



VidyoRoom™ and VidyoPanorama™ 600 Quick User Guide

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1. About this 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 an intuitive user interface.

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.

You can control the VidyoRoom using the handheld infrared remote control or the handheld radio frequency remote control that was shipped with your VidyoRoom system. Alternatively, you can control your system using VidyoRemote™ 3 for iOS. VidyoRemote 3 is a native iPad® application for controlling VidyoRoom version 3.3.7 and later systems. It is available on the Apple® App Store.

- For information about how to perform system tasks using the infrared remote control or the radio frequency remote control, see [2. Using the Infrared Remote Control or the Radio Frequency Remote Control](#).
- For information about how to perform system tasks using the VidyoRemote 3 for iOS app, see [3. Using the VidyoRemote 3 for iOS App](#).

Note Do not plug both the infrared receiver and the radio frequency transceiver into your system. Both VidyoRoom handheld remote controls cannot be used on your system at the same time. However, you can use VidyoRemote 3 for iOS in conjunction with either of the handheld remote controls.

If you have a Logitech CC3000e, many of the handheld remote functions also work with controls on the CC3000e base console and remote control. For more information, refer to *Using the Logitech CC3000e with VidyoRoom Systems Technical Note*.

2. Using the Infrared Remote Control or the Radio Frequency Remote Control

This chapter describes how to perform pre-call and in-call tasks with your VidyoRoom system when you are using either the infrared remote control or the radio frequency remote control.

Understanding the Buttons on the Infrared Remote Control or the Radio Frequency Remote Control

This section describes the buttons on the hand-held infrared remote control and the buttons on the hand-held radio frequency remote control. It also includes information about the Lucky Clover remote control keypad, which is an alphanumeric character input method for your VidyoRoom infrared remote control.

The Infrared Remote Control

Pre-Call Functions

CONNECT: Not applicable.
DISCONNECT: Not applicable.

ARROWS: Use the arrow keys to navigate and highlight options for selection. After hiding the Pre-Call menu, supported cameras may be controlled as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the speaker sound level.
ZOOM: After hiding the Pre-Call menu, zooms in and out for supported cameras.

SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
MUTE: Not applicable.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

BACK: Takes you to the previous field or menu.
MANAGE: Turns the Pre-Call menu off and on. Displays connected content Shares in Projection Mode.
HOME: Shows the Pre-Call menu.
DELETE: Acts as a backspace when typing in a field.

PRIVACY: Not applicable.
SETTINGS: Turns the Settings menu on. Press Back to return to the Pre-Call menu.
SHARE: Not applicable.
TOGGLE: Not applicable.

A: Swaps your displays when running dual screens.
B: Not applicable.
C: Turns Caps Lock on and off.
D: Not applicable.

In-Call Functions

CONNECT: Not applicable.
DISCONNECT: Ends the meeting.

ARROWS: Use the arrow keys to navigate and highlight options for selection. Supported cameras may be controlled after using the Self-View button as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the speaker sound level.
ZOOM: Zooms in and out for supported cameras.

SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
MUTE: Mutes the audio source.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

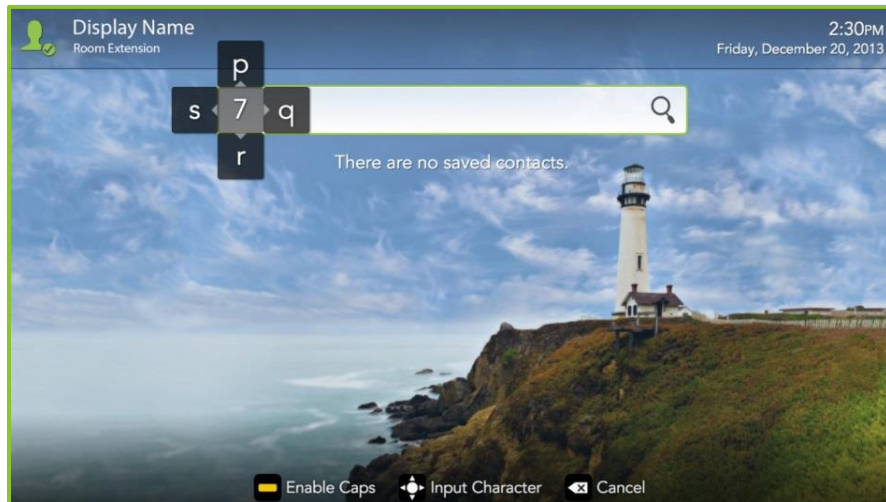
BACK: Takes you to the previous field or menu.
MANAGE: Turns the In-Call menu on and off.
HOME: Press to reset supported cameras to the initial (home) position.
DELETE: Acts as a backspace when typing in a field.

PRIVACY: Turns your video feed off and on.
SETTINGS: Press once to show the In-Call menu. Press twice to show the Pre-Call Settings menu.
SHARE: Turns connected Share sources on and off.
TOGGLE: Cycles through your shared sources, including none.

A: Swaps your displays when running dual screens.
B: Enables DTMF dialing.
C: Turns Caps Lock on and off.
D: Depending on your display size, turns the remote participant layout from stretch to letterbox.



The Lucky Clover Remote Control Keypad



The Lucky Clover remote control keypad is an alphanumeric character input method for your VidyoRoom handheld infrared remote control. Enabled by default, the feature can be disabled, if desired. For more information, see [Configuring System Settings](#).

To disable the Lucky Clover remote control keypad:

1. Press the **Settings** button on the remote control.
2. The Settings menu displays with the *Account* tab selected by default.
3. Use the arrow buttons to navigate to the *Advanced* tab.
4. Press the down arrow key to the **Lucky Clover Keypad** field, then the right arrow key to turn it OFF.

To use the Lucky Clover remote control keypad:

1. When in applicable text fields, press any button on the alphanumeric keypad.
The corresponding number is shown in the text field. Alphanumeric options for the selected number are presented in a surrounding, clockwise clover format starting from the top.
2. Use the arrow keys to select the options presented from top, right, bottom, or left (where applicable).

Note Characters are automatically selected when either an arrow key is pressed; an alphanumeric character is pressed again, or **OK** is pressed.

Tip: When available, remote control hints display on the lower part of the screen.

The Radio Frequency Remote Control

Pre-Call Functions

TV: Turns supported televisions on and off.
SEARCH: Puts the cursor in the Search field on the Pre-Call menu.
SETTINGS: Turns the Settings menu on. Press Back to return to the Pre-Call menu.
SHARE: Not applicable.
TOGGLE: Not applicable.

MUTE: Mutes the sound level when showing a video using Projection mode.
LAYOUT: Not applicable.
PRE-CALL MENU: Turns the Pre-Call menu off and on. Displays connected content Shares in Projection Mode.
SELF-VIEW: Turns your own video on and off. When on, allows you to control supported cameras using the Zoom and Arrow keys.
CONNECT: Not applicable.
BACK: Takes you to the previous field or menu.
DISCONNECT: Not applicable.

ARROWS: Use the arrow keys to navigate and highlight options for selection. After hiding the Pre-Call menu, supported cameras may be controlled as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the sound level.
MUTE MICROPHONE: Not applicable.
PRIVACY: Not applicable.
ZOOM: Zooms in and out for supported cameras after hiding menus or when using self-view.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

A: Swaps your displays when running dual screens.
B: Not applicable.
C: Turns Caps Lock on and off.
D: Not applicable.
DELETE: Acts as a backspace when typing in a field.

In-Call Functions

TV: Turns supported televisions on and off.
SEARCH: Not applicable.
SETTINGS: Press once to show the In-Call menu. Press twice to shown the Pre-Call Settings menu.
SHARE: Turns connected Share sources on and off.
TOGGLE: Cycles through your shared sources, including none.

MUTE: Mutes the audio source.
LAYOUT: Turns Preferred mode (showing the speaker in the main tile) on and off (known as Non-Preferred mode).
IN-CALL MENU: Turns the In-Call menu on and off.
SELF-VIEW: Turns your own video on and off. When on, enables you to control supported cameras using the Zoom and Arrow keys.
CONNECT: Not applicable.
BACK: Takes you to the previous field or menu.
DISCONNECT: Ends the meeting.

ARROWS: Use the arrow keys to navigate and highlight options for selection. Supported cameras may be controlled after using the Self-View button as follows: left and right buttons pan; up and down buttons tilt.
OK: Press to select a highlighted option.

VOLUME: Adjusts the sound level.
MUTE MICROPHONE: Turns your microphone on and off.
PRIVACY: Turns your video feed off and on.
ZOOM: Zooms in and out for supported cameras.

ALPHANUMERIC KEYPAD: Use the keys to enter field values on menus.

A: Swaps your displays when running dual screens.
B: Enables DTMF dialing.
C: Turns Caps Lock on and off.
D: Depending on your display size, turns the remote participant layout from stretch to letterbox.
DELETE: Acts as a backspace when typing in a field.



QWERTY Keyboard CAPS and Function Keys


CAPS: Turns Caps Lock on and off.
FN: Turns the Function Keys on and off.
Note: Press the CAPS or FN button once to enable the desired mode. Press the same button again to disable the mode.



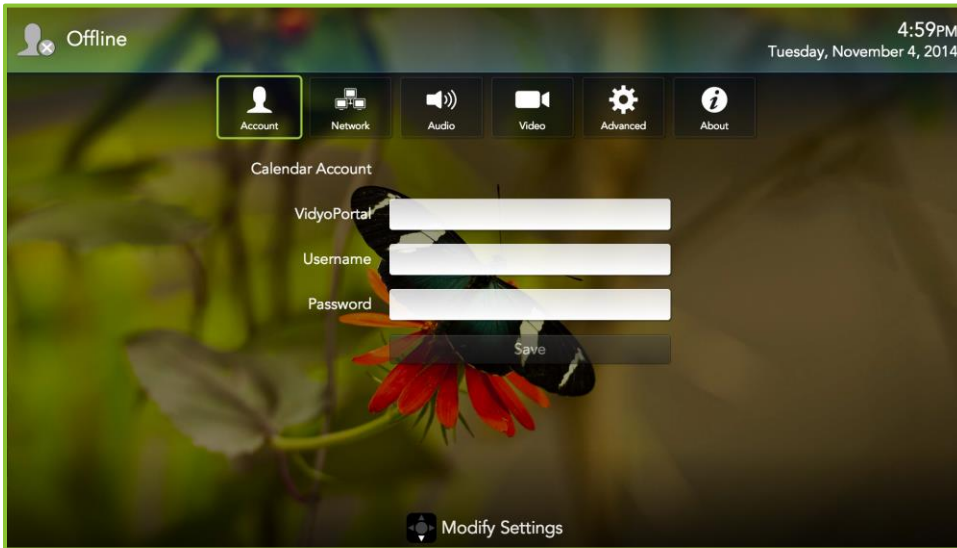
Configuring System Settings

The Settings menu enables the VidyoRoom or VidyoPanorama 600 system administrator to configure the system and can be accessed anytime (pre-call or in-call).

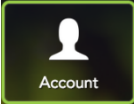
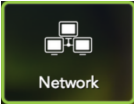
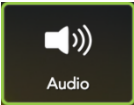
To configure the system settings:



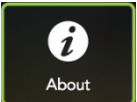
1. Press **Settings**  on your remote control (press twice if you are in a call).

The Settings menu displays.



