

Instructions for starting/scheduling a videoconference

1. Navigate to https://nai.arc.nasa.gov/codian/conference_list.html
2. Enter your username and password (Contact Marco Boldt 650-604-3769 for a login)
3. Click on the “Add new conference” button

The screenshot shows the Codian MCU Conference list interface. At the top, it displays "MCU 4215", "host: mboldt.arc.nasa.gov", and "login: vsm". The main content area is titled "Conferences" and shows three sections: "No active conferences", "No scheduled conferences", and "No completed conferences". Each section includes a table header with columns: Name, Description, Owner, Registration, Participants, Start time, and Time remaining. Below each table header, there are buttons for "Delete selected" and "Add new conference". The bottom of the page includes copyright information "(c) Copyright Codian 2003-2007, License Information" and a "Done" button.

- Enter the name for the videoconference and the start time. All other fields can be left at their default setting.

The screenshot shows the 'Add conference' interface. The 'Name' field is populated with 'Weekly Staff Meeting'. In the 'Start time and duration' section, the start time is set to 13:00 on August 29, 2007. The 'Pre-configured participants' button is highlighted with a red border.

- (Optional) Click on “Pre-configured participants” to select the video endpoints you want the Codian MCU to automatically dial at the beginning of the conference.

The screenshot shows the 'Add conference' interface. The 'Name' field is populated with 'Weekly Staff Meeting'. The 'Pre-configured participants' button is highlighted with a red border.

6. (Optional) Select the endpoints you wish to include in the conference then click “Return to conference configuration.”

The screenshot shows a Firefox browser window titled "Codian MCU - Pre-configured participants for Weekly Staff Meeting - Mozilla Firefox". The URL is https://nai.arc.nasa.gov/codian/conference_change_setting. The page displays a list of "Available endpoints" with checkboxes next to each entry. Some checkboxes are checked, while others are empty. The list includes entries such as H.323: Ames Team, H.323: Arc Dvec Video 384P, H.323: Arc N210 Room 115, H.323: Carnegie Institution, H.323: Colorado, H.323: GSFC, H.323: Hawaii, H.323: Indiana (IPTAI), H.323: MBL, H.323: Michael Ceballos, H.323: Michigan State, H.323: Montana State, H.323: Montana State SS127, H.323: NAI Central, H.323: Nai Centro De Astrobiologia, H.323: National Academies / NRC, H.323: Penn State, H.323: Princeton (IPTAI), H.323: Rhode Island, H.323: SETI, H.323: U.C. Berkeley, H.323: UCLA, H.323: Univ. of Arizona, H.323: UW (Regular), and H.323: UW Lecture Hall. At the bottom of the list, there is a "Return to conference configuration" button.

7. Click on “Add conference” to complete the scheduling process.

The screenshot shows a "Conference settings" page. At the top, it says "3 pre-configured participants have been added. The pre-configured participant changes will be lost unless "Add conference" is selected." Below this, there are two buttons: "Add conference" (highlighted in red) and "Pre-configured participants (3)". A "Parameters" section follows, containing a table with a single row: Name | Weekly Staff Meeting.

Adding participants to a videconference in progress

1. Navigate to https://nai.arc.nasa.gov/codian/conference_list.html
2. Enter your username and password
3. Click on the name of the active conference you wish to add participants to

The screenshot shows a Mozilla Firefox browser window displaying the Codian MCU - Conference list page. The URL in the address bar is https://nai.arc.nasa.gov/codian/conference_list.html?added=1. The page header includes the Codian logo, the MCU number (4215), host information (mboldt.arc.nasa.gov, login: vsm), and navigation links for Home, Conferences, Profile, and Help.

The main content area displays three sections:

- 1 active conference:** A table showing one conference entry:

Name	Description	Owner	Registration	Participants	Start time	Time remaining
Weekly Staff Meeting	<scheduled>	vsm	n/a	2	10:10	56 minutes, 20 seconds
- 1 scheduled conference:** A table showing one conference entry:

Name	Numeric ID	Security	Owner	Status	Start time	End time
Weekly Staff Meeting	<none>	vsm	In progress		10:10	11:10
- No completed conferences:** A table showing no entries:

Name	Owner	Start time	End time
No completed conferences			

At the bottom of the page, there are buttons for 'Delete selected' and 'Add new conference'. The footer indicates 'Page 1 of 1' and the URL 'nai.arc.nasa.gov'.

- Click on “Add participant” to add video endpoints to the conference

- Enter the IP address of the video endpoint you wish to add and click “Call endpoint.” You can also select from the pre-configured endpoints. The video endpoint will be added to the conference.