



VidyoRoom™ and VidyoPanorama™ 600 Quick User Guide

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1. About this Guide

VidyoRoom and VidyoPanorama 600 software allows you to use your VidyoRoom and VidyoPanorama 600 hardware to join Vidyo conference calls, make point-to-point calls, display appointments from a connected calendar account, invite others to appointments, and control your Vidyo conferencing experience all from a single application with an intuitive user interface.

When the VidyoRoom and VidyoPanorama 600 software starts up, you should be automatically logged in to the system based on information configured by your system administrator.

You can control the VidyoRoom using the handheld infrared remote control or the handheld radio frequency remote control that was shipped with your VidyoRoom system.

- For information about how to perform system tasks using the infrared remote control or the radio frequency remote control, see [2. Using the Infrared Remote Control or the Radio Frequency Remote Control](#).

Note Do not plug both the infrared receiver and the radio frequency transceiver into your system. Both VidyoRoom handheld remote controls cannot be used on your system at the same time.

If you have a Logitech CC3000e, many of the handheld remote functions also work with controls on the CC3000e base console and remote control. For more information, refer to *Using the Logitech CC3000e with VidyoRoom Systems Technical Note*.

2. Using the Infrared Remote Control or the Radio Frequency Remote Control

This chapter describes how to perform pre-call and in-call tasks with your VidyoRoom system when you are using either the infrared remote control or the radio frequency remote control.

Understanding the Buttons on the Infrared Remote Control or the Radio Frequency Remote Control

This section describes the buttons on the hand-held infrared remote control and the buttons on the hand-held radio frequency remote control. It also includes information about the Lucky Clover remote control keypad, which is an alphanumeric character input method for your VidyoRoom infrared remote control.

The Infrared Remote Control

Pre-Call Functions

CONNECT: Not applicable.
DISCONNECT: Not applicable.

ARROWS: Use the arrow keys to navigate and highlight options for selection. After hiding the Pre-Call menu, supported cameras may be controlled as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the speaker sound level.
ZOOM: After hiding the Pre-Call menu, zooms in and out for supported cameras.

SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
MUTE: Not applicable.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

BACK: Takes you to the previous field or menu.
MANAGE: Turns the Pre-Call menu off and on. Displays connected content Shares in Projection Mode.
HOME: Shows the Pre-Call menu.
DELETE: Acts as a backspace when typing in a field.

PRIVACY: Not applicable.
SETTINGS: Turns the Settings menu on. Press Back to return to the Pre-Call menu.
SHARE: Not applicable.
TOGGLE: Not applicable.

A: Swaps your displays when running dual screens.
B: Not applicable.
C: Turns Caps Lock on and off.
D: Not applicable.

In-Call Functions

CONNECT: Not applicable.
DISCONNECT: Ends the meeting.

ARROWS: Use the arrow keys to navigate and highlight options for selection. Supported cameras may be controlled after using the Self-View button as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the speaker sound level.
ZOOM: Zooms in and out for supported cameras.

SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
MUTE: Mutes the audio source.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

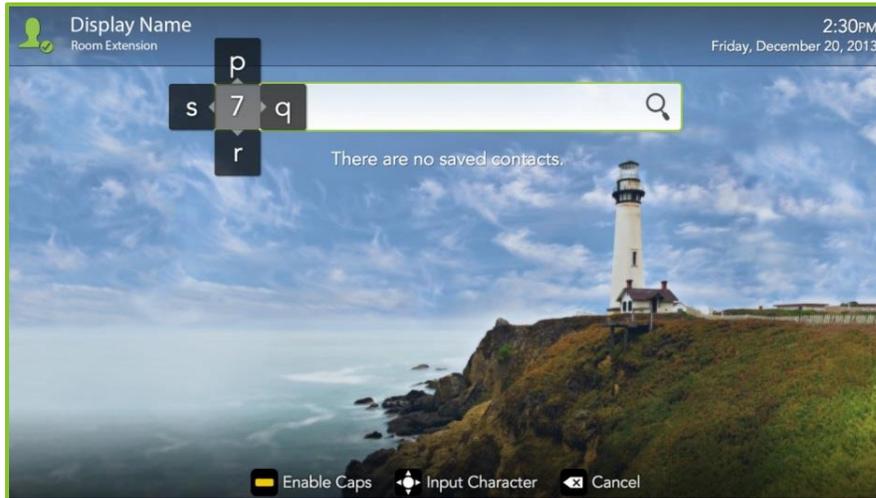
BACK: Takes you to the previous field or menu.
MANAGE: Turns the In-Call menu on and off.
HOME: Press to reset supported cameras to the initial (home) position.
DELETE: Acts as a backspace when typing in a field.

PRIVACY: Turns your video feed off and on.
SETTINGS: Press once to show the In-Call menu. Press twice to show the Pre-Call Settings menu.
SHARE: Turns connected Share sources on and off.
TOGGLE: Cycles through your shared sources, including none.

A: Swaps your displays when running dual screens.
B: Enables DTMF dialing.
C: Turns Caps Lock on and off.
D: Depending on your display size, turns the remote participant layout from stretch to letterbox.



The Lucky Clover Remote Control Keypad



The Lucky Clover remote control keypad is an alphanumeric character input method for your VidyoRoom handheld infrared remote control. Enabled by default, the feature can be disabled, if desired. For more information, see [Configuring System Settings](#).