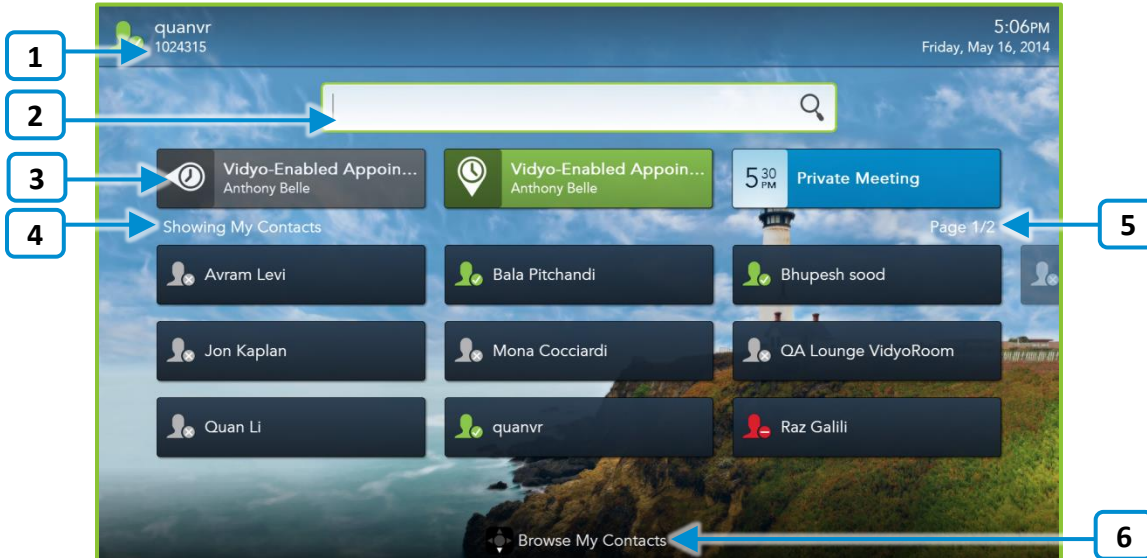
2. Select any of the following icons on the Settings menu to access the settings for that screen:

Icon	Description
	Enables you to enter values for the VidyoPortal, username, and password.
	Enables you to 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 and provide values for IP Address, Subnet, Gateway, and DNS.
	Enables you to select a microphone, adjust the microphone level, select from available speakers, adjust the speaker volume, turn join and exit sounds or navigation sounds ON or OFF, and turn echo cancellation ON or OFF.

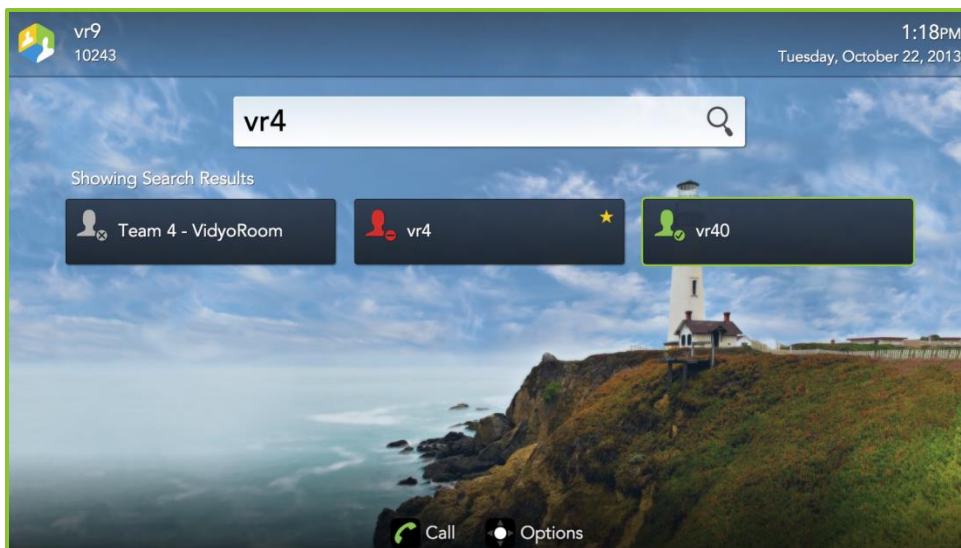
Icon	Description
 A black square icon with a white video camera symbol and the word "Video" below it.	Enables you to select a camera source, select the video quality, select a shared content source, turn the backlight ON or OFF, and reset the camera position.
 A black square icon with a white gear symbol and the word "Advanced" below it.	Enables you to select whether to automatically answer incoming calls, automatically share connected devices, allow remote users to control your camera, and turn the Lucky Clover keypad ON or OFF.
<hr/> <p>Note If your VidyoRoom does not detect an IR remote, it automatically turns OFF the Lucky Clover keypad.</p> <hr/>	
<p>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 Settings menu, and set the language and time zone.</p> <p>You can also select Reboot System on this screen to reboot your machine.</p>	
 A black square icon with a white lowercase 'i' symbol and the word "About" below it.	Displays the VidyoRoom or VidyoPanorama 600 version being used, the Vidyo company description, and the copyright statement.

Pre-Call

Viewing the Pre-Call Menu



1. The name and extension of your VidyoRoom or VidyoPanorama 600 is based on the information stored in the VidyoPortal to which you are connected. The current VidyoRoom or VidyoPanorama 600 system time and date also displays.
2. The search box where you can enter a name to search for a contact or room. As soon as you begin typing in this box, search results display.



3. The three most recent appointments from a calendar (if your system administrator has synchronized your VidyoRoom or VidyoPanorama 600 system with a Microsoft Exchange™ calendar, a Google Calendar™, or another supported calendar).

For more information, see [Using the VidyoRoom Calendar](#).

4. The list of your contacts.
5. The number of pages of contacts.

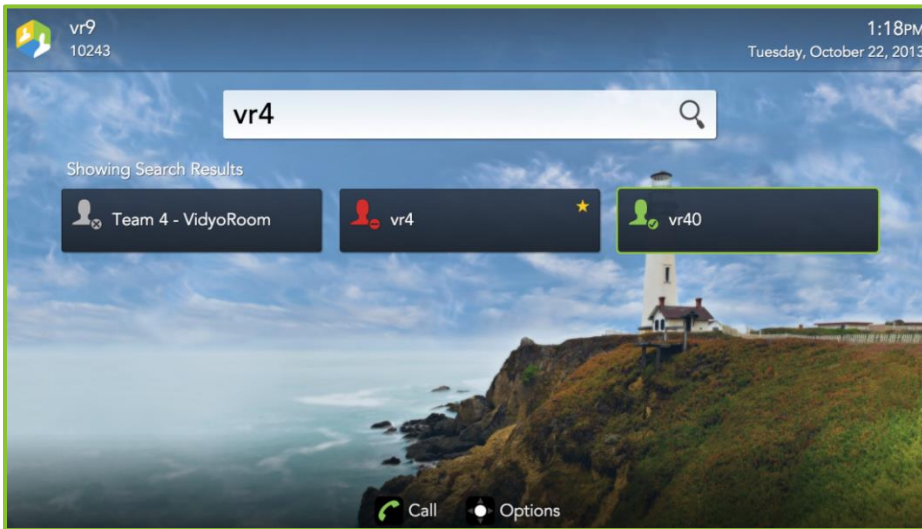
You can navigate through additional pages using your remote control arrow keys.

6. Hints about how to use your handheld remote control.

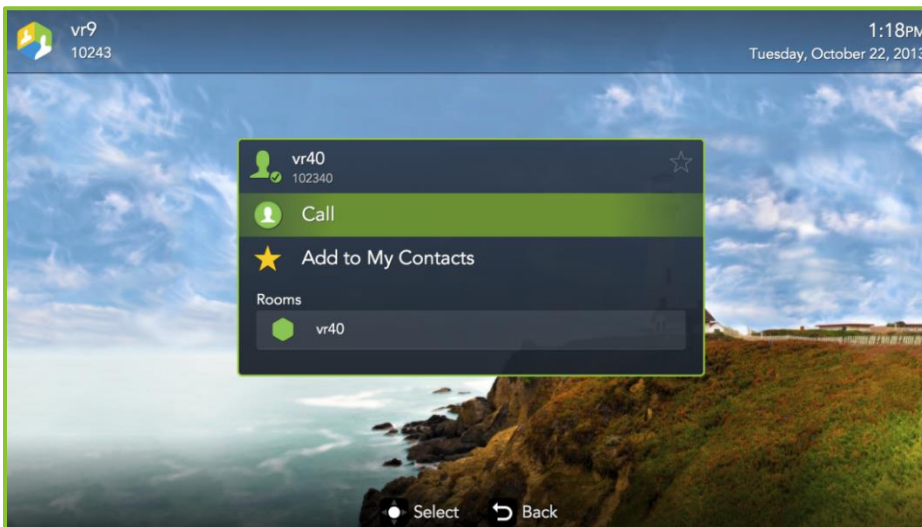
Joining a Contact's Room or Calling a Contact Directly

To join a contact's room or call a contact directly:

1. Enter a name to search.



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

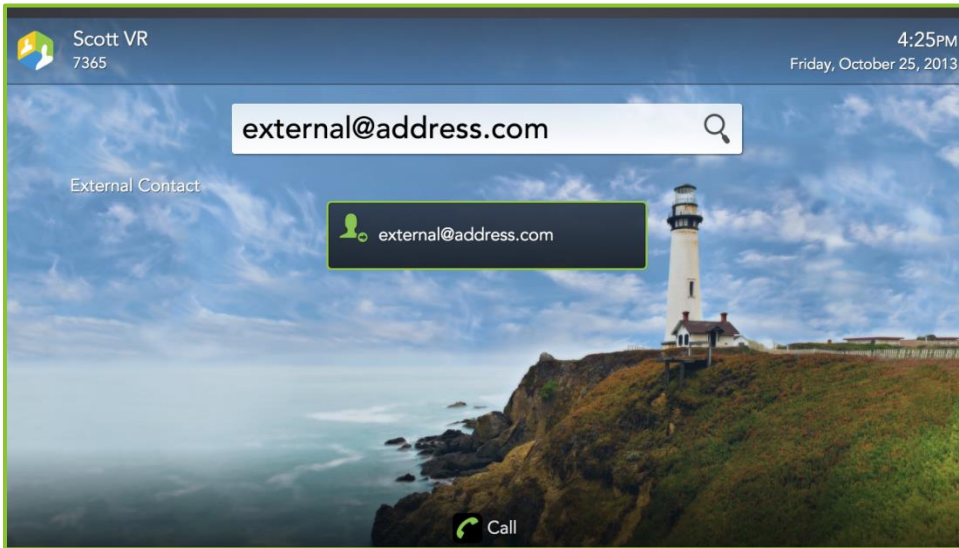


4. Use the arrow keys on your remote control to navigate to the following options:
 - Select **Call** to make a direct call.
 - Select **Add to My Contacts** to add the selected contact to your list.
 - Select a room to join that contact's room.

Calling a User on a Different VidyoPortal or an H.323/SIP Endpoint

To call a user on a different VidyoPortal or an H.323/SIP endpoint:

1. Enter the address of the contact that is on a different VidyoPortal or on 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**.

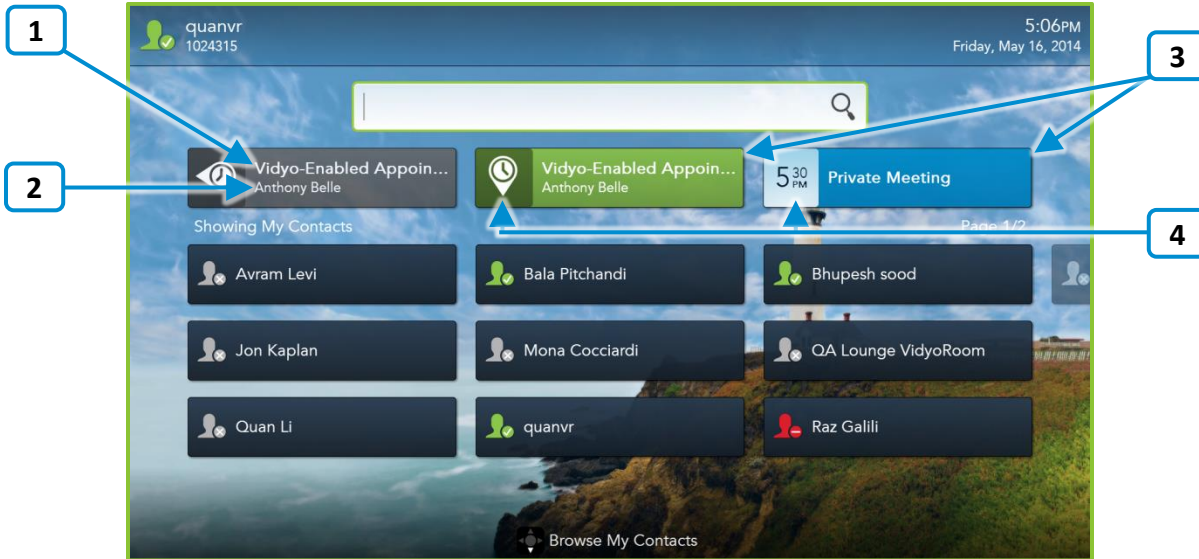
Using the VidyoRoom Calendar

The calendar integration feature enables the VidyoRoom to display upcoming scheduled meetings from a Google Calendar, a Microsoft Exchange calendar, or another supported calendar specified by your system administrator. This feature enables the system to display meetings that are taking place up to three hours in the future and up to one hour in the past, as well as display or hide meeting details.

