

### Overview

WebEx is Rutgers New Brunswick's video conferencing solution. It can be used on system computers, personal computers, and mobile devices to connect with one or more people. DCS's Audio & Screencasting 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 and a microphone that can be worn by the instructor to capture their voice. A screen or screens at the front OF each room display remote participants and presentation material.

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

### Getting Started

- Locate the room's wireless microphone. In smaller rooms, the microphone is kept in the document camera drawer on the side of the podium. Larger rooms have a microphone drawer below the keyboard tray.
- Attach the microphone pack to your waistline or pocket. Clip the microphone head to your collar, directly below your mouth and twist the microphone straight up.
- Press and hold the button on the top of the microphone until the light turns green.
- At the instructor hub, if the touchscreen is black or displaying the screen saver, press the spacebar 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.

### Starting a Conference

- In the dock at the bottom of the screen, click on the blue (smiley-face) finder icon.
- In the left column, select **Applications**. Scroll down and double click on **Cisco Webex Meetings**.
- In the Cisco window that opens, enter the Rutgers email address associated with your Webex account and press **Next**. Enter **rutgers.webex.com** as the site URL and press **Next**.
- If prompted to, log in with your Rutgers NetID.
- If you have not already scheduled a meeting, select **Start a Meeting**.
- If you have already scheduled a meeting, under Upcoming Meetings, click **Start** next to the meeting.
- After the meeting window opens, select **Start Meeting**.
- Once you enter you meeting room, a pop up window will appear.
- Under "Select Audio Connection," choose **Call Using Computer** in the pulldown.
- Press the green connect button.
- You will then enter the conference. If anyone else is connected, you will see them on screen and/or on the participants list.

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## Digital Classroom Services

- In the top menu, select **Meeting**, and **Meeting Information**. Note the meeting number.
- If you need to invite anyone to join the meeting, in the top menu bar, select **Participant** and **Invite and Reminder**. You may invite a guest by entering their email address or phone number.
- To share content from the lectern computer, click the third icon from the left. You will be prompted to select to share either your entire screen or one of the applications that are currently open.
- To record the session, select the fourth icon from the left.

### 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**.

## Digital Classroom Services

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### Instructions for Remote Participants

#### Connecting to the Conference

- When the host schedules the Meeting, the remote participant will receive an email or text with instructions for various methods of connection.

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