

# Connect to a WebEx Room When Using Room Computer and Camera WITH Screen Sharing (Local Presentation)

*These instructions assume that you will be connecting from a medium or large conference room and that you will be using your assigned WebEx room. If either of these things are not true, contact Information Resources for additional assistance at (777-3211).*

## 1. What We Do to Start the Conference

- a. Send out the room URL to others who will join
  - i. URL will always be: undmed.webex.com/meet/[room.username]
  - ii. You can add this to the calendar invite if you like
- b. Start up room technology using Crestron touchpad
  - i. Choose Local Presentation
- c. Once the monitors show the computer desktop
  - i. Use a browser to go to <http://undmed.webex.com>
  - ii. Click the “Login” menu in upper right corner of screen
    1. Username: [room username]
    2. Password: [room password]
- d. Click the green “Start Meeting” button
- e. Choose Audio and Video Sources
  - i. Audio
    1. Click on “Select Audio Connection” dropdown menu and choose “Call using computer”
    2. Click on the gear icon to the right of the dropdown menu
      - a. Audio
        - i. Speaker = Crestron Intel Display Audio
        - ii. Microphone = Microphone AV Bridge
      - b. Click “OK”
  - ii. Video
    1. “Select Video Connection” dropdown menu should be set to “AV Bridge”
      - a. If you do not see a preview of the room video, contact Information Resources for assistance
    2. Click on the green “Connect Audio and Video” button

## 2. Send an Invitation or Share Your Screen

- a. Click on the “Quick Start” menu at upper left of screen
- b. Click the “Share Screen” button or the Invite & Remind button

## 3. What Participants Do to Join the Conference

- a. If connecting by phone
  - i. Use Phone to Call 1-855-797-9485
  - ii. Enter Access Code for the meeting (generated based on your room information.)
  - iii. Ignore the prompt for attendee number—not used
- b. If connecting by computer
  - i. undmed.webex.com/meet/[room.username]
  - ii. Choose their own audio/video connections

# To Connect with Participants Using the Cisco Conference System with NO Screen Sharing or WebEx

*These instructions assume that you will ALWAYS be connecting from a medium or large conference room and that the person who you are connecting to is using a Cisco Video system. If either of these things are not true, contact Information Resources for additional assistance at (777-3211).*

- 1. Start room technology using Crestron touchpad**
  - a. Select AV Conferencing
- 2. Connect to remote site**
  - a. Using the 6-digit number, if known
    - i. Use dial pad to enter 6-digit number of the person
  - b. Using the person's email address
    - i. Use dial pad to enter @med email address
  - c. Hit "Call"
- 3. To Share Your Screen**
  - a. Go back to AV home on the Crestron touchpad
    - i. Choose source
      1. Desktop = the computer behind the monitors
      2. Laptop = wallplate connection