Advanced and Customized Net Conference with Cisco WebEx Meeting Center

This Advanced and Customized Net Conference with Cisco WebEx Meeting Center User Guide details how to access the Cisco WebEx Meeting Center service from the e-meetings customer portal, integration with the Instant Meeting audio conferencing service and its corresponding interaction with the WebEx Hosted Net Replay. This guide is to be used to supplement the Cisco WebEx user guides. Please refer to the **WebEx Meeting Center User Guide for Hosts, Presenters and Participants** (available via the **User Guide** link on your WebEx site) for more details of the Cisco WebEx Meeting Center features.

Activating Advanced and Customized Net Conference (first time only)

- Go to **http://e-meetings.verizonbusiness.com**
- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a **Manage My Meetings** login and password, Click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCING** tab.
- Click on the **Meeting Center Pro** link under **Advanced or Customized Net Conference Applications**.
- Save the URL to your favorites.

For future visits, you may continue to access Advanced and Customized Net Conference via, **Manage My Meetings**, or go directly to the URL from your favorites and login:
- Advanced Net Conference: **https://van.webex.com**
- Customized Net Conference: https://<companyname>.webex.com

Instant Meeting Subscriptions	Net Conferencing	Reserved Audio Calls	My Identity	Messages

Instant Net Conference

To begin an Instant Net Conference now, click on the arrow under Start Meeting. You must agree to the User Terms in the pop-up box that follows. To View, Update or Delete a subscription, click on the Meeting Number.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
745260142	t29		WebEx	KATE PARKER	➡	✉ 📋
742180384	WX instant net		WebEx	KATE PARKER	➡	✉ 📋

To access a specific Application, please choose one of the following:

Advanced Net Conferencing Applications

Meeting Center Pro | **Meeting Center Pro**

Subscription 1 - 2 of 2

| Add Subscription | | Help | Logout |

Note: If you also have Instant Net Conferencing enabled you will see your Instant Net Conference with WebEx subscription above the Advanced and/or Customized Net Conference subscriptions.

Training

- Cisco WebEx self paced tutorials are located at:
  https://e-meetings.verizonbusiness.com/global/en/crc/guides_net.php
- Cisco WebEx How Do I self-paced tutorials are located at:
  https://support.webex.com/MyAccountWeb/howDoI.do?root=Tools&parent=How%20Do%20I
- Additional training is also available at:
  http://help.webex.com

Support

Cisco WebEx product help is available at: **https://e-meetings.verizonbusiness.com/global/en/globalResNumbers.php**

My WebEx

Use your **My WebEx** tab to setup or change your Profile, Audio Account information, Contacts and more. You may also start your meetings, access your reports, attend Training or even seek Support from your My WebEx tab.   **My WebEx** contains the following categories, outlined in red in the picture below, down the left margin:
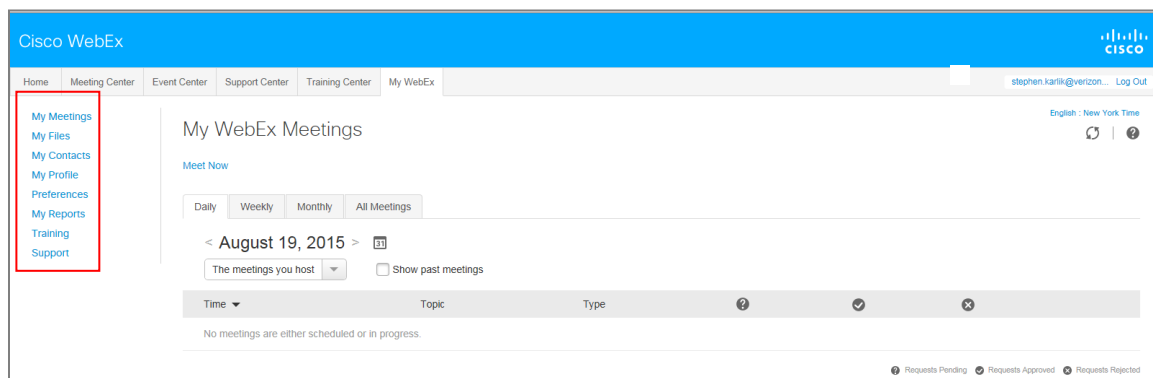
My Profile

My Profile contains your personal account information.
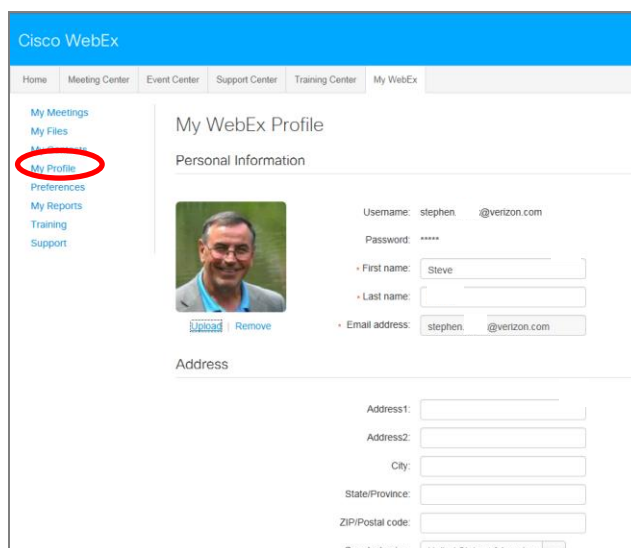
Preferences

- **Preferences** allows you to setup your Instant Meeting Net Conference subscription with WebEx Meeting Center:
- You may select the **Callback** feature and designate which phone you will primarily use to join the teleconference portion of your meeting.
- Click **Audio Set up to add a teleconferencing account**

- Enter your "Meeting Now" audio conference subscription information settings.
- Enter your Toll-free call-in number, Toll call-in number, Host access code, Attendee access code.
- **Preferences** allows you to enter up to 4 different Instant Meeting numbers to be saved as separate accounts.
- **Note:** If you do not have a toll number, enter your toll-free number. Do not leave the Toll Call-in number blank.
- Select the type of call-in number to be used for the Recording dial-out number.
- Click **Save**

Audio Set Up

- Audio Set Up allows you to setup your Instant Meeting Audio Conference subscription with WebEx Event Center:
- Click Add teleconferencing account
- Enter your Instant Meeting audio conference subscription information
- Enter your Toll-free call-in number, Toll call-in number, Host access code, Attendee access code.
- My Audio allows you to enter up to 4 different Instant Meeting numbers to be saved as separate accounts.
- **Note:** If you do not have a toll number, enter your toll-free number. Do not leave the Toll Call-in number blank.
- Select the type of call-in number to be used for the Recording dial-out number. (NOTE: WebEx Hosted Net work –based Recording uses _US based audio bridges only_ regardless of your location.)
- Click **Save**

Setting up the Teleconference Account for use with WebEx Hosted Net Replay for US-based Instant Meeting Accounts

- In Audio Set Up at least one Teleconferencing Account with a US Toll-free Instant Meeting number for use by the WebEx Recorder. If you have already done this step as part of your normal teleconference account set up, nothing additional is required.
    - Select Country/Region and enter the US toll-free number in Call-in toll-free number.
    - Select Country/Region and enter the local toll number in Call-in number.
        - » If you do not have a toll number, enter your toll-free number. Do not leave either field blank or you will receive an error.
    - Enter the Subscriber and Participant passcodes
    - Selec Call-in toll-free number for the Recording dial out number
    - Click OK if you are adding a new account or Update to modify an existing account.

