

The background is a blue gradient. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines connecting to small circles.

# **WEB ROOM BOOKER (WRB) for Videoconferencing**

Videoconferencing Bookings

Prepared by Lyn Newson and Lorraine Stopford August 2018

# 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)



Australia's largest tropical city



Where rainforest meets reef



Business hub for Asia



Queensland's capital city



The sugar capital of Australia



The hub of Queensland's vast North-West




The most northerly town in Australia

# Book a Room using WRB – Videoconference room bookings

1 Location

2 Date

3 Time




Current students | Staff | LearnJCU | WebMail | Campus maps | Contacts

Web Room Booking 2018

Home > Web Room Booking 2018

1 Location

 Define the room using filters.

Minimum Capacity2

Division/CollegeJames Cook University


Campus-----

View filtered rooms

Suitabilities

LE-VDCNFRNC  
LE-VIDCAPTURE  
LE-VIDLIVESTRE  
LT-ACCESS GRID  
LT-ART ROOM  
LT-BBALL COURT  
LT-BBQ AREA  
LT-BOATHOUSE  
LT-CLASSROOM  
LT-CRTYARD

2 Date

 Choose a single date or book multiple days in multiple weeks.


You've selected '04/08/2018'

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Select multiple days/weeks

3 Time

 Select a preferred start time. You can adjust it later.

Preferred Start10:00

Duration2:00

Next >

WRB Help

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logout

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.



## Web Room Booking 2018

[Home](#) > Web Room Booking 2018

  
Search

### 1 Location



Define the room using filters.

Minimum Capacity

Division/College

Campus

Suitabilities

LE-VDCNFRNC

LE-VIDCAPTURE

LE-VIDLIVESTRE

LT-ACCESS GRID

LT-ART ROOM

LT-BBALL COURT

LT-BBQ AREA

LT-BOATHOUSE

LT-CLASSROOM

LT-CRTYARD

[Hide filtered rooms](#)

Name	Description	Size	Division/College	Campus	Request?	<input type="checkbox"/>
D001-123	VIDEO CONF MEETING ROOM	8	James Cook University	CNS	R	<input type="checkbox"/>
B001-102	VIDEO CONF MEETING ROOM	9	James Cook University	CNS	R	<input type="checkbox"/>
001-203	VIDEO CONF MEETING ROOM	10	James Cook University	TSV	R	<input type="checkbox"/>
015-119	VIDEO CONF MEETING ROOM	10	James Cook University	TSV	R	<input type="checkbox"/>

## Section 4 Selection from the following options –

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

4 Select from the following options available on 04/08/2018



IF A ROOM IS NOT AVAILABLE PLEASE USE THE LINKS BELOW TO FIND AN ALTERNATE DAY OR TIME. IF A ROOM CANNOT BE FOUND PLEASE CONTACT [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au). VIDEOCONFERENCING BOOKINGS MUST HAVE ALL ASSOCIATED ROOMS BOOKED AT ONE TIME, IF THERE ARE ANY PROBLEMS WITH MAKING VIDEOCONFERENCE BOOKINGS DO NOT BOOK ANY ROOMS AND CONTACT [videoconferencing@jcu.edu.au](mailto:videoconferencing@jcu.edu.au) IMMEDIATELY.

	Time		Name		Description	Size	Room Details	Request?
<input checked="" type="checkbox"/>	10:00-12:00	🕒	D001-123	📺	VIDEO CONF MEETING ROOM	8		R
<input type="checkbox"/>	10:00-12:00	🕒	B001-102	📺	VIDEO CONF MEETING ROOM	9		R
<input type="checkbox"/>	10:00-12:00	🕒	001-203	📺	VIDEO CONF MEETING ROOM	10		R
<input type="checkbox"/>	10:00-12:00	🕒	015-119	📺	VIDEO CONF MEETING ROOM	10		R
<input type="checkbox"/>	10:00-12:00	🕒	004-255	📺	VIDEO CONF MEETING ROOM	12		R
<input type="checkbox"/>	10:00-12:00	🕒	142-234	📺	VIDEO CONF MEETING ROOM	12		R
<input type="checkbox"/>	10:00-12:00	🕒	301-007	📺	VIDEO CONF MEETING ROOM	12		R
<input type="checkbox"/>	10:00-12:00	🕒	A002-201	📺	VIDEO CONF MEETING ROOM	12		R
<input type="checkbox"/>	10:00-12:00	🕒	B001-108	📺	VIDEO CONF CLASSROOM	12		R
<input type="checkbox"/>	10:00-12:00	🕒	004-225	📺	VIDEO CONF MEETING ROOM	14		R
<input checked="" type="checkbox"/>	10:00-12:00	🕒	017-064	📺	CLASSROOM/VIDEO CONF MEETING ROOM	14		R
<input type="checkbox"/>	10:00-12:00	🕒	027-209	📺	VIDEO CONF MEETING ROOM	14		R
<input type="checkbox"/>	10:00-12:00	🕒	034-201	📺	VIDEO CONF MEETING ROOM	14		R
<input type="checkbox"/>	10:00-12:00	🕒	A004-105	📺	CLASSROOM/VIDEO CONF MEETING ROOM	14		R
<input type="checkbox"/>	10:00-12:00	🕒	E001-112	📺	VIDEO CONF MEETING ROOM	14		R

