User Guide
for Cisco Unified MeetingPlace
Web Conferencing

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Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

Cisco Unified MeetingPlace Web Conferencing is an integrated audio-, web-, and video-conferencing solution that allows you to collaborate in real time with people in other locations. With Cisco Unified MeetingPlace Web Conferencing, you can do the following tasks:

- Schedule and attend audio, web, and video meetings by using your web browser.
- Share and collaborate on live documents with other meeting attendees.
- Access meeting materials, such as recordings and attachments.
- Access the *meeting console* and learn about meeting console features.

About the Browser Test

The browser test performs a series of checks to verify whether you will be able to join a web meeting by using your web browser.

If this is your first time using Cisco Unified MeetingPlace Web Conferencing, we recommend that you run the browser test. The browser test link is automatically enabled after you install Web Conferencing.

This section contains the following information:

- **Running the Browser Test, page 1-2**
- **Checking Microsoft Internet Explorer Settings, page 1-2**
Running the Browser Test

To Run the Browser Test

Step 1 Confirm with your Cisco Unified MeetingPlace administrator that your browser version is supported.

Step 2 Open the web browser and enter the Cisco Unified MeetingPlace Web Conferencing URL in the address field.

Step 3 Press Enter.

Step 4 From the home page, click Browser Test.

Step 5 From the Browser Test page, click Start.

Step 6 When the test is complete, click Done.

Checking Microsoft Internet Explorer Settings

To Check Microsoft Internet Explorer Settings

Step 1 Open Internet Explorer.

Step 2 From the Tools menu, click Internet Options > Security > Custom Level.

Step 3 Confirm the following five settings:
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Browser Test

### Checking Netscape Settings

Netscape does not support the full meeting console.

**To Check Netscape Settings**

**Step 1** Open Netscape.

**Step 2** From the Edit menu, click **Preferences > Advanced**.

**Step 3** Confirm the following three settings:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy and Security &gt; Images &gt; Accept all images</td>
<td>Checked</td>
</tr>
<tr>
<td>Advanced &gt; Enable Java</td>
<td>Checked</td>
</tr>
<tr>
<td>Advanced &gt; Enable JavaScript for Navigator</td>
<td>Checked</td>
</tr>
</tbody>
</table>
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

Checking Apple Safari Settings

Cisco Unified MeetingPlace Web Conferencing is available for Apple Safari clients with both the basic and full meeting console, depending on the operating system and browser version of your client. Check with your Cisco Unified MeetingPlace administrator for more information.

To Check Apple Safari Settings

Step 1  Open Safari.
Step 2  From the Safari menu, click Preferences > Security.
Step 3  Confirm the following three settings:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Content &gt; Enable plug-ins</td>
<td>Checked</td>
</tr>
<tr>
<td>Web Content &gt; Enable Java</td>
<td>Checked</td>
</tr>
<tr>
<td>Web Content &gt; Enable JavaScript</td>
<td>Checked</td>
</tr>
</tbody>
</table>

Checking Settings for Other Browsers

If you are using a browser other than Internet Explorer, Netscape, or Safari, check with your Cisco Unified MeetingPlace administrator for support information.

In general, check that the browser security settings allow the browser to run Java and JavaScript code. Refer to the browser help or documentation for assistance with security settings.
About Signing In

If you have a Cisco Unified MeetingPlace profile, sign in by using your user ID and password. This allows you to access the full range of features. If you are using a shared system, you can always choose to sign out after completing your Web Conferencing session if you have any security concerns.

This section contains the following information:

- Signing In as a Profile User, page 1-5
- Signing In as a Guest User, page 1-6

Signing In as a Profile User

To Sign In as a Profile User

Step 1
Open your web browser and enter the Cisco Unified MeetingPlace Web Conferencing URL in the address field.

Step 2
Press Enter.

Step 3
From the Welcome page, click Sign In.

Step 4
From the Sign In page, enter your Cisco Unified MeetingPlace user ID and password. Check the Remember Me check box to store your sign-in information for future sessions.

Note
Cisco Unified MeetingPlace Web Conferencing does not permit blank passwords, and values are case sensitive.

Step 5
Click Sign In Now.
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Cisco Unified MeetingPlace Web Conferencing Home Page

Signing In as a Guest User

Guest users do not have profiles on the Cisco Unified MeetingPlace system. As a guest user, you can attend specific meetings or browse through a list of public meetings after you have registered. However, you cannot schedule meetings.

To Sign In as a Guest User

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open your web browser and enter the Cisco Unified MeetingPlace Web Conferencing URL in the address field.</td>
</tr>
<tr>
<td>2</td>
<td>Press Enter.</td>
</tr>
<tr>
<td>3</td>
<td>From the Welcome page, click Attend Meeting.</td>
</tr>
<tr>
<td>4</td>
<td>From the Attend Meeting Sign In page, enter your name in the Guest Name field.</td>
</tr>
<tr>
<td>5</td>
<td>If you know the ID of the meeting that you are attending, enter it in the field provided.</td>
</tr>
<tr>
<td>6</td>
<td>Click Attend Meeting.</td>
</tr>
</tbody>
</table>

About the Cisco Unified MeetingPlace Web Conferencing Home Page

The home page is your entry to the Cisco Unified MeetingPlace Web Conferencing features. If you are a profile user, you sign in by clicking Sign In.

From the home page you can do the following tasks:

- **Attend Meeting**: Allows you to quickly join a specific meeting after entering its meeting ID. Clicking the Attend Meeting tab automatically brings you to the Attend Meeting page where you can sign in as a profile user or as a guest. (See also the “About Attending Meetings” section on page 1-40.)

- **Schedule Meeting**: Allows you to specify meeting parameters on the New Meeting page to schedule a future meeting. (See also the “About Scheduling Meetings” section on page 1-7.)
About Scheduling Meetings

Clicking the Schedule Meeting tab opens the New Meeting scheduling form, which includes all of the basic scheduling parameters for your meeting.

Only users who have signed in by using their Cisco Unified MeetingPlace user ID and password can schedule meetings.

This section contains the following information:

- **Scheduling Parameters**, page 1-8
- **Scheduling Audio Plus Web Meetings**, page 1-13
- **Scheduling Video Meetings**, page 1-15
- **Scheduling Conference Room-Only Meetings**, page 1-18
- **Scheduling Recurring Meetings**, page 1-19
- **Scheduling and Attending Immediate Meetings**, page 1-21
- **Scheduling Meetings on Behalf of Other Users**, page 1-22
- **Scheduling Multiserver Meetings**, page 1-22
- **Scheduling “Get Me” Meetings**, page 1-24
- **Escalating Meetings from an Internal to an External Server**, page 1-25

A *guest user* who has not signed in to the system by using a Cisco Unified MeetingPlace profile is provided with a restricted set of web pages that allows the user to attend meetings but not to schedule them.
Scheduling Parameters

Only users who sign in by using their Cisco Unified MeetingPlace profiles can schedule meetings, view a list of meetings, and access system features unavailable to guests.

This section contains three tables that describe the parameters for different types of meetings:

- Parameters That Apply to All Meetings
- Parameters That Apply to Audio Plus Web Meetings
- Parameters That Apply to Video Meetings

Table 1-1 describes the parameters that apply to all types of meetings that you schedule by using Cisco Unified MeetingPlace web scheduling.

Table 1-1 Parameters That Apply to All Meetings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Behalf of User</td>
<td>(Optional) The user ID of the person for whom you are scheduling a meeting. This field is available only to users with Attendant or System Manager privileges.</td>
</tr>
<tr>
<td>Subject</td>
<td>Enter the subject for your meeting. If no subject is specified, the meeting scheduler’s last name will populate the subject field in meeting confirmation pages.</td>
</tr>
</tbody>
</table>
### About Scheduling Meetings

The meeting ID allows the system to uniquely identify a meeting that is occurring at any particular time. The system can automatically assign meeting IDs, or you can assign custom or vanity IDs.

*Note*  System administrators can set the Allow Vanity ID parameter to No on the Cisco Unified MeetingPlace Audio Server. If this is the case, you cannot assign vanity IDs when scheduling your meetings.

**Table 1-1 Parameters That Apply to All Meetings (continued)**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting ID</td>
<td>The meeting ID allows the system to uniquely identify a meeting that is occurring at any particular time. The system can automatically assign meeting IDs, or you can assign custom or <strong>vanity IDs</strong>.</td>
</tr>
<tr>
<td>Date</td>
<td>The date of your meeting.</td>
</tr>
<tr>
<td>Recurrence</td>
<td>Click to schedule a recurring meeting. You specify whether the meeting will be held daily, weekly, monthly, and so on, and the number of times that you want the recurring meeting to occur.</td>
</tr>
<tr>
<td>Time</td>
<td>The time you want your meeting to start. This is based on your time zone setting.</td>
</tr>
<tr>
<td>Time Zone</td>
<td>The time zone for the meeting. You might change the time zone, for example, if you are scheduling a meeting on behalf of another user in a different time zone. This field is available only to users with Attendant or System Manager privileges.</td>
</tr>
<tr>
<td>Duration</td>
<td>The duration of your meeting in minutes.</td>
</tr>
<tr>
<td>Password</td>
<td>If you choose to protect a meeting with a password, enter the required password. All invitees must enter this password in order to access your meeting. If you do not require password protection, leave this field blank.</td>
</tr>
<tr>
<td>Billing Code</td>
<td>If your company uses bill-backs, this field contains the number that is used to identify the group or department that should be billed for this meeting.</td>
</tr>
<tr>
<td>Meeting Category</td>
<td>Choose your meeting category from the list of available meeting categories.</td>
</tr>
<tr>
<td>List Meeting Publicly</td>
<td>If you want this meeting listed when users search by using the Find Meetings search engine, check this check box. If you want this meeting listed only for the meeting scheduler and invitees, uncheck this check box.</td>
</tr>
</tbody>
</table>
Table 1-1  Parameters That Apply to All Meetings (continued)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| Allow External Web         | • If this meeting needs to be available on an external web server, check this check box. External web servers are located outside your organization’s firewall and allow users who are also outside your organization’s firewall to access this meeting. Examples of meetings that may require an external web server include sales meetings with clients or demos to outside organizations.  
  • If this meeting will be attended only by people inside your firewall, uncheck this check box. This includes remote users accessing your organization’s network through a VPN. Because all of your attendees can access your organization’s network, this meeting will be scheduled on an internal web server.  
  Note  This parameter is displayed only if your deployment is configured with an **external site**.                                                                                          |
| Invitees                  | Click to expand the invitee list, and enter the e-mail addresses of users you want to invite to this meeting in the E-Mail Address field. If you do not know the e-mail addresses of your intended invitees, click the Address Book icon to locate potential participants. After choosing each invitee, click Add to add them to your meeting list.                                      |
| Schedule                   | Click to schedule your meeting.                                                                                                                                                                             |
| Cancel                     | Click to cancel the scheduling process.                                                                                                                                                                      |
### Table 1-2  Parameters That Apply to Audio Plus Web Meetings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Audio + Web Conferencing</td>
<td>Check this check box to reserve audio ports for non-video callers and to configure Web Conferencing parameters.</td>
</tr>
<tr>
<td>Number of Audio Callers</td>
<td>The number of callers who will be attending this meeting. If multiple users will be attending the meeting over one phone line (such as in a conference room), count this as one caller.</td>
</tr>
<tr>
<td>Meeting Type</td>
<td>• To schedule a meeting where all attendees can speak and participate equally, click Open Forum. An open forum meeting most replicates the actual in-person meeting and is the default meeting type.</td>
</tr>
<tr>
<td></td>
<td>• To schedule a meeting with a controlled environment, click Lecture Style. In lecture style meetings, only the meeting host and designated attendees have permission to speak and share presentations during the meeting. The majority of attendees enter with the ability to listen to the meeting and view presentations. Attendees with limited permissions can ask questions during lecture style meetings, but at the discretion of the meeting host. Lecture style meetings are suitable for large presentations or training classes where users with advanced permissions can control the flow of the meeting.</td>
</tr>
<tr>
<td>Phone Dial-in</td>
<td>Lists the phone numbers associated with each site. If you choose your home site, specify the server on which you want to schedule a meeting by choosing the applicable phone number.</td>
</tr>
<tr>
<td>Site</td>
<td>This is an optional parameter as configured by your system administrator and determines where you want to schedule your meeting. It is available only if your system administrator has configured the Cisco Unified MeetingPlace system with WebConnect.</td>
</tr>
<tr>
<td></td>
<td>• To choose your site, select it in the list.</td>
</tr>
<tr>
<td></td>
<td>• To limit scheduling to one site, check the Try This Site Only check box.</td>
</tr>
</tbody>
</table>
About Scheduling Meetings

Table 1-2  Parameters That Apply to Audio Plus Web Meetings (continued)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Server</td>
<td>Check this check box to schedule this meeting on multiple Cisco Unified MeetingPlace Audio Servers.</td>
</tr>
<tr>
<td>Reserve Space for Recording</td>
<td>Check this check box to reserve recording space for this meeting. This does not automatically start recording, but it ensures that space will be available should you choose to record the meeting. If you plan to reserve video ports for this meeting, note that the system does not record the video display component of meetings. It does record the audio transmitting from a video endpoint. If you do not want to reserve recording space, uncheck this check box. You can still manually start recording your meeting as long as there is recording space available.</td>
</tr>
<tr>
<td>Tip</td>
<td>If you want the system to automatically start recording your meeting, go to Meeting Options &gt; Automatically Start Recording, and choose Yes.</td>
</tr>
<tr>
<td>Note</td>
<td>The Able to Record Mts field in your user profile must be set to Yes before you can enable this feature. For more information, see your system administrator.</td>
</tr>
</tbody>
</table>

Table 1-3 describes the parameters that apply when you are scheduling a meeting with video. You may need to check the Reserve Video Conferencing check box to configure these parameters.

Table 1-3  Parameters That Apply to Video Meetings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Video Conferencing</td>
<td>Check this check box to reserve ports for video callers (users dialing in from video endpoints and/or video terminals).</td>
</tr>
<tr>
<td>Note</td>
<td>This parameter is displayed only if your deployment supports video conferencing and your profile has video scheduling capabilities; checking the box allows you to configure additional video conferencing parameters.</td>
</tr>
<tr>
<td>Number of Video Callers</td>
<td>The number of callers who will be attending this meeting through a video endpoint and/or reserved video terminal. Include the total number of video terminals that you invite by using the Reserve Video Terminals fields, plus a port for each additional video endpoint that will attend the meeting.</td>
</tr>
</tbody>
</table>
For more scheduling options, click the Attachments/Recordings, Meeting Options, Polling, and Address Book icons. These sections allow you to attach documents; change your default meeting settings; and create polls, surveys, and brainstorming questions.

You must have scheduled the meeting before you can create a poll.

### Scheduling Audio Plus Web Meetings

Some parameters may not display, depending on how your Cisco Unified MeetingPlace system is deployed. For more information, see your system administrator.

#### To Schedule an Audio Plus Web Meeting

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Schedule Meeting**.
3. (Optional) Enter a subject for your meeting to easily distinguish it for your invitees.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Scheduling Meetings

Step 4  Fill in the meeting details, such as the meeting ID (if you wish to define your own), date, time, and length of the meeting. For more information, see Table 1-1 in the “Scheduling Parameters” section on page 1-8.

Step 5  To make this meeting available to users outside of your organization’s firewall, check the Allow External Web Participants check box.

Note  This parameter appears only if your deployment is configured for external access.

Step 6  Check the Reserve Audio + Web Conferencing check box to configure audio and Web Conferencing parameters. (If you do not have video scheduling capabilities, this appears as a heading rather than a check box, and the audio and web parameters display by default.) For more information, see Table 1-2 in the “Scheduling Parameters” section on page 1-8.

Step 7  Invite profile and guest users by clicking Invitees, entering an e-mail address and clicking Add. To invite or search for a profile user or team by name, number, or user ID, click the Address Book icon.

Step 8  To customize your meeting, click the Attachments/Recordings and Meeting Options icons. In these sections, modify your meeting preferences and attach documents for others to review.

(Optional) To ensure that guest users can access your meeting and meeting attachments, on the Meeting Options page, confirm that the Who Can Attend and Access MeetingNotes fields are set to Anyone.

Step 9  When you have finished setting options, click Submit or OK. This returns you to the scheduling form.

Step 10  To schedule your meeting, click Schedule.

Tips

- After your meeting is scheduled, you can go back to the Future Meeting page and create polls, surveys, or brainstorming questions for the meeting.
• If you have WebConnect and the scheduling site is available, a confirmation page appears to confirm that the meeting was successfully scheduled. If the scheduling site is unavailable and the system is configured to warn you of this condition, a warning message appears prompting you to confirm rollover to another scheduling site.

• If you scheduled a meeting that requires the Cisco Unified MeetingPlace system to outdial all of your invited participants, do not uncheck the MeetingPlace Calls You check box that appears on the meeting confirmation window. In effect, unchecking this check box disables the outdial feature and you are not called by the system to join the voice conference.

**Designating Invitees as Speakers**

When scheduling *lecture style meetings*, meeting schedulers can designate certain invitees as speakers.

**To Designate an Invitee as a Speaker**

- **Step 1** From the New Meeting page, click the Address Book icon. The Invitees page appears with all invitees listed under Current Invitees.

- **Step 2** In the Current Invitees list, click the name of an invitee and modify the invitee’s settings in the Selected Invitee Settings window.

**Scheduling Video Meetings**

A video meeting is a Cisco Unified MeetingPlace conference with video and audio conferencing enabled from the meeting console. Optionally, you may also reserve audio ports on the Cisco Unified MeetingPlace Audio Server for non-video callers and a web conference. If you do not reserve any audio ports, audio for the meeting can be provided only by the video MCU; audio users dialing into the Audio Server will be prevented from joining the meeting.

Your system must have the Cisco Unified MeetingPlace Video Integration installed for the video integration to work. Only users with video-scheduling privileges can schedule video meetings.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Scheduling Meetings

To Schedule a Video Meeting

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.

Step 2  From the Welcome page, click **Schedule Meeting**. The New Meeting page appears.

Step 3  (Optional) Enter a subject for your meeting to easily distinguish it for your invitees.

Step 4  Fill in the meeting details, such as the meeting ID (if you wish to define your own), date, time, and length of the meeting. For more information, see Table 1-1 in the “Scheduling Parameters” section on page 1-8.

Step 5  In the Meeting Category list, select a category for the meeting. If there are video terminals defined for your deployment, the meeting category you select may control which video terminals you can invite to your meeting.

Step 6  To make this meeting available to users outside your organization’s firewall, check the **Allow External Web Participants** check box.

To make a video meeting available to video participants outside of your organization’s firewall, the video integration software must be installed on an external web server. If this is not the case, do not check this check box.

**Note**  This parameter appears only if your deployment is configured for external access.

Step 7  (Optional) Check the **Reserve Audio + Web Conferencing** check box to configure audio and Web Conferencing parameters. For parameter information, see Table 1-2 in the “Scheduling Parameters” section on page 1-8.

Step 8  Check the **Reserve Video Conferencing** check box to configure video conferencing parameters.

Step 9  In the Number of Video Callers field, enter the number of video ports that you want to schedule. Include the total number of video terminals that you plan to invite by using the Reserve Video Terminals fields, plus a port for each additional video endpoint that will attend the meeting.
Step 10  (Optional) Reserve video terminals for the meeting:

a. Enter a search string (part or all of a video terminal name) in the Search Directory field and click the magnifying glass to update the list of video terminals you can invite to your meeting. Leave the search string blank to search for all applicable terminals.

Note  The search results may depend on the meeting category you selected in Step 5.

b. To invite one or more video terminals to the meeting, select the terminal(s) from the directory list and click Add.

c. To remove one or more invited video terminals, select the terminal(s) from the invited terminals list and click Remove.

d. (Optional) Click Check Availability to see the availability of the invited terminals on the day of the meeting.

Step 11  Invite profile and guest users by clicking Invitees, entering an e-mail address and clicking Add. To invite or search for a profile user or team by name, number, or user ID, click the Address Book icon.

Step 12  To schedule your meeting, click Schedule.

Tips

- If you schedule a video conference but do not reserve an audio plus web conference, you will still be able to use the web meeting console to join and participate in your meeting, but no phone dial-in number will be provided. Participants will need to join by using the video dial-in number or by having Cisco Unified MeetingPlace dial out to their endpoint or video terminal.

- Rescheduling a meeting with video functionality requires the same steps as rescheduling a Cisco Unified MeetingPlace audio plus web meeting.
Scheduling Conference Room-Only Meetings

To book one or more conference rooms that contain video terminals or to book one or more video terminals without dedicating ports for a Cisco Unified MeetingPlace conference (for example, if you plan to set up a point-to-point video call from one location to another but do not need ports for additional conference participants), users with video scheduling capabilities may schedule a conference room-only meeting. This causes the video terminal to display as unavailable for the duration of the meeting, so that other users scheduling meetings know that the room will be in use.

