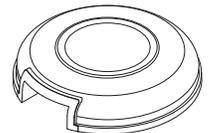


In most meeting rooms, digital pan, tilt and zoom (DPTZ) and the camera's 109° field of view ensure all meeting participants are visible regardless of where they are in the meeting room.

In rooms with one interactive flat panel, the camera is installed on the top of the interactive flat panel. In rooms with two interactive flat panels, the camera is installed between the interactive flat panels.

Table microphones and audio processor

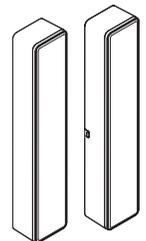
The table microphones automatically capture audio during meetings. You can temporarily mute the microphones for privacy.



The room system comes with two table microphones. Your organization can purchase additional table microphones (see *Additional table microphones* on the next page).

Speakers

The speakers transmit audio from remote participants during a meeting. The room system's audio-processing features eliminate echos and audio feedback.



The speakers are installed on either side of the interactive flat panels.

Video connection harness

You can connect the video connection harness's HDMI® cable or VGA cable to a computer to display the computer's video output on an interactive flat panel and share it with remote participants.

The connectors for the video connection harness are typically located on the meeting room table.

SMART Room System USB Bridge

When combined with the video connection harness, the SMART Room System USB Bridge enables you to connect laptops or a room computer to the room system. When you connect the SMART Room System USB Bridge to a computer, you can interact with the computer by touching the interactive flat panel's surface.

SMART recommends that all users install the latest versions of SMART Meeting Pro® PE software, SMART Ink™ and SMART Product Drivers on any computer or laptop that will be used to connect to the SMART Room System using the SMART Room System USB Bridge. See *Installing software for the SMART Room System USB Bridge* on page 22.

The SMART Room System USB Bridge's connector is typically located on the meeting room table.

For more information, see *Using the SMART Room System USB Bridge* on page 22.

Accessories

Optional accessories for the SMART Room System include the following:

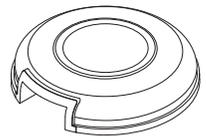
- Additional table microphones
- Wall stand kit

NOTE

For accessory part numbers and ordering information, refer to the specifications (see *Resources for decision makers* on page 9).

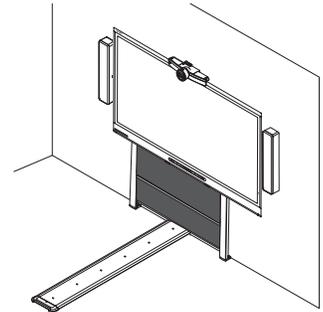
Additional table microphones

The room system includes two table microphones. Your organization can purchase and connect up to three additional table microphones for each room system if needed for a total of up to five table microphones.



Wall stand kit

The wall stand kit includes a wall stand for each interactive flat panel in the room system and the cable raceway. The wall stand transfers some of the weight from the wall to the floor and is required for metal stud walls that can't support the full weight of the interactive flat panel. The cable raceway covers cables running across the floor from the interactive flat panels to the meeting room table.



Comparing room sizes

The SMART Room System comes in six sizes. This section presents the key differences among these sizes.

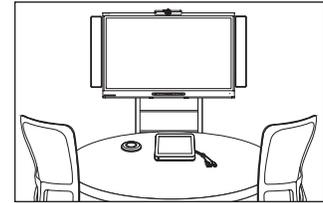
Extra small room (SRS-LYNC-XS)

Intended use: Extra small meeting rooms
(approximately four people)
100 sq. ft. (9 m²)

Display type: One SMART Board 8055i-G5
interactive flat panel

Display size (diagonal): 54 1/2" (138.4 cm)

Optional wall stand kit: WSK-SINGLE



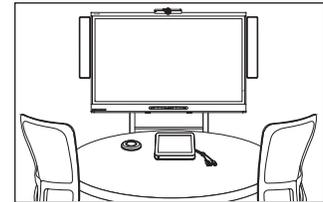
Small room (SRS-LYNC-S-G5)

Intended use: Small meeting rooms
(approximately six people)
150 sq. ft. (14 m²)

Display type: One SMART Board 8065i-G5
interactive flat panel

Display size (diagonal): 64 1/2" (163.9 cm)

