

## Contents

- 1 Overview of All Meetings
  - ◆ 1.1 To Access the All Meetings Section
- 2 Using the All Meetings Section
- 3 Using the Current Tab
  - ◆ 3.1 To Search for a Meeting
  - ◆ 3.2 To Monitor a Meeting
- 4 Using the Meeting: Conference ID - Conference Subject Screen
  - ◆ 4.1 Figure: Orientation to the Meeting: Conference ID - Conference Subject Screen
  - ◆ 4.2 Table: Reference for Meeting: Conference ID - Conference Subject Screen
  - ◆ 4.3 Basic Procedures
    - ◇ 4.3.1 To Use In-Meeting Controls
    - ◇ 4.3.2 To Disconnect a Participant
    - ◇ 4.3.3 To Reconnect a Disconnected Participant
    - ◇ 4.3.4 To Reconnect All Participants
    - ◇ 4.3.5 To Change the Meeting View for a Participant
    - ◇ 4.3.6 To Invite a Sub-Conference
    - ◇ 4.3.7 To Extend Meeting Duration
    - ◇ 4.3.8 To Terminate a Meeting
  - ◆ 4.4 Defining Video Layout and Display
  - ◆ 4.5 Defining the Video Output Schemes
    - ◇ 4.5.1 To Set Multiple Video Output Schemes
  - ◆ 4.6 Activating and Deactivating Auto-Switching
    - ◇ 4.6.1 To Activate and Deactivate Auto-Switching
  - ◆ 4.7 Displaying a Participant or Terminal Name
    - ◇ 4.7.1 To Display a Participant or Terminal Name
  - ◆ 4.8 Setting a Voice-Activated Frame
    - ◇ 4.8.1 To Set a Voice-Activated Frame
  - ◆ 4.9 Enabling and Disabling Dynamic Layout
    - ◇ 4.9.1 To Enable or Disable Dynamic Layout
  - ◆ 4.10 Changing the Layout
    - ◇ 4.10.1 To Change the Layout
  - ◆ 4.11 Inviting Participants
    - ◇ 4.11.1 To Invite Participants
- 5 Using the Participant List Tab
  - ◆ 5.1 Controlling Media Status
    - ◇ 5.1.1 To Mute or Enable a Selected Microphone
    - ◇ 5.1.2 To Mute or Enable a Selected Loudspeaker
    - ◇ 5.1.3 To Enable a Selected Monitor
    - ◇ 5.1.4 To Block a Selected Camera
    - ◇ 5.1.5 To Enable Data Collaboration
- 6 Using the Statistics Tab
  - ◆ 6.1 Table: Statistics Tab Elements
- 7 Using the Advanced Invitation Tab

- ◆ [7.1 To Invite Multiple Participants to a Meeting](#)
- ◆ [7.2 To Invite Multiple Terminals to a Meeting](#)
- [8 Using the Upcoming Tab](#)
  - ◆ [8.1 To Generate Reports from the Upcoming Tab](#)
  - ◆ [8.2 Generated Report Information Categories](#)
  - ◆ [8.3 To Modify Upcoming Meetings](#)
- [9 Using the History Tab](#)
  - ◆ [9.1 To Generate Reports from the History Tab](#)
  - ◆ [9.2 Generated Report Information Categories](#)
  - ◆ [9.3 To View Past Meeting Details](#)
  - ◆ [9.4 To Delete Meeting History](#)
  - ◆ [9.5 Defining Duration of Meeting History Display](#)

## Overview of All Meetings

The All Meetings section displays the meeting schedule for the organization. It includes information about scheduled meetings in the past, present and future. If you have in-meeting control privileges, you can take control of a meeting in the All Meetings section.

The All Meetings section includes the following tabs:

- Current-Lists all meetings currently in progress in the organization.
- Upcoming-Lists all upcoming meetings for the entire organization.
- History-Lists all past meetings for the entire organization.

### To Access the All Meetings Section

1. In the sidebar menu, click **All Meetings**.  
The Current tab is displayed.

## Using the All Meetings Section

On the Current tab, you can view a list of all meetings currently in progress in the organization. You can also search for meetings.

