



# MeetingPlace Moderator Reference Manual

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## What is MeetingPlace?

Conference calls allow a number of people to collaborate together without the need of a centralized meeting location. **MeetingPlace** offers this and much, much more.

**MeetingPlace** provides voice conferencing capabilities within the network and participants can also join in from outside the network. Participants enter **MeetingPlace** conferences by using VOIP phones.

## Change Your MeetingPlace Password

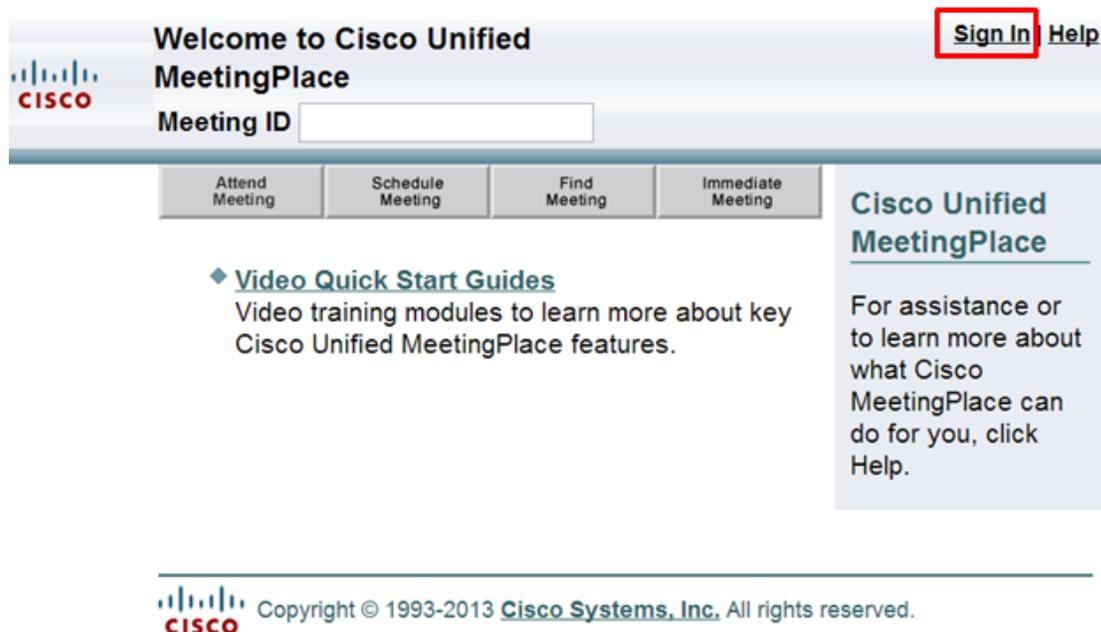
In several instances, as you're using MeetingPlace, you will be asked to enter a password. It works with any type of phone. This password is unique to MeetingPlace and should not be confused with your voice mail or ccmuser password

To change your password, do the following:

1. Open a web browser, Such as Firefox, or Internet Explorer, etc.
2. Enter or copy and paste the URL - <http://hammpweb1.ngtsohio.com>
3. To the right in the browser's address there is a Sign In icon.

*Note: The Cisco MeetingPlace page opens.*

4. Click **Sign In** and Enter your Username and Password.



Welcome to Cisco Unified MeetingPlace

Meeting ID

Attend Meeting Schedule Meeting Find Meeting Immediate Meeting

**Sign In** Help

**Cisco Unified MeetingPlace**

For assistance or to learn more about what Cisco MeetingPlace can do for you, click Help.

**Video Quick Start Guides**  
Video training modules to learn more about key Cisco Unified MeetingPlace features.

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## Change Password

1. Click on **Account**.
2. Press **Change Password**.
3. Enter Old Password.

- 4 . Enter New Password.
- 5 . Confirm Password.
- 6 . Click **Submit**. See Figure below.

