

## VideoCall User Documentation

### Installing Logitech VideoCall

#### Installing Logitech VideoCall for the first time

After downloading Logitech VideoCall, locate logitechvcinstall.exe file and double click on its icon. It is recommended that you exit any programs you have running before proceeding with the installation of Logitech VideoCall. After you have chosen a destination folder, follow the on-screen instructions.

Once the installation is finished, you will be asked to either create a new account or continue. Next, you will be asked to start Logitech VideoCall. If you don't want to start Logitech VideoCall right away, you can later go to your *Start* menu, choose *Programs, Logitech VideoCall* and launch Logitech VideoCall.

#### Changing your temporary password

If you should ever need to change your password, this can be done via the Logitech VideoCall web site. Visit <http://www.logitech.com/videocall> and click the "Manage your VideoCall account" link. Next, complete the following steps.

- Enter your e-mail address and current password into the appropriate dialog boxes (Note, if you have forgotten your password, click the link to "Forgot password?")
- Click the "change password" option at the top of the page
- Enter your new password as directed to complete the process

#### Minimizing Logitech VideoCall

When you are not in a call, Logitech VideoCall can be minimized to the task bar to give you more desktop space. To do this, simply click on the "Down Arrow" in the upper right corner of the application. When minimized, you are still "connected" and are available to receive calls. If you receive a call while minimized, Logitech VideoCall will automatically restore so you can answer the incoming call. To manually restore Logitech VideoCall, click on the icon in the system tray, or right-click the icon and select "Open VideoCall".

#### Quitting Logitech VideoCall

To quit Logitech VideoCall, you need to right-click the Logitech VideoCall icon in the system tray and select "Exit VideoCall".

#### Automatically starting Logitech VideoCall

Logitech VideoCall can be run automatically when you startup your computer by right-clicking the Logitech VideoCall icon in the system tray and selecting "Run Automatically." To disable automatic startup, select "Run Automatically" again to remove the check mark.

## Interface Overview

### Main Interface

Logitech VideoCall was designed with simplicity in mind: video communication should be no more difficult than using your telephone.



- A. Video Engine Background
- B. Self-Preview Video
- C. Tools Panel Open/Close Button
- D. Control Bar — Ignore Caller
- E. Control Bar — Answer Incoming Call
- F. Microphone Mute/Un-mute
- G. My Video Hide/Show
- H. Exit Picture Sharing
- I. Speaker/Headset Main Volume
- J. Show Contacts
- K. Show Pictures
- L. Thumbnail or List mode
- M. Contact - online

N. Contact/Picture List Area

O. Group Selector

P. Minimize Logitech VideoCall

Q. Logitech VideoCall Help

R. Drag Area

S. Incoming Video

T. Internet/Network Traffic Indicator

### Tools Panel

Clicking on the "Tools" button (C on the Main Interface) opens a panel to access Program Preferences and Picture-Sharing.

### Program Preferences Tab

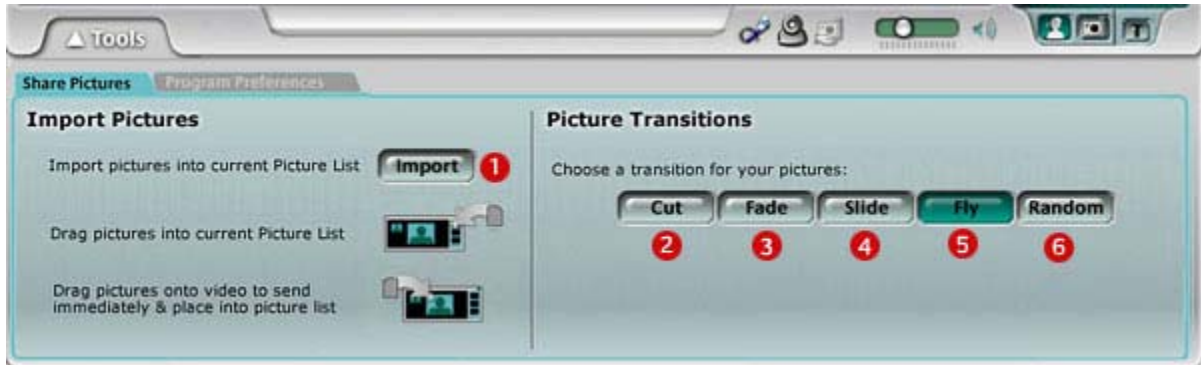
The Program Preferences panel allows you to change and set up several of Logitech VideoCall settings.