A list of all meetings that are currently in progress is displayed. Information about each meeting is included under the following column headings:

- Subject-Subject of the meeting. To sort by subject, click the column heading. To monitor a meeting, click the meeting subject in the Subject column. For details, see the [To Monitor a Meeting](#).
- Deployment-Deployment in which the meeting is scheduled.
- Start Time-Meeting date and start time. To sort by start time, click the column heading. Note: This value will be different than the value reported in Cisco Unified MeetingPlace if the Meeting Start Guard Time parameter is used. Video Administration uses the guard time as the start time.
- Duration-Length of the meeting, in minutes. To sort by meeting duration, click the column heading. Note: This value will be different than the value reported in Cisco Unified MeetingPlace if meeting start and end guard time parameters are used. Video Administration includes the meeting start and

end guard times as part of the duration.

- Host-Name of the designated host of the meeting. To sort by host name, click the column heading.
- Status-Meeting creation status. To sort by failure status, click the column heading. The color of the status indicator indicates the following status:
  - ◆ Green-Successful status
  - ◆ Orange-Alert status
  - ◆ Red-Failure status

There are three status indicators in each row:

◇ First (left) status icon-Indicates meeting creation status.

◇ Second (middle) status icon-Indicates participant/terminal status.

If the second status indicator is red, a participant/terminal is not connected.

If the second status indicator is orange, a participant/terminal is disconnecting from the meeting.

◇ Third (right) status icon-Indicates meeting termination.

◇ No status indicator indicates that there are no designated meeting participants/terminals.

To view the Reason Failed error message, click the red status indicator, and then click Retry to resend the meeting information to the MCU.

If a terminal is disconnected correctly via Video Administration in-meeting control, there is no red status indicator. For details, see the [To Terminate a Meeting](#).

- MCU-Each MCU that is currently hosting a meeting is listed, including the master MCU.

## Using the Current Tab

On the Current tab, you can view all meetings of a specified user or organization that are currently in progress. You can also search for meetings.

See the following procedures:

- [To Search for a Meeting](#)
- [To Monitor a Meeting](#)

### To Search for a Meeting

1. In the Subject field, enter the subject or partial subject of the meeting for which you are searching.
2. In the E164 field, enter an E164 number for an IP terminal. Any participating IP terminal with that number is listed in the search results.
3. Click the **Calendar** button next to the From field, and in the screen that opens, select the date at which you want the search for the meeting to begin.
4. Click the **Calendar** button next the To field, and in the screen that opens, select the date at which you want the search for the meeting to end.
5. Click **Search**.

The search results are listed on the tab.

### To Monitor a Meeting

You can monitor any meeting within an organization. If you have been granted in-meeting control privileges, you can take control of the meeting, as described in the [To Use In-Meeting Controls](#).

1. On the Current tab, click the subject of the meeting that you want to monitor.

The Meeting: Conference ID - Conference Subject screen appears.

**Note:** All options in the Meeting: Conference ID - Conference Subject screen are active if you have chair-control privileges.

## Using the Meeting: Conference ID - Conference Subject Screen

The Meeting: Conference ID - Conference Subject screen contains the following tabs:

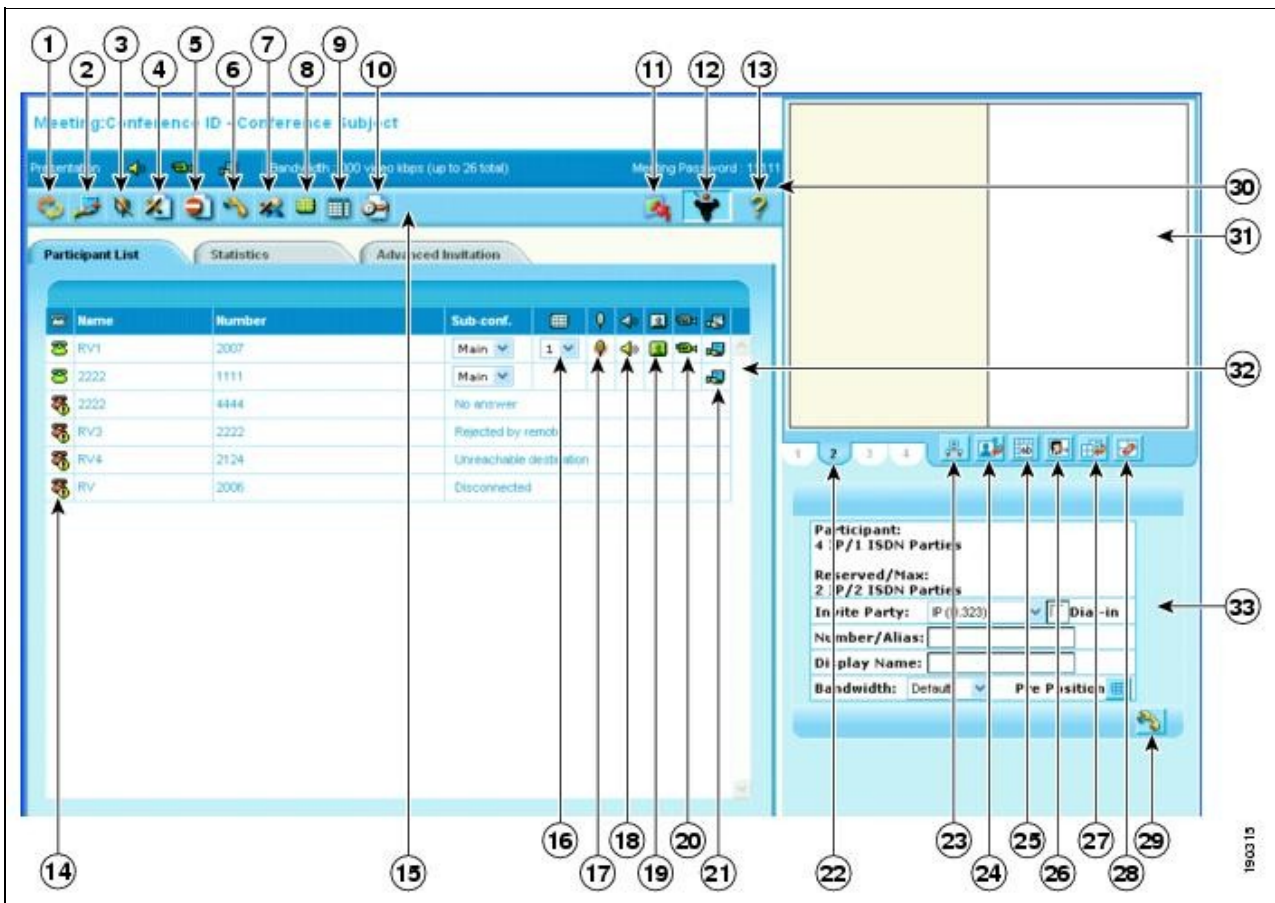
- Participant List-Enables you to view a list of meeting participants and available display layouts.
- Statistics-For user with chair-control privileges, to view general media traffic statistics related to the meeting.
- Advanced Invitation-For user with chair-control privileges, to invite multiple participants to the meeting simultaneously.

See [Figure: Orientation to the Meeting: Conference ID - Conference Subject Screen](#) and [Table: Reference for Meeting: Conference ID - Conference Subject Screen](#) for detailed information on the screen.

See the following sections for more information:

- [Basic Procedures](#)
- [Defining Video Layout and Display](#)
- [Defining the Video Output Schemes](#)
- [Activating and Deactivating Auto-Switching](#)
- [Displaying a Participant or Terminal Name](#)
- [Setting a Voice-Activated Frame](#)
- [Enabling and Disabling Dynamic Layout](#)
- [Changing the Layout](#)
- [Inviting Participants](#)

**Figure: Orientation to the Meeting: Conference ID - Conference Subject Screen**



**Note:** If you have chair-control privileges, all options in the Meeting: Conference ID - Conference Subject screen are displayed.

**Table: Reference for Meeting: Conference ID - Conference Subject Screen**

Reference Number	Description
1	Refresh button-Active with chair-control permission. You can refresh the meeting status at any time.
2	Join Data Collaboration button-Active with chair-control permission. You can enable data collaboration between participants that support T.120 data sharing.  <b>Note:</b> If the meeting organizer or administrator checks the Start Only When the Host Joins check box in the Meeting Scheduling section on the Advanced tab, the Join Data Collaboration button is not available.
3	Mute/Enable All button-Active with chair-control permission.  <ul style="list-style-type: none"> <li>• If you want to mute all participants, select Mute All from the list.</li> <li>• If you want audio enabled for all participants, select Enable All from the list.</li> </ul> <b>Note:</b> If you want to mute or enable audio for a specific participant, on the Participant tab in the Control Panel area, click the Mic. Enabled button.
4	Terminate Meeting button.

