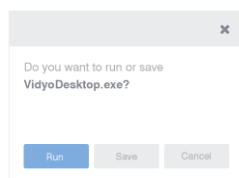
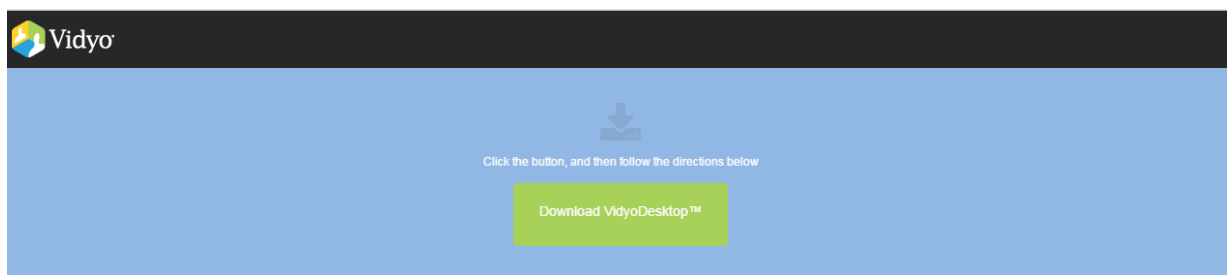


## VidyoDesktop Faculty and Meeting Facilitator Basic Guide

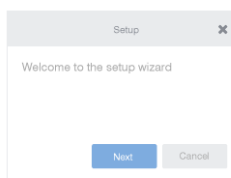
Anyone using Vidyo web conferencing software to teach a course or facilitate a meeting will need to create their own “meeting room.” Once you have created a room it is your meeting room to use for instruction or meetings.

The following guide will help you establish a meeting room and provide you with an overview of some of the basic functions of using Vidyo.

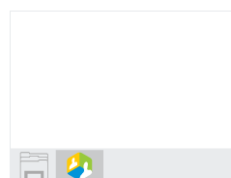
1. How to Create a Meeting Room
  - a.) Open up a web browser (Internet Explorer, Firefox, Chrome, Safari)
  - b.) Type In the address/URL box: [chargervideo.columbiastate.edu](http://chargervideo.columbiastate.edu)
  - c.) Follow the instructions for downloading the VidyoDesktop



1. Run the downloaded file  
Run the .exe file from the browser's download prompt.

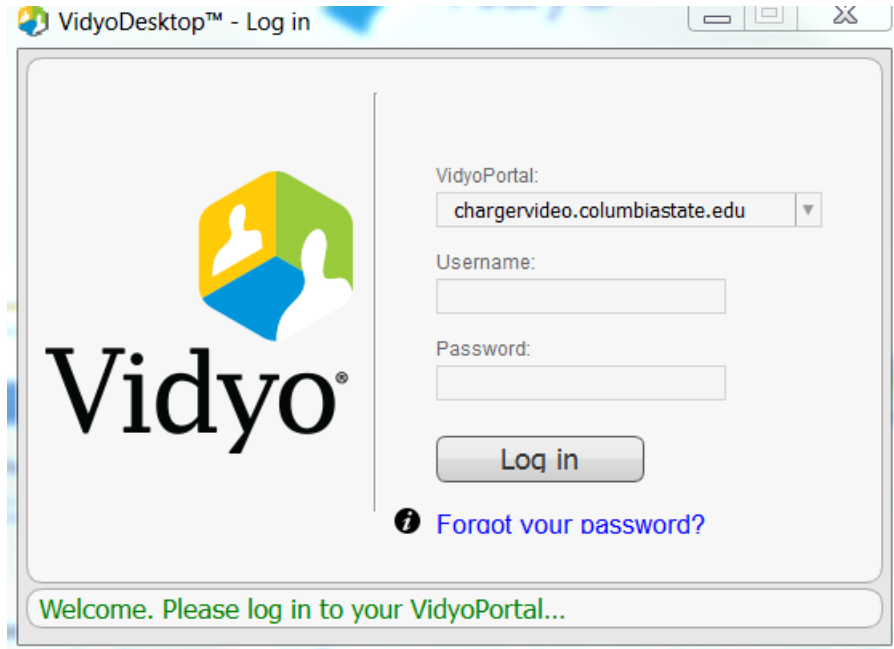


2. Start installing  
Select Next on the VidyoDesktop installer.



3. Ready to go!  
Log in or click a Vidyo link to start a conference.

- d.) After installation, open the Vidyo Desktop client if it doesn't automatically open. It can be found by going to the Start menu > All Programs > Vidyo folder and clicking on Vidyo Desktop.
- e.) On the Log in screen, type in the *VidyoPortal* box: [chargervideo.columbiastate.edu](http://chargervideo.columbiastate.edu)
- f.) Type in your Columbia State *Username* (same one you use to log in to a Columbia State computer)
- g.) Type in your Columbia State *Password* (same one you use to log in to a Columbia State computer)
- h.) Click on *Log in*



