

# SMART Room System™ for Microsoft® Lync®

## USER'S GUIDE

FOR MODELS SRS-LYNC-XS, SRS-LYNC-S, SRS-LYNC-M, SRS-LYNC-M-DUAL, SRS-LYNC-L AND SRS-LYNC-XL  
FEATURING SMART BOARD® 8055i-G5, 8070i-G4 AND 8084i-G4 INTERACTIVE FLAT PANELS

**SMART**®

## Product registration

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

Register online at [smarttech.com/registration](http://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/her own expense.

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

[www.smarttech.com/patents](http://www.smarttech.com/patents)

01/2015

# Important information



## WARNING

- Failure to follow the installation instructions dispatched with your SMART product could result in personal injury and product damage which may not be covered by your warranty.
- Ensure that your installation complies with local building and electrical regulations.
- Do not open or disassemble the SMART product. You risk electrical shock from the high voltage inside the casing. Opening the casing also voids your warranty.
- Do not stand (or allow children to stand) on a chair to touch the surface of your SMART product. Instead, mount the product at the appropriate height.
- To reduce the risk of fire or electric shock, do not expose your SMART product to rain or moisture.
- If your SMART product requires replacement parts, make sure that the service technician uses replacement parts specified by SMART Technologies or parts with the same characteristics as the original.
- Ensure that any cables extending across the floor to your SMART product 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 your 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 your warranty.
- Use only extension cords and sockets into which this product's polarised plug can be fully inserted.
- Use the power cable provided with this product. If a power cable is not supplied with this product, please contact your supplier. Use only power cables that match the AC voltage of the power socket 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.
- Do not move or mount the interactive flat panel by connecting rope or wire to its handles. Because the interactive flat panel is heavy, rope, wire or handle failure could lead to personal injury.
- Use SMART supplied mounting hardware or hardware that is designed to properly support the weight of your product.

## IMPORTANT INFORMATION

- Disconnect all power cables for your interactive flat panel from the wall socket and seek assistance from qualified service personnel when any of the following occurs:
  - The power cable or plug is damaged
  - Liquid is spilled into the interactive flat panel
  - Objects fall into the interactive flat panel
  - The interactive flat panel is dropped
  - Structural damage such as cracking occurs
  - The interactive flat panel behaves unexpectedly when you follow operating instructions

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## Chapter 1

# Welcome

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This chapter introduces you to your SMART Room System™ for Microsoft® Lync® and this guide.

## About this guide

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

This guide is intended for individuals who use room systems. Other documentation and resources are available for individuals who are responsible for installing and administering room systems.

## About your room system

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

Using the installed Lync Room System software, you can start a meeting and connect with other individuals 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, connect an optional computer to share its screen and share files with connected individuals and meeting rooms in real time.

## Features

Your room system includes the following features.

### **Integration with Lync**

The SMART Room System integrates with your organisation's existing Lync infrastructure, enabling you to schedule meetings, remotely join meetings, and share Microsoft PowerPoint® files using the Lync client software already installed on your computer.

### **Simple startup**

Once 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. Lync Room System software enables you to connect to remote participants and shares video and audio.

Alternatively, you can 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's high definition camera, microphones and speakers facilitate communication during the meeting.

## Collaboration

Using Lync 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 your laptops or a room computer to share and interact with the computers' displays.

## Presence detection

The interactive flat panels have presence detection sensors that can detect people up to 5m (16') away. If the sensors detect people in the meeting room, the room system turns on. If the sensors don't detect people in the meeting room for a specified period of time, the room system enters Standby mode.

