



CHAPTER 9

Managing Scheduled Meetings on Cisco Unified Conferencing for TelePresence

Revised: June 22, 2007, OL-11749-01

Topics in this section include;

- [About Meeting Management, page 9-1](#)
- [Viewing Current Meeting Information, page 9-1](#)
- [Monitoring Current Meeting Status, page 9-3](#)
- [Viewing Upcoming Meeting Information, page 9-4](#)
- [Viewing Past Meeting Information, page 9-4](#)
- [Searching for a Meeting, page 9-5](#)
- [Generating Reports, page 9-6](#)

About Meeting Management

The All Meetings section displays the meeting schedule and includes information about scheduled meetings in the past, present and future. The All Meetings section includes the following tabs:

- Current—Lists all meetings currently in progress.
- Upcoming—Lists all upcoming meetings.
- History—Lists all past meetings.

Viewing Current Meeting Information

You can view or search for all meetings that are currently in progress.

Procedure

Step 1 Log in to Video Administration.

Step 2 Click **All Meetings**.

The Current tab displays by default and lists all the meetings that are currently in progress.

Step 3 (Optional) Search for specific in-progress meetings.

Step 4 View the meeting information as follows:



Tip

Clicking the column heading to sort.

Field	Description
Subject	Subject of the meeting.
Start Time	Meeting date and start time.
Duration	Length of the meeting, in minutes.
Host	Name of the designated host of the meeting.
Status	Meeting creation status. The color of the status indicator indicates the following status: • Green—Successful status • Orange—Alert status • Red—Failure status

Step 5 View the status indicators in each row as follows:

Indicator	Description
First (left) status icon	Indicates meeting creation status.
Second (middle) status icon	Indicates participant/terminal status. • If red, a participant/terminal is not connected. • If orange, a participant/terminal is disconnecting from the meeting.
Third (right) status icon	Indicates meeting termination.
No status indicator	Means that there are no designated meeting participants/terminals.



Tip

Click any red status indicator to view the Reason Failed error message.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Searching for a Meeting, page 9-5](#)
- [Rescheduling Meetings Before Taking an MCU Offline, page 7-3](#)

Monitoring Current Meeting Status

The indicator icons in the Status column of the All Meetings windows enables you to monitor the status of any meeting. There are three status indicators that may appear in the Status column, and each status indicator has a specific meaning.

Procedure

Step 1 Log in to Video Administration.

Step 2 Click **All Meetings**.

The Current tab displays by default and lists all the meetings that are currently in progress.

Step 3 View the status indicators as follows:

Indicator	Description
First status indicator, left side of Status column	This status indicator shows whether or not the meeting was created successfully. If a meeting is not created successfully, the status indicator is red. Click this status indicator to open the Reason Failed window that displays detailed information about why the meeting was not created successfully. To try to create the meeting again, click Retry in the failure message window.
Second status indicator, center of Status column	This status indicator shows whether or not all participants have joined the meeting successfully. Click the status indicator to open the Reason Failed window that displays detailed information about the meeting participants and their status. To access the In-Meeting controls, click Control Panel in the message window.
Third status indicator, right side of Status column	This status indicator shows whether or not the meeting is terminated successfully.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Searching for a Meeting, page 9-5](#)

Viewing Upcoming Meeting Information

You can view or search for upcoming meetings.

Procedure

- Step 1** Log in to Video Administration.
- Step 2** Click **All Meetings > Upcoming** tab.
All upcoming video meetings display.
- Step 3** (Optional) Search for specific upcoming meetings.
- Step 4** View meeting information as follows:



Tip

Clicking the column heading to sort.

Field	Description
Subject	Displays the subject of the meeting. You can click the subject to modify the meeting, for example, invite additional participants.
Start Time	Displays the date and time the meeting is scheduled to start.
Duration	Displays the meeting length in minutes.
Host	Displays the name of the person who is specified as the host of the meeting.
Meeting ID	Displays the unique identifier for the meeting.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Searching for a Meeting, page 9-5](#)
- [Generating Reports, page 9-6](#)
- [Synchronizing Meetings, page 4-5](#)

Viewing Past Meeting Information

You can view or search for past meetings.

Procedure

- Step 1** Log in to Video Administration.
- Step 2** Click **All Meetings > History** tab.
A list of all past meetings displays.

Step 3 (Optional) Search for past meetings.

Step 4 View meeting information as follows:



Tip Clicking the column heading to sort.

Field	Description
Subject	Displays the subject of the meeting.
Deployment	Displays the deployment in which the meeting was scheduled.
Start Time	Displays the meeting date and start time.
Duration	Displays the meeting length in minutes.
Host	Displays the name of the person who is specified as the host of the meeting.
Status	Displays meeting termination status. - Green status indicates successful meeting termination and all participants successfully exited the meeting. - Red status indicates unsuccessful meeting termination or the abnormal exiting of a terminal from the meeting. Click the red status indicator to view the Reason Failed error message. - No status indicator indicates that there are no designated meeting participants.

Step 5 Click the **Subject** of the meeting to view its details.



Tip Click **Delete History** to permanently delete meetings from the History tab.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Searching for a Meeting, page 9-5](#)
- [Generating Reports, page 9-6](#)

Searching for a Meeting

Procedure

Step 1 Log in to Video Administration.

Step 2 Click **All Meetings**.

Step 3 Click one of the following tabs: Current, Upcoming, or History.

- Step 4** Enter the subject or partial subject of the meeting for which you are searching.
- Step 5** Enter an E164 number for an IP terminal in the E164 field. Any participating IP terminal with that number is listed in the search results.



Note E164 is a standard numbering scheme used in H323 video conferencing.

- Step 6** Click the **Calendar** button next to the From field to choose the search start date.
- Step 7** Click the **Calendar** button next to the To field to choose the search end date.
- Step 8** Click **Search**.



Note Search results do not include deleted meetings.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Generating Reports, page 9-6](#)

Generating Reports

You can generate a report in .xls format that shows information about meetings scheduled in the past or in the future between chosen dates and view it by using Microsoft Excel.

Procedure

- Step 1** Log in to Video Administration.
- Step 2** Click **All Meetings**.
- Step 3** Click one of the following tabs: Upcoming or History.
- Step 4** (Optional) Search for specific meeting information.
- Step 5** Click **Generate Report**.

Related Topics

- [About Meeting Management, page 9-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Searching for a Meeting, page 9-5](#)