



# Cisco WebEx Meeting Center on the iPad

## Quick Start Guide

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# Introducing Cisco WebEx Meeting Center on the iPad

The Cisco WebEx Meeting Center application on the iPad, which is available for free to download from the AppStore or iTunes, allows users to simply click to start/join and actively collaborate in Cisco WebEx meetings. With the Cisco WebEx Meeting Center application on the iPad, users can view shared content and up to four High Quality (HQ) videos of participants in a video carousel simultaneously. Users can view the meeting participant list, see the active speaker, and chat with meeting participants. As a host, you can take advantage of the “Pass the Ball” feature to make a participant a presenter. Note, this “Pass the Ball” feature requires a Cisco WebEx Meeting Center host account. To purchase a host account, please contact your InterCall sales representative or visit [www.intercall.com](http://www.intercall.com).

The purpose of this document is to help you quickly set up and use Cisco WebEx Meeting Center on the iPad. Chapter 2 describes how to install the Cisco WebEx Meeting Center application on the iPad, schedule a meeting from the iPad, start/join and rejoin a meeting or an audio conference. Chapter 3 highlights the “Pass the Ball”, one way multipoint WebEx HQ video, “Chat” and “Mute/Unmute” features in a WebEx meeting on the iPad.

Here are the requirements:

The WebEx site where the meeting is hosted must support WBS27SP12 or later.

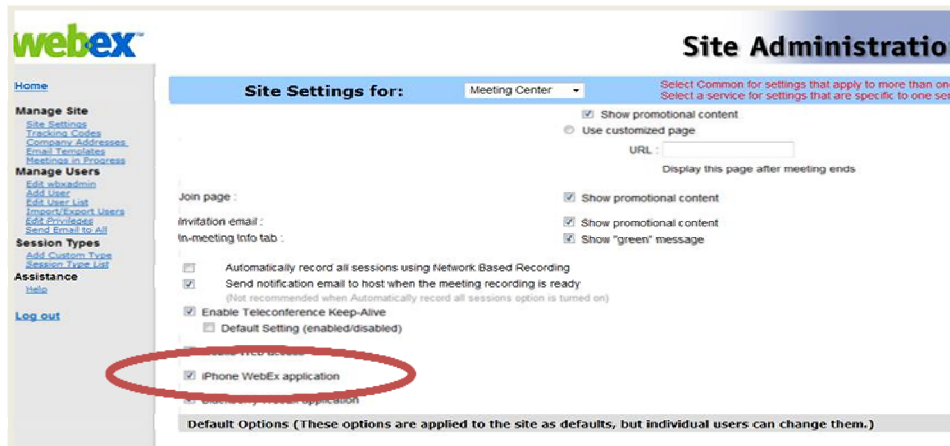
To confirm whether the WebEx site supports WBS27SP12 or later, please go to the WebEx site. Select Meeting Center -> Support -> Downloads. On the top right corner of the page, you will find the Page and Client build. Please ensure the versions of both Page and Client builds are WBS27SP12 or above.

Here’s an example of the Page and Client build information:

About Meeting Center	
Version number:	Meeting Center 8.5 (WBS 27)
Page build:	<u>27.14.0.6135</u> (27->WBS27, 14->SP14 )
Client build:	<u>27.12.0.5488</u> (27->WBS27, 12->SP12 )
Docs build:	27.14.0.9

Wi-Fi network connectivity is required to support WebEx HQ video on the iPad.

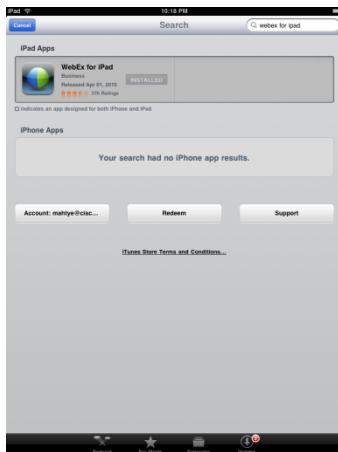
Also, as a Site Administrator enable iPad/iPhone support on the WebEx site.



