

Contents

IPVCR user information.....	2
Introduction	2
Watching Pre Recorded Sessions via Internet Browser.....	2
Watching a Pre Recorded Session via VC Camera.	2
Downloading Pre Recorded Sessions.....	3
How to record a presentation.....	4
Recording yourself (single participant).....	4
Recording a 'Point to Point' session.....	4
Recording a Virtual Meeting Room conference.....	5

IPVCR user information.

Introduction

Codian, Internet Protocol Video Conference Recorder (IPVCR).

The Codian I.P.V.C.R, is commonly referred to as the 'Codian'. This device is used by the New South Wales Department of Education and Training to record and preview video conferences. This device is a scarce resource and its capacity is not infinite. Recordings are currently deleted when they are 2 weeks old.

Watching Pre Recorded Sessions via Internet Browser.

Using your internet explorer, go to the Codian IPVCR site.

<http://vcrecorder.det.nsw.edu.au/>

Click on 'Connections' under the 'Public folders'.

Browse your desired recording and click on the 'watch' tab.

Recording list

Folder "Connections"

	Name ▼	Length	Recorded at
Watch	AASC - Emma Dancing	32 minutes, 19 seconds	Nov 3 2009, 08:59
Watch	Antarctic - Jen & Jock McGhee	1 hour, 25 minutes	Oct 2 2009, 12:57

Watching a Pre Recorded Session via VC Camera.

Obtain the numeric number of the recording from the event coordinator or the 'Connections Team'

From the home screen of either the Polycom or Tandberg type 10xxxx, where xxxx is the numeric identification assigned to the recording.

To stop viewing simply hang up.

Downloading Pre Recorded Sessions.

Using your internet explorer go to the Codian IPVCR site.

<http://vcrecorder.det.nsw.edu.au/>

Now log in using the following credentials

Username: superguest

Password: 123

Click on 'view recordings list'

Logged in as: *superguest*

Change log in

User options:

- [View recordings list](#)
- [Update user profile](#)
- [Streaming-only interface](#)

Click on the 'Recorded at' tab, to sort recordings according to most or least recent.

Find your desired recording and left click on it.

Left click on 'download MPEG file' to commence your download.

Recording "Wagga Wagga TAFE _12Nov09_10.57"

Status	
Time of recording	10:57
Duration	2 seconds
	Streaming H.263 video (352 x 288 pixels, 128k / 384k) with G.711mu audio
Recorded media	H.263 video (352 x 288 pixels, 307k) with Polycom(R) Siren14(TM) audio
	H.263 video (352 x 288 pixels, 307k) with Polycom(R) Siren14(TM) audio
Complete recording file size	175kb (179328 bytes) download recording
Projected MPEG1 file size	297kb download MPEG file
Gatekeeper state	n/a

How to record a presentation.

Recording yourself (single participant).

From the 'Home' screen, dial 102 using the Polycom remote control.

The recorder is now activated, you may now commence your presentation.

When you have finished, hang up the call and the recording is automatically stopped.

Recording a 'Point to Point' session.

Polycom.

Use the far site's E164 number (E164 is a unique number assigned to that camera) an IP number will not suffice.

To do this press the 'Directory' button (book icon) on the Polycom remote.

Using the red arrow up and down buttons, scroll to locate your desired school.

To advance by page, use the zoom in and out buttons.

Highlight your school to reveal the E164 number at the bottom of the screen.

When located, press the home button. Then dial 99xxxxxxx, where xxxxxxxx is the E164 number.

Hang up to stop the recording.

Tandberg.

Locate the E164 number.

Press the directory button. Black button with white book icon between the green call and red hang up buttons.

Using the arrow up/down buttons, select the 'Global Contacts' and press 'OK'.

Scroll down to find your desired school and E164 number.

Press the 'Cancel' button to return to the home screen. .

Dial 99xxxxxxx, where xxxxxxxx is the E164 number.

Hang up to stop the recording.

Recording a Virtual Meeting Room conference.

Obtain the number of the desired meeting room.

This can be obtained from the 'Connections Team'.

Dial 99xxxx, where xxxx is the number of the meeting room.

Hang up to stop the recording.