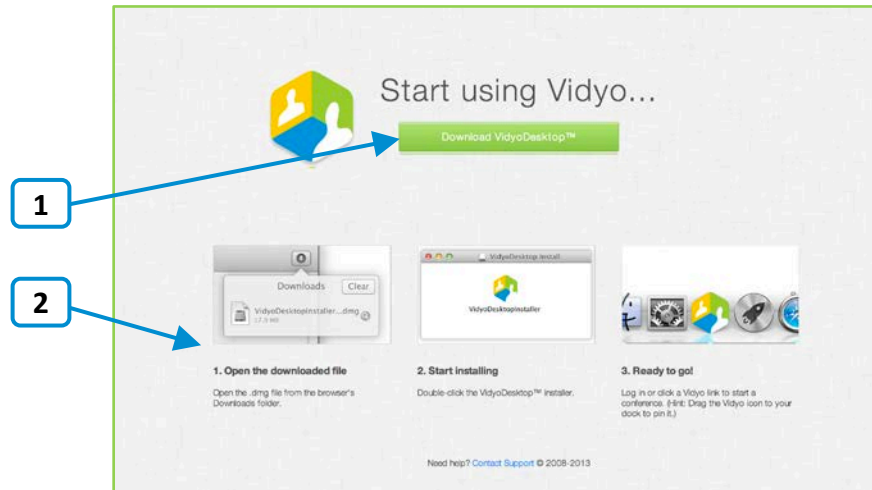# VidyoDesktop™
Quick User Guide

Product Version 3.0

Document Version A

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VidyoDesktop Quick User Guide

VidyoDesktop Version 3.0.2 enables you to easily join Vidyo conference calls, either as a guest or as a registered user, make point-to-point calls, invite others to your meetings, and control your Vidyo conferencing experience all from a single application with a slick and intuitive user interface.
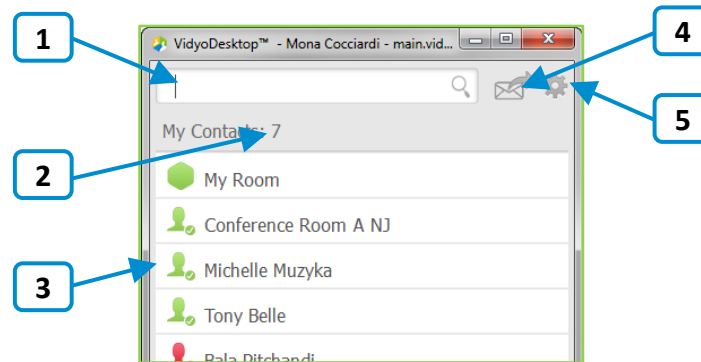
Downloading and Logging In

To download VidyoDesktop, use your favorite browser to enter the URL of the VidyoPortal™ that you want to connect to.

1. Click **Download VidyoDesktop**.

2. Follow the on-screen instructions.

When you are ready to log in, enter your username and password and click **Log In**.

Pre-Call

Viewing Your Contacts List

1. Enter a name in this text box to search for a contact.

   As soon as you begin typing, search results appear.

2. The number of contacts in your contacts list.

3. The status and name of the contact or room. Click to view information about the contact or room, place a direct call to the contact, join the contact's room, or join the public room.

   For more information about placing a call or joining a contact's room, see "Making a Direct Call or Joining a Conference in Someone Else's Room" on page 5.

4. Click to invite guests to a Vidyo meeting.

   The meeting invitation automatically opens with your default desktop mail application, and pre-fills with your personal Vidyo room information. You can enter the email addresses of the guests you want to invite to the meeting or edit the email content before sending.

5. Click to open the Settings pages.

   For more information, see "Settings" on page 9.

