



Quick Reference Card

SCOPIA Control

Version 2.0

Configuring SCOPIA Control

The first time you launch SCOPIA Control, you need to enter the connection information of the SCOPIA XT1000 you want to control.


If you have a SCOPIA Desktop Server in your deployment, we recommend that you configure it.

Procedure

- Step 1** Tap **Meeting Control**.
- Step 2** Enter the address of your SCOPIA Desktop Server.
- Step 3** Enter your user name.
- Step 4** Enter your password.
- Step 5** Tap **Done**.

Placing a call using an address

Procedure

Step 1 Tap  .

Step 2 Enter an IP address, an E.164, or a SIP URI.



-or-

Step 3 Select an item from the Recent Calls list.

Step 4 Tap Dial.

Placing a call using the directory

You can use this feature only if your SCOPIA Control is configured to work with SCOPIA Desktop Server.

Step 1 Tap .

Step 2 If the contact you need appears in the list, tap the contact. The call is placed.

-or-

Step 3 If the contact you need does not appear in the list:

Step a. Search the directory for this contact by typing the first letters of the contact name, and tapping Search.

Step b. Tap the contact in the list of search results. The call is placed.

Joining a meeting from the room calendar


If your deployment includes a SCOPIA Desktop XT Server and an iVIEW SCOPIA Management Suite, you can join a meeting from your room calendar. The room calendar displays all meetings scheduled for the XT1000 to which you are connected.

The room calendar is displayed only when XT1000 is *not* in a meeting.

Tap **Join this meeting** button to join a meeting that is happening at this moment.



Procedure

- Step 1** Tap a meeting you want to join.
- Step 2** Tap the **Join this meeting** button. The meeting room is displayed.
- Step 3** If the meeting is PIN protected, tap , and then enter the PIN.

Controlling your meeting

You can control your meeting if the XT1000 is connected to a SCOPIA Elite MCU.

Controlling your XT1000

Procedure

- Step 1** Control the camera as necessary:
 - Tap the plus button or pinch to zoom in.
 - Tap the minus button or reverse pinch to zoom out.

- Tap arrow buttons or swipe in the required direction to turn the XT1000 camera.



Step 2 Perform the following actions as necessary:

- Tap the **Mic** button to mute or unmute the microphone.
- Tap the **PIP** button to show or hide the local video.
- Tap the **DND** button to enable or disable the Do Not Disturb (DND) mode. When the DND mode is enabled, new people cannot join the meeting.
- Use the slider to adjust volume.

Starting and Stopping Recording

Procedure

Step 1 Tap . The Meeting Control pane opens.



Step 2 Tap the **Recording** button.

Starting and Stopping Streaming

Procedure

Step 1 Tap . The Meeting Control pane opens.



Step 2 Tap the **Streaming** button.

Locking or unlocking a meeting

You can allow new participants to join the meeting or block new participants.

Procedure

Step 1 Tap . The Meeting Control pane opens.



Step 2 Tap the **Lock Meeting** button.

Terminating your meeting

Procedure

Step 1 Tap . The Meeting Control pane opens.



Step 2 Tap the Terminate Meeting button.

Starting a presentation

Procedure

Step 1 Ensure that a computer you want to use for running your presentation is connected to the DVI port.

Step 2 On the computer, start your presentation.

Step 3 Tap **Present**. Your presentation is displayed in the conference.

Moderating a meeting

You can moderate your meetings if your XT1000 is connected to a SCOPIA Elite MCU and you enter a SCOPIA Desktop Server address.


- Muting or unmuting a participant
- Blocking or unblocking a participant's video
- To disconnect a participant from the meeting
- Changing the meeting video layout
- Changing the position of a participant's video in the meeting video layout
- Inviting a participant

Muting or unmuting a participant

Procedure

Step 1 Tap . The Participants pane is displayed.




Step 2 Tap  next to the participant's name.

Blocking or unblocking a participant's video

Procedure

Step 1 Tap . The Participants pane is displayed.



Step 2 Tap  next to the participant's name.

To disconnect a participant from the meeting

Procedure

Step 1 Tap . The Participants pane is displayed.



Step 2 Swipe right across the participant's name. The participant is disconnected.

Changing the meeting video layout

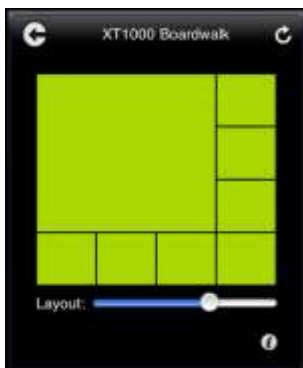
Procedure

Step 1 Tap . The Participants pane is displayed.



Step 2 Tap the participant's name.


Step 3 Enter the moderator PIN.



Step 4 Use the **Layout** slider to choose a layout.

Changing the position of a participant's video in the meeting video layout

Procedure

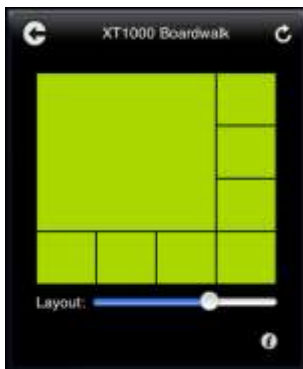
Step 1 Tap . The Participants pane is displayed.



Step 2 Tap the participant's name.

Step 3 Enter the moderator PIN.

Step 4 Drag and drop a participant's video into a new position within layout.

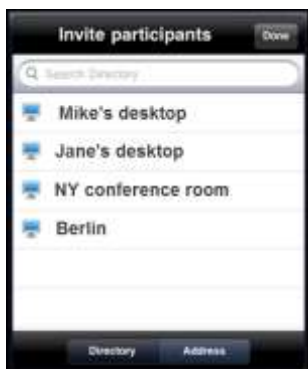


Inviting a participant

Procedure

Step 1 To invite a participant from directory:

Step c. Tap , tap **Invite**.



Step d. Tap a name in the list.

Step e. If necessary, search directory and select a contact from the search results.

-or-

Step 2 To invite a participant by address:

Step f. Tap **Address**.

Step g. Enter an IP address, E.164, or SIP URI.

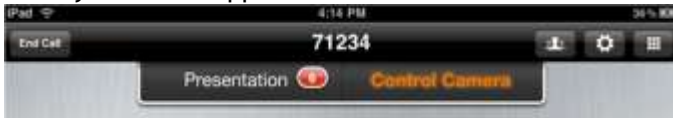
Step h. Tap **Done**.

Viewing a presentation

When a participant is presenting in a meeting, the Presentation tab automatically appears below the toolbar.



If you are not in the presentation view, a badge showing the number of slides you missed appears on the Presentation tab.



Procedure

Step 1 Tap the **Presentation** tab to access the presentation view. The presentation is displayed in the Live mode.



Step 2 To review the presentation in the Offline mode, tap the slide. The navigation ribbon is displayed. Navigate through the presentation as follows:

- Use the forward and back buttons to navigate to the first and the last slides.
- Swipe across the slides to navigate through them. Tap a slide in the ribbon to view it.

Step 3 To return to the live presentation, tap the **Live** button.