

# SCOPIA Elite 5200 Series MCU

## Administrator Guide Version 7.5



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*Administrator Guide for SCOPIA Elite 5200 Series MCU Version 7.5, August 2010*

<http://www.radvision.com>

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# 1

## SCOPIA Elite 5200 Series MCU Functionality

The MCU enables multimedia, multiparty collaboration in applications such as group conferencing, distance learning, training and video telephony. The MCU supports multimedia, multiparty communications in the board room, at the desktop, in the home, or on the road over wireless.

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### Main Features

SCOPIA Elite 5200 Series MCU provides the following features:

- **Video processing**—Video and audio processing is carried out per user rather than per conference. Each user connects using unique, optimized audio and video settings to enjoy the best audio and video quality supported by their endpoint and network, without affecting the other participants in a conference.
- **Seamless interoperability**—The MCU is built on the strong foundation of the radvision H.323 and SIP software, ensuring full compliance and unmatched interoperability with IP, ISDN, and 3G networks.

The MCU enables H.323 and SIP devices to participate in the same conference session.

When used with a family of SCOPIA Gateways, the MCU also enables ISDN, V.35, and 3G handsets to participate in the same conference session.

- **SVC error resiliency**—The MCU supports SVC error resiliency for unmanaged networks using Temporal Scalability and Forward Error Correction (FEC).
- **Intuitive web-based management and control**—Both the MCU system and actual conference sessions are managed, configured, and dynamically modified through an intuitive, web-based interface that offers easy, high-level conference control and administrative flexibility for an enhanced user experience.
- **Unlimited number of conferences**—The number of supported conferences is limited only by the number of ports provided by your license.

- In-meeting indicators—A range of messages and icons are displayed on the endpoint monitor during conferences when certain events occur. For example, conference participants are notified when a participant joins or leaves a conference, an audio-only participant speaks, or a participant's personal video layout changes.
- Personal layouts per participant—Fully customizable personal video layout for each conference participant.
- Single LAN connection—Only a single Ethernet connection is required for the entire MCU system.

The connection is via the upper blade.

The upper Media Blade manages the platform, including call signaling and processing, application interface, network management, and audio and video processing. The lower Media Blade functions as the slave.

- Snapshot files for Customer Support—One-click creation of a file of bundled logs and configuration files which you can send to Customer Support for debugging.
- Video quality—The MCU delivers high quality video and audio processing, using latest industry standards and upgradeable DSP chip software.

The MCU achieves the best video quality by supporting the following video capabilities

- H.264 SVC error resiliency
- High definition and standard definition participants in the same conference.
- A choice of 22 video layouts
- H.263 and H.264 in the same conference
- Resolutions from QCIF to 1080p in the same conference
- Framerate of up to 60 fps for 720p resolution and 30 fps for other resolutions
- Up to 12Mbps on each stream without affecting capacity
- VGA, SVGA, XGA, WUXGA (supported for presentation channel only)

- Security and privacy—Administrator and operator password protection for accessing the MCU web interface.

Optional PIN protection for joining a conference and web access.

Additional PIN protection for conference Moderator Control.

To achieve secure communication with endpoints, the MCU uses H.235-based encryption for H.323 endpoints and SRTP and TLS encryption for SIP endpoints.

- In-conference control—During a conference, participants may use their endpoint remote control or keypad to perform actions such as mute, volume control, changing video layouts and inviting participants

These options are presented in the in-meeting menu displayed on top of the video layout.

- Optional no self see—The no self-see (NSS) option is enabled by default, but can be disabled with an advanced command. This feature enables more effective use of the video screen.

- Interactive Voice Response (IVR) messages—The MCU includes pre-recorded greetings to conference participants and announcements as each new participant joins the conference. You can record messages to provide custom greetings and announcements.
- HD switching—The MCU supports the switching of HD resolutions 720p and 1080p at up to 12 Mbps at the capacity of up to 120 calls. Switching is available for H264 and H261 video codecs.

## Call Capacity

MCU always sends video at 30fps.

The SCOPIA Elite 5200 Series MCU provides a flat capacity of 30 ports.

Depending on a call resolution, a call can take this number of ports:

- A 480p or 720p call - one port
- A 1080p call - two ports
- A 352p or lower call - 1/4 of a port (only in cases where an increased capacity license has been obtained)

Table 1-1 presents a summary of MCU call capacity:

**Table 1-1** MCU Call Capacity

|  | SCOPIA Elite MCU 5215 | SCOPIA Elite MCU 5230 |
|--|-----------------------|-----------------------|
| Form Factor  | 3U                    | 3U                    |
| High definition (720p) continuous presence ports                               | 15                    | 30                    |
| High definition (1080p) continuous presence ports                              | 7                     | 15                    |
| 15   | 60                    | 120                   |
| Enhanced definition (352p) continuous presence ports (separate license option) | 60                    | 120                   |

## High Definition Downspeeding

The SCOPIA Elite MCU supports a dynamic port capacity that enables extra calls to be connected even after maximum call capacity is reached. By downspeeding existing 1080p calls to 720p, the MCU can accept additional calls within a single meeting.

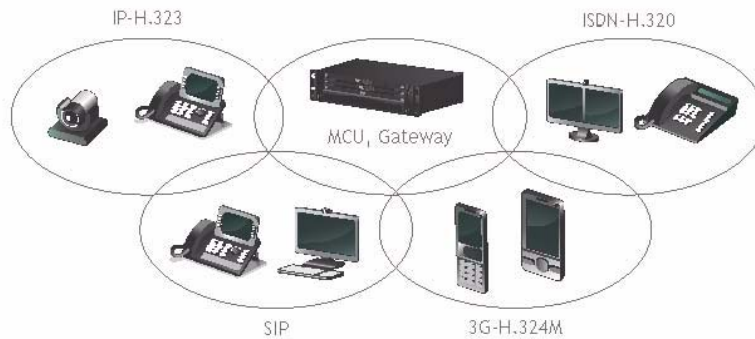
**Note:** MCU 1080p transmission is asymmetric (1080p TX, 720p RX).

The MCU does not perform downspeeding on calls from participants defined as VIP users in iVIEW Suite.

## About SCOPIA Elite MCU Architecture

The MCU enables both voice-only and video conference calls for H.323, SIP, H.320, 3G-H324M and regular PSTN network phones. H.323 and SIP devices can connect to a conference directly through the MCU. Other devices such as phones and video conferencing terminals (H.320, 3G-H.324M) can connect to a conference via the SCOPIA Gateway.

**Figure 1-1** Supported Devices and Protocols



The MCU supports devices that can send and receive video streams, as well as those that cannot send but only receive video streams. This means that terminals without a video camera or video capturing capabilities can participate in a conference as voice-only participants while benefiting from seeing the other participants.

## About SCOPIA Elite 5200 Series MCU Topologies

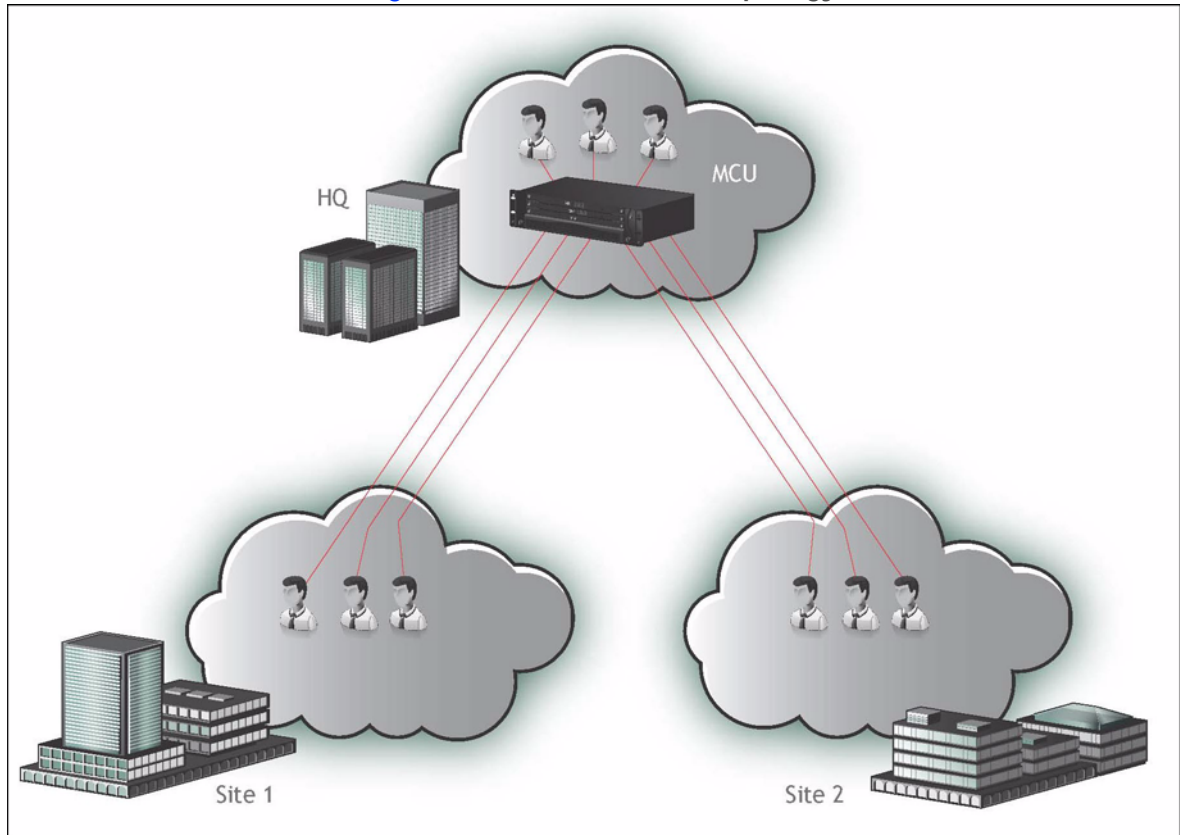
The SCOPIA Elite 5200 Series MCU can work in a centralized or cascaded topology. This section describes these two options.

