Quick Reference Guide

Logging into the VidyoPortal™

1. Browse to the URL address of your portal (i.e. http://vidyo.yourcompany.com)

2. Log into Vidyo with the following info:
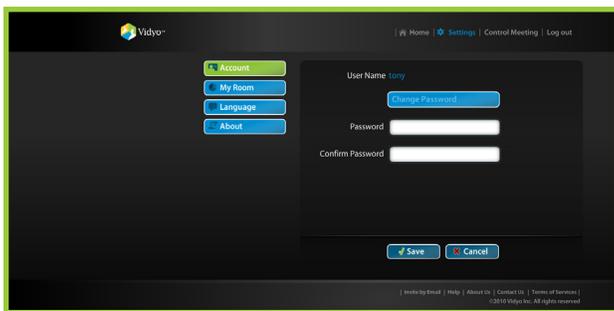
   User Name: _____

   Password: _____

Changing Your Vidyo Password

1. Click the *Settings* link at the top right of the VidyoPortal homepage.

2. In the *Settings* page, click the *Account* button.

3. In the *Account* page, click the *Change Password* button, enter your new password twice and click *Save*.

Forgot Your Password?

1. Click the *Forgot Your Password?* link on the *Login* page.

2. Enter your email address and click the *Submit* button.
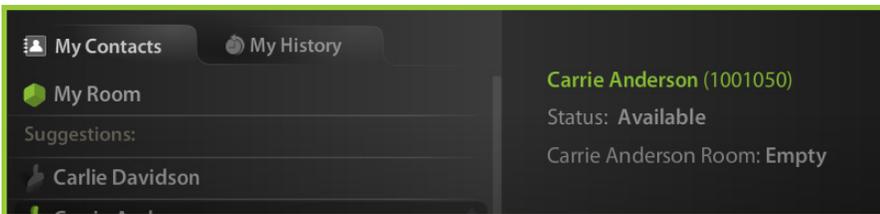
3. Check your email and follow the directions.

Making a Direct Call

1. In the search field, type the name of the user you want to call.

NOTE: As you type in the name, it will create a drop-down list of names that match what you type.

2. Select the user you want to call and check their user status on the right. The user must be available for you to call them.

3. If the user is available (Status = Available), click **Call Direct**.

Your VidyoConference begins.

Starting a Multi-Point Call

1. Select *My Room*, then click **Join Room** to join your own room and begin your VidyoConference.

2. Tell a Vidyo user on the system to:

   ▪ Search for your name in the search contact field and select it.

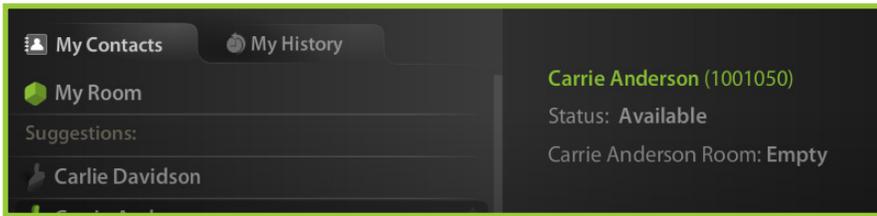   ▪ Click **Join Room**.

   The user joins your meeting room.

   (See the next page for instructions to invite a guest into your VidyoConference)

Joining a Meeting Already in Progress

1. In the contact search field, type the name of the user whose room you want to join.

    NOTE: As you type in the name, it will create a drop-down list of names that match what you type.

2. Select the user whose room you want to join and check their room status on the right.
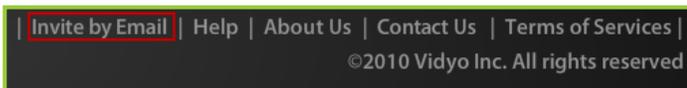

3. If their room is available (Status = Empty or Occupied), click **Join Room** .
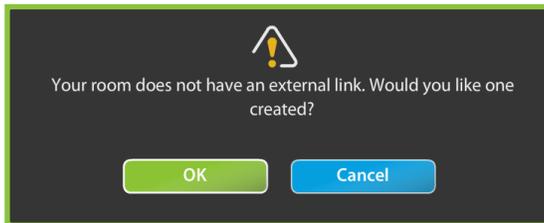
    You join the user's meeting room.

Inviting an Outside Guest to a Vidyo Call

1. Click the *Invite by Email* link at the bottom right of the VidyoPortal home page.

    If you have not created a link to your meeting room, you are prompted to do so. Your meeting room must have a link to invite a guest participant.

2. Click the *OK* button to create a room link.

    The VidyoPortal creates the link, and your default email application opens an email containing the link to your meeting room. This email also contains text inviting recipients to join your meeting.

3. Send the invitation email to the recipients you want to invite to the meeting. You can modify the body text if you want to.

4. In the guest login page, have the guest(s) enter their name(s), and then click the *Join* button.

5. The guest(s) join(s) your meeting room.

Toolbar Icon Summary

Icon	Description
	Change screen layout (Only functions with 3+ participants)
	Full Screen Mode
	Share an application window with other participants
	Toggle among shared application windows
	Turn on/off Self-view (the ability to see yourself), including Picture-in-Picture (PiP)
	Speaker volume-up/down and muted
	Microphone volume-up/down and muted
	Privacy (Turns your camera off and on)
	Dialpad for calls to legacy and voice (telephone) endpoints (via VidyoGateway™)
	Far End Camera Control (FECC) allows you to control a remote camera if the camera's setup allows it
	Configuration

Adding PIN Security to your Meeting Room

1. Click the *Settings* link at the top right of the VidyoPortal homepage.

| 🏠 Home | ⚙ Settings | Control Meeting | Log out |

2. In the *My Room* page, enter a PIN number in the *Room PIN* field and click *Save*.

If you have set a PIN, it will automatically be included in invitations to your room that you email to others.

OfficePlus

OfficePlus LLC is the authorized partner for Vidyo in UAE