CHAPTER 2

# Scheduling Meetings in Resource Manager



## Meeting Scheduling Workflow

To schedule a meeting you must configure each of the tabs in the Meeting Scheduling section. We recommend that you start with the Basic tab and then configure each of the remaining tabs in the order that they appear in the Meeting Scheduling user interface.

***Table 2-1 Meeting Schedule Tabs (in order of appearance)***

| Tab | Description |
|---|---|
| Basic | Displays meeting information, such as the meeting type, and the date and time of the meeting, and whether or not the meeting is a recurring meeting. |
| Invite | Invite participants (both users and terminals) to the meeting. Can also reserve MCU ports for dial-in participants. |
| Attendees Settings | Displays the settings for meeting participants, such as dial-in/dial-out mode. |

*Table 2-1 Meeting Schedule Tabs (in order of appearance) (continued)*

| Tab | Description |
|---|---|
| Attendees Availability | Displays a calendar with the availability of selected attendees. |
| Advanced | Displays advanced meeting options. |

The Attendees Settings, Attendees Availability, and Advanced tabs are hidden by default and can be activated by the Administrator via Admin > Advanced Settings > Look and Feel.

# Defining Basic Meeting Properties

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

By default, the Basic tab displays and the start time is set to Now.

If the Administrator has modified the default behavior, an option menu displays allowing you to select a Normal conference, a Recurrence, or an Ad Hoc conference.

Select one of the options to schedule a meeting. The Basic tab displays.

If working with Active Directory, your virtual room settings are displayed.

**Step 2** If the Meeting ID field displays, a random ID is generated for this meeting. You can edit the meeting ID.

If the Meeting ID field does not display, a random ID is generated for this meeting after it is successfully scheduled.

**Step 3** Click the calendar icon next to the Start Time field to specify the start time of the meeting.

Specify the exact date and time in the popup window. By default, the start time is Now.

If you specify a start time that is in the future, the End Time field displays. The End Time value is equal to the start time plus the duration of the meeting.

You can change the meeting duration by overriding the value in the Duration field.

**Step 4** Enter a meeting subject.

A subject is required to schedule a meeting.

**Step 5** Select a meeting type.

- Non Video Conference—Only users and meeting rooms are scheduled for a meeting. No terminals are involved.
- Point to Point meeting type—Only two terminals are scheduled for a meeting and there is no use of MCU ports for the meeting.
- Audio Only—Only an audio bridge is scheduled for the meeting. There is no meeting room or video scheduled.
- Desktop Video—Supports transcoding at bandwidth rates of up to 384 Kbps.
- HD/SD Continuous Presence—Supports transcoding at bandwidth rates of up to 4096 Kbps. Supports high definition continuous presence. Supports image size of up to 720p. Default when adding a new service.

- HD Switched Video—Supports switched high definition video at rates of up to 4096 Kbps.

**Note** Continuous Presence or Voice Activated meeting types are available only if your system administrator has configured a Sony endpoint with an embedded MCU. To host the meeting on the embedded MCU, you must be one of the meeting attendees and select a Sony endpoint with an embedded MCU.

**Step 6** (Optional) Click **Recurrence** to define the recurrence details for a recurring meeting.

The Recurrence button is only enabled if the meeting start time is not **Now**.

**Step 7** (Optional) Define the meeting access PIN in the **Meeting PIN** field.

Only integers are allowed. This PIN allows you to join a PIN-protected meeting.

**Step 8** (Optional) Define the meeting access PIN in the **Conference PIN** field.

Only integers are allowed. This PIN allows you to join a PIN-protected meeting.

**Step 9** (Optional) Define the PIN that allows a user to perform moderation operations on a meeting in the **Moderator PIN** field.

Only integers are allowed. This PIN allows you to take control of a meeting from the In-meeting Control interface or from the endpoint using DTMF. Meeting Operators can access the In-meeting Control screen without using the Moderator PIN.

**Step 10** (Optional) If you entered a moderator PIN, you can turn on the waiting room functionality by selecting **Place participants in a 'waiting room' until the moderator joins the meeting**.

Before the host joins the meeting, all connected participants are put into waiting room mode where they cannot hear or see one another. When the host terminal joins the meeting, the waiting room mode is removed and all participants can see and hear each other.

You can unlock the waiting room mode by taking control of the In-meeting Control screen after entering the moderator PIN and clicking **Unlock waiting room**.

