

How to create your own conference

These following instructions will allow you to create a Multi-point video conference at the commencement of the meeting. You create a Conference with an ID number and this number is then used by the other attendees to dial into your newly created conference.

1. To start you need to call the Codian, by entering 137.166.69.224, this will then connect you to the Codian Multipoint Control Unit (Codian Bridge) ready for you to create a conference.



2. Once into the Codian Bridge, you can use the Polycom Remote Control to navigate through the following procedures. Please note, to do this you must have first selected the Far End Camera button on the remote.

When “*Create new conference*” is selected, press the * (star) key on your remote control to place you in the “*Conference Number to Create*” section.



3. When in the “*Conference Number to Create*” section, you may now follow the voice prompts and enter your 4 digit Conference ID number in the field using the number pad on the remote control.

You can use any combination of numbers, however you will be informed to choose another number if it is already in use.

Please Note: - as mentioned, this is the conference ID number the other meeting attendees require to enter your newly created conference.

Then press the right hand arrow again to start the conference.



The conference will end as soon as everyone has hung up. When done, your Conference ID number no longer exists.

Should you experience any problems or require more training or information please call the DIT Service Desk on 84357.