

Brukerveiledning for booking av videokonferanserom



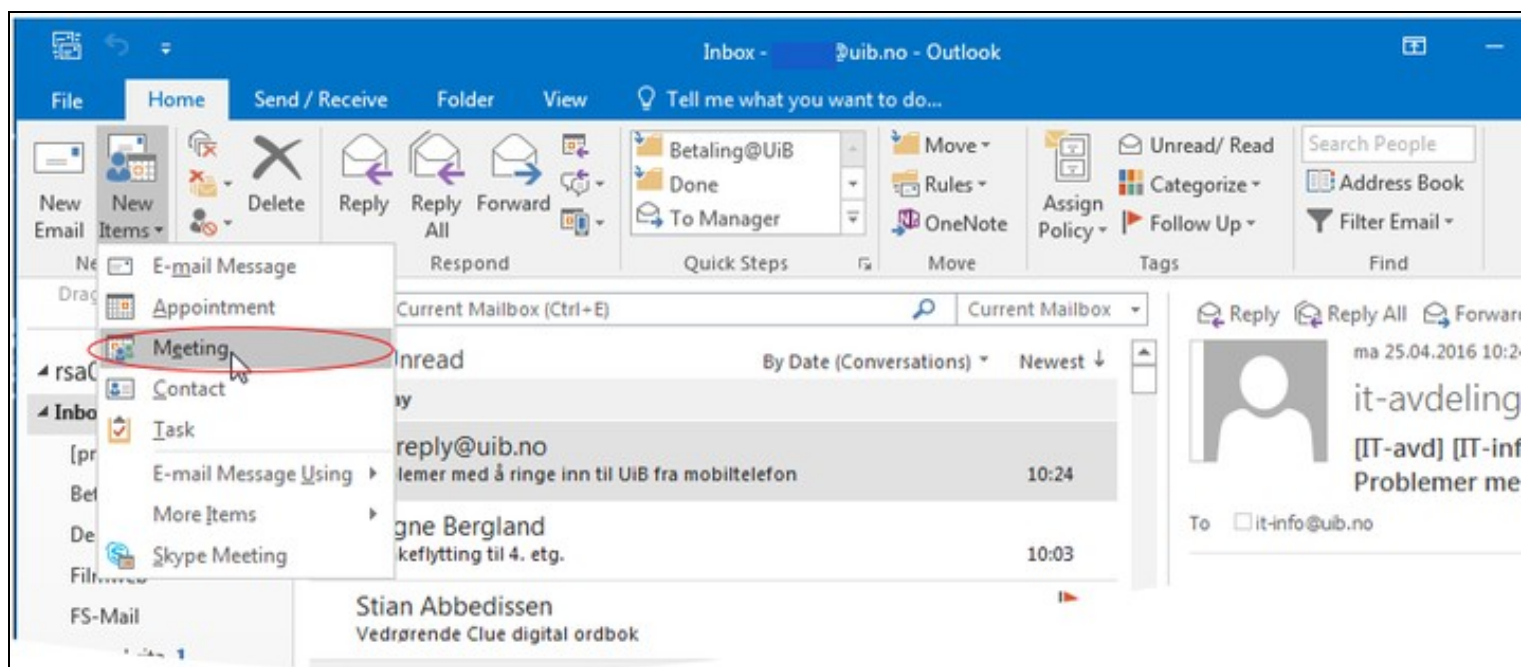
Under utvikling! Denne siden er under utvikling og ble sist oppdatert 24.09.2017 av . Artikkelen kan eksistere på engelsk. Se etter en språklenke i menyen til venstre.

