VidyoDesktop™
Quick User Guide

Product Version 3.3
Document Version A
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VidyoDesktop enables you to easily join Vidyo conference calls, either as a guest or as a registered user, make point-to-point calls, invite others to your meetings, and control your Vidyo conferencing experience all from a single application with an intuitive user interface.

**Downloading VidyoDesktop and Logging In**

To download VidyoDesktop, use your favorite browser to enter the URL of the VidyoPortal™ that you want to connect to.

1. Click Download VidyoDesktop.
2. Follow the on-screen instructions.
3. When you are ready to log in, enter your username and password and click Log In.
Pre-Call

Viewing Your Contacts List

1. Enter a name in this text box to search for a contact. As soon as you begin typing, search results appear.

   **Note:** Beside each name in the search results, a `+` icon appears. Click this icon if you want to add the person to your contacts list.

2. The number of contacts in your contacts list.

3. The status and name of the contact or room. Click to view information about the contact or room, place a direct call to the contact, join the contact’s room, or join a public room.

   For more information about placing a call or joining a contact’s room, see “Connecting to Contact’s Room or Connecting to a Contact Directly” on page 5.

4. Click `✉` to invite guests to a Vidyo meeting.

   When you do so, the meeting invitation automatically opens using your default desktop mail application, and pre-fills with your personal Vidyo room information. You can enter the email addresses of the guests you want to invite to the meeting or edit the email content before sending.

5. Click `⚙` to open the Configuration and Status screen.

   For more information, see “Using Configuration and Status Screen” on page 12.
Connecting to Your Own Room

1. Click to view more information about your room or to join your room.
   Your personal room is always the first entry in the list of contacts.

2. The status of the room, the room’s owner, the room’s extension, and the tenant name.
   For more information about status, see “Understanding the Status Icons” on page 7.

3. Click **Connect to your Room** to join your room.

4. Select the **Share screen upon connection** check box if you want to share your screen with
   the rest of the participants as soon as you join the conference.

5. Click 📷, 🎤, and/or 🎧 if you want your camera, microphone, and/or speaker to be
   muted when you join the conference.

6. Click 📧 to access the Room Details pop-up.
   The Room Details pop-up enables you to enter a room,
   webcast, or moderator PIN, or copy the room or webcast
   link so you can send it to others.

7. Click 💌 to invite guests to your Vidyo meeting.
   When you do so, the meeting invitation automatically opens
   using your default desktop mail application, and pre-fills
   with your personal Vidyo room information. You can enter
   the email addresses of the guests you want to invite to the
   meeting or edit the email content before sending.
   The number of participants in your room (if any).

8. Click 🗝️ to lock your room.

9. The number of participants in your room (if any).
Connecting to a Contact’s Room or Connecting to a Contact Directly

1. Click to view more information about the contact, place a direct call to a contact, or join the contact’s room.

2. For public rooms, tap the room to view more information about the public room or join the public room. You cannot make a direct call to a public room.

3. Click ⭐ to remove this contact from your contacts list.

4. The name and status of the contact, the contact’s extension, and the tenant name.
   For more information about status, see “Understanding the Status Icons” on page 7.

5. Click Connect to [Contact]’s Room to place a direct call to the contact.
   If this contact is in a busy or offline state, this button will be disabled.

6. Click Connect with [Contact] Directly to place a direct call to the contact.
   If this contact is in a busy or offline state, this button will be disabled.

7. Select the Share screen upon connection check box if you want to share your screen with the rest of the participants as soon as you join the conference.

8. Click 🎥, 🎤, and/or 🎉 if you want your camera, microphone, and/or speaker to be muted when you join the conference.
Placing an External Call

1. Click to place an external call to the contact who was not found in the directory.

2. Since these contacts are not in your directory, the only status available is that they are external contacts and are the room owner.

3. If you are calling a non-Vidyo system (that is, a legacy H.323/SIP endpoint), tap Call to place a direct call to that endpoint.

4. If you are joining an external Vidyo conference on another VidyoPortal, tap Join Room to join that room.
   
   The Join Room button appears only if the address you entered is in a valid format for an address on a different VidyoPortal.

5. Select the Share screen upon connection check box if you want to share your screen with the external participant as soon as you join the conference.

6. Click 🔔, 🔊, and/or 🔊 if you want your camera, microphone, and/or speaker to be muted when you join the conference.
Understanding the Status Icons

### Contact Status

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Contact Online" /></td>
<td>The contact is online and available to receive a direct call or to join a room.</td>
</tr>
<tr>
<td><img src="image" alt="Contact Call In Progress" /></td>
<td>The contact is online but is currently in a call or conference. You cannot make a direct call to this contact; however, you can join the contact’s room.</td>
</tr>
<tr>
<td><img src="image" alt="Contact Offline" /></td>
<td>The contact is offline (not logged into the VidyoPortal). You cannot make a direct call to this contact; however, you can join the contact’s room.</td>
</tr>
</tbody>
</table>

### Room Status

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Room Available Empty" /></td>
<td>The room is available and empty, so you can enter the room.</td>
</tr>
<tr>
<td><img src="image" alt="Room Available PIN-Protected" /></td>
<td>The room is available and PIN-protected. If you attempt to join the room, you will be asked to enter a PIN.</td>
</tr>
<tr>
<td><img src="image" alt="Room Occupied Available" /></td>
<td>The room is occupied but available to enter.</td>
</tr>
<tr>
<td><img src="image" alt="Room Locked" /></td>
<td>The room is locked, so you cannot enter it.</td>
</tr>
<tr>
<td><img src="image" alt="Room Full" /></td>
<td>The room is full, so you cannot enter it.</td>
</tr>
</tbody>
</table>
In-Call

Using the Task Bar

1. Click  to view a list of the conference participants and chat with them, invite participants to the conference (via the contact list or by email), and launch the Control Meeting panel which provides access to the conference moderation options. For more information about the participants list, see “Using the Participants List” on page 9. For more information about moderating the conference, see “Controlling the Meeting” on page 10.

