# WEB ROOM BOOKER (WRB) for Videoconferencing

Videoconferencing Bookings

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# JCU Videoconference Rooms

JCU has approximately 150 videoconferencing systems (personal and room based). They are located throughout

- Atherton
- Cairns (Smithfield and CBD)
- Cloncurry
- Longreach
- Mackay
- Mount Isa
- Singapore
- Thursday Island and
- Townsville (Douglas and CBD campus)



Townsville — Australia's largest tropical city
Cairns — Where rainforest meets reef
Singapore — Business hub for Asia
Brisbane — Queensland's capital city
Mackay — The sugar capital of Australia
Mount Isa — The hub of Queensland's vast North-West
Thursday Island — The most northerly town in Australia

# Book a Room using WRB – Videoconference room bookings
## 1 Location
## 2 Date
## 3 Time



To book a videoconference using the WRB please follow these instructions –

**Suitability**:  choose LE-VDCNFRNC
**Capacity**: change the minimum capacity until the rooms you are interested in booking are displayed. To view the room options, click on View Filtered Rooms.
**Campus**: leave the dotted lines ---- (This allows you to choose a Townsville room and a Cairns room from the options further down)
Choose the date
Select the duration
From the options displayed on the next page, choose a Cairns and Townsville room in the same screen
To confirm your booking details, complete the required fields
**Booking Type:**: choose Video Conferencing
**Charge code**: Enter a charge code for the booking
**Video Conference Type**: choose Videoconference
**External Connection Details**: In this field type in any external connection details required. eg a room in Singapore or Mt Isa etc.

**Section 4 Selection from the following options –**

For a videoconference link between Cairns and Townsville – choose a Townsville room and also a Cairns room.

# 5 Confirm your booking details

**Location and Time**

| | |
|---|---|
| Room(s) | D001-123<br>017-064 |
| Date(s) of Booking | 04/08/2018 |
| Start Time | 10:00 |
| End Time | 12:00 |

**Event Details**

| | |
|---|---|
| Booking Name* | VAVS Staff Meeting |
| Booking Type* | Video Conferencing |
| Charge Code* | 1440.11151.0001 |
| Video Conference Type* | Videoconference |

(Provide as many details as possible such as name of institution, URI dial support, IP address, E164 alias, ISDN number, contact details of technical staff etc.)

| | |
|---|---|
| External Connection Details* | Add link to Mackay MBH-004. JCUS A1-01 |
| Recording required? (must be in a videoconference room) | No |
| No of Attendees* | 2 |
| Booking for* | Division of Services & Resources |
| Other Information | Zoom Meeting - Details TBA |

**Booker's Details**

| | |
|---|---|
| First Name* | Lorraine |
| Last Name* | Stopford |
| Email Address* | lorraine.stopford@jcu.edu.au |
| Telephone* | +61742321460 |
| Is this booking made on behalf of someone else? | No |

**Additional Services**

Will you require any of the following support services? An automated email of your booking will be forwarded to the selected services. It is the responsibility of event organiser to ensure they liaise with the appropriate area to discuss their requirements.

| | |
|---|---|
| Security - e.g. after hours (before 8 AM or after 6 PM) | No |
| AV Services - e.g. technical support | No |

**Disclaimer**

| | |
|---|---|
| I agree to the **guidelines** of casual room booking and confirm that this is not a teaching activity* | Yes |

\* Required Field

Confirm Request

WRB Help    book a room    my bookings    logout

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Will show the two rooms chosen

Give room booking a description or meeting title.

Must choose Video Conferencing

Must choose Video Conferencing

Include any external links eg Mackay, Mt Isa, Singapore etc. Or a note "External Links TBA"

If using Zoom, please include Zoom ID if known or a note "Zoom Meeting – Details TBA"

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Confirm Request

## Booking Requested

017-064, D001-123 has been requested for you, from 10:00 to 12:00 on 05/08/2018. An email will be sent to you with these details.

| Room(s) | Reference | Request? |
|---|---|---|
| 017-064, D001-123 | BKD230BB | R |