For å booke et videokonferanserom ved UiB må du nå bruke Outlook

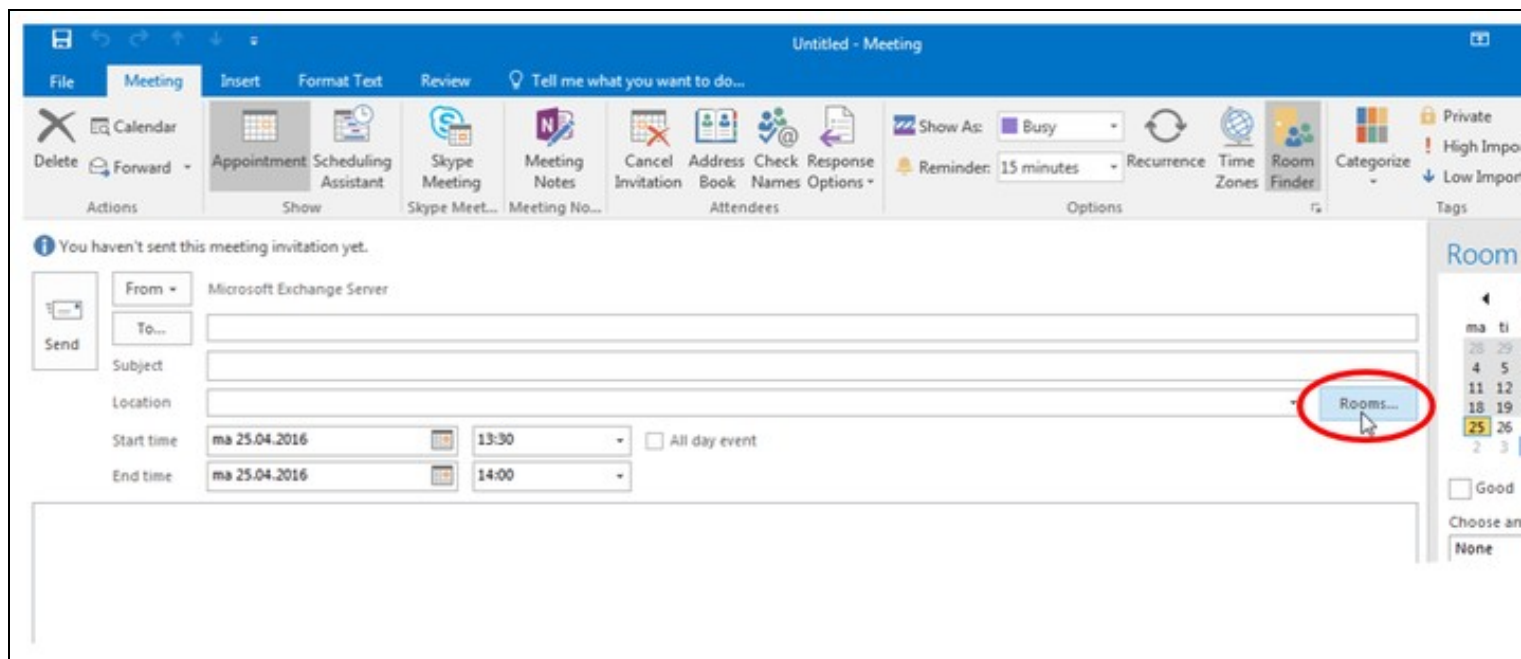
Skjermbildene i denne veiledningen er i engelsk språkdrakt. Stegene vil være identiske i den norske utgaven.

