VCRC 187
Conference
Room Logistics
and Guidelines
VCRC 187 Conference Room Logistics

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<table>
<thead>
<tr>
<th>COMPUTER LOGIN</th>
<th>If Password Expires, Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Login: vcrc187</td>
<td>Cindy West: 6-8904 or Sabrina Porter: 6-5795</td>
</tr>
<tr>
<td>Password: Winter2018!</td>
<td>Primary contacts for collaborative account name/id: vcrc 187</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKYPE LOGIN</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Login: domvcrc187</td>
<td>VCRC 187 Phone Number</td>
</tr>
<tr>
<td>Password: vcrc_187</td>
<td>(612) 626-5135</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio/Visual Issues Contact</td>
</tr>
<tr>
<td>Cindy West: 6-8904</td>
</tr>
<tr>
<td>Sabrina Porter: 6-5795</td>
</tr>
<tr>
<td>CTS Hotline: 5-1800</td>
</tr>
</tbody>
</table>

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: Winter2018!
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
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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.

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 Cindy West (6-8904) or Sabrina Porter (6-5795).
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
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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
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
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
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Joining a WebEx Meeting

1. Check your e-mail for the invitation to the meeting
2. Join the WebEx meeting by using one of the following:
   a. **By calling in from a landline or cell phone:** The host will provide you with a **10 digit telephone number**
   b. **By Smart Phone or Device:** Download the Cisco WebEx Meeting application
   c. **By computer:** From your email, click on Join Meeting
   d. **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*

3. **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
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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: 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

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