

How to use Video Conference Services.

There are two types of videoconferencing services:

- a) Traditional room systems.
- b) Desktop video conferencing.

Room System Video Conference.

VC-UNON requires details as indicated below in order to facilitate smooth conference.

- Preferred Room Name or Number
- ISDN # or IP (H.323) address:
- Bandwidth/Speed:
- Backup phone#
- Room Phone #
- Technical focal points names, mobile or work phone number and e-mail addresses.

Cisco Unified Videoconferencing Desktop Client (CUVC-D).

The Cisco Unified Videoconferencing Desktop Client (CUVC-D) is the interface used to:

- Join Interactive Meetings.
- Watch Streaming Webcasts.
- Watch Recordings of meetings.

To Join an Interactive Meeting from a Meeting Invite

You must know the Meeting ID, Meeting PIN and be connected to the CUVC Desktop Client. Decide which of the methods for getting audio you will use during the Meeting that is:

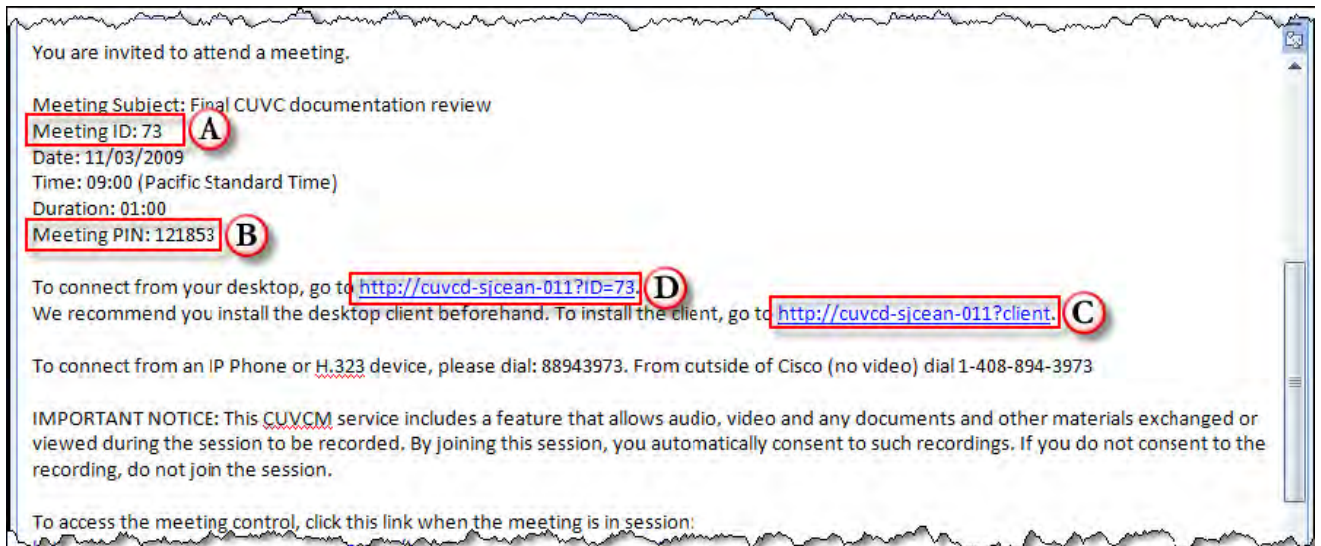
- Use the computer's built in speaker and microphone (default).
- Use a phone or video device to dial in to the CUVC videoconference or have CUVC call you.

Note: If you will be using the computer for the meeting, it is HIGHLY recommended that you plug in a

USB headset. Audio quality is poor when you use the built in microphone on the PC. The conversation will be overshadowed by the sound of typing and the whirl of the disk drive. DO NOT simultaneously use your computer's built in speaker and microphone and a call to

or from CUVC for audio as that will cause an echo.

Step 1. Open the CUVC Meeting invitation from your calendar.



Step 2. Make a note of the Meeting ID [A] and Meeting PIN [B]

Step 3. If this is the first time you have attended or moderated a CUVC-D meeting install the CUVC Desktop Client from the link in the email [C].

Step 4. Select one of the following methods to access the CUVC Desktop client:

- In your web browser go to: <http://unoncuvc.unon.org:8888/cuvm/entry/index.jsp>
- From the meeting invite click the link in the email to [D] connect from your desktop
- Double-click the Conference Client icon from the taskbar in Windows.



