

## **Information and Instructions for Using the Codian Conferencing Unit**

The Codian is a video-conferencing unit that allows you to communicate with multiple people in multiple locations across the state at the same time. The series of Codian available to you, allows for up to 12 participants per conference.

There are three main steps that need to be taken in order to successfully use the Codian:

**Step One:** Submit an online request form for your conference.

**Step Two:** Confirm the accuracy (name, time, and date) of your conference.

**Step Three:** Connect to your Codian conference.

The information that follows will walk you through these three steps and hopefully answer several questions you might have about the process.

## Step One: Submit an Online Request for you Conference to be Setup

If you need to set up a Codian conference, a simple online request form must be completed. The information from this form will be forwarded to a scheduler at ISU who will work to get your conference request set up and a confirmation email sent out to you.

In order to locate the submission form, go to the following URL: <http://207.28.94.183/codian/>

- Click on the “New Record” link located on this page.
- This will bring you to the page shown below. Fill in all fields and click on “Submit Form.”

### New Record

#### Codian Video Conference Gateway database

Requestor First Name:	<input type="text"/>
Requestor Last Name:	<input type="text"/>
Requestor Email:	<input type="text"/>
Requestor Phone:	<input type="text"/>
Conference Name:	<input type="text"/>
Agency #:	<input type="text"/>
Conference Dates:	<input type="text"/>
<small>Use mm/dd/yyyy e.g. 02/14/2006</small>	
Conference Start Time:	<input type="text"/> <input type="button" value="AM"/>
<small>Use hh:mm e.g. 01:30</small>	<input type="text"/> <input type="button" value="PM"/>
Conference End Time:	<input type="text"/> <input type="button" value="AM"/>
<small>Use hh:mm e.g. 01:30</small>	<input type="text"/> <input type="button" value="PM"/>
Target Audience:	<input type="button" value="Local"/> <input type="button" value="Regional"/> <input type="button" value="Statewide"/>
Subject Matter:	<input type="button" value="Alternative Education"/> <input type="button" value="Assessment"/> <input type="button" value="Early Childhood"/> <input type="button" value="ELL/ESL"/> <input type="button" value="High School Issues"/> <input type="button" value="Leadership"/> <input type="button" value="Mathematics"/> <input type="button" value="Media/Technology"/> <input type="button" value="Reading"/> <input type="button" value="Science"/> <input type="button" value="Special Ed"/> <input type="button" value="Teacher Quality"/> <input type="button" value="Title Programs"/> <input type="button" value="Other"/>
Meeting Status:	<input type="radio"/> Open <input type="radio"/> Closed
Number Participating Sites:	<input type="text"/>
<small>between 1 and 12</small>	
Number Computer Sites:	<input type="text"/>
<small>between 1 and 50</small>	
Codian Used:	<input type="button" value="Eastern"/> <input type="button" value="Middle"/> <input type="button" value="Western"/>
<small>Eastern (AEA 1, 9, 10, 16) Middle (AEA 267, 11, 15, DE, ISU) Western (AEA 12/4, 8, 13, 14)</small>	

Session Description:  
not more than 50 words

PIN Number:

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A few notes about this page:

- If you select an “open” meeting a PIN number is not necessary. PIN numbers are only required if you want a closed/private meeting.
- When considering start and end times for your conference, it is important to know that the person at ISU who sets up your conference will give you a half hour before and after the time you specify (e.g., if you indicate a start time of 8:00 and an end time of 11:00, it will be set up for 7:30 – 11:30. This will allow you to make sure everything is working correctly before the meeting actually begins and give you a little bit of cushion in concluding your conference).

## **Step Two: Confirm the Accuracy of Your Conference**

Once you submit your online request form, an email will be forwarded to a conference scheduler at ISU. All necessary steps will be taken for your conference to be scheduled and a confirmation email will be sent to you. Below is an example of what is contained in the confirmation email. It is important for you to review this confirmation email to make sure all details are correct. If you see errors, please reply to the scheduler's email indicating where corrections need to be made.

