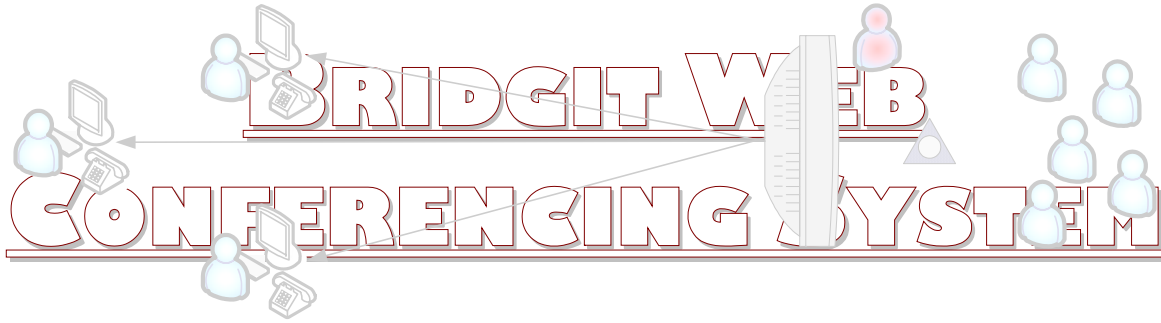


Logansport State Hospital



QUICK USER'S GUIDE



Whether you're meeting and working with people across campus or at other state hospitals, Bridgit conferencing software offers a simple way to share video and data over the intranet. It's quick, it's easy – it's a complete conferencing solution.

With just a data connection, you can write over any application or share your desktop with other participants and talk them through any scenario – all in real time, right from your desk or from a SMART Board interactive whiteboard. Reduce travel costs, make decisions quickly, engage audiences with dynamic content and keep projects on track by including all stakeholders in your meetings no matter where they are within the State data network.

Bridgit software takes the clutter out of conferencing and helps you get things done. Simply name your conference, invite your participants and launch your session. In less than a minute you can respond to a co-worker, get feedback from colleagues, start a training session or collaborate on a project.

Simple Conferencing – Connect quickly to anyone with a State network connection and share voice, video and data. You can start or join a conference at any time, right from your desktop.

Built in VoIP – Hear all participants in the conference without purchasing an additional audio conference bridge or incurring long distance charges. Bridgit works with your existing microphone headset or room conference microphone (*future implementation*).

Desktop Sharing – Share desktops instantly and alternate desktop sharing. Participants can see anything you run on your desktop, such as spreadsheets, presentations or websites.

Write Over Desktops – Highlight information by writing over a shared desktop. More than one participant can write at the same time.

Multipoint Webcam Support – Allows participants to see video from up to four participant sites (*future implementation*).

Remote Control – Take control of another participant's desktop to demonstrate a solution or provide technical assistance.

Presentation Tools – Direct attention with the spotlight or pointer tools to focus on a specific screen area.

Automatic Invitations – Send invitations with an automatically generated e-mail.

SMART Board Interactive Whiteboard Integration – Write directly into an open notebook file when you use Bridgit software with a SMART Board interactive whiteboard.

Simple Toolbar – Access the on-screen tools quickly and discreetly.

Creating a New Web Conference

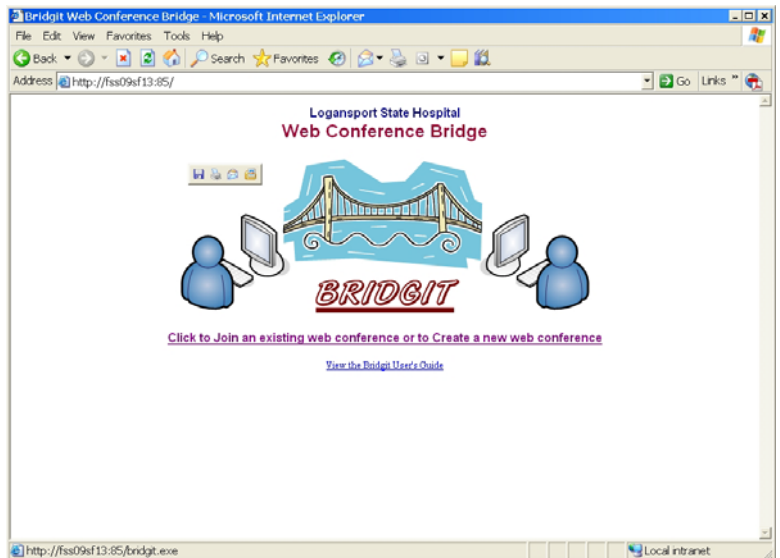
1) Click on the **Bridgit** icon located on the LSH Intranet web page.

