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.

GETTING STARTED

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.

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.
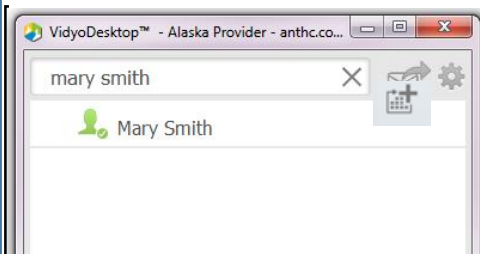
Offline User
Available User
Busy User

Note: You can still join the virtual "room" of a Busy User.

Click plus icon to add users to your Contacts list

Delete users from your Contacts list by clicking on a user, then the star icon in the upper right corner.

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

① **Call Direct:** Select a user from your *Contacts* list and click *Call*. No other users can join this call.
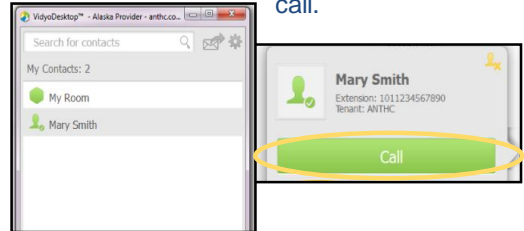
② **Join a Room:** Select user from your *Contacts* list, then select their room. Other users can join the room
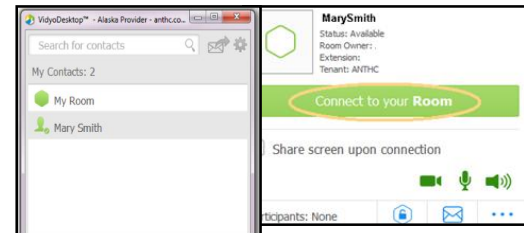
③ **Dial a Non-Vidyo User:** Use the icon at bottom left of your Vidyo screen in participant list:

(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*)

Show group chat

Full screen

Toggle share

Mute/unmute camera, speaker, microphone

Duration of call

End call

Change layout

Change self view

Opens settings: can change/select camera, speaker, mic

Show Participants

Share screen or application

Note: Items are green when in use

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## Actions from inside your Vidyo Room

LOCK YOUR ROOM WHEN READY

Click lock icon at bottom left corner of participant list. **Use for patient care.**

INVITE BY CALENDAR:
Click on the calendar symbol next to the "Search Contacts" field. This will generate a calendar invite with connection instructions for you to use. Recipient has the option of joining by telephone (audio only).

⇒ Note: Recipient doesn't need a Vidyo account
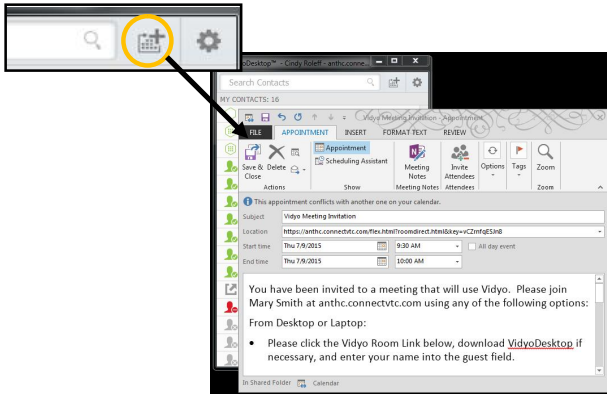
INVITE BY EMAIL:
1) From within your meeting room, click on the email icon next to the search box. 2)From your search contents screen, select your room, then the email icon. An email with connection instructions will pop up. Address and send to desired participants. Recipient has the option of joining by telephone (audio only).

⇒ Note: Recipient of invitation doesn't need to have a Vidyo account
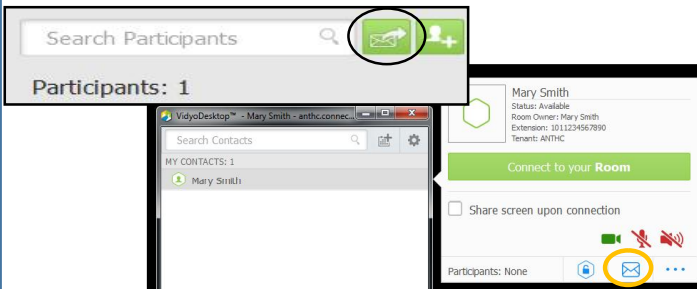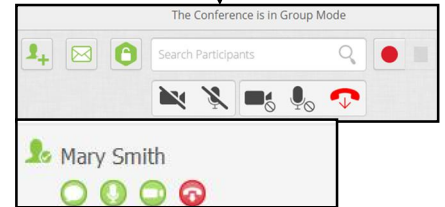
CONTROL A MEETING

From your meeting room, open participant list, then click *Control Meeting* icon at bottom.

From here you can manage individuals and groups. Options: connect, disconnect, mute/unmute sound, enable/disable camera, invite participants.
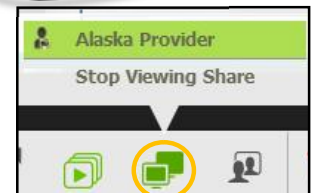
CONTENT SHARING

1 Click *Share* button. A green *Share* icon indicates active sharing.

2 Select what to share from open applications on your computer or your share your desktop.

3 To share the entire desktop, select *Screen* to share.

To stop sharing, click *Stop Sharing*.

Click here for a popup list of currently shared items and to stop viewing share.

BEST PRACTICES

⇒ Use a wired network connection and disable wireless if possible.

⇒ Use recommended audio and video devices to prevent echo and other audio and video issues.

⇒ Plug each audio and video device directly into the computer's USB ports rather than a USB hub.