Optional wall stand kit: WSK-SINGLE



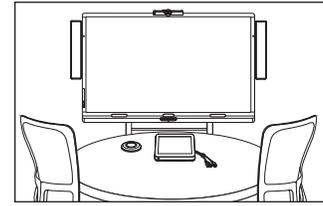
Medium room (SRS-LYNC-M)

Intended use: Medium meeting rooms
(approximately 12 people)
200 sq. ft. (19 m²)

Display type: One SMART Board 8084i-G4
interactive flat panel

Display size (diagonal): 84" (213.4 cm)

Optional wall stand kit: WSK-SINGLE



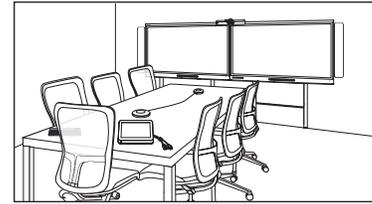
Medium room with dual panels (SRS-LYNC-M-DUAL)

Intended use: Medium meeting rooms
(approximately 12 people)
200 sq. ft. (19 m²)

Display type: Two SMART Board 8055i-G5
interactive flat panels

Display size (diagonal): 2 × 54 1/2" (2 × 138.4 cm)

Optional wall stand kit: WSK-DUAL



Large room (SRS-LYNC-L-G5)

Intended use: Large meeting rooms
(approximately 16 people)
300 sq. ft. (28 m²)

Display type: Two SMART Board 8065i-G5
interactive flat panels

Display size (diagonal): 2 × 64 1/2" (2 × 163.9 cm)

Optional wall stand kit: WSK-DUAL



Extra large room (SRS-LYNC-XL)

Intended use: Extra large meeting rooms
(approximately 20 people)
400 sq. ft. (37 m²)

Display type: Two SMART Board 8084i-G4
interactive flat panels

Display size (diagonal): 2 × 84" (2 × 213.4 cm)

Optional wall stand kit: WSK-DUAL



 **NOTE**

Other, minor differences are noted throughout this guide.

Resources for users

In addition to this guide, SMART provides a variety of other resources for SMART Room System users.

Table top guide

The room system comes with a table top guide, which you can place on your meeting room table and consult when using the room system. The table top guide includes basic information about using the room system.

Tutorial

Skype for Business Room System software includes a tutorial that explains how to use the software. To open the tutorial, press the **Open Tutorial** button on the interactive flat panels.

Training

The SMART training website (smarttech.com/trainingforbusiness) includes an extensive library of training resources you can consult when learning how to use the room system.

Support center and knowledge base

The Support center (smarttech.com/support) contains a library of documents, including this guide, and a knowledge base that you can search when troubleshooting issues with your room system.

Resources for others

SMART provides resources for SMART Room System decision makers, installers and administrators as well as users.

Resources for decision makers

Decision makers can refer to the SMART Room System website (smarttech.com/smartroom) for general information on room systems and to the specifications for detailed information on specific products.

Product	Specifications
SMART Room System with Skype for Business for extra small rooms	smarttech.com/kb/170821
SMART Room System with Skype for Business for small rooms	smarttech.com/kb/170822
SMART Room System with Skype for Business for medium rooms	smarttech.com/kb/170448

Product	Specifications
SMART Room System with Skype for Business for medium rooms with dual panels	smarttech.com/kb/170823
SMART Room System with Skype for Business for large rooms	smarttech.com/kb/170824
SMART Room System with Skype for Business for extra large rooms	smarttech.com/kb/170659
SMART wall stand kits for SMART Board interactive flat panels	smarttech.com/kb/170526

Resources for installers

Installers can refer to the installation instructions included with the room system when installing the product. PDF versions of the installation instructions are available for download.

