

## QUICK START GUIDE



### Attend and Schedule Meetings from Your Phone (MeetingPlace Scheduling)

Use your phone to attend and manage the voice portion of a Cisco Unified MeetingPlace meeting. You can attend a meeting as a guest, profiled user, or meeting organizer. Your sign-in profile determines which features you can access during the meeting.

Cisco Unified MeetingPlace uses the same phone number to attend and schedule a meeting. If you do not have the number, contact your system administrator.

In the following procedures, you do not need to enter your profile number and PIN if you are set up to automatically sign in.

All meeting participants in a web meeting are considered guests for the Cisco Unified MeetingPlace audio portion of the meeting.

Guests, and therefore all meeting participants in a web meeting, cannot access these in-session meeting features for the audio portion of the meeting:

- Dialing out to other users (using the #3 in-session option)
- Using advanced features, such as muting all participants or ending the meeting (using the #8 in-session options)



Note

Depending on your system setup, some of the features described in this quick start guide may not be available to you.

#### 1 Attend a Meeting from Your Phone

1. Call Cisco Unified MeetingPlace.
2. Enter the meeting ID and press #.
3. If prompted, enter the meeting password and press #.
4. If prompted, record your name and press #.

See also “In-Session Meeting Features”.

#### 2 Start a Meeting from Your Phone

1. Call Cisco Unified MeetingPlace.
2. Press 3, then #.
3. Enter your profile number, then #.
4. Enter your profile PIN, then #.

If you do not have this information, ask your system administrator.

5. Select option 2 — schedule a meeting.



Note

To start your meeting now, select option 1. Depending on your profile settings, it will be an immediate or reservationless meeting.

6. Follow the voice prompts.
7. Provide meeting participants with the Cisco Unified MeetingPlace phone number, the meeting ID, and the meeting time

### 3 Schedule a Future Meeting from Your Phone

1. Call Cisco Unified MeetingPlace.
2. Press 3, then #.
3. Enter your profile number, then #.
4. Enter your profile PIN, then #.

Note: If you do not have this information, ask your system administrator.

5. Select option 2 to schedule a meeting.
6. Select option 2 again to schedule a meeting for a future date or time.
7. Follow the voice prompts for the date, the time, and the length of the meeting.
8. Select 2 to change any meeting information once complete.
9. Select 3 to repeat the meeting information.
10. Follow the voice prompts.

11. Provide meeting participants with the

Cisco Unified MeetingPlace phone number, the meeting ID, and the meeting time.

### 4 Start a Meeting from the Waiting Room

If you are a profiled user, you can start a meeting from the waiting room.

1. Call Cisco Unified MeetingPlace.
2. Enter the meeting ID and press #.
3. If prompted, record your name and press #.

Depending on setup:

- the meeting will start immediately,
- or, you can press 3 to start the meeting.

4. Enter your profile number and press #.
5. Enter your profile PIN and press #.

The system starts the meeting.

See also “In-Session Meeting Features”.

## 5 Start a Reservationless Meeting from Your Phone

1. Call Cisco Unified MeetingPlace.
2. Press 2, then #.
3. Enter your profile number and press #.
4. Enter your profile PIN and press #.

The system starts the meeting.

See also “In-Session Meeting Features”.

## 6 Start or Join a Breakout Session

A breakout session is a meeting within a meeting. Use this feature if you want to meet privately with other participants during the larger meeting, for example, to take a discussion offline and return to the main meeting with a decision. Any participant in a meeting can start or join a breakout session.

1. Decide, with other participants, the number of your breakout room (1–9).
2. On your phone press #1 and then the number of the breakout room to enter the breakout room.
3. Press # 1 0 to return to the main meeting.

### Restrictions

- Breakout rooms are not supported in the web meeting room. However, participants in a web meeting can still participate in breakout sessions by pressing the appropriate key sequence on their phones.
- To participate in a breakout session, you must have a separate phone connection to the meeting.
- You cannot record a breakout session. The system records only the main meeting room.

