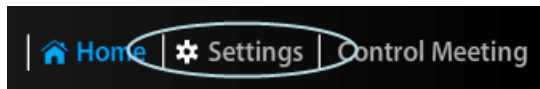


LOGGING INTO YOUR VIDYOPORTAL

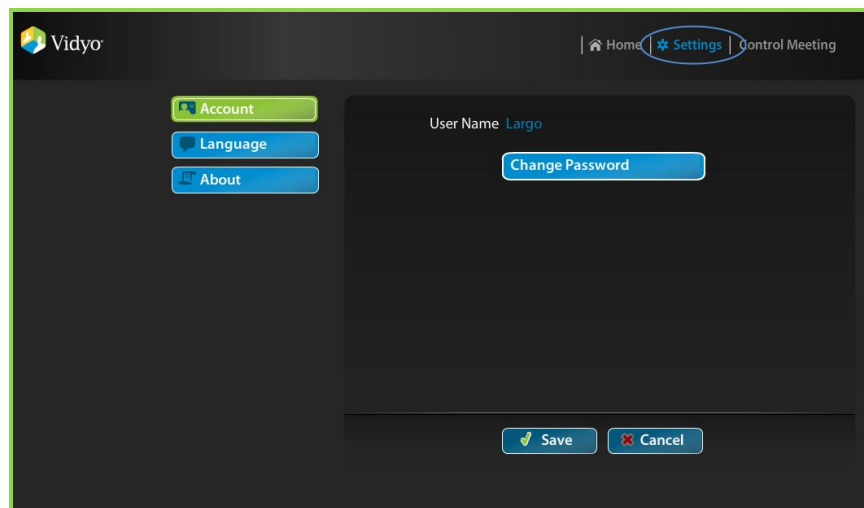
1. Browse to the URL address of your portal.
e.g., <http://vidyo.yourcompany.com>)
2. Log into Vidyo with the following info:
User Name: _____
Password: _____

Change Your Vidyo Password

1. Click the Settings link at the top right of the VidyoPortal homepage.



2. In the Settings page, click the Change Password button.



3. Enter your new password in the Password text box.
4. Enter it again in the Confirm Password text box.
5. Click the Save button

Forgot Your Vidyo Password?

1. Click the Forgot Your Password? link on the Login page.
2. Enter your email address.

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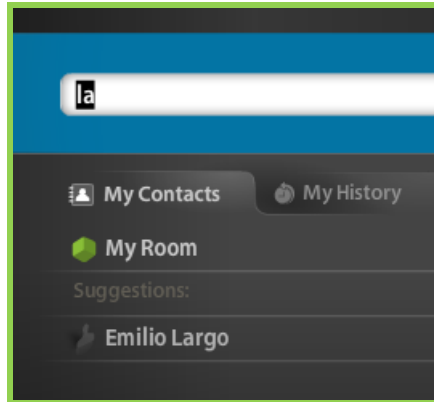
All other trademarks are the property of their respective owners. All specifications subject to change without notice, system specifics may vary. All images are for representational purposes only, actual products may differ.

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3. Click the Submit button.
4. Check your email for an email that will enable you to create a new password.
5. Follow the directions in the email.

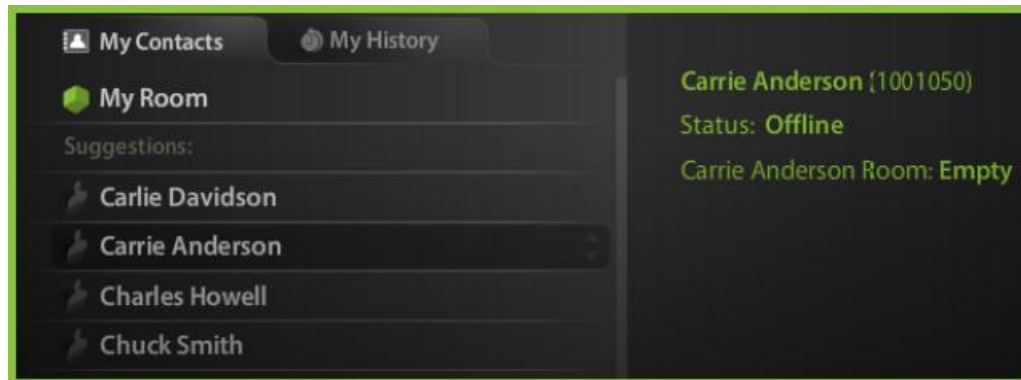
How to Make a Direct (Point-to-Point) Call

