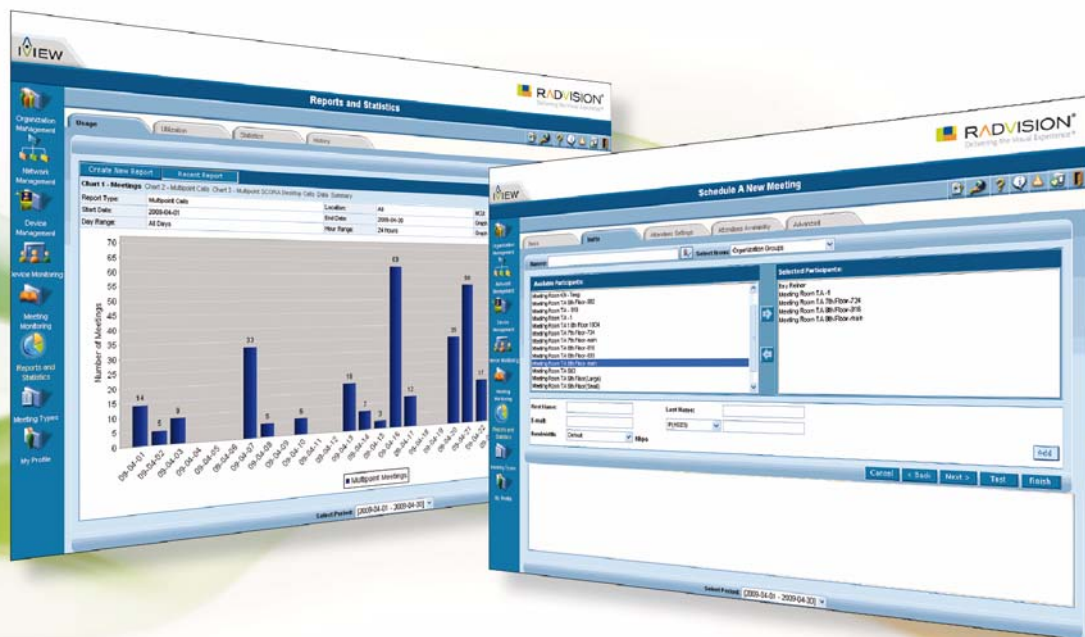


SCOPIA iVIEW Management Suite

User Guide

Version 7.6



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User Guide for SCOPIA iVIEW Management Suite Version 7.6, March 2011

<http://www.radvision.com>

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About iVIEW Management Suite

SCOPIA iVIEW Management Suite is a simple-to-use, web-based application for managing, scheduling and controlling video conferences from a single access point.

- [Localized Languages in iVIEW Management Suite](#) page 1
- [User Types in iVIEW Management Suite](#) page 2
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Localized Languages in iVIEW Management Suite

The menus and input fields of the iVIEW Management Suite can be viewed in the these languages:

Languages	iVIEW Communications Manager	iVIEW Network Manager	Microsoft Outlook Add-on	IBM Lotus Notes Plugin
Chinese (simplified)	Yes	Yes	Yes	Yes
Chinese (traditional)	Yes	No	Yes	Yes
English (US)	Yes	Yes	Yes	Yes
French	Yes	No	Yes	Yes
German	Yes	No	Yes	Yes
Italian	Yes	No	Yes	Yes
Japanese	Yes	Yes	Yes	Yes
Korean	Yes	Yes	Yes	Yes
Portuguese (Brazilian)	Yes	No	Yes	Yes
Russian	Yes	No	Yes	Yes
Spanish (international)	Yes	No	Yes	Yes

User Types in iVIEW Management Suite

iVIEW Communications Manager enables you to log in as a Meeting Organizer or a Regular User. Each user type has a default set of permissions and a default view of the user interface. [Table 1-1](#) outlines the differences between the default permissions for each user type.

Table 1-1 iVIEW Communications Manager User Types and Default Permissions

	Meeting Organizer	Regular User
Create and manage meetings for others	Allowed	
Manage personal address book	Allowed	
Manage own virtual room	Allowed	
Create and manage own meetings	Allowed	
View scheduled meetings	Allowed	Allowed
Receive and respond to meeting notices	Allowed	Allowed
Attend meetings	Allowed	Allowed
Moderate meetings	Allowed	Allowed
Modify own profile	Allowed	Allowed
Enable Location Preference (for use in distributed deployments—indicates where the meeting is created when no terminal is specified)	Allowed	

Note: When in-meeting control is PIN-protected, a user needs the Moderator PIN to perform in-meeting control operations.

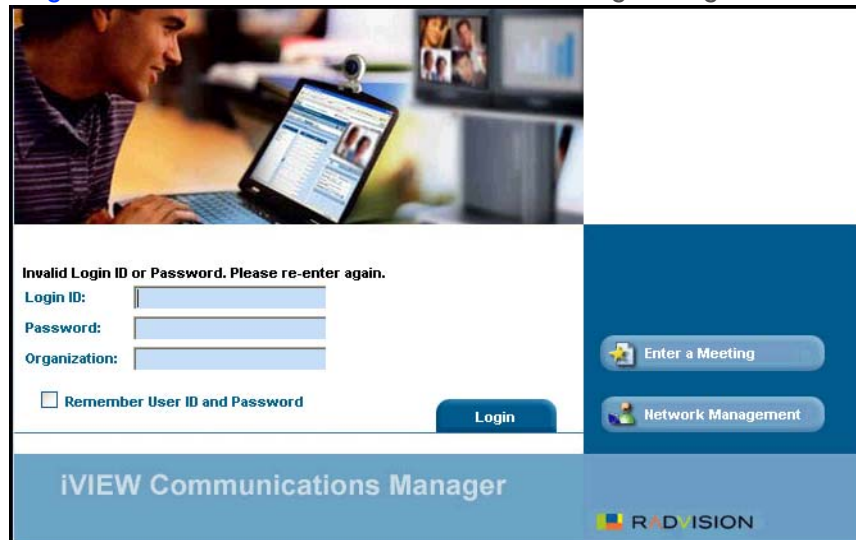
Logging in to SCOPIA iVIEW Management Suite

Procedure

- Step 1** Open your browser and enter the URL for the iVIEW Communications Manager.
- Step 2** Enter your user ID and password in the iVIEW Communications Manager login screen.

Step 3 Select Remember User ID and Password to use the user ID and password for the next login.

Figure 1-1 iVIEW Communications Manager Login Screen



Step 4 For Single Sign On (SSO) users, add the iVIEW Management Suite host server to the Internet Explorer trusted site list on the computers that belong to you.

To enable SSO in Windows Vista or Windows 7:

- a. Go to **Administrative Tools > Local Security Policy > Security Options**.
- b. Right-click and select **Properties**.
- c. (On Windows Vista) Select **Send LM & NTLM - use NTLMv2 session security if negotiated** in the **Local Security Setting** tab.
- d. (On Windows 7) Select **Send LM & NTLM responses**.

Step 5 Select **Login**.

Accessing In-Meeting Control

You access the In-Meeting Control screen after signing in to the SCOPIA iVIEW Communications Manager web user interface. Alternatively, you can enter a meeting directly without having to log in to the SCOPIA iVIEW Communications Manager.

Procedure

Step 1 Select **Enter a Meeting** in the iVIEW Communications Manager login screen.


Figure 1-2 Enter Meeting Button



Step 2 Enter the ID of the desired meeting.

Step 3 Enter the meeting PIN, if there is one.

Figure 1-3 Direct Meeting Access



The screenshot shows a web form for direct meeting access. It contains two input fields: one for 'Meeting ID' and one for 'PIN'. A blue 'Login' button is located in the bottom right corner of the form area.

Step 4 Select Login.

2

Managing Your Own User Profile

Based on your user type, the iVIEW Management Suite interface displays a different user interface. This section provides profile management information for Operators, Organizers, and Regular Users.

- [Viewing Your User Profile Settings](#) page 5
- [Modifying Your Email Address](#) page 6
- [Modifying Your Password](#) page 6

Viewing Your User Profile Settings

Procedure

Step 1 Select the **My Profile** icon in the sidebar menu.

Figure 2-1 My Profile Icon



Step 2 View or edit your profile details as needed.

-or-

For Organizers and Regular Users, select **My Preferences** and edit your profile details as needed.

Step 3 Select **OK** to close the profile view.

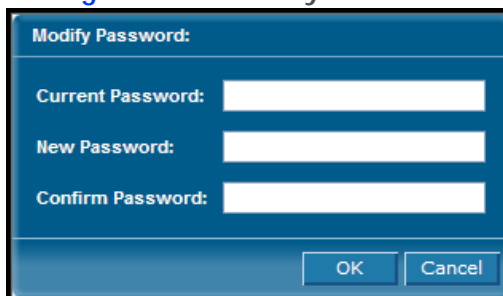
Modifying Your Password

If your profile settings are stored on an LDAP server, you cannot modify your password. Contact your administrator for more information.

Procedure

- Step 1** For Operators, select the **My Profile** icon in the sidebar menu.
-or-
For Organizers and Regular Users, select the **My Profile** then select **My Info**.
- Step 2** Select **Modify Password**.

Figure 2-2 Modify Password



- Step 3** Complete the information as required and Select **OK** to save your changes.

Modifying Your Email Address

Your email address is a required field. If your profile settings are stored on an external directory server, you cannot modify your e-mail address.

Procedure

- Step 1** For Operators, select the **My Profile** icon in the sidebar menu.
-or-
For Organizers and Regular Users, select **My Profile** then select **My Info**.
- Step 2** Modify your email address as required.
- Step 3** Select **OK** to save your changes.

Note: Depending on your user type, you can follow the procedures above to modify other details of your profile, including your name, telephone contact, company, company branch, time zone, date display format, name display format, time zone, or to enable full-screen display.

3

Managing Your Address Book

The address book allows you to store a list of personal and organization contacts that you can quickly retrieve when scheduling meetings. Only you can view your personal contacts. Organization contacts can be viewed by all organization users.

For easier management and quicker access, you can also define groups and assign users into groups.

- [Managing Your Personal Contacts List](#) page 7
- [Managing Your Organization Contacts List](#) page 10
- [Managing Contact Groups](#)..... page 12

Managing Your Personal Contacts List

- [Creating or Modifying a Personal Contact](#)..... page 7
- [Removing a Personal Contact](#) page 9
- [Searching for a Personal Contact](#)..... page 10

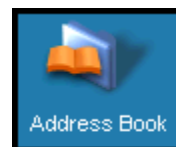
Creating or Modifying a Personal Contact

The Address Book section is hidden by default. If you cannot see this section, contact your system administrator.

Procedure

Step 1 Select the **Address Book** icon in the sidebar menu.

Figure 3-1 Address Book Icon



Step 2 Select the **Private** tab.

Step 3 Select the link in the Name column for the contact you require, or select **Add** to create a new contact profile.

Figure 3-2 Create a New Contact

The screenshot shows a dialog box titled "Create a New Contact". It contains the following fields and controls:

- First Name:** Text input field.
- Last Name:** Text input field.
- E-mail:** Text input field.
- Terminal Type:** Dropdown menu with "IP(H.323)" selected.
- IP Phone Number:** Text input field.
- Bandwidth:** Dropdown menu with "Audio" selected, followed by the unit "Kbps".
- Group:** Text input field with a "Select Groups" button to its right.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Step 4 Enter the first name, last name and email address of the contact in the relevant fields.
If you provide a phone number for the contact, you do not have to enter an email address in the E-mail field.

Step 5 Select a terminal type used by the contact.
Available fields and options vary according to terminal type.

Step 6 If you select the IP (H.323) terminal type:

- Enter the E.164 number or IP address of the new terminal in the **IP Phone Number** field.
- Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.

Step 7 If you select the PSTN/ISDN terminal type:

- Enter the international access code for the ISDN terminal in the **Country Code** field.
- Enter the local area code of the ISDN terminal in the **Area Code** field. If the local area code begins with 0, do not include the 0 in the area code.
- Enter an ISDN phone number in the **Number** field.
- Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.
- Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.