Note If meeting participants use calendar software other than the one configured for your VidyoRoom by your system administrator, some tags and notifications may not display correctly when viewed in different mail and calendar clients.

Viewing Meeting Details







The On Screen UI displays meetings as tiles below the search box on the *Pre-Call* screen.



The following information is displayed about each meeting:

1. The subject of the meeting (unless marked as “Private”).
2. The name of the meeting organizer (unless marked as “Private”).
3. Whether the meeting is Vidyo-enabled:
 - Vidyo-enabled meetings display as green tiles; they remain on the screen as gray tiles for an hour after the scheduled start time.
 - Non-Vidyo-enabled meetings display as blue tiles; they disappear from the screen right after the scheduled start time.

4. The meeting status indicator:

Icon	Description
	<p>The time of the upcoming scheduled meeting.</p> <hr/> <p>Note Only appointments scheduled up to three hours in the future display on the screen.</p>
	<p>The number of minutes that remain before the scheduled meeting begins.</p> <hr/> <p>Note Starting from five minutes before the meeting, the indicator begins counting down each minute until the meeting begins.</p>
	<p>The appointment is occurring now.</p>
	<p>The meeting has taken place in the past.</p> <hr/> <p>Note Only Vidyo-enabled meetings remain on the screen for an hour after the scheduled start time and display as a gray tile. Non-Vidyo-enabled meetings disappear from the screen right after the scheduled start time.</p>
	<p>If you are in a meeting, this icon shows how many minutes remain before the next scheduled meeting begins.</p> <hr/> <p>Note Starting from five minutes before the meeting, the indicator begins counting down each minute until the next meeting begins.</p>
	<p>If you are in a meeting, this icon shows that the next scheduled meeting has begun.</p>

To view appointment details:

1. Use the arrow keys on your remote control to move down from the search box and highlight the desired meeting tile.

2. Select Details.



The meeting details dialog box displays showing the following details:

- The name of the meeting organizer.
- The meeting start time.
- The meeting end time.
- The meeting attendees.

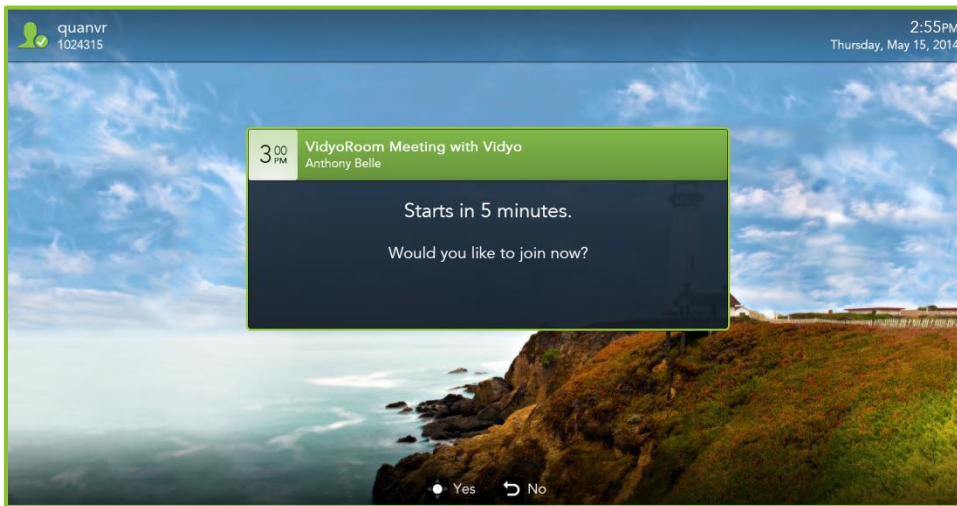
Required attendee names display with a regular font, while optional attendees are italicized.

Joining Vidyo-Enabled Meetings

Five minutes before the scheduled Vidyo-enabled meeting begins, a dialog box displays reminding you of the upcoming meeting. You can join the meeting directly from this dialog box, or alternatively, you can manually join a meeting.

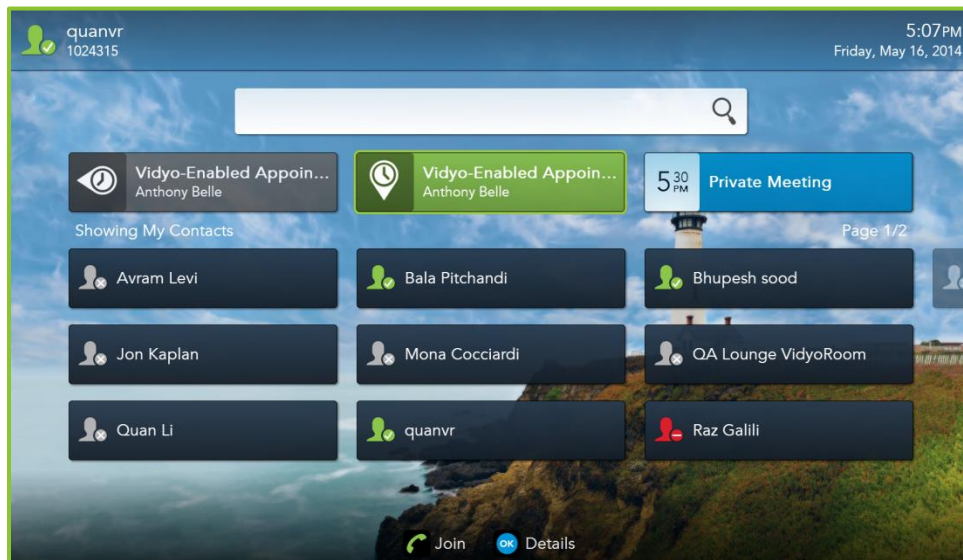
To join a Vidyo-enabled meeting:

- If a dialog box displays reminding you of an upcoming meeting, select **Yes** if you want to join the meeting or select **No** if you do not want to join the meeting.



The dialog box remains on the screen indicating “Starts in X minutes” or “Started X minutes ago” for one hour after the ending time of your Vidyo-enabled meeting or until acknowledged.

- If you want to manually join an upcoming meeting, do the following:
 1. Use the arrow keys on your remote control to move down from the search box and highlight the desired meeting tile.







2. Select **Join**.






Understanding the Status Icons

The following tables provide status icons and explanations as they display in your system.

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.

Projecting Content in Your System

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

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

The system does the following:

- a. If you are using more than a single display, your Share automatically displays on your second display.
- b. If you are using a single display, press **MANAGE** on your handheld infrared remote control or press **PRE-CALL MENU** on your radio frequency remote control to project your Share on your single display.

We refer to this as Projection Mode as the content is only displayed on your local VidyoRoom system.

For information about sharing to the entire conference while in-call, see [Sharing Content to a Conference](#).

In-Call

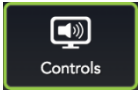








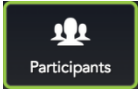
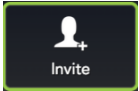
Viewing the In-Call Menu

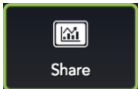
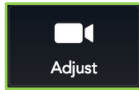
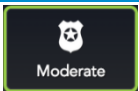
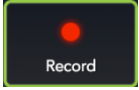



To view the In-Call menu:

1. Press **MANAGE** on your handheld infrared remote control or press **PRE-CALL MENU** on your radio frequency remote control.



2. Select any of the following:

Icon	Description
	 Signal the meeting moderator that you have raised your hand when participating in conferences that are using the Presenter Mode feature. For more information, refer to the <i>VidyoDesktop Quick User Guide</i> .  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.
	<p>You can view conference participants, add them to your My Contacts list, pin them to specific system screens, view a participant's Share, and pan, tilt, and zoom their cameras.</p> <p>Moderators can also mute, unmute, hide video, show video, and remove a selected participant or all participants from the conference.</p> <p>For more information, see Becoming the Moderator.</p>
	<p>Enter a name in this text box to search for a contact. As soon as you begin typing, search results display.</p> <p>Use the arrow keys on your remote control to move down from the search box and highlight a desired contact from the search results.</p>
	<p>Note This option only displays when you're the moderator of the room.</p>

Icon	Description
	<p>Use the arrow keys on your remote control to move down and highlight a desired Share available for viewing in the conference.</p> <hr/> <p>Note The Start Sharing My Content button only displays when using compatible content-sharing devices with your VidyoRoom system.</p> <p>The shared content source should be selected automatically, but you can manually select it from the “Configuring System Settings” menu as described on page 6. For information about sharing, see Sharing Content to a Conference.</p>
	<p>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.</p>
	<p>Use the arrow keys on your remote control to move down and enter the Moderator PIN and become an additional moderator of the conference. Becoming a moderator allows you to use call control functions including recording capabilities. For more information, see Becoming the Moderator.</p>
	<p>Select your desired Recording Profile for recording VidyoRoom or VidyoPanorama 600 conferences. If no Recording Profiles are configured, contact your system administrator.</p> <p> The Vidyo conference is being recorded.</p> <p> The recording is paused. Pausing while recording results in a single recording file stored in the .flv format on your VidyoPortal.</p> <p> The recording is stopped. Stopping while recording results in separate recorded files stored in the .flv format on your VidyoPortal.</p> <hr/> <p>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.</p>

Becoming the Moderator

Becoming a moderator allows you to use call control functions, such as muting and unmuting the conference participants and recording the conference.

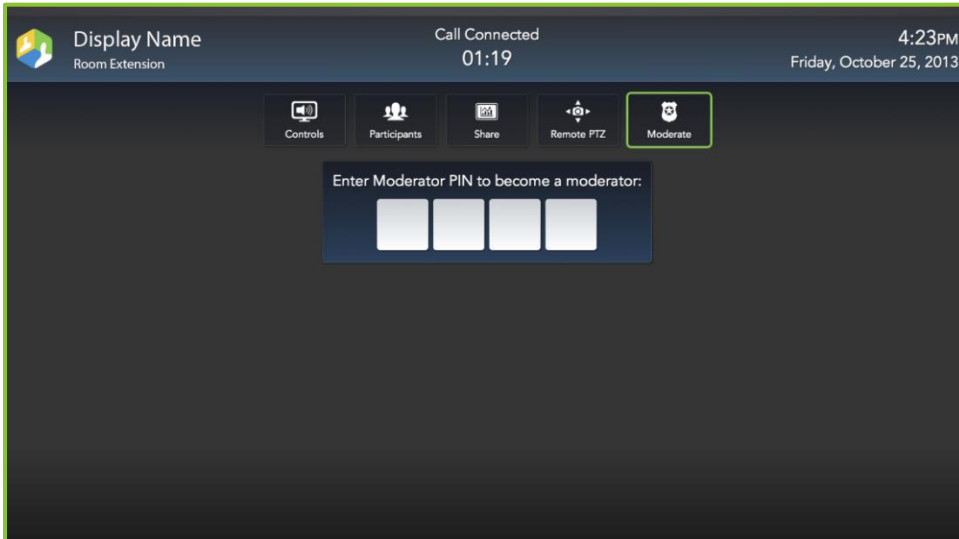
If you want to become the conference moderator, you must first enable a **Moderator PIN** for the conference room. To do so, you must:

- 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 or via the VidyoPortal User portal. For more information, refer to the *VidyoDesktop Quick User Guide* or the *VidyoPortal Administrator Guide*.

