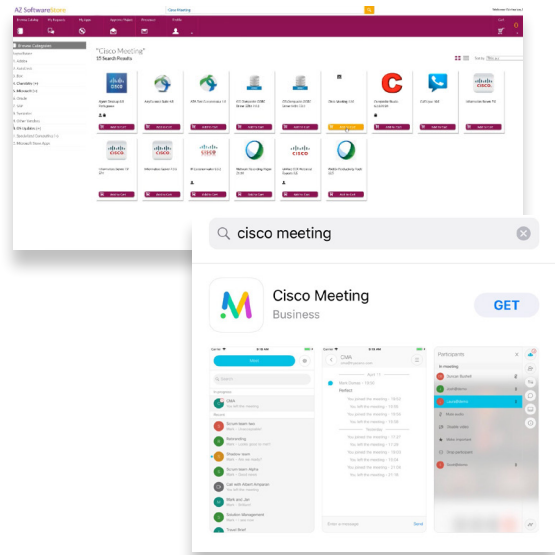# AstraZeneca

Cisco Meeting App

The Cisco Meeting App allows VMR owners and moderators the ability to log in and gain access to additional VMR functions. Having the app allows you to remotely add and manage participants and create additional VMRs. Please note, you must have a VMR account for this to work.

Downloading the app

1 For PCs, you can download and install the app from the AstraZeneca software store. This should take a couple of hours.

2 To download the app onto an iPad or iPhone you will need to use the itunes app store. Log in with firstname.surname@vc.astrazeneca.com and your Windows log in PRID.
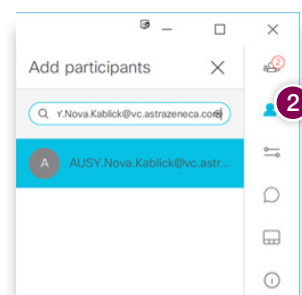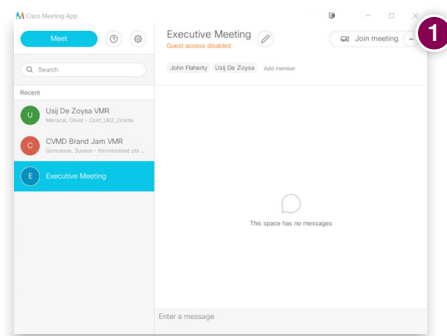
Using the app

In a VMR Space more than one user can be given admin rights over the VMR which allows all of them additional admin functions.

1 Joining options

- Select the ellipsis next to '**Join Meeting**' to view options.
- If you are joining the meeting from a laptop, select '**Use this computer**' for full audio and video participation.
- If you are already joining from a VC room, select '**Management and Presentation**' to avoid noise disruption.

2 Adding VC rooms or Skype participants

- Select the '**person**' icon.
- Enter the VC or skype address that you wish to add.
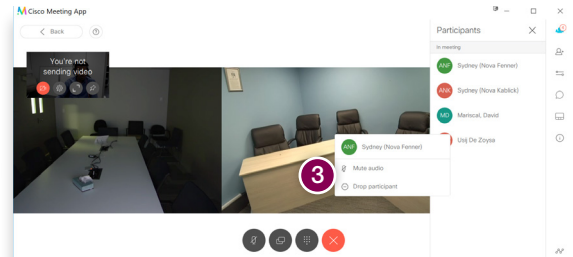- Press enter, the room will then automatically join the meeting.

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3 Muting or removing participants

- Left-click the video display or participant name in the Participants list.
- Select the '**Mute audio**' or '**Drop participant**' options.

4 How to create passcode for Personal VMR

- Click on the Edit option
- Type the required Passcode and click Save.