Figure: Orientation to the Meeting: Conference ID - Conference Subject Screen

5	Block Entry button-Active with chair-control permission. To block a participant from entering a current meeting.
6	Reconnect All button.
7	Delete Participant button-Active with chair-control permission. You can disconnect a participant and delete the participant from the Participant List.  <b>Note:</b> Before using the Delete Participant button, on the Participant List tab, select the participant you want to disconnect and remove it from the list.
8	Change View to All Participants button.
9	Sub Conference button.
10	Extend Conference Duration button.
11	Start Meeting button-Active with chair-control permission.  <b>Note:</b> The meeting starts when the host joins the meeting, if the meeting organizer or administrator checked the Start Only When the Host Joins check box in the Meeting Scheduling section on the Advanced tab.
12	Take Control button-Active with chair-control permission. To activate the control panel, on the toolbar click the Take Control button. When chair-control of the meeting is established, additional options appear in the user interface.
13	Help button.
14	Connection Status icon.
15	Toolbar.
16	Location in View icon.
17	Mic. Enabled icon.
18	Loudspeaker Enabled icon.
19	Monitor Enabled icon.
20	Camera Enabled icon.
21	Data Collaboration Enabled icon.
22	Video Layout tab.
23	Output Scheme Settings button.
24	Auto-switch button.
25	Display Participant Name in Frame button.
26	Active Speaker button.
27	Dynamic Layout button.
28	Change Layout button.
29	Invite button.
30	General Meeting Display and Control area-Displays general information about a current meeting (for example, available media types, bandwidth, and meeting password). The toolbar contains controls as described in the <a href="#">To Use In-Meeting Controls</a> .
31	Video Display area-For adjustment of settings related to video and display while a meeting is in progress. For details, see the <a href="#">Defining Video Layout and Display</a> .
32	Control Panel-Includes tabs to access list of participants and terminals in a meeting, as well as general status information.
33	Video Layout area-Current video layout. Used to adjust settings related to video layout while a meeting is in progress. For details, see the <a href="#">Defining Video Layout and Display</a> .

## Basic Procedures

See the following procedures:

- [To Use In-Meeting Controls](#)
- [To Disconnect a Participant](#)
- [To Reconnect a Disconnected Participant](#)
- [To Reconnect All Participants](#)
- [To Change the Meeting View for a Participant](#)
- [To Invite a Sub-Conference](#)
- [To Extend Meeting Duration](#)
- [To Terminate a Meeting](#)

### To Use In-Meeting Controls

If you have in-meeting control privileges, you can chair a meeting and you have permissions that include performance of the following types of tasks:

- Monitoring the entrance of a participant into the meeting
- Re-invitation of a participant who has not connected
- Muting of a participant who is generating background noise
- Blocking of a participant from connecting to a meeting

Only one person is allowed chair-control of a meeting at any given time.

1. On the Current tab, click the subject of the meeting that you want to control.  
The Meeting: Conference ID - Conference Subject screen appears.  
**Note:** To access the Meeting: Conference ID - Conference Subject screen, you can also click the link in the e-mail notification for the meeting.
2. To activate the control panel, on the toolbar, click **Take Control**.  
When your chair-control of the meeting is established, additional options appear in the user interface.  
**Note:** If the Meeting Organizer selects the Start only when the host joins option, the Take Control button is unavailable until the host joins the meeting, and the meeting starts.

### To Disconnect a Participant

You can disconnect a participant and delete the participant from the Participant List.

1. On the Participant List tab, select the participant you want to disconnect and remove from the list.
2. Click the **Delete Participant** button on the toolbar.  
The participant is disconnected from the meeting, and removed from the list.

#### To Reconnect a Disconnected Participant

You can reconnect a participant that is disconnected from a meeting.

1. On the Participants List tab, in the Status column, click the red status indicator for the disconnected participant.  
The participant is reconnected.

#### To Reconnect All Participants

1. On the toolbar, click **Reconnect All**.  
All participants are reconnected to the current meeting.

#### To Change the Meeting View for a Participant

While a meeting is in progress, you can change the meeting view for a single selected participant or for all participants simultaneously.

1. On the Participant List tab, select the participant for whom you want to change the view.  
**Note:** If you do not select a participant, the view changes for all participants.
2. On the toolbar, click the **Change View to All Participants** button.  
The Change participants view screen appears.
3. From the Change to View list, select a view for the participant.
4. Click **OK**.

#### To Invite a Sub-Conference

You can divert selected participants in the Participants List of the current conference to attend a new or currently running private audio sub-conference. Sub-conference participants are hidden in the video layout.

