



Skype Guidelines

Skype is currently available on a limited basis on campus. The software is designed for one-to-one conferences. We have permanent Polycom videoconference systems installed in [BHS 107](#), [CP 331](#) and [MAT 352](#) for larger scale needs.

For use of Skype for one-to-one conferences, please consider the following (3) options:

1. [WG 208](#) (Innovative Lab) and [WG 210](#) have Skype pre-installed and a USB webcam can be setup for a one-time only event. There is no charge for internal use or setup.
2. A faculty / staff office can be setup, though the requesting department will need to purchase any necessary equipment (including USB webcam, hub, etc). There will also be a charge of \$40/hour (standard) per installation.
3. Use Polycom desktop client. We can supply the software for one-time use at no charge. For a permanent installation, the price of the software will be charged to the department (approximately \$100).

For use by students, guests or outside clients please consider:

1. Using a Polycom facility from the remote location.
2. If no Polycom system is available, a copy of the Polycom client can be authorized for a one-time use. There will be no charge, unless a permanent installation is necessary.

For larger videoconference requests:

1. Please use our [Videoconference Request Form](#) to schedule in the appropriate room.
2. Additional information can be found on the facilities via the [Video conferencing](#) page.
3. Available rooms are [BHS 107](#) (internal + external), [CP 331](#) (internal only) and [MAT 352](#) (internal only).