

Moderating a Web Collab Session from a Conference Room

The following will give you step-by-step instructions for moderating a Web Collab Session from a conference room. Your conference room must have a network connected computer and phone.

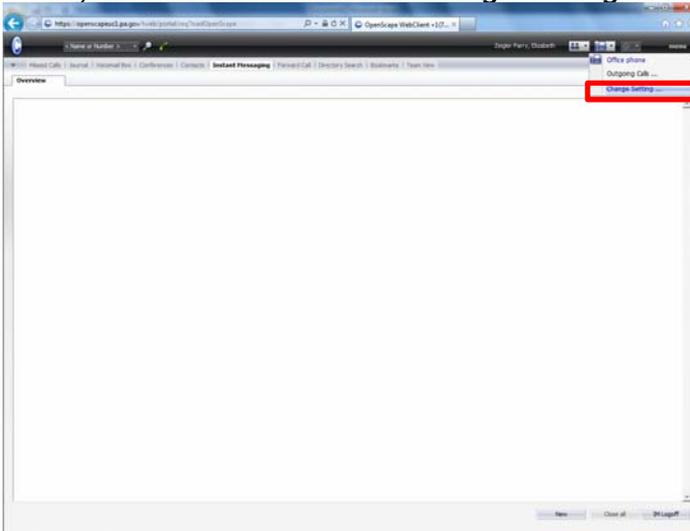
Step 1: Log Into UC Web Client

1. Log into conference room PC using your CWOPA credentials.
2. Open the following link: See last page to determine if you are System A or System B
 - a. System A: <http://openscapeuc1.pa.gov/>
 - b. System B: <http://openscapeuc2.pa.gov/>
3. You will be automatically logged into your UC Web Client.

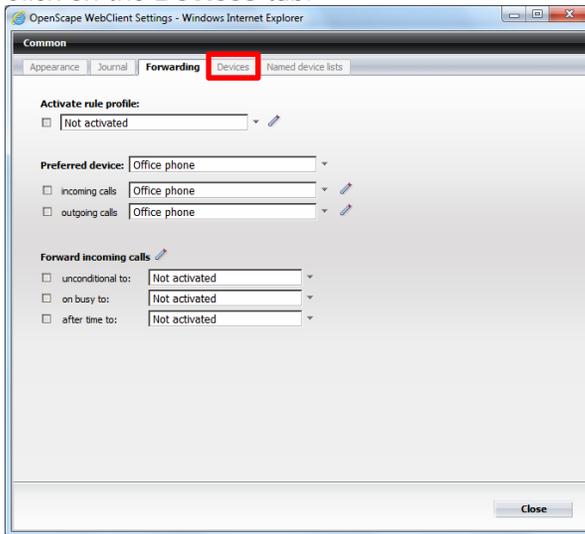


Step 2: Change Device to Conference Room Phone

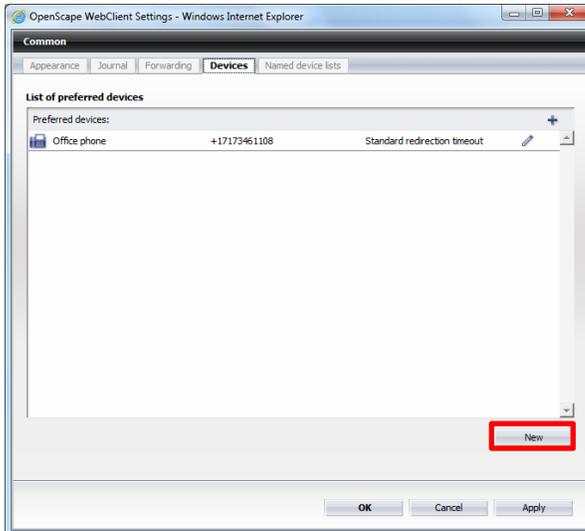
1. Go to your Device icon and select **Change Settings...** from the drop down box.



