



Government of **Western Australia**
Department of **Treasury and Finance**
Shared Services

SERVICENET

Watching Webcast using Scopia Desktop

Release: 1.1
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Document No:



Watching Webcast via SCOPIA Desktop

Version Control

Version	Description	Author	Date
1.0	Watching Webcast using SCOPIA Desktop	Ray Lee	18/9/2009
1.1	Remove SCOPIA Desktop Client components from the prerequisites section	Ray Lee	26/9/2009

Document Review

Version	Reviewed by	Date
1.0	Sandra Greenhalgh	21/9/2009
1.1	Sandra Greenhalgh	26/9/2009

Purpose

This document describes how to watch Webcast using the SCOPIA Desktop Client via Internet Explorer. It also includes instructions for installing SCOPIA streaming component if the computer is used for the first time to watch Webcast.

Background



The SCOPIA Desktop Client can be used to watch Webcast streaming from the SCOPIA Desktop Server.

Prerequisites

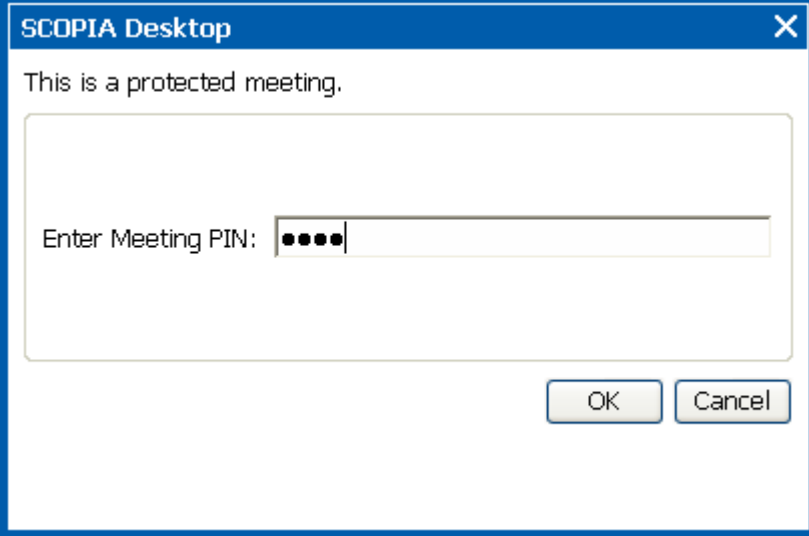
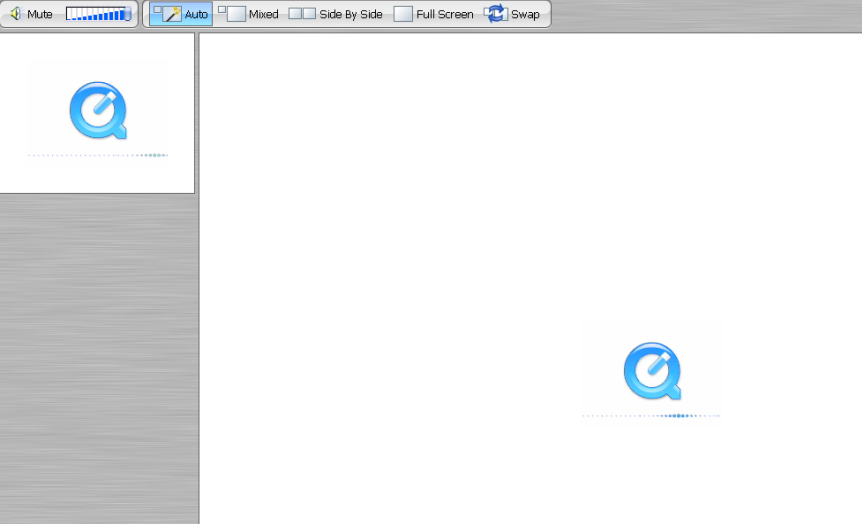

- Windows XP SP2 or above or Windows Vista SP1 or above
- Microsoft Internet Explorer Version 6 or above
- Quicktime 7.4.5 or above installed on the computer
- If you are using the computer for the first time to watch Webcast, you need to have WRITE access right to C:\Program Files\QuickTime\QTComponents folder to install the Streaming Plug-in.
- Audio Device (Recommended audio device is Logitech Clearchat Comfort USB Headset)
- To watch Webcast or install the Streaming components of Webcast, you need to contact the ConferWest Helpdesk on 1300 301 930 for a Meeting ID and a Meeting Pin.



