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Cisco Unified MeetingPlace for Microsoft Office Communicator

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1 Configuring Your Office Communicator Client for Cisco Unified MeetingPlace Conferencing

To use Cisco Unified MeetingPlace audio conferencing with your Office Communicator client, configure the account settings by performing the following procedure:

To Configure Your Office Communicator Client for Cisco Unified MeetingPlace Conferencing

Step 1   In Microsoft Office Communicator, click **Actions > Options**.

Step 2   Click the **Accounts** tab.

Step 3   In the Conferencing Information section, enter values for the following fields:

- Conference ID—Unless your system administrator has given you a different value, type **+<Your Cisco Unified MeetingPlace Profile ID>.<Your Cisco Unified MeetingPlace Profile ID>** (for example, **+5551212.5551212**).
- Leader Code—Unless your system administrator has given you a different value, enter your Cisco Unified MeetingPlace profile ID.
- Participant Code—Unless your system administrator has given you a different value, enter your Cisco Unified MeetingPlace profile ID.
- Domain—Enter the domain of your Cisco Unified MeetingPlace server.

Step 4   Click **OK**.

2 Initiating a Cisco Unified MeetingPlace Conference

You can initiate a Cisco Unified MeetingPlace phone conference from Microsoft Office Communicator whether or not you currently have a conversation in progress with the desired conference participants. Do one of the following procedures:

Note   The Actions > Schedule a Conference option in Microsoft Office Communicator is not supported for Cisco Unified MeetingPlace conferences.

To Initiate a Cisco Unified MeetingPlace Conference from Outside of a Conversation Window

Step 1   In Microsoft Office Communicator, click **Actions > More > Start a New Conference**. A new conversation window appears with the conference information, and the Join the Conference dialog opens.

Step 2   Do one of the following:

    a.   To have Cisco Unified MeetingPlace call you, choose a phone number from the drop-down list or click Other Phone Number, enter your phone number, click **OK**, and click **Go**.

    b.   To call in to the conference from your phone, click **I Will Call In** and dial the Cisco Unified MeetingPlace server by using the information in the conversation window.

Step 3   If the call is successful, the conversation window indicates that you have joined the conference, and a phone icon appears next to your name in the Participants area. If the call fails, or if you get disconnected, click **Join** again (or type **ALT + J**).

Step 4   Once you have joined the conference, conference controls appear at the bottom of the conversation window. You can use these controls to mute yourself or hang up your phone, lock the conference so others can not join, mute all participants, or end the conference.

Step 5 To invite participants to the conference, click **Actions > Invite Someone to Join This Conference** or click the person icon above the participants list.

To Initiate a Cisco Unified MeetingPlace Conference from Within a Conversation Window

Step 1 In Microsoft Office Communicator, from the conversation window, do one of the following:
  a. Click the **Start Conference** icon (circle of conversation balloons).
  b. Click **Actions > Start a New Conference**.

The conference information appears in the conversation window, and the Join the Conference dialog opens. All other participants in the Participants area of the conversation window are automatically invited to join the conference.

Step 2 Do one of the following:
  a. To have Cisco Unified MeetingPlace call you, choose a phone number from the drop-down list or click Other Phone Number, enter your phone number, click **OK**, and click **Go**.
  b. To call in to the conference from your phone, click **I Will Call In** and dial the Cisco Unified MeetingPlace server by using the information in the conversation window.

Step 3 If the call is successful, the conversation window indicates that you have joined the conference, and a phone icon appears next to your name in the Participants area. If the call fails, or if you get disconnected, click **Join** again (or type **ALT + J**).

Step 4 Once you have joined the conference, conference controls appear at the bottom of the conversation window. You can use these controls to mute yourself or hang up your phone, lock the conference so others can not join, mute all participants, or end the conference.

Step 5 To invite additional participants to the conference, click **Actions > Invite Someone to Join This Conference** or click the person icon above the participants list.

3 **Attending a Conference from an Invitation**

When you are invited to a Cisco Unified MeetingPlace conference from within Microsoft Office Communicator, the invitation information appears as an instant message in the conversation window, asking if you want to join. Do the following procedure to attend the conference.