## Components

Your room system consists of 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 8070i-G4	SMART Board 8070i-G4 interactive flat panel	Small Large (×2)
SBID 8084i-G4	SMART Board 8084i-G4 interactive flat panel	Medium Extra large (×2)
AM70-L	Lync 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



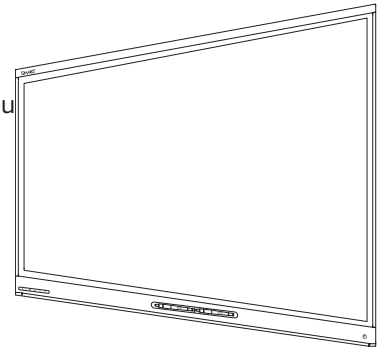
### NOTES

- This guide documents room systems with SMART Board 8055i-G5, 8070i-G4 and 8084i-G4 interactive flat panels. For information on room systems with SMART Board 8055i interactive flat panels, see the *SMART Room System for Lync setup and maintenance guide* ([smarttech.com/kb/170450](http://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 pens provided
- Erase digital ink using your fists, your palms or the eraser provided



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 notes and share them with others.

For information on which interactive flat panel model is included with your room system and the differences between these models, see *Comparing room sizes* on page 6.

### Lync appliance

The Lync appliance includes Lync Room System software as well as SMART Product Drivers. Lync Room System software enables you to start, join and facilitate meetings and connect with others through your organisation's Lync infrastructure. SMART Product Drivers enables the touch features of the interactive flat panels and the operation of the all components in the room system.

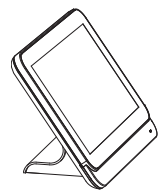
In room systems with SMART Board 8055i-G5 interactive flat panels, the Lync appliance is installed in an enclosure mounted to the wall behind the left interactive flat panel.

In room systems with SMART Board 8070i-G4 and 8084i-G4 interactive flat panels, the Lync appliance is installed in a slot on the bottom of the left interactive flat panel.

### Console

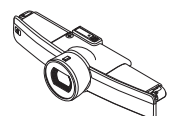
The console is the room system's primary display. It enables you to access and control the features of Lync Room System software during meetings.

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, enabling you to 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 purposes.

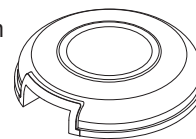


In most meeting rooms, digital pan, tilt and zoom (DPTZ) and the camera's 109° field of view ensure that all meeting participants are captured regardless of where they are in the meeting room.

The camera is installed on the top of the interactive flat panel in rooms with one interactive flat panel or between the interactive flat panels in rooms with two interactive flat panels.

### Table microphones and audio processor

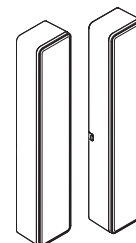
The table microphones automatically capture audio during meetings. You can temporarily mute the microphones for privacy purposes.



Your room system comes with two table microphones. Your organisation 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 in-room 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 video connection harness's connectors 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 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.


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 21.

## Accessories

Optional accessories for the SMART Room System include the following:

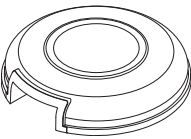
- Additional table microphones
- Wall stand kit

 **NOTE**

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

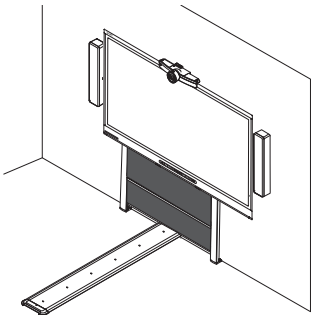
**Additional table microphones**

Your room system comes with two table microphones. Your organisation 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 your room system and the cable tracking. 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 tracking covers cables running across the floor from the interactive flat panels to the meeting room table.

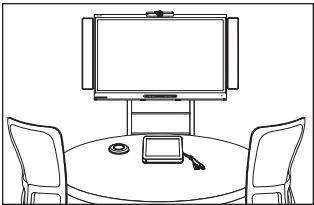


**Comparing room sizes**

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

**Extra small room (SRS-LYNC-XS)**

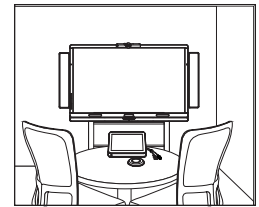
Intended use:	Extra small meeting rooms (approximately four people) 7m <sup>2</sup> (75 sq ft)
Display type:	One SMART Board 8055i-G5 interactive flat panel
Display size (diagonal):	138.4cm (54 1/2")
Optional wall stand kit:	WSK-SINGLE



