

JANET Videoconferencing Booking Service

The JANET Videoconferencing Booking Service provides a streamlined and simple approach to booking a JVCS videoconference, whilst retaining the detailed administration functions required to make a JVCS videoconference happen. There is also an online help facility to guide users through each step of using the service.

This factsheet provides a summary of how to register for the new service, the three-step procedure for booking a conference and where to find further information.

Registering for the Booking Service

New users of the Booking Service must fill in a registration form that will be sent to their organisation administrator for authorisation. There are various levels of login with privileges ranging from a basic booker to an organisation administrator. The level of login is dependent on the user's requirements and must be authorised by the organisation administrator.

Booking a videoconference

Requesting a booking is done in three basic steps:

1. Enter conference details - name, conference title, start/end time, contact details.
2. Add conference venues - from a favourites or registered list or add a guest.
3. Confirm booking - at this stage advanced options can be configured if required.

As all venues have pre-configured technical options such as CODEC (coder/decoder) speed and A/V protocols, non-technical users can book a videoconference without having to consider these options.

Videoconferences should be booked at least two hours before the conference is due to start. If a conference is booked less than two hours before the start time, please contact the JVCS Management Centre on 0131 650 4933.

Checklist: Information Needed for Booking a Videoconference

You will need:

- User name for JVCS booking service
- Password for JVCS booking service
- Title of conference
- Purpose of conference
- Start and end dates
- Start and end times
- Name of conference coordinator
- E-mail of conference coordinator
- Phone no. of conference coordinator
- List of venues for the conference
- If adding a guest venue, does it have an IP or ISDN CODEC
- Names of main attendees at each venue

A Quick Guide to Booking a Videoconference

- Log on at <http://www.jvcs.ja.net/booking>
- Click on **Book videoconference**
- Enter:
 - Title of conference
 - Purpose of conference
 - Start date and end date
 - Start time and end time
 - Name and contact no. of Conference coordinator
- Click **Add conference venues and attendees>>** button
- Add venues using **Add Favourite, Add Venue** or **Add Guest** buttons
- Click **Confirm conference booking** button
- Click **Complete conference booking** button
- Note conference reference number

Further Information

The JVCS Home Page:

<http://www.jvcs.ja.net/>

The JVCS Booking Service:

<http://www.jvcs.ja.net/booking/>

The VCSP (Videoconferencing Schools Pilot) page:

<http://www.jvcs.ja.net/schools>

JVCS Booking Service Flash Guides

'Registration to JVCS' Guide:

http://www.jvcs.ja.net/docs/register_101.swf

'Add a Venue' Guide:

<http://www.jvcs.ja.net/docs/addvenue.swf>

'Book a Videoconference' Guide:

<http://www.jvcs.ja.net/docs/bookingavc.swf>

Contact Details

For any further queries please use the following contact details:

E-mail: vidconf@jvcs.ja.net

Tel: 0131 650 4933