

SCOPIA Getting Started Guide

Overview

SCOPIA is a video conferencing and presentation tool that can connect people from all around the world using any space that has a computer and a high speed Internet connection.

To utilise SCOPIA all you need to do is create an account, have the right hardware installed and have someone else with a computer to communicate with.

SCOPIA is perfect for one to one communication, distance group meetings, group research collaboration and bringing off-site subject experts into any teaching and learning space.

1: Creating An Account

- Complete the SCOPIA access form - <http://reannz.co.nz/sign-iview-account>
Note: Ensure you use your VUW STAFF email address asking for a SCOPIA Account and Virtual Room.
- Click 'Submit'. You will be sent the details of your new account and room.

2: Installing The SCOPIA Application

- Browse to <http://sds.karen.net.nz>
- Click the "Click here to install these updates" link
- If using Microsoft Outlook for email and appointments, select the "SCOPIA Add-in for Microsoft Office Outlook" tick box
- Click the "Install" button
- Install the application choosing all defaults
- Click the "Close" button
- On the SDS site, enter 'Your Name', 'Meeting ID' (your allocated SCOPIA room number) and click on '**Participate Now**' to enter your SCOPIA room.

If Outlook add-in was installed

- Restart Outlook to enable the SCOPIA Add-in
- Once restarted, click the 'SCOPIA Meeting' button.
- On first use, enter your allocated 'Room Number' and 'Room PIN' (if required). Click 'OK'

3: Inviting People To Your Conference

Book a meeting using the Outlook Add-in

- In Outlook, click the 'SCOPIA Meeting' button
- Complete the outlook appointment with the required date and time.
- Enter the recipients you want to invite and click 'Send'



Running an ad-hoc meeting

E-mail a link to <http://sds.karen.net.nz> with your room number to all participants to instigate an ad-hoc meeting. Participants will need to add their name, the meeting ID and install SCOPIA on first use to join the meeting. Ad-hoc meetings are automatically allocated 30 minutes but are auto extended if required.

Book a meeting using iView

- Go to <http://iview.karen.net.nz/>
- Login with your Username and Password
- Click on the "Meeting Scheduling" icon in the right hand column
- Set a 'Start Time' and 'Duration'
- If streaming your meeting, set 'Streaming' to enabled

The screenshot shows the 'Basic' tab of the iView meeting scheduling interface. The form contains the following fields and options:

- Meeting Name:** Vic Uni Relationship Services
- Meeting Type (leave if unsure):** 491 - Default Service
- Start Time:** 20/08/2010 10:30
- Duration:** 60 minutes
- End Time:** 20/08/2010 11:30
- Meeting ID:** 64000
- Meeting PIN:** 1973
- Moderator PIN:** (empty)
- Streaming:** Disabled

Additional options include a 'Recurrence' button, a 'My Virtual Room' button, and checkboxes for 'Place participants in a 'waiting room' until the moderator joins the meeting' and 'Record meeting when meeting starts'. A 'Resource Availability' button is located at the bottom left.

- Click on the 'Invite' tab and enter the first name and email address of the meeting attendees. If you will invite these participants again, select 'Save to my address book' to add as an iView contact.
- Click 'Finish'. You will have the opportunity to add to the invitation email, once completed click 'OK'
- **NOTE:** MAC Computers will require access to Internet Explorer to utilise iView

The screenshot shows the 'Invite' tab of the iView interface. It displays a list of available registered endpoints and a selected endpoint.

Available Registered Endpoints:

- AVCC Test Endpoint
- AVCC Test Signal
- Christ's College
- CORE Education
- EIT - Eastern Institute of Technology
- GNS Science - Avalon Boardroom
- GNS Science - Avalon Mobile Unit
- GNS Science - National Isotope Centre Mobile Unit
- GNS Science - Wairakei Banwell Room
- GNS Science - Wairakei Healy Large Meeting Room
- HIT Lab NZ
- Lincoln University - Meeting Room B, Forbes Building
- Massey -COB BSW 3.11

Selected Endpoints:

- Jonny

Below the endpoint lists, there are input fields for:

- First Name:** Jonny
- Last Name:** (empty)
- E-mail:** flutui@yahoo.co.nz
- Bandwidth:** Default Kbps
- Video Profile:** Auto (According to BW)

There are also checkboxes for 'Save to my address book' (checked) and 'Reserved ports' (unchecked).

4: Presenting Your Desktop – Windows Only

Start your Presentation

- Once in your meeting click the **'Present'** button at the top of the room
- On first use a window will pop up, click **'Install the driver'**
- If asked, click **'Yes'** to allow RadVision permission to install
- A **'Share Applications'** window will appear
- Select **'Share Entire Desktop'** then click **'OK'**
- **Note:** If using multiple monitors make sure any application you're planning on sharing is running in the primary monitor before you start (the same monitor SCOPIA is running on.)



Stop your Presentation

- Your Window should hold the shared desktop in the majority of the screen with SCOPIA now just a column on the left
- Click the Stop Presentation icon that has an x in a red circle at the top right corner. This will end the presentation.



5: Locking Your Conference Room With a PIN



- Browse to <http://iview.karen.net.nz/>
- Login with your Username and Password
- Click the **'My Profile'** icon on the left side column
- Click **'Virtual Room Setting'** button, a new window will open
- Select the **'Secure meeting with a PIN'** tick box
- Select **'Use permanent PIN'**
- Enter your PIN into the text box.
- Click **'OK'** and the window will close.
- Click **'Ok'** again.

6: Recording Your Meeting

Starting a recording

- When in you meeting, select **'Moderate'** and **'Start Recording'**
- Login with your Username and Password
- Give your recording an identifiable name, description if required and lock with a pin if you want to secure your recording
- If only you require access to the recording, select **'Make this recording public'**
- Click **'Start recording'**

Stopping a recording

- Select **'Moderate'** and **'Stop Recording'**
- To view your recording browse to <http://sds.karen.net.nz> and click on the **'Watch Recording'** tab
- Find you recording and click play  to view online or the disk icon  to download to your local computer
- Select the manage icon to delete your recording from the list.

7: SCOPIA iPad, iPhone and iPod client

Scopia is now available as an app through the iTunes App Store. To download the app simply click the following link or search for 'SCOPIA V3' in the iTunes App Store -

<http://itunes.apple.com/nz/app/scopia-mobile-v3/id465577031?mt=8>

Once connected, simply enter the meeting ID and Pin to join a conference.

8: More information

For more information on the SCOPIA service please visit the following sites:

KAREN Video Bridge Overview and Tutorials

<http://www.reannz.co.nz/services/video-conferencing>

KVCS Tutorials:

<http://reannz.co.nz/services/video-conferencing-tutorials>

View Recorded Meetings:

<http://reannz.co.nz/services/recordings>

Viewing Streaming Meetings or Presentations:

<http://reannz.co.nz/services/web-streaming>

Video Conferencing Etiquette:

<http://reannz.co.nz/services/video-conferencing-etiquette>

Required Hardware

SCOPIA requires an up-to-date computer equipped with a camera, microphone and speakers to provide optimum functionality. These items can be purchased through the ITS Procurement Team.

Your computer will require the Windows XP/Vista/7 or MAC OSX operating system to install. An Intel based MAC is required to run SCOPIA.

It is recommended to use headphones, a headset or a noise cancelling microphone when video conferencing to avoid audio distortion.

SCOPIA Support

For support and information on the SCOPIA video conferencing service please contact the ITS Service Desk.