

## INVIEW® VIDEO CONFERENCING

### GUIDE TO SCHEDULING A MULTIPOINT VIDEO CONFERENCE

A multi-point video conference is a meeting conducted over video conferencing with more than two locations. Scheduling your conference is a simple and efficient process. Follow the steps below to schedule an upcoming video conference.

#### ▶ STEP 1

- Call InView® Reservations at 800-603-9402, press "2" for reservations.
- Be prepared to provide the following details:
  - Your name
  - Company name
  - Your contact details (*If you've booked calls before, these details will have been recorded*)
  - Leader's name (*This name will appear on the invoice and report details*)
  - Name of the meeting (*The meeting name is used by the technician who will setup your call and will also appear on the invoice and report details*)
  - A client code, budget code or order number (*This code will appear on the invoice and report details, to help with cross billing and accounting matters*)
  - Date of the meeting (*You can book a meeting 365 days a year*)
  - Start time of the meeting (*You can book a meeting to start at any time of the day, 24 hours a day*)
  - Estimated duration of the conference (*Your meeting can last anything from 15 minutes to all day if required – there is no minimum or maximum time*)
  - Name of the site you will bring into the meeting
  - The room telephone number
  - Any additional information (*If there are any special requests you would like us to plan for, please provide them during the booking*)
- You can reserve a conference via InView® Online at [www.inview.net](http://www.inview.net).

#### ▶ STEP 2

When reserving a client location to connect during a video conference, we will require the following information:

- Booking Client Locations
  - Company name (*This name will appear on the invoice and report details*)
  - Contact name, telephone number & email (*This is the name of the person we will contact and confirm the meeting with*)
  - ISDN number or IP information (*If possible, please provide an ISDN number or IP for this location. If you don't have that number, we will acquire it for you*)

#### ▶ STEP 3

- Once your scheduling is complete, you will receive an email or fax notification to confirm the start time and the time we will begin calling your video conference system.
- InterCall® will setup the video conference 10 minutes before the start time of the meeting. If this is inconvenient, please indicate how long before we should start to setup. We would recommend no less than 5 minutes beforehand.
- Please make sure your equipment is turned on prior to your scheduled set-up time. This will assure that your meeting starts on time.