

# Collaborating with the SMART Meeting Pro™ Connector for Lync®



SMART Meeting Pro software includes a Microsoft™ Lync connector as part of its flexible integration and collaboration options.

The Lync connector enables Microsoft Lync 2010 to work with SMART interactive displays and SMART Meeting Pro software to provide you with the ultimate in digital ink capabilities.

## In this guide you'll learn how to:

- Connect to a scheduled meeting
- Share your desktop
- View a shared desktop
- Write or draw on a shared desktop
- Access more training

## SMART Meeting Pro connector for Lync

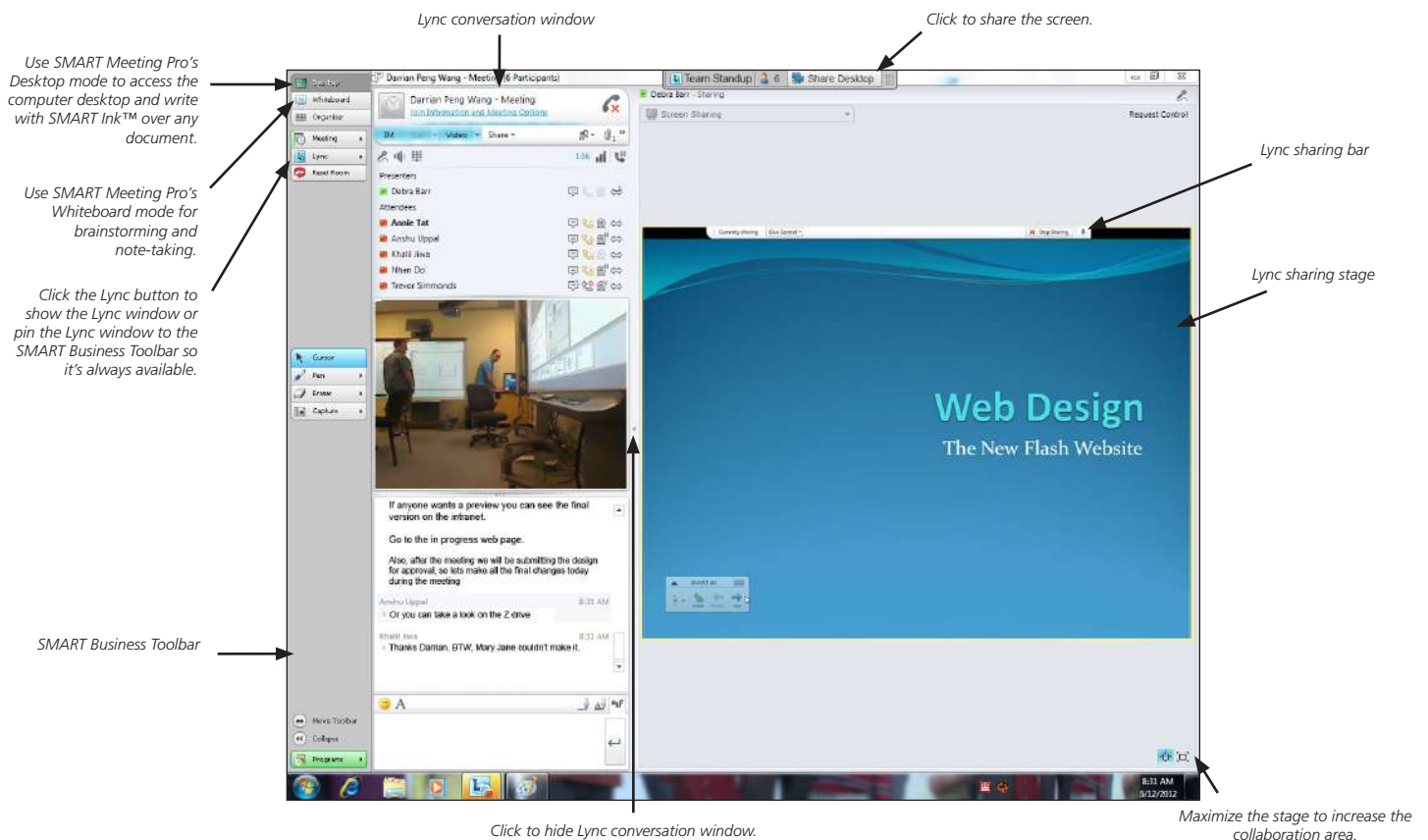
When remote and local participants are connected, they can share screens so everyone can see and interact with the same information at the same time.

### Formal collaboration

With the Microsoft Exchange integration option, you can schedule online Lync meetings with Microsoft Outlook®. Remote participants only have to click the link in the e-mail invitation to join.

