

Protocols and rules for using the videoconference facilities

Firstly, they are only to be used for videoconferences—not for any other purpose, and only for University study.

Secondly and more basically:

- Please do not bring in any food or drink
- Please leave the seating as you found it. In consultation with your lecturer/tutor we are happy for you to rearrange the seats in the larger rooms, but please remember that another class may be coming in immediately after you.
- Do not adjust or *switch off the monitors* or the equipment which sits below them—the codec and IMUX. Volume adjustments are made using the videoconference keypad, not the monitors. If for some reason you feel that adjustment is required please contact a videoconference staff member and we will do it if necessary. If you turn off a monitor, the next user will have his or her conference delayed until they establish that the monitor is off.
- Always make sure the door is closed properly behind you when you leave.
- Please do not leave the doors open to corridors during your conference. The noise from your conference may distract other students and staff working in the same building.

Thirdly, in regard to operating the keypad:

- Only do so if instructed by the videoconference leader or otherwise given permission
- Only do so if familiar with the keypad controls. Seek technical assistance if unsure here.

Refer to the [Student guide – Videoconferencing](#) [hotlink] for further details on how to participate effectively in a videoconference.

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