WRB Help    book a room    my bookings    logout

# Book a Room using WRB – Videoconference room booking
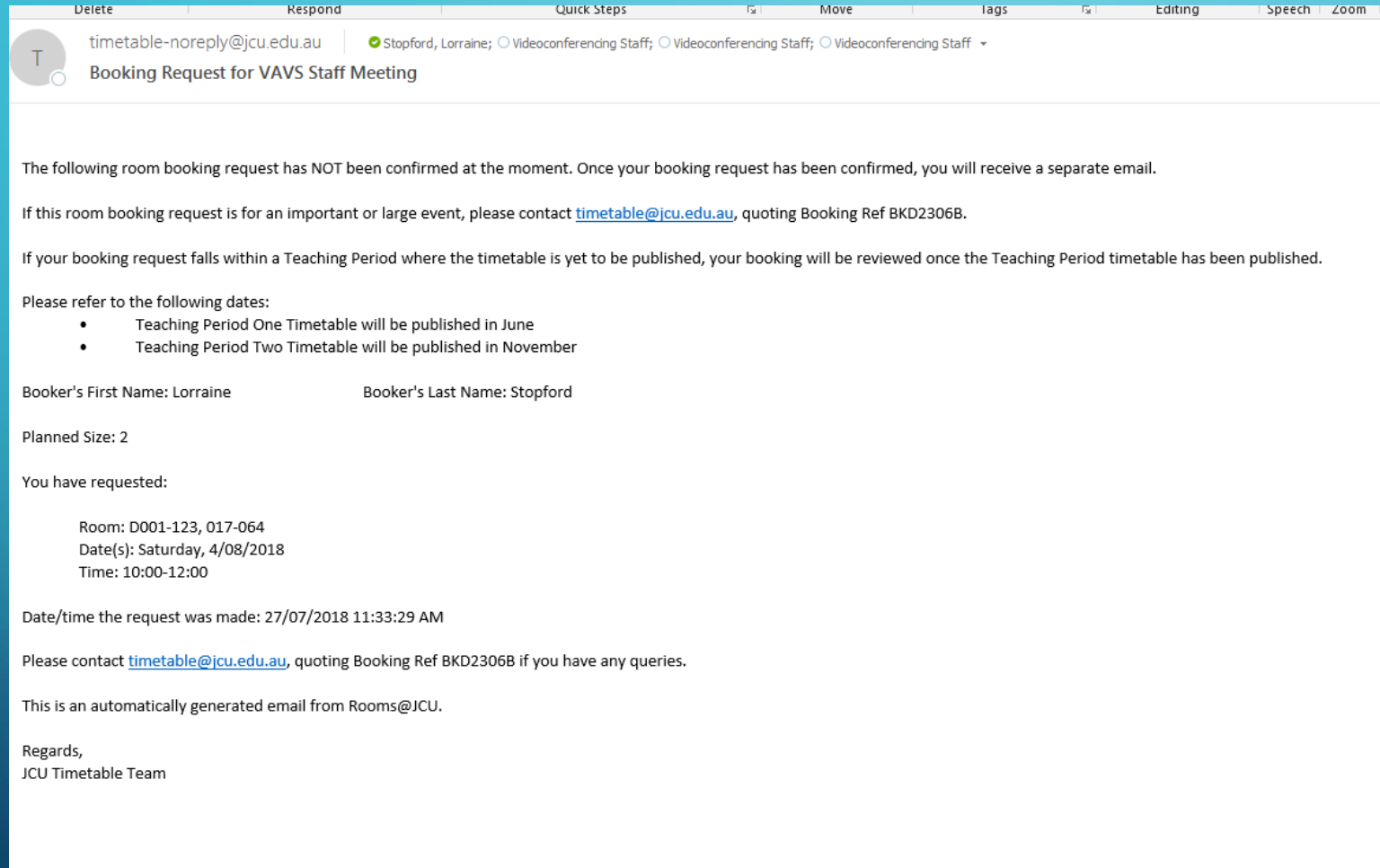


- Videoconferencing Admin Officers will check and approve the booking request if description reflects activity and all information required is received.

- Web Room Booking requests will be processed within 24 hours.

# Videoconference Lecture Bookings

**Section ID – video**

- On publication of a semester timetable, the Timetable Team filters the activities that have a Videoconferencing suitability and applies "video" to the Section ID of these activities.
- Videoconferencing then filters on "video" to determine the modules that are to be linked and the connections that are required for each activity.
- Activities for each module are then matched by locations/days/times/weeks (the locations and weeks can vary during semester).

**Example  - From S+ Videoconference Lecture – NS1882**

| Name | Host Key | Description | Location Suitabilities | Scheduled Days | Scheduled ... | Teaching ... | Activity Da... | Schedule... | Scheduled... | Allocated Location Name | Section Id | Who S... | When Sch... | Scheduled |
|------|----------|-------------|------------------------|----------------|---------------|--------------|----------------|-------------|--------------|-------------------------|------------|----------|-------------|-----------|
| ⊞ NS1882_TSV_SP2_2_Lecture 1/1 | #SPLUS2CBFF4 | Nursing Practice 2 | LT-LECTURE THEATRE | Monday | 41 | 41 | 8/10/2018 | 8:00 AM | 9:00 AM | 040-105 | | JC252510 | 6/04/2018 ... | ✓ |
| ⊞ NS1882_CNS_SP2_2_Lecture 1/1 | #SPLUS2CC... | Nursing Practice 2 | LT-LECTURE ROOM | Monday | 42 | 42 | 15/10/2018 | 8:00 AM | 9:00 AM | B001-031 | | JC252510 | 6/04/2018 ... | ✓ |
| ⊞ NS1882_MKY_SP2_1_Lecture 1/1 | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC | Tuesday | 30-39 | 30-39 | 24/07/2018... | 10:00 AM | 11:00 AM | MMH-002,MMH-003 | video | JC156088 | 16/05/2018... | ✓ |
| ⊞ NS1882_CNS_SP2_1_Lecture 1/1 <30-31, 33, 35... | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC,LE-VIDCA... | Tuesday | 30-31, 33, ... | 30-31, 33, ... | 24/07/2018... | 10:00 AM | 11:00 AM | A003-001 | video | JC498822 | 24/07/2018... | ✓ |
| ⊞ NS1882_CNS_SP2_1_Lecture 1/1 <32, 34, 36-37> | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC,LT-LECTU... | Tuesday | 32, 34, 36-37 | 32, 34, 36-37 | 7/08/2018,... | 10:00 AM | 11:00 AM | A003-001 | video | JC498822 | 24/07/2018... | ✓ |
| ⊞ NS1882_TSV_SP2_1_Lecture 1/1 <30-31, 33, 35,... | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC,LT-LECTU... | Tuesday | 30-31, 33, ... | 30-31, 33, ... | 24/07/2018... | 10:00 AM | 11:00 AM | 026-002 | video | JC498822 | 24/07/2018... | ✓ |
| ⊞ NS1882_TSV_SP2_1_Lecture 1/1 <32, 34, 36-37> | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC,LE-VIDCA... | Tuesday | 32, 34, 36-37 | 32, 34, 36-37 | 7/08/2018,... | 10:00 AM | 11:00 AM | 026-002 | video | JC498822 | 24/07/2018... | ✓ |
| ⊞ NS1882_ISA_SP2_1_Lecture 1/1 | #SPLUSEB9A... | Nursing Practice 2 | LE-VDCNFRNC | Tuesday | 30-39 | 30-39 | 24/07/2018... | 10:00 AM | 11:00 AM | CL001-001,MI008-001 | video | JC498822 | 24/07/2018... | ✓ |