Or

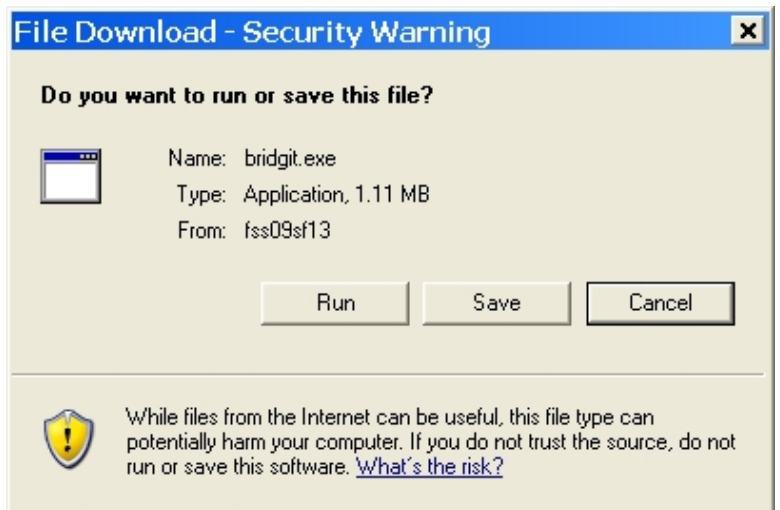
Type <http://fss09sf13:85> in the Address box of the Internet Explorer web browser

Then

2) Click on the link: **“Click to Join and existing web conference or to Create a new web conference”**



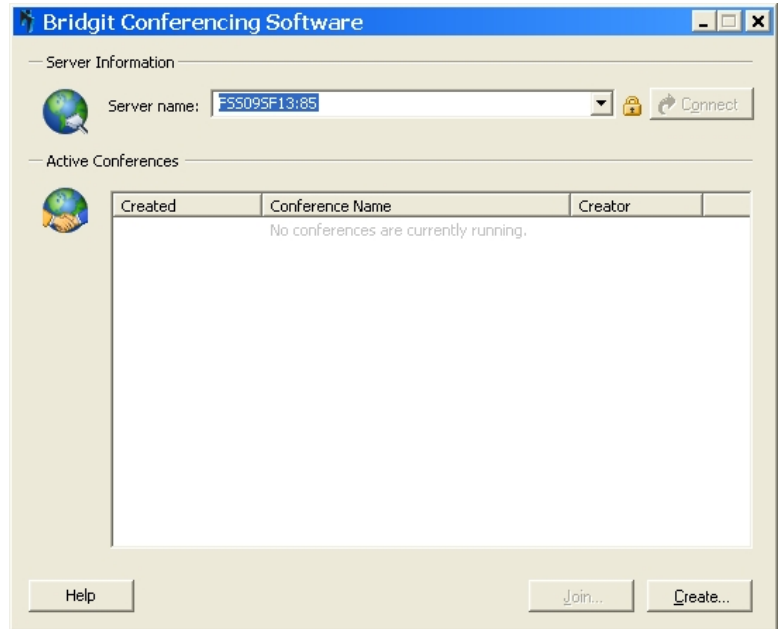
3) Click on the **Run** button to download the Bridgit application to your workstation.



4) Click on the **Run** button to start the Bridgit application.



5) Click on the **Create...** button to initiate a new web conference.



