

In-Session Meeting Features

Press #, then, press

- 0** Assistance
- 1** Breakout sessions:
 - 1 - 9** Choose breakout
 - 0** Return to main meeting
- 2** Roll call, who is talking
- 3** Dial out to other users
- 4** Admittance options:
 - 1** Lock meeting
 - 2** Admit party
 - 3** Delete last party
- 5** Mute or unmute phone
- 6** Meeting notes:
 - 1** Record on or off
 - 4** Meeting message
 - 5** Meeting comments
- 8** Advanced features
 - 1** End meeting
- 9** Depart meeting and return to main menu

Tips

If the host is running late, you can use your own profile and password to start the meeting.

Initiate the meeting by pressing **3**

Eliminate unwanted meeting noise (cell phone or loud environment)

Mute or unmute your line by pressing **# 5**

Anticipate noshows or latecomers.

Record the meeting by pressing **# 6 1**

Lock the meeting for extra security.

Lock your meeting by pressing **# 4 1**



Quick Start Guide



Phone Features for Reservationless Meetings

Cisco MeetingPlace Release 5.3

Corporate 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: 408 526-4100



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Personalize this guide by entering information in the blank fields and printing the customized guide.

Cisco MeetingPlace Phone Number:

1 Attend a meeting as a guest

Enter the Meeting ID #
Record your name

Then ...

Enter the Waiting Room and hold until the meeting organizer arrives

3 Initiate the meeting by using your profile:

- Enter your profile number #

- Enter your password #

If this is a valid profile, the meeting starts

* Return to the previous prompt.

2 Initiate a Reservationless Meeting or modify your profile settings

Enter profile number #

Enter profile password #

Then ...

3 Review meeting notes recordings, and other attachments as a guest

2 1 The Reservationless Meeting is initiated

Participants in the waiting room are brought in to the meeting

Additional In-Session Meeting Features:

Press # then....

8 Advanced features

1 End meeting option

2 Confirm your selection

8 Advanced features

* Interrupt prompt and return to the meeting

3 Change Profile Settings:

1 Password

2 Record profile name

* Return to main menu

4 Review Meeting Notes, Recordings, and Other Attachments:

Enter:

- Month

- Day

- Meeting ID

See the next column for this menu tree

4 Review Meeting Notes, Recordings, and Other Attachments:

Enter:

- Month

- Day

- Meeting ID

1 Review meeting and meeting materials

1 Listen to meeting recording

1 Rewind

2 Pause

3 Fast forward

2 Listen to roll call

3 Access meeting agenda

4 Record, delete, or listen to meeting messages

5 Access meeting comments

6 Request meeting attachments

7 Listen to meeting information

* Listen to a different meeting

2 Meeting posting options

3 Delete recordings, comments, and attachments