



QUICK START GUIDE



Sharing Content in the Web Meeting Room with Cisco Unified MeetingPlace Release 7.1

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Note

This document does not cover how to share content in a Cisco WebEx meeting. If you are attending a meeting using Cisco WebEx, please use the help available from within the Cisco WebEx web meeting room or from WebEx.com to find information regarding various features and functions.

1 About the Meeting Room

The Cisco Unified MeetingPlace meeting room is a virtual conference room where you have access to resources for managing your meetings. You can see a list of attendees and identify speakers in real-time using the Participant list. The Chat tool allows you to send group or private messages during a meeting. You can use the Share tool to display your computer screen and individual documents to others in your meeting. You can also launch a virtual white board.

A Cisco Unified MeetingPlace meeting room contains a number of predetermined layouts. The layout determines the available tools and the arrangement (for example, the Collaborative template includes Share, Whiteboard, and Share Multiple).

2 Sharing Your Screen

When you share your computer screen, actions you take in the shared region are visible to all participants in the meeting. Your viewers can follow your pointer as you move it across your screen. Cisco Unified MeetingPlace supports desktop sharing from Microsoft Windows and Mac OS systems.

Before You Begin

- You must be a moderator or presenter.
- You must be in the full meeting room or the share-only meeting room.
- You must have Cisco Unified Presenter Add-In installed.

Restriction

Cisco Unified MeetingPlace does not support desktop sharing from Solaris or Linux systems. Users on these systems cannot share files that reside on their systems. Users on these systems can view shared files, make annotations, and share a whiteboard and attachments that are already loaded into the meeting.

Procedure

- Step 1** Click **My Computer Screen** with a blank Share tool open in a meeting.
 - Step 2** Choose what you want to share from the center of the Share tool.
 - Step 3** Click **Share**.
 - Step 4** Click the Cisco Unified MeetingPlace icon and choose **Stop Screen Sharing** when you are finished.
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3 Sharing a Document from Your Computer

As a moderator or presenter in a meeting, you can share documents directly from your computer. Documents that you share in the Share tool can be viewed but not downloaded by participants.

You can share the following types of documents from your computer using the Share tool:

- A single PowerPoint file (.ppt file extension).
- A single file with Flash content (.swf file extension).
- A single JPEG image (.jpg file extension).
- A ZIP file that contains a single PowerPoint file.
- Adobe Presenter content packaged as a ZIP file.

Before You Begin

- You must be a moderator or presenter.
- You must be logged into the Cisco Unified MeetingPlace full meeting room.

Restriction

Cisco Unified MeetingPlace does not support desktop sharing from Solaris or Linux systems. Users on these systems cannot share files that reside on their systems. Users on these systems can view shared files, make annotations, and share a whiteboard and attachments that are already loaded into the meeting.

Procedure

Step 1 Click **Documents** from the center of the Share tool.

Step 2 Click **Select from My Computer**.

Step 3 Select the document you want to share from the Browse Content window.

Step 4 Click **Open**.

The selected document is displayed in the Share tool. The document name is displayed in the title bar of the tool. The document is added to the Uploaded Content folder associated with the meeting room.

4 About the File Share Tool

Moderators or presenters can use the File Share tool to upload documents to share with meeting participants either from their computers or from the meeting attachments. The uploaded documents can be made available to download.

The File Share tool is different from the Share tool. The Share tool only allows meeting participants to view shared documents. The File Share tool allows participants to download documents.

You can upload the following document types into the File Share tool:

- A single PowerPoint file (.ppt file extension).
- A single file with Flash content (.swf file extension).
- A single JPEG image (.jpg file extension).
- A ZIP file that contains a single PowerPoint file.
- Adobe Presenter content packaged as a ZIP file.

Uploading Files from Your Computer

Procedure

Step 1 Select **File Share** from the Tools menu.

Step 2 Click **Upload File** in the File Share tool.

Step 3 Click **Select from My Computer**.

Step 4 Browse to the folder that contains the file.

Step 5 Click the filename.

Step 6 Click **Open**.

The File Share tool displays the file name.

Downloading Files from the File Share Tool

Before You Begin

- You must be a moderator.

- You must be in the Cisco Unified MeetingPlace web meeting room.

Procedure

- Step 1** Select **File Share** from the Tools menu.
- Step 2** Select the file to download.
- Step 3** Click **Save to My Computer**.
A browser window opens, with the Save to My Computer dialog box.
- Step 4** Click the **Click to Download** button.
- Step 5** Browse to the desired location.
- Step 6** Click **Save**.
- Step 7** Close the Save to My Computer browser window to return to the meeting console window.
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5 Sharing Documents from Meeting Attachments

A moderator or presenter can load PowerPoint presentations, Flash content (SWF files), JPEG files, or ZIP files from the meeting attachments stored on the server into a Share tool in a meeting.

Before You Begin

- Upload a document to the File Share tool.
- You must be a moderator or presenter.
- You must be in the Cisco Unified MeetingPlace full meeting room.

Procedure

- Step 1** Click **Documents** from the center of the Share tool.
- Step 2** Click **Select From Attachments**.
The Browse Content window is displayed.
- Step 3** Click **Uploaded Content**.
- Step 4** Select the document you want to share.
- Step 5** Click **Open**.
The selected document is displayed in the Share tool. The document name is shown in the title bar of the tool.
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6 Sharing a Whiteboard

As a moderator, you can use a whiteboard to create collaborative text, drawings, and other annotations in a meeting. There are a variety of available tools to create text and drawings on the whiteboard. Click the Whiteboard Tools icon (box with pencil) in the lower right corner of the whiteboard tool to view them.

Before You Begin

- Install the Cisco Unified Presenter Add-In.
- You must be a moderator or presenter.
- You must be in the Cisco Unified MeetingPlace full meeting room or share-only meeting room.

Procedure

- Step 1** Click **Share > Whiteboard** to launch the previous whiteboard.
 - Step 2** (Optional) Click **Share > New Whiteboard** to launch a blank whiteboard.
 - Step 3** Click the **Whiteboard Tools** icon (rectangle with pencil) on the bottom right of the whiteboard to draw on the whiteboard.
 - Step 4** Click the left and right page arrows on the bottom left of the whiteboard to move through whiteboard pages.
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7 Ending a Screen Sharing Session

You can stop sharing your screen at any time. If you are sharing multiple windows or applications, you can stop sharing some windows while continuing to share others.

Before You Begin

- You must be a moderator or presenter.
- You must be in the full meeting room or the share-only meeting room.
- You must be sharing your screen.

Procedure

- Step 1** Bring the window you want to stop sharing to the front of your screen.
 - Step 2** Click the arrow beside the red **Stop Sharing** button.
 - Step 3** Click **Stop Sharing This Window**.
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