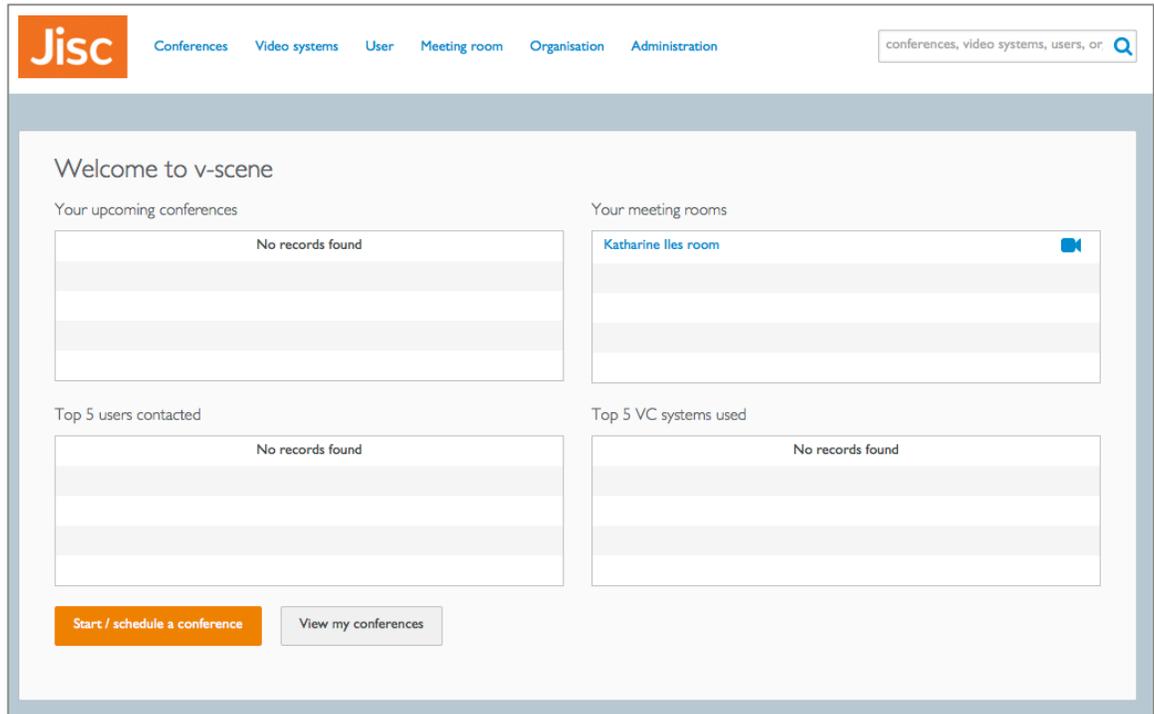
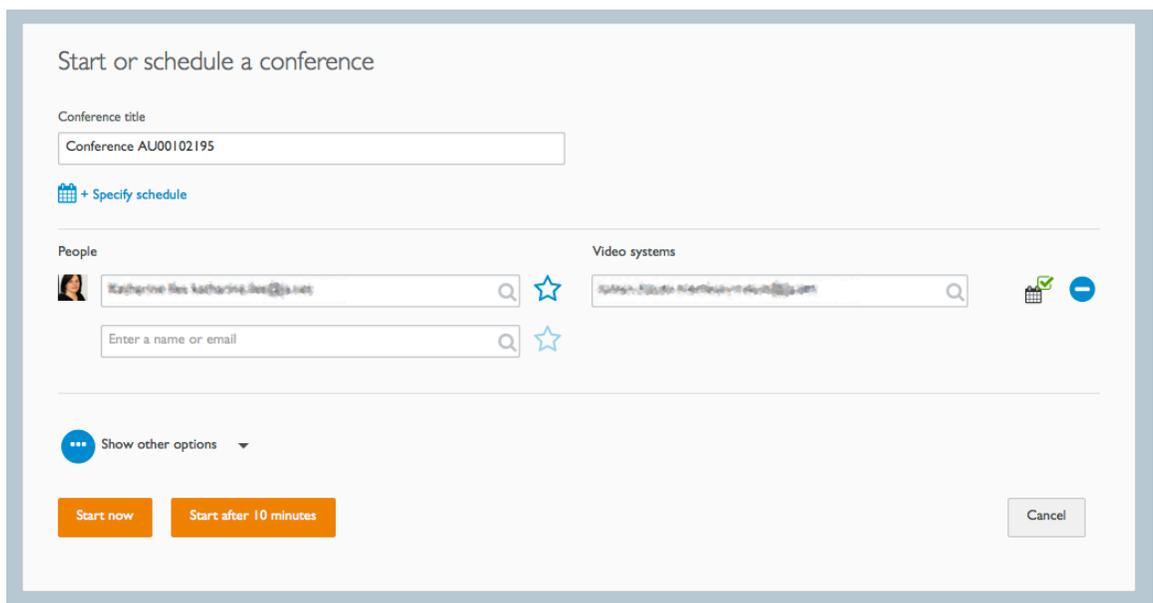