2. Click  to chat with all participants as part of the conference group chat.

3. Click  to select how to view the participants’ video windows during the conference, and control the maximum number of windows.

4. Click  to select which application or screen you wish to share in the conference.

5. Click  to toggle among the applications or screens that are being shared during the conference.

6. Click  to toggle your self-view preference.

7. Click  to show or hide the video feed from your camera.
8. Click \[\text{microphone icon}\] to mute, unmute, and control your microphone volume.

9. Click \[\text{speaker icon}\] to mute, unmute, and control your speakerphone volume.

10. Click \[\text{gear icon}\] to open the Configuration and Status screen.
    For more information, see “Using the Configuration and Status Screen” on page 12.

11. Click \[\text{clock icon}\] to toggle between the conference time and a clock.

12. Click \[\text{close icon}\] to end the conference.

13. Click \[\text{full screen icon}\] to enter and exit full screen.
    On Mac OS, this button appears on the upper right side of the video window.

Using the Participants List

1. Enter a name in this text box to search for a participant.

2. The number of participants in the call.

3. The status and names of the participants in the call.

4. Click \[\text{dialog icon}\] to invite guests to the meeting.
When you do so, the meeting invitation automatically opens using your default desktop mail application, and pre-fills with your personal Vidyo room information. You can enter the email addresses of the guests you want to invite to the meeting or edit the email content before sending.

5. Click 📧 to search for contacts so you can invite them to the meeting.

6. Click 📩 to chat with the selected contact.

7. Click 🏴 to access the DTMF dialpad.

8. Click 📞 to access the Control Meeting page on the VidyoPortal.
   For more information about how to use the Control Meeting page, see the following section.

Controlling the Meeting

1. Click 📚 to add a participant to your room.

2. Click 💌 to invite a participant to your room via email.

3. Click 🛠 to toggle between locking and unlocking your room.

4. Click 🎤 to record or webcast a meeting using a selected VidyoReplay™ Record profile.
   This option is available only if your system includes VidyoReplay.

5. Click 🔬 to pause a recording or webcast.
   This option is available only if your system includes VidyoReplay.
6. Click ‡ to stop a recording or webcast.
   This option is available only if your system includes VidyoReplay.

7. Click ‡ to access the Options pop-up.
   The Options pop-up enables you to access the VidyoReplay library (for systems that include VidyoReplay), set a moderator, room, or webcast PIN, and create or remove a room or webcast link.

8. Click ‡ to sort the list of your participants alphabetically.

9. Click ‡ to sort the list of your participants in attendance order.

10. Click ‡ to toggle between viewing the current conference duration and viewing the current time of day.
    The conference timer is the default.

11. Click ‡ to disable video on all participants’ cameras without allowing them to re-enable it.

12. Click ‡ to disable video on all participants’ cameras while allowing them to re-enable it.

13. Click ‡ to mute audio on all participants’ microphones without allowing them to re-enable it.

14. Click ‡ to mute audio on all participants’ microphones while allowing them to re-enable it.

15. Click ‡ to disconnect all participants from your meeting room.

16. Click ‡ to disable video on the selected participant’s camera without allowing that participant to re-enable it.

17. Click ‡ to mute audio on the selected participant’s microphone without allowing that participant to re-enable it.

18. Click ‡ to disconnect the selected participant from your meeting room.
### Using the Configuration and Status Screen

<table>
<thead>
<tr>
<th>Click this…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Status" /></td>
<td>View user and conference status information; generate diagnostics reports.</td>
</tr>
</tbody>
</table>

Configure the network settings:

1. **VidyoPortal section:**
   - Select the **Validate Server Certificate** check box only if you are testing encryption with a self-signed certificate. Otherwise, do not select this check box.
   - Enter the allowed media port range (between 50000 and 65535).

2. **VidyoProxy section:**
   - Select the **Always use VidyoProxy** check box if you want VidyoDesktop to always connect via the assigned VidyoProxy. Vidyo recommends that you try to connect directly.

3. **Web Proxy section:**
   - Select the **Use settings from operating system** check box if you want VidyoDesktop to follow the Internet Explorer Local Area Network settings on Windows or the OS settings on Mac. Otherwise, select the **Use the following settings** check box and then select:
     - **Automatically detect settings** to configure VidyoDesktop to try to connect using WPAD (Web Proxy Auto-Discovery Protocol).
     - **Use automatic configuration script** to configure VidyoDesktop to use a specific PAC script for connection.
     - **Use proxy server** to configure VidyoDesktop to connect through a specific Web Proxy server. If you select this check box, enter the Web Proxy address, port, username, and password.
   - If you are trying to connect to a Web Proxy that requires authentication, you must enter the username and password regardless of the selected method.

**Note:** For help with configuring your network settings, talk to your system administrator.

| ![Devices](image) | Select the microphone, speaker, and camera you are using; control echo cancellation; set whether you want the microphone level to be automatically adjusted. |

<p>| <img src="image" alt="Video" /> | Select your video quality preferences. |</p>
<table>
<thead>
<tr>
<th>Click this...</th>
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<tbody>
<tr>
<td>Options</td>
<td>Select the language of the user interface, whether you want VidyoDesktop to automatically start when you log in, whether you want VidyoDesktop to automatically answer incoming calls, and more.</td>
</tr>
<tr>
<td>About</td>
<td>View the VidyoDesktop version being used; check for software updates.</td>
</tr>
</tbody>
</table>