1. In the Participant List tab, select the participant(s) to invite to a sub-conference.
2. Click the **Sub-Conference** button on the toolbar.  
The Select Sub-Conference screen appears.
3. From the list, select a sub-conference to which you want to invite participants.
4. Click **OK**.  
**Note:** A maximum of three sub-conferences can be supported per meeting. The number of supported sub-conferences depends on the meeting type configuration.



### To Extend Meeting Duration

You can extend the meeting duration while a meeting is in progress.

1. Click the **Extend Conference Duration** button on the toolbar.  
The Extend screen appears.
2. In the Extend field, enter the number of minutes by which you want to extend the duration of the meeting.
3. Click **OK**.

### To Terminate a Meeting

You can terminate a meeting at any time.

1. On the toolbar, click the **Terminate Meeting** button.  
The meeting is immediately terminated.

## Defining Video Layout and Display

The Video Layout and Display area allows meeting controllers to spontaneously control and adjust all aspects of meeting video. When first accessed, this area displays the video layout as selected during meeting scheduling. From this view, the meeting controller can do the following:

- In Continuous Presence Mode, view which terminals are set for which video frames.
- View a list of scheduled attendees per terminal by placing the mouse over a video frame (frames set to auto-switch will not display names).
- Rearrange the video layout per terminal by clicking and dragging terminal names from the Control Panel terminal list to the desired frame.
- Set voice activated sub-frames.

## Defining the Video Output Schemes

When enabled, the video output schemes display up to four available video layouts. Video Administration can produce up to four different video layouts per meeting to meet the needs of participants with different video support capabilities, or different viewing purposes.

Multiple meeting views are configured per service with settings that specify video layout, layout switching and participant layout switching behavior, picture resolution, bandwidth settings, frame rate and video format.

Multiple meeting views enable the speaker in a lecture to view the participants while the participants view

the speaker. In a meeting with varying connection speeds, participants with high video capabilities and participants with low video capabilities can take part at the same time without one affecting the experience of the other.

This is available with EMP support only.

#### To Set Multiple Video Output Schemes

1. In the Video Display area, click the **Output Scheme Settings** button.  
The Video Scheme Settings dialog box opens.
2. In the Bandwidth column, enter the bandwidth for each video scheme.
3. Click **OK**.

### Activating and Deactivating Auto-Switching

Auto-switching mode displays all the participants of a large meeting on a rotating basis when Continuous Presence mode is selected in the video layout. Participant images can be replaced at preset intervals either in batches or one by one by way of a queue system.

You can activate or deactivate auto-switching at any time.

Auto-switching overrides any existing video display options.

#### To Activate and Deactivate Auto-Switching

1. In the Video Display area, click the **Auto-Switch** button.  
The Auto-switch interval screen appears.
2. In the relevant field, enter an auto-switching interval value, between 10 and 108,000 seconds (30 minutes).
3. Click **OK**.

Video from participating terminals (randomly selected) appears on all other terminals at the defined interval.

**Note:** To disable auto-switching, click the **Auto-Switch** button.

### Displaying a Participant or Terminal Name

You can display a participant or endpoint (terminal) name in a specific position within the video layout frame.

Video Administration supports text overlay on participant images when there is EMP support and the text overlay option is configured for the meeting type.

#### To Display a Participant or Terminal Name

1. In the Video Display area, click the **Display Participant Name in Frame** button.  
Each participant or endpoint is clearly identified by name, in a text overlay on the video image. The image of the active speaker is indicated by a border.

### Setting a Voice-Activated Frame

You can set a voice-activated frame.

This functionality is available only for views for which a sub-frame is configured.

#### To Set a Voice-Activated Frame

1. In the Video Display area, drag the **Active Speaker** button into the required position within the video layout frame.

### Enabling and Disabling Dynamic Layout

With a dynamic layout, you can switch between a wide range of video layouts for the meeting. With dynamic layout, the video image automatically includes the number of frames equal to the number of participant images (up to a maximum of 16). The layout changes according to the number of participants that join or exit the meeting.

Dynamic layout conserves bandwidth, eliminates the display of empty frames in the video image, and makes optimal use of the video image display. Dynamic layout is especially suited to a meeting that has a high rate of participant traffic joining and exiting the meeting, or to an adaptive meeting type that has a variety of meeting sizes.

Dynamic layout is only available with EMP support.

#### To Enable or Disable Dynamic Layout

1. To enable a dynamic layout, in the Video Display area, click the **Dynamic Layout** button.
2. To disable the dynamic layout, click the **Dynamic Layout** button again.  
**Note:** When Dynamic Layout is selected, Change Layout is disabled.