Instructions


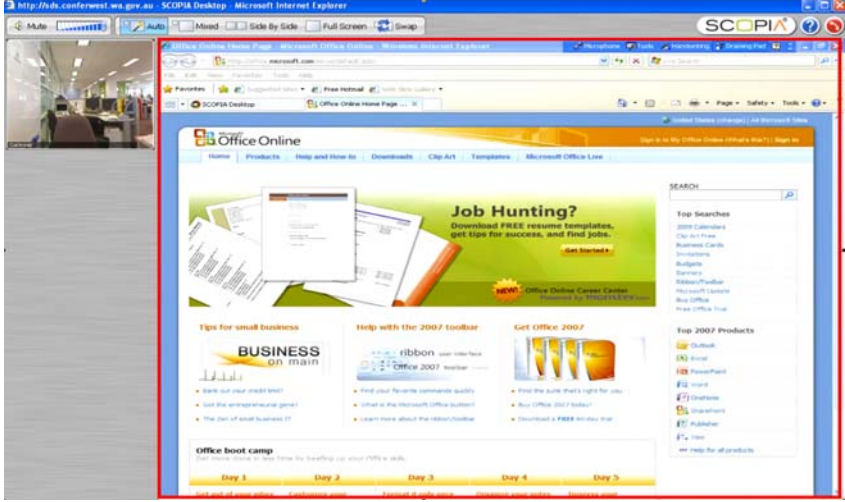
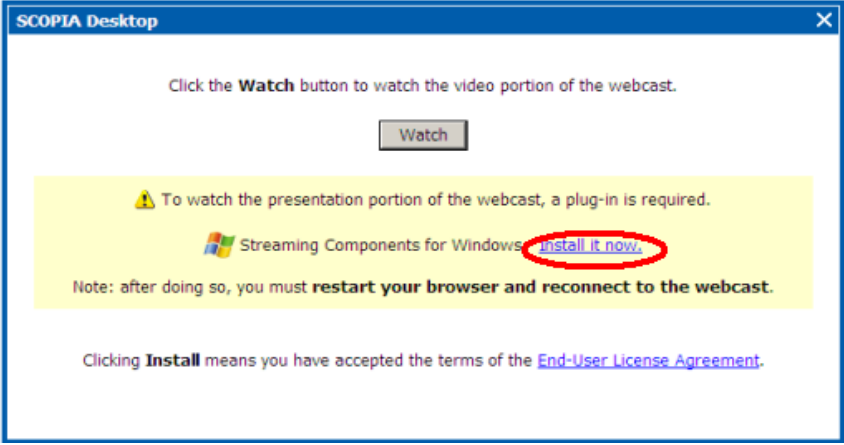
No.	Tasks	Detailed Steps
1	Open SCOPIA Desktop Portal Page	<p>1 Open Internet Explorer (IE) and enter http://sds.conferwest.wa.gov.au at the IE address bar.</p> 
2	Select Watch WebCast	<p>1. Click Watch Webcast Enter a nominated Meeting ID Click Watch</p> 
3	Watch Webcast.	1 Enter a Meeting Pin and click OK.





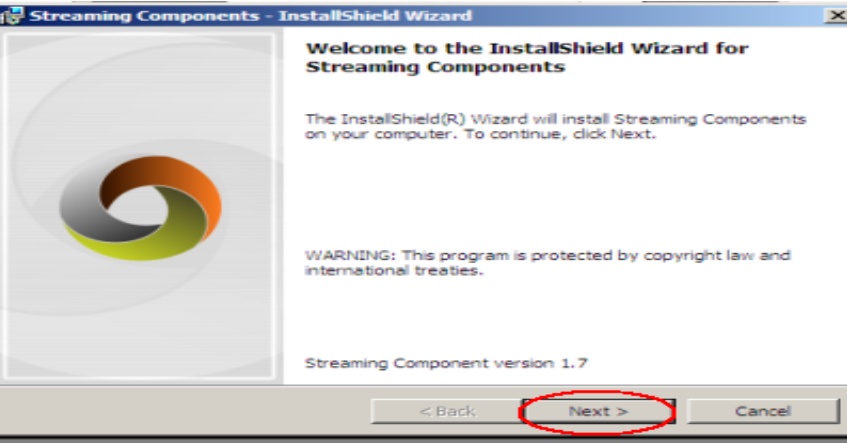
No.	Tasks	Detailed Steps
	<p>If this computer is used to watch Webcast for the first time, skip to the next task to install the Streaming components of webcast.</p>	<p>The image shows a dialog box titled "SCOPIA Desktop" with a close button (X) in the top right corner. The text inside says "This is a protected meeting." Below this is a text input field labeled "Enter Meeting PIN:" with four black dots and a cursor. At the bottom right are "OK" and "Cancel" buttons.</p> <p>2 The following screen may appear for up to one minute before the live video conferencing screen appears.</p> <p>The image shows the SCOPIA Desktop interface. At the top is a control bar with icons for Mute, Auto, Mixed, Side By Side, Full Screen, and Swap. Below this is a large white area with a blue SCOPIA logo in the top left and bottom right corners. The rest of the area is greyed out.</p> <p>3 To exit webcast, click this icon , near the top right hand corner of the screen.</p> <p>Important note: Do not click anywhere on the presentation material displayed on the right hand</p>



