NCRC Conference Rooms

To view a list of conference rooms visit: http://ncrc.umich.edu/life-ncrc/services/requests

Conference Room Scheduling
ScheduleON is the Medical School implementation of EMS (Event Management Systems), a web-based application that allows for advanced scheduling and event planning functionality. ScheduleON uses Level-2 authentication.

ScheduleON has three major components:
- The desktop application is primarily for super-users such as event managers and other gatekeepers of space.
- Virtual EMS is a web interface for scheduling rooms.
- PAM is a connector between UMHS Exchange and the EMS database, allowing the scheduling of meetings from the Outlook application.

For any additional questions, email msishelp@umich.edu or call (734) 763-7770.
Reserving a Room in Outlook

1. Open Microsoft Outlook and create a standard event request that includes the event subject, the date and time for the event, and invite the necessary attendees.

2. Click EMS Room Scheduling.

3. On the Event Type list, select the event type for the event.

4. Select the event room.

5. Click Save/Send.
How to Reserve a Room Online

1. Navigate to schedulon.med.umich.edu

2. Pick the area of your desired room

3. Select the date, time, and facility of your event in the 'Where and When' box. In the 'Setup Information' box select your 'Event Type'.

4. Click Find Space

5. Select a room by clicking the green + sign next to the room.

6. Click the yellow 'Continue' button at the bottom of the page.

7. Fill out your event and contact details, all required fields are denoted with a red asterisk.

8. Click Submit
Conference Rooms Overview

North Campus Research Complex
Conferencing room overview

- Display: Video conferencing capable w/ conferencing phone
- Display: Video conferencing capable
- Display w/ conferencing phone
- Display
- Conferencing Phone
- Furniture

1600 Huron
NCRC Campus
Conference Room Phones

NCRC Conferencing phones are equipped with U of M and toll free calling capabilities. To make local and long distance calls from a conferencing phone you will need to register for an authcode through the ITCom Online Service Center. The authcode will give you the capability of making local and long distance calls and having the calls be billed directly to your department.

- Navigate to the U of M Networking and Telecommunications: Information and Technology Services website located at http://www.itcom.itd.umich.edu/
- Click on the link to the “Online Service Center”.
- Under the “Orders” heading, click on the “View more order types” link.
- You will see a line that says “Request Authcode(s)”. Click on this link.
- You will then be instructed to enter the chartcom you would like your calls billed to and asked to assign your authcode to a group or individual.
- In the comments section, include the specific phone numbers of the phones you will be using with your assigned authcode.
- Proceed to your shopping cart and then checkout.

If there are questions on registering for an authcode, or it’s use, please call the ITS Customer Service Center at 734-763-2000.

Dialing from a Phone Restricted to Authcode Use

**Local Calls**

1. Dial 9 + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through

**Long-Distance Direct-Dialed Calls**

1. Dial 9 + 1 + area code + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through

**Long-Distance International Calls**

1. Dial 9 + 011 + the country code + the city code + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through