Step 5. Enter your name and the Meeting ID [A].

Step 6. (Optional) Click the link to Check Your Audio [B] and identify what will be used for your speaker and microphone. By default audio will be on the PC's built in speakers and microphone. It is recommended that you plug in and use a USB headset for audio.

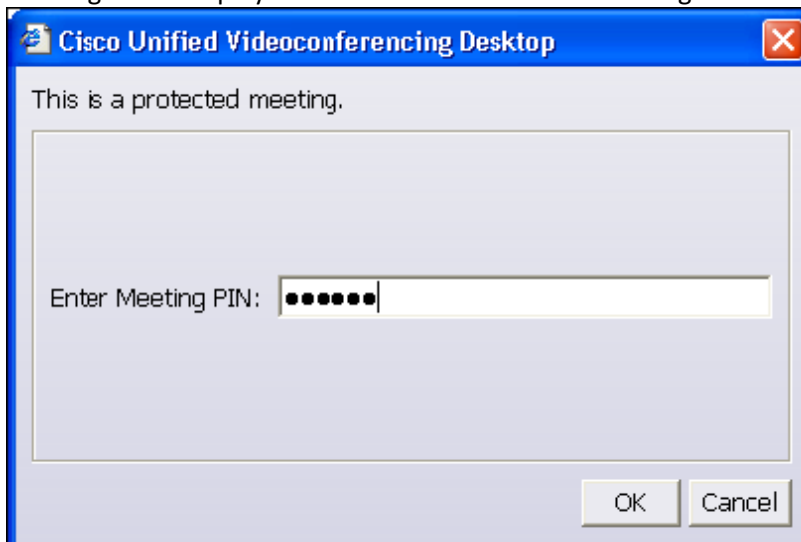
Step 7. (Optional) By default, CUVC uses your computer for audio, video and presentations. If you do not have a USB headset we recommend that you use the computer for presentation only and have CUVC call you back on another phone. To do this:

- a. Click the More Options [C] button.
- b. Click the radio button, "Use my computer for presentation only"
- c. Enter an 8+7 digit Callback video device number (some H.323 devices at Cisco still require 10 digit E.164 numbers).


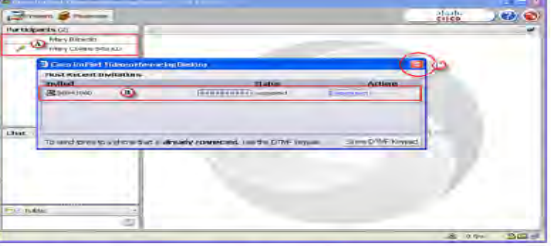


Note: When you have selected "Use my computer for presentation only", your shared presentations appear in CUVC and all participant video images appear on the video device. If the number you entered is for a phone that is not a video device you will not see participant's video.

Step 8. Click the Participate Now [D] button to join the meeting. A dialog box is displayed with a field to enter the Meeting PIN.



Step 9. Enter the Meeting PIN and click OK. You will be placed into the videoconference. It will appear differently depending on how you are connected. See the table below:

Use Computer for Audio, Video and Presentation	Use Computer for Presentation only
 <p data-bbox="256 457 755 520">You are placed into the CUVC Desktop Videoconference and your audio will be muted.</p>	 <p data-bbox="792 520 1367 567">You are placed in the CUVC meeting in presentation mode.</p> <p data-bbox="792 573 1367 598">Answer your phone when it rings.</p> <p data-bbox="792 604 1367 672">Your name appears in the participants panel twice. Once for the presentation and once for the audio call.</p>
<p data-bbox="256 716 755 758">Click the microphone button to un-mute your audio.</p>	<p data-bbox="792 716 1367 758">Close the dialog box which indicates the phone is connected.</p>

Continue with the interactive meeting. The following instructions explain how to use features in the

Moderating a meeting.

If the meeting invite did not include a Moderator PIN, any participant in the meeting can moderate the meeting.

Step 1. Click the Moderate button.

If the meeting scheduler added a Moderator PIN, you will be prompted to enter the PIN as soon as you click the Moderate button.

Step 2. Enter the Moderator PIN and click OK.

