

How to join an existing conference

The following instructions will allow you to join a conference using a conference ID or name provided by the meeting convenor.

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 join 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.

To join an existing conference select a conference using the down or up arrow on your remote control. Once you have established that you have selected the correct conference use the left hand arrow on the remote to join.



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