<u>Vidyo Desktop Client Quickguide</u>

Note: To be able to login, you will need an account on your tenant. If you do not have an account, please contact your tenant's admin. If you do not know who your tenant's admin is, please contact vidyo@asu.edu.
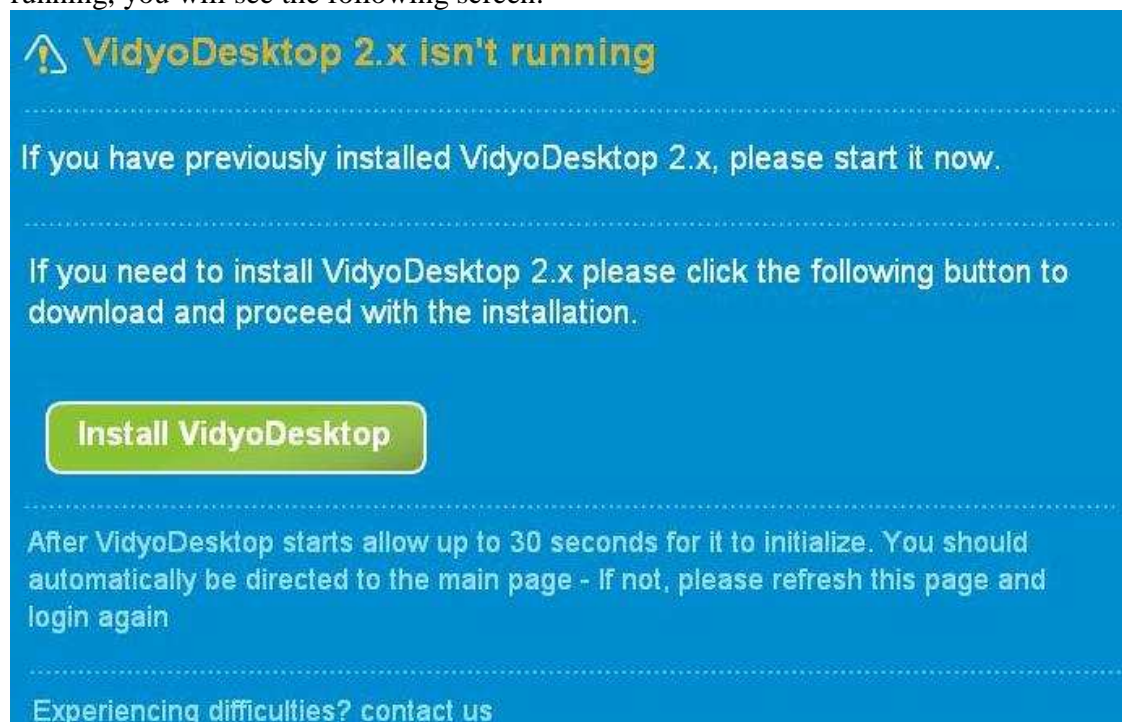
1.) **Initial login**

To login to your portal go to [tenant name].vidyo.asu.edu – if you do not know   the name of your tenant contact your tenant admin or vidyo@asu.edu.

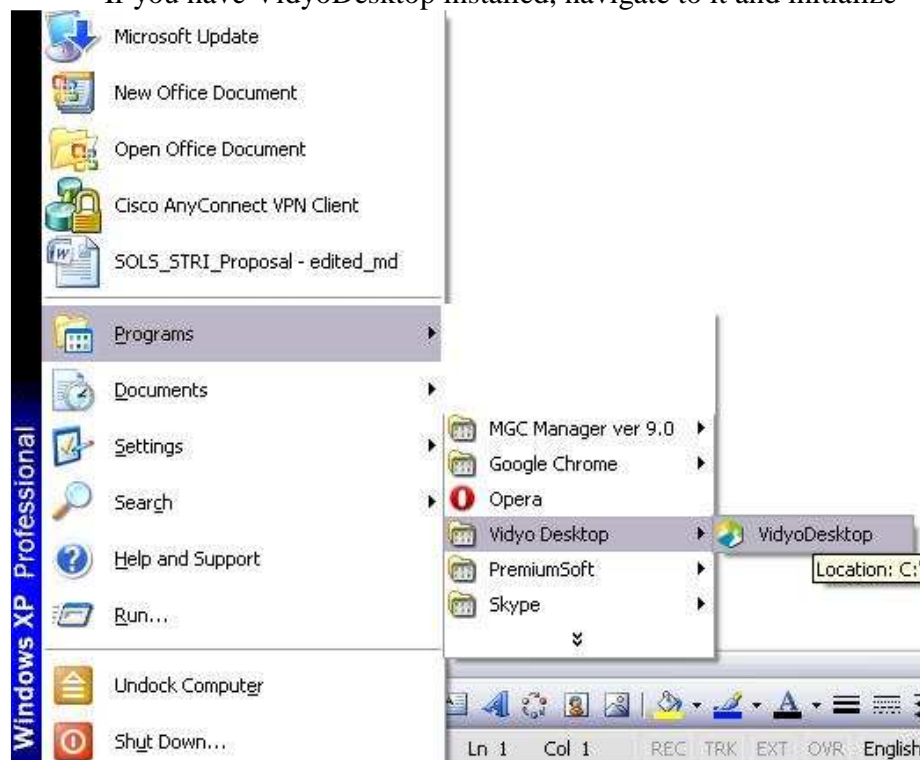Enter your user name and password and hit 'Log In'.

