



Cisco WebEx Meeting Center for BlackBerry Quick Start Guide

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www.webex.com

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Introducing Cisco WebEx Meeting Center for BlackBerry

The Cisco WebEx application for BlackBerry allows you to join or start your WebEx meetings even when you are away from your desktop.

With the application on your BlackBerry device, you can

- start or join meetings
- make another meeting participant the presenter
- view shared presentations and applications
- zoom in the shared content
- view the meeting participant list
- join an audio conference
- mute your own call during audio conference
- send chat messages to other meeting participants

New for version 1.5:

- Single Sign On
- Schedule, cancel/delete a meeting
- Invite participants
- Start an instant meeting
- Start a scheduled meeting from IM or calendar
- OS6.0 and 7.0 support

- Support for Blackberry Enterprise System (BES) with Mobile Data System (MDS) connections
- Expanded localization to Japanese, Korean, Russian, Dutch, Portuguese and Chinese (Simplified and Traditional)

Requirements

To successfully join or start a WebEx meeting on your BlackBerry device, ensure that these requirements are met.

Supported devices

The BlackBerry devices supported by the WebEx application include:

- Curve 8520, 9300, 9330
- Bold 9650, 9700, 9780, 9900/9930
- Storm 9520, 9550
- Tour 9630
- Torch 9800, 9850/9850, 9810

The support BlackBerry Operating Systems:

- OS 5.0, 6.0, 7.0

Minimum requirement for WebEx Meeting Center version

The WebEx service site on which your meetings are scheduled must be on version WBS27SP30 or above for the latest 1.5 release. Previous versions will have a smaller feature set.

To confirm whether a WebEx site supports WBS27SP30 or above:

- 1 Go to the WebEx site.
- 2 Select Meeting Center.
- 3 On the left navigation bar, select **Support > Downloads**.
- 4 On the upper-right corner, ensure that both the page and client builds contain WBS27SP30 or above.

This figure shows how you can determine the build information.

About Meeting Center	
Version number:	Meeting Center 8.5 (WBS 27)
Page build:	27.32.0.13572
Client build:	27.32.0.13579
Docs build:	27.32.0.5

Release Notes and FAQs

Downloading WebEx application for BlackBerry

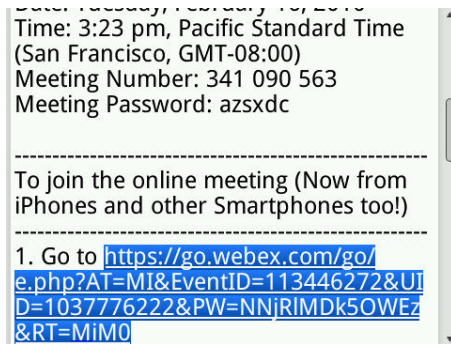
There are three ways of downloading the Cisco WebEx Meeting Center application on your BlackBerry device:

- If you have received a meeting email, go to the email or your calendar and select the meeting link. [More...](#) (on page 7)
- From your device browser, go to m.webex.com <http://m.webex.com>. [More...](#) (on page 9)
- From your computer, go to www.webex.com/blackberry <http://www.webex.com/blackberry>. [More...](#) (on page 10)
- Go to the BlackBerry App World. [More...](#) (on page 10)

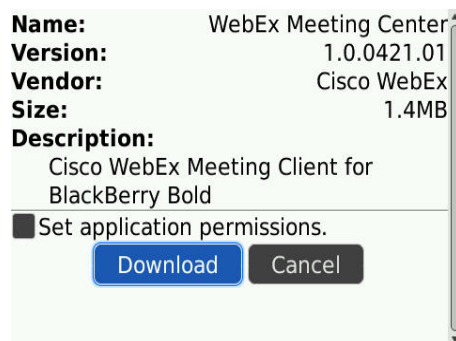
Downloading the application from your meeting email

Follow these steps:

- 1 In the meeting email, select the meeting link.

