

# VidyoRoom™ Administrator and User Guide

# HD-220, HD-110, HD-100, and HD-50



**Product Version 2.2** Document Version 2.2-A

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# **About This Guide**

VidyoRoom system is a simple-to-use, easy-to-configure appliance that can turn any conference room into a video endpoint with worldwide reach. Flexible conference control options make it a snap to manage using the VidyoPortal<sup>™</sup>, a remote control device, or the VidyoRemote application. In addition, by using adaptive layering technology, the video quality is unequaled by systems that require dedicated bandwidth.

And because video conferencing ought to be a natural extension of the way people normally work, the VidyoRoom interoperates seamlessly with VidyoDesktop<sup>™</sup>, VidyoPanorama<sup>™</sup>, and VidyoMobile<sup>™</sup> clients, making it possible for people to join a conference from their home office or wherever else they might happen to be.

This guide describes the features of VidyoRoom. You will learn how to:

- Plan your room design to make the most of your VidyoRoom
- Install your VidyoRoom
- Initially set up the VidyoPortal
- Control the VidyoRoom using the remote control, the VidyoRemote application, or a laptop
- Use the Home page to place calls, join conferences, and participate in meetings
- Understand what you see on-screen including the various layouts and indications
- Change the VidyoRoom settings
- Use the Web Configuration pages
- Manage the VidyoRoom from the VidyoPortal

This guide is intended for you if:

- You are an IT administrator who needs to install and manage the VidyoRoom.
- You want to use the VidyoRoom to make calls and join conferences. If this is all you want to do, you can refer to Chapters 4, 5, and 6 only. The other chapters contain all the technical details that you don't really need to know if you simply want to participate in VidyoConferences.

# **IF YOU WANT MORE INFORMATION**

The *Getting Started Guide for VidyoRoom* document that comes with your VidyoRoom provides specific installation information and the list of components for your VidyoRoom model. It also includes some of the same remote control information that's in this guide.

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If you're an administrator and you want more information:

- Refer to the VidyoRoom Connectivity Diagrams when installing the VidyoRoom for detailed cabling information for audio and video devices, displays, and other peripherals.
- Refer to the *VidyoConferencing Administrator Guide* for information about how to configure and manage your VidyoPortal and VidyoDesktop systems.
- Refer to the VidyoPortal and VidyoDesktop User Guide for information about how to install and use the VidyoPortal and VidyoDesktop.

If you're an end user and you want more information:

- Refer to the *VidyoRoom Quick User Guide* for quick reference information about how to power on the equipment and connect to a meeting.
- Refer to any of the other Vidyo Quick User Guides, such as the Hosting a Meeting Quick User Guide, the Optimizing Audio Quick User Guide, and the Sharing Best Practices Quick User Guide, for quick reference information about how to perform various tasks with your Vidyo equipment.

You can find the Quick User Guides and other end user documents at www.vidyo.com. Additional documentation is available at <a href="http://support.vidyo.com">http://support.vidyo.com</a>.

## **IF YOU NEED CUSTOMER SUPPORT**

If you are a Vidyo<sup>™</sup> reseller or end user with PLUS support, please feel free to contact the Vidyo Customer Support team via email or phone:

Email: <u>support@vidyo.com</u> Phone: 1-866-99-Vidyo (Int'l: +201-289-8597) - Option 3

If you are a Vidyo end user without PLUS support, please contact your Vidyo reseller for further assistance.

# 1. Room Design Considerations

When designing the room in which you are going to install a VidyoRoom, you should take a number of factors into consideration such as the placement of the windows, the noise level in the room, the lighting, and so on. This document describes these factors and provides recommendations to help you design an effective VidyoRoom.

## **WINDOWS**

Because windows create audio reverberation, less than 20% of the room should have windows or other vertical glass walls. Also, natural light coming from windows varies considerably, which can affect the quality of the video. Therefore, if your room does have windows, you should install acoustical window treatments or blackout curtains.

# FLOORING, WALLS, AND CEILINGS

A room where the floor is carpeted, the walls are composed of drywall, and the ceiling is suspended typically provides the best acoustics. Of course, you can select a room with different surfaces (such as tile floors or concrete walls), but these are often more reverberant, and therefore, may affect the sound quality.

A cost effective way to improve acoustics is to add carpeting or rugs if your floor is not carpeted. You may also want to consider adding acoustical sound panels to the walls.

# **NOISE AND TEMPERATURE**

When selecting the room in which to install your VidyoRoom, keep these noise and temperature considerations in mind:

- The room where the VidyoRoom is located must be equipped with Heating, Ventilation, and Air Conditioning (HVAC) equipment. Remember, however, that HVAC equipment can raise the noise level in the room.
- You should consider which rooms are nearby and try to select a room that is not adjacent to frequently noisy areas, such as cafeterias or reception areas.

# **ACOUSTICS**

The quality of the sound is just as important as the quality of the video. You want the dialogue between participants to sound like everyone is in the same location, a trick that involves quality microphones placed in the right spots. In your Vidyo room, you can hang microphones from the ceiling, embed them in the table, or place them on the table.

Microphones will pick up sound reverberating off hard and flat surfaces in the room. You can dampen reverberations by installing noise-dampening ceiling tiles, fabric-wrapped acoustical panels on the walls, or a combination of both.

# **ROOM COLOR**

The color of the walls within the camera field of view can impact how the far-end participants perceive the video quality. If you want the far-end participants to see higher quality video, ensure that the wall at which the camera is pointing is non-textured, non-patterned, and not reflective.

Painting the wall a muted color, such as beige or blue-gray, looks better on video than bright white or dark colors. As a general rule of thumb, the brighter the room is, the darker the walls should be. For example, if your room has no windows, dark carpeting, and the overhead lights are not extremely bright, you should consider painting your walls a lighter shade, such as pale blue or light beige. If, on the other hand, your room has some natural light, light-colored carpeting, and bright overhead lights, you should consider painting your walls a slightly darker shade, such as tan or medium gray or blue.

If you want to test colors before painting the walls, try hanging fabric of various colors on the back wall to see which color looks best on video.

# LIGHTING

The room in which your VidyoRoom is located should have evenly dispersed, ambient lighting. For the best lighting, use LED lights. Although the upfront cost for these is higher, the long-term cost is lower. The direct fluorescent lighting that is common in offices is not recommended because it causes harsh shadows on the faces of the participants and because its brightness can vary considerably at different parts of the room. If you are stuck with fluorescent fixtures, get full spectrum bulbs designed for video.

The ideal color temperature should be between 3,000° and 3,500° Kelvin, and about 70 foot candles of intensity at the subject.

Lighting for video can involve as many as four lighting positions (which are explained below), with the Key Light being the most important. For most multi-purpose conference rooms, a strong color-balanced Key Light supported by additional full spectrum lighting in the room will work well. Just remember: you don't want meeting participants feeling like they're in a television studio.

Here is some additional information about the lighting positions:

- Key Light: Light shining on the participant from the front. These lights are generally placed high and at the center, or to each side of the seating area if two are required. Aim them downward at a 45° angle to light the participants' faces without causing their eyebrows to cast a shadow over their eye-sockets.
- Fill Light: Lights shining on the participant from the front, but placed at a low angle to soften shadows under the eyes and chin.
- Hair Light: Lights at the rear of the room, above the participants and aimed downward to help separate the participants from the background.

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Backdrop Lighting: Lights above and (if space allows) between the participants and the background. Two lights are usually required, each aimed toward the opposite half of the background to evenly light it.

In addition, always ensure that no lights are pointing in the camera lens, and avoid pointing any lights directly at the displays. If possible, you may want to hire a lighting designer and have the lighting professionally installed.

# **COLLABORATIVE TOOLS**

"The usual and customary tools in their usual and customary format." That's what creates the most effective collaboration. Vidyo offers a VGA2USB LR frame grabber that "screen scrapes" what's on the local laptop (connected by VGA) and transmits the information to the local and remote content displays.

# **VIBRATION**

Room or wall vibration can be caused by HVAC equipment, heavy machinery being used nearby, trains passing by, and other factors. If the wall on which the camera and displays are located vibrates excessively, the camera may also vibrate. This vibration may be noticeable by the far-end participants. Therefore, if you have known vibration issues, consult the building manager or an architect to determine the optimal placement for the camera.

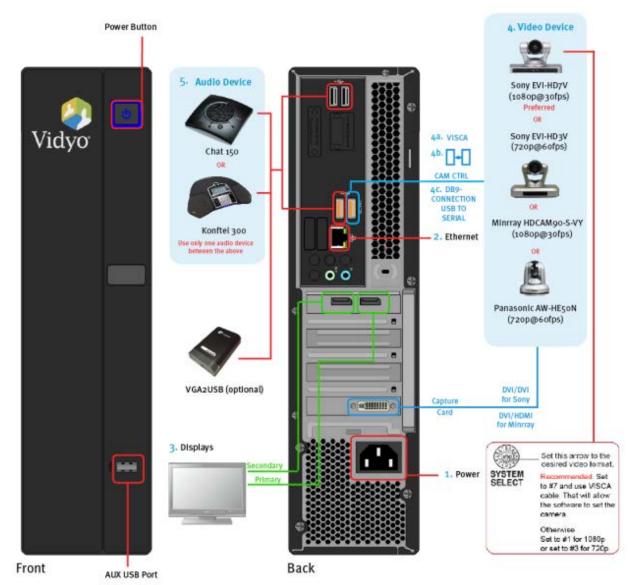
# 2. Installing the VidyoRoom

This section describes how to physically set up these VidyoRoom models:

- HD-220 Rev. C
- HD-110 Rev. C
- HD-100 Rev. C
- HD-50 Rev. C

For more detailed cabling information for audio and video devices, displays, and other peripherals that you can connect to the VidyoRoom, refer to the *VidyoRoom Connectivity Diagrams*.

## HD-220 REV. C



**Note:** Stands must be used when placing the unit vertically.

Do not power on the HD-220 unit until display(s) and camera are fully connected and powered on.

- 1. Connect the power cable.
- 2. Connect an Ethernet cable to ETH-o and to your network.
- Connect a display using an HDMI-DVI cable to the DVI display converter and then connect to an available display port.

Repeat for the second display.

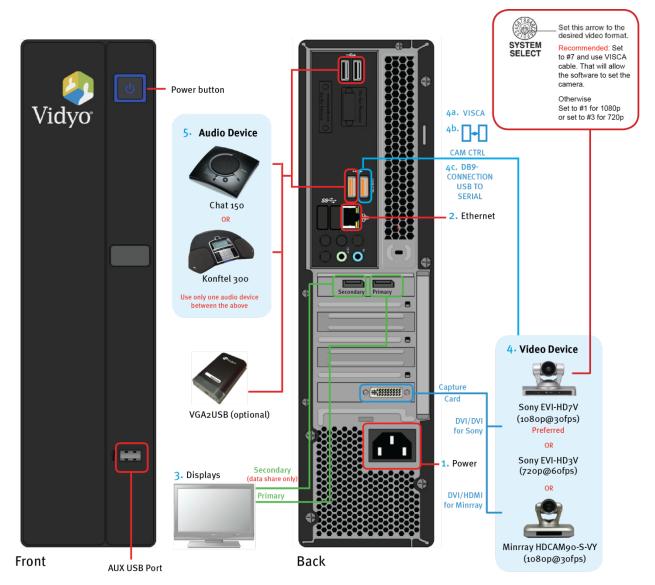
4. Connect the camera.

Use HDMI/DVI cable for Sony or HDMI/HDMI cable for Minrray.

For the Camera Control connection:

- a. Connect VISCA cable to camera.
- **b.** Connect VISCA cable to USB/Serial DB9 cable.
- c. Connect USB/Serial DB9 cable to the CAMCTRL port on the unit.
- Connect a USB speakerphone cable to an available USB port. (Don't use the USB 3.0 ports.)





**Note:** Stands must be used when placing the unit vertically.

Do not power on the HD-110 unit until display(s) and camera are fully connected and powered on.

- 1. Connect the power cable.
- Connect an Ethernet cable to ETH-o and to your network.
- Connect a display using an HDMI-DVI cable to the DVI display converter and then connect to an available display port.

Repeat for the second display.

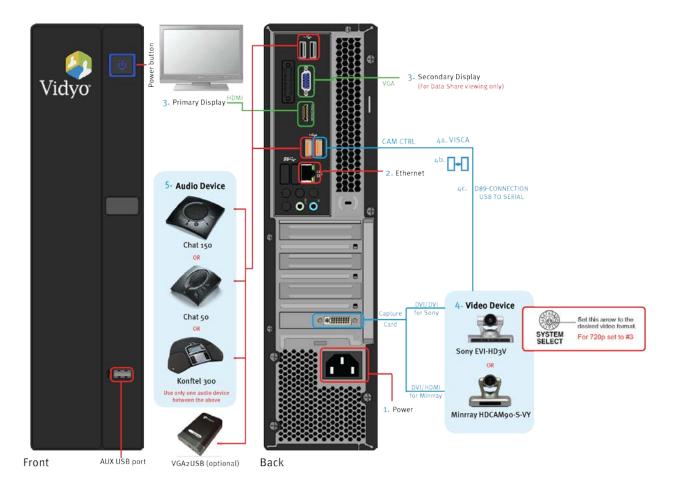
Connect the camera.
 Use DVI/DVI cable for Sony or DVI/HDMI cable

for Minrray.

For the Camera Control connection:

- a. Connect VISCA cable to camera.
- **b.** Connect VISCA cable to USB/Serial DB9 cable.
- c. Connect USB/Serial DB9 cable to the CAMCTRL port on the unit.
- Connect a USB speakerphone cable to an available USB port. (Don't use the USB 3.0 ports.)

# **HD-100 REV. C**



**Note:** Stands must be used when placing the unit vertically.

Do not power on the HD-100 until the display(s) and camera are fully connected and powered on.

- 1. Connect the power cable.
- Connect an Ethernet cable to ETH-o and to your network.
- 3. Connect to a display using an HDMI-HDMI cable to HDMI-to-TV.

You can connect a second display to the VGA port. (The second display is for data share viewing only.)

