

VidyoConnect™ for Meeting Organizers









Required: Computer, camera, microphone, speakers, and an internet connection.

Recommended: A wired network connection and an external audio device like a headset.

First-time users: [DOWNLOAD](#) VidyoConnect from your organization's portal URL.

GET READY

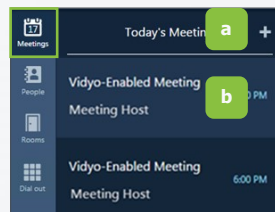
1. Enter your portal URL (domain.vidyocloud.com). Click **Continue** and enter your username and password.
2. If prompted, read and accept Vidyo's **User Terms & Conditions** and **Privacy Policy**.
3. Access settings and account information from the top right of the screen:

 <h3>General</h3> <ul style="list-style-type: none"> • Select language • Enable/disable auto-answer, auto-launch, and notifications 	 <h3>Audio/Video</h3> <ul style="list-style-type: none"> • Select microphone, camera, and speaker • Enable/disable remote camera control • Select ringing/notification device 	 <h3>Account</h3> <ul style="list-style-type: none"> • View account information • Sign out of VidyoConnect
 <h3>Integrations</h3> <p>Enable/disable integrations available to your organization</p>	 <h3>About</h3> <p>View VidyoConnect version information and details</p>	 <h3>Help</h3> <p>Generate logs to assist with troubleshooting</p>

GET SET

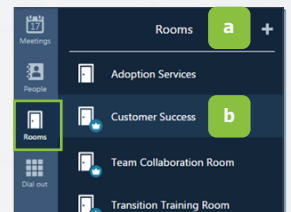
Meetings

- a. Click the + to schedule a Vidyo meeting
- b. Join Vidyo meetings (Calendar integration required)*



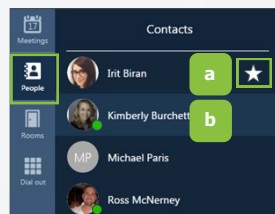
Rooms

- a. Click the + to create rooms. (Delete to add more)**
- b. Click your rooms to:
 - Schedule & join
 - Adjust settings, and create access codes and moderator PINs



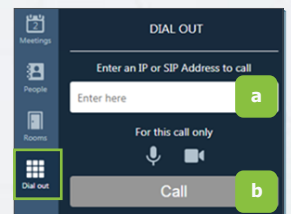
People

- a. Build a contact list
- b. Click a contact's name to:
 - Place **Direct Calls**
 - **Schedule** meetings
 - Access contact information



Dial out** (Connect with non-Vidyo conference systems):

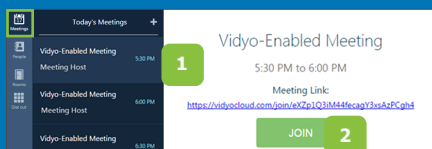
- a. Enter the IP/SIP address of the conference system
- b. Click the **Call** button



GO!

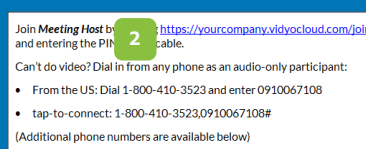
Join via Integrated Calendar:*

1. Select the desired meeting
2. Adjust devices and click **Join**



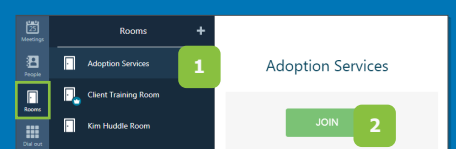
Join via your Calendar:

1. Log into VidyoConnect
2. Click the room link



Join via a Room:

1. Select the appropriate room
2. Adjust devices and click **Join**



*Available for Exchange or Google calendar clients

** Not available for all VidyoConnect deployments

MEET

- Participant list (call controls)

- Copy room link*

- Settings

- Disconnect

- Change layout

- Click to mute (Right click/change)#

- Click to mute (Right click/change)

- Self-view (Hover over to enlarge)

- Click to mute (Right click/change)

