



# Using Cisco WebEx Conferencing

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Revised: March 2012, OL-13674-07

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### Before You Begin

- Schedule rooms at least 15 minutes in advance.
- All Cisco TelePresence rooms that you schedule must be running Cisco TelePresence software release 1.7.0 or a later release to use Cisco WebEx. To check your software release using the phone, touch the **more** softkey until you reach the **Info** softkey. See [System Information - Using the Info Softkey](#).
- To ensure proper functionality, reserve meeting rooms as “Resources.”

# Setting up Cisco WebEx for the First Time



## Note

This task requires that your system be running CTS-Manager. To determine if you have CTS-Manager, check your phone screen to make sure that the Meetings button is present on the home screen, as shown in [Figure 6-1](#). If you are unsure or need assistance, contact the [Live Desk](#).

The first time a meeting organizer schedules a Cisco TelePresence meeting with Cisco WebEx, they register with the Cisco WebEx server.

You can do first-time scheduling either of the following ways:

- [Using a Calendar Client](#)—Schedule the meeting in your calendar client, then log in to CTS-Manager to add Cisco WebEx to your meeting.
- [Using Microsoft Outlook](#)—Schedule and add Cisco WebEx to your meeting in Microsoft Outlook.

## Using a Calendar Client

To use your calendar client to schedule the meeting and Meeting Manager to add Cisco WebEx:

- Step 1** Schedule the meeting as usual with Microsoft Outlook Web Access (OWA), Microsoft Outlook, Lotus Notes or another supported client and include one or more Cisco TelePresence System (CTS) endpoints.

**Figure 7-1** *Schedule Meeting*



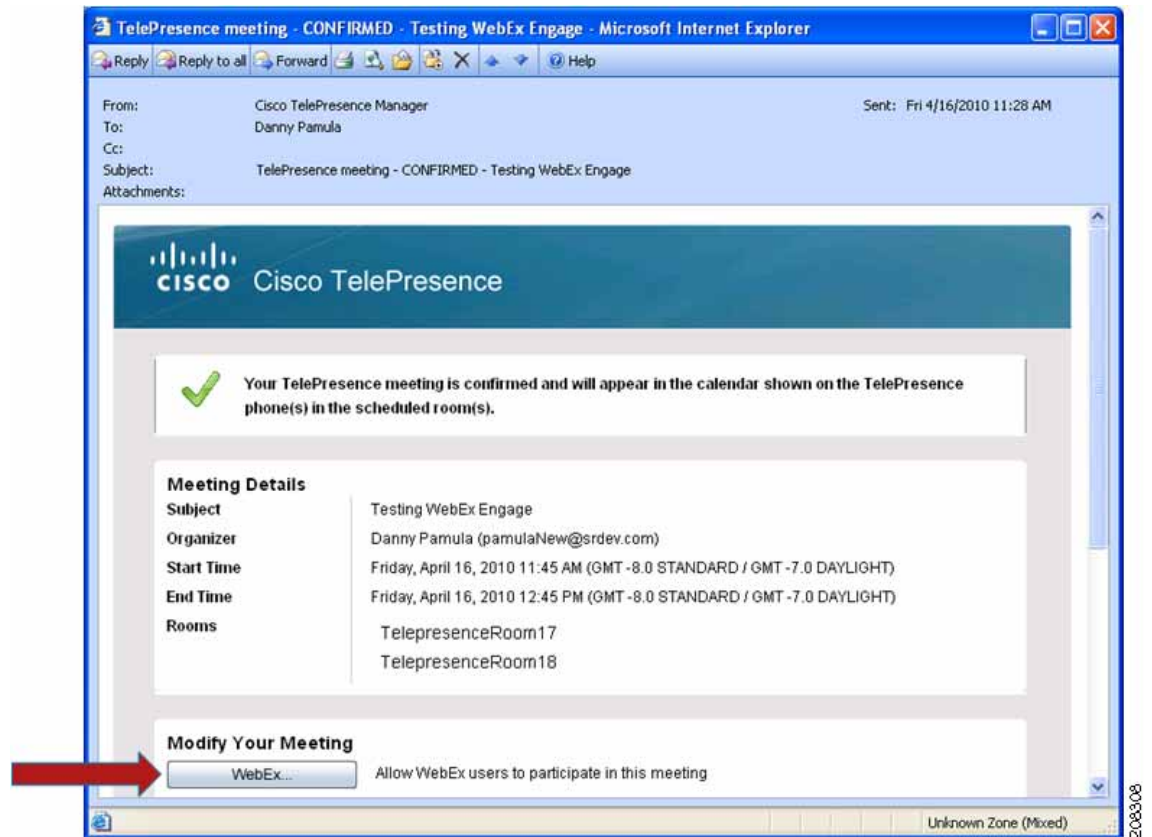
- Step 2** Wait for email confirmation from CTS-Manager.
- Step 3** To enable Cisco WebEx for the meeting, click the **WebEx** button in the email, as shown in [Figure 7-2](#).

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**Note**

The WebEx button does not appear if the meeting organizer is a Cisco WebEx Non-Permitted user.

**Figure 7-2** Click the WebEx Button in Meeting Email Confirmation

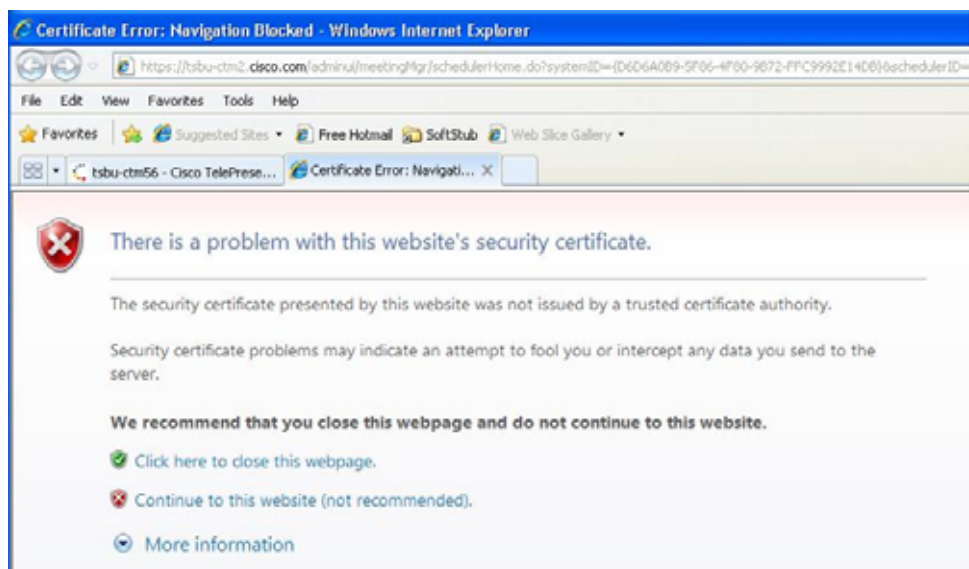


**Step 4** Depending on which browser you use, you may be presented with a security warning message:

- If you are using Internet Explorer Version 6 and a security warning appears, click **Yes** to proceed, as shown in [Figure 7-3](#).

