

VDesk
(SMART
Rooms) @
SLC



St. Lawrence
College

This manual contains pertinent information about SLC's VDesk Videoteleconferencing Rooms, and how to book them.

January 2023

VDesk (SMART Rooms) @ SLC

Where are the SMART VDesk Rooms at St. Lawrence College?

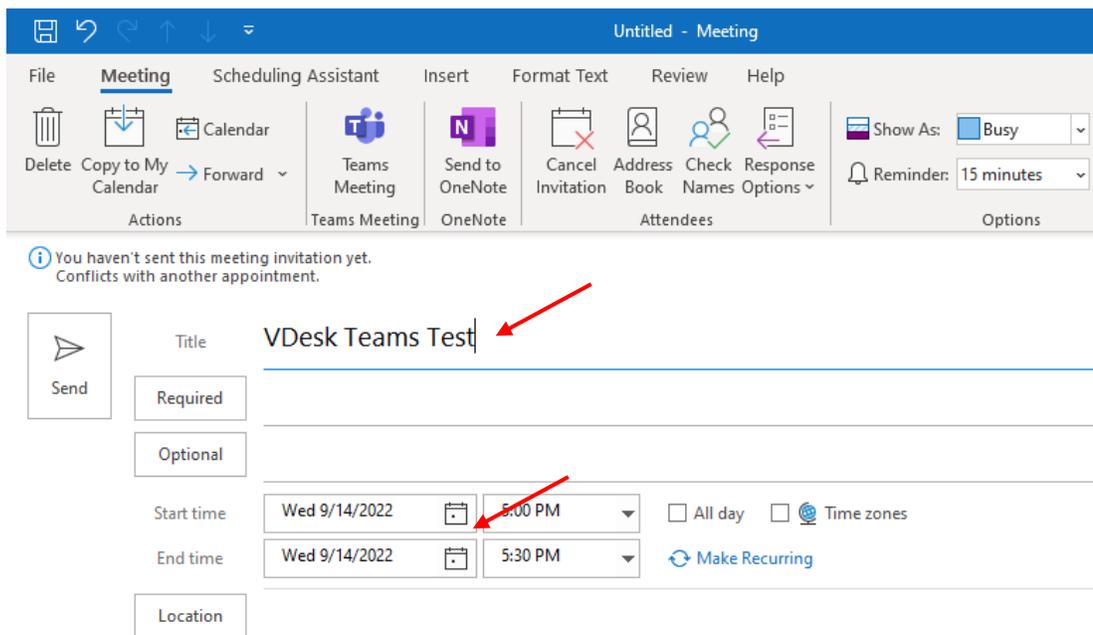
The SMART rooms at SLC are located in the VDesk rooms on each campus:

Brockville SMART Room	(Brockville VDesk)	Room 201	Phone in Room Ext. 3274
Cornwall SMART Room	(Cornwall VDesk)	Room 2425	Phone in Room Ext. 2275
Kingston SMART Room	(Kingston VDesk)	Room 12190	Phone in Room Ext. 1396

How do I book the VDesk Rooms?

If you'd like to arrange a meeting in the VDesk (SMART Rooms), open Microsoft Outlook and be sure you are in **your own Calendar**.

- Under the 'Home' tab, click on 'New Meeting'
 - > Open a new meeting – adjust the Start/End time of the meeting
 - > Enter a meaningful Meeting Name in the 'Title' field



Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help

Delete Copy to My Calendar Forward Teams Meeting Send to OneNote Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes

You haven't sent this meeting invitation yet. Conflicts with another appointment.

