VidyoRoom™ and VidyoPanorama™ 600

Quick User Guide

# VidyoRoom™ and VidyoPanorama™ 600 Quick User 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 a slick and intuitive user interface.

Logging In

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.

Pre-Call

Using the Home Screen
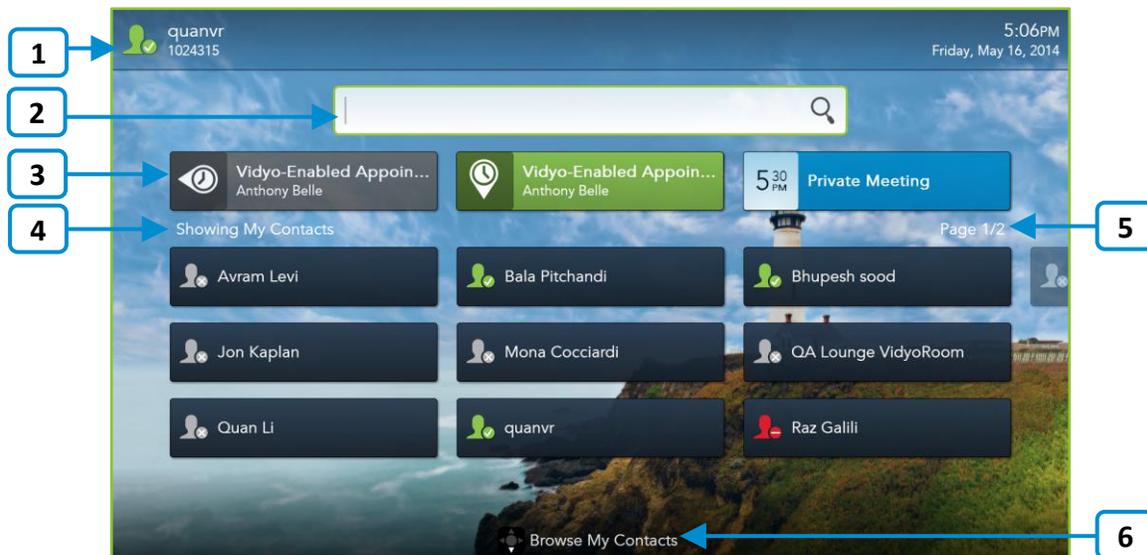
1. The name and extension of your VidyoRoom or VidyoPanorama 600 as well as the current time and date based on the VidyoPortal to which you are connected.

2. Enter a name to search for a contact.

   As soon as you begin typing, search results appear.

3. The three most recent appointments from a calendar specified by your system administrator appear as rectangular tiles which take up the top three spots on your VidyoRoom home screen. Use the right arrow to scroll through the list of outcoming meetings in case there are more than 3. For more information, see "Using the VidyoRoom Calendar" on page 4.

4. Provides a list of your contacts for easy reference.

   When you begin a search, "Showing My Contacts" changes to "Showing Search Results."

5. Navigate through additional pages of contacts using your remote control arrow keys.

6. When available, remote control hints appear on the lower part of the screen.

## Searching, Adding, and Calling Contacts
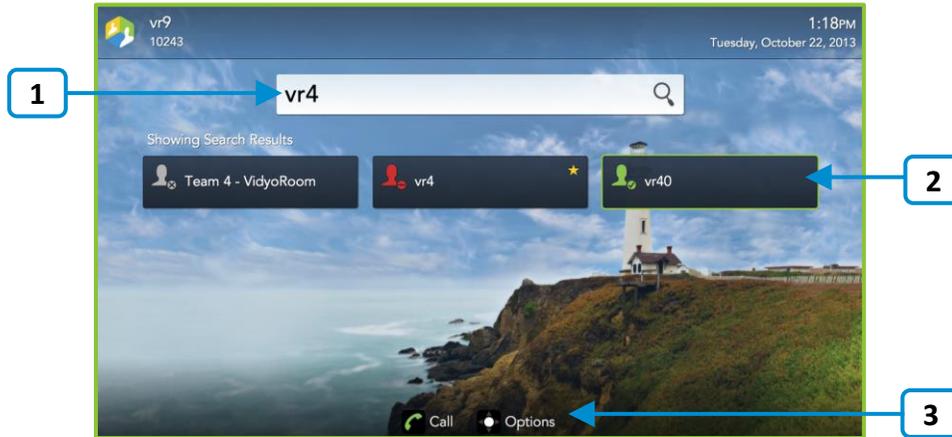
1. Enter a name to search for a contact.

