Controlling Your Personal Meeting Experience in Cisco Unified MeetingPlace

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This section describes how to control your personal meeting experience in meetings that use Cisco Unified MeetingPlace as the web conference provider. If you are using the Cisco WebEx integration with WebEx scheduling option, use the help available from within the Cisco WebEx web meeting room or from WebEx.com to find information regarding various Cisco WebEx features and functions.

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**Muting and Unmuting Your Voice**

Complete this procedure to mute your audio transmission so that others cannot hear you or any background noise in your environment. If you are attending your meeting through a video endpoint, this procedure will mute the audio on your video endpoint.

When you are muted, your updated status is displayed in the Participant List tool, and the icon becomes the Unmute Me icon.

**Note**

As an individual participant, you cannot modify your speaking ability in the Cisco WebEx web meeting room if the meeting host invokes the Mute all/Unmute all feature. However, you can modify your speaking abilities by pressing #5 on your phone.
Restriction
Do not mute yourself by using the Mute button on your phone. If you use the mute button on your phone and then put the meeting on hold, music can play into the meeting room.

Before You Begin
You must be in the Cisco Unified MeetingPlace web meeting room.

Procedure

Step 1 Locate the Participant List tool.
Step 2 Click .
Step 3 Click again to unmute your audio transmission.
Step 4 (Optional) If you are a moderator, click .
Step 5 Click Mute Me.

Controlling Your Video Display

The video stream of the active speaker is sent to all endpoints in the meeting. The video stream of the previous speaker is sent to the current active speaker. When only one endpoint is in the meeting, the video stream of the caller is reflected.

The following table describes some actions you can take to control your video display.

Before You Begin
You must be in the Cisco Unified MeetingPlace web meeting room.

Procedure

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch off your video display.</td>
<td>Use the Hold feature on your phone.</td>
</tr>
<tr>
<td>Restore your video display.</td>
<td>Use the Resume feature on your phone.</td>
</tr>
<tr>
<td>Ensure that your video display is not active.</td>
<td>Press #5 on your phone to mute your audio. Because video is determined by the last active speaker, muting your audio turns off your video display.</td>
</tr>
<tr>
<td>Pause or restart video</td>
<td>1. Click the Voice/Video Options icon (phone and video camera) in the Participant List tool.</td>
</tr>
<tr>
<td></td>
<td>2. Click Pause Video.</td>
</tr>
<tr>
<td></td>
<td>3. To play your video again, click Pause Video again</td>
</tr>
</tbody>
</table>

Related Topic
• How to Resolve Video Meeting Problems in the Troubleshooting and Getting Help in Cisco Unified MeetingPlace module
Changing Your Video Layout

Before You Begin
You must be in the Cisco Unified MeetingPlace web meeting room.

Procedure

Step 1
Click the Voice/Video Options icon in the Participant List tool.

Step 2
Click Video Layout Options.

Note
When configuring an additional custom layout within the same service, the Video Layout Options menu is grayed out until the system dials out to a video endpoint.

Step 3
Click the desired layout.

<table>
<thead>
<tr>
<th>Video Layout Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Presence</td>
<td>Displays multiple video participants. The current or most recently active speaker is always displayed in one highlighted area of the window; other participants may occupy other areas based on factors such as when they joined the meeting or how recently they have spoken.</td>
</tr>
<tr>
<td>Show Active Speaker Only</td>
<td>Shifts one window to constantly show the current or most recently active speaker.</td>
</tr>
</tbody>
</table>

Displaying the Web Meeting Room as Full Screen

By default, the Cisco Unified MeetingPlace web meeting room is displayed in a standard browser window along with the display of all of your operating system elements, such as the Start menu (Windows users only), the Close Window button in the title bar of the web meeting room window, and all other applications.

You can choose to view the web meeting room in full screen mode, which will hide everything on your computer except the web meeting room. Moderators and presenters can perform additional tasks to control the full screen feature.

Note
This topic describes how to display your web meeting room as full screen. It does not describe how to view content that is being shared during a meeting as full screen. For information about the shared content feature, see How to Display Shared Content on the Entire Screen, page 4.

Before You Begin
You must be in the Cisco Unified MeetingPlace web meeting room.
Controlling Your Personal Meeting Experience in Cisco Unified MeetingPlace

How to Display Shared Content on the Entire Screen

Procedure

**Step 1**
Click Meeting > Full screen to display the full screen view.

**Step 2**
Click Meeting > Full screen again to display the standard view.

Troubleshooting Tips

- If you are attending a meeting that includes the full meeting room, all of the different areas of your web meeting room (participant list, notes, chat, and shared content) remain visible even when you are in full screen mode.

