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Media Accessories (Located in the Lectern Drawer)
1. HDMI to Lightning Apple Adapter
2. VGA to ATIV Smart PC Adapter
3. Apple TV Remote Control (recommended to use Touch Control Panel)
4. Remote Control/Laser pointer (compatible for use with PowerPoint Presentations)

Note: Before using SKYPE or Zoom you must activate the USB Camera Controls using the Touch Control Panel before loading the software
Using the Dedicated **Desktop PC**

**Note:** The monitor, wireless keyboard, and mouse located on the lectern are connected to the PC which has internet access

1. **Before** powering the room on, ensure the PC is turned on
   - **Note:** The PC is located inside the lectern (See Figure 1)
2. Wake up the **Touch Control Panel** by touching the screen
3. Select **Computer** from either of the **Touch Control Panels** (See Figure 2)
   - **Note:** There is a 35 second system warm up
4. **PC Login:** vcrc135 | **PC Password:** See Label on Monitor
5. USB Ports are located on the PC inside the lectern (See Figure 1)
6. When finished, please **POWER OFF** the room by selecting **System Power & Yes**
7. **DO NOT TURN THE PC OFF**
Conference Calls from an active call

1. From an active call, press the conference button
2. Listen for Enter then press # and 1 and listen for a dial tone
3. Dial party’s extension: UMN number: 5 digit number; Local: 8 + area code + number; Long Distance: 8 + 1 + area code + number
4. Once the party answers, announce the conference and then press the conference button
5. Listen for Enter then press # and 1; the party will be joined to the Conference Call
   Repeat steps 1-5 until all parties are joined

Using your Apple Device, PC or MAC Laptop with the Table Connections

1. Plug your device into the VGA, HDMI or Mini Display cable located on the table; for internet access, plug the Blue Ethernet cord into your device (See Figure 3)
2. For mobile Apple devices (2013-present), there is a HDMI to Lightning adapter
3. Select the source you are using – listed under Conference Table Sources on the Touch Control Panel
4. When finished, please POWER OFF the room by selecting System Power and YES
5. Please leave all connectors, remotes and devices that belong to the room on the conference table

Using your Apple Device, PC or MAC Laptop with the Lectern Connections

1. Plug your device into the VGA, HDMI or Mini Display cable located on the lectern; for internet access, plug the Ethernet cord into your device (See Figure 3)
2. For mobile Apple devices (2013-present), use the HDMI to Lightning adapter located in the lectern drawer
3. Select the source you are using – listed under Lectern Sources on the Touch Control Panel
4. When finished, please POWER OFF the room by selecting System Power & YES
Using VCRC 135 Skype Account from Dedicated PC

1. Follow instructions 1-4: Using Dedicated Desktop PC
2. You must TURN ON the USB Camera Control using the Touch Control Panel prior to opening SKYPE (See Figure 7)
3. Find the SKYPE icon on the desktop or search for it under Start - All Programs
4. Open Skype and enter Skype Name: VCRC135 and Password: vcrc_135
5. Operate the camera views by using the Touch Control Panel (See Figure 8)
6. To switch between the cameras use the SKYPE settings (See Figure 9)
   - Go to: Tools; Options; Video Settings
   - Select Webcam (choose from the dropdown)
     a. Front-Camera (front of the room)
     b. Instructors-Wall-Camera (on the wall)
   - After selecting a camera, select Save
7. When finished, please POWER OFF the room by selecting System Power & YES

Video and Telephone Conference via Skype

Skype offers a service that allows video and tele-conferencing in the same meeting for a fee. If you have need of this service and have access to a P-Card, Sabrina Porter (6-5795)

Using Apple Device (wireless) to Connect with Apple TV

The following Apple devices (and later versions) can connect to Apple TV: iPhone 4s, iPad 2, iPad mini, iPod touch 5th generation

You can use the Touch Control Panel or the Apple Remote Control to Navigate Apple TV

1. From either of the Touch Control Panels select Apple TV (See Figure 4)
2. From the Touch Control Panel select Apple TV Controls (See Figure 5)
3. Select the Menu button to turn on Apple TV (See Figure 6)
4. From your mobile Apple Device connect to UMN WiFi
5. Swipe from the bottom to the top of your Apple Device to find Airplay or Airdrop
6. Choose VCRC 135 to activate the Mirror to engage display from device to projector
7. Turn on Mirroring; a 4 digit code will appear on the screen; enter the code into your device
8. When finished, please POWER OFF the room by selecting System Power and YES
9. PLEASE leave all connectors, remotes, and devices that belong to the room on the lectern or in lectern drawer
Using **Zoom** from Dedicated PC

### Setup (for first time users)
1. Login to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. Complete HIPAA Training as required
   - This training needs to be completed at least 24 hours in advance. You cannot use Zoom until it is completed.

### Scheduling a Zoom Meeting
1. Login [https://zoom.umn.edu](https://zoom.umn.edu)
2. Go to Meetings tab
3. Click Scheduling a New Meeting
4. Enter required information for the meeting and Save
   - If you would like to add a secondary host, enter their full email in the field at the bottom of the page. For multiple hosts, separate emails with a comma.
5. See Starting a Scheduled Zoom Meeting for further instructions

### Starting a Scheduled Zoom Meeting
1. Follow instructions 1-4: Using Dedicated Desktop PC
2. You must TURN ON the USB Camera Control using the Touch Control Panel prior to opening Zoom (See Figure 7)
3. Login to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
4. Go to Meeting Tab
5. Click the Start button on the right hand side of the scheduled meeting (Zoom will open in separate window)
6. To turn on the microphone, click Connect to Computer Audio
7. Begin meeting
8. When finished, please POWER OFF the room by selecting System Power & YES

### Joining a Zoom Meeting
1. Check e-mail for invitation to the meeting
2. Join the Zoom meeting by using one of the following:
   - **Calling in from a landline or cell phone:** The host will provide you with a Toll-Free number and the meeting ID
   - **Smart Phone or Device:** Download the Zoom Meeting application and enter the meeting ID
   - **Computer:** From email, click Join Meeting
   - **Browser:** Go to [https://zoom.umn.edu](https://zoom.umn.edu) and enter the 9 digit meeting ID
   - **Note:** You do not need a Zoom account to join a meeting
3. **Mute your Microphone:** Mute your microphone unless you are speaking. Not muting will cause audio disruption
Using **InterCall** for a Telephone Conference

**1. Set up an Account with InterCall**

**2. Set up the Conference Call**

**3. Leader must provide **phone number** and **code** with **instructions** to all people calling in**

**4. If calling in from OFF CAMPUS**
   - Dial phone number: area code and number (xxx) xxx-xxxx
   - When prompted, enter Conference Code: xxxxxxxxxx

**5. If calling in from CAMPUS**
   - Dial phone number: (8) (xxx) xxx-xxxx
   - When prompted, enter Conference Code: xxxxxxxxxx

**6. Leader: 5-10 minutes before the conference, follow instructions below:**
   - Calling from CAMPUS dial: (8) xxx-xxx-xxxx OR
   - Calling from OFF CAMPUS dial: (xxx) xxx-xxxx
   - When prompted, enter Conference Code: xxxxxxxxxx
   - When prompted, enter 4 digit PIN Code: xxxx
   - Wait for others to call in

**Note:** Give instructions to all callers and inform them that if they call before the leader, they will be prompted to enter the 4 digit Pin Code
Figure 1.

Figure 2.

Figure 3.

Figure 4.