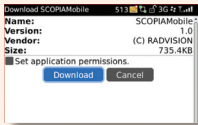


## 1 Installing SCOPIA Mobile



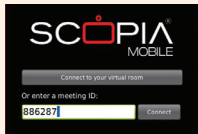
1. Launch the BlackBerry's web browser.
2. Point to [m.radvision.com](http://m.radvision.com)
3. Select the **Download** button.
4. Follow the installation instructions. Your application will be placed in the Downloads folder of your BlackBerry.

## 2 Connecting to SCOPIA Desktop Server



1. Enter the URL of the SCOPIA Desktop Server (prefixed by https if the server is secured)
  2. Enter the user name and password.
- Note:** You must have a SCOPIA Desktop Pro license to connect with SCOPIA Mobile.

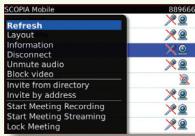
## 3 Connecting to a Meeting



After connecting to SCOPIA Desktop Server:

1. Enter the ID of a meeting, or select **Connect to your virtual room**.
2. If the meeting is PIN protected, enter the PIN.

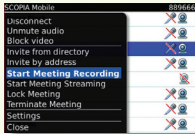
## 4 Moderating Participants



The main screen displays the participants connected to the meeting. Press the **Menu** key to mute the audio of a participant or stop the video of a participant.

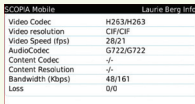
You can also disconnect the selected participant from the menu.

## 5 Controlling Your Meeting



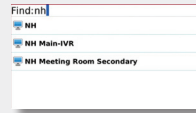
Select **Menu**. Select the command to start recording, streaming, lock the meeting so no other participant can join, or terminate the meeting and disconnect all participants

## 6 Getting Information on a Participant



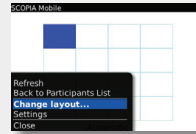
1. Select a participant from the main screen.
2. Press the **Menu** key,
3. Select **Information**.

## 7 Inviting a Terminal or a Phone



1. Click **Find**. Search from the directory or by specifying a terminal address.
  2. Type the name.
  3. Select from the list of names
  4. Click **Invite**.
- The directory provides access to your corporate directory.

## 8 Changing the Layout of a Participant



1. Select a participant from the main screen.
2. Select **Layout** from the main menu.
3. Press the **Menu** key again.
4. Select **Change Layout**.

## 9 Changing the Location of a Participant



1. Select a participant from the layout screen.
2. Press the **Action** key.
3. Move it to the target location
4. Press the **Action** key again.