Introducing the Conference Control Interface

Accessing the Conference Control Interface

All users can access the Cisco Unified Videoconferencing 3500 MCU Conference Control interface.

Procedure

Step 1   Launch your browser and enter the IP address of the MCU.

Note   The Conference Control interface is best viewed in full screen mode (1024 x 768 fps).

Step 2   Perform one of the following actions:

- To access and monitor an existing conference:
    - In the Conference ID field, enter the conference ID.
    - In the Conference PIN field, enter the PIN, if applicable.
    - Click **Go**.
- To create a new conference:
    - Click **Create Conference**.
    - Choose a service prefix from the list of pre-configured services.
    - In the Unique Number field, enter a unique number for the conference.

    Note   You cannot use a number already in use by another conference.

    - Click **Create**.
- To sign in with Operator or Administrator authorization, click **Sign in**.

You can access the Conference Control interface from any Java-enabled web browser.

Procedure

Step 1 Access the MCU interface.

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Note   The Conference Control interface is best viewed in full screen mode (1024 x 768 fps).

Step 2 Click **Enter a conference**.

The MCU Conference Control access window appears.

Step 3 Choose one of these methods.

- To access an existing conference:
    - In the Conference ID field, enter the conference ID.
    - In the Conference PIN field, enter the PIN, if applicable.
    - Click **Go**.

–or–

- To create a new conference:
    - Click **Create Conference**.
    - The Create Conference window appears.
    - Choose a service prefix from the list of pre-configured services.
    - In the Unique Number field, enter a unique number for the conference.

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    Note   You cannot use a number already in use by another conference.

    - Click **Create**.

Cisco Unified Videoconferencing 3500 MCU Access Levels

Table 2-1 describes the ways to interact with the MCU user interfaces according to the access level.

Table 2-1   MCU Access Levels

Access Level	Privileges
Administrator	• Full access to the MCU Administrator interface. • Full Operator-level access to the Conference Control interface.
Operator	• Access to the Conference Control interface using the Create Conference window. • Access to view details of all conferences hosted on the MCU and to cascaded conferences hosted on participating MCUs. • Ability to create a new conference from the Conference Control access window, the Create Conference window, or the Conference Control interface. • Moderator-level access to all conferences while moderator controls are simultaneously held by other users. • Ability to invite other participants to a conference.
Moderator	• Access to view conference details of conferences hosted on the MCU and to cascaded conferences hosted on participating MCUs for which access authorization is granted. • Moderator-level access to conferences when the user has a valid Moderator PIN or no other user is a Moderator • Ability to invite other participants to a conference.
User	• View-only access to conferences hosted on the MCU for which authorization is granted. • Ability to invite other participants to a conference.

Conference List Window

All users can access the Conference List window where they can join an existing conference or create a new conference. Administrator or Operator-level users can use the Conference List window to select conferences to monitor and control from the list of conferences currently running, or create a new conference.

The number of currently-running conferences appears in the Number of Conferences field. The Conference List window displays information about each conference in a table format with the following columns:

- **Conference ID**—Conference ID number. Each ID number is a hyperlink that you can select to display the Conference Control interface for that conference.
- **Description**—Description of the conference entered by the user who created it.
- **Participants**—The number of participants currently attending the conference.
- **Media Types**—Icons indicate the type of media supported by the conference: voice, video and data.

- **Encryption**—Indicates the level of encryption currently in use for the conference: best effort, encryption required, or strong encryption required.

- **Actions**—Indicates the actions that can be taken.

Creating Conferences from the Create Conference Window

Users with Moderator-level access or Administrators can create a conference using available predefined services in the Create Conference window. Such users can also optionally set a PIN for accessing the new conference and a Moderator PIN for moderation of the new conference.