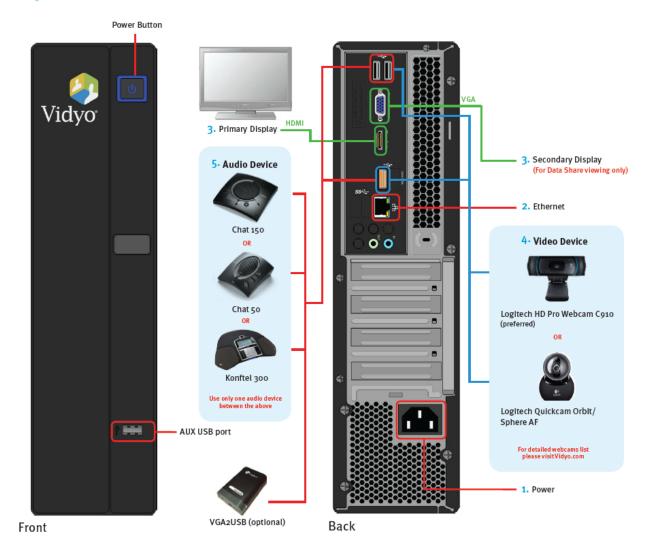
4. Connect the camera.

Use DVI/DVI cable for Sony or DVI/HDMI cable for Minrray.

For the Camera Control connection:

- a. Connect VISCA cable to camera.
- **b.** Connect VISCA cable to USB/Serial DB9 cable.
- c. Connect USB/Serial DB9 cable to the CAM CTRL port on the unit.
- 5. Connect a USB speakerphone cable to an available USB port.

# HD-50 REV. C



Do not power on the HD-50 until the display(s) and camera are fully connected and powered on.

- 1. Connect the power cable.
- 2. Connect an Ethernet cable to ETH-o and to your network.
- 3. Connect to the display using an HDMI-HDMI cable.

**Note**: You can connect a second display to the VGA port. (The second display is for data share viewing only.)

- 4. Connect a USB Webcam camera cable to an available USB port.
- 5. Connect a USB speakerphone cable to an available USB port.

# 3. Initially Setting Up the VidyoPortal

Before you can start configuring and using the VidyoRoom, you must initially set up the VidyoPortal. Note that this guide describes the features available with VidyoPortal version 2.2.

Vidyo <sup>-</sup>		
	Account	
	Network	Portal OK For Keyboard
	Proxy	User Name
	Audio	Password
	Language	Password
	My Room	
	Other Prefs	
	About	
		Save 🔀 Cancel

To begin, simply power on your VidyoRoom system.

The Account screen will display the default IP address of your VidyoPortal as well as the default user name and the password that came with your VidyoRoom. You must change these as described below.

#### To enter VidyoPortal IP address, user name, and password:

- 1. Enter your VidyoPortal IP address or URL. (You don't have to type the usual "http://".)
- 2. Enter the user name and password for your VidyoPortal.
- Use the arrow buttons on the remote control to navigate to the Save button and then press the 
  button on the remote control.

If you receive any errors, double check your user name, password, server address settings, and network configuration. For more information about how to change the network settings as well as the other settings for the VidyoRoom, see the "Changing the VidyoRoom Settings" chapter that begins on page 45.

# 4. Controlling the VidyoRoom

There are a number of ways for you to control your VidyoRoom, so you can select the method that suits you the best. Keep in mind, however, that you can switch among the various methods whenever you want.

The traditional way to control the VidyoRoom is by using the remote control that comes with the VidyoRoom. The remote control provides you with quick key shortcuts to frequent VidyoRoom activities. (If you prefer to use a keyboard rather than the provided remote control, you can connect a standard USB keyboard to one of the USB ports on your VidyoRoom. For more information about using a keyboard, see Appendix B on page 73.)

As an alternative to the remote control, you can use the VidyoRemote instead. The VidyoRemote is a web application that you can use with VidyoRoom if you have a laptop with a browser.

You can also directly connect a laptop to your VidyoRoom if you want to share applications that are on your laptop. To connect the laptop, you use the VGA2USB Adapter.

This chapter describes how to use the buttons on the remote control, how to use your web browser to connect to VidyoRemote, as well as how to connect a laptop and use it for sharing.

## **USING THE REMOTE CONTROL**

The remote control that comes with your system enables you to navigate on-screen as well as perform other tasks to control the VidyoRoom. You can use the remote control in conjunction with the VidyoRemote application if you want to. For more information about VidyoRemote, see the "Using the VidyoRemote" section on page 17.

Some of the buttons on the remote control behave differently depending on whether or not you're in a conference. The illustration on page 13 describes how the buttons work when you're not in a conference; the illustration on page 14 describes how the buttons work when you are in a conference.

### **Not in Conference**



#### CONNECT

Start a conference from the Home page

#### ARROWS / OK

Use the arrow keys to navigate on-screen. The option you navigate to will be highlighted in green when activated. Press OK on the remote to select the option on-screen.

#### VOLUME / MUTE / SELFVIEW / ZOOM

Volume – Not applicable

💓 Mute — Not applicable

Selfview — Cycles through the Selfview modes: Single Screen Mode (shows preview) and Dual Screen Mode (shows the help screen on the first monitor and turns control to the camera while preview is shown on the second monitor)

**Zoom** — Acts as a page up/page down for scrolling through search results on-screen

#### ALPHA-NUMERIC KEYPAD

Use these keys in conjunction with the input modes on-screen to key in user names, passwords, speed dials, and search terms

#### **CONTROL KEYPAD**

- **Back** Takes you to the previous screen in the VidyoRoom interface
- Manage Brings up the remote control Help screen
- Home Takes users to the home screen in the VidyoRoom interface
- Delete Acts as a backspace when typing in a form field
- Settings Brings up the Settings screen
- **Toggle** Not applicable
- A Multifunction key
- B Multifunction key
- D D Toggles between numeric and alphanumeric data entry

## **In Conference**



### DISCONNECT

 $\Box \Box$  Ends meeting

ARROWS / OK

Left/Right – Pans camera (if supported by camera) Up/Down – Tilts camera (if supported by camera)

#### VOLUME / MUTE / SELFVIEW / ZOOM

Volume - Adjusts the sound level

- 😻 Mute Mutes your microphone or recording source
- Selfview Cycles through the Selfview modes: Single Screen Mode (picture-in-picture, docked, full screen, and off) and Dual Screen Mode (picture-in-picture, docked, and off) (HD-220 only)

**Zoom** — Zooms your camera in/out (if supported by camera)

#### ALPHA-NUMERIC KEYPAD

- $\mathbf{1-8}-\mathbf{Sets}$  the number of tiles viewed from 1 to 8
- **o** Sets the number of tiles viewed to 16

#### **CONTROL KEYPAD**

- Manage Brings up the remote control Help screen
- **Home** Resets camera pan, tilt, and zoom to default (if supported by camera)
- Privacy Toggles Privacy mode, so that no one in the conference can see your video
- Share Toggles sharing on and off when using VGA2USB device; press the "\*" button to view shared applications in full screen
- **Toggle** Cycles through shared sources, including none
- A Swaps displays when using dual screens (HD-220 only)
- B Enables DTMF dialing
- C Toggles Far End Camera Control
- D Cycles through the four 16:9 (widescreen) and 4:3 (cropped) Layout modes: Continuous Presence Wide, Continuous Presence Cropped, Preferred Participant Wide, and Preferred Participant Cropped

Here's more information that you may want to know about how to use some of the remote control buttons *during a conference*:

This icon	Means
<b>C</b>	<b>Toggle</b> — Many participants can share their application screens, but you can only view one screen at a time. When shared applications are available from multiple participants, you can toggle between the applications using the <b>Toggle</b> button on the remote control, or you may select not to view any of the shared applications. Pressing the <b>*</b> button allows you to view shared applications in full-screen size.
Ø	<b>Self-View</b> — For HD-220: This button enables you to see your own video. Your video will be included in the screen layout. Press the <b>Self-View</b> button again to see yourself when you have dual screens, and a third time to remove yourself from the layout and view only the other meeting participant(s).
	For HD-100 and HD-50: This button toggles between Picture-in-Picture (PiP), docked, full screen, and off (4 modes).
	Mute — This button mutes or unmutes the sound you're broadcasting.
*	<b>Settings</b> — This button brings up remote control Help screen.
	<b>Privacy</b> — This button blinds your camera feed so that no one in the conference can see your video.
	<b>Disconnect</b> — This button exits you from the VidyoRoom meeting.
Ο	<ul> <li>o — This button enables you to view up to 16 participants in a conference. When you first enter a conference, you can see up to 8 participants, but by pressing the o button, the auto layout will allow up to 16 tiles. The tiles can be laid out in Continuous Presence Wide mode, Continuous Presence Cropped mode, Preferred Participant Cropped mode, or Preferred Participant Wide mode (for more information, see the provint this table). If you want to return to limiting the number of participants you</li> </ul>
	see, press any number between 1 and 8.
Α	<b>A</b> — HD-220 only: This button swaps the views between the displays when you have dual screens.
В	<b>B</b> — This button enables DTMF (telephone) dialing.

This icon	Means
С	<b>C</b> — This button enables Far End Camera Control (FECC), which allows you to control the camera of far-end meeting participants. You can pan, tilt, or zoom their camera to better improve your view of their conference room. In order for you to use FECC, the far-end camera must be capable of electronic tilt and pan and you must have enabled FECC.
	$\mathbf{D}$ — This button rotates among the various 16:9 (widescreen) and 4:3 (cropped) layout modes available during a conference. These are the four layout modes (and they appear in this order when you press the $\mathbf{D}$ button):
	Continuous Presence Wide: Shows the participants in equal-sized windows, split evenly across two screens (if available). Received 16:9 video is not horizontally cropped; therefore, the entire image is always displayed. This is the default mode.
	Continuous Presence Cropped: Shows the participants in equal-sized windows, split evenly across two screens (if available). For certain layouts, the video may be cropped to more efficiently utilize screen real estate.
D	Preferred Participant Cropped: Shows the active speaker or an available share in a larger window or on an entire second screen (if available). The rest of the participants are shown in equal-sized windows on one screen. This mode allows cropping of both the larger window and the smaller windows to efficiently utilize screen real estate.
	Preferred Participant Wide: Shows the active speaker or an available share in a larger window or on an entire second screen (if available). The rest of the participants are shown in equal-sized windows on one screen. Received 16:9 video is not horizontally cropped; therefore, the entire image is always displayed.
	When a participant shares an application or document, the VidyoRoom will switch to Preferred Participant Cropped mode if the previous mode was Continuous Presence Cropped, or it will switch to Preferred Participant Wide if the previous mode was Continuous Presence Wide.

# **USING THE VIDYOREMOTE**

The VidyoRemote is a web application that enables you to join and disconnect from conferences, control the camera, and more. You can use both your remote control and the VidyoRemote in the same calls if you want to.

To control your VidyoRoom with the VidyoRemote, you must have a laptop with a browser and you must have the Remote Control preference enabled. For information about how to enable the Remote Control preference using the Web Configuration pages, see page 59. You must also have access to the VidyoPortal on ports 80 or 443 (based on the VidyoPortal settings), and you must have access to the VidyoRoom system on port 63459 (bi-directional).

## To use the VidyoRemote:

1. Enter the IP address for the VidyoPortal in the address bar of a web browser, followed by a forward slash and the word "remote.html":

### http://<IP>/remote.html

You will see the VidyoRemote Home page.

Vidyo <sup>.</sup>	Select from list or Enter conference name to join
	● My Room ▶ Mary Hurley
	Advanced

For information about all the tasks you can perform using the VidyoRemote pages, refer to Chapter 5 which starts on page **20**.

# **USING A LAPTOP**

Besides the remote control and the VidyoRemote, you can also use a laptop with your VidyoRoom. Vidyo recommends that you use a laptop if you need to share documents with other participants in the conference or if you want to control the conference (for example, using a laptop enables you to mute all the participants in the conference).

If you plan on sharing, Vidyo's best practice recommendation is to bring your laptop with you into the VidyoRoom for better control over your sharing experience. You can then log in to the meeting and share using the VidyoDesktop. Alternatively, if your system has a VGA2USB frame grabber, you can share by physically connecting your laptop to the VidyoRoom using a VGA2USB frame grabber.

### To share with a laptop by logging in to the meeting:

- **1.** Take your laptop with you to the location of the VidyoRoom.
- 2. Power on all of the VidyoRoom equipment as you normally would.

This includes powering on the VidyoRoom system, the display, and the camera.

- 3. Join the meeting as described in Chapter 5 on page 20.
- 4. Log in to the same meeting from your laptop (just as you would if you were sitting at your desk).
- 5. Share your document using the **Share** button on the VidyoDesktop.

For more information about how to share using the VidyoDesktop, refer to the Vidyo Sharing Best Practices Quick User Guide or the VidyoPortal and VidyoDesktop User Guide.

#### To share with a laptop and a frame grabber:

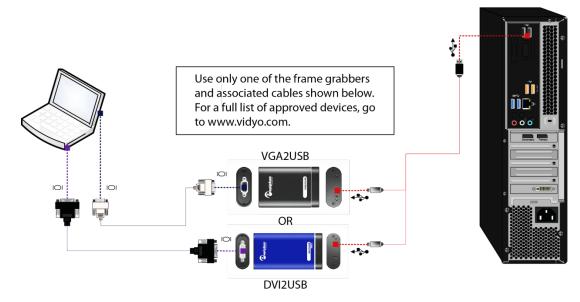
 Ensure that you have a VGA2USB frame grabber or a DVI2USB frame grabber properly connected to a USB port on your VidyoRoom.

You should use only one of these frame grabbers and its associated cables (not both). For a complete list of the available frame grabbers and other peripherals, refer to the *Choosing Peripheral Devices for the VidyoRoom Technical Note*.

Note that the following illustration shows the HD-220 Rev. C. For this and other VidyoRoom models, you can connect the frame grabber to any USB port on the system.

#### 4. Controlling the VidyoRoom

HD-220 Rev. C



- 2. Connect the VGA end of the frame grabber to your laptop as if it were a projector.
- **3.** Power on your laptop.
- 4. Output video to VGA using your laptop's specific key combination (for example, FN + F8).
- 5. Press the **Share** button on the VidyoRoom remote control to share the desktop connected to the frame grabber.

The **Sharing** icon will display when you start sharing.

The VidyoRoom will remember the Share status the next time you join a conference. That is, if Share is enabled when you disconnect, it will be enabled when you join the next conference; if it is disabled when you disconnect, it will be disabled when you join the next conference.

# 5. Using the Home Page

The Home page enables you to simply and easily join Vidyo meetings as well as perform other tasks such as:

- Searching for a user or a room
- Joining a room and placing a call
- Answering and disconnecting from a call
- Viewing, adding, and deleting your contacts
- Viewing your call history
- Controlling the cameras, displays, and meeting with the VidyoRemote

This chapter explains each of these functions in detail.

