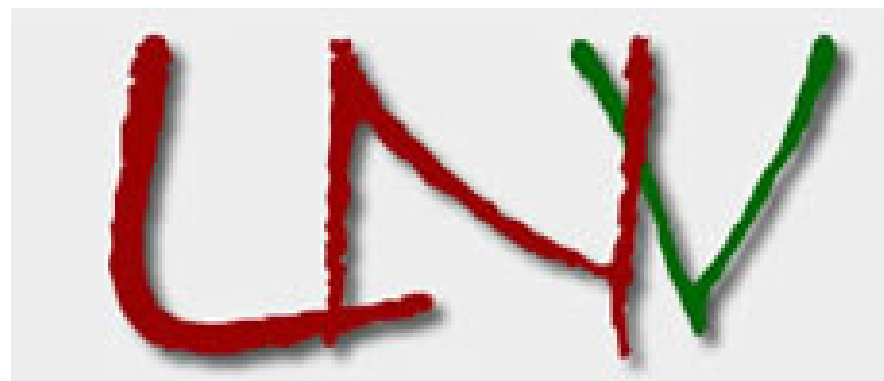


The Learning Network of Vermont

Scheduling and controlling meetings



www.learn.vermont.gov

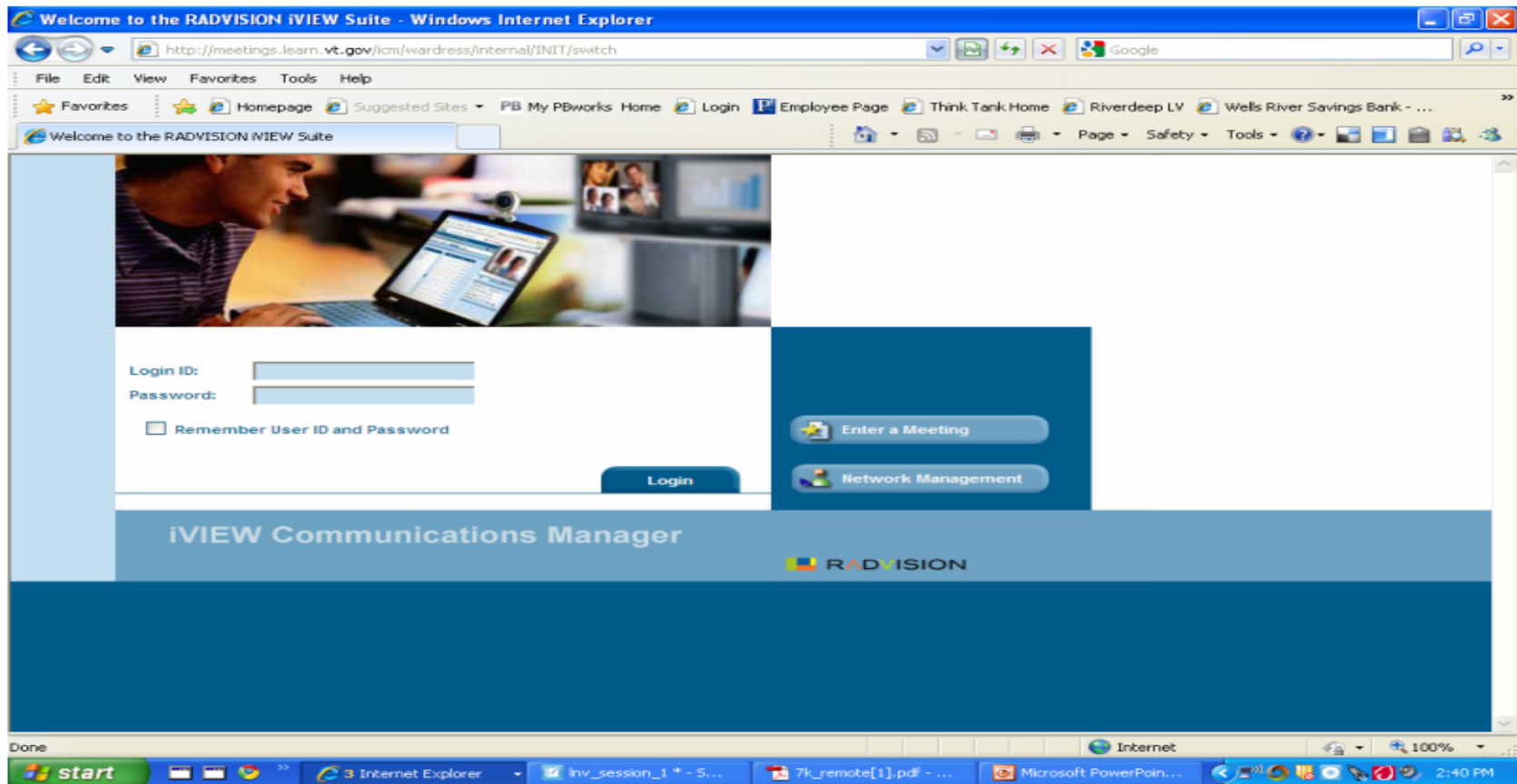
A quick note

The Instructions here can be used for point to point or multipoint meetings. For point to point, you do not need to set-up a meeting. Users can dial each other directly using the extension (usually 7 digits) for the terminal they want to call.

If you do not have an account for iView, contact Arlyn Bruccoli at the VT Dept of Education.

