Using MeetingPlace Conference Manager

Release 7.1
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How to Add, Edit, or Remove a Server

Note
To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution
To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

- Adding a New Server, page 2
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How to Add, Edit, or Remove a Server

Adding a New Server

Before You Begin
Double-click the meetingmanager.jnlp icon on your desktop to access the application.

Procedure

Step 1  Select New Server.
The Server Details window displays.
Step 2  Enter the name of the server for Server Name.
Step 3  Enter the URL of the server for Server Address.
Example: http://<server>.com or https://<server>.com, where <server> is the name of your
Cisco Unified MeetingPlace Application Server.

Note  The Server Name and Server Address are mandatory fields.

Step 4  (Optional) Enter your Cisco Unified MeetingPlace profile username and password in the fields provided.
If you do not enter a username and password, the system will prompt you for this information each time
you attempt to log in to the server.
Step 5  Select OK.
This server displays in the Server list.

Related Topics
•  Importing a List of Servers, page 4

Editing an Existing Server

MeetingPlace Conference Manager allows you to edit your server information. For example, if you
enable or disable SSL on the Cisco Unified MeetingPlace Application Server, you will need to edit the
server URL in MeetingPlace Conference Manager from http to https.

Before You Begin
•  If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
•  Make sure that you are not logged in to the server that you want to edit. MeetingPlace Conference
  Manager will not allow you to edit a server that you are currently logged in to.

Procedure

Step 1  Select a server from the Server Name column.
Step 2  Select Edit Server.
The Server Details window displays.

**Step 3** Edit your fields.

**Step 4** Select **OK** to save your edits or **Cancel** to discard your edits.

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**Related Topics**
- Configuring SSL for the Cisco Unified MeetingPlace Application Server module

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## Removing an Existing Server

When you remove a server, all information about it is permanently removed.

**Before You Begin**
- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that you are not logged in to the server that you want to remove. MeetingPlace Conference Manager will not allow you to remove a server that you are currently logged in to.

**Procedure**

**Step 1** Select a server from the Server Name column.

**Step 2** Select **Remove Server**.

A confirmation window displays.

**Step 3** Select **Yes** to confirm the action or **No** to cancel the action.

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## Exporting a List of Servers

**Before You Begin**
- This feature was introduced in Release 7.0.2.
- If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

**Procedure**

**Step 1** Select the **Properties** button.

The Application Properties window displays.

**Step 2** Select **Export**.

**Step 3** Specify the filename and location for saving the file.

**Step 4** Select **Export**.
Related Topics
- Importing a List of Servers, page 4

Importing a List of Servers

Before You Begin
- This feature was introduced in Release 7.0.2.
- Locate the previously exported list of servers, which must be in XML format.
- If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

Procedure

Step 1  Select the Properties button. The Application Properties window displays.
Step 2  Select Import.
Step 3  Select the XML file.
Step 4  Select Import.
Step 5  Verify that the imported servers appear on the application home page.

Related Topics
- Exporting a List of Servers, page 3
- Adding a New Server, page 2

Logging In to a Server

\[Note\]  To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

\[Caution\]  To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Before You Begin
- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that your version of MeetingPlace Conference Manager is the same or greater than the server that you are trying to access.
Procedure

Step 1 Select the name of a server from the Server Name column.
Step 2 Select Login.
Step 3 (Optional) If you did not enter your username and password when you added the server, the Login to Server window displays. Enter your username and password information then select Login.

Once you are logged in, the Search screen for the chosen server displays.

Troubleshooting Tips

- If you cannot log in to a server due to a username or password that was incorrectly saved, edit the server information. See the “Editing an Existing Server” section on page 2 for instructions.
- You can log in to multiple servers then choose which server you want to monitor by choosing the server from the Server drop-down list on the main page.
- If you unsuccessfully try to log in to the same server three times, you will have to contact the system administrator of the Application Server to unlock your profile.

Logging Out from a Server

Note To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution When you log out from a server, all of the in-session meetings on that server are closed.

Caution To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Procedure

Step 1 Select the name of a server from the Server Name column.

Note If you are logged in to the server, the indicator next to the server name is green.

Step 2 Select Logout.

A confirmation window displays.

