



# Cisco WebEx Meeting Center on the BlackBerry

## Quick Start Guide

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# Introducing Cisco WebEx Meeting Center on the BlackBerry

The Cisco WebEx meetings BlackBerry application, which is available as a free download, allows users to simply click to start/join and actively collaborate in Cisco WebEx meetings. With Cisco WebEx Meeting Center application on the BlackBerry, users can view shared content, see the meeting participant list, see the active speaker and chat with other 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 and some of the other capabilities described in this document require a Cisco WebEx Meeting Center host account. To purchase a host account, please contact your InterCall Account Manager or go to [www.intercallapac.com](http://www.intercallapac.com).

The purpose of this document is to help you quickly set up and use the Cisco WebEx Meeting Center application on the BlackBerry. The first section of this document describes how to install Cisco WebEx Meeting Center for BlackBerry application, join a meeting from the BlackBerry, and rejoin a meeting or an audio conference. The second section of this document highlights “Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry. Note, this document is based on the BlackBerry Bold 9700 series Smartphone (3G, WiFi) v5.0.0.405 (Platform 5.1.0.112). When you’re in the WebEx application, use the track ball on the device to get the contextual list of options. Use the full menu button for the full list of options.

Here are the requirements:

**Device:** BlackBerry Curve 8900, Bold 9000, Storm 9500, Storm 9520, Storm 9530, Storm 9550, Tour 9630, Bold 9700.

**OS:** 4.6 or above

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:

*IMPORTANT: Features may be available in selected countries only, please contact your Local InterCall Account Manager for more information on the features that are available to you.*

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

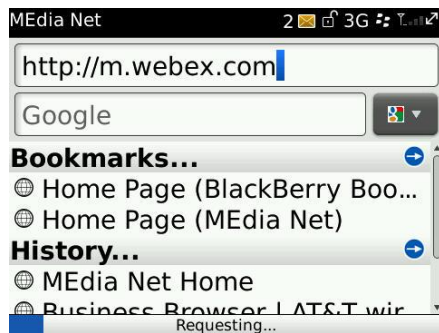
# Installing and using Cisco WebEx Meeting Center on the BlackBerry

## Installing the WebEx application and joining a WebEx meeting on the BlackBerry

There are **three** ways to download and install the WebEx application on the BlackBerry device.

**Option 1:** Download and install from <http://m.webex.com> or <http://www.webex.com/blackberry/>

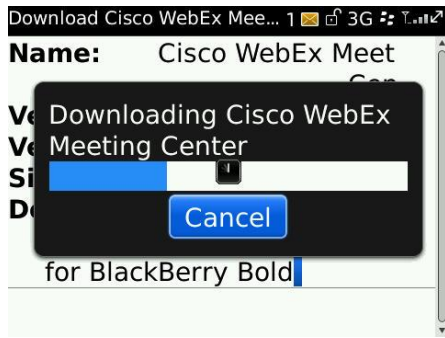
1. Go to <http://m.webex.com> on the BlackBerry web browser.



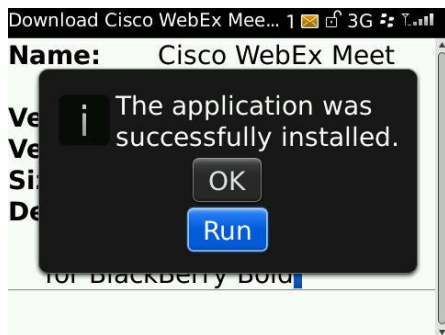
2. If the BlackBerry device is supported, you will be prompted to download and install the WebEx application.



3. Click Download. The Cisco WebEx Meeting Center application will download to your BlackBerry device.



4. Once the application installation is complete, click Run on the resulting screen.



5. Launch the WebEx application on the BlackBerry device and click Sign In.



6. Enter the WebEx Site URL, Username, Password, and Call-Back Number. Confirm Save these settings is selected and click Sign In.