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### Small room (SRS-LYNC-S)

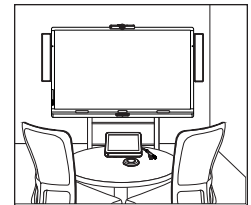
Intended use:	Small meeting rooms (approximately six people) 9m <sup>2</sup> (100 sq ft)
Display type:	One SMART Board 8070i-G4 interactive flat panel
Display size (diagonal):	178cm (70")
Optional wall stand kit:	WSK-SINGLE



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### Medium room (SRS-LYNC-M)

Intended use:	Medium meeting rooms (approximately 12 people) 17m <sup>2</sup> (180sq ft)
Display type:	One SMART Board 8084i-G4 interactive flat panel
Display size (diagonal):	213.4cm (84")
Optional wall stand kit:	WSK-SINGLE



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

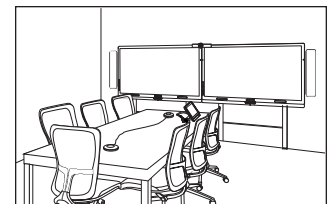
Intended use:	Medium meeting rooms (approximately 12 people) 17m <sup>2</sup> (180sq ft)
Display type:	Two SMART Board 8055i-G5 interactive flat panels
Display size (diagonal):	2 x 138.4cm (2 x 54 1/2")
Optional wall stand kit:	WSK-DUAL



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### Large room (SRS-LYNC-L)

Intended use:	Large meeting rooms (approximately 16 people) 28m <sup>2</sup> (300 sq ft)
Display type:	Two SMART Board 8070i-G4 interactive flat panels
Display size (diagonal):	2 x 178cm (2 x 70")
Optional wall stand kit:	WSK-DUAL

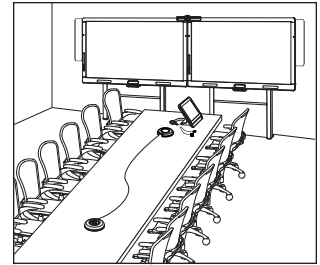


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### Extra large room (SRS-LYNC-XL)

Intended use:	Extra large meeting rooms (approximately 18 people) 37m <sup>2</sup> (400 sq ft)
Display type:	Two SMART Board 8084i-G4 interactive flat panels
Display size (diagonal):	2 × 213.4cm (2 × 84")
Optional wall stand kit:	WSK-DUAL

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#### NOTE

Other, minor differences are noted throughout this guide.

## Resources for users

In addition to this guide, there are other resources available for SMART Room System users.

### Table top guide

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

### Tutorial

Lync Meeting Room 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](http://smarttech.com/trainingforbusiness)) includes an extensive library of training resources that you can refer to when learning how to use your room system.

### Support centre and knowledge base

The Support centre ([smarttech.com/support](http://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](http://smarttech.com/smartroom)) for general information on room systems and to the specifications for detailed information on specific products.

Product	Specifications
SMART Room System for Lync for extra small rooms	<a href="http://smarttech.com/kb/170821">smarttech.com/kb/170821</a>
SMART Room System for Lync for small rooms	<a href="http://smarttech.com/kb/170449">smarttech.com/kb/170449</a>
SMART Room System for Lync for medium rooms	<a href="http://smarttech.com/kb/170448">smarttech.com/kb/170448</a>
SMART Room System for Lync for medium rooms with dual panels	<a href="http://smarttech.com/kb/170823">smarttech.com/kb/170823</a>
SMART Room System for Lync for large rooms	<a href="http://smarttech.com/kb/170447">smarttech.com/kb/170447</a>
SMART Room System for Lync for extra large rooms	<a href="http://smarttech.com/kb/170659">smarttech.com/kb/170659</a>
SMART wall stand kits for SMART Board interactive flat panels	<a href="http://smarttech.com/kb/170526">smarttech.com/kb/170526</a>

## Resources for installers

Installers can refer to the installation instructions included with your room system when installing the product. If installers have misplaced these instructions, they can download PDF versions.