Figure 2-1 and Table 2-2 list the elements in the Create Conference window.
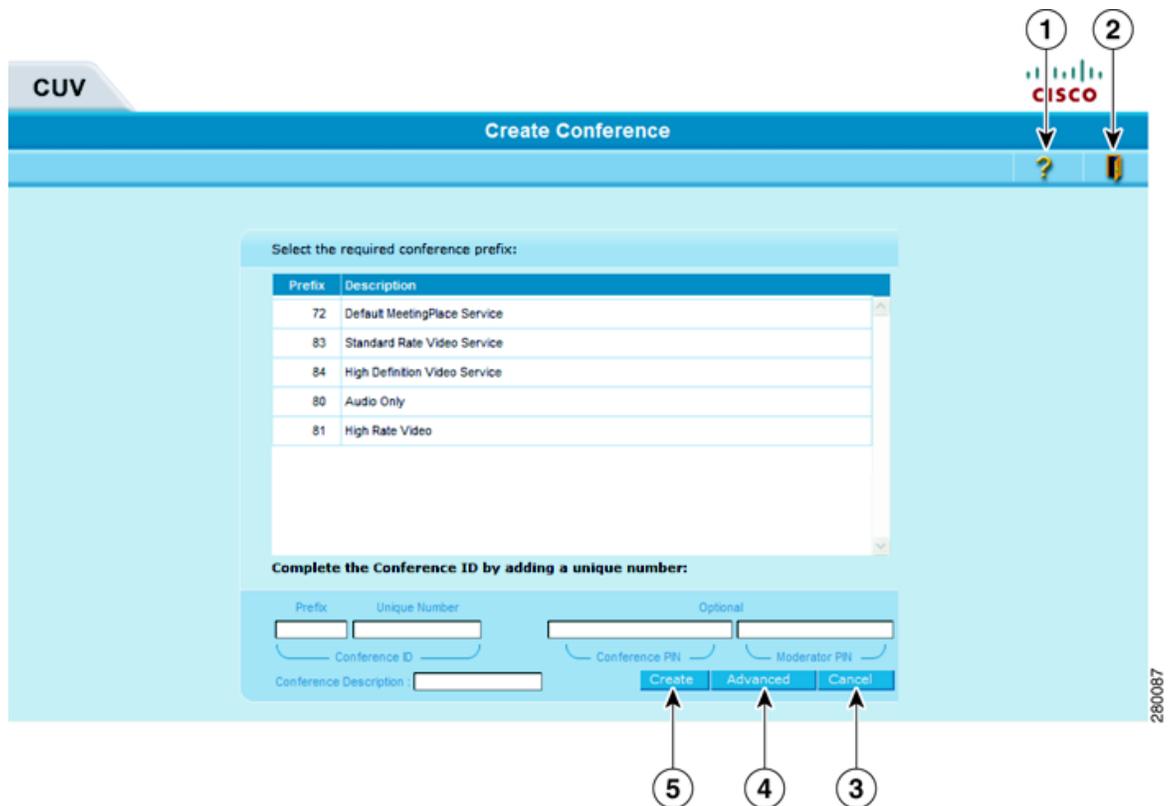
Figure 2-1   Create Conference Window Elements

Table 2-2   Create Conference Window Elements

Number	Description
1	Help button
2	Sign out button
3	Cancel button
4	Advanced button
5	Create button

Before You Begin

Have an Administrator configure MCU services if there are not already existing ones.

Procedure

Step 1   Launch your browser and enter the IP address of the MCU.

The MCU access window appears.

Step 2   Click **Create conference**.

The Create Conference window appears, displaying available pre-configured service prefixes and their descriptions.

Step 3   Choose a service prefix from the list of pre-configured ones.

The prefix appears in the Prefix field.

Step 4   In the Unique Number field, enter a number for this conference.

> **Note**   You cannot use an existing conference number.

Step 5   (Optional) In the Conference PIN field, enter a PIN used for accessing the conference.

Step 6   (Optional) In the Moderator PIN field, enter a PIN used for moderating the new conference.

> **Note**   You can also configure a default Moderator PIN for a service profile in the Administrator interface.

Step 7   (Optional) In the Conference Description field, you can enter text describing the conference that appears in the Create Conference window.

Step 8   (Optional) You can configure additional settings for a new conference such as conference duration, time-out, and dialing policy settings:

- Click **Advanced**.
- The Advanced Features dialog box appears.
- (Optional) In the Conference Duration section, click **Unlimited** or **Min** and set time limitation (in minutes) for the conference.
- (Optional) Select **Terminate Conference when empty** to end a conference after it is vacant for the number of minutes you enter in the field in this setting.
- (Optional) Select **Disallow dial-in to the conference** to prevent participants dialing in to the conference. Attendance is thus by invitation only. This ensures that users dialing the wrong number do not join this conference by mistake.
- Click **OK**.

Step 9   Click **Create**.

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> **Note**   If an error appears, stating that no resources are available, check whether the MCU or the appropriate EMP is registered or online in the Media Processing tab in the Administrator interface.

