Cisco WebEx Meeting Center Video Conferencing: 'One Meeting Experience'

With Cisco WebEx Meeting Center Video Conferencing you can start or join a WebEx meeting, scheduled or instant, using any browser or standards-based video conferencing system or application. You may be asked to enter a numeric password before joining meetings. You will find this in your invitation email. It is only needed for scheduled meetings, not personal room meetings, and must be enabled by your site administrator. The host's video address never changes, so we recommend you add it to your favorites menu for future meetings with the same person. Using Personal Room, you have your very own virtual conference room accessible at any time.

Join a Meeting

From a Video Conferencing System

Dial the video address, also known as the URI (Uniform Resource Identifier), of the host and enter the pound sign (#) when prompted.

Joining host's Personal Room

Dial the video address in the format of <username>@<sitename>.webex.com, that can be found in your invitation email.

Joining a scheduled meeting

The video address can be found in the format of <meetingnumber>@<sitename>.webex.com, in the invitation email.

Use a Pilot Number

Your administrator can set up a pilot number to replace the full video address. To dial in using a pilot number:

1. Start your video system or application.
2. Dial the pilot number.
3. Enter the meeting number.
4. Follow the prompts.

From a Video Conferencing Application

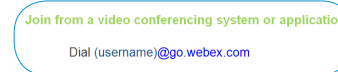You can quickly join a WebEx meeting from a video conferencing application using one of the following methods:

Join from application

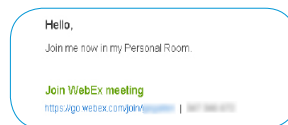If you are on the host's Personal Room page, select join from the application.

Join from email invitation

Double click on the link for the video address in your email invitation.

Dial host's video address.

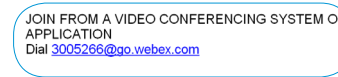You will find it in the format of <username>@<sitename>.webex.com located in the joining information.

Join a scheduled WebEx meeting

Find the video address in the format of <meetingnumber>@<sitename>.webex.com located in your invitation email.

Microsoft Skype for Business

Join a Meeting from Microsoft Skype for Business

You will need to dial a Skype for Business-specific video address to connect your Skype for Business application.

For a scheduled meeting

Dial <meetingnumber.sitename@lync.webex.com.

For a Personal Room meeting

Dial username.sitename@lync.webex.com.

Proximity Mobile Application

If you have the Cisco Proximity app installed on the same smart phone or tablet as the Cisco WebEx Meetings app, you can tap the Proximity icon to join a video meeting faster.

For iOS WebEx Meeting App 7.1 or later, or Android WebEx Meeting App 7.5 or later and next-generation video endpoints such as SX80 and MX700 Collaboration Meeting Room Hybrid and video meetings. Includes Personal Room meetings for Meeting Center Video Conferencing.
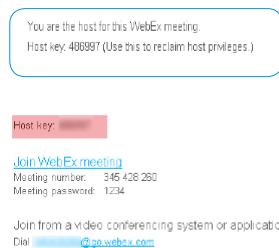
Start a Meeting

From a Video Conferencing System

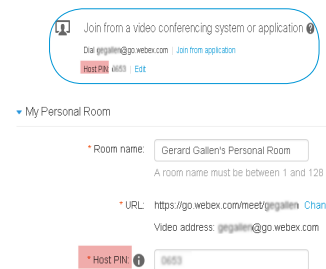If starting a WebEx meeting from a video conference system, dial in following the steps already outlined (above).

Scheduled Meeting

If it is a scheduled meeting, enter the host key, followed by the pound sign (#), when prompted. Find the host key in the email confirmation or on the meeting information page.

Personal Room Meeting

If it is a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted. You can find this information on your Personal Room Page or by navigating to

My WebEx > Preferences > My Personal Room.

From a Video Conferencing Application

To start either a scheduled WebEx meeting or Personal Room meeting on a standards-based video conferencing application, dial in following the steps already outlined.

Scheduled Meeting

If it is a scheduled If it is a scheduled meeting, you will need to enter the host key, followed by the pound sign (#), when prompted.

Personal Room Meeting

If starting a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted.

Cisco WebEx Meeting Center Video Conferencing: 'One Meeting Experience'

Personal Room

A Personal Room is a virtual conference room that you can use whenever you need to meet with people. You are supplied with your own easy-to-remember link that never changes, so your colleagues always know where your meetings are held.

Your Personal Room has these three addresses that never expire:

- URL (https://sitename.webex.com/meet/username)

- video address (username@sitename.webex.com)

- call-in numbers, which connect you to the audio portion of a meeting only

Set Up your Personal Room

1. Select Set Up Room in your welcome email message to start the setup wizard.

2. Do the following:
   a. Create a host PIN.
   b. Optional. Keep the option Use Personal Room for all my instant meetings checked. If you use WebEx

   Productivity Tools or Cisco Jabber, it's convenient to always start your meetings in your room.