Product	Installation instructions
SMART Room System with Skype for Business for extra small rooms	smarttech.com/kb/170857
SMART Room System with Skype for Business for small rooms	smarttech.com/kb/170860
SMART Room System with Skype for Business for medium rooms	smarttech.com/kb/170467
SMART Room System with Skype for Business for medium rooms with dual panels	smarttech.com/kb/170858
SMART Room System with Skype for Business for large rooms	smarttech.com/kb/170859
SMART Room System with Skype for Business for extra large rooms	smarttech.com/kb/170658
SMART wall stand for SMART Board interactive flat panels	smarttech.com/kb/170466
SMART cable raceway for SMART Room Systems	smarttech.com/kb/170465
SMART Room System with Skype for Business table microphone upgrade kit	smarttech.com/kb/170560

Resources for administrators

Room system administrators can refer to the *SMART Room System with Skype for Business setup guide* included with the room system to prepare for the room system before installation and to set it up after installation. If administrators have misplaced this guide, they can download a PDF version from smarttech.com/kb/170820.

After installation and setup, administrators can refer to the *SMART Room System with Skype for Business administrator's guide* (smarttech.com/kb/170819) for information on managing and maintaining the room system.

Chapter 2

Scheduling and conducting meetings

Scheduling meetings	11
Starting meetings	12
Managing meetings using the console	14
Ending meetings	16

This chapter provides an overview of scheduling and conducting a meeting using the SMART Room System and Skype for Business Room System software.

Scheduling meetings

Using Microsoft Outlook on your computer, you can schedule Skype meetings and book the SMART Room System as a resource.

To schedule a new Skype meeting

1. Start Outlook, and then click **Calendar**.
2. Click **Home**, and then click **New Skype Meeting**.



NOTE

If you have an older version of Skype for Business (previously Lync) software, this button is labeled *New Online Meeting*.

A new Skype meeting opens.

3. Select a date and time for the meeting, type a subject and details, and then add participants and the room resource.

4. If appropriate, change the meeting options:
 - a. Click **Meeting Options**.
The *Skype Meeting Options* dialog box appears.
 - b. Change the meeting options.

 **NOTE**

The controls in this dialog box vary depending on how your organization has configured the Lync or Skype for Business Server.

- c. Click **OK**.
5. Send the meeting invitation to the participants and resources.

 **To convert an existing meeting to a Skype meeting**

1. Start Outlook, and then click **Calendar**.
2. Locate the meeting in the calendar, and then double-click it.

The meeting opens.

3. Click **Appointment**, and then click **Skype Meeting**.

 **NOTE**

If you have an older version of Skype for Business software, this button is labeled *Online Meeting*.

4. Add the room system as a resource.
5. Send the meeting update to the participants and resources.

Starting meetings

The room system's interactive flat panels feature two presence detection sensors on their frames that can detect people up to 16' (5 m) away. When the sensors detect motion in the room, the room system turns on.

If presence detection is disabled, you can turn the room system on manually by pressing the **Standby** button  (SMART Board 8055i-G5 and 8065i-G5 interactive flat panels) or the **Power/Standby** button  (SMART Board 8084i-G4 interactive flat panels) on each interactive flat panel's front control panel.

After the room system turns on, the interactive flat panels and the console show the room system's schedule as a set of squares:

- When the room system is booked for a meeting, the meeting's details and *Join* appear in the square.
- When the room system is available, *Free* appears in the square.

 **NOTE**

If the room system's schedule doesn't appear or update correctly, there might be an issue with the connection between the Skype for Business Room System software and Microsoft Exchange server (see *Chapter 5: Troubleshooting* on page 27).

You can join a scheduled meeting when the room system is booked, or you can create an ad hoc meeting when the room system is available.

To join a scheduled meeting

1. Press the meeting's square on either the interactive flat panels or the console.

 **NOTE**

The schedule shows only the meetings to which the room system has been added as a resource.

 **TIP**

If you included the room system as a resource but didn't set the meeting as a Skype meeting, press **Get everyone into a Skype meeting**, and then press **Send & Start Meeting** to set the meeting as a Skype meeting and send participants an invitation (Skype for Business Room System software 15.12.01 and later).

2. If the meeting is private, type the sign-in address, user name and password in the text boxes, and then click **Join**.

The console shows a set of tabs for managing the meeting (see *Managing meetings using the console* on the next page). The interactive flat panels show up to five connected participants' videos in a gallery.

To create an ad hoc meeting

1. Press **Meet Now** on the console.
2. Add participants to the meeting.

3. Press **Start Meeting**.

The console shows a set of tabs for managing the meeting (see *Managing meetings using the console* below). The interactive flat panels show connected participants' videos in a gallery.



