



QUICK REFERENCE GUIDE



Cisco WebEx and TelePresence Scheduling with Smart Scheduler and WebEx Scheduling Mailbox

Scheduling a Meeting with Smart Scheduler

Creating a Meeting

1. Go to the URL for Smart Scheduler and log in (if needed).
2. Click the Smart Scheduler icon.



The My Meetings page appears.

My Meetings



You have no upcoming meetings the next 30 days.

Load all meetings...

3. Click **New**.
The Book Meeting page appears.

Book Meeting

Meeting Details

Title

Start

End



To change the default date and time format, click your name in the blue bar at the upper-right portion of the Smart Scheduler page.

4. In the *Title* field, enter a title for your meeting.
5. In the *Start* fields, click and select the starting date and time of your meeting.
6. In the *End* fields, click and select the ending date and time of your meeting.

Adding Telepresence Rooms

1. In the *Search* field under **Add Telepresence Rooms**, enter the name of the room you want to add. As you type, rooms that include the characters you enter appear. When you see the room you want to add highlighted in a blue box, either press Enter or click the name.

Add Telepresence Rooms

Alexandria

2. Add additional telepresence rooms by repeating the first step.



To add a telepresence device that is not available in the list of telepresence rooms, you can add it as a video call-in participant.

Adding WebEx

1. Click **WebEx**.
2. Click the **Enable WebEx** checkbox.
The WebEx Password field appears.

WebEx

Enable WebEx

WebEx Password

3. Enter a WebEx password.
If you don't enter one, WebEx will create one for you automatically when you save the meeting.

Adding Call-in Participants

You can allow additional video and audio participants that are not available in the telepresence rooms list.

1. Click **Call-in Participants**.
2. In the **Calling in on video** field, enter the number of additional participants you want to allow to join using a video device.
3. In the **Calling in on audio** field, enter the number of additional participants you want to allow to join using audio.

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Setting Recurrence and Additional Settings

Making a Recurring Meeting

1. Click **Recurrence**.
2. From the *Set Recurrence* menu, select how often you want the meeting to occur and when you want the meeting series to end.

Additional Settings

To add an agenda, TelePresence meeting PIN or billing code, click **Additional Settings** and enter the appropriate information.

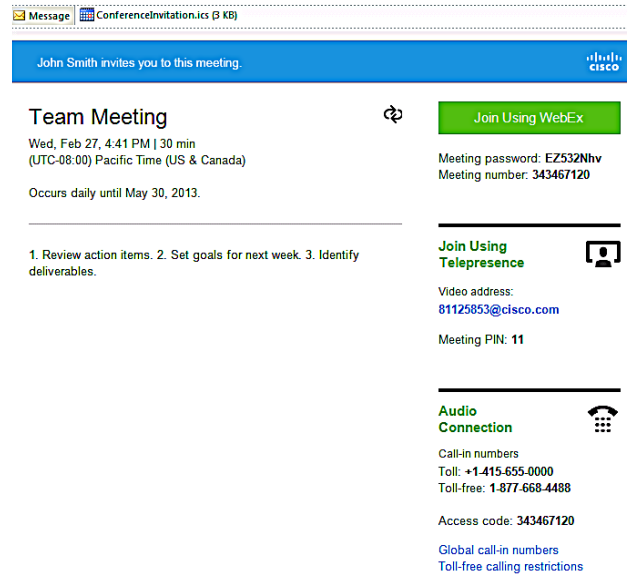
Completing Your Booking

1. When you finish entering your meeting details and setting meeting options, click **Save**.

After your meeting is successfully booked, you will receive a confirmation email.

This confirmation email provides all the information necessary for the people you invite to join the meeting.

Attached to the email is **ConferenceInvitation.ics**.



2. Open **ConferenceInvitation.ics** and save it to your calendar to ensure you receive a reminder for the meeting.

Inviting People to Your Meeting

Using your email client, forward the meeting invitation to the people you want to invite to your meeting.

Joining the Meeting

When the meeting begins, participants from telepresence rooms join using a button on the telepresence endpoint display or are automatically connected at the meeting start time.

WebEx participants click **Join Using Webex** in the meeting invitation from a computer or mobile device.

Video call-in participants join using the Video address provided in the meeting invitation.

Audio call-in participants join using one of the audio **call-in numbers** in the meeting invitation.

Join Using WebEx

Meeting password: EZ532Nhh
Meeting number: 343467120

Join Using Telepresence

Video address:
81125853@cisco.com

Meeting PIN: 11

Audio Connection

Call-in numbers
Toll: +1-415-655-0000
Toll-free: 1-877-668-4488

Access code: 343467120

Global call-in numbers
Toll-free calling restrictions

Scheduling a Meeting with WebEx Scheduling Mailbox

With the WebEx Scheduling Mailbox, you can create a WebEx Enabled TelePresence meeting in Microsoft Outlook or another mail application that is compatible with Microsoft Exchange, by inviting TelePresence rooms and then adding WebEx to the meeting by including a special invitee; the WebEx Scheduling Mailbox. The mailbox may be called simply “webex” or something different (*example: webex@example.com*). Contact your TelePresence or WebEx administrator to determine if this scheduling option is available for your company.

Creating and Inviting People to a Meeting

1. Open your mail application and create a new meeting.
2. Invite TelePresence Rooms and participants.
3. As one of the participants add the WebEx Scheduling Mailbox (*example: webex@example.com*)
4. Add any other information to the body of the meeting that you want and send the meeting invitation.
5. You will receive confirmation emails from the TelePresence rooms, WebEx Scheduling Mailbox and a conference confirmation email that displays the WebEx information, TelePresence and audio call-in numbers similar to the one pictured in the “Completing Your Booking” section in the first column of this page.
6. Copy the contents of the conference confirmation that includes all the TelePresence and WebEx information.
7. Open the original meeting invitation you created in step 1 and paste the contents into the body of the meeting invitation and send the updated invitation to your participants.

When the meeting begins, participants join the meeting the same way as detailed in the “Joining the Meeting” section in the second column of this page.