If you have not installed Vidyo on this computer before OR if VidyoDesktop is   not running, you will see the following screen:

⚠ **VidyoDesktop 2.x isn't running**

If you have previously installed VidyoDesktop 2.x, please start it now.

If you need to install VidyoDesktop 2.x please click the following button to download and proceed with the installation.

Install VidyoDesktop

After VidyoDesktop starts allow up to 30 seconds for it to initialize. You should automatically be directed to the main page - If not, please refresh this page and login again

Experiencing difficulties? contact us

If you have VidyoDesktop installed, navigate to it and initialize

Microsoft Update
New Office Document
Open Office Document
Cisco AnyConnect VPN Client
SOLS_STRI_Proposal - edited_md

Programs ▶
Documents ▶
Settings ▶
Search ▶
Help and Support
Run...
Undock Computer
Shut Down...

MGC Manager ver 9.0 ▶
Google Chrome ▶
Opera ▶
Vidyo Desktop ▶   VidyoDesktop
PremiumSoft ▶   Location: C:\
Skip ▶
﹀

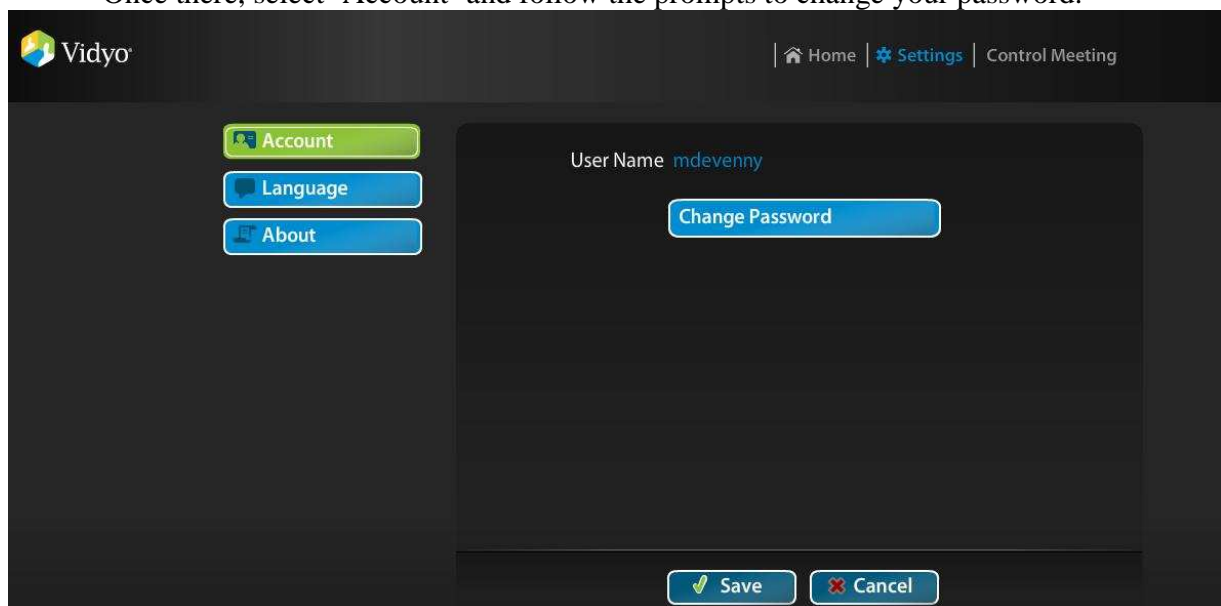Ln 1   Col 1   REC TRK EXT OVR English

Otherwise, download and run the VidyoDesktop Client.