**To Schedule a Conference Room-Only Meeting**

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Schedule Meeting**. The New Meeting page appears.
3. In the Meeting Category list, select a category for the meeting. The meeting category you select may control which video terminals you can invite to your meeting.
4. Uncheck the **Reserve Audio + Web Conferencing** check box if it is checked.
5. Check **Reserve Video Conferencing** to configure video conferencing parameters.
6. Reserve video terminals for the meeting:
   a. Enter a search string (part or all of a video terminal name) in the **Search Directory** field and click the magnifying glass to update the list of video terminals you can invite to your meeting. Leave the search string blank to search for all applicable terminals.
   
   **Note** The search results may depend on the meeting category you selected in Step 3.

   b. To invite one or more video terminals to the meeting, select the terminal(s) from the directory list and click **Add**.

   c. To remove one or more invited video terminals, select the terminal(s) from the invited terminals list and click **Remove**.
Chapter 1      Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Scheduling Meetings

Step 7   Click Meeting Options.
Step 8   Scroll down to the Video Conferencing Options section.
Step 9   In the Service Code list, choose either Non Video Conference or Point to Point.
Step 10  To return to the scheduling page, click Submit.
Step 11  To schedule your meeting, click Schedule.

Scheduling Recurring Meetings

Because many meetings occur on an ongoing basis, the system allows you to schedule a variety of recurring meetings.

To Schedule a Recurring Meeting

Step 1   Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2   From the Welcome page, click Schedule Meeting.
Step 3   From the New Meeting page, fill in the meeting details, such as the meeting ID (if you wish to define your own), date, time, and length of the meeting. For more information, see the “Scheduling Parameters” section on page 1-8.
Step 4   Click Recurrence.
Step 5   In the Frequency section, set the applicable recurrence pattern:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once</td>
<td>This is not a recurring meeting.</td>
</tr>
<tr>
<td>Daily</td>
<td>This meeting occurs at the same time every day.</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>This meeting occurs every other week at the same time and day of the week.</td>
</tr>
<tr>
<td>Weekly</td>
<td>This meeting occurs once per week at the same time and day of the week.</td>
</tr>
</tbody>
</table>
### About Scheduling Meetings

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly by Date</td>
<td>This meeting occurs once per month on a particular date (for example, the 1st, the 15th, the 30th).</td>
</tr>
<tr>
<td>Monthly by Day of Week</td>
<td>This meeting occurs once per month on a particular day of the week (for example, the first Monday of the month). <strong>Note</strong> If you are scheduling a date between the 23rd and the 29th, you will have the option of specifying whether you want this meeting to be scheduled for the last day, that is, the last Monday, or the fourth Monday.</td>
</tr>
<tr>
<td>Weekdays</td>
<td>This meeting occurs only on weekdays.</td>
</tr>
<tr>
<td>Continuous</td>
<td>This meeting is always available. It has no end time or date. This field is available only for users with System Manager privileges. <strong>Note</strong> You cannot invite <em>video terminals</em> to a continuous meeting. The system will return an error if you attempt to schedule a continuous meeting with invited video terminals. Video endpoints can attend continuous meetings, but only if unreserved ports are available.</td>
</tr>
</tbody>
</table>

**Tip** If you are scheduling a monthly meeting and want to ensure that your meetings do not occur on a weekend, choose Monthly by Day of Week. The meeting will always occur on the same weekday each month. If you choose Monthly by Date, one of the monthly meetings could fall on a Saturday or Sunday.

**Step 6** For Number of Occurrences, enter the number of times you want this meeting to be held given the recurring meeting pattern. (For example, a weekly meeting set to occur five times results in a meeting that occurs once per week for five weeks.)

**Step 7** To have the system alert you of any scheduling conflicts, check the **Report Conflicts Before Committing** check box, then click **Done** to return to the New Meeting page.
Chapter 1      Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Scheduling Meetings

Step 8 Complete the meeting information section and invite attendees.
Step 9 To schedule the meeting, click Schedule.

Tip If the system is unable to schedule your complete recurring meeting chain, it prompts you with the meetings it could not schedule. If this happens, set up individual instances of the meetings that could not be scheduled.

Scheduling and Attending Immediate Meetings

An immediate meeting is an impromptu meeting that you want to schedule. The system schedules immediate meetings by using default settings; users have access to the meeting as soon as it is scheduled.

To Schedule and Attend an Immediate Meeting

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, enter the meeting ID and click Immediate Meeting. The meeting console launches and immediately begins your meeting.
Step 3 To join the audio or video component or your conference from the meeting console, click Connect. The Connect window appears.
Step 4 Click the applicable option for your connection device and enter your phone or video number.
Step 5 Click Connect.

Tip Depending on the default settings, video ports may not be automatically reserved for immediate meetings scheduled from the web. If video ports are not reserved, you can still try to join the meeting through your video endpoint as long as there are ports available on the video MCU.
Scheduling Meetings on Behalf of Other Users

Users with Attendant or System Manager privileges can schedule meetings on behalf of other users. System default settings are taken from the profile of the meeting scheduler, but billing information is linked with the user for whom the meeting was scheduled.

You cannot schedule on behalf of inactive users.

To Schedule a Meeting on Behalf of Another User

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2  From the Welcome page, click Schedule Meeting.
Step 3  For On Behalf of User, enter the Cisco Unified MeetingPlace user ID of the person for whom you are scheduling.
Step 4  Fill in the meeting details, such as the meeting ID (if you wish to define your own), date, time, length of the meeting, and number of callers.
Step 5  Complete the meeting information section and invite attendees.
Step 6  To schedule your meeting, click Schedule.

The person for whom you are scheduling remains the owner of this meeting. Meeting notifications are sent to users from the Cisco Unified MeetingPlace system on behalf of the person for whom you have scheduled.

Scheduling Multiserver Meetings

Multiserver meetings allow users to attend the same meeting but from different Cisco Unified MeetingPlace Audio Servers. When you schedule a multiserver meeting, you designate one audio server as the primary server that is responsible for connecting to all secondary audio servers.

Before scheduling a multiserver meeting, note the following considerations:

- Multiserver meetings do not span web servers. Therefore, the Web Conferencing component of your meeting is scheduled on the Web Conferencing server associated with the primary Audio Server.
To Schedule a Multiserver Meeting

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2  From the Welcome page, click **Schedule Meeting**.
Step 3  Fill in the meeting details, such as the meeting ID (if you wish to define your own), date, time, and length of the meeting.
Step 4  Set the multiserver meeting as recurring, if applicable:
   a.  Click **Recurring**.
   b.  Choose the recurrence pattern, then click **Done**.
Step 5  Check the **Reserve Audio + Web Conferencing** check box to configure audio and Web Conferencing parameters. (If you do not have video scheduling capabilities, this appears as a heading rather than a check box, and the audio and web parameters display by default.)
Step 6  Configure audio and web parameters, and check the **Multi-Server** check box. For more information, see Table 1-2 in the “Scheduling Parameters” section on page 1-8.
Step 7  Complete the meeting information section, and invite attendees.
Step 8  To schedule the meeting on your primary audio server, click **Schedule**. The Scheduled Meeting confirmation page appears.
Step 9  Click **Secondary Servers**. The Invited Servers page appears.
Step 10 Add a secondary server to your meeting:
   a.  In the Add column, check the check box next to the server that you want to add.
   b.  In the Number of Audio Callers column, enter the number of ports you want to reserve.
About Scheduling Meetings

Step 11 Click Add Selected Servers. The Invited Servers page appears with an updated list of servers that are scheduled for your meeting.

Scheduling “Get Me” Meetings

To make it easier for invited users to attend meetings that you schedule, you can have the Cisco Unified MeetingPlace Audio Server outdial to them at the start of a meeting. When they answer the phone, invitees are automatically connected to the meeting.

Note For security reasons, your organization may have configured the Cisco Unified MeetingPlace Audio Server not to outdial to guest users and some profile users. For more information, see your system administrator.

To Schedule a “Get Me” Meeting

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, click Schedule Meeting.
Step 3 Click Invitees to expand the Invitees section.
Step 4 For E-mail Address, enter the e-mail address of the person you wish to invite and click Add.
Step 5 To modify the invited user’s attend settings, click the Address Book icon. The Invites page appears with current invitees listed.
Step 6 From the Current Invitees list, click the invitee’s name. The name appears in the Selected Invitee Settings section.
Step 7 From the Attend list, choose Call Me and enter the user’s phone number in the Phone field. The system uses this number when dialing out to the user.
Step 8 To save these settings, click Save All Participant(s) Settings.
Step 9 Repeat Step 1 through Step 8 to add each additional invitee.
Step 10 Click OK.
Escalating Meetings from an Internal to an External Server

Internal web servers limit attendance to users inside your organization’s firewall. If you scheduled a meeting on an internal web server but want to open it to a user outside the firewall, escalate the meeting in progress from the internal web server to an external web server. All users in attendance are automatically moved to the external server once the meeting is escalated. New users attending the meeting are automatically transferred to the external server.

Before you begin, confirm that the following requirements have been met:

- The meeting is scheduled for internal access on a web server that has both internal and external access available.
- You have the proper privileges to enable this feature: you are the meeting scheduler or the contact of the meeting scheduler, or you have System Manager privileges.
- The meeting is currently in progress.
- The meeting does not include video participants. You cannot escalate a meeting that includes video participants.

Note the following restrictions:

- You will lose any web recording or polls that you started on the internal server prior to escalating.
- Users who are not using the full meeting console are not automatically redirected. To workaround this issue, inform such users that the meeting was redirected to an external web server so that they can exit and rejoin the meeting. Rejoining the meeting connects them to the external web server.

To Escalate a Meeting from an Internal to an External Server

Step 1  From the meeting console, choose Meeting > Allow External Participants.

Step 2  When prompted, confirm your choice to transfer your meeting.

The meeting console closes and is reopened on the external web server.
Setting Cisco Unified MeetingPlace Web Conferencing to Allow Guest Access

The meeting scheduler can set these settings.

To Set Cisco Unified MeetingPlace Web Conferencing to Allow Guest Access

- **Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.
- **Step 2** From the Welcome page, click Schedule Meeting.
- **Step 3** From the New Meeting page, click Meeting Options and set the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who Can Attend</td>
<td>Anyone</td>
</tr>
<tr>
<td>Who Can Access MeetingNotes</td>
<td>Anyone</td>
</tr>
</tbody>
</table>

Meetings scheduled with these parameters are scheduled as *public meetings*, which means that they are scheduled without access restrictions.

Rescheduling Meetings

You can easily change the time, date, or any other details of a meeting you have scheduled. When the meeting is updated, an update notice is sent to your invitees.

Only meeting schedulers, their contacts, and users with System Manager privileges can reschedule meetings.

To Reschedule a Meeting

- **Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.
- **Step 2** From the Welcome page, enter the meeting ID of the meeting you want to reschedule, then click Attend Meeting.
Step 3  From the Future Meeting page, reschedule the meeting by modifying the fields you want to change.

Step 4  (Optional) If this is a recurring meeting, click **Recurrence** to apply scheduling changes to this occurrence of the meeting only or to this and all future occurrences of the recurring meeting series, then click **Done**.

Step 5  When you finish, click **Update**. A new confirmation appears with the updated meeting information.

**Tips**

- Changing the meeting category of a video meeting may affect the list of *video terminals* that you can invite to the meeting. Previously invited terminals may be removed from the list.

- If your deployment supports video conferencing, and your profile has video scheduling capabilities, you can add video when rescheduling an audio plus web conference by checking the Reserve Video Conferencing check box or you can add an audio plus web conference to a video-only conference by checking the Reserve Audio + Web Conferencing check box.

- If you are rescheduling a meeting with video callers and you uncheck the Reserve Video Conferencing check box, the video conference will be canceled and any previously invited video terminals will no longer be reserved for the meeting.

- When removing invited video terminals from a previously scheduled meeting, the terminal status (displayed after the terminal name in the invited terminals list) changes from [OK] to [To Be Deleted] until you click Update to reschedule your meeting.

**Updating Multiserver Meetings**

After you have scheduled a multiserver meeting, you can still make updates, such as adding or deleting secondary servers, or adding more invitees.

You cannot change the date, time, or length of the meeting. If you need to change such information, delete this meeting and schedule a new multiserver meeting with the updated information.
To Update a Multiserver Meeting

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.

Step 2  From the Welcome page, enter the meeting ID of the meeting you want to update and click **Find Meeting**. The Find Meeting page appears. Because this is a multiserver meeting, several servers should appear with the same meeting ID.

Step 3  In the Meeting ID column, click the link of the meeting that is scheduled on the primary server.

**Note**  The primary server is identified as (Primary) (Local).

Step 4  Add or remove secondary servers, as applicable:

a.  From the Options section of the page, click the **Secondary Servers** icon. The Invited Servers page appears.

b.  To add a secondary server, check the **Add** check box next to the server name, enter the number of ports you want to reserve, and click **Add Selected Servers**.

c.  To remove a secondary server, locate the server in the View section of the page and click **Delete**.

d.  Click **Meeting Details** to return to the Meeting Information page.

Step 5  (Optional) Make any additional changes to the meeting and click **Update**.

Deleting Meetings

Only meeting schedulers, their contacts, and system managers can delete meetings. Once a meeting is deleted, a canceled meeting notification is sent to your invitees.

**To Delete a Meeting**

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Scheduling Meetings

Step 2 From the Welcome page, enter the meeting ID of the meeting that you want to delete, then click Attend Meeting.

Step 3 From the Future Meeting page, click Delete Meeting. When asked to confirm, click OK.

Step 4 If you are deleting a recurring meeting, choose either Delete All Meetings Going Forward in Sequence or Delete Only Selected Meetings.

Deleting Multiserver Meetings

You must remove all secondary servers from your multiserver meeting before you can cancel the scheduled meeting.

To Delete a Multiserver Meeting

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.

Step 2 From the Welcome page, enter the meeting ID of the meeting you want to update, then click Find Meeting. The Find Meeting page appears. Because this is a multiserver meeting, several servers should appear with the same meeting ID.

Step 3 From the Meeting ID column, click the link of the meeting that is scheduled on the primary server.

Note The primary server is identified as (Primary) (Local).

Step 4 Delete all secondary servers:

a. From the Options section of the Meeting Information page, click the Secondary Servers icon. The Invited Servers page appears.

b. From the View section of the page, click Delete for all secondary servers.

c. Click Meeting Details to return to the Meeting Information page.

d. Click the Delete Meeting tab.
About Reservationless Meetings

Copying Meetings

If a meeting that has similar properties to a meeting you want to schedule already exists, use the Copy Meeting button to schedule an identical meeting for another date and time. Any attachments or polls associated with the original meeting are stripped during the copying process. Make sure you reattach or recreate these materials for your new meeting during the scheduling process.

You can copy only meetings that you have scheduled.

To Copy a Meeting

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, enter the meeting ID of the meeting that you want to copy, then click Attend Meeting.
Step 3 From the Meeting Information page, click Copy Meeting. A New Meeting page appears with the copied meeting information.
Step 4 Specify the date and time of the new meeting.
Step 5 Attach any documents you want associated with the meeting, then check the list of invitees if you need to make changes.
Step 6 When you finish, click Schedule.

About Reservationless Meetings

A reservationless meeting is a meeting with a preassigned meeting ID that does not require the user to previously schedule resources. Meeting IDs for reservationless meetings are equal to the scheduler’s profile number. Your guests are placed in a waiting room until you sign in to begin the meeting. Guests cannot speak with each other or see each other on their video displays while in the waiting room.

Video ports are not automatically reserved for reservationless meetings. However, participants can still try to join the meeting through a video endpoint as long as there are ports available on the video MCU.
Table 1-4 lists the parameter settings used for reservationless meetings.

**Table 1-4 Parameter Settings for Reservationless Meetings**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Type</td>
<td>Open Forum</td>
</tr>
<tr>
<td>Password Required</td>
<td>False. If the user enters a password, it is ignored, even though the password is stored with the meeting.</td>
</tr>
<tr>
<td>Who Can Attend</td>
<td>Anyone</td>
</tr>
<tr>
<td>Who Can Access MeetingNotes</td>
<td>Anyone</td>
</tr>
<tr>
<td>Notifications Enabled</td>
<td>No</td>
</tr>
<tr>
<td>Notifications Send If Meeting Changes</td>
<td>No</td>
</tr>
<tr>
<td>Publicly Listed Meeting</td>
<td>Depends on a setting configured by your system administrator in the user profile of the meeting owner.</td>
</tr>
<tr>
<td>Allow External Web Participants</td>
<td>Depends on a setting configured by your system administrator in the user profile of the meeting owner.</td>
</tr>
</tbody>
</table>

This section contains the following information:

- [Initiating Reservationless Meetings](#). page 1-31

See also the “Attending Reservationless Meetings” section on page 1-44.

**Initiating Reservationless Meetings**

Before you begin, confirm that the following requirements have been met:

- Your Cisco Unified MeetingPlace Audio Server must be set to reservationless mode before you can initiate reservationless meetings.
- Your user profile must be set to Use Reservationless.

For more information, see your system administrator.
Note Video terminals can join reservationless meetings but cannot initiate them.

To Initiate a Reservationless Meeting

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.

Step 2 Start the meeting by using one of the following methods:

- Enter your profile number in the Meeting ID field, then click Attend Meeting.
- Click Immediate Meeting without entering your meeting ID.
  (Note that if you enter the profile number of another user before clicking Immediate Meeting, the system will respond with an error.)

The meeting console launches and immediately begins your meeting. Guests currently in the waiting room are brought in to the meeting.

Note If audio and/or video participants join your reservationless meeting, the meeting will end when the last audio/video participant leaves the meeting, regardless of whether there are web-only participants using the meeting console at the time.

About Inviting People to Meetings

During the scheduling process, you can invite profile users, teams, and guest users to your meeting. All invitees receive a notification that contains the meeting time and date, the phone number, and the meeting ID needed to join the meeting.

You can invite a maximum of 550 users to a web conference.

This section contains the following information:

- Inviting Profile Users or Teams, page 1-33
- Inviting Guest Users, page 1-34
Inviting Profile Users or Teams

You can invite a maximum of 550 users to a web conference.

Note that invited video terminals do not show up in the Invitees list on the Invitees page; therefore, you cannot modify the individual attend preferences for video terminals. You can, however, configure the Outdial All Terminals At Meeting Time parameter on the Meeting Options page to have the system outdial to all invited video terminals.

To Invite a Profile User or a Team

Step 1 From the Welcome page, click Schedule Meeting. The New Meeting page appears.

Step 2 Click Invitees to expand the Invitees section.

Step 3 From the Invitees section, enter your invitee’s e-mail address, then click Add.

Step 4 To search for users, click the Address Book icon. The Invitees page appears.

Step 5 Search for a user by choosing a Search By parameter: Last Name, User ID, Profile, Team, or Group. For Name, enter the information that is based on your search parameter. The name field is case-sensitive.

Step 6 Click Search.

Step 7 From Search Results, click the name of the user you want to invite and click Add. This adds the user to your Current Invitees list.

Step 8 To modify the invitee’s attend settings, click the invitee’s name from the Current Invitees list. This displays the invitee’s name in the Selected Invitee Settings section.

Step 9 Modify the invitee’s settings in the Selected Invitee Settings section.

Step 10 Click OK to return to the New Meeting page.

Step 11 Click Schedule to schedule your meeting.
About Inviting People to Meetings

Inviting Guest Users

You can invite a maximum of 550 users to a web conference.

**To Invite a Guest User**

**Step 1** From the New Meeting page, click the **Address Book** icon.

**Step 2** For Name, enter the name of the guest, then click **Guest**. The guest user’s name appears in the Current Invitees box. Repeat this step to add any additional guests.

**Step 3** If you want the system to send the guest a meeting notification, click the guest’s name from the Current Invitees list. The guest’s name then appears in the Selected Invitee Settings section.

**Step 4** In the Selected Invitee Settings section, enter the guest’s e-mail address.

**Step 5** (Optional) If you want the system to outdial to the guest at the start of the meeting, change the guest’s Attend setting to **Call Me**, and enter the guest’s phone number in the field provided.

**Note** For the system to outdial to guest users, you must set Allow Guest Outdial to **Yes**. Verify this setting from the Meeting Options page. For more information about this page, see the “About Meeting Options” section on page 1-95.

**Step 6** To save these settings, click **Save All Participant(s) Settings**.

**Step 7** (Optional) Repeat **Step 3** through **Step 6** to specify settings for any additional guest users.

**Step 8** When you have finished inviting guests to your meeting, click **OK**. This returns you to the New Meeting page.

**Step 9** To schedule your meeting, click **Schedule**.
About Attachments and Recordings

The Attachments/Recordings page tells you which recordings, documents, or comments are available for a meeting. Attaching a document or presentation, URL, or meeting comment to a meeting allows users to review the attachment before, during, or after the meeting has taken place.