Use my WebEx profile name

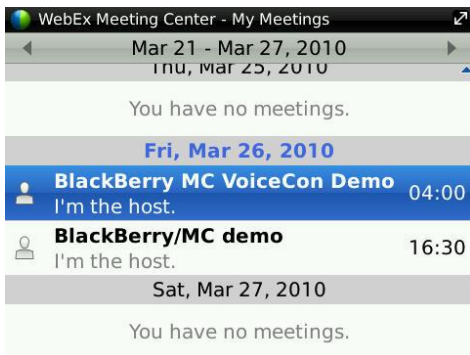
Call-back Number:  
Country Code:  
Singapore ( +65 )

62338822

Save these settings

Sign In

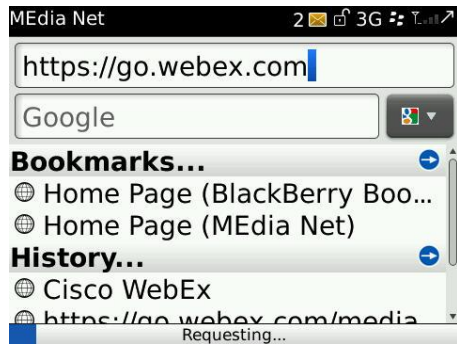
7. After signing in, you'll see all your meetings listed during this week.



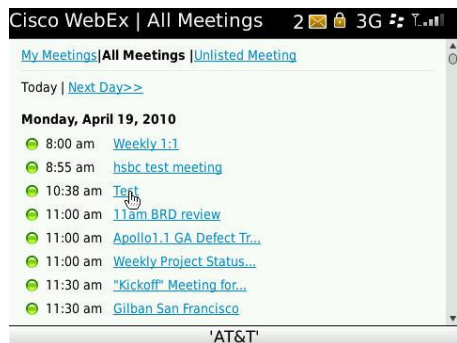
**Option 2:** Download and install from the WebEx site where your meeting is being hosted such as <https://companyname.webex.com>

As described in the Introduction section, the WebEx site where the meeting is hosted must support WBS27SP12 or later. Review the Introduction section for the steps on how to confirm whether the WebEx site supports WBS27SP12 or later.

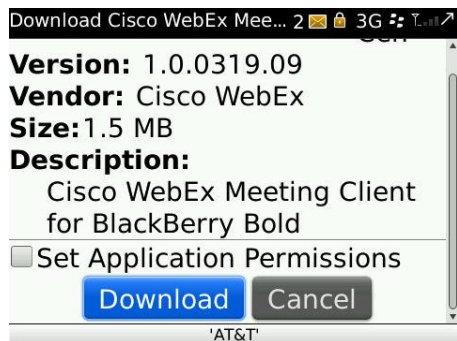
1. On the BlackBerry web browser, go to your WebEx web site URL



2. All the meetings are listed on this site. Click on the meeting you want to join.



3. If this WebEx site supports the BlackBerry application, the download/install process will start.

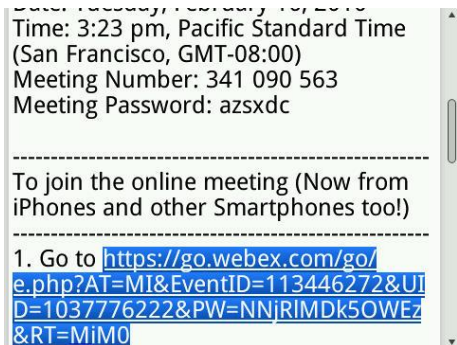


4. From this point, the download/install process is similar to steps 3-7 in Option 1. After the installation process, the application will bring you to the selected meeting.

