

*SCOPIA Connector for IBM Lotus Sametime
version 5.7*



User Guide



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ABOUT THIS MANUAL

The [SCOPIA Connector for IBM Lotus Sametime User Guide](#) provides information for administrators and end users about SCOPIA Connector configuration and conference creation in the IBM Lotus Sametime environment.

Note The SCOPIA Connector plug-in works with the following IBM product versions:

- Sametime 7.5
- Sametime 7.5.1
- Sametime 7.5.1 CF1
- Sametime 8.0 and 8.0.1
- Lotus Notes 8.0

This manual refers to options available in Sametime 8.0.

Configuration options may vary according to the product version you are using.

RELATED DOCUMENTATION

The SCOPIA Connector documentation set is available in PDF format and as online help.

You require Adobe Acrobat Reader version 5.0 or later to open the PDF files. You can download Acrobat Reader free of charge from www.adobe.com.

FEEDBACK

The team at RADVISION constantly endeavors to provide accurate and informative documentation. If you have comments or suggestions regarding improvements to future publications, we would value your feedback.

Please send your comments to doc_comments@radvision.com.

We thank you for your contribution.

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CONFIGURING SCOPIA CONNECTOR PREFERENCES

- [Setting SCOPIA Connector Connectivity](#) on page 1
- [Configuring a Meeting Room](#) on page 2
- [Displaying Meeting Interface Embedded in the Sametime Client or in a Separate Window](#) on page 4

ABOUT SCOPIA CONNECTOR

After you or your system administrator install the SCOPIA Connector plug-in, the SCOPIA Connector Preferences page appears in the Sametime user interface. You use the Preferences page to configure SCOPIA Connector.

The settings that you define in the Preferences page enable SCOPIA Connector to invite new participants into a meeting. The settings are not used for accepting meeting invitations that you receive or for joining meetings created by other users.

SETTING SCOPIA CONNECTOR CONNECTIVITY

This section describes how to configure connectivity between Sametime and SCOPIA Connector.



Procedure

- 1 In the Sametime Connect client user interface, choose **File > Preferences**, and click the **Video Meeting** link in the left panel.
- 2 Type the SCOPIA Desktop address in the Server field.

Configuring a Meeting Room

- 3 Check **Use a Secure Connection (https)** if SCOPIA Desktop is configured with HTTPS for secure conferencing.
 - 4 Click **Test Server** to send a message to SCOPIA Desktop to verify that the server is running and that your settings are correct.
 - 5 (Optional) If IBM Lotus Sametime Connect is configured to work with a proxy, click **Proxy Settings** to instruct SCOPIA Connector to use the settings configured for the Sametime community, or to specify your own proxy settings.
 - 6 Either select **Use the Sametime default community proxy settings**
–or–
Select **Use custom proxy settings** and enter proxy host, port, secure connection and authentication information, then click **OK** to return to the Video Meeting screen.
 - 7 Click **OK** to save your preferences.
-

Related Topics

- [Configuring a Meeting Room](#) on page 2.

CONFIGURING A MEETING ROOM

You can configure meeting information for SCOPIA Connector to use. You can choose to always use the same virtual room number, or to have SCOPIA Connector prompt you to enter the meeting ID which you want to use for your iVIEW Suite meetings. If you use the latter option, the Meeting ID dialog box is displayed when the SCOPIA Connector is launched.

Before You Begin

Acquire a service prefix from your system administrator.



Procedure

- 1 In the Sametime Connect client user interface, choose **File > Preferences**, and click the **Video Meeting** link in the left panel.
 - 2 To configure SCOPIA Connector to always connect to your virtual room:
 - a Click **Use your virtual room number**.
 - b Enter the meeting room you are using for this meeting in the Room Number field.
The room number is the service prefix used for the meeting followed by the meeting ID used by SCOPIA Connector.
 - c (Optional) If the room is PIN-protected, enter the PIN for the meeting in the Meeting PIN field.

Alternatively, to cause SCOPIA Connector to ask for a meeting ID, click **Always prompt for a meeting ID**.
 - 3 If the SCOPIA Desktop is configured to work with iVIEW Suite, perform the following:
 - a Click **Configure Virtual Room**.
The virtual room page of the iVIEW Suite Administrator web interface is displayed.
 - b If the SCOPIA Desktop is configured to work with iVIEW Suite, verify that the meeting room number you configured in [step 2b](#) matches the virtual room number configured via iVIEW Suite.
 - c Click **OK**.
 - 4 Select **Embed the video meeting in Sametime client** to display the SCOPIA Connector interface inside the Sametime client
–or–
Select **Launch the video meeting in separate window** to allow the SCOPIA Connector interface to open in a separate window.
 - 5 Click **OK** to save your preferences.
-

DISPLAYING MEETING INTERFACE EMBEDDED IN THE SAMETIME CLIENT OR IN A SEPARATE WINDOW



This section describes how you define whether to display the meeting interface within the Sametime client or to allow the meeting interface to open in a separate window. Using the separate window mode, you have access to additional functionality such as room system application sharing and chat.

Procedure

- 1 In the Sametime Connect client user interface, choose **File > Preferences**, and click the **Video Meeting** link in the left panel.
 - 2 Choose **Embed the video meeting in Sametime client** to use the embedded SCOPIA Connector within the Sametime client user interface
–or–
Choose **Launch the video meeting in separate window** to launch SCOPIA Desktop in a separate window.
 - 3 Click **OK** to save your preferences.
-

2

CREATING AND CONNECTING TO A SCOPIA CONNECTOR MEETING

- [Creating a SCOPIA Connector Meeting](#) on page 5
- [How to Join a Meeting](#) on page 7
- [Adding Meeting Participants from a Chat Session](#) on page 10

CREATING A SCOPIA CONNECTOR MEETING

This section describes how to establish a SCOPIA Connector meeting from the Sametime web user interface.

A SCOPIA Connector meeting is associated with a Sametime chat session. Once a meeting is established, only the virtual room created for the meeting is used for the duration of the chat session.

