UT Video Conferencing Update Notes

Scheduling meetings via the [http://iview.utoledo.edu:8080/userportal/](http://iview.utoledo.edu:8080/userportal/)

Clicking on Schedule gives:

Add participants in the To: field, Change Subject:, Set start Time and Duration, and type in a message.

If you wish to add any Endpoints, click on that tab and select from the list.

From the Advanced tab you may protect the meeting with a PIN, and reserve resources on the MCU. When doing this, reserve a Full High Definition port for each Endpoint and Standard Definition ports for each Desktop or Mobile client.

On clicking Send an email invitation will be sent with all the connection information.
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Desktop Client Updates

Users need to update their client by going to:
http://utoledo.edu/it/NS/scopia_ola.exe
There you will be prompted to install client if this is a new install, or Update Client to current version. This can also be checked by clicking on the Updates link in the upper right. Do not install Optional Items.

UTAD users are expected to Sign In to move them out of the limited Guest Licenses.

The Watch Webcast is a feature that we do not have implemented at this time. The Watch Recording option is covered in the next section.

Mobile clients can be updated at the appropriate App Store. The setup for that will require the URL of the Scopia Desktop Server. It continues to be https://scopia.utoledo.edu.
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Recording Notes

It is expected that the owner of recordings move them to their own supported web server for access. This Scopia storage is to be considered temporary until the recordings are moved. Please delete them after they are moved.

Watch Recording

Recordings are stored in a QuickTime format and that is only supported on Windows and Mac OS clients. Viewing recording from mobile devices is not supported.

Click on Watch Recording to see list of available recordings, sorted by default by Meeting ID. Click on other columns to change sort order or use the Search function to find the recording. It is important to note that a Key Icon in the 3rd from last column indicates that viewing it is protected by a PIN.

Windows:

Make sure you have installed the plug-in by clicking on the option in the lower left portion of the Watch Recording window. Clicking on a recording will launch a viewer allowing you to watch the recording with normal media controls.

Mac OS X:

Prior to 10.6.3 you can click on recording and watch it.

Post 10.6.3 – The installed QuickTime player is not compatible with the recording format used. You will need to install the QuickTime 7 player from this site: http://support.apple.com/kb/DL923?viewlocale=en_US&locale=en_US

After it is installed, click on the download icon (disk) to copy the recording to your machine. After downloading it, right click on it and select Open With... and use QuickTime Player 7.

This will launch a viewer allowing you to watch the recording with normal media controls.
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Scheduling with Outlook Add-in

Windows clients who use Outlook access to UT's Exchange platform can schedule video conferencing meetings from within Outlook.

The Add-in will need to be installed by downloading this file: `scopia_ola.exe`. It can also be found by going to the Settings page of the User Portal and clicking on the link at the bottom of the page.

With this installed, scheduling a meeting and clicking on the toolbar icon gives three additional features. First, the meeting location will be in a virtual room in the Video Conferencing system. Second, clicking on the down arrow icon on that box allows video end-points to be invited to the meeting.

A third, the email sent will include all the necessary connection information.