

Vidyo™ Plug-Ins Guide



System Version 2.2 Document Version 2.2-A

TABLE OF CONTENTS

1.	Overview	1
W	hat Are Plug-Ins?	1
2.	Microsoft Outlook Plug-In	2
Ins	stalling the Plug-in for Microsoft Outlook 2010	
	nding a Meeting Invitation in Microsoft Outlook 2010	
	stalling the Plug-in for Microsoft Outlook 2003 and 2007	
	nding a Meeting Invitation in Microsoft Outlook 2003 And 2007	
3.	Microsoft Lync and Microsoft Office Communicator Plug-In	
Ad	Iministering User IDs	11
	Administering User IDs Across Vidyo and Microsoft Systems for Microsoft Lync and	
	MOC Integration	11
	Importing Lync and MOC Contacts Into the VidyoPortal	12
	tting Options for IM Filtering	
	stalling the Plug-In for Lync/MOC	
	viting Participants to a Meeting from Lync/MOC	
Tip	os for Using Microsoft Office Communicator/Lync	17
4.	Sametime Plug-In	19
Int	tegrating the Sametime Plug-In with Your Vidyo System	
	ing Sametime to VidyoConference	
5.	Adobe Connect Plug-In	22
Mi	inimum Requirements	22
	nfiguring crossdomain.xml	
Ins	stalling the Vidyo Pod	23
La	unching the Vidyo Pod	25
	ing the Vidyo Pod in Adobe Connect Meetings	
	Using VidyoReplay™	
	Using the Vidyo Pod as a Participant	33

1. Overview

WHAT ARE PLUG-INS?

A plug-in is a component equipped with specific abilities that will enable you to interact with third party applications.

This guide describes the installation processes for the following plug-ins:

- Microsoft Outlook Plug-In
- Microsoft Lync and Microsoft Office Communicator Plug-In
- Sametime Plug-In
- Adobe Connect Plug-In

2. Microsoft Outlook Plug-In

The Vidyo Plug-In for Microsoft Outlook 2003, 2007, and 2010 permits you to schedule VidyoConferences™ from within Microsoft Outlook.

The Plug-In is compatible with Windows XP, Windows Vista 32-bit and 64-bit, and Windows 7 32-bit and 64bit operating systems.

The installation process for Outlook 2010 varies slightly from that of 2003 and 2007. If you have Outlook 2010, continue with the following section; if you have Outlook 2003 or 2007, continue with the "Installing the Plug-In for Microsoft Outlook 2003 and 2007" section on page 6.

Note: Mac OSX users can be invited to meetings via Outlook, but there is currently no plug-in available for them to invite users themselves.

INSTALLING THE PLUG-IN FOR MICROSOFT OUTLOOK 2010

To install the Plug-In for Microsoft Outlook 2010:

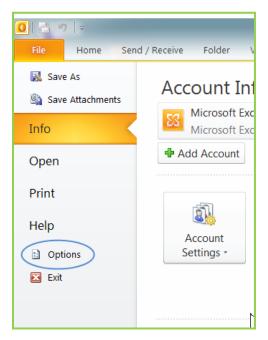
- 1. Close all Microsoft Office applications.
- Download the appropriate Outlook Plug-In from the download section of the web site at http://www.vidyo.com.

Once on the website, click **Support**. On the dropdown menu under Support, click **Software Down-loads**. You will find the Outlook Plug-In download there.

- 3. Run the install wizard.
- 4. You are prompted to accept the license and install the Plug-In.
- 5. Respond to each prompt until the Plug-In is successfully installed.

🐞 Vidyo Conferencing Outlook Plug-in 2.0.4 Setup	X						
For the following components:							
Microsoft Visual Studio 2010 Tools for Office Runtime (x86 and x64)							
Please read the following license agreement. Press the page down key to see the rest of the agreement.							
MICROSOFT SOFTWARE LICENSE TERMS	* 						
MICROSOFT VISUAL STUDIO TOOLS FOR THE MICROSOFT OFFICE SYSTEM (VERSION 4.0 RUNTIME)							
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliate	is) –						
View EULA for printing							
Do you accept the terms of the pending License Agreement?							
If you choose Don't Accept, install will close. To install you must accept this agreement.							
Accept Don't Accept							

- 6. Launch Microsoft Outlook.
- **7.** From the File menu, choose **Options**.



The Outlook Options dialog box opens.

8. Click Add-ins on the menu on the left side of the dialog box.

Outlook Options			2	X
General	View and manage Microsoft Office A	dd-ins.		
Mail	U			
Calendar	Add-in Options			
Contacts	Launch Add-in options dialog: Add-in Options)		
Tasks	Add-ins			
Notes and Journal	Name 🔺	Location	Type 🔺	
Search	Active Application Add-ins		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_
Mobile	Conversation History Add-in for Microsoft Lync 2010 iTunes Outlook Addin	C:\sOutlookAddIn.dll	COM Add-in COM Add-in 🖕	=
Language	Add-in: Conversation History Add-in for Mici	rosoft Lync 2010	6011111	
Advanced	Publisher: Microsoft Corporation	-		
	Compatibility: No compatibility information availab			
Customize Ribbon	Location: C:\Program Files\Microsoft Lync\oco	ffice.dll		
Quick Access Toolbar	Description: Conversation History Add-in for Micr	rosoft Lync 2010		
Add-Ins				
Trust Center	Manage: COM Add-ins			~
			OK Cance	el

9. Click the Add-in Options button.

The Add-in Options dialog box opens.

Add-in Options	X
Anti-Spam VidyoConferencing	
User Account	
8	
Server :	
User ID :	
Password	:
	Test Configuration
	OK Cancel Annly
	OK Cancel Apply

- **10.** Select the VidyoConferencing tab.
- **11.** Enter the following information:
 - Server The fully qualified URL for the VidyoPortal[™].

