

CHAPTER 3

Meetings Screen

Revised: September, 2010, OL-21702-01

The Meetings Screen shows upcoming meetings that have been scheduled on the current Cisco TelePresence System (CTS) endpoint.

Figure 3-1 Meetings Screen



Table 3-1 shows available Meetings Screen buttons and softkeys.

Table 3-1 Meetings Screen Buttons and Softkeys

Navigation Type	Description
Button	Touch a meeting row to see meeting details.
Softkey	
Next Day	Shows meetings scheduled for the next day.
Start Mtg	Starts the meeting.
Live Desk	Dials the Live Desk.
Manual	Takes you to the Manual Idle Screen where you have options to manually dial a call or to initiate a call using the directory.
Exit	Returns you to the previous screen.

Meeting Controls

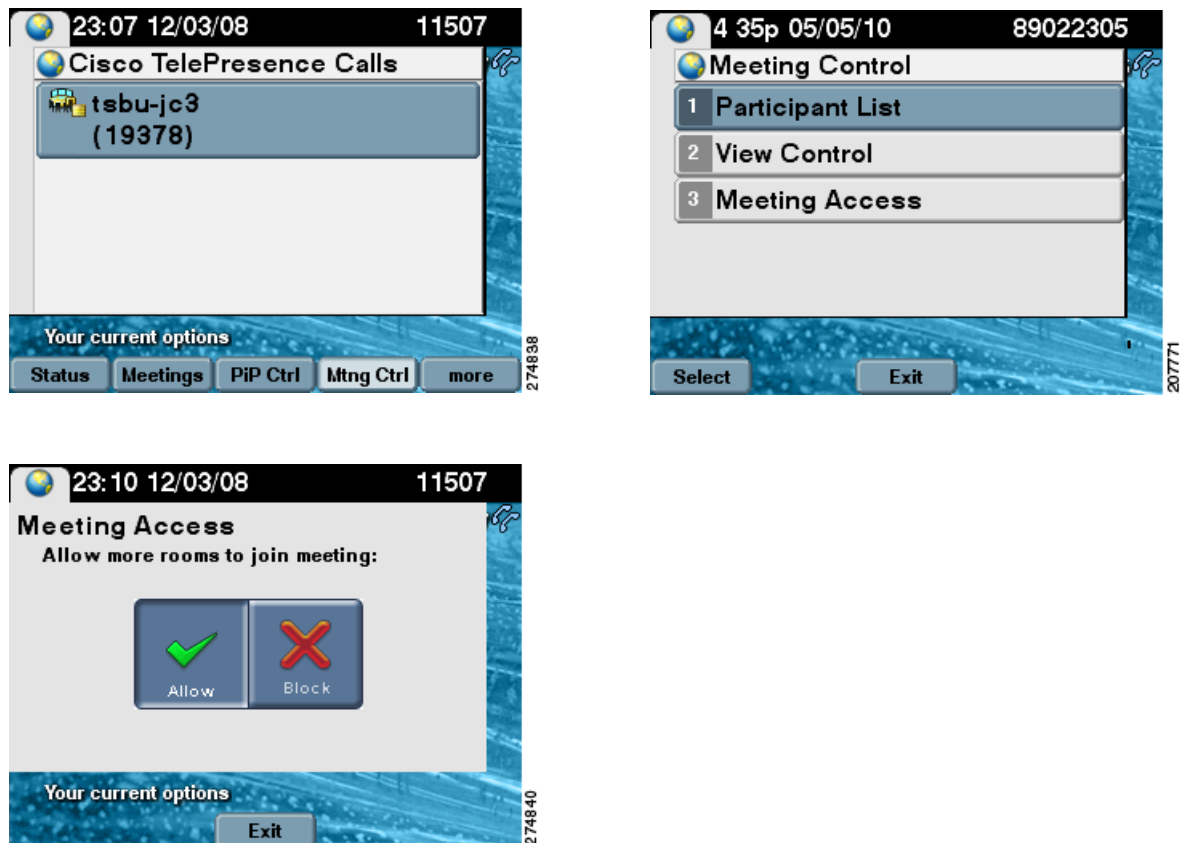
Manage Cisco TelePresence meetings by using the Meeting Controls function. The Meeting Control screen displays several options:

- [Meeting Access - Mtng Ctrl](#), page 3-2
- [Participant List](#), page 3-2
- [View Control](#), page 3-3

Meeting Access - Mtng Ctrl

Use the Meeting Access control (**Mtng Ctrl** softkey) to control additional Cisco TelePresence endpoints that join a Cisco TelePresence meeting, as shown in [Figure 3-2](#).

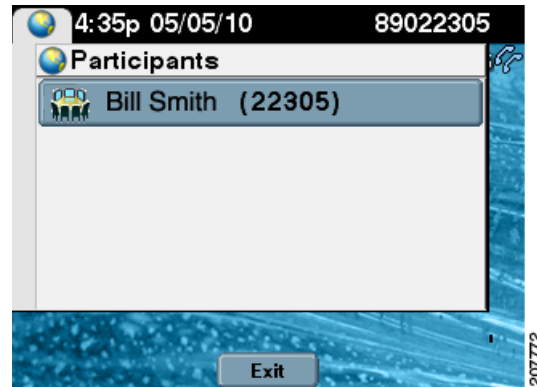
Figure 3-2 Meeting Access Controls



Participant List

Participant List (conference roster list and roster list with audio add-in), as shown in [Figure 3-3](#)—Provides users with a list of participants in a meeting. For scheduled meetings, the list also includes invited but yet to attend participants. The participant list is read-only and can be found on the control device of the CTS endpoint only in multipoint calls.

Figure 3-3 Participant List



Participant List Features and Functions

Type of Call	Features and Functions
Scheduled Multi-Point Meeting	<p>The Participant List is read only; you can view the following:</p> <ul style="list-style-type: none"> • Lists all endpoints that have been invited to the multi-point meeting, including rooms that have joined the call and rooms that have not yet joined the call. • You can view rooms that have been invited to join the multi-point meeting but have not yet joined. • When a CTS endpoint dials an audio add-in call and adds that call in to a multi-point call, the CTS endpoint automatically passes the CLID and name (if known) up to the CTMS so that it can be passed to and displayed on all CTS endpoints in the multi-point call. • When a CTS endpoint drops an audio add-in call while in to a multi-point call, the CTS endpoint automatically alerts the system that the audio call has been dropped so that the CTMS can update the call roster on every CTS endpoint that is included in the call. • The conference list/room roster on the CTS Cisco Unified IP phone is updated automatically when a new endpoint has been added to the multi-point call; you do not have to take any action.
Unscheduled (Static) Multi-Point Meetings	Lists all endpoints that have joined the call.

View Control

During Cisco TelePresence meetings, you can select the way you see speaking participants by choosing one of the following options:

- **Speaker**—When a participant is speaking, that participant is displayed. Only the screen on which that speaker is displayed changes.
- **Room**—When a participant is speaking, all participants from the active speaker's site is displayed.

Figure 3-4 View Control



To change the way you view participants during a Cisco TelePresence conference, follow these steps:

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- Step 1** Touch the **ViewCtrl** softkey.
 - Step 2** Touch the **Speaker** or the **Room** softkeys to change the view.
 - Step 3** Touch the **Exit** softkey to exit the Multi-Room View Control screen.
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Related Information

See the [Cisco TelePresence System User Guide](#) for more information about using the Cisco TelePresence System and the CTS Cisco Unified IP Phone.