



# Cisco WebEx Meeting Center on the iPhone

## Quick Start Guide

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# Table of Contents

- Introducing Cisco WebEx Meeting Center on the iPhone..... 1**
- Installing and using Cisco WebEx Meeting Center on the iPhone ..... 3**
  - Installing the WebEx application ..... 3
  - Connecting to meetings via your iPhone ..... 4
    - Rejoining a meeting ..... 5
    - Rejoining an audio conference ..... 5
    - Meeting Handoff ..... 5
  - Productivity Tools Setup Instructions ..... 6
  - Productivity Tools Installation ..... 6
    - Turning on Meeting Handoff ..... 8
    - Using Meeting Handoff ..... 8
- “Pass the Ball” and “Chat” features in a WebEx meeting on the iPhone..... 11**
  - “Pass the Ball” in a WebEx meeting on iPhone ..... 11
  - “Chat” in a WebEx meeting on iPhone ..... 13



# Introducing Cisco WebEx Meeting Center on the iPhone

The Cisco WebEx meetings iPhone application, which is available for free download from the AppStore or iTunes, allows users to simply click to start/join and actively collaborate in CiscoWebEx meetings. With Cisco WebEx Meeting Center application on the iPhone, 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 visit us at: [www.intercallapac.com](http://www.intercallapac.com)

The purpose of this document is to help you quickly set up and use Cisco WebEx Meeting Center on the iPhone. Chapter 2 describes how to install the Cisco WebEx Meeting Center application on the iPhone, start or join a meeting from the iPhone, rejoin a meeting or an audio conference, and turn on and use the Meeting Handoff feature. Chapter 3 highlights the “Pass the Ball” and “Chat” features in a WebEx meeting on the iPhone.

Here are the requirements:

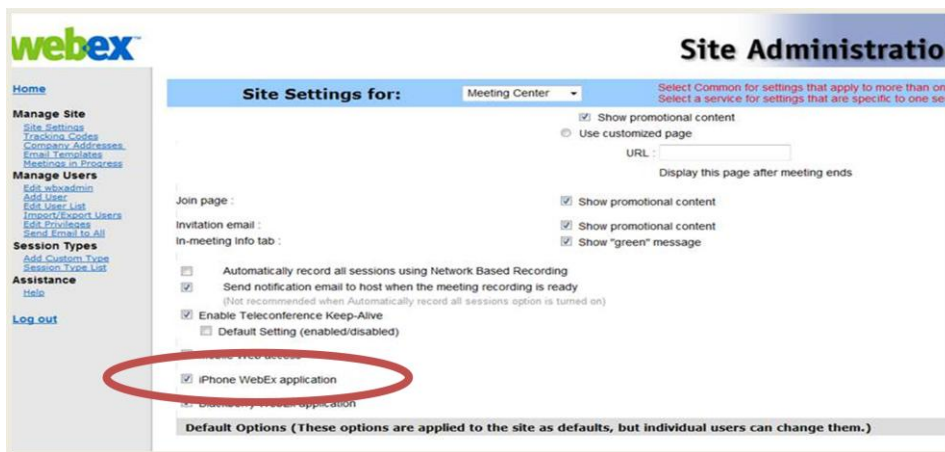
The WebEx site where the meeting is hosted must support WBS27SP12 or later.

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

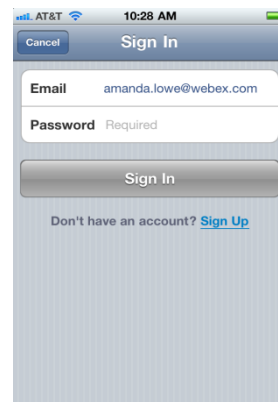
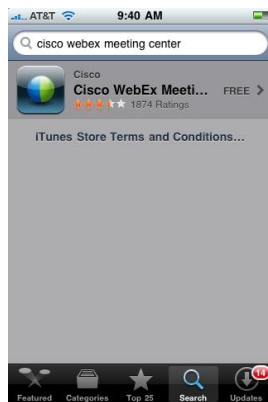
Please contact your InterCall Account Manager if you would like to upgrade to WBS27SP12 or later. Also, as a Site Administrator enable iPhone support on the WebEx site.