Terminating Conferences

You can disconnect an inactive or unused conference in the Create Conference window.

Procedure

Step 1   Access the Create Conference window.

Step 2   Click **Terminate Conference** (11 in Table 2-2 on page 2-7) next to the conference name to end the conference.

Signing Out of the Create Conference Window

You can exit the Create Conference window by clicking the **Sign out** button.

Procedure

Step 1   Access the Create Conference window.

Step 2   On the control bar, click **Sign out**.

Conference Control Interface

From the MCU Conference Control interface, you can:

- View active conferences hosted on the MCUs.
- View conference participant details.
- Create conferences.
- Control conference connections.
- Monitor and manage conference behavior.

While you can view the Conference Control interface, access to conference management features is controlled by authorization access levels: Administrator, Operator, Moderator and User.

Note
- The Conference Control interface is best viewed in full screen mode (1024 x 768 fps).
- You can view multiple Conference Control interface browser windows at the same time to monitor different conferences. We recommend, however, that you close windows you are not currently viewing to avoid confusion and carrying out operations in the wrong conference.

Figure 2-2 shows the Conference Control interface.

Figure 2-3 to Figure 2-6 show the elements of the Conference Control interface in more detail.

Table 2-3 on page 2-9 lists these elements in numerical order of the labels in Figure 2-3 to Figure 2-6.

Table 2-4 on page 2-11 lists these elements in alphabetical order.

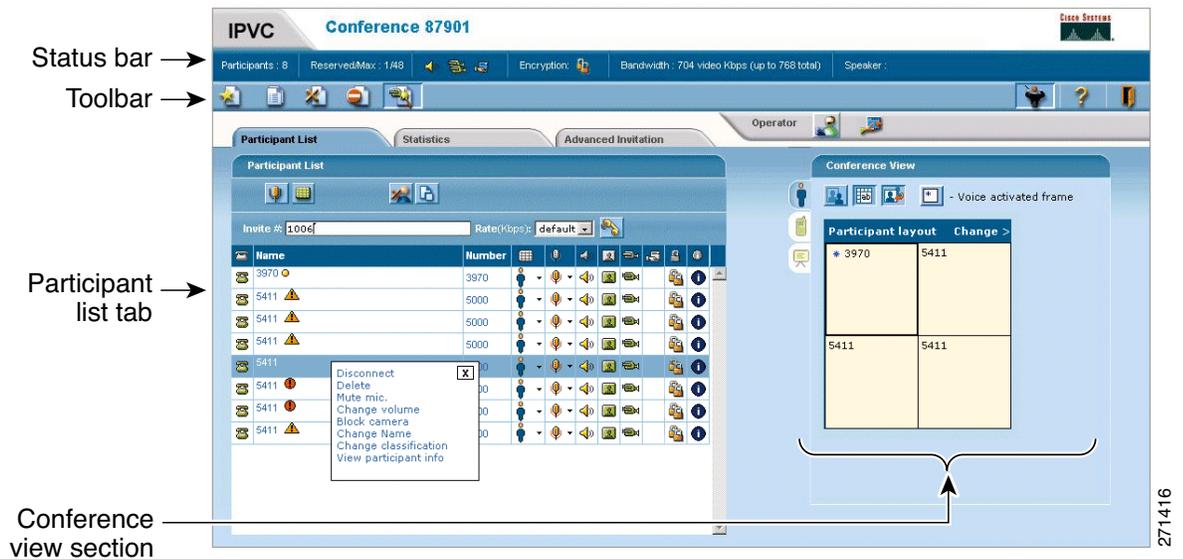*Figure 2-2   Conference Control Interface Elements*

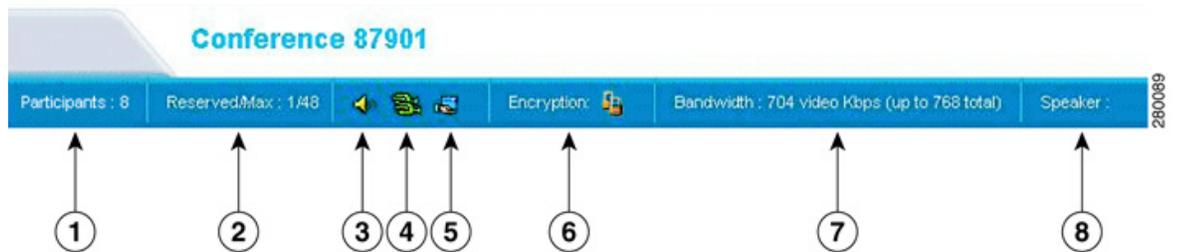*Figure 2-3   Conference Control Status Bar*

