Videoconferencing with a desktop

Booking a Videoconference to Include a Desktop User

1. Login to the Booking Service - www.ja.net/bookvc [1]
2. Click Book videoconference
3. Enter conference details: title, purpose, date, time and a Conference coordinator
4. Click on Add Venues and attendees
5. Add a conference venue
6. Click **Add Guest**
7. Select JVCS Desktop under Guest type
8. Enter the Name, Organisation and Email address of the Desktop Videoconferencing conference participant. An email will be sent to desktop guests with a link to join the conference at the designated date/time and a link from which to download the software package labelled 'Conferenceme.msi' (provided by Tandberg) to be installed on the machine (if it is not already installed).
9. Add a registered venue by clicking on **Add to Conference**
10. If any of the participants involved in the meeting may be joining from a home broadband connection, we recommend placing a tick in the box marked **Use JVCS Desktop at lower bandwidth?** (Ideal for home users). This will reduce the amount of data being transferred making it easier for the home system to maintain a reliable audio and video stream.
11. Click **Confirm venue and attendees** to confirm booking details
12. Adjust any further conference options if necessary under Advanced settings
13. Click **Complete conference booking**
14. The Booker will be presented with a booking reference, including a link (for information purposes only), which their Desktop Videoconferencing guest participants will use to access to join the conference, e.g. http://www.jvcs.ja.net/c/3BE3IAPg [2]. This link is also emailed to all Desktop Videoconferencing guests listed in the booking.

Links
[1] http://www.ja.net/bookvc
[2] http://www.jvcs.ja.net/c/3BE3IAPg