When a meeting is scheduled, invitees receive attachments in their e-mail notification. The system also stores the attachments so that attendees can access them from the web or from the meeting console while the meeting is taking place.

This section contains the following information:

- Adding Attachments to Meetings from the Web, page 1-35
- Recording Meeting Comments, page 1-36
- Accessing Attachments from the Web, page 1-37
- Retrieving Recordings, page 1-37

Adding Attachments to Meetings from the Web

You can add a maximum of 30 attachments per meeting. This number is configurable per profile and depends on your system configuration.

You can add a maximum of 256 slides per presentation per meeting.

You must schedule a meeting before you can record a meeting comment.

To Add an Attachment to a Meeting from the Web

**Step 1**
During the scheduling process, click the Attachments/Recordings icon, then click New Attachment.

**Step 2**
Attach the applicable item:

- To attach a document or presentation, choose File Attachment, then click Browse to choose the document or presentation that you want to submit.
- To attach a previously recorded meeting comment, choose Meeting Comment, then click Browse to choose the meeting comment that you want to submit.
To attach a URL, choose **URL Attachment** and enter the Internet URL address you want meeting attendees to review in the Address field. Use the following format: http://www.samplewebsite.com.

**Step 3** Click **Add Attachment**. The system takes a few moments to attach your file.

**Step 4** To finish adding the attachment, click **OK**.

**Step 5** To finish scheduling the meeting, click **Schedule** or **Update**.

### Recording Meeting Comments

A meeting comment is the voice equivalent of a document. You can add meeting comments before, during, or after a meeting to record opinions and ideas. However, the meeting must be scheduled before you can record meeting comments from the web.

After you record a meeting comment, the audio file is associated with the meeting and users can access it from the web and by phone.

**To Record a Meeting Comment**

**Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.

**Step 2** From the Welcome page, enter the meeting ID of the meeting for which you want to record a meeting comment, then click **Attend Meeting**.

**Step 3** From the Meeting Information page, click the **Attachments/Recordings** icon and go to the Meeting Comments section.

**Step 4** To record a meeting comment or message by phone, click **Call Me**.

**Step 5** Verify your phone number, then click **OK**. The system calls you at this number if you have outdial privileges.

**Step 6** To access MeetingNotes, answer your phone and press 1.

**Step 7** To record a meeting comment, press 5.

**Step 8** Follow the prompts to record a meeting comment. This comment is posted to the web for others to access.
Accessing Attachments from the Web

You can access attachments for future or past meetings from the web.

**Note**  Meetings and their associated attachments and recordings are purged from the system after a specified amount of time as determined by your system administrator.

**To Access an Attachment from the Web**

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, enter the meeting ID of the meeting that you want to access, then click **Attend Meeting**.
3. From the Meeting Information page, click the **Attachments/Recordings** icon.
4. From the Attachments/Recordings page, click the attachment file that you want to access or click the magnifying glass next to it to preview.
5. To return to the Meeting Information page, click **OK**.

Retrieving Recordings

You can retrieve recordings before or after meetings.

**To Retrieve a Recording**

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, enter the meeting ID of the meeting that you want to access, then click **Attend Meetings**.
3. From the Meeting Information page, click the **Attachments/Recordings** icon.
About the Find Meetings Tab

The Find Meetings feature uses a search engine to locate meetings based on a variety of parameters.

This section contains the following information:
- Find Meetings Parameters, page 1-38
- Finding Meetings, page 1-39

Find Meetings Parameters

Table 1-5 describes the parameters that Cisco Unified MeetingPlace Web Conferencing uses to search for meetings.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Find Meetings Tab

Finding Meetings

Your system administrator may have limited this feature to profile users only. If so, guest users are unable to search for meetings.

To Find a Meeting

Step 1  From the Cisco Unified MeetingPlace Web Conferencing home page, click Find Meetings. If you have not signed in already, the Find Meetings sign in page appears.

Table 1-5  Parameters for Find Meetings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site to Search</td>
<td>To limit the search to a particular site, choose a site from the list. Search results are limited to this site only.</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>Enter the ID of the meeting that you are searching for. The search engine accepts both numeric and vanity ID forms (for example, 12345 or Sales).</td>
</tr>
<tr>
<td>From - To</td>
<td>The search engine searches for today’s meetings by default. If the meeting that you are searching for is a Past or Future meeting, click the applicable option.</td>
</tr>
<tr>
<td>Meeting Category</td>
<td>To search for a category of meetings (for example, all Sales meetings or Crisis meetings), choose the applicable category in the list. Meeting categories are preconfigured by your system administrator. The search engine cannot search for meetings scheduled on shared external servers by meeting category. If you are searching for a meeting on a shared external server, use the Meeting ID parameter instead.</td>
</tr>
</tbody>
</table>
| Show Public Meetings | To indicate whether or not the search engine should display a list of public meetings, choose Yes or No.  
  - If you choose No, the search engine will display only a list of meetings where you are either the scheduler or an invitee.  
  - If you choose Yes, the search engine will display a list of all public meetings. |
| Search             | To search the database according to your search criteria, click Search.                                                                         |
About Attending Meetings

Cisco Unified MeetingPlace users attend meetings based on their user class and user permissions: profile user or guest user, Speaker or Listener, Presenter, Participant, or Audience.

If this is the first time you are attending a Cisco Unified MeetingPlace web conference, run the browser test to confirm that you have the required security settings and Java plugins. (See the “Running the Browser Test” section on page 1-2.)

Tip

If you are attending a meeting through a video endpoint, launch your video endpoint before joining the web meeting. Your video image appears in a separate window on your desktop.

This section contains the following information:

- Attending Meetings from the Web, page 1-41
- Attending Meetings from the Click-to-Attend Link, page 1-42
- Tips for Attending Lecture Style Meetings, page 1-43
Attending Meetings from the Web

To Attend a Meeting from the Web

Step 1  From the Cisco Unified MeetingPlace Web Conferencing home page, enter the meeting ID of the meeting that you want to join, then click Attend Meeting.

If you are attending a reservationless meeting, the meeting ID is equal to the profile number of the meeting scheduler.

If this is the first time you are joining a Cisco Unified MeetingPlace web conference using a particular browser, a Security Warning appears. To prevent this window from appearing in the future, check the Always Trust Content from Cisco Systems, Inc. check box and click Yes.

If you have signed in previously, you are taken directly into the meeting console to participate in the web conference. If you have not signed in previously, the Attend Meeting Sign In page appears.

Step 2  If applicable, from the Attend Meeting Sign In page, enter your Cisco Unified MeetingPlace user ID and password, or a guest name and click Attend.

Step 3  If this is a password-protected meeting, enter the password in the field provided, and click Submit.

Step 4  From the meeting console, click Connect to join the audio or video components of your conference.

Step 5  From the Connect window, choose a connection endpoint and enter your phone number or video endpoint address so that the system can connect you.

If you do not have outdial privileges for an audio meeting, the option to dial your phone number may be disabled. If this is the case, or if you receive an error attempting to outdial, call the phone dial-in number indicated in the meeting console or in the Connect window to join the audio component of your conference.
If you are unable to outdial to an invited video terminal or other video endpoint, call the invited terminal dial-in number or the video dial-in number indicated in the meeting notification or on the Meeting Details page to join the conference.

**Tips**

- If you do not know your meeting ID, click Find Meetings to browse for the meeting by date. This feature may not be available for guest users. If it is available, guests must first register before they can search for meetings.

- If you are a guest user and cannot find your meeting, it is possible that it was scheduled as a private meeting. In this instance, contact the meeting scheduler to be permitted into the meeting.

- If the meeting is not in progress when you log in, an error message appears. Wait for your scheduled time before attempting to enter the meeting.

### Attending Meetings from the Click-to-Attend Link

The procedure in this section assumes that you have received a meeting notification with an attached click-to-attend link.

If you did not receive such a meeting notification, see the “Attending Meetings from the Web” section on page 1-41 instead.

**To Attend a Meeting from the Click-to-Attend Link**

**Step 1**

Click the click-to-attend link at the bottom of your e-mail notification.

If this is the first time you are joining a Cisco Unified MeetingPlace web conference using a particular browser, a Security Warning appears. To prevent this window from appearing in the future, check the **Always Trust Content from Cisco Systems, Inc.** check box and click **Yes**.

If you have signed in previously, you are taken directly into the meeting console to participate in the web conference. If you have not signed in previously, the Attend Meeting Sign In page appears.

**Step 2**

If applicable, from the Attend Meeting Sign In page, enter your Cisco Unified MeetingPlace user ID and password, or a guest name and click **Attend Meeting**.

**Step 3**

If this is a password-protected meeting, enter a password and click **Submit**.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Attending Meetings

Step 4  From the meeting console, click Connect to join the audio or video components of your conference.

Step 5  From the Connect window, choose a connection endpoint. If necessary, enter your phone number or video endpoint address so that the system can connect you, and click Connect.

If you do not have outdial privileges for an audio meeting, the option to dial your phone number may be disabled. If this is the case, or if you receive an error attempting to outdial, call the phone dial-in number indicated in the meeting console or in the Connect window to join the audio component of your conference.

If you are unable to outdial to an invited video terminal or other video endpoint, call the invited terminal dial-in number or the video dial-in number indicated in the meeting notification or on the Meeting Details page to join the conference.

Tips for Attending Lecture Style Meetings

Lecture style meetings are controlled meeting environments in which only the meeting host and a few designated attendees have the ability to speak and share presentations during the meeting. All other guest and profile users enter with limited abilities. (For more information about permissions, see the “About Meeting Permissions” section on page 1-47.)

- If you are attending a lecture style meeting through a video endpoint, you have limited audio permissions. To speak during lecture style meetings, have the system outdial to your phone. The meeting host can then grant you speaking abilities during the meeting.
- If you are the meeting host, make sure you have the system outdial to your phone. You do not have speaking abilities if you attend over your video endpoint.
- If you have audio transmission through both your video endpoint and a phone, make sure you mute your video endpoint to eliminate echo.
- If you are attending with Speaker permissions, your speaking ability in a lecture style meeting is based on the meeting floor status: if the floor is closed, you are muted; if the floor is open, you are unmuted.
If you are attending with Listener permissions, the meeting host can grant you speaking abilities during the meeting.

If you are a guest user, you may not see the Participant list in the meeting. This is due to a system administrator setting.

Depending on how the meeting scheduler scheduled the meeting, you might enter a waiting room until the meeting host arrives to begin the meeting. You cannot speak with other attendees while you are in the waiting room. If you are attending over a video endpoint, your video display is also blocked while you are in the waiting room.

Attending Multiserver Meetings

The web conference component of a multiserver meeting is held on the primary system. The URL for this primary system should be in your meeting notification. If you did not receive a meeting notification, attend the meeting through the applicable Cisco Unified MeetingPlace web home page by entering the meeting ID and clicking Attend Meeting.

Attending Reservationless Meetings

If you are the meeting host and you have a video endpoint available, attend through the web first in order to initiate your reservationless meeting. Then click Connect to connect to your audio or video components. You cannot initiate your reservationless meeting if you dial directly into your video conference first.

Before you begin, note the following considerations:

- In reservationless meetings, the meeting ID is equal to the profile number of the meeting scheduler.
- Reservationless meetings do not schedule video ports in advance. If you are attempting to attend a reservationless meeting from a video endpoint, the system will allow you to join only if there are video ports available.
- If audio and/or video participants join your reservationless meeting, the meeting will end when the last audio or video participant leaves the meeting, regardless of whether there are web-only participants using the meeting console at the time.
About Attending Meetings

To Attend a Reservationless Meeting

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Cisco Unified MeetingPlace Web Conferencing home page, enter the meeting ID, then click <strong>Attend Meeting</strong>. The Sign In page appears.</td>
</tr>
<tr>
<td>2</td>
<td>Sign in as either a profile user or as a guest user. If the meeting ID matches a known profile number, you are placed into a waiting room until the meeting organizer arrives to initiate the meeting. If the meeting organizer has already arrived, you are immediately connected to the meeting.</td>
</tr>
<tr>
<td>3</td>
<td>When the meeting comes to order, click <strong>Connect</strong> for connection information to your audio or video components.</td>
</tr>
</tbody>
</table>

Attending Meetings as a Guest User

Guests are users who have signed in to Cisco Unified MeetingPlace Web Conferencing without a Cisco Unified MeetingPlace profile.

Tip
If you have a Cisco Unified MeetingPlace profile, always sign in with your profile to access the full range of web features.

To Attend a Meeting as a Guest User

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Cisco Unified MeetingPlace Web Conferencing home page, enter the meeting ID of the meeting that you want to attend, then click <strong>Attend Meeting</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>When prompted, enter your guest name in the field provided, then click <strong>Attend Meeting</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>If this is a password-protected meeting, enter a password, then click <strong>Submit</strong>. The meeting console appears on your desktop.</td>
</tr>
<tr>
<td>4</td>
<td>To join the audio or video components of your conference, click <strong>Connect</strong>. The Connect window appears.</td>
</tr>
<tr>
<td>5</td>
<td>Click your connection endpoint, then enter your phone number or video endpoint address.</td>
</tr>
</tbody>
</table>
About the Meeting Console

When you join a Cisco Unified MeetingPlace web conference you enter the meeting console, a Java-enabled endpoint that displays shared documents and presentations, in addition to a variety of interactive meeting management tools.

Depending on your platform and Internet browser, you will see either the full version or the basic version of the meeting console.

Note the following considerations:

- Meeting console load times vary with individual deployment. Generally speaking, we consider anything under one minute as an acceptable meeting console load time.
- Options in the meeting console are available based on your user class, meeting console permission level, and system configuration.
- The full meeting console is not available on Unix systems. It is available on Apple Mac systems if you have the supported client environment. (For more information, see “Checking Apple Safari Settings” section on page 1-4.)
About Meeting Permissions

Table 1-6 describes the default meeting permissions with which users enter Cisco Unified MeetingPlace web conferences.

Table 1-6  Default Meeting Permissions

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>User Type</th>
<th>Default Meeting Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Forum</td>
<td>Meeting scheduler</td>
<td>Presenter meeting console permissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaker audio permissions</td>
</tr>
<tr>
<td></td>
<td>All profile users and guests</td>
<td>Presenter meeting console permissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaker audio permissions</td>
</tr>
<tr>
<td>Lecture Style</td>
<td>Meeting scheduler</td>
<td>Presenter meeting console permissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaker audio permissions</td>
</tr>
<tr>
<td>Profile user</td>
<td>Participant</td>
<td>Participant meeting console permissions</td>
</tr>
<tr>
<td></td>
<td>Listener</td>
<td>Listener audio permissions</td>
</tr>
<tr>
<td>Guest user</td>
<td>Audience</td>
<td>Audience meeting console permissions</td>
</tr>
<tr>
<td></td>
<td>Listener</td>
<td>Listener audio permissions</td>
</tr>
</tbody>
</table>

Note the following considerations:

- Meeting schedulers and users with System Manager privileges can change meeting console permissions from the default values after a meeting has begun. (For more information, see the “Changing Meeting Console Permissions for Attendees” section on page 1-48.)

- In open forum meetings, you cannot change meeting console permissions for meeting schedulers and users with System Manager privileges. These permissions remain at the Presenter level.

This section contains the following information:

- Changing Audio Permissions for Attendees, page 1-48
- Changing Meeting Console Permissions for Attendees, page 1-48
Changing Audio Permissions for Attendees

This feature is available only to meeting schedulers and users with System Manager privileges. This includes contacts of the meeting scheduler and attendants.

*Video terminal* attendees cannot have their audio preferences individually changed. The only control is specifying whether to outdial all video terminals at the start of the meeting.

**To Change Audio Permissions for an Attendee**

1. From the meeting console Participants tab, click an attendee name. The Participant Properties window appears.
2. Click Permissions.
3. Choose Listener or Speaker.
4. Click Assign.
5. Close the Participant Properties window.

Changing Meeting Console Permissions for Attendees

Meeting schedulers and users with System Manager privileges can change meeting console permissions from the default values after a meeting has begun.

Note, however, that in open forum meetings, you cannot change meeting console permissions for meeting schedulers and users with System Manager privileges. These permissions always remain at the Presenter level.

This section contains two procedures. Do the applicable procedure depending on whether you are changing permissions for an individual attendee or for all attendees.

**To Change Meeting Console Permissions for an Individual Attendee**

1. From the Participants tab, click the attendee name. The Participant Properties window appears.
Step 2  Click **Permissions** and assign a new meeting console permission level for the attendee.

Step 3  Click **Assign**, then close the Participant Properties window.

---

**To Change Meeting Console Permissions for All Attendees**

From the Meeting menu in the meeting console, choose one of the following three options:

- Change All to Audience
- Change All to Participants
- Change All to Presenters

---

**About the Slides Tab**

The Slides tab is located in the sidebar of the full meeting console. Click Slides to preview a thumbnail roster of slides before or during your meeting.

Note the following considerations:

- Presentation slides are placed in the Slides tab.
- Snapshots taken during the meeting are placed in the Slides tab.
- Users with Presenter permissions can modify the order of slides in the Slides tab.
- Users with Presenter permissions can delete slides in the Slides tab.

You cannot delete or move slides in the Slides tab after recording has started, even if recording is stopped during a meeting.
About the Attachments Tab

The Attachments tab is located in the sidebar of the full meeting console. Click Attachments to do the following tasks:

- Download attachments previously uploaded to this meeting. You can find these attachments in the General Attachments section.
- Attach documents during your meeting.
- Refresh your list of attachments.

This section contains the following information:

- Adding Documents or Presentations from the Meeting Console, page 1-50
- Adding Comments or URLs from the Meeting Console, page 1-51
- Accessing Attachments from the Meeting Console, page 1-51

Adding Documents or Presentations from the Meeting Console

This feature is not available for guest users.

To Add a Document or Presentation from the Meeting Console

Step 1 From the meeting console, click Attachments.

Step 2 From the Attachments tab, click Add Presentations/Attachment Now. The Add Attachment window appears.

Step 3 To search for your file, click Browse, then click Add Attachment. Your file is immediately attached.

You can add a maximum of 30 attachments per meeting. This number is configurable per profile and depends on your system configuration.

If you are attaching a PowerPoint presentation, each presentation can have a maximum of 256 slides.

Step 4 Click Refresh Attachment List for your updated list.
Adding Comments or URLs from the Meeting Console

This feature is not available to guest users.

**To Add a Comment or URL from the Meeting Console**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the meeting console, click <strong>Attachments</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>From the Attachments tab, click <strong>More Attachment Options</strong>. The Scheduling Attachments page appears in a separate window.</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>New Attachment</strong>.</td>
</tr>
<tr>
<td>4</td>
<td>Attach the applicable item:</td>
</tr>
<tr>
<td></td>
<td><strong>Previously recorded meeting comment</strong>: Click <strong>Meeting Comment</strong>, then click <strong>Browse</strong> to choose the meeting comment that you want to submit.</td>
</tr>
<tr>
<td></td>
<td><strong>URL</strong>: Click <strong>URL Attachment</strong>, then in the Address field, enter the Internet URL address you want meeting attendees to review. (For example, <a href="http://www.yourcompany.com">http://www.yourcompany.com</a>.)</td>
</tr>
</tbody>
</table>

You can add a maximum of 30 attachments per meeting. This number is configurable per profile and depends on your system configuration.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>To return to the meeting console, click <strong>Add Attachment</strong>, then <strong>OK</strong>.</td>
</tr>
<tr>
<td>6</td>
<td>Click <strong>Refresh Attachment List</strong> for your updated list.</td>
</tr>
</tbody>
</table>

Accessing Attachments from the Meeting Console

You can access attachments for current meetings from the meeting console.

**To Access an Attachment from the Meeting Console**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the meeting console, click <strong>Attachments</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>To view any attachments that were added to the meeting since you joined, click <strong>Refresh Attachment List</strong>.</td>
</tr>
</tbody>
</table>
About the Participants Tab

The Participants tab is located in the sidebar of the full meeting console. The tab displays a list of meeting attendees and their attendance characteristics. Table 1-7 in this section describes attendance icons on the tab.

Table 1-7 Descriptions of Attendance Icons on the Participants Tab

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Video Endpoint" /></td>
<td>Indicates that you are connected to a video endpoint.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Video Endpoint Paused" /></td>
<td>Indicates that your video endpoint is paused.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Audio Endpoint" /></td>
<td>Indicates that you are connected to an audio endpoint. This audio endpoint can be either a phone or a video endpoint that is configured with a microphone.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Audio Endpoint Muted" /></td>
<td>Indicates that your audio endpoint is muted. This audio endpoint may be a phone or a video endpoint that is configured with a microphone.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Audio Conference as Listener" /></td>
<td>Indicates that you are connected to the audio conference as a listener. In lecture style meetings, listeners do not have the ability to speak without permission from the meeting host.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Audience Permissions" /></td>
<td>Indicates that you are connected to the web conference with Audience permissions.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Participant Permissions" /></td>
<td>Indicates that you are connected to the web conference with Participant permissions.</td>
</tr>
<tr>
<td><img src="image8.png" alt="Presenter Permissions" /></td>
<td>Indicates that you are connected to the web conference with Presenter permissions.</td>
</tr>
</tbody>
</table>

Note: Guest users in lecture style meetings may not see the Participants tab. This is due to a system administrator setting.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Participants Tab

This section contains the following information:

- Renaming Attendees, page 1-53
- Muting Attendee Lines, page 1-54
- Removing Attendees, page 1-54
- Using the Chat Feature, page 1-55

### Renaming Attendees

This feature is available only to the meeting scheduler and users with System Manager privileges. This includes contacts of the meeting scheduler and attendants.