2.) **Change Password**

If you still have the default password assigned to you from your tenant admin, now is the time to change it. From your portal's home page, select 'Settings'
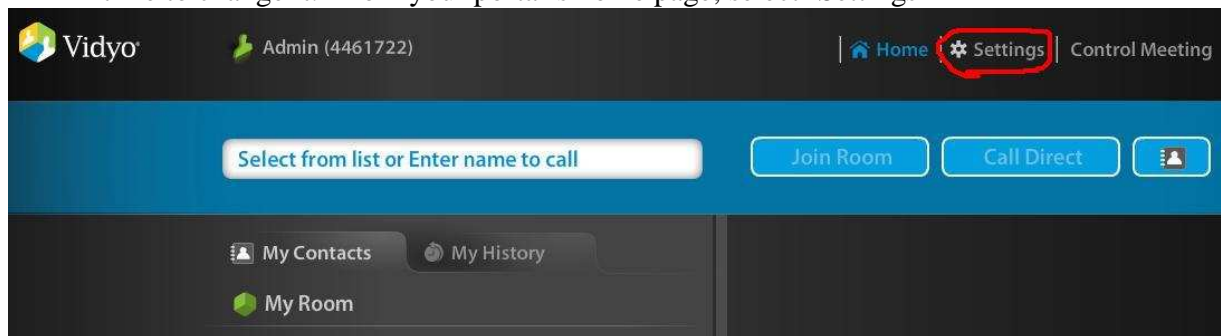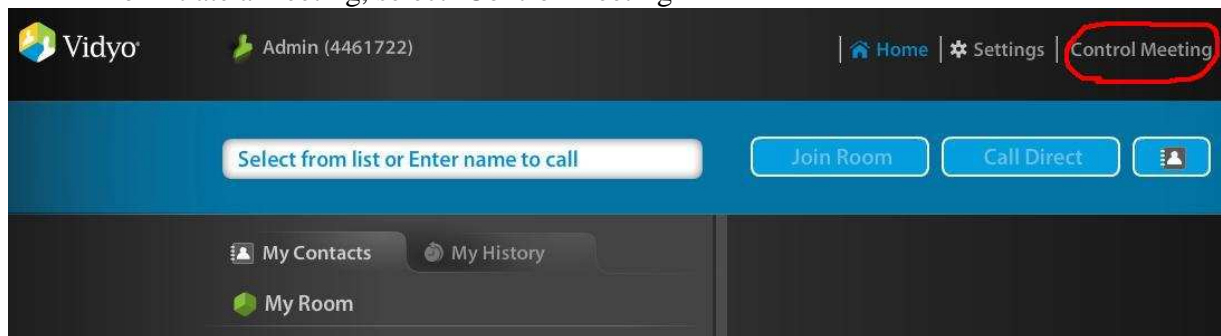

