CHAPTER 5

My Meetings

This chapter includes information about using My Meetings. Topics in this section include:

- Using the History Tab, page 5-5
- Using the Current Tab, page 5-4
- Using the Upcoming Tab, page 5-4
- Using the History Tab, page 5-5

My Meetings Overview

This section describes how to use the My Meetings windows. The My Meetings section displays your personal meeting schedule. It includes information about scheduled meetings in the past, present and future. The My Meetings section includes the following tabs:

- Current—Lists all meetings currently in progress for a specified user.
- Upcoming—Lists all upcoming meetings for a specific user.
- History—Lists all past meetings for a specific user.

Meeting Display Criteria

In My Meetings, the meetings displayed to a user conform to the following criteria:

- If the user is an attendee in a meeting, then that meeting is displayed in the My Meeting section for that user.
- If the user is the organizer of a meeting and **List created meetings in My Meetings** is checked in Admin > Advanced Settings > Default User Settings, then that meeting is displayed under the My Meeting section for that user, regardless of whether or not the user is a meeting attendee.
- If **Display all meeting records in My Meetings** is checked in Admin > Advanced Settings > Default User Settings, then all other meetings in the system (not relevant to the user) are displayed under the My Meeting section for that user. The meeting entry is a label, not a link; the user cannot view the meeting details or access In-Meeting Control if the meeting is listed under the Current tab. The meeting information displayed to the user is: start time, scheduled meeting duration, meeting host, meeting ID, and meeting status.

Searching for a Meeting

You can search for a meeting listed on the Current, Upcoming, or History tab.

Procedure

Step 1 In the Subject field, enter the subject or partial subject of the meeting for which you are searching. If any part of the meeting subject matches the search string, then that meeting record is displayed in the search results.

Step 2 In the E164 field, enter an E.164 number of an attending terminal. If any part of the attending terminal for the meeting matches the search string then that meeting record is displayed in the search results.

Step 3 Click the **calendar** in the From field, and then in the window that opens, select a date and time. Meetings scheduled after the selected time are listed.

Step 4 Click the **calendar** in the To field, and then in the window that opens, select a date and time. Meetings scheduled before the selected time are listed.

Step 5 In the Meeting ID field, enter the meeting ID or partial meeting ID of the meeting for which you are searching. If any part of the meeting ID matches the search string, then that meeting record is displayed in the search results.

Step 6 Click **Search** to display search results.

Monitoring Meetings

You can monitor and moderate a current meeting via the In-Meeting Control window for the meeting.

Procedure

Step 1 On the Current tab, click the subject of the meeting you want to monitor.

Step 2 In the In-Meeting Control window that opens, monitor and moderate the meeting in real time. For details, see Chapter 6, "In-Meeting Control".

Note For meetings in which the user is not an attendee or organizer, the meeting Subject field is not a link and In-Meeting Control cannot be accessed by that user.

Generating Reports

On the Upcoming and History tabs, you can generate a report in .xls format which shows all meetings scheduled between selected dates (as specified in the To and From fields). Once you have saved a report, you can view it with Microsoft Excel.

Procedure

Step 1 Click the **calendar** in the From and To fields to choose a start and end date for information in the generated report.

Step 2 Click **Generate Report**.

Information about each meeting is included in the report. For details, see the "Generated Report Information Categories" section on page 5-3.

Step 3 To save the report, click **Save**.

In the window that opens, browse to the location in which you want to save the file, enter the file name and file type, and then click Save.

Generated Report Information Categories

The following is a list of the information categories that are included in a generated report.

Note A report generated from the either the Upcoming or the History tab includes the same information categories.

- Virtual Meeting ID—Meeting ID used by users to access a specific meeting.
- Master Meeting ID—Corresponds to a physical meeting ID on the master MCU.
- Slave Meeting ID—Corresponds to a physical meeting ID on the slave MCU.
- Resource Manager Meeting ID—Internal database ID for the meeting.
- Subject—Corresponds to Subject field in Meeting Scheduling
- Meeting Type—Corresponds to the Meeting Type field in the Meeting Scheduling section. The name of the meeting type is displayed.
- Reference Code—Corresponds to the Reference Code field in Meeting Scheduling.
- Start Time—Corresponds to the Start Time field in Meeting Scheduling.
- Duration—Corresponds to the Duration field in the Meeting Scheduling.
- Meeting Room—Meeting room used for scheduling a meeting.
- Organizer Name—Corresponds to the Organizer field in Meeting Scheduling.
- Service Prefix—MCU service prefix used for the meeting.
- Services—MCU service used for the meeting.
- MCU Name(s)—MCU(s) used for the meeting.
- Terminals—Number of terminals used for the meeting.
- Number of Extra IP Ports Reserved—Corresponds to the IP Participants field in Meeting Scheduling.
- Number of Extra ISDN Ports Reserved—Corresponds to the ISDN Participants field in Meeting Scheduling.
- Dial-in IP Terminals—Number of dial-in IP terminals.
- Dial-out IP Terminals—Number of dial-out IP terminals.

