

## Cisco Unified MeetingPlace 7.0 Web Conferencing

### Product Overview

Cisco® Unified Communications Solutions enable collaboration so that organizations can quickly adapt to market changes while increasing productivity, improving competitive advantage through speed and innovation, and delivering a rich-media experience across any workspace, securely and with optimal quality.

Cisco Unified MeetingPlace® conferencing is a rich-media collaboration solution within Cisco Unified Communications. It delivers an exceptional user experience with integrated voice, video, and web collaboration and industry-leading setup, attendance, and in-meeting control capabilities. You can realize significant cost savings and security by deploying the solution on-premises, over your IP network. As a component of the Cisco Unified Communications System, the Cisco Unified MeetingPlace application delivers productivity that goes beyond traditional conferencing solutions by enabling conferencing to be incorporated into a broad range of communication scenarios.

Cisco Unified MeetingPlace conferencing supports today's global, real-time organizations by promoting effective communication and collaboration — allowing people to meet at any time from anywhere without the expense and inefficiencies of traveling. Organizations can expand their market reach, improve operational effectiveness, and speed decision making by integrating voice, video, and web collaboration into everyday communications and reducing distance as a constraint to deploying expertise.

Web Conferencing is a core component of the Cisco Unified MeetingPlace conferencing solution that lets you share applications and presentations and manage your meetings. You can deploy Cisco Unified MeetingPlace Web Conferencing on-premises (Figure 1) or integrate it with Cisco WebEx® meeting applications for on-demand web conferences.

The on-demand Cisco Unified MeetingPlace Web Conferencing option gives you the cost savings advantages of on-premises voice conferencing with productivity benefits of web conferencing delivered over the Cisco WebEx MediaTone® network. The solution components are tightly integrated so you have a single access point for all of your voice and web conferences. You can set up and attend meetings from Cisco Unified MeetingPlace or Cisco WebEx scheduling interfaces.

Through single sign on, you can join meetings with a single click. The solution provides an integrated in-session experience to simplify meeting control. You can dial out to your phones directly from the Cisco WebEx web conference interface. You also can see who is speaking and can access voice controls, such as muting participants and locking the meeting. To simplify user management and access across the combined solution, administrators can enable the Cisco Unified MeetingPlace solution to automatically create accounts on the customer's Cisco WebEx site.

**Figure 1.** Share Content and Manage Your Conference with Cisco Unified MeetingPlace Web Conferencing



## Key Features and Benefits: On-Premises Web Conferencing

### Fast and Simple Rich-Media Conference Scheduling and Attendance

Cisco Unified MeetingPlace conferencing is integrated with multiple applications and devices to enable you to better integrate conferencing into your business processes. Intuitive interfaces make it easy to set up impromptu or future meetings from a web interface, Microsoft Outlook, or Lotus Notes calendar or instant messaging and communications clients such as Cisco Unified Personal Communicator and Lotus Sametime.

Attending a conference is as simple as a single mouse click; the application simultaneously launches the web conference and dials out to your voice or video endpoint. You can run Cisco Unified MeetingPlace Web Conferencing using multiple platforms without downloading software, so you can join your meeting quickly and securely. Simplifying and automating conference setup and attendance means that meetings start on time and frequent conferencing frustrations are eliminated.

### Powerful, Engaging Web Conferencing

Cisco Unified MeetingPlace Web Conferencing facilitates highly engaging and interactive virtual meetings. The solution supports a broad range of conferencing applications, including collaborative meetings, presentations, product demonstrations, training, and webcasts. From a firewall-friendly browser console, you can share any application, document, website, whiteboard, or presentation for participants to view, annotate, and discuss in real time. For highly interactive meetings, you can share with multiple participants at the same time and pass control of the shared application securely. You can co-browse and simultaneously access streaming media.

Preconfigured meeting templates are provided for collaborative meetings, presentations, and training applications. Each template is optimized to the particular application and includes different views for each user type, such as moderator and attendees. For training and larger external webcast meetings, a presenter preparation area allows presenters to share notes or chat among

