Videoconferencing Guide

My Information

My Model:  
My IP Address:  
My Extension:  

Testing

Test Conference: 7839999  
UF Test: 128.227.224.36  
Non UF Test: 140.242.250.205  

Support Contact Information for Video & Collaboration Services (VCS)

Phone: (352) 392-2533  
E-mail: video@ufl.edu  
Web site: http://video.ufl.edu  

Instructions

• Always leave the unit powered on and connected to the network. For those sites where this is not possible; the unit must be on and connected to the network at least one hour before planned use.
• Maintain unit certification with VCS (see support contact information above). Certification will keep the following current:
  - Gatekeeper registration and phone extension assignment
  - Address book and proper system configuration
  - Software version (maintenance contract required)
• Notify VCS of any changes made to your network
• Do not attempt to make configuration changes to your unit. Any adjustments must be coordinated with VCS
• Use the VCS bridge instead of internal MCUs when making multi-point calls

Conference Begins

• To view upcoming conferences: http://video.ufl.edu/listing.php
• To look up an IP address by group or unit: http://video.ufl.edu/search.php
• Verify participation of all locations – do not include non-participating sites
• Make requests as early as possible
• To Request a bridge (MCU) call: http://video.ufl.edu/request.php

Planning a Call

• To Request a bridge (MCU) call: http://video.ufl.edu/request.php
• Make requests as early as possible