6) Enter the following information and then click on the **OK** button:

- **Conference name** – whatever you wish to call your conference.
- **Password** – to users will use to join your conference (This is optional but it is recommended).
- **Confirm password** – enter the password again.
- **Your name** - the name or title you wish to be displayed in the participant list.

Note: Leave the “Automatically open microphones” box unchecked.

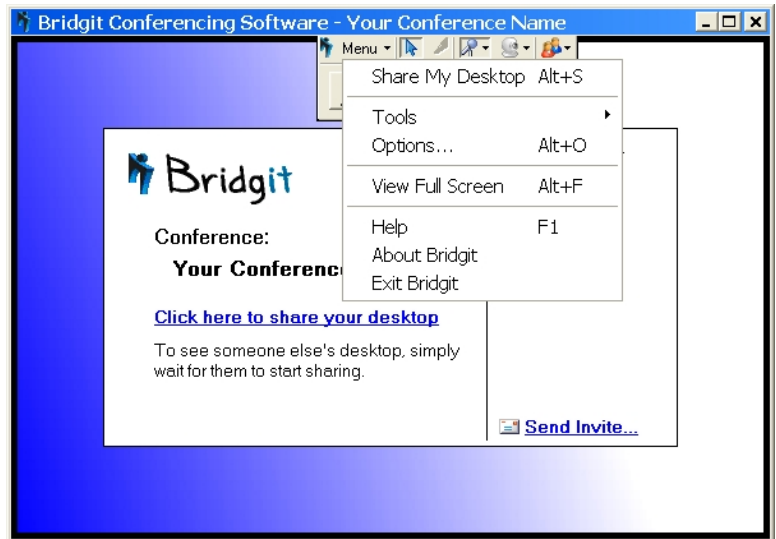


Until you share your desktop this will be the screen that is displayed for all participants.



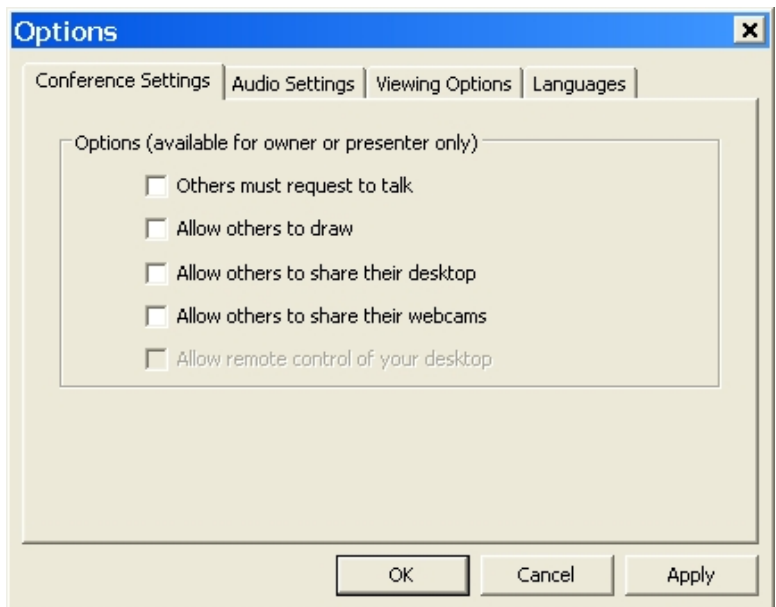
Before you share your workstation desktop, you should set some options for the session.

7) Press the **Menu** button and select **Options...** from the drop-down list of choices.



8) Uncheck all the boxes in the Options list and then press the **OK** button.

Note: Please refer to the full user's guide for information on these features.