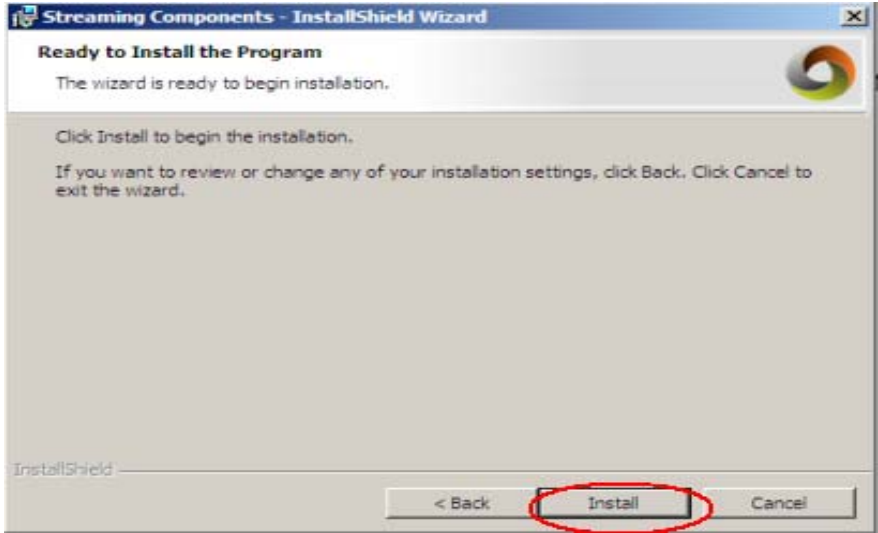
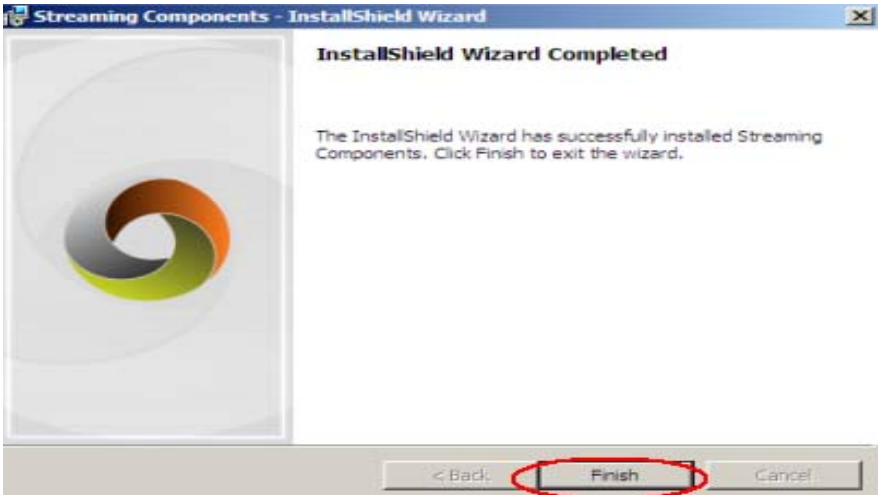
**Watching Webcast using
 SCOPIA Desktop**

No.	Tasks	Detailed Steps
		<p>panel of the screen as highlighted by the RED box shown below. If you click once on the right hand panel of the screen it will pause the video presentation and the presentation material will disappear, leaving it a white screen. The easiest way to get the presentation material reappear is to click , near the top right hand corner of the screen to exit webcast and then click Webcast button on the Watch Webcast screen to watch the webcast again.</p> 
4	<p>Perform this task if this computer is used to watch Webcast for the first time.</p> <p>Install the Streaming components</p>	<p>If this computer is used to watch webcast for the first time, the screen below will appear.</p> <p>1. Click Install it Now</p>  <p>2. Click Run</p>



No.	Tasks	Detailed Steps
		<p data-bbox="573 363 1414 846">File Download - Security Warning Do you want to run or save this file? Name: streaming.exe Type: Application, 2.03MB From: sds.conferwest.wa.gov.au Buttons: Run, Save, Cancel Warning: While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?</p> <p data-bbox="573 915 1414 1331">3 Click Run Internet Explorer - Security Warning Do you want to run this software? Name: streaming Publisher: RADVISION Buttons: More options, Run, Don't Run Warning: While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?</p> <p data-bbox="573 1400 1414 1871">4 Click Next Streaming Components - InstallShield Wizard Welcome to the InstallShield Wizard for Streaming Components The InstallShield(R) Wizard will install Streaming Components on your computer. To continue, click Next. WARNING: This program is protected by copyright law and international treaties. Streaming Component version 1.7 Buttons: < Back, Next >, Cancel</p>



No.	Tasks	Detailed Steps
		<p>5 Click Install</p>  <p>6 Click Finish</p>  <p>7 Close your Internet Explorer and open it again. Follow steps 1 to 2 to watch Webcast.</p>