



SECTION III: VNS SCHEDULING PROCEDURES FOR NCIH TO IP VIDEO SITES USING GATEWAYS

The following steps are necessary to schedule a conference that involves **BOTH** NCIH (H320) and IP Video sites that are certified and registered with VNS (Video Network Services). For guest sites, refer to OFF-NET IP Video Procedures for registering with VNS. In order to schedule both sides of the network, two coordinated but separate conferences will have to be scheduled. The NCIH sites in the conference are scheduled through the BellSouth NCIH Interactive Web Scheduler. The VNS IP Video sites in the conference are scheduled through the VNS Interactive Web Scheduler. The connecting site for NCIH and IP Video sites is a gateway that provides an entrance and exit into a communications network. **A gateway site is mandatory in order to successfully schedule conference(s) involving both NCIH and IP Video sites.** All gateways are treated as resources/sites, listed by a resource/site name, and counted in conference configurations. The same gateway must be identified and used in both the BellSouth NCIH Web Scheduler and the VNS IP Video Web Scheduler. **If the conference(s) in both Web Schedulers are not resolved or do not schedule the same gateway, inter-networking will NOT take place.**

1. One site accepts responsibility for scheduling the conference(s) in the NCIH Web Scheduler and becomes the **Requester for the NCIH sites**. One site accepts responsibility for scheduling the conference(s) in the VNS Web Scheduler and becomes the **Requester for the IP Video sites**. If a requester has scheduling privileges in both web schedulers, this may be the same person.
2. The Requesters must determine and communicate the following information to each other:
 - **Determine the conference(s) date(s), time, and title**
If the conference type is "Recurring or Series," the Scheduler needs to ascertain if there are any conference dates between the start and end dates the will not meet. These "non-conference date(s)" should not be included in the scheduled conference.
 - **Check availability of Gateways**
Gateways are listed in the NCIH BellSouth Web Scheduler alphabetically. To ascertain if a gateway is available, use the NCIH Web Scheduler Report function: Web Guide Listing/Site Usage and search by video codec name for dates and time desired. (NOTE: Public access to the NCIH Web Scheduler's Reports is available through the NCIH website.) In the VNS IP Video Web Scheduler, you can search for gateway availability through the Reports function. Under the Reports function choose Schedule and Custom to search on the appropriate gateway availability. Refer to Module 3.0 for Report usage instructions. If the dedicated gateway is available at the time and date needed, you may schedule the gateway site. **The SAME Gateway site must be scheduled in both Schedulers.**
 - **Verify that the participating sites have nothing else booked in their rooms**
This is extremely important with sites that have dual services (both NCIH and IP Video) in the same room. **Since the NCIH Web Scheduler and the VNS Web Scheduler do not communicate with each other, the NCIH Scheduler will NOT be aware of IP Video activity or vice versa.** No denials will be generated in this case by either system. If the institution has more than one codec, always verify which site will be used, i.e., ITS/NCIH Conference Room, ITS/NCIH Test Desk.
 - **Decide on set up time for the participating NCIH sites**
The NCIH Web Scheduler requires a minimum of one minute per site for setup time. Additional setup time may be added to the minimum such as five minutes. This setup time is automatically added to the start time for NCIH sites. The IP Video Web Scheduler does **NOT** require a setup time. If the IP Video sites need some additional time at the start of the conference, backup the start time for the NCIH sites to match the start time of the IP



Video sites in the VNS Web Scheduler. Example: NCIH sites start time is 2:00 pm with 10 minutes setup. IP Video start time should be 2:00 pm with no setup time. The NCIH side of the conference needs to build before the IP Video sites join the conference through the gateway.

3. To maximize the use of dedicated gateways and to schedule the participating sites to function appropriately during the conference, the Requesters should follow the scheduling directions in the list of **Possible Configurations for NCIH (H320) and IP Video (H323) Gateway Usage** at the end of this section. This list describes the three possible scheduling scenarios for the dedicated gateway usage.

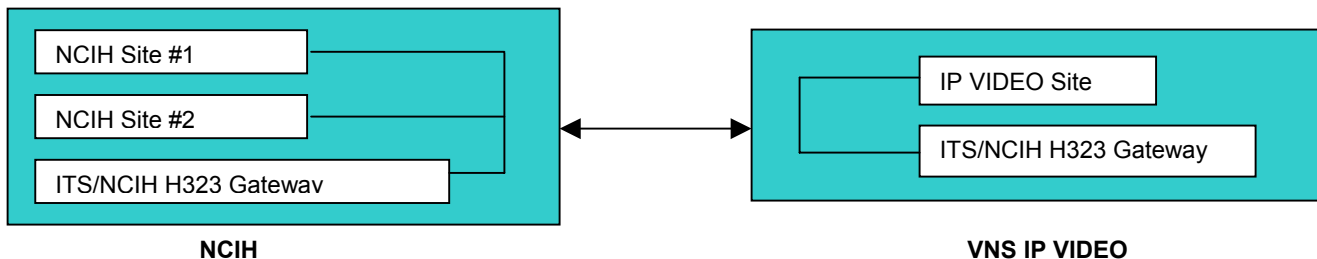
Modification and Cancellation Process

It is extremely important to modify **BOTH** sides of the network in order to ensure synchronous time of usage.

