Users might call and ask how to use popular in-session Cisco Unified MeetingPlace features. Use the suggestions in the following sections to respond to these calls.

Note, however, that video terminals without touch-tone keypads cannot use these features.

See the following sections:

- Using Meeting Messages
- Listening to a Roll Call of Meeting Participants
- Recording a Meeting
- Joining Breakout Sessions
- Dialing Out to Participants
- Muting All Participants
- Securing Meetings

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Using Meeting Messages

Meeting organizers might want to communicate with meeting attendees before the meeting starts. To do this, they can select the option to record meeting messages. Messages play to all participants currently in the meeting and to all new participants as they enter the meeting.

For example, meeting organizers can leave messages like these:

- "The meeting time has been changed to..."
- "Please prepare the following before the meeting begins..."
- "When you're not speaking during our call, please press **#5** to mute your phone and filter out extraneous noise. Before you speak, press **#5** to unmute..."

You must listen to a meeting message at least once before you can delete or rerecord it. You can listen to a meeting message by using option #3 to access the Meeting Message menu.

Listening to a Roll Call of Meeting Participants

Meeting participants can hear a roll call of the first 120 participants in the meeting by pressing **#21** from their touch-tone phones. (The tones are suppressed from the meeting and the roll call is played only to the participant who requested the roll call.) In addition, callers can listen to a roll call of current participants before joining a meeting.

Recording a Meeting

Participants can record meetings for group members who cannot attend the meeting or as an aid in transcribing meeting minutes. Recordings can be used for training, marketing, or communicating technical information.

Users can schedule meetings to be recorded before the meeting starts, by using MeetingTime, Cisco Unified MeetingPlace Web Conferencing, or the phone interface.

- To record meetings that were not scheduled to be recorded, press **#61** , if space is available on the system. (Scheduling recordings in advance reserves space for the meeting recording.)
- To toggle recording on and off during the meeting, press **#6** . All participants in a meeting, and new attendees, are told the meeting is being recorded.
- To record meeting messages after a meeting starts, press **#64** .

Joining Breakout Sessions

Meeting participants can join a breakout session (move into subgroups to confer outside main meetings).

To	Participants Press
Move to a breakout session	**#1** , then press a number (1-9) for the breakout session. For example, to go to breakout session 2, a user presses **#12** and then tells the other participants the number of the breakout session.
Lock the breakout session	**#41**
	#2

Listen to a roll call of breakout session attendees	
Return to the main meeting	**#10**

For Release 6.0 Maintenance Release 4 and later only: The system can play an entry announcement (such as "Now attending: <user's_recorded_name>") when users move to breakout rooms within a meeting.

You can choose whether to enable this feature by changing the "Entry announcement in breakouts" setting in the following places:

- From the Preference tab, for all users, in the "Meeting Preferences" section
- From the Configure tab, for both User Profiles and User Groups, in the "Meeting Preferences" section
- From the Schedule tab, in the "Meeting Features" section

The specific announcement type (Beep+Name, Beep Only, or Silent) is inherited from the "Entry announcement" setting.

Note: If participants enter a breakout session while using Cisco Unified MeetingPlace Video Integration, the audio channel of their video transmission stays in the main meeting room.

Dialing Out to Participants

Meeting participants can dial out (outdial) to invitees using several methods, as described in Table: Cisco Unified MeetingPlace Outdialing Options.

Caution! Some options require system administrators to set up outdial options before the meeting begins.

Note: A blast outdial to 100 people or more can take more than two minutes to execute.

Table: Cisco Unified MeetingPlace Outdialing Options

To	Do This
Dial out to an individual participant from within a meeting	1. While you are attending a meeting by phone, press **#31** on the phone keypad. 2. Dial the person's phone number. The system temporarily removes you from the meeting and connects you to the person dialed, allowing you to speak before rejoining or joining the meeting. 3. To have the outdialed party join, press **#1** . Or disconnect the outdialed party by pressing **#2** (for example, if you left a voice message for the outdialed party).

Dial out to a team from within a meeting	1. While you are attending a meeting by phone, press **#32** on the phone keypad. 2. Enter the team number you want to outdial. The system automatically outdials to the team, and you are returned to the meeting.
Outdial yourself from MeetingTime or Cisco Unified MeetingPlace Web Conferencing to join the audio portion of a conference	**MeetingTime:** In the Attend tab, select the meeting to attend. Click the **Join Meeting** button, enter your phone number, and click **Dial** . **Cisco Unified MeetingPlace Web Conferencing:** In the meeting room, choose **Personal** menu > **Connect** . Enter your phone number, and click **Connect** .
Outdial a user, team, or all invited participants into a meeting (System administrator)	1. In MeetingTime, choose **Meeting** menu > **Outdial** . 2. In the Outdial tab, choose either **Missing Invitees** (and select the names to outdial), or **A Team** (and search for and select the team to outdial).
Blast outdial to meeting invitees during a meeting	In MeetingTime, do one of the following: • In the In Session tab, click the Blast Outdial icon and choose **OutDial Invitees** . • Choose **Meeting** menu > **OutDial Invitees** . Use this feature when several people have not joined a meeting that has begun. Remember the following information: • The system does not call invitees who are already in the meeting. • Invitees are called only once.
Blast outdial to participants when the first participant joins the meeting	**Method 1** 1. In the MeetingTime Schedule tab, set the AutoDialInvitees attribute to **Yes** . 2. In the Schedule tab, click the **Participants** option. For each participant, select the **Attending By** value, choose **Have System Call User** , and click **OK** . **Method 2** In the MeetingTime Schedule tab, set the Outdial Invitees on First Caller attribute to **Yes** . Use this feature to quickly bring all participants into a meeting as soon as the first person joins the meeting. This feature is useful for emergency response applications. For example, you can schedule a continuous meeting and invite a team of people. Whenever a team member calls in and joins the meeting, the system outdials the entire team.

