



Quick Reference Card for *Interactive Meetings* using SCOPIA Desktop

Getting Started with SCOPIA Desktop

This Quick Reference Card covers the tasks most commonly performed in a SCOPIA Desktop meeting. This card shows you how to:

- Perform the initial set up of audio and video devices
- Connect to a meeting
- Use advanced connection options
- Manage meeting layouts to emphasize the video or presentation
- Manage your audio settings
- Share your screen or present a document
- Moderate the meeting
- Invite participants to the meeting


What You Need to Get Started

- **Audio device** - Headset, or speaker and microphone, or USB audio device connected to your computer.
- **Video Camera** - Webcam connected to your computer.
- **Credentials:** - You may need to ask your SCOPIA Desktop administrator for a user name and password if SCOPIA Desktop is configured so that only authenticated users can participate in meetings, access webcasts, or watch recordings.
- **Deployment information** – You may need to know what type of SCOPIA Desktop you are using.

First Use of SCOPIA Desktop

To activate SCOPIA Desktop for the first time, go to the SCOPIA Desktop portal page at: <http://sd.company.com>. If prompted to do so, please download the client and follow the online instructions.

How do I know I am done with the initial install?

When the SCOPIA Desktop initial install is complete, you should see the following icon in the task tray at the lower right corner of the screen .

Audio Setup

On the SCOPIA Desktop portal page, click 'Check Your Audio' and make sure the correct audio devices are selected for Record and Playback.

Click the 'Start audio test' button to make sure you can hear an echo of what you speak into the microphone.

Video Setup

On the SCOPIA Desktop portal page, click 'Check Your Video' and make sure the correct web cam device is selected.

Click the 'Preview' button to make sure you see your own image.

The above steps should be done before the initial setup or anytime where audio and video do not work properly.

Connect to a Meeting

To connect to a meeting, go to the SCOPIA Desktop portal page at: <http://sd.company.com>. If necessary, enter your username and password. Then enter your name, the Meeting ID and click 'Participate Now'. This will launch the audio, video and presentation on your computer.

Advanced Connection Options

Optionally, you can click  to show advanced connection options:

Use my computer for audio, video and presentation (default) – Choose this option to use your computer's web cam, microphone and speakers (or headset) to participate in the meeting.

Use my computer for presentation only – Choose this mode to only open the presentation capabilities on your computer. You need to connect from another device (phone, video conferencing device, etc.) to get audio and video. This connection can be automated using the next check box option.

Callback my video device number – An optional SIP or H.323 number that is used by the system to call back for the audio/video portion of the call.

Manage the Meeting Layout

Main View Control



Change the way you watch a meeting using the 'View' button at the top of the meeting room. By default, the SCOPIA Desktop meeting window displays the Automatic layout.

Common Layout Controls



Swap Views - Switches between the presentation and video panes location.



Enter Full Screen - Expands the video or presentation pane to full screen.

Video controls (located on top of the video pane)



Camera Control – Click to stop your webcam. Click again to resume.



Picture-in-Picture (PiP) – Click to turn yourself view on or off. Click the pull down arrow to select the PiP location.



Remote Video – Select the resolution of received video (High Definition or Standard Definition) and the layout received (Active Speaker or Continuous Presence). Some selections may not be available in all meetings.

Presentation controls (located on the presentation pane)



Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

Manage Your Audio Settings



Click to turn your microphone off.



Click to turn your microphone on and drag the slider next to the button to adjust the volume.



Click to turn your speakers off.



Click to turn your speakers on and drag the slider next to the button to adjust the volume.

Present Your Screen or Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.



Start presenting – Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

Presentation Controls

The following controls are available while presenting:



Change Application – Use this to select a different application to share.



Start Annotating – Click once to freeze the screen and open the annotation tool pane. Click again to exit.



Main Menu – Opens a menu containing advanced options including full moderation capabilities and video handling.



End Presentation – Use this to stop presenting and return to participant mode.

Moderate the Meeting

Moderate from the Main Toolbar

From the toolbar, the moderator can perform the following:

- Invite a phone, H.323 or SIP terminal to the meeting
- Mute/Un-mute specific participants or all participants
- Disconnect specific participants
- Lock Meeting (no new participants allowed)
- Terminate meeting (and disconnect everyone)
- Initiate streaming or recording for this meeting

Invite a Phone, H.323 or SIP Terminal to the Meeting in Advanced Deployment

Click the Moderate button and choose Invite. Do one of these:

- Select the Invite by address option from the list, and then enter address.

-or-

- Select the Invite a terminal from the directory option from the list, and then select an entry.

-or-

- Select the Invite a from your favorites option from the list, and then select an entry.

Click Invite.

Invite a Phone, H.323 or SIP Terminal to the Meeting in Point-to-Point-Only Deployment

Click the Moderate button and choose Invite. Then select a contact from the list, and click the Call button.

Moderate a Specific Participant from the 'Participants' List

To moderate a specific participant, right-click her name in the 'Participants' list. You can mute or disconnect that participant. If you are a guest participant, enter the moderator PIN to moderate other participants.

Getting Started with SCOPIA Desktop Recording and Playback

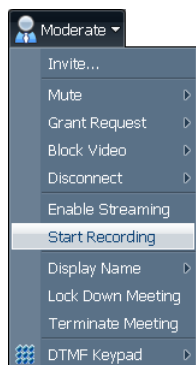
This Quick Reference Card covers the tasks most commonly used with SCOPIA Desktop recording and playback:

- Who can record a meeting?
- Initiate recording
- Automatic recordings
- Stop recording
- Manage recordings
- Watch recordings

Can I Record Meetings?

The ability to record meeting is defined by an administrator. If you cannot initiate recording of your meeting, contact your administrator.

