

VIDEOCONFERENCING BASICS FOR CALIFORNIA STATE PARKS PORTS PROGRAMS



We request that you complete these steps at least one time prior to your scheduled program.

Start with the basics. Become familiar with how to connect external sources to your projector/TV and external speakers and check that the internet jack you plan on using is active, or your wireless network is working. Check to make sure you have a camera and microphone connected to your computer. **Note: Chromebooks currently are not compatible, but Google is working on a solution.**



Connect your device to a projector, television or Smart Board.



Connect your device to an external speaker. If using a computer or tablet device it is recommended using an external speaker with built-in microphone.

You may not need external speakers if your videoconference device has built in speakers or your projector has an audio input or if you are using a television.



Place the device in your room so we can see the majority or all of your students when we're connected.

You may also want to adjust the lighting in your room so your students can see the television or screen. Please note the program is at it's best when we can see your students, so if possible don't make it completely dark!

Make a test call.

There are three ways you can dial PORTS Distance Learning Parks.



With a computer or tablet device, click here on the [PORTS Test link](#). You may be prompted to download the Vidyo app/plugin. Close the Vidyo browser or app once downloaded and re-click the link. Enter the PIN code 12345.



For a videoconference device, you can dial the IP address 205.154.84.77. Bring up the keypad on the videoconference device and type in the room extension 5901234567 (also the CalREN number). You will be prompted for the PIN 12345#.

You can also dial the CalREN number if the videoconference device is configured to a gatekeeper or SIP. Dialing the CalREN will bring you directly into the conference. To access the PORTS Test, use the keypad on your device or remote to dial the number 5901234567. Enter in the PIN 12345#.



If you can see and hear the video you have made a successful connection!

Adjust the volume on your device and on your external speaker so that you can hear the audio comfortably in your room.

If you are having trouble, please refer to our "Troubleshooting Tips" found on our website www.ports.parks.ca.gov. K20video also provides troubleshooting documents at <http://help.k20video.org>.

On the day of your program, dial the number that corresponds with the PORTS Program you have signed up for.

Refer to the confirmation sent to you by the distance learning interpreter for the site-specific URL or numbers you need to dial, or check out the listing on the next page.



Our distance learning sites keep a tight schedule. You may not be able to access your conference until your scheduled time. It could be because the presenter is talking with another class somewhere else in California. Please try to dial in as close to your scheduled start time as possible.

Don't forget to hang up!

If you have more than one program scheduled throughout the day, it's okay to stay connected if your distance learning interpreter gives you the okay. At the end of your time with us, please don't forget to hang up your call.