For example: <http://<vidyoportal.yourcompany.com>

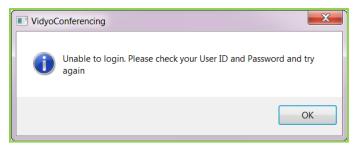
- User ID Your VidyoPortal user name.
- Password Your VidyoPortal password.
- **12.** Click the **Apply** button.
- 13. Click the Test Configuration button.

If you successfully installed the Plug-In, you'll see the following message:

VidyoConferencing								
Authentication Successful!								
ОК								

14. Click **OK**, and then click **OK** in the Options window to complete the installation.

If you get the following error message (or one like it), contact your system administrator or your organization's IT department.



SENDING A MEETING INVITATION IN MICROSOFT OUTLOOK 2010

The Vidyo Plug-In for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boilerplate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For more information about creating a room invitation message, see the *VidyoConferencing Administrator Guide*.

To send a meeting invitation in Outlook 2010:

1. Select the **Meeting** button on the Outlook toolbar.

D 🗄 🤊 🔻			Inbox - Mailbox - Torr	Wrona - Microsoft Out	ook		_		
File Hon	ne Send / Receive	Folder View Developer Add	Ins						۵
	🏫 Ignore 🛛 🗙	A Meeting	Move to: ?	🐴 To Manager 🔗	23	in N		1	Find a Contact 👻
	🍋 Clean Up 🔹 🥂		Team E-mail	🖌 Done 🕓	4			1	🔛 Address Book
New New -mail Items *	🍇 Junk 👻 Delete	Reply Reply Forward 🌉 More +	🙈 Reply & Delete	😼 Create New 🗦	Move *	Rules OneNote	Unread/ Categorize Read *	Follow Up *	🛛 Filter E-mail 🔻
New	Delete	Respond	Quick S	iteps 15		Move	Tags		Find

The VidyoConferencing button appears at the far right of the menu bar.

N					Test	ina A	Inha	Project - I	/eetin/	a				_ 0	X
File	Meeting	Insert Fe	ormat Text	Review	Developer	ing /	ipna	rioject	neeung	9					۵ (
X Delete	Calendar Forward -	Appointment	Scheduling Assistant	Online Meeting	Cancel	00 8./ 41 -	₩ ₩	Busy 15 minutes	•	 Recurrence Time Zones Room Finder 	Categori	2e 1	Q Zoom	VidyoConferencing	
	Actions	Sho	w	Online Meetin	g Attende	es		(ptions	6	Тад	s	Zoom	Vidyo	
🖬 🤊	U & Y =														
 Invit 	tations have not	been sent for t	this meeting										Room F	inder	•
	То	<u>Iris Anavi; Je</u>	effrey Robert	son											•
Send	Subject:	Testing Alph	a Project										Su 30	Mo Tu We Th Fr 31 1 2 3 4	
Senu	Location:										Roor	ns	6	7 8 9 10 11 14 15 16 17 18	12 19
		Mon 2/14/2		▼ 2:30				dav event					20	21 22 23 24 25	26
	Start time: End time:	Mon 2/14/20					All (aay event					27 6	28 1 2 3 4 7 8 9 10 11	
You l Pleas roon If yo click To jo 3523 For l	End time: Mon 2/14/2011 Image: Support of the second														
	Tom Wrona										2	^			

2. Click the VidyoConferencing button.

Your meeting invitation with the boilerplate text appears.

3. Edit the text as desired.

You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

4. Click the Send button.

When the recipient receives the message, he or she can click the link to join your meeting. If the recipient is a registered user, the link prompts that user to log in to the VidyoPortal and join the meeting. If the recipient does not have a VidyoPortal account, that person will be prompted to join the meeting as a guest.

INSTALLING THE PLUG-IN FOR MICROSOFT OUTLOOK 2003 AND 2007

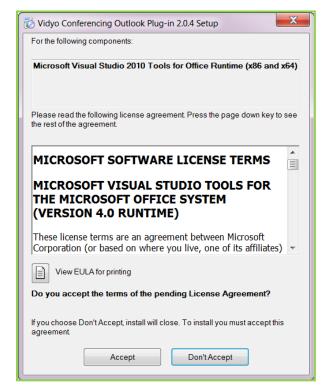
To install the Plug-In for Microsoft Outlook 2003 and 2007:

- 1. Close all Microsoft Office applications.
- 2. Download the appropriate Outlook Plug-In from the download section of the web site at http://www.vidyo.com>.

Once on the website, click **Support**. On the dropdown menu under support, click **Software Down-loads**. You will find the Outlook Plug-In download there.

6

- 3. Run the installation wizard and install the Outlook Plug-In.
- 4. You are prompted to accept the license and install the Plug-In.
- 5. Respond to each prompt until the Plug-In is successfully installed.



- 6. Launch Microsoft Outlook.
- **7.** From the Tools menu, select **Options** to display the Options window.

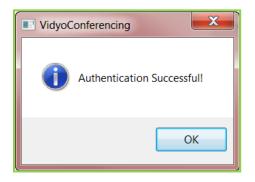
0	ptions							? ×	
	-)ther erences	Delegates Mail Setup Mail For				VidyoConferencing mat Spelling		
	E-mail –	Change the a	messag		d the way	they ar			
	Calendar	endar Options							
	Tasks —	Change the a <u>R</u> eminder tin	ppearance of ne:	tasks. 8:00 /	٩M	•	I	ask Options	
	Contacts		ult settings for Options			rnal, and r tions		ote Options	
Search Change the settings for indexing and search.								arch Options	
	Mobile Change the settings for mobile notification and messaging. Notifications Mobile Options								
					ОК		Cancel	Apply	

- 8. Select the VidyoConferencing tab.
- **9.** Enter the following information:
 - Server The fully qualified URL for the VidyoPortal.

