

# WIC Seminar Room Guide for Instructors & Group Leaders

## Contents

Contact Information.....	1
WIC Seminar Room Reservations.....	2
Seminar Room Layout.....	2
Brief Overview.....	2
Facilities.....	2
Equipment.....	3
Computers.....	3
Connecting to Wifi (AirPennNet) .....	3
Other Equipment .....	4
Seminar Room Usage Instructions.....	4
Connecting Laptops.....	4
Projector Control.....	4
Room recording and video conferencing .....	5
Mirroring vs. Extending Your Screen.....	5
Before you leave the seminar room.....	6
Appendix A: Making Video Calls Using Skype.....	7
Appendix B: Recording Video Calls Using Call Recorder with Skype .....	11

## Contact Information

**Accessing the Room:** The room should be open when you arrive at your reservation time. If it is not open, please contact the Building Supervisor at 215-898-1629.

**Technology Support:** If you have any questions about technology or need tech help when you use the Seminar Room, please contact the Library Technology Services (LTS) Help Desk.

- From 9am to 5pm, call the Help Desk at 215-898-4824 for urgent issues
- For non-urgent issues, or after 5pm, send an email to [libhelpdesk@pobox.upenn.edu](mailto:libhelpdesk@pobox.upenn.edu)

## WIC Seminar Room Reservations

The WIC Seminar Room is open to all Penn faculty and students. There are two booking options: semester-long (rostered courses only) and one-time sessions:

- (1) Semester-long requests (for rostered courses only) must be submitted before May 1 for fall term, October 15 for spring term, and March 15 for summer term.
- (2) One-time bookings are great for trainings, orientations, team research meetings and group work for courses. Please note that we accept up to two reservations per student group per semester. These reservations can be made through our self-service scheduler:  
<http://libcal.library.upenn.edu/booking/wicsem>.

## Seminar Room Layout



### Brief Overview

The Class of 1968 Seminar Room, also known as the WIC Seminar Room, is a technology-rich space for active, hands-on learning. From technology to layout, the design facilitates a range of in-class activities: team problem-solving, peer-review, group discussions, or working with library resources and experts.

## Facilities

The room has a number of features designed to enhance group work:

- 1 long table (not moveable)
- Multimedia projection system
- Wall-sized dry-erase whiteboard
- Video-conferencing and recording: ceiling mounted microphones, room-view camera
- Mersive Solstice system for wireless display from phones, tablets, and laptops
- A variety of technology available for your use while in the room (See Below)

## Equipment

Laptops and chargers are stored in the locked cabinets at the front of the room. The key is in a lock box on the counter to the left of the iMac. You will receive the code to the key box during your orientation session before using the room.

## Computers

There are several computers available for your use. Below, please find the guidelines on how to access and log on to each of the computers.



### PC Desktop

Located on the right end of the counter in the front of the room. The information to log in is as follows.

Username: PennKey

Password: PennKey password



### iMac

Located on the left end of the counter in the front of the room. The information to log in is as follows.

Username: guest

Password: (leave it blank)

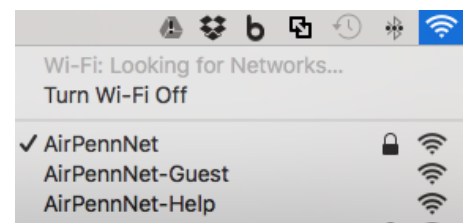


### MacBook Laptops

There are 20 MacBook laptops located in the center cabinet. Follow same login directions as iMac (above).

## Connecting to Wifi (AirPennNet)

Once you have logged onto the computers you may need to connect to Wifi. If your computer is not already connected to Wifi, click the Wifi logo to open the network options and select "AirPennNet." Enter your PennKey and password to connect. If you have trouble, please contact the helpdesk with the information on page 1. In the meantime, you should be able to access the internet through AirPennNet-Guest. Simply switch to that network, open a browser, and follow the instructions.



## Other Equipment

An HDMI and VGA cable are available for your use in the room to connect your own devices to the projector. These are located beneath the table at the front of the room. There are also headsets and mice for you to use, located in the leftmost cabinet. If you need any other equipment during your booking, the Vitale Digital Media Lab has a large assortment of multimedia equipment that you may borrow. You can find more information at <http://commons.library.upenn.edu/equipment-lending>.

