

Austin Hall Boardroom Technology Guide

with WebEx Instructions



Using the Projector

1. Tap the black touchscreen Crestron device to wake it up. Once it is awake, it should prompt you to tap it again to power on the system.
2. Once the system is powered on, you will see a menu asking which source you would like to display on the projector.
 - a. For the In-Room PC, tap “HDMI 1” and refer to the “Using the In-Room PC” instructions on the following pages
 - b. For a laptop, tap either “HDMI 2” if your laptop has an HDMI port or “VGA 1” if your laptop has either a Mini DisplayPort or VGA port.
 - i. Refer to the “Using a Laptop” instructions on the following pages to determine which type of port you have and how to set it up.
 - c. For a Blu-Ray or DVD, tap “DVD/Blu-Ray” and refer to the “Viewing a DVD/Blu-Ray” instructions on the following pages

Using the In-Room PC

1. Make sure the computer is powered on.
 - a. The in-room PC is located on the underside of the boardroom table, on side of the table nearest the windows.
 - b. If the power button is blue, that means the computer is on. If it is not blue, push the power button to power on the computer.
2. Make sure the mouse and keyboard are powered on.
 - a. Both the mouse and keyboard have a power switch. Check each device to make sure the power switch is in the ‘On’ position.
 - b. The mouse and keyboard may be stored on or inside of the cupboard located next to the boardroom windows.
3. You should see the PC’s sign in screen displayed on the projector. If you do not, go back and follow the steps in the “Using the Projector” section above.
 - a. Sign into the computer using your domain credentials. For most College of Business faculty and staff members, your login will be either:
 - i. **ONID\your ONID**, or:
 - ii. **Your ONID@oregonstate.edu**
4. Once you are signed into the computer, check that the volume is at an appropriate level by clicking on the volume icon in the bottom-right corner of the screen and adjusting the level.
 - a. If you do not hear any sound coming out of the speakers, continue to adjust the volume level for a few more seconds. Sometimes the audio controller takes a little while to recognize the audio source.

Using a Laptop

1. Make sure the laptop is powered on.
2. Find the laptop's video output port. It should look like one of the following:



VGA



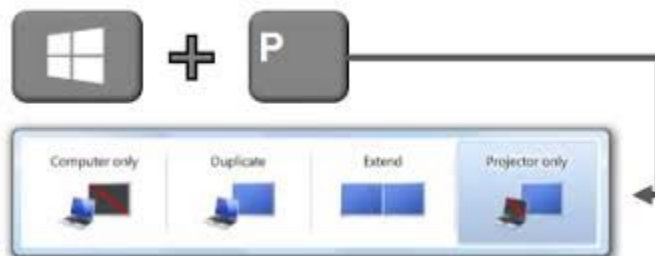
HDMI



Mini DisplayPort



3. Find the cable that corresponds to your port in the image above. Cables are located in the cable trough that runs through the middle of the boardroom table.
 - a. NOTE: Most modern laptops have an HDMI port for video.
 - b. NOTE: The VGA cable has a Mini DisplayPort adapter connected to it. This adapter will need to be removed if your laptop only has a VGA port.
4. Connect the cable to your laptop's video port. You should now see your laptop's screen mirrored onto the projector display.
 - a. If your laptop's screen is not on the projector display, try pressing the Windows Key and the P key at the same time to bring up the Projector Menu



- b. Select either Duplicate or Extend
- c. You should now see your laptop's screen mirrored onto the projector display.
- d. If your laptop's screen is not on the projector display, contact the COB Helpdesk.

Viewing a DVD/Blu-Ray

1. The black touchscreen Crestron device should be displaying a basic remote control menu and the projector display should show ____.
 - a. If neither is happening, touch the "DVD/Blu-Ray" option again
2. The player itself is located in the cupboard nearest the entrance to the Dean's suite. Open up the doors of the cupboard and press the Eject button.
3. Place the DVD or Blu-Ray into the disc tray of the player and gently push the tray back in.
4. Go back to the Crestron and use the remote control menu to select the options you want on the DVD or Blu-Ray title menu for playing the content.

