





Note You cannot enter breakout sessions by using your video endpoint. The audio channel of your video transmission remains in the main meeting room.

To Do This	Do This
Mute or unmute all audio sources you are using, including your video endpoint. ¹	Click the Mute button: 
Pause or play your visual image.	Click the Pause button: 
View multiple people or view just the active speaker. (This option is not available on all systems.)	Click the Personal menu and choose an option.

1. When using Video endpoints, you cannot mute audio by using the telephone keypad.

5 Leaving or Ending a Video Conference

To Do This	Do This
Leave a video conference without leaving the Cisco Unified MeetingPlace web conference.	<ul style="list-style-type: none"> Hang up your video endpoint. In the meeting room, choose Personal > Disconnect My Video.
Leave the web conference but remain in the voice and video conference.	Click the X button in the top right corner of the meeting room window to close the window.
Leave the web, video, and voice conference.	In the meeting room, choose Personal > Leave Meeting .
End the web, video, and voice conference.	In the meeting room, choose Meeting > End Meeting . (You can end only meetings that you scheduled.)

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OL-11004-02



Quick Start Guide



Cisco Unified MeetingPlace Video Integration Release 5.4

Revised July 20, 2007

- 1 Getting Started
- 2 Scheduling a Video Conference
- 3 Attending a Video Conference
- 4 Participating in a Video Conference
- 5 Leaving or Ending a Video Conference



1 Getting Started

Video endpoints must be installed and configured before you use them. Contact your system administrator for information.

Complete information about how to use Cisco Unified MeetingPlace conferencing is available in the online help for Cisco Unified MeetingPlace Web Conferencing and Cisco Unified MeetingPlace for Outlook. A Help link appears in the top left corner of any page that has interactive content.

2 Scheduling a Video Conference

If your Cisco Unified MeetingPlace profile enables you to schedule video conferences, you can include video conferencing when you schedule a Cisco Unified MeetingPlace conference.

Scheduling a Video Conference by Using Cisco Unified MeetingPlace for Outlook

If you have Cisco Unified MeetingPlace for Outlook, you can schedule the meeting from your Microsoft Outlook calendar.

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- Step 1** In your Outlook calendar, double-click on the time slot you wish to schedule.
 - Step 2** Enter standard meeting information, such as the subject of the meeting, in the **Appointment** tab.
 - Step 3** Click the **Scheduling** tab and invite participants.
 - Step 4** Click the **MeetingPlace** tab.
 - Step 5** Check the check box to **Make This a MeetingPlace Meeting**.
 - Step 6** Enter Cisco Unified MeetingPlace meeting options, including the **# of Video Callers**.
 - Step 7** Click **Advanced Settings** and enter additional meeting options.
 - Step 8** Click **Send**.
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Scheduling a Video Conference by Using the Web

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- Step 1** Go to your company's Cisco Unified MeetingPlace web home page.
 - Step 2** Click **Schedule Meeting** and sign in.
 - Step 3** Enter meeting information.
 - Step 4** Check the **Reserve Video Conferencing** check box.

Step 5 For **# of Video Callers**, enter the number of video systems you expect to participate. Optionally, invite video terminals to the meeting.

Step 6 Click **Schedule**.

3 Attending a Video Conference

If the video conference was not scheduled in advance, or if more participants than the scheduled number of video callers attend the conference, you can join a video conference by using the procedure in this section if all of the following apply:

- The MeetingPlace voice or web conference you want to join is currently in progress or scheduled for the current time.
- The profile of the meeting scheduler is enabled for scheduling video conferences.
- Video-conferencing resources are available on the system.

Do the following procedure to have Cisco Unified MeetingPlace call your video endpoint so you can attend a scheduled Cisco Unified MeetingPlace video conference.

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- Step 1** Start your video endpoint and launch your video software, if applicable.
 - Step 2** Join the Cisco Unified MeetingPlace web conference by using one of the following methods:
 - In your Outlook calendar, double-click the entry for the meeting you want to attend, then click the link to attend the meeting. Click **Yes** if you receive any security warnings.
 - Go to your company's Cisco Unified MeetingPlace web home page, enter the meeting ID, and click **Attend Meeting**. Click **Yes** if you receive any security warnings.
 - Step 3** From the **Current Meeting** web page, check the **Select How MeetingPlace Calls You** check box.
 - Step 4** Click **Use My Video Endpoint Number**.
 - Step 5** Enter the number that Cisco Unified MeetingPlace must dial to reach your video endpoint. This number may be automatically entered for you.
 - Step 6** Click **Connect**.
 - Step 7** When your video endpoint rings, answer the call. If you have questions about how to do this, see the documentation for your video endpoint.
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4 Participating in a Video Conference

Once you are in the Cisco Unified MeetingPlace web meeting room, you can change your video transmission from within the meeting room.