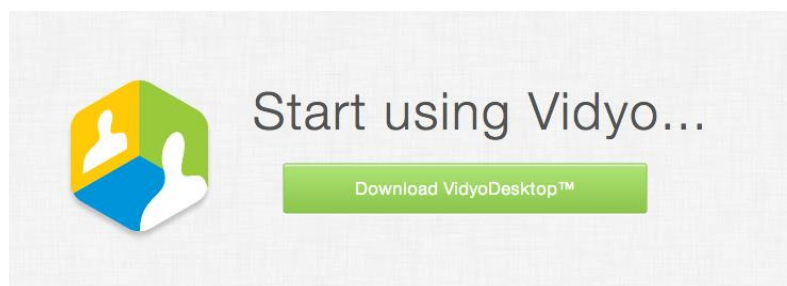


Vidyo Instructions

Step 1

If you have not installed Vidyo, go to <http://vidyo.computecanada.ca/> (Chrome or Safari work best).

Step 2



Download the client and follow the on-screen prompts to install.

Step 3

Start the Vidyo client.

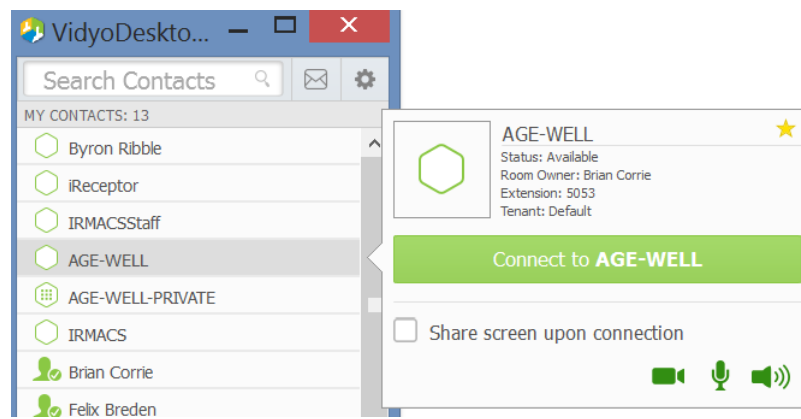
Step 4 – Login

Enter your username and password. Enter '<http://vidyo.computecanada.ca>' as the portal.



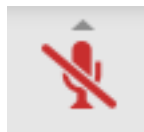
Step 5 – Join a room

To join a room, type the name of the room in the search bar at the top of the application, or select it from your list of favourites. Click on the room, then hit the large green 'Join Room' button.



Step 6

Make sure your video and audio feeds are working. **Please mute your mic by hitting the button indicated below when you are not speaking.** This eliminates background noise during presentations.



You can help increase the quality of calls by using a headset microphone to reduce background noise and feedback.

Vidyo Controls



1. View participants.
2. Open chat window. You can use this to send messages to other participants. The chat window can also be used for troubleshooting.
3. Layout options. Click the button to toggle layouts, and click the triangle above to turn video feeds off or adjust how many feeds you see.
4. Start sharing. Click to present your desktop or a specific application to other participants. Click again to stop sharing.
5. Toggle conference shares. Adjust which feed you see if multiple people are presenting.
6. Change self-view. Click to toggle the camera view of yourself.
7. Camera privacy. Click to toggle your video feed off.
8. Microphone. Click to toggle muting, or hit the arrow above to adjust audio levels.
9. Speaker volume. Click to toggle muting, or hit the arrow above to adjust audio levels.
10. Configuration. Click to adjust device settings.
11. End call.

For Help:

For more information and troubleshooting please view <https://www.westgrid.ca/support/collaboration/vidyo> or contact tech support at help@agewell-nce.ca.