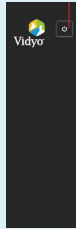## VidyoRoom Setup

1. Power on the VidyoRoom system. When the system is powered on, the button on the front will turn blue.

2. Power on the display.

   Ensure that the display is set for HDMI. If it is not set for HDMI, press the **Source** button on the display remote control until you see HDMI on the screen.

3. Power on the camera.

   Your camera may automatically turn on, but if it does not look for the switch on the back of the camera or make sure it is plugged in.

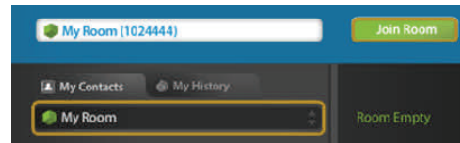4. Ensure that the speaker/microphone is on the table.

   Position the speaker/microphone in the middle of the table so everyone in the room can speak and be heard.
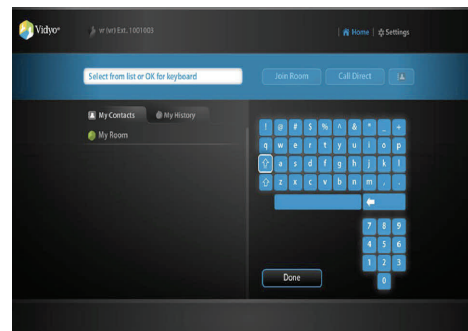
Once the devices have been powered on, you will see the VidyoRoom logo, and then the VidyoPortal Home page will appear.
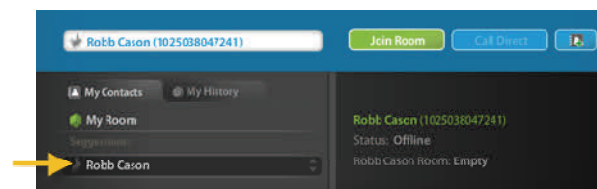
Connecting to a Meeting

If the meeting is being hosted from the VidyoRoom that you are currently in, arrow to **My Room** with the remote control and press **OK** to join the meeting.

If you are joining a meeting that is being hosted in a different VidyoRoom, a Public Meeting Room, or by a desktop user, arrow to the Search field with the remote control and press **OK** to display the onscreen keyboard. Use the keyboard to search by name.

When you find the room or contact in the suggestion list, use the **arrow key** on the remote control to scroll to the name. Then press **OK** on the remote control to join the meeting.

Vidyo®

Quick User Guide

VidyoRoom™ HD-220, HD-110, HD-100, and HD-50

Overview of the VidyoRoom Remote Control

The VidyoRoom comes with a remote control that provides quick key shortcuts to frequent VidyoRoom activities. It also provides the input mode/keyboard for typing information.

Left Remote

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 / SELF-VIEW / ZOOM
Volume — Not applicable.
Mute — Not applicable.
Self-View — Enables you to see your own video. Pressing this button more than once toggles through various views depending on your system model, if you have one screen or two, and if you are using the local share feature.
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.
C — Multifunction key.
D — Toggles between numeric and alphanumeric data entry.

Right Remote

DISCONNECT
Ends the meeting.

ARROWS / OK
Left/Right – Pans the camera (if supported by the camera).
Up/Down – Tilts the camera (if supported by the camera).

VOLUME / MUTE / SELFVIEW / ZOOM
Volume —Adjusts the sound level.
Mute —Mutes your microphone or recording source.
Self-View —Enables you to see your own video. Pressing this button more than once toggles through various views depending on your system model, if you have one screen or two, and if you are using the local share feature.
Zoom —Zooms your camera in/out (if supported by the camera).

ALPHA-NUMERIC KEYPAD
1-8 — Sets the number of tiles viewed from 1 to 8.
0 — Sets the number of tiles viewed to 16.

CONTROL KEYPAD
Manage — Brings up the remote control Help screen.
Home —Resets the camera pan, tilt, and zoom to default (if supported by the 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.