

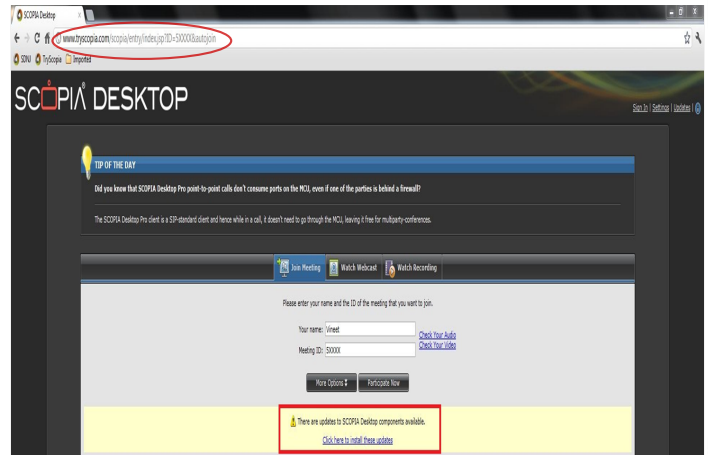
## BEFORE A CALL

### INSTALLATION

If this is your first time using Scopia Desktop, you will have to install the Scopia Desktop conference client on your PC or Mac.

You can save time before your next video call by installing it now.

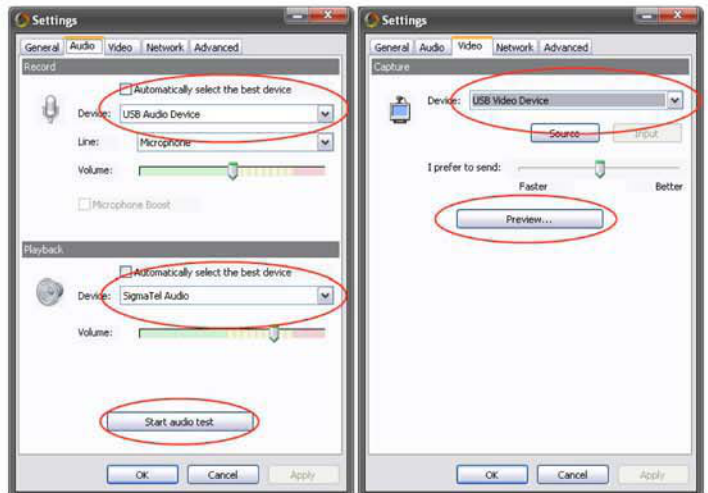
- Go to <http://www.tryscopia.com>
- Click **Click here to install these updates.**
- Select the Conference Client and click **Install.**
- Follow the steps to download and install the client.



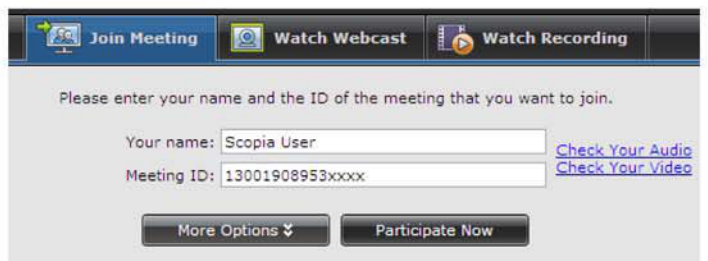
### MIC/SPEAKER AND WEBCAM SETTINGS

Before you join a Scopia Desktop virtual room, be sure to double check your audio and video settings are in working order.

- On <http://www.tryscopia.com>
- Click **Check Your Audio.**
- This will open the Scopia Desktop conference client settings. Make sure you select the intended **record** and **playback** device.
- Click **Start audio test** to check your input and output. You will hear yourself back and see the volume bar move.
- Click the **Video** tab.
- Make sure you select the correct video device.
- Click **Preview** to test out your device. Make sure that no other programs are using the webcam at the same time.



IT recommends the use of a **headset** to improve the audio experience of all participants.



### JOINING A VIRTUAL ROOM

There are several ways to join a virtual room:

- You can manually enter a meeting ID.
- Or you can use the auto-join link provided to you in a meeting invite or email, if available.

### DURING A CALL

- Mute or unmute yourself by clicking the microphone icon on the top left corner of the screen.



**FOR FURTHER INFO OR ASSISTANCE**

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