

**To register as an ESnet Collaboration Service (ECS) user
open a browser window to www.ecs.es.net.**

NOTE: You only need to register if you have a personal H.323 (IP) video conference equipment such as a Polycom PVX or ViaVideo.

File Edit View Favorites Tools Help

Address http://www.ecs.es.net/ecs_reg/index.html Go Links

Google Search Web 5 blocked AutoFill Options

Follow the Five Easy Steps (In Order)

NetMeeting, CU-SeeMe, and Smith-Micro, are NOT supported for video and audio conferencing. These applications can disrupt your meeting. GnomeMeeting appears to work correctly. (Note: ESnet Staff does not know how to configure those systems).

***NEW: Email Notification of Ad-Hoc Meetings**

Select the first option in order to begin registration process.

1. Read and Agree to ESnet AUP
2. Register Yourself as an ECS Video User
3. Register H.320/H.323 Equipment or Room
4. Using H.323 Ad-Hoc Service
5. H-E-L-P

Return ECS Return ESnet

**You will immediately be directed to the
Liability Statement.**

STEP ONE

ESnet Acceptable Use Policy - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ecs.es.net/ecs_reg/aup.htm Go Links

Google Search Web 6 blocked AutoFill Options

The DCS Community Scheduling Model defines the roles of the user community. The Conference Requester (CR), who sets up the conference has the primary responsibility for insuring the conference is used for appropriate purposes.

The Room Coordinator (RC) at the user sites is responsible for insuring individual site use. Use of the password provided by ESnet DCS management to set up or participate in collaborations constitutes acceptance of the provisions of this ESnet Acceptable Use Policy.

NON-USA SITES

The purpose of providing a room password to non-USA sites is to allow them the ability to modify their room profiles and to reserve their rooms in point-to-point conferences. Non-USA sites may reserve multi-way conferences as long as at least one domestic (USA) site is participating, and they have prior agreement with the domestic (USA) site(s) to reserve their rooms. Multi-way conferences which require the use of the ESnet DCS MCU, but do not involve any domestic (USA) sites, is in violation of ESnet's DCS policy.

ENFORCEMENT AND VIOLATIONS

The ESnet Steering Committee (ESSC), or their appointees, will review alleged violations of the ESnet DCS Acceptable Use Policy on a case-by-case basis. Clear violations of the policy which are not promptly remedied by the offending site may result in the suspension or cancelling of scheduling and attendance privileges. Depending on the nature of the offense, action may also include reporting the site to the appropriate authorities for civil or criminal prosecution.

MODIFICATIONS

ESnet management, in coordination with the ESSC, reserves the right to modify this policy at any time. Questions about this ESnet Acceptable Use Policy should be addressed to: webmaster@es.net

[I have Read, Understand, and Agree to the Responsibility discussed in the AUP](#)

Read document and then click on liability statement.

**Return to ECS Registration Homepage:
http://www.ecs.es.net/ecs_reg/index.html**

**Select:
Option Two - Register Yourself as an
ECS Video User**

STEP TWO

The screenshot shows a web browser window displaying a registration form. The address bar shows http://www.ecs.es.net/ecs_reg/ecs_user_reg.pl. The form includes a checkbox for the AUP, several text input fields, and a dropdown menu. Two green callout boxes provide instructions: one pointing to the PI field and another pointing to the bottom of the form.

Last Update: 6/20/05

I have read, understand, and agree to the AUP

Eleanor	First Name	Middle Initial (optional)
Rigby	Last Name	
ERigby@fnal.gov	Email	
(630) 555-4938	Telephone Number	
Sheila Cisco	Principal Investigator (PI) or Supervisor	
scisco@fnal.gov	PI or Supervisor Email (enter just one email address)	

FNAL-Fermi National Lab

Email ecs-admin@es.net if your organization is not listed

GMT-6 CST-Central (USA, Canada, Mexico)

ESnet will review alleged violations of the ESnet DCS... basis. Clear violations of the policy which a... number organization may result in suspension... privileges. Depending on the nature of the offer... to appropriate authorities for civil or criminal...

Submit Reset

If you are affiliated with Fermilab, enter Sheila Cisco as the Principal Investigator.

Complete questionnaire with necessary information. When finished, submit the data.

You will subsequently receive four e-mail messages.

The messages will be similar to the following:

From: ecs-admin
Subject: ECS User Registration

You have registered the following information with ESnet.
An email has been sent to ESnet for approval.
If approved, you will get an email with the information needed to complete the registration process.

DO NOT REPLY TO THIS EMAIL.

Eleanor Rigby
Organization: FNAL-Fermi National Lab
Timezone: GMT-6 CST-Central (USA, Canada, Mexico)
Email Address: ERigby@fnal.gov
Telephone: (630) 555-4938
PI Name: Sheila Cisko
PI Email: scisko@fnal.gov
I have read, and agree to, the AUP

**Notice: ECS-Admin
provides you with an
individual scheduler
login.**

From: ecs-admin
Subject: ECS User Registration

Here is your user information for registering ESnet videoconferencing resources.

