

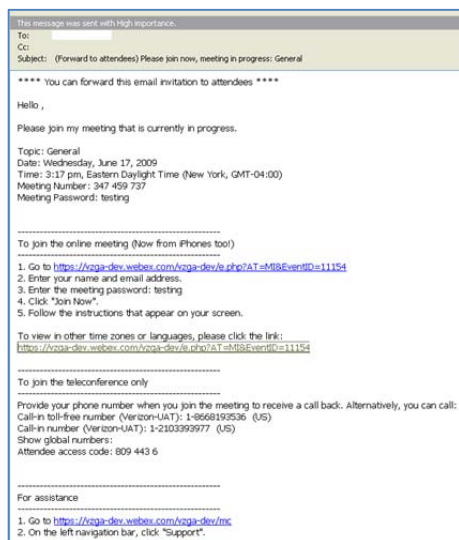
## Advanced and Customized Net Conference With Cisco WebEx Meeting Center Participant Quick Tips

Participant Quick Tips for WebEx Meeting Center provides tips that you can use to effectively join and participate in a web meeting. This guide assumes that you are already familiar with the basics of WebEx Meeting Center. It does not provide detailed instructions for using WebEx Meeting Center. To obtain detailed instructions for using the options and features that this guide describes, refer to the online **Help** on your WebEx Meeting Center Web site or the other Reference materials on e-meetings and MyMeetings.

### How to Join a Net Conference using WebEx Meeting Center:

There are several ways you may join a WebEx Meeting Center meeting.

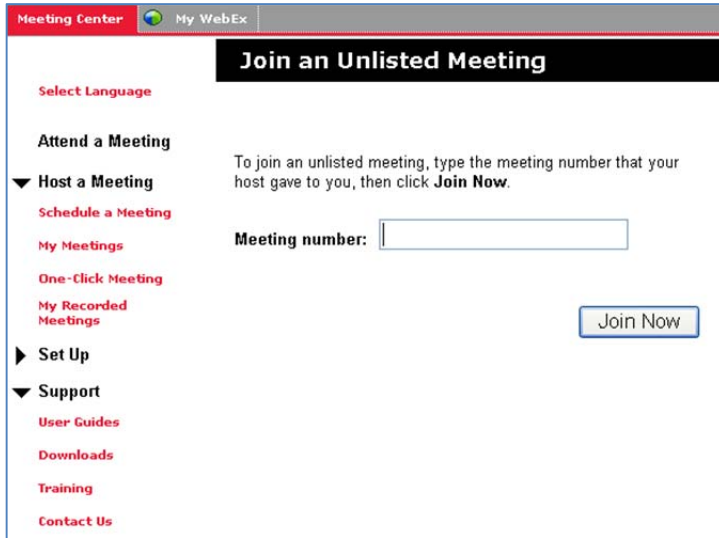
- Microsoft® Outlook® Calendar
- WebEx Meeting Center homepage
- WebEx One-Click
- **Joining a meeting via Microsoft Outlook Calendar:**
  - Participants join the WebEx Meeting Center meeting by clicking the link embedded in their Outlook Calendar entry.
  - Click the meeting link in your invitation email message, and then
  - Click **Join Now**.
  - When joining a meeting, you may need enter some details on the **Join Meeting** page:
    - **Your name:** Enter the name you want attendees to use to identify you during the meeting.
    - **Email address:** Enter your email address, in this format: name@your\_company.com— for example, [msmith@company.com](mailto:msmith@company.com).
    - **Meeting password:** Enter the meeting password. The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way. If the meeting does not require a password, the text box does not appear on this page.
  - To join the audio conference portion of the call, you may either dial the telephone number in the email and/or console page or you may have the audio bridge dial back out to you after you enter the meeting console