Step 8 If you select the Dual (H.320 and H.323) terminal type:

- Enter the E.164 number or IP address of the new terminal in the **IP Phone Number** field.
- Enter the international access code for the ISDN terminal in the **Country Code** field.
- Enter the local area code of the ISDN terminal in the **Area Code** field. If the local area code begins with 0, do not include the 0 in the area code.
- Enter an ISDN phone number in the **Number** field.

- e. Select the maximum speed for the IP terminal connection to the network for video meeting in the **IP Bandwidth** field.
- f. Select the maximum speed for the ISDN terminal connection to the network for video meeting in the **ISDN Bandwidth** field.
- g. Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.

Step 9

If you select the IP (SIP) terminal type, provide the following information:

- a. Enter a SIP URI for the user.
- b. Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.

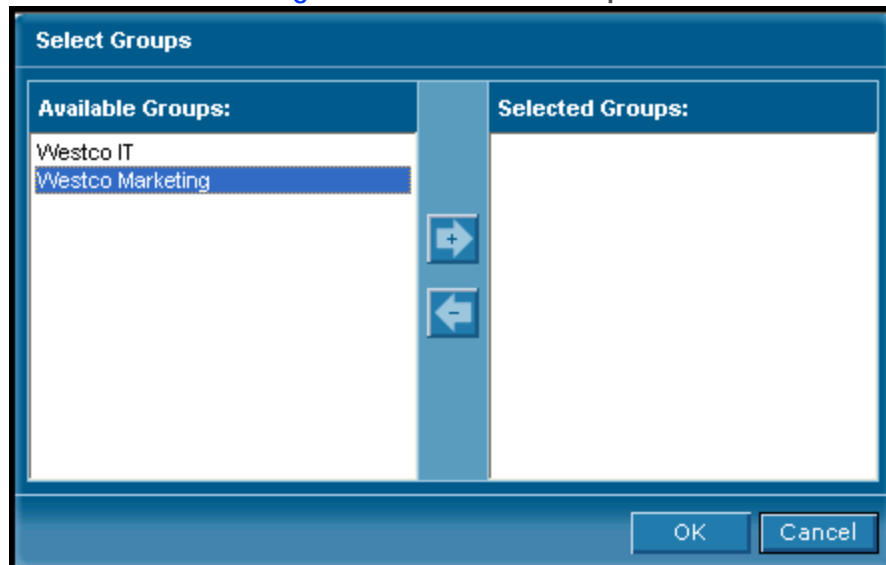
Step 10

Select **Group** to associate a contact with a group defined under **Address Book > My Groups**.

Step 11

Select **Select Groups** and use the arrow buttons to move entries between the **Available Groups** and **Selected Groups** lists.

Figure 3-3 Select Groups



Step 12

Select **OK** to save your changes.

The contact appears in the relevant group list and is added to your personal address book.

Removing a Personal Contact

Procedure

Step 1

Select **Address Book** in the sidebar menu.

Step 2

Select **Private**.

Step 3

Select the check box next to the name of the contact you want to delete.

Step 4

Select **Delete** and then **OK**.

The contact is permanently deleted from your address book.

Searching for a Personal Contact

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
- Step 2** Select **Private**.
- Step 3** Enter the partial or complete name of the contact in the Name field.
- Step 4** Select **All Groups** or a group in which to search for the contact from the **In Groups** list.
The groups displayed in this list are defined at **Address Book > My Groups**.
- Step 5** Select **Search**.
Search results are listed.
- Step 6** To return to the complete list of contacts, clear the Name field and select **Search**.

Managing Your Organization Contacts List

The organization list is public and available for all users that are part of the organization. All user information is managed by the administrator.

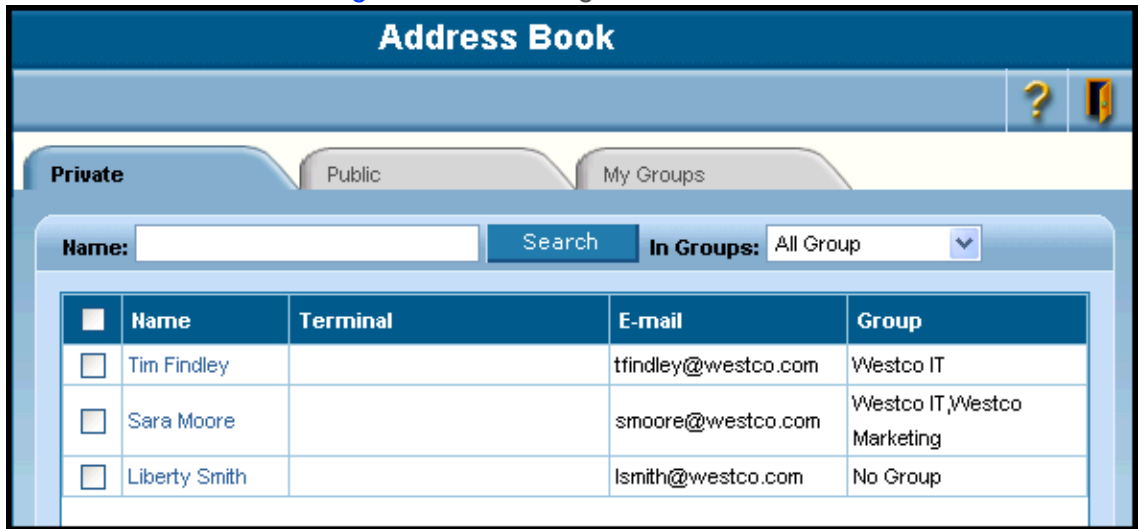
- [Viewing All Users in Your Organization](#) page 10
- [Searching for a Contact in Your Organization](#) page 11
- [Adding Organization Contacts to your Personal Address Book](#) page 11

Viewing All Users in Your Organization

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
- Step 2** Select **Public**.
All users in your organization are listed.

Figure 3-4 All Organization Users



Searching for a Contact in Your Organization

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
- Step 2** Select **Public**.
- Step 3** Enter the partial or complete name of the contact in the Name field.
- Step 4** Select **All Groups** or a group in which to search for the contact from the **In Groups** list.
- Step 5** Select **Search**.
Search results are listed.
- Step 6** To return to the complete list of contacts, clear the Name field and select **Search**.

Adding Organization Contacts to your Personal Address Book

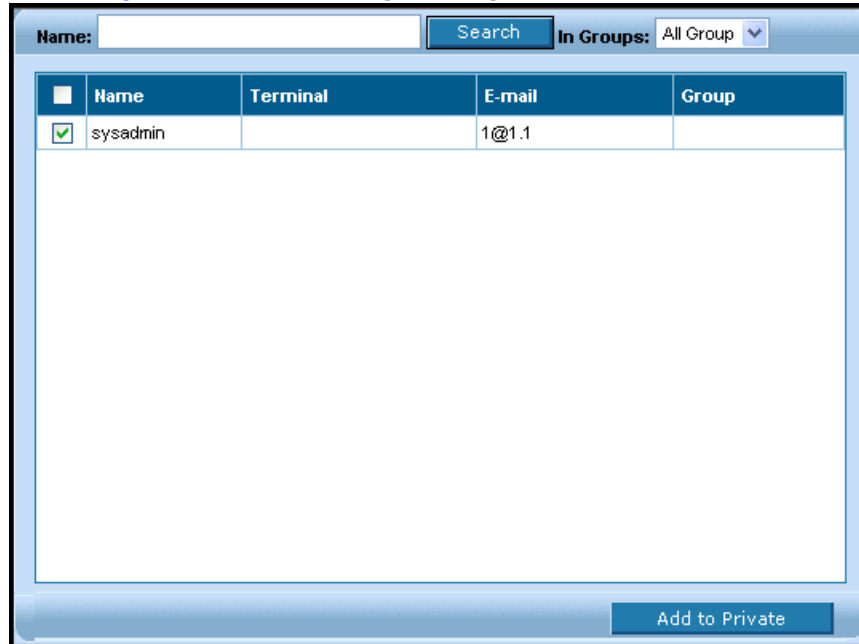
You cannot edit a public contact record. You can add a public contact to your personal address book.

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
- Step 2** Select **Public**.

Step 3 Select the check box next to the name of the contact you want to add to your personal address book.

Figure 3-5 Selecting an Organizational Contact



Step 4 Select **Add to Private**.
The Private tab opens and the contact appears in the list.

Managing Contact Groups

User groups join together users that share specific settings, allowing you to organize and find contacts on an easy and convenient way.

- [Creating or Modifying a Group](#) page 12
- [Removing a Group](#)..... page 13
- [Searching for a Group](#) page 13

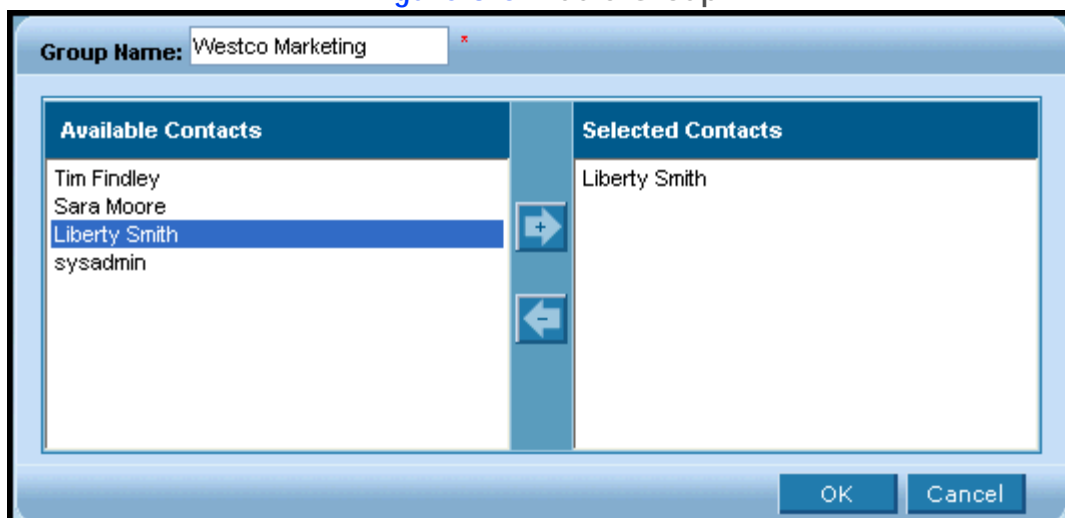
Creating or Modifying a Group

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
- Step 2** Select the **My Groups** tab.
- Step 3** Select the link in the Name column for the group you require, or select **Add** to create a new contact profile.

- Step 4** Enter a name for the group and use the arrow buttons to move entries between the Available Contacts and Selected Contacts lists.

Figure 3-6 Add a Group



- Step 5** Select OK.
The group appears in the My Groups tab. All selected contacts are included in the group. The In Groups list on the Private and Public tabs includes the new group.

Removing a Group

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
Step 2 Select the **My Groups** tab.
Step 3 Select the check box next to the name of the group you want to delete.
Step 4 Select **Delete** and then **OK**.
The group is permanently deleted from your address book.

Searching for a Group

Procedure

- Step 1** Select **Address Book** in the sidebar menu.
Step 2 Select the **My Groups** tab.
Step 3 Enter the partial or complete name of the group in the Name field.

Step 4

Select **Search**.

Search results are listed.

Step 5

To return to the complete list of groups, clear the Name field, and then select **Search**.

4

Scheduling Meetings with iVIEW Management Suite

You can use the iVIEW Management Suite to schedule meetings and set aside the resources of the video network devices required to hold the meeting. In some cases, a videoconference can span different time zones, so the meeting's time must have the correct time zone associated with it. You can also use iVIEW Management Suite to create ad hoc meetings which determine the resources required and set up the meeting.