- [Centralized Topology](#) ..... page 5
- [Cascaded Conferences](#) ..... page 5

## Centralized Topology

In a centralized topology, the MCU performs media processing for all connected participants, regardless of their location. The MCU can handle multiple conferences simultaneously.

Figure 1-2 Centralized Topology



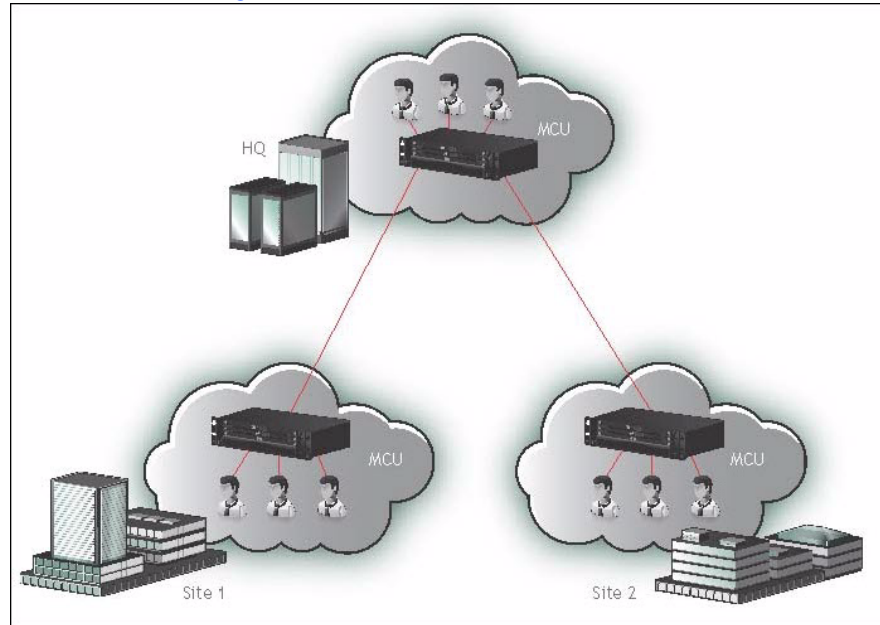
## Cascaded Conferences

The MCU allows you to combine two or more conferences resulting in a larger conference with many more participants. This is called cascading. Cascading creates a distributed environment that helps reduce the drain on network resources. In addition, the processing resources required by the MCU are distributed between participating MCUs. Costly phone or ISDN line usage can be further reduced with the mediation of a gateway.

Cascading occurs when one conference with "x" number of participants invites another conference with "y" number of participants. The two conferences effectively become one large conference. The bandwidth required across a cascaded conference link is only that of one audio/video stream between the two conferences. This is significantly less than the accumulated bandwidth of all the participants. Each separate MCU participating in a conference retains control of its individual conference resources and participants.

The cascaded conference in [Figure 1-3](#) minimizes the use of network bandwidth while distributing processing among the participating MCUs.

**Figure 1-3** Cascaded Conference



# 2

## Maintaining the MCU

- [Regulating Bandwidth Usage](#) ..... page 15
- [Configuring the Auto Attendant Service](#)..... page 16
- [How to Manage SCOPIA Elite MCU User Profiles](#)..... page 17
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### Performing Hardware Maintenance

- [Replacing the MCU Fan Trays](#)..... page 10
- [Installing or Replacing a Redundant PSU](#) ..... page 11

### Replacing the MCU Fan Trays

You can replace the fan trays on the MCU without powering off the MCU which allows to perform this maintenance procedure without stopping the MCU service.

**Note:** You can replace the fan trays without powering off the MCU only if you are able to do it within five minutes. Otherwise, we recommend that you power off the MCU before replacing a fan tray.

### Before You Begin

Make sure that a replacement fan tray is available.

### Procedure

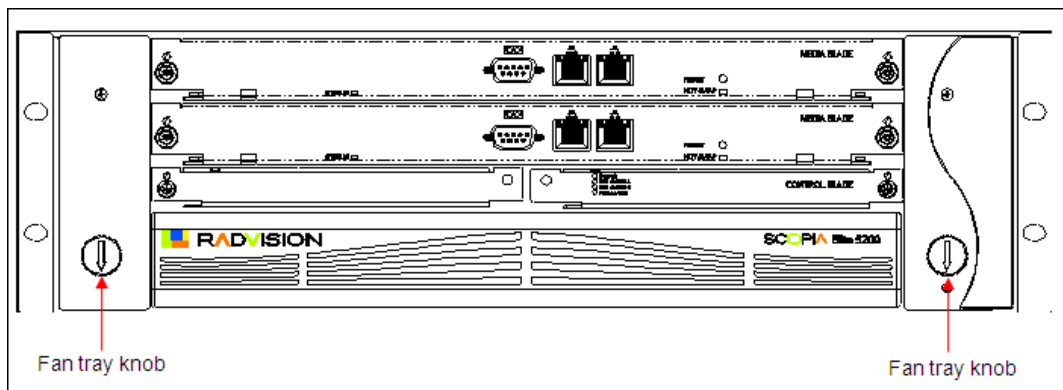
#### Step 1

If necessary, power off the MCU.

#### Step 2

Remove the fan tray:

- Connect a grounding stud on the back panel of the MCU to the closest ESD grounding jack on the rack.
- Turn the fan tray knob counterclockwise to unlock the fan tray.



- Hold the fan tray handle and pull the fan tray out of the chassis. When you pull the tray out, you disengage the tray from its power connector and the fans slow down.

---

**Note:** After you pull the fan tray out of the chassis, the fans may continue to revolve at high speed for several seconds. To avoid injury, you must hold the fan tray by its handle until the fans stop revolving.

---

#### Step 3

Install the replacement fan tray:

- Align the fan tray so that it sits on the guide trays.
- Insert the fan tray slowly and carefully making sure that the tray is not inserted at an angle.

---

**Note:** Inserting the fan tray at an angle or pushing the fan tray into its slot using force can damage the pins on the backplane.

---

- Make sure that the fan tray is inserted up to the stop.
- Turn the fan tray knob clockwise to lock the fan tray in its slot.

## Installing or Replacing a Redundant PSU

You can add or remove the redundant PSU on the active MCU unit. However, it is strongly recommended that the first time you perform the procedure you turn the MCU unit off.

### Before You Begin

Verify that the following tools are available:

- Across head screwdriver 2x100 mm or different length
- A slot head screwdriver 3.5x100 mm or longer
- An antistatic wrist strap

### Procedure

- Step 1** Verify that the switch of the redundant PSU is turned off.
- Step 2** If you perform this procedure for the first time, turn the MCU unit off.
- Step 3** On the front panel, open the PSU cover.
- Insert the slot head screwdriver into an opening on the left side of the PSU cover and push aside

Figure 2-1 SCOPIA Elite MCU Front Panel



- Insert the slot head screwdriver into an opening on the right side of the PSU cover and push aside gently.
  - Repeat steps a and b in turn until the PSU cover is released from the clip.
- Step 4** Loosen the fixing screw that attaches the filling panel to the frame.

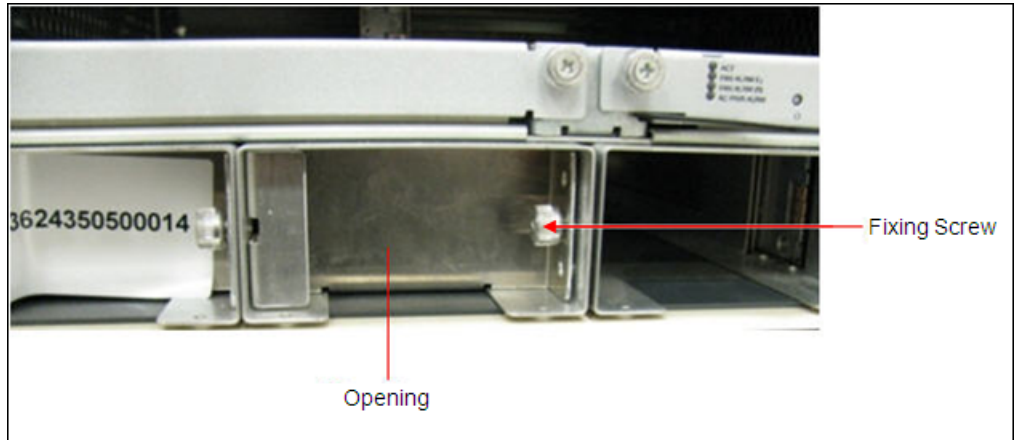
**Step 5** Remove the filling panel.

