

# VTC Information

Directions for using the Conference Bridges

The Conference Bridges support both video (e.g., Polycom, XMeeting, NetMeeting) and telephone connections.

Meeting Bridges:

- Sakai002
  - o IP Address: 156.56.240.9
  - o Telephone: 812-856-7060
  - o Conference Code: 350
  - o PIN: 72524

The Conference Bridges are provided to Sakai by Indiana University.

BY VIDEO: (FROM AN IU SYSTEM):

1. Call the Polycom Address Book listing called: "Lance Speelmon".
2. You are prompted to enter the security PIN. To enter the security PIN, you must first activate the DTMF Touch Tone dial pad:
  - From a Polycom group system: Press "#" on the remote control to activate the DTMF touch tone dial pad.
  - From a Polycom personal system (Via Video or PVX): Click the "Controls" icon in the lower right of the application window, then click the "Keypad" tab.

3. Enter the security PIN: followed by the # key.

BY VIDEO: (FROM A NON-IU SYSTEM):

1. Connect to the Auto Attendant IP address: 156.56.240.9
2. The IU Video Bridge Welcome screen appears. To enter the conference code and security PIN, you must first activate the DTMF Touch Tone dial pad:
  - From a Polycom group system: Press "#" on the remote control to activate the DTMF touch tone dial pad.
  - From a Polycom personal system (Via Video or PVX): Click the "Controls" icon in the lower right of the application window, then click the "Keypad" tab.

3. Enter the conference code: followed by the # key.

4. Enter the security PIN: followed by the # key.

BY TELEPHONE:

1. Call the Auto Attendant Telephone: 812-856-7060.
2. Enter the conference code: followed by the "#" key.
3. Enter the security PIN: followed by the "#" key.

TO CONTROL THE CONFERENCE VIEW LAYOUT: When connected to a multipoint videoconference, you may control how multiple sites are displayed on your screen.

- From a group system: press the FAR button, then the UP or DOWN navigation buttons to cycle through available layouts.
- From a personal system (Polycom PVX or ViaVideo): press Controls, then the Camera Controls tab, then the UP or DOWN navigation arrows to cycle through available layouts.

FOR ASSISTANCE:

Please call the IU Video Help Desk: 812-856-2020.