



Vidyo™ Plug-Ins Guide



System Version 2.2

Document Version 2.2-A

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1. Overview

WHAT ARE PLUG-INS?

A plug-in is a component equipped with specific abilities that will enable you to interact with third party applications.

This guide describes the installation processes for the following plug-ins:

- Microsoft Outlook Plug-In
- Microsoft Lync and Microsoft Office Communicator Plug-In
- Sametime Plug-In
- Adobe Connect Plug-In

2. Microsoft Outlook Plug-In

The Vidyo Plug-In for Microsoft Outlook 2003, 2007, and 2010 permits you to schedule VidyoConferences™ from within Microsoft Outlook.

The Plug-In is compatible with Windows XP, Windows Vista 32-bit and 64-bit, and Windows 7 32-bit and 64-bit operating systems.

The installation process for Outlook 2010 varies slightly from that of 2003 and 2007. If you have Outlook 2010, continue with the following section; if you have Outlook 2003 or 2007, continue with the “Installing the Plug-In for Microsoft Outlook 2003 and 2007” section on page 6.

Note: Mac OSX users can be invited to meetings via Outlook, but there is currently no plug-in available for them to invite users themselves.

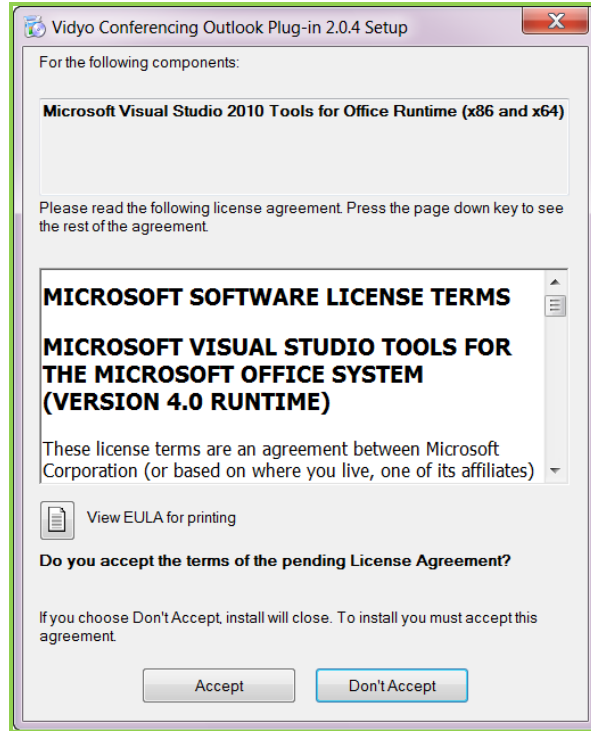
INSTALLING THE PLUG-IN FOR MICROSOFT OUTLOOK 2010

To install the Plug-In for Microsoft Outlook 2010:

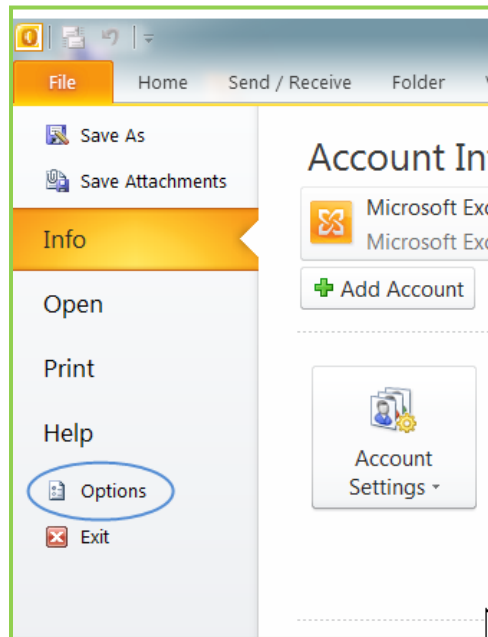
1. Close all Microsoft Office applications.
2. Download the appropriate Outlook Plug-In from the download section of the web site at <http://www.vidyo.com>.

Once on the website, click **Support**. On the dropdown menu under Support, click **Software Downloads**. You will find the Outlook Plug-In download there.

3. Run the install wizard.
4. You are prompted to accept the license and install the Plug-In.
5. Respond to each prompt until the Plug-In is successfully installed.

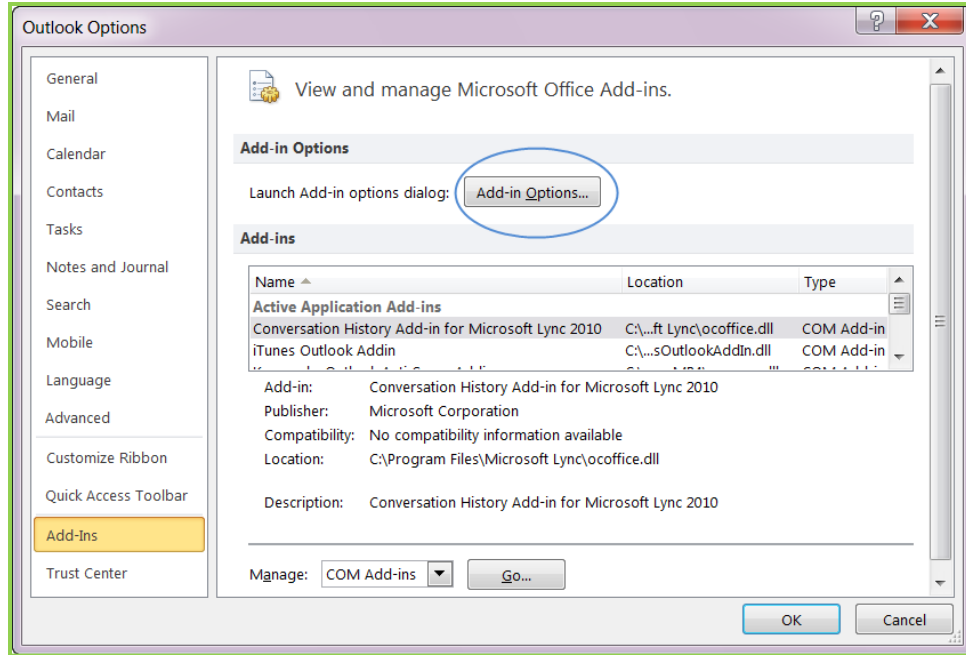


6. Launch Microsoft Outlook.
7. From the File menu, choose **Options**.



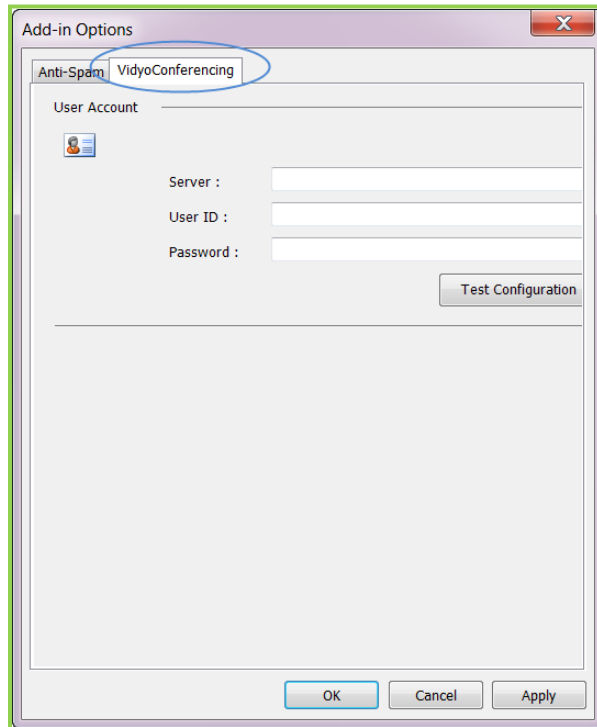
The Outlook Options dialog box opens.

8. Click **Add-ins** on the menu on the left side of the dialog box.



9. Click the **Add-in Options** button.

The Add-in Options dialog box opens.



10. Select the VidyoConferencing tab.

11. Enter the following information:

- Server — The fully qualified URL for the VidyoPortal™.

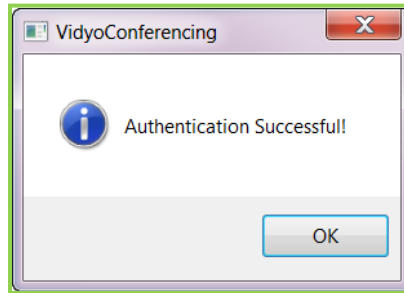
For example: <http://<vidyoportal.yourcompany.com>

- User ID — Your VidyoPortal user name.
- Password — Your VidyoPortal password.

12. Click the **Apply** button.

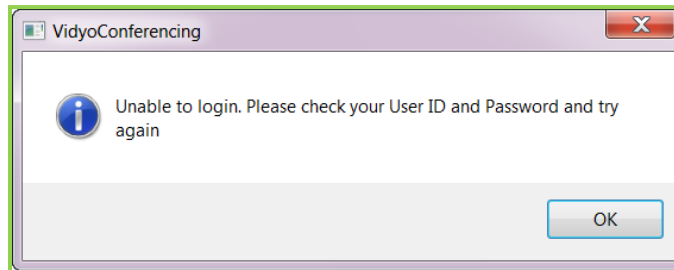
13. Click the **Test Configuration** button.

If you successfully installed the Plug-In, you'll see the following message:



14. Click **OK**, and then click **OK** in the Options window to complete the installation.

If you get the following error message (or one like it), contact your system administrator or your organization's IT department.

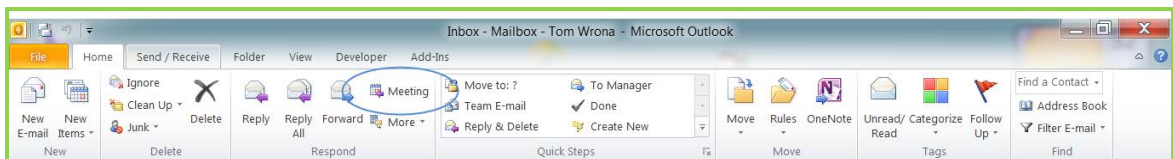


SENDING A MEETING INVITATION IN MICROSOFT OUTLOOK 2010

The Vidyo Plug-In for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boilerplate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For more information about creating a room invitation message, see the *Vidyo Conferencing Administrator Guide*.

