

VIDEO CONFERENCING

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Video conferencing allows two or more people in different locations to talk together and see each other. It also facilitates exchange of audio, image and video.

Is the equipment easy to use?

- The equipment is user-friendly, however some introductory training is required, especially for the more advanced features.
- If you have not used the system before you should read the appropriate Operation Guide ([Sony PCs 1600](#); [Sony GS50](#)) and Best Practice Guide (to be added soon) for more information.



What can the system do?

- The equipment at all locations can receive calls from all modern videoconferencing and teleconferencing systems from any organisation, worldwide and can link to a maximum of three sites.
- For videoconferencing to more than 3 sites, an additional connection (bridge) is required. This can be arranged by contacting [Andy Grant](#) on 01463 702144.



Booking a videoconference:

The table below indicates the videoconferencing locations at the following Council premises and initial contact details for making a booking. Both the videoconferencing equipment and the room will need to be booked in each location:

Location	Contact Name	Contact Tel No	VC Equipment	ISDN Line No
Inverness HQ (Committee room1)	Rosemary MacRae / Gillian Douglas	01463 702160 01463 702146	Sony GS50	01463 729597 01463 712481 01463 711257
Inverness HQ (Council chamber)	Rosemary MacRae / Gillian Douglas	01463 702160 01463 702146	Sony GS50	01463 729597 01463 712481 01463 711257
Fort William	Ellen Morrison	01397 707231	Sony PCs 1600	01397 704023 01397 705320 01397 704064
Dingwall	Alison MacArthur	01349 868506	Sony PCs 1600	01349 861576 01349 862434 01349 865553
Wick	Fiona Anderson	01955 607791	Sony PCs 1600	01955 606389 01955 606547 01955 604427
Golspie	June Mackay Anne Duncan	01408 635348 01408 635232	Sony PCs 1600	01408 634254 01408 634267 01408 634266
Portree	Carol Nicolson	01478 613824	Sony PCs 1600	01478 611204 01478 611205 01478 611206