Step 3 Select Yes to confirm the logout, or Cancel to cancel the action.
How to Schedule a Meeting

- Scheduling a Meeting, page 6
- Scheduling Another Meeting With the Same Parameters, page 7
- Rescheduling a Meeting, page 7

Scheduling a Meeting

You can schedule a meeting on behalf of other users if you have Attendant or System Manager privileges.

Before You Begin

- Cisco Unified MeetingPlace supports the scheduling of meetings from Conference Manager with over 200 invitees.
- Scheduling and rescheduling of recurring meetings with more than 10 instances should be performed during off-peak times to minimize delays perceived by users joining meetings.
- Scheduling of several large meeting chains concurrently is not recommended because it may cause system delay.

Caution

To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Procedure

Step 1 Log in to a server.

Step 2 Select Schedule Meeting.

The Meetings page displays.

Step 3 Enter your meeting details, such as the meeting ID if you want to define your own, date, time, and duration of the meeting.

- Check Public if you want this meeting to appear in the list of results when users use the Find Meeting feature.
- Check Enable video if you want to reserve video resources for this meeting.

Step 4 (Optional) Select the button next to Recurrence to make this a recurring meeting and set your recurrence pattern.

Step 5 Add invitees from the bottom of the Add Invitee tab.

a. Enter the user ID of the invitee.
b. Enter the e-mail address of the invitee.
c. Choose an audio permission for this invitee.
d. Select Profile or Guest to indicate whether this invitee has a Cisco Unified MeetingPlace profile.
e. Select Invite.
Using MeetingPlace Conference Manager

How to Schedule a Meeting

Note
If you do not know the user ID of the person you want to invite, use the search function on the top of the Add Invitee tab then use “drag and drop” to drag selected users to the Invitee list.

Step 6  Set the Advanced Options for this meeting.
Step 7  Select Schedule.

Related Topics
- Field Reference: Meeting Scheduling Page in the MeetingPlace Conference Manager References module

Scheduling Another Meeting With the Same Parameters

Procedure

Step 1  Log in to a server.
Step 2  Use the Search for Meetings option to find the meeting that you want to use.
  a. If the meeting is taking place today, either select In-Session Meetings or All Today’s Meetings.
  b. If the meeting is taking place at another time, enter your search parameters and select Search.
Step 3  Select your meeting entry in the Meetings tab to the right.
Step 4  Select Edit Meeting.
The Meetings window appears.
Step 5  Select Copy Meeting.
In the same Meetings window, a new meeting tab appears that includes the settings copied from the selected meeting. The Meeting ID, however, is not copied to the new meeting.
Step 6  Modify your meeting options.
Step 7  Select Schedule.

Rescheduling a Meeting

Restriction
- You cannot change recurrence parameters when rescheduling a meeting.
- You cannot reschedule a meeting that has already begun.
- Scheduling and rescheduling of recurring meetings with more than 10 instances should be performed during off-peak times to minimize delays perceived by users joining meetings.

Note
We do not recommend that you reschedule meeting chains of over 30 occurrences with 500 invitees as it may cause long rescheduling times and system unresponsiveness.
Procedure

Step 1  Log in to a server.
Step 2  Use the Search for Meetings option to find the meeting that you want to reschedule.
   a. If the meeting is taking place today, either select In-Session Meetings or All Today’s Meetings.
   b. If the meeting is taking place at another time, enter your search parameters and select Search.
Step 3  Select your meeting entry in the Meetings tab to the right.
Step 4  Select Edit Meeting.
   The Meetings page displays.
Step 5  Modify your meeting options.
Step 6  Select Reschedule.
   Cisco Unified MeetingPlace cancels the original meeting and sends you a meeting cancellation notice followed by a rescheduled meeting notice that describes the modified schedule.

How to Cancel a Meeting

Note  To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution  To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Restriction
   • You cannot cancel a meeting that has already begun.

Procedure

Step 1  Log in to a server.
Step 2  Use the Search for Meetings option to find the meeting that you want to cancel.
   a. If the meeting is taking place today, either select In-Session Meetings or All Today’s Meetings.
   b. If the meeting is taking place at another time, enter your search parameters and select Search.
   The Meetings page displays.
Step 3  Select your meeting entry in the Meetings tab to the right.
Step 4  Select Edit Meeting.
   The Meetings page displays.
Step 5  Select Cancel.
Step 6  Select Yes in the Cancel meeting confirmation window.
How to Enable Speaker Events

Complete this procedure if you want to be able to see the speaker status for participants during a meeting.