2. Click on the **Devices** tab.

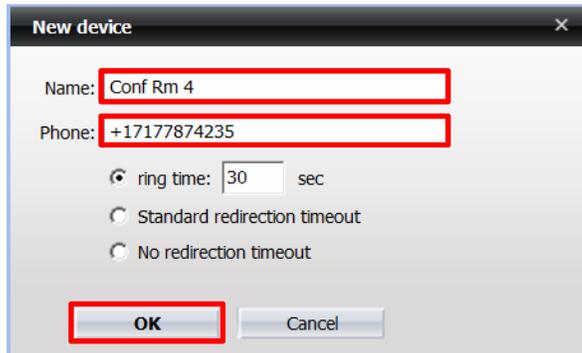


3. Click on the **New** button to create a new Device.



4. Provide a name for the Device, such as Conf Rm 4.
5. Enter the telephone number of the conference room phone. **Please note: You must add a +1 in front of the 10 digit conference room number.**

6. Click **OK**.

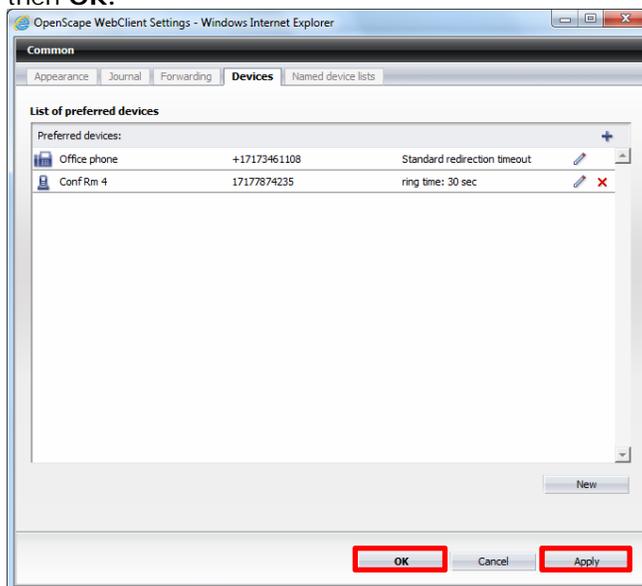


A dialog box titled "New device" with a close button (X) in the top right corner. It contains the following fields and options:

- Name: Conf Rm 4
- Phone: +17177874235
- ring time: 30 sec (with a refresh icon to the left)
- Standard redirection timeout
- No redirection timeout

At the bottom, there are two buttons: **OK** and Cancel. The **OK** button is highlighted with a red box.

7. You will now see your newly created device in your **List of preferred devices**. Click **Apply** then **OK**.



A screenshot of the "OpenScape WebClient Settings" window in Internet Explorer, showing the "Devices" tab. The "List of preferred devices" section contains a table with the following data:

Preferred devices:			
Office phone	+17173461108	Standard redirection timeout	[edit] [delete]
Conf Rm 4	17177874235	ring time: 30 sec	[edit] [delete]

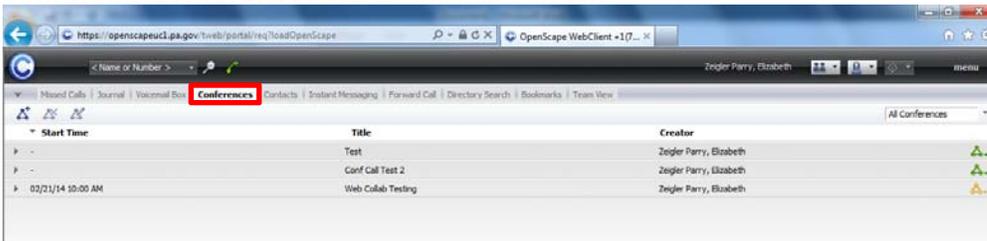
At the bottom of the window, there are three buttons: **OK**, Cancel, and **Apply**. Both the **OK** and **Apply** buttons are highlighted with red boxes.

- Go back to your Devices icon and select the newly created device from the drop down box.