Setup/Takedown Steps for Web Conference/WebEx

Setup

1. Make sure you have completed all of the steps in the "Using the In-Room PC" section above before continuing.
2. Locate the Logitech tripod webcam (top image) and tabletop microphone (bottom image). If they are not already on the boardroom table, they might be located on or inside of the cupboard closest to the boardroom windows.
3. Ensure the tripod webcam is placed at the end of the boardroom table nearest the projector.
4. Locate the webcam cable on the underside of the table and connect it to the webcam.
5. Place the tabletop microphone in the middle of the boardroom table.
6. Locate the microphone cable in the cable trough that runs through the middle of the boardroom table. Connect the cable to the microphone.
7. If you will be hosting a WebEx meeting, refer to the instructions for "Hosting a WebEx Conference".
 - a. If you will be hosting a different type of web conference or joining another institution's web conference, please refer to the documentation of that organization or contact the COB Helpdesk for assistance.



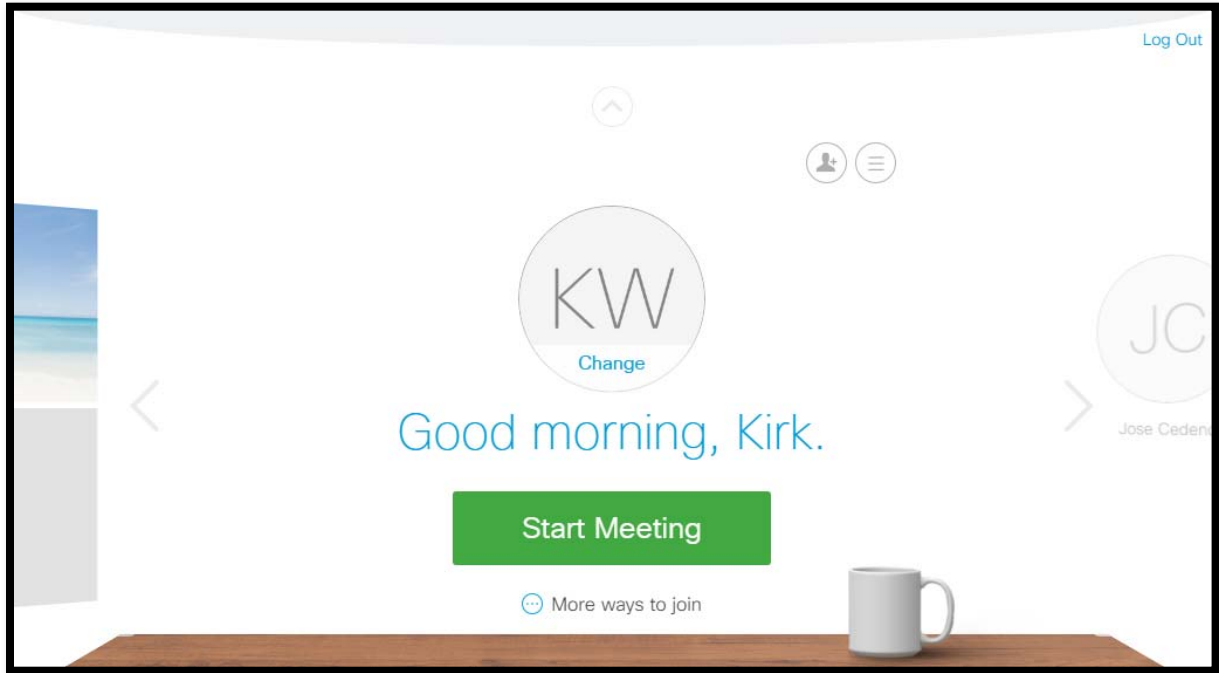
Takedown

Once your meeting is complete, please take the following steps to ensure the next person using the room is able to setup their meeting quickly and efficiently.