To Rename an Attendee

**Step 1**  From the meeting console Participants tab, click an attendee name. The Participant Properties window appears.

**Step 2**  Enter a name for the attendee in the field provided, and click **Rename**. The name is updated in the Participants tab.

**Step 3**  Close the Participant Properties window.

---

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Annotation Color" /></td>
<td>Indicates your assigned annotation color.</td>
</tr>
<tr>
<td><img src="image" alt="Multiserver" /></td>
<td>Indicates that the Cisco Unified MeetingPlace Audio Server is connected to a multiserver meeting.</td>
</tr>
</tbody>
</table>

Table 1-7  Descriptions of Attendance Icons on the Participants Tab (continued)
Muting Attendee Lines

To identify where background noise may be coming from, refer to the Speaking section of the meeting console to see who, besides the speaker, appears. Either ask the attendee to mute the line, or mute the line yourself.

In open forum meetings, you must have signed in with your Cisco Unified MeetingPlace profile to access this feature. The feature is not available to guest users.

In lecture style meetings, this feature is available only to the meeting scheduler and to users with System Manager privileges.

To Mute an Attendee Line

**Step 1**  
From the meeting console Participants tab, click an attendee name. The Participant Properties window appears.

**Step 2**  
Click **Mute/Unmute**, then close the window.

Removing Attendees

This feature is available only to the meeting scheduler and to users with System Manager privileges. This includes contacts of the meeting scheduler and *attendants*.

To Remove an Attendee

**Step 1**  
From the meeting console Participants tab, click an attendee name. The Participant Properties window appears.

**Step 2**  
To remove the attendee from the meeting, click **Eject**.

**Step 3**  
Close the Participant Properties window.
Using the Chat Feature

The Chat feature allows you to exchange text messages with other attendees. You can choose to send private messages to specific users or to send broadcast messages to everyone in the chat session.

In lecture style meetings, broadcast messages are available only to users with Presenter permissions. Users with Audience or Participant permissions can only send private messages to presenters.

To Use the Chat Feature

Step 1 For Send To, choose All Users for a broadcast message or the name of a specific user for a private message.

Step 2 For Message, type the message you want to send, then press Enter. Your message appears in the chat window next to your name.

Tip If you close the sidebar of your meeting console to see a larger web collaboration window, you will not know if a chat session has started. Open the sidebar periodically to check your chat status.

About Menus in the Meeting Console

You can access many in-session features through the menus in the meeting console. These include options that pertain to the user, the meeting, application sharing, and Help.

This section contains the following information:

- Using the Personal Menu, page 1-56
- Using the Meeting Menu, page 1-61
- Using the Help Menu, page 1-68
- Using the Share Menu (Windows Users Only), page 1-69
- Using the MeetingPlace Menu (Mac Users Only), page 1-70
Using the Personal Menu

The Personal menu contains options that pertain to the attendee. The system must be able to associate your audio or video session with the web session for most of these options to be functional. The simplest way to associate sessions is to sign in to the web conference first, then use the Connect button in the meeting console or the Current Meeting page to connect to the audio and video conferences.

Table 1-8 describes the options available from the Personal menu.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect</td>
<td>This option is dimmed after you connect to all of your available endpoints. It is also dimmed if outdial is disabled on your profile.</td>
</tr>
<tr>
<td>Unmute My Audio</td>
<td>These options are dimmed until you are linked to the web session and connected to the audio conference and the system can associate your audio or video session with your web session. These options control all of the audio sources (phone, video endpoint microphone) in the conference.</td>
</tr>
<tr>
<td>Mute My Audio</td>
<td></td>
</tr>
<tr>
<td>Play My Video</td>
<td>These options are dimmed until you connect your video endpoint to the web conference and the system can associate your video session with your web session. Play My Video shows your video image. Pause My Video stops sending your video image without hanging up from the video call.</td>
</tr>
<tr>
<td>Pause My Video</td>
<td></td>
</tr>
<tr>
<td>View Active Speaker</td>
<td>Choose this option to dynamically switch the video display to see only the participant who is actively speaking at a given moment. This is the default option for your video endpoint.</td>
</tr>
<tr>
<td>View Multiple People</td>
<td>Choose this option to switch your video reception from Active Speaker mode to Multiple People mode. The number of participants displayed depends on your deployment. If there are more video participants in the meeting than can be displayed, the most recent speakers are displayed in this mode. To dynamically switch the video display to see only the participant who is actively speaking at a given moment, choose the View Active Speaker option.</td>
</tr>
</tbody>
</table>
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Menus in the Meeting Console

This section contains the following information:

- Muting or Unmuting Your Phone Line, page 1-57
- Controlling the Transmission of Your Video Display, page 1-58
- Changing Your Video Display, page 1-59
- Disconnecting Your Video, page 1-59
- Moving to a Breakout Session, page 1-60
- Leaving Meetings, page 1-61

**Table 1-8 Descriptions of Personal Menu Options (continued)**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disconnect My Video</td>
<td>This option is dimmed until you connect your video endpoint to the web conference. You must confirm this action before your video is disconnected.</td>
</tr>
<tr>
<td>Main Room</td>
<td>This option is dimmed if you are currently in the main meeting room. Choose this option when you are in a breakout session and want to return to the main meeting.</td>
</tr>
<tr>
<td>Breakout 1, Breakout &lt;2&gt;</td>
<td>These options allow you to choose a breakout session, a separate meeting where you and fellow participants can discuss immediate issues as a subgroup. Cisco Unified MeetingPlace Web Conferencing offers nine breakout sessions.</td>
</tr>
<tr>
<td>Leave Meeting</td>
<td>Choose this option to leave your meeting. This disconnects your web and video endpoints. It does not disconnect your phone. Hang up your phone to disconnect from your meeting.</td>
</tr>
</tbody>
</table>

This section contains the following information:

- Muting or Unmuting Your Phone Line, page 1-57
- Controlling the Transmission of Your Video Display, page 1-58
- Changing Your Video Display, page 1-59
- Disconnecting Your Video, page 1-59
- Moving to a Breakout Session, page 1-60
- Leaving Meetings, page 1-61

**Muting or Unmuting Your Phone Line**

The mute feature allows you to mute your phone line so that background noise and phone static is not heard by other meeting attendees. This option is available from the meeting console only if your web session is associated with your audio session. The simplest way to ensure that sessions are associated is to sign in to the web conference first, then use the Connect button from the meeting console or Current Meeting page to have the system outdial you.
Tip

To reduce the amount of noise within a meeting, all attendees should mute their phone lines when not speaking.

To Mute or Unmute Your Phone Line

From the Personal menu in the meeting console, click the applicable option:

- Mute My Audio
- Unmute My Audio

Your updated audio status appears on the Participants tab.

Controlling the Transmission of Your Video Display

These options are available from the meeting console only if your web session is associated with your video session. The simplest way to ensure that sessions are associated is to sign in to the web conference first, then use the Connect button from the meeting console or Current Meeting page to have the system outdial you.

To Control the Transmission of Your Video Display

From the Personal menu in the meeting console, click the applicable option:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause My Video</td>
<td>Stops sending your video image to the meeting without hanging up from the video call.</td>
</tr>
<tr>
<td>Play My Video</td>
<td>Returns the active display of your video image</td>
</tr>
</tbody>
</table>
Changing Your Video Display

Cisco Unified MeetingPlace Web Conferencing supports two video displays:

- Multiple People displays the first four meeting attendees who enter on a video endpoint in separate windows.
- Active Speaker shifts one window to constantly show the video endpoint attendee who is speaking.

The Multiple People option requires that your video MCU and endpoint can support this view. For more information, see your system administrator.

To Change Your Video Display

From the Personal menu in the meeting console, click the applicable option:

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple People</td>
<td>Displays multiple video participants in separate windows.</td>
</tr>
<tr>
<td>Active Speaker</td>
<td>Displays only the active speaker.</td>
</tr>
</tbody>
</table>

Disconnecting Your Video

You can disconnect your video without leaving the meeting. If your video endpoint connection is providing your audio conference, reconnect through your phone to return to the audio component of your conference.

To Disconnect Your Video

Step 1  From the Personal menu in the meeting console, click Disconnect Your Video.
Step 2  (Optional) Reconnect to your audio conference from either the meeting console or the Current Meeting page:

<table>
<thead>
<tr>
<th>Meeting console</th>
<th>Current Meeting page</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Click Connect. The Connect window appears.</td>
<td>a. Click Use My Phone Number.</td>
</tr>
<tr>
<td>b. Enter your phone number.</td>
<td>b. Enter your phone number in the space provided.</td>
</tr>
<tr>
<td>c. Click Connect to have the system outdial you.</td>
<td>c. Click Connect.</td>
</tr>
</tbody>
</table>

**Tip**  If you receive an outdial error, it is most likely that you do not have outdial privileges. Dial the phone dial-in number provided on either the meeting console or Current Meeting page to join your audio conference.

---

**Moving to a Breakout Session**

Breakout sessions allow you and other attendees to break off from the main meeting and discuss different issues in subgroups. Only attendees connected to a phone can participate in breakout sessions.

If you are connected to both a phone and a video endpoint, your audio channel and video image will remain in the main meeting console, even if you go into a breakout session. Manually mute your video from your video endpoint before exiting the main meeting console.

**To Move to a Breakout Session**

**Step 1**  Determine the breakout session that you want to enter (this can be any number from 1 to 9), then tell other attendees to meet you in this “room.”
Chapter 1      Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Menus in the Meeting Console

Step 2  Go to the applicable breakout:

<table>
<thead>
<tr>
<th>Breakout 1</th>
<th>From the Personal menu, click <strong>Breakout 1</strong>.</th>
</tr>
</thead>
</table>
| **Any other breakout** | a. From the Personal menu, click **Breakout <2>** and use the left and right arrow keys to adjust the breakout room number.  
  b. Click **Go**. The Participants tab displays the breakout room you are in. |

Step 3  To return to the main meeting, from the Personal menu, click **Main Room**.

Leaving Meetings

Meetings continue on any media (audio, web, and video) as long as at least two people are still connected to their media endpoints.

To Leave a Meeting

Step 1  From the Personal menu, click **Leave Meeting**.

Step 2  Close your web browser.

Step 3  Disconnect your video endpoint. (See the “Disconnecting Your Video” section on page 1-59.)

Step 4  Hang up your phone.

Using the Meeting Menu

The Meeting menu contains options that pertain to the meeting. Table 1-9 describes options available from the menu.
Table 1-9 Descriptions of Meeting Menu Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Meeting</td>
<td>These options allow you to start or stop recording your meeting, as long as recording space is available.</td>
</tr>
<tr>
<td>Stop Recording</td>
<td></td>
</tr>
<tr>
<td>Lock Meeting</td>
<td>These options allow you to lock or unlock your meeting. Locking your meeting restricts your meeting from any future access.</td>
</tr>
<tr>
<td>Unlock Meeting</td>
<td>In open forum meetings, you must have signed in by using your Cisco Unified MeetingPlace profile to access this feature.</td>
</tr>
<tr>
<td></td>
<td>In lecture style meetings, this feature is limited to the meeting scheduler and to users with System Manager privileges.</td>
</tr>
<tr>
<td>Polling</td>
<td>Allows you to create a poll, survey, or brainstorming session. If polls for this meeting exist, the poll questions appear.</td>
</tr>
<tr>
<td></td>
<td>You must have signed in by using your Cisco Unified MeetingPlace profile to create a poll, survey, or brainstorming session.</td>
</tr>
<tr>
<td></td>
<td>For future scheduled meetings, only the meeting scheduler sees the polling icon.</td>
</tr>
<tr>
<td>Allow External</td>
<td>Escalates the meeting to an external web server so that users outside the firewall can join.</td>
</tr>
<tr>
<td>Participants</td>
<td>You must have scheduled the meeting for internal access on a web server that has both internal and external access available.</td>
</tr>
<tr>
<td></td>
<td>This feature is available only if you are the meeting scheduler or contact, and the meeting is currently in progress.</td>
</tr>
<tr>
<td>Announcement Options</td>
<td>Allows you to modify the meeting’s entry and departure announcement options.</td>
</tr>
<tr>
<td>Tip</td>
<td>If you are in a large meeting that is set to announce each attendee upon entry, choose this option to change the entry announcement to Silent.</td>
</tr>
<tr>
<td>Mute All</td>
<td>Simultaneously mutes the phone lines of all attendees except for the user who invokes the Mute All function.</td>
</tr>
<tr>
<td></td>
<td>This feature is available for meeting schedulers and users who start the meeting as a third-party contact.</td>
</tr>
<tr>
<td></td>
<td>Attendees can unmute themselves at any time.</td>
</tr>
<tr>
<td>Web Push</td>
<td>Launches a web browser window on attendees’ desktops open to a specific URL.</td>
</tr>
</tbody>
</table>
Chapter 1      Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

Table 1-9  Description of Meeting Menu Options (continued)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change All to Audience</td>
<td>Allows you to change everyone’s meeting console permissions at once. Only the meeting scheduler and users with System Manager privileges can change other attendees’ meeting console permissions.</td>
</tr>
<tr>
<td>Change All to Presenters</td>
<td>You cannot change meeting console permissions for the meeting scheduler and users with System Manager privileges. These permissions remain at the Presenter level.</td>
</tr>
<tr>
<td>Change All to Participants</td>
<td>Allows you to bring your meeting to order. Only the meeting scheduler, attendant, and system managers can begin meetings.</td>
</tr>
<tr>
<td>Begin Meeting</td>
<td>This option is enabled only for lecture style meetings that have been configured to start attendees in the waiting room. This setting must be configured in Cisco Unified MeetingPlace MeetingTime. For more information, see your system administrator.</td>
</tr>
<tr>
<td>End Meeting</td>
<td>Allows you to end your meeting. Only the meeting scheduler, attendant, and system managers can end meetings.</td>
</tr>
</tbody>
</table>

This section contains the following information:

- Muting the Phone Lines of All Attendees, page 1-63
- Recording Meetings from the Meeting Console, page 1-64
- Locking and Unlocking Meetings, page 1-65
- Setting the Meeting Extension Option from the Meeting Console, page 1-66
- Changing Meeting Announcements, page 1-66
- Pushing Web Pages to Attendees, page 1-67
- Ending Meetings, page 1-67

Muting the Phone Lines of All Attendees

As the meeting scheduler, or the user who started the meeting, you can mute the lines of all attendees simultaneously by phone or from the web meeting console. This section contains a procedure for each.
The feature is available for meeting schedulers and for users who start the meeting as a third-party contact.

**To Mute the Phone Lines of All Attendees by Phone**

On your phone keypad, press # 8 1. This mutes all lines except your own.

For muting all attendee phone lines from the web, note the following considerations:

- The Mute All feature does not change the audio permissions of meeting attendees. Users can unmute themselves at any time by phone or from the web.
- Users entering the meeting after you have invoked the Mute All feature are automatically muted upon entrance.
- This feature does not affect users who are in a breakout session when the feature is invoked. However, such users are muted when they return to the main meeting.
- This feature does not affect users on remote servers.

**To Mute the Phone Lines of All Attendees from the Web**

From the Meeting menu in the meeting console, click **Mute All**.

**Recording Meetings from the Meeting Console**

If your system is configured for both audio and web recording, Cisco Unified MeetingPlace Web Conferencing can record the following items:

- Voice stream.
- Presentations and annotations.
• Whiteboard with annotations.
• Application-sharing sessions and annotations.

It does not record broadcast prompts, such as “Now joining” or “Now departing,” or videoconferencing displays. At least one attendee must be on the phone or video endpoint to activate the Recording feature.

To Record a Meeting from the Meeting Console

Step 1 From the Meeting menu in the meeting console, click **Start Recording**. Recording will not start if there is not enough disk space to store the recording.
You cannot move or delete slides from the Slides tab after you start recording. This restriction applies, even if you later stop recording.

Step 2 To stop recording, from the Meeting menu, click **Stop Recording**.

Locking and Unlocking Meetings

At any time during a meeting, you can lock it to restrict further access as long as you have the appropriate permissions.

Note the following considerations:
• In *open forum meetings*, you must have signed in by using your Cisco Unified MeetingPlace profile to access this feature. The feature is not available to guests.
• In *lecture style meetings*, this feature is available only to the meeting scheduler and to users with System Manager privileges.

This feature locks both the audio and web conferences from all users. After a meeting is locked, users must request entry by phone to be allowed into the meeting.
To Lock or Unlock a Meeting

Step 1  From the Meeting menu in the meeting console, click **Lock Meeting**.
Step 2  To unlock your meeting, from the Meeting menu, click **Unlock Meeting**.

Setting the Meeting Extension Option from the Meeting Console

This feature is available only to the meeting scheduler and to users with System Manager privileges. This includes contacts of the scheduler and attendants.

If you have a videoconferencing component to your meeting, the system extends your meeting based on available video capacity. If either existing audio or existing video ports cannot be extended, then the entire meeting will be terminated.

To Set the Meeting Extension Option from the Meeting Console

Step 1  From the Meeting menu in the meeting console, click **Announcement Options**.
Step 2  For Meeting Extension Announcements, choose **Yes**, then click **Change Options**.
Step 3  Close the Announcement Options window.

Changing Meeting Announcements

This feature is available only to the meeting scheduler and to users with System Manager privileges. This includes contacts of the meeting scheduler and attendants.

To Change Meeting Announcements

Step 1  From the Meeting menu in the meeting console, click **Announcement Options**.
Step 2  Modify your announcement settings by choosing options from the applicable lists.
Step 3  Click **Change Options**.
Pushing Web Pages to Attendees

The Web Push feature allows you to “push” a particular web page to open on attendee desktops. You must have Presenter permissions to access the feature.

Before pushing a web page to your attendees, ask them to disable any pop-up blockers that they may have installed on their computers. Pop-up blockers will interfere with the Web Push feature, as well as other Cisco Unified MeetingPlace Web Conferencing features.

To Push a Web Page to Attendees

Step 1 From the Meeting menu in the meeting console, click **Web Push**. The Web Push window appears.

Step 2 Enter the URL that you want other attendees to see.

Step 3 Click **Go**. The web page appears on all attendee desktops in a new browser window.

Tip To work around pop-up blockers, send the URL of your web page as a chat message to all attendees. Users who are unable to receive the pushed web page can then open a separate browser window to view the web page themselves.

Ending Meetings

This feature is available only to the meeting scheduler, attendants, and system managers.

To End a Meeting

Step 1 From the Meeting menu in the meeting console, click **End Meeting**.
Step 2  Click OK to confirm your choice. Users receive the message “This meeting has ended.” All meeting endpoints (audio, web, video) are disconnected.

Using the Help Menu

Table 1-11 describes the options available from the Help menu.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Help</td>
<td>Launches the online Help application.</td>
</tr>
<tr>
<td>Show Diagnostics Log</td>
<td>Displays the diagnostics log in a separate window.</td>
</tr>
<tr>
<td>About Cisco Unified MeetingPlace</td>
<td>Displays information about your Cisco Unified MeetingPlace environment, including your web browser release, your operating system, and your release of Cisco Unified MeetingPlace Web Conferencing.</td>
</tr>
</tbody>
</table>

This section contains the following information:

- Checking Your Cisco Unified MeetingPlace Web Conferencing Environment, page 1-68
- Obtaining Diagnostics Logs, page 1-69

Checking Your Cisco Unified MeetingPlace Web Conferencing Environment

From the Help menu in the meeting console, click About Cisco Unified MeetingPlace. A separate window appears with the following environment information:

- The type and release of the Internet browser you are using.
- The type and release of your operating system.
- The release of your Cisco Unified MeetingPlace Web Conferencing software.
Obtaining Diagnostics Logs

If you are having problems with your meeting, your system administrator may request a diagnostics log.

To Obtain a Diagnostics Log

Step 1  From the Help menu in the meeting console, click **Show Diagnostics Log**. Two windows open on your desktop: the Client Information window and the Meeting Console Diagnostics window.

Step 2  Capture both windows:

   a.  Click a window so that it is active, then press **Ctrl + PrtScn**.
   
   b.  Open a separate application, such as Microsoft Word or Microsoft Paint, and press **Ctrl + V** to paste the captured window.
   
   c.  Repeat Step a and Step b on the second window.