To disable the Lucky Clover remote control keypad:

1. Press the **Settings** button on the remote control.
2. The Settings menu displays with the *Account* tab selected by default.
3. Use the arrow buttons to navigate to the *Advanced* tab.
4. Press the down arrow key to the **Lucky Clover Keypad** field, then the right arrow key to turn it OFF.

To use the Lucky Clover remote control keypad:

1. When in applicable text fields, press any button on the alphanumeric keypad.
The corresponding number is shown in the text field. Alphanumeric options for the selected number are presented in a surrounding, clockwise clover format starting from the top.
2. Use the arrow keys to select the options presented from top, right, bottom, or left (where applicable).

Note Characters are automatically selected when either an arrow key is pressed; an alphanumeric character is pressed again, or **OK** is pressed.

Tip: When available, remote control hints display on the lower part of the screen.

The Radio Frequency Remote Control

Pre-Call Functions

TV: Turns supported televisions on and off.
SEARCH: Puts the cursor in the Search field on the Pre-Call menu.
SETTINGS: Turns the Settings menu on. Press Back to return to the Pre-Call menu.
SHARE: Not applicable.
TOGGLE: Not applicable.

MUTE: Mutes the sound level when showing a video using Projection mode.
LAYOUT: Not applicable.
PRE-CALL MENU: Turns the Pre-Call menu off and on. Displays connected content Shares in Projection Mode.
SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
CONNECT: Not applicable.
BACK: Takes you to the previous field or menu.
DISCONNECT: Not applicable.

ARROWS: Use the arrow keys to navigate and highlight options for selection. After hiding the Pre-Call menu, supported cameras may be controlled as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the sound level.
MUTE MICROPHONE: Not applicable.
PRIVACY: Not applicable.
ZOOM: Zooms in and out for supported cameras after hiding menus or when using self-view.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

A: Swaps your displays when running dual screens.
B: Not applicable.
C: Turns Caps Lock on and off.
D: Not applicable.
DELETE: Acts as a backspace when typing in a field.

In-Call Functions

TV: Turns supported televisions on and off.
SEARCH: Not applicable.
SETTINGS: Press once to show the In-Call menu. Press twice to shown the Pre-Call Settings menu.
SHARE: Turns connected Share sources on and off.
TOGGLE: Cycles through your shared sources, including none.

MUTE: Mutes the audio source.
LAYOUT: Turns Preferred mode (showing the speaker in the main tile) on and off (known as Non-Preferred mode).
IN-CALL MENU: Turns the In-Call menu on and off.
SELF-VIEW: Turns your own video on and off. When on, enables you to control supported cameras using the Zoom and Arrow keys.
CONNECT: Not applicable.
BACK: Takes you to the previous field or menu.
DISCONNECT: Ends the meeting.

ARROWS: Use the arrow keys to navigate and highlight options for selection. Supported cameras may be controlled after using the Self-View button as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the sound level.
MUTE MICROPHONE: Turns your microphone on and off.
PRIVACY: Turns your video feed off and on.
ZOOM: Zooms in and out for supported cameras.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

A: Swaps your displays when running dual screens.
B: Enables DTMF dialing.
C: Turns Caps Lock on and off.
D: Depending on your display size, turns the remote participant layout from stretch to letterbox.
DELETE: Acts as a backspace when typing in a field.



QWERTY Keyboard CAPS and Function Keys

CAPS: Turns Caps Lock on and off.
FN: Turns the Function Keys on and off.
Note: Press the CAPS or FN button once to enable the desired mode. Press the same button again to disable the mode.



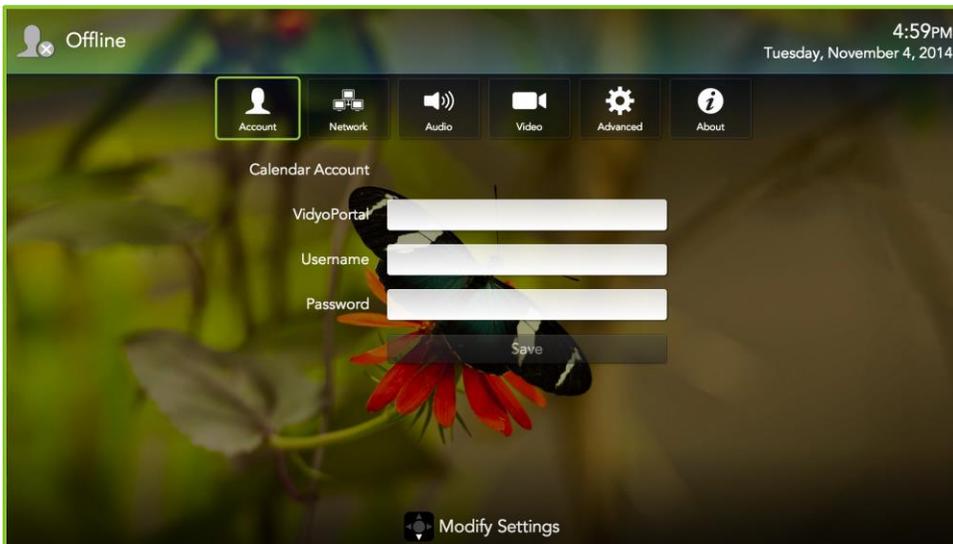
Configuring System Settings

The Settings menu enables the VidyoRoom or VidyoPanorama 600 system administrator to configure the system and can be accessed anytime (pre-call or in-call).