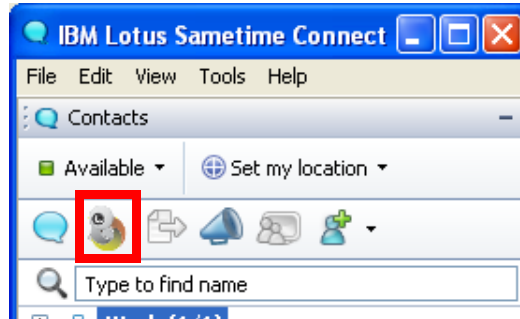
You can establish a new SCOPIA Connector session after all participants have left the existing SCOPIA Connector session.



Procedure

- 1 Choose one or more entries from your Sametime contacts list and click the SCOPIA Connector icon (Figure 2-1).

Figure 2-1 SCOPIA Connector Icon



–or–

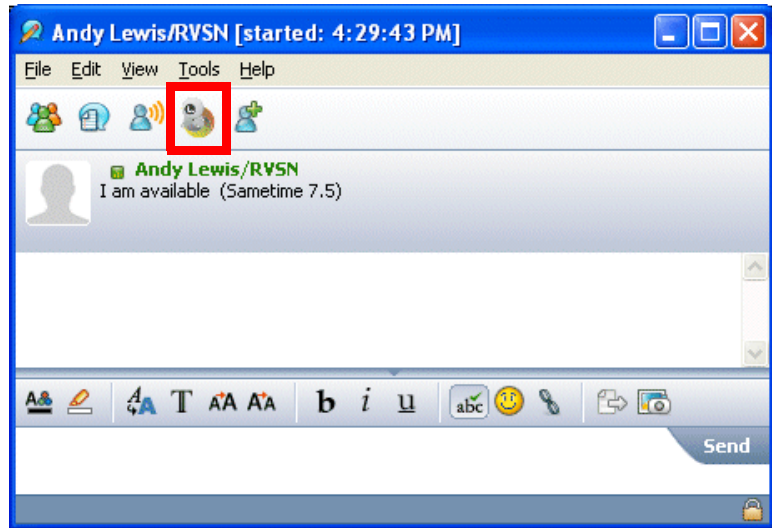
Right-click one or more entries from your Sametime contacts list and choose **Video Meeting** from the list.

–or–

Choose one or more contacts from your list and select **Invite to Video Meeting** from the Tools menu. Alternatively, use the Ctrl+O keyboard shortcut.

–or–

Click the SCOPIA Connector icon from inside an existing chat session (Figure 2-2).

Figure 2-2 Invitation from a Chat Session

- 2 In all cases
 - The initiator of the meeting automatically joins the meeting.
 - Each invitee receives an invitation to connect to the meeting.
 - Users who do not have the SCOPIA Connector plug-in installed receive a Sametime Instant Message with a URL for joining the meeting via a web page.
 - Users with other Instant Messengers using the IBM Lotus Sametime Gateway receive a Sametime Instant Message with a URL for joining the meeting via a web page.

HOW TO JOIN A MEETING

- [Joining a Meeting as the Meeting Organizer](#) on page 8
- [Joining a Meeting as an Invitee](#) on page 9

JOINING A MEETING AS THE MEETING ORGANIZER



Procedure

- 1 If you selected the Embed the video meeting in Sametime client option in the Video Meeting screen, perform these steps:
 - a Ensure that you have filled the Server and Room Number fields in the Video Meeting preferences page.
 - b Choose one or more entries from your Sametime contacts list and click the SCOPIA Connector icon.
–or–
Right-click one or more entries from your Sametime contacts list and choose **Video Meeting** from the list.
–or–
Choose one or more contacts from your list and select **Invite to Video Meeting** from the Tools menu. Alternatively, use the Ctrl+L keyboard shortcut.
–or–
Click the SCOPIA Connector icon from inside an existing chat session ([Figure 2-2](#) on page 7).
 - 2 If you selected the Launch the video meeting in separate window option in the Video Meeting screen, perform these steps:
 - a On the Join Meeting tab displayed in the bottom pane of the Sametime Connect client user interface, enter your name and the meeting ID.
 - b Click **Participate Now**.
-

Related Topics

- [Setting SCOPIA Connector Connectivity](#) on page 1
- [Adding Meeting Participants from a Chat Session](#) on page 10

JOINING A MEETING AS AN INVITEE

Before You Begin

After you have installed SCOPIA Connector plug-in, you receive an invitation via an Instant Messaging session informing you of the room number and the name of the meeting organizer.



Procedure

- 1 Click **Connect** at the bottom of this message.

Note If you disconnect from the SCOPIA Connector meeting but keep the Instant Messaging session open, you can return to the meeting via the same invitation message.

If any of these apply:

- you are using Sametime but have not installed the SCOPIA Connector plug-in,
- you are not using the same Instant Messenger as the meeting organizer,

you receive an invitation via an Instant Messaging session instructing you to contact your Sametime administrator to install the plug-in.

Click the link in the invitation message to join the meeting via the web-based SCOPIA Connector client without installing the plug-in.

ADDING MEETING PARTICIPANTS FROM A CHAT SESSION

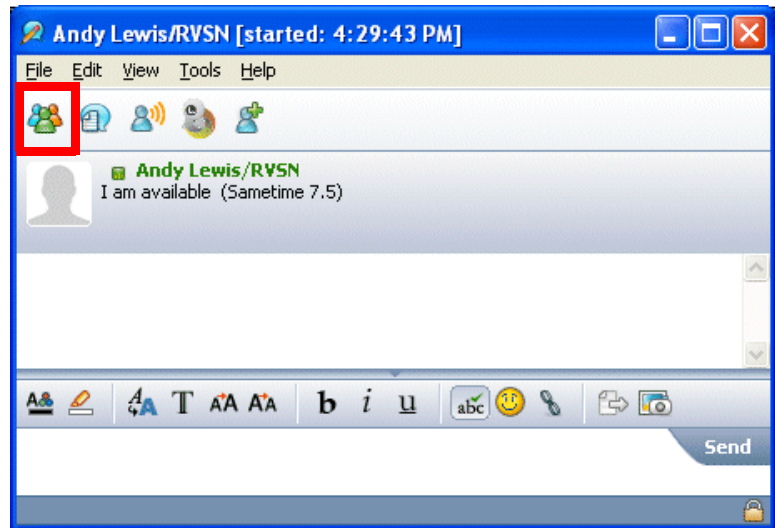
You add meeting participants from a chat session by using the Invite others option. You can use this option as many times as you like; each time new users receive an invitation to a video conference.