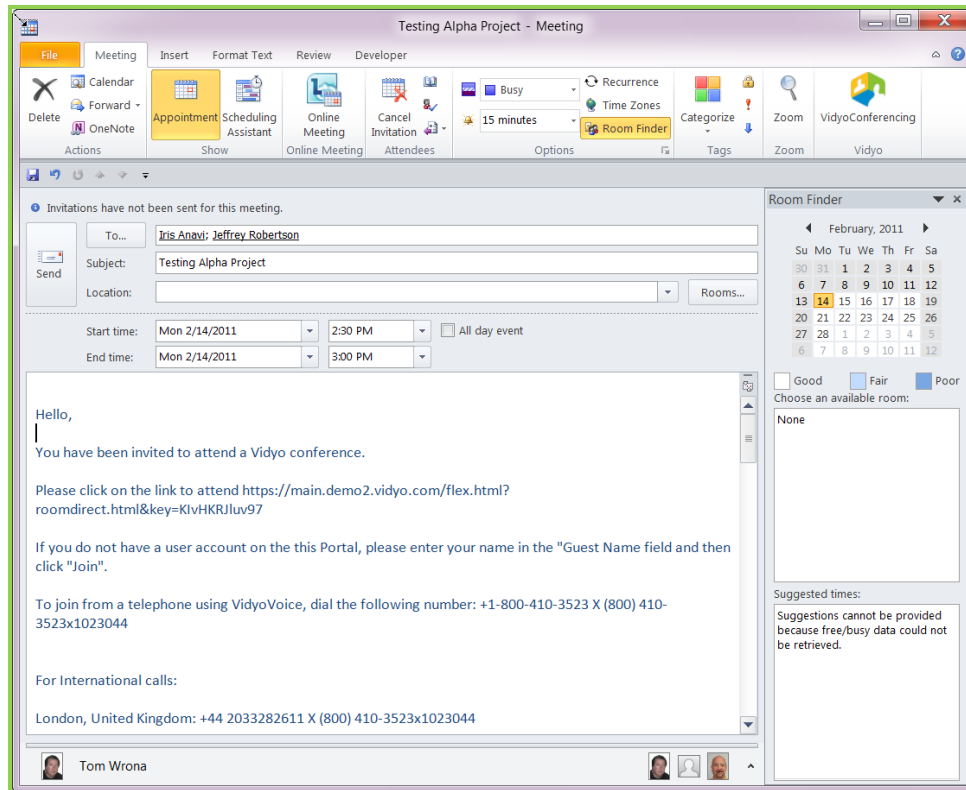
To send a meeting invitation in Outlook 2010:

1. Select the **Meeting** button on the Outlook toolbar.



The **Vidyo Conferencing** button appears at the far right of the menu bar.

2. Click the **VidyoConferencing** button.



Your meeting invitation with the boilerplate text appears.

3. Edit the text as desired.

You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

4. Click the **Send** button.

When the recipient receives the message, he or she can click the link to join your meeting. If the recipient is a registered user, the link prompts that user to log in to the VidyoPortal and join the meeting. If the recipient does not have a VidyoPortal account, that person will be prompted to join the meeting as a guest.

INSTALLING THE PLUG-IN FOR MICROSOFT OUTLOOK 2003 AND 2007

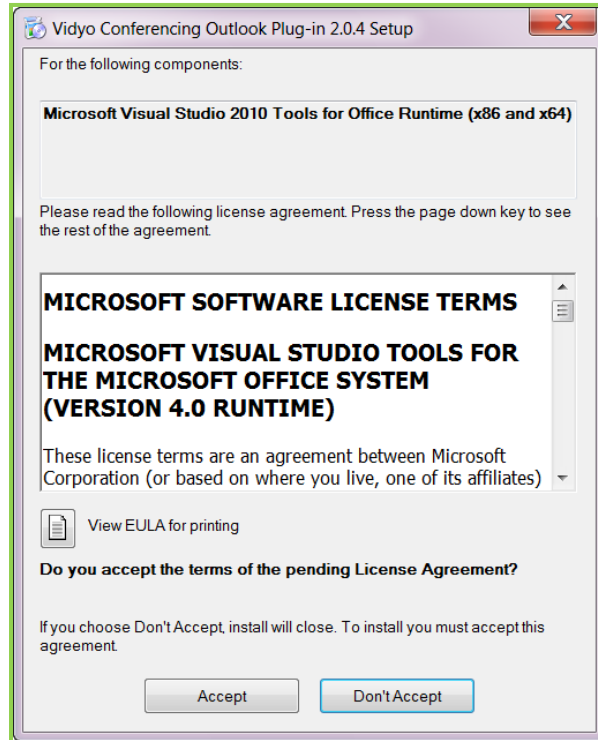
To install the Plug-In for Microsoft Outlook 2003 and 2007:

1. Close all Microsoft Office applications.
2. Download the appropriate Outlook Plug-In from the download section of the web site at <<http://www.vidyo.com>>.

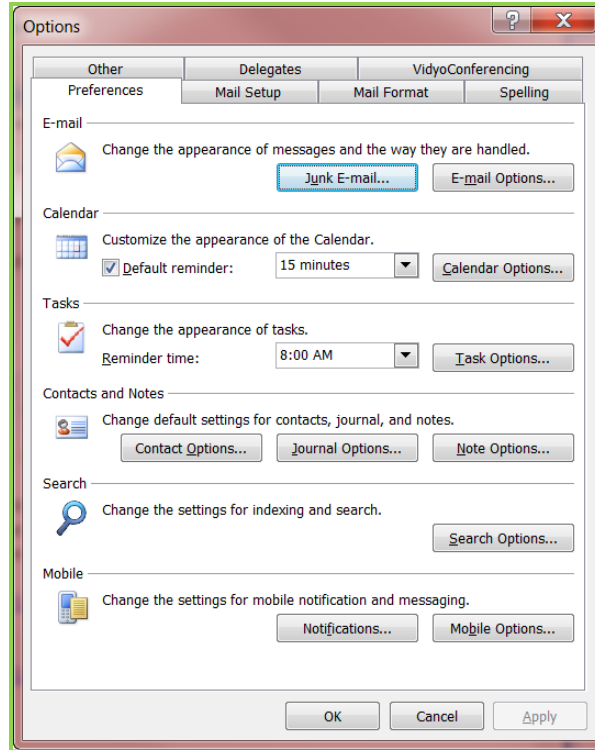
Once on the website, click **Support**. On the dropdown menu under support, click **Software Downloads**. You will find the Outlook Plug-In download there.

2. Microsoft Outlook Plug-In

3. Run the installation wizard and install the Outlook Plug-In.
4. You are prompted to accept the license and install the Plug-In.
5. Respond to each prompt until the Plug-In is successfully installed.

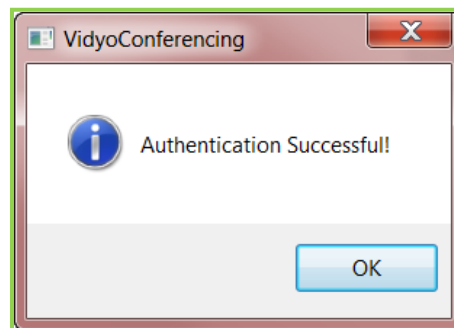


6. Launch Microsoft Outlook.
7. From the Tools menu, select **Options** to display the Options window.



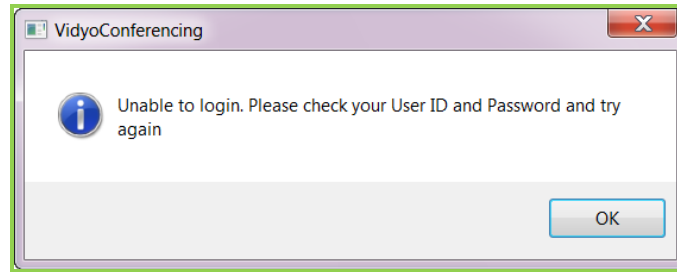
8. Select the VidyoConferencing tab.
9. Enter the following information:
 - Server — The fully qualified URL for the VidyoPortal.
For example: <http://<vidyoportal.yourcompany.com>>
 - User ID — Your VidyoPortal user name.
 - Password — Your VidyoPortal password.
10. Click the **Apply** button.
11. Click the **Test Configuration** button.

If you successfully installed the Plug-In, you'll see the following message:



12. Click **OK**, and then click **OK** in the Options window to complete the installation.

If you get the following error message (or one like it), contact your system administrator or your organization's IT department.



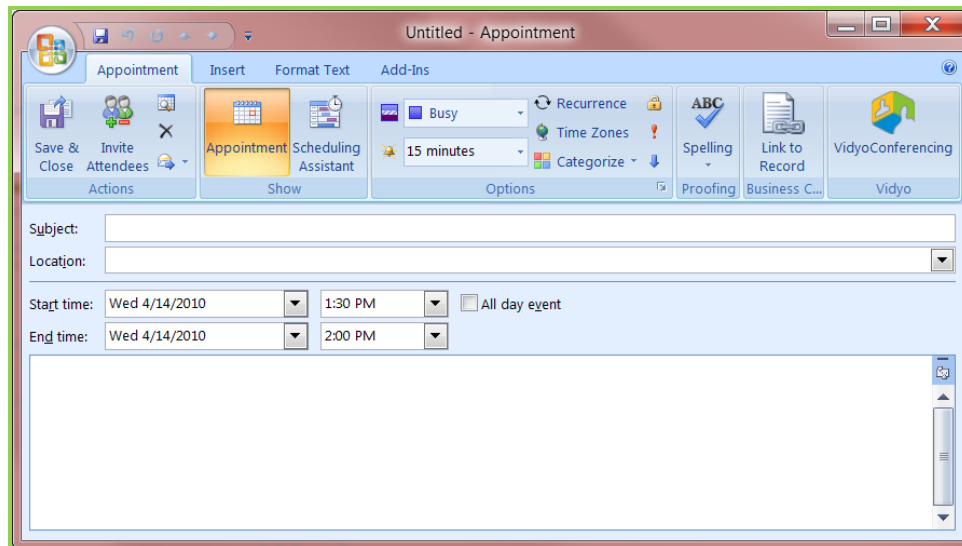
SENDING A MEETING INVITATION IN MICROSOFT OUTLOOK 2003 AND 2007

The Vidyo Plug-In for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boilerplate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For more information about creating a room invitation message, see the *VidyoConferencing Administrator Guide*.

To send a meeting invitation in Outlook 2003 and 2007:

1. Select the **Appointment** button on the Outlook toolbar.
2. Create an Appointment or Meeting Request message.

The **VidyoConferencing** button appears at the far right side of the toolbar.