## Changing the Layout

Video Administration supports drag and drop control in the meeting control interface for positioning participant images in the layout during a meeting and in advanced invitations when selecting participants to join predefined meetings.

### To Change the Layout

1. In the Video Display area, click the **Change Layout** button. The Select Layout screen displays.
2. Select the layout from the options in the Select Layout screen, and then drag and drop the option in the selected layout area in the Video Display area.

## Inviting Participants

If you have the appropriate privileges, you can invite multiple participants simultaneously to join the meeting by using the Web interface.

### To Invite Participants

1. On the Invite tab, in the Video Layout area, select from the list the type of terminal that you want to invite. The following options are available:
  - ◆ IP (H.232)
  - ◆ IP (SIP)
  - ◆ PSTN/ISDN (H.320)
  - ◆ Mobile
2. To enable dial-in terminals to connect to the meeting, check the **Dial-In** check box.
3. In the Number/Alias field, enter a unique alias for the participant.
4. In the Display Name field, enter the participant name to be displayed on the video screen.
5. In the Bandwidth field, select the appropriate video bandwidth rate from the drop-down list.
6. To position participants in the layout before a meeting, drag the Pre-Position icon to the required position in the Video Display area.
7. Click the **Invite** button.

The participant is invited to the meeting. When the participant joins the meeting, the selected video layout is pre-selected.

## Using the Participant List Tab

The Participant List tab enables you to view meeting participant details including media connection types and available video layouts for the meeting. You can view the details in an alphabetical list or according to cascaded connections.

Users with chair-control have permission to do the following:

- Invite participants
- Modify participant media connections
- Manually reposition participant images in a video layout
- Modify meeting view layouts
- Specify the position of a voice-activated image in the meeting view
- Create sub-conferences
- View additional participant details

On the Participant List tab, all participants currently invited to a meeting are listed. The following information about each participant or terminal is included:

- Status-Participant status. To sort by status, click the column heading.
  - ◆ Orange status indicates the participant is connecting.
  - ◆ Green status indicates that the participant is connected.
  - ◆ Red status indicates that the participant is disconnected. Disconnected participants remain in the Participant List for the duration of the meeting. To reconnect a disconnected participant, click the red status icon.
  - ◆ No status indicator indicates that there are no meeting participants.
- Name-Displays the participant name.
- Number-Displays the endpoint number of the meeting participant.
- Sub-conf.-To divert selected participants in the current meeting to a new meeting or to a private audio meeting that is currently in progress. This option only appears when sub-conferences are in progress during a meeting. For more information, see the [To Invite a Sub-Conference](#).
- Location in View-Indicates the meeting view being used for a current participant. When a meeting is configured with more than one view, select from the list of available views to modify a view for the selected participant.
- Media Icons-Indicate participant equipment and capacities, such as microphone, loudspeaker, monitor, camera, and data collaboration. The icons are enabled for users with chair-control permission related to the media type status for a selected participant. For more information, see the [Controlling Media Status](#).

## Controlling Media Status

If you have chair-control access for controlling the media type status, you can enable or disable the media capabilities of selected users. See the following procedures:

- [To Mute or Enable a Selected Microphone](#)
- [To Mute or Enable a Selected Loudspeaker](#)
- [To Enable a Selected Monitor](#)
- [To Block a Selected Camera](#)
- [To Enable Data Collaboration](#)

### To Mute or Enable a Selected Microphone

This option is useful in cases when there is unwanted background noise related to a specific participant or terminal.

1. To mute or enable audio for a selected participant, click the **Mic. Enabled** icon next to the participant name.

#### **To Mute or Enable a Selected Loudspeaker**

You can enable or disable a specific participant loudspeaker.

1. To mute or disable a specific loudspeaker, click the **Loudspeaker Enabled** icon next to a participant name.

#### **To Enable a Selected Monitor**

You can enable a selected monitor.

1. Click the **Monitor Enabled** icon next to a participant name.  
The monitor is enabled for use during the meeting.

#### **To Block a Selected Camera**

You can block or unblock a video stream sent by a meeting participant. For example, if the video connection of a participant affects meeting processing and degrades performance, you can block the video connection of that participant until endpoint issues are resolved.

1. To enable use of a camera for a participant, click the **Camera Enabled** icon next to the participant name.

#### **To Enable Data Collaboration**

You can enable data collaboration if the terminal of the participant supports T.120 data sharing.

