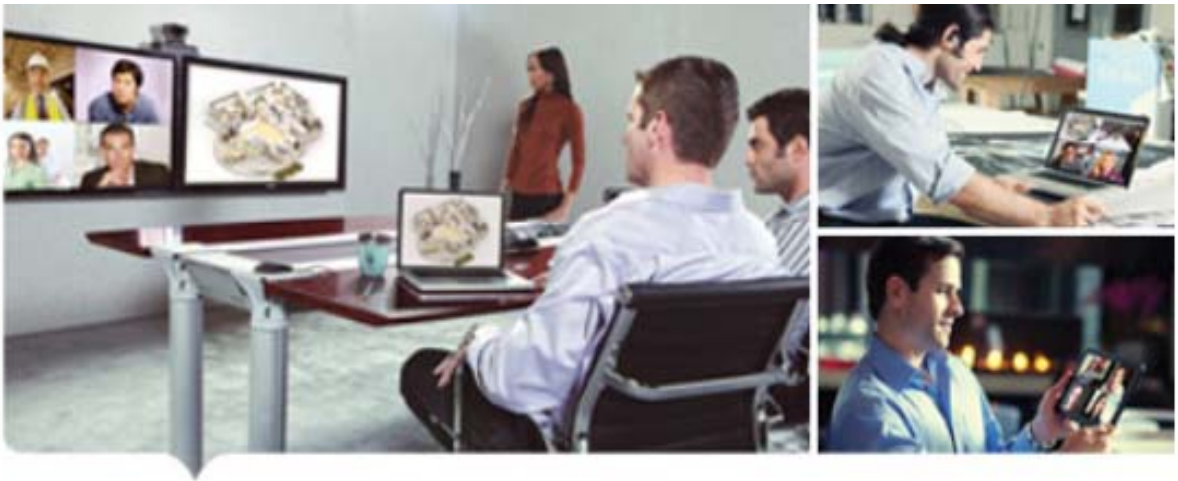




# VidyoDesktop™ Quick User Guide



## Logging In

VidyoDesktop™ - Log in

Vidyo

VidyoPortal:

Username:

Password:

[Forgot your password?](#)

Welcome. Please log in to your VidyoPortal...

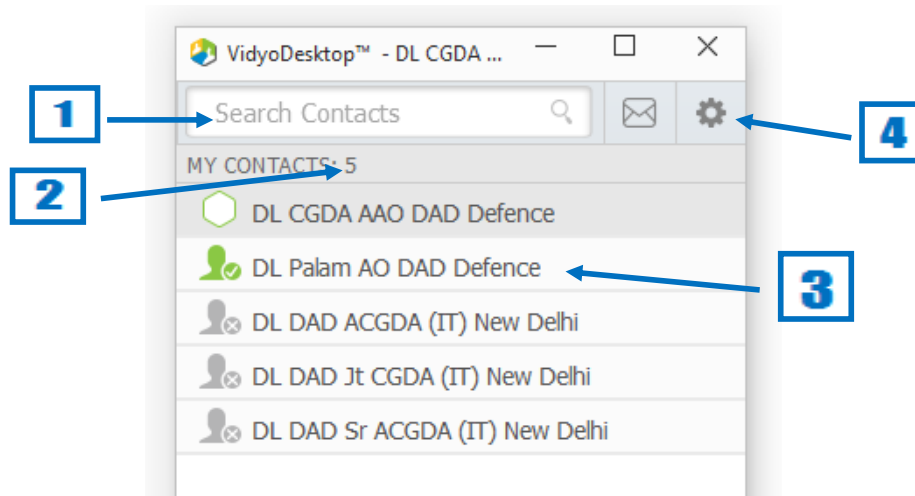
**There are 3 parameters needed to log in.**

- 1. The video portal link. (<http://webvc.nic.in>).**
- 2. User Name provided by NIC.**
- 3. Password.**