- [Scheduling Meetings Workflow](#)..... page 16
- [Creating a New Meeting](#)..... page 17
- [Inviting Participants or Endpoints to the Meeting](#) page 21
- [Assigning Participants to Endpoints and Customizing Settings](#) page 24
- [Viewing Participant and Endpoint Availability](#) page 29
- [Defining a Meeting's Billing Details](#) page 30
- [Defining How to End a Meeting](#) page 31
- [Completing the Meeting Scheduling Process](#) page 32
- [Creating Ad Hoc Meetings](#) page 33
- [Managing Meetings via Video IVR](#) page 36

Scheduling Meetings Workflow

To schedule a meeting you must configure each of the tabs in the **Meeting Scheduling** section. We recommend that you start with the **Basic** tab, then configure each of the remaining tabs in the order that they appear in the **Meeting Scheduling** user interface.

Table 4-1 Meeting Schedule Tabs (in order of appearance)

Tab	Description
Basic	Displays meeting information, such as the meeting type, and the date and time of the meeting, and whether or not the meeting is a recurring meeting.
Invite	Invite participants (both users and terminals) to the meeting. Can also reserve MCU ports for dial-in participants.
Attendees Settings	Displays the settings for meeting participants, such as dial-in/dial-out mode.
Attendees Availability	Displays a calendar with the availability of selected attendees.
Advanced	Displays advanced meeting options.

The **Attendees Settings**, **Attendees Availability**, and **Advanced** tabs (Figure 4-1 on page 16) are hidden by default and can be activated by the administrator via **Admin > Advanced Settings > Look and Feel**.

Figure 4-1 Scheduling Meeting Interface

The screenshot displays the 'Schedule A New Meeting' interface. At the top, there is a title bar 'Schedule A New Meeting' with a help icon and a user icon. Below the title bar, there are five tabs: 'Basic', 'Invite', 'Attendees Settings', 'Attendees Availability', and 'Advanced'. The 'Basic' tab is currently selected. The main content area contains the following fields and options:

- Subject:** A text input field with a red asterisk on the right.
- Meeting Type:** A dropdown menu with 'Please select' and a red asterisk on the right.
- Start Time:** A dropdown menu with 'Now' and a red asterisk on the right. Next to it is a calendar icon with '23' and '5' on it.
- Duration:** A text input field with '30' and 'minutes' next to it. To the right is a 'Recurrence' button.
- Meeting ID:** A text input field with '6160' and a red asterisk on the right. To its right is a 'My Virtual Room' button.
- Meeting PIN:** A text input field with a help icon on the right.
- Moderator PIN:** A text input field with a help icon on the right.
- Place participants in a 'waiting room' until the moderator joins the meeting (help icon)
- Resource Availability:** A button at the bottom left of the main content area.

At the bottom of the interface, there are four buttons: 'Cancel', 'Next >', 'Test', and 'Finish'.

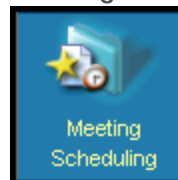
Creating a New Meeting

The time and date settings of a videoconference meeting in iVIEW Management Suite are defined in the Basic tab. It includes the time, date, setting a numeric password to access the meeting (PIN) and checking the availability of resources of the required video network devices.

Procedure

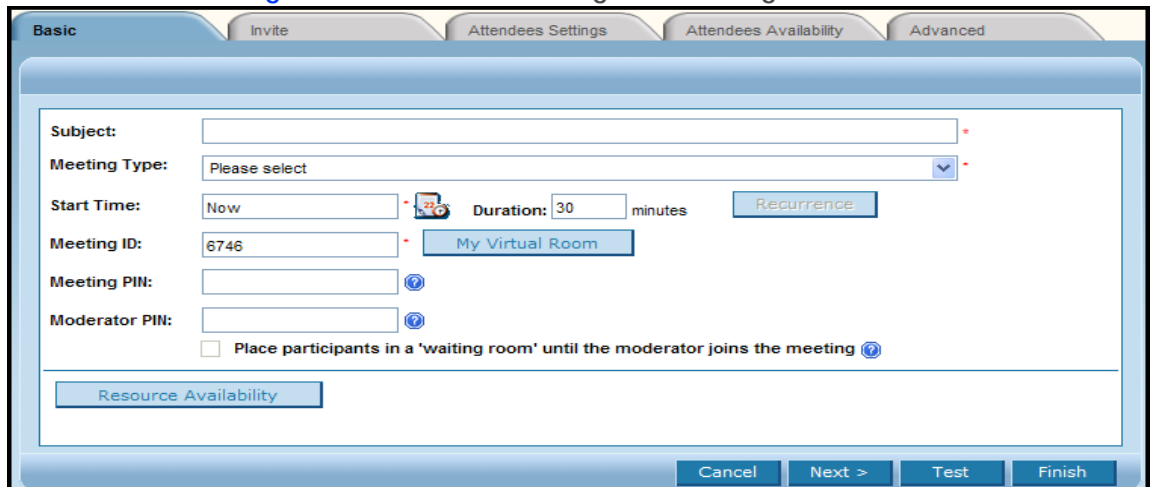
- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Select the **Meeting Scheduling** icon in the sidebar menu.

Figure 4-2 Meeting Scheduling Icon



By default, the **Basic** tab displays and the start time is set to **Now**.

Figure 4-3 Basic Meeting Scheduling Interface

A screenshot of the iVIEW Management Suite interface for scheduling a meeting. The interface has a blue header with tabs: "Basic", "Invite", "Attendees Settings", "Attendees Availability", and "Advanced". The "Basic" tab is selected. Below the tabs, there are several input fields and buttons. The "Subject" field is empty. The "Meeting Type" dropdown menu is set to "Please select". The "Start Time" is set to "Now", and the "Duration" is set to "30 minutes". There is a "Recurrence" button. The "Meeting ID" field contains the number "6746" and a "My Virtual Room" button. The "Meeting PIN" and "Moderator PIN" fields are empty. There is a checkbox labeled "Place participants in a 'waiting room' until the moderator joins the meeting" which is unchecked. At the bottom, there is a "Resource Availability" button and a row of four buttons: "Cancel", "Next >", "Test", and "Finish".

- Step 3** Insert a subject for the meeting.
- If working with Active Directory, your virtual room settings are displayed.
- Step 4** If the **Meeting ID** field displays, a random ID is generated for this meeting. You can edit the meeting ID.
- If the **Meeting ID** field does not display, a random ID is generated for this meeting after it is successfully scheduled.

Step 5

Select **My Virtual Room** to host the meeting in your virtual room with all its predefined attributes such as meeting type and PIN. Each virtual room has a number which other users can simply dial to establish a meeting using the customized attributes of the virtual room.

- a. Select a virtual room from the list and Select **OK**.

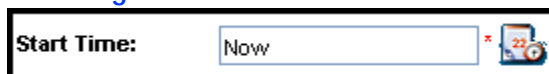
iVIEW Management Suite loads the customized configurations of the virtual room.

- b. Select **Finish** to schedule a meeting in this virtual room.

Step 6

Select the calendar icon next to the **Start Time** field to specify the start time of the meeting.

Figure 4-4 Start Time Icon



Specify the exact date and time in the popup window. By default, the start time is **Now**.

If you specify a start time that is in the future, the **End Time** field displays. The **End Time** value is equal to the start time plus the duration of the meeting.

You can change the meeting duration by overriding the value in the **Duration** field.

Note: You can set the time zone of a meeting in the **Advanced** tab.

Step 7

Enter a meeting subject. This is a required entry.

Step 8 Select a meeting type.

Figure 4-5 Meeting Types

Meeting Type:	72 - Default MeetingPlace
Start Time:	Please select
Meeting ID:	72 - Default MeetingPlace
Meeting PIN:	81 - HD/SD Continuous Presence
Moderator PIN:	85 - Desktop Video

If a SCOPIA Elite MCU is deployed, you can use a default meeting type. If a SCOPIA MCU is used, select one of these predefined meeting types:

- **Non Video Conference**—Only users and meeting rooms are scheduled for a meeting. No terminals are involved.
- **Point to Point meeting type**—Only two terminals are scheduled for a meeting and there is no use of MCU ports for the meeting.
This feature is only available if advanced call control is enabled on the Enhanced Communication Server profile.
- **Audio Only**—Only an audio bridge is scheduled for the meeting. There is no meeting room or video scheduled.
- **HD/SD Continuous Presence**—Supports high definition continuous presence. Supports image size of up to 720p. Default when adding a new service.
- **HD Switched Video**—Supports switched high definition video at rates of up to 4096 Kbps.
- **Desktop Video**—Supports Standard Definition conferencing.

Note: Continuous Presence or Voice Activated meeting types are available only if your system administrator has configured a Sony endpoint with an embedded MCU. To host the meeting on the embedded MCU, you must be one of the meeting attendees and select a Sony endpoint with an embedded MCU.

Step 9 To invite participants to the meeting, see [“Inviting Participants or Endpoints to the Meeting”](#) on page 21.

Step 10 (Optional) Select **Recurrence** to define the recurrence details for a recurring meeting. The Recurrence button is only enabled if the meeting start time is not **Now**.

Figure 4-6 Recurring Meeting Settings

Recurrence Pattern

Daily Recur every week(s) on:

Weekly

Monthly

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Range of recurrence:

No end date

End after: occurrences

End by:

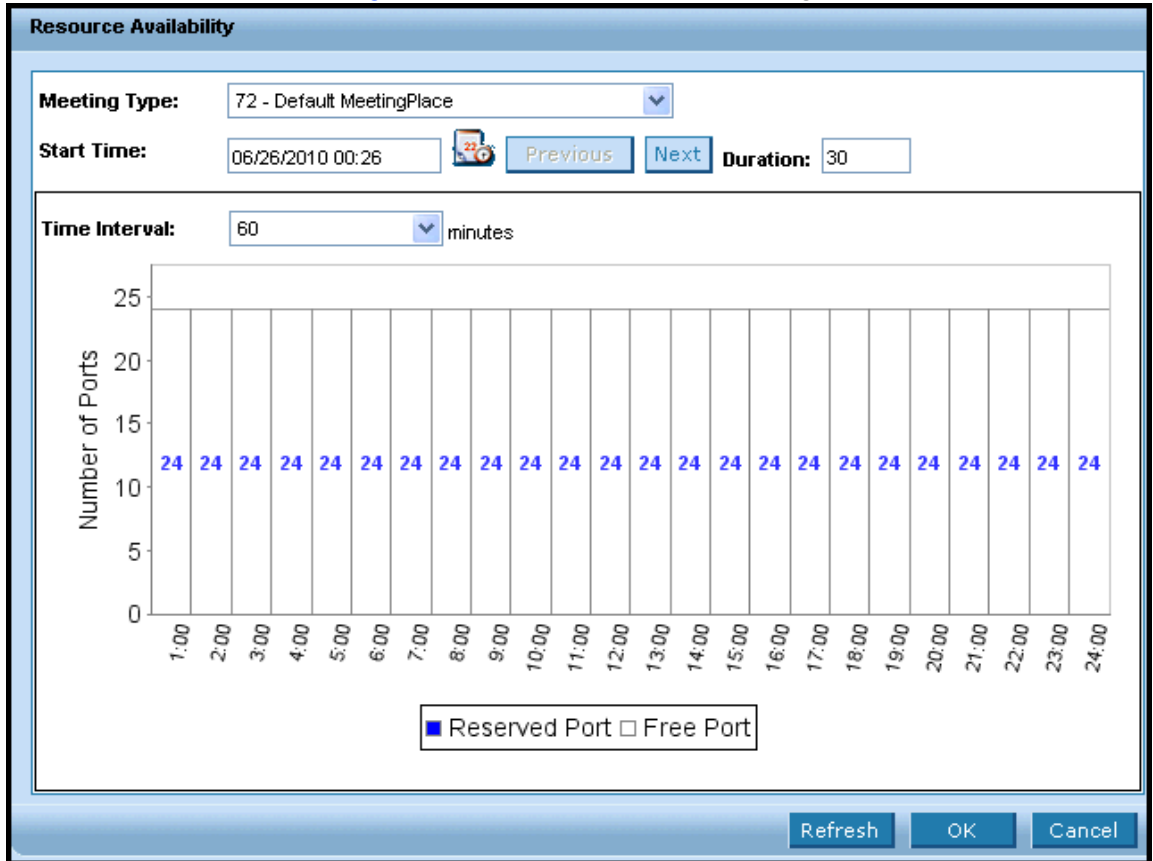
OK Cancel

- Step 11** (Optional) Define the meeting access PIN in the **Meeting PIN** field.
Only integers are allowed. This PIN allows you to join a PIN-protected meeting.
- Step 12** (Optional) Define the PIN that allows a user to perform moderation operations on a meeting in the **Moderator PIN** field.
Only integers are allowed. This PIN allows you to take control of a meeting from the In-Meeting Control interface or from the endpoint using DTMF. Meeting Operators can access the In-Meeting Control screen without using the Moderator PIN.
- Step 13** (Optional) If you entered a moderator PIN, you can turn on the waiting room functionality by selecting **Place participants in a 'waiting room' until the moderator joins the meeting**.
Before the host joins the meeting, all connected participants are put into waiting room mode where they cannot hear or see one another. When the host terminal joins the meeting, the waiting room mode is removed and all participants can see and hear each other.
You can unlock the waiting room mode by taking control of the In-Meeting Control screen after entering the moderator PIN and clicking **Unlock waiting room**.
- Step 14** (Optional) If you entered a moderator PIN, you may automatically record a meeting when it starts by selecting **Record meeting when meeting starts** (available only when a SCOPIA Desktop is configured in iVIEW Management Suite).
The default streaming mode determines the initial streaming state. Streaming can be disabled or enabled during the meeting by any SCOPIA Desktop client that has meeting moderation rights.
- Step 15** (Optional) Enter a description of the scheduled meeting for future reference.
The Description field is hidden by default. If you cannot see this field, contact your system administrator.