## Troubleshooting Tips

- If you find that you cannot hear other participants speaking during a breakout session, check the volume on your phone. If it is not a volume issue, press # on your phone and then \*. This forces you to step out of the breakout session then back in and should restore your audio.
- Any participant in a breakout session can lock that session by pressing #41 on their phone keypad. Once a session is locked, you cannot selectively admit participants, and participants cannot request entry. Participants who try to join a locked breakout session are automatically returned to the main meeting.
- To allow new participants to join your breakout session, unlock the session by pressing #41 again.



**Note** If you lock a meeting by pressing #41 from the phone keypad, you cannot unlock it from the Web. You must unlock the meeting by pressing #41 from the phone again.

## 7 Modify Your Profile Settings from Your Phone

- Call Cisco Unified MeetingPlace.
- Press 3, then #.
- Enter your profile number and press #.
- Enter your profile PIN and press #.
- To change your profile settings, press 3.
- Enter one of the following selections:
  - To change your profile PIN, press 1.
  - To record your name, press 2.
- To return to the main menu, press \*.

## 8 List Your Meetings from Your Phone

- Call Cisco Unified MeetingPlace.
- Press 3, then #.
- Enter your profile number and press #.
- Enter your profile PIN and press #.
- Press 2, #, then 4.
  - Press 1 to hear the list all the meetings that you have scheduled or to which you are invited.
  - Press 2 to receive an email with the list all the meetings that you have scheduled or to which you are invited.

## 9 In-Session Meeting Features

### Scheduled and Reservationless Meeting

Press	Then	To do this:
#0		Get assistance (if available on your system)
#1		Enter a breakout session:
	1-9	Choose the breakout room. Press 0 to return to the main meeting.
#2		Hear a roll call or hear who is talking
#3		Call other users <sup>1</sup>
#4		Hear admittance options <sup>2</sup> :
	1	Lock the meeting to new users
	2	Admit a user to the meeting
	3	Remove the last user who entered the meeting
#5		Mute or unmute your phone <sup>3</sup>
#6		Access the meeting notes menu <sup>4</sup> :
	1	Starts or stops an audio recording <sup>5</sup>
	4	Record, delete, or listen to a meeting message
	*	Return to the main meeting

Press	Then	To do this:
#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>
	*	Return to the main meeting
#9		Depart the meeting and return to the main menu
	*	Return to the meeting

- May not be available for web meetings.
- For all Cisco WebEx meetings, all options (1,2,3) under #4 are disabled. However, the host can lock a meeting using "Restrict Access" (**Meeting > Restrict Access**) in the WebEx meeting room, and any new callers will hear a prompt that the meeting is locked and are returned to the main menu.

**Note:** For Audio-only and Reservationless meetings, all options (1,2,3) under #4 are enabled for profiled users only.

- If the web meeting host has muted all participants in the meeting, you cannot mute or unmute your phone until the web meeting host unmutes all participants or unmutes participants individually.
- You can only access this option if your profile has been set to allow you to record meetings.
- When you start the recording from the phone, the web portion of the meeting is not recorded. It is recommended to start the recording from the web meeting room.

## Tips

- Avoid using low-quality speaker phones, because they can cause echoes in the meeting. Try using a headset or handset instead.
- If you are using a headset, and you or other callers hear static noise:
  - Try moving your headset away from electronic devices such as cell phones, laptops, PCs, and fluorescent lights. Electromagnetic interference from these devices can cause headsets to create static noise.
  - Try switching from the headset to a handset. Low-quality and old headsets tend to create static noise.
- To hear an overview of Cisco Unified MeetingPlace features and functions, call Cisco Unified MeetingPlace and then press 9 #.

## Where can I find more information?

Visit [Cisco.com](http://www.cisco.com) to find Cisco Unified MeetingPlace User Guides online:

[http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html)



**Note** For best results, print this guide on 8.5 x 14" (legal-sized) paper.

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