Step 3  Send the captures to your system administrator.

Using the Share Menu (Windows Users Only)

The Share menu allows Windows users to choose what type of application to share. Table 1-11 describes the options available from the menu.

(If you are on a Mac system, see the “Using the MeetingPlace Menu (Mac Users Only)” section on page 1-70 instead.)

Table 1-11  Descriptions of Share Menu Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Provides a list of application share options. Select an Application from a List, Share Desktop, Share Part of Screen, Share an Application with the Pointer.</td>
</tr>
<tr>
<td>App using NetMeeting</td>
<td>Allows you to share an application by using NetMeeting.</td>
</tr>
</tbody>
</table>
Using the MeetingPlace Menu (Mac Users Only)

On a Mac system, application-sharing options are on the MeetingPlace menu. Table 1-11 describes the sharing options available from the menu.

(If you are on a Windows system, see the “Using the Share Menu (Windows Users Only)” section on page 1-69 instead.)

Table 1-12 Descriptions of Application-Sharing Options on the MeetingPlace Menu

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Application</td>
<td>Allows you to begin application sharing. You must have the application open on your desktop before you share an application.</td>
</tr>
<tr>
<td>Unshare</td>
<td>Stops sharing your application.</td>
</tr>
<tr>
<td>Enable Collaboration</td>
<td>Allows other meeting attendees to remotely control your shared application in real time.</td>
</tr>
<tr>
<td>View/Annotate Shared Application</td>
<td>Presents your application in the meeting console (also known as the WebShare window) so that you can see how other attendees are seeing it.</td>
</tr>
<tr>
<td>Close</td>
<td>Closes application sharing.</td>
</tr>
</tbody>
</table>

About the Polling Feature

After scheduling a meeting, you can create a poll, a survey, or a brainstorming question from either the meeting console (for a current meeting), or from the Current Meeting and Future Meeting pages.

You must be a profile user to create a poll, survey, or brainstorming question. Note the following considerations:

- For future scheduled meetings, only the meeting scheduler sees the polling icon.
- Polling is not available if you are not using the full meeting console.

This section contains the following information:

- Creating Polls, page 1-71
- Creating Surveys, page 1-72
- Creating Brainstorming Questions, page 1-73
Creating Polls

You must be a profile user to create polls. Only the meeting scheduler sees the Polling option on the Future Meeting page.

Ask your attendees to disable any pop-up blockers that they may have installed on their systems, because pop-up blockers will interfere with their ability to participate in polls.

Polling is not available if you are not using the full meeting console.

To Create a Poll

**Step 1** From the Meeting menu on the Current Meeting page, the Future Meeting page, or the meeting console, click either the polling icon or **Polling**.

The polling window appears with any existing polls, surveys, or brainstorming questions. Any open polls, survey, or brainstorming questions that you have not already answered appear in separate windows.

**Step 2** Click **Poll**. The Create/Edit Poll window appears.

**Step 3** Enter a question in the first field, then choose a response type from the list.

**Step 4** Enter the information that is required for the type of poll you are creating.

**Step 5** To enable voting, check the **Make the Poll Available Now** check box. If you do not check this option, you will need to manually enable voting when you want the poll to be answered.

**Step 6** In the Results Display section, choose the applicable format for poll results:

- Bar chart.
- Pie chart.
About the Polling Feature

- Responses. With this option, also choose whether the responses will appear as Anonymous or in Named format.

Note that attendees with System Manager privileges will see the names of responders regardless of whether you choose Anonymous or Named.

Step 7 Click Create. The new poll information appears.

Creating Surveys

You must be a profile user to create surveys. Only the meeting scheduler has the Polling option on the Future Meeting page.

Ask your attendees to disable any pop-up blockers that they may have installed on their systems, because pop-up blockers will interfere with their ability to participate in surveys.

This feature is not available if you are not using the full meeting console.

To Create a Survey

Step 1 From the Meeting menu on the Current Meeting page, the Future Meeting page, or the meeting console, click either the polling icon or Polling.

The polling window shows any existing polls, surveys, or brainstorming questions. Any open polls, survey, or brainstorming questions that you have not already answered appear in separate windows.

Step 2 Click Survey. The Create/Edit Survey window appears.

Step 3 Fill in the required fields, such as survey name and survey description.

Step 4 To enable voting, check the Make the Poll Available Now check box. If you do not check this option, you will need to manually enable voting when you want the survey to be answered.

Step 5 For Question 1, enter your first question, then choose a response type from the list.

Step 6 Enter the information that is required for the question you create.

Step 7 Add additional questions, change the order in which questions display, or delete questions by using the following links: Insert Question Above, Delete, Move Up, and Move Down.
About the Polling Feature

Step 8  (Optional) To insert a field for an additional question, click Add a Question.

Step 9  In the Results Display section, choose the applicable format for survey results:

- Bar chart.
- Pie chart.
- Responses. With this option, also choose whether the responses will appear as Anonymous or in Named format.

Note that attendees with System Manager privileges will see the names of responders regardless of whether you choose Anonymous or Named.

Step 10 When you have entered the required information, click Create. The new survey information appears.

Creating Brainstorming Questions

Brainstorming is a valuable tool that allows you to gather ideas that can then be turned into polls and eventual decisions. Use the brainstorming feature in the meeting console to simulate this activity in the virtual meeting.

You must be a profile user to access this feature. Only the meeting scheduler has the Polling option on the Future Meeting page.

Ask your attendees to disable any pop-up blockers that they may have installed on their systems, because pop-up blockers will interfere with their ability to participate in brainstorming.

This feature is not available if you are not using the full meeting console.

To Create a Brainstorming Question

Step 1  From the Meeting menu on the Current Meeting page, the Future Meeting page, or the meeting console, click either the polling icon or Polling.

The polling window shows existing polls, surveys, or brainstorming questions. Any open polls, survey, or brainstorming questions that you have not already answered appear in separate windows.

Step 2  Click Brainstorm, then enter your brainstorming question and click Create. The brainstorming question that you just created appears.
About the Polling Feature

Step 3 Enter your ideas in the field provided and click Send.
Step 4 To close the brainstorming window, click Done Brainstorming. The polling window appears with the brainstorming question, which can then be voted upon.

Manually Enabling Polls, Surveys, and Brainstorming Questions for Voting

If you did not check the Make the Poll Available Now check box when you created the poll, survey or brainstorming question, do the following procedure.

To Manually Enable a Poll, Survey, or Brainstorming Question for Voting

Step 1 From the Meeting menu in the meeting console, click Polling. The polling window shows existing polls, surveys, and brainstorming questions.
Step 2 Locate the poll, survey, or question that you want to make available.
Step 3 From the list, click Start Voting. A green check mark indicates that polling is available.

Voting on Polls, Surveys, and Brainstorming Questions

Disable pop-up blockers before entering a Cisco Unified MeetingPlace web meeting. Pop-up blockers will interfere with your ability to participate in polls, surveys, and brainstorming sessions as well as other features.

If you are not using the full meeting console, polls will not pop up on your desktop. Go to the Current Meeting page to vote on polls, surveys, and brainstorming questions.
To Vote on a Poll, Survey, or Brainstorming Question

Step 1  From the Meeting menu on the Current Meeting page or in the meeting console, click either the polling icon or Polling. The polling window shows existing polls, surveys, and brainstorming questions.

Step 2  Locate the item on which you want to vote, then from the Action menu, click Vote.

Step 3  Vote on any or all items. You can vote only once per question.

Editing Existing Polls, Surveys, and Brainstorming Questions

You must be a profile user to access this feature. Only the meeting scheduler sees the Polling option on the Future Meetings page.

⚠️ Caution  Editing a poll, survey, or brainstorming question after it has been opened for voting will delete any results already received.

To Edit an Existing Poll, Survey, or Brainstorming Question

Step 1  From the Meeting menu on the Current Meeting page, the Future Meeting page, or the meeting console, click either the polling icon or Polling. The polling window shows any existing polls, surveys, and brainstorming questions.

Step 2  From the Action menu, click the applicable option: Edit Poll, Edit Survey, or Edit Question. The current poll, survey, or brainstorming question appears.

Step 3  Edit your poll, survey, or question. The updated question appears.
Revealing Results for Polls, Surveys, and Brainstorming Questions

Only the poll, survey, or question creator, the meeting scheduler, and users with System Manager privileges can make results available. This includes contacts of the meeting scheduler and attendants.

To Reveal Results for a Poll, Survey, or Brainstorming Question

Step 1 From the Meeting menu in the meeting console, click Polling. The polling window appears.

Step 2 From the Action menu, choose Show Results. A green checkmark indicates that results are now available for viewing.

Viewing Results for Polls, Surveys, and Brainstorming Questions

Any type of user can view results once they are made available. However, only the meeting scheduler or users with System Manager privileges can view results from the Past Meetings page.

To View Results for a Poll, Survey, or Brainstorming Question

Step 1 From the Meeting menu on the Current Meeting page, the Future Meeting page, or the meeting console, click either the polling icon or Polling. The polling window appears.

If there are any open questions associated with this meeting that you did not vote on, these windows will open on top of the polling window.

Step 2 From the Action menu in the applicable poll, survey, or brainstorming question, click View Results.

Step 3 Click the corresponding tab to view additional display options, or click Done to close the window.
About Presentation Mode

In Presentation mode, Microsoft PowerPoint files (.ppt) are uploaded and converted to HTML format so that they can be shared easily. You can upload presentations before or during a meeting.

To access Presentation mode, click the Presentation icon.

Note the following considerations:

- You can upload a maximum of 256 slides per presentation per meeting.
- You cannot delete or move slides on the Slides tab after a user starts the recording feature. This restriction applies, even after recording is stopped during a meeting.
- If you switch from one web collaboration mode to another, all meeting attendees will switch modes with you. Only users with Presenter permissions can switch between Web Conferencing modes.
- Web Conferencing does not support the sharing of video applications or streams. If you try to share a video stream in Share Desktop mode, Share Application mode, or Presentation mode (with the video embedded in the PowerPoint slide page), attendees in the web conference will see only a black screen in the video placeholder. This does not impact Flash-based video displays because Windows does not treat Flash as a video feed.

This section contains the following information:

- Web Conferencing Tips, page 1-77
- Previewing Presentations, page 1-78
- Sharing Presentations, page 1-79

Web Conferencing Tips

If you have trouble viewing a shared application after you have joined a web conference, try the following tips:

- Maximize the meeting console window.
- Close the sidebar to maximize your view of shared content.
- Click the shared application, and drag it to the center of your window.
Use the navigation bars in the web collaboration window of the meeting console to adjust the location of the shared document.

Make sure that you are connected to the web conference by referring to the Connection Status icon located in the lower-right corner of the meeting console.

Check your Connection Speed icon. Low connection speed may affect your viewing experience.

**Previewing Presentations**

You can preview your PowerPoint presentation before and after meetings. The Preview option is not available while a meeting is in session. A meeting is in session several minutes before the meeting start time, as configured by your system administrator.

**To Preview a Presentation**

**Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.

**Step 2** From the Welcome page, enter your meeting ID, then click **Attend Meeting**.

**Step 3** From the Meeting Information page, click the **Attachments/Recordings** icon.

**Step 4** From the Attachments page, locate your attached file and click **Preview**. A separate preview window appears in your browser with your attached presentation.

**Tip** To preview your slides during a meeting, click the Slides tab. Your slides are displayed as thumbnails in the order in which they will appear in the presentation.
Sharing Presentations

In *lecture style meetings*, the meeting console caches three slides ahead of the one being presented rather than downloading all slides at once. This prevents guests from controlling the slide show, optimizes performance, and reduces network load.

**To Share a Presentation**

**Step 1**
From the meeting console, click the **Presentation** icon to confirm that you are in Presentation mode. If the presentation is already uploaded to the meeting, the first slide in your presentation appears in the web collaboration window of your meeting console.

**Step 2**
From the meeting console, click **Slides** to view, modify the order, or delete slides from your presentation.

Only presenters can navigate through slides.

**Step 3**
To move through your presentation, use the Forward and Backward navigation buttons.

---

About Whiteboard Mode

Whiteboard mode displays a virtual whiteboard for spontaneous brainstorming sessions among attendees.

To access Whiteboard mode, click the Whiteboard icon 📚.

To begin working on the whiteboard, click any annotation tool. (See also the “About Annotation” section on page 1-88.)

Note the following considerations:

- If you switch from one web collaboration mode to another, all meeting attendees will switch modes with you. Only users with Presenter permissions can switch among Web Conferencing modes.
• If you want to create more than one whiteboard page, click Snapshot to take a snapshot of the page you currently have. This page is stored as a slide in the Slides tab. Then, click Clear Annotations to create a blank whiteboard page.

• To save a JPG image of the whiteboard page to your hard disk, click Save.

About Application Sharing Mode

You can share and collaborate on any document or application, regardless of whether or not all meeting attendees have the same applications installed.

For example, if you choose to share a Microsoft Excel spreadsheet, it does not matter if anyone else in your meeting has Microsoft Excel installed. Web Conferencing uses common endpoints to allow all attendees to view and modify the shared spreadsheet.

The ability to share applications is available on Windows, Mac, and UNIX systems for users with the appropriate meeting console permissions. Users on Mac systems can share applications only by using the meeting console. Users on UNIX systems can share applications only by using a T.120 application, such as SunForum.

To access Application Sharing mode, click the Application Sharing icon.

Note the following considerations:

• If you switch from one web collaboration mode to another, all meeting attendees will switch modes with you. Only users with Presenter permissions can switch among modes.

• The ability to do Web Conferencing—that is, any activity in the meeting console—is supported only on computers that are set up with a single monitor. If you have a computer set up to display your desktop across multiple monitors, you will see a black screen when attempting to share an application on your desktop.

• Web Conferencing does not support the sharing of video applications or streams. If you try to share a video stream in Share Desktop mode, Share Application mode, or Presentation mode (with the video embedded in the PowerPoint slide page), attendees in the web conference will see only a black screen in the video placeholder. This does not impact Flash-based video displays because Windows does not treat Flash as a video feed.
This section contains the following information:

- **Application Sharing Tips**, page 1-81
- **About Audience Latency Feedback in Application Sharing Mode**, page 1-82
- **Sharing Applications from a Windows System**, page 1-83
- **Sharing Applications from a Mac System**, page 1-84
- **Sharing Applications by Using NetMeeting**, page 1-86
- **Resizing PowerPoint Presentations in Application Sharing Mode**, page 1-87
- **Taking Control of Shared Applications**, page 1-87

**Application Sharing Tips**

- Set your display resolution so that it is equivalent to or lower than the resolution of other attendee windows. In general, setting your resolution to 1024 x 768 pixels allows most attendees (even notebook users) to optimally view your shared application or document.

- Size your application to be about the same size as the web collaboration window in the meeting console.

- Do not cover your shared application with other windows. If you do, attendees will see a frozen image of the application you were sharing until the application is uncovered.

- Keep in mind that sharing high-color or textured slides takes up more bandwidth than plain white background slides.

- Presentation and application sharing support 24-bit color for all users who have the ability to view it. Keep in mind that for users who have less than 56k bandwidth, the system automatically detects a low-bandwidth connection and defaults to 8-bit.

- Allow a few seconds for other attendee windows to update after making a change or moving to another page.

- Avoid constant scrolling through your application. When you do need to move your document, use the Page Up and Page Down keys on your keyboard. Attendees can scroll through the visible portion of your document from their own desktops for better viewing.
• Use simple meeting etiquette by verbalizing your intentions and requests.
  (For example, let people know that you will be enabling collaboration.
  Likewise, let the meeting host know that you would like to take control of a
document.)

• When sharing a PowerPoint presentation in Application Sharing mode, set
your PowerPoint presentation for flexible resizing from the Slide Show menu.
For more information, see the “Resizing PowerPoint Presentations in
Application Sharing Mode” section on page 1-87.

About Audience Latency Feedback in Application Sharing Mode

When you start sharing an application in Application Sharing mode, the Cisco
Unified MeetingPlace icon in the system tray indicates how long it takes for other
meeting attendees to receive your screen updates. The indicator appears as a
color-coded circle over the icon, and the color of the circle automatically adjusts
as indicated in Table 1-13.

<table>
<thead>
<tr>
<th>Circle Color</th>
<th>Audience Latency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark green</td>
<td>&lt; 1 second</td>
</tr>
<tr>
<td>Green</td>
<td>&lt; 2 seconds</td>
</tr>
<tr>
<td>Light green</td>
<td>&lt; 4 seconds</td>
</tr>
<tr>
<td>Yellow</td>
<td>&lt; 7 seconds</td>
</tr>
<tr>
<td>Orange</td>
<td>&lt; 10 seconds</td>
</tr>
<tr>
<td>Red</td>
<td>&gt; 10 seconds</td>
</tr>
</tbody>
</table>

When you hover your cursor over the icon, a tooltip appears with the formula
Audience latency (sec): X [Y;Z]
where:
• X equals the average latency across all participants.
• Y equals the minimum latency for the fastest participant.
• Z equals the maximum latency for the slowest participant.
The server attempts to send audience latency information to you every second.

**Tips**
- Accurate latency numbers are difficult to establish at the server level. Use the numbers displayed as a reference point only.
- To ensure that all of your attendees are viewing your shared application smoothly, periodically ask them if you are scrolling through the application too fast.

**Sharing Applications from a Windows System**

Any meeting attendee who takes control of a shared application or document can make changes and then save the document on your system. For this reason, create a backup copy of the original file and store it in a separate directory before you begin collaborating.

**To Share an Application from a Windows System**

**Step 1**
Open the application you want to share, then attend the meeting as you normally would.

**Step 2**
From the meeting console, click the **Application Sharing** icon to confirm that you are in Application Sharing mode.

**Note**
The meeting console opens in Application Sharing mode by default. To return to Application Sharing mode from another web collaboration mode, click the Application Sharing icon.

**Step 3**
From the Share menu, click **Application**. If you are using NetMeeting, choose **App Using NetMeeting**.

If the Application option does not appear, you may not have the appropriate meeting console permissions to modify shared documents. Attendees using web browsers that do not meet the minimum requirements are unable to host web conferences.
Step 4 A pop-up menu appears with your application-sharing options. Choose the applicable option(s) to begin sharing:

<table>
<thead>
<tr>
<th>Share an Application from a List</th>
<th>Allows you to choose your application from a list of applications currently running on your computer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Desktop</td>
<td>Shares your entire desktop. Confirm that your desktop is free of confidential information before choosing this option.</td>
</tr>
<tr>
<td>Share Part of Screen</td>
<td>Shares part of your screen display by allowing you to outline the desired area with your mouse pointer.</td>
</tr>
<tr>
<td>Select an Application with the Pointer</td>
<td>Allows you to share your application by clicking the open application with your mouse pointer.</td>
</tr>
</tbody>
</table>

The meeting console displays a message indicating that you are currently sharing an application.

Step 5 To view the application in the meeting console the way other meeting attendees are viewing it, click the Cisco Unified MeetingPlace icon in the system tray and choose View/Annotate Shared Application.

Step 6 (Optional) To allow other meeting attendees to remotely control your shared application, click the Cisco Unified MeetingPlace icon in the system tray and choose Enable Collaboration.

Step 7 (Optional) To disable collaboration, click the Cisco Unified MeetingPlace icon again and choose Enable Collaboration to uncheck the option.

Step 8 When you finish working on your document, click the Cisco Unified MeetingPlace icon and choose Unshare.

Sharing Applications from a Mac System

Application sharing is available only when you use the meeting console.

Before you begin, confirm that you have the supported client configuration. See the “Checking Apple Safari Settings” section on page 1-4.
**Tip**

Any meeting attendee who takes control of a shared application or document can make changes and then save the document on your system. Create a backup copy of the original file and store it in a separate directory before you begin collaborating.

---

**To Share an Application from a Mac System**

**Step 1**
Open the application you want to share, then attend the meeting as you normally would.

**Step 2**
From the meeting console, click the **Application Sharing** icon to confirm that you are in Application Sharing mode.

**Step 3**
From the MeetingPlace menu, click **Share Application**. The Application Sharing Selector window appears.

**Step 4**
From the Application Sharing Selector window, click the application you want to share, then click **Select**. A prompt appears indicating that your application is being shared successfully.

**Step 5**
Click **OK**. The application appears on your desktop.

**Step 6**
To view your application the way others are viewing it in the meeting, right-click the **Cisco Unified MeetingPlace** icon in your system tray and choose **View/Share Annotation**.

**Step 7**
To allow other meeting attendees to remotely control your shared application, from the MeetingPlace menu, click **Enable Collaboration** so that a check mark appears next to the option.

   If you are not sharing a document, the Enable Collaboration option does not appear.