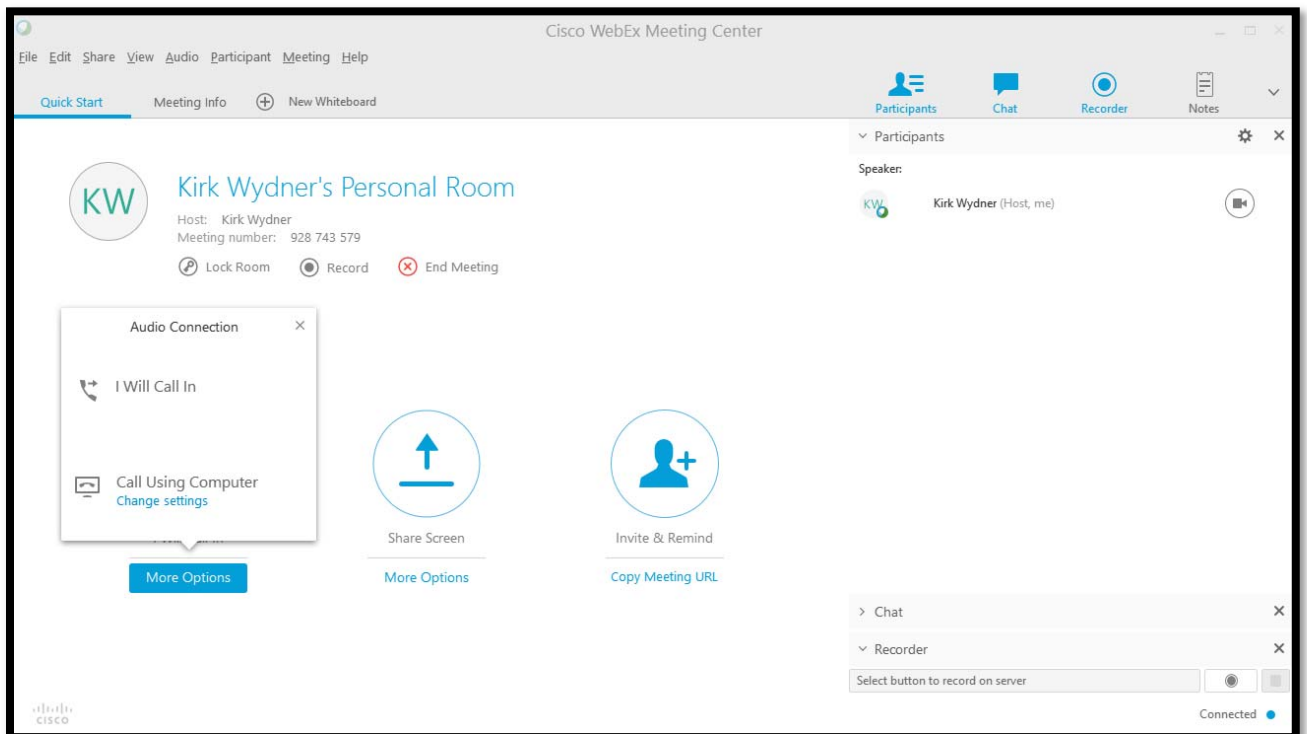
1. Shut down the computer.
2. On the touchscreen Crestron device, touch the "System Off" button to power off the projector and other hardware.
3. On both the mouse and keyboard, push the power switches into the 'Off' position.

