

Main page: [Cisco Unified MeetingPlace, Release 8.0](#)

Up one level: [MeetingPlace Conference Manager](#)

Note: You must have either System Manager or Attendant privileges to use MeetingPlace Conference Manager. For details about signing in to the server, see [Signing In to a Server](#).

Caution! To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

- [How to Add, Edit, or Remove a Server](#)
- [Signing In to a Server](#)
- [Signing Out from a Server](#)
- [How to Schedule a Meeting](#)
- [How to Search for Meetings](#)
- [How to Update User Information](#)
- [How to Monitor an Active Meeting](#)
- [Locating Information About Meetings That Have Ended](#)

Contents

- [1 How to Add, Edit, or Remove a Server](#)
 - ◆ [1.1 Adding a New Server](#)
 - ◇ [1.1.1 Before You Begin](#)
 - ◇ [1.1.2 Procedure](#)
 - ◇ [1.1.3 Related Topics](#)
 - ◆ [1.2 Editing an Existing Server](#)
 - ◇ [1.2.1 Before You Begin](#)
 - ◇ [1.2.2 Procedure](#)
 - ◇ [1.2.3 Related Topics](#)
 - ◆ [1.3 Removing an Existing Server](#)
 - ◇ [1.3.1 Before You Begin](#)
 - ◇ [1.3.2 Procedure](#)
 - ◆ [1.4 Exporting a List of Servers](#)
 - ◇ [1.4.1 Before You Begin](#)
 - ◇ [1.4.2 Procedure](#)
 - ◇ [1.4.3 Related Topics](#)
 - ◆ [1.5 Importing a List of Servers](#)
 - ◇ [1.5.1 Before You Begin](#)
 - ◇ [1.5.2 Procedure](#)
 - ◇ [1.5.3 Related Topics](#)
- [2 Signing In to a Server](#)
 - ◆ [2.1 Before You Begin](#)
 - ◆ [2.2 Procedure](#)
 - ◆ [2.3 Troubleshooting Tips](#)
- [3 Signing Out from a Server](#)

- ◆ 3.1 Procedure
- 4 How to Schedule a Meeting
 - ◆ 4.1 Scheduling a Meeting
 - ◇ 4.1.1 Procedure
 - ◇ 4.1.2 Related Topics
 - ◆ 4.2 Scheduling Another Meeting With the Same Parameters
 - ◇ 4.2.1 Procedure
 - ◆ 4.3 Rescheduling a Meeting
 - ◇ 4.3.1 Restriction
 - ◇ 4.3.2 Procedure
- 5 Canceling a Meeting
 - ◆ 5.1 Restriction
 - ◆ 5.2 Procedure
- 6 How to Search for Meetings
 - ◆ 6.1 Modifying the Panes on the Search Page
 - ◇ 6.1.1 Procedure
 - ◆ 6.2 Finding All Active and Currently Scheduled Meetings
 - ◇ 6.2.1 Procedure
 - ◆ 6.3 Finding a Meeting by Using an Advanced Search Query
 - ◇ 6.3.1 Before You Begin
 - ◇ 6.3.2 Procedure
 - ◆ 6.4 Filtering the Search Results List
 - ◇ 6.4.1 Before You Begin
 - ◇ 6.4.2 Procedure
 - ◇ 6.4.3 Troubleshooting Tips
- 7 How to Update User Information
 - ◆ 7.1 Adding a User Profile
 - ◇ 7.1.1 Restriction
 - ◇ 7.1.2 Procedure
 - ◇ 7.1.3 Related Topics
 - ◆ 7.2 Searching for a User Profile
 - ◇ 7.2.1 Procedure
 - ◇ 7.2.2 Related Topics
 - ◆ 7.3 Modifying the Status of a User Profile
 - ◇ 7.3.1 Before You Begin
 - ◇ 7.3.2 Procedure
 - ◇ 7.3.3 Related Topics
 - ◆ 7.4 Changing the Sign-in Information for a User
 - ◇ 7.4.1 Before You Begin
 - ◇ 7.4.2 Procedure
 - ◇ 7.4.3 Related Topics
 - ◆ 7.5 Updating a User Profile
 - ◇ 7.5.1 Before You Begin
 - ◇ 7.5.2 Procedure
 - ◇ 7.5.3 Related Topics
 - ◆ 7.6 Deleting a User Profile
 - ◇ 7.6.1 Before You Begin
 - ◇ 7.6.2 Procedure
 - ◇ 7.6.3 Related Topics
- 8 How to Monitor an Active Meeting
 - ◆ 8.1 Finding a Summary of an Active Meeting
 - ◇ 8.1.1 Procedure
 - ◇ 8.1.2 Troubleshooting Tips

