

Conferencing Booking:

It is the current policy of the Video Network Information Center to support video conferencing using H.323 technology. These current conferencing protocols are being implemented using a series of products that are currently manufactured by Polycom Inc. and the following types are listed below:

- | | |
|--|---------------------------------------|
| ▪ EX series* | FX series* |
| ▪ FX Visual Concert (people & content) * | VS 4000*, VS 8000 series* |
| ▪ Via Video* | PVX series |
| ▪ VSX series* | VSX Visual Concert (people & content) |
| ▪ HDX series | Tandberg systems & Movi |

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Indicates products currently being phased out by the end of 2009, support will continue to 2010. VNIC is currently working on a strategy to phase out technology that is reaching end-of-life by the manufacturer.

The time element is critical in providing a successful conference to all participants. Communications between the VNIC and the interested (far-sight) off campus locations is a critical element in the success of video conferencing. Data provides the VNIC with the following matrix for setting up a location before a conferencing event can take place.

- | | |
|-----------------|---------------------|
| ▪ In-State | 2 day notification |
| ▪ Out-of-State | 5 day notification |
| ▪ International | 14 day notification |

Portable equipment can also be scheduled and shipped to locations for either in-state, national, or international locations. Charges for non-academic conferences will be billed to the requesting department. All academic requests will be supplemented by the VNIC. The time frame for shipping and setup for this type of process is as follows:

- In-State 4 days
- Out-of State 15 days
- International 30 days

Technical Requirements for Far-Sight locations

At the outset, there are several elements that need to be in place before an assessment on the possibilities of videoconferencing can begin:

- The far site must be H.323 (IP—preferred) compliant.
- The bandwidth must be “shaped” or “flagged” for video to get priority. QOS is required for reliable performance.
- There must be at least 384K “dedicated” per videoconference in both directions.
- The videoconferencing jack must be set at 100 Mbps full auto-detect.

When working with cable provider (broadband access), ask for the gold package which gives you a higher bandwidth up and down.

Legacy video conferencing systems ports opened for Video Conferencing

- 1719 - UDP gatekeeper communications
- 1720 – TCP call setup
- 1731 –TCP audio call control
- 3230 thru 3253 TCP / UDP Polycom fixed ports
- 3603 – TCP MGMT ports

New Conferencing systems will be able to use H.460 technology for firewall traversal.

Registering with Ball State University, VNIC interstate by contacting the VNIC by web or phone: <http://www.bsu.edu/it/vnic-request/> or 765-285-2981

A technical contact person must be identified on the far end to provide initial information to Ball State’s Video Network Information Center.

Booking Information

Conferencing consists of two types: point-to-point which is a one to one conference, to a point-to-multipoint situation; which is one origination location being viewed by many location and interaction takes place just like a point-to-point conference.

The value of the learning experience and the evaluation of the outcome of a successful video conference is ultimately the responsibility of the requestor. However, the VNIC will provide options and offer solutions to accommodate the conference. With appropriate planning and collaboration the conferencing seminar can become an enriched learning tool.

Request form:

Currently there are three methods of booking video conferences at Ball State University they are: by phone, email, or setting up an appointment with the Assistant Director, Unified Communications and going step by step through the booking process. It is recommended that if you are going to be booking a series of events to come with the dates, times and locations that will be involved and departmental budget code for tracking use of video conferencing technology.

During this initial meeting process several questions will be asked pertaining to media that is necessary to use in your conference such as the following:

- Is there a need to replay video segment for your seminar?
- Copyright needs to be obtained for conferencing purposes.
- Will PowerPoint's be used or any other presentation applications?
- Will you be using a laptop?

Upon successful testing with the far-sight locations the origination location will be sent via email the completed form related to the event or series of conferences.

Criteria for bridging a conference

Current bridge used by the Video Network Information Center is a Codian Bridge located in Information Technology Services, (ITS).

A secondary bridge is made available by Indiana University for projects that exceed and IP connection of 12 conference calls. IU also is our source for ISDN to IP video conferences. Redundancy for the VNIC Codian Bridge if failure occurs is the Indiana University system.

Bridging calls using the VNIC Codian Bridge maintained by VNIC is primarily used for the following:

- Conferences using IP only, with a maximum number of end points that does not exceed 12 locations at 384Kbps per call. (currently)
- VNIC Codian Bridge must be used when streaming media.
- Video conferencing can be archived for future review when requested.