## Seminar Room Usage Instructions



### Connecting Laptops

You can connect your own computer or other device to the projector by plugging the HDMI or VGA cable into your own device. Both cables can be found beneath the table at the front of the room.



### Projector Control

You can use the touchscreen panel beside the PC desktop to:

- Raise and lower projection screen
- Turn the projector power on or off
- Select the source screen to display
- Control the volume of the room's speakers
- Control the wall-mounted camera



Turn the projector on or off

- Select "Environmental Controls," then "Display Controls"



Projecting the screen from your chosen device

- Select "Sources"
  - Select "PC" or "Mac" to connect the projector to one of the desktop computers in the Seminar Room.
  - To project from a laptop, connect the laptop to either the VGA or HDMI cable beneath the table and select "Laptop VGA" or "Laptop HDMI" on the touchscreen.
- Please note that the device must be powered on for an image to be displayed by the projector. The projector may take a moment to warm up before displaying your screen.

## Room recording and video conferencing

If you would like to record a presentation or use the room for video conferencing, you can use the touchscreen panel to control the speaker volume and the Panasonic camera located at the front of the room, above the PC desktop. Instructions for [using Skype \(Appendix A\)](#) or [recording a Skype call using Call Recorder \(Appendix B\)](#) can be found at the end of this guide.

To adjust volume: use the buttons on the right side of any tab on the touchscreen panel.



To control the camera:

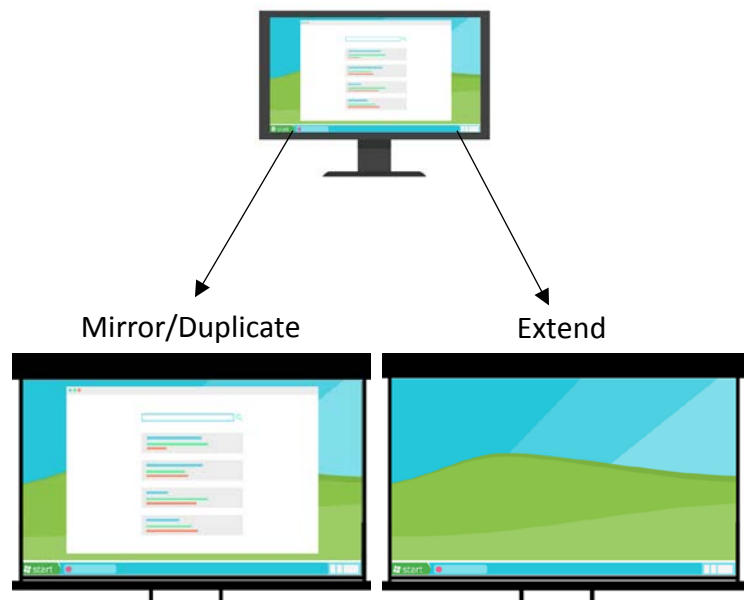
- Select “Camera Controls”
- Use the arrows to control the direction the camera is pointed. Please note that the arrows move the camera relative to the direction the camera is facing. Therefore, if you are facing the front of the room, push the right arrow to point the camera toward your left and vice versa.
- Use the plus and minus magnifying glass buttons to zoom in and out, respectively.

## Mirroring vs. Extending Your Screen

When you connect the projection screen to your computer, you have the option to “mirror” or “extend” your computer screen.

- Mirror/duplicate display: project exactly what you see on your device’s screen
- Extend display: project extra workspace. You can move windows to the projection screen by dragging them past the edge of your device’s screen.

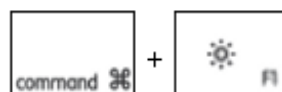
If you connect your source and do not see your open windows on the projection screen, the computer is set to extend the display. It is easy to switch between the two.