- ◆ [8.2 Going to the Meeting Page on the Cisco Unified MeetingPlace Web Server](#)
 - ◇ [8.2.1 Before You Begin](#)
 - ◇ [8.2.2 Procedure](#)
- ◆ [8.3 Adding an Invited User to an Active Meeting](#)
 - ◇ [8.3.1 Procedure](#)
- ◆ [8.4 Adding a Profiled User to an Active Meeting](#)
 - ◇ [8.4.1 Procedure](#)
- ◆ [8.5 Adding a Guest User to an Active Meeting](#)
 - ◇ [8.5.1 Procedure](#)
- ◆ [8.6 Controlling an Active Meeting](#)
 - ◇ [8.6.1 Before you Begin](#)
 - ◇ [8.6.2 Procedure](#)
 - ◇ [8.6.3 Troubleshooting Tips](#)
- ◆ [8.7 Muting Participants During a Meeting](#)
 - ◇ [8.7.1 Before You Begin](#)
 - ◇ [8.7.2 Procedure](#)
- ◆ [8.8 Changing the Status of a Participant During a Meeting](#)
 - ◇ [8.8.1 Before You Begin](#)
 - ◇ [8.8.2 Procedure](#)
- ◆ [8.9 Moving Participants During a Meeting](#)
 - ◇ [8.9.1 Before You Begin](#)
 - ◇ [8.9.2 Procedure](#)
- ◆ [8.10 Finding a Participant in the Participant List](#)
 - ◇ [8.10.1 Before you Begin](#)
 - ◇ [8.10.2 Procedure](#)
- ◆ [8.11 Viewing an Event Log for a Meeting](#)
 - ◇ [8.11.1 Before You Begin](#)
 - ◇ [8.11.2 Procedure](#)
- [9 Locating Information About Meetings That Have Ended](#)
 - ◆ [9.1 Procedure](#)

How to Add, Edit, or Remove a Server

- [Adding a New Server](#)
- [Editing an Existing Server](#)
- [Removing an Existing Server](#)
- [Exporting a List of Servers](#)
- [Importing a List of Servers](#)

Adding a New Server

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

Double-click the meetingmanager.jnlp icon on your desktop to access the application.

Procedure

1. Select **New Server**.

The Server Details window displays.

2. Enter the name of the server for Server Name.
3. Enter the URL of the server for Server Address.

Example: `http://<server>.com` or `https://<server>.com`, where <server> is the name of your Cisco Unified MeetingPlace Application Server.

Note: The Server Name and Server Address are mandatory fields.

4. (Optional) Enter your Cisco Unified MeetingPlace profile user ID and password in the fields provided.

If you do not enter a user ID and password, the system prompts you for this information each time you attempt to sign in to the server.

5. Select **OK**.

This server displays in the Server list.

Related Topics

- [Importing a List of Servers](#)

Editing an Existing Server

MeetingPlace Conference Manager allows you to edit your server information. For example, if you enable or disable SSL on the Cisco Unified MeetingPlace Application Server, you must edit the server URL in MeetingPlace Conference Manager from http to https.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- If you have not opened the application, double-click the `meetingmanager.jnlp` icon on your desktop.
- Make sure that you are not signed in to the server that you want to edit. MeetingPlace Conference Manager will not allow you to edit a server that you are currently signed in to.

Procedure

1. Select a server from the Server Name column.
2. Select **Edit Server**.

The Server Details window displays.
3. Edit your fields.
4. Select **OK** to save your edits or **Cancel** to discard your edits.

