

This chapter contains a detailed description of Cisco Unified MeetingPlace video-conferencing from a nontechnical perspective. It assumes all necessary hardware and software are up and running.

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## Supported Meeting Types

Cisco Unified MeetingPlace video capability is available for the meeting types listed in [Table: Supported Meeting Types](#); for more information about these meeting types see [About Meeting Types](#).

**Table: Supported Meeting Types**

Meeting Type	Video-Conferencing Behavior
Standard scheduled meetings	As described in this document.
Recurring meetings	As described in this document.
Immediate meetings	Video conferences are not scheduled with immediate meetings but can be created and attended on an ad-hoc basis. See the <a href="#">Attending Ad-Hoc Video Conferences</a> for requirements. Other behavior is as described in this document.
Reservationless meetings (not all Cisco Unified MeetingPlace systems have this functionality)	<p>Video conferences are not scheduled with reservationless meetings but can be created and attended on an ad-hoc basis when users join the conference or during the conference. See the <a href="#">Attending Ad-Hoc Video Conferences</a> for requirements.</p> <p>As with audio conferences, participants who join the meeting before the scheduler arrives will wait in the waiting room until the scheduler starts the video conference.</p> <p>Other behavior is as described in this document.</p>
Continuous meetings	<p>Video ports and video terminals cannot be scheduled for continuous meetings. Cisco Unified MeetingPlace will try to create an ad-hoc video meeting as video endpoints attempt to join a continuous meeting. See the <a href="#">Attending Ad-Hoc Video Conferences</a> for requirements.</p> <p>Other behavior is as described in this document.</p>
Lecture-style meetings (excluding Q and A mode, which is not enabled for video conferencing in Cisco Unified MeetingPlace Video Integration, but which is available for audio-only conferences)	See the <a href="#">Participating in Lecture Style Meetings</a> .
Video-only meetings	<p>If no audio ports are scheduled, the audio link between the Cisco Unified Videoconferencing MCU and the Audio Server is not established. Audio for the meeting can only be provided by the video MCU; audio users dialing into the Audio Server will be prevented from joining the meeting.</p> <p>Meeting participants can still use the Cisco Unified MeetingPlace Web Conferencing attend process and meeting console, and notifications are sent to participants with video dial-in information.</p>

<p>Conference room only meetings</p>	<p>You can create video terminal profiles to represent conference rooms that contain video endpoints, which can be reserved by users for specific meeting timeframes. Users with video scheduling capabilities can book one or more video terminals without dedicating ports for a Cisco Unified MeetingPlace conference by selecting either the <b>Point to Point</b> or the <b>Non Video Conference</b> service code. This causes the video terminal(s) to display as unavailable for the duration of the meeting, so that other users who are scheduling meetings know that the room will be in use.</p> <p>A Point to Point conference is used for a video call from one location to another that does not need ports for additional conference participants.</p> <p>A Non Video Conference is used to reserve a conference room that has a video terminal, but does not necessarily need to use the video terminal.</p>
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## About Setting Up End Users for Video Conferencing in Cisco Unified MeetingPlace

After end-user desktop or room-based video equipment is installed and running, set the Cisco Unified MeetingPlace profiles of designated users to allow them to schedule meetings that include video conferencing. See the [About Managing User Profiles for Video Use](#).

Users see video options when they schedule meetings only if their Cisco Unified MeetingPlace profiles are enabled for video conferencing. Users without Cisco Unified MeetingPlace profiles cannot schedule video conferences. Users do not need a Cisco Unified MeetingPlace profile to attend video conferences.

In MeetingTime, you can set or change the video-conferencing bandwidth for groups and individual users, and set or change the default video-conferencing endpoint address for each user.

Users can set or change their video-conferencing bandwidth and default endpoint address in Cisco Unified MeetingPlace Web Conferencing on the Account Basics page (if the optional Account link is displayed, allowing access to that page).

The endpoint address can be a phone number or an H.323 endpoint address. The endpoint address must be less than 128 digits; however, some endpoints require fewer than 128 digits.