Step 3. As the Moderator you can:

- Mute/Unmute attendees' audio and video
- Invite more people
- Enable streaming so people can attend a Webcast
- Start or stop a recording

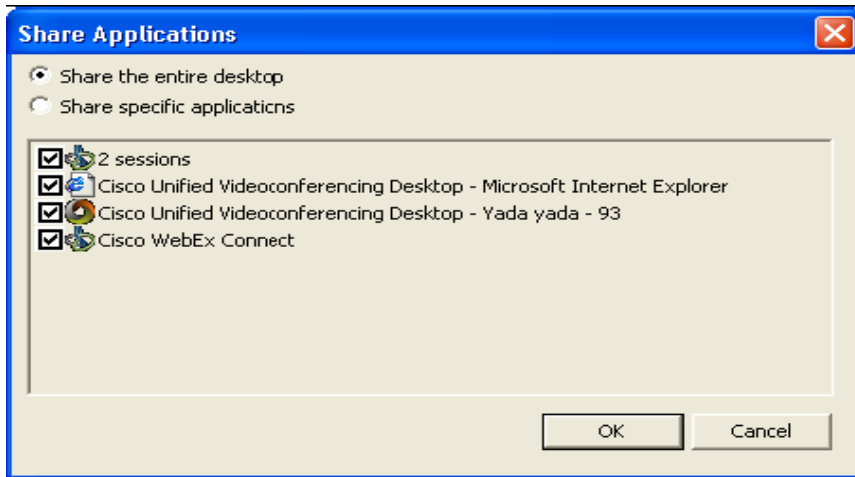
Note: you cannot record or terminate a meeting unless there is a Moderator PIN.

Presenting an application

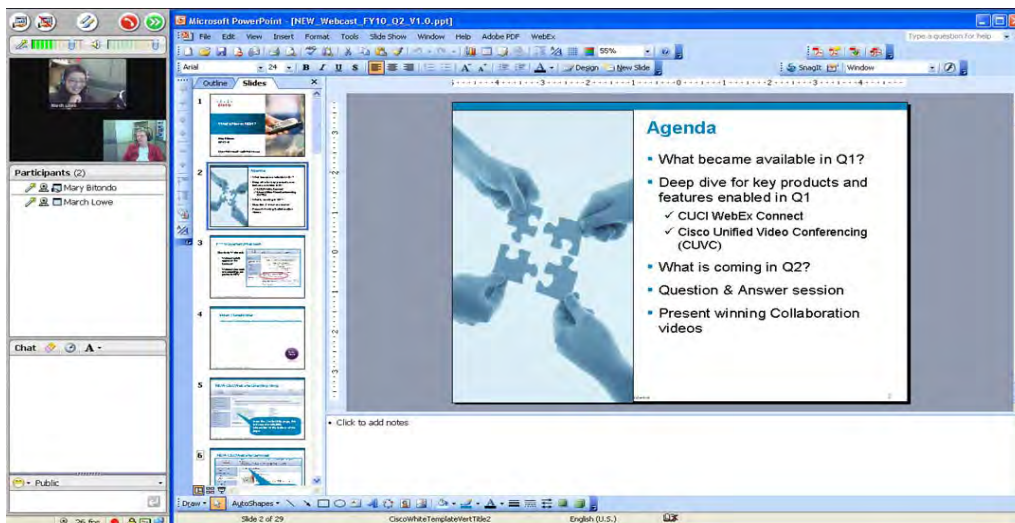
Anyone attending an interactive meeting from the CUVC Desktop Client can share their Desktop or selected application(s).

Step 1. Click the Present button from the toolbar

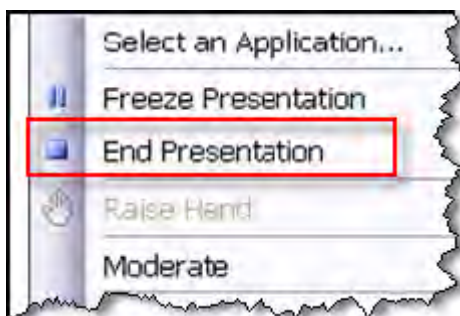
Step 2. Click the OK button to Share the entire desktop



Alternatively, click the radio button to Share specific applications and then click to remove or add a Check to the application(s) you want to share.



Step 3. Click the Main Menu button and select End Presentation when you are done presenting.



