VIDYOROOM™ CONFERENCE ROOM SYSTEMS
## GETTING STARTED

Get Ready

1. Ensure the display(s) are on and set to HDMI.
   - If not press the Source/Input button on the display remote to set to HDMI.

2. Locate the Vidyo remote and hit **OK** to wake up the system.
   - If the system does not wake up, locate the Vidyo unit and press power.

3. Ensure the camera, speaker and microphones are on.

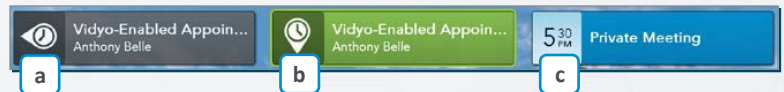## Join a Scheduled Meeting *If Enabled by your Organization

Join Scheduled Meetings

1. 5 minutes before any scheduled meeting a prompt will appear.
2. Select **OK** on the remote to join the scheduled conference.
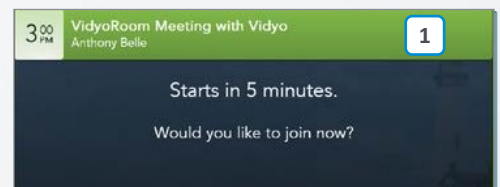
Join Scheduled Meetings Manually

1. Use the arrows on the remote to select the appropriate meeting.
   a. **Gray:** Vidyo enabled meetings scheduled in the VidyoRoom system calendar that started in the past.
   b. **Green:** Upcoming Vidyo enabled meetings scheduled in the VidyoRoom system calendar.
   c. **Blue:** Meeting scheduled in the VidyoRoom system calendar that are not Vidyo enabled.
2. Select **Join** to enter the conference.


Join a Meeting Manually

Vidyo® recommends: Schedule all Vidyo-enabled meetings in virtual meeting rooms from your Vidyo client or email plug-in. This allows the greatest flexibility for connection.

1. Search for & click on the Meeting Host. This could be a room name or a room number. Find the meeting host information in the meeting invitation.
2. Click the room name and click **Join** to connect into a multi-point conference.

Join **Meeting Host** by clicking https://yourcompany.vidyocloud.com/join/MeetingHostExtenstion and entering the PIN, if applicable.

Can't do video? Dial in from any phone as an audio-only

- From the US: Dial 1-800-410-3523 and enter 0910
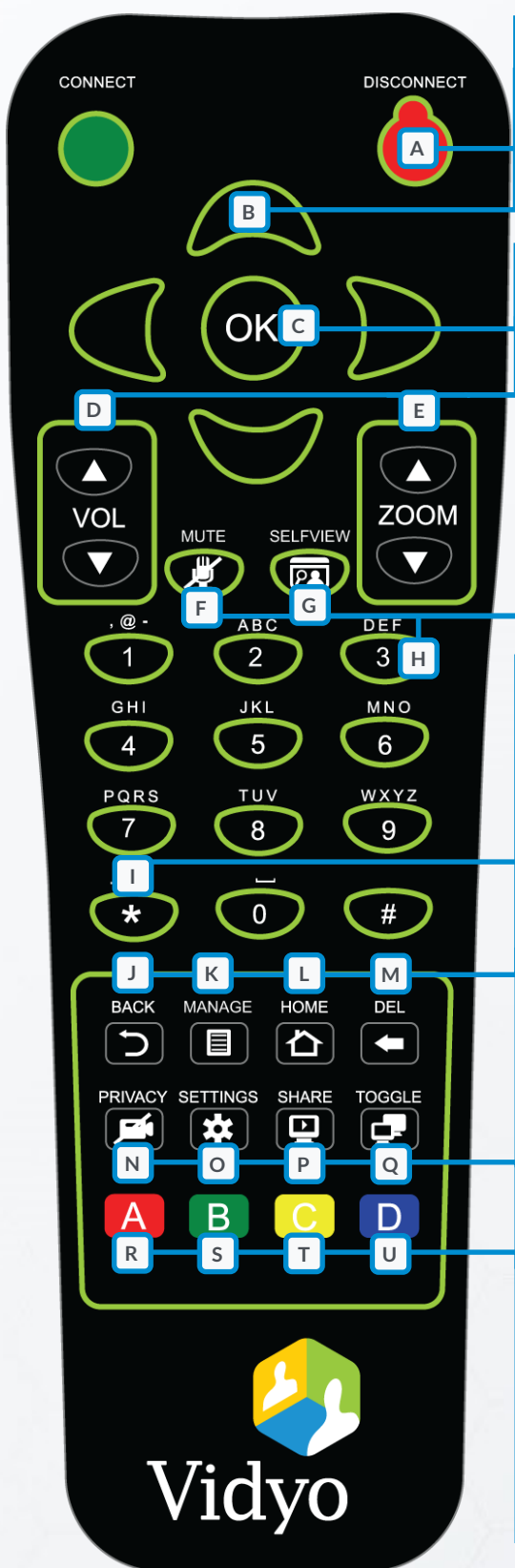- tap-to-connect: 1-800-410-3523,0910067108#
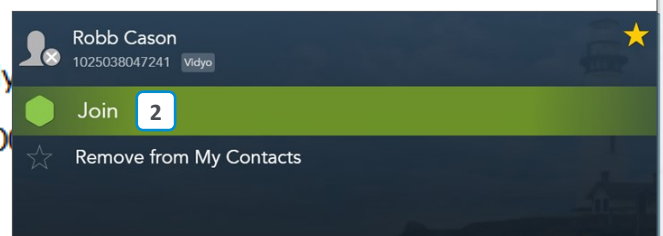
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In-Call Controls

A. **Disconnect:** End the meeting

B. **Arrows:**

- Navigate and highlight options for selection
- When self-view is on, pan and tilt the camera (Supported cameras)

C. **OK:** Press to select a highlighted option

D. **Volume:** Adjust the speaker level

E. **Zoom:** zoom in and out (Supported cameras)

F. **Mute:** Mute the in-room microphones

G. **Self-view:** Toggle your broadcast area on and off

H. **Alphanumeric Keypad:** Type in the menu/search bar

I. ***: In single display setups**, place content into full-screen

J. **Back:** Return to the previous menu or screen

K. **Manage:** Toggle the in-call menu on and off

L. **Home:** Send camera to home position (Supported cameras)

M. **Delete:** Backspace when typing in the menu/search bar

N. **Privacy:** Toggle in-room camera on and off

O. **Settings:**

- Press 1X: In-call menu
- Press 2X: Pre-call settings (admin only)

P. **Share:** Toggle connected content on and off

1. Connect laptop to in-room cord (HDMI, VGA, Converter).
2. Click **Play** on the remote to share to participants.

Q. **Toggle:** Cycle through available content sources

R. **A:** Swap displays

S. **B:** Enable DTMF dialing

T. **C:** Toggle caps locks on and off

U. **D:** Adjust layout

Rev. 8/2018