



CHAPTER 12

Extending or Ending Your Cisco Unified MeetingPlace Express Meeting

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When Meetings Are Extended

Meetings are automatically extended if the following conditions are all true:

- The Cisco Unified MeetingPlace Express system administrator has allowed meetings to be extended.
- Two or more participants remain in either the voice/video or web meeting. For reservationless meetings, web meetings can be extended only if no participants ever joined the voice or video meeting.
- Cisco Unified MeetingPlace Express resources are available to continue the meeting.

The maximum extension is 24 hours for voice or video meetings and 12 hours for web meetings. (If a system administrator has created a [continuous meeting](#), there is no limit.)

Participants will not hear an announcement if an extension occurs. If a meeting cannot be extended, participants will hear a warning message a few minutes before the meeting ends.

When Meetings Automatically End

Meetings end automatically when they meet certain conditions. Otherwise, an authorized person must end them. If a meeting is about to end automatically, participants will hear a warning message a few minutes before the meeting ends.

Meetings end according to the following table:

Meeting Type	When It Ends According to the Allotted Time	When It Ends Immediately
Reservationless meetings	At least one person remains in the meeting from any access point (web, voice, or video).	An authorized person performs an action to end the meeting. or The last participant on the telephone hangs up. (The voice, video, and web portions of the meeting all end regardless of the number of participants that remain in the web meeting room.)
Scheduled meetings	At least one person remains in the meeting from any access point (web, voice, or video). or Another meeting with the same meeting ID is scheduled to start immediately after the current meeting is scheduled to end.	An authorized person performs an action to end the meeting.

If you have privileges to end a meeting, you can end the meeting at any time. This is especially useful if your account is billed by the minute and you want to stop accumulating charges as soon as your meeting ends. Also, ending a meeting as soon as you no longer need it makes meeting resources available to other people in your organization who may need them.

Related Topics

- [Ending a Meeting from the Web Meeting Room, page 12-3](#)
- [Ending a Meeting from the Meeting Details Web Page, page 12-4](#)

About Ending a Share-Only Meeting

In a share-only meeting, meeting participants must request that the meeting end from inside the voice portion of the Cisco Unified Personal Communicator meeting. The Cisco Unified MeetingPlace Express system ends the share-only web meeting and removes all participants from the meeting room.

See the user documentation for Cisco Unified Personal Communicator for more information.

Ending a Meeting from the Web Meeting Room

Ending a meeting from the web meeting room ends both the web meeting and the associated voice and video meetings.



Tip

If you are a profiled user on the telephone, you can also end all components of your meeting by pressing **#83**; then, following the prompts that you hear.

Before You Begin

- You must be a [moderator](#).
- You must be in the web meeting room.

Procedure

Step 1 Choose **Meeting > End Meeting**.

- Step 2** (Optional) Change the message that you want participants to see after this meeting ends.
- Step 3** (Optional) Check the check box and enter a URL that you want to display to participants after the meeting ends. This URL will open in a new browser window on the screens of all participants.
- Step 4** Click **OK**.
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Ending a Meeting from the Meeting Details Web Page

Cisco Unified MeetingPlace Express always opens two browser windows on your desktop. One is the web meeting room; the other is the Meeting Details web page.

**Note**

An authorized user can end a meeting without joining it.

Before You Begin

- You must be the meeting owner, the delegate of the meeting owner, an [attendant](#), or a system administrator.
- You must be in the web meeting room.

Procedure

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- Step 1** Click the Meeting Details web page.
- Step 2** Click **End Meeting**.
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