For example: http://<vidyoportal.yourcompany.com>

- User ID Your VidyoPortal user name.
- Password Your VidyoPortal password.
- **10.** Click the **Apply** button.
- **11.** Click the **Test Configuration** button.

If you successfully installed the Plug-In, you'll see the following message:



12. Click **OK**, and then click **OK** in the Options window to complete the installation.

If you get the following error message (or one like it), contact your system administrator or your organization's IT department.



SENDING A MEETING INVITATION IN MICROSOFT OUTLOOK 2003 AND 2007

The Vidyo Plug-In for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boilerplate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For more information about creating a room invitation message, see the *VidyoConferencing Administrator Guide*.

To send a meeting invitation in Outlook 2003 and 2007:

- 1. Select the **Appointment** button on the Outlook toolbar.
- 2. Create an Appointment or Meeting Request message.

The **VidyoConferencing** button appears at the far right side of the toolbar.

	1904	*) -		Untitled - Appointment	X							
	Appointment	Insert Forma	it Text	ld-Ins 🛛								
Save & Close Att	Invite tendees	Appointment Sch	eduling sistant	Busy • Recurrence • Time Zones • • Time Zones • • Categorize • Categorize • • Categorize • • Record • • Record • • • • •	encing							
	tions	Show		Options 📴 Proofing Business C Vidyo								
S <u>u</u> bject:												
Locat <u>i</u> on:					-							
Sta <u>r</u> t time: En <u>d</u> time:	Wed 4/14/201 Wed 4/14/201		1:30 PN 2:00 PN									

Note: If you do not see the **VidyoConferencing** button in the toolbar, you have not finished configuring the Outlook Plug-In. Try again or contact your system administrator or Help Desk.

3. Click the VidyoConferencing button.

The room URL and room PIN, if you have set one, appear in the body of the message along with standard boilerplate invitation text.

		Untitled - Appointment	_ D X							
Appointment	Insert Format Text	Add-Ins	۷							
Save & Invite Close Attendees & ~ Actions	Appointment Scheduling Assistant Show	Categorize 👻 🦊	Spelling Link to Record Proofing Business C							
S <u>u</u> bject:										
Locat <u>i</u> on:										
Start time: Wed 4/14/201 End time: Wed 4/14/201										
Please join my meeting by clicking this link: http://yourportal.com/flex.html? roomdirect.html&key=G9vhQuw6IPif To join my conference from a land line please dial Italy: +39-555-1000 France: +33-555-1000 Spain At the IVR enter the my Extension: 8734 Greetings from CK										

Your meeting invitation with the boilerplate text appears.

4. Edit the text as desired.

You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

5. Click the **Send** button.

When the recipient receives the message, he or she can click the link to join your meeting. If the recipient is a registered user, the link prompts that user to log in to the VidyoPortal and join the meeting. If the recipient does not have a VidyoPortal account, that person will be prompted to join the meeting as a guest.

3. Microsoft Lync and Microsoft Office Communicator Plug-In

If your organization uses Microsoft Office Communicator (MOC) or its successor, Microsoft Lync, you can easily add VidyoConferencing capabilities to either one by using the Vidyo Plug-In for Lync and MOC.

The Vidyo Plug-In for Lync and MOC is an optional component (sold separately) that enables a VidyoPortal user to invite MOC or Lync instant messaging contacts to a meeting in the user's room. Both registered VidyoPortal users and guest users can be invited to join a meeting.

This Plug-In works with:

- Windows XP, Windows Vista 32-bit and 64-bit and Windows 7 32-bit and 64-bit operating systems
- Microsoft Office Communicator 2007 version R2 with a minimum licensing level of standard CAL
- Lync 2010

A computer will have either Microsoft Office Communicator **or** Lync 2010, not both. However, the Plug-In is compatible with either program and the same installer is used for both. The installer automatically detects which program is installed on your computer and installs the appropriate Plug-In for it.

Note: Apple Mac OSX users can be invited to meetings via Office Communicator, but there is currently no plug-in available to invite users.

ADMINISTERING USER IDS

Administering User IDs Across Vidyo and Microsoft Systems for Microsoft Lync and MOC Integration

When administering user IDs in the VidyoPortal, you must decide whether to use a basic user ID string to represent the user (which would consist of alpha-numeric characters only and no spaces), or user IDs which use domain information in an email format.

The following are examples of basic user IDs:

- JohnDoe
- User123
- Firstname.Lastname
- Firstname_Lastname

The following are examples of email-formatted user IDs:

- JohnDoe@domainX.com
- User123@domainY.com
- Firstname.Lastname@anotherDomain.com
- Firstname_Lastname@yetAnotherDomain.com

Note: Lync user IDs are typically administered using email formatting rules. Matching of VidyoPortal IDs against the Lync sign-in IDs will be dictated by the user ID formatting on the VidyoPortal.

If a basic user ID format is used in administering VidyoPortal IDs, then the Plug-In will associate those user IDs with the user portion of the Lync sign-in ID.

11

The following user IDs will be associated properly:

- Lync sign-in = user.someone@domain.com
- VidyoPortal login = user.someone

The latest release of the Lync Plug-In has been enhanced to match VidyoPortal user IDs that are provisioned using an email format (must contain a domain portion).

- For cases where VidyoPortal user IDs are administered using a domain portion, all user IDs administered for that tenant must follow the same formatting.
- Additionally, the domain used for user IDs on the VidyoPortal tenant must match the Lync sign-in domain.

