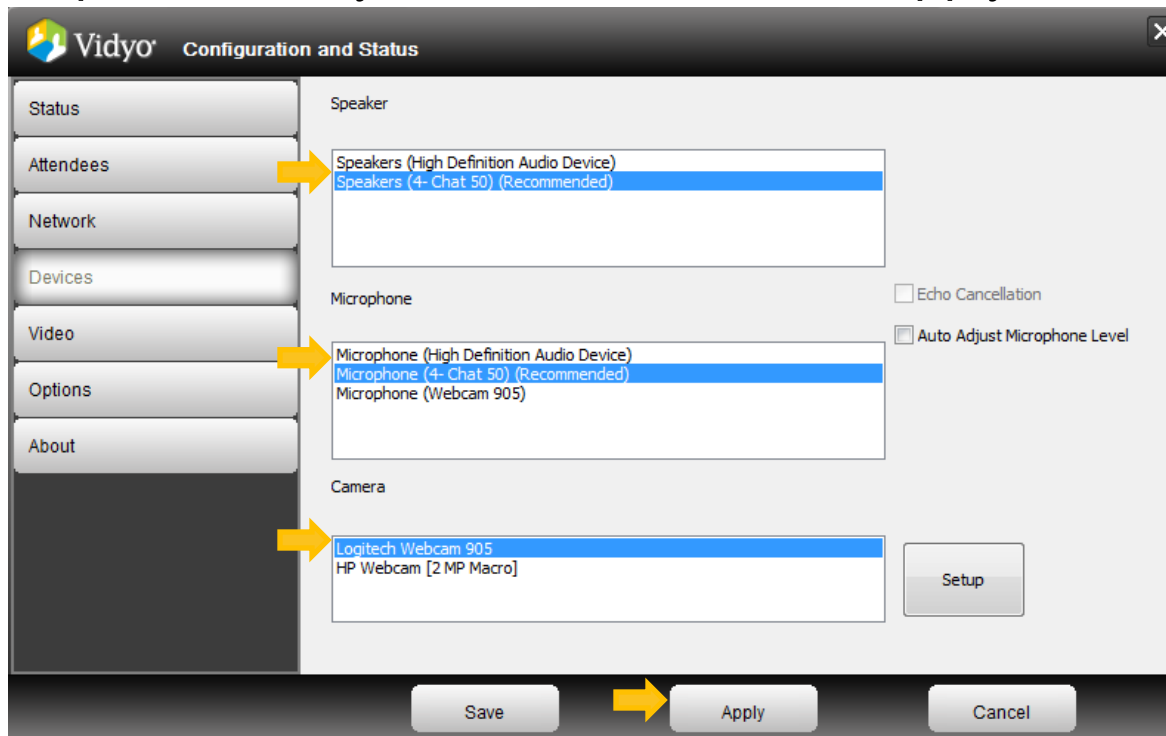


Instructions for Today's Session

Step 1: Select your devices and click Apply



Step 2: Select Full-Screen for Best Viewing





Getting Started with Vidyo



Agenda



Getting Started



VidyoPortal™



VidyoDesktop™



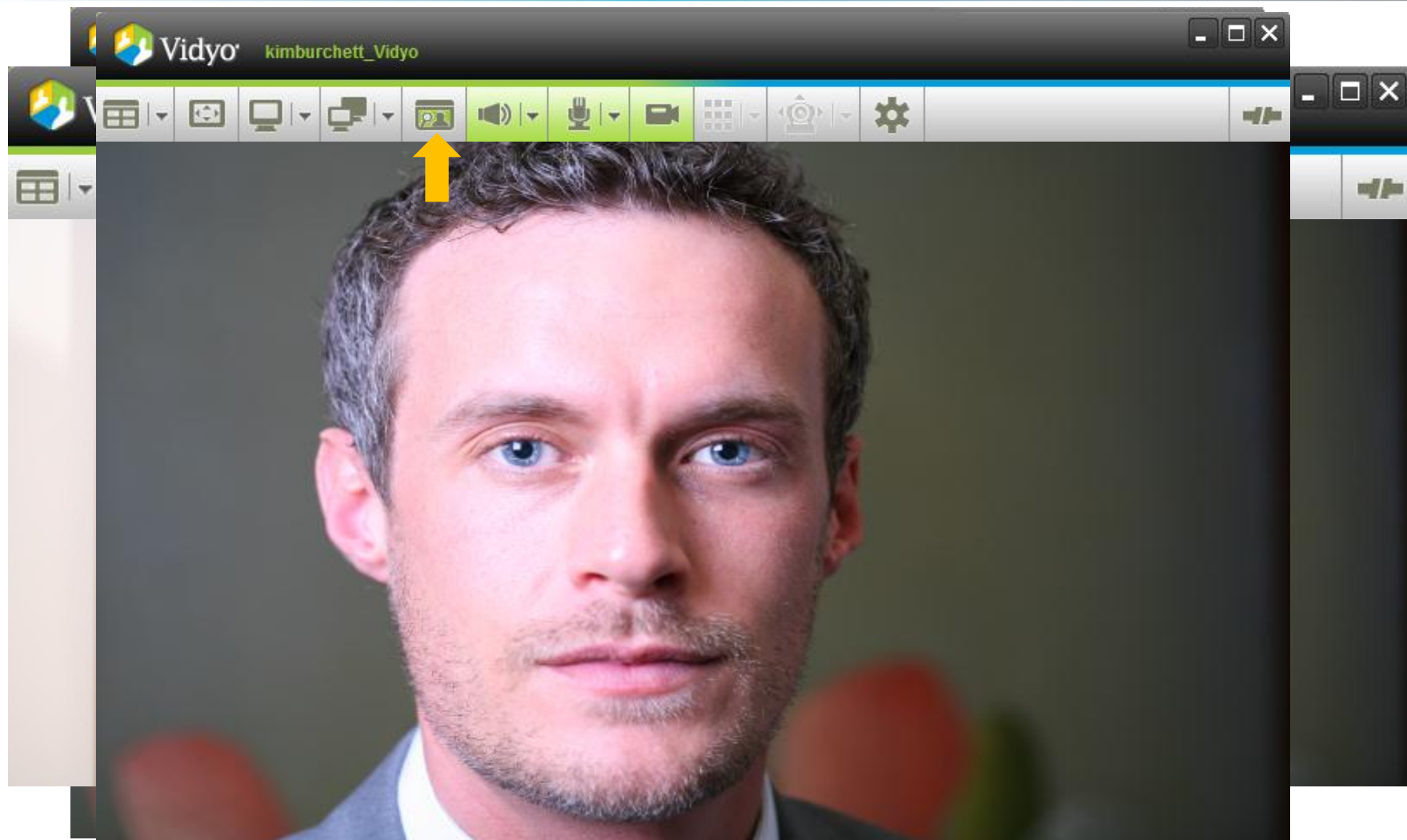
Best Practices & QA

Housekeeping Items

- This session will be open and interactive
- Mute/unmute your microphone to limit background noise



Housekeeping Items – Self-View



Getting Started

- **Round Table**

- Name
- Location
- How you plan to use Vidyo
- What you hope to get out of today's session



Getting Started

- **Welcome Email**

- User Name
- Password
- Portal URL address

- **Navigate to your Portal**

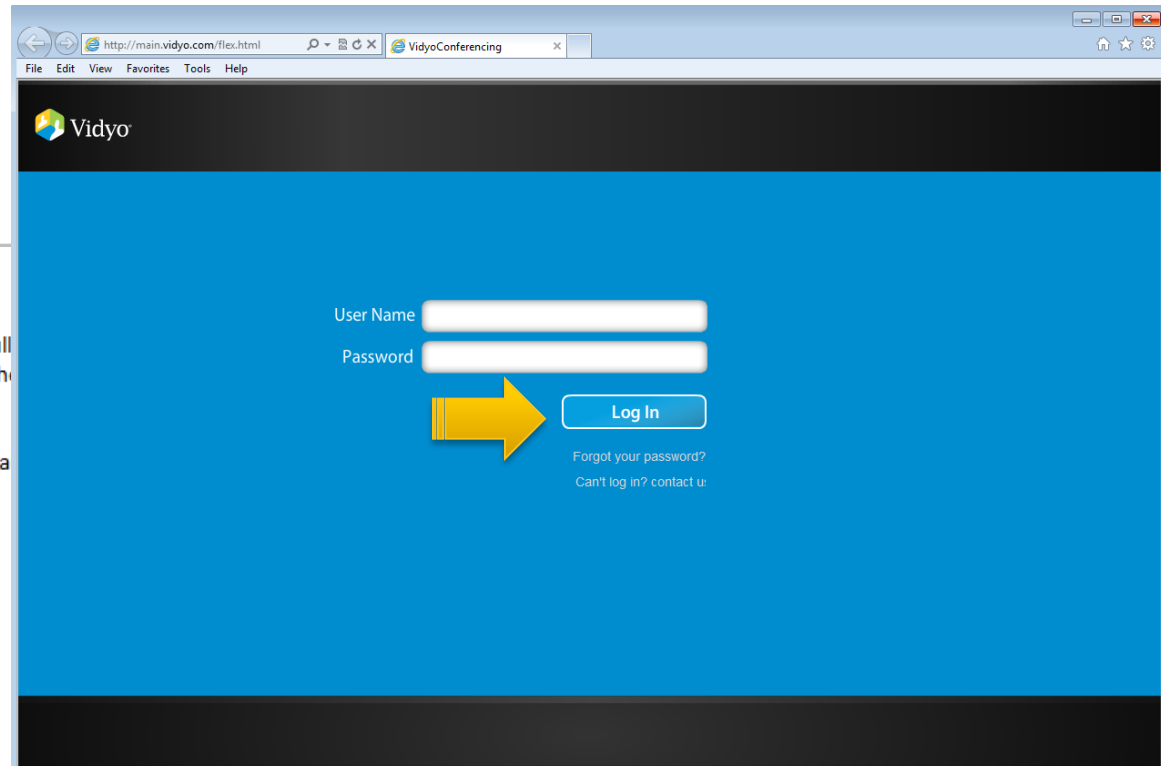
- **Login**

Dear Kim,

Your account was successful
Your user name is: kimburch
Your password is: XXXXXX

You may login at Vidyo porta

Support Team



The screenshot shows a web browser window with the address bar displaying "http://main.vidyo.com/flex.html" and a tab titled "VidyoConferencing". The page has a black header with the Vidyo logo. The main content area is blue and contains a login form with two input fields labeled "User Name" and "Password". A yellow arrow points from the "Log In" button to the "Forgot your password?" link. Below the "Log In" button, there are two links: "Forgot your password?" and "Can't log in? contact u".