Related Topics

- [Configuring SSL for the Cisco Unified MeetingPlace Application Server module](#)

Removing an Existing Server

When you remove a server, all information about it is permanently removed.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that you are not signed in to the server that you want to remove. MeetingPlace Conference Manager will not allow you to remove a server that you are currently signed in to.

Procedure

1. Select a server from the Server Name column.
2. Select **Remove Server**.
A confirmation window displays.
3. Select **Yes** to confirm the action or **No** to cancel the action.

Exporting a List of Servers

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

Procedure

1. Select the **Properties** button.
The Application Properties window displays.
2. Select **Export**.

3. Specify the filename and location for saving the file.
4. Select **Export**.

Related Topics

- [Importing a List of Servers](#)

Importing a List of Servers

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- Locate the previously exported list of servers, which must be in XML format.
- If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

Procedure

1. Select the **Properties** button.
The Application Properties window displays.
2. Select **Import**.
3. Select the XML file.
4. Select **Import**.
5. Verify that the imported servers appear on the application home page.

Related Topics

- [Exporting a List of Servers](#)
- [Adding a New Server](#)

Signing In to a Server

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that your version of MeetingPlace Conference Manager is the same or greater than the server that you are trying to access.

Procedure

1. Select the name of a server from the Server Name column.
2. Select **Sign in**.
3. (Optional) If you did not enter your user ID and password when you added the server, the Sign in to Server window displays. Enter your user ID and password information and then select **Sign in**.
Once you are signed in, the Search screen for the chosen server displays.

Troubleshooting Tips

- If you cannot sign in to a server due to a user ID or password that was incorrectly saved, edit the server information. See the [Editing an Existing Server](#) for instructions.
- You can sign in to multiple servers, choose which server you want to monitor by choosing the server from the Server drop-down list on the main page.
- If you unsuccessfully try to sign in to the same server three times, contact the system administrator of the Application Server to unlock your profile.

Signing Out from a Server

Caution! When you sign out from a server, all active meetings on that server are closed.

Procedure

1. Select the name of a server from the Server Name column.
Note: If you are signed in to the server, the indicator next to the server name is green.
2. Select **Sign out**.
A confirmation window displays.
3. Select **Yes** to confirm, or **Cancel** to cancel the action.

How to Schedule a Meeting

- [Scheduling a Meeting](#)
- [Scheduling Another Meeting With the Same Parameters](#)
- [Rescheduling a Meeting](#)

Scheduling a Meeting

Before You Begin

- You can schedule a meeting on behalf of other users if you have Attendant or System Manager privileges.
- Conference Manager does not send email notifications for weekly recurring meetings. To notify users that they have been invited to a weekly recurring meeting, send an email manually.

Procedure

1. Sign in to a server.
2. Select **Schedule Meeting**.
The Meetings page displays.
3. Enter your meeting details, such as the meeting ID if you want to define your own, date, time, and duration of the meeting.
Check **Public** if you want this meeting to appear in the list of results when users use the Find Meeting feature.
4. (Optional) Select the button next to Recurrence to make this a recurring meeting and set your recurrence pattern.
5. Add invitees from the bottom of the Add Invitee tab.
 1. Enter the user ID of the invitee.
 2. Enter the email address of the invitee.
 3. Choose an audio permission for this invitee.
 4. Select **Profile** or **Guest** to indicate whether this invitee has a Cisco Unified MeetingPlace profile.
 5. Select **Invite**.
Note: If you do not know the user ID of the person you want to invite, use the search function on the top of the Add Invitee tab then use "drag and drop" to drag selected users to the Invitee list.
6. Set the Advanced Options for this meeting.
7. Select **Schedule**.

Related Topics

- [Field Reference: Meeting Scheduling Page](#) in the [MeetingPlace Conference Manager References \(M - P pages\)](#) module

Scheduling Another Meeting With the Same Parameters

Before You Begin

- You must have either System Manager or Attendant privileges.
- Conference Manager does not send email notifications for weekly recurring meetings. To notify users that they have been invited to a weekly recurring meeting, send an email manually.