Step 16

Select **Resource Availability** to view the MCU resources available in the network for a particular meeting type. The MCU resources are displayed with the number of available ports for a given time period of time.

Figure 4-7 Resource Availability



Step 17

Perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Inviting Participants or Endpoints to the Meeting

Endpoints, also known as terminals, are audio/video devices used in audio and video conferences over IP, ISDN or mobile networks. In general, each user is assigned to at least one endpoint.

- [Adding a Participant or Endpoint to a Meeting Invitation](#) page 22
- [Reserving Extra Ports](#) page 23

Adding a Participant or Endpoint to a Meeting Invitation

After you have scheduled the time and date of the meeting, you need to invite other participants to the meeting. You can invite people within the organization by searching for their user, or invite people outside the organization by entering their email address.

Procedure

- Step 1** Select the **Meeting Scheduling** icon in the sidebar menu.
- Step 2** Select **Invite**.
- Step 3** Use one of the following procedures to invite participants:
- Enter the partial or complete name of the participant or endpoint in the **Names** field.
 - Select a group of participants from the **Select from** drop down menu. The list of participants that are part of the selected group is displayed in the **Available Participants** area.
Use the arrow buttons to move entries between the **Available Participants** and **Selected Participants** lists.
By default, each page displays up to 50 entries.
 - Manually enter details about a participant or endpoint that is not part of the organization. Details about this participant are added in the lower part of the screen.
You must provide at least the email address of the user or the number of the endpoint that you want to add.

Figure 4-8 Adding Participants

The screenshot shows a 'Adding Participants' dialog box. At the top, there is a 'Names:' field and a 'Select from:' dropdown menu set to 'Westco Marketing'. Below this are two lists: 'Available Participants' containing 'Sara Moore' and 'Selected Participants' containing 'Sara Moore' and 'sysadmin'. Between these lists are two arrows for moving participants. Below the lists are several input fields: 'First Name' (Leon), 'Last Name' (Pinoy), 'E-mail' (lpinoy@westco.com), 'IP(SIP)' (dropdown), 'Bandwidth' (Default), 'Kbps' (dropdown), 'Video Profile' (Auto (According to B/W)), and an 'Add' button. There are also two checkboxes: 'Save to my address book' and 'Reserved ports'. At the bottom right, there are five buttons: 'Cancel', '< Back', 'Next >', 'Test', and 'Finish'.

- Step 4** By default, the meeting organizer is displayed in the Select Participant list. Disable this behavior at My Profile > My Preferences > Don't include me in the meeting.
- Step 5** Select **Save to my address book** to add the participant to your address book.
- Step 6** Select **Add** to save your changes.
- Step 7** If you do not want to set any additional information, perform one of the following:
- Select **Next** to proceed with setting additional meeting scheduling options.
 - Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

Reserving Extra Ports

Reserving ports ensures that you have sufficient resources to invite additional participants or terminals to a meeting that is already in progress.

If no participants attend a meeting, iVIEW Management Suite releases the ports after the specified meeting end time is reached.

If a participant leaves a meeting before the end time is reached, iVIEW Communications Manager releases the video ports used by the participant immediately, while its audio port is released at the end of the meeting.

Procedure

- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Select the **Meeting Scheduling** icon in the sidebar menu.
- Step 3** Select **Invite**.

Step 4 Select **Reserved ports** to reserve additional MCU ports for unknown participants.

Figure 4-9 Reserved Ports

The screenshot shows a web form titled "Reserved Ports". It contains the following elements:

- First Name:** An empty text input field.
- E-mail:** An empty text input field.
- Bandwidth:** A dropdown menu currently showing "Default" and "Kbps" to its right.
- Save to my address book**
- Reserved ports** followed by a text input field containing the number "12".

Step 5 Enter the required number of additional ports.

Step 6 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Assigning Participants to Endpoints and Customizing Settings

Inviting participants to a meeting requires the system to know which endpoints are associated with specific users. You can also customize the settings of each participant's endpoint, to determine how they access the conference, how they view the conference, and defining the host and lecturer of a meeting.

- [Assigning an Endpoint to a Participant](#) page 24
- [Defining How a Participant Joins a Videoconference](#) page 25
- [Defining Participant Video Display Layout](#) page 26
- [Determining the Participant Hosting the Meeting](#) page 27
- [Using Lecture Mode](#) page 28

Assigning an Endpoint to a Participant

The system enables you to associate a predefined endpoint to each of the participants in a videoconference. This option is not available for non-video conferences.

Procedure

Step 1 Log in to iVIEW Communications Manager.

Step 2 Select the **Meeting Scheduling** icon in the sidebar menu.

- Step 3** Select **Attendees Settings**.
If you do not see this tab, contact your system administrator.
- Step 4** To assign or change the assignment of an endpoint used by an attendee, select the link for that attendee in the Terminal column.
- Step 5** Select an endpoint from the list in the select Terminal window or select **Specify custom terminal** to add an external number.
- Step 6** Enter the required endpoint name, and then select **OK**.
- Step 7** For a PSTN/ISDN endpoint designated as an ISDN connection for the meeting, select **PSTN/ISDN**. This option is unavailable for non-PSTN/ISDN endpoints.
- Step 8** If you do not want to set any additional information, perform one of the following:
- Select **Next** to proceed with setting additional meeting scheduling options.
 - Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

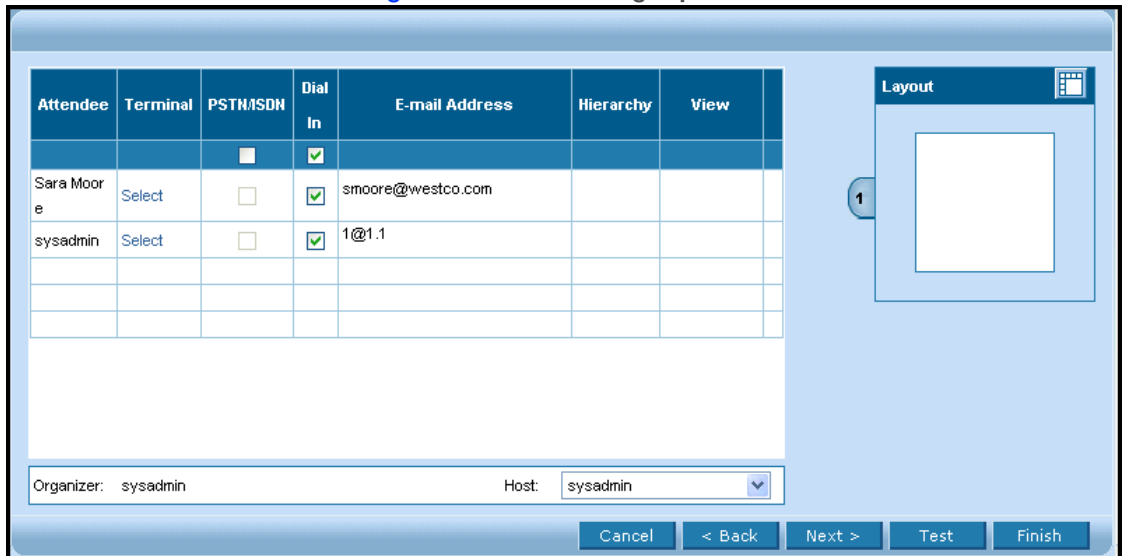
Defining How a Participant Joins a Videoconference

You can define whether an endpoint joining your conference is able to dial in to the conference, or if you would prefer to dial out to the endpoint to bring it into the meeting. This option is not available for non-video conferences.

Procedure

- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Select the **Meeting Scheduling** icon in the sidebar menu.
- Step 3** Select **Attendees Settings**.
If you do not see this tab, contact your system administrator.
- Step 4** Select **Dial-in** for dial-in attendees.
- Step 5** If you expect an endpoint to join the meeting by dialing in (rather than by being dialed to when the meeting starts), select **Dial-in** for the endpoint.
If a PSTN/ISDN endpoint is missing the country code, area code or phone number, the endpoint is forced to join in dial-in mode only.

Figure 4-10 Dailing Options



- Step 6** If you do not want to set any additional information, perform one of the following:
- Select **Next** to proceed with setting additional meeting scheduling options.
 - Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

Defining Participant Video Display Layout

The system allows you to set the initial layout for endpoints to which the MCU dials out. Make sure that there is no dynamic layout defined by the MCU service for this meeting type.

The layout of these endpoints may change during the course of the meeting if additional endpoints dial into the conference.

Since this pertains to video layouts, this option is not available for non-video conferences.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Step 3 Select the layout that dial-out participants see from the **View** list.

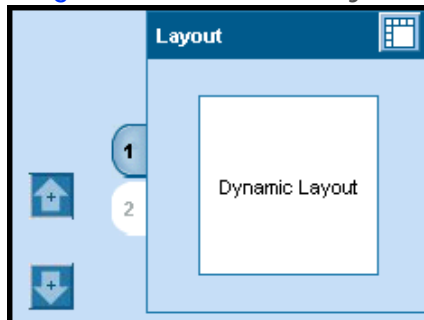
You can view available layouts in the **Layout** display by clicking the numbered side-tabs.

The service selected for the meeting determines which layouts are available.

For a point-to-point conference, the attendees list should contain only two endpoints, and the **View** column and **Layout** display are disabled.

Step 4 To include an endpoint name in a specific subframe of the screen layout at the start of the meeting, drag and drop the **Change Layout** icon (located to the right of the View column for each terminal) into the Layouts display.

Figure 4-11 Select Layout



Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Determining the Participant Hosting the Meeting

The system enables you to define which of the participants acts as the host to the conference. If the waiting room mode is enabled, and the host has an endpoint, the host can unlock the waiting room on joining the meeting.

Procedure

Step 1 Log in to iVIEW Communications Manager.

Step 2 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 3 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Step 4 Select a host in the **Host** field at the bottom of the screen.

Figure 4-12 Defining a Host

Attendee	Terminal	PSTN/SDN	Dial In	E-mail Address	Hierarchy	View
		<input type="checkbox"/>	<input type="checkbox"/>			
sysadmin	Select	<input type="checkbox"/>	<input type="checkbox"/>	1@1.1		

Organizer: sysadmin Host: sysadmin

A host can be either a participant or an endpoint.

Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Using Lecture Mode

In Lecture Mode, the lecturer is displayed in one view and all other participants are displayed in the second view. The lecturer sees all the participants in the second view, while the participants see only the lecturer.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Basic**.

Step 3 Enter a meeting ID and subject.