Scheduling from Outlook

<http://www.vidyo.com/support/software-downloads/>



Calendar - Kimberly@vidyo.com - Microsoft Outlook

File Home Send / Receive Folder View

New Appointment New Meeting New Meeting Items New Online Meeting Online Meeting Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions Find a Contact Address Book Find

New Vidyo Conferencing Vidyo

September 2011

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

My Calendars

- Calendar

Mail

Calendar

Contacts

Tasks

September 27, 2011

8 am

9:00

10:00

11:00

12 pm

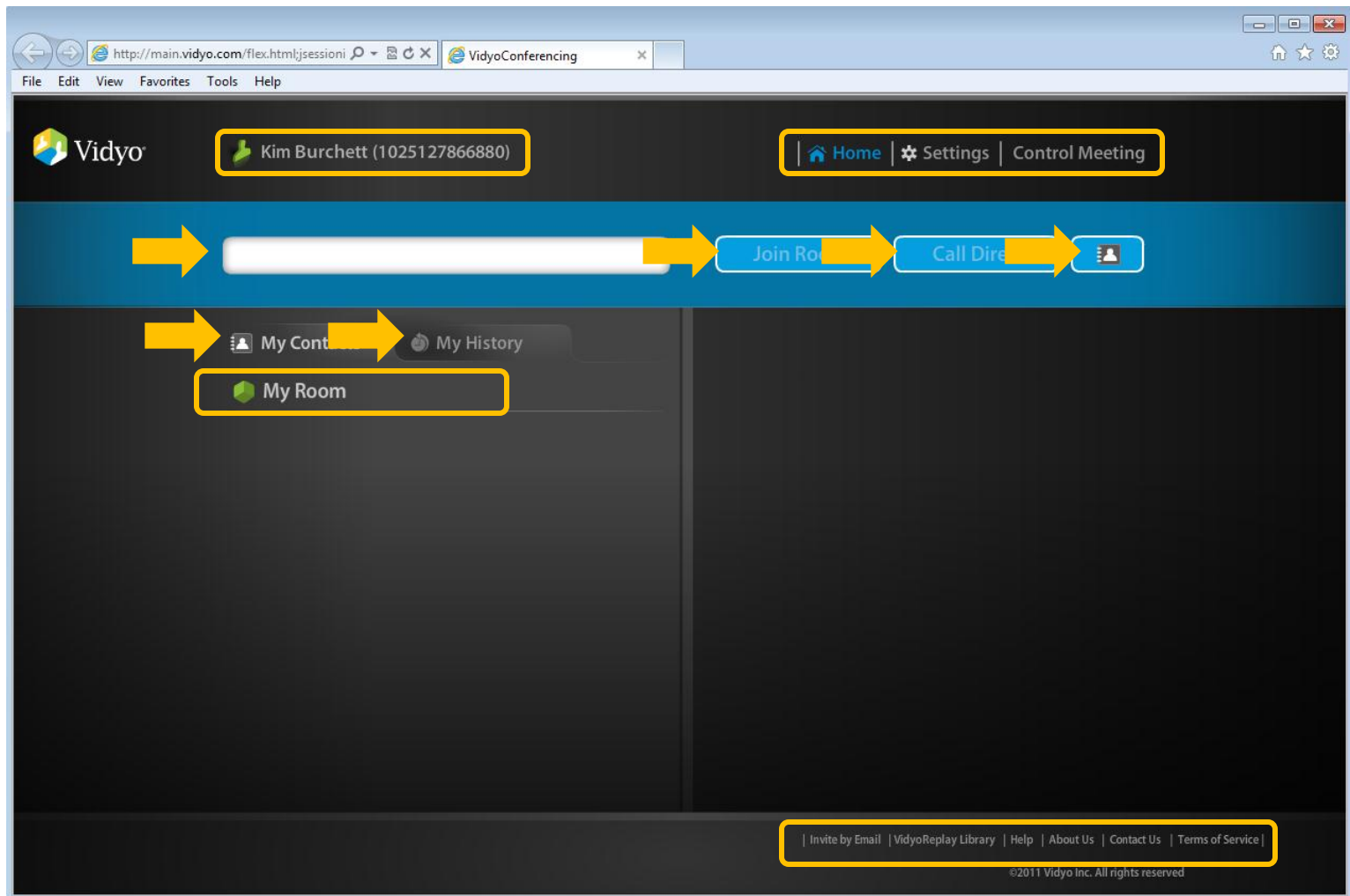
Previous Appointment

Next Appointment

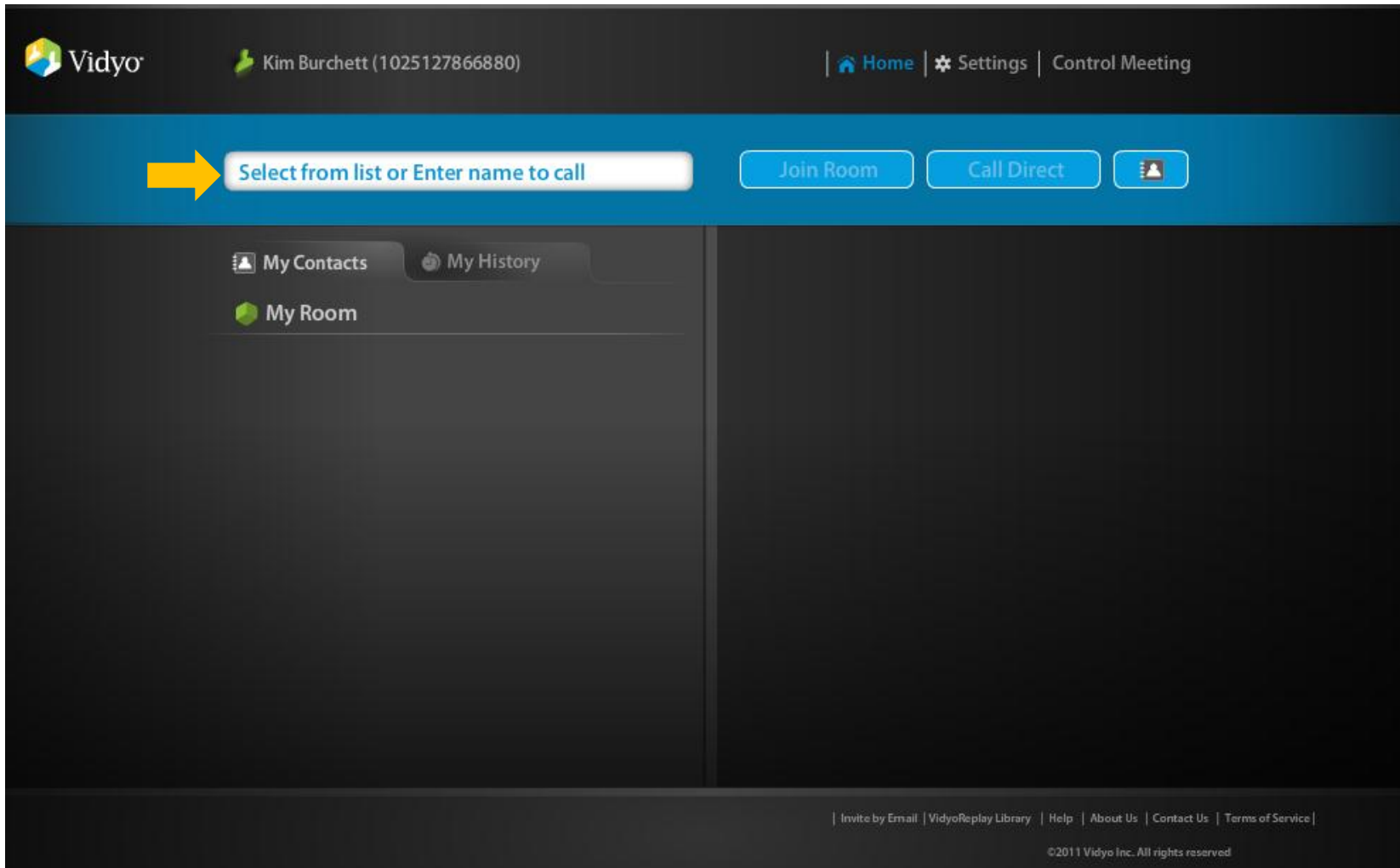
Tasks

Show tasks on:	Due Date	Start Date	Due Date	Reminder Time	In Folder
----------------	----------	------------	----------	---------------	-----------

VidyoPortal Tour

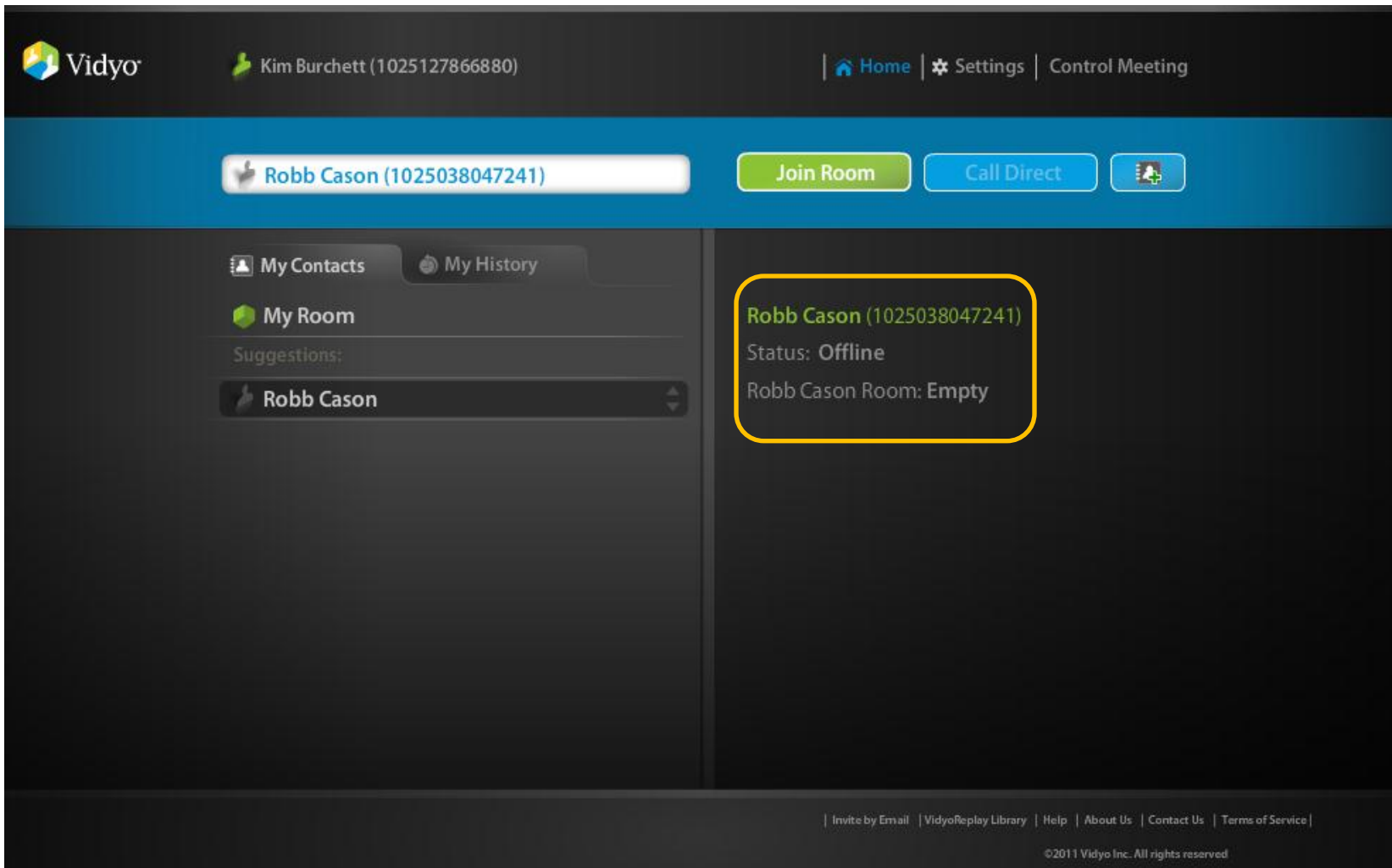


Contact Search Field



The screenshot displays the Vidyo web interface. At the top, the Vidyo logo is on the left, followed by the user's name and ID: "Kim Burchett (1025127866880)". To the right are links for "Home", "Settings", and "Control Meeting". Below this is a blue navigation bar containing a search field with the placeholder text "Select from list or Enter name to call", a "Join Room" button, a "Call Direct" button, and a button with a person icon. A yellow arrow points to the search field. Below the navigation bar, there are three tabs: "My Contacts", "My History", and "My Room". The "My Contacts" tab is currently selected. The main content area is dark gray and empty. At the bottom, there is a footer with links: "Invite by Email", "VidyoReplay Library", "Help", "About Us", "Contact Us", and "Terms of Service". Below these links is the copyright notice: "©2011 Vidyo Inc. All rights reserved."