Using an email format for user IDs, the following ones will be associated properly:

- Lync sign-in = user.someone@domain.com
- VidyoPortal login = user.someone@domain.com

This example would NOT match the users across the systems (due to mismatching domain portions):

- Lync sign-in = user.someone@LyncDomain.com
- VidyoPortal login = user.someone@VidyoDomain.com

Importing Lync and MOC Contacts Into the VidyoPortal

If you are starting with a fresh VidyoPortal installation, you can use the bulk user import utility in the VidyoPortal to import Active Directory user IDs into the VidyoPortal database. However, if you do this, the Active Directory user IDs must match the Lync/Communicator sign-in IDs.

For information about importing Active Directory user IDs into the VidyoPortal, see the VidyoConferencing Administrator Guide.

Note: Synchronizing passwords is not currently supported.

SETTING OPTIONS FOR IM FILTERING

To enable clickable links in IM sessions, you must set the Lync/Office Communicator server options for IM filtering.

This enables users not logged into their Vidyo accounts and guest users to easily join a VidyoConference. If these options are not set on the Lync/Office Communicator server, the links are sent as plain text links that cannot be clicked.

For more information, refer to the *Microsoft Office Communications Server 2007 Administration Guide* in the section on how to disable URL filtering in IM messages. Download the guide at:

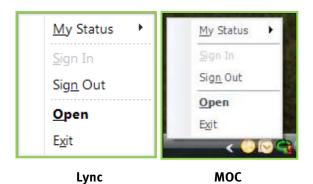
<<u>http://www.microsoft.com/downloads/details.aspx?FamilyID=CB7DC2DE-4504-484E-9229-BD8614BE0633&displaylang=en</u>>.

INSTALLING THE PLUG-IN FOR LYNC/MOC

To install the Plug-In for Lync/MOC:

 If you're currently running the Communicator client, shut it down by right-clicking the green Lync/Communicator icon in the notification area (also called the system tray) and selecting Exit.

12



2. Get your copy of the Plug-In installer as instructed by your system administrator or Help Desk.

The installer is labeled:

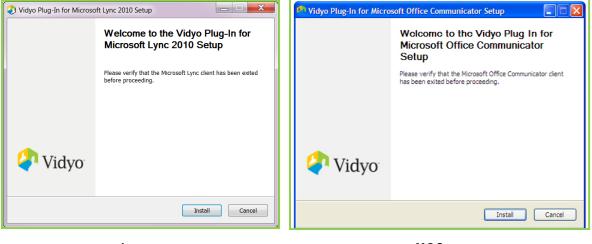
ClientMOCIntInstaller-win32-TAG_VMOC_<X _X_X_XXXX>.exe, where <X_X_XXXX> is the version of the installer.

A convenient place to download it is your desktop.

Note: Don't be confused by the fact that the installer name contains "win32." It works with both 32bit and 64-bit versions of Windows.

3. Start the installer by double-clicking it.

The Vidyo Plug-in for Lync/Microsoft Office Communicator Welcome dialog box opens:

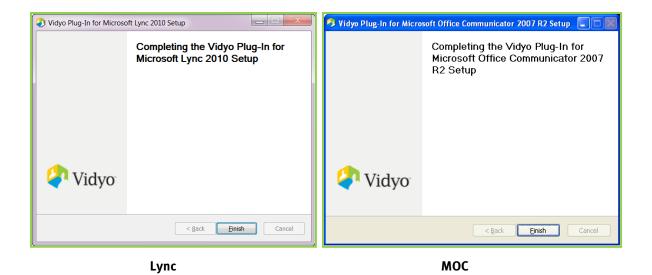


Lync

мос

In just a few seconds, the installation will be done and you'll see the Completing Setup dialog box.

4. Click the **Finish** button.



INVITING PARTICIPANTS TO A MEETING FROM LYNC/MOC

To invite participants to a meeting from the Lync/MOC:

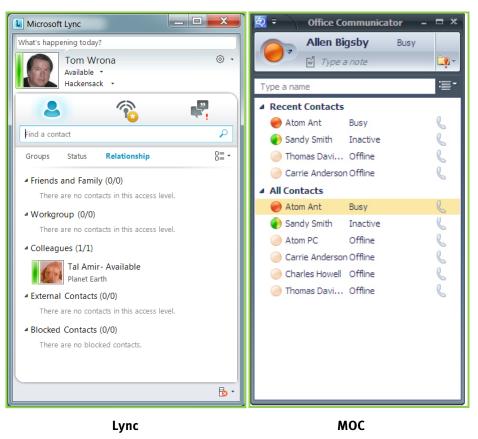
1. After you've logged in to the VidyoPortal, log in to Lync/Office Communicator.

If Lync/MOC isn't set to start up automatically when you start Windows, you must start Lync/MOC. Your Lync/Office Communicator sign-in address is the same as your VidyoPortal user name (case sensitive). Your password may or may not be the same. Contact your system administrator for more information.

Note: Being logged in to Lync/MOC does not automatically log you in to the VidyoPortal.

Microsoft Lync	💆 🗧 Office Communicator 💷 !
⊚ - Lync ⁻ 2010	Welcome to Microsoft Office Communicator 2007
Sign-in address:	Sign-in address:
twrona@vidyo.com	abigsby@vidyo.com
	Change your sign-in address
	User name:
Sign in as: 🔎 Available 👻	vidyo\abigsby
Sign In	Examples: domain\username someone@example.com
	Password:
Copyright © Microsoft All rights reserved.	Sign in as:

Lync



You will see your list of Lync/MOC contacts.

