



## CHAPTER 4

# Moderating Meetings in Resource Manager

---

- [Taking Moderator Control, page 4-1](#)
- [Accessing the In-meeting Control Interface, page 4-2](#)
- [The In-meeting Control Interface, page 4-2](#)
- [How to Moderate a Meeting, page 4-7](#)

## Taking Moderator Control

Meeting moderators have permission to perform the following actions:

- Invite participants
- Modify participant media connections
- Manually reposition participant images in a video layout
- Modify meeting view layouts
- Specify the position of a voice-activated image in the meeting view
- Create sub-conferences
- View additional participant details

### Procedure

---

- Step 1** Access the In-meeting Control interface.  
(Meeting Operators) If no other user has control of the meeting at the same time, you are automatically granted Moderator control rights.
- Step 2** (Meeting Organizers and regular users) Enter the moderator PIN if one is used for this meeting.
- Step 3** Click the Take Control icon.
-

## Accessing the In-meeting Control Interface

You moderate the status of a live meeting in real-time from the In-meeting Control interface. Access the In-meeting Control interface in any of the following ways.

### Procedure

- 
- Step 1** Access the In-meeting Control interface via a user account.
- If the meeting you want to control is listed at My Meetings > Current, and if you are the meeting organizer or an attendee of the meeting, click the meeting subject link.
- Step 2** Access the In-meeting Control interface via a conference ID.
- When the meeting is in progress, click the URL link embedded in the meeting notification e-mail.  
–or–
  - Click **Enter a Meeting** in the Resource Manager login screen and enter the conference ID and PIN to access the In-meeting Control screen.
- 

## The In-meeting Control Interface

The In-meeting Control interface contains the following components:

- Title bar—Positioned on the upper left-hand corner of the In-meeting Control screen, the title bar includes essential meeting information. Meeting control buttons are also available on the title bar for users with chair-control privileges. For more information, see [Table 4-1 on page 4-2](#).
- Participant List tab—Enables you to view all meeting attendees and information about them. For more information, see [Table 4-2 on page 4-4](#).
- Statistics tab—Enables you to view statistical information for all meeting attendees. This information in Statistics complements the information on the Participant List by providing additional attendee data. For more information, see [Table 4-3 on page 4-5](#).
- Advanced Invitation tab—For users with chair-control privileges. Invite multiple predefined users or terminals to the meeting from this tab.
- Layout panel—Positioned in the upper-right hand corner of the In-meeting Control window, the Layout panel displays layout information related to meeting attendees, such as the position of each attendee in all available views. For users with chair-control privileges, layout control buttons are also available. For more information, see [Table 4-4 on page 4-6](#).
- Invite panel—Positioned below the Layout panel. For users with chair-control rights. You can invite additional attendees to the current meeting. For more information, see [Table 4-5 on page 4-7](#).

**Table 4-1** Title Bar Details

Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Meeting ID				The meeting ID attendees dial to join the meeting
Meeting Name				Name of the meeting

Table 4-1 Title Bar Details (continued)












Element Name	Sub-Element Name	Graphic/ Link	Requirements	Description
Presentation				Indicates whether or not the conference is audio, video or data sharing via T.120
	Audio			
	Video			
	Data Sharing via T.120			
	H.239 Duo Streaming enabled			
MCU Conference				The corresponding MCU conference ID and the host MCU in the format Meeting:MCU_Conference_Id@Host_MCU_Name
Bandwidth				Bandwidth of the MCU service used to create the meeting
Time Remaining				The length of time remaining for the meeting
Take Control				Click this button to take control of the meeting. Only one user can have control of a meeting at any one time
Help				Click this button to open the online help
Refresh				Click this button to manually refresh the In-meeting Control window  <b>Note</b> The In-meeting Control window is automatically refreshed at regular intervals
Mute			Moderator control privileges	Mutes or un-mutes all meeting attendees
Terminate Meeting			Moderator control privileges	Terminates the meeting
Block Entry			Moderator control privileges	Prevents attendees from joining the conference via dial-in or dial-out
Reconnect All			Moderator control privileges	Dials out to all attendees to reconnect them

Table 4-1 Title Bar Details (continued)
















Element Name	Sub-Element Name	Graphic/Link	Requirements	Description
Delete Participant			Moderator control privileges	Choose participants from Main Panel > Participant List, and then click this button to remove the chosen participants from the meeting.
Subconference			Moderator control privileges	Choose participants from Main Panel > Participant List, and then click this button to move the chosen participants to a sub-conference within the meeting.
Change View			Moderator control privileges	Choose participants from the Main Panel > Participant List, and then click this button to place them in one of the meeting's available views.
Extend Meeting			Moderator control privileges	Click this button to extend the duration of the current meeting.
Hierarchy			Moderator control privileges, cascaded meeting	Displays the participant list either in a tree view or table view.