Hosting a WebEx Conference

1. Using either your laptop or the computer in the room, open a web browser and go to the following address: <http://oregonstate.webex.com>
2. Click on the “Log In” link in the top-right corner of the screen
3. Login using your ONID username and password
4. You will see the following screen:



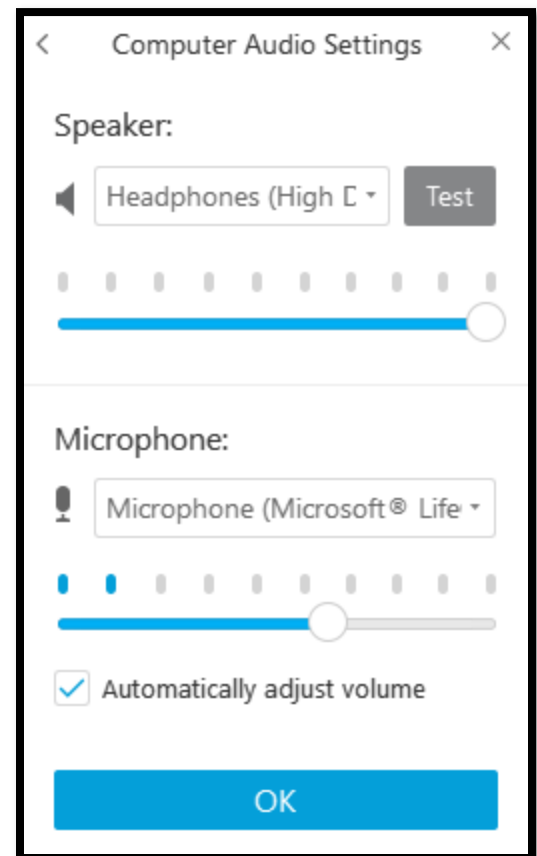
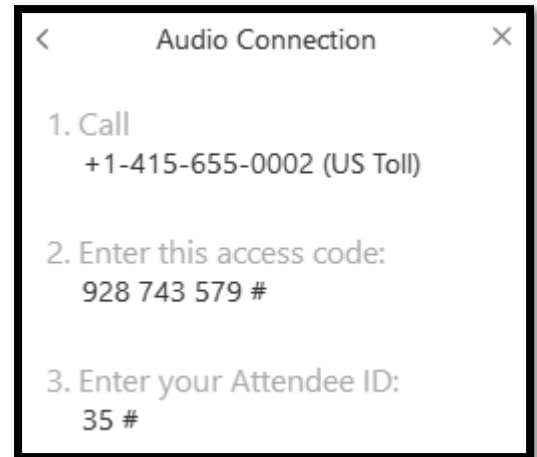
5. To start a meeting immediately, click on the green “Start Meeting” button. Doing so will take you to the screen below:
 - a. If you are logged in from your desk computer and would like to schedule a meeting for a later date or time, follow the instructions for “How to Schedule a WebEx Meeting”



6. This screen presents you with all of the options you need to run a successful web conference. Let's go through them one by one:

Audio Connection

- a. This window gives you two choices:
1. "I Will Call In" – this means that you will use a phone (desk phone, cell phone, or tabletop phone) to dial into the web conference
 - I. Clicking on this option will present you with the phone number, access code and attendee ID that you and only you should use to connect to the meeting
 2. "Call Using Computer" – this means that you will use a USB microphone (or webcam with integrated microphone) and the computer's speakers to connect to the meeting's audio
 - I. Clicking on the "Change Settings" link in this option will take you to a screen where you can test the speakers and microphone connected to the computer
 - II. First, click on the Test button under the Speaker heading. You should hear a short jingle play over the speakers. If you do not, check the volume of the computer to make sure it is not muted or too low.
 - III. Next, check to make sure the microphone is working. You should see the blue dots above the microphone slider fluctuating (increasing from left to right and decreasing in rapid succession). If the dots are not fluctuating, increase the microphone slider to the right.
 - IV. Click the OK button when you are done testing the microphone and speakers