1. Launch Video Wizard
2. Open Web Cam Control Panel
3. Launch Audio Wizard
4. Microphone Level
5. Logged-in as ID
6. Apply Display Name Changes
7. Display Company/Location Entry
8. Display Name Entry
9. Disconnect/Connect Server
10. Snap Picture button
11. Picture Icon
12. Entry area for new contact
13. Add manually entered contact
14. Launch Auto Address Import

## Share Pictures Tab

The picture-sharing tab displays picture importing options and transition effect styles. This tab is accessed by clicking on the Tools Button (C on the Main interface).

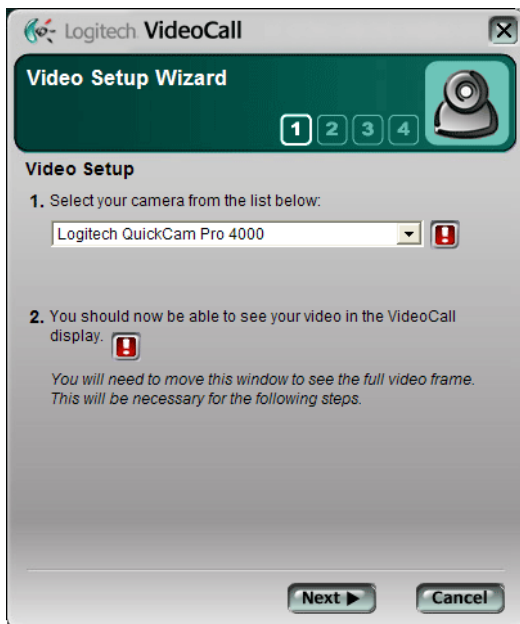


1. Launch Import Pictures Window
2. Cut Transition
3. Fade Transition
4. Slide Transition
5. Fly Transition
6. Random Transition