This chapter also explains how to navigate the user interface using either the remote control or the VidyoRemote application. In general, the interface looks and functions almost the same whether you're using the remote control or the VidyoRemote, but any differences in navigation or functionality between the two are explained in this chapter.

For starters, here's the VidyoPortal Home page (this is the page you'll see on your display):

Vidyo-	<sup>f.</sup> vr (vr) Ext. 1001003	🎓 Home   🌟 Settings
	Select from list or OK for keyboard	Join Room Call Direct
	<ul> <li>My Contacts</li> <li>My History</li> <li>My Room</li> </ul>	

If you're using the VidyoRemote, however, the first page you see on your laptop's screen when you access the VidyoRemote application looks like this:

Vidyo <sup>.</sup>	Select from list or Enter conference name to join
	● My Room ≽ Mary Hurley
	Advanced

To get to a page that looks like the VidyoPortal Home page, click the **Advanced** button. You'll then see the VidyoRemote Advanced Home page on your laptop. This page looks like this:

Vidyo <sup>-</sup>	🌽 vr1 () vr1 (11101)	🎢 Home   Control Meeting   Log out
	Select from list or Enter name to call	Join Room Call Direct
	<ul> <li>My Contacts</li> <li>My History</li> <li>My Room</li> <li>Mary Hurley</li> </ul>	Answer Disconnect Show Controls

As you can see, the VidyoPortal Home page and the VidyoRemote Advanced Home page look very similar. You can perform virtually all of the same tasks with the VidyoRemote Advanced Home page as with the VidyoPortal Home page, although the VidyoRemote Advanced Home page does provide you with easy access to additional functionality (such as camera and display controls).

### **SEARCHING FOR A USER OR A ROOM**

The Contact Search field on the VidyoPortal Home page or the VidyoRemote Advanced Home page enables you to search for a user or a public meeting room.

The steps for searching vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To search for a user or a room using the remote control:

 Use the arrow buttons on the remote control to navigate to the Contact Search field and then press the mbutton.

The onscreen keyboard appears on the right side of the page.

2. Enter all or part of the name or the extension that you want to search for.

Use the arrow buttons on the remote control to navigate the keyboard and press the constitution to enter each character. For example, you can enter "Big" to search for "Allen Bigsby". When searching, you can:

- Search by first name, last name, initials, or extension.
- Enter an asterisk (\*) to obtain an alphabetically sorted list of all registered users and rooms.

The users and rooms that match your search criteria will appear on the left side of the page.

Vidyo*	խ vr (vr) Ext. 1001003 🔰 👘 Home   🗱 Settings											
	Select from list or OK for keyboard											
	🖪 My Contacts 🚳 My History		0	#	\$	96	•	8			+	
	🧶 My Room	q	w	e	1	t	у	u	1	-	P	
		2	a	5	d	f	g	h	j	k		
			z	×	¢	v	b	n	m (	•		
									7	8	9	
									4	5	6	
		C	C	)one		)			-	2 0	3	

**Note**: You can use an onscreen keyboard for data entry in any field that displays a keyboard icon or display the words "OK for Keyboard".

- When you are done entering information with the keyboard, select the Done button and press the 
  button.
- Use the arrow buttons to scroll to the name of the user or room you want to call and press the button. (Use the scroll bar if you need to scroll down to see the complete list.)

The name of the user or room appears in the Contact Search field, and details about that user or room appear on the right side of the page. You can review this information (as well as check the status icon near the name of the user or room) to determine if a user or room is available. For more information about the user or room status, refer to the "Understanding Meeting Room Status" section on page 25 and "Understanding User Status" section on page 25.

Vidyo*	vr (vr) Ext. 1001003	🎓 Home   🌟 Settings
	Allen Bigsby (1001324)	Join Room Call Direct
	<ul> <li>My Contacts My History</li> <li>My Room</li> <li>Allen Bigsby</li> <li>Chuck Smith</li> <li>Frank Normandy</li> <li>Sandy Smith</li> <li>Vinny Smith</li> </ul>	Allen Bigsby (1001324) Status: Offline Allen Bigsby Room: Empty

To search for a user or a room using the VidyoRemote:

1. Click the Contact Search field on the VidyoRemote Advanced Home page.

The onscreen keyboard appears on the right side of the page.

2. Enter all or part of the name or the extension that you want to search for.

For example, you can enter "Big" to search for "Allen Bigsby". When searching, you can:

- Search by first name, last name, initials, or extension.
- Enter an asterisk (\*) to obtain an alphabetically sorted list of all registered users and rooms.

The users and rooms that match your search criteria will appear on the left side of the page.

Vidyo <sup>-</sup>	🖗 vr1 () vr1 (11101) 🛛 🛛 🗍 🎇 Home 🛛 Control Meeting 🗍 Log out										
	Select from list or Enter name to call		in Ro	2m:		Call 1	Direct		1		
	🖪 My Contacts 🛛 @ My History	-	nswe	r		Disco	nnect		Sho	w Con	trols
			2	3	4	5	6	7	8	9	0
				+	\$	96	^	8	•		
				e	r				i	0	p
		슐			d						
						V	b				
											tana at la dyoPov

3. Click **Done** to remove the keyboard from the right side of the page.

**Note**: You can use an onscreen keyboard for data entry in any field that displays a keyboard icon or display the words "OK for Keyboard".

3. Click the name of the user or room you want to call. (Use the scroll bar if you need to scroll down to see the complete list.)

The name of the user or room appears in the Contact Search field, and details about that user or room appear on the right side of the page. You can review this information (as well as check the status icon near the name of the user or room) to determine if a user or room is available. For more information about the user or room status, refer to the "Understanding Meeting Room Status" section on page 25 and "Understanding User Status" section on page 25.

Vidyo	🖉 vr (vr) Ext. 1001003	🏫 Home   🎄 Settings
	Allen Bigsby (1001324)	Join Room Call Direct
	My Contacts My History My Room Allen Bigsby Chuck Smith Frank Normandy Sandy Smith Vinny Smith	Allen Bigsby (1001324) Status: Offline Allen Bigsby Room: Empty

## **Understanding Meeting Room Status**

Each meeting room has a status icon that indicates whether it is available for you to join. In addition, a room may require a PIN number to gain access. When a room is available to join, the **Join Room** button is active. These are the five room statuses:

This status icon	Means
	<b>Empty</b> — The room has no one in it and you can join it. The <b>Join Room</b> button is active.
$\bigcirc$	<b>Full</b> — The room is fully occupied and can't accept more participants. The <b>Join Room</b> button is inactive.
<b>C</b>	<b>Locked</b> — The room is locked and you can't join it. The <b>Join Room</b> button is inactive.
<b>e</b>	<b>Occupied</b> — The room is occupied but additional participants can join it. The <b>Join Room</b> button is active.
	<b>PIN Protected</b> — You must enter a PIN to join the room. The <b>Join Room</b> button is active. (Typically, the room's owner will email you the PIN for the meeting.)

**Note**: User status and room status are independent of one another. You can join the room of a user that is not available (online) for a direct call. Likewise, you can call a user whose room is locked or full.

# **Understanding User Status**

A user's status determines whether you can place a direct call to them, join their room, or invite them to attend a meeting. When a user is available, the **Call Direct** button is active. These are the eight user statuses:

This status	Means
icon	
8	<b>Available</b> — The user is available for a direct call, to join a room, or to be invited to attend a meeting. The <b>Call Direct</b> button is active.
20	<b>Busy</b> — The user is busy and you cannot contact them with a direct call or invite them to join your room. You can join their room if it is available (not Full or Locked). The <b>Call Direct</b> button is inactive.
*	In Room — The user is in their own room. You cannot call them directly; therefore, the Call Direct button is inactive. You can join their room if it is available. They can leave their room and join yours if they choose to.
<b>Ø</b>	In Room/Room Full — The user is in their own room and the room is full. You cannot call them directly or join their room. They can leave their room and join yours if they choose to.

This status icon	Means
î.	In Room/Room Locked — The user is in their own room and the room is locked. You cannot call them directly or join their room. They can leave their room and join yours if they choose to.
*	<b>In a PIN-protected Room</b> — The user is in their own room and the room is PIN protected. You cannot call them directly, but you can join their room if you have their PIN code. They can leave their room and join yours if they choose to.
*	<b>Offline</b> — The user is not logged in. The <b>Call Direct</b> button is inactive. You cannot place a direct call to them, but you can join their room, depending on its status.
6	<b>Legacy</b> — The conferencing system uses H.323 and SIP-based videoconferencing solutions. There is no personal room.

## JOINING A ROOM OR PLACING A CALL

Once you have found the user or room you want to call and that user or room is available, you can either join a room or place a call directly to the user. You can also call a legacy system, which uses traditional H.323 and SIP-based videoconferencing technology.

#### **Joining a Room**

The **Join Room** button enables you to join a room to participate in a meeting. You can join a room for a meeting you're hosting or you can join another user's room for a meeting they're hosting. The **Join Room** button becomes active when you select your own room or any private or public room that is not Full, Busy, or Locked.

The steps for joining a room vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To join a room using the remote control:

- Ensure that the user or room you want to call appears in the Contact Search field on the VidyoPortal Home page.
- Arrow to the Join Room button and press a on the remote control.

Keep in mind that the **Join Room** button will be active only if you are allowed to join the room (that is, the status of the room is Empty, Occupied, or PIN Protected).

If you are hosting the meeting, you see a list of participants on the right side of the page under In My Room.



If any of these participants joined the meeting by phone (rather than by video), their phone number appears in the list of participants. When you join Vidyo meetings with users from other tenants, you also see their tenant name. If the participant's phone number is not available, "Unknown Participant" appears in the list. The phone number and extension for calling into your room appear on the page when you select My Room.

🖪 My Contacts 💣 My History	_	
ny Room	¢	In My Room: For external access to My Room dial 123-456-7890, extension 8734 (voice only)

#### To join a room using the VidyoRemote:

- 1. Ensure that the user or room you want to call appears in the Contact Search field on the VidyoRemote Advanced Home page.
- 2. Click the Join Room button.

Keep in mind that the **Join Room** button will be active only if you are allowed to join the room (that is, the status of the room is Empty, Occupied, or PIN Protected).

If you are hosting the meeting, you see a list of participants on the right side of the page under In My Room.



If any of these participants joined the meeting by phone (rather than by video), their phone number appears in the list of participants. When you join Vidyo meetings with users from other tenants, you also see their tenant name. If the participant's phone number is not available, "Unknown Participant" appears in the list. The phone number and extension for calling into your room appear on the page when you select My Room.

My Contacts My History		
🧼 My Room	¢	In My Room: For external access to My Room dial 123-456-7890, extension 8734 (voice only)

### **Placing a Direct Call**

The **Call Direct** button enables you to place a direct (point-to-point) call with one user. The **Call Direct** button becomes active when the user's status is Online. When you place a direct call, the person you are calling sees an alert on their screen notifying them of the call.

**NOTE**: A direct call involves just two users; no additional users can join. When you join a meeting and there are just two of you in the room, it is similar to being in a direct call. The difference is that others can potentially join you in the meeting.

The steps for placing a direct call vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To place a direct call using the remote control:

- 1. Ensure that user you want to call appears in the Contact Search field on the VidyoPortal Home screen.
- 2. Arrow to the **Call Direct** button and press the 🚳 button on the remote control.

Keep in mind that the **Call Direct** button will be active only if you are allowed to call directly (that is, the status of the user is Online).

#### To place a direct call using the VidyoRemote:

- 1. Ensure that user you want to call appears in the Contact Search field on the VidyoRemote Advanced Home screen.
- 2. Click the Call Direct button.

Keep in mind that the **Call Direct** button will be active only if you are allowed to call directly (that is, the status of the user is Online).

#### **Placing an Inter-Portal Communication (IPC) Call**

Companies and other organizations all over the world use Vidyo systems. Up to now, each system was its own little universe. A user of one system could invite a guest (like a customer whose organization did not have a Vidyo system) to a VidyoConference, but that was it. Now with IPC, entire organizations can interoperate. The option for IPC is on by default, but the Super Admin and the individual Tenant Admins of the VidyoPortal can choose to disable it.

The steps for placing an IPC call vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To place an IPC call with the remote control:

1. In the Contact Search field, enter user\_name@portal\_name, such as:

tommyc@main.vidyo.com

3. Arrow to the Join Room button and press 📾 on the remote control.

### To place an IPC call with the VidyoRemote:

1. In the Contact Search field, enter user\_name@portal\_name, such as:

tommyc@main.vidyo.com

2. Click the Join Room button.

## **Calling a Legacy System**

A legacy system is a device, such as an ordinary telephone or a conferencing system, which uses traditional H.323 and SIP-based videoconferencing technology. A legacy system has no personal room.

The steps for calling a legacy system vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To call a legacy system using the remote control:

 In the Contact Search field, enter the extension number of the legacy system followed by its IP address.

To obtain the IP address of a legacy system, contact your system administrator.

Arrow to the Call Direct button and press the abutton on the remote control.

03111.22.333.44	Join Room	Call Direct
-----------------	-----------	-------------

#### To call a legacy system using the VidyoRemote:

1. In the Contact Search field, enter the extension number of the legacy system followed by its IP address.

To obtain the IP address of a legacy system, contact your system administrator.

2. Click the Call Direct button.



## Placing a VidyoVoice (Voice-Only) Call

A participant without access to a VidyoPortal as either a registered user or a guest can join a conference in your VidyoRoom from a phone. The phone number and extension for calling into your room appear in the My Room settings page and the Home page when you select My Room.

My Contacts My History	
🥚 My Room	In My Room:
	For external access to My Room dial 123-456-7890,
	extension 8734 (voice only)

When a participant joins a conference by phone, that participant's phone number appears in the list of participants, even if they don't broadcast their number.

## **ANSWERING A CALL**

By default, the VidyoRoom will not automatically answer incoming calls; therefore, you have to manually answer calls. When there is an incoming call, you will hear a ringing sound.

For information about how to set up the Auto Answer preference, see page 52.

The steps for answering a call vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To manually answer a call using the remote control:

1. Press the button on the remote control when you see the pop-up window that asks if you want to answer the incoming call.

#### To manually answer a call using the VidyoRemote:

1. Click the **Answer** button on the VidyoRemote Advanced Home page.

## **DISCONNECTING FROM A CALL**

Disconnecting enables you to exit from a meeting or a call. It also allows you to reject meeting invitations and reject direct calls.