Procedure

- 1 Unless you are already in a video call, click the SCOPIA Connector icon from inside your existing chat session (Figure 2-2 on page 7).
- 2 Click the **Invite others** icon (Figure 2-3).

Figure 2-3 Invite Others Icon



- 3 Select invitees from the Invite Others dialog box and click **Send**.
If the chat session uses the SCOPIA Connector plug-in, the invitee receives a SCOPIA Connector invitation. If not, the invitee receives an invitation via the chat application.

3

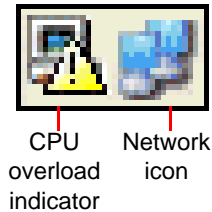
MODERATING A MEETING

- [Viewing CPU Usage and Network Information](#) on page 12
- [Inviting an Attendee](#) on page 13
- [Muting Your Microphone or Speakers](#) on page 15
- [Muting a Participant](#) on page 15
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- [Blocking a Participant's Video](#) on page 16
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- [Changing the Video Layout](#) on page 19
- [Granting Permission to Speak to a Muted Attendee](#) on page 21
- [Viewing the SCOPIA Connector Help](#) on page 22
- [Viewing Licensing and Version Information](#) on page 22

VIEWING CPU USAGE AND NETWORK INFORMATION

These status icons display at the bottom of the moderator live conference view.

Figure 3-1 Moderator Live Conference View Status Icons



Procedure

- 1 Check whether the CPU overload indicator is displayed or not. The CPU overload indicator shows that your CPU usage is too high and that video quality will become poor or stop completely.

Note If the CPU overload indicator is displayed, we recommend that you exit other applications currently running on your computer to clear CPU resources.

- 2 Click the **Network** icon to display the Local tab in the Current call section of the SCOPIA Connector Conference Client Control Panel. For more information, see [About Endpoint Bandwidth Information](#) on page 30.

Note A tooltip on the network icon indicates the current send/receive rates, and whether or not tunneling is enabled. The tooltip is automatically updated approximately every 2 seconds.

INVITING AN ATTENDEE

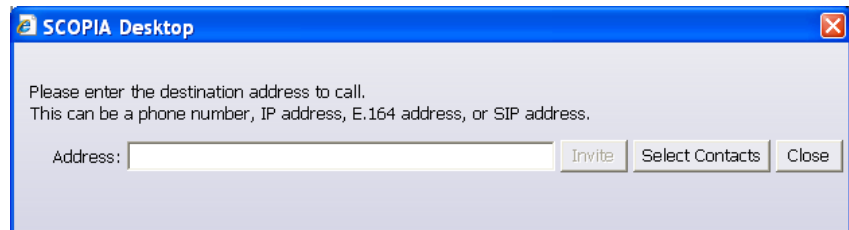
You can invite an attendee by either entering the address or selecting an attendee from the address book configured by an administrator.



Procedure

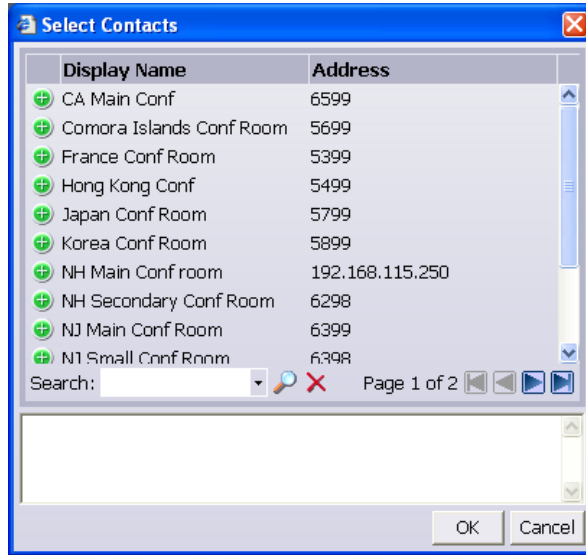
- 1 From the Actions menu list, select **Invite**.
- 2 Type the E.164 number, SIP address or IP address of the endpoint that you wish to invite.
- 3 Click **Invite**.
- 4 From the Actions drop-down menu, select **Invite**.
The Invitation Status dialog box (Figure 3-2) displays the most recent invitations that you have sent together with an indication of whether or not each invitation was successful.
- 5 (Optional) Click **Show DTMF Keypad** to display the dial pad.
You can use the dial pad to send DTMF tones. For example, when you are required to type an extension number or choose an option from a list when connected to an Interactive Voice Response mechanism.

Figure 3-2 Invitation Dialog Box



- 6 To invite an attendee from the address book, perform these steps:
 - a Click **Select Contacts**.
The Select Contacts dialog box opens.

Figure 3-3 Select Contacts Dialog Box



- b** Double-click a contact from the list.
 - c** Click **OK**.
- 7** Click **Close** to continue your meeting.
-

MUTING YOUR MICROPHONE OR SPEAKERS



Muting reduces distractions and incidental noise in meetings. Unless you expect to speak frequently in a meeting, we recommend that you mute your microphone.

Procedure

- 1 On the toolbar, click the **Mute/Unmute Microphone** icon to mute or unmute your microphone.
- 2 On the toolbar, click the **Mute/Unmute Speakers** icon to mute or unmute your speakers.

Figure 3-4 Microphone and Speakers Sliders



MUTING A PARTICIPANT



Procedure

- 1 From the Actions menu, select **Mute**.
- 2 Select the name of the participant that you want to mute or unmute.

MUTING ALL PARTICIPANTS



Procedure

- 1 From the Actions menu, select **Mute**, and then select the **Mute All** option.
The Mute All option disables the microphone for all participants except the moderator.

BLOCKING A PARTICIPANT'S VIDEO

Moderators can block and unblock participants' videos when necessary.



Procedure

- 1 To block a participant's video:
 - a From the Actions menu, select **Block Video**.
 - b Select a participant.
The video of this participant is not transmitted. The option in the Actions menu is marked as selected.
- 2 To unblock a participant's video:
 - a From the Actions menu, select **Block Video**.
 - b Select a participant whose video is blocked.
The video of this participant is transmitted. The option in the Actions menu is marked as not selected.

DISCONNECTING PARTICIPANTS

Moderators can use the Disconnect option to disconnect individual participants from a meeting.