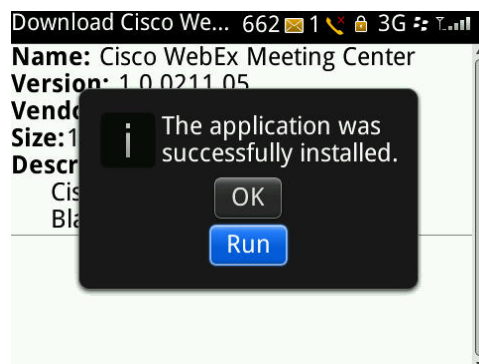


- 2 When prompted to download the WebEx application, select **Download**.



- 3 Click **OK** or **Run**.

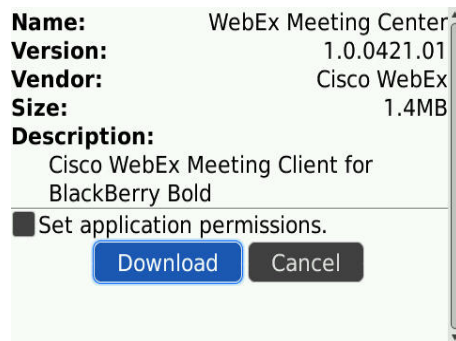
You are connected to your meeting.



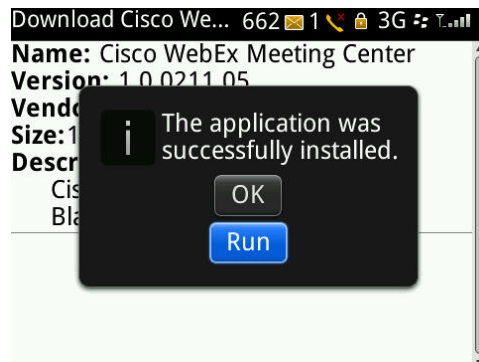
Downloading the application from your device browser

You can download the WebEx Meeting Center application on <http://m.webex.com> <http://m.webex.com>. Follow these steps:

- 1 Select Browser on your device.
- 2 Go to <http://m.webex.com> <http://m.webex.com>.
- 3 Select **Install the BlackBerry application**.
- 4 When prompted to download the WebEx application, select **Download**.



- 5 Select one of the following:
 - **OK**—Closes the dialog box. You can find the application in Downloads.
 - **Run**—Starts the application.



Downloading the application from your computer

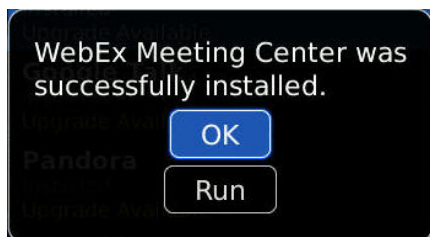
From your computer, you can send a download link to the email address that you use on your BlackBerry device. Follow these steps:

- 1 On your computer, go to www.webex.com/blackberry
<http://www.webex.com/blackberry>.
- 2 Click **Download Free App**.
- 3 Enter your email address and then click **Send app link**.
- 4 Download the application from the email message on your device.

Downloading the application from BlackBerry App World

You can download the WebEx Meeting Center application from the BlackBerry App World, right on your device. Follow these steps:

- 1 Go to the BlackBerry App World folder.
- 2 Search for the application using the keyword `webex`.
- 3 Do one of the following:
 - Select the application from the list and then select **Install**.
 - Select **Reinstall** if you have installed the application before.
 - Select **Update** if a newer version is available and you have installed the application before.
- 4 Select one of the following:
 - **OK**—Closes the dialog box. You can find the application in Downloads.
 - **Run**—Starts the application.



Signing in to your WebEx account



We recommend that you sign in and save your account settings to join meetings quickly in the future. If your company has implemented Single Sign-on, you will also use the Sign In button to setup WebEx for the first time. Support for Blackberry Enterprise System (BES) with Mobile Data System (MDS) connections is done in the background and you will not have to configure anything.

To sign in and save your WebEx account settings:

- 1 Start the application.
- 2 Select **Sign In**.

- 3 Review this table if you need help entering information on the Sign In page.