## Video and Audio Setup

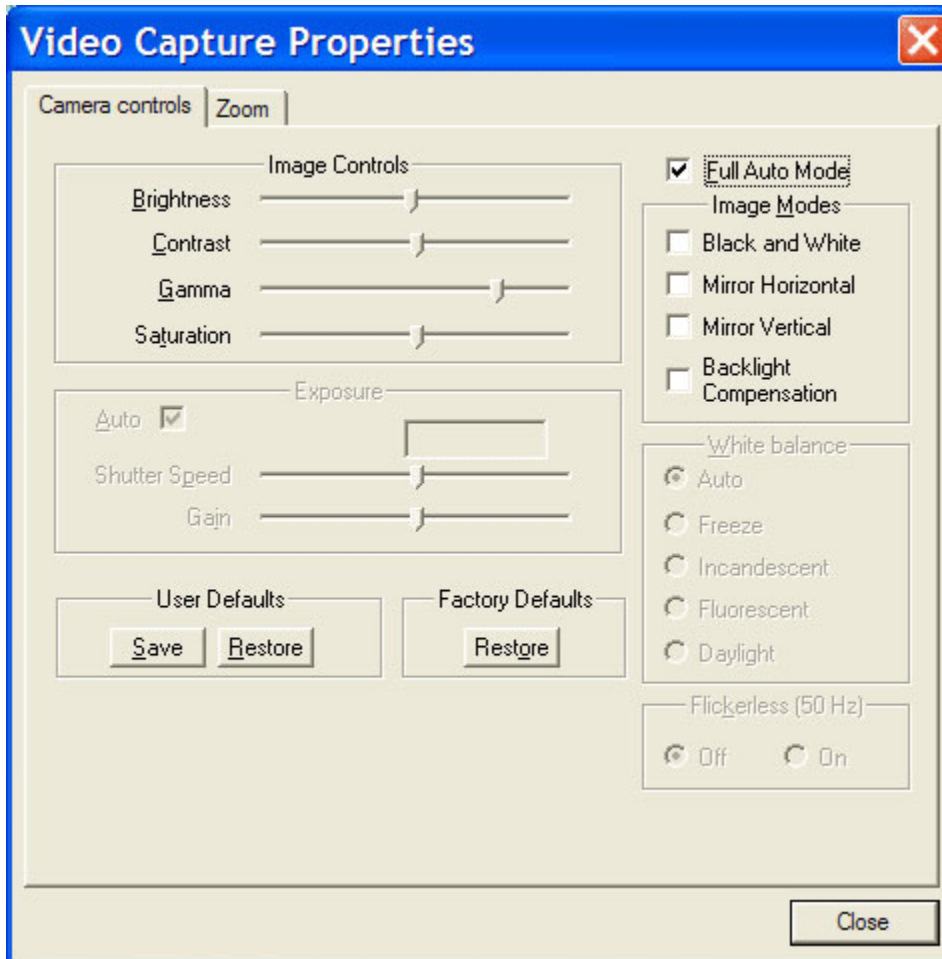
### First-time setup wizard

The first time the Logitech VideoCall software is run, the Video and Audio Setup Wizard will automatically appear. Simply follow the instructions in the wizard to configure your audio and video sources.



## Video Setup Control Panel

All webcams are different, but they do have some similarities. One of these is the "Auto" setting found on your webcam's control panel. During the *Video Setup Wizard* you will be asked to turn "ON" all of your "Auto" settings and then turn them all "OFF".



By checking all of the "Auto" options, your camera settings will be adjusted to your lighting environment. By turning them all "OFF" again, Logitech VideoCall will be able to optimize video compression. If you need to make any further adjustments, do so at this time.

To get the best quality video, pay attention to the camera and light adjustment tips. We recommend that you experiment with the placement and orientation of your lights. Remember: When using video, lighting is everything!

## Audio input and output setup

Logitech VideoCall works with headsets and desktop microphones with speakers. Headsets with integrated microphones can be very useful. But there may be times when you prefer, or need, to use a desktop microphone and speakers, similar to a using a speakerphone.



### Headset setup

Logitech VideoCall works best with a headset. Logitech VideoCall will support traditional headsets and newer USB versions. When using a USB headset, you will need to select it from the list in the Audio Setup wizard.

1. Open the Tools panel and select the Program Preferences tab.
2. Click on "Audio Wizard".
3. Select "Headset Microphone".
4. Follow the instructions, clicking the "Next" button when you have accomplished each step.

### Re-configuring audio and video devices

If you have installed a new video or audio device and wish to use it with Logitech VideoCall, you can manually activate the appropriate wizard to set up the new device from Program Preferences Tab. You can also use these wizards when you want to switch between headsets and speaker phones.

## Signing In

### Signing in from your computer

Upon first running Logitech VideoCall, the Sign-in prompt will appear. You will need your e-mail address and your new password.

- Enter your E-mail I.D. (*LogitechVideoCalluser@company.com.*) and your password
- This allows Logitech VideoCall to connect to your account on the Logitech VideoCall service.
- If the incorrect password is entered, the prompt will remain, and the password entry will be cleared so you can re-enter your password.

If you have downloaded Logitech VideoCall from a third party site, or disc, you will need to setup an account in order to use the software. Click on the "Create New Account" and you will be taken to the Logitech VideoCall site to setup your personal account.

### Bypassing the sign-in prompt

Initially when first installing the software, the sign-in prompt will appear every time the software is started. A "Sign me in automatically" option appears on the sign-in requestor to allow you to bypass this step when starting up in the future.

- Checking this box when you sign in will save your password on the computer, so that the sign-in window will no longer appear when you start the software.
- Note that checking this box will reduce your security; anyone who has access to your computer can then make VideoCall calls without entering your password. It is recommended that you only check this box if you are confident that your computer is set up with a secondary level of security, such as password protection on Windows® Startup.
- To de-activate the automatic sign-in feature, simply disconnect and then de-select this checkbox.

## Creating Your "Calling Card"

Logitech VideoCall lets you identify yourself to your contacts in several ways:

- You can enter the name you would like your contacts to see in their contact list, and in the animated video title effects.
- You can enter a Company or Location, which will appear in the video title effects.
- You can "snap" a photo ID picture, which will appear in the contact list and in place of your image when you choose to "Mute" your video source.

## E-mail ID

Note that your E-mail address is displayed while you are connected, but it cannot be changed since it is used to identify your Logitech VideoCall service account.