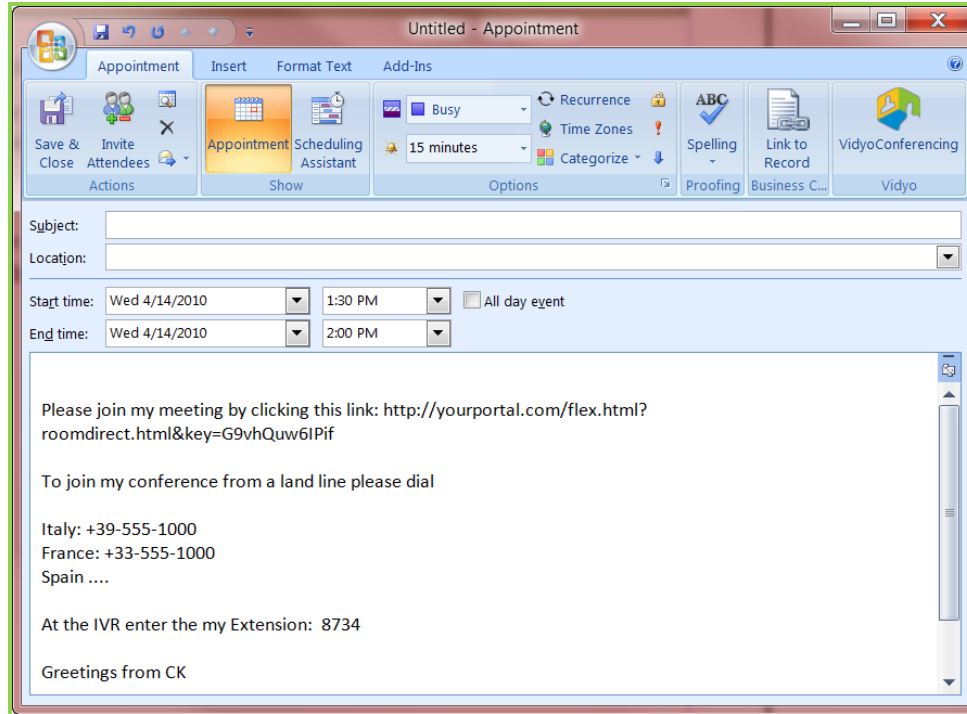


Note: If you do not see the **VidyoConferencing** button in the toolbar, you have not finished configuring the Outlook Plug-In. Try again or contact your system administrator or Help Desk.

3. Click the **VidyoConferencing** button.

The room URL and room PIN, if you have set one, appear in the body of the message along with standard boilerplate invitation text.

2. Microsoft Outlook Plug-In



Your meeting invitation with the boilerplate text appears.

4. Edit the text as desired.

You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

5. Click the **Send** button.

When the recipient receives the message, he or she can click the link to join your meeting. If the recipient is a registered user, the link prompts that user to log in to the VidyoPortal and join the meeting. If the recipient does not have a VidyoPortal account, that person will be prompted to join the meeting as a guest.

3. Microsoft Lync and Microsoft Office Communicator Plug-In

If your organization uses Microsoft Office Communicator (MOC) or its successor, Microsoft Lync, you can easily add Vidyo Conferencing capabilities to either one by using the Vidyo Plug-In for Lync and MOC.

The Vidyo Plug-In for Lync and MOC is an optional component (sold separately) that enables a VidyoPortal user to invite MOC or Lync instant messaging contacts to a meeting in the user's room. Both registered VidyoPortal users and guest users can be invited to join a meeting.

This Plug-In works with:

- Windows XP, Windows Vista 32-bit and 64-bit and Windows 7 32-bit and 64-bit operating systems
- Microsoft Office Communicator 2007 version R2 with a minimum licensing level of standard CAL
- Lync 2010

A computer will have either Microsoft Office Communicator or Lync 2010, not both. However, the Plug-In is compatible with either program and the same installer is used for both. The installer automatically detects which program is installed on your computer and installs the appropriate Plug-In for it.

Note: Apple Mac OSX users can be invited to meetings via Office Communicator, but there is currently no plug-in available to invite users.

ADMINISTERING USER IDS

Administering User IDs Across Vidyo and Microsoft Systems for Microsoft Lync and MOC Integration

When administering user IDs in the VidyoPortal, you must decide whether to use a basic user ID string to represent the user (which would consist of alpha-numeric characters only and no spaces), or user IDs which use domain information in an email format.

The following are examples of basic user IDs:

- JohnDoe
- User123
- Firstname.Lastname
- Firstname_Lastname

The following are examples of email-formatted user IDs:

- JohnDoe@domainX.com
- User123@domainY.com
- Firstname.Lastname@anotherDomain.com
- Firstname_Lastname@yetAnotherDomain.com

Note: Lync user IDs are typically administered using email formatting rules. Matching of VidyoPortal IDs against the Lync sign-in IDs will be dictated by the user ID formatting on the VidyoPortal.

If a basic user ID format is used in administering VidyoPortal IDs, then the Plug-In will associate those user IDs with the user portion of the Lync sign-in ID.

The following user IDs will be associated properly:

- Lync sign-in = user.someone@domain.com
- VidyoPortal login = user.someone

The latest release of the Lync Plug-In has been enhanced to match VidyoPortal user IDs that are provisioned using an email format (must contain a domain portion).

- For cases where VidyoPortal user IDs are administered using a domain portion, all user IDs administered for that tenant must follow the same formatting.
- Additionally, the domain used for user IDs on the VidyoPortal tenant must match the Lync sign-in domain.

Using an email format for user IDs, the following ones will be associated properly:

- Lync sign-in = user.someone@domain.com
- VidyoPortal login = user.someone@domain.com

This example would NOT match the users across the systems (due to mismatching domain portions):

- Lync sign-in = user.someone@LyncDomain.com
- VidyoPortal login = user.someone@VidyoDomain.com

Importing Lync and MOC Contacts Into the VidyoPortal

If you are starting with a fresh VidyoPortal installation, you can use the bulk user import utility in the VidyoPortal to import Active Directory user IDs into the VidyoPortal database. However, if you do this, the Active Directory user IDs must match the Lync/Communicator sign-in IDs.

For information about importing Active Directory user IDs into the VidyoPortal, see the *Vidyo Conferencing Administrator Guide*.

Note: Synchronizing passwords is not currently supported.

SETTING OPTIONS FOR IM FILTERING

To enable clickable links in IM sessions, you must set the Lync/Office Communicator server options for IM filtering.

This enables users not logged into their Vidyo accounts and guest users to easily join a VidyoConference. If these options are not set on the Lync/Office Communicator server, the links are sent as plain text links that cannot be clicked.

For more information, refer to the *Microsoft Office Communications Server 2007 Administration Guide* in the section on how to disable URL filtering in IM messages. Download the guide at:

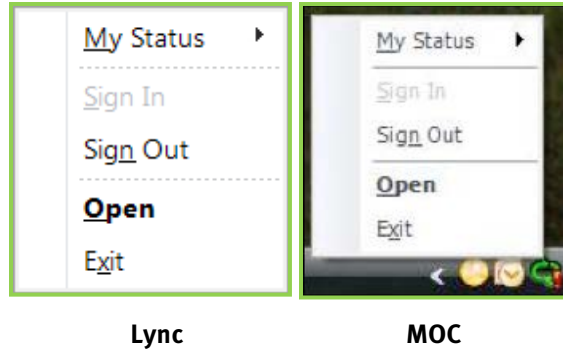
<http://www.microsoft.com/downloads/details.aspx?FamilyID=CB7DC2DE-4504-484E-9229-BD8614BE0633&displaylang=en>.

INSTALLING THE PLUG-IN FOR LYNC/MOC

To install the Plug-In for Lync/MOC:

1. If you're currently running the Communicator client, shut it down by right-clicking the green Lync/Communicator icon in the notification area (also called the system tray) and selecting **Exit**.

3. Microsoft Lync and Microsoft Office Communicator Plug-In



Lync

MOC

2. Get your copy of the Plug-In installer as instructed by your system administrator or Help Desk.

The installer is labeled:

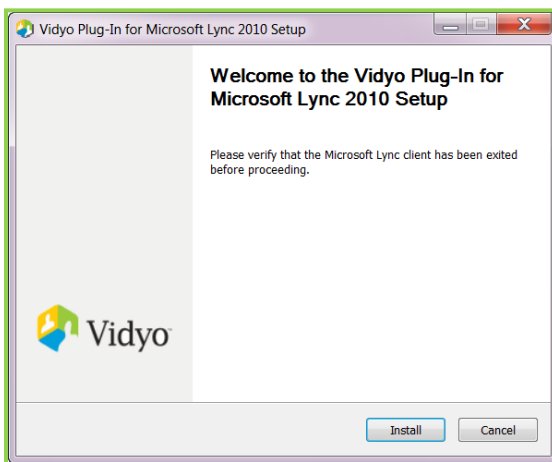
ClientMOCIntInstaller-win32-TAG_VMOC_<X_X_X_XXXX>.exe, where <X_X_XXXX> is the version of the installer.

A convenient place to download it is your desktop.

Note: Don't be confused by the fact that the installer name contains "win32." It works with both 32-bit and 64-bit versions of Windows.

3. Start the installer by double-clicking it.

The Vidyo Plug-in for Lync/Microsoft Office Communicator Welcome dialog box opens:



Lync

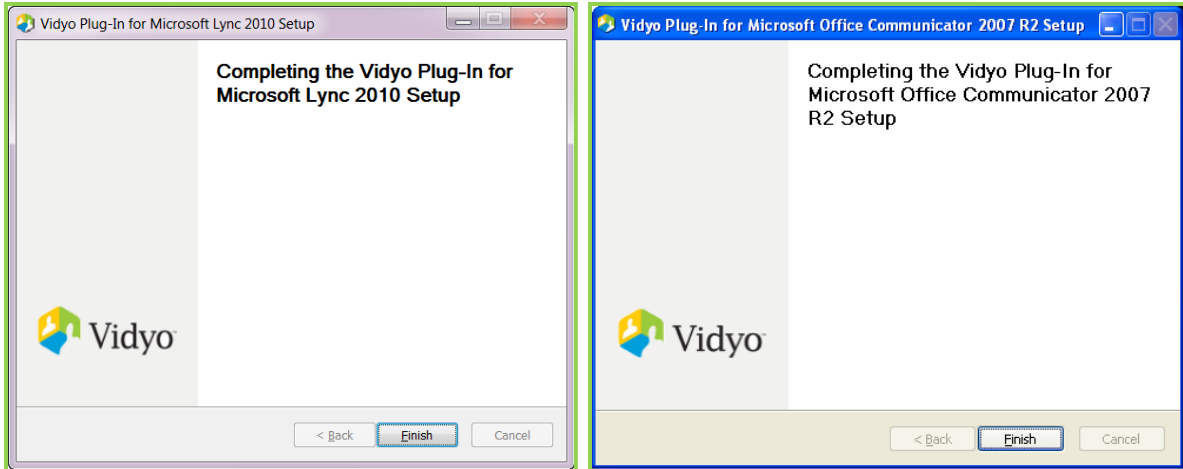


MOC

In just a few seconds, the installation will be done and you'll see the Completing Setup dialog box.