The steps for disconnecting from a call vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To disconnect from a call using the remote control:

1. Press the I **Disconnect** button on the remote control.

#### To disconnect from a call using the VidyoRemote:

1. Click the **Disconnect** button on the VidyoRemote page.

# **VIEWING, ADDING, AND DELETING YOUR CONTACTS**

This section describes how to:

- View your contacts
- Add and delete your contacts

## **Viewing Your Contacts**

The My Contacts tab displays the following:

- A list of contacts that match the search criteria you entered in the Search field.
- The **My Room** button, which enables you to join your own room for a meeting that you are hosting.
- The permanent contacts you added to My Contacts using the Add Contact button. For more information, see the following section, "Adding and Deleting Your Contacts".

The My Contacts list always remains visible so that you can easily select users or rooms to call.



## **Adding and Deleting Your Contacts**

If you have contacts that you meet with on a regular basis, you can save them to your My Contacts list for easy selection. You can also delete any of the contacts that you already have on your list.

The steps for adding and deleting contacts vary slightly depending on whether you are using the remote control or the VidyoRemote; therefore, refer to the steps below that pertain to the device you're using.

#### To add a contact using the remote control:

- 1. Search for the contact on the VidyoPortal Home page.
- Press the 

   button on the remote control to select the contact.
- 3. Arrow to the Add Contact button and press the mbutton.



Your contact appears in alphabetical order on the My Contacts list. If you have many contacts, you may need to scroll to view them all.

#### To add a contact using the VidyoRemote:

- 1. Click the Search field on the VidyoRemote Advanced Home page.
- 2. Select the contact.
- 3. Click the Add Contact button.



Your contact appears in alphabetical order on the My Contacts list. If you have many contacts, you may need to scroll to view them all.

#### To delete a contact using the remote control:

- 1. Search for the contact on the VidyoPortal Home page.
- 2. Press the 🚳 button on the remote control to select the contact.
- 3. Arrow to the **Delete Contact** button and press the 🚳 button.



#### To delete a contact using the VidyoRemote:

- 1. Select the contact from the My Contacts list on the on the VidyoRemote Advanced Home page.
- 2. Click the **Delete Contact** button.



## **VIEWING MY HISTORY**

The My History tab displays a list of users you recently placed a call to. You can select one of these contacts to join their room or start a direct call. You can also add the contact to your My Contacts list, as described in the previous section.

My Contacts	🎒 My History
History	
🍐 Vinny Smith	
🍐 Sandy Smith	
🍐 Frank Normandy	
b Chuck Smith	
🍐 Allen Bigsby	

## **CONTROLLING THE CAMERAS AND DISPLAYS WITH THE VIDYOREMOTE**

If you're using the VidyoRemote application, you can click the **Show Controls** button on the VidyoRemote Advanced Home page to access the Camera, Display, and Remote Camera Control tabs. These tabs enable you to control your camera and the remote camera, as well as control what you see on the display(s).

🧳 Vidyo <sup>.</sup>	vr1 () vr1 (11101)	
	Select from list or Enter name to call	Join Room Call Direct
	My Contacts My History  My Room  Mary Hurley	Answer Disconnect Show Controls

## **Controlling Your Camera**

To control your camera with the VidyoRemote:

- 1. Click the **Show Controls** button on the VidyoRemote Advanced Home page.
- **2.** Click the Camera tab.



3. Do any of the following:

Click	То
The <b>Volume</b> up or down arrows	Increase or decrease the sounds you hear.
The <b>Camera Home</b> left, right, up, or down arrows	Pan your camera (move it left or right) or tilt your camera (move it up or down).
The <b>Zoom</b> arrows	Zoom your camera in or out.
The <b>Mute</b> button	Mute your microphones so that no other site can hear you.
The <b>Privacy</b> button	Mute your camera so that no other site can see you.
The <b>Self View</b> button	View your site in the display.
The <b>Share</b> button	Share the content that is displayed on your laptop's desktop.
	The VidyoRoom will remember the Share status the next time you join a conference. That is, if Share is enabled when you disconnect, it will be enabled when you join the next conference; if it is disabled when you disconnect, it will be disabled when you join the next conference.

# **Controlling Your Displays**

#### To control your displays with the VidyoRemote:

- 1. Click the **Show Controls** button on the VidyoRemote Advanced Home page.
- 2. Click the Display tab.



**3.** Do any of the following:

Click	То
Any of the eight display buttons	Select the number of sites you want to view. For example, if there are sixteen sites in the conference and you press the <b>6</b> button, you will view only six sites. Pressing any of these eight buttons disables the <b>Auto</b> button.
The <b>Self View</b> button	View your site in the display.
The <b>Preferred Layout</b> button	View the active speaker in the biggest tile, or if there are dual displays, view the active speaker in the second display.
The <b>Auto</b> button	Automatically display up to sixteen sites.
The <b>Swap Display</b> button	For the HD-220 only: Swap the video or content that is shown on one display with the video or content that is shown on the other display. For example, if you are viewing content on the left display and you click the <b>Swap Display</b> button, the content will appear on the right display.
	<b>Note:</b> Although the HD-100 and HD-50 can have dual displays, the second display is VGA, so the <b>Swap Display</b> button does not work for these two models.
The <b>Content Only</b> button	View content only in the display. If no content is being shared, this display will show the screensaver.
The <b>Next Content</b> button	View the next content in the queue. That is, if more than one participant is sharing content, you can press the <b>Next Content</b> button to select the next content that was shared.

#### **Controlling the Remote Camera**

The Remote Camera Control tab on the VidyoRemote Advanced Home page enables you to control the camera at the remote sites but only if those sites have Far End Camera Control enabled. That is, the remote sites must have their systems configured to allow you to control their camera.

#### To control the remote camera with the VidyoRemote:

- 1. Click the **Show Controls** button on the VidyoRemote Advanced Home page.
- 2. Click the Remote Camera Control tab.

🧳 Vidyo <sup>.</sup>	🏓 vr1 () vr1 (11101)		🎢 Home   Control Meetin	ng   Log out
		Answer	Disconnect	Hide Controls
Ca	amera	Display	Remote Camera Control	
	Start / Release	^		
	Next Camera	Pan / Til Camera	• >	Zoom
	Select Camera	V		
		_	_	

3. Do any of the following:

Click	То
The <b>Start/Release</b> button	Toggle between taking control and releasing control of the remote camera.
The Next Camera button	Select the next site's camera.
The <b>Select Camera</b> button	Select the camera of the site that's shown on the display.
The <b>Pan/Tilt Camera</b> left, right, up, or down arrows	Pan the remote camera (move it left or right) or tilt the remote camera (move it up or down).
The <b>Zoom</b> up or down arrows	Zoom the remote camera in or out.

For example, if you are in a conference with a number of participants and you want to control the camera at the New Jersey participant's site, these are the steps you would take:

- 1. Click the **Start/Release** button to take control of the remote camera.
- 2. Click the Next Camera button until the participant at the New Jersey site is shown on the display.
- 3. Click the Select Camera button to select the camera at the New Jersey site.

- 4. Click the left, right, up, or down **Pan/Tilt Camera** arrows or the up or down **Zoom** arrows to pan, tilt, or zoom the camera at the New Jersey site.
- 5. Click the **Start/Release** button to release control of the remote camera.

## **CONTROLLING THE MEETING WITH THE VIDYOREMOTE**

If you're using the VidyoRemote application, you can click the **Control Meeting** link on the VidyoRemote Advanced Home page to access the Control Meeting page. The Control Meeting page provides you with more control over your meetings. For example, you can invite additional participants to the meeting, connect or disconnect all the participants, and mute or unmute all the participants.

🧳 Vidyo	🏓 vr1 () vr1 (11101)	🎢 Home   Control Meeting   Log out
	Select from list or Enter name to call	Join Room Call Direct
	My Contacts My History	Answer Disconnect Show Controls

To control the meeting using the VidyoRemote Control Meeting page:

- 1. Click the **Control Meeting** link on the VidyoRemote Advanced Home page.
- 2. From the Control Meeting page, you can perform most of the VidyoRemote functions described previously in this chapter. For example, you can answer, disconnect, and control the cameras and displays. In addition, more buttons are available which provide you with additional control over the meeting. These buttons are described in the following table.

Vidyo <sup>.</sup>	🌽 vrt () vr1 (11101)	🎓 Home   Control Meeting   Log out
	vr1 () vr1 For external access to My Room dial 201-289-8626, extension 111	
		Join Room
	Connected: No participants	Answer Disconnect Show Controls
		Record     Record &     Webcast

Click	То
<b>)</b> {}	Add Participants — Displays the Search field so you can invite additional participants to the meeting. (For more information, see the "Searching for a User or a Room" section on page 22.) Invited users appear in the Not Connected list until they join the meeting.
-	<b>Connect All</b> — Connects all disconnected participants to the meeting.
-	<b>Disconnect All</b> — Disconnects all participants from the meeting and adds them to the Not Connected list. A disconnected participant can be reconnected later.
1	<b>Mute All</b> — Mutes the volume for all current participants including the room owner. Participants who join or rejoin after <b>Mute All</b> is selected are also muted.
<b>₽</b>	<b>Unmute All</b> — Unmutes the volume for all participants.
X	<b>Remove/Disconnect All</b> — Disconnects all participants and removes them from both the Connected and Not Connected lists.
	<b>Lock Room</b> — Indicates that your room is locked; therefore, participants cannot join it. If you want to unlock your room, click the icon and it will change to the one shown below. You can lock your room even if you don't currently have a meeting in it.
¢	<b>Unlock Room</b> — Indicates that your room is unlocked; therefore, participants can join it. If you want to lock your room, click the icon and it will change to the one shown above.

**Note**: If you have VidyoReplay<sup>™</sup>, you can also access the VidyoReplay controls from the Control Meeting page. For more information about VidyoReplay, refer to the *VidyoReplay User Guide*.

# 6. Understanding What You See On-Screen

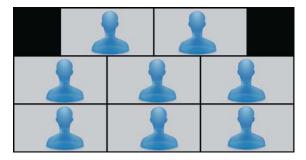
This chapter explains what you can expect to see on-screen when you are in a call, such as how the tiles might be laid out and where you can expect data to appear when it's shared. This chapter also describes the various indications that you may see in the corner of the display when you are in a call.

## **UNDERSTANDING THE VIDYOROOM ON-SCREEN LAYOUTS**

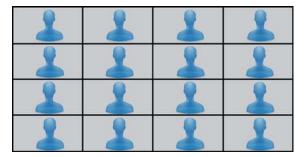
What you see on-screen when you're in a call depends on a number of factors, such as whether you have one or two displays, whether data is being shared, which Layout mode you are in (Continuous Presence or Preferred Participant), and how many tiles you selected to view.

Here are some general guidelines to help you anticipate what you will see on-screen:

The default number of tiles that appear during a call is 8 tiles.



You can view up to 16 tiles, however, by pressing the o (zero) button on the remote control.



- If you want to limit the number of tiles back to 8 tiles or fewer, you can click a number from 1 through 8 on the remote control.
- If you have only one display:
  - If you are in Continuous Presence mode and a participant shares data, the data share will appear in the largest tile (in other words, you will switch to Preferred Participant mode).



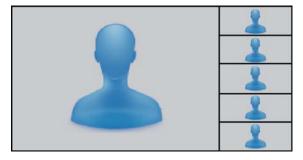
If you want to make all the tiles equal-sized again, you must click the **D** button on the remote control to switch back to Continuous Presence mode.



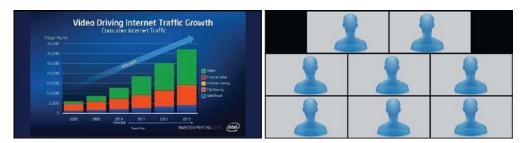
• If you are in Preferred Participant mode and a participant shares data, the data share will appear in the largest tile.



When the participant stops sharing the data, the active speaker will return to the largest tile.

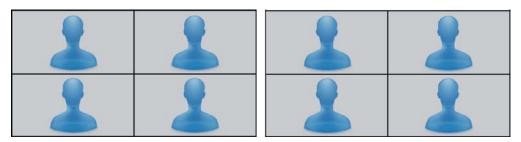


- If you have two displays:
  - If you have an HD-110, HD-100, or an HD-50 with two displays, you cannot view participants on the second display. The second display is reserved for data share only.

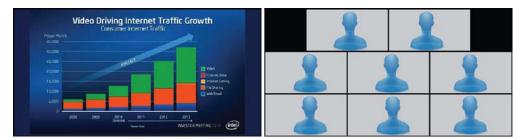


If no data is being shared, the second display will display the Vidyo logo only.

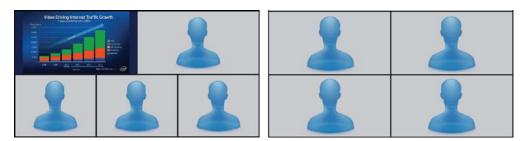
• If you have an HD-220 with two displays, you can have Continuous Presence mode on both displays (that is, you can view multiple equal-sized tiles on each display).



If a participant shares data, however, one screen will show the data share only and the second screen will show all the participants' tiles.



If you want to move the data share to an equal-sized tile, you must click the **D** button on the remote control to switch back to Continuous Presence mode.



- When data is shared, that data share remains on-screen until you select a different share or until the person who shared the data stops sharing it.
- You can use the \* button on the remote control to view data full-screen during a call.
- If you aren't in a call, you can't share local data using the VGA2USB.

## UNDERSTANDING THE VIDYOROOM ON-SCREEN INDICATIONS

When you're in a call, various indications appear in the lower right-hand corner of the VidyoRoom's screen to provide information on the call state and the currently selected options. These indications appear whether you are using the remote control or the VidyoRemote.

Here's a quick rundown on the indications you may encounter from time to time:

This indication	Means
	<b>Speaker Mute</b> — Displayed when the local speakers are muted (the volume is turned all the way down).
	Microphone Mute — Displayed when the local microphone is muted. With the remote control, you can mute the local microphones using the Mute button.
	<b>Privacy</b> — Displayed when the local camera is muted. With the remote control, you can mute the local camera using the <b>Privacy</b> button.
Non-Preferred Mode	Number of Displayed Participants – Displayed when the number of participants to view is selected via the remote control or the VidyoRemote. The number changes based on the number of participants selected on the remote control (numbers 1 through 8) or on the VidyoRemote Display tab. Pressing o (zero) on the remote control or clicking <b>Auto</b> on the VidyoRemote Display tab displays all the participants up to 16. When you click <b>Auto</b> , the number on the icon is replaced with the letter A.
	Not Sharing — Displayed when the VGA2USB/VGA2USB LR adapter is connected and you can share, but you have chosen not to. With the remote control, you can choose not to share by pressing the D Share button. Note that the VidyoRoom will remember the Share status the next time you join a conference. That is, if Share is enabled when you disconnect, it will be enabled when you join the next conference; if it is disabled when you disconnect, it will be disabled when you join the next conference.

