

QUICK REFERENCE CARD

SCOPIA Mobile for iPhone

Version 2.0

Connecting to the SCOPIA Desktop Server

You connect to SCOPIA Desktop Server with your iPhone each time you use the SCOPIA Mobile application. When you connect to SCOPIA Desktop Server for the first time, you need to enter the SCOPIA Desktop Server connection information.

Procedure

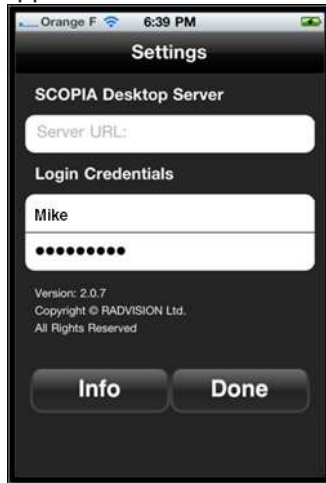
- Step 1** Ensure that you have a SCOPIA Desktop Pro license.
- Step 2** Ensure that you know the URL of SCOPIA Desktop Server to which you want to connect.

Step 3

Tap the **SCOPIA Mobile** icon



to open the application.



Step 4

Enter the URL of the SCOPIA Desktop Server. Use the Https prefix if the server is secured.

Step 5

Enter your user name.

Step 6

Enter your password.

Step 7

Tap Done.

The SCOPIA Mobile connects to the SCOPIA Desktop Server; this screen is displayed:



Connecting to a meeting

You can connect to a meeting once your SCOPIA Mobile is connected to the SCOPIA Desktop Server.

Procedure

Step 1

Select **Connect to your virtual room** to connect to a virtual meeting room that is permanently assigned to you.



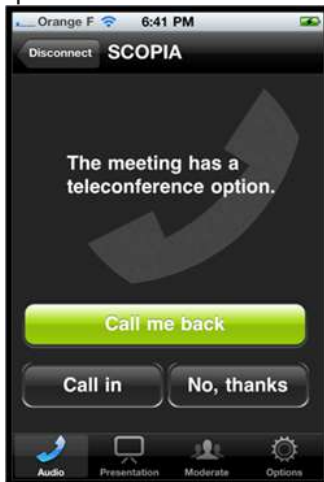
-OR-

Connect to a meeting room other than your virtual room by entering the ID of a meeting and tapping **Connect**.

Step 2

If the meeting is PIN protected, enter the PIN when prompted.

Once you are connected to a meeting, this screen opens.



Step 3 If necessary, join the audio conference as described in *Joining a conference as an audio-only*.

Joining a conference as an audio-only participant

You can join an audio conference by these ways:

- Joining a conference as an audio

- Joining a conference as an audio-only participant on a different phone
- Calling into a conference

Joining a conference as an audio-only participant using this iPhone

Procedure

Step 1 If you use this feature for the first time, configure your phone number as described in *Configuring your phone number*.

Step 2 Tap **Call me back**. This screen opens:



Step 3 Tap **Call me back on this phone**. The SCOPIA Mobile application closes. The incoming call notification is displayed. SCOPIA Mobile calls you back.

Step 4 Tap **Answer**. The SCOPIA Mobile application opens and the Connected screen is displayed:



Joining a conference as an audio-only participant on a different phone

Procedure

Step 1 Tap **Call me back**. This screen opens:



Step 2 Type the phone number which you want SCOPIA Mobile to use for call back.

Step 3 Tap **Call**.
The Connected screen is displayed:



Calling into a conference as an audio-only participant

Procedure

- Step 1** Tap **Call in**. The screen providing connection information opens.



- Step 2** Tap and hold the phone number that is appropriate for you. The iPhone actions menu opens:



- Step 3** Tap the Call option from the iPhone actions menu. The iPhone calls out. Once you join the meeting, this screen opens:



- Step 4** To return to the SCOPIA Mobile application, double-tap the iPhone home button and tap the **SCOPIA Mobile** icon.

Leaving an audio conference

In the Connected screen, tap **Hang up audio**.

Configuring your phone number


SCOPIA Mobile does not retrieve the phone number of your iPhone automatically. You need to configure your phone number in SCOPIA Mobile to allow SCOPIA Mobile call you back on your iPhone.

Procedure

- Step 1** Tap **iPhone Settings** button.
- Step 2** Tap **SCOPIA Mobile** application.
- Step 3** Access the SCOPIA Mobile configuration screen.
- Step 4** Enter your phone number in international format:
+<country code><phone number>

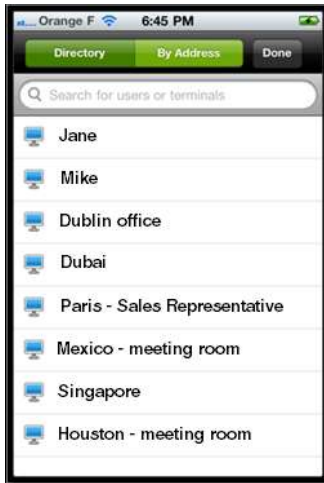
Inviting a terminal or a phone

Procedure

- Step 1** When in a meeting, tap . The Moderate screen opens.



- Step 2** Tap Invite.
- Step 3** To invite a contact from the corporate directory, tap **Directory** and select the required contact.



-OR-

To invite a participant or a terminal by an IP address, E.164 or SIP URI, tap **By Address**, type the address, and then tap **Join**.





Moderating a meeting

When you are in a meeting, the main screen displays the participants connected to the meetings.



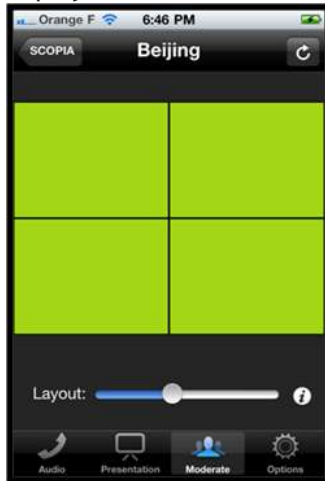
Moderating participants

- To mute a participant's audio, tap .
- To block a participant's video, tap .
- To disconnect a participant, swipe across the participant's name and tap **Delete**.

Changing a participant's video layout

Procedure

- Step 1** Tap a participant's name. The Layout screen is displayed.




- Step 2** Drag the slider to navigate to the required layout.
- Step 3** To change the position of a participant's video drag and drop a participant's video into a new position within layout.

Controlling your meeting

You can control your meeting by:

- Starting and stopping recording
- Starting and stopping streaming
- Locking and unlocking your meeting **Error! Reference source not found.** - You can allow new participants to join the meeting or block new participants.

Procedure

Step 1 To access the Meeting Control screen, tap . The Meeting Control screen opens.



Step 2 Tap the option buttons as necessary.

Participating in a Meeting

If you need to leave a meeting room before the meeting ends, you can stop moderating the meeting and participate in the meeting remotely using your iPhone. Shake your iPhone to reconnect to the same meeting as an audio-only participant.

Terminating your meeting

Procedure

Step 1 Tap . The Meeting Control screen opens.




Step 2 Tap Terminate Meeting.

Viewing a presentation

When a participant is presenting in a meeting, the Presentation is automatically displayed.

Procedure

Step 1 Tap  to access the Presentation screen. 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.
- Pinch to zoom in and out.

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