Option	Description
WebEx Site URL	the URL to your organization's WebEx site Contact your site administrator if you are not sure of the URL.
Username	the username for your WebEx account
Password	the password for your WebEx account
Your name	the name you will be using in your meetings Use my WebEx profile name is checked by default. If you do not want to use the name in your WebEx profile, uncheck it and enter a different name.
Call-back number	The application automatically detects the phone number for your BlackBerry device and will use it to call you to place you in an audio conference. You can enter a different number.
Save these settings	We recommend that you check Save these settings . If you uncheck it, the settings are not saved; you will have to enter all the information again when you sign in next time.

- 4 Select **Sign In**.

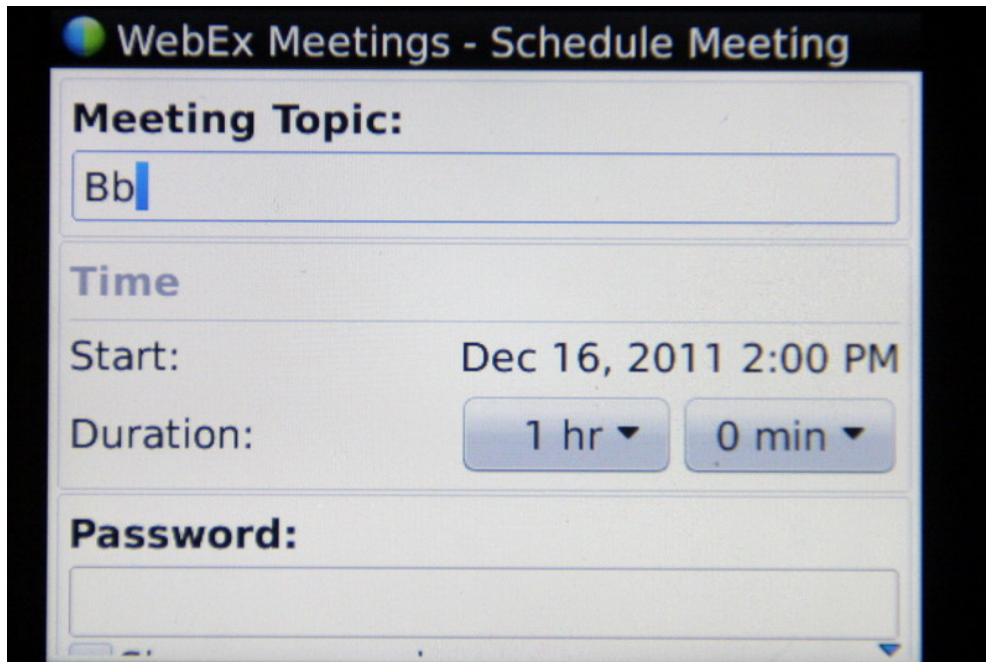
Scheduling a WebEx meeting

In order to schedule a WebEx meeting, you must have a host account on the WebEx site and be signed in. Once signed in, Calendar mode will default as first screen available and display scheduled meetings for the week. Select the day you wish to schedule your meeting by maneuvering to that particular date. By accessing the full menu, using either the full menu button or selecting “full menu” by depressing the track ball - the Schedule Meeting item will be available.

Note: you cannot select the day after accessing the “Schedule Meeting” feature,, the date must first be selected in Calendar mode.