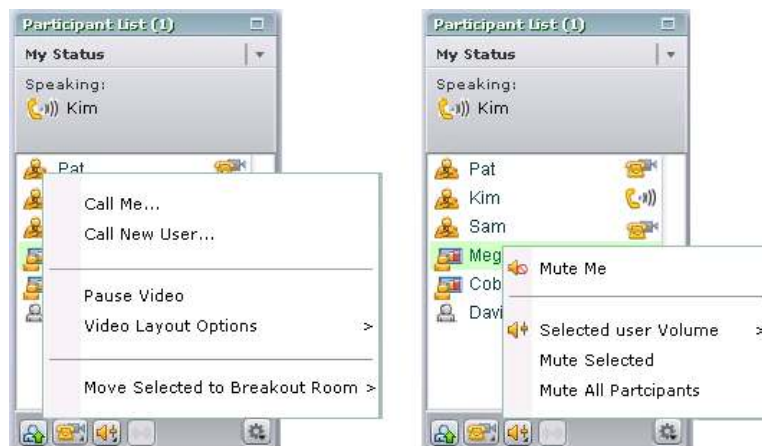
themselves without the messages being seen by participants in the meeting. Moderated chat, polling, and user status indicators allow for private communication and group feedback. The broad capabilities and support for multiple applications facilitate much more effective virtual meetings and eliminate the need to deploy multiple conferencing solutions.

### Advanced Rich-Media Conference Management and Control

Cisco Unified MeetingPlace conferencing tightly integrates voice, video, and web conferencing for advanced in-meeting control (Figure 2). Without disrupting a meeting, you can know who is attending, how they are attending (voice, video, or web), who is speaking, and who is sharing. To help ensure that meetings run smoothly, if you have the appropriate privileges you can control a broad range of meeting characteristics, including participant content sharing and speaking capabilities, dialing out to or sending an email invitation to new participants, moving participants to breakout sessions, and securing meetings.

You can also control your personal meeting environments, including muting and unmuting your phone, modifying your video layouts, and moving into private discussions. If you want to leave or are ejected from a meeting, all media types — voice, video, and web — are disconnected simultaneously.

**Figure 2.** Advanced Rich-Media Conference Control



### Rich-Media Conference Recordings

Cisco Unified MeetingPlace Web Conferencing securely records, stores, and plays back meetings. You can start a meeting recording from either the phone or web interface. The Cisco Unified MeetingPlace Web Conferencing server securely stores synchronized web and voice meeting recordings that you can play back using common web browsers — and no separate hardware or software is required.

When Cisco Unified MeetingPlace conferencing is integrated with Cisco WebEx web conferencing, the meeting host can initiate integrated voice and web conference recordings directly from the Cisco WebEx interface. After the meeting the host can download, edit, and distribute the recording.

### Secure Web Conferencing

Cisco Unified MeetingPlace conferencing combines on-premises conferencing with advanced architectural and application security. The application provides a multiserver deployment model that allows you to isolate internal meetings behind the firewall while making meetings with

partners, customers, and suppliers Internet-accessible. You can securely store or immediately purge uploaded content. You also can encrypt meetings, limit access to specific users, and use a variety of in-meeting security settings to limit unwanted access to meetings and content.

## Product Architecture

### Rich-Media Conferencing

The Cisco Unified MeetingPlace 7.0 Web Conferencing application is run on one or more Cisco media convergence servers as part of a Cisco Unified MeetingPlace solution. Using the IP network, the software communicates with a Cisco Unified MeetingPlace Application Server and integrates with Cisco Unified MeetingPlace for Microsoft Outlook, Cisco Unified MeetingPlace for IBM Lotus Notes, and other Cisco Unified MeetingPlace integrations. Refer to the respective data sheets for more information about these integrations.

Cisco Unified MeetingPlace Web Conferencing software integrates on-premises voice conferencing with on-demand Cisco WebEx web conferencing. This software is deployed on a Cisco MCS 7835 or MCS 7845 Media Convergence Server. The Cisco WebEx web conference is conducted using Cisco WebEx on-demand meeting application services.

### Scalability and Availability

You can cluster Cisco Unified MeetingPlace 7.0 Web Conferencing servers for system scaling, load balancing, and failover. In a load-balanced deployment, meetings are automatically started on the least-loaded server, and if a server fails, meetings automatically resume on alternate servers. Cascading across multiple servers is automatically handled for large meetings.

### System Capacity

Cisco Unified MeetingPlace 7.0 Web Conferencing can support up to 1000 concurrent users using Secure Sockets Layer (SSL) with a cluster of two Cisco media convergence servers. Each Cisco MCS 7845 server can support up to 500 concurrent users and up to 100 concurrent meetings. Users can join at a maximum rate of 6 connections per second per cluster, and the maximum meeting size is 1000 participants.

When integrated with the Cisco WebEx application, a Cisco Unified MeetingPlace system can scale to a maximum of 1000 concurrent voice conference users and 1000 web conference users.

## Features: On-Premises Web Conferencing

### Rich-Media Conferencing

- Integrated voice conferencing: Cisco Unified MeetingPlace 7.0 Web Conferencing integrates with the Cisco Unified MeetingPlace Application Server to provide an integrated voice, video, and web conferencing solution.

