



Video Conferencing



User Guide

All registered video-conferencing sites and equipment have been certified. To start conferencing, please follow the simple steps in this user guide.

Step 1: Make a booking

- Make your booking at least 1 hour in advance.
- Have your billing number on hand.

A. Decide what features would best enhance your meeting management capabilities

Would you like Continuous Presence or Voice Activation?

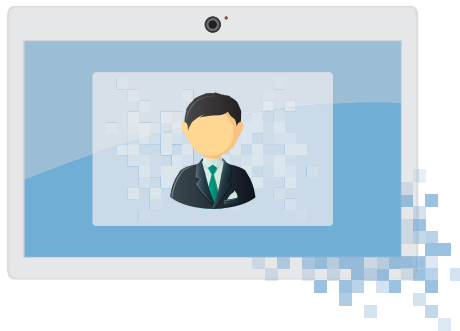
(Default: Continuous Presence)

Continuous Presence	Voice Activation
<ul style="list-style-type: none">• When more than one speaker at a time will not affect conferencing efficiency.• All participant sites can be viewed on a split screen simultaneously.	<ul style="list-style-type: none">• When there's a need to limit discussions to one speaker at a time.• Screen displays the speaking party only.

B. If you have chosen Continuous Presence mode, decide how you would like to see your conference

Which multi-party video display best suits your needs?

- When there are **2** conferencing parties.



- When there are **3** conferencing parties.

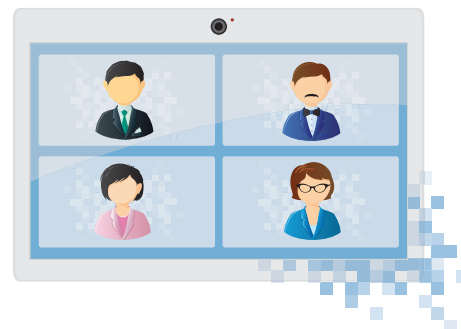


- When there are **4** conferencing parties.



The conference leader will be shown in the bigger window.

- When there are **4-5** conferencing parties.



Which multi-party video display best suits your needs?

- When there are **5-7** conferencing parties.



The conference leader will be shown in the bigger window.

- When there are **6-10** conferencing parties.



C. Our Unlimited Conferencing service allows you to select dial-in or dial-out mode for each of your participants

Dial in or dial out – which mode suits your participants?

Dial-in

- When a participant is not available to join the conference at the same time as other parties.
- When the participant has not yet decided whether to join the conference.
- When the conference leader only wants to pay for bridge usage, leaving individual participants to pay their carrier/network charges.

Dial-out

- When participants need to enjoy ease of use, simply waiting for the operator to connect them to the conference.
- When all participants will start the conference punctually.
- When the leader is prepared to pay for all charges for the audio conferencing.
- When participants are not familiar with the operation of video-conferencing equipment.

D. Now decide whether this will be a video conference only, or blended with audio-conferencing participants

Will audio-conferencing participants be involved?

Yes

- When some participants do not have the appropriate video-conferencing equipment, or do not need to engage in face-to-face discussion.

No

- When all participants are required to engage in face-to-face discussion.

Complete the booking form, which can be obtained from:

Phone: 2607 8833

Email: conferencing-booking@pccw.com

Return the booking form by:

Fax: 2888 1828

Email: conferencing-booking@pccw.com

You will receive booking confirmation with the following details:

Conference information (conference leader, conference name, date and time)

Access information (applicable only to dial-in conferences, for which the dial-in number will be provided)

Step 2: Pre-conference preparation

- Conference leader notifies all participants of the conference time in their respective time zones.
- Conference leader provides dial-in participants with the dial-in number, as required.
- All participants ensure that their video equipment is connected and in full working order (ie TV is on and TV volume and VC unit volume are functional).

Step 3: During the conference

- At the scheduled conferencing time, the video bridging equipment will automatically dial out to each participant, connecting them to the video conference.
- Dial-in participants can join the conference at any time within the booked conferencing period by dialing the conference dial-in number.

For inquiries, please call the PCCW Conferencing hotline on **(852) 2607 8833**.