

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



QUICK START GUIDE



Joining a Scheduled 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 attend a meeting, press 1.
- Step 5** To join, enter the meeting ID.

Web

- Step 1** Go to the Cisco Unified MeetingPlace Web Conferencing home page at this URL:
- Step 2** Enter your user ID and password.
- Step 3** 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
 - 4 Meeting message
 - 5 Meeting comments
- 7 Q & A Options
- 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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