---

**Note:** Save the filling panel as a spare part.

---

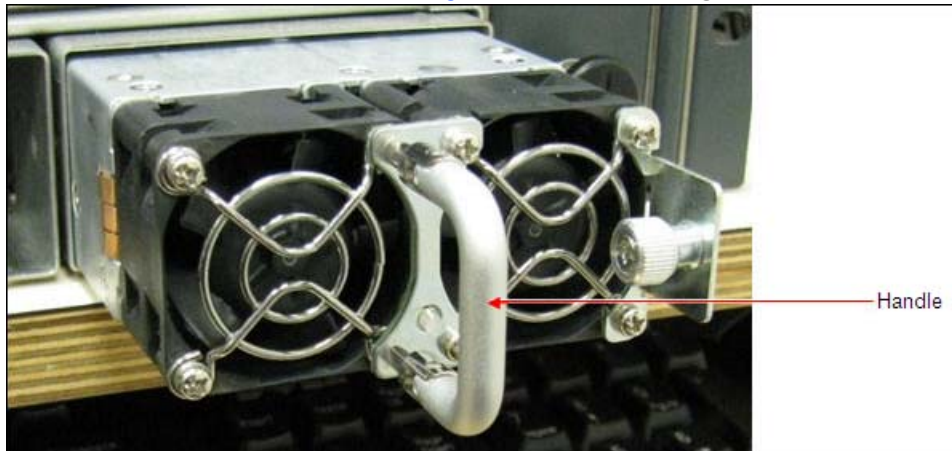
**Figure 2-2** The Filling Panel



**Step 6** Open the handle of the redundant PSU and inspect the PSU to verify that it is not damaged and that the back connector pins are intact.

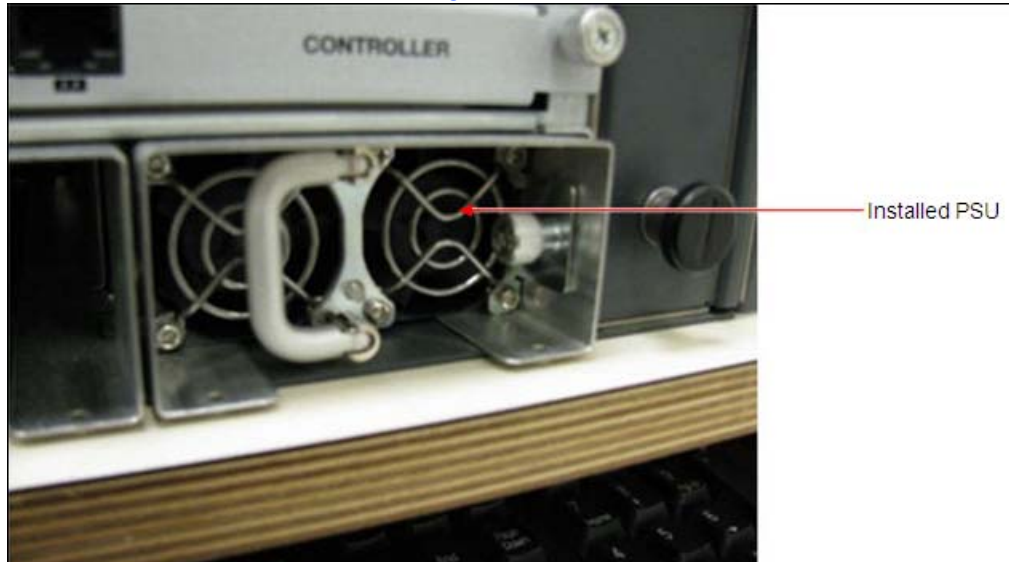
**Step 7** Insert the redundant PSU into the enclosure so that the blue connector is on the upper side.

**Figure 2-3** Inserting PSU



**Step 8** Verify that the redundant PSU is inserted up to the stop. Secure the redundant PSU by tightening the fixing screw.

**Figure 2-4** Installed PSU



**Step 9** Fold the handle in.

**Step 10** On the rear panel, remove the cover of the secondary power inlet using the cross head screwdriver.

**Step 11** Plug in the power cord of the redundant PSU.

**Step 12** Turn the redundant PSU switch on.

**Step 13** At the front panel of the MCU unit, check that the PSU fans are functioning correctly and the LEDs are green.

**Step 14** Make sure that the PWR ALARM LED at the front panel of the MCU unit is green.

**Step 15** Verify that the redundant PSU is installed correctly and is ready for use:

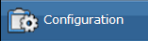
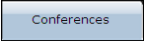
- a. On the rear panel, turn off the main PSU.
- b. Make sure that the PWR ALARM LED and the main PSU LED are RED.
- c. Turn the main PSU on again, and then make sure that its LED lights green.
- d. Turn off the redundant PSU, and then make sure that its LED lights red.
- e. Turn the redundant PSU on, and then make sure that its LED lights green.

**Step 16** Replace the PSU cover.

## Regulating Bandwidth Usage

Depending on your network capacity, you may need to adjust bandwidth usage by defining how much bandwidth each call will require.

### Procedure

- Step 1 Select Configuration 
- Step 2 Select Conferences 
- Step 3 Locate the Services list section.

**Figure 2-5** Service List Section of the Conferences Tab

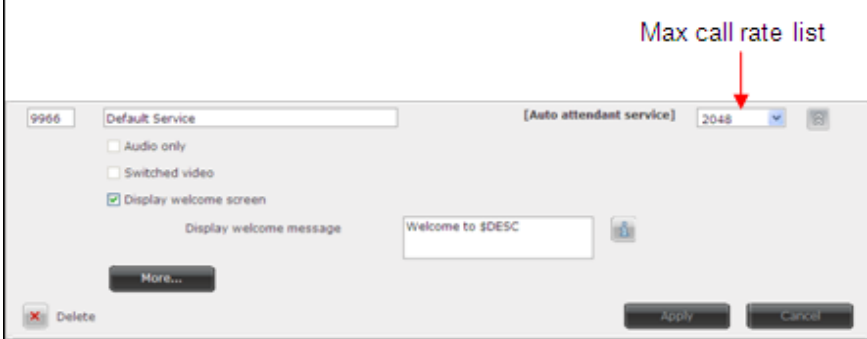



| Prefix | Description     | Max call rate (Kbps)          | Review  |
|--------|-----------------|-------------------------------|---|
| 7788   | audio only      | 64                            |  |
| 9966   | Default Service | [Auto attendant service] 2048 |  |

 Add new service...


- Step 4 Select the Review button  next to the service.
- Step 5 Select the required value from the list under Max call rate (Kbps).

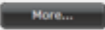

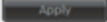

**Figure 2-6** Service Settings Section



9966 Default Service [Auto attendant service] 2048 

Audio only  
 Switched video  
 Display welcome screen

Display welcome message: Welcome to \$DESC 

- Step 6 Select Apply.

## Configuring the Auto Attendant Service

The auto attendant service allows MCU users to create or join a conference even if they do not know the MCU service number or the meeting ID number. The auto attendant number serves as a preconfigured number a user can dial to access the MCU to then either create a new conference or join a conference currently hosted at this MCU.

### Procedure

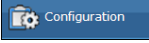
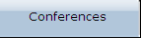


- Step 1 Select Configuration 
- Step 2 Select Conferences 
- Step 3 Locate the Services List section.

Figure 2-7 Service List Section of the Conferences Tab



| Prefix | Description                              | Max call rate (Kbps) | Review  |
|--------|--|----------------------|---|
| 7788   | audio only                               | 64                   |  |
| 9966   | Default Service [Auto attendant service] | 2048                 |  |


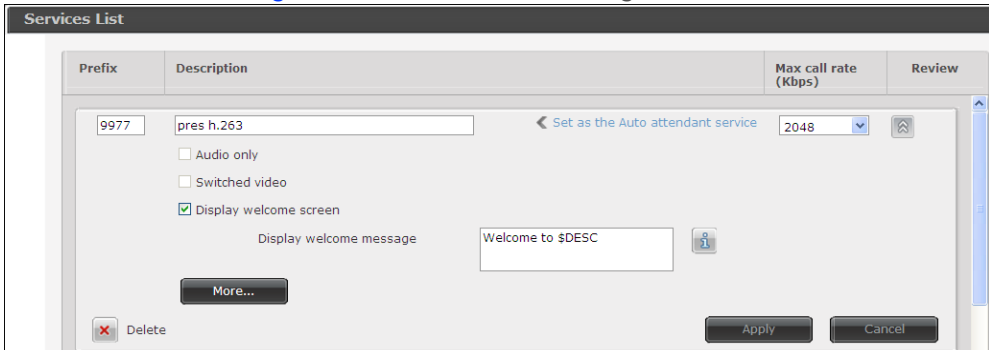


- Step 4 Select Review  for the service you want to use as the auto attendant service.
- Step 5 Select the Set as the Auto attendant service link.

Figure 2-8 Service Setting Section




9977 pres h.263 [Set as the Auto attendant service](#) 2048 

Audio only  
 Switched video  
 Display welcome screen

Display welcome message: Welcome to \$DESC 

[More...](#)

 Delete [Apply](#) [Cancel](#)

- Step 6 Select Apply.

## How to Manage SCOPIA Elite MCU User Profiles

Only administrators can manage MCU user profiles.