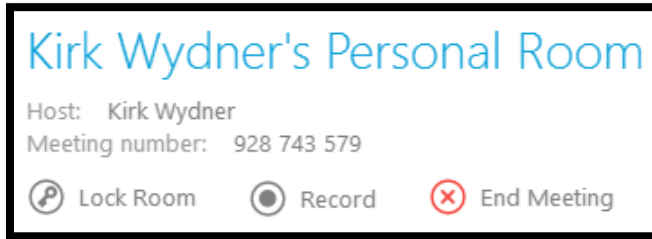
Inviting Attendees

- a. This section gives you the option to either send an invitation email to the people you would like to attend the meeting or just copy the URL to your clipboard which you can then paste into an email
- b. Clicking on the "Invite & Remind" button will open a window for entering the email addresses of your attendees. Type them in, separating them with a comma or semicolon, and then click on the Send button
- c. Clicking on the "Copy Meeting URL" link will copy a link to the meeting to your clipboard. You can then open up Outlook or a different email program, create a new

message to your attendee(s) and paste that link into the message (by either holding down the CTRL key and pressing the V key on your keyboard or by right-clicking anywhere in the email and selecting the Paste option)

Recording Your Meeting

- a. If you would like to record your meeting (a video of your screen/applications and the audio of the conversation between you and the attendees), then click on the Record button.



Recordings will be saved automatically to your OSU MediaSpace account (<https://media.oregonstate.edu/>). For more information on recording, contact the COB Help Desk: helpdesk@bus.oregonstate.edu

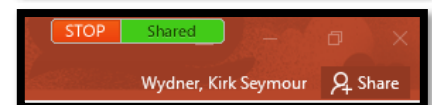
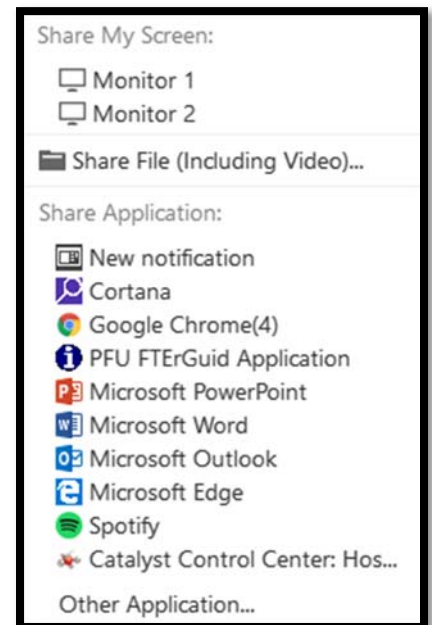
- b. You will see a small notification in the bottom of the window indicating that recording has now begun. There are also some options for pausing or stopping the recording:



- c. If you stop the recording, you will see a confirmation window asking you if you want to stop or just pause it. Stopping the recording will make two separate files if you choose to resume recording later in the meeting, whereas pausing will keep both recording segments in a single file.

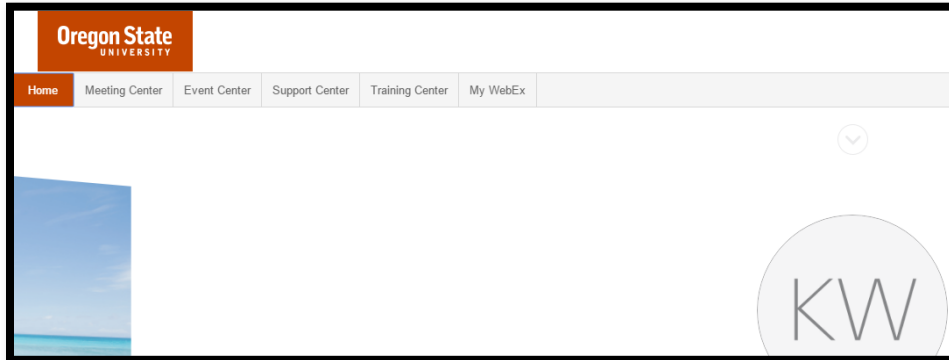
Sharing Your Screen/Applications

- a. This section gives you the option to either share your screen with the participants or just a single application
- b. To share your entire screen and everything on it, simply click the Share Screen button and then choose which monitor you would like to share (if you have multiple monitors). Any attendees (if any have joined already) will now be able to see whatever you have up on the screen you have chosen.
- c. If you only want to share a single application (not your desktop or any other application), click on the More Options link. This will present you the screen to the right:
 - i. If you, for example, only wanted to share a PowerPoint presentation, you would select "Microsoft PowerPoint"
 - ii. PowerPoint would then have the "Stop/Shared" icon in the top-right corner to indicate that it is being shared. Click "Stop" to end sharing.
 - iii. All of your other applications will have the "Share/Not Shared" icon instead. Click "Share" to begin sharing that application instead.

