

CHAPTER 7

Cisco TelePresence WebEx OneTouch Meeting Scheduling Overview

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Note

You must be running CTS-Manager software release 1.7.0 to use Cisco WebEx features.

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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 (sites). For detailed instructions on scheduling Cisco TelePresence rooms, visit the Cisco TelePresence website on Cisco.com.

Before You Begin

You must complete the configuration steps on the supporting Cisco applications before you can schedule Cisco WebEx meetings. See the following chapters:

- [Chapter 2, “Configuring Cisco TelePresence WebEx OneTouch on the Cisco TelePresence Multipoint Switch”](#)
- [Chapter 3, “Configuring Cisco TelePresence WebEx OneTouch on Cisco Unified Communications Manager”](#)
- [Chapter 4, “Configuring Cisco TelePresence WebEx OneTouch on Cisco TelePresence Manager”](#)

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.
- Reserve the rooms as “Resources” for scheduling to function properly.

Important Notes**Note**

If you are booking a Cisco TelePresence meeting with Cisco WebEx, do not use the Cisco WebEx Productivity Tools Plugin. Instead, wait for CTS-Manager email and click on 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 Plug-in, page 7-2](#)
- [Scheduling Cisco WebEx-Enabled Meetings with Other Groupware Clients, page 7-3](#)

Scheduling Cisco WebEx-Enabled Meetings with Microsoft Outlook and Plug-in

To schedule a Cisco TelePresence meeting with Cisco WebEx capability using Microsoft Outlook and the required plug-in, follow these steps:

- 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.



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

- 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 [Launching Your Meeting with One-Button-to-Push](#) 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 on 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 the “[Conferencing in Cisco WebEx to a Cisco TelePresence Meeting](#)” section on page 7-4.

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, follow these steps:

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- Step 1** From your scheduling 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.



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

- 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 on 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 [Launching Your Meeting with One-Button-to-Push](#) for more information.
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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 and the Cisco TelePresence WebEx OneTouch feature is not used.

When a Cisco TelePresence meeting includes Cisco WebEx capability, it is important to decide in advance which one of the Cisco TelePresence rooms (sites) 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 sites will join the meeting as normal through Cisco TelePresence Manager.
- All Cisco WebEx-only participants will join the Cisco WebEx meeting as normal:
 - 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 (site) 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 (site), follow these steps:

- Step 1** 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 [Launching Your Meeting with One-Button-to-Push](#).
- Step 2** Connect your PC to the display screen using the cable provided if you want to share a presentation.
- Step 3** Go to your Outlook Calendar event and start the Cisco WebEx meeting by logging in with your username and Cisco WebEx meeting applications password.



Note When the Join Teleconference window opens, click **Cancel** to close it.

- Step 4** Touch the **Confrn** button on the CTS Cisco Unified IP phone.
- Step 5** Use the numbered keypad to enter the dial-in number, including the digit to access an outside line. (For example: 918665551212).
- Step 6** Touch the **Dial** softkey.



Note The Cisco TelePresence main display screen will go blank momentarily.

- Step 7** At the prompt, press the **Tones** button then **3** (for Cisco WebEx meetings). Then press **Send**.
- 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 **Cnfr/Join** softkey to conference the Cisco WebEx teleconference with the Cisco TelePresence audio call.



Note The Cisco TelePresence main display screen should engage live video again.

All portions of the meeting are now active so the meeting can begin.



Note Video between Cisco TelePresence and Cisco WebEx is not yet integrated, so the participants joining via Cisco TelePresence will see only other Cisco TelePresence sites, 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.

Launching Your Meeting with One-Button-to-Push

To start your meeting from the CTS Cisco Unified IP phone, follow these steps:

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- Step 1** Press your designated [One-Button-to-Push](#) (OBTP) on the CTS Cisco Unified IP phone. Both Cisco TelePresence and Cisco WebEx are launched:
- The Cisco TelePresence room and Cisco WebEx attendees are connected to the Cisco WebEx audio bridge.
 - The Cisco WebEx web client is launched in the Cisco TelePresence Auto Collaborate presentation screen.
 - The Cisco WebEx Welcome screen appears on the CTS main display screen (followed by the “Welcome to Webex” audio prompt. See [Using In-Room Cisco TelePresence and Cisco WebEx Tools](#) for more information.