**When you are ready to log in, enter your username and password and click “Log In”.**

## Pre-Call

### Viewing Your Contacts List



**1. Enter a name in this text box to search for a contact. As soon as you begin typing, search results appear.**

**2. The number of contacts in your contacts list.**

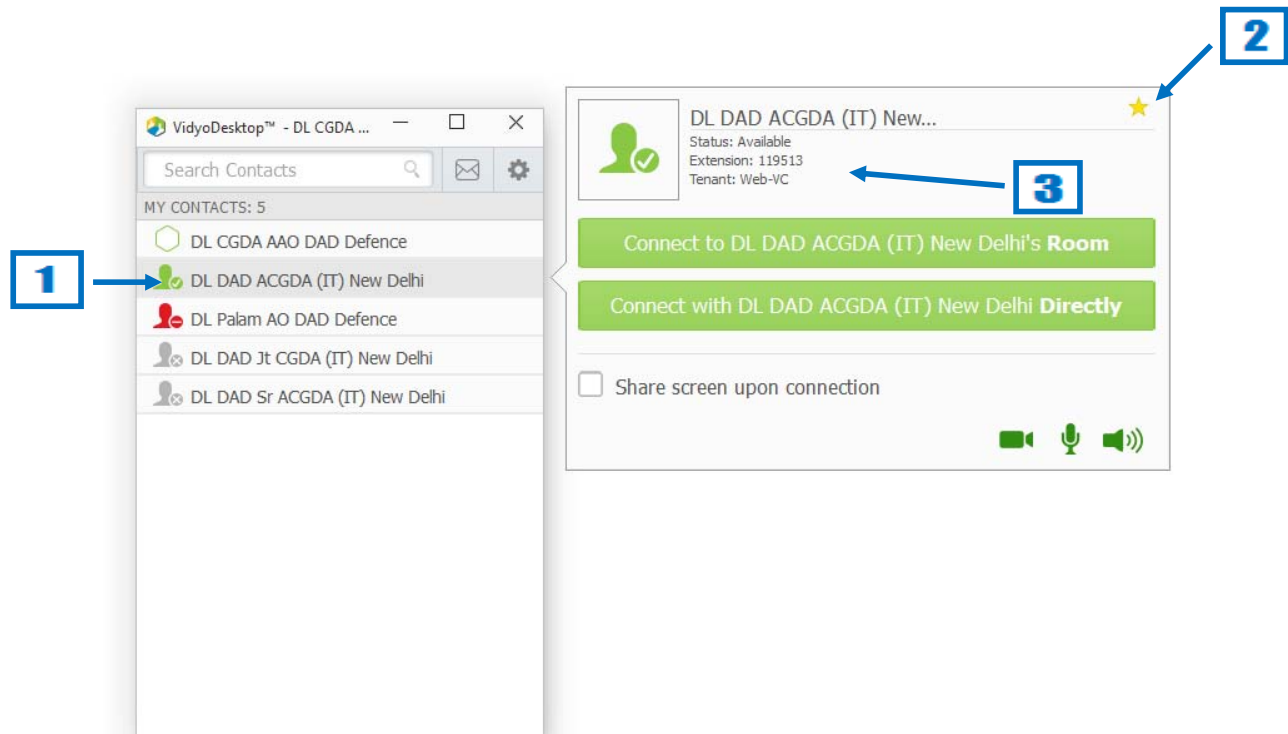
**3. The status and name of the contact. For Status refer to the table below**

Icon	Description
	The contact is online and available to receive a direct call or to join a room.
	The contact is online but is currently in a call or conference. 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.

For more information about placing a call or joining a contact's room, see "Making a Direct Call or Joining a Conference in Someone Else's Room" on page 4.

**4. Click to open the Settings pages. For more information, see "Settings" on page 10.**

## Making a Direct Call or Joining a Conferencing in Someone Else's Room



**1. Click to view more information about the contact, place a direct call to a contact (if the user is not busy), or join the contact's room (if the room is not locked).**

**2. Click this icon to remove this contact from your contacts list.**

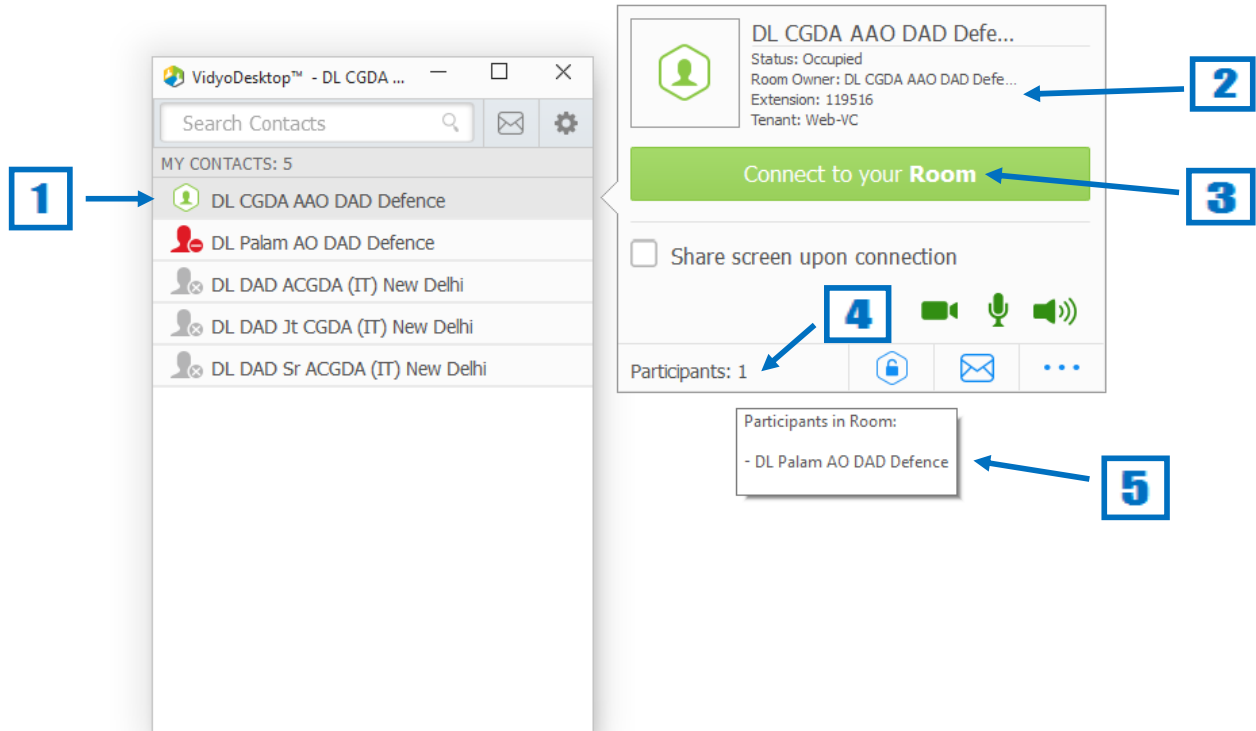
**3. The status and name of the contact, the contact's extension, and the tenant name.**

For more information about status, see "Understanding the Status Icons" on page 9.