Teleconference

Accounts: You can add up to three Teleconferencing Service accounts.
Add account

Account 1 (Default) : 1-866- (US) Call-in toll-free number (Verizon)
0808- (United Kingdom) Call-in number (Verizon)

Subscriber access code : 5507
Participant access code : 8645

Edit | Delete

My Reports

Usage Reports are available for your meetings for up to three months prior.

Cisco WebEx

Home | Meeting Center | Event Center | Support Center | Training Center | My WebEx

My Meetings
My Files
My Contacts
My Profile
Preferences
My Reports
Training
Support

My WebEx Reports

All Services

- Usage Report
  View usage information for your meetings.

- Recording Links Report
 View old and updated recording links for your recordings.

Event Center:

- Registration Report
  View registration information, and send reminder emails before the event. After the event, you can also view whether a registrant attended or was absent.

- Attendance Report
  View attendance information for any event. You can send follow-up emails after the event.

- In-Event Activity Report
  View attendee activity information for an event.
  Note that the in-event activity report is only available for events recorded on the server.

- Attendee History Report
  View a list of events for an attendee.

- Event Recording Report
  View a list of attendees who have downloaded or viewed an event recording.

- Unlisted Program Links Report
  View old and updated program links for your unlisted programs.
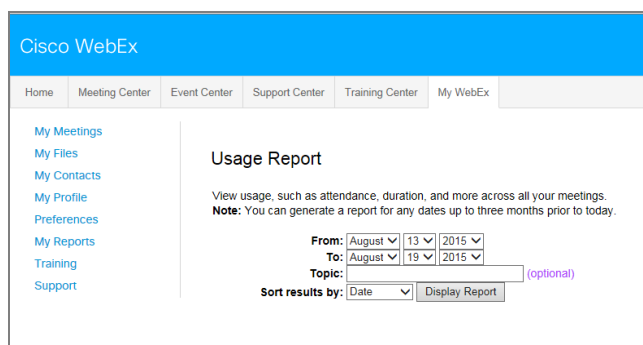
WebEx Meeting Center Home Page

From the Meeting Center homepage you will be able to set-up meeting preferences, obtain assistance and host a meeting. Each section offers additional options to further customize your settings. The remainder of this user guide provides a high level overview of the Meeting Center features and includes details related to the integration of your Instant Meeting audio conferencing subscription with Meeting Center.

Please refer to the **WebEx Meeting Center User Guide for Hosts, Presenters and Participants** available via your WebEx site for more details of the Cisco WebEx Meeting Center features.
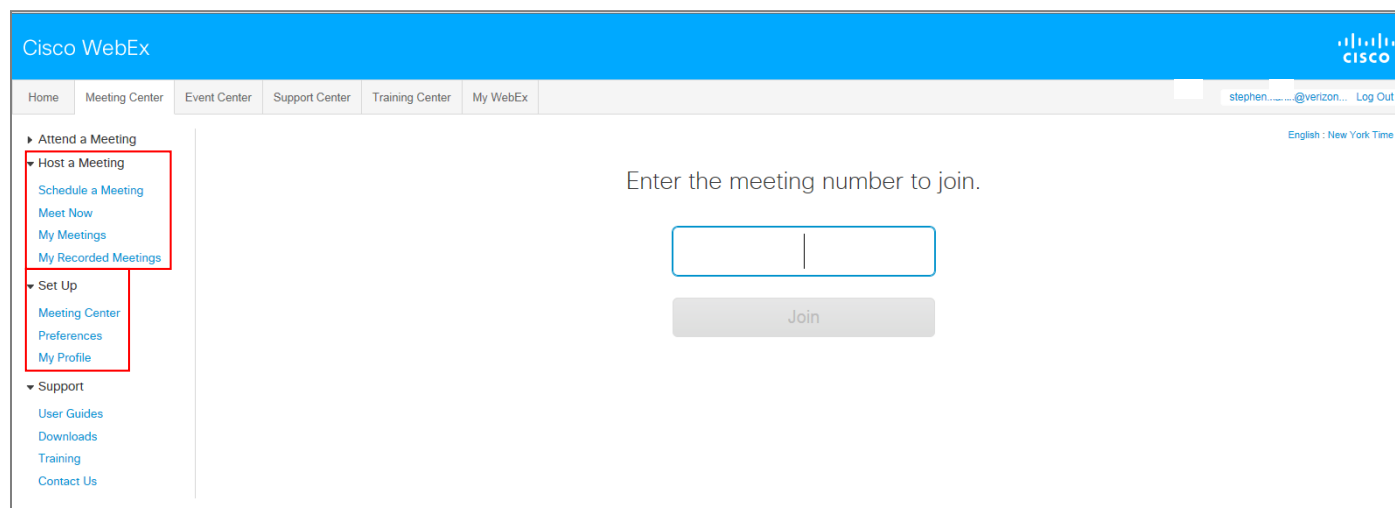
Set Up

Set-up provides customization and report viewing options with features such as:
- **Meeting Manager/Meeting Center** -To participate in a meeting, you must set up Meeting Manager software on your computer. Once you schedule, start, or join a meeting for the first time, your meeting service Web site starts the setup process. However, to save time, you can setup Meeting Manager at any time before scheduling, starting, or joining a meeting.
- **Preferences** - provides you with the ability to customize your preferences for your home page and time zone.
- **My Profile** - allows you to customize your personal information, your welcome text, and your audio conferencing information.

Host a Meeting

- Host a Meeting offers four options to simplify your meeting scheduling:
- **Schedule a Meeting** – includes a Quick Scheduler and an Advanced Scheduler to schedule and start meetings.
- **Meet Now** - allows you to set-up a short cut to your meeting to be used from here, your desktop or Microsoft® Office.
- **My Meetings** - outlines a complete list of your meetings.
- **My Recorded Meetings** - provides a list of previously recorded meetings.

