



## Getting Started with SCOPIA Desktop

This Quick Reference Card covers the tasks most commonly performed in a SCOPIA Desktop meeting. This card shows you how to:

- Perform the initial set up of audio and video devices
- Connect to a meeting
- Manage your audio settings such as volume and mute
- Share your screen or present a document
- Moderate the meeting

### What You Need to Get Started

- **Audio device** - Headset, or speaker and microphone, or USB audio device connected to your computer. It is IMPERATIVE that you use a headset or Polycom Communicator type device. It will give YOU and OTHERS the best experience.
- **Video Camera** - Webcam connected to your computer.

### First Use of SCOPIA Desktop

To activate SCOPIA Desktop for the first time, go to the SCOPIA Desktop portal page at: <http://scopia.acesag.auburn.edu>. If prompted to do so, please download the client and follow the online instructions.

#### How do I know I am done with the initial install?

When the SCOPIA Desktop initial install is complete, you should see the following icon in the task tray at the lower right corner of the screen:



### Launch Audio & Video Setup

Before your first call you should verify that the audio and video devices are properly configured. To do so, click on the "Check Your Audio" and "Check Your Video" links on the main page.

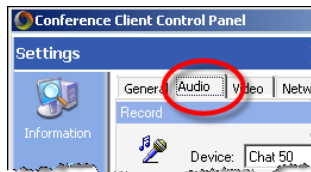


### Audio Setup

Choose the 'Audio' tab and make sure the correct audio devices are selected for Record and Playback.

Press the 'Start audio test' button to make sure you can hear an echo of what you speak into the microphone.

Make sure your sound comes from the headset microphone – not the webcam.



### Video Setup

Choose the 'Video' tab and make sure the correct web cam device is selected.

Press the 'Preview...' button to make sure you see your own image.

The above steps should be done before the initial setup and anytime where audio and video do not work properly.



### Connect to a Meeting

To connect to a meeting simply go to the SCOPIA Desktop portal page at: <http://scopia.acesag.auburn.edu>, provide Your name, the Meeting ID and click 'Participate Now'. This will launch the audio, video and presentation on your computer.

## Manage the Meeting Layout

### Main View Control



Change the way you watch a meeting using the 'View' button at the top of the meeting room.

### Common Layout Controls



**Swap Views** – will switch between the presentation and video panes location



**Enter Full Screen** – will expand the video or presentation pane to full screen

### Video controls (located on top of the video pane)



**Camera Control** – Click to stop your webcam. Click again to resume.



**Picture-in-Picture (PiP)** - Click to turn your self view on or off. Click the pull down arrow to select the PiP location.



**Remote Video** – Select the resolution of received video (High Definition or Standard Definition) and the layout received (Active Speaker or Continuous Presence). Some selections may not be available in all meetings.

### Presentation controls (located on the presentation pane)



**Scale Content to Fit** – Click to make the presentation content fit the screen size. Click again to see it in the original size (with scrollbars if needed).

## Present Your Screen or Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.

### Start presenting



Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

### Presentation Controls

The following controls are available while presenting:



**Leave Meeting** - This will terminate your presentation and take you out of the call. Other users will stay on the call.



**End Presentation** - Use this to stop presenting and return to participant mode.



**Change Application** - Use this to select a different application to share.



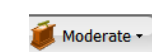
**Start Annotating** - Click once to freeze the screen and open the annotation tool pane. Click again to exit.



**Main Menu** - Opens a menu full of advanced options including full moderation capabilities and video handling

## Moderate the Meeting

### Moderate from the Main Toolbar



Click the 'Moderate' button on the toolbar for moderator actions. Based on meeting settings, you may need to enter the moderator PIN.

From the toolbar, the moderator can perform the following:

- Invite a H.323 terminal to the meeting
- Mute/Un-mute specific participants or all participants
- Disconnect specific participants
- Lock Meeting (no new participants allowed)
- Terminate meeting (and disconnect everyone)
- Initiate streaming or recording for this meeting

### Moderate a Specific Participant from the 'Participants' List

To moderate a specific participant, right click their name in the 'Participants' list. As a moderator, you can un-mute or disconnect that participant. This option may only be available after you enter the moderator PIN.

