## Quick User Guide

1. Press the power button on the TV remote to turn the screen on.
2. Press the power button on the computer (on the left hand site of the box sitting on the tray at the bottom of the cart).
3. If it is not open already, click the Vidyo icon at the bottom of your screen ⬥ on the taskbar.
4. Log into Vidyo with the following account information:
   a. Portal: https://videoconnect.dhs.mn.gov/
      Username:
      Password:
5. Click the name of the contact you are connecting to, then select connect with Contact Directly to call Contact, or wait for his/her call.

Connecting to a Contact's Room or Connecting to a Contact Directly
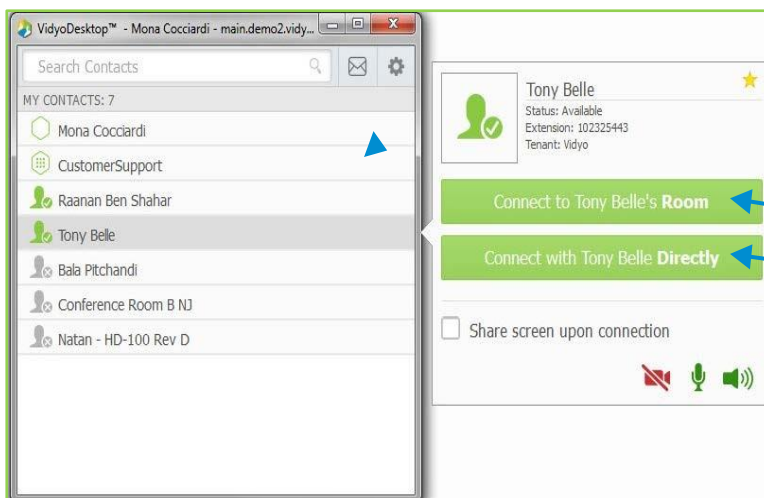
1. Click Connect to [Contact]'s Room to place a direct call to the contact.

   If this contact is in a busy or offline state, this button will be disabled.

2. Click Connect with [Contact] Directly to place a direct call to the contact.

   If this contact is in a busy or offline state, this button will be disabled.

Understanding the Status Icons

Contact Status

Icon	Description
🟢	The contact is online and available to receive a direct call or to join a room.
🔴	The contact is online but is currently in a call or conference. 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.

In-Call
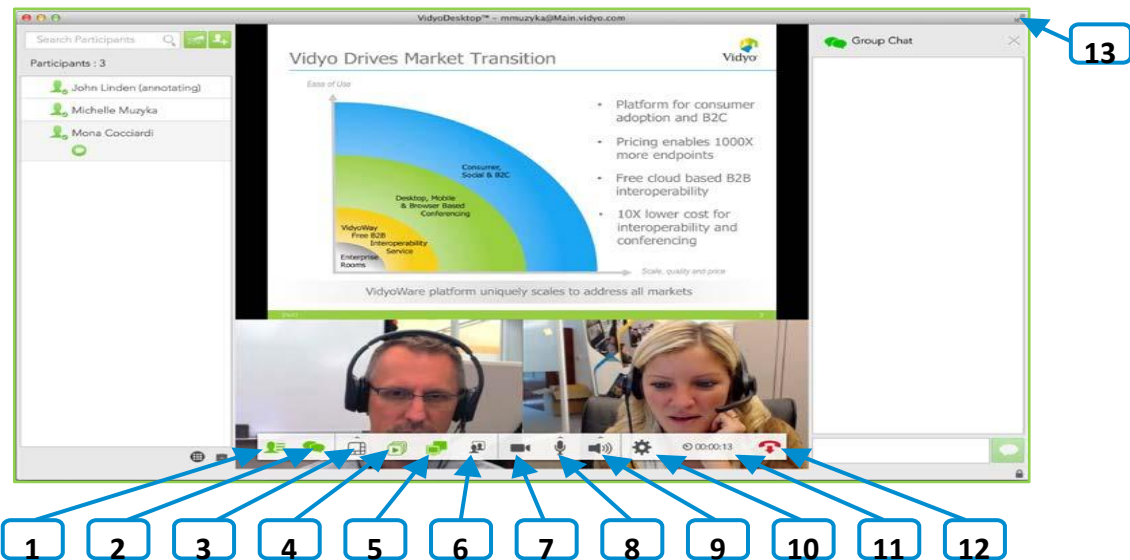
1. Click ![icon] to view a list of the conference participants and chat with them, invite participants to the conference (via the contact list or by email), and launch the Control Meeting panel which provides access to the conference moderation options.

2. Click ![icon] to chat with all participants as part of the conference group chat.

3. Click ![icon] to select how to view the participants' video windows during the conference, and control the maximum number of windows.

4. Click ![icon] to select which application or screen you wish to share in the conference.

5. Click ![icon] to toggle among the applications or screens that are being shared during the conference.

6. Click ![icon] to toggle your self-view preference.

7. Click ![icon] to show or hide the video feed from your camera.

8. Click ![icon] to mute, unmute, and control your microphone volume.

9. Click ![icon] to mute, unmute, and control your speakerphone volume.

10. Click ![icon] to open the Configuration and Status screen.

11. Click ![icon] to toggle between the conference time and a clock.

12. Click ![icon] to end the conference.

13. Click ![icon] to enter and exit full screen.