



## CHAPTER 4

# Moderating Meetings in Resource Manager

---

- [About the In-meeting Control Interface, page 4-1](#)
- [Taking Moderator Control, page 4-7](#)
- [How to Moderate a Meeting, page 4-8](#)

## About the In-meeting Control Interface

- [Accessing the In-meeting Control Interface, page 4-1](#)
- [Identifying In-meeting Control Interface Components, page 4-2](#)
- [Viewing Title Bar Details, page 4-2](#)
- [Viewing Participant List Tab Details, page 4-4](#)
- [Viewing Statistics Tab Details, page 4-6](#)
- [Viewing Layout Panel Details, page 4-6](#)
- [Viewing Invite Panel Details, page 4-7](#)

## Accessing the In-meeting Control Interface

You moderate the status of a live meeting in real-time from the In-meeting Control interface. Access the In-meeting Control interface in any of the following ways.

### Procedure

---

**Step 1** Access the In-meeting Control interface with a user account.

If the meeting you want to control is listed at My Meetings > Current, and if you are the meeting organizer or an attendee of the meeting, select the meeting subject link.

**Step 2** Access the In-meeting Control interface with a conference ID.

When the meeting is in progress, select the URL link embedded in the meeting notification e-mail.

–or–

Select **Enter a Meeting** in the Resource Manager login screen and enter the conference ID and PIN to access the In-meeting Control screen.

---

## Identifying In-meeting Control Interface Components

**Table 4-1** *In-meeting Control Interface Components*

Component	Description
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 more information, see the <a href="#">“Viewing Title Bar Details”</a> section on page 4-2
Participant List tab	Enables you to view all meeting attendees and information about them. For more information, see the <a href="#">“Viewing Participant List Tab Details”</a> section on page 4-4.
Statistics tab	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 more information, see the <a href="#">“Viewing Statistics Tab Details”</a> section on page 4-6.
Advanced Invitation tab	For users with chair-control privileges. Invite multiple predefined users or terminals to the meeting from this tab.
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 more information, see the <a href="#">“Viewing Layout Panel Details”</a> section on page 4-6.
Invite panel	Positioned below the Layout panel. For users with chair-control rights. You can invite additional attendees to the current meeting. For more information, see the <a href="#">“Viewing Invite Panel Details”</a> section on page 4-7.

## Viewing Title Bar Details

**Table 4-2** *Title Bar Details*

Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Meeting ID				The meeting ID attendees dial to join the meeting
Meeting Name				Name of the meeting

Table 4-2 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 with T.120
	Audio			
	Video			
	Data Sharing with T.120			
MCU Conference				The corresponding MCU conference ID and the host MCU in the format Meeting:MCU_Conference_Id@Host_MCU_Name
Bandwidth				Bandwidth of the MCU service used to create the meeting
Time Remaining				The length of time remaining for the meeting
PIN				The meeting PIN (if a PIN is set for this meeting)
Become Moderator				Select this button to take control of the meeting. Only one user can have control of a meeting at any one time
Help				Select this button to open the online help
Refresh				Select this button to manually refresh the In-meeting Control window. The In-meeting Control window is automatically refreshed at regular intervals
Mute			Moderator control privileges	Mutes or un-mutes all meeting attendees
Terminate Meeting			Moderator control privileges	Terminates the meeting

Table 4-2 Title Bar Details (continued)

Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Block Entry			Moderator control privileges	Prevents attendees from joining the conference with dial-in or dial-out
Reconnect All			Moderator control privileges	Dials out to all attendees to reconnect them
Delete Participant			Moderator control privileges	Select participants from Main Panel > Participant List, and then select this button to remove the selected participants from the meeting.
Sub-meeting			Moderator control privileges	Select participants from Main Panel > Participant List, and then select this button to move the selected participants to a sub-meeting within the meeting.
Change View			Moderator control privileges	Select participants from the Main Panel > Participant List, and then select this button to place them in one of the meeting's available views. Changed "choose" to "select"
Extend Meeting			Moderator control privileges	Select this button to extend the duration of the current meeting.
Hierarchy			Moderator control privileges, cascaded meeting	Displays the participant list either in a tree view or table view.