1. To enable data collaboration, click the **Data Collaboration Enabled** icon next to a participant name.

## Using the Statistics Tab

The Statistics tab provides a comprehensive set of statistical information about bandwidth usage and audio/video packet behavior. Statistics are frequently updated automatically to enable effective monitoring of meeting performance. [Table: Statistics Tab Elements](#) details the elements on the Statistics tab.

**Note:** Information on the Statistics tab is read-only.

**Table: Statistics Tab Elements**

Tab Name	Description
IP address	Participant endpoint IP address.
Description	Participant description.
Video Out Addr.	IP address and port to which video is sent to the participant.
Fps in/out	Frame rate of video sent and received by the participant.
Pic. Size in/out	Picture size of video sent and received by the participant.
Video Jitter In: curr/min/max	Accumulated video packets received from the participant. Includes the current value and average values for the minimum and maximum number of packets received from the participant.
Data IP	
Audio BW in/out	Total audio bandwidth sent and received by the participant.
Audio Packets in/out	Total number of audio packets sent and received by the participant.
Audio Bytes in/out	Total number of audio bytes sent and received by the participant.
Audio Out Addr.	IP address and port to which audio is sent to the participant.
Audio Jitter In: curr/min/max	Accumulated audio packets received from the participant. Includes the current value and average values for the minimum and maximum number of packets received from the participant.
Audio Out of Order Packets in/out	Total number of audio packets sent to and received from the participant out of sequence.
Audio Lost Packet in/out	Total number of lost audio packets sent to and received from the participant

## Using the Advanced Invitation Tab

The Advanced Invitation tab enables you to invite multiple participants into a meeting at the same time. Each invite entry box can also contain multiple participant numbers, by using separators. This greatly extends the number of participants that you can invite at the same time. You can also select a lower bandwidth rate with which to connect individual participants.

Advanced settings allow you to drag and drop participant images into preferred positions in the layout of each meeting view supported in the meeting, and to specify the layout which invited participants see when joining a meeting.

The following sub-tabs are available in the Advanced Invitation tab:

- **User**-Enables you to simultaneously invite multiple participants to a meeting.
- **Terminal**-Enables you to simultaneously invite multiple terminals to a meeting.

See the following procedures:

- [To Invite Multiple Participants to a Meeting](#)
- [To Invite Multiple Terminals to a Meeting](#)

#### **To Invite Multiple Participants to a Meeting**

1. In the Advanced Invitation tab, click the **User** sub-tab.
2. Select the attendees to invite from the **Users in Groups** drop-down list.  
**Note:** If required, you can search for users by entering all or part of the name in the search field, and clicking **Search**.
3. Click the right arrow to include these users in the list to be invited.
4. In the Kbps field, select the bit rate to be used when inviting a participant to a meeting. Use the default setting for optimal bit rate performance.
5. If required, click **Advanced** and then select a layout option from the view list. Your selection presets the position of the invited participant image in the video layout when the participant enters the meeting.
6. Drag the **Lock Image** icon into the preferred position in the Layout Display Frame displayed on the right side of the Advanced Invitation tab.  
**Note:** You can specify a position for the participant image in all layouts currently supported in the meeting.
7. Click **Invite** to send the invitation.

#### **To Invite Multiple Terminals to a Meeting**

1. On the Advanced Invitation tab, click the **Terminal** sub-tab.
2. Select the terminals to include in the meeting.  
**Note:** If required, you can search for terminals by entering all or part of the name in the search field, and clicking **Search**.
3. Click the right arrow to include these terminals in the list to be invited.
4. In the Kbps field, select the bit rate to be used when inviting a terminal to a meeting. Use the default setting for optimal bit rate performance.
5. If required, click **Advanced** and then select a layout option from the view list. Your selection presets the position of the invited terminal image in the video layout when the participant enters the meeting.
6. Drag the **Lock Image** icon into the preferred position in the Layout Display Frame located on the right side of the Advanced Invitation tab.  
**Note:** You can specify a position for the participant image in all layouts currently supported in the meeting.
7. Click **Invite** to send the invitation.



## Using the Upcoming Tab

The Upcoming tab lists all the upcoming video meetings for the entire organization. Information about each meeting is included under the following column headings:

- **Subject**-Displays the subject of the meeting. You can click the subject to modify the meeting, for example to invite additional participants.
- **Start Time**-Displays the date and time that the meeting is scheduled to start.
- **Duration**-Displays the meeting length, in minutes.
- **Host**-Displays the name of the person who is specified as the host of the meeting. The host is selected from the Host drop-down list in the Attendees Settings tab in the Schedule A New Meeting section.
- **Meeting ID**-Displays the unique identifier for the meeting.