For details about administrative functions in MeetingTime and Web Conferencing, see [Using MeetingTime and Configuring Web Conferencing](#).

## About Scheduling Video Conferences

All aspects of Cisco Unified MeetingPlace conferences (data, voice, and video) must be scheduled on the Cisco Unified MeetingPlace Audio Server before anyone can attend them. However, they do not need to be scheduled in advance; they can be scheduled as immediate or reservationless meetings.

See the following sections for additional details:

- [Who Can Schedule Video Conferences](#)
- [When Video Conferences Can Be Scheduled](#)
- [How Users Schedule Video Conferences](#)
- [About Rescheduling Video Conferences](#)

### Who Can Schedule Video Conferences

Only profiled users whose profiles allow video conference scheduling can schedule video conferences. Users who cannot schedule video conferences do not see video conference options when they schedule meetings.

### When Video Conferences Can Be Scheduled

Video conferences can be scheduled with the other aspects of the Cisco Unified MeetingPlace conference in advance of the meeting, or they can be initiated at the beginning of a reservationless or immediate meeting, or in the middle of any Cisco Unified MeetingPlace meeting (see the [Attending Ad-Hoc Video Conferences](#).)

In either case, video-conferencing resources must be available and the meeting must be scheduled by a user whose profile is enabled for scheduling video conferencing.

### How Users Schedule Video Conferences

Users schedule video-conferencing functionality when they schedule a Cisco Unified MeetingPlace voice or web conference via the standard Cisco Unified MeetingPlace scheduling interfaces in Cisco Unified MeetingPlace Web Conferencing, Cisco Unified MeetingPlace for Outlook, and Cisco Unified MeetingPlace for Lotus Notes. Video conferencing cannot be scheduled via the telephone user interface (TUI) or via MeetingTime.

For step-by-step instructions on scheduling video conferences in Cisco Unified MeetingPlace for Outlook, Cisco Unified MeetingPlace for Lotus Notes, and Web Conferencing, see the Help available within each application.

The following caveats apply to scheduling video conferences:

- If the necessary number of video or audio ports is unavailable, Cisco Unified MeetingPlace will not schedule the meeting.
- The number of ports reserved for a video conference cannot be changed while the meeting is in session, although it may be possible for additional participants to join the video conference on an ad-hoc basis. See the [Attending Ad-Hoc Video Conferences](#).
- Cisco Unified MeetingPlace cannot reserve video ports when an immediate, continuous, or reservationless meeting is scheduled. However, it may be possible for participants to initiate video conferencing on an ad-hoc basis. See the [Attending Ad-Hoc Video Conferences](#).
- Passwords are never required to attend an immediate or reservationless meeting, even if meeting schedulers enter a password when they schedule a meeting. To schedule a meeting that has password protection, schedulers can include a Meeting ID that is different from their profile ID when they schedule the meeting.
- For scheduled meetings that include both video conferencing and external access:
  - ◆ If Cisco Unified MeetingPlace Video Integration is deployed in the DMZ to allow attendees outside the firewall to participate in video conferences, meeting schedulers must set the Allow Internet Access option to Yes each time that they schedule video ports, whether or not external participants will attend.
  - ◆ If Video Integration is deployed behind the firewall, people who are outside the firewall cannot attend video conferences via IP-based endpoints, and meeting schedulers must set Allow Internet Access to No if they want to enable video conferencing for internal users with IP-based endpoints. In this case, people who are outside the firewall cannot attend the web conference. If meeting schedulers want to allow participants outside the firewall to attend the web conference, they must set Allow Internet Access to Yes, and video conferencing will not be available for this conference. External users of ISDN video endpoints can join the video conference even if Video Integration is installed behind the firewall.
- When users schedule immediate or reservationless meetings in configurations that include both video conferencing and external access, the profile settings of each user for the Allow Internet Access parameter may affect their ability to schedule video conferences and their ability to include web-conferencing participants who are outside the firewall. See the [Important Information About DMZ Configurations and Video Conferencing](#). Users can choose which functionality they want for each meeting by scheduling meetings that start as soon as they are scheduled (rather than immediate or reservationless meetings.) In order to do this, they must include a meeting ID that is different from their profile ID.
- The Meeting ID becomes part of the dial string that video endpoints use if they dial in to attend the conference. Some endpoints can accommodate only relatively short dial strings. We recommend that you determine the number of digits your endpoints can accommodate and recommend that your users keep their Meeting IDs short enough to work with that limit.
- On the Meeting Options page, users can select a service code for the video meeting. In addition to the customized service codes that can be created on either Video Administration or the Cisco Unified Videoconferencing MCU, Video Administration has two special built-in service codes that indicate that the conference is to be a conference room only meeting without dedicating ports for a Cisco Unified MeetingPlace conference.
  - ◆ The Point to Point service code is used for a video call from one location to another that does not need ports for additional conference participants.
  - ◆ The Non Video Conference service code is used to reserve a conference room that has a video terminal, but does not necessarily need to use the video terminal.