	Remember the following information: • Using Method 2, system administrators do not have to set the Have System Call User attribute for each participant. • This feature is available for scheduled and reservationless meetings. • The blast outdial is triggered when anyone-even a guest-is the first caller. The first caller does not have to be the meeting organizer or an invited participant. • The system does not call team members who are already in the meeting, with some exceptions. (See the Tip following this table.) • Invitees are called only once.

System administrators need to be aware of the following behavior when the Outdial Invitees on First Caller attribute is enabled (set to Yes).

- You configure meetings, not user profiles or groups, for Outdial Invitees on First Caller. The first person who dials in triggers the blast outdial, even if they are a profile user and their setting for Can Call Out From Meetings is set to No.
- Under some circumstances, if some outdialed parties join the conference and end the conference before all other outdial retries have completed, an answer on one outdial may cause everyone to be outdialed again. (This can happen only if the meeting were just a few minutes long before everyone hung up.)
- As with all meetings, profile users who join a blast outdial meeting are added permanently to the meeting.

Tip: To prevent users from outdialing, set the Can Call Out From Meetings attribute in the user or group profile to No (However, setting this attribute to No does not prevent the user from scheduling a meeting with the Outdial Invitees on First Call attribute set to Yes.)

Muting All Participants

The Mute All feature allows privileged users, such as meeting schedulers, meeting initiators, meeting contacts, technicians, system managers, and attendants to mute all voice participants in a meeting. This is useful when you require a controlled meeting experience with one speaker (the user who initiated the Mute All feature) and minimal background noise.

Before invoking the Mute All feature, keep the following points in mind:

- The Mute All feature does not change the audio permissions of meeting attendees. Users can unmute themselves at any time through either the Web or phone.
- Users entering the meeting after you have invoked the Mute All feature are automatically muted upon entrance.
- This feature does not affect users who are in a breakout session while the feature is invoked. Such users are muted however when they return to the main meeting.

- This feature does not affect users on remote servers or who are attending the voice conference through a video endpoint.
- This feature does not apply to Presentation or Webinar (lecture-style meetings).
- This feature is only accessible on systems that provide US or UK English.

- **For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 3 and earlier:** If you mute everyone in a continuous meeting using the Mute All feature, meeting participants remain muted for the life of the meeting or until the next time the Audio Server is restarted.
- **For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later:** If you mute everyone in a continuous meeting using the Mute All feature, meeting participants remain muted only until everyone leaves the meeting, including the web portion of the meeting.

Participants can individually unmute themselves by pressing #5 for the mute/unmute menu option. Once they have unmuted themselves, the global mute is not re-applied unless a privileged user initiates another global mute request.

In addition, two new entries for the cptrace CLI command have been added:

- After a global mute is completed, the system displays the following entry in the conference scheduler event log (which is accessed by entering **cptrace -C** on the command line):

  1/16 08:55:43.81 C 910 MUTE ALL: User 134 Part 0 Port 0 Client VUI Result 0
  The following table describes the event log entry:

Entry	Description
1/16	Date when the global mute feature was invoked
08:55:43.81	Time when the global mute feature was invoked
C 910	Unique conference number for which the global mute feature was invoked
MUTE ALL	Indication that the global mute feature was invoked
User 134	Unique user ID of the privileged user who invoked the global mute feature
Part 0	Participant ID of that user
Port 0	Port number on which the global mute feature was invoked
Client VUI	Client type of that user (will always be VUI for this release)
Result 0	Resulting error condition, if any

- After a global mute is initiated, the system displays the following entry in the VUI event log (which is accessed by entering **cptrace -v** on the command line):

  1/16 08:55:43.81 P 2 Action : MUTEALL
  The following table describes the event log entry:

Entry	Description
1/16	Date when the global mute feature was invoked
08:55:43.81	Time when the global mute feature was invoked
P 2	Port number on which the global mute feature was invoked
Action : MUTEALL	Indication that the global mute feature was invoked

Muting All Participants Through the Phone

To mute the lines of all attendees simultaneously, press **#81** on your phone keypad.

Muting All Participants Through MeetingTime

By using MeetingTime, you can invoke the Mute All feature from within the meeting or as a help desk attendant.

To Invoke the Mute All Feature as a Help Desk Attendant

1. Log in to MeetingTime.
2. From the Administration menu, choose **Configure** .
3. Click the **In Session** tab.
4. Click **Mute All** .

To Invoke the Mute All Feature from Within a Meeting

1. Log in to MeetingTime.
2. From the reception area, choose a current meeting to enter the virtual meeting room.
3. From the Meeting menu, choose **Mute All** .

Securing Meetings

Meeting organizers who want to ensure the security of a meeting can do the following:

- Require participants to enter a password before joining a meeting (set the Password Required attribute in the Schedule tab to *Yes*). Participants must enter the password and meeting ID.
- Lock an in-session meeting by pressing **#41** . After a meeting is locked, additional participants must request entry before entering the meeting. NOTE: Anyone, including guest users, can lock a meeting.
- Listen to a roll call by pressing **#21** .
- Remove, by disconnecting, unauthorized participants who enter the meeting by pressing **#43** . (This removes the person who most recently joined.)