- Step 4** Select a meeting type in which the administrator has selected the **Enable Lecture Mode** option. The host is designated as the lecturer and set to be displayed in the first view. All other participants are set to be displayed in the second view.
- The host sees all the participants. The participants see only the host.
- Step 5** If you do not want to set any additional information, perform one of the following:
- Select **Next** to proceed with setting additional meeting scheduling options.
 - Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

Viewing Participant and Endpoint Availability

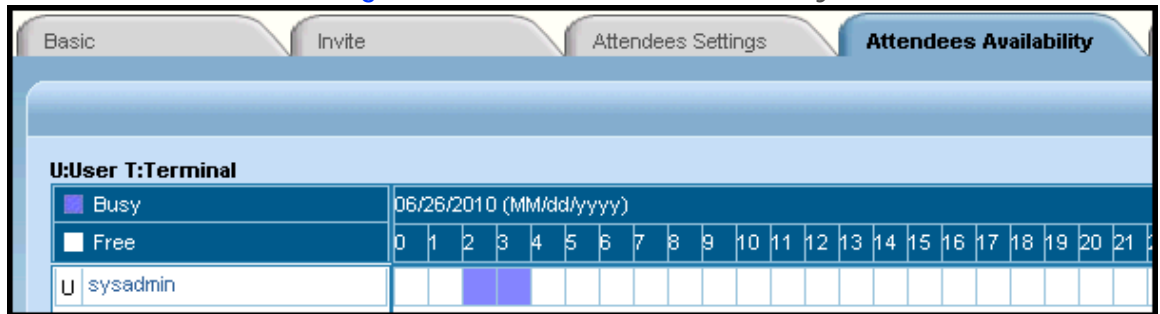
An essential part of resource scheduling for conferences in iVIEW Management Suite is ensuring the various users or endpoints are available. The system offers an intuitive view of the availability of the various resources for the meeting so you can choose a time slot where all the required resources are available.

Procedure

- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Select the **Meeting Scheduling** icon in the sidebar menu.

Step 3 Select Attendees Availability.

Figure 4-13 Attendee Availability



If you do not see this tab, contact your system administrator.

The legend at the top left of the window is used for the most left-hand column next to the name of the user or endpoint. T refers to a terminal or endpoint, while U refers to a username. When the meeting is a non-video conference, R refers to a physical room. Purple represents busy, white represents free.

The system displays the week in which the meeting is scheduled to occur, when the meeting is in the future.

Step 4 Perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Defining a Meeting's Billing Details

You can add a reference code to identify your meeting for billing purposes, and determine the person or people to whom the conference is billed.

Procedure

Step 1 Log in to iVIEW Communications Manager.

Step 2 Select **Meeting Scheduling** in the sidebar menu.

Step 3 Select **Basic**.

If you do not see this tab, contact your system administrator.

Step 4 Enter a reference code for the specified meeting in the **Reference Code** field.

- Step 5** Select **Host**, **All Participants** or **Organizer** in the **Bill To** field.
The cost of the meeting is billed accordingly.
- Step 6** If you do not want to set any additional information, perform one of the following:
- Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

Defining How to End a Meeting

When the meeting ends, the resources used by the meeting are released for use by other meetings. It can therefore be significant whether the meeting ends at the scheduled time, or if it ends dynamically when all the endpoints have disconnected from the meeting.

Procedure

- Step 1** Select **Meeting Scheduling** in the sidebar menu.
- Step 2** Select **Advanced**.
If you do not see this tab, contact your system administrator.
- Step 3** Select **At scheduled time** to terminate the meeting according to the termination time define for the meeting.
- Step 4** Enter a value in the **Alert n minutes before termination** field to indicate the length of time before the scheduled termination of the meeting that terminals receive the end-of-meeting warning.
At the defined length of time before the end of the meeting, an audio alert message is played to the meeting participants. The only way to extend the meeting is to do it manually in the In-meeting Control interface.
- Step 5** Select **n minutes after all terminals have left** to terminate the meeting only a defined period of time after the last endpoint leaves.
iVIEW Management Suite automatically extends the meeting as long as meeting participants are still connected to the meeting, and there is no resource conflict with upcoming scheduled meetings.

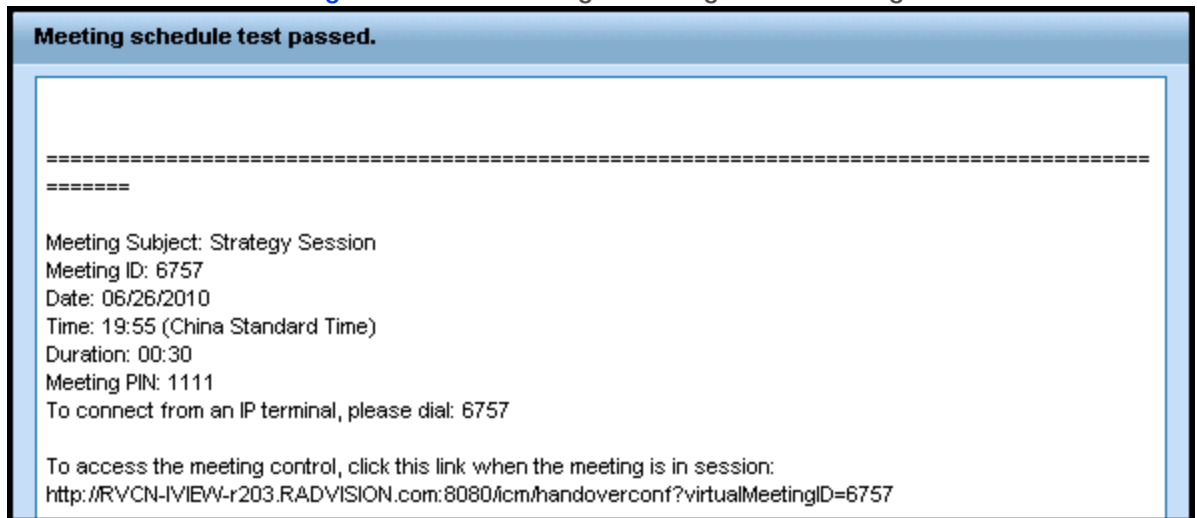
- Step 6** Enter the required value in the **n minutes after all terminals have left** field.
By default, you cannot automatically extend iVIEW Communications Manager meetings to last more than four hours. If you need this default changed, contact your system administrator.
The maximum values that iVIEW Management Suite allows are 10 days, 240 hours and 14400 minutes.
- Step 7** If you do not want to set any additional information, perform one of the following:
- Select **Test** to test your scheduling request.
 - Select **Finish** to complete the meeting scheduling procedure.

Completing the Meeting Scheduling Process

Procedure

- Step 1** Before completing the scheduling, select **Test** on any tab of the Meeting Scheduling section to verify all resources are available.

Figure 4-14 Testing Meeting Scheduling



- Step 2** If the scheduling request fails, the application suggests alternative time slots for this scheduling request to be successful. You can either select a new time slot or change the scheduling parameters and then re-test.

Step 3

Select **Finish** on any tab in the Meeting Scheduling section.

If all required resources are available, the meeting is automatically scheduled and notifications are sent to all participants.

If network resources are available but non-required resources (such as terminals, users and rooms) are not, the meeting is automatically scheduled, notifications are sent, and a conflict list is created for the meeting organizer.

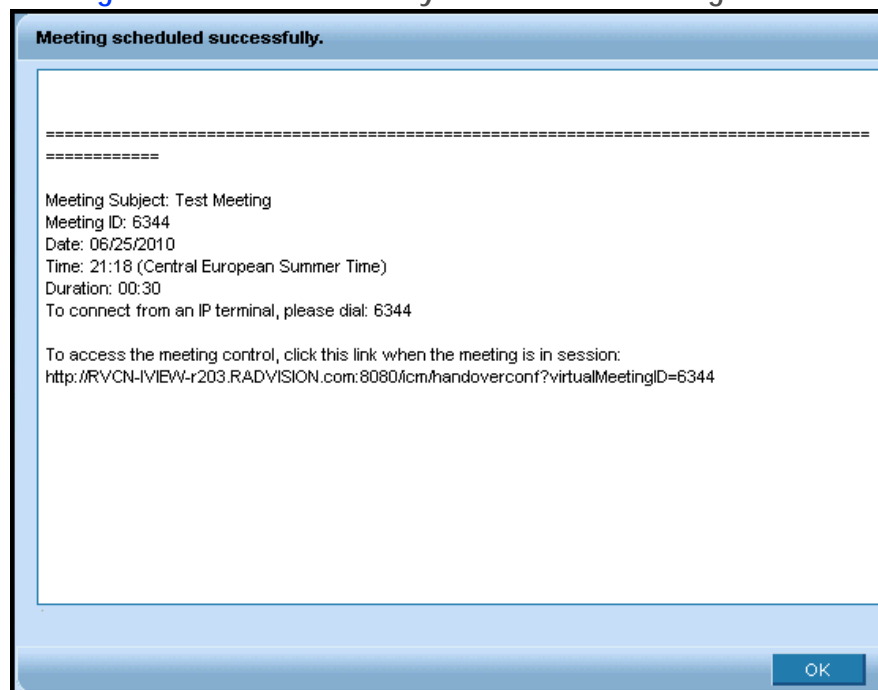
If the meeting cannot be scheduled, a message appears in which you can select an alternative time slot for the meeting, if a time slot is available.

If no alternative time slot is available, select **Back** to return to the Meeting Scheduling screens where you can modify your selections.

Step 4

If the meeting is successfully scheduled, a Meeting Summary window displays the following information.

Figure 4-15 Successfully Scheduled Meeting Notice



Creating Ad Hoc Meetings

You create an ad hoc meeting when you dial a meeting ID from your endpoint without scheduling the meeting or a virtual room number. The system creates this random ad hoc meeting or virtual room meeting for you. When all participants leave the ad hoc meeting or the virtual room, it is terminated.

When you create an ad hoc meeting, iVIEW Management Suite reserves at least 30 minutes of resources for this meeting. The default length of an ad hoc meeting is controlled by the administrator on the **Duration of Endpoint Initiated Calls n minutes** option in the iVIEW Management Suite Configuration Tool at **System Configuration > Scheduling Settings**.

If all participants leave the meeting within 30 minutes, the meeting terminates automatically. If all participants stay in the meeting after 30 minutes, the meeting is auto-extended until all participants leave the meeting or there is a resource conflict.

Note: An endpoint-initiated meeting is only allowed if the administrator has enabled this meeting type. If you cannot initiate an ad hoc meeting, contact your system administrator.

- [Creating Ad Hoc Point-to-Point Calls or Ad Hoc Multipoint Meetings.....](#) page 34
- [Viewing Endpoint-initiated Meetings.....](#) page 35
- [Creating Endpoint-Initiated Meetings Using Sony Endpoint with Embedded MCU ...](#) page 36

Creating Ad Hoc Point-to-Point Calls or Ad Hoc Multipoint Meetings

A point-to-point call is a direct call between two endpoints. You can create an ad hoc point-to-point call by calling another endpoint's number.

A multipoint call is a conference with more than two participants. You can invite participants on an ad hoc basis to a meeting with MCU delimiters, or by everyone accessing a single virtual room.

Procedure

- Step 1** For a point-to-point call, dial the number of the endpoint you want to reach from your endpoint.
- Step 2** To join a meeting, dial the meeting type prefix followed by a meeting ID number.
For example 856789 where 85 is the meeting type prefix and 6789 is the meeting ID number.
You can specify the default meeting type by dialing the meeting ID number without the prefix.

Step 3 You can invite other endpoints using a DTMF dial pad using MCU delimiters. By default, ** is the MCU delimiter for inviting an endpoint to a meeting, and *** is the MCU delimiter for the meeting password. Dial the following string:

- The meeting type prefix followed by a meeting ID number.
- **
- The number of the endpoint or terminal you want to invite.
- ***
- The meeting password.

For example, 856789***111**5656.

