

## Online Training Session Connection Instructions

Please print these instructions and have them with you on the day of session.

### Ø Computer Instructions for new users

#### ✓ How to download Bridgit™ software client



Before you can take part in the session, you must download the **Bridgit client** to the computer you'll be using on the day of the session. The client is available at <http://services.smarttech.com/>.

- **PC**
  1. Click on the link. In the **File Download** dialog box, click **Save**
  2. In the **Save As** dialog box, click on the **Save in:** list and select **Desktop**
  3. Click **Save**. If a **Download Complete** dialog box appears, click **Close**.
- **Macintosh®**
  1. Click on the link
  2. You will be asked if you want to download the application. Select **Yes**.

The Bridgit client is downloaded to your desktop and ready to use

#### ✓ How to join the computer conference

1. Double-click the **Bridgit** icon on the desktop.
2. Check the server name by looking in the server name box. The server name should be **services.smarttech.com**. If it is not, select the server name by clicking on it, type **services.smarttech.com** and click the **Connect** button.
3. In the **Meeting Name** field, select **Training Services (name of session)** and click **Join Meeting**.

\* If you are running Bridgit software for the first time, you may be prompted to run the Audio Setup Wizard. There is no need to run it, as audio for this conference is via telephone.



[Telephone Instructions on next page](#)

## Ø Telephone Instructions

### 1) Phone Number:

- From United States or Canada: **1.866.337.7307** toll-free
- For other countries see the toll-free numbers list below.
- If there is no toll-free number for your country: **+1.647.427.3190** (regular long-distance charges will apply)

### 2) Passcode à **403.802.3212**, followed by #

#### Toll-free Numbers

|   |  |
|---|--|
| <b>Antigua &amp; Barbuda</b> 1-800-205-6005 | <b>Italy</b> 800-873-803                       |
| <b>Argentina</b> 0800-666-1574              | <b>Jamaica</b> 1-800-205-0424                  |
| <b>Australia</b> 1-800-045-271              | <b>Japan</b> 00531-160-466                     |
| <b>Austria</b> 0800-292-091                 | <b>Korea (South)</b> 003-08-131-986            |
| <b>Bahamas</b> 1-800-205-8645               | <b>Latvia</b> 8000-3293                        |
| <b>Bahrain</b> 800-04-306                   | <b>Lithuania</b> 880-030-589                   |
| <b>Barbados</b> 1-800-205-6710              | <b>Luxembourg</b> 800-27-637                   |
| <b>Belgium</b> 0800-719-40                  | <b>Malaysia</b> 1-800-814-077                  |
| <b>Bermuda</b> 1-800-205-6005               | <b>Mexico</b> 001-800-514-7493                 |
| <b>Botswana</b> 002-698-003-000-237         | <b>Monaco</b> 800-93-542                       |
| <b>Brazil</b> 800-891-9640                  | <b>Netherlands</b> 0-800-023-3022              |
| <b>Bulgaria</b> 00800-115-1089              | <b>New Zealand</b> 0800-447-932                |
| <b>Cayman Islands</b> 1-800-205-6005        | <b>Norway</b> 800-10-273                       |
| <b>Chile</b> 123-0020-9708                  | <b>Panama</b> 00-800-226-8645                  |
| <b>China</b> 10-800-714-0794                | <b>Peru</b> 0-800-53-567                       |
| <b>China</b> 10-800-140-0766                | <b>Poland</b> 00-800-111-4975                  |
| <b>Colombia</b> 01-800-518-0925             | <b>Portugal</b> 0800-819-660                   |
| <b>Costa Rica</b> 0800-013-0909             | <b>Puerto Rico</b> 1-866-716-0474              |
| <b>Croatia</b> 0800-222-694                 | <b>Romania</b> 0800-895-020                    |
| <b>Cyprus</b> 8009-6972                     | <b>Russia</b> 810-800-2611-1012                |
| <b>Czech Republic</b> 800-700-534           | <b>Saint Kitts and Nevis</b> 1-800-205-1019    |
| <b>Denmark</b> 80-888-695                   | <b>Saint Lucia</b> 1-800-205-6005              |
| <b>Dominica</b> 1-800-205-6005              | <b>Saint Vincent-Grenadines</b> 1-800-205-6005 |
| <b>Dominican Republic</b> 1-888-751-4710    | <b>Singapore</b> 800-101-1571                  |
| <b>Estonia</b> 800-010-0180                 | <b>Slovak Republic</b> 0800-606-202            |
| <b>Fiji</b> 00-800-7251                     | <b>Slovenia</b> 0800-80345                     |
| <b>Finland</b> 0800-112-821                 | <b>South Africa</b> 0800-981-457               |
| <b>France</b> 0-800-913-629                 | <b>Spain</b> 900-967-025                       |
| <b>Germany</b> 0800-182-6097                | <b>Sweden</b> 0200-285-808                     |
| <b>Greece</b> 00-800-1612-2055-105          | <b>Switzerland</b> 0800-562-980                |
| <b>Grenada</b> 1-800-205-6005               | <b>Taiwan</b> 00801-126-670                    |
| <b>Hong Kong</b> 800-965-111                | <b>Thailand</b> 001-800-156-205-7493           |
| <b>Hungary</b> 06-800-16308                 | <b>Trinidad and Tobago</b> 1-800-205-8645      |
| <b>Iceland</b> 800-82-14                    | <b>Turks and Caicos Islands</b> 1-800-205-6005 |
| <b>India</b> 000-800-100-6554               | <b>United Arab Emirates</b> 800-017-8646       |
| <b>Indonesia</b> 001-80-3017-6005           | <b>United Kingdom</b> 0800-587-1061            |
| <b>Ireland</b> 1-800-949-035                | <b>Uruguay</b> 000-4019-0205                   |
| <b>Israel</b> 1-80-925-8645                 | <b>Venezuela</b> 0-800-100-8516                |
|   | <b>Virgin Islands (U.S.)</b> 1-866-613-8645    |

## Ø Session Feedback

We value your feedback. After the session, click on the link to let us know what you thought.  
<http://surveys.smarttech.com/trainingonlinesession>

Ø Help: For help, call **1.888.427.6278** (North America) or **+1.403.245.0333**.