VIDYODESKTOP™ FOR GUEST USERS

Getting Started

1. To join a Vidyo® meeting, you need a computer, microphone, speakers, camera and an internet connection.

2. Click the **Guest Link** listed in your email or calendar invite.

2

Join 9953316134110 at Main.vidyo.com, Extension: 9953316134110 using any of the following optio

- To join as a Guest from VidyoDesktop, VidyoMobile, or VidyoSlate:
Click https://Main.vidyo.com/flex.html?roomdirect.html&key=gtn4MPVdIYe230YK05fc3FG2SO0
- To join from another VidyoPortal using IPC: Enter 9953316134110@Main.vidyo.com in search bar and c
- To join from an H.323 or SIP endpoint: Dial 66.9.247.97 and enter the Extension and PIN (if provided) w prompted
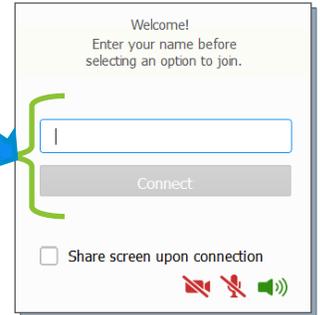
3. First time users will be prompted to download and install the VidyoDesktop application. Follow the instructions in the install wizard to get started.

Download VidyoDesktop™   **3**

4. Enter your display name and select **Connect**.

⇒ Adjust the initial settings for your camera, microphone and speakers.

* *Mute the camera and microphone before logging into the conference.*

Welcome!
Enter your name before selecting an option to join.

4

Connect

☐ Share screen upon connection

In-Call Controls

Move your mouse over the bottom of the VidyoDesktop application to expose the floating toolbar.

⏱ 00:00:15

View a list of all the conference participants and chat with them individually.

Chat with all participants as part of the conference group chat.

Select how to view the participant's video windows during the conference.

Enter and exit full screen.

Select which application or screen you wish to share in the conference.

Toggle among the applications that are being shared during the conference.

Toggle your self-view preference.

Show or hide the video feed from your camera.

Mute, unmute, and control your microphone volume.

Mute, unmute, and control your speakerphone volume.

Open the Settings page.

Toggle between the meeting

End the conference.

Adjust the devices (camera, mic & speakers) by hovering over the toolbar at the bottom of the screen and selecting the cog icon.
⇒ *If echo occurs check off the echo cancellation option.*

Best Practices

Basics

On a laptop avoid running on battery it may reduce video quality, Plug-in!

If your computer has a power plan, choose **High Performance**.

Plans shown on the battery meter
○ **Balanced (recommended)**
   Automatically balances performance with energy
● High performance
   Favors performance, but may use more energy.
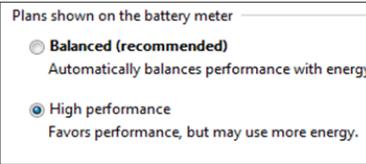
Use a USB mic & speaker for the best audio experience.

Plug devices (camera, microphone, etc.) directly into your computer's USB ports.

Use a wired network connection and disable wireless.

Close all extra applications before joining the conference.

File Options View Windows Help
Applications | Processes | Services | Performance | Networking | Users

Task	Status
Dell Smart Settings	Running
Dell Webcam Central	Running
Inbox - mwinters@vidyo.com - Microsoft Outlook	Running
VidyoDesktop™ - mwinters@Main.vidyo.com	Running
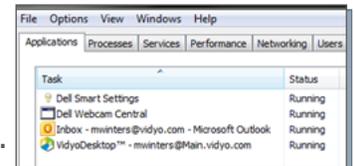
Etiquette

Remember, VidyoConfrencing™ is just like an in-person exchange so smile and remain attentive!

⇒ **Eye contact:** Look into the camera to mimic eye contact.

⇒ **Introduce All Participants:** Turn on the option to **Show Participant Names** in the **Options Tab** in the **Configuration and Status** window. This displays the person's name below their image on the screen layout.