K20Video

Connecting to a Conference

Dialing into a Conference from a Videoconferencing Unit

With K20video, each site must dial into the videoconference from their video codec. This simplifies the scheduling process and reduces security considerations.

1. Using the Keypad, enter the CalREN Number or IP Address
2. Press the Call button, you will be put directly into your conference
3. If there is a PIN, enter your PIN using the Keypad

Dialing into a Conference via ISDN

1. Using the Keypad, enter the Audio/ISDN Number provided
2. Press the Call button
3. At the voice prompt, enter the CalREN Number in the dialing instructions using the Keypad and then press #. Some systems may need to hit the # prior to entering the CalREN Number to activate the keypad
4. Once you have entered the CalREN Number, you should be directed right into your conference

Dialing into a Conference as an Audio Only Participant

1. Call the Audio Number provided
2. At the voice prompt, enter the CalREN Number and then press #
3. Once you have entered the CalREN Number you should be directed right into your conference
4. If there is a PIN, enter the PIN and then press #

Viewing the Live Stream of a Videoconference

1. On the day and time of the conference, open the message you received from the video scheduler at the originating site. It will arrive in your email in box either with the subject K20Video Conference Invitation, from K20Video Webmaster or it will be a message sent directly from the Video Scheduler.

2. Open the Link provided in the email to access the conference information and the Live Stream.

3. You will be asked to enter the PIN for the conference. Enter the PIN.

4. Click on the Video tab from the Summary/Confirmation page.

5. You can watch the live stream directly from K20video by selecting the type of Media Player you would like to use, QuickTime or Windows Media Player and hitting Play.

6. The live stream will appear in the box below the URL/Play line.

7. You can also open your personal Media Player on your computer and access the live stream by copying the URL, opening your Media Player, Selecting Open URL and pasting the URL.

Tips for Entering the PIN

1. First just enter the PIN using the Keypad on your remote
2. Next try this sequence: #, PIN
3. Next try this sequence: #, PIN, #
4. Next try this sequence:
Right Arrow, PIN, Right Arrow
5. Next try this sequence:
#, Right Arrow, PIN, #, Right Arrow

Do not hesitate to try other key combinations if you know of other ways to bring up your keypad. If you cannot enter the PIN after trying all of the above, contact the K20video helpdesk.

Once you know which sequence works for your unit, be sure to write it down and keep it where you can find it for future conferences.