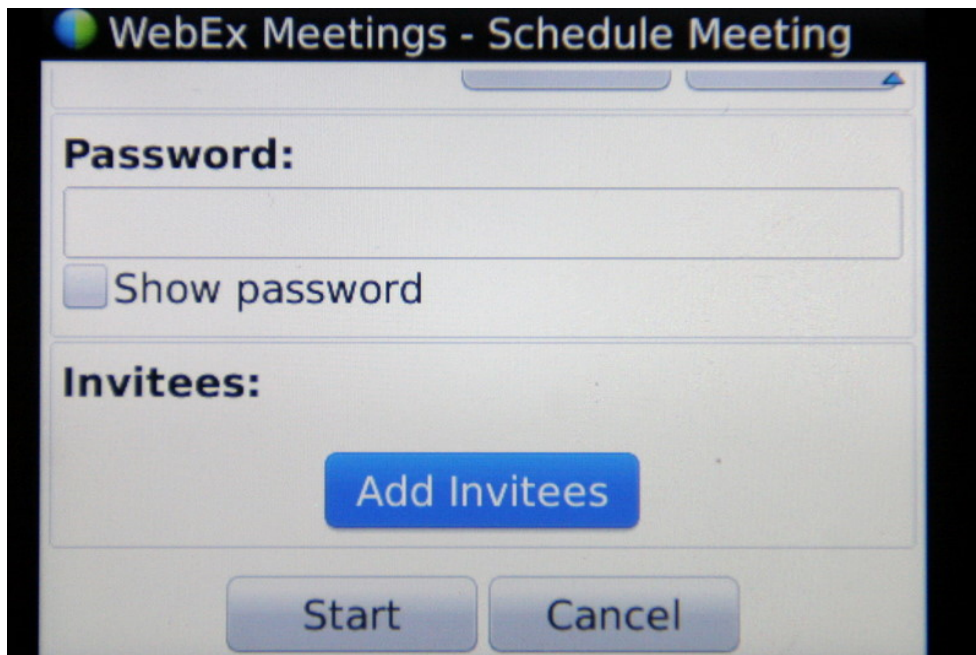


Fill in the following required fields on page 1/2 – Meeting Topic, Select duration in hours/minutes.



The screenshot shows the 'WebEx Meetings - Schedule Meeting' dialog box. The 'Meeting Topic:' field contains the text 'Bb'. The 'Time' section shows 'Start: Dec 16, 2011 2:00 PM' and 'Duration: 1 hr' and '0 min'. The 'Password:' field is empty.

Scroll down using the track ball to reveal page 2/ 2 of the “Schedule Meeting”.

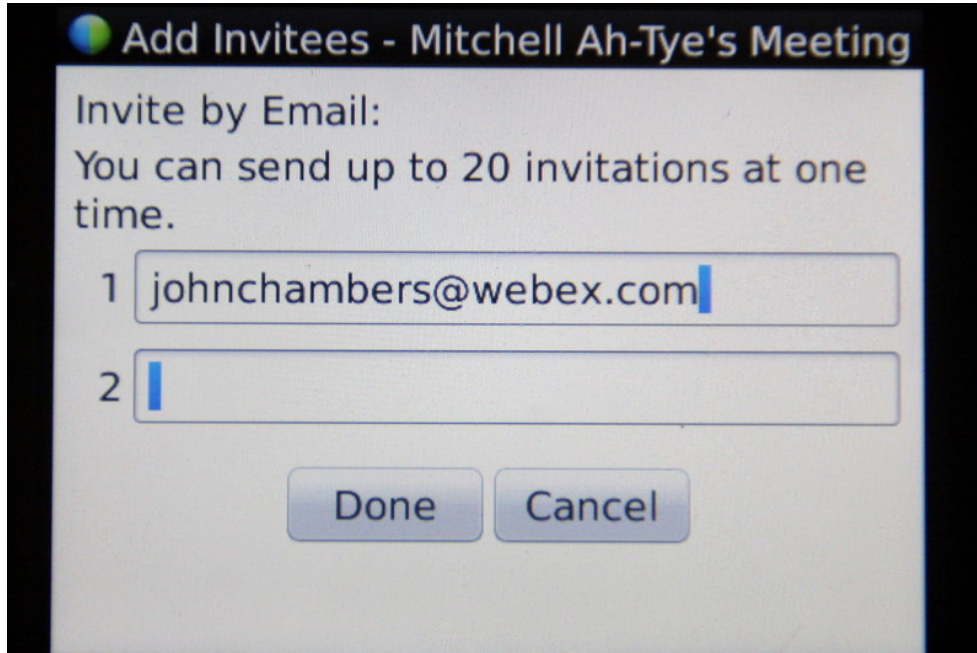


The screenshot shows the second page of the 'WebEx Meetings - Schedule Meeting' dialog box. The 'Password:' field is empty, and there is a 'Show password' checkbox. The 'Invitees:' section has a blue 'Add Invitees' button. At the bottom, there are 'Start' and 'Cancel' buttons.

Scheduling a WebEx meeting

Selecting "Add Invitees" brings up the Invite by Email page.

Note: It's not a bug if John doesn't attend your meeting.



Once scheduled, the meeting should appear in your Calendar with "I'm the host." Under the meeting title.



