



CHAPTER 9

All Meetings

This section is for Organization Administrators. It describes how to use the All Meetings window. Topics in this section include:

- [Overview of All Meetings, page 9-1](#)
- [Using the All Meetings Section, page 9-2](#)
- [Using the Participant List Tab, page 9-11](#)
- [Using the Statistics Tab, page 9-13](#)
- [Using the Advanced Invitation Tab, page 9-13](#)
- [Using the Upcoming Tab, page 9-15](#)
- [Using the History Tab, page 9-17](#)

Overview of All Meetings

The All Meetings section displays the meeting schedule for the organization. It includes information about scheduled meetings in the past, present and future. If you have in-meeting control privileges, you can take control of a meeting in the All Meetings section. The All Meetings section includes the following tabs

- Current—Lists all meetings currently in progress in the organization.
- Upcoming—Lists all upcoming meetings for the entire organization.
- History—Lists all past meetings for the entire organization.

Accessing the All Meetings Section

To access the all meeting section, in the Admin sidebar menu, click **All Meetings**. The Current tab opens by default.

Using the All Meetings Section

On the Current tab, you can view a list of all meetings currently in progress in the organization. You can also search for meetings.

A list of all meetings that are currently in progress is displayed. Information about each meeting is included under the following column headings

- **Subject**—Subject of the meeting. To sort by subject, click column heading. To monitor a meeting, in the Subject column click the meeting subject. For details, see the [“Monitoring a Meeting” section on page 9-3](#).
- **Deployment**—Deployment in which the meeting is scheduled.
- **Start Time**—Meeting date and start time. To sort by start time, click column heading.
- **Duration**—Length of the meeting, in minutes. To sort by meeting duration, click column heading.
- **Host**—Name of the designated host of the meeting. To sort by host name, click column heading.
- **Status**—Meeting creation status. The color of the status indicator indicates the following status
 - Green—Successful status
 - Orange—Alert status
 - Red—Failure status

There are three status indicators in each row

- First (left) status icon—Indicates meeting creation status.
- Second (middle) status icon—Indicates participant/terminal status.

If the second status indicator is red, a participant/terminal is not connected.

If the second status indicator is orange, a participant/terminal is disconnecting from the meeting.

- Third (right) status icon—Indicates meeting termination status.
- To view the Reason Failed error message, click the red status indicator, and then click Retry to resend the meeting information to the MCU.



Note If a terminal is disconnected correctly via Video Admin in-meeting control, there is no red status indicator. For details, see the [“Terminating a Meeting” section on page 9-8](#).

- **MCU**—Each MCU that is currently hosting a meeting is listed, including the master MCU.

Using the Current Tab

On the Current tab, you can view all meetings of a specified user or organization that are currently in progress. You can also search for meetings.

Searching for a Meeting

On the Current tab, you can search for a scheduled meeting.

Procedure

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- Step 1** In the Subject field, enter the subject or partial subject of the meeting for which you are searching.
- Step 2** In the E164 field, enter an E.164 number for an IP terminal. Any participating IP terminal with that number is listed in the search results.
- Step 3** By the From field, click the **calendar** button and in the window that opens, select the start date from which meeting information is searched.
- Step 4** By the To field, click the **calendar** button and then in the window that opens, select a finish date up to which meeting information is searched.
- Step 5** Click Search to perform the search.
- The search results are listed on the tab.
-

Monitoring a Meeting

You can monitor any meeting within an organization. If you have been granted in-meeting control privileges, you can take control of the meeting, as described in the [“Using In-Meeting Controls”](#) section on page 9-5.

To access the monitoring controls, on the Current tab, click the subject of the meeting you want to monitor. The Meeting:Conference ID—Conference Subject window appears.



Note

All options in the Meeting: Conference ID—Conference Subject window are active if you have chair-control privileges.

The Meeting:Conference ID—Conference Subject window contains the following tabs

- Participant List—Enables you to view a list of meeting participants and available display layouts.
- Statistics—For user with chair-control privileges, to view general media traffic statistics related to the meeting.
- Advanced Invitation—For user with chair-control privileges, to invite multiple participants to the meeting simultaneously.



