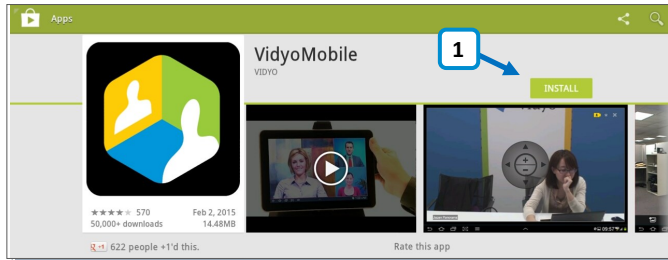


# ANDROID VIDYOMOBILE™ FOR MEETING ORGANIZERS



## Log In

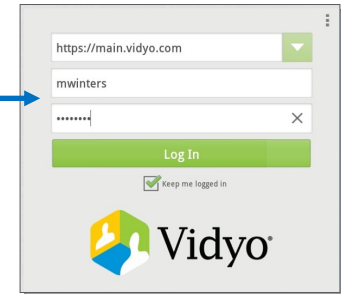
1. First time users will need to start by downloading the VidyoMobile application from the play store.
  - This is a free download for Android phones and tablets.



2. Open the VidyoMobile application and accept the terms and conditions.



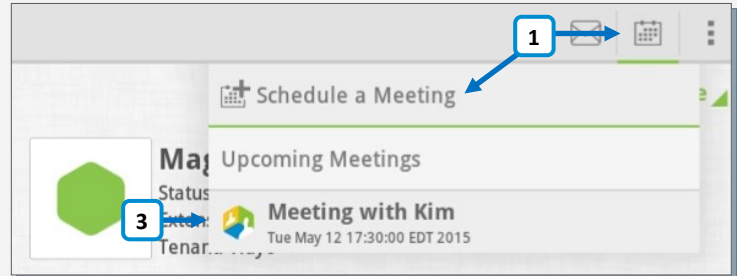
3. Enter your VidyoDesktop™ login details.
  - Select **Keep me logged in** to log into the application automatically.



## Schedule a Conference

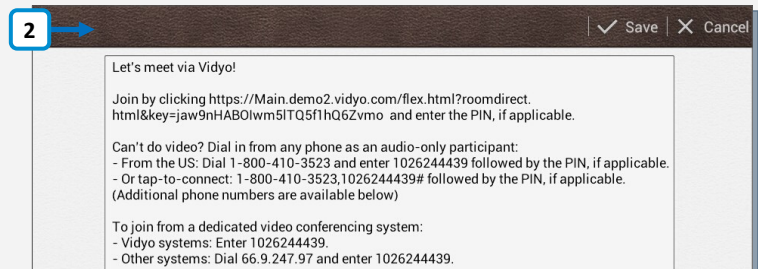
### Schedule from the Home Screen

1. Click the **Calendar Icon** to invite guests to join your room for a multi-point call. Choose **Schedule a Meeting**. This opens your default calendar program with a calendar invitation including your meeting information.