Starting a WebEx meeting

You start a meeting from the My Meetings page in the WebEx application.

To start a WebEx meeting:

- 1 Start the application.
- 2 Sign in to your WebEx account if you have not done so.

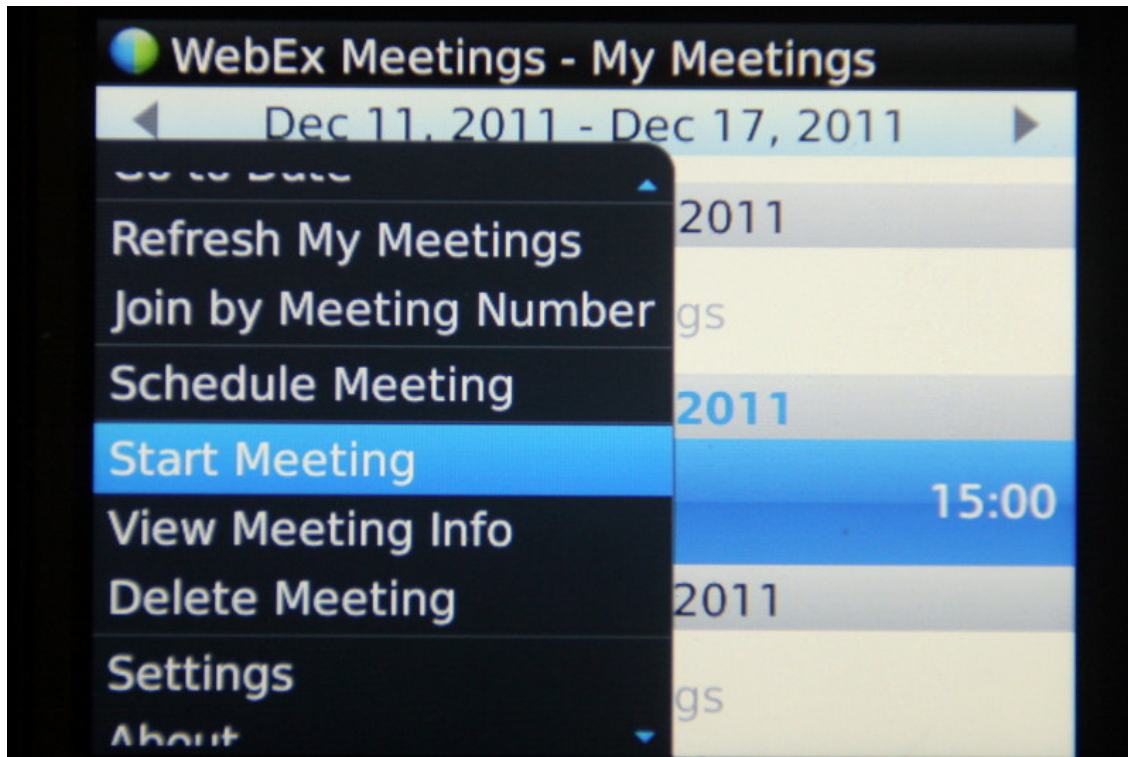
For details about the sign-in page, see [Signing in to your WebEx account](#) (on page 23).

On the My Meetings page, select the meeting and then select **Start Meeting** on either the contextual menu (press the track ball) or full menu (press the menu key).



Starting a WebEx meeting

Or you can select "Start Meeting" from the full menu with menu button.



Joining a WebEx meeting

You do not need an account to join a WebEx meeting on your BlackBerry device.

Once you join a meeting, you will receive a call from the meeting to join an audio conference. If call-backs are unavailable for your meeting, you can call in to join an audio conference.