- [About SCOPIA Elite MCU User Types](#)..... page 17
- [Viewing User Profiles](#) ..... page 1
- [Changing a User Password](#) ..... page 18
- [Deleting a User Profile](#) ..... page 19

## About SCOPIA Elite MCU User Types

There are two types of users who can access the SCOPIA Elite MCU administration interface: administrators and operators.

As an administrator, you have these privileges:

- Full access to the MCU Administrator interface.
- Full Operator-level access to the Conference Control interface.
- SSH access to the MCU.
- You can assign Administrator authorization to up to ten users.

As an operator, you have these privileges:

- Access to the Conference Control interface using the Create Conference window.
- Access to view details of all conferences hosted on the MCU and to cascaded conferences hosted on participating MCU units.
- Ability to create a new conference from the Conference Control access window, the Create Conference window, or the Conference Control interface.
- Moderator-level access to all conferences while moderator controls are simultaneously held by other users.
- Ability to invite other participants to a conference.
- You can assign Operator authorization to up to 50 users.

## Adding a User Profile

Only administrators can add user profiles.

You can create up to ten administrator profiles and up to 50 operator profiles.

## Procedure


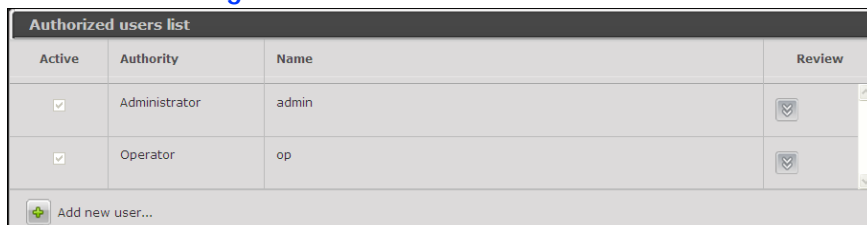


- Step 1 Access the MCU Administrator interface.
- Step 2 Select Users .

Figure 2-9 Authorized Users List

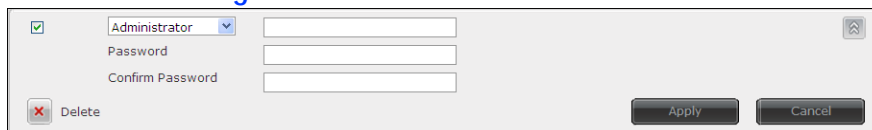



| Active                              | Authority     | Name  | Review  |
|-------------------------------------|---------------|-------|---|
| <input checked="" type="checkbox"/> | Administrator | admin |  |
| <input checked="" type="checkbox"/> | Operator      | op    |  |

 Add new user...

- Step 3 Select **Add new user**.

Figure 2-10 User Profile Section



Administrator   
Password   
Confirm Password   
 Delete

- Step 4 Select an authority level from the list.
- Step 5 Enter a user name.
- Step 6 Enter a password and confirm it.
- Step 7 Select **Apply**.



## Changing a User Password

Only administrators can change a password.

The MCU comes with two preconfigured users: an administrator and an operator. The password for both preconfigured users is 'password'. We highly recommend that you change the default user password for security.

You can change a user password at any time.

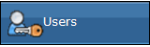
## Procedure

- Step 1 Access the MCU Administrator interface.
- Step 2 Select Users .
- Step 3 Select the **Review** button  for the user profile you want to modify.
- Step 4 Enter the new password in the **Password** and the **Confirm Password** fields.
- Step 5 Select **Apply**.


## Deleting a User Profile

Only administrators can delete user profiles.  
You can delete user profiles at any time.

### Procedure

- Step 1** Access the MCU Administrator interface.  
**Step 2** Select Users .

**Figure 2-11** Authorized Users List

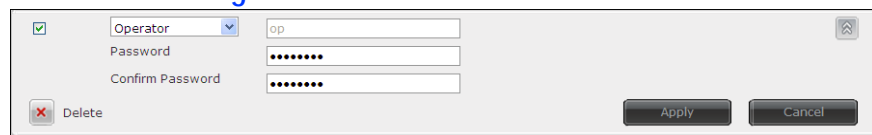


| Active                              | Authority     | Name  | Review  |
|-------------------------------------|---------------|-------|---|
| <input checked="" type="checkbox"/> | Administrator | admin |  |
| <input checked="" type="checkbox"/> | Operator      | op    |  |

 Add new user...

- Step 3** Select the Review button  for the user profile you want to remove.

**Figure 2-12** User Profile Section



Operator   
Password   
Confirm Password   
 Delete


- Step 4** Select Delete.  
**Step 5** Select Yes in the message that appears.  
The user profile is removed from the authorized users list.

## Backing Up Your SCOPIA Elite 5200 Series MCU Configuration

You can save MCU unit configuration settings to a file and then export this file to a storage device on your network. You can use the saved configuration file to restore the settings to the current MCU or to configure a similar MCU.

The exported file is a .zip file that includes a .val file and a .xml file.

## Procedure


- Step 1** Select the  icon.
- Step 2** Select **Backup configuration**.
- Step 3** Save the configuration settings file to your chosen location.  
The .zip extension is automatically appended to the file name.

## Restoring Your SCOPIA Elite MCU Configuration

You can import the settings of a saved MCU configuration file from a storage device on your network. You can use the saved configuration file to restore the settings to the current MCU or to configure another MCU.

The imported file is a .zip file that includes a .val file and a .xml file.

## Procedure


- Step 1** Select the  icon.
- Step 2** Select **Restore configuration**.
- Step 3** Select **Browse**.
- Step 4** Navigate to and select the configuration file (.zip) you want to import.
- Step 5** Select **Restore**.
- Step 6** Select **Continue** to upload the new configuration settings.  
The restore procedure causes all current configuration to be permanently lost.  
The system restarts automatically.  
All active conferences are disconnected.
- Step 7** Select **OK** to complete the restore procedure.

## Upgrading SCOPIA Elite MCU Software

### Before You Begin

Verify that there are no active conferences hosted on the MCU.

## Procedure

- Step 1** Select the  icon.
- Step 2** Select **Update software**.

- Step 3**      Select **Browse** and navigate to required MCU upgrade package.  
The message is displayed informing you that a temporary license is used for the upgrade.
- Step 4**      Click **OK**.
- Step 5**      Select **Update**.  
The system shuts down for a few minutes and then restarts automatically.  
All active conferences are disconnected.
- Step 6**      Select **Continue**.
- Step 7**      As soon as the update process has finished, the MCU reboots and reloads with the new software version.
- Step 8**      Verify that the MCU functions properly.

## Restoring a Previous Software Version

Perform this procedure to downgrade to the previous MCU software version.

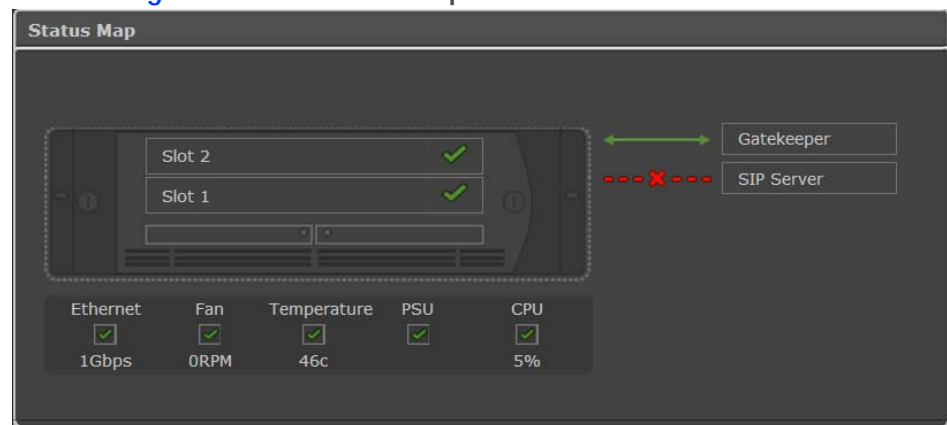
We highly recommend that you contact RADVISION Customer Support prior to restoring a previous software version.

Notice that when you downgrade from version 7.5 to version 7.1, you need to use the Downgrade utility (DowngradeTool.exe). In this case, the MCU version 7.1.2.8 is restored.

### Before You Begin


- If you need to restore a MCU version 7.5, on the Status tab, verify that the MCU is connected to the network by checking the Ethernet icon.


**Figure 2-13** Status Map Section of the Status Tab



- Verify that there are no active conferences hosted on the MCU by selecting **Manage Conferences** Manage Conferences > and checking that no conferences appear in the Conference List.
- If you need to restore MCU version 7.1, verify that the Downgrade utility is available.

## Procedure

- Step 1** (Recommended) Save the current MCU custom configuration by performing these steps:
- In the MCU web user interface, select the maintenance icon .
  - Select Backup configuration and save the generated .zip file.

- Step 2** To restore a previous 7.5 version, perform the following steps:
- In the MCU Administrator interface, select the maintenance icon .
  - Select **Rollback software**.

---

**Note:** Restoring the previous version may take up to 15 minutes.

---

- Step 3** To restore the MCU version 7.1.2.9, perform the following steps:
- Open the Downgrade utility by double-clicking the DowngradeTool.exe file.
  - In the Downgrade utility window, enter the IP address, user name, and password.
  - Select **OK**.
- The Progress window opens.

