How to launch/schedule a conference

- I. Login to v-scene at v-scene.ja.net
- 2. Click on start/schedule a conference at the bottom of the screen.

Jisc Conferences Video sy	stems User Meeting room	Organisation Administration	conferences, video systems, users, or $\ensuremath{\mathbb{Q}}$
Welcome to v-scene			
Your upcoming conferences		Your meeting rooms	
No reco	ords found	Katharine Iles room	
Top 5 users contacted		Top 5 VC systems used	
No reco	ords found	No reco	ords found
Start / schedule a conference	View my conferences		

3. The conference screen will load. Enter a name for your conference.

Conference AU00102195				
+ Specify schedule				
eople		Video systems		
Katherine Nex katharine.line@ja.net	a 🏠	isten kaste Nerkseyn den 🏭 sim	Q	£ <
Enter a name or email	a 🏠			
Show other options 👻				

4. Add guests to the conference by entering their name or email address in the box below your account details. Continue to add guests as required.

If a guest is already registered their default videoconferencing system will show. If they are not registered on v-scene, you will be asked to how the guest will connect.

	×
Guest video system	
Email address *	
How will my guest connect? *	
-	
1	
Guest calls in. Details will be provided (IP/e.164/SIP)	
ISDN quest	n.
Telephone guest	
Visimeet guest	
v-scene desktop - provide my guest with a free software client	

5. Additional options can be set by clicking "Show other options"



- 6. To start the conference immediately click "start now".
- 7. To schedule a conference click "specify schedule".



8. You can now enter the conference timings and set any recurring meetings.

Conference title				
Thy videocomerence				
04/08/2014	10:43	to 🛗	11:43	GMT+01:00
• Recurrence				

9. When all details are complete click "schedule conference".

Schedule conference Start now	Start after 10 minutes
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