

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



Quick Start



Joining a Reservationless 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 start your meeting, press 2; then, press 1.

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
 - 1** Record on/off
 - 2** Meeting message
 - 3** Meeting comments
 - 4** Return to meeting
- 6** MeetingNotes
 - 1** End meeting
 - *** Return to meeting
- 8** Advanced features*
- 9** Depart meeting and return to main menu
- *** Interrupt prompt and return to meeting