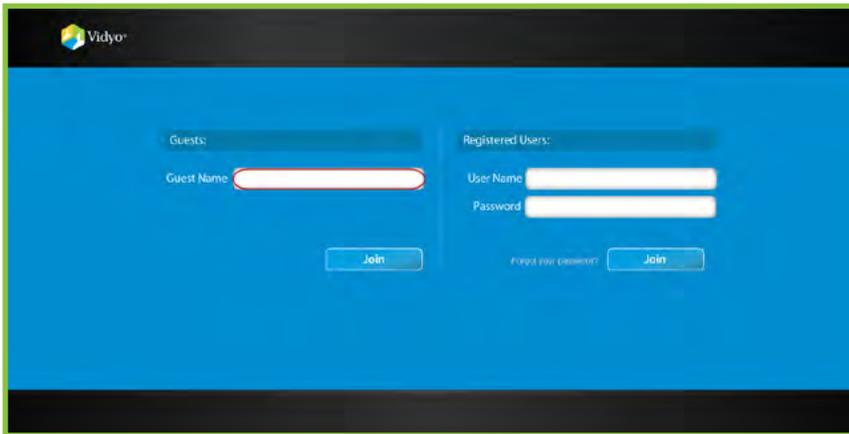


Connecting to a Vidyo Call - Using Guest Link

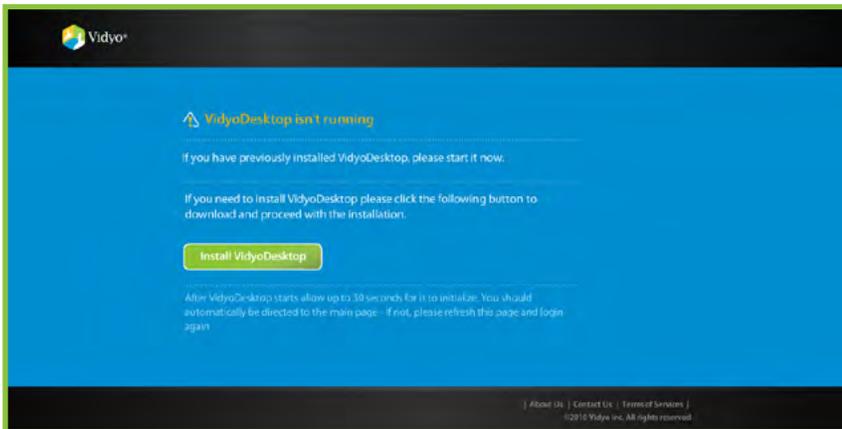
1. Open the link that was emailed to you.

(e.g., <http://companydomain.com/flex.html?roomdirect.html&key=xS4LPpEc7ANg>)