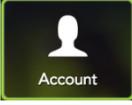
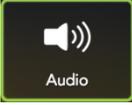
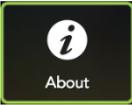
To configure the system settings:

1. Press **Settings**  on your remote control (press twice if you are in a call).

The Settings menu displays.

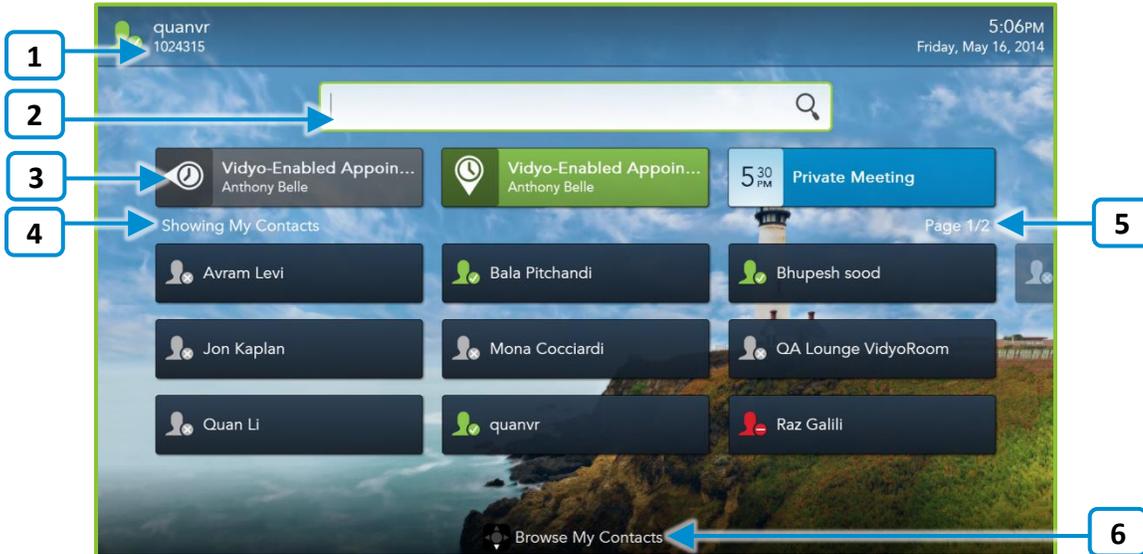


- Select any of the following icons on the Settings menu to access the settings for that screen:

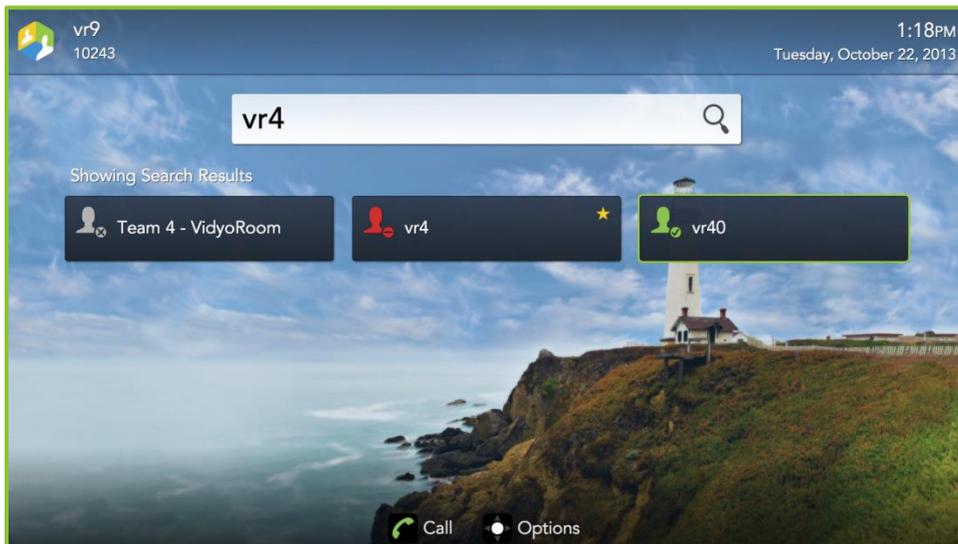
Icon	Description
	Enables you to enter values for the VidyoPortal, username, and password.
	<p>Enables you to turn your proxy ON or OFF and specify UDP Range values as desired.</p> <p>Your VidyoRoom or VidyoPanorama 600 is set to Use DHCP by default. This enables it to automatically obtain its IP address.</p> <p>If you want to change the disabled network settings, turn DHCP OFF and provide values for IP Address, Subnet, Gateway, and DNS.</p>
	Enables you to select a microphone, adjust the microphone level, select from available speakers, adjust the speaker volume, turn join and exit sounds or navigation sounds ON or OFF, and turn echo cancellation ON or OFF.
	Enables you to select a camera source, select the video quality, select a shared content source, turn the backlight ON or OFF, and reset the camera position.
	Enables you to select whether to automatically answer incoming calls, automatically share connected devices, allow remote users to control your camera, and turn the Lucky Clover keypad ON or OFF.
<p>Note If your VidyoRoom does not detect an IR remote, it automatically turns OFF the Lucky Clover keypad.</p>	
<p>You can also set your Room's PIN, configure your system with an access code to PIN-protect your VidyoRoom or VidyoPanorama 600 settings, upload background images for display on the Settings menu, and set the language and time zone.</p> <p>You can also select Reboot System on this screen to reboot your machine.</p>	
	Displays the VidyoRoom or VidyoPanorama 600 version being used, the Vidyo company description, and the copyright statement.