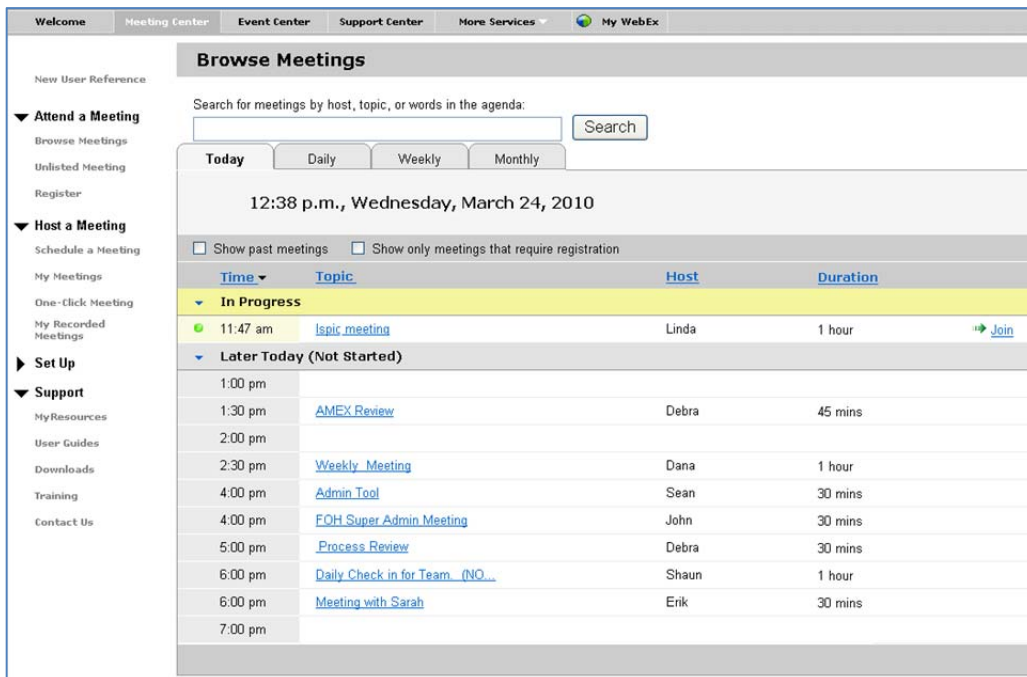
**Joining a meeting via the WebEx Meeting Center Homepage:**

You may join a meeting from the WebEx Meeting Center Homepage.

- o **For Advanced Net Conference users:**
  - Go to your WebEx Meeting Center homepage
  - Click **Attend a Meeting**
  - Enter the **Meeting Number**
  - Click **Join Now**



- o **For Customized Net Conference users:**
  - Go to your WebEx Meeting Center homepage
  - Expand the **Attend a Meeting** option
  - Click **Join an Unlisted Meeting**, enter the Meeting Number and Click **Join Now**
  - OR
  - Click **Browse Meetings**, **Select the meeting and Click Join Now**





### Joining a meeting via One-Click:

To open the One-Click panel:

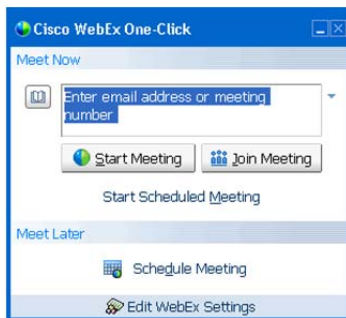
- Double-click the WebEx One-Click icon on your desktop.
- OR**
- Go to **Start > Programs > WebEx > WebEx One-Click > WebEx One-Click**.
  - Right-click the WebEx One-Click icon in taskbar, and then click **Open One-Click**.

**Note:** If you did not specify the option to remember your user name and password, enter the required WebEx account information in the Account tab of the WebEx Settings dialog box, and then click **OK**.

### Joining an in-progress meeting from One-Click:

To join a meeting from your WebEx One-Click panel:

- Open your WebEx One-Click panel.
- Enter either the host's email address or the meeting number in the text box
- Click **Join Meeting**.



- Depending on the host's settings, either wait for the host's approval or enter the password for joining the meeting.
- Once you join the meeting, the controls on your WebEx One-Click panel become unavailable. You cannot start a meeting or join another meeting from the panel. The following figure shows an example.



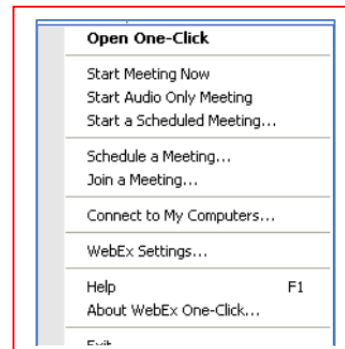
**Note:** If your site administrator turns off the One-Click Meeting function for unlisted meetings for security reasons, you cannot join an unlisted meeting from the One-Click panel. In this case, join an unlisted meeting by providing the meeting number on your WebEx service site or at the meeting URL provided by your host.

### Joining a meeting from the WebEx One-Click taskbar menu

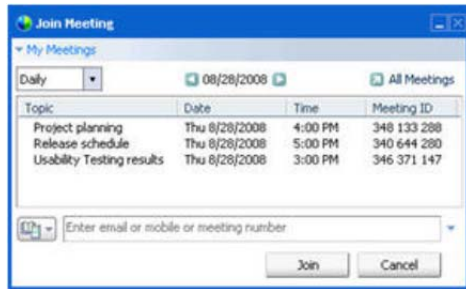
You can use the WebEx One-Click taskbar menu to join an instant meeting or scheduled meeting.



