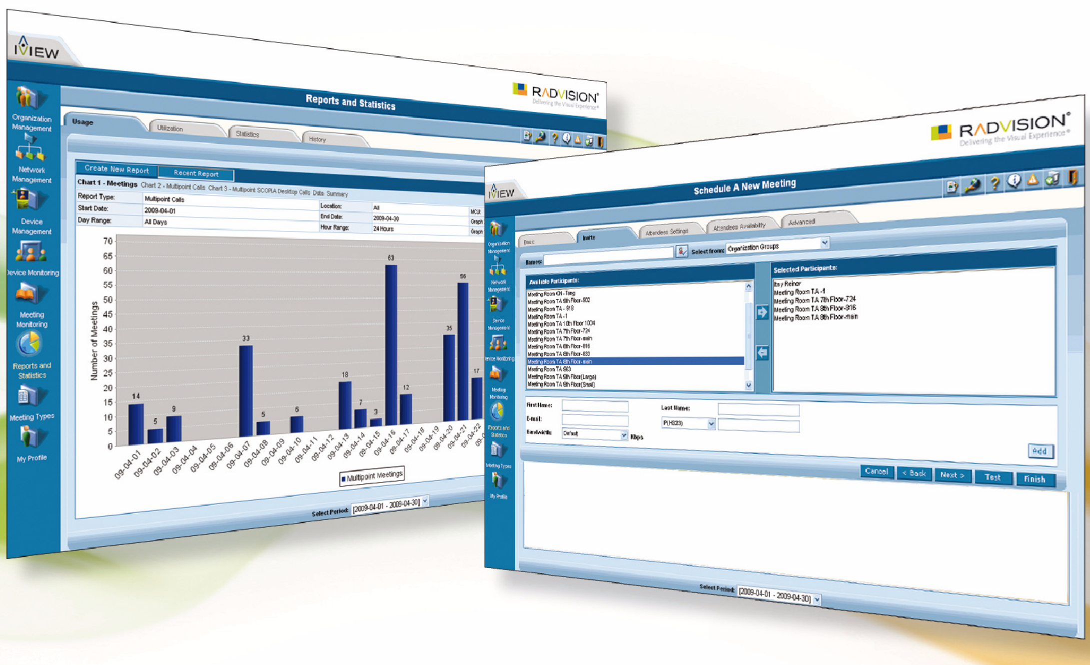
RADVISION®
Delivering the Visual Experience®

SCOPIA®
MANAGEMENT

iVIEW Suite

User Guide

Version 7.5



For further information contact RADVISION or your local distributor or reseller.

User Guide for iVIEW Suite Version 7.5, June 2010

http://www.radvision.com

RADVISION Delivering the Visual Experience® SCOPIA®

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1 About RADVISION SCOPIA Management Suite

RADVISION SCOPIA Management Suite is a simple-to-use, web-based application for managing visual communications in multi-site organization deployments. It provides resource management of network devices for video and audio meetings as well as scheduling, call-routing, and conference control functionalities.This section

User Types

SCOPIA Management Suite enables you to log in as a Meeting Organizer or a Regular User.

Each user type has a default set of permissions and a default view of the user interface. Table 1-1 outlines the differences between the default permissions for each user type.

Table 1-1 SCOPIA Management Suite User Types and Default Permissions

	Meeting Organizer	Regular User
Create and manage meetings for others	Allowed	
Manage personal address book	Allowed	
Manage own virtual room	Allowed	
Create and manage own meetings	Allowed	
View scheduled meetings	Allowed	Allowed
Receive and respond to meeting notices	Allowed	Allowed
Attend meetings	Allowed	Allowed
Moderate meetings	Allowed	Allowed
Modify own profile	Allowed	Allowed
Enable Location Preference (for use in distributed deployments—indicates where the meeting is created when no terminal is specified)	Allowed	

Note: When in-meeting control is PIN-protected, a user needs the Moderator PIN to perform in-meeting control operations.

Logging in to SCOPIA Management Suite

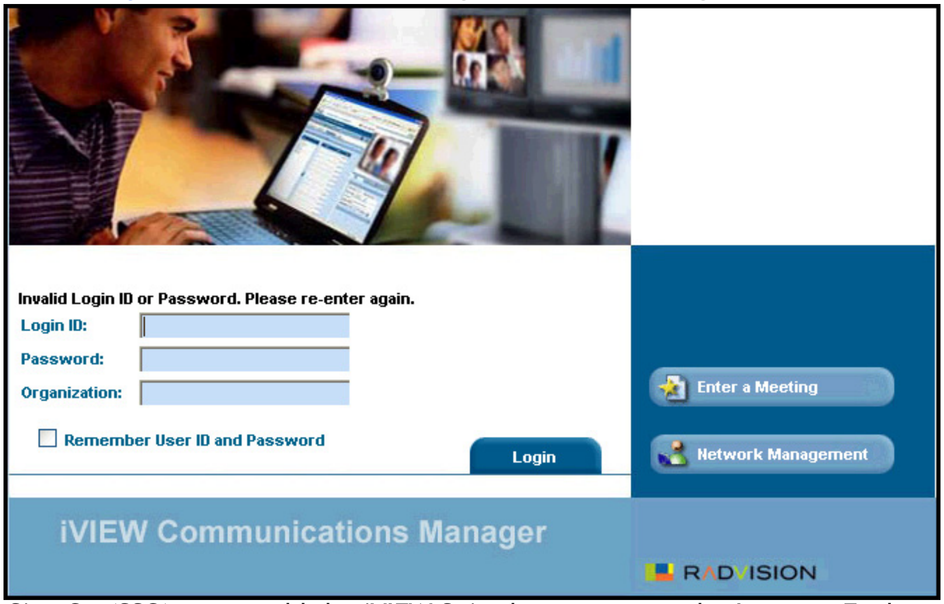
Procedure

Step 1 Open your browser and enter the SCOPIA Management Suite URL.

Step 2 Enter your user ID and password in the SCOPIA Management Suite login screen.

Step 3 Select **Remember User ID and Password** to use the user ID and password for the next login.

Figure 1-1 SCOPIA Management Suite Login Screen



Step 4 For Single Sign On (SSO) users, add the iVIEW Suite host server to the Internet Explorer trusted site list on the computers that belong to you.

Step 5 Select **Login**.

Enabling Single Sign-on with Microsoft Vista and Microsoft 7

By default, the Single Sign-on (SSO) feature does not work with Internet Explorer 8 under Microsoft Vista and Microsoft 7. Modify the Vista default security setting as described here to enable SSO.

Procedure

Step 1 Go to **Administrative Tools** > **Local Security Policy** > **Security Options** on your computer.

Step 2 For Windows Vista, perform these steps:

a. Double-Select **Network security: LAN Manager** or right-Select and select **Properties**.

b. Select **Send LM & NTLM - use NTLMv2 session security if negotiated** in the Local Security Setting tab.

Step 3 For Windows 7, perform these steps:

a. Double-Select **Network security: LAN Manager authentication level** or right-Select and select **Properties**.

b. Select **Send LM & NTLM responses**.

Step 4 Select **Apply**.

Accessing In-Meeting Control

You access the In-Meeting Control screen after signing in to the RADVISION SCOPIA Management Suite web user interface. Alternatively, you can enter a meeting directly without having to log in to the RADVISION SCOPIA Management Suite.

Procedure

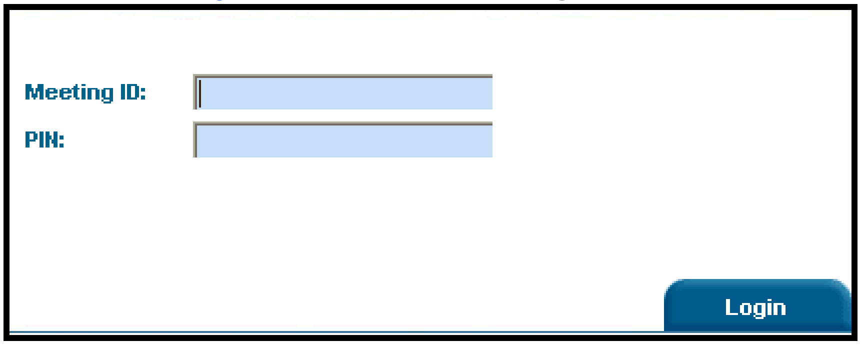
Step 1 Select **Enter a Meeting** in the SCOPIA Management Suite login screen.

Figure 1-2 Enter Meeting Button

Step 2 Enter the ID of the desired meeting.

Step 3 Enter the meeting PIN, if there is one.

Figure 1-3 Direct Meeting Access



Step 4 Select **Login**.

2 Managing Your SCOPIA Management Suite User Profile

Based on your user type, the iView interface displays a different user interface. This section provides profile management information for Operators, Organizers, and Regular Users.

Viewing Your User Profile Settings

Procedure

Step 1 For Select the **My Profile** icon in the sidebar menu.

Figure 2-1 My Profile Icon

Step 2 View or edit your profile details as needed.

-or-

For Organizers and Regular Users, select **My Preferences** and edit your profile details as needed.

Step 3 Select **OK** to close the profile view.

Modifying Your Password

If your profile settings are stored on an external directory server, you cannot modify your password.

Procedure

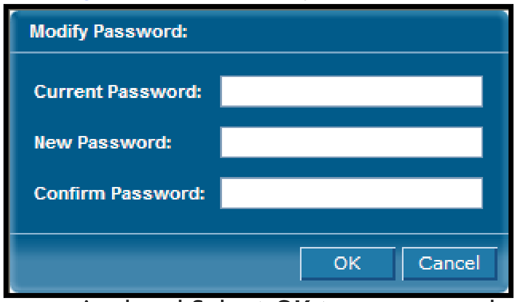
Step 1 For Operators, select the **My Profile** icon in the sidebar menu.

-or-

For Organizers and Regular Users, select the **My Profile** then select **My Info**.

Step 2 Select **Modify Password**.

Figure 2-2 Modify Password



Step 3 Complete the information as required and Select **OK** to save your changes.

Modifying Your Email Address

Your email address is a required field. If your profile settings are stored on an external directory server, you cannot modify your e-mail address.

Procedure

Step 1 For Operators, select the **My Profile** icon in the sidebar menu.

-or-

For Organizers and Regular Users, select **My Profile** then select **My Info**.

Step 2 Modify your email address as required.

Step 3 Select **OK** to save your changes.

Note: Depending on your user type, you can follow the procedures above to modify other details of your profile, including your name, telephone contact, company, company branch, time zone, date display format, name display format, time zone, or to enable full-screen display.

3 Managing Your SCOPIA Management Suite Address Book

The address book facility allows you to store a list of personal and organization contacts that you can quickly retrieve when scheduling meetings. Only you can view your personal contacts. All organization users can view your organization contacts.

For easier management and quicker access, you can also define contact groups assign users into groups.

Managing Your Personal Contacts List

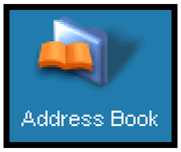
Creating or Modifying a Personal Contact

The Address Book section is hidden by default. If you cannot see this section, contact your system administrator.

Procedure

Step 1 Select the **Address Book** icon in the sidebar menu.

Figure 3-1 Address Book Icon



Step 2 Select the **Private** tab.

Step 3 Select the link in the Name column for the contact you require, or select **Add** to create a new contact profile.