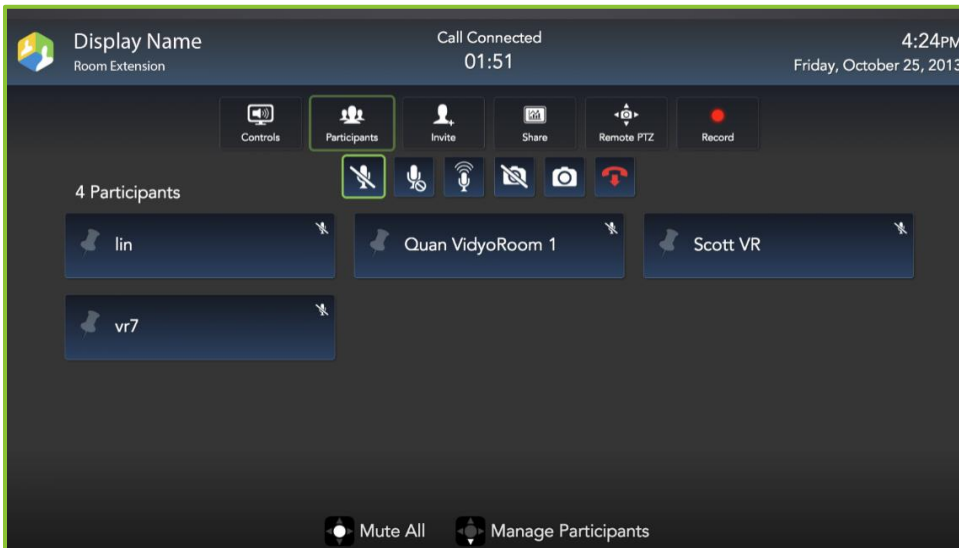
To become the moderator:

1. Press the **MANAGE** button on your handheld remote control.



2. Select **Moderate**.
3. Enter the **Moderator PIN**.

You then become the conference moderator and the conference moderation functions, such as Mute, Unmute, Hide Video, Show Video, and Remove, display on the *Participants* screen while you are in the call. For more information refer to the “Controlling a Meeting Room” section in the *VidyoConferencing Administrator Guide*.



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:

- Pinning participants to specific viewing screens. For more information, see [Pinning Participants to Specific Screens](#).
- The following viewing methods are also available:
 - 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.

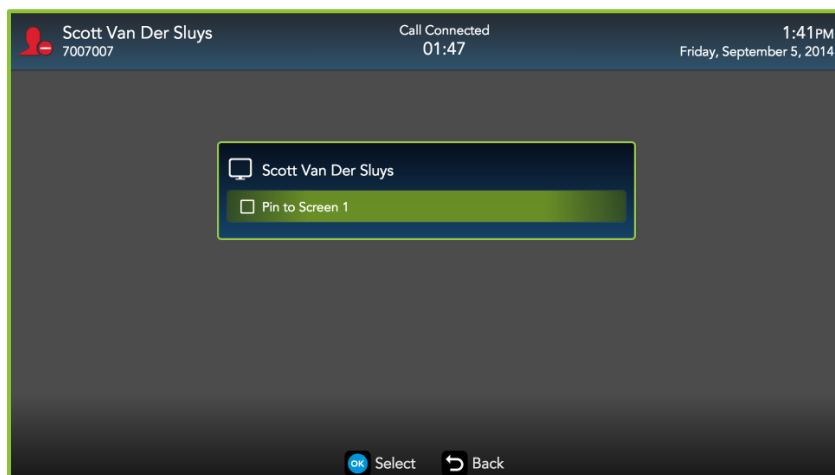
Note This only applies when viewing content Shares on a single display (hybrid screen) configuration. Otherwise, the Share is shown full-screen on the second (content) display.

Pinning Participants to Specific Screens

To pin participants to specific screens:

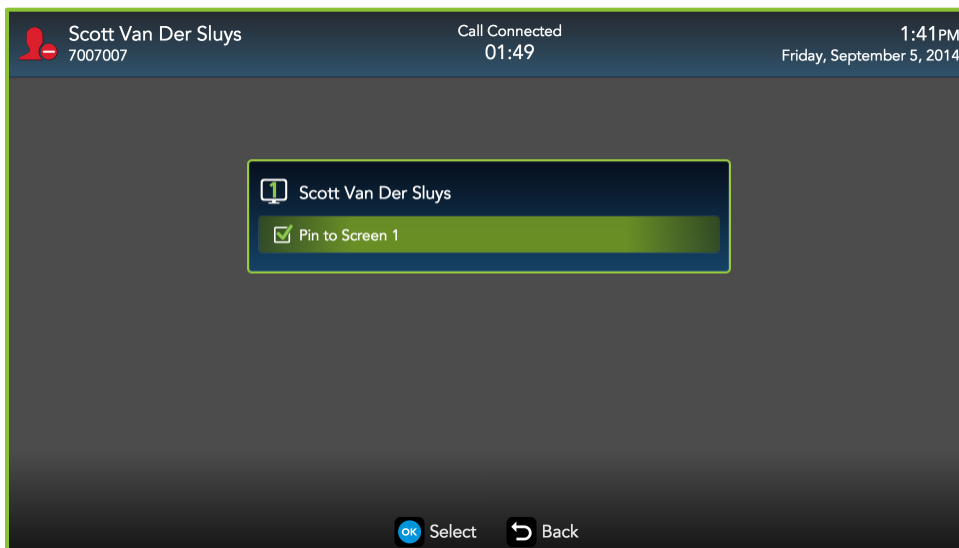
1. Press the **MANAGE** button on your handheld remote control.
The In-Call menu displays.
2. Use the arrow keys on your remote control to move right and select the *Participants* tab.
3. Use the arrow keys on your remote control to move down and highlight the conference participant you wish to pin to a specific screen.
4. Select **OK**.

The conference participant is then shown along with the list of available screens. The number of available screens depends on the number of screens you have connected to your VidyoRoom or VidyoPanorama 600 system.



5. Use the arrow keys on your remote control to move down and highlight the specific screen to which you wish to pin the conference participant.
6. Select OK.

The corresponding screen number now displays on the icon shown to the left of the conference participant's name, and the screen checkbox is selected.



The participant is now pinned to the selected screen and remains there regardless of loudest speaker settings.

To move a participant to a different screen, repeat steps 3 through 6 but select a different screen.

To unpin the participant and revert back to automatic layout, repeat steps 3 through 6, but select the screen to which the participant is pinned and remove the check mark from that screen.

Sharing Content to a Conference

To share content to a conference while in a call:

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

While your content now displays on the video screen of your VidyoRoom system, it is not shared to the participants in your conference. This is called Projection Mode. For more information, see [Projecting Content in Your System](#).

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

2. Select from your available content sources in the Content Source settings under the *Settings > Devices* tab.

For more information, see [Configuring System Settings](#).

3. Press the **Share** button.

For more information, see [The Infrared Remote Control](#), [The Radio Frequency Remote Control](#), [Viewing the In-Call Menu](#), and [Configuring System Settings](#).

Adjusting Your Content Source to Avoid Cropping

Some VidyoRoom systems may crop content you share from your computer screen. Other computers default to a mirrored or duplicated multiple display output setting when connected to a VidyoRoom system as a shared device. This section describes how to adjust your computer as needed.

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

Adjusting a Computer that Crops Content

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

To adjust a computer that defaults to a mirrored or duplicated multiple display output setting:

- On all platforms:
 1. Select **Extend display** from the **Multiple Display** field.
 2. Select **720p** for the resolution of your second display.

3. Using the VidyoRemote 3 for iOS App

This chapter describes how to perform pre-call and in-call tasks with your VidyoRoom or VidyoPanorama 600 system when you are using the VidyoRemote 3 for iOS app.

Downloading the VidyoRemote 3 for iOS App

Before downloading the VidyoRemote 3 for iOS app, ensure that the following requirements have been met:

- You must have an Apple iPad running iOS 7.1 or higher.
- The VidyoRoom system must be reachable by the VidyoRemote 3 over the Wi-Fi network.
- TCP ports 8090 and 443 http must be opened (bi-directional) to allow communication between the VidyoRemote 3 and the VidyoRoom. TCP port 80 must also be opened for VidyoRoom SE; however, it is not required for other VidyoRoom models.

For more information, contact your system administrator.

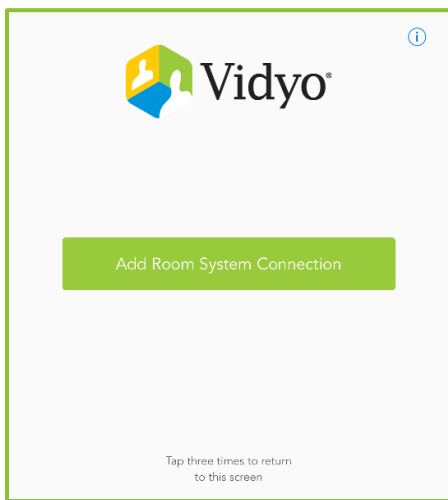
To download the VidyoRemote 3 for iOS app:

1. Download and install VidyoRemote 3 for iOS from the App Store.
2. Open VidyoRemote 3 for iOS on your device.

Adding VidyoRooms

To add VidyoRooms:

1. Click Add Room System Connection.



2. Click the **VidyoRoom SE** or **VidyoRoom** button depending on the type of VidyoRoom system that you are adding.

Select the **VidyoRoom SE** button if you are adding a software edition room system that you want to deploy using your own hardware. Select the **VidyoRoom** button if you are adding a VidyoRoom or VidyoPanorama system.

3. Enter the IP Address for the VidyoRoom system.
4. Enter a name for the VidyoRoom system.

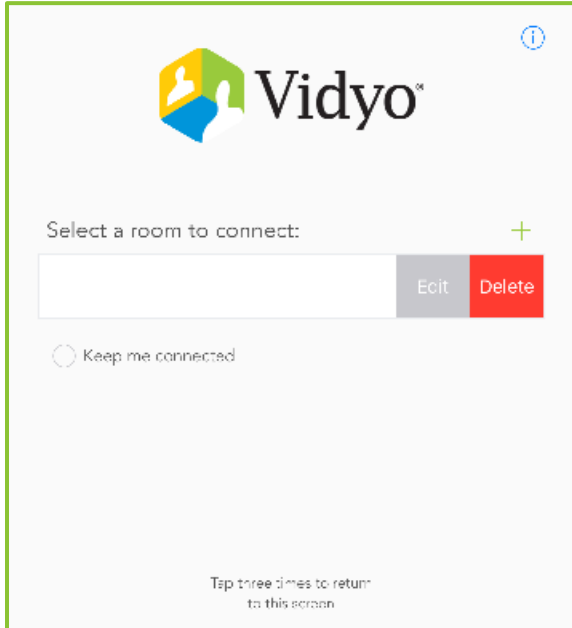
The screenshot shows a dialog box titled "New Room System". At the top left is a "Cancel" button and at the top right is an "Add" button. Below the title bar are two buttons: "VidyoRoom SE" (which is highlighted in blue) and "VidyoRoom". The main content area has two sections. The first section is labeled "IP address" and has a "Required" label on the right. Below it is a note: "The IP address can be found on the room system's settings page". The second section is labeled "Name your room" and has a "Required" label on the right. Below it is a note: "This name only shows up on the VidyoRemote app".

The **Add** button becomes active.

5. Click the **Add** button.

The room is added to the list of rooms on the main screen.

To add more VidyoRooms, click on the **+** button on the main screen. To edit or delete a room, swipe your finger from right to left over the VidyoRoom's name that you wish to edit or delete. Once you pair successfully and start navigating to in-call/pre-call screens, tap the screen three times to return to this screen to add, delete, or modify any rooms when necessary.

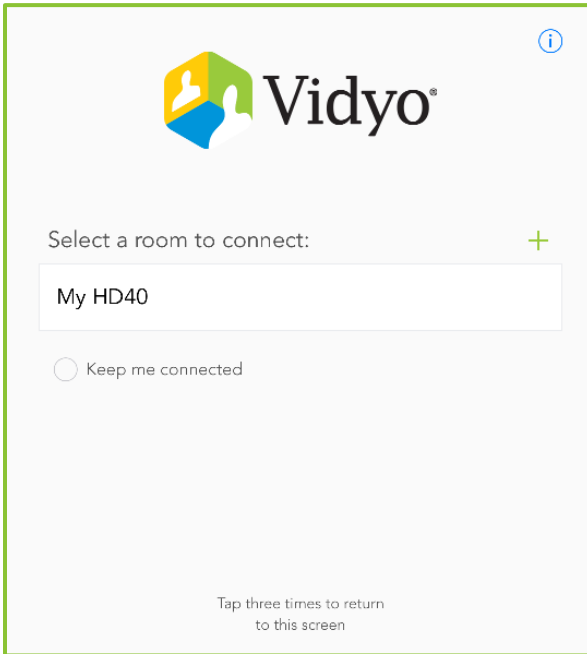


Pairing VidyoRemote 3 for iOS with Your VidyoRoom System

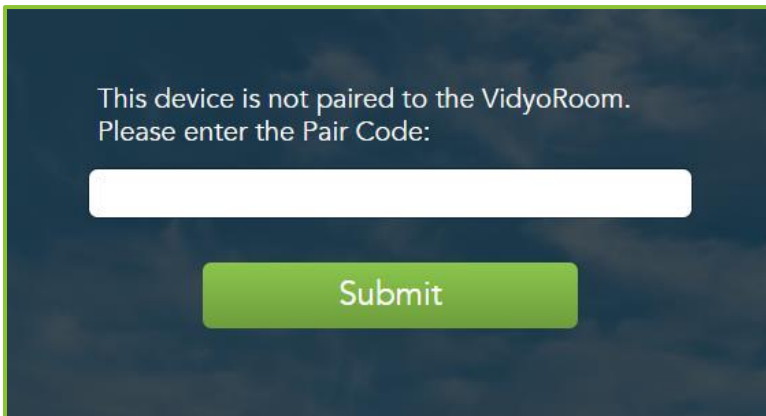
After logging in to a VidyoRoom system, you are immediately prompted for a pair code if one has been set in the Admin UI. The pair code enables you to connect your device with your VidyoRoom system. If you need to obtain the pair code, contact your system administrator. For more information, see the "Configuring the Remote Control Interface" section in the *VidyoRoom and VidyoPanorama600 Administrator Guide*.

