

The web meeting room opens in a separate browser window, and Cisco Unified MeetingPlace Express calls you.

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



Tip If the system does not call you, dial the phone number of your Cisco Unified MeetingPlace Express system and enter the meeting ID to join your meeting.

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, which shows who is in the meeting
- See whether each person joined the meeting over the web, phone, video, or a combination
- See who is speaking
- See who is sharing
- Mute and unmute your phone or video endpoint
- Chat with other users
- Create notes
- Share and annotate on a document

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.

Americas 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: 408 527-0883



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QUICK START GUIDE



Cisco Unified MeetingPlace Express Release 2.x

- 1 Orientation
- 2 Scheduling Meetings (Including Web and Video Meetings)
- 3 Starting Meetings Now
- 4 Joining Meetings
- 5 Participating in Meetings
- 6 Getting More Information

1 Orientation

Cisco Unified MeetingPlace Express meetings can include voice, web, and video components. Depending on your system configuration, it may be available from inside the corporate network (internal access) or from the Internet (external access). Information in this guide is generic and may not apply in all situations.

Write the URL for internal access to your Cisco Unified MeetingPlace Express system:

(Optional) Write the URL for external access to your Cisco Unified MeetingPlace Express system:

2 Scheduling Meetings (Including Web and Video Meetings)

Follow this process to schedule meetings from the Web.

To use Microsoft Outlook to schedule meetings, see the *Quick Start Guide for Microsoft Outlook Integrated with Cisco Unified MeetingPlace Express Release 2.x*.

- Step 1** Go to the URL for your Cisco Unified MeetingPlace Express system. You entered the URLs in the [Orientation](#) section.
- Step 2** Click **Schedule**.
- Step 3** If prompted, enter your username and password, then click **Log In**.
- Step 4** Enter your meeting details.
- Step 5** Click **Invitees**.
- Step 6** Enter an e-mail address in the **By email** field, then click the **>** button.
- Step 7** Click **More options** to configure advanced settings for your meeting.
- Step 8** To schedule a meeting that uses video, select **Yes** next to **Reserve video resources** and choose a video type.
- Step 9** Click **Schedule**.

The system sends notifications to all meeting invitees, which include 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. The system does not send notifications for reservationless meetings.



Note If you are not authorized to start a reservationless meeting, follow the process in the [Scheduling Meetings \(Including Web and Video Meetings\)](#) section to schedule a meeting that starts a few minutes in the future.

- Step 1** Go to the URL for your Cisco Unified MeetingPlace Express system. You entered the URLs in the [Orientation](#) section.
- Step 2** Click **Start Reservationless**.
- Step 3** If prompted, enter your username and password, then click **Log In**.
- Step 4** Check the check boxes to have the system call you and to enter the web meeting room, then click **Join Meeting**.



Tip If the system does not call you, dial the phone number of your Cisco Unified MeetingPlace Express system and enter the meeting ID to join your meeting.



Note 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



Tip Disable popup blockers (or unblock this URL) to join web meetings.

- Step 1** Go to the URL for your Cisco Unified MeetingPlace Express system. You entered the URLs in the [Orientation](#) section.
- Step 2** Look for the meeting in the list that you see.
- Step 3** Click the **Meeting ID** for your meeting.
- Step 4** Check **Call my phone/video endpoint #** and enter your phone number.
- Step 5** Check **Enter web meeting room**.
- Step 6** Click **Join Meeting**.
- Step 7** If prompted, enter your username and password, then click **Join Meeting**.