

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.

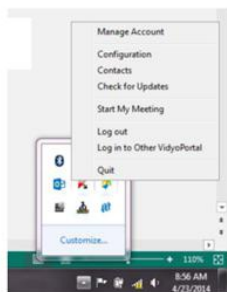
GETTING STARTED

In the system tray by the clock on your desktop, double click the Vidyo Desktop icon or right click and choose Log in. You will be prompted to log in with your username and password for the Vidyo Desktop conferencing software.



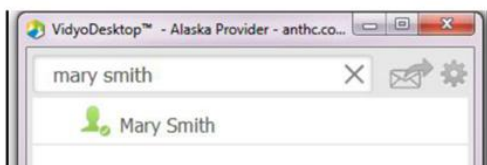
MANAGE PASSWORD

Once you are logged into Vidyo, return to the system tray icon on your desktop. Right click on the Vidyo icon and choose Manage Account



SEARCH FOR A PERSON TO CALL

The VidyoDesktop contacts list opens. Click in the white search bar and begin typing, using first name, last name or dialing string to search.

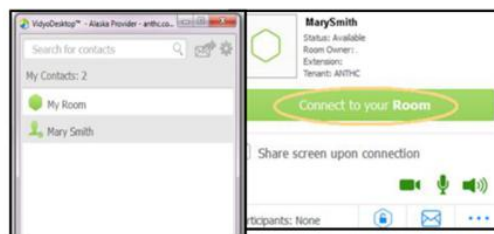


Note: You can still join the virtual "room" of a Busy User.

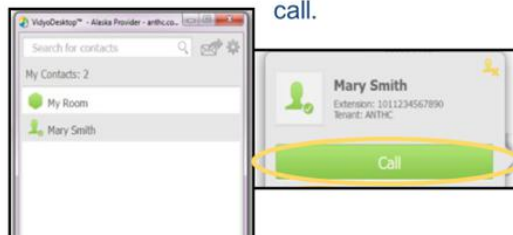
- Offline User
- Busy User
- Available User
- Locked Room
- Click to add users to your Contacts list
- To delete users from your Contacts list by clicking on a user, then the star icon in the upper right corner.

MAKE A CALL - Use one of the options below.

1 Join a Room: Select user from your *Contacts* list, then select their room. Other users can join the room and participate. *Note: Every user has a virtual room.*



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



3 Dial a Non-Vidyo User: Use the icon at bottom left of your Vidyo screen in participant list from inside a room. (Contact IT to assist with dialing information.)



LOCK YOUR ROOM WHEN READY

Click lock icon at bottom left corner of participant list. **Use for patient care. Remember to unlock your room at the end of the session.**

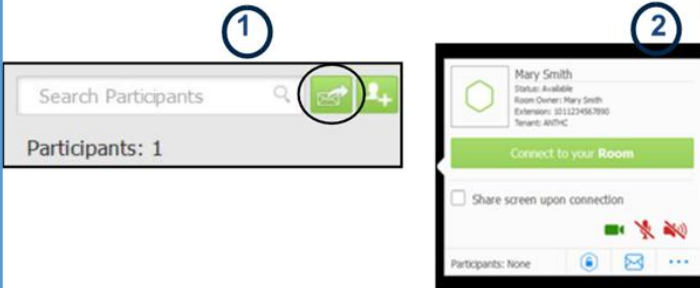


Show group chat | Full screen | Toggle share | Mute/unmute camera, speaker, microphone | Duration of call | End call
 Show Participants | Change layout | Share screen or application | Change self view | Opens settings: can change/select camera, speaker, mic

Note: Items are green when in use

Actions from inside your Vidyo Room

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. (They do not need accounts to join your)



Participant Controls

From your meeting room, open participant list. Click on the participants and view the options:

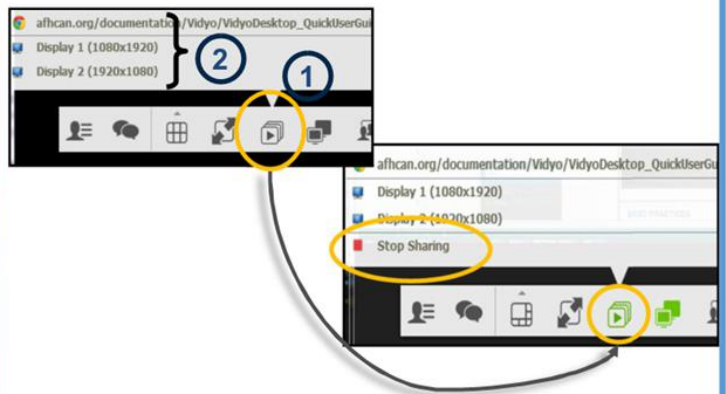
- Chat
- Mute/unmute sounds
- Enable/disable camera**
- Disconnect participant

**If the camera icon is green you are able to manipulate the far ends camera. This can be helpful for repositioning the camera for a better view of the patient/participant.



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.
- 4 To stop sharing, click *Stop Sharing*.



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.
- ⇒ When using a laptop, avoid running on battery. Running on battery reduces performance.
- ⇒ Choose *High Performance* for your laptop power plan.