3. Click Next to complete the wizard.

   * To get a meeting started, select **Try It**.

Access your Personal Room

1. Sign in to your WebEx site.

2. Go to My WebEx > My Personal Room.

   * Access your Personal Room page to view information about your room or to start a meeting in your room from a browser.

Lock your Room

If you have back-to-back meetings or need privacy in your Personal Room, lock the room. You can also set it to automatically lock 5, 10, 15, or 20 minutes after the meeting starts

To lock or unlock the room, select Lock Room or Unlock Room from within the room.

Invite People to your Personal Room

1. Select Invite.

2. If you want to meet right away, choose Copy and share or Send an email message. If your meeting is at a later time, choose Copy and share. Copy and paste the information in an instant message and customize the text "Join me now in my Personal Room."

Tour your Personal Room Interface

Gerard Gallen's Personal Room

https://go.webex.com/meet/gegallen | 347 346 672 | Invite **1**

Enter Room **2**

Join from a video conferencing system or application
Dial gegallen@go.webex.com | Join from application **3**
Host PIN: 0653 | Edit **4**

Join by phone **5**
+1-415-655-0000 US Toll
1-877-668-4488 US Toll Free

1. Invite people to your Personal Room.

2. Enter your room.

3. Join from application.

4. Edit your host PIN.

5. Join a meeting by phone.

Join Using Hostname of User

1. Go to the host's WebEx site.

2. Select Home on the top navigation bar.

3. Enter the username of the host.

4. Select Join.

Enter the meeting, event, or session number to join.

NEW! Invited to a Personal Room? Enter the host's room ID.

Join

Start Meeting from a Browser

1. Enter your Personal Room URL.

2. Sign in to your WebEx site.

3. Go to your Personal Room page.

4. Select Enter Room.

Join Meeting from a Browser

1. Enter the room URL.

2. Enter your name and email address.

3. Select Enter Room.

   * If the host has not arrived, you will be waiting in the "lobby".

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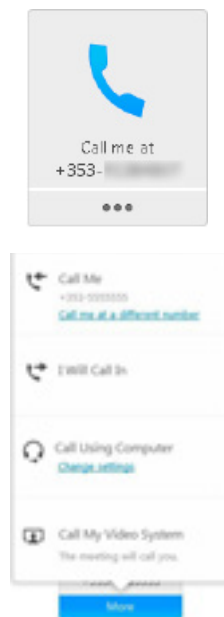
Connecting your Audio

1. Select the Audio Connection button.

2. Follow the prompts to establish voice communication.

   *Note: You can choose from several options including, calling in using your phone or computer, or receiving a call-back to your phone or video system. Video call-back is available for WebEx participants only.

3. Optional. If you want to change your audio options select More.

   * The audio icon will appear against your name once an audio connection has been established.

Tour of Meeting Room Interface


1. Connect your audio.

2. Share content with participants.

3. Invite and remind attendees.

4. Record your meeting.

5. Lock your room to avoid meeting clashes.

6. Leave your room. If no new host is selected the meeting will end.

Connecting your Video

1. Select Options to check if your video is enabled.

2. Click the video button.

3. Double-click the speaker's video to display it in full screen.

4. To stop sharing your video, click the video button again.
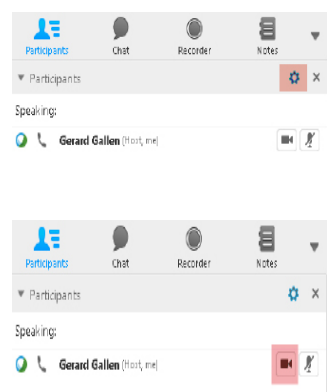
Sharing your Content

