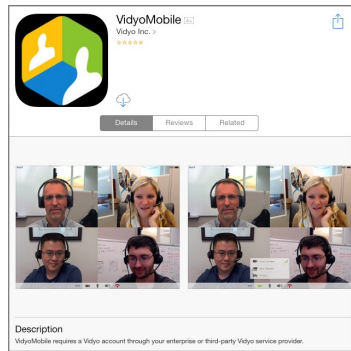


iOS VIDYOMOBILE™ FOR MEETING ORGANIZERS

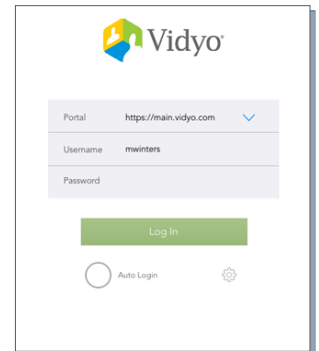


Log In

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



2. Open the VidyoMobile application and accept the terms and conditions.
3. Use your VidyoDesktop™ login credentials.
 - *Select **Auto login** to log into the application automatically.*



Schedule a Conference

Schedule from the Home Screen

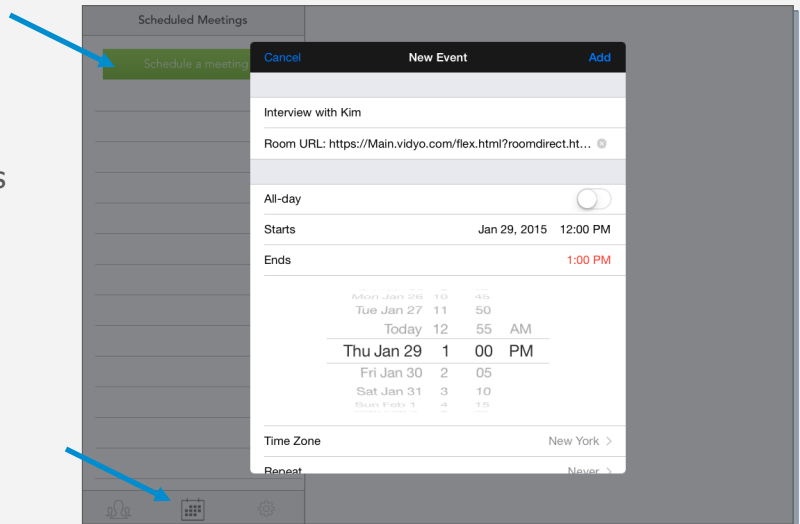
Click the **Calendar Icon** to schedule a multi-point call. Choose **Schedule a Meeting**. This opens your default calendar with a calendar invitation including meeting information.

Calendar Invite Opens

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

Access Scheduled Meetings

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



Join a Conference

Host a Conference in Your Own Room

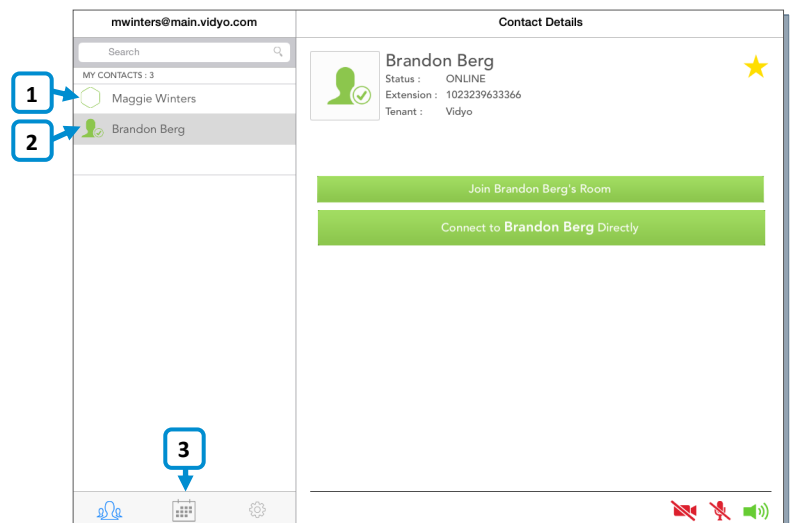
1. To join your room, click your name, then select the **Connect to your Room** button.