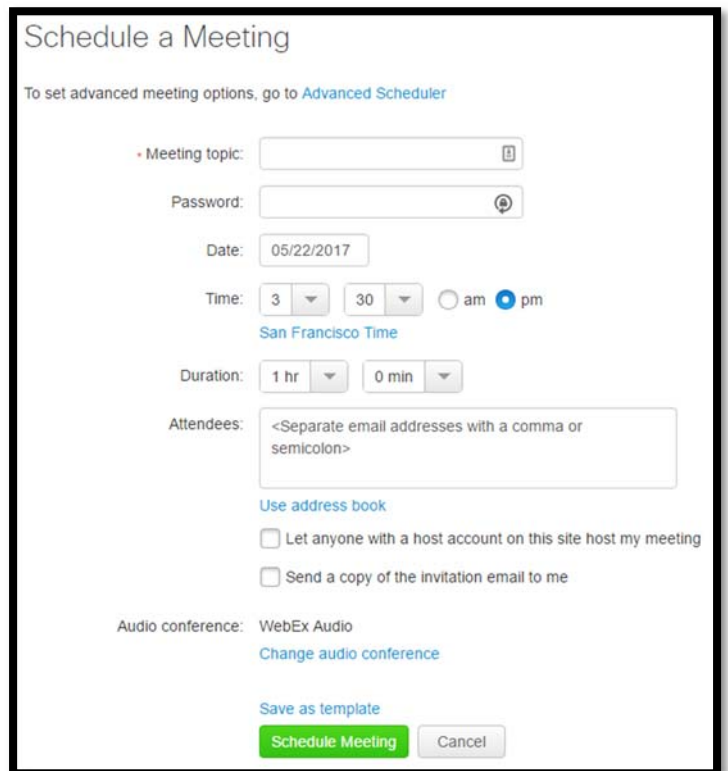


How to Schedule a WebEx Meeting

1. Open a web browser and go to the following address: <http://oregonstate.webex.com>
2. Click on the “Log In” link in the top-right corner of the screen
3. Login using your ONID username and password
4. Click on the light grey arrow “^” above your initials
5. This will reveal a menu near the top of the screen

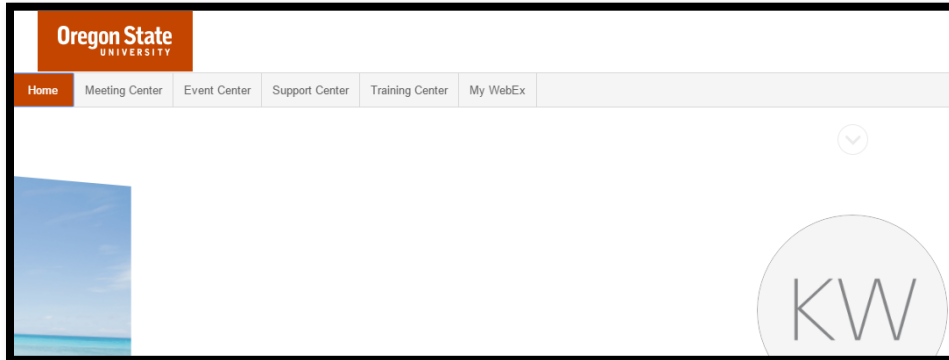


6. Click on the “Meeting Center” menu
7. Click on “Schedule a Meeting”
8. You will see the screen to the right:
9. Type a name for the meeting in the text field next to “Meeting topic”
10. You do not need to specify a password for the meeting, but may do so if you want to ensure that only guests who have it may join the meeting
11. Choose the date for your meeting
12. Set the time and duration of the meeting
13. Type in the email addresses for each attendee you would like to invite to the meeting. Be sure to type a comma or semicolon between email addresses
14. Leave the other settings as they are
 - a. You may choose to send a copy of the invitation to yourself if you would like to see what it looks like
15. Click on the green Schedule button to send out the meeting invitations and schedule the meeting. When the time comes to start the meeting, follow the instructions for “Starting a Scheduled Meeting”

