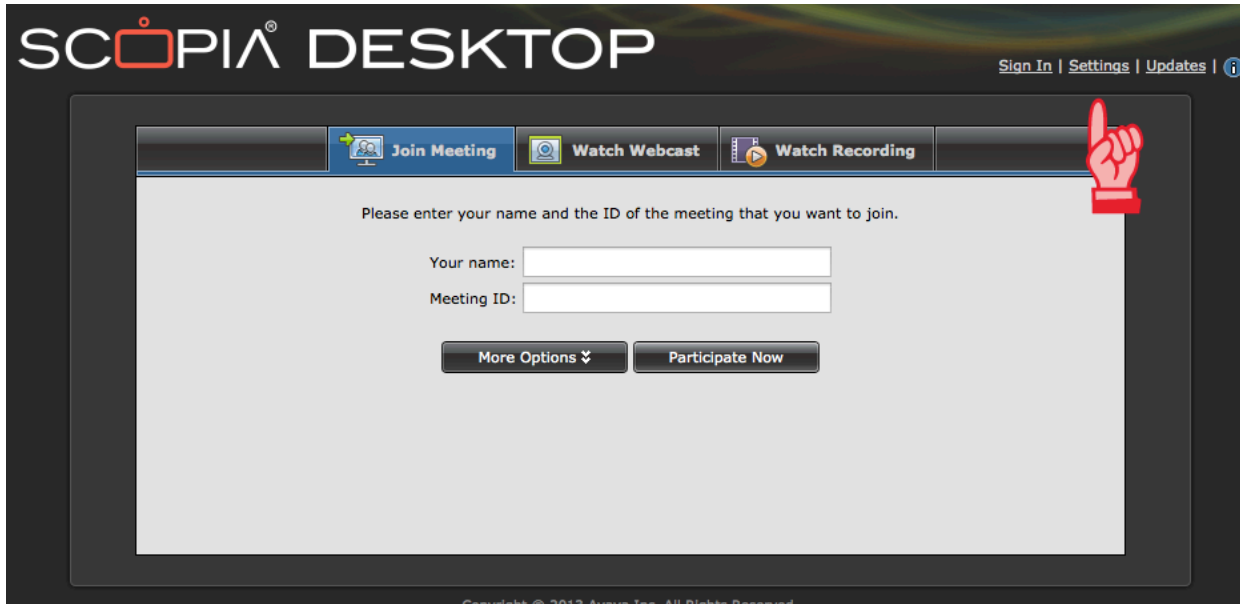


Scopia® Desktop User Settings Guide

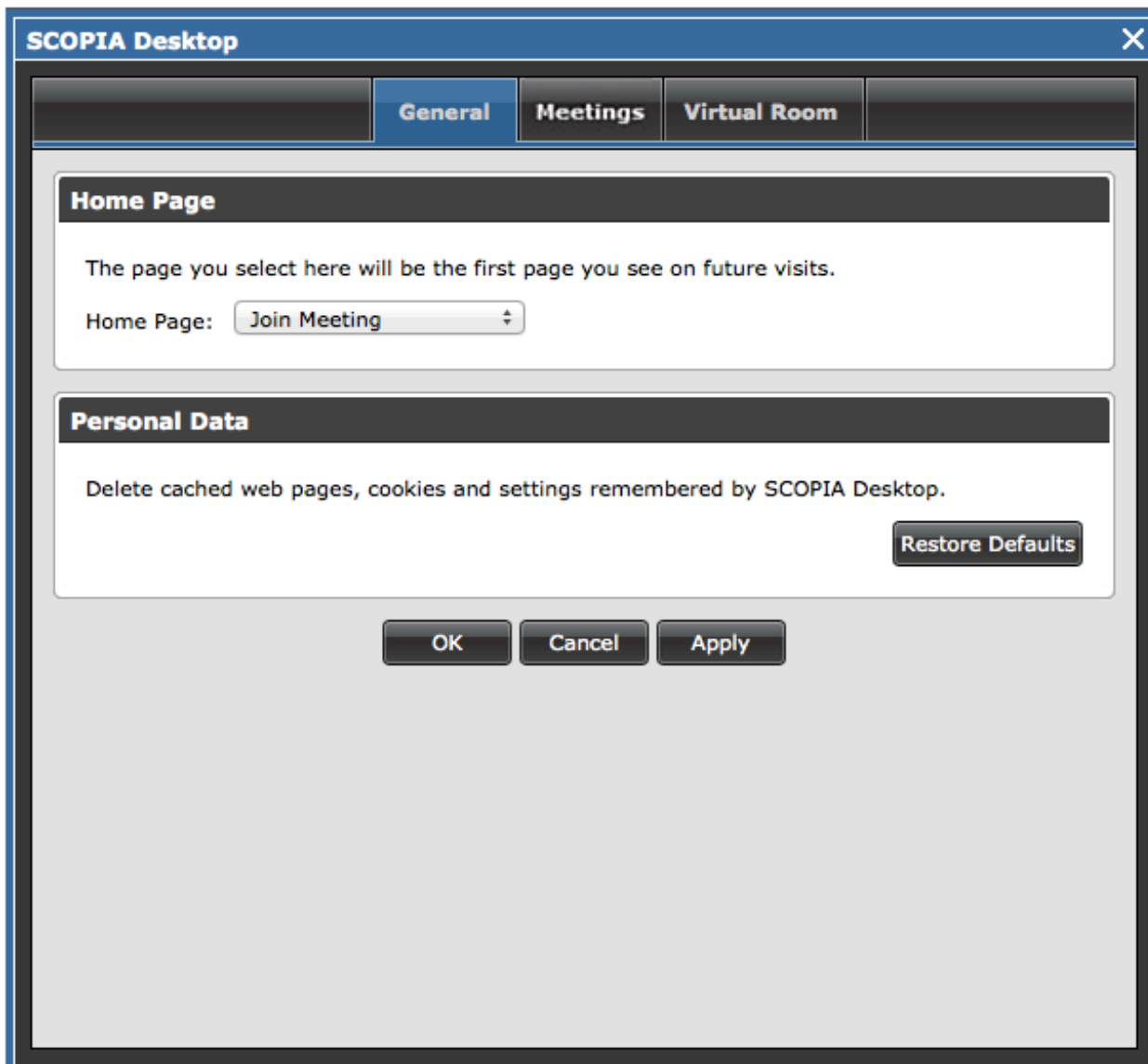
Scopia Desktop Settings Login



- SCOPIA Desktop Settings can be found by clicking the “Settings” link displayed within the user portal (See arrow above). A new applet will open allowing the following settings to be configured.

