

## Advanced guide to using the desktop client

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Desktop Videoconferencing Guide

A guide from the

Janet Videoconferencing Service

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### Introduction

This document is to assist those using the JVCS Booking Service to book and join a videoconference to include one or more Desktop Videoconferencing participants.

What is Desktop Videoconferencing?

Desktop Videoconferencing allows users to participate in a booked videoconference from a PC or laptop without having to use a hardware-based endpoint (CODEC) e.g. Polycom, Tandberg, or other dedicated equipment. This feature uses the Tandberg software called ConferenceMe and permits a lecturer or teacher to chair a discussion from a regular videoconferencing venue (room) with several students who are using desktops and laptops at other sites or at home. Version: 1.26 17/04/2012 4

## 1 Hardware & Software Requirements

Desktop Videoconferencing (JVCS Desktop) is only supported on PCs or laptops running Microsoft Windows™ software, therefore, is not supported on PCs or laptops running MAC or Linux operating systems.

The following minimum specifications are recommended for using Desktop Videoconferencing:

- PC or laptop running Windows XP (Service Pack 2 or higher), Windows Vista (Service Pack 1 or higher), or Windows 7
- Dual-core processor
- 1GB RAM minimum
- Network connection (e.g. office network or home broadband)
- Webcam
- Headset with microphone - either USB or 3.5mm jack plugged directly into the pink microphone socket and green speaker socket ports. Alternatively, a personal USB speakerphone may be used, e.g. a ClearOne Chat, Phoenix Duet or Polycom Communicator.
- In order to download, install and test the Desktop Videoconferencing software, go to:

<http://www.ja.net/desktopcheck> [2]

Note: the software package is labelled „ConferenceMe2.msi? (provided by Cisco)

Users must have administrative permissions on their PC or laptop to install this software. If there are any issues with installation they will need to contact their IT department. Version: 1.26 17/04/2012 5

## 2 Booking a Videoconference to Include a Desktop User

1. Login to the Booking Service - [www.ja.net/bookvc](http://www.ja.net/bookvc) [3]
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> [4]. This link is also emailed to all Desktop Videoconferencing guests listed in the booking.

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### 3 Joining a Conference using Desktop Videoconferencing

Desktop Videoconferencing guest participants will automatically receive an email with details of the conference (see sample email below).

1. Within the email click the conference link
2. Enter your email address in the form
3. Click join videoconference to connect to the conference

Sample email:

Dr Lecturer has invited you to join a JANET videoconference using your computer and JVCS Desktop.

-- Download JVCS Desktop --

Before the videoconference, please visit <http://www.jvcs.ja.net/c/2UxxxM8C&op=jdc> [5]

to download and test JVCS Desktop with your PC, webcam and headset.

-- Join the conference --

At 13:00 on 08/03/2012 please go to <http://www.jvcs.ja.net/c/2UxxxM8C> [6]

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Due to the unpredictable nature of public and shared networks (e.g Home ADSL, wireless or hotel networks) we do not recommend the use of JVCS Desktop via these connections.

JVCS Desktop is intended for use by organisations and users whose network and bandwidth are capable of supporting the required quality of video and audio.

JVCS Desktop does not provide the same experience as using a dedicated videoconference system, but is a suitable alternative for some situations.

A guide to "Videoconferencing with JVCS Desktop Endpoints" is at

<http://www.jvcs.ja.net/vcng/docs/jvcsdesktopguide.pdf> [7]

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More information on the conferences is below. Reference: FE160647 Conference Title: The conf Purpose: Administration/Management Meeting Status: Videoconference is committed Duration: 22/02/2012 13:00 until 22/02/2012 14:00 Conference Contact: Dr Lecturer Contact Email: [xxxxx.xxxx@xxx.uk](mailto:xxxxx.xxxx@xxx.uk) [8] Contact Phone: xxxxx xxxx xxx Conference Participants: ----- [xxxx-house-xxxxx-room@xx.xx](mailto:xxxx-house-xxxxx-room@xx.xx) [9]: Dr Lecturer [xxxxx@xxxxx.com](mailto:xxxxx@xxxxx.com) [10]: Desktop Videoconferencing1 participant ---- The JVCS Management Centre can be contacted on +44 (0)131 650 4933 Version: 1.26 17/04/2012 7

4 Hints and Tips Feature	Shortcut key
Full screen	F or f, F11, Ctrl+F11, Alt+Enter, double-click
Full screen content layout	C or c
Next local layout	L or l
Previous local layout	K or k
Next participant	Left or Right arrow keys

Next MCU layout	Up or Down arrow keys
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**Source URL:** <https://community.jisc.ac.uk/library/videoconferencing-booking-service/advanced-guide-using-desktop-client>

### Links

- [1] <mailto:vidconf@video.ja.net>
- [2] <http://www.ja.net/desktopcheck>
- [3] <http://www.ja.net/bookvc>
- [4] <http://www.jvcs.ja.net/c/3BE3IAPg>
- [5] <http://www.jvcs.ja.net/c/2UxxxM8C&op=jdc>
- [6] <http://www.jvcs.ja.net/c/2UxxxM8C>
- [7] <http://www.jvcs.ja.net/vcng/docs/jvcsdesktopguide.pdf>
- [8] <mailto:xxxxx.xxxx@xxx.uk>
- [9] <mailto:xxxx-house-xxxx-room@xx.xx>
- [10] <mailto:xxxxx@xxxxx.com>