Send

Title VDesk Teams Test

Required

Optional

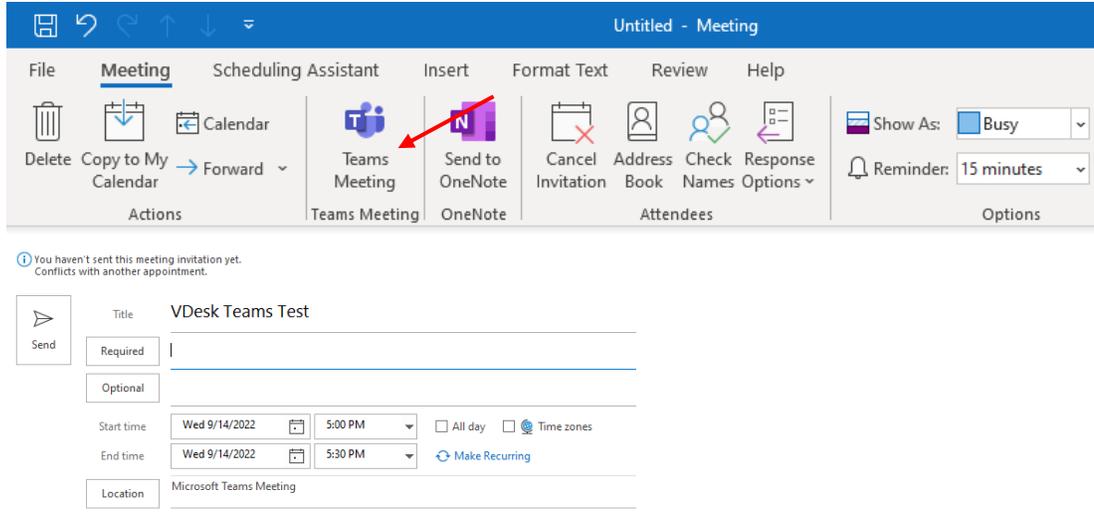
Start time Wed 9/14/2022 5:00 PM All day Time zones

End time Wed 9/14/2022 5:30 PM Make Recurring

Location

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2. Most meetings should open automatically with a Teams link. If that doesn't happen, you can create a Teams link by clicking on the 'New Teams Meeting' tab.



Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help

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Location Microsoft Teams Meeting

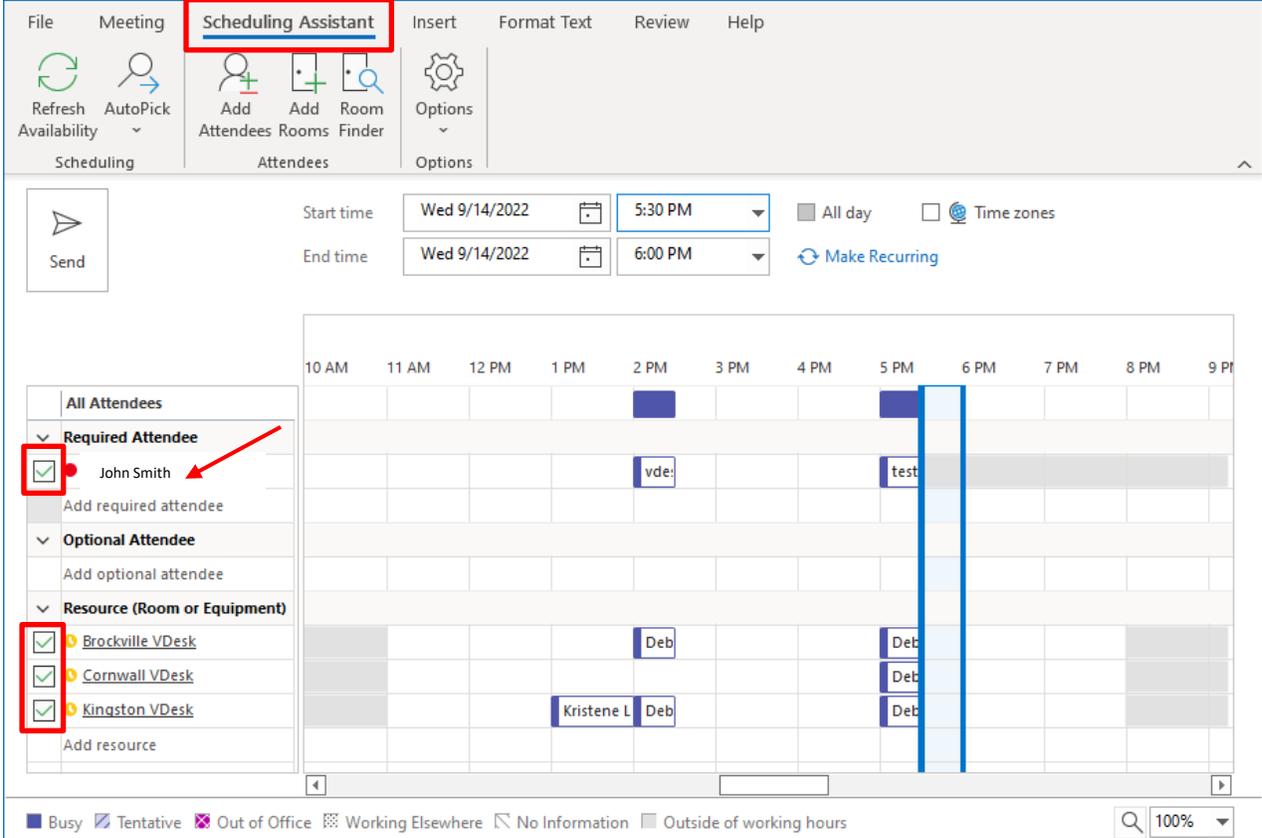
Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 243 305 561 986
Passcode: umyv2S
[Download Teams](#) | [Join on the web](#)