Conference "**NWIA~Statewide**" is scheduled to start at **9:30am** on **March 7, 2008**. It has a fixed duration set of **2 hours**, so will continue until **11:30am**.

To access your conference from a Polycom, type in this IP address:

129.186.1.33##**20080307201**

If you have problems or have a device other than a Polycom, dial 129.186.1.33

Press the "Far" camera control button on the remote.

Use the "Up/Down" buttons to select your conference - **NWIA~Statewide**

Use the "Right" button to enter the conference.

This session can also be watched on a computer by going to the following URL:

<http://129.186.1.33/>

Enter your sign-in name and Conference ID (your conference ID is: **20080307201**)

If needed, additional instructions for connecting to your Codian Conference are attached to this email.

## **Step Three: Connect to Your Codian Conference**

There are three main ways to connect to your conference: 1) using a Polycom to dial in directly to your conference, 2) using a Polycom to dial the Codian conferencing system, and 3) using a computer. The confirmation email you receive after submitting your online request will contain instructions for connecting to your Codian conference using these three options. Below are those instructions in a little more detail. Please note, you can only access a conference that is currently active (it must be the day and time of the conference for it to show up on the conference list).

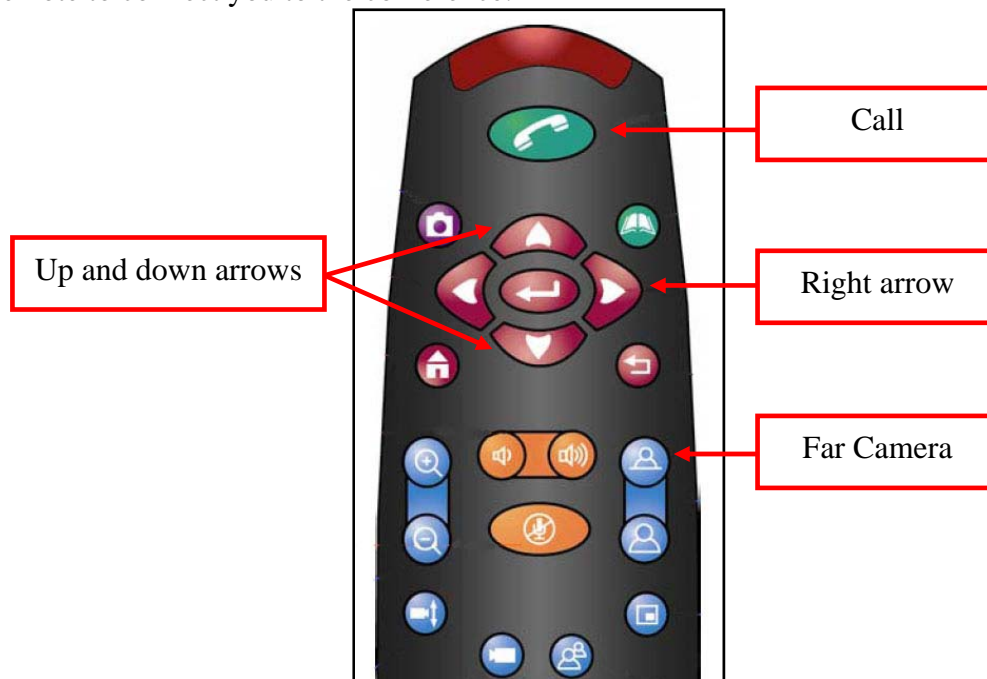
### **Method One: Using your Polycom to Dial Directly to your Conference:**

To connect directly to your conference using a Polycom, type in the IP address given to you in your confirmation email. The first several digits will always be: 129.186.1.33. These will always be followed by two pound signs (##). The last several digits of this IP address are a unique ID for your specific conference. By typing in this full address and pressing the “Call” button on your remote (see remote diagram below), you should be taken directly to your conference.