Figure 3-2 Add a Contact

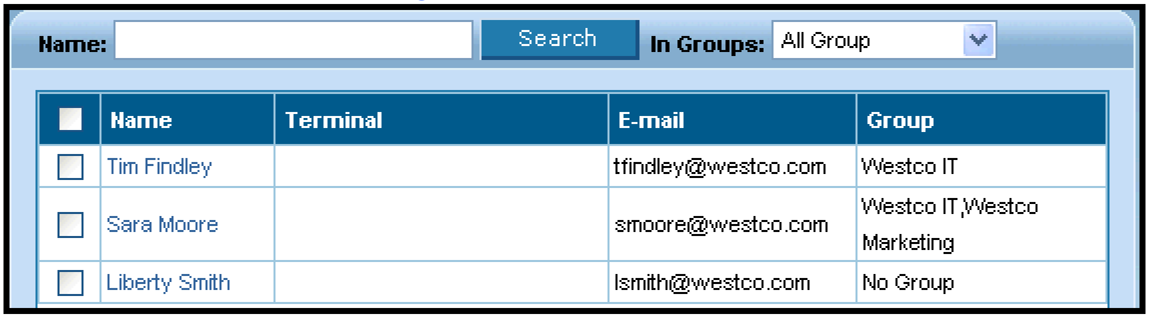
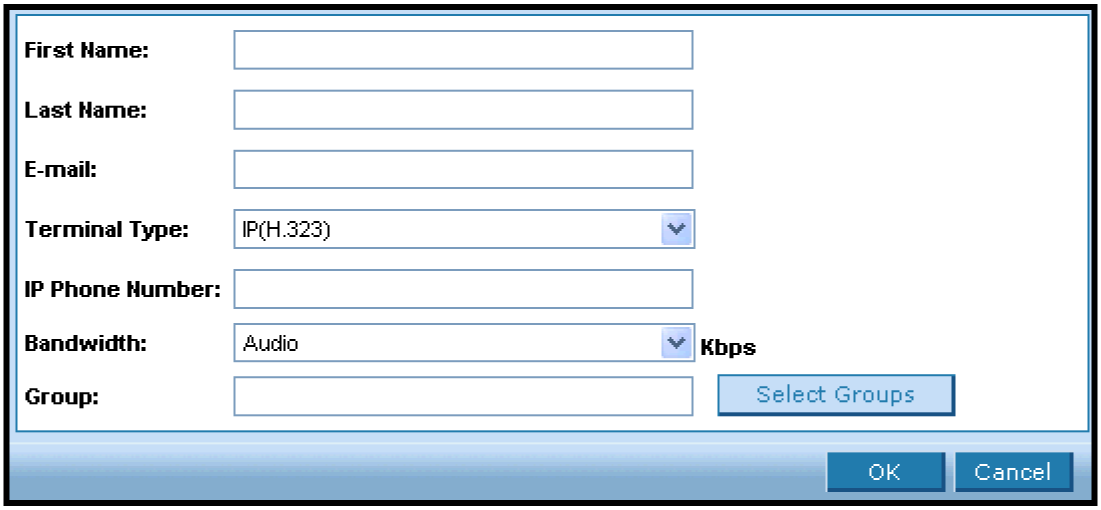


Figure 3-3 Create a New Contact



Step 4 Enter the first name, last name and email address of the contact in the relevant fields.

If you provide a phone number for the contact, you do not have to enter an email address in the E-mail field.

Step 5 Select a terminal type used by the contact.

Available fields and options vary according to terminal type.

Step 6 If you select the IP (H.323) terminal type:

a. Enter the E.164 number or IP address of the new terminal in the IP Phone Number field.
b. Select the maximum speed for the terminal connection to the network for video meeting in the Bandwidth field.

Step 7 If you select the PSTN/ISDN terminal type:

a. Enter the international access code for the ISDN terminal in the Country Code field.
b. Enter the local area code of the ISDN terminal in the Area Code field. If the local area code begins with 0, do not include the 0 in the area code.
c. Enter an ISDN phone number in the Number field.
d. Select the maximum speed for the terminal connection to the network for video meeting in the Bandwidth field.
e. Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.

Step 8 If you select the Dual (H.320 and H.323) terminal type:

a. Enter the E.164 number or IP address of the new terminal in the IP Phone Number field.
b. Enter the international access code for the ISDN terminal in the Country Code field.
c. Enter the local area code of the ISDN terminal in the Area Code field. If the local area code begins with 0, do not include the 0 in the area code.
d. Enter an ISDN phone number in the Number field.
e. Select the maximum speed for the IP terminal connection to the network for video meeting in the IP Bandwidth field.
f. Select the maximum speed for the ISDN terminal connection to the network for video meeting in the ISDN Bandwidth field.
g. Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.

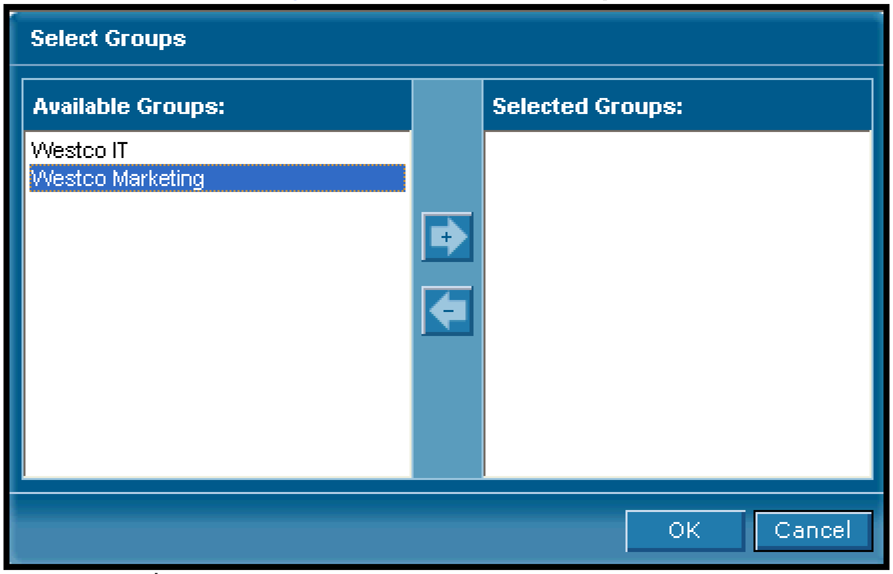
Step 9 If you select the IP (SIP) terminal type, provide the following information:

a. Enter a SIP URI for the user.
b. Select the maximum speed for the terminal connection to the network for video meeting in the Bandwidth field.

Step 10 Select **Group** to associate a contact with a group defined under **Address Book > My Groups.**

Step 11 Select **Select Groups** and use the arrow buttons to move entries between the Available Groups and Selected Groups lists.

Figure 3-4 Select Groups



Step 12 Select **OK** to save your changes.

The contact appears in the relevant group list and is added to your personal address book.

Removing a Personal Contact

Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select **Private**.

Step 3 Select the check box next to the name of the contact you want to delete.

Step 4 Select **Delete** and then **OK**.

The contact is permanently deleted from your address book.

Searching for a Personal Contact

Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select **Private**.

Step 3 Enter the partial or complete name of the contact in the Name field.

Step 4 Select All Groups or a group in which to search for the contact from the In Groups list.

The groups displayed in this list are defined at **Address Book > My Groups**.

Step 5 Select **Search**.

Search results are listed.

Step 6 To return to the complete list of contacts, clear the Name field and select **Search**.

Managing Your Organization Contacts List

Viewing All Users in Your Organization

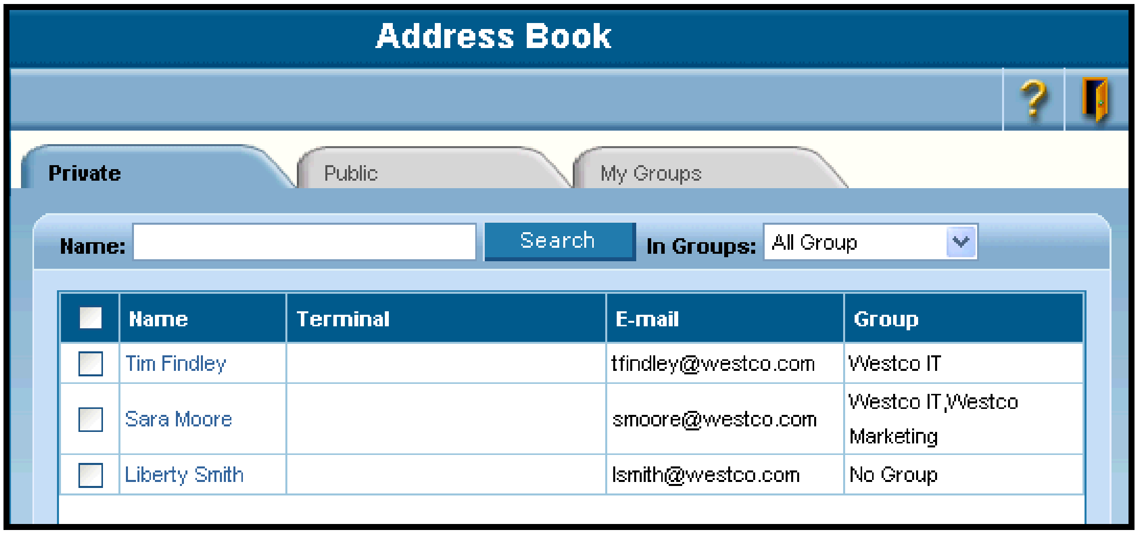
Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select **Public**.

All users in your organization are listed.

Figure 3-5 All Organization Users



Searching for a Contact in Your Organization

Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select **Public**.

Step 3 Enter the partial or complete name of the contact in the Name field.

Step 4 Select All Groups or a group in which to search for the contact from the In Groups list.

Step 5 Select **Search**.

Search results are listed.

Step 6 To return to the complete list of contacts, clear the Name field and select **Search**.

Adding Organization Contacts to your Personal Address Book

You cannot edit a public contact record. You can add a public contact to your personal address book.

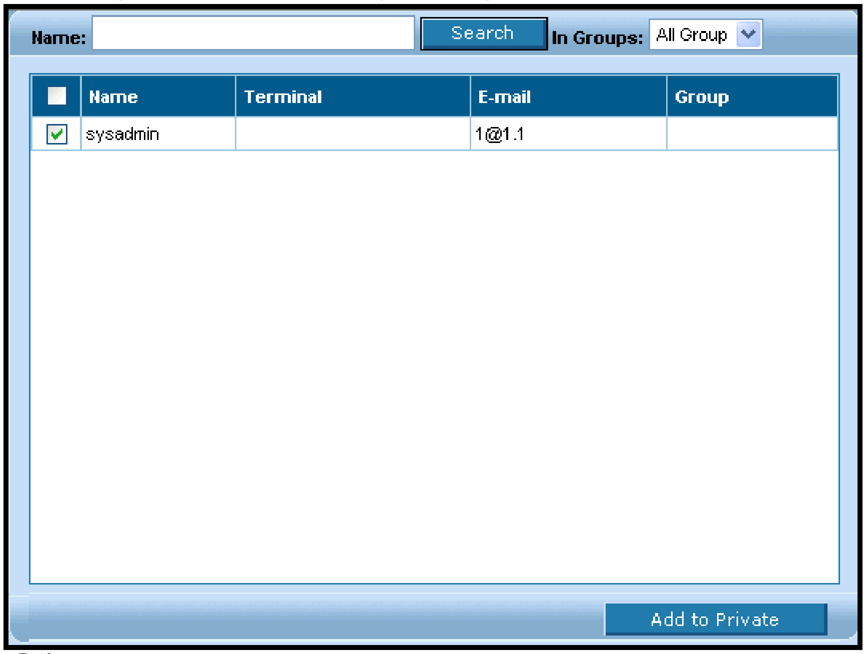
Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select **Public**.

Step 3 Select the check box next to the name of the contact you want to add to your personal address book.

Figure 3-6 Selecting an Organizational Contact



Step 4 Select **Add to Private.**

The Private tab opens and the contact appears in the list.