To pair VidyoRemote 3 for iOS with your VidyoRoom system:

1. Click the name of the room from the **Select a room to connect** field.



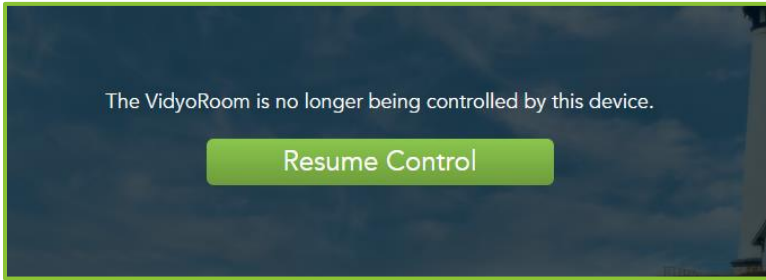
2. Enter the Pair Code.



3. Tap **Submit**.

The system pairs your device.

4. If another handheld remote control or VidyoRemote device is used to operate your system, the following message displays:



- a. Click **Resume Control**.
- b. Re-enter the Pair Code.
- c. Tap **Submit**.

For information about unpairing VidyoRemote 3 for iOS, see [Unpairing VidyoRemote 3 for iOS from Your VidyoRoom System](#).

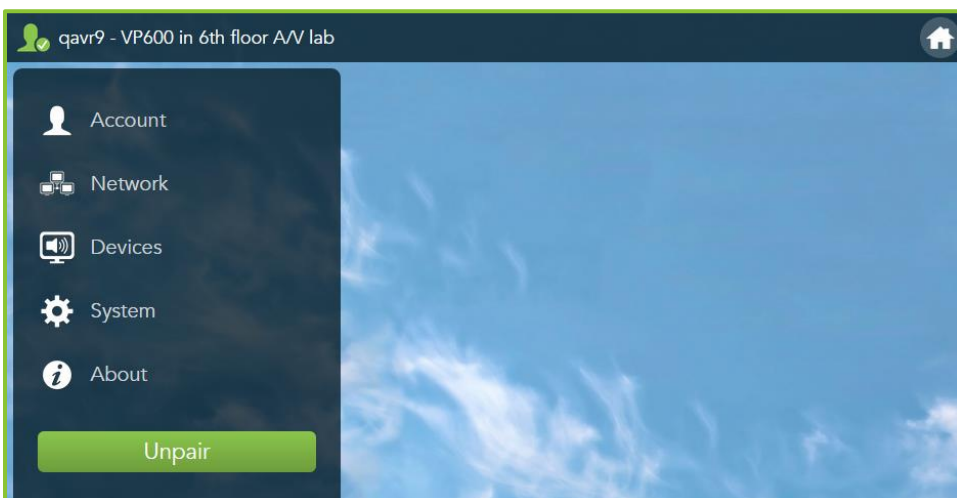
Configuring System Settings

The Settings menu enables the VidyoRoom or VidyoPanorama 600 system administrator to configure the system and can be accessed anytime (pre-call or in-call).

To configure the system settings:

1. Tap  on the upper-right corner of any screen.

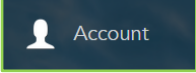
The Settings menu displays.

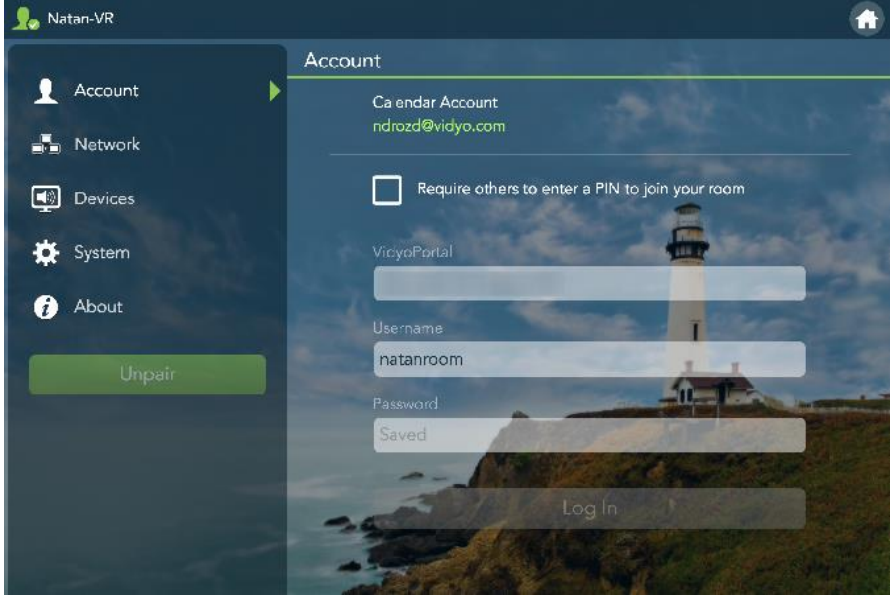


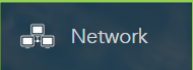
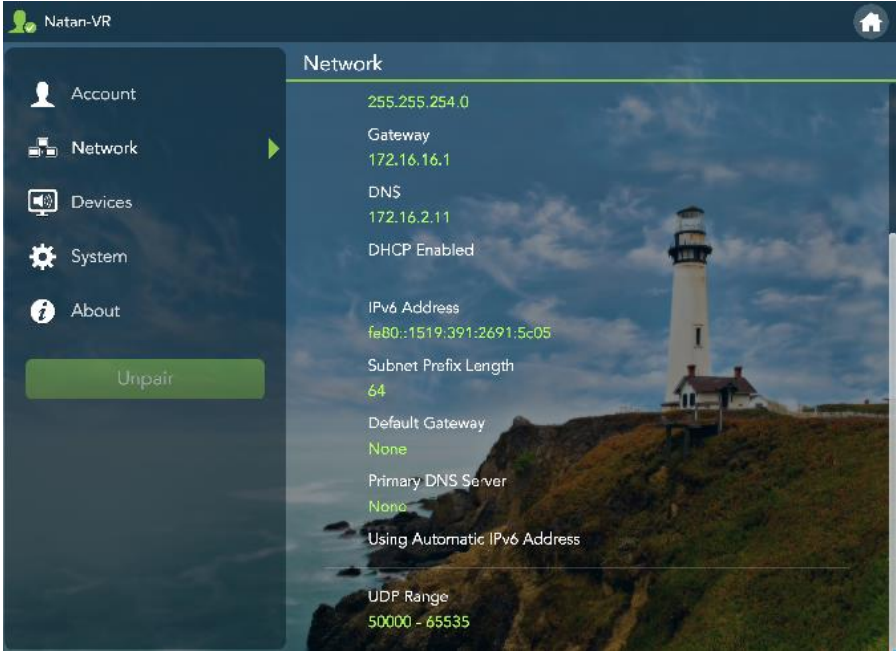
2. Tap any of the following items on the left menu to access the settings for that screen.

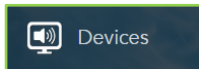
If the Setting menus are protected with an access code you will be prompted by the app to enter the access code when you try to modify a protected settings, enter your access code

and tap .

Icon	Description
	<p>Enter values for the VidyoPortal, username, and password and click Log In to connect to your VidyoPortal.</p> <p>Click Set Your Room PIN to PIN-protect your room.</p>



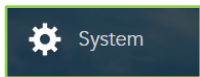
Icon	Description
	<p>Network settings made by your system administrator display for viewing only (read-only) on this screen and include your MAC address, whether or not VidyoProxy is enabled, and specific UDP range values.</p> <p>IPv4 and IPv6 (if configured) settings also display showing the IP address, subnet, gateway, DNS, and whether or not your system is set to use DHCP and automatically obtain its IP address.</p> 



Select Microphone, Speaker, Camera, and Content Source settings:

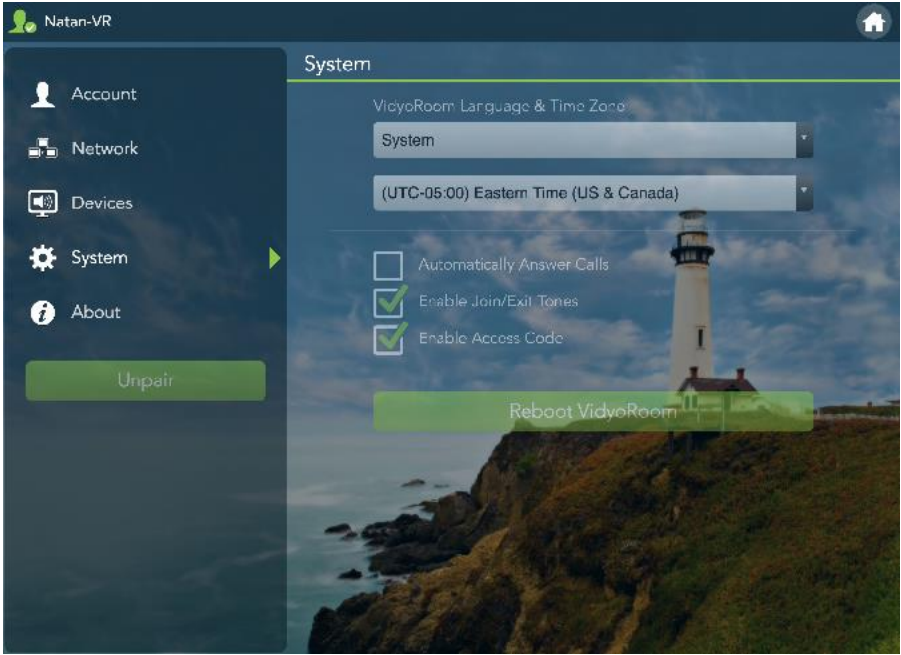
- For the Microphone settings, you can adjust the microphone level, select from available microphones, and enable or disable echo cancellation.
- For the Speakers settings, you can adjust the speaker volume and select from available speakers.
- For the Camera settings, you can enable or disable the video feed, turn self-view on or off, and turn the backlight setting on or off. You can also select your camera input, the resolution, pan, tilt or zoom adjust your camera, and select if participants are allowed to pan, tilt, or zoom adjust your camera.
- For the Content Source settings, you can select from available content sources, select whether to automatically share content to conferences when you join then, and/or preview your share locally to review your automatic share before sending it to conferences.


