Connecting Remote Participants to My Video Conference Room

This article is for faculty and staff who wish to connect remote participants to their video conference room. These remote participants will usually be connecting via their computer with a webcam or microphone, smartphone, telephone, or similar video conferencing system.

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Connecting Using WebEx CMR (Collaboration Meeting Room)

A WebEx CMR is a cloud-based virtual conference room specifically for your room. Your conference room will be configured with its own WebEx CMR. If it has not been configured, email avt@uconn.edu to request one. Below are the steps for connecting your conference room to a WebEx CMR.

Connecting to WebEx CMR

1. If your room is controlled via an AMX touch screen, there should be a Dial WebEx Room button listed on the main video conference page of the touch screen. Pressing this button will automatically dial you into the virtual conference room where you can meet with your remote participants.

   ![Note]
   - If your system is controlled via remote control, please follow this video on navigating the Cisco Video Conference system to make a call based on your local contacts.
   - If your system is controlled via 10” Cisco Touch panel, navigate to Call> Favorites to select the contact for your WebEx room.

2. Forward the web link associated with your WebEx CMR to those who are joining remotely.

   ![Note]
   - This web link would have been created by the video conferencing group and given to you during the creation of the WebEx CMR. If you need the link again, please email avt@uconn.edu. The remote participants will use this web link to connect via their computer, smartphone, or telephone.

Connecting Using CMS Virtual Conference Room (Cisco Meeting Server) – Allows for WebRTC & Skype for Business Connections

A CMS Virtual Conference room is a cloud-based virtual conference room specifically for your room. It is similar to the WebEx CMR with a few advantages and disadvantages when compared to WebEx CMR. Your conference room can be configured with its own CMS room. If it has not been configured already, complete and submit this form to send us a setup request. Once set up, use the following steps for connecting your conference room to a CMS.

Connecting to CMS Virtual Conference Room

If your room is controlled via a touch screen, there should be a Dial WebRTC button listed on the main video conference page of the touch screen. Press this button to automatically dial into the virtual conference room where you can meet with your remote participants.

   ![Note]
   - If your system is controlled via remote control, please follow this video on navigating the Cisco Video Conference system to make a call based on your local contacts. You will not need to enter a PIN number for this room.
   - If your system is controlled via 10” Cisco Touch panel, navigate to Call> Favorites to select the contact for your WebEx room.
Joining a CMS Meeting Using WebRTC

Forward the web link associated with your CMS room to those who are joining remotely. This web link would have been created by the video conferencing group and given to you during the creation of the CMS room.

If you need the link again, please email dl@uconn.edu. The remote participants will use this web link to connect via their computer or smartphone.

Joining a CMS Meeting Using Skype for Business

1. Dial the SIP call string for the specified Virtual Meeting Room. This is usually something like 'room name'@join.dl.uconn.edu. This call string would have been created by the video conferencing group and given to you during the creation of the CMS room. If you need the link again, please email dl@uconn.edu.
2. Right-click on the contact that appears.
3. Select start a video call.
   - The call will behave like a normal Skype for Business call.

Related articles

- Connecting Remote Participants to My Video Conference Room
- Requesting Video Conferencing Equipment For a Conference Room