- To join a meeting from the WebEx One-Click menu:
- Right-click the **One-Click icon** in your Windows taskbar.
- The WebEx One-Click taskbar menu appears.
- Choose **Join a Meeting**.



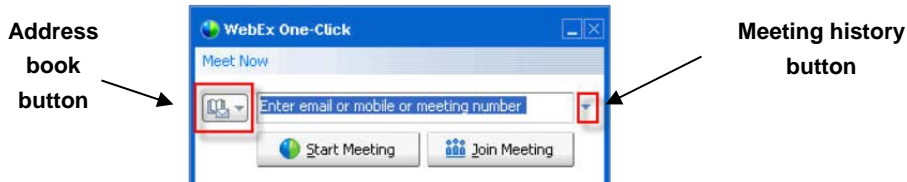
- The Join Meeting dialog box opens and shows a list of meetings you are invited to for the current day.
- **(Optional)** Select a different date to show the meetings for that date, or select **Weekly** or **Monthly** to show the meetings for that week or month.
- **(Optional)** If you want to view all the meetings you are invited to, click **All Meetings** to see the complete list of meetings on your WebEx service site.
- In the box below the list of meetings, enter your email address, mobile phone number, or the meeting number.
- Click **Join**.



**Obtaining email addresses or mobile phone numbers when starting or joining a meeting**

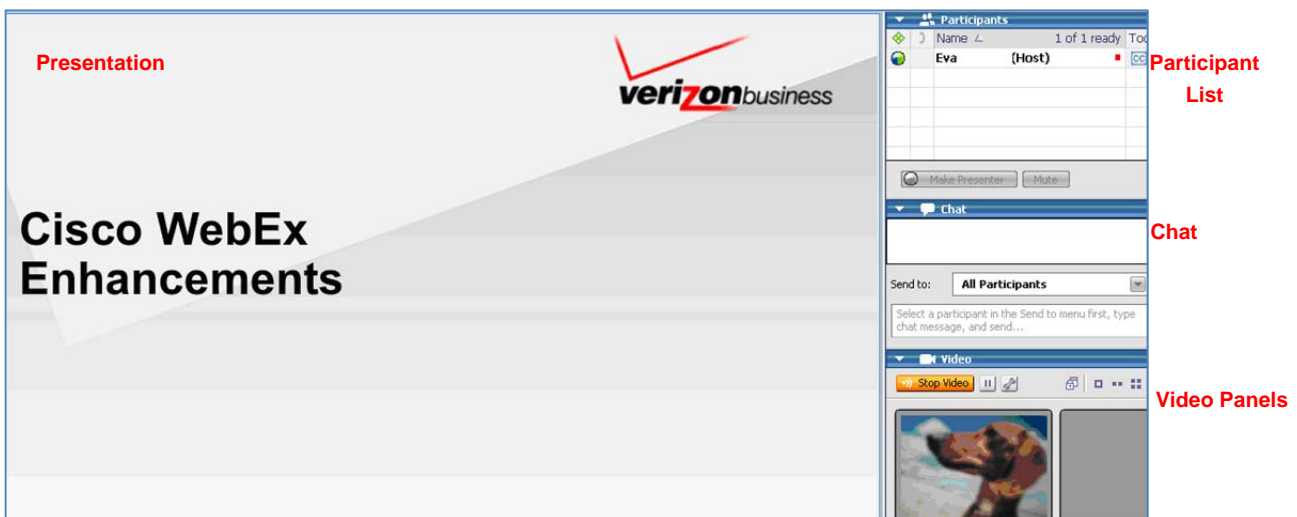
The WebEx One-Click panel lets you quickly obtain and enter the email addresses or mobile phone numbers (for SMS text messaging) you need from an address book in your email program or from the meeting history.

- Click the **Address book button** or the **Meeting History button** to search for email addresses or prior meeting information
- Click **Join Meeting**



**The WebEx Meeting Center Console**

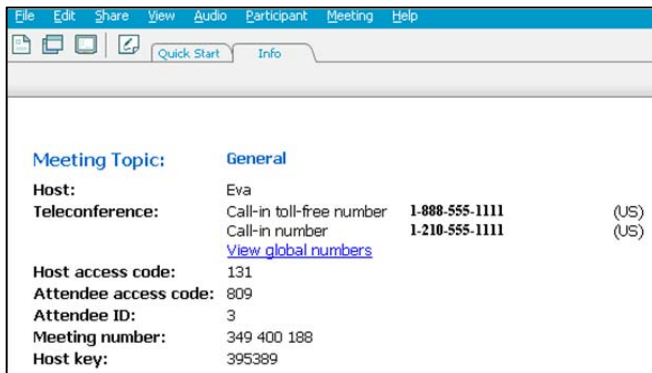
The console is an easy interface that uses the familiar Microsoft Windows® menus to make participating in a meeting very intuitive. You have tools available to you in the console to allow you to communicate with the leader or other participants.