Table 4-2 Participant List Tab Details

Element Name	Graphic/Link	Requirements	Description
Connect/Disconnect		Moderator control privileges	If a participant is connected, click this button to disconnect that participant. If a participant is disconnected, click this button to connect that participant.
Change Participant Name		Moderator control privileges	Located in the Participant Name column. Click this button to change the participant name in the conference and/or on terminals.
Name column			Column displays the names of the users and/or terminals attending the meeting.
Active Speaker			Indicates the user who is currently speaking in the meeting.
Number column			This column displays the number of the participating terminal.
Dial-in column			Indicates whether or not each participant dialed into the meeting.
Actual Speed column			Displays the connection speed (in/out) of each participant in Kbps.

**Table 4-2 Participant List Tab Details (continued)**

Element Name	Graphic/Link	Requirements	Description
Sub-conf column			Indicates if a participant is part of a sub-conference of the meeting. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Meeting View column			Indicates which view is currently displayed to each participant. This is only displayed for connected participants. For cascaded MCU conferences, only terminals in the master MCU conference have this field enabled.
Microphone Status			Click to adjust or mute the volume of a participant's audio output. This is only displayed for connected participants.
Loudspeaker Status			Indicates whether or not a participant is receiving audio. This is only displayed for connected participants.
Monitor Status			Indicates whether or not a participant is receiving video. This is only displayed for connected participants.
Camera Status			Click to enable or disable the video input of a participant. This is only displayed for connected participants.
Camera Status		Duo-streaming enabled	Click to enable or disable the video inputs of a participant. This icon appears instead of the Camera Status icon above if Duo-stream is enabled. This is only displayed for connected participants.
Participant Information column			Displays detailed call-related information of a meeting participant.
Tabular View			Only participating terminals are displayed in this view in a tabular format.
Tree View			In this view, participants are grouped according to the MCU to which they are connected. For each conference on the MCU, a header is displayed that indicates the group to which participants belong. Click the header to view the conference on the MCU.









**Table 4-3 Statistics Tab Details**

Column Heading	Description of Column Contents
Name	Name of each participant
Number	Number of each participating terminal
Actual Speed	Connection speed of each participant in Kbps
IP Address	IP address of each participant
Type	User type of each participant

**Table 4-3 Statistics Tab Details (continued)**

Column Heading	Description of Column Contents
Connect Time	The time that each participant connects to the meeting
Video In/Out	The codec used for video input video output
Audio In/Out	The codec used for audio input and audio output
Data	Indicates if there is data sharing
VFU Req. In/Out	Video Fast Update Request input and output
Video Out of Order Packets In/Out	Indicates if there are Video Out of Order packets
Video Lost Packets In/Out	Indicates if there is a lost video packet
Audio Out of Order Packets In/Out	Indicates if there are Audio Out of Order packets
Audio Lost Packets In/Out	Indicates if there are Audio Lost packets

**Table 4-4 Layout Panel Details**

Element Name	Graphic	Requirements	Description
Layout Box			The layout displayed in the layout box is what the participant sees.
View tabs			Click a tab to display an available view. You can switch between views.
Video Output Stream		Moderator control privilege	Click to choose the bandwidth for each view. This is only available for MCU version 4.
Auto Switch		Moderator control privilege	Click to choose this layout mode that automatically switches participants at regular intervals.
Active Speaker		Moderator control privilege	Drag and drop the icon into a subframe in the Layout Box, to display the speaker in that subframe.
Text Overlay		Moderator control privilege	Click to enable the display of the terminal name as a text overlay displayed on a participating terminal.
No Self-See		Moderator control privilege	Click to toggle the self-see function.
Dynamic Layout		Moderator control privilege	Click to enable/disable dynamic layout. If dynamic layout is disabled, you can select a custom layout for the meeting by clicking Change Layout.
Change Layout		Moderator control privilege, dynamic layout must be disabled.	Click this icon to open a window containing all available layouts. Select one of the available layouts and it will be applied to the current layout displayed in the Layout panel.

