

VidyoConnect™ for Meeting Organizers

Required: Computer, camera, microphone, speakers, an internet connection, and access to a Chrome™ or Firefox™ browser.

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

GET READY

1. Enter your VidyoConnect WebRTC URL (i.e. neowebrtc.domain.com/web) in a Firefox or Chrome browser.
2. Where prompted on the screen, enter your portal URL (i.e. domain.vidyocloud.com). Click **Continue** and enter your username and password.
3. If prompted, read and accept Vidyo's **User Terms & Conditions** and **Privacy Policy**.
4. Access settings and account information from the top right of the screen:

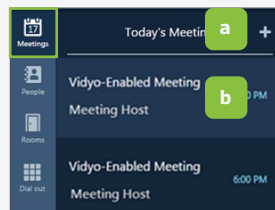
<h4>General</h4> <ul style="list-style-type: none"> • Select language • Enable/disable auto-answer, auto-launch, and notifications 	<h4>Audio/Video</h4> <ul style="list-style-type: none"> • Select microphone, camera, and speaker • Enable/disable remote camera control • Select ringing/notification device 	<h4>Account</h4> <ul style="list-style-type: none"> • View account information • Sign out of VidyoConnect
<h4>Integrations</h4> <p>Enable/disable integrations available to your organization</p>	<h4>About</h4> <p>View VidyoConnect version information and details</p>	<h4>Help</h4> <p>Generate logs to assist with troubleshooting</p>

GET SET

Meetings

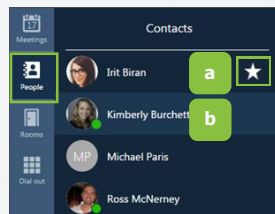
- a. Schedule Vidyo meetings
- b. Join Vidyo meetings (Calendar integration required)*

*Available for Exchange or Google calendar clients



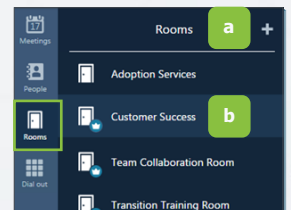
People

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



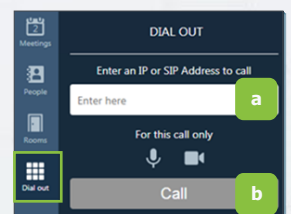
Rooms

- a. Create rooms for topics or projects. (Delete to add more)*
- b. Click your rooms to:
 - Schedule & join
 - Access settings & room PINs



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

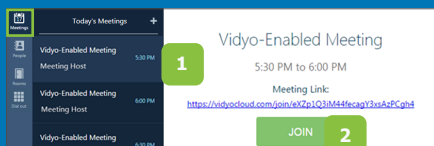
- a. Enter the IP/SIP address of the conference system
- b. Click the **Call** button



GO!

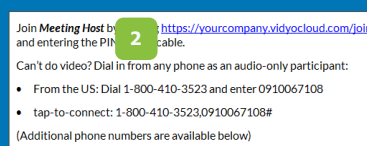
Join via Integrated Calendar:*

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



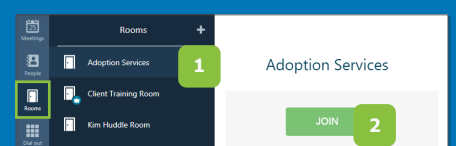
Join via your Calendar:

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

MEET

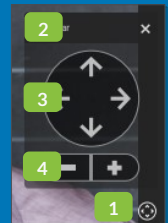
- Participant list (call controls)
- Copy room link*
- Settings
- Disconnect
- Change layout
- Click to mute (Right click/change)#
- Click to mute (Right click/change)
- Self-view (Hover over to enlarge)
- Click to mute (Right click/change)
- Invite participants*
- Share content %
- Whiteboard^
- Group 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.

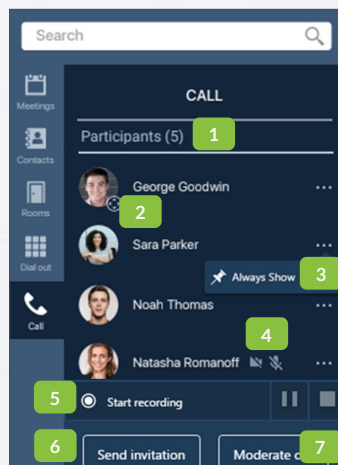
1. Click the icon
2. Controls appear (move panel based on preference)
3. Use the arrows move the camera
4. Use the -/+ to zoom in and out



MANAGE

Participant Window: Access controls in the top left of the window.

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



Meeting Moderation: Access additional controls.*

- | | |
|------------------------|---------------------------|
| 1. Invite participants | 4. Access call recordings |
| 2. Lock room | 5. Global controls |
| 3. Record meeting | 6. Individual controls |

* Meeting organizer/host access only