Managing Contact Groups

Creating or Modifying a Group

Procedure

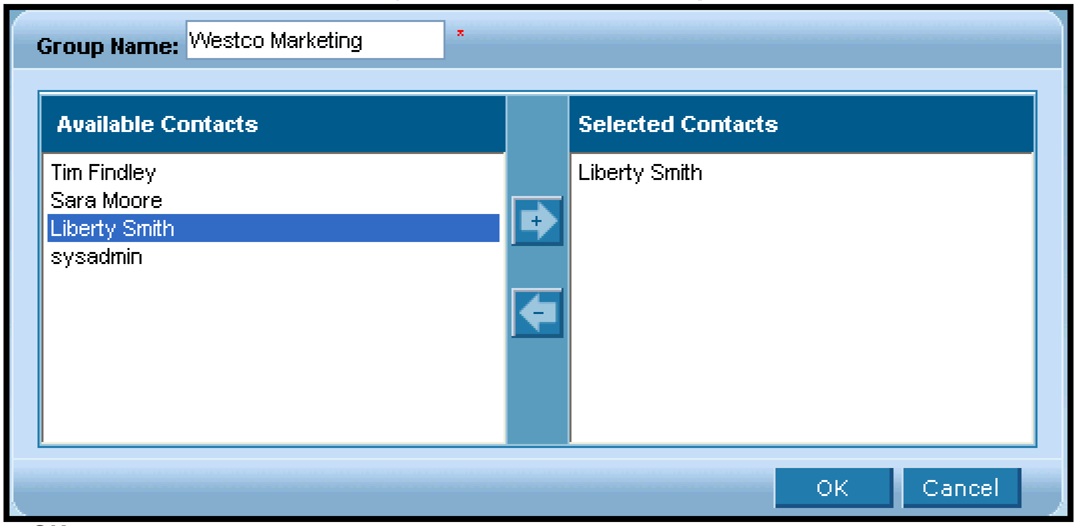
Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select the **My Groups** tab.

Step 3 Select the link in the Name column for the group you require, or select **Add** to create a new contact profile.

Step 4 Enter a name for the group and use the arrow buttons to move entries between the Available Contacts and Selected Contacts lists.

Figure 3-7 Add a Group



Step 5 Select **OK**.

The group appears in the My Groups tab. All selected contacts are included in the group.

The In Groups list on the Private and Public tabs includes the new group.

Removing a Group

Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select the **My Groups** tab.

Step 3 Select the check box next to the name of the group you want to delete.

Step 4 Select **Delete** and then **OK**.

The group is permanently deleted from your address book.

Searching for a Group

Procedure

Step 1 Select **Address Book** in the sidebar menu.

Step 2 Select the **My Groups** tab.

Step 3 Enter the partial or complete name of the group in the Name field.

Step 4 Select **Search**.

Search results are listed.

Step 5 To return to the complete list of groups, clear the Name field, and then select **Search**.

4 Scheduling Meetings in SCOPIA Management Suite

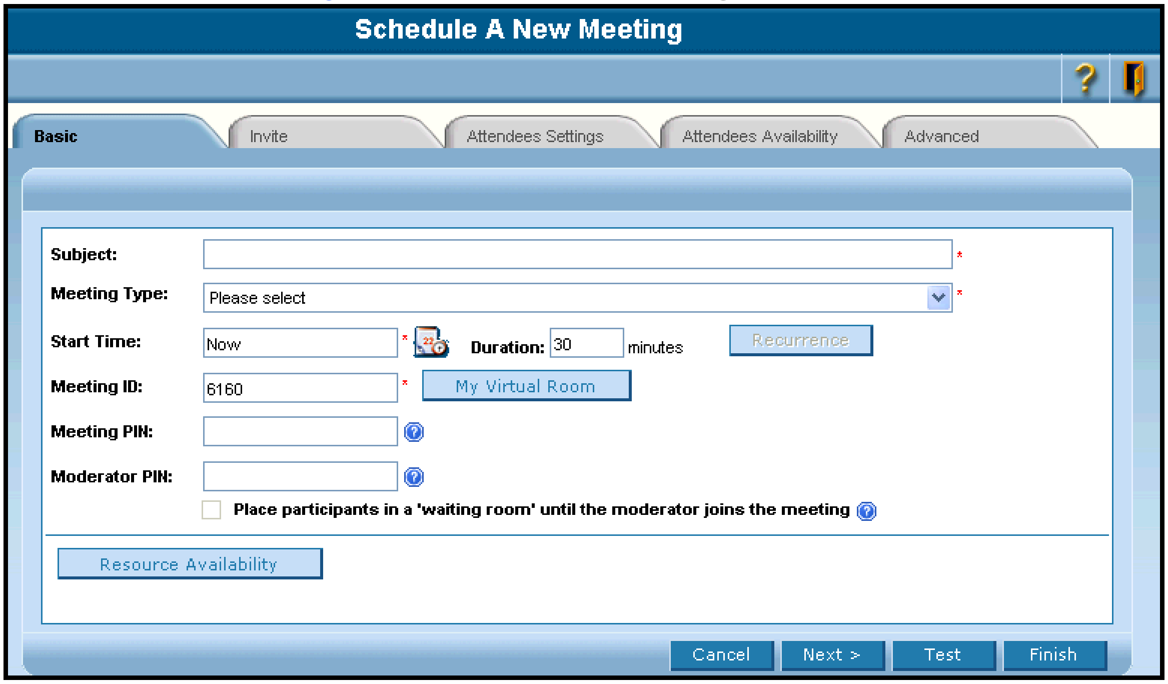
Scheduling Meetings Workflow

To schedule a meeting you must configure each of the tabs in the Meeting Scheduling section. We recommend that you start with the Basic tab, then configure each of the remaining tabs in the order that they appear in the Meeting Scheduling user interface.

Table 4-1 Meeting Schedule Tabs (in order of appearance)

Tab	Description
Basic	Displays meeting information, such as the meeting type, and the date and time of the meeting, and whether or not the meeting is a recurring meeting.
Invite	Invite participants (both users and terminals) to the meeting. Can also reserve MCU ports for dial-in participants.
Attendees Settings	Displays the settings for meeting participants, such as dial-in/dial-out mode.
Attendees Availability	Displays a calendar with the availability of selected attendees.
Advanced	Displays advanced meeting options.

Figure 4-1 Schedual Meeting Interface



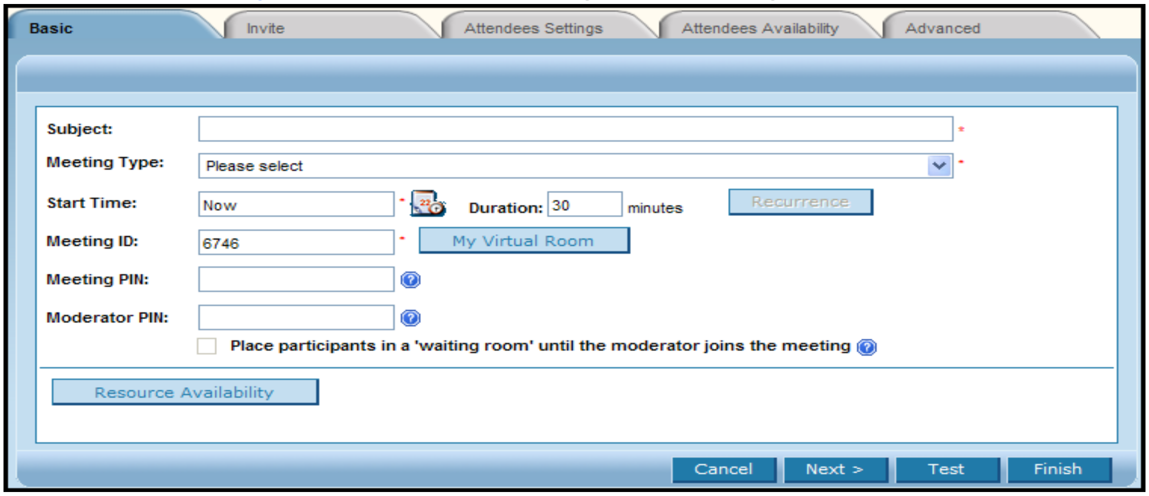
Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Figure 4-2 Meeting Schedualing Icon

By default, the Basic tab displays and the start time is set to Now.

Figure 4-3 Basic Meeting Schedualing Interface



Insert a subject for the meeting.

If working with Active Directory, your virtual room settings are displayed.

Step 2 If the Meeting ID field displays, a random ID is generated for this meeting. You can edit the meeting ID.

If the Meeting ID field does not display, a random ID is generated for this meeting after it is successfully scheduled.

Step 3 Select the calendar icon next to the Start Time field to specify the start time of the meeting.

Figure 4-4 Start Time Icon

Specify the exact date and time in the popup window. By default, the start time is Now.

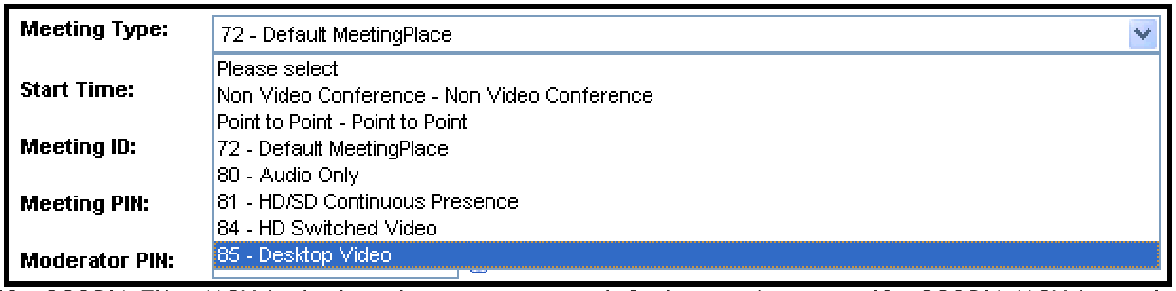
If you specify a start time that is in the future, the End Time field displays. The End Time value is equal to the start time plus the duration of the meeting.

You can change the meeting duration by overriding the value in the Duration field.

Step 4 Enter a meeting subject. This is a required entry.

Step 5 Select a meeting type.

Figure 4-5 Meeting Types



If a SCOPIA Elite MCU is deployed, you can use a default meeting type. If a SCOPIA MCU is used, select one of these predefined meeting types:

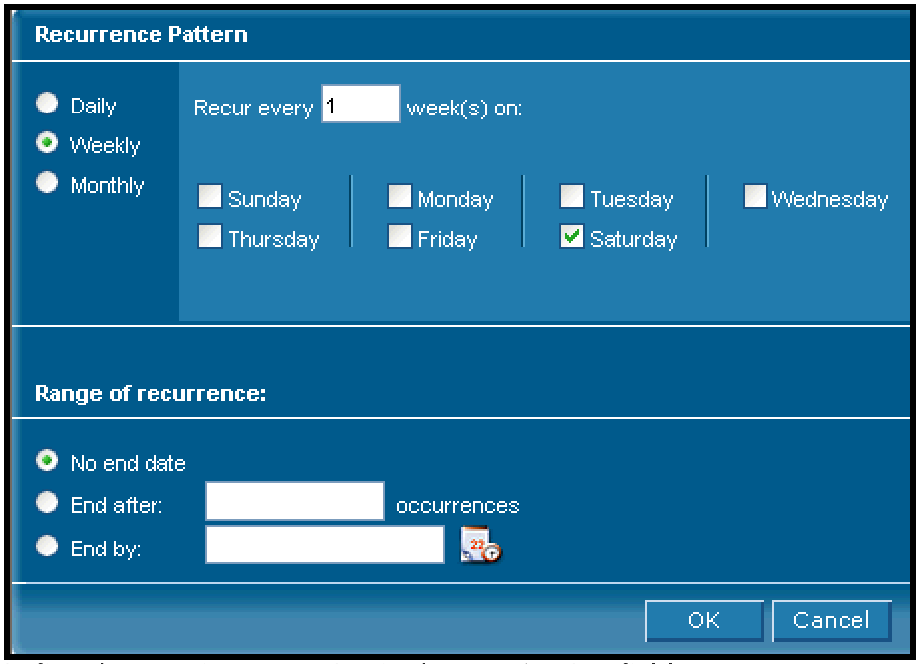
- Non Video Conference—Only users and meeting rooms are scheduled for a meeting. No terminals are involved.
- Point to Point meeting type—Only two terminals are scheduled for a meeting and there is no use of MCU ports for the meeting.
- Audio Only—Only an audio bridge is scheduled for the meeting. There is no meeting room or video scheduled.
- HD/SD Continuous Presence—Supports high definition continuous presence. Supports image size of up to 720p. Default when adding a new service.
- HD Switched Video—Supports switched high definition video at rates of up to 4096 Kbps.
- Desktop Video—Supports Standard Definition conferencing.

Note: Continuous Presence or Voice Activated meeting types are available only if your system administrator has configured a Sony endpoint with an embedded MCU. To host the meeting on the embedded MCU, you must be one of the meeting attendees and select a Sony endpoint with an embedded MCU.

