

Cisco Collaboration Meeting Rooms (CMR) Cloud gives you the ability to start or join a WebEx meeting, scheduled or instant, using any browser or standards-based video conferencing system or application. Plus, if you have a Personal Room enabled, you have your very own virtual conference room accessible at any time. For more on setting up and using your Personal Room, see page 2.

Join a Meeting

From a Video Conferencing System

Dial the video address, also known as the URI (Uniform Resource Identifier), of the host and enter the pound sign (#) when prompted.

Joining host's Personal Room

Dial the video address in the format of username@sitename.webex.com, that can be found in your invitation email.

Join from a video conferencing system or application

Dial (username)@go.webex.com

Joining a scheduled meeting

The video address can be found in the format of meetingnumber@sitename.webex.com, in the invitation email.

JOIN FROM A VIDEO CONFERENCING SYSTEM OR APPLICATION
Dial 3005266@go.webex.com

From a Video Conferencing Application

You can quickly join a WebEx meeting from a video conferencing application using one of the following methods:

Join from application

If you are on the host's Personal Room page, select join from the application.

Join from a video conferencing system or application
Dial @go.webex.com | Join from application

Dial host's video address.

You will find it in the format of username@sitename.webex.com located in the joining information.

Join from a video conferencing system or application
Dial (username)@go.webex.com

Join from email invitation

Double click on the link for the video address in your email invitation.

Hello,
Join me now in my Personal Room.
Join WebEx meeting
https://go.webex.com/join/ | 3005266

Join a scheduled WebEx meeting

Find the video address in the format of meetingnumber@sitename.webex.com located in your invitation email.

JOIN FROM A VIDEO CONFERENCING SYSTEM OR APPLICATION
Dial 3005266@go.webex.com

* Note: The host's video address never changes, so we recommend you add it to your favorites menu for future meetings with the same person.

Start a Meeting

From a Video Conferencing System

If starting a WebEx meeting from a video conference system, dial in following the steps already outlined (above).

Scheduled Meeting

If it is a scheduled meeting, enter the host key, followed by the pound sign (#), when prompted. Find the host key in the email confirmation or on the meeting information page.

You are the host for this WebEx meeting.
Host key: 406097 (Use this to reclaim host privileges.)

Host key: 406097

Join WebEx meeting
Meeting number: 345 426 290
Meeting password: 1234

Join from a video conferencing system or application
Dial @go.webex.com

Personal Room Meeting

If it is a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted. You can find this information on your Personal Room Page or by navigating to [My WebEx > Preferences > My Personal Room](#).

Join from a video conferencing system or application
Dial @go.webex.com | Join from application
Host PIN: 0653 | Est

My Personal Room
Room name: Gerard Gallen's Personal Room
A room name must be between 1 and 120 characters.
URL: https://go.webex.com/meet/gergallen Change
Video address: gregallen@go.webex.com
Host PIN: 0653

Skype for Business

Join a Meeting from Microsoft Skype for Business

You will need to dial a Skype for Business-specific video address to connect your Skype for Business application.

For a scheduled meeting

Dial meetingnumber.sitename@lync.webex.com.

For a Personal Room meeting

Dial username.sitename@lync.webex.com.

Use a Pilot Number

Your administrator can set up a pilot number to replace the full video address. To dial in using a pilot number:

1. Start your video system or application.
2. Dial the pilot number.
3. Enter the meeting number.
4. Follow the prompts.

From a Video Conferencing Application

To start either a scheduled WebEx meeting or Personal Room meeting on a standards-based video conferencing application, dial in following the steps already outlined.

Scheduled Meeting

If it is a scheduled meeting, you will need to enter the host key, followed by the pound sign (#), when prompted.

Personal Room Meeting

If starting a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted.

Personal Room

A Personal Room is a virtual conference room that you can use whenever you need to meet with people. You are supplied with your own easy-to-remember link that never changes, so your colleagues always know where your meetings are held.

Your Personal Room has these three addresses that never expire:

- URL (<https://sitename.webex.com/meet/username>)
- video address (username@sitename.webex.com)
- call-in numbers, which connect you to the audio portion of a meeting only

Set Up your Personal Room

1. Select **Set Up Room** in your welcome email message to start the setup wizard.
2. Do the following:
 - a. Create a host PIN.
 - b. Optional. Keep the option **Use Personal Room for all my instant meetings** checked. If you use WebEx Productivity Tools or Cisco Jabber, it's convenient to always start your meetings in your room.
3. Click **Next** to complete the wizard.
* To get a meeting started, select **Try It**.

Access your Personal Room

1. Sign in to your WebEx site.
 2. Go to **My WebEx > My Personal Room**.
- * Access your Personal Room page to view information about your room or to start a meeting in your room from a browser.

Lock your Room

If you have back-to-back meetings or need privacy in your Personal Room, lock the room.

