

Scopia® Desktop Moderator User Guide

User Interface Login

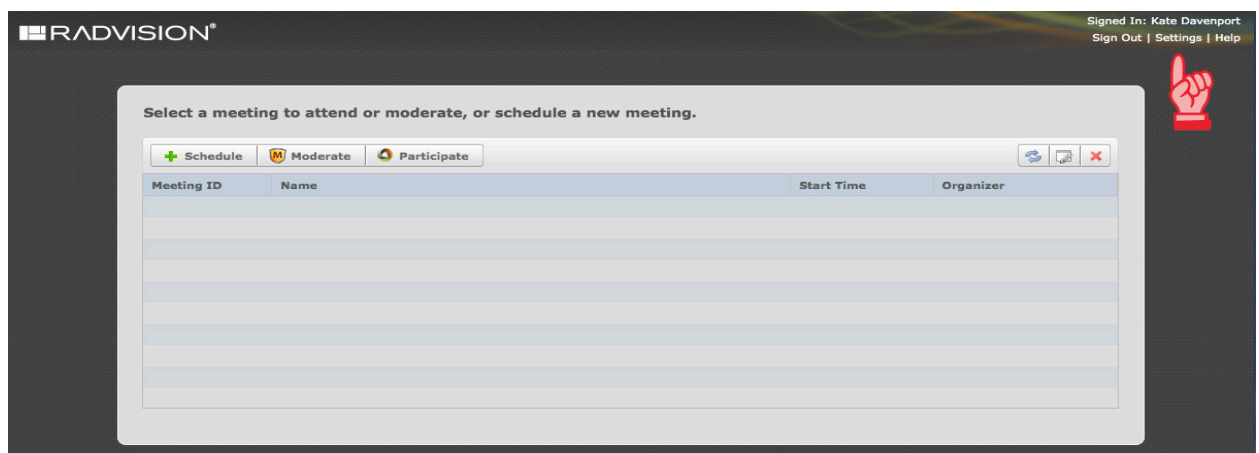
The SCOPIA Desktop user portal may be reached by entering <http://iview.ucanytime.com/userportal/views/main.jsf> in your web browser. The following login page will appear. Enter your user credentials that we provided by the systems administrator and click "Sign In"



The screenshot shows the SCOPIA User Portal login interface. At the top, it says "SCOPIA User Portal" and "Sign in to manage your SCOPIA meetings and personal preferences." Below this is a "Sign In" form with three input fields: "Username:", "Password:", and "Organization:". There is also a checkbox labeled "Keep me signed in" and a "Sign In" button. At the bottom of the form, it says "Copyright © 2013 Avaya Inc. All Rights Reserved."

User Settings

Upon login the user may adjust individual settings by clicking the "Settings" link as seen in the following screenshot.



The screenshot shows the SCOPIA Desktop user interface. At the top left, it says "RADVISION®". At the top right, it says "Signed In: Kate Davenport" and "Sign Out | Settings | Help". Below this is a "Select a meeting to attend or moderate, or schedule a new meeting." section. There are three buttons: "+ Schedule", "Moderate", and "Participate". Below these buttons is a table with columns: "Meeting ID", "Name", "Start Time", and "Organizer". The table is currently empty. There is a red hand icon pointing to the "Settings" link in the top right corner.

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The Preferences window will then open as seen below and General Settings are displayed.

The screenshot shows the 'Preferences' window with the 'General' tab selected. The window contains several input fields and dropdown menus for user configuration. A 'Modify Password' button is located next to the Username field. The fields are: Username (kdavenport), Email (kate.davenport@gisolutions.com), Last Name (Davenport), Telephone (Mobile) (empty), First Name (empty), Telephone (Office) (empty), Time Zone (GMT-05:00 Eastern Standard), Location (None), Default Virtual Room (None), and Default Meeting Type (403-HD 1024 - Site Names). Below these fields is a table with the following data:

Maximum bandwidth allowed for SCOPIA Desktop calls	2048 Kbps
Personal endpoint	None
Recording Policy	Enabled
SCOPIA Mobile License	Disabled
SCOPIA Desktop Pro license	Enabled
Groups	None

At the bottom of the window, there is a link: [Click here to install the SCOPIA Management Add-in for Microsoft office outlook.](#) and three buttons: OK, Apply, and Cancel.

