



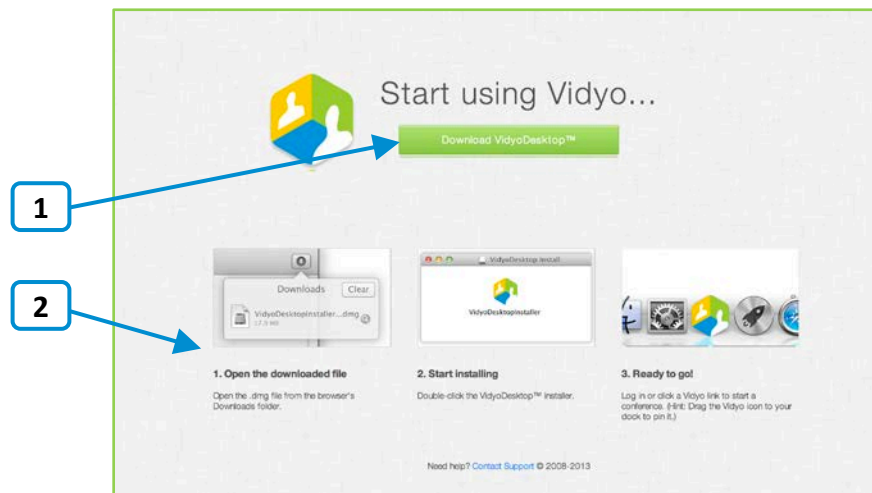
# VidyoDesktop™ Quick User Guide

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# VidyoDesktop Quick User Guide

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

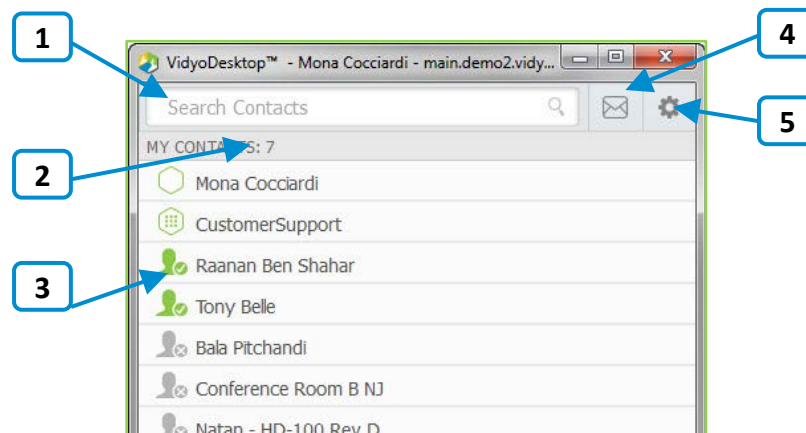


To download VidyoDesktop, use your favorite browser to enter the URL of the VidyoPortal™ that you want to connect to.

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](#).

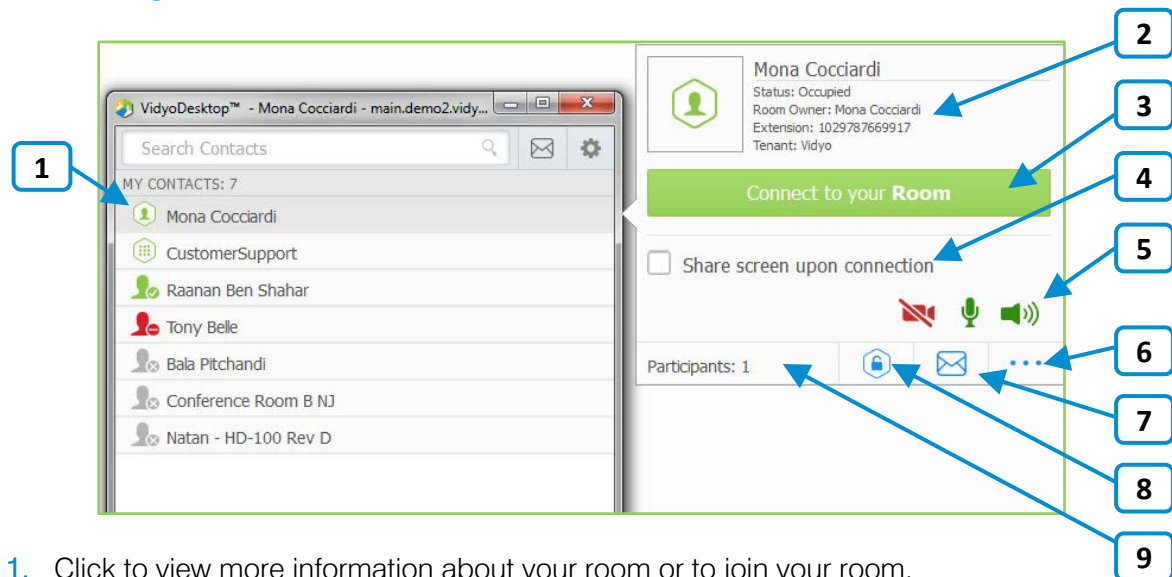
4. Click  to invite guests to a Vidyo meeting.







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.

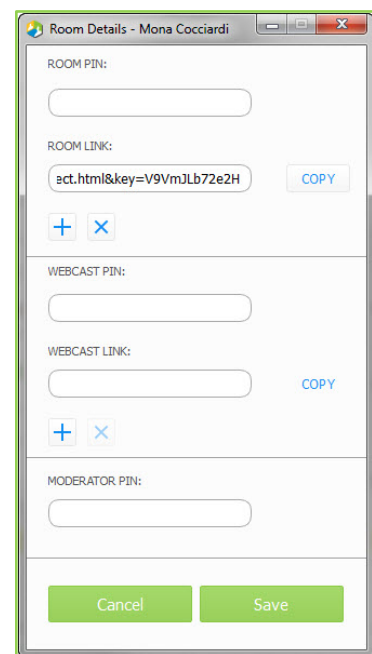
5. Click  to open the Configuration and Status screen.

For more information, see "Using Configuration and Status Screen" on page [13](#).

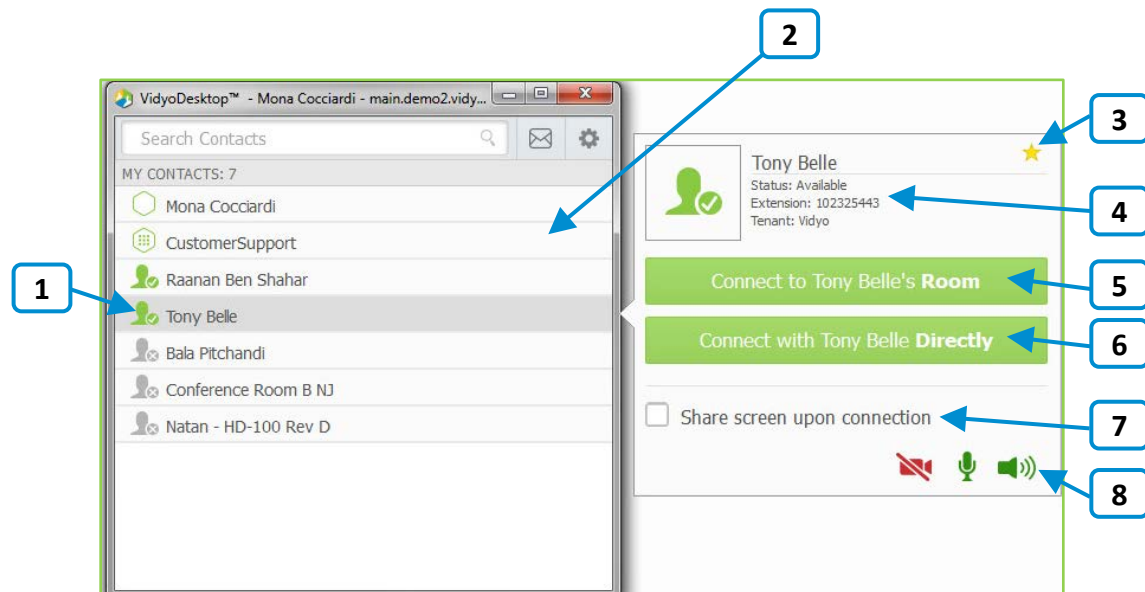
## Connecting to Your Own Room







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.
8. Click  to lock your room.
9. The number of participants in your room (if any).

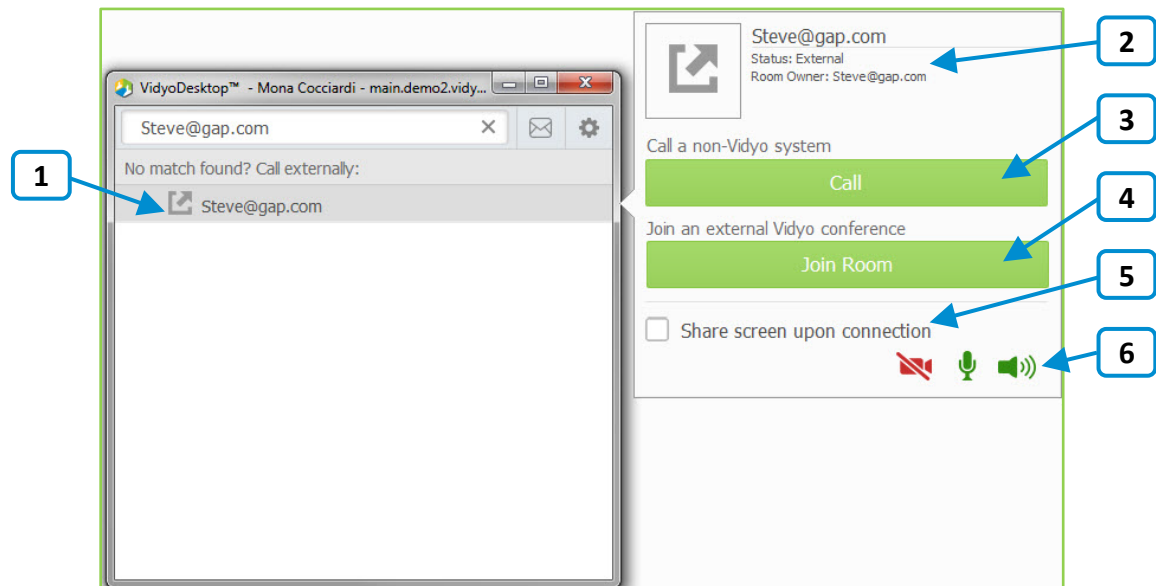


## Connecting to a Contact's Room or Connecting to a Contact Directly






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 that 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

Icon	Description
	The contact is online and available to receive a direct call or to join a room.
	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.
	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.

### Room Status

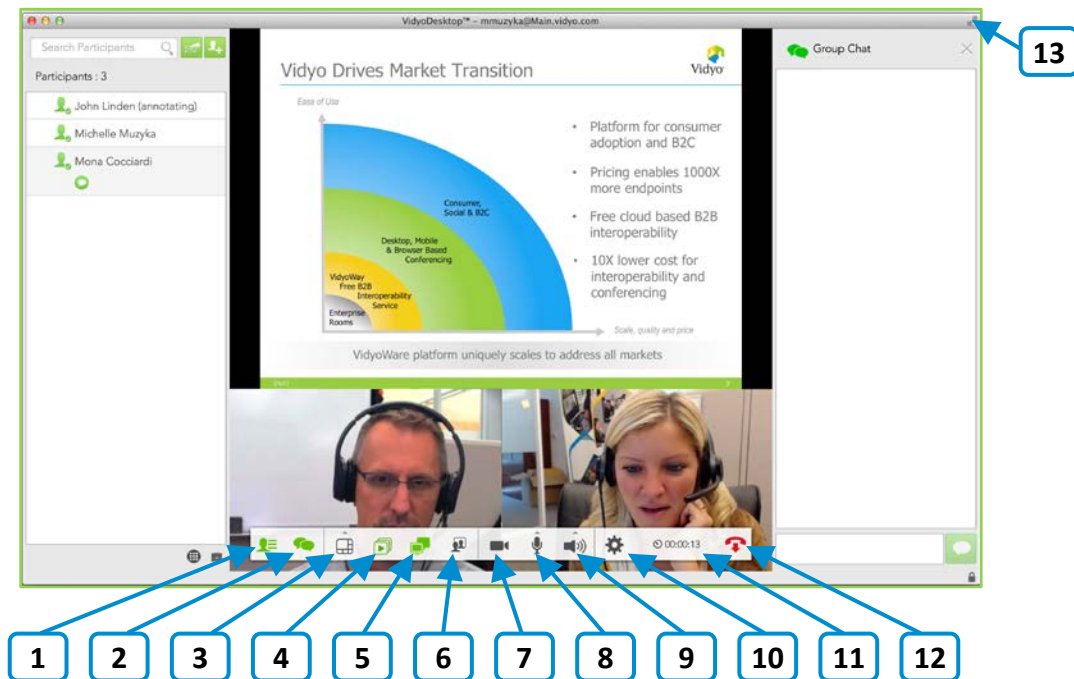
Icon	Description
	The room is available and empty, so you can enter the room.
	The room is available and PIN-protected. If you attempt to join the room, you will be asked to enter a PIN.
	The room is occupied but available to enter.
	The room is locked, so you cannot enter it.
	The room is full, so you cannot enter it.

## In-Call

As soon as you join a meeting with VidyoDesktop, you see the other participants in the meeting, any content that is being shared, and the task bar at the bottom of the screen. The only exception to this is if Presenter Mode or Waiting Room Mode has been enabled. For more information about these modes, see “Presenter Mode” on page 13 and “Waiting Room Mode” on page 13.

## Performing Tasks During a Meeting

### Using the Task Bar



1. Click  to:












- View a list of the conference participants.
- Chat with a specific conference participant.
- Invite participants to the conference (via the contact list or by email).
- Launch the Control Meeting page which provides access to the conference moderation options.

For more information about moderating the conference, see “Controlling the Meeting” on page 11.

For more information about the tasks you can perform from the participants list, see “Using the Participants List” on page 10.

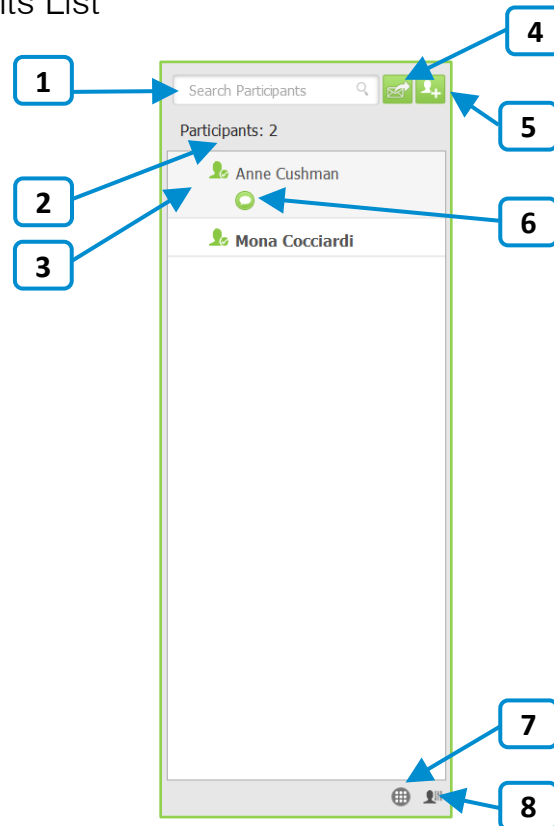
2. Click  to chat with all participants as part of the conference group chat.



3. Click  to select how to view the participants' video windows during the conference, and to 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  to mute, unmute, and control your microphone volume.
9. Click  to mute, unmute, and control your speakerphone volume.
10. Click  to open the Configuration and Status screen.  
For more information, see "Using the Configuration and Status Screen" on page [13](#).
11. Click  to toggle between the conference time and a clock.
12. Click  to end the conference.
13. Click  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  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.

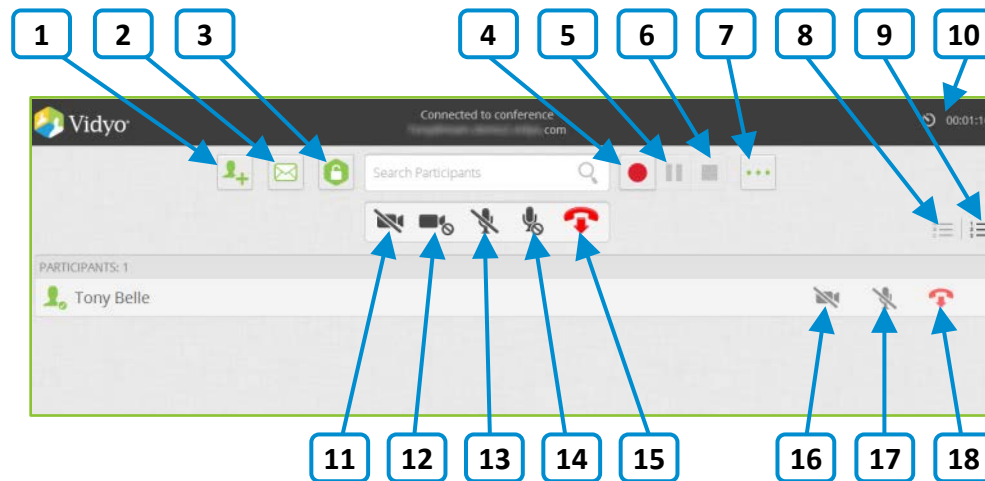
7. Click  to access the DTMF dialpad.





