



## CHAPTER 5

# Using Web Conferencing With Cisco Unified Personal Communicator

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- [Web Conferencing, page 5-1](#)
- [Adding Web Conferencing and Web Participants to Conversations, page 5-2](#)
- [Controlling Web Conferencing Window Launch, page 5-3](#)
- [Working With Web Conferencing Sessions In Progress, page 5-4](#)
- [Comparison with Full Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express Web Meetings, page 5-5](#)

## Web Conferencing

If your company offers web conferencing, you can add it to your conversations. Your system administrator determines the web conferencing tool that is launched from your Cisco Unified Personal Communicator. Depending on your profile settings and software version, your web conference application can be Cisco Unified MeetingPlace, Cisco Unified MeetingPlace Express or Cisco WebEx.

Web conferencing enables you to display documents and applications on your computer for other participants to see. All participants can draw or write on a whiteboard or transparent overlay over the content you share, leaving your originals intact.

If you are familiar with Cisco Unified MeetingPlace Express web meetings or Cisco Unified MeetingPlace Web Conferencing, see [Comparison with Full Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express Web Meetings, page 5-5](#).

## Adding Web Conferencing and Web Participants to Conversations

Participants in the conversation who are using Cisco Unified Personal Communicator are automatically invited to join the web conference.

### Procedure

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- Step 1** Verify you are set up to use web conferencing. See [Setting Up Web Conferencing, page 1-6](#).
- Step 2** Click the **Start Web Conferencing** icon in the active [conversation window](#).
- Step 3** Enter the username and password you use for your web conferencing application if prompted.
- Step 4** If some participants in the conversation are not using Cisco Unified Personal Communicator, or if additional participants join the conversation and do not see the web conference:
  - a. Click the **Invite Participants** button in the active conversation window.
  - b. Click **Send e-mail**.
  - c. Add the email addresses of the participants who need to join the web conference.
  - d. Send the email.
  - e. Tell recipients to click the link in the email message you are sending.
  - f. Close the **Invite Participants** window.

The web conferencing window opens on your screen and on the screens of all conversation participants using Cisco Unified Personal Communicator. This may take a moment.

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**Related Topics**

- [Working With Web Conferencing Sessions In Progress](#), page 5-4
- [How to Solve Problems with Web Conferencing](#), page 9-20

## Controlling Web Conferencing Window Launch

The web conferencing window can open automatically on your computer when another participant adds web conferencing to a call, instead of prompting you each time.

**Procedure**

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- |               |                                                              |
|---------------|--------------------------------------------------------------|
| <b>Step 1</b> | Choose <b>File &gt; Preferences</b> .                        |
| <b>Step 2</b> | Click <b>Profile</b> .                                       |
| <b>Step 3</b> | Check <b>Automatically launch incoming web conferences</b> . |
| <b>Step 4</b> | Click <b>OK</b> .                                            |
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# Working With Web Conferencing Sessions In Progress

## Procedure

| To                                                                                                                                                                                                                              | Do This                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get help with web conferencing                                                                                                                                                                                                  | <p>During the conference:</p> <ul style="list-style-type: none"> <li>Choose the appropriate option from the <b>Help</b> menu from the menu bar at the top of the web conferencing window.</li> </ul>                                                                                                                                              |
| Allow additional people to join the web conference                                                                                                                                                                              | See <a href="#">Adding Web Conferencing and Web Participants to Conversations</a> , page 5-2.                                                                                                                                                                                                                                                     |
| <p>Reopen the web conferencing window of a session in progress if you have closed the browser window.</p> <p>The <b>Rejoin</b> function is not supported in a Cisco WebEx meeting. You must start the web conference again.</p> | <p>Click the <b>Rejoin Conference</b> button in the active <a href="#">conversation window</a>.</p> <p><b>Note</b> Do not add web conferencing again using the method in <a href="#">Adding Web Conferencing and Web Participants to Conversations</a>, page 5-2. If you do this, participants may be in different web conferencing sessions.</p> |
| End a web conferencing session                                                                                                                                                                                                  | <p>Click the <b>End Conference</b> button in the active conversation window. Only the person who added web conferencing can do this.</p> <p>Cisco WebEx users can also end the web conference by closing the browser window.</p> <p><b>Note</b> Ending the phone conversation does not end the web conferencing session.</p>                      |

## Related Topics

- [How to Solve Problems with Web Conferencing](#), page 9-20

# Comparison with Full Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express Web Meetings

**Note**

Information in this section is useful only to people who are familiar with Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web Conferencing.

Web conferences that you add to Cisco Unified Personal Communicator conversations include a subset of the functionality that is available in web meetings that you initiate from Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web Conferencing.

Web conferences that you add to Cisco Unified Personal Communicator conversations always have the following characteristics:

- Only sharing, annotating, and whiteboarding features and connection- and screen-management functions are available. Participant list, dialing, and chat features are available through the Cisco Unified Personal Communicator application.
- No Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace password or [profile](#) is required to participate, but you may need a profile in order to add web conferencing.
- People can join these web conferences only through a Cisco Unified Personal Communicator conversation or a URL from the conversation. People cannot find or join these web conferences through the Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace web pages or service on Cisco Unified IP Phones.
- All participants in the conference, including the initiator of the web conference, have at least Presenter privileges.
- There are no meeting notifications for these conferences.
- Your Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace profile settings do not apply to web conferences that you add through Cisco Unified Personal Communicator. However, if your company charges conferences you initiate to a billing code specified in your profile, this setting does apply.
- You do not need to schedule these conferences in advance.

- The language of the web conference is always the language of the initiator of the conference. The web conferencing feature is available in a different set of languages than are available in the rest of the Cisco Unified Personal Communicator application. If the language of the initiator is not available, English displays.

