

## HOW TO... Quick Guide

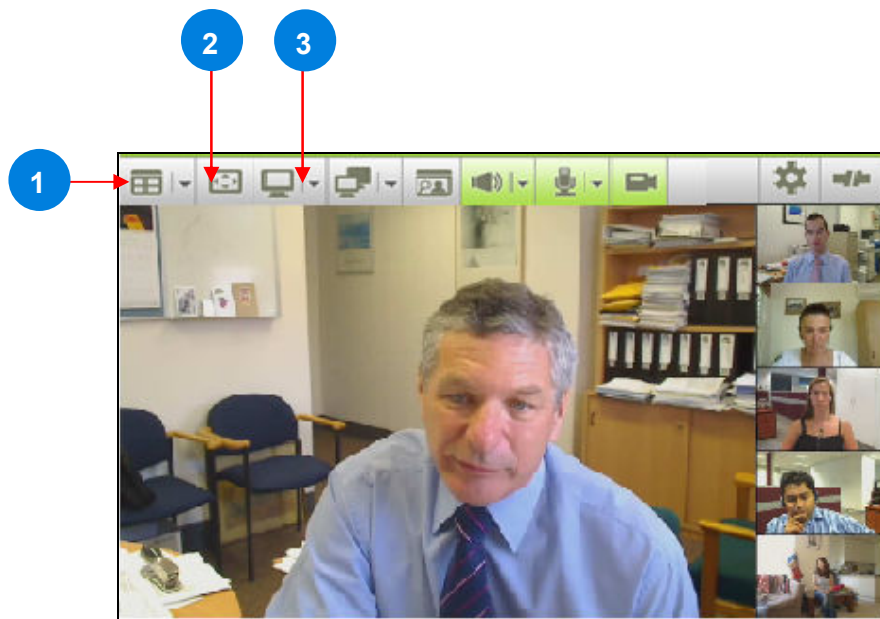
### Getting around the Vidyo™ window

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1. **Layout** – Choose from screen configurations from the dropdown, including auto mode, or screen configurations for 1-8 screens.

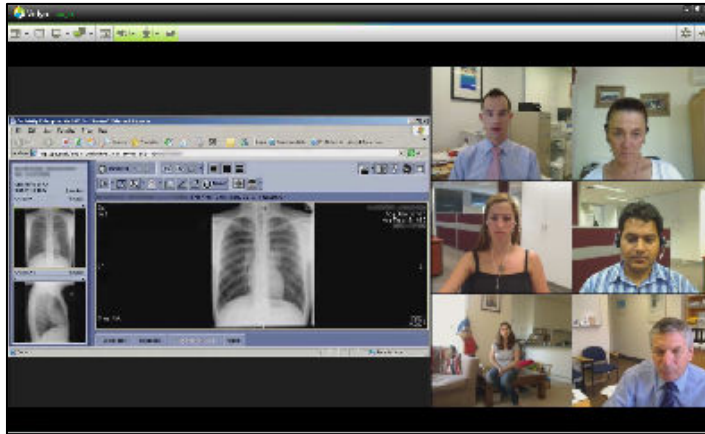
Clicking on the layout icon itself changes the screen to preferred mode, in which the person who is speaking has the largest screen real estate (see below). In preferred mode, the participant shown in the largest screen changes as the speaker changes. You may also stretch and resize the window to change the size and presentation of the layout.

2. **Full Screen** – Clicking on the full screen 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 unless you move your mouse over the screen.

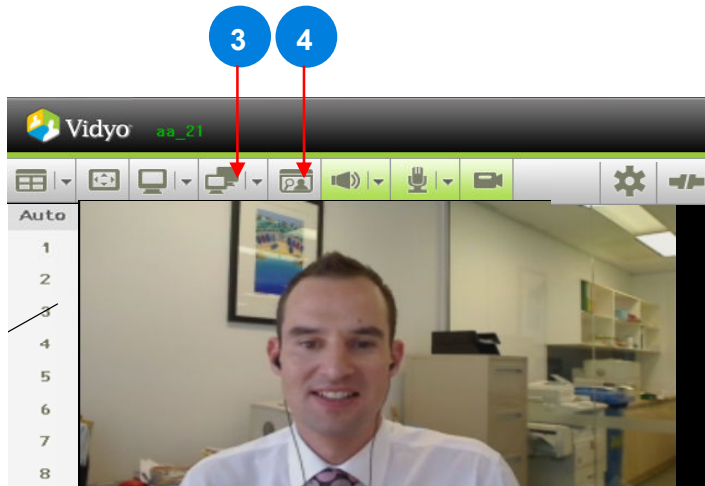


3. **Share Screen** – Participants can share applications on their computers by clicking the share button. Clicking on the button itself toggles between sharing and stopping the share.