Booking av rom vha. Outlook

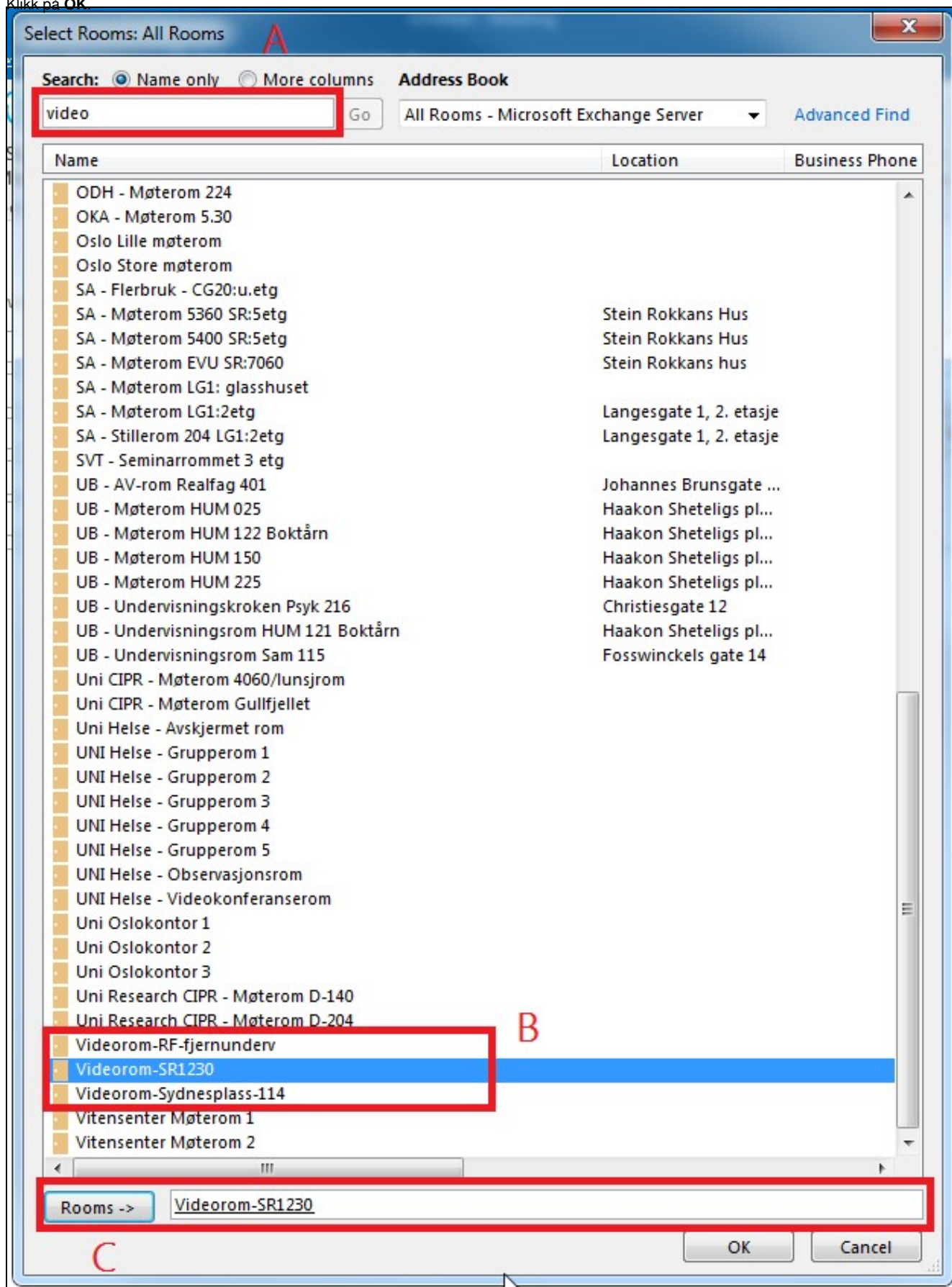
1. Åpne Outlook og klikk på **New Items** og deretter på **Meeting**.



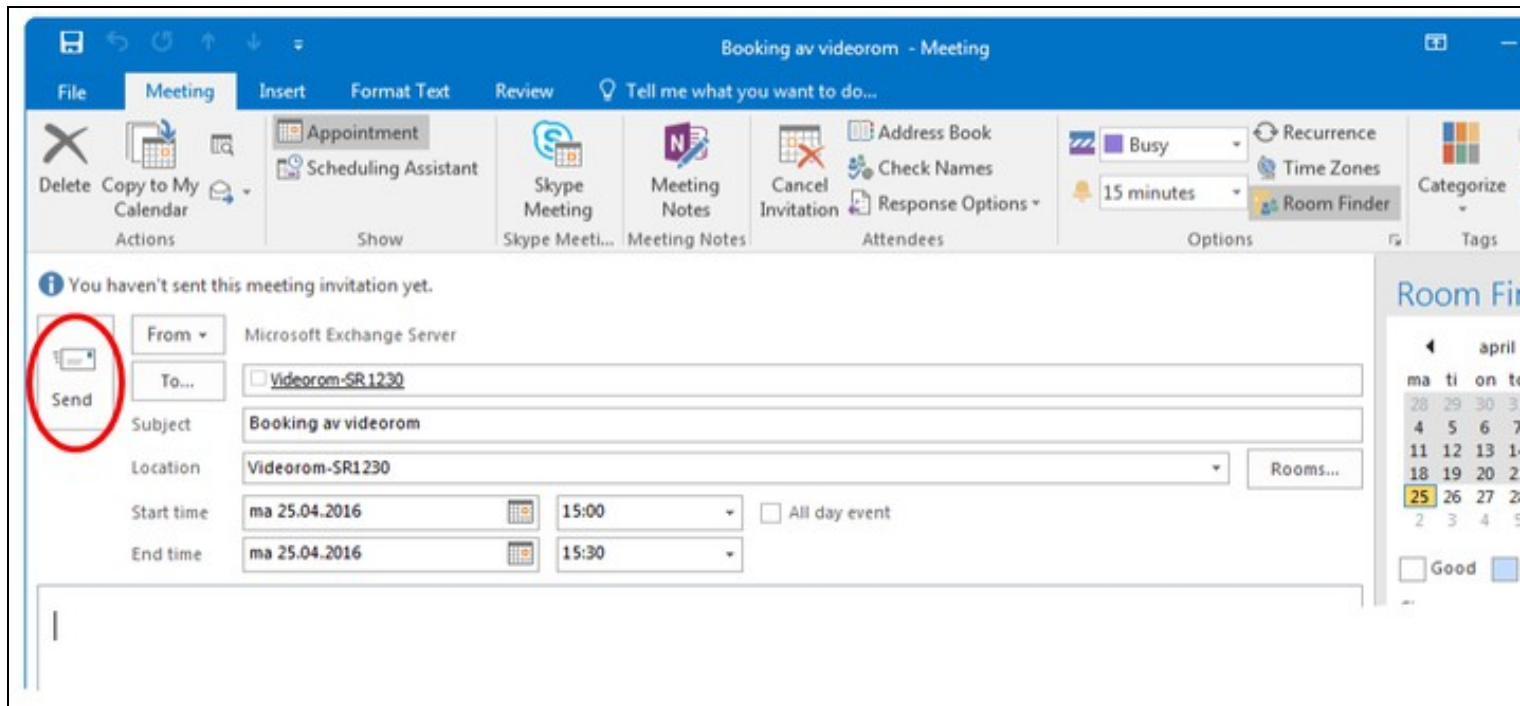
2. Klikk på **Rooms** lengst til høyre.



