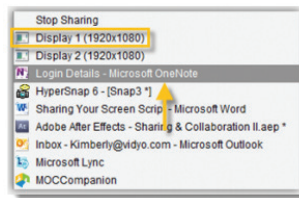# XtelePresence

XtelePresence brings you maximized productivity by allowing you to share and edit documents or applications during your video conference. Experience complete control over what you share, how you share and when you share during your meeting.

SHARING IN A ROOM

1. Power on all of the VidyoRoom equipment and join the meeting.

2. Login to the same meeting from your laptop. To prevent sound quality issues, immediately mute your speaker, microphone, and camera on your laptop from the VidyoDesktop toolbar.

SHARING FROM THE VIDYO DESKTOP

Stop Sharing
Display 1 (1920x1080)
Display 2 (1920x1080)
Login Details - Microsoft OneNote
HyperSnap 6 - [Snap3 *]
Sharing Your Screen Scrip - Microsoft Word
Adobe After Effects - Sharing & Collaboration II.aep *
Inbox - Kimberly@vidyo.com - Microsoft Outlook
Microsoft Lync
MOCCompanion

1. Login to the VidyoDesktop.

2. To share with other meeting participants, click the drop-down arrow and select from the open applications on your computer.

CONNECTING A VGA2USB ADAPTER

1. Share your entire desktop by selecting your display from the share list.

2. Connect the VGA end of the adapter to your laptop.

3. Connect the other end of the VGA adapter to the Vidyo-Room system USB input as shown.

4. Output video to VGA using your laptop specific key combo (e.g. FN + F8)

The Share Ready icon will be displayed when the VGA2USB adapter is connected and the Share has successfully synchronized. Press Share on the Vidyo-Room remote control to share the connected desktop to the adapter.
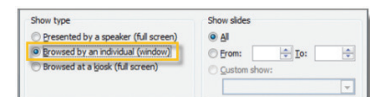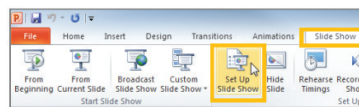
VIEWING OPTIONS

When layout is set to Preferred mode, the shared application appears largest. You can undock the shared screen (i.e., view it as a separate window) and re-dock the shared screen (i.e., snap it back into the main VidyoDesktop window) by double-clicking the contents of the application window.

SHARING A POWERPOINT

If you are sharing a single application, such as a PowerPoint presentation, it is important that you set up PowerPoint for optimal sharing by setting your default setting to "Browsed by an individual window."

1. Click on the Slide Show tab.

2. Select Set Up Slide Show.

3. Select Browsed by an individual (window) and click OK. This setting will now be the default for you in PowerPoint.

4. Start the slide show by selecting the slide show button in PowerPoint. This will put the presentation into full-screen mode. When in full-screen mode, the presentation sends more data than needed to your VidyoDesktop. Minimize the PowerPoint window and resize it to remove the black space you see on the sides.