This indication	Means
	<b>Sharing</b> — Displayed when the VGA2USB/VGA2USB LR adapter is connected and you are sharing.
	With the remote control, you can choose not to share by pressing the D Share button. Note that the VidyoRoom will remember the Share status the next time you join a conference. That is, if Share is enabled when you disconnect, it will be enabled when you join the next conference; if it is disabled when you disconnect, it will be disabled when you join the next conference.
	For more information about sharing with a laptop, see the "Using a Laptop" section on page 17.
<b>_</b>	<b>Remote Share</b> — Displayed when a remote participant shares an application or when a local participant shares an application on their laptop (which is connected to the VGA2USB/VGA2USB LR adapter).
	For more information about sharing using a laptop, see the "Using a Laptop" section on page 17.
(((e)))	<b>Webcasting</b> — Displayed when the conference is being webcast. (The optional VidyoReplay component must be installed.)
	<b>Recording</b> — Displayed when the conference is being recorded. (The optional VidyoReplay component must be installed.)
ô	<b>Secure</b> — Displayed when the audio and video streams between the VidyoRoom and the endpoints are encrypted.
	<b>Far End Camera Control</b> — Displayed when you press the <u>C</u> button on the remote control or you click the <b>Start/Release</b> button on the VidyoRemote to use Far End Camera Control (FECC). FECC remotely adjusts the camera on other VidyoRoom systems participating in the same conference.
	To use FECC with the remote control, press the Left and Right directional keys on the remote to scroll through the various VidyoRooms that have FECC enabled (if any), select the one you wish to control, and press <b>OK</b> . Press the <b>C</b> button again to release FECC and return to local camera control.
	To use FECC with the VidyoRemote, see the "Controlling the Remote Camera" section on page <b>36</b> .
2	<b>No Video Capture Device</b> — Displayed when no valid video capture device is

This indication	Means
	available. <b>Note:</b> A Blackmagic Design video card is considered a valid video capture device.
	Remote control shortcuts that you can use during calls:
1446	Press <b>90</b> (nine zero) on the remote control to display the current Maximum Send Bandwidth.
IMD	<ul> <li>Press <b>9#</b> (nine pound) on the remote control to increase Maximum Send Bandwidth for the current call only. (The setting is not saved.)</li> </ul>
	<ul> <li>Press 9* (nine star) on the remote control to decrease Maximum Send Bandwidth for the current call only. (The setting is not saved.)</li> </ul>
	<b>16:9 (Widescreen) Mode</b> — Displayed when the layout mode is either one of these:
16:9	Continuous Presence Wide: Shows the participants in equal-sized windows, split evenly across two screens (if available). Received 16:9 video is not horizontally cropped; therefore, the entire image is always displayed. This is the default mode.
	Preferred Participant Wide: Shows the active speaker or an available share in a larger window or on an entire second screen (if available). The rest of the participants are shown in equal-sized windows on one screen. Received 16:9 video is not horizontally cropped; therefore, the entire image is always displayed.
	When you are in a conference, you can cycle among the four layout modes by using the <b>D</b> button on the remote control.
	<b>4:3 (Cropped) Mode</b> — Displayed when the layout mode is either one of these:
	<ul> <li>Continuous Presence Cropped: Shows the participants in equal-sized windows, split evenly across two screens (if available). For certain layouts, the video may be cropped to more efficiently utilize screen real estate.</li> </ul>
ZOOM	Preferred Participant Cropped: Shows the active speaker or an available share in a larger window or on an entire second screen (if available). The rest of the participants are shown in equal-sized windows on one screen. This mode allows cropping of both the larger window and the smaller windows to efficiently utilize screen real estate.
	When you are in a conference, you can cycle among the four layout modes by using the <b>D</b> button on the remote control.

# 7. Changing the VidyoRoom Settings

This chapter describes how to maintain and change your VidyoRoom settings using the Settings page.

To access the Settings page, arrow to the Settings link on the VidyoPortal Home page and press a on the remote control.

Vidyo	
<ul> <li>Account</li> <li>Network</li> <li>Proxy</li> <li>Audio</li> <li>Video</li> <li>Language</li> <li>My Room</li> <li>Other Prefs</li> <li>About</li> </ul>	Portal  CK For Keyboard User Name Password

You can also change your VidyoRoom settings remotely via the Web Configuration pages. For information about how to do this, see page 54.

## **CHANGING ACCOUNT SETTINGS**

You must enter the account settings when you first set up your VidyoRoom.

You will also have to enter the account settings if you re-image your VidyoRoom using the factory restore key (but not if you re-image using the Web Configuration pages or through the Recovery Console). For information about how to re-image a VidyoRoom, refer to the *VidyoRoom Firmware Upgrade and Recovery Procedure Technical Note*.

## To change account settings:

1. Select the Account tab on the Settings page.

Vidyo	
Account  Account A	Portal User Name OK For Keyboard Password
About	V Save R Cancel

- 2. In the Portal field, enter the IP address or fully qualified domain name for your VidyoRoom system.
- 3. In the User Name field, enter the VidyoRoom username.
- 4. In the Password field, enter the VidyoRoom password.You must specify a username and password in order to log into the VidyoRoom.
- 5. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING NETWORK SETTINGS**

#### To change network settings:

**1.** Select the Network tab on the Settings page.

Your VidyoRoom is set to **Use DHCP** by default. This enables it to automatically obtain its IP address.

Account	O Use DHCP
A Network	Use static IP address
Proxy	IP Address
Audio	Subnet Mask
Video	Default Gateway
Language	Primary DNS Server
My Room	UDP Fort Range
Other Prefs	UDP Start 50000
I About	UDP End 65535
	Save Cancel

- To change your VidyoRoom network settings, select Use static IP address and enter your network's settings appropriately:
  - IP Address
  - Subnet Mask
  - Default Gateway
  - Primary DNS Server
- 3. If you want to define a range of UDP ports for use with the VidyoRoom, enter the appropriate values in the UDP Start and UDP End fields.
- 4. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING PROXY SETTINGS**

A VidyoProxy routes all data signals through a single port in order to traverse a firewall.

#### To change proxy settings:

**1.** Select the Proxy tab on the Settings page.

🥏 Vidyo	
Account Network	<ul> <li>Do not use VidyoProxy</li> <li>Use VidyoProxy</li> </ul>
Audio     Video     Language	
My Room	
	Save Cancel

- 2. If you are using a VidyoProxy, select **Use VidyoProxy**.
- 3. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING AUDIO SETTINGS**

#### To change audio settings:

1. Select the Audio tab on the Settings page.

The audio settings for the various VidyoRoom models may vary slightly. The following illustration shows the Audio tab for the HD-220.

🤌 Vidyo		
Account Retwork	Microphone Volume	
<ul> <li>✓ Audio</li> <li>✓ Video</li> <li>✓ Language</li> </ul>	Speaker Volume	
My Room		
About	Save Save	

2. For most speakerphone systems, set both the microphone and speaker volumes to about 60% to start.

You can adjust the volume for each one separately.

3. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING VIDEO SETTINGS**

#### To change video settings:

1. Select the Video tab on the Settings page.

The video settings for the various VidyoRoom models may vary slightly. The following illustrations show the Video tab for the HD-220 and for the HD-50.

	HD-220
🥏 Vidyo	
Account	Displays 🔿 Single 💿 Dual
Proxy Audio	Display Resolution 💿 720P 💿 1080P
TVideo	Max Tx Bandwidth 🔍 384K 🔹 512K 🔍 768K 💿 1M 🔍 2M 🔍 4M
Language	Transmit Resolution 🕥 360P30 💿 540P30 💿 720P30 🕥 1080P15
Conter Prefs	Camera Control Reset Camera Backlight On Backlight Off
	🗳 Save 🗶 Cancel

Account	Displays 🗢 Single 🔹 Dual
Proxy	Display Resolution © 720P ● 1080P
💷 Video	Max Tx Bandwidth 384K 512K 768K 1M 2M
My Room	
	Save Cancel

2. In the Displays field, select the number of displays.

**Note**: Dual display mode for the HD-100 and HD-50 is only for data sharing. Both the HD-100 and HD-50 support 1024 x 768 (XGA) resolution for the data display.

- 3. In the Display Resolution field, select **720p** or **1080p**.
- **4.** In the Max Tx Bandwidth field, select one of the maximum transmit bandwidth options.

These options differ based on the VidyoRoom model. For example, the HD-220 has a 4M option, but the HD-100 and HD-50 do not.

5. In the Transmit Resolution field, select one of the transmit resolution options.

These options differ based on the VidyoRoom model. For example, the HD-220 and HD-100 have a 1080p15 option, but the HD-50 does not. See page 57 for a list of the resolutions available for each VidyoRoom model.

- 6. If the Camera Control field is present for your VidyoRoom model, you can reset the camera or compensate for backlighting.
- 7. Arrow to the Save button onscreen and press 📾 on the remote control.

Note: An Administrator can set transmit and receive bandwidth limits for all users in any Group. This Group policy generally prevails. When a user is in a conference that includes a VidyoRoom, however, the VidyoRoom's transmit bandwidth will override the Group policy.

For example, let's say a Group policy is set at a maximum transmit and receive bandwidth of 1 Mbps for all members of the Group. The VidyoRoom, however, can transmit at 2 Mbps. Those participants whose Internet connections and computers can handle the higher bandwidth will receive 2 Mbps from the VidyoRoom.

## **CHANGING LANGUAGE SETTINGS**

To change language settings:

1. Select the Language tab on the Settings page.

Vidyo			🎢 Home   ✿ Settings
	Account		
	Retwork	English	Français
	Proxy	● 日本語	🔘 Italiano
	Audio	Deutsch	○ 简体中文
	<b>Video</b>	Español	○ 한국어
	📮 Language	Português	Polski
	My Room	Suomi	● 繁體中文
	Other Prefs	🔘 ไทย	О Русский
		System Langua	ige
	About		
		<b>√</b> Save	Cancel

The VidyoRoom is available in these 14 languages:

English	Chinese (Simplified)
LIISUJII	chinese (shinptined)

- Finnish
  - Italian

- Polish
- Thai
- French
- Japanese

Portuguese

Russian

- Chinese (Traditional)
  - German
  - Korean
  - Spanish

2. Select your preferred language.

3. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING MY ROOM SETTINGS**

#### To change My Room settings:

1. Select the My Room tab on the Settings page.

🥏 Vidyo <sup>r</sup>	
Account Account Network Proxy Audio Uideo Language My Room	You can set a PIN code to access this meeting room Room PIN
About	Save 🔀 Cancel

2. To set your room to be PIN-protected, enter the PIN in the Room PIN field.

Participants will be prompted to type this PIN before being admitted to your VidyoRoom, so be sure to share your PIN with invited participants prior to the meeting.

3. Arrow to the Save button onscreen and press 📾 on the remote control.

## **CHANGING OTHER PREFERENCES**

#### To change other preferences:

1. Select the Other Prefs tab on the Settings page.

Vidyo <sup>*</sup>				
Account	IR Receiver:	Internal	External	
Proxy	Auto answer:	O On	Off	
Audio	Join/Exit tones:	On On	Off	
Video	Far end camera control:	On On	Off	
Language	Enable settings access	s code		
My Room	Settings Access			
About		Restart VidyoRoc	om	
	<ul> <li>✓</li> </ul>	Save 🛛 📽 C	ancel	

- 2. In the IR Receiver field, select between using an internal IR receiver or an external IR receiver.
- In the Auto answer field, select On if you want the VidyoRoom to automatically answer incoming calls.

To configure this from the web, see the "Using the Web Configuration Pages" chapter that begins on page 54.

- 4. In the Join/Exit tones field, select **On** if you want to hear a tone every time someone joins or leaves the conference.
- 5. In the Far end camera control field, you can determine whether or not users can control far-end cameras. For FECC to work, the cameras must be capable of electronic tilt and pan.
- 6. If you want to set an access code to prevent unauthorized access to your VidyoRoom configuration settings, select the **Enable settings access code** checkbox.

When a user accesses the settings from the VidyoPortal Home page, they must enter this access code to access the settings. If you select this checkbox, you must enter the access code in the Settings Access Code field.

- 7. Arrow to the Save button onscreen and press 📾 on the remote control.
- 8. To restart the VidyoRoom, select the **Restart VidyoRoom** button.

It will take several seconds for the VidyoRoom to restart.

## **VIEWING THE ABOUT INFORMATION**

The About page displays version and release information for your model of VidyoRoom.

#### To view the About information:

1. Select the About tab on the Settings page.

The About tab for the various VidyoRoom models may vary slightly. The following illustration shows a sample About tab for the HD-50 (note that this is a sample screenshot; therefore, it does not contain the VidyoRoom version number or the VidyoPortal version number).



#### HD-50

# 8. Using the Web Configuration Pages

Rather than configure your VidyoRoom onsite in the conference room in which it resides, you can change VidyoRoom settings remotely via a web interface.

#### To access the Web Configuration pages:

 In an internet browser, enter the IP address of your VidyoRoom followed by: 88 (the port number). For example:

http://[ipaddress/URL]:88

The VidyoRoom Configuration page login screen will appear.

Please login		
User Id:		
Password:		

- **2.** Enter the default log in settings:
  - User Id: admin
  - Password: VidyoRoom (case sensitive)

If you need to change your password later on, you can by selecting the Reset Password tab on the Web Configuration page. For more information, refer to the "Resetting the Password" section on page 62.

## **CONFIGURING THE SETTINGS**

The Settings tab enables you to configure your VidyoRoom settings. This section includes illustrations of the HD-220, HD-100, and HD-50 Settings tab. Most of the fields on the tab are the same for each model; however, any differences are noted within the steps.

#### To configuring the settings:

- **1.** In the Account section:
  - a. In the Portal field, enter the IP address or fully qualified domain name for your VidyoRoom.
  - b. In the User Name and Password fields, enter your VidyoRoom user name and password.