**4. Click "Connect with .. ... Directly" to place a direct call to the contact.**

If this contact is in a busy state, the button will be disabled but an option to join their room will be available if the room is not locked by the contact.

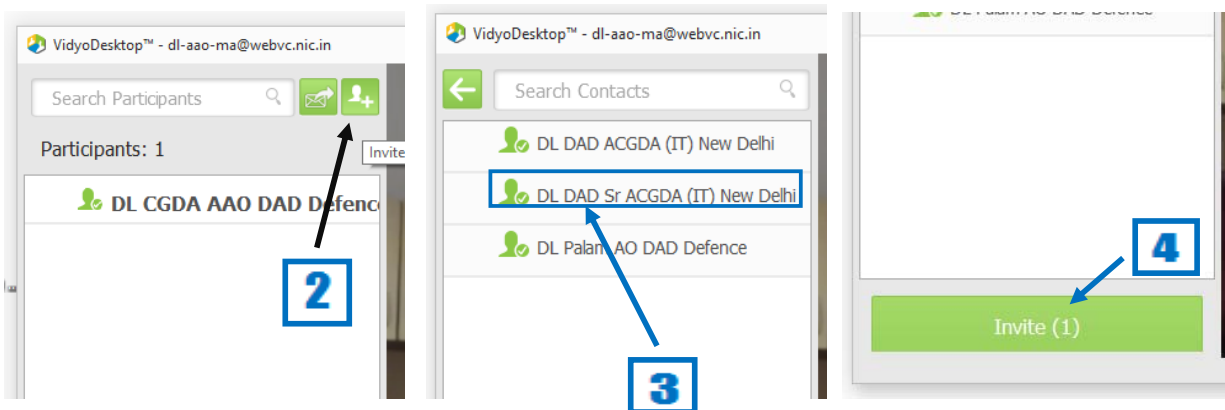
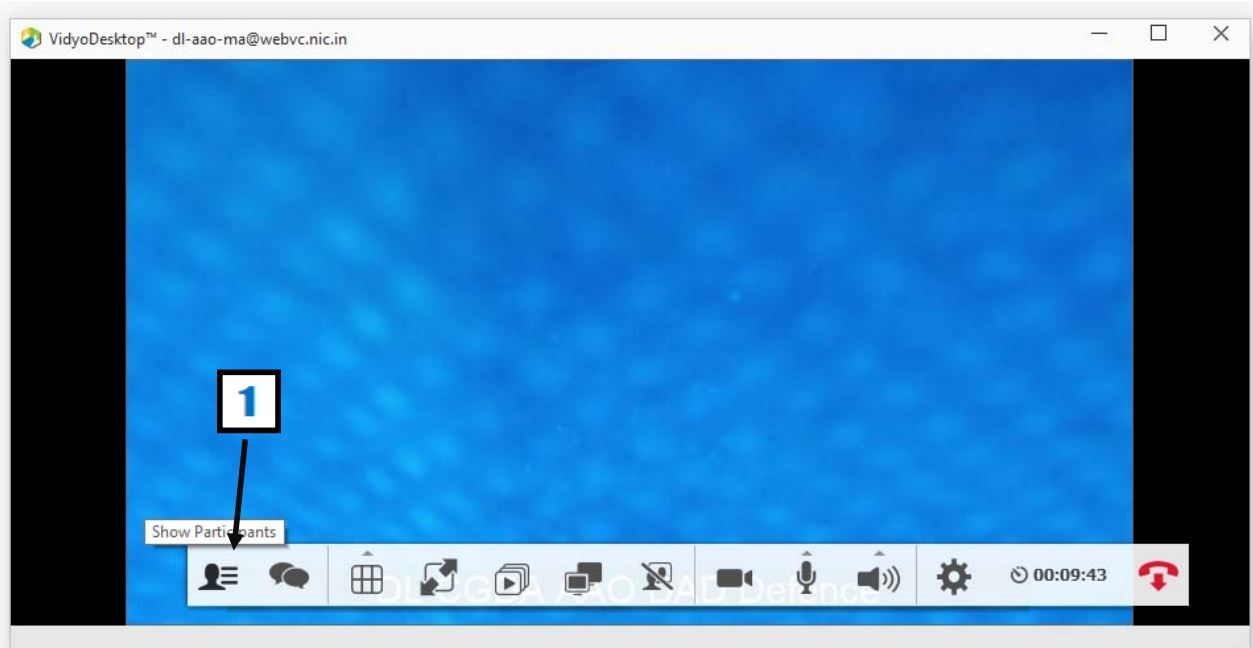
## Calling a Conference in your room




1. Click to view more information about your room or to join your room. Your personal room is always the first entry in the list of contacts.
2. The status of the room, the room's extension, and the "Room Owner" name.
3. Click "Connect to your room" to join your room.
4. The number of participants in your room (if any).
5. The list of participants in your room (if any).














## Inviting participants to a conference

After joining your room you can invite other participants to the room.