   As soon as you begin typing, search results appear.

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

3. Select **Call** to make a direct call to your selected contact or select **Options** to access additional options for your selected contact.
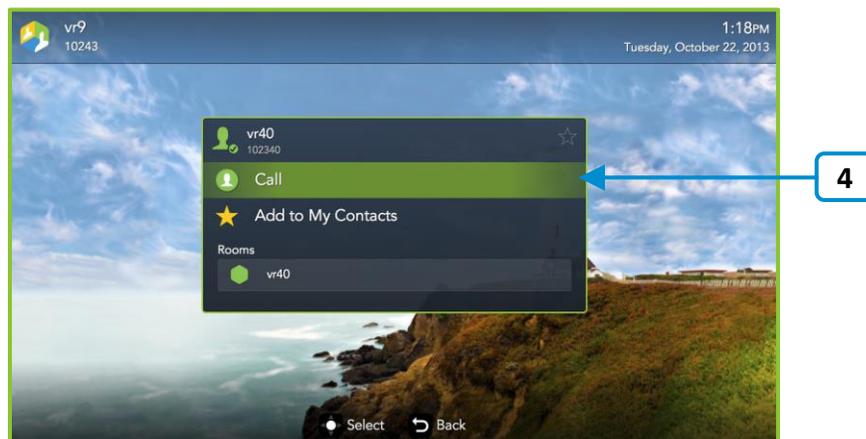
4. Use the arrow keys on your remote control to navigate to the following options:

   - 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 Different VidyoPortal or an H.323/SIP Endpoint
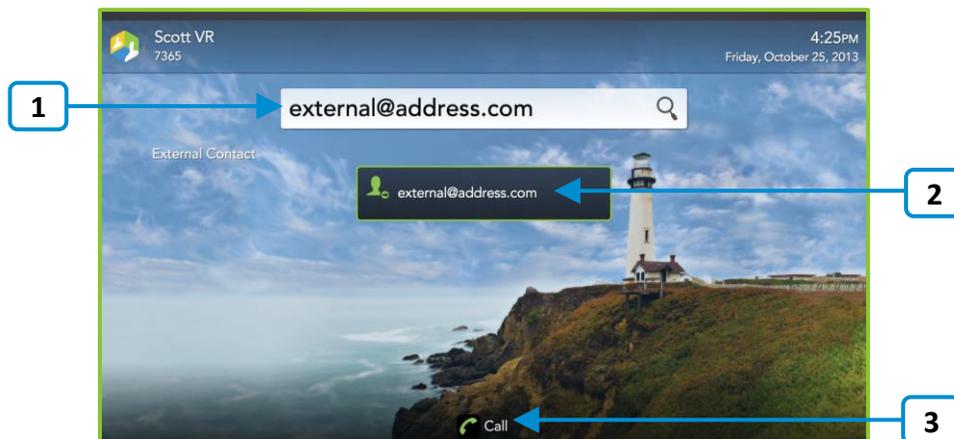
1. Enter the address of the contact in a different VidyoPortal or an H.323/SIP endpoint.
2. Use the arrow keys on your remote control to move down from the search box and highlight your contact.
3. Select **Call**.

Using the VidyoRoom Calendar

Your VidyoRoom can be configured to work with an account on Microsoft Exchange to display appointments as the top three tiles on your VidyoRoom home screen. See your system administrator for more information.