Pre-Call

Viewing the Pre-Call Menu



1. The name and extension of your VidyoRoom or VidyoPanorama 600 is based on the information stored in the VidyoPortal to which you are connected. The current VidyoRoom or VidyoPanorama 600 system time and date also displays.
2. The search box where you can enter a name to search for a contact or room. As soon as you begin typing in this box, search results display.



3. The three most recent appointments from a calendar (if your system administrator has synchronized your VidyoRoom or VidyoPanorama 600 system with a Microsoft Exchange™ calendar, a Google Calendar™, or another supported calendar).

For more information, see [Using the VidyoRoom Calendar](#).

4. The list of your contacts.
5. The number of pages of contacts.

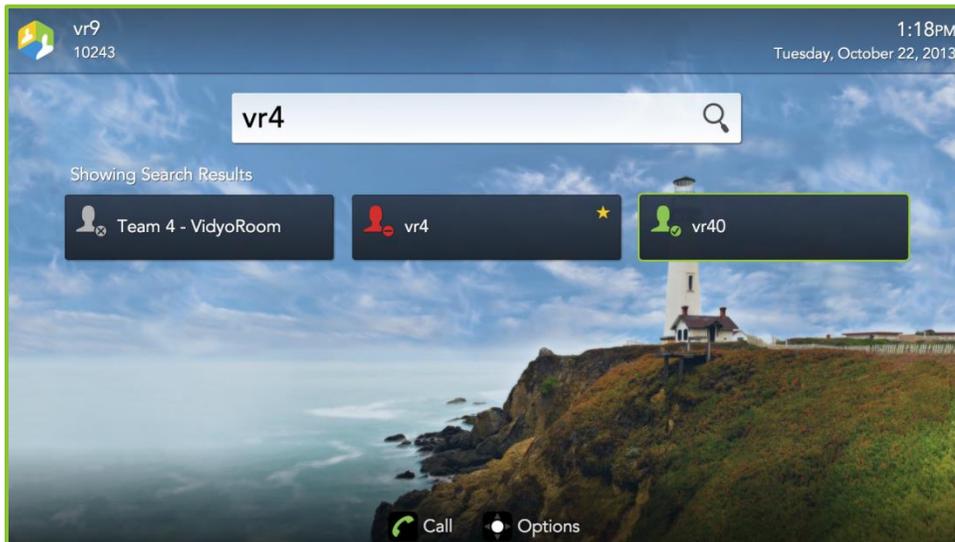
You can navigate through additional pages using your remote control arrow keys.

6. Hints about how to use your handheld remote control.

Joining a Contact's Room or Calling a Contact Directly

To join a contact's room or call a contact directly:

1. Enter a name to search.



2. Use the arrow keys on your remote control to move down from the search box and highlight the desired contact from the search results.
3. Select OK.

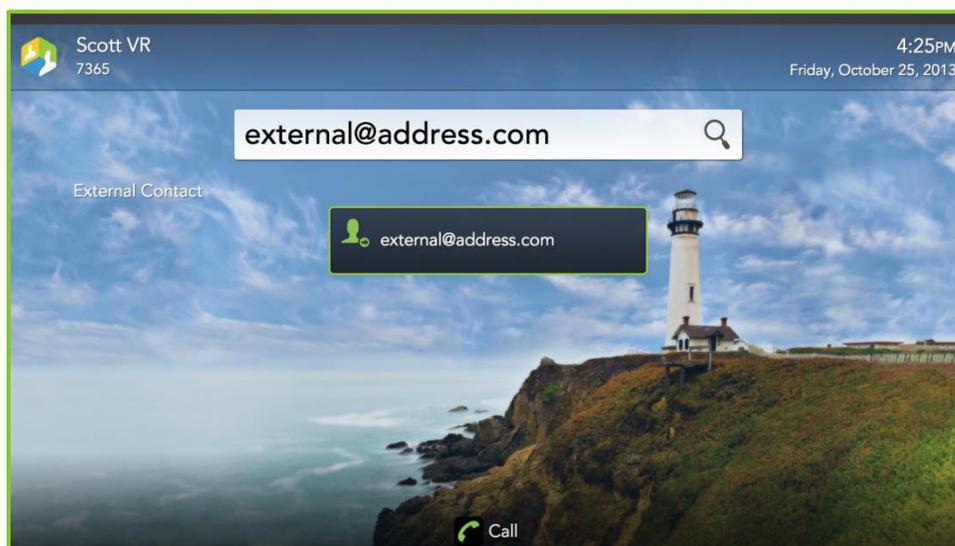


4. Use the arrow keys on your remote control to navigate to the following options:
 - Select **Call** to make a direct call.
 - Select **Add to My Contacts** to add the selected contact to your list.
 - Select a room to join that contact's room.

Calling a User on a Different VidyoPortal or an H.323/SIP Endpoint

To call a user on a different VidyoPortal or an H.323/SIP endpoint:

1. Enter the address of the contact that is on a different VidyoPortal or on an H.323/SIP endpoint.



2. Use the arrow keys on your remote control to move down from the search box and highlight your contact.
3. Select **Call**.