## 2. Accessing your Vidyo Room

- a.) After log in, a box opens. Click on your name and another box opens.
- b.) Click on *Connect to your Room* to access your Vidyo room

**NOTE: Be sure to have a web camera and microphone connected to your computer. Some computers have internal cameras and microphones. Some external web cameras are equipped with a microphone.**

## 3. Tool Bar



- a.) The VidyoDesktop tool bar is used to operate various functions
- b.) The toolbar is accessed by placing your mouse pointer over the lower portion of the screen; it will also pop up when a chat session is started by any participant
- c.) Click on [In-Call Tool Bar](#) to watch a video which explains the tool bar

## 4. Device Settings

- a.) The device settings feature, briefly explained in the [In-Call Tool Bar](#) video, is used to select the camera, microphone, and speaker you want to use
- b.) Click on [Pre-Call Settings](#) to watch a video that explains device settings. Please note there is more than one way to access this feature; either through the tool bar or the home screen

5. Group Chat

a.) Group chat may be used for a variety of reasons. One example is when an instructor or meeting facilitator has silenced all microphones to cut down on background noise. Group chat can then be used to interact with everyone in the conference. EVERYONE will see your communication in a group chat.

b.) Click on [In-Call Tool Bar](#) to watch a video which explains the tool bar that includes an explanation of how to use the chat feature.

6. How to Schedule a Meeting


a.) Whether you are using Vidyo to teach a class or using it as a meeting tool you need to invite participants into your room

b.) Click on [Schedule a Meeting from the VidyoDesktop Home Screen](#) for a demonstration on how to send an invite that will include the link to your virtual room

7. How to Copy Your Room Link and Share with Participants

a.) A dedicated link to your room is established when you created your Vidyo room and this same link is generated every time you schedule a meeting as described above in item #6

b.) Simply copy your room link from the calendar template that is generated from the actions in item #6 above. You do not have to send the calendar invite to students to obtain the link.

**If the calendar method doesn't work**, you can copy your room link by clicking on  to access the Room Details pop-up. Click on the word COPY next to the ROOM LINK box to copy your room link.

c.) Paste the link in your Online Campus course page or body of an e-mail. You will want to provide a different meeting PIN for each course if you are teaching multiple courses via Vidyo

8. Set a Room PIN

a.) A Room PIN provides additional security to allow only those you want in your class session or meeting to join. Once someone has the link to your meeting room they can always enter it like a public space. A PIN keeps unwanted participants out.

b.) Click on [Room and Moderator PINs in VidyoDesktop](#) for an explanation of this feature

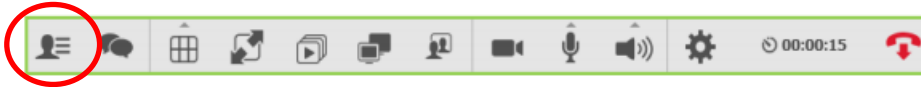
c.) Make sure you have communicated the PIN to the participants prior to the meeting. Faculty should create a specific PIN for each course and post it on the Online Campus course page

d.) When using multiple PINs, remember to change the PIN prior to the meeting or your participants will not be able to enter

9. Control Meeting Portal

a.) The Vidyo software gives you the ability to control your meeting. You can turn off the feed from participants' cameras and microphones individually or all of them at the same time.

b.) To access the controls for your meeting, click on the Show participants window icon on the left side of the tool bar



c.) Then, click on a similar looking icon that appears in the bottom corner of the participants' window:



d.) Hover your mouse pointer over each icon in the control meeting portal for a description of its function

#### 10. Additional Information

a.) Additional topical videos and printed documentation on other features of the VidyoDesktop may be accessed on Vidyo's [Knowledge Center web page](#).