Join a Colleague's Room

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

Join a Scheduled Meeting

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

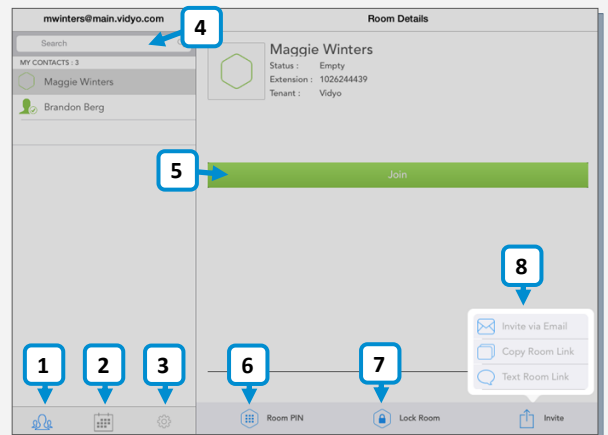


iOS VIDYOMOBILE™ FOR MEETING ORGANIZERS

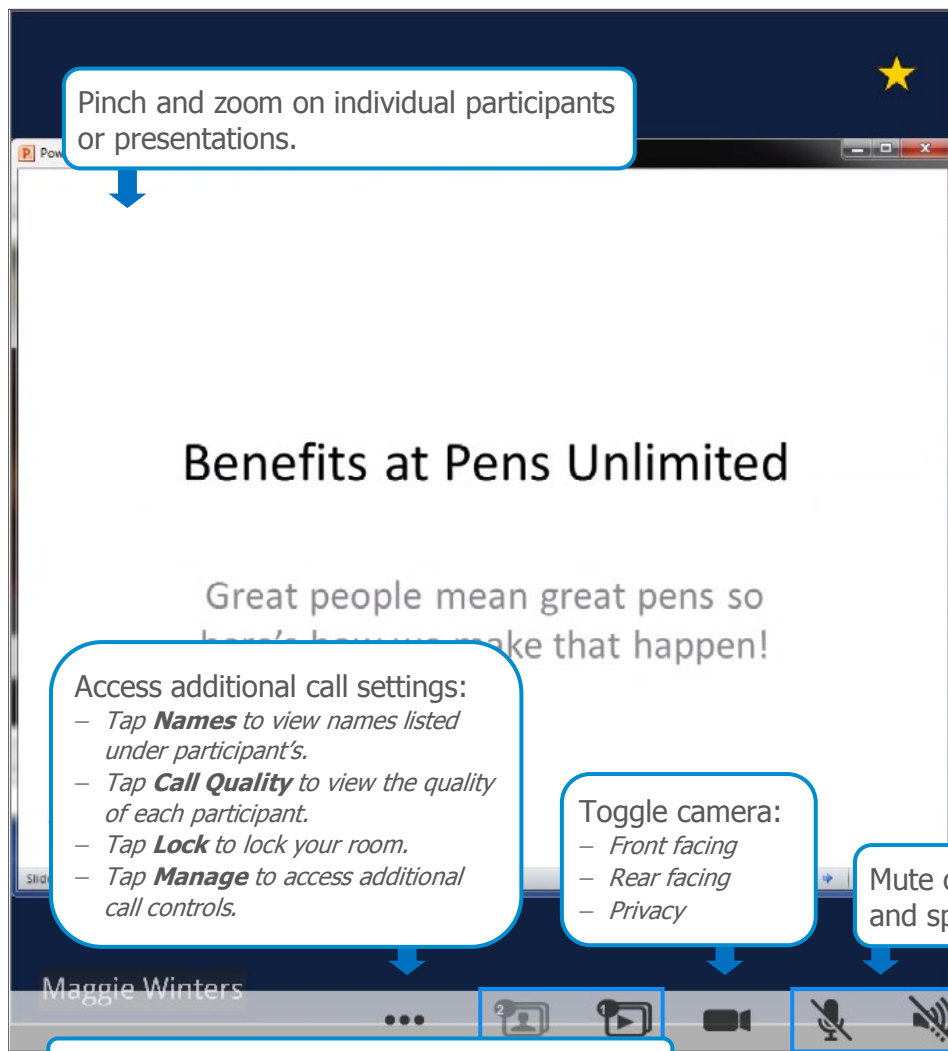


Manage a Conference

1. Access contacts at your organization.
2. Schedule and access Vidyo® enabled meetings.
3. Adjust key account settings.
4. Search for contacts within your organization.
5. Join a conference in your personal meeting room.
6. Pin protect your personal meeting room.
7. Lock your personal meeting room.
8. Invite participants to your personal meeting room.



In-Call Basics



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.