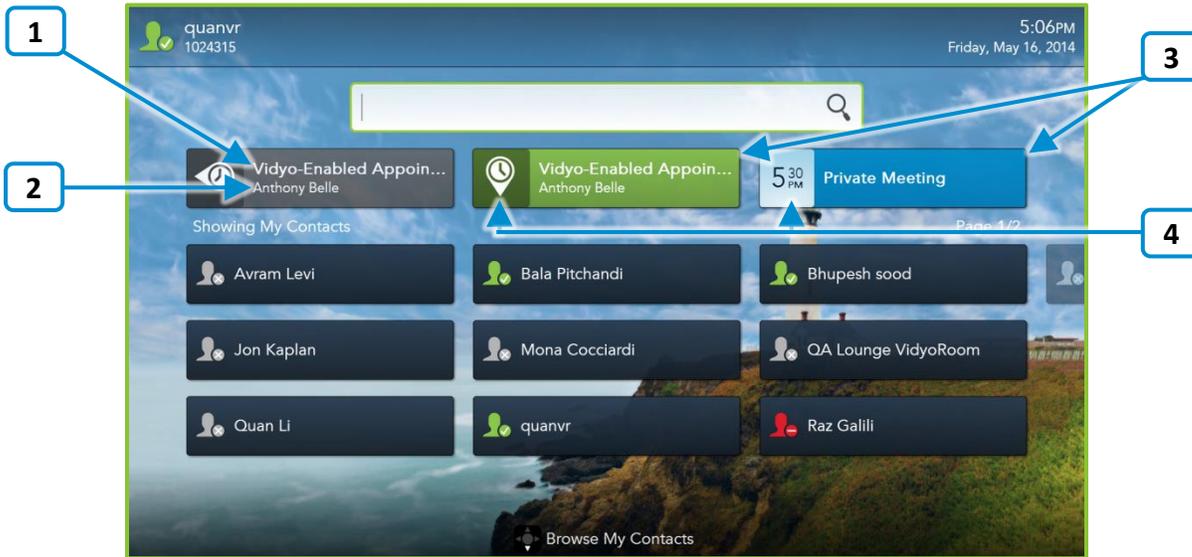
Using the VidyoRoom Calendar

The calendar integration feature enables the VidyoRoom to display upcoming scheduled meetings from a Google Calendar, a Microsoft Exchange calendar, or another supported calendar specified by your system administrator. This feature enables the system to display meetings that are taking place up to three hours in the future and up to one hour in the past, as well as display or hide meeting details.

Note If meeting participants use calendar software other than the one configured for your VidyoRoom by your system administrator, some tags and notifications may not display correctly when viewed in different mail and calendar clients.

Viewing Meeting Details

The On Screen UI displays meetings as tiles below the search box on the *Pre-Call* screen.



The following information is displayed about each meeting:

1. The subject of the meeting (unless marked as "Private").
2. The name of the meeting organizer (unless marked as "Private").
3. Whether the meeting is Vidyo-enabled:
 - Vidyo-enabled meetings display as green tiles; they remain on the screen as gray tiles for an hour after the scheduled start time.
 - Non-Vidyo-enabled meetings display as blue tiles; they disappear from the screen right after the scheduled start time.

4. The meeting status indicator:

Icon	Description
	<p>The time of the upcoming scheduled meeting.</p> <hr/> <p>Note Only appointments scheduled up to three hours in the future display on the screen.</p>
	<p>The number of minutes that remain before the scheduled meeting begins.</p> <hr/> <p>Note Starting from five minutes before the meeting, the indicator begins counting down each minute until the meeting begins.</p>
	<p>The appointment is occurring now.</p>
	<p>The meeting has taken place in the past.</p> <hr/> <p>Note Only Vidyo-enabled meetings remain on the screen for an hour after the scheduled start time and display as a gray tile. Non-Vidyo-enabled meetings disappear from the screen right after the scheduled start time.</p>
	<p>If you are in a meeting, this icon shows how many minutes remain before the next scheduled meeting begins.</p> <hr/> <p>Note Starting from five minutes before the meeting, the indicator begins counting down each minute until the next meeting begins.</p>
	<p>If you are in a meeting, this icon shows that the next scheduled meeting has begun.</p>

To view appointment details:

1. Use the arrow keys on your remote control to move down from the search box and highlight the desired meeting tile.

2. Select Details.



The meeting details dialog box displays showing the following details:

- The name of the meeting organizer.
- The meeting start time.
- The meeting end time.
- The meeting attendees.

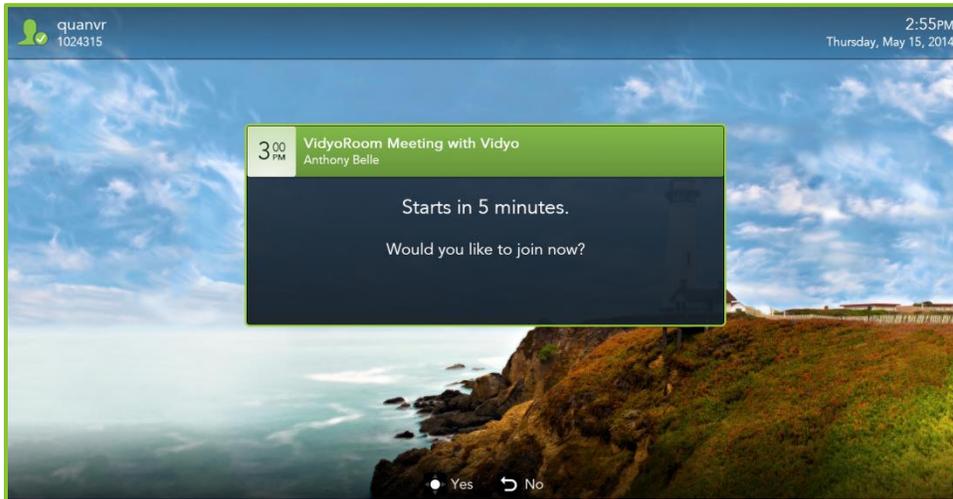
Required attendee names display with a regular font, while optional attendees are italicized.

