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## Guidance on Corporate solutions for audio and video conferencing

### Overview

Being connected is more important than ever right now. To help aid our communication and collaboration both internally and externally we are looking to roll out two solutions which will provide both audio and video conferencing capability.

These solutions will enable us to share what's important to us in realtime and to solve problems together without having to be physically present in one location.

### The solutions

#### Audio Conferencing: Cisco Jabber

For our corporate SMART working employees who have an EDC laptop and are working from home, we are working to set up these users with Cisco Jabber. This will enable desk phone calls to be taken at home.

Once installed, users will have the facility to host their own **audio** conferences using 'Conference Now'. Installation has now been completed and any Corporate SMART working employees who do not have the icon on their desktop should contact [norma.marshall@eastdunbarton.gov.uk](mailto:norma.marshall@eastdunbarton.gov.uk). Full guidance will be available on the Hub.

#### Video Conferencing: Web-Ex

Video conferencing through Web-Ex will be made available. This is initially on a three month trial period and access will be granted to those who have been approved for a license. No solutions such as ZOOM are allowed to be used by Council employees on Council equipment.

Licences are only required for those users that would set up or host a conference, no licence is required for those who need to connect into a meeting.

To enable us to set up, licences will be allocated on a priority basis following discussion with service managers and will only be issued to those who will be the "administrators" to set up and/or host a conference.

Once we have confirmed the licensing arrangements for various teams, this solution will be deployed within a few days and will be accompanied by full guidance which will be available on the Hub.

### What action do I need to take now?

#### Audio Conferencing

No action is required at this time. This will be set up for all corporate SMART working employees.

## **Video Conferencing**

Service Managers are asked to provide a list of names within their team that will require a licence to [norma.marshall@eastdunbarton.gov.uk](mailto:norma.marshall@eastdunbarton.gov.uk).

**Please Note:** The audio and video conferencing solutions outlined in this guidance are our approved corporate solutions.

**You are not authorised to use any other audio and video conferencing methods as these may pose a security risk to our organisation.**

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