**Figure 7-3** Security Warning in Internet Explorer Version 6

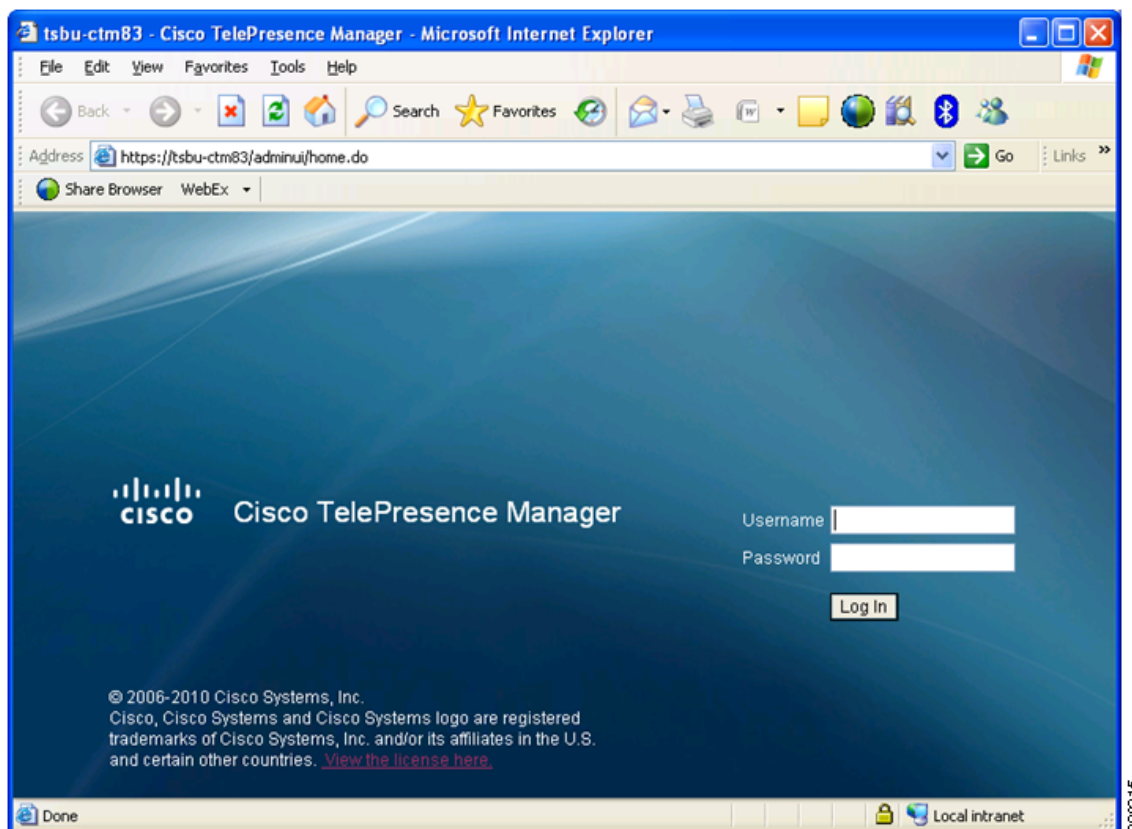
- If you are using Internet Explorer Version 8 and a security warning appears, click Continue to proceed, as shown in [Figure 7-4](#).

**Figure 7-4** Security Warning in Internet Explorer Version 8

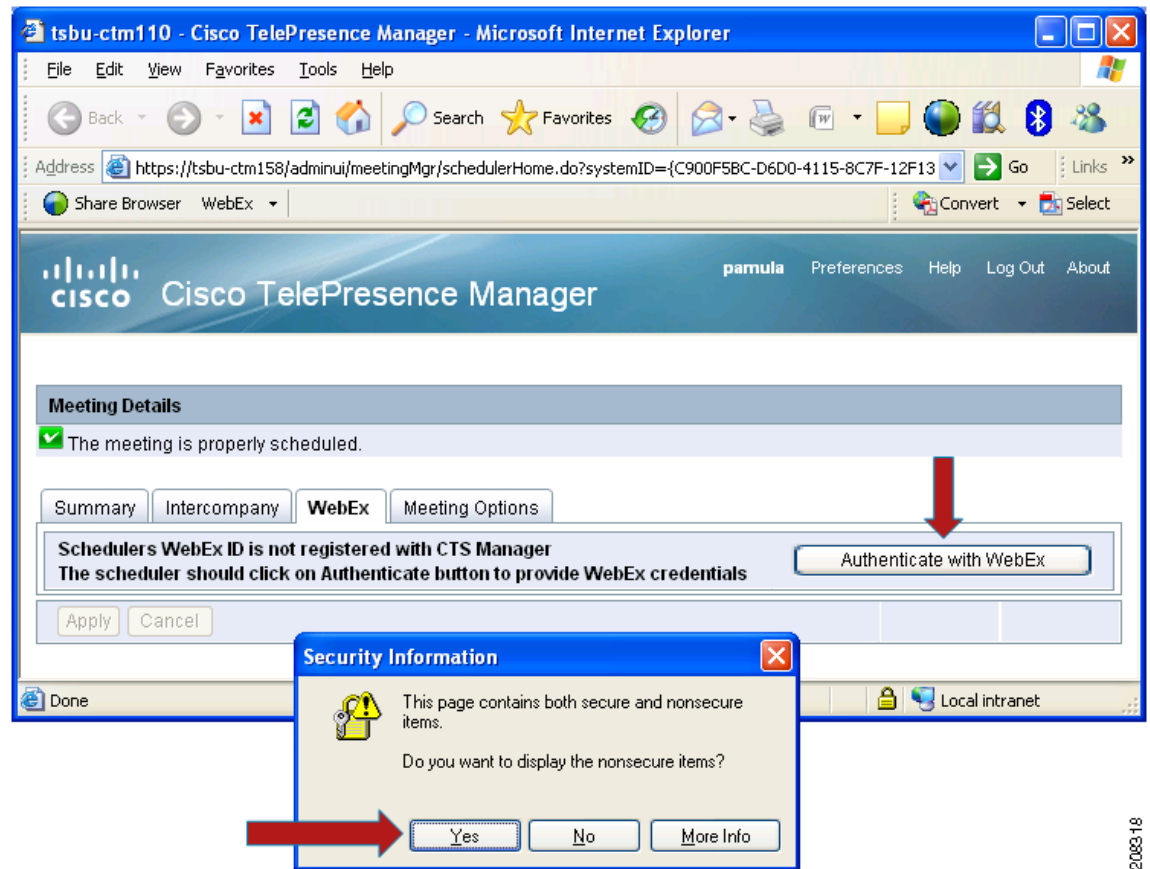
- If you are using Firefox and a security warning appears, click “**I understand the risks**” to proceed, as shown in [Figure 7-5](#).

**Figure 7-5** Security Warning in Firefox

- Step 5** Once you have dismissed any security warnings, the CTS-Manager log in window appears, as shown in [Figure 7-6](#).

**Figure 7-6** CTS Manager Log In

- Step 6** Log in to CTS-Manager using your enterprise email ID and password.  
The meeting details window for your meeting appears, with the WebEx tab selected.
- Step 7** The first time you schedule a meeting with Cisco WebEx, you must register with the Cisco WebEx server by doing the following:
- If there are multiple Cisco WebEx sites available, select the Cisco WebEx site on which you have an account.
  - Click **Register**.
    - If you are using Internet Explorer Version 6, click Register and click **Yes** in the security warning pop-up, as shown in [Figure 7-7](#).

