

# GETTING STARTED WITH VIDYO



## QUICK REFERENCE CARD FOR THE MEETING ORGANIZER

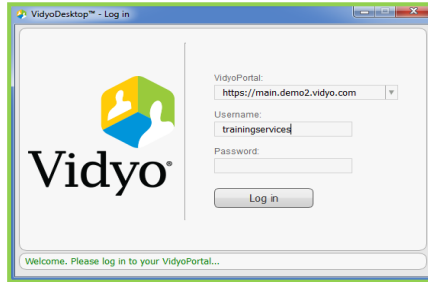
### Log In to Vidyo

1. To download the **VidyoDesktop™**, use your favorite browser to enter the URL of the **VidyoPortal™** that you want to connect to. Open the download file and double click the **Installer**.

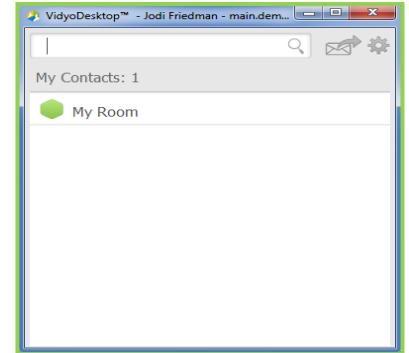
Download VidyoDesktop™



2. Log into the VidyoDesktop with your company's **VidyoPortal URL**, **Username** and **Password**. Then click the **Log in** button.



3. Once you click the Log in button, the **Contacts List** appears.



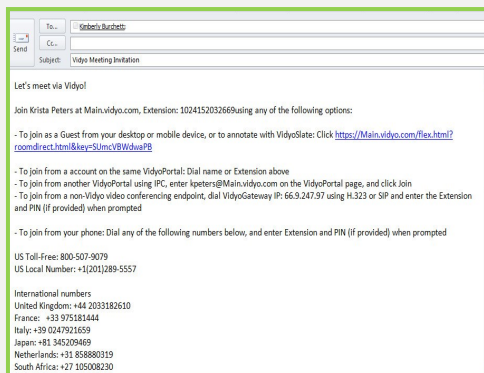
### Schedule a Conference

#### Invite by Email

In your contacts list click the **envelope** to invite guests to join your room for a multi-point call. This launches your default e-mail program and creates a message.

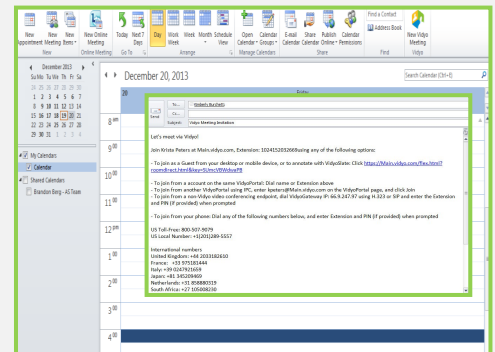
#### Email Message Opens

Add participant names to recipient field, input subject, and location. Click send.



#### Calendar Invite

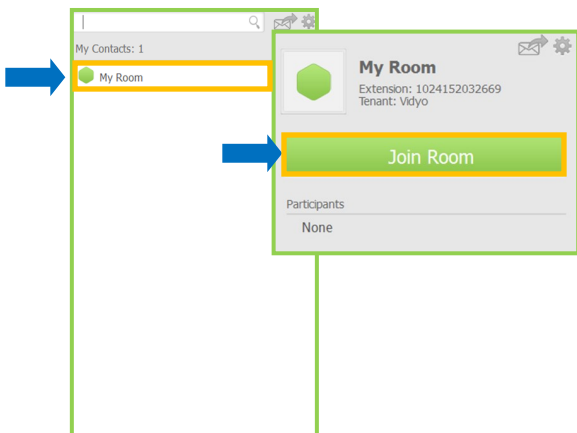
Select date/time and open a calendar invite. Copy and past the Vidyo details from the email invite text into your calendar invite. Add recipients and send.