	1.84	rtings Logs firmware Certificate Reset Reseword Shutdown About
Account:		
Portal	yourcorp.com	
Jser Name	vr2	
Password	>r00mtw0?	
Network:		
	O Use DHCP	
	Cose static IP address	
P Address		
Subnet Mask		
Default Gateway		
Primary DNS Server Jink Speed & Duplex	Auto/Auto	
chik Speed & Duplex	Auto/Auto	
UDP Port Range:	100Mbps/Full Duplex	
JDP Start	1Gbps/Full Duplex 50000	
JDP End	65535	
Proxy:		
in the second seco	Do not use VidyoProxy	
	Use VidyoProxy	
Audio:		
Microphone	6	
Speaker	6	
Video:		
Displays	C Single	Dual
Display Resolution	© 720p	@ 1080p
Overscan	0% 0%	100% Ø Default
Maximum Tx Bandwidth	0 384Kb/s 512Kb/s 768Kb/s	Mb/s 2Mb/s 3Mb/s 4Mb/s
Transmit Resolution	©360p30 ©540p30 @720p30	©1080p15
		Apply
Camera Control	Reset Camera Backligh	t On Backlight Off
Other Prefs:		
R Receiver	Internal	© External
Auto Answer	2 On	© off
loin/Exit Tones	© On	© off
Far end camera control	© On	© off
Auto Adjust Microphone	© On	© off
Remote Control	• On	© off
SNMP	© On	Off
Auto Join My Meeting	Enable	
Auto Upgrade	Enable	
	Enable Settings Access Code	
Settings Access Code		
	Save and Restart VidyoRo	

HD-220

- **2.** In the Network section:
  - a. Select Use DHCP or Use static IP address.

**Use DHCP** is the default. If you select **Use static IP address**, you must enter your network's settings, including the IP address, subnet mask, default gateway, and primary DNS server.

b. On the Link Speed & Duplex dropdown menu, the default setting is **Auto/Auto**, and under most circumstances you shouldn't change it unless requested to do so by your network administrator.

		Settings Logs Fire	nware Certificate Reset Password Shutdown Abo	N/T
ccount:				
ortal	ourcompany.con	n		
lser Name	vri			
assword	r00mOne!~			
letwork:				
	Use DHCP Use static IP addres	5		
P Address				
ubnet Mask				
efault Gateway				
rimary DNS Server				
ink Speed & Duplex	Auto/Auto	-		
	Auto/Auto	5		
JDP Port Range:	100Mbps/Full Duplex 1Gbps/Full Duplex	3 []		
JDP Start	50000			
IDP End	65535			
roxy:				
(555 <b>5</b> 5)	Do not use VidyoPro	wy.		
	O Use VidyoProxy			
udio:				
ticrophone		1.		
ipeaker		.0		
fideo:				
lisplays	Single	Oual		
isplay Resolution	© 720p	1080p		
verscan	© 0% © 50	% 0100%	Default	
laximum Tx Bandwidth	©384Kb/s ©512K	b/s 0768Kb/s 9	1Mb/s ©2Mb/s	
ransmit Resolution	©360p30 ©450p3	0 0540p30 9720	p30 ©1080p15	
			Apply	
amera Control	Reset Camera	Backlight On	Backlight Off	
ther Prefs:				
R Receiver	Internal	Externa		
uto Answer	<ul> <li>On</li> </ul>	© Off		
oin/Exit Tones	9 On	© Off		
ar end camera control	• On	© off		
uto Adjust Microphone Level		© Off		
emote Control	On	© off		
NMP	On On	• Off		
how Participant Name uto Join My Meeting	On     Enable	Off		
	Enable			
	Enable Settings Acc	ess Code		
ettings Access Code		]		

## HD-100

- 3. In the UPD Port Range section, enter the appropriate values in the UDP Start and UDP End fields if you want to define a range of UDP ports for use with your VidyoRoom.
- 4. In the Proxy section, select whether you want to use a VidyoProxy.
- 5. In the Web Proxy section, enter the PAC script address for use with the VidyoRoom in the Proxy Auto-Configuration Script field.

Vidyo supports PAC scripts only; static web proxy addresses and auto-detection of web proxies are not supported. If you enter a web proxy address that requires authentication, a pop-up appears, and you must enter the web proxy username and password. You then have to reboot the system.

- 6. In the Audio section, drag the sliders to change the maximum sensitivity of the mic and volume of the speakers.
- 7. In the Video section:
  - a. In the Displays field, select either **Single** or **Dual** displays to match your configuration.
  - b. In the Display Resolution field, select **720p** or **1080p** resolution.

If your display can only do 720p, there's no advantage in selecting 1080p. If your display can do 1080p, you can choose 720p if you want to use less bandwidth.

- c. In the Overscan field, select the overscan percentage or leave it set to the default.
- d. In the Maximum Tx Bandwidth field, select the maximum bandwidth at which you want the VidyoRoom to transmit.

The options available vary depending on your VidyoRoom model.

e. In the Transmit Resolution field, choose your transmit resolution.

The options available vary depending on your VidyoRoom model and Maximum Tx Bandwidth (for example, 1080p30 won't be available if your Maximum Tx Bandwidth is set to less than 2 Mbps). These resolutions are now available:

Device	Band- width	360p30	450p30	540p30	720p30	720p60	1080p15	1080p30
	wiutii							
HD-50	384 Kbps	$\checkmark$	✓		✓			
HD-50	512 Kbps	✓	✓		✓			
HD-50	768 Kbps	✓	✓		✓			
HD-50	1 Mbps	✓	✓		✓			
HD-50	2 Mbps	✓	✓		✓			
HD-100	384 Kbps	✓	✓	✓	✓			
HD-100	512 Kbps	✓	✓	$\checkmark$	✓			
HD-100	768 Kbps	✓	✓	✓	✓			
HD-100	1 Mbps	✓	<b>√</b> <sup>1</sup>	~	~		✓	
HD-100	2 Mbps	√	<b>√</b> <sup>1</sup>	✓	✓		✓	

Device	Band- width	360p30	450p30	540p30	720p30	720p60	1080p15	1080p30
HD-110/	384 Kbps	✓		✓	✓			
HD-220								
HD-110/	512 Kbps	<ul> <li>✓</li> </ul>		✓	$\checkmark$			
HD-220	512 1005				·			
HD-110/	769 Khns	✓		✓	✓			
HD-220	768 Kbps	<b>`</b>			•			
HD-110/	1 Mbps	1		1	✓		✓	
HD-220	TWDh2	•		•	v		v	
HD-110/	a Mhnc			1		1		<ul> <li>✓</li> </ul>
HD-220	2 Mbps			•		•		
HD-110/	3 Mbps					1		
HD-220	3 muhz					•		<b>v</b>
HD-110/	( Mbnc					1		
HD-220	4 Mbps					•		<b>v</b>

<sup>1</sup> Available only on Web Configuration pages; not available from end-user Settings page.

**Note**: If you change the Tx Bandwidth or Transmit Resolution, you can click the **Apply** button to apply the changes. If the VidyoRoom is in a conference, the changes will not take effect until the next conference.

- f. If the Camera Control field is present for your VidyoRoom model, you can reset the camera or compensate for backlighting.
- g. If the Anti Flicker field is present for your VidyoRoom model, select **50Hz** for Europe or **60Hz** for North America (one of these settings will work correctly in most of the world). If your users use webcams that don't have the anti-flicker feature, you can enable this setting.
- 8. In the Other Prefs section:
  - a. In the IR Receiver field, select between using an internal IR receiver or an external IR receiver.
  - b. In the Auto Answer field, select **On** if you want the VidyoRoom to automatically answer incoming calls.
  - C. In the Join/Exit tones field, select **On** if you want to hear a tone every time someone joins or leaves the conference.

You might want to select **Off** when you're in a conference with hundreds of endpoints.

- **d.** In the Far end camera control field, you can determine whether or not other users in a conference with your VidyoRoom can control your camera. For FECC to work, the camera in your room must be capable of electronic tilt and pan (such as the Sony EVI-HD1).
- e. In the Auto Adjust Microphone Level field, select **On** to increase the microphone's sensitivity when a soft-spoken person speaks and decrease it a bit when things get loud.

HD-50

				esword Shutdown About	
Account:					
Portal	ga1.vidyo.com				
User Name	vr3				
Password	vr3				
Network:					
	Use DHCP				
	O Use static IP address				
IP Address					
Subnet Mask					
Default Gateway					
Primary DNS Server					
Link Speed & Duplex	Auto/Auto •				
UDP Port Range:					
UDP Start	50000				
UDP End	65535				
Proxy:					
2007.78X	<ul> <li>Do not use VidyoProxy</li> <li>Use VidyoProxy</li> </ul>				
Web Proxy:	55 8				
Proxy Auto-Configuration Scrip					
contract and service and the					
Audio:					
Microphone					
Speaker					
Video:					
Displays	<ul> <li>Single</li> </ul>	<ul> <li>Dual</li> </ul>			
Display Resolution	© 720p	1080p			
Overscan	0 0% 0 50%		Default		
Maximum Tx Bandwidth	© 384Kb/s © 512Kb/s				
Transmit Resolution	© 360p30 © 450	lp30 • 720	Apply		
Anti Flicker	© Off © 50Hz(Europ	e) * 60Hz(Nort	and the second sec		
Other Prefs:					
IR Receiver	Internal	© External			
Auto Answer	On	© Off			
Join/Exit Tones	• On	e off			
Far end camera control	· On	© Off			
Auto Adjust Microphone Level	On	e off			
Remote Control	© On	= Off			
SNMP	© On	= off			
Show Participant Name	On	© Off			
Auto Join My Meeting	🛅 tnable				
Auto Upgrade	If Enable				
	Enable Settings Access 0	lode			
Settings Access Code					

- g. In the Remote Control field, select whether to enable or disable the VidyoRemote application.When disabled, a user cannot control the VidyoRoom with the VidyoRemote.
- h. In the SNMP field, select whether to enable or disable the SNMP interface.

When enabled, a third party can use the SNMP protocol to configure and control the VidyoRoom with their UI.

i. In the Show Participant Name field, select **On** to display the participant's name on-screen during VidyoConferences.

This option is available only for the HD-100 and HD-50.

- j. In the Auto Join My Meeting field, select the **Enable** checkbox if you want the system to automatically join its own meeting whenever the VidyoRoom is powered on. The only way to disable this setting is to come back to this page and clear the checkbox.
- k. In the Auto Upgrade field, select the **Enable** checkbox if you want to automatically upgrade your VidyoRoom.

System Administrators will be able to centrally transfer upgrades from the VidyoPortal to the VidyoRooms. Once the transfer is complete, the file is saved on the VidyoRoom hard drive. If you selected **Enable**, the VidyoRoom will be automatically upgraded. Before the upgrade begins, a dialog box will inform you that the upgrade is about to begin, and you can cancel the upgrade if you wish. If you selected **Disable**, prior to the next conference, you will be asked if you want to upgrade the system.

If you want to set an access code to prevent unauthorized access to your VidyoRoom configuration settings, select the Enable Settings Access Code checkbox and then enter the code. Thereafter, whenever users try to access the settings from the VidyoPortal Home page, they must enter this access code first.

#### **ACCESSING THE LOGS**

The Logs tab provides useful information for Vidyo Customer Support in the event you need to contact them. For more information about collecting the logs from all operating systems, refer to the *Vidyo Troubleshooting Assistance Technical Note*.

#### To access the logs:

Time:	Year	Month	Day	Hour	Minute	Second			
- miler	2012	04	04	19	36	19	Set Time		
Levels:	1 4 6 5 4	Jerrer	uosugi	@LmiAp		Permane Tempora			
Log File	List:								
	E Log	File Nam	e				Size	Date Modified	
	📃 Vidy	voDesktop	_20120202	2_131151.log	,		19,576	February 02, 2012 13:11:52	
	Vidy	voDesktop	_20120202	2_131256.log	)		25,000,231		
	Vidy	voDesktop	_20120222	2_085143.log	)		52,440	February 22, 2012 08:52:10	
	Vidy	oDesktop	_20120222	2_092910.log	,			February 28, 2012 11:57:12	

1. Select the Logs tab from the VidyoRoom Configuration page.

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2. To troubleshoot a problem, Customer Support may ask you to increase the log level. (They'll tell you exactly what to type into the Log Levels field.) If you need only to increase the levels while the issue is being resolved, click the **Apply Temporarily** button.

The log levels will return to their prior level when you reboot the VidyoRoom.

## **UPDATING THE FIRMWARE**

From time to time you may need to update your VidyoRoom to a new version or you need to restore to a previous working version.

You may also need to update your VidyoRoom in the event of a hardware malfunction or system failure. In this case, updating restores the VidyoRoom software to the last installed version.

Note: If you encounter a problem when upgrading the VidyoRoom, contact Vidyo Technical Support.

#### To update the firmware:

1. Select the Firmware tab from the VidyoRoom Configuration page.

🖓 Vidyo <sup>.</sup>	VidyoRoom	Configuration P		ssword   Shutdown	About   Logout
Attention: VidyoRoom System will be	re-imaged!!!				
Current Version: Current Base Image Rev: Space available on VidyoRoor	n System:	TAG_VR_2_2_0_0 HD50C-100C-2200 4.613 GB			
Available Base Image Files:	Image File           HD100C50C220C-21           P003C-HD100C50C2		Size 852,889,600 859,316,224		
Choose a new Image File(*.tt	ov):	Upload & Update	Browse		

This page displays the current installed version of the VidyoRoom as well as the current base image installed on the VidyoRoom.

- 2. To restore the VidyoRoom software to the last installed version:
  - a. Select the checkbox to the left of the image file you want.
  - b. Click the **Update** button.
- 3. To update using a new image from Vidyo:
  - a. Click the **Browse** button to locate the .tbv file on your local file system.
  - b. Click the Upload & Update button.

This process can five or more minutes depending on the speed of your connection (an update progress window will appear on the VidyoRoom monitor while the process is underway).

- You will receive an alert if you are upgrading with the same image file already located on the VidyoRoom. If you are restoring the current image, acknowledge this alert and proceed with the upgrade.
- If you encounter a FAIL error, take note of the red error code on the screen and contact Vidyo Technical Support.

When the upgrade process completes, the VidyoRoom automatically reboots.