**Step 8**
To disable collaboration, click **Enable Collaboration** again to uncheck the option.

**Step 9**
When you are finished working on your document, from the MeetingPlace menu, click **Unshare** to stop sharing.
Tip
To toggle between the meeting and the Meeting Information page, right-click the Cisco Unified MeetingPlace icon and choose between MeetingPlace WebShare, which is your meeting console, and Current Meeting, which is your Meeting Information page.

Sharing Applications by Using NetMeeting

If you are using Netscape as your Internet browser and the bottom of the Cisco Unified MeetingPlace page contains information about downloading a utility, download it, run it on your system, and then restart your browser before hosting the web conference.

To Share an Application by Using NetMeeting

Step 1 Open the application that you want to share.
Step 2 From the Share menu in the meeting console, click App Using NetMeeting. NetMeeting starts.
Step 3 From the NetMeeting Tools menu, click Sharing. The Sharing window appears.
Step 4 From the Sharing window, choose the application that you want to display and click Share, then maximize the shared application. Other attendees are now able to view your application.
Step 5 (Optional) To enable collaboration, from the Sharing window, click Allow Control. Inform the other meeting attendees that they can take control of the application by double-clicking the shared document.
Step 6 (Optional) To disable collaboration, press Esc.
Step 7 (Optional) To prevent other users from taking control of the application, double-click the shared application to regain control, then from the Sharing window, click Prevent Control.
Step 8 To stop sharing, from the Sharing window, click Unshare.
Users on a UNIX system can also share applications by using a T.120 application, such as SunForum.

Resizing PowerPoint Presentations in Application Sharing Mode

To Resize a PowerPoint Presentation in Application Sharing Mode

Step 1 From the Share menu in the meeting console, click Application.
Step 2 Choose to share your PowerPoint presentation.
Step 3 From Microsoft PowerPoint, choose Set Up Show from the Slide Show menu. The Set Up Show window appears.
Step 4 From the Set Up Show window, choose Browsed by an Individual (Window).
Step 5 Click OK. This allows you to resize your PowerPoint presentation while still in Application Sharing mode so that viewers can see it.

Taking Control of Shared Applications

After an application has been shared, the host can open the application for collaboration so that others can take control and make changes. Any changes that are made are seen by all meeting attendees in real time.

To Take Control of a Shared Application

Step 1 From the bottom of your web collaboration window, click Take Control.
If you do not see the Take Control button on the bottom of your web collaboration window, the meeting host may not have enabled the document for collaboration.
Step 2 Click the document, and begin making your changes.
If the host is sharing more than one document, you can choose to collaborate on any of them by choosing one from the list that appears next to the Release Control button.
Step 3  When you finish making your changes, click **Release Control**.

---

**About Annotation**

When you enter a Cisco Unified MeetingPlace web conference, the system automatically assigns you an annotation color, which appears next to your name in the Participants tab. You use annotations to emphasize key points during a Presentation, Application Share, or Whiteboard session.

Note the following considerations:

- Only users with Presenter or Participant permissions can annotate documents.
- In Application Sharing mode, annotations are enabled only if an application is being shared. Annotations hover over the application and remain static in the web collaboration window. They do not move dynamically as you scroll through your source file.
- In Presentation mode, annotations hover over each presentation slide. They do not modify the source file, but do remain associated with each slide until you clear them.

Table 1-14 describes the icons you use to make annotations.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Icon Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Annotation" /></td>
<td>Annotation</td>
<td>Shows that annotation is enabled.</td>
</tr>
<tr>
<td><img src="image" alt="Show/Hide Annotations" /></td>
<td>Show/Hide Annotations</td>
<td>Treats the annotation as an overlay with the presentation or whiteboard underneath, and either exposes or hides the annotations.</td>
</tr>
<tr>
<td><img src="image" alt="Draw Line" /></td>
<td>Draw Line</td>
<td>Creates a line. This is the default tool when beginning annotation.</td>
</tr>
<tr>
<td><img src="image" alt="Draw Highlight" /></td>
<td>Draw Highlight</td>
<td>Creates a thick, translucent line, which can be used to highlight areas on the whiteboard.</td>
</tr>
</tbody>
</table>
Table 1-14  Descriptions of Annotation Icons (continued)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Icon Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Draw Text</td>
<td>Provides a text box for entering text.</td>
</tr>
<tr>
<td></td>
<td>Draw Rectangle</td>
<td>Creates a square or rectangle.</td>
</tr>
<tr>
<td></td>
<td>Draw Ellipse</td>
<td>Creates a circle or oval.</td>
</tr>
<tr>
<td></td>
<td>Pointer</td>
<td>Changes your cursor to a pointer.</td>
</tr>
<tr>
<td></td>
<td>Palette</td>
<td>Enables you to choose a different color.</td>
</tr>
<tr>
<td></td>
<td>Delete Last Annotation</td>
<td>Reverses the previous action.</td>
</tr>
<tr>
<td></td>
<td>Clear Annotation</td>
<td>Deletes all annotations on the page.</td>
</tr>
<tr>
<td></td>
<td>Snapshot</td>
<td>Captures the annotations in the form of a slide. To preview a thumbnail of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a snapshot, from the sidebar, click Slides.</td>
</tr>
<tr>
<td></td>
<td>Save to Disk</td>
<td>Captures a JPG image of the annotations on the whiteboard and downloads it</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to your hard disk.</td>
</tr>
</tbody>
</table>

This section contains the following information:

- Changing Your Annotation Color, page 1-90
- Capturing Annotations, page 1-90
About the Javaless Client

Changing Your Annotation Color

To Change Your Annotation Color

Step 1  Click the Annotation icon in the annotation toolbar to enable annotation.
Step 2  Click the Palette icon, and choose a different color.

Capturing Annotations

The Snapshot feature allows you to capture annotations in the form of new slides, which are then stored in the Slides tab. Snapshots can also be downloaded to your desktop.

You can use the snapshot feature in all web collaboration modes (Presentation, Application Sharing, and Whiteboard).

To Capture Annotations

Step 1  From the meeting console, click the Snapshot icon.
Step 2  To preview the snapshot, click Slides. Snapshots appear at the end of the slide set.
Step 3  To save a snapshot or slides that have been annotated, click the Save icon.

About the Javaless Client

If you do not have Java enabled, Cisco Unified MeetingPlace Web Conferencing allows you to view presentations in an HTML Slide Show window that does not require Java. The Javaless client is available from all supported Internet browsers that do not have Java enabled. MeetingNotes data licenses must be installed on the Cisco Unified MeetingPlace Audio Server for Javaless support to function. For more information, see your system administrator.
Users of the Javaless client will experience several restrictions as outlined in Table 1-15. User access to particular features is always dependent on user class (profile user or guest user), meeting type (open forum or lecture style), and meeting console permissions (presenter, participant, or audience).

### Table 1-15 Feature Differences Between the Meeting Console and Javaless Client

<table>
<thead>
<tr>
<th>Feature</th>
<th>Meeting Console</th>
<th>Javaless Client</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting console (including tabs, Chat window, and menus)</td>
<td>Yes. You can view the entire meeting console and see the Cisco Unified MeetingPlace icon in your system tray.</td>
<td>No. You cannot view the meeting console.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> Javaless client users do not appear in the Participants tab.</td>
<td></td>
</tr>
<tr>
<td>Application Sharing mode</td>
<td>Yes. You can host, share, and view applications depending on your user class permissions.</td>
<td>No. You cannot view this mode and therefore have no functionality.</td>
</tr>
<tr>
<td>Presentation mode</td>
<td>Yes. You can present and view presentations depending on your class permissions.</td>
<td>Yes. You can view only. Presentation slides refresh automatically as the presenter changes them.</td>
</tr>
<tr>
<td>Whiteboard mode</td>
<td>Yes. You can view and annotate on the whiteboard depending on your meeting console permissions.</td>
<td>No. You cannot view this mode and therefore have no functionality.</td>
</tr>
<tr>
<td>Annotations</td>
<td>Yes. You can annotate depending on your meeting console permissions.</td>
<td>No. You cannot annotate and cannot view annotations made by other attendees.</td>
</tr>
<tr>
<td>Chat</td>
<td>Yes. You can chat with other attendees depending on your user class permissions and meeting type.</td>
<td>No functionality.</td>
</tr>
<tr>
<td>Polling</td>
<td>Yes. You can create, participate, and view polls depending on your user class permissions.</td>
<td>No functionality.</td>
</tr>
</tbody>
</table>

This section contains the following information:
- Forcing the Javaless Client from Internet Explorer, page 1-92
- Forcing the Javaless Client from Netscape, page 1-92
- Forcing the Javaless Client from Safari, page 1-93
Forcing the Javaless Client from Internet Explorer

To Force the Javaless Client from Internet Explorer

Step 1  Open your web browser.
Step 2  From the Tools menu, click Internet Options.
Step 3  Click the Security tab. Depending on your location, choose either Internet or Local Intranet.
        If you are not sure which option to choose, do Step 4 for both.
Step 4  Disable Java:
        a. From the Security tab, click Custom Level. The Security Settings window appears.
        b. Scroll down to Java permissions and click Disable Java.
        c. Click OK.
        d. Restart your browser.

Forcing the Javaless Client from Netscape

To Force the Javaless Client from Netscape

Step 1  Open your web browser.
Step 2  From the Edit menu, click Preferences.
Step 3  From the Preferences window, click Advanced.
Step 4  Uncheck the Enable Java check box.
Step 5  Click OK.
Step 6  Restart your browser.
Forcing the Javaless Client from Safari

To Force the Javaless Client from Safari

Step 1  Open your web browser.
Step 2  From the Safari menu, click Preferences.
Step 3  From the General window, click Security.
Step 4  Uncheck the Enable Java check box.
Step 5  Close the Security window.

Reasons Why You Are Removed from a Web Conference

Under the following circumstances, the system removes users from web conferences:

- You are in the meeting console and initiate a web browser session from another application (for example by clicking a link in Microsoft Word or Microsoft Outlook). Unless your web browser is configured otherwise, this link will replace your meeting console link, thus removing you from the web conference. Do not click links in other applications while you are in a web conference.

- You are attempting to attend a web conference from an AOL web browser. To resolve this issue, minimize your AOL browser window and rejoin the web conference by using Internet Explorer or Netscape.

- You are on a slow connection and are falling too far behind in the web conference.

This section contains the following information:

- Checking Your Connection Speed, page 1-94
- Checking Your Connection Status, page 1-94
Checking Your Connection Speed

Table 1-16 describes the icons that indicate the speed of your connection. The icons appear at the bottom of the meeting console.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Indicates that the meeting console is in the process of determining the connection speed.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Indicates that you have a low-speed connection (less than 56 Kbps). The meeting console may have trouble maintaining your connection to the web conference at this speed.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Indicates that you have a medium-speed connection (56 – 150 Kbps).</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Indicates that you have a high-speed connection (greater than 150 Kbps).</td>
</tr>
</tbody>
</table>

Checking Your Connection Status

Table 1-17 describes the icons that indicate the status of your connection. The icons appear at the bottom of the meeting console.
Table 1-17 Descriptions of Connection Status Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Indicates that you have successfully connected to the web conference but that an application is not being shared. The Welcome page is displayed until someone shares an application.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>A check mark between the computers indicates that you have established a direct connection to the web conference. A gray tube between the computers indicates that you have established a connection to the web conference through a firewall.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Indicates that you have successfully connected to the web conference and that an application is being shared.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>A check mark between the computers indicates that you have established a direct connection to the web conference. A green tube between the computers indicates that you have established a connection to the web conference through a firewall.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Indicates that your meeting has ended or you have been disconnected from the web conference. If you have been disconnected unexpectedly, rejoin the web conference.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Indicates that the meeting console is in the process of connecting you to the web conference.</td>
</tr>
</tbody>
</table>

About Meeting Options

From the Meeting Options page, you can modify your meeting preferences, the meeting security settings, and the types of information that you wish to appear on notifications. These settings apply to the meeting you are currently scheduling. Defaults are based on system and profile settings.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Meeting Options

Note Parameters in this section affect your particular meeting. To set general meeting preferences, see the “About the Meeting Preferences Page” section on page 1-108.

This section contains the following information:

- Updating Meeting Options for a Meeting, page 1-96
- Updating Audio Conferencing Options for a Meeting, page 1-97
- Updating Video Conferencing Options for a Meeting, page 1-99
- Updating Notification Options for a Meeting, page 1-100
- Enabling Guest Outdial from the Web, page 1-101
- Recording Meetings Automatically, page 1-102
- Setting the Meeting Extension Option from the Web, page 1-103

Updating Meeting Options for a Meeting

To Update Meeting Options for a Meeting

Step 1 From the New Meeting scheduling page, click the Meeting Options icon. The Meeting Options page appears.

Step 2 Use Table 1-18 below to modify options for the meeting.

Step 3 When you finish updating options, click Submit.
Chapter 1      Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Meeting Options

Table 1-18      Descriptions of Meeting Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Description</td>
<td>(Optional) Enter a meeting description.</td>
</tr>
<tr>
<td>Who Can Attend</td>
<td>Choose an option from the list to indicate who can attend the meeting:</td>
</tr>
<tr>
<td></td>
<td>• Anyone—The meeting is unrestricted. Both profile users and guest users</td>
</tr>
<tr>
<td></td>
<td>can attend.</td>
</tr>
<tr>
<td></td>
<td>• MeetingPlace Profile Users—All components of the meeting (audio, web,</td>
</tr>
<tr>
<td></td>
<td>and video) are restricted to profile users who sign in by using their</td>
</tr>
<tr>
<td></td>
<td>Cisco Unified MeetingPlace user ID and password. Users attending over a</td>
</tr>
<tr>
<td></td>
<td>video endpoint must sign in to the web conference first, then connect to</td>
</tr>
<tr>
<td></td>
<td>the video conference by using the Connect button.</td>
</tr>
<tr>
<td></td>
<td>• Invited Profile Users—All components of the meeting (audio, web, and</td>
</tr>
<tr>
<td></td>
<td>video) are restricted to profile users who were invited to attend. All</td>
</tr>
<tr>
<td></td>
<td>invited users must sign in by using their Cisco Unified MeetingPlace user ID</td>
</tr>
<tr>
<td></td>
<td>and password. Users attending over a video endpoint must sign in to the web</td>
</tr>
<tr>
<td></td>
<td>conference first, then connect to the video conference by using the Connect</td>
</tr>
<tr>
<td></td>
<td>button.</td>
</tr>
<tr>
<td>Allow Guest Outdial</td>
<td>Choose Yes to allow guest users to use the outdial feature. With outdialing,</td>
</tr>
<tr>
<td></td>
<td>the system calls users and automatically connects them to the audio and video</td>
</tr>
<tr>
<td></td>
<td>components of the meeting. Otherwise, choose No.</td>
</tr>
</tbody>
</table>

Updating Audio Conferencing Options for a Meeting

To Update Audio Conferencing Options for a Meeting

Step 1   From the New Meeting scheduling page, click the Meeting Options icon. The Meeting Options page appears.

Step 2   Scroll down to the Audio Conferencing Options section.

Step 3   Use Table 1-19 below to modify options for the meeting.

Step 4   When you finish updating options, click Submit.
### Table 1-19 Descriptions of Audio Conferencing Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry Announcement</strong></td>
<td>Choose an option from the list to indicate how you want attendees to be announced when they enter the meeting:</td>
</tr>
<tr>
<td></td>
<td>• Beep Only—A short beep is emitted during the meeting to indicate that someone has entered the meeting.</td>
</tr>
<tr>
<td></td>
<td>• Beep + Name—After a short beep, the attendee’s recorded name is announced.</td>
</tr>
<tr>
<td></td>
<td>If you do not hear an attendee’s name upon entry, the attendee probably did not record a name before entering the meeting. Identify the attendee before the meeting begins.</td>
</tr>
<tr>
<td></td>
<td>• Silent—There is no indication that someone has entered the meeting.</td>
</tr>
<tr>
<td><strong>Exit Announcement</strong></td>
<td>Choose an option from the list to indicate how you want attendees to be announced when they depart from the meeting:</td>
</tr>
<tr>
<td></td>
<td>• Beep Only—A short beep is emitted during the meeting to indicate that someone has departed the meeting.</td>
</tr>
<tr>
<td></td>
<td>• Beep + Name—After a short beep, the attendee’s recorded name is announced.</td>
</tr>
<tr>
<td></td>
<td>If you do not hear an attendee’s name upon departure, the attendee probably did not record a name before entering the meeting.</td>
</tr>
<tr>
<td></td>
<td>• Silent—There is no indication that someone has departed the meeting.</td>
</tr>
<tr>
<td><strong>End of Meeting</strong></td>
<td>Choose Yes if you want the system to warn you when the meeting is about to end.</td>
</tr>
<tr>
<td></td>
<td>Otherwise, choose No.</td>
</tr>
<tr>
<td><strong>Meeting Extension</strong></td>
<td>Choose Yes if you want the system to inform you that the meeting has been extended.</td>
</tr>
<tr>
<td></td>
<td>Otherwise, choose No.</td>
</tr>
<tr>
<td><strong>Automatically Start Recording</strong></td>
<td>Choose Yes if you want the system to automatically record the meeting. The recording is turned off automatically and can be turned on later.</td>
</tr>
<tr>
<td></td>
<td>Otherwise, choose No.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>If you choose Yes, also check the Reserve Space for Recording check box on the New Meeting page so that recording space is reserved.</td>
</tr>
</tbody>
</table>
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About Meeting Options

Table 1-19  Descriptions of Audio Conferencing Options (continued)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access MeetingNotes</td>
<td>Choose an option from the list to indicate who can access the recordings and attachments associated with the meeting:</td>
</tr>
<tr>
<td></td>
<td>• None—MeetingNotes access is completely restricted. No one can access the recordings and attachments associated with the meeting.</td>
</tr>
<tr>
<td></td>
<td>• Anyone—MeetingNotes access is completely unrestricted. Anyone, including guest users, can access recordings and attachments associated with the meeting.</td>
</tr>
<tr>
<td></td>
<td>• MeetingPlace Profile Users—MeetingNotes access is accessible to any user who signs in by using a Cisco Unified MeetingPlace user ID and password.</td>
</tr>
<tr>
<td></td>
<td>• Invited Profile Users—MeetingNotes access is restricted to profile users who were invited to the meeting. All invited profile users must sign in by using a Cisco Unified MeetingPlace user ID and password.</td>
</tr>
<tr>
<td>Meeting Language</td>
<td>Choose your meeting language from the list of available languages. This option affects the voice prompts users hear when they attend the meeting.</td>
</tr>
</tbody>
</table>

Updating Video Conferencing Options for a Meeting

To Update Video Conferencing Options for a Meeting

Step 1  From the New Meeting scheduling page, click the Meeting Options icon. The Meeting Options page appears.

Step 2  Scroll down to the Video Conferencing Options section.

Step 3  Use Table 1-20 below to modify options for the meeting.

Step 4  When you finish updating options, click Submit.
### Updating Notification Options for a Meeting

#### Table 1-20 Descriptions of Video Conferencing Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdial All Terminals At Meeting Time</td>
<td>Check the check box to have Cisco Unified MeetingPlace outdial to all invited video terminals at the start of the meeting. When a user at the video terminal answers the call, the terminal is automatically connected to the meeting.</td>
</tr>
<tr>
<td>Admit Unresolved PSTN/ISDN Calls</td>
<td>Uncheck the check box to allow only invited ISDN and PSTN terminals to attend the meeting.</td>
</tr>
<tr>
<td></td>
<td>Check the check box to allow any ISDN and PSTN terminals to attend the meeting, if there are available resources.</td>
</tr>
<tr>
<td></td>
<td>Access for IP terminals is not affected by this setting.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> We do not recommend that you uncheck the check box. Instead, use the Who Can Attend field to control access to the meeting.</td>
</tr>
<tr>
<td>Require All Video Terminals to Be Available</td>
<td>If checked, scheduling the meeting will fail if any invited video terminal is unavailable during the scheduled meeting time.</td>
</tr>
<tr>
<td></td>
<td>Uncheck the check box to allow double-booking of a terminal.</td>
</tr>
<tr>
<td>Service Code</td>
<td>From the list, choose the applicable service code for the meeting. Service codes may be added by the system administrator to provide a predefined set of attributes such as video bandwidth and layout.</td>
</tr>
<tr>
<td></td>
<td>Two predefined service codes (Point to Point and Non Video Conference) are available for scheduling a meeting specifically to reserve one or more video terminals (or the meeting rooms associated with the terminals). When you use either of these codes, the invited video terminals will be reserved for the duration of the meeting, but no video conference ports will be reserved for the meeting. Invitees will receive a meeting notification with no video dial-in information and no click-to-attend link.</td>
</tr>
</tbody>
</table>

### Updating Notification Options for a Meeting

#### To Update Notification Options for a Meeting

**Step 1** From the New Meeting scheduling page, click the **Meeting Options** icon. The Meeting Options page appears.

**Step 2** Scroll down to the Notification Information section.
Step 3  Use Table 1-21 below to modify options for the meeting.
Step 4  When you finish updating options, click Submit.