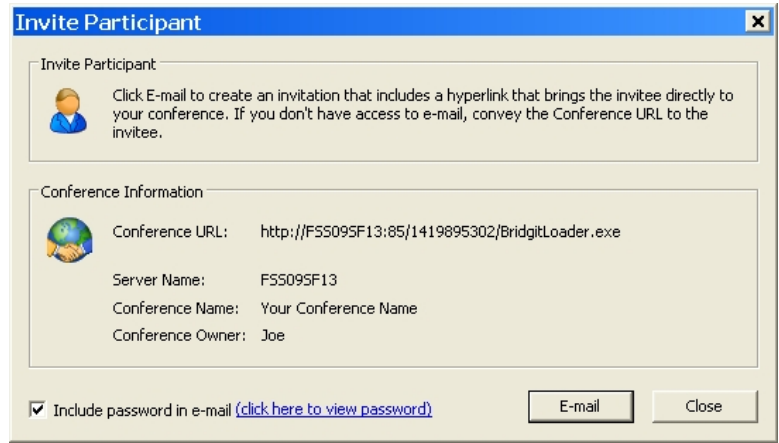


9) *Optional* - At this point, you may wish to invite other participants to your conference via email by clicking on the **Send Invite...** link.

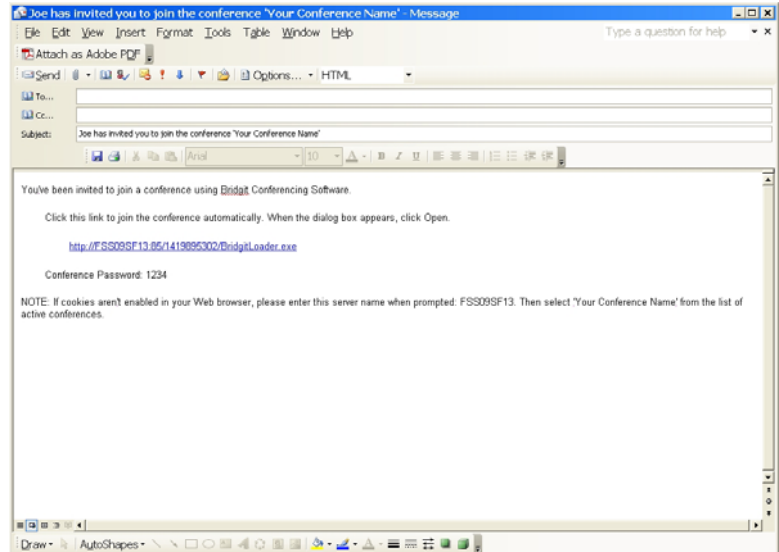


9b) Click on the **E-mail** button when this dialog box is displayed.

Note: If you have set a password for your conference, make sure the “Include password in e-mail” box is checked.



9c) Enter the e-mail addresses of the people you wish to invite into your conference and then press the Send button.



10) At this point, click on the link “Click here to share your desktop” to begin the web conference.

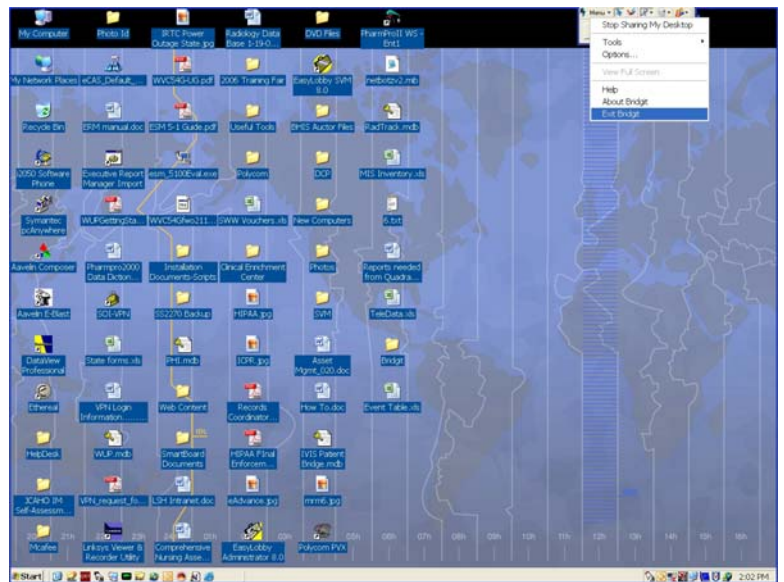


The Bridgit menu remains on the presenter's screen but is not displayed to the participants – they will see their own Bridgit menu.