## Viewing Participant List Tab Details

Table 4-3 Participant List Tab Details












Element Name	Graphic/Link	Requirements	Description
Connect/Disconnect		Moderator control privileges	If a participant is connected, select this button to disconnect that participant. If a participant is disconnected, select this button to connect that participant.
Change Participant Name		Moderator control privileges	Located in the Participant Name column. Select this button to change the participant name in the conference and/or on terminals.

Table 4-3 Participant List Tab Details (continued)

Element Name	Graphic/ Link	Requirements	Description
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.
Presentation Only			Indicates a user who joins the meeting by presentation only.
Number column			This column displays the number of the participating terminal.
Dial-in column			Indicates whether or not each participant dialed into the meeting.
Total Call Rate column			Displays the connection speed (in/out) of each participant in Kbps.
Sub-meeting column			Indicates if a participant is part of a sub-meeting of the meeting. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Meeting View column			Indicates which view is currently displayed to each participant. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Microphone Status			Select to adjust or mute the volume of a participant's audio output. This is only displayed for connected participants.
Loudspeaker Status			Indicates whether or not a participant is receiving audio. This is only displayed for connected participants.
Monitor Status			Indicates whether or not a participant is receiving video. This is only displayed for connected participants.
Camera Status			Select to enable or disable the video input of a participant. This is only displayed for connected participants.
Camera Status		Duo-streaming enabled	Select to enable or disable the video inputs of a participant. This icon appears instead of the Camera Status icon above if Duo-stream is enabled. This is only displayed for connected participants.
Participant Information column			Displays detailed call-related information for an online meeting participant.

**Table 4-3** Participant List Tab Details (continued)

Element Name	Graphic/ Link	Requirements	Description
Tabular View			Only participating terminals are displayed in this view in a tabular format.
Tree View			In this view, participants are grouped according to the MCU to which they are connected. For each conference on the MCU, a header is displayed that indicates the group to which participants belong. Select the header to view the conference on the MCU.




## Viewing Statistics Tab Details

**Table 4-4** Statistics Tab Details






Column Heading	Description of Column Contents
Name	Name of each participant
Number	Number of each participating terminal
Total Call Rate	Connection speed of each participant in Kbps
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
Data	Indicates if there is data sharing

## Viewing Layout Panel Details

**Table 4-5** Layout Panel Details

Element Name	Graphic	Requirements	Description
Layout Box			The layout displayed in the layout box is what the participant sees.
View tabs			Select a tab to display an available view. You can switch between views.
Video Output Stream		Moderator control privilege	Select to choose the bandwidth for each view.
Auto Switch		Moderator control privilege	Select to choose this layout mode that automatically switches participants at regular intervals.

**Table 4-5** *Layout Panel Details (continued)*

Element Name	Graphic	Requirements	Description
Active Speaker		Moderator control privilege	Drag and drop the icon into a subframe in the Layout Box, to display the speaker in that subframe.
Text Overlay		Moderator control privilege	Select to enable the display of the terminal name as a text overlay displayed on a participating terminal.
No Self-See		Moderator control privilege	Select to toggle the self-see function.
Dynamic Layout		Moderator control privilege	Select to enable/disable dynamic layout. If dynamic layout is disabled, you can select a custom layout for the meeting by selecting Change Layout.
Change Layout		Moderator control privilege, dynamic layout must be disabled.	Select this icon to open a window containing all available layouts. Select one of the available layouts and it will be applied to the current layout displayed in the Layout panel.

## Viewing Invite Panel Details

**Table 4-6** *Invite Panel Details*

Area	Description
Participant	Displays the number of participants currently connected to the meeting.
Reserved/Max	Displays the number of reserved ports for guest participants.
Invite	In this area, you can invite an IP/ISDN/Mobile participant to the meeting.

## Taking Moderator Control

Meeting moderators 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-meetings
- View additional participant details
- Lock and unlock meetings

**Procedure**

- 
- Step 1** Access the In-meeting Control interface.  
(Meeting Operators) If no other user has control of the meeting at the same time, you are automatically granted Moderator control rights.
- Step 2** (Meeting Organizers and regular users) Enter the moderator PIN if one is used for this meeting.
- Step 3** Select the Become Moderator icon.
- 

