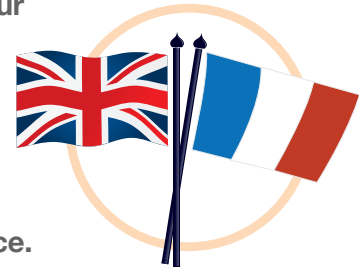


5 Steps towards a successful videoconference, using JANET Videoconferencing

JANET Videoconferencing supports, manages, and assures the quality of your videoconferences.*

You can even videoconference with another school, abroad or in the UK, that only has a webcam and a PC.

Follow the simple steps below for a trouble free videoconference. At any point during your videoconference, you can call 0131 650 4933 for assistance.



1

If you are a UK school and not already registered with Janet Videoconferencing then do so at <http://www.jvcs.ja.net/booking>

2

Check with your partner school or organisation that they have a working and compatible videoconference system or a webcam and PC.

3

Obtain contact details from your partner school: either a venue name, IP address, ISDN, or e.164 number (see overleaf for further details). A booking automatically dials out to all participants by default.

4

Using JANET's online booking facility, book a test videoconference and the actual videoconference on the agreed date (details on how to book are overleaf). Remember to check the date and time in both countries if you are connecting internationally.

5

On the day, make sure you have both your systems turned on. JANET Videoconferencing will automatically connect all hardware systems. Guests connecting via their PC can click a link to join.

For assistance:

Call the JANET Videoconferencing Management Centre on 0131 650 4933, email vidconf@jvcs.ja.net, or visit www.ja.net/jvcs.

*JANET Videoconferencing supports standards based (H.323 and H.320) videoconferences.





Registering with the JANET Videoconferencing

JANET Videoconferencing maintains a directory of educational videoconferencing systems (venues) and their users in the UK. To register as a user please visit: <http://www.jvcs.ja.net/booking>.

Once you have registered as a user you can link yourself to your home venue (VC system).

All venues should perform regular Quality Assurance Tests with the JANET Videoconferencing Operators before they are included in a booking.

For help with registration, please contact your Local Authority or the JANET Videoconferencing Management Centre on 0131 650 4933, email vidconf@jvcs.ja.net, or visit <http://www.ja.net/jvcs>.

Making a videoconference booking, or launching a videoconference now



1. Logon to JANET's online booking interface at <http://www.jvcs.ja.net/booking>.
2. Select "Book videoconference" to choose a time and date or "Launch videoconference" to launch a conference immediately. Enter the name, time and date and other details about your conference.
3. Search for and add your own venue and any other UK registered venues. On this page you can also add any international or unregistered venues by choosing "Add Guest". Choose the desktop option if your guest does not have a dedicated videoconferencing system, but does have a PC and webcam.
4. In the final stage you can check the details, select the option for Live control of the conference, set any venues that need to be allocated numbers to "Dial-in", change the screen layout, or choose to record or stream the conference.



Details needed to make a booking

To make a videoconference booking using JANET's booking facility you will need ONE of the following pieces of information from the person that you wish to call:

Venue name (only in the UK)	JANET Videoconferencing allocates venue names to UK videoconference systems, in the format of [description of system]@[URL of organisation] which means that they can sometimes appear like email addresses, e.g. TeacherClass2@SomeSchool.sch.uk
An e.164 number	A long number that is used to identify videoconference systems on a network. A complete e.164 number often starts with a country code, e.g. in the UK 0044123456789000
An IP address	Similar to computers, each videoconference system can be given a public IP address that is split into four groups of numbers separated by a dot e.g 123.45.506.78
An ISDN (number)	Videoconferencing can also use special ISDN high speed telephone lines. The number is in the same format as a telephone number.
Email address	JANET Videoconferencing will send an email allowing your guest to download a software client and join a conference from their desktop. They will need a PC and webcam.

To request a number for your partner to call (in case they can only dial into a conference) select them to be dial-in in the third stage of the booking process.

For further information on JANET Videoconferencing, please visit www.ja.net/video