

Emergency Plan of Action

When Videoconferencing

1. If call loses connection, simply go through the “How to Make a Connection” options and try to re-dial to the far site.
2. Power off and restart the Polycomm unit. Then try again to redial to the far site.
3. Have the far site power off their Polycomm unit and then try the redial.
4. Call into the room’s conference phone and finish the class via telephone.
5. Call one of the contact numbers if none of these options seem to be working.

Contact Numbers

1. Audio Visual Department (CUW): 262-243-4370
2. Mike Zill: 262-720-2239
3. Your site Staff Member