

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*

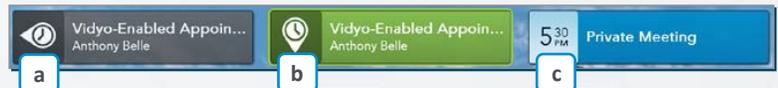
Join Scheduled Meetings

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

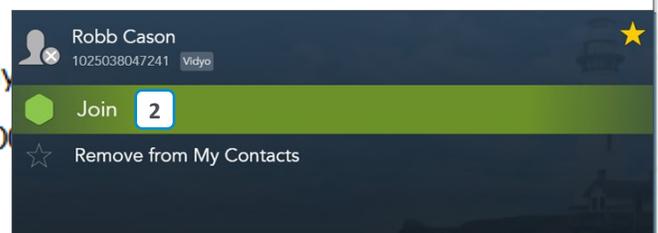
Vidyo® recommends: Schedule all Vidyo-enabled meetings in virtual meeting rooms from your Vidyo client or email plug-in. This allows the greatest flexibility for connection.

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.

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Join **Meeting Host** by clicking <https://yourcompany.vidyocloud.com/join/MeetingHostExtension> 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. **TV:** Turns supported televisions on and off
- B. **Settings:**
 - Press 1X: In-call menu
 - Press 2X: Pre-call settings (admin only)
- C. **Share:** Toggle connected content on and off
 1. Connect laptop to in-room cord
 2. Click **Share** on the remote (HDMI, VGA, Converter) to share to participants.
- D. **Toggle:** Cycle through available content sources
- E. **Speaker:** Toggle in-room speaker on and off
- F. **Layout:** Toggle between layout options
- G. **In-Call Menu:** Toggle in-call menu on and off
- H. **Self-View:** Toggle self-view on and off
- I. **Back:** Return to the previous menu or screen
- J. **Disconnect:** End the meeting
- K. **OK:** Press to select a highlighted option
- L. **Arrows:**
 - Navigate and highlight options for selection
 - When self-view is on, pan and tilt the camera (Supported cameras)
- M. **Volume:** Adjust the in-room speaker level
- N. **Microphone:** Mute the in-room microphones
- O. **Camera:** Toggle in-room camera on and off
- P. **Zoom:** zoom in and out (Supported cameras)
- Q. **Keyboard:** Type in the menu/search bar (Flip the remote over to access a full keyboard)
- R. *****: In single display setups, place content into full-screen
- S. **Red:** Swap displays
- T. **Green:** Enable DTMF dialing
- U. **Yellow:** Toggle caps locks on and off
- V. **Blue:** Adjust layout