

Share a Document

- Step 1** Open the document that you want to share.
- Step 2** Click the **Start Screen Sharing** button in the middle of the web meeting room.
- Step 3** If you see a request to install the presenter add-in, click **Yes**.
- Step 4** If you see a security warning, click **Yes**.
- Step 5** After installation is complete, click **Start Screen Sharing** again.
- Step 6** Click the **Window** radio button.
- Step 7** Check the check box beside the document to share.
- Step 8** Click **Share**.
- Step 9** The document that you selected comes to the front of your screen. Other participants can now see it.
- Step 10** Display or work in your document. Do not let any other window or application cover the document, including the web meeting room.
- Step 11** When you are finished sharing, click the red **Stop Sharing** button at the top of the document that you are sharing.
- Step 12** The web meeting room icon will flash in your system tray. Click the icon to return to the meeting in progress.

There are many other in-meeting features. Explore the web meeting room buttons and menus to see available options.

6 Getting More Information

For complete details about using this product, click the **Help** link on any Cisco Unified MeetingPlace Express web page or read the PDF files at http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 526-4100

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OL-6677-03



Quick Start Guide



Cisco Unified MeetingPlace Express Releases 1.1 and 1.2

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1 Orientation

Cisco Unified MeetingPlace Express meetings include a voice and a web component. Information in this guide is very generic and may not apply in all situations.

Write the URL for your organization's Cisco Unified MeetingPlace Express system here:

2 Scheduling Meetings

Step 1 Using your web browser, go to the URL that you entered in the Orientation section above.

Step 2 Click the **Schedule** link in the menu bar at the top of the page.

Step 3 Log in: Enter your username and password, then click **Log In**.

Step 4 Enter options. You must enter a value in fields marked with a red *.

Step 5 Click **Invitees**. For each invitee:

Type an e-mail address in the **By email** field, then click the > button.

Step 6 Click **Schedule**.

Invitees receive e-mail notifications with instructions for joining the meeting.

3 Starting Meetings Now

Reservationless meetings begin immediately and use your personal meeting ID, which is available to you at all times. For details about reservationless meetings, see the user guide available at the URL provided in [Getting More Information](#).

Step 1 Using your web browser, go to the URL that you entered in the Orientation section above.

Step 2 Click the **Start Reservationless** link in the menu bar at the top of the page.

Step 3 Log in.

If you are not authorized to start a reservationless meeting, then see the previous [Scheduling Meetings](#) section to schedule a meeting that starts a few minutes in the future.

Step 4 Check the check boxes to have the system call you and to enter the web meeting room, then click **Join Meeting**. Note that no notifications are sent.

Note that users who join your reservationless meeting are placed in a waiting room until you either join the meeting or click **Start Meeting Without Me**.

4 Joining Meetings

Step 1 Using your web browser, go to the URL that you entered in the Orientation section above.

Note: You must disable popup blockers or unblock this URL to join web meetings.

Step 2 Look for the meeting in the list that you see. To see more meetings in the list, click an arrow at the bottom of the list.

Step 3 Click the **Meeting ID** for your meeting.

Step 4 Check the check box for **Call me at** and enter your phone number.

Step 5 Check the check box for **Enter web meeting room**.

Step 6 Click **Join Meeting**.

Step 7 Log in: Enter your username and password, then click **Join Meeting**.

The web meeting room will open in a separate browser window, and Cisco Unified MeetingPlace Express will call you.

Step 8 When your phone rings, answer it and follow the instructions that you hear.

5 Participating in Meetings

As soon as you join a meeting, you are automatically participating in the meeting. Other participants can hear you speak, and you can use features in the web meeting room.

Popular things you can do in meetings are:

See the Roster and Who is Speaking

Look at the participant list in the top left corner of the web meeting, which shows:

- Who is currently in the meeting
- Whether each person joined the meeting over the web, phone, or both
- The name of the current speaker

Mute and Unmute Your Phone

- To mute yourself: On your telephone keypad, press #5.
- To unmute yourself: Press #5 again.

Chat

In the Chat area, enter your message in the smaller of the two white boxes.