**Video Conferencing at the University of Cincinnati**

Register your video conferencing device with UC’s Video Conferencing Gatekeeper:

**Inside UC:**

1. In the network settings of the video conferencing equipment (Polycom) enter the Gatekeeper’s IP address: 10.27.6.250

2. The PolyCom should have a box for h.323 Extension, E.164 number: enter 6xxxx (as an example, your phone number or the phone number in the room where the equipment is located, it is a unique number that identifies your video equipment to the Gatekeeper).

**The user outside:**

3. The outside user calls: 129.137.254.250##6xxxx (where 6xxxx is the E.164 number you entered in the Polycom). Some video conferencing equipment does not allow the use of pound sign “#” in the dialing parameters, in that case use 6xxxx@129.137.254.250.

Note: Once the Polycom is registered with the Gatekeeper, you can move it anywhere. It will get a new IP address and will re-register with the Gatekeeper with that IP address automatically. The caller then only needs to contact the Gatekeeper to connect to the Polycom. Any questions or problems, please contact the UC Helpdesk at 556-HELP (4357).