1. In the Search field, type the name of the user you want to call.

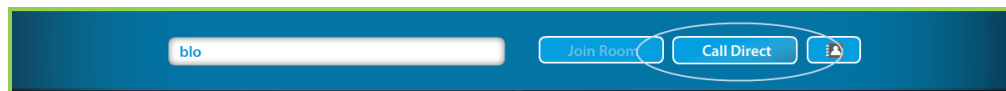


Note: As you type in the name, it will create a drop-down list of names that match what you type

2. Click on the name of the user you want to call and check their user status on the right.
The user must be available for you to call them.



3. If the user is available (Status: Available) click the Call Direct button.



How to Start a Multi-Point Call

1. Click on My Room.
2. Click the Join Room button to join your own room and begin your VidyoConference.
3. Tell a Vidyo user on the system to:
 4. Search for your name in the search contact field and select it.
 5. Click the Join Room button.

The user joins your meeting room.

See the next section for instructions to invite a guest into your VidyoConference.

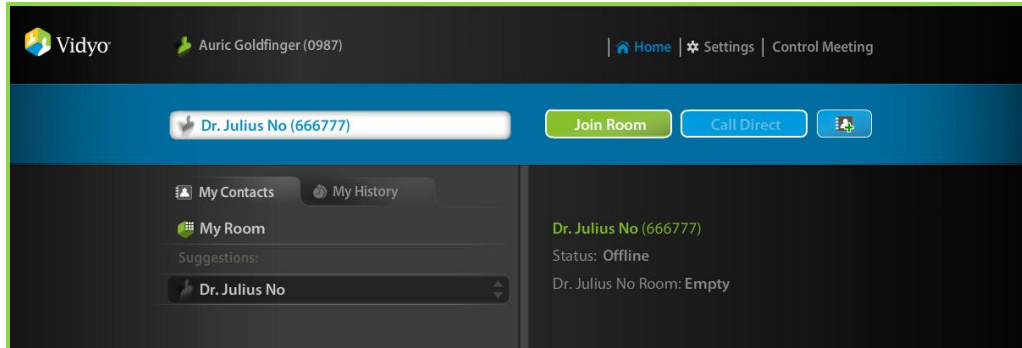
How to Join a Meeting Already in Progress

1. In the Search field, type the name of the user whose room you want to join.

Note: As you type in the name, it will create a drop-down list of names that match what you type

2. Select the user whose room you want to join and check their room status on the right.

The user's room must be available (not full or locked) for you to join them.



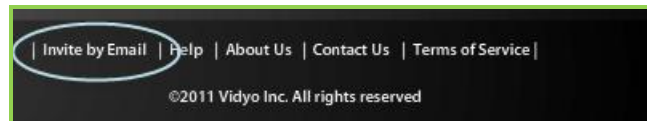
3. If the user's room is available (Status: Empty or Occupied) click the Join Room button.



You join the user's meeting room.

How to Invite an Outside Guest to a Vidyo Call

1. Click the Invite by Email link at the bottom right of the VidyoPortal home page.



If you have not created a link to your meeting room, you are prompted to do so. Your meeting room must have a link to invite a guest participant.

2. Click the OK button to create a room link.

The VidyoPortal creates the link, and your default email application opens an email containing the link to your meeting room. This email also contains text inviting recipients to join your meeting.

3. Send the invitation email to the recipients you want to invite to the meeting.

You can modify the body text if you want to.

4. In the guest login page, have the guest(s) enter their name(s), and then click the Join button.

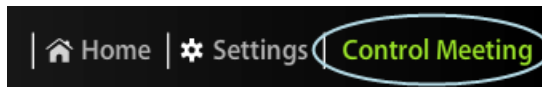
The guest(s) join(s) your meeting room.

