



QUICK START GUIDE



Joining Cisco Unified Videoconferencing Manager Release 7.1 Meetings from the Microsoft OCS Client

Revised: March 31, 2010, OL-22138-01

- [1 Setting Up the Microsoft OCS Client Plug-in](#)
- [2 Obtaining Documentation, Obtaining Support, and Security Guidelines](#)

1 Setting Up the Microsoft OCS Client Plug-in

Procedure

Step 1 Open the OCS 2007 client.

The Cisco Unified Videoconferencing Manager window displays at the bottom of the OCS client screen.

Step 2 Select the **Virtual Room Settings** link to access your virtual room profile.

Step 3 (Optional) Modify your virtual room name and PINs.

Step 4 To access a virtual room or to join an ad hoc meeting, enter the virtual room number or the meeting ID in the Meeting ID field and select **Join**.

Step 5 If the meeting is PIN-protected, enter the PIN in the Meeting PIN field and select **OK**.



Note OCS client video sessions do not support functionalities such as chat, invite or file sending.

Step 6 On the client machine desktop, answer the incoming call from the MCU.

The call connects and the Cisco Unified Videoconferencing Manager window indicates that the meeting is in progress.



Note When an OCS client connects to the MCU for the first time, you might need to wait a few seconds before the video displays correctly.

Step 7 Select **Moderate** to open the Conference Control screen for managing live meetings.

Step 8 Enter the Moderator PIN if the meeting is protected.

Step 9 Select **OK** to display the Cisco Unified Videoconferencing Manager Conference Control screen.

Step 10 To disconnect from the meeting, perform one of the following:

- Terminate the call from the video window, or
- Select **Disconnect** in the Cisco Unified Videoconferencing Manager window.

Once the call is disconnected, the entry screen is displayed again in the Cisco Unified Videoconferencing Manager window.

2 Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

CCDE, CCENT, CCSI, Cisco Eos, Cisco Explorer, Cisco HealthPresence, Cisco IronPort, the Cisco logo, Cisco Nurse Connect, Cisco Pulse, Cisco SensorBase, Cisco StackPower, Cisco StadiumVision, Cisco TelePresence, Cisco TrustSec, Cisco Unified Computing System, Cisco WebEx, DCE, Flip Channels, Flip for Good, Flip Mino, Flipshare (Design), Flip Ultra, Flip Video, Flip Video (Design), Instant Broadband, and Welcome to the Human Network are trademarks; Changing the Way We Work, Live, Play, and Learn, Cisco Capital, Cisco Capital (Design), Cisco:Financed (Stylized), Cisco Store, Flip Gift Card, and One Million Acts of Green are service marks; and Access Registrar, Aironet, AllTouch, AsyncOS, Bringing the Meeting To You, Catalyst, CCDA, CCDP, CCIE, CCIP, CCNA, CCNP, CCSP, CCVP, Cisco, the Cisco Certified Internetwork Expert logo, Cisco IOS, Cisco Lumin, Cisco Nexus, Cisco Press, Cisco Systems, Cisco Systems Capital, the Cisco Systems logo, Cisco Unity, Collaboration Without Limitation, Continuum, EtherFast, EtherSwitch, Event Center, Explorer, Follow Me Browsing, GainMaker, iLYNX, IOS, iPhone, IronPort, the IronPort logo, Laser Link, LightStream, Linksys, MeetingPlace, MeetingPlace Chime Sound, MGX, Networkers, Networking Academy, PCNow, PIX, PowerKEY, PowerPanels, PowerTV, PowerTV (Design), PowerVu, Prisma, ProConnect, ROSA, SenderBase, SMARTnet, Spectrum Expert, StackWise, WebEx, and the WebEx logo are registered trademarks of Cisco and/or its affiliates in the United States and certain other countries.

All other trademarks mentioned in this document or website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1002R)

Any Internet Protocol (IP) addresses used in this document are not intended to be actual addresses. Any examples, command display output, and figures included in the document are shown for illustrative purposes only. Any use of actual IP addresses in illustrative content is unintentional and coincidental.

© 2010 Cisco Systems, Inc. All rights reserved.