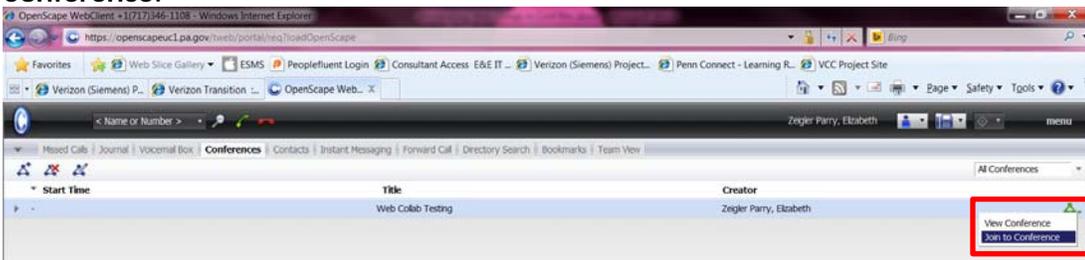


Step 3: Start and Moderate Your Conference

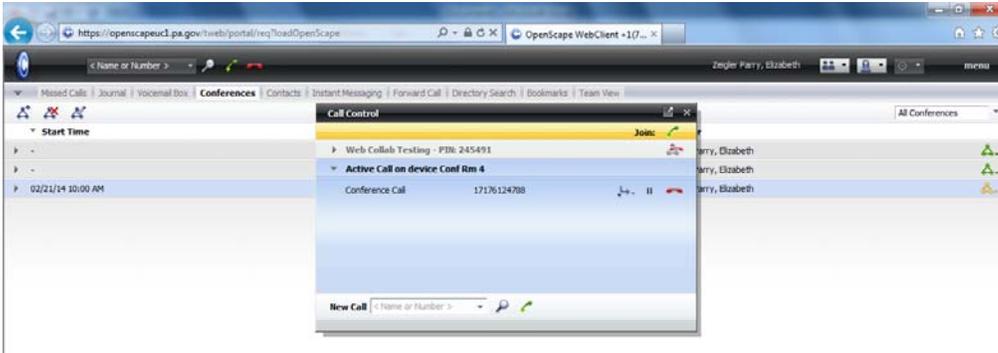
- Click on the **Conferences** tab on the main screen.



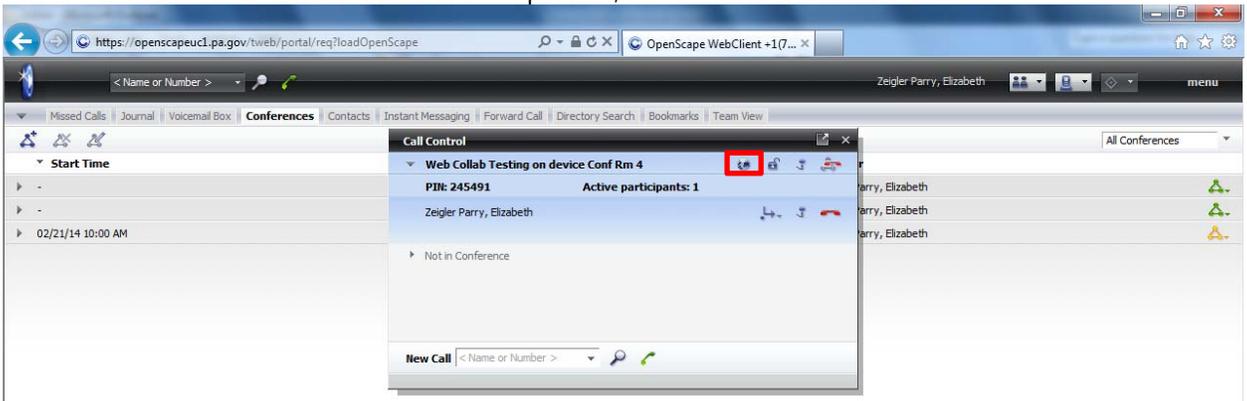
- Click the drop down arrow next to the conference you would like to start and select **Join to Conference**.



- A call control box will appear and the system will call the conference room phone. Simply answer the call.



- Once you are joined to the conference, the call control box will display the details of your conference. To start the Web Collaboration portion, click on the world icon.



- The system will then ask if you would like to run fastclient. Click **Run**.



- Web Collaboration will launch on your screen and provide you with the tools necessary to run your meeting.



System by Agency

Use the following tables to determine if you are on System A or System B from Step 1.

System A	
10	Aging
15	General Services
19	State
21	Public Welfare
31	PEMA
32	Civil Service Commission
33	PennVest
35	Environmental Protection
36	State Tax Equalization Board
37	Environmental Hearing Board
38	Conservation & Natural Resources
40	State Ethics Commission
65	Gaming Control Board
67	Health
72	Public School Employees Retirement System
79	Insurance
81	Office of the Inspector General
81	OA Executive Offices
83	Patient Safety Authority
92	Auditor General

System B	
12	Labor & Industry
16	Education
17	Public Utility Commission
18	Revenue
20	State Police
22	Fish and Boat Commission
24	DCED
25	Probation & Parole
26	Liquor Control Board
27	Milk Marketing Board
28	Lt Governor's Office
30	Historical & Museum Commission
63	Independent Regulatory Review Commission
66	Securities Commission
68	Agriculture
71	Municipal Retirement System
75	Banking
78	PennDOT
99	Governor's Office