1. Your Login is: ERigby@fnal.gov
2. Proceed to register your system in Step 3 here
http://www.ecs.es.net/ecs_reg/index.html

This is the information you sent us, for your records:

Eleanor
Rigby
FNAL-Fermi National Lab
GMT-6 CST-Central (USA, Canada, Mexico)
ERigby@fnal.gov
(630) 555-4938
PI Name: Sheila Cisko
scisko@fnal.gov
I have read, and agree to, the AUP

From: ecs-admin
Subject: ECS User Registration

List server report: User <ERigby@fnal.gov>
[%3C220050623133419517C@es.net%3E.tmp] has been added for the confirmation to
the mailing list: ecs-info@es.net

Recipient: Listserver Manager <listserv@listmin.es.net>
User <ERigby@fnal.gov> [%3C220050623133419517C@es.net%3E.tmp] has been
added for the confirmation to the mailing list: ecs-info@es.net
Please, reply to this message so the user can be subscribed to the mailing list.

From: ecs-admin
Subject: ECS User Registration

List server report: User ERigby@fnal.gov has been successfully subscribed to the
mailing list: ecs-info@es.net

Recipient: Listserver Manager <listserv@listmin.es.net>
User ERigby@fnal.gov has been successfully subscribed to the mailing list: [ecs-
info@es.net](mailto:ecs-info@es.net)

**Once you have received all four e-mail
messages, return to Registration Link:
http://www.ecs.es.net/ecs_reg/index.html**

**Select:
Option Three – Register H.320/H.323
Equipment or Room**

STEP THREE

ESnet Collaboration Services Equipment Registration - Microsoft Internet Explorer

Address: http://www.ecs.es.net/ecs_reg/ecs equip_reg.pl

Ecs-Admin will e-mail you an individual scheduler login.

Eleanor First Name Middle Initial (optional)

Rigby Last Name

ERigby@fnal.gov Your Assigned Scheduler Login

FNAL-Fermi National Lab

Email ecs-admin@es.net if your organization is not listed

Equipment Information

GMT-6 CST-Central (USA, Canada, Mexico)

Manufacturer of Equipment Enter Manufacturer if not in list (optional)

Set-Top Computer-Based

Conference Room Personal/Desktop Roll-About Cart

128kbps 384kbps 768kbps or greater

Select how you wish to use this resource

H 320 (Requires you to use ISDN to call-in)

H 323 (Requires you to use IP/H 323 to call-in)

Equipment/Room Information

Employee Via Video Room/Equip Description

Additional Room/Equip Info (optional)

ISDN Number of Room (Mandatory for H 320)

Telephone Number in Room (optional)

Primary Contact Information

Eleanor First Name

Rigby Last Name

ERigby@fnal.gov Email

(630) 555-4938 Telephone

Secondary Contact Information (Optional)

Mean Mr. First Name (optional)

Mustard Last Name (optional)

ERigby@fnal.gov Email

(630) 555-4938 Telephone

Secondary Contact Information (Optional)

Mean Mr. First Name (optional)

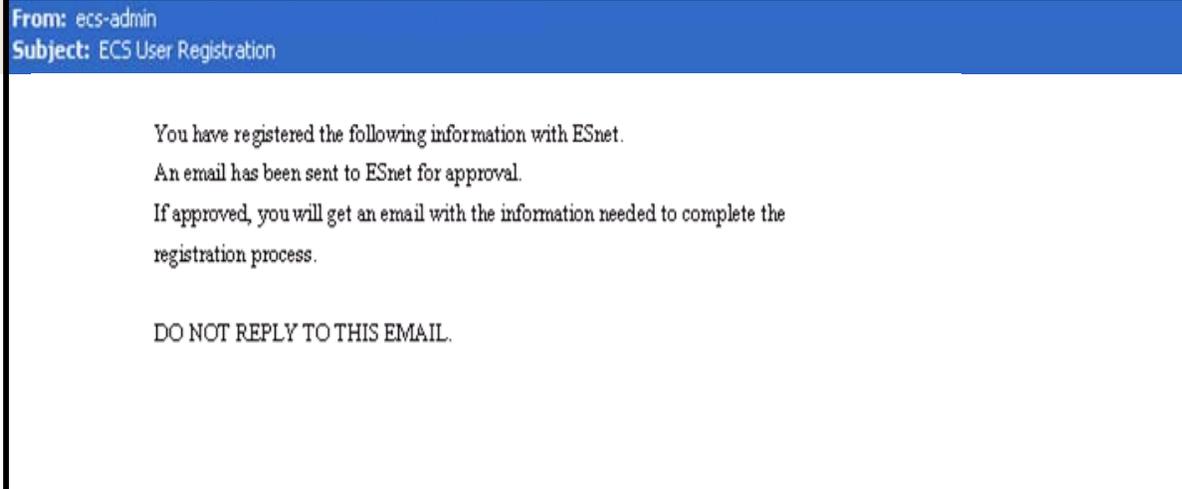
Mustard Last Name (optional)