# Installing and using Cisco WebEx Meeting Center on the iPad

## Installing the WebEx application

Tap the App Store icon on your iPad and simply use the keywords “webex for ipad” to search for the app. Alternatively you can download the WebEx Meeting Center application from iTunes. Once you have installed the WebEx app, the “WebEx” icon appears on your iPad's Home screen.



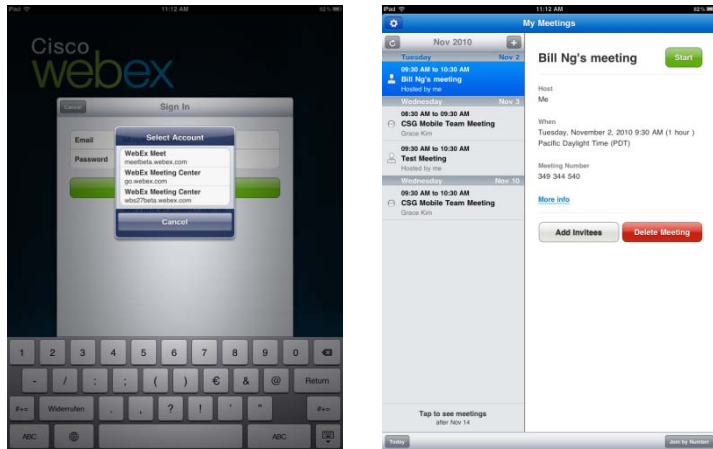
1) Download the Cisco WebEx meeting app from iTunes.



2) Tap on Sign In.



3) Enter your account details.



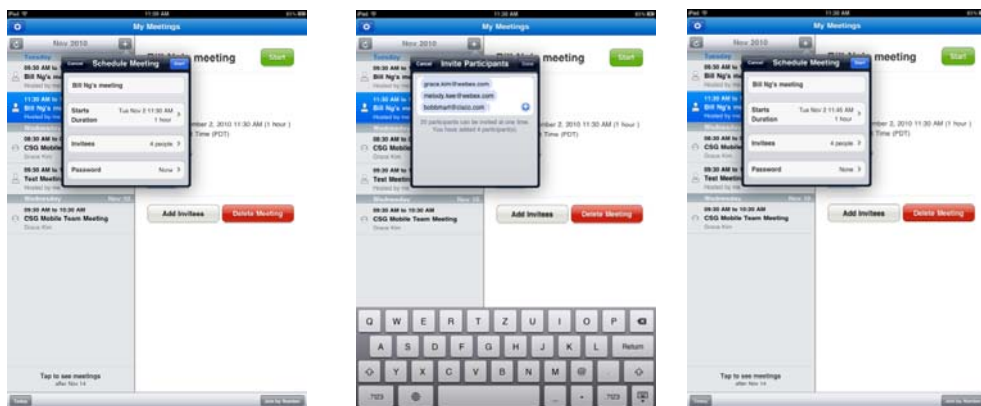
4) Select your WebEx meeting site. 5) Your meetings will display.

**Note:**

- On step 3, enter the following information:
  - Email Address: <Your email address configured on the WebEx site>
  - Password: <Your WebEx site password>

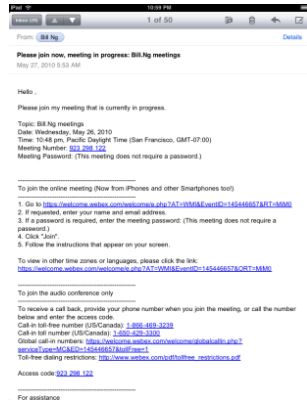
## Scheduling a meeting on your iPad

To schedule a WebEx meeting on your iPad, tap on the "+" icon on the WebEx My Meetings screen. Complete the fields such as the meeting start time, duration, invitees, and password. Note, tap on "Done" after you've added your invitees.



