Cisco webex

# Cisco WebEx Meeting Center on the iPad and iPad 2

## Quick Start Guide

Version 3

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# Introducing Cisco WebEx Meeting Center on the iPad

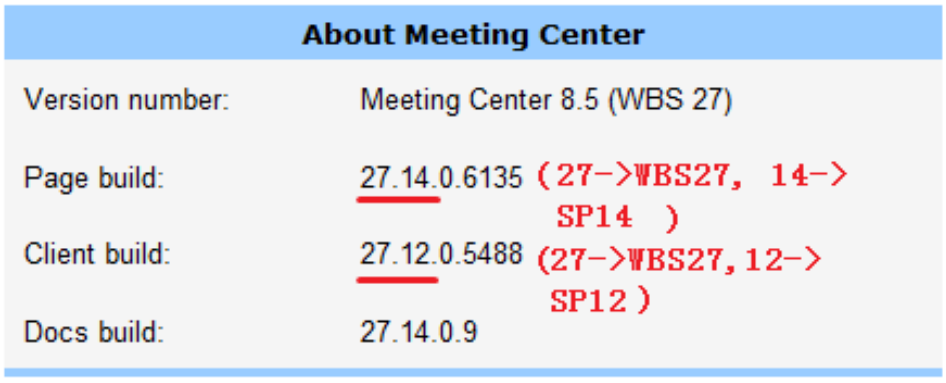
The Cisco WebEx Meeting Center application on the iPad, which is available for free to download from the AppStore or iTunes, allows users to simply click to join and actively collaborate in CiscoWebEx meetings. With the Cisco WebEx Meeting Center application on the iPad, users can view shared content, see the meeting participant list, see the active speaker and chat with other meeting participants. To participate in a WebEx meeting on the iPad, there is no need for a WebEx host account.

The purpose of this document is to help you quickly set up and use Cisco WebEx Meeting Center 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:



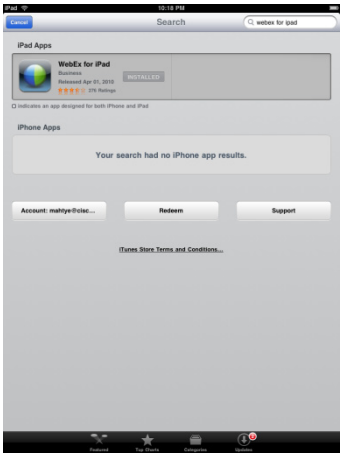

Please contact your WebEx account manager if you would like to upgrade to WBS27SP12 or later.

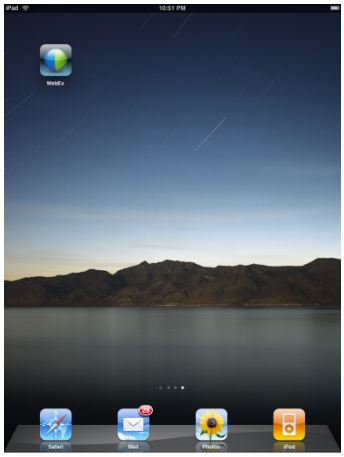
Also, as a Site Administrator enable iPad/iPhone support on the WebEx site.

# 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” 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.



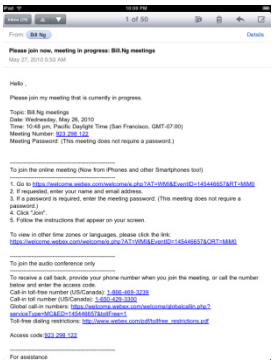



# Signing into WebEx

Single sign-in through your corporate website is now available. Enter in your full email address and click “Next”. WebEx will locate your email and if found, give you the option to Sign In to your corporate website. Enter in your WebEx site URL and click “Next”. Your corporate website should then prompt you to input your username and password (here’s an example using Cisco’s website).

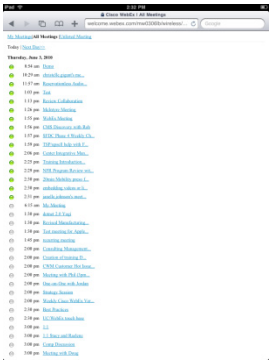
# Connecting to meetings via your iPad

There are three ways to connect to a WebEx meeting:

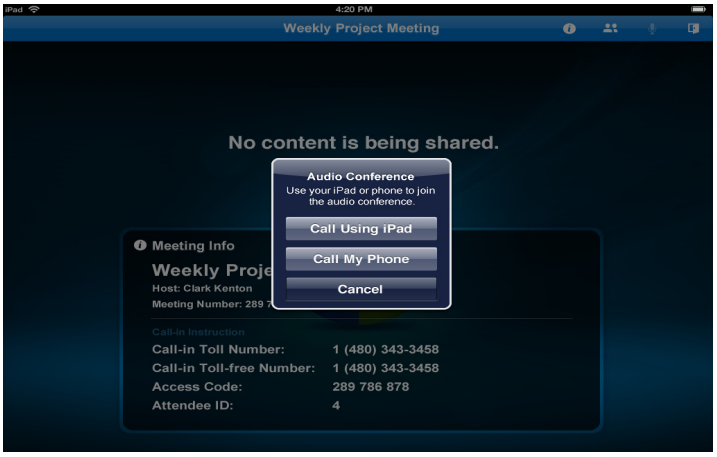


**Option 1:** Join the meeting from the URL in the email or calendar

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



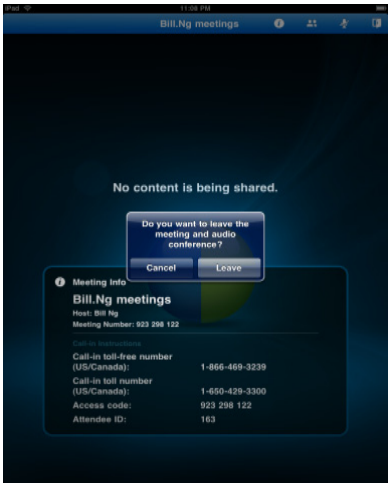
**Option 3:** Join the meeting from the WebEx site




**Join the audio conference using VoIP or have the system call your phone. Your site must be able to support VoIP through WebEx "hybrid" audio.**

# 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.

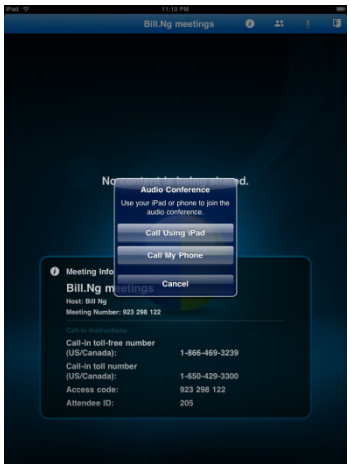



# Rejoining a meeting

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.



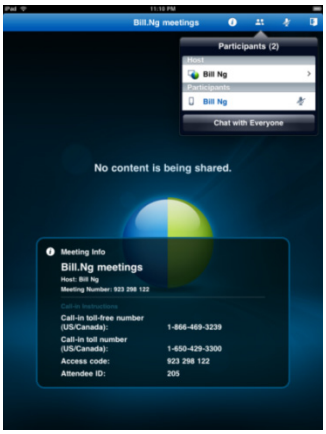
# Video in a WebEx meeting on iPad 2

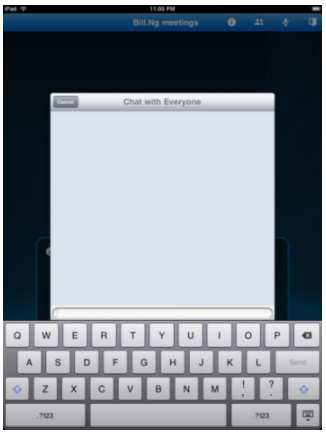
View up to 4 participants in the vid
participants and see who's talking

# "Chat" and "Mute/Unmute" features in a WebEx meeting on the iPad

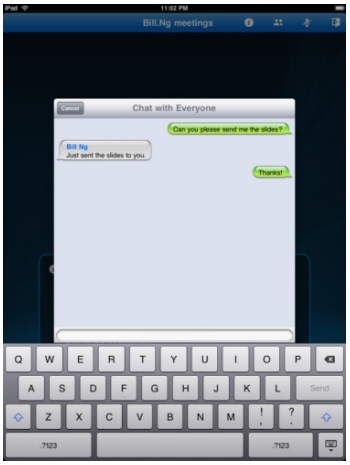
## "Chat" in a WebEx meeting on iPad

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.



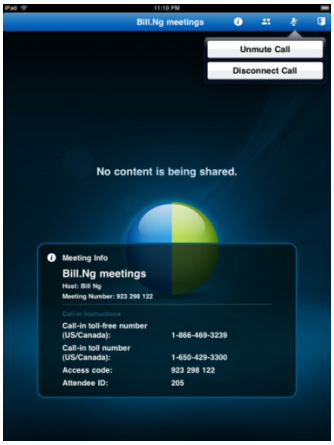




2. Type your message to the participant. You can view the chat conversation on the iPad.




# "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.




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

For support, you can submit a support case at: https://support.webex.com/support/manage-ticket.html