**Note**: The VidyoRoom can also be re-imaged via a command-line interface if your system is not on a network or a system failure prevents you from using the web interface. Contact Vidyo Customer Support for the *VidyoRoom Firmware Upgrade and Recovery Procedure Tech Note*, which describes this process.

## **UPLOADING A CERTIFICATE**

The Certificate tab is used to upload a certificate authority file, including a self-signed certificate.

#### To upload a certificate:

**1.** Select the Certificate tab from the VidyoRoom Configuration page.

Vidyo <sup>.</sup>	VidyoRoom Configuration Page Settings   Logs   Firmware   Certificate   Reset Password   Shutdown   About   Logout
Upload certificate	Browse
Choose a Certificate File(*.crt):	Upload Certificate

2. Click the **Browse** button to browse to the file that you want to upload.

The file loaded is a CA Root Certificate file and it replaces any previous CA file. There is no option to load a default CA, so if you point your VidyoRoom to another portal with a different CA, be sure to upload the correct CA in the Certificate tab.

3. Click the Upload Certificate button.

## **RESETTING THE PASSWORD**

#### To reset the password:

1. Select the Reset Password tab from the VidyoRoom Configuration page.

🖓 Vidyo <sup>.</sup>	VidyoRoo	m Configu Setting	uration Pag	ge   Certificate   Res	set Password	Shutdown   Abou	it   Logout
Reset Password							
Current Password New Password							
New Password (repeat)	eset Password						

- 2. Enter your current password in the Current Password field.
- 3. Enter your new password in the New Password field.
- 4. Confirm your new password in the New Password (repeat) field

#### **SHUTTING DOWN**

#### To shut down the VidyoRoom:

**1.** Select the Shutdown tab from the VidyoRoom Configuration page.

Vidyo <sup>.</sup>	VidyoRoom Configuration Page Settings Logs Firmware Certificate Reset Password Shutdown About
Shutdown User Id: Password:	
Shutdown	

- 2. Enter your user name in the User Id field.
- 3. Enter your password in the Password field.
- 4. Click the Shutdown button.

#### **VIEWING THE ABOUT INFORMATION**

#### To view the About information:

**1.** Select the About tab from the VidyoRoom Configuration page.

The About page lists your VidyoRoom version, model number, and image revision. The About page for an HD-100 is shown below. Other models are similar in appearance.

Vidyo <sup>.</sup>	VidyoRoom Configuration Page Settings   Logs   Firmware   Certificate   Reset Password   Shutdown   About   Lo
Model Number: Image Revision:	: TAG_VR_2_2_0_00331 HD-50 HD50C-100C-220C 2.14 0 0 0 0 0 0 0 0 0 1c 6f 65 d2 ee 3d

# **LOGGING OUT**

## To log out:

**1.** Select the Logout tab from the VidyoRoom Configuration page.

A confirmation dialog box appears.

2. Click **OK** to log out or click **Cancel** to stay on the page.

# 9. Managing VidyoRooms from the VidyoPortal

If you are logged in as an Admin on the VidyoPortal, you can view information about each of the VidyoRooms as well as access the Web Configuration pages for the VidyoRooms.

#### To manage VidyoRooms from the VidyoPortal:

- 1. Log in as a Admin:
  - a. Enter the URL or IP address for the VidyoPortal in the address bar of a web browser, followed by a forward slash and the word "admin":

http://<URL or IP>/admin

b. Log in using the Admin user name and password.

(Alternatively, you can log in as a Super Admin.)

- 2. Select the Meeting Rooms tab.
- 3. Select Manage VidyoRooms.

The Manage VidyoRooms page lists all of your VidyoRooms. If a VidyoRoom has been offline for more than five days, it will not be displayed on the list.

If you want to view a VidyoRoom that isn't displayed on the first Manage VidyoRooms page, you can easily select another page using the controls at the bottom of the screen.

Add Meeting Room	Display Name			
Current Calls	Display Name -	IP Address	Status	
Manage VidyoRooms	jsteer1	192.168.1.5	DOWN	_
	Panoramaeast	172.16.2.228	DOWN	
	Panoramawest	172.16.2.25	UP	E
	quan-panorama	172.16.1.231	DOWN	
	Ran Sharon	172.16.2.247	DOWN	
	vgvr5	172.16.44.9	UP	
	vr	172.16.2.15	UP	
	vr1 (妙や会议室司의실会議室พ้องประชุม) vr1	172.16.3.191	UP	
	vr10 (沙村会议室)회의실 会議室 พ้องประชม) vr10	172.16.43.77	DOWN	
	urds(え)이시ふいかた/キ、カウヤ、かわり に(団合き室や) urds	173 48 3 407	Displaying rooms 1	- 24 of 24

- 4. View information about each of the VidyoRooms:
  - Display Name: The descriptive name given to the VidyoRoom when it was installed.
  - IP Address: The IP address assigned to the VidyoRoom.
  - Status: Whether the VidyoRoom is Up (online) or Down (offline).

5. If you want to change any of the VidyoRoom settings, click on the IP address of the VidyoRoom to access the Web Configuration pages for that VidyoRoom.

For complete information about the settings on the Web Configuration pages, refer to Chapter 8 which begins on page 54.

# 10. Product Specifications

This chapter lists the specifications for the HD-220 Rev. C, HD-110 Rev. C, HD-100 Rev. C, and HD-50 Rev. C.

## **APPLICATION**

	HD-220 Rev. C	HD-110 Rev. C	HD-100 Rev. C	HD-50 Rev. C
Video				
Video Standards	Native: H.264 Annex G (SVC)	Native: H.264 Annex G (SVC)	Native: H.264 Annex G (SVC)	Native: H.264 Annex G (SVC)
	Via VidyoGateway™: H.263, H.263+, H.264 AVC	Via VidyoGateway: H.263, H.263+, H.264 AVC	Via VidyoGateway: H.263, H.263+, H.264 AVC	Via VidyoGateway: H.263, H.263+, H.264 AVC
Transmit Resolution and Frame Rate (Main Video)	HD 1080p @ 15 fps @ 1 Mbps HD 720p @ 60 fps @ 2	512 Kbps, 768 Kbps, 1 Mbps, or 2 Mbps	HD 1080p @ 15 fps @ 1 Mbps and 2 Mbps HD 720p @ 30 fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps 540p @ 30fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps 450p @ 30fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps 360p @ 30fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps	HD 720p @ 30 fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps 450p @ 30fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps 360p @ 30fps @ 384 Kbps, 512 Kbps, 768 Kbps, 1 Mbps, and 2 Mbps
Receive Resolution and Frame Rate (Main Video)	720p @ 60 fps @ 1 Mbps min. (Dual Monitor) or	1080p @ 30 fps @ 2 Mbps min. or 720p @ 60 fps @ 1 Mbps min. or 720p @ 30 fps @ 768 Kbps min.	1080p @ 30 fps @ 2 Mbps min. or 720p @ 60 fps @ 1 Mbps min. or 720p @ 30 fps @ 768 Kbps min.	1080p @ 30 fps @ 2 Mbps min. or 720p @ 60 fps @ 1 Mbps min. or 720p @ 30 fps @ 768 Kbps min.
Content Sharing Resolution	Up to QSXGA 2540 x 2048 (fitted to screen resolution)	Up to QSXGA 2540 x 2048 (fitted to screen resolution)	Up to QSXGA 2540 x 2048 (fitted to screen resolution)	Up to QSXGA 2540 x 2048 (fitted to screen resolution)

	HD-220 Rev. C	HD-110 Rev. C	HD-100 Rev. C	HD-50 Rev. C
Data Rates	Maximum transmitted: 4 Mbps	Maximum transmitted: 4 Mbps	Maximum transmitted: 2 Mbps	Maximum transmitted: 2 Mbps
	Maximum received: 8 Mbps	Maximum received: 8 Mbps	Maximum received: 6 Mbps	Maximum received: 6 Mbps
Screen Layout and Aspect Ratio	Full-Screen, 16:9	Full-Screen, 16:9	Full-Screen, 16:9	Full-Screen, 16:9
Local Preview	Supported	Supported	Supported	Supported
Multi Participants Views	Voice-activated or continuous presence	Voice-activated or continuous presence	Voice-activated or continuous presence	Voice-activated or continuous presence
Multi Participants Layout Control	Automatic or manually set the number of viewable sources	Automatic or manually set the number of viewable sources	Automatic or manually set the number of viewable sources	Automatic or manually set the number of viewable sources
Dual Screen Support	Yes (2x video or 1x video + 1 content)	Yes (2x video or 1x video + 1 content)	Yes ( 1x video + 1 content)	Yes (1x video + 1 content)
Audio				
Audio Standards	Native: SPEEX32 Wideband Audio, up to 16 Khz (32 Khz sampling)	-	Native: SPEEX32 Wideband Audio, up to 16 Khz (32 Khz sampling)	Native: SPEEX32 Wideband Audio, up to 16 Khz (32 Khz sampling)
	Via VidyoGateway: G.711, G.722	Via VidyoGateway: G.711, G.722	Via VidyoGateway: G.711, G.722	Via VidyoGateway: G.711, G.722
Remote Manage	ment and Control			
Conference Control	Through VidyoPortal	Through VidyoPortal	Through VidyoPortal	Through VidyoPortal
Interface	Web-based control via the VidyoPortal	Web-based control via the VidyoPortal	Web-based control via the VidyoPortal	Web-based control via the VidyoPortal
Software Update	Automatic option, Downloadable from VidyoPortal	Automatic option, Downloadable from VidyoPortal	Automatic option, Downloadable from VidyoPortal	Automatic option, Downloadable from VidyoPortal
User Interface La	inguages (Traditional Chine	se and Thai are available only	y in the VidyoRoom Portal and	d Admin pages)
	Finnish, French, German,	English, Chinese (simplified and traditional), Finnish, French, German, Italian, Japanese, Korean, Polish, Portuguese, Spanish, Thai, Russian	English, Chinese (simplified and traditional), Finnish, French, German, Italian, Japanese, Korean, Polish, Portuguese, Spanish, Thai, Russian	English, Chinese (simplified and traditional), Finnish, French, German, Italian, Japanese, Korean, Polish, Portuguese, Spanish, Thai, Russian

	HD-220 Rev. C	HD-110 Rev. C	HD-100 Rev. C	HD-50 Rev. C
NAT / Firewall Traversal	Supported	Supported	Supported	Supported
Media Encryption	Optional 128bit AES	Optional 128bit AES	Optional 128bit AES	Optional 128bit AES
Signal Encryption	Optional HTTPS	Optional HTTPS	Optional HTTPS	Optional HTTPS
Recommended C	ameras			
	Sony EVI-HD7V Sony EVI-HD3V Minrray VHD-A910	Sony EVI-HD7V Sony EVI-HD3V Minrray VHD-A910	and B910	Logitech Pro Webcam C910 and B910 Logitech QuickCam Orbit AF
	For information on additi Technical Note.	onal supported cameras, re	fer to the <i>Choosing Peripheral De</i>	vices for the VidyoRoom

## **PHYSICAL**

	HD-220 Rev. C	HD-110 Rev. C	HD-100 Rev. C	HD-50 Rev. C
Form Factor				
	Stand-alone chassis	Stand-alone chassis	Stand-alone chassis	Stand-alone chassis
Dimensions				1
Height	13" (330 mm)	13" (330 mm)	13" (330 mm)	13" (330 mm)
Width	3.3" (85 mm)	3.3" (85 mm)	3.3" (85 mm)	3.3" (85 mm)
Depth	13.4" (340 mm)	13.4" (340 mm)	13.4" (340 mm)	13.4" (340 mm)
Gross Weight	11 lbs (4.98 kg)	11 lbs (4.98 kg)	10.5 lbs (4.76 kg)	10.5 lbs (4.76 kg)
Physical Interfa	ces		1	1
Camera In	1 x DVI	1 x DVI	1 x DVI	1 x USB
Camera Control	1 x RS-232 (through supplied serial/USB adapter)	1 x RS-232 (through supplied serial/USB adapter)	1 x RS-232 (through supplied serial/USB adapter)	Not applicable
Video Out	2 x DisplayPort (through supplied DisplayPort to DVI converter)	2 x DisplayPort (through supplied DisplayPort to DVI converter)	1 x HDMI for main monitor 1 x VGA for secondary monitor	1 x HDMI for main monitor 1 x VGA for secondary monitor

	HD-220 Rev. C	HD-110 Rev. C	HD-100 Rev. C	HD-50 Rev. C
Audio In and Out	1 x 3.5 mm stereo jack, USB	1 x 3.5 mm stereo jack, USB	1 x 3.5 mm stereo jack, USB	1 x 3.5 mm stereo jack, USB
USB 2.0 Ports	6	6	5	5
Network	1 x Gigabit Ethernet- supports 10BASE-T, 100 BASE-TX, and 1000 BASE-T, RJ45 outputs	1 x Gigabit Ethernet- supports 10BASE-T, 100 BASE-TX, and 1000 BASE- T, RJ45 outputs	1 x Gigabit Ethernet- supports 10BASE-T, 100 BASE-TX, and 1000 BASE-T, RJ45 outputs	1 x Gigabit Ethernet- supports 10BASE-T, 100 BASE-TX, and 1000 BASE-T, RJ45 outputs
Power Supply				
	Auto-switching 300W AC to DC power supply w/ PFC 100-240V, 50-60Hz, 4- 2Amp	Auto-switching 300W AC to DC power supply w/ PFC 100-240V, 50-60Hz, 4- 2Amp	Auto-switching 300W AC to DC power supply w/ PFC 100-240V, 50-60Hz, 4- 2Amp	Auto-switching 300W AC to DC power supply w/ PFC 100-240V, 50-60Hz, 4- 2Amp
Operating Enviro	onment		•	•
Operating Temperature Range	10 to 35 <sup>°C</sup> (50 to 95 <sup>°F</sup> )	10 to 35 <sup>°C</sup> (50 to 95 <sup>°F</sup> )	10 to 35°C (50 to 95°F)	10 to 35 <sup>°C</sup> (50 to 95 <sup>°F</sup> )
Non-Operating Temperature	-40 to 70°C (-40 to 158°F)			
Humidity Range	8% to 90% (non-condensing)	8% to 90% (non-condensing)	8% to 90% (non-condensing)	8% to 90% (non-condensing)
Non-Operating Humidity Range	5% to 95% (non-condensing)	5% to 95% (non-condensing)	5% to 95% (non-condensing)	5% to 95% (non-condensing)
Regulatory			•	•
	<b>EMI/EMC:</b> EN55022, EN55024, FCC, VCCI, Australia/ New Zealand, MIC (Korea)			
	<b>Safety</b> : USA-TUV certified; Canada-TUV certified; Europe/CE Mark EN 60950/ IEC 60950-compliant; China-CCC Certification	<b>Safety</b> : USA-TUV certified; Canada-TUV certified; Europe/CE Mark EN 60950 /IEC 60950-compliant; China-CCC Certification	<b>Safety</b> : USA-TUV certified; Canada-TUV certified; Europe/CE Mark EN 60950/ IEC 60950-compliant; China-CCC Certification	<b>Safety</b> : USA-TUV certified; Canada-TUV certified; Europe/CE Mark EN 60950/ IEC 60950-compliant; China-CCC Certification
	<b>Environmental</b> : RoHS compliant	<b>Environmental</b> : RoHS compliant	<b>Environmental</b> : RoHS compliant	<b>Environmental</b> : RoHS compliant
Model Numbers				
	VIDYO-PROD-003	VIDYO-PROD-003	VIDYO-PROD-003	VIDYO-PROD-003

# A. 1080p Configuration with Sony Cameras

Note: The VidyoRoom must be version 2.0.3 or later to support 1080p encode resolutions.

