Lindner Family Commons
Instructions for Web Conferencing

Logging On to the Computer and Starting a Meeting

1. Touch the screen to start.
2. Touch the computer icon on the left side of the screen.
3. Touch the image of the computer screen to enlarge it to full screen.
4. Using the keyboard, log into your account.
5. Start the meeting, minimize the computer screen, and touch the web conferencing icon.
6. In the audio settings do the following:
   Speaker: set to Crestron
   Microphone: set to Extron MediaPort 200)
7. The default settings are both set for mediaport, so this step must be done manually or it is likely that your call-in audience cannot speak. It is the same instructions for all meeting platforms (zoom, webex, teams, google meet, etc.)

Using a Powerpoint or Slide during Events
1. After logging into the meeting on Zoom/Webex, etc. return to the computer icon
2. Open up the presentation on the computer, set to presentation mode for largest display
3. Return to web conferencing by touching the web conference icon. Your display should still be displayed on the TV monitor.
4. Do not try to share screens within the web conferencing application. Otherwise, your remote audience will not be able to see the in-person speakers, their screens will only display the presentation.

Using the Controls within a meeting
1. With the computer screen minimized, the red and green display icons are for the four monitors in the front and back of the room. A white border appears around the displays that are showing.
2. Touch the black and white "Back" icon at the bottom left of the screen to control the cameras. The cameras can also be controlled from the column display pad in the room.
3. The Presenter camera icon shows the speakers at the front of the room. Likewise, the Audience camera shows the audience. Toggle between the two during Q&A.
4. Touch the black and white display icon at the bottom of the screen to return to the display options.
5. Touch the Show Mic Levels to display volume controls for the lavaliers, handheld, ceiling (penel) mics, and the Lectern audio level controls.

Things to Remember
1. Don't forget to logout of your account after the event.
2. Don't forget to turn the system off after an event (touch system on/off icon at the top of the screen.)

3. Don't forget to return the lights and shades to their default position (off and half-way up, respectively.)
4. Ceiling microphones only pick up sound for the remote audience. For in-person audience, you will still need to use the lavaliers, handhelds (in the cupboard of the lectern), or gooseneck microphones (in the closet)
5. For technical problems, you can still use the phone on the column, but do not expect that a tech support person will be able to come onsite immediately or be familiar enough with the room to help remotely. Test all the technology you plan to use in advance. There is no onsite technical support for this room.

General booking information
1. To book event or exhibit space in the Elliott School, click the link below. It is an SSO for ESIA staff and authorized users. If you experience problems logging on, contact robinkhan@gwu.edu
   https://gwu.ungerboeck.com/Sites/SSO/?OrgCode=10&CC=2&AppCode=OSR&AuthApp=OSB
2. To book City View or State View go to https://events-venues.gwu.edu/venues
3. Conference rooms can be booked by contacting the institute or department the room is located within.

General usage guidelines Lindner/Rm. 505
4. Refer to the default setup diagrams in the rooms and always return rooms to default.
5. Return all equipment back to the charging stations. Lavaliers use batteries. Check levels before an event and inform public affairs if batteries are needed.
6. Tables cannot be moved to other floors, such a first-floor registration/check-in table. Tables for that purpose can be found in the "alleys" on the first and second floors at the end of the hallways.
7. Garbage and recycling bins need to be moved in and out of the rooms before and after use in order for facilities to empty them.
8. There are a limited number of sign boards available for use in the hallway near 401Q. Please return when finished.
9. If you find that the room is in unacceptable condition when you go in to set up for an event, please contact robinkhan@gwu.edu Ensure adequate setup time that accounts for contingencies like this. By contacting public affairs, we can only see who had the boom booked before you, not to provide assistance in the moment.
10. For a digital version of this document go to https://blogs.gwu.edu/elliottfacultyandstaff/

Event Promotion
1. To get your event onto the GW University and the Elliott School events calendars go to this link https://calendar.gwu.edu/submit-event and be sure to tag Elliott School in the submission form.
2. If your event is very high level and you wish to have a media advisory distributed contact robinkhan@gwu.edu to connect you with media relations.
3. If you wish to have some social posts to promote your event, contact Olivia Burke oburke@gwu.edu
4. If you wish to have photography taken of your event contact https://creativeservices.gwu.edu/request-photo-shoot-event-coverage