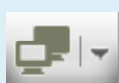## VidyoDesktop Controls

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

Speakers/Microphones

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 Calisto 420 or MCD100 Series

Headsets

- Logitech B530 USB Headset (Wired)
- Microsoft Lifechat LX-3000 (Wired)
- Plantronics Headset with Plantronics USB Adapter 01 (Wired)
- Plantronics Voyager Pro UC v2 Bluetooth or SAVI-740 (Wireless)

How to Get the Best VidyoConferencing Experience

- Use a wired network connection and disable wireless.
- 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).

Vidyo®

Windows Quick Guest Guide
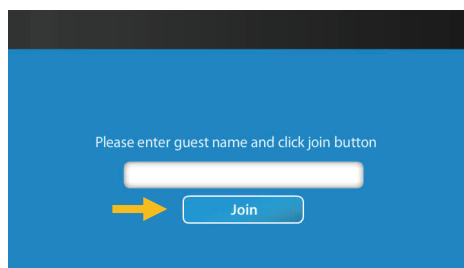
Joining a VidyoConference™
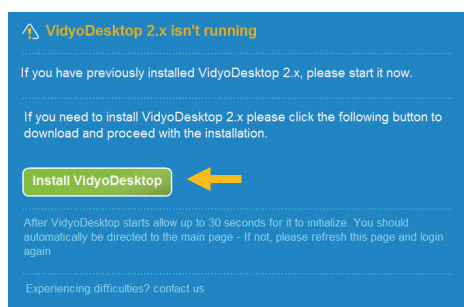
Connecting to a VidyoConference Using a Guest Link

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.

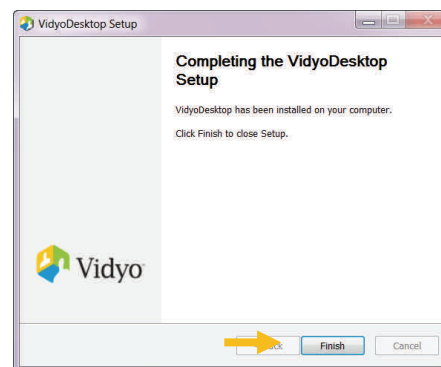4. Click the **Install VidyoDesktop** button to install the VidyoDesktop software.

   The installer guides you through the installation process screen-by-screen, which takes a few minutes.
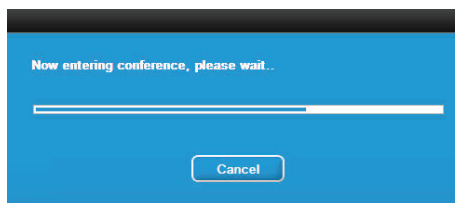
If this is the first time you're installing VidyoDesktop, you'll be prompted to accept the license agreement.
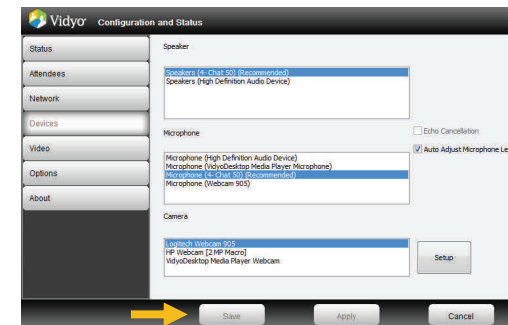

5. When the installation is complete, you'll see the Completing the VidyoDesktop Setup dialog box. Click the **Finish** button.

6. If asked, click the **I Agree** button and complete the remaining installation steps. A progress bar may appear briefly as the VidyoDesktop launches and you are connected to your conference.

7. 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.