

The RENATER service for smooth and easy video-conferencing bridge reservation.

You can't get everyone to come to an important meeting?

RENATER offers you RENAvision, a reliable and simple solution for reserving virtual rooms via its web interface and creating a remote meeting with voice and image access.



Access the video-conferencing bridge quickly

The video-conferencing bridge created via RENAvision is **accessible from your meeting rooms equipped** with video-conferencing equipment and from users' personal equipment after downloading software.

17 Set up your video-conference meetings quickly and easily

RENAvision allows you to schedule meetings via **instant or scheduled video-conferencing** up to 3 months in advance!
Only the organizer is authenticated beforehand via the Federation to schedule the video-conference.

Invite participants to your video-conference

RENAvision allows you to invite the people you want to join your video-conference **without authentication**.
Once validated, the persons invited to participate in your video-conference will receive an invitation email containing the necessary identifiers to join the video-conference room.

Manage your video-conferences

RENAvision allows you to **manage the conferences you have created** or those to which you are invited: modify, delete, etc.

WHY USE RENAVISION?

- You have meeting rooms equipped with **video-conferencing equipment**
- You have the possibility of reserving a bridge in advance or instantaneously depending on your needs
- Only the organizer is authenticated
- You can access your video-conference from **different types of media**: specific hardware, workstation with dedicated software download and telephony.

WHICH SOLUTION TO CHOOSE?

	RENAvision	Rendez-vous
Solutions	Visio-conference	Web conference
Access from a browser	-	
No video-conferencing equipment	-	
Access via downloaded software		-
Maximum recommended number of connections	20 salles	5 postes



My first steps on RENAVISIO

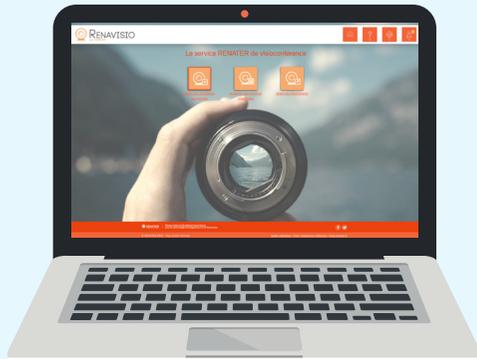
par RENATER

 renavisio.renater.fr

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At the beginning, I am presented with two options

A - I AM SCHEDULING A NEW VIDEO-CONFERENCE



- 1 - Once logged in, from the home page, click on « **Plan a new conference** ».
- 2 - Fill in the requested information (title, access code, start date and time, etc.).
- 3 - Clicking on **SEND ME A CALENDAR EVENT** will allow you to directly integrate the created video-conference into your agenda so you don't forget it
- 4 - Add guests to your video-conference.
- 5 - The advanced options allow you to choose the video-conferencing platform.
- 6 - Accept the general terms and conditions of use and click on « **Create** » to validate the reservation of the video-conferencing bridge.

A scheduled conference can be accessed 10 minutes before the start time indicated in the form.

B - I CREATE AN INSTANT CONFERENCE



- 1 - Once logged in, from the home page, click on « **Create an instant conference** ».

- 2 - Your video-conference is created immediately.

A scheduled conference can be accessed 10 minutes before the start time indicated in the form.

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Managing my conferences

- 1 - Once logged in, from the home page, click on « **Manage your conferences** ».
- 2 - In the « **My conferences** » tab, you can view the conferences you have created, with the option to edit or delete them.
- 3 - In the « **Conference invitations** » tab, you can view the conferences you're invited to.

GOOD PRACTICES FOR VIDEOCONFERENCING

- ▶ Log on **10 minutes** before the start of the meeting.
- ▶ Make sure there the participants are **well framed**.
- ▶ Pay attention to the lighting (avoid back-lighting in particular).
- ▶ Please mute your microphone when you are not speaking.
- ▶ In the event that you are finding it difficult to incept or speak, do not hesitate to raise your hand.
- ▶ Position your microphone optimally and speak at the same volume level as if the person you are speaking to is in the same room as you.
- ▶ Use a personal video headset for better feedback.
- ▶ Make sure that **you optimize your reservation around busy times**.

PEAK HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday
8h-9h	Low attendance				
9h-10h	Average attendance	Average attendance	Low attendance	Low attendance	Low attendance
10h-11h	Average attendance				
11h-12h	High attendance	High attendance	Average attendance	High attendance	High attendance
12h-13h	Low attendance				
13h-14h	Low attendance				
14h-15h	Average attendance				
15h-16h	Average attendance				
16h-17h	Average attendance	Average attendance	Low attendance	Low attendance	Low attendance
17h-18h	Low attendance				
18h-19h	Low attendance				



Low attendance



Average attendance



High attendance