Figure 2-4   Conference Control Toolbar
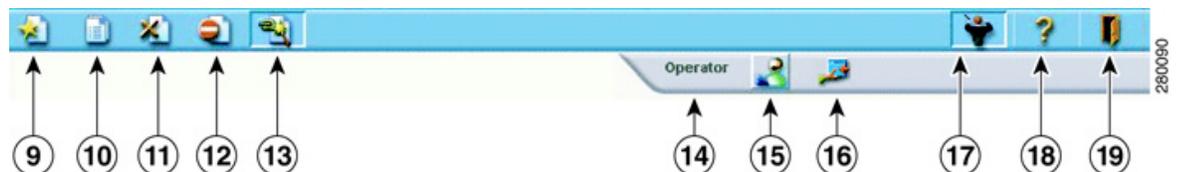
Figure 2-5   Conference Control Participant List Tab
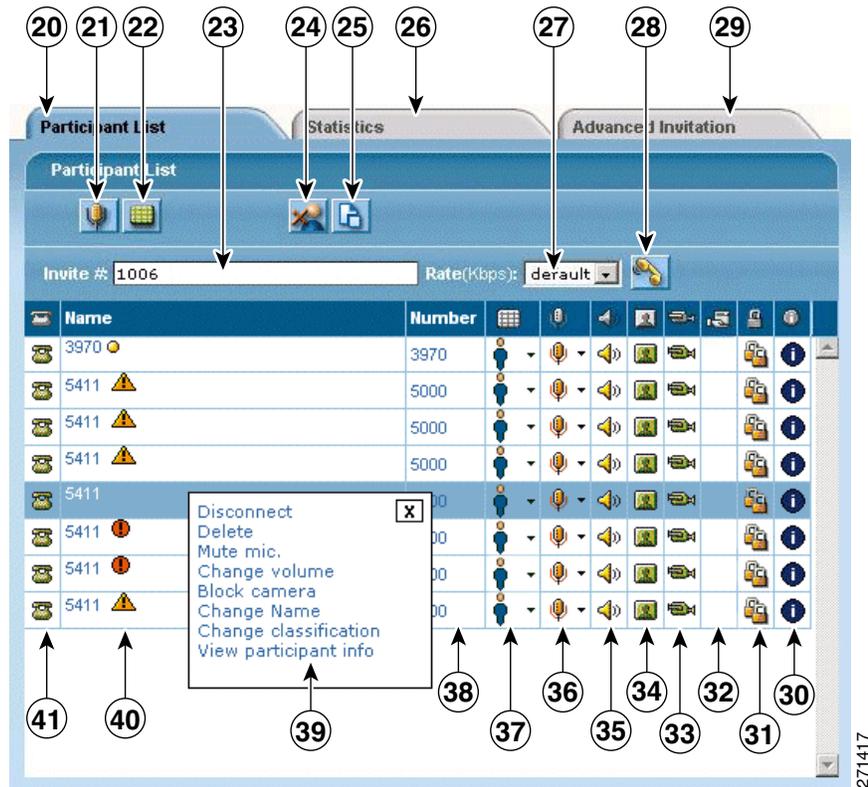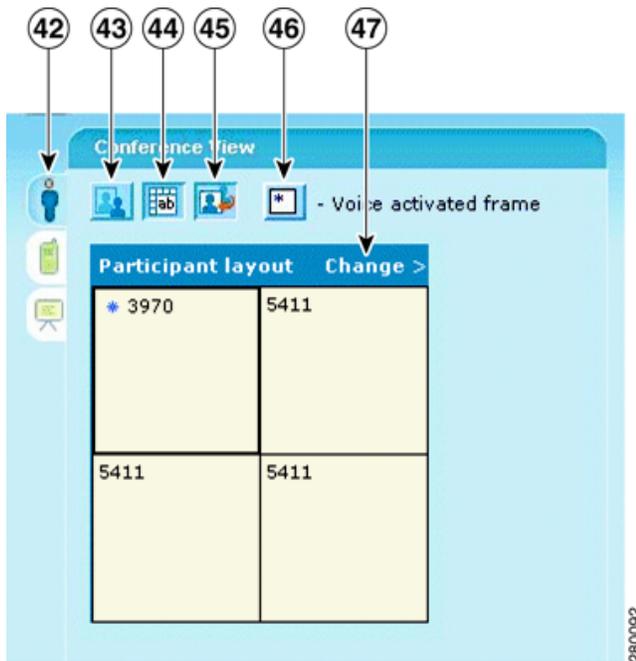