3. I listen du får opp, søker du etter "video". (Søkefelt merket med A i bildet)
Velg så hvilket videorom du ønsker å booke. (Merket med B i bildet)
Klikk på knappen **Rooms** (Merket med C i bildet)
Klikk på **OK**.



4. Etter du har lagt inn hvilket rom du ønsker å booke, klikker du på **Send**



Automatisk bekreftelse fra møterommet:

Du vil etter et par minutter få en automatisk tilsendt e-post fra rommet du nettopp booket.

Den vil se slik ut:

File Meeting Response



Delete



Reply



Reply All



Forward



Meeting Notes



Meeting...



Move



Rules



Actions



Assign Policy



Mark Unread



Categorize



Follow Up



Translate



Find



Related



Select

Delete

Respond

Meeting...

Quick Steps

Move

Tags

Editing

ma 25.04.2016 13:25

□ Videorom-SR1230

Accepted: Booking av videorom

To ■ Ditt navn

When 25. april 2016 14:00-14:30 (UTC+01:00) Brussels, Copenhagen, Madrid, Paris.

Location Videorom-SR1230

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

Videorom-SR1230 has accepted this meeting.

Your request was accepted.

SR1230 (Stein Rokkans Hus rom 1230)

ID: 1401

Join from your desktop or mobile device: [Click here](#)Mazemap: <http://bit.ly/22GTnjM>

Thank you for booking one of the UIB video conferencing rooms. If you have external contacts and are calling them directly you can from the conference unit as usual. If you are inviting others to call you, please share the text below with them, starting with "Let's meet via Vidyo!" - this will give them the information they need to contact you using a standard video conferencing room or the downloadable client. When you are to start receiving calls to the video room you need to make sure you connect it to the conferencing system. You initiating a call to the contact "motta anrop", from then on you can be reached. Let's meet via Vidyo! All you need is a Vidyo client, for information on how to acquire this: <http://it.uib.no/en/vidyo>

When the Vidyo client is installed, join your party at portal.video.uib.no using any of the following options:

- GUEST USERS & UIB USERS: Join from your desktop or mobile device: Click <https://portal.video.uib.no/flex.html?roomdirect.html&key=Sn9E9W5FbVIBUU790mGKCs0v7QU>

SIP-enabled Conferencing Endpoints (Cisco™ & Tandberg™):

- To join from a SIP-enabled video conferencing endpoint: Enter the SIP URI: <sip:1401@129.177.15.60>
- To join from a non-Vidyo conferencing endpoint: Connect through: VidyoGateway 129.177.15.60 using H.323 or SIP and enter meeting ID 1401.

From Microsoft Lync™ / Skype for Business™:

- Add the following contact to your contacts: vidyo@uib.no and start a Video Call. When prompted, enter the room extension 1401 followed by #.

You can even join by calling in by phone (mobile or landline):

Dial +4755584000, followed by extension 1401

NOTE: Any video, audio and/or materials viewed during this conference may be recorded.

Need help getting started? Check out the Official Vidyo Knowledge Center at <http://www.vidyo.com/knowledge-center/>

Videresend denne e-posten til evt. andre medlemmer som skal være med i videomøtet. Evt, lager du en ny møteinnkalling og limer inn informasjonen du får presenter her.

Mer info om Vidyo finnes her: [Vidyo](#) Ellers finner man mer info rundt videokonferanserom [ved å klikke her](#).