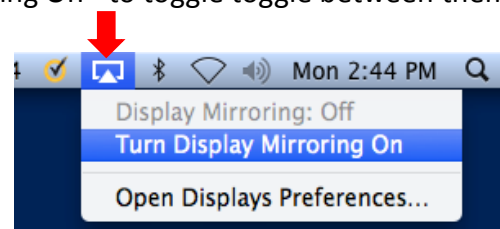
### ➤ Mac:

- Method 1: Press Command + Brightness Down (F1)
- Method 2: Click the screen icon on the right side of the menu bar and select “Turn Display Mirroring On” or “Turn Display Mirroring Off” to toggle between them.

Mac Shortcuts:



OR



- **PC/Windows:** Press the windows key + P to show the display options. Use your mouse or keyboard arrows to select the option you want.

Windows Shortcut:



## Before you leave the seminar room

- a. Please instruct the students to
  - i. Take all their belongings with them,
  - ii. Erase the whiteboards, and
  - iii. Put chairs back in order.
- b. Before you leave, you need to
  - i. Return all equipment to the proper cabinet,
  - ii. Lock all the cabinets,
  - iii. Return the key to the key box and make sure it is properly locked,
  - iv. Shut down the projection system using the touch screen panel,
  - v. Turn off all the lights, and
  - vi. Report any problems you have found during your class to [libhelpdesk@pobox.upenn.edu](mailto:libhelpdesk@pobox.upenn.edu). Please try to make a note of which computer had the issue. The laptops are all numbered.

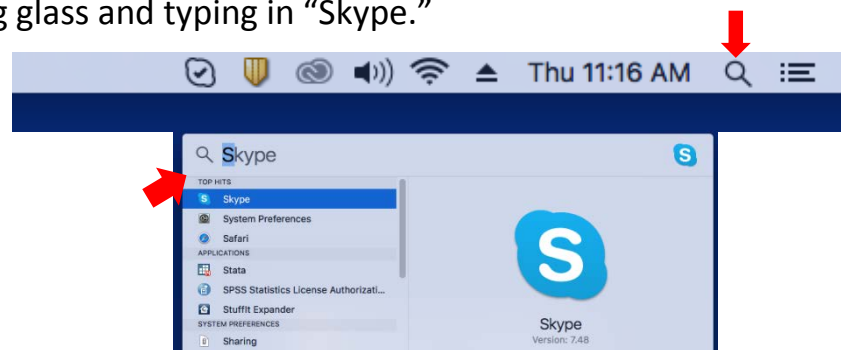
## Appendix A: Making Video Calls Using Skype

Please follow the following guidelines to properly access and use Skype to make a video call on the Mac computers located in Rooms 116-120 of the Weigle Information Commons and the WIC Seminar Room.

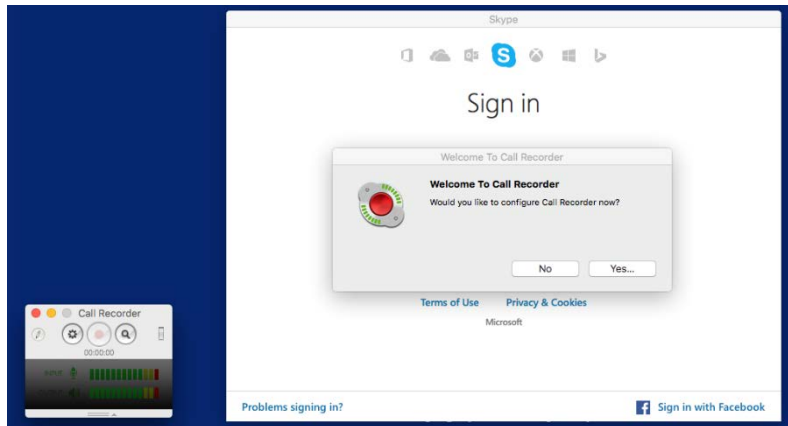
1. The power button on the Mac is on the lower left of the back of the screen.
2. Enter your PennKey and PennKey password to sign on.