4. Click the **Finish** button.

3. Microsoft Lync and Microsoft Office Communicator Plug-In



Lync

MOC

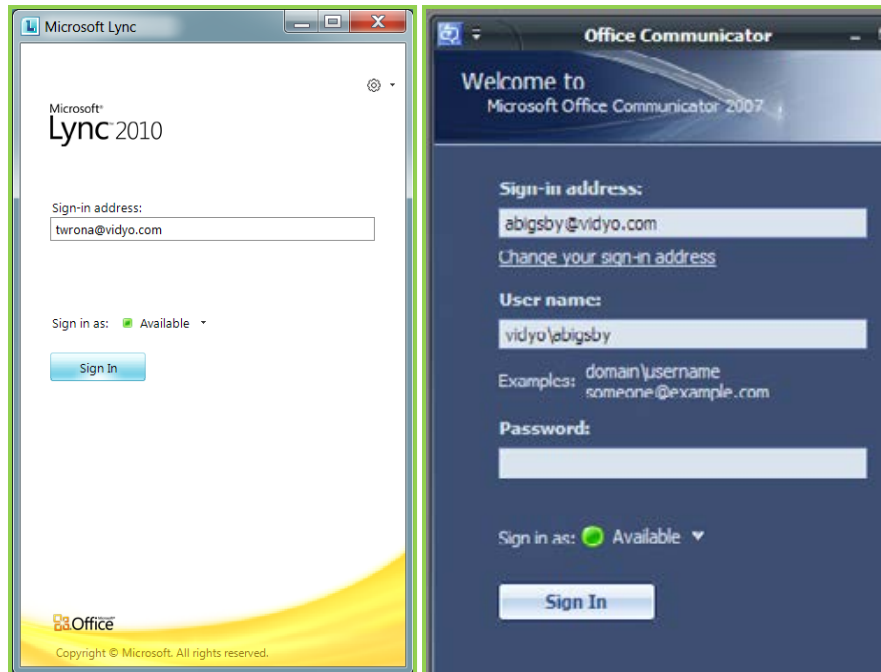
INVITING PARTICIPANTS TO A MEETING FROM LYNC/MOC

To invite participants to a meeting from the Lync/MOC:

1. After you've logged in to the VidyoPortal, log in to Lync/Office Communicator.

If Lync/MOC isn't set to start up automatically when you start Windows, you must start Lync/MOC. Your Lync/Office Communicator sign-in address is the same as your VidyoPortal user name (case sensitive). Your password may or may not be the same. Contact your system administrator for more information.

Note: Being logged in to Lync/MOC does not automatically log you in to the VidyoPortal.

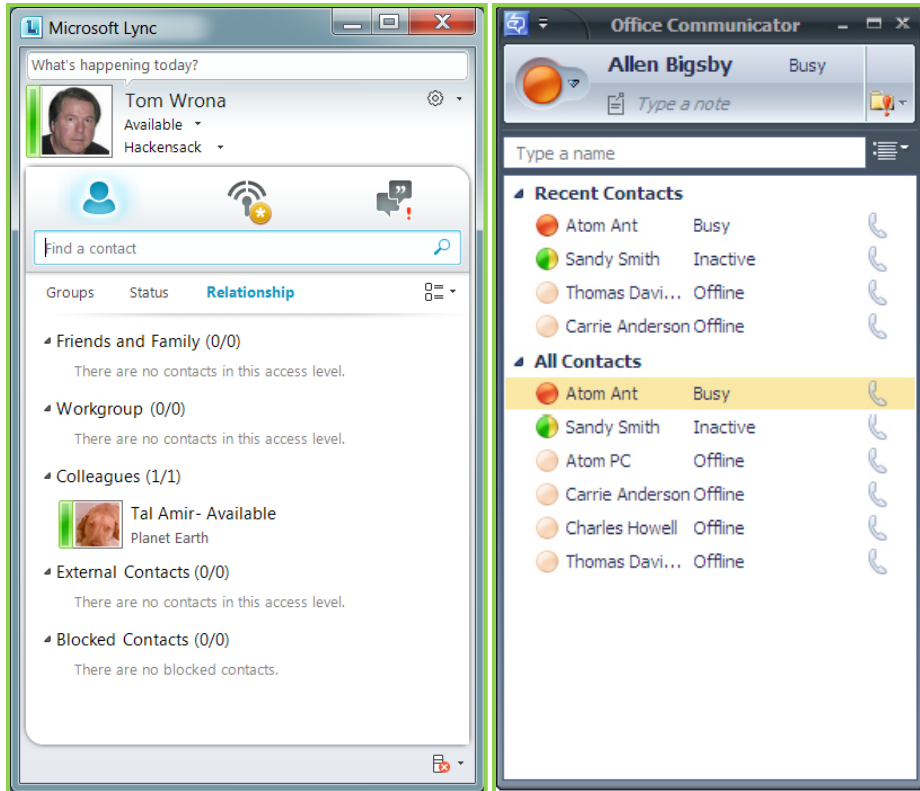


Lync

MOC

3. Microsoft Lync and Microsoft Office Communicator Plug-In

You will see your list of Lync/MOC contacts.

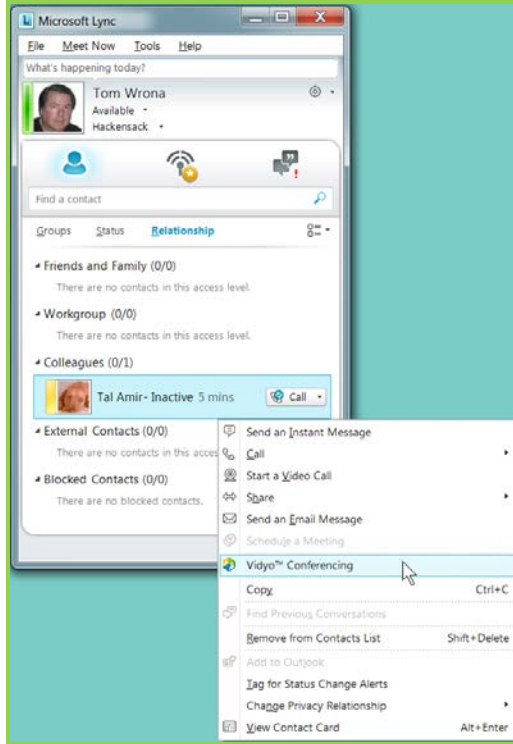


Lync

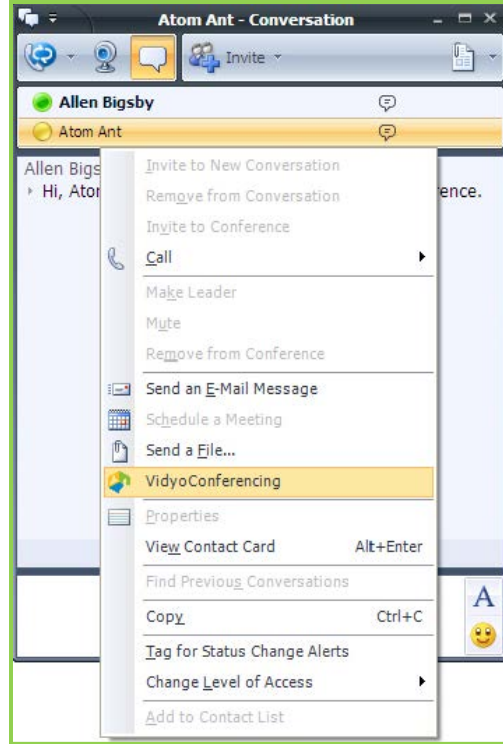
MOC

2. Type a name in the user bar and add it to the chat list.
Add as many contacts as necessary.
3. Select participants from the list of added contacts (Shift-click or Control-click to select multiple participants).
Note: You can also select participants from an open conversation session window.
4. To start the VidyoConference, right-click the selected contacts and select **VidyoConferencing**.

3. Microsoft Lync and Microsoft Office Communicator Plug-In

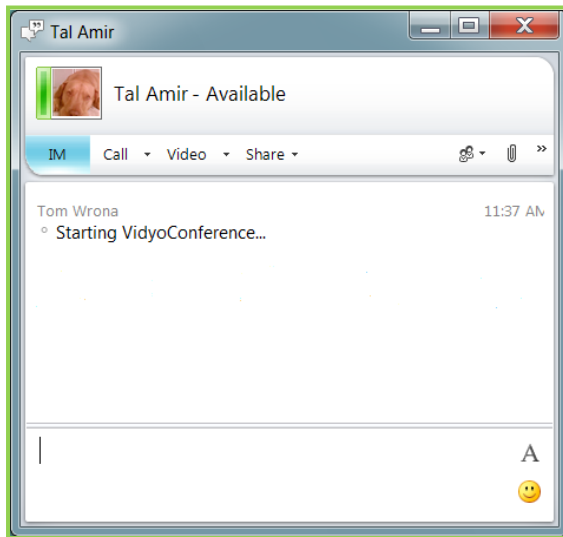


Lync

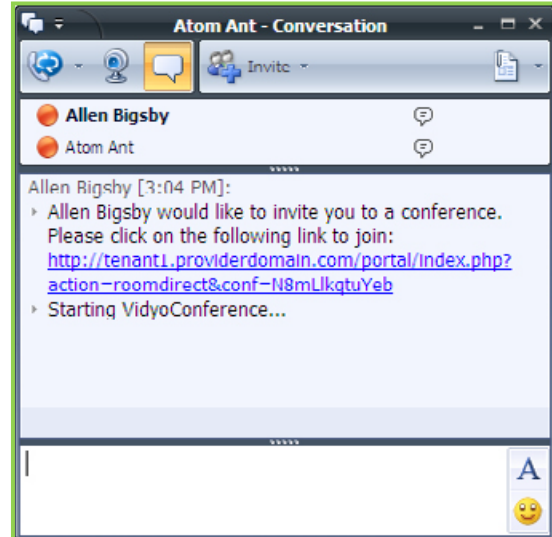


MOC

The Starting VidyoConference window opens.



Lync



MOC

Your VidyoConference with the selected participant(s) begins and your VidyoDesktop™ window also opens.



A Lync/MOC IM message that includes your room link is sent to the following:

- Any user who is not logged into the VidyoPortal.
- Any user who is in another conference.
- Any contact without a VidyoPortal account.

Note: You can also start a VidyoConference from an open chat window by right-clicking on a person's name and selecting VidyoConferencing from the context menu. If the user is in a group conversation, only the person on whom you right-click will be included in the conference initially.

Clicking the link:

- Prompts a user to log into the VidyoPortal and join the meeting.
- Enables a contact without a VidyoPortal account to join the meeting as a guest.

At the end of the call, the Lync window will indicate that the conversation was saved. This is a standard Lync message and **does not** mean that the audio/video portion of the conversation was saved. It just means that you have the **Turn on Logging** feature in Lync selected so that any IMs you may have sent or received have been saved.

TIPS FOR USING MICROSOFT OFFICE COMMUNICATOR/LYNC

- When users enter a conference, their Lync/MOC status changes to "Busy." A meeting scheduled in the Outlook Calendar for the same time overrides this status.
- You control a conference in the Control Meeting page of the VidyoPortal. See the *VidyoPortal and VidyoDesktop User Guide* for more information.