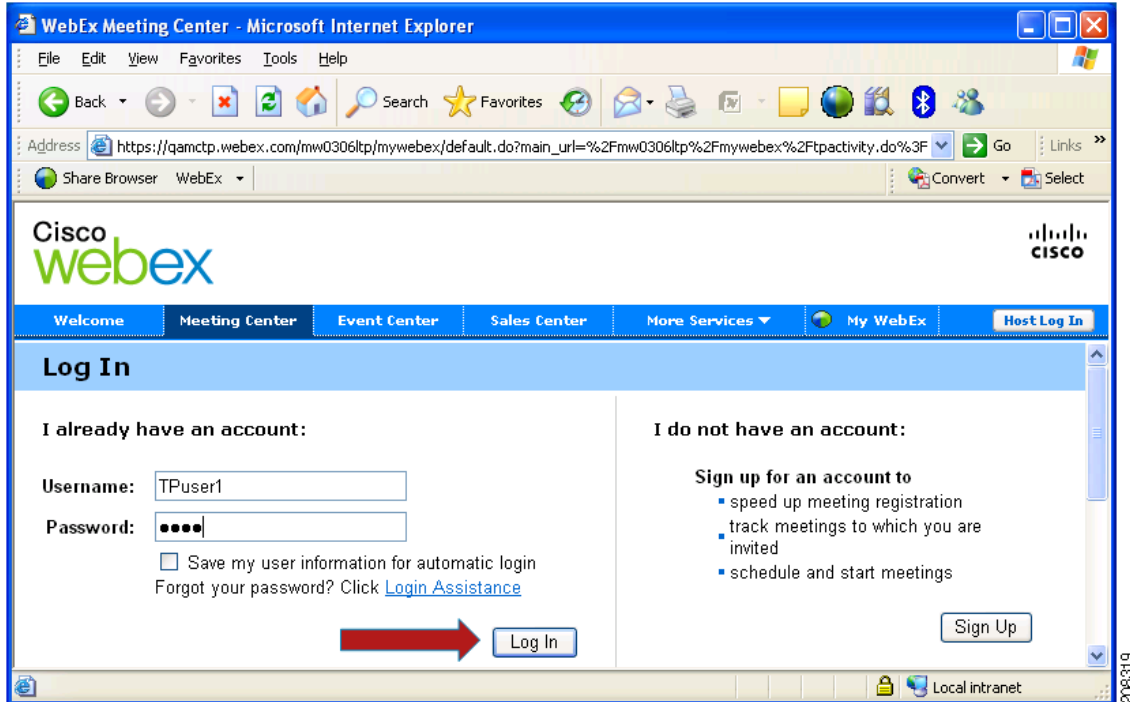
**Figure 7-7** Authenticate with Cisco WebEx Internet Explorer Version 6

- If you are using Internet Explorer Version 8, click **Register** and click **No** at the security warning pop-up.
- If you are using Firefox, there is no security warning at this step; simply click **Register**.

This redirects you to the Cisco WebEx server. The Cisco WebEx login page appears, as shown in Figure 7-8.

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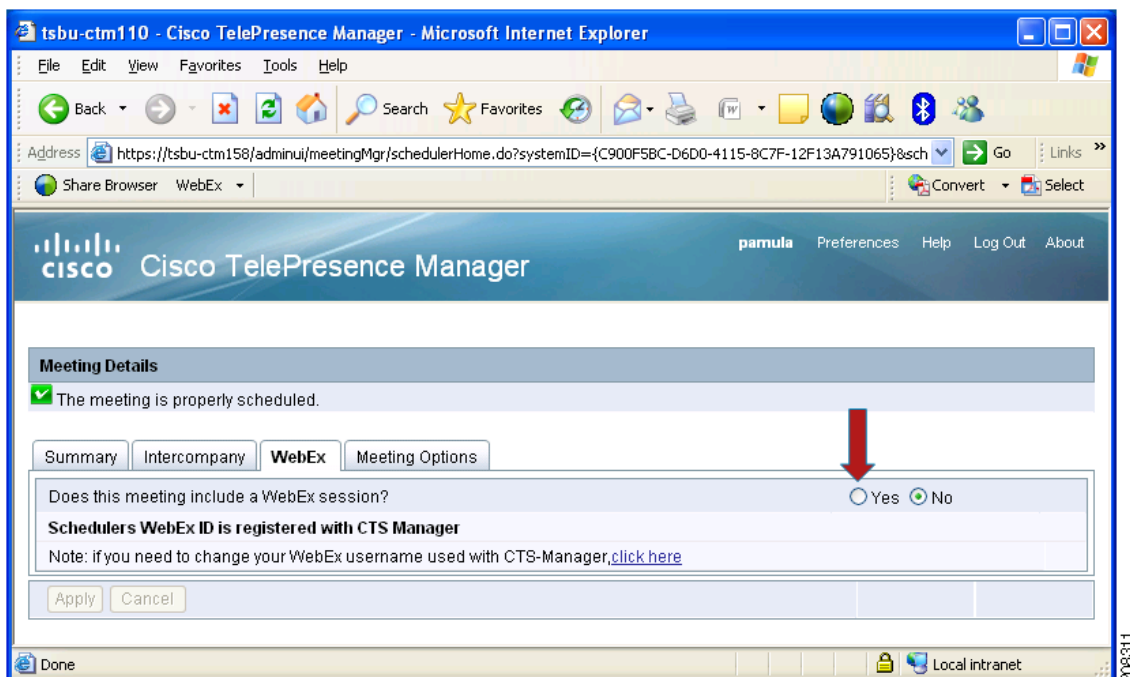
Figure 7-8 Log in to Cisco WebEx



- c. Enter your Cisco WebEx username and password and click **Log In**.

Upon successful authentication, you are directed back to the CTS-Manager meeting details window with the WebEx tab selected, as shown in Figure 7-9.

Figure 7-9 Cisco WebEx Tab in CTS Manager Meeting Details





- Step 8** Select the **Yes** radio button to allow Cisco WebEx users to participate in this meeting and click **Apply**. Cisco TelePresence WebEx OneTouch is now set up for the meeting organizer and enabled for the selected meeting. To schedule future meetings with Cisco WebEx, you will not need to log in to the Cisco WebEx server.

## Using Microsoft Outlook

To use Microsoft Outlook and the WebEx Productivity Tools plug-in to schedule the meeting:

- Step 1** Download and install the WebEx Productivity Tools plug-in.
- Open a browser and go to the Cisco WebEx site account.
  - On the left-hand side of the window, click **Support** and then **Downloads**.



**Note**

If you do not see Support, make sure the Meeting Center tab is selected at the top of the window.

- Next to the Productivity Tools description click **Download now (Login Required)**.
- Log in to your account using the username and password of your Cisco WebEx account.
- Next to the Productivity Tools description click **Download now**.
- Install the plug-in:
  - For IE—The File Download window appears. Click **Run** and follow the on-screen instructions to install the plug-in.
  - For Firefox—The Opening ptools.msi window appears. Click **Save File**. After the file is downloaded, open it and follow the on-screen instructions to install the plug-in.

