

WHAT YOU NEED TO GET STARTED

1. Desktop/laptop computer, mobile device or H.323 videoconference system
2. Connected webcam or video camera, microphone, and speakers
3. High speed internet connection* (DSL or better)



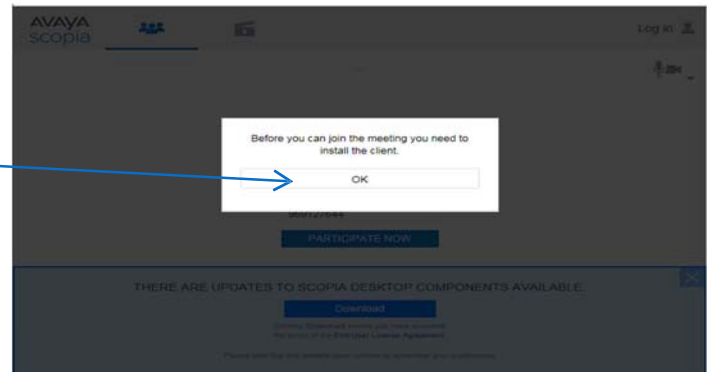
*Wired Internet / network connections are preferable over wireless connections due to their lower latency and higher throughput

BEFORE YOUR FIRST MEETING

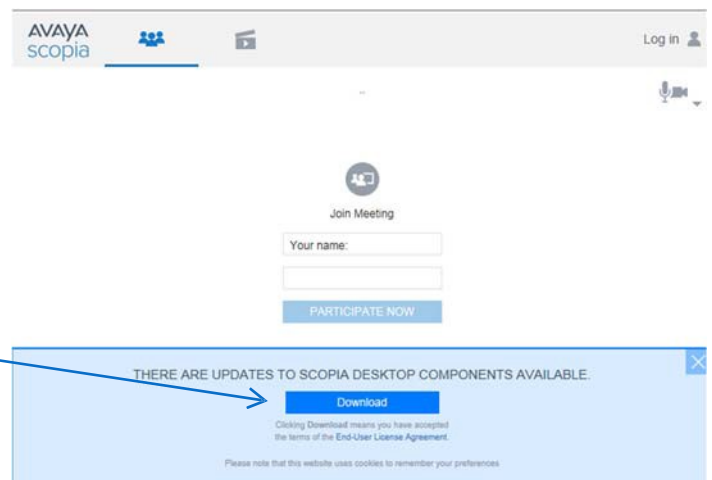
- For H.323 videoconference system users check with your local room coordinator to reserve your site's conference room and system for the date of the meeting.
- For Mobile Device users install the Avaya Scopia Mobile App from the Apple App Store or Google Play Store. Open settings and enter server address <http://join.ucanytime.com/scopia/mt/cacommunitycollege>
- For Desktop and Laptop computer users install the 3CMeNow *Conference Client* by visiting <http://join.ucanytime.com/scopia/mt/cacommunitycollege>

Installing the Desktop Client on your PC or Mac

- Copy and paste the link above in your Internet Explorer or Safari web browser. The window shown to the right will appear.



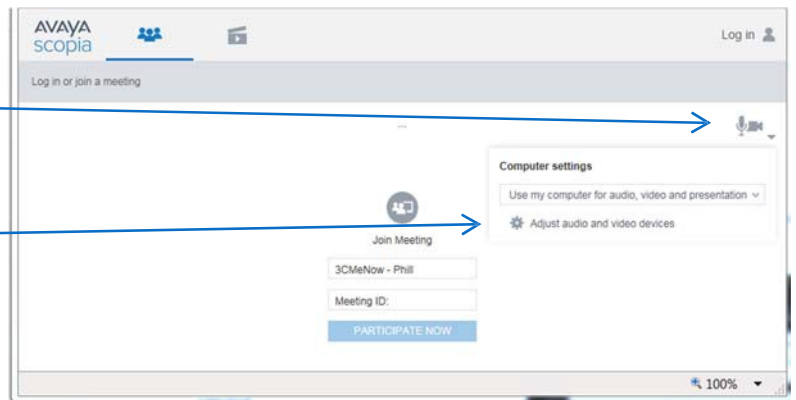
- Select and click <Download>
For detailed installation instructions visit <http://www.3cmenow.org/how---to.html>



