

Quick Guide

The Booking Service provides a web-based user interface for users to booking or launching a Janet videoconference. The interface also allows administrators to manage their videoconferences before they happen and live, while they are happening. 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 user privileges allocated to their login 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

- Log on at <http://www.ja.net/bookvc> ^[1]
- 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 Venue', 'Add Favourite' or 'Add Guest' buttons
- Click 'Confirm conference booking' button
- Click 'Complete conference booking' button
- Note conference reference number

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.

Checklist for Booking a Videoconference

- [] Title of conference
- [] Purpose of conference
- [] Start and end dates

- ☐ Start and end times
- ☐ Name of conference coordinator
- ☐ Email address/phone number of conference coordinator
- ☐ List of venues names for the conference

- ☐ Names of main attendees at each venue
- ☐ Guest venue (if included): does it have an IP or ISDN CODEC (coder/decoder)?
- ☐ Guest venue E.164 number/ISDN number/IP address

Launching a Videoconference

- Log on at <http://www.ja.net/bookvc> ^[1]
- Click on 'Launch videoconference'
- Enter:
 - Title of conference
 - Purpose of conference
 - Duration
- Click 'Add conference venues and attendees>>' button
- Add venues using 'Add Venue', 'Add Favourite' or 'Add Guest' buttons
- Click 'Confirm conference' booking button
- Click 'Complete conference' booking button
- Note conference reference number

Checklist for Launching a Videoconference

- ☐ Title of conference
- ☐ Purpose of conference
- ☐ Conference duration
- ☐ Name of conference coordinator
- ☐ Email address/phone number of conference coordinator
- ☐ List of venues names for the conference
- ☐ Names of main attendees at each venue
- ☐ Guest venue (if included): does it have an IP or ISDN CODEC (coder/decoder)?
- ☐ Guest venue E.164 number/ISDN number/IP address

JVCS Booking Service Flash Guides

'Registration to JVCS' Guide: http://www.ja.net/multimedia/jvcs/register_101.swf ^[2]
'Add a Venue' Guide: <http://www.ja.net/multimedia/jvcs/addvenue.swf> ^[3]
'Book a Videoconference' Guide: <http://www.ja.net/multimedia/jvcs/bookingavc.swf> ^[4]

Contact Details

For any further queries please use the following contact details:

E-mail: vidconf@video.ja.net ^[5]

Tel: 0131 650 4933

Source URL: <https://community.jisc.ac.uk/library/videoconferencing-booking-service/quick-guide>

Links

- [1] <http://www.ja.net/bookvc>
- [2] http://www.ja.net/multimedia/jvcs/register_101.swf
- [3] <http://www.ja.net/multimedia/jvcs/addvenue.swf>
- [4] <http://www.ja.net/multimedia/jvcs/bookingavc.swf>
- [5] <mailto:vidconf@video.ja.net>