RENAvisio User Guide

1. General

RENAvisio allows you to benefit from a reliable and easy solution for booking videoconferencing bridges via its web interface. You can create a meeting in a scheduled or instant manner according to your needs.

RENAvisio is accessible from your meeting rooms equipped with video equipment as well as from the personal equipment of the users via the software. Only the organizer has to authenticate himself via the Federation to schedule the video conference. RENAvisio+ adds a high definition experience and stream encryption, when the video equipment is adapted.

2. Create a conference

First, you must login to the web portal: https://renavisio.renater.fr/.

Then, select your organization in the drop-down list and authenticate yourself using the credentials of your identity federation account.
2.1. Schedule a conference

You are able to schedule a conference, select the media type (« audio » or « audio and video »), as well as the number of connexions (participants). You can also indicate the email address of participants that will be sent invitations to attend to the conference. Furthermore, you can select the platform (Codian or Scopia) in the “advanced options”. A scheduled conference will be available 10 minutes before the start time filled in the form.
2.2. Create an instant conference

You can easily create an instant conference, for a duration of 3 hours and reserved for 3 participants. By default, the conference is placed on SCOPIA bridges, but, it can be put on CODIAN bridges in situations where SCOPIA bridges are overloaded.
Once the conference has been created, you can modify it later on. Indeed, by clicking on the button « modify », you will be able to modify parameters such as the title, the start time and the number of participants.

For your information, a video conference is reachable by phone.

3. Connexion to Codian bridges

CODIAN bridges have an IP address that always start with 193.48.95.X. Below are described the different connexion modes.

3.1 From a windows PC

The simplest way is to use the « ConferenceMe » software that enables to connect to the bridge from a web browser. Note that this software is only available for Windows. If you did not already do so, you
can download « ConferenceMe » from this link: http://ccmsem04.renater.fr/conferenceme.msi. Be sure to check if your anti-virus is not blocking the application.

Simply, click on the link given in reservation/invitation email, as shown here.

A window will pop up asking you to press the « OK » button to join the conference.
In case you cannot use « ConferenceMe », a non-exhaustive list of devices is available at this page: https://services.renater.fr/voix_et_image/quel_equipement_utiliser.

Note that, prior to the first use of our service, it is recommended to check the configuration of your firewall: https://services.renater.fr/voix_et_image/configuration_de_pare-feu.

### 3.2. From a desk or mobile phone

It just takes to dial the number indicated in the reservation email, then, you enter the conference number and the conference access code, followed by the hash key “#” each time. Call charges are calculated by the telephone operator.

### 3.3. From a VoIP device

All you have to do is dial the IP address provided in the reservation email. You will be taken to a home page displaying a list of conferences. Then, you will be able to navigate through the menu with the buttons of your remote control, and to activate the « remote mode » to select your conference. You may also enter the conference number, followed by the hash key “#”. Next, enter the conference access code, followed by the hash key “#”.

For testing purposes, a special conference has been put in place on all Codian bridges. This is the conference « 9999 », open 24 hours a day, 7 days a week, reachable by entering the conference number 9999, followed by the hash key “#” (no conference access code is needed).

### 4. Connexion to SCOPIA bridges

SCOPIA bridges have an IP address that always start with 194.214.202.X. Below are described the different connexion modes.

#### 4.1 From a windows PC

It is recommended to have the latest update of the browser in order to use « SCOPIA DESKTOP » tool.

« SCOPIA DESKTOP » software enables you to connect to the bridge from a web browser. This software is available for Windows XP or higher and Mac OSX 10.6 or higher.

Simply, click on the link given in reservation/invitation email, as shown here.
Videoconference reservation: RENAvisio conference

To join the conference from your system:

<table>
<thead>
<tr>
<th>Connection to the conference</th>
<th><a href="http://desktop.visio.renater.fr/scopia?id=729804***3281&amp;autojoin">http://desktop.visio.renater.fr/scopia?id=729804***3281&amp;autojoin</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation guide of Scopia Desktop</td>
<td>doc_scopia_desktop-fr.pdf</td>
</tr>
<tr>
<td>IP</td>
<td>194.214.202.146</td>
</tr>
<tr>
<td>Telephone or RNIS</td>
<td>+33 (0)4 26 68 73 07</td>
</tr>
<tr>
<td>GDS</td>
<td>+33 (0)4 26 68 73 07 729804</td>
</tr>
<tr>
<td>SIP</td>
<td>sip:729804@195.98.238.109</td>
</tr>
<tr>
<td>H.323</td>
<td>h323:<a href="mailto:729804@mgt.visio.renater.fr">729804@mgt.visio.renater.fr</a></td>
</tr>
<tr>
<td>Conference number</td>
<td>729804 (end by #)</td>
</tr>
<tr>
<td>Access code</td>
<td>3281 (end by #)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Begin</td>
</tr>
<tr>
<td>Duration</td>
</tr>
<tr>
<td>Number of estimated connections</td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>Conference modification link</td>
</tr>
</tbody>
</table>

A test room is available to validate the configuration and the equipment compatibility.

- room 9999
- PIN 0000

A new window of your browser is opened as follows.

You will be prompted for a user name. Note that the conference number and its access code are already filled. The user name name is useful to better identify yourself to the other conference participants.
participants. Next, simply click on the « Join » button.

Be sure to check that the « Conference Client Dispatcher » plug-in in your web browser is properly set to « always activate ».

4.2. From a desk or mobile phone

It just takes to dial the number indicated in the reservation email, then, you enter the conference number and next, the conference access code, followed by the hash key “#” each time. Call charges are calculated by the telephone operator.

4.3. From a VoIP device

All you have to do is dial the IP address provided in the reservation email. You will be taken to a home page displaying a list of conferences. Then, you will be able to navigate through the menu with the buttons of your remote control, and to activate the « remote mode » to select your conference. You may also enter the conference number, followed by the hash key “#”. Next, enter the conference access code, followed by the hash key “#”.

For testing purposes, a special conference has been put in place on all SCOPIA bridges. This is the conference « 9999 », open 24 hours a day, 7 days a week, reachable by entering the conference number « 9999 », followed by the hash key “#” and next, by entering the conference access code « 0000 », followed by the hash key “#”.