As a presenter, whatever you do on workstation is displayed to the participants.



To leave the web conference, use the Bridgit menu and select **Exit Bridgit** from the list.

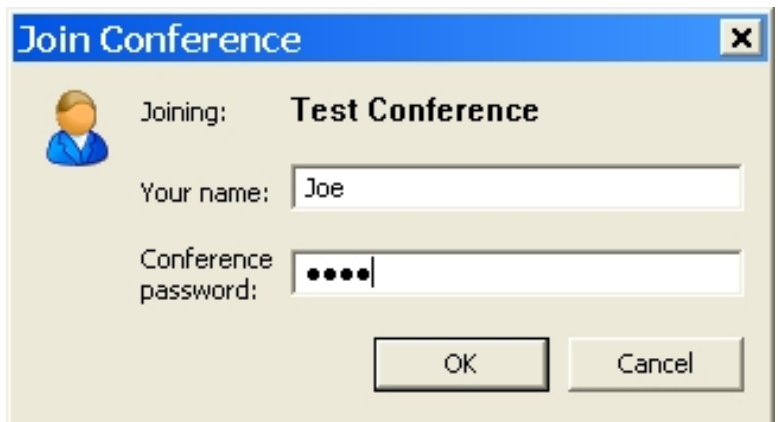
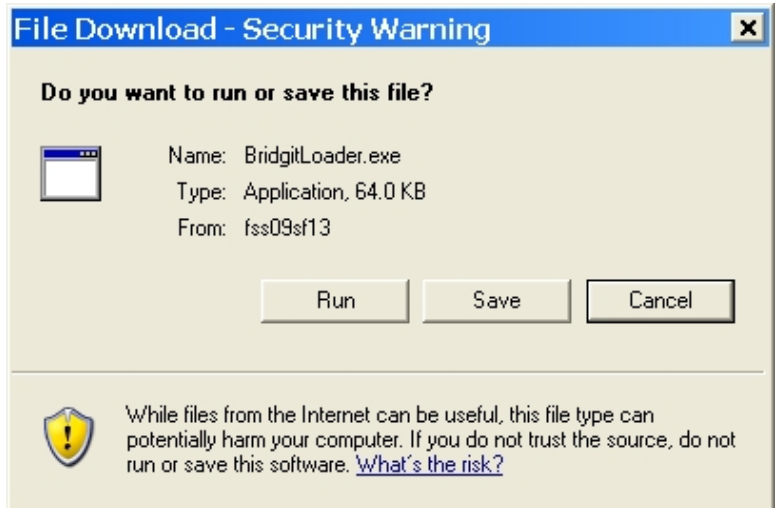
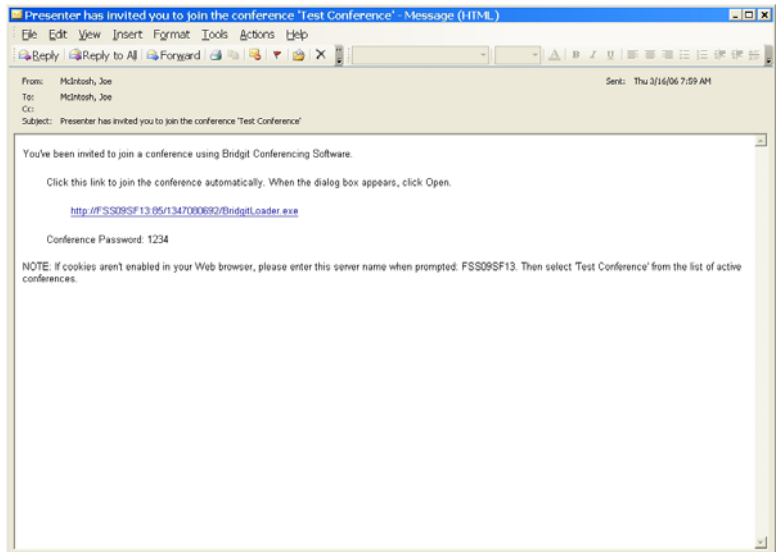


