

## QUICK START GUIDE



## Using Cisco Unified MeetingPlace PhoneView with Your Cisco Unified IP Phone (MeetingPlace Scheduling)

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## Overview

PhoneView integrates the Cisco Unified MeetingPlace application with your Cisco Unified IP Phone. You must use the Cisco Unified MeetingPlace web pages to schedule meetings. You cannot schedule meetings through PhoneView.

The procedures in this guide assume that you have PhoneView on your Cisco Unified IP Phone.

## Tips for Using Cisco Unified MeetingPlace with Your Cisco Unified IP Phone

- You cannot use the numbered phone keypad to respond to a prompt if information about Cisco Unified MeetingPlace meetings or participants is visible on your phone screen. Do the following in this situation:
  - Press the \* key if you want to exit the prompt menu.
  - For Cisco Unified IP Phone 7940 series and 7960 series: Press the **Services** button to exit all services; then, press the desired numbers on the phone keypad to respond to audible prompts.
  - For Cisco Unified IP Phone 7970 series and Cisco IP Communicator: Select the phone icon at the top left of the screen; then, press the desired numbers on the phone keypad to respond to audible prompts.
  - For Cisco Unified IP Phone 8900 series and 9900 series: Select the phone icon at the top left of the screen; then, press the desired numbers on the phone keypad to respond to audible prompts.
- The softkeys at the bottom of the screen change depending on the information on the screen and your role in the meeting (for example, meeting owner, invited participant, or current participant).
- You can join a meeting that is in progress or is scheduled to begin soon. The exact time that you can join a meeting depends on settings made by your system administrator.

## Setting Up PhoneView

### Before You Begin

Obtain the following information from your system administrator:

- The URL for setting up your Cisco Unified IP Phone Services.
- The username and password required to sign in to the Cisco Unified IP Phone User Options Web Pages.
- Your Cisco Unified MeetingPlace web username.
- The name of your device or device profile. (This information pertains to your phone and is unrelated to your Cisco Unified MeetingPlace user profile.)
- The name that the administrator assigned to the PhoneView service.
- The phone profile password that the Cisco Unified MeetingPlace administrator assigned when your profile was created.

## Procedure

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- Step 1** Go to the URL for setting up services on your Cisco Unified IP Phone.
- This is information obtained from your system administrator.
  - Select **Yes** to any security alerts.
- Step 2** Enter your username and password to sign in to the User Options Web Pages.
- Step 3** Select **Login**.
- Step 4** Select **User Options > Device**.  
If you have more than one phone, select your device from the Name drop-down box.
- Step 5** Select **Phone Services**.
- Step 6** Select **Add new**.
- Step 7** Select **Select a Service**.
- Step 8** Select the name of the PhoneView application.
- Step 9** Select **Next**.
- Step 10** Enter the PhoneView subscription data:
- In the two Display Service Name fields, enter the name that you want to display in the Services list on your phone.
  - In the Your IP Phone Number field, enter the phone number as it is displayed on your phone.
  - In the MeetingPlace User ID field, enter the username that you use to sign in to Cisco Unified MeetingPlace.
  - In the MP User PIN field, enter the password that is associated with your phone profile in Cisco Unified MeetingPlace.
- Step 11** Select **Save**.
- Step 12** Select **Log Off**.
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## Accessing Cisco Unified MeetingPlace PhoneView

### Before You Begin

- Read the tips for using Cisco Unified MeetingPlace with your Cisco Unified IP Phone.
- This procedure assumes that you have already set up PhoneView.

## Procedure

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- Step 1** Press the **Services** (or **Applications**) button on your Cisco Unified IP Phone.
- Tip** The button name varies according to the phone model.
- Step 2** Press the up and down arrows on your phone to select the name that you assigned to the service.
- Step 3** Press the **Select** button or softkey (varies by phone model).

Depending on the list you are working with, you may be able to press other softkeys to perform a desired action.

**Tip** You can also select your service by pressing the number on your phone keypad that corresponds to your service.

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### Troubleshooting Tips

- If the item that you are looking for is not visible on the screen, use the following methods to locate it:
  - Press the up and down arrows on your phone to scroll through the list.
  - Press **9** to view the next screen of items, or press **1** to view the previous screen.



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**Tip** Not all items on a screen are visible at one time; scroll up or down to see all items before you view the next or previous screen.

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- Press **Help** to access the help system. If you do not see a Help softkey on your screen, press the **more** softkey.



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**Tip** Help is not available on the Cisco Unified IP Phone 8900 and 9900 series.

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### Related Topics

- [Tips for Using Cisco Unified MeetingPlace with Your Cisco Unified IP Phone, page 2](#)
- [Setting Up PhoneView, page 2](#)

## Viewing Lists of Meetings On Your Cisco Unified IP Phone

### Before You Begin

- Read the tips for using Cisco Unified MeetingPlace with your Cisco Unified IP Phone.
- This procedure assumes that you have already accessed the PhoneView application on your phone.

