

**Name of Video Endpoint or Room Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP Code:** \_\_\_\_\_

**Contact Name and Title:** \_\_\_\_\_

**Contact Business Phone #:** \_\_\_\_\_

**Contact Cellphone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_

**Billing Contact Phone Number:** \_\_\_\_\_

**Billing Contact email address:** \_\_\_\_\_

**Technical Contact Name:** \_\_\_\_\_

**Technical Contact Phone Number:** \_\_\_\_\_

**Technical Contact email address:** \_\_\_\_\_

**Equipment Manufacturer + Model:** \_\_\_\_\_

**Software Version if available:** \_\_\_\_\_

**IP Address:** \_\_\_\_\_

**ISDN Number** \_\_\_\_\_

**Type of Conference or Service Requested:**

- |                                                                                                        |                                                        |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> ISDN DID to IP System                                                         | <input type="checkbox"/> IP/ISDN Gateway Service       |
| <input type="checkbox"/> Multi-Point Bridging                                                          | <input type="checkbox"/> Recording and Live Streaming  |
| <input type="checkbox"/> Desktop Videoconferencing                                                     | <input type="checkbox"/> 24/7/365 Virtual Meeting Room |
| <input type="checkbox"/> Unified Conferencing Desktop / H.323 (IP) / H.320 (ISDN) / SIP / POTS (Voice) |                                                        |
| <input type="checkbox"/> OTHER: Please specify: _____                                                  |                                                        |

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**AMEX / VISA / Discover / Mastercard**

**Credit Card Number:** \_\_\_\_\_

**Name as it appears on your card:** \_\_\_\_\_

**Billing Address of Credit Card:** \_\_\_\_\_

**Credit Card Expiration Date:** \_\_\_\_ / \_\_\_\_ **Card Code:** \_\_\_\_\_

(Visa/MC 3 digit code at right on signature strip or if using Amex 4 digit code in top right corner of card)

The next step is to complete a test call between each registered endpoint and our bridge. Test calls may consist of dial-in and dial-out, and should include any speeds that are planned for use in future video conference calls. This is to ensure compatibility between the endpoint video equipment and our equipment. Proper testing up-front increases the success rate of future videoconference calls.

Test calls may be scheduled in advance by calling 888.222.5674. Same day or "on-the-spot" testing may be available, depending on availability. In addition, after hours testing is always available - just leave your video equipment powered-on and we will dial-out and connect to your site during the evening, then notify you by the following day if the test(s) were successful.

Upon completion of successful test calls, the endpoint will receive "certified" status and is then ready to participate in future videoconference calls - either through Reservations or "Reservationless" options.

A web interface allows you to invite other sites and control your call

- Mute / Unmute individual sites
- Volume coming from each site
- Site Name Display (Change Site Name and turn site name display on or off)
- Change your conference layout dynamically or pick a layout and drag individual sites into a particular quadrant.
- Turn Self-See on or off
- Add / delete participants
- Dial out to IP, ISDN or Voice Participants
- MORE, MORE, MORE

Reservations may be requested via the following methods:

- Call +1.888.222.5674 or 1.888.213.4800
- E-mail request to [videoservices@gisolutions.com](mailto:videoservices@gisolutions.com)
- Fax request to 404.699.2003

# AVAILABLE MULTI-SITE SCREEN LAYOUTS

Select Layout:	
Single Participants:	
2 Participants:	
3 Participants:	
4 Participants:	
6 Participants:	
7 Participants:	
8 Participants:	
9 Participants:	
10 Participants:	
13 Participants:	
16 Participants:	