## How to Moderate a Meeting


- [Inviting Multiple Participants, page 4-8](#)
- [Inviting Multiple Terminals, page 4-9](#)
- [Connecting or Disconnecting Participants, page 4-10](#)
- [Muting or Enabling a Selected Microphone, page 4-10](#)
- [Blocking or Unblocking a Selected Camera, page 4-10](#)
- [Changing the Meeting View for a Participant, page 4-11](#)
- [Inviting a Sub-meeting, page 4-11](#)
- [Extending Meeting Duration, page 4-12](#)
- [Defining Video Layout and Display, page 4-12](#)
- [Activating and Deactivating Auto-Switching, page 4-12](#)
- [Displaying a Participant or Terminal Name, page 4-13](#)
- [Setting a Voice-activated Frame, page 4-13](#)
- [Enabling and Disabling Dynamic Layout, page 4-14](#)
- [Changing Layout, page 4-14](#)
- [Viewing Participant Details, page 4-15](#)
- [Changing a Participant Name, page 4-15](#)
- [Removing a Participant from the Participant List, page 4-16](#)
- [Terminating a Meeting, page 4-16](#)

## Inviting Multiple Participants

**Procedure**

- 
- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
- Step 2** Select the Advanced Invitation tab.
- Step 3** Select **User**.
- Step 4** Select the attendees to invite from the Users list.

If required, you can search for users by entering the full name or part thereof in the search field, and selecting the search icon.

- Step 5** Select the right arrow to include these users in the list to be invited.
- Step 6** Select a bit rate in the Bandwidth field for use when inviting a participant to a meeting.  
Use the default setting for optimal bit rate performance.
- Step 7** If required, select **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 8** Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** displayed on the right side of the **Advanced Invitation** tab.  
You can specify a position for the participant image in all layouts currently supported in the meeting.
- 
-  **Note** You must associate a participant with a terminal before you can invite that participant to a meeting.
- 
- Step 9** Select **Invite** to send the invitation.
- 

## Inviting Multiple Terminals

### Procedure

- 
- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
- Step 2** Select the Advanced Invitation tab.
- Step 3** Select **Terminal**.
- Step 4** 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 selecting the search icon.
- Step 5** To include the selected terminals in the list of invited terminals, select the right-pointing arrow.
- Step 6** Select a bit rate in the Kbps field for use when inviting a terminal to a meeting.  
Use the default setting for optimal bit rate performance.
- Step 7** If required, select **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 8** Drag the **Lock Image** icon into the preferred position in the Layout Display Frame located on the right side of the Advanced Invitation tab.  
You can specify a position for the participant image in all layouts currently supported in the meeting.
- Step 9** To send the invitation, select Invite.
-

## Connecting or Disconnecting Participants

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

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
  - Step 2** Select the Participant List tab.
  - Step 3** Select **Connect** to dial out to the terminal of a participant listed as disconnected.
  - Step 4** Select **Disconnect** to disconnect the terminal of a participant listed as connected.
  - Step 5** (Optional) Select **Reconnect All** on the title bar to reconnect all participants to the current meeting. Ad hoc participants (participants not on the original invited list) are removed from the meeting if they disconnect.
  - Step 6** Select **OK**.
- 

## 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.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
  - Step 2** Select the Participant List tab.
  - Step 3** Select the **Mic. Enabled** icon next to the required participant name.
  - Step 4** Alternatively, change the volume of that participant by right selecting the triangle next to the microphone icon to open a popup screen.
  - Step 5** Set the volume to be between -5 to +5 in the popup screen.
- 

## Blocking or Unblocking a Selected Camera

You can block or unblock a video stream sent by a meeting participant. For example, if a participant video connection affects meeting processing and degrades performance, you can block the participant video connection until endpoint issues are resolved.

**Procedure**

- 
- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
  - Step 2** Select the Participant List tab.
  - Step 3** Select the **Camera Enabled** icon next to the required participant name.
- 

## 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** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
  - Step 2** Select the Participant List tab.
  - Step 3** Select the participant for whom you want to change the view.  
If you do not select a participant, the view changes for all participants.
  - Step 4** Select **Change view to participants** on the toolbar and select a view for the participant from the drop-down list.  
To select multiple participants, select the participants while holding down the Ctrl or Shift key.
  - Step 5** Select **OK**.
- 

## Inviting a Sub-meeting

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

**Procedure**

- 
- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
  - Step 2** Select the Participant List tab.
  - Step 3** Select the participant whom you wish to invite to a sub-meeting.
  - Step 4** Select **Sub-meeting** on the toolbar.
  - Step 5** Select a sub-meeting to which you want to invite participants from the list in the Select sub-meeting window.
  - Step 6** Select **OK**.

