VCRC 135
Conference
Room Logistics and Guidelines
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**Collaborative Account Information**

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

**Account Information**

*Name: Medicine VCRC 135*
User ID: vcrc135  
Password: Fall2017!

**Date New Password Changed**
August 14, 2017

**PC Password Expiration Date**
*(every 5 months)*
January 14, 2018

**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 | If Password Expires, Contact Cindy West: 6-8904 or Sabrina Porter: 6-5795  
Primary contacts for collaborative account name/id: vcrc135 |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Password: Fall2017!</td>
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### SKYPE LOGIN

| User Login: VCRC135 | VCRC 135 Phone Number  
(612) 626-4319 |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Password: vcrc_135</td>
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</table>

### PHONE

| VCRC 135 Phone Number  
(612) 626-4319 |
|------------------|-----------------|

### TECHNICAL ASSISTANCE

| Audio/Visual Issues Contact | Computer Issues  
Contact AHC-IS: 6-5100  
Device Number: 20151197 |
|-----------------------------|---------------------|
| Cindy West: 6-8904 Sabrina Porter: 6-5795 CTS Hotline: 5-1800 | Contact AHC-IS: 6-5100  
Device Number: 20151197 |

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**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:** Fall2017!  
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 WebEx you must **activate the USB Camera Controls** using the Touch Control Panel before loading the software
Using **WebEx** from Dedicated PC

**Setup (for first time users)**

1. Logon to WebEx [https://umn.webex.com/](https://umn.webex.com/) (for faculty and staff)
2. Go to My WebEx tab
3. On the left hand side select Preferences
4. Fill out the required information and Save

**Scheduling a WebEx Meeting with Secondary Host**

1. Logon to WebEx [https://umn.webex.com/](https://umn.webex.com/) (for faculty and staff)
2. Go to My WebEx tab
3. On the left hand side select Preferences
4. Click the Drop down for Scheduling Options
5. In the Scheduling Permission box, enter the e-mail of your Secondary host. 
   **Note:** Your Secondary host must follow these same steps.
6. Select the green Save button
7. Select the Meeting Center tab (top left)
8. Select Schedule a Meeting
9. Select Advanced Scheduler
10. Select the drop down Scheduler for and choose your Secondary Host’s name from the list.
11. Your web browser will prompt you to confirm this change. Select OK
12. Enter required information for the meeting and then select Schedule Meeting
   **Note:** You and your Secondary Host will receive an e-mail from WebEx confirming the meeting.
13. See **Starting a Scheduled WebEx Meeting** for further instructions

**Scheduling a WebEx Meeting without Telephone Conferencing**

1. Logon to WebEx [https://umn.webex.com/](https://umn.webex.com/) (for faculty and staff)
2. Select the Meeting Center tab (top left)
3. Click on the arrow next to Host a Meeting
4. Select Schedule a Meeting
5. Enter required information for the meeting and then select Schedule Meeting
6. An E-mail will be sent to invited attendees and the scheduled meeting will show up under the Meeting Center tab
**Scheduling a WebEx Meeting with Telephone Conferencing**

1. Logon to WebEx [https://umn.webex.com/](https://umn.webex.com/) (for faculty and staff)
2. Select the **Meeting Center** tab (top left)
3. Click on the arrow next to **Host a Meeting**
4. Select **Schedule a Meeting**
5. Enter required information for the meeting, including **Attendees** and/or select the **Send a copy of the invitation email to me**
6. Under **Audio Conference** select **Change Audio Conference** and in the dropdown menu choose **WebEx Audio** (don’t uncheck anything) Select **OK**

**Starting a Scheduled WebEx 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 WebEx *(See Figure 7)*
3. Logon to WebEx [https://umn.webex.com/](https://umn.webex.com/)
4. Go to the **Meeting Center** tab
5. Click the **green Start button** on the right hand side of the scheduled meeting
6. WebEx will open in separate window
7. **To turn on the webcam, select the video camera icon in the upper right hand corner (See Figure 10)**
8. To turn on the microphone, click **Connect to Audio**
9. Begin meeting
10. When finished, please **POWER OFF** the room by selecting **System Power** and **YES**

**Joining a WebEx Meeting**

1. Check your e-mail for the invitation to the meeting
   a. Join the WebEx meeting by using one of the following:
   b. **By calling in from a landline or cell phone:** The host will provide you with a 10 digit telephone number
   c. **By Smart Phone or Device:** Download the Cisco WebEx Meeting application
   d. **By computer:** From your email, click on **Join Meeting**
   e. **By browser:** Go to: [https://umn.webex.com/](https://umn.webex.com/) and enter the 9 digit meeting number

   **Note:** **You do not need a WebEx 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. To mute your microphone, click the icon in the upper right corner, click again to turn mute off.
Using **InterCall** for a Telephone Conference

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

Figure 2.
Figure 3.

Figure 4.
Figure 5.

Figure 6.
Figure 7.

![Touch Control Panel](image1)

USB Camera Controls

Figure 8.

![USB Camera Control](image2)
Figure 9.

Figure 10.