Table of Contents
Room Information and Support ............................................................ 2
Using the Dedicated Desktop PC ........................................................ 2
Conference Calls ................................................................................ 3
Table Connections ............................................................................. 3
Using Skype ....................................................................................... 3
Using Zoom (Video & Telephone Conference) ................................. 4
Using Intercall (Telephone Conference) .............................................. 5
Important Notes .................................................................................. 5
Using the Dedicated Desktop PC

**Note:** The monitor, wireless keyboard, and mouse located on the counter is connected to the PC (located in the cabinet) which has internet access

1. Make sure the **PC** is turned **ON** and select **SYSTEM POWER** from **table Touch Control Panel**; Select Input: **Computer**
2. **Logon to the PC:** Logon: **vcrc187** + Password: **See Label on Monitor**
3. **MagicIWB** software automatically loads - to close this program click on the Orange Dot then click **Exit MagicIWB**
4. For any portable device such as a **USB Data Stick, Flash Drive etc.** plug into the PC **(PLEASE DO NOT USE THE MONITOR USB PORTS)**
5. Always **log-off** of the PC when you are finished but **do not** shut it off. When your meeting is over, PLEASE select **SYSTEM POWER** from the **table Touch Control Panel** to turn the **room 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.
6. 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.
2. For mobile Apple devices (2013-present), you can use 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 VCRC 187 Skype Account from Dedicated PC

1. Follow instructions 1-4: Using Dedicated Desktop PC.
2. Find the SKYPE icon on the desktop or search for it under Start - All Programs.
4. When finished, please POWER OFF the room by selecting System Power and YES.

Using SKYPE

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 need this service and have access to a P-Card, please contact Sabrina Porter (6-5795).
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. Login to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. **Go to Meeting Tab**
3. Click the Start button on the right hand side of the scheduled meeting (Zoom will open in separate window)
4. To turn on the microphone, click **Connect to Computer Audio**
5. Begin meeting
6. When finished, please **POWER OFF** the room by selecting **System Power** and **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 begins, follow the 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 in before the leader, they will be prompted to enter the 4 digit Pin Code

Important Notes

1. It is HIGHLY RECOMMENDED to ONLY use the Dedicated PC for all A/V needs
2. PLEASE leave all connectors, remotes, and devices that belong to the room on the table
3. Other Input/Output Sources Available on the Table
   a. HDMI and VGA Cable for Laptop
   b. Mini Display Port: Mac or Apple Products
   c. Lightening Adapter for all Newer Apple Devices 2013 + (Check-out an adapter from the Chairs assistant)
4. Ignore the error message No Cable Connector which may appear on the large screen
5. Always shut the room off by selecting SYSTEM POWER from the table Touch Control Panel