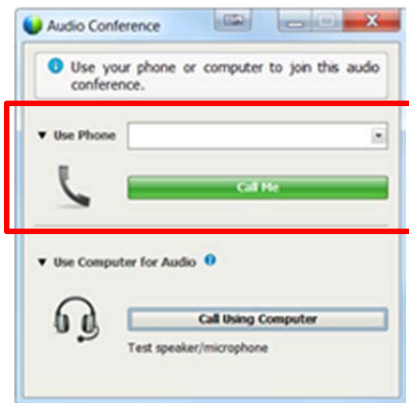
## Join Teleconference

Leaders and Participants may join the audio portion of the meeting multiple ways. They may:

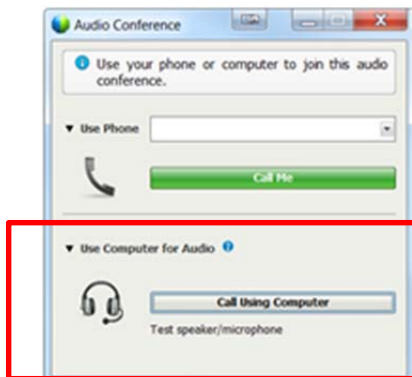
- **Call into** the Instant Meeting audio bridge.
  - Enter their phone number to receive a **call back**.
  - Participate in the audio call via **Internet Audio**.
- **Call into the Instant Meeting audio conference** - When participants enter the meeting console the dial-in numbers will display on the 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.



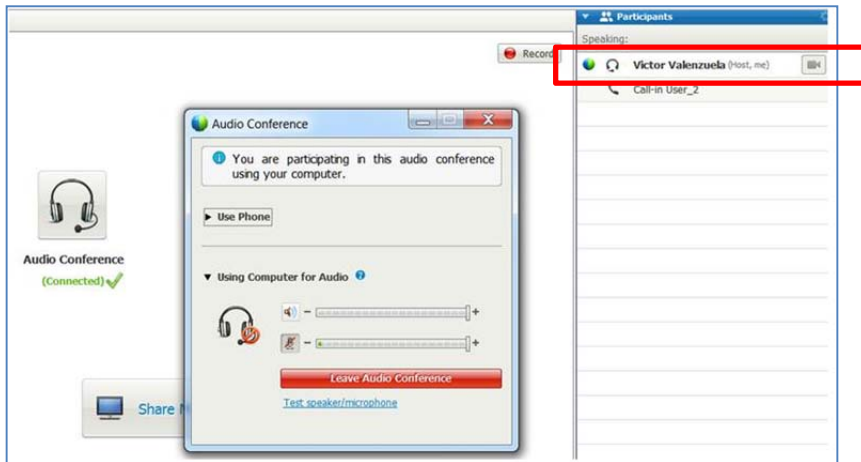
- **Dial Back:** Leaders and participants may enter their number to receive a call from the conference service. This synchronizes the audio and net sessions so that each user is identified by name in the participants panel. This also enables the active speaker functionality. (see Telephone: Identify Active Speaker section.)



- **Internet Audio:** Leaders and participants may select **Call Using Computer** to join the Instant Meeting audio conference call from their Microsoft® Windows® based device via their headset, speakers, and microphone.



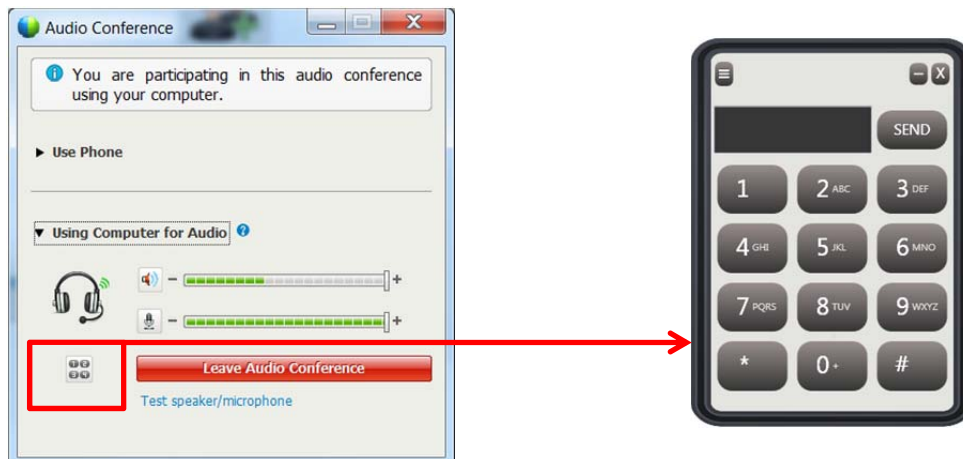
- Each participant who joins via Internet Audio will see the headphone icon appear next to their name in the participant panel.