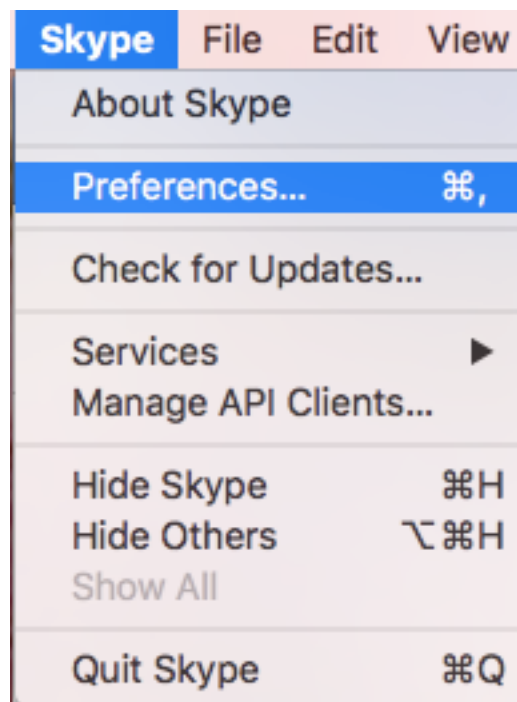
3. Click the Skype icon in the toolbar.
4. If it does not appear in the toolbar, search for it using Finder. Finder is located in the top right of the screen and may be accessed by clicking the magnifying glass and typing in “Skype.”



5. When Skype opens, a window asking if you would like to configure Call Recorder will also open. This application allows you to record a Skype call as a .mov file. If this is something you are interested in, please see the guide, “Recording Video Calls Using Call Recorder,” for further direction on how to use Call Recorder to record your call.