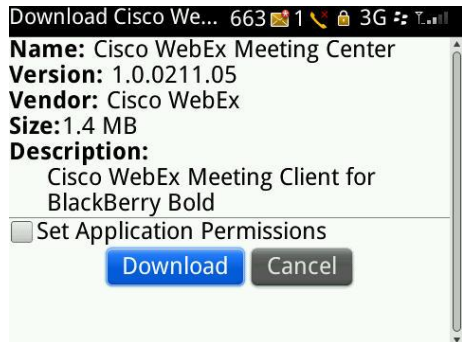
**Option 3:** Download and install from the URL in the email invite.

As described in the Introduction section, the WebEx site where the meeting is hosted must support WBS27SP12 or later. Review the Introduction section for the steps on how to confirm whether the WebEx site supports WBS27SP12 or later.

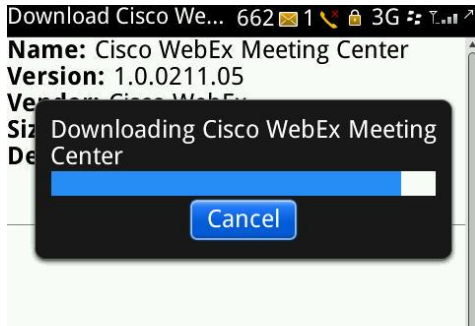
1. In the email invite click the link to launch the WebEx meeting.



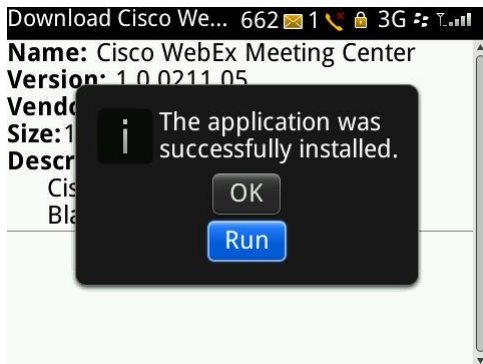
2. A request will be sent to join the meeting. However, since the device doesn't have the WebEx application you will be prompted to download the application.



3. Click Download. The Cisco WebEx Meeting Center application will download to your BlackBerry device.



4. Once the application installation is complete, click Run on the resulting screen.



5. Enter your Display Name on the resulting screen.



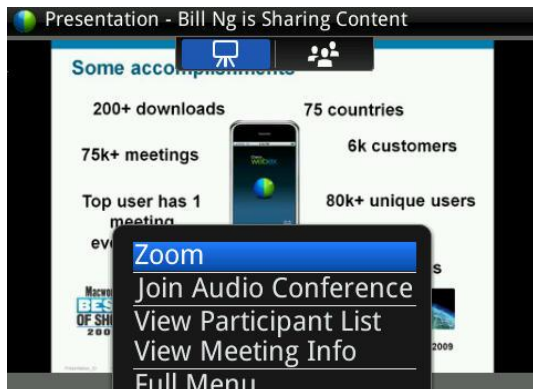
6. You'll see a screen showing the client is connecting to the meeting.



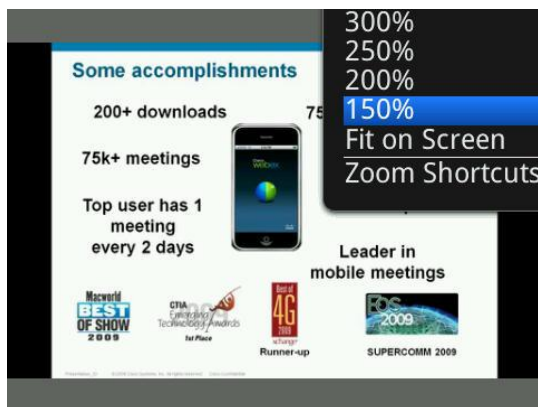
7. Enter your call back number for the audio portion of the WebEx meeting. You'll receive a call from the audio conference if call back is enabled. If call back is not enabled, the BlackBerry application will automatically dial into the conference.



