

CHAPTER 8

# Managing Your Cisco Unified MeetingPlace Express Meeting

You must a moderator or presenter to complete any of these tasks.

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# **Resizing a Pod Area**

The full meeting room has four pod areas: Participant List pod, Share pod, Chat pod, and Note pod. Follow this procedure to resize any of these areas for better viewing.

## **Before You Begin**

You must be a moderator or presenter.

## Procedure

**Step 1** Determine which pod you want to resize.

**Step 2** Click in the top right corner to maximize or restore the size of the pod.

# Muting and Unmuting Participants from the Web Meeting Room

Muting a participant during a meeting affects sounds coming from their phone or video endpoint.

# **Before You Begin**

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

## Procedure

**Step 1** Locate the Participant List pod.

**Step 2** Choose the participants that you want to mute:

То	Do This
Mute a single participant.	Click the name of the participant.
Mute multiple participants.	Windows users: Press Ctrl on your keyboard then click the names of the participants that you want to mute. Mac users: Press Command on your keyboard instead of Ctrl.
Mute all participants.	<ol> <li>Click &gt; Select All.</li> <li>Ctrl-click or Command-click those participants you want to deselect, such as yourself and web-only participants.</li> </ol>

Step 3 Click

**Step 4** Click **The Step 4** Click **Click Click Step 4** Click **Click Step 4** Click **Step 4** Click **Click Step 4** Click **Step 4** Click

**Step 5** Click elsewhere on the screen to hide the volume slider.

Selected participants appear as muted in the participant list.

# **Related Topics**

• Muting and Unmuting a Participant from Your Cisco Unified IP Phone, page 8-3

# Muting and Unmuting a Participant from Your Cisco Unified IP Phone

# **Before You Begin**

- You must be the meeting owner.
- You must be in the web meeting room.

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

## Procedure

То	Do This
Mute a participant.	Press the <b>Mute</b> softkey.
Uunmute a participant.	Press the <b>Unmute</b> softkey.
Return to the roster.	Press the <b>Close</b> softkey.

## **Troubleshooting Tips**

You can only mute or unmute yourself if you joined the voice meeting as a profiled user by using your Cisco Unified IP Phone.

## **Related Topics**

• Muting and Unmuting Participants from the Web Meeting Room, page 8-2

# **Changing the Volume of Individual Participants**

You can modify the volume coming from the phone or video endpoints of other participants. All participants hear the change.

### **Before You Begin**

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

### Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Choose the participant whose volume you want to change.

То	Do This
Choose yourself.	Click your name.
Choose a single participant.	Click the name of the participant.
Choose multiple participants.	Windows users: Press Ctrl on your keyboard then click the names of participants.
	Mac users: Press Command instead of Ctrl.
Choose all participants.	Click Select All.

 Step 3
 Click 
 Image: and adjust the volume slider.

**Step 4** Click elsewhere on the screen to hide the volume slider.

# **Enabling Private Chat for the Audience**

The web meeting room includes an integrated chat window. The default privileges allow users with audience permissions to send messages to either everyone or to presenters only. They cannot chat privately with other audience participants.

Use this procedure to allow participants with audience permissions to chat privately with one another.

# **Before You Begin**

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

# Procedure

**Step 1** Locate the Chat pod.

Click 🌆

Step 2

> Enable Private Chat for Audience to set a checkmark beside it.

# Merging Two Instances of a Participant in the Participant List

The participant list in the web meeting room ideally displays the name of each participant only once. If a participant joins both the web meeting and the voice or video meeting as a profiled user, the two entries are automatically merged.

However, if the participant joins either or both meetings as a guest user, the participant will appear twice in the participant list. If this occurs, combine the listings into a single entry by following this procedure.

# **Before You Begin**

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

# Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Click the web entry of the participant whom you want to merge.
- Step 3 Press Ctrl on your keyboard then click the telephone entry of the same user.



Mac users: Use Command-click whenever the instructions call for a control-click.

### Step 4

Click **to merge the two entries**.

# Changing the Permission Level of Participants in the Web Meeting Room

Each participant enters a Cisco Unified MeetingPlace Express meeting with one of the following permission levels: moderator, presenter, or audience.

If you are a moderator, you can change the permission level of any participant at any time during a meeting. For example, to minimize the actions available to participants in a meeting, you can set their permission level to audience.

Selecting multiple participants at once changes the permission level of all participants to the same level.

# **Before You Begin**

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

# Procedure

**Step 1** Locate the Participant List pod.

Step 2 Choose your participants:

То	Do This
Choose one participant.	Click the name of that participant.
Choose several participants.	Windows users: Press Ctrl then click the names of the participants to change. Mac users: Press Command instead of Ctrl.
Choose all participants.	<ol> <li>Click &gt; Select All.</li> <li>Ctrl-click or Command-click your own name to deselect yourself.</li> </ol>

# Step 3



**Step 4** Choose the new permission level.

# **Renaming Participants in the Web Meeting Room**

If you are a moderator, you can change the names that appear in the participant list. For example, you can specify a conference room, a location, or a company instead of an individual person. You can also properly identify someone who dials in as a guest user.

The participant is renamed only for the duration of the current meeting.

### **Before You Begin**

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

### Procedure

Step 1	Locate the Participant List pod.
Step 2	Click an entry.
Step 3	Click 📷 > Rename Participant.
Step 4	Enter the new name.
Step 5	Click OK.

# **Changing Your View of the Web Meeting Room**

As a moderator, you can change your view of the web meeting room so that you can see what participants with presenter and audience permissions can see.

#### **Before You Begin**

• You must be a moderator.

• You must be in the web meeting room.

## Procedure

То	Do This
See how presenters see the web meeting room.	Choose View > Presenter View.
See how audience see the web meeting room.	Choose View > Audience View.
Return to moderator view.	Choose View > Moderator View.
	Note You can only return to moderator view if you are the meeting owner. If you are not the meeting owner, ask another moderator in the meeting to reinstate you as a moderator.

### **Related Topics**

• Seeing How Other Users See Your Shared Content, page 9-11

# Setting the Screen Resolution of the Web Meeting Room

Moderators can set the screen resolution at which all participants view the web meeting room. Change this setting only if participants cannot properly view the default web meeting room.

# **Before You Begin**

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

## Procedure

1	Choose Meeting > Room Screen Resolution, then choose an option.
	Choose a smaller resolution if participants are experiencing bandwidth problems. A web meeting room set at 640x480 generates less than a third of the network traffic of 1280x1024.
2	(Optional) If you chose <b>Custom</b> , enter a width and height.
3	Click <b>OK</b> .

# **Breaking Out from the Main Meeting**

A breakout session is a meeting within a meeting. It is voice and video only. This feature is useful if you want to meet privately with other participants during the larger meeting to, for example, take a discussion offline and return to the main meeting with a decision. Any participant in a meeting can start or join a breakout session.



You cannot record a breakout session. Only the main meeting room can be recorded.

# **Before You Begin**

- Decide, with other participants, the number of your breakout session (between 1 and 9).
- Make sure that you are in the web meeting room.

# Procedure

- **Step 1** Press **#1**, then follow the instructions that you hear.
- **Step 2** Press **#10** to leave the breakout session and return to the main meeting.

# **Troubleshooting Tips**

Any participant in a breakout session can lock that session by pressing **#41** on their telephone keypad. Once a session is locked, you cannot selectively admit participants and participants cannot request entry. Participants who try to join a locked breakout session will automatically be returned to the main meeting.

To allow new participants to join your breakout session, unlock the session by pressing **#41** again.

# **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.