VIDEOCONFERENCES
WSU Media Resources Center

Why Video-conference?

Videoconferences
- Provide convenient locations for multi-site meetings
- Reduce travel time and cost
- Improve the decision making process by involving more people

MRC and Video-conferences

WSU Videoconferencing offers services to both on campus and off campus clients and provides for full audio, video and data collaboration. A variety of circuits can be used to conduct two way videoconferences. The type of circuit used is determined by evaluating the needs of the participants and participating locations.

Equipment

Camera
One or two main cameras are used to transmit local video to the remote sites. These are located at the front and back of the room.

Microphones
The presenter uses a wireless lapel microphone which allows for mobility in the conference room. Participants use push-to-talk microphones, which must be held down in order for the remote site to hear. The button should only be pushed when needed, to minimize unnecessary noise.

Display Screens and Monitors
Conference rooms are equipped with projection screens or television monitors that display video and data from remote sites. Display can be voice activated where video from the current speaker's location is displayed to other sites, or it can be continuous where each site can see video from all locations simultaneously.

Speakers
Reproduce audio from remote sites.

Computer
The conference room is equipped with an Internet ready desktop computer with Windows XP. A pre-loaded laptop computer can also be used. Visual aids, documents, slides and copyright approved VHS tapes can be incorporated into an ITV session. VHS players are available for recording conferences. There is a minimal charge for tape.

Telephone and Fax
A telephone and fax machine is available for incoming and outgoing ITV related communication.
Parking
Parking is allowed in the lots east of the MRC, except in lots designated for faculty and staff. Visitor parking passes can be provided.

Food Policy
Food and drinks are NOT permitted within the ITV room. Any food and drink items must be left in the lobby area outside the ITV room.

Equipment
Please report any problems or damage to the equipment to the ITV Coordinator or student technical director immediately. Please do not mark or write on MRC equipment. This includes all desks and chairs.

Smoking
No smoking is permitted within university buildings.

Restrooms
Restrooms are located in the hallway next to the drinking fountain. Access to a second set of restrooms will be provided if needed.

Medical Emergencies
Please inform MRC personnel of any medical emergencies immediately.

Storm/Tornado Warnings
If sirens are sounded, all occupants are to move to the basement of Ablah Library until an all-clear is provided by Campus Police.

Fire/Smoke warning
Any fire or smoke should be reported immediately by calling 911. During regular working hours, an announcement will be made over the building’s intercom system by the Director or the Emergency Coordinator. All occupants should evacuate into the wind at least 200 yards from the building. During evening hours, MRC personnel will inform all occupants and ensure that all persons have evacuated the building.

Emergency Exits
The emergency exit is located on the east side of the building across from the main room ITV entrance. The collapsible screen door within the ITV lobby area will be opened and used as an exit in case of an emergency.