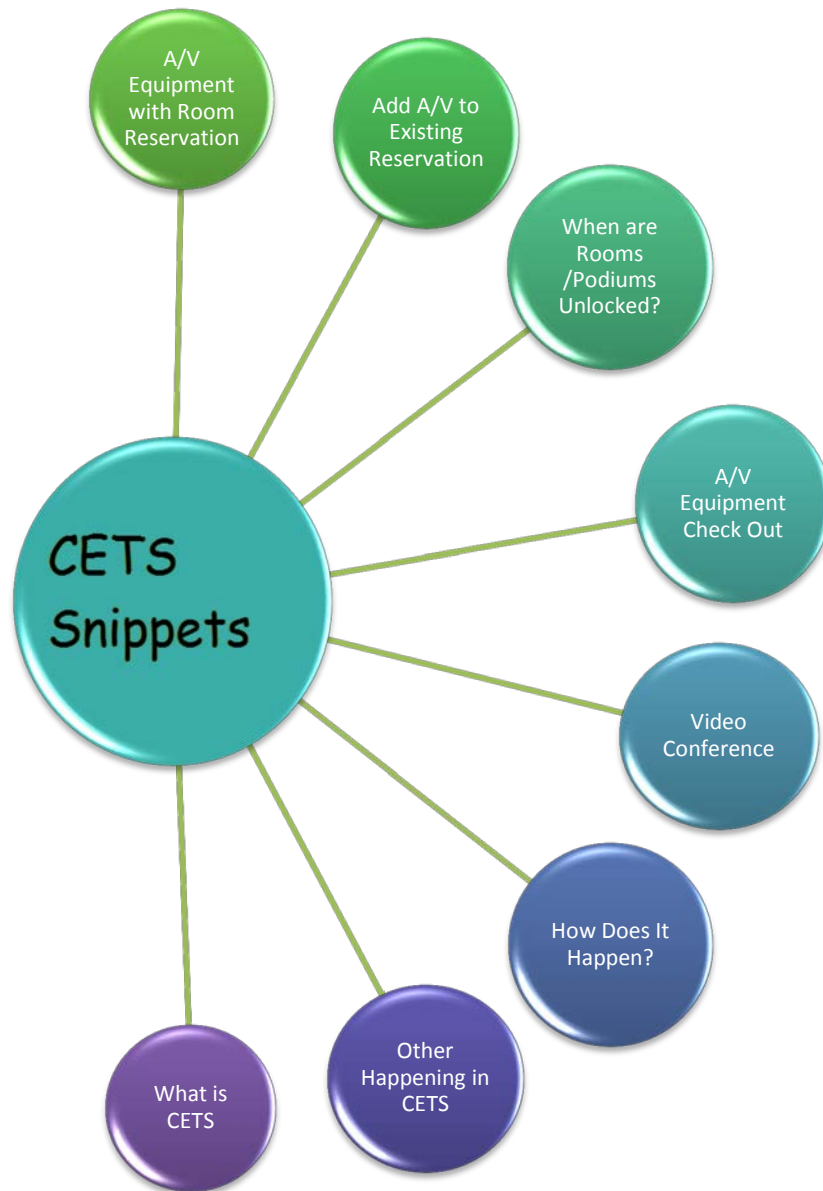


Tips for Interacting with CETS



Helping to Serve

Please contact [CETS](#)...

- Any technical issues that may occur in a reserved space
- Questions concerning equipment needs for an event
- Ordering equipment for a department and need recommendations

Useful Resources or Easier to Find

- [Telecommunication](#) offers conference phone setup
- [UNT CLEAR](#) for scheduling video conferences with other UNT System sites

A/V Equipment w/Room Reservation

CETS “Daily Schedule” is taken directly from the Event Management System (EMS). All **additional** equipment (equipment not permanently installed in a room) that has been requested on any given day for a room reservation is automatically a part of that “Daily Schedule”.