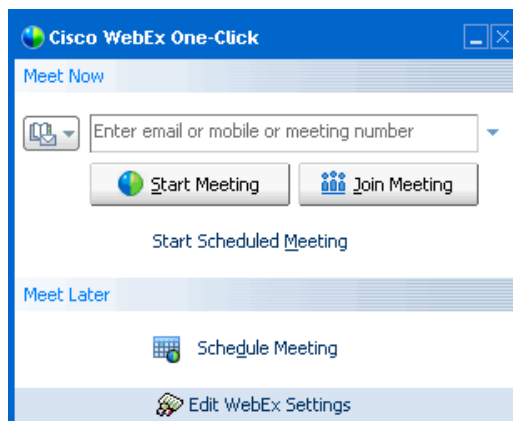
When installation is complete, the WebEx Productivity Tools window appears.

- Enter your Cisco WebEx username and password and click **Login**, as shown in [Figure 7-10](#).

**Figure 7-10** WebEx Productivity Tools Window

In a few moments, you will be logged into the Cisco WebEx server. When the installation is complete, the Cisco WebEx One-Click window appears, as shown in [Figure 7-11](#).

**Figure 7-11** Cisco WebEx One-Click window

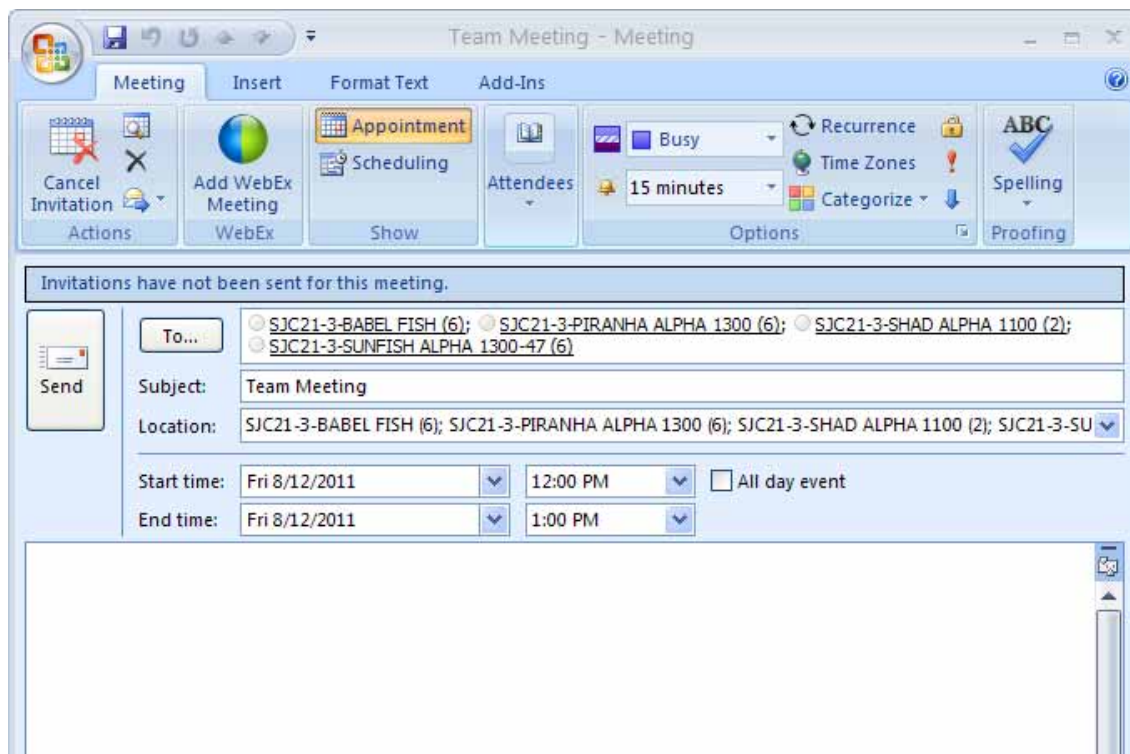


h. Close the Cisco WebEx One-Click window.

**Step 2** Open Microsoft Outlook.

**Step 3** Schedule the meeting as usual and include one or more Cisco TelePresence System (CTS) endpoints, as shown in [Figure 7-12](#).

**Figure 7-12** Schedule Meeting



**Step 4** Click the **Add WebEx Meeting** button in the top part of the Meeting window.

**Step 5** The WebEx Settings window appears, as shown in [Figure 7-13](#).

Figure 7-13 WebEx Settings window

**WebEx Settings**

Meeting Information

Service type: Meeting Center Free meeting

Meeting password:

☐ Exclude password from email invitation

☒ List this meeting on the WebEx site

☒ Attendees can join meeting 15 minutes before starting time

Audio & Tracking | Registration | Resources

Audio Conference

Conference type: WebEx Audio

☐ Attendees can also join teleconference before starting time

☒ Display toll-free number

Entry & exit tone: Announce Name

\* Required fields

☐ Save as default

OK Cancel

- Step 6** (Optional) If you want to create a password for the meeting, enter it in the Meeting Password field.
- Step 7** Make sure Service type is set to **Meeting Center Free meeting** and Conference type is set to **WebEx Audio** and click **OK**.
- Step 8** Click **Send** to send the meeting invitation.

The Cisco WebEx information is added to the meeting and the updated invitation and is sent to the meeting participants. [Table 7-1](#) describes Cisco WebEx meeting details. This information is necessary for both the host and participants to join the meeting.

**Note**

After first-time scheduling, Cisco WebEx users configured as Premium Users have Cisco WebEx added to their Cisco TelePresence meetings automatically. Cisco WebEx Permitted Users must enable Cisco WebEx in the Meeting Details window for each meeting. To prevent overscheduling Cisco WebEx when the feature is used for most TelePresence Meetings, Cisco recommends to not add all users to the Premium user group. For more information about Cisco WebEx users, see [Permitted User](#), [Premium User](#), and [Non-permitted User](#).

**Table 7-1** *Meeting Details WebEx Window*

Field or Section Name	Description
Call-in Toll Free Number	Toll free number for Cisco WebEx participants.
Call-In Toll Number	Toll number for Cisco WebEx participants.
WebEx Meeting Host Key	Code for host to regain control of the meeting from an attendee.
WebEx Meeting ID	The unique ID number generated by Cisco WebEx to identify the scheduled meeting.
Meeting Password	Password for Cisco WebEx participants.
URL	URL for the Cisco WebEx meeting.

- Step 9** When you are finished making changes in the CTS-Manager Cisco WebEx window, click **Apply** to save your changes.

Remote Cisco WebEx participants join the meeting by clicking the URL you sent in the email or by copying and pasting it into their browser. Participants in the Cisco TelePresence room join the meeting by touching the designated [One-Button-to-Push](#) on their CTS Cisco Unified IP phone. See [Initiating a Cisco TelePresence WebEx OneTouch Meeting from the Cisco WebEx Client](#).

After this first-time Cisco WebEx setup, the CTS-Manager administrator is responsible for assigning Cisco WebEx roles to users. Until the administrator assigns a role to a meeting organizer, their role is determined by the Cisco WebEx default user type that is configured in CTS-Manager.