Note Subsequent CTS callers see the Cisco WebEx Welcome screen but do not get the audio prompt.

**Tip**

If the Cisco WebEx Welcome screen and audio prompt fail to initiate, you may have to reset your password. See [Chapter 8, “Troubleshooting the Cisco TelePresence WebEx OneTouch Feature on the Cisco TelePresence System.”](#)

Running the Cisco WebEx Client From Your Laptop

To run the Cisco WebEx Client from your laptop, follow these steps:

- Step 1** Using a laptop with a microphone and speakers, go to the site-specific URL for your meeting.
- Step 2** Enter your username, email ID, and the meeting password then click **Join**. You are connected to your meeting. The meeting video is initiated from the CTS caller who is actively speaking.
- Step 3** Using the host key, you may start presenting and can show your desktop or application to other clients and the CTS endpoints. The host key is provided in the confirmation email from CTS-Manager when the meeting is scheduled and is only provided to the meeting scheduler. It also appears on the Cisco WebEx Welcome screen. If you are not the designated presenter, the meeting presenter can pass you the ball so that you can present.

For more information about Cisco TelePresence meetings using Cisco WebEx, see the [Cisco WebEx](#) home page.

Starting an Adhoc Meeting

To start an adhoc meeting, follow these steps:

- Step 1** Open the Cisco WebEx meeting client window.
- Step 2** Click on 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.

Joining a Cisco WebEx-Enabled Cisco TelePresence Meeting as a Participant

To join a Cisco WebEx-enabled Cisco TelePresence meeting as a participant, follow these steps:

- 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** Follow the prompts in the Cisco WebEx Meeting window to join your meeting.

Verifying Cisco WebEx on the CTS Phone

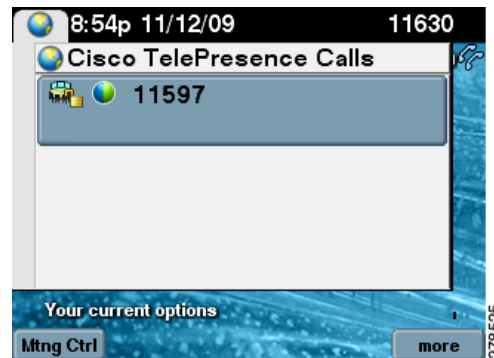
When Cisco WebEx is enabled, the CTS Cisco Unified IP phone displays the Cisco WebEx Blue/Green ball icon with the meeting instance, as shown in [Figure 7-1](#).

Figure 7-1 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 7-2](#).

Figure 7-2 Meeting Control Button



[Table 7-1](#) 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 7-1 CTS Cisco Unified IP Phone Buttons

Button	Description
<p>Mtg Ctrl—Meeting Control. The following options are available:</p> <ul style="list-style-type: none"> • Participant List 	<p>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 7-2 above. In the example, 11597 is the CTMS number.</p> <p>Figure 7-3 shows Meeting Control functions.</p>
<ul style="list-style-type: none"> • Cisco WebEx Details 	<p>Figure 7-4 Shows the dial-in number, meeting URL, Meeting ID, and other meeting details (but not the host key) for meeting invitees to join the meeting when you touch Cisco WebEx Details.</p>
<ul style="list-style-type: none"> • View Control 	<p>During Cisco TelePresence meetings, you can select the way you see speaking participants on the main display screen by choosing one of the following options:</p> <ul style="list-style-type: none"> • Speaker—When a participant is speaking, that participant is displayed. Only the screen on which that speaker is displayed changes. • Room—CTS 3000 only. When a participant is speaking, all participants from the active speaker's site are displayed on the three conference room screens. <p>Note This is not a Cisco WebEx-specific feature.</p>