Icon	Description

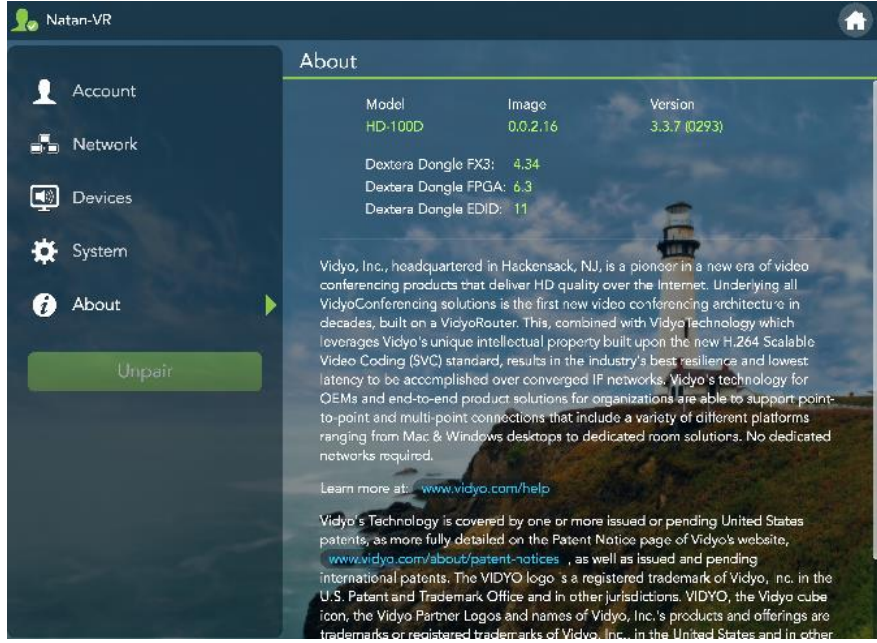


Select the language and time zone of the VidyoRoom, select whether to automatically answer incoming calls, enable the system to play tones when participants join or exit conferences, and enable an access code. If you enable an access code, users will have to enter the code in order to make changes to various screens or fields, such as the *Account* and *Network* screens.

You can also tap **Reboot VidyoRoom** on this screen to reboot your machine.

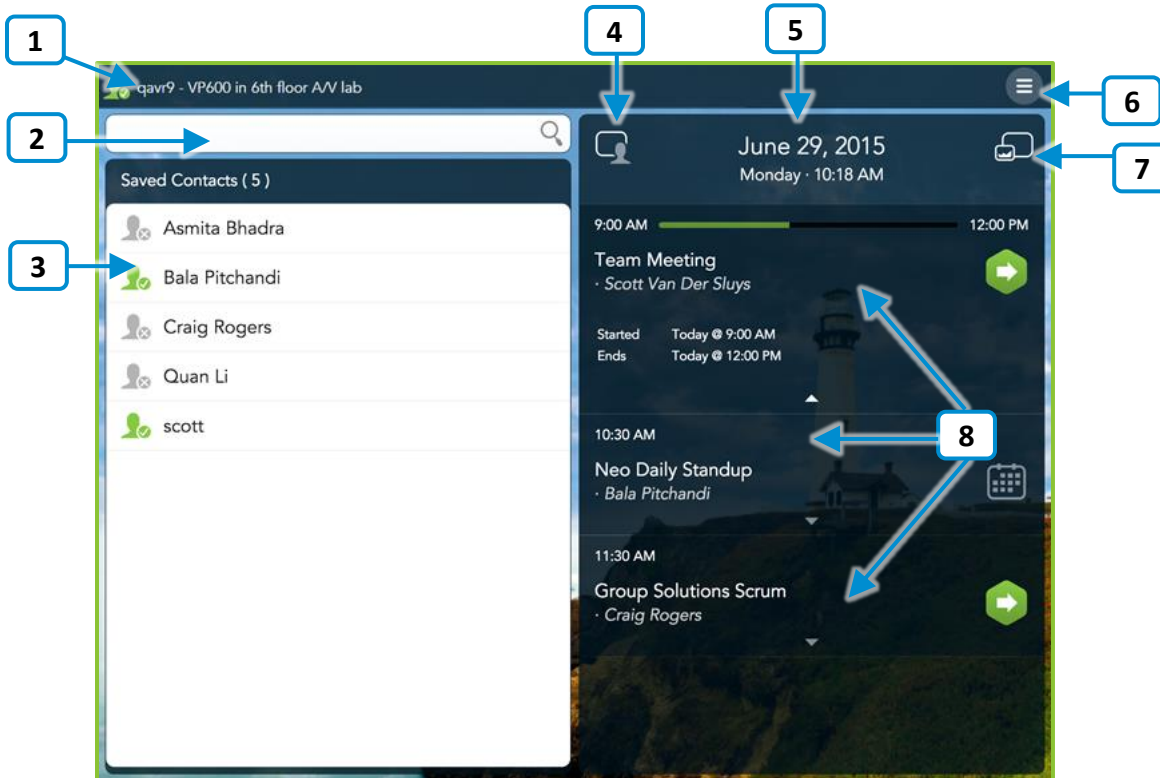


Icon	Description
 About	<p>View the VidyoRoom or VidyoPanorama 600 model, image, version being used, the Vidyo company description, INOGENI, and the copyright statement.</p>



Pre-Call

Viewing the Pre-Call Menu



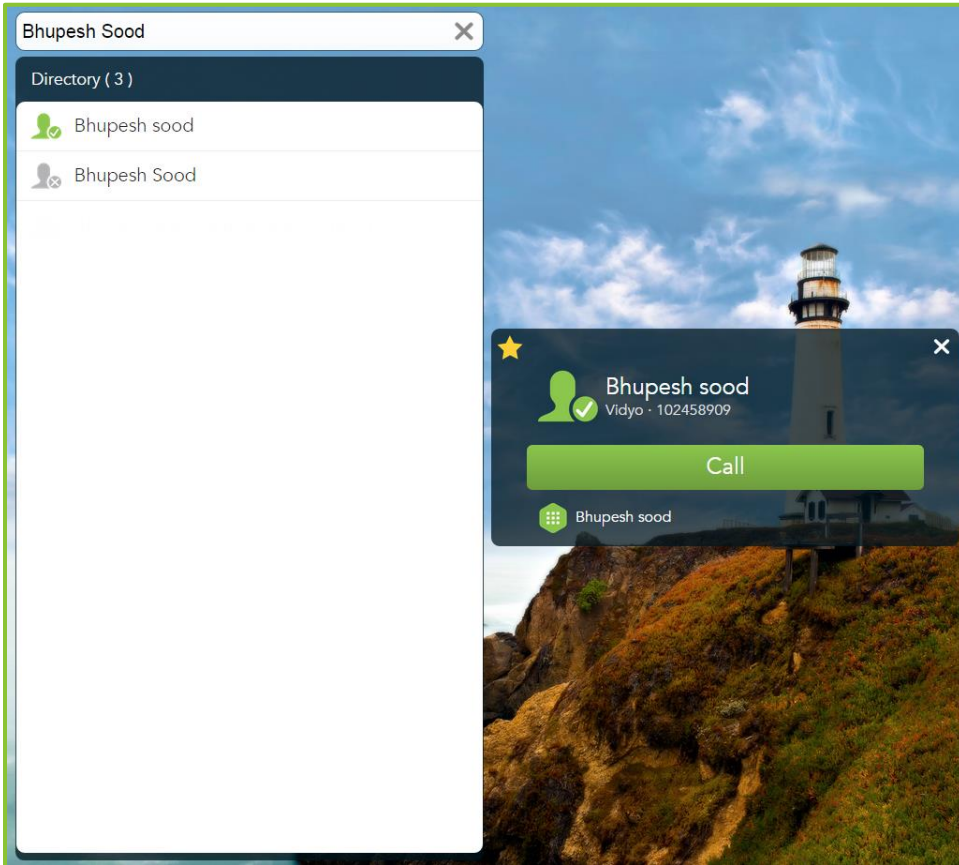
1. The status and name of your VidyoRoom.
For more information about status, see [Understanding the Status Icons](#).
2. The search box where you can enter a name to search for a contact or room.
As soon as you begin typing, search results display in the Directory.
3. The list of your contacts and their status.
For more information about status, see [Understanding the Status Icons](#).
4. Icon that toggles self-view.
5. The VidyoRoom or VidyoPanorama 600 system date and time.
6. The **System Settings** button.
For more information, see [Configuring System Settings](#).
7. Icon that toggles local share preview (Projection).
8. A list of upcoming appointments from your calendar (if your system administrator has synchronized your VidyoRoom or VidyoPanorama 600 system with a Microsoft Exchange™ calendar, a Google Calendar™, or another supported calendar).

For more information, see [Using the VidyoRoom Calendar](#).

Joining a Contact's Room or Calling a Contact Directly

To join a contact's room or call a contact directly:


1. Tap the name of the desired contact in My Contacts or the Directory.



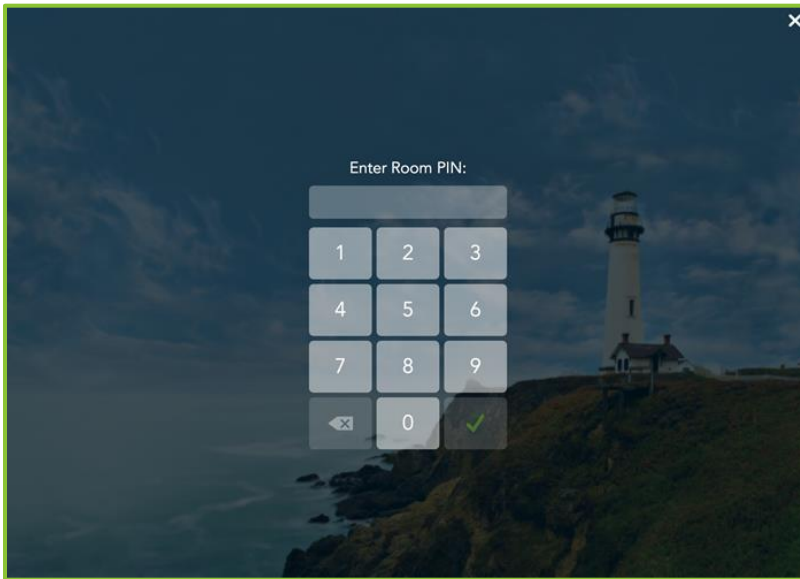
2. Tap any of the following options:

- Tap Call to make a direct call.


- Tap  to add the selected contact to your list.

- Tap  or  (if the room is PIN-protected) to join the contact's room.

If the room is PIN-protected, do the following:



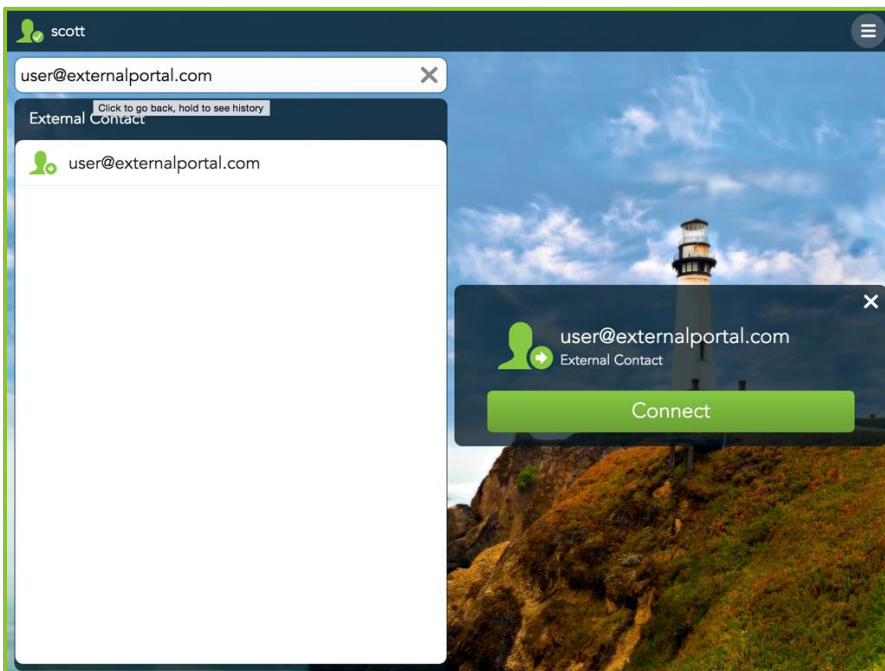
a. Enter your PIN number.

b. Tap .

