

Videoconferencing: How a non Partners site connects with us

1. Have the remote site Dial into the Partners Gateway IP **155.52.133.8**
2. When they see the Partners Media Screen
3. Press the **#** key on their remote control (this activates the key pad)
4. Dial **1**
5. Then have them enter the extension which is **your alias no.** followed by the **#** key
6. Then **#** once more to connect.

Our aliases will be shown on the videoconference start screen. They have an x followed by a 5 digit number. For example, CLSB 11065 is x50024.