**Note**
If you do not enable the **Enable speaker events on monitor meeting window** option, MeetingPlace Conference Manager does not refresh the speaker status during a meeting.

**Before You Begin**
- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.

**Procedure**

**Step 1**
Open the MeetingPlace Conference Manager tool.

**Step 2**
Select the **Application** properties.

**Step 3**
Select the **Enable speaker events on monitoring meeting window** option.

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How to Search for Meetings

**Note**
To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

**Caution**
To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

- Modifying the Panes on the Search Page, page 9
- Finding All In-Session and Currently Scheduled Meetings, page 10
- Finding a Meeting by Using an Advanced Search Query, page 10
- Filtering the Search Results List, page 11

Modifying the Panes on the Search Page

When you first log in to a server, you will see the Search For Meeting page. This page is divided into two configurable panes. Complete this procedure to modify the panes.
How to Search for Meetings

Finding All In-Session and Currently Scheduled Meetings

MeetingPlace Conference Manager comes with two predefined search queries: to search for all in-session meetings, and to search for all of today’s meetings. When you submit a query, your search results appear in the right pane.

Procedure

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resize the two search panes.</td>
<td>Use your mouse to move the divider between the two panes.</td>
</tr>
<tr>
<td>Hide a search pane.</td>
<td>Select the arrow at the top of the divider to either hide or show a given pane.</td>
</tr>
</tbody>
</table>

Finding a Meeting by Using an Advanced Search Query

An advanced search query allows you to search for meetings by using one or several variables: Meeting ID number, Scheduler ID number, meeting subject, date interval or meeting state. The search is not case-sensitive.

Before You Begin
- Make sure that you are on the Search For Meeting page of the server that you want to search.
- If you are logged in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Procedure

**Step 1** Enter information for at least one search parameter on the Search For Meeting page.
- Scheduler ID, Subject, and Meeting ID are not case-sensitive.
- Select the calendar icon to choose your From and To dates.
- A meeting day is defined as beginning at 12:00 AM and ending at 11:59 PM.
- Make sure that you check at least one meeting state: Not Started, Ended, Waiting, or In Session.

**Step 2** Select Search.
Search results appear in the right pane.
Filtering the Search Results List

After you have completed a search, you can filter the results to obtain a smaller list of search results. Filtering occurs dynamically as you choose your filter attributes.

Before You Begin
Search for a meeting. See either the “Finding All In-Session and Currently Scheduled Meetings” section on page 10 or the “Finding a Meeting by Using an Advanced Search Query” section on page 10 for instructions.

Procedure

1. Look at the right pane of the Search For Meeting page.
2. Choose an attribute from the Filter drop-down box.
3. Enter a value in the “contains” field.
   - If you choose “In a Date Range” as your filter, indicate a From and To date range.
4. Check one or more meeting states: Not Started, Ended, Waiting, or In Session.

Troubleshooting Tips

- To sort the list of search results, select the heading of the column by which you want to sort your results.
- To return to an unfiltered list, clear the text fields.

How to Update User Information

Note
To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution
To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

- Adding a User Profile, page 12
- Searching for a User Profile, page 12
- Modifying the Status of a User Profile, page 13
- Changing the Login Information for a User, page 13
- Updating a User Profile, page 14
- Deleting a User Profile, page 14
Adding a User Profile

Restriction
- This feature was introduced in Release 7.0.2.
- If you are logged in as an attendant, you may not have the correct privileges to add user profiles. These privileges are configured by the system administrator through the Administration Center. See “Configuring Attendant Privileges” in the Configuring Attendant Settings for Cisco Unified MeetingPlace module.

Procedure

Step 1  Log in to a server.
Step 2  Select the Users tab.
Step 3  Select Add User.
Step 4  Enter the user information.
Step 5  Select Save.

Related Topics
- Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Searching for a User Profile, page 12

Searching for a User Profile

Complete this procedure to find a user profile in MeetingPlace Conference Manager.