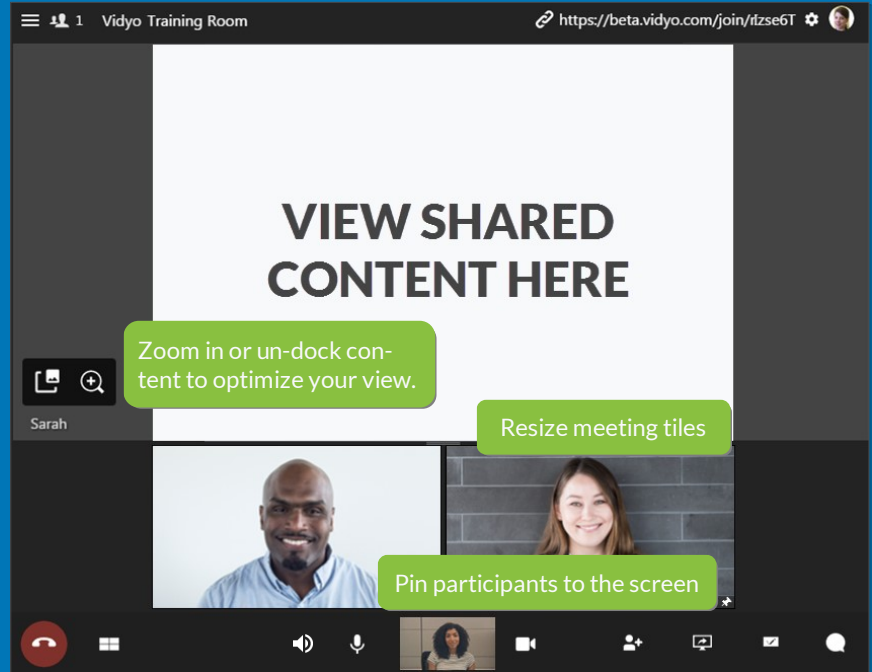
- Invite participants*

- Share content %

- Whiteboard^

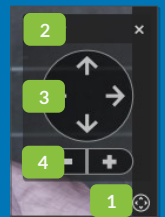
- Group chat

- * Meeting organizer/host access only
- # Right click is not supported on Firefox
- % Plugin required on Chrome
- ^ View-only on Firefox and Chrome



Remote Camera Control: Participants with remote camera control enabled will display an icon on their name and image.

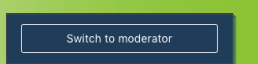
1. Click the icon
2. Controls appear (move the panel based on preference)
3. Use the arrows move the camera
4. Use the -/+ to zoom in and out



MANAGE

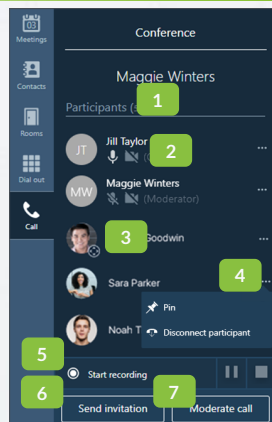
Access **Meeting Controls** from the top left of the window.

If you have a **Moderator PIN**, enter it at the bottom of the window for full access.



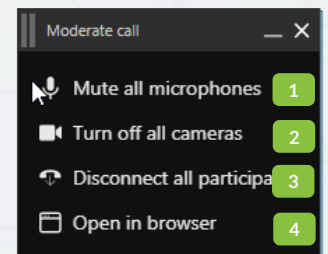
**Room Owner: Create a moderator PIN from the rooms tab.*

1. View participant list
2. View participant device status.
Mute participant mic & camera.*
3. Access remote camera control for eligible participants
4. Pin participants to window.
Disconnect participant.*
5. Initiate call recording*
6. Send invite to the current call*
7. Access meeting moderation*



Additional **Meeting Moderation Controls** open on a movable window within VidyoConnect.*

1. Soft mute all microphones
2. Soft mute all cameras
3. Disconnect participants
4. Additional controls:



- Lock & unlock the meeting room
- Hard mute participant microphones & cameras
- Access call recordings

* Meeting organizer/host or designated moderator (with moderator code) access only