

3 Breakout Session Features

Use the following commands when you are in a breakout session. (See [In-Session Features](#) to see the telephone command to enter a breakout session.)

Press	Description	Then Press	Description
#	Hear options	An option number	Choose an option that you hear
		*	Rejoin the main meeting
#0	Get assistance	—	—
#1	Leave the breakout session	0	Rejoin the main meeting
		1-9	Choose a breakout session
#2	Roll call	1	Hear participant names
		*	Rejoin the breakout session
#4	Admittance options	1	Lock or unlock the breakout session
		*	Rejoin the breakout session
#5	Mute or unmute yourself	—	—

4 More Information

For more information about using Cisco Unified MeetingPlace Express, read the user documents which are located at the following URL:
http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

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Telephone Commands for Cisco Unified MeetingPlace Express Release 2.x

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Write your Cisco Unified MeetingPlace Express phone number here:

1 Entering Cisco Unified MeetingPlace Express

Use the following commands for performing common tasks, *before* you join a meeting, such as getting assistance, joining and starting a meeting, accessing your profile, and selecting a primary language (if available on your system).

Dial the Cisco Unified MeetingPlace Express Phone Number, Then Enter	Description	Then	Description
0#	Get assistance	—	—
Meeting ID number, then #	Join the meeting as a guest ¹	If prompted, enter the meeting password	—
1#	Start now	Enter your profile number, then #, then your password, then #	—
2#	Access your profile	Enter your profile number, then #, then your password, then #	—
		Enter the Meeting ID number, then #	Join the meeting as a profiled user
		2#	Record your name
		3#	Change your phone profile password
3# or 4# or ...	Select your preferred language ²	If prompted, select your language version	—
#	Hear options again	—	—

1. Guest users cannot join meetings that are scheduled with a “Who can attend” setting of “Users with Cisco Unified MeetingPlace Express profiles only.”
2. Available only on systems that are configured to provide multiple language options.

2 In-Session Features

Use the following commands for performing tasks *after* you have joined a meeting, such as going to a breakout session, hearing a roll call, ending and exiting a meeting, and bringing new participants in to the meeting.

Press	Description	Then Press	Description
#	Hear options	An option number	Choose an option that you hear
		*	Rejoin the meeting
#0	Get assistance	—	—
#1	Breakout session	1-9	Choose a breakout session
		0	Rejoin the meeting
#2	Roll call	1	Hear participant names
		*	Rejoin the meeting
#3	Call new participant or get all missing invitees	1, then the phone number, then #	Dial a new participant
		3	Get all missing invitees
		*	Rejoin the meeting
#4	Admittance options	1	Lock or unlock the meeting
		2	Admit participant
		3	Disconnect the last entrant
		*	Rejoin the meeting
#5	Mute or unmute your phone	—	—
#6	Recording	1	Start or stop recording
		*	Rejoin the meeting
#8	End meeting	3	End the meeting
		*	Rejoin the meeting
#9	Exit meeting	—	—