---

**Note:** Restoring the previous version may take up to 15 minutes.

---

When the previous version is restored, the success message is displayed.

- Select **OK**.
- The Downgrade utility closes.

- Step 4** After reset, the previous release is installed on the MCU.
- The downgrade process returns the MCU configuration back to the previous version—with the values used prior to the last upgrade.

---

**Note:** Do not import the saved configuration to the MCU, after the downgrade. An older version of the MCU configuration might not support the new configuration values.


---

- Step 5** Verify that the MCU functions properly:
- From an endpoint dial the MCU IP address.  
You access the MCU auto attendant service which plays the video and audio prompts.
  - Press 0 to create a new conference.
  - At a prompt, enter the meeting ID and press #.  
The MCU creates the conference and you see the Conference window.
  - Exit the conference by disconnecting the call.

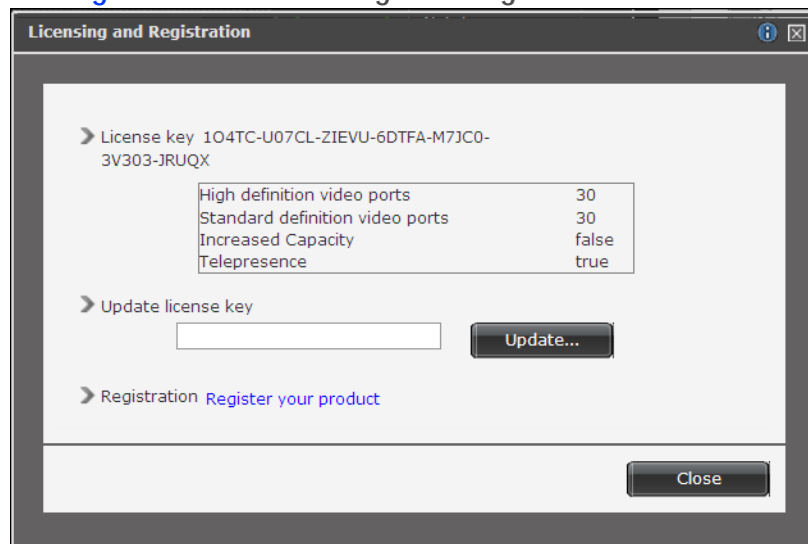
## Updating a SCOPIA Elite 5200 Series MCU License

If you use a temporary license, you need to obtain a permanent license key and install it on the MCU.

### Procedure

- Step 1** Obtain a permanent license:
- Access the RADVISION Internet customer page: [www.radvision.com/Support](http://www.radvision.com/Support).
  - Select **Product Upgrade**.
  - Select **MCU Upgrade**.
  - Enter information and select **Submit**.  
The permanent license key will be sent to you.
- Step 2** Access the MCU Administrator interface.
- Step 3** Select the **Maintenance** button .
- Step 4** Select **Licensing and Registration**.  
The Licensing and Registration window opens.

**Figure 2-14** Licensing and Registration Window



- Step 5** Enter the permanent license key.
- Step 6** Select **Update**.

# 3

## How to Moderate a Conference as an Operator

As an operator, you can modify a conference using the Conference Control interface.

- [Conference Control Interface](#) ..... page 25
- [Becoming a Moderator and Stopping Moderation](#) ..... page 27
- [How to Control Participants in a Conference](#)..... page 27
- [Defining Conference Views](#) ..... page 38
- [Terminating Conferences](#) ..... page 43

### Conference Control Interface

Use the SCOPIA Elite MCU Conference Control interface to perform these tasks:

- View active conferences hosted on the MCU or on cascaded MCUs.
- View conference participant details.
- Create conferences.
- Control conference participants.
- Monitor and manage conference behavior.

While all users can use the Conference Control interface, access to conference management features is controlled by authorization access levels: Administrator, Operator, Moderator and User.

---

**Note:** We recommend that you use the full screen mode (1024 x 768 fps) when using the Conference Control interface.

---

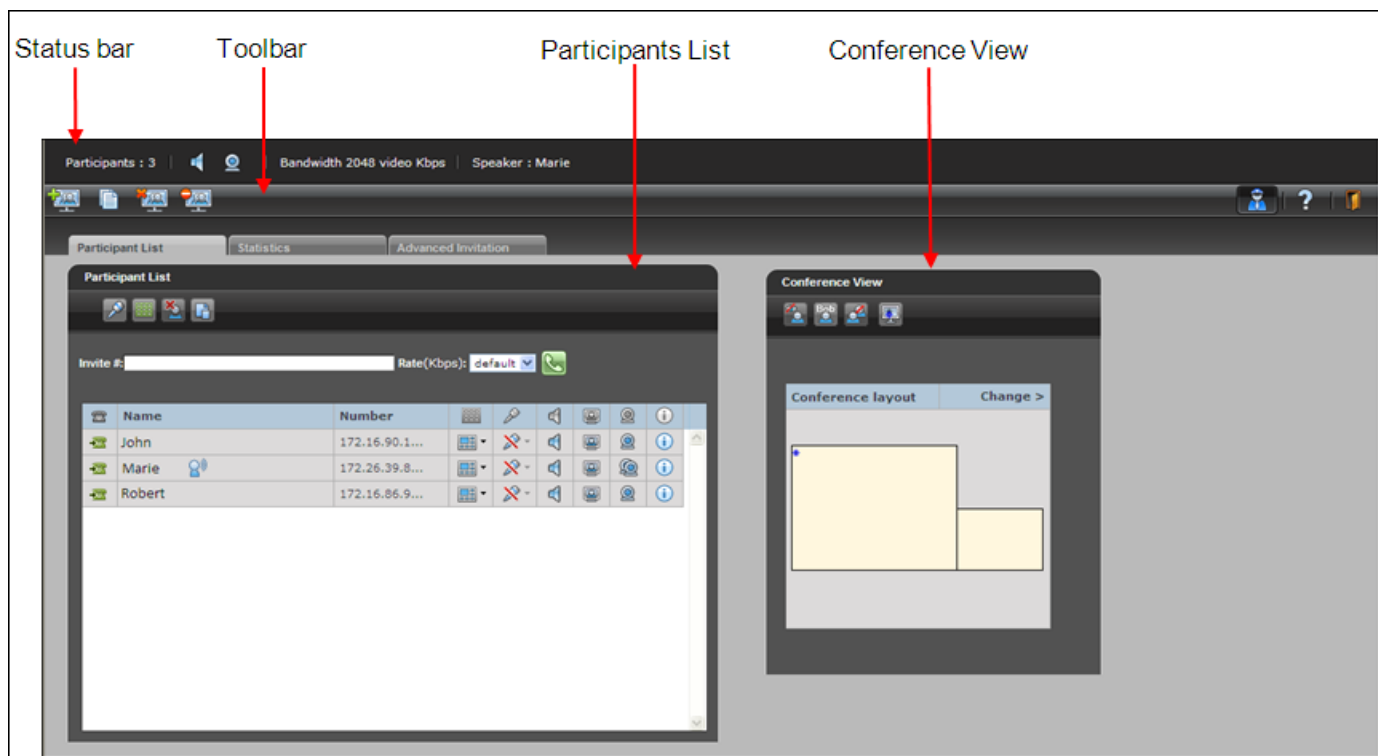
---

**Note:** You can view multiple Conference Control interface browser windows at the same time to monitor different conferences. We recommend, however, that you close windows you are not currently viewing to avoid confusion and carrying out operations in the wrong conference.

---

Figure 3-1 shows the Conference Control page. The layout of the Conference Control page may be different depending on whether you are a moderator or not. If you are not a moderator, you do not have access to moderator tasks. Figures in this section show all interface elements including those which are available for moderators only.

Figure 3-1 Conference Control Page






The Conference Control Page consists of the following elements:

- Status bar—Presents essential information about a conference: number of participants, used bandwidth, the active speaker, and whether video and voice are enabled for this conference.
- Toolbar—Provides access to conference-level tasks, such as creating a new conference, blocking admission to a conference or becoming a moderator.
- Participant List—Displays inclusive information about current conference participants. You use the Participant List section to control participants in the conference, as well as to invite new participants.
- Conference View—Displays the current conference video layout and provides controls for modifying it.

## Becoming a Moderator and Stopping Moderation

Moderator access can be PIN-protected. Administrators and Operators can jointly be moderators simultaneously.

### Procedure

- Step 1** Access the Conference Control interface by clicking .
- Step 2** Select **Become Moderator**  to take control of that conference.
- Step 3** A dialog box requesting a PIN might appear if Moderator access is PIN-protected. Enter the PIN.
- Step 4** To release control of the conference, select **Stop Moderation** .

## How to Control Participants in a Conference

As a moderator, you can control participants in a conference by performing the following tasks:

- [Creating a New Conference](#) ..... page 28
- [Muting and Unmuting Individual Participants](#)..... page 31
- [Muting and Unmuting All Participants](#) ..... page 30
- [Changing Participant Views](#)..... page 31
- [Blocking Conference Admission](#)..... page 34
- [Viewing Participant Call Information](#)..... page 35

## Creating a New Conference

Moderators, Operators, and Administrators can create a new conference either from the Login window or from the Conference Control interface.