# ZOOM

- Zoom, a virtual meeting room (VMR) video conferencing system designed to enhance communication and collaboration, was launched in March 2018.
- Zoom is available to all staff and students at JCU.
- For assistance in getting Zoom up and running, contact InfoHelp on 15500 or 21777.



**1. How do I install Zoom on a JCU computer?**                    Hide ∧

1. Go to the App Catalog/Software Center (Win) or the Parallels Application Portal (located under the Applications folder on a Mac) and **install Zoom client with Outlook Plugin**.

2. **Launch** Zoom and click **Sign in with SSO**.

3. Leave company domain as the default (jcu) and **click Continue**.

4. **Login** with **JCU Username** and **Password**, once logged in the home screen is displayed.
A privacy information screen may be displayed, select the appropriate option and **click ok** or **continue**.

5. Start or restart Outlook and confirm the Zoom Plugin is visible on the top menu.

Please refer to the Zoom for JCU Computers Guide for detailed instructions or the Zoom Online Support page.
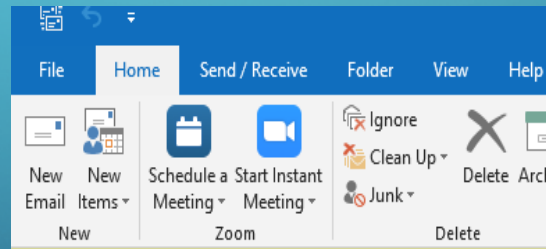


**6. How do I request Zoom in a Video Conference Room?**        Hide ∧

There are a few steps required to request a Zoom connection in a Centrally Booked Video Conference Room at JCU.
Begin by checking that Zoom and the Zoom Outlook Plugin are installed on your computer.

**Simple Connection** (room to room or single room and external participants)
* External participants = anyone needing to connect via Zoom from a location other than the physical meeting space

1. Simple connections are booked as normal via the Web Room Booker (WRB).

2. Wait to receive a **confirmation email** from Timetabling confirming the booking.

3. Schedule an event in Outlook and **Click Schedule a Meeting - Zoom**.

4. **Choose** meeting **settings** and click **Continue**.
This will automatically insert the Zoom meeting information into the notes section.

5. **Add** a **recurrence** for the event (if required) and add location and other information as required.

6. Copy and paste the **Booking Reference Number** (Host Key) into the event Notes.

7. **Invite** event **participants** and include videoconferencing@jcu.edu.au

8. **Send** invite.

Click on the **Schedule a Meeting** icon in Outlook, to bring up this pop-up:



The above options are set by default

- 1. **Host Video** is turned on when host joins (change if desired to off)
- 2. **Participant Video** is turned on when participant joins (change if desired to off)
- 3. **Audio Options** set to Both (leave as is)
- 4. **Telephone dial in numbers** are by default set to Australia - click on **Edit** to add dial-in numbers for other countries
- 5. Tick the **Require meeting password** if a password is required (usually not required)
- 6. Tick **Enable join before host** - allows participants to join without the host joining the meeting. If un-ticked, the participants will require the HOST KEY which is not included in the invitation
- 7. **Mute participants upon entry** (useful for meetings with a large number of participants)
- 8. **Use Personal Meeting ID** - when un-ticked, Zoom will create a random Zoom ID for this meeting, one which only the invitees will know (more secure than using a personal ID).
- 9. **Record the meeting automatically** - tick if recording is required
- 10. **Force include Join URL in location field** - provides the link to be used for participants joining from a PC/laptop in the location field of the invitation. (something like https://jcu.zoom.us/j/640208466)
- 11. **Alternative hosts:** - add the email addresses of participants to be given host privileges.

Click on the Continue button to create invite