Figure 7-3 Meeting Control Functions on the Phone

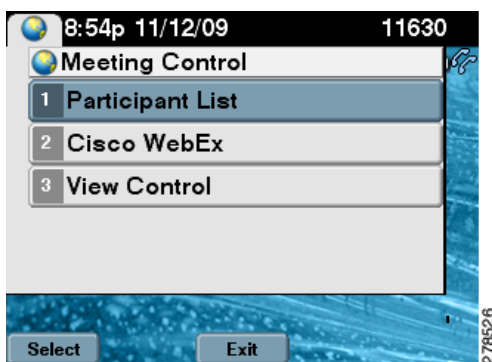
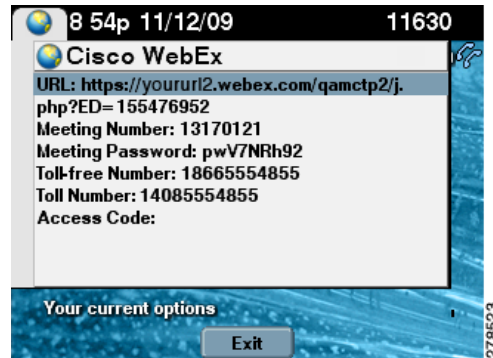


Figure 7-4 Cisco WebEx Meeting Details on the Phone



Related Information

For more information about CTS Cisco Unified IP phone features with MIDlets, see the [Cisco Unified Communications Manager MIDlets Feature Guide for the Cisco TelePresence System Phone](#) on Cisco.com.

Using In-Room Cisco TelePresence and Cisco WebEx Tools

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

- [Cisco WebEx Welcome Screen, page 7-9](#)
- [Integrated List of Participants, page 7-10](#)
- [Presentation Sharing, page 7-12](#)

Cisco WebEx Welcome Screen

The Cisco WebEx Welcome screen is displayed, which shows meeting details, as shown in [Figure 7-5](#).

Figure 7-5 CTS Cisco WebEx Welcome Page

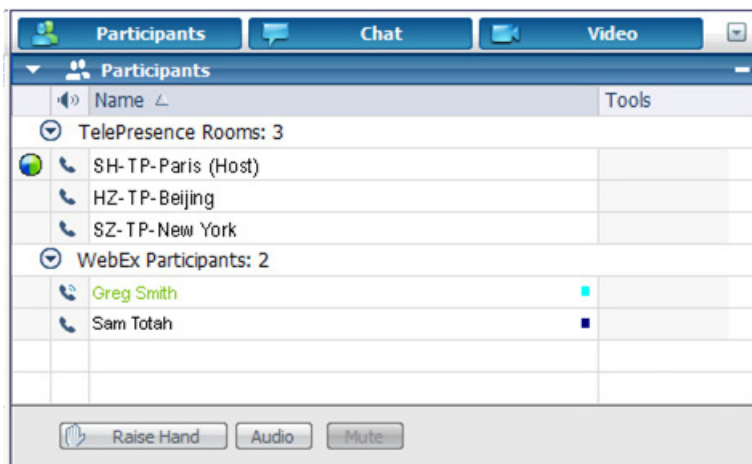


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Integrated List of Participants

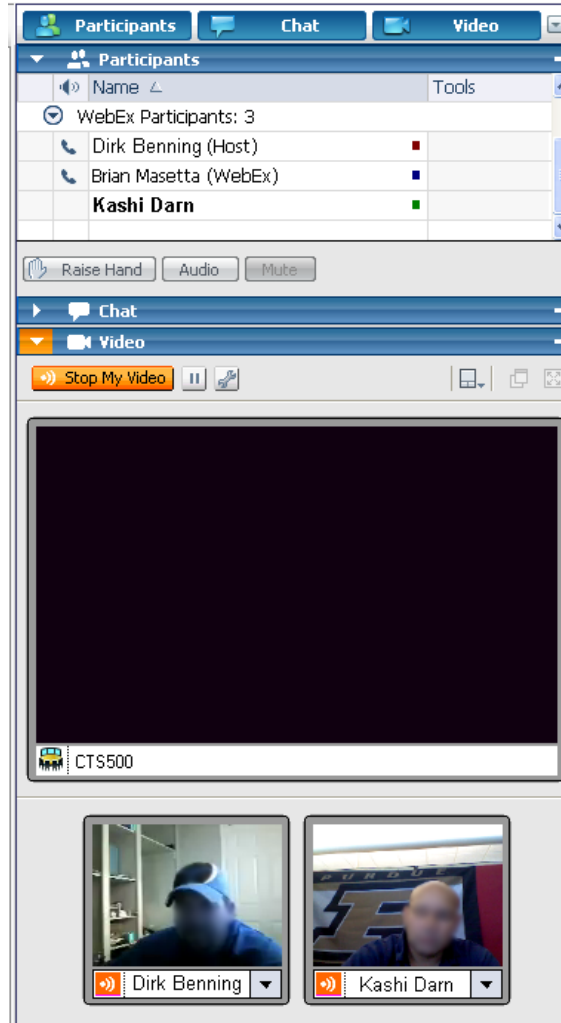
Cisco WebEx attendees see an integrated list of Cisco WebEx meeting participants and the Cisco TelePresence room names on their laptops. An active speaker indicator shows which Cisco TelePresence room or Cisco WebEx attendee is speaking, as shown in Figure 7-6. Figure 7-7 shows active video from your laptop during a Cisco WebEx meeting.