1. Click the button at the bottom of the sharing panel on the Quick Start tab.

2. Select what you want to share with everyone in your meeting.

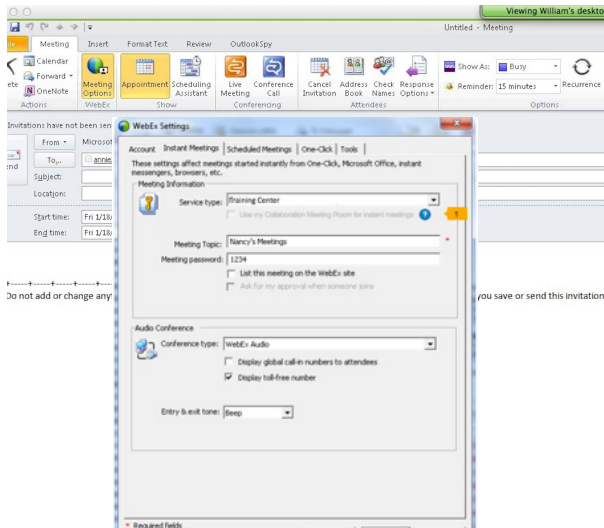3. Use Annotation Tools if you want to highlight or mark content.
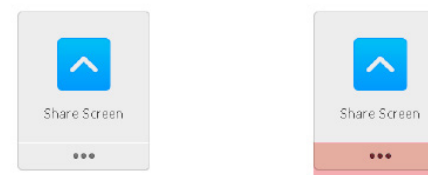
* You can also enable the tools for others. From the Participant menu, select Assign Privileges.
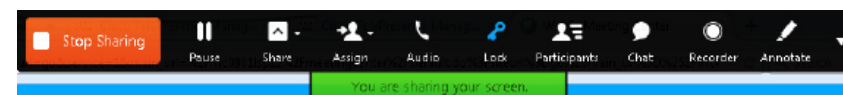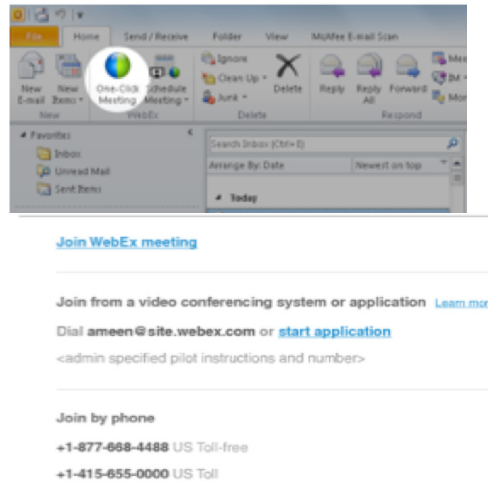

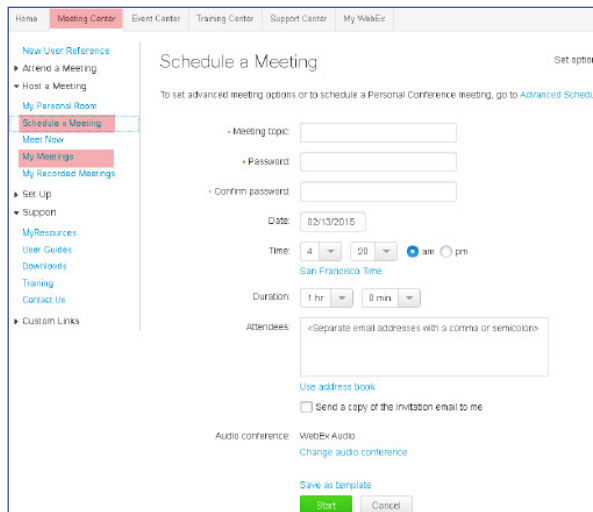**Sharing dropdown menu**

Schedule a Meeting or Meet Instantly

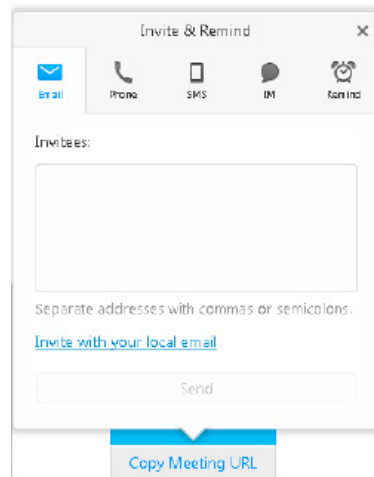Scheduling a meeting could not be simpler with Meeting Center Video Conferencingand you can do so a number of ways.

Send scheduled CMR meetings via the Outlook calendar.

Use the WebEx Meeting Center to schedule meetings.

Invite CMR is always on using WebEx Productivity Tools.

Meet instantly in your Personal Room and invite attendees.

Telepresence User Meeting Experience

During the Meeting

Telepresence participants see live video of all other telepresence participants, and the video of the most recently active WebEx participant.

Content Sharing

For content sharing, the telepresence user connects the video display cable to their computer. Content is displayed automatically in the Meeting Center application

*Note: It is possible to sign in to the same WebEx meeting via telepresence and a video communication application or browser to share content easily.

WebEx User Meeting Experience

Joining the Meeting

Participants join the Cisco WebEx meeting by logging in to the Cisco WebEx Meeting Center web and/or mobile applications.

Content Sharing

Participants can share their desktop or application with telepresence participants.

By default, WebEx participants see the live video of the actively speaking telepresence or WebEx participant.

WebEx participants also see an integrated list of all meeting participants.

WebEx participants can annotate using the standard Meeting Center application annotations tools and both WebEx and telepresence participants can see the annotations. The annotation tools are not available, however, for telepresence participants.

Setting Up Video Call-Back

WebEx participants only can now connect to the audio conference by receiving a call-back to a video system.

1. Select Preferences > Video Systemsr.

2. Add the details for a maximum of five video addresses. The default video system is used as the video call-back option.

   *Note: Your site must be configured with either WebEx Hybrid Audio or Cloud Connected Audio and your administrator must enable the feature.