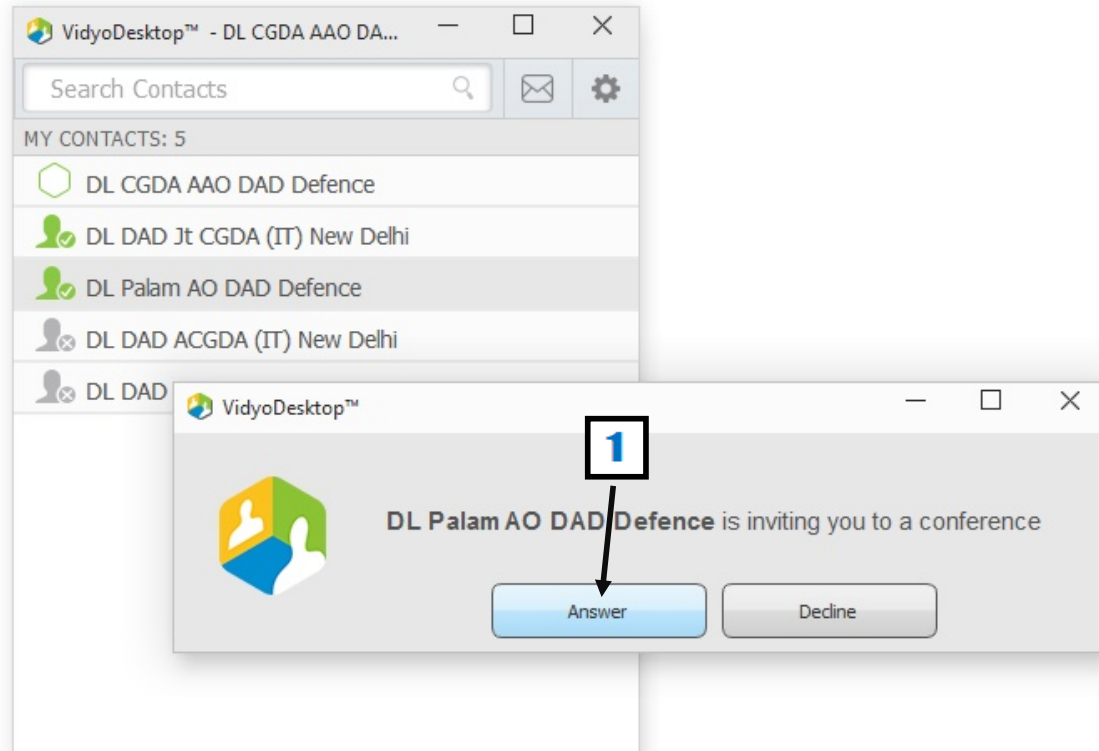


1. Click  to view list of participants.
2. Click to invite more members to the conference.
3. Click on the desired contact (he must be online).
4. Send the invite and wait for him to participate.

## In-Call Control Buttons

Button	Description
	View a list of the conference participants and chat with them; invite participants to the conference (via the contact list or by email); launch the Control Meeting panel which provides access to the conference moderation options.
	Chat with all participants as part of the conference group chat.
	Select how to view the participants' video windows during the conference; control the maximum number of windows.
	Enter and exit full screen. On Mac OS, this button appears on the upper left side of the video window.
	Select which application or screen you wish to share in the conference.
	Toggle among the applications or screens that are being shared during the conference.
	Toggle your self-view preference.
	Mute, unmute, and control your speakerphone volume.
	Mute, unmute, and control your microphone volume.
	Show or hide the video feed from your camera.
	Open the Settings page. For more information, see "Settings" on page <a href="#">10</a>
	Toggle between the conference time and a clock.
	End the conference.

## Joining a Conference






1. Click to join when someone invites you to a conference.








## Understanding the Status Icons






### Contact Status

Icon	Description
	The contact is online and available to receive a direct call or to join a room.
	The contact is online but is currently in a call or conference. 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.

### Room Status

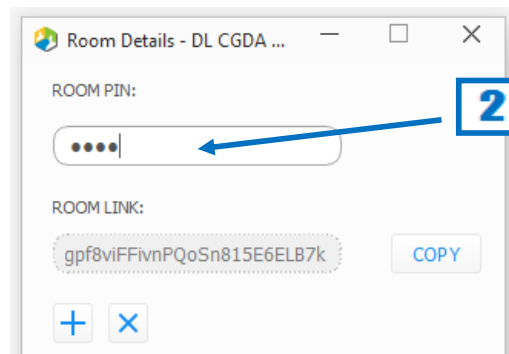
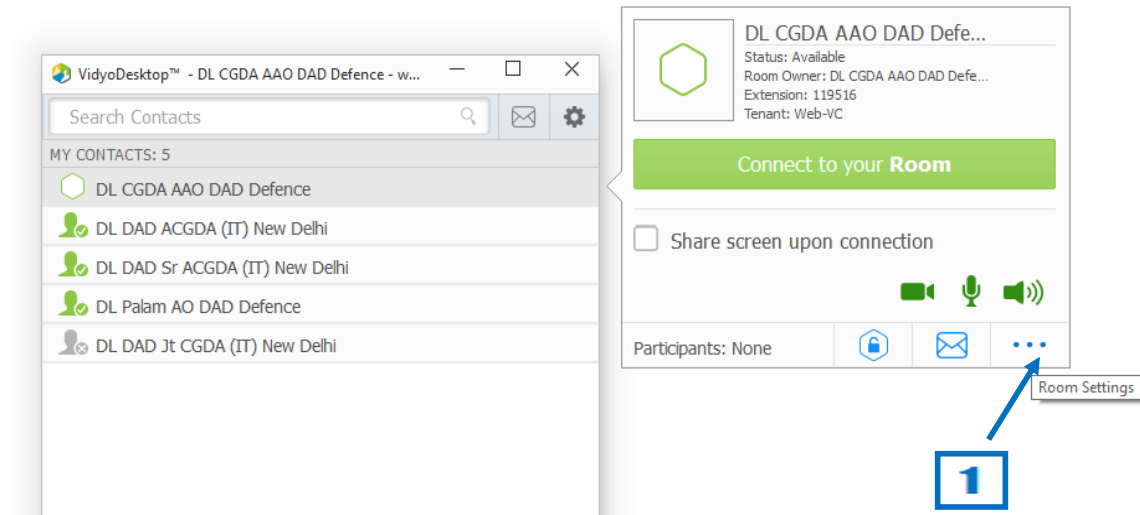
Icon	Description
	The room is available and empty, so you can enter the room.
	The room is available and PIN-protected. If you attempt to join the room, you will be asked to enter a PIN.
	The room is occupied but available to enter.
	The room is locked, so you cannot enter it.
	The room is full, so you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

