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SCOPIA
ENDPOINTS

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SCOPIA Mobile for iPad
Version 2.0

Connecting to SCOPIA Desktop Server

You connect to SCOPIA Desktop Server with your iPad 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 the 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.
If you are connected to a meeting, one of two screens is displayed:
If you are connected to a meeting and no presentation is being shared, this screen opens.

If you are connected to a meeting when a presentation is being shared, the Presentation screen opens.

Step 3   If you want to participate with audio only, perform the procedure described in Joining a conference as an audio-only participant.

Joining a conference as an audio-only participant

- You can join a conference with audio only by these ways:Using a callback feature to join as an audio-only participant

- Calling into an audio conference

Using a callback feature to join as an audio-only participant

Procedure

Step 1   Enter the phone number in the field and tap Call in the Connected screen.

-or-

Step 2   Perform the following steps:

Step a   At any time tap .
This screen opens:

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

Step c Enter the phone number and tap **Call me on this number**.
The phone rings.

Step 3 Accept the call on the phone.
This screen opens on your iPad.

Procedure

Step 1   At any time tap [icon]. This screen opens:

Step 2   Tap **I will call in**. This screen opens:

Step 3   Use one of the numbers listed in this screen to dial into the audio conference.

Step 4   Tap in the screen to close it.

Leaving a conference as an audio-only participant

Procedure

Step 1   During a meeting, tap ![Audio icon]. This screen opens.

Step 2   Tap **Hang up audio**.

Inviting a terminal or a phone

Procedure

Step 1   When in a meeting, tap ![Moderate icon].
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.
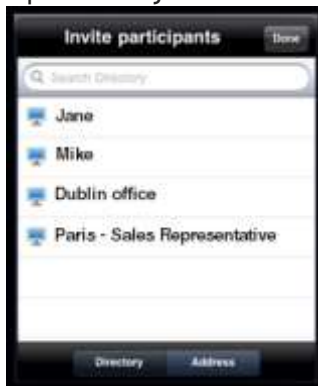
-or-
To invite a participant or a terminal by an IP address, E.164 or SIP URI, tap By Address, type the address, and then tap **Call**.

Moderating a meeting

When you are in a SCOPIA Elite MCU meeting, you can moderate the meeting by

- Moderating participants

- Changing a participant's video layout

Moderating participants

Procedure

Step 1   Tap . This screen opens:

Step 2   Moderate participants as necessary:

- 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**.
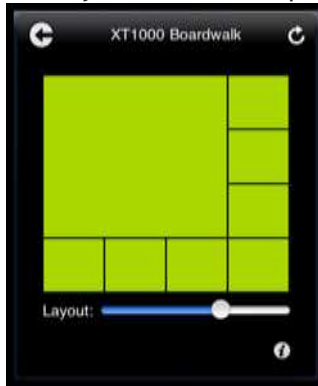
Changing a participant's video layout

Procedure

Step 1   Tap .

Step 2   Tap a participant's name in the Participants screen. The Layout screen is displayed.

Step 3   Drag the slider to navigate to the required layout.

Step 4   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- 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.

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 zoom out.

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