

Quick Start Guide for using SCOPIA Desktop

What You Need to Get Started

- **Audio device** - Headset, or speaker and microphone, or USB audio device connected to your computer.
- **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://v.deic.dk>.

Installing Scopia Desktop Client

1. Open Internet Explorer, Google Chrome, Safari

FireFox is not recommend, unless your are expert in handling Add-ons

2. Go to <http://v.deic.dk>
3. Click Updates (upper right corner)
4. Select Conference Client > Install
5. Follow normal installation process of Conference Client
6. In web page (<http://v.deic.dk>) > Type your name and Meeting ID > Click Participate Now

Manage Your Audio Settings



Click to turn your microphone off.



Click to turn your microphone on and drag the slider next to the button to adjust the volume.



Click to turn your speakers off.



Click to turn your speakers on and drag the slider next to the button to adjust the volume.

Video controls (located on top of the video)



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

Audio / Video Setup (Windows)

1. On <http://v.deic.dk>
2. Click 'Check Your Audio' or "Chek Your Video"
3. Select correct audio or video devices

Video / Video Setup (Mac)

1. Go to <http://v.deic.dk> page
2. Enter name and meeting ID
3. Click Participate Now to enter Conference Client
4. Click Scopia Desktop (topbar) > Preferences > Audio / Video
5. Select correct audio / video devices

Scopia Desktop for only Screen Sharing

1. Go to <http://v.deic.dk>
2. Click More Options > Use my computer for presentation only
3. Enter Name / Meeting ID > Click Participate Now

With this option activated, you need to connect from another device to send audio and video during the meeting. (Use f.ex phone, video conferencing device, etc.)

Present Your Screen or Application



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.



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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 containing advanced options including full moderation capabilities and video handling.



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

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. By default, the SCOPIA Desktop meeting window displays the Automatic layout.

Common Layout Controls



Swap Views - Switches between the presentation and video panes location.



Enter Full Screen - Expands the video or presentation pane to full screen.

Video Layout Controls (located in top of the video pane)



Picture-in-Picture (PiP) – Click to turn yourself 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.

Moderate the Meeting

Moderate from the Main Toolbar

From the toolbar, the moderator can perform the following:

- Invite a phone, H.323 or SIP 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

Invite a Phone, H.323 or SIP Terminal to the Meeting in Advanced Deployment

Click the Moderate button and choose Invite. Do one of these:

- Select the Invite by address option from the list, and then enter address.
- or-
- Select the Invite a terminal from the directory option from the list, and then select an entry.
- or-
- Select the Invite a from your favorites option from the list, and then select an entry.

Click Invite.

Moderate a Specific Participant from the 'Participants' List

To moderate a specific participant, right-click her name in the 'Participants' list. You can mute or disconnect that participant. If you are a guest participants, enter the moderator PIN to moderate other participants.