Figure 2-6   Conference Control Conference View

Table 2-3   Conference Control Interface Elements by Number

Numbered Label	Description
Status Bar	
1	Participants field. Displays number of participants in the current conference.
2	Reserved/Max field. Displays the reserved number of participants and maximum number of participants for this conference.
3	Media type icon indicating that this conference supports voice. An error symbol appears if a media processing error occurs in the MCU.
4	Media type icon indicating that this conference supports video. An error symbol appears if a media processing error occurs in the MCU.
5	Media type icon indicating that this conference supports T.120 data sharing.
6	Encryption field. Displays the level of encryption for this conference: best effort, encryption required or strong encryption required.
7	Bandwidth field. Displays the bandwidth the current conference is using.
8	Speaker field. Displays the participant currently speaking in the conference.
Toolbar	
9	Create Conference button.
10	View Conference List button. Click to view the Create Conference window. See the "Conference List Window" section on page 2-3 for more information.
11	Terminate Conference button.
12	Conference Admission button.
13	Enable/Disable QualiVision button. Select to enable or disable the Cisco QualiVision feature for improved video quality.
14	Operator tab. Click the icon in the tab to invite the operator to join the conference to answer queries and provide support. The operator E.164 number is pre-configured by the network administrator under Settings > Basics > Operator.
15	Operator button.
16	Join data conference (Data Sharing) button.
17	Become Moderator/Stop Moderating button.
18	Help button.
19	Sign out button.
Participant List Tab	
20	Participant List tab.
21	Mute/Unmute button.
22	Change Participant View button.
23	Invite # field. Enter the number of the participant you wish to invite to the conference. You can invite multiple participants at the same time by separating each number with the invite sign (**). The invite sign is configurable. For more information, see the "Using Quick Invites to Invite Conference Participants" section on page 3-14.

Table 2-3   Conference Control Interface Elements by Number (continued)

Numbered Label	Description
24	Delete Participant button.
25	Move participants to sub-conference button. Click to view the Select sub-conference dialog box. See the for more information.
26	Statistics tab.
27	Rate(Kbps) field.
28	Invite button. Click to invite the number entered in the Invite # field (23).
29	Advanced Invitation tab.
30	Participant info column. Click the icon
31	Encryption column. Displays the level of encryption that the endpoints require: best effort, encryption required, or strong encryption required.
32	T.120 data sharing column. Indicates that the participant supports T.120 data sharing.
33	Video Image column. • Displays video image icons that indicate whether the video stream from the participant to the MCU is enabled or blocked. If the video image icon has a star, then QualiVision is enabled for the video stream from the participant to the MCU. • Displays video quality warning icons—medium or poor video quality—that indicate the current quality of the IP network video connection for the participant.
34	Video Display column. • Displays video display icons that indicate whether the conference video display sent to the participants is enabled or blocked. If the video display icon has a star, then QualiVision is enabled for the video stream from the MCU to the participant. • Displays video quality warning icons—medium or poor video quality—that indicate the current quality of the IP network video connection for the participant. • Different icons used to indicate standard definition and high definition participants.
35	Audio Out column. Displays Audio Out icons that indicate whether the conference audio connections to the participants are enabled or muted.
36	Audio In column. • Displays Mute icons for participants whose audio is not muted and Unmute icons for participants whose audio is muted. • These icons are clickable by Moderator to mute/unmute audio channel of remote speakers of a participant. • Icon indicates the active speaker.

Table 2-3   Conference Control Interface Elements by Number (continued)

Numbered Label	Description
37	Location in View column. Indicates the conference view displayed to the participants. **Note** High definition participants see only the participant layout.
38	Number column. Displays the endpoint numbers of the conference participants.
39	Actions pop-up
40	Name column. Displays the names of the endpoint.
41	Participant connection status icons: Connected, Disconnecting or Disconnected.
Conference View	
42	Layout display frame.
43	Enable self-see button. Click to enable the self-see feature.
44	Display participants name in frame button. Click to display the name of endpoints or participants in specific positions of the video layout frame.
45	Auto-switch button. The auto-switch mode displays all the participants of a large conference in Continuous Presence (CP) mode display in the video layout on a rotating basis.
46	Voice activated frame button. Drag and drop the icon to the preferred position of the voice-activated image in the video display layout.
47	Change button. Select to display a list of layouts available in the current conference. Select the required layout. The conference view layout adjusts according to your selection. For more information, see the "Changing Conference Layouts" section on page 3-18.

