



Highlands Regional Library Cooperative

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www.hrlc.org

Virtual Conferencing using NJEDGE-Marratech

What problem does this solve? Weather and distance sometimes interfere with the way we need to conduct business among NJ's libraries. Virtual Conferencing is one way to hold meetings regardless of inclement weather, inconvenient travel, or scheduling constraints.

What do I need to do this? Most computers manufactured in or after 2005 should be compatible. Marratech works on computers running Windows, Macintosh and Linux operating systems. A webcam and headset are needed to have the full audiovisual experience.

What does an online meeting look like? If you use a webcam and headset you will be able to converse with participants and see them in live video. You can type messages using a chat box. You can use a shared whiteboard. You can open documents, spreadsheets, or run Powerpoint presentations for a group. You can browse to webpages and all participants will see what you're doing. You can record meetings for later playback.

How do I get started? Request a Marratech account at <http://www.njedge.net/marratech/request-account.html> (available to all NJ library staff). Follow the directions using the Marratech "Getting Started" guide at <http://www.accessnewjersey.net/anj/emeeting/install.html> . This site contains complete instructions for using Marratech,

How can I get more assistance? Contact the Video Portal staff at <http://www.accessnewjersey.net/anj/videoportal/vpstaff.asp> .

Over, for more information



*Serving the Counties of
Bergen, Hunterdon, Morris, Passaic,
Somerset, Sussex and Warren*



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Audiovisual requirements

You can use Marratech WITHOUT ANYTHING ELSE. You will be able to participate in remote/virtual meetings. You will be able to see and hear other participants. You will be able to interact using text chat, whiteboard, co-browsing (sharing web pages), and document sharing.

But it's more fun with the full ability to participate using audiovisuals

Recommended webcams and headsets

<http://www.marratech.com/forum/index.php?showtopic=1250>



Logitech Quickcam Fusion



Plantronics 400 DSP USB headset

Using a webcam's built-in microphone can produce feedback echo loops that can be a big distraction in your meeting.

Once in a Marratech session press **and hold** the microphone button to speak to all other participants. To keep the microphone on, press the CTRL key while clicking the microphone button.



If you have a web camera, press the camera button to be seen by all other participants.



www.wpunj.edu/library/pdf_files/marratech.pdf

For More Information – contact:

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