Room Equipment Discovery

1. Login to EMS (Room Scheduler)
2. Click the room number you are interested in reserving
(This can be done in many places within EMS)
3. Select “Features” tab, a list displays all equipment permanently in that room
4. Place reservation
5. If what you need is not on the room list of equipment it may be added to your reservation

The screenshot displays the 'Event Management System' interface for the 'UNIVERSITY HEALTH SCIENCE CENTER'. The top navigation bar includes links for 'Browse', 'Reservations', 'Log In/Out', 'Event Planning Resources', and 'UNTHSC', along with a 'Welcome Susan Libby' message. The main content area is divided into two panels. The left panel, titled 'Browse', shows a table of rooms for 'Thursday, April 30, 2015'. The right panel, titled 'Virtual EMS - Location Details', shows 'Building Details' for '1 - EAD' and 'Description' for '1 - Carl E. Everett Education and Administration'. Below this, there are tabs for 'Room Details', 'Setup Types', 'Features', and 'Availability'. The 'Features' tab is selected, and a red circle highlights a list of equipment features: Document Camera, DVD/VCR Player, i>Clicker base, i>Clicker instructor remote, PC, Projection Screen, Projector, Standard Podium with podium microphone, Tiered Seating, Wireless HandHeld Microphone, and Wireless Lapel Microphone. A red arrow points from the 'Features' tab to the equipment list.

Room	Cap	7
1 - Carl E. Everett Education and Administration		
Atrium	200	
EAD 108 - Luibel Hall	250	
EAD 291	25	
EAD 406	75	Pain
EAD 506	93	
EAD 514	93	
EAD 524	24	
EAD 532 - PTR	22	
EAD 603 - CER	2	
EAD 604 - CER	2	
EAD 606 - CER Control Room	2	
EAD 607 - CER	2	
EAD 608 - CER	2	
EAD 609 - CER	2	
EAD 610 - CER	2	
EAD 703	48	
EAD 714	48	
EAD 719	38	
EAD 810 - Stokes Conference Room	16	
EAD 822	8	

Virtual EMS - Location Details

Building Details

Building Code 1 - EAD
Description 1 - Carl E. Everett Education and Administration

Notes

Features

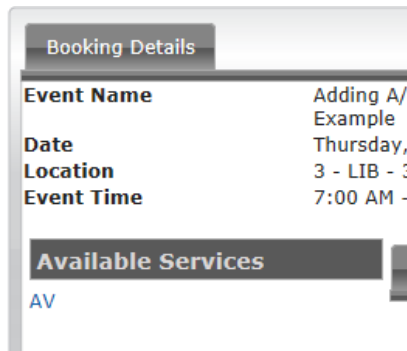
FEATURE

- Document Camera
- DVD/VCR Player
- i>Clicker base
- i>Clicker instructor remote
- PC
- Projection Screen
- Projector
- Standard Podium with podium microphone
- Tiered Seating
- Wireless HandHeld Microphone
- Wireless Lapel Microphone

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Add A/V Equipment to Existing Room Reservation

1. In EMS go to “View My Reservations”, select the reservation to add A/V
2. Click the green plus sign



Booking Details

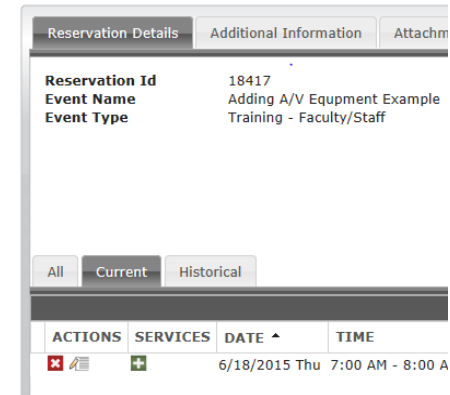
Event Name Adding A/V Example
Date Thursday, 6/18/2015
Location 3 - LIB - 300
Event Time 7:00 AM - 8:00 AM

Available Services

AV

3. Select “AV”




4. Click the plus sign next to:
 - a. Additional AV (equipment)
 - b. Technical Services
5. Make appropriate selections
6. Save

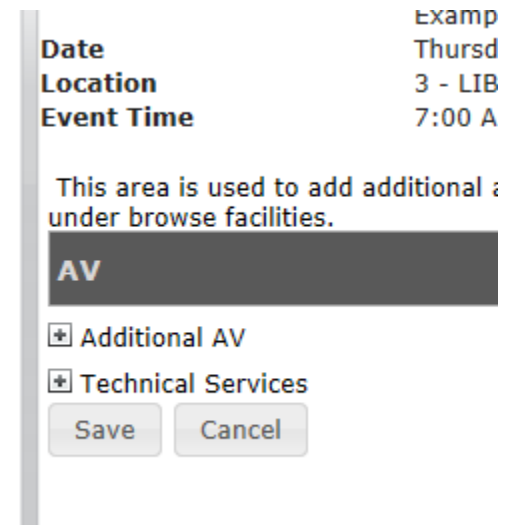


Reservation Details Additional Information Attachm

Reservation Id 18417
Event Name Adding A/V Equipment Example
Event Type Training - Faculty/Staff