Table 2-4   Conference Control Interface Elements by Name

Description	Numbered Label
Actions pop-up.	39
Advanced Invitation tab.	29
Audio In column. Displays Mute icons for participants whose audio is not muted and Unmute icons for participants whose audio is muted. Indicates active speaker.	36
Audio Out column. Displays Audio Out icons that indicate whether the conference audio connections to the participants are enabled or muted.	35
Auto-switch button. The auto-switch mode displays all the participants of a large conference in Continuous Presence (CP) mode display in the video layout on a rotating basis.	45
Bandwidth field. Displays the bandwidth the current conference is using.	7
Change button. Select to display a list of layouts available in the current conference. Select the required layout. The conference view layout adjusts according to your selection. For more information, see the "Changing Conference Layouts" section on page 3-18.	47

Table 2-4   ***Conference Control Interface Elements by Name (continued)***

Description	Numbered Label
Change Participant View button.	22
Conference Admission button.	12
Create Conference button.	9
Delete Participant button.	24
Display participants name in frame button. Click to display the name of endpoints or participants in specific positions of the video layout frame.	44
Enable self-see button. Click to enable the self-see feature.	43
Encryption column. Displays the level of encryption that the endpoints require: best effort, encryption required or strong encryption required.	31
Encryption field. Displays the level of encryption for this conference: best effort, encryption required or strong encryption required.	6
Help button.	18
Invite button. Click to invite the number entered in the Invite # field.	28
Invite # field.Enter the number of the participant you wish to invite to the conference. You can invite multiple participants at the same time by separating each number with the invite sign (**). The invite sign is configurable. For more information, see the "Using Quick Invites to Invite Conference Participants" section on page 3-14.	23
Join data conference (Data Sharing) button.	16
Layout display frame.	42
Location in View column. Indicates the conference view displayed to the participants.	37
Media type icon indicating that this conference supports video.	4
Media type icon indicating that this conference supports voice.	3
Mute/Unmute button.	21
Name column. Displays the names of the endpoint.	40
Number column. Displays the endpoint numbers of the conference participants.	38
Operator button. Select the icon to invite the operator to join the conference to answer queries and provide support. The operator number is pre-configured by the network administrator.	14, 15
Participant connection status icons: Connected, Disconnecting or Disconnected.	41
Participants field. Displays number of participants in the current conference.	1
QualiVision button. Select to enable or disable the Cisco QualiVision feature for improved video quality.	13
Rate(Kbps) field.	27
Reserved/Max field. Displays the reserved number of participants and maximum number of participants for this conference.	2

Table 2-4   ***Conference Control Interface Elements by Name (continued)***

Description	Numbered Label
Sign out button.	19
Speaker field. Displays the participant currently speaking in the conference.	8
Statistics tab.	26
Move participants to sub-conference button. Click to view the Select sub-conference dialog box. See the "Configuring Sub-Conferences" section on page 3-9 for more information.	25
T.120 data sharing column. Indicates that the participant supports T.120 data sharing.	32
T.120 data sharing icon. Indicates that the conference supports T.120 data sharing.	5
Become Moderator /Stop Moderating button.	17
Terminate Conference button.	11
Voice activated frame button. Drag and drop the icon to the preferred position of the voice-activated image in the video display layout.	46
Video Display column. Displays Video Display icons that indicate whether the conference video display sent to the participants is enabled or blocked. If the Video Display icon has a star, then QualiVision is enabled for the video stream from the MCU to the participant.	34
Video Image column. Displays Video Image icons that indicate whether the video stream from the participant to the MCU is enabled or blocked. If the Video Image icon has a star, then QualiVision is enabled for the video stream from the participant to the MCU.	33
View Conference List button. Click to view the Create Conference window. See the "Conference List Window" section on page 2-3 for more information.	10
Voice activated frame button. Drag and drop the icon to the preferred position of the voice-activated image in the video display layout.	46