## About Rescheduling Video Conferences

Meeting schedulers can reschedule meetings that include video capability in the same way that they reschedule meetings that do not include video conferencing.

Required conditions for scheduling video conferences also apply to rescheduling them.

## About Attending Cisco Unified MeetingPlace Video Conferences

If video ports are reserved, the video conference is started on the Cisco Unified Videoconferencing MCU at the same time that the audio conference is started on the Audio Server. For participants who attend via a desktop video endpoint, the video image appears separately in the window of their desktop video endpoint, not in the Cisco Unified MeetingPlace Web Conferencing meeting room window.

Profiled users connect with the bandwidth specified in their profile or with the default bandwidth if their profile does not specify a bandwidth. Guest connections enter with the default bandwidth you specified in MeetingTime.

### About Attending Reservationless Meetings

If the meeting is reservationless and the organizer has not yet started the conference at the time a participant joins the video conference, video participants will stay in the video waiting room until the organizer starts the voice or web conference. As with data and voice conferencing, no in-meeting functionality is available to conference participants in the waiting room.

## How Users Join a Cisco Unified MeetingPlace Video Conference

Participants should always start their video endpoints before attempting to join the Cisco Unified MeetingPlace video conference.

Users of Apple computers should always dial in from their video endpoints.

If participants join a single conference with both an audio-only device and a video endpoint, they should mute one or the other.

Participants can join the video conference as described in the following sections:

- [Attending Video Conferences by Outdialing from Web Conferencing](#)
- [Attending Video Conferences Via Cisco Unified MeetingPlace for Outlook](#)
- [Attending Video Conferences Via SMTP E-Mail Clients](#)
- [Attending Video Conferences Via Cisco Unified Video Advantage Video Endpoints](#)
- [Attending Video Conferences By Dialing In](#)
- [Attending Video-Only Conferences](#)
- [Attending Ad-Hoc Video Conferences](#)
- [Attending Password-Protected Meetings](#)
- [Attending Invitation-Only or Profiled-User-Only Meetings](#)

## **Attending Video Conferences by Outdialing from Web Conferencing**

In Web Conferencing, users can join the video conference in several ways:

- From the Current Meeting page by clicking the Connect button
- From the meeting room by clicking the Connect button
- From the meeting room by choosing Connect from the Personal menu

In each case, users enter the number for their video endpoint if it is not automatically entered, then click Connect. For users of ISDN endpoints, the number of their video endpoint must be preceded by the appropriate service prefix defined on the Cisco Unified Videoconferencing PRI Gateway. For detailed information, see the Cisco Unified Videoconferencing documentation at [http://www.cisco.com/en/US/products/hw/video/ps1870/tsd\\_products\\_support\\_series\\_home.html](http://www.cisco.com/en/US/products/hw/video/ps1870/tsd_products_support_series_home.html).

Note that Web Conferencing does not support joining a video conference from the Apple Safari client. Users attending a web conference by using Safari will not see the Use My Video Endpoint Number field and will not be able to join video conferences.