## Connecting to a meeting

There are three ways to connect to a WebEx meeting:



**Option 1:** Join the meeting from the URL in the email or calendar



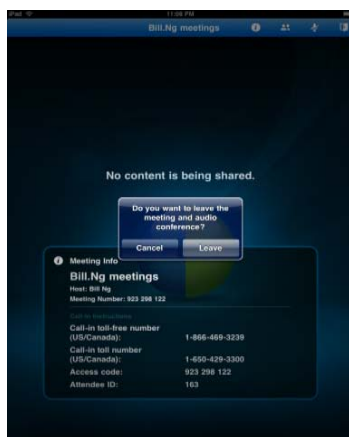
**Option 2:** Join the meeting by entering the meeting number from within the application



**Option 3:** Start or join the meeting from the meetings list in the application

## Exiting a meeting

You can exit a meeting by tapping the "Exit Meeting" icon located in the upper right hand corner of the main screen on your iPad.



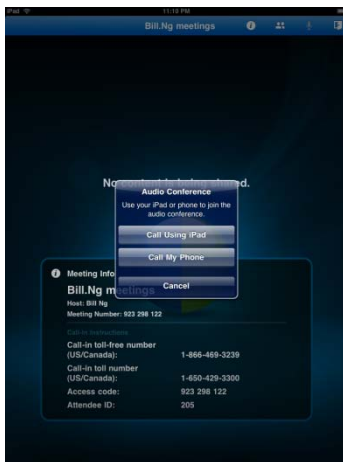
## Rejoining a meeting

If you lose the connection to a meeting, tap the "WebEx" icon on your iPad to rejoin the meeting.



## Rejoining an audio conference

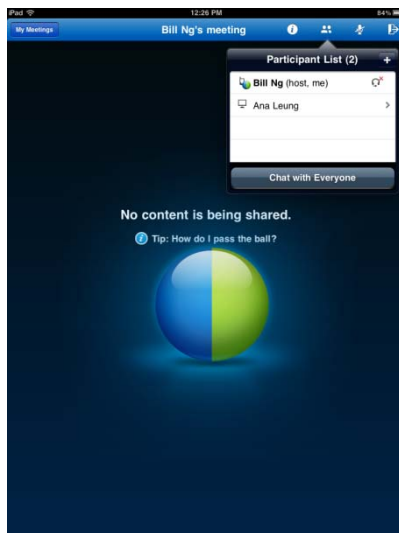
The system will give you an option to join the audio conference using your iPad or call a phone if your call drops during a meeting.



# “Pass the Ball”, WebEx HQ video, “Chat”, and “Mute/Unmute” features in a WebEx meeting on the iPad

## “Pass the Ball” in a WebEx meeting on iPad

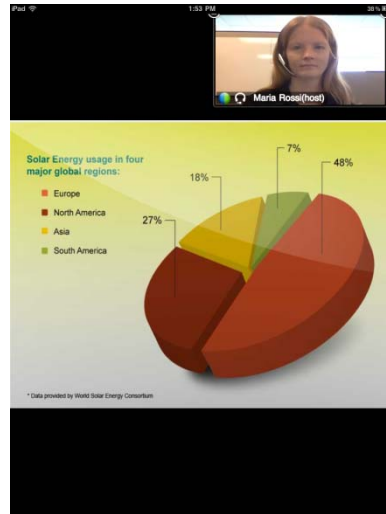
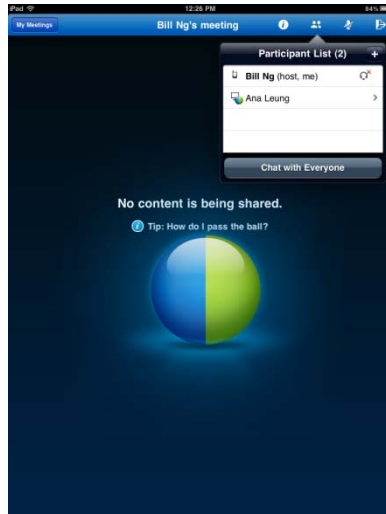
1. Start a WebEx meeting on your iPad. Tap on the Participant List icon to see the participants attending your meeting. As the host of the meeting, you have the WebEx Ball initially.



