



MESSAGE FROM THE CHIEF INFORMATION OFFICER, OFFICE OF MISSION SUPPORT

This email message is being sent to EPA employees.

Colleagues,

I'm pleased to announce we have a new enterprise standard for conference rooms: EPA Meeting Room Systems. This technology supports EPA's Future of Work strategic plan by laying the foundation necessary for a hybrid workforce to effectively meet and collaborate, regardless of physical location. EPA Meeting Room Systems (EMRS) provide a simple, seamless customer experience and minimize the need for technical support to hold large hybrid meetings. OMS aims to upgrade all legacy conference room systems by the end of calendar year 2023. In the meantime, you can have [hybrid Teams meetings in a conference room](#) using the new EMRS equipment or the legacy Cisco equipment.

What are EPA Meeting Room Systems?

EPA Meeting Room Systems are easy-to-use systems that enable you to use Microsoft Teams to seamlessly conduct hybrid meetings, in which some participants are together in a conference room (or several), and others are working remotely.

You can use EMRS without needing to call a technician to set up and manage your meetings; and all participants can use interactive meeting features. To learn more about EPA Meeting Room Systems, visit the [EMRS intranet page](#), view the quick reference guide on [Scheduling EMRS Meetings](#), or watch the how-to video: [EPA Meeting Room Systems](#).



What if my conference room has not yet been upgraded to EMRS?

If your conference room does not have the new equipment, you can join Teams meetings using legacy Cisco equipment. Not all Teams features and functionalities will be available when joining a Teams Meeting from a legacy video conferencing system.

- Note: When using legacy equipment, you can join, but not host, a Teams meeting. You will need to host the meeting from a laptop and have the Cisco system join as a participant. Please refer [here for guidance](#).
- See additional information about using [legacy Cisco equipment](#).

For additional questions about EMRS or legacy equipment, you may email emrssupport@epa.gov or call 866-411-4372 (option 5).

Messages for Conference Room Owners

Owners or managers of EPA conference rooms with legacy Cisco systems should begin the process of transitioning to the new equipment (if you haven't already). Conference room owners should reach out to their [Information Management Officer \(IMO\)](#) before placing orders directly in eBusiness. Your IMO can provide you with detailed information about available bundles and other options. Please note: due to the global manufacturing and supply chain disruptions, it currently takes approximately 6 months for equipment to be procured, configured and delivered.

Your IMO can also tell you the status of your conference room. Some EPA Conference Rooms have been upgraded or are in the queue, including conference rooms that are part of the Green Conferencing Initiative. Some regions have also independently purchased EMRS equipment.

I appreciate your engagement and cooperation as we work together to transition to a hybrid workplace at EPA.

Sincerely,

Vaughn Noga
Chief Information Officer