Troubleshooting:
Call computer services at 701-777-5046 – Biomed Office

Quality Note:
Delivery is over the Internet so quality is dependent on band-width available from moment to moment
Initiating site uses the MOST bandwidth; therefore initiate call through UND when ever possible.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Classroom 134.129.166.113</td>
<td>Phone IN classroom Reference Desk</td>
<td>701-777-2998 701-777-3994</td>
</tr>
<tr>
<td>UND Education Building Rm 220 – Fargo 134.129.232.254</td>
<td>Mary Markland Campus Office Reserves Space <a href="mailto:markland@medicine.nodak.edu">markland@medicine.nodak.edu</a></td>
<td>2-4173 Fern 2-4107</td>
</tr>
<tr>
<td>Minot Family Practice 134.129.230.11 Preferred Minot Connection/quality</td>
<td>Karen Rude <a href="mailto:karenru@medicine.nodak.edu">karenru@medicine.nodak.edu</a></td>
<td>701-858-6750/ 701-858-6723(Conf Rm)</td>
</tr>
<tr>
<td>NW Campus Office (Minot) 134.129.230.12 2ndary Minot Connection Older less reliable hardware 2/03</td>
<td>Ellen Thompson <a href="mailto:ellent@medicine.nodak.edu">ellent@medicine.nodak.edu</a></td>
<td>701-858-6774 701-777-6707 – Conf Phone</td>
</tr>
<tr>
<td>Bismarck Family Practice 134.129.233.97</td>
<td>Pat Miesen <a href="mailto:patmiesen@medicine.nodak.edu">patmiesen@medicine.nodak.edu</a></td>
<td>701-328-9950</td>
</tr>
<tr>
<td>SE Campus Office (Bismarck) 134.129.233.99</td>
<td>Lonna Augustadt <a href="mailto:augustad@medicine.nodak.edu">augustad@medicine.nodak.edu</a></td>
<td>701-328-9579</td>
</tr>
<tr>
<td>GF Family Practice Center 134.129.164.16</td>
<td>Don Larson/ Mario Borboa <a href="mailto:dlarson@medicine.nodak.edu">dlarson@medicine.nodak.edu</a></td>
<td>701-777-2329 / 777-5047</td>
</tr>
<tr>
<td>Don’s Office 134.129.164.77</td>
<td>Don Larson <a href="mailto:dlarson@medicine.nodak.edu">dlarson@medicine.nodak.edu</a></td>
<td>701-777-2329</td>
</tr>
<tr>
<td>BioMed Studio – Basement 134.129.164.77</td>
<td>Don Larson (contact) <a href="mailto:dlarson@medicine.nodak.edu">dlarson@medicine.nodak.edu</a></td>
<td>701-777-2329</td>
</tr>
<tr>
<td>Hawai’i Medical Library 64.65.94.29</td>
<td>Alice Witkowski’s Office Library Classroom <a href="mailto:witkowski@hml.org">witkowski@hml.org</a></td>
<td>808-536-9302 x 103 808-536-9302 x 117</td>
</tr>
<tr>
<td>BRIDGE 66.231.97.133.71</td>
<td>Don Larson <a href="mailto:dlarson@medicine.nodak.edu">dlarson@medicine.nodak.edu</a></td>
<td>701-777-2329</td>
</tr>
</tbody>
</table>

Making the 2nd Call – Go to MENU – Stay in call - ADD
Audio Tracking of Camera -- Push Purple Button on remote
Adjusting volume – Turn UP volume on TV set – THEN can adjust with remote.
Menu Button to go back to the beginning
When button in middle of microphone is LIT – MIC is MUTE.
To take control of remote camera – select FAR
Picture In Picture – turn remote on its side – if setup has been done – you will see Picture in lower right corner.
To SWITCH picture in picture images
Hit NEAR 2 X – will get menu choices – select icon with the 2 arrows
To use Computer (check this with Don- not sure accurate)
Connect to the s video out put on camera
Making a telephone call – go to MENU – Call type
Memo from Don Larson on ND scheduling of the Video Conferencing Equipment
(Memo dated 1/13/03)

We've made some slight changes in the process that you'll need to follow when you schedule videoconferences. At first these changes just might cause you a little more work, but we think they will dramatically increase the chances of your conference being successful.

The changes consist of having you identify a person as a contact at each site you wish to videoconference with for the conference you're scheduling. The contact person at each site will be asked to make sure the conference room is open at conference time and that the videoconferencing equipment is turned on.

Before the videoconference, we will e-mail a summary of all of the details of the conference and a list of the contact people involved to the contacts themselves and to whoever has scheduled the event.

We will help you identify contact persons in the off-campus sites that we have the capability of videoconferencing with. Right now those sites include:

- Cando Hospital
- Caviler Hospital
- Devils Lake Hospital
- Grafton Hospital
- Hettinger Hospital
- Mayo Clinic
- MedCenter One Hospital
- MeritCare Hospital
- North Dakota Healthcare Association
- Rolla Hospital
- Rugby Hospital
- Trinity Hospital
- The University of Mary
- Watford City Hospital

Please call or e-mail Don Larson if you have any questions.

Paper Copies:
- With the equipment


S/DR/Manual/IP connections
S/Staff Manual/Policies & Procedures/Vid Conf Contact Info1
2-11-03 bk