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MiCollab Vidyo Administrator Quick Reference Guide
Release 7.2 – June 2016

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Purpose of this guide

The purpose of this guide is to provide a quick reference for administrators who are administering MiCollab integration with Vidyo deployment. The guide provides MiCollab and Vidyo server configuration information.

MiCollab supports the following Vidyo components:

- Vidyo Portal / Router: Version 3.3.4
- Vidyo Gateway: Version 3.3.2
- Vidyo Desktop Client: Version 3.4 and 3.5

Prerequisites

This guide assumes a Vidyo Portal has been licensed and deployed appropriately. See https://selfservice.vidyo.com/eService/OnlineDocumentation.aspx for applicable Vidyo documentation.

Consider the following before configuring MiCollab Vidyo:

- For MiCollab to authenticate with the Vidyo Portal both applications must be in the same IP address space. If they are in different IP address spaces then you must configure a router/gateway to act as a proxy to allow the two applications to communicate.
- A fully qualified domain name (FQDN) must be assigned to the Vidyo Portal. The FQDN must resolvable within the network.
- An administrator account must be created.
- Distinct email addresses for the administrator and user accounts must be used. An administrator account cannot use the same email address as a user account.
- Vidyo provides two variants of the Windows Desktop installer:
  - Administrator: requires administrator privileges on the Windows Desktop
  - User: requires the VidyoDesktopUserInstaller
MiCollab configuration

Vidyo tenant configuration

1. Log in to the MiCollab Administrator portal.
2. Under Configuration, click Vidyo Settings.
3. Enter the following information.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Identification</td>
<td></td>
</tr>
<tr>
<td>Tenant Name</td>
<td>Enter the Vidyo tenant name.</td>
</tr>
<tr>
<td>Tenant URL</td>
<td>Enter the https address for the Vidyo Portal. Https prevents administrator credentials being passed over http.</td>
</tr>
<tr>
<td>Tenant Dial Prefix</td>
<td>If the tenant configured on the Vidyo Portal has been assigned a dial prefix, you must enter it this field, otherwise you will not be able to create Vidyo accounts for MiCollab users.</td>
</tr>
<tr>
<td>Administrator Credentials</td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>Enter the Vidyo administrator username.</td>
</tr>
<tr>
<td>Password</td>
<td>Enter the Vidyo administrator password.</td>
</tr>
</tbody>
</table>

4. Click Save. MiCollab confirms the URL, connectivity, and credentials.
5. View Vidyo Portal licensing information under Applications, Licensing Information.
Creating a user

Create a user on MiCollab to establish a secure authentication tunnel between the Vidyo Portal and MiCollab.

1. Click Add under Users and Services.
2. Under Authentication Section, do not select Generate Password. Enter your own login name and password. You need to enter this information in Step 4 of the Vidyo Portal configuration procedure.
Vidyo Portal configuration

1. Log in to Vidyo Portal using your administrator credentials.
2. Under the **Settings** tab, click **Authentication**.
3. Enter the following information.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentication Type</td>
<td>Select Web Service.</td>
</tr>
<tr>
<td>Authentication using Web Service</td>
<td>Enter the MiCollab url and administrator credentials.</td>
</tr>
</tbody>
</table>

4. Click the **Connection test** button. Enter the information you configured for the MiCollab user in Step 2 of the Creating a user procedure. Click **Submit**.

5. Select the user types you wish to be authenticated by MiCollab.
Adding Vidyo to MiCollab user accounts

1. Log in to the MiCollab Administrator portal and select **Users and Services**.
2. Click **Add** or **Quick Add** to add users.
3. MiCollab templates support Vidyo services. Vidyo is automatically enabled for Premium users. You can manually enable Vidyo services for Basic users by selecting the **Create Vidyo Room for User** check box.
4. Select the desired **Room Type**.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>Select Normal for users.</td>
</tr>
<tr>
<td>Vidyo Room</td>
<td>Select for physical rooms. A Vidyo Room does not need many of the</td>
</tr>
<tr>
<td></td>
<td>traditional user services. A Vidyo Room will consist of a phone and a</td>
</tr>
<tr>
<td></td>
<td>Vidyo Room or VidyoPanorama system. A MiCollab account is associated with</td>
</tr>
<tr>
<td></td>
<td>the room so the room is displayed in the MiCollab contact directory.</td>
</tr>
</tbody>
</table>
5. Click **Save**.

MiCollab Desktop Client

1. Launch MiCollab Desktop Client. If VidyoDesktop is not installed, MiCollab Desktop Client downloads VidyoDesktop (HD Video Client).
2. The VidyoDesktop icon is displayed on the MiCollab Desktop Client navigation bar, indicating VidyoDesktop is available.