



QUICK START GUIDE



Using Microsoft Office Communicator with Cisco Unified MeetingPlace Release 7.0

- 1** Configuring Your Microsoft Office Communicator Client for Cisco Unified MeetingPlace
- 2** Initiating a Cisco Unified MeetingPlace Meeting From Microsoft Office Communicator
- 3** Initiating a Cisco Unified MeetingPlace Meeting from Outside the Contact Window
- 4** Attending a Cisco Unified MeetingPlace Meeting from an Invitation within the Conversation Window
- 5** Locking or Unlocking a Meeting (Meeting Initiator Only)
- 6** Muting or Unmuting a Participant (Meeting Initiator Only)
- 7** Associating a Dial-in Participant with a Contact (Meeting Initiator Only)
- 8** Renaming a Meeting Participant (Meeting Initiator Only)
- 9** Removing a Participant (Meeting Initiator Only)

1 Configuring Your Microsoft Office Communicator Client for Cisco Unified MeetingPlace

Procedure

- Step 1** Log in to Microsoft Office Communicator.
- Step 2** Click **Actions > Options**.
- Step 3** Click **Accounts**.
- Step 4** Enter the following values in the Conferencing Information area:
- **Conference ID**—Enter **+<Your Cisco Unified MeetingPlace Profile ID>.<Your Cisco Unified MeetingPlace Profile ID>** (for example, **+5551212.5551212**) unless your system administrator has provided a different value.
 - **Leader Code**—Enter a numeric code unless your system administrator has provided a different value. To ensure a secure meeting, do not use your profile ID.
 - **Participant Code**—Enter your Cisco Unified MeetingPlace profile ID unless your system administrator has provided a different value.
 - **Domain**—Enter the domain name, for example: **<your company name>.com**, unless your system administrator has provided a different one.
- Step 5** Click **OK**.
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2 Initiating a Cisco Unified MeetingPlace Meeting from the Conversation Window

Procedure

- Step 1** Log in to Microsoft Office Communicator.
- Step 2** Click the **Start Conference** icon (circle of conversation balloons) from inside the conversation window:
- Two windows are displayed: a Conversation window and the Join the Conference dialog box. All participants in the Participants area of the conversation window are invited to join the meeting.
- Step 3** Complete one of the following procedures in the Join Conference dialog box to establish a voice connection to the meeting:
- To have Cisco Unified MeetingPlace call you from a list of pre-configured phone numbers:
- a. Click **Call me back at**.
 - b. Click a number from the list.
 - c. Click **Go**.
- To have Cisco Unified MeetingPlace call you at a phone number that is not pre-configured:
- a. Click **Other Phone Number**.
 - b. Enter the phone number where you want Cisco Unified MeetingPlace to call you.
 - c. Click **Go**.
- If the call is successful, the conversation window indicates that you have joined the conference. A phone icon is displayed beside your name in the Participants area. If the call fails, or if you get disconnected, click **Join (Alt+J)** again.

- Step 4** To invite participants after you join the meeting, complete the following steps:
- Click **Actions > Invite Someone to Join This Conference**.
 - Go to the participant list.
 - Click the icon of the person you want to invite.
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3 Initiating a Cisco Unified MeetingPlace Meeting from Outside the Contact Window

Procedure

- Step 1** Log in to Microsoft Office Communicator.
- Step 2** Click **Actions > More > Start a New Conference**.
- Two windows are displayed: a Conversation window and the Join the Conference dialog box.
- Step 3** Complete one of the following procedures to establish a voice connection to the meeting from the Join Conference dialog box:

To have Cisco Unified MeetingPlace call you from a list of pre-configured phone numbers:

- Click **Call me back at**.
- Select a number from the list.
- Click **Go**.

To have Cisco Unified MeetingPlace call you at a phone number that is not pre-configured:

- Click **Other Phone Number**.
- Enter the phone number where you want Cisco Unified MeetingPlace to call you.
- Click **Go**.

If the call is successful, the Conversation window indicates that you have joined the meeting. A phone icon is displayed beside your name in the Participants area.

If the call fails, or if you get disconnected, click **Join (Alt+J)** again.

- Step 4** Complete the following steps to invite participants after you join the meeting:
- Click **Actions > Invite Someone to Join This Conference**.
 - Go to the participant list.
 - Click the icon of the person you want to invite.
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4 Attending a Cisco Unified MeetingPlace Meeting from an Invitation within the Conversation Window

When you are invited to a Cisco Unified MeetingPlace meeting from within Microsoft Office Communicator, an invitation is displayed as an instant message in the conversation window.

Procedure

- Step 1** Click **Join (Alt+J)** when the prompt **Do you want to join?** is displayed.
- The meeting information is displayed in the conversation window. The Join the Conference dialog box is displayed.

Step 2 Complete one of the following procedures in the Join the Conference dialog box to establish a voice connection to the meeting:

To have Cisco Unified MeetingPlace call you from a list of pre-configured phone numbers:

- a. Click **Call me back at**.
- b. Select a number from the list.
- c. Click **Go**.

To have Cisco Unified MeetingPlace call you at a phone number that is not pre-configured:

- a. Click **Other Phone Number**.
- b. Enter the phone number where you want Cisco Unified MeetingPlace to call you.
- c. Click **Go**.

If the call is successful, the conversation window indicates that you have joined the meeting. A phone icon is displayed beside your name in the Participants area.

If the call fails, or if you get disconnected, click **Join (Alt+J)** again.

5 Locking or Unlocking a Meeting (Meeting Initiator Only)

After you start a meeting, your conversation window includes a meeting control that you can use to lock or unlock the meeting. If a new participant attempts to join by dialing in to the meeting after you lock a meeting, the participant is placed in a waiting room. Cisco Unified MeetingPlace prompts you to accept or deny the request of the participant to enter the meeting.

Click the **Lock** icon to toggle a meeting between unlocked and locked modes in the Conference Controls area of the conversation window.

6 Muting or Unmuting a Participant (Meeting Initiator Only)

After you mute a participant, other participants cannot hear the participant in the phone meeting. The participant you muted can send instant messages and can unmute her own voice.

Procedure

Step 1 Right click the name of the participant in the Participants area of the conversation window.

Step 2 Click **Mute**.

After you mute a participant, a muted phone icon is displayed beside the name in the Participants list.



Tip Click the **Mute Participants** icon (two loudspeakers with red circle) in the Conference Controls area to mute all participants.

7 Associating a Dial-in Participant with a Contact (Meeting Initiator Only)

A participant who dials in to the meeting is displayed as **Guest (<Phone Number>)**. You can associate the participant with a contact in your Microsoft Office Communicator contacts list.

Procedure

Step 1 Right-click the name of the guest user.

- Step 2** Click **Associate to Contact**.
 - Step 3** Click **Other**.
 - Step 4** Double-click the name of a contact in the **Associate to Contact** window.
The guest listing in the **Participants** area is replaced by the contact name.
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8 Renaming a Meeting Participant (Meeting Initiator Only)

You can rename a meeting participant in your conversation window. If a participant dials in to the meeting as a guest, you can use the **Rename** function to enter a specific name.

Procedure

- Step 1** Right-click the name of the participant in the **Participants** area of the conversation window.
 - Step 2** Click **Rename**.
 - Step 3** Enter a new name for the participant.
 - Step 4** Click **OK**.
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9 Removing a Participant (Meeting Initiator Only)

Procedure

- Step 1** Right-click the name of the participant in the **Participants** area of the conversation window.
 - Step 2** Click **Remove from This Conversation**.
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