Note:

- Appointments appear on your home screen as green tiles if they are Vidyo-enabled or blue tiles if they are not.
- Only appointments taking place up to three hours in the future appear on your home screen.
- Vidyo-enabled appointments remain on your home screen for an hour after the scheduled start time and appear as a dark, transparent gray tile.
- Non-Vidyo-enabled appointments are removed from the home screen right after the scheduled time.
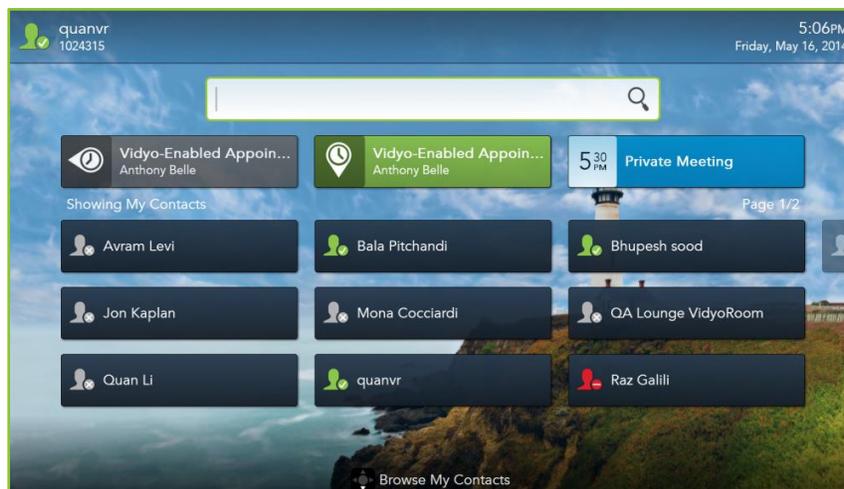
Pre-Call and In-Call Appointment Statuses

The appointment's subject and organizer appear as text on the tile unless marked as private. Either way, one of the following pre-call appointment status indicators appear on the left side of a tile.

Icon	Description
3⁰⁰ PM	The time of your upcoming scheduled appointment. **Note**: Appointments scheduled three hours in the future appear on the home screen.
⑤	The indicator shows how many minutes remain before your scheduled appointment begins. **Note**: The indicator counts down each minute from five before your scheduled appointment begins.
🕐	The appointment is occurring now.
🕐	The indicator shows an appointment that has taken place in the past. **Note**: Only Vidyo-enabled appointments remain on your home screen for an hour after the scheduled start time and appear as a dark, transparent gray tile. Non-Vidyo-enabled appointments are removed from the home screen right after the scheduled time.

If you are in a call, the in-call appointment status indicators appear on the left side of a tile.

Icon	Description
⑤	Similar to pre-call, this gray version of the icon appears to alert you when your VidyoRoom is still in a call when the upcoming appointment is about to occur. **Note**: The indicator counts down each minute from five before your scheduled appointment begins.
🕐	Similar to pre-call, this red version of the icon appears to alert you that your VidyoRoom is still in a call when the upcoming appointment is occurring now.

