

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



## QUICK START GUIDE



## Joining a Reservationless Meeting

**Cisco Unified MeetingPlace Release 6.x**  
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**Meeting Organizer:**

**Meeting ID:**

## Voice

- Step 1** Dial in to Cisco Unified 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 Unified 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
- 4 Admittance options
  - 1 Lock meeting
  - 2 Admit party
  - 3 Delete last party
- 5 Mute/unmute phone
- 6 MeetingNotes
  - 1 Record on/off
  - 4 Meeting message
  - 5 Meeting comments
- 8 Advanced features \*
  - 1 Mute all participants
  - 3 End meeting
- 9 Depart meeting and return to main menu
- \* Interrupt prompt and return to meeting



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