Product	Installation instructions
SMART Room System for Lync for extra small rooms	<a href="http://smarttech.com/kb/170857">smarttech.com/kb/170857</a>
SMART Room System for Lync for small rooms	<a href="http://smarttech.com/kb/170470">smarttech.com/kb/170470</a>
SMART Room System for Lync for medium rooms	<a href="http://smarttech.com/kb/170467">smarttech.com/kb/170467</a>
SMART Room System for Lync for medium rooms with dual panels	<a href="http://smarttech.com/kb/170858">smarttech.com/kb/170858</a>
SMART Room System for Lync for large rooms	<a href="http://smarttech.com/kb/170468">smarttech.com/kb/170468</a>
SMART Room System for Lync for extra large rooms	<a href="http://smarttech.com/kb/170658">smarttech.com/kb/170658</a>
SMART wall stand for SMART Board interactive flat panels	<a href="http://smarttech.com/kb/170466">smarttech.com/kb/170466</a>
SMART cable tracking for SMART Room Systems	<a href="http://smarttech.com/kb/170465">smarttech.com/kb/170465</a>
SMART Room System for Lync table microphone upgrade kit	<a href="http://smarttech.com/kb/170560">smarttech.com/kb/170560</a>

## Resources for administrators

Administrators of your room system can refer to the *SMART Room System for Lync setup guide* included with the room system to prepare for the room system prior to 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](http://smarttech.com/kb/170820).

CHAPTER 1  
**WELCOME**

After installation and setup, administrators can refer to the *SMART Room System for Lync administrator's guide* ([smarttech.com/kb/170819](http://smarttech.com/kb/170819)) for information on managing and maintaining your room system.

## Chapter 2

# Scheduling and conducting meetings

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This chapter provides an overview of how you can schedule and conduct a meeting using your SMART Room System and Lync Room System software.

## Scheduling meetings

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

### To schedule a new Lync meeting

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



#### NOTE

If you have an older version of Lync software, this button is labelled *New Online Meeting*.

A new Lync 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 *Lync Meeting Options* dialogue box appears.

- b. Change the meeting options.



**NOTE**

The controls in this dialogue box vary depending on how your organisation has configured Lync Server.

- c. Click **OK**.

5. Send the meeting invitation to the participants and resources.

### To convert an existing meeting to a Lync 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 **Lync Meeting**.





**NOTE**

If you have an older version of Lync software, this button is labelled *Online Meeting*.

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

## Starting meetings

Your room system's interactive flat panels have two presence detection sensors on their frames that can detect people up to 5m (16') away when the room system is in Standby mode.

When the sensors detect motion in the room, the room system turns on. If presence detection is disabled, you can manually turn on the room system by pressing the **Standby** button  (SMART Board 8055i-G5 interactive flat panels) or the **Power/Standby** button  (SMART Board 8070i-G4 and 8084i-G4 interactive flat panels) on the front control panel of each interactive flat 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 Lync Room System software and Microsoft Exchange server (see *Troubleshooting* on page 25).

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 Lync meeting, press **I forgot to make this a Lync meeting** and then press **Send & Start Meeting** to set the meeting as a Lync meeting and to send participants an invitation (Lync Room System software 15.12.01 and later).

2. If the meeting is private, type the appropriate 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* on the next page). The interactive flat panels show connected participants' videos in a gallery.




#### TIP

Alternatively, if the Lync infrastructure supports connecting through POTS, 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"><li>• Press a content item and then click <b>Start Presenting</b> to present the item.</li><li>• Press <b>Stop Presenting</b> when finished.</li></ul>
Participants	<div>A list of participants in the meeting</div> <div> <b>NOTE</b> If there are more than 30 participants in the meeting, the list of participants doesn't appear.</div>	<ul style="list-style-type: none"><li>• Press a participant's name and then select the appropriate option from the menu:<ul style="list-style-type: none"><li>◦ Mute and unmute the participant's audio</li><li>◦ Pin the participant's video to the gallery so that it's always visible</li><li>◦ Lock or unlock the spotlight on the participant</li><li>◦ Remove the participant from the meeting</li></ul></li><li>• Press <b>Invite More People</b> to invite additional participants.</li><li>• Press <b>Mute Audience</b> to mute all participants' audio except for the participant who is currently presenting.</li></ul>