Joining Vidyo-Enabled Meetings

Five minutes before the scheduled Vidyo-enabled meeting begins, a dialog box displays reminding you of the upcoming meeting. You can join the meeting directly from this dialog box, or alternatively, you can manually join a meeting.

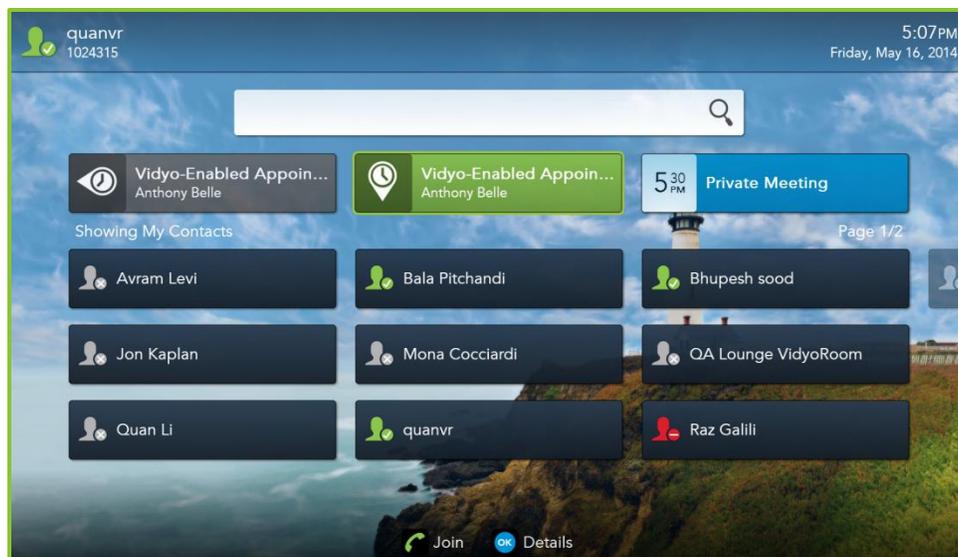
To join a Vidyo-enabled meeting:

- If a dialog box displays reminding you of an upcoming meeting, select **Yes** if you want to join the meeting or select **No** if you do not want to join the meeting.



The dialog box remains on the screen indicating “Starts in X minutes” or “Started X minutes ago” for one hour after the ending time of your Vidyo-enabled meeting or until acknowledged.

- If you want to manually join an upcoming meeting, do the following:
 1. Use the arrow keys on your remote control to move down from the search box and highlight the desired meeting tile.



2. Select **Join**.

Understanding the Status Icons

The following tables provide status icons and explanations as they display in your system.

Contact Status

Icon	Description
	The contact is online and available to receive incoming calls.
	The contact is online but is currently in a call. You cannot make a direct call to this contact; however, you can join the contact's room.
	The contact is offline (not logged into the VidyoPortal). You cannot make a direct call to this contact; however, you can join the contact's room.
	The contact is connected to another VidyoPortal or is an H.323/SIP endpoint.

Room Status

Icon	Description
	The room is available and empty, so you can enter the room.
	The room is available and PIN-protected. If you attempt to join the room, you will be asked to enter a PIN.
	The room is occupied but available to enter.
	The room is locked, so you cannot enter it.
	The room is full, so you cannot enter it.

Projecting Content in Your System

To project content on your local system when you are not in a call:

1. Connect a compatible content-sharing device to your laptop and your VidyoRoom system.

The system does the following:

- a. If you are using more than a single display, your Share automatically displays on your second display.

- b. If you are using a single display, press **MANAGE** on your handheld infrared remote control or press **PRE-CALL MENU** on your radio frequency remote control to project your Share on your single display.

We refer to this as Projection Mode as the content is only displayed on your local VidyoRoom system.

For information about sharing to the entire conference while in-call, see [Sharing Content to a Conference](#).

In-Call

Viewing the In-Call Menu

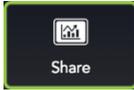
To view the In-Call menu:

1. Press **MANAGE** on your handheld infrared remote control or press **PRE-CALL MENU** on your radio frequency remote control.



2. Select any of the following:

Icon	Description
	 Signal the meeting moderator that you have raised your hand when participating in conferences that are using the Presenter Mode feature. For more information, refer to the <i>VidyoDesktop Quick User Guide</i> .
	Toggle your self-view preference.
	Show or hide the video feed from your camera.
	Mute, unmute, and control your microphone volume.
	Control your speakerphone volume.
	Mute and unmute your speakerphone volume.
	Pan, tilt, and zoom your camera.
	Lock and unlock your meeting room.
<hr/>	
	<p>Note This function only displays when you're the moderator of the room. For more information, see Becoming the Moderator.</p>
	<p>You can view conference participants, add them to your My Contacts list, pin them to specific system screens, view a participant's Share, and pan, tilt, and zoom their cameras.</p> <p>Moderators can also mute, unmute, hide video, show video, and remove a selected participant or all participants from the conference.</p> <p>For more information, see Becoming the Moderator.</p>
	<p>Enter a name in this text box to search for a contact. As soon as you begin typing, search results display.</p> <p>Use the arrow keys on your remote control to move down from the search box and highlight a desired contact from the search results.</p>
	<p>Note This option only displays when you're the moderator of the room.</p>



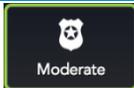
Use the arrow keys on your remote control to move down and highlight a desired Share available for viewing in the conference.