Schedule a Meeting

- Schedule a Meeting Includes an **Advanced Scheduler** to schedule and start meetings
- Click on **Schedule a Meeting** under the Host a Meeting section.

Enter:

- Meeting topic
- Password (must be at least 6 characters long.)
- Date and time with time zone
- Names of invited participants
- Select your audio information
- Click **Change audio option** to setup audio settings
- Click **START NOW**.

Change audio option

- You may change how your attendees join the audio portion of the meeting and you may change your audio account information; otherwise the default settings will apply.

Participant Email
Once the leader schedules the meeting, the participants will each receive an email with the meeting details.

Hello,

My WebEx meeting is in progress.

Join me now from a browser, phone, or video conferencing system or application.

Test Meeting
Wednesday, August 19, 2015
1:55 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Join WebEx meeting
Meeting number: 628 526 223
Meeting password: 1234

Join by phone
Call-in toll-free number (Verizon): . ___ ___ _.__ (US)
Call-in number (Verizon): +44-___ ___ ____ (United Kingdom)
Show global numbers
Attendee access code: __ .__ __

Can't join the meeting? Contact support.

Advanced Scheduler:

The Advanced Scheduler feature offers additional meeting options, including:
- A required information field
- Date and Time settings
- Teleconference options
- Invite attendees
- Registration
- Agenda and welcome options
- Meeting options
- Attendee privileges
- Review

Under the **Schedule Meeting** tab click **Advanced Scheduler**.

Required Information

- A meeting topic and password are required before you access the Date & Time page.
- If you choose to click on the Start button, your meeting will start immediately.
- In order to schedule a meeting in the future, click on the **Date & Time** link.

Date & Time

- Date & Time link allows you to enter the date and time of your meeting and an estimated duration. Set up functions include:
- Meeting Time – Select the meeting time and AM or PM. The leader's time zone is the default.
- Select Plan meeting time zones. Select the time zones for your participants and click Select Time.
- Estimated Duration - Select the length of the call in hours and minutes.
- Recurrence - The option to have your meeting recur daily, weekly, monthly or yearly. The default is set to None for a one-time meeting.
- Attendee join time - Select when you would like participants to be able to join the session. The default is set at five minutes.
- E-mail reminder - Select for an e-mail reminder to be sent out to all participants.
- Once all settings are selected, click **Next.**

Audio Conference Settings
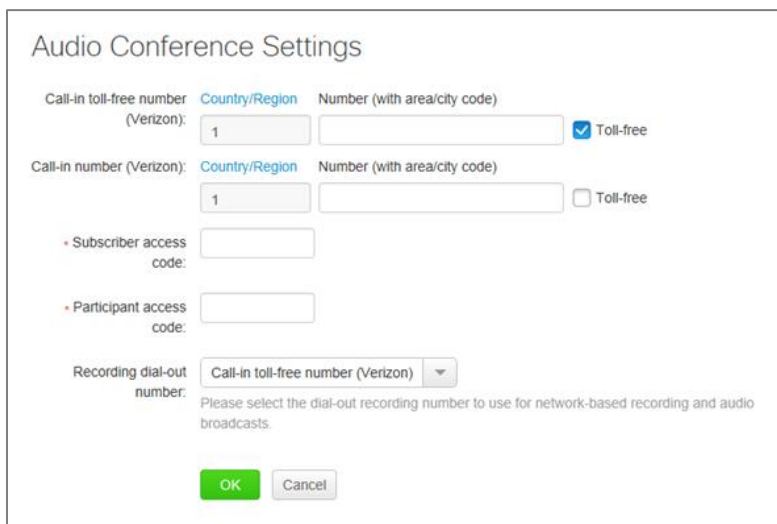
- Select the **Audio Conference** radial button to use your Instant Meeting Audio Conference number for your meeting.
- If you have not already added your Instant Meeting Audio Conference number, either through **Audio set up** or on a previous call, you will see a **Change audio conference** button.
- Click on **Add teleconference service**. This will open another window where you can enter your audio information.

Add Audio Conference Account

- Enter your Instant Meeting Audio Conference subscription number.
- You must enter your toll call-in number as well as the toll-free number.
- Do not leave the Toll call-in number field blank. If you do not have a toll number assigned to you, re-enter the Toll free number in this field.
- The host access code is the leader passcode and the attendee access code is the participant passcode.
- Click **OK** to save.
- This window will close and your account number will show on the Teleconference Settings tab.

In the Audio Settings you are able to select:

- **Attendees call in** – Participants dial the audio conference number published.
- **Attendees receive a call me** – The audio bridge dials out to the participants and synchronizes the audio and net sessions in the meeting console.
- **Allow access to audio conference via global numbers** – Participants have access to a list of Global Access numbers they may dial for the audio conference session.
- Once you have entered your Instant Meeting Audio Conference number, either on this Teleconference Settings page or from Audio Set Up, it will appear on the Teleconference Settings tab.
- If you have more than one account entered, you may select it in the Audio Conference Settings by clicking the radial button by the correct account. If the information is incorrect or needs to be updated, you may change it by clicking on the **Edit** button below the audio information.
- Once you have selected your teleconference settings, click on **OK.**

Audio Conference Settings

	Country/Region	Number (with area/city code)	
Call-in toll-free number (Verizon):	1		☑ Toll-free
Call-in number (Verizon):	1		☐ Toll-free
• Subscriber access code:			
• Participant access code:			
Recording dial-out number:	Call-in toll-free number (Verizon) ▼		

Please select the dial-out recording number to use for network-based recording and audio broadcasts.

[OK] [Cancel]

WebEx Hosted Net Replay - Teleconference Accounts Scheduling for US

- WebEx Hosted Net Replay uses **US based audio bridges only** regardless of your location.
- Unless you have your Account 1 setup with something other than the US based toll-free number you should just use Account 1 when scheduling calls where you intend to use the WebEx Recorder.
- You will select this Teleconferencing account to be used when scheduling your meeting either from the **Quick Scheduler** or **Advanced Scheduler** so that the WebEx Recorder will use the correct Verizon teleconference account.

Email Invitation Displaying Teleconference Call Numbers

From:
To:
Cc:
Subject: Join WebEx meeting in progress: Test Meeting

Hello,

Join me now from a browser, phone, or video conferencing system or application.

