

7 In-Session Meeting Features

Press #, then:

Press	Then	To do this:
0		Get assistance (if available on your system)
1		Enter a breakout session:
	1-9	Choose the breakout room. Enter 0 to return to the main meeting
2		Hear a roll call or hear who is talking
3 ¹		Dial out to other users ²
4		Hear admittance options:
	1	Lock the meeting to new users
	2	Admit a user to the meeting
	3	Remove the last user who entered the meeting
	6, 1	Record entry announcements ³ (Release 6.0 MR 4 and later only)
	6, 2	Record departure announcements ³ (Release 6.0 MR 4 and later only)
5		Mute or unmute your phone
6		Access the meeting notes menu:
	1	Turn recording on or off
	4	Record a meeting message
	5	Record meeting comments
8		Access advanced features: ²
	1	Mute all participants ²
	3	End the meeting ²
9		Depart the meeting and return to the main menu
	*	Return to the meeting

1. You must remain on the phone until the person you are calling answers; otherwise, they cannot join the meeting.
2. Not available for Cisco WebEx meetings.
3. For meeting schedulers, meeting initiators, system managers, and technician users only.



Quick Start Guide: Phone Features for Reservationless Meetings

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Personalize this guide by entering your Cisco Unified MeetingPlace phone number:

For all tasks listed, the first step is to dial your Cisco Unified MeetingPlace phone number.

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1 Information For Guests and Users in Cisco WebEx Meetings

All meeting participants in a Cisco WebEx meeting are considered guests for the Cisco Unified MeetingPlace voice portion of the meeting.

Guests, and therefore all meeting participants in a Cisco WebEx meeting, cannot access the following in-session meeting features for the voice portion of the meeting:

- Dialing out to other users (using the #3 in-session option)
- Using advanced features, such as muting all participants or ending the meeting (using the #8 in-session options)

2 To Attend a Meeting as a Guest

Step 1 Enter the meeting ID and press #.

Step 2 Record your name and press #.

If the meeting is already in session, the system puts you into the meeting.

If the meeting organizer has not yet arrived, the system puts you into the waiting room until the meeting organizer arrives.

3 To Start a Meeting From the Waiting Room

If you are a profiled user, you can start the meeting from the waiting room by using your profile.

Step 1 Press 3.

Step 2 Enter your profile number and press #

Step 3 Enter your profile password and press #

The system starts the meeting.

4 To Initiate a Reservationless Meeting

Step 1 Press 2 and press #.

Step 2 Enter your profile number and press #.

Step 3 Enter your profile password and press #.

The system starts the meeting.

5 To Review Meeting Notes, Recordings, or Attachments for a Past Meeting

Step 1 Press 4 and press #.

Step 2 Enter the month and day of the meeting.

Step 3 Enter the meeting ID.

Step 4 Enter one of the following:

Press	Then press	To do this:
1		Review meeting and recordings, comments, and attachments
	1	Listen to a meeting recording
	2	Listen to a roll call from the meeting
	3	Access the 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		Hear meeting posting options
3		Delete recordings, comments, and attachments

6 To Modify Your Profile Settings

Step 1 Press 3 and press #.

Step 2 Enter your profile number and press #.

Step 3 Enter your profile password and press #.

Step 4 Press 3.

Step 5 Enter one of the following:

Press	Then press	To do this:
1		Change your profile settings
	1	Change your password
	2	Record your name
2		Change your meeting preferences
	2	Change security options for future meetings
*		Return to the main menu