Connect to a Meeting Using Video Conferencing Systems or Applications

- Join a Meeting from a Video Conferencing System, page 1
- Join a Meeting from a Video Conferencing Application, page 4
- Join a Meeting from Microsoft Lync, page 5
- Start a Meeting from a Video Conferencing System, page 5
- Start a Meeting from a Video Conferencing Application, page 8
- Start a Meeting from Microsoft Lync, page 9
- Use a Pilot Number in Connecting to a Meeting, page 10
- Switch Video Layout Options, page 11
- Access Your Host PIN, page 11
- About Video Addresses, page 11

Join a Meeting from a Video Conferencing System

Whether you use Cisco Systems, Polycom, or other SIP or H.323 based video conferencing systems, you can easily connect to a WebEx meeting.

Before You Begin

Obtain the video address, also known as a URI (Uniform Resource Identifier) string:

- If you are joining a meeting in the host's Personal Room, find the video address, in the format of username@sitename.webex.com (The username is the host's username.), in the joining information that the host sends to you. This address never changes, so we recommend that you add it to your favorites menu for future meetings with the same person.
- If you are joining a meeting that has been previously scheduled, find the video address, in the format of meetingnumber@sitename.webex.com, in your email invitation.
Procedure

Step 1  Open the virtual keyboard or get the remote control for your video conferencing system.
Examples from Cisco TelePresence systems:
1 Tap **Dial** or **New Call**, depending on the type of system you have.

*Figure 1: Personal or room systems*

![Keypad](image1.jpg)

2 Tap the keyboard button on the keypad.

*Figure 2: Immersive systems*

![Keypad](image2.jpg)
Join a Meeting from a Video Conferencing Application

Video conferencing applications include Cisco Jabber Video for TelePresence (formerly Movi), Cisco Jabber Video for iPad, and Cisco Jabber, to name a few.

Before You Begin

Fast track:

<table>
<thead>
<tr>
<th>If you're on the host's Personal Room page...</th>
<th>If you have received an HTML email invitation...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Join from application.</td>
<td>Select the link for the video address.</td>
</tr>
<tr>
<td>Your application starts automatically and dials the video address.</td>
<td>Your application starts automatically and dials the video address.</td>
</tr>
</tbody>
</table>

Not on a fast track? Obtain the video address, also known as a URI (Uniform Resource Identifier) string:

- If you are joining a meeting in the host's Personal Room, find the video address, in the format of `username@sitename.webex.com` (The username is the host's username.), in the joining information that the host sends to you. This address never changes, so we recommend that you add it to your favorites menu for future meetings with the same person.

- If you are joining a meeting that has been previously scheduled, find the video address, in the format of `meetingnumber@sitename.webex.com`, in your email invitation.

Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Open your video conferencing application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Dial the video address on the appropriate input field.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select Start, Call, or the appropriate control, depending on the label used in your application.</td>
</tr>
<tr>
<td>Step 4</td>
<td>When prompted, enter the pound sign #. You are in the meeting. If this is a Personal Room meeting and the host has not arrived, you will be waiting in the &quot;lobby.&quot;</td>
</tr>
</tbody>
</table>
Join a Meeting from Microsoft Lync

A Lync-specific video address, also known as a URI (Uniform Resource Identifier) string, is required to connect your Lync application to a meeting.

Note
As a participant using Microsoft Lync, you must join after the TelePresence or WebEx host is already present.

Before You Begin
Obtain the following information, which you'll need for dialing a Lync-specific video address:

<table>
<thead>
<tr>
<th>Joining a scheduled meeting</th>
<th>Joining a Personal Room meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• the nine-digit meeting number</td>
<td>• the host's username</td>
</tr>
<tr>
<td>• the name of the site where the meeting is hosted</td>
<td>• the name of the site where the meeting is hosted</td>
</tr>
</tbody>
</table>

Tip
Find the information in the email invitation for the scheduled meeting or on the meeting information page on your WebEx site.

Procedure

Step 1
Open your Lync application.

Step 2
Dial the appropriate video address:

- For a scheduled meeting: `meetingnumber.sitename@lync.webex.com` (For example, `123456789.example@lync.webex.com`)
- For a Personal Room meeting: `username.sitename@lync.webex.com` (For example, `acassidy.example@lync.webex.com`)

Step 3
Start a video call.

