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.

Tips
- Write down the meeting ID and phone numbers if you plan to be away from your IP phone at the time of the meeting.
- 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.
- You cannot join a WebEx Meeting Center Pro Meeting until the host starts the meeting.

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.

**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

**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.

**QUICK REFERENCE**
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 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 voice and video 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.

Where to Go From Here
To access the Cisco Small Business Support Community site, go to: 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
For more information about WebEx, including Cisco WebEx Connect, go to: http://www.webex.com