



CHAPTER 4

Using Meeting Manager

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Cisco TelePresence meetings are scheduled between two meeting rooms. Problems occur when it is detected that only one one-button-to-push meeting was scheduled in Microsoft Outlook or more than two meeting rooms have been scheduled. Cisco TelePresence Manager provides a Meeting Manager window where you can take steps to correct these problems. The link to the Meeting Manager window is embedded in the e-mail notification that is sent to the person who scheduled the meeting.

When the meeting starting time has passed, a single status window is displayed with the following message:

The meeting has already begun (its scheduled starting time has passed). No modification action is allowed.

Figure 4-1 **Expired Meeting Window**

The screenshot shows the Cisco TelePresence Manager interface. At the top, there's a header with the Cisco Systems logo and the text "Cisco TelePresence Manager". To the right of the header, it says "santoriuser4 | Logout | Help | About". Below the header, there's a section titled "Meeting Manager". Under this section, a message reads: "Meeting Manager helps automate Cisco TelePresence calls by reviewing your meeting request and presetting the appropriate equipment to launch your Cisco TelePresence experience with "One-Button-to-Push."". Below this message is a table with the following information:

Scheduled Start Time:	Thursday, September 14, 2006 3:30:00 PM (GMT -7)	
Scheduled End Time:	Thursday, September 14, 2006 4:00:00 PM (GMT -7)	
Subject:	Test to see if I can kill cca	
Scheduler:	santoriuser4 (santoriuser4@devtest.com)	
Rooms:	Room Name	Phone Number to Dial
	tsbu.tbuser1	
Privacy Preference:	☒ Display meeting information on room phone ☐ Do not display	
Status:	No Show	
Condition:	One Cisco TelePresence room and opne phone number scheduled.	

Below the table, a red message states: "The meeting has already begun (its scheduled start time has passed). No modification action is allowed."

If the scheduled time for the meeting has not passed, the Meeting Manager displays an additional window that aids you in resolving the problem with the meeting.

Figure 4-2 Meeting Manager Problem Resolution Windows

The screenshot shows the Cisco TelePresence Manager web interface. The top navigation bar includes the Cisco Systems logo, the product name "Cisco TelePresence Manager", and user information "santoriuser4 | Logout | Help | About". The main heading is "Meeting Manager". Below this, a message states: "Meeting Manager helps automate Cisco TelePresence calls by reviewing your meeting request and presetting the appropriate equipment to launch your Cisco TelePresence experience with 'One-Button-to-Push.'" A sub-message reads: "The following meeting was reviewed and could not be auto assisted for the reason listed below:"

The meeting details are as follows:

- Series:** ☒ Series. Daily, occurs every day, effective 09/14/2006, for 2 occurrences from 08:00 PM to 08:30 PM (GMT -7).
- Single Occurrence:** ☐ Single Occurrence. Scheduled Start Time: Thursday, September 14, 2006 8:00:00 PM (GMT -7). Scheduled End Time: Thursday, September 14, 2006 8:30:00 PM (GMT -7). A "Select Instance" button is present.
- Subject:** Updated: Modify recurring - change subject
- Scheduler:** santoriuser4 (santoriuser4@devtest.com)
- Rooms:** A table with two columns: "Room Name" and "Phone Number to Dial". The first row contains "tcbu.tbuser2".
- Privacy Preference:** ☒ Display meeting information on room phone. ☐ Do not display
- Status:** With Error
- Condition:** Only one Cisco TelePresence room.

Below the details, a message says: "To correct this error condition, choose one of the following options:"

Two options are listed:

- Fix using Microsoft Outlook:** Add a second Cisco TelePresence room to your meeting using your Microsoft Outlook calendar application.
- Fix using Cisco Telepresence Manager:** ☒ Enable auto launch. Enter the phone number to dial: [text input field]. ☐ Disable auto launch

At the bottom right are "Apply" and "Reset" buttons.

If the meeting was scheduled as a series, first select either the Series radio button to indicate that you want to revise the entire meeting series or the Single Occurrence radio button to revise just one occurrence of the meetings. When you click the Single Occurrence radio button, you must further select which meeting to revise by clicking Select Instance. A popup calendar appears with the scheduled meetings highlighted. Click the date to select the single-occurrence meeting you want to correct.

Table 4-1 and Table 4-2 describe the information and features available from the windows.

Table 4-1 Meeting Manager Status Window

Field	Description or Settings
Subject	Displays information provided about the meeting. You can hover the mouse over the Subject field to see the full description.
Scheduler	Login name of the person who scheduled the meeting.
Rooms	Meeting room name, which is also a link to the Cisco TelePresence System Administration application where information can be reviewed and revised. A field is provided for entering the meeting room telephone number.
Privacy Preference	Radio buttons indicate whether information about an upcoming meeting will be displayed on the room's IP phone. - Click the Display meeting information on room phone radio button to allow the display of information. - Click the Do not display radio button to preserve meeting privacy.
Status	Meeting status.
Condition	Cause of the problem.

Table 4-2 Meeting Manager Solution Window

Field	Description or Settings
Fix using Microsoft Outlook	Message instructing you to open Microsoft Outlook and correct the meeting setup by adding or deleting rooms so that only two rooms are scheduled to be connected to each other in a given meeting.
Fix using Cisco TelePresence Manager	Provides a radio button that allows you to use the current meeting settings, as follows: • Enable Auto Launch. Click this button and then enter the phone number to dial in the box provided. • Disable Auto Launch. Click this button to select that no phone number will be associated with the meeting and no call will be made.

To register new or modified settings, click **Apply**.

**Note**

Before clicking the Apply button, check that the appropriate radio button is selected for a meeting scheduled as a series. Changes will be applied either to the entire series or to a selected instance of the meeting.

To restore the original settings, click **Reset**.

