



CHAPTER 3

Configuring Your Meeting Settings

June 5, 2009

If your organization uses a Microsoft Exchange server, Cisco IP Phone Messenger enables you to receive meeting notifications on your Cisco Unified IP phone, and correlates the status of meetings in your calendar with your availability status in Cisco IP Phone Messenger.

When calendar integration is enabled, meetings scheduled in the Exchange calendar have this impact on your availability status in Cisco IP Phone Messenger:

- Scheduled meetings cause your availability status to indicate as Busy for that time period.
- Meetings marked as Out-of-the-Office cause your availability status to indicate as Away for that time period.
- Meetings marked as Free or Tentative cause your availability status to indicate as Free for that time period.

If your organization uses Cisco Unified MeetingPlace, you can configure it to connect you directly to selected audio meetings, and you will not need to enter any meeting IDs. By viewing and joining your daily audio meetings directly from your phone, you do not need to open your desktop calendar software on your computer. You configure the Cisco Unified MeetingPlace settings using the User Options web interface. See the *User Guide for Cisco Unified Presence* for details.

- [Turning On Meeting Notifications, page 3-37](#)
- [Displaying Scheduled Meetings and Participants, page 3-38](#)
- [Joining Meetings and Scheduling Meeting Callbacks, page 3-38](#)
- [Sending and Receiving Meeting Reminders, page 3-39](#)

Turning On Meeting Notifications

Procedure

- Step 1** Select  > **Phone Messenger** > **Settings**.
- Step 2** Navigate and select **Meeting Notifications**.
- Step 3** Perform one of these actions:
- Select **On** to turn on meeting notifications
 - Select **Off** to turn off meeting notifications

Step 4 Press **Select**.

Displaying Scheduled Meetings and Participants

Using Cisco IP Phone Messenger, you can view an overview of your meetings scheduled for the day and view a list of the meeting invitees.

Procedure

Step 1 Select  > **Phone Messenger** > **Today's meetings**.

Step 2 To view the details about a meeting, perform these actions:

- a. Navigate and select a meeting.
 - b. Press **Details**.
 - c. Press **Roster** to view a list of the meeting invitees, and the availability status of these invitees.
-

Related Topics

- [Joining Meetings and Scheduling Meeting Callbacks, page 3-38](#)
- [Sending and Receiving Meeting Reminders, page 3-39](#)

Joining Meetings and Scheduling Meeting Callbacks

You can join in-progress or scheduled meetings from your phone. You can also schedule callbacks for meetings later in the day.

Before You Begin

Turn on meeting notifications.

Procedure

Step 1 Select  > **Phone Messenger** > **Today's meetings**.

Step 2 Navigate and select the meeting you want to join.

Step 3 Press **Details**.

Step 4 Perform one of the following actions:

- Press **Join** to join a current meeting.
 - Press **CallBack** to schedule a callback for meeting later in the day.
-

Troubleshooting Tips

- The **Join** and **CallBack** keys may not be available if you are not associated with a line on the phone. Contact your system administrator if any of these keys are unavailable.
- If your company does not use Cisco Unified MeetingPlace, you will be prompted for the meeting ID when you join a meeting.

Related Topics

- [Turning On Meeting Notifications, page 3-37](#)
- [Displaying Scheduled Meetings and Participants, page 3-38](#)
- [Sending and Receiving Meeting Reminders, page 3-39](#)

Sending and Receiving Meeting Reminders

You can send meeting reminders to individual meeting invitees, or all meeting invitees for a meeting.

Procedure

-
- Step 1** Select  > **Phone Messenger** > **Today's meetings**.
- Step 2** Use the Navigation buttons to scroll to select the meeting you want to view.
- Step 3** Press **Details**.
- Step 4** Press **Roster**.
- Step 5** Perform one of these actions:
- Select the person you want to send a reminder, and press **Remind**.
 - Press **RemdAll** to send a reminder to all meeting invitees.
-

Troubleshooting Tips

- You can join a meeting from a reminder by pressing **Join** on the reminder that appears on your phone screen. If you are using Cisco Unified MeetingPlace, you will be connected to the audio meeting immediately. Otherwise, you must enter the meeting ID on your phone.

Related Topics

[Displaying Scheduled Meetings and Participants, page 3-38](#)

[Joining Meetings and Scheduling Meeting Callbacks, page 3-38](#)

