

VidyoDesktop Controls



Change the screen layout/number of participants



View in full screen mode



Share the desktop and applications



Toggle shared applications



Turn on/off self-view mode



Increase/decrease the speaker volume and mute



Increase/decrease the microphone volume and mute



Toggle Video on/off



Open the Configuration page



Disconnect from conference

Best Practices for Video/Audio Devices

Position your camera either on or near your display, and center the VidyoDesktop™ window underneath the camera. The camera should broadcast you straight on so that you appear to be making direct eye contact.

Recommended Webcams



- Logitech HD Pro Webcam C920, C910, B910
- Logitech Webcam Pro 9000
- Creative Live! Cam

Speaker/Microphone

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

Recommended Audio Devices



Speakerphones

- ClearOne Chat-50 or Chat 150
- Jabra SPEAK 410
- Phoenix Duet MT202-PCO
- Plantronics MCD100

Headsets

- Microsoft Lifechat LX-3000 (Wired)
- Plantronics Headset with Plantronics USB Adapter 01 (Wired)

How to Get the Best VidyoConferencing Experience

- Use a wired network connection and disable wireless.
- Use the recommended audio/video devices to prevent echo.
- Plug each device into your computer's USB ports rather than a USB hub.
- If you are using a laptop, avoid running on battery.
- Set your computer's Power Plan to "High Performance".
- Make sure you have the latest drivers for the devices you use during VidyoConferencing (camera, microphone, and so forth).



Linux Quick Guest Guide

Joining a VidyoConference™

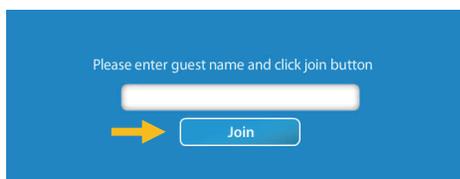


Connecting to a Vidyo Call Using a Guest Link

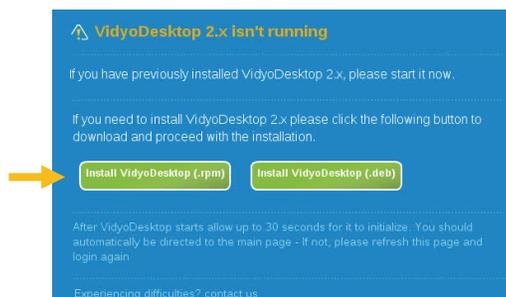
1. Open the invitation that was emailed to you.
2. Click on the link in the email.

For example: <http://companydomain.com>

The VidyoDesktop guest name page appears.



3. Enter your name, and then click the **Join** button.

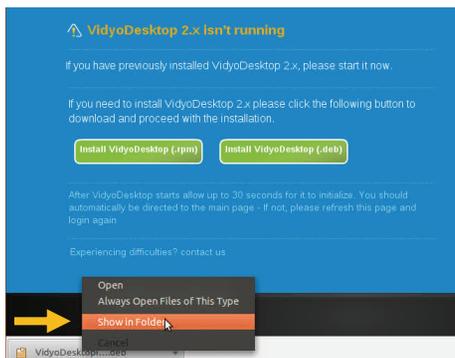


4. Click the **Install VidyoDesktop** button for your Linux distribution.

Select **.deb** for Ubuntu and Debian. Select **.rpm** for most other Linux distributions.

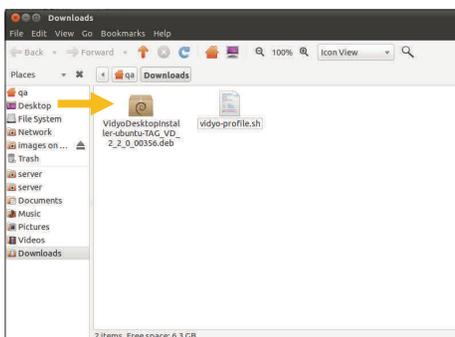
5. If you are using Google Chrome, right-click the VidyoDesktop download package at the bottom of the screen and select **Show in Folder**.

If you are using Firefox, first click **OK** to save the file, and then right-click and open the download package.



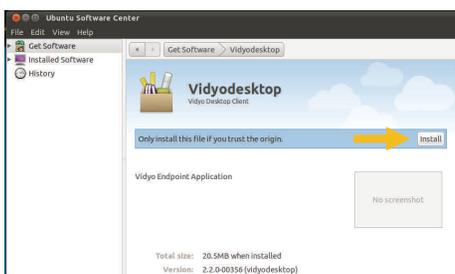
The “Downloads” folder will open. This contains the VidyoDesktop package.

6. Double-click the VidyoDesktop package in the “Downloads” folder.



The following steps describe how to install VidyoDesktop for Ubuntu users. If you have a different distribution, your procedure may vary slightly, but in most cases you can simply follow the on-screen prompts.

7. Click the **Install** button on the Ubuntu Software Center page.

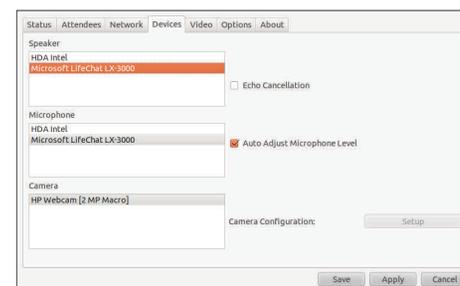


8. If you are asked to authenticate, enter the root password and click **Authenticate**.

The VidyoDesktop package will then begin installing.

9. When VidyoDesktop finishes installing, it may automatically start. If it does not, start it by selecting **Applications > Internet > VidyoDesktop**.
10. The first time you launch VidyoDesktop or if you change your camera/audio device, you may have to select the speaker, microphone, and webcam you want to use:
 - a. If the Status window appears, click the Devices tab. Choose the recommended speaker, microphone, and camera, and then click the **Save** button.
 - b. If the configuration window does not appear, right-click the VidyoDesktop icon and choose **Configure**.

Note: If you have plugged in a USB headset, be sure to select it as your speaker and microphone.



When you start a conference, the VidyoDesktop window will appear. If you are the first participant to enter the conference, you will only see yourself until the other participants join.