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Scopia Desktop General Tab

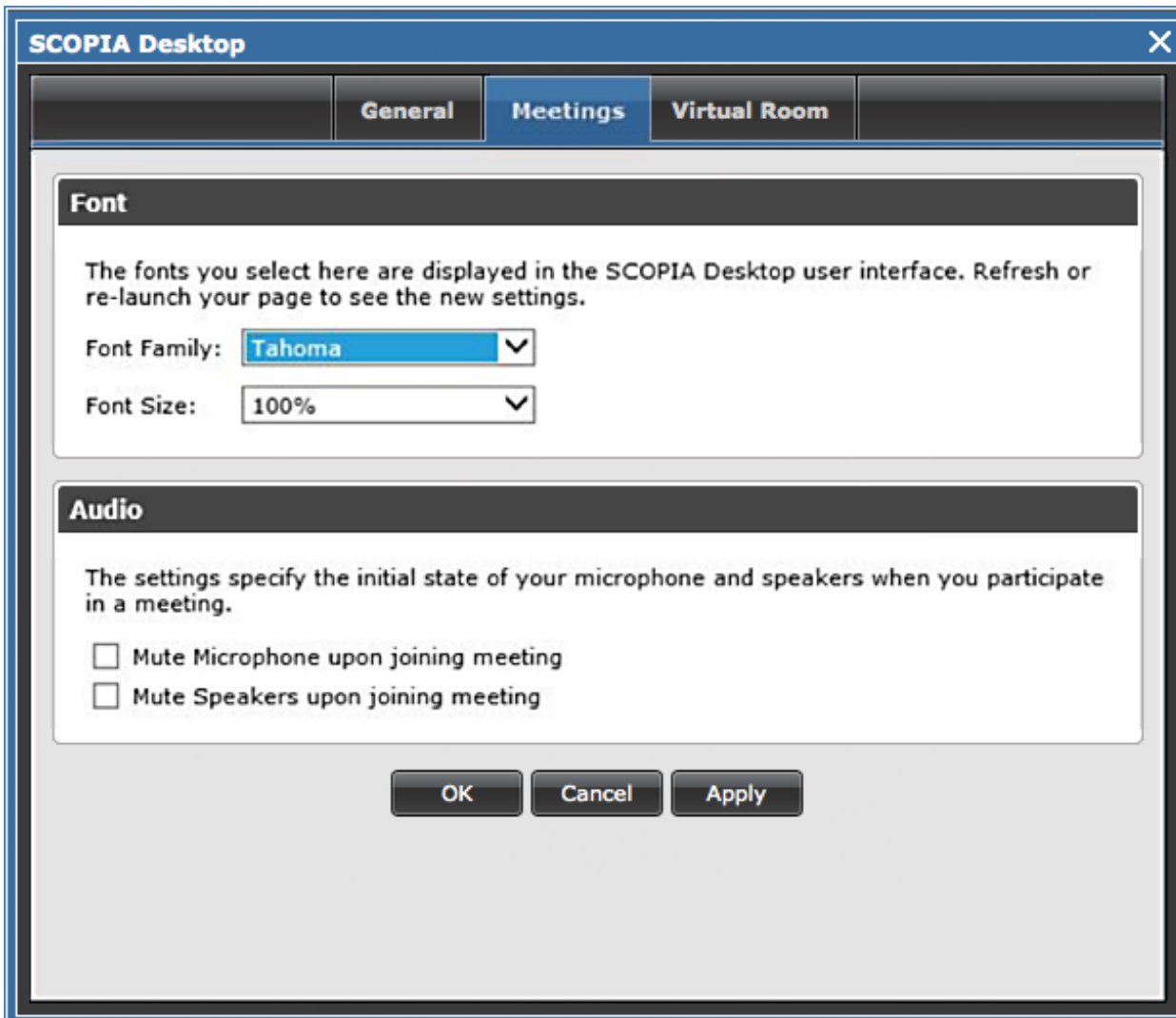


- "Home Page" – Allows the user to select what page is displayed during login. Options include "Join Meeting", "Watch Webcast", "Watch Recording", or "Last Page Visited". In most cases this should be left as the default "Join Meeting" selection.
- "Personal Data" – Allows the user to clear web pages, cookies, and any settings cached locally

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Scopia Desktop Meetings Tab



- “Font” – Allows the user to select the font displayed within the Desktop user interface. Options include “Tahoma”, “Segoe UI”, and “Verdana”
- “Audio” – Allows the user to specify the initial microphone state when logging into a meeting. The Microphone and/or Speakers may be muted upon entry.

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Scopia Desktop Virtual Room Tab

The screenshot shows the 'SCOPIA Desktop' application window with the 'Virtual Room' tab selected. The window title bar includes a close button (X). The interface has a dark header with three tabs: 'General', 'Meetings', and 'Virtual Room'. Below the header, the 'Virtual Room Number' is displayed as '96915032883340'. A 'Settings' panel is open, containing the following fields and options:

- Virtual Room Name:** An empty text input field.
- Meeting Type:** A dropdown menu showing '403 HD 1024 - Site Names'.
- Moderator PIN:** An empty text input field with an information icon (i).
- Protect meeting with a PIN:**
 - Use permanent PIN:** A text input field.
 - Use one-time PIN for each meeting** (i)
- Stream meeting** (i)
- Record meeting when meeting starts**
- Place participants in a 'waiting room' until the moderator joins the meeting**

At the bottom of the settings panel are three buttons: 'OK', 'Cancel', and 'Apply'.

- The Virtual Room tab is password protected, Login credentials must be obtained from your administrator.
- "Virtual Room Name" – The user may change the name of the meeting room
- "Meeting Type" – The user may change the meeting type
- "Moderator PIN" – A Moderator PIN may be set
- "Protect Meeting with a PIN" – A meeting PIN may be set, permanently or for one-time use
- "Stream Meeting" – Automatic streaming may be enabled or disabled
- "Record Meeting when meeting starts" – Recording may be enabled or disabled
- "Place Participants in a 'Waiting Room' until the moderator joins the meeting" – The "Waiting Room" feature may be enabled or disabled. To enable this feature a "Moderator PIN" must be set.

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