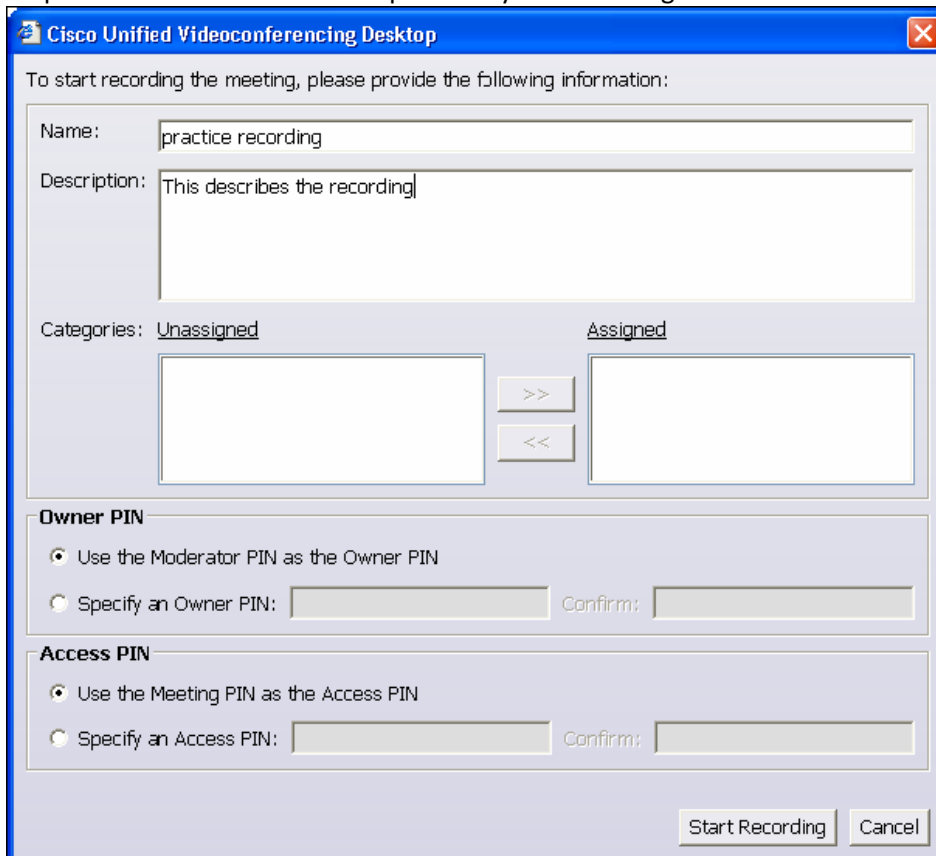
Recording a meeting

The meeting moderator can start or stop a recording at any time during the meeting. Video, application sharing and audio are recorded.

Step 1. Click the Moderate button.

Step 2. Select Start Recording.

Step 3. Enter a Name and Description for your recording.



The screenshot shows a dialog box titled "Cisco Unified Videoconferencing Desktop" with a close button in the top right corner. The main text reads: "To start recording the meeting, please provide the following information:". Below this, there are two text input fields: "Name:" with the value "practice recording" and "Description:" with the value "This describes the recording". Underneath, there are two sections for "Categories": "Unassigned" and "Assigned", each with an empty list box. Between these two boxes are two arrow buttons: ">>" and "<<". Below the categories, there are two sections for PINs: "Owner PIN" and "Access PIN". Each section has two radio button options: "Use the Moderator PIN as the Owner PIN" (selected) and "Specify an Owner PIN:" followed by two empty input fields labeled "Confirm:". The "Access PIN" section has the same options. At the bottom right, there are two buttons: "Start Recording" and "Cancel".

Step 4. (Optional) You can change the Owner PIN and the Access PIN.

By default the Owner PIN is the same as the Moderator PIN and the Access PIN is the same as the Meeting PIN.

Step 5. Click the Start Recording button.

A message indicating that the meeting is being recorded is played and a pop up message appears on everyone's screen. Continue your meeting.



Step 6. When you are ready to stop the recording, click the Moderate > Stop Recording from the menu.

