



## Cisco Small Business Pro WebEx PhoneConnect 1.0

### QUICK REFERENCE



### Introducing WebEx PhoneConnect

Use WebEx PhoneConnect on your Cisco Small Business IP phone for fast, simple audio access to WebEx meetings.

WebEx PhoneConnect automates the entire process, so that you can join the audio portion of a WebEx meeting by pressing a single softkey on your IP phone.

### Before You Begin

Contact your IP phone administrator to make sure:

- You have an up-to-date WebEx User ID and password
- The WebEx PhoneConnect application is enabled for your phone

### Using Keypad Shortcuts

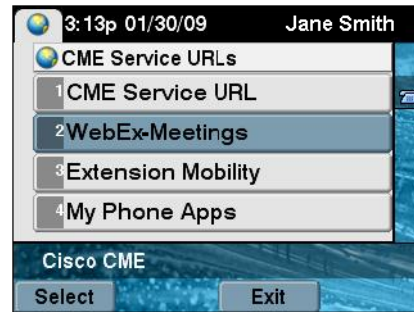
Use your phone keypad to enter the number of a menu or sub-menu item. For example, to reach the WebEx-Meetings menu from the CME Service URLs screen, dial the digit listed to the left of WebEx-Meetings.

### To View and Attend WebEx Meetings

Use your IP phone browser to view a list of current and upcoming WebEx meetings. Select each meeting to view meeting details and join the audio portion of a WebEx meeting.

**STEP 1** Press your IP Phone Services button to access the CME Service URLs screen.

**STEP 2** Select **WebEx-Meetings**.



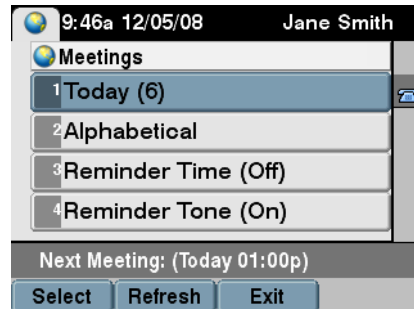
**STEP 3** Select:

- **Today** (or date of next meeting if no more meetings are scheduled for today). The number of meetings scheduled or in progress is indicated in the parenthesis.
  - or
  - **Alphabetical** for a list of future meetings sorted by meeting title. Uppercase precedes lowercase.
- Next meeting is listed at bottom.



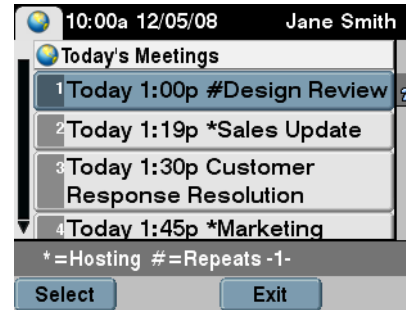
TIP

Select the **Refresh** button to update the list of WebEx meetings.



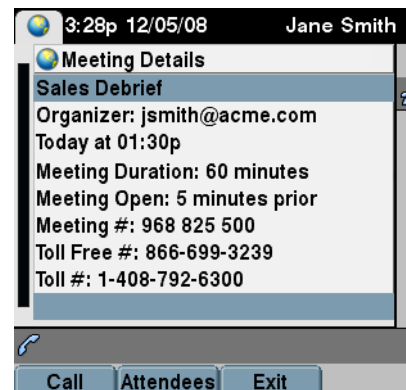
**STEP 4** From the meeting list, select a meeting to view meeting details.

- Meetings you are hosting are marked with an asterisk (\*).
- Repeating meetings are marked with a pound symbol (#).
- Scroll down to see all meetings listed. If more than 10 meetings are scheduled, click **Next Page**.



**STEP 5** Scroll down the Meeting Details page to view:

- Meeting topic
- Organizer: User ID of meeting host
- Day, date, and start time
- If repeating meeting, list of recurring days
- Length of the meeting
- How soon before meeting start time you can join the meeting
- Meeting ID number, toll free number, and toll number



TIP

Write down the meeting ID and phone numbers if you plan to be away from your IP phone at the time of the meeting.

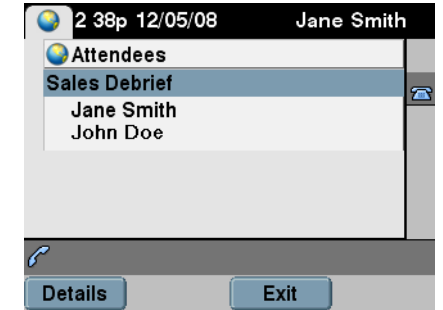
**STEP 6** Select **Attendees** to view a list of all invitees. Scroll down if necessary to see complete list.

**STEP 7** If the meeting open time has been reached, select **Call** to attend the meeting. PhoneConnect auto-dials the meeting number, auto-dials your meeting ID, and joins you to the audio portion of the WebEx meeting.



CAUTION

You cannot join a WebEx Meeting Center Pro Meeting until the host starts the meeting.



**Americas Headquarters**  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
http://www.cisco.com  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

Cisco, Cisco Systems, the Cisco logo, and the Cisco Systems logo are registered trademarks or trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries. All other trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0705R)

© 2009 Cisco Systems, Inc. All rights reserved.

Printed in the USA on recycled paper containing 10% postconsumer waste.





TIP

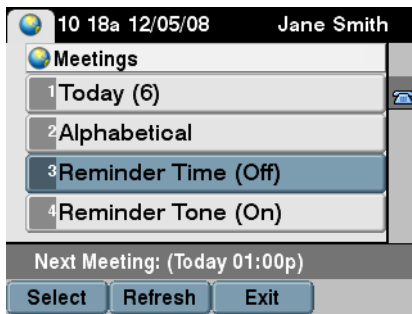
When attending a WebEx Meeting Center Pro meeting, join the web portion of the meeting first and note your attendee ID, so that you can easily enter your attendee ID when PhoneConnect prompts you.

