



FHS Video Conference Guidelines.

The following Videoconference facilities are available to FHS staff -

- Clinical School - Board Room
- Hobart Nursing - Meeting Room, Campbell Street – E409
- Newnham Nursing - Meeting Room, Newnham Campus – N222
- RCS Meeting / Videoconference room * - NW Rural Clinical School

The process is to first book the meeting rooms required at all venues, via the booking system at <http://mrbs.healthsci.utas.edu.au>, Faculty IT staff are unable to do this.

*RCS Meeting / Videoconference room must be booked via Rural.Clinical.School@utas.edu.au or Nancy.Viviani@utas.edu.au or 6430 4550.

*Meetings involving Prof Judi Walker via Gillian.Binet@utas.edu.au or 6430 4564.

Second step, please book your videoconference with our local help desk via email to healthit@utas.edu.au or call ext 4888. Include details such as time, date and venues, at least **48 hours notice** is required prior to meeting.

2-way connections within FHS can be dialed using the directory on the videoconference unit.

When calling NWRCS, they will dial into the CS & Nursing facilities, unless we are given their IP number.

Should you require a 3-way connection (e.g. NWRCS + CS + NHM), please log a job with our local help desk via email to healthit@utas.edu.au or call ext 4888

We can also dial or bridge local and external sites such as Monash, if supplied with an IP address (e.g. 130.194.155.67) or an ISDN number (e.g. 03 9902 0091). External clients can dial into our units. This must be booked via our help desk.

The LGH videoconferencing rooms are booked and controlled by DHHS staff. Please feel free to contact the DHHS videoconference staff to book the rooms, as the Faculty IT staff does not have access to the DHHS room info. If the rooms are available and booked we can arrange to set up a bridged call to the DHHS LGH Site.

Also be advised that the Telehealth videoconferencing systems have had difficulty in communicating with UTAS equipment in the past due to Telstra firewall settings.

Please familiarise yourself with the instruction sheet located at each videoconference facility. Do not remove instructions from venues.

Remember to book your rooms and then log requests for any videoconferencing services via ext 4888 or email to healthit@utas.edu.au. Other UTAS videoconference facility information is available at <http://www.utas.edu.au/itr/videoconf/index.html>