Media & Technology Support Services
VidYo Videoconferencing Quick Reference Guide

VidYo Information, Software Downloads and more at:

http://www.tcnj.edu/~mtss/videoconference/vidyo.html

The VidYo Desktop must be installed on your system and running before you can log in to make or receive calls.

Open a browser and go to:

http://tcnj.njedgevideoportal.net

You are then ready to make and receive calls.

To make a direct call:

1. In the search field, start typing the name of the person you want to call. As you type, it will create a drop-down list of names.
2. Click on the name of the user you wish to call, and if they are available press the "Call Direct" button.

To start a multi-point call:

1. Click on "My Room"
2. Click the "Join Room" button to start the conference.
3. To call other participants to join that room, search for their name as above, but instead of pressing the "Call Direct" button, press the "Join Room" button. Repeat this process for all users.

Other tasks in VidYo:

Invite a guest into a VidYo Call

1. Guest user must install the VidYo client from the MTSS Websit
2. Open your room (same as described when starting a multi-point call)
3. Click the "invite by email" link in the bottom-right hand corner of the VidYo Control Screen in your web browser.
4. You will then see a link you can send via email.
5. User will to a VidYo login page where they need to enter a name (to identify them in the call). They will not need an account created by us.

Secure your VidYo Room with a PIN

This will prevent unauthorized users from entering your VidYo room when running a multi-point conference.

1. Press "Control Meeting"
2. Then select the "Room Links" button
3. Next to your room link, there is an empty box where you can type in a "Room PIN".
4. Click back to "Control Meeting", in between "Join Room" and "Room Links" is an icon that looks like a Green Box with an open padlock on it. Click it and it will look like a closed padlock. Your room is now locked and anyone who wishes to join it will need to enter the PIN.

Change your VidYo Logon Password

1. Click the "Settings" button
2. Select "Account"
3. Press "Change Password"
4. You can then type in a new password, and press "Save"

VidyoDesktop Toolbar Summary

Layout — Change screen layout (Only functions with 3+ participants)

Full Screen — Allows you to fill your whole screen with the VidyoDesktop image. Clicking on the Full Screen button toggles the screen between sizing the window to utilize the entire screen real estate and restoring the window to the previous size. When in Full Screen mode, the toolbar is hidden until you mouse over the top of the screen.

Share — Share an application window with other participants.

Toggle — Toggle among shared applications windows.

Self View — Turn on/off Self-view (the ability to see yourself), including Picture-in-Picture (PiP).

Speaker — Speaker volume-up/down and muted

Microphone — Microphone volume-up/down and mute

Privacy — Toggles your camera on and off.

Dialpad — Dialpad for calls to legacy and voice (telephone) endpoints (via VidyoGateway™)

FECC — Far End Camera Control (FECC) allows you to control a remote camera attached to a VidyoRoom™ appliance if the camera's setup allows it

Configuration — Allows you to change some of the technical specifications of your VidyoDesktop.

Disconnect — Exit the meeting and close your VidyoDesktop program