If you have no WebEx account, you can join a meeting in either of these ways:

- Start the application to join the meeting. [More...](#) (on page 20)
- Join the meeting from your email invitation or the meeting item in your calendar. [More...](#) (on page 18)

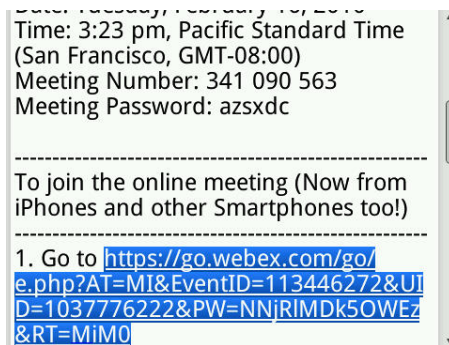
If you have a WebEx account and have saved your WebEx settings on your device, you are automatically signed in every time you start the WebEx application. You can then join your meeting from the My Meetings page. [More...](#) (on page 21)

Joining a meeting from email or calendar

If you have received an invitation email message, you can join the meeting from the email or your calendar.

- 1 Go to the invitation email message or your calendar and then select the meeting link.

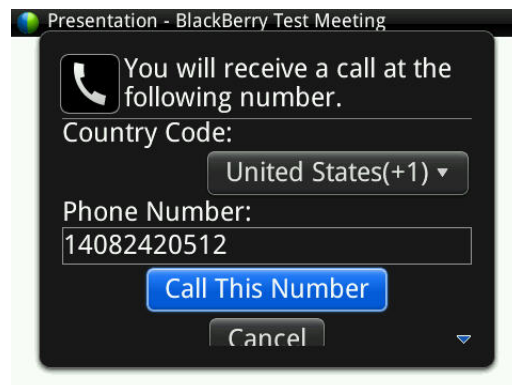
Joining a WebEx meeting



- 2 In the Enter Display Name box, enter the name you want to use in the meeting.



If call-backs are available for the meeting, the application automatically detects the phone number for your BlackBerry device and uses it to call you. When you receive a call, you answer the call to be placed into the audio conference.



To edit your call-back number, do so in the **Phone Number** box.

If call-backs are unavailable for the meeting, you can call in to the audio conference by dialing the number in the invitation.

Joining a meeting if you have no WebEx account

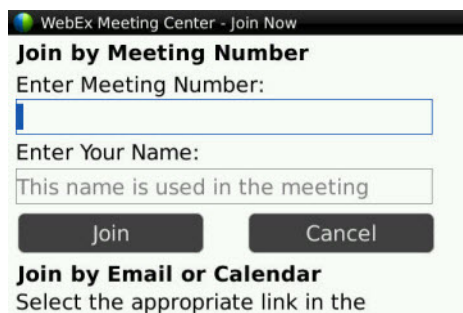
Follow these steps:

- 1 Start the application.
- 2 Select **Join Now**.



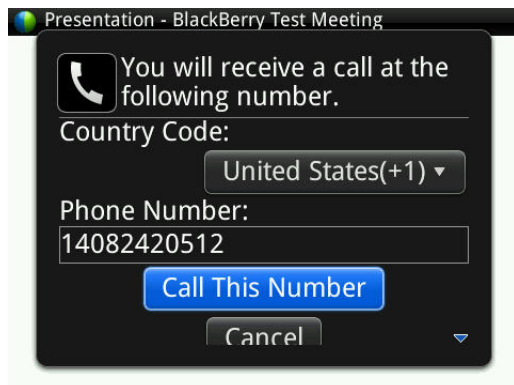
- 3 Enter the meeting number and the name you want to use in the meeting.

You can obtain the meeting number from the meeting host or the invitation email message.



- 4 Select **Join**.

If call-backs are available for the meeting, the application automatically detects the phone number for your BlackBerry device and uses it to call you. When you receive a call, you answer the call to be placed into the audio conference.



To edit your call-back number, do so in the **Phone Number** box.

If call-backs are unavailable for the meeting, you can call in to the audio conference by dialing the number in the invitation.

Joining a meeting if you have a WebEx account

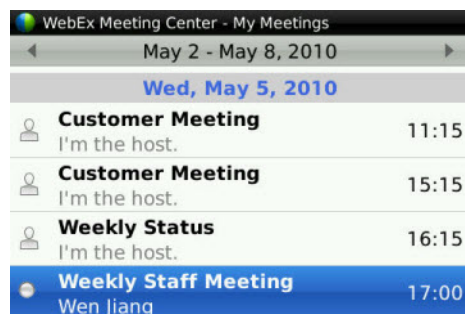
We recommend that you sign in and save your account settings to join meetings quickly in the future.

