

CHAPTER 7

# **Controlling Who Is In Your Cisco Unified MeetingPlace Express Meeting**

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# **How to Lock Your Meeting**

While a meeting is in progress, you can control access to it by locking the virtual web meeting room. This means that subsequent arrivals cannot enter the meeting, or must request permission to enter.

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## **Tips About Locking Your Meeting**

In most cases, locking a meeting through any method applies to all meeting components: voice, video and web. However, there are some exceptions.

- If you lock the meeting from inside the web meeting room before anyone has joined the voice or video meeting, the web meeting is **not** locked. You will have to unlock and relock the meeting after someone has joined the voice or video meeting.
- You cannot prevent people from requesting entry to the voice meeting.
- Since a breakout session is a voice feature, you cannot lock it from within the web meeting room.
- If you lock the meeting by using your telephone or the Cisco Unified MeetingPlace Express Phone View on your Cisco Unified IP Phone, you cannot prevent people from requesting entry. You also cannot specify the message that new arrivals hear or see when they attempt to join the meeting.

You can mix and match the methods you use to perform various actions, as long as the method you use can perform the feature that you want to use. For example, you can use the feature in the web meeting room to lock the meeting, and admit participants by using your telephone keypad.

### Locking a Meeting from the Web Meeting Room

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Tip

You can also lock your meeting by pressing **#41** on your telephone keypad.

#### **Before You Begin**

- You must be in the web meeting room.
- You must be a moderator.

#### Procedure

- **Step 1** Locate the menu bar.
- Step 2 Choose Meeting > Lock Meeting.
- **Step 3** Perform one of the following actions:

То	Do This	
Selectively admit participants.	Check <b>Incoming participants can</b> request entry.	
	You will see a message on your screen when a participant requests entry.	
Restrict participants from requesting entry.	Uncheck <b>Incoming participants can</b> <b>request entry</b> . New participants cannot request entry to the web meeting until you unlock the meeting.	
	<b>Note</b> Participants entering the voice meeting can still request entry.	

- Step 4(Optional) Modify the default message that new arrivals will see and click Set As<br/>Default Message.
- Step 5 Click OK.

### **Troubleshooting Tips**

If your meeting is currently locked, choose **Meeting > Lock Meeting** again to unlock it.

### **Related Topics**

For a quick list of commands you can initiate by telephone during a meeting, see the *Telephone Commands for Cisco Unified MeetingPlace Express* at: http://www.cisco.com/en/US/products/ps6533/products\_user\_guide\_list.html.

### Locking a Meeting by Using Your Cisco Unified IP Phone

### **Before You Begin**

• You must have the Cisco Unified MeetingPlace Express Phone View installed on your Cisco Unified IP Phone.

- You must be the meeting owner.
- Complete the "Viewing Meeting Details On Your Cisco Unified IP Phone" section on page 14-6 for the meeting that you want to lock.

#### Procedure

Step 1	Press the <b>Lock</b> softkey.		
	If you do not see a Lock softkey, press more.		
Step 2	Read the screen that appears, then press Lock again.		

#### **Troubleshooting Tips**

If your meeting is currently locked, press the Unlock softkey again to unlock it.

#### **Related Topics**

• Handling Requests for Entry to a Locked Meeting, page 7-4.

### Handling Requests for Entry to a Locked Meeting

A person who dials in to a meeting that is locked can request entry to the meeting. You can accept or deny that request from both the telephone and the web meeting room.

- From the telephone, if you do not want to admit the person who is requesting entry simply ignore the request.
- To admit the person from your telephone keypad, press **#42** and follow any prompts that you hear.
- From the web meeting room, you will see entry requests at the top and bottom of your web meeting room window.

#### **Before You Begin**

You must be the person who locked the meeting.

#### Procedure

When you see an entry request 🖄 , perform one of the following actions:

То	Do This
Scroll through multiple requests.	Click the arrows in your notification to view the names of the people who are requesting entry.
Admit a person into the meeting.	Click Accept.
Deny entry and notify the requestor.	Click Decline.
Close a notification and decline the request.	Close the notification by clicking the X in the top corner.
Unlock the meeting and admit all new arrivals.	Choose <b>Meeting &gt; Lock Meeting</b> from the web meeting room menu bar.

#### **Troubleshooting Tips**

If you have the Cisco Unified MeetingPlace Express Add-in installed, multiple notifications will stack up at the bottom of your screen. You can respond to each individually.

#### **Related Topics**

For a quick list of commands you can initiate by telephone during a meeting, see the *Telephone Commands for Cisco Unified MeetingPlace Express* at: http://www.cisco.com/en/US/products/ps6533/products\_user\_guide\_list.html.

### **Changing the Locked Meeting Message and Options**

When people try to join a web meeting that is locked, they see a message that you can specify. You can also specify whether or not to allow new arrivals to request entry to the meeting.

#### **Before You Begin**

- You must be the person who locked the meeting.
- You must be in the web meeting room.

#### Procedure

Step 1 Loc	ate the	menu	bar.
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- Step 2 Roll your mouse over the locked-meeting icon on the right
- **Step 3** Click the appropriate link to make any of the following changes:
  - Allow or disallow new arrivals to request entry.
  - Change the message that new arrivals see.
  - Unlock the meeting to remove the entry restriction.

# **How to Remove Participants from Your Meeting**

Besides locking your meeting to prevent future access, you can also remove participants who are already in your meeting.

- Removing Participants from the Web Meeting Room, page 7-6
- Removing a Participant from Your Cisco Unified IP Phone, page 7-7

### **Removing Participants from the Web Meeting Room**

Removing a participant from the web meeting room removes that participant from all components of the meeting unless the participant dialed in separately to join the voice or video component. In this case, the participant may appear twice in the participant list, and you must remove each instance of that participant separately.



You can also remove the most recent person who joined by pressing **#43** on your telephone keypad.

#### **Before You Begin**

You must be a moderator.

#### Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Click the name of the participant that you want to remove.
  - Windows users: Press Ctrl on your keyboard then click to select multiple participants.
  - Mac users: Press command on your keyboard then click to select multiple participants.



Make sure that you have selected all instances of the participant that you want to remove since participants may appear as separate web participants and voice or video participants.

- Step 3 Click **Step 3** Click **Step 3** Click **Step 3** Click **Step 3** Step 3 Click **Step 3** Step 3 Ste
- **Step 4** (Optional) Lock the meeting to prevent the removed participant from reentering the meeting.

#### **Related Topics**

• How to Lock Your Meeting, page 7-1

### **Removing a Participant from Your Cisco Unified IP Phone**

#### **Before You Begin**

- You must have the Cisco Unified MeetingPlace Express Phone View installed on your Cisco Unified IP Phone.
- You must be the meeting owner.
- Complete the "Viewing Participant Lists and Details On Your Cisco Unified IP Phone" section on page 14-7 for the participant you want to remove.

#### Procedure

**Step 1** Press the **Drop softkey**.

- **Step 2** Read the message that appears on the phone screen.
- **Step 3** Press **Close** to return to the roster.
- **Step 4** (Optional) Lock the meeting to prevent the removed participant from reentering the meeting.

#### **Related Topics**

• How to Lock Your Meeting, page 7-1