Procedure

- 1 From the Actions menu, select **Disconnect**.
 - 2 Select the required participant.
Disconnected participants are returned to the SCOPIA Connector login screen, but they are not disconnected from the parent web-based application session.
-

LEAVING A MEETING

Moderators and attendees can leave a meeting by using the Disconnect option at the bottom of the Actions menu.



Procedure

- 1 From the Actions menu, select **Disconnect**.
The SCOPIA Connector login screen displays.

Disconnecting from the SCOPIA Connector portion of a meeting does not automatically disconnect you from the Sametime chat session. To leave the Sametime chat session, you must disconnect manually.

- 2 Click **Add Video** to rejoin the video meeting.
-

LOCKING DOWN A MEETING



Moderators can use the Lock Down Meeting option to close a meeting to any new or unwanted participants.

Procedure

- 1 From the Actions menu, select **Lock Down Meeting**.
Your meeting is immediately closed to new participants.
-

TERMINATING A MEETING



Procedure

- 1 From the Actions menu, select **Terminate Meeting**.
The meeting is terminated.
-

ACTIVATING/ DEACTIVATING VIDEO CHANNELS



Moderators and attendees can use the **Send Video** option to block or unblock the video channel from their terminal.

Procedure

- 1 Click the camera icon to turn your camera on and off from inside the video display.
In a double video display, the camera icon is located in the frame displaying the local video.

Activating/Deactivating Video Channels

- 2 Alternatively, if you are using a double video display, you can right-click in your local video frame and select **Local Video > Start** or **Stop**.
-

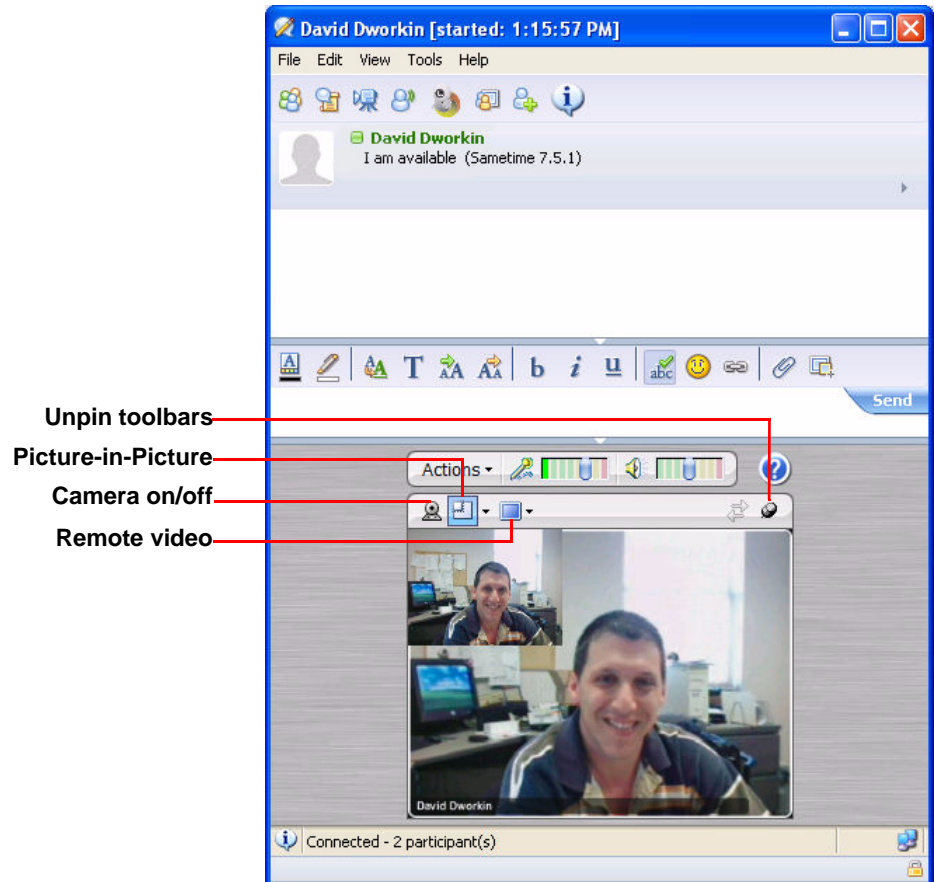
CHANGING THE VIDEO LAYOUT



Procedure

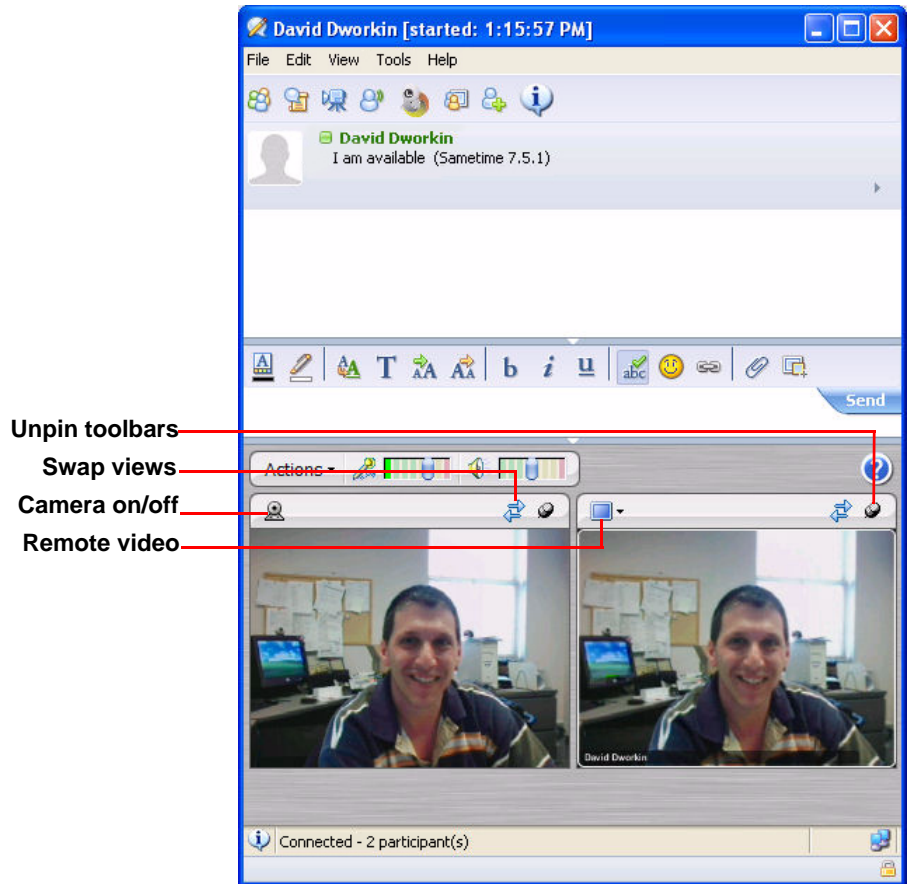
- 1 From the Actions menu, select **Change Layout > 1 video** to set a single video display, as shown in [Figure 3-5](#).