The following settings may be changed by the user –

- Email: Enter your current email here. This is required.
- First Name: Optionally a first name may be entered
- Last Name: Enter or change your last name here. This is required
- Telephone: Optionally a phone number may be entered
- Time Zone: The user's current time zone may be selected from the dropdown menu
- Default Virtual Room: If a user has access to more than one meeting room one may be selected as the default room for all meetings
- Location: If an Organization has locations configured one may be selected here
- Default Meeting type: The user may select a default meeting type from one that has been allowed by the administrator

Additionally Maximum Bandwidth allowed, Endpoint Information, Recording Policy, Mobile Licensing, Professional Licensing, and Group information is displayed her for user reference.

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Select the "Virtual Room" Tab in the Preferences Window to make changes to the meeting room.

The screenshot shows the 'Preferences' window with the 'Virtual Room' tab selected. The window title is 'Preferences' and it has a close button (X) in the top right corner. The 'Virtual Room' tab is active, and the 'General' tab is also visible. The 'Virtual Room Number' is displayed as '96915032883340'. Below this, there are several fields and options: 'Virtual Room Name' is 'Virtual Room' with a red asterisk; 'Meeting Type' is a dropdown menu showing '403-HD 1024 - Site Names'; 'Moderator PIN' is '9700'. There is a label 'Maximum participants per instant meeting: No Limit'. Below this are several checkboxes: 'Protect meeting with a PIN:' (unchecked), 'Use permanent PIN:' (selected), 'Use one-time PIN for each meeting' (unchecked), 'Allow instant meetings' (checked), 'Always record meetings' (unchecked), and 'Place participants in a 'waiting room' until the moderator joins the meeting' (unchecked). At the bottom left of the main content area is a button labeled 'Select Endpoints...'. At the bottom right of the window are three buttons: 'OK', 'Apply', and 'Cancel'.

- The Room Number will be displayed. This number may not be changed.
- Virtual Room Name – The Name of the meeting room may be changed here
- Meeting Type- A meeting type allowed by the system administrator may be selected from the drop down menu
- Moderator PIN - A "Moderator PIN" may be created if allowed by the system administrator
- Meeting PIN - A "Meeting PIN" may be configured. Users joining the meeting will be required to have the PIN number before they are allowed to join the meeting. This PIN may be set for one time use or it may be configured permanently
- Instant meetings - "Instant Meetings" may be turned on or off by checking or unchecking the tick box
- "Waiting Room" – A waiting room may be turned on or off by checking or unchecking the tick box. Meeting participants will be placed into a waiting room until the moderator arrives.