Test Meeting
Wednesday, August 19, 2015
1:55 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Join WebEx meeting
Meeting number: 628 526 223
Meeting password: 1234

Join by phone
Call-in toll-free number (Verizon): 1-866-692-   (US)   → Toll free number
Call-in number (Verizon): +44-0808-238   (United Kingdom)
Show global numbers
Attendee access code: 864   → Attendee Access Code

Can't join the meeting? Contact support.

Invite Attendees

- Enter participant e-mail addresses in the Attendees window separating each using a comma or semicolon.
- To select from a pre-populated list, select the **Select Attendees** option.
- Other ways to invite participants include forwarding the confirmation link via email or scheduling the meeting via Outlook.
- These other options that you may choose include requiring each attendee to pre-verify their media players for a quality experience prior to joining your meeting, excluding the meeting password from being included in the e-mail invitation and requiring attendees to have an account on this website in order to join your meeting.
- After selecting the **Select Attendees** link, a new window will appear.

- **Select Attendees** link allows you to select pre-populated names and e-mail addresses, add new addresses, search for specific names, as well as invite an individual as a regular "attendee" or as an Alternate Host.
- To add a new contact, select **New Contact**.

New Contact

- Once the New Contact window opens, you can create your own contact list by entering their name and e-mail address. You may also wish to add a phone number.
- Select the **Add** button to finish this process.
- After you have finished selecting your attendees, they will be sent an e-mail invitation that includes the meeting information and a direct link to the site.
- Once you have completed the Invite Attendees section, you may continue to Registration or click **Next**.

Registration

The Registration section allows you to customize the information you request of your participants. When **None** is selected, participants are only asked for their first and last name and their e-mail address
.

- If you select **Require attendee registration**, you may request additional information listed in the chart below:
- Checking **Automatically accept all registration requests** will put all participants directly into the meeting after they enter the required fields. If this option is not selected, participants will be directed to the registration page from the e-mail link.
- Following your completion of the Registration page, proceed by clicking Next on the bottom of the page or the Agenda & Welcome button.

Registration – Accepting Attendees

- Once an attendee has registered, they will receive a confirmation e-mail and be instructed to wait for another e-mail from the leader with the meeting password. This allows the leader to select who should join the meeting.
- In order to approve registrants, leaders must go to their **My Meetings** account after clicking **My WebEx** page.

- On the **My Meetings** page the column with a "**?**" heading tracks pending registrations.
- The column with the √ heading tracks the number of participants that have been accepted.
- The column with the **X** heading tracks the number of participants that have been rejected.
- If the registration is not set-up for that meeting it will say **N/A**.
- When the leader clicks on the number in a column, the leader is taken to the list of participants that fit that category.
- In order to approve a participant's attendance, the leader must check the box in front of the participant's name on the pending list.   The participant will then be sent a link to join the meeting.

Participant Message

Registration Pending

Thank you for registering. Your registration information has been sent to the meeting host. Once the host accepts your registration, you will receive a confirmation message by email with the meeting password and instructions for how to join the meeting.

[OK]

My Meetings Page

Topic	Type	?	✓	✗	Starting Time▲	Status
Meeting	Meeting				One-Click Meeting	Start
weekly	Meeting	N/A	N/A	N/A	December 25, 2006, 3:45 pm	Start
weekly	Meeting	2	0	0	December 13, 2006, 7:45 pm	Start
weekly	Meeting	2	0	0	December 13, 2006, 2:04 pm	Start
weekly	Meeting	N/A	N/A	N/A	December 10, 2006, 5:00 pm	Start
My Meeting.	Meeting	0	0	0	December 10, 2006, 2:45 pm	Start

Registration List

Registered Attendees: weekly

Name ▼	Email address	Phone number	When registered	Request accepted
☐ Ann	ann @mci.com		12/13/06 4:19 pm	
☐ John Doe	j.doe@mci.com		12/13/06 4:20 pm	

Agenda &Customizable Welcome

- The Agenda & Customizable Welcome page allows leaders to customize a message for attendees joining their meeting.
- Click on Agenda and add your message. This function can be used to inform participants of the meeting agenda, a welcome message or several other options you feel participants should be aware of prior to starting your meeting. Maximum character limit is 2,500.
- Info Tab templates - Provides information specific to the meeting, including the meeting number, phone information and the host key which appears to the host only. This information will be pulled from the schedule, leaders do not have to enter any information.
- Automatically share presentation - Allows leaders to upload a presentation to be shown to participants as they join the meeting. This allows the leader to present some preliminary information to keep the audience interested as they join.
  (Note: Presentations must be uploaded and saved as a UCF file while in a prior WebEx meeting. In order to be able to save files in the UCF format, the leader must download the WebEx Universal Communications Format Toolkit. The link to download the UCF toolkit can be found on the Support page of this site. This toolkit will also allow the leader to create multimedia slides to be shared during the meeting.)
- The leader can select to have the presentation start automatically when a participant joins or to allow participants to control the presentation. The leader can choose continuous loop or stop playing when the presentation finishes.
- The leader may also decide how fast the slides should advance, though the slides will not appear to move to the leader when he joins. (The leader will see a window to stop the slides from advancing when it is time to start the meeting.)
- After making your selections, click on **Next** or select **Meeting Options**.

Meeting Options

- Meeting Options allows leaders to select which options will be activated when the meeting begins. Once the meeting starts, the leader maintains the option to make changes.
- Meeting Options include the following:
- Chat - Allows participant to type messages to the leader (host), the presenter (the one actively controlling the presentation) and other participants.
- Video - Enables web cam integration for the meeting. The leader has the ability to select/deselect High-Quality and High-Definition video.
  - Turn on high-quality video
    - Turn on high definition video
  - View video thumbnails
- Notes - Opens a panel that can be used by a participant to take their own notes and save them to their own PC or for a single participant to take them for the group.
- Enable closed captioning - Closed captioning is similar to Notes. Allows one individual the ability to type what is being said for the hearing impaired. These notes are published to participant's PCs each time the note-taker presses Enter.
- File Transfer - Allows participants to download documents from the presenter's PC to their own.
- Recording - Allows participants to start and stop a recording of the meeting that is saved on the PC of the person doing the recording.
- Enable UCF rich media for attendees - Allows attendees to share UCF files during a meeting. The leader, when he is a presenter, may share UCF files even if this option is not selected.
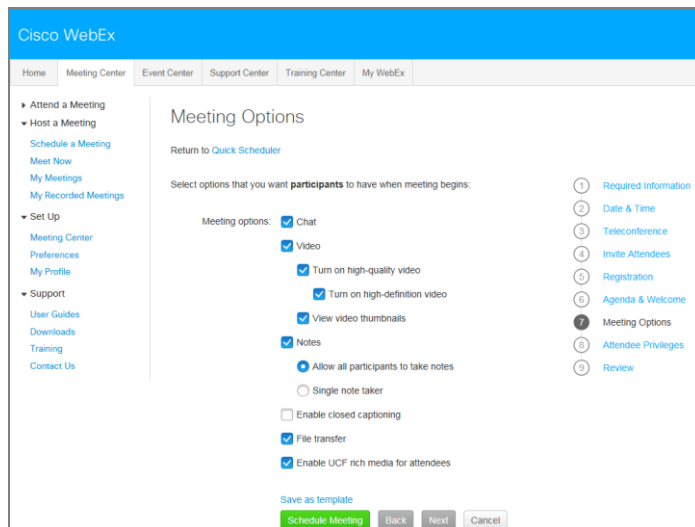
Attendee Privileges

