

## To Participate in a Med 3 BRIDGIT Data Conference:

**Please Note: Bridgit does NOT support video clips or animations.**

1. Download the client application file for your computer (**bridgit.exe** for Windows or **bridgit.zip** for Macs) from the Dalhousie MedIT Bridgit server at <http://bridgit.medit.dal.ca>
2. Run the program; or, save the file to your Desktop; once the download is complete, double-click the blue Bridgit icon to start the program
3. If prompted for the **Server Name**, enter **bridgit.medit.dal.ca** and connect
4. The **Message of the Day** pop-up displays current information necessary to connect to the **audio** portion of the session via telephone conference.

To Join the Conference Call:

- Dial the **Conferencing Bridge** number provided in the **Message of the Day**
- When prompted, enter the **Access Code**, including the "#". This code is also found in the **Message of the Day**.

5. Enter **Your name** – to identify yourself to other participants
6. On the **Join Meeting** tab, click on the **Meeting Name** list down-arrow and then on the name of the conference you wish to join
7. No **Conference Password** is required **UNLESS** prearranged by the host site
8. Click on the **Join Meeting** button and the current presenter's desktop will appear on your screen
9. If the presenter's desktop appears too small, try decreasing the resolution of your display - XGA (1024 x 768) often gives best results. You can also click **Menu** at the top of your screen and select **View Full Screen**
10. To change presenting sites at any point, ask the current presenter to click "**Stop Sharing this Desktop**" in the **Menu** picklist. This brings up the white Bridgit pending screen. At that point, the next site that clicks "**Share My Desktop**" on the menu bar becomes visible to the other sites.

It's recommended that you try steps 1-6 in advance of the conference date – if you can connect to the Bridgit server and reach the **Join Meeting** tab (and your access code is accepted when you call the phone bridge), you know you will be able to see and hear the conference at the scheduled time.

### **Audio Tips:**

The best audio complement for Bridgit is a conventional audio conference using a high-quality speakerphone (such as a Polycom SoundStation).

During a conference, it's best to keep your phone mic muted unless you wish to make a comment.

If you have audio concerns during a conference call, press "\*", "0" and a live operator will join the conference to provide assistance.

**For Bridgit technical support or related questions, please contact Jim Enman, MedIT (902.494.1290), [jim.enman@dal.ca](mailto:jim.enman@dal.ca)**

**Revised: Nov. 29/'11**