To lock or unlock the room, select **Lock Room** or **Unlock Room** from within the room.

Invite People to your Personal Room

1. Select **Invite**.
2. If you want to meet right away, choose **Copy and share** or **Send an email message**. If your meeting

is at a later time, choose **Copy and share**. Copy and paste the information in an instant message and customize the text "Join me now in my Personal Room."

Tour your Personal Room Interface



Gerard Gallen's Personal Room

<https://go.webex.com/...> | 347 346 672 | **Invite** 1

Enter Room 2



Join from a video conferencing system or application ?

Dial ggallen@go.webex.com | **Join from application** 3

Host PIN: 0653 | **Edit** 4



Join by phone 5

+1-415-655-0000 US Toll
1-877-668-4488 US Toll Free

1. Invite people to your Personal Room.
2. Enter your room.
3. Join from application.
4. Edit your host PIN.
5. Join a meeting by phone.

Join Using Hostname of User

1. Go to the host's WebEx site.
2. Select **Home** on the top navigation bar.
3. Enter the username of the host.
4. Select **Join**.

Enter the meeting, event, or session number to join.

NEW! Invited to a Personal Room? Enter the host's room ID. ⓘ

Join

Start Meeting from a Browser

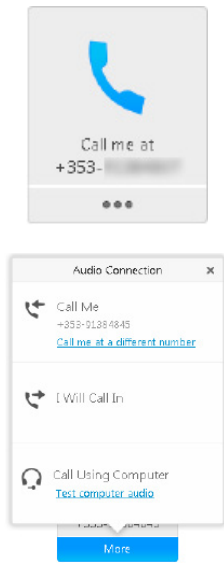
1. Enter your Personal Room URL.
2. Sign in to your WebEx site.
3. Go to your Personal Room page.
4. Select **Enter Room**.

Join Meeting from a Browser

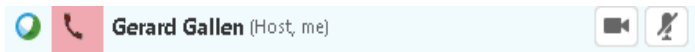
1. Enter the room URL.
 2. Enter your name and email address.
 3. Select **Enter Room**.
- * If the host has not arrived, you will be waiting in the "lobby".

Connecting your Audio

1. Select the **Audio Connection** button.
2. Follow the prompts to establish voice communication.
3. Optional. If you wish to change your audio options select **More**.

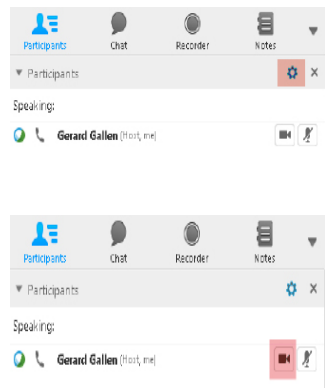


* The audio icon will appear against your name once an audio connection has been established.



Connecting your Video

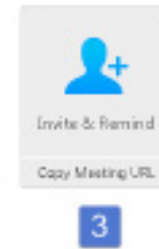
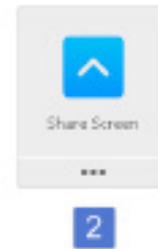
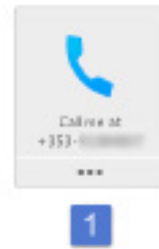
1. Select **Options** to check if your video is enabled.
2. Click the video button.
3. Double-click the speaker's video to display it in full screen.
4. To stop sharing your video, click the video button again.



Tour of Meeting Room Interface

Gerard Gallen's Personal Room

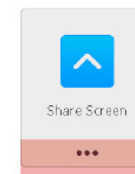
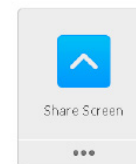
Meeting number: 000 000 000



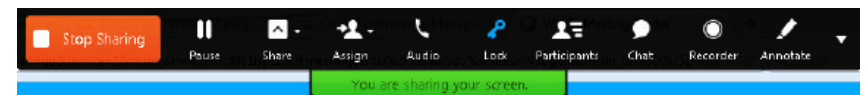
1. Connect your audio.
2. Share content with participants.
3. Invite and remind attendees.
4. Record your meeting.
5. Lock your room to avoid meeting clashes.
6. Leave your room. If no new host is selected the meeting will end.

Sharing your Content

1. Click the button at the bottom of the sharing panel on the Quick Start tab.
2. Select what you want to share with everyone in your meeting.
3. Use Annotation Tools if you want to highlight or mark content.