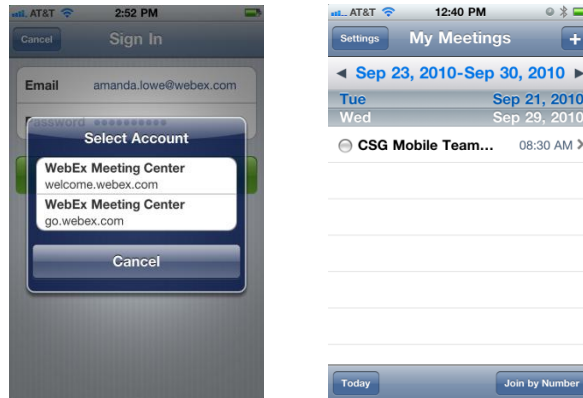
# Installing and using Cisco WebEx Meeting Center on the iPhone

## Installing the WebEx application

Before you download applications on your iPhone, ensure that you have installed iTunes. Tap the App Store icon on your iPhone, and simply use the keywords “cisco webex meeting center” to search for the app. Once you have installed the WebEx app, the “WebEx” icon appears on your iPhone's Home screen.



- 1) Download the Cisco WebEx meeting app from iTunes.
- 2) Tap on Sign In.
- 3) Enter your account details.



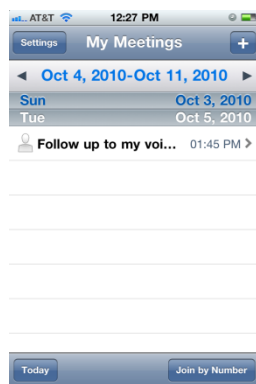
- 4) Select your WebEx meeting 5) Your meetings will display site.

**Note:**

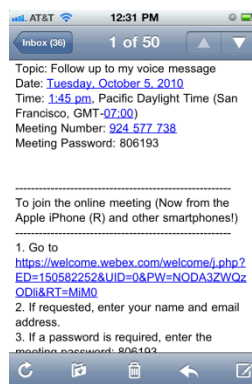
- On step 3, enter the following information:
  - Email Address: <Your email address configured on the WebEx site>
  - Password: <Your WebEx site password>

## Connecting to meetings via your iPhone

There are three ways to connect to a WebEx meeting:



**Option 1:** Start or join the meeting from the meetings list in the application



**Option 2:** Start or join the meeting from the URL in the email or calendar



**Option 3:** Start or join the meeting by entering the meeting number from within the application

## Rejoining a meeting

If you lose the connection to a meeting, tap the “WebEx” icon on your iPhone to rejoin the meeting.



## Rejoining an audio conference

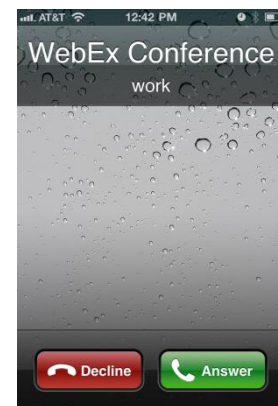
If your call drops during a meeting, you can rejoin the audio conference by following these steps:



1) Tap Yes to confirm that you want to join the audio conference



2) Wait to receive a call from the meeting.



3) Answer the call to reconnect to the audio conference.

## Meeting Handoff

The “Meeting Handoff” feature allows you to transfer your WebEx meeting from your iPhone to your computer with a flick of your wrist. You must have WebEx Productivity Tools 2.1 or later installed and running to use this feature.



## Requirements

You must install the latest version of the WebEx Productivity Tools (v2.1 or later) on your computer to take full advantage of the features in the iPhone v1.5 app.

## How do I check?

Right-click the WebEx ball icon on your system taskbar and then select **About WebEx One-Click**. The version number must be at least 2.1.

If you do not have the PC Productivity tools installed, here are the instructions to download and install it:

The PC Productivity tools software can be downloaded and installed after you log into your WebEx site, i.e. <https://welcome.webex.com>.

# Productivity Tools Setup Instructions

Go to your WebEx site URL, i.e. <https://welcome.webex.com>.

On the navigation bar, click **Host Log In**.

Enter your username: <Enter your WebEx username>

Enter your password: <Enter your WebEx password>

Click Productivity Tools Setup on the left of the page.

Click Install Productivity Tools.

# Productivity Tools Installation

Run the **ptoolsni.msi** file you downloaded from the WebEx site.

Click **Next**.

Select **I accept...** and click **Next**



Click **Next** to accept the folder location for the WebEx Productivity tools.

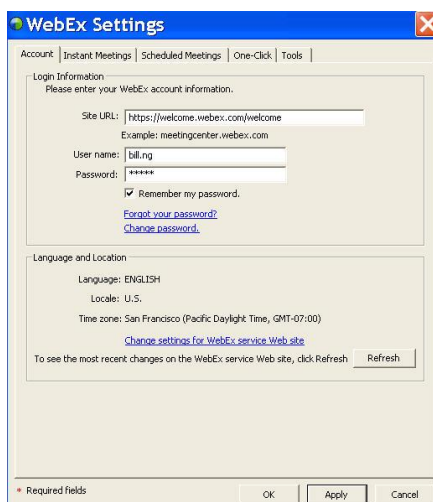
The Productivity Tools is now installed.