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- In the **Scheduling Assistant**, under 'Required Attendee' click on "Add required Attendee". Enter each attendee's email address, and make sure a checkmark is beside their name.

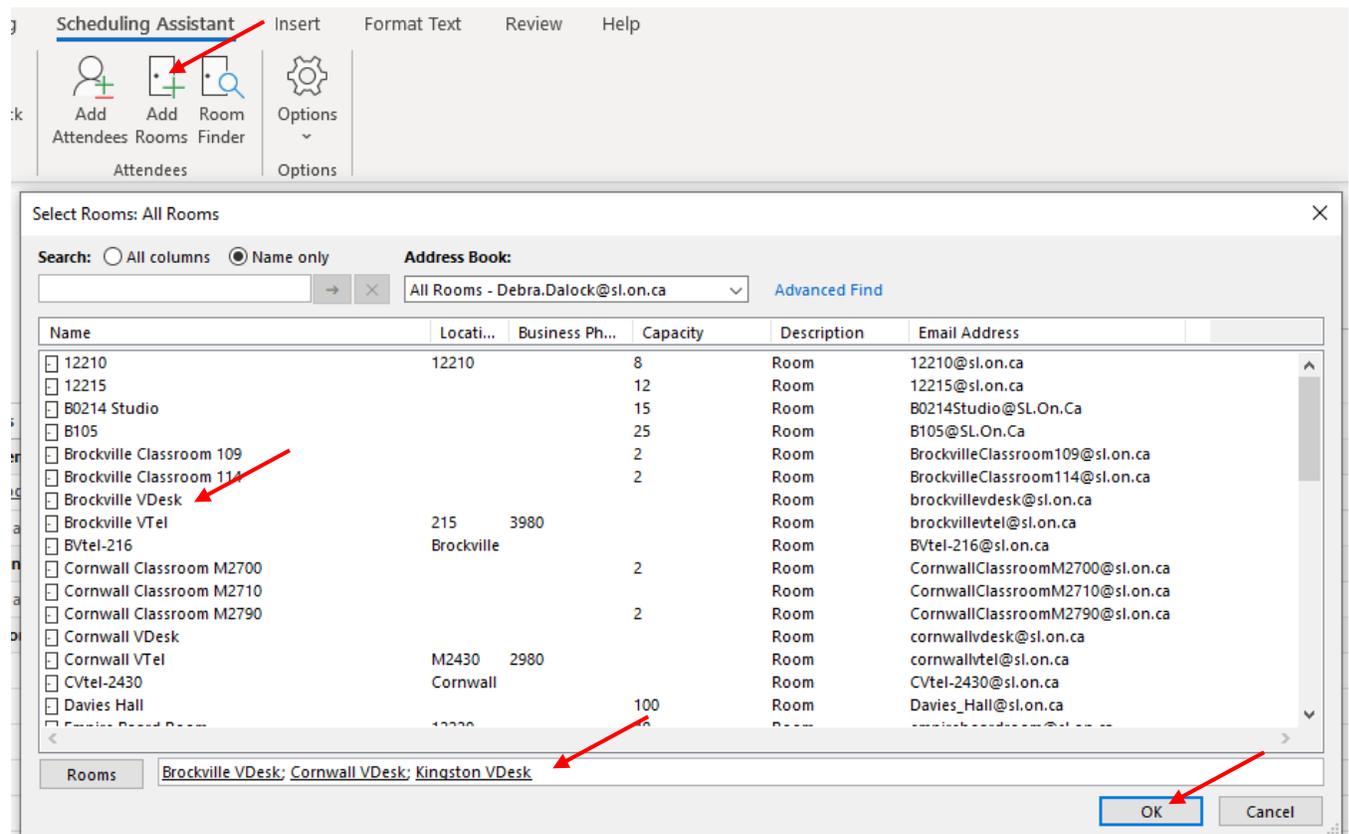


The screenshot displays the Microsoft Scheduling Assistant interface. The 'Scheduling Assistant' tab is highlighted with a red box. The interface shows a calendar for Wednesday, September 14, 2022, from 5:30 PM to 6:00 PM. On the left, the 'Required Attendee' list includes 'John Smith' with a red checkmark and a red arrow pointing to it. Below that, the 'Resource (Room or Equipment)' list includes 'Brockville VDesk', 'Cornwall VDesk', and 'Kingston VDesk', each with a red checkmark. The main calendar grid shows a meeting block for 'John Smith' from 5:30 PM to 6:00 PM, with a blue vertical bar indicating the meeting time. The legend at the bottom shows status indicators for Busy, Tentative, Out of Office, Working Elsewhere, No Information, and Outside of working hours.

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- In the **Scheduling Assistant**, select 'Add Rooms'. Double-click on the appropriate rooms for each of the VDesk rooms you'd like to 'invite' to your meeting. You will notice that as you click on the rooms, they will be automatically populated in the 'Rooms' field at the bottom of the window.
ie. Brockville VDesk, Cornwall VDesk, Kingston VDesk

Remember, if you don't invite the rooms, you will not be able to connect properly once you arrive in the VDesk room(s).



Scheduling Assistant | Insert | Format Text | Review | Help

Attendees | Add Attendees | Add Rooms | Room Finder | Options

Select Rooms: All Rooms

Search: All columns Name only | Address Book: All Rooms - Debra.Dalock@sl.on.ca | Advanced Find

Name	Locati...	Business Ph...	Capacity	Description	Email Address
<input type="checkbox"/> 12210	12210		8	Room	12210@sl.on.ca
<input type="checkbox"/> 12215			12	Room	12215@sl.on.ca
<input type="checkbox"/> B0214 Studio			15	Room	B0214Studio@SL.On.Ca
<input type="checkbox"/> B105			25	Room	B105@SL.On.Ca
<input type="checkbox"/> Brockville Classroom 109			2	Room	BrockvilleClassroom109@sl.on.ca
<input type="checkbox"/> Brockville Classroom 114			2	Room	BrockvilleClassroom114@sl.on.ca
<input checked="" type="checkbox"/> Brockville VDesk				Room	brockvillevdesk@sl.on.ca
<input type="checkbox"/> Brockville VTel	215	3980		Room	brockvillevtel@sl.on.ca
<input type="checkbox"/> BVtel-216	Brockville			Room	BVtel-216@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2700			2	Room	CornwallClassroomM2700@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2710				Room	CornwallClassroomM2710@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2790			2	Room	CornwallClassroomM2790@sl.on.ca
<input type="checkbox"/> Cornwall VDesk				Room	cornwallvdesk@sl.on.ca
<input type="checkbox"/> Cornwall VTel	M2430	2980		Room	cornwallvtel@sl.on.ca
<input type="checkbox"/> CVtel-2430	Cornwall			Room	CVtel-2430@sl.on.ca
<input type="checkbox"/> Davies Hall			100	Room	Davies_Hall@sl.on.ca
<input type="checkbox"/> Davies Board Room	12220			Room	daviesboardroom@sl.on.ca