Note

If you have chair-control privileges, all options in the **Meeting: Conference ID—Conference Subject** window are displayed.

Table 9-1 Reference for Meeting: Conference ID—Conference Subject window

User-Interface Element	Details
Refresh button	Active with chair-control permission. You can refresh the meeting status at any time.
Join Data Collaboration button	Active with chair-control permission. You can enable data collaboration between participants that support T.120 data sharing. Note If the meeting organizer or administrator checks Start only when the host joins in the Meeting Scheduling section, on the Advanced tab, then Join Data Collaboration is not available.
Mute/Enable All button	Active with chair-control permission. <ul style="list-style-type: none"> • If you want to mute all participants, from the list select Mute All. • If you want audio enabled for all participants, from the list select Enable All. Note If you want to mute or enable audio for a specific participant, on the Participant tab, in the Control Panel area, click Mic. Enabled .
Terminate Meeting button	
Block Entry button	Active with chair-control permission. To block a participant from entering a current meeting.
Reconnect All button	
Delete Participant button	Active with chair-control permission. You can disconnect a participant and delete the participant from the Participant List. Note Before using the Delete Participant button, on the Participant List tab, select the participant you want to disconnect and remove from the list.
Change view to all participants button	
Sub Conference button	
Extend Conference Duration button	
Start Meeting button	Active with chair-control permission. Note The meeting starts when the host joins the meeting, if the meeting organizer or administrator checks the Start only when the host joins check box in the Meeting Scheduling section, on the Advanced tab.
Take Control button	Active with chair-control permission. To activate the control panel, on the toolbar click Take Control . When chair-control of the meeting is established, additional options appear in the user-interface.
Help button	
Connection Status icon	
Toolbar	

Table 9-1 Reference for Meeting: Conference ID—Conference Subject window (continued)

User-Interface Element	Details
Location in View icon	
Mic. Enabled icon	
Loudspeaker Enabled icon	
Monitor Enabled icon	
Camera Enabled icon	
Data Collaboration Enabled icon	
Video Layout tab	
Output Scheme Settings button	
Auto-switch button	
Display Participant Name in Frame button	
Active Speaker button	
Dynamic Layout button	
Change Layout button	
Invite button	
General Meeting Display and Control area	Displays general information about a current meeting. For example, available media types, bandwidth, and meeting password. The toolbar contains controls as described in the “Using In-Meeting Controls” section on page 9-5.
Video Display area	For adjustment of settings related to video and display, while a meeting is in progress. For details, see the “Defining Video Layout and Display” section on page 9-8.
Control Panel	Includes tabs to access list of participants and terminals in a meeting, as well as general status information.
Video Layout area	Current video layout. For adjustment of settings related to video layout, while a meeting is in progress. For details, see the “Defining Video Layout and Display” section on page 9-8.

Using In-Meeting Controls

If you have in-meeting control privileges, you can chair a meeting and you have permissions that include performance of the following types of tasks

- Monitoring the entrance of a participant into the meeting
- Re-invitation of a participant who has not connected
- Muting of a participant generating background noise
- Blocking of a participant from connecting to a meeting



Note

Only one person is allowed chair-control of a meeting at any given time.

Procedure

- Step 1** On the Current tab, click the subject of the meeting you want to control.
The Meeting: Conference ID—Conference Subject window appears.



Note To access the Meeting: Conference ID—Conference Subject window, you can also click the link in the e-mail notification for the meeting.

- Step 2** To activate the control panel, on the toolbar, click **Take Control**.
When your chair-control of the meeting is established, additional options appear in the user-interface.



Note If the Meeting Organizer selects the Start only when the host joins option, the Take Control button is unavailable until the host joins the meeting, and the meeting starts.

Disconnecting a Participant

You can disconnect a participant and delete the participant from the Participant List.

Procedure

- Step 1** On the Participant List tab, select the participant you want to disconnect and remove from the list.
- Step 2** Click **Delete Participant** on the toolbar.
The participant is disconnected from the meeting, and removed from the list.
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Reconnecting a Disconnected Participant

You can reconnect a participant who is disconnected from a meeting.