**Step 11** (Optional) If you entered a moderator PIN, you may automatically record a meeting when it starts by selecting **Record meeting when meeting starts** (available only when a Cisco Unified Videoconferencing Desktop is configured in Cisco Unified Videoconferencing Manager).

**Step 12** For Cisco Unified Videoconferencing Desktop meetings, you can specify whether the meeting will allow streaming by selecting the default streaming mode.

The default streaming mode determines the initial streaming state. Streaming can be disabled or enabled during the meeting by any Cisco Unified Videoconferencing Desktop Client that has meeting moderation rights.

**Step 13** (Optional) Enter a description of the scheduled meeting for future reference.

The Description field is hidden by default. If you cannot see this field, contact your system administrator.

**Step 14** Click **Resource Availability** to view the MCU resources available in the network for a particular meeting type.

The MCU resources are displayed with the number of available ports for a given time period of time.

**Step 15** Perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.

- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- Scheduling a Virtual Room Meeting, page 2-4
- Enabling Streaming for a Meeting, page 2-4
- Enabling Recording for a Meeting, page 2-5
- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15
- Moderating Meetings in Resource Manager, page 4-1

# Scheduling a Virtual Room Meeting

The virtual room facility enables you to set predefined attributes, such as meeting type and PIN, to customize your meetings.

You associate an identifying number with each virtual room. Other users simply dial the virtual room number to establish a meeting using the customized attributes of the virtual room.

When scheduling a meeting in a virtual room, you use the predefined attributes of that virtual room as preferred settings for the meeting.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **My Virtual Room**.

**Step 3** Select a virtual room from the list and click **OK**.

Resource Manager loads the customized configurations of the virtual room.

**Step 4** Click **Finish** to schedule a meeting in this virtual room.

# Enabling Streaming for a Meeting

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Set **Streaming** to Enabled.

**Step 3** Perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.

- Click **Finish** to complete the meeting scheduling procedure.

# Enabling Recording for a Meeting

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Select **Record meeting when meeting starts** to automatically record a meeting when the meeting starts.

This option is available if

- Recording is allowed for the current user according to the recording policy.
- The Record Meeting field is set to Enabled under Admin > Advanced Settings > Look and Feel.

The meeting will not be recorded if there are not enough available recording ports on the Cisco Unified Videoconferencing Desktop when the meeting is scheduled.

**Step 3** Click **OK** to save your changes.

# How to Invite Participants or Terminals to the Meeting

A terminal is an audio/video device for use in audio and video conferences over IP, ISDN or mobile networks. In general, a user will have at least one terminal.

- Searching for a Participant or Terminal, page 2-5
- Selecting a Participant or Terminal, page 2-6
- Adding a New Participant or Terminal, page 2-7
- Reserving Extra Ports, page 2-7

## Searching for a Participant or Terminal

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Invite**.

**Step 3** Enter the partial or complete name of the participant or terminal in the Names field.

**Step 4** Select the source from which to search for resources or participants.

You can select Organization Groups, Address Book or All Terminals from the Select From drop-down list.

If you do not see one of these options, contact your system administrator.

**Step 5** Click **Search**.

Search results are listed.

**Step 6** To return to the complete list of participants, clear the Names field, and then click **Search**.

**Step 7** Use the arrow buttons to move entries between the Available Participants and Selected Participants lists.

**Step 8** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

### Related Topics


- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15


## Selecting a Participant or Terminal

### Procedure

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Invite**.

**Step 3** Use the arrow buttons to move entries between the Available Participants and Selected Participants lists.

By default, each page displays up to 50 entries.

The Available Participants list includes users or terminals depending on the selection in the Select From list.

**Step 4** By default, the meeting organizer is displayed in the Select Participant list. Disable this behavior at **My Profile > My Preferences > Don't include me in the meeting**.

**Step 5** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

### Related Topics


- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Adding a New Participant or Terminal

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Invite**.

**Step 3** Enter the required information about the participant or terminal in the lower half of the screen.

You must provide at least the email address of the user or the number of the terminal that you want to add.

**Step 4** Select **Save to my address book** to add the participant to your address book.

**Step 5** Click **Add** to save your changes.

**Step 6** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Reserving Extra Ports

Reserving ports ensures that you have sufficient resources to invite additional participants or terminals to a meeting that is already in progress.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Invite**.

**Step 3** Select **Reserved ports** to reserve additional MCU ports for unknown participants.

**Step 4** Enter the required number of additional ports.

**Step 5** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# How to Customize Participant and Terminal Settings



## Selecting a Terminal for a Participant

This option is not available for non-video conferences.