**Table 4-5** *Invite Panel Details*

Area	Description
Participant	Displays the number of participants currently connected to the meeting.
Reserved/Max	Displays the number of reserved ports for guest participants.
Invite	In this area, you can invite an IP/ISDN/Mobile participant to the meeting.

## How to Moderate a Meeting

Moderators can control a meeting with various functions from the In-meeting Control interface.

- [Connecting or Disconnecting Participants, page 4-8](#)
- [Changing the Meeting View for a Participant, page 4-8](#)
- [Inviting a Sub-conference, page 4-9](#)
- [Extending Meeting Duration, page 4-9](#)
- [Terminating a Meeting, page 4-9](#)
- [Defining Video Layout and Display, page 4-10](#)
- [Defining Video Output Schemes, page 4-10](#)
- [Activating and Deactivating Auto-Switching, page 4-11](#)
- [Displaying a Participant or Terminal Name, page 4-11](#)
- [Setting a Voice-activated Frame, page 4-12](#)
- [Enabling and Disabling Dynamic Layout, page 4-12](#)
- [Changing Layout, page 4-12](#)
- [Inviting Multiple Participants, page 4-13](#)
- [Inviting Multiple Terminals, page 4-13](#)
- [Viewing Participant Details, page 4-14](#)
- [Changing a Participant Name, page 4-15](#)
- [Muting or Enabling a Selected Microphone, page 4-15](#)
- [Muting or Enabling a Selected Loudspeaker, page 4-15](#)
- [Enabling a Selected Monitor, page 4-16](#)
- [Blocking or Unblocking a Selected Camera, page 4-16](#)
- [Enabling Data Collaboration, page 4-16](#)
- [Removing a Participant from the Participant List, page 4-16](#)

## Connecting or Disconnecting Participants

The Connect/Disconnect button toggles between its two functions. To connect or disconnect a participant, use the relevant procedure:

### Procedure

---

- Step 1** If a participant in the Participant List tab is listed as disconnected, click **Connect** to dial out to the terminal of that participant.
  - Step 2** If a participant in the Participant List tab is listed as connected, click **Disconnect** to disconnect the terminal of that participant.
  - Step 3** Click **Reconnect All** on the title bar to reconnect all participants to the current meeting.  
Ad hoc participants (participants not on the original invited list) are removed from the meeting if they disconnect.
- 

## Changing the Meeting View for a Participant

While a meeting is in progress, you can change the meeting view for a single selected participant or for all participants simultaneously.

### Procedure

---

- Step 1** On the **Participant List** tab, select the participant for whom you want to change the view.  
If you do not select a participant, the view changes for all participants.
  - Step 2** On the toolbar, click **Change view to all participants**.
  - Step 3** In the **Change participants view** window, from the **Change to view** list, select a view for the participant.  
To select multiple participants, click the participants while holding down the Ctrl or Shift key.
  - Step 4** Click **OK**.
-



## Inviting a Sub-conference

You can divert selected participants in the **Participant List** of the current conference to attend a new or currently running private audio sub-conference. Sub-conference participants are hidden in the video layout.

### Procedure

---

- Step 1** In the **Participant List** tab, select the participant(s) whom you wish to invite to a sub-conference.
- Step 2** Click **Sub-conference** on the toolbar.
- Step 3** In the Select sub-conference window, from the list, select a sub-conference you want to which you want to invite participants.
- Step 4** Click **OK**.

A maximum of three sub-conferences can be supported per meeting. The number of supported sub-conferences depends on the meeting-type configuration.

---

## Extending Meeting Duration

You can extend the meeting duration while a meeting is in progress.

### Procedure

---

- Step 1** Click **Extend Conference Duration** on the toolbar.
  - Step 2** In the **Extend** window, in the **Extend** field, enter the number of minutes by which you want to extend the duration of the meeting.  
  
To select multiple participants, click the participants while holding down the Ctrl or Shift key.
  - Step 3** Click **OK**.
- 

## Terminating a Meeting

You can immediately terminate a meeting at any time.

### Procedure

---

- Step 1** Click **Terminate Meeting** on the toolbar.
  - Step 2** Click **OK**.
-

## Defining Video Layout and Display

The Layout panel allows meeting controllers to spontaneously control and adjust all aspects of meeting video. When first accessed, this area displays the video layout as selected during meeting scheduling. From this view, the meeting controller can do the following:

### Procedure

---

- Step 1** Access the Layout panel  
In Continuous Presence Mode, you can view which terminals are set for which video frames.
  - Step 2** To rearrange the video layout per terminal, drag-and-drop participating terminal names from the Participant List tab in the Main Panel into the desired frame.
  - Step 3** Set voice activated sub-frames.
- 

## Defining Video Output Schemes

This feature is only available for conferences occurring on Cisco MCU products running version 4.x software. When enabled, the video output schemes display up to four available video layouts. The system can produce up to four different video layouts per meeting to cater for participants with different video support capabilities, or different viewing purposes.