Login into iVIEW

<http://meetings.learn.vt.gov>



Overview of iCM

The screenshot shows the iVIEW 'My Meetings' interface. The top left corner features the 'iVIEW' logo, and the top right corner shows the 'RADVISION' logo. The main header is 'My Meetings'. Below the header, there are three tabs: 'Current', 'Upcoming', and 'History'. The 'Current' tab is active. Below the tabs, there is a search bar with fields for 'Subject', 'E.164', 'From', 'To', 'Meeting ID', and 'Type', along with a 'Search' button. Below the search bar is a table with the following data:

Subject	Start Time	Duration	Host	Status	Meeting ID	Organizer
Paul's V-Room	14:46	00:30	Paul Garstki	In Session	666003	Paul Garstki

Annotations with arrows point to the following elements:

- Meeting Scheduling
- My Meetings
- Address Book
- My Profile

Where to set-up new meetings

Where to see scheduled or past meetings

Public and Private address books

My Profile allows a user to edit settings such as password/email

Scheduling a Meeting

Select Meeting Scheduling

NOTE: When you finish scheduling the meeting, an email is sent to all participants and the email associated with the login account. Emails will be sent to all participants when any changes are made to the meeting. The exception being that some terminals do not have a user email associated with them (such as DOE terminals).

Subject	Start Time	Duration	Host	Status	Meeting ID	Organizer
Paul's V-Room	14:46	00:30	Paul Garstki	In Session	666003	Paul Garstki

Scheduling a Meeting

Start time – uses a 24 hour clock

Duration – it is a good idea to schedule meeting a little longer than the anticipated meeting length as the system will terminate the meeting 2 minutes after the participants hang-up.

Subject: [Text Field] *

Meeting Type: 1111 - Dynamic 1 to 9 [Dropdown] *

Start Time: Now [Dropdown] **Duration:** 30 minutes [Text Field] **Recurrence** [Button]

Meeting ID: 6834 [Text Field] **My Virtual Room** [Button]

Meeting PIN: [Text Field] ⓘ

Moderator PIN: [Text Field] ⓘ

Place participants in a 'waiting room' until the moderator joins the meeting ⓘ

Streaming: Disabled [Dropdown] ⓘ

Description: [Text Area]

Resource Availability [Button]

Note – red asterisk indicates required field

Cancel Next > Test Finish

Scheduling a Meeting

The Meeting ID – which is included in the emails from the iView about the meeting – can be used to call into the meeting. You can enter a different number, but must start with 6.

Meeting Pin and Moderator Pin – setting pins protects your meeting. A moderator pin prevents other users from controlling your meeting.

Select Next to invite participants

Inviting participants

Defaults to the public address book. Search for names. Sort by groups or terminals.

The screenshot shows the 'Schedule A New Meeting' window in the RADVISION IVIEW application. The 'Invite' tab is selected, and the 'Organization Groups' dropdown is set. The 'Available Participants' list includes names like Jeffrey Arey, Robert Brinkley, and various departments. The 'Selected Participants' list currently contains 'Harvey Rabbit'. A text box with an arrow pointing to the plus arrow between the lists says: 'Select the user or terminal and then the + arrow to move them into selected participants'. Another text box with an arrow pointing to the 'IP(H323)' dropdown says: 'Note you can also enter the IP of a non-Inv site to add to the invite'. The 'Next >' button at the bottom right is highlighted with an arrow.

When participants appear in the selected participants. Select next

Finishing Up

The screenshot shows the 'Schedule A New Meeting' interface in the iVIEW application. The 'Advanced' tab is active, displaying the 'Terminate Meeting' section. The 'At scheduled time' option is selected, with an alert of 1 minute before the meeting ends. The 'minutes after all participants have left the meeting' option is also visible. The time zone is set to GMT-05:00 Eastern Standard Time (America/New_York). The 'Finish' button is highlighted with an arrow.

Terminate Meeting:

At scheduled time (Alert 1 minutes before the meeting ends)

minutes after all participants have left the meeting

Time Zone: GMT-05:00 Eastern Standard Time (America/New_York)

Select finish when you have made all your meeting selections. You can always come back and edit it before the meeting starts (by selecting your upcoming meetings).

Once you select finish an email will go out to the email associated with the users/terminals in the iView address book.

Cancel < Back Test **Finish**

Meeting Scheduled Successfully

The screenshot displays the IVIEW Meeting Detail interface. The top left corner features the IVIEW logo, and the top right corner shows the RADVISION logo. The main title is "Meeting Detail". On the left sidebar, there are navigation icons for "Meeting Scheduling", "My Meetings", "Address Book", and "My Profile". The central content area displays a confirmation message: "Meeting scheduled successfully." followed by a separator line. Below the line, the meeting details are listed: Meeting Subject: Demo of Meeting, Meeting ID: 6834, Date: 12/01/2009, Time: 13:39 (Eastern Standard Time), and Duration: 00:45. Connection instructions are provided for desktop (http://conference.learn.vt.gov/scopia?ID=6834), IP terminal (dial: 6834), and meeting control (http://meetings.learn.vt.gov:80/icm/handoverconf?virtualMeetingID=6834). Attendee information for Harvey Rabbit is also shown, including terminal name and dialing method. At the bottom right, there are "< Back" and "OK" buttons.

Meeting scheduled successfully.

Meeting Subject: Demo of Meeting
Meeting ID: 6834
Date: 12/01/2009
Time: 13:39 (Eastern Standard Time)
Duration: 00:45

To connect from your desktop, go to <http://conference.learn.vt.gov/scopia?ID=6834>.
We recommend you install the desktop client beforehand. To install the client, go to <http://conference.learn.vt.gov/scopia?client>.

To connect from an IP terminal, please dial: 6834

To access the meeting control, click this link when the meeting is in session:
<http://meetings.learn.vt.gov:80/icm/handoverconf?virtualMeetingID=6834>

Attendees:

Name: Harvey Rabbit
Terminal Name: doe-cavern
Chosen Dialing Method: Auto Dial Out
How to dial out to the terminal: [5620003, 384Kbps]

< Back OK