



Center for Information Technology

Video Codec Registration and /or Installation Checklist

Customer Contact Information / Financial Authorization Official

Name	<input type="text"/>	NIH IC or Sponsoring IC	<input type="text"/>
Telephone	<input type="text"/>	CIT Account Code	<input type="text"/>
Email	<input type="text"/>		

CODEC CERTIFICATION PROCESS: (ALL MUST BE COMPLETED BEFORE REGISTRATION WITH CIT GATEKEEPER)

Video Codec Type	<input type="text"/>
Video Codec Password	<input type="text"/>
Software Version	<input type="text"/>
Video Codec IP Address	<input type="text"/>
Technical Contact Name	<input type="text"/>
Technical Contact telephone number	<input type="text"/>
Technical Contact email address	<input type="text"/>
Room telephone number (codec location)	<input type="text"/>
Building / Room Location (VTC Location)	<input type="text"/>

- System name or H323 ID must use the correct gatekeeper naming convention: IC_Building_Room number (ie NCI_6210_323)
- Gatekeeper Discovery Settings must be set to "MANUAL"
- Gatekeeper IPaddress is 128.231.41.37
- Provide web administrative password if one is used on the Video Conference unit

Additional Notes: