

VidyoDesktop Controls



Change screen layout



Full screen mode



Application and desktop sharing



Toggle shared applications



Turn on/off self view mode



Speaker volume-up/down & muted



Microphone volume-up/down & mute



Toggles camera on and off



Allows you to change some of the technical specifications of your VidyoDesktop



Exit the meeting and close your VidyoDesktop program

Best Practices for Video/Audio Devices

Position your camera either on or near your display monitor, 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 C910
- Logitech Webcam® Pro 9000 - Encodes up to HD
- Logitech Webcam® C600 - Encodes up to HD
- Logitech Webcam® C905 - Encodes up to HD
- Logitech QuickCam® Pro 9000
- Logitech QuickCam® Pro for Notebooks
- Creative Live! Cam Socialize HD - Encodes up to HD
- Microsoft Lifecam VX-6000



Speaker/Microphone

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

Speaker/Microphone

- Jabra SPEAK 410
- ClearOne Chat 50, chat 60
- Plantronics Calisto 820
- ClearOne Chat 150
- Phoenix Duet Executive

Headsets

- Microsoft Lifechat LX-3000
- Plantronics DSP-400 (use included DSP adapter 02)
- Cyber Acoustics AC-840, AC-85

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 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®

Quick Guest Guide

Joining a VidyoConference™



<http://www.vidyo.com>

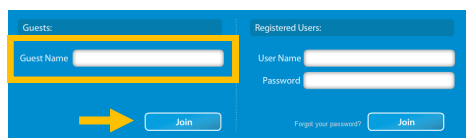
Connecting to a Vidyo Call Using a Guest Link

1. Open the invitation that was emailed to you.

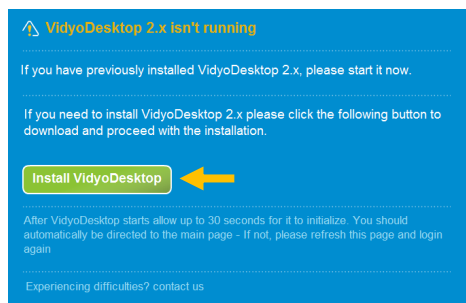
2. Click on the link in the email.

e.g., <http://companydomain.com>

3. In the Guest section on the left side of the login screen, type your name in the Guest Name field.

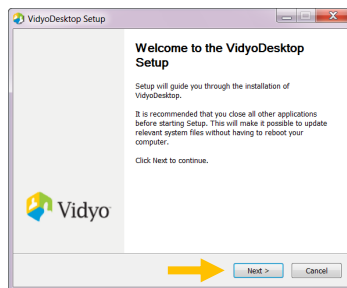


4. Click the **Join** button. The Installation web page appears.

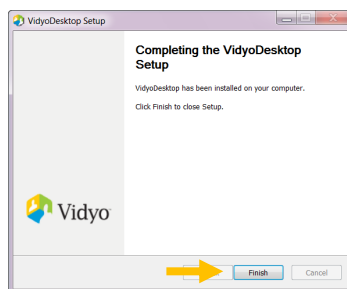


5. Click the **Install VidyoDesktop** button to install the VidyoDesktop software.

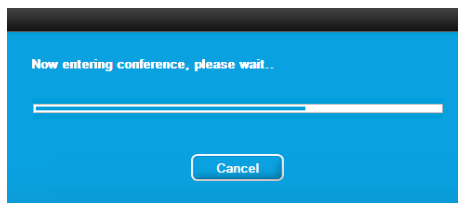
The installer guides you through the installation process screen by screen, which takes a few minutes. Since this is most likely the first time you're installing VidyoDesktop (You may have to install it again if the system is updated with a later version) you will first be prompted to reach and accept the licensing agreement.



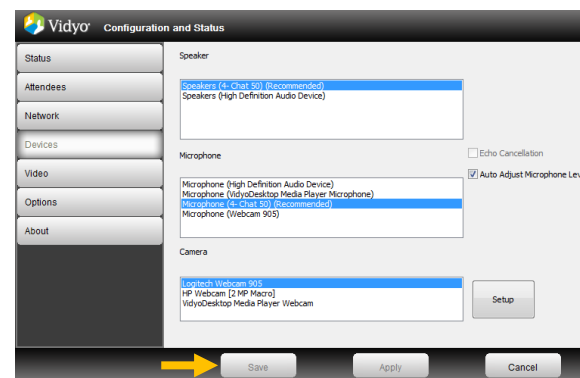
6. When the installation is complete you'll see the Completing the VidyoDesktop Setup dialog box. Click the **Finish** button.



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



8. The first time you launch the VidyoDesktop and after any change to your camera or audio settings, you are prompted to select the webcam, microphone and speakers you want to use in the Configuration and Status window. Choose the recommended devices and click **Save** to proceed to the VidyoDesktop.



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

Once you've selected your devices the VidyoDesktop appears. If you are the first participant to enter the conference you see only yourself.

