

Vidyo Admin Training

VidyoConnect Edition

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VidyoConnect™

Objectives

- Describe the role of a Vidyo Admin
- Access the Vidyo Admin user interface (UI)
- Review the Vidyo Admin UI features and functionality
- Perform common administrative tasks within the Vidyo Admin UI



Vidyo Admin

- The Vidyo 'Admin' is a Vidyo account type
- Conducts administrative tasks with an Internet browser via the Vidyo Admin user interface (UI)
- To gain access to the Vidyo Admin UI, use the following URL scheme:
 - (Your portal address)/admin (e.g. <http://company.vidyocloud.com/admin>)

Vidyo Admin UI Tasks

Commonly Performed	Less Frequently Performed
<ul style="list-style-type: none">• Add/remove user accounts• Control meetings• Upload endpoint software (VidyoDesktop, Vidyo Neo, VidyoRooms)	<ul style="list-style-type: none">• Manage VidyoRooms (e.g. adjust settings, update firmware, etc.)• Add/remove/edit Groups• Set system language• Adjust guest settings• Customization• Select and configure authentication type• Configure security settings• Adjust endpoint network settings• Adjust feature settings

User Types

- **Normal (default)** – to provide the user with the ability to join meetings, control their own meetings, and place direct calls. Normal users can also change their passwords, set their PIN codes, and invite guests, unless the administrator has disabled these capabilities
- **Admin** – to provide the new user with administrative privileges and capabilities
- **Operator** – to provide the user with the ability to manage users and meeting rooms. The operator has the same rights as the administrator except an operator cannot change any system settings nor manage groups
- **VidyoRoom** – to create an account for a physical Vidyo endpoint appliance, a VidyoRoom has the same rights as a normal user.
- **Executive/VidyoRoom SE** – to create executive desktop users. Executive Desktop licenses are a feature of the standard VidyoLines licensing model; however, Executive Desktop licenses are purchased as separate licenses in your VidyoLines package. Each Executive Desktop has guaranteed system access. Therefore, if you purchase 100 VidyoLines and five Executive Desktops, then even when your system is at full capacity, your five users with Executive Desktop privileges can still join a conference.
- **VidyoPanorama** – this account type is by customers who own and use the original VidyoPanorama system

Trainer Demo

During this demo, the trainer will demonstrate the following:

- Provide a tour of the functionality that is available in the Vidyo Admin interface



Accessing and Logging Into the Vidyo Admin UI



Vidyo[®]

Users Tab Tour



Vidyo[®]

Meeting Rooms Tab Tour



Vidyo®

Calls Tab Tour



Vidyo[®]

VidyoRooms Tab Tour



Vidyo[®]

Groups Tab Tour



Vidyo[®]

Settings Tab Tour

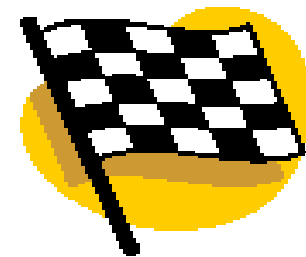


Vidyo®

Vidyo Support Engineer/Help Desk Troubleshooting - **Finish Line**

Congratulations! You should now be able to:

- Describe the role of the Vidyo administrator
- Access the VidyoPortal's admin UI
- Review the VidyoPortal's admin UI features and functionality
- Perform common administrative tasks



Thank you!

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Vidyo