# **Using Vidyo**

## Video Conferencing Software

Your IT Help Desk is the primary resource for questions, problems or additional information on Vidyo. They can help with installation and configuration, video camera & speaker set up, and initial training. Additional Vidyo help available at Vidyo.com.

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# **GETTING STARTED**

3

In the system tray by the clock on your desktop, double click the Vidyo Desktop icon or right click and



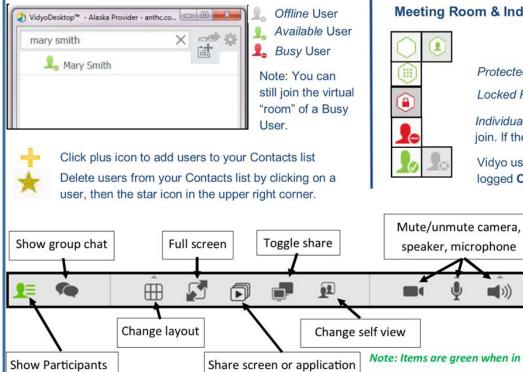
You will be prompted to log in with your username and password for the Vidyo Desktop conferencing software.

The VidyoDesktop contacts list opens.

🕽 VidyoDesktop™ - Alaska Provider -	anthc.co	
Search for contacts	Q	
My Contacts: 1		
My Room		

# SEARCH FOR A PERSON TO CALL

Click in the white search bar and begin typing, then search using first name, last name or video dialing string.



#### MAKE A CALL - Use one of the options below.

Call Direct: Select a user from your Contacts list and click Call. No other users can join this

Search for contacts Q 🚮 🎄	1	
My Contacts: 2		Mary Smith
My Room	1.	Extension: 1011234567890 Tenant: ANTHC
1, Mary Smith		ROUTE PRINT.
		Call
		SNRID -

Join a Room: Select user from your Contacts list, 2 then select their room. Other users can join the room

Search for contacts	9. @## 🔵	Status: Availa Room Owner: Extension:			
My Contacts: 2		Tenant: AVTH	c		
🔘 My Room					
1, Mary Smith					
	Sha	re screen upor	n connecti	on	
				. 4	
	rticipar	its: None			

3 Dial a Non-Vidyo User: Use the icon at bottom left of your Vidyo screen in participant list:

(Contact IT to assist w/dialing info.)

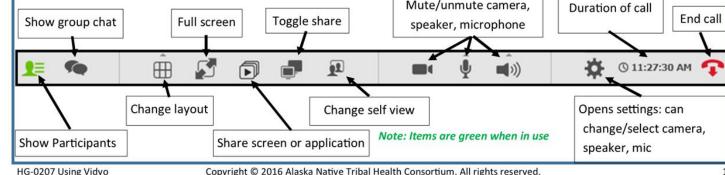
### Meeting Room & Individual Status Icons:



Protected Room. Can joined with Pin Code Locked Room. This room cannot be joined.

Individual is online. If in their room, you can join. If they are on a direct call, you can't.

Vidyo user logged ON (green) or user logged OFF (grey)



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#### Actions from inside your Vidyo Room LOCK YOUR ROOM WHEN READY CONTROL A MEETING From your meeting Click lock icon at bottom left corner of 911 room, open participant participant list. Use for patient care. ⊞ list, then click Control Meeting icon at INVITE BY CALENDAR: Click on the calendar bottom. symbol next to the "Search Contacts" field. This will gener-From here you can ate a calendar invite with connection instructions for you to manage individuals 1, 🖂 🙆 use. Recipient has the option of joining by telephone and groups. Options: 🖎 🌂 🛋 🐁 💎 (audio only). connect, disconnect, mute/unmute sound, Smary Smith ⇒ Note: Recipient doesn't need a Vidyo account enable/disable 0000 camera, invite (11) ÷ participants. **CONTENT SHARING** 34 Click Share button. A green Share icon indicates 1 active sharing. 2 Select what to share from open applications on your You have been invited to a meeting that will use Vidyo. Please join Mary Smith at anthc co using any of the fo computer or your share your desktop. m Desktop or Laptop lease click the Vidyo Room Link below, download <u>VidyoDesktop</u> if recessary, and enter your name into the guest field. (3) To share the entire desktop, select Screen to share. **INVITE BY EMAIL:** 1) From within your meeting room, To stop sharing, click /Vidyo/VidyoDesktop\_QuickUserG afhcan.org/documenta Stop Sharing. click on the email icon next to the search box. 2)From your Display 1 (1080x1920) search contents screen, select your room, then the email 2 Display 2 (1920x1080) (1) icon. An email with connection instructions will pop up. Address and send to desired participants. Recipient has the 1= 🍖 🌐 🚮 option of joining by telephone (audio only). afhcan.org/documentation/Vidyo/VidyoDesktop\_QuickUsert Display 1 (1080x1920) ⇒ Note: Recipient of invitation doesn't need to have a Dipplar 2 (1020x1080) Vidyo account Stop Sharing SI( 🗊 ) 🗗 Search Participants Participants: 1 Alaska Provider 0 Click here for a popup list of Stop Viewing Share currently shared items and to stop viewing share. **m**-11 N

### **BEST PRACTICES**

- $\Rightarrow$  Use a wired network connection and disable wireless if possible.
- $\Rightarrow$  Use recommended audio and video devices to prevent echo and other audio and video issues.
- $\Rightarrow$  Plug each audio and video device directly into the computer's USB ports rather than a USB hub.