### Procedure

Complete one of the following:

To	Do This
View meetings for today.	Press the number that appears beside <b>Today's Meetings</b> in the list.
View continuous meetings.	Press the number that appears beside <b>Continuous Meetings</b> in the list.

### Related Topics

- [Tips for Using Cisco Unified MeetingPlace with Your Cisco Unified IP Phone, page 2](#)

- [Accessing Cisco Unified MeetingPlace PhoneView, page 3](#)

## Viewing Meeting Details On Your Cisco Unified IP Phone

You can view information about any meeting: today's, continuous meetings, and any meeting for which you know the meeting ID.

### Before You Begin

- Read the tips for using Cisco Unified MeetingPlace with your Cisco Unified IP Phone.
- This procedure assumes that you have already accessed PhoneView.

### Procedure

Step 1	Select your meeting.	
	If	Do This
	You do not know the meeting ID.	<ol style="list-style-type: none"> <li>1 Open a list of meetings.</li> <li>2 Select <b>Today's</b> or <b>Continuous Meetings</b> ► &lt;meeting name&gt;.</li> </ol>
	You know the meeting ID.	<ol style="list-style-type: none"> <li>1 Press <b>1 (Join by Meeting ID)</b>.</li> <li>2 Use the numbers on your phone keypad to enter the meeting ID.</li> </ol>

**Step 2** Press the **Submit** softkey. Meeting details appear on the screen. Softkey labels at the bottom of the phone screen indicate the actions that you can perform.

**Step 3** Press the up and down arrows on your phone to scroll through the details.

### Related Topics

- [Accessing Cisco Unified MeetingPlace PhoneView, page 3](#)

## Starting a Meeting from a Cisco Unified IP Phone

### Before You Begin

- Know your Cisco Unified MeetingPlace phone profile number and PIN.
- Verify that your user profile allows you to start a reservationless meeting.
- Select **Cisco Unified MeetingPlace PhoneView** on your Cisco Unified IP Phone.

## Procedure

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- Step 1** Select **Start Reservationless** on your Cisco Unified IP Phone.
  - Step 2** Wait while the system starts your meeting.
  - Step 3** Press the **Join** softkey.
  - Step 4** Answer the phone when it rings and follow the prompts.
  - Step 5** Give invitees the following information so that they can join your meeting:
    - The phone number of your conferencing system.
    - The meeting ID, which is the same as your phone profile number.
    - The meeting password, if there is one.
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## Recording a Meeting from Your Cisco Unified IP Phone



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**Note** You cannot record continuous meetings.

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### Before You Begin

- You must be the meeting owner.
- Install Cisco Unified MeetingPlace PhoneView on your Cisco Unified IP Phone.
- This procedure assumes that you are viewing the meeting details for the meeting that you want to record.

## Procedure

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- Step 1** Dial in to the Cisco Unified MeetingPlace meeting.
  - Step 2** Press the **Record** softkey.  
If you do not see the Record softkey, press the **more** softkey.
  - Step 3** Read the information that appears on the phone screen, then press **Record**.
  - Step 4** Press **Stop** to stop recording the meeting.
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### Related Topics

- [Viewing Meeting Details On Your Cisco Unified IP Phone, page 5](#)

## Frequently Asked Questions

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**Q.** Why do I receive an error message when I try to sign in from Cisco Unified MeetingPlace PhoneView on my Cisco Unified IP Phone?

**A.** Your profile is not initialized in the Cisco Unified MeetingPlace system. Go first to the Cisco Unified MeetingPlace web user portal and sign in by using your username and password to initialize your profile. Then try to sign in again on your Cisco Unified IP Phone.

**Q.** What should I do when my session times out while I am using PhoneView on my Cisco Unified IP Phone?

**A.** Press the **Services** or (**Applications**) button on your Cisco Unified IP Phone twice.



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**Tip** The button name varies according to the phone model.

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**Q.** Why can't I access in-session features such as the list of current participants or the mute feature?

**A.** You can access in-session features only if you have joined the meeting as a profiled user from your Cisco Unified IP Phone. If you joined the meeting by dialing in and entering as a guest (you did not enter your phone profile number and password), the service has no way to associate the call with you. To resolve this, hang up and join the meeting again as a profiled user.

**Q.** Why don't the phone key commands work?

**A.** You cannot enter commands from the phone keypad if you are using PhoneView on your Cisco Unified IP Phone and information about meetings or participants is visible on the phone screen.

**Q.** After I press a softkey on my Cisco IP Communicator or Cisco Unified IP Phone, why does it change for a few moments?

**A.** The system is processing your request. The softkey will return to normal when the system has finished.

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**Americas Headquarters**  
Cisco Systems, Inc.  
San Jose, CA 95134-1706  
USA

**Asia Pacific Headquarters**  
Cisco Systems (USA) Pte. Ltd.  
Singapore

**Europe Headquarters**  
Cisco Systems International BV  
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