## Scheduling a Cisco TelePresence Meeting with Cisco WebEx Capability

To schedule a Cisco TelePresence meeting that includes Cisco WebEx capability you must follow the guidelines for entitlement and availability to schedule the Cisco TelePresence rooms. See the [Cisco WebEx](#) home page for more information.

### Conference Room Configuration Tips

- Schedule rooms at least 30 minutes in advance.
- All Cisco TelePresence rooms that you schedule must be running CTS software version 1.7.0 or a later release to use Cisco WebEx.
- Reserve the rooms as “Resources” for scheduling to function properly.
- If you are booking a Cisco TelePresence meeting with Cisco WebEx, do not use the Cisco WebEx Productivity Tools Plugin. Instead, wait for the CTS-Manager email and click the Cisco WebEx button.
- If you are booking a Cisco WebEx meeting only with no Cisco TelePresence rooms, use the Cisco WebEx Productivity Tools Plugin.

Proceed to the following sections to schedule Cisco TelePresence meetings with Cisco WebEx capability:

- [Scheduling Cisco WebEx-Enabled Meetings with Microsoft Outlook and Plugin, page 7-13](#)
- [Scheduling Cisco WebEx-Enabled Meetings with Other Groupware Clients, page 7-14](#)

## Scheduling Cisco WebEx-Enabled Meetings with Microsoft Outlook and Plugin

To schedule a Cisco TelePresence meeting with Cisco WebEx capability using Microsoft Outlook and the required Cisco WebEx Productivity Plugin:

- 
- Step 1** From your Microsoft Outlook Calendar, choose the **Time slot** on the **Date** you wish to schedule your meeting and click the **Schedule Meeting** button on the Productivity Toolbar.
  - Step 2** In the Subject field, enter a description of the meeting. For example “CBC: New Product Demonstration.”
  - Step 3** Go to the Scheduling tab and click the **Add Others** button at the bottom of the page.
  - Step 4** Choose **Add From Address Book**.
  - Step 5** Go to the Select Attendees and Resources screen and select the desired Cisco TelePresence room and location from the Show Names drop-down menu.
  - Step 6** Click the **Resources** button to include this resource for your meeting.
  - Step 7** Repeat steps 5 and 6 as needed to add at least one more Cisco TelePresence room.




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**Tip** Remember to click the **Resources** button to reserve each room.

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- Step 8** After you have finished adding resources, click **OK** to close the Select Attendees and Resources screen.
- Step 9** Check the Scheduling tab for conflicts.
- Step 10** To start your meeting do one of the following:
  - **Premium Users**—If you are a premium user using the Cisco TelePresence WebEx OneTouch feature, simply press your designated [One-Button-to-Push](#) (OBTP) on the in-room CTS Cisco Unified IP phone. Audio and video is automatically connected between the CTS endpoints and Cisco WebEx. See [Initiating a Cisco TelePresence WebEx OneTouch Meeting from the Cisco WebEx Client](#) for more information.
  - **Permitted Users**—If you are a permitted user and wish to enable the Cisco TelePresence WebEx OneTouch feature, go to the email sent from CTS-Manager, click the link, and follow the instructions to set up the Cisco TelePresence WebEx OneTouch feature and start your meeting using OBTP.
  - **Non- Cisco TelePresence WebEx OneTouch Users**—If you used the Outlook plug-in to schedule a Cisco WebEx meeting but did not select any Cisco TelePresence rooms, you are not using the Cisco TelePresence WebEx OneTouch feature and you must manually conference in Cisco WebEx to your Cisco TelePresence meeting, see [Conferencing in Cisco WebEx to a Cisco TelePresence Meeting](#) for more information.

See also [Productivity Toolbars and Menus](#).

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## Scheduling Cisco WebEx-Enabled Meetings with Other Groupware Clients

To schedule a Cisco TelePresence meeting with Cisco WebEx capability using Microsoft Outlook without plug-in, Outlook Web Access (OWA), Lotus Notes, and other groupware clients:

- 
- Step 1** From your Microsoft Outlook Calendar, choose the **Time slot** on the **Date** you wish to schedule your meeting and click the **Schedule Meeting** button on the Productivity Toolbar.
  - Step 2** In the Subject field, enter a description of the meeting. For example “CBC: New Product Demonstration.”
  - Step 3** Go to the Scheduling tab and click the **Add Others** button at the bottom of the page.
  - Step 4** Choose **Add From Address Book**.
  - Step 5** Go to the Select Attendees and Resources screen and select the desired Cisco TelePresence room and location from the Show Names drop-down menu.
  - Step 6** Click the **Resources** button to include this resource for your meeting.
  - Step 7** Repeat steps 5 and 6 as needed to add at least one more Cisco TelePresence room.




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**Tip** Remember to click the **Resources** button to reserve each room.

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- Step 8** After you have finished adding resources, click **OK** to close the Select Attendees and Resources screen.
  - Step 9** Check the Scheduling tab for conflicts.
  - Step 10** Wait for the email from CTS-Manager.
  - Step 11** Click the WebEx button in the email. The CTS Manager Administration screen appears.
  - Step 12** Select the **Add WebEx** radio button and click **Apply**.
  - Step 13** Wait for a second email from CTS-Manager that will include the Cisco WebEx URL and dialin information.
  - Step 14** Cut and paste the Cisco WebEx URL and dialin information into the original meeting invitation and forward by email to the remote meeting participants who will not be in the Cisco TelePresence room.
  - Step 15** Use OBTP to join the meeting at the scheduled start time. See [Initiating a Cisco TelePresence WebEx OneTouch Meeting from the Cisco WebEx Client](#) for more information.
- 

## Initiating a Cisco WebEx-Enabled Meeting from the Cisco TelePresence Room

To initiate a Cisco WebEx-enabled Cisco TelePresence meeting from the Cisco TelePresence room:

- 
- Step 1** Open your email program and schedule the desired Cisco TelePresence rooms using the instructions in [Chapter 5, “Booking Meeting Rooms and Scheduling Cisco TelePresence Meetings.”](#)  
You will receive an email from CTS-Manager confirming your reservation.
  - Step 2** To enable Cisco WebEx for the scheduled Cisco TelePresence meeting, click the Cisco WebEx button in the confirmation email.

**Tip**

If the Cisco TelePresence rooms that you scheduled do not have Auto Accept enabled, make sure to accept the meeting when you receive the meeting confirmation email. Otherwise, the rooms will not be listed in your email.

- Step 3** From the Cisco TelePresence room, join your Cisco TelePresence call by selecting your meeting on the CTS Cisco Unified IP phone and pressing the designated [One-Button-to-Push](#).
- Step 4** Touch the **Confrn** softkey.
- Step 5** Enter the dial-in number from the Cisco WebEx meeting invitation (for example, 8 500 5555) and touch **Dial**.

**Tip**

Only one room should dial into a Cisco WebEx bridge. Echo and poor sound quality will result if more than one room is dialed into a Cisco WebEx bridge.

- Step 6** Follow the audio prompt instructions.
- Step 7** Enter the attendee ID followed by #. If you do not have your attendee ID, press #.
- Step 8** (Optional) Add individual audio participants by entering the number and touching the **Dial** softkey.
- Step 9** Touch **Exit** and then **Confrn** to re-join your Cisco TelePresence meeting.
- Step 10** Touch **End Call** to end both the audio bridge and the Cisco TelePresence call.
- Step 11** If needed, remove the audio bridge from your Cisco TelePresence meeting by following these steps:
- From the phone console, click the **ConfList** soft key.
  - Select the Cisco TelePresence meeting or audio bridge entry and click **Remove**.

