



CHAPTER 6

Controlling Your Personal Cisco Unified MeetingPlace Express Meeting Experience

- [Muting Your Voice, page 6-1](#)
- [Turning Off Your Video Display, page 6-2](#)
- [Displaying the Web Meeting Room as Full Screen, page 6-3](#)
- [Displaying Shared Content on the Entire Screen, page 6-4](#)
- [Enlarging Shared Content to Make it Easier to See, page 6-5](#)
- [Disabling Pop-up Chat Notifications, page 6-6](#)
- [Changing Your Meeting Language from the Web, page 6-7](#)
- [Leaving the Web Meeting Room, page 6-8](#)

Muting Your Voice

From inside the web meeting room, you can mute your audio transmission so that others cannot hear you or any background noise in your environment. If you are attending your meeting through a video endpoint, this procedure will mute the audio on your video endpoint.

Before You Begin

You must be in the web meeting room.

**Note**

Participants in a [share-only meeting](#) can mute and unmute themselves from inside the voice or video component of their Cisco Unified Personal Communicator meeting.

Procedure

To	Do This
Mute yourself from inside the web meeting room.	Click My Status > Mute Me in the participant list.
Unmute yourself from inside the web meeting room.	Click My Status > Un-Mute Me in the participant list.
Mute or unmute yourself by using your telephone.	Press #5 on your telephone keypad.

If you are muted, the muted icon appears next to your name.

**Tip**

Do not mute yourself by using the Mute button on your phone, if your phone has one. If you use the mute button on your phone and then put the meeting on hold, “on-hold” music may play into the meeting room.

Turning Off Your Video Display

Cisco Unified MeetingPlace Express displays one video window at a time. The video stream of the active speaker is sent to all endpoints in the conference, and the video stream of the previous speaker is sent to the current active speaker. When only one endpoint is in the conference, the video stream of the caller is reflected.

The following table describes some of the things you can do to control your video display.

To	Do This
Switch off your video display.	Use the Hold feature on your phone.
Restore your video display.	Use the Resume feature on your phone.
Ensure that your video display is not active.	Press #5 on your phone to mute your audio. Since video is determined by the last active speaker, muting your audio should turn off your video display.

Troubleshooting Tips

Cisco Unified MeetingPlace Express is configured to display the video of the last active video speaker. If the next speaker in the meeting is a participant who is not connected to a video endpoint, that is, an audio-only participant, the video transmission will still display that of the last active video speaker.

Related Topics

- [How to Resolve Video Meeting Problems, page 16-20](#)

Displaying the Web Meeting Room as Full Screen

By default, the web meeting room is displayed in a standard browser window along with the display of all of your operating system elements, such as the Start menu, the Close Window button in the title bar of the web meeting room window, and all other applications.

However, you can choose to view the web meeting room in full screen mode, which will hide everything on your computer except the web meeting room.



Note

This topic describes how to display your web meeting room as full screen, not content that is being shared during a meeting as full screen. For information about the shared content feature, see the [“Displaying Shared Content on the Entire Screen” section on page 6-4](#).

Before You Begin

You must be in the web meeting room.

Procedure

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- Step 1** Locate the menu bar.
- Step 2** Choose **Meeting > Full screen** to toggle between full screen view and standard view.
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Troubleshooting Tips

- If you are attending a meeting that includes the [full meeting room](#), all of the different areas of your web meeting room (participant list, notes, chat, and shared content) remain visible even when you are in full screen mode.
- If you are using the Windows operating system and operating system elements are hidden from view, press **Alt-Tab** to cycle through other applications that are open on your computer.

Displaying Shared Content on the Entire Screen

To make shared content easier to see, enlarge it so that it fills your entire screen. Enlarging the shared content will hide the following elements:

- All elements of the operating system including the title bar of the web meeting room window and the Close Window button.

**Tip**

The appearance of your full-screen view depends on whether or not you have installed the Cisco Unified MeetingPlace Express Add-in. If you have not installed the Add-in, browser elements such as the title bar remain visible.

- All other applications.
- The participant list, chat, and notes functions if you are in the full web meeting room.

**Tip**

If you installed the Add-in, choose to see a pop-up notifier for your chat messages.

Before You Begin

If you are a [moderator](#) or [presenter](#), do the following:

1. Locate the Share pod.
2. Click the arrow next to the Full screen button.
3. If there is a check mark beside “Presenter’s changes affect everybody” click it to remove the check mark.

**Note**

A moderator or presenter may have made the Full Screen feature unavailable to participants with [audience](#) permissions.

Procedure

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- Step 1** Locate the Share pod.
- Step 2** Click **Full screen**.
- Step 3** Click **Full screen** again to cancel full screen viewing.
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Related Topics

- [Displaying the Web Meeting Room as Full Screen, page 6-3](#)
- [How to Control How Others View Shared Content, page 9-11](#)

Enlarging Shared Content to Make it Easier to See

Procedure

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- Step 1** Locate the Share pod.
- Step 2** Do one of the following:

To	Do This
View the entire screen scaled to fill the Share pod.	Click  .
See a scrollable, full-resolution view of the shared screen.	Click  .

Disabling Pop-up Chat Notifications

If you do not want chat notifications to appear while you are presenting, disable them by following this procedure.

By default, chat notifications are enabled.

Before You Begin

- You must be a [moderator](#) or [presenter](#).
- You must be in the web meeting room.
- Install the Cisco Unified MeetingPlace Express Add-in. See the [“Preparing to Share Content”](#) section on [page 9-2](#).

Procedure

- Step 1

Locate the Chat pod.
- Step 2

Click  > **Disable Chat Notifications**.

Troubleshooting Tips

Choose **Disable Chat Notifications** again to enable chat notifications.

Changing Your Meeting Language from the Web

You can change the language of your Cisco Unified MeetingPlace Express experience each time you use the application. The language that you choose affects the following:

- Voice prompts
- Application web pages for meetings that you schedule
- Cisco Unified MeetingPlace Express Phone View on your Cisco Unified IP Phone

Your language selection does not affect meetings that you did not schedule. When you attend a meeting that you did not schedule, the web meeting room always displays the language that is specified in the profile of the meeting scheduler.

**Note**

If your organization has not purchased any language licenses, only the system default language is used.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click the language of your choice from the bottom of any page, except the web meeting room.

Related Topics

- See the “[Changing Your Personal Profile Settings](#)” section on page 15-2 for information about how to change the language in your profile.
- For information about how to change the language of the meeting prompts that you hear on the telephone, see the *Telephone Commands for Cisco Unified MeetingPlace Express* at: http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Leaving the Web Meeting Room

This topic describes how to leave a meeting without ending it.

Procedure

Click the Close (**X**) button in the upper-right corner of the web meeting room window.

Troubleshooting Tips

If the Close (**X**) button is not visible in the upper-right corner of the web meeting room window, do one of the following:

If	Do This
You are viewing the web meeting room in full screen mode and you can see the participant list.	Choose Meeting > Full screen .
You are viewing the web meeting room in full screen mode and you cannot see the participant list.	Click Full screen at the base of your screen.