Figure 3-5 Single Video Display with Picture-in-Picture



- 2 From the Actions menu, select **Change Layout > 2 videos** to set a double video display, as shown in [Figure 3-6](#).

Figure 3-6 Double Video Display



- 3 Perform these actions as required:
 - Click the **Unpin toolbars** icon to float the toolbar and increase the size of the video frame.
 - Click the **Camera** icon to turn your camera on and off.

- Click the **Remote video** icon, and then select one of the following options:
 - ❖ Switch between Active Speaker and Continuous Presence views.
 - ❖ If in a High Definition meeting, switch between High Definition (HD) and Standard Definition (SD) video.
 - ❖ Pause or play the remote endpoint video.
 - 4 If using the single video display, click the **Picture-in-Picture** icon to create the video display shown in [Figure 3-5](#).

You see yourself in the smaller Picture-in-Picture frame, and you see the other meeting participants in larger remote frames.
 - 5 If using the double video display, click the **Swap Views** icon to swap the views displayed in the two video frames as shown in [Figure 3-6](#).

You see yourself in one frame, and you see the other meeting participants in the other frame.
-

GRANTING PERMISSION TO SPEAK TO A MUTED ATTENDEE



You can decide whether or not to grant to permission to muted attendees that use the Raise Hand option.

Procedure

- 1 From the Actions menu, select **Grant Request**.
 - 2 Select the attendee requesting permission to speak.
-

VIEWING THE SCOPIA CONNECTOR HELP



Moderators and attendees can access the SCOPIA Connector Help.

Procedure

- 1 From the Help menu of the Sametime client, select **Help Topics**.
The Sametime Help displays.
 - 2 Select **SCOPIA Connector for IBM Lotus Sametime** in the left panel.
-

VIEWING LICENSING AND VERSION INFORMATION



Procedure

- 1 Click the question mark icon next to the **Actions** menu.
The About dialog box displays.
-

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PARTICIPATING IN A MEETING

- [Muting Your Microphone or Speakers](#) on page 24
- [Leaving a Meeting](#) on page 25
- [Activating/Deactivating Video Channels](#) on page 25
- [Changing the Video Layout](#) on page 25
- [Requesting Permission to Speak](#) on page 25
- [Viewing Meeting Information](#) on page 26
- [Viewing the SCOPIA Connector Help](#) on page 26
- [Viewing Licensing and Version Information](#) on page 26

MUTING YOUR MICROPHONE OR SPEAKERS

You can mute your microphones and speakers only if a Moderator has not muted you.

Figure 4-1 Attendee Muted by Moderator



If you click the muted icon, this message displays: “You have been muted by the Moderator of the meeting.” If you are muted by the moderator and want to speak, use the Raise Hand option to request to speak. The moderator can grant or reject your request to speak. For more information, see [Requesting Permission to Speak](#) on page 25.



Procedure

- 1 On the toolbar, click the **Mute/Unmute Microphone** icon to mute or unmute your microphone.
- 2 On the toolbar, click the **Mute/Unmute Speakers** icon to mute or unmute your speakers.

Figure 4-2 Mute/Unmute Microphone and Mute/Unmute Speakers



LEAVING A MEETING

See procedure in [Leaving a Meeting](#) on page 16.

ACTIVATING/DEACTIVATING VIDEO CHANNELS

See procedure in [Activating/Deactivating Video Channels](#) on page 17.

CHANGING THE VIDEO LAYOUT

See procedure in [Changing the Video Layout](#) on page 19.

REQUESTING PERMISSION TO SPEAK

If you have been muted by the moderator, you can request permission to speak.



Procedure

- 1 From the Actions menu, select **Raise Hand**.
The Moderator can then decide whether or not to grant permission.
-

VIEWING MEETING INFORMATION

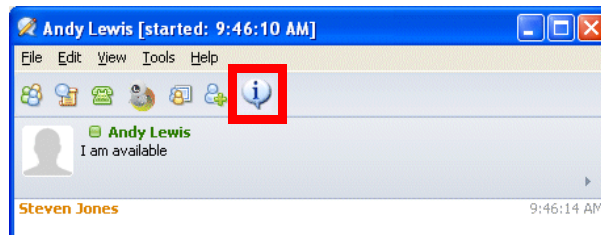


You can view instructions for connecting to your meeting that you may want to send to other invitees.

Procedure

- 1 Click the **Display video meeting information** icon in the upper toolbar, as shown in [Figure 4-3](#).

Figure 4-3 *Display Meeting Information Icon*



- 2 The Meeting Information screen displays.
-

VIEWING THE SCOPIA CONNECTOR HELP

See procedure in [Viewing the SCOPIA Connector Help](#) on page 22.

VIEWING LICENSING AND VERSION INFORMATION

See procedure in [Viewing Licensing and Version Information](#) on page 22.

5

INSTALLING AND CONFIGURING SCOPIA CONNECTOR CONFERENCE CLIENT CONTROL PANEL

- [What is the SCOPIA Connector Conference Client?](#)
- [Installing the SCOPIA Connector Conference Client](#)
- [Methods for Accessing the SCOPIA Connector Conference Client](#)
- [Viewing System Settings](#)
- [About Endpoint Bandwidth Information](#)
- [How to Specify Conference Client Preferences](#)

WHAT IS THE SCOPIA CONNECTOR CONFERENCE CLIENT?

The SCOPIA Connector Conference Client automatically enables your desktop with rich-media communication tools for audio and video meetings.