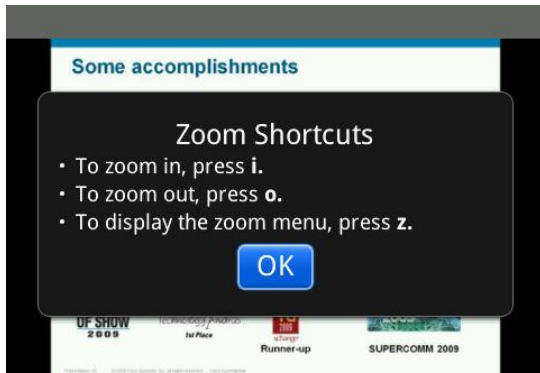
8. You'll now see the content shared in the meeting. To enlarge the content, select Zoom.



9. Select a zoom option such as 150%

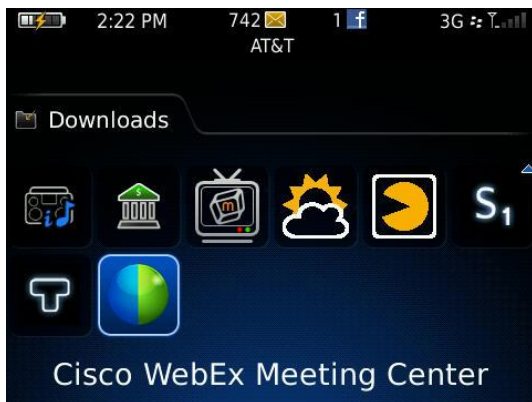


10. Select Zoom Shortcuts to see shortcut options.



## Rejoining a meeting and an audio conference

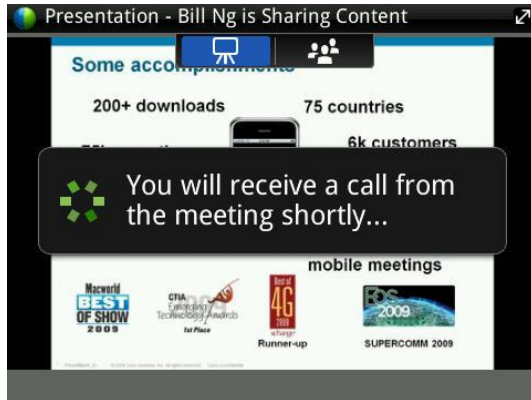
1. To rejoin a meeting, click on the "Cisco WebEx Meeting Center" icon located in the Downloads folder.



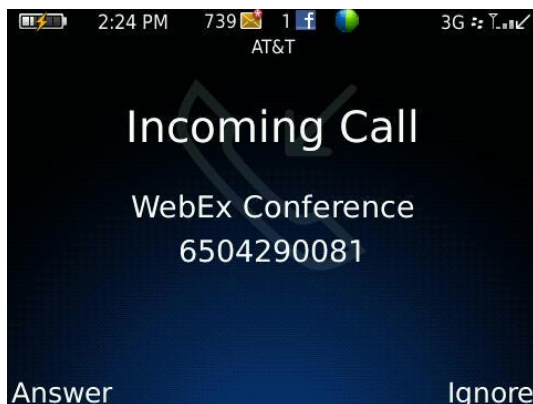
2. Click "Join Meeting" from the meeting invite.



3. Once you've joined the meeting, the system will call you on your BlackBerry device.



4. Answer the call on your BlackBerry device. Follow the voice prompt which will ask you to press "1" to join the audio conference.

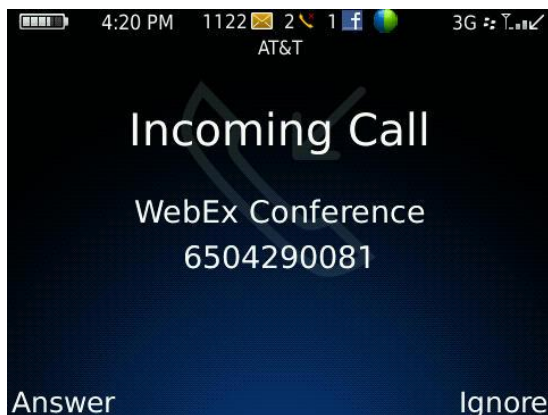


## Rejoining an audio conference

1. If you're dropped from the audio conference, the application will ask you whether you would like to rejoin the audio conference.