## **Attending Video Conferences Via Cisco Unified MeetingPlace for Outlook**

If video conference resources were scheduled with the Cisco Unified MeetingPlace conference, users can click the MeetingPlace tab of a notification they have received in Microsoft Outlook, then click the Connect Me button to have Cisco Unified MeetingPlace dial their video endpoint and connect them to the video conference. They can also dial in from their video endpoint using the dial-in number provided in the text of the meeting notification. If the meeting requires a password or is restricted to profiled or invited users, participants must join the video conference by clicking the Connect Me button in the notification, or from within the Cisco Unified MeetingPlace Web Conferencing meeting room.

## **Attending Video Conferences Via SMTP E-Mail Clients**

Cisco Unified MeetingPlace SMTP E-Mail Gateway provides Cisco Unified MeetingPlace meeting notifications to users of SMTP e-mail applications. SMTP notifications include instructions for attending a video conference and a hypertext link to bring up the Current Meeting page in Web Conferencing, from which participants can have the conference outdial to their video endpoint. For meetings that require a password or are restricted to profiled or invited users, users can attend only by having the system outdial to their endpoint.

## **Attending Video Conferences Via Cisco Unified Video Advantage Video Endpoints**

Cisco Unified Video Advantage consists of the Cisco Unified Video Advantage software application and a Cisco VT Camera, a video telephony USB camera. These work with a Cisco IP phone to provide video conferencing.

To attend a Cisco Unified MeetingPlace video conference via a Cisco Unified Video Advantage video endpoint, users can plug in their desktop endpoint, launch their Cisco Unified Video Advantage software, and join via one of the following methods:

- Outdial to their Cisco Unified Video Advantage endpoints by clicking Connect and entering the number for their Cisco Unified Video Advantage endpoint, if this number is not already entered in to their profile.
- Dial the number for the conference on their IP phone keypad. The number to dial is shown when users click the Connect button in the Cisco Unified MeetingPlace Web Conferencing meeting room, and in e-mailed meeting notifications if the scheduler included video conferencing with the meeting. There may be a delay while the call is connected. This is normal. Users cannot dial in if the meeting has attendance restrictions.

### **Attending Video Conferences By Dialing In**

If a video conference does not have password or profile access restrictions, participants can dial in to the conference from their endpoint. The number to enter in to their endpoint is shown on the Current Meeting page in Cisco Unified MeetingPlace Web Conferencing and at the bottom of the dialog box that comes up if a user clicks Connect in the Cisco Unified MeetingPlace Web Conferencing meeting room. This number is also included in the text of e-mailed meeting notifications if the scheduler included video conferencing. If users dial in from an endpoint, their video endpoint is listed separately from their web presence in the participant list in the meeting room. Instructions for dialing a number via the endpoint are in the documentation for the endpoint or its software. There may be a delay before the call is connected to the meeting.

Anyone who has the access information can dial in to the conference. If access to the meeting is restricted, participants who try to dial in with their video endpoints may not receive an error message, but they will not be connected to the meeting.

Users who dial in from an ISDN endpoint must dial the number provided for ISDN endpoints; at the IVR prompt, they enter the remaining digits provided.

### **Attending Video-Only Conferences**

If a conference has been scheduled for video ports only, no audio link is established between the Cisco Unified Videoconferencing MCU and the Audio Server. The conference will only exist on the MCU.

Participants can join by either outdialing from Cisco Unified MeetingPlace Web Conferencing or by directly dialing in from their video endpoint.



### **Attending Ad-Hoc Video Conferences**

If a meeting scheduler did not or could not schedule video-conferencing ports with the meeting, it may still be possible for video callers to participate.

Ad-hoc video conferencing is convenient in situations like these:

- The meeting is an immediate, continuous, or reservationless meeting.
- The conference scheduler did not schedule video resources with the meeting.
- The conference was scheduled via the TUI.
- More participants need to join the video conference than the scheduler included on the scheduling form.

