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**

<table>
<thead>
<tr>
<th>User Login: vcrc135</th>
<th>If Password Expires, Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password: See Label on Monitor</td>
<td>Sabrina Porter: 6-5795 or Cindy West: 6-8904</td>
</tr>
</tbody>
</table>

**SKYPE LOGIN**

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

**TECHNICAL ASSISTANCE**

<table>
<thead>
<tr>
<th>Audio/Visual Issues Contact</th>
<th>Computer Issues</th>
</tr>
</thead>
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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:** 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 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/ (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/
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/ 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

![InterCall](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-xxxx-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.

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.