Step 6 (Optional) Select **Recurrence** to define the recurrence details for a recurring meeting.

The Recurrence button is only enabled if the meeting start time is not **Now**.

Figure 4-6 Recurring Meeting Settings



Step 7 (Optional) Define the meeting access PIN in the **Meeting PIN** field.

Only integers are allowed. This PIN allows you to join a PIN-protected meeting.

Step 8 (Optional) Define the PIN that allows a user to perform moderation operations on a meeting in the **Moderator PIN** field.

Only integers are allowed. This PIN allows you to take control of a meeting from the In-Meeting Control interface or from the endpoint using DTMF. Meeting Operators can access the In-Meeting Control screen without using the Moderator PIN.

Step 9 (Optional) If you entered a moderator PIN, you can turn on the waiting room functionality by selecting **Place participants in a 'waiting room' until the moderator joins the meeting**.

Before the host joins the meeting, all connected participants are put into waiting room mode where they cannot hear or see one another. When the host terminal joins the meeting, the waiting room mode is removed and all participants can see and hear each other.

You can unlock the waiting room mode by taking control of the In-Meeting Control screen after entering the moderator PIN and clicking **Unlock waiting room**.

Step 10 (Optional) If you entered a moderator PIN, you may automatically record a meeting when it starts by selecting **Record meeting when meeting starts** (available only when a SCOPIA Desktop is configured in iVIEW Suite).

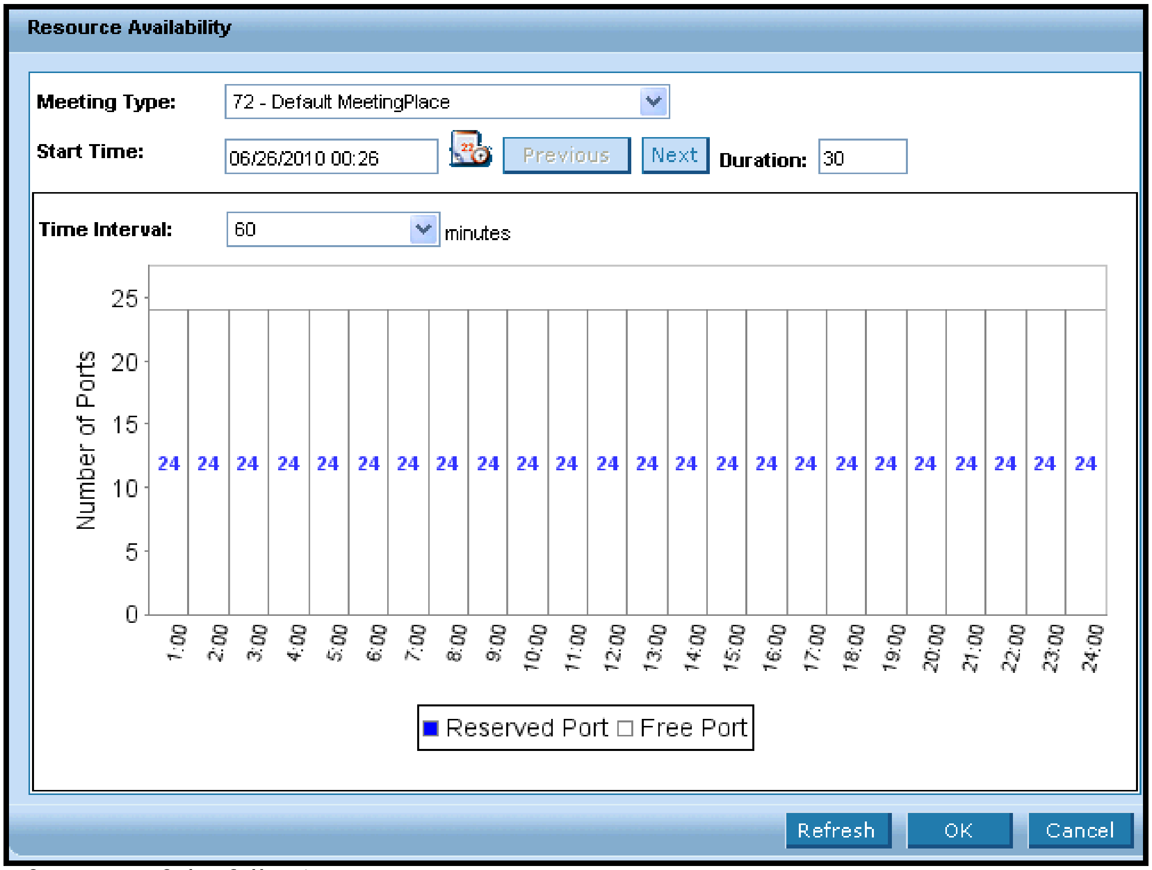
The default streaming mode determines the initial streaming state. Streaming can be disabled or enabled during the meeting by any SCOPIA Desktop client that has meeting moderation rights.

Step 11 (Optional) Enter a description of the scheduled meeting for future reference.

The Description field is hidden by default. If you cannot see this field, contact your system administrator.

Step 12 Select **Resource Availability** to view the MCU resources available in the network for a particular meeting type. The MCU resources are displayed with the number of available ports for a given time period of time.

Figure 4-7 Resource Availability



Step 13 Perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Scheduling a Virtual Room Meeting

The virtual room facility enables you to set predefined attributes, such as meeting type and PIN, to customize your meetings.

You associate an identifying number with each virtual room. Other users simply dial the virtual room number to establish a meeting using the customized attributes of the virtual room.

When scheduling a meeting in a virtual room, you use the predefined attributes of that virtual room as preferred settings for the meeting.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **My Virtual Room**.

Step 3 Select a virtual room from the list and Select **OK**.

SCOPIA Management Suite loads the customized configurations of the virtual room.

Step 4 Select **Finish** to schedule a meeting in this virtual room.

Inviting Participants or Terminals to the Meeting

A terminal is an audio/video device for use in audio and video conferences over IP, ISDN or mobile networks. In general, a user will have at least one terminal.

Adding a New Participant or Terminal

Procedure

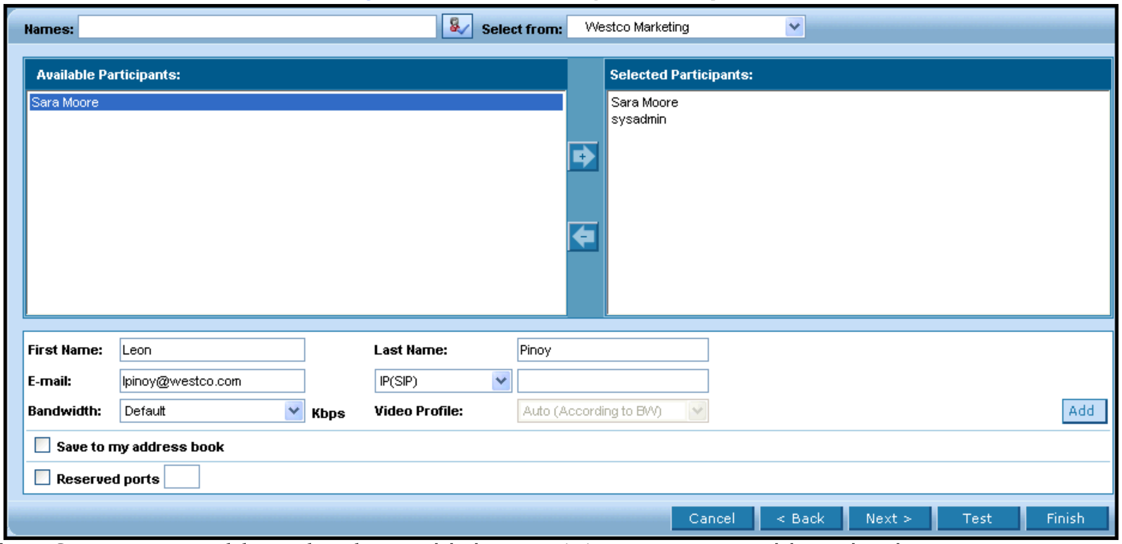
Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Invite**.

Step 3 Enter the required information about the participant or terminal in the lower half of the screen.

You must provide at least the email address of the user or the number of the terminal that you want to add.

Figure 4-8 Adding Participants



Step 4 Select **Save to my address book** to add the participant to your address book.

Step 5 Select **Add** to save your changes.

Step 6 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Searching for a Participant or Terminal

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

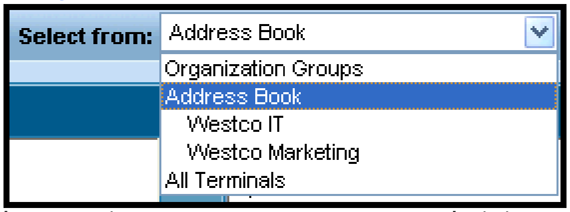
Step 2 Select **Invite**.

Step 3 Enter the partial or complete name of the participant or terminal in the Names field.

Step 4 Select the source from which to search for resources or participants.

You can select Organization Groups, Address Book or All Terminals from the Select From drop-down list.

Figure 4-9 Search Select From List



If you do not see one of these options, contact your system administrator.

Step 5 Select **Search**.

Search results are listed.

Step 6 To return to the complete list of participants, clear the Names field, and then Select **Search**.

Step 7 Use the arrow buttons to move entries between the Available Participants and Selected Participants lists.

Step 8 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Selecting a Participant or Terminal

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Invite**.

Step 3 Use the arrow buttons to move entries between the Available Participants and Selected Participants lists.

By default, each page displays up to 50 entries.

The Available Participants list includes users or terminals depending on the selection in the Select From list.

Step 4 By default, the meeting organizer is displayed in the Select Participant list. Disable this behavior at **My Profile > My Preferences > Don't include me in the meeting**.

Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Reserving Extra Ports

Reserving ports ensures that you have sufficient resources to invite additional participants or terminals to a meeting that is already in progress.

If no participants attend a meeting, SCOPIA Management Suite releases the ports after the specified meeting end time is reached.

If a participant leaves a meeting before the end time is reached, SCOPIA Management Suite releases the video ports used by the participant immediately, and the audio ports at the end of the meeting.

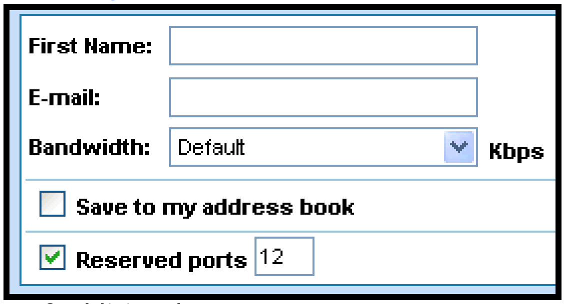
Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Invite**.

Step 3 Select **Reserved ports** to reserve additional MCU ports for unknown participants.

Figure 4-10 Reserved Ports



Step 4 Enter the required number of additional ports.

Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Customizing Participant and Terminal Settings

Selecting a Terminal for a Participant

This option is not available for non-video conferences.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Step 3 To assign or change the assignment of a terminal used by an attendee, select the link for that attendee in the Terminal column.

Step 4 Select a terminal from the list in the select Terminal window or select **Specify custom terminal** to add an external number.

Step 5 Enter the required terminal name, and then select **OK**.

Step 6 For a PSTN/ISDN terminal designated as an ISDN connection for the meeting, select **PSTN/ISDN**.

This option is unavailable for non-PSTN/ISDN terminals.