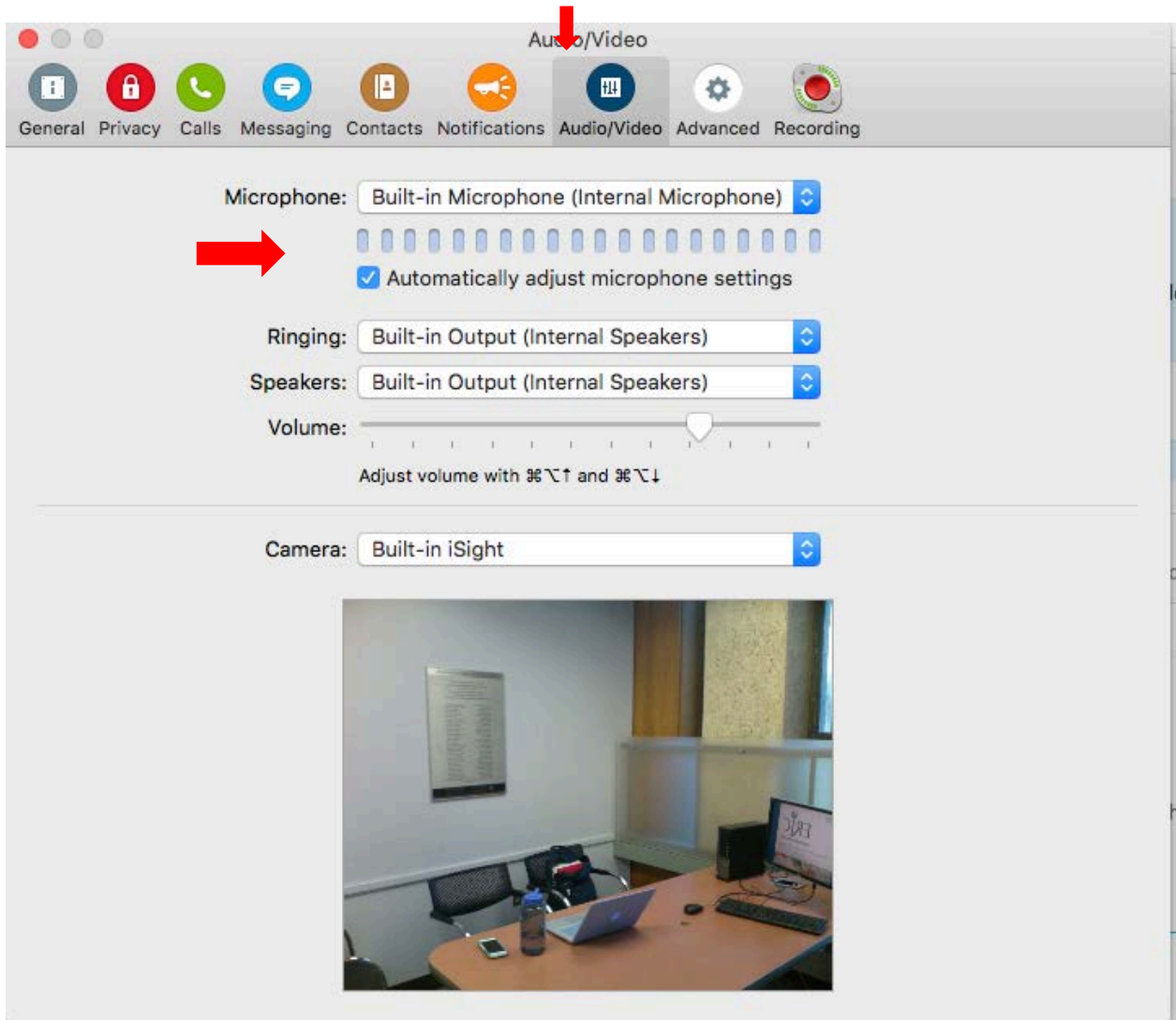


6. To proceed to Skype, click “No” in the Call Recorder pop-up window.
7. Sign in to Skype using your personal credentials.
8. **Before you** begin your Skype call, check to make sure that your equipment is properly working. Navigate to the “Skype” tab on the top left of the screen and select “Preferences” from the drop-down menu.

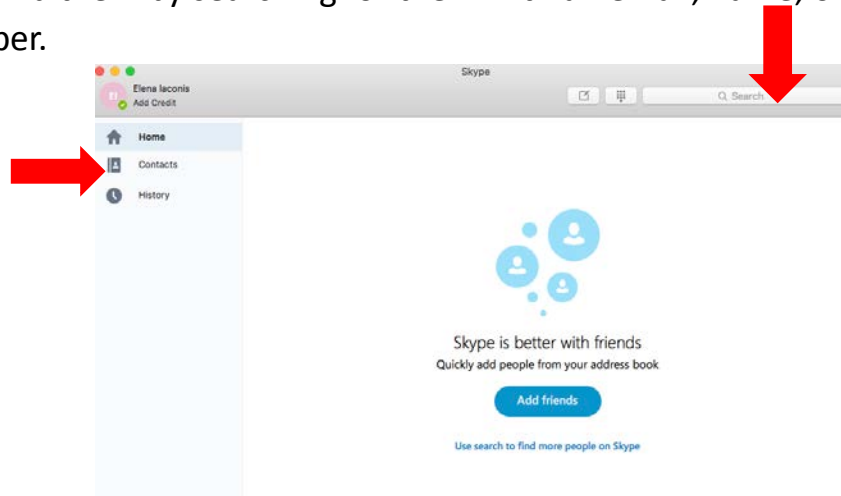




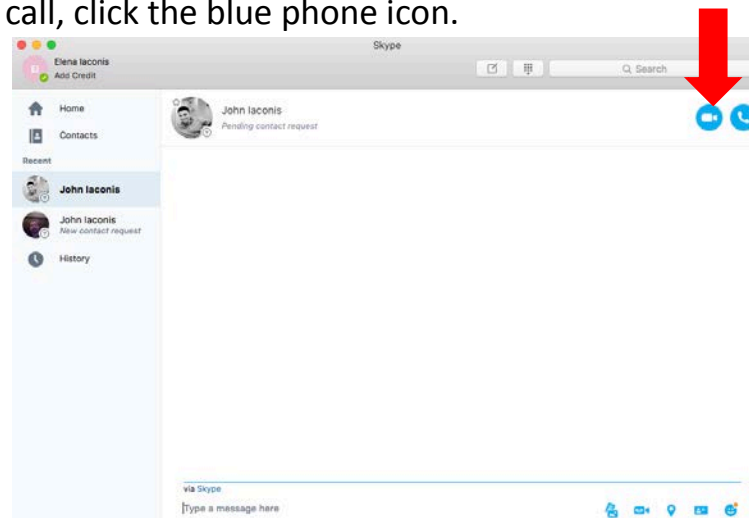
9. Select the “Audio/Video” tab from the window that appears. The camera is working properly if you can see yourself in the window and a green light is lit up next to the camera located in the top middle of the monitor. To check that your microphone is properly functioning, bars should appear to move as you speak.



