

WEBEX ACCOUNT AND ACCESS

Anyone can simply join a WebEx meeting if they have the link.

A “Host” account means that you can set up a meeting and create a meeting link. You can also mute attendees to eliminate background noise as well as other controls.

- **GET A “HOST” ACCOUNT BY SUBMITTING A REQUEST THROUGH AMP on the HIT website [here](#).**

WEBEX ACCOUNT RESOURCES

There are several self-serve tools posted within the HIT website available to all team members in order to learn more about using WebEx and managing an account.

The main page for these resources can be found [here](#).

- On-line Access Request Form (AMP) | [link](#)
- WebEx basic Tip sheet | [link](#)
- WebEx basic video session | [link](#)
- WebEx Advanced Tip Sheet | [link](#)
- WebEx Advanced video session | [link](#)
- Online Webex resources | [link](#)
- WebEx Tools Downloads | [link](#)

WEBEX EQUIPMENT CHECKLIST/TROUBLESHOOTING

Do you have the equipment that you need?

AUDIO: You need equipment to hear virtual attendees on WebEx **and** equipment so that they can hear you. This means **speakers**, and a **microphone**.

VIDEO: You need equipment to see virtual attendees on WebEx and equipment so that they can see you. This means a **monitor/screen** of some sort (usually a PC monitor) and a **camera**.

Which option(s) you select for equipment to use will depend on your situation for the meeting in question.

See the information that follows regarding equipment recommendations.

ADDITIONAL RESOURCES

- Telemedicine Engineering is a great resource for both recommendations on equipment setup as well as troubleshooting. Particularly in certain conference rooms where Cisco WebEx panels or other equipment may already be in place. Phone: 4-5470 or Email: CL TMed Techs CLTMedTechs@hscmail.mcc.virginia.edu
- HIT/Help Desk (4-5334) may also be of service. Particularly when it comes to access issues more so than troubleshooting equipment.

NURSING PROFESSIONAL GOVERNANCE ORGANIZATION (NPGO)

What is your situation?	Camera	Monitor/Screen	Speakers	Microphone
<p>I have a private office space to use. The PC in the office is a “regular” workstation (i.e. – NOT Shared workstation). I will be the only user for the meeting.</p> <p>I have a private office space to use. The PC in the office is a “regular” workstation (i.e. – NOT Shared workstation). We will have multiple people in my area “huddling” around the workstation.</p>	<ul style="list-style-type: none"> • Adesso Cyber Track H4 Webcam \$49.99 • Creative Live Cam Sync 1080P \$49.99 • Logitech C310 HD Webcam \$44.99 • Logitech C920s Webcam \$68.79 • Logitech 925e Webcam \$89.99 	<p>Use the PC Monitor</p>	<ul style="list-style-type: none"> • Cyber Acoustics CA-2016WB 2.0 Speaker System \$9.99 • Logitech Speakers Z130 \$29.99 	<p>The Webcam has a built-in microphone</p>
<p>I have a semi-private space to use (e.g. – shared office, unoccupied patient space). The PC is a Shared Workstation. I will be the only user for the meeting.</p>	<p>Lenovo FHD 500 Webcam \$62.10</p> <p><i>NOTE: This camera does NOT have a built-in microphone. Additional considerations when using camera in a semi-private space – if there is any chance of a patient or family walking past the range of the camera inadvertently users are advised to close any blinds and/or doors as well as activate one of the available virtual backgrounds in order to ensure HIPPA compliance.</i></p>	<p>Use the PC Monitor</p>	<p>Use a headset:</p> <ul style="list-style-type: none"> • Logitech H800 \$89.99 • Logitech Padded H390 USB Headset \$39.99 • Logitech Stereo Headset H151 \$19.99 • Manhattan Stereo Headset with Microphone and In-line Volume control \$6.99 • Sennheiser PC 21-II Headset \$29.99 	<p>The headset has a built in microphone</p>
<p>I have a semi-private space to use (e.g. – shared office, unoccupied patient space). The PC is a Shared Workstation. We will have multiple people in my area “huddling” around the workstation.</p>			<p>Use the dial-in option for audio. Dial from a UVA phone or cell phone using the information provided with the meeting planner.</p>	

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What is your situation?	Camera	Monitor/Screen	Speakers	Microphone
I have a good quiet space but there is NO equipment or PC in the room.	<p>If you find yourself with the perfect location but there just is NO equipment, you might consider using an iPad or a Smart phone (Personal or Work; iPhone or Android).</p> <p>Advantages/Perks:</p> <ul style="list-style-type: none"> • Both of these are good “all-in-one” portable options. • Can use personal earbuds, headphones, etc. • Can view and use chat function. • Can view participants. • If host, can exercise host privileges such as muting others. <p>Disadvantages/Potential Barriers:</p> <ul style="list-style-type: none"> • The user would need to download the WebEx app onto the device if not already loaded. • The user would need to sign-in to their WebEx account using the app. If the device is a departmental device, signing in using the app on one device shared by multiple users can feel tricky. • Not ideal for host or presenter. Cannot share presentations. 			
I have a conference room space to use	<p>Most conference room spaces are already outfitted with equipment of some type. We recommend that you contact the person who coordinates the schedule for the room to ask questions about the equipment present and any special considerations when using the equipment.</p>			

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ORDERING INFORMATION FOR MANAGERS/DESIGNEES:

For the models of equipment provided in the table above, Cavalier Computers is the recommended vendor because it is possible to use an in-house departmental code for payment (previously “PTAO”, now FDM Worktags), plus they deliver.

Here are instructions for ordering using their site:

1. Go to the Cavalier Computers website: <https://www.cavaliercomputers.com/default.asp?>
2. Beneath the main header is a navy blue “ribbon”. On the left the ribbon has “Store”, “Services”, “About Us”. On the right it has an orange link to Sign In. Click that link.
3. If you have an account sign in, if not click “Create an Account” and complete the form.
4. Once you are signed in, click on “Store” in the top left of the navy blue “ribbon”
5. Then from the pull down menu select “UVA Departments”
6. Scroll down to the bottom row of “tiles” and click on the one in the bottom right titled “Shop In-store Products”
7. On the top row of tiles select “Computer Accessories & Peripherals”
8. From the menu on the left OR using the tile in the 3rd row, choose “Web Cameras”
9. Choose the product you want, select/enter the quantity, and click “Add to Cart”
10. When finished, click “Checkout”
11. For Shipping Method, choose “Departmental Delivery” and enter your location in the Special Instructions box. BE SPECIFIC! E,g, - “2nd Floor of McKim Hall, Room 2099”
12. Click “Continue to Payment Info”
13. Billing Address – confirm and/or check the box “Same as Shipping”
14. Payment Method = I assume there is an option now for Worktag but if PTAO is still there use that option
15. Click “Apply to My order”
16. Review your order and complete the submission

Generally speaking, as long as the item is in stock at the time the order is placed, it is possible to have the product in-hand the next business day.

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