

# 5 In-Session Meeting Features

Press #, then:

Press	Then	To do this:
0		Get assistance (if available on your system)
1		Enter a breakout session:
	1-9	Choose the breakout room. Enter 0 to return to the main meeting
2		Hear a roll call or hear who is talking
3		Dial out to other users <sup>1</sup>
4		Hear admittance options:
	1	Lock the meeting to new users
	2	Admit a user to the meeting
	3	Remove the last user who entered the meeting
	4	Return to a lecture-style meeting
	5	Move all listeners to the waiting room
5		Mute or unmute your phone
6		Access the meeting notes menu:
	1	Turn recording on or off
	4	Record, delete, or listen to a meeting message
7		Q&A features:
	1	Get in line to speak
	4	Hear your position in line
	9	Hear Q&A control options
8		Access advanced features: <sup>1</sup>
	1	Mute all participants <sup>1</sup>
	2	Raise your volume <sup>1</sup>
	3	Lower your volume <sup>1</sup>
	9	End the meeting <sup>1</sup>
9		Depart the meeting and return to the main menu
	*	Return to the meeting

1. Not available for Cisco WebEx meetings.

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## Quick Start Guide: Phone Features for Scheduled Meetings

### Cisco Unified MeetingPlace Release 7.0

Released: February 6, 2009

- 1 To Attend a Meeting
- 2 To Modify Your Profile Settings
- 3 To Schedule a Future Meeting
- 4 To List Your Meetings
- 5 In-Session Meeting Features

Personalize this guide by entering your Cisco Unified MeetingPlace phone number:

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## 1 To Attend a Meeting

### Procedure

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**Step 1** Dial your Cisco Unified MeetingPlace phone number.

**Step 2** Enter the meeting ID and press #.

**Step 3** If prompted, enter the meeting password and press #.

**Step 4** Record your name and press #.

If the meeting is already in session, the system puts you into the meeting.

If the meeting organizer has not yet arrived, the system puts you into the waiting room until the meeting organizer arrives.

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## 2 To Modify Your Profile Settings

### Procedure

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**Step 1** Dial your Cisco Unified MeetingPlace phone number.

**Step 2** Press 3 and press #.

**Step 3** Enter your profile number and press #.

**Step 4** Enter your profile password and press #.

**Step 5** Press 3.

**Step 6** Enter one of the following:

Press	Then press	To do this:
1		Change your profile settings:
	1	Change your profile password
	2	Record your name
2		Change your meeting preferences
	2	Change security options for future meetings

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## 3 To Schedule a Future Meeting



**Note** You can only schedule a future meeting if your user profile is *not* enabled for reservationless meetings.

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### Procedure

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**Step 1** Dial your Cisco Unified MeetingPlace phone number.

**Step 2** Press 2 and press #.

**Step 3** Enter your profile number and press #.

**Step 4** Enter your profile password and press #.

**Step 5** Press 2.

**Step 6** Enter the following meeting information: month and day, start time, length of meeting, and the number of locations.

The system gives a meeting confirmation.

**Step 7** Press 1 to confirm the details.

**Step 8** Record the meeting name.

**Step 9** Keep the meeting ID or select a vanity meeting ID.

**Step 10** Set the preferences for this meeting, such as if there will be entry or departure announcement, security options, and meeting notes option.

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## 4 To List Your Meetings

### Procedure

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**Step 1** Dial your Cisco Unified MeetingPlace phone number.

**Step 2** Press 2 and press #.

**Step 3** Enter your profile number and press #.

**Step 4** Enter your profile password and press #.

**Step 5** Press 4 and press #.

The system lists all the meetings that you have scheduled or to which you are invited.

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