3. *Microsoft Lync and Microsoft Office Communicator Plug-In*

- Removing someone from a Lync/MOC chat does not remove them from the VidyoConference. You must do this in the Control Meeting page of the VidyoPortal.
- Ending a meeting can only be done by closing the VidyoDesktop client or through the Control Meeting page in the VidyoPortal.
- Conference participants can disconnect themselves from a meeting by clicking the VidyoDesktop **Disconnect** button.
- You can drag participants from the main Communicator window contact list into a Lync/MOC chat already in process to invite them to your meeting, or by right-clicking the contact and selecting the **VidyoConferencing** command.
- If you want to invite a legacy system, VidyoRoom™, or VidyoPortal user without a Lync/MOC account, use the **Invite by Email** command in the Control Meeting page of the VidyoPortal. See the *VidyoPortal and VidyoDesktop User Guide* for more information.

4. Sametime Plug-In

You can access the power of VidyoConferencing right from within Sametime whether you're using Sametime alone or in conjunction with Lotus Notes.

Note: One version of the Vidyo Plug-In for Sametime is designed to work in a Sametime-only environment. There's a separate version for using Sametime with Lotus Notes. Be sure to acquire the version that fits your environment.

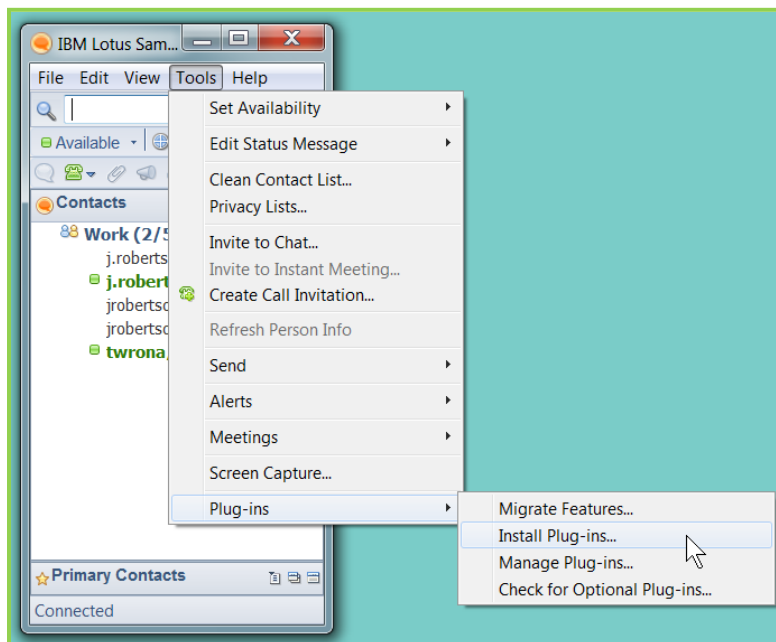
INTEGRATING THE SAMETIME PLUG-IN WITH YOUR VIDYO SYSTEM

You install the Vidyo Sametime Plug-In exactly how you install all other plug-ins into Sametime.

Sametime sign-in IDs and VidyoPortal usernames must match exactly. If you are starting with a fresh VidyoPortal installation, you can use the bulk user import utility in the VidyoPortal to import usernames into the VidyoPortal database. If you do this, the database usernames must match the Sametime sign-in IDs exactly.

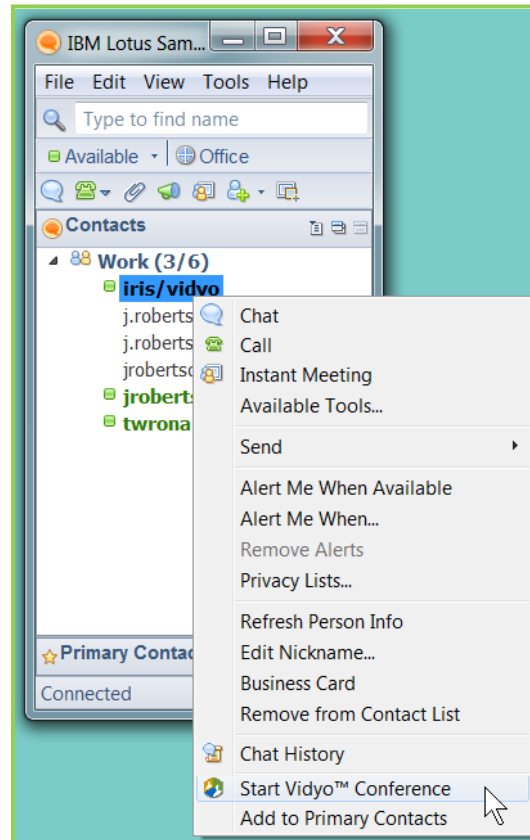
- In Sametime, if you're using the notation **Jdoe/somecompany**, *only Jdoe* is considered the user ID. Whatever comes after the slash is not part of the username.
- While most VidyoPortal installations use just what we commonly think of as the username part as the VidyoPortal username (e.g., **Jdoe**), it's "legal" to use a full email address as the VidyoPortal username (e.g., **Jdoe@somecompany.com**). In the latter case, the Sametime user ID would have to be **Jdoe@somecompany.com** too.

If you are an administrator, the way in which you distribute the Vidyo Plug-In to your users is up to you. Refer to the *Lotus Sametime Standard: Installation and Administration Guide* for information about how to distribute plug-ins. Having your users do it themselves from a URL you provide them is just one way:

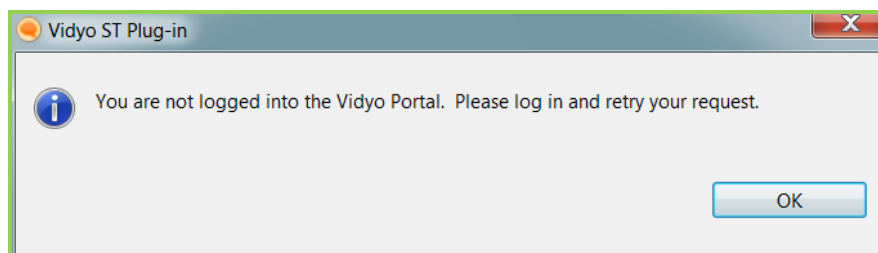


USING SAMETIME TO VIDYOCONFERENCE

Once the Vidyo Plug-In for Sametime is installed and you right-click on a Sametime user's name, the Start Vidyo™ Conference option is listed on the context menu. As usual, the caller can click and then Shift+click to select a contiguous set of users or Ctrl+click to select individual users. If multiple users are selected, multiple users will be invited..

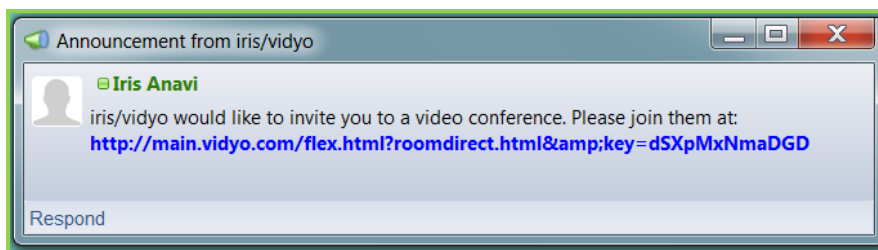


In order to start a VidyoConference or a one-to-one meeting, the user initiating the call must be logged in to his or her VidyoPortal. If not, the following error message appears:

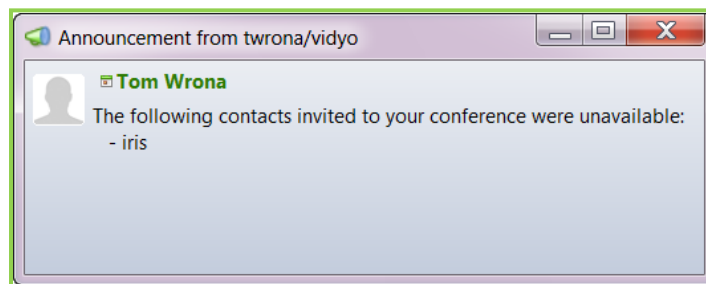


Once the caller logs in, the call can be made.

Any invitees who are not logged in to their VidyoPortals will receive a pop-up message like this one:



If the called party answers, the VidyoDesktop opens as it normally does, with the user(s) who accepted the invitation appearing in the VidyoDesktop window. For any user who is not logged in to the VidyoPortal, the caller sees the following message:



As with other Sametime windows, the exact shape, location, and size of the window may vary.

5. Adobe Connect Plug-In

Adobe Connect is a web conferencing tool from Adobe. It allows an Adobe Connect host to create web-based virtual meeting rooms that he or she can invite other users to join. The end users need only a web browser and the Adobe Flash Player to participate in the meetings. Within the scope of an Adobe Connect meeting room, the host can enable a number of tools, also known as Pods, that provide a rich experience for communicating and collaborating.

Vidyo has developed a custom Pod (Vidyo Pod) that can be shared within an Adobe Connect meeting room session, to enable Vidyo's patented platform and technology for video conferencing as part of the Adobe Connect meeting.

MINIMUM REQUIREMENTS

The following set of requirements needs to be in place to use Adobe Connect Vidyo Pod:

- Adobe Connect 8.0
- VidyoConferencing 2.1.0 or later
- Adobe Connect Vidyo Pod (swf file)
- Adobe Connect Vidyo Pod License (Web Portal User API) enabled on your VidyoPortal
- Adobe Connect URL configured in the crossdomain.xml file on your VidyoPortal

CONFIGURING CROSSDOMAIN.XML

Take the following steps to set up security requirements for the VidyoPortal so that it can work with the Adobe Connect Vidyo Pod.

To configure Crossdomain.XML:

1. Log in to the Admin Console Portal using an SSH client.
2. Choose menu item **17. Configure Adobe Connect Plugin.**


```

Local Time: Fri Jul 15 13:43:47 EDT 2011
Universal Time: Fri Jul 15 17:43:47 UTC 2011

1. Configure IP Address
2. Configure DNS Nameserver
3. Configure NTP Time Servers
4. Configure Time Zone
5. Configure Ethernet Options
6. Display IP Address
7. Display Host & Domain Names
8. Query NTP Time Servers
9. Display Kernel IP Routing Table
10. Display ARP Table
11. Ping Utility
12. Traceroute Utility
13. Set 'admin' password
14. Reboot system
15. Shutdown System
16. Restore HTTP(S) settings to default
17. Configure Adobe Connect plugin
x. Exit System Administrator Console

Selection: 17

```

The message **No Adobe Connect Server configured. Would you like to configure now?** appears.

3. Type **Y**.

The message **Enter Adobe Connect Server URL** appears.