Viewing Appointment Details
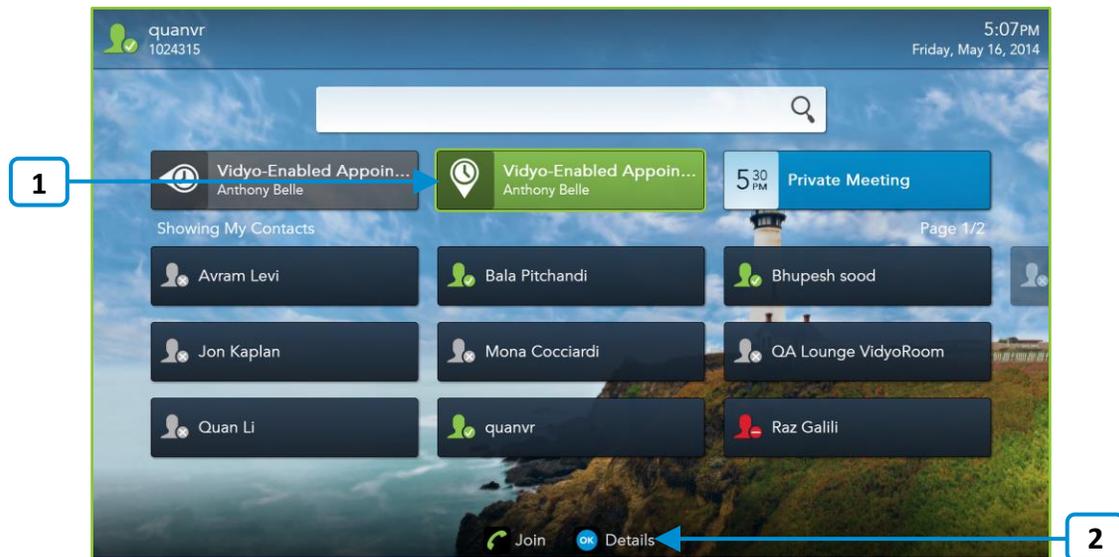
1. Use the arrow keys on your remote control to move down from the search box and highlight a desired contact from the search results.
2. Select **Details**.
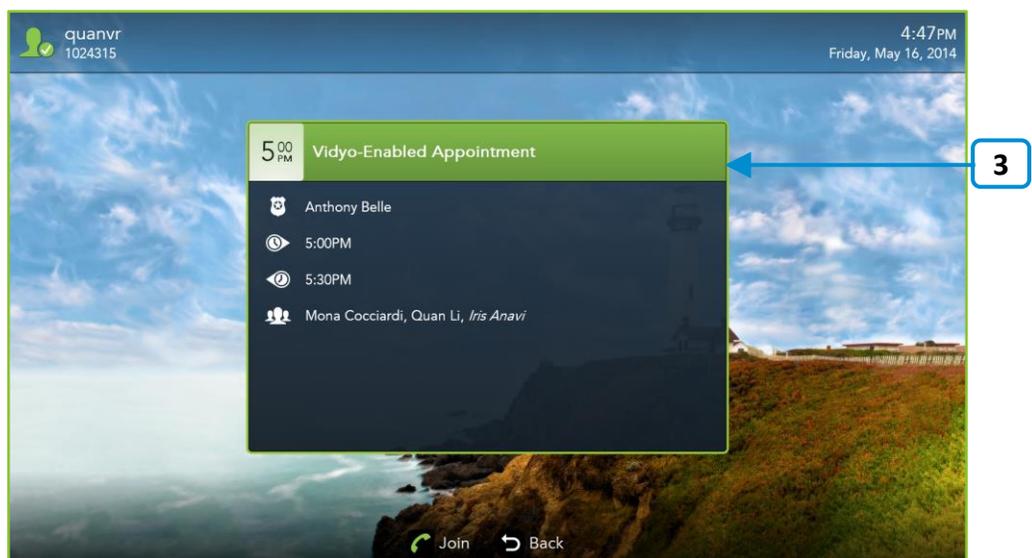
3. The appointment information dialog box appears showing the following details:

    ■ The name of the meeting organizer.
    ■ The meeting start time.
    ■ The meeting end time.
    ■ The meeting attendees.
       Note: Required attendee names appear with a regular font, while optional attendees are italicized.