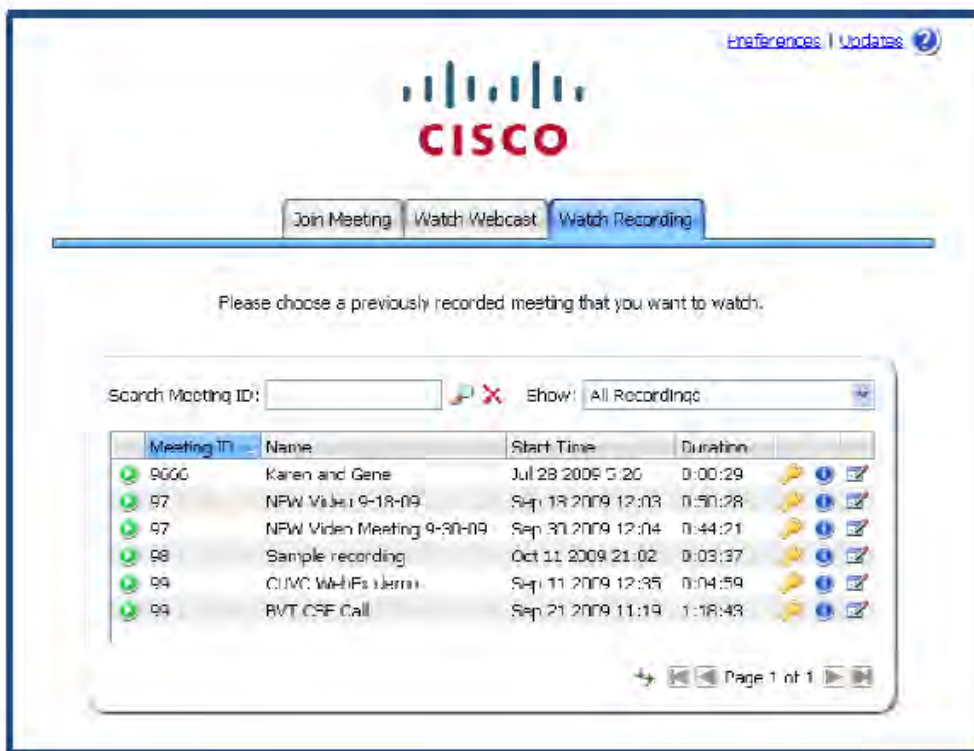
Playing Back a Recorded Meeting

Step 1. Click the link to connect to the CUVC-Desktop browser:

<http://unoncuvc.unon.org:8888/cuvm/entry/index.jsp>

The first time you attempt to watch a recorded meeting, follow the on screen instructions to install the presentation plug-in, and restart your browser.

Step 2. Click the Watch Recording tab.



Step 3. (Optional) In the Search Meeting ID field, enter the Meeting ID you are searching for and click the magnifying glass button.

Step 4. After you click the Name of the meeting you will be prompted to Enter Access PIN.



Step 5. In the Enter Access PIN field, enter the Meeting PIN from the meeting invite message and then click the OK button.

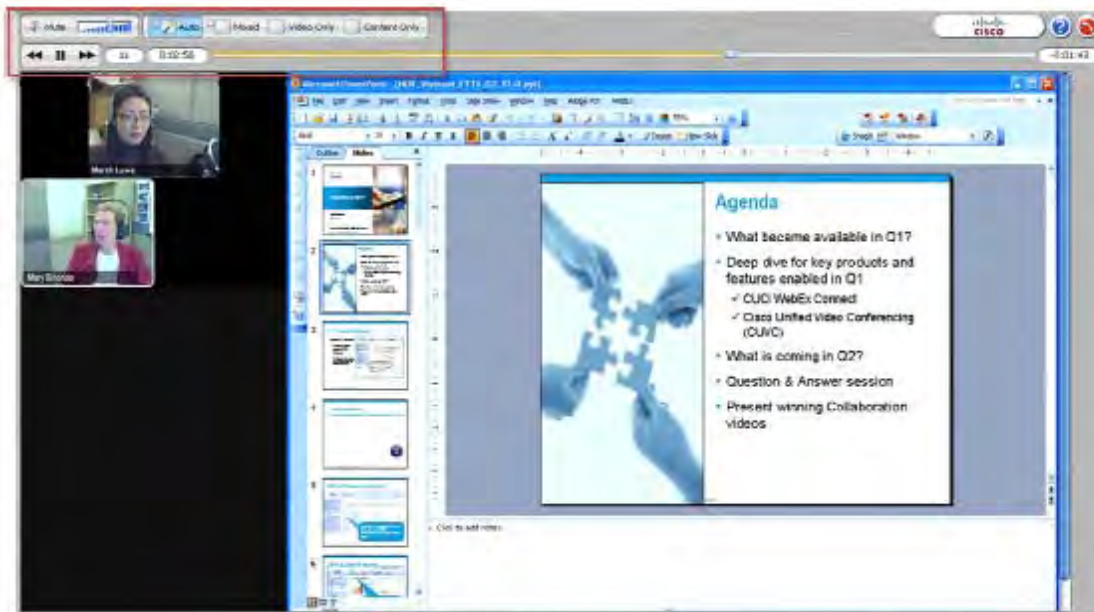
Note: You may need to enter a different Access PIN sent to you from the meeting moderator who started the recording.