### Procedure

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Settings**.

If you do not see this tab, contact your system administrator.

**Step 3** To assign or change the assignment of a terminal used by an attendee, click the link for that attendee in the Terminal column.

**Step 4** Select a terminal from the list in the Select Terminal window or click **Specify custom terminal** to add an external number.

**Step 5** Enter the required terminal name, and then click **OK**.

**Step 6** For a PSTN/ISDN terminal designated as an ISDN connection for the meeting, select **PSTN/ISDN**.

This option is unavailable for non-PSTN/ISDN terminals.

**Step 7** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

### Related Topics


- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Defining Participant Dialing Options

This option is not available for non-video conferences.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Settings**.

If you do not see this tab, contact your system administrator.

**Step 3** Select **Dial-in** for dial-in attendees.

**Step 4** If you expect a terminal to join the meeting by dialing in (rather than by being dialed to when the meeting starts), select **Dial-in** for the terminal.

If a PSTN/ISDN terminal is missing the country code, area code or phone number, the terminal is forced to join in dial-in mode only.

**Step 5** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Viewing Participant or Terminal Addressing

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Settings**.

If you do not see this tab, contact your system administrator.

# Defining Participant Video Display Layout

This operation allows you to set the initial layout for terminals to which the MCU dials out. Make sure that there is no dynamic layout defined by the MCU service for this meeting type.

The layout of these terminals may change during the course of the meeting if additional terminals dial into the conference.

This option is not available for non-video conferences.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Settings**.

If you do not see this tab, contact your system administrator.

**Step 3** Select the layout that dial-out participants see from the **View** list.

You can view available layouts in the Layout display by clicking the numbered side-tabs.

The service selected for the meeting determines which layouts are available.

For a point-to-point conference, the attendees list should contain only two terminals, and the View column and Layout display are disabled.

**Step 4** To include a terminal name in a specific subframe of the screen layout at the start of the meeting, drag and drop the **Change Layout** icon (located to the right of the View column for each terminal) into the Layouts display.

**Step 5** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Defining the Meeting Host

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Settings**.

If you do not see this tab, contact your system administrator.

**Step 3** Select a host in the **Host** field at the bottom of the screen.

A host can be either a participant or a terminal.

If waiting room mode is enabled, and the host has a terminal, the host can unlock the waiting room on joining the meeting.

**Step 4** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

## Using Lecture Mode

In Lecture Mode, the lecturer is displayed in one view and all other participants are displayed in the second view. The lecturer sees all the participants in the second view, while the participants see only the lecturer.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Basic**.

**Step 3** Enter a meeting ID and subject.

**Step 4** Select a meeting type in which the Administrator has selected the Enable Lecture Mode option.

The host is designated as the lecturer and set to be displayed in the first view. All other participants are set to be displayed in the second view.

The host sees all the participants. The participants see only the host.

**Step 5** If you do not want to set any additional information, perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Viewing Participant and Terminal Availability

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Attendees Availability**.

If you do not see this tab, contact your system administrator.

The legend at the top left of the window explains that T means “Terminal” and that U means “User”. In the case of a non-video conference, R means “Room”.

Purple represents “Busy” and white represents “Free”.

A one-week time period is displayed, beginning from the week that the meeting is scheduled to occur (no earlier than the present time).

**Step 3** Perform one of the following:

- Click **Next** to proceed with setting additional meeting scheduling options.
- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Adding a Meeting Reference Code

You can add a reference code to identify your meeting for billing purposes.

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Basic**.

**Step 3** Enter a reference code for the specified meeting in the **Reference Code** field.

**Step 4** If you do not want to set any additional information, perform one of the following:

- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Configuring a Billing Destination

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Basic**.

If you do not see this tab, contact your system administrator.

**Step 3** Select Host, All Participants or Organizer in the Bill To field.

The cost of the meeting is billed accordingly.

**Step 4** If you do not want to set any additional information, perform one of the following:

- Click **Test** to test your scheduling request.

- Click **Finish** to complete the meeting scheduling procedure.

### Related Topics

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Defining How to End a Meeting

### Procedure

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Advanced**.

If you do not see this tab, contact your system administrator.

**Step 3** Select **At scheduled time** to terminate the meeting according to the termination time define for the meeting.