TIP

If the Lync or Skype for Business infrastructure supports connecting through a telephony system (such as POTS), you can also press **Dial Pad** and use the dial pad to call a person using the room system. To convert the audio call into a video meeting, press **Start Video** and then press **Invite More People**.

Managing meetings using the console

The console enables you to manage the meeting and the room system features. If you scheduled a meeting, you would typically sit in front of and operate the console during the meeting.

During the meeting, you can show and use the following tabs on the console:

Tab	Contents	Actions
Content	The name of the participant who is currently presenting and the content uploaded to the meeting, including PowerPoint files and whiteboard sessions	<ul style="list-style-type: none">• Press a content item, and then click Start Presenting to present the item.• Press Stop Presenting when done.
Participants	A list of participants in the meeting	<ul style="list-style-type: none">• Press a participant's name and then select the desired option from the menu:<ul style="list-style-type: none">◦ Mute and unmute the participant's audio◦ Pin the participant's video to the gallery so that it's always visible◦ Lock or unlock the spotlight on the participant◦ Remove the participant from the meeting• Press Invite More People to invite additional participants.• Press Mute Audience to mute all participants' audio except for the participant who is currently presenting.



NOTE

If there are more than 30 participants in the meeting, the list of participants doesn't appear.

Tab	Contents	Actions
Display	Display options for the room system's interactive flat panels	<ul style="list-style-type: none"> • Select one of the following options if you're using a room system with one interactive flat panel: <ul style="list-style-type: none"> ○ Gallery & Content to show the gallery and shared content ○ Gallery to show only the gallery ○ Presentation to show only shared content ○ Speaker to show only the presenting participant's video ○ Speaker & Content to show the presenting participant's video and shared content • Select one of the following options if you're using a room system with two interactive flat panels: <ul style="list-style-type: none"> ○ Gallery & Content to show the gallery on one interactive flat panel and shared content on the other interactive flat panel ○ Speaker to show the presenting participant's video on one interactive flat panel and shared content on the other interactive flat panel ○ Gallery View to show the gallery across both interactive flat panels • Enable Preview to show the video from the room system camera.
IM	Instant messages (IMs) shared during the meeting	Press the input field and then use the on-screen keyboard to type an IM. Participants in the meeting can see all the IMs.

In addition to the tabs, the console contains a toolbar with the following buttons:

Button	Procedure
Stop Video	Stop the meeting room's video.
Hold Call	Stop the meeting's video and mute the audio.
Mute Room	Mute the meeting room's microphones.
Speaker Off	Mute the meeting room's speakers.

Button	Procedure
Room Volume	Move the slider to adjust the volume.
Dial Pad	Show a dial pad to use Skype for Business Room System software's phone features (if the Lync or Skype for Business infrastructure supports a POTS bridge).
New Whiteboard	Create a new whiteboard file.
Email Whiteboard	E-mail the whiteboard file.
Leave Meeting	Disconnect the room system from the Skype meeting (see <i>Ending meetings</i> below).

Ending meetings

At the end of the meeting, press **Leave Meeting** on the console to disconnect the room system from the Skype meeting. The Skype meeting ends when all participants have left.

Chapter 3

Recording notes

Users can write, draw and erase digital ink in a whiteboard file using the interactive flat panel's pens and eraser. Alternatively, they can use their fingers to write or draw digital ink and their fists or palms to erase it.

In addition to writing, drawing and erasing digital ink, users can move digital ink and other objects in the whiteboard file and create additional whiteboard files.

To open a whiteboard file when in a meeting

1. Press **New Whiteboard** on the console or on one of the interactive flat panels.
2. Write or draw digital ink.



NOTES

- Remote participants see the whiteboard session in real time and can add their own digital ink notes.
- Remote participants who use smart phones and other mobile devices to connect to the meeting are unable to view whiteboard sessions because of limitations of the Skype for Business client software for those devices.

3. Press **Email Whiteboard** when you're done to email the whiteboard file.

To open a whiteboard file when not in a meeting

1. Press **Start Whiteboard** on the console or on one of the interactive flat panels.
2. Write or draw digital ink.
3. Press **Email Whiteboard** when you're done to email the whiteboard file.