Step 7 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Defining Participant Dialing Options

This option is not available for non-video conferences.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

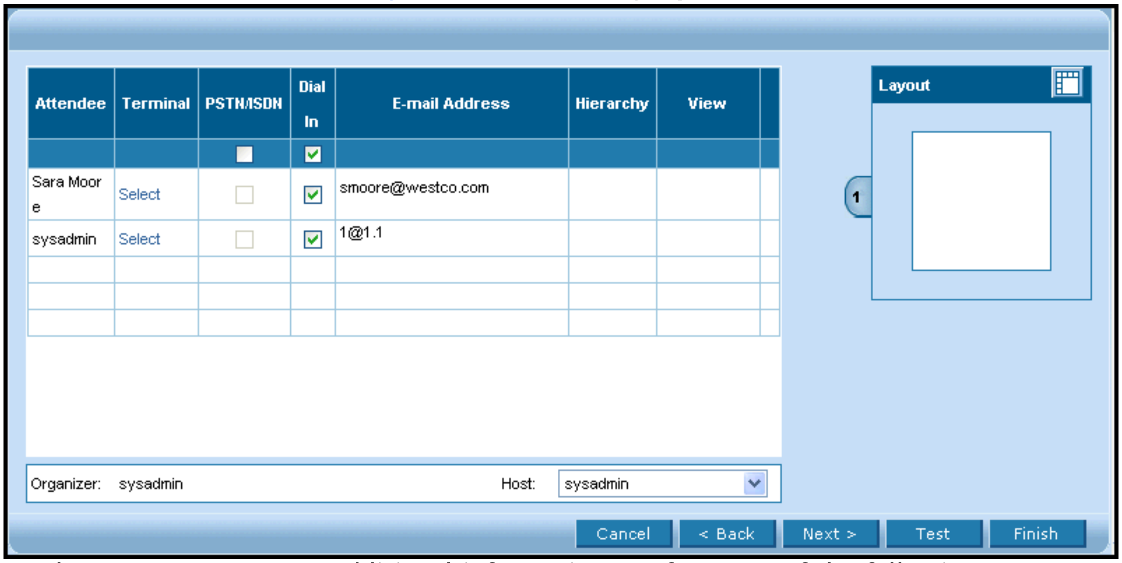
If you do not see this tab, contact your system administrator.

Step 3 Select **Dial-in** for dial-in attendees.

Step 4 If you expect a terminal to join the meeting by dialing in (rather than by being dialed to when the meeting starts), select **Dial-in** for the terminal.

If a PSTN/ISDN terminal is missing the country code, area code or phone number, the terminal is forced to join in dial-in mode only.

Figure 4-11 Dailing Options



Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Viewing Participant or Terminal Addressing

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Defining Participant Video Display Layout

This operation allows you to set the initial layout for terminals to which the MCU dials out. Make sure that there is no dynamic layout defined by the MCU service for this meeting type.

The layout of these terminals may change during the course of the meeting if additional terminals dial into the conference.

This option is not available for non-video conferences.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Step 3 Select the layout that dial-out participants see from the View list.

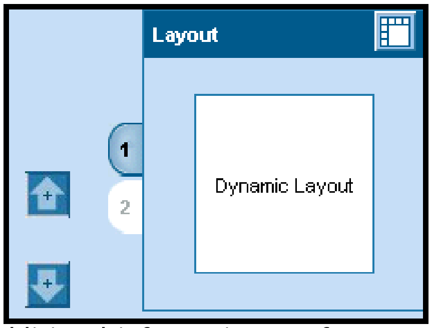
You can view available layouts in the Layout display by clicking the numbered side-tabs.

The service selected for the meeting determines which layouts are available.

For a point-to-point conference, the attendees list should contain only two terminals, and the View column and Layout display are disabled.

Step 4 To include a terminal name in a specific subframe of the screen layout at the start of the meeting, drag and drop the **Change Layout** icon (located to the right of the View column for each terminal) into the Layouts display.

Figure 4-12 Select Layout



Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Defining the Meeting Host

Procedure

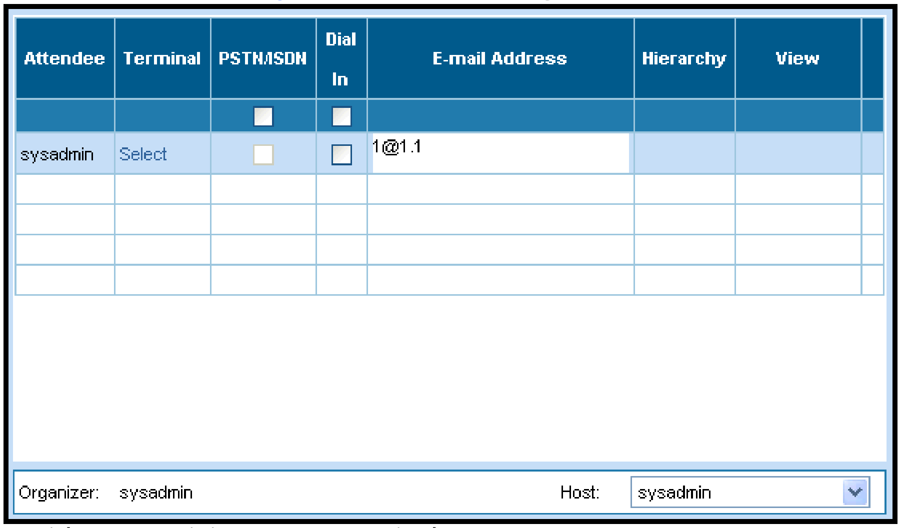
Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Settings**.

If you do not see this tab, contact your system administrator.

Step 3 Select a host in the **Host** field at the bottom of the screen.

Figure 4-13 Defining a Host



A host can be either a participant or a terminal.

If waiting room mode is enabled, and the host has a terminal, the host can unlock the waiting room on joining the meeting.

Step 4 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Using Lecture Mode

In Lecture Mode, the lecturer is displayed in one view and all other participants are displayed in the second view. The lecturer sees all the participants in the second view, while the participants see only the lecturer.

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Basic**.

Step 3 Enter a meeting ID and subject.

Step 4 Select a meeting type in which the Administrator has selected the Enable Lecture Mode option.

The host is designated as the lecturer and set to be displayed in the first view. All other participants are set to be displayed in the second view.

The host sees all the participants. The participants see only the host.

Step 5 If you do not want to set any additional information, perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

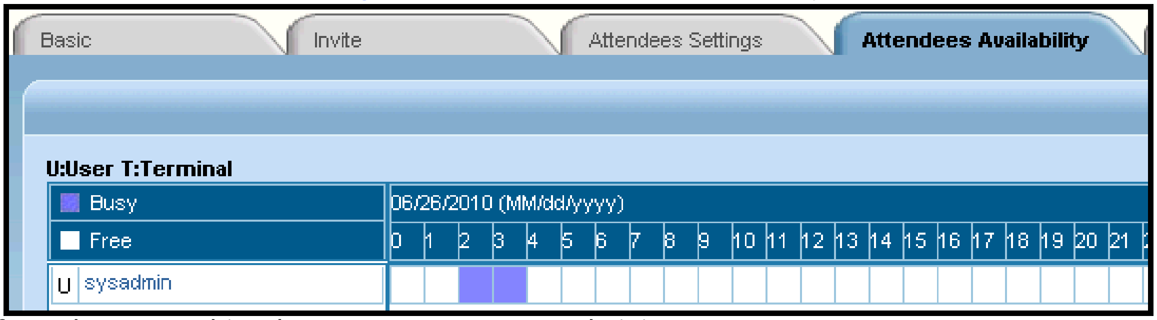
Viewing Participant and Terminal Availability

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Attendees Availability**.

Figure 4-14 Attendee Availability



If you do not see this tab, contact your system administrator.

The legend at the top left of the window explains that T means “Terminal” and that U means “User”. In the case of a non-video conference, R means “Room”.

Purple represents “Busy” and white represents “Free”.

A one-week time period is displayed, beginning from the week that the meeting is scheduled to occur (no earlier than the present time).

Step 3 Perform one of the following:

- Select **Next** to proceed with setting additional meeting scheduling options.
- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Adding a Meeting Reference Code

You can add a reference code to identify your meeting for billing purposes.

Procedure

Step 1 Select **Meeting Scheduling** in the sidebar menu.

Step 2 Select **Basic**.

If you do not see this tab, contact your system administrator.

Step 3 Enter a reference code for the specified meeting in the **Reference Code** field.

Step 4 If you do not want to set any additional information, perform one of the following:

- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Configuring a Billing Destination

Procedure

Step 1 Select **Meeting Scheduling** in the sidebar menu.

Step 2 Select **Basic**.

If you do not see this tab, contact your system administrator.

Step 3 Select Host, All Participants or Organizer in the Bill To field.

The cost of the meeting is billed accordingly.

Step 4 If you do not want to set any additional information, perform one of the following:

- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Defining How to End a Meeting

Procedure

Step 1 Select **Meeting Scheduling** in the sidebar menu.

Step 2 Select **Advanced**.

If you do not see this tab, contact your system administrator.

Step 3 Select **At scheduled time** to terminate the meeting according to the termination time define for the meeting.

Step 4 Enter a value in the **Alert n minutes before termination** field to indicate the length of time before the scheduled termination of the meeting that terminals receive the end-of-meeting warning.

At the defined length of time before the end of the meeting, an audio alert message is played to the meeting participants. The only way to extend the meeting is to do it manually in the In-meeting Control interface.

Step 5 Select **n minutes after all terminals have left** to terminate the meeting only a defined period of time after the last terminal leaves.

SCOPIA Management Suite automatically extends the meeting as long as meeting participants are still connected to the meeting, and there is no resource conflict with upcoming scheduled meetings.

Step 6 Enter the required value in the **n minutes after all terminals have left** field.

By default, you cannot automatically extend SCOPIA Management Suite meetings to last more than four hours. If you need this default changed, contact your system administrator.

The maximum values that SCOPIA Management Suite allows are 10 days, 240 hours and 14400 minutes.

Step 7 If you do not want to set any additional information, perform one of the following:

- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Setting a Time Zone for a Meeting

Procedure

Step 1 Select the **Meeting Scheduling** icon in the sidebar menu.

Step 2 Select **Advanced**.

If you do not see this tab, contact your system administrator.

Step 3 Select the required time zone from the list in the Time Zone field.

Step 4 If you do not want to set any additional information, perform one of the following:

- Select **Test** to test your scheduling request.
- Select **Finish** to complete the meeting scheduling procedure.

Testing and Completing the Scheduling

When you have completed all selections in the Meeting Scheduling screens, you can either test to see if the meeting scheduling request would be successful or schedule the meeting and receive the meeting invitation.

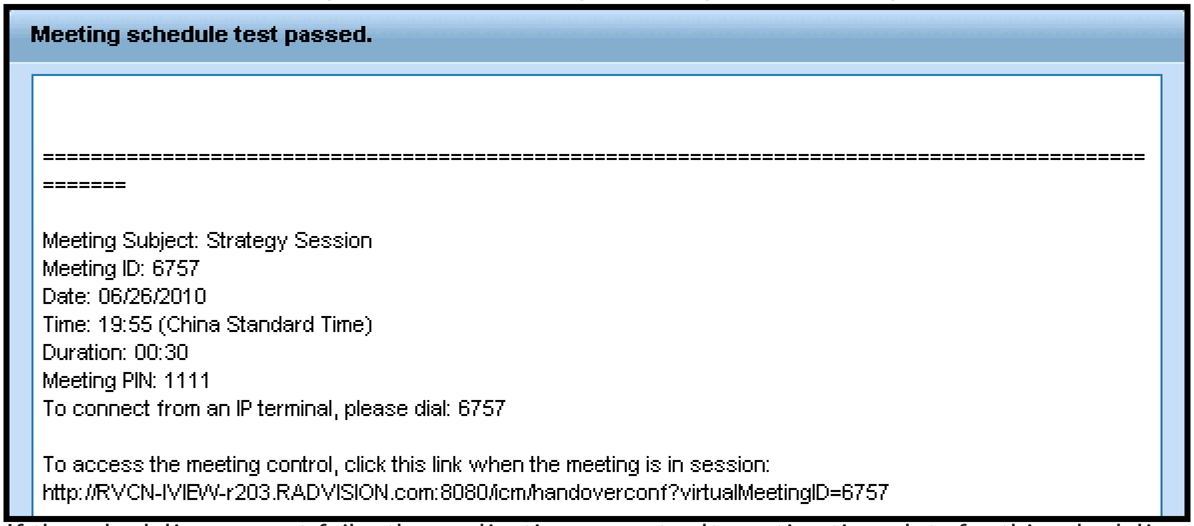
Testing the Meeting Scheduling Request

This procedure describes how to test the scheduling request without actually scheduling the meeting.

