VCEverywhere Desktop Quick Guide
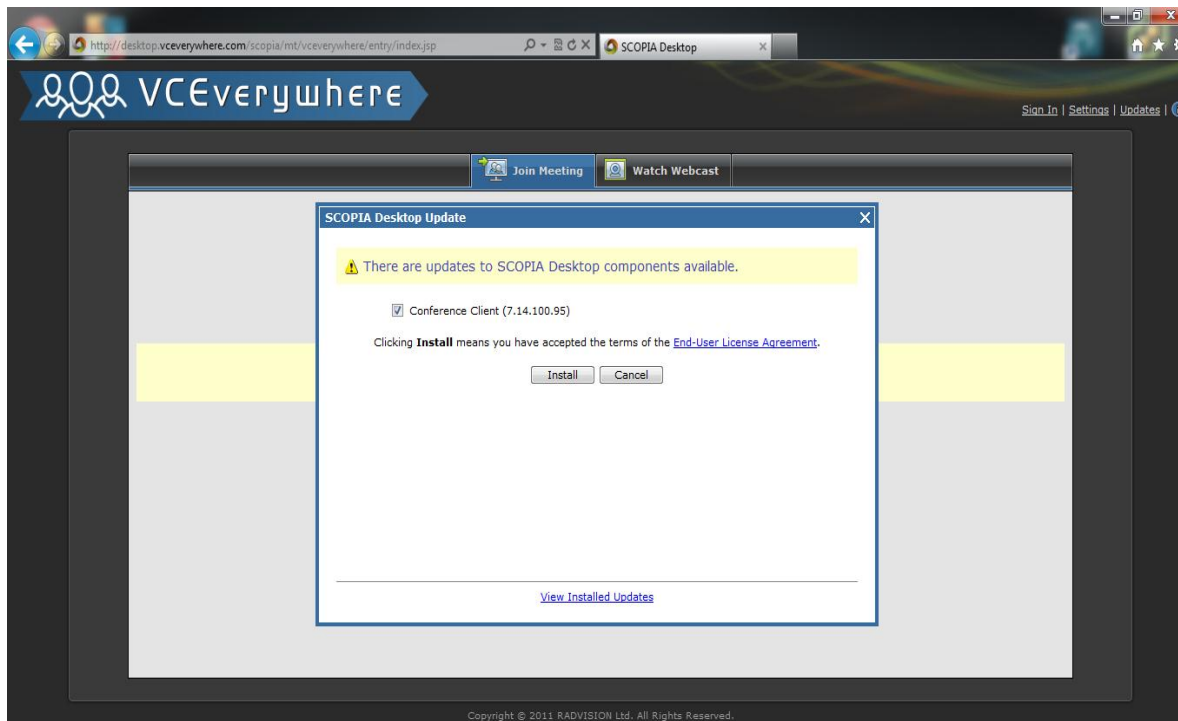
To start using the desktop client please click on the link in your 'new user account' email (http://desktop.vceverywhere.com/scopia/mt/organisation name?client) Enable all the available features and click install. You will then be prompted to enter your user name and password to sign In

The Scopia Desktop client will then begin the installation which should only take a few seconds. Once complete you will be taken back to the VCEverywhere welcome page as a logged-in user. You can now join a meeting by entering a valid 'Meeting ID' or by clicking on the link to your 'Virtual Room'