Joining Vidyo-Enabled Appointments

Joining Vidyo-Enabled Appointments Using the Reminder Dialog Box

Five minutes before your scheduled Vidyo-enabled appointment begins, the Reminder dialog box appears.
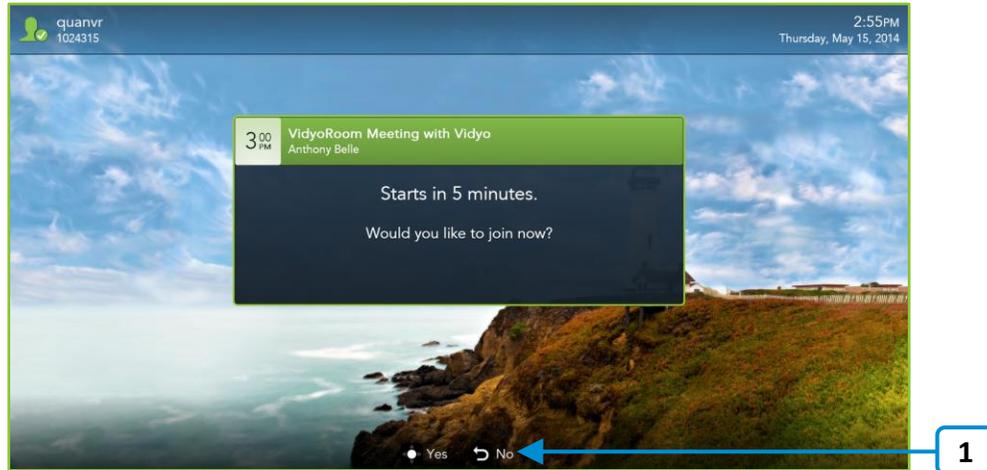

1. Select **Yes** or **No** as desired.

Note: The Reminder dialog box remains on the home screen indicating "Starts in X minutes." or "Started X minutes ago." for up to one our after the scheduled Vidyo-enabled appointment time or until acknowleged, the earlier of the two.

You can also join Vidyo-enabled appointments showing on your home screen at any time without using the Reminder dialog box using the next procedure.

Joining Vidyo-Enabled Appointments Manually

If you don't join a Vidyo-enabled appointment from the Reminder dialog box as shown in the previous section, you can join manually using the following procedure:
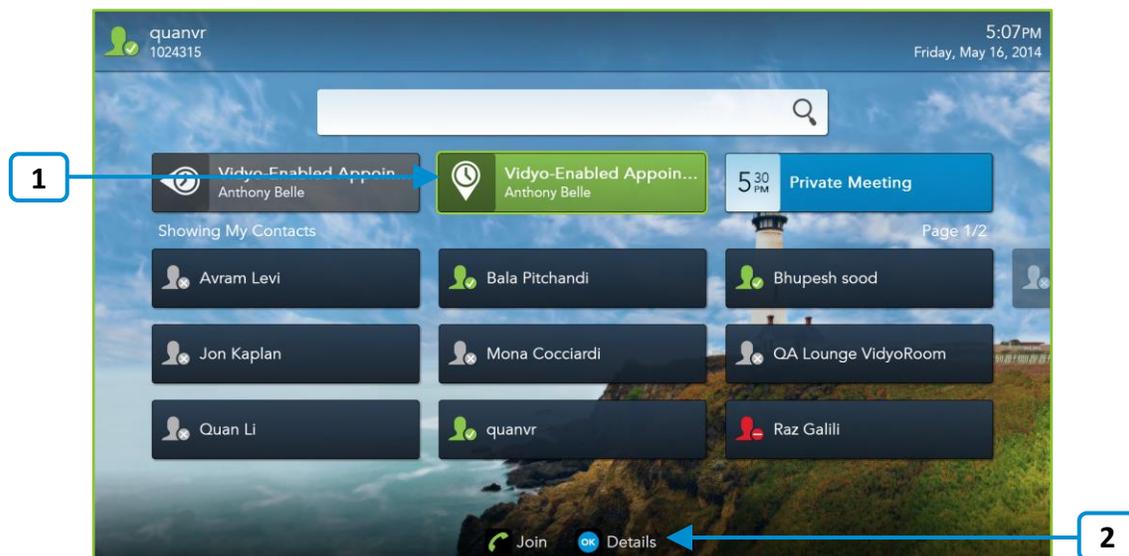
1. Use the arrow keys on your remote control to move down from the search box and highlight a desired contact from the search results.
2. Select **Join**.