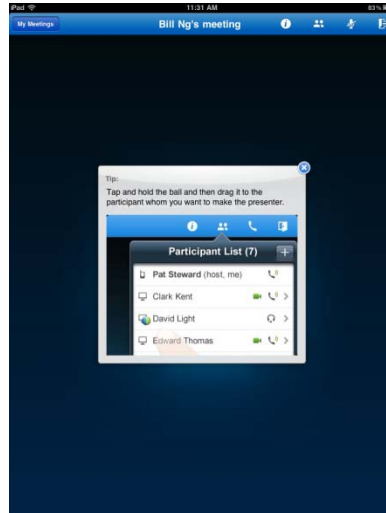
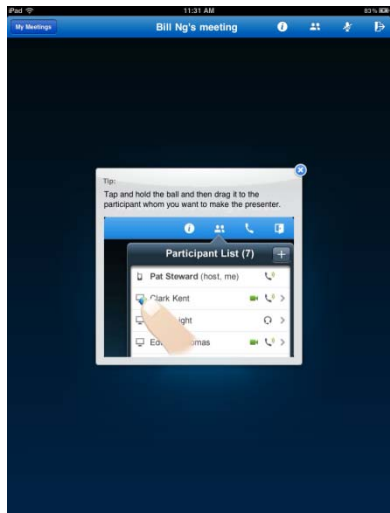
2. Drag and drop the WebEx Ball to the participant whom you want to make the presenter. Note, the new presenter can then start sharing content.

*“Pass the Ball”, WebEx HQ video, “Chat”, and “Mute/Unmute” features in a WebEx meeting on the iPad*

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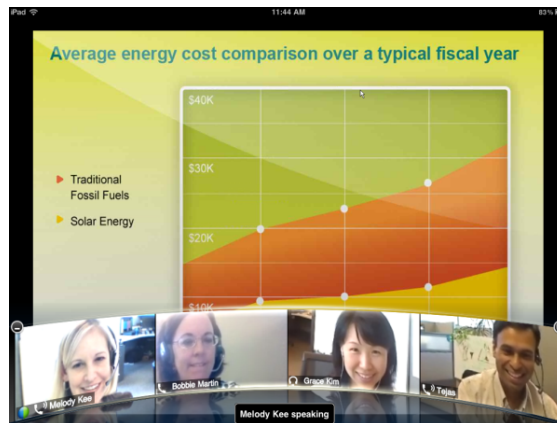


Note, the new "Pass the Ball" tip to the host will display the first time the host logs into a WebEx meeting on the iPad.

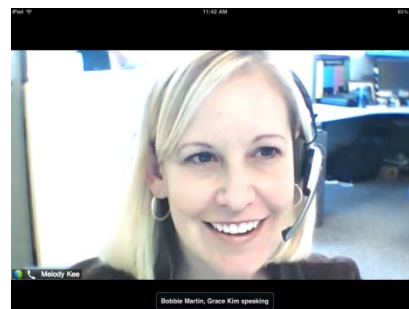
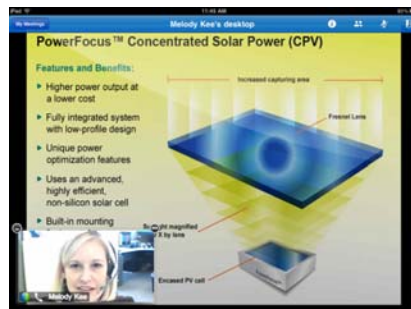


## WebEx HQ video on iPad

1. Start or join a WebEx meeting on your iPad. You will see up to four simultaneous videos of participants in a video carousel. Scroll the video carousel on your iPad to see more videos. Note, the user can view the shared content and videos of the participants simultaneously in a WebEx meeting on the iPad.