The most effective way to manage your desktop application is from the 'Contact List'. You can select this from the windows 'Start' menu. From here you can add contacts, access your virtual room, join a meeting and adjust your settings.
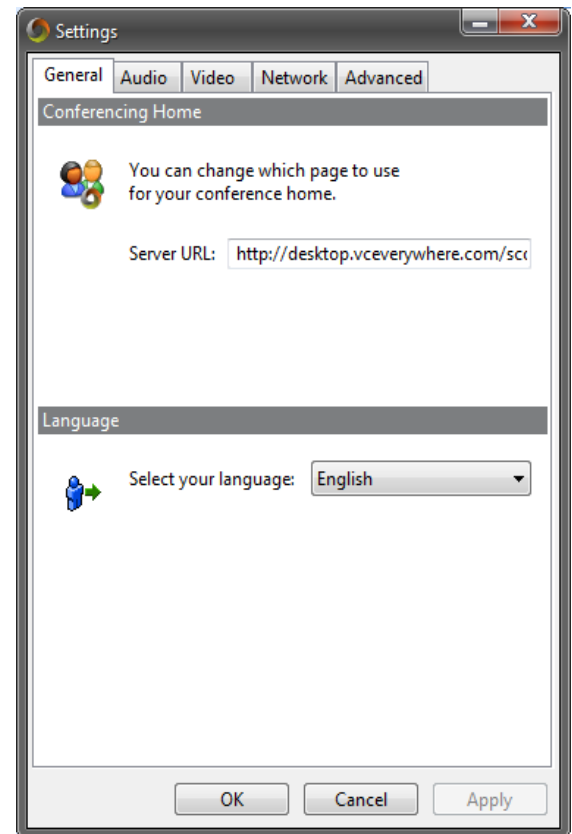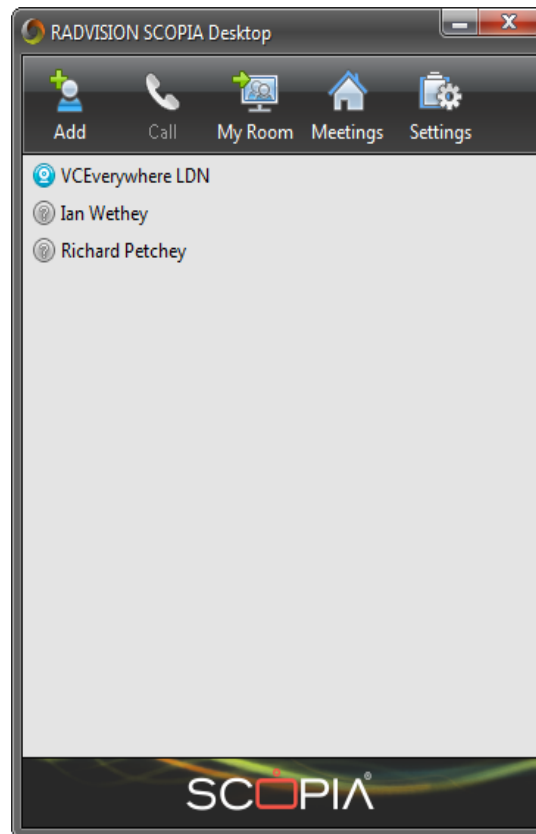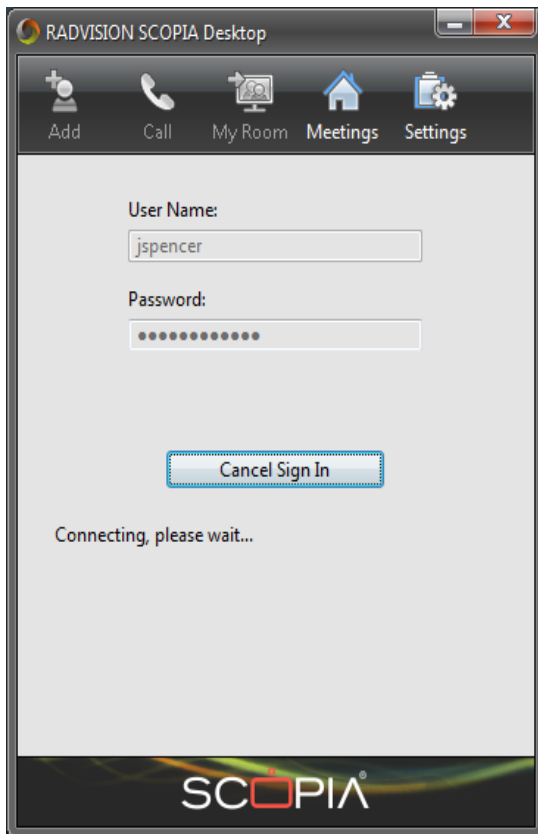
The easiest way to schedule a meeting is from 'Microsoft Outlook'. Simply click on 'SCOPIA Meeting' and your meeting invite will automatically contain all the dial-in information for every type of participant.
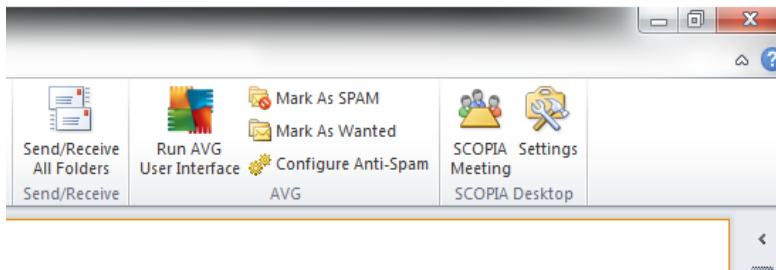
To secure your meeting with a PIN, click 'settings' and enter a Room PIN before you schedule your meeting
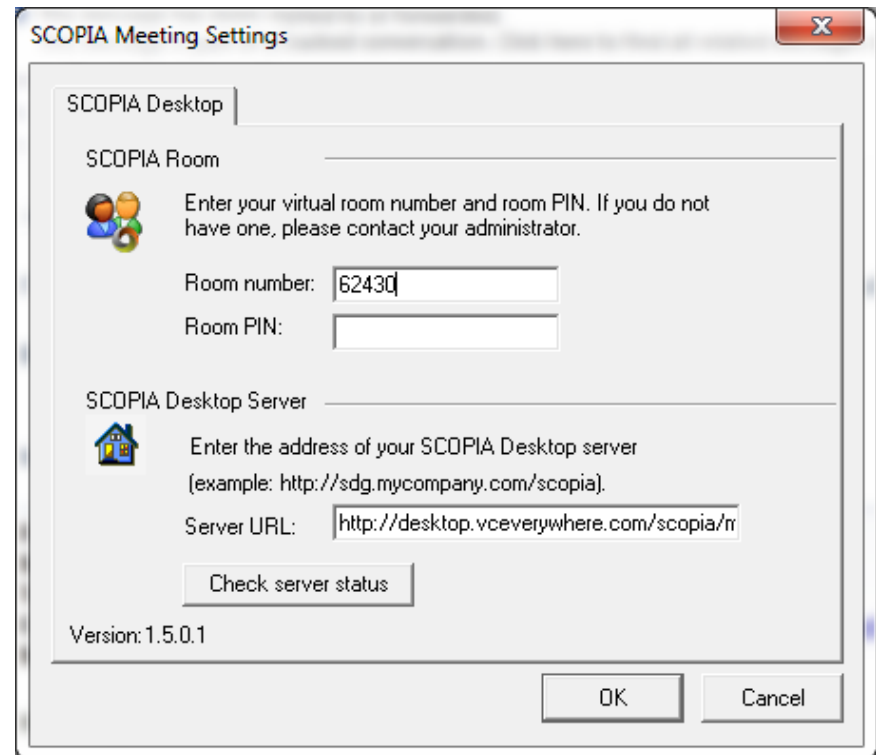
The screen shot below is an example of the layout when in a live multipoint call. From here you can adjust your screen layout, share your presentation and control your meting from the moderator menu.