Step 4 Alternatively, you can invite other endpoints on an ad hoc basis by asking them to dial the same virtual room. For example, a user defines a virtual room with number 6555 and meeting password 1234. When 6555 is dialed from an endpoint, a virtual room meeting begins. The meeting ID is 6555, and anyone wanting to join the conference must enter the password 1234.

Step 5 If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint is registered to a gatekeeper managed by iVIEW Management Suite.
- The endpoint you want to reach is registered to a gatekeeper managed by iVIEW Management Suite.
- iVIEW Management Suite is configured to allow endpoint-initiated point-to-point calls.

Viewing Endpoint-initiated Meetings

iVIEW Management Suite can display the current meetings initiated from an endpoint.

Procedure

- Step 1** Verify with your system administrator that iVIEW Communications Manager is configured to display endpoint-initiated calls.
- Step 2** Log in to iVIEW Communications Manager.
- Step 3** Select **My Meetings** in the sidebar menu.
- Step 4** Select **Current**.
- Step 5** Alternatively, you can view the In-meeting Control interface of an endpoint-initiated meeting from the SCOPIA iVIEW Communications Manager login screen.
- Select **Enter a meeting** and enter the meeting ID and PIN to access that meeting.

Creating Endpoint-Initiated Meetings Using Sony Endpoint with Embedded MCU

You can create a multipoint meeting on a Sony endpoint using an embedded MCU.

Procedure

- Step 1** Access the web interface of the Sony endpoint.
- Step 2** In the **Dial/Disconnect** section, select **Multipoint** in the **Line I/F** field to create a multipoint conference.

Managing Meetings via Video IVR

The Video Interactive Voice Response (IVR) mechanism provides a series of video screens and audio messages to guide you through the process of creating or joining a conference on the MCU without the need to register to a H.323 gatekeeper or to a SIP registrar.

- [Accessing MCU Meetings via Video IVR..... page 36](#)
- [Creating MCU Meetings via Video IVR page 37](#)

Accessing MCU Meetings via Video IVR

You can view a list of current MCU meetings via the video IVR only if your administrator has selected the **Admin > Advanced Settings > Default Meeting Settings > Display all meeting records** on the **Auto Attendant** menu option.

Procedure

- Step 1** Ask your administrator for the auto-attendant session ID.
- Step 2** Dial the auto-attendant session ID from your endpoint to access the video IVR session.
Alternatively, you can dial your iVIEW Management Suite IP address to gain access to the video IVR session.
- Step 3** Use the * or # keys to browse the meeting list page by page.
- Step 4** Enter the meeting ID to access that meeting.

Creating MCU Meetings via Video IVR

The Video IVR is not only a means of viewing the active meetings on an MCU; it can also be used to create a new meeting.

Procedure

- Step 1** Access the video IVR as described in the [“Accessing MCU Meetings via Video IVR”](#) on page 36.
- Step 2** Press 0.
- Step 3** (Optional) Enter a PIN for your new meeting or enter ##.
Participants must use this PIN to join your meeting.

5

Managing Meetings in iVIEW Management Suite

iVIEW Management Suite has a number of features to manage ongoing and scheduled meetings, enabling you to track your video usage in the network.

- [Finding and Viewing Your Meetings](#) page 38
- [Monitoring a Meeting](#) page 40
- [Generating Reports](#) page 40
- [Modifying Upcoming Meetings](#)..... page 42
- [Customizing the Meeting History Display](#)..... page 42

Finding and Viewing Your Meetings

There are a number of ways to locate one of your meetings. The system automatically categorizes meetings according to when they occur: in the past, present or future. You can also locate a meeting by entering part of its subject, ID, E.164 number or specify a date range.

Procedure

- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Select the **My Meetings** icon in the sidebar menu.
- Step 3** Select **Current** to see all your meetings that are currently in progress.
- Step 4** Select **Upcoming** to see all your meetings that have not yet started.

Step 5

Select **Search** to find a meeting by one of the following criteria:

- Enter the partial or complete subject of the meeting in the **Subject** field.
- Enter the E.164 number (the number of the user terminal) of an attending terminal in the **E164** field.
- Select the calendar icon in the **From** field, and select a date and time.
Meetings scheduled after the selected time are listed.
- Select the calendar icon in the **To** field, and select a date and time in the window that opens.
Meetings scheduled before the selected time are listed.
- Enter the partial or complete meeting ID in the **Meeting ID** field.

To return to a complete list of meetings, clear each of the fields and select **Search**.

Step 6

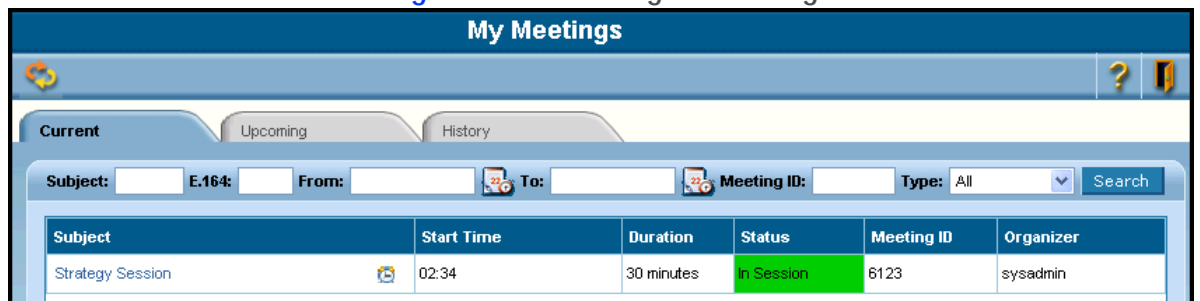
Select **History** to see all your meetings that have already finished.

The creation status of each of the displayed meetings is shown in the **Status** column.

If the **Status** column is colored green, the meeting was successfully created and all meeting participants are in the meeting.

If the **Status** column is colored red, iVIEW Communications Manager has failed to create the meeting.

Figure 5-1 Finding a meeting



Only meetings that meet at least one of the following criteria are displayed:

- You are a participant in the meeting.
- You are the owner of a virtual room used in the meeting.
- You are the organizer of the meeting.

If you do not get the expected result when you view your meetings, contact your system administrator.

Monitoring a Meeting

You can monitor and moderate a meeting in which you are a participant or the organizer via the In-Meeting Control interface for the meeting.

Procedure

- Step 1** Select **My Meetings** in the sidebar menu.
- Step 2** Select **Current**.
- Step 3** Select the link in the **Subject** field for the meeting you want to monitor:
- Step 4** Enter the moderator PIN if one is used for this meeting.
- Step 5** Select the **Become Moderator** icon.



Note: The In-meeting Control interface is not available for meetings in which you are not a participant or the organizer.

Generating Reports

On the Upcoming and History tabs, you can generate a report in .xls format which shows all meetings scheduled between selected dates (as specified in the To and From fields). Once you have saved a report, you can view it with Microsoft Excel.

Procedure

- Step 1** Select the **My Meetings** icon in the sidebar menu.
- Step 2** Select **Upcoming** or **History**, as required.
- Step 3** Select the calendar icon in the From and To fields to choose a start and end date for information in the generated report.

Figure 5-2 Generating Reports



- Step 4** Select **Report (Fixed)**.

[Table 5-1](#) describes the information categories that are included in a generated report.

Table 5-1 Generated Report Information Categories

Category	Description
Virtual Meeting ID	Dialable meeting ID used by users to access a specific meeting.
Master Meeting ID	Corresponds to a physical meeting ID on the master.
Slave Meeting ID	Corresponds to a physical meeting ID on the slave.
RADVISION SCOPIA iVIEW Management Suite Meeting ID	Internal database ID for the meeting.
Meeting Subject/Party Name	Corresponds to Subject field in Meeting Scheduling.
Meeting Type	Corresponds to the Meeting Type field in Meeting Scheduling. The name of the meeting type is displayed.
Meeting Description (New)	Corresponds to the Meeting Description field in Meeting Scheduling.
Location (New)	Corresponds to the Location field in Meeting Scheduling.
Reference Code	Corresponds to the Reference Code field in Meeting Scheduling.
Start Time	Corresponds to the Start Time field in Meeting Scheduling.
Duration	Corresponds to the Duration field in the Meeting Scheduling.
Meeting Room	Meeting room used for scheduling a meeting.
Organizer Name	Corresponds to the Organizer field in Meeting Scheduling.
Service Prefix	MCU service prefix used for the meeting.
Services	MCU service used for the meeting.
MCU Name(s)	MCU(s) used for the meeting. For cascaded meetings, "(master)" appears after the MCU name.
Terminals	Number of terminals used for the meeting.
Number of Extra IP Ports Reserved	Corresponds to the Reserve additional ports field in Meeting Scheduling.
Dial-in IP Terminals	Number of dial-in IP terminals.
Dial-out IP Terminals	Number of dial-out IP terminals.
Dial-in ISDN Terminals	Number of dial-in PSTN/ISDN terminals.
Dial-out ISDN Terminals	Number of dial-out PSTN/ISDN terminals.

Category	Description
Gateway List	Gateways used for the meeting.
Device Failure Cause (Device Name, IP Failure, Cause)	Any failure on a network device such as an or gateway.
Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)	Any failures on attending terminals.

Step 5 Select **Save** to save the report to a location of your choice.

Modifying Upcoming Meetings

You can reschedule the meeting to another time, change the meeting parameters, or delete the meeting request.

Procedure

- Step 1** Select **My Meetings** in the sidebar menu.
- Step 2** Select **Upcoming**.
- Step 3** Select the subject of the meeting you want to modify.
- Step 4** Enter the required information and select **Next** until the **Finish** button displays.
- Step 5** Select **Finish**.

Customizing the Meeting History Display

iVIEW Management Suite maintains a list of meetings that have already ended. To avoid a lengthy history list, you can determine the number of days which are listed.

Procedure

- Step 1** Select **My Profile** in the sidebar menu.
- Step 2** Select **My Preferences**.
- Step 3** Select **Delete meeting history items older than n days** and enter the required number of days.
- Step 4** To delete the history:
 - a. Select **My Meetings** in the sidebar menu.
 - b. Select **History**.

c. **Select Delete History.**

All past meetings are deleted from the History tab and will no longer appear in searches, but they still appear in billing and reporting statements.

6

Moderating Meetings in iVIEW Management Suite

You can moderate meetings using iVIEW Management Suite’s in-meeting control screen. Depending on your user privileges, you can fix many aspects of the meeting including screen layout of each participant, blocking and unblocking audio and video, and enabling or disabling a wide range of features for each user.

- [Accessing In-Meeting Control](#) page 45
- [Taking Moderator Control](#) page 52
- [Inviting Multiple Participants](#) page 53
- [Inviting Multiple Endpoints](#) page 54
- [Connecting and Disconnecting Participants](#) page 55
- [Muting and Enabling a Selected Microphone](#) page 56
- [Blocking and Unblocking a Selected Camera](#) page 56
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Accessing In-Meeting Control

You moderate the status of a live meeting in real-time from the In-Meeting Control interface. Access the In-Meeting Control interface in any of the following ways.





Procedure

- Step 1** Log in to iVIEW Communications Manager.
- Step 2** Access the In-Meeting Control interface via a user account.
If the meeting you want to control is listed at **My Meetings > Current**, and if you are the meeting organizer or an attendee of the meeting, select the meeting subject link.
- Step 3** Access the In-Meeting Control interface via a conference ID.
- When the meeting is in progress, select the URL link embedded in the meeting notification e-mail.
 - or-
 - Select **Enter a Meeting** in the iVIEW Communications Manager login screen and enter the conference ID and PIN to access the In-Meeting Control screen.
- Step 4** Perform the in-meeting commands using the icons detailed in [Table 6-1 on page 46](#).

