Policy Regarding the Use of the Video Conferencing Equipment at CMAST

- Scheduling the room
- Training in use of the equipment
- Guidelines for using the equipment
- Technical support

Scheduling of the room

Use of rooms 105 and 205 is by reservation only. Please contact Marlu Bolton (marlu_bolton@ncsu.edu, 252.222.6302) to check availability and reserve usage slots.

The calendars for room availabilty are viewable online:

105:
http://tinyurl.com/2dwgbq

205:
http://tinyurl.com/2dkl66

If you wish to reserve 205, in addition to reserving the room with Marlu, you must also make arrangements for that Polycom unit to be set up ahead of time, as it is not a permanent installation. Please contact Linda Dunn (ledunn@ncsu.edu, 252.222.6306) as early as possible to schedule this setup.

Training in use of the equipment

Both Polycom systems are set up to be very simple to operate. If you have never used the equipment before, please schedule an appointment so that you can be shown the proper way to use the equipment. The training session will take no more than a half hour. This will authorize you to use

the equipment unattended.

However, even if you have been trained in the use of the equipment, please do not try to train others, or leave students in the room unattended to use the equipment.

Guidelines for using the equipment

- If you have special needs, such as using the overhead projector, incorporating a powerpoint presentation into your conference, or the use of any extra equipment, please make sure that you ask for help in configuring as far in advance as possible.

- The only switches that need to be engaged in using the equipment are the red button on the power supply under the small TV, and the switch on the Sony LCD projector. Please do not power the Polycom unit on or off directly.

- Please do not modify the wiring of any of the connections in the Polycom system.

- Please do not make any configuration changes to the Polycom unit through the on-screen menus. Changes to these settings can cause the system not to work. If you accidentally modify the settings, please let Linda or Marlu know.

- Please be very careful with the equipment, especially the Sony LCD projector. Once the unit is hot, even the smallest tap can break the bulb, which is quite costly to replace. Never pick the unit up, or turn it on its side under any circumstances.

- If you must leave students unattended for an on-line class or conference, it is vital that let Marlu or Linda know, so that the students can be supervised, and be

assured that they have all they need.

- The IP address for Room 105 is **198.86.82.20**. The phone number for 105 is **252.222.6305**; it is helpful to give your connecting part the phone number as well as the IP address in case there are polycom problems.

- The IP address for Room 205 is **198.86.82.18** and the phone number is **252.222.6330.**

Technical support

If you have questions, need training, have special needs, or are experiencing problems with the use of the polycom unit, please contact:

Linda Dunn, CMAST I.T. ledunn@ncsu.edu (w) **252.222.6306** (cell) **252.422.9393**

In an extreme emergency, if regular CMAST support is not available, Ken Martin of Carteret Community College may be able to offer assistance. (252) 222-6243

Additional info for Mac users

If you are a Mac user and have an iSight camera (this is standard on all new iMacs and MacBooks) you can install a freeware program called XMeeting to give your Mac full polycom capability. The program is available at:

http://xmeeting.sourceforge.net/pages/index.php