OVERVIEW
Cisco Personal Collaboration Meeting Rooms allow everyone to meet for quality collaboration of video and voice meetings. Meeting hosts are also able to share their screen. This guide will walk you through the steps to initiate a personal collaboration meeting room with the click of a button.

Note: Collaboration meeting rooms can be joined using Jabber IM clients, Jabber Guest, WebEx clients, and/or telepresence video units.

Note: To join a personal collaboration room using a telepresence endpoint, enter your CMR address and pin number shown in step 1 below, then click the “Call” button. Guests joining your personal conference will also use that same CMR address and pin number to join the meeting.

Note: To enable video on your Jabber client you must enable Jabber to make calls using your computer. See section “Enable Jabber for Video” at the end of this document. Jabber guest is enabled for video by default on machines with video cameras.

Note: The CMR address and pin number does not change and personal conference rooms are available 24/7.

Create an Instant Collaboration Meeting (Voice and Video)

Step 1. Using a web browser, go to telepresence.uww.edu.
Step 2. Locate your CMR address and host pin number. Should be in the format netid@cmr.uww.edu.
Step 3. To join your personal meeting room, open the jabber client on your computer, enter your CMR address into the “Search or call” address box at the top of the page, then click the (Call button).

Step 4. If prompted, use the keypad to enter your host pin id followed by the # key. This pin can be found in step 1 above.

Once connected you will see the following page.

Click the (end call) button to end your personal conference.
Use the toolbar at the bottom of the bottom of the screen to control video and audio options.

Use the toolbar at the top of the screen to share your screen, adjust your camera, and control audio.

Enable Jabber for Video

If you wish to enable Jabber for video, click the ✉️ icon in the bottom left corner of your Jabber window, then select “Use my computer for calls” before joining your personal conference room.

Note: Make sure to switch your Jabber client back to “Use my phone for calls” at the end of your session to make your phone your primary calling device.
Join Conference Using Jabber Guest

Guests can join your personal conference room by following the directions below.

Step 1. Using a web browser, go to jabber.uww.edu.

Step 2. Enter your name in the “Display Name” box.

Step 3. Enter the meeting host’s CMR address in the “Destination” box. CMR address format will be netid@cmr.uww.edu.

Step 4. Click the Next button to continue.

Step 5. Press the Call button to join the meeting.

Step 6. Use the (keypad) button to enter in the meeting pin number then click #.

You will now be entered into the personal conference room. Video is enabled by default. Use the toolbar at the bottom of the page to control video and audio options.