The next two slides covers the tasks most commonly performed in a Scopia Desktop meeting

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.

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.

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 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—Allows you to perform the following actions:
- Select the resolution of received video and the layout received. Some selections many not be available in all meetings.
- Select to pause or play the remote video as necessary.

If personal layouts are available:
- Select a personal layout by selecting **My Layout**, and then selecting the relevant layout.
- Re-arrange your personal video layout by changing the position of participant videos in the meeting window. To do so, drag a participant's video or a participant's name from the list of participants into a new position within layout. Each time a new participants joins or the participant whose video you moved speaks, the layout may change to reflect it.
- Display or hide your name and self-view.

Perform Basic Tasks Using the Contact List

Call — Select a contact or multiple contacts from the Contact List, and then click this button. Alternatively, you can double-click a contact in the Contact List.

My Room — If you have a virtual room set for you, click this button to connect to it.

Meetings — Click to access the SCOPIA Desktop portal where you can navigate to your recordings, watch webcasts, or access a meeting which meeting ID you know.

Settings — Click this button to change configuration settings such as audio, network, or general parameters.

Understand Presence Status Information

Icons appearing next to user names in the Contact List display the user presence information:

The user is ready to receive a call.

The user is offline.

The user does not want to be disturbed.

The user is away.

The user is in a call.

The user or room does not have presence information.

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 to start presenting. Then select to Share the entire desktop or to Share specific applications.

Presentation Controls

The following controls are available while presenting:

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.
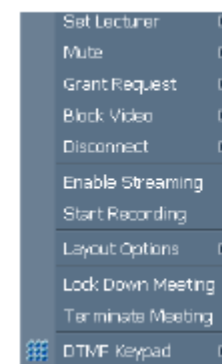
Main Menu—Opens a menu containing advanced options including full moderation capabilities and video handling.

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

Start Recording

Click Moderate, and then select Start Recording. Depending on your system policies you may need to be a moderator of the meeting or assigned recording privileges by the administrator.
Before recording starts, you are asked to supply a name, description and PINs to protect the recording.

VCEverywhere
Virtual Meeting Place

Getting Started with SCOPIA Desktop Pro

This Quick Reference Card covers the tasks most commonly used with SCOPIA Desktop Pro contact list:

- Access the contact list
- Add a contact or a room
- Call one or more contacts
- Connect your virtual room (if you own one)
- Access the portal page
- Access advanced functions

Access the Contact List

You need to be licensed to use SCOPIA Desktop Pro in order to have access to the contact list. To access the contact list, right-click the Conference

Client icon , and then select Open Contact list.

Add a Contact

From the toolbar, click the Add button to add a user or a room. In the Add Contact dialog box, type in letters with which the name of the user you wish to add begins, and click Find. If you want to add a contact that is not in the directory, then click the Add Custom Contact button, and then enter the address (If Address, E.164, or SIP URL) of the contact.

Remove a Contact

To remove a contact from the Contact List, right-click the contact and select Remove.

Understand Presence Status Information

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	The user is offline.
	The user does not want to be disturbed.
	The user is away.
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Perform Basic Tasks Using the Contact List

	Call — Select a contact or multiple contacts from the Contact List, and then click this button. Alternatively, you can double-click a contact in the Contact List.
	My Room — If you have a virtual room set for you, click this button to connect to it.
	Meetings — Click to access the SCOPIA Desktop portal where you can navigate to your recordings, watch webcasts, or access a meeting which meeting ID you know.
	Settings — Click this button to change configuration settings such as audio, network, or general parameters.