Calling a User on a Different VidyoPortal or an H.323/SIP Endpoint

To call a user on a different VidyoPortal or an H.323/SIP endpoint:

1. Enter the address of the contact that is on a different VidyoPortal or on an H.323/SIP endpoint.



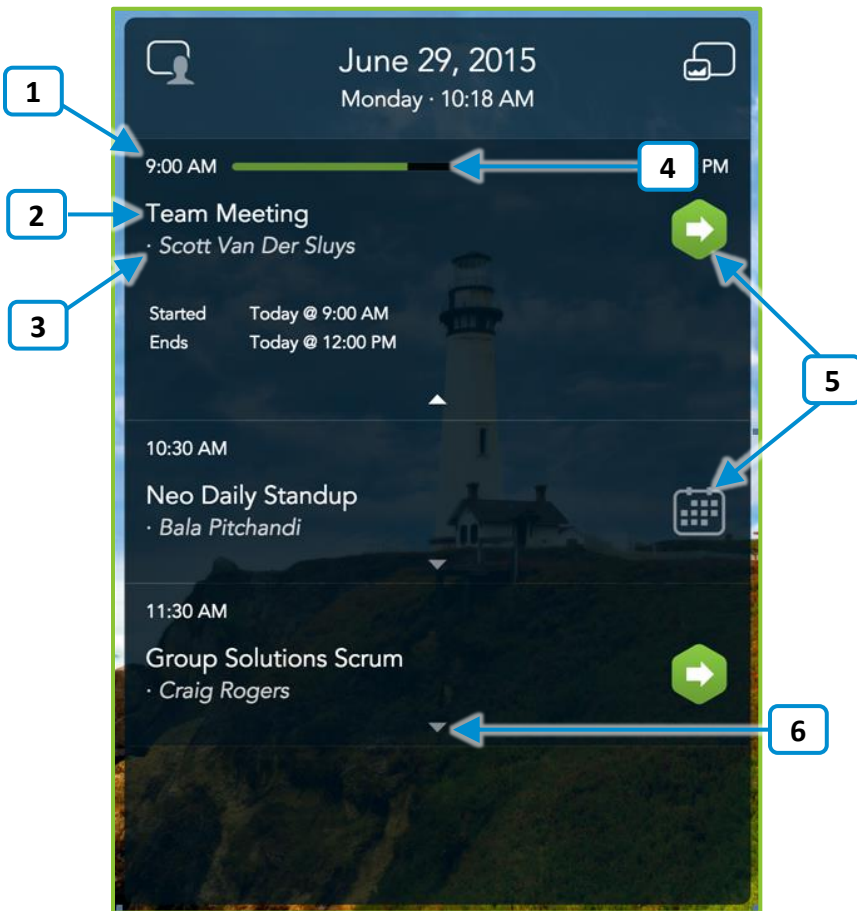
2. Tap the contact that displays in the External Contact list.
3. Tap **Connect**.

Using the VidyoRoom Calendar

The calendar integration feature enables the VidyoRoom to display upcoming scheduled meetings from a Google Calendar, a Microsoft Exchange calendar, or another supported calendar specified by your system administrator. This feature enables the system to display meetings that are taking place up to three hours in the future and up to one hour in the past, as well as display or hide meeting details.

Viewing Meeting Details

Meetings are displayed as tiles on the right side of the *Pre-Call* screen.



The following information is displayed about each meeting:

1. The time the meeting is scheduled to begin.

Note Only appointments scheduled up to three hours in the future display on the screen.

2. The subject of the meeting.

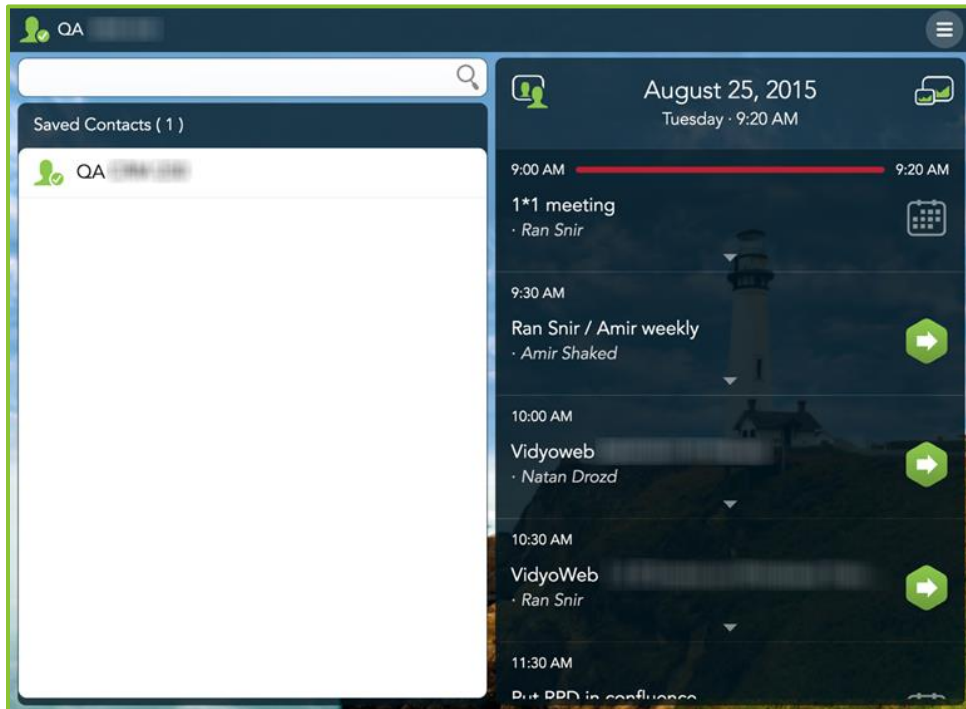
3. The name of the meeting organizer.
4. The following meeting status details display in the meeting status region five minutes before, during, and one hour after your meeting:
 - If it's five minutes before your meeting, a timer displays and counts down your meeting time.

Note The system also asks you if you want to join or ignore the meeting both five minutes prior and during your meeting. For more information, see [Joining Vidyo-Enabled Meetings](#).

- If your meeting is taking place, a green progress bar displays.



- If your meeting is complete, a red progress bar displays for one hour after the ending time of your meeting, and then the meeting tile disappears from your calendar.



5. Whether the meeting is Vidyo-enabled:
 - Vidyo-enabled meetings display with green hexagonal icons on the right of the tile. When the meeting ends, the red progress bar displays and the meeting remains on the screen for one hour after the ending time of your meeting, and then the meeting tile disappears from your calendar.

For more information, see [Joining Vidyo-Enabled Meetings](#).

- Non-Vidyo-enabled meetings display with gray calendar icons on the right of the tile; they disappear from your calendar right after the scheduled start time.


6. Tap  to expand your meeting details and tap  to collapse them.

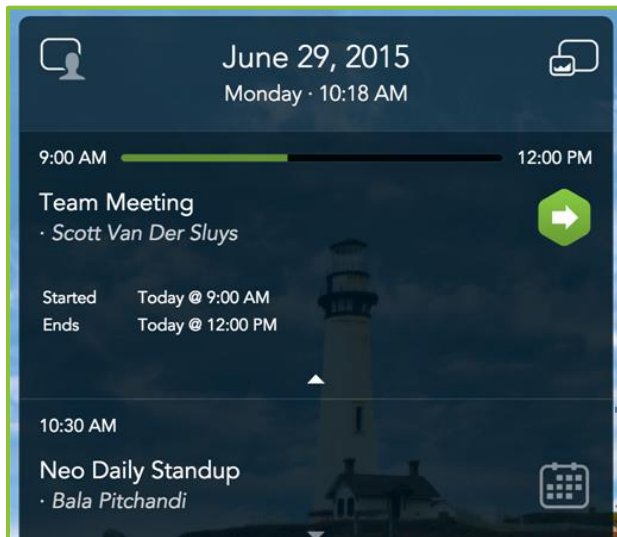
The details include the following:

- The meeting start time.
- The meeting end time.
- The required meeting attendees.
- The optional meeting attendees.

Joining Vidyo-Enabled Meetings

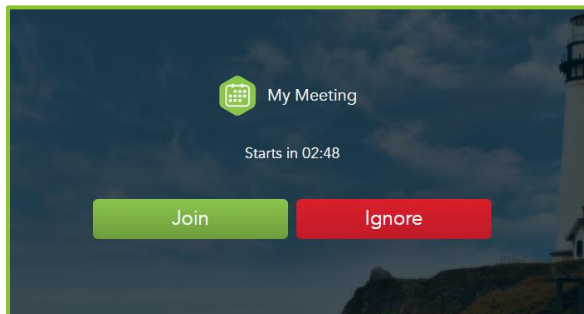
To join a Vidyo-enabled meeting:

- If you want to manually join an upcoming meeting, tap  on the right of the meeting tile.



- If a dialog box displays reminding you of an upcoming meeting, tap **Join** if you want to join the meeting or tap **Ignore** if you do not want to join the meeting.

Note This dialog box displays if your system administrator has synced up a Google Calendar, a Microsoft Exchange calendar, or another supported calendar with your VidyoRoom system. For more information, see [Using the VidyoRoom Calendar](#).







The dialog box remains on the screen indicating “Starts in XX:XX” or “Active for XX:XX” for one hour after the ending time of your Vidyo-enabled meeting or until acknowledged.






Understanding the Status Icons

The following tables provide status icons and explanations as they display in VidyoRemote 3 for iOS.

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 in to 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.

Projecting Content in Your System

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

1. Connect a compatible content-sharing device to your laptop/pc or your VidyoRoom system.

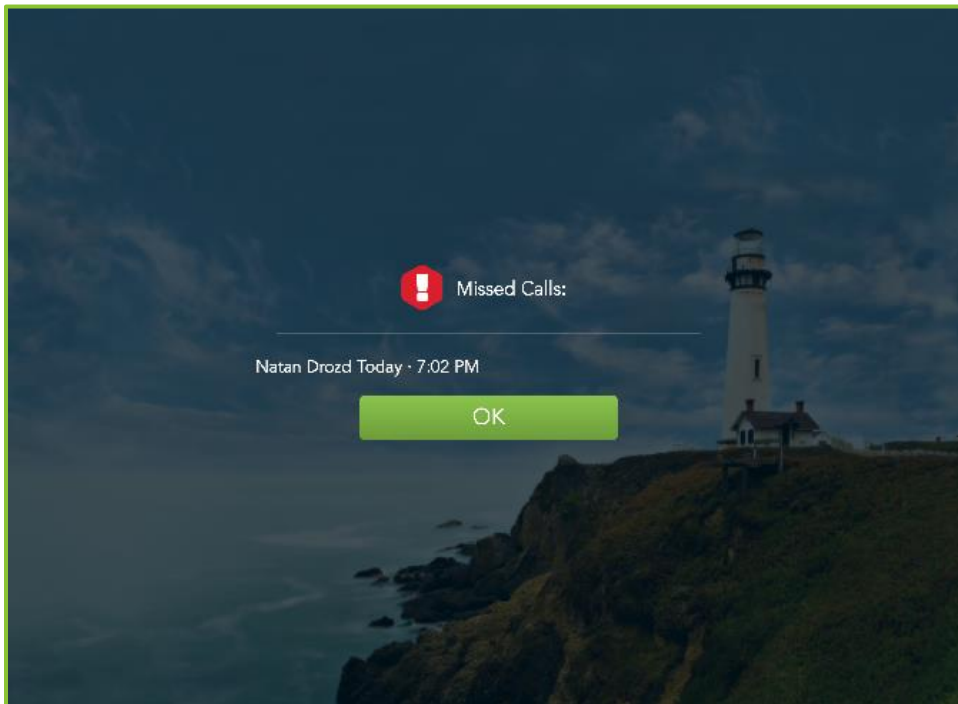
The content will be displayed on the screen of your VidyoRoom system if the **Preview Local Content** checkbox is selected in the *Settings* tab of the Admin User Interface. This is called Projection Mode as the content is locally displayed on your VidyoRoom system.

In addition, this will also depend upon the selected settings in the VidyoRemote 3 application.

For information about sharing to the entire conference while in-call, see [Sharing Content to a Conference](#).