Start Recording



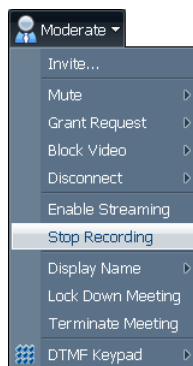
Initiation of recording is possible from the 'Moderate' menu. Depending on your system policies you may need to be a moderator of the meeting or assigned recording privileges by the administrator.

Before recording starts, you are asked to supply a name, description and PINs to protect the recording.

Automatic Recordings

If this option is supported by your administrator, you can set your virtual room to automatically record every meeting.

Stop Recordings



You can stop the recording manually from the 'Moderate' menu. The recording automatically stops when all participants have left the meeting. The administrator may define a maximum recording length after which the meeting recording stops.

Managing Recordings

After recording has completed, it shows on the SCOPIA Desktop portal page at: <http://sd.company.com> on the 'Watch Recording' tab. To manage your recording,

click the edit icon

You can then change the recording name, crop it, change the PINs or delete it from the system. Please note that to edit a recording, you need to enter the Owner PIN provided at the time of recording.

Watch Recordings

Access the SCOPIA Desktop portal page at: <http://sd.company.com>,

and then click

To watch a recording, click the play icon . If this icon does not show it may mean that you need to install QuickTime. Look for a warning message at the top of the screen.

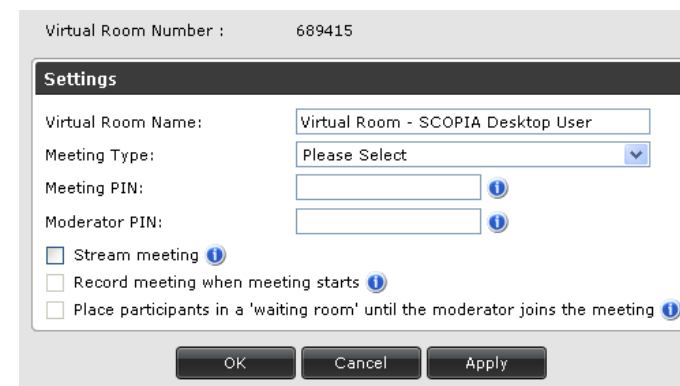
What is my Virtual Room?

Your Virtual Room is your personal meeting place that was set by your administrator. This meeting room has a special number that you can use to host your meetings. The virtual room number is set by your network administrator and cannot be changed by users. The room is associated with your corporate user name and password so you can easily access the room definitions and change them at any time.

How do I Access My Virtual Room Settings?

Your virtual room settings are accessible from the SCOPIA Desktop portal page at: <http://sd.company.com>.

On this page, click the 'Settings' link in the right upper corner. Enter a user name and password that was provided to you by your network administrator.



What Can I Define in My Virtual Room?

From the 'Virtual Room Settings' page you can define the following:

- Virtual Room Name
- Meeting Type from a list configured by the administrator similar to the example shown above
- Meeting PIN required to enter the meeting for security
- Moderator PIN required for moderation control
- Automatic streaming of this meeting when it starts
- Automatic recording of this meeting when it starts
- Placing participants in a waiting room until the moderator joins the meeting. Participants in the waiting room remain connected to the system, but are not active in the conference.


Note: If your SCOPIA Desktop deployment is point-to-point-only, you may have multiple virtual rooms.

Getting Started with SCOPIA Desktop Pro


This Quick Reference Card covers the tasks most commonly used with SCOPIA Desktop Pro contact list:

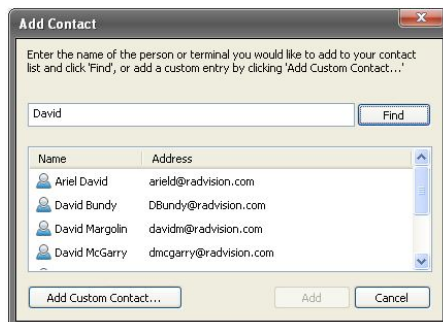
- Access the contact list
- Add a contact or a room
- Call one or more contacts
- Connect your virtual room (if you own one)
- Access the portal page
- Access advanced functions

Access the Contact List

You need to be licensed to use SCOPIA Desktop Pro in order to have access to the contact list. To access the contact list, right-click the Conference Client icon , and then select Open Contact List.

Add a Contact

From the toolbar, click the Add button  to add a user or a room. In the Add Contact dialog box, type in letters with which the name of the user you wish to add begins, and click Find. If you want to add a contact that is not in the directory, then click the Add Custom Contact button, and then enter the address (IP Address, E.164, or SIP URL) of the contact.









Remove a Contact





To remove a contact from the Contact List, right-click the contact and select Remove.

Understand Presence Status Information


Icons appearing next to user names in the Contact List display the user presence information:

-  The user is ready to receive a call.
-  The user is offline.
-  The user does not want to be disturbed.
-  The user is away.
-  The user is in a call.
-  The user or room does not have presence information.

Perform Basic Tasks Using the Contact List

-  **Call** – Select a contact or multiple contacts from the Contact List, and then click this button. Alternatively, you can double-click a contact in the Contact List.
-  **My Room** – If you have a virtual room set for you, click this button to connect to it.
-  **Meetings** – Click to access the SCOPIA Desktop portal where you can navigate to your recordings, watch webcasts, or access a meeting which meeting ID you know.
-  **Settings** - Click this button to change configuration settings such as audio, network, or general parameters.

Access Advanced Functions

- Right-click the Conference Client icon  to access such advanced functions as
- Changing your presence status
 - Signing out of the Contact List
 - Accessing information about your systems and logs