**Tip**

You can join Cisco WebEx-enabled Cisco TelePresence conferences up to 10 minutes before they begin. Be sure to join the Cisco TelePresence meeting before adding audio-only participants.

Use the **Mute** button on the Cisco TelePresence microphones to mute the room audio only. When the mute button is enabled in the room, audio-only participants, typically, remote participants, will not be muted.

## Initiating a Cisco TelePresence WebEx OneTouch Meeting from the Cisco WebEx Client

To start a Cisco TelePresence WebEx OneTouch-enabled meeting from the Cisco WebEx Client:

- Step 1** Click the URL in the meeting invitation or copy and paste the URL into your browser. The Cisco WebEx Meeting window appears.
- Step 2** If you are the host, click **start your meeting**. The Log In page appears.
- Step 3** Enter your **Username** and **Password** in the fields provided and click **Log In**.
- Step 4** Follow the prompts in the Cisco WebEx Meeting window to join your meeting.

The meeting participants in the Cisco TelePresence room will hear the audio announcement:  
“[yourname] ...has joined the conference.”

**Note**

For meetings initiated from the Cisco WebEx Client, Cisco TelePresence room participants may hear only “...has joined the conference” rather than the person’s name in the audio announcement.

## Verifying Cisco WebEx on the CTS Phone

When Cisco WebEx is enabled, the CTS Cisco Unified IP phone displays the Cisco WebEx Blue/Green ball icon with the meeting instance, as shown in [Figure 7-14](#).

**Figure 7-14** Cisco WebEx Enabled on the CTS Phone



Once you start your meeting, the **Mtng Ctrl** softkey is available to help you manage your meeting, as shown in [Figure 7-15](#).



Figure 7-15 Meeting Control Button

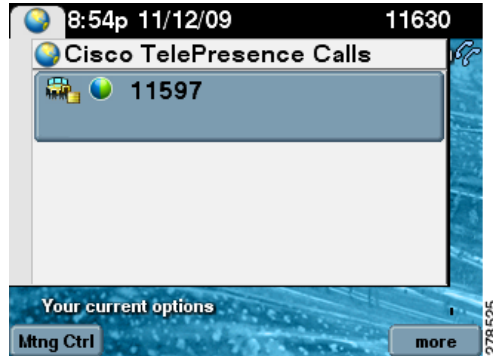


Table 7-2 describes the options that are available to control your call on the CTS Cisco Unified IP Phone when you press the **Mtng Ctrl** softkey.

Table 7-2 CTS Cisco Unified IP Phone Buttons

Button	Description
<b>Mtng Ctrl</b> —Meeting Control. The following options are available:	Touch the softkey to see meeting details during an active call. When in a call, the Cisco WebEx ball is displayed, as shown in Figure 7-15 above. In the example, 11597 is the CTMS number. Figure 7-16 shows Meeting Control functions.
<ul style="list-style-type: none"> <li><b>Participant List</b></li> </ul>	Figure 7-17 shows a list of participants displayed on the phone when you touch <b>Participant List</b> .
<ul style="list-style-type: none"> <li><b>Cisco Webex Details</b></li> </ul>	Contains the dial-in number, meeting URL, Meeting ID, and other meeting details (but not the host key) for meeting invitees to join the meeting. Figure 7-18 shows active Cisco WebEx meeting details on the phone when you touch <b>Cisco WebEx Details</b> .
<ul style="list-style-type: none"> <li><b>View Control</b></li> </ul>	During Cisco TelePresence meetings, select the way you see speaking participants on the main display screen by choosing one of the following options: <ul style="list-style-type: none"> <li><b>Speaker</b>—When a participant is speaking, that participant is displayed. Only the screen on which that speaker is displayed changes.</li> <li><b>Room</b>—CTS 3000 only. When a participant is speaking, all participants from the active speaker's room are displayed on the three conference room screens. This is not a Cisco WebEx-specific feature.</li> </ul>

Figure 7-16 Meeting Control Functions on the Phone

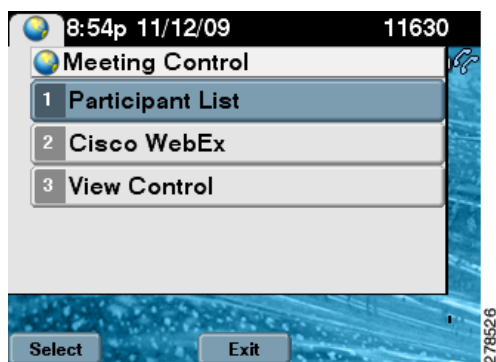
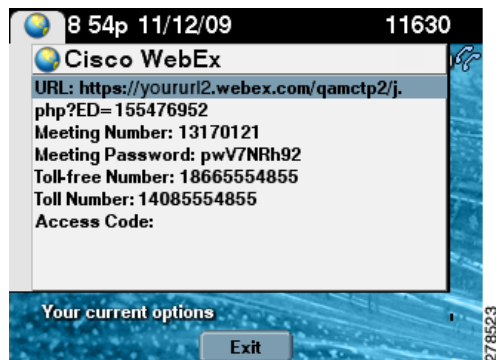


Figure 7-17 Cisco WebEx Participant List on the Phone



Figure 7-18 Cisco WebEx Meeting Details on the Phone



# Joining a Cisco WebEx-Enabled Meeting as a Remote Participant

To join a Cisco WebEx-enabled Cisco TelePresence meeting as a remote participant:

- 
- |               |  |
|---------------|--|
| <b>Step 1</b> | Click the URL in the meeting invitation or copy and paste the URL into your browser. The Cisco WebEx Meeting window appears. |
| <b>Step 2</b> | Follow the prompts in the Cisco WebEx Meeting window to join your meeting.   |
- 

## Conferencing in Cisco WebEx to a Cisco TelePresence Meeting

Use the information in this section to manually conference in Cisco WebEx once a Cisco TelePresence meeting has begun.

When a Cisco TelePresence meeting includes Cisco WebEx capability, it is important to decide in advance which one of the Cisco TelePresence rooms will conference in the Cisco TelePresence call and combine it with the Cisco WebEx web room and teleconference connection. If the scheduler has not designated this in the invitation, be sure to agree on this responsibility as soon as the meeting starts so that only one location does the conferencing.

### Important Notes

- All Cisco TelePresence rooms join the meeting as usual.
- All Cisco WebEx-only participants join the Cisco WebEx meeting as follows:
  - Using the meeting password sent in the Calendar event.
  - Accepting the call-back from Cisco WebEx to join the teleconference.
- Only one Cisco TelePresence room conferences the Cisco WebEx and Cisco TelePresence sessions together.