- If a user is disconnected, try again by selecting “Call Using Computer” or join the audio conference via the “Use Phone” option



- Audio control features are available from the Audio Conference panel via the keypad icon. (mute, unmute, etc.)
- Internet Audio user can use the keypad for all DTMF functions available with their Instant Meeting with the exception of DIAL OUT.
- Click the keypad icon to display the keypad and enter the DTMF command.



**See next section for instructions on how to setup Internet Audio.**

## Internet Audio Setup

Audio Conferencing Integration with WebEx will allow PSTN and any VoIP audio conference including Internet based audio users to join the same Instant Meeting Audio Conference call during a WebEx Meeting Center session. Each user will have several audio options to join the meeting:

- Call me back on the telephone number provided by the user.
- Call Using Computer (streams the audio to a desk top.)
- Dial into the call using your device keypad.

## System Requirements for Internet Audio

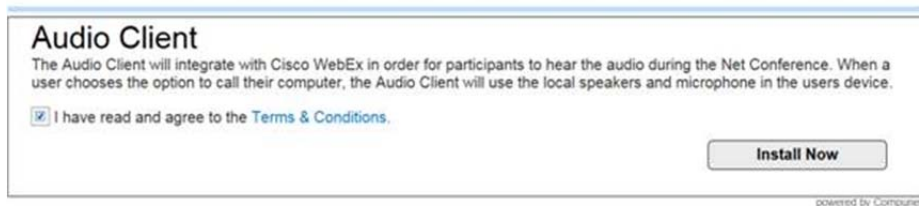
- Windows XP, Windows 7
- Microsoft Internet Explorer, Mozilla Firefox
- Netframework 4.0 for Windows (May be downloaded during the Audio Client Installation below.)
- Headset that supports two way audio
- Device that has both audio speakers and microphone
- Shared Dynamic Audio Conference bride platform required
- Hybrid Audio enabled on the WebEx site

## Installation of Internet Audio Client

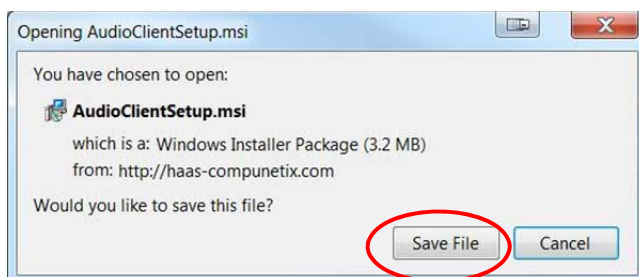
- If you don't have the Internet Audio client installed you will prompted to install the client, just click **Install Now**.



- User must read the Terms and Conditions and agree by selecting the checkbox. After acceptance, the **Install Now** option will appear,



- When **Install Now** is selected from the **Firefox browser**, the user will be prompted to save the AudioClientsetup.msi file. Click **Save File**.

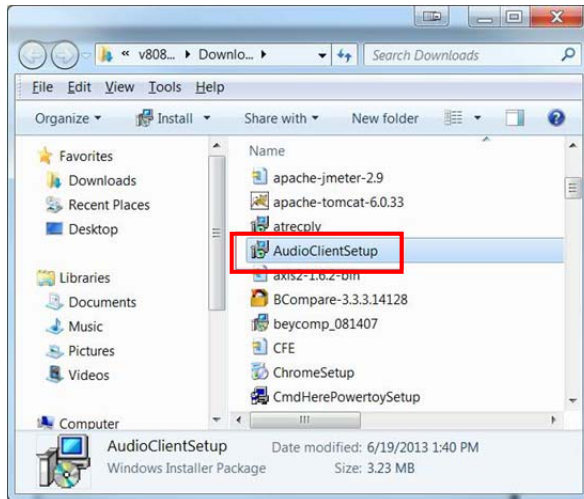




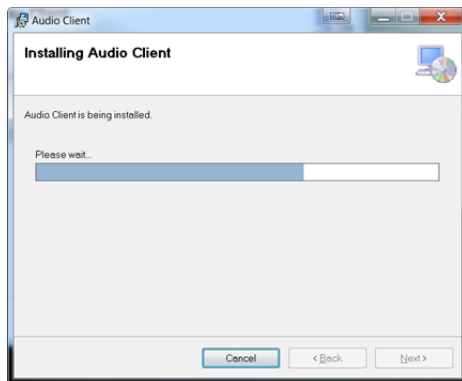
- When **Install Now** is selected from the **Internet Explorer browser**, the user will be prompted to run or save the AudioClientSetup.msi file.



