USING SCOPIA DESKTOP TO CONNECT TO AN LNV MEETING OR VIRTUAL ROOM

Scopia Desktop Video is an extremely versatile videoconferencing system, with extensive capabilities. This document will help you:

- *Get started*
- *Connect to a meeting or virtual room*
- *Check your sound and video settings*
- *Present content from your desktop programs (Powerpoint, Excel, etc.) to others in the meeting.*

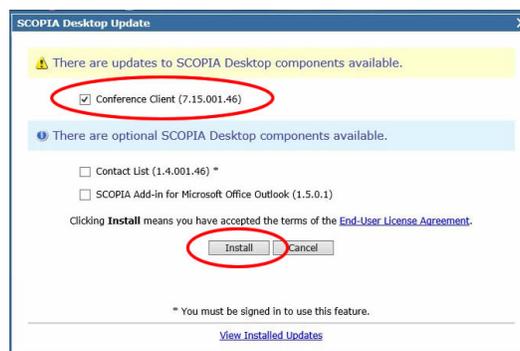## THE FIRST TIME YOU USE SCOPIA DESKTOP ON YOUR COMPUTER, SCOPIA WILL NEED TO INSTALL THE CONFERENCE CLIENT.

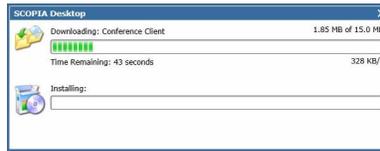1.) Use Internet Explorer to browse to the Scopia Desktop portal at http://conference.learn.vt.gov

You do not need to enter anything in the name or ID boxes at this point.

2.) Choose **Click here to install these updates.**

You will see the following options:

3.) Check **Conference Client**. *DO NOT* check the Contact List or Outlook Add-in options.
4.) Click **Install**.

The progress bar shows the installation progress. The installation usually takes a couple of minutes.

After installation, the Options dialog opens again**.**

5.) ***DO NOT*** check the Contact List or Outlook Add-in options.
6.) Click **Close** to finish the installation.

Back at the portal page.

At this point, it's best to check your sound and video settings (See ***Sound And Video Settings,*** below). But, if you are in a hurry, you can go right to your meeting

7.) Enter **your name** where indicated. This is the name other participants in the meeting will see. ***It is not a username***, so you can use any name you prefer – for example, your organization or location.
8.) Enter **your Meeting ID**
The person who invited you to the meeting will provide the Meeting ID. (It may also be called the *Meeting Number* or the *Virtual Room Number.*)
9.) Click **Participate Now**. You will be connected to the meeting.

SOUND AND VIDEO SETTINGS

It's a good idea to make sure your sound and video settings are optimal *before* you have your first real meeting (but after you have installed the Scopia client).

Here's how to do it:

1.) Go to the portal at http://conference.learn.vt.gov
2.) Click on *Check your video* or *Check your audio*. The **Settings** dialong will open
    a. Note: The "Settings" link in the upper right corner of the portal screen is not the same.
    b. If you use Internet Explorer 10 or later, the *Check your video/audio* links may not work. In that case, use the Windows Start Button to go to All Programs → Conference Client → Settings.
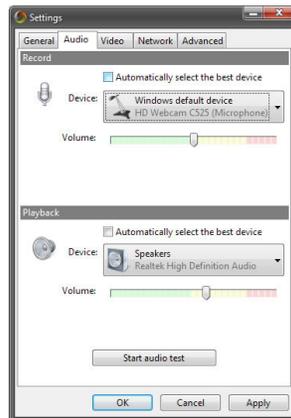
3.) On the **Audio** tab, in the **Record** section, **uncheck** *Automatically select the best device*, then **click the** *Device* box to see a dropdown list of all your microphones. Choose the mic you want Scopia to use.

> *Most recent computers have a number of microphones and other audio devices all connected at once. If you have a laptop with a headset and an external webcam, you might have one mic on the headset, one on the laptop, and one inside the webcam. Which one should you use? Usually, the one closest to your mouth. So, you should choose the headset mic.*

4.) On the **Audio** tab, in the **Playback** section, **uncheck** *Automatically select the best device*, then **click the** *Device* box to see a dropdown list of all your speakers/headphones.

> *In the scenario described above, probably the headset would be the best choice.*

5.) Click **Start audio test** and begin speaking in your normal meeting voice. Scopia will automatically adjust to the proper level. After several seconds, click **Stop audio test**, then click **Apply**, and **OK.**

You can present a single program or your entire desktop to other participants in the meeting. To do so, simply click the **Present** button, then choose from the list that appears.

Please note:

- The programs you present appear to the other participants in **high resolution** but **slow framerate**. That means they will be able to read fine details – for example, the contents of cells on an Excel spreadsheet – but not fast motion. So, you should not expect good quality if you try to play a YouTube video over the presentation channel.
- Presentation is not the same as a shared desktop. In Scopia, other participants will see the desktop in real time, including changes you make, but the other participants cannot move your mouse or enter data.