Earlier Day

Earlier Start

Later Start

Later Day

Show More Options

## 5 Confirm your booking details

Location and Time

Room(s)

D001-123  
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

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"

Confirm Request

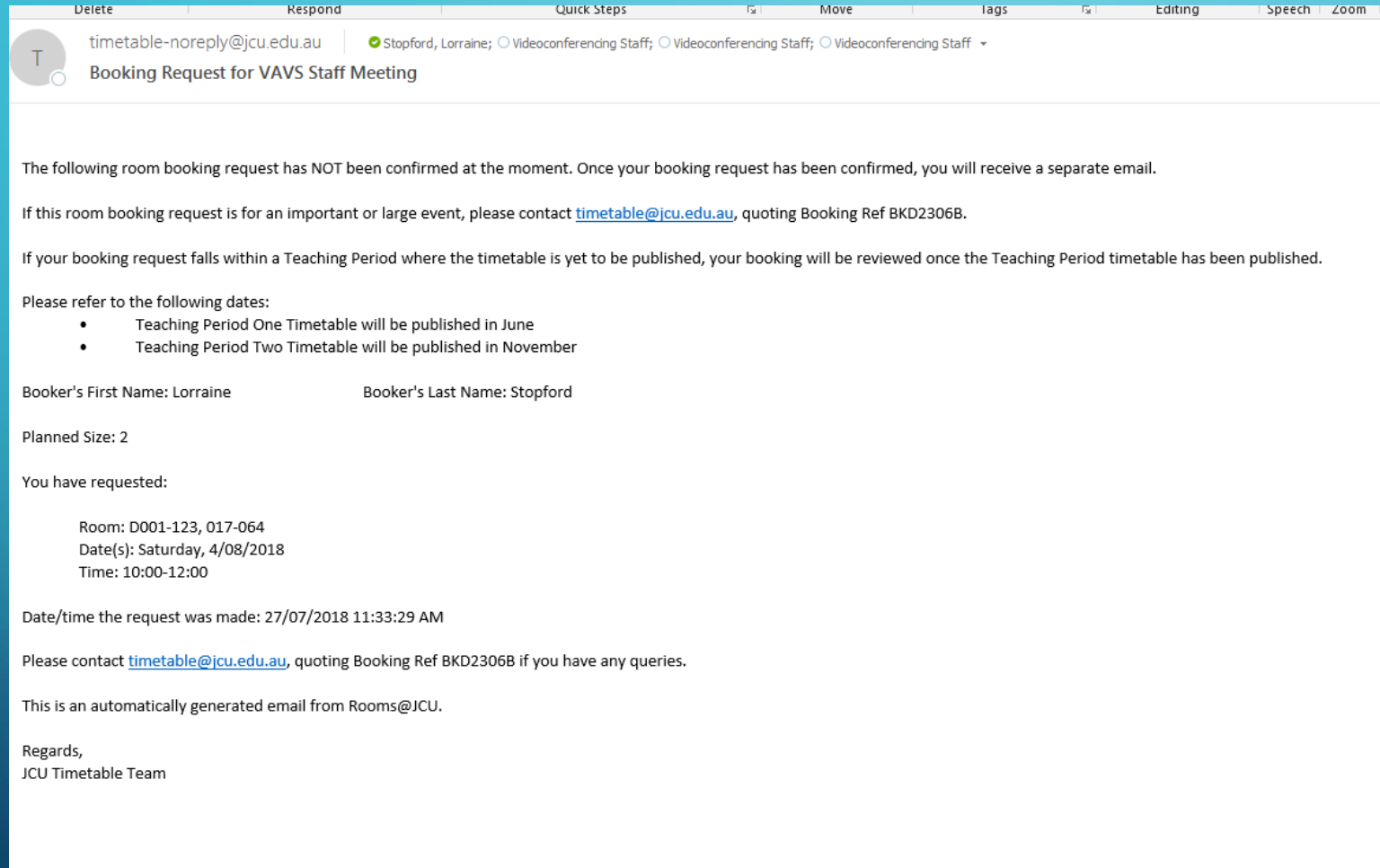
### Booking Requested

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)	Booking ID	Room Type
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 ...	<input checked="" type="checkbox"/>
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 ...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>
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...	<input checked="" type="checkbox"/>