Start a Meeting from a Video Conferencing System

If you have scheduled a WebEx meeting or you are meeting people in your Personal Room, you can start your meeting using a video conferencing system made by providers such as Cisco Systems and Polycom.
Before You Begin

Have the following information ready:

<table>
<thead>
<tr>
<th>Starting a scheduled meeting</th>
<th>Starting a Personal Room meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• video address, also known as a URI (Uniform Resource Identifier) string, in the format of <a href="mailto:meetingnumber@sitename.webex.com">meetingnumber@sitename.webex.com</a></td>
<td>• your video address, also known as a URI (Uniform Resource Identifier) string, in the format of <a href="mailto:username@sitename.webex.com">username@sitename.webex.com</a> (The username is your WebEx account username.)</td>
</tr>
<tr>
<td>• your host key</td>
<td>• your host PIN</td>
</tr>
</tbody>
</table>

**Tip** Find the information in the email confirmation for the scheduled meeting or on the meeting information page.

**Tip** Find the information on your Personal Room page or by navigating to My WebEx > Preferences > My Personal Room, both accessible after you sign in to your WebEx site.

Procedure

**Step 1** Open the virtual keyboard or get the remote control for your video conferencing system.

Examples from Cisco TelePresence systems:
1 Tap **Dial** or **New Call**, depending on the type of system you have.

*Figure 3: Personal or room systems*

```
<table>
<thead>
<tr>
<th>Type to dial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3</td>
</tr>
<tr>
<td>abc def</td>
</tr>
<tr>
<td>4 5 6</td>
</tr>
<tr>
<td>ghi jkl mno</td>
</tr>
<tr>
<td>7 8 9</td>
</tr>
<tr>
<td>pqrstu wxyz</td>
</tr>
<tr>
<td>* 0 #</td>
</tr>
</tbody>
</table>
```

*Figure 4: Immersive systems*

2 Tap the keyboard button on the keypad.
Step 2  Dial the video address.
Step 3  Start a call.
Step 4  When prompted, enter your host key or host PIN, as appropriate, followed by the pound sign #. You are in the meeting.

---

Start a Meeting from a Video Conferencing Application

If you have scheduled a WebEx meeting or you are meeting people in your Personal Room, you can start your meeting using a standards-based video conferencing application such as Cisco Jabber Video for TelePresence (formerly Movi) or Cisco Jabber.

Before You Begin

Have the following information ready:

<table>
<thead>
<tr>
<th>Starting a scheduled meeting</th>
<th>Starting a Personal Room meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>meetingnumber@sitename.webex.com</code></td>
<td>• your video address, also known as a URI (Uniform Resource Identifier) string, in the format of <code>username@sitename.webex.com</code> (The username is your WebEx account username.)</td>
</tr>
<tr>
<td>• your host key</td>
<td>• your host PIN</td>
</tr>
</tbody>
</table>

Tip  Find the information in the email confirmation for the scheduled meeting or on the meeting information page.

Tip  Find the information on your Personal Room page or by navigating to My WebEx > Preferences > My Personal Room, both accessible after you sign in to your WebEx site.

Procedure

Step 1  Open your video conferencing application.
Step 2  Dial the video address on the appropriate input field.
Step 3  Select Start, Call, or the appropriate control for starting a video call, depending on the label used in your application.
Step 4  When prompted, enter your host key or host PIN, as appropriate, followed by the pound sign #. You are in the meeting.
Start a Meeting from Microsoft Lync

You cannot yet start a meeting directly using Microsoft Lync. The workaround is to start a meeting from a browser and then join the meeting using your Lync application. A Lync-specific video address, also known as a URI (Uniform Resource Identifier) string, is required to connect your Lync application to the meeting.

As a participant using Microsoft Lync, you must join after the TelePresence or WebEx host is already present.

### Before You Begin

Obtain the following information, which you'll need for dialing a Lync-specific video address:

<table>
<thead>
<tr>
<th>Starting a scheduled meeting</th>
<th>Starting a Personal Room meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• the nine-digit meeting number</td>
<td>• your WebEx account username</td>
</tr>
<tr>
<td>• your site name</td>
<td>• your site name</td>
</tr>
</tbody>
</table>

**Tip** Find the information in the email confirmation for the scheduled meeting or on the meeting information page.

**Tip** Find the information on your Personal Room page or by navigating to My WebEx > Preferences > My Personal Room, both accessible after you sign in to your WebEx site. Your account username is the prefix of the video address, in the format of `username@sitename.webex.com`.