- If you use the Microsoft Windows operating system and system elements such as the Start button are hidden from view, press Alt-Tab to cycle through other applications that are open on your computer.

How to Display Shared Content on the Entire Screen

- Setting the Meeting Console for Full Screen, page 4
- Displaying Shared Content on the Entire Screen, page 4

Setting the Meeting Console for Full Screen

Before You Begin

- You must be in the Cisco Unified MeetingPlace web meeting room.
- You must be a moderator or presenter.

Tip
As a moderator or presenter, you can make the Full Screen feature unavailable to participants with Audience permissions.

Procedure

**Step 1**
Locate the Share tool.

**Step 2**
Click the arrow next to the Full screen button.

**Step 3**
If there is a check mark next to Presenter’s changes affect everybody, click it to remove the check mark.

Displaying Shared Content on the Entire Screen

The appearance of your full-screen view depends on whether or not you have installed the Cisco Unified Presenter Add-in. If you have not installed the Add-in, browser elements such as the title bar remain visible. If you installed the Add-in, choose to see a pop-up notifier for your chat messages.
Before You Begin

Make sure that a moderator or presenter has completed Setting the Meeting Console for Full Screen, page 4.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Locate the Share tool.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click <strong>Full screen</strong> to start full screen viewing</td>
</tr>
<tr>
<td>Step 3</td>
<td>Click <strong>Full screen</strong> again to cancel full screen viewing</td>
</tr>
</tbody>
</table>

Related Topics
- Displaying the Web Meeting Room as Full Screen, page 3
- Enabling and Disabling Pop-up Chat Notifications, page 5
- How to Set Shared Content Display in the Sharing a Screen, Documents or Whiteboard in Cisco Unified MeetingPlace module
- Installing the Cisco Unified Presenter Add-in in the Sharing a Screen, Documents or Whiteboard in Cisco Unified MeetingPlace module

Enlarging Shared Content

Enlarging the shared content will hide the following elements:
- All elements of the operating system including the title bar of the web meeting room window and the Close Window button.
- All other applications.
- The participant list, chat, and notes functions if you are in the full web meeting room.

Before You Begin

You must be in the Cisco Unified MeetingPlace web meeting room.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Locate the Share tool.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click ![icon] to view the entire screen scaled to fill the Share tool.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Click ![icon] to see a scrollable, full-resolution view of the shared screen.</td>
</tr>
</tbody>
</table>

Enabling and Disabling Pop-up Chat Notifications

If you are a moderator or presenter and you are using the Cisco Unified Presenter Add-in, chat notifications let you communicate with your audience while you are presenting and the meeting window is minimized or maximized to full screen, concealing the Chat tool. If a participant sends you a message
while you are presenting in full-screen or screen-sharing mode, a notification displays in the lower-right corner of the screen. You can see the name of the sender and the first few words of the message in the notification window.

By default, chat notifications are enabled. If you do not want notifications to be shown while you are presenting, you can disable them.

**Before You Begin**
- You must be a moderator or presenter.
- You must be in the Cisco Unified MeetingPlace web meeting room.
- Install the Cisco Unified Presenter Add-in.

**Procedure**

**Step 1** Locate the Chat tool.
**Step 2** Click > Disable Chat Notifications to disable chat notifications.
**Step 3** Click > Disable Chat Notifications again to enable chat notifications.

**Related Topic**
- Installing the Cisco Unified Presenter Add-in in the Sharing a Screen, Documents or Whiteboard in Cisco Unified MeetingPlace module

### Leaving a Web Meeting

This topic describes how to exit a meeting without ending it.

**Before You Begin**
- You must be a moderator.
- You must be in the Cisco Unified MeetingPlace web meeting room.

**Procedure**

**Step 1** Click Meeting > Exit Cisco Unified MeetingPlace.
**Step 2** Close your web browser.
**Step 3** Hang up your phone to disconnect from the audio or video segment.

**Troubleshooting Tip**
If the Close (X) button is not visible in the upper-right corner of the web meeting room window, do one of the following:
- Choose Meeting > Full screen if you are viewing the web meeting room in full screen mode and you can see the participant list.
- Click Full screen at the base of your screen if you are viewing the web meeting room in full screen mode and you cannot see the participant list.
Related Topic

- Extending or Ending Meetings in Cisco Unified MeetingPlace module