4. Enter the Adobe Connect server's URL.

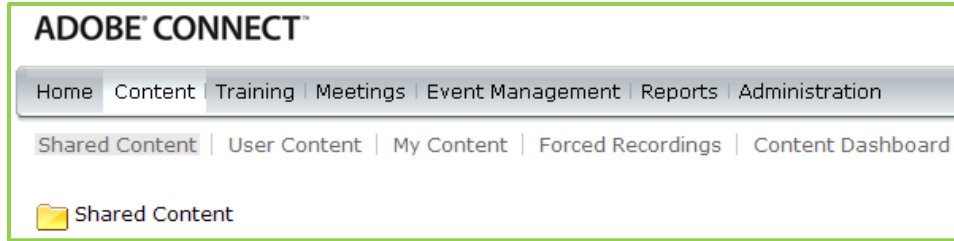
```

No Adobe Connect Server configured. Would you like to configure now? [y/n]
Y
Enter Adobe Connect Server URL (e.g. adobeconnect.vidyo.com)
adobeconnect.vidyo.com

```

INSTALLING THE VIDYO POD

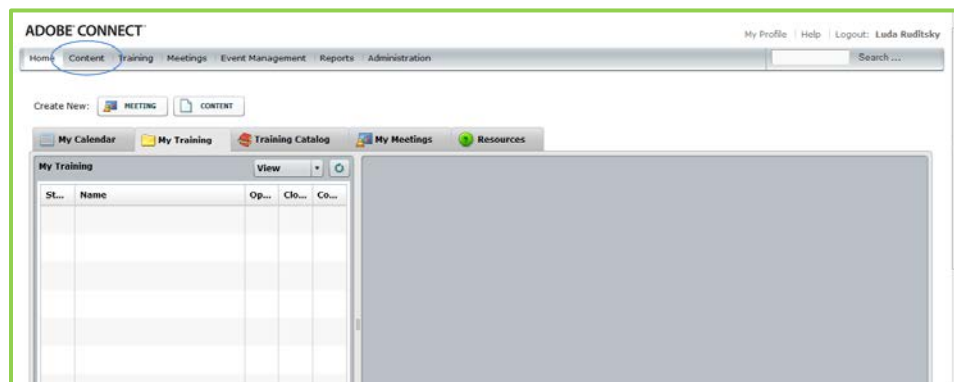
The Adobe Connect Administrator can upload the Vidyo Pod to the Content > Shared Content section. This way all users with the appropriate permission can use the Vidyo Pod and don't have to upload it individually.



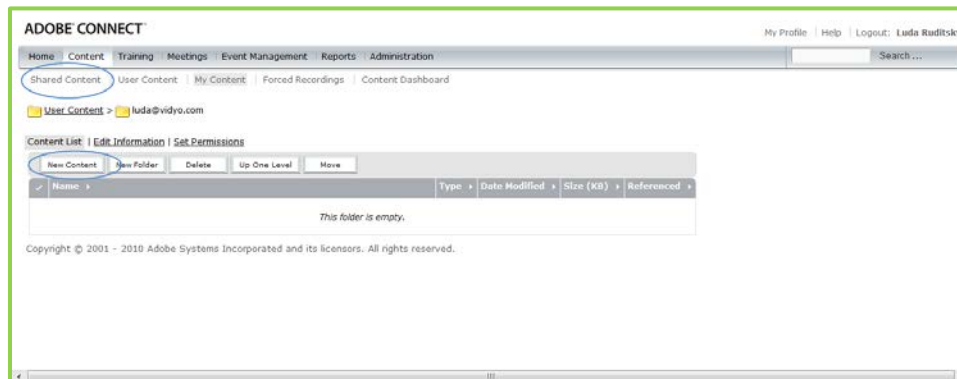
Alternatively, an Adobe Connect meeting host can upload the Vidyo Pod to the content area of Adobe Connect using the following steps.

To install the Vidyo Pod:

1. Log in to your Adobe Connect account.
2. Click **Content** on the main menu.



The Content sub-menu opens.



3. On the Content sub-menu, click **Shared Content**.
4. Click the **New Content** button.

The screen changes.

The screenshot shows the Adobe Connect web interface. At the top, there is a navigation bar with 'Home', 'Content', 'Training', 'Meetings', 'Event Management', 'Reports', and 'Administration'. Below this is a search bar and a breadcrumb trail: 'Shared Content > User Content > My Content > Forced Recordings > Content Dashboard'. The main content area is titled 'User Content > luda@vidyo.com'. There are three tabs: 'Content List', 'Edit Information', and 'Set Permissions'. The 'Select Content File' section has a 'File:' label, a text input field, and a 'Browse...' button. Below this is a note: 'The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, or *.zip. Please refer to the documentation for valid contents for zip files.' The 'Enter Content Information' section has a 'Title:' label, a text input field, a 'Custom URL:' label, a text input field with the value 'http://adobeconnect.vidyo.com/', and a 'Summary:' label with a text area. A note below the URL field says: '(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in http://adobeconnect.vidyo.com/product-demo/)'. At the bottom, there is a red asterisk note: '*- indicates required fields' and two buttons: 'Save' and 'Cancel'.

5. In the Select Content File section, click the **Browse** button.
A dialog box opens.
6. In the dialog box, select the Vidyo Pod located on your local computer or network and click **OK**.
7. In the Title field, enter a title for this pod.
For example, "Vidyo Pod Attendee List."
8. Optionally, you can provide a Custom URL for the Vidyo Pod.
If you don't provide the URL, the system will generate a random name. You can choose a more meaningful name but it can contain only letters, numbers, and hyphens.
9. Optionally, you can provide a brief summary related to the Vidyo Pod for future reference.
10. Click the **Save** button.

LAUNCHING THE VIDYO POD

To launch the Vidyo Pod:

1. Log in to your Adobe Connect server.

The screenshot shows the Adobe Connect login form. It has a header with 'ADOBE CONNECT™'. Below the header, there are two input fields: 'Login:' with the value 'john@vedaray.com' and 'Password:' with four dots. There is a link for 'Forgot your password?' and a 'Login' button at the bottom.

2. Start your meeting as you normally would.

You'll see your Adobe Connect Meeting Room.

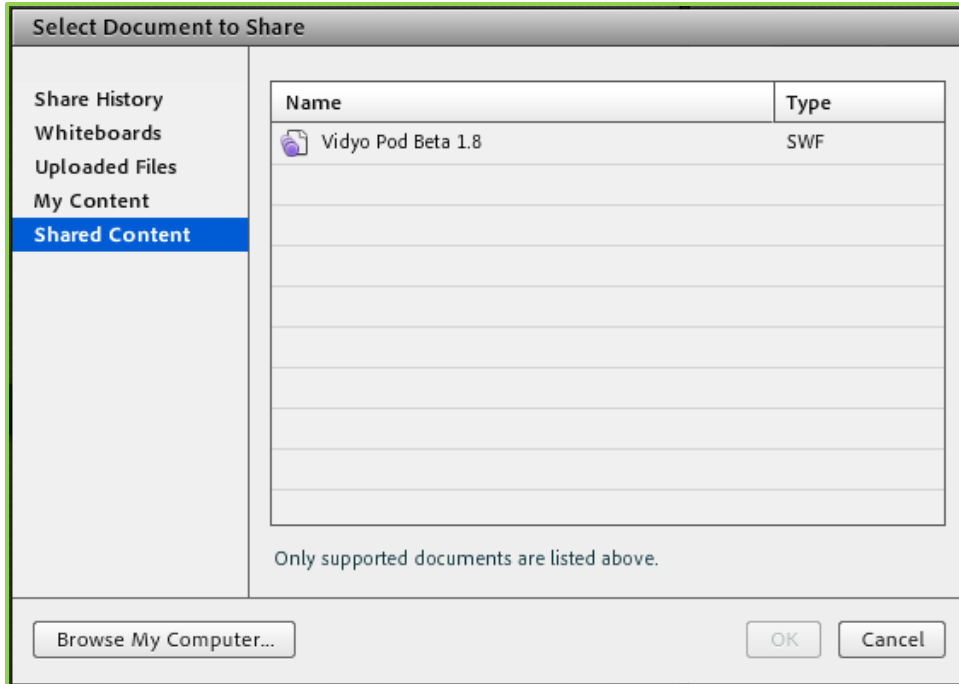


3. Click the **Share My Screen** dropdown menu in the center of the screen.

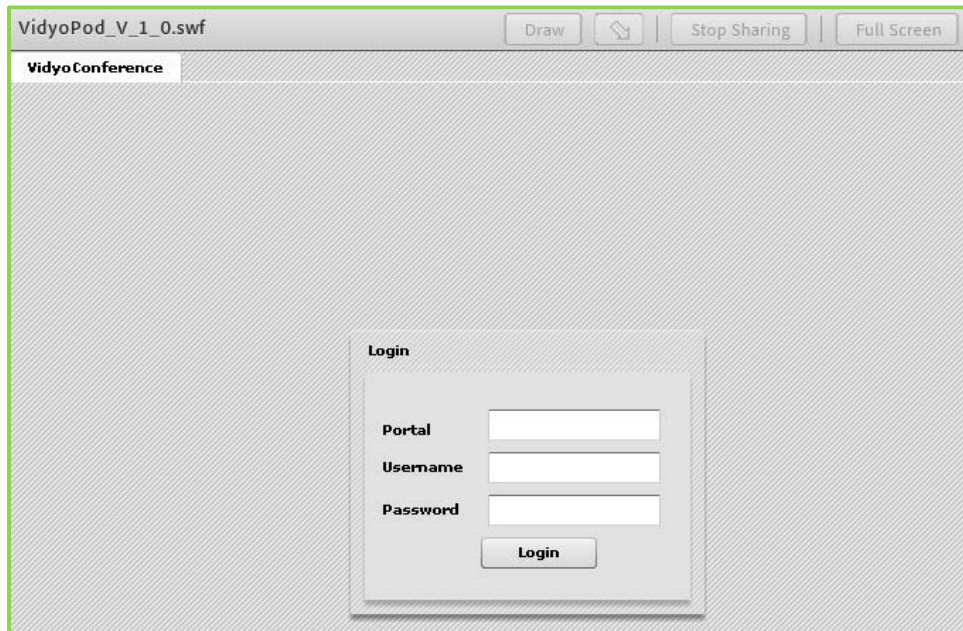


The Select Document dialog box opens.

4. Click **Shared Content** to select your Vidyo Pod.



5. Click the Vidyo Pod.
6. Click the **OK** button.



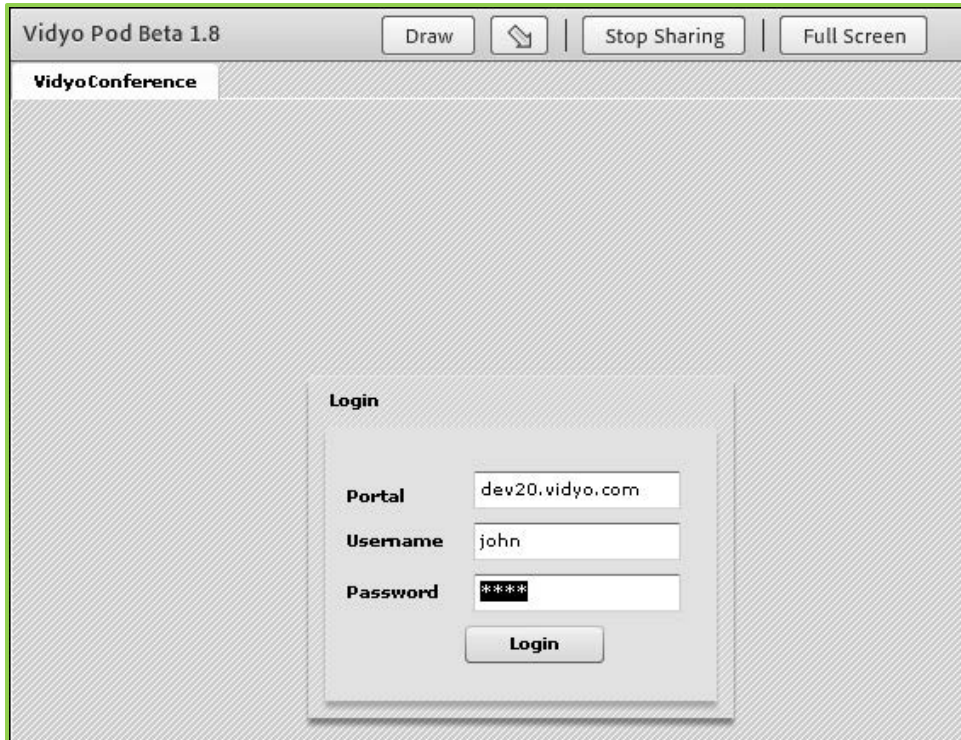
You're now ready to use the Vidyo Pod in your Adobe Connect Meeting.