All Current Historical



ACTIONS	SERVICES	DATE	TIME
 		6/18/2015 Thu	7:00 AM - 8:00 A



Date Thursday, 6/18/2015
Location 3 - LIB - 300
Event Time 7:00 AM - 8:00 AM

This area is used to add additional information under browse facilities.

AV

 Additional AV
 Technical Services

Save Cancel

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When are rooms/podiums unlocked?

- **Weekdays** only, the room/podium will be unlock by CETS in rooms with a reservation as long as the reservation was confirmed at least 36 hours prior to event start.
 - If the room confirmation was received less than 36 hours prior to event start it will be necessary to contact [CETS](#) directly to ensure the room/podium is unlocked. Please include date, time and room number.
- **Weekend** use, please add “Access to Podium equipment (Weekend Use)” to your room reservation when needed so CETS will know to leave the podium available for your reservation.
 - CETS does not have weekend hours. If you are unsure how to operate the equipment for your weekend event please contact [CETS](#) for a brief training session prior to your event.

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Audio/Visual Equipment Check Out

- Cets provides a variety of equipment for check out to meet your needs
- Items commonly checked out:
 - Easels
 - Laptops
 - Projectors
 - Portable sound systems



- Standard check out period of 2 weeks.
- Extended checkout with prior approval only
- Equipment is for UNTHSC business only.
- Students must have their department/school check out equipment for their use.
- Please contact [CETS](#) for availability or Questions, CETS at x2481

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Video Conferencing



Video Conference - scheduling with another UNT System site?

- All video conferences connecting to another UNT site are scheduled through [CLEAR](#) in Denton.
- Please do not place a separate room reservation, simply request the preferred room on the CLEAR form.

Scheduling with a non-UNT site?

- For video conferences that are not connecting with another UNT site please contact [CETS](#) [Video Conferencing](#)

Web Conferencing

- WebEx – CETS supports
 - Please contact [CETS](#) for additional information.
 - NOTE: For two way communication during a web conference please contact [Telecommunications](#) to have a conference phone installed for use. There is a fee of for this service.