How to launch/schedule a conference

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

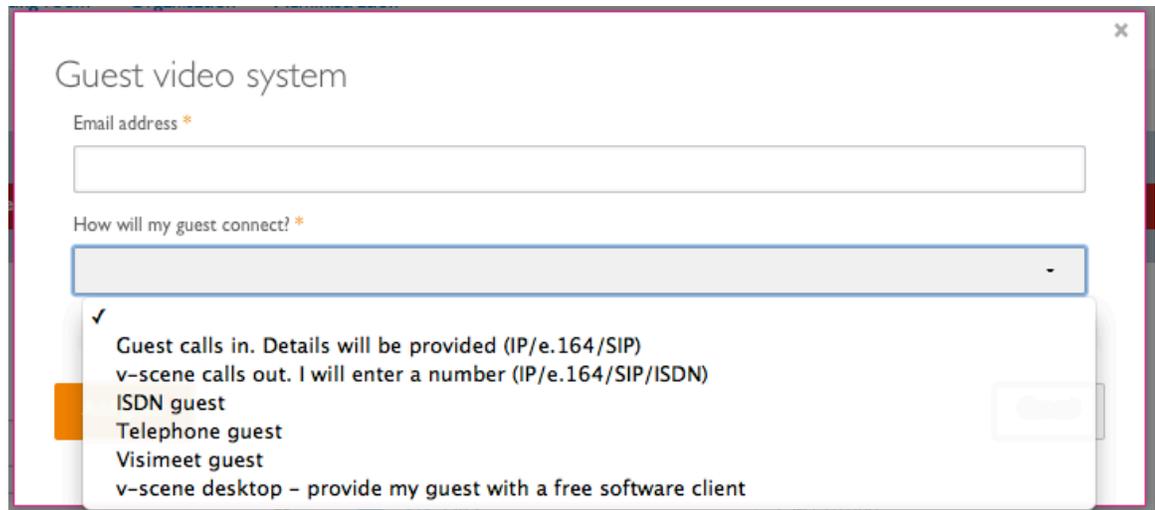


3. The conference screen will load. Enter a name for your conference.



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.



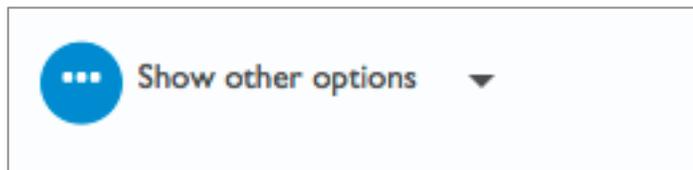
Guest video system

Email address *

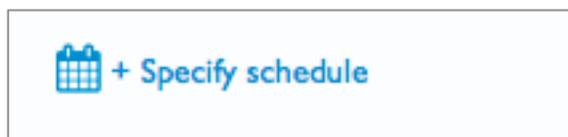
How will my guest connect? *

- ✓ Guest calls in. Details will be provided (IP/e.164/SIP)
- v-scene calls out. I will enter a number (IP/e.164/SIP/ISDN)
- ISDN guest
- 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

My videoconference

 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