Procedure

1. Sign in to a server.
2. Use the Search for Meetings option to find the meeting that you want to use.
 1. If the meeting is taking place today, either select **Active Meetings** or **All Today's Meetings**.
 2. If the meeting is taking place at another time, enter your search parameters and select **Search**.
3. Select your meeting entry in the Meetings tab to the right.
4. Select **Edit Meeting**.

The Meetings window appears.
5. Select **Copy Meeting**.

In the same Meetings window, a new meeting tab appears that includes the settings copied from the selected meeting. The Meeting ID, however, is not copied to the new meeting.
6. Modify your meeting options.
7. Select **Schedule**.

Rescheduling a Meeting

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Restriction

- You cannot change recurrence parameters when rescheduling a meeting.
- You cannot reschedule a meeting that has already begun.
- Conference Manager does not send email notifications for weekly recurring meetings.

Procedure

1. Sign in to a server.
2. Use the Search for Meetings option to find the meeting that you want to reschedule.
 1. If the meeting is taking place today, either select **Active Meetings** or **All Today's Meetings**.
 2. If the meeting is taking place at another time, enter your search parameters and select **Search**.
3. Select your meeting entry in the Meetings tab to the right.
4. Select **Edit Meeting**.

The Meetings page displays.
5. Modify your meeting options.
6. Select **Reschedule**.

Canceling a Meeting

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Restriction

- You cannot cancel a meeting that has already begun.

Procedure

1. Sign in to a server.
2. Use the Search for Meetings option to find the meeting that you want to cancel.
 1. If the meeting is taking place today, either select **Active Meetings** or **All Today's Meetings**.
 2. If the meeting is taking place at another time, enter your search parameters and select **Search**.
The Meetings page displays.
3. Select your meeting entry in the Meetings tab to the right.
4. Select **Edit Meeting**.
The Meetings page displays.
5. Select **Cancel**.
6. Select **Yes** in the Cancel meeting confirmation window.
7. Select **OK** in the Success window.
8. Select **Close** to close the Meetings window.

How to Search for Meetings

- [Modifying the Panes on the Search Page](#)
- [Finding All Active and Currently Scheduled Meetings](#)
- [Finding a Meeting by Using an Advanced Search Query](#)
- [Filtering the Search Results List](#)

Modifying the Panes on the Search Page

When you first sign in to a server, you see the Search For Meeting page. This page is divided into two configurable panes. Complete this procedure to modify the panes.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

To	Do This
Resize the two search panes.	Use your mouse to move the divider between the two panes.
Hide a search pane.	Select the arrow at the top of the divider to either hide or show a given pane.

Finding All Active and Currently Scheduled Meetings

MeetingPlace Conference Manager comes with two predefined search queries: to search for all active meetings, and to search for all of today's meetings. When you submit a query, your search results appear in the right pane.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

To	Do This
Find all of the meetings taking place right now.	Select the Active Meetings link.
Find all of the meetings scheduled to take place today.	Select the All Today's Meetings link.

Finding a Meeting by Using an Advanced Search Query

An advanced search query allows you to search for meetings by using one or several variables: Meeting ID number, Scheduler ID number, meeting subject, date interval or meeting state.

The search is not case-sensitive.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- Make sure that you are on the Search For Meeting page of the server that you want to search.
- If you are signed in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Procedure

1. Enter information for at least one search parameter on the Search For Meeting page.
 - ◆ Scheduler ID, Subject, and Meeting ID are not case-sensitive.
 - ◆ Select the calendar icon to choose your From and To dates.
 - ◆ A meeting day is defined as beginning at 12:00 AM and ending at 11:59 PM.
 - ◆ Make sure that you check at least one meeting state: Not Started, Ended, Waiting, or In Session.

2. Select **Search**.

Search results appear in the right pane.

Filtering the Search Results List

After you have completed a search, you can filter the results to obtain a smaller list of search results. Filtering occurs dynamically as you choose your filter attributes.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

Search for a meeting. See either the [Finding All Active and Currently Scheduled Meetings](#) or the [Finding a Meeting by Using an Advanced Search Query](#) for instructions.