2. Type a name in the user bar and add it to the chat list.

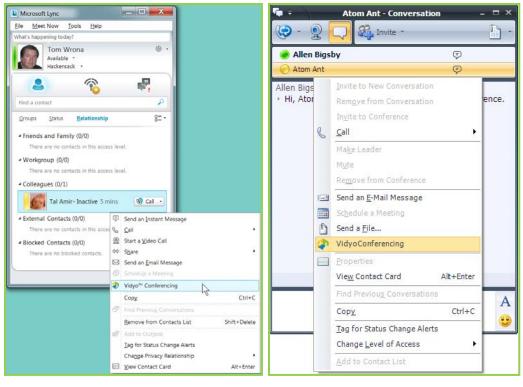
Add as many contacts as necessary.

3. Select participants from the list of added contacts (Shift-click or Control-click to select multiple participants).

Note: You can also select participants from an open conversation session window.

4. To start the VidyoConference, right-click the selected contacts and select **VidyoConferencing**.

3. Microsoft Lync and Microsoft Office Communicator Plug-In



Lync

MOC

The Starting VidyoConference window opens.

🖓 Tal Amir		📮 🗧 🔹 Atom Ant - C	onversation $- \Box \times$
Tal Amir - Available		🤄 * 👷 📿 🍇 Invit	• • •
		🔴 Allen Bigsby	Ş
IM Call + Video + Share +	s ^g - 0 ≫	\varTheta Atom Ant	Ģ
Tom Wrona • Starting VidyoConference	11:37 AN	Allen Bigshy [3:04 PM]: • Allen Bigsby would like to in Please click on the followin <u>http://tenant1.providerdom</u> <u>action=roomdirect&conf=N</u> • Starting VidyoConference	g link to join: ain.com/portal/index.php? 8mLlkqtuYeb
	A C		A

Lync

MOC

Your VidyoConference with the selected participant(s) begins and your VidyoDesktop[™] window also opens.



A Lync/MOC IM message that includes your room link is sent to the following:

- Any user who is not logged into the VidyoPortal.
- Any user who is in another conference.
- Any contact without a VidyoPortal account.

Note: You can also start a VidyoConference from an open chat window by right-clicking on a person's name and selecting VidyoConferencing from the context menu. If the user is in a group conversation, only the person on whom you right-click will be included in the conference initially.

Clicking the link:

- Prompts a user to log into the VidyoPortal and join the meeting.
- Enables a contact without a VidyoPortal account to join the meeting as a guest.

At the end of the call, the Lync window will indicate that the conversation was saved. This is a standard Lync message and **does not** mean that the audio/video portion of the conversation was saved. It just means that you have the **Turn on Logging** feature in Lync selected so that any IMs you may have sent or received have been saved.

TIPS FOR USING MICROSOFT OFFICE COMMUNICATOR/LYNC

- When users enter a conference, their Lync/MOC status changes to "Busy." A meeting scheduled in the Outlook Calendar for the same time overrides this status.
- You control a conference in the Control Meeting page of the VidyoPortal. See the *VidyoPortal and VidyoDesktop User Guide* for more information.

- Removing someone from a Lync/MOC chat does not remove them from the VidyoConference. You must do this in the Control Meeting page of the VidyoPortal.
- Ending a meeting can only be done by closing the VidyoDesktop client or through the Control Meeting page in the VidyoPortal.
- Conference participants can disconnect themselves from a meeting by clicking the VidyoDesktop Disconnect button.
- You can drag participants from the main Communicator window contact list into a Lync/MOC chat already in process to invite them to your meeting, or by right-clicking the contact and selecting the VidyoConferencing command.
- If you want to invite a legacy system, VidyoRoom[™], or VidyoPortal user without a Lync/MOC account, use the Invite by Email command in the Control Meeting page of the VidyoPortal. See the VidyoPortal and VidyoDesktop User Guide for more information.

4. Sametime Plug-In

You can access the power of VidyoConferencing right from within Sametime whether you're using Sametime alone or in conjunction with Lotus Notes.

Note: One version of the Vidyo Plug-In for Sametime is designed to work in a Sametime-only environment. There's a separate version for using Sametime with Lotus Notes. Be sure to acquire the version that fits your environment.

INTEGRATING THE SAMETIME PLUG-IN WITH YOUR VIDYO SYSTEM

You install the Vidyo Sametime Plug-In exactly how you install all other plug-ins into Sametime.

Sametime sign-in IDs and VidyoPortal usernames must match exactly. If you are starting with a fresh VidyoPortal installation, you can use the bulk user import utility in the VidyoPortal to import usernames into the VidyoPortal database. If you do this, the database usernames must match the Sametime sign-in IDs exactly.

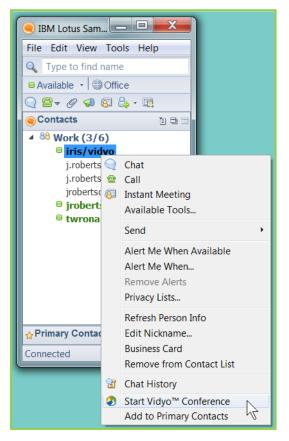
- In Sametime, if you're using the notation Jdoe/somecompany, only Jdoe is considered the user ID. Whatever comes after the slash is not part of the username.
- While most VidyoPortal installations use just what we commonly think of as the username part as the VidyoPortal username (e.g., Jdoe), it's "legal" to use a full email address as the VidyoPortal username (e.g., Jdoe@somecompany.com). In the latter case, the Sametime user ID would have to be Jdoe@somecompany.com too.