### Meeting Management

- Meeting console: The Cisco Unified MeetingPlace application provides a browser-based interface to manage the voice, video, and web elements of meetings, as well as to share content
- Personal controls: Meeting participants can call out to their phone or video endpoints, mute and unmute themselves, pause and play video, change their video layout from active speaker to multiple videos (continuous presence), disconnect from video, move to

breakouts (voice and video), and leave the meeting (disconnecting their voice, video, and web sessions).

- Meeting controls: The meeting moderator can change voice and web conferencing permissions, call out to others to bring them into the meeting, mute and unmute selected participants, mute all participants, pause and play another participant's video, rename users, move participants to waiting room or breakout sessions, merge users (audio and web) on the participant list, move the meeting from an internal to an external web server, record the meeting, change voice conference announcements, lock the meeting, eject multiple users, and end the meeting.
- Real-time identification of speaker and sharer: You can view a list of who is speaking and sharing at any given moment.
- Participant list: This list includes all voice, video, and web conference participants with permission icons and their emoticon status.
- Chat: You can send public and private text messages within collaborative meetings (refer to the discussion of collaborative, presentation, and webcast meetings later in this document). In presentation and webcast meetings, presenters can chat with anyone, and audience members can chat only with presenters.
- Use tracking: The meeting moderator or administrators can separately track meeting console use and general web conferencing use for billing purposes.

### **Web Conferencing**

- Presentations: You can upload and share Microsoft PowerPoint presentations, graphics files (jpg files), Flash content (swf files), or Flash movies (flv files) using a web browser under Windows and Mac OS. Animations within the presentations are preserved as slides are advanced.
- Presenter preparation area: Only presenters and moderators can see or access this portion of the screen, facilitating private discussions away from general view.
- Annotations and whiteboards: You can annotate shared applications, presentations, and whiteboards. Multiple whiteboard sessions are available per meeting.
- Application and desktop sharing: You can share any document or application on your desktop (including dual monitor systems) from Windows (Internet Explorer, Firefox, or Netscape browsers) and Mac OS (Safari or Firefox browsers). Shared content automatically resizes to the viewer's desktop resolution. You can share multiple applications at the same time within the meeting for side-by-side viewing, as well as participate in multiple web conferencing sessions at the same time.
- Remote control: When allowed, you can remotely take control of a shared application, presentation, document, website, or desktop to collaborate or provide remote assistance.
- Moderated chat: Presenters and moderators can select specific questions to which to respond; they can respond either to the individual or to the entire group.
- Polling: Participants can create polls before a meeting or in real time during a meeting. Presenters can administer polls and manage the display of results using bar charts. Results are available during and after the meeting.
- Meeting templates: For ease of use, standard templates (collaborative, presentation, and webcast) are provided with preset tools and layouts for easy access.

- Customizable layouts: You can create your preferred meeting layout and save it for use in future meetings.
- Recording: You can automatically record and play back synchronized web and voice meeting content without the need for additional hardware or software at the desktop. You can store recordings remotely with network-attached-storage (NAS) and storage-area-network (SAN) systems. You can store voice recordings as MPEG Layer 3 (MP3), or Windows Media files.

### **Meeting Setup and Attendance**

- You can schedule or initiate immediate voice, video, and web conferences through a web interface, touch-tone or Cisco Unified IP Phone, Microsoft Outlook or IBM Lotus Notes calendar, and IM and communications clients (Cisco Unified Personal Communicator, Lotus Sametime, and Jabber Messenger).
- Reservationless meetings: You can set up impromptu voice, video, and web conferences using a personalized meeting ID if you are a designated user. You can configure reservationless meetings as internal or external meetings.
- Collaborative, presentation, and webcast meetings: With Cisco Unified MeetingPlace conferencing, you can set up collaborative sessions for small, peer-oriented meetings such as project and staff meetings; presentation sessions for more structured web conferencing meetings such as group training sessions; and webcast sessions for large, controlled meetings such as external presentations.
- Invitations: Calendar or email invitations are automatically distributed to invited participants with the information needed to attend the integrated rich-media conference.
- Point-and-click attendance: You can attend voice, video, and web conferences directly from your calendar, email notification, URL link, IM, or browser.
- Autocascade for large meetings: When the number of participants exceeds the maximum number for a particular web server, the system automatically cascades to other web conferencing servers in the cluster to support a large meeting.

