

**Information Technology Supporting Documentation
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

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Introduction/Executive Summary:

Multipoint video conferencing is available through the Commonwealth Technology Center's video bridge with ISDN and IP interconnect capability ports. The following services and associated charges are provided below.

Main Document Content:

Governor's Media Videoconferencing

Voice and Video Network Services retains three PictureTel Concorde 4500 videoconferencing systems at the following locations.

- Finance Building – Harrisburg
- CTC Building 1 Tech Park - Harrisburg
- Philadelphia State Office Building - Philadelphia

These sites use ISDN, and are capable of running up to 384 kbps. They use PictureTel's video coding algorithm [SG4] or H.320 standards.

The charges to Commonwealth agencies for use of the governor's media videoconferencing systems are \$30.00 per hour, per site, for equipment usage; and \$.10 per minute, per line, for ISDN usage.

Example:

The Governor's media videoconference systems run at 384 kbps. A 384-kbps video call uses six lines. Line usage is charged at \$0.10 per minute, per line. A two-hour videoconference would incur the following charges:

[\$0.10 per minute/per line using 6 lines = \$0.60/per minute]

\$0.60 line charge/per minute x 120 minutes = \$72.00
 \$30.00 per hour equipment charge x 2 hours = ~~\$60.00~~
 TOTAL CHARGES FOR 2 HOURS = \$132.00

It is recommended that agencies appoint a coordinator for each site. This site coordinator should arrive on-site 30 minutes prior to the start of the videoconference. The 30-minute window allows for connectivity testing and verification. Additionally, the coordinator can act as a greeter to participants as they arrive.

* Predefined supplemental document type codes are listed below:

APP = Appendix **BPD** = Best Practice Document **GEN** = General Information Document **OPD** = Operations Document **RFD** = Existing Supporting Document Referenced by this ITP **WHP** = White Paper

Video Bridging Services

The Commonwealth maintains a Polycom MGC-100 video bridge. Video bridge capabilities and features include the following:

- Support up to 15 ISDN and 36 IP calls simultaneously
- Voice Activated
- Rate Adaptation
- Fixed Presenter
- Continuous Presence
- Continuous Presence with Lecturer Mode

[Video Bridging Feature Definitions](#)

User Fees:

The charge to Commonwealth agencies for the use of the video bridge is \$40.00 per hour, per port, with a minimum of one hour. Each additional 15-minute interval costs \$10.00. The Continuous Presence Feature is an additional \$25.00-per-hour charge, with a minimum of one hour. Each additional 15-minute interval costs \$6.25.

Broadband/Cable TV

Voice and Video Network Services has the capability to connect to the broadband/cable TV (CATV) system that is campus-wide in the Capitol Complex. With this capability, a videoconference can be broadcast anywhere Voice and Video Network Services can provide satellite downlinks through the broadband/CATV system and connect through the videoconferencing system to almost any location. Twenty-two agencies are currently connected to the broadband/CATV system.

Please e-mail videoconference site updates to ra-ctcvideoschedule@state.pa.us.