The SCOPIA Connector Conference Client enables you to

- View the IP address of your computer, system hardware and software information, and all the modules used by the SCOPIA Connector Conference Client (via the Information section—see [Viewing System Settings](#) on page 29).
- View the sent and received bandwidth for your local and remote endpoints (via the Current call section—see [About Endpoint Bandwidth Information](#) on page 30).
- Specify your general, audio, video, and network preferences for the Conference Client (via the Settings section—see [How to Specify Conference Client Preferences](#) on page 33).

INSTALLING THE SCOPIA CONNECTOR CONFERENCE CLIENT

You must install the SCOPIA Connector Conference Client to participate in meetings. Within minutes, you have complete access to rich-media web meetings. You can start using SCOPIA Connector with or without a video camera.



Procedure

- 1 If the Conference Client is not installed, or if your version needs to be updated, SCOPIA Connector automatically prompts you to do so.
- 2 Follow the installation instructions.
- 3 Obtain and install a digital or analog video camera with a video capture card to send video.
- 4 Make sure your computer is equipped with a sound card and microphone to send audio, and a sound card with speakers or a headset to receive audio.

METHODS FOR ACCESSING THE SCOPIA CONNECTOR CONFERENCE CLIENT

You can access the SCOPIA Connector Conference Client in these ways:

- By selecting the **Preferences** or **Statistics** options from the Actions menu.

If you select **Preferences**, the SCOPIA Connector Conference Client Control Panel displays with the Settings section selected.

If you select **Statistics**, the SCOPIA Connector Conference Client Control Panel displays with the Current call section selected.

- By clicking the **Network** icon (Figure 5-1) in the bottom right corner of the SCOPIA Connector user interface

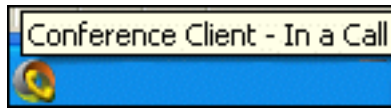
The SCOPIA Connector Conference Client Control Panel displays with the Current call section selected.

Figure 5-1 Network Icon



- By clicking the **Conference Client Control Panel** icon (Figure 5-2) in the system tray and selecting the required section.

Figure 5-2 Conference Client Control Panel Icon



VIEWING SYSTEM SETTINGS



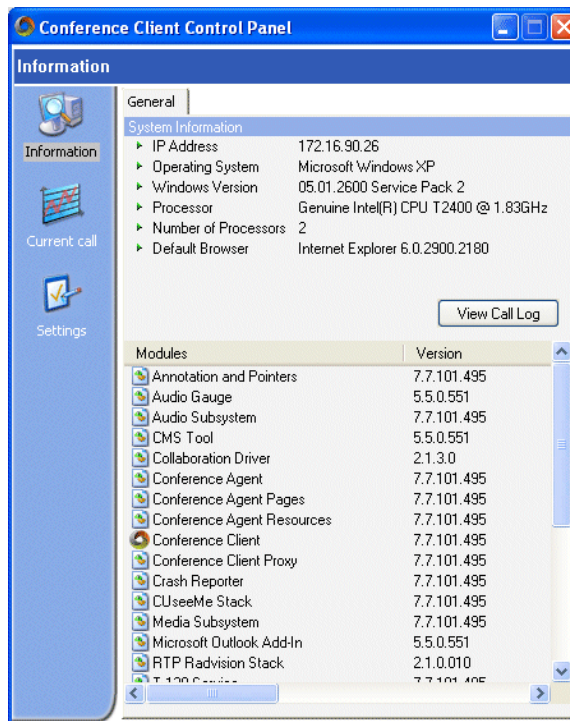
Procedure

- 1 On the sidebar of the Conference Client Control Panel, click **Information**.

The System Information area displays information about your computer, system hardware and software.

The Modules pane displays all the modules (services, codecs, filters, and other small applications) and the versions used by the SCOPIA Connector Conference Client.

Figure 5-3 Conference Client Control Panel: Information



ABOUT ENDPOINT BANDWIDTH INFORMATION

You can view the sent and received bandwidth for your local endpoint via the Local tab in the Current call section of the SCOPIA Connector Conference Client Control Panel.

You can view the sent and received bandwidth for your remote endpoint via the Remote tab in the Current call section of the SCOPIA Connector Conference Client Control Panel.

- [Local Endpoint Information](#) on page 30
- [Remote Endpoint Information](#) on page 31

LOCAL ENDPOINT INFORMATION

The Local tab of the Current call section displays your call status and the bandwidth being sent and received by the Conference Client.

Figure 5-4 Conference Client Control Panel: Current Call—Local Tab

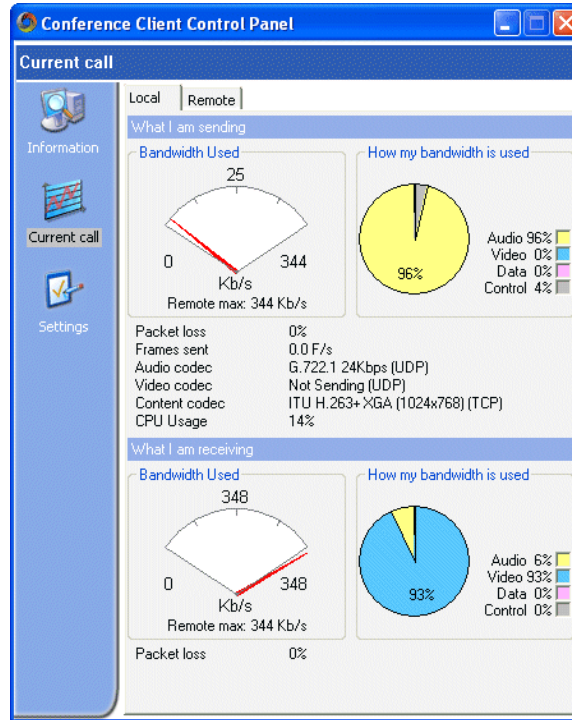


Table 5-1 Local Call Status and Bandwidth

Bandwidth Used	Shows how much bandwidth is used (in Kbps). The bandwidth available to you depends on your meeting configuration settings, video and audio capture devices, network, and other factors.
How my bandwidth is used	Displays how much video, audio, data and control are being used.

REMOTE ENDPOINT INFORMATION

The Remote tab of the Current call section displays the status of other call participants and the bandwidth that is being sent to and received from their endpoints. It also lists the name of the user and the details of the call.