If you are an administrator, the way in which you distribute the Vidyo Plug-In to your users is up to you. Refer to the *Lotus Sametime Standard: Installation and Administration Guide* for information about how to distribute plug-ins. Having your users do it themselves from a URL you provide them is just one way:

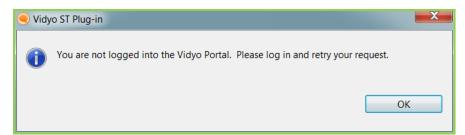
🦲 IBM Lotus Sam				
File Edit View	Тос	ols Help		
Q		Set Availability	×	
😑 Available 🔹 🔀		Edit Status Message	+	
		Clean Contact List		
Contacts		Privacy Lists		
Work (2/5 j.roberts j.robert jroberts	10	Invite to Chat Invite to Instant Meeting Create Call Invitation		
jrobertso		Refresh Person Info		
twrona,		Send	+	
		Alerts	+	
		Meetings	+	
		Screen Capture		
		Plug-ins	×	Migrate Features
	_			Install Plug-ins
Primary Contact	te			Manage Plug-ins
<u> </u>				Check for Optional Plug-ins
Connected				

USING SAMETIME TO VIDYOCONFERENCE

Once the Vidyo Plug-In for Sametime is installed and you right-click on a Sametime user's name, the Start Vidyo[™] Conference option is listed on the context menu. As usual, the caller can click and then Shift+click to select a contiguous set of users or Ctrl+click to select individual users. If multiple users are selected, multiple users will be invited..



In order to start a VidyoConference or a one-to-one meeting, the user initiating the call must be logged in to his or her VidyoPortal. If not, the following error message appears:

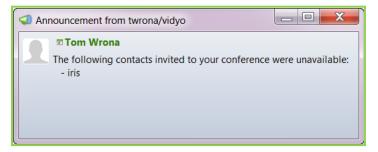


Once the caller logs in, the call can be made.

Any invitees who are not logged in to their VidyoPortals will receive a pop-up message like this one:

Announcement from iris/vidyo	
Iris Anavi	
iris/vidyo would like to invite you to a video conference. Please join them at: http://main.vidyo.com/flex.html?roomdirect.html&key=dSXpMxNi	maDGD
Respond	

If the called party answers, the VidyoDesktop opens as it normally does, with the user(s) who accepted the invitation appearing in the VidyoDesktop window. For any user who is not logged in to the VidyoPortal, the caller sees the following message:



As with other Sametime windows, the exact shape, location, and size of the window may vary.

5. Adobe Connect Plug-In

Adobe Connect is a web conferencing tool from Adobe. It allows an Adobe Connect host to create web-based virtual meeting rooms that he or she can invite other users to join. The end users need only a web browser and the Adobe Flash Player to participate in the meetings. Within the scope of an Adobe Connect meeting room, the host can enable a number of tools, also known as Pods, that provide a rich experience for communicating and collaborating.

Vidyo has developed a custom Pod (Vidyo Pod) that can be shared within an Adobe Connect meeting room session, to enable Vidyo's patented platform and technology for video conferencing as part of the Adobe Connect meeting.

MINIMUM REQUIREMENTS

The following set of requirements needs to be in place to use Adobe Connect Vidyo Pod:

- Adobe Connect 8.o
- VidyoConferencing 2.1.0 or later
- Adobe Connect Vidyo Pod (swf file)
- Adobe Connect Vidyo Pod License (Web Portal User API) enabled on your VidyoPortal
- Adobe Connect URL configured in the crossdomain.xml file on your VidyoPortal

CONFIGURING CROSSDOMAIN.XML

Take the following steps to set up security requirements for the VidyoPortal so that it can work with the Adobe Connect Vidyo Pod.

To configure Crossdomain.XML:

- **1.** Log in to the Admin Console Portal using an SSH client.
- 2. Choose menuitem 17. Configure Adobe Connect Plugin.

```
Local Time: Fri Jul 15 13:43:47 EDT 2011
 Universal Time: Fri Jul 15 17:43:47 UTC 2011
 1. Configure IP Address
 2. Configure DNS Nameserver
 3. Configure NTP Time Servers
 4. Configure Time Zone
5. Configure Ethernet Options
6. Display IP Address
 7. Display Host & Domain Names
8. Query NTP Time Servers
9. Display Kernel IP Routing Table
10. Display ARP Table
11. Ping Utility
12. Traceroute Utility
13. Set 'admin' password
14. Reboot system
15. Shutdown System
16. Restore HTTP(S) settings to default
17. Configure Adobe Connect plugin
x. Exit System Administrator Console
Selection: 17
```

The message No Adobe Connect Server configured. Would you like to configure now? appears.

3. Type Y.

The message Enter Adobe Connect Server URL appears.

4. Enter the Adobe Connect server's URL.

```
No Adobe Connect Server configured. Would you like to configure now? [y/n]
Y
Enter Adobe Connect Server URL (e.g. adobeconnect.vidyo.com)
adobeconnect.vidyo.com
```

INSTALLING THE VIDYO POD

The Adobe Connect Administrator can upload the Vidyo Pod to the Content > Shared Content section. This way all users with the appropriate permission can use the Vidyo Pod and don't have to upload it individually.

ADOBE' CONNECT									
Home	Home Content Training Meetings Event Management Reports Administration								
Shared	Shared Content User Content My Content Forced Recordings Content Dashboard								
🔁 Sha	ared Cont	ent							

Alternatively, an Adobe Connect meeting host can upload the Vidyo Pod to the content area of Adobe Connect using the following steps.

To install the Vidyo Pod:

- **1.** Log in to your Adobe Connect account.
- 2. Click **Content** on the main menu.

me Content Training Meetings I		yement	Repor	ts Administr	ion	Search
eate New: 🗾 HEFTING 🗋 CONT	NT 🍓 Trair	ning Ca	talog	My Hee	ngs	
ty Training	View	N	• 0] [
St Name	Op	Clo	Co			
				i.		

The Content sub-menu opens.