To join a meeting if you have a WebEx account:

- 1 Start the application.
- 2 If you have not done so, sign in by selecting **Sign In**.

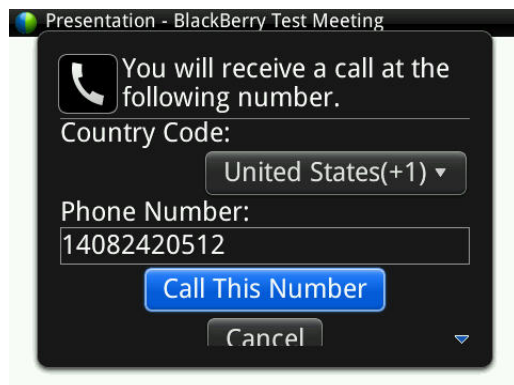


- 3 From the My Meetings page, select the meeting in the list and then select **Join Meeting** on the full menu.



If the **Join Meeting** option is unavailable, the host has not started the meeting.

If call-backs are available for the meeting, the application automatically detects the phone number for your BlackBerry device and uses it to call you. When you receive a call, you answer the call to be placed into the audio conference.



To edit your call-back number, do so in the **Phone Number** box.

If call-backs are unavailable for the meeting, you can call in to the audio conference by dialing the number in the invitation.

Getting around in a WebEx meeting on BlackBerry

Navigating in a meeting



When you are in a meeting on your BlackBerry device, use:

- the Menu key **1** to see the full list of options for the meeting.
- the track ball **2** to see a contextual list of options for the screen you are viewing

If you use a touch screen device such as BlackBerry Storm, tap the screen to see a contextual menu.

- the Escape key **3** to move back a screen or cancel a menu list

Exploring the in-meeting features

Use the Menu key and track ball to see a list of the options available for the meeting.



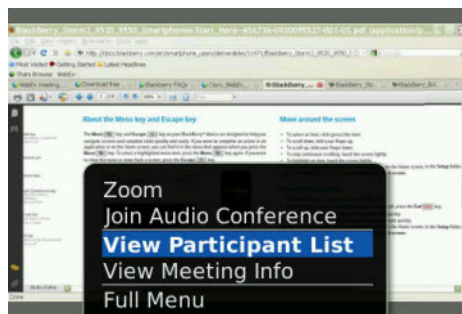
Use the Menu key to see a full menu.



Use the track ball to see a contextual menu.

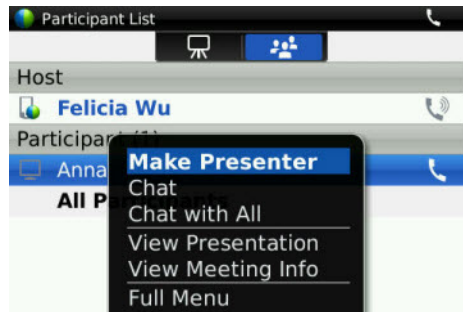
If you use a touch screen device such as BlackBerry Storm, tap the screen to see a contextual menu.

Making someone the presenter

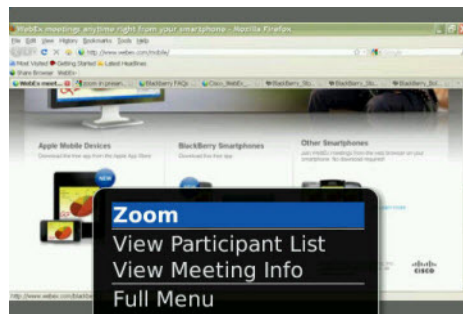


To make another participant the presenter:

- 1) If you are not currently viewing the participant list, select **View Participant List** in the full or contextual menu.
- 2) Select **Make Presenter** in the full or contextual menu.

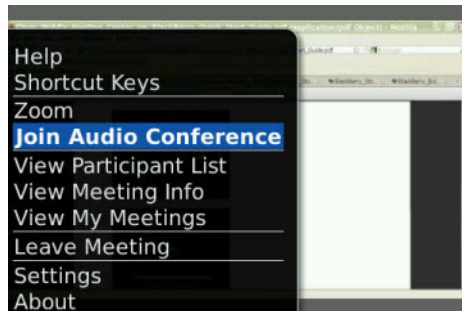


Zooming in the shared content



To zoom in the shared content in a meeting:
Select **Zoom** in either the contextual or full menu.