 **Welcome,** [Redacted] [Sign Out](#) | [Account](#) | [Help](#)  
[Home](#) > **Account Basics** [Meeting Preferences](#)

### Personal Information

First Name

Last Name

Username

Profile Number

Change Passwords

Group Default (America/New\_York)

 **Welcome,** [Redacted] [Sign Out](#) | [Account](#) | [Help](#)  
[Home](#) > [Account Basics](#) > **Change Passwords**

### Username Password

Old Password

New Password

Confirm Password

### PIN

New PIN

Confirm PIN

*This Plugin is an option and is not required.*

[Schedule from Outlook](#)  
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## Personal Information Window

**Welcome,**                       
**Home > Account Basics**

---

**Personal Information**

First Name   
 Last Name   
 Username   
 Profile Number   
 Change Passwords

Time Zone 

- Factory
- localtime
- Africa/Abidjan
- Africa/Accra
- Africa/Addis\_Ababa
- Africa/Algiers
- Africa/Asmera
- Africa/Bamako
- Africa/Bangui
- Africa/Banjul

Language   
 Billing Code   
 Username of Delegate

---

**Attend Settings**

Phone Number   
 Alternate Phone Number   
 Alternate Phone Number 2   
 Pager Type   
 Pager Number   
 Method of Attending   
 Ways to Find Me 

- First  Second  Third  Fourth

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**Receiving Notifications**

E-mail Address

1. Click the **Submit** button to close the *Personal Information* page
2. When PIN successfully updates, it displays under status after window closes.

## Sign in Methods

There are two ways to sign in to **MeetingPlace** as a [profiled user](#):

- Click the Meeting ID link in your meeting notification e-mail to go to the **MeetingPlace** home page.
- Open a web browser and enter the URL of the **MeetingPlace** server.  
<http://hammpweb1.ngtsohio.com>

## Sign In as a Profiled User from the Web

### Before You Begin

- Know your **MeetingPlace** Username and password.
  - Open a web browser, such as Internet Explorer, Firefox, etc.
1. Enter the MeetingPlace URL - <http://hammpweb1.ngtsohio.com> to display the *Welcome to Cisco Unified MeetingPlace* window below.
  2. Click **Sign In** at the upper right corner to display the *Sign In* window.

**Welcome to Cisco Unified MeetingPlace**

Meeting ID

**Sign In** Help

Attend Meeting Schedule Meeting Find Meeting Immediate Meeting

◆ **Video Quick Start Guides**  
Video training modules to learn more about key Cisco Unified MeetingPlace features.

**Cisco Unified MeetingPlace**  
For assistance or to learn more about what Cisco MeetingPlace can do for you, click Help.

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## Sign In

1. Enter your Username.
2. Enter your Password.
3. (Optional) Click **Remember Me** to sign in automatically each time. For better security, do not use this feature.
4. Click **Sign In Now**.



The screenshot shows the Cisco Unified MeetingPlace Sign In page. At the top left is the Cisco logo. The page title is "Welcome to Cisco Unified MeetingPlace" with a breadcrumb "Home > Sign In". Below the title is a "Sign In" heading. The main content area says "Please Sign In." and contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Me". A "Sign In Now" button is positioned below the checkbox. At the bottom of the page is the Cisco logo and a copyright notice: "Copyright © 1993-2013 Cisco Systems, Inc. All rights reserved."

## Schedule a MeetingPlace Meeting

Complete this procedure to schedule a meeting using MeetingPlace as your web conference provider.

## Before You Begin

- Make sure that you are on the network.
- Know your MeetingPlace Username and password.

## Procedure

1. Sign into MeetingPlace.
2. Click **Schedule Meeting**.

Welcome, [User Name] [Sign Out](#) | [Account](#) | [Help](#)

**Meeting ID**

Attend Meeting | **Schedule Meeting** | Find Meeting | Immediate Meeting

**Video Quick Start Guides**  
Video training modules to learn more about key Cisco Unified MeetingPlace features.

**Cisco Unified MeetingPlace**  
For assistance or to learn more about what Cisco MeetingPlace can do for you, click [Help](#).

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3. The **New Meeting** page opens.

### The New Meeting Page

This page is composed of three sections:

- **Meeting Information**
- **Invitees**
- **Options**

Each section is explained below.