MrMustard@fnal.gov Email (optional)

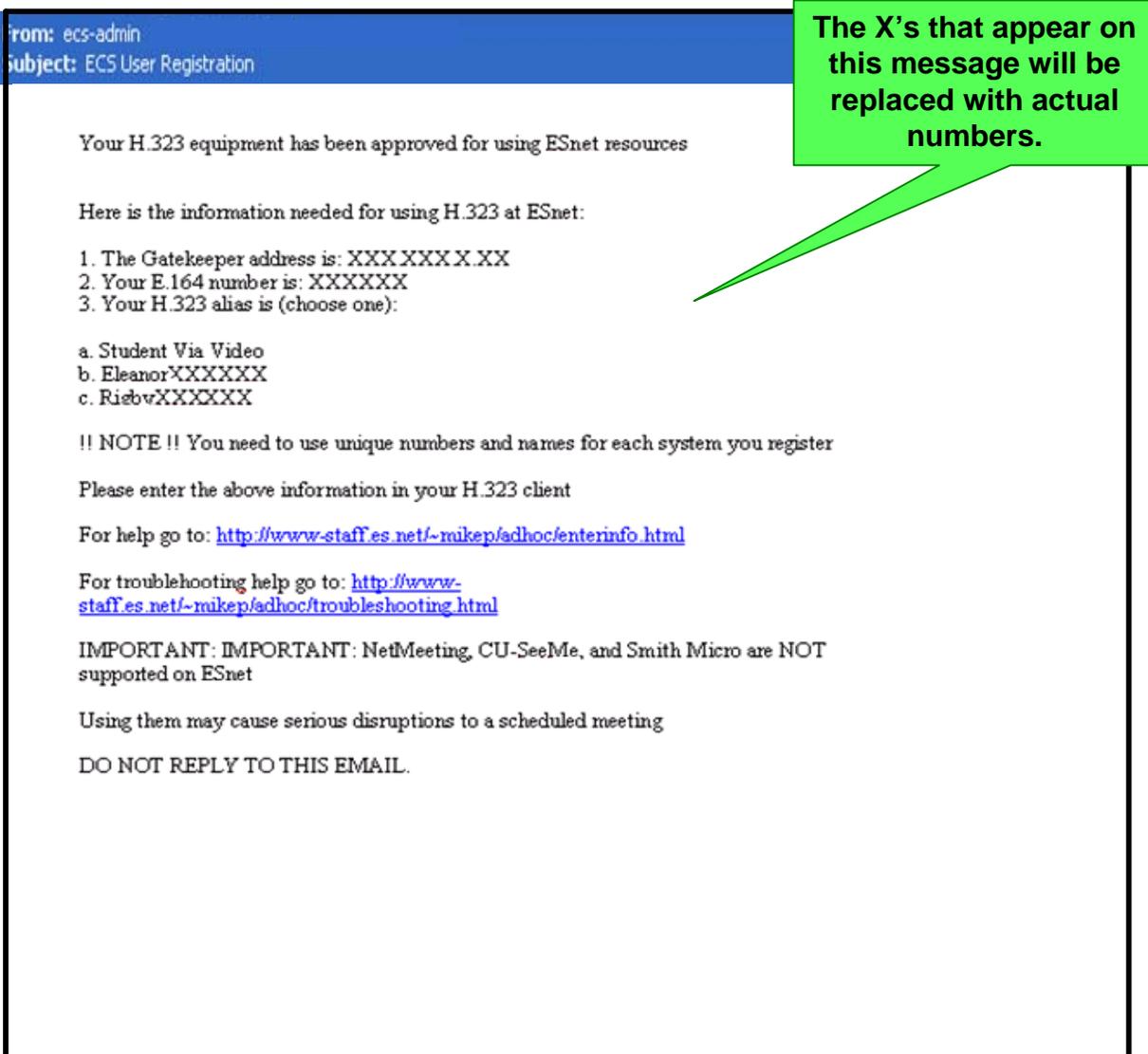
(630) 555-8375 Telephone (optional)

[Return to ECS Video Registration Page](#)
[Return to ECS Main Page](#)
[Return to ESnet Home Page](#)
[Go to CNN for the latest news](#)

Following completion of Step Three, you will receive two e-mail messages similar to the following:



This message signifies the approval and completion of the registration process.



**Using information from the second email message,
configure your ViaVideo**

**Insert the ECS
hostname here.
NB: hostname is preferred over
IP address, though the latter
will work.**

**Insert your assigned
E.164 number.
It is a 6-digit #**

**Your video system should
now be ready to use with
ECS.**

As a test dial an ECS MCU
821, 851 or 881