VidyoWeb™
Quick User Guide

VidyoWeb Quick User Guide

The VidyoWeb browser plug-in makes it easy for guest participants to join conferences from within a web browser on desktop and laptop computers. This version of VidyoWeb is designed especially for guest participants who simply want an easy way to join a conference.

Note: If you already have VidyoDesktop™ installed but you want to use VidyoWeb as a guest, you must quit VidyoDesktop in order to use VidyoWeb.

Installing VidyoWeb

Before you begin the installation, ensure that you enable browser plug-ins in your browser settings.

To install VidyoWeb:

1. Open the email invitation to join the conference, and then click the Vidyo room link.

    - If you've never installed the VidyoWeb plug-in before, install it and then accept the terms and conditions by clicking **Accept & Download Plugin**.

        Note: The screenshot shown here is the Mac OS X version of the VidyoWeb plug-in download page.

    - If you've installed the VidyoWeb plug-in in the past, you will land directly on the guest login page or you might be asked to upgrade to the most recent plug-in version beforehand.

    - If you are using Google Chrome version 32 or later, you must give VidyoWeb permission to run by selecting **Always run on this site** or **Run this time**.


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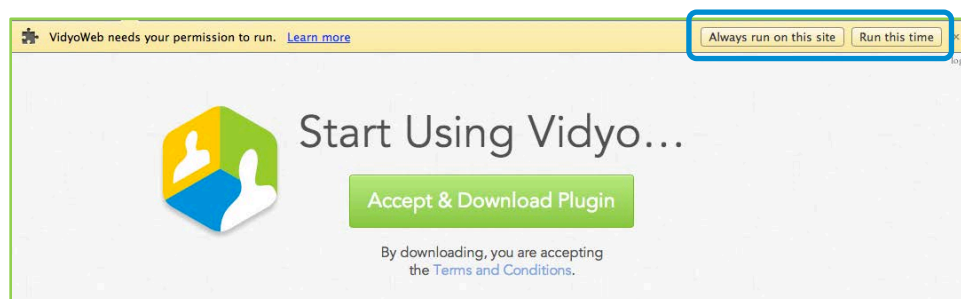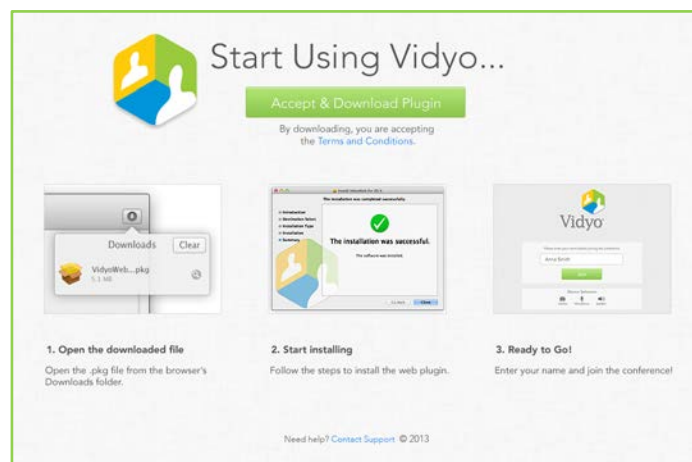
Joining Conferences

To join a conference:

1. If you have not already done so, open the email invitation to join the conference and click the Vidyo room link.

2. In the name field, enter your name.

   This is the name presented on-screen to the other participants during the conference. You can enter your full name or your first name only, your name and company, or whatever is appropriate for the conference you're joining.