Once there, select 'Account' and follow the prompts to change your password.
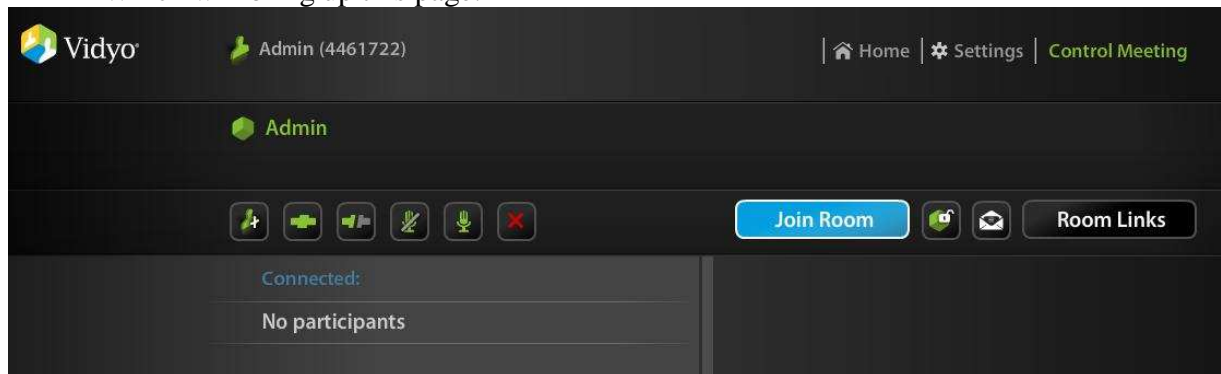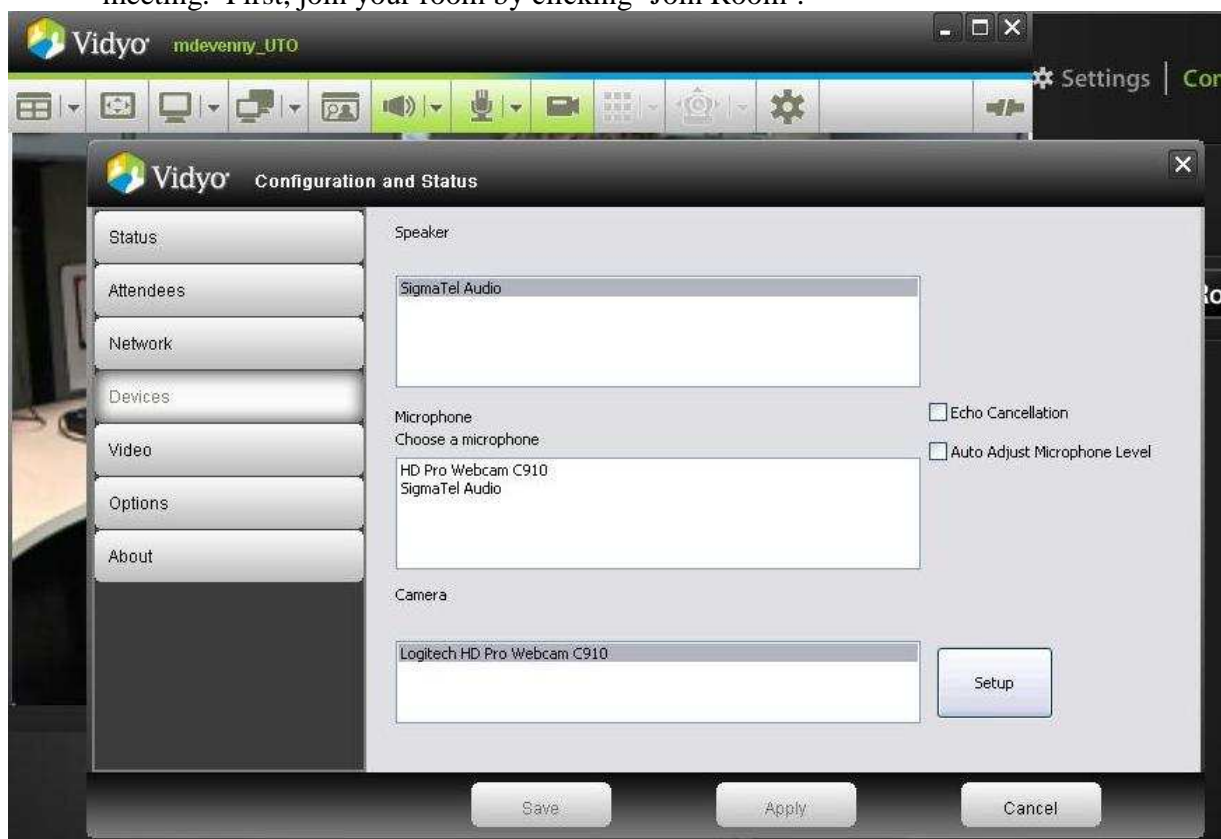
3.) **Starting a Meeting**

To initiate a meeting, select 'Control Meeting'

Which will bring up this page:

From here, you can add participants to your room, invite users by email, and join your meeting. First, join your room by clicking 'Join Room'.

This should pull up the configuration screen which allows you to tell Vidyo which devices to use for a camera, speakers, and microphone. Once you have made these selections, hit 'Save' and close the configuration window. It is generally advised **NOT** to enable 'echo cancellation' or 'auto adjust microphone level'.

4.) **Meeting Setup**

The gray bar along the top of your Vidyo window allows you to control your meeting experience as you see fit.