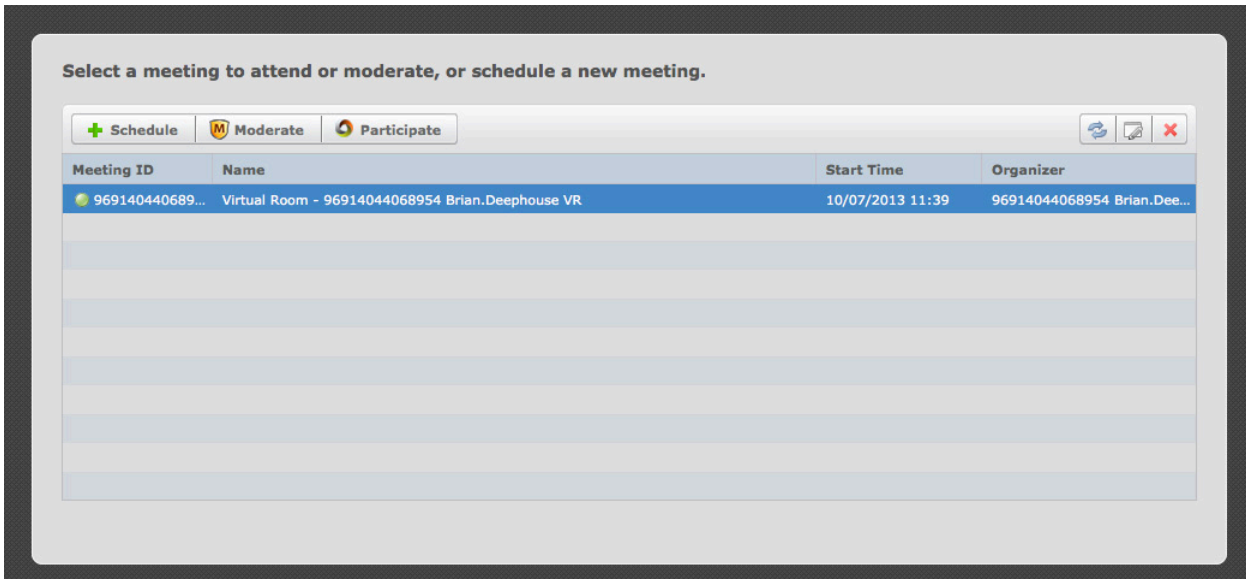
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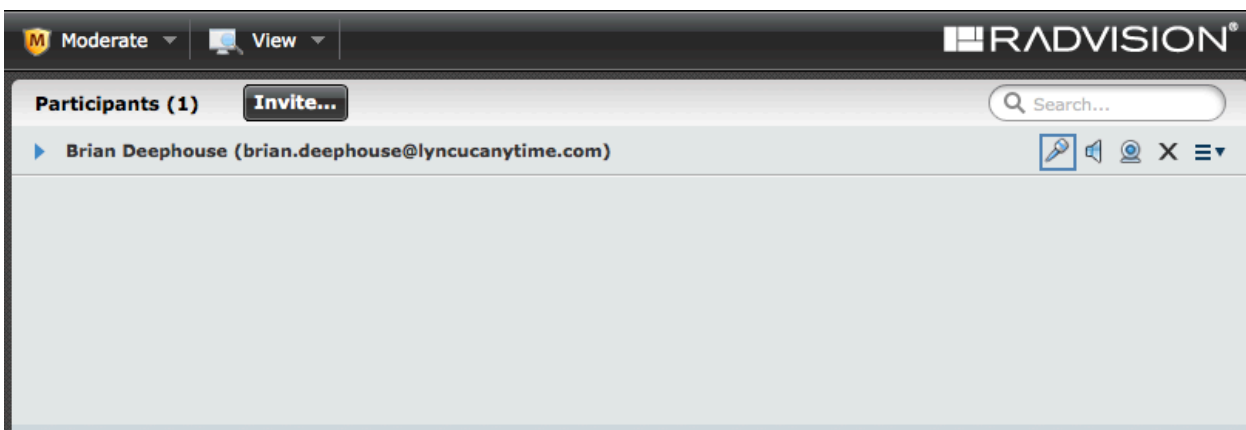
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Meeting Moderation

Once a meeting has begun it will be displayed within the user portal as seen below.



The start time of the meeting and meeting organizers name will be displayed. Clicking “Moderate” will open the moderation window and the meeting may then be controlled as seen below.

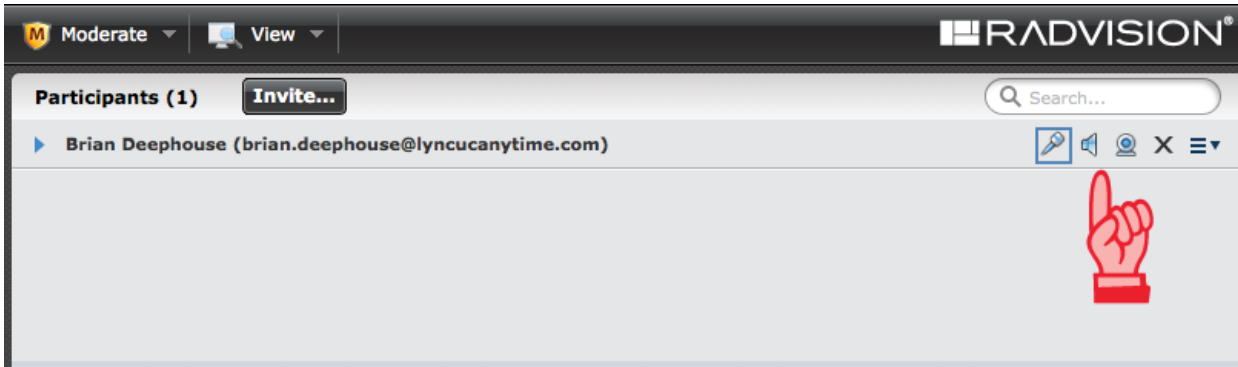


- All current participants for the meeting will be displayed. The “Moderate” Tab, “View” tab, “Invite button”, and control buttons are displayed.