Procedure

- Step 1** Click the Participants List tab.
- Step 2** In the **Status** column, click the red status indicator for the disconnected participant.
The participant is reconnected.
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Reconnecting All Participants

To reconnect all participants to a current meeting, on the toolbar, click **Reconnect All**.

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.



Note 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 From the Change to view list, select a view for the participant.

Step 4 Click **OK**.

Inviting a Sub-conference

You can divert selected participants in the Participants 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 From the list in the Select sub-conference window, select a sub-conference to which you want to invite participants.

Step 4 Click **OK**.



Note 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.
- Step 3** Click **OK**.
-

Terminating a Meeting

To immediately terminate a meeting at any time, click **Terminate Meeting**.

Defining Video Layout and Display

The Video Layout and Display area 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:

- In Continuous Presence Mode, you can view which terminals are set for which video frames.
- View a list of scheduled attendees per terminal by placing the mouse over a video frame (frames set to auto-switch will not display names).
- Rearrange the video layout per terminal by clicking and dragging terminal names from the Control Panel terminal list to the desired frame.
- Set voice activated sub-frames.

Defining the Video Output Schemes

When enabled, the video output schemes displays up to four available video layouts. The Resource Manager 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.



Note This is available with EMP support only.

Procedure

- Step 1** In the Video Display area, click **Output Scheme Settings**.
The Video Scheme Settings window displays.
- Step 2** 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, 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.



Note To disable auto-switching, click **Auto-switch**.

Displaying a Participant Name or Terminal Name

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



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

To display a participant name or terminal name, in the Video Display area, 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

To set a voice-activated frame, in the Video Display area, drag the **Active Speaker** button into the required position within the video layout frame.

**Note**

This is available only for views for which a sub-frame is configured.

Enabling and Disabling Dynamic Layout

With 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.

**Note**

Dynamic layout is only available with EMP support.

Procedure

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- Step 1** To enable a dynamic layout, in the Video Display area, click **Dynamic Layout**.
- Step 2** To disable the dynamic layout, click **Dynamic Layout** again.

**Note**

When Dynamic Layout is selected, Change Layout is disabled.

Changing the Layout

The Resource Manager supports drag and drop control in the meeting control interface for positioning participant images in the layout during a meeting and in advanced invitations when selecting participants to join predefined meetings.

Procedure

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- Step 1** In the Video Display area, click **Change Layout**.
- Step 2** In the Select Layout window, select a layout from the available options, and then drag and drop the option in the selected layout area in the Video Display area.
-

Inviting Participants

If you have the appropriate privileges, you can invite multiple participants simultaneously to join the meeting using the Web interface.

Procedure

- Step 1** On the Invite tab, in the list in the Video Layout area, select the type of terminal you want to invite. The following options are available
- IP (H.232)
 - IP (SIP)
 - PSTN/ISDN (H.320)
 - Mobile
- Step 2** To enable dial-in terminals to connect to the meeting, select Dial-in.
- Step 3** In the Number/Alias field, enter a unique alias for the participant.
- Step 4** In the Display Name field, enter the participant name to be displayed on the video screen.
- Step 5** In the Bandwidth field, select the appropriate video bandwidth rate from the drop-down list.
- Step 6** To position participants in the layout before a meeting, drag the **Pre Position** icon to the required position in the Video Display area.
- Step 7** Click **Invite**.
- The participant is invited to the meeting. When the participant joins the meeting, the selected video layout is pre-selected.
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Using the Participant List Tab

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.

Users with chair-control 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

On the Participant List tab, all participants currently invited to a meeting are listed. The following information about each participant or terminal is included

- Status—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
- Sub-conf.—To divert 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 9-7](#).
- 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. For more information, see the [“Controlling Media Status” section on page 9-12](#).

Controlling Media Status

If you have chair-control access for controlling the media type status, you can enable or disable the media capabilities of selected users, as described in the following sections.

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. To mute or enable audio for a selected participant, click the **Mic. Enabled** icon next to the participant name.

Muting or Enabling a Selected Loudspeaker

You can enable or disable a specific participant loudspeaker. To mute or disable a specific loudspeaker, click the **Loudspeaker Enabled** icon next to a participant name.