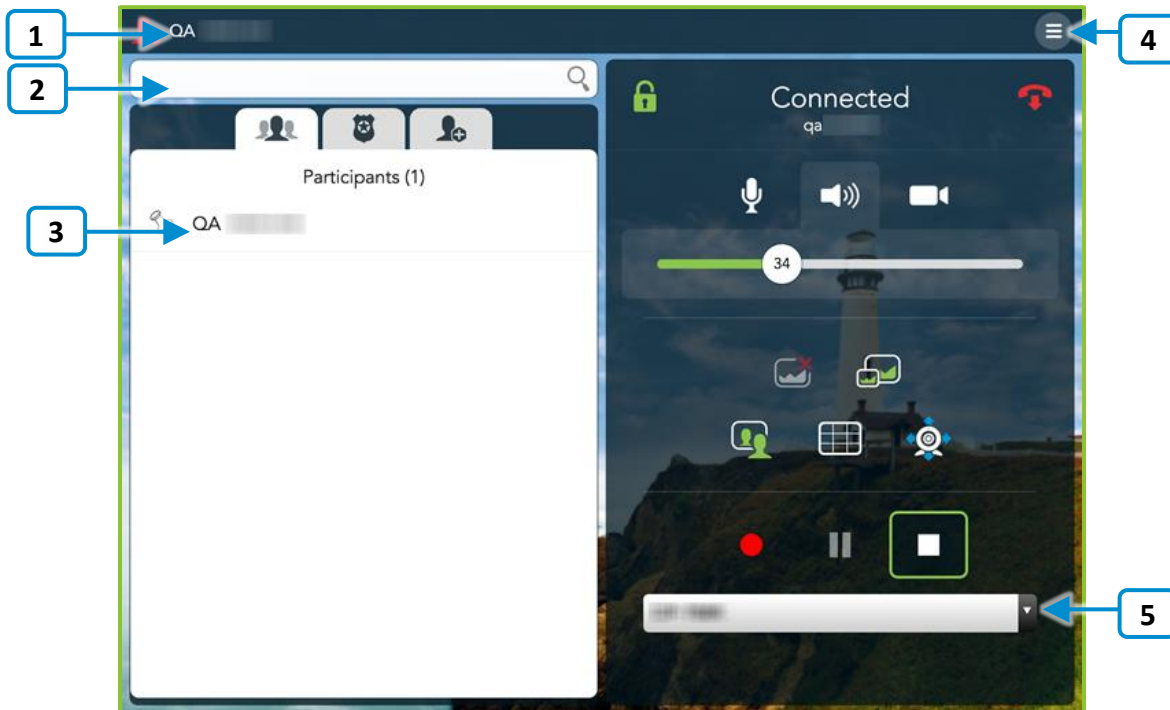
Managing Missed Call Notifications

If an incoming call is not answered, a list of current and previous missed calls displays. Click **OK** and the list will disappear.



In-Call

Viewing the In-Call Menu







1. The name of your VidyoRoom.
2. The search box where you can filter through all active participants on the call.
As soon as you begin typing, search results display in the Directory.
3. The list of participants currently in the call.
4. The **System Settings** button.
For more information, see [Configuring System Settings](#).
5. Drop-down that displays available profiles from the VidyoRecorder so that the call can be recorded.

This drop-down is available only if you join your own room or if you are the room moderator.

Once you are connected to a conference, the In Call Menu displays. For more information, see [Joining a Contact's Room or Calling a Contact Directly](#).

Icon	Description
	<p>Click to signal the meeting moderator that you have raised your hand when participating in conferences that are using the Presenter Mode feature.</p> <p>For more information, refer to the <i>VidyoDesktop Quick User Guide</i>.</p>
	<p>Click to end the conference.</p>
	<p>Click to mute, unmute, and control your microphone volume.</p>
	<p>Click to mute and unmute your speakerphone volume.</p>
	<p>Click to show or hide the video feed from your camera.</p>
	<p>Control your speakerphone volume.</p>
	<p>Click to toggle sharing to the conference.</p>
	<p>Note This icon is transparent when no share device is connected to your system, opaque when one is connected and not yet shared, and green when the share device is sharing to a conference.</p> <hr/> <p>Configure your shares in the Content Source settings under the Settings > Devices tab. For more information, see Configuring System Settings.</p>
	<p>Click to display content on the VidyoRoom screen without sharing to participants.</p>
	<p>Click to toggle your self-view preference.</p>
	<p>Click to select how to view the participants' video windows during the conference.</p>
	<p>Click to pan, tilt, and zoom your camera.</p>
	<p>Click to lock and unlock your meeting room.</p> <hr/> <p>Note This function only displays when you're the moderator of the room. For more information, see Becoming the Moderator.</p>
	<p>The Vidyo conference is being recorded.</p>
	<p>The recording is paused. Pausing while recording results in a single recording file stored in the .f1v format on your VidyoReplay.</p>

Icon	Description
	<p>The recording is stopped. Stopping while recording results in separate recorded files stored in the .flv format on your VidyoReplay.</p> <p>Select your desired Recording Profile for recording VidyoRoom or VidyoPanorama 600 conferences. If no Recording Profiles are configured, contact your system administrator.</p> <hr/> <p>Note The record, pause, stop, and select recording profile options are only enabled if your organization has VidyoReplay and when you're the moderator of the room. For more information, contact your Vidyo sales representative.</p> <hr/>
	<p>Tap the <i>Participants</i> tab to view conference participants and pin them to specific system screens, view a participant's Share, and pan, tilt, and zoom their cameras.</p>
	<p>Tap the <i>Moderator</i> tab and enter the Moderator PIN and become an additional Moderator of the conference.</p> <p>Moderators can also mute, unmute, hide video, show video, and remove a selected participant or all participants from the conference. For more information refer to the "Controlling a Meeting Room" section in the <i>VidyoConferencing Administrator Guide</i>.</p> <p>For more information, see Becoming the Moderator.</p>
	<p>By tapping this icon you will be able to invite participants to join the call if you are the meeting room owner or can moderate the meeting.</p>

Becoming the Moderator

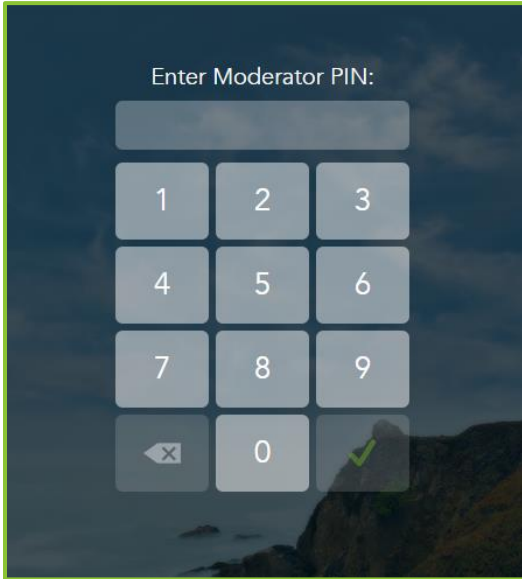
Becoming a moderator allows you to use call control functions, such as muting and unmuting the conference participants and recording the conference.

If you want to become the conference moderator, you must first enable a **Moderator PIN** for the conference room. To do so, you must:

- 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 or via the VidyoPortal User portal. For more information, refer to the *VidyoDesktop Quick User Guide* or the *VidyoPortal Administrator Guide*.

To become the moderator:

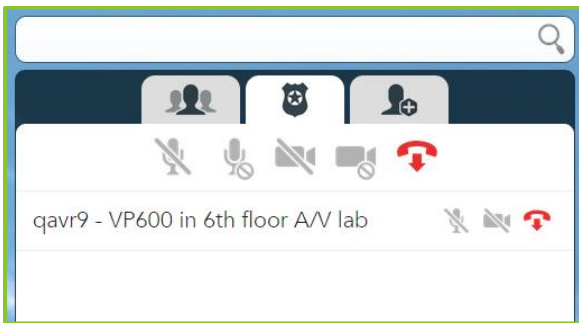
1. Tap the *Moderator* tab.



2. Enter the **Moderator PIN**.

3. Tap .

You then become the conference moderator and the conference moderation functions, such as Mute, Unmute, Hide Video, Show Video, and Remove, display on the *Moderator* tab while you are in the call. For more information, refer to the “Controlling a Meeting Room” section in the *VidyoConferencing Administrator Guide*.




In-Call Viewing Modes

When in a conference, participants can easily modify the layout for a variety of VidyoRoom viewing experiences. When using VidyoRemote 3 for iOS, you can pin participants to specific viewing screens as explained in the following section.

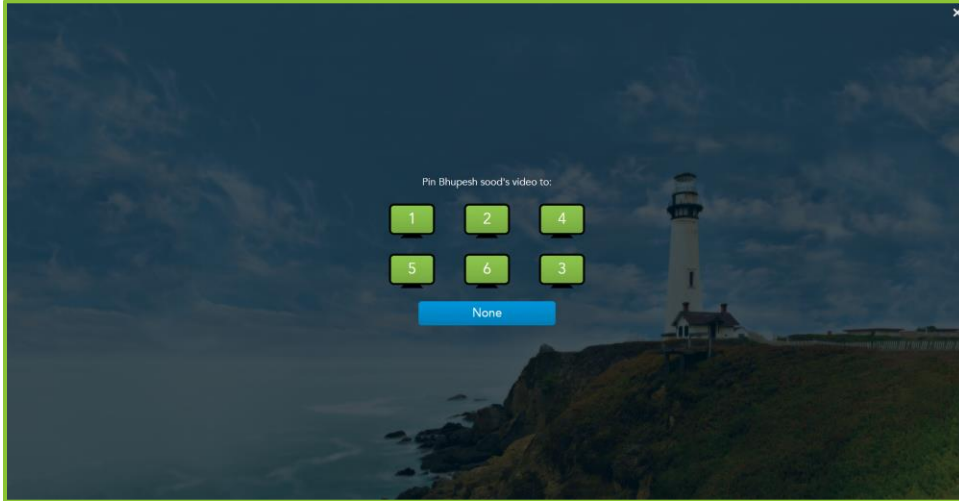
Pinning Participants to Specific Screens

To pin participants to specific screens:

1. Tap the *Conference Participants* tab.

2. Tap  next to your desired contact.

The *Pin Video to Monitor* screen displays.



3. Tap the numbered screen in your system to which you want the contact pinned.

The participant is now pinned to the selected screen and remains there regardless of the loudest speaker settings.

To move a participant to a different screen, repeat steps 1 and 2 but select a different screen.

To unpin the participant and revert back to the automatic layout, repeat steps 1 and 2, and select None.

Sharing Content to a Conference

To share content to a conference while in a call:

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

While your content now displays on the video screen of your VidyoRoom system, it is not shared to the participants in your conference. This is called Projection Mode. For more information, see [Projecting Content in Your System](#).

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

2. Select from your available content sources in the Content Source settings under the *Settings > Devices* tab. For more information, see [Configuring System Settings](#).

3. Tap .

Note This icon is transparent when no share device is connected to your system, opaque when one is connected and not yet shared, and green when the share device is sharing to a conference.

For more information, see [Viewing the In-Call Menu](#) and [Configuring System Settings](#).

Adjusting Your Content Source to Avoid Cropping

Some VidyoRoom systems may crop content you share from your computer screen. Other computers default to a mirrored or duplicated multiple display output setting when connected to a VidyoRoom system as a shared device. This section describes how to adjust your computer as needed.

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

Adjusting a Computer that Crops Content

To adjust a computer that crops content:

- On a PC:
 1. Select *Control Panel > Display > Screen Resolution*.
 2. Select **720p** from 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

To adjust a computer that defaults to a mirrored or duplicated multiple display output setting:

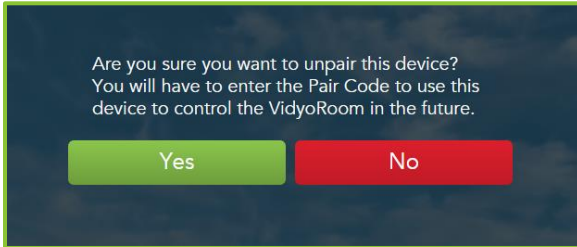
- On all platforms:
 1. Select **Extend display** from the **Multiple Display** field.
 2. Select **720p** for the resolution of your second display.

Unpairing VidyoRemote 3 for iOS from Your VidyoRoom System

To unpair VidyoRemote 3 for iOS from your VidyoRoom system:

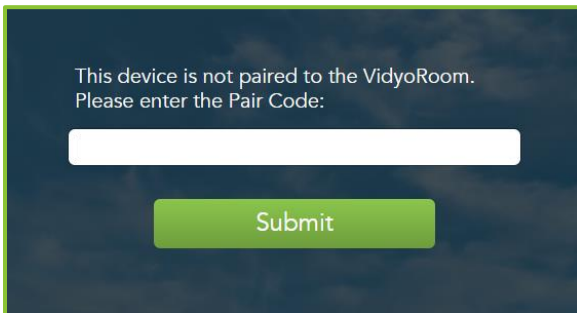
1. Tap **Unpair**.

The system asks if you are sure you want to unpair your device and displays a warning that you will have to enter the Pair Code to use the device to control the system in the future.



2. Tap **Yes**.

The system unpairs your device and the prompt for the Pair Code displays.



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