Contact Search Field



The screenshot displays the Vidyo web interface. At the top, the Vidyo logo is on the left, and the user's name and ID, Kim Burchett (1025127866880), are in the center. On the right, there are links for Home, Settings, and Control Meeting. Below this, a search bar contains the text "Robb Cason (1025038047241)". To the right of the search bar are three buttons: "Join Room" (green), "Call Direct" (blue), and a button with a video camera icon. On the left side of the interface, there are tabs for "My Contacts" and "My History". Below these is a section for "My Room" with a "Suggestions:" dropdown menu. The dropdown menu is open, showing a list with "Robb Cason" selected. On the right side, a yellow-bordered box highlights the search results for "Robb Cason (1025038047241)". The results show "Status: Offline" and "Robb Cason Room: Empty". At the bottom of the interface, there is a footer with links for "Invite by Email", "VidyoReplay Library", "Help", "About Us", "Contact Us", and "Terms of Service". The copyright notice "©2011 Vidyo Inc. All rights reserved." is also present.

Vidyo Kim Burchett (1025127866880) | Home | Settings | Control Meeting

Robb Cason (1025038047241) Join Room Call Direct

My Contacts My History

My Room

Suggestions:

Robb Cason

Robb Cason (1025038047241)
Status: Offline
Robb Cason Room: Empty

Invite by Email | VidyoReplay Library | Help | About Us | Contact Us | Terms of Service |

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User Status



Available — The user is available for a direct call, to join a room and to be invited to attend a meeting. The Call Direct button is active



Busy — The user is busy and you cannot contact them with a direct call or invite them to join your room. You can join their room if it is available (not full or locked). The Call Direct button is inactive.



In room — The user is in their own room. You cannot call them directly and therefore the Call Direct button is inactive. You can join their room if it is available. They can leave their room and join yours if they choose to.



In room/room full — The user is in their own room and the room is full. You cannot call them directly or join their room. They can leave their room and join yours if they choose to.



In room/room locked — The user is in their own room and the room is locked. You cannot call them directly or join their room. They can leave their room and join yours if they choose to.



In a PIN-protected room — The user is in their own room and the room is PIN protected. You cannot call them directly, but you can join their room if you have their PIN code. They can leave their room and join yours if they choose,

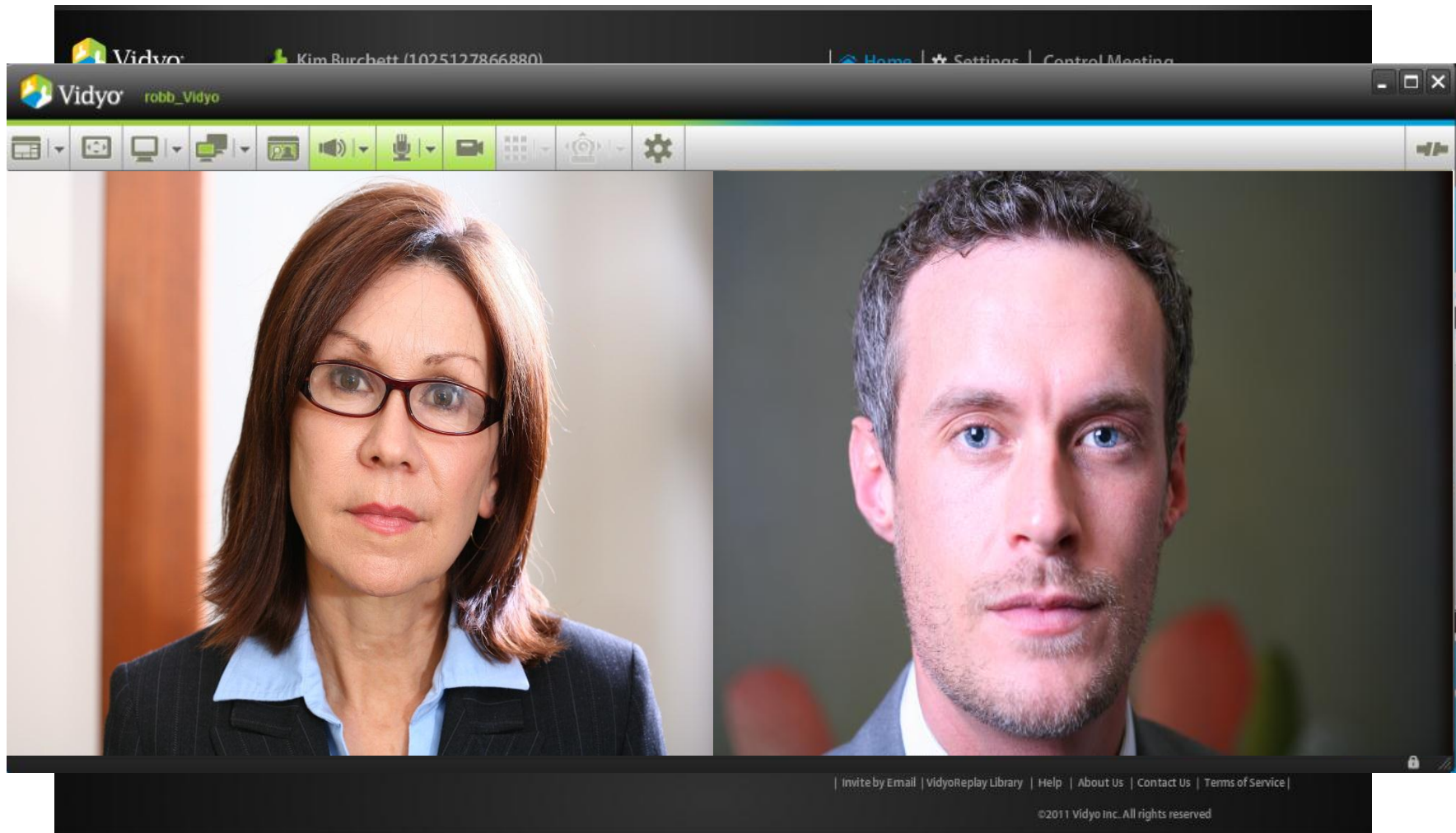


Offline — The user is not logged into the VidyoPortal. The Call Direct button is inactive. You cannot place a direct call to them, but you can join their room, depending on its status.

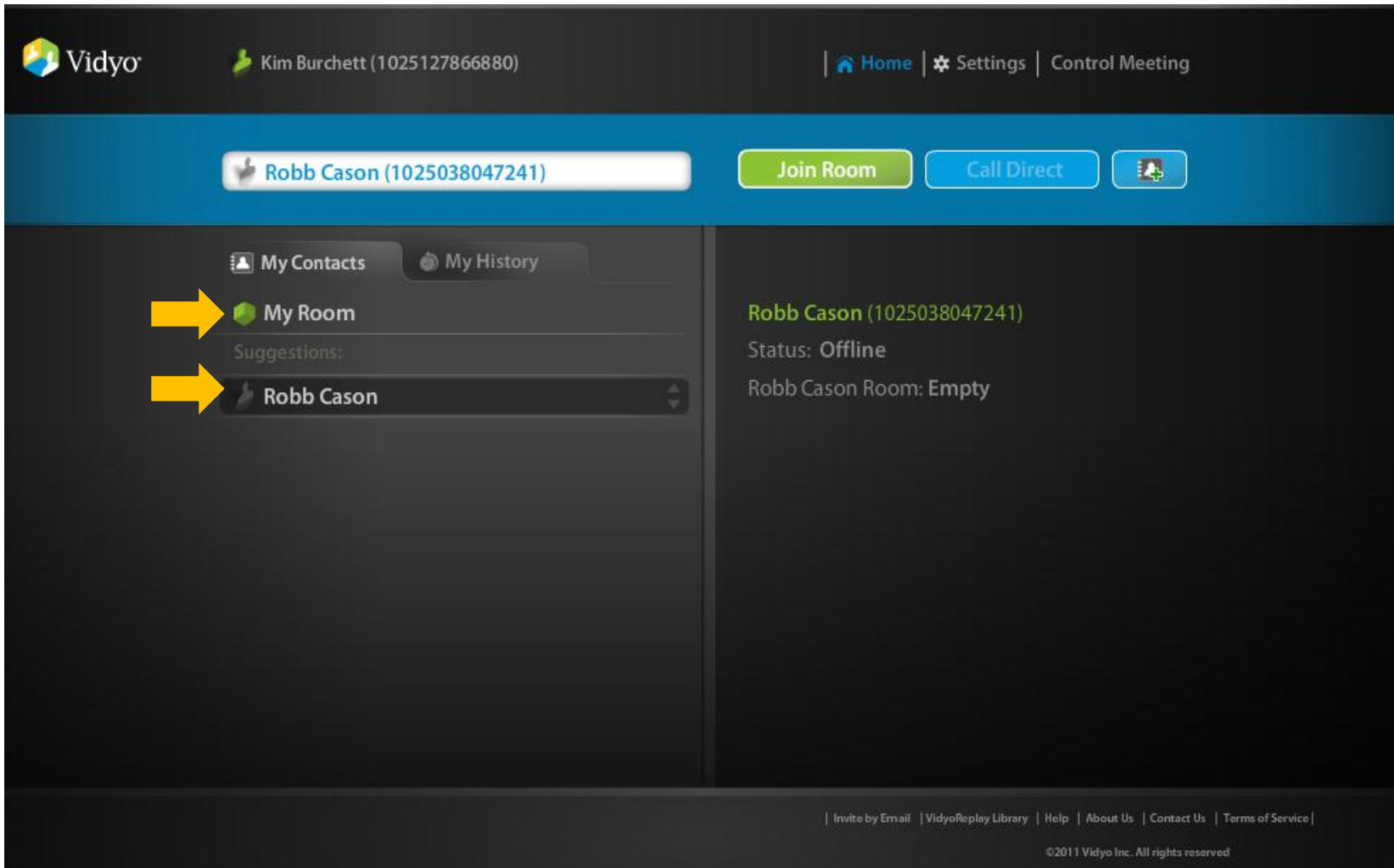


Legacy — This is a legacy endpoint user type. (A conferencing system that uses older technology or a landline or cell phone.)

Call Direct



Join Room



The screenshot displays the Vidyo web interface. At the top, the Vidyo logo is on the left, and the user's name 'Kim Burchett (1025127866880)' is in the center. On the right, there are links for 'Home', 'Settings', and 'Control Meeting'. Below this, a search bar contains 'Robb Cason (1025038047241)'. To the right of the search bar are three buttons: 'Join Room' (highlighted in green), 'Call Direct', and a button with a video camera icon. The main content area is divided into two columns. The left column has tabs for 'My Contacts' and 'My History'. Under 'My Contacts', there is a section 'My Room' with a green icon, and a 'Suggestions:' section below it. The 'Suggestions:' section lists 'Robb Cason' with a person icon, and two yellow arrows point to this entry. The right column displays information for 'Robb Cason (1025038047241)', including 'Status: Offline' and 'Robb Cason Room: Empty'. At the bottom, there is a footer with links: 'Invite by Email', 'VidyoReplay Library', 'Help', 'About Us', 'Contact Us', and 'Terms of Service'. Below these links is the copyright notice '©2011 Vidyo Inc. All rights reserved'.