		Prive Produce Pricely	Logout: Luda Rudits
me Content Training Meetings Event Management	Reports Administration		Search
nared Content User Content My Content Forced Reci	ardings Content Dashboard		
User Content > a luda@vidyo.com			
nterit List Edit Information Set Permissions			
New Content Bew Folder Delete Up One Level	Move Type > Date Hodified > Size (KB) > Referenced >		
Name >	Type + Date Modified + Size (KB) + Referenced +		
	This folder is empty.		
	· · · · · · · · · · · · · · · · · · ·		
syright © 2001 - 2010 Adobe Systems Incorporated and it	s licensors. All rights reserved.		

- 3. On the Content sub-menu, click **Shared Content**.
- 4. Click the New Content button.

The screen changes.

ADOBE CONNECT		My Profile Help Logout: Luda Ruditsk
Home Content Training	Meetings Event Management Reports Administration	Search
Shared Content User Cont User Content > Iuda@ Content List Edit Information		
Select Content File	A T & RALL-RADORFIELDA	
File: *	Browse	
Enter Content Information	*.zip. Please refer to the documentation for valid contents for zip files.	
Custom URL:	http://adobeconnect.vidyo.com/ (Leave this field blank for a system-generated URL, or include a unique URL path. Please use only hightens. For example' product-demo' will result in http://adobeconnect.vidyo.com/product-demo	ascii alphanumaric characters or /)
Summary: (max length=1000 characters)		
- indicates required fields		
	Save Cancel	

5. In the Select Content File section, click the **Browse** button.

A dialog box opens.

- 6. In the dialog box, select the Vidyo Pod located on your local computer or network and click **OK**.
- 7. In the Title field, enter a title for this pod.

For example, "Vidyo Pod Attendee List."

8. Optionally, you can provide a Custom URL for the Vidyo Pod.

If you don't provide the URL, the system will generate a random name. You can choose a more meaningful name but it can contain only letters, numbers, and hyphens.

- 9. Optionally, you can provide a brief summary related to the Vidyo Pod for future reference.
- **10.** Click the **Save** button.

LAUNCHING THE VIDYO POD

To launch the Vidyo Pod:

1. Log in to your Adobe Connect server.

ADOBE [®] CONNECT [™]
Login:
john@vedaray.com
Password:
••••
Forgot your password?
Login

2. Start your meeting as you normally would.

Adobe	Meeting	Layouts	Pods	Audio	- (⊉ -	2 -	- 1	
Share 8								=~	Video ≡-
									Start My Webcam
			F						Attendees (2) =-
	Share My Screen 👻							Beta Test Beta Test 2 Presenters	
							Participants		
									Chat (Everyone) =~
									Everyone Presenters Hosts

You'll see your Adobe Connect Meeting Room.

3. Click the Share My Screen dropdown menu in the center of the screen.



The Select Document dialog box opens.

4. Click **Shared Content** to select your Vidyo Pod.

Select Document to	Share	
Share History Whiteboards Uploaded Files My Content Shared Content	Name Image: Second se	Type SWF
Browse My Compute	er	OK Cancel

- 5. Click the Vidyo Pod.
- 6. Click the **OK** button.

VidyoPod_V_1_0.swf		Draw 🕥	Stop Sharing	Full Screen
VidyoConference				
	Login Portal Username			
	Password	Login		

You're now ready to use the Vidyo Pod in your Adobe Connect Meeting.

USING THE VIDYO POD IN ADOBE CONNECT MEETINGS

When you start your Vidyo Pod the Vidyo Login Screen opens.

To use the Vidyo Pod in Adobe Connect Meetings:

1. Log in to your VidyoPortal using your Vidyo credentials.

Vidyo Pod Beta 1.8	Draw	Stop Sharing	Full Screen
VidyoConference			
	Login		
	Login		
		dev20.vidyo.com	
	Portal		
	Usemame	john	
	Password	****	
		Login	

Your Meeting Room opens.

Adobe Meeting Layouts Pods Audio	
Vidyo Pod Beta 1.9.2	Draw Stop Sharing Full Screen
VidyoConference	
	Join Room Setup VidyoReplay Logout
😹 John Host	
▼ Participants	
	Invite to Conference
	Sync

As additional participants enter your meeting, their names are displayed under Participants.

Adobe	Meeting	Layouts	Pods	Audio	•	₫ - <u>e</u>	- 2 -					
Vidyo P	od Beta 1.9.2							Draw] 🔄 [s	top Sharing	Full Screen] ≣∗
VidyoCo	onference				Join Room	Setup Vic	yoReplay	Logout				
▼ Hosts												
🔒 John	Host											
🕶 Partic	ipants											
💄 John	Participant											6
							Invite to Con	ference				
												Sync

2. Click Join Room to start up a Vidyo session.

VidyoConference Join Room Setup VidyoReplay Logout	0raw] [公] [Stop Sharing] [Full Screen] ■-
Join Room Fetup VidyoReplay Logout	
😹 John Host	
▼ Participants	
🚨 John Participant	(*
Invite to Conference	

Your VidyoConference starts.

Chines a New reg from Collaboration A The Drep variable or recorder, converting the series from	0 97.00		Judyor		183
(1) HE Apple Value Googleslage norther allopenia same (Mathe Departure				1. n #	-0
Valodiandermaling Calebran Honing Name Distance.	22	нķ			Cabia
AND ALL AND AL	_	10.10			
Whatesteamers and a law and the second second		titt flans st 👘 👘			
Whysile demons		Sum injurior and the ending			
server survey surgesting surgest					
- mm					
A CANE RADIAL	420			and the second	
- Patcala	02.6.50				
S Decg	포르우				
i Armi i sa	홍문왕				
is from					
744		Arryan -	- All		
108	500	- HINTER -			Name and Address of the other states of the ot
		CHARLES MADE			
Start the Data concerns to			Å	ANK	- HAA

- 3. Once you join a VidyoConference:
 - You can control the session and toggle the audio and video for yourself as well as the participants by using these buttons in your Vidyo Pod: 2. For example, clicking the Vidyo Pod microphone icon will mute your microphone, and the icon in the VidyoDesktop will show that your mic is muted.