### **Security**

- Dedicated, on-network system: Each customer deploys a Cisco Unified MeetingPlace system that is integrated into the organization's private network.
- Internet lock-out controls: You can set up meetings either as internal meetings that are held entirely behind the corporate firewall or as external meetings that are also accessible to Internet participants. Administrators and meeting organizers have complete control.
- Access authentication: Meeting organizers can require that participants authenticate themselves using individual logins to attend a meeting or to access the documents and recordings for a meeting. In addition, the Cisco Unified MeetingPlace system can automatically block out users after multiple failed login attempts.
- Automated account management: Cisco Unified MeetingPlace conferencing integrates with corporate directories, automatically removing accounts of employees who leave the company. For more details, refer to the Cisco Unified MeetingPlace Directory Integration data sheet.
- Single sign-on: Single sign-on simplifies user authentication. Windows Integrated Authentication and Lightweight Directory Access Protocol (LDAP) authentication are supported for easy, secure access.

- Encryption: Cisco Unified MeetingPlace conferencing supports encrypted webpages and web conferencing traffic using SSL.
- In-session meeting controls: Meeting organizers can change voice and web conferencing permissions, specify announced entry and departure, require passwords, lock the meeting, and eject unwanted attendees.
- Public-key-infrastructure (PKI) support: Cisco Unified MeetingPlace conferencing supports PKI certificates between the client and the web server.

### **Enhanced Access**

- Common interface: Cisco Unified MeetingPlace Web Conferencing is accessible from standard web browsers (Windows, Mac OS, Linux, and Solaris), telephones (public switched telephone network [PSTN], private branch exchange [PBX], IP, and wireless), and standards-based video endpoints (H.323, Session Initiation Protocol [SIP], H.320, and Skinny Client Control Protocol [SCCP]).
- Firewall friendly: HTTP and HTTPS tunneling technology allows users behind firewalls to participate in web conferences.

### **Additional Features**

- Configurable user interface: System administrators easily can show or hide fields and change English text and field labels.
- Multilanguage support: Cisco Unified MeetingPlace Web Conferencing supports English, Japanese, French, German, Spanish (Latin American), and Portuguese (Brazil) (available in Maintenance Release 1).

### **Features: On-demand Web Conferencing**

Please refer to the [Cisco WebEx Meeting Center](#) data sheet for detailed information

Meeting setup and attendance: You can schedule or initiate immediate conferences from the Cisco Unified MeetingPlace web and Outlook scheduling interfaces as well as Cisco WebEx scheduling interfaces.

- Meeting controls (host): The meeting host can call out to others to bring them into the meeting, mute and unmute selected participants, mute all participants, lock the meeting, eject users, and end the meeting.
- Personal controls: You can call out to your phone and mute and unmute yourself during a meeting.
- Language support: This solution currently supports the English (U.S.) language version of the Cisco Unified MeetingPlace solution, Cisco WebEx Meeting Center, and Cisco WebEx Sales Center.

## System Requirements

### Cisco Unified MeetingPlace Web Conferencing

Table 1 lists the system requirements for Cisco Unified MeetingPlace Web Conferencing.