<table>
<thead>
<tr>
<th>Table 1-21</th>
<th>Descriptions of Notification Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>Enabled for Meeting</td>
<td>Choose Yes to have the system send notifications for the meeting. Otherwise, choose No.</td>
</tr>
<tr>
<td>Include Attachments</td>
<td>Choose Yes to include your attachments with notifications. Otherwise, choose No.</td>
</tr>
<tr>
<td>Send if Meeting Changes</td>
<td>Choose Yes to have the system send notifications if the meeting is updated or rescheduled. Otherwise, choose No.</td>
</tr>
<tr>
<td>Include Participant List</td>
<td>Choose Yes to include invitee names in notifications. Otherwise, choose No.</td>
</tr>
</tbody>
</table>

**Note**  A list of invited video terminals will always show up in the notification, regardless of how this option is set.

Enabling Guest Outdial from the Web

When guest users join a meeting from the web, both the Meeting Information page and the meeting console display the phone number they must dial to join the audio or video components of the meeting.

To simplify the attend process, set up your meetings with guest outdial, so that guest users can click Connect to have the system connect them to the audio or video components of the meeting.

To Enable Guest Outdial from the Web

Step 1  From the New Meeting scheduling page, click the Meeting Options icon.
About Meeting Options

Step 2 Set Allow Guest Outdial to Yes and click Submit. If the option is read only, your profile does not allow you to schedule guest outdial meetings.

Step 3 To finish scheduling your meeting, click Schedule.

Tip Rather than setting this option for every meeting, update it in your Meeting Preferences. For more information, see the “Updating Your Outdial Settings” section on page 1-112.

Recording Meetings Automatically

You can configure Cisco Unified MeetingPlace Web Conferencing to automatically record your meetings.

Note the following considerations:

- Recording will not start if there is no audio component to your meeting. This can be through a phone or a video endpoint with a microphone.
- The system does not record the video display component of meetings. It does record the audio transmitting from a video endpoint.

To Record a Meeting Automatically

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, click Schedule Meeting.
Step 3 From the New Meeting page, fill in the meeting details.
Step 4 Click the Meeting Options icon.
Step 5 From the Meeting Options page, set Record Meeting to Yes. This reserves disk space for the recording.
Step 6 For Automatically Start Recording, choose Yes. This initiates the recording after the second person enters the meeting.
To return to the New Meeting page and finish scheduling your meeting, click Submit, then click Schedule.

Tip
As long as there is disk space available, profile users can start recording at any time from the meeting console even if Record Meeting is set to No.

Setting the Meeting Extension Option from the Web

Cisco Unified MeetingPlace can automatically extend your meetings according to the meeting extension option.

To Set the Meeting Extension Option from the Web

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2  From the Welcome page, click Schedule Meeting.
Step 3  From the New Meeting page, click the Meeting Options icon.
Step 4  From the Meeting Options page, scroll down to Meeting Extension Announcements and choose Yes or No.

About the Account Basics Page

The Account Basics page displays information about your user account. Most of the information was set up by your system administrator when your account was created.

This section contains the following information:

- Updating Your Personal Information, page 1-104
- Changing Your Cisco Unified MeetingPlace Passwords, page 1-105
About the Account Basics Page

- Updating Your Attend Settings, page 1-106
- Updating Your Receiving Notifications Settings, page 1-107

Updating Your Personal Information

To Update Your Personal Information

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2  From the Welcome page, click the Account link. The Account Basics page appears.
Step 3  Use Table 1-22 below to modify personal information in your account.
Step 4  When you finish updating information, click Submit.

<table>
<thead>
<tr>
<th>Table 1-22</th>
<th>Descriptions of Personal Information Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>First Name</td>
<td>Your first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Your last name.</td>
</tr>
<tr>
<td>User ID</td>
<td>The ID you need to enter when signing in to Cisco Unified MeetingPlace from the web. Your user ID is case sensitive and can be a combination of alphanumeric characters</td>
</tr>
<tr>
<td>Profile Number</td>
<td>The number you use to log in to Cisco Unified MeetingPlace by phone.</td>
</tr>
<tr>
<td>Change Passwords</td>
<td>Click to change your password. You can update your user ID password and your profile password.</td>
</tr>
<tr>
<td>Time Zone</td>
<td>The time zone used to configure your scheduling and notification activities. To change it, choose a different time zone from the list.</td>
</tr>
<tr>
<td>Language</td>
<td>The language used as part of your conferencing environment. This is the language you will see as your default language when you sign in to Cisco Unified MeetingPlace Web Conferencing. To change your default language, choose a different language from the list.</td>
</tr>
</tbody>
</table>
Table 1-22  Descriptions of Personal Information Parameters (continued)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Code</td>
<td>The billing code used by your organization for meetings you hold on Cisco Unified MeetingPlace.</td>
</tr>
<tr>
<td>Use Abbreviated Prompts</td>
<td>Choose Yes to have Cisco Unified MeetingPlace use abbreviated prompts during your meetings. Abbreviated prompts may be convenient if you are a regular user. Otherwise, choose No.</td>
</tr>
<tr>
<td>User ID of Contact</td>
<td>If you have an assigned contact or attendant who can schedule meetings on your behalf, enter that person’s user ID here.</td>
</tr>
</tbody>
</table>

Changing Your Cisco Unified MeetingPlace Passwords

To Change Your Cisco Unified MeetingPlace Passwords

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2  From the Welcome page, click the Account link.
Step 3  From the Account Basics page, click Change Password.
Step 4  From the Change Passwords page, update the applicable password:

User ID Password  Allows you to use the Cisco Unified MeetingPlace web interface.
                  Enter your old password, new password, and new password again to confirm.

Profile Password  Allows you to use the Cisco Unified MeetingPlace phone interface.
                  Enter your new password and your new password again to confirm.

Step 5  Click Submit.
Chapter 1  Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Account Basics Page

Updating Your Attend Settings

To Update Your Attend Settings

Step 1  Sign in to Cisco Unified MeetingPlace Web Conferencing.

Step 2  From the Welcome page, click the Account link. The Account Basics page appears.

Step 3  Scroll down to the Attend Settings section.

Step 4  Use Table 1-23 below to modify settings.

Step 5  When you finish updating settings, click Submit.

Table 1-23  Descriptions of Attend Settings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>Your main phone number. The system uses this number to call you at the start of meetings you have been invited to. This parameter requires that your Method of Attending parameter is set to Find Me or Call Me.</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
<td>An alternate number used to reach you, such as a mobile phone number. The system uses this number when it receives no answer from your main phone number. This parameter requires that your Method of Attending parameter is set to Find Me.</td>
</tr>
<tr>
<td>Video Endpoint Address</td>
<td>The default address used to connect your video endpoint. This setting requires previous configuration of your video endpoint.</td>
</tr>
<tr>
<td>Video Endpoint Bandwidth</td>
<td>The default bandwidth used during your Cisco Unified MeetingPlace video conferences. This setting requires previous configuration of your video endpoint.</td>
</tr>
<tr>
<td>Pager Type</td>
<td>The type of pager service you use.</td>
</tr>
</tbody>
</table>
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Account Basics Page

Table 1-23 Descriptions of Attend Settings (continued)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pager Number</td>
<td>Your pager number. When a meeting you have been invited to is about to begin, the system uses this number to page you with the phone number and ID of the meeting. This parameter requires that the Method of Attending parameter is set to Page Me.</td>
</tr>
</tbody>
</table>
| Method of Attending | Your preferred method of joining a meeting: I'll Call In, Call Me, Page Me, Can't Attend, or Find Me.  
If this parameter is set to Find Me, the system dials up to three different phone numbers (main, alternate and pager numbers) when trying to reach you. Specify the order in which you want the system to dial these numbers by setting the Ways to Find Me parameter. |
| Ways to Find Me | Determines the order in which the system should dial your main, alternate, and pager numbers in an attempt to reach you. |

Updating Your Receiving Notifications Settings

To Update Your Receiving Notifications Settings

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Sign in to Cisco Unified MeetingPlace Web Conferencing.</td>
</tr>
<tr>
<td>Step 2</td>
<td>From the Welcome page, click the Account link.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Scroll down to the Receiving Notifications section.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Use Table 1-24 below to modify settings.</td>
</tr>
<tr>
<td>Step 5</td>
<td>When you finish updating settings, click Submit.</td>
</tr>
</tbody>
</table>
About the Meeting Preferences Page

The Meeting Preferences page displays the business rules that govern how your meetings are scheduled and run. Most of the information was set up by your system administrator when your account was created.

This section contains the following information:

- Updating Your Meeting Preferences, page 1-108
- Updating Your Meeting Security Settings, page 1-110
- Updating Your MeetingNotes Settings, page 1-111
- Updating Your Outdial Settings, page 1-112
- Updating Your Notification Options, page 1-113

### Table 1-24 Descriptions of Receiving Notifications Settings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address</td>
<td>Your e-mail address. This setting can either be your full Internet e-mail address (for example, <a href="mailto:UserName@CompanyName.com">UserName@CompanyName.com</a>) or your e-mail alias (for example, John Smith).</td>
</tr>
<tr>
<td>Internet E-Mail Address</td>
<td>Your full Internet e-mail address (for example, <a href="mailto:UserName@CompanyName.com">UserName@CompanyName.com</a>).</td>
</tr>
<tr>
<td>Primary Notification</td>
<td>Your preferred method for receiving notifications: Group Default, None, or E-Mail.</td>
</tr>
<tr>
<td>Alternate Delivery Mechanism</td>
<td>Your alternate method for receiving notifications: Group Default, None, or E-Mail.</td>
</tr>
</tbody>
</table>

### Updating Your Meeting Preferences

To Update Your Meeting Preferences

**Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.

**Step 2** From the Welcome page, click the Account link.
Step 3 From the Account Basics page, click Meeting Preferences.

Step 4 Use Table 1-25 below to modify settings.

Step 5 When you finish updating settings, click Submit.

### Table 1-25 Descriptions of Meeting Preferences

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Announcement</td>
<td>Choose an option from the list. This is what users hear when a new attendee enters the meeting.</td>
</tr>
<tr>
<td>Departure Announcement</td>
<td>Choose an option from the list. This is what users hear when an attendee leaves the meeting.</td>
</tr>
<tr>
<td>End of Meeting Announcement</td>
<td>Choose Yes if you want the system to announce that your meeting is ending. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Meeting Extension Announcements</td>
<td>Choose Yes if you want the system to announce when your meeting is extended. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Screened Entry</td>
<td>Choose Yes if you want to be able to screen users who enter your meetings. Screened entry requires the system to contact you before allowing a user to enter. Otherwise, choose No or Group Default. <strong>Note</strong> You will not be able to allow entry of screened users if you join the meeting with a video endpoint.</td>
</tr>
<tr>
<td>Skip Meeting-Entry Options</td>
<td>Choose Yes to skip all meeting and entry announcement options. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Disable Roll Call</td>
<td>Choose Yes to disable the roll call feature. This prevents users from getting a list of other participants in the meeting. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Default Meeting Category</td>
<td>Choose the default category for your meeting. This is usually chosen by your system administrator as Group Default.</td>
</tr>
</tbody>
</table>
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Meeting Preferences Page

Updating Your Meeting Security Settings

To Update Your Meeting Security Settings

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, click the Account link.
Step 3 From the Account Basics page, click Meeting Preferences.
Step 4 Scroll down to the Meeting Security section.
Step 5 Use Table 1-26 below to modify settings.
Step 6 When you finish updating settings, click Submit.

Table 1-26 Descriptions of Meeting Security Settings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Internet Access</td>
<td>Choose Yes to schedule your meetings on an external web server. This makes your meetings accessible to users attending over the Internet (outside the private corporate network). Choose No to schedule your meetings on an internal web server. This makes your meetings accessible only to users from inside the private corporate network. Note This parameter is displayed only if your Cisco Unified MeetingPlace deployment is configured with an external site. If your deployment has only an internal site, this parameter is hidden from the New Meeting scheduling page.</td>
</tr>
<tr>
<td>Password Required</td>
<td>Choose Yes to require a password for all of your meetings. If you choose Yes, you will have to enter a password when you schedule meetings. Otherwise, choose No or Group Default.</td>
</tr>
</tbody>
</table>
Chapter 1 Welcome to Cisco Unified MeetingPlace Web Conferencing 5.4

About the Meeting Preferences Page

Table 1-26 Descriptions of Meeting Security Settings (continued)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicly Listed Meeting</td>
<td>Choose Yes to have your meetings displayed on the Find Meetings page when users search for public meetings. Choose No to have your meetings displayed only to meeting invitees.</td>
</tr>
<tr>
<td>Who Can Attend Meeting</td>
<td>To determine who can attend your meetings, choose an option from the list:</td>
</tr>
<tr>
<td></td>
<td>• Anyone—This meeting is unrestricted. Both profile users and guest users can attend.</td>
</tr>
<tr>
<td></td>
<td>• MeetingPlace Profile Users—All components of this meeting (audio, web, and video) are restricted to profile users who sign in by using their Cisco Unified MeetingPlace user ID and password. Users attending over a video endpoint must sign in to the web conference first, then connect to the video conference by using the Connect button.</td>
</tr>
<tr>
<td></td>
<td>• Invited Profile Users—All components of this meeting (audio, web, and video) are restricted to profile users who were invited to attend. All invited profile users must sign in by using their Cisco Unified MeetingPlace user ID and password. Users attending over a video endpoint must sign in to the web conference first, then connect to the video conference by using the Connect button.</td>
</tr>
</tbody>
</table>

Updating Your MeetingNotes Settings

To Update Your MeetingNotes Settings

- **Step 1**: Sign in to Cisco Unified MeetingPlace Web Conferencing.
- **Step 2**: From the Welcome page, click the Account link.
- **Step 3**: From the Account Basics page, click Meeting Preferences.
- **Step 4**: Scroll down to the MeetingNotes section.
- **Step 5**: Use Table 1-27 below to modify settings.
- **Step 6**: When you finish updating settings, click Submit.
To Update Your Outdial Settings

**Step 1** Sign in to Cisco Unified MeetingPlace Web Conferencing.

**Step 2** From the Welcome page, click the **Account** link.
Step 3 From the Account Basics page, click Meeting Preferences.
Step 4 Scroll down to the Outdial Settings section.
Step 5 Use Table 1-28 below to modify settings.
Step 6 When you finish updating settings, click Submit.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for Profile Password</td>
<td>Choose Yes to have the system prompt users for their profile password when outdialing. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Allow Guest Outdial</td>
<td>Choose Yes to allow guest users to use the outdial feature. Otherwise, choose No or Group Default. If this parameter is read only, your profile does not have permission to allow guest outdial.</td>
</tr>
</tbody>
</table>

### Updating Your Notification Options

To Update Your Notification Options

Step 1 Sign in to Cisco Unified MeetingPlace Web Conferencing.
Step 2 From the Welcome page, click the Account link.
Step 3 From the Account Basics page, click Meeting Preferences.
Step 4 Scroll down to the Notification Options section.
Step 5 Use Table 1-27 below to modify settings.
Step 6 When you finish updating settings, click Submit.
### Table 1-29 Description of Notification Settings

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send for This Meeting</td>
<td>Choose Yes to have the system send invitees notifications for your meetings. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Include Attachments</td>
<td>Choose Yes to have the system include attachments with your notifications. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Notification Priority</td>
<td>To indicate the importance of meeting notifications, choose from the list.</td>
</tr>
<tr>
<td>Send if Meeting Changes</td>
<td>Choose Yes to have the system send your invitees updated notifications if information for your meetings changes. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Include Participant List</td>
<td>Choose Yes to include the list of participants with your meeting notifications. Otherwise, choose No or Group Default.</td>
</tr>
<tr>
<td>Include Meeting Password</td>
<td>Choose Yes to include the meeting password with your notifications. Otherwise, choose No or Group Default.</td>
</tr>
</tbody>
</table>
A

annotate
Adding text or graphics to a document or presentation in a real-time, interactive manner. This feature is available in Cisco Unified MeetingPlace Web Conferencing subject to permissions.

application sharing
A web conferencing mode. Application sharing enables multiple users to control an application or the desktop environment. The owner of the application or desktop decides whether to share.

application showing
A web conferencing mode. Enables users to display an application, a portion of their screen, or their entire desktop to all users in a conference.

attachment
Additional information that’s associated with a meeting. Users with the appropriate permissions may associate information with a meeting anytime before, during, or after the meeting.

attendant
A class of user. Attendants are profile users who have permanent Delegate permissions for all users in their organization. See also delegate, help desk.

attendee
A user who is in a Cisco Unified MeetingPlace meeting.

audience
A user with the Audience permissions, the lowest data permissions level. Audiences may view web conferencing modes and answer polls within the meeting. They cannot annotate on slides.

Audio Server
See Cisco Unified MeetingPlace Audio Server.

authentication
The process of checking a user’s identification information with a directory to confirm the user’s identity.
bandwidth The information-carrying capacity of a communications channel measured in bits-per-second for digital systems or in megaHertz (MHz) for analog systems.

blast outdial An automated outdial to all meeting attendees at the time of the meeting. Users can schedule meetings to enable blast outdial. See also outdial.

breakout session An opportunity for two or more meeting attendees to communicate privately outside of the main meeting. Cisco Unified MeetingPlace currently supports nine simultaneous audio only breakout sessions.

bulletin board In the Cisco Unified MeetingPlace Reference Center, the bulletin board is the area to the right of the main web page. The bulletin board appears on every page of the Reference Center.

chat Real-time text messaging communication between two or more users by computer. Chat is available as part of the meeting room.

Cisco Unified MeetingPlace An integrated rich-media conferencing solution that allows users in different locations to communicate and share information.

Cisco Unified MeetingPlace Audio Server The Cisco audio bridge used to provide the audio portion of a meeting to interactive participants.

Cisco Unified MeetingPlace for Lotus Notes An optional application that integrates Cisco Unified MeetingPlace with a Domino server, allowing users to schedule and attend Cisco Unified MeetingPlace meetings, and receive e-mail notifications through their Lotus Notes client.

Cisco Unified MeetingPlace for Outlook An optional application that integrates Cisco Unified MeetingPlace with an Exchange server allowing users to schedule and attend Cisco Unified MeetingPlace meetings, and receive e-mail notifications through their Microsoft Outlook client.
Cisco Unified MeetingPlace H.323/SIP Gateway

An optional application that is used with Cisco Unified MeetingPlace IP hardware and software to provide users with meeting access from IP telephones using Cisco Unified CallManager and H.323 endpoints such as Microsoft NetMeeting.

Cisco Unified MeetingPlace Reference Center

A configurable web-based set of tools aimed at assisting users with Cisco Unified MeetingPlace. Included with Cisco Unified MeetingPlace Web Conferencing.

Cisco Unified MeetingPlace Directory Services

An optional integration application that enables integration between an existing corporate directory server and Cisco Unified MeetingPlace. This integration automatically creates, updates, and deletes user profiles thereby easing system management and enhancing security features.

Cisco Unified MeetingPlace site

All the servers, regardless of number or type, at one physical location.

Cisco Unified MeetingPlace SMTP E-Mail Gateway

An optional integration application that fulfills queued requests for automatic meeting notifications and automatic distribution of meeting materials to users through e-mail.

Cisco Unified MeetingPlace Video Integration

An optional integration application that integrates video as part of the meeting experience.

Cisco Unified MeetingPlace Web Conferencing

An optional application that allows users to schedule conferences, present or share documents and applications, or review recorded meetings from a web browser, such as Microsoft Internet Explorer or Netscape Navigator.

class-of-service privileges

User permissions, such as scheduling, outdialing, and recording, that depend on the attendee’s user class. See also user class.

Click-to-Attend (CTA)

A customized hyperlink in the body of meeting notifications that connects users directly to their meeting. The Click-to-Attend is based on the IP address of the web conferencing server hosting the meeting.

client software

Application software that requests services from other software to complete its tasks. Typically, software on one computer that interacts with software on another computer.
Glossary

cluster
A group of servers that perform the same function and conceptually operate as a single unit. Load balancing is used among the members of a cluster to optimize the performance of the system.

CODEC
COder-DECoder. A device that encodes or decodes a signal and used typically for converting analog to digital or compressing digital information into more efficient formats. In IP, codec refers to any technology for compressing and decompressing data.

collaborate
The act of allowing other meeting attendees to remotely control the shared application.

conference organizer
The owner of a meeting. A conference organizer has the Moderator permissions for the duration of the meeting. (This permissions level is irrevocable for the duration of the meeting.) See also moderator.

continuous meeting
A type of meeting that is always in session and available to attendees. Resources are reserved 24 hours a day, 7 days a week.

cookie
A small data file written to the hard drive of a user’s desktop by some web sites. The sending web sites use cookies to keep track of a user’s web patterns and preferences and stores them on the user’s hard disk.