Vidyo Kim Burchett (1025127866880) | Home | Settings | Control Meeting

Robb Cason (1025038047241) Join Room Call Direct

My Contacts My History

My Room

Suggestions:

Robb Cason

Robb Cason (1025038047241)
Status: Offline
Robb Cason Room: Empty

Invite by Email | VidyoReplay Library | Help | About Us | Contact Us | Terms of Service |

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Add/Delete Contact

Add Contact/Remove Contact



Add Contact



Delete Contacts

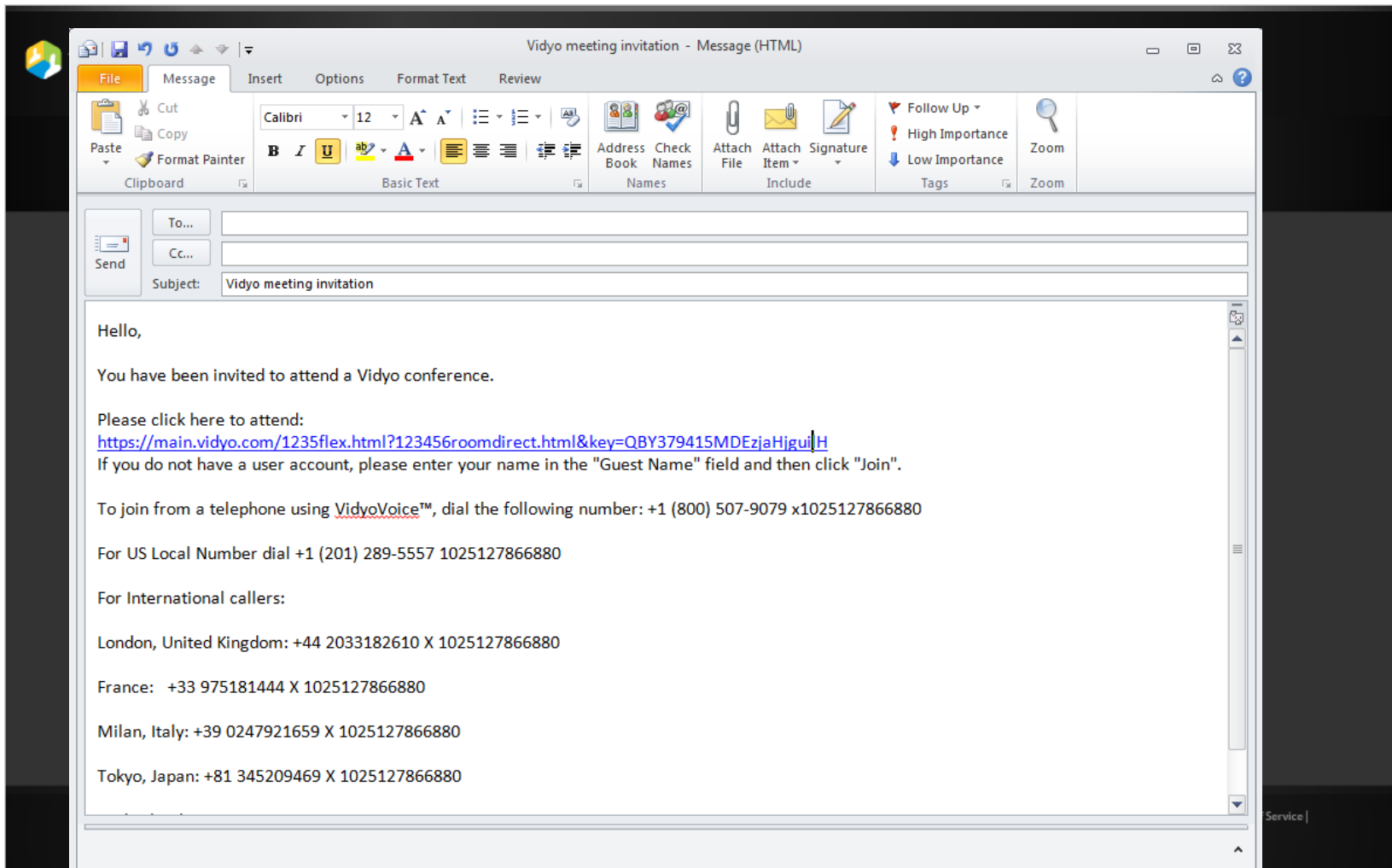
If you have contacts with whom you meet regularly, you can save them to your My Contacts list for easy selection. Here's how.

1. Search for the contact.
2. Click to select the contact.
3. Click the Add Contact button.

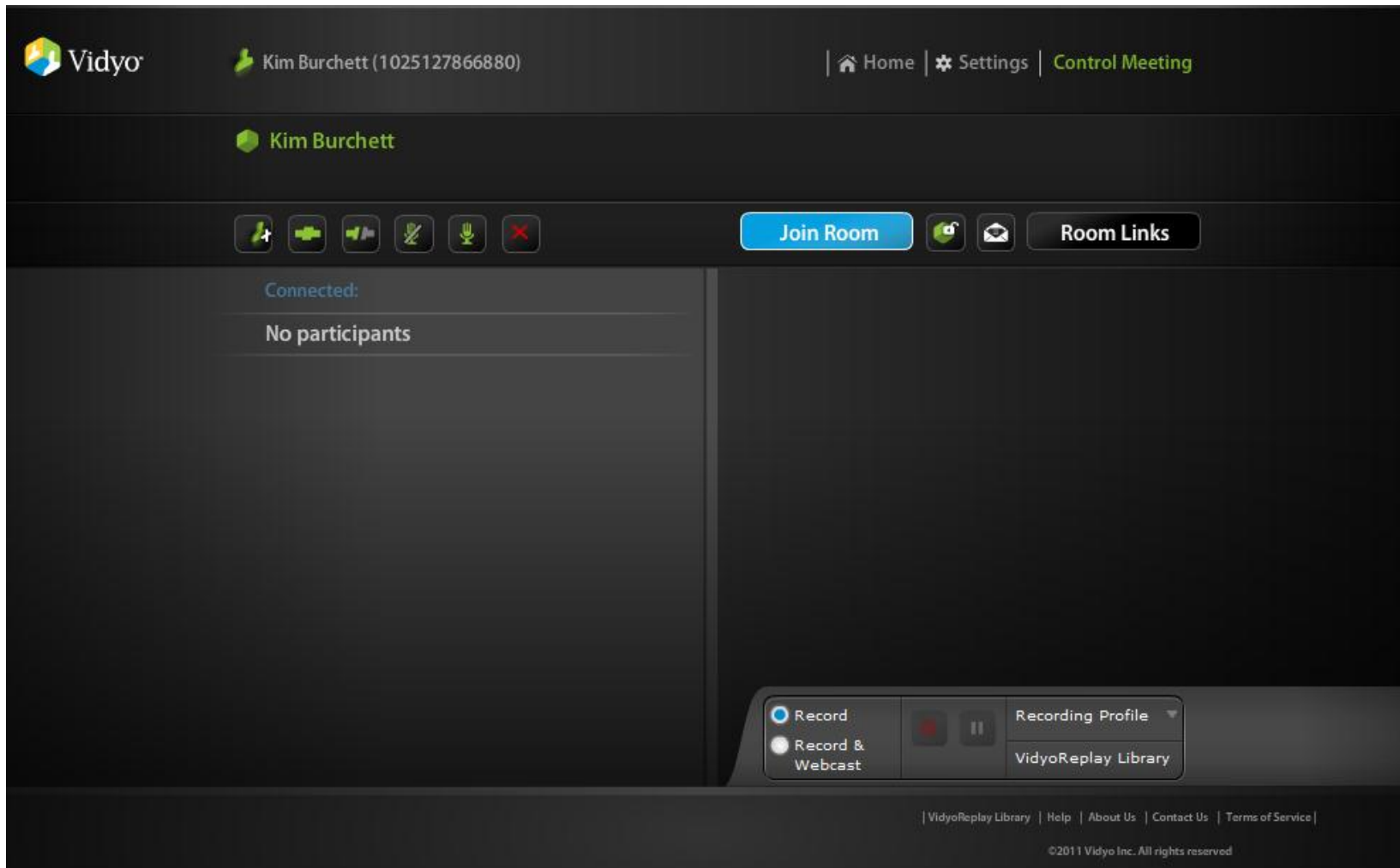
Your contact appears in alphabetical order on the home page under My Contacts.

If you have many contacts, you may need to scroll to view them all. You can remove a contact from My Contacts by selecting it and clicking the Remove Contact button.