# ZOOM

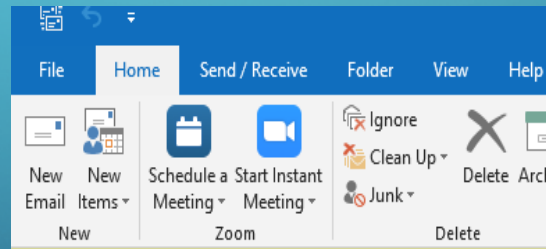
- Zoom, a virtual meeting room (VMR) video conferencing system designed to enhance communication and collaboration, was launched in March 2018.
- Zoom is available to all staff and students at JCU.
- For assistance in getting Zoom up and running, contact InfoHelp on 15500 or 21777.



## 1. How do I install Zoom on a JCU computer?

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?

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](mailto:videoconferencing@jcu.edu.au)
8. **Send invite**.

## Schedule a Zoom Meeting

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

**Video (when joining a meeting)**

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

**Audio Options**

☐ Telephony Only ☐ Voip Only ☒ Both ☐ 3rd Party Audio

Dial in from Australia [Edit](#)

**Meeting Options**

☐ Require meeting password

☒ Enable join before host

☐ Mute participants upon entry

☐ Use Personal Meeting ID 614-781-4389

☐ Record the meeting automatically

☒ Force include Join URL in location field

Alternative hosts:

Example: john@company.com;peter@school.edu

☐ Save and do not show again

[Continue](#) [Cancel](#)

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

## Create the Zoom Invitation

Click on the **Continue** button to create the invitation

Anders Thornblad's Zoom Meeting - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Cancel Change Settings Appointment Scheduling Assistant Skype Meeting Online Meeting Meeting Notes Cancel Invitation Attendees Options Tags Zoom View Templates

You haven't sent this meeting invitation yet.  
This appointment conflicts with another one on your calendar.

From: videoconferencing@jcu.edu.au

To: [Empty field]

Subject: Anders Thornblad's Zoom Meeting

Location: <https://jcu.zoom.us/j/640208466> Rooms...

Start time: Fri 29/06/2018 9:00 AM ☐ All day event

End time: Fri 29/06/2018 9:30 AM

Hi there,

Anders Thornblad is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://jcu.zoom.us/j/640208466>

Or iPhone one-tap (AU Toll): +61280152088,,640208466# or +61871501149,,640208466#

Or Telephone:

Dial:

+61 (0) 2 8015 2088 (AU Toll)

+61 (0) 8 7150 1149 (AU Toll)

Meeting ID: 640 208 466

International numbers available: <https://zoom.us/j/eeilaKuhc>

Or an H.323/SIP room system:

Dial: 640208466@zoom.aarnet.edu.au  
or 202.177.207.158

Meeting ID: 640 208 466

Or Skype for Business (Lync):  
<https://jcu.zoom.us/skype/640208466>

In Shared Folder Calendar

See more about Videoconferencing Staff.

Room Finder

June 2018

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Choose an available room:

None

Suggested times:

9:00 AM - 9:30 AM	1 conflict: Videoconfe...
9:30 AM - 10:00 AM	1 conflict: Videoconfe...
10:00 AM - 10:30 AM	1 conflict: Videoconfe...
10:30 AM - 11:00 AM	1 conflict: Videoconfe...
11:00 AM - 11:30 AM	1 conflict: Videoconfe...
11:30 AM - 12:00 PM	1 conflict: Videoconfe...
12:00 PM - 12:30 PM	1 conflict: Videoconfe...
12:30 PM - 1:00 PM	

<b>To</b>	Add participants by their email addresses - add <b>videoconferencing@jcu.edu.au</b> if there are videoconference enabled rooms associated with a meeting
<b>Subject</b>	Zoom meeting title - change as required
<b>Location</b>	The link provided for participant joining by PC or laptop - if there are associated videoconference rooms booked, please provide the <b>Booking Reference</b> (host key) or add the participating <b>rooms by name</b> i.e. 17-101, A1-405 etc
<b>Start time</b>	Change as required
<b>End time</b>	Change as required
<b>Recurrence</b>	Add as required (the button is in the top right section of the invite)

Please do not alter the text below the red line

Click on Send to complete