

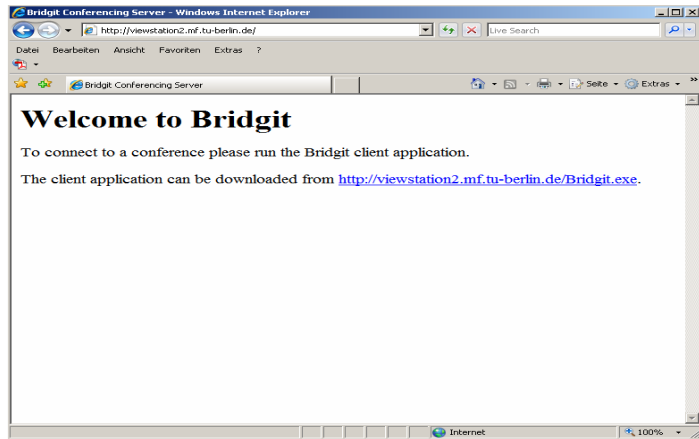
Bridgit Manual

Index

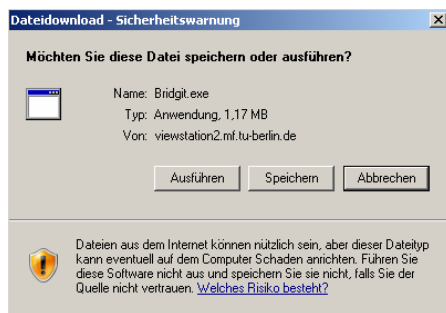
<i>1. Getting started with Bridgit.....</i>	<i>2</i>
<i>2. Creating a conference.....</i>	<i>3</i>
<i>3. Inviting to a conference.....</i>	<i>6</i>
<i>4. Joining a conference.....</i>	<i>6</i>
<i>5. Sharing the desktop.....</i>	<i>7</i>
<i>6. Toolbar.....</i>	<i>8</i>
<i>7. Allowing the participants to make changes on your desktop.....</i>	<i>9</i>

1. Getting started with “Bridgit”

Type the server name in the address bar of your browser. Our server is [viewstation2.mf.tu.berlin.de](http://viewstation2.mf.tu-berlin.de). You will see the window like shown below.

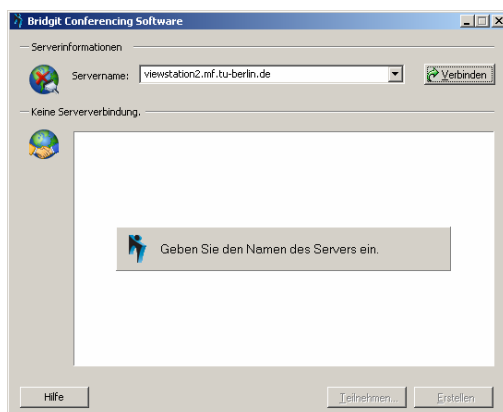


Click on the link shown in the window. You will be asked to save or run the file Bridgit.exe.

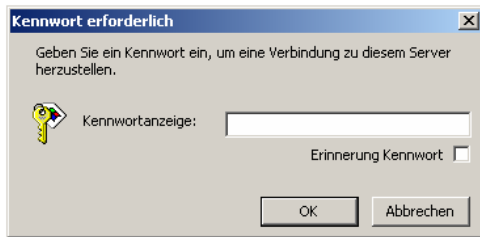


Click on “Speichern” to save the file or “Ausführen” to run the file. It is recommended to save the file on your computer, so that you don’t have to download the file everytime, you want to start the “Bridgit” client.

Start the “Bridgit.exe” file. A window will open, like shown below. Click on “Verbinden”.



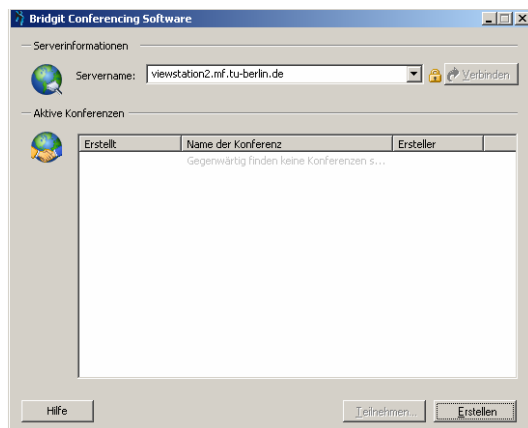
You will be asked to give the password. Give the password “welcomeget” in the field “Kennwortanzeige” and then click on “OK”.