Change screen layout - clicking on the drop down arrow allows you to select how many participants you see at once. Clicking on the icon itself allows you to toggle between equal window space for all and one 'main speaker' with smaller windows for everyone else

Full Screen Mode – hit 'esc' to return to windowed mode

Share an application - clicking on the drop down arrow allows you to choose which application you would like to share. Clicking this icon whilst sharing will stop sharing the application.

Toggle between shared windows - clicking the drop down arrow allows you to choose which shared window you want to view

Self view - toggle between on/off/picture-in-picture

Speaker volume - clicking the drop down arrow pulls up a slide bar allowing you to adjust the volume. Clicking the icon will turn it red and mute your speakers so you do not hear the other participants.

Microphone volume - clicking the drop down arrow pulls up a slide bar allowing you to adjust your microphone's level. Clicking the icon will turn it red and mute your microphone so that others in the meeting do not hear you.

Camera mute - clicking the icon will turn it red and your camera off so other participants do not see you. You will continue to see and hear other participants.

Dialpad - for calls to legacy and voice (telephone) endpoints – not enabled
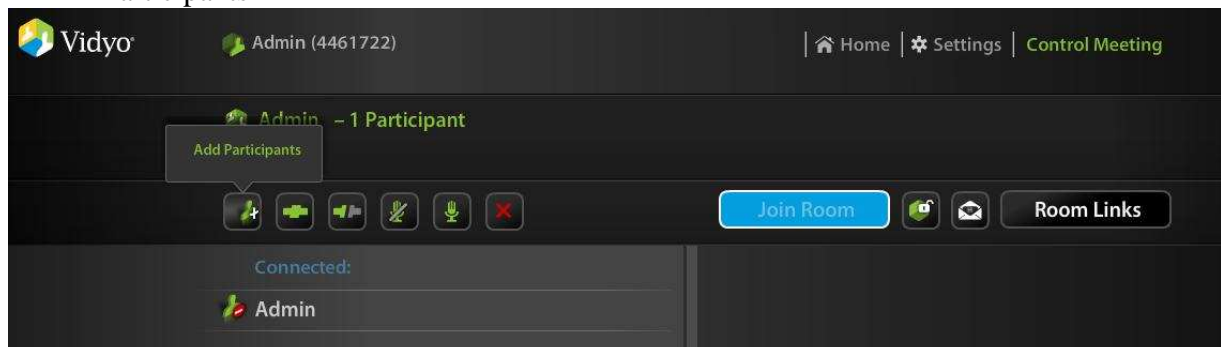
Far End Camera Control (FECC) - allows you to control a remote camera if the camera's setup allows it

Configuration

5.) **Meeting control and adding participants**

To add people to your meeting, go back to the 'Control Meeting' screen and select 'Add Participants'