### **Method Two: Using your Polycom to Dial the Codian Conferencing System**

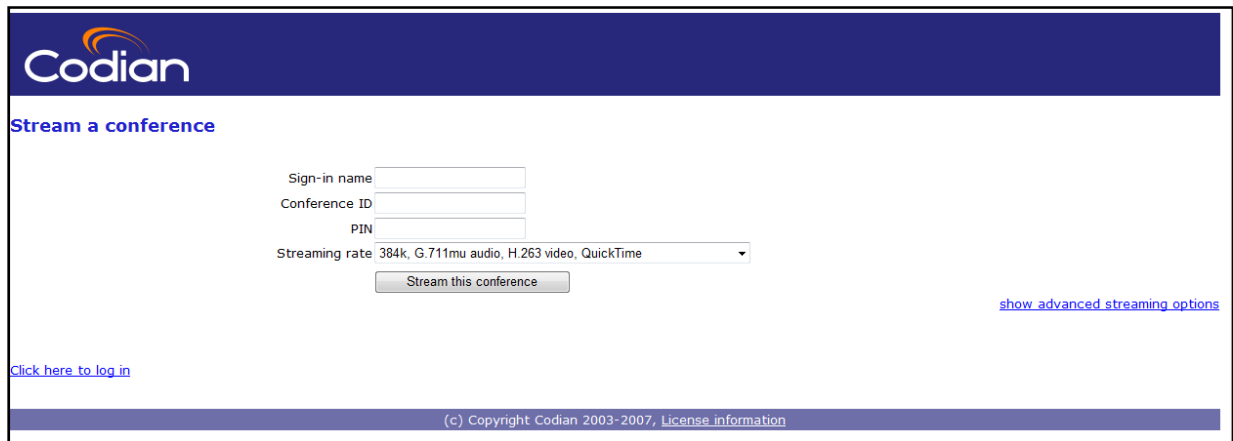
When you call the Codian Conferencing System, you can select your conference from a list of current/active Codian conferences. To do so complete the steps listed below:

1. Type in the following IP address: 129.186.1.33. Press the “Call” button on your remote (see remote diagram below).
2. You should see a screen that says, “Codian Multipoint Control Unit” followed by a list of conferences (one of these conferences should be the one you need to connect to).
3. Press the "Far" camera button on your remote.
4. Use the "Up/Down" buttons to scroll through the list and select your conference
5. When the bullet is in front of the conference you wish to select, press the “Right” arrow on your remote to connect you to the conference.



### **Method Three: Using a Computer to Connect to Your Codian Conference:**

You can also connect to your conference using a computer by going to the following URL: <http://129.186.1.33/> (below is a screenshot of that page). When you connect to a conference using your computer, you will be able to see and hear the other participants who have used a Polycom to access the conference. However, you will only be able to type in your questions/comments – no other participant will be able to see or hear you. This also means that an active (Polycom) member of the conference must have their computer up and on the same site listed above in order to view your comments made.



The screenshot shows the Codian web interface for streaming a conference. At the top is the Codian logo. Below it, the heading "Stream a conference" is displayed. The form includes three input fields for "Sign-in name", "Conference ID", and "PIN". Below these is a dropdown menu for "Streaming rate" with the selected option "384k, G.711mu audio, H.263 video, QuickTime". A "Stream this conference" button is positioned below the dropdown. To the right of the button is a link labeled "show advanced streaming options". At the bottom left of the form area is a link "Click here to log in". The footer of the page contains the text "(c) Copyright Codian 2003-2007, License information".

To finish the process of using your computer to connect to a Codian conference:

1. Type your name in the sign-in name field.
2. Type in your conference ID (this ID can be obtained from your confirmation email; an example ID: 20071003201).
3. Type in your PIN if applicable.
4. Click on Stream this conference.