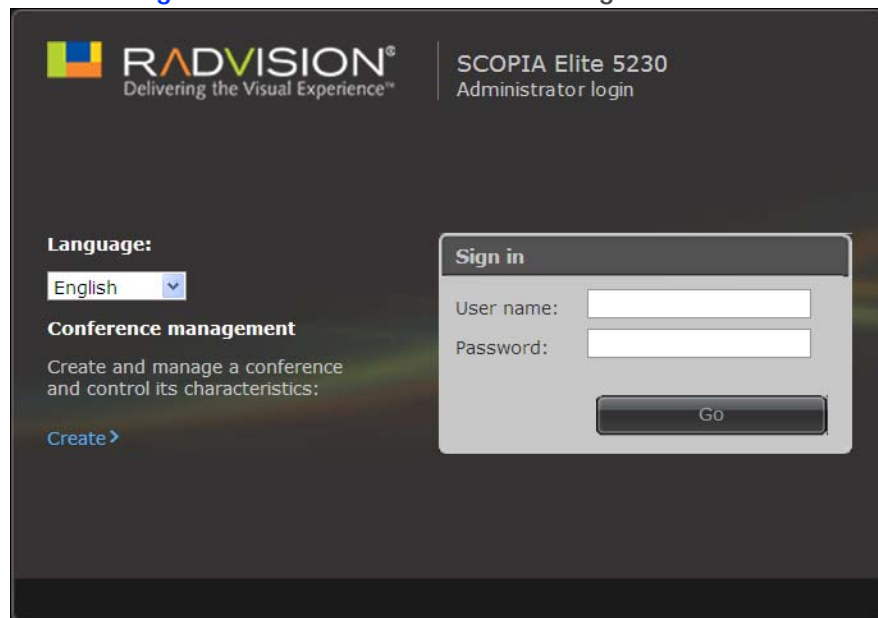
### Procedure

#### Step 1

To create a conference from the Login page:

- a. Launch your browser and enter the IP address of the SCOPIA Elite MCU.  
The MCU login window appears.

**Figure 3-2** SCOPIA Elite MCU Login Window




- b. Select the Create link.
- c. Select Create Conference.

-or-

#### Step 2

To create a conference from the Conference Control interface:

- a. Access the Conference Control interface by selecting the Manage Conferences button .

- b. Select Create Conference  on the toolbar.

**Step 3** Select a service prefix from the list.

**Figure 3-3** Create Conference Page

| Prefix | Description     |
|--------|-----------------|
| 9966   | Default Service |
|        |                 |
|        |                 |
|        |                 |

Complete the Conference ID by adding a unique number:

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Prefix               | Unique Number        | Optional             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Conference ID        |                      | Conference PIN       |
| <input type="text"/> |                      | Moderator PIN        |
| <input type="text"/> |                      | <input type="text"/> |

Conference Description :

**Step 4** Enter an ID number for this conference in the Unique Number field.

---

**Note:** You cannot use an existing meeting number.

---

**Step 5** (Optional) Enter a PIN for accessing the conference in the Conference PIN field.

**Step 6** (Optional) Enter a PIN for moderating the conference in the Moderator PIN field.

---

**Note:** You can also configure a default moderator PIN for a service profile in the Administrator interface.

---

**Step 7** (Optional) Enter a description of the meeting in the Conference Description field.


**Step 8** (Optional) Select **Advanced** to configure additional settings for the conference such as duration, time-out and dialing policy settings.

**Step 9** Select **Create** to launch your conference.

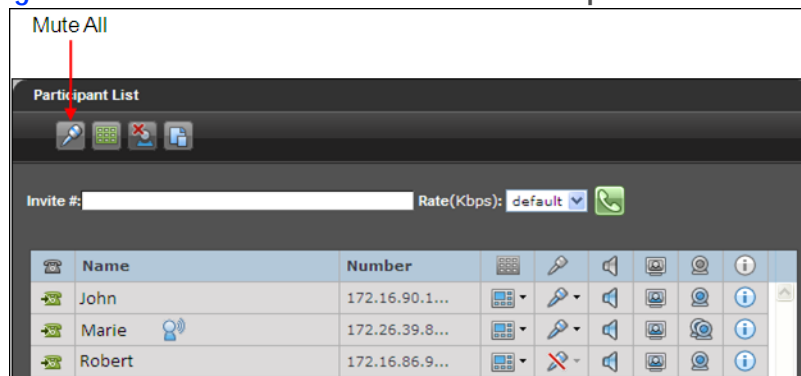
## Muting and Unmuting All Participants

Users with moderator level access can mute or unmute all participants in the conference.

### Procedure

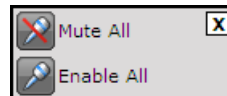
- Step 1** Access the Conference Control interface by selecting the **Manage Conferences** button .
- Step 2** In the Participants List section, select **Mute All**.

**Figure 3-4** Mute All Button in the Participant List Section



Submenu opens.

**Figure 3-5** Mute All submenu




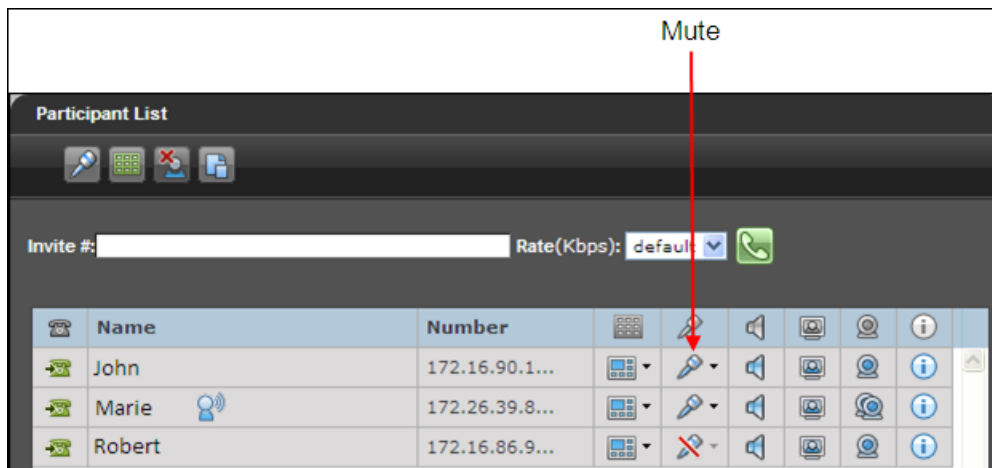
- Step 3** Select the desired option.

## Muting and Unmuting Individual Participants

Moderators can mute or unmute an individual participant in a conference.

### Procedure

- Step 1** Access the Conference Control interface.
- Step 2** In the Participants List section, select a participant.
- Step 3** Select the microphone icon  in the Participant List row.



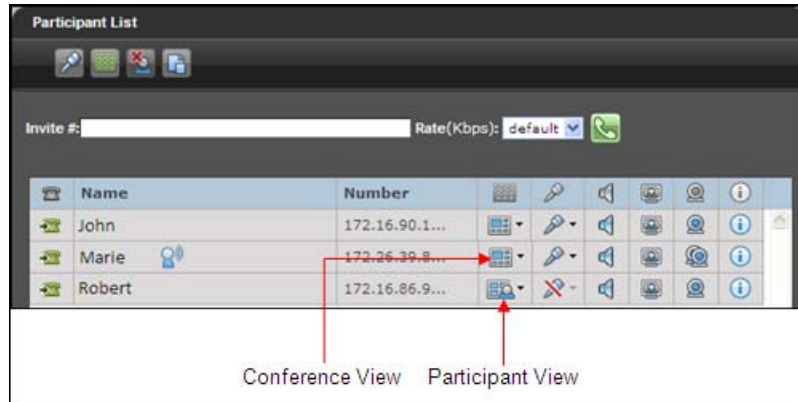
## Changing Participant Views

Moderators can define the video layout for meeting participants: how many participants they see, how large the participants' video frames are and so on. These views are preconfigured on the SCOPIA Elite MCU and can be assigned both to a conference, becoming a conference view, and to an individual participant, becoming a participant's view. If multiple views are enabled for a conference, you can assign different views to participants in the same conference.

By default the conference view is assigned to all participants in a conference.

In the Conference Control interface the participant's and conference views are marked with different icons.

**Figure 3-6** Change Participant's View button in the Participant List Tab



### Procedure

**Step 1**

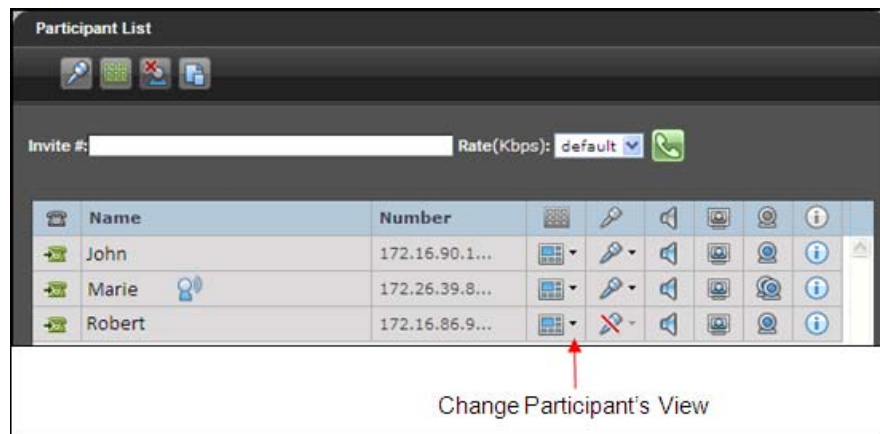
Access the Conference Control interface.

