



Welcome to Cisco Unified MeetingPlace

This guide describes how to schedule and attend meetings from the Cisco Unified MeetingPlace end-user interface, also known as the web user portal. It also describes how to access meeting recordings, and modify your profile account settings and meeting preferences.

For information about how to schedule and attend meetings from the Cisco WebEx end-user interface, or how to use the features and functions in the Cisco WebEx web meeting room, select the **Help** option in the Cisco WebEx meeting room.

For information about how to use the Cisco Unified MeetingPlace in-session phone features, see the *Quick Start Guide: Attending and Scheduling a Cisco Unified MeetingPlace Release 8.0 Meeting from Your Phone* at: http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html.

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About Your Profile Account

Your Cisco Unified MeetingPlace profile account contains all of your contact and access information, such as your user IDs and passwords, contact information, and privileges. As a profiled user who has signed in, you can access all features unless your system administrator has set your profile with restrictions.

You may be able to change specific information in your account, such as email addresses or telephone numbers. If you want to change privileges in your profile, contact your system administrator.

Features Restricted to Profiled Users

You can only use the following features if you are a profiled user who is signed in to Cisco Unified MeetingPlace.

- Schedule or start a meeting.
- Find a meeting that is not published by knowing the meeting ID.
- End a meeting from the phone interface.

- Change your profile settings.

If you do not sign in, you can only access features that are available to guest users even if you have a Cisco Unified MeetingPlace profile.

User IDs and Passwords

All Cisco Unified MeetingPlace profiled users have two user IDs and passwords. One set provides access from the web, the other provides access from the phone.



Note

The system will prompt you to change your password the first time you sign in from either the web or phone interface if it has been configured this way by your system administrator.

When Signing In Through	Use This ID and Password
Cisco Unified MeetingPlace web user portal	User ID and associated password
Touch-tone telephone or Cisco Unified MeetingPlace PhoneView on your Cisco Unified IP Phone	Phone profile number and associated PIN

Related Topics

- [Using Force New Sign In, page 5](#)
- [Password Problems](#)

Finding Your Profile Information

Procedure

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- Step 1** Sign in to the Cisco Unified MeetingPlace web user portal.
- Step 2** Select **Account**.
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Sign in Methods

There are three ways to sign in to Cisco Unified MeetingPlace as a profiled user:

- Select the Meeting ID link in your emailed meeting notification to go to the Cisco Unified MeetingPlace web user portal.
- Dial the phone number of your Cisco Unified MeetingPlace server and follow the prompts.



Note If your profile is configured to automatically connect you to your meeting, the system will sign you in as soon as you call the server.

- Open a web browser and enter the URL of the web user portal.



Note The system will prompt you to change your password the first time you sign in from either the web or phone interface if it has been configured this way by your system administrator.

Signing In as a Profiled User

Before You Begin

Know your Cisco Unified MeetingPlace user ID and password. The password is case-sensitive.



Note If you sign out of the web while you are in a meeting, the system will remove you from all portions of the meeting.

Procedure

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- Step 1** Open a web browser and enter the URL of the Cisco Unified MeetingPlace web user portal.
 - Step 2** Select **Sign In**.
 - Step 3** Enter your user ID.
 - Step 4** Enter your password.
 - Step 5** (Optional) Select **Remember Me** to sign in automatically each time. For better security, do not use this feature.
 - Step 6** Select **Sign In Now**.
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Troubleshooting Tips

- If you try to sign in multiple times but cannot, you may have exceeded the maximum number of unsuccessful sign-in attempts. Contact your system administrator to unlock your profile.
- If you cannot remember your password, contact your system administrator.
- The system will not allow you to sign in to a new web session while another meeting room is still open even if you checked **Remember Me**. If this occurs, use the Force New Login feature to close the previous session.

Related Topics

- [User IDs and Passwords, page 2](#)
- [Using Force New Sign In, page 5](#)

Signing In as a Guest User

Guest users do not have profiles on the Cisco Unified MeetingPlace system. As a guest user, you can attend specific meetings or browse through a list of public meetings after you have registered. However, you cannot schedule meetings.

Procedure

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- Step 1** Open a web browser and enter the URL of the Cisco Unified MeetingPlace web user portal.
 - Step 2** Click **Attend Meeting**.
 - Step 3** Enter your name as a guest user on the **Sign In** page.
 - Step 4** (Optional) If you know the ID of the meeting that you are attending, enter it in the field provided.
 - Step 5** Click **Find Meeting**.
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Related Topics

- [Features Restricted to Profiled Users, page 1](#)

About Web Meetings Launched from Cisco Unified Personal Communicator

Cisco Unified Personal Communicator users can launch ad-hoc web meetings from their Cisco Unified Personal Communicator clients to share and collaborate on a whiteboard, desktop, application, or document. These ad-hoc meetings do not include Cisco Unified MeetingPlace audio. Users can not dial in to the meeting or dial out to a phone from the meeting room.

An ad-hoc web meeting launched from Cisco Unified Personal Communicator has the following additional characteristics:

- The meeting is assigned a random meeting ID; it does not use the reservationless ID of the user who launches the meeting.
- The meeting is not publicly listed; users can not locate the meeting by using the Find Meetings feature or by entering the meeting ID on the Cisco Unified MeetingPlace web user portal.

Users are also unable to join the meeting by using Cisco Unified MeetingPlace PhoneView.

- The meeting is not password protected.
- No email notification is generated for the meeting.

For information about accessing the web meeting room from within a Cisco Unified Personal Communicator voice or video meeting, see the online help for the Cisco Unified Personal Communicator system.

Using Force New Sign In

You can only have one active Cisco Unified MeetingPlace session at a time. If you try to sign in to multiple sessions with the same user ID, the system displays an error message and takes you to the **Sign In** page. Use the Force New Sign in feature to end the previous session.

Before You Begin

This procedure assumes that you are already signed in to a Cisco Unified MeetingPlace session.

Procedure

- Step 1** Sign in to the Cisco Unified MeetingPlace web user portal.
An error message appears with another Sign In prompt.
 - Step 2** Enter your user ID and password.
 - Step 3** Check **Force New Sign In**.
 - Step 4** Select **Sign In Now**.
The previous session ends.
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Related Topics

- [Signing In as a Profiled User, page 3](#)