## Name and Company / Location boxes



The screenshot shows a 'Personal Information' dialog box with a light blue background. At the top, it says 'Currently connected as: billy@abcabc.com' with a 'Disconnect' button to the right. Below this are two input fields: 'Name:' containing 'Billy' and 'Company or Location:' which is empty. To the right of the 'Company or Location' field is a 'Photo ID:' section with a small square photo of a man's face and a 'Snap' button below it. At the bottom left is an 'Apply' button.

While you are signed in to the Logitech VideoCall service, the Name and Company / Location boxes allow you to edit the text that will appear in the contact list and the video titles.

- Note that the text for the Name box is stored in your account on the server, so it will remain the same regardless of which computer you sign in from.
- However, the "Company or Location" text is stored on the local computer, so that you can enter different text for each computer you use.

## Disconnect / Reconnect button

The Disconnect button allows you to close the connection to the Logitech VideoCall service while leaving the software running.

- While disconnected, the contact list, personal info boxes and the Photo ID Snap function are all disabled, since that information is stored on the Logitech VideoCall service.
- When you are disconnected, the "Disconnect" button changes into a "Connect" button. The Connect button re-opens the Sign-in window as if you had just started the software (see "Signing in" above).
- Note that the Disconnect button also allows you to de-activate the "Sign me in automatically" feature, thus re-establishing a higher level of security for your Logitech VideoCall account.

## Snapping a Photo ID Picture

- A small preview window displays your current picture. Your account will initially contain a placeholder silhouette image, until you snap a replacement.
- Look at the video window and center yourself in the frame. (Or make a funny face if you like!)
- Click the "Snap!" button.

The new picture is almost instantly uploaded to your account on the Logitech VideoCall server, and your contacts will see it in their contact lists. Also, when you use the "Video Mute" function during a call, this picture will appear in place of your video image.

## The Contact List

Before you can make a call to someone, you will need to add him or her to your contact list as described below. Once you have done so, you can call them by simply clicking on their name or icon in the list!

Note that your contact list is stored on the Logitech VideoCall contact server. This allows you to sign in on any computer and view your contact list, and lets you instantly see whether or not your contacts are signed in and available to receive a call.

### Adding Contacts to your list



### Adding an individual contact

- Type in the e-mail address of the contact you wish to add.
- Press the return key or click the ADD button.
- An icon representing your contact will appear in the list.

### Importing contacts from your e-mail address book

- Click the "Import" button. A window will appear, containing all of the contacts found in your e-mail program's address book. (If you do not have a default e-mail client installed, you will see an error message).
- The window contains a list with checkboxes allowing selection of the desired contacts to be imported.
- "Select all" and "Clear all" buttons are provided for convenience when dealing with long lists.
- The "Cancel" button will close this panel without importing any contacts.
- The "Import" button will import the selected contacts into your list.

### Inviting friends to use Logitech VideoCall

- When you add or import contacts to your list, existing Logitech VideoCall users will be recognized, and their Photo ID will appear with their name underneath.
- Contacts who are not yet signed up with the Logitech VideoCall service appear with a "Invite" picture with their e-mail address beneath.
- Clicking on the Invite icon for a contact will open a message in your e-mail program, containing suggested invitation text that you can modify if desired before sending it.

- A link is provided in that message for them to go to the Logitech VideoCall web site - please don't change this link if you do edit the message.

### Viewing the contact list

When you are signed in to the Logitech VideoCall service, the contact list can be displayed in a scrolling window to the right of the video panel by clicking the Contact "silhouette" button below the list box.



### Contact Status indication

- Contacts who are online (signed in to the Logitech VideoCall service) will be fully visible in the list.
- Contacts who are not online will be "faded," and you will not be able to call them.
- Whether or not a contact is online, pointing your mouse at their icon or name without clicking on it will bring up a small pop-up displaying that contact's e-mail address.
- To place a call, simply click on the icon for the person you want to call.

### Selecting "Picture Icons" or "Names" view

Using the small "text" button below the list box, you can change the list from the default Photo Icons view to display a list of Names instead. (A third button is used for displaying a list of imported picture files, described in the "Share Pictures" section.)