Note The **Start Sharing My Content** button only displays when using compatible content-sharing devices with your VidyoRoom system.

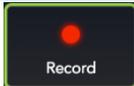
The shared content source should be selected automatically, but you can manually select it from the “Configuring System Settings” menu as described on page 6. For information about sharing, see [Sharing Content to a Conference](#).



Use the arrow keys on your remote control to move down and highlight a desired Camera on the lower-left of the screen, and then select Pan, Tilt, and Zoom preferences.



Use the arrow keys on your remote control to move down and enter the Moderator PIN and become an additional moderator of the conference. Becoming a moderator allows you to use call control functions including recording capabilities. For more information, see [Becoming the Moderator](#).



Select your desired Recording Profile for recording VidyoRoom or VidyoPanorama 600 conferences. If no Recording Profiles are configured, contact your system administrator.



The Vidyo conference is being recorded.



The recording is paused. Pausing while recording results in a single recording file stored in the **.flv** format on your VidyoPortal.



The recording is stopped. Stopping while recording results in separate recorded files stored in the **.flv** format on your VidyoPortal.

Note This option is only enabled if your organization has VidyoReplay and when you’re the moderator of the room. For more information, contact your Vidyo sales representative.

Becoming the Moderator

Becoming a moderator allows you to use call control functions, such as muting and unmuting the conference participants and recording the conference.

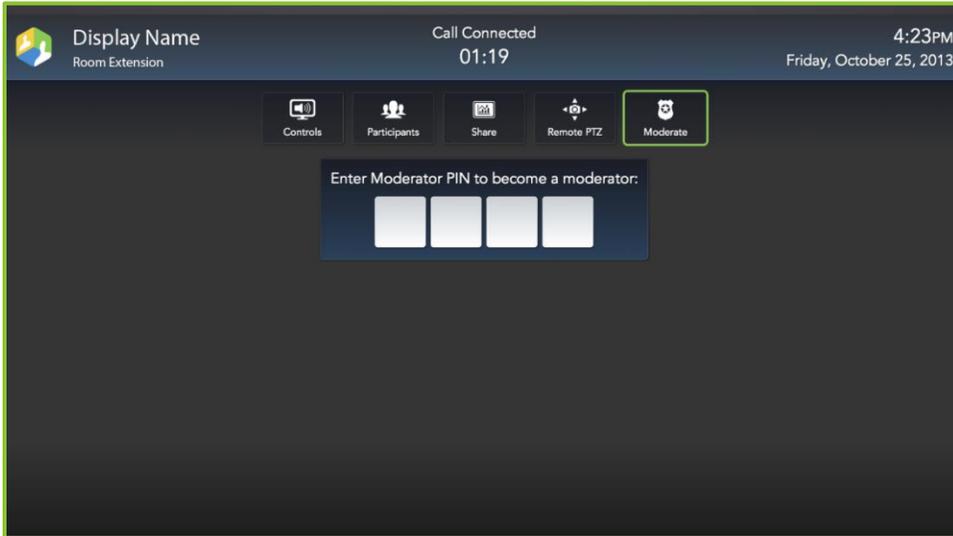
If you want to become the conference moderator, you must first enable a **Moderator PIN** for the conference room. To do so, you must:

- Ask your VidyoPortal Administrator to set up the **Moderator PIN** on a specific conference room via the Admin portal.

- Set the **Moderator PIN** via VidyoDesktop or via the VidyoPortal User portal. For more information, refer to the *VidyoDesktop Quick User Guide* or the *VidyoPortal Administrator Guide*.

To become the moderator:

1. Press the **MANAGE** button on your handheld remote control.



2. Select **Moderate**.
3. Enter the **Moderator PIN**.

You then become the conference moderator and the conference moderation functions, such as Mute, Unmute, Hide Video, Show Video, and Remove, display on the *Participants* screen while you are in the call. For more information refer to the “Controlling a Meeting Room” section in the VidyoConferencing Administrator Guide.



In-Call Viewing Modes

When in a conference, participants can easily modify the layout for a variety of viewing experiences. Some of the more popular ones include the following:

- Pinning participants to specific viewing screens. For more information, see [Pinning Participants to Specific Screens](#).
- The following viewing methods are also available:
 - Toggle the conference participants from Non-Preferred mode to Preferred mode by pressing **#** on your remote control.
 - Toggle the Share from Preferred mode to Full-Screen mode by pressing ***** on your remote control.