2. The system will call your device when you select "Rejoin".



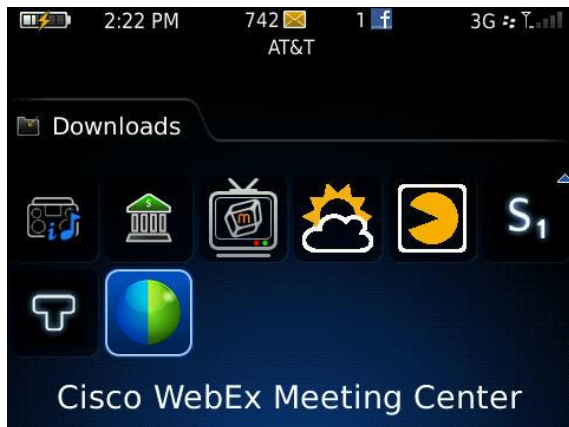
## **Continue with audio conference only**

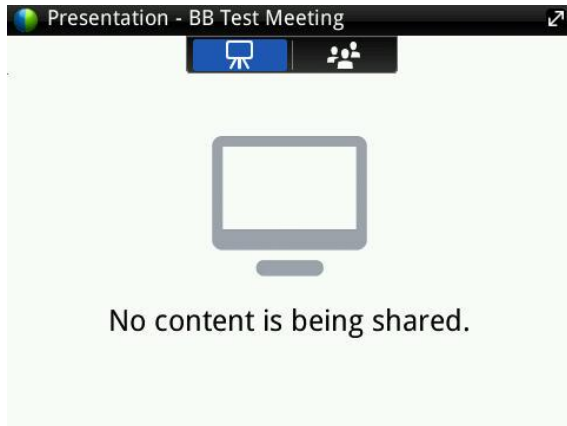
1. You have an option to close the meeting application and continue with the audio conference only.



## Rejoin web conference

1. To rejoin a meeting, click on the "Cisco WebEx Meeting Center" icon located in the Downloads folder. The application will rejoin the web conference.





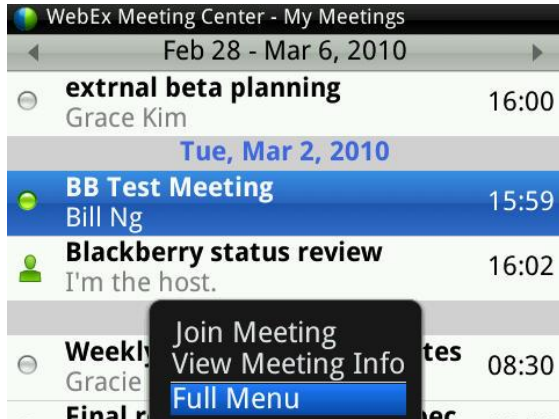
## Join a meeting by meeting number

1. To join a meeting by meeting number, click on the "Cisco WebEx Meeting Center" icon located in the Downloads folder. The application will rejoin the web conference.





2. On the resulting "WebEx Meeting Center - My Meetings" screen, select Full Menu.



3. Select "Join by Meeting Number".



4. Enter the Meeting Number and click Join.

WebEx Meeting Center - Join by Meeting Num...

