



## GLOSSARY

---

### A

#### **attendant**

A person to whom the Cisco Unified MeetingPlace Express system administrator has given privileges to reschedule all meetings and end all meetings via the Meeting Details web page. Attendants can perform limited system administrator tasks, such as viewing alarms and reports, in the Administration Center.

#### **audience**

One of three permission levels in a web meeting room. A person who has audience privileges has limited permissions during a meeting. In the [full meeting room](#), audience members can also view shared content, chat messages, and notes, and send chat messages. Moderators and presenters can restrict audience chat messages.

No participant has this permission level by default. However, moderators can demote participants to this permission level during a meeting to restrict the activity of those participants.

---

### B

#### **billing code**

The code your company or department uses if it performs bill-backs.

**breakout session** A voice-only meeting within a meeting. This feature is useful if you want to meet privately with some of the other participants in the meeting, for example if you want to take a discussion offline and then return to the main meeting with a decision.

A meeting can have up to nine simultaneous breakout sessions.

**browser test** A test that you should run before you join the [web meeting room](#), especially the first time you plan to join a meeting. Verifies that your computer can properly display the web meeting room.

---

## C

**Chat pod** A [pod](#) in the [full meeting room](#) that allows meeting participants to send messages to one another.

**Cisco Unified MeetingPlace Express Phone View** A Cisco Unified IP Phone has a screen and buttons that standard telephones do not have. If you have a Cisco Unified IP Phone and your system administrator has configured Cisco Unified MeetingPlace Express Phone View, you can use buttons and options on the screen of your Cisco Unified IP Phone to start a [reservationless meeting](#), join meetings, view meeting details, and perform some in-meeting functions.

**continuous meeting** A permanent meeting that is always in session, even after everyone leaves and hangs up.

---

## D

**delegate** A person who can schedule and reschedule meetings on your behalf. The system administrator determines who can be a delegate.

**dial out** When Cisco Unified MeetingPlace Express calls you. After you answer the call, you respond to voice prompts that you hear.

**duration** How long your meeting lasts. The default maximum meeting length is 24 hours for voice meetings and 12 hours for web meetings. The minimum meeting length is 2 minutes.

---

## E

**Entry Announcement** A scheduling parameter. Allows you to determine how participants are announced when they enter this meeting.

You can change this option during a meeting.

**Exit Announcement** A scheduling parameter. Allows you to determine how participants are announced when they leave this meeting.

You can change this option during a meeting.

---

## F

**full meeting room** A web meeting room configuration. The full meeting room displays the participant list along with the Share pod, where you can share and annotate content on your computer, the Chat pod and the Note pod. Specific features available to each participant depend on the [permission level](#) of that participant.

---

## G

**guest user** A user who does not have a Cisco Unified MeetingPlace Express [profile](#), or who does not log in to a meeting or the Cisco Unified MeetingPlace Express system with their Cisco Unified MeetingPlace Express username (or [phone profile number](#)) and password.

---

## I

**immediate meeting** A meeting that is scheduled to start immediately. Any [profiled user](#) can schedule immediate meetings via a web browser. Compare to [reservationless meeting](#).

---

## M

**meeting ID** The number that uniquely identifies a meeting for the date, time, and duration for which it is scheduled. Can be up to 17 alphanumeric characters long and cannot contain spaces.

If you are scheduling a recurring meeting, this value must be available as a unique meeting ID for all recurrences of the meeting.

**moderator**



One of three permission levels in the Cisco Unified MeetingPlace Express web meeting room.

A participant who has moderator privileges can perform all activities in the web meeting room. By default, all participants who enter a meeting with their Cisco Unified MeetingPlace Express profile (that is, who enter their Cisco Unified MeetingPlace Express [username](#) and password) have moderator privileges.

---

## N

**Note pod** A pod in the [full meeting room](#) where meeting participants can write notes that will be seen by everyone in the meeting.

**notification** An e-mailed invitation that you receive when someone invites you to a meeting. You also receive an invitation for meetings that you schedule. Invitations are not sent for reservationless meetings.

If a meeting includes the full meeting room, the term “notification” can also refer to the pop-up notifier that a participant sees if he is viewing the Share pod full screen, has enabled chat notifications, and receives a text message.

---

**O**

**outdial** When Cisco Unified MeetingPlace Express calls you (or another person) at either the telephone number in your profile or at a telephone number that you provide when you make the request.

Depending on settings that the system administrator makes, not all users may have Cisco Unified MeetingPlace Express dial out to them.

**owner** Usually the owner of a meeting is the meeting scheduler. However, if a [delegate](#) schedules a meeting on behalf of another user, that user is the owner of the meeting, even though the delegate is the meeting scheduler.

---

**P**

**participant list** The list of participants that appears in the web meeting room. On the Cisco Unified IP Phone, similar information is called the roster. Participant list also refers to a web meeting room configuration for meetings that do not require participants to share content, chat, or create notes.

**Participant List pod** A section of the web meeting room that displays the list of participants along with access to several user features.

**permission level** Determines the privileges that each meeting participant has inside the web meeting room only (but not in other areas of Cisco Unified MeetingPlace Express.) Permission levels are: [audience](#), [presenter](#), and [moderator](#).