Procedure

Step 1 Select **Test** on any tab of the Meeting Scheduling section.

Figure 4-15 Testing Meeting Schedualing



Step 2 If the scheduling request fails, the application suggests alternative time slots for this scheduling request to be successful. You can either select a new time slot or change the scheduling parameters and then re-test.

Completing the Meeting Scheduling Process

Procedure

Step 1 Select **Finish** on any tab in the Meeting Scheduling section.

If all required resources are available, the meeting is automatically scheduled and notifications are sent to all participants.

If network resources are available but non-required resources (such as terminals, users and rooms) are not, the meeting is automatically scheduled, notifications are sent, and a conflict list is created for the meeting organizer.

If the meeting cannot be scheduled, a message appears in which you can select an alternative time slot for the meeting, if a time slot is available.

Step 2 If no alternative time slot is available, Select **Back** to return to the Meeting Scheduling screens where you can modify your selections.

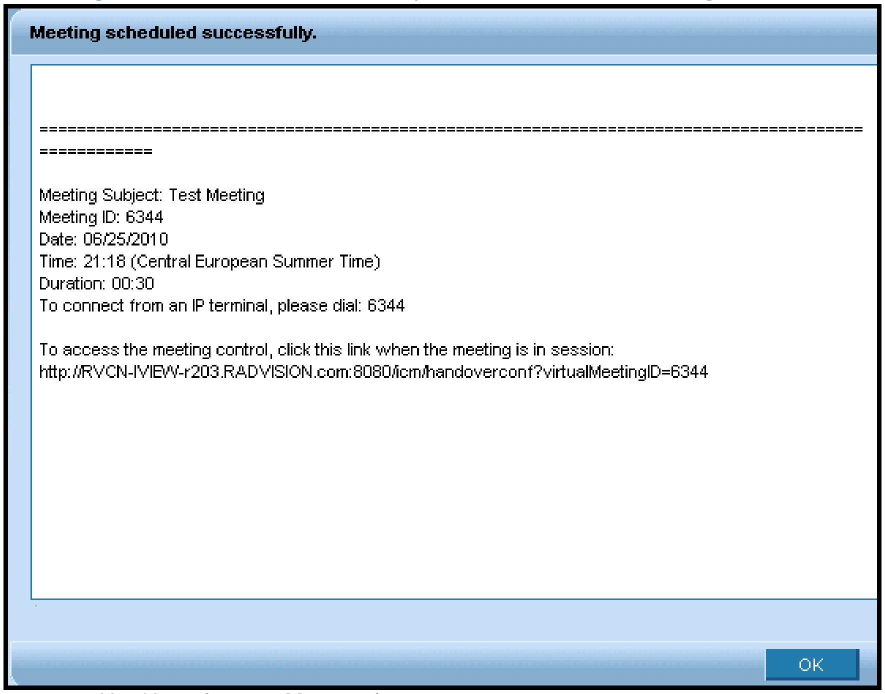
Viewing a Summary of Your Meeting

Procedure

Step 1 Select **Finish** on any tab of the Meeting Scheduling section.

If the meeting is successfully scheduled, a Meeting Summary window displays the following information.

Figure 4-16 Successfully Scheduled Meeting Notice



Step 2 Alternatively, go to **My Meetings** > **Upcoming**.

Step 3 Select the link to the meeting in the Subject column.

Step 4 Select **Meeting Summary**.

Creating Ad Hoc Meetings

You create an ad hoc meeting when you dial a random meeting ID from your endpoint or terminal without scheduling a meeting or a virtual room number. The system creates this random ad hoc meeting or virtual room meeting for you. When all participants leave the ad hoc meeting or the virtual room, it is terminated.

If all participants leave the meeting within 30 minutes, the meeting terminates automatically.

If all participants stay in the meeting after 30 minutes, the meeting is auto-extended until all participants leave the meeting or there is a resource conflict.

Note: An endpoint-initiated meeting is only allowed if the administrator has enabled this meeting type. If you cannot initiate an ad hoc meeting, contact your system administrator.

Creating Ad Hoc Point-to-Point Calls

Procedure

Step 1 From your endpoint or terminal, dial the number of the endpoint or terminal you want to reach.

Step 2 If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by SCOPIA Management Suite.
- The endpoint or terminal you want to reach is registered to a gatekeeper managed by SCOPIA Management Suite.
- SCOPIA Management Suite is configured to allow endpoint-initiated point-to-point calls.

Creating Ad Hoc Multipoint Meetings Using a Default Meeting Type

Procedure

Step 1 Dial a meeting ID number that begins with the SCOPIA Management Suite meeting ID prefix (by default, 6).

For example, 6789.

SCOPIA Management Suite then uses the default meeting type to initiate the meeting.

For example, if the default meeting type is 85, other users can join the conference by dialing either 856789 or 6789.

Step 2 If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by SCOPIA Management Suite.
- SCOPIA Management Suite is configured to allow endpoint-initiated multipoint calls.

Creating Ad Hoc Multipoint Meetings Using a Non-Default Meeting Type

Procedure

Step 1 Dial the meeting type prefix followed by a meeting ID number.

For example 856789 where 85 is the meeting type prefix and 6789 is the meeting ID number.

Other users can join the conference by dialing either 856789 or 6789.

Step 2 If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by SCOPIA Management Suite.
- SCOPIA Management Suite is configured to allow endpoint-initiated multipoint calls.

Inviting Participants to Ad Hoc Meetings using MCU Delimiters

By default, ** is the MCU delimiter for inviting an endpoint to a meeting, and *** is the MCU delimiter for the meeting password.

Procedure

Step 1 Dial the following in a single string:

- The meeting type prefix followed by a meeting ID number.
- **
- The number of the endpoint or terminal you want to invite.
- ***
- The meeting password.

For example, 856789***111**5656.

Step 2 If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by SCOPIA Management Suite.
- SCOPIA Management Suite is configured to allow endpoint-initiated multipoint calls.
- The MCU is configured to use default delimiter settings.

Creating Ad Hoc Virtual Room Meetings

Depending on your system configuration, you might be limited to ad hoc virtual meetings.

You can create an ad hoc virtual room meeting as follows:

Procedure

Step 1 Access a terminal.

Step 2 Dial a virtual room number.

For example, a user defines a virtual room with number 6555 and meeting password 1234.

When 6555 is dialed from an endpoint, a virtual room meeting begins. The meeting ID is 6555, and anyone wanting to join the conference must enter the password 1234.

Viewing Endpoint-initiated Meetings

Procedure

Step 1 Verify with your system administrator that SCOPIA Management Suite is configured to display endpoint-initiated calls.

Step 2 Select **My Meetings** in the sidebar menu.

Step 3 Select **Current**.

Step 4 Alternatively, you can view the In-meeting Control interface of an endpoint-initiated meeting from the RADVISION SCOPIA Management Suite login screen.

Select **Enter a meeting** and enter the meeting ID and PIN to access that meeting.

Creating Endpoint-Initiated Meetings Using Sony Endpoint with Embedded MCU

You can create a multipoint meeting on a Sony endpoint using an embedded MCU.

Procedure

Step 1 Access the web interface of the Sony endpoint.

Step 2 In the **Dial/Disconnect** section, select **Multipoint** in the **Line I/F** field to create a multipoint conference.

Managing Meetings via Video IVR

The Video Interactive Voice Response (IVR) mechanism provides a series of video screens and audio messages to guide you through the process of creating or joining a conference on the MCU without the need to register to a H.323 gatekeeper or to a SIP registrar.

Accessing MCU Meetings via Video IVR

Procedure

Step 1 Ask your administrator for the Auto Attendant session ID.

Step 2 Dial the Auto Attendant session ID from your endpoint to access the video IVR session.

Step 3 Alternatively, you can dial your iVIEW Suite IP address to gain access to the video IVR session.

Viewing MCU Meetings via Video IVR

Procedure

Step 1 Access the video IVR as described in the "Accessing MCU Meetings via Video IVR" section on page 4-40.

Step 2 Use the * or # keys to browse the meeting list page by page.

Step 3 Enter the meeting ID to access that meeting.

Creating MCU Meetings via Video IVR

Procedure

Step 1 Access the video IVR as described in the "Accessing MCU Meetings via Video IVR" section on page 4-40.

Step 2 Press **0**.

Step 3 If the meeting ID is currently being used by a meeting, you will join this meeting.

If the meeting ID is not in use, you can create a new meeting using this meeting ID.

Step 4 (Optional) Enter a PIN for your new meeting or enter ##.

Participants must use this PIN to join your meeting.

5 Managing Meetings in SCOPIA Management Suite

Viewing Your Meetings

Procedure

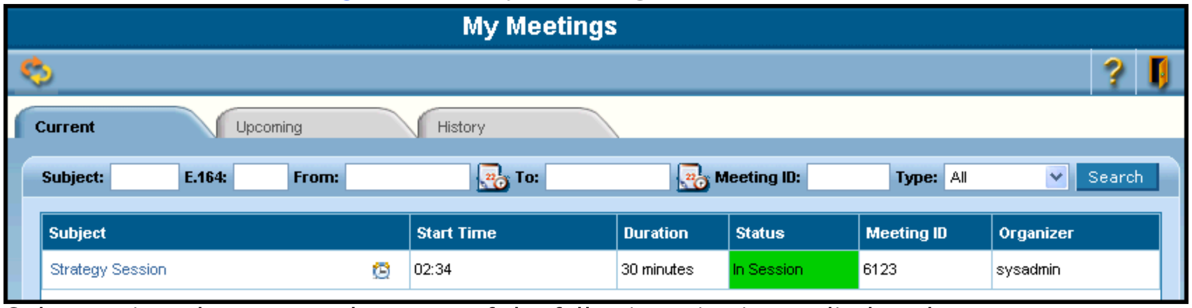
Step 1 Select the **My Meetings** icon in the sidebar menu.

Step 2 Select **Current** to see all your meetings that are currently in progress.

Step 3 Select **Upcoming** to see all your meetings that have not yet started.

Step 4 Select **History** to see all your meetings that have already finished.

Figure 5-1 My Meetings User Interface



Only meetings that meet at least one of the following criteria are displayed:

- You are a participant in the meeting.
- You are the owner of a virtual room used in the meeting.
- You are the organizer of the meeting.

If you do not get the expected result when you view your meetings, contact your system administrator.

Verifying that You Have Successfully Created Your Meeting

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **Current** to see all your meetings that are currently in progress.

Step 3 Select **Upcoming** to see all your meetings that have not yet started.

Step 4 Select **History** to see all your meetings that have already finished.

The creation status of each of the displayed meetings is shown in the Status column.

If the status column is colored green, the meeting was successfully created and all meeting participants are in the meeting.

If the status column is colored red, SCOPIA Management Suite has failed to create the meeting.

Step 5 To view the Reason Failed error message, Select the **red status indicator**, and then Select **Retry** to resend the meeting information to the MCU.

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **Current**, **Upcoming** or **History**, as required.

Step 3 Perform any of the following:

- Enter the partial or complete subject of the meeting in the Subject field.

  If any part of the meeting subject matches the search string, the meeting record is displayed in the search results.
- Enter the E.164 number (the number of the user terminal) of an attending terminal in the E164 field.

  If any part of the meeting subject matches the search string, the meeting record is displayed in the search results.
- Select the calendar icon in the From field, and select a date and time in the window that opens.

  Meetings scheduled after the selected time are listed.
- Select the calendar icon in the To field, and select a date and time in the window that opens.

  Meetings scheduled before the selected time are listed.
- Enter the partial or complete meeting ID in the Meeting ID field.

  If any part of the meeting ID matches the search string, the meeting record is displayed in the search results.

Step 4 Select **Search**.

Search results are listed.

Step 5 To return to the complete list of meetings, clear each of the fields.

Step 6 Select **Search**.

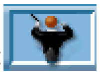
Monitoring a Meeting

You can monitor and moderate a meeting in which you are a participant or the organizer via the In-Meeting Control interface for the meeting.

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **Current**.

Step 3 Select the link in the Subject field for the meeting you want to monitor: 

Step 4 Enter the moderator PIN if one is used for this meeting.

Step 5 Select the Become Moderator icon.

