

CONNECTING TO CALIFORNIA STATE PARKS PORTS PROGRAMS



We request that you complete these steps at least one time prior to your scheduled program.

Start with the basics. Make sure your videoconferencing device is plugged in and turned on. Become familiar with how to connect external sources to your projector/TV and external speakers and check that the internet jack you plan on using is active.



Connect your device to a projector, television or Smart Board.



Connect your device to an external speaker.

You may not need external speakers if your videoconference device has built in speakers or your projector has an audio input or if you are using a television.



Connect your device to an internet jack.

If your internet jack is live, you should see blinking “activity lights” where you plug the cable into the device.



Place the device in your room so we can see the majority or all of your students when we're connected.

You may also want to adjust the lighting in your room so your students can see the television or screen. Please note the program is at it's best when we can see your students, so if possible don't make it completely dark!

Make a test call.

There are two ways you can dial PORTS Distance Learning Parks.

You can dial the IP address 205.154.84.80. This will bring you to a menu of all PORTS Conferences. You need to access the “far” end camera control or enter the conference number to navigate the menu. For your test call please navigate to the conference named “PORTS Test.”

You can also dial the CalREN number. Dialing the CalREN for any of the PORTS Distance Learning Sites will bring you directly into the conference. To access the PORTS Test, use the keypad on your device or remote to dial the number 5993110117.



If you can see and hear the video you have made a successful connection!

Adjust the volume on your device and on your external speaker so that you can hear the audio comfortably in your room.

If you are having trouble, please refer to our “Troubleshooting Tips” found on our website www.ports.parks.ca.gov

On the day of your program, dial the number that corresponds with the PORTS Program you have signed up for.

Refer to the confirmation sent to you by the distance learning interpreter for the numbers you need to dial or check out the listing on the next page.

Our distance learning sites keep a tight schedule. You may not be able to access your conference until your scheduled time. It could be because the presenter is talking with another class somewhere else in California. Please try to dial in as close to your scheduled start time as possible.



Don't forget to hang up!

If you have more than one program scheduled throughout the day, it's okay to stay connected if your distance learning interpreter gives you the okay. At the end of your time with us, please don't forget to hang up your call.