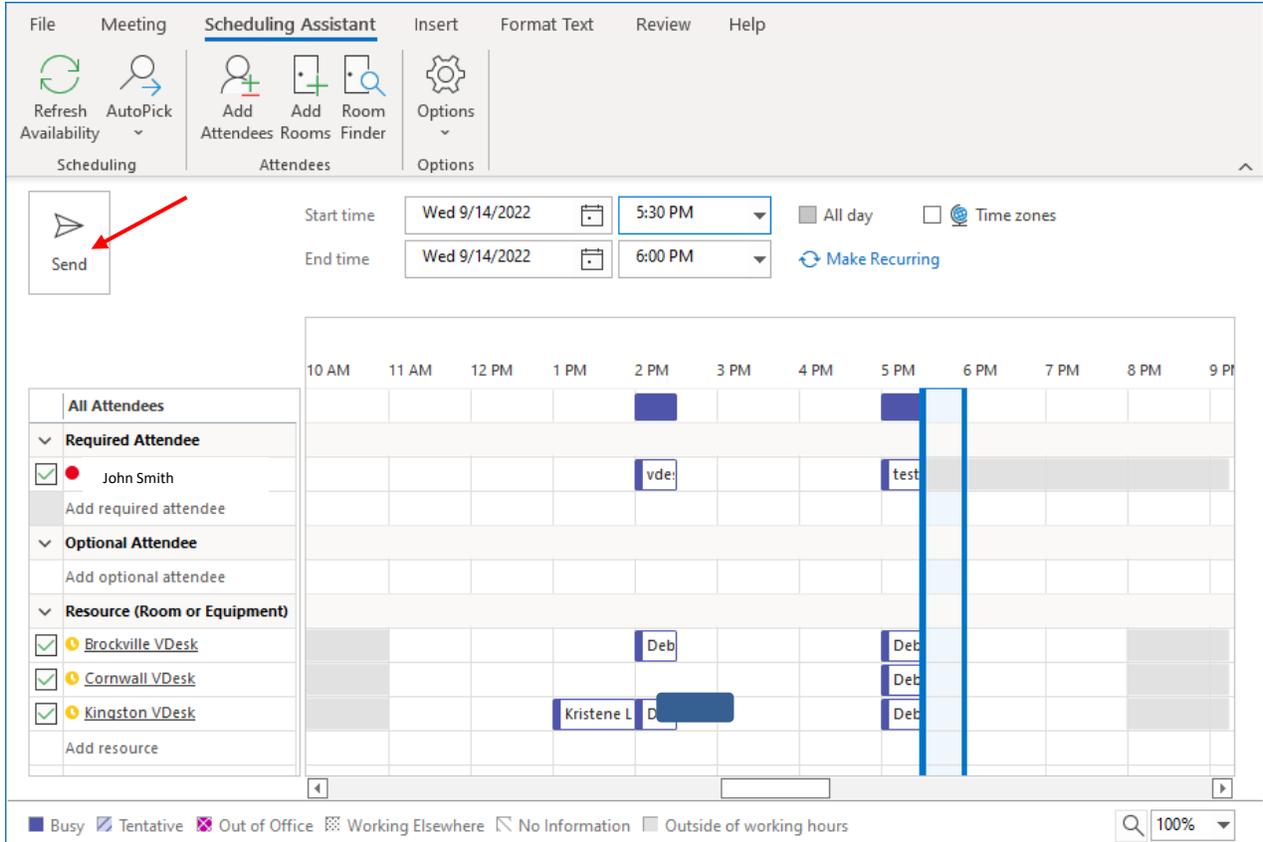
Rooms: Brockville VDesk; Cornwall VDesk; Kingston VDesk

OK | Cancel

- Click on 'OK'

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- Now you will be able to see the room and Attendee availability for your proposed meeting time.