### Procedure

**Step 1** Start your meeting from a browser.

**Step 2** Open your Lync application.

**Step 3** Dial the appropriate video address to join the meeting:

- **For a scheduled meeting**: `meetingnumber.sitename@lync.webex.com` (For example, `123456789.example@lync.webex.com`)
- **For a Personal Room meeting**: `username.sitename@lync.webex.com` (For example, `acassidy.example@lync.webex.com`)

**Step 4** Start a video call.
Use a Pilot Number in Connecting to a Meeting

Connecting to a meeting from a video conferencing system or application requires that you dial a video address, also known as a URI (Uniform Resource Identifier) string. However, some devices cannot dial a full video address, such as `123456789@example.webex.com` or `joesmith@example.webex.com`. To solve the limitation, your administrator can set up a pilot number for your entire organization—a simple, numeric number that replaces full video addresses.

**Before You Begin**

Before you begin, have the following information ready:

<table>
<thead>
<tr>
<th>Starting a meeting</th>
<th>Joining a meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• pilot number</td>
<td>• pilot number</td>
</tr>
<tr>
<td>• meeting number</td>
<td>• meeting number</td>
</tr>
<tr>
<td>• host PIN (for Personal Room meetings) or host key (for scheduled meetings)</td>
<td>Tip</td>
</tr>
</tbody>
</table>

**Tip**

Scheduled meeting: Find the information in the email confirmation or on the meeting information page.

Personal Room meeting: Find the information on your Personal Room page or by navigating to My WebEx > Preferences > My Personal Room, both accessible after you sign in to your WebEx site.

<table>
<thead>
<tr>
<th>Tip</th>
<th>Scheduled meeting: Find the information in the email invitation or on the meeting information page.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Room meeting: Find the information on the host's Personal Room page.</td>
</tr>
</tbody>
</table>

**Procedure**

**Step 1** Start your video conferencing system or application.

**Step 2** Dial the pilot number.

**Step 3** Enter the meeting number when prompted.

**Step 4** Do one of the following:

- Starting a meeting: Enter the host PIN or host key, as appropriate, followed by the pound sign #.
- Joining a meeting: Enter the pound sign #.

You are in the meeting.

If this is a Personal Room meeting and the host has not arrived, you will be waiting in the "lobby."
Switch Video Layout Options

There are several screen layout options supported in Cisco TelePresence systems:

- Active Speaker ONLY - only the active WebEx speaker is visible at all times
- Active Speaker w/Film Strip Overlay - the active WebEx speaker is prominently displayed with up to nine participants displayed in overlaid thumbnails below
- Active Speaker w/Film Strip below - No Overlay - the active WebEx speaker is prominently displayed with up to nine participants displayed in thumbnails below
- Equal Representation per video attendee - up to sixteen video attendees are equally displayed

For more details, see https://kb.webex.com/wbx88104.

Procedure

Open the virtual keyboard or get the remote control for your video conferencing system.

Examples from Cisco TelePresence systems:

1. For DTMF (Cisco and 3rd Party endpoints), tap 2 or 8, after joining a meeting to toggle through the meeting layout options.

2. For FECC (Far-end Camera Control) supported by most Cisco endpoints using the touch panel, tap the light blue screen on the touch panel or the three small dots in the top left corner. In the pop-up, select Camera. Use the Up or Down arrow to toggle to your screen layout choice.

Access Your Host PIN

Your host PIN identifies you as the host when you start a WebEx meeting in your Personal Room using a video conferencing system or application. You are required to set up a host PIN when setting up your Personal Room.

Procedure

Step 1 Sign in to your WebEx site.
Step 2 Go to My WebEx > Preferences > My Personal Room and find the host PIN you previously set up.
Step 3 To edit the PIN, enter a different PIN in the field and then select Update at the bottom of the page.

About Video Addresses

Technically known as URI (Uniform Resource Identifier), a video address connects your video conferencing system or application to a WebEx meeting or a meeting host's Personal Room. To join or start a scheduled meeting, dial the video address.
If your administrator has enabled Personal Room for you, you own a virtual conference room. Your room has three permanent addresses—web URL, video address, and call-in phone numbers. You can dial the video address to start a meeting in your room at any time. People can join you in your room dialing the same video address every time.