Join a Conference from an Email Invite

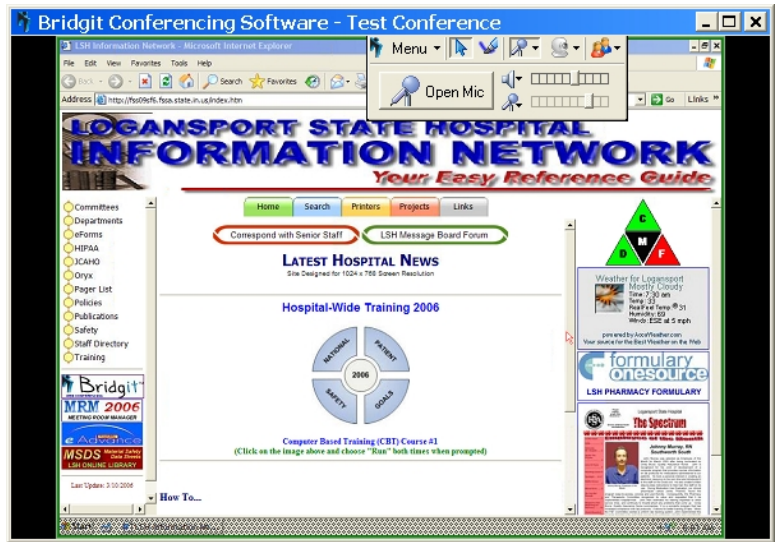
When you receive an email invitation to join a conference it will contain a link to the Bridgit software loader which will be downloaded and run from your workstation.

If the conference requires a password, this will also be included in the email.

- 1) Click on the link contained in the email.
- 2) Click on the **Run** button to download the application.
- 3) Click on the **Run** button to execute the program you just downloaded.
- 4) Enter your name and the conference password (*if required*) and then press the **OK** button.



Your computer display will show the image that the presenter has on his or her computer screen.



Join a Conference Directly

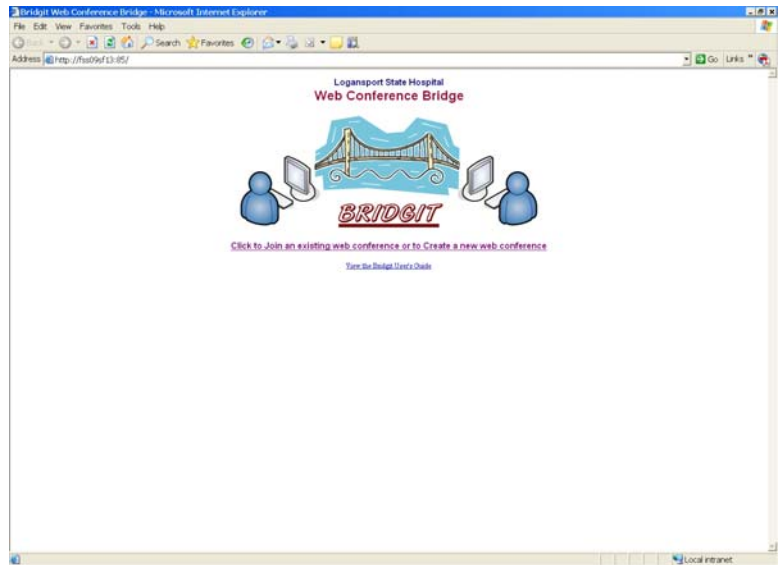
1) Click on the **Bridgit** icon located on the LSH Intranet web page.