### Meeting Information Section

Welcome, [User Name] [Sign Out](#) | [Account](#) | [Help](#)

Home > [New Meeting](#)

**Meeting Information**

Subject

Meeting ID  (optional)

Date\*  Oct 4, 2013 [Recurrence](#)

Time\*  8 AM : 42 (America/New\_York)

Duration\*  60 (minutes)

Password

Billing code

Meeting category  Standard

**Invitees**

Add Invitee  [Add](#)

#	Name	Email
1	<input type="text"/>	<input type="text"/>

[Schedule](#) [Cancel](#)

Options [More Options](#)

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**TIP: IF YOU ARE SCHEDULING A MONTHLY MEETING THAT DOES NOT OCCUR ON A WEEKEND, CHOOSE MONTHLY BY DAY OF WEEK AND THE MEETING WILL ALWAYS OCCUR ON THE SAME WEEKDAY EACH MONTH. IF YOU ARE SCHEDULING A CONTINUOUS MEETING, CHOOSE CONTINUOUS FOR YOUR MEETING FREQUENCY**

1. **Subject** - Required. The name, subject, topic, etc. of the meeting.
2. **Meeting ID** - Optional
3. **Date** - Recurring meetings can be created by clicking the Recurrence button and choosing a parameter; Daily, Bi- Weekly, Weekly, Monthly by Date, Monthly by Day of Week, or Weekdays.
4. **Time** - Required. The start time for the meeting.
5. **Duration** - Required. How long the meeting will last in minutes. Maximum time, without further approval, is 240 minutes or 4 hours.
6. **Password** - Optional. A password can be added here to increase the security of your meeting. All participants will need to know the password and the meeting ID in order to enter the meeting.
7. **Billing Code** – Can be used if a code is needed for Agency identification.

### Invitees Section

**Invitees**

Add Invitee

#	Name	Email
1	<input type="text"/>	<input type="text"/>

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The creator of the meeting will be listed first and automatically given the Moderator/Speaker permission.

To add the other participants, do the following:

1. **Add Invitee** - Enter the invitee's name in this field.
2. **First Invitee** - Your name is automatically listed first as the meeting creator and your permission level is Moderator/Speaker.
3. **Delete** - **Click** the garbage can icon to remove an invitee from the list.

### Options Section

The Options section is composed of two sections:

- **More Options** - Open the More Options page by clicking the link or the options tool button.



## More Options


**Welcome,** [Redacted]
[Sign Out](#) | [Account](#) | [Help](#)  
[Home](#) > [New Meeting](#) > [More Options](#)

### More Options

Meeting description

Who can attend

Anyone ▾

List meeting publicly

#### Audio and video conferencing options

Entry announcement

Beep only ▾

Exit announcement

Beep only ▾

End of meeting announcement

No ▾

Meeting extension announcement

No ▾

Access meeting recordings

Invited Profile Users ▾

#### Notification options

Enabled for meeting

Yes ▾

Send if meeting changes

Yes ▾

Include Invitee List When Scheduled From Web

Yes ▾

*Note: The feature to record meetings is not enabled.*


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[Download Outlook Plugin](#)


1. **Meeting description** - Enter a description of your meeting. This description will be included in the email invitation.
2. **Who can attend** - There are 3 options:
  - a. **Anyone** – Anyone with access to MeetingPlace can attend. **MeetingPlace Profile**
  - b. **Users** – Any employee would be able to attend.
  - c. **Invited Profile Users** – Only those Profile Users on the invitee list can attend.
3. **List meeting publicly** - If this box is checked, anyone with access to MeetingPlace can search for and find the meeting.
4. **Entry announcement** – These give you options for a notification when people enter or exit the meeting. There are 3 options:
  - a. **Beep only** – When a participant enters or exits the meeting, a beep is heard.
  - b. **Beep + Name** – When a participant enters or exits the meeting a beep and their recorded name is heard.
  - c. **Silent** – When a participant enters or exits a meeting, nothing is heard.

