As of June 2013, bookings for the REANNZ Video Conferencing Service (RVCS, aka KAREN Bridge, KVCS) are managed using Scopia Management, which replaced the iVIEW booking system.

RADVision Scopia Management is a web-based application for managing bookings and meetings on the REANNZ Video Conferencing Service (RVCS). RVCS uses a video conferencing bridge to provide the capability for people to participate in a virtual meeting by using two or more video conferencing devices (endpoints). Room-based video conference endpoints, web-based applications such as Scopia Desktop, or telephones (for audio only) can be used to connect participants to a virtual meeting room.

Use Scopia Management to:

- Book a meeting room on the RVCS.
- View and manage current and upcoming bookings.
- Control and manage a current video conference session.

Only RVCS users who have registered with REANNZ can make bookings.

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Intended audience
This document is intended for Massey University staff who make and manage bookings on the REANNZ Video Bridge, and includes Regional IT staff and “Booking Agents” as defined within the Video Conferencing Project.

Scopia Management account
You will first need to get an account to access Scopia Management. If you do not already have one, apply for a Scopia Management account by accessing this webpage:

http://reannz.co.nz/sign-iview-account

Completed the web form and submit. Your application will be verified and an email will be sent to you with your account details.

Further information about the Scopia Management system is available at:
http://www.reannz.net.nz/services/scopia-desktop-overview

Getting started

Log in to Scopia Management
Web browsers supported:

• Windows 7 - Internet Explorer and Firefox.
• Mac OS10.7 – Safari, Firefox, Internet Explorer and Chrome.

Browse to http://iview.karen.net.nz/

Enter your Scopia Management account login ID and password, and then click the Sign In button:

After logging in, you will see a screen similar to this with other RVCS bookings:
Schedule a new meeting

Click on the ‘Schedule’ TAB.

The ‘Schedule a meeting’ screen will appear:

Completing the Schedule screen.

To: Leave this field blank if you want the appointment to be sent only to you; otherwise, type in the email addresses of other recipients. Use a semi colon (;) to separate multiple addresses.

Subject: Enter a brief, meaningful title for the meeting. This will appear in the RVCS Bridge menu and will be visible to all users.

Start Time: Click the calendar button and select a meeting date.

Click the clock button to select the meeting start time.

Duration: Type in the duration of the meeting in minutes.

Meeting ID: This will be automatically generated.
Message: Clicking the Message Tab will allow you to type a message to be sent with the booking.

Meeting Type: Set the meeting type to “493” to show presentations (PowerPoint, Excel, etc.) on older VC endpoints: click this button.

From the Meeting Type drop down menu select 493 – 493.

Click the OK button to exit.

Clicking on the Advance TAB

Meeting PIN:
Type in a personal identifier number (PIN).
All participants will need to enter the same PIN number to join the meeting.

Moderator PIN: Anyone can manage the meeting if this field is left blank. Enter a PIN if you wish to restrict access to the meeting management features.

Optional: Click the Video Layout button to choose a different screen layout. The default layout is “dynamic”, which is suitable for most meetings.
Click the OK button to return the Advance screen.

Other options may be set as required. "Reserved Ports" should be left at the default values, unless you are expecting a large number (e.g. 15 or more) of participating endpoints; note that reserved ports cannot be used by other meetings, and therefore may be wasteful if they are reserved and then not used.

Click the Send button to send an Outlook appointment with the booking information to you and the additional email addresses you have listed (if any).

View meeting schedules
Once the booking has been sent you will be returned to the Schedule webpage where your booking will be displayed.
Making changes to your booking

A booking scheduled for a future date may be edited. Select your booking, then click the Edit button to make changes to the date, start time or meeting duration.

Clicking on the Advance TAB will allow changes to the screen layout to be made. The default layout is “dynamic”.

Adding a new participant

You can add another participant and include them in a meeting by clicking the Endpoints Tab.

Click the By Address button. Type in the person name, their email address and click the Invite button.

Leave the Protocol as IP (H.323) and Bandwidth as Default. The Restricted Mode and 3G boxes as unticked.

Click the Send button to send the updated appointment.

Extending the meeting time.

The RVCS meeting must already be in progress. Select your booking.

Click the Moderate button. It will be greyed out if the meeting is not already in progress.
Click the Moderate button to show the drop down menu.

Click the Extend Meeting Duration option. Type in the extra time required in minutes and press the OK button.

Other tasks
Scopia Management may also be used to:

1. Change the details of an upcoming meeting.
2. Check the connection status of endpoints during a meeting.
3. Delete a meeting.

See the REANNZ Scopia Management web pages for more details.

Useful Massey University videoconference links:
Further information, including links to frequently asked questions (FAQ), video conference room directory and desktop video conferencing resources, is available at:

- [http://www.massey.ac.nz/?v88da0803g](http://www.massey.ac.nz/?v88da0803g)