If you require full Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web conferencing functionality, and you have a profile in one of those applications, consider starting your conference from the web conferencing application directly instead of from Cisco Unified Personal Communicator.

For more information, see the online Help in Cisco Unified MeetingPlace Express or Cisco Unified MeetingPlace Web Conferencing, or the documentation listed for the relevant product in [Where to Find More Documentation](#), page 1-15.

## Differences Between Cisco Unified MeetingPlace and Cisco WebEx Web Meetings

Your administrator determines your web conferencing environment. For those of you familiar with Cisco Unified MeetingPlace, the following are some key relevant differences between these two meeting environments.

**Table 5-1** *Differences Between Web Conference Applications*

| <b>Web Conference Features</b> | <b>Cisco Unified MeetingPlace Web Meeting</b>                                                                                                                                                                                                                                                                                                            | <b>Cisco WebEx Web Meeting</b>                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permission model               | <p>Participants are assigned permissions according to their status as profiled or guest users and the meeting template used.</p> <p>Moderator has full control of meeting including audio controls.</p> <p>Presenter can share at any time.</p> <p>Audience can speak, view only.</p> <p>Multiple hosts and presenters are allowed within a meeting.</p> | <p>The meeting host starts the meeting as the presenter by default. The host can then pass these permissions to another user.</p> <p>Host has full control of meeting including sharing and audio controls.</p> <p>Presenter can share when granted permission.</p> <p>Attendees can speak, view only.</p> <p>Only one host and one presenter are allowed at any time.</p> |
| Meeting templates              | Offers many-to-many collaborative-style meetings and one-to-many webinar-style meetings.                                                                                                                                                                                                                                                                 | Offers one-to-many webinar-style meetings.                                                                                                                                                                                                                                                                                                                                 |
| Initial meeting entry          | Participants can join web meeting before Moderator joins.                                                                                                                                                                                                                                                                                                | <p>For general meetings, participants can join web meeting before Moderator joins.</p> <p>For meetings with end-to-end encryption (E2E meetings), the host must join the web conference before others can join the web portion.</p>                                                                                                                                        |

**Table 5-1** *Differences Between Web Conference Applications*

| <b>Web Conference Features</b> | <b>Cisco Unified MeetingPlace Web Meeting</b>                                                                                                                                                                                                                                                                             | <b>Cisco WebEx Web Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sharing                        | <p>Moderators and presenters can share at any time</p> <p>Multiple people can share at the same time.</p> <p>Moderated Q&amp;A, Presenter only area available.</p> <p>Supports dual monitor setups.</p> <p>Supports sharing from Windows and Mac OS machines.</p> <p>Supports viewing from Linux &amp; Unix machines.</p> | <p>Only the Host can start sharing. The host must pass the Cisco WebEx ball to others in the meeting to share. If the host does not attend the meeting, an alternate host must be assigned when the meeting is scheduled, or the alternate host must enter the alternate host key to start sharing.</p> <p>Only one person can share at any time.</p> <p>Supports single monitor only.</p> <p>Supports sharing from Windows, MAC, Linux &amp; Unix machines.</p> |

**Table 5-1** *Differences Between Web Conference Applications*

| <b>Web Conference Features</b>    | <b>Cisco Unified MeetingPlace Web Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Cisco WebEx Web Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In-session participant management | <p>Moderator can mute and un-mute self and others, individuals can mute and un-mute themselves anytime. Unmute all is not available. Caller ID is displayed for guests who dial in. Moderator can turn individual speaker ability on or off. Users can lock and unlock the meeting via both audio and web interface. Moderator can merge participants who dial in and log in to the web separately. Moderator can move audience and listeners to the waiting room from the web.</p> | <p>Host can mute self and others; once muted by the host, individuals cannot unmute themselves. Attendees can mute and unmute themselves anytime. Host can unmute all. Guests who dial in will be identified as Call In User 1, Call In User 2 and so on. Host turns individual speaker ability on or off via the Unmute/Mute button. Lock meeting from web locks both web and audio. Lock meeting from audio locks only the audio meeting.</p> |
| Layout management                 | <p>Flexible layouts; collaborative, presentation and Webinar templates are available. Users can create custom templates. Layout changes during the meeting affect all users (option to allow Full Screen button to affect individuals only).</p>                                                                                                                                                                                                                                    | <p>Fixed layout, no changes allowed. Custom templates are not available. Full screen view can be driven by host but individual can control display size.</p>                                                                                                                                                                                                                                                                                    |

**Table 5-1** *Differences Between Web Conference Applications*

| <b>Web Conference Features</b> | <b>Cisco Unified MeetingPlace Web Meeting</b>                                                                                                                                                                                                                                         | <b>Cisco WebEx Web Meeting</b>                                                                                                                                                                                                                                                                                                  |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Video                          | <p>Video is shown in a separate window in the meeting room.</p> <p>Users can outdial to standard video endpoints from the web.</p> <p>Users can pause or change video layouts (active speaker/continuous presence) from the web.</p> <p>Integrated webcam video is not available.</p> | <p>Video is shown directly in the web conferencing window.</p> <p>Meeting hosts can share video directly from web cameras on their computers.</p> <p>Webcam video is available, but does not interoperate with standard endpoints.</p> <p>Webcam video is available and allows video usage inside and outside the firewall.</p> |
| Meeting termination            | <p>Meeting automatically extends as long as two participants remain in the meeting. Moderator can join and leave the meeting at any time.</p> <p>Individuals can remain on audio even after they leave the web session.</p>                                                           | <p>Meeting ends when the host leaves, but there is an option for the host to transfer host permission to another attendee for the meeting to continue.</p> <p>Individuals leave the meeting (audio as well) once the web session is closed.</p>                                                                                 |