

Procedures for establishing ConferenceMe connections
For Web-based Videoconferences with Kennedy Space Center

To download “Conference Me” you must have admin rights on the computer to which you are trying to download it. There are known issues on some computers that may prevent you from connecting to a conference if you are running the following anti-virus software: Kaspersky, AVG ver. 8.5 & later, Avira, Trend Micro OfficeScan.

Ports used by “Conference Me”:

Signaling, including call setup, uses port 80 on the Cisco MCU and an arbitrary port on the PC running Conference Me. Conference Me will try UDP first for the RTP transport, which uses port 5082 for both the MCU and your PC running Conference Me. If this connection path fails for any reason, the client will use TCP (using the same ports as UDP) for the signaling process.

ConferenceMe is only available for PC’s, not MAC (Macintosh) computers.

Click the link below or type the address in the URL window of your web browser.

http://128.157.7.108/conference_join_cme.html?name=KSC%20Bridge

If you have connected with us before using ConferenceMe on that specific computer, simply click on “Click here to join the conference using ConferenceMe” to join the conference.

If you have never used ConferenceMe before, please click on the “click here to install” link to install software that will allow you to connect to our bridge and join the NASA DLN event.

For those installing the software for the first time on that specific computer, a File Download window will pop up. Simply click Run to execute this File Download to install the TANDBERG / Codian software.

Follow prompts with the Setup Wizard to complete installation of software.

Once installation is complete you can join the conference by clicking on “Click here to join the conference using ConferenceMe” to join the conference.

You should now be in the conference!! Please review the option buttons in the lower left of the Conference Me window. These will help you optimize your view for the educational event and adjust the various settings . Options include - Full Screen, Next Local Layout (*4 to choose from*), Next Participant, Send Desktop, Muting Outgoing Video, and Muting Outgoing Audio.

When the conference is complete simply close the TANDBERG ConferenceMe window by clicking on the x in the upper right part of the screen and close out the Codian bridge website as well by clicking on the x in the upper right part of the screen.

NOTE for multi-site connections and special event webcasts: If you are able to mute your audio when the students are not asking or answering any questions, this would be extremely helpful to us during these ConferenceMe connections.