USING THE VIDYO POD IN ADOBE CONNECT MEETINGS

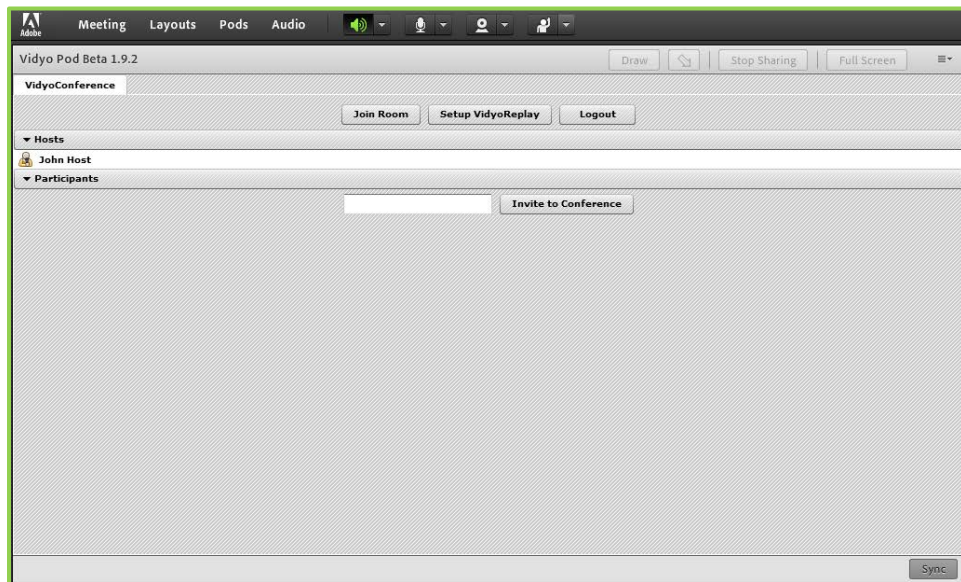
When you start your Vidyo Pod the Vidyo Login Screen opens.

To use the Vidyo Pod in Adobe Connect Meetings:

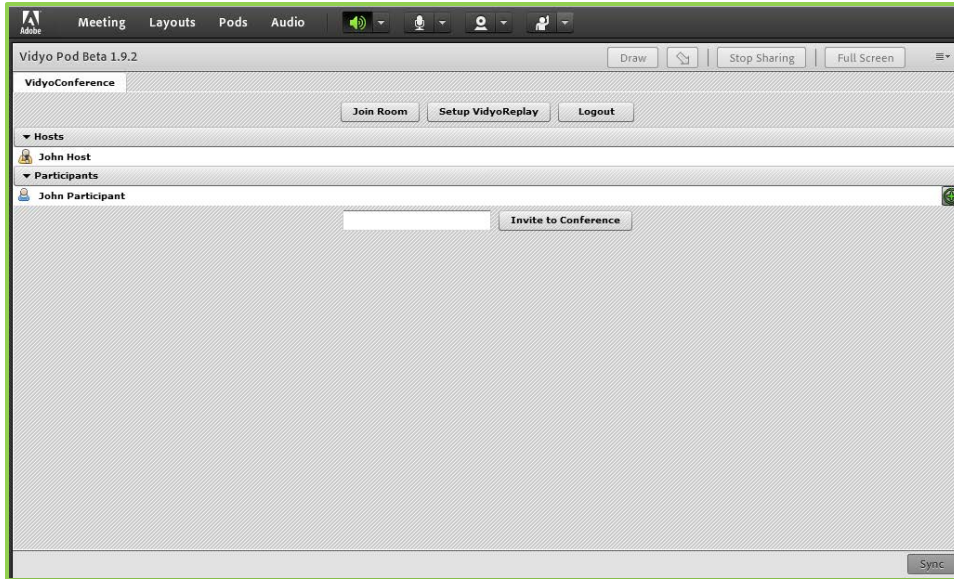
1. Log in to your VidyoPortal using your Vidyo credentials.



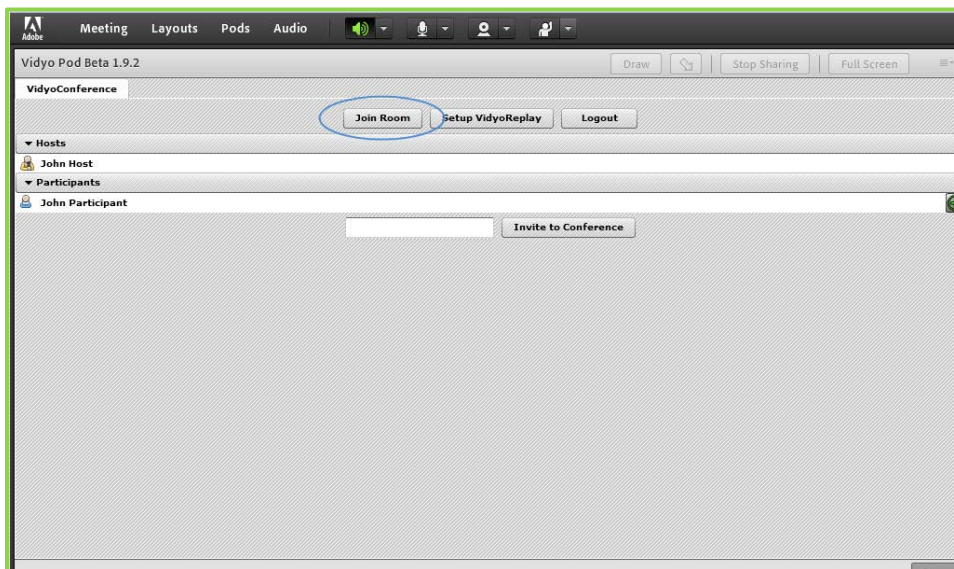
Your Meeting Room opens.



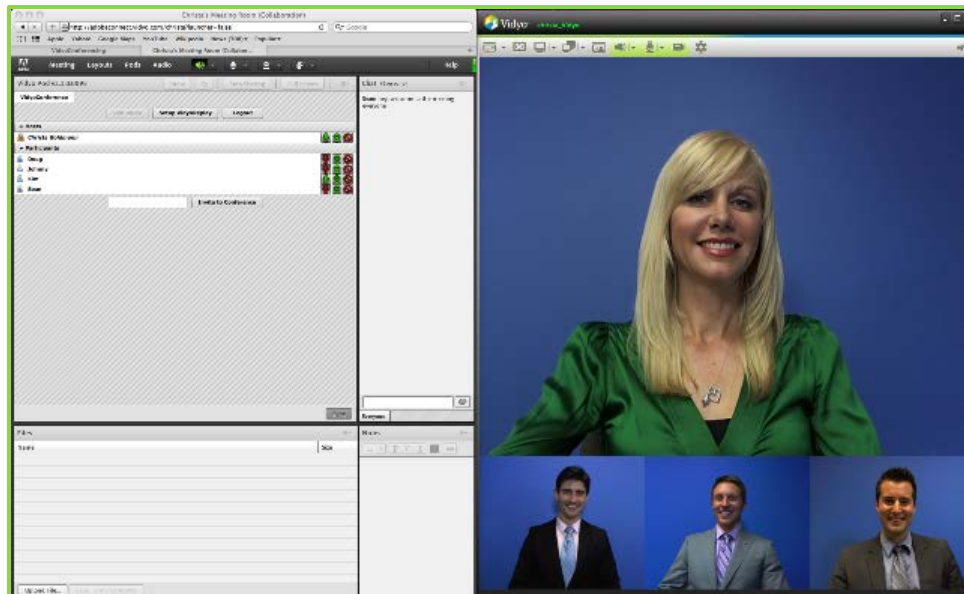
As additional participants enter your meeting, their names are displayed under Participants.






2. Click **Join Room** to start up a Vidyo session.

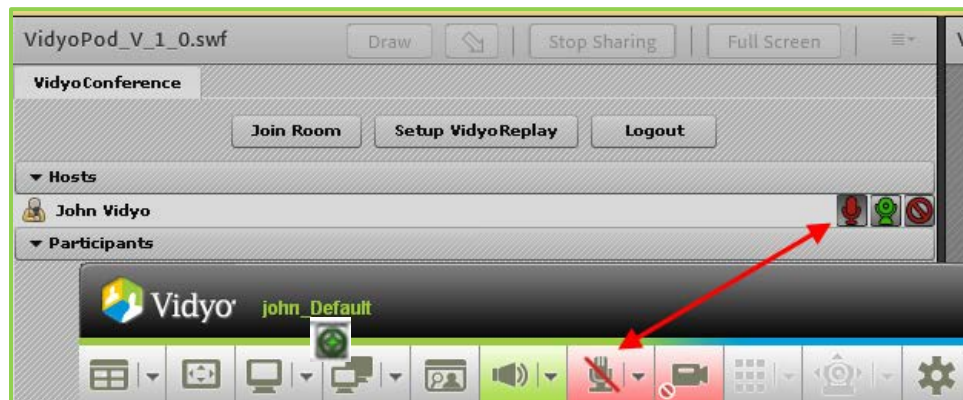





Your VidyoConference starts.



