

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



Quick Start



## Joining a Scheduled Meeting

Cisco MeetingPlace Release 5.3

**Meeting Organizer:**  
**Meeting ID:**



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## Voice

- Step 1** Dial in to Cisco MeetingPlace at this number:
- Step 2** Press 2 and enter your profile number.
- Step 3** Enter your profile password.
- Step 4** To attend a meeting, press 1.
- Step 5** To join, enter the Meeting ID.

## Web

- Step 1** Access the Cisco MeetingPlace Web Conferencing home page at this URL:
- Step 2** Enter your User ID.
- Step 3** Enter your password.
- Step 4** Enter the Meeting ID and click **Attend Meeting**.

## In-Session Features

**In-Session Features:** Press # then...

- 0 Assistance
- 1 Breakout Sessions
  - 1-9 Choose breakout
  - 0 Return to main meeting
- 2 Roll Call
  - 1 Phone number
  - 2 Team
- 3 Dial out to Party, Team, or Server
  - 1 Lock meeting
  - 2 Admit party
  - 3 Delete last party
- 4 Admittance options
- 5 Mute/unmute phone
- 6 MeetingNotes
  - 1 Record on/off
  - 2 Meeting message
  - 3 Meeting comments
  - 4 Return to meeting
- 9 Depart meeting and return to main menu
- \* Interrupt prompt and return to meeting