Here you can search for people to add to your meeting. 'Connect' will call that person immediately, 'Add' puts them on a list to be connected when you see fit. Here we'll use the add function. Once you have your participants selected and added, hit 'done'.
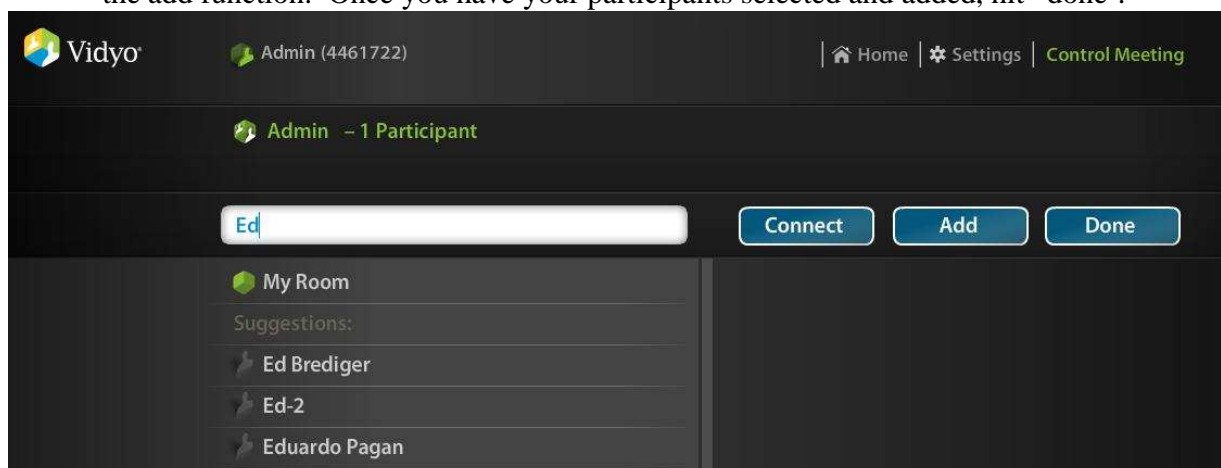
Now we can see the people that are connected and the ones that we've added to be called later. To call those people one at a time, hover over their name and click the green 'connect' button. To add them all at once, hit the 'Connect All' button (next to the 'Add Participants' icon)
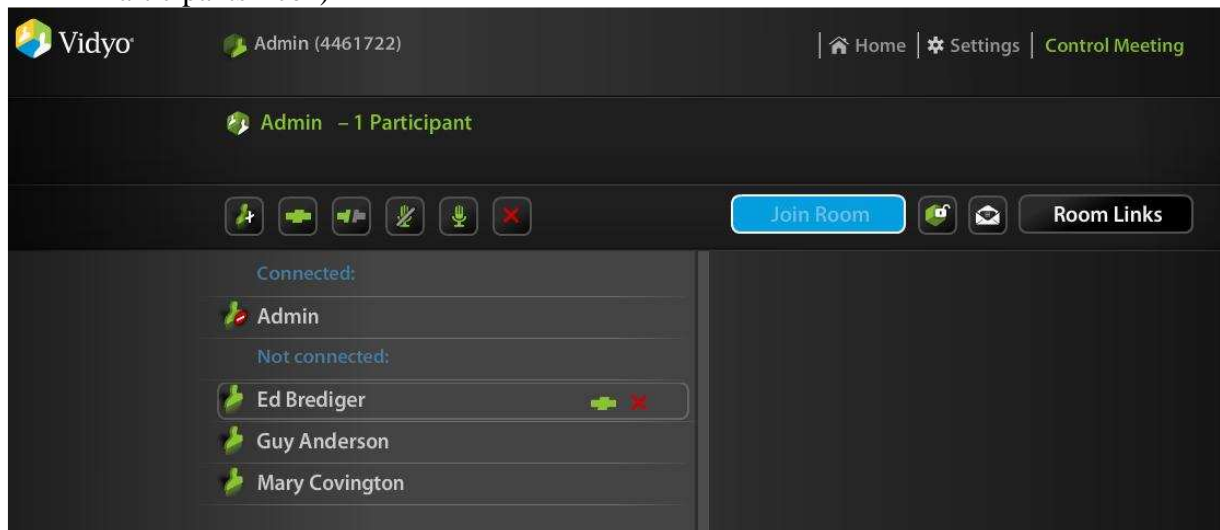
Once users are connected, the room owner can control whether the rest of the group can see or hear them. To mute the microphone or camera of a user, hover over their name to pull up the control icons.
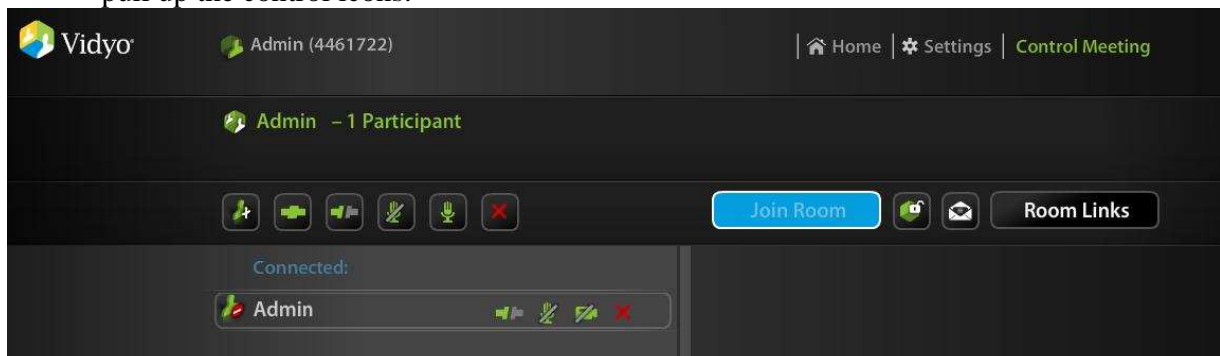
Muting a device will cause the icon to go gray. And will appear muted on the user's screen. Hitting the red X will disconnect a user from the meeting.