Ad-hoc video conferences can occur only if the following conditions are met:

- The profile of the meeting scheduler is enabled for video.
- The meeting has been scheduled on the Cisco Unified MeetingPlace Audio Server. This includes reservationless and immediate meetings.
- The meeting is in session, or a user is trying to initiate the ad-hoc conference within the guard times of a scheduled meeting.
- The maximum number of video conferences has not been reached. (Note: this only applies to Cisco Unified Videoconferencing Release 4.x. Cisco Unified Videoconferencing Release 5.x does not have a limitation on the number of video conferences.)
- The minimum number of ports that can be scheduled for a video conference is available.

A participant can join an existing video conference on an ad-hoc basis if one video-conferencing port is available.

Participants join ad-hoc video conferences the same way they join scheduled video conferences.

### **Attending Password-Protected Meetings**

If a scheduler schedules a Cisco Unified MeetingPlace conference that requires a password for entry, all participants must enter the video conference by outdialing from Cisco Unified MeetingPlace Web Conferencing or from the MeetingPlace tab in a Cisco Unified MeetingPlace for Outlook notification.

### **Attending Invitation-Only or Profiled-User-Only Meetings**

If a meeting is not a public meeting (attendance is by invitation only, or is only available to profiled users), then only recipients of the meeting notification, attendees of the voice or web conference who outdial to a video endpoint, or profiled users can attend the video conference. Participants cannot dial in to these video conferences unless their video endpoint has a profile and the endpoint was invited to the meeting.

**Note:** Cisco Unified MeetingPlace cannot authenticate an endpoint that is outdialed to. It is assumed that

users are familiar with and authorized to include the number they are outdialing to.

## Video Features and Functions in the Meeting Room During the Conference

After participants join the video conference, their video image appears on the video monitor in a room-based system, or in a separate window on the desktop of participants who are using a computer-based video endpoint.

The video image can be the active speaker only (or the room the active speaker is in, in the case of room-based systems), or multiple people (or rooms) including the active speaker (or the room the active speaker is in, in the case of room-based systems.) If multiple images are displayed, participants do not control which participants are shown. If an audio-only participant is the active speaker, the last active video speaker continues to display until another video participant speaks.

When video participants are speaking through their video endpoint, the Now Speaking feature in the Cisco Unified MeetingPlace Web Conferencing meeting room displays the name as it appears in the Participant List. If the video participant dialed out to their video end point from Web Conferencing, their name or Guest ID is displayed. If the video participant dialed in from their video endpoint, the name of the video endpoint is displayed because their video endpoint is listed separately from their web presence in the participant list.

In the Web Conferencing meeting room, video-conference participants are identified in the participant list by icons for a video camera and a microphone. Status information about the video transmission, such as whether a participant is muted or paused, is also indicated in the participant list.

The audio link does not appear in the participant list in the Web Conferencing meeting room, but it displays as a phone in MeetingTime.

**Note:** The Video Layout Options menu is grayed out until the system dials out to a video endpoint.

All voice (phone) and Web Conferencing features are available as usual to all participants.

**Note:** Telephone User Interface (TUI) commands that are available to audio conference participants are not available to video conference participants because they are not connected directly to the Cisco Unified MeetingPlace Audio Server. For example, the #5 phone key combination that mutes an audio endpoint does not affect the audio transmission of a video endpoint.

The following sections describe the video-related functionality available to video participants in the meeting room:

- [Modifying the Video Transmission](#)
- [Modifying the Video Transmission of Other Participants](#)

- [Recording a Video-Conferencing Session](#)
- [Entering a Breakout Session](#)
- [Participating in Lecture Style Meetings](#)
- [Extending a Video Conference](#)
- [Leaving a Video Conference](#)
- [Ending a Video Conference](#)

## **Modifying the Video Transmission**

Participants can control certain aspects of their video transmission from within the Cisco Unified MeetingPlace Web Conferencing meeting room. Video participants who are accustomed to controlling their video options through the Cisco Unified Videoconferencing interface can also do that.