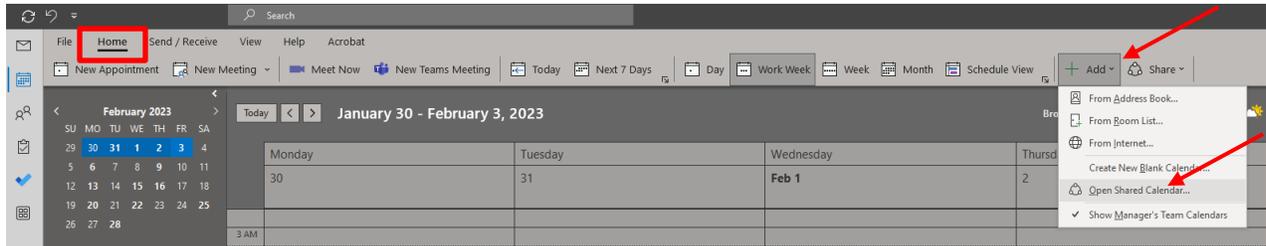
The screenshot displays the Microsoft Teams Scheduling Assistant interface. At the top, there are tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Scheduling Assistant tab is active, showing options for Refresh Availability, AutoPick, Add Attendees, Add Rooms, and Room Finder. Below the tabs, there are fields for Start time (Wed 9/14/2022, 5:30 PM) and End time (Wed 9/14/2022, 6:00 PM). A red arrow points to the 'Send' button in the top left corner. The main area is a calendar grid showing availability for attendees and resources. Attendees include John Smith (Required) and Kristene L. D. Resources include Brockville VDesk, Cornwall VDesk, and Kingston VDesk. The grid shows busy times for these resources during the proposed meeting time.

- If you are satisfied with your selections, Click “Send” to schedule the meeting in the VDesk system.
- If there happens to be a conflict, the IT Service Desk will get a notification from the system that there is a conflict that needs to be resolved. We will reach out to you about any scheduling conflicts.

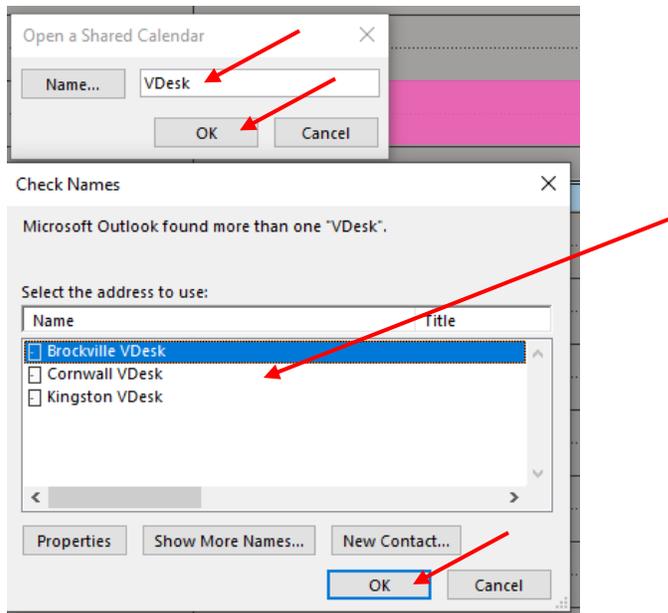
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How do I check my VDesk Booking has been created?

9. You can view the VDesk bookings by opening a Shared Calendar within your own Calendar.
10. On the 'Home' tab, go to 'Add>Open Shared Calendar'



11. Type in 'VDesk'; click on 'OK'



12. Select each VDesk room individually, and click on 'OK'. Repeat for the other campuses.
13. If you check on the left-hand side of your 'My Calendars', you should now see that the VDesk room calendars have been added.

