

Reviewing and Joining Meetings

If your company uses Microsoft Exchange server, Cisco IP Phone Messenger enables you to receive meeting notifications on your Cisco Unified IP phone.

Additionally, if your company uses Cisco Unified MeetingPlace, you can configure it to connect you directly to selected meetings, and you will not need to enter any meeting IDs. By viewing and joining your daily meetings directly from your phone, you do not need to open your desktop calendar software on your computer.

Cisco Unified Presence does not support Cisco Unified MeetingPlace Express.

Prerequisite: Calendaring Integration for User Reachability

You must integrate the Microsoft Exchange server with Cisco Unified Presence to enable users of Cisco IP Phone Messenger to correlate the status of meetings in their calendars with their reachability status in Cisco IP Phone Messenger. This means that if a user has a meeting scheduled, the meeting status is used to update the availability of the user in Cisco IP Phone Messenger.

When calendar integration is enabled, meetings scheduled in the Exchange calendar have this impact on Cisco IP Phone Messenger user reachability:


- Scheduled meetings cause the reachability status of the user to indicate as Busy for that time period.
- Meetings marked as Out-of-the-Office cause the reachability status for the user to indicate as Away for that time period.
- Meetings marked as Free or Tentative cause the reachability status to indicate as Free for that time period.

Related Topics

Integration Guide for Configuring Cisco Unified Presence with Microsoft Exchange




Setting Up Meeting Notifications

If you want to receive meeting reminders on your Cisco Unified IP phone, you must enable the appropriate setting in Cisco IP Phone Messenger. You must also configure your Cisco Unified MeetingPlace settings if you want to join meetings automatically.

If You Want to...	On the Phone	From the User Options Web Pages
Receive meeting notifications	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Settings. 2. Use the Navigation buttons to scroll to select Meeting Notifications. 3. Scroll to select: <ul style="list-style-type: none"> - On—to enable meeting notifications - Off—to disable meeting notifications 4. Press Select. 	<ol style="list-style-type: none"> 1. Select User Options > Preferences. 2. Select the Enable Meeting Notifications. 3. Click Save.
Set up Cisco Unified MeetingPlace	Not applicable	<ol style="list-style-type: none"> 1. Select User Options > Preferences. 2. Enter your user ID in the MeetingPlace Userid field. 3. Enter your password in the MeetingPlace Password field and re-enter it in the MeetingPlace Confirm Password field. 4. Click Save.



Displaying Scheduled Meetings and Participants





Using Cisco IP Phone Messenger, you can see an overview of your meetings scheduled for the day and a list of the invited participants.

If You Want to...	On the Phone	From the User Options Web Pages
Display today's meetings	You can display an overview of all scheduled meetings for the day. <ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 	Not applicable
View details about a meeting	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select one of the displayed meetings. 3. Press Details. 	Not applicable
View List of Meeting Invitees	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to view. 3. Press Details. 4. Press Roster. 	Not applicable

Joining Meetings



You can join in-progress or scheduled meetings from your phone.

If You Want to...	On the Phone	From the User Options Web Pages
Join a current meeting	<p>If you have configured your Cisco Unified MeetingPlace settings (see Setting Up Meeting Notifications, page 38), you can join a meeting without entering the meeting ID.</p> <ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to join. 3. Press Details. 4. Press Join. <p> Note The Join key displays only if you are associated with a line appearance.</p>	Not applicable

If You Want to...	On the Phone	From the User Options Web Pages
Schedule a callback for meeting later in the day	<p>If you have configured your Cisco Unified MeetingPlace settings (see Setting Up Meeting Notifications, page 38), you can schedule a call-back for a meeting scheduled later in the day.</p> <ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to join. 3. Press Details. 4. Press CallBack. <p> Note The CallBack key displays only if you are associated with a line appearance.</p>	Not applicable
Call into a meeting	<p>If your company does not use Cisco Unified MeetingPlace, you can call into a meeting and enter the meeting ID when prompted.</p> <ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to join. 3. Press Details. 4. Press Join. <p> Note The Join key displays only if you are associated with a line appearance.</p>	Not applicable


Sending and Receiving Meeting Reminders

Use Cisco IP Phone Messenger to send meeting reminders to co-workers or to join a meeting in response to a reminder you receive.

If You Want to...	On the Phone	From the User Options Web Pages
Send a reminder to an invitee	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to view. 3. Press Details. 4. Press Roster. 5. Use the Navigation buttons to scroll to select the person you want to send a reminder. 6. Press Remind. 	Not applicable
Send a reminder to all meeting invitees	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to view. 3. Press Details. 4. Press Roster. 5. Press RemdAll. 	Not applicable
Join a meeting from reminder	<ol style="list-style-type: none"> 1. Reminder appears on phone screen. If multiple reminders appear on screen, scroll to select one to join. 2. Press Join. If you are using Cisco Unified MeetingPlace, you will connected to the meeting immediately. Otherwise, you must enter the meeting ID on your phone. 	Not applicable

Interacting with Other Meeting Participants

Use IP Phone Messenger to interact with other meeting participants.

If You Want to...	On the Phone	From the User Options Web Pages
Restrict your availability status	Not applicable	<ol style="list-style-type: none"> 1. Select User Options > Preferences. 2. From the Include Calendar Information in My Presence Status field, select: <ul style="list-style-type: none"> - On—to display status - Off—to not display status 3. Click Save.
View other participants' availability status	<ol style="list-style-type: none"> 1. Select  > Phone Messenger > Today's meetings. 2. Use the Navigation buttons to scroll to select the meeting you want to view. 3. Press Details. 4. Press Roster. 	Not applicable
Send a message to a meeting participant	You can send private messages or broadcast messages to one or more meeting participants just as you can to any other co-workers. See Managing Your Messages, page 29 .	