Procedure

1. Look at the right pane of the Search For Meeting page.
2. Choose an attribute from the Filter drop-down box.
3. Enter a value in the "contains" field.
If you choose "In a Date Range" as your filter, indicate a From and To date range.
4. Check one or more meeting states: Not Started, Ended, Waiting, or In Session.

Troubleshooting Tips

- To sort the list of search results, select the heading of the column by which you want to sort your results.
- To return to an unfiltered list, clear the text fields.

How to Update User Information

- [Adding a User Profile](#)
- [Searching for a User Profile](#)
- [Modifying the Status of a User Profile](#)
- [Changing the Sign-in Information for a User](#)
- [Updating a User Profile](#)
- [Deleting a User Profile](#)

Adding a User Profile

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Restriction

If you are signed in as an attendant, you might not have the correct privileges to add user profiles. These privileges are configured by the system administrator through the Administration Center. See [Configuring Attendant Privileges](#) in the [Configuring Attendant Settings for Cisco Unified MeetingPlace](#) module.

Procedure

1. Sign in to a server.
2. Select the **Users** tab.
3. Select **Add User**.
4. Enter the user information.
5. Select **Save**.

Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [Searching for a User Profile](#)

Searching for a User Profile

Complete this procedure to find a user profile in MeetingPlace Conference Manager.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. Sign in to a server.
2. Scroll down to the Search For Users section.
3. Search for the user.
 - ◆ Select one of the shortcuts for locked or inactive users if they apply.
 - ◆ If neither of the shortcuts apply, enter a search parameter and select **Search**.
4. Select the **Users** tab to see your search results.
5. (Optional) Filter your search results by user ID or profile number.

Related Topics

- [Modifying the Status of a User Profile](#)
- [Changing the Sign-in Information for a User](#)
- [Updating a User Profile](#)
- [Deleting a User Profile](#)

Modifying the Status of a User Profile

Complete this procedure to set a user profile as active, inactive, or locked. You can modify the status of one profile or a group of profiles.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- Any user profiles you want to modify must be on the local server.
- If you are signed in as an attendant, make sure that you have permission to modify user profiles. This is set on the Cisco Unified MeetingPlace Application Server: **Admin > System configuration > Usage configuration > Attendant privileges**.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

Procedure

1. Sign in to a server.
2. Search for the user whose status you want to modify.
3. Select the user entry.
To choose more than one user entry, press the Ctrl key while selecting more user entries.
4. Select **Set status as** and choose the status you want to apply.

Related Topics

- [Searching for a User Profile](#)

Changing the Sign-in Information for a User

Complete this procedure to change the user password, profile PIN, or email address of a user. You can also use this procedure to change the user status.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant

privileges.

Before You Begin

- Any user profiles you want to modify must be on the local server.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

Procedure

1. Sign in to a server.
2. Search for the user whose sign-in information you want to modify.
3. Select the user entry.
To choose more than one user entry, press the Ctrl key while selecting more user entries.
4. Select **Change Sign-in Info**.
5. Enter your changes.
6. Select **Save**.

Related Topics

- Searching for a User Profile

Updating a User Profile

Before You Begin

This user information must be on the local server.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. Sign in to a server.
2. Search for the user whose information you want to update.
3. Select the user entry.
4. Select **Edit User** to open the Edit user profile window.
5. Enter your changes.
6. Select **Save**.

Related Topics

- [Searching for a User Profile](#)

Deleting a User Profile

Before You Begin

This user information must be on the local server.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. Sign in to a server.
2. Search for the user whose profile you want to delete.
3. Select the user entry.
4. Select **Delete User**.
5. Select **Yes**.

Related Topics

- [Searching for a User Profile](#)

How to Monitor an Active Meeting

The Meetings window allows you to monitor meetings in real time, as well as perform various actions related to that meeting. You can monitor several meetings at once. Each meeting is revealed in tab view.