Note: The In-meeting Control interface is not available for meetings in which you are not a participant or the organizer.

Generating Reports

On the Upcoming and History tabs, you can generate a report in .xls format which shows all meetings scheduled between selected dates (as specified in the To and From fields). Once you have saved a report, you can view it with Microsoft Excel.

Procedure

Step 1 Select the **My Meetings** icon in the sidebar menu.

Step 2 Select **Upcoming** or **History**, as required.

Step 3 Select the calendar icon in the From and To fields to choose a start and end date for information in the generated report.

Figure 5-2 Generating Reports

Step 4 Select **Report** (Fixed).

Table 5-1 describes the information categories that are included in a generated report.

Table 5-1 Generated Report Information Categories

Category	Description
Virtual Meeting ID	Dialable meeting ID used by users to access a specific meeting.
Master Meeting ID	Corresponds to a physical meeting ID on the master.
Slave Meeting ID	Corresponds to a physical meeting ID on the slave.
RADVISION SCOPIA iVIEW Management Suite Meeting ID	Internal database ID for the meeting.
Meeting Subject/Party Name	Corresponds to Subject field in Meeting Scheduling.
Meeting Type	Corresponds to the Meeting Type field in Meeting Scheduling. The name of the meeting type is displayed.
Meeting Description (New)	Corresponds to the Meeting Description field in Meeting Scheduling.
Location (New)	Corresponds to the Location field in Meeting Scheduling.
Reference Code	Corresponds to the Reference Code field in Meeting Scheduling.
Start Time	Corresponds to the Start Time field in Meeting Scheduling.
Duration	Corresponds to the Duration field in the Meeting Scheduling.
Meeting Room	Meeting room used for scheduling a meeting.
Organizer Name	Corresponds to the Organizer field in Meeting Scheduling.
Service Prefix	MCU service prefix used for the meeting.
Services	MCU service used for the meeting.
MCU Name(s)	MCU(s) used for the meeting. For cascaded meetings, "(master)" appears after the MCU name.
Terminals	Number of terminals used for the meeting.
Number of Extra IP Ports Reserved	Corresponds to the Reserve additional ports field in Meeting Scheduling.
Dial-in IP Terminals	Number of dial-in IP terminals.
Dial-out IP Terminals	Number of dial-out IP terminals.
Dial-in ISDN Terminals	Number of dial-in PSTN/ISDN terminals.
Dial-out ISDN Terminals	Number of dial-out PSTN/ISDN terminals.
Gateway List	Gateways used for the meeting.
Device Failure Cause (Device Name, IP Failure, Cause)	Any failure on a network device such as an or gateway.
Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)	Any failures on attending terminals.

Step 5 Select **Save** to save the report to a location of your choice.

Responding to a Meeting Invitation

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **Upcoming**.

For upcoming meetings, the meeting organizer can access it, modify, and delete it from the My Meetings Screen.

The meeting organizer can view the meeting summary screen.

The meeting organizer can check the attendees list to see who will attend the meeting.

Modifying Upcoming Meetings

You can reschedule the meeting to another time, change the meeting parameters, or delete the meeting request.

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **Upcoming**.

Step 3 Select the subject of the meeting you want to modify.

Step 4 Enter the required informationand Select **Next** until the Finish button displays.

Step 5 Select **Finish**.

Deleting Your Meeting History

All past meetings are deleted from the History tab.

Deleted meetings appear in billing and reporting statements.

History tab search results do not include deleted meetings.

Procedure

Step 1 Select **My Meetings** in the sidebar menu.

Step 2 Select **History**.

Step 3 Select **Delete History**.

Defining the Duration of the Meeting History Display

Procedure

Step 1 Select **My Profile** in the sidebar menu.

Step 2 Select **My Preferences**.

Step 3 Select **Delete meeting history items older than n days** and enter the required number of days.

6 Moderating Meetings in SCOPIA Management Suite

About the In-meeting Control Interface

Accessing the In-Meeting Control Interface

You moderate the status of a live meeting in real-time from the In-Meeting Control interface. Access the In-Meeting Control interface in any of the following ways.

Procedure

Step 1 Access the In-Meeting Control interface via a user account.

If the meeting you want to control is listed at My Meetings > Current, and if you are the meeting organizer or an attendee of the meeting, select the meeting subject link.

Step 2 Access the In-Meeting Control interface via a conference ID.

- When the meeting is in progress, select the URL link embedded in the meeting notification e-mail.

  -or-

- Select **Enter a Meeting** in the SCOPIA Management Suite login screen and enter the conference ID and PIN to access the In-Meeting Control screen.

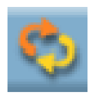
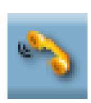
Identifying In-Meeting Control Interface Components

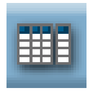
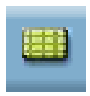
Table 6-1 In-meeting Control Interface Components

Component	Description
Title bar	Positioned on the upper left-hand corner of the In-meeting Control screen, the title bar includes essential meeting information. Meeting control buttons are also available on the title bar for users with chair-control privileges.
Participant List tab	Enables you to view all meeting attendees and information about them.
Statistics tab	Enables you to view statistical information for all meeting attendees. This information in Statistics complements the information on the Participant List by providing additional attendee data.
Advanced Invitation tab	For users with chair-control privileges. Invite multiple predefined users or terminals to the meeting from this tab.
Layout panel	Positioned in the upper-right hand corner of the In-meeting Control window, the Layout panel displays layout information related to meeting attendees, such as the position of each attendee in all available views. For users with chair-control privileges, layout control buttons are also available.
Invite panel	Positioned below the Layout panel. For users with chair-control rights. You can invite additional attendees to the current meeting.

Table 6-2 Title Bar Details

Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Meeting ID				The meeting ID attendees dial to join the meeting
Meeting Name				Name of the meeting
Presentation				Indicates whether or not the conference is audio, video or data sharing via T.120
	Audio			
	Video			
	Data Sharing via T.120			
	Encryption			
MCU Conference				The corresponding MCU conference ID and the host MCU in the format Meeting:MCU_Conference_Id@ Host_MCU_Name
Bandwidth				Bandwidth of the MCU service used to create the meeting
Time Remaining				The length of time remaining for the meeting
PIN				The meeting PIN (if a PIN is set for this meeting)

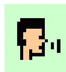
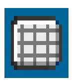
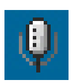
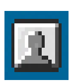
Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Take Control				Select this button to take control of the meeting. Only one user can have control of a meeting at any one time
Help				Select this button to open the online help
Refresh				Select this button to manually refresh the In-meeting Control window. The In-meeting Control window is automatically refreshed at regular intervals
Mute			Moderator control privileges	Mutes or un-mutes all meeting attendees
Terminate Meeting			Moderator control privileges	Terminates the meeting
Block Entry			Moderator control privileges	Prevents attendees from joining the conference via dial-in or dial-out
Reconnect All			Moderator control privileges	Dials out to all attendees to reconnect them
Delete Participant			Moderator control privileges	Select participants from Main Panel > Participant List, and then Select this button to remove the selected participants from the meeting.Changed “choose” to “select”

Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Sub-meeting			Moderator control privileges	Select participants from Main Panel > Participant List, and then Select this button to move the selected participants to a sub-meeting within the meeting.Changed “choose” to “select”
Change View			Moderator control privileges	Select participants from the Main Panel > Participant List, and then Select this button to place them in one of the meeting’s available views.Changed “choose” to “select”
Extend Meeting			Moderator control privileges	Select this button to extend the duration of the current meeting.
Hierarchy			Moderator control privileges, cascaded meeting	Displays the participant list either in a tree view or table view.

Viewing Participant List Tab Details

Participant List Tab Details

Element Name	Graphic/Link	Requirements	Description
Connect/Disconnect		Moderator control privileges	If a participant is connected, Select this button to disconnect that participant. If a participant is disconnected, Select this button to connect that participant.
Change Participant Name		Moderator control privileges	Located in the Participant Name column. Select this button to change the participant name in the conference and/or on terminals.
Name column			Column displays the names of the users and/or terminals attending the meeting.

Element Name	Graphic/Link	Requirements	Description
Active Speaker			Indicates the user who is currently speaking in the meeting.
Presentation Only			Indicates a user who joins the meeting by presentation only.
Number column			This column displays the number of the participating terminal and the name of the Gateway (for ISDN endpoints) or the name of the SCOPIA Desktop Server (for SCOPIA Desktop Clients and SCOPIA Desktop Servers).
Dial-in column			Indicates whether or not each participant dialed into the meeting.
Max Call Rate In/Out column			Displays the connection speed (in/out) of each participant in Kbps.
Sub-meeting column			Indicates if a participant is part of a sub-meeting of the meeting. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Meeting View column			Indicates which view is currently displayed to each participant. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Microphone Status			Select to adjust or mute the volume of a participant’s audio output. This is only displayed for connected participants.
Loudspeaker Status			Indicates whether or not a participant is receiving audio. This is only displayed for connected participants.
Monitor Status			Indicates whether or not a participant is receiving video. This is only displayed for connected participants.
Camera Status			Select to enable or disable the video input of a participant. This is only displayed for connected participants.
Camera Status		Duo-streaming enabled	Select to enable or disable the video inputs of a participant. This icon appears instead of the Camera Status icon above if Duo-stream is enabled. This is only displayed for connected participants.
Participant Information column			Displays detailed call-related information for an online meeting participant.

Element Name	Graphic/Link	Requirements	Description
Encryption			Indicates that a participant using an encrypted connection.
Tabular View			Only participating terminals are displayed in this view in a tabular format.
Tree View			In this view, participants are grouped according to the MCU to which they are connected. For each conference on the MCU, a header is displayed that indicates the group to which participants belong. Select the header to view the conference on the MCU.

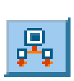
Viewing Statistics Tab Details

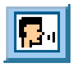
Table 6-3 Statistics Tab Details

Column Heading	Description of Column Contents
Name	Name of each participant
Number	Number of each participating terminal
Max Call Rate In/Out	Connection speed of each participant in Kbps
IP Address	IP address of each participant
Type	User type of each participant
Connect Time	The time that each participant connects to the meeting
Video In/Out	The codec used for video input video output
Audio In/Out	The codec used for audio input and audio output
Data	Indicates if there is data sharing

Viewing Layout Panel Details

Table 6-4 Layout Panel Details

Element Name	Graphic	Requirements	Description
Layout Box			The layout displayed in the layout box is what the participant sees.
View tabs			Select a tab to display an available view. You can switch between views.
Video Output Stream		Moderator control privilege	Select to choose the bandwidth for each view. This is only available for MCU version 4.

Element Name	Graphic	Requirements	Description
Auto Switch		Moderator control privilege	Select to choose this layout mode that automatically switches participants at regular intervals.
Active Speaker		Moderator control privilege	Drag and drop the icon into a subframe in the Layout Box, to display the speaker in that subframe.
Text Overlay		Moderator control privilege	Select to enable the display of the terminal name as a text overlay displayed on a participating terminal.
No Self-See		Moderator control privilege	Select to toggle the self-see function.
Dynamic Layout		Moderator control privilege	Select to enable/disable dynamic layout. If dynamic layout is disabled, you can select a custom layout for the meeting by clicking Change Layout.
Change Layout		Moderator control privilege, dynamic layout must be disabled.	Select this icon to open a window containing all available layouts. Select one of the available layouts and it will be applied to the current layout displayed in the Layout panel.

Viewing Invite Panel Details

Table 6-5 Invite Panel Details

Area	Description
Participant	Displays the number of participants currently connected to the meeting.
Unused Reserved Ports	Displays the number of reserved ports for guest participants.
Invite	In this area, you can invite an IP/ISDN/Mobile participant to the meeting.

Moderating a Meeting

Taking Moderator Control

Meeting moderators have permission to perform the following actions:

- Invite participants
- Modify participant media connections
- Manually reposition participant images in a video layout
- Modify meeting view layouts
- Specify the position of a voice-activated image in the meeting view
- Create sub-meetings
- View additional participant details

Procedure

Step 1 Access the In-Meeting Control interface.

(Meeting Operators) If no other user has control of the meeting at the same time, you are automatically granted Moderator control rights.

Step 2 (Meeting Organizers and Regular Users) Enter the moderator PIN if one is used for this meeting.