1. Modifications that involve time and dates must be entered into both the VNS IP Video Web Scheduler and the BellSouth NCIH Web Scheduler.
2. Cancellations must be entered into both the VNS IP Video Web Scheduler and the BellSouth NCIH Web Scheduler.

POSSIBLE CONFIGURATIONS FOR NCIH (H320)/IP VIDEO (H323) GATEWAY USAGE:

SCENARIO 1: Multiple NCIH sites wish to conference with one VNS IP VIDEO site. For example, two NCIH sites wish to schedule a session with one IP VIDEO site.

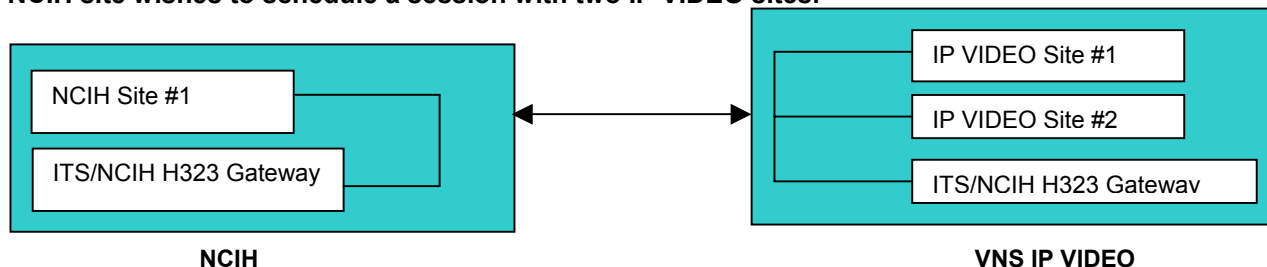


Scheduling Requirements:

NCIH Web Scheduler scheduling: Schedule NCIH Site #1, NCIH Site #2, and an ITS/NCIH H323 Gateway in either voice activated or chair control with continuous presence mode. If continuous presence mode is selected, one NCIH site must act as Chair and control the conference for the benefit of the IP Video site.

VNS Web Scheduler scheduling: Schedule IP Video Site and an ITS/NCIH H323 Gateway (Gateway must be same gateway scheduled in NCIH Web Scheduler.) in one-to-one mode video mode.

SCENARIO 2: Multiple VNS IP VIDEO sites wish to conference with one NCIH site. For example, one NCIH site wishes to schedule a session with two IP VIDEO sites.

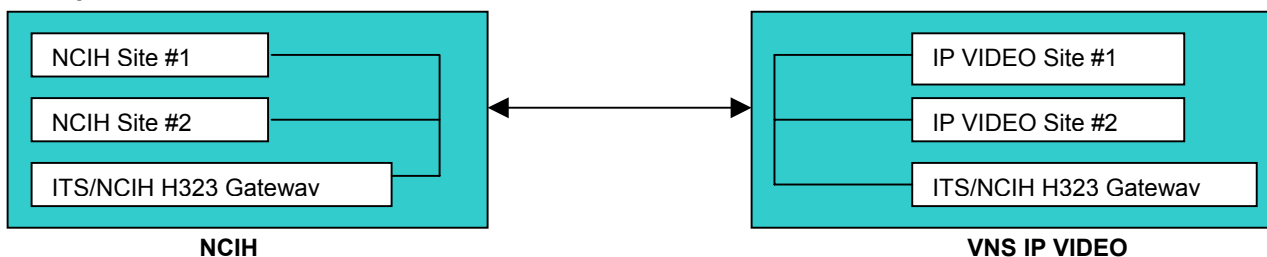


Scheduling Requirements:

NCIH Web Scheduler scheduling: Schedule NCIH site and an ITS/NCIH H323 Gateway in voice activation mode.

VNS Web Scheduler scheduling: Schedule IP VIDEO Site #1, IP VIDEO Site #2, and the ITS/NCIH H323 Gateway used in the NCIH Web Scheduler in one-to-one video mode.

SCENARIO 3: Multiple NCIH sites and multiple VNS IP VIDEO sites wish to conference together. For example, two NCIH sites wish to schedule a session with two VNS IP VIDEO sites.



Scheduling Requirements:

NCIH Web Scheduler scheduling: Schedule NCIH Site #1, NCIH Site #2, and an ITS/NCIH H323 Gateway in voice activation mode.

VNS Web Scheduler scheduling: Schedule IP Video Site #1, IP Video Site #2, and the ITS/NCIH H323 Gateway used in the NCIH Web Scheduler in the one-to-one video mode.