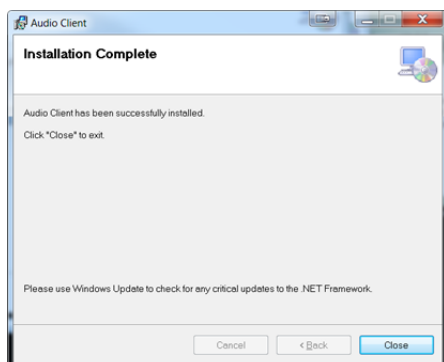
- Go to the saved file, locate the AudioClientSetup.msi file and double click to install.



- The next step shows the Audio Client being installed.



- When completed, the user will be prompted that the Audio Client has been successfully installed.





- The Audio Conference screen will automatically change the option from **Install Now** to **Call Using Computer**.



- Click Call Using Computer. When running for the first time, the user will have an option to test their speakers and microphone. Click okay when done.

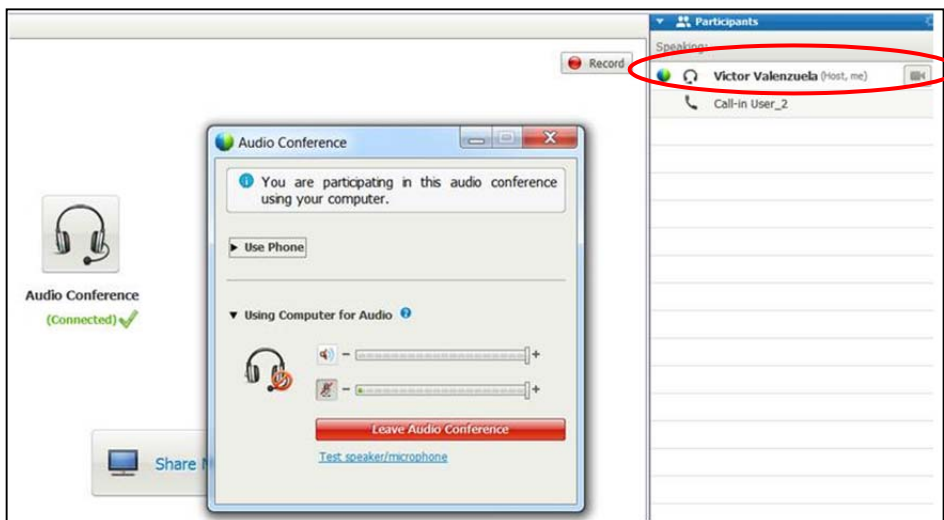


- User will be connected to conference.

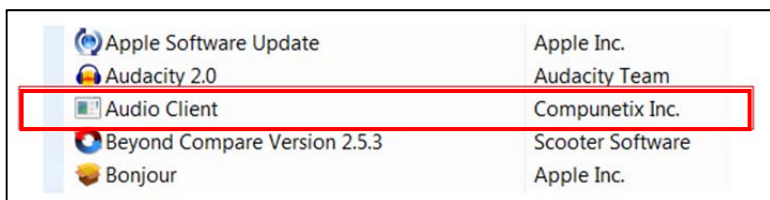


- When the user is connected, the user will have several options:
  - Adjust/test volume
  - Adjust/test Microphone
  - Leave Audio Conference

- The user is also seen in the participant section with a corresponding headset to identify they joined via Internet Audio.



- The Audio Client application will show up in the user's list of applications installed in their computer.