Using Projection Mode

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

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

   Note: Your content now appears on the video screen of your VidyoRoom system. This is called Projection Mode as the content is only displayed on your local VidyoRoom system. For more information about sharing to the entire conference while in-call, see "Sharing Content to a Conference" on page 12.
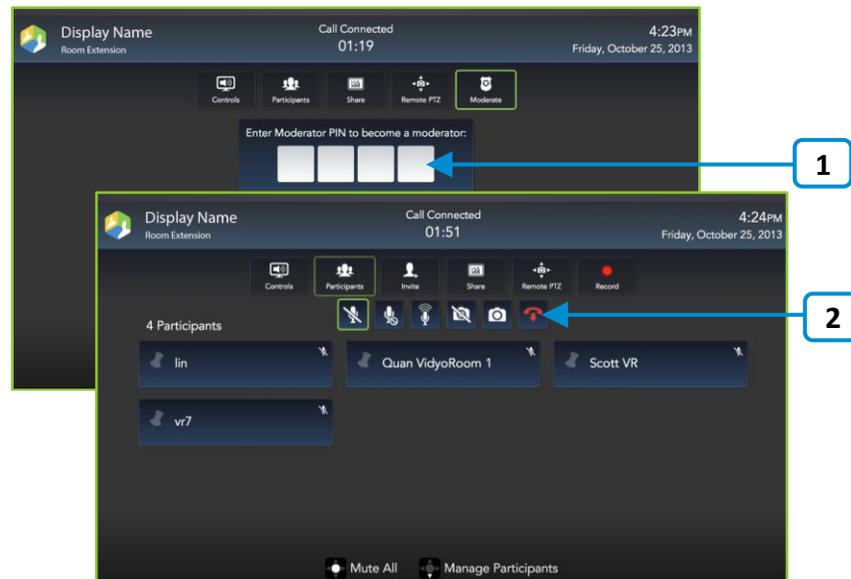
Understanding the Moderator Function

Note: If you want to moderate a conference, you must enable a Moderator PIN for the conference room. To do so, you can:

- 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.
- Set the Moderator PIN via the VidyoPortal User portal.

Becoming a Moderator allows you to use call control functions including recording capabilities.

For more information, refer to the *VidyoPortal Administrator Guide* and *VidyoDesktop Quick User Guide*.

1. Use the arrow keys on your remote control to move down and enter the Moderator PIN.

2. Conference moderation functions are provided under Participants when you become a moderator in the call.

   For more information about Moderator functions under Participants, see "In-Call" on page 9.

Understanding the Status Icons

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.

In-Call

Note: While in a call, select **Manage** on your Remote Control at any time and the Settings Menu appears. Select **Back** to return to the Home Screen.
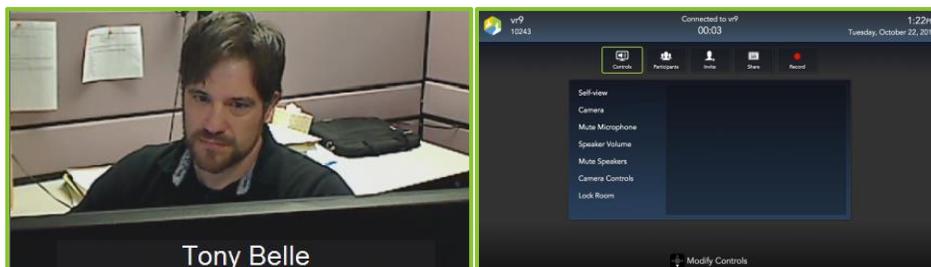
Icon	Description
	Toggle your self-view preference.
	Show or hide the video feed from your camera.
	Mute, unmute, and control your microphone volume.
	Control your speakerphone volume.
	Mute and unmute your speakerphone volume
	Pan, tilt, and zoom your camera.
	Lock and unlock your meeting room. **Note**: This function only appears when you're the moderator of the room.

