



## **WebEx Meeting Center with Collaboration Meeting Rooms (CMR Cloud) User Guide**

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## CHAPTER

# 1

## Introducing CMR Cloud

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## What is CMR Cloud?

It has always been our mission to make WebEx meetings available for anyone at any time on any device. We've done it with CMR Cloud.

Learn what you can do with CMR Cloud:

- Start your meeting, scheduled or instant, using any browser or standards-based video conferencing system or application. Likewise, your colleagues, suppliers and partners, or customers can join your meeting using what works for them.
- If Personal Room has been enabled for you, you own a virtual conference room that is accessible whenever you want it. Every time the need of a meeting arises, you and your invitees enter your Personal Room using the same URL, video address, or call-in numbers.
- A true "one meeting" experience comes to life because you can see and collaborate with all the participants no matter what technology they use to join the meeting.

## About this document

This document helps meeting hosts and participants get up to speed on using CMR Cloud. To learn about the rest of Meeting Center features, see the *WebEx Meeting Center User Guide* at <http://www.cisco.com/c/en/us/support/conferencing/webex-meeting-center/products-user-guide-list.html>.





## Connect to a Meeting Using Video Conferencing Systems or Applications

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### Join a Meeting from a Video Conferencing System

Whether you use Cisco Systems, Polycom, or other SIP or H.323 based video conferencing systems, you can easily connect to a WebEx meeting.

#### Before You Begin

Obtain the video address, also known as a URI (Uniform Resource Identifier) string:

- If you are joining a meeting in the host's Personal Room, find the video address, in the format of `username@sitename.webex.com` (The username is the host's username.), in the joining information that the host sends to you. This address never changes, so we recommend that you add it to your favorites menu for future meetings with the same person.
- If you are joining a meeting that has been previously scheduled, find the video address, in the format of `meetingnumber@sitename.webex.com`, in your email invitation.

## Procedure

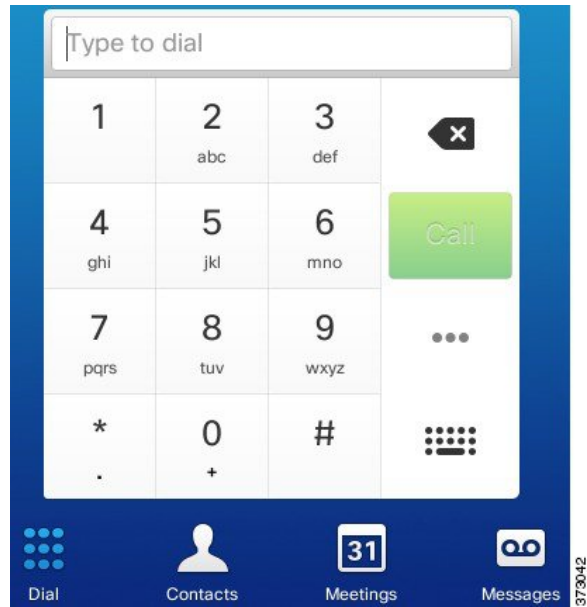
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- Step 1** Open the virtual keyboard or get the remote control for your video conferencing system.  
Examples from Cisco TelePresence systems:

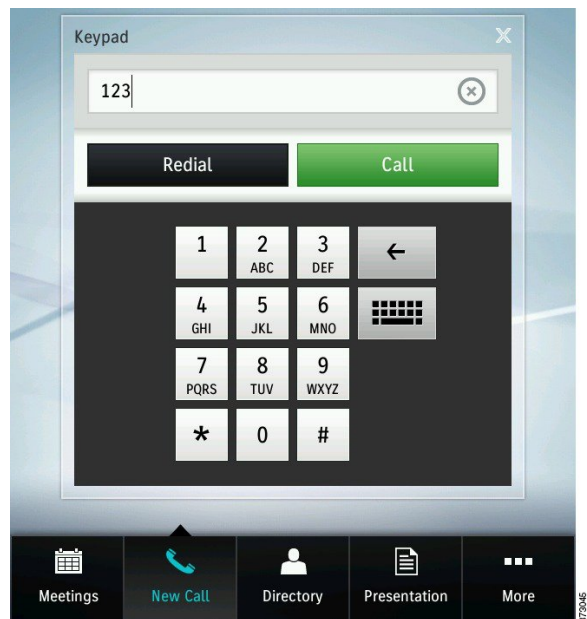


- 1 Tap **Dial** or **New Call**, depending on the type of system you have.