3. If needed, click the Camera, Video Quality, Microphone, or Speaker drop-downs, and select your preferences.

4. Click **Join**.

5. If the room has a PIN, the Enter Room PIN pop-up appears and you must enter the PIN and click **Ok**.

As soon as you join a conference, you see the other participants who have already joined on the right side of the window and a list of their names on the left side of the window. VidyoWeb enables you to see up to eight participants at a time.
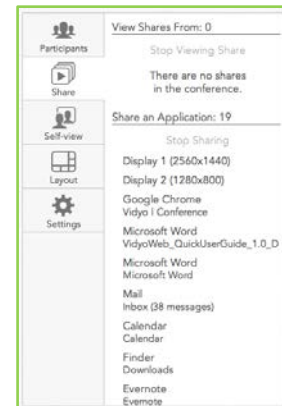
The conference room to which you are connected is displayed in the black bar at the top of the window.
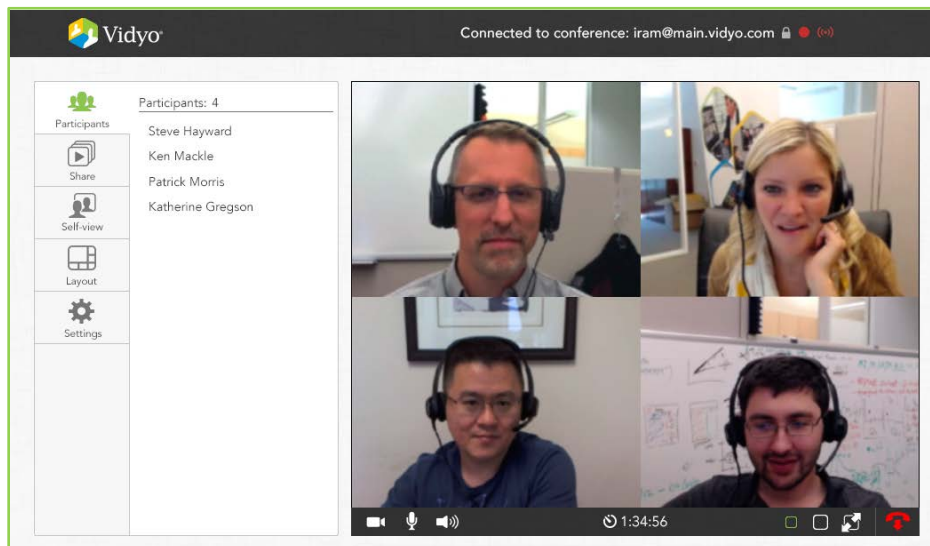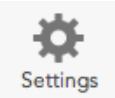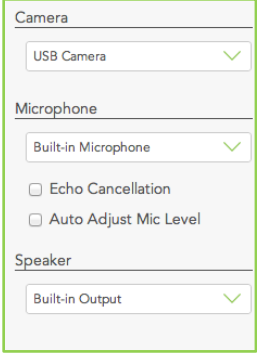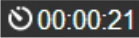
Understanding the Icons

The following table describes the icons that appear on the VidyoWeb window when you are not in Full Screen mode.

This icon…	Enables you to…
Participants	View the list of participants who are currently in the conference.
Share	View the content that other participants are sharing or share content from your desktop. You can share any application that is open and running on your desktop or you can share your full display. **To view content that other participants are sharing:** 1. Click ▢ Share. 2. Click the Share that you want to view from the "View Shares From" list. **To share content from your desktop:** 1. Click ▢ Share. 2. Click the content that you want to share from the "Share an Application" list. **To stop sharing:** ▪ Click **Stop Viewing Share** to stop viewing content that other participants are sharing. ▪ Click **Stop Sharing** to stop sharing content from your desktop.
Self-view	Turn your self-view On and Off. (It is set to On by default when you join a conference.)
Layout	Choose from Preferred and Non-Preferred layouts. With Preferred, all the tiles are the same size. With Non-Preferred, the tile showing the Share or the loudest speaker is bigger than the tiles showing the remaining participants.

This icon…	Enables you to…

Settings	Configure the settings for the camera, microphone, and speaker, as well as view the About information.
	
	  ■ In the Camera section, select the camera you're using.
	
	  ■ In the Microphone section, select the microphone you're using, whether to use echo cancellation, and whether to automatically adjust the microphone level using Automatic Gain Control (AGC).
	
	  ■ In the Speaker section, select the speaker you're using.

	Allow other participants to see you or set your camera to Privacy mode. When set to Privacy, none of the other participants can see you. Allowing other participants to see you is the default.
	Mute or unmute your microphone. When muted, none of the other participants can hear you. Unmuted is the default.
	Mute or unmute your speakers, and set your speaker volume. When muted, you cannot hear the other participants. Unmuted is the default. To set your speaker volume, hover over this icon to access the speaker volume slider.
00:00:21	Toggle between viewing the current conference duration and viewing the current time of day. The conference timer is the default view.
	Set the video window to a smaller size.
	Set the video window to a larger size.
	Set the video to Full Screen mode. To exit Full Screen mode, either press or press **Esc** on your keyboard.
	Disconnect from the conference.

VidyoWeb and Accessibility

Vidyo is enhancing usability for the disabled by enabling operation of VidyoWeb without a mouse, including access to all the pre-call and in-call features. Additionally, VidyoWeb is designed to work with certain screen readers, including JAWS and VoiceOver.