K20Video

Scheduling a Conference

+ Add Conference

Conference
Log in to K20video and hit the "Add Conference" button.
Then enter the name of the conference in the "Name" box.

Enter the date your conference will occur. You can use the calendar icon to select a date or you can type the date in the box using MM/DD/YYYY format.

Select the start and end times of your conference. You can use the drop down menus or the slide bar.

PLEASE NOTE: 30 Minutes of set up time is AUTOMATICALLY added to your conference. For example, if your meeting starts at 8:00 am, select 08:00 am as your start time. The connection will open at 07:30 am by default. In addition, 30 minutes will be AUTOMATICALLY added to the end of your conference.

Security
The system will automatically create a PIN for your conference.

NOTE: Using the PIN will add the additional step of having to enter it when dialing in to the conference. It is recommended that you DO NOT use the PIN for recurring conferences.

Marking your conference "Public" (the default) means it will appear in the calendar of conferences. This is a listing of all conferences scheduled. It does not mean that people not invited will be able to participate in your conference or see details about how to dial into your conference. Marking your conference "Private" will remove it from the public calendar listing.

If your conference is public and you would like other K20video users to be able to contact you about participating in your conference, check the "Display Contact Form" box.

Sites
Select the number of Video Sites participating using the drop down menu. (Video sites refers only to IP based video sites, those sites that use IP address or CalREN Number to connect).
Select the number of Audio Sites from the drop down menu.
Select the number of ISDN Sites from the drop down menu.

Description
You may enter the description of the conference in the "Description" box.

Reocurrence
If you are scheduling a recurring videoconference, the start date of your conference is the first occurrence of your set of conferences. You'll need to select your Reoccurrence, for example, "Daily" (multiple days in 1 week) or "Weekly" (certain days for multiple weeks). Select the days of the week your conference will occur. Finally, select the end date. The end date is the last occurrence of your conference.

Recording
If you choose to record your conference for playback at a later date, check the "Record" box. You can record all or only part of your conference. If you would like to record only a certain part of your conference, use the drop down menus or the slide bar to select the start and end time of the recording.

Streaming

To choose Live Streaming, check the box next to "Stream this conference", and select the total number of Viewers that will watch the Live Stream. REMEMBER this is not the same as the total number of Video Sites.

Primary Use

The Primary Use section is for reporting purposes, please select the primary purpose of the conference from among the choices. Then hit the "Save" button to schedule your conference. After saving you will be taken to a summary confirmation page. All the pertinent information about your conference can be seen here.

Inviting Participants

To invite participants, click on the "Invitees" tab and add invitees. If participants are already in your contact list, type their name in the "Search Contacts" box. If you are inviting participants that are not in your contact list you can add them by clicking the "Add Contacts" button.

Once you have added all invitees you can send the standard confirmation by hitting the "Default message" button. You can also send a custom confirmation by hitting the "Custom message" button.
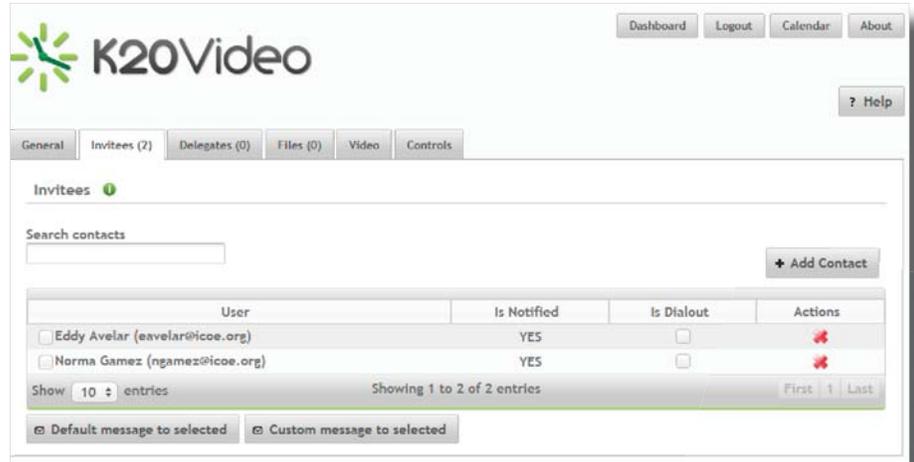
Editing an Upcoming Videocoference

1. Log in to K20video and hit the "Dashboard" button
2. Click the "Pencil" icon 🖊 next to the conference you would like to edit
3. When the conference information appears, click the "Edit" button at the bottom of the page
4. In the Edit mode you can change any field
5. When you are done editing, click the "Save" button
6. You will be taken back to the Summary/Confirmation page

Deleting a Videocoference

1. Log in to K20video and hit the "Dashboard" button
2. Click the "Pencil" icon 🖊 next to the conference you would like to delete
3. When the conference information appears, click the "Edit" button
4. In the Edit mode, click the "Delete" button
5. You will be asked to verify that you want to delete the conference, click the "Yes" button
6. You will be taken back to the "Upcoming" conference tab
7. Note your conference is no longer listed
8. The scheduling system will send out an automatic email notifying the invitees that were included in the original notice.

PLEASE NOTE: If you edit or delete your scheduled conference, the system will automatically send an email to you and those in the Invitee list. If you manually invited participants (if you emailed them directly for example), you must email those participants to let them know the conference has been edited or cancelled.