**Figure 1: Personal or room systems**



**Figure 2: Immersive systems**



- 2 Tap the keyboard button on the keypad.



**Step 2** Dial the video address.

**Step 3** Start a call.

**Step 4** When prompted, enter the pound sign #.

You are in the meeting. If this is a Personal Room meeting and the host has not arrived, you will be waiting in the "lobby."

## Join a Meeting from a Video Conferencing Application

Video conferencing applications include Cisco Jabber Video for TelePresence (formerly Movi), Cisco Jabber Video for iPad, and Cisco Jabber, to name a few.

### Before You Begin

Fast track:

If you're on the host's Personal Room page...	If you have received an HTML email invitation...
Select <b>Join from application</b> . Your application starts automatically and dials the video address.	Select the link for the video address. Your application starts automatically and dials the video address.

Not on a fast track? Obtain the video address, also known as a URI (Uniform Resource Identifier) string:

- If you are joining a meeting in the host's Personal Room, find the video address, in the format of `username@sitenam.webex.com` (The username is the host's username.), in the joining information that the host sends to you. This address never changes, so we recommend that you add it to your favorites menu for future meetings with the same person.
- If you are joining a meeting that has been previously scheduled, find the video address, in the format of `meetingnumber@sitenam.webex.com`, in your email invitation.

### Procedure

**Step 1** Open your video conferencing application.

**Step 2** Dial the video address on the appropriate input field.

**Step 3** Select **Start**, **Call**, or the appropriate control, depending on the label used in your application.

**Step 4** When prompted, enter the pound sign #.

You are in the meeting. If this is a Personal Room meeting and the host has not arrived, you will be waiting in the "lobby."

## Join a Meeting from Microsoft Lync

A Lync-specific video address, also known as a URI (Uniform Resource Identifier) string, is required to connect your Lync application to a meeting.

**Note**

As a participant using Microsoft Lync, you must join after the TelePresence or WebEx host is already present.

### Before You Begin

Obtain the following information, which you'll need for dialing a Lync-specific video address:

Joining a scheduled meeting	Joining a Personal Room meeting
<ul style="list-style-type: none"><li>the nine-digit meeting number</li><li>the name of the site where the meeting is hosted</li></ul> <p><b>Tip</b> Find the information in the email invitation for the scheduled meeting or on the meeting information page on your WebEx site.</p>	<ul style="list-style-type: none"><li>the host's username</li><li>the name of the site where the meeting is hosted</li></ul> <p><b>Tip</b> Find the information in the joining information sent to you by the host. The username is the prefix of the host's room video address, in the format of username@sitename.webex.com.</p>

### Procedure

**Step 1** Open your Lync application.

**Step 2** Dial the appropriate video address:

- For a scheduled meeting: meetingnumber.sitename@lync.webex.com (For example, 123456789.example@lync.webex.com)
- For a Personal Room meeting: username.sitename@lync.webex.com (For example, acassidy.example@lync.webex.com)

**Step 3** Start a video call.

## Start a Meeting from a Video Conferencing System

If you have scheduled a WebEx meeting or you are meeting people in your Personal Room, you can start your meeting using a video conferencing system made by providers such as Cisco Systems and Polycom.