Click **Finish** to complete.



A window is displayed asking you to enter your WebEx Meeting details:

- a) Site URL. e.g. <https://welcome.webex.com>
- b) WebEx username and password



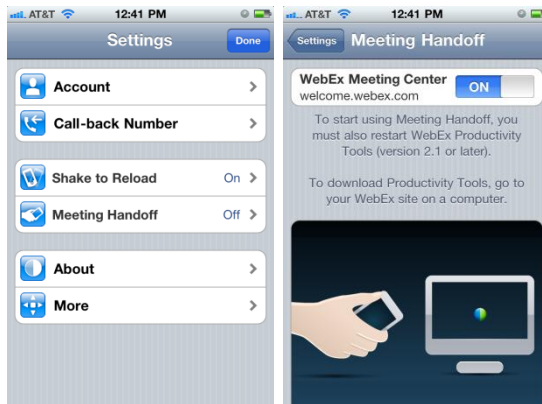
Click **Login**.

The WebEx One-Click window is displayed with a Productivity Tools web page.

Close the WebEx One-Click window and click **OK** in the web page.



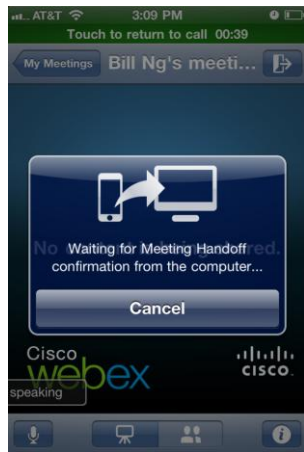
## Turning on Meeting Handoff



- 1) Go to Settings and select Meeting Handoff. By default Meeting Handoff is ON.
- 2) If Meeting Handoff is turned OFF, change Meeting Handoff to ON.

## Using Meeting Handoff

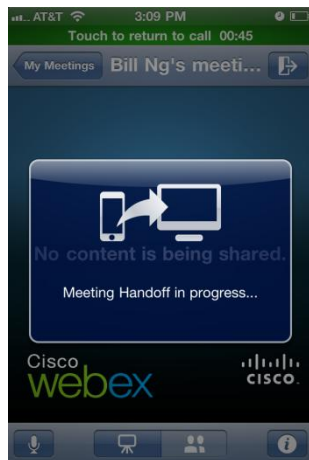
To transfer an in-progress WebEx meeting from your iPhone to your computer:



- 1) Flick your wrist while holding your iPhone. Then wait for the confirmation.



- 2) Click **OK** on your PC to confirm.



- 3) The meeting is being handed off to your computer.



- 4) You can also redirect the audio to your desk phone.

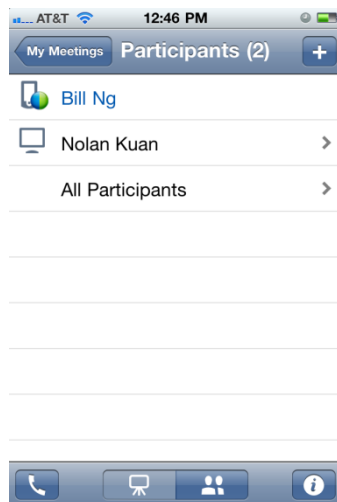
**Note:** You can cancel the handoff by clicking **Cancel**. Otherwise, it will be canceled automatically after 25 seconds.