- [Finding a Summary of an Active Meeting](#)
- [Adding a Profiled User to an Active Meeting](#)
- [Adding a Guest User to an Active Meeting](#)
- [Controlling an Active Meeting](#)
- [Muting Participants During a Meeting](#)
- [Changing the Status of a Participant During a Meeting](#)
- [Moving Participants During a Meeting](#)
- [Finding a Participant in the Participant List](#)
- [Viewing an Event Log for a Meeting](#)

Finding a Summary of an Active Meeting

Each meeting details page includes meeting summary information including the name of the scheduler, the start time, whether a password is required and so on. Complete this procedure to locate the summary information for a meeting.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. From the Search For Meeting page, select the meeting that you want to view.
2. Select **Monitor Meeting**.
A Meetings window displays with the selected meeting in tab view.
3. Look at the right pane of the Meetings window.
4. If it is not already displayed, select the **Meeting Summary** tab.

Troubleshooting Tips

If you are signed in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Going to the Meeting Page on the Cisco Unified MeetingPlace Web Server

Before You Begin

Make sure that you first set the correct URL for the Web Server on the Application Server. See [Configuring Click-to-Attend Links](#) in the [Configuring Email Notifications for Cisco Unified MeetingPlace](#) module.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. From the Search For Meeting page, select the meeting that you want to view.
2. Select **Go to Meeting Page**.

Adding an Invited User to an Active Meeting

Complete this procedure to dial out to users who are already in the web meeting so that they can participate in the audio or video meeting.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. From the Search For Meeting page, select the meeting that you want to view.
2. Select **Monitor Meeting**.
A Meetings window displays with the selected meeting in tab view.
3. Select one invitee from the invitees table in the left pane.
4. Right-click the selected invitee to open the context menu.
5. Select **Call invitee**.
6. (Optional) Enter the phone number of the invitee.
7. Select **Call**.

Adding a Profiled User to an Active Meeting

The Add Participant tab allows you to quickly add profiled users to a meeting that is currently active by calling out to their phones. You can either search for profiled users or enter a phone number if the user does not have a phone number stored as part of their profile.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. From the Search For Meeting page, select the meeting that you want to view.
2. Select **Monitor Meeting**.
A Meetings window displays with the selected meeting in tab view.
3. Look at the right pane of the Meetings window.
4. If it is not already displayed, select the **Add Participant** tab.
5. Enter one or more search parameters.
6. Select **Search**.
Search results are displayed in a list.
7. Add the user to the meeting:
 - ◆ Drag and drop the user in to the Main Room in the left pane
or
 - ◆ Enter a phone number for the user and select **Call**.
The system calls the user so that the user can join the meeting.

Adding a Guest User to an Active Meeting

The Add Participant tab allows you to quickly add guest users to a meeting that is currently active by calling out to their phones.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. From the Search For Meeting page, select the meeting that you want to view.
2. Select **Monitor Meeting**.
A Meetings window displays with the selected meeting in tab view.
3. Look at the right pane of the Meetings window.
4. If it is not already displayed, select the **Add Participant** tab.
5. Select **Guest** in the lower-right part of the screen.
6. Enter the name of the guest user for User ID.
7. Enter the phone number of the guest user.
8. Select **Call**.

Controlling an Active Meeting

While a meeting is active, you can control meeting behavior such as locking or unlocking the meeting, starting or stopping recording. You can also end the meeting.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before you Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring. See the [Finding a Summary of an Active Meeting](#) for instructions.
- All of the buttons mentioned in this procedure are located on the bottom of the Meetings window.

Procedure

To	Do This
Start recording the meeting.	Select Start Recording .
Stop recording the meeting.	Select Stop Recording . This button only displays if you are currently recording the meeting.
Lock the meeting.	Select Lock Meeting . This prevents new participants from joining the meeting.
Unlock the meeting.	Select Unlock Meeting . This button only displays if the meeting is currently locked.
End the meeting.	Select End Meeting . This closes all components of the meeting: audio, video, and web.