Chapter 4

Connecting computers

Connecting a guest laptop using the video connection harness	19
Connecting a guest laptop using Skype for Business client software	20
Connecting a room computer	21
Using the SMART Room System USB Bridge	22
Installing software for the SMART Room System USB Bridge	22
Connecting a computer using the SMART Room System USB Bridge	23
Orienting touch	24

You can connect the guest laptop or a room computer to the room system and share the computer's display during a meeting.



NOTES

- You can share only the computer's display, not its audio.
- Remote participants who use some smart phones and other mobile devices to connect to the meeting are unable to view shared computer displays because of limitations of the Skype for Business client software for those devices.

Connecting a guest laptop using the video connection harness

If the video connection harness isn't connected to a room computer (see *Connecting a room computer* on page 21), you can use the harness to connect your laptop and share its display.



NOTE

The displays of devices with High-Bandwidth Digital Content Protection (HDCP) can't be shared.

To share a guest laptop's display using the video connection harness

1. Connect the guest laptop to the room system using the video connection harness's HDMI cable or VGA cable.

2. If the console prompts you to share the display, press **Yes**.
3. Disconnect the video connection harness's HDMI cable or VGA cable from the laptop when you're done.

Connecting a guest laptop using Skype for Business client software

You can also share your laptop's display by joining a meeting using Skype for Business client software on the laptop.

If you share a PowerPoint file during a Skype meeting, other users can write on the shared PowerPoint file.

To share a guest laptop's display using Skype for Business client software

1. Join the meeting on the guest laptop using Skype for Business client software.
2. If you're joining the meeting in person, click **Yes** when prompted to confirm you're in the meeting room.

OR

If you're joining the meeting remotely, click **No** when prompted to confirm you're not in the meeting room.

To write or draw on a shared PowerPoint file

1. Connect a guest laptop as described in *To share a guest laptop's display using Skype for Business client software* above.
2. Click **Presentation** , select **PowerPoint**, and then share the PowerPoint file.



NOTE

You can write or draw on the PowerPoint file only while sharing a specific file, not while you share the PowerPoint application.

3. Click **Content**, and then select **Take Over as Presenter** (on the console).

OR

Press the mode bar (up or down arrow), and then press **Yes** when prompted to take over as the presenter (on interactive flat panels).

4. Press the mode bar, press **Annotate**, and then write or draw using your finger or one of the interactive flat panel pens.
5. Press **Stop Presenting** on the guest laptop when done.

Connecting a room computer

Before you can connect a room computer to the room system, an administrator must enable the Room PC View feature as described in the *SMART Room System with Skype for Business administrator's guide* (see *Resources for administrators* on page 10). You can then share the room computer's display by pressing the appropriate controls on the console.

NOTE

The Room PC View feature is available only in versions 15.10 and later of Skype for Business Room System software.

To share the room computer's display when in a meeting

1. Ensure the room computer is connected to the room system and the room computer's video port is active.
2. Press **Content** on the console.
3. Press **Desktop/Device**, and then press **Start Presenting**.

The room computer's display appears on one of the interactive flat panels.

4. Press **Desktop/Device**, and then press **Stop Presenting** when done.

To share the room computer's display when not in a meeting

1. Ensure the room computer is connected to the room system through the video connection harness's HDMI cable or VGA cable.
2. Press **Room PC View**  on the console.

The room computer's display appears on one of the interactive flat panels.

3. Press **Room PC View**  when done.

Using the SMART Room System USB Bridge

The SMART Room System USB Bridge is an included component of the room system (see *SMART Room System USB Bridge* on page 6).

When combined with the video connection harness, the SMART Room System USB Bridge enables you to connect your laptops or a room computer to the room system. When you connect the SMART Room System USB Bridge to a computer, you can interact with the computer by touching the interactive flat panel's surface.



NOTE

The SMART Room System USB Bridge requires Skype for Business Room System software 15.11 or later.

Installing software for the SMART Room System USB Bridge

SMART recommends that you install the latest versions of SMART Meeting Pro® PE software, SMART Ink™ and SMART Product Drivers on all computers you intend to connect to the SMART Room System using the SMART Room System USB Bridge.

