



CHAPTER 6

In-Meeting Control

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In-Meeting Control Overview

In In-Meeting Control, you can modify the status of a live meeting in real-time.

Accessing In-Meeting Control

You can access the In-Meeting Control window in the following ways:

- User account access—If the meeting you want to control is listed in My Meetings > Current, and if you are the meeting organizer or an attendee of the meeting, click the meeting subject link.



Note A user with access rights to the Admin section of the interface, can also access **In-Meeting Control from Admin > All Meetings > Current**. Any meetings listed there are accessible to that user.

- Conference ID access—After a meeting is scheduled successfully, you can view a meeting summary in the notification email or by navigating to User > All Meetings > Upcoming > Meeting tab > Meeting Summary. In the Meeting Summary, click the In-Meeting Control URL for that meeting, and then enter either the meeting password or the In-Meeting Control password to gain access to the In-Meeting Control window.

Chair-Control

To gain chair-control, do either of the following:

- Access In-Meeting Control in Meeting Scheduling > Attendee Settings, if you entered the system by using a user account.
- Access the In-Meeting Control screen directly by using a Conference ID and an In-Meeting control password (as specified in the Meeting Summary or in the notification email)



Note If you access In-Meeting Control by using a Meeting Password, you cannot take chair-control.

In-Meeting Control Interface

There are four major sections in the In-Meeting Control window:

- **Title Bar**—Positioned on the upper left-hand corner of the In-Meeting Control screen, the title bar includes essential meeting information. Meeting control buttons are also available on the title bar for users with chair-control privileges. For details, see [“Title Bar” section on page 6-2](#).
- **Main Panel**—Located below the Title Bar, the Main Panel includes the following tabs:
 - **Participant List**—Enables you to view all meeting attendees and information about them. For details, see [Participant List Tab, page 6-5](#).
 - **Statistics**—Enables you to view statistical information for all meeting attendees. This information in Statistics complements the information on the Participant List by providing additional attendee data. For details, see [Statistics Tab, page 6-6](#).
 - **Advanced Invitation**—For users with chair-control privileges. Invite multiple predefined users or terminals to the meeting from this tab. For details, see [Advanced Invitation Tab, page 6-7](#).
 - **Layout Panel**—Positioned in the upper-right hand corner of the In-Meeting Control window, the Layout Panel displays layout information related to meeting attendees, such as the position of each attendee in all available views. For users with chair-control privileges, layout control buttons are also available. For details, see [Layout Panel, page 6-7](#).
 - **Invite Panel**—Positioned below the Layout Panel. For users with chair-control rights. You can invite additional attendees to the current meeting. For details, see [Invite Panel, page 6-8](#).

Title Bar

The following table provides information about the Title Bar.

Table 6-1 Title Bar details

Element Name	Sub-Element Name	Graphic / Link	Requirements	Description
Meeting ID				The meeting ID is dialed in by attendees to join the meeting.
Meeting Name				Name of the meeting.

Table 6-1 Title Bar details (continued)

















Element Name	Sub-Element Name	Graphic / Link	Requirements	Description
Presentation				Indicates whether or not the conference is audio, video or data sharing via T.120.
	Audio			
	Video			
	Data Sharing via T.120			
	H.239 Duo Streaming enabled			
MCU Conference		Format: Conf:M CU_Co nferenc e_Id@ Host_M CU_Na me		The corresponding MCU conference ID and the host MCU.
Bandwidth				Bandwidth of the MCU service used to create the meeting.
Time Remaining				The length of time remaining for the meeting.
Take Control				Click this button to take control of the meeting. Only one user can have control of a meeting at any one time.
Help				Click this button to open the online help.
Refresh				Click this button to manually refresh the In-Meeting Control window. Note The In-Meeting Control window is automatically refreshed at regular intervals.