## Before You Begin

Have the following information ready:

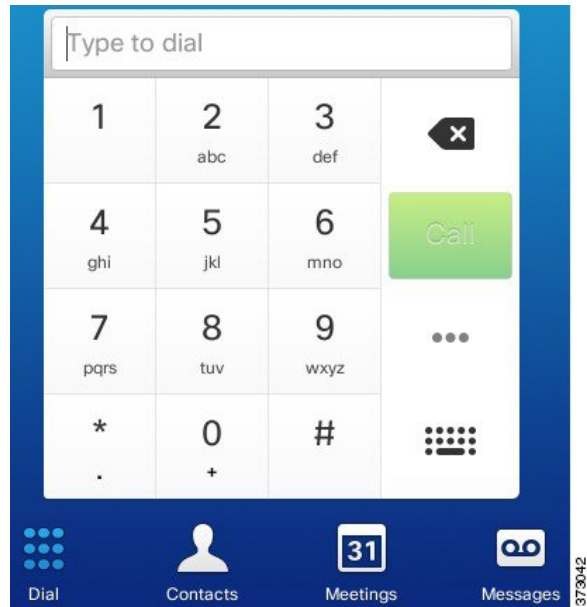
Starting a scheduled meeting	Starting a Personal Room meeting
<ul style="list-style-type: none"> <li>• video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>meetingnumber@sitename.webex.com</code></li> <li>• your host key</li> </ul> <p><b>Tip</b> Find the information in the email confirmation for the scheduled meeting or on the meeting information page.</p>	<ul style="list-style-type: none"> <li>• your video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>username@sitename.webex.com</code> (The username is your WebEx account username.)</li> <li>• your host PIN</li> </ul> <p><b>Tip</b> Find the information on your Personal Room page or by navigating to My WebEx &gt; Preferences &gt; My Personal Room, both accessible after you sign in to your WebEx site.</p>

## Procedure

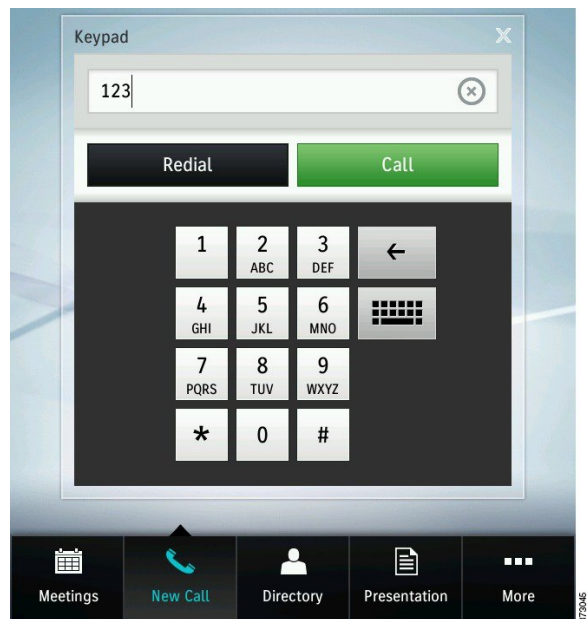
- 
- Step 1** Open the virtual keyboard or get the remote control for your video conferencing system. Examples from Cisco TelePresence systems:

- 1 Tap **Dial** or **New Call**, depending on the type of system you have.

**Figure 3: Personal or room systems**



**Figure 4: Immersive systems**



- 2 Tap the keyboard button on the keypad.



- Step 2** Dial the video address.
- Step 3** Start a call.
- Step 4** When prompted, enter your host key or host PIN, as appropriate, followed by the pound sign #. You are in the meeting.

## Start a Meeting from a Video Conferencing Application

If you have scheduled a WebEx meeting or you are meeting people in your Personal Room, you can start your meeting using a standards-based video conferencing application such as Cisco Jabber Video for TelePresence (formerly Movi) or Cisco Jabber.