Step 3 Select the Take Control icon as shown in *** UNDEFINED CROSS-REF FORMAT [Table Number & Page] ***.

Procedure

Step 1 Access the In-Meeting Control interface as described in the “Accessing the In-Meeting Control Interface” section on page 6-48.

Step 2 Select **User**.

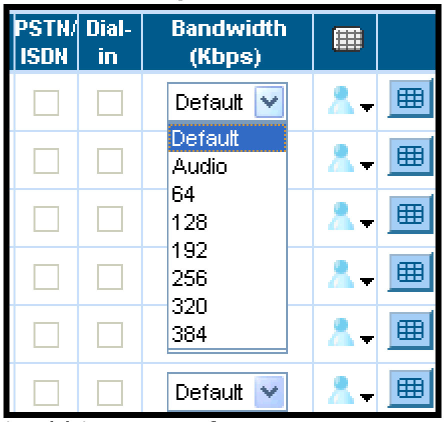
Step 3 Select the attendees to invite from the Users list.

If required, you can search for users by entering the full name or part thereof in the search field, and selecting the search icon.

Step 4 Select the right arrow to include these users in the list to be invited.

Step 5 Select a bit rate in the Bandwidth field for use when inviting a participant to a meeting.

Figure 6-1 Participant Bandwidth Settings



Use the default setting for optimal bit rate performance.

Step 6 If required, select the **Advanced** button and then select a layout option from the view list.

Your selection presets the position of the invited participant image in the video layout upon the participant’s entry into the meeting.

Step 7 Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** displayed on the right side of the **Advanced Invitation** tab.

You can specify a position for the participant image in all layouts currently supported in the meeting.

Note: You must associate a participant with a terminal before you can invite that participant to a meeting.

Step 8 Select **Invite** to send the invitation.

Inviting Multiple Terminals

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Terminal**.

Step 3 Select the terminals to include in the meeting.

If required, you can search for terminals by entering the full name or part thereof in the search field, and clicking the search icon.

Step 4 To include the selected terminals in the list of invited terminals, select the right-pointing arrow.

Step 5 Select a bit rate in the Kbps field for use when inviting a terminal to a meeting.

Use the default setting for optimal bit rate performance.

Step 6 If required, select **Advanced** and then select a layout option from the view list.

This presets the position of the invited terminal image in the video layout, upon entry of a participant into the meeting.

Step 7 Drag the **Lock Image** icon into the preferred position in the Layout Display Frame located on the right side of the Advanced Invitation tab.

You can specify a position for the participant image in all layouts currently supported in the meeting.

Step 8 To send the invitation, select **Invite**.

Connecting and Disconnecting Participants

The Connect/Disconnect button toggles between its two functions. To connect or disconnect a participant, use the relevant procedure:

Procedure

Step 1 Access the In-Meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select **Connect** to dial out to the terminal of a participant listed as disconnected.

Step 4 Select **Disconnect** to disconnect the terminal of a participant listed as connected.

Step 5 (Optional) Select **Reconnect All** on the title bar to reconnect all participants to the current meeting.

Ad hoc participants (participants not on the original invited list) are removed from the meeting if they disconnect.

Step 6 Select **OK**.

Muting and Enabling a Selected Microphone

This option is useful in cases when there is unwanted background noise related to a specific participant or terminal.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select the **Mic. Enabled** icon next to the required participant name.

Step 4 Alternatively, change the volume of that participant by right clicking the triangle next to the microphone icon to open a popup screen.

Step 5 Set the volume to be between -5 to +5 in the popup screen.

Blocking and Unblocking a Selected Camera

You can block or unblock a video stream sent by a meeting participant. For example, if a participant video connection affects meeting processing and degrades performance, you can block the participant video connection until endpoint issues are resolved.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select the **Camera Enabled** icon next to the required participant name.

Changing the Meeting View for a Participant

While a meeting is in progress, you can change the meeting view for a single selected participant or for all participants simultaneously.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select the participant for whom you want to change the view.

If you do not select a participant, the view changes for all participants.

Step 4 Select **Change view to participants** on the toolbar and select a view for the participant from the drop-down list.

To select multiple participants, Select the participants while holding down the Ctrl or Shift key.

Step 5 Select **OK**.

Inviting a Sub-meeting

You can divert selected participants in the Participant List of the current conference to attend a new or currently running private audio sub-meeting. Sub-meeting participants are hidden in the video layout.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select the participant whom you wish to invite to a sub-meeting.

Step 4 Select **Sub-meeting** on the toolbar.

Step 5 Select a sub-meeting to which you want to invite participants from the list in the Select sub-meeting window.

Step 6 Select **OK**.

A maximum of three sub-meetings can be supported per meeting. The number of supported sub-meetings depends on the meeting-type configuration.

Extending Meeting Duration

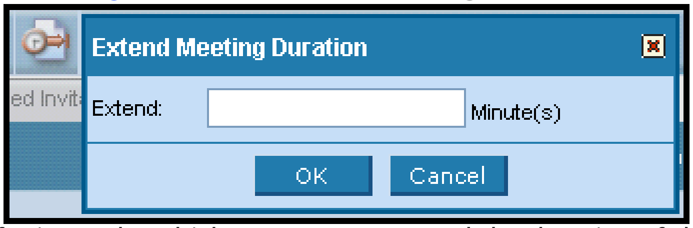
You can extend the meeting duration while a meeting is in progress.

Procedure

Step 1 Access the In-Meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Extend Meeting Duration** on the toolbar.

Figure 6-2 Extend Meeting Duration



Step 3 Enter the number of minutes by which you want to extend the duration of the meeting in the Extend field in the Extend window.

Step 4 Select **OK**.

Defining Video Layout and Display

The Layout panel allows meeting controllers to spontaneously control and adjust all aspects of meeting video. When first accessed, this area displays the video layout as selected during meeting scheduling.

Procedure

Step 1 Access the In-Meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Layout** panel

Step 3 To rearrange the video layout per terminal, drag-and-drop participating terminal names from the Participant List tab in the Main Panel into the desired frame.

Step 4 Select **OK**.

Defining Video Output Schemes

This feature is only available for conferences occurring on RADVISION MCU products running version 4.x software. When enabled, the video output schemes display up to four available video layouts. The system can produce up to four different video layouts per meeting to cater for participants with different video support capabilities, or different viewing purposes.

Multiple meeting views are configured per service with settings that specify video layout, layout switching and participant layout-switching behavior, picture resolution, bandwidth settings, frame rate, and video format.

Multiple meeting views enable the speaker in a lecture to view the participants while the participants view the speaker. In a meeting with varying connection speeds, participants with high video capabilities and participants with low video capabilities can take part at the same time without one affecting the experience of the other.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the Video Display area.

Step 3 Select **Output Scheme Settings**.

Step 4 Enter the bandwidth for each video scheme in the Bandwidth column in the Video Scheme Settings window.

Step 5 Select **OK**.

Displaying a Participant or Terminal Name

You can display a participant or endpoint (terminal) name in a specific position within the video layout frame.

SCOPIA Management Suite supports text overlay on participant images when there is MVP support and the text overlay option is configured for the meeting type.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Display Participant Name in Frame**.

Each participant or endpoint is clearly identified by name, in a text overlay on the video image.

The image of the active speaker is indicated by a border.

Enabling and Disabling Dynamic Layout

Without a dynamic layout, you can switch between a wide range of video layouts for the meeting. With dynamic layout, the video image automatically includes the number of frames equal to the number of participant images (up to a maximum of 16). The layout changes according to the number of participants that join or exit the meeting.

Dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimal use of the video image display. Dynamic layout is especially suited to a meeting that has a high rate of participant traffic joining and exiting the meeting, or to an adaptive meeting type that has a variety of meeting sizes.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Dynamic Layout** to enable a dynamic layout.

Step 3 Select **Dynamic Layout** again to disable the dynamic layout.

When Dynamic Layout is selected, Change Layout is disabled.

Changing Layout

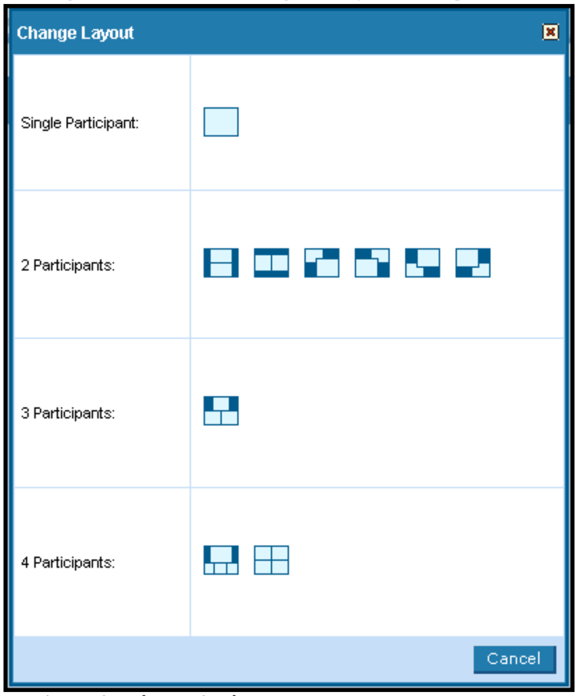
With Dynamic Layout disabled, you can select a specific layout from a list of all available layouts in this MCU service and set that specific layout as the current layout for a view.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Change Layout**.

Figure 6-3 Change Layout Options



Step 3 Select a layout from the options in the window.

Step 4 Drag and drop the option in the selected layout area in the Video Display area.

Viewing Participant Details

Procedure

Step 1 Access the In-Meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Table 6-1 lists the information available for each participant or terminal.

Table 6-1 **Available Participant Details**

Participant Detail	Description
Name	Participant name.
Number	Participant endpoint number.
Type	Participant endpoint type.
Description	Participant description (displays the endpoint vendor identifier, if available).
Connect Time	Time at which the participant connected to the meeting.
Dial-in	Indicates whether the terminal dialed into the meeting or was invited to the meeting from the Conference Control screen.
Actual Call Rate	Total bandwidth sent and received by the participant.
Join Data Collaboration	Indicates the protocol used if the participant is participating in data sharing.
Audio Codec	Audio codecs sent to and received by the participant.
Actual Audio Rate	Total audio bandwidth sent and received by the participant.
Audio Packet Loss	Total lost audio packets sent to and received by the participant.
Audio Jitter (curr/min/max)	Accumulated audio packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant.
Video Codec	Video codecs sent to and received by the participant.
Video Resolution	Picture size of video sent and received by the participant.
Video Frame Rate	Frame rate of video sent to and received by the participant.
Actual Video Rate	Total video bandwidth sent and received by the participant.
Video Packet Loss	Total lost video packets sent to and received by the participant.
Video Jitter (curr/min/max)	Accumulated video packets sent to and received from the participant. Includes the current value and average values for the minimum and maximum number of packets sent to and received from the participant.
2nd Video Codec	The second video codec sent to and received by the participant (if used).
Connected MCU	The name of the MCU the participant is connected to.
Connected Gateway	The name of the Gateway the participant is connected to if an ISDN endpoint is used.
ISDN Dial-out	ISDN endpoint dialing details if an ISDN endpoint is used.
Connected SCOPIA Desktop Server	The name of the SCOPIA Desktop Server the participant is connected to (if a SCOPIA Desktop Client is used).

Changing a Participant Name

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the Participant List tab.

Step 3 Select **Participant List**.

Step 4 Select the **Change Participant Name** icon located next to the name of the participant to open a popup window.

Step 5 Enter a new name for that participant in the popup window.

If the participant is online, the new name is displayed on the video screen for that participant.

Removing a Participant from the Participant List

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select the **Participant List** tab.

Step 3 Select the participants you want to disconnect and remove from the list.

Step 4 Select **Delete Participant** on the toolbar.

The participants are disconnected from the meeting and removed from the list.

Terminating a Meeting

You can immediately terminate a meeting at any time.

Procedure

Step 1 Access the In-meeting Control interface as described in the "Accessing the In-Meeting Control Interface" section on page 6-48.

Step 2 Select **Terminate Meeting** on the toolbar.

Step 3 Select **OK**.