

DIXON UNIVERSITY CENTER TECHNOLOGY REFERENCE GUIDE

Laptop Cart

- 20 Lenovo laptops – can be taken to any room
- OS Windows Vista
- Microsoft Office 2010
- Limitation: not all rooms have adequate power outlets for laptops



Audio Conferencing

Audio Bridges

- Schedule via Outlook (type the following to see all bridges “DUC,”) and the bridge options will appear in the address book
- Available bridges - 10 port, 22 port, and 30 port
- Remember to also schedule a room for your meeting
- Limitations – 10, 22, and 30 port bridges are NOT secure – anyone who has the number can join the call.



Polycom Speaker Phone

- Speaker phone for audio conferences of 12 people or less
- 1 built-in microphone
- 2 add-on microphones available

The Gator Phone

- Speaker phone for audio conferences of 12 - 36 people
- 1 microphone for every 2 people

Wireless

All meeting rooms and exterior spaces at DUC have wireless internet access. The wireless network name is DUC-GUEST, and the key/password is **PASSHEPASSHE1**.

Webcams

DUC has two Webcams available:

- HD-quality
- Can be incorporated into a Collaborate meeting
- For use in a meeting room or in your office
- Can be used on your laptop or PC

In-Room Presentation Technology

All podiums at DUC include the following:

- Wireless lavalier microphone
- Presenters remote (to advance a PowerPoint presentation without standing at the podium)
- Wired and wireless internet connection
- Laptop connection



Clickers (Audience Response System)

www.turningtechnologies.com

Tutorials: www.turningtechnologies.com/responsesystems/support/producttraining/

Software Downloads:

www.turningtechnologies.com/responsesystems/support/downloads/



- 30 Response Cards with one USB receiver

Videoconferencing (DUC and/or System-wide)

- Interactive Collaboration (caveat: more sites = less collaboration)
- Include dozens of sites/participants
- Webcast & record option
- Integrated audio conference option
- DUC Conference Services team will arrange and detail all video conferences including those that have multiple sites and those that don't involve a meeting room at DUC
- Scheduling may take several days to coordinate with other sites

Web Conferencing (Collaborate)

www.blackboard.com/Platforms/Collaborate/Overview.aspx

- Virtual collaboration
- Whiteboard
- Text chat
- Audio VOIP/telephone
- Multimedia playback
- Multiple webcams
- Recording
- PowerPoint



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SMART Technology



- Facilitates collaboration
- Save as a SMART file to work on later
- Save as a PDF file to send to others for feedback & comments
- SMART software can be provided for your desktop PC or laptop for use outside the meeting room
- Types available at DUC:
 1. **SMART Podium** – Found in Duncan 120, 121, 220, Richards Recital, Admin Conference Room A, and Admin Conference Room C, and the Boardroom
 2. **SMART Boards** – Found in Duncan 221, 222; South 205, 207
 3. **SMART Overlay** – Found in South 107, 108; Richards 202; Duncan 120, 304, 306. SMART board mounted on top of a plasma screen
 4. **SMART Projector** – found in the Admin South Conference Room on the 2nd floor

Webcasting, Course Capture and Podcasting

Webcasting Course Capture

- Direct to desktop, conference room, etc. - anywhere with Internet connection
- Some interaction capabilities
- Unlimited number of participants
- Archiving
- Combine with videoconferencing
- Good for delivering training, information, demonstrations to many participants
- Can create podcasts of presentations

Podcasting

- Non-streamed webcast
- Downloadable MP3 format
- Good for training, informational content, clips, and industry or organizational news



Desktop Videoconferencing - (CMA Desktop)

www.polycom.com/products-services/hd-telepresence-video-conferencing/realpresence-desktop/realpresence-desktop-cma.html



- HD-quality audio & video
- Desktop sharing
- Analogous to telephone
- One-to-one calls; group meetings - cannot guarantee successful connection if not on PASSHE network
- Virtual meeting spaces

Other Applications

(For more information on these please contact the Distance Learning Office at 717-720-4204)

Surveys & Polling

- Poll Everywhere
- Polldaddy

Meeting Planning

- Doodle

Meeting Places

- Google+ - Hangouts

Document Management

- Google Docs

Mindmapping/Brainstorming

- Bubbl.us

Video Creation

- USTREAM
- Animoto
- YouTube