- To display the **Names** view, click on the small "Text" button. This simply hides the picture icons in order to display more contacts in the list.
- To display the **Photo Icons** view, de-select the "text" button. This displays each contact's Photo ID icon, with their name underneath. (Note that contacts who have not yet "snapped" a Photo ID for themselves will have a placeholder silhouette instead.)
- In either display mode, the list will be sorted in alphabetical order by last name.

## Organizing your Contacts

When you are viewing the contact list, a contact grouping drop-down menu appears above the list box. This menu allows you to select a group to display in the list, and to create and delete contact *groups*.

- To display a group, simply click on the menu and select the desired group in the contact list.
- Initially, your account will contain two groups:
- "All Contacts" — this group will contain all contacts you import.
- "Online Contacts" — this will show any of your contacts who are currently signed in to Logitech VideoCall.

You can create and delete your own custom groups as desired, but these two groups cannot be deleted.

## Creating a new group

- Click on the group menu and select "Create new group."
- A window appears where you can enter a name for the new contact group.
- The name you enter is compared to your existing groups, and if the new name is not unique, an error message will appear requesting that you enter a different name.
- Once a unique name has been entered, the new group will appear in the group pop-up, but since it is empty, you will not see it unless you select it in the group menu.
- Now you can add contacts to your new group, as described below.

## Grouping your contacts

- Right-click on the desired contact in the list.
- A pop-up menu will appear containing a checklist displaying all of your currently existing groups.
- Checkmarks indicate the groups to which you have already added this contact.
- To add this contact to a group they are not yet in, select the name for that group to "check" it.
- To remove this contact from a group they are currently in, select the name for that group to "uncheck" it.

## Deleting a group

- Click on the group menu and select the group you want to delete.
- Take a moment to review the group and make sure that you will be deleting the right one!
- Click on the group menu again, and select the "Delete this group" option in the menu.
- A confirmation window will appear indicating that the currently displayed group will be deleted.
- Note that the contacts in that group will not be deleted — they will still be in the "All Contacts" group. To delete a contact from all lists, you must select them from within the "All Contacts" group.
- Note that "All Contacts" is a special group - you cannot delete this group, and all of your contacts will appear here until you deliberately delete them from your contact list as described below.

## **Deleting a contact**

- Right-click on the contact that you wish to delete, and select the "Delete this contact" command in the pop-up menu. A confirmation window will appear, warning you that the contact will be deleted from all of your groups

## **Sharing Pictures**

### **Preparing pictures for sharing**

#### **Importing image files**

- Click on the Tools Panel "Share Pictures" tab.
- The Import button opens a Windows file requestor, where you can browse and select the desired image(s).
- You can also drag-and-drop files directly from Windows Explorer or your computer's desktop. Either method supports the selection of multiple files through use of the SHIFT or CTRL keys.
- Note that the images will be imported into the currently selected folder (see "Creating a new folder" below).

Logitech VideoCall can import most common image formats, including BMP, TGA, JPG, as well as Microsoft PowerPoint presentations. If you import a single PowerPoint file, special controls will be displayed at the bottom of the import file requestor to import individual slides or a range of slides. This option will not appear if you have selected more than one file — in this case, all the slides for all the selected PowerPoint files will be imported.

#### **Previewing your pictures**

- To display your most recently selected picture folder, click on the little "photograph" button under the list box.
- To display a different folder, click on the menu above the list box and select the desired folder.
- To preview a picture, simply click on its icon. A video effect will display your picture (see "Selecting a transition style" below). Note that you will see a placeholder box where the other person's video will appear when you are actually in a call.

#### **Sharing your Pictures**

- To share your pictures, simply place a call, display the desired picture folder, and click on a picture icon.
- The picture will be transmitted to the other person, and an effect will be activated to display it on their screen, as well as on yours — in other words, you will see what they see.
- Clicking on additional pictures will activate a new transition effect to display each picture, based on the Transition Style you have selected below.

#### **Selecting a transition style**

On the Share Picture tab is a set of buttons that let you select the type of transition effect that can be used the next time you select a picture. Take a moment and try them out!

- The **Cut** style switches between images with no animated effect.
- The **Fade** style does a smooth dissolve between the two pictures.
- The **Slide** style moves a new picture in from the side, covering the previous picture.
- The **Fly** style "swoops" the new picture in and the old one away at the same time.
- The **Random** option will randomly select one of the Fade, Slide or Fly styles each time you display a picture.