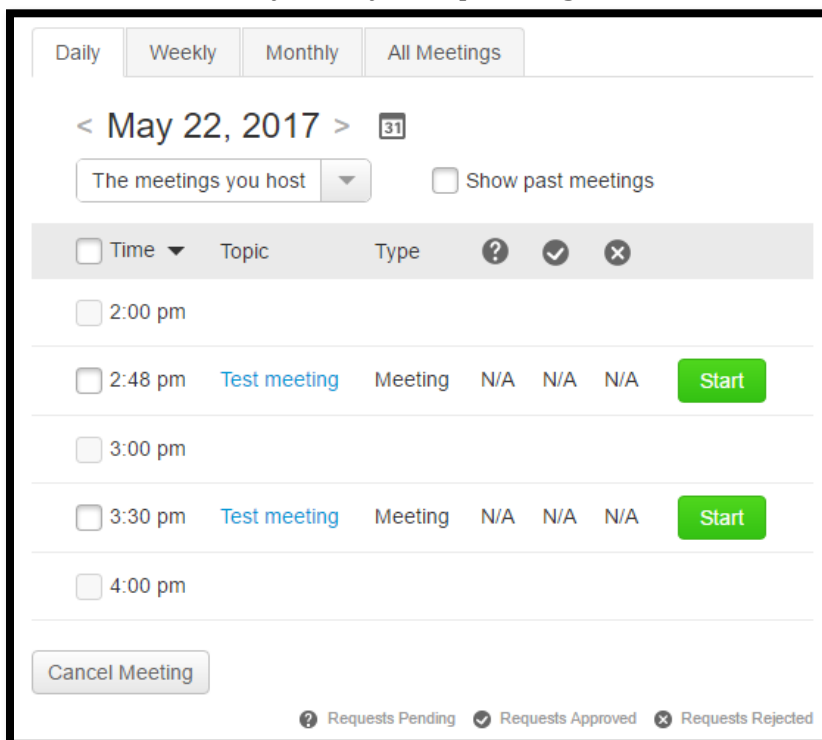
A screenshot of the 'Schedule a Meeting' form in the WebEx interface. The form is titled 'Schedule a Meeting' and includes a link to 'Advanced Scheduler'. The form fields are: Meeting topic (text input), Password (text input with a lock icon), Date (calendar icon, showing 05/22/2017), Time (dropdowns for 3 and 30, radio buttons for am and pm, with pm selected), San Francisco Time (text), Duration (dropdowns for 1 hr and 0 min), Attendees (text input with placeholder text '<Separate email addresses with a comma or semicolon>'), Use address book (text), Let anyone with a host account on this site host my meeting (checkbox), Send a copy of the invitation email to me (checkbox), Audio conference: WebEx Audio (text), Change audio conference (text), Save as template (text), Schedule Meeting (green button), and Cancel (grey button).

Starting a Scheduled WebEx Meeting

1. Open a web browser and go to the following address: <http://oregonstate.webex.com>
2. Click on the “Log In” link in the top-right corner of the screen
3. Login using your ONID username and password
4. Click on the light grey arrow “^” above your initials
5. This will reveal a menu near the top of the screen



6. Click on the “Meeting Center” menu
7. Click on the “My Meetings” link in the left-hand menu. Doing so will bring you to this screen, which show you all your upcoming scheduled meetings:



8. Find the scheduled meeting you would like to start and click on the green Start button that corresponds to it
9. This will start your meeting. Refer to the “Hosting a WebEx Conference” section in this document for details on how to connect to audio, add attendees and share your screen