**10.** You may now begin your Skype call. To find your desired contact check your contacts list to see if they are already connected as your contact. You may also find them by searching for them with an email, name, or phone number.



**11.** Once you have located your desired contact, you can make a video call by clicking the blue video camera that appears with the profile. To make an audio-only call, click the blue phone icon.



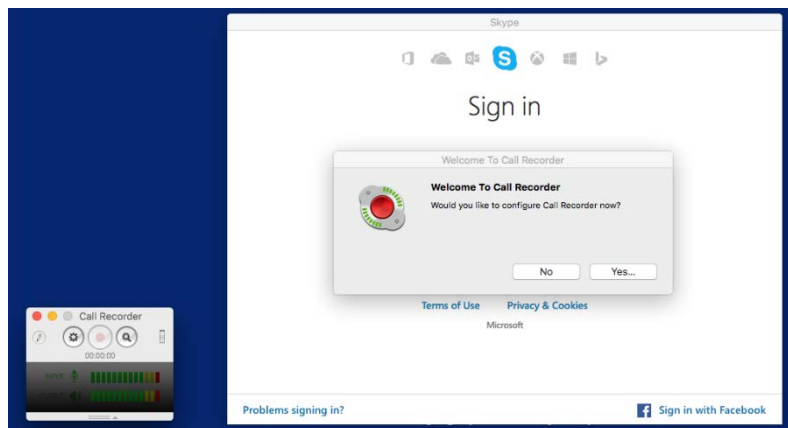
**12.** The following tabs will appear once you begin your call. They may be used to start/end video sharing from your camera, turn on/off your microphone, add another Skype user to the call/share the screen of your monitor, and end a call respectively.



## Appendix B: Recording Video Calls Using Call Recorder with Skype

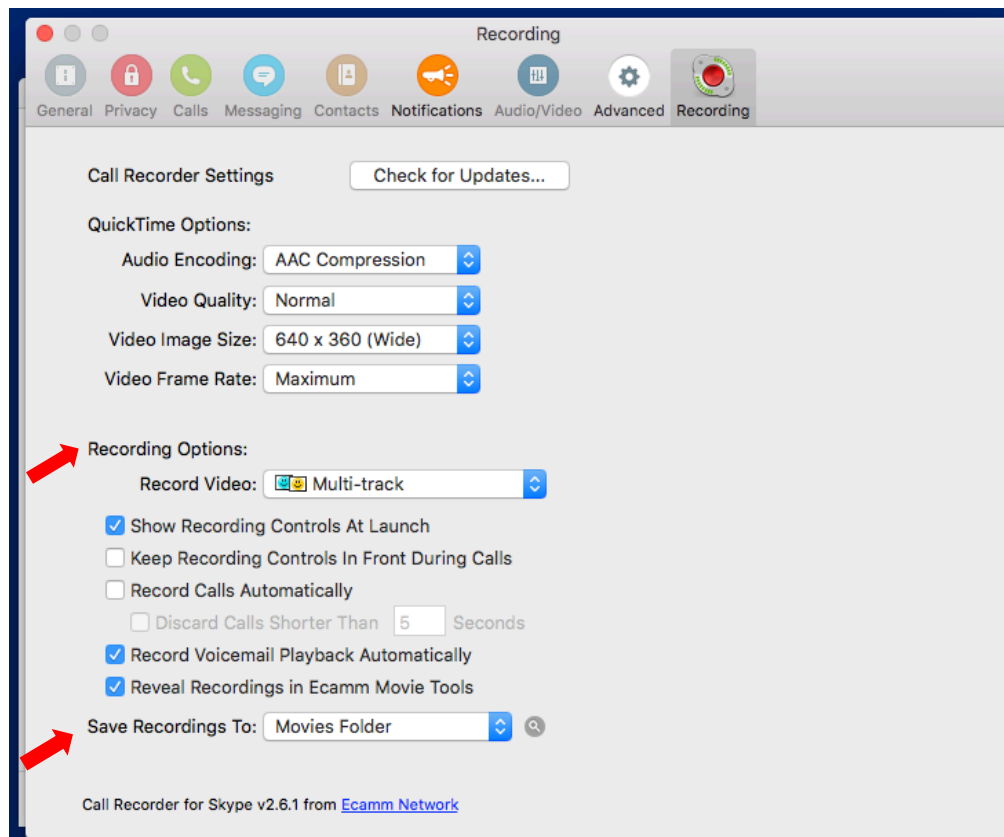
Please follow the following guidelines to record a video call on Skype using Call Recorder on the Mac computers located in Rooms 116-120 of the Weigle Information Commons and the WIC Seminar Room.

