

Using Cisco® WebEx® Meeting Center on your SMART interactive display

SMART®



You can use Cisco® WebEx® Meeting Center to host or join online meetings on your SMART interactive display. This integration enables you and your participants to easily write and then distribute ideas, notes or drawings.

The result is more collaborative WebEx meetings.

In this guide you'll learn how to

- Start or join a WebEx meeting
- Assign annotation privileges to participants
- Annotate on shared content
- Save annotations
- Troubleshoot your setup

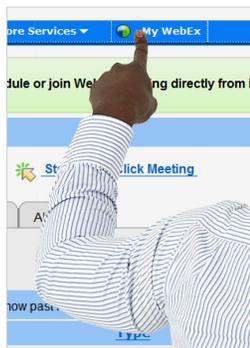
Starting or joining a meeting

You must connect the SMART interactive display to your computer before starting or joining your WebEx meeting. You can then start or join the meeting as usual.

Tip: Instead of clicking with your mouse, you can use your finger to control applications on a SMART interactive display.

To start or join a meeting

1. Connect the SMART interactive display to a computer and turn it on (including the projector, if necessary).
2. Browse to your WebEx website and log in.
3. Press **My WebEx** in the top navigation bar.
4. Locate your meeting under the *My WebEx Meetings* section.
5. Press **Start** or **Join**.



Assigning annotation privileges

If you're the meeting host or presenter, you can assign annotation privileges to participants so they can use their interactive displays or computers to write or draw during the meeting.

To assign annotation privileges

1. Press **Participant > Assign Privileges**. The *Participant privileges* dialog box appears.
2. Press the **Participants** tab.
3. Select **Annotate** in the *Document* area.
4. Press **Assign**. The whiteboard toolbar becomes active on the participants' computers.

Tip: Assign privileges to participants before beginning the meeting so the flow of your meeting is uninterrupted.

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Writing annotations

Take advantage of your SMART interactive display by using the pen and eraser tools on your display to collaborate with meeting participants. Connected participants see your annotations instantly and can contribute if you've assigned them annotation privileges.



To annotate on shared content

1. In WebEx Meeting Center, press **Share**, and then select an option from the menu.
NOTE: Annotation is disabled in the *Web Content* option.
2. Pick up a pen from the pen tray and use it to write or draw in the meeting window. The ink appears on all shared displays, in the color you select.
3. To erase your annotations, press the eraser tool to the interactive display surface – as you would with a conventional whiteboard.
4. Return the pen or eraser to the pen tray to stop drawing and return to selection mode. If the *Annotation Tools* toolbar is visible, you must also press the **Stop Annotating** button.

NOTE: Remote participants can annotate simultaneously. If they're not using a SMART interactive display, they must click the **Annotation** button on the toolbar to write.

Saving annotations

You can save and distribute the annotations you collect. Annotations are saved differently depending on the type of content you're sharing.

To save Whiteboard or File annotations

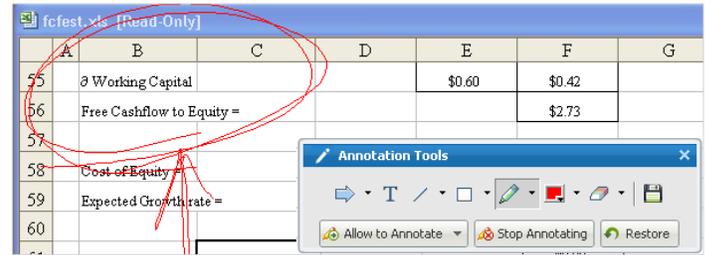
When you use WebEx Meeting Center to share a *Whiteboard* or a *File*, the ink is maintained within the meeting window and stays there until you erase it or close the tab.

To save your annotations press **File > Save > Document**. You can save and then distribute your annotations as .ucf or .pdf files.

To save other annotations

Using all other sharing options (*My Desktop, Application, Web Browser, Remote Computer, My Meeting Window*), the *Annotation Tools* toolbar appears when you pick up a pen. This toolbar indicates that your ink is appearing on a layer above what you are sharing.

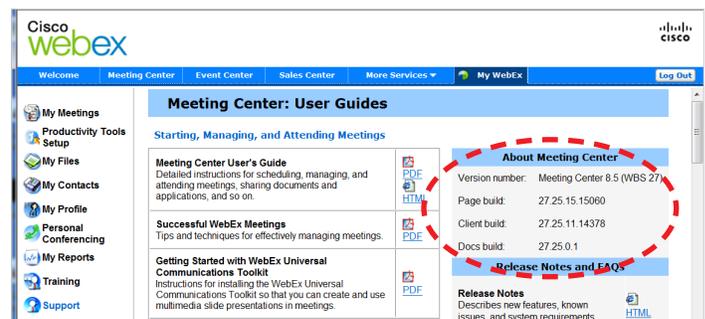
To save your annotations, press the **Save** button in the *Annotation Tools* toolbar. You can save and then distribute an image of your screen.



Troubleshooting your setup

To enable your SMART display to integrate with WebEx meetings, ensure you're using the following:

- A Windows® computer. Mac computers aren't supported.
- Recent SMART Product Drivers (v10.8 SP1 or higher). Update your drivers from smarttech.com/downloads.
- A recent version of WebEx Meeting Center (27.22 or higher). To identify the version of WebEx Meeting Center you're using, press the **My WebEx** button and then select **Support > Meeting Center**.



NOTE: Other Cisco WebEx products such as Event Center and Sales Center aren't supported.