

VidyoDesktop Controls



Change screen layout



Full screen mode



Application and desktop sharing



Toggle shared applications



Turn on/off self view mode



Speaker volume-up/down & muted



Microphone volume-up/down & mute



Toggles camera on and off



Allows you to change some of the technical specifications of your VidyoDesktop



Exit the meeting and close your VidyoDesktop program

Best Practices for Audio/Video Devices

Camera Location

Position your camera either on or near monitor and have the VidyoDesktop window centered directly underneath the camera. You want the angle of the camera to broadcast you straight on so that you appear to be making direct eye contact.

Recommended Webcams

- Logitech HD Pro Webcam C910
- Logitech Webcam Pro 9000 - Encodes up to HD
- Logitech Webcam C600 - Encodes up to HD
- Logitech Webcam C905 - Encodes up to HD
- Logitech QuickCam Pro 9000
- Logitech QuickCam Pro for Notebooks
- Creative Live! Cam Socialize HD - Encodes up to HD
- Microsoft Lifecam VX-6000



Speaker/Microphone

If you are using an external speaker or microphone, place it on your desk directly in front of you and far enough away from your computer to avoid picking up background noise.



Recommended Audio Devices

Speaker/Microphone

- Jabra SPEAK 410
- ClearOne Chat 50, chat 60
- Plantronics Calisto 820
- ClearOne Chat 150
- Phoenix Duet Executive

Headsets

- Microsoft Lifechat LX-3000
- Plantronics DSP-400 (use included DSP adapter 02)
- Cyber Acoustics AC-840, AC-85



Quick User Guide

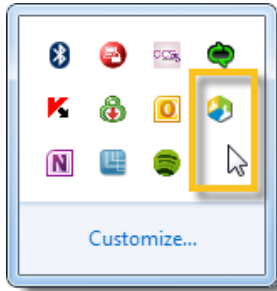
Hosting a VidyoConference™



<http://www.vidyo.com>

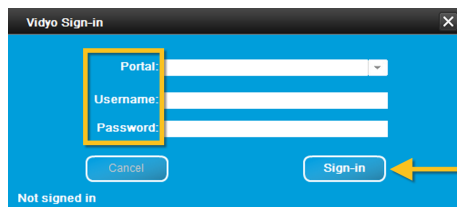
Login to VidyoPortal

1. Double click the VidyoDesktop™ client located in your system tray to sign-in. Or, launch the VidyoPortal in your native browser and sign-in.

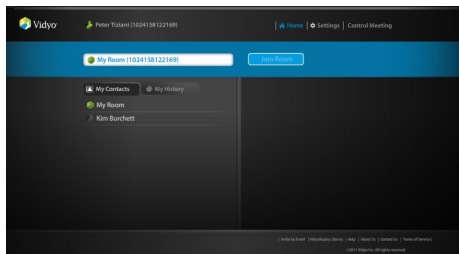


2. Log into VidyoPortal with the following credentials:

- Your company's VidyoPortal URL address
- Your username
- Your password



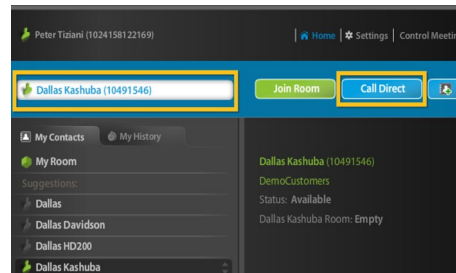
3. Click the Sign-In Button. The VidyoPortal home screen will then appear.



How to Host a Meeting

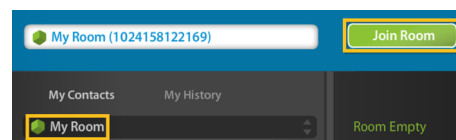
Call Direct

A direct call involves just two users; no additional users can join. The Call Direct button is active only when the selected contact is logged into the VidyoPortal and available. In the search field, type the name of the user to call and click **Call Direct**.



Join Room

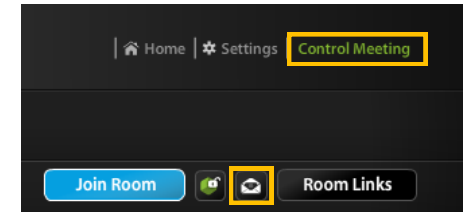
The Join Room button enables you to join your own meeting room for a multipoint meeting you host yourself, or join another user's room. To invite other users to your meeting, simply tell them to login to your meeting room under your specified name in the VidyoPortal. This will require participants to have an account on the VidyoPortal. To join your own room, click **My Room** in the VidyoPortal home page and then click the **Join Room** button.



Invite by Email

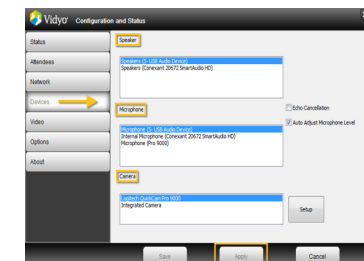
Click the **Control Meeting** link, then click the envelope to invite guests to join your room for a multi-point call. This launches your default e-mail program and creates a message

to invite one or more users to join a meeting. Copy and paste this information into a calendar invite and send. This allows guests to join your meeting (external user or a person who does not have an account on the VidyoPortal).



Launching the Meeting

The first time you launch the VidyoDesktop and after any change to your camera or audio settings, you are prompted to select the webcam, microphone and speakers you want to use in the Configuration and Status window. Choose the recommended devices and click **Save** to proceed to the VidyoDesktop. Changes take place during the current call.



You can also click the wheel or sprocket icon in the VidyoDesktop to make changes to your devices.