Procedure

Step 1  Log in to a server.
Step 2  Scroll down to the Search For Users section.
Step 3  Search for the user.
  - Select one of the shortcuts for locked or inactive users if they apply.
  - If neither of the shortcuts apply, enter a search parameter and select Search.
Step 4  Select the Users tab to see your search results.
Step 5  (Optional) Filter your search results by username or profile number.

Related Topics
- Modifying the Status of a User Profile, page 13
- Changing the Login Information for a User, page 13
Modifying the Status of a User Profile

Complete this procedure to set a user profile as active, inactive, or locked. You can modify the status of one profile or a group of profiles.

Before You Begin
- Any user profiles you want to modify must be on the local server.
- If you are logged in as an attendant, make sure that you have permission to modify user profiles. This is set on the Cisco Unified MeetingPlace Application Server: Admin > System configuration > Usage configuration > Attendant privileges.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

Procedure

Step 1 Log in to a server.
Step 2 Search for the user whose status you want to modify.
Step 3 Select the user entry.
   To choose more than one user entry, press the Ctrl key while selecting more user entries.
Step 4 Select Set status as... and choose the status you want to apply.

Related Topics
- Searching for a User Profile, page 12

Changing the Login Information for a User

Complete this procedure to change the user password, profile password, or e-mail address of a user. You can also use this procedure to change the user status.

Before You Begin
- Any user profiles you want to modify must be on the local server.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

Procedure

Step 1 Log in to a server.
Step 2 Search for the user whose login information you want to modify.
Step 3 Select the user entry.
   To choose more than one user entry, press the Ctrl key while selecting more user entries.
Step 4 Select Change Login Info.
How to Update User Information

Step 5 Enter your changes.
Step 6 Select Save.

Related Topics
  • Searching for a User Profile, page 12

Updating a User Profile

Before You Begin
This user information must be on the local server.

Procedure

Step 1 Log in to a server.
Step 2 Search for the user whose information you want to update.
Step 3 Select the user entry.
Step 4 Select Edit User to open the Edit user profile window.
Step 5 Enter your changes.
Step 6 Select Save.

Related Topics
  • Searching for a User Profile, page 12

Deleting a User Profile

Before You Begin
  • This feature was introduced in Release 7.0.2.
  • This user information must be on the local server.

Procedure

Step 1 Log in to a server.
Step 2 Search for the user whose profile you want to delete.
Step 3 Select the user entry.
Step 4 Select Delete User.
Step 5 Select Yes.
How to Monitor an In-Session Meeting

Note

To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution

To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

The Meetings window allows you to monitor meetings in real time, as well as perform various actions related to that meeting. You can monitor several meetings at once. Each meeting is revealed in tab view.

- Finding a Summary of an In-Session Meeting, page 15
- Going to the Meeting Page on the Cisco Unified MeetingPlace Web Server, page 16
- Adding a Profiled User to an In-Session Meeting, page 16
- Adding a Guest User to an In-Session Meeting, page 17
- Controlling a Meeting In-Session, page 17
- Muting Participants During a Meeting, page 18
- Changing the Status of a Participant During a Meeting, page 19
- Moving Participants During a Meeting, page 20
- Finding a Participant in the Participant List, page 21
- Viewing an Event Log for a Meeting, page 22

Finding a Summary of an In-Session Meeting

Each meeting details page includes meeting summary information including the name of the scheduler, the start time, whether a password is required and so on. Complete this procedure to locate the summary information for a meeting.

Procedure

Step 1 From the Search For Meeting page, select the meeting that you want to view.

Step 2 Select Monitor Meeting.

A Meetings window displays with the selected meeting in tab view.

Step 3 Look at the right pane of the Meetings window.

Step 4 If it is not already displayed, select the Meeting Summary tab.
Troubleshooting Tips
If you are logged in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Going to the Meeting Page on the Cisco Unified MeetingPlace Web Server

Before You Begin
Make sure that you first set the correct URL for the Web Server on the Application Server. See Configuring Click-to-Attend Links in the Configuring E-Mail Notifications for Cisco Unified MeetingPlace module.

Procedure

Step 1 From the Search For Meeting page, select the meeting that you want to view.
Step 2 Select Go to Meeting Page.

Adding an Invited User to an In-Session Meeting

Complete this procedure to dial out to users who are already in the web meeting so that they can participate in the audio or video meeting.