Tab	Contents	Actions
Display	Display options for the room system's interactive flat panels	<ul style="list-style-type: none"> <li>In room systems with one interactive flat panel, select from one of the following options: <ul style="list-style-type: none"> <li><b>Gallery &amp; Content</b> to show the gallery and shared content</li> <li><b>Gallery</b> to show only the gallery</li> <li><b>Presentation</b> to show only shared content</li> <li><b>Speaker</b> to show only the presenting participant's video</li> <li><b>Speaker &amp; Content</b> to show the presenting participant's video and shared content</li> </ul> </li> <li>In room systems with two interactive flat panels, select from one of the following options: <ul style="list-style-type: none"> <li><b>Gallery &amp; Content</b> to show the gallery on one interactive flat panel and shared content on the other interactive flat panel</li> <li><b>Speaker</b> to show the presenting participant's video on one interactive flat panel and shared content on the other interactive flat panel</li> <li><b>Gallery View</b> to show the gallery across both interactive flat panels</li> </ul> </li> <li>Enable <b>Preview</b> to show the video from the room system camera.</li> </ul>
IM	Instant messages (IMs) shared during the meeting	Press the input field and then use the on-screen keyboard to type an IM. All participants in the meeting can see all 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.
Room Volume	Move the slider to adjust the volume.

Button	Procedure
Dial Pad	Show a dial pad to use Lync Room System software's phone features (if the Lync infrastructure supports a POTS bridge).
New Whiteboard	Create a new whiteboard file.
Email Whiteboard	Email the whiteboard file.
Leave Meeting	Disconnect the room system from the Lync 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 Lync meeting. The Lync meeting ends when all participants have left.

## Chapter 3

# Recording notes

Users can use the interactive flat panel's pens and eraser to write, draw and erase digital ink in a whiteboard file. 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 to it as part of a collaborative effort.
- Remote participants connecting to the meeting through some smart phones and other mobile devices are unable to view whiteboard sessions due to limitations of the Lync client software for those devices.

3. Press **Email Whiteboard** when you've finished 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've finished to email the whiteboard file.



## Chapter 4

# Connecting computers

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You can connect the room system to a guest laptop (on a temporary basis) or to a room computer (on a permanent basis) to share the computer display during a meeting.



### NOTES

- You can share only the computer's display, not its audio.
- Remote participants connecting to the meeting through some smart phones and other mobile devices are unable to view shared computer displays due to limitations of the Lync 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

You are unable to share the displays of devices with High-Bandwidth Digital Content Protection (HDCP).



### 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've finished.

## Connecting a guest laptop using Lync client software

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

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


### To share a guest laptop's display using Lync client software

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

OR

If you're joining the meeting remotely, click **No** when prompted to confirm that 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 Lync client software* above.
2. Click **Presentation** , select **PowerPoint** and then share the PowerPoint file.



#### NOTE

If you choose to share the PowerPoint application rather than a specific PowerPoint file, you are unable to write or draw on the PowerPoint file.

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

If you want to connect a room computer to your room system, an administrator must enable the Room PC View feature as described in the *SMART Room System for Lync administrator's guide* (Resources for administrators on page 9). 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 Lync Room System software.


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

1. Ensure that 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 finished.

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

1. Ensure that 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 finished.

## Using the SMART Room System USB Bridge

The SMART Room System USB Bridge is an included component of your room system (see *SMART Room System USB Bridge* on page 5).

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

To use the SMART Room System USB Bridge with your room system, you need Lync 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 your SMART Room System using the SMART Room System USB Bridge.

This software enables you to take full advantage of the interactive flat panels' features, to interact with applications by touching them and to 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](https://smarttech.com/downloads).
2. Click **Choose a version** under *SMART Meeting Pro PE (Personal Edition) software* and then select the most recent version for your operating system.
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 to 5, clicking **Choose a version** under *SMART Product Drivers* in step 2.