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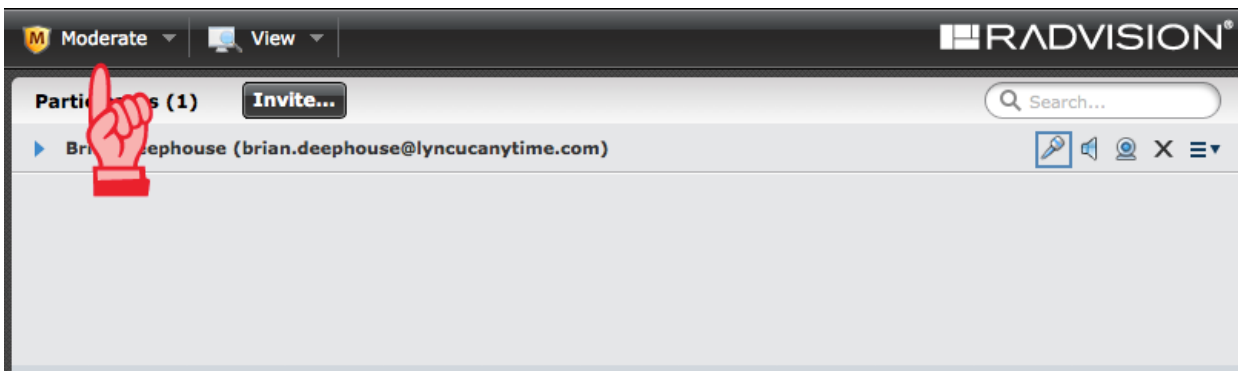
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On the right side of the moderation window control buttons are displayed that allow the following

- The Participant may be muted
- The Participant's Speakers may be muted
- The Participant's camera may be turned off
- The Participant may be removed from the meeting
- From the action button the participant may be set as Lecturer, Presenter, VIP, and may be allowed or disallowed to receive video. The Participant's name may be changed. Advanced information about the Participant's connection, audio, video, and data rate may be displayed.



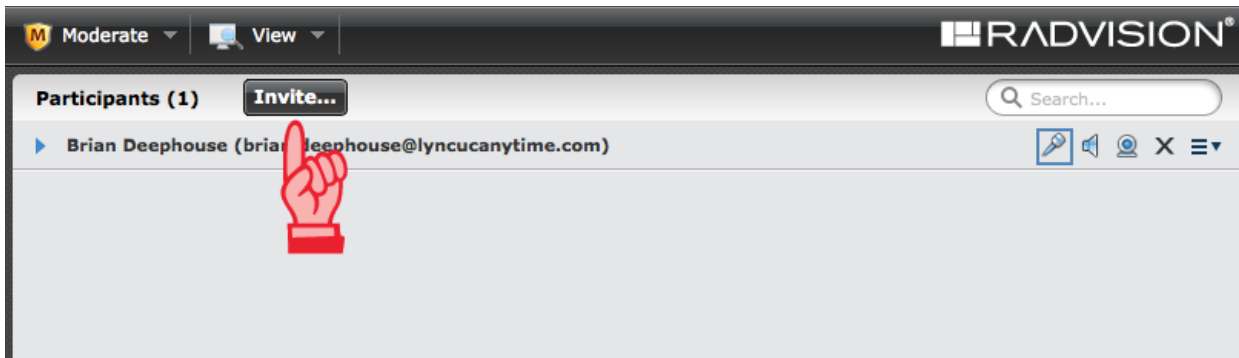
On the left side of the moderation window the "Moderate" dropdown button may be clicked allowing the following.

- A message may be sent to all participants
- All participants may be muted
- A lecturer may be set
- A presentation may be turned on or off for all participants
- The meeting may be locked
- The duration of the meeting may be extended
- Meeting options may be configured blocking the microphone or camera of new participants
- The meeting may be terminated

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The "Invite" button may be clicked. The following invitations may be sent.

- A Participant may be invited by selecting his name from the directory that has been set by the systems administrator
- A Participant may be invited by entering his phone number, IP Address, E.164 Address, or SIP URI