## Setting

Screen	Description
	View user and conference status information; generate diagnostics reports.
	<p>Configure the network settings:</p> <ol style="list-style-type: none"> <li>1. VidyoPortal section: <ul style="list-style-type: none"> <li>■ Select the <b>Validate Server Certificate</b> check box only if you are testing encryption with a self-signed certificate. Otherwise, do not select this check box.</li> <li>■ Enter the allowed media port range (between 50000 and 65535).</li> </ul> </li> <li>2. VidyoProxy section: <ul style="list-style-type: none"> <li>■ Select the <b>Always use VidyoProxy</b> check box if you want VidyoDesktop to always connect via the assigned VidyoProxy. Vidyo recommends that you try to connect directly.</li> </ul> </li> <li>3. Web Proxy section: <ul style="list-style-type: none"> <li>■ Select the <b>Use settings from operating system</b> check box if you want VidyoDesktop to follow the Internet Explorer Local Area Network settings on Windows or the OS settings on Mac. Otherwise, select the <b>Use the following settings</b> check box and then select: <ul style="list-style-type: none"> <li>• <b>Automatically detect settings</b> to configure VidyoDesktop to try to connect using WPAD (Web Proxy Auto-Discovery Protocol).</li> <li>• <b>Use automatic configuration script</b> to configure VidyoDesktop to use a specific PAC script for connection.</li> <li>• <b>Use proxy server</b> to configure VidyoDesktop to connect through a specific Web Proxy server. If you select this check box, enter the Web Proxy address, port, username, and password.</li> </ul> </li> <li>■ If you are trying to connect to a Web Proxy that requires authentication, you must enter the username and password regardless of the selected method.</li> </ul> </li> </ol> <p><b>Note:</b> For help with configuring your network settings, talk to your system administrator.</p>
	Select the microphone, speaker, and camera you are using; select your video quality preferences; control echo cancellation; set whether you want the microphone level to be automatically adjusted.
	Select the language of the user interface, whether you want VidyoDesktop to automatically start when you log in, whether you want VidyoDesktop to automatically answer incoming calls, and more.
	View the VidyoDesktop version being used; check for software updates.

## Additional Features

### Pin Protection



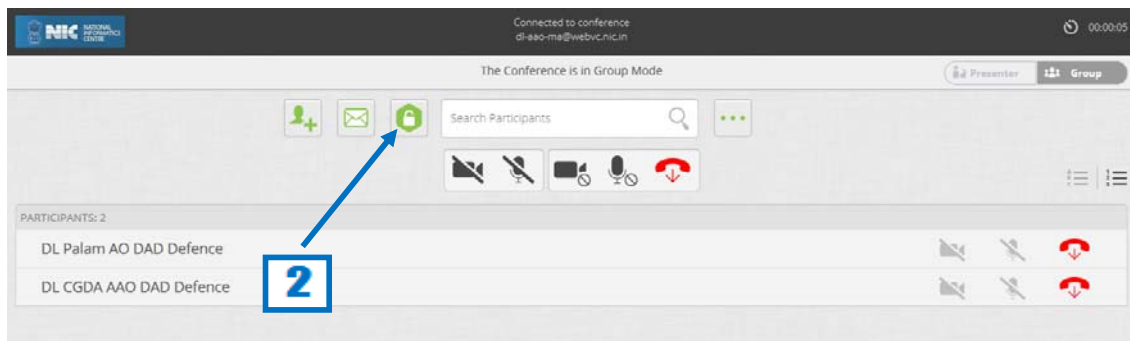
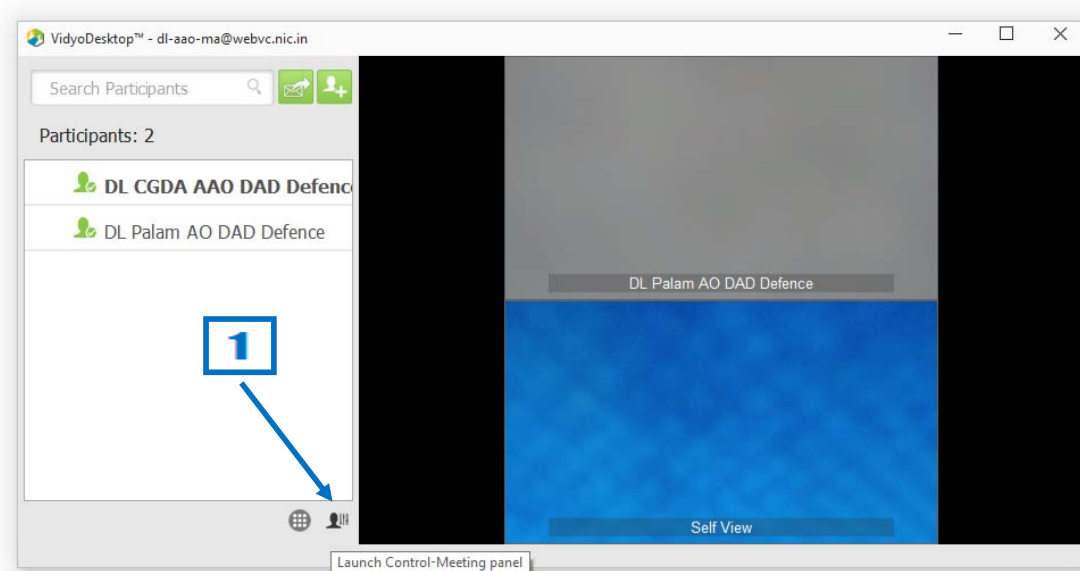
One can protect his room with a Pin (Say User - A). Any user (Say User - B) trying to connect to the room will be asked for the Pin before entering the room. However this Pin Protection will not deny User - B to connect "Directly" to User A if he is available or has not yet entered his room himself.