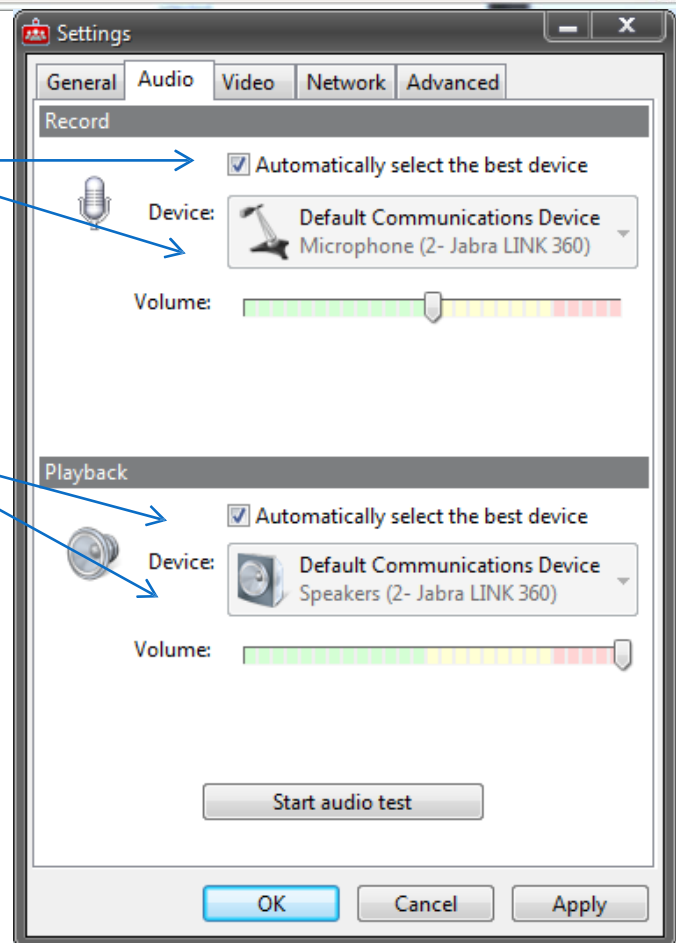
Microphone, Speaker and Webcam Settings

Before you join a virtual desktop video meeting room, be sure to double check your audio and video settings are properly configured and working.

- Launch *Conference Client* if not already open. Select the audio and video dropdown list
Verify the correct audio input device, speakers and video input device are selected. Select “Adjust audio and video devices”



- Click “Audio” tab and select the correct audio record device. To change the input device from default, uncheck the box for “Automatically select the best device.” Click the drop-down and select your preferred microphone.



- Select the correct audio playback device. To change the audio playback device from default, uncheck the box for “Automatically select the best device.” Click the drop-down and select your preferred speakers.
- Click “Start audio test” You will hear yourself and see the volume bar move for both Record and Playback.
- Click “Video” tab and select the correct video capture device. To change the video input device from default, click the drop-down and select your preferred camera. Click “Preview” to test your camera device.
If the camera is not working make sure that no other programs are using the webcam and that the device is properly connected. You may need to close all windows, exit and reopen the Conference Client before your device is recognized.

Joining a Virtual Video Meeting Room

- H.323 videoconference participants enter the meeting IP and ID (e.g., 159.54.99.99##9991812120) or can be invited from the moderator controls within the desktop meeting. Refer to instructions on *How to Call an H.323 Endpoint*.
- Desktop users open the Conference Client and manually enter your name and meeting ID
- Mobile devices, open the Scopia Mobile App and enter your name and the meeting ID

For help contact support@3cmenow.org or call (760) 891-7876

<http://www.3cmenow.org>