This software enables you to take full advantage of the interactive flat panels' features: You can interact with applications by touching them and write or draw digital ink over content.



IMPORTANT

If you have a Mac computer, you must install SMART Product Drivers to use your computer with the SMART Room System USB Bridge.

To download and install the latest versions of SMART software

1. Go to smarttech.com/downloads.
2. Click **Choose a version** under *SMART Meeting Pro PE (Personal Edition) software*, and then select the most recent version for the operating system you're using.
3. Click **Download**, and then save the installer to a temporary location on your computer.
4. Double-click the installer.

5. Follow the on-screen instructions to install SMART software.



IMPORTANT

If you have a Mac computer, you must download and install the latest version of SMART Product Drivers. Repeat steps 1 through 5, clicking **Choose a version** under *SMART Product Drivers* in step 2.

Connecting a computer using the SMART Room System USB Bridge

After you have installed SMART software on your computer, you can connect your computer to the room system using the SMART Room System USB Bridge. The procedure for doing so depends on whether Room PC View is enabled (see *Connecting a room computer* on page 21).

To connect a computer when Room PC View is disabled

1. Connect the computer to the room system using the video connection harness's HDMI cable or VGA cable and the SMART Room System USB Bridge.
2. If the console prompts you to share the display, press **Yes**.
3. If necessary, orient touch (see *Orienting touch* on the next page).
4. Interact with the computer by touching the interactive flat panel.
5. Disconnect the video connection harness's HDMI cable or VGA cable and the SMART Room System USB Bridge from the laptop when you're done.

To connect a computer when Room PC View is enabled and you're in a meeting

1. Connect the computer to the room system using the video connection harness's HDMI cable or VGA cable and the SMART Room System USB Bridge.
2. Press **Content** on the console.
3. Press **Desktop/Device**, and then press **Start Presenting**.
4. If necessary, orient touch (see *Orienting touch* on the next page).
5. Interact with the computer by touching the interactive flat panel.
6. Press **Desktop/Device**, and then press **Stop Presenting** when done.

To connect a computer when Room PC View is enabled and you're not in a meeting

1. Connect the computer to the room system using the video connection harness's HDMI cable or VGA cable and the SMART Room System USB Bridge.
2. Press **Room PC View**  on the console.

3. If necessary, orient touch (see *Orienting touch* below).
4. Interact with the computer by touching the interactive flat panel.
5. Press **Room PC View**  when done.

Orienting touch

You need to orient touch on each computer that you connect to the room system using the SMART Room System USB Bridge. The procedure for orienting touch differs depending on whether SMART Product Drivers is installed on the computer.

You might need to repeat the orientation procedure later if touch isn't accurate. This can happen if you change the resolution on the computer or connect another computer to the room system.

To orient touch when SMART Product Drivers is installed

1. Ensure the computer is connected to the room system.
2. Press the **SMART Board** icon  in the notification area (Windows operating systems) or the Mac menu bar (OS X operating system software), and then select **Orient**.

The orientation screen appears on the interactive flat panel's display.



NOTES

- If you connect a computer that's configured to duplicate the desktop on multiple displays, the orientation screen appears on both the interactive flat panel's display and the computer's display.
- If you connect a computer that's configured to extend the desktop across multiple displays and the orientation screen appears on the computer's display rather than the interactive flat panel's display, press SPACEBAR until the orientation screen appears on the interactive flat panel's display.

3. Follow the on-screen instructions to orient touch.

To orient touch when SMART Product Drivers isn't installed (Windows operating systems only)

 **NOTE**

This procedure varies depending on the version of the Windows operating system you're using and your system preferences.

1. Ensure the computer is connected to the room system.
2. Open Control Panel.
3. Press **Hardware and Sound**, and then press **Tablet PC Settings**.
The *Tablet PC Settings* dialog box appears.
4. Select the appropriate display in the *Display* drop-down list, and then press **Calibrate**.
The *Calibrate pen or touch input screens* dialog box appears.
5. Press **Touch input**.
The orientation screen appears.
6. Follow the on-screen instructions to orient touch.