**Step 4** Enter a value in the **Alert *n* minutes before termination** field to indicate the length of time before the scheduled termination of the meeting that terminals receive the end-of-meeting warning.

At the defined length of time before the end of the meeting, an audio alert message is played to the meeting participants. The only way to extend the meeting is to do it manually in the In-meeting Control interface.

**Step 5** Select ***n* minutes after all terminals have left** to terminate the meeting only a defined period of time after the last terminal leaves.

Resource Manager automatically extends the meeting as long as meeting participants are still connected to the meeting, and there is no resource conflict with upcoming scheduled meetings.

**Step 6** Enter the required value in the ***n* minutes after all terminals have left** field.

By default, you cannot automatically extend Resource Manager meetings to last more than four hours. If you need this default changed, contact your system administrator.

**Step 7** If you do not want to set any additional information, perform one of the following:

- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

### Related Topics

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# Setting a Time Zone for a Meeting

**Procedure**

**Step 1** Click **Meeting Scheduling** in the sidebar menu.

**Step 2** Click **Advanced**.

If you do not see this tab, contact your system administrator.

**Step 3** Select the required time zone from the list in the Time Zone field.

**Step 4** If you do not want to set any additional information, perform one of the following:

- Click **Test** to test your scheduling request.
- Click **Finish** to complete the meeting scheduling procedure.

**Related Topics**

- How to Test and Complete the Scheduling, page 2-14
- Completing the Meeting Scheduling Process, page 2-15

# How to Test and Complete the Scheduling

When you have configured each of the tabs in the Meeting Scheduling section, you can either test to see if the meeting scheduling request would be successful or schedule the meeting and receive the meeting invitation.

- Testing the Meeting Scheduling Request, page 2-14
- Completing the Meeting Scheduling Process, page 2-15
- Viewing a Summary of Your Meeting, page 2-15

## Testing the Meeting Scheduling Request

This procedure describes how to test the scheduling request without actually scheduling the meeting.

**Procedure**

**Step 1** Click **Test** on any tab of the Meeting Scheduling section.

**Step 2** If the scheduling request fails, the application suggests alternative time slots for this scheduling request to be successful. You can either select a new time slot or change the scheduling parameters and then re-test.

## Completing the Meeting Scheduling Process

**Procedure**

**Step 1** Click **Finish** on any tab of the Meeting Scheduling section.

If all required resources are available, the meeting is automatically scheduled and notifications are sent to all participants.

If network resources are available but non-required resources (such as terminals, users and rooms) are not, the meeting is automatically scheduled, notifications are sent, and a conflict list is created for the meeting organizer.

If the meeting cannot be scheduled, a message appears in which you can select an alternative time slot for the meeting, if a time slot is available.

**Step 2** If no alternative time slot is available, click **Back** to return to the Meeting Scheduling screens where you can modify your selections.

## Viewing a Summary of Your Meeting

**Procedure**

**Step 1** Click **Finish** on any tab of the Meeting Scheduling section.

If the meeting is successfully scheduled, a Meeting Summary window displays the following information.

**Step 2** Alternatively, go to **My Meetings > Upcoming** or **My Meetings > History**.

**Step 3** Click the link to the meeting in the Subject column.

**Step 4** Click **Meeting Summary**.

# How to Create Ad Hoc Meetings

You create an ad hoc meeting when you dial a random meeting ID from your endpoint or terminal without scheduling a meeting or a virtual room number. The system creates this random ad hoc meeting or virtual room meeting for you. When all participants leave the ad hoc meeting or the virtual room, it is terminated.

When you create an ad hoc meeting, Resource Manager reserves at least 30 minutes of resources for this meeting. The default length of an ad hoc meeting is controlled by the **Duration of Endpoint Initiated Calls n minutes** option in the Resource Manager Configuration Tool at **System Configuration > Scheduling Settings**.

If all participants leave the meeting within 30 minutes, the meeting terminates automatically.

If all participants stay in the meeting after 30 minutes, the meeting is auto-extended until all participants leave the meeting or there is a resource conflict.

**Note** An endpoint-initiated meeting is only allowed if the administrator has enabled this meeting type. If you cannot initiate an ad hoc meeting, contact your system administrator.

# Creating Ad Hoc Point-to-Point Calls

**Procedure**

**Step 1** From your endpoint or terminal, dial the number of the endpoint or terminal you want to reach.

**Step 2** If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by Resource Manager.
- The endpoint or terminal you want to reach is registered to a gatekeeper managed by Resource Manager.
- Resource Manager is configured to allow endpoint-initiated point-to-point calls.