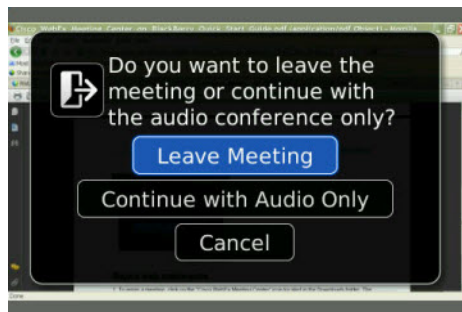
Rejoining the audio conference



If, for any reason, you have left the audio conference in the meeting, you can rejoin the audio conference.

Simply select **Join Audio Conference** in the contextual or full menu.

Continuing in audio conference only



During a meeting, you have an option of leaving the meeting and staying in the audio conference only.

Follow these steps:

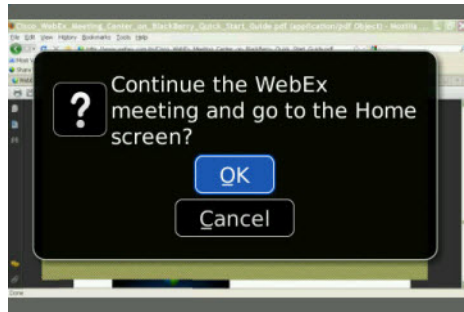
- 1) Select **Leave Meeting** in the full menu.
- 2) Select **Continue with Audio Only** in the message.

Leave the meeting screen temporarily



To temporarily leave the meeting screen:

- 1) Select the Escape key
- 2) Select **OK** to continue the WebEx meeting and go to the Home screen.



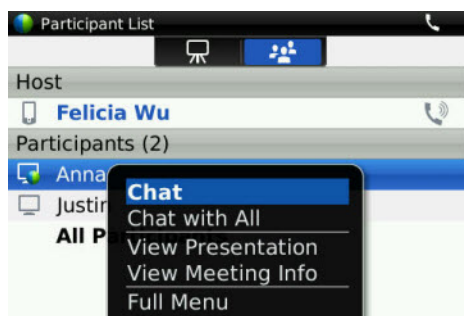
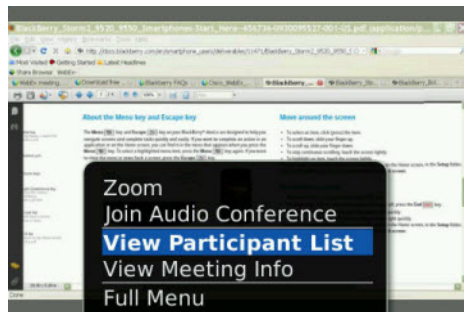
Returning to the meeting in progress

If you have temporarily left your meeting screen to another place such the Home screen, you can easily return to your meeting.

[To return to a meeting in progress:](#)

Locate and select your WebEx application on your device.

Sending chat messages to participants



To send chat messages to a participant:

- 1) If you are not currently viewing the participant list, select **View Participant List** in the full or contextual menu.
- 2) Select the participant.
- 3) Select **Chat** in the full or contextual menu.
- 4) Enter your chat message and then select **Send Message** on the full or contextual menu.

To send chat messages to all the participants:

- 1) If you are not currently viewing the participant list, select **View Participant List** in the full or contextual menu.
- 2) Select **Chat with All** in the full or contextual menu.
- 3) Enter your chat message and then select **Send Message** in the full or contextual menu.

Muting your call



You can mute your own call at any time during an audio conference.

To mute your own call:

Select **Mute My Call** in the full or contextual menu.

Using shortcut keys

These shortcuts keys will help you navigate quickly in your meetings.

- To zoom in, press **i**.
- To zoom out, press **o**.
- To display the zoom menu, press **z**.
- To mute or unmute my call, press **m**.
- To view the participant list, press **p**.
- To view the presentation, press **s**.