**phone profile number** The user ID that uniquely identifies you when you log in via telephone.

**pod** One of the following four functional areas in the web meeting room: [Participant List pod](#) (full meeting room and Participant List only configurations); [Chat pod](#) (full meeting room configuration only); [Note pod](#) (full meeting room configuration only); [Share pod](#) (full meeting room and [share-only meeting room](#) configurations).

**presenter**

One of three permission levels in the web meeting room. A participant with presenter permissions has more privileges than a participant with audience permission, but fewer privileges than a participant with moderator permissions. In the full meeting room, presenters can control shared content, post notes, control the chat feature, and use all features that are available to participants with audience permissions.

In a share-only meeting initiated by Cisco Unified Personal Communicator, presenters can share content, control their personal viewing experience, and view shared content.

Guest users enter meetings with presenter permissions by default. The presenter permission level has no practical use in Cisco Unified MeetingPlace Express meetings that do not include sharing functionality.

**profile**

Some, most, or all people in an organization have a Cisco Unified MeetingPlace Express profile. This profile contains information such as a user ID and password, contact information, and privileges.

When you log in to Cisco Unified MeetingPlace Express using the user ID and password that are defined in your profile, you have access to all of the functions that are available to profiled users, minus any functions to which your system administrator has restricted your access.

**profiled user**

A person who has a profile defined in Cisco Unified MeetingPlace Express.

**published meeting**

A meeting that is publicly available when users perform a search on the Find Meetings page. If a meeting is not “published” its meeting details are only available for the meeting scheduler, the meeting owner (if the scheduler was a delegate), any attendants, system administrators, and meeting invitees.

By default, all reservationless meetings are published meetings.

**Note** Anyone can find any meeting, even if the meeting is not published, if they know the meeting ID.

---

## R

<b>recurring meeting</b>	A series of meetings that occurs according to a regular pattern; for example, daily or every third week.
<b>reservationless meeting</b>	A meeting that you do not schedule in advance.
<b>reservationless meeting ID</b>	The meeting ID of a reservationless meeting is always the same as the <a href="#">phone profile number</a> of the meeting owner.
<b>roster</b>	The list of participants that <a href="#">Cisco Unified MeetingPlace Express Phone View</a> displays on your Cisco Unified IP Phone.

---

## S

<b>Schedule meeting on behalf of</b>	A scheduling parameter. Contains the <a href="#">usernames</a> of all of the people who have identified you as a <a href="#">delegate</a> , or for whom the system administrator has designated you as delegate. Only appears if you are authorized to schedule meetings for another user.
<b>scheduler</b>	The person who schedules the meeting. Usually, the meeting scheduler is the meeting <a href="#">owner</a> ; however, if a <a href="#">delegate</a> schedules the meeting on behalf of another user, the delegate is the scheduler.
<b>screen sharing</b>	When a <a href="#">presenter</a> or <a href="#">moderator</a> demonstrates an application, or displays a document or desktop to all participants in a web meeting room.
<b>Share pod</b>	A <a href="#">pod</a> in the <a href="#">full meeting room</a> or <a href="#">share-only meeting room</a> where meeting participants can share an application or display a document or desktop to all participants.  Annotations on shared content appear on a transparent overlay. This means that the original files are not altered during the annotation process.
<b>share-only meeting</b>	A Cisco Unified MeetingPlace Express web meeting launched by a user from their Cisco Unified Personal Communicator application.

- softkey** On a Cisco Unified IP Phone, one of the buttons directly below the screen of the phone. The function of each softkey appears at the bottom of the screen, just above each button. The function of each key can change depending on the screen that you are viewing.
- System Manager** A system administrator of your Cisco Unified MeetingPlace Express system.

---

## U

- user class** Determines what a [profiled user](#) can see and do in the Cisco Unified MeetingPlace Express system and when attending meetings. User classes are: profiled user, [guest user](#), [delegate](#), [attendant](#), and [System Manager](#).
- user ID** Every [profiled user](#) has two user IDs: a [phone profile number](#) and a web [username](#).
- username** The name that you use to log in to Cisco Unified MeetingPlace Express via a web browser.

---

## V

- video meeting** The part of a meeting that you participate in via your video endpoint. Audio and video are merged for a participant who uses a video endpoint. A meeting usually also has an associated [web meeting](#).
- video type** A video type describes the video characteristics that will be used for the meeting. Be sure to select a video type that is compatible with video endpoints that will be calling into the meeting. The video type controls the video compression method (codec, H.263 or h.264) that will be used for the meeting, as well as the minimum and maximum video bit rate that will be allowed.
- The video types you may select and their characteristics are configured by the system administrator.
- voice meeting** The part of a meeting that you participate in via your telephone. A meeting usually also has an associated [web meeting](#).



---

## W

- waiting room** When meeting participants arrive in a [reservationless meeting](#) before the meeting begins, they must wait in a waiting room until the meeting starts.
- web meeting** The part of a meeting that is visible in the web meeting room. A web meeting usually has an associated [voice meeting](#) and [video meeting](#).
- web meeting room** The part of a Cisco Unified MeetingPlace Express meeting that you see when you join a meeting through a web browser.