Multiple meeting views are configured per service with settings that specify video layout, layout switching and participant layout-switching behavior, picture resolution, bandwidth settings, frame rate, and video format.

Multiple meeting views enable the speaker in a lecture to view the participants while the participants view the speaker. In a meeting with varying connection speeds, participants with high video capabilities and participants with low video capabilities can take part at the same time without one affecting the experience of the other.

### Procedure

---

- Step 1** In the **Video Display** area, click **Output Scheme Settings**.
  - Step 2** In the **Video Scheme Settings** window, in the **Bandwidth** column, enter the bandwidth for each video scheme.
  - Step 3** Click **OK**.
-

## Activating and Deactivating Auto-Switching

Auto-switching mode displays all the participants of a large meeting on a rotating basis when **Continuous Presence** mode is selected in the video layout. Participant images can be replaced at preset intervals either in batches or one by one by way of a queue system.

You can activate or deactivate auto-switching at any time.



---

**Note** Auto-switching overrides any existing video display options.

---

### Procedure

---

- Step 1** In the **Video Display** area, click **Auto-switch**.
- Step 2** In the **Auto-switch interval** window, in the relevant field, enter an auto-switching interval value, between 10 and 108 000 seconds (30 minutes).
- Step 3** Click **OK**.
- Video from participating terminals (randomly selected) appears on all other terminals at the defined interval.
- Step 4** To disable auto-switching, click **Auto-switch**.
- 

## Displaying a Participant or Terminal Name

You can display a participant or endpoint (terminal) name in a specific position within the video layout frame.

Resource Manager supports text overlay on participant images when there is EMP support and the text overlay option is configured for the meeting type.

### Procedure

---

- Step 1** Access the Video Display area.
- Step 2** Click **Display Participant Name in Frame**.
- Each participant or endpoint is clearly identified by name, in a text overlay on the video image. The image of the active speaker is indicated by a border.
-

## Setting a Voice-activated Frame

Available only for views for which a sub-frame is configured.

### Procedure

---

- Step 1** Access the Video Display area.
  - Step 2** Drag the **Active Speaker** button into the required position within the video layout frame.
- 

## Enabling and Disabling Dynamic Layout

Without a dynamic layout, you can switch between a wide range of video layouts for the meeting. With dynamic layout, the video image automatically includes the number of frames equal to the number of participant images (up to a maximum of 16). The layout changes according to the number of participants that join or exit the meeting.

Dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimal use of the video image display. Dynamic layout is especially suited to a meeting that has a high rate of participant traffic joining and exiting the meeting, or to an adaptive meeting type that has a variety of meeting sizes.

### Procedure

---

- Step 1** Access the Video Display area.
  - Step 2** Click **Dynamic Layout** to enable a dynamic layout.
  - Step 3** Click **Dynamic Layout** again to disable the dynamic layout.
- When Dynamic Layout is selected, Change Layout is disabled.
- 

## Changing Layout

With Dynamic Layout disabled, you can select a specific layout from a list of all available layouts in this MCU service and set that specific layout as the current layout for a view.

### Procedure

---

- Step 1** Access the Video Display area.
  - Step 2** Click **Change Layout**.
  - Step 3** In the Select Layout window, select a layout from the options in the Select Layout window.
  - Step 4** Drag and drop the option in the selected layout area in the Video Display area.
-

## Inviting Multiple Participants

To invite multiple participants to a meeting, simultaneously, use the following procedure:

### Procedure

---

- Step 1** On the **Advanced Invitation** tab, click **User**.
  - Step 2** Select the attendees to invite from the **Users: in Groups** list.  
If required, you can search for users by entering the full name or part thereof in the search field, and clicking the search icon.
  - Step 3** Click the right arrow to include these users in the list to be invited.
  - Step 4** In the **Kbps** field, select the bit rate to be used when inviting a participant to a meeting. Use the default setting for optimal bit rate performance.
  - Step 5** If required, click **Advanced** and then select a layout option from the **view** list.  
Your selection presets the position of the invited participant image in the video layout upon the participant's entry into the meeting.
  - Step 6** Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** displayed on the right side of the **Advanced Invitation** tab.  
You can specify a position for the participant image in all layouts currently supported in the meeting.
  - Step 7** To send the invitation, click **Invite**.
- 

