



## QUICK START GUIDE



# Using Cisco Unified MeetingPlace PhoneView with Your Cisco Unified IP Phone

**Release 7.0**

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# 1 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 via PhoneView.

The following procedures assume you have PhoneView. See the *Configuration Guide for Cisco Unified MeetingPlace Release 7.0* or the online help in the administrator interface for complete information.

## 2 Accessing PhoneView

### Procedure

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**Step 1** Click **Services** on your Cisco Unified IP Phone.



**Tip** The **Services** button varies according to the phone model. If you cannot locate the correct button, see the Cisco Unified MeetingPlace online help for complete information.

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**Step 2** Press the up and down arrows on your phone to move the highlighted bar to the name that you assigned to the service.

**Step 3** Press the **Select** softkey.

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## 3 Attending a Meeting from Your Cisco Unified IP Phone

### Before You Begin

- Know your username and password.
- Know the meeting ID.
- Know the meeting password (if required).

### Procedure

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**Step 1** Press **1** on the keypad of your Cisco Unified IP Phone.

**Step 2** Enter the meeting ID.

**Step 3** Press the **Submit** softkey.

**Step 4** Select the meeting to join.

Meetings in progress are indicated by the @ symbol.

**Step 5** Press the **Join** softkey.

**Step 6** (Optional) Enter the meeting password.

**Step 7** Press **Submit**.



**Note** If you are joining a password-protected meeting from your Cisco Unified IP Phone, you are prompted to enter the meeting password twice.

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**Step 8** Answer the phone.

**Step 9** Follow system prompts.

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## 4 Starting an Immediate Meeting from Your Cisco Unified IP Phone

### Before You Begin

- Know your Cisco Unified MeetingPlace username and telephone profile password.
- Verify that your user profile allows you to start an immediate meeting.
- Select Cisco Unified MeetingPlace PhoneView on your Cisco Unified IP Phone.

### Procedure

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**Step 1** Select **Start immediate** on your Cisco Unified IP Phone.

**Step 2** Wait while Cisco Unified MeetingPlace starts your meeting.

**Step 3** Press the **Join** softkey.

**Step 4** Answer the phone when it rings.

**Step 5** Follow the prompts.

**Step 6** Provide invitees the following information so they can join your meeting:

- The Cisco Unified MeetingPlace phone number.
  - The meeting ID, which is the same as your phone profile number.
  - The meeting password, if there is one.
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