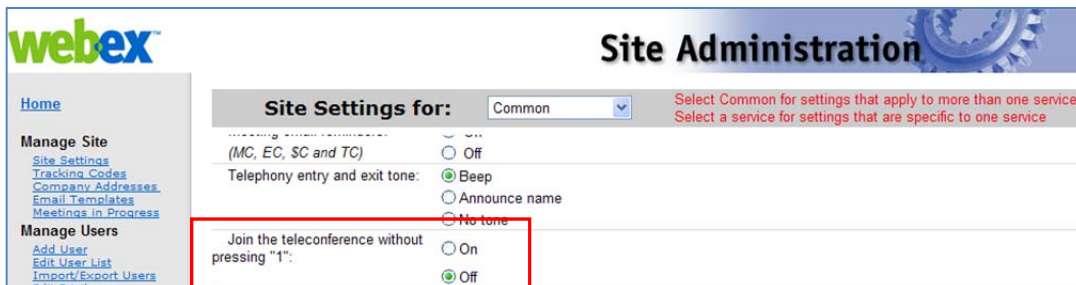
**Press 1 to Join Audio:**

- 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:**

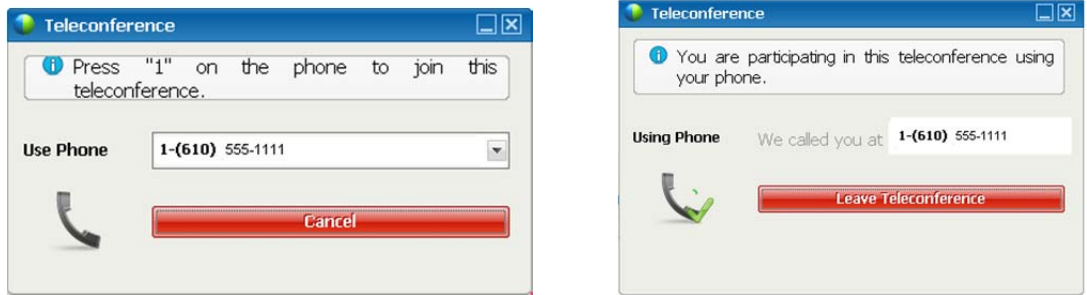
When the Site Administrator selects **Off** for the Press 1 feature, participants must enter \*1 to join the audio portion of the call when the audio bridge dials out to them.



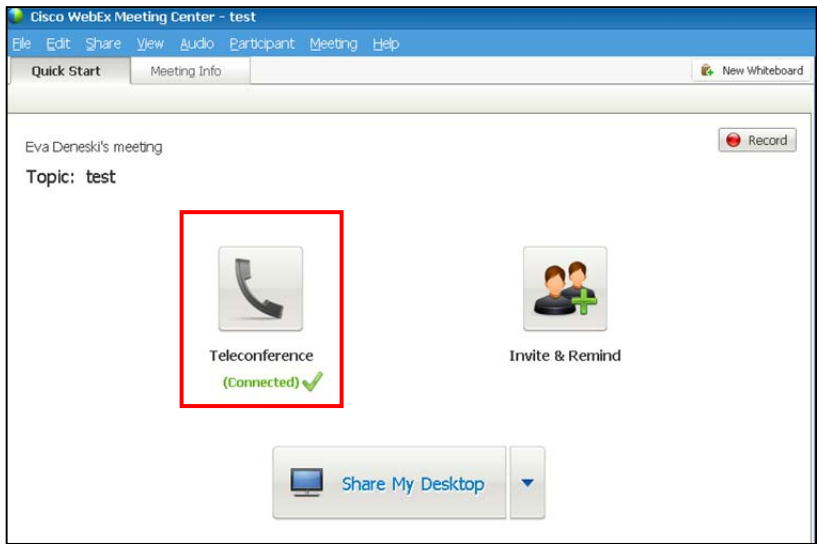
**Press 1 User Experience:**

When the Press 1 feature is enabled, participants will be prompted via the audio bridge to **Press \*1** to enter the audio portion of the call when using the dial back feature.

**Join Teleconference window:**

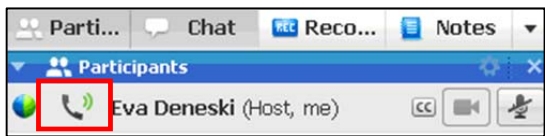


Once you are connected to the teleconference the Teleconference icon will be updated to reflect **Connected**.



**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 :

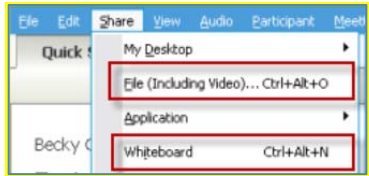
- View shared files in their content viewers without the need for the application with which it was created.
- View a media file, such as a video, without the need for special software or hardware.
- View any animation and transition effects on shared Microsoft PowerPoint slides.

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.

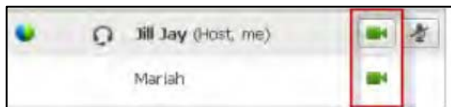


## Sending and Receiving Video

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.

