Scopia Desktop is a software application that allows a personal computer, running Microsoft Windows or Macintosh OSX, to be used for video conferencing via the KAREN Video Conferencing Service (KVCS).

Detailed installation instructions for Windows and Macintosh computers are available in separate documents. This guide is based on the Windows version of Scopia Desktop.

Getting started

In addition to your Windows or Macintosh OSX computer, you will need:

- Audio device – Headset, or speakers and microphone
- Web camera
- Internet Explorer (Windows), or Safari(v4) or Firefox (v3.6) or higher (Macintosh)
- iVIEW account (for making bookings on the KVCS)

Get an iVIEW account

- Use a web browser to go to http://www.karen.net.nz/services/video-conferencing-service and click on “signing up for a free iview account”.
- Your application will be verified and an email with your account and virtual room details will be sent to you shortly thereafter.

Install Scopia Desktop

- Browse to http://sds.karen.net.nz
- Click on the link “Click here to install these updates”
- Note: Accept any messages regarding the running of Activex controls and applications
- If prompted, download and run the “Scopia Desktop Install Manager”

Connect to a meeting

- Browse to http://sds.karen.net.nz
- Type in a name that may be displayed to all participants, and the Meeting ID, then click on “Participate now”

Advanced connection options

- By clicking on the More Options button, these options are available:
  - Use my computer for audio, video and presentation (default)
  - Use my computer for presentation only
Manage your settings during a meeting

**Screen layout**
Change the layout of your screen; screen layout is set to ‘automatic’ by default
- Toggle your camera off (camera mute) or on
- Turn your ‘Picture in Picture’ (PiP) self view on or off. The pull-down arrow changes the location of the PiP on the screen. PiP shows your image before it is sent to KVCS.
- Remote Video – change the format and layout of the picture received from the KVCS. Selecting ‘Layout Options/Enable Self-See’ lets you see your image as other participants will see it (i.e. the image transmitted back from the KVCS).

**Audio settings**
- Toggle your microphone off (muted) or on (active). Use the slider control to raise or lower the microphone sensitivity
- Toggle your speakers off (muted) or on (active). Use the slider control to raise or lower the volume

**Present your desktop to all participants**
(Not available for the Macintosh version)
- Start sharing your desktop or open applications with other meeting participants
- Change the application that is being presented
- End presentation – stop presenting and return to participant mode

**Moderate the meeting**
As the moderator, you can:
- Invite (connect) another endpoint into a meeting, or disconnect a participant
- Mute/Unmute participant’s microphones and cameras
- Terminate a meeting (disconnects everyone)

**Ending a meeting**
Click on the “Leave meeting” button when you want to leave a meeting.
Caution: If you are the moderator of the meeting, then a pop-up window will ask if you wish to terminate all participants. Click on ‘Yes’ to terminate the meeting for all participants, or ‘No’ to leave the meeting running after you exit.

**Further information**
- [http://www.karen.net.nz/services/scopia-desktop-installation](http://www.karen.net.nz/services/scopia-desktop-installation)
- [http://www.karen.net.nz/services/scopia-faqs](http://www.karen.net.nz/services/scopia-faqs)