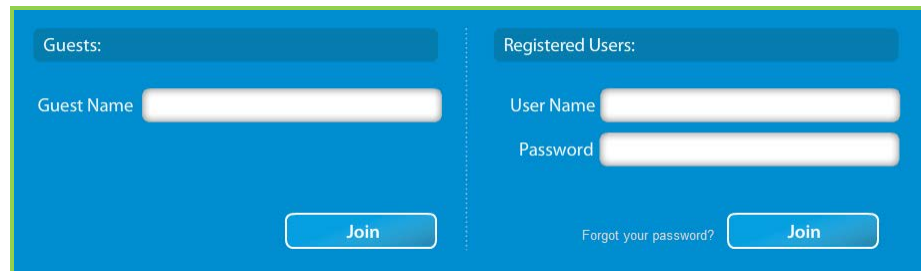


CONNECTING TO A VIDYO CALL USING A GUEST LINK

1. Open the invitation that was emailed to you.
2. Click on the link in the email.
e.g., <http://companydomain.com/flex.html?roomdirect.html&key=xS4LPpEc7ANg>
3. In the Guest section on the left side of the login screen, type your name in the Guest Name field.



Guests: Registered Users:

Guest Name

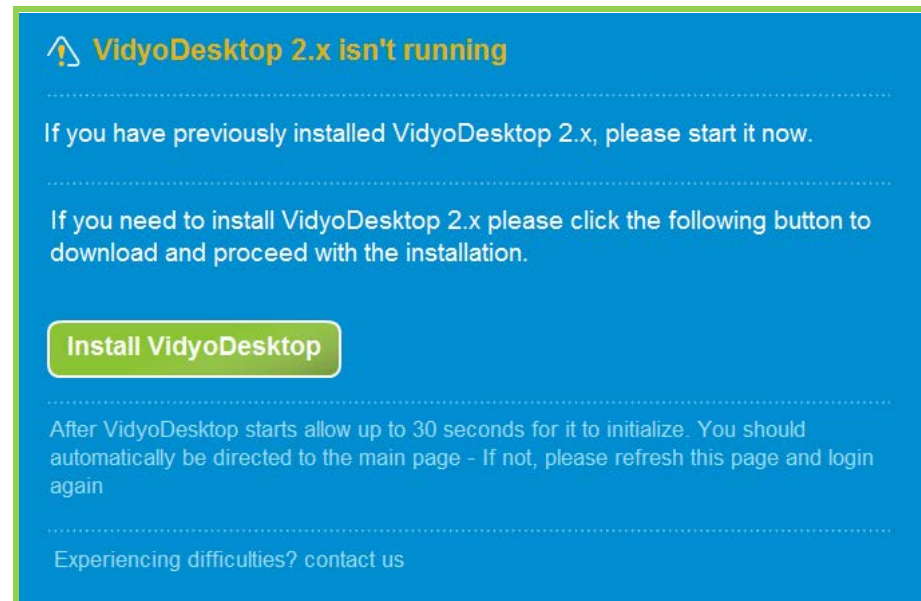
User Name


Password

Join

Forgot your password? Join

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



 **VidyoDesktop 2.x isn't running**

If you have previously installed VidyoDesktop 2.x, please start it now.

If you need to install VidyoDesktop 2.x please click the following button to download and proceed with the installation.

Install VidyoDesktop

After VidyoDesktop starts allow up to 30 seconds for it to initialize. You should automatically be directed to the main page - If not, please refresh this page and login again

Experiencing difficulties? [contact us](#)

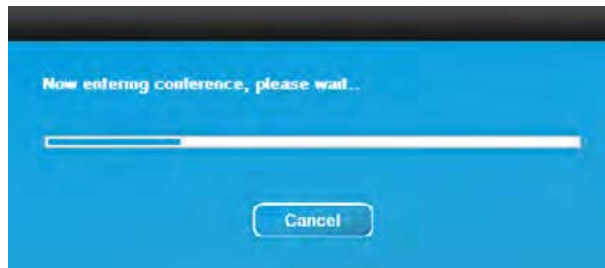
5. Click the Install VidyoDesktop button to install the VidyoDesktop software.
You first see the following progress screen.



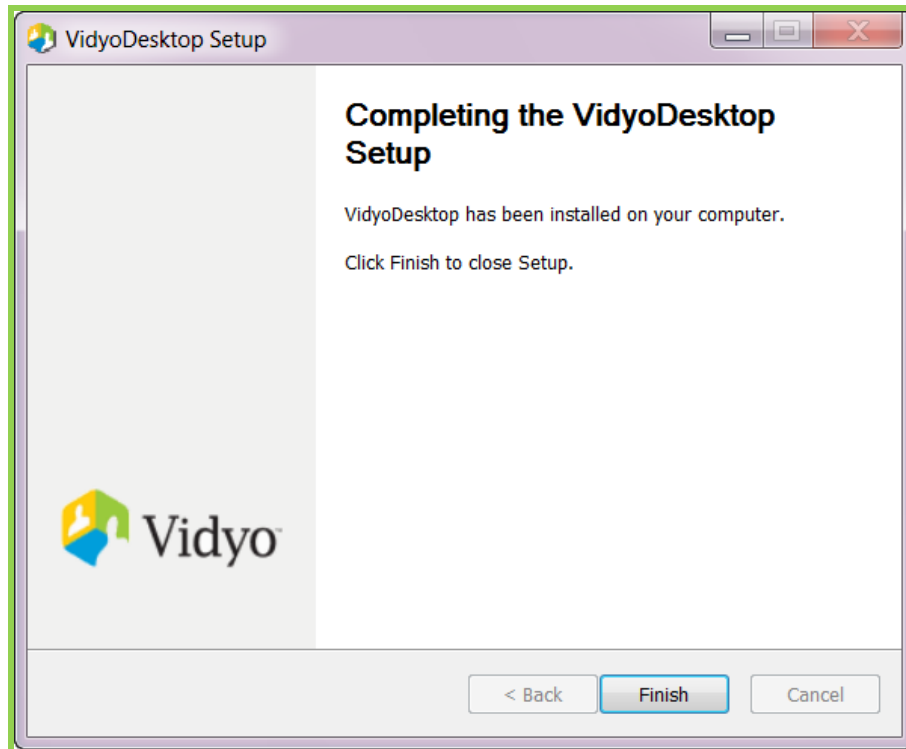
The installer guides you through the installation process screen by screen, which takes just a few minutes. Since this is most likely the first time you're installing VidyoDesktop (You may have to install it again if the system is updated with a later version) you will first be prompted to read and accept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

