

Procedure for Setting Up a Video Conference

When getting ready to set-up a video conference using our facilities, please follow these steps:

1. **Set a date and time** for your video conference with the other party. Keep in mind the time zone differences. You need to obtain the following information from the other party:
 - a. IP number of the video conference unit to be used. (We cannot accommodate ISDN numbers or connections.)
 - b. The person's name and a phone number at their video conference location so that you may contact the other side in case the connection does not go through.
2. **Reserve a room:** Check the **list of TAMUQ rooms with video conference units**. Once you have decided on the room, go into your Outlook calendar and reserve it. Now that your room is reserved, email the other party with the following information:
 - a. Room number, IP address of the video conferencing unit and a phone number at the video conference location.
 - b. It's also recommended that you give them an email address that would be accessible to the person on the other side in case the connection does not go through.
3. **Test run: Set up a calendar event** with the people you will be conferencing with ahead of time. This is especially important if you have not connected with them before. ALWAYS ask the other people to dial our IP number since our video conference numbers are set up outside our firewall and we cannot be sure that the other side is accessible to us. You can find the IP number they need to dial labeled on the conferencing unit.

Please contact the **ITS Helpdesk** ahead of time if you would like a hands-on demonstration of the video conferencing systems.

Note: We don't have a list of College Station IP numbers. So, be sure to get the IP address from the other party before the time of the video conference.