Table 6-1 Title Bar details (continued)

Element Name	Sub-Element Name	Graphic / Link	Requirements	Description
Mute			Chair-control	Mutes or un-mutes all meeting attendees.
Terminate Meeting				Active with chair-control permission. Terminates the meeting.
Block Entry			Chair-control	Prevents attendees from joining the conference via dial-in or dial-out.
Reconnect All			Chair-control	Dials out to all attendees to reconnect them.
Delete Participant			Chair-control	Choose participants from Main Panel > Participant List, and then click this button to remove the chosen participants from the meeting.
Subconference			Chair-control	Choose participants from Main Panel > Participant List, and then click this button to move the chosen participants to a sub-conference within the meeting.
Change View			Chair-control	Choose participants from the Main Panel > Participant List, and then click this button to place them in one of the meeting's available views.
Extend Meeting			Chair-control	Click this button to extend the duration of the current meeting.
Hierarchy			Chair-control; cascaded meeting	Displays the participant list either in a tree view or table view.

Main Panel

The following section provides information about the tabs in the Main Panel.

Participant List Tab

Table 6-2 provides information about the Participant List tab.



Note

To select multiple participants, hold down the CTRL or SHFT key, and then select the participants.

Table 6-2 Main Panel: Participant List tab details








Element Name	Graphic/Link	Requirements	Description
Connect/Disconnect		Chair-control; cascaded meeting	If a participant is disconnected, click this button to connect that participant.
Change Participant Name		Chair-control	Located in the Participant Name column. Click this button to change the participant name in the conference and/or on terminals.
Name column			Column displays the names of the users and/or terminals attending the meeting.
Active Speaker			Indicates the user who is currently speaking in the meeting.
Number column			This column displays the number of the participating terminal.
Dial-in column			Indicates whether or not each participant dialed into the meeting.
Dial-in Number column			Displays the access number of each participant that dials into the meeting.
Sub-conf column			Indicates if a participant is part of a sub-conference of the meeting.
Meeting View column			Indicates which view is currently displayed to each participant.
Microphone Status			Click to adjust or mute the volume of a participant's audio output.
Loudspeaker Status			Indicates whether or not a participant is receiving audio.

Table 6-2 Main Panel: Participant List tab details (continued)

Element Name	Graphic/Link	Requirements	Description
Monitor Status			Indicates whether or not a participant is receiving video.
Camera Status			Click to enable or disable the video input of a participant.
Camera Status		Duo-streaming enabled	Click to enable or disable the video inputs of a participant.
Participant Information column			Displays detailed call-related information of a meeting participant.
Tabular View			Only participating terminals are displayed in this view.
Tree View	Format of header link: Conf: MCU Conference ID@MCU_Name		In this view, participants are grouped according to the MCU to which they are connected. For each conference on an MCU, a header is displayed that indicates the group to which participants belong. Click the header to view the conference on the MCU.

Statistics Tab

Additional participant-related information is displayed on the Statistics tab. For details, see [Table 6-3](#).

Table 6-3 Main Panel: Statistics tab details

Column Heading	Description of Column Contents
Name	Name of each participant.
Number	Number of each participating terminal.
Dial-in Number	Dial-in number of each participant.
IP Address	IP address of each participant.
Type	User type of each participant.
Connect Time	The time that each participant connects to the meeting.
Video In/Out	The codec used for video input video output.
Audio In/Out	The codec used for audio input and audio output.

Table 6-3 Main Panel: Statistics tab details (continued)

Column Heading	Description of Column Contents
Data	Indicates if there is data sharing.
VFU Req. In/Out	Video Fast Update Request input and output.
Video Out of Order Packets In/Out	Indicates if there are Video Out of Order packets.
Video Lost Packets In/Out	Indicates if there is a lost video packet.
Audio Out of Order Packets In/Out	Indicates if there are Audio Out of Order packets.
Audio Lost Packets In/ ut	Indicates if there are Audio Lost packets.

Advanced Invitation Tab

The Advanced Invitation tab is only active if you have chair-control. On the Advanced Invitation tab you can invite multiple users and terminals that are already defined in the system.

Layout Panel

The Layout Panel includes layout information and meeting controls.

Table 6-4 Layout Panel details









Element Name	Graphic	Requirements	Description
Layout Box			The layout displayed in the layout box is what the participant sees.
View tabs			Click a tab to display an available view. You can switch between views.
Video Output Stream			Click to choose the bandwidth for each view.
Auto Switch			Click to choose this layout mode that automatically switches participants at regular intervals.
Active Speaker			Drag and drop the icon into a subframe in the Layout Box, to display the speaker in that subframe.
Text Overlay			Click to enable the display of the terminal name as a text overlay displayed on a participating terminal.
No Self-See			Click to allow users to switch between self-see enabled or disabled functions.