### Before You Begin

Have the following information ready:

Starting a scheduled meeting	Starting a Personal Room meeting
<ul style="list-style-type: none"> <li>• video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>meetingnumber@sitename.webex.com</code></li> <li>• your host key</li> </ul> <p><b>Tip</b> Find the information in the email confirmation for the scheduled meeting or on the meeting information page.</p>	<ul style="list-style-type: none"> <li>• your video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>username@sitename.webex.com</code> (The username is your WebEx account username.)</li> <li>• your host PIN</li> </ul> <p><b>Tip</b> Find the information on your Personal Room page or by navigating to My WebEx &gt; Preferences &gt; My Personal Room, both accessible after you sign in to your WebEx site.</p>

### Procedure

- Step 1** Open your video conferencing application.
- Step 2** Dial the video address on the appropriate input field.
- Step 3** Select **Start**, **Call**, or the appropriate control for starting a video call, depending on the label used in your application.
- Step 4** When prompted, enter your host key or host PIN, as appropriate, followed by the pound sign #. You are in the meeting.

# Start a Meeting from Microsoft Lync

You cannot yet start a meeting directly using Microsoft Lync. The workaround is to start a meeting from a browser and then join the meeting using your Lync application. A Lync-specific video address, also known as a URI (Uniform Resource Identifier) string, is required to connect your Lync application to the meeting.

**Note**

As a participant using Microsoft Lync, you must join after the TelePresence or WebEx host is already present.

**Before You Begin**

Obtain the following information, which you'll need for dialing a Lync-specific video address:

Starting a scheduled meeting	Starting a Personal Room meeting
<ul style="list-style-type: none"><li>• the nine-digit meeting number</li><li>• your site name</li></ul> <p><b>Tip</b> Find the information in the email confirmation for the scheduled meeting or on the meeting information page.</p>	<ul style="list-style-type: none"><li>• your WebEx account username</li><li>• your site name</li></ul> <p><b>Tip</b> Find the information on your Personal Room page or by navigating to My WebEx &gt; Preferences &gt; My Personal Room, both accessible after you sign in to your WebEx site. Your account username is the prefix of the video address, in the format of <code>username@sitename.webex.com</code>.</p>

**Procedure**

**Step 1** Start your meeting from a browser.

**Step 2** Open your Lync application.

**Step 3** Dial the appropriate video address to join the meeting:

- For a scheduled meeting: `meetingnumber.sitename@lync.webex.com` (For example, `123456789.example@lync.webex.com`)
- For a Personal Room meeting: `username.sitename@lync.webex.com` (For example, `acassidy.example@lync.webex.com`)

**Step 4** Start a video call.

# Use a Pilot Number in Connecting to a Meeting

Connecting to a meeting from a video conferencing system or application requires that you dial a video address, also known as a URI (Uniform Resource Identifier) string. However, some devices cannot dial a full video address, such as `123456789@example.webex.com` or `joesmith@example.webex.com`. To solve the limitation, your administrator can set up a pilot number for your entire organization—a simple, numeric number that replaces full video addresses.

## Before You Begin

Have the following information ready:

Starting a meeting	Joining a meeting
<ul style="list-style-type: none"> <li>• pilot number</li> <li>• meeting number</li> <li>• host PIN (for Personal Room meetings) or host key (for scheduled meetings)</li> </ul> <p><b>Tip</b> Scheduled meeting: Find the information in the email confirmation or on the meeting information page.</p> <p>Personal Room meeting: Find the information on your Personal Room page or by navigating to My WebEx &gt; Preferences &gt; My Personal Room, both accessible after you sign in to your WebEx site.</p>	<ul style="list-style-type: none"> <li>• pilot number</li> <li>• meeting number</li> </ul> <p><b>Tip</b> Scheduled meeting: Find the information in the email invitation or on the meeting information page.</p> <p>Personal Room meeting: Find the information on the host's Personal Room page.</p>

## Procedure

- 
- Step 1** Start your video conferencing system or application.
- Step 2** Dial the pilot number.
- Step 3** Enter the meeting number when prompted.
- Step 4** Do one of the following:
- Starting a meeting: Enter the host PIN or host key, as appropriate, followed by the pound sign #.
  - Joining a meeting: Enter the pound sign #.

