

USE IN-CALL FEATURES

Once connected to a meeting, familiarize yourself with ArkadinVideo features at the top of your application.



Tip: Once connected to a meeting, familiarize yourself with ArkadinVideo features at the top of your application.

■ DISPLAY FEATURES



Screen layout
(3+ participants)



Full screen



Toggle between
shared elements



Self-view mode
(3 modes)

■ SHARING FEATURES



Application &
Desktop Sharing



Speaker
Volume control



Microphone
Volume control



Camera on / off

■ ADDITIONAL FEATURES



Dial a traditional
room number



Control remote
Camera



Configurations
In red when an
alarm is raised



Leave the meeting

MANAGE A MEETING

Control your multi-participant conference from the Portal:

[Home](#) | [Settings](#) | [Control Meeting](#) | [Log out](#)



Add
participant(s)



Disconnect
participant(s)



Unlock Room



Unmute
participant(s)



Remove
participant(s)



Remove
participant(s)



(Re)Connect
participant(s)



Mute
participant(s)

HINTS & TIPS

Improve audio quality:

- Choose a quiet environment
- Use high quality USB headset
- Avoid mobile phone interference
- Mute yourself to remove background noise

Improve video experience:

- Avoid backlight
- Avoid flashy and striped clothes
- Use a high quality webcam
- Position yourself correctly within the frame



arkadinvideo



arkadinvideo



HD Desktop

Quick Start Guide

arkadin [enjoy sharing]

QUICK START

YOUR VIDEO CONFERENCE CALL



ArkadinVideo Portal

The easy way to enjoy sharing starts here!

Access your own ArkadinVideo Portal from where you can make one-to-one video calls or launch a multi-participant video conference.

GETTING STARTED

■ LAUNCH ARKADIN VIDEO PORTAL

The ArkadinVideo Portal will help you launch a video meeting or configure your application.

To open the ArkadinVideo Portal for the first time with a new device, you need to use a web browser. For subsequent use, open the Portal directly from the VidyoDesktop application installed on your computer.

OPTION 1: From a web browser

1. Go to your ArkadinVideo Web Portal address provided in your Welcome Email
2. Log In with your User Name / Password

If VidyoDesktop has never been installed on the device, click on 'Install Vidyo Desktop' and follow the on screen instructions. After the installation, the Portal automatically opens in your web browser.

OPTION 2: From the VidyoDesktop application

For quick access, open the ArkadinVideo Portal by double-clicking on the quick-launch icon in the taskbar.



Note: If requested, sign-in with your Web Portal address, User Name & Password. If your quick-launch icon has disappeared, you can make it appear again by starting your VidyoDesktop application as you would with any other applications installed on your computer.

■ CONFIGURE ARKADIN VIDEO

The ArkadinVideo Portal will help you launch a video meeting or configure your application.

Right click on the quick-launch icon to launch the Configuration Panel.

The Configuration Panel may also be opened during a video meeting by clicking on this button.

Here are the most commonly used functions:

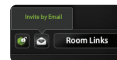
1. Attendees – View the list
2. Devices – Select preferred audio/video devices for your meetings
3. Options – Set preferences including name display and ringtone functionality

SCHEDULE A MEETING

As a moderator, you can organize a video conference with two or more participants:

OPTION 1: Invitation from the Portal

1. Click on 'Control Meeting' from your Portal



2. Click on 'Email Invitation'

3. Edit and send your invitation

Security Tip: Click on 'Room Links' to add PIN code to your online meeting place.

OPTION 2: Invitation from Outlook

The Vidyo Outlook Plugin automatically populates an invitation with the conference details.

Note: Go to the Vidyo website and follow instructions to install and use the Vidyo Outlook Plugin.

START A MEETING

Launch a multi-participant video conference previously scheduled or make a simple one-to-one video call.

■ MULTI-PARTICIPANT VIDEO CONFERENCE

A multi-participant video conference may occur in your personal online meeting place attached to your account or in someone else's online meeting place.

Join your personal online meeting place

1. Right click on the quick-launch icon
2. Click on 'Start My Meeting'

Or simply double click on 'My Room' from the Portal

A multi-participant video conference may occur in your personal online meeting place attached to your account or in someone else's online meeting place



Multi-participant video conference

Join a contact's online meeting place

1. Open your ArkadinVideo Portal
2. Type the contact's name in the search field
3. Select the contact
4. Click on 'Join Room'

■ ONE-TO-ONE VIDEO CALL

1. Open your ArkadinVideo Portal
2. Type the contact's name in the search field
3. Select the contact
4. Click on 'Call Direct'

Tip: Save the contacts you call the most.

Note: You must be signed into the Portal to receive a call.



One-to-one video call