

- Step 3** Press **3** on the telephone 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 telephone 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** To exit the Services functions, press the **Services** button.



## 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 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 telephone 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.
- Step 7** To confirm that you want to cancel this meeting, press the **Yes** soft key.
- Step 8** To exit the Services functions, press the **Services** button.

## Using the Cisco MeetingPlace Release 5.3 Service with Your Cisco IP Phone

- 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 MeetingPlace conferences by using the screen on your Cisco IP Phone.

For other ways to perform these activities by using your phone, see the other quick start guides for Cisco MeetingPlace phone features.

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



**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



# 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 IP Phone
  - Your user ID and password for this 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.
- Step 3** If you receive security alerts, click **Yes**.
- Step 4** Enter your User ID and Password; then, click **Log On**.
- Step 5** Choose a device or device profile to configure. You obtained this information in Step 1.
- Step 6** Click **Configure your Cisco IP Phone Services**.
- Step 7** From **Available Services**, choose **MeetingPlace**; then, click **Continue**.
- Step 8** Enter the following information:
- Your phone extension as it appears on the screen of your Cisco IP Phone
  - Your Cisco MeetingPlace User ID (not your profile number)
  - Your Cisco MeetingPlace User Password (not your profile password)
- Step 9** Click **Subscribe**.
- Step 10** Click **Log Off**.
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# 2 Attending a Scheduled Meeting

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Attending a Meeting When You Know the Meeting ID

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- Step 1** On your Cisco 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 **1** on the telephone keypad.
- Step 4** Enter the meeting ID by using the telephone keypad.
- Step 5** Press the **Call Me** soft key.
- Step 6** When the phone rings, answer it.
- Step 7** Follow the voice prompts.
- 

Attending a Meeting When You Do Not Know the Meeting ID

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- Step 1** On your Cisco 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 telephone keypad. A list of meetings appears.



**Note** Only meetings that you scheduled or were invited to as a profiled user appear. Meetings that you scheduled in Microsoft Outlook do not appear.

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- Step 4** Use the Navigation button to choose a meeting from the list; then, press the **Select** soft key.
- Step 5** Press the **Call Me** soft key to have the Cisco MeetingPlace system call you. If **Call Me** is not available, it is too soon to attend the meeting.
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# 3 Starting an Immediate Meeting

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- Step 1** On your Cisco 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 telephone keypad.
- Step 4** (Optional) Enter a meeting ID by using the telephone keypad; then, press the **Submit** soft key.
- If you do not enter a meeting ID, Cisco MeetingPlace uses your Profile ID as the Meeting ID.
- Step 5** Give invitees the Meeting ID so that they can join the meeting.
- Step 6** To join the meeting, press the **Call Me** soft key.
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# 4 Scheduling a Future Meeting

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Schedule future meetings that include these parameters: Meeting Name, Meeting ID, date, time, length, and number of callers. You cannot schedule password-protected meetings through the Cisco IP Phone.

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