Figure 5-5 Conference Client Control Panel: Current Call—Remote Tab

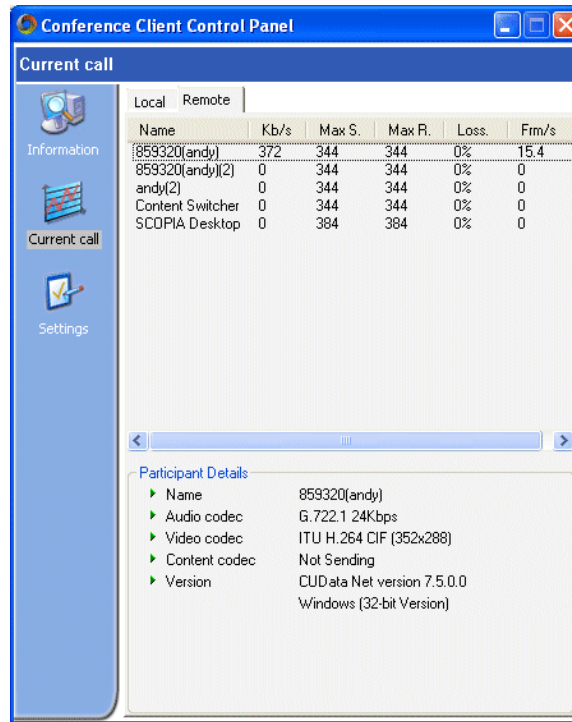


Table 5-2 Remote Call Status and Bandwidth

Name	The name of the remote participant. Note: Your endpoint displays in the list.
Kb/s	The data that you receive from the remote participant.

Table 5-2 Remote Call Status and Bandwidth (continued)

Maximum send and receive rates	The maximum send and receive rates of the remote participants. Low values can explain low-quality audio or video from a participant.
Loss sent and received	The number of received packets that are lost from the remote participant. With a bad connection or saturated bandwidth, the packet loss increases and explains low-quality audio or video from a participant.
Frames per second (Frm/s)	The number of frames per second being received from the remote participant. It also indicates the number of frames that you send from your endpoint.

HOW TO SPECIFY CONFERENCE CLIENT PREFERENCES

You can specify your general, audio, video, and network preferences for the Conference Client via the Settings section of the SCOPIA Connector Conference Client Control Panel.

Note You cannot make changes while participating in a meeting.

The General tab of the Conference Client Control Panel enables you to perform these actions:

- [Defining Your Server URL](#) on page 35
- [Selecting a Language](#) on page 35

The Audio tab of the Conference Client Control Panel enables you to perform these actions:

- [Selecting a Recording Device](#) on page 35
- [Selecting an Audio Input Source](#) on page 36
- [Setting Your Sent Volume Level](#) on page 36
- [Selecting a Playback Device](#) on page 37
- [Selecting the Playback Volume on Your System](#) on page 37
- [Amplifying Your Microphone Input](#) on page 37
- [Performing an Audio Test to Check Audio Quality](#) on page 38

The Video tab of the Conference Client Control Panel enables you to perform these actions:

- [Selecting a Camera](#) on page 38

How to Specify Conference Client Preferences

- [Viewing or Modifying Camera Settings](#) on page 38
- [Controlling Sent Video Speed and Quality](#) on page 39
- [Viewing Your Video Settings](#) on page 39

The Network tab of the Conference Client Control Panel enables you to perform these actions:

- [Controlling Network Bandwidth](#) on page 40
- [Indicating Proxy Server Settings](#) on page 41

The Advanced tab of the Conference Client Control Panel enables you to perform these actions:

- [Launching the Conference Client Control Panel When Your Computer Starts](#) on page 41
- [Launching the Conference Client Control Panel When Your Computer Starts](#) on page 41
- [Exiting the Conference Client Control Panel When the Meeting Ends](#) on page 42
- [Enabling Automatic Gain Control](#) on page 42
- [Removing Echo](#) on page 42
- [Increasing Video Compression](#) on page 43
- [Capturing Video](#) on page 43
- [Selecting Your Preferred Image Size](#) on page 44
- [Connecting Only to a Trusted Server](#) on page 44
- [Sending RTP Media Packets via TCP](#) on page 45

Note The default settings in the Advanced tab are factory tuned to be suitable in most cases for audio and video calls. We recommend that you do not modify these default settings.

DEFINING YOUR SERVER URL

You can define your home page for your meetings by setting a default URL for your SCOPIA Connector server.



Procedure

- 1 From the Actions menu, select **Preferences**.

The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.

- 2 In the Conferencing Home pane, type your SCOPIA Connector server URL in the Server URL field, or select one of these options:
 - **Use Current** to use your current server as your conferencing home page.
 - **Use Default** to use the default URL as your conferencing home page.
 - **Use Blank** to open the Conference Client Control Panel.
 - 3 Click **Save**.
-

SELECTING A LANGUAGE



Procedure

- 1 From the Actions menu, select **Preferences**.

The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 In the Language pane, select the required language from the list and then click **Save**.
-

SELECTING A RECORDING DEVICE



Procedure

- 1 Before you create a call, double-click **Conference Client** in the Windows Control Panel.

The SCOPIA Connector Conference Client Control Panel displays.
 - 2 Click **Settings**.
 - 3 Select the **Audio** tab.
 - 4 In the Record pane, select the required recording device from the list in the Device field and then click **Save**.
-

SELECTING AN AUDIO INPUT SOURCE



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Audio** tab.
 - 3 In the Record pane, select the required audio input source from the list in the Line field.
 - 4 Click **Save**.
For example, selecting CD Player instead of Microphone transmits music during a meeting.
-

SETTING YOUR SENT VOLUME LEVEL



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Audio** tab.
 - 3 In the Record pane, use the slider to set the required volume level in the Volume field and then click **Save**.
For example, selecting CD Player instead of Microphone transmits music during a meeting.
-

SELECTING A PLAYBACK DEVICE



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Audio** tab.
 - 3 In the Playback pane, select the required playback device from the list in the Device field and then click **Save**.
-

SELECTING THE PLAYBACK VOLUME ON YOUR SYSTEM



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Audio** tab.
 - 3 In the Playback pane, use the slider to set the required volume level in the Volume field and then click **Save**.
-

AMPLIFYING YOUR MICROPHONE INPUT



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Audio** tab.

