



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 such as volume and mute
- 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.

First Use of SCOPIA Desktop

To activate SCOPIA Desktop for the first time, go to the SCOPIA Desktop portal page at: <http://http://sdnj.radvision.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.

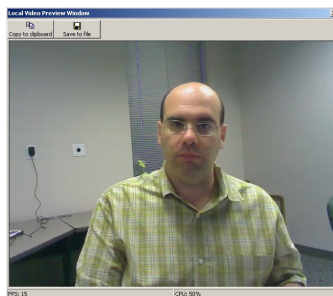


Click the 'Start audio test' button to make sure you can hear an echo of what you speak into the microphone.

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.



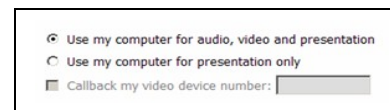
The above steps should be done before the initial setup or anytime where audio and video do not work properly.

Connect to a Meeting

To connect to a meeting simply go to the SCOPIA Desktop portal page at: <http://http://sdnj.radvision.com>, provide 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 the 'More Options >>' button 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 your self 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 many not be available in all meetings.

Presentation controls (located on the presentation pane)

Scale Content to Fit – Click to make the presentation content fit the screen size. Click again to see it in the original size (with scrollbars if needed).

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:



Leave Meeting – Use this to terminate your presentation and take you out of the call. Other users stay on the call.



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



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.

Moderate the Meeting

Moderate from the Main Toolbar



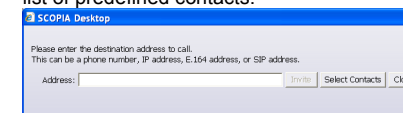
Click the 'Moderate' button on the toolbar for moderator actions. Based on meeting settings, you may need to enter the moderator PIN.

From the toolbar, the moderator can perform the following:

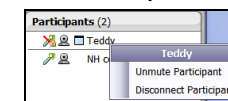
- Invite a phone, H.323 or SIP terminal to the meeting
- Mute/Un-mute specific participants or all participants
- Disconnect specific participants
- Lock Meeting (no new participants allowed)
- Terminate meeting (and disconnect everyone)
- Initiate streaming or recording for this meeting

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

Click the Moderate button and choose Invite. You can either enter the phone number, IP, E.164 address or SIP address of the participant's device or click Select Contacts and choose a participant from the list of predefined contacts.



Moderate a Specific Participant from the 'Participants' List



To moderate a specific participant, right-click her name in the 'Participants' list. As a moderator, you can mute or disconnect that participant. This option is available only after you enter the moderator PIN.

For best results, set printer options to: Paper Size: Legal (8.5" x 14") / Orientation: Landscape.
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Quick Reference Card for *Recording & Playback* using SCOPIA Desktop

Getting Started with SCOPIA Desktop Recording and Playback

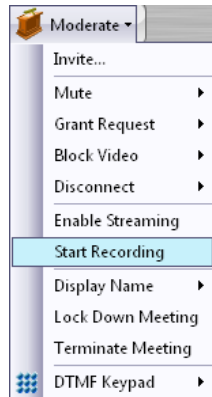
This Quick Reference Card covers the tasks most commonly used with SCOPIA Desktop recording and playback:

- Who can record a meeting?
- Initiating recording
- Automatic recordings
- Stopping recording
- Managing recordings
- Watching 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



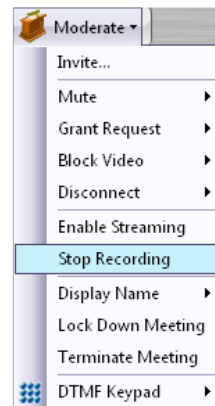
Initiation of recording is possible from the 'Moderate' menu. Depending on your system policies you may need to be a moderator of the meeting or assigned recording privileges by the administrator.

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://http://sdnj.radvision.com> on the 'Watch Recording' tab. To manage your recording, click on 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

The list of recordings appear on the SCOPIA Desktop portal page at: <http://http://sdnj.radvision.com> on the 'Watch Recording' tab.

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.



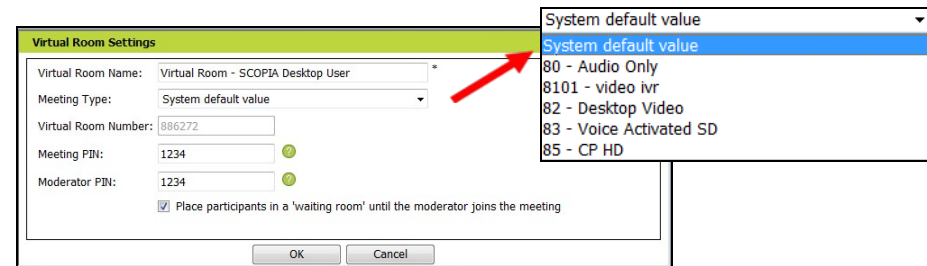
Quick Reference Card for *Virtual Rooms* with SCOPIA Desktop

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 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://http://sdnj.radvision.com>. On this page, click the 'Virtual Room Settings' link. You may be required to provide a username 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 to input for moderation control
- Through the 'Place participants in a waiting room...' check box selection, you can also define that all participants are placed 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: The Virtual Room Number is set by the administrator and cannot be changed.