Procedure

Step 1 From the Search For Meeting page, select the meeting that you want to view.
Step 2 Select Monitor Meeting.
Step 3 Select one invitee from the invitees table in the left pane.
Step 4 Right-click the selected invitee to open the context menu.
Step 5 Select Outdial invitee.
Step 6 (Optional) Enter the phone number of the invitee.
Step 7 Select Outdial.

Adding a Profiled User to an In-Session Meeting

The Add Participant tab allows you to quickly add profiled users to a meeting that is currently in-session by calling out to their phones. You can either search for profiled users or enter a phone number if the user does not have a phone number stored as part of their profile.
**Procedure**

**Step 1**  From the Search For Meeting page, select the meeting that you want to view.

**Step 2**  Select **Monitor Meeting**.

A Meetings window displays with the selected meeting in tab view.

**Step 3**  Look at the right pane of the Meetings window.

**Step 4**  If it is not already displayed, select the **Add Participant** tab.

**Step 5**  Enter one or more search parameters.

**Step 6**  Select **Search**.

Search results are displayed in a list.

**Step 7**  Add the user to the meeting by doing one of the following:
- Drag and drop the user into the Main Room in the left pane or
- Enter a phone number for the user and select **Outdial**.

The system calls the user so that the user can join the meeting.

---

**Adding a Guest User to an In-Session Meeting**

The Add Participant tab allows you to quickly add guest users to a meeting that is currently in-session by calling out to their phones.

**Procedure**

**Step 1**  From the Search For Meeting page, select the meeting that you want to view.

**Step 2**  Select **Monitor Meeting**.

A Meetings window displays with the selected meeting in tab view.

**Step 3**  Look at the right pane of the Meetings window.

**Step 4**  If it is not already displayed, select the **Add Participant** tab.

**Step 5**  Select **Guest** in the lower-right part of the screen.

**Step 6**  Enter the name of the guest user for User ID.

**Step 7**  Enter the phone number of the guest user.

**Step 8**  Select **Outdial**.

---

**Controlling a Meeting In-Session**

While a meeting is in-session, you can control meeting behavior such as locking or unlocking the meeting, starting or stopping recording. You can also end the meeting.
Before you Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring. See the “Finding a Summary of an In-Session Meeting” section on page 15 for instructions.
- All of the buttons mentioned in this procedure are located on the bottom of the Meetings window.

Procedure

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start recording the meeting.</td>
<td>Select Start Recording.</td>
</tr>
<tr>
<td>Stop recording the meeting.</td>
<td>Select Stop Recording.</td>
</tr>
<tr>
<td>Stop recording the meeting.</td>
<td>This button only displays if you are currently recording the meeting.</td>
</tr>
<tr>
<td>Lock the meeting.</td>
<td>Select Lock Meeting.</td>
</tr>
<tr>
<td>Lock the meeting.</td>
<td>This prevents new participants from joining the meeting.</td>
</tr>
<tr>
<td>Unlock the meeting.</td>
<td>Select Unlock Meeting.</td>
</tr>
<tr>
<td>Unlock the meeting.</td>
<td>This button only displays if the meeting is currently locked.</td>
</tr>
<tr>
<td>Enable participants to ask questions during lecture-style meetings.</td>
<td>Select Enable Q&amp;A.</td>
</tr>
<tr>
<td>Give all users in a lecture-style meeting the permission to speak and ask questions in the meeting.</td>
<td>Select Open Floor.</td>
</tr>
<tr>
<td>Remove all users from the speaking area during a lecture-style meeting.</td>
<td>Select Close Floor.</td>
</tr>
<tr>
<td>Stop the question and answer session.</td>
<td>Select Disable Q&amp;A.</td>
</tr>
<tr>
<td>Stop the question and answer session.</td>
<td>This button only displays if a question and answer session is currently in progress.</td>
</tr>
<tr>
<td>End the meeting.</td>
<td>Select End Meeting.</td>
</tr>
<tr>
<td>End the meeting.</td>
<td>This closes all components of the meeting: audio, video, and web.</td>
</tr>
</tbody>
</table>

Troubleshooting Tips

If you are logged in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Muting Participants During a Meeting

You can choose to mute one or a number of participants during a meeting so that sound cannot be heard from their phone or video endpoints.

