Connecting to SI Vidyo Test

1.) Open up a web browser and go to the following url –
https://vidyo.si.edu/flex.html?roomdirect.html&key=5Jk3P3b5iZGq

2.) At the guest name prompt enter your **NAME AND AFFILIATE ORGANIZATION** and click the join button –
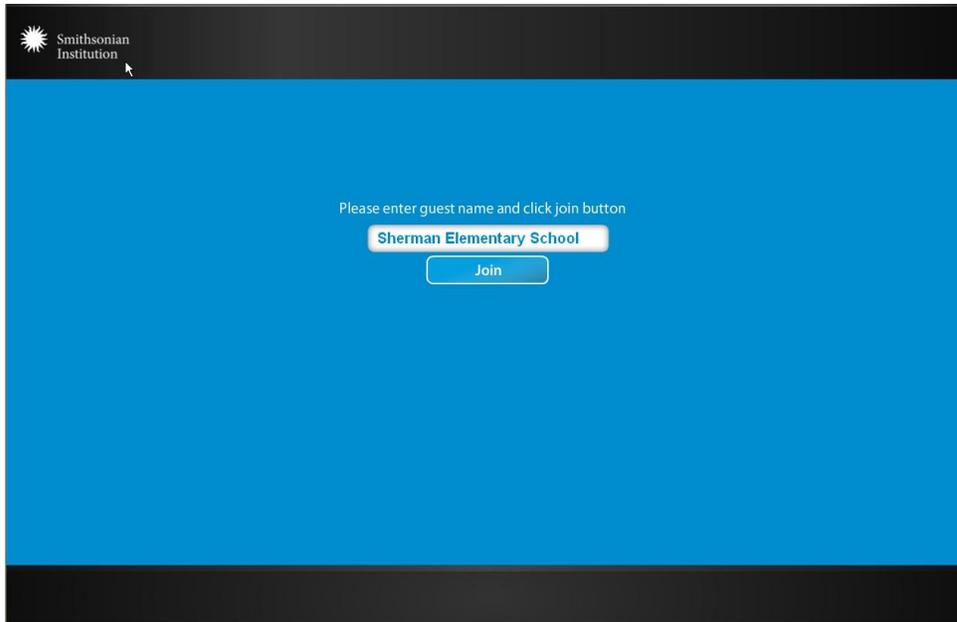
3.) The next screen will indicate that the VidyoDesktop client was not detected. Click the link to install VidyoDesktop and complete the steps to install the software
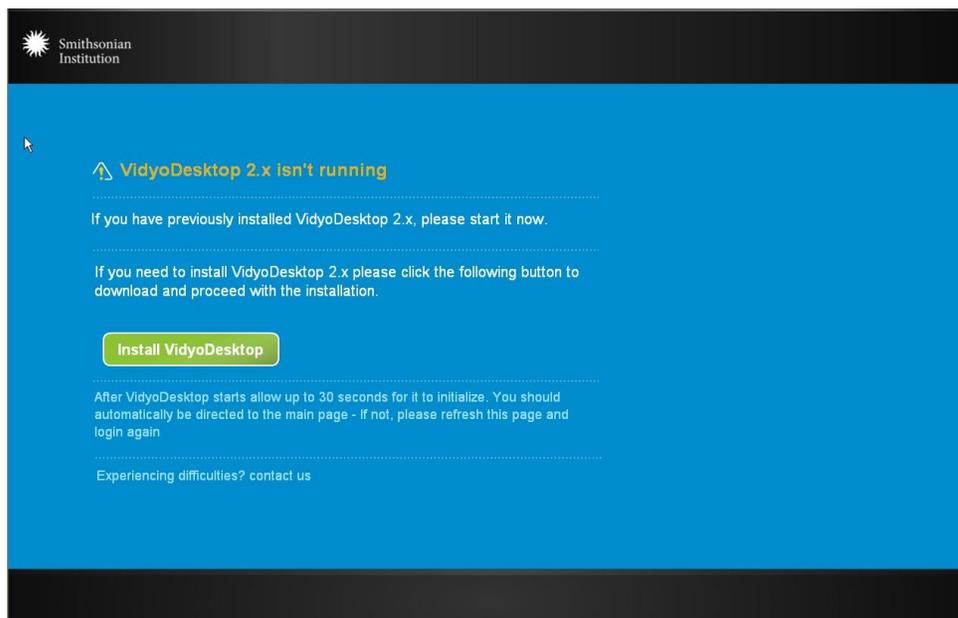
4.) After successfully installing VidyoDesktop, you should be automatically connected to **Bugbeee@vidyo.si.edu** meeting room. You'll see that in bright green in the upper left corner of the meeting room window. If you do not connect to the **Bugbeee@vidyo.si.edu** meeting room, close all open browser windows and go back to step 1.