Table 6-4 Layout Panel details (continued)

Element Name	Graphic	Requirements	Description
Layout			Click to enable/ disable dynamic layout. If dynamic layout is disabled, you can select a custom layout for the meeting by clicking Change Layout.
Change Layout		Dynamic layout must be disabled.	

Invite Panel

From the Invite Panel, you can invite a terminal to join the meeting displayed in the panel.

Table 6-5 Invite Panel details

Area	Description
Participant	Displays the number of IP and ISDN participants currently connected to the meeting.
Reserved / Max	Displays the number of reserved ports for guest IP and ISDN participants.
Invite	In this area, you can invite an IP /ISDN/Mobile participant to the meeting. You can also invite another meeting to join your meeting and in this way manually cascade the meetings together.

Moderating a Meeting

If you have chair-control permission, in In-Meeting Control, you can moderate a meeting with various functions. To take control of a conference, click **Take Control**.

Connecting/Disconnecting Participants

The Connect/Disconnect button toggles between its two functions. To connect or disconnect a participant, use the relevant procedure:

- If a participant in the Participant List tab is listed as disconnected, click **Connect** to dial out to the participant's terminal.
- If a participant in the Participant List tab is listed as connected, click **Disconnect** to disconnect the participant's terminal from the meeting.
- To reconnect all participants to the current meeting, click **Reconnect All** on the Title bar.

Changing the Meeting View for a Participant

While a meeting is in progress, you can change the meeting view for a single selected participant or for all participants simultaneously.

Procedure

Step 1 On the Participant List tab, select the participant for whom you want to change the view.



Note If you do not select a participant, the view changes for all participants.

Step 2 On the toolbar, click **Change view to all participants**.

Step 3 In the Change participants view window, from the Change to view list, select a view for the participant.

Step 4 Click **OK**.

Inviting a Sub-conference

You can divert selected participants in the Participant List of the current conference to attend a new or currently running private audio sub-conference. Sub-conference participants are hidden in the video layout.

Procedure

Step 1 In the Participant List tab, select the participant(s) whom you wish to invite to a sub-conference.

Step 2 Click **Sub-conference** on the toolbar.

Step 3 In the Select sub-conference window, from the list, select a sub-conference you want to which you want to invite participants.

Step 4 Click **OK**.



Note A maximum of three sub-conferences can be supported per meeting. The number of supported sub-conferences depends on the meeting-type configuration.

Extending Meeting Duration

You can extend the meeting duration while a meeting is in progress.

Procedure

Step 1 Click **Extend Conference Duration** on the toolbar.

- Step 2** In the **Extend** window, in the **Extend** field, enter the number of minutes by which you want to extend the duration of the meeting.
- Step 3** Click **OK**.
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Terminating a Meeting

To immediately terminate a meeting at any time, click the **Terminate Meeting** button.

Defining Video Layout and Display

The Layout Panel allows meeting controllers to spontaneously control and adjust all aspects of meeting video. When first accessed, this area displays the video layout as selected during meeting scheduling. From this view, the meeting controller can do the following:

- In Continuous Presence Mode, you can view which terminals are set for which video frames.
- View a list of scheduled attendees per terminal by placing the mouse over a video frame (frames set to auto-switch will not display names).
- To rearrange the video layout per terminal, drag-and-drop participating terminal names from the Participant List tab in the Main Panel into the desired frame.
- Set voice activated sub-frames.

Defining Video Output Schemes

When enabled, the video output schemes display up to four available video layouts. The system can produce up to four different video layouts per meeting to cater for participants with different video support capabilities, or different viewing purposes.

Multiple meeting views are configured per service with settings that specify video layout, layout switching and participant layout-switching behavior, picture resolution, bandwidth settings, frame rate, and video format.

Multiple meeting views enable the speaker in a lecture to view the participants while the participants view the speaker. In a meeting with varying connection speeds, participants with high video capabilities and participants with low video capabilities can take part at the same time without one affecting the experience of the other.