To enable the 1080p/30fps transmit format for calls on the VidyoRoom HD-220 and HD-110, you must properly configure both the camera and the VidyoRoom.

Prior to connecting the Sony EVI-HD<sub>3</sub>V or EVI-7V camera to the VidyoRoom, select the resolution desired and configure the camera to output that video format. To set the camera's resolution, locate the control dial in the rear of the camera marked SYSTEM SELECT. The numbers on the dial correspond to the video resolution and frame rates output from the camera to the VidyoRoom.

If you have a VISCA cable connected, set the dial to position **7**. The resolution setting on the VidyoRoom will then be synchronized to the camera (so you do not need to configure the resolution separately on the camera).

#### SETTING THE VIDEO FORMAT ON THE SONY CAMERA

You set video format on the back of the camera as shown:



Switch Position	Video Format	Sony EVI-3V / EVI-7V
0	1080p / 60 fps	7V Only
1	1080p / 30 fps	7V Only
2	1080i / 60 fps	7V Only
3	720p / 60 fps	Both
4	720p / 30 fps	Both
5	VGA/60 fps (Letterbox)	Both

Switch Position	Video Format	Sony EVI-3V / EVI-7V
7	VISCA Control	Both
8	1080p / 50 fps	7V Only
9	1080p / 25 fps	7V Only
A	1080i / 50 fps	7V Only
В	720p / 50 fps	Both
С	720p / 25 fps	Both

If you don't have a VISCA cable and you want to set the configuration for 1080p/30fps, set the Sony EVI-HD7V camera to capture in 1080i/59.94 mode. The correct setting for this option is position **2** on the SYSTEM SELECT dial.

Note: After configuring the camera, reset it to activate the new video format setting.

#### **CONFIGURING THE SETTINGS FOR 1080P**

When you have completed configuring the camera, you should set the video settings as described in the "Changing Video Settings" section on page **48**. For example, for the HD-220, you should select these options:

- In the Display Resolution field, select **1080p**.
- In the Max Tx Bandwidth field, select **2M** or faster.

Also note that it's possible to increase the call video rate while in an active call by pressing 9# on the VidyoRoom remote control.

In the Transmit Resolution field, select **1080P30**.

**Note:** If a VidyoRoom HD-100 or HD-50 systems are to receive a 1080p/30 video format from the HD-220 systems, the display resolution on those systems must be configured for 1080p resolution.

# B. Using a Keyboard with Your VidyoRoom

Some people like to use a keyboard rather than the remote control with their VidyoRoom because they find it easier to enter text when dialing by name. If you want to use a keyboard, connect the keyboard to one of the USB ports on the VidyoRoom. Note that you must use a standard English 101 keyboard that works without device drivers (because it's not possible to install device drivers on the VidyoRoom). You can order a compatible keyboard through Vidyo.

When using a keyboard, all of the standard characters work normally. This includes uppercase and lowercase A through Z. In addition to the character keys, other keys or key combinations directly map to the standard remote control. The following tables map the remote control buttons with the keyboard commands.

Remote Control Button	Keyboard Analog	Alternate Key (Numpad)	Result
l o	) 0	0 Ins	Space
	! 1	1 End	, @ -
2 ABC	2		a b c
DEF 3	# 3	3 PgDn	d e f
GHI 4	\$ 4	4	ghi
JKL 5	°⁄₀ 5	5	jkl
MN O 6	6		m n o
7	<b>&amp;</b> 7	7 Home	p q r s

Remote Control Button	Keyboard Analog	Alternate Key (Numpad)	Result
8	* 8	8	tuv
wxyz 9	(9)	9 PgUp	w x y z
*	N/A	*	.:/_
#	N/A	#	

Remote Control Button	Keyboard Analog	Description
Volume Up/Down	Ctri Alt +	Increases the volume.
VOL	Ctri Alt	Decreases the volume.
Manage	Ctri Alt M	Accesses the remote control Help screen.
Self View	Ctri Alt V	For HD-220 To see your own video, press the <b>Self View</b> button on the remote control. Your video will be included in the screen layout. Press the <b>Self View</b> button again to see yourself in Dual Screen Mode, and a third time to remove yourself from the layout and only view the other meeting participant(s). For HD-100 & HD-50 Toggles between Picture-in-Picture, docked, full screen, and off (four modes).
Privacy	Ctri Alt P	Pauses/blinds your camera feed so that no one in the conference can see your video.
Settings	Ctri Alt S	Accesses the remote control Help screen.

Remote Control Button	Keyboard Analog	Description
	Ctri Alt T	Many participants can share their application screens, but you can only view one screen at a time. When shared applications are available from multiple participants, you can toggle between the multiple applications using the <b>Toggle</b> button on the remote control.
A	Ctri Alt A	Swaps the views between displays when you have dual screens. (HD-220 only)
B	Ctri Alt B	Enables DTMF (telephone) dialing mode.
D	Ctri Alt D	<b>D</b> — This button rotates among the various 16:9 (widescreen) and 4:3 (cropped) layout modes. The following layout modes are available: Continuous Presence Wide, Continuous Presence Cropped, Preferred Participant Cropped, and Preferred Participant Wide. For more information, see page 16.
Connect	Ctri Enter	When you're not in a call, starts a conference from the Home page.
Disconnect	Ctrl Backspace	Ends your current session.
Mute	End	Mutes or unmutes the sound you are broadcasting.
Zoom Up/Down	9 PgUp	Zooms in the camera.
ZOOM	3 PgDn	Zooms out the camera.
Back	Esc	Takes you to the previous screen in the VidyoRoom interface.
Home	Home	Resets the camera's pan, tilt, and zoom to the default position (if supported by the camera).
Del	Backspace	Acts as a backspace when typing in a form field.

## C. Definitions

This chapter provides definitions that will help you understand the concepts described in the remainder of this guide.

#### **TENANTS**

- Tenant Each Vidyo system has at least one tenant, called the default tenant. If you choose not to use the system's built-in multi-tenant capability, every user in your entire organization belongs to the default tenant.
- Multi-Tenant Much as a web hosting company can host multiple websites for a variety of customers, a single VidyoPortal system can be set up to host multiple organizations, called tenants. A single organization might also wish to divide up its users into multiple sets of tenants. In the latter case, the Super Admin will likely want to enable "cross-tenant access" so any system user can reach any other system user.
- Tenant Your organization, selection of users, or a "user segment."
- Tenant Name Simple identifier within the system and among other tenants.
- Tenant URL The tenant's URL is the URL/FQDN that tenants use to access their virtual portal.

#### **DESTINATIONS**

Places where you may interact with the VidyoConferencing system:

- VidyoPortal The Web interface of the VidyoConferencing system.
- VidyoDesktop The Vidyo software client running on your local computer, enabling a user to participate in a conference.
- VidyoRoom The dedicated Vidyo endpoint appliance for use in a physical conference room.
- VidyoPanorama A visual collaboration solution that can display multiple screens of 1080p, 60 fps high-definition video simultaneously, thereby allowing all participants to remain visible at all times.
- VidyoMobile iOS or Android-based smart phones and tablet devices that can deliver telepresence-quality multipoint video conferencing.

#### **USERS**

Anyone who uses the system. There are the various types of users:

 Super Admin — Has administrative privileges and is responsible for general portal configuration including network settings, components configuration, maintenance (backup and upgrades), tenant configuration and global settings. In a multi-tenant system, the Super Admin has full administrative privileges above the tenant admin and all regular tenant admin rights.

- Admin/Tenant Admin Has administrative privileges. The Admin can add, delete, manage users, set up public rooms and set up groups (define maximum participants and bandwidth for users).
- Operator Can manage meeting rooms and normal users. The operator has the same rights as the administrator except access to Groups and Settings.
- Normal Can join meetings, control own meeting, and place direct calls. A normal user can change own password, set own PIN code, and more.
- Executive Desktop —Doesn't require or consume a VidyoLine license to participate in calls or conferences, yet an Executive Desktop user is never denied service due to lack of shared VidyoLine availability. Executive Desktops are ideal for mission-critical applications like executive use, emergency medicine, emergency management, real-time financial markets and so on.
- VidyoRoom The dedicated Vidyo endpoint appliance. VidyoRoom as the same rights as a normal user.
- Legacy An ordinary telephone or a conferencing system that uses H.323 and SIP-based videoconferencing solutions. Legacy devices have no personal room.

#### **VOICE-ONLY CALLS**

Registered and guest users can participate in a VidyoConference by phone if the administrator enables this function. The My Room settings page provides a phone number to join a user's room, as do the Control Meeting page and the Home page when you select My Room. Also, when you invite a participant by email, the phone number and extension appear in the invitation message.

When a participant joins a conference by phone, their phone number appears in the list of participants in the Home page.

#### **MEETING ROOMS**

Meeting rooms are virtual rooms where users of the Vidyo system can gather for VidyoConferences. There are two types of meeting rooms:

- Personal Each user is automatically assigned his or her own personal room. This is the equivalent of a "personal office" in the physical world.
- Public Common public spaces may also be created by the operator and administrator only. These are the equivalent of conference rooms in the physical world.

Meeting rooms of either type have the following attributes:

Maximum Bandwidth – The maximum bandwidth connection of the room per user. Determined by the group the room is associated with. The maximum is 10000 Kbps for upstream and downstream signals.

- Maximum Number of Users The maximum number of users that can be allowed into the room at once at any given time. The number of users is determined by the group the room is associated with. The default policy limit is 10 and is configurable in the VidyoPortal at the tenant level.
- Locked / Unlocked A locked meeting room can have no new entrants. An unlocked meeting room will allow new entrants.
- PIN Protected A PIN-protected room requires the user and meeting invitees to enter the specified PIN in order to be admitted to the room.

#### **GROUPS**

- Users, Public Meeting Rooms, and VidyoRoom Users belong to a provisioning group.
- Upon creating a VidyoRoom account, a personal room is automatically generated.
- Groups are managed by the users with Administrative or Operator rights.
- The configurable attributes include the maximum number of participants and maximum bandwidth for the conference room.
- The values for maximum users and bandwidth apply to groups, and all meeting rooms inherit those values when they are created for a group. All personal and public rooms can have different values for the maximum number of participants only by changing the group they belong to. The bandwidth limitation is per user, so changing the group a user belongs to might also affect their bandwidth limitation and the maximum number of participants that can be in their room.
- A default group is set up with the system. It can be modified but not removed.

## D. Regulatory Compliance

Company name: Vidyo, Inc. is the responsible party for this product. For Regulatory and Environmental issues, please use the following contact information:

Vidyo, Inc. 7<sup>th</sup> Floor 433 Hackensack Ave. Hackensack, NJ 07601 201-289-8597

**A. Elevated Operating Ambien**t – If installed in a closed or multi-unit rack assembly, the operating ambient temperature of the rack environment may be greater than room ambient. Therefore, consideration should be given to installing the equipment in an environment compatible with the maximum ambient temperature (Tma) of  $40^{\circ}$  C.

**B. Reduced Air Flow** – Installation of the equipment in a rack or cabinet should be such that the amount of airflow required for safe operation of the equipment is not compromised.

**C. Mechanical Loading** – Mounting of the equipment in the rack or cabinet should be such that a hazardous condition is not achieved due to uneven mechanical loading.

**D. Circuit Overloading** – Consideration should be given to the connection of the equipment to the supply circuit and the effect that overloading of the circuits might have on over current protection and supply wiring. Appropriate consideration of equipment nameplate ratings should be used when addressing this concern.

**E. Reliable Grounding** – Reliable grounding (earthing) of rack-mounted equipment should be maintained. Particular attention should be given to supply connections other than direct connections to the branch circuit. (e.g., use of power strips).

**F. Redundant Power Supplies** – Where redundant power supplies are provided with the equipment, each power supply shall be connected to a separate circuit to optimize the equipment redundancy.

**G. Servicing** – Prior to servicing the equipment, disconnect all power supplies.

**H. Power Supply Cord** – The power supply cord is used as the main disconnect device. Ensure that the socket outlet is located/installed near the equipment and is easily accessible.

**I. Circuit Overloading** – This product relies on the building's installation for short-circuit (overcurrent) protection. Ensure that a fuse or circuit breaker no larger than 120 VAC, 20A U.S. (240 VAC, 10A international) is used on the phase conductors (all current-carrying conductors).

### USA (FCC)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their expense.

#### **EUROPEAN UNION (EU)**

Warning: This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

## **CHINA (CCC) CLASS A STATEMENT**

#### **Simplified Chinese**

此为A级产品,在生活环境中,该产品可能会造成无线电干扰。 在这种情况下,可能需要用户对其干扰采取切实可行的措施。

#### **Traditional Chinese**

此為A級產品,在生活環境中,該產品可能會造成無線電干擾。 在這種情況下,可能需要用戶對其干擾採取切實可行的措施。

## **JAPAN (VCCI) CLASS A STATEMENT**

この装置は、クラスA情報技術装置です。この装置を家庭環境で使用する と電波妨害を引き起こすことがあります。この場合には使用者が適切な対策 を講ずるよう要求されることがあります。 VCCI-A

## **TAIWAN (BSMI) CLASS A STATEMENT**

### Traditional

警告使用者: 這是甲類的資訊產品,在居住的環境中使用時,可能會造成射頻 干擾,在這種情況下,使用者會被要求採取某些適當的對策。