

WebEx Ready Rooms

These rooms have full WebEx kits installed:

- PH N307 Dean's Conference Room (Outlook)
- PH S412 Conference Room (Outlook)
- PH S714 Conference Room (Outlook)
- HSFII 541 Conference Room (Outlook)
- HSFII 600 Classroom (Outlook)
- PLC 126 Conference Room (Outlook)

Reservations: These rooms are all reserved via Outlook. Outlook appointment reservations require approval from the related staff managing that space.

"Soft" Web Conferencing Rooms

These rooms are equipped with a camera and a microphone, but not a WebEx room kit. Utilizing web conferencing in these rooms will require the user to sign into the application via the in-room computer.

Reservations: PH S101 Board Room and SAR 330 are both scheduled via the portal room reservation request form (<http://www.pharmacy.umaryland.edu/schedules/request>). These reservations will be confirmed by scheduling staff. SAR 229 is reserved via Outlook. Outlook appointment reservations require approval from the related staff managing that space.

- PH S101 Board Room (Portal)
- SAR 229 Conference Room (Outlook)
- SAR 330 Classroom (Portal)

Standard Conference Rooms

To utilize web conferencing in these rooms, users must bring their own laptops. Laptops can be connected to the center consoles on the conference tables. An adaptor may be required. This will allow the users laptop screen to be mirrored onto the wall mounted TV's in each room. Web Conferencing applications will need to be opened via the laptop. There is no camera or microphone in these rooms so users will have to use the ones equipped on their laptop.

Reservations: These rooms are scheduled via the portal room reservation request form (<http://www.pharmacy.umaryland.edu/schedules/request>). These reservations will be confirmed by scheduling staff.

- PH N531 (Portal)
- PH N631 (Portal)
- PH S714 Conference Room (Portal)

Conference Phones

If your meeting does not require web conferencing, the rooms listed below have conference phones (i.e. star phones) installed for teleconferencing only.

Reservations: PH S101 Board Room, PH N531, and PH N631 are scheduled via the portal room reservation request form (<http://www.pharmacy.umaryland.edu/schedules/request>). These reservations will be confirmed by scheduling staff. PH N307 Dean's Conference Room and HSFII 541 are both reserved via Outlook. Outlook appointment reservations require approval from the related staff managing that space.

- PH S103 Board Room (Portal)
- PH N531 Conference Room (Portal)
- PH N631 Conference Room (Portal)
- HSFII 541 Conference Room (Outlook)