Procedure

- Step 1** In the Video Display area, click **Output Scheme Settings**.
- Step 2** In the Video Scheme Settings window, in the Bandwidth column, enter the bandwidth for each video scheme.
- Step 3** Click **OK**.
-

Activating and Deactivating Auto-Switching

Auto-switching mode displays all the participants of a large meeting on a rotating basis when Continuous Presence mode is selected in the video layout. Participant images can be replaced at preset intervals either in batches or one by one by way of a queue system.

You can activate or deactivate auto-switching at any time.



Note Auto-switching overrides any existing video display options.

Procedure

- Step 1** In the Video Display area, click **Auto-switch**.
- Step 2** In the Auto-switch interval window, in the relevant field, enter an auto-switching interval value, between 10 and 108 000 seconds (30 minutes).
- Step 3** Click **OK**.
- Video from participating terminals (randomly selected) appears on all other terminals at the defined interval.



Note To disable auto-switching, click **Auto-switch**.

Displaying a Participant or Terminal Name

You can display a participant or endpoint (terminal) name in a specific position within the video layout frame.



Note Resource Manager supports text overlay on participant images when there is EMP support and the text overlay option is configured for the meeting type.

To display a participant or terminal name, in the Video Display area, click **Display Participant Name in Frame** button. Each participant or endpoint is clearly identified by name, in a text overlay on the video image. The image of the active speaker is indicated by a border.

Setting a Voice-Activated Frame

To set a voice-activated frame, in the Video Display area, drag the **Active Speaker** button into the required position within the video layout frame.



Note This is available only for views for which a sub-frame is configured.

Enabling and Disabling Dynamic Layout

With a dynamic layout, you can switch between a wide range of video layouts for the meeting. With dynamic layout, the video image automatically includes the number of frames equal to the number of participant images (up to a maximum of 16). The layout changes according to the number of participants that join or exit the meeting.

Dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimal use of the video image display. Dynamic layout is especially suited to a meeting that has a high rate of participant traffic joining and exiting the meeting, or to an adaptive meeting type that has a variety of meeting sizes.

Procedure

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- Step 1** To enable a dynamic layout, in the Video Display area, click **Dynamic Layout**.
- Step 2** To disable the dynamic layout, click **Dynamic Layout**.



Note When Dynamic Layout is selected, Change Layout is disabled.

Changing Layout

The Resource Manager supports drag-and-drop control in In-Meeting Control to allow the positioning of participant images in the layout during a meeting and in advanced invitations when selecting participants to join predefined meetings.

Procedure

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- Step 1** In the Video Display area, click **Change Layout**.
- Step 2** In the Select Layout window, select the layout from the options in the Select Layout window, and then drag and drop the option in the selected layout area in the Video Display area.
-

Inviting Participants

The Advanced Invitation tab enables you to invite multiple participants into a meeting at the same time. Each invite entry box may also contain multiple participant numbers using separators. This greatly extends the number of participants you can invite at the same time. You can also select a lower bandwidth rate with which to connect individual participants.

Advanced settings allow you to drag and drop participant images into preferred positions in the layout of each meeting view supported in the meeting, and to specify the layout which invited participants see when joining a meeting. The following sub-tabs are available on the Advanced Invitation tab

- User—Enables you to simultaneously invite multiple participants to a meeting.
- Terminal—Enables you to simultaneously invite multiple terminals to a meeting.

Inviting Multiple Participants

To invite multiple participants to a meeting, simultaneously, use the following procedure:

Procedure

- Step 1** On the Advanced Invitation tab, click **User**.
- Step 2** Select the attendees to invite from the Users: in Groups list. If required you can search for users by entering the full name or part thereof in the search field, and clicking the search icon.
- Step 3** Click the right arrow to include these users in the list to be invited.
- Step 4** In the Kbps field, select the bit rate to be used when inviting a participant to a meeting. Use the default setting for optimal bit rate performance.
- Step 5** If required, click **Advanced** and then select a layout option from the view list. Your selection presets the position of the invited participant image in the video layout upon the participant's entry into the meeting.
- Step 6** Drag the **Lock Image** icon into the preferred position in the Layout Display Frame displayed on the right side of the Advanced Invitation tab.



