Connecting to a Vidyo Call - Using Guest Link

1. In your web browser, open the link that was emailed to you.
   (e.g., http://companydomain.com/flex.html?roomdirect.html&key=xS4LPpEc7 ANg)

2. In the guest section on the left side of the login screen, type your name in the Guest Name field.

3. Click the Join button.

4. The installation web page appears.

5. Click the Install VidyoDesktop button to install the VidyoDesktop software.

   The Installer Language dialog box appears.
6. Select the language you want to use for the VidyoPortal and click OK. The default language is English.

You see the following progress screens until the installation completes.

7. When the installation is complete, click the Finish button

The following progress bar appears as the VidyoDesktop launches and you join the conference.

8. You are 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.
9. The VidyoDesktop appears. If you are the first participant to enter the conference, you see only yourself.

VidyoDesktop Toolbar Summary

The toolbar across the top of the VidyoDesktop contains the following commands:

- Change screen layout (Only functions with 3+ participants)
- Full Screen Mode
- Share an application window with other participants
- Toggle among shared application windows
- Turn on/off Self-view (the ability to see yourself) and picture-in-a-picture
- Speaker volume-on/off
- Microphone volume-on/off
- Privacy
- Dialpad for calls to legacy and voice endpoints (via VidyoGateway™)
- Settings
- Disconnect (exit meeting)
Using the VidyoDesktop During a Meeting

Overview of the VidyoDesktop Window and Toolbar

The VidyoDesktop window first opens to full-screen size and in picture-in-a-picture mode, as shown above. (Picture-in-a-picture mode displays your image as a thumbnail in the lower right corner.) You can resize it and change display modes to create an optimal viewing experience. When the window is smaller, you can drag your mouse over the user’s video and pan to see a larger area than what’s displayed in the window. The toolbar across the top of the window features button controls. Some buttons allow you to toggle between actions, and others have drop-down arrows beside to offer more options. An introduction to the VidyoDesktop toolbar buttons follows.
A single VidyoConference can host up to 100 participants; however, up to 8 remote parties can be displayed at once (last active speakers based on Voice Activity). Each user can control their personal layout, choosing a lower number (overriding the default Auto mode) by clicking on the drop down menu and selecting a number in the 0-8 range (when 0 is selected, none of the participants will be displayed). Clicking on the Layout icon itself changes the screen to Preferred mode, in which the person who is speaking has the largest screen real estate. In Preferred mode, the participant shown in the largest screen changes as the speaker changes. The Preferred mode is also automatically activated when a third party shares an application. You may also stretch and resize the VidyoDesktop window to change the size and presentation of the layout.
Note:

- In a Direct Call (Point-to-Point), the range of screens will be 0-1 since only 1 remote site is available.

- In a Multipoint call, the maximum number of displayed participants might be lower than 8 (even if there are more than 8 remote participants) in the case in which computer specifications or the available network bandwidth are not sufficient.

- The number of displayed screens can total up to 10 if a user is using Self-view and viewing a document share.

- You can display a thumbnail image of yourself in the lower right corner of the screen by clicking the Self-view button once. Click a second time to view yourself and the other participant. Click a third time to view only the other participant.
Using the VidyoDesktop During a Meeting

**Full Screen**
Clicking on the Full Screen 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 unless you mouse over the screen. Mac users will see the application maximized.
Share Screen
Participants can share applications on their computers by clicking the *Share* button. Clicking the button itself toggles between sharing and stopping the share. Click the drop-down arrow to select from the open applications on your local machine to share with other meeting participants. You can also choose to share a complete screen with all open application windows by selecting your display from the share list (Windows only). When you first share an application or screen, the VidyoDesktop shrinks to enable you to view the shared application. You can resize the VidyoDesktop, as desired.

You can see the screen with your shared application by clicking the *Toggle* button next to the *Share* button and choosing your name from the list. If you choose not to view your shared application, you know you are sharing because the *Share* icon is green.

Tip: To more easily view shared presentations and documents on-screen, set your layout to preferred mode or to o. You’ll see only the shared application.

When another participant is sharing an application, it will show on the VidyoDesktop window. When layout is set to *Preferred* mode, the shared application appears largest. You may undock the shared screen (i.e., view it as a separate window) and re-dock the shared screen (i.e., snap it back into the main VidyoDesktop window) by double-clicking the contents of the application window.
Using the VidyoDesktop During a Meeting

DOCKED

UNDOCKED
Many participants may share their screens, but you may view only one screen at a time. When shared applications are available from multiple participants, the Toggle button turns green, indicating a share is available. You may toggle between multiple applications using the Toggle button. Click the button to cycle through the available shares.

You see the list of people who share and you can choose the person whose share you want to view. You see your own name on the list as well if you are sharing something. Click the drop-down arrow to select a specific share from all available shared applications, including yours. The first option in the drop-down is always None. Selecting None means that you will not see any shared applications in the VidyoDesktop window.
Self-view

You can view your own video feed in “picture-in-a-picture” mode by clicking the Self-view button. Your feed appears as a thumbnail image in the lower right corner of the screen. Click the Self-view button a second time to include yourself in the screen layout. Click the Self-view button a third time to remove yourself from the layout and view only the other meeting participant.
Using the VidyoDesktop During a Meeting

**Volume**
Click on the speaker button to mute/unmute the sound you're hearing. Button will turn red when mute is on. Or use the drop-down to change the volume levels and the checkbox to mute/unmute.
Using the VidyoDesktop During a Meeting

**Mic**
Click on the Microphone button to mute/unmute the sound you’re broadcasting. Or use the drop-down to change the mic levels and the checkbox to mute/unmute.

**Note:** Microphone volume is automatically sets to 25% when selecting an audio recording device and to 50% when using a ClearOne Chat-50.

The microphone button turns red when you mute yourself and a small red circle with a line through it appears under the microphone icon.

When the room owner mutes you, the microphone button turns red and a red circle with a line through it appears over the microphone icon.

When you mute yourself and the room owner also mutes you, the microphone button turns red, you see a red circle with a line through it over the microphone icon and a small red circle with a line through it under the microphone icon.

**Privacy**
Click on the Camera button to stop the video you’re sending (i.e., privacy mode). You stay on the call but other participants will not be able to see you. If you are showing a document, it will continue to be visible.

The camera button turns red when you put yourself in privacy mode and a small red circle with a line through it appears under the camera icon.

When the room owner or admin puts you in privacy mode, the camera button turns red and a red circle with a line through it appears over the camera icon.