





Note You cannot enter breakout sessions 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.	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.

5 Leaving or Ending a Video Conference

To Do This	Do This
Leave a video conference without leaving the Cisco 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.	<p>In the meeting room, choose Meeting > End Meeting.</p> <p>You can only end meetings that you scheduled.</p>

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Quick Start Guide



Cisco MeetingPlace Video Integration Release 5.3

- 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 MeetingPlace conferencing is available in the online help for Cisco MeetingPlace Web and Cisco 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 MeetingPlace profile enables you to schedule video conferences, you can include video conferencing when you schedule a Cisco MeetingPlace conference.

Scheduling a Video Conference Using Cisco MeetingPlace for Outlook

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

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- Step 1** In your Microsoft 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 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 Using Cisco MeetingPlace Web

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- Step 1** Go to your company's Cisco MeetingPlace Web home page.
 - Step 2** Click **Schedule Meeting** and sign in.
 - Step 3** Enter meeting information.
 - Step 4** For **# of Video Callers**, enter the number of video systems you expect to participate.

Step 5 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 using the steps 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.

To attend a scheduled Cisco MeetingPlace video conference, have Cisco MeetingPlace call your video endpoint by performing the following steps:

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- Step 1** Start your video endpoint and launch your video software, if applicable.
 - Step 2** Join the Cisco MeetingPlace Web conference using one of these two methods:
 - In your Microsoft 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 MeetingPlace Web home page, enter the meeting ID, and click **Attend Meeting**. Click **Yes** if you receive any security warnings.
 - Step 3** In the meeting room, click the **Connect** button.
 - Step 4** Click the radio button to **Use my video endpoint number**.
 - Step 5** Enter the number Cisco 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

If you have joined the video conference using the steps in this guide and you are in the Cisco MeetingPlace Web meeting room, you can change your video transmission from within the meeting room. All of the normal nonvideo features in the meeting room are also available to you.