- Dial-in ISDN Terminals—Number of dial-in IP terminals.
- Dial-out ISDN Terminals—Number of dial-out IP terminals.
- Gateway List—Gateways used for the meeting.
- Device Failure Cause (Device Name, IP Failure, Cause)—Any failure on a network device such as an MCU or gateway.
- Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)—Any failures on attending terminals.

Using the Current Tab

On the Current tab, you can view all meetings of a specified user or organization that are currently in progress. Information about each meeting is included under the following column headings

- Subject field—Subject of the meeting. To sort by subject, click the column heading.
- Start Time—Meeting date and start time. To sort by start time, click the column heading.
- Duration—Length of the meeting, in minutes. To sort by meeting duration, click the column heading.
- Host—Name of the designated host of the meeting who is selected from the Host list on the Attendees Settings tab. To sort by host name, click the column heading.
- Status—Meeting creation status.
  - Green status indicates that the meeting is successfully created and that all meeting participants are in the meeting.
  - Red status indicates unsuccessful meeting creation. To view the Reason Failed error message, click the **red status indicator,** and then click **Retry** to resend the meeting information to the MCU.
- Meeting ID—The meeting ID dialed by meeting attendees to join the meeting.

Monitoring Meetings

You can monitor any of your current meetings. If you have been granted in-meeting control privileges, you can take control of the meeting, as described in Chapter 6, "In-Meeting Control".

Using the Upcoming Tab

The Upcoming tab lists all future meetings for a specific user. Information about each meeting is included under the following column headings

- Subject—Displays the subject of the meeting. To sort by subject, click the column heading.
- Start Time—Displays the date and time the meeting is scheduled to start. To sort by meeting start time, click the column heading.
- Duration—Displays the meeting length, in minutes. To sort by meeting duration, click the column heading.
- Host—Displays the name of the person who is designated as host of the meeting. To sort by host, click the column heading. The host is selected from the Host list in the Attendees Settings tab.

- Meeting ID—The meeting ID number used by meeting attendees to join the meeting.

Note You can sort a column by clicking the column header.

Modifying Upcoming Meetings

You can modify the details of an upcoming meeting at any time.

Procedure

Step 1 On the Upcoming tab, click the subject of the meeting you want to modify.

Step 2 In the Modify Meeting window, enter information according to your requirements. You can reschedule the meeting to another time, change the meeting parameters, or delete the meeting request. For more information about specific fields, see Chapter 3, “Scheduling Meetings”.

Note For meetings for which the user is neither an atttendee or organizer, the meeting subject is not a link, and the user cannot modify meeting details.

Using the History Tab

On the History tab, you can view the past meetings of a specified user or organization. You can also search for meetings. A list of all past meetings is displayed.

Information about each meeting is included under the following column headings

- Subject—Subject of the meeting. To sort by subject, click the column heading.
- Start Time—Meeting date and start time. To sort by start time, click the column heading.
- Duration—Length of the meeting, in minutes. To sort by meeting duration, click the column heading.
- Host—Name of the designated host of the meeting. To sort by host name, click the column heading.
- Status—Meeting termination status. To sort by failure status, click the **Status** column heading.
- Green status indicates successful meeting termination and all participants successfully exited the meeting.
- Red status indicates unsuccessful meeting creation.To view the Reason Failed error message, click the red status indicator.

Accessing Past Meeting Details

You can view the details of the past meetings at any time. To view the details of a past meeting, on the History tab, click the subject of the meeting. The Meeting Details window appears. Each tab on the Meeting Details window displays settings configured for all past meetings.

Note For meetings in which the user is not an attendee or organizer, the meeting subject is not a link and the user cannot view the details of the meeting.

Deleting Meeting History

To delete meetings from the History tab at any time, on the History tab, click **Delete History**. All past meetings are deleted from the History tab.

Note Deleted meetings appear in billing and reporting statements. History tab search results do not include deleted meetings.

Defining the Duration of the Meeting History Display

The length of time meeting history remains on the History tab is defined in the My Preferences section. For details, see the "Changing Your Preferences" section on page 8-3.