#### How to protect your room with a PIN.

1. Click on room settings.
2. Enter the desired PIN and Save.

## Locking the Room

The Owner of the room or a participant with a moderator pin can lock the room so that no one else can join in between.



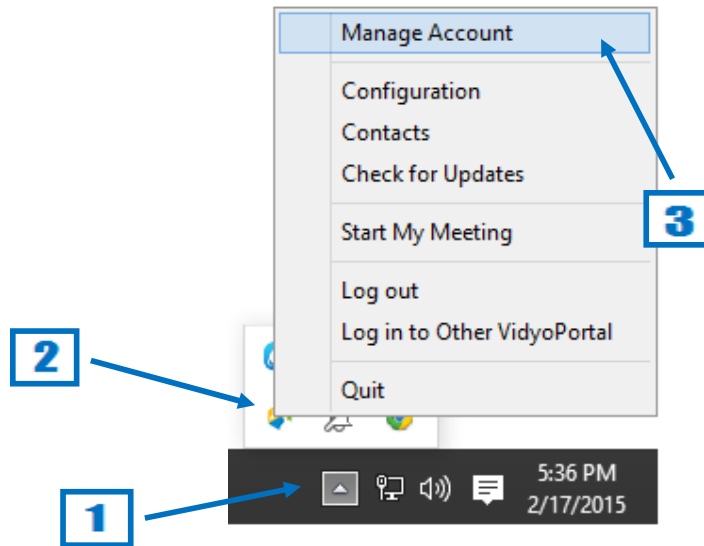
**How to protect your room with a PIN.**

- 1. Click on the Launch Control Meeting Panel Icon.**
- 2. Click to lock the Room.**

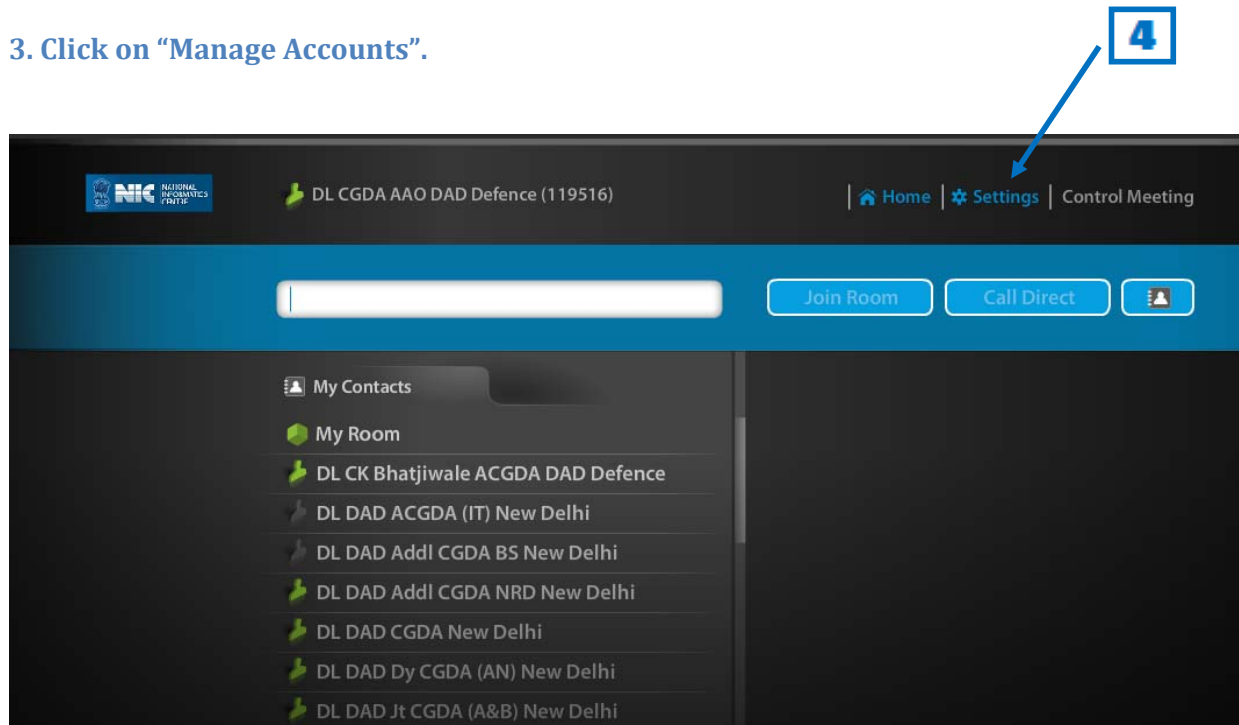
Room is now locked. Additional participants cannot join the conference.