**Step 2**

To change the view for an individual participant, perform these steps:

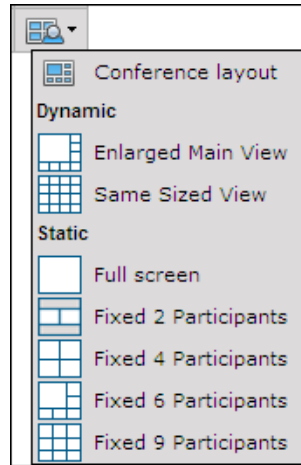
- a. Select the **Change Participant's View** button for this participant in the Participant List Tab.

**Figure 3-7** Change Participant's View button in the Participant List Tab



- b. From the submenu, select the necessary option.

Figure 3-8 Participant View Submenu

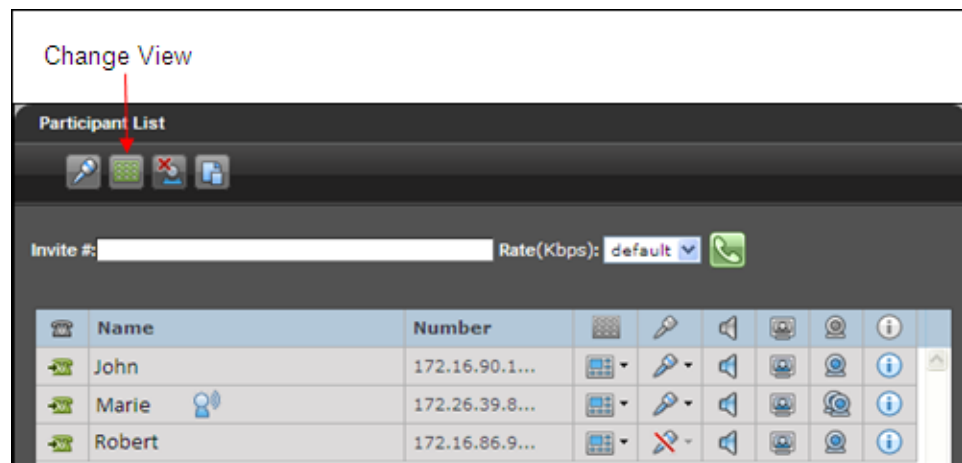


Step 3

To change the view for several participants or all participants, perform these steps:

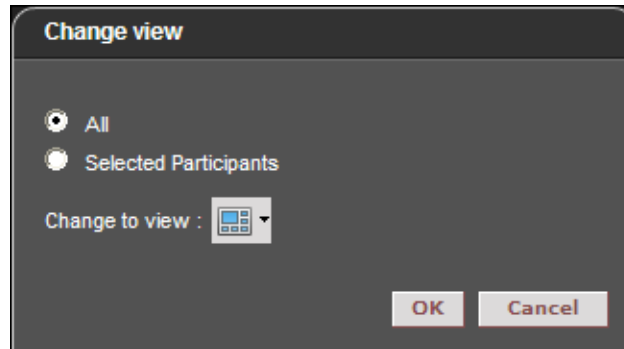
- a. If you want to change the view for several participants, select these participants in the Participant List by holding down the CTRL key and clicking participants' names.
- b. In the Participant List Tab, select the Change View button.

Figure 3-9 Change View button in the Participant List Tab



- c. In the Change view dialog box, select **All** or **Selected participants**.

**Figure 3-10** Change view dialog box




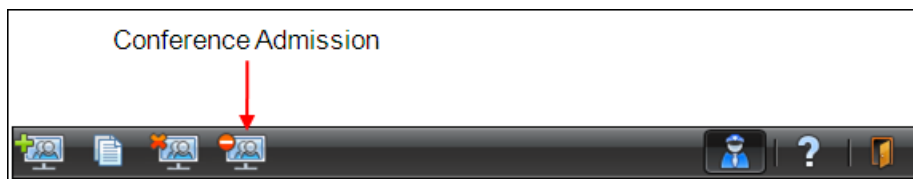
- d. From the Change to view list, select the desired view.
- e. Select **OK**.

## Blocking Conference Admission

Users with moderator-level access can block the admission of additional participants in a conference in the Conference Control interface. As a result, no further participants can join the conference.

### Procedure

- Step 1** Access the Conference Control interface by selecting the Manage Conferences button .
- Step 2** On the toolbar, select **Conference Admission**.



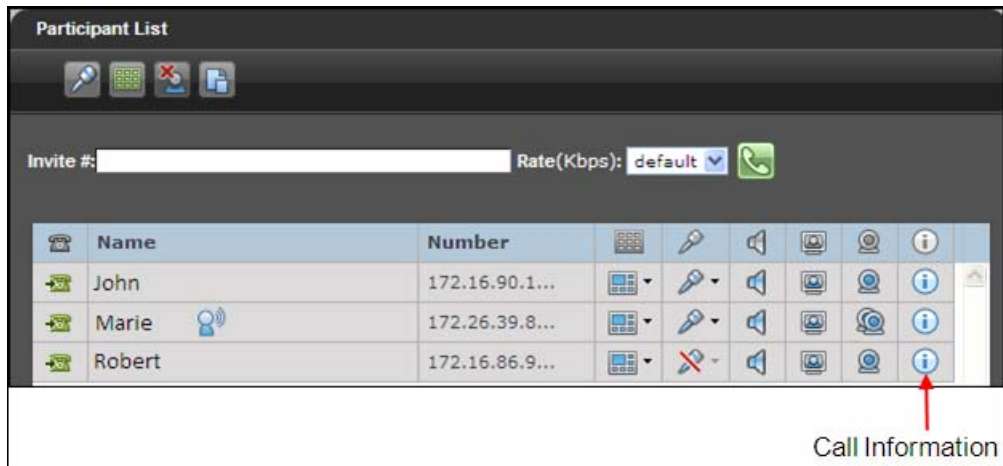
To re-admit participants, select **Conference Admission** again.

## Viewing Participant Call Information

You can view participant call statistical information.

### Procedure

- Step 1** Access the Conference Control interface.
- Step 2** Select the required participant in the Participant List tab.
- Step 3** Select the information icon in the Participants List section for the selected participant.



The Call Information dialog box for the specified participant appears.

Table 3-1 lists the statistics displayed.

**Table 3-1** Participant Information Statistics

| Group                  | Field                       | Description   |
|------------------------|-----------------------------|---|
| Endpoint Information   | Type                        | Participant endpoint type.  |
|                        | IP address                  | Participant endpoint IP address.  |
|                        | Description                 | Participant description (displays the endpoint vendor identifier, if available).  |
|                        | Connect time                | Time at which the participant connected to the conference.  |
| Basic Call Information |                             |   |
| Audio                  | Audio Codec                 | Audio codecs sent to and received by the participant.   |
|                        | Audio rate                  | Total audio bandwidth sent and received by the participant.   |
|                        | Audio Packets loss count    | Total lost audio packets sent to and received by the participant.   |
|                        | Audio Jitter (curr/min/max) | Accumulated audio packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant. |

| Group                     | Field                            | Description   |
|---------------------------|----------------------------------|---|
| Video                     | Video codec                      | Video codecs sent to and received by the participant.   |
|                           | Video resolution                 | Picture size of video sent and received by the participant.   |
|                           | Video frame rate                 | Frame rate of video sent to and received by the participant.  |
|                           | Video rate                       | Total video bandwidth sent and received by the participant.   |
|                           | Video packets loss count         | Total lost video packets sent to and received by the participant.   |
|                           | Video jitter (curr/min/max)      | Accumulated video packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant. |
|                           | 2nd video codec                  | The second video codec sent to and received by the participant (if used).   |
| Data                      | Data protocol                    | Indicates whether the protocol used if the participant is participating in data sharing.  |
| Advanced Call Information |                                  |   |
| Audio                     | Audio out of order packets count | Total audio packets sent to and received from the participant out of sequence.  |
|                           | Audio packets count              | Total audio packets sent and received by the participant.   |
|                           | Audio bytes count                | Total audio bytes sent and received by the participant.   |
|                           | Audio IP address                 | IP address and port to which audio is sent to the participant.  |

| Group | Field                            | Description  |
|-------|----------------------------------|--|
| Video | Video out of order packets count | Total video packets sent to and received from the participant out of sequence. |
|       | Video fast update requests count | Total Video Fast Update (VFU) requests sent and received by the participant.   |
|       | Video packets count              | Total video packets sent and received by the participant.                      |
|       | Video bytes count                | Total video packets sent and received by the participant.                      |
|       | Video IP address                 | IP address and port to which video is sent to the participant.                 |
|       | Qualivision state                | Encryption level used.   |
| Data  | Data IP address (Local/Remote)   | IP address of the participant data sharing terminal.                           |
|       | FECC                             | Indicates whether Far End Camera Control is in use.                            |

## Defining Conference Views


The following sections describe how to define the conference view using the Conference Control interface:

- [Changing the Conference View](#) ..... page 39
- [Displaying Participant Names in Frames](#)..... page 40
- [Enabling the Self-see Feature](#) ..... page 41