Chapter 5

Troubleshooting

In most situations, the room system should either be on or turn on automatically when you first enter the room. If the entire room system or any of its components are not on or running as expected, contact your administrator for assistance. Your administrator can refer to the troubleshooting chapter in the *SMART Room System with Skype for Business administrator's guide* for information on troubleshooting the room system (see *Resources for administrators* on page 10).

The following tables describes issues that might arise when you use your room system and solutions for those issues:

Issue	Solution
The Skype for Business Room System software calendar doesn't appear on the console and interactive flat panels, or the calendar indicates that the room is free for 24 hours when you know it has been booked for meetings.	There is an issue with the connection between the room system and your organization's Microsoft Exchange server. Contact your network administrator for assistance.
The camera is on but not recording video.	Open the privacy shutter. (The privacy shutter is marked with a red spot to indicate when it's closed.)
Remote participants hear no audio from the room.	Make sure the microphones aren't muted.
You can hear audio from remote participants, but its it's distorted, or there's feedback.	One or more of the remote participants' audio systems is causing the distortion or feedback. Mute individual remote participants until you identify the remote participants with problematic audio systems. Ask those remote participants to troubleshoot their audio systems.
You don't hear audio from remote participants.	Turn up the volume using the console (see <i>Managing meetings using the console</i> on page 14).
You're unable to write or draw digital ink over a PowerPoint file.	Ensure you're sharing the PowerPoint file (and not the screen, part of the screen or the PowerPoint application) and that permissions are set so that either you or everyone can write or draw over the file.

Issue	Solution
<p>Video input from a connected guest laptop or room computer isn't appearing on the interactive flat panels.</p>	<p>Do the following:</p> <ul style="list-style-type: none"> • Ensure the HDMI cable or the VGA cable from the video connection harness is properly connected to the computer. • Ensure the device you're connecting to the room system doesn't use HDCP. • For guest laptops: <ul style="list-style-type: none"> ◦ Ensure the laptop's external display connector is enabled. <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p> NOTE Depending on the laptop, the external display connector might be enabled automatically or by pressing a key on the keyboard. See the laptop's documentation for instructions.</p> </div> <ul style="list-style-type: none"> ◦ If the console prompts you to share your screen with everyone in the meeting, press Yes. • For room computers: <ul style="list-style-type: none"> ◦ Ensure the Room PC View feature is enabled (see <i>Connecting a room computer</i> on page 21). ◦ On the console, press Content, Start Presenting and then Start Presenting (if you're in a meeting) or Room PC View (if you're not in a meeting).
<p>Touch isn't working for a connected guest laptop or room computer.</p>	<p>Do the following:</p> <ul style="list-style-type: none"> • Ensure the SMART Room System USB Bridge is properly connected to the computer. • Ensure the necessary software is installed on the computer (see <i>Installing software for the SMART Room System USB Bridge</i> on page 22). • Orient touch (see <i>Orienting touch</i> on page 24).

 **NOTE**

If you come across an issue not in the above table, refer to the *SMART Room System with Skype for Business troubleshooting decision tree* and other troubleshooting information in the SMART knowledge base (see *Support center and knowledge base* on page 9).

Appendix A

Supporting users with special needs

Skype for Business Room System software includes the following features to support users with special needs:

- High contrast themes
- Screen narrator
- Screen magnifier

To apply a high contrast theme

1. Press **Options** on the console.
2. Press **Dark Theme** to apply a high contrast theme with light text and graphics on a dark background.

OR

Press **Light Theme** to apply a high contrast theme with dark text and graphics on a light background.

Skype for Business Room System software appears in the selected theme.



NOTES

- Some features, including ink color availability, behave differently when you apply a high contrast theme.
- To return to the default theme, press **Options** on the console, and then press **Default Theme**.

To use the screen narrator

1. Ensure the speakers are connected and working properly.
2. Press **Options** on the console, and then press **Start Narrator**.

The *Microsoft Narrator* dialog box appears.

3. Set the controls in the *Microsoft Narrator* dialog box.



TIP

For more information on the controls in the *Microsoft Narrator* dialog box, press **Quick Help**.

4. Use the screen narrator to read text on the screen.

To use the screen magnifier

1. Press **Options** on the console, and then press **Start Magnifier**.

The *Magnifier* toolbar appears.