To start a scheduled Cisco TelePresence meeting with Cisco WebEx capability from the designated Cisco TelePresence room:

- 
- |               |   |
|---------------|---|
| <b>Step 1</b> | Locate your meeting on the Cisco Unified Communications Manager display on the CTS Cisco Unified IP phone, and start the call by selecting it from the touch screen. See <a href="#">Initiating a Cisco TelePresence WebEx OneTouch Meeting from the Cisco WebEx Client</a> . |
| <b>Step 2</b> | Connect your PC to the display screen using the cable provided if you want to share a presentation.   |
| <b>Step 3</b> | Go to your Outlook Calendar event and start the Cisco WebEx meeting by logging in with your username and Cisco WebEx meeting applications password. When the Join Teleconference window opens, click <b>Cancel</b> to close it.   |
| <b>Step 4</b> | Touch the <b>Conf</b> button on the CTS Cisco Unified IP phone.   |
| <b>Step 5</b> | Use the numbered keypad to enter the dial-in number, including the digit to access an outside line. (For example: 918665551212).  |
| <b>Step 6</b> | Touch the <b>Dial</b> softkey. The Cisco TelePresence main display screen will go blank momentarily.  |
| <b>Step 7</b> | At the prompt, press the <b>Tones</b> button then <b>3</b> (for Cisco WebEx meetings). Then press <b>Send</b> .   |

- Step 8** At the prompt, press the **Tones** button, enter the [*Cisco WebEx Meeting number*] and press **#**. Then press **Send**.
- Step 9** At the prompt, press the **Tones** button and **#**. Then press **Send**.
- Step 10** Touch the **Exit** softkey.
- Step 11** Touch the **Cnfrn/Join** softkey to conference the Cisco WebEx teleconference with the Cisco TelePresence audio call. The Cisco TelePresence main display screen should engage live video again.
- All portions of the meeting are now active.

**Tip**

Video between Cisco TelePresence and Cisco WebEx is not integrated, so the participants joining via Cisco TelePresence will see only other Cisco TelePresence rooms, while Cisco WebEx-only Participants will see other Cisco WebEx-only users who choose to send video.

- Step 12** When the meeting ends, touch the **End Call** softkey to disconnect all audio. The Cisco TelePresence main display screen will display the Cisco logo on a black background.

## Starting an Ad Hoc Meeting

To start an ad hoc meeting:

- Step 1** Open the Cisco WebEx meeting client window.
- Step 2** Click **Adhoc Meeting** (left side of screen).
- Step 3** In the Rooms box, type in your CTS dial numbers (you can add one or more CTS dial numbers).
- Step 4** Click **Apply**. The Cisco WebEx Welcome screen appears on the room main display.

# Using In-Room Tools

The following tools are available in the Cisco WebEx-enabled Cisco TelePresence room:

- [Cisco WebEx Welcome Screen, page 7-21](#)
- [Integrated List of Participants, page 7-21](#)

## Cisco WebEx Welcome Screen

The Cisco WebEx Welcome screen is displayed, which shows meeting details, as shown in [Figure 7-19](#).

**Figure 7-19** CTS Cisco WebEx Welcome Page



## Integrated List of Participants

Cisco WebEx attendees see an integrated list of Cisco WebEx meeting participants and the Cisco TelePresence room names on their laptops. An active speaker indicator shows which Cisco TelePresence room or Cisco WebEx attendee is speaking, as shown in [Figure 7-20](#). [Figure 7-21](#) shows active video from your laptop during a Cisco WebEx meeting.

Figure 7-20 Integrated List of Participants

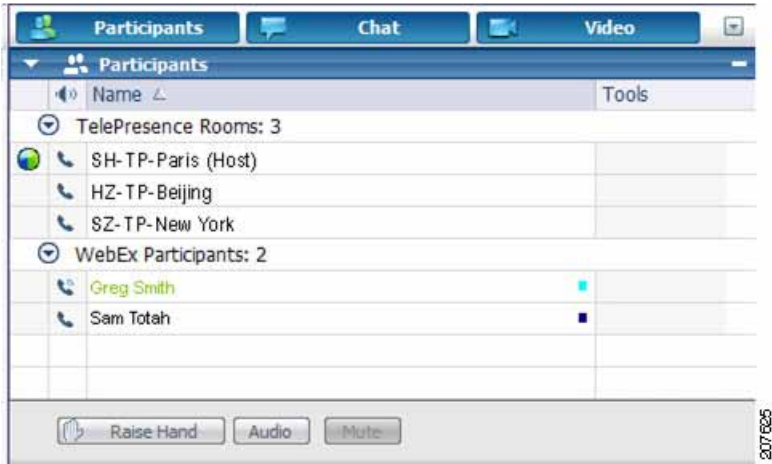
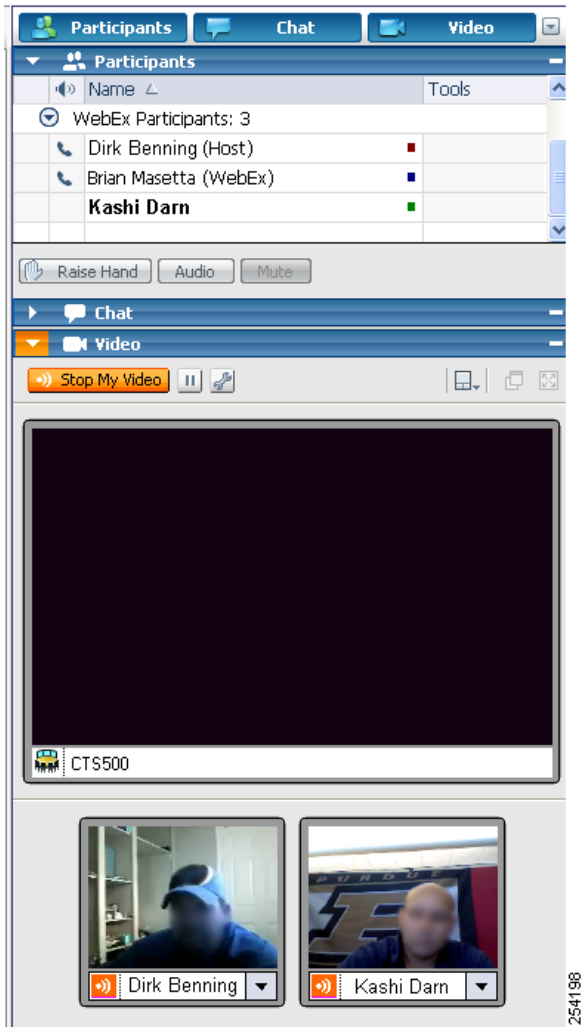


Figure 7-21 Cisco WebEx Meeting Video



# Presentation Sharing

The following sections contain information for initiating and managing presentations:

- [Initiating a Presentation From the Cisco WebEx Client, page 7-23](#)
- [Initiating a Presentation from the CTS Endpoint, page 7-23](#)
- [Managing the Cisco WebEx Video View Window, page 7-23](#)

## Initiating a Presentation From the Cisco WebEx Client

To present from the Cisco WebEx meeting client window:

- 
- |               |  |
|---------------|--|
| <b>Step 1</b> | Select <b>Participant</b> from the drop-down menu at the top of the Cisco WebEx meeting client window.   |
| <b>Step 2</b> | Select <b>Reclaim Host Role</b> .  |
| <b>Step 3</b> | Enter the hostkey located on the Cisco WebEx Welcome screen. You are now the host of the meeting and can right-click your name and change the role to Presenter. |
| <b>Step 4</b> | Click one of the three buttons in the top left corner: <ul style="list-style-type: none"><li>• Share an application</li><li>• Share your desktop</li></ul>       |

The presentation is sent to the CTS and appears on the presentation screen.