The room will be locked displaying the above message.

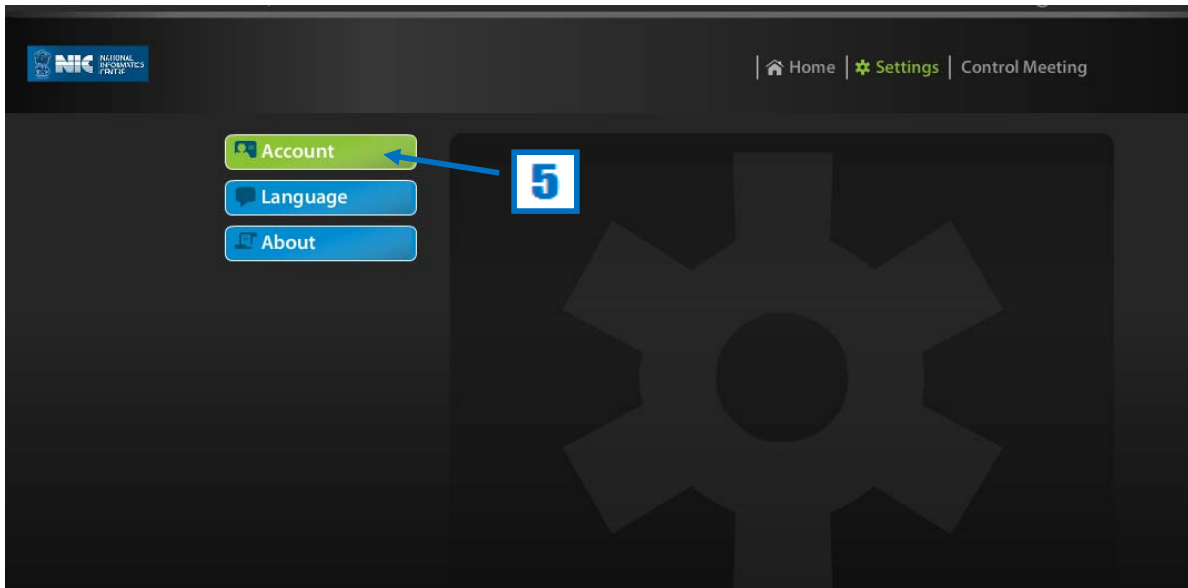
## Change of Password



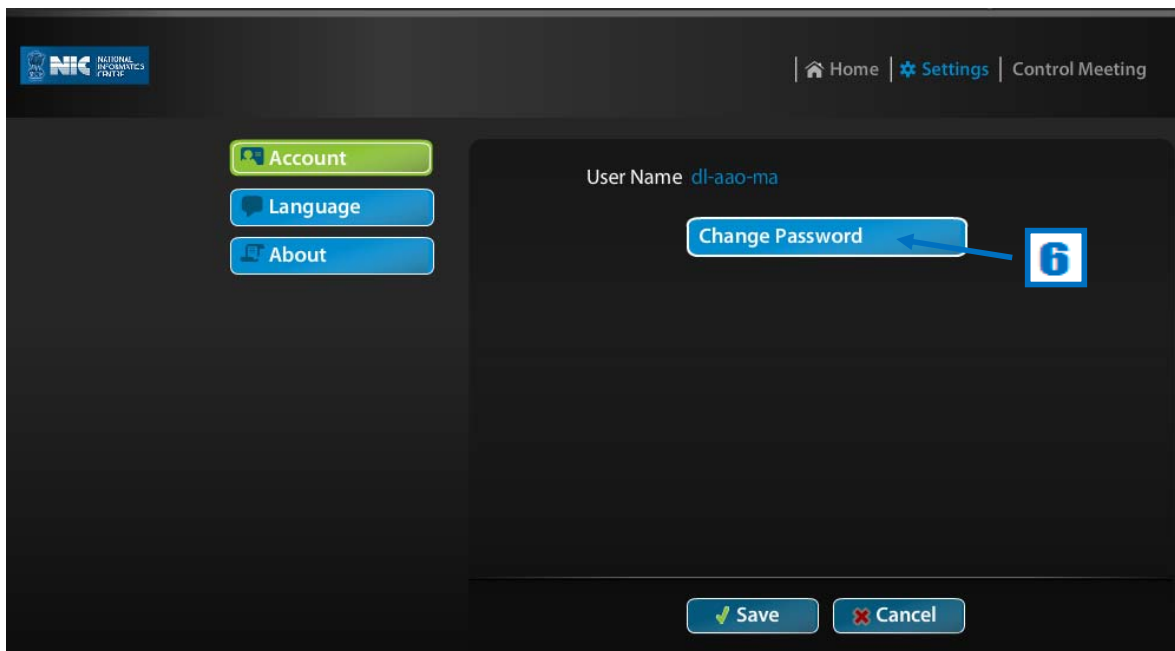
1. Click on “Show Hidden Icons”.
2. Right click on video desktop Icon.
3. Click on “Manage Accounts”.