Invite by Email

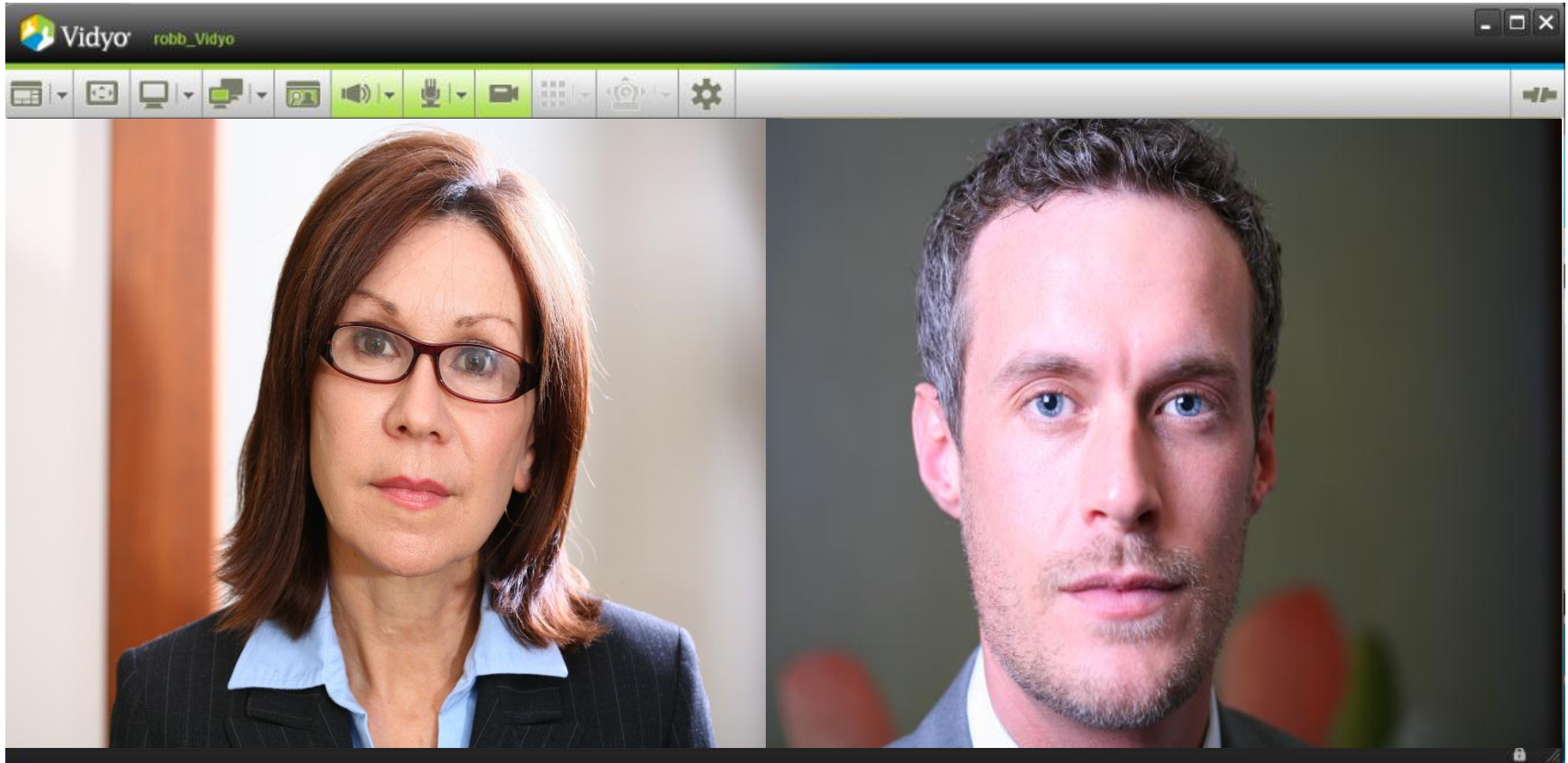


Control Meeting

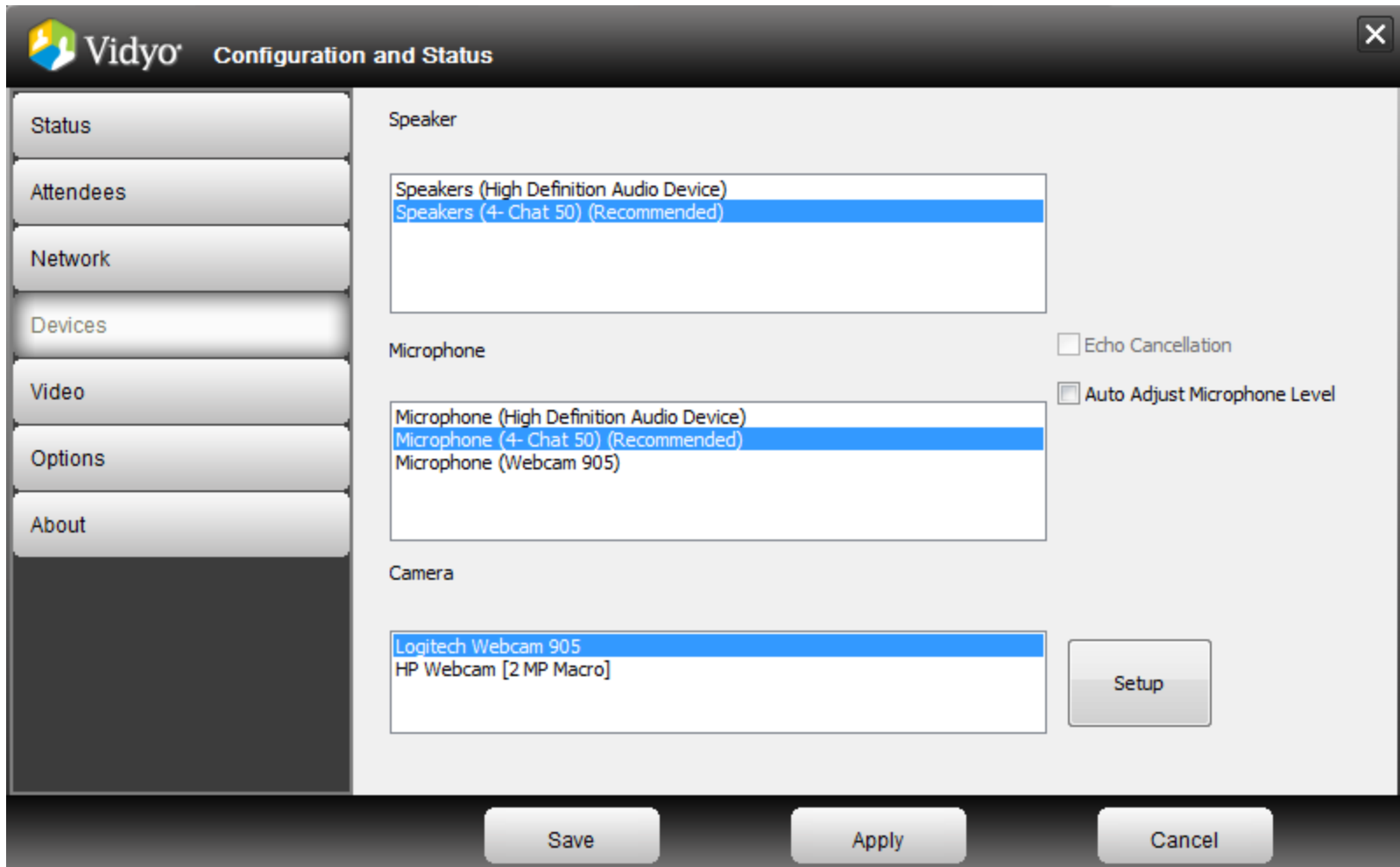


The screenshot displays the Vidyo Control Meeting interface. At the top, the Vidyo logo is on the left, followed by the user name 'Kim Burchett (1025127866880)'. Navigation links for 'Home', 'Settings', and 'Control Meeting' are on the right. Below this, the user's name 'Kim Burchett' is shown with a green status icon. A toolbar contains icons for adding participants, screen sharing, audio, video, and a red 'X' icon. A blue 'Join Room' button and a 'Room Links' button are also present. The main area is split into two panels: the left panel shows 'Connected:' and 'No participants'; the right panel is a large video feed area. At the bottom, there are recording controls: 'Record' (selected), 'Record & Webcast', a 'Recording Profile' dropdown menu, and a 'VidyoReplay Library' button. The footer includes links for 'VidyoReplay Library', 'Help', 'About Us', 'Contact Us', and 'Terms of Service', along with the copyright notice '©2011 Vidyo Inc. All rights reserved.'

Launching the VidyoDesktop



Selecting Devices



The image shows a screenshot of the Vidyo Configuration and Status window. The window has a dark grey title bar with the Vidyo logo and the text "Configuration and Status". On the left side, there is a vertical sidebar with buttons for "Status", "Attendees", "Network", "Devices", "Video", "Options", and "About". The "Devices" button is currently selected. The main area of the window is divided into three sections: "Speaker", "Microphone", and "Camera". Each section has a list box for selecting a device. In the "Speaker" section, the list box contains "Speakers (High Definition Audio Device)" and "Speakers (4- Chat 50) (Recommended)", with the latter selected. In the "Microphone" section, the list box contains "Microphone (High Definition Audio Device)", "Microphone (4- Chat 50) (Recommended)", and "Microphone (Webcam 905)", with the middle option selected. To the right of the "Microphone" list box are two checkboxes: "Echo Cancellation" and "Auto Adjust Microphone Level", both of which are unchecked. In the "Camera" section, the list box contains "Logitech Webcam 905" and "HP Webcam [2 MP Macro]", with the top option selected. A "Setup" button is located to the right of the "Camera" list box. At the bottom of the window, there are three buttons: "Save", "Apply", and "Cancel".

Vidyo Configuration and Status

Speaker

- Speakers (High Definition Audio Device)
- Speakers (4- Chat 50) (Recommended)

Microphone

- Microphone (High Definition Audio Device)
- Microphone (4- Chat 50) (Recommended)
- Microphone (Webcam 905)

☐ Echo Cancellation

☐ Auto Adjust Microphone Level

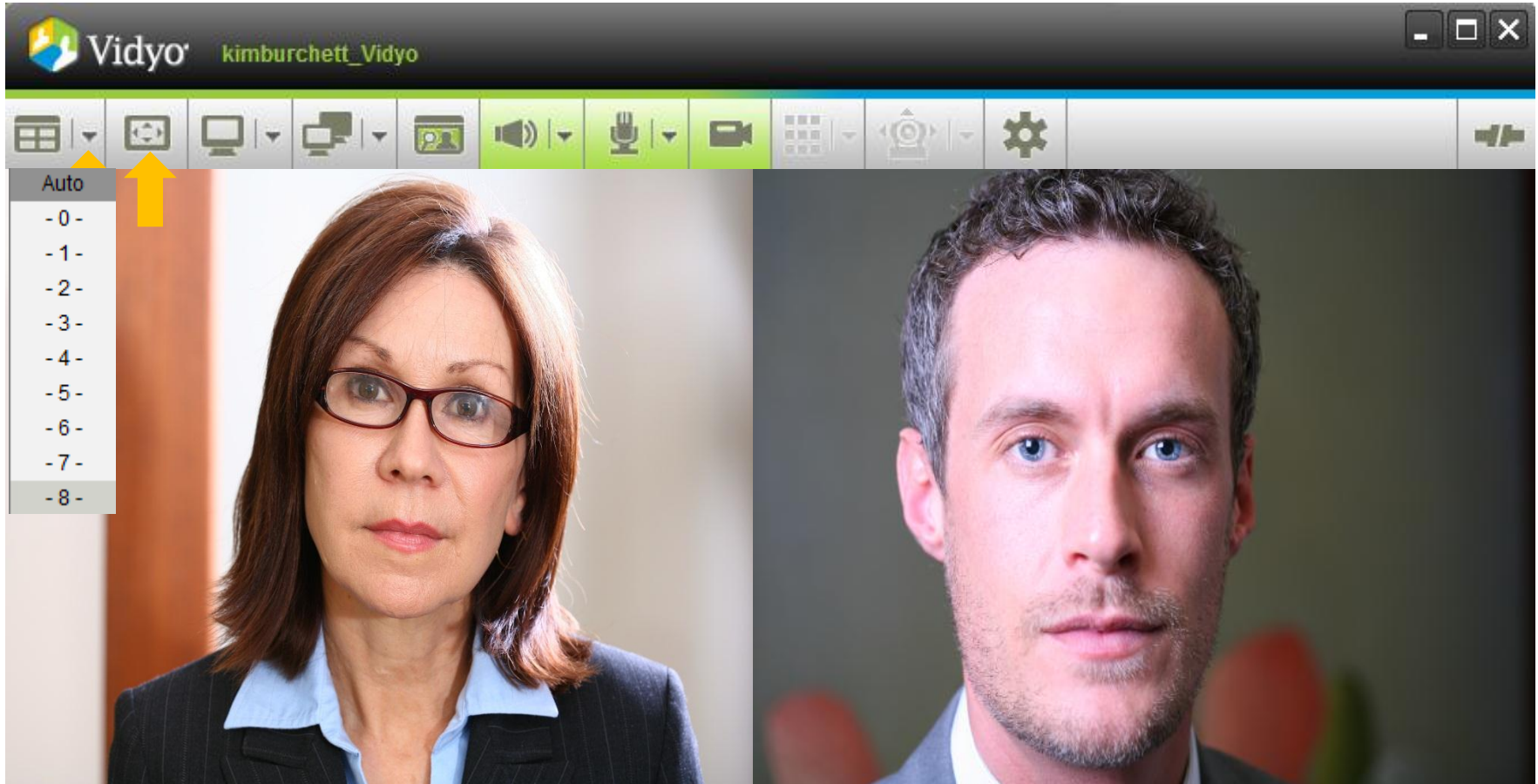
Camera

- Logitech Webcam 905
- HP Webcam [2 MP Macro]