# Creating Ad Hoc Multipoint Meetings using a Default Meeting Type

**Procedure**

**Step 1** Dial a meeting ID number that begins with the Resource Manager meeting ID prefix (by default, 6).

For example, 6789.

Resource Manager then uses the default meeting type to initiate the meeting.

For example, if the default meeting type is 85, other users can join the conference by dialing either 856789 or 6789.

**Step 2** If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by Resource Manager.
- Resource Manager is configured to allow endpoint-initiated multipoint calls.

## Creating Ad Hoc Multipoint Meetings using a Non-Default Meeting Type

**Procedure**

**Step 1** Dial the meeting type prefix followed by a meeting ID number.

For example 856789 where 85 is the meeting type prefix and 6789 is the meeting ID number.

Other users can join the conference by dialing either 856789 or 6789.

**Step 2** If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by Resource Manager.
- Resource Manager is configured to allow endpoint-initiated multipoint calls.

## Inviting Participants to Ad Hoc Meetings using MCU Delimiters

By default, ** is the MCU delimiter for inviting an endpoint to a meeting, and *** is the MCU delimiter for the meeting password.

**Procedure**

**Step 1** Dial the following in a single string:

- The meeting type prefix followed by a meeting ID number.
- **
- The number of the endpoint or terminal you want to invite.
- ***
- The meeting password.

For example, 856789**5656***1111.

**Step 2** If you cannot initiate an ad hoc meeting, contact your system administrator to verify the following:

- Your endpoint or terminal is registered to a gatekeeper managed by Resource Manager.
- Resource Manager is configured to allow endpoint-initiated multipoint calls.
- The MCU is configured to use default delimiter settings.

## Creating Ad Hoc Virtual Room Meetings

Depending on your system configuration, you might be limited to ad hoc virtual meetings.

You can create an ad hoc virtual room meeting as follows:

**Procedure**

**Step 1** Access a terminal.

**Step 2** Dial a virtual room number.

For example, define a virtual room with number 6555 and meeting password 1234.

When 6555 is dialed from an endpoint, a virtual room meeting begins. The meeting ID is 6555, and anyone wanting to join the conference must enter the password 1234.

## Viewing Endpoint-Initiated Meetings

**Procedure**

**Step 1** Verify with your system administrator that Resource Manager is configured to display endpoint-initiated calls.

**Step 2** Click **My Meetings** in the sidebar menu.

**Step 3** Click **Current**.

**Step 4** Alternatively, you can view the In-meeting Control interface of an endpoint-initiated meeting from the Resource Manager login screen.

Click **Enter a meeting** and enter the meeting ID and PIN to access that meeting.

# How to Manage Meetings via Video IVR

The Video Interactive Voice Response (IVR) mechanism provides a series of video screens and audio messages to guide you through the process of creating or joining a conference on the MCU without the need to register to a H.323 gatekeeper or to a SIP registrar.

- Accessing MCU Meetings via Video IVR, page 2-19
- Viewing MCU Meetings via Video IVR, page 2-19
- Creating a Meeting via Video IVR, page 2-19

## Accessing MCU Meetings via Video IVR

**Procedure**

**Step 1** Ask your administrator for the Auto Attendant session ID.

**Step 2** Dial the Auto Attendant session ID from your endpoint to access the video IVR session.

**Step 3** Alternatively, you can dial your Cisco Unified Videoconferencing Manager IP address to gain access to the video IVR session.

## Viewing MCU Meetings via Video IVR

You can view a list of current MCU meetings via the video IVR only if your administrator has selected the Admin > Advanced Settings > Default User Settings > Display all meeting records on My Meeting screen option.

**Procedure**

**Step 1** Access the video IVR as described in the "Accessing MCU Meetings via Video IVR" section on page 2-19.

**Step 2** Use the * or # keys to browse the meeting list page by page.

**Step 3** Enter the meeting ID to access that meeting.

## Creating a Meeting via Video IVR

**Procedure**

**Step 1** Access the video IVR as described in the "Accessing MCU Meetings via Video IVR" section on page 2-19.

**Step 2** Press **0**.

**Step 3** If the meeting ID is currently being used by a meeting, you will join this meeting.

If the meeting ID is not in use, you can create a new meeting using this meeting ID.

**Step 4** Enter a PIN for your new meeting.

Participants must use this PIN to join your meeting.