Troubleshooting Tips

If you are signed in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Muting Participants During a Meeting

You can choose to mute one or a number of participants during a meeting so that sound cannot be heard from their phone or video endpoints.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep these tips in mind:
 - ◆ Sort the list of participants by selecting the Participant column.
 - ◆ To choose multiple participants, press the Ctrl key as you select the names. To choose a contiguous group of participants, select the first name, press the Shift key, then select the last name to automatically choose all of the participants in between.
 - ◆ You can also modify participant abilities by right-clicking on the participant name.
 - ◆ Users can mute themselves by pressing **#5** on their phones.

Procedure

1. Select the name of the participant that you want to affect.
2. Do one of these actions:

To	Do This
Mute a participant.	Select Mute .
Unmute a participant.	Select More > Unmute .
Mute most participants.	Select More > Mute All Except Selected .

Changing the Status of a Participant During a Meeting

Complete this procedure to rename participants during a meeting, change their speaking status, or remove them from the meeting.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep these tips in mind:
 - ◆ Sort the list of participants by selecting the Participant column.
 - ◆ You can also modify participant abilities by right-clicking on the participant name.

Procedure

1. Select the name of the participant that you want to affect.
2. Complete one of these actions:

To	Do This
Rename a participant.	Enter a new name in the Rename field then select Rename .
Remove a participant from the meeting.	<p>Select More > Eject.</p> <p>Confirm the action when prompted by selecting Yes.</p> <p>Note: Due to a product limitation, participants who leave a Cisco WebEx web meeting still appear in the participant list.</p>

Moving Participants During a Meeting

Complete this procedure to move participants from the waiting room to the main room or to a breakout room and back during a meeting. You can see which participants are in which room by selecting the room number in the Meetings window.

The room number displays as M for Main room, W for Waiting room, and 1-9 for each breakout room.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant

privileges.

Tip: Sort the list of participants by selecting the Participant column. You can also move selected participants among rooms by dragging and dropping them to their destination rooms. A destination room must be visible in the Meetings window before you can use the drag and drop feature.

Before You Begin

- This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.
- Keep these tips in mind:
 - ◆ Sort the list of participants by selecting the Participant column.
 - ◆ To choose multiple participants, press the Ctrl key as you select the names. To choose a contiguous group of participants, select the first name, press the Shift key, then select the last name to automatically choose all of the participants in between.
 - ◆ You can also modify participant abilities by right-clicking on the participant name.
 - ◆ Users can move themselves to a breakout room by pressing **#1** on their phones followed by the number of their breakout room.

Procedure

1. Select the name of the participant that you want to affect.
2. Complete one of these actions:

To	Do This
Move a participant to a breakout session.	Select More > Move to room then choose the breakout room.
Return a participant to the main meeting.	Select More > Move to room > Main Room .

Finding a Participant in the Participant List

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before you Begin

This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.

Note: Participants who leave a Cisco WebEx meeting still appear in the Participant list.

Procedure

If	Do This
You know the name of the participant you are looking for.	Enter part of the name in the "Name begins with" field.
You do not know the name of the participant you are looking for.	Sort the Participant column by selecting the column heading then scroll through the list.

Viewing an Event Log for a Meeting

You can view a log of events that are taking place during a meeting. Examples of meeting events are when a user joins, leaves, or is renamed, and when a meeting recording is started or stopped.

As an attendant, you can save the events log locally to your file system.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Before You Begin

This procedure assumes that you are viewing the meeting details page for the meeting that you are monitoring.

Procedure

To	Do This
View the event log.	Select the Event Log tab.
Erase the list of logged events.	Select Clear Log .

Locating Information About Meetings That Have Ended

Once a meeting has ended, you can still access basic information about it including attendance information and attendance history. Attendance information contains basic user attendance data, whether a user was invited, if the user attended the meeting and in which way. Attendance history contains more detailed data about each participant including join leave times, duration and type.

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Procedure

1. Search for your meeting.
See either the [Finding All Active and Currently Scheduled Meetings](#) or the [Finding a Meeting by Using an Advanced Search Query](#).
2. Double-click the meeting that you want information for.
The Meetings window displays with basic meeting details.
3. (Optional) Save the attendance history information:
 1. Select the **Attendance history** tab.
 2. Select **Save**.