### Informal collaboration


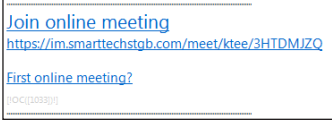


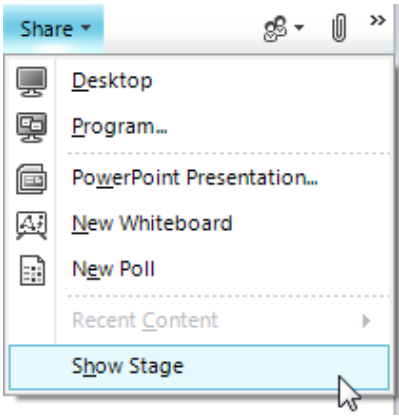
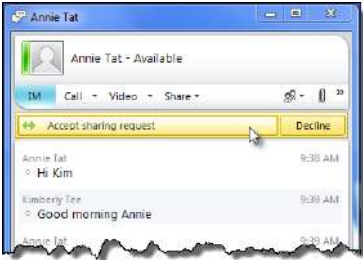
You can connect with anyone in your Lync contact list with an instant message (IM). The Share Desktop button becomes active in the Lync collaboration bar once a Lync conversation window is open.



SMART Meeting Pro connector for Lync during a meeting

## Collaborating using a visual collaboration solution

## Collaborating as a remote participant

<p><b>To connect to a scheduled meeting</b></p>	<p>Log into your visual collaboration solution. SMART Meeting Pro software automatically connects to your meeting and inserts the meeting details in the first page of your Whiteboard file.</p> 	<ol style="list-style-type: none"> <li>1. Click the link in the meeting e-mail invitation. The <i>Join Meeting Audio</i> dialog box appears.</li> </ol>  <ol style="list-style-type: none"> <li>2. Select the <b>Use Lync</b> option button, then click <b>OK</b>. A new Lync conversation window appears. If a desktop is being shared, the sharing stage opens.</li> </ol>
<p><b>To share your desktop</b></p>	<p>Press the <b>Share Desktop</b> button on the Lync collaboration bar at the top of the screen. A thin yellow border appears around your screen indicating that your screen is being shared and the Lync sharing bar appears.</p> <p><b>IMPORTANT:</b> If you close the conversation window the connection will be lost.</p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Share</b> button on the Lync conversation window</li> <li>2. Select <b>Desktop</b>. A message box appears.</li> </ol>  <ol style="list-style-type: none"> <li>3. Click <b>Share Now</b>. A thin yellow border appears around your screen indicating that your screen is being shared.</li> </ol> <p><b>Tip:</b> Hide the sharing stage to maximize your desktop area and eliminate the distraction of watching your own shared screen.</p>
<p><b>To view a shared desktop</b></p>	<ol style="list-style-type: none"> <li>1. Press the <b>Share</b> button on the Lync conversation window</li> <li>2. Select <b>Show Stage</b></li> </ol> 	<ul style="list-style-type: none"> <li>• If you were invited by e-mail invitation, click the link in the e-mail body. A new Lync conversation window, with a sharing stage, appears.</li> <li>• If you were invited by IM, click the <b>Accept sharing request</b> button on the Lync conversation window. The sharing stage opens. After 30 seconds the request expires.</li> </ul> 

## Collaborating using a visual collaboration solution

To write or draw on a shared desktop

1. Pick up a pen from the pen tray



2. Write or draw on your interactive display



## Collaborating as a remote participant

A remote participant can write or draw on the shared desktop at any time. The Lync sharing bar lists the remote participant that has remote desktop control.

1. Click one of the **Remote Ink** tool buttons at the bottom of the sharing stage



2. Write or draw on the shared desktop in the stage



## Accessing training

These multimedia tutorials can help you take full advantage of your visual collaboration solutions from SMART.

For multimedia tutorials on using:

- SMART Meeting Pro connector for Lync, browse to [smarttech.com/TrainingforBusiness](http://smarttech.com/TrainingforBusiness)
- SMART Meeting Pro software, browse to [smarttech.com/SMARTMeetingProTutorial](http://smarttech.com/SMARTMeetingProTutorial)
- SMART Ink, browse to [smarttech.com/SMARTInk](http://smarttech.com/SMARTInk)

## Take the next step



SMART's professional services for business provides flexible training options and interactive learning resources to help you boost productivity and realize goals with your visual collaboration solution.

Check us out at [smarttech.com/TrainingforBusiness](http://smarttech.com/TrainingforBusiness).

To revisit this guide, browse to [smarttech.com/LyncConnectorTraining](http://smarttech.com/LyncConnectorTraining).