- Attendee Privileges is similar to Meeting Options. On the Attendee Privileges page leaders can select which features will be on when the meeting begins. Once the meeting starts, the leader may change the features. A presenter can grant privileges to or remove them from participants during a meeting.
- The Attendee Privileges include:
- Save - Participants may save any shared documents, presentations, or whiteboards that appear in their content viewers.
- Print - Participants may print any shared documents, presentations, or whiteboards that appear in their content viewers.
- Annotate - Participants may create marks on any material that appear in their content views using the toolbar that appears above the viewer. An attendee's annotations are visible to all participants.
- View participant list - Participants may see the names of other participants.
- View thumbnails - Participants see a mini version of the slides.
- Control applications - Participants may request that the presenter give them control of the application.
- View any document.
- Participant in private chat with - Host (leader), Presenter, or all attendees
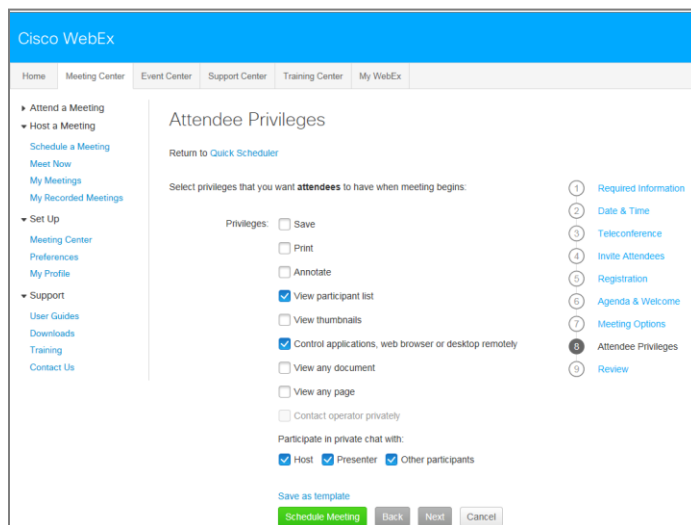
Review

- The Review page provides a snap shot view of the all items you selected for this meeting. Should you need to make changes, simply go back to the identified tab.
- To save these settings for future meetings, click **Save as template** on the button of the page or on the lower left of the screen.   The template will appear on the first page and will eliminate the need to go through this process for most of your future meetings.
- Setups are complete.
- Click on the **Schedule Meeting** button.

Meeting Confirmation

- After successfully scheduling your meeting with the Advanced Scheduler, the confirmation window will appear.
- Confirm the details of your meeting and select OK or Add to My Calendar.
- The **Add to My Calendar** function will save the meeting information and automatically send the details via e-mail. Once the e-mail is opened, the meeting details will automatically populate your Microsoft Outlook® calendar.
- If upon receipt you determine there is an error in the meeting information, modifications can be made by going back to the scheduling tool.
- Simply click on **Edit** to launch the Advanced Scheduler and change the information you selected.
- Once you have saved the changes, you will return to this window and your meeting will appear in your My WebEx page.

The WebEx Meeting Center Leader Console

The console is an easy interface that makes controlling a meeting very intuitive. Leaders can select to have only those windows that are most important to them open during the meeting, showing the participants, chat, notes, or video. Simple tabs make it easy to flip from presentation to presentation.
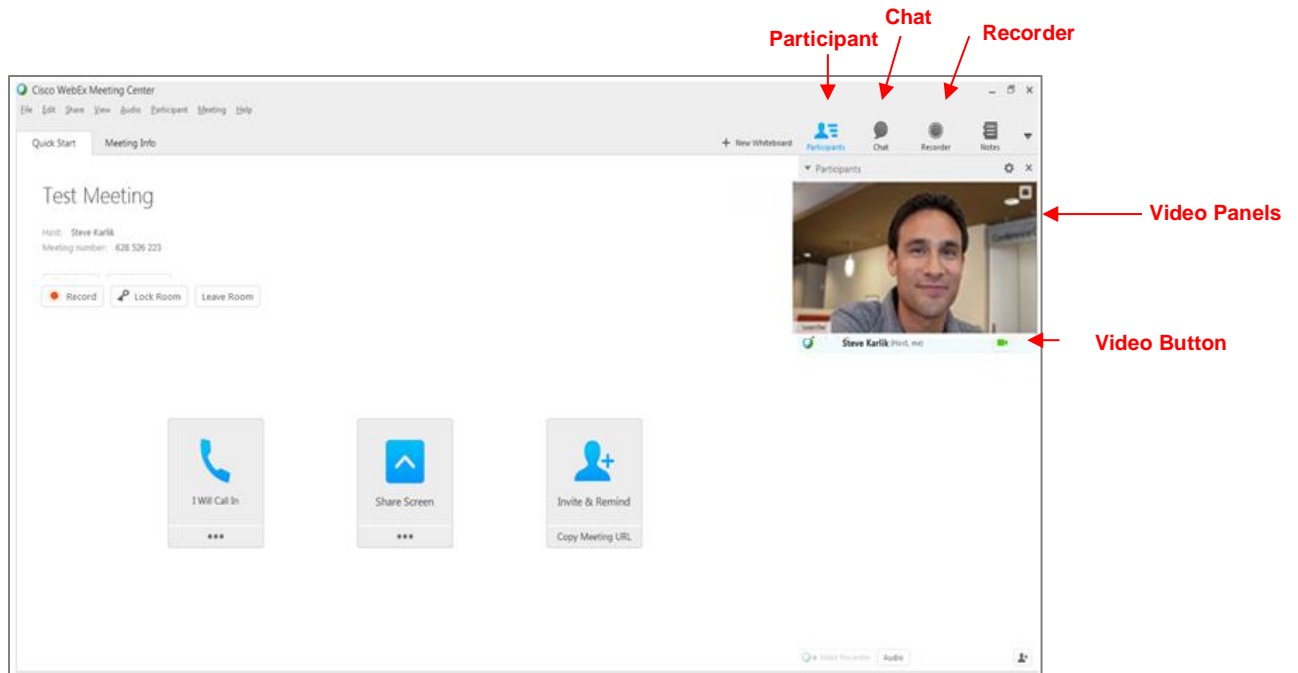
Quick Start

Quick Start is displayed when presenters join a net conference giving them fast access to the functions they perform most. It is even easier to share documents, applications, or your own desktop with participants. You may also send out a last minute invitation. Quick Start provides an easy to use graphical user interface to quickly share content with your audience. You may also use these features from the Share drop down menu. Invite or remind participants by email, IM or by Phone.