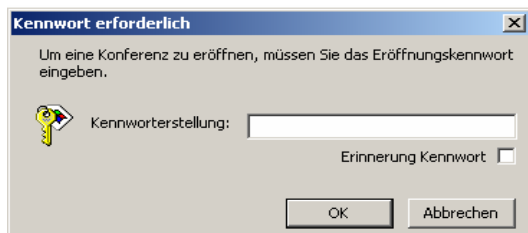
Now you are connected to the Bridgit server. You can use the Bridgit client to create a conference.

2. Creating a conference

To create a conference, click on the button “Erstellen”.



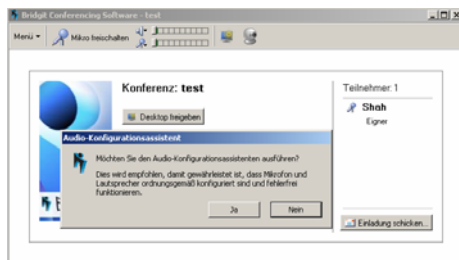
You will be asked again to give a password for creating a conference. Type “createget” in the “Kennworterstellung” field and click on “OK”.



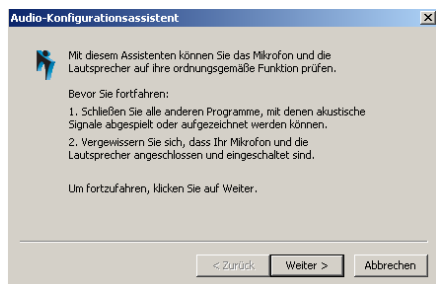
Give the name to your conference in “Name der Konferenz” field and if you want to give a password to your conference, then give it in the “Kennwort” field and confirm it in the “Kennwort bestätigen” field. Give your name in the “Ihr Name” field. If you want the microphone to be started automatically, click the “check box” shown in the window and then click on “OK”.



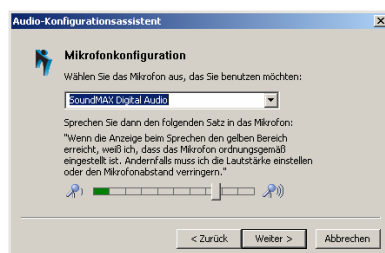
Now you have created a conference. You will be asked to check whether your microphone is functioning properly. Click on “Ja” to check it and “Nein” if you don’t want to check it.



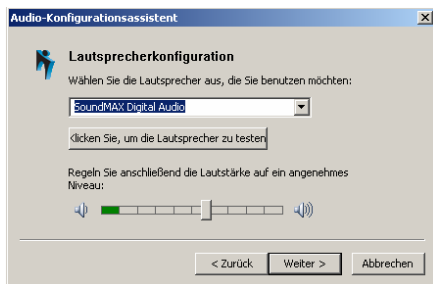
If you click on “Ja”. You will see the following window.



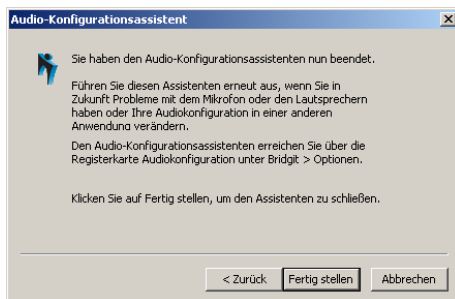
Just click on “Weiter” and then you have to select the microphone from the drop down menu in the window shown below.



And then you will see a window like shown below. you can check the speakers if they are functioning properly. Just click on “Klicken Sie, um die Lautsprecher zu testen”. If you hear something that means the speakers are functioning.



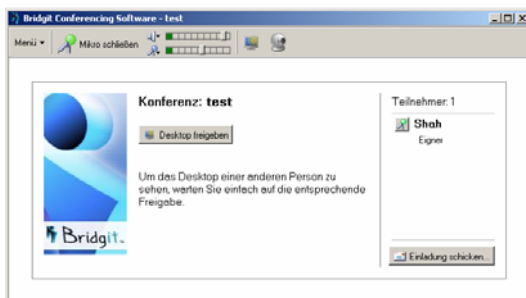
Then click on “Weiter” and then you will see a window like shown below. Click on “Fertig stellen” to complete the audio check of your system.