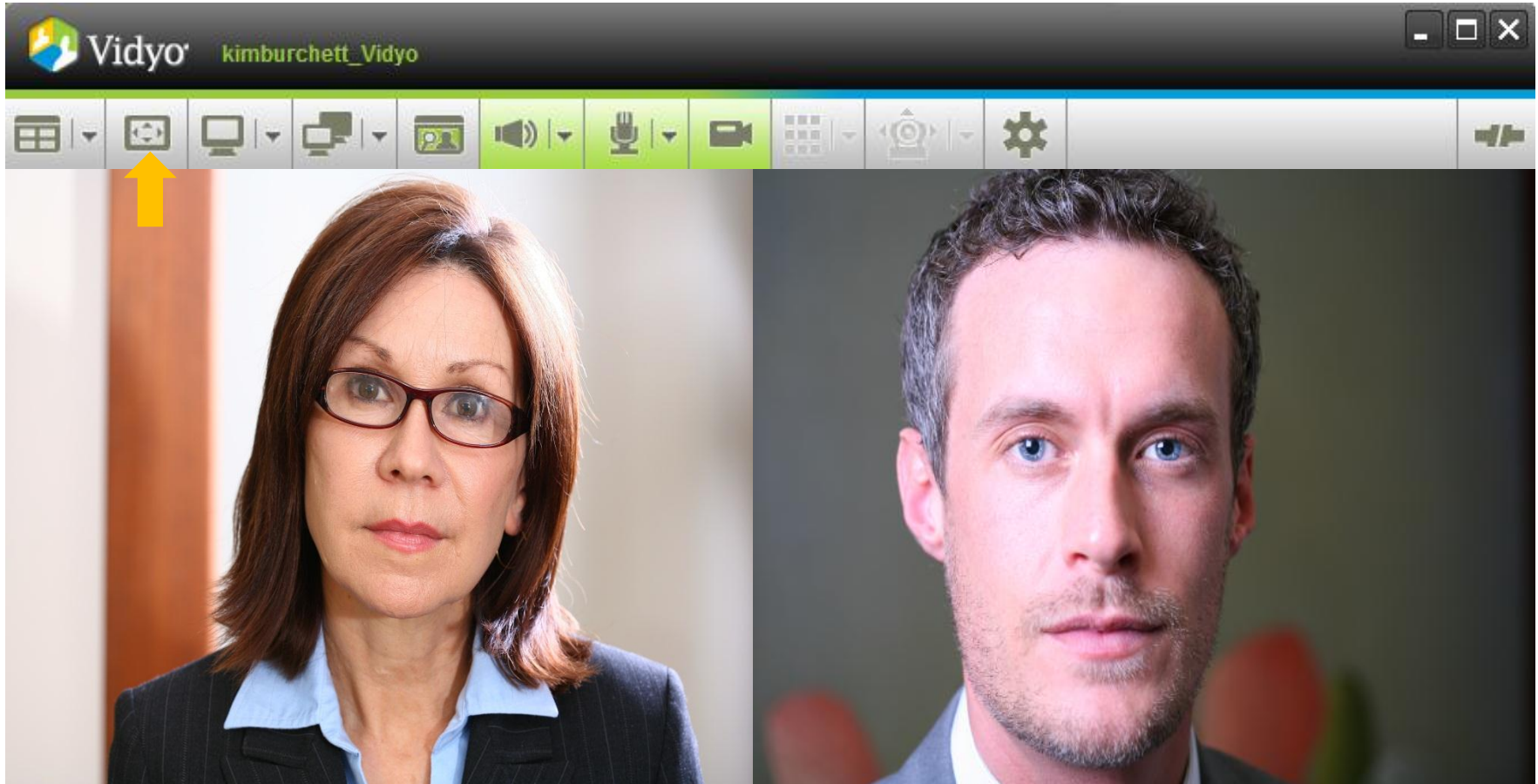
Setup

Save **Apply** **Cancel**

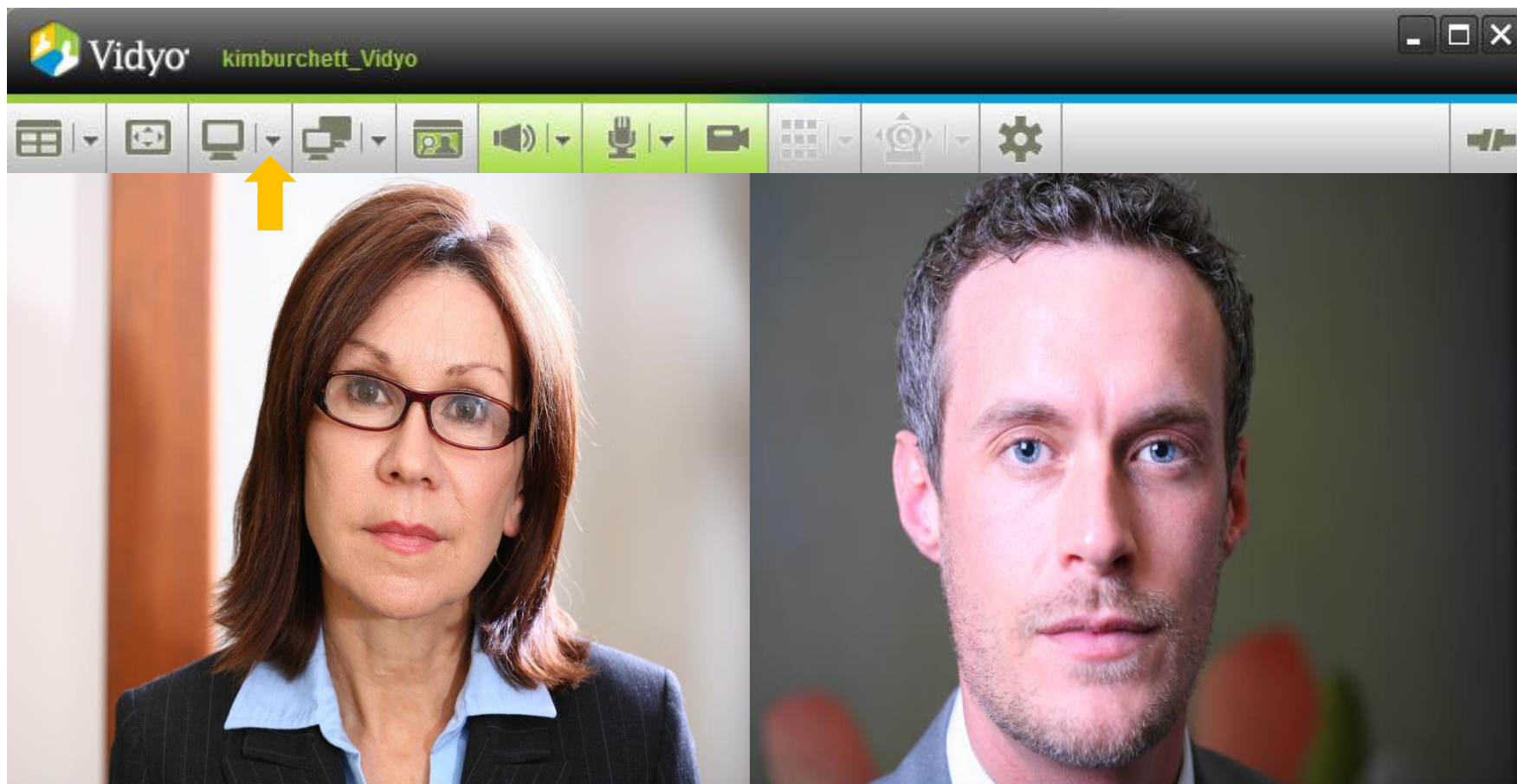
VidyoDesktop - Layout



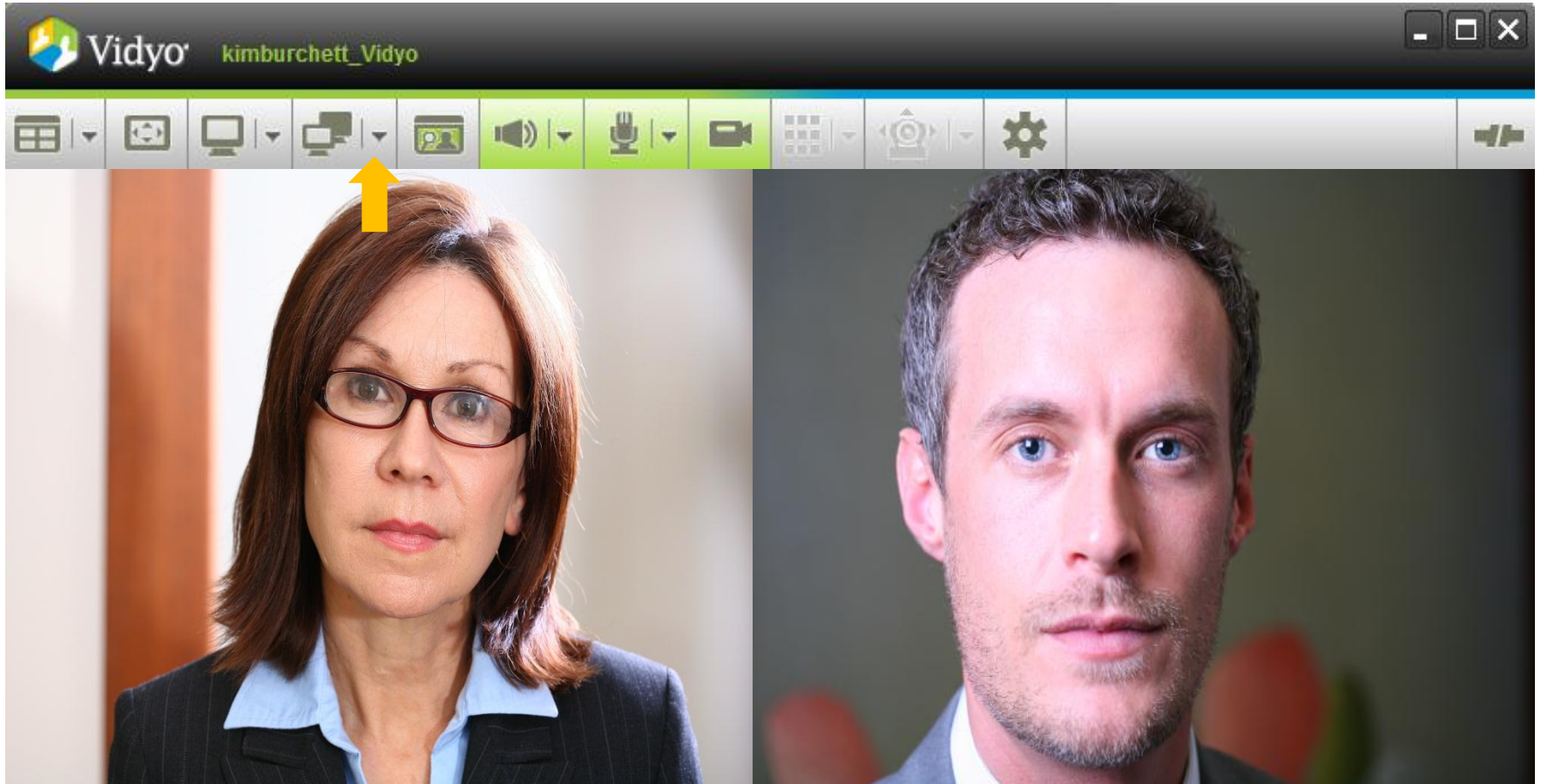
VidyoDesktop – Full Screen



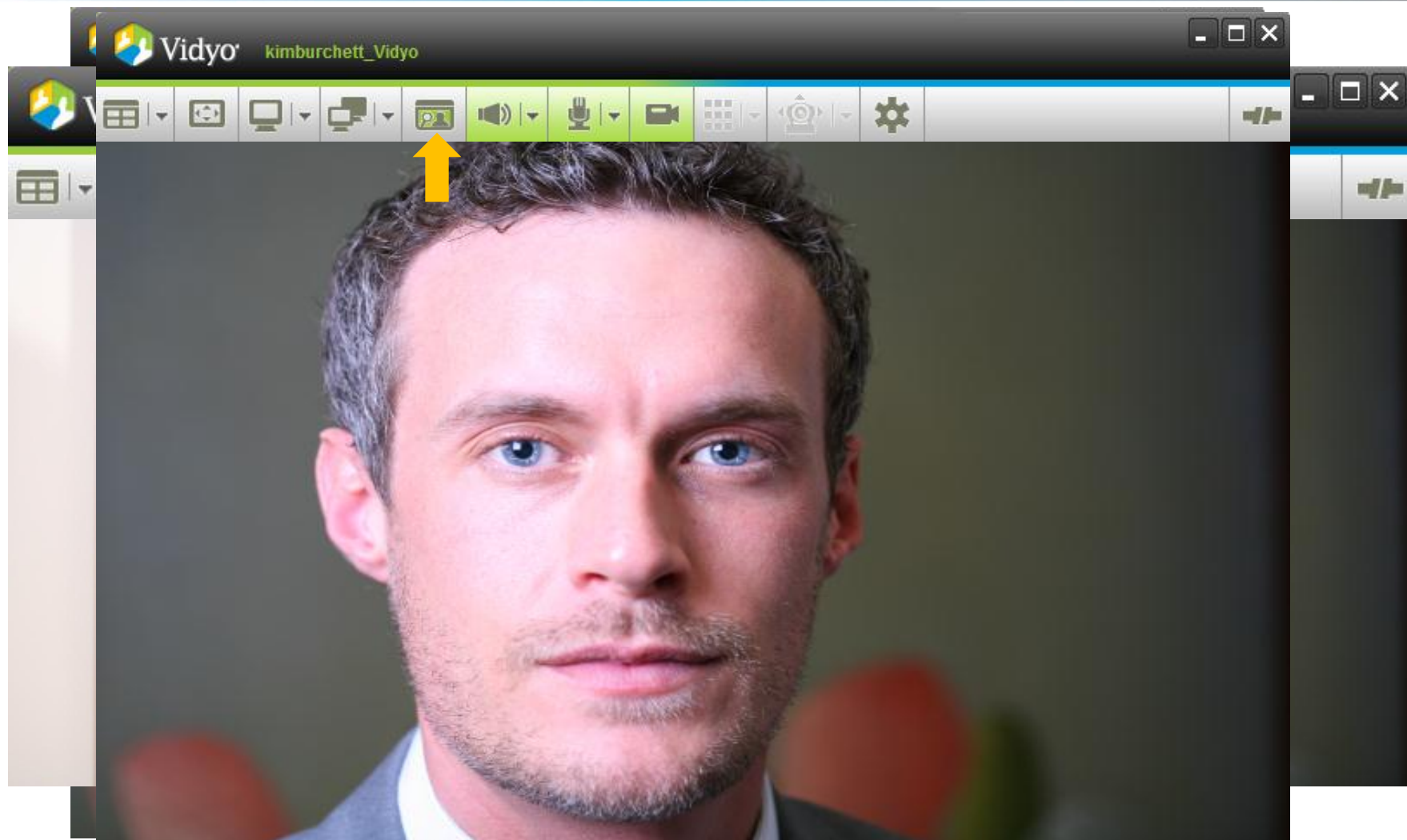
VidyoDesktop – Share Screen



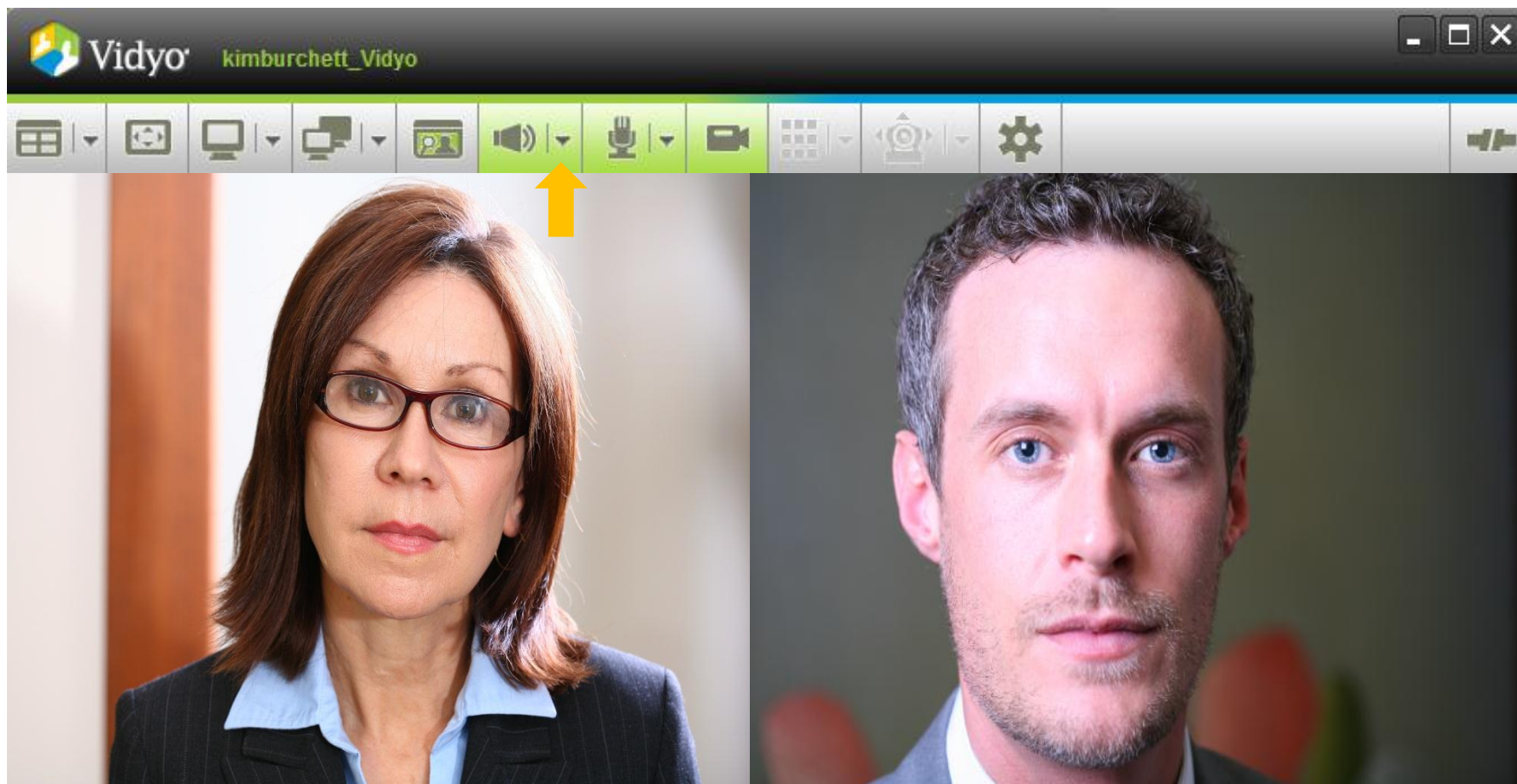
VidyoDesktop - Toggle



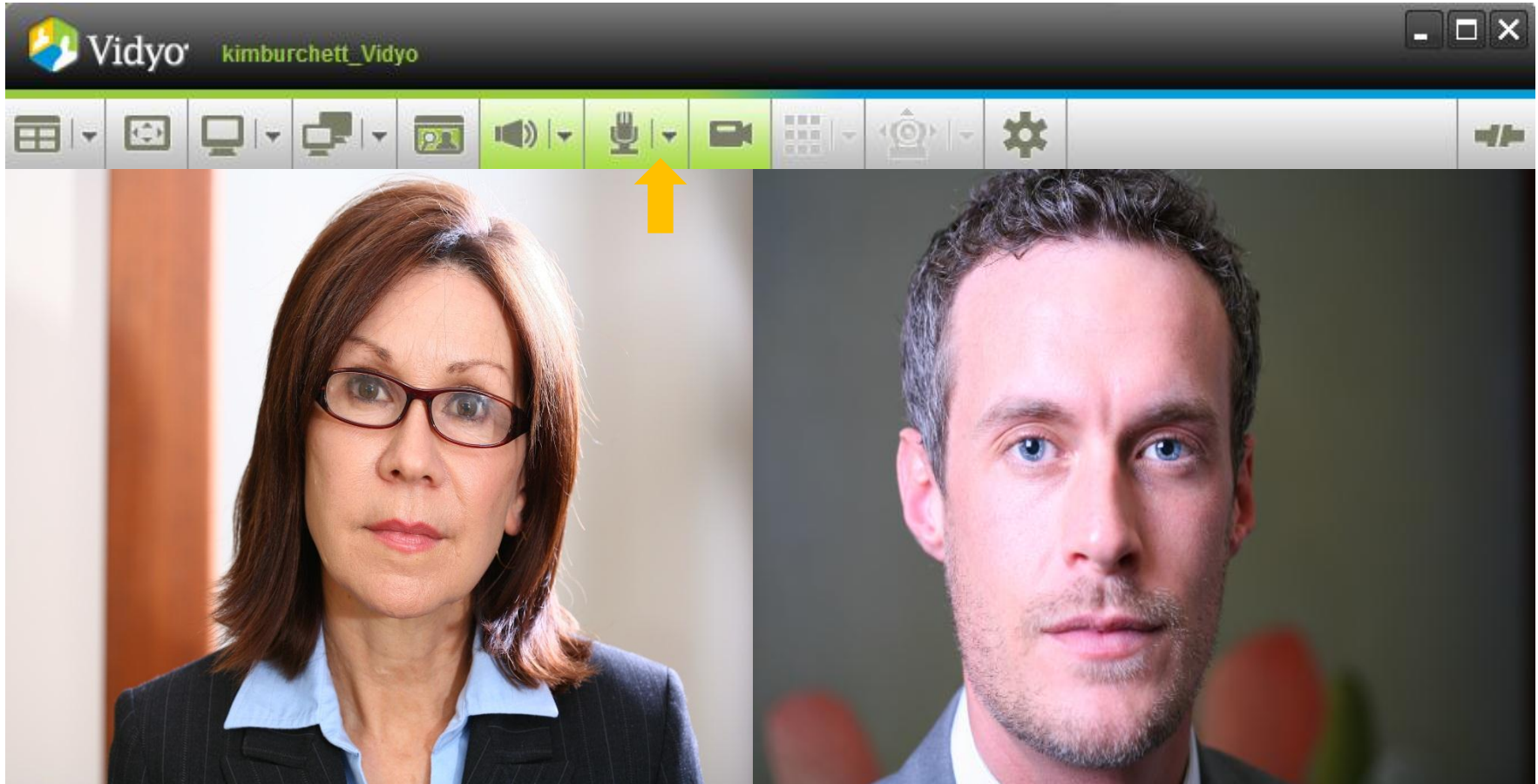
VidyoDesktop – Self-View



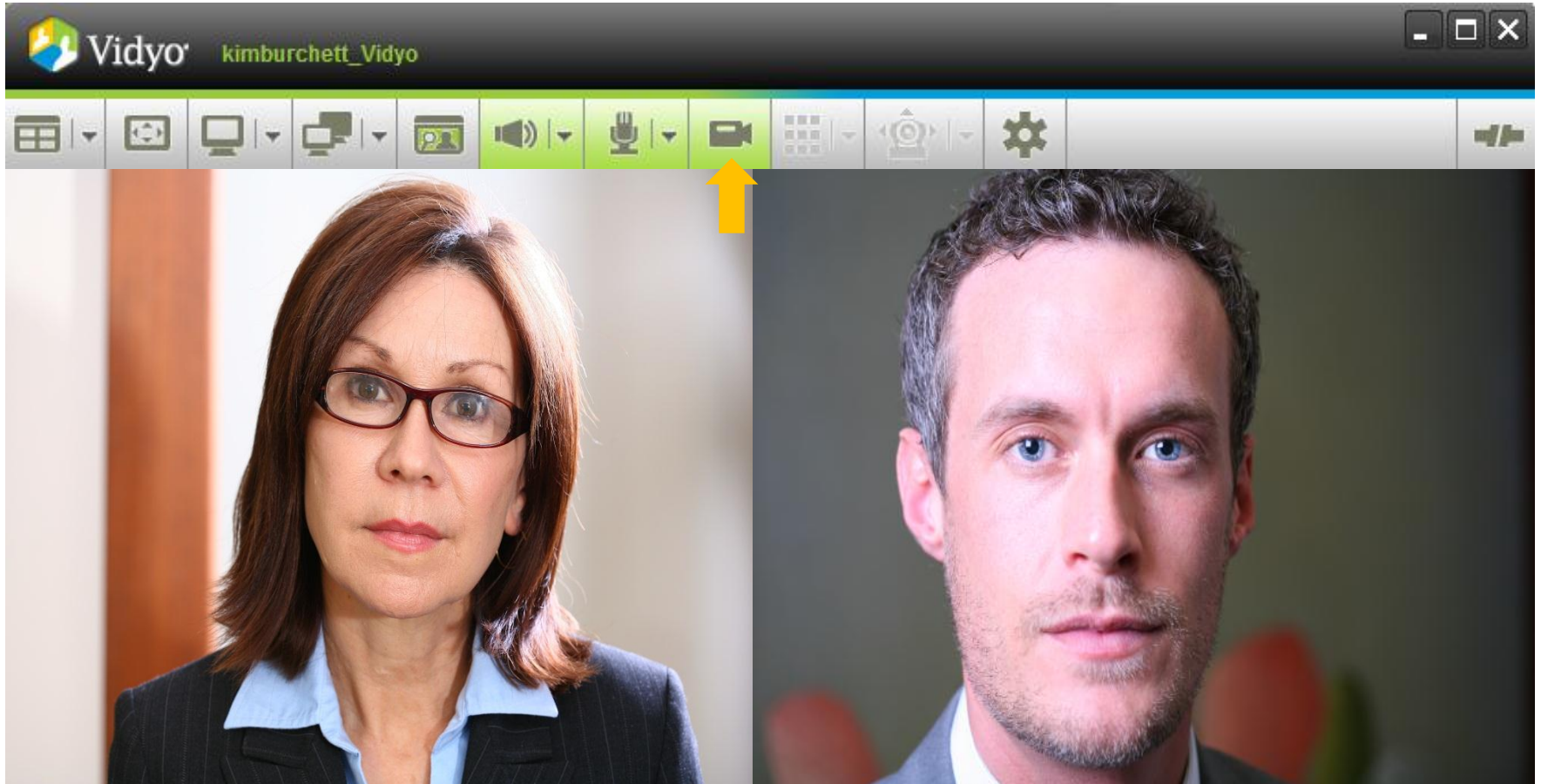
VidyoDesktop – Volume