Enabling a Selected Monitor

To enable a selected monitor for use during a meeting, click the **Monitor Enabled** icon next to a participant name.

Blocking 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.

To enable a camera for a participant, click the **Camera Enabled** icon next to a participant name.

Enabling Data Collaboration

You can enable data collaboration for a participant whose terminal supports T.120 data sharing. To enable data collaboration, click the **Data Collaboration Enabled** icon next to a participant name.

Using the Statistics Tab

The Statistics tab provides a comprehensive set of statistical information about bandwidth usage and audio/video packet behavior. Statistics are frequently updated automatically to enable effective monitoring of meeting performance. The following table details the elements on the Statistics tab. Information on the Statistics tab is read-only.

Table 9-2 *Statistics tab elements*

Tab Name	Description
IP address	Participant endpoint IP address.
Description	Participant description.
Video Out Addr.	IP address and port to which video is sent to the participant.
Fps in/out	Frame rate of video sent and received by the participant.
Pic. Size in/out	Picture size of video sent and received by the participant.
Video Jitter In: curr/min/max	Accumulated video packets received from the participant. Includes the current value and average values for the minimum and maximum number of packets received from the participant.
Data IP	
Audio Out Addr.	IP address and port to which audio is sent to the participant.
Audio Jitter In: curr/min/max	Accumulated audio packets received from the participant. Includes the current value and average values for the minimum and maximum number of packets received from the participant.
Audio Out of Order Packets in/out	Total number of audio packets sent to and received from the participant out of sequence.
Audio Lost Packet in/out	Total number of lost audio packets sent to and received from the participant

Using the Advanced Invitation Tab

The Advanced Invitation tab enables you to invite multiple participants into a meeting at the same time. Each invite entry box may also contain multiple participant numbers using separators. This greatly extends the number of participants you can invite at the same time. You can also select a lower bandwidth rate with which to connect individual participants.

Advanced settings allow you to drag and drop participant images into preferred positions in the layout of each meeting view supported in the meeting, and to specify the layout which invited participants see when joining a meeting.

The following sub-tabs are available in the Advanced Invitation tab

- User—Enables you to simultaneously invite multiple participants to a meeting.

- **Terminal**—Enables you to simultaneously invite multiple terminals to a meeting.

Inviting Multiple Participants to a Meeting

You can invite multiple participants to a meeting, simultaneously.

Procedure

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- Step 1** In the Advanced Invitation tab, click the **User** sub-tab.
 - Step 2** Select the attendees to invite from the Users: in Groups drop-down 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.



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

- Step 7** Click **Invite** to send the invitation.
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Inviting Multiple Terminals to a Meeting

You can invite multiple terminals to a meeting, simultaneously.

Procedure

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- Step 1** On the Advanced Invitation tab, click the **Terminal** sub-tab.
 - 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.



Note 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.

**Note**

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**.

Using the Upcoming Tab

The Upcoming tab lists all the upcoming video meetings for the entire organization.

Information about each meeting is included under the following column headings

- **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. The host is selected from the Host drop-down list in the Attendees Settings tab in the Schedule A New Meeting section.
- **Meeting ID**—Displays the unique identifier for the meeting.

**Note**

You can sort a column by clicking the column header.

Searching for a Meeting

You can search for an upcoming meeting at any time.

Procedure

- Step 1** In the Subject field, enter the subject or partial subject of the meeting for which you are searching.
- Step 2** In the E164 field, enter an E.164 number for an IP terminal. Any participating IP terminal with that number is listed in the search results.
- Step 3** By the From field, click the calendar button and in the window that opens, select the start date from which meeting information is searched.
- Step 4** By the To field, click the calendar button and then in the window that opens, select a finish date up to which meeting information is searched.
- Step 5** Click **Search**.
The meeting is highlighted.

Generating Reports

You can generate a report in .xls format, that shows all the upcoming meetings scheduled between selected dates. Once you have saved the report, you can view it using Microsoft Excel.

Procedure

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- Step 1** In the Upcoming tab, in the From and To fields, click the calendar icons to select a start and end period from the popup calendar within which to generate the report.
- Step 2** Click **Generate Report**. Information about each meeting is included in the report. For details, see the [“Generated Report Information Categories”](#) section on page 9-16.
- Step 3** To save the report, click **Save**.
- In the window that opens, browse to the location in which you want to save the file, enter the file name and type, and then click **Save**.
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Generated Report Information Categories

The following is a list of the information categories that are included in a generated report.