Invite and Remind

After you start your meeting, you may find that you forgot to invite a stakeholder or someone else who should be in the meeting.
- Select **Invite & Remind** on the Quick Start page.
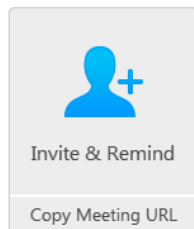
- The Invite and Remind dialog box appears. You can invite someone to the meeting by:
  - **Email**: invite by WebEx or your own email.
  - **Phone**: Enter the invitee name and phone number and select **Call**.
  - **Text message (SMS)**: Enter the invitee mobile number and select **Send**.
 - **IM**: Invite by WebEx or your own IM.
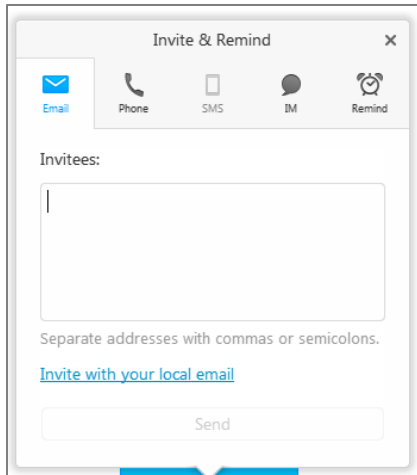
Join Teleconference
Leaders and Participants may join the audio portion of the meeting multiple ways. They may:

- **Call Me -** call using the Verizon Instant Meeting audio bridge.
- **I Will Call In** - Enter their phone number to receive a **call back.**

- **Call into the Verizon Instant Meeting audio conference** - When participants enter the meeting console the dial-in numbers will display on the Info tab and in the Meeting Information section. In addition to toll and toll free, global numbers are available as well. Dial In User Merge is also supported as a dial in option which merges the user's audio and net identities within the participant panel. Please refer to the **Dial In User Merge User Guide** for more.
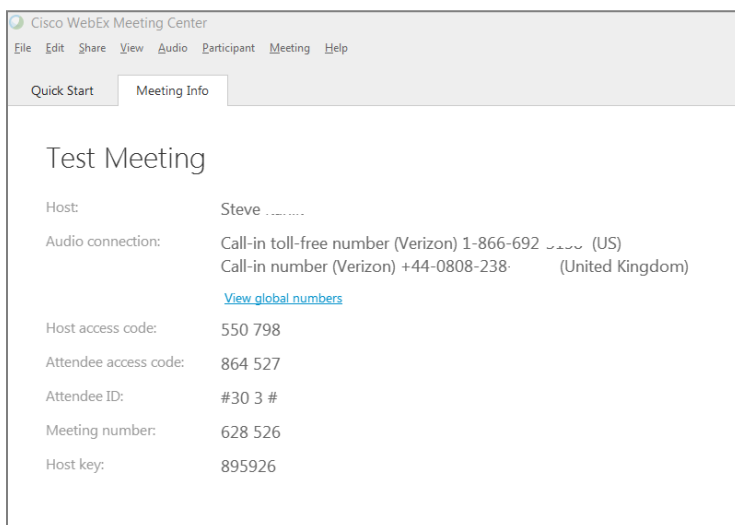
- **Call Me:** Leaders and participants may enter their number to receive a call from the conference service. This synchronizes the audio and net sessions so that each user is identified by name in the participant's panel. This also enables the active speaker functionality. (see Telephone: Identify Active Speaker section.)
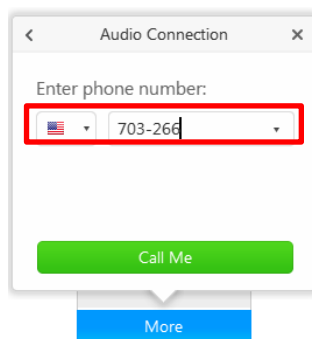
Press 1 to Join Audio:

- If the Site Administrator has the **Press *1** feature turned on for your site, participants will be asked to enter a *1 to join the audio portion of the conference if they are joining the audio by having the audio bridge dial out to them. This will prevent voicemail boxes from being added into the audio conference by mistake.
- The pop up window for the Join Teleconference will indicate **press 1** however the audio command will tell participant to **Press *1**.
- Please follow the *audio instruction* to **Press *1** and disregard the **Press 1** instruction in the pop up window within the WebEx console.
- A future release of WebEx will allow the text within the **Join Teleconference** window to be customized.

Note: The Host/Leader will **not** be prompted to press *1. If the Leader has selected the option to allow the first participant to become the presenter, they will also not be required to Press *1 to enter the audio portion of the call.

Site Admin setting:

When the Site Administrator selects **Off** for the Press 1 feature, participants must enter *1 to join the audio portion of the call when the audio bridge dials out to them.

Once you are connected to the teleconference the Teleconference icon will be updated to reflect **Connected.**

Telephony: Identify Active Speaker

- The active speaker icon reacts to sounds during a live call, informing leaders who are currently speaking, even allowing them to mute callers who may have background noises that could be interrupting the flow of the call. This feature also lets leaders identify the party speaking, allowing them to address parties by name.

Sharing files

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a video or slide presentation. Participants can:

- View shared files in their content viewers without the need for the application with which it was created.
- View a media file, such as a video, without the need for special software or hardware.
- View any animation and transition effects on shared Microsoft PowerPoint slides.

After a meeting starts, you can open a presentation or document to share. You do not need to select it or "load" it before the meeting.

While sharing a file, you can:

- Draw on the screen
- Use a pointer to emphasize text or graphics
- Print it
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Synchronize all participants' displays with the display in your content viewer
- Save it to a file

At any time during a meeting, you can grant participants privileges that allow them to annotate, save, print, and display different views of shared content.