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

---

## Extending Meeting Duration

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

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1.](#)
  - Step 2** Select **Extend Meeting Duration** on the toolbar.
  - Step 3** Enter the number of minutes by which you want to extend the duration of the meeting in the Extend field in the Extend window.
  - Step 4** Select **OK**.
- 

## 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.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1.](#)
  - Step 2** Select the Layout panel  
In Continuous Presence Mode, you can view which terminals are set for which video frames.
  - Step 3** 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.
  - Step 4** Set voice activated sub-frames.
  - Step 5** Select **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** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
- Step 2** Select the Video Display area.
- Step 3** Select **Auto-switch**.
- Step 4** Enter an auto-switching interval value of between 10 and 1800 seconds (30 minutes).
- Step 5** Select **OK**.
- Video from participating terminals (randomly selected) appears on all other terminals at the defined interval.
- Step 6** (Optional) To disable auto-switching, select **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.

Resource Manager supports text overlay on participant images when the text overlay option is configured for the meeting type.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
- Step 2** Select the Video Display area.
- Step 3** Select **Display Participant Name in Frame**.

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

Available only for views for which a sub-frame is configured.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.
- Step 2** Select the Video Display area.

- Step 3** Drag the **Active Speaker** button into the required position within the video layout frame.
- 

## Enabling and Disabling Dynamic Layout

Without 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

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
- Step 2** Select the Video Display area.
- Step 3** Select **Dynamic Layout** to enable a dynamic layout.
- Step 4** Select **Dynamic Layout** again to disable the dynamic layout.
- When Dynamic Layout is selected, Change Layout is disabled.
- 

## Changing Layout

With Dynamic Layout disabled, you can select a specific layout from a list of all available layouts in this MCU service and set that specific layout as the current layout for a view.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
- Step 2** Select the Video Display area.
- Step 3** Select **Change Layout**.
- Step 4** Select a layout from the options in the Select Layout window.
- Step 5** Drag and drop the option in the selected layout area in the Video Display area.
-

## Viewing Participant Details

### Procedure

**Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.

**Step 2** Select the Participant List tab.

[Table 4-7](#) lists the information available for each participant or terminal.

**Table 4-7 Available Participant Details**

Participant Detail	Description
Status	<ul style="list-style-type: none"> <li>Orange—The participant is connecting.</li> <li>Green—The participant is connected.</li> <li>Red—The participant is disconnected.</li> </ul> <p>Disconnected participants remain in the Participant List for the duration of the meeting.</p> <p>To reconnect a disconnected participant, select the red status icon.</p> <p>No status indicator indicates that there are no meeting participants.</p>
Name	Displays the participant name.
Number	Displays the endpoint number of the meeting participant.
Dial-in	Indicates whether the terminal dialed into the meeting or was invited to the meeting from the Conference Control screen.
Sub-conf.	Diverts 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-meetings are in progress during a meeting. For more information, see the <a href="#">“Inviting a Sub-meeting”</a> section on page 4-11.
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.

## Changing a Participant Name

### Procedure

**Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface”](#) section on page 4-1.

- Step 2** Select the Participant List tab.
- Step 3** Select **Participant List**.
- Step 4** Select the **Change Participant Name** icon located next to the name of the participant to open a popup window.
- Step 5** Enter a new name for that participant in the popup window.  
If the participant is online, the new name is displayed on the video screen for that participant.
- 

## Removing a Participant from the Participant List

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
- Step 2** Select the Participant List tab.
- Step 3** Select the participants you want to disconnect and remove from the list.
- Step 4** Select **Delete Participant** on the toolbar.  
The participants are disconnected from the meeting and removed from the list.
- 

## Terminating a Meeting

You can immediately terminate a meeting at any time.

### Procedure

---

- Step 1** Access the In-meeting Control interface as described in the [“Accessing the In-meeting Control Interface” section on page 4-1](#).
- Step 2** Select **Terminate Meeting** on the toolbar.  
Sony PCS endpoint users can automatically extend a meeting with the Sony PCS terminal remote control.
- Step 3** Select **OK**.
-