Before You Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep the following tips in mind:
  - Sort the list of participants by selecting the Participant column.
- To choose multiple participants, press the Ctrl key as you select on the names. To choose a contiguous group of participants, select the first name, press the Shift key, then select the last name to automatically choose all of the participants in between.
- You can also modify participant abilities by right-clicking on the participant name.
- Users can mute themselves by pressing #5 on their phones.

**Procedure**

**Step 1** Select the name of the participant that you want to affect.

**Step 2** Do one of the following:

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute a participant.</td>
<td>Select Mute.</td>
</tr>
<tr>
<td>Unmute a participant.</td>
<td>Select More &gt; Unmute.</td>
</tr>
<tr>
<td>Mute most participants.</td>
<td>Select More &gt; Mute All Except Selected.</td>
</tr>
</tbody>
</table>

**Changing the Status of a Participant During a Meeting**

Complete this procedure to rename participants during a meeting, change their speaking status, or remove them from the meeting.

**Before You Begin**

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep the following tips in mind:
  - Sort the list of participants by selecting the Participant column.
  - You can also modify participant abilities by right-clicking on the participant name.

**Procedure**

**Step 1** Select the name of the participant that you want to affect.

**Step 2** Complete one of the following:
How to Monitor an In-Session Meeting

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename a participant.</td>
<td>Enter a new name in the Rename field then select <strong>Rename</strong>.</td>
</tr>
<tr>
<td>Remove a participant</td>
<td>Select <strong>More &gt; Eject</strong>.</td>
</tr>
<tr>
<td>from the meeting.</td>
<td>Confirm the action when prompted by selecting <strong>Yes</strong>.</td>
</tr>
<tr>
<td>Change the speaking</td>
<td>Select <strong>More &gt; Change ability</strong> then choose the new speaking status</td>
</tr>
<tr>
<td>status of the participant.</td>
<td>that you want to assign.</td>
</tr>
<tr>
<td></td>
<td>• Speaker plus—A user with permanent speaking privileges. During</td>
</tr>
<tr>
<td></td>
<td>lecture-style meetings this user does not have to be on “the floor”</td>
</tr>
<tr>
<td></td>
<td>in order to speak. Moderators are usually assigned as Speaker plus.</td>
</tr>
<tr>
<td></td>
<td>• Muted speaker plus—A user with permanent speaking privileges who</td>
</tr>
<tr>
<td></td>
<td>has been muted.</td>
</tr>
<tr>
<td></td>
<td>• Speaker—A user with standard speaking privileges. During</td>
</tr>
<tr>
<td></td>
<td>lecture-style meetings this user can only speak when on “the floor”.</td>
</tr>
<tr>
<td></td>
<td>• Muted speaker—A speaker who is muted.</td>
</tr>
<tr>
<td></td>
<td>• Listener—A user with no speaking privileges. During lecture-style</td>
</tr>
<tr>
<td></td>
<td>meetings this user is granted speaking abilities when on “the floor”</td>
</tr>
</tbody>
</table>

**Tip**
- Sort the list of participants by selecting the Participant column. You can also move selected participants among rooms by dragging and dropping them to their destination rooms. A destination room must be visible in the Meetings window before you can use the drag and drop feature.

**Before You Begin**
- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep the following tips in mind:
  - Sort the list of participants by selecting the Participant column.

**Related Topics**
- **Moderating a Question and Answer Session, page 23**

Moving Participants During a Meeting

Complete this procedure to move participants from the waiting room to the main room or to a breakout room and back during a meeting. You can see which participants are in which room by selecting the room number in the Meetings window.

The room number displays as M for Main room, W for Waiting room, and 1-9 for each breakout room.
To choose multiple participants, press the Ctrl key as you click on the names. To choose a contiguous group of participants, select the first name, press the Shift key, then select the last name to automatically choose all of the participants in between.

You can also modify participant abilities by right-clicking on the participant name.

Users can move themselves to a breakout room by pressing #1 on their phones followed by the number of their breakout room.