Sending and Receiving Video

If a video camera is installed on your computer, you can send video. Other participants can see you, or whatever you focus your webcam on. To see video, participants do not need to have a webcam installed on their computers.

WebEx Meeting Center supports high-definition (HD) video with up to 720p resolution. Other WebEx services, such as Training Center and Support Center, support high-quality video with up to 360p resolution. The Cisco technology automatically adjusts video to the highest quality for each participant according to the computer capabilities and network bandwidth.

Your administrator can set video options at the site level. A meeting host can set video options on the scheduler as well as in the meeting. If your site or meeting is not set up to use HD or high-quality video, standard video is used.
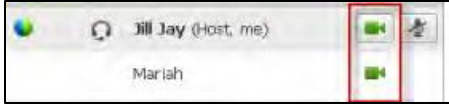
To start or stop sending video, select the video icon beside your name. The icon turns green when you are sending video.

If you have a High Definition camera and you select the video icon, a one-time notification indicating **You are ready to send HD video to other participants** displays.

After you start sending video, you can perform the following tasks depending on your role.

Role	Tasks
Host	What you can do: ▪ Start or stop sending video at will. ▪ Lock focus on one participant. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options.
Participant	What you can do: ▪ Start or stop sending video at will. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options

Minimum system requirements

To send or receive video with a resolution of 360p, ensure that your system meets the following minimum requirements:

Action	What you need
Send	▪ A webcam capable of producing high-quality video. WebEx supports most webcams of this type ▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection
Receive	▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection

Desktop Video Options
- Multipoint video is the default setting and up to 6 video windows may be displayed at one time.
- The Presenter can lock the video and participants may pause their own video.
- Each participant may select their Session Options and Personal Options to adjust their bandwidth settings and resolution.
- Each webcam is different and you should follow the manufacturer's instruction for use however, in general, make sure it is plugged in and turned on before the net conference session begins.

Setting the video for the main display:
- Select the name tag on the main display.

In the Lock Focus on a Participant dialog box, select one of the following:
- **The active speaker.** This is the default. The display focuses on the current speaker and changes as the speaker changes.
- **A specific participant.** The display focuses on only the specific participant that you select.

Setting webcam options:

Usually, you can set options for general settings, such as contrast, sharpness, and brightness, but options can vary depending on your web camera.

Video Full Screen Mode (Active Talker)

- The active speaker (or a specific participant) is shown in the main display with all other participant videos arranged in a row beneath.

- To return to the view where you see everyone who is sending video, select this icon in the upper-right corner of your screen
.

Floating Icon Tray in Video Full Screen Mode
Meeting participants have access the Floating Icon Tray in full video mode making it easy to use the all the common WebEx functions. The Floating Icon Tray automatically displays at the top of the video screen.

Note: There are additional video instructions in the Cisco WebEx Meeting Center Guide.

Controlling your video self-view

During sharing, your self-view appears in the lower-right portion of the floating panel. You can manage your self-view in several ways.

- **To minimize self-view:**
  - Select the upward pointing arrowin bottom portion of video screen.
- **To restore self-view:**
  - Select downward point arrow in the bottom portion of the participant list.
- **To stop video:**
  - Select the video icon at across from your participant name.

Recording to the Server
To begin recording click the **Record** button from within the Quick Start console or from the **Meeting** tab.
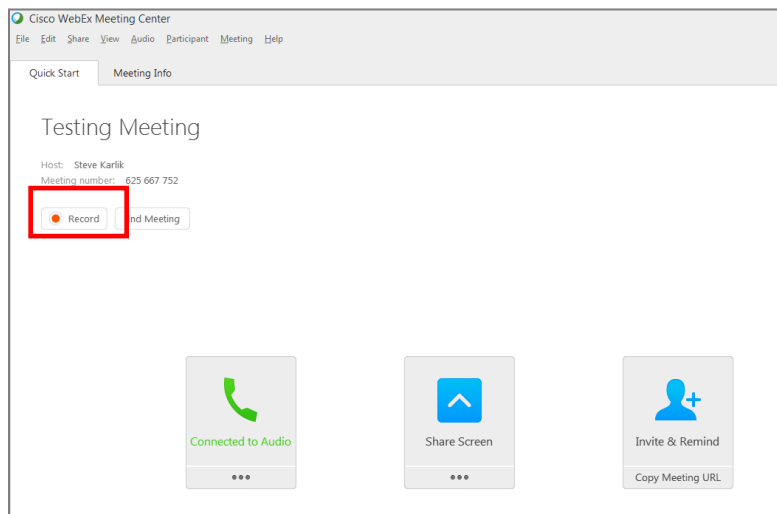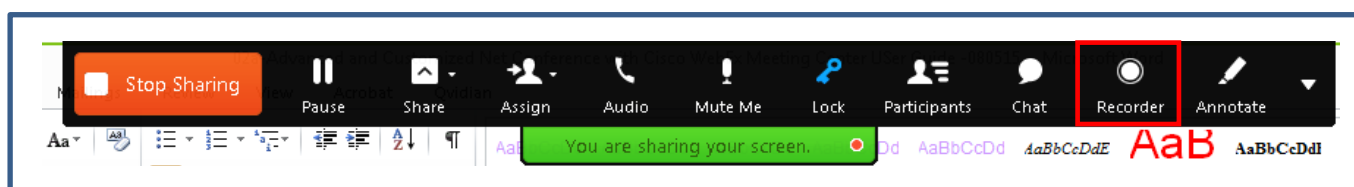
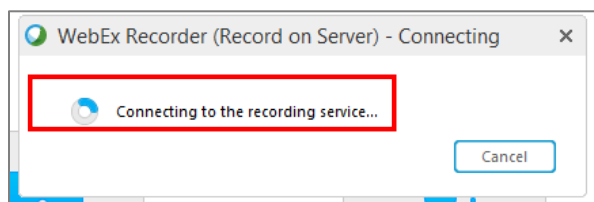The Recorder will open. Click the button to record on the server.
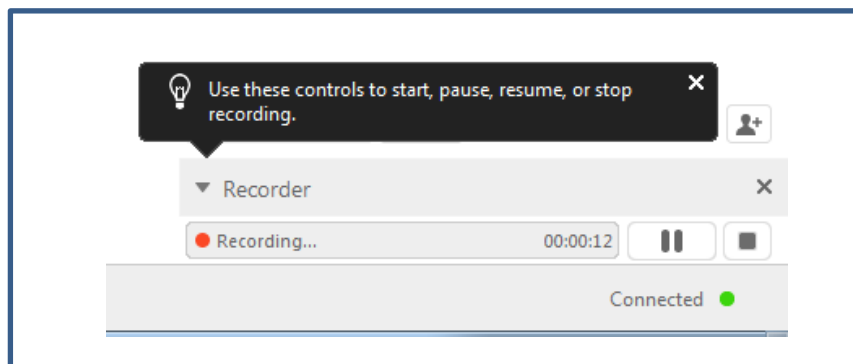
You may also start the Recording from the Floating Icon Tray.
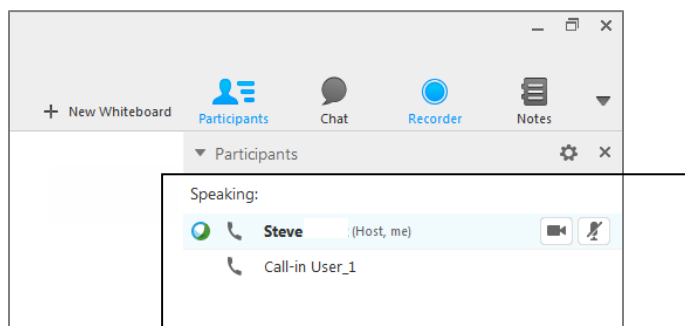
First click the REC button in the Floating Icon Tray and then the Record button on the Recorder panel.