Guest Login Notes

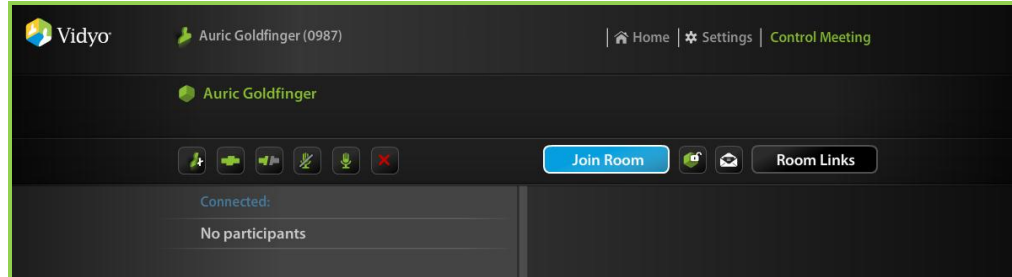
- You can use the same URL for all guests and all meetings.
- Guests DO NOT need a login ID or password. They only have to enter their name so they can be identified in the meeting.
- The room link grants guests access to only your meeting room.
- You are NOT notified when a guest participant joins your meeting room. However, you can see all the participants in your meeting room, including guests, in the home page by selecting My Room. You must enter your room to join the meeting.
- A guest can join your meeting room before you join the meeting.
- To change your meeting room URL, click Settings and in the My Room page, click the Create New button. A new room link is generated and the old link no longer works.
- See the Quick Guest Guide for more information.

HOW TO ADD PIN SECURITY TO YOUR MEETING ROOM

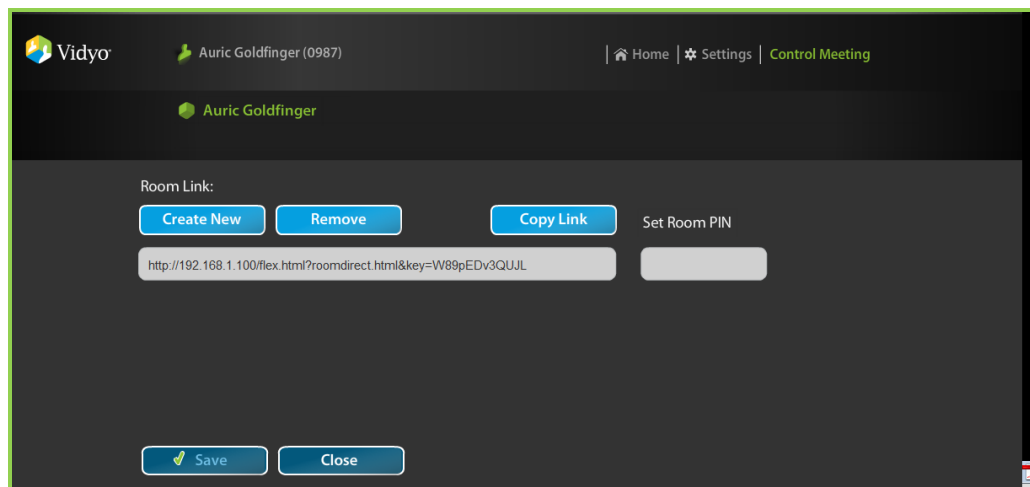
1. Click the Control Meeting link at the top right of the VidyoPortal homepage.



2. In the Control Meeting page click the Room Links button.

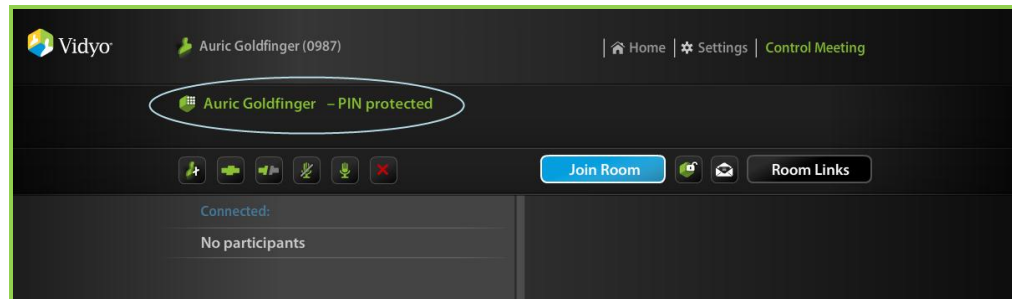


The Room Links page opens.



3. Enter a PIN in the Set Room PIN text box.
4. Click Save.
5. Click Close.

You are returned to you Control Meeting page. Note that the icon before your room name has changed and the words “PIN Protected” appear after your room name. Your PIN will automatically be included in invitations to your room that you email to others.



How to Get The Best Vidyo Conferencing Experience

The Vidyo Conferencing 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 Vidyo Conferencing (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 Vidyo-Room™ 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