At any time during a Cisco Unified MeetingPlace conference, participants can modify their own video transmission, via the Personal menu in the Web Conferencing meeting room:

- Connect to or disconnect from the video conference while remaining in the data and voice conference.
- Pause or play (resume) video transmission of their own image from their video endpoint. If transmissions from multiple endpoints are displayed, the image from the camera of a paused participant is omitted from the display rotation. If only the active speaker is showing and the paused participant is the current speaker, the video image of the user or room freezes at the last image sent, without hanging up the video call. Pausing video transmission does not affect the audio channel of the video transmission.
- Mute or unmute all audio sources the user has (video microphone, phone, and so on). To mute the audio in their video transmission without affecting their audio-only connection, participants must mute the endpoint by using the hardware or software of the endpoint. Muting the audio channel of the video transmission does not affect transmission of the visual image from that endpoint. Voice conferencing keystrokes such as #5 do not apply to video endpoints, because they are not connected directly to the Cisco Unified MeetingPlace Audio Server.
- View only the active speaker (or the room the speaker is in) or view multiple participants (or the rooms they are in).

The participant list indicates when a video participant joins or leaves, mutes or unmutes, or pauses or resumes their video transmission.

## **Modifying the Video Transmission of Other Participants**

Any profiled user can do the following to any video participant by clicking the name or Guest ID of that person in the participant list:

- Pause or play (resume) the video transmission of that participant.
- Disconnect another video participant from the video conference. This action does not remove the participant from the voice or web conference.
- Eject a participant from all media used in the meeting (video, voice, and web conferencing.)

## Recording a Video-Conferencing Session

When video-conferencing participants are present in a Cisco Unified MeetingPlace meeting that is recorded, the audio channel of their video transmission is recorded. The visual image of a video transmission is not recorded.

## Entering a Breakout Session

Breakout sessions are only available to audio participants. Video endpoints cannot enter a breakout session. If a video user attempts to enter a breakout session, the audio channel of the video transmission of that participant, and the focus of the web conference, remain in the main meeting room.

In order to participate in a breakout session, video participants must also join the Cisco Unified MeetingPlace conference via an audio device (such as a phone or speaker phone) and must manually mute the audio channel of their video endpoint from the video endpoint (not by using the meeting room interface, which mutes all audio channels) before exiting the main meeting room.

## Participating in Lecture Style Meetings

Lecture style meetings have one or more presenters, and all other participants are the audience. The audience can be granted speaking privileges. For general information about lecture-style meetings, see [About Lecture-Style Meetings](#).

In a lecture-style meeting, standard rules apply to video attendees, except that:

- If the floor is closed, all video participants are muted (including the presenter) but can see each other. The presenters must join the audio conference with a standard audio device in order to speak. Any participant can speak via a standard audio connection, subject to the rules that govern lecture-style meetings in audio conferences.
- If the floor is open, all video participants can speak and see each other.
- It is not possible for the speaker to mute or unmute the endpoints of individual video participants. However, participants in an open-floor meeting can mute and unmute themselves.
- If participants are in the waiting room, they can neither speak to nor see each other.
- Lecture style meetings cannot be video-only conference. They must also be an Audio + Web conference.

The meeting scheduler determines whether all invitees enter as audience or all invitees enter an "open-floor" meeting and can speak.

## Extending a Video Conference

A conference will be extended only if enough video and audio ports are available to accommodate all participants.

## Leaving a Video Conference

Participants can leave the video conference while remaining in the Web conference by doing one of the following:

- Disconnecting their video by choosing Disconnect My Video in the meeting room.
- Hanging up their video endpoint.

## Ending a Video Conference

A video conference continues as long as the Cisco Unified MeetingPlace web conference continues and at least two video participants or one audio and one video participant are present.

The Cisco Unified MeetingPlace web conference ends if one of the following occurs:

- All participants close the meeting room window to exit the Cisco Unified MeetingPlace web conference, or choose Personal > Leave Meeting.
- The meeting scheduler chooses End Meeting from the Meeting menu in the Cisco Unified MeetingPlace Web Conferencing meeting room.

## Information for End Users

A *Quick Start Guide* with step-by-step instructions is available for video-conferencing users at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html).