

How to Schedule a Video Conference

Before you begin

- One week notice from user prior to conference to accommodate testing, training, and any necessary troubleshooting
- Technician name and number at the far site
- Date, Time, and Duration of the Conference

Step 1: Reserve the room before scheduling any event with far side

DLR- Elizabeth Stern at WACD EStern@hartnell.edu or 755-6960

M-8- Elizabeth Stern at WACD EStern@hartnell.edu or 755-6960

Natividad Cassidy Porter at Cporter@hartnell.edu or 755-6772

King City Kimberly Kessler at KKessler@hartnell.edu or 386-7100

Step 2: Contact Instructional Technologist for scheduling event and receive training

Cassidy Porter at cporter@hartnell.edu or 755-6772

There are three types of technologies used in video conferencing to connect with distant sites they are IP, ISDN, and IP/ISDN (Cenic).

Step 3: Request a test of our conference equipment with far side

sotero@hartnell.edu Steve Otero X-6107 or Pchen@hartnell.edu Paul Chen at X-6897

It is up to the user to arrange on-site technology support during the video conference.