# Joining a Conference in Your Own Room
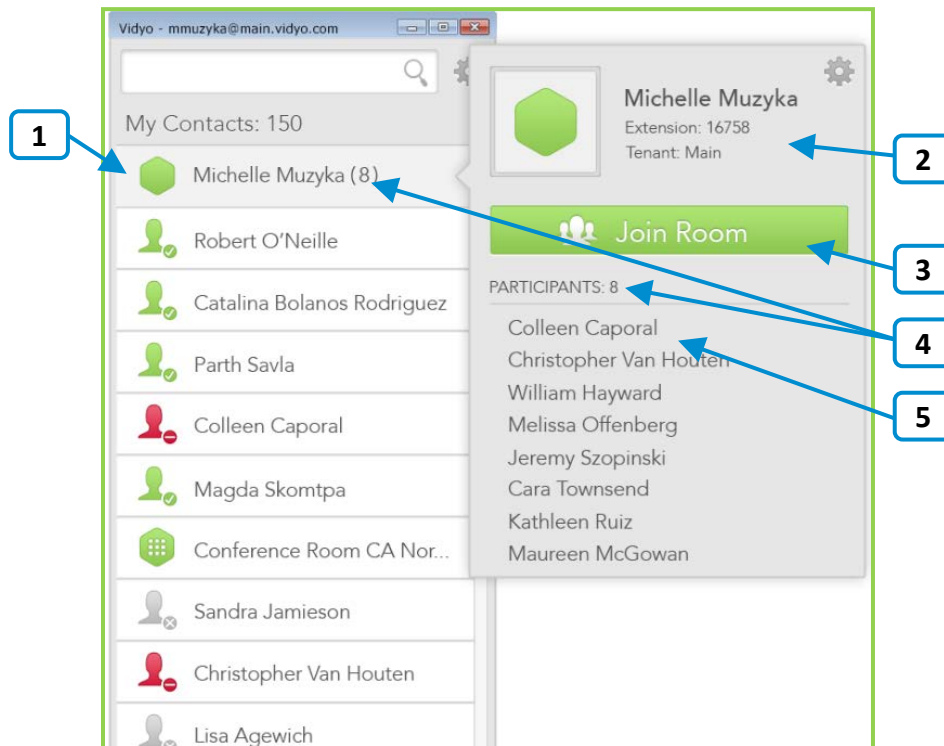
1. Click to view more information about your room or to join your room.

   Your personal room is always the first entry in the list of contacts.

2. The status of the room, the room's extension, and the tenant name.

   For more information about status, see "Understanding the Status Icons" on page 7.

3. Click **Join** to join your room

4. The number of participants in your room (if any).

5. The list of participants in your room (if any).

Making a Direct Call or Joining a Conferencing in Someone Else's Room
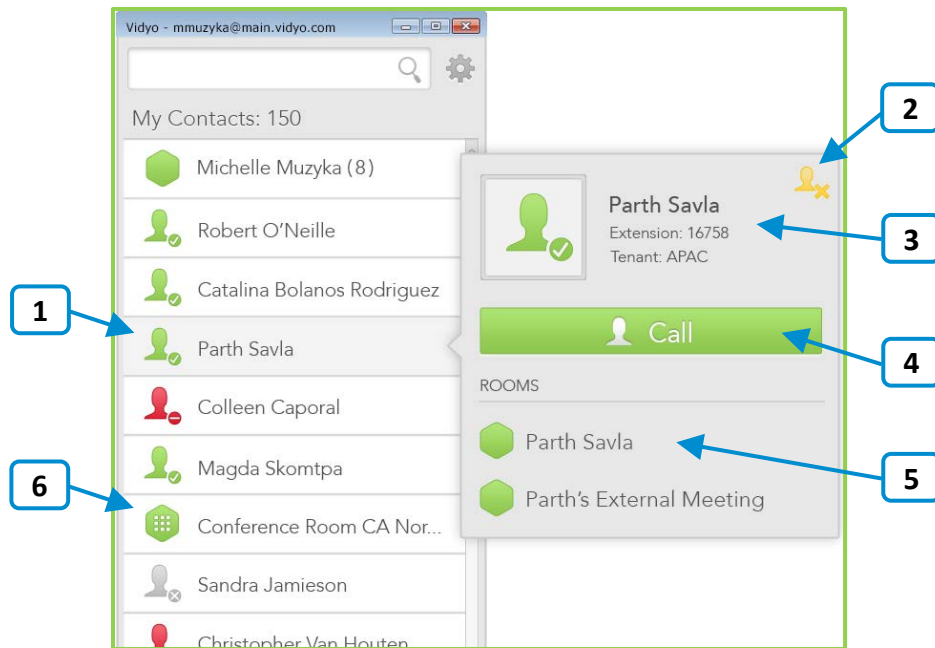
1. Click to view more information about the contact, place a direct call to a contact, or join the contact's room.