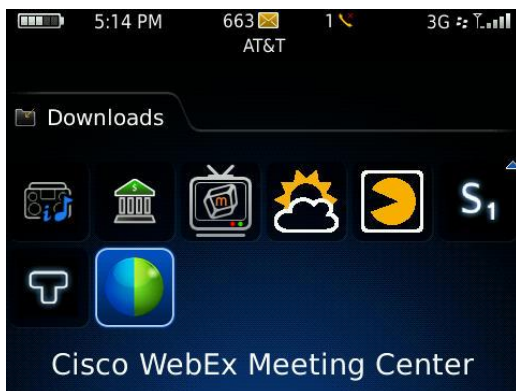
**Join by Meeting Number**  
Enter Meeting Number:

**Join by Email or Calendar**  
Select the appropriate link in the invitation email or meeting item in your calendar.

# “Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry

## “Host a meeting” and “Pass the Ball” in a WebEx meeting on the BlackBerry

1. To start a meeting as a host, click on the “Cisco WebEx Meeting Center” icon located in the Downloads folder.



2. Complete the Sign in screen including the WebEx Site URL, Username, Password, and Call-back Number.

*“Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry*

WebEx Meeting Center - Sign In

WebEx Site URL:  
go.webex.com/go

Username:  
bhng

Password:  
\*\*\*\*\*

Your Name:  
 Use my WebEx profile name

Call-back Number:

Password:  
\*\*\*\*\*

Your Name:  
 Use my WebEx profile name

Call-back Number:  
Country Code: Singapore (+65) ▾  
62238822

Save these settings

Sign In Cancel



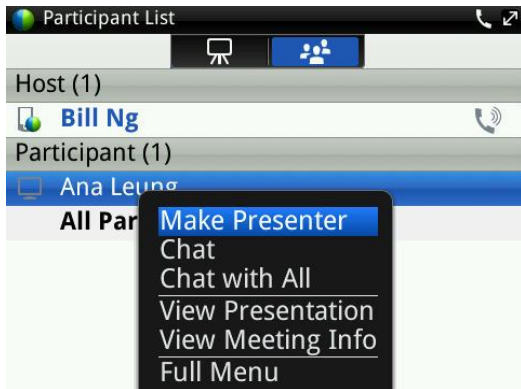
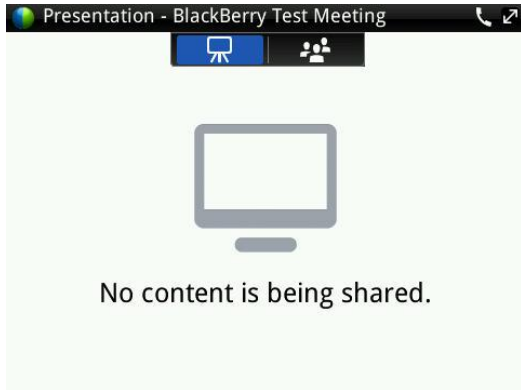
3. Select the meeting and click “Start Meeting”. A resulting screen will show “Connecting to the meeting”.

*“Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry*



4. By default you'll be placed in the content sharing screen. After entering the participant window, select a participant to be the presenter.

*“Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry*

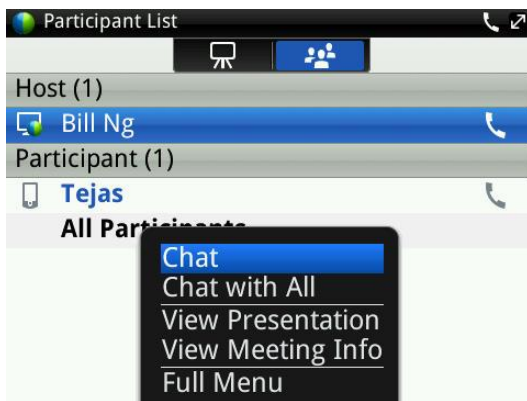


5. You'll now see the content shared by this participant.



## “Chat” in a WebEx meeting on BlackBerry

1. Start a meeting on your BlackBerry device as described in the previous sections. In the participant screen, highlight the participant you want to chat with and select “Chat”. Alternatively you can chat with all participants by selecting “Chat with All”.



2. You'll then be able to send and receive chat messages with the participant(s).

*“Host a meeting”, “Pass the Ball”, and “Chat” features in a WebEx meeting on the BlackBerry*