## To Set Meeting Reminders

Choose when to display meeting reminders.

**STEP 1** From the CME Service URLs screen, select **WebEx-Meetings**.

**STEP 2** Select **Reminder Time**.



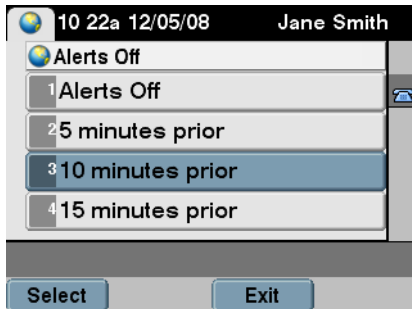
**STEP 3** Select one of the following options:

- Turn alerts off
- Set alerts to trigger 5, 10, or 15 minutes before meeting start time



NOTE

This setting affects the reminder time for all meetings.



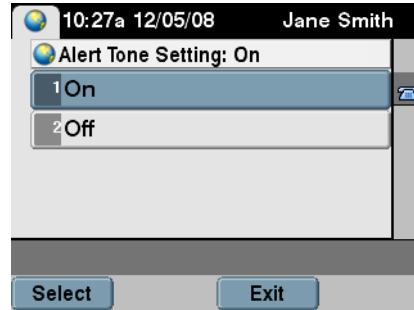
## To Set Reminder Tone

Choose to have a tone signal your meeting reminders.

**STEP 1** From the CME Service URLs screen, select **WebEx-Meetings**.

**STEP 2** Select **Reminder Tone**.

**STEP 3** Select **On** or **Off**.



## To Respond to Meeting Reminders

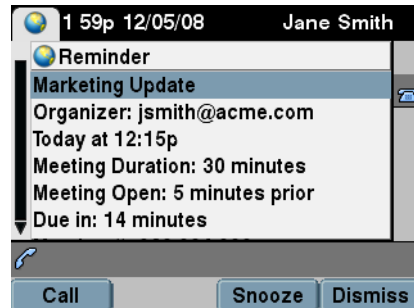
Meeting reminders appear on your phone screen 5, 10, or 15 minutes before a meeting, depending on the reminder time option you selected.

**STEP 1** Select **Call** to join a meeting.

**STEP 2** Select **Snooze** to be reminded again in 5 minutes.

**STEP 3** Select **Dismiss** to exit the screen and stop any subsequent reminders for this meeting.

You must select **Snooze** or **Dismiss** to close the reminder before making or answering a call.



## To Use a Conference Phone

To use a conference IP phone, such as the Cisco Unified 7937 model, with WebEx PhoneConnect to join a WebEx meeting, your IP phone administrator must add a new WebEx PhoneConnect "user" for the conference phone. For example, the IP phone administrator adds a user called "Meeting Room 1 Conference Phone," and then associates the conference phone to this user. The meeting host then invites this user to the meeting, so that your group can use the conference phone to join the audio portion of the meeting.

## To Use Click-to-Call

WebEx PhoneConnect supports Click-to-Call, a time-saving feature in WebEx Connect that enables you to use your personal computer with your Cisco IP phone to call anyone in your WebEx Connect buddy list.

The WebEx Connect application resides on your personal computer. It is distinct from WebEx PhoneConnect.

Use WebEx Connect to send instant messages, make video and voice calls, collaborate with team members, and manage meetings.

## To Obtain WebEx Connect

Follow the on-screen directions at: <https://marketplace.webex.com/registration.html>

## To Configure Click-to-Call

Once you have installed WebEx Connect, you will need to configure its Click-to-Call feature to work with WebEx PhoneConnect. You must provide the user name, password, and system URL for your IP phone account. Your IP phone administrator can provide this information.

**STEP 1** From the WebEx Connect Edit menu, click **Settings**.

**STEP 2** Click the **Click-to-Call** tab.

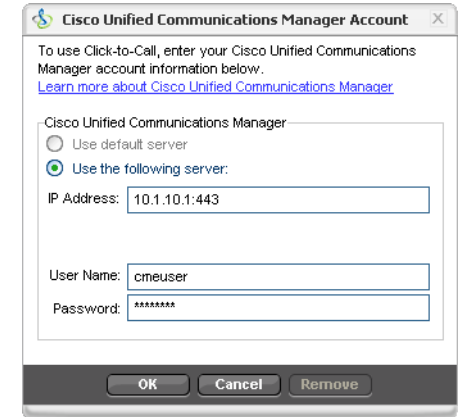
**STEP 3** Click **Edit Account**.

**STEP 4** Click the **Use the following server** radio button.

**STEP 5** Enter the requested information about your Cisco Unified Communications Manager configuration:

- The IP address and port for your Cisco Unified Communications Manager server: 10.1.10.1:443
- Your WebEx PhoneConnect user name.
- Your WebEx PhoneConnect password.

**STEP 6** Click **OK**.



## Where to Go From Here

To access the Cisco Small Business Support Community site, go to:

[www.cisco.com/go/smallbizsupport](http://www.cisco.com/go/smallbizsupport)

To find a Cisco IP phone user guide or quick reference, go to:

<http://www.cisco.com/go/sbcs-docs>

For SBCS Solutions, go to:

[www.cisco.com/go/sbcs](http://www.cisco.com/go/sbcs)

For more information about WebEx, including Cisco WebEx Connect, go to:

<http://www.webex.com>