# “Pass the Ball” and “Chat” features in a WebEx meeting on the iPhone

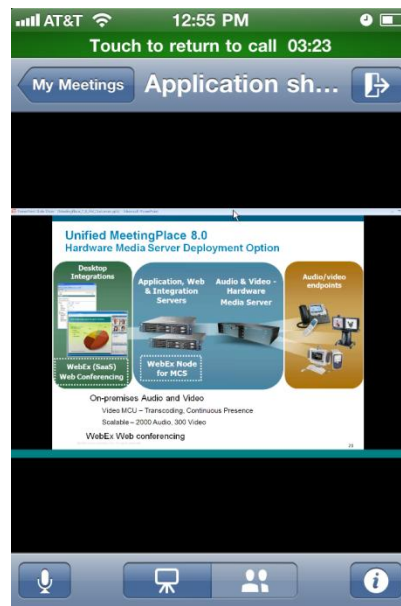
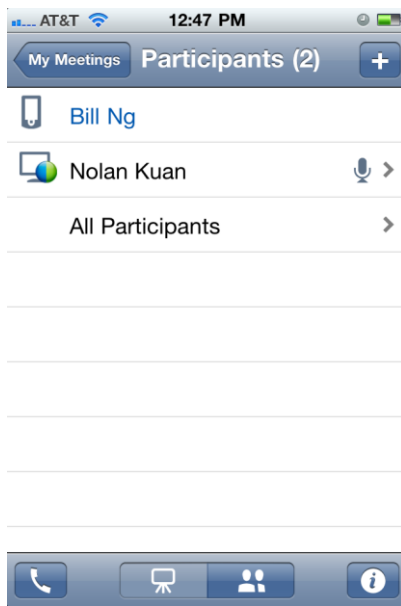
## “Pass the Ball” in a WebEx meeting on iPhone

- 1 Start a meeting on your iPhone. As the host of the meeting, you have the WebEx Ball initially.

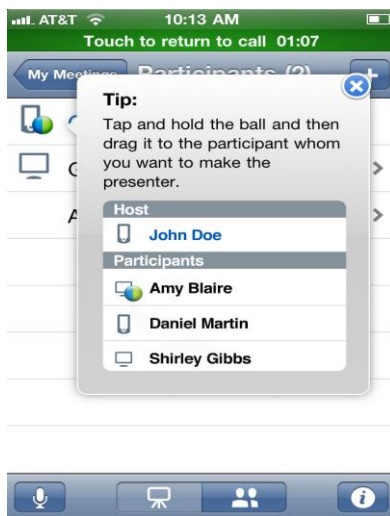


- 2 Drag and drop the WebEx Ball to the participant whom you want to make the presenter. Note, the new presenter can then start sharing content.

*“Pass the Ball” and “Chat” features in a WebEx meeting on the iPhone*

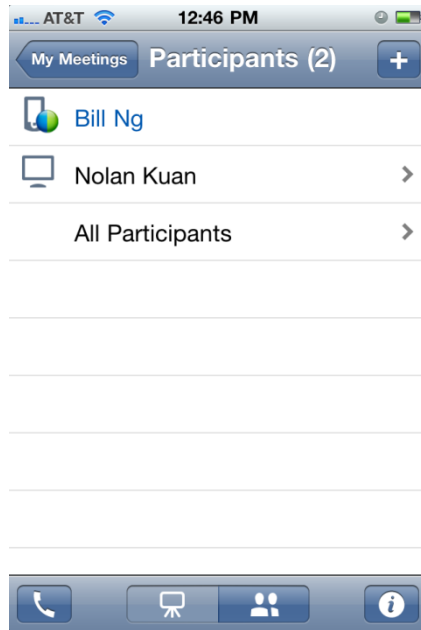


Note, the new "Pass the Ball" tip to the Host will display the first time the host taps the participant icon

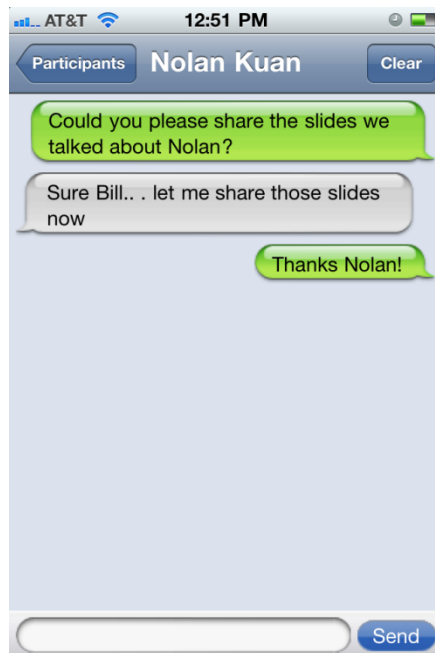


## “Chat” in a WebEx meeting on iPhone

1. Start a meeting on your iPhone. Select the participant icon on your iPhone.



2. Select the participant on your iPhone you would like to chat with. Type your message to the participant. You can view the chat conversation on the iPhone.



**Note:** Additional information about Cisco WebEx Meeting Center on the iPhone can be found on the following website: <http://www.webex.com/apple/>.

For support:

Australia 1800 766 770  
Hong Kong 800 964 1800  
Singapore 800 616 3051  
International +61 2 8295 9015  
[websupport@intercallapac.com](mailto:websupport@intercallapac.com)