**Table 1.** System Requirements

Feature	Requirements
<b>Hardware</b>	
<b>Cisco Unified MeetingPlace Application Server</b>	Cisco Unified MeetingPlace Application Server running on Cisco MCS 7835 or MCS 7845
<b>Audio and video media platform</b>	Cisco Unified MeetingPlace Media Server with audio and video blades
<b>Web conferencing platform</b>	<ul style="list-style-type: none"> <li>• Cisco media convergence servers with part number MCS-7835-H2-RC2 or MCS-7835-I2- support up to 250 web conferencing licenses per server.</li> <li>• Cisco media convergence servers with part number MCS-7845-H2-RC2 or MCS-7845-I2-RC2 support up to 500 web conferencing licenses per server.</li> </ul>
<b>System Scalability</b>	
<b>Combined audio and web conferencing deployments</b>	<ul style="list-style-type: none"> <li>• Maximum of 1000 concurrent audio, 1000 web, and 300 video user licenses</li> </ul>
<b>Recording limits</b>	<ul style="list-style-type: none"> <li>• Maximum of 15 simultaneous recording sessions per server with 500 web conferencing user licenses for the Cisco MCS 7845</li> <li>• Maximum of 50 simultaneous recording sessions per server with 350 web conferencing user licenses for the Cisco MCS 7845</li> </ul>
<b>Server Software</b>	
<b>Included with Cisco Unified MeetingPlace Web Conferencing software</b>	<ul style="list-style-type: none"> <li>• Microsoft Windows 2003 Server</li> <li>• Microsoft SQL Server 2000</li> </ul>
<b>Customer-provided third-party software</b>	<ul style="list-style-type: none"> <li>• LAME MP3 Encoder (optional; provides MP3 voice recording using the web interface)</li> <li>• SSL certificate (optional; provides SSL support)</li> </ul>
<b>Presenter Requirements</b>	
<b>Windows</b>	<ul style="list-style-type: none"> <li>• Windows 2000 SP4, XP Home or Professional, or Vista (XP recommended)</li> <li>• Internet Explorer 5.0 or later</li> <li>• Netscape 7.1</li> <li>• Firefox 1.5 or later</li> <li>• Adobe Flash Player 6.0.79 or later</li> </ul>
<b>Mac OS</b>	<ul style="list-style-type: none"> <li>• Mac OS 10.2, 10.3, 10.4 (PPC/Intel), or 10.5.1</li> <li>• Firefox 1.5 or later or Safari 1.1 or later</li> <li>• Adobe Flash Player 6.0.79 or later</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Minimum bandwidth requirement: DSL or cable (wired connection recommended)</li> <li>• Minimum 1-GHz processor recommended when screen sharing</li> </ul>
<b>Participant Requirements</b>	
<b>Windows</b>	<ul style="list-style-type: none"> <li>• Windows 2000 SP4, XP, or Vista</li> <li>• Internet Explorer 5.0 or later</li> <li>• Firefox 1.5 or later</li> <li>• Netscape Navigator 7.1</li> <li>• Adobe Flash Player 6.0.79 or later</li> </ul>
<b>Mac OS</b>	<ul style="list-style-type: none"> <li>• MAC OS X 10.2, 10.3, 10.4, or 10.5.1</li> <li>• Safari 1.1 or later</li> <li>• Firefox 1.5 or later</li> </ul>
<b>Linux</b>	<ul style="list-style-type: none"> <li>• Firefox 1.5 or later</li> <li>• Adobe Flash Player 7 or later</li> </ul>
<b>Solaris</b>	<ul style="list-style-type: none"> <li>• Mozilla 1.7</li> <li>• Adobe Flash Player 7 or later</li> </ul>

## Cisco Unified MeetingPlace Voice and Cisco WebEx Web Conferencing Requirements

In addition to the hardware and server software requirements listed in Table 1, the following are required for integrating the Cisco Unified MeetingPlace solution with Cisco WebEx web conferencing:

- Cisco Unified MeetingPlace 7.0 or later
- Cisco Unified MeetingPlace 7.0 Web Conferencing software
- Cisco WebEx WBS26 or later

### Ordering Information

Table 2 gives ordering information for Cisco Unified MeetingPlace Web Conferencing. You can order the software and user licenses as options with any Cisco Unified MeetingPlace bundles . To place an order, visit the [Cisco Ordering Home Page](#) and refer to Table 2.

This product is a part of Cisco Unified Workspace Licensing. Please visit [http://www.cisco.com/go/workspace\\_licensing](http://www.cisco.com/go/workspace_licensing) for more information and to determine whether this licensing is appropriate for your customer.

Table 3 lists the ordering information for the integration with Cisco WebEx applications. This integration does not require you to purchase any Cisco Unified MeetingPlace web licenses. You do, however, need to purchase a separate contract with Cisco WebEx to enable the web conferencing function.

**Table 2.** Ordering Information for Cisco Unified MeetingPlace Web Conferencing

Product Name	Part Number
Cisco Unified MeetingPlace Web Conferencing Software 7.0	MP-WEBCONFSW-7.0
Cisco Unified MeetingPlace Web Conferencing Single User License	MP-WEB-UL-1
Cisco Unified MeetingPlace Web Conferencing user license bundle, 100 uls	MP-WEB-UL-100

**Table 3.** Ordering Information for Cisco WebEx Integration

Product Name	Part Number
Cisco Unified MeetingPlace Web Conferencing Software	MP-WEBCONFSW-7.0

For more information about Cisco services, refer to [Cisco Technical Support Services](#) or [Cisco Advanced Services](#).

### For More Information

For more information about Cisco Unified MeetingPlace conferencing, visit <http://www.cisco.com/go/meetingplace> or contact your local Cisco account representative.

### Cisco Unified Communications Services

Cisco and our certified partners can help you deploy a secure, resilient Cisco Unified Communications Solution, meeting aggressive deployment schedules and accelerating business advantage. The Cisco portfolio of services is based on proven methodologies for unifying voice, video, data, and mobile applications on fixed and mobile networks.

The unique Cisco lifecycle approach to services defines the requisite activities at each phase of the solution lifecycle. Customized planning and design services focus on creating a solution that meets your business needs. Award-winning technical support increases operational efficiency. Remote management services simplify day-to-day operations, and optimization services enhance solution performance as your business needs change.



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