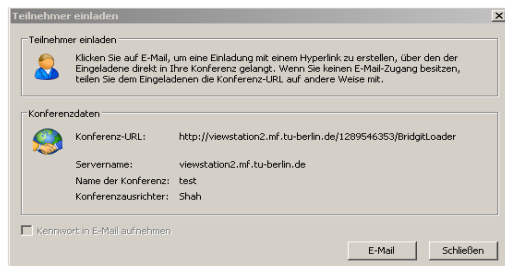
Now that you have created a conference. You would like to invite someone to your conference.

3. Inviting to a conference

After you have completed the audio check of your system, you will see a window like shown below. Click on the button “Einladung schicken”



You will see a window like shown below. Click on E-Mail to send the invitation via E-mail.



Your default E-mail service will open to send an E-mail invitation.

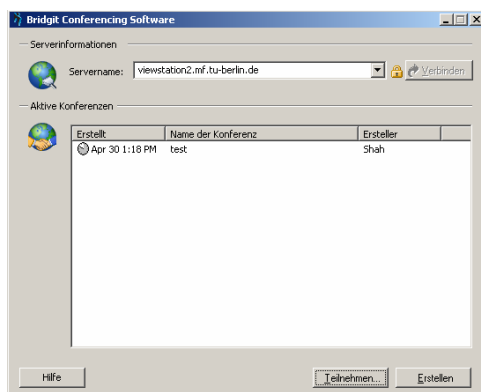
That is all what you have to do to invite someone to your conference.

Now that you know how to invite someone to a conference, you would like to know, how can you join a conference.

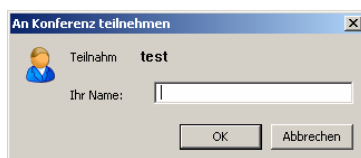
4. Joining a conference

There are two ways of joining a conference. You can join a conference if existing, by starting the “Bridgit.exe” as explained above or by accepting the E-Mail invitation to join a conference.

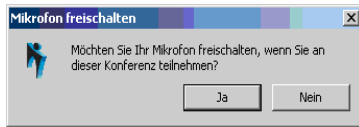
If you start the “Bridgit” client as explained above you will see a list of conference existing at that time as shown below in the window. Here for example conference “test”.



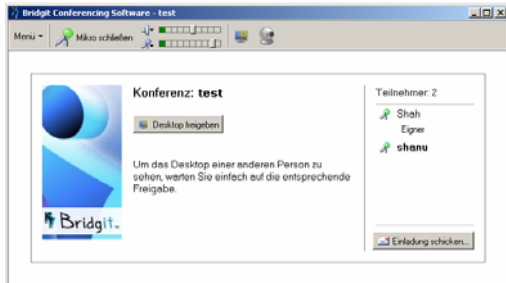
Click on the button “Teilnehmen” and you are asked to give your name, as in the window shown below. Give your name in the field “Ihr Name” and click on “OK”.



And then you will be asked, would you like to start your microphone automatically after joining the conference, as shown below in the window. Click on “Ja”.



If everything has been done properly, then you will see a window like as shown below.



In this conference there are two participants “Shah” the owner of the conference and “shanu” a normal participant.

The other way to join the conference is to accept the E-Mail invitation and save the BridgitLoader.exe and then start it.

5. Sharing the desktop

In order to allow the other participants of the conference to see your desktop, you have to just click on the button “Desktop freigeben” in the client window.











Client window

6. Tools

If you are in a conference you will see a following tool bar.



Not all the tools are shown in the toolbars. To see the other tools, go to “Menü” and then “Werkzeuge” and then you will also see the other tools such as Textmarker, Schwamm etc. which are not shown in the toolbar.

	To stop sharing your desktop just click on symbol in the tool bar or go to “Menü” and click on “Mein Desktop nicht länger freigeben”.
	To start your webcam click on this symbol in the tool bar.
	With the help of the pencil tool you can draw on your desktop.
	With the help of the “Textmarker” tool you can mark anything on your desktop.
	With the help of the “Schwamm” tool you can erase the things which you have drawn or marked on your desktop.
	With the help of this symbol you can show or hide participant list.
	With the help of this symbol you can show or hide audio controls.
	With the help of this symbol you can switch on/off microphone

7. Allowing the participants to make changes on your desktop

If you want to allow the participants to make changes on your desktop, go to “Menü” and then click on “Optionen...” you will see a window as shown below and click the last check box and then on “OK”.