Table 6-1 In-meeting Control Interface Components

Component	Description
Title bar	Includes essential meeting information. Meeting control buttons are also available on the title bar for users with chair-control privileges. For more information, see Table 6-2 on page 46 .
Participant List tab	Enables you to view all meeting attendees and information about them. For more information, see Table 6-3 on page 49 .
Statistics tab	Enables you to view statistical information for all meeting attendees. This information in Statistics complements the information on the Participant List by providing additional attendee data. For more information, see Table 6-4 on page 51 .
Advanced Invitation tab	For users with chair-control privileges. Invite multiple predefined users or terminals to the meeting from this tab.
Layout panel	Positioned in the upper-right hand corner of the In-meeting Control window, the Layout panel displays layout information related to meeting attendees, such as the position of each attendee in all available views. For users with chair-control privileges, layout control buttons are also available For more information, see Table 6-5 on page 51 .
Invite panel	Positioned below the Layout panel. For users with chair-control rights. You can invite additional attendees to the current meeting. For more information, see Table 6-6 on page 52 .

Table 6-2 Title Bar Details

Element Name	Icon	Description
Meeting ID		The meeting ID attendees dial to join the meeting
Meeting Name		Name of the meeting
Presentation > Audio		Indicates the audio status of the presentation.
Presentation > Video		Indicates the video status of the presentation.
Presentation > Data Sharing via T.120		Indicates whether the presentation is sharing data via T.120.
Encryption		Indicates whether the presentation is encrypted.
MCU Conference		The corresponding MCU conference ID and the host MCU in the format Meeting:MCU_Conference_Id@ Host_MCU_Name

Element Name	Icon	Description
Bandwidth		Bandwidth of the MCU service used to create the meeting
Time Remaining		The length of time remaining for the meeting
PIN		The meeting PIN (if a PIN is set for this meeting)
Take Control		Select this button to take control of the meeting. Only one user can have control of a meeting at any one time
Help		Select this button to open the online help
Refresh		Select this button to manually refresh the In-meeting Control window. The In-meeting Control window is automatically refreshed at regular intervals
Mute		Mutes or un-mutes all meeting attendees (requires moderator control privileges)
Terminate Meeting		Terminates the meeting (requires moderator control privileges)
Block Entry		Prevents attendees from joining the conference via dial-in or dial-out (requires moderator control privileges)
Reconnect All		Dials out to all attendees to reconnect them (requires moderator control privileges)
Delete Participant		Select participants from Main Panel > Participant List , and then select this button to remove the selected participants from the meeting (requires moderator control privileges)
Sub-meeting		Select participants from Main Panel > Participant List , and then select this button to move the selected participants to a sub-meeting within the meeting (requires moderator control privileges)
Change View		Select participants from the Main Panel > Participant List , and then select this button to place them in one of the meeting's available views (requires moderator control privileges)











Element Name	Icon	Description
Extend Meeting		Select this button to extend the duration of the current meeting (requires moderator control privileges).
Hierarchy		Displays the participant list either in a tree view or table view (requires moderator control privileges).

Table 6-3 Participant List Tab Details

Element Name	Icon	Description
Connect / Disconnect		If a participant is connected, Select this button to disconnect that participant. If a participant is disconnected, Select this button to connect that participant (requires moderator control privileges).
Change Participant Name		Located in the Participant Name column. Select this button to change the participant name in the conference and/or on terminals (requires moderator control privileges).
Name column		Column displays the names of the users and/or terminals attending the meeting.
Active Speaker		Indicates the user who is currently speaking in the meeting.
Presentation Only		Indicates a user who joins the meeting by presentation only.
Number column		This column displays the number of the participating terminal and the name of the SCOPIA Gateway (for ISDN endpoints) or the name of the SCOPIA Desktop Server (for SCOPIA Desktop Clients and SCOPIA Desktop Servers).
Dial-in column		Indicates whether or not each participant dialed into the meeting.
Max Call Rate In/Out column		Displays the connection speed (in/out) of each participant in Kbps.
Sub-meeting column		Indicates if a participant is part of a sub-meeting of the meeting. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Meeting View column		Indicates which view is currently displayed to each participant. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Microphone Status		Select to adjust or mute the volume of a participant's audio output. This is only displayed for connected participants.
Loudspeaker Status		Indicates whether or not a participant is receiving audio. This is only displayed for connected participants.
Monitor Status		Indicates whether or not a participant is receiving video. This is only displayed for connected participants.











Element Name	Icon	Description
Camera Status		Select to enable or disable the video input of a participant. This is only displayed for connected participants.
Camera Status		Select to enable or disable the video inputs of a participant. This icon appears instead of the Camera Status icon above if Duo-stream is enabled. This is only displayed for connected participants (requires duo streaming enabled).
Participant Information column		Displays detailed call-related information for an online meeting participant.
Encryption		Indicates that a participant using an encrypted connection.
Tabular View		Only participating terminals are displayed in this view in a tabular format.
Tree View		In this view, participants are grouped according to the MCU to which they are connected. For each conference on the MCU, a header is displayed that indicates the group to which participants belong. Select the header to view the conference on the MCU.

Table 6-4 Statistics Tab Details

Column Heading	Description of Column Contents
Name	Name of each participant
Number	Number of each participating terminal
Max Call Rate In/Out	Connection speed of each participant in Kbps
IP Address	IP address of each participant
Type	User type of each participant
Connect Time	The time that each participant connects to the meeting
Video In/Out	The codec used for video input video output
Audio In/Out	The codec used for audio input and audio output
Data	Indicates if there is data sharing

Table 6-5 Layout Panel Details

Element Name	Graphic	Description
Layout Box		The layout displayed in the layout box is what the participant sees.
View tabs		Select a tab to display an available view. You can switch between views.
Video Output Stream		Select to choose the bandwidth for each view. This is only available for MCU version 4 (requires moderator control privileges).
Auto Switch		Select to choose this layout mode that automatically switches participants at regular intervals. (requires moderator control privileges)
Active Speaker		Drag and drop the icon into a subframe in the Layout Box , to display the speaker in that subframe (requires moderator control privileges).
Text Overlay		Select to enable the display of the terminal name as a text overlay displayed on a participating terminal (requires moderator control privileges).
No Self-See		Select to toggle the self-see function (requires moderator control privileges).



Element Name	Graphic	Description
Dynamic Layout		Select to enable/disable dynamic layout. If dynamic layout is disabled, you can select a custom layout for the meeting by selecting Change Layout (requires moderator control privileges).
Change Layout		Select this icon to open a window containing all available layouts. Select one of the available layouts and it will be applied to the current layout displayed in the Layout panel (requires moderator control privileges; dynamic layout must be disabled).

Table 6-6 Invite Panel Details


Area	Description
Participant	Displays the number of participants currently connected to the meeting.
Unused Reserved Ports	Displays the number of reserved ports for guest participants.
Invite	In this area, you can invite an IP/ISDN/Mobile participant to the meeting.

Taking Moderator Control

Meeting moderators have permission to perform the following actions:

- Invite participants
- Modify participant media connections
- Manually reposition participant images in a video layout
- Modify meeting view layouts
- Specify the position of a voice-activated image in the meeting view
- Create sub-meetings
- View additional participant details

Procedure

- Step 1** Access the In-Meeting Control interface.
(Meeting Operators) If no other user has control of the meeting at the same time, you are automatically granted Moderator control rights.
- Step 2** (Meeting Organizers and Regular Users) Enter the moderator PIN if one is used for this meeting.
- Step 3** Select the **Take Control** icon .

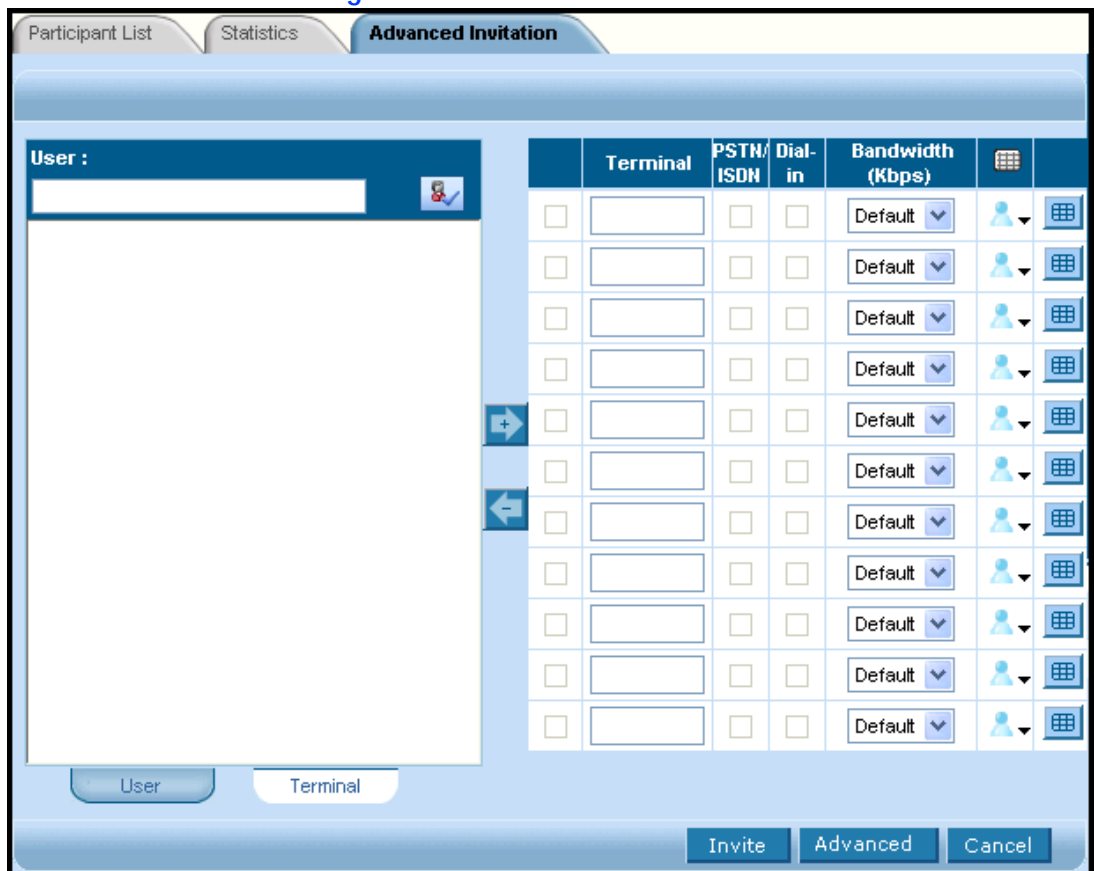
Inviting Multiple Participants

You can choose to invite participants by specifying usernames or the endpoint names. This procedure details inviting participants by specifying usernames.

Procedure

- Step 1** Access the In-Meeting Control interface as described in the [“Accessing In-Meeting Control”](#) on page 45.
- Step 2** Select the **Advanced Invitation** tab.

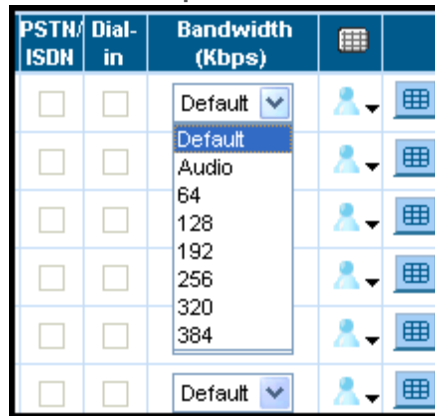
Figure 6-1 Advanced Invitation



- Step 3** Select **User**.
- Step 4** Select the attendees to invite from the **Users** list.
If required, you can search for users by entering a full or partial name search field, and selecting the **Search** icon.
- Step 5** Select the right arrow to include these users in the list to be invited.

Step 6 Select a bit rate in the **Bandwidth** field for use when inviting a participant to a meeting.

Figure 6-2 Participant Bandwidth Settings



Use the default setting for optimal bit rate performance.

Step 7 If required, select the **Advanced** button and then select a layout option from the view list. Your selection presets the position of the invited participant image in the video layout upon the participant's entry into the meeting.

Step 8 Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** displayed on the right side of the **Advanced Invitation** tab.

You can specify a position for the participant image in all layouts currently supported in the meeting.

Note: You must associate a participant with a terminal before you can invite that participant to a meeting.

Step 9 Select **Invite** to send the invitation.