8. Click  to access the Control Meeting page on the VidyoPortal.

You can access the Control Meeting page only if you are the room owner. For more information about how to use the Control Meeting page, see the following section.




## Controlling the Meeting

**Note:** You can access the Control Meeting page from VidyoDesktop only if you are the room owner.



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 to record and webcast a meeting using a selected VidyoReplay™ record profile.

This option is available only if your system includes VidyoReplay. If you need more information about which record profile to select, contact your system administrator.




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). For more information about the VidyoReplay library, refer to the *VidyoReplay Administrator Guide*.
  - Set a moderator PIN.

- Set a room or webcast PIN, and create or remove a room or webcast link.
- Enable or disable Presenter Mode.









When a meeting is in Presenter Mode, the participants can view only the presenter, the audio for all the participants (except for the presenter) is muted, the



participants must click the icon on the task bar to request to speak, and the presenter can enable specific participants to speak. For more information, see “Presenter Mode” on page 13.

8. Click  to sort the list of your participants alphabetically.
9. Click  to sort the list of your participants in attendance order.
10. Click  00:35:04 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.

The Options dialog box contains the following sections:

- VidyoReplay:** A text field with a "Go to Library" button.
- Moderator PIN:** A text field with a "Save" button.
- Room Link:** A text field containing the URL "https://main.demo2.vidyo.com/flex.html?roomd", with "+" and "x" buttons.
- Room PIN:** A text field with a "Save" button.
- Webcast Link:** A text field with "+" and "x" buttons.
- Webcast PIN:** A text field with a "Save" button.
- Presenter Mode:** A toggle switch.
- Close:** A button at the bottom.


## Joining a Meeting with Presenter Mode or Waiting Room Mode Enabled

### Presenter Mode

Instead of seeing all the conference participants as soon as you join a meeting, the following occurs when Presenter Mode is enabled:

- You see the presenter only, or if the presenter has not yet joined the call, you see a message telling you to please wait for the conference to begin.
- Your microphone is muted.
- The task bar looks like this:



Once the meeting begins, you must click  if you want to speak. The presenter can then select which participants can speak from those requesting to do so.

If Presenter Mode gets disabled during the meeting, the message “All conference functions are now available” appears, and the task bar updates to include all of the normal in-call icons.





### Waiting Room Mode



Like with Presenter Mode, when you join a meeting where Waiting Room Mode is enabled and the room owner has not yet joined the call, you do not see all of the conference participants; instead:

- You see a message telling you to wait for the conference to begin.
- Your microphone is muted.
- There is no task bar on the screen.

As soon as the room owner joins the meeting (or the conference moderator manually disables Waiting Room Mode), you see all the other conference participants, you see any shared content, and the task bar appears on the screen.

## Using the Configuration and Status Screen

Click this...	To...
	View user and conference status information; generate diagnostics reports.
	<p>Configure the network settings:</p> <ol style="list-style-type: none"> <li>1. VidyoPortal section: <ul style="list-style-type: none"> <li>■ Select the <b>Validate Server Certificate</b> check box only if you are testing encryption with a self-signed certificate. Otherwise, do not select this check box.</li> <li>■ Enter the allowed media port range (between 50000 and 65535).</li> </ul> </li> <li>2. VidyoProxy section: <ul style="list-style-type: none"> <li>■ Select the <b>Always use VidyoProxy</b> check box if you want VidyoDesktop to always connect via the assigned VidyoProxy. Vidyo recommends that you try to connect directly.</li> </ul> </li> <li>3. Web Proxy section: <ul style="list-style-type: none"> <li>■ Select the <b>Use settings from operating system</b> 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 <b>Use the following settings</b> check box and then select: <ul style="list-style-type: none"> <li>● <b>Automatically detect settings</b> to configure VidyoDesktop to try to connect using WPAD (Web Proxy Auto-Discovery Protocol).</li> <li>● <b>Use automatic configuration script</b> to configure VidyoDesktop to use a specific PAC script for connection.</li> <li>● <b>Use proxy server</b> 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.</li> </ul> </li> <li>■ 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.</li> </ul> </li> </ol> <p><b>Note:</b> For help with configuring your network settings, talk to your system administrator.</p>
	Select the microphone, speaker, and camera you are using; control echo cancellation; set whether you want the microphone level to be automatically adjusted.
	Select your video quality preferences.

Click this...	To...
 <b>Options</b>	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.
 <b>About</b>	View the VidyoDesktop version being used; check for software updates.