

Scheduling AMS Videoconferencing in the Libraries

The WSU Libraries now have a mobile videoconferencing unit for Library use. In addition, the mobile unit now has its own Outlook calendar, so you can check availability or include it in meeting proposals to reserve it. Search calendars for: [Terrell.Mobile.VC](#)

➤ ***When you wish to schedule a meeting or presentation using AMS videoconferencing to WSU locations across the state, you may email me with all of the relevant information, and I am glad to make the necessary arrangements and reservations on your behalf.***

Or, if you prefer, you may schedule everything yourself by following the instructions below:

1) Decide On and Reserve Your Meeting Location

The Terrell Mobile Videoconferencing (VC) unit will generally be located in the LAO Conference Room which may be reserved for Library meetings. This recently updated conference room features seating for up to 22, a large glass white-board, a laptop and projector (by request), and the new videoconferencing unit. You can call me or Susan to inquire about room and equipment availability, or view or invite the calendar, [Holland.LAO.Conf.Room](#), as the location in your Outlook meeting proposal.

If the LAO Conference Room is not available or doesn't meet your specific needs, you may select another library location, and the mobile unit can be moved to most meeting spaces in Terrell or Holland Library. Advanced notice is required for locations outside of LAO, and the unit may only be used during LAO's regular business hours.

2) Reserve Videoconferencing Connection

Go to the AMS Meeting Request site: <http://www.ams.wsu.edu/RequestForm/MeetingRequest.aspx> Complete the online request form, and after selecting "WSU Pullman" as your hosting site, the form will ask for more detail. To reserve the Terrell Mobile VC unit, fill in the form as follows:

- Requested Room: Terrell.Mobile.VC
- Participant Name: Enter Your Name
- Participant Email: YourEmail@wsu.edu, Terrell.Mobile.VC@wsu.edu

Confirmation and dial-in information for your VC meeting will be sent to whatever email addresses you specify. (As before, Terrell 24 or Terrell 106 may also be selected/reserved when available, but they have permanent videoconferencing equipment, so the Terrell Mobile unit is not needed. These spaces are typically used for University classes and have very limited availability.)

3) On the Date of Your Meeting or Presentation

Confirmed events are posted online: <http://www.ams.wsu.edu/RequestForm/EventsCalendar.aspx> Prior to your meeting, verify all information and locations, and communicate with participants at off-campus locations. Print out the Dial-Info number provided, and be sure to bring it with you to the scheduled meeting. Instructions for using the Terrell Mobile unit are provided with the unit.

For more information or assistance with VC scheduling or connections, please contact me:

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(r. 3/2017)