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## Initiating a Presentation from the CTS Endpoint

To share data or video content from your laptop in the Cisco TelePresence room:

- 
- |               |   |
|---------------|---|
| <b>Step 1</b> | Connect the room VGA cable to the VGA port of your laptop. You are now sharing your presentation. |
| <b>Step 2</b> | To end your presentation, simply unplug the VGA cable.  |

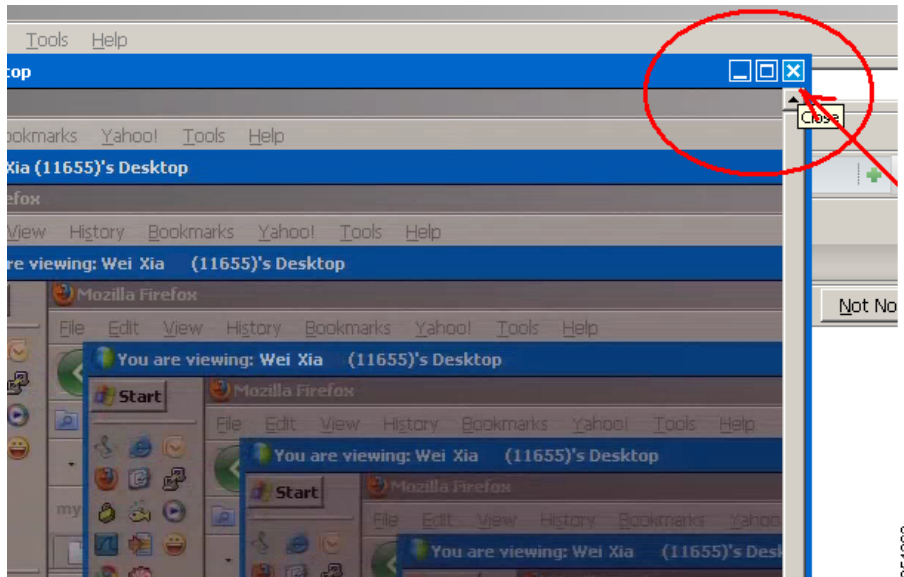
See [Managing the Cisco WebEx Video View Window](#) for important information about managing presentations.

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## Managing the Cisco WebEx Video View Window

A window cascading effect can occur if you plug in the presentation cable while you have your Cisco WebEx video view panel open. To prevent this issue, close the Cisco WebEx video view application before connecting your presentation cable to your laptop to present. If you receive a cascading screen, simply close the video view window, as shown in [Figure 7-22](#), and leave it closed while you present.

**Figure 7-22** *Cascading Cisco WebEx Video View Window*



## Productivity Toolbars and Menus

The Cisco WebEx Productivity Plug-in installs toolbars or menus in the applications checked on the Tools Tab in Cisco WebEx Settings:

- [Microsoft Outlook Tools](#), page 7-24
- [Microsoft Office Applications](#), page 7-25
- [Using Cisco WebEx Connect](#), page 7-25

## Microsoft Outlook Tools

Open Outlook Calendar. Locate the Cisco WebEx toolbar, as shown in [Figure 7-23](#).

**Figure 7-23** *Microsoft Outlook Cisco WebEx Toolbar*



Cisco WebEx toolbar options:

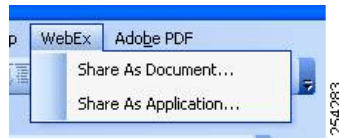
- Click **One-Click Meeting** to start an instant meeting:
  - Select a time in your calendar and click **Schedule Meeting**.
  - Complete the Meeting information and then click **Add WebEx Meeting**. See [“Scheduling a Cisco TelePresence Meeting with Cisco WebEx Capability”](#) section on page 7-12 for help with scheduling.
- Click the drop down arrow next to the Cisco WebEx tab to go to My WebEx, Account Settings, and more.



## Microsoft Office Applications

In Microsoft Office Documents you should see the Cisco WebEx menu, as shown in [Figure 7-24](#).

**Figure 7-24** Microsoft Office Cisco WebEx Menu



Cisco WebEx Menu options:

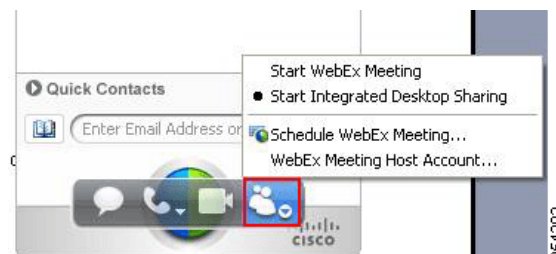
- Select either **Share As Document** or **Share As Application** to start an Instant Meeting.
- If you already have the presenter ball in a Cisco WebEx meeting, using **WebEx > Share as Document** will share the document in the Meeting Center.

## Using Cisco WebEx Connect

To use Cisco WebEx Connect to initiate a meeting:

- Step 1** Hover your pointer over the Cisco WebEx ball at the bottom of your screen in Contacts or Spaces.
- Step 2** Choose the right-most icon for Meetings and select **Start WebEx Meeting**. A web conference automatically opens.
- Step 3** In the Join Teleconference dialog box, select or enter a phone number and click **OK** to receive a call back from the Cisco WebEx meeting room.
- Step 4** Go to the Quick Start screen and click **Invite by Email**.
- Step 5** Enter the email addresses of the invitees separated by commas and click **Invite**. Your One-Click Instant Meeting credentials will be sent as part of the email invitation to participants.
- Step 6** As the Host you will receive an email to forward to additional Invitees.
- Step 7** If you only need to share your Desktop during a chat session, select a contact and choose **Integrated Desktop Sharing** to meet one-on-one without teleconferencing, as shown in [Figure 7-25](#)

**Figure 7-25** Integrated Desktop Sharing



# Cisco WebEx Account Expiration Notification

If your Cisco WebEx account expires, you will receive an email containing the following information:

“Your WebEx account with the username <YourWebExAccountName> has expired. You will not be able to schedule Cisco WebEx-enabled Cisco TelePresence meetings until you have a valid Cisco WebEx user account.”

To reactivate your account, do the following:

- 
- Step 1** Contact your Cisco WebEx administrator who will re-activate your account.
  - Step 2** Open any confirmation email for an upcoming Cisco TelePresence meeting that you scheduled. If you have no upcoming meetings, schedule a new one now.
  - Step 3** Click the **WebEx** button in the confirmation email.
  - Step 4** Log in to Cisco TelePresence Manager using your enterprise user ID and password.
  - Step 5** Click the **Authenticate with WebEx** button and log in to Cisco WebEx using your reactivated account username and password.
  - Step 6** After successful login, you will be redirected to Cisco TelePresence Manager where you can enable Cisco WebEx for your Cisco TelePresence meeting.

See [Cisco TelePresence System Phone Alerts and CTS Main Display Screen Messages](#) for additional Cisco WebEx account updates.

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## Where to Go Next

See the following Cisco WebEx support documentation on Cisco.com:

- [Cisco WebEx Solution](#) home page
- [Cisco WebEx Meeting Applications](#) home page