VCRC 135
Conference
Room Logistics and Guidelines
Collaborative Account Information

Primary Contacts
Sabrina Porter 6-5795
Cindy West 6-8904

Account Information
Name: Medicine VCRC 135
User ID: vcrc135
Password: See Label on Monitor

Active Data & Voice Jacks

Wall Jacks (Back of Room)
00135 AA Data
00135 AB Data
00135 AC Voice
00135 AD Data

Floor Jacks (Under Table)
00135 AG Voice (Being Used)
00135 AH Data
00135 AI Data (Being Used)
00135 AJ Data

Room Phone: 6-4319
PC Device Number: 20151197
COMPUTER LOGIN

User Login: vcrc135
Password: See Label on Monitor

If Password Expires, Contact
Sabrina Porter: 6-5795 or Cindy West: 6-8904
Primary contacts for collaborative account name/id: vcrc135

SKYPE LOGIN

User Login: VCRC135
Password: vcrc_135

PHONE

VCRC 135 Phone Number
(612) 626-4319

TECHNICAL ASSISTANCE

Audio/Visual Issues Contact
Sabrina Porter: 6-5795
Cindy West: 6-8904
CTS Hotline: 5-1800

Computer Issues
Contact 1-HELP: 1-4357
Device Number: 20151197

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 and Yes
   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 located in the lectern drawer
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

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** and 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 two cameras you must use the **SKYPE settings (See Figure 9)**
   - Go to: Tools; Options; Video Settings
   - Select Webcam (choose from the dropdown)
     - Front-Camera (front of the room)
     - Instructors-Wall-Camera (on the wall)
   - After selecting a camera, select **Save**
7. When finished, please **POWER OFF** the room by selecting **System Power** and **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, please contact Cindy West (6-8904) or Sabrina Porter (6-5795)
Using your Apple Device (wireless) to Connect with Apple TV

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

Note: 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 big 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

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)

Notes

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

Setup (for first time users)

1. Logon to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. Complete HIPAA Training as required
   a. 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. Logon to Zoom [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
   a. 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

Follow instructions 1-4: Using Dedicated Desktop PC
1. You must **TURN ON** the USB Camera Control using the Touch Control Panel prior to opening Zoom (*See Figure 7*)
2. Logon to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
3. Go to the Meetings tab
4. Click the **Start button** on the right hand side of the scheduled meeting
5. 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** and **YES**

Joining a Zoom Meeting

1. Check your e-mail for the invitation to the meeting
   a. Join the Zoom meeting by using one of the following:
   b. **By calling in from a landline or cell phone**: The host will provide you with a Toll-Free number and the meeting ID
c. **By Smart Phone or Device:** Download the Zoom Meeting application and enter the meeting ID

d. **By computer:** From your email, click on **Join Meeting**
e. **By browser:** Go to: [https://zoom.umn.edu](https://zoom.umn.edu) and enter the **meeting ID**

*Note: You do not need a Zoom account to join a meeting*

2. **MUTE YOUR MICROPHONE**
You need to mute your microphone unless you are talking. If you don’t mute it, it will cause an audio loop and disrupt the meeting.
Using **InterCall** for a Telephone Conference

InterCall  [www.intercall.com](http://www.intercall.com)

1. Set up an Account with InterCall
2. Set up the Conference Call
   a. Conference Leader
      • Provide the conference **phone number** and **code with instructions** to all people calling into the conference
   b. If calling in from **OFF CAMPUS**
      • Dial phone number: area code and number (xxx) xxx-xxxx
      • When prompted, enter Conference Code: xxxxxxxxxxx
   c. If calling in from **CAMPUS**
      • Dial phone number: (8) (xxx) xxx-xxxx
      • When prompted, enter Conference Code: xxxxxxxxxxx
   d. Conference Leader
      5-10 minutes before the conference begins, follow the instructions below:
      1. Conference call from **CAMPUS** dial: (8) xxx-xxx-xxxx OR
      2. Conference call from **OFF CAMPUS** dial: (xxx) xxx-xxxx
      3. When prompted, enter Conference Code: xxxxxxxxxxx
      4. When prompted, enter 4 digit PIN Code: xxxx
      5. Wait for others to call in

**Note:** Give full instructions to all people calling in and let them know if they call in before the **Leader**, they will be prompted to enter the 4 digit Pin Code
Figure 1.

![Computer with USB Ports]

Figure 2.

![Touch Control Panel]

Figure 3.

![Conference Table Sources]

Figure 4.

![Aspect Ratio Controls]
Figure 3.

Figure 4.
Figure 5.

Figure 6.
Figure 7.

![Touch Control Panel](image1.png)

**USB Camera Controls**

Figure 8.

![USB Camera Control](image2.png)