## Connecting a computer using the SMART Room System USB Bridge

Once you have installed SMART software on your computer, you can connect it to your 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 the previous page).



### 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, orientate touch (see *Orientating 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've finished.

**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, orientate touch (see *Orientating touch* below).
5. Interact with the computer by touching the interactive flat panel.
6. Press **Desktop/Device** and then press **Stop Presenting** when finished.

**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, orientate touch (see *Orientating touch* below).
4. Interact with the computer by touching the interactive flat panel.
5. Press **Room PC View**  when finished.

## Orientating touch

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

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

**To orientate touch when SMART Product Drivers is installed**

1. Ensure that 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 (Mac OS X operating system software) and then select **Orientate**.

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



#### NOTE

This procedure varies depending on your version of Windows operating system and your system preferences.

1. Ensure that 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* dialogue box appears.

4. Select the appropriate display in the *Display* drop-down list and then press **Calibrate**.

The *Calibrate pen or touch input screens* dialogue 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, your room system should either be on or turn on automatically when you first enter the room. If the room system as a whole 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 for Lync administrator's guide* for information on how to troubleshoot the room system (see *Resources for administrators* on page 9).

The following are issues that might arise when you are using your room system and solutions for those issues:

Issue	Solution
The Lync Room System software calendar doesn't appear on the console and interactive flat panels, or if it indicates that the room is free for 24 hours when you know that it has been booked for meetings.	There is an issue with the connection between the room system and your organisation's Microsoft Exchange server. Contact your 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 are unable to hear audio from the room.	Ensure that the microphones are not muted.
You can hear audio from remote participants, but 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're unable to 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 that 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 digital ink over the file.

Issue	Solution
Video input from a connected guest laptop or room computer isn't appearing on the interactive flat panels.	<p>Do the following:</p> <ul style="list-style-type: none"> <li>• Ensure that the HDMI cable or the VGA cable from the video connection harness is properly connected to the computer.</li> <li>• Ensure that the device you're connecting to the room system doesn't use HDCP.</li> <li>• For guest laptops: <ul style="list-style-type: none"> <li>◦ Ensure that the laptop's external display connector is enabled.</li> </ul> </li> </ul> <div data-bbox="906 544 1434 714">  <b>NOTE</b> Depending on the laptop, the external display connector might be enabled automatically or you might need to press a key on the keyboard. See the laptop's documentation for instructions. </div> <ul style="list-style-type: none"> <li>◦ If the console prompts you to share your screen with everyone in the meeting, press <b>Yes</b>.</li> <li>• For room computers: <ul style="list-style-type: none"> <li>◦ Ensure that the Room PC View feature is enabled (see <i>Connecting a room computer</i> on page 21).</li> <li>◦ On the console, press <b>Content, Start Presenting</b> and then <b>Start Presenting</b> (if you're in a meeting) or <b>Room PC View</b> (if you're not in a meeting).</li> </ul> </li> </ul>
Touch isn't working for a connected guest laptop or room computer.	<p>Do the following:</p> <ul style="list-style-type: none"> <li>• Ensure that the SMART Room System USB Bridge is properly connected to the computer.</li> <li>• Ensure that the necessary software is installed on the computer (see <i>Installing software for the SMART Room System USB Bridge</i> on page 22).</li> <li>• Orientate touch (see <i>Orientating touch</i> on page 23).</li> </ul>



#### NOTE

If you come across an issue not in the above table, refer to the *SMART Room System for Lync troubleshooting decision tree* and other troubleshooting information in the SMART knowledge base (see *Support centre and knowledge base* on page 8).

## Appendix A

# Supporting users with additional needs

Lync Room System software includes the following features to support users with additional 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.

Lync Room System software appears in the selected theme.



#### NOTES

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

### To use the screen narrator

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

The *Microsoft Narrator* dialogue box appears.

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



**TIP**

For more information on the controls in the *Microsoft Narrator* dialogue 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 8070i-G4 and 8084i-G4 interactive flat panels contain 1.5V AAA batteries. Recycle or dispose of batteries properly.

## More information

See [smarttech.com/compliance](https://smarttech.com/compliance) for more information.



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