You can view the conference participants and add them to your My Contacts list whether or not you're the moderator of the room.

Moderators can also Mute, Unmute, Hide Video, Show Video, and Remove a selected participant or all participants from the conference.
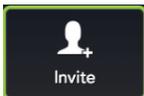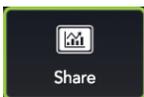

Note: This option only appears when you're the moderator of the room.

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

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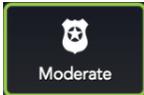

Use the arrow keys on your remote control to move down and highlight a desired Share available for viewing in the conference.

Note: The Start Sharing My Content button only appears 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 "Settings" menu as described on page 11. For information about sharing, see "Sharing Content to a Conference" on page 12.

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.

Note: Becoming a Moderator allows you to use call control functions including recording capabilities.

For more information, see "Understanding the Moderator Function" on page 4.
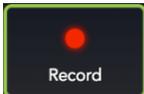
Note: This option is only enabled if your organization has VidyoReplay and when you're the moderator of the room. For more information, contact your Vidyo sales representative.

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

Icon	Description
●	The Vidyo conference is being recorded.
❙❙	The recording is paused. **Note**: Pausing while recording results in a single recording file stored in the .flv format on your VidyoPortal.
■	The recording is stopped. **Note**: Stopping while recording results in separate recorded files stored in the .flv format on your VidyoPortal.

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:

- 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.

Sharing Content to a Conference

To share content to a conference:

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

   Note: While your share now appears on the video screen of your VidyoRoom system, it is not shared to the participants of your conference. This is called Projection Mode. For more information, see "Using Projection Mode" on page 4.

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

2. Press the Share button on your remote control.

   Your Share is added to the conference and the Content Share Encode Status icon appears in green on the upper-right of the screen.

Adjusting Your Content Source to Avoid Cropping

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

Adjusting a Computer that Crops Content

Some VidyoRoom systems may crop content you share from your computer screen.

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

Some computers default to a mirrored or duplicated multiple display output setting when connected to a VidyoRoom system as a shared device.

To adjust a computer that defaults to a mirrored or duplicated multiple display output setting:
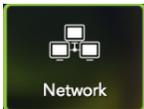
- On all platforms:

  1. Select Extend display in the multiple display field.

  2. Select 720p for the resolution of your second display.

Settings
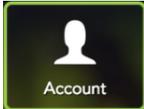
Enter values for VidyoPortal, Username, and Password.

Turn your proxy ON or OFF and specify UDP Range values as desired.

Your VidyoRoom or VidyoPanorama 600 is set to Use DHCP by default. This enables it to automatically obtain its IP address.

If you want to change the disabled network settings, turn DHCP OFF. Then, provide values for IP Address, Subnet, Gateway, and DNS as desired.
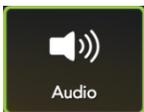

Select a microphone, adjust the microphone level, select from available speakers, adjust the speaker volume, and turn join and exit sounds or navigation sounds ON or OFF.

Select a camera source, video quality, shared content source, turn the backlight ON or OFF, and reset the camera position.
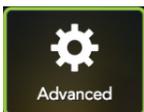
Turn Auto-Answer, Auto-Share Connected Devices, Allow Remote User to Control Camera, and the Lucky Clover Keypad ON or OFF. You can also set your Room's PIN, configure your system with an access code to PIN protect your VidyoRoom or VidyoPanorama 600 settings, upload background images for display on the On Screen UI, set the language and time zone, and use Reboot System to reboot your machine.
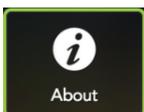
View the VidyoRoom or VidyoPanorama 600 version being used, the Vidyo company description, and the copyright statement.