You are in the meeting.

If this is a Personal Room meeting and the host has not arrived, you will be waiting in the "lobby."

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## Switch Video Layout Options

There are several screen layout options supported in Cisco TelePresence systems:

- Active Speaker ONLY - only the active WebEx speaker is visible at all times
- Active Speaker w/Film Strip Overlay - the active WebEx speaker is prominently displayed with up to nine participants displayed in overlaid thumbnails below
- Active Speaker w/Film Strip below - No Overlay - the active WebEx speaker is prominently displayed with up to nine participants displayed in thumbnails below
- Equal Representation per video attendee - up to sixteen video attendees are equally displayed

For more details, see <https://kb.webex.com/wbx88104>.

### Procedure

Open the virtual keyboard or get the remote control for your video conferencing system.

Examples from Cisco TelePresence systems:

- 1 For DTMF (Cisco and 3rd Party endpoints), tap **2** or **8**, after joining a meeting to toggle through the meeting layout options.
- 2 For FECC (Far-end Camera Control) supported by most Cisco endpoints using the touch panel, tap the light blue screen on the touch panel or the three small dots in the top left corner. In the pop-up, select **Camera**. Use the Up or Down arrow to toggle to your screen layout choice.

## Access Your Host PIN

Your host PIN identifies you as the host when you start a WebEx meeting in your Personal Room using a video conferencing system or application. You are required to set up a host PIN when setting up your Personal Room.

### Procedure

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- Step 1** Sign in to your WebEx site.
  - Step 2** Go to **My WebEx > Preferences > My Personal Room** and find the host PIN you previously set up.
  - Step 3** To edit the PIN, enter a different PIN in the field and then select **Update** at the bottom of the page.
- 

## About Video Addresses

Technically known as URI (Uniform Resource Identifier), a video address connects your video conferencing system or application to a WebEx meeting or a meeting host's Personal Room. To join or start a scheduled meeting, dial the video address.

If your administrator has enabled Personal Room for you, you own a virtual conference room. Your room has three permanent addresses—web URL, video address, and call-in phone numbers. You can dial the video address to start a meeting in your room at any time. People can join you in your room dialing the same video address every time.



## Personal Room

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## What is Personal Room?

A Personal Room is a virtual conference room that you can use whenever you need to meet with people. You are supplied with your own easy-to-remember link that never changes, so your colleagues always know where your meetings are held.

WebEx-enabled TelePresence users also have Personal Rooms, but only users who join from a WebEx meeting application can attend Personal Room meetings.

Your Personal Room has these three addresses that never expire. You and other people can enter the room using a phone, browser, or standards-based video conferencing system or application:

- URL (<https://sitename.webex.com/meet/username>)
- video address ([username@sitename.webex.com](mailto:username@sitename.webex.com))
- call-in numbers, which connect you to the audio portion of a meeting only

Share your Personal Room address and ask people to save it to their "favorites." People can enter your room any time unless you lock it. Those who enter the room before you do wait in the lobby. Once you enter the room, a meeting starts.

Here are highlights of what you can do in your room:

- Start a meeting without having to use the meeting scheduler.
- All the functionalities such as content sharing, inviting additional people, reminders, and recording are available in the room, just as they are in a WebEx meeting.
- Lock and unlock your room if you need privacy or have back-to-back meetings.
- Mute and unmute anyone on the participant list, which shows everyone, including each video device or application used for joining the meeting.
- All participants view the active speaker by default. Lock the video view of the person that you want everyone to see regardless of who is speaking.
- Any participant can leave the room at any time. If the host leaves the room, the meeting ends for all participants. To leave the room without ending the meeting, assign the host role to someone else before leaving.

## Set Up Your Personal Room

### Before You Begin

After your administrator enables Personal Room for you, you receive a welcome email message. Open the email message.

