

## Checking Reservation Status

To check the reservation status and to obtain dial-in information for the requested videoconference:

1. Go to site: <http://www.k20.ctc.edu/>
2. Select "Reservations" tab.
3. Select "Check Event Status".
4. If you know the event reservation number, input it in the space provided. If you don't know the event reservation number, you may select it from the pull-down menu.

*Please note the events are sorted by date.*

5. Select the "Show Status" button.

*A web page will appear with complete event information along with the Event # (dial-in information). This is displayed to the right of your requested site information. Please remember to dial-in 1/2 hour prior to the scheduled time of the videoconference.*

## Confirm/Decline an Event Requested via E-mail

All requested sites (except those "Not Online") will receive a "K20 Resource Reservation Request" sent to their ITV scheduler via email. To confirm or decline a requested event:

1. Click on the link provided in the email.

*This will take you directly to the ITV Scheduler's web page. If you do not receive the ITV email for an event or you are unable to locate the "K20 Resource Reservation Request" email, go to site: <http://www.k20.ctc.edu/> and select the "ITV Schedulers" tab.*

2. Input your Scheduler ID and select "Continue".
3. Select "Event Services".
4. Select the event from the pull down menu.

*Please note the events listed are ONLY for your site and are sorted by Event Number.*

5. Select the "Search for Event" button.

*A web page will appear titled "Event Services" that specifies the event information. Please scroll down until you see "Requested site" under which will display your site name and information.*

6. Select either "confirm" or "decline" this event.
7. Check the "Profile/Bandwidth" to verify that it is set to "IP - 384K". This is the correct setting for H.323 sites.
8. Confirm/Enter or Change the contact information for the main person attending the conference.
9. Select the "Update Event Status" button.

*A web page will appear titled "Event Services" stating "Event confirmation has been processed. Click here to display Reservation Status."*

10. Select "Click here to display Reservation Status" to confirm your response.

*A web page will appear with complete event information along with the Event # (dial-in information). If the Event # is blank, please check the Reservation Status within a few days to obtain the Event #.*

*Please see "Checking Reservation Status" for instructions.*