

Sandia National Laboratories' Videoconferencing Services Newsletter



January 1998
Issue 2

About the Newsletter

This newsletter will be distributed to all employees quarterly and may also be found on our Teleport Services web-site at www.ca.sandia.gov/sts/.

If you have questions or comments about this newsletter, please contact Melanie Arace, 4-3168, or mfarace@sandia.gov.

Setting Up Video Calls

We suggest you add a 30-minute setup time to all videoconference room reservations. While connecting the video systems normally takes approximately 3 minutes, the extra setup time will ensure your meeting can start promptly, even if you encounter any difficulty with the connection. Someone participating in the meeting (generally the meeting coordinator) should be present at each site prior to the meeting in order to either make or answer the video call. The call cannot be set up if no one is in the room to answer when the system rings. To request that a Teleport Team member be there to assist you in setting up your meeting, simply mark the "assistance requested" box in the Conference Room Scheduler or dial 4-2000.

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Our New Look

You may notice that all videoconference rooms have a sign on the door with our distinctive teleport logo; the same one that is displayed on this newsletter. The User's Guides and Teleport Brochure all have a similar look, which we hope will help you identify video information and rooms at a glance.

Desktop Collaborative Tools Demo

You are invited to attend a presentation and demonstration of a few of the latest real-time desktop collaborative tools. Diane Gomes will be demonstrating Microsoft's Netmeeting, as well as PictureTel's LiveLAN software, to show you how you can share applications, transfer files and use an electronic whiteboard in real-time. The demo will be part of a dual presentation with Les Brown and the new remote access tool, given in 912/121 on January 13 and 20, from 8:00 a.m. - 10:00 a.m. and again from 2:00 p.m. - 4:00 p.m., both days. Please mark your calendars as we are confident you will find both of these tools useful. For more information about desktop videoconferencing, access www.ca.sandia.gov/sts/desktop/desktop1.htm.

Public Video Rooms

ROOM	CAPACITY	CONTACT
904/Aud.	250	David Nagel, x3382
905/229	10	
910/301*	24	(301) 903-4555
912/121	55	
912/156	4	
912/180D	25	
912/180G	25	
912/180M	25	JoAnne Caires, x3703
914/104	20	
916/101	10	
940/1103	15	
940/1182	15	

To Schedule

Call the contact listed next to the room, or use the conference room scheduler located at www-irn.sandia.gov/confroom/crslogon.html.

*Secure conferencing is scheduled through DOE.

Success Story

Between June - September 1997, twenty-five new business initiatives were announced by the Corporate office. Some of these included the announcements of the new electronic timecard system and the change to the corporate-wide bi-weekly pay schedule.

Nancy Soper, of Sandia/New Mexico, led the team responsible for communicating these changes to all sites. Eight Town Meetings were scheduled in New Mexico and needed to be simulcast to multiple locations, including the California site. Tracey Lamee, of Sandia/California, was called to be responsible for simulcasting to the 904 auditorium.

Tracey immediately called upon David Nagel of the Teleport Services Team to assist in the live broadcast of each of these Town Meetings. David responded eagerly and worked with Tracey to determine and meet requirements for the broadcast.

“Most of all,” Tracey said, “I appreciated David’s flexibility and responsiveness.”

Logo Contest Winner

The winner of our logo contest is Sheila Akins. Thanks, Sheila, for the great graphic! (See our “new look” on the front page.)

Sleepy Systems

A little known fact: videoconference equipment goes to sleep when not in use! Following 90 minutes of inactivity, the system turns off the TV and rotates the camera to point backwards. To “wake it up,” simply press any key on the keypad. It is not necessary to turn off the TV when leaving a videoconference room. Important: please DO NOT turn the camera around by hand as this permanently damages the camera and it must be replaced.

Private Conferencing

The encryption technology to support private meetings (UCAI) has recently been installed in the following Sandia videoconferencing rooms.

<u>California</u>	<u>New Mexico</u>
905/229	803/3180
912/180G	802/3190
912/180M	880/B8
914/104	880/X10
940/1103-Aud.	
940/1182	

Please call the Teleport Help Line (4-2000) to request assistance setting up these meetings.

A New Way to Reach Us!

For non-urgent questions and room cancellations, you may now call our Teleport Line (4-2000). If possible, one of our team members will pick up the call. If we are currently assisting other customers, leave a voicemail message. The messages will be checked at least once each morning and afternoon. For urgent assistance, continue to use our Group Page at 423-7705, #09830.

As long as you're going to be thinking anyway, think big.

Donald Trump

Securing Rooms for Classified

If you are planning a classified meeting in a videoconference room, please page us at 423-7705, #09830. We will disconnect the communication lines to the video system for you. However, if you are the “do-it-yourself” type, we will show you how to unplug the communication 6-pack yourself. It is IMPORTANT that you page us to let us know the lines were disconnected when you unplug them yourself, because the system may require re-booting.

In the Next Issue:

FAQs

The Latest in Desktop Video

Success Story

Secure Collaborative Conferencing