2. Set the controls in the *Magnifier* toolbar.



TIP

For more information on the controls in the *Magnifier* toolbar, press **Help** .

3. Use the screen magnifier to magnify text and graphics on the screen.

Appendix B

Hardware environmental compliance

SMART Technologies supports global efforts to ensure that electronic equipment is manufactured, sold and disposed of in a safe and environmentally friendly manner.

Waste Electrical and Electronic Equipment and Battery regulations (WEEE and Battery Directives)

Electrical and electronic equipment and batteries contain substances that can be harmful to the environment and to human health. The crossed-out wheeled bin symbol indicates that products should be disposed of in the appropriate recycling stream and not as regular waste.



Batteries

The remote controls for SMART Board 8084i-G4 interactive flat panels contain 1.5V AAA batteries. Recycle or dispose of batteries properly.

More information

See smarttech.com/compliance for more information.

Index

A

- accessibility, 29
- accessories, 6
- ad hoc meetings, 13
- annotations, 20
- audio processor, 5
- audio, sharing, 3

B

- batteries, 31

C

- cable raceways, 7
- calendar, 12
- calls, 14
- cameras, 5
- collaboration, 3
- computers, *See* laptops
- consoles
 - about, 5
 - managing meetings with, 14

D

- dial pad, 14, 16
- digital ink, 20
- digital pan, tilt and zoom, 5
- displays
 - consoles, *See* consoles
 - interactive flat panels, *See* interactive flat panels
- documentation, 9

- drawing, 20
- DViT technology, 4

E

- email, 17
- extra large rooms, 8
- extra small rooms, 7

F

- field of view, 5

G

- gallery of participants, 15
- guest laptops, *See* laptops

H

- HDCP, 19, 22
- HDMI, 6, 28
- high contrast themes, 29

I

- ink, 20
- instant messaging, 15
- interactive flat panels, 4

K

- keyboard, *See* on-screen keyboard
- knowledge base, 9

L

laptops, 6, 19, 28, *See also* room computers
large meetings, 14
large rooms, 8

M

magnifier, *See* screen magnifier
media, enabling in PowerPoint files, 20
medium rooms, 8
meetings
 converting existing meetings to Lync meetings, 12
 ending, 16
 managing with the console, 14
 presenting content during, 17, 19
 scheduling, 11
 starting, 12
microphones
 about, 5
 connecting additional, 6
 muting, 15
Microsoft Lync infrastructure, *See* Skype infrastructure
Microsoft Lync Room System software,
 See Skype for Business Room System software
Microsoft Outlook, 11
Microsoft PowerPoint, 3, 20
mute, 15

N

narrator, *See* screen narrator

O

on-screen keyboard, 15
Outlook, *See* Microsoft Outlook

P

participants, meeting, 14
phone features, 14, 16
presence detection sensors
 about, 3
 turning on the room system with, 12
privacy, 5

R

room computers, 6, 21, 28, *See also* laptops
room systems
 about, 2
 accessories for, 6
 comparing, 7
 components of, 3
 features of, 2
 turning on, 12
 using, 11

S

screen magnifier, 30
screen narrator, 29
screens
 consoles, *See* consoles
 interactive flat panels, *See* interactive flat panels
shutters, camera, 5
Skype for Business appliances, 4
Skype for Business Room System software
 about, 2
 using, 11
Skype infrastructure, 2
small rooms, 7
SMART Board interactive flat panels,
 See interactive flat panels
SMART Room System USB Bridge
 about, 6
 connecting a room computer to, 21

INDEX

installing software for, 22

orienting touch, 24

SMART Room Systems, See room systems

speakers

about, 5

muting, 15

special needs, 29

startup, 2, 12

support, 9

T

themes, 29

touch panels, See interactive flat panels

training, 9

troubleshooting, 27

tutorial, 9

U

USB Bridge, See SMART Room System

USB Bridge

USB receptacle, 4

V

VGA, 6, 28

video connection harness, 6

videos, 3, 15, See *also* cameras

volume, 16

W

wall stand kits, 7

WEEE and Battery Directives, 31

whiteboard feature, 3, 17

writing, 20

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