Figure 7-6 Integrated List of Participants



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Figure 7-7 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 7-12
- [Initiating a Presentation from the CTS Endpoint](#), page 7-12
- [Managing the Cisco WebEx Video View Window](#), page 7-13

Initiating a Presentation From the Cisco WebEx Client

To present from the Cisco WebEx meeting client window, follow these steps:

-
- Step 1** Select **Participant** from the drop-down menu at the top of the Cisco WebEx meeting client window.
- Step 2** Select **Reclaim Host Role**.
- Step 3** Enter the hostkey located on the Cisco WebEx Welcome screen. You are now the host of the meeting and you can right-click on your name and change the role to Presenter.
- Step 4** Click one of the three buttons in the top left corner:
- Share an application
 - Share your desktop

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

Initiating a Presentation from the CTS Endpoint

To share data or video content from your laptop in the Cisco TelePresence room, follow these steps:

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

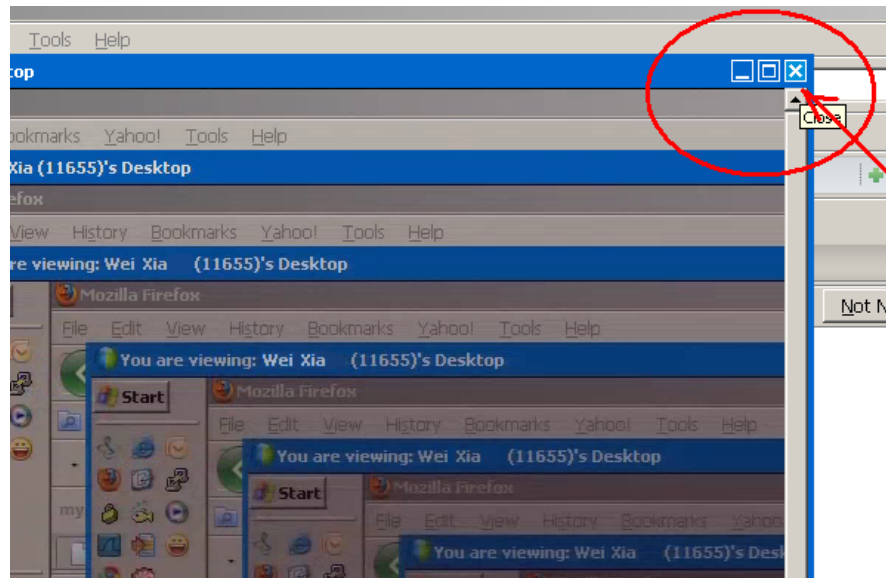


Note See [Managing the Cisco WebEx Video View Window](#) for important information about managing presentations.

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 7-8](#).

Figure 7-8 Cascading Cisco WebEx Video View Window



Where to Go Next

See the following documentation for complete information about using Cisco WebEx:

- [Cisco WebEx](#) home page for more information about how to use Cisco WebEx meeting features.
- “Welcome to Cisco WebEx Connect” site at the following URL:
<http://www.webex.com/webexconnect/help/wwhelp/wwhimpl/js/html/wwhelp.htm>
- [Cisco WebEx Administration Site Help](#) pages at the following URL:
https://go.webex.com/docs/T27LB/common_docs/en_US/siteadmin/help/wwhelp/wwhimpl/js/html/wwhelp.htm. Search on “TelePresence” for information about the following:
 - Specifying Cisco TelePresence Integration Options
 - Configuring Your Cisco WebEx Administration Site

