

VidyoDesktop Controls



Change the screen layout



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 the camera on/off



Change some of the technical specifications of your VidyoDesktop



Exit the meeting and close VidyoDesktop

Best Practices for Audio/Video Devices

Position your camera either on or near your display, 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 C920
- Logitech HD Pro Webcam C910, HD Pro Webcam B910



Speakers/Microphones

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

Speakerphones

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

Headsets

- Logitech B530 USB Headset (Wired)
- Plantronics Voyager Pro UC v2 Bluetooth (Wireless)
- Plantronics SAVI-740 (Wireless)



How to Get the Best VidyoConferencing Experience

- Use a wired network connection and disable wireless.
- Use recommended audio/video devices to prevent echo.
- Plug each device directly 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, etc.).



Vidyo®

Macintosh Quick Guest Guide

Joining a VidyoConference™



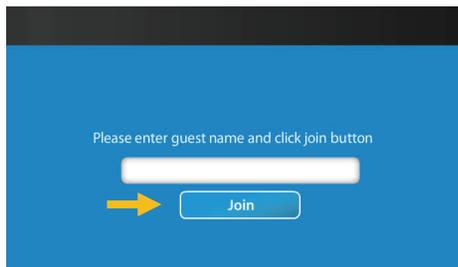
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Connecting to a VidyoConference Using a Guest Link

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.



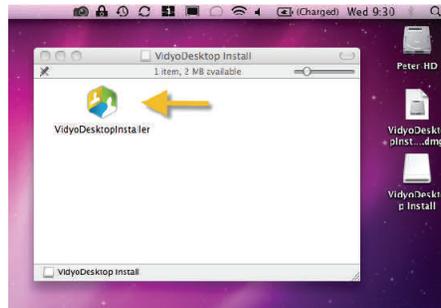
3. Enter your name, and then click the **Join** button.
4. Click the **Install VidyoDesktop** button to install the VidyoDesktop software.



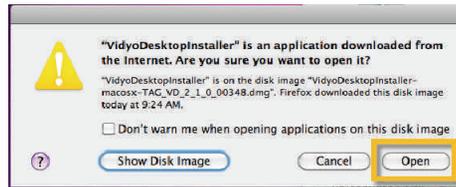
5. Locate the VidyoDesktop disk image on your desktop or downloads folder, and double-click it.



6. Double-click the VidyoDesktop installer icon.



7. Click **Open** to run the installer.

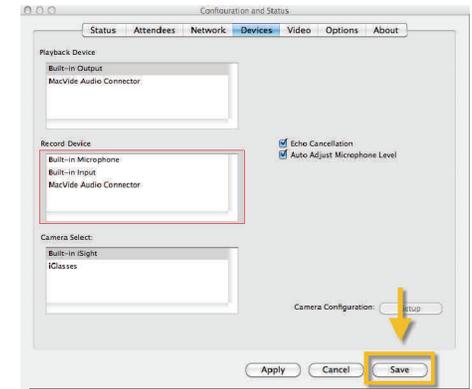


When the installation is complete, another dialog box appears.

8. Click **OK**.



9. The first time you launch VidyoDesktop and after any change to your camera or audio settings, you may be prompted to select the webcam, microphone, and speakers you want to use. Choose the recommended devices from the Configuration and Status window, and then click **Save**.



Note: If you have plugged in a USB headset, be sure to select it as your audio input and output source.

Once you have selected your devices, VidyoDesktop appears. If you are the first participant to join the conference, you will only see yourself. If others were connected prior to your joining, you will see them on the screen as well.