The following message will appear:

Once the Recorder has joined the meeting, it will show as a Call-in User in the Participants panel when integrated Verizon audio is being used. It will not show as Call in User if the Other Teleconference option is being used.


You will also see a light within the Recording panel noting that the Recording has started.

You may pause or stop the recording. A good practice is to tee up the recording and put it on PAUSE until you are ready to record the meeting. Do not click STOP unless the meeting has concluded and you no longer wish to record content for the meeting. Note that once you stop the recording, you cannot resume it again without creating two separate recordings.
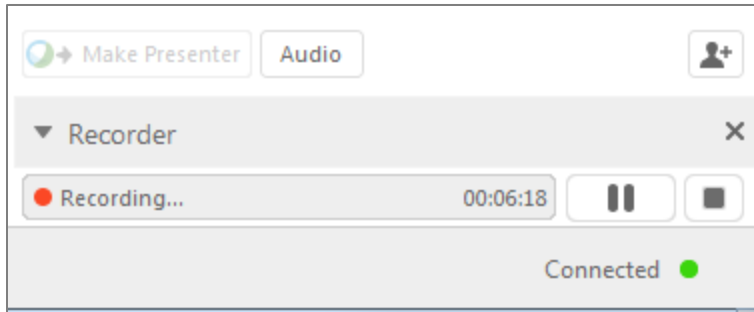
View Recording

- To view your recording, go to the **My Recorded Meetings** on the Meeting Center homepage.
- Click the recording listed under Topic to display the Recording Information.
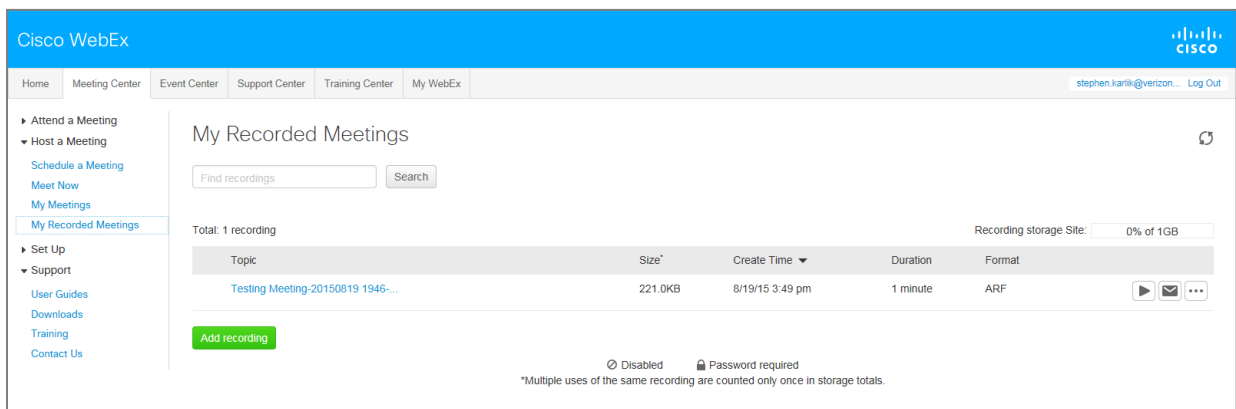
- You may share your recording with others via email by clicking **Send Email**.
- In the Send to area add the email addresses of your recipients.
- You may also add a personal message to the email.
- You may elect to receive a copy of the email.

- The recipients will receive an email inviting them to view the recording.

WebEx recording is available for viewing: Testing Meeting-20150819 1946-1

Steve .... [messenger@webex.com]

Sent: Wed 8/19/2015 3:51 PM

To:

Hello,

Steve .... wants to share this WebEx recording with you.
Message from host: Test meeting recording.

Testing Meeting-20150819 1946-1
Wednesday, August 19, 2015
3:49 pm | Eastern Daylight Time (New York, GMT-04:00)

Play recording (27 sec)
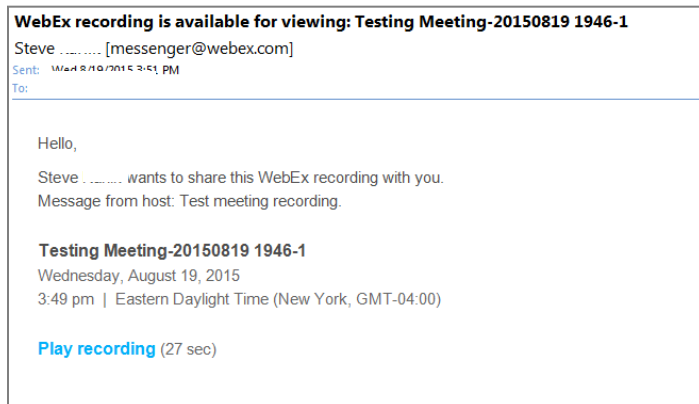
- The Replay will display who attended the call well as the Table of Contents.
- You may use the Table of Contents to help navigate through the recording

Mobile Devices Supported:

Various mobile devices are supported to join or start a WebEx meeting. Please see the website below for the latest list of devices and their capabilities. Please be advised that at this time, mobile devices are currently supported for the data portion of the WebEx meeting only. To join the audio conference a separate phone is recommended.

https://www.webex.com/products/web-conferencing/mobile.html

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at
https://e-meetings.verizonbusiness.com/global/en/globalResNumbers.php.

Our e-mail address is: **nettech@verizon.com**.

verizonenterprise.com