

Conference Room Hardware Use Instructions, May 2021

Equipment list:

1. Wall-mounted monitor
2. Under table mounted computer
3. Wireless keyboard and mouse
4. 360-degree camera tower with microphone located on the center of the table

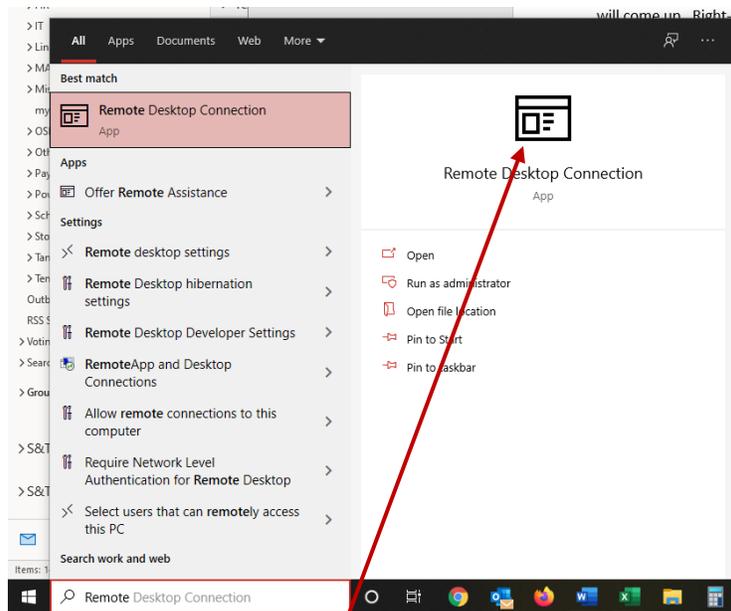
Logon with your university credentials.

You will see your “Roaming Desktop” – this is associated with your account in all classrooms.

In order to access your desktop or any other computer in your group use “Remote Desktop Connection”. This software is installed on all S&T maintained computers.

Use the search window found on your icon bar at the bottom of your monitor:

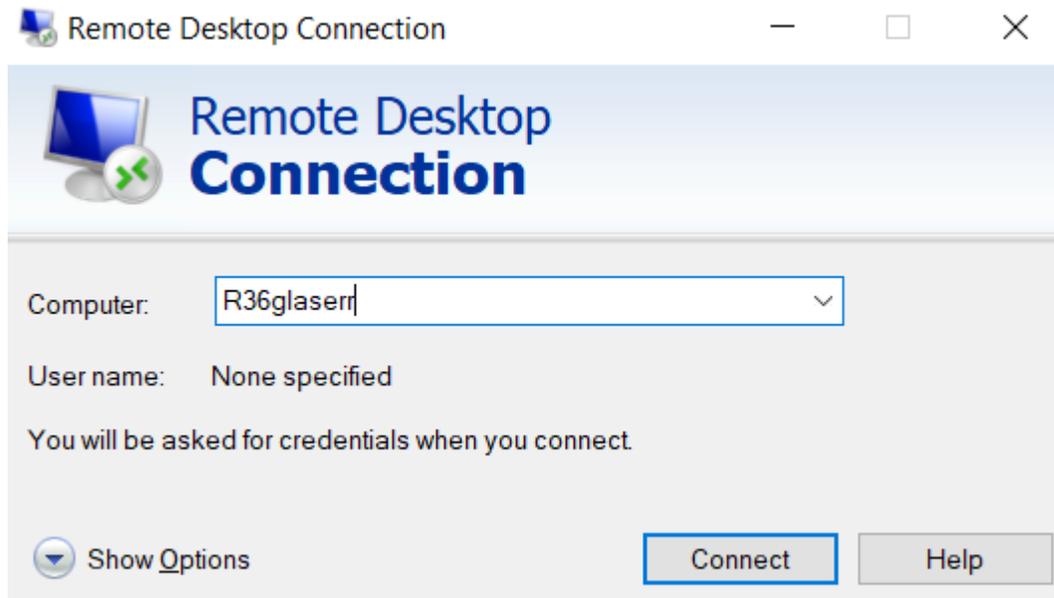
If you start to type “Remote Desktop Connection”, it will give you the autofill option:



Click on the “Remote Desktop Connection” link.

You may also pin the “Remote Desktop Connection” app to your taskbar.

The “Remote Desktop Connction” window will popup.



Enter the name of the remote computer you want to connect to, i.e., R36GLASERR (this it the name given to your computer by the university, found on top of our desktop computer or on a hard drive or on a charger cable).

Using Zoom with the Roaming or the Remote Desktop

You can start Zoom on your roaming desktop. Or you can start Zoom on your remote desktop.

Others in the room and elsewhere can join the Zoom session.

Share Screen can be used to show anyone’s screen on the large wall-mounted monitor.

Connecting from off Campus

If you are off campus and want to work on the desktop in your office, you will need to set up “OpenVPN Connect” on your local system.

Instructions are found at <https://it.mst.edu/services/vpn/>

Run “OpenVPN Connect” and then use the “Remote Desktop Connection” shown above.