Or

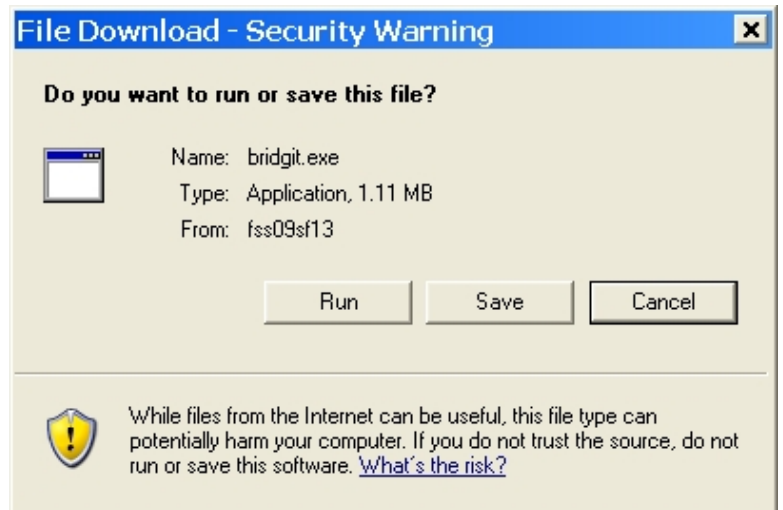
Type <http://fss09sf13:85> in the Address box of the Internet Explorer web browser

Then

2) Click on the link: **“Click to Join and existing web conference or to Create a new web conference”**



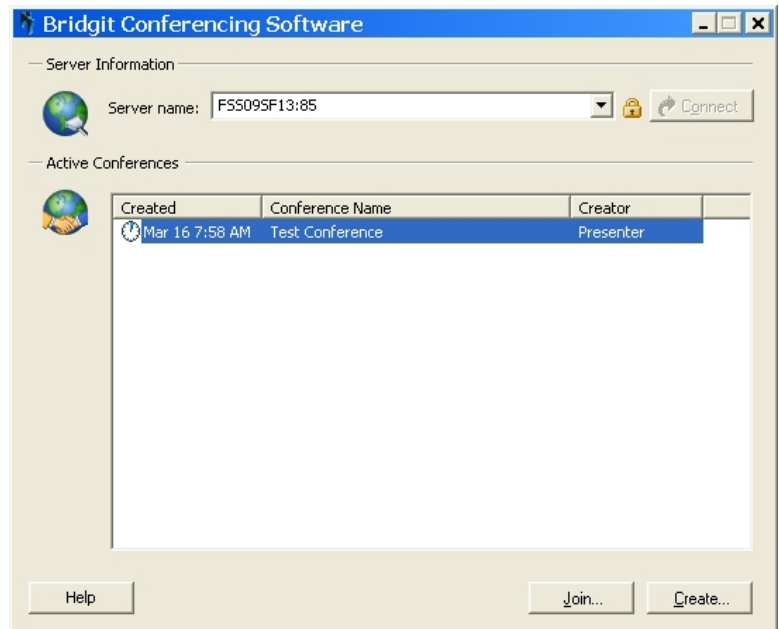
3) Click on the **Run** button to download the Bridgit application to your workstation.



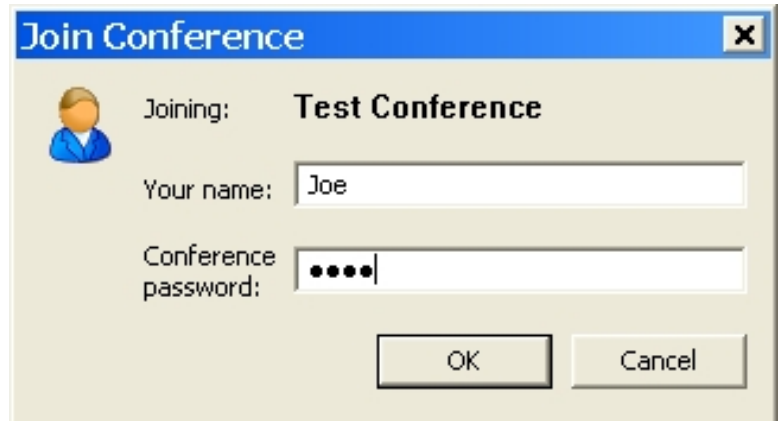
4) Click on the **Run** button to start the Bridgit application.



5) Click on the conference that you wish join.



6) Enter your name and the conference password (if required) and then press the **OK** button.



Your computer display will show the image that the presenter has on his or her computer screen.