VidyoConference			and the second s
ing o concercience			
Joi	in Room Setup VidyoReplay	Logout	
▼ Hosts			
🛃 John Vidyo			
▼ Participants			

- As the host, you can click the button to the left of a participant's name to include the participant in the VidyoConference (provided he or she has VidyoDesktop installed).
- As the host, you will be able to control the participants' VidyoDesktops using the appropriate buttons on the right edge of the row that contains their names:

Toggling off the video for a participant will cause the button for the participant to turn red and the video feed to shut off.

😹 John Vidyo	<u> </u>	Start My Webcam
* Participants		
a David	A 🖉 🕸	
	Invite to Conference	
	Stidyo' john_Default	×
* Participants		
🛔 Jane		
	Invite to Conference	

You can toggle the audio in the same way, as shown in the screenshot below.

+ Participants		
	Invite to Conference	
	Vidyo John_Detaut	
		111 - 100 - 🛠
		and the second sec

Using VidyoReplay™

VidyoReplay enables users to stream live or pre-recorded video. VidyoReplay supports near live video streams of Vidyo meetings in Flash format. The Vidyo Pod receives and displays the video within the Vidyo Pod.

To use VidyoReplay:

1. Configure VidyoReplay by clicking the **Setup VidyoReplay** button.

The VidyoReplay dialog box appears.

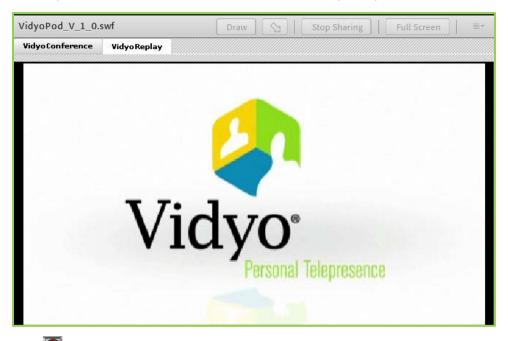
VidyoPod_V_1_0.swf		Draw	S	Stop Sharing	Full Screen	≣≁
VidyoConference						
	Join Room	Setup Vidy	voReplay	Logout		
▼ Hosts						
🛃 John Vidyo						280
▼ Participants						
	VidyoR	eplay				
		Vidyo Rep	lay URL			
	http:	//stunusa.vid	iyo.co m/a	dobe/v		
		Subi				
		Subi				
			Invite	to Conference		

2. Enter the URL for your VidyoReplay.

If you don't know what it is, ask your system administrator or Help Desk.

3. Click the **Submit** button.

A new tab opens. It shows the streamed video, which all the participants in the meeting can watch.



4. Click the Solution to end the video session.

As the host, clicking the Solution will end the video conferencing session and cause the participants to see the Call Disconnected dialog box.

Join Room	Setup VidyoReplay	Logout
VidyoDesktop		
Call dis	sconnected by the Oper	rator
	ОК	

5. Click the **Logout** button to end your Vidyo Pod session.

You have VidyoPod	logged out of session.	fthe
	Login	

Using the Vidyo Pod as a Participant

When you enter a host's meeting room as a participant, the Vidyo Pod checks to see whether VidyoDesktop is installed on your computer. If VidyoDesktop is not installed, you'll be prompted to install it. (For more information about VidyoDesktop, refer to the *VidyoPortal and VidyoDesktop User Guide*.)

Meeting Layouts Pods	Audio 📢 - 👲 - 👲 -		Help
		Video	1.1
VidyoPod_V	1_0.swl Draw Stop Story Ruring Pull Screen B+		
	Install Vidyo Deaktop Vidyo Deaktop is either not installed or net nanong. To issi tall the latest version of Vidyo Deaktop, child en deaktod botton bedow	Stort My W	rebcam
		Attendees (1)	10
	Download Vidyo Desktop		
		at rest Vedaray	
		 Presenters 	
		+ Participants	
	Spec		
		Chat (Everyone)	
		1	Ø
		Everyone	

When the VidyoDesktop is installed, the Connecting box appears if the host has not yet started the Vidyo session.

VidyaPod_V_1_0.swf	ful larrer R*
VidysConference Connecting Places wait for the heat to join the Addie Connect ansite Once the heat join: VidyaConferencing link will be anabled.	

When the VidyoDesktop is started and you have joined the host's Vidyo session, the buttons will appear next to your name under the Participant section in the Vidyo pod. When the **audio** and **video** buttons are enabled, the buttons are green. Should the host decide to toggle off your video or audio, the buttons will turn red.

For example, if the host decides to toggle off your video, the icon next to your name will be red and then this will be reflected in the Vidyo Pod.



When the host disconnects the Vidyo session, the Call Disconnected dialog box opens, and you can click the **OK** button to disconnect.

Monet for gate land . Many lange land - Man Profiles land - Manual Longend and Manual Longend and - Manual Company	
€ O adotecomentadyscom (intelligence)	2 9 A
🕅 Analog 📢 - 🖉 -	maig
Vidgeted V. J. Read	Videa
Waterformen	
Ana Yang Kasa	
* Rest	
A Max Majar	
1 Antiqueta	
ê hest	
VedenDeathor	
	Attanders III .
Call dependent by the Operator	(iii 4)
	+ Malt
	A lots that
	a Presenter .
	* Palegade
	a
	-
	Out any other
	(P)
	Scaryana
🛞 🖉 🐻 💼 🗴 🖉 🗟	