Inviting Multiple Endpoints

You can choose to invite participants by specifying usernames or the endpoint names. This procedure details inviting participants by specifying the endpoint names.

Procedure

- Step 1** Access the In-meeting Control interface as described in the ["Accessing In-Meeting Control" on page 45](#).
- Step 2** Select the **Advanced Invitation** tab.
- Step 3** Select **Terminal**.

- Step 4** Select the endpoints to include in the meeting.
If required, you can search for endpoints by entering a partial or complete name in the search field, and selecting **Search**.
- Step 5** To include the selected endpoints in the invitation, select the right-pointing arrow.
- Step 6** Select a bit rate in the **Kbps** field for use when inviting a terminal to a meeting.
Use the default setting for optimal bit rate performance.
- Step 7** If required, select **Advanced** and then select a layout option from the view list.
This presets the position of the invited terminal image in the video layout, upon entry of a participant into the meeting.
- Step 8** Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** located on the right side of the **Advanced Invitation** tab.
You can specify a position for the participant image in all layouts currently supported in the meeting.
- Step 9** To send the invitation, select **Invite**.

Connecting and Disconnecting Participants

The Connect/Disconnect button toggles between its two functions. To connect or disconnect a participant, use the relevant procedure:

Procedure

- Step 1** Access the In-Meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select **Connect** to dial out to the terminal of a participant listed as disconnected.
- Step 4** Select **Disconnect** to disconnect the terminal of a participant listed as connected.
- Step 5** (Optional) Select **Reconnect All** on the title bar to reconnect all participants to the current meeting.
Ad hoc participants (participants not on the original invited list) are removed from the meeting if they disconnect.
- Step 6** Select **OK**.

Muting and Enabling a Selected Microphone

This option is useful in cases when there is unwanted background noise related to a specific participant or terminal.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select the **Mic. Enabled** icon next to the required participant name.
- Step 4** Alternatively, change the volume of that participant by right clicking the triangle next to the microphone icon to open a popup screen.
- Step 5** Set the volume to be between -5 to +5 in the popup screen.

Blocking and Unblocking a Selected Camera

You can block or unblock a video stream sent by a meeting participant. For example, if a participant video connection affects meeting processing and degrades performance, you can block the participant video connection until endpoint issues are resolved.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select the **Camera Enabled** icon next to the required participant name.

Changing the Meeting View for a Participant

While a meeting is in progress, you can change the meeting view for a single selected participant or for all participants simultaneously.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select the participant for whom you want to change the view.
If you do not select a participant, the view changes for all participants.

- Step 4** Select **Change view to participants** on the toolbar and select a view for the participant from the drop-down list.
- To select multiple participants, Select the participants while holding down the Ctrl or Shift key.
- Step 5** Select **OK**.

Inviting a Sub-meeting

You can divert selected participants in the Participant List of the current conference to attend a new or currently running private audio sub-meeting. Sub-meeting participants are hidden in the video layout.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select the participant whom you wish to invite to a sub-meeting.
- Step 4** Select **Sub-meeting** on the toolbar.
- Step 5** Select a sub-meeting to which you want to invite participants from the list in the Select sub-meeting window.
- Step 6** Select **OK**.

A maximum of three sub-meetings can be supported per meeting. The number of supported sub-meetings depends on the meeting-type configuration.

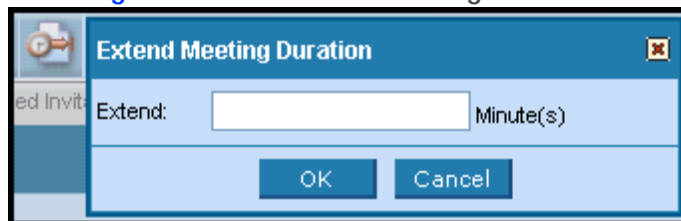
Extending Meeting Duration

You can extend the meeting duration while a meeting is in progress.

Procedure

- Step 1** Access the In-Meeting Control interface as described in the [“Accessing In-Meeting Control”](#) on page 45.
- Step 2** Select **Extend Meeting Duration** on the toolbar.

Figure 6-3 Extend Meeting Duration



- Step 3** Enter the number of minutes by which you want to extend the duration of the meeting in the Extend field in the Extend window.
- Step 4** Select **OK**.

Defining Video Layout and Display

The Layout panel allows meeting controllers to spontaneously control and adjust all aspects of meeting video. When first accessed, this area displays the video layout as selected during meeting scheduling.

Procedure

- Step 1** Access the In-Meeting Control interface as described in the [“Accessing In-Meeting Control”](#) on page 45.
- Step 2** Select the **Layout** panel
In Continuous Presence Mode, you can view which terminals are set for which video frames.
- Step 3** To rearrange the video layout per terminal, drag-and-drop participating terminal names from the Participant List tab in the Main Panel into the desired frame.
- Step 4** Set voice activated sub-frames.
- Step 5** Select **OK**.

Defining Video Output Schemes

This feature is only available for conferences occurring on RADVISION MCU products running version 4.x software. When enabled, the video output schemes display up to four available video layouts. The system can produce up to four different video layouts per meeting to cater for participants with different video support capabilities, or different viewing purposes.

Multiple meeting views are configured per service with settings that specify video layout, layout switching and participant layout-switching behavior, picture resolution, bandwidth settings, frame rate, and video format.

Multiple meeting views enable the speaker in a lecture to view the participants while the participants view the speaker. In a meeting with varying connection speeds, participants with high video capabilities and participants with low video capabilities can take part at the same time without one affecting the experience of the other.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the Video Display area.
- Step 3** Select **Output Scheme Settings**.
- Step 4** Enter the bandwidth for each video scheme in the Bandwidth column in the Video Scheme Settings window.
- Step 5** Select OK.

Activating and Deactivating Auto-Switching

Auto-switching mode displays all the participants of a large meeting on a rotating basis when Continuous Presence mode is selected in the video layout. Participant images can be replaced at preset intervals either in batches or one by one by way of a queue system.

You can activate or deactivate auto-switching at any time.

Note: Auto-switching overrides any existing video display options.

Procedure

- Step 1** Access the In-meeting Control interface.
- Step 2** Select the **Video Display** area.
- Step 3** Select **Auto-switch**.
- Step 4** Enter an auto-switching interval value of between 10 and 1800 seconds (30 minutes).

- Step 5** Select **OK**.
Video from participating terminals (randomly selected) appears on all other terminals at the defined interval.
- Step 6** (Optional) To disable auto-switching, select **Auto-switch**.

Displaying a Participant or Terminal Name

You can display a participant or endpoint (terminal) name in a specific position within the video layout frame.

iVIEW Communications Manager supports text overlay on participant images when there is MVP support and the text overlay option is configured for the meeting type.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Video Display** area.
- Step 3** Select **Display Participant Name in Frame**.
Each participant or endpoint is clearly identified by name, in a text overlay on the video image. The image of the active speaker is indicated by a border.

Setting a Voice-activated Frame

Available only for views for which a sub-frame is configured.

Procedure

- Step 1** Access the In-meeting Control interface.
- Step 2** Select the **Video Display** area.
- Step 3** Drag the **Active Speaker** button into the required position within the video layout frame.

Enabling and Disabling Dynamic Layout

Without a dynamic layout, you can switch between a wide range of video layouts for the meeting. With dynamic layout, the video image automatically includes the number of frames equal to the number of participant images (up to a maximum of 28). The layout changes according to the number of participants that join or exit the meeting.

Dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimal use of the video image display. Dynamic layout is especially suited to a meeting that has a high rate of participant traffic joining and exiting the meeting, or to an adaptive meeting type that has a variety of meeting sizes.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the Video Display area.
- Step 3** Select **Dynamic Layout** to enable a dynamic layout.
- Step 4** Select **Dynamic Layout** again to disable the dynamic layout.
When Dynamic Layout is selected, Change Layout is disabled.

Changing Layout

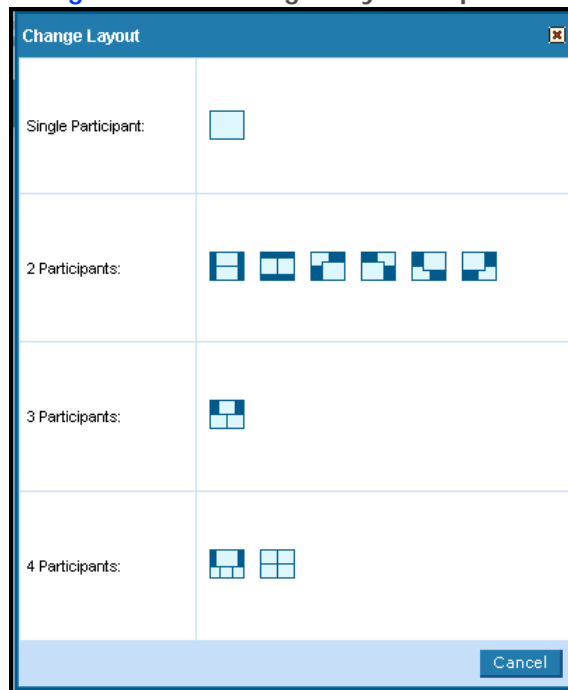
With Dynamic Layout disabled, you can select a specific layout from a list of all available layouts in this MCU service and set that specific layout as the current layout for a view.

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Video Display** area.

Step 3 Select Change Layout.

Figure 6-4 Change Layout Options



Step 4 Select a layout from the options in the window.

Step 5 Drag and drop the option in the selected layout area in the Video Display area.

Viewing Participant Details

Procedure

Step 1 Access the In-Meeting Control interface as described in the [“Accessing In-Meeting Control”](#) on page 45.

Step 2 Select the Participant List tab.

[Table 6-1](#) lists the information available for each participant or terminal.

Table 6-1 Available Participant Details

Participant Detail	Description
Name	Participant name.
Number	Participant endpoint number.
Type	Participant endpoint type.
Description	Participant description (displays the endpoint vendor identifier, if available).
Connect Time	Time at which the participant connected to the meeting.
Dial-in	Indicates whether the terminal dialed into the meeting or was invited to the meeting from the Conference Control screen.
Actual Call Rate	Total bandwidth sent and received by the participant.
Join Data Collaboration	Indicates the protocol used if the participant is participating in data sharing.
Audio Codec	Audio codecs sent to and received by the participant.
Actual Audio Rate	Total audio bandwidth sent and received by the participant.
Audio Packet Loss	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.
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.
Actual Video Rate	Total video bandwidth sent and received by the participant.
Video Packet Loss	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).

Participant Detail	Description
Connected MCU	The name of the MCU the participant is connected to.
Connected Gateway	The name of the SCOPIA Gateway the participant is connected to if an ISDN endpoint is used.
ISDN Dial-out	ISDN endpoint dialing details if an ISDN endpoint is used.
Connected SCOPIA Desktop Server	The name of the SCOPIA Desktop Server the participant is connected to (if a SCOPIA Desktop Client is used).

Changing a Participant Name

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the Participant List tab.
- Step 3** Select **Participant List**.
- Step 4** Select the **Change Participant Name** icon located next to the name of the participant to open a popup window.
- Step 5** Enter a new name for that participant in the popup window.
If the participant is online, the new name is displayed on the video screen for that participant.

Removing a Participant from the Participant List

Procedure

- Step 1** Access the In-meeting Control interface as described in the [“Accessing In-Meeting Control” on page 45](#).
- Step 2** Select the **Participant List** tab.
- Step 3** Select the participants you want to disconnect and remove from the list.
- Step 4** Select **Delete Participant** on the toolbar.
The participants are disconnected from the meeting and removed from the list.

Terminating a Meeting

You can immediately terminate a meeting at any time.

Procedure

- Step 1** Access the In-meeting Control interface.
- Step 2** Select **Terminate Meeting** on the toolbar.
Sony PCS endpoint users can automatically extend a meeting via the Sony PCS terminal remote control.
- Step 3** Select **OK**.



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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, 3G and IMS networks. With its complete set of standards-based video communications solutions 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 IMS networks. To gain additional insights into our products, technology and opinions, visit blog.radvision.com. For more information about RADVISION, visit www.radvision.com

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