You can amplify the input on your microphone by 20 decibels by using the Microphone Boost option.

- 3 In the Record pane, check the **Microphone Boost** option and then click **Save**.
-

PERFORMING AN AUDIO TEST TO CHECK AUDIO QUALITY



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Audio** tab.
 - 3 In the Playback pane, click **Start audio test**.
 - 4 Click **Stop audio test** to end the test.
-

SELECTING A CAMERA



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Video** tab.
 - 3 In the Capture pane, select the required recording device from the list in the Device field and then click **Save**.
-

VIEWING OR MODIFYING CAMERA SETTINGS

You can view and modify your camera properties such as image controls and modes via the Source button.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Video** tab.
 - 3 In the Capture pane, click **Source**.
The Properties dialog box displays.
 - 4 Modify camera settings as required and then click **Close** to return to the Video tab.
 - 5 In the Video tab, click **Save**.
-

CONTROLLING SENT VIDEO SPEED AND QUALITY

You can control the ratio of speed and quality of the video you send by using the I prefer to send option.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Video** tab.
 - 3 In the Capture pane, use the slider to set the required video quality in the I prefer to send field and then click **Save**.
-

VIEWING YOUR VIDEO SETTINGS



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Video** tab.

- 3 In the Capture pane, click **Preview**.
The Local Video Preview Window displays your configured video quality.
 - 4 Click **Stop Preview** to end the preview and to close the Local Video Preview Window.
-

CONTROLLING NETWORK BANDWIDTH



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Network** tab.
- 3 In the Bandwidth pane, select a bandwidth option:
 - a From the list, select Automatic.
The Automatic option enables the Conference Client to set its own bandwidth.
-or-
 - b Select one of these options and enter values for send and receive rates:
 - ❖ Modem 56K
 - ❖ ISDN 64K
 - ❖ ISDN 128K
 - ❖ Cable/DSL Low
 - ❖ Cable/DSL High

- ❖ T1
 - ❖ LAN
- 4 Click **Save**.

Note Your choice automatically sets your maximum send and receive rates.

INDICATING PROXY SERVER SETTINGS

The Conference Client uses the proxy server settings of Internet Explorer when the proxy type is set to “Automatic”. This setting typically does not need to be changed. However, you can change the proxy type and disable the use of a proxy server, or specify settings manually.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Network** tab.
- 3 In the Proxy pane, select an option from the Proxy type list and type the required proxy server information in the remaining fields.
- 4 Click **Save**.

LAUNCHING THE CONFERENCE CLIENT CONTROL PANEL WHEN YOUR COMPUTER STARTS



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Advanced** tab.

- 3 Under General, check the **Launch Conference Client Control Panel when Windows starts** option and then click **Save**.
-

EXITING THE CONFERENCE CLIENT CONTROL PANEL WHEN THE MEETING ENDS



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Advanced** tab.
 - 3 Under General, check the **Exit Conference Client Control Panel when conference ends** option and then click **Save**.
-

ENABLING AUTOMATIC GAIN CONTROL



Procedure

Automatic gain control automatically adjusts the power of the gain (audio signal).

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Advanced** tab.
 - 3 Under Audio, check the **Automatic Gain Control** option and then click **Save**.
-

REMOVING ECHO

The Echo Cancellation option removes the echo (sound reverberation) often heard in audio delivery.

Typically, echo originates from the microphone transmitting the same sound that your speakers are playing. Increasing the distance between your speakers and microphone can also reduce echo.

We strongly recommend that you perform this procedure on your SCOPIA Connector client.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Advanced** tab.
 - 3 Under Audio, check the **Echo Cancellation** option and then click **Save**.
-

INCREASING VIDEO COMPRESSION

You can increase the video compression rate for improved performance over the network, but using this option might result in a blurred video image.

Note Do not use this option if your video capture device is of very high quality.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
 - 2 Select the **Advanced** tab.
 - 3 Under Video, check the **Video Capture Noise Reduction Filter** option and then click **Save**.
-

CAPTURING VIDEO

You can control the video capture behavior of the SCOPIA Connector Conference Client by using the **Force High Capture Frame Rate** option.

When unchecked, the SCOPIA Connector Conference Client does not capture video at 30 fps under certain circumstances (for example, when insufficient CPU resources are available).

When checked, the SCOPIA Connector Conference Client overrides the 30 fps video capture limit.

Note Because the SCOPIA Connector Conference Client does not include Centrino processors when calculating CPU resources, clicking this option ensures video capture is enabled when Centrino processors are present in laptops and so on.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Advanced** tab.
- 3 Under Video, check the **Force High Capture Frame Rate** option and then click **Save**.

SELECTING PREFERRED IMAGE SIZE

You can select the size of the video image that you want to send by using the **Preferred image size** option.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Advanced** tab.
- 3 Under Video, select your preferred video size from the list in the Preferred Video Size field and click **Preview** in the Video tab to see the effects of this setting.

We recommend that you select the **High Definition** option.

CONNECTING ONLY TO A TRUSTED SERVER

You can instruct the SCOPIA Connector Conference Client to connect only to a SCOPIA Desktop server with a trusted certificate installed. This setting is unchecked by default.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Advanced** tab.
- 3 Under Network, check the **Connect Only To Trusted Server** option.

Note Because the SCOPIA Desktop server ships with a self-signed certificate which is not trusted, checking this option with a default installation causes the SCOPIA Connector Conference Client to fail to connect to the server. Administrators can replace the default self-sign certificate as required.

SENDING RTP MEDIA PACKETS VIA TCP

You can instruct the SCOPIA Connector Conference Client to send RTP media packets via TCP, rather than via UDP.



Procedure

- 1 From the Actions menu, select **Preferences**.
The SCOPIA Connector Conference Client Control Panel displays with the General tab of the Settings section selected.
- 2 Select the **Advanced** tab.
- 3 Under Network, check the **Use TCP To Transport Media** option.

- 4 Select one of these options:
 - **Automatic**—SCOPIA Desktop tries to send media over UDP, and then switches to TCP if the UDP ports are not open.
 - **Always On**—On connecting, SCOPIA Desktop sends media via TCP.
 - **Always Off**—SCOPIA Desktop always attempts to send media via UDP.

Note To enable SCOPIA Desktop to work with encryption, a TCP connection is required.