You can sort a column by clicking the column header.

See the following procedures:

- [To Generate Reports from the Upcoming Tab](#)
- [To Modify Upcoming Meetings](#)

### To Generate Reports from the Upcoming Tab

You can generate a report in .xls format that shows all of the upcoming meetings that are scheduled between selected dates. After saving the report, you can view it by using Microsoft Excel.

1. In the Upcoming tab, in the From and To fields, click the calendar icons to select a start and end date from the popup calendar.
2. Click **Generate Report**.  
Information about each meeting is included in the report. For details, see the [Generated Report Information Categories](#).
3. To save the report, click **Save**.
4. In the dialog box that opens, browse to the location in which you want to save the file, enter the file name and type, and then click **Save**.

### Generated Report Information Categories

The following is a list of the information categories that are included in a generated report.

**Note:** A report generated from the History tab includes the same information categories.

- Virtual Meeting ID
- Master Meeting ID
- Slave Meeting ID
- Cisco Meeting ID

- Subject
- Meeting Type
- Reference Code
- Start Time
- Duration
- Meeting Room
- Organizer Name
- Service Prefix
- Services
- MCU Name(s)
- Terminals
- Number of Extra IP Ports Reserved
- Number of Extra ISDN Ports Reserved
- Dial-in IP Terminals
- Dial-out IP Terminals
- Dial-in ISDN Terminals
- Dial-out ISDN Terminals
- Gateway List
- Device Failure Cause (Device Name, IP Failure, Cause)
- Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)

#### To Modify Upcoming Meetings

You can modify an upcoming meeting at any time.

1. On the Upcoming tab, click the Subject of the meeting that you want to modify.  
The Modify Meeting screen appears.
2. Enter information according to your requirements.

## Using the History Tab

On the History tab, you can view past meetings of a specified user or organization. You can also search for meetings. A list of all past meetings is displayed.

Information about each meeting is included under the following column headings:

- Subject-Subject of the meeting. To sort by subject, click the column heading.
- Deployment-Deployment in which the meeting was scheduled.
- Start Time-Meeting date and start time. To sort by start time, click the column heading.
- Duration-Length of the meeting, in minutes. To sort by meeting duration, click the column heading.
- Host-Name of the designated host of the meeting. To sort by host name, click the column heading.
- Status-Meeting termination status. To sort by failure status, click the column heading.
  - ◆ Green status indicates successful meeting termination and all participants successfully exited the meeting.

- ◆ Red status indicates unsuccessful meeting termination or the abnormal exiting of a terminal from the meeting. To view the Reason Failed error message, click the red status indicator.  
**Note:** If a terminal is disconnected correctly via Video Administration in-meeting control, no red status indicator appears on the History tab details. For details, see the [To Terminate a Meeting](#).

- No status indicator indicates that there are no designated meeting participants.

See the following procedures:

- [To Generate Reports from the History Tab](#)
- [To View Past Meeting Details](#)
- [To Delete Meeting History](#)

#### **To Generate Reports from the History Tab**

You can generate a report in .xls format that shows all of the past meetings that were scheduled between selected dates. After saving the report, you can view it by using Microsoft Excel.

1. In the History tab, in the From and To fields, click the calendar icons to select a start and end date from the popup calendar.
2. Click **Generate Report**.
3. To save the report, click **Save**.
4. In the dialog box that opens, browse to the location in which you want to save the file, enter the file name and type, and then click **Save**.

#### **Generated Report Information Categories**

For details about information categories that appear in a generated history report, see the [Generated Report Information Categories](#).

A report generated from the Upcoming and History tabs includes the same information categories.

#### **To View Past Meeting Details**

You can view the details of past meetings at any time.

1. On the History tab, click the Subject of the meeting that you want to view.  
The Meeting Details screen appears. Each tab on the Meeting Details screen displays settings configured for all past meetings.

### To Delete Meeting History

You can delete meetings from the History tab at any time.

1. In the History tab, click **Delete History**.

All past meetings are deleted from the History tab.

**Note:** Deleted meetings appear in billing and reporting statements.

**Note:** History tab search results do not include deleted meetings.

### Defining Duration of Meeting History Display

The length of time meeting history remains on the History tab is defined in the My Preferences section.