Guidelines for Proper Usage of the TelePresence

The TelePresence Conference Center is fully automated and ready for use.

- The key for the TelePresence Conference Center is located at the Library circulation desk.
- Room lights are set to a motion-sensor and will automatically come on. There is no need to turn the lights off when you leave the center.
- A CISCO phone is located in the center of the front table. Do not pick up the receiver. Simply touch your scheduled meeting on the phone screen and the CISCO system will automatically connect you to your meeting.
- A user’s guide can be found next to the phone if further instructions are needed. (A copy of the guide is on the website.)
- Even though other UM System TelePresence Centers allow beverages, the S&T campus requests participants to not bring food or beverages to the center.
- If a participant needs additional assistance for connecting a laptop or help with using the overhead projector, please ask for assistance at the Library IT Help Desk.
- The wall phone on the right side of the room door is available for participant use. Several emergency numbers have been programmed into the phone. Outside calls may be made by dialing 3 + the number.

A few etiquette suggestions:

- Close the door to the TelePresence room to begin your meeting.
- Be conscientious of your appearance and manners. Conference participants can see you and some people can read lips. Use the mute button if you need to speak to someone in our TelePresence room.
- Do not lean across the screen dividers. You won’t be seen properly by the people at the other centers.
- Do not stand up and talk.
- Speak with your normal voice.
- Never go behind the TelePresence unit or inside the corral in front of the 3 screens, unless you have been authorized to service. Do not touch the plasma screens.
- End your TelePresence meeting on time.

Getting Help

TelePresence IT support is provided by MOREnet. If problems arise:

First Response: Call MOREnet Video Help Desk using the wall phone in the TelePresence room.

Second Response: If MOREnet cannot resolve the problem, they will contact the appropriate S&T support staff.