1. If asked, click the I Agree button and complete the remaining installation steps.

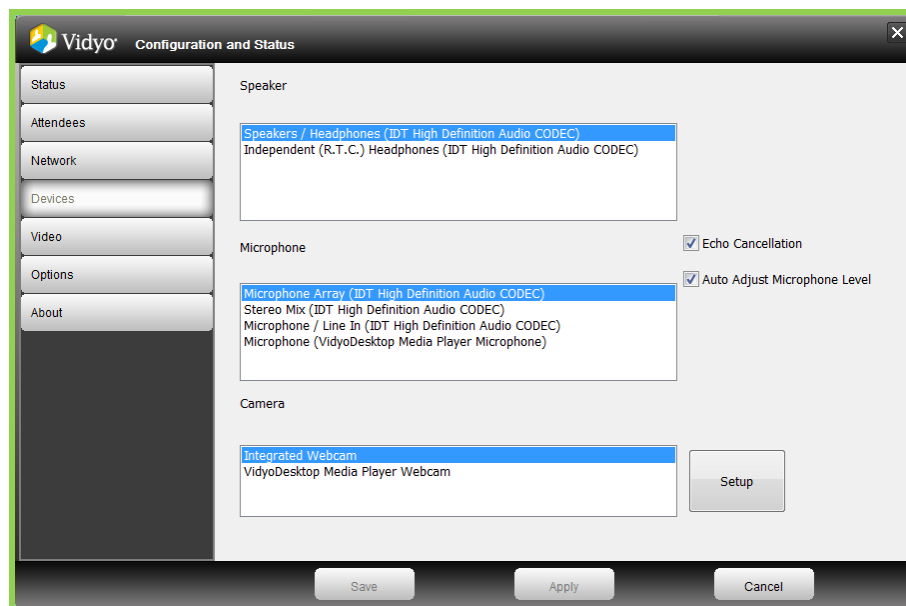
The following progress bar may appear briefly as VidyoDesktop launches and you are connected to the conference.



When the installation is complete you'll see the Completing the VidyoDesktop Setup dialog box.



6. Click the Finish button.
7. You're prompted to select the webcam, microphone and speakers you want to use for your VidyoConference.



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.















How to Get The Best VidyoConferencing Experience

The VidyoConferencing system is designed to work through all sorts of network and endpoint (e.g., your computer) deficiencies and still deliver quality audio and video. However, we've discovered a few things you can do to help ensure you get the best possible experience. Here are some tips we think you'll find helpful:

- Use a wired network connection when possible and disable wireless (802.11 b, g, n).
- Use recommended audio/video devices to prevent echo and other audio/video issues.
- Plug each device (camera, microphone etc.) directly into one of your computer's USB ports whenever possible rather than a USB hub (whether it's one you added to your computer or is built in to your laptop's docking station).
- If you're using a laptop avoid running on battery—it reduces performance and video quality.
- If your computer has a Power Plan (All Windows and Mac laptops do) choose "High Performance."
- Make sure you have the latest drivers (like your DirectX video driver if you're a Windows user) for the devices you use during VidyoConferencing (camera, microphone etc.).

VIDYODESKTOP TOOLBAR SUMMARY

 Layout	Change screen layout (Only functions with 3+ participants)
 Full Screen	Allows you to fill your whole screen with the VidyoDesktop image. Clicking on the Full Screen button toggles the screen between sizing the window to utilize the entire screen real estate and restoring the window to the previous size. When in Full Screen mode, the toolbar is hidden until you mouse over the top of the screen.
 Share	Share an application window with other participants.
 Toggle	Toggle among shared applications windows.
 Self View	Turn on/off Self-view (the ability to see yourself), including Picture-in-Picture (PiP).
 Speaker	Speaker volume-up/down and muted
 Microphone	Microphone volume-up/down and mute
 Privacy	Toggles your camera on and off.
 Dialpad	Dialpad for calls to legacy and voice (telephone) endpoints (via VidyoGateway™)
 FECC	Far End Camera Control (FECC) allows you to control a remote camera attached to a VidyoRoom™ appliance if the camera's setup allows it
 Configuration	Allows you to change some of the technical specifications of your VidyoDesktop.
 Disconnect	Exit the meeting and close your VidyoDesktop program