Note

A report generated from the **History** tab includes the same information categories.

- Virtual Meeting ID
- Master Meeting ID
- Slave Meeting ID
- Cisco Unified Videoconferencing Manager Meeting ID
- Subject
- Meeting Type
- Reference Code
- Start Time
- Duration
- Meeting Room
- Organizer Name
- Service Prefix
- Services
- MCU Name(s)
- Terminals
- Number of Extra IP Ports Reserved
- Number of Extra ISDN Ports Reserved
- Dial-in IP Terminals
- Dial-out IP Terminals

- Dial-in ISDN Terminals
- Dial-out ISDN Terminals
- Gateway List
- Device Failure Cause (Device Name, IP Failure, Cause)
- Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)

Modifying Meetings

You can modify an upcoming meeting at any time.

Procedure

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- Step 1** On the Upcoming tab, click the subject of the meeting you want to modify.
- Step 2** In the Meeting Detail window that appears, enter information according to your requirements.
- The fields and options on the Meeting Detail windows are the same as in Scheduling a New Meeting in the Meeting Scheduling section. For details, see the [“Scheduling a New Meeting”](#) section on page 11-2.
-

Using the History Tab

On the History tab, you can view past meetings of a specified user or organization. You can also search for meetings. A list of all past meetings is displayed.

Information about each meeting is included under the following column headings

- Subject—Subject of the meeting. To sort by subject, click column heading.
- Deployment—Deployment in which the meeting was scheduled.
- Start Time—Meeting date and start time. To sort by start time, click column heading.
- Duration—Length of the meeting, in minutes. To sort by meeting duration, click column heading.
- Host—Name of the designated host of the meeting. To sort by host name, click column heading.
- Status—Meeting termination status. To sort by failure status, click **Status** column heading.
- 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.

To view the Reason Failed error message, click the red status indicator.



Note If a terminal is disconnected correctly via Resource Manager in-meeting control, no red status indicator appears on the History tab details. For details, see the [“Terminating a Meeting”](#) section on page 9-8.

- No status indicator indicates that there are no designated meeting participants.
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Searching For a Meeting

On the History tab, you can search for a past meeting.

Procedure

- Step 1** In the Subject field, enter the subject or partial subject of the meeting for which you are searching.
- Step 2** In the E164 field, enter an E.164 number for an IP terminal. Any participating IP terminal with that number is listed in the search results.
- Step 3** By the From field, click the calendar button and in the window that opens, select the start date from which meeting information is searched.
- Step 4** By the To field, click the calendar button and then in the window that opens, select a finish date up to which meeting information is searched.
- Step 5** Click **Search**.
- Search results are listed.
-

Generating Reports

You can generate a report, in .xls format, that shows all past meetings scheduled between selected dates. Once you have saved the report, you can view it using Microsoft Excel.

Procedure

- Step 1** In the History tab, in the From and To fields, click the calendar icons to select a start and end period from the popup calendar within which to generate the report.
- Step 2** From the Report Type list, select a type of report that you want to generate.
- Step 3** Click **Generate Report**.
- Step 4** To save the report, click **Save**.
- In the window that appears, browse to the location in which you want to save the file, enter the file name and type, and then click **Save**.
-

Generated Report Information Categories

For details about information categories that appear in a generated report, see the [“Generated Report Information Categories” section on page 9-16](#).



Note

A report generated from the Upcoming tab includes the same information categories.

Viewing Past Meeting Details

You can view the details of past meetings at any time. On the History tab, click the subject of the meeting you want to view. Each tab on the Meeting Detail window displays settings configured for all past meetings.

Deleting Meeting History

To delete a meeting from the History tab at any time, click **Delete History**. All past meetings are deleted from the History tab.

**Note**

Deleted meetings appear in billing and reporting statements. History tab search results do not include deleted meetings.

Defining Duration of Meeting History Display

The length of time meeting history remains on the History tab is defined in the My Preferences section.

