

Scheduling with the NCREN Network

If you want to schedule a session that includes a single site from the NCREN network, please follow the steps outlined in the VNS Scheduling Procedures for Videoconferencing.

If you want to schedule a session that includes multiple sites from the NCREN network, please follow the steps below:

1. Contact the Program Coordinators at the NCREN sites you want to interact with. Contact information can be found via the NCREN home page at <http://www.mcnc.org/ncren/videocontact/>.
2. All videoconferences that involve two or more NCREN sites will need to use one of the three available MCNC MCU resource connections.
3. Request one of the Program Coordinators to turn in a broadcast request to NCREN to check for network and site availability.
4. The Program Coordinator will contact you with network availability, site availability, and a NCREN MCU number (MCNC MCU 1, MCNC MCU 2, or MCNC MCU 3).
5. Once the NCREN site and MCU availability is confirmed, only the Requester should schedule the conference with the appropriate MCU number through the VNS/NCIH Web Scheduler.
6. Only NCREN Program Coordinators can give out MCU numbers. NOTE: MCNC MCU's cannot be scheduled without permission.
7. VNS/NCIH Web Scheduler Procedures for scheduling MCNC MCU 1, MCNC MCU 2, or MCNC MCU 3.
 - Under Video Alg., choose H.263 from the drop down menu.
 - If all participating sites in the conference are NCVIP, choose single screen icon under CP Layout.
 - If participating sites are a mixture of NCIH and NCVIP, do not choose a CP layout. Conferences involving NCIH and NCVIP do not work successfully under CP.