### Calendar Invite Opens

2. Set time and date, add participant names to the recipient field, input subject, and location. Click send.



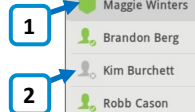
### Access Scheduled Meetings

3. Click the **Calendar Icon** to view and join all scheduled Vidyo® enabled meetings.

## Join a Conference

### Host a Conference in Your Room

1. To join your room, click your name, then select the **Connect to your Room** button.

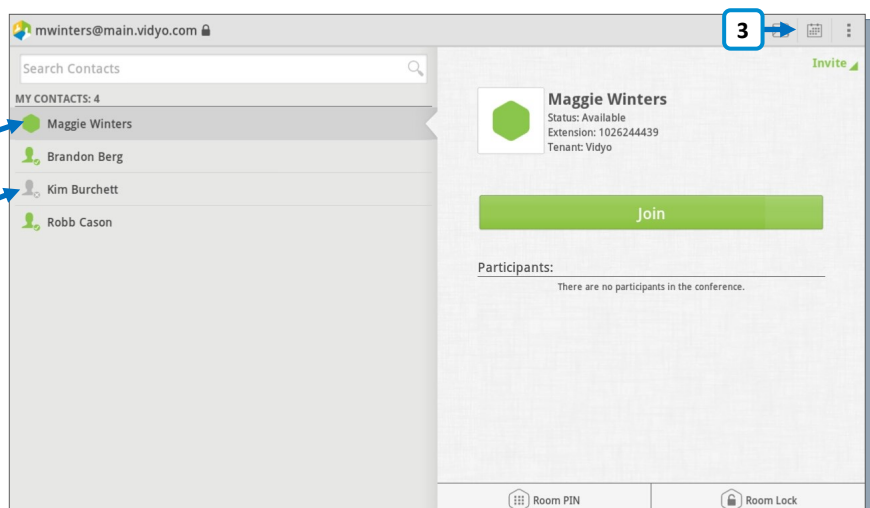


### Join a Colleague's Room

2. Search for the **Meeting Organizer**, then select **Connect to X Room**.

### Join a Scheduled Meeting

3. Click the **Calendar Icon** to view all scheduled Vidyo enabled meetings. Click to join.

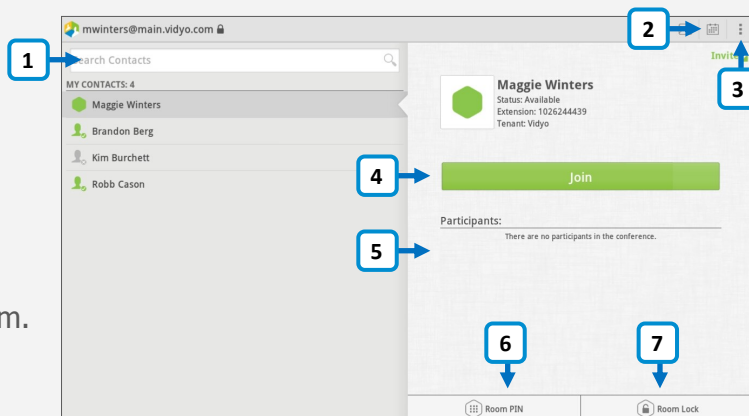


# ANDROID VIDYOMOBILE™ FOR MEETING ORGANIZERS

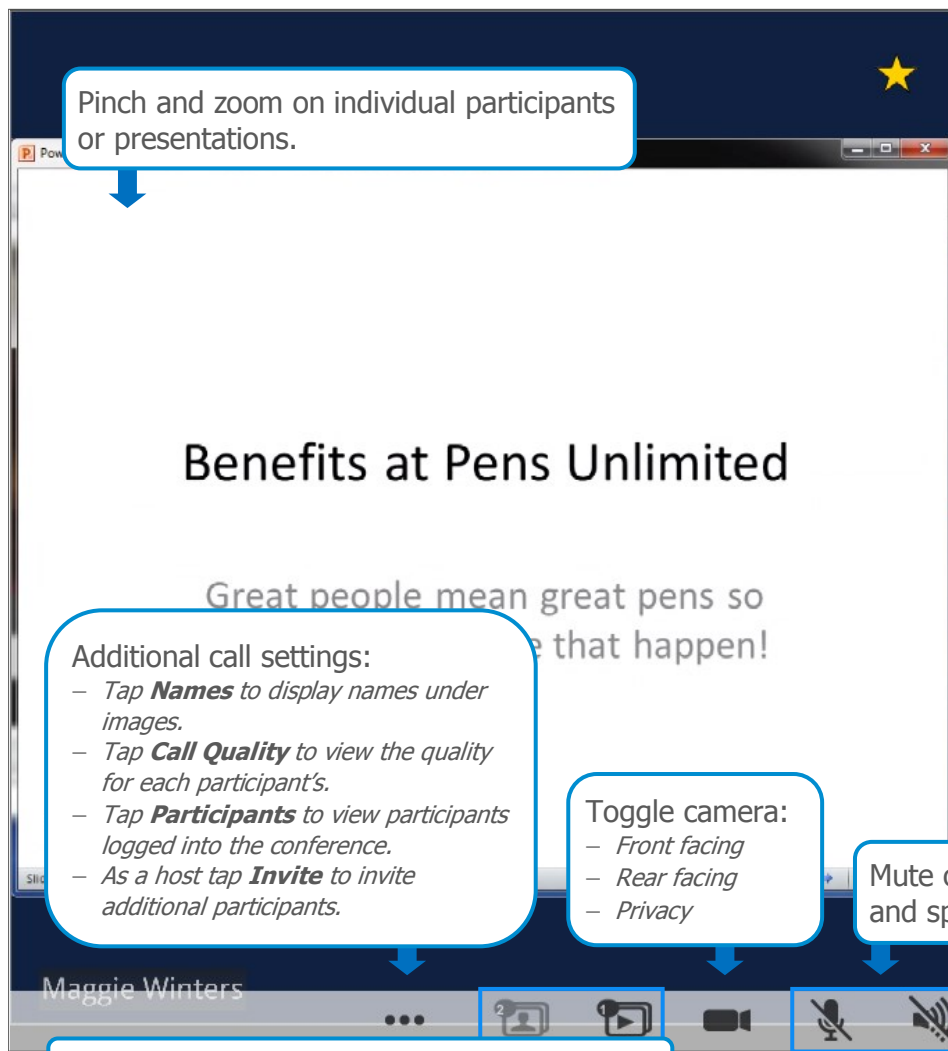


## Manage a Conference

1. Search for contacts within your organization.
2. Schedule Vidyo enabled meetings and access scheduled meetings.
3. Adjust key account settings.
4. Join a conference in your personal room.
5. View participants currently in your personal room.
6. Pin protect your personal room.
7. Lock your personal room.



## In-Call Basics



Pinch and zoom on individual participants or presentations.

### Benefits at Pens Unlimited

Great people mean great pens so that happen!

#### Additional call settings:

- Tap **Names** to display names under images.
- Tap **Call Quality** to view the quality for each participant's.
- Tap **Participants** to view participants logged into the conference.
- As a host tap **Invite** to invite additional participants.

#### Toggle camera:

- Front facing
- Rear facing
- Privacy

Mute or unmute microphone and speakers.

Disconnect.

Access docked participants and presentations.

## Best Practices

- When you are too close to the camera, your head appears very large. To help mitigate this hold the device away and above you.
- For the best device positioning and hands free conferencing use a stand.
- Ensure you are in a well lit room for the most professional appearance.
- Opt for a WiFi connection instead of using a data connection.