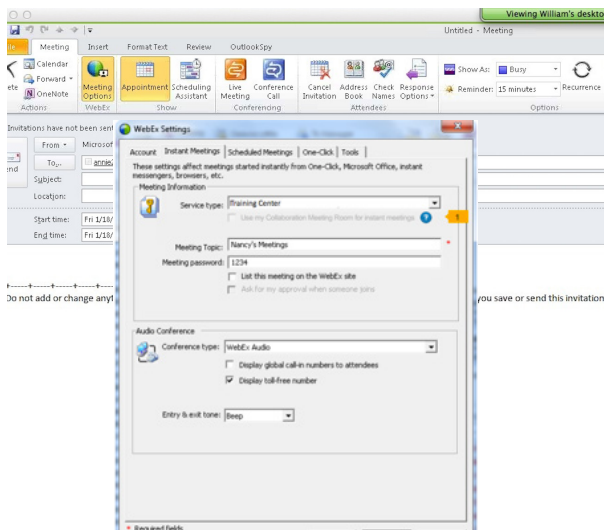
* You can also enable the tools for others. From the Participant menu, select **Assign Privileges**.



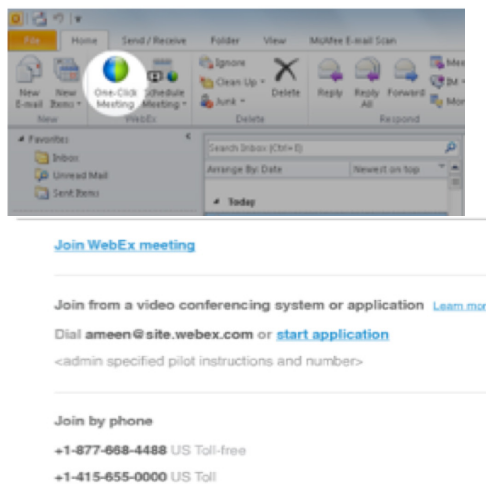
Sharing dropdown menu

Schedule a Meeting or Meet Instantly

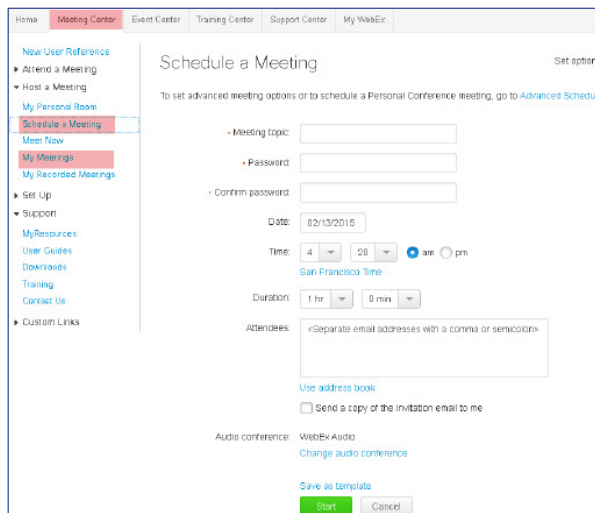
Scheduling a meeting could not be simpler with CMR Cloud and you can do so a number of ways.



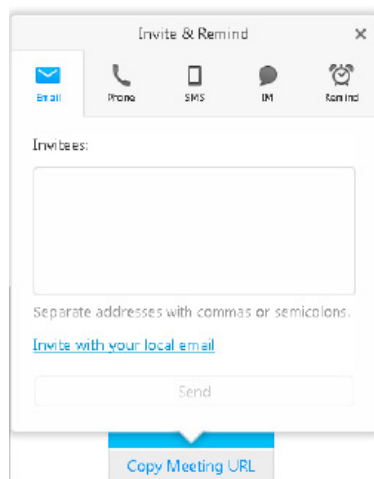
Send scheduled CMR meetings via the Outlook calendar.



Invite CMR is always on using WebEx Productivity Tools.



Use the WebEx Meeting Center to schedule meetings.



Meet instantly in your Personal Room and invite attendees.

Telepresence User Meeting Experience

During the Meeting

Telepresence participants see live video of all other telepresence participants, and the video of the most recently active WebEx participant.

*Note: It is possible to sign in to the same WebEx meeting via telepresence and a video communication application or browser to share content easily.

Content Sharing

For content sharing, the telepresence user connects the video display cable to their computer.



WebEx User Meeting Experience

Joining the Meeting

Participants join the Cisco WebEx meeting by logging in to the Cisco WebEx Meeting Center web and/or mobile applications.

Center application annotations tools and both WebEx and telepresence participants can see the annotations. The annotation tools are not available, however, for telepresence participants.

Content Sharing

Content shared by a telepresence participant is displayed automatically in the Meeting Center application, and WebEx participants can share their desktop or application with telepresence participants.

For WebEx participants to share their presentation with telepresence participants, they must do the following:

1. Log into the Cisco WebEx Meeting Center.
2. Grab the ball or be designated as presenter by the WebEx host.
3. Start application or desktop sharing.

By default, WebEx participants see the live video of the actively speaking telepresence or WebEx participant.

WebEx participants also see an integrated list of all meeting participants.

WebEx participants can annotate using the standard Meeting