## Organizing your pictures

### Creating a new picture folder

- Click on the list menu and select "Create new folder."
- A window appears where you can enter a name for the new picture folder.
- The name you enter is compared to your existing folders, and if the new name is not unique, an error message will appear requesting that you enter a different name.
- Once a unique name has been entered, the new folder will appear in the group pop-up, but since it is empty, you will not see it unless you select it in the group menu.
- Now you can import pictures into your new folder, as described above.

### Deleting a picture folder

- Click on the folder menu and select the folder you want to delete.
- Take a moment and make sure that you are deleting the right folder!
- Click on the group menu again, and select the "Delete this folder" option.
- A confirmation window will appear. Note that the imported pictures in this folder will be deleted, but this does not have any effect on your original image files on your hard drive.

### Deleting a picture

- Right-click on the icon for the picture you want to delete. A pop-up menu will appear.
- Select the "Delete this picture" command. A confirmation window will appear.

## Exiting Share Pictures

To stop displaying the shared pictures, click on the "Exit Share Pictures" button. A video effect will return you and the other person to the normal calling view.

## Making Calls

### Before calling

After starting the software, or after hanging up from a call, an effect shows you a preview of your own video image.

- The Control bar will be blank until you click on a **Contact** to place a call, or until receiving a call.
- Users that are signed in to the Logitech VideoCall server will be indicated in the contact list by a fully visible **Picture Icon**, or by fully visible **Names** if you have selected the **Text** view. Contacts who are not signed in will be faded out.

## Muting the Video or Audio

Controls are available to manually "mute" the outgoing video and audio signals, indicated by a "circle-slash" over the camera and microphone icons. This can be desirable if you do not wish to be "seen" for any particular reason.

- When Video Mute is active, your **Picture Icon ID** image will be displayed instead of the video (note that if you have not yet "snapped" your Picture Icon ID, a placeholder "silhouette" image — see the "Snapping a Photo ID" section above).

## Placing a call

- Click on a contact who is online. The call will be immediately placed.
- You will hear the familiar telephone "calling" ring sound.
- Video effects will display the name and location of the person you are calling. However, you will not see the receiver's video until they answer.
- After placing a call, the Control bar becomes a "Hang Up" button. You can click this to abort the call before the other person answers.

## Receiving a call

- When you receive a call, you will hear a "ring" sound, and video effects will display the caller's image and video titles.
- You will also see your own private video preview, so you can make sure that your camera is framed correctly before answering.



## Answering a call

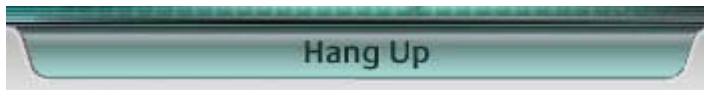
- When you are receiving a call, the control bar displays an "Answer" button. Click on this to answer the call.
- When you click the Answer button in the control bar, the call will be connected both ways, so that your video and audio will be sent to the caller.
- The Control bar becomes a Hang up button. Click here when you are ready to end the call.

## "Ignoring" a call

- When you are receiving a call, the control bar displays an **Ignore** button next to the **Answer** button.
- If you click on the **Ignore** button, the ringing will stop, but the other person will continue to hear it ringing until a maximum number of 10 rings has occurred.

## Hanging up

- Either party can click the **Hang up** button at any time during a call.
- Video effects on both ends fly the other person's video away, returning both sides to the "Before calling" idle state.



## During the call

### Automatic Video Effects

- Title effects appear at the beginning of the call, displaying the **name** and **location** of each party.
- After the call is in progress for a few moments, The other person's video centers and enlarges in the window so you can see them better, and your **self-preview** video gets smaller to reduce distraction (it remains visible to help you maintain your camera framing).
- Video title effects are displayed periodically during the call below the other person's video.

### Controlling Speaker Volume during a call

- A Speaker Volume slider is displayed at the bottom of the main panel.
- This adjusts the computer's main audio output level and the WAV level at the same time.



### Controlling Microphone Level during a call

- A microphone level slider is displayed at the bottom of the program preferences panel that can be adjusted if your voice is being distorted or causing "echoing" to occur.
- NOTE: If you are experiencing an echo, instruct your caller to reduce the microphone level on their end. Likewise, if your caller is experiencing an echo, turn down your microphone level.