

Overview

WebEx is Rutgers-New Brunswick's video conferencing solution. It can be used on personal computers and mobile devices to connect with one or more people. DCS's Synchronous Classrooms are designed to facilitate the use of video conference by classes. They include built-in cameras that can capture an instructor at the front of the room or audience members. Synchronous Classroom ceiling microphones are capable of picking up voices of anyone speaking. Screens at the front and rear of each room can display remote participants and presentation material.

Before using this guide, please visit webex.rutgers.edu to confirm that you have activated your Webex account. More information on connecting and using meeting settings is available at <https://webex.com>.

Instructions for the Classroom

Getting Started

- At the Podium, if the touchscreen is black or displaying the screen saver, press **Enter** on the keyboard. Wait for the login screen to appear. When the login screen appears, enter your Rutgers NetID and password. Press **Enter**.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

Connecting to the Meeting

- In the left column of RRC, select **Video Conference**. The center section will change to Video Conference Controls.
- When the instructor creates the meeting, you will receive an email with the meeting number. In the text field below **Meeting Number**, enter the room information. The room information is the meeting number@rutgers.webex.com (e.g. 123456789@rutgers.webex.com). Press **Dial**. When any remote attendees connect, they will appear on the room's screen(s).
- If a message prompts you to enter a host pin, you may ignore this message.
- In the middle section, select the **Cameras Share Contents** ribbon.
- Choose the camera preset you would like. To see what is being displayed to remote participants, toggle on and off self-view by pressing **Self View** under **Camera Selection**. This will put the camera view in a small box on the screen(s) at the front of the room.
- If you wish to use and share a source from the podium over the conference, select that option under **Share Source**. If you are playing audio from that source, use the **Program Volume** slider to adjust the audio level. More information on using podium sources is available at <http://dcs.rutgers.edu/dcp>. In certain rooms, you may select the **Speaker Track** button under **Camera Selection**. In this mode, the cameras will automatically turn to the portion of the audience where someone is speaking.

The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.

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Ending the Session

- In the **Call Control** tab, press **End Session**. This will break the room's connection to the video conference and return the podium to normal mode.
- When you are finished in the room, press **Log Out**.

Instructions for Remote Instructor

Creating a Webex Account

All members of the Rutgers community have access to a Webex account. One does need to sign up to utilize their account. To sign up:

- Visit <https://webex.rutgers.edu>.
- Select **Sign Up**.
- Login with your Rutgers NetID and follow the instructions to active the Rutgers Webex service.

Scheduling a Meeting

- Visit <https://webex.rutgers.edu> and login with your Rutgers NetID.
- Select **Schedule**.
- Enter the date and time of the meeting.
- Enter a name for the meeting.
- In the Attendees field, enter the email addresses of anyone who will be joining the meeting. They will receive email instructions for connecting.
- Click **Schedule**.

Connecting to the Meeting

- Visit <https://webex.rutgers.edu> and login with your Rutgers NetID.
- Under Upcoming Meetings, next to the scheduled meeting, select **Start**.
- In the meeting window that appears, select **Start Meeting**.

Tips for a Successful Connection

- In order to ensure a high-quality connection, we recommend that remote participants:
- Use headphones and a head set microphone.
- Ensure their Internet connection is fast and reliable.

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