1. Once you have successfully opened Skype, a window asking if you would like to configure Call Recorder will also open. This application allows you to record a Skype call as a .mov file.



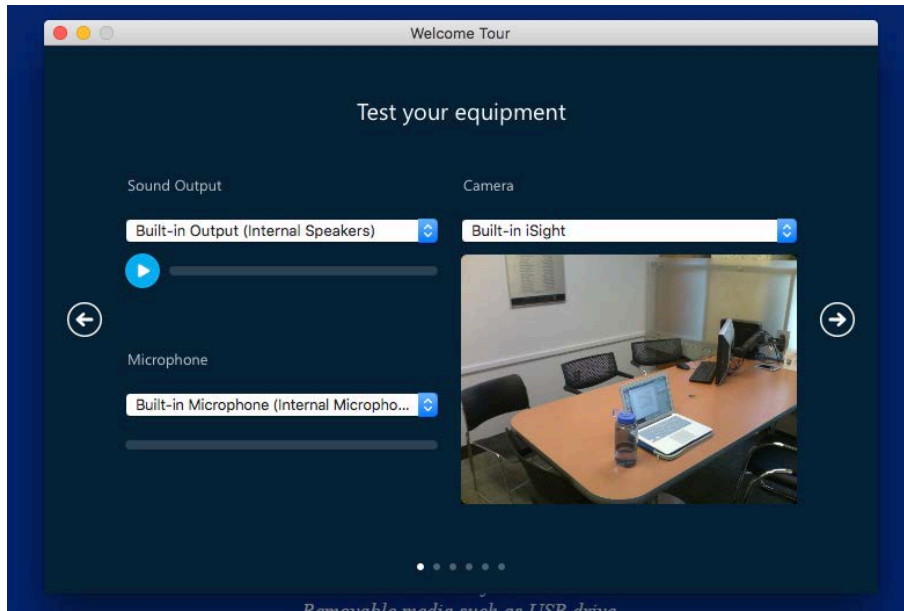
2. If you would like to save a recording or change the visual configuration of windows during the call click yes to configure and yes again if it asks permission for your contacts.

3. You may now select how the windows appear during your call under “Recording Options: Record Video”.
  - Local Only (the window shown will only be of yourself)
  - Remote Only (the window shown will only be of the other party)
  - Split Screen (the window will be shared equally between parties)
  - Picture in Picture (the window shown will be of the other party primarily, with a smaller window within of yourself)
  - Multi-track (there will be separate windows- one of yourself and one of the other party)



4. Under “Save Recordings To:” select Desktop. When your call is completed, a .mov file will appear on the desktop.
5. You may then exit out of that window and your desired settings will be saved.
6. Sign in to Skype using your personal credentials.

7. A window allowing you to test your equipment will appear. Please check that the green light is on next to the webcam in the top center of the screen and that you can see yourself in the window. To check the microphone, a green bar should appear when you are speaking.



8. You may now begin your call. See [Appendix A: Making Video Calls Using Skype](#) for further direction on making a video call on Skype.
9. To record a call, simply press the red button in the Call Recorder window **after** beginning your call. The video file will appear in a folder labeled "Saved Calls" on the desktop. This file can be uploaded to Canvas, Box, Google Drive, etc.

