

# Videoconferencing

## What is videoconferencing?

- Videoconferencing is the communication between you and a classmate, professor, or guest lecturer who is not able to physically attend the class or meeting for whatever reason.
- Videoconferencing can be done in special videoconferencing rooms or by installing a client on a computer.
- Videoconferencing requires a camera, microphone, and speakers
- Regular voice conferencing can be done with a separate phone

## What videoconferencing services are available in the College of Education?

- [Zoom <--- Click here For More How to's--->](#)

## What videoconferencing rooms are available for use?

- BEL 404A
- BEL 602A
- BEL 628B
- BEL 858
- BEL 962
- BEL 1005
- SZB 323 - [Distance Learning Classroom](#)
- SZB 360A - EDA Admin Office: SZB 348
- BEL TBD (renovating spaces) – [KHE Videoconference Room](#)

## What do you need to videoconference in non-videoconferencing rooms?

- Laptop
- High-speed internet
- Webcam, speakers and microphone (most laptops have this built-in)

## What videoconferencing equipment is available in the College of Education?

- Logitech Videoconferencing Kit



- The Logitech Videoconferencing Kit gives the user a lot more flexibility.
- Camera set on a tripod for video

- Microphone/speaker module for audio
- Provides an excellent videoconferencing experience
- allows the user to place the camera almost anywhere in the room while still keeping the microphone/speaker in a central location
- Personal Skype accounts required

#### - Yamaha “Skype” Speakers

- Good addition if you are using the video conferencing “Skype” Laptop or if you are using your own computer
- Acts as a speaker and microphone
- Provides a better quality call than the built in components of a laptop

## How to request videoconferencing?

- To request videoconferencing, the first step is to submit a help ticket to [help@edb.utexas.edu](mailto:help@edb.utexas.edu).
- In this ticket it is important that you include as much of the following information as possible for the remote participant.
  - Name
  - Email address
  - UT eid (if possible)
  - Site name (Organization name)
  - Site location (City, State, Country)
  - Site's Technical Support Contact (A member of the participants own IT staff)
  - When and Where the call will take place