2. Click this icon to add or remove this contact from your contacts list.

3. The status and name of the contact, the contact's extension, and the tenant name.

    For more information about status, see "Understanding the Status Icons" on page 7.

4. Click **Call** to place a direct call to the contact.

    If this contact is in a busy or offline state, the Call button will be disabled.

5. The list of that contact's rooms. Click a room to join it.

6. For public rooms, tap the room to view more information about the public room or join the public room. You cannot make a direct call to a public room.

Calling a Contact Who Is Not in the Directory
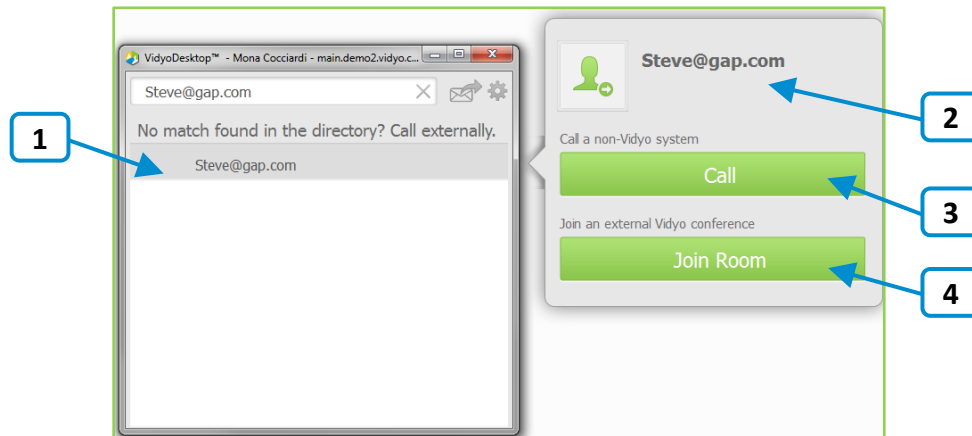
1. Tap to place an external call to the contact who was not found in the directory.

2. Since these contacts are not in your directory, no status is available.

3. If you are calling a non-Vidyo system (that is, a legacy H.323/SIP endpoint), tap **Call** to place a direct call to that endpoint.

4. If you are joining an external Vidyo conference on another VidyoPortal, tap **Join Room** to join that room.

   The Join Room button appears only if the address you entered is in a valid format for an address on a different VidyoPortal.
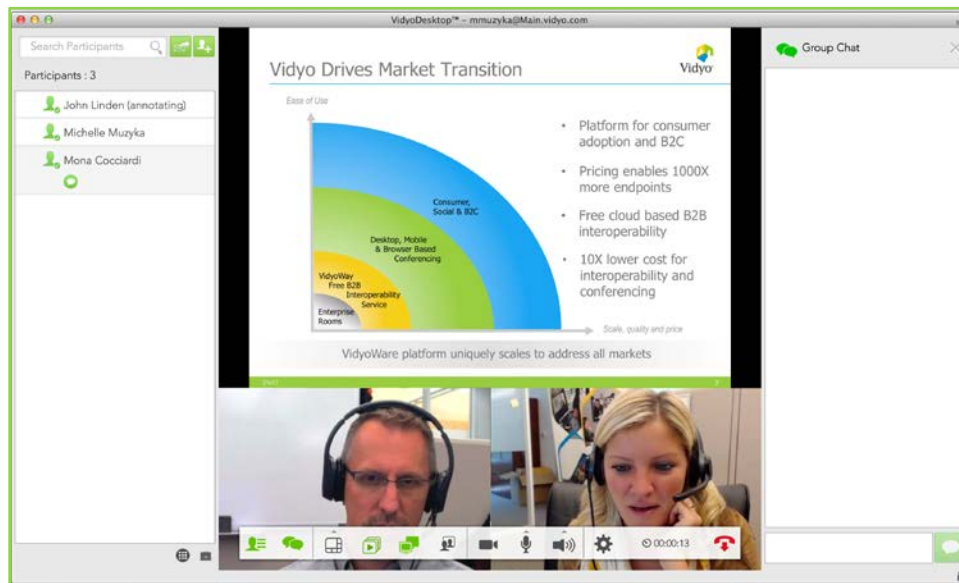
Understanding the Status Icons