A video window appears while the recording is streamed to your PC. It will automatically begin playing.

Step 6. Maximize the video window to see both the video and shared applications from the meeting.

Step 7. Use controls to Play, Reverse or Fast Forward the video.

Step 8. Click the Red Phone icon in the top right corner of the window to close the playback window.



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Watching a Streaming Webcast

The meeting moderator needs to Enable Streaming in order for you to watch a Webcast. You will not have the ability to interact with the presenter or other participants when you are watching a CUVC WebCast.

Step 1. Open the CUVC Webcast invitation from your Outlook calendar or click the link to connect to the CUVC-Desktop browser:

<http://unoncuvc.unon.org:8888/cuvm/entry/index.jsp>

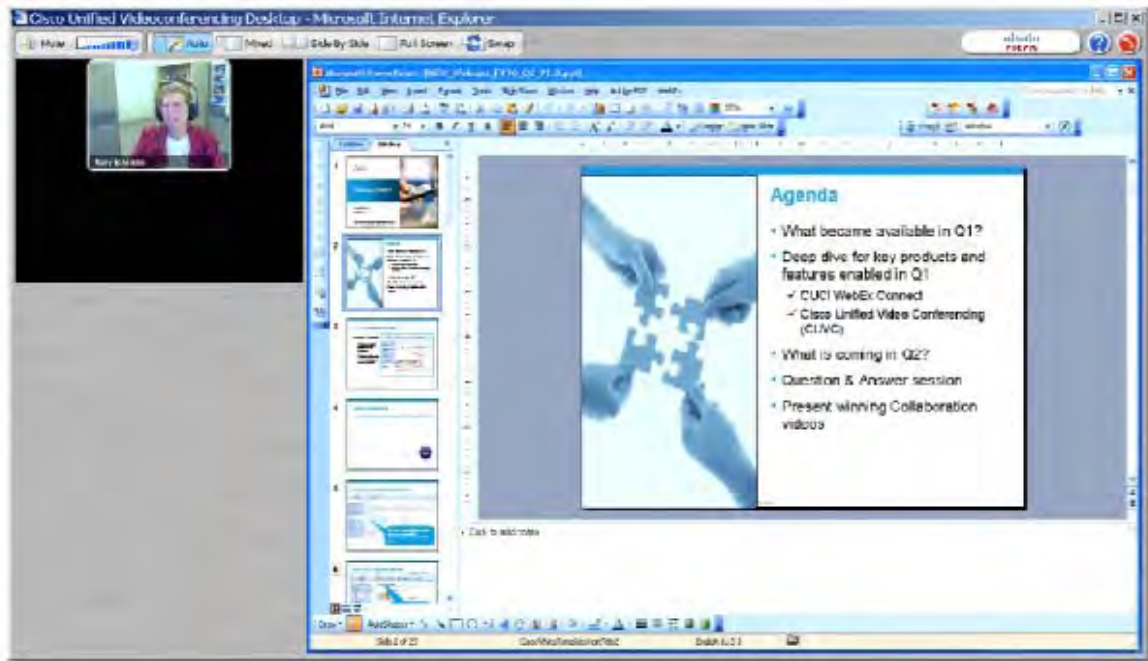
Click the Watch Webcast tab and enter the Meeting ID for the streaming CUVC Webcast that you want to watch.



Step 2. The first time you attempt to watch a webcast you will be prompted to install the streaming components for Windows. Click the "Install it now" link.



Step 3. When the installation is complete restart your browser.



Once you have joined the webcast you will be able to:

- Hear audio and see all shared applications
- Control your display of shared applications and video.

You will not see or be able to communicate with any participants who are also in the webcast or the interactive meeting.