Click on the dropdown arrow to select from the open applications on your local machine to share with other meeting participants. You will not see the screen you're sharing in the window, but you will know what you're sharing based on the software icon displayed within the share screen icon.



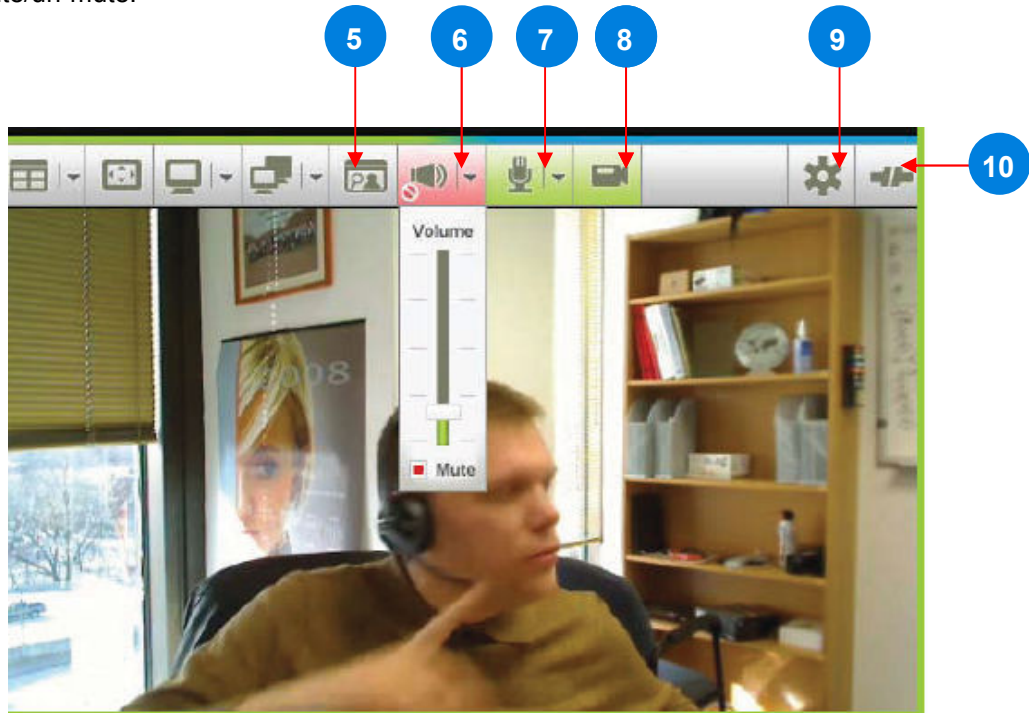
**Note:** When another participant is sharing his screen, the shared application you're viewing jumps to the front of the window. When layout is set to preferred mode, the shared application appears largest. You may undock the shared screen (i.e. view it as a separate window) and re-dock the shared screen (i.e. snap it back into the main window) by double-clicking the contents of the application window.



4. **Toggle** – Many participants may share their screens, but you may only view one screen at a time. When shared applications are available from multiple participants, the toggle button turns green, indicating a share is available.

You may toggle between multiple applications using the toggle button. Click on the button itself to cycle through the available shares. Click on the dropdown arrow to select a specific share from all available shared applications. The first option in the dropdown is always None. Selecting None means that you will not see any shared applications in the window.

5. **Preview** – To see your own video feed, click the preview button. Your picture will be included in the screen layout. Click the preview button again to remove yourself from the layout and only view the other meeting participant(s).
6. **Volume** – Click on the speaker button to mute/un-mute the sound you're hearing. Button will turn red when mute is on. Or use the dropdown to change the volume levels and the checkbox to mute/un-mute.



7. **Microphone** – Click on the microphone button to mute/un-mute the sound you're broadcasting. Button will turn red when mute is on. Or use the dropdown to change the mic levels and the checkbox to mute/un-mute.
8. **Privacy** – Click on the camera button to stop the video you're sending (i.e. privacy mode).
9. **Configuration** – The sprocket button turns red when there is an alarm and indicates that your settings need attention. Click the sprocket button to enter configuration to check **status**, **attendees**, **network**, **audio**, **video**, **options** and **about**.
10. **Disconnect** – Choose the disconnect icon to end your session.