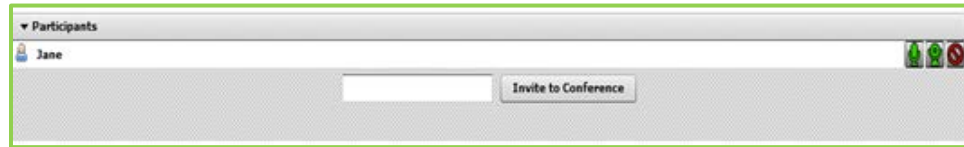
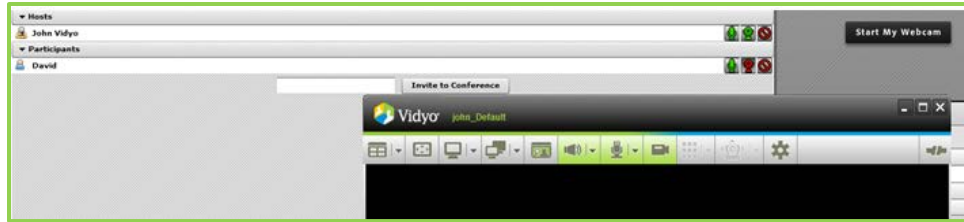
3. Once you join a VidyoConference:

- You can control the session and toggle the audio and video for yourself as well as the participants by using these buttons in your Vidyo Pod:   . For example, clicking the Vidyo Pod microphone icon will mute your microphone, and the icon in the VidyoDesktop will show that your mic is muted.

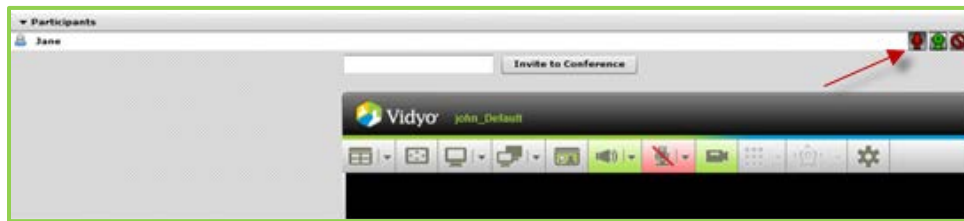


- As the host, you can click the button to the left of a participant's name to include the participant in the VidyoConference (provided he or she has VidyoDesktop installed).
- As the host, you will be able to control the participants' VidyoDesktops using the appropriate buttons on the right edge of the row that contains their names:   .

toggling off the video for a participant will cause the button for the participant to turn red and the video feed to shut off.



- You can toggle the audio in the same way, as shown in the screenshot below.



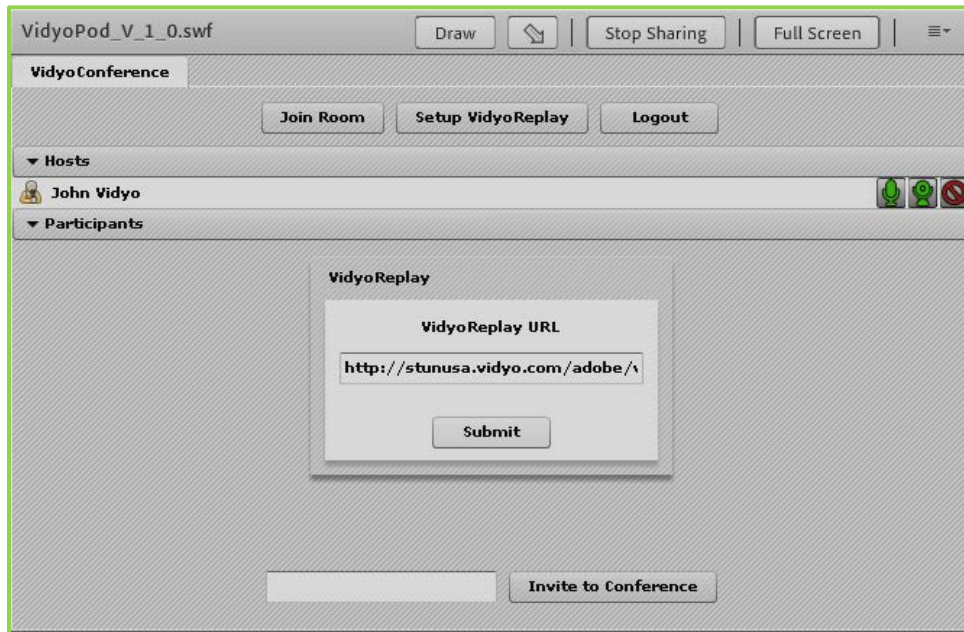
Using VidyoReplay™

VidyoReplay enables users to stream live or pre-recorded video. VidyoReplay supports near live video streams of Vidyo meetings in Flash format. The Vidyo Pod receives and displays the video within the Vidyo Pod.

To use VidyoReplay:

1. Configure VidyoReplay by clicking the **Setup VidyoReplay** button.

The VidyoReplay dialog box appears.

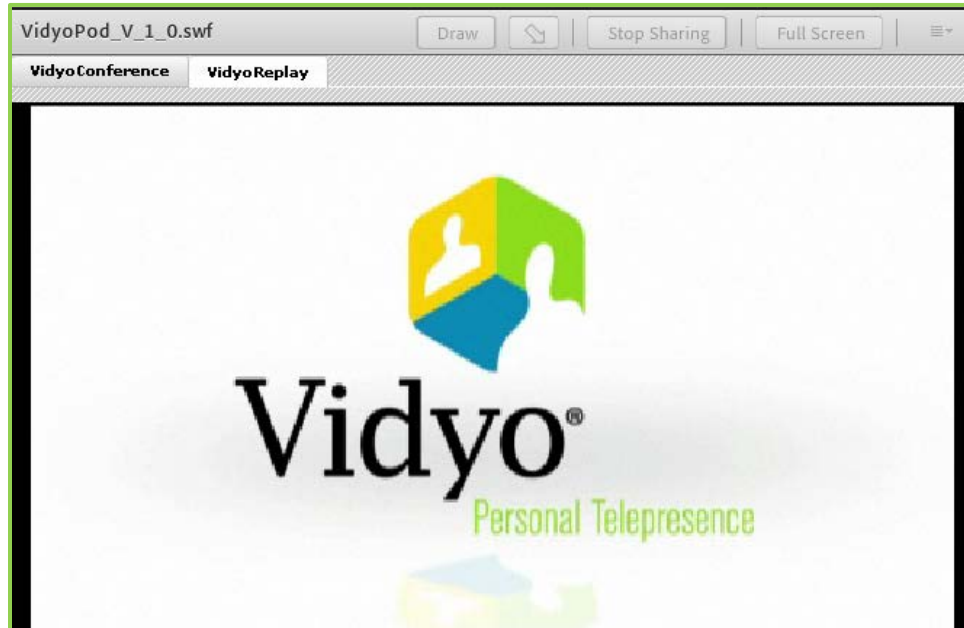



2. Enter the URL for your VidyoReplay.


If you don't know what it is, ask your system administrator or Help Desk.

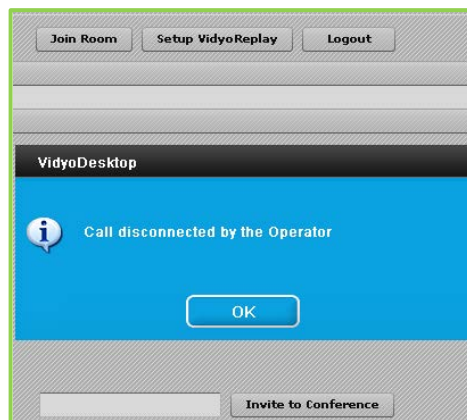
3. Click the **Submit** button.

A new tab opens. It shows the streamed video, which all the participants in the meeting can watch.



4. Click the  button to end the video session.

As the host, clicking the  button will end the video conferencing session and cause the participants to see the Call Disconnected dialog box.

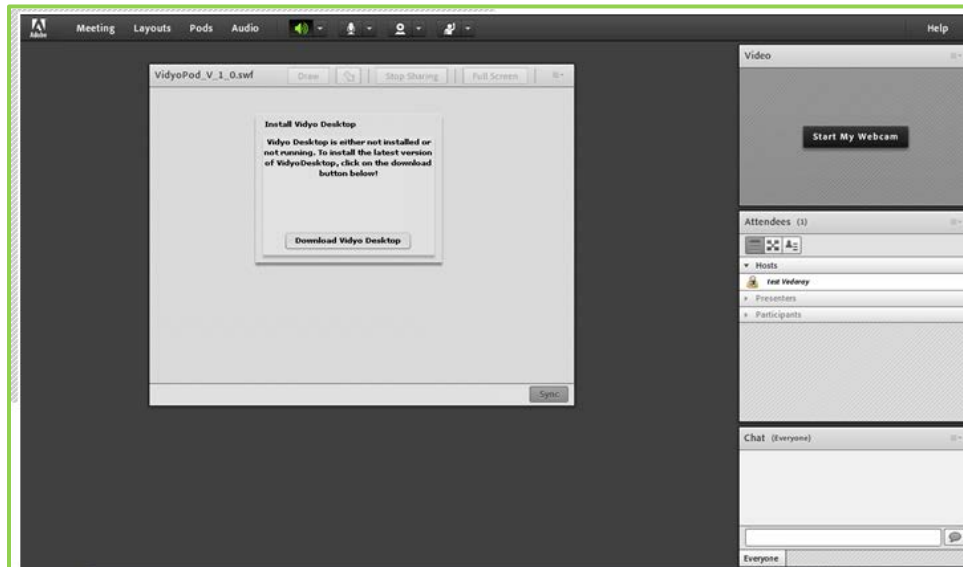


5. Click the **Logout** button to end your Vidyo Pod session.




Using the Vidyo Pod as a Participant

When you enter a host's meeting room as a participant, the Vidyo Pod checks to see whether VidyoDesktop is installed on your computer. If VidyoDesktop is not installed, you'll be prompted to install it. (For more information about VidyoDesktop, refer to the *VidyoPortal and VidyoDesktop User Guide*.)

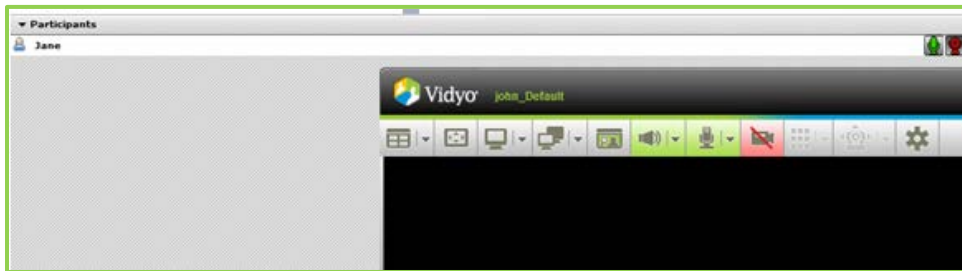


When the VidyoDesktop is installed, the Connecting box appears if the host has not yet started the Vidyo session.



When the VidyoDesktop is started and you have joined the host's Vidyo session, the  buttons will appear next to your name under the Participant section in the Vidyo pod. When the **audio** and **video** buttons are enabled, the buttons are green. Should the host decide to toggle off your video or audio, the buttons will turn red.

For example, if the host decides to toggle off your video, the icon next to your name will be red and then this will be reflected in the Vidyo Pod.



When the host disconnects the Vidyo session, the Call Disconnected dialog box opens, and you can click the **OK** button to disconnect.