## Inviting Multiple Terminals

Use the following procedure to invite multiple terminals to a meeting:

### Procedure

---

- Step 1** On the **Advanced Invitation** tab, click **Terminal**.
- Step 2** Select the terminals to include in the meeting.  
If required, you can search for terminals by entering the full name or part thereof in the search field, and clicking the search icon.
- Step 3** To include the selected terminals in the list of invited terminals, click the right-pointing arrow.
- Step 4** In the **Kbps** field, select the bit rate to be used when inviting a terminal to a meeting.  
Use the default setting for optimal bit rate performance.
- Step 5** If required, click **Advanced** and then select a layout option from the **view** list.  
This presets the position of the invited terminal image in the video layout, upon entry of a participant into the meeting.
- Step 6** Drag the **Lock Image** icon into the preferred position in the **Layout Display Frame** located on the right side of the **Advanced Invitation** tab.

You can specify a position for the participant image in all layouts currently supported in the meeting.

**Step 7** To send the invitation, click **Invite**.

---

## Viewing Participant Details

On the Participant List tab, all participants currently invited to a meeting are listed. The Participant List tab enables you to view meeting participant details including media connection types and available video layouts for the meeting. You can view the details in an alphabetical list or according to cascaded connections.

The following information about each participant or terminal is included

- **Status**—Indicates participant status.  
To sort by status, click the column heading.
- **Orange status** indicates the participant is connecting.
- **Green status** indicates that the participant is connected.
- **Red**—Participant is disconnected.  
Disconnected participants remain in the Participant List for the duration of the meeting.  
To reconnect a disconnected participant, click the red status icon.
- **No status indicator** indicates that there are no meeting participants.
- **Name**—Displays the participant name.
- **Number**—Displays the endpoint number of the meeting participant.
- **Dial-in**—Indicates whether the terminal dialed into the meeting or was invited to the meeting from the Conference Control screen.
- **Sub-conf.**—Diverts selected participants in the current meeting to a new meeting or to a private audio meeting that is currently in progress. This option only appears when sub-conferences are in progress during a meeting. For more information, see the [“Inviting a Sub-conference” section on page 4-9](#).
- **Location in View**—Indicates the meeting view being used for a current participant. When a meeting is configured with more than one view, select from the list of available views to modify a view for the selected participant.
- **Media Icons**—Indicate participant equipment and capacities, such as microphone, loudspeaker, monitor, camera, and data collaboration. The icons are enabled for users with chair-control permission related to the media type status for a selected participant.

## Changing a Participant Name

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Click the **Change Participant Name** icon located next to the name of the participant to open a popup window.
  - Step 3** Enter a new name for that participant in the popup window.  
If the participant is online, the new name is displayed on the video screen for that participant.
- 

## Muting or Enabling a Selected Microphone

This option is useful in cases when there is unwanted background noise related to a specific participant or terminal.

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Click the **Mic. Enabled** icon next to the required participant name.
  - Step 3** Alternatively, change the volume of that participant by right clicking the triangle next to the microphone icon to open a popup screen.
  - Step 4** In the popup screen, set the volume to be between -5 to +5.
- 

## Muting or Enabling a Selected Loudspeaker

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** To mute or enable a specific participant loudspeaker, click the **Loudspeaker Enabled** icon next to the required participant name.
-

## Enabling a Selected Monitor

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Click the **Monitor Enabled** icon next to the required participant name.
- 

## Blocking or Unblocking a Selected Camera

You can block or unblock a video stream sent by a meeting participant. For example, if a participant's video connection affects meeting processing and degrades performance, you can block the participant's video connection until endpoint issues are resolved.

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Click the **Camera Enabled** icon next to the required participant name.
- 

## Enabling Data Collaboration

You can enable data collaboration if the terminal of the participant supports T.120 data sharing.

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Click the **Data Collaboration Enabled** icon next to the required participant name.
- 

## Removing a Participant from the Participant List

### Procedure

---

- Step 1** Click **Participant List**.
  - Step 2** Select the participant(s) you want to disconnect and remove from the list.
  - Step 3** Click **Delete Participant** on the toolbar.  
The participant(s) are disconnected from the meeting and removed from the list.
-