

- Step 2** Use the Navigation button to highlight the **MeetingPlace** service, then press the **Select** soft key.
  - Step 3** Press 3 on the phone keypad.
  - Step 4** (Optional) Enter a meeting ID.
  - Step 5** Use the Navigation button to move the cursor to an item in the list that you want to change. If you do not want to change any items listed, skip to Step 9.
  - Step 6** Press the << soft key to erase the default entry.
  - Step 7** Use the phone keypad to enter new text. For letters, press the key repeatedly until the letter you want is highlighted on the screen. When you pause, the highlighted letter is entered.
  - Step 8** Repeat Step 5 through Step 7 until all entries are correct.
  - Step 9** Press the **Next** soft key.
  - Step 10** Repeat Step 5 through Step 7 until all entries are correct.
  - Step 11** When you are finished, press the **Schedule** soft key.
  - Step 12** Press the **Services** button to exit the Services function.
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## 5 Canceling a Future Meeting

You can cancel a meeting that you scheduled for later today or for tomorrow. You cannot cancel a meeting that has started or is about to start.

- Step 1** On your Cisco Unified IP Phone, press the **Services** button.
- Step 2** Use the Navigation button to highlight the **MeetingPlace** service, then press the **Select** soft key.
- Step 3** Press 4 on the phone keypad. (Meetings that you scheduled in Microsoft Outlook do not appear.)
- Step 4** If the meeting is scheduled for tomorrow, press the **Future** soft key.
- Step 5** Use the navigation button to choose a meeting from the list, then press the **Select** soft key.
- Step 6** Press the **Delete** soft key.

Americas Headquarters  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

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### QUICK START GUIDE



## Using the Cisco Unified MeetingPlace Release 6.x Service with Your Cisco Unified IP Phone

*Published September 7, 2007*

- 1** Setting Up Your Phone
- 2** Attending a Scheduled Meeting
- 3** Starting an Immediate Meeting
- 4** Scheduling a Future Meeting
- 5** Canceling a Future Meeting

This guide explains how to schedule, find, and attend Cisco Unified MeetingPlace conferences by using the screen on your Cisco Unified IP Phone.

(For general information about using your Cisco Unified IP Phone, see the quick reference card for your phone.)

# 1 Setting Up Your Phone

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- Step 1** Obtain the following information from your system administrator:
- The URL for setting up services for your Cisco Unified IP Phone.
  - Your user ID and password for the web page.
  - The name of your device or device profile.
- Step 2** On your computer, use your browser to go to the URL you obtained in Step 1. If you receive security alerts, click **Yes**.
- Step 3** Enter your user ID and password, then click **Log On**.
- Step 4** *Cisco Unified CallManager (CM) 5.x and later versions (also known as Cisco Unified Communications Manager)*: Click **User Options**, then click **Device**.
- Step 5** Choose a device or device profile to configure. You obtained this information in Step 1.
- Step 6** Navigate to the Phone Services configuration page:
- *Cisco Unified CM 4.x*: Click **Configure your Cisco IP Phone Services**.
  - *Cisco Unified CM 5.x and later*: Click **Phone Services**, then click **Add New**.
- Step 7** Choose the MeetingPlace service:
- *Cisco Unified CM 4.x*: From **Available Services**, choose **MeetingPlace**, then click **Continue**.
  - *Cisco Unified CM 5.x and later*: From **Select a Service**, choose **MeetingPlace**, then click **Next**.
- Step 8** Enter the following information:
- Your phone extension as it appears on the Cisco Unified IP Phone screen.
  - Your Cisco Unified MeetingPlace user ID (not your profile number).
  - Your Cisco Unified MeetingPlace user password (not your profile password).
- Step 9** Finish the service configuration:
- *Cisco Unified CM 4.x*: Click **Subscribe**.
  - *Cisco Unified CM 5.x and later*: Click **Save**.
- Step 10** Click **Log Off**.
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## 2 Attending a Scheduled Meeting

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- Step 1** On your Cisco Unified IP Phone, press the **Services** button.
- Step 2** Use the Navigation button to highlight the **MeetingPlace** service, then press the **Select** soft key.

- Step 3** *If you know the Meeting ID:*
- a. Press **1** on the phone keypad.
  - b. Enter the meeting ID by using the phone keypad.

*If you do not know the Meeting ID:*

- a. Press **4** on the phone keypad. A list of meetings appears.  
Only meetings that you scheduled or were invited to as a profile user appear. Meetings that you scheduled in Microsoft Outlook do not appear.
- b. Use the Navigation button to choose a meeting from the list, then press the **Select** soft key.

- Step 4** From the Meeting Details page, press the applicable soft key:
- Press the **Call Me** soft key to have the Cisco Unified MeetingPlace system call you. If **Call Me** is not available, it is too soon to attend the meeting.
  - Press the **Roster** soft key to see a list of up to 30 meeting participants and the active speaker. Press the **Update** soft key to refresh the display.
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## 3 Starting an Immediate Meeting

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- Step 1** On your Cisco Unified IP Phone, press the **Services** button.
- Step 2** Use the Navigation button to select the **MeetingPlace** service, then press the **Select** soft key.
- Step 3** Press **2** on the phone keypad.
- Step 4** (Optional) Enter a meeting ID by using the phone keypad, then press the **Submit** soft key. If you do not enter a meeting ID, Cisco Unified MeetingPlace uses your profile ID as the meeting ID (if reservationless mode is enabled on the server and in your profile; otherwise, the system generates a random meeting ID).
- Step 5** Give invitees the meeting ID so that they can join the meeting.
- Step 6** Press the **Call Me** soft key to join the meeting.
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## 4 Scheduling a Future Meeting

Schedule future meetings that include these parameters: meeting name, meeting ID, date, time, length, and number of callers. You cannot schedule password-protected meetings by using your Cisco Unified IP Phone.

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- Step 1** On your Cisco Unified IP Phone, press the **Services** button.