Contact Status

Icon	Description
	The contact is online and available to receive a direct call or to join a room.
	The contact is online but is currently in a call or conference. You cannot make a direct call to this contact; however, you can join the contact's room.
	The contact is offline (not logged into the VidyoPortal). You cannot make a direct call to this contact; however, you can join the contact's room.

Room Status

Icon	Description
	The room is available and empty, so you can enter the room.
	The room is available and PIN-protected. If you attempt to join the room, you will be asked to enter a PIN.
	The room is occupied but available to enter.
	The room is locked, so you cannot enter it.
	The room is full, so you cannot enter it.

In-Call

Button	Description
	View a list of the conference participants and chat with them; invite participants to the conference (via the contact list or by email); launch the Control Meeting panel which provides access to the conference moderation options.
	Chat with all participants as part of the conference group chat.
	Select how to view the participants' video windows during the conference; control the maximum number of windows.
	Enter and exit full screen. On Mac OS, this button appears on the upper left side of the video window.
	Select which application or screen you wish to share in the conference.
	Toggle among the applications or screens that are being shared during the conference.
	Toggle your self-view preference.
	Mute, unmute, and control your speakerphone volume.
	Mute, unmute, and control your microphone volume.
	Show or hide the video feed from your camera.
	Open the Settings page. For more information, see "Settings" on page 9.
	Toggle between the conference time and a clock.
	End the conference.

Settings

Screen	Description
	View user and conference status information; generate diagnostics reports.

	Configure the network settings:
	
	1. VidyoPortal section:
	  ■ Select the **Validate Server Certificate** check box only if you are testing encryption with a self-signed certificate. Otherwise, do not select this check box.
	  ■ Enter the allowed media port range (between 50000 and 65535).
	
	2. VidyoProxy section:
	  ■ Select the **Always use VidyoProxy** check box if you want VidyoDesktop to always connect via the assigned VidyoProxy. Vidyo recommends that you try to connect directly.
	
	3. Web Proxy section:
	  ■ Select the **Use settings from operating system** check box if you want VidyoDesktop to follow the Internet Explorer Local Area Network settings on Windows or the OS settings on Mac. Otherwise, select the **Use the following settings** check box and then select:
	    • **Automatically detect settings** to configure VidyoDesktop to try to connect using WPAD (Web Proxy Auto-Discovery Protocol).
	    • **Use automatic configuration script** to configure VidyoDesktop to use a specific PAC script for connection.
	    • **Use proxy server** to configure VidyoDesktop to connect through a specific Web Proxy server. If you select this check box, enter the Web Proxy address, port, username, and password.
	  ■ If you are trying to connect to a Web Proxy that requires authentication, you must enter the username and password regardless of the selected method.
	
	Note: For help with configuring your network settings, talk to your system administrator.

	Select the microphone, speaker, and camera you are using; select your video quality preferences; control echo cancellation; set whether you want the microphone level to be automatically adjusted.
	Select the language of the user interface, whether you want VidyoDesktop to automatically start when you log in, whether you want VidyoDesktop to automatically answer incoming calls, and more.
	View the VidyoDesktop version being used; check for software updates.