# Videoconference Equipment

AU's video conference equipment is suitable for transmitting lectures, PhD defense, meetings and other activities where there is a demand for high image and sound quality and the need for a stable signal. Video conference equipment is usually set up in specially designed rooms, but it can also be a matter of mobile equipment. To use the premises they must or may. Mobile equipment is booked in Outlook. Find an overview of video conference equipment below.

# Quick-guide

**Before the meeting**

Start by booking the video conference equipment in Outlook (if booked elsewhere, see below). Then send an invitation to the participants of the meeting with the following info:

1. who attends the meeting
2. what room should you be in
3. who is calling
4. mobile number in case of delay / problems
5. If possible, call the meeting 10 minutes before scheduled commencement. The equipment may be off and it may take some time to boot.

**Calls**

**Internal Calls**

If you are calling internally within AU, you only need to call the 'building number + room number', eg 1442239 (without spaces). You will subsequently be connected if the system is switched on and not busy.

**External Calls**

If you are calling outside of AU, use the information you have received. For example, it may be a regular ip address: 109.105.113.228

**Calls from people outside AU**

Should anyone outside AU call you, they should call building number +lokalenr@video.au.dk.

For example. 1442239@video.au.dk