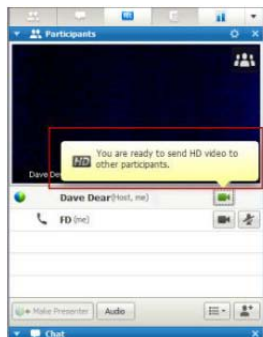
WebEx Meeting Center and Training Center support high-definition (HD) video with up to 720p resolution. Other WebEx services, such as Event Center and Support Center, support high-quality video with up to 360p resolution. The Cisco technology automatically adjusts video to the highest quality for each 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: <ul style="list-style-type: none"> <li>▪ Start or stop sending video at will.</li> <li>▪ Lock focus on one participant.</li> <li>▪ View everyone who is sending video on one big screen.</li> <li>▪ List participants or show thumbnails.</li> <li>▪ Set webcam options.</li> </ul>
Participant	What you can do: <ul style="list-style-type: none"> <li>▪ Start or stop sending video at will.</li> <li>▪ View everyone who is sending video on one big screen.</li> <li>▪ List participants or show thumbnails.</li> <li>▪ Set webcam options.</li> </ul>

### Minimum system requirements

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

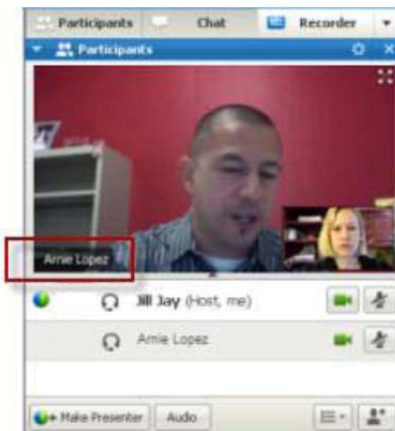
Action	What you need
Send	<ul style="list-style-type: none"> <li>▪ A webcam capable of producing high-quality video. WebEx supports most webcams of this type</li> <li>▪ A computer with at least 1 GB of RAM and a dual-core processor</li> <li>▪ A fast network connection</li> </ul>
Receive	<ul style="list-style-type: none"> <li>▪ A computer with at least 1 GB of RAM and a dual-core processor</li> <li>▪ A fast network connection</li> </ul>

### 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.

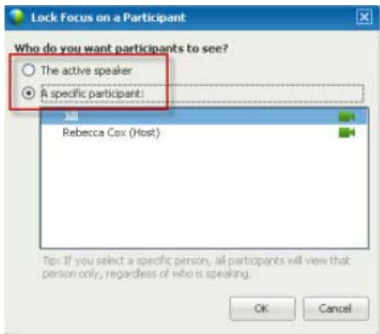
### Setting the video for the main display:

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)

- Click the Full Screen Icon 
- 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.

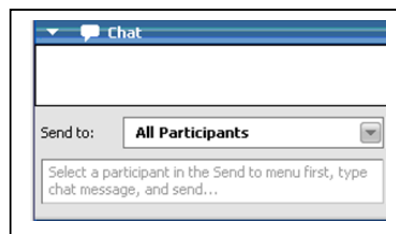


## Chat

During a meeting, the presenter can specify chat privileges for participants. These privileges determine to whom participants can send chat messages. If chat has been enabled you will be able to chat with the leader or other participants during the call.



- To send a chat message:
  - Open the Chat panel.
  - In the **Send to** drop-down list, select the recipient of the message.
  - Enter your message in the chat text box.
  - Click Send.



## Instant Meeting Service Touchtone

In addition to the audio controls available from the WebEx Meeting Center console, you may also use the Verizon Instant Meeting touchtone commands on your phone to control the audio portion of the call.

**\*0** Operator Assistance. Leaders or participants can press \*0 for operator assistance.

**\*1** Help Menu. A pre-recorded message is played privately, listing the touchtone features available to the leader or participant.

**\*6** Self Mute/Unmute. The leader and/or participants may mute/unmute their own line.

## Leaving a meeting

You can leave a meeting at any time. Meeting Manager disconnects you from the conference automatically once you leave the meeting.

- To leave a meeting:
  - In the Meeting window, on the **File** menu, choose **Leave Meeting**.
  - A confirmation message appears, in which you can verify that you want to leave the meeting.
  - Click **Yes**.
  - The Meeting window closes.

## Contact Us

If you would like technical assistance with Net Conferencing, please contact us at <https://www.mymeetings.com/custom/res/content/resNumbers.php>. Our e-mail address is [nettech@verizon.com](mailto:nettech@verizon.com).