**Procedure**

**Step 1** Select the name of the participant that you want to affect.

**Step 2** Complete one of the following:

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move a participant to a breakout session.</td>
<td>Select More &gt; Move to room then choose the breakout room.</td>
</tr>
<tr>
<td>Return a participant to the main meeting.</td>
<td>Select More &gt; Move to room &gt; Main Room.</td>
</tr>
<tr>
<td>Move all participants of Listener ability from the main room to the waiting room.</td>
<td>Select More &gt; Move to WR.</td>
</tr>
<tr>
<td>Move all participants of Listener ability from the waiting room to the main meeting.</td>
<td>Select More &gt; Move from WR.</td>
</tr>
</tbody>
</table>

**Finding a Participant in the Participant List**

**Before you Begin**

This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.

**Note** Participants who leave a Cisco WebEx meeting still appear in the Participant list.

**Procedure**

<table>
<thead>
<tr>
<th>If</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>You know the name of the participant you are looking for.</td>
<td>Enter part of the name in the “Name begins with” field.</td>
</tr>
<tr>
<td>You do not know the name of the participant you are looking for.</td>
<td>Sort the Participant column by selecting the column heading then scroll through the list.</td>
</tr>
</tbody>
</table>
Viewing an Event Log for a Meeting

You can view a log of events that are taking place during a meeting. Examples of meeting events are when a user joins, leaves, or is renamed, when a meeting recording is started or stopped, and when the floor is opened or closed.

As an attendant, you can save the events log locally to your file system.

Before You Begin
This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.

Procedure

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the event log.</td>
<td>Select the Event Log tab.</td>
</tr>
<tr>
<td>Erase the list of logged events.</td>
<td>Select Clear Log.</td>
</tr>
</tbody>
</table>

How to Moderate a Question and Answer Session

To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

- Adding a Participant to the Question and Answer Queue, page 22
- Moderating a Question and Answer Session, page 23

Adding a Participant to the Question and Answer Queue

You can also use “drag and drop” to move participants from the main Participant list to the Q&A queue.

Before You Begin
This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
Using MeetingPlace Conference Manager

How to Moderate a Question and Answer Session

Procedure

Step 1  Select the name of the participant that you want to add to the queue.
Step 2  Select More > Add to Q&A Queue.

The name of the participant displays in the queue.

Moderating a Question and Answer Session

When a Question and Answer session is in progress, you can use the navigation buttons in the Q&A panel to move users within the Q&A queue, to “the floor” where they can ask questions, and back to the main meeting. Users who do not have Speaker Plus privileges lose speaking permissions when they are returned to the main meeting.

Note

Users can move themselves to the Q&A queue by pressing #71 on their phones.

Before You Begin

Add users to the Q&A queue when they indicate that they have a question. See the “Adding a Participant to the Question and Answer Queue” section on page 22.

Procedure

Step 1  Select the name of a user from the Q&A queue.
Step 2  Complete one of the following:

Tip  You can also use “drag and drop” to move users between the different meeting areas.
Locating Information About Meetings That Have Ended

To use the Cisco Unified MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Once a meeting has ended, you can still access basic information about it including attendance information and attendance history. Attendance information contains basic user attendance data, whether a user was invited, if the user attended the meeting and in which way. Attendance history contains more detailed data about each participant including join leave times, duration and type.

Procedure

Step 1 Search for your meeting. See either the “Finding All In-Session and Currently Scheduled Meetings” section on page 10 or the “Finding a Meeting by Using an Advanced Search Query” section on page 10.

Step 2 Double-click the meeting that you want information for.
The Meetings window displays with basic meeting details.

**Step 3**  
(Optional) To save the attendance history information, do the following:  

**a.** Select the **Attendance history** tab.  
**b.** Select **Save**.

---

### How to Enable Polling

Use the polling feature to enhance your Cisco Unified MeetingPlace Conference Manager meeting list so that it indicates which in-session meetings have attendees and guest attendees in them.

Meetings with attendees in them are displayed in **bold** text. Meetings with guest attendees in them are displayed with an asterisk before the meeting ID. Guest attendees are users that are not logged into the system. Double click a meeting in the list to open its monitoring page.

**Procedure**

**Step 1**  
Click the Properties button in the upper left-hand corner of the Cisco Unified MeetingPlace Conference Manager page. The Application Properties dialog box opens.

**Step 2**  
Select the **Enable polling for active meetings** checkbox.

**Step 3**  
Click **OK**.