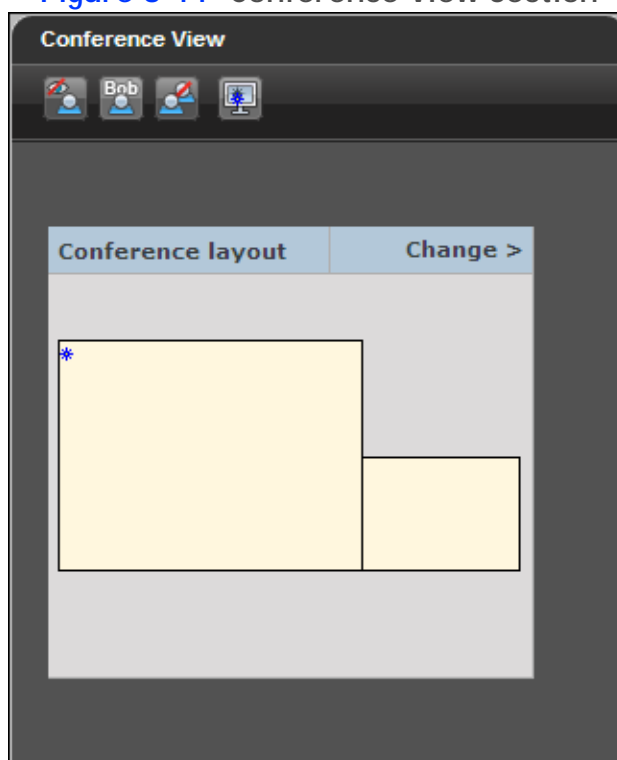
## Changing the Conference View

In the Conference View section, users with moderator-level access can change the main layout for the current conference.

### Procedure

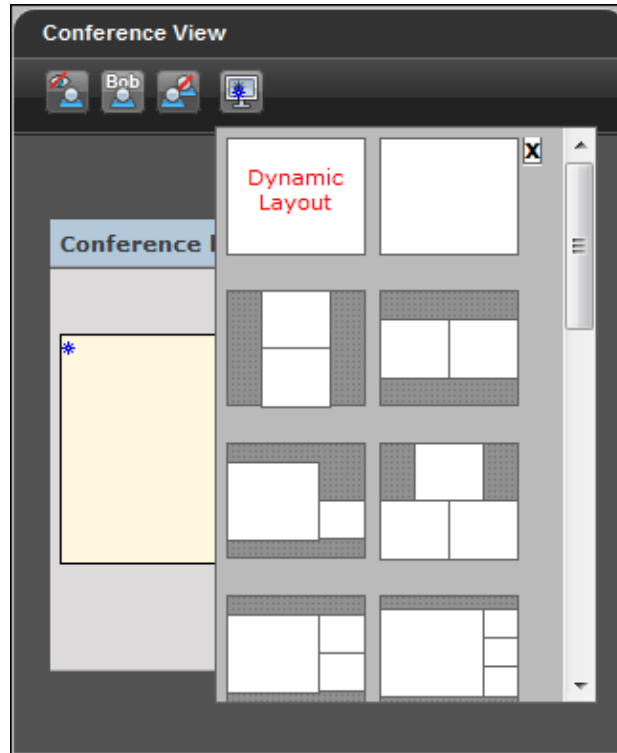
- Step 1** Access the Conference Control interface by selecting the Manage Conferences button .
- Step 2** In the Conference View section of the Participant List tab, select **Change**.

**Figure 3-11** Conference View Section



The layout menu appears, displaying a list of available layouts for the current conference.

Figure 3-12 Layout Menu Displayed in the Conference View Section



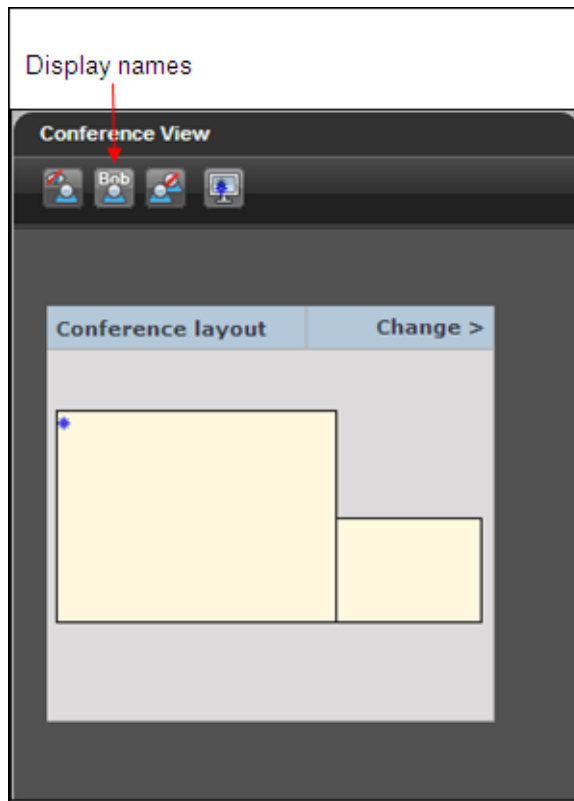
- Step 3** Select the layout of your choice.  
The conference adjusts to the new selection.

## Displaying Participant Names in Frames

In the Conference View section, users with moderator-level access can optionally display the name of endpoints or participants in specific positions of the video layout frame.

### Procedure

- Step 1** Access the Conference View section of the Participant List tab.  
**Step 2** Select **Display names** button in the Conference View section.



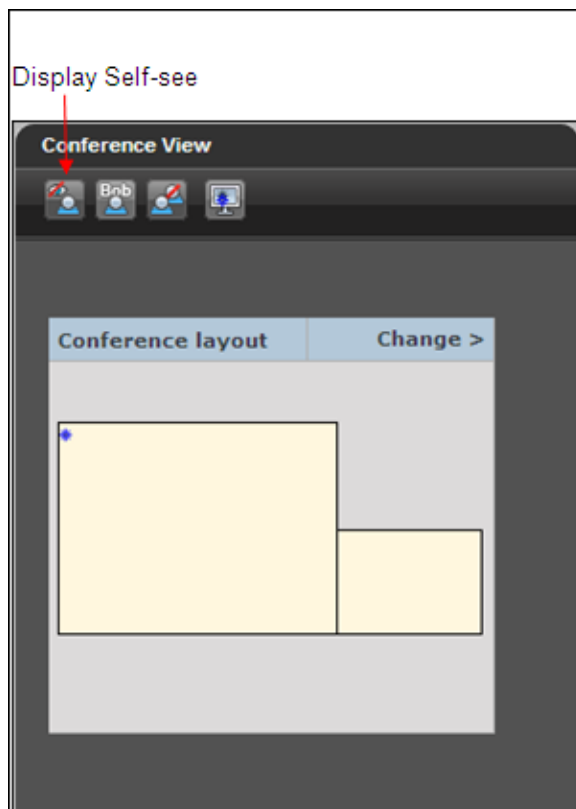
The names are displayed at the bottom of the participants' frames in a conference.

## Enabling the Self-see Feature

The self-see feature allows participants see their own video in a separate frame displayed as part of the conference video. By default, this feature is disabled.

### Procedure

- Step 1** Access the Conference View section of the Participant List tab.
- Step 2** Select the **Self-see mode** button.



All participants using the conference view can see themselves in the conference video.

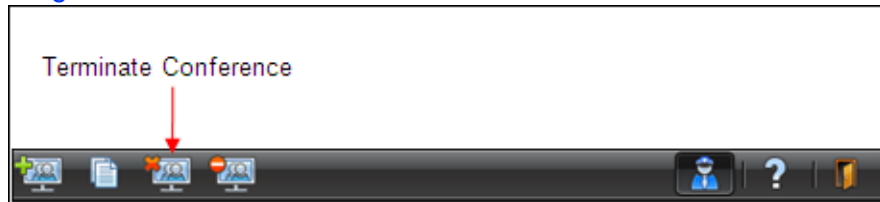
## Terminating Conferences

You can terminate a conference at any time. This action disconnects all participants from the conference.

### Procedure

- Step 1** Access the Conference Control interface.
- Step 2** Select Terminate Conference.

**Figure 3-13** Terminate Conference Button on the Toolbar



- Step 3** Click OK in the confirmation message.  
The conference is closed.



[www.radvision.com](http://www.radvision.com)

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#### About RADVISION

RADVISION (NASDAQ: RVSN) is the industry's leading provider of market-proven products and technologies for unified visual communications over IP and 3G networks. With its complete set of standards based video networking infrastructure and developer toolkits for voice, video, data and wireless communications, RADVISION is driving the unified communications evolution by combining the power of video, voice, data and wireless - for high definition video conferencing systems, innovative converged mobile services, and highly scalable video-enabled desktop platforms on IP, 3G and emerging next generation networks. For more information about RADVISION, visit [www.radvision.com](http://www.radvision.com)

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#### USA/Americas

T +1 201 689 6300

F +1 201 689 6301

[infoUSA@radvision.com](mailto:infoUSA@radvision.com)

#### EMEA

T +44 20 3178 8685

F +44 20 3178 5717

[infoUK@radvision.com](mailto:infoUK@radvision.com)

#### APAC

T +852 3472 4388

F +852 2801 4071

[infoAPAC@radvision.com](mailto:infoAPAC@radvision.com)