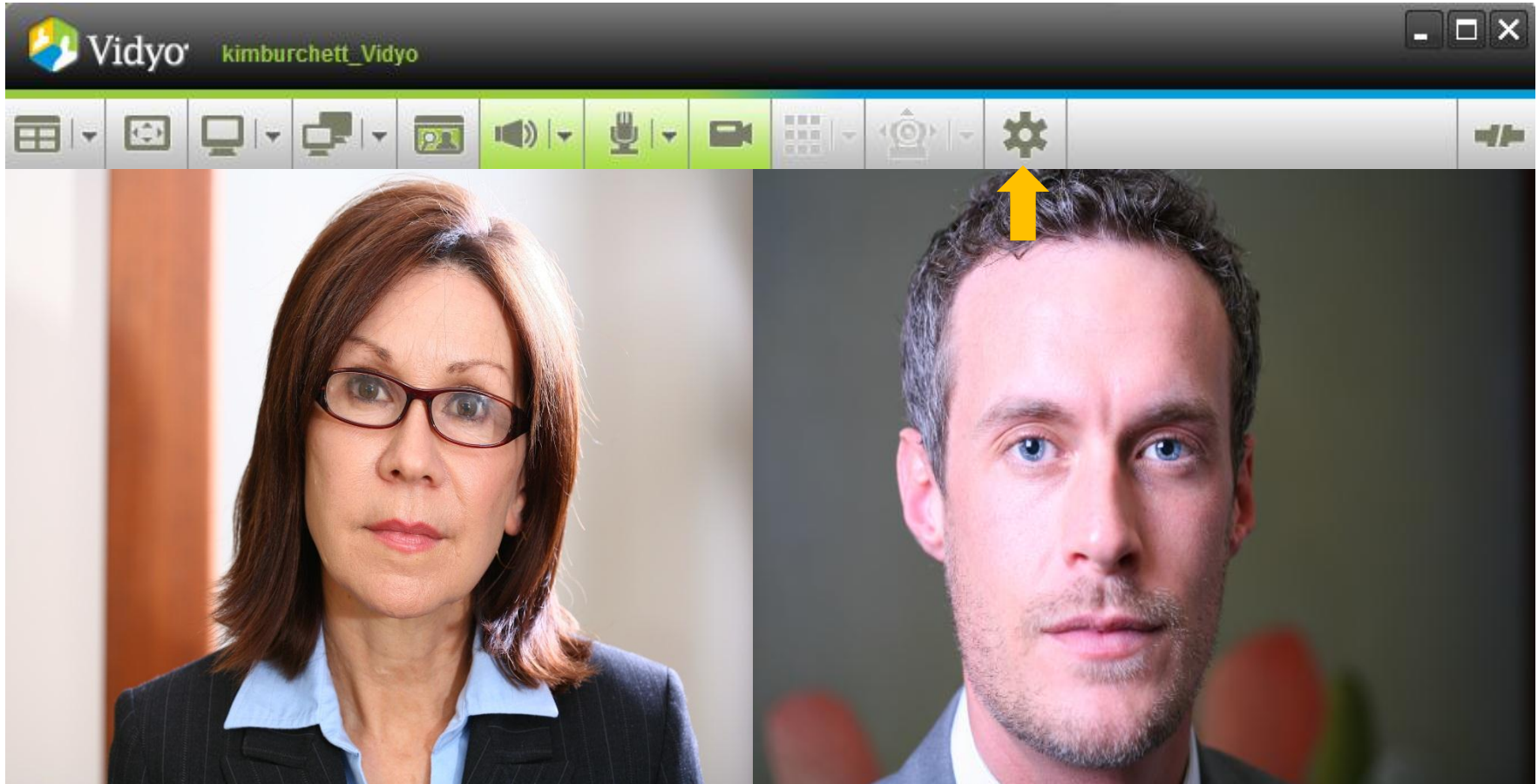
VidyoDesktop – Microphone



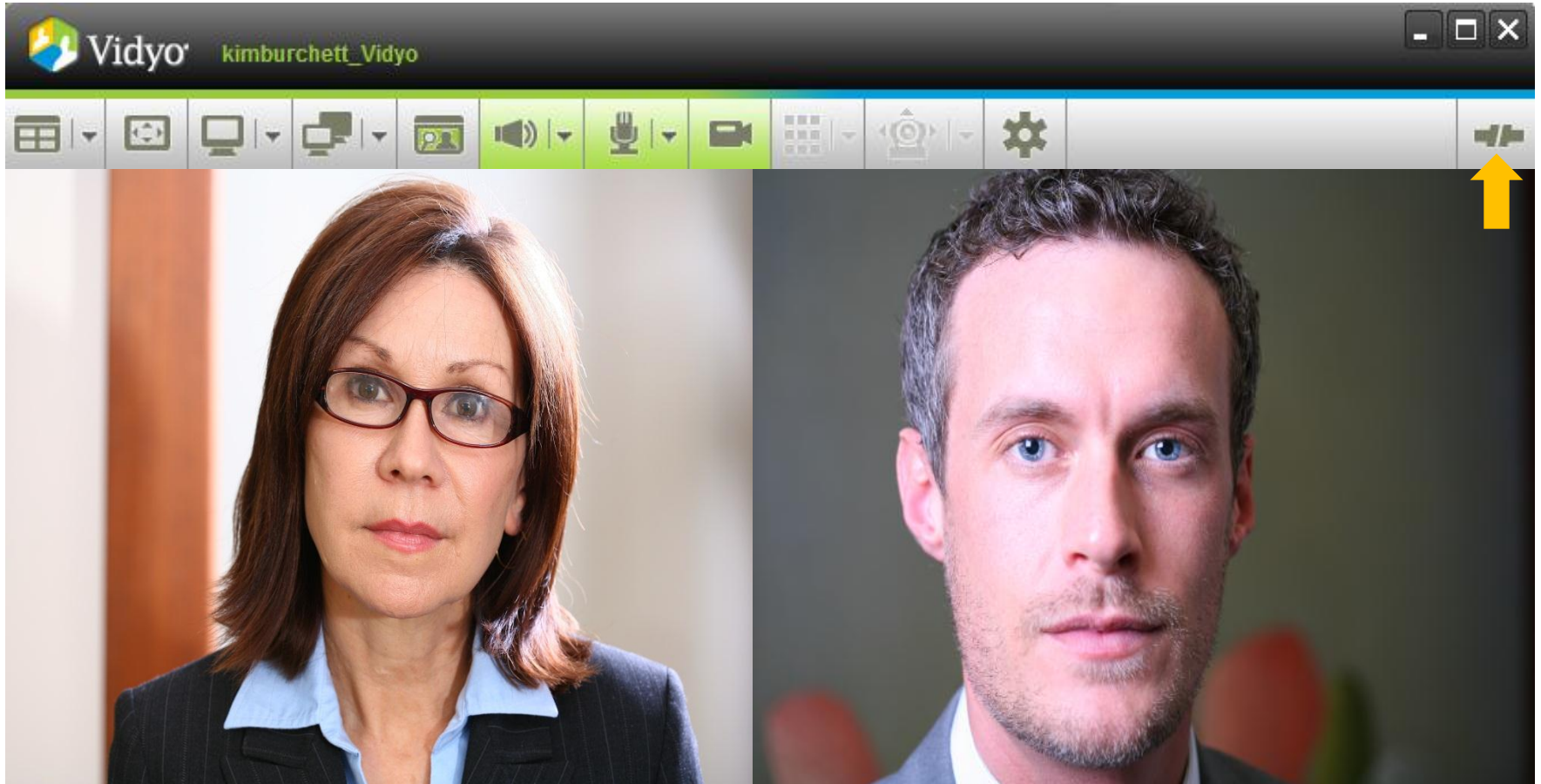
VidyoDesktop – Privacy



VidyoDesktop – Configuration



VidyoDesktop – Disconnect



Best Practices

- Use a wired network connection when possible and disable wireless
- Use recommended audio/video devices to prevent echo and other audio/video issues
- Plug each device (camera, microphone etc.) directly into one of your computer's USB ports whenever possible rather than a USB hub (whether it's one you added to your computer, is built into your flat panel monitor or is built into your laptop's docking station)
- If you're using a laptop avoid running on battery—it reduces performance and video quality
- If your computer has a Power Plan (All Windows and Mac laptops do) choose "High Performance"
- Make sure you have the latest drivers (like your DirectX video driver if you're a Windows user) for the devices you use during VidyoConferencing (camera, microphone etc.)



Questions??