### Join a Conference

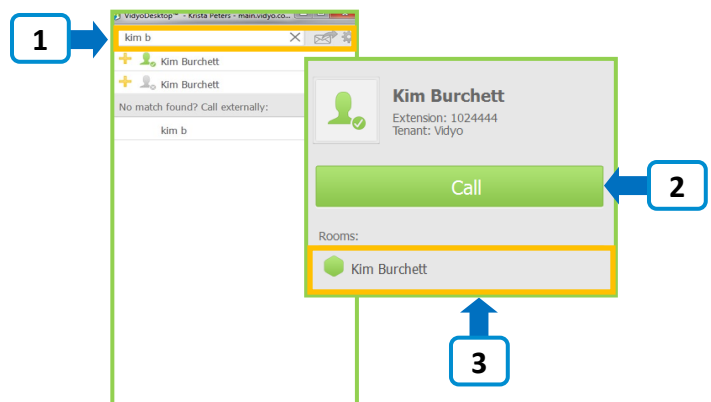
#### Host a Conference in Your Own Room

To join your room, click **My Room**, then select the **Join Room** button.



#### Make a Direct Call or Join Someone Else's Room

1. Search for a contact in the **Contacts Search** field.
2. Click **Call** to place a point to point call.
3. To join the contact room, click their name under **Rooms**.



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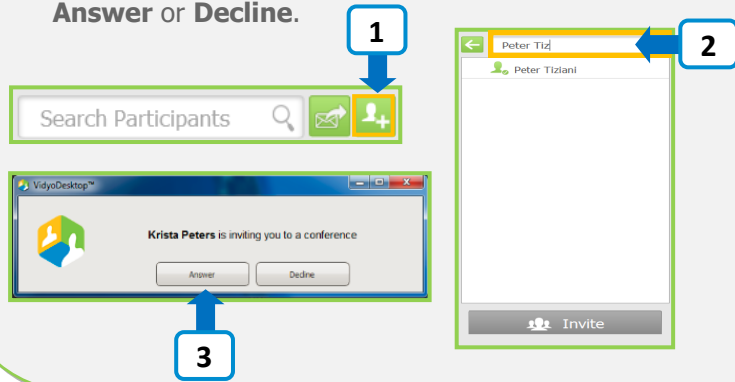


	View a list of all the conference participants and chat with them individually; invite participants to the conference.		Select which application or screen you wish to share in the conference.		Mute, unmute, and control your microphone volume.
	Chat with all participants as part of the conference group chat.		Toggle among the applications or screens that are being shared during the conference.		Mute, unmute, and control your speakerphone volume.
	Select how to view the participants' video windows during the conference, and control the maximum number of windows.		Toggle your self-view preference.		Open the Settings page.
	Enter and exit full screen.		Show or hide the video feed from your camera.		Toggle between the conference duration and a clock.
					End the conference.

## Manage Your Conference

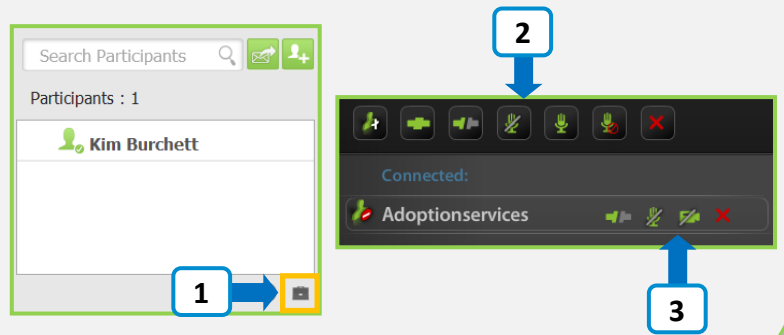
### Add a Participant to Your Active Conference

- To add a participant to your conference, click the **Add Participant** icon.
- Search for the participant's name in the **Search Field** and click **Invite**.
- The participant will hear ringing sounds from his/her computer and see a message pop up on the screen to **Answer** or **Decline**.



### Manage Participants

- Open **Control Meeting** from the bottom of the contacts list. **Control Meeting** will open in your browser.
- Select the top icons for global control of participants.
- To control an individual participant, hover over the participants name and scroll to the right to either mute, send them to privacy or remove them from the meeting.



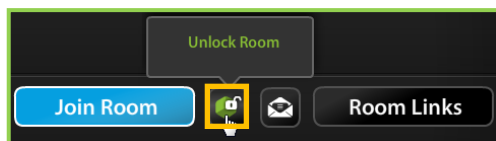
## Lock & Set Room Pin

### Lock Room

To lock your room, click directly on the **Lock** icon. By selecting lock, participants will be denied access to your room.



To **Unlock**, click the lock icon again. It's important to unlock your room after each meeting or your room will remain locked.



### Room Pin

To set a **Room Pin**, select **Room Links**. To add a pin for your room, type in three to ten characters in the **Set Room PIN** field and select **Save**. This pin will be required for participants to gain entry into your meeting room.