D

delegate
A user with the Delegate permissions. (Also referred to as a contact within Cisco Unified MeetingPlace Web Conferencing.) Delegates may schedule a meeting within the system for someone else. Within the meeting, a delegate has the Moderator permissions, while the other user is recognized as the conference organizer. See also conference organizer, moderator, user class.

DNS
Domain Name Server. An Internet service that translates domain names into IP addresses.

domain name
The portion of a symbolic name that corresponds to the network number in the IP address. In the symbolic name name@mycompany.com, the domain name is mycompany.com.
<table>
<thead>
<tr>
<th><strong>Domain Name Server</strong></th>
<th>See DNS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domino server</strong></td>
<td>A network application that manages Lotus Notes resources. Cisco Unified MeetingPlace for Lotus Notes integrates with the Domino server to enable users to schedule meetings and distribute notifications within the Lotus Notes environment.</td>
</tr>
<tr>
<td><strong>dynamic IP</strong></td>
<td>The process of assigning an IP address to a caller from an IP address pool.</td>
</tr>
<tr>
<td><strong>delegate</strong></td>
<td>A user with the Delegate permissions. (Also referred to as a contact within Cisco Unified MeetingPlace Web Conferencing.) Delegates may schedule a meeting within the system for someone else. Within the meeting, a delegate has the Moderator permissions, while the other user is recognized as the conference organizer. See also conference organizer, moderator, user class.</td>
</tr>
<tr>
<td><strong>encryption</strong></td>
<td>A security process for reducing the potential for unauthorized usage. Typically used for data transmitted over a public network. The original data, or plain data, is converted into a coded equivalent called ciphered data by an encryption algorithm. The cipher data is decoded (decrypted) at the receiving end and then reverted to plain data.</td>
</tr>
<tr>
<td><strong>entry/departure announcement</strong></td>
<td>A name or sound that announces the arrival or departure of a meeting attendee.</td>
</tr>
<tr>
<td><strong>Ethernet</strong></td>
<td>A LAN that connects devices like computers, printers, and terminals. Ethernet operates over twisted-pair or coaxial cable at speeds at 10 or 100 Mbps.</td>
</tr>
<tr>
<td><strong>e-tutorial</strong></td>
<td>An on-demand recording that teaches end users the basic information for using Cisco Unified MeetingPlace.</td>
</tr>
<tr>
<td><strong>Exchange server</strong></td>
<td>The application on a network that manages Microsoft Outlook resources. Cisco Unified MeetingPlace for Outlook integrates with the Exchange server to enable users to schedule meetings and distribute notifications within the Outlook environment.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>external site</strong></td>
<td>A group of servers that are outside the corporate firewall. See also site.</td>
</tr>
<tr>
<td><strong>external user</strong></td>
<td>A user who accesses a meeting from outside the private corporate network.</td>
</tr>
</tbody>
</table>

**F**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>firewall</strong></td>
<td>A hardware and software tool that separates the internal corporate network from the external Internet.</td>
</tr>
<tr>
<td><strong>flex field</strong></td>
<td>A customizable field used by organizations to track additional profile or meeting information.</td>
</tr>
<tr>
<td><strong>follow me</strong></td>
<td>In Cisco Unified MeetingPlace Web Conferencing, a presenter switches web conferencing modes, and all other meeting attendees also switch modes (automatically).</td>
</tr>
</tbody>
</table>

**G**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>group</strong></td>
<td>See user group.</td>
</tr>
<tr>
<td><strong>groupware</strong></td>
<td>Software applications that facilitate shared work over long distances on documents and information. Groupware supports e-mail and calendaring. Examples of groupware are Microsoft Outlook and Lotus Notes.</td>
</tr>
<tr>
<td><strong>guard time</strong></td>
<td>The amount of time before a meeting begins during which users may begin attending the meeting. The admin setting for guard times ensure that meetings are not scheduled back to back or overlapping with the same meeting ID.</td>
</tr>
<tr>
<td><strong>guest profile</strong></td>
<td>A user profile that includes default permissions that define what a guest is allowed to do.</td>
</tr>
<tr>
<td><strong>guest user</strong></td>
<td>A user who has no information stored in the system and uses a default set of permissions based on the guest profile.</td>
</tr>
</tbody>
</table>
H.323
A standard that specifies the components, protocols, and procedures for multimedia communications services: real-time audio, video, and data communications over IP-based networks. H.323 is an umbrella recommendation from the International Telecommunications Union (ITU) that sets standards for multimedia communications over Local Area Networks (LANs) that do not provide a guaranteed quality of service.

help desk
The location that users can access during a meeting should they need assistance. *See also* attendant, zero out.

host
The web conference attendee who is supplying the source application that is being shared or shown to other meeting attendees.

HTML
HyperText Markup Language. The authoring language used to create hypertext documents for the World Wide Web. Like the Standard Generalized Markup Language (SGML), on which it is based, HTML identifies the types of information in a document rather than the exact way it is to be presented. The presentation is left to the software that converts the contents to a suitable format for viewing.

HTTP
HyperText Transfer Protocol. The application protocol for moving hypertext files across the Internet. This protocol requires an HTTP client program on one end of a connection and an HTTP server program on the other.

hunt group
In telephony, a group of channels that share the same phone number. When a call comes in using the phone number assigned to the hunt group, the switch hunts for an available channel in the group.

Hypertext Markup Language  *See HTML.*

Hypertext Transfer Protocol  *See HTTP.*
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<tr>
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</thead>
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<tr>
<td>IIS</td>
<td>Internet Information Server. Microsoft’s web server that runs on Windows NT platforms.</td>
</tr>
<tr>
<td>IIS lockdown</td>
<td>A tool with which users can turn off unnecessary features on their Microsoft web servers, to increase security.</td>
</tr>
<tr>
<td>immediate meeting</td>
<td>A meeting that starts as soon as it is scheduled. See also meeting types.</td>
</tr>
<tr>
<td>in-session meeting</td>
<td>Features that can be accessed only during a meeting.</td>
</tr>
<tr>
<td>integration application</td>
<td>An application that connects the core application components of Cisco Unified MeetingPlace to existing applications. Microsoft Outlook, Lotus Notes, Directory Services, H.323/SIP, and Instant Messaging are examples of applications for which a gateway exists.</td>
</tr>
<tr>
<td>Internet information server</td>
<td>See IIS.</td>
</tr>
<tr>
<td>internal user</td>
<td>A user accessing a meeting from inside the private corporate network.</td>
</tr>
<tr>
<td>intranet</td>
<td>A private network that uses Internet software and standards. An intranet is based on TCP/IP protocols belonging to an organization (usually a corporation), and accessible only by the organization’s members, employees, or others with authorization. An intranet’s web sites look and act just like any other web sites, but the intranet is surrounded by a firewall that protects it from unauthorized access.</td>
</tr>
<tr>
<td>invitee</td>
<td>Someone who is invited to a Cisco Unified MeetingPlace meeting.</td>
</tr>
<tr>
<td>IP address</td>
<td>An address that uniquely identifies each host on a network or Internet.</td>
</tr>
</tbody>
</table>
**IP subnet**
A number appended to the IP address to subdivide a network into smaller networks. IP subnets allow for more computers on a network with a single IP address. For example, 195.112.56.75/14, 195.112.56.75/15, and 195.112.56.75/16 are all IP addresses with subnets of 14, 15, and 16.

**IP telephony**
The transmission of voice over an Internet Protocol (IP) network. Also called Voice over IP (VoIP), IP telephony allows users to make phone calls over the Internet, intranets, or private LANs and WANs that use the TCP/IP protocol.

**Java**
An object-oriented programming language developed by Sun Microsystems, Inc. used to create *applets* (small applications) that can be distributed over the World Wide Web. Java programs run inside a Java-enabled web browser; otherwise they run inside a Java Virtual Machine (JVM).

**Javaless meeting room**
Allows users to participate in a Cisco Unified MeetingPlace web conference without enabling Java. The Javaless meeting room provides a subset of the full meeting room functionality.

**JavaScript**
A programming language used to effect changes in web pages. JavaScript reduces the need for access back to the web server.

**LAN**
Local Area Network. A digital network that operates in a limited geographical area, usually a single company location or campus. Communication within a LAN is not usually subjected to external regulations.

**latency**
The time between initiating a request for data and the beginning of the actual data transfer. Network latency is the delay introduced when a packet is momentarily stored, analyzed, and then forwarded.
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<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>lecture-style meeting</td>
<td>A type of meeting that restricts speaking and data conferencing ability to only one or more designated attendees. As in a conventional lecture (where attendees have limited interactive abilities), most lecture-style meeting attendees have limited permissions. In Cisco Unified MeetingPlace web meetings, guest users enter with Audience permissions, profile users enter with Participant permissions, and System Managers, contacts, attendants, and meeting organizers enter with Presenter permissions. <em>See also meeting types, permissions.</em></td>
</tr>
<tr>
<td>listener</td>
<td>A user with the Listener permissions, the lowest audio permissions level. Listeners may not speak during meetings.</td>
</tr>
<tr>
<td>load balancing</td>
<td>Distributing performance among two or more servers to maximize performance, throughput, and availability.</td>
</tr>
<tr>
<td>Local Area Network</td>
<td><em>See LAN.</em></td>
</tr>
<tr>
<td>logging</td>
<td>The process of saving information about application activities.</td>
</tr>
</tbody>
</table>

### MCU

Multipoint Conferencing Unit. *(Also Multipoint Control Unit.)* A bridging or switching device that supports video conferencing.

### meeting console

The web interface used to control a Cisco Unified MeetingPlace meeting.

### meeting frequency

The interval of time over which a recurring meeting repeats. *See also recurring meeting.*

### meeting ID

A unique number that identifies specific meetings. *See also vanity ID.*

### Meeting Information page

A web page that provides information about a particular meeting, such as the date, start time, and meeting type. The Meeting Information page also contains links to attachments associated with the meeting.

### meeting message

A prerecorded message that is presented to users when they enter a meeting.

### meeting password

A string of numbers that are required before a user may enter a meeting. A meeting password is necessary only for a meeting scheduled to require one. Meeting passwords add a level of security to meetings.
meeting preferences
Default settings for the optional parameters that determine meeting behavior. Each user profile has default meeting preferences associated with it. Users can override their default meeting preferences for individual meetings.

meeting room
A virtual environment in which a meeting is held. See also meeting console.

MeetingTime
A Windows-based software application that allows select users to access advanced Cisco Unified MeetingPlace functions and system administration tools.

meeting types
Template of default settings offered by Cisco Unified MeetingPlace to accommodate specific application needs.

moderator
A user with the Moderator permissions. Moderator permissions are a temporary set of permissions available in session that allow the moderator to control the meeting. For example, moderators may eject users from a meeting and change attendee permissions. Moderators may also promote and demote other attendees to moderator status.

MP3
MPEG-1 Audio layer-3. A standard technology and format for compressing a sound sequence into a very small file while preserving the original level of sound quality when played. See also WAV, WMA.

MPV
The native format for recording audio during a Cisco Unified MeetingPlace meeting. MPV files can be converted into WAV files and other common formats, such as RealAudio, WMA, and MP3, for playback. See also MP3, WMA.

Multipoint Conferencing Unit
See MCU.

multiserver meeting
A type of meeting that allows users in different locations to dial into their local Cisco Unified MeetingPlace servers. This allows the corporation to reduce network costs, as only the servers are making the WAN connections. See also meeting types.

multi-site system
A Cisco Unified MeetingPlace system with servers in multiple physical locations.

mute/unmute
An in-session feature that allows attendees who are not speaking to mute their phone lines. Muting prevents outside noise from disturbing the meeting. Users must unmute their lines to be heard again.
Glossary

N

description: A message that notifies conference organizers and invitees of details about a meeting.

O

description: The default meeting type. All attendees are granted the Speaker audio permissions and the Presenter data permissions. See also meeting types, presenter.

description: An alphanumeric string used to activate optional features within the product.

description: A feature that enables the system to initiate an audio connection with a person currently not in the meeting.

P

description: A block of information sometimes called a cell, frame, data unit, server unit, or signaling unit. Although each of these elements has unique attributes, in essence, all are packets.

description: Sending data in packets through a network to a remote location and reassembling the packets in the correct order at their destination.

description: A user with the Participant permissions, a web permissions level that limits users to a specific set of functions within the meeting room. Participants may do everything that the Audience permissions allow, plus annotate, capture snapshots, answer polls, and chat. See also audience.

description: A set of business logic that enables increased meeting control and structure by limiting certain Cisco Unified MeetingPlace features to specific user access groups.

description: The hardware on which the software runs.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>poll</td>
<td>A Cisco Unified MeetingPlace Web Conferencing feature that enables users with the Presenter permissions to create single-question polls or multiple-question surveys, or gather brainstorming questions for ideas, opinions, and other feedback from meeting attendees. See also presenter.</td>
</tr>
<tr>
<td>port</td>
<td>The connection between Cisco Unified MeetingPlace Audio Server hardware and the telephone and/or IP network.</td>
</tr>
<tr>
<td>port group</td>
<td>A configuration parameter used to define signaling information for multiple ports simultaneously.</td>
</tr>
<tr>
<td>presentation</td>
<td>A web conferencing mode. Microsoft PowerPoint files (.ppt) are attached to the meeting, either before or during the meeting, and deployed as HTML format for easy sharing during the web conference.</td>
</tr>
<tr>
<td>presenter</td>
<td>A user with the Presenter permissions, a web permission level that limits users to a specific set of functions within the meeting room. Presenters may do everything that the Participant permissions allow, plus share presentations and applications, switch web conferencing modes, use WebPush, access and modify slides in the Slides tab, and create polls. See also participant.</td>
</tr>
<tr>
<td>private meeting</td>
<td>A meeting scheduled with restrictions, which prevent it from being publicly accessible. To attend or search for a private meeting, users must know its meeting ID.</td>
</tr>
<tr>
<td>profile</td>
<td>A collection of information that uniquely identifies a Cisco Unified MeetingPlace user. It contains such information as the user's ID, permissions, and preferences for setting up meetings.</td>
</tr>
<tr>
<td>profile number</td>
<td>A number, up to 17 digits, used to identify users over the telephone. Profile numbers have corresponding numeric passwords (profile passwords) that are independent of the alphanumeric passwords associated with the user ID for web access.</td>
</tr>
<tr>
<td>profile user</td>
<td>A user with a Cisco Unified MeetingPlace account. User profiles are created by a system manager. During profile creation, a user can receive different levels of service for billing and security considerations. See also guest user, user class, user group.</td>
</tr>
</tbody>
</table>
**proxy server**  A server that acts as a surrogate for another server. Proxies are used typically to prevent the client application from knowing the exact name or address of the server.

**public meeting**  A meeting that is scheduled without access restrictions. Public meetings are searchable and accessible from the Find Meetings page. Any user with access to Cisco Unified MeetingPlace Web Conferencing can search for and attend a public meeting. *See also private meeting.*

**recording**  An optional in-session feature that enables attendees to capture the audio and/or web components of a meeting for streamed playback at a later time.

**recurring meeting**  A series of regularly scheduled meetings.

**reservationless meeting**  A special case of the immediate meeting. Each profile user is assigned a unique ID, which is the same for all reservationless meetings.

**Reserve All Ports meeting**  A special administrative meeting that books all audio resources and prevents others from booking audio resources during that time. Useful for blocking out time for upgrades or maintenance of the Cisco Unified MeetingPlace Audio Server.

**rich-media conferencing**  The ability to meet simultaneously with one or more attendees over a range of interfaces, such as PSTN telephone, IP telephone, web, instant messenger, video.

**roll call**  A Cisco Unified MeetingPlace Audio Server in-session feature that enables attendees to hear a list of other attendees currently in the meeting.

**run time**  The actual duration of a meeting.

**scheduler**  Any user who is scheduling or has scheduled a meeting.
Secure sockets layer  See SSL.

session Information associated with a client that’s connected to a server.

session profile Information stored as a set of attributes and describing objects.

shadow server A standard Cisco Unified MeetingPlace Audio Server that is assigned as a backup to the primary Cisco Unified MeetingPlace Audio Server. In the case of a system failure, the shadow server takes over as the primary Audio Server.

site A logical collection of Cisco Unified MeetingPlace servers that represent a complete system, typically identified by geography.

site contact Customer personnel with sufficient information to support the Cisco Unified MeetingPlace installation who is allowed to contact Cisco for support.

snapshot A Cisco Unified MeetingPlace Web Conferencing feature that enables attendees to capture what is being shared in a web conference. Snapshots can be downloaded onto the user’s hard drive.

speaker A user with the Speaker audio permissions. Speakers may listen and speak during a meeting. See also listener.

SSL Secure Socket Layer. A protocol developed by Netscape for transmitting private documents through the Internet. SSL uses a public key to encrypt data that’s transferred over the SSL connection.

standalone system One or more Cisco Unified MeetingPlace servers (of any type) that are connected to provide a complete multi-media solution.

system One or more Cisco Unified MeetingPlace servers (of any type) that are connected.

system manager A user class. The system manager is usually the person in an organization responsible for setting up and maintaining Cisco Unified MeetingPlace. System managers have access to all the information in the Cisco Unified MeetingPlace database, including system configuration information and information about the user community.
Glossary

T

TCP/IP  
Transmission Control Protocol/Internet Protocol. An open network standard that defines how devices from different manufacturers communicate with each other over interconnected networks. TCP/IP protocols are the foundation of the Internet.

team  
A predefined set of users. Typically used as a shortcut when inviting the same group of users.

time zone  
The temporal equivalent of a geographical location in terms of Greenwich Mean Time (GMT). In Cisco Unified MeetingPlace each profile has a time zone setting, which should be set to reflect the office location where the user regularly does business.

touch-tone interface  
Any prompts or actions related to the telephone.

Transmission Control Protocol/Internet Protocol  
See TCP/IP.

trunk  
In telephony communications, the circuit between two telephony nodes.

tunneling  
A technology that enables one network to send its data through another network’s connections. Tunneling works by encapsulating a network protocol within packets carried by the second network.

U

UL  
Software licenses that allow users to access a particular feature or function.

user  
A person interacting with the Cisco Unified MeetingPlace system.

user class  
The level of system-related permissions available to a user.

user group  
A group of profile users with common attributes. By defining user groups, system managers reduce the time required to set up and maintain individual user profiles.
user ID
A unique alphanumeric string of up to 17 characters given to all profile users. MeetingTime references users by their user IDs in all its screens and reports.

user license
See UL.

V

vanity ID
A custom meeting ID, containing any combination of text and numbers, that users enter when they schedule meetings. See also meeting ID.

video terminal
A video endpoint with a Cisco Unified MeetingPlace profile that can be reserved for specific meeting times, for example, a conference room video system.

Virtual Private Network
See VPN.

Voice over Internet protocol
See VoIP.

voice prompts
Audio prompts over the telephone requesting touch-tone or spoken input from users.

VoIP
Voice over Internet Protocol. A set of facilities for managing the delivery of voice information using IP. Voice information is sent in digital form in discrete packets over the Internet instead of in analog form over PSTN. A major advantage of VoIP is that it avoids the tolls charged by ordinary telephone service.

VoIP dialing groups
VoIP dialing groups allow system administrators to place callers at different prompts according to the dialed number. Callers can also be placed directly in a meeting by setting the application to DIDMeeting and sending the digits for the meeting ID. Dialing groups are configurable on the Cisco Unified MeetingPlace H.323/SIP Gateway. The configuration consists of a table that maps incoming dialed patterns to an application type and digits.

VPN
Virtual Private Network. A restricted network that uses public wires to connect nodes. A VPN encapsulates, or “tunnels,” private data cheaply, reliably, and securely through a public network, usually the Internet.
Glossary

W

waiting room A virtual “room” where attendees wait for the meeting to begin. In reservationless meetings, all attendees are placed into a waiting room until the meeting organizer logs in to begin the meeting.

WAN Wide Area Network. A data network typically extending a LAN outside a building or beyond a campus, over IXC or LEC lines to link to other LANs at remote sites. Typically created by using bridges or routers to connect geographically separated LANs.

WAV Wave file format. A digitized audio file format for Microsoft Windows that stores sounds as waveforms. A Wave file uses the .wav file name extension.

WebConnect An optional application that allows multiple Cisco Unified MeetingPlace web servers to share the load for a single address. With WebConnect, scheduling information is rolled on to other sites in a user’s rollover map in the case of site unavailability.

WebPush A Cisco Unified MeetingPlace Web Conferencing feature that provides the ability to distribute a web page to all attendees in a web conference.

whiteboard A web conferencing mode. A blank page that can be used for spontaneous interactive collaboration.

Wide Area Network See WAN.

Windows Media Audio See WMA.

WMA Windows Media Audio file format. Audio compression technology from Microsoft. A Windows Media Audio file uses the .wma file name extension. See also MP3, WAV.

Z

zero out The ability for audio users who need assistance to press #0 on their touch-tone telephones to access the help desk.
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