

Press	Function	Notes
#3	Add participants Enter the phone number to dial the new invitee, then #1 to add them to the meeting. 3 - Get missing invitees (including video terminals)	Unavailable to Cisco WebEx or guest users.
#4	Admittance options 1 - Lock meeting 2 - Admit party 3 - Delete last party	Locking the meeting provides extra security.
#5	Mute or unmute the phone	Muting your line helps eliminate unwanted background noise.
#6	Meeting notes 1 - Record on or off 4 - Meeting message	Recording the meeting provides access for those who are unable to attend the meeting.
#7	Q&A options 1 - Get in line 2 - Remove yourself from the line 4 - Get your position in line 9 - Q&A meeting control options	Q&A meeting control options are only available to the scheduler or host.
#8	Advanced features 1 - Mute all participants 9 - End meeting	Only available to system administrators and meeting schedulers. Unavailable to Cisco WebEx or guest users.
#9	Depart meeting and return to main menu	



QUICK START GUIDE



Attending and Scheduling a Cisco Unified MeetingPlace Meeting From Your Phone

Cisco Unified MeetingPlace Release 7.0

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1 Orientation

Use your Cisco Unified IP Phone to attend and manage the voice portion of a Cisco Unified MeetingPlace meeting. You can attend a meeting as a guest, a profiled user, or the meeting organizer. Your login profile determines which features you can access during the meeting.

Cisco Unified MeetingPlace uses the same phone number to attend and schedule a meeting. Contact your system administrator if you do not have the number.

In the following procedures, you do not need to enter your profile number and password if you are configured to automatically log in.



Note All Cisco WebEx users are profiled as guests. Guest users do not have access to all features available to profiled users.

2 Attending a Meeting From Your Phone

Procedure

- Step 1** Dial the meeting phone number.
- Step 2** Enter the meeting ID.
- Step 3** Record your name or location as prompted.

3 Starting a Meeting From Your Phone

Procedure

- Step 1** Call Cisco Unified MeetingPlace.
- Step 2** Press 3, then #.
- Step 3** Enter your profile number, then #.
- Step 4** Enter your password, then #.
If you do not have this information, ask your system administrator.
- Step 5** Select option two — schedule a meeting.
- Step 6** Follow the voice prompts.
- Step 7** Provide meeting participants with the Cisco Unified MeetingPlace phone number, the meeting ID, and the meeting time.

4 Scheduling a Future Meeting From Your Phone

Procedure

- Step 1** Call Cisco Unified MeetingPlace.
- Step 2** Press 3, then #.
- Step 3** Enter your profile number, then #.
- Step 4** Enter your password, then #.
If you do not have this information, ask your system administrator.
- Step 5** Select option 2 to schedule a meeting.
- Step 6** Select option 2 again to schedule a meeting for a future date or time.
- Step 7** Follow the voice prompts for the date, the time, the length of the meeting, and the number of locations of the meeting.
- Step 8** Select 2 to change any meeting information once complete.
- Step 9** Select 3 to repeat the meeting information.
- Step 10** Follow the voice prompts.
- Step 11** Provide meeting participants with the Cisco Unified MeetingPlace phone number, the meeting ID, and the meeting time.

5 In-Session Meeting Features

While attending a Cisco Unified MeetingPlace voice meeting use your phone keypad to access meeting management functions. Voice prompts on the phone guide you through available options.

Press	Function	Notes
#0	Assistance	
#1	Breakout sessions	This allows you to meet privately with a sub-group from the main meeting. You can have up to nine breakout sessions within a meeting.
#21	Roll call - To hear a list of who is attending the meeting.	You are the only participant to hear the roll call. This does not disturb the meeting.