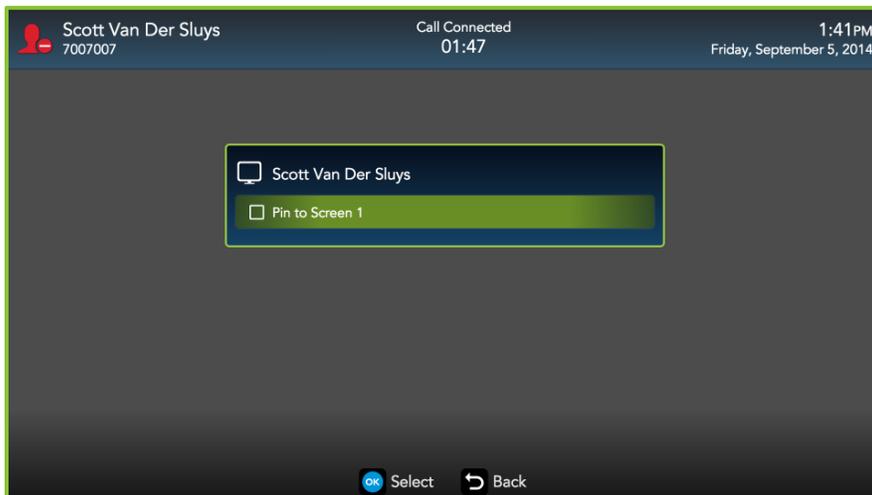
Note This only applies when viewing content Shares on a single display (hybrid screen) configuration. Otherwise, the Share is shown full-screen on the second (content) display.

Pinning Participants to Specific Screens

To pin participants to specific screens:

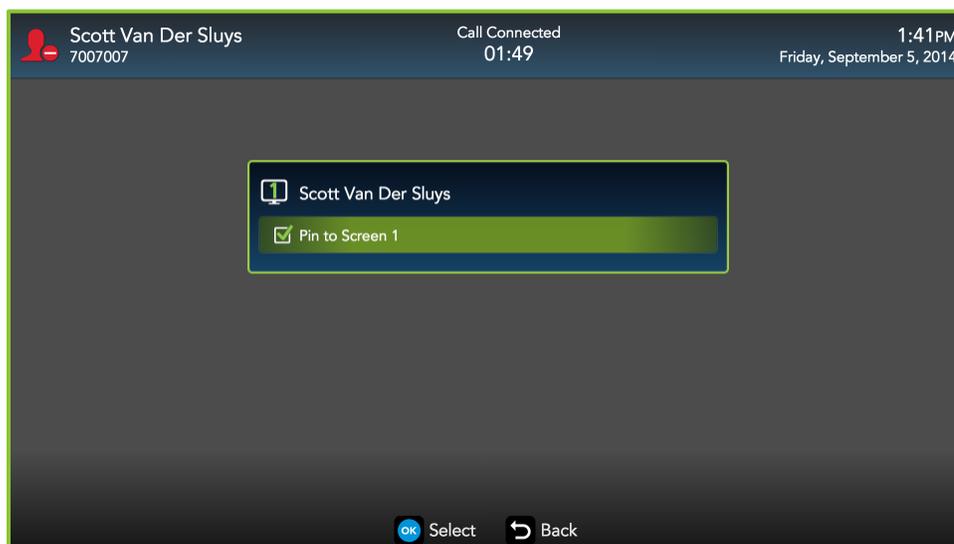
1. Press the **MANAGE** button on your handheld remote control.
The In-Call menu displays.
2. Use the arrow keys on your remote control to move right and select the *Participants* tab.
3. Use the arrow keys on your remote control to move down and highlight the conference participant you wish to pin to a specific screen.
4. Select **OK**.

The conference participant is then shown along with the list of available screens. The number of available screens depends on the number of screens you have connected to your VidyoRoom or VidyoPanorama 600 system.



5. Use the arrow keys on your remote control to move down and highlight the specific screen to which you wish to pin the conference participant.
6. Select OK.

The corresponding screen number now displays on the icon shown to the left of the conference participant's name, and the screen checkbox is selected.



The participant is now pinned to the selected screen and remains there regardless of loudest speaker settings.

To move a participant to a different screen, repeat steps 3 through 6 but select a different screen.

To unpin the participant and revert back to automatic layout, repeat steps 3 through 6, but select the screen to which the participant is pinned and remove the check mark from that screen.

Sharing Content to a Conference

To share content to a conference while in a call:

1. Connect a compatible content-sharing device to your laptop and your VidyoRoom system.

While your content now displays on the video screen of your VidyoRoom system, it is not shared to the participants in your conference. This is called Projection Mode. For more information, see [Projecting Content in Your System](#).

The **Content Share Encode Status** icon displays in gray on the upper-right of the screen.

2. Select from your available content sources in the Content Source settings under the *Settings > Devices* tab.

For more information, see [Configuring System Settings](#).

3. Press the **Share** button.

For more information, see [The Infrared Remote Control](#), [The Radio Frequency Remote Control](#), [Viewing the In-Call Menu](#), and [Configuring System Settings](#).

Adjusting Your Content Source to Avoid Cropping

Some VidyoRoom systems may crop content you share from your computer screen. Other computers default to a mirrored or duplicated multiple display output setting when connected to a VidyoRoom system as a shared device. This section describes how to adjust your computer as needed.

Note The following information is not applicable when using an Epiphan device.

Adjusting a Computer that Crops Content

To adjust a computer that crops content:

- On a PC:
 1. Select *Control Panel > Display > Screen Resolution*.
 2. Select **720p** in the **Resolution** drop-down.
- On a Mac:
 1. Select *Display > Preferences*.
 2. Select the **Scaled** option.
 3. Select **720p**.
- On all other platforms:
 1. Select *Display > Advanced Settings*.
 2. Select the **Maintain Display Scaling** option.

Adjusting a Computer that Defaults to a Mirrored Display Output Setting

To adjust a computer that defaults to a mirrored or duplicated multiple display output setting:

- On all platforms:
 1. Select **Extend display** from the **Multiple Display** field.
 2. Select **720p** for the resolution of your second display.

3. Licensing Attribution

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