**TIP: NORMALLY BEEP + NAME ARE USED FOR ENTRY AND ONLY A BEEP FOR EXIT.**

5. **Exit announcement** – These options provide automatic notification to participants when a meeting is ended by the moderator or when the meeting is extended.
6. **End of Meeting Announcement** - These options provide automatic notification to participants when a meeting is ended by the moderator or when the moderator has extended the meeting.
7. **Meeting Extension Announcement** - Select **Yes** and the system will automatically add 30 min to your meeting if your meeting may run longer than scheduled.

### Notification options

1. **Enabled for meeting**
  - a. **Yes** – Notification emails are sent to people on the invitee list.
  - b. **No** – Notifications are not emailed to invitees.
2. **Send if meeting changes** - An email is automatically sent to invitees if a meeting changes.
3. **Include invitee list when scheduled from web** – Yes

*Note: The Enabled for meeting option must be Yes.*

1. **Submit** - Click to save the options as set.
2. You are returned to the New Meeting page.
3. Click **Schedule** on the New Meeting page to schedule your meeting

MeetingPlace will send meeting notifications via email to all invited participants. The email includes a link to the meeting and other details according to the options the meeting creator set. It also allows recipients to select if they will attend or not. If they select to attend, the meeting is added to their calendar.

## Tips for Scheduling Secure MeetingPlace Meetings

To maximize your meeting security, consider doing the following:

- Enter a password.
  - All participants must to enter the password to join your meeting.
- Restrict the meeting to profiled users only.
- Do not list the meeting publicly.
- Set the meeting entry and exit announcements to Beep + Name.
  - If you hear a beep with no name, ask the new arrival their name immediately.

*Note: If you are meeting with known participants and want to reduce interruption, set your entry and exit announcements to Silent.*

## Attending a Meeting

A MeetingPlace meeting typically, but not always, consists of a voice component (through your telephone). You can join the separate meeting components individually or all at once.

In this section, the following will be discussed:

- [TIPS FOR ATTENDING A MEETING](#)
- [HOW TO ATTEND A MEETING](#)
- [REQUESTING ENTRY TO A LOCKED MEETINGPLACE MEETING](#)

## Tips for Attending a Meeting

- Create your MeetingPlace in case it is needed. This only needs to be done once.
- Call your MeetingPlace system at least once before joining any meetings and record your name. The system prompts you for your name each time it dials out to you to join a meeting until you call in and record a name for your profile.
- Plan to join your meeting shortly before or at its official start time.
- You can join the meeting 5 minutes before start time.
- If no one joins within 30 minutes after start time, the system automatically ends the meeting.
- Turn off any pop-up blockers that might be configured in your web browser or security applications.
- Follow the instructions in your meeting notification e-mail.
- If you need to take another call while you are in a MeetingPlace meeting, mute yourself by pressing **#5** on your phone before you put the meeting on hold. If you do not, "on hold" music will play into the meeting.

## Joining a Meeting by Dialing In

### ***Before You Begin***

- Know the phone number of your **MeetingPlace** server 1-614-230-0229
- Know the moderator and access code.

### ***Procedure***

1. Share the access code with the attendees
2. Dial the phone number of your **MeetingPlace** server (1-614-230-0229)
3. Follow the prompts that you hear.

**Note:** If you are the first person to join, you will hear music until someone else joins.

## Finding a Meeting

- Finding a Meeting
- Finding Cisco Unified Personal Communicator Meetings

### **Finding a Meeting**

*Note: If you cannot find information about an older meeting, contact your system administrator to see if the record has been purged.*

**Procedure**

1. Open a web browser and enter the URL of the **MeetingPlace** server.
2. Click **Find Meeting**.
3. Sign in as either a profiled user or as a guest.
4. (Optional) Enter the ID of the meeting that you are trying to find.
5. Click **Find Meeting**.  
By default, the Meeting Search page displays a list of Today's Meetings and Continuous Meetings.
6. (Optional) To browse past or future meetings, click the relevant radio dial.
7. (Optional) To browse beyond the default settings, modify the meeting search parameters and click **Search**.
8. To find out more about a specific meeting, click the Meeting ID.