5.) The current version of VidyoDesktop attempts to automatically detect connected video and audio devices. If your camera has been detected you should see your near end video as shown above when connected to the room.

If you are not seeing near end video, select the icon from the VidyoDesktop toolbar.

This will open the Configuration and Status menu. Select the Devices tab on the left. Choose the appropriate devices for speaker, microphone, and camera and click Save (**NOTE** – Be sure to check the **Echo Cancellation** option to the right of the *Speaker* selection field if your microphone does not have built in echo cancellation)
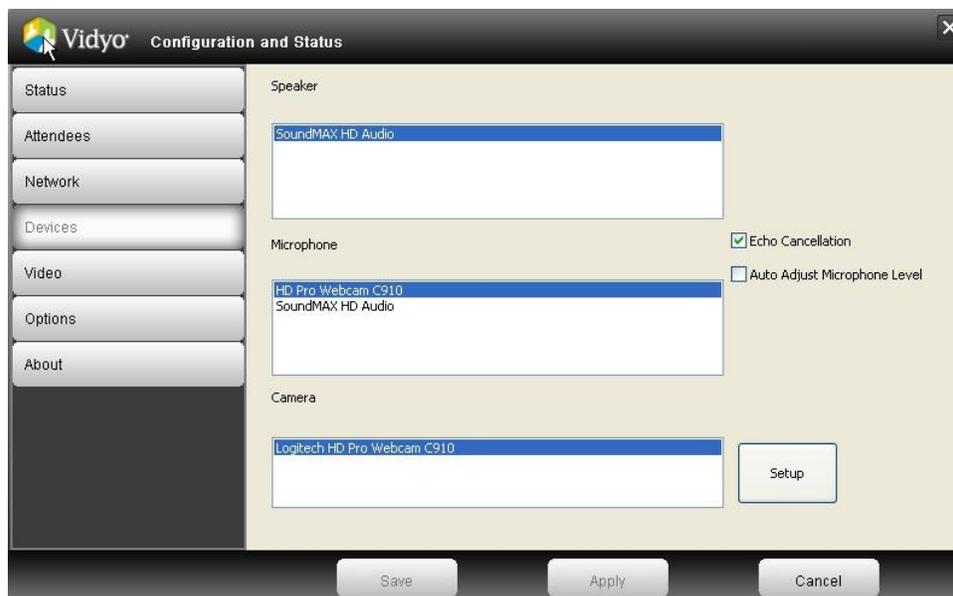
VidyoDesktop Best Practices

- Make sure you have all drivers that your computer may need to work with any audio or video hardware you may be connecting.
- Use the best network connection possible - wired is better than wireless
- Close all applications except those necessary for your VidyoConference to free up CPU
- If your computer has a Power Plan (All Windows and Mac OS laptops do) choose "high performance"
- If you're using a laptop, avoid running on battery - it can reduce performance
- Plug each audio device (speaker, microphone, etc.) directly into one of your computer's USB ports whenever possible rather than a USB hub (whether it's one you added to your computer, is built into your monitor or is built into your laptop's docking station). If you need to use a USB hub, it should be externally powered for the device to perform well.
- Make sure to adjust the volume of the speaker and microphone on the top of the VidyoDesktop toolbar to get the desired volume level. In most meeting situations, the volume setting for the microphone should be turned down to about 25% - less is more in this case.

The following links have more information on VidyoDesktop for PC - http://www.vidyo.com/documents/support/v2.2/Vidyo_Quick_Guest_Guide_2.2_PC.pdf

and Mac - http://www.vidyo.com/documents/support/v2.2/Vidyo_Quick_Guest_Guide_2.2_MAC.pdf

Questions? Contact Bill Palmer (palmerb@si.edu)