### Procedure

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- Step 1** Select **Set Up Room** in your welcome email message to start a setup wizard.
- Step 2** Do the following in the wizard:
- a) Create a host PIN, which identifies you as the host when you enter your Personal Room using a video conferencing system or application.
  - b) Optional. Keep the option **Use Personal Room for all my instant meetings** checked.  
If you use WebEx Productivity Tools or Cisco Jabber, it's convenient to always start your instant meetings in your room.
- Step 3** Select **Next** to complete the wizard.  
The complete information of your Personal Room appears on the last screen of the wizard.  
To get a meeting started in your room, select **Try It**.
- 

## Access Your Personal Room Page

Access your Personal Room page to view information about your room or to start a meeting in your room from the browser.

### Procedure

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- Step 1** Sign in to your WebEx site.
- Step 2** Go to **My WebEx > My Personal Room**.
- 

## Invite People to Your Personal Room

Share information about your Personal Room ahead of time or just when you need to meet. Instant meetings that you start with **Meet Now** are now held in your Personal Room by default. You can change this option in **Preferences**.

### Procedure

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- Step 1** Sign in to your WebEx site.
- Step 2** Go to your Personal Room page.
- Step 3** Select **Invite**.
- Step 4** Do one of the following:
- If you want to meet right away, choose **Copy and share** or **Send an email message**.
  - If your meeting is at a later time, choose **Copy and share**. Copy and paste the information in an instant message or email message, and customize the text "Join me now in my Personal Room."
- 

## Join a Personal Room Meeting from a Browser

### Before You Begin

Obtain the Personal Room URL from the meeting host who invites you. The room URL is in the format of `https://sitename.webex.com/meet/username` (The username is the host's username.).

### Procedure

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- Step 1** Enter the room URL.
- Step 2** Enter your name and email address.
- Step 3** Select **Enter Room**.
- If the host has not arrived, you will be waiting in the "lobby." Otherwise, you are in the meeting.
-

# Join a Personal Room Meeting by Using the Host's Username

If you're invited to a meeting in the host's Personal Room, you can quickly join the meeting by entering the host's username.

## Before You Begin

Obtain the following information:

- URL for the WebEx site where the host's Personal Room is located
- the host's username, which appears at the end of the host's Personal Room URL, `https://sitename.webex.com/meet/username`

## Procedure

- 
- Step 1** Go to the host's WebEx site.
- Step 2** Select **Home** on the top navigation bar.
- Step 3** Enter the host's username.
- Step 4** Select **Join**.
- If the host has not arrived, you will be waiting in the "lobby." Otherwise, you are in the meeting.
- 

# Start a Personal Room Meeting from a Browser

To start a meeting in your Personal Room from a browser, do so from your Personal Room page.



### Tip

If you are signed in, enter `https://sitename.webex.com/join/username` to start a meeting right away. This URL is the same as your Personal Room URL, except that `/join` replaces `/meet`.

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## Before You Begin

Know your WebEx site URL. Better yet, bookmark your Personal Room URL, in the format of `https://sitename.webex.com/meet/username`, to complete this task more quickly.

## Procedure

- 
- Step 1** Enter your Personal Room URL if you know it.
- Step 2** Sign in to your WebEx site.
- Step 3** Go to your Personal Room page if you are not already there.
- Step 4** Select **Enter Room**.
- You are in the meeting.
-

## Lock or Unlock Your Personal Room

If you have back-to-back meetings or need privacy in your Personal Room, lock the room. When the room is locked, no one can enter your room until you unlock it.

To lock or unlock the room, select **Lock Room** or **Unlock Room** from within the room.

## Leave a Personal Room

To leave a Personal Room meeting, select **Leave Room**.

When the host of a Personal Room meeting leaves the room, the meeting ends for all participants. If you are the host and want to leave the room without ending the meeting, make another participant the host. The new host then takes over all the controls in the room.