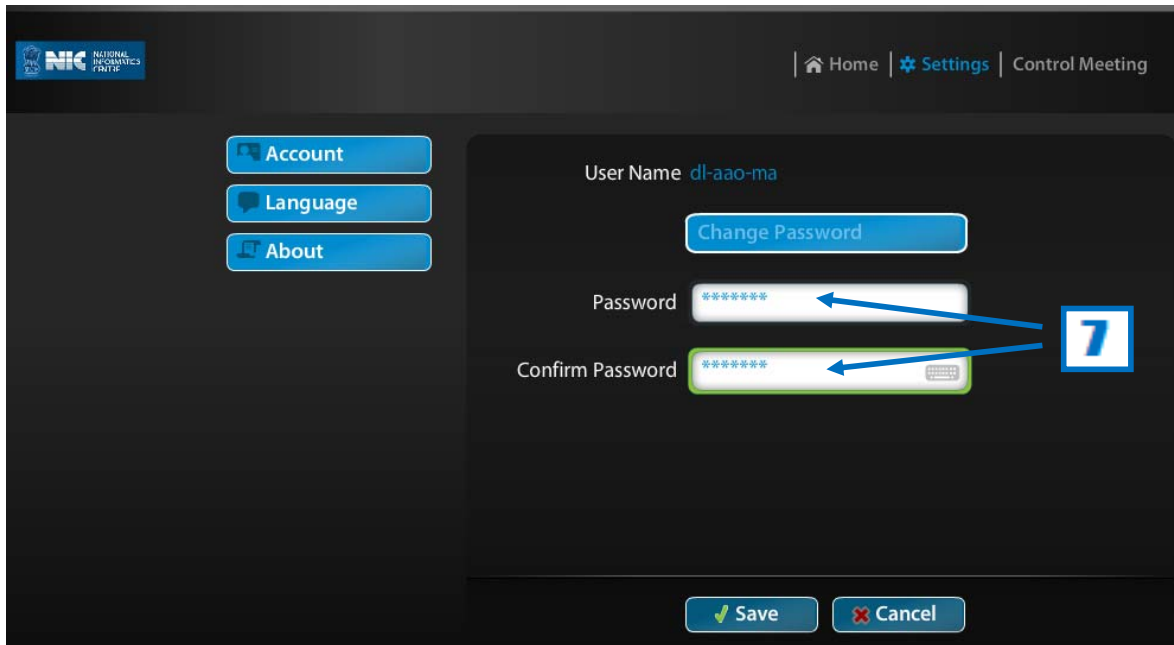
4. Click on “Settings”.



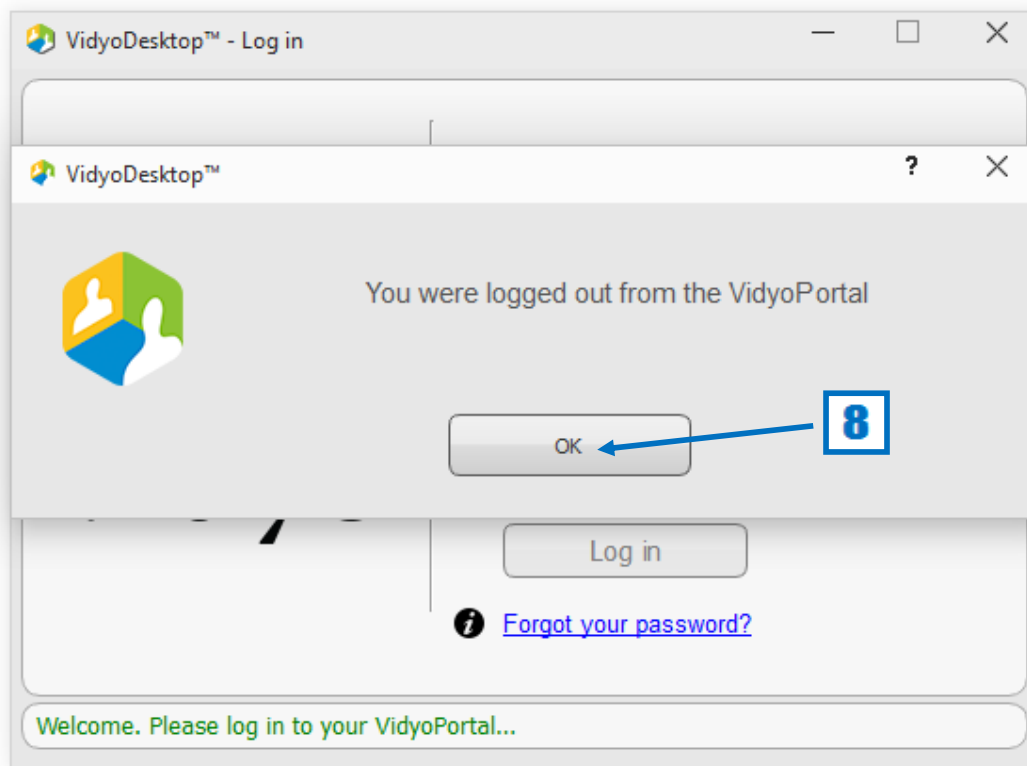
5. Click on Accounts.



6. Click on "Change Password".



7. Confirm the Password in “Password” and “Confirm Password” window and click on “Save”.



8. Click on “OK” and please login again with your new password.