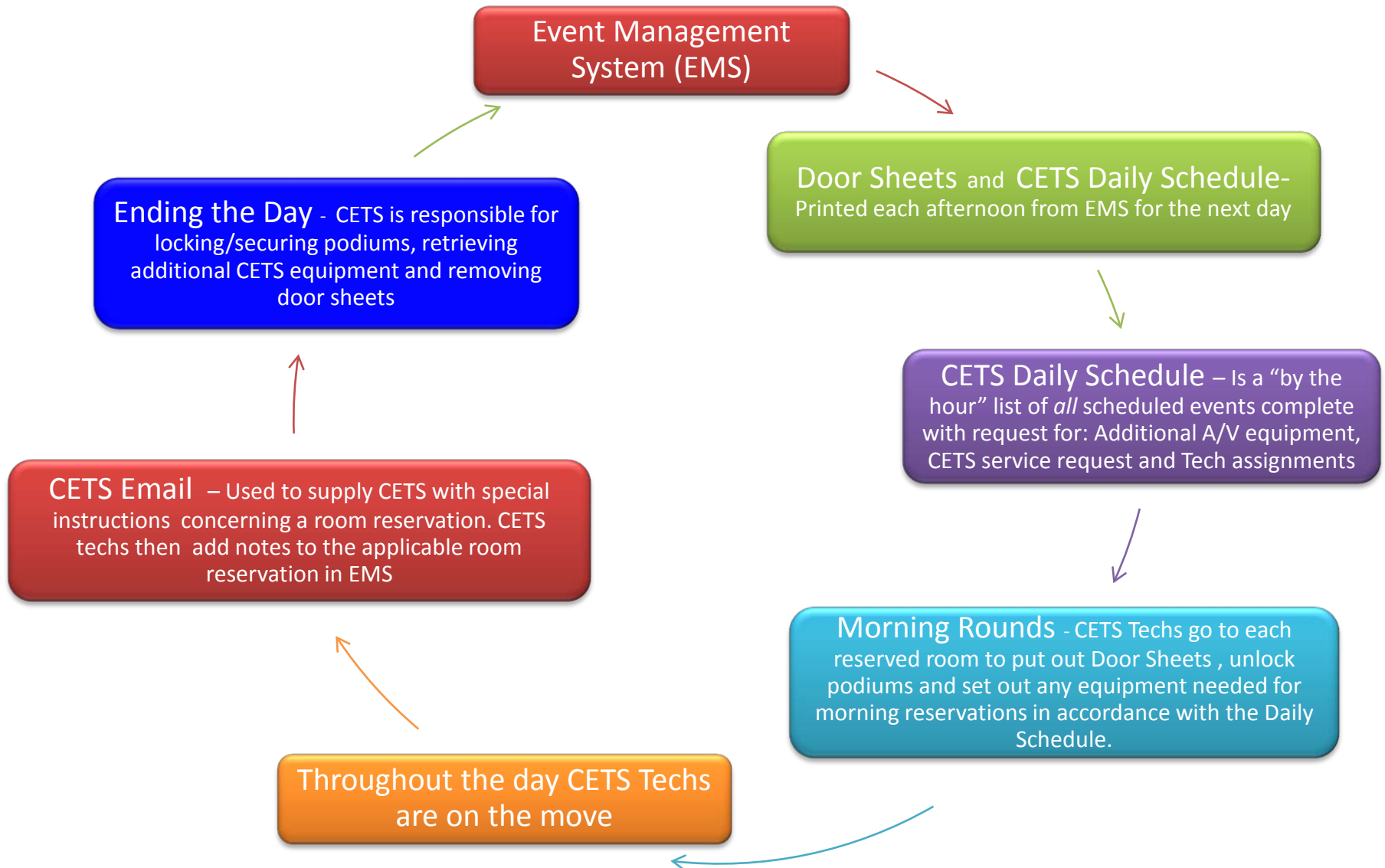
Definitions

Video Conferencing - provides real-time two-way audio/video communication between two or more locations. Video Conferencing requires specialized equipment on both ends for a successful connection.

Web Conferencing - provides live audio/video communication between two or more locations to conduct meetings, training, or presentations via the Internet. In a web conference, it is common for each participant to sit at their own computer and connect to the web conference via the Internet and a phone or VOIP (which uses the Internet for real time audio communication and eliminates the need for a telephone).

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How It Happens Simplified



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Other Happenings in CETS

As with anything, there is more happening than that which is scheduled.
When not on a scheduled assignment CETS Techs continue to...

- Respond to incoming emails and Phone calls
- In conjunction with UNT CLEAR, schedule video conferences
- Schedule request for use of the Library Computer Labs, for questions contact [CETS Library Scheduling](#)
- Provide consultation to other departments concerning departmental audio-visual purchases
- Prepare for upcoming events including consulting with event coordinators to ensure their needs are met
- Update, Repair, Replace and Upgrade classroom and stocked Audio-Visual equipment
- Explore new possibilities in technology
- Special Projects
- Training for the CETS team to continue to expand our current knowledge base
- Provide instruction to our customers:
 - Podium/classroom Use
 - Audio-Visual Equipment Checkout Use
 - iClicker Software
 - Event Management System (EMS) as it relates to their Audio-Visual needs and/or Library Computer Labs



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What is “CETS”?

Classroom and Events Technology Support or “*CETS*” is the UNTHSC group that provides Audio-Visual and related support for the technology in the classrooms and special events both, on and off campus.

“Audiovisual” ??

Merriam-Webster Online definition:

- 1: designed to aid in learning or teaching by making use of both hearing and sight
- 2: of or relating to both hearing and sight

Related...

- Video Conferencing
- Streaming Events
- Computer Labs in cooperation with Helpdesk
- Recording CER Events

At UNTHSC this includes:

- The “Crestron” systems in the classrooms that allow the presenters to select what their audience see and hear all from a touch panel at the podium.
- Equipment examples:
 - Projectors
 - Portable sound systems
 - Microphones
 - Document Camera
 - Easels/Flipcharts

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