

Best Practices for Sharing in a VidyoRoom

If you plan on sharing from a VidyoRoom, we recommend that you bring a laptop with you into the VidyoRoom for better control over your sharing experience. Here is how to set this up:

1. Take your laptop with you to the location of the VidyoRoom.
2. Power on all of the VidyoRoom equipment like you normally would and join the meeting.
3. Login to the same meeting from your laptop (just like you would if you were sitting at your desk). Immediately mute your speaker, microphone, and camera on your laptop from the VidyoDesktop toolbar. This prevents echo and potential sound quality issues with multiple devices in one room.
4. When you're ready to share, follow the steps on the back of this guide.



Connecting a VGA2USB Adapter for Sharing with a VidyoRoom System

1. Connect the VGA end of the adapter to your laptop as if it were a projector.
2. Connect the the other end of the VGA adapter to the VidyoRoom system USB input as shown below.
3. Output video to VGA using your laptop specific key combo (e.g. FN + F8)
4. The Share Ready icon will be displayed when the VGA2USB Adapter is connected and the Share has successfully synchronized. Press **Share** on the VidyoRoom remote control to then share the desktop connected to the adapter.



Quick User Guide

Sharing Best Practices



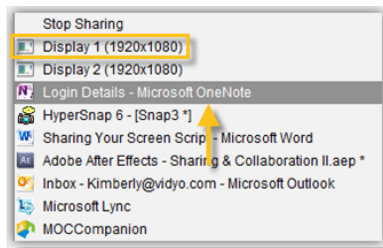
Best Practices for Sharing from the VidyoDesktop

Vidyo gives you the ability to truly collaborate by allowing you to share and edit documents or applications during your VidyoConference. You have complete control over what you share, how you share it, and when you share it during your meeting to increase productivity.

1. Login to the VidyoDesktop.
2. Click the drop-down arrow to select from the open applications on your computer to share with other meeting participants.



You can also choose to share your entire desktop by selecting your display from the share list.



3. Once you select your display or a specific application to share, your participants will see you navigate and edit in real time.



Viewing Options

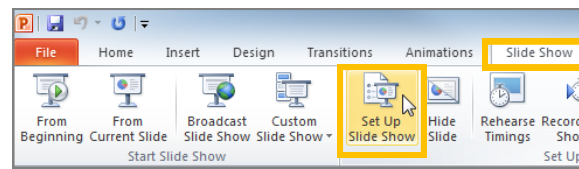
When layout is set to Preferred mode, the shared application appears largest. You can undock the shared screen (i.e., view it as a separate window) and re-dock the shared screen (i.e., snap it back into the main VidyoDesktop window) by double-clicking the contents of the application window.

Best Practices for Sharing PowerPoint

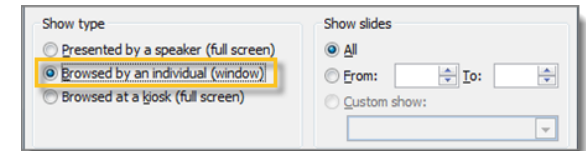


If you are sharing a single application and specifically a PowerPoint presentation, it is important that you set up PowerPoint for optimum sharing. The best option for sharing a PowerPoint presentation is to first set your default settings to “Browsed by an individual window.”

1. Open PowerPoint.
2. Click on the Slide Show tab.
3. Select Set Up Slide Show.



4. Select **Browsed by an individual (window)** and click **OK**. This setting will now be the default for you in PowerPoint.



5. Start the slide show by selecting the slide show button in PowerPoint. This will put the presentation into full-screen mode. When in full-screen mode, the presentation sends more data than needed to your VidyoDesktop. As a Best Practice, minimize the PowerPoint window and resize it to remove the black space you see on the sides. This will optimize the viewing experience.



6. Now resize and move the PowerPoint presentation to the left of the VidyoDesktop to view the presentation and VidyoDesktop side-by-side.