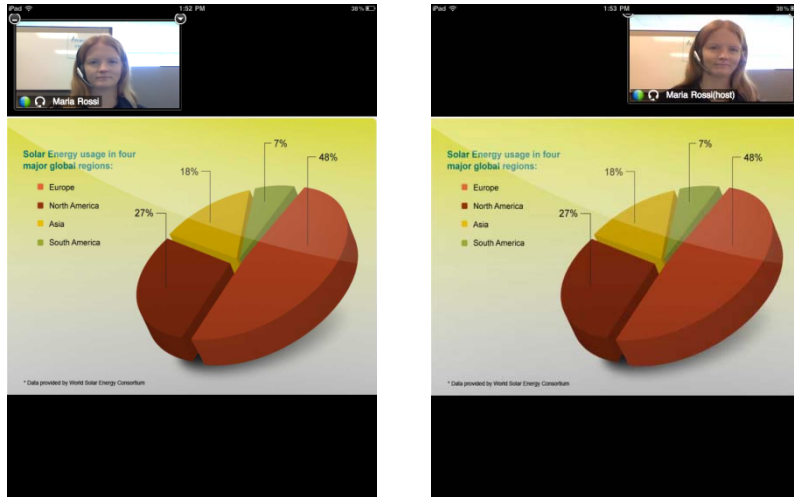


2. Voice-activated video switching enables the WebEx on the iPad user to view the active speaker. You can select full screen mode to see a participant in full screen.



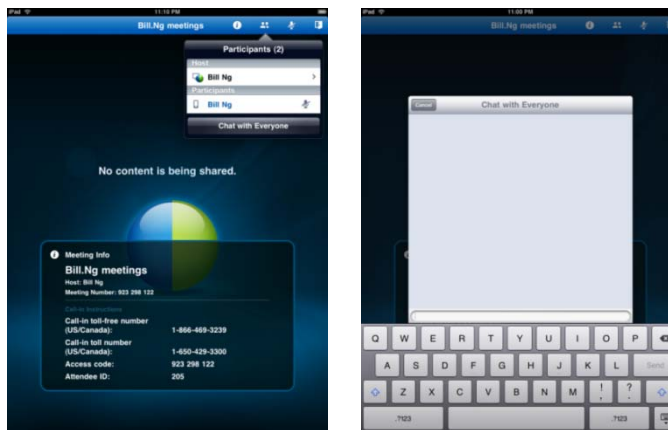
3. You can drag the floating video window to see the video of a participant in a different location on your screen.

## “Pass the Ball”, WebEx HQ video, “Chat”, and “Mute/Unmute” features in a WebEx meeting on the iPad



## “Chat” in a WebEx meeting on iPad

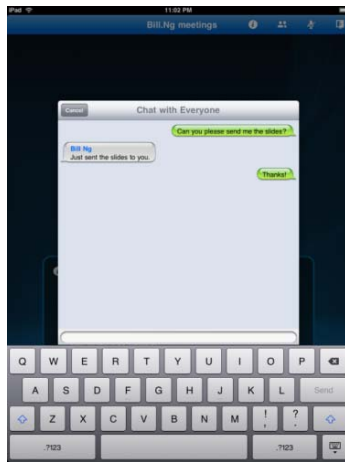
1. In a meeting on your iPad. Select the participant icon on your iPad. Choose the participant on your iPad you would like to chat with or chat with everyone in the meeting.



2. Type your message to the participant. You can view the chat conversation on the iPad.

## *“Pass the Ball”, WebEx HQ video, “Chat”, and “Mute/Unmute” features in a WebEx meeting on the iPad*

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## **“Mute/Unmute” in a WebEx meeting on iPad**

In a meeting on your iPad. Select the speakerphone icon on your iPad. You can choose to mute or unmute the call or disconnect from the call.