Note You can specify a position for the participant image in all layouts currently supported in the meeting.

- Step 7** To send the invitation, click **Invite**.
-

Inviting Multiple Terminals

To invite multiple terminals to a meeting, simultaneously, use the following procedure:

Procedure

- Step 1** On the Advanced Invitation tab, click **Terminal**.
- Step 2** Select the terminals to include in the meeting. If required you can search for terminals by entering the full name or part thereof in the search field, and clicking the search icon.
- Step 3** To include the selected terminals in the list of invited terminals, click the right-pointing arrow.
- Step 4** In the Kbps field, select the bit rate to be used when inviting a terminal to a meeting.



Note Use the default setting for optimal bit rate performance.

- Step 5** If required, click **Advanced** and then select a layout option from the view list. This presets the position of the invited terminal image in the video layout, upon entry of a participant into the meeting.
- Step 6** Drag the **Lock Image** icon into the preferred position in the Layout Display Frame located on the right side of the Advanced Invitation tab.

**Note**

You can specify a position for the participant image in all layouts currently supported in the meeting.

Step 7 To send the invitation, click **Invite**.

Using the Participant List Tab

The Participant List tab enables you to view meeting participant details including media connection types and available video layouts for the meeting. You can view the details in an alphabetical list or according to cascaded connections. Users with chair-control have permission to perform the following actions

- Invite participants
- Modify participant media connections
- Manually reposition participant images in a video layout
- Modify meeting view layouts
- Specify the position of a voice-activated image in the meeting view
- Create sub-conferences
- View additional participant details

On the Participant List tab, all participants currently invited to a meeting are listed. The following information about each participant or terminal is included

- Status—Participant status. To sort by status, click the column heading.
 - Orange status indicates the participant is connecting.
 - Green status indicates that the participant is connected.
 - Red—Participant is disconnected. Disconnected participants remain in the Participant List for the duration of the meeting.
To reconnect a disconnected participant, click the red status icon.
 - No status indicator indicates that there are no meeting participants.
- Name—Displays the participant name
- Number—Displays the endpoint number of the meeting participant
- Sub-conf.—To divert selected participants in the current meeting to a new meeting or to a private audio meeting that is currently in progress. This option only appears when sub-conferences are in progress during a meeting. For more information, refer to the [“Inviting a Sub-conference” section on page 6-9](#).
- Location in View—Indicates the meeting view being used for a current participant. When a meeting is configured with more than one view, select from the list of available views to modify a view for the selected participant.
- Media Icons—Indicate participant equipment and capacities, such as microphone, loudspeaker, monitor, camera, and data collaboration. The icons are enabled for users with chair-control permission related to the media type status for a selected participant. For more information, see the [“Controlling Media Status” section on page 6-15](#).

Controlling Media Status

If you have chair-control access for controlling the media type status, you can enable or disable the media capabilities of selected users, as described in the following sections.

Muting or Enabling a Selected Microphone

This option is useful in cases when there is unwanted background noise related to a specific participant or terminal. To mute or enable audio for a selected participant, click the **Mic. Enabled** icon next to the participant name.

Muting or Enabling a Selected Loudspeaker

To mute or enable a specific participant loudspeaker, click the **Loudspeaker Enabled** icon next to a participant name.

Enabling a Selected Monitor

To enable a selected monitor for use during a meeting, click the **Monitor Enabled** icon next to a participant name.

Blocking a Selected Camera

You can block or unblock a video stream sent by a meeting participant. For example, if a participant's video connection affects meeting processing and degrades performance, you can block the participant's video connection until endpoint issues are resolved. To enable a participant's use of a camera, click the **Camera Enabled** icon next to a participant name.

Enabling Data Collaboration

You can enable data collaboration if the participant's terminal supports T.120 data sharing. To enable data collaboration, click the **Data Collaboration Enabled** icon next to a participant name.

Removing a Participant

You can remove a participant from the Participant List.

Procedure

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- Step 1** On the Participant List tab, select the participant(s) you want to disconnect and remove from the list.
 - Step 2** Click **Delete Participant** on the toolbar.
 - Step 3** The participant are disconnected from the meeting and removed from the list.
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