



The University of Chicago Law School

Law School Computing Services (LSCS)

Video Conference Guide

Before you submit a request for video conference equipment

- Discuss your availability with the employer and determine 2-3 date/time options that work for both you and the employer.
 - **NOTE: Law School video conference equipment requests can only be accommodated Monday through Friday, during normal business hours.**
- Ask the employer how long the interview will be. When making your video conference request add 15 minutes before and after the interview to determine the length of your reservation request.
- Advise the employer that you will be connecting through a LifeSize video conference system.
- Discuss with the employer who will be calling whom (i.e. will the employer initiate the connection at the time of the interview or will the Law School initiate the connection).
- Regardless of who is calling whom, obtain the employer's IP network address that will connect our equipment to theirs and include it in your emails to the Law School helpdesk.
- If the employer wishes to have a test call prior to the interview date, their information technology staff should schedule a time through the Help Desk (773.834.5300 – helpdesk@law.uchicago.edu).

Follow these steps in order to complete your request

- Go to <https://majority.uchicago.edu/> to see if Library Conference Room 514 is available during one of the three preferred times agreed on by you and the employer. **You may submit only ONE request per interview (multiple date and room requests are not permitted).**
 - **NOTE: If Room 514 is reserved, check Library Conference Rooms 413 or 613. However, 514 is the preferred room for video conferences.**
- Complete each field on the GENERAL tab:
 - Date, time, room number
 - Meeting Title for your reservation ("student name – Video Conference Interview (employer)")
 - Reservation Type (Video Conference Meeting)
 - Your email address
 - Student Group (your name)
- On the AV/IT tab request "Video Conference" from the Services menu. Click "Add Notes" and provide the other party's contact name, email address, IP address, and whether the employer is calling the Law School or the Law School is calling the employer.
- Double check that all the information is accurate, then click "Save and Close."

If you have any further questions after reading this packet, please contact the Help Desk at helpdesk@law.uchicago.edu, by phone at 773.834.5300 or stop by in person in the third floor computer lab.

Correct date, time, and room number

GENERAL TAB

Reservation Details

Start: 2/7/2012 12:00:00 PM
End: 2/7/2012 1:00:00 PM

Resources: e (26) (Classrooms), f (49) (Classrooms), G (18) (Classrooms)

Meeting Title* Student Name - Video Conference Interview (Employer)

Reservation Type Video Conference Meeting

Requester's Email* student@uchicago.edu

Booked By UCLAW/kbrady

#Attending 0

Student Group/Department Name* Student Name

To view Library rooms

Correct Meeting Title, Reservation Type, and student contact information

AV/IT TAB

Reservation Details

Start: 2/7/2012 12:00:00 PM
End: 2/7/2012 12:15:00 PM

Resources: i (81) (Classrooms), ii (112) (Classrooms), iii (97) (Classrooms)

Item Name	Time	Qty	Unit Price	Amount
Video Conference System Setup	11:55:00 AM	1	\$0.00	\$0.00

Total Order \$0.00

Select "Video Conference System Setup"

Add a note with employer information