# Room Capabilities

<table>
<thead>
<tr>
<th>Room</th>
<th>Level</th>
<th>Teleconferencing (Phone)</th>
<th>Videoconferencing (Cisco)</th>
<th>Web Conferencing (Skype / WebEx)</th>
<th>Self Service Video Recording (Live Stream / USB Recording)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fishbowl</td>
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<td>Boardroom North &amp; South</td>
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</table>
Teleconferencing (Phone)
Boardroom North

Teleconferencing is available in Boardroom North via our teleconferencing unit.

To start a teleconference please follow the instructions below:
1. Press the *Meet Me* button on the Cisco Conference Mat Keyboard
2. Dial 18796 to initiate the conference
3. Instruct participants to dial in to the conference using this number (*x18796 internally or (08) 7221 8796 externally*)
4. An audible “beep” will be heard as new participants join
5. Up to 10 participants can join the conference (including the conference leader)

Alternatively, please use Cisco WebEx to set-up your teleconference. More information:

Teleconferencing is also available on University Cisco phones (internal calls only). More information:
Teleconferencing (Phone)
Boardroom South

Teleconferencing is available in Boardroom South via our teleconferencing unit.

To start a teleconference please follow the instructions below:

1. Press the *Meet Me* button on the Cisco Conference Mat Keyboard
2. Dial 18797 to initiate the conference
3. Instruct participants to dial in to the conference using this number *(x18797 internally or (08) 7221 8797 externally)*
4. An audible “beep” will be heard as new participants join
5. Up to 10 participants can join the conference (including the conference leader)

Alternatively, the following options can be used to arrange a teleconference:

1. **Audio Conference** option via AV touch panel. This method is preferable when booking boardrooms north & south as it offers a higher quality audio experience. This available via external teleconferencing applications (i.e ECT) or when dialling one number only.
2. **Cisco WebEx** (Flinders University staff).
3. **University Cisco phones** (internal calls only).
Videoconferencing (Cisco)

Video conferencing enables participants to experience ‘face to face’ communication with participants at different locations, both nationally and internationally. Available in Boardroom South (Level 11) and Room 1 (Level 1) only. It is recommended you do a test call prior to avoid any issues on the day of your event.

How to setup videoconferencing (Flinders Staff only):
1. Call ITS Service Desk on 12345 (select option 1)
2. To avoid delays, please provide the following details:
   - Conference name & date
   - Start & end time
   - Name of local Flinders room/site
   - Remote site connection details
3. On the day, turn on AV system > select Videoconferencing
4. Videoconference will automatically connect at scheduled start time

If you are an external client please contact the Victoria Square Events Coordinator.

More information available here.

A guide on Cisco videoconferencing can be found here.
Web Conferencing (Skype or WebEx)

Available in rooms according to the Room Capabilities chart (pg. 2).

How to setup Skype or WebEx:
1. Turn on AV system > select Rack PC
2. Login to Skype or launch WebEx (meetings.flinders.edu.au) using your own account (no generic account for Victoria Square)

Note: Executive Meeting Room can only be used/booked for Flinders University Senior Executives
Self Service Video Recording or Live Streaming

In equipped rooms according to the Room Capabilities chart (pg. 2) you can record your session using the self service recording system. Please don’t forget a compatible USB stick and to check the recording prior.

You can find the quick reference guide here.

If you would like a web page created for distribution (with live streaming and on demand capabilities) please contact ITS Client Services. We require at least 7 days notice to facilitate this. Note: web page creation is only available for internal Flinders staff.

This is a self service feature. Recordings or live streams will not be monitored.
Wi-Fi

Wireless internet access is available to all guests free of charge.

Please refer to instructions below:

- **Flinders staff**: all staff and students can connect to *eduroam* network using their FAN and password. To organize Wi-Fi access for external guests attending your event, please submit a request via the [self-service portal](#).

- **Non-Flinders staff**: upon request, a Victoria Square staff member will obtain a login code on your behalf. Codes will be sent to you one day prior to your event. To connect please select *Flinders Conference* network, enter your access code and press accept.