2. In the Guest section on the left side of the login screen, type your name in the *Guest Name* field.

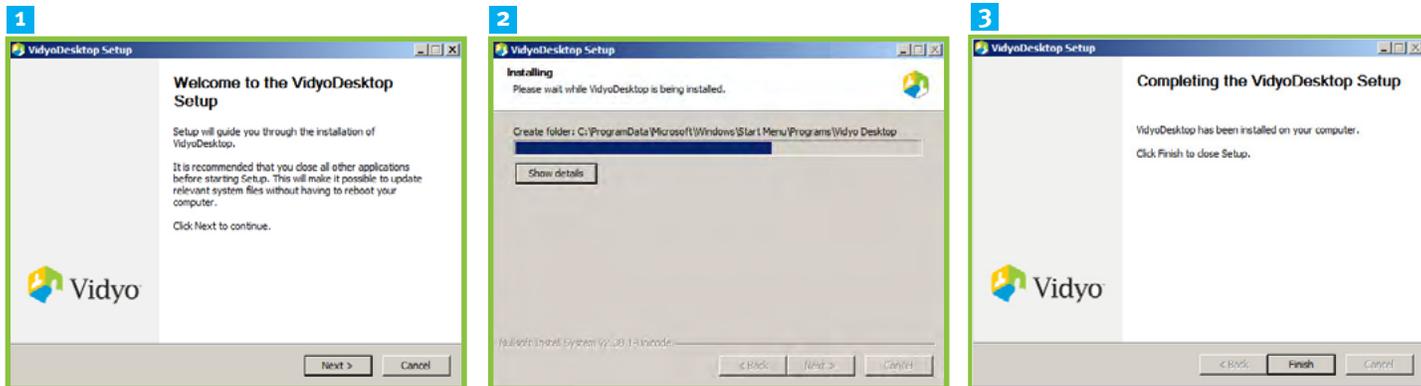


3. Click the *Join* button.
4. The installation web page appears.



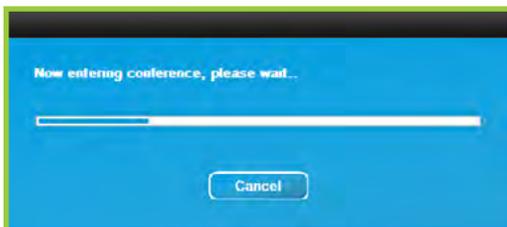
5. Click the *Install VidyoDesktop* button to install the VidyoDesktop software.

You see the following progress screens until the installation completes.



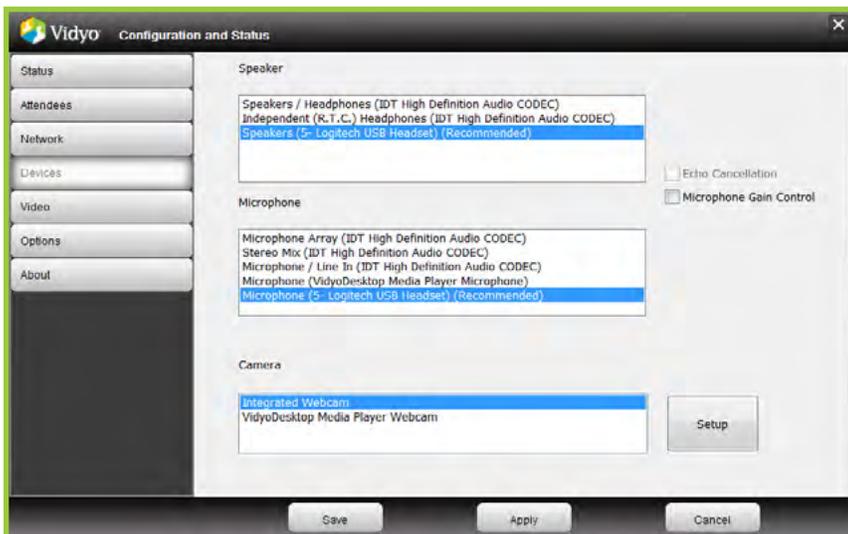
7. When the installation is complete, click the *Finish* button

The following progress bar appears as the VidyoDesktop launches and you join the conference.



8. You are prompted to select the webcam, microphone and speakers you want to use for your VidyoConference.

Note: If you have plugged in a USB headset, be sure to select it as your audio input and output source.



9. The VidyoDesktop appears. If you are the first participant to enter the conference, you see only yourself.



VidyoDesktop Toolbar Summary

The toolbar across the top of the VidyoDesktop contains the following commands:

-  Change screen layout (Only functions with 3+ participants)
-  Full Screen Mode
-  Share an application window with other participants
-  Toggle among shared application windows
-  Turn on/off Self-view (the ability to see yourself), including Picture-in-Picture (PIP)
-  Speaker volume-up/down and muted
-  Microphone volume-up/down and muted
-  Privacy
-  Dialpad for calls to legacy and voice (telephone) endpoints (via VidyoGateway™)
-  Far End Camera Control (FECC) allows you to control a remote camera if the camera's setup allows it
-  Configuration
-  Disconnect (exit meeting)