To Attend a Cisco Unified MeetingPlace Conference from an Invitation

Step 1 At the Do you want to Join prompt, click **Join** (or type **ALT + J**). The conference information appears in the conversation window, and the Join the Conference dialog box appears.

Step 2 Do one of the following:
  a. To have Cisco Unified MeetingPlace call you, choose a phone number from the drop-down list or click Other Phone Number, enter your phone number, click **OK**, and click **Go**.
  b. To call in to the conference from your phone, click **I Will Call In** and dial the Cisco Unified MeetingPlace server by using the information in the conversation window.

Step 3 If the call is successful, the conversation window indicates that you have joined the conference, and a phone icon appears next to your name in the Participants area. If the call fails, or if you get disconnected, click **Join** again (or type **ALT + J**).

Step 4 To mute or unmute your phone during the conference, from the Conference Controls area of the conversation window, click the **Mute Me** icon (loudspeaker with red circle). When muted, a muted phone icon appears next to your name in the Participants area.

Step 5   To leave the Cisco Unified MeetingPlace conference, hang up the phone or click the **Leave the Conference** icon (red square).

4   Locking or Unlocking a Conference (Conference Initiator Only)

When you start a conference, as the conference initiator, your conversation window includes additional conference controls that are not available to other participants, including a control for locking or unlocking the conference. When a conference is locked, if a new participant attempts to join by dialing in to the conference, he or she is placed in a waiting room, and Cisco Unified MeetingPlace prompts the meeting initiator to accept or deny the participant request to enter the conference.

To Lock or Unlock a Conference

To toggle a conference between unlocked and locked modes, in the Conference Controls area of the conversation window, click the **Lock** icon.

5   Muting or Unmuting a Participant (Conference Initiator Only)

As the conference initiator, your conversation window includes a conference control for muting or unmuting other participants. When you mute a participant, other participants cannot hear the participant in the phone conference, but the participant can continue to send instant messages, and can unmute his or her own audio.

To Mute or Unmute a Participant

Step 1   In the Participants area of the conversation window, click the name of the participant to mute or unmute.

Step 2   Do one of the following:

    a.   In the Conference Controls area, click the **Mute Participants** icon (two loudspeakers with red circle).

    b.   Right-click on the name of the participant and click **Mute**.

When muted, a muted phone icon appears next to the name of the participant in the Participants area.

6   Associating a Dial-in Participant with a Contact (Conference Initiator Only)

If a participant dials in to the conference (rather than clicking Join to have Cisco Unified MeetingPlace call out to the phone) he or she is listed as "Guest (<Phone Number>)" in the Participants area of the conversation window. As the conference initiator, your conversation window includes a conference control for associating such a participant with a Microsoft Office Communicator contact in your Contacts list, so that the name of the contact appears in the Participants area instead of the guest information.

To Associate a Dial-in Participant with a Contact

Step 1   In the Participants area of the conversation window, right-click the name of the guest user to associate and click **Associate to Contact**, then click **Other**.

Step 2 In the Associate to Contact window, double-click the name of a contact, or enter a name or number in the Find box and click **OK**. The guest listing in the Participants area is replaced by the contact name.

7   Renaming a Participant (Conference Initiator Only)

As the conference initiator, your conversation window includes a conference control for renaming a participant.

To Rename a Participant

Step 1 In the Participants area of the conversation window, right-click on the name of the participant and click **Rename**.

Step 2 Enter a new name for the participant and click **OK**. The name of the participant changes in the Participants area.

8   Removing a Participant (Conference Initiator Only)

As the conference initiator, your conversation window includes a conference control for removing a participant from the conference.

To Remove a Participant

In the Participants area of the conversation window, right-click the name of the participant and click **Remove From This Conversation**.

9   Ending a Conference (Conference Initiator Only)

As the conference initiator, you can end the conference, which will terminate the Cisco Unified MeetingPlace meeting.

To End a Conference

In the Conference Controls area of the conversation window, click the **End Conference** icon (red X).

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