

6 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		Dial out to other users ¹
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
5		Mute or unmute your phone
6		Access the meeting notes menu:
	1	Turn recording on or off
	4	Record a meeting message
8		Access advanced features: ¹
	1	Mute all participants ¹
	2	Raise your volume ¹
	3	Lower your volume ¹
	9	End the meeting ¹
9		Depart the meeting and return to the main menu
	*	Return to the meeting

1. Not available for Cisco WebEx meetings.



Quick Start Guide: Phone Features for Reservationless Meetings

Cisco Unified MeetingPlace Release 7.0

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- 1 Information For Guests and Users in Cisco WebEx Meetings
- 2 To Modify Your Profile Settings
- 3 To Attend a Meeting as a Guest
- 4 To Start a Meeting From the Waiting Room
- 5 To Initiate a Reservationless Meeting
- 6 In-Session Meeting Features

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

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 Modify Your Profile Settings

Step 1 Dial your Cisco Unified MeetingPlace phone number.

Step 2 Press 3 and press #.

Step 3 Enter your profile number and press #.

Step 4 Enter your profile password and press #.

Step 5 Press 3.

Step 6 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

3 To Attend a Meeting as a Guest

Step 1 Dial your Cisco Unified MeetingPlace phone number.

Step 2 Enter the meeting ID and press #.

Step 3 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.

4 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 Dial your Cisco Unified MeetingPlace phone number.

Step 2 Enter the meeting ID and press #.

Step 3 Record your name and press #.

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

Step 4 Press 3.

Step 5 Enter your profile number and press #

Step 6 Enter your profile password and press #

The system starts the meeting.

5 To Initiate a Reservationless Meeting

Step 1 Dial your Cisco Unified MeetingPlace phone number.

Step 2 Press 2 and press #.

Step 3 Enter your profile number and press #.

Step 4 Enter your profile password and press #.

The system starts the meeting.