

Portable Polycom Videoconferencing Unit Policies

One of the many resources available to users of Simon Hall is a portable Videoconferencing Polycom Unit. This unit can be reserved by students, faculty, staff and Simon Hall occupants at any time by contacting the Simon Hall Business Office personnel at sioffice@indiana.edu (5-9749).

This unit can be moved into any of our available conference rooms. All of these conference rooms are equipped with the necessary hookups for the unit. The unit must remain in Simon Hall at all times.

A Simon Hall conference room must also be reserved separately at the time you reserve the unit in order to have a space reserved for the video-conference.

Before using the unit, please make sure you are prepared with the necessary IP number if you are initiating the videoconference call. For more information on this and other significant details concerning the use of the Polycom please refer to <http://www.indiana.edu/~video>

Simon Hall Business Office staff are happy to help with reserving the unit, moving it into a conference room, and basic set up. Please be prepared to have a point person come a few minutes early to assist Simon Hall staff with moving the unit, as it is large and will require two people to move. When you are finished with the unit please inform SI Business Office staff so that we can move the unit back to its storage space.

In order to set up a complex connection or for a tutorial of how to use the unit, please contact vicops@indiana.edu. To set up a multi-point call, that is, a call which involves more than two parties, you must make a reservation for a Video Bridge through Vicops at <http://www.indiana.edu/~video> This must be done separately from your reservation of the unit and conference room in Simon Hall.

You may contact biocomp@indiana.edu for trouble-shooting or Vicops at 6-2020

Please contact sioffice@indiana.edu with additional questions.