



CHAPTER 14

Using Cisco Unified MeetingPlace Express Phone View

Cisco Unified MeetingPlace Express Phone View integrates the Cisco Unified MeetingPlace Express application with your Cisco Unified IP Phone.

To get general information about using your Cisco Unified IP Phone, see the documentation at:

http://www.cisco.com/en/US/products/hw/phones/ps379/products_user_guide_list.html



Note

You must use the Cisco Unified MeetingPlace Express web pages to schedule meetings. You cannot schedule meetings through the Cisco Unified MeetingPlace Express Phone View.

- [Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone, page 14-2](#)
- [Setting Up Cisco Unified MeetingPlace Express Phone View, page 14-2](#)
- [Accessing Cisco Unified MeetingPlace Express Phone View, page 14-4](#)
- [Viewing Lists of Meetings On Your Cisco Unified IP Phone, page 14-5](#)
- [Viewing Meeting Details On Your Cisco Unified IP Phone, page 14-6](#)
- [Viewing Participant Lists and Details On Your Cisco Unified IP Phone, page 14-7](#)

Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone

- You cannot use the numbered telephone keypad to respond to a prompt if information about Cisco Unified MeetingPlace Express meetings or participants is visible on your phone screen. Do the following in this situation:
 - Press the * key if you want to exit the prompt menu.
 - For Cisco Unified IP Phone 7940 series and Cisco Unified IP Phone 7960 series: Press the **Services** button to exit all services; then, press the desired numbers on the telephone keypad to respond to audible prompts.
 - For Cisco Unified IP Phone 7970 series and Cisco IP Communicator: Click the telephone icon at the top left of the screen; then, press the desired numbers on the telephone keypad to respond to audible prompts.
- The softkeys at the bottom of the screen change depending on the information on the screen and your role in the meeting (for example, meeting owner, invited participant, current participant, or uninvolved person.)
- You can join a meeting that is in progress or is scheduled to begin soon. The exact time that you can join a meeting depends on settings made by your system administrator.

Setting Up Cisco Unified MeetingPlace Express Phone View

Before You Begin

- Obtain the following information from your system administrator:
 - The URL for setting up your Cisco Unified IP Phone services.
 - Your web username and password.
 - The name of your device or device profile. (This information pertains to your phone and is unrelated to your Cisco Unified MeetingPlace Express user profile.)
- Log in to Cisco Unified MeetingPlace Express.

Procedure

- Step 1** Navigate to the URL for setting up services for your Cisco Unified IP Phone.
- This is information obtained from your system administrator.
 - Click **Yes** to any security alerts.
- Step 2** Enter your username and password.
- Step 3** Click **Log On**.
- Step 4** Choose a device or device profile to configure.
- This is information obtained from your system administrator.
- Step 5** Click **Configure your Cisco Unified IP Phone Services**.
- Step 6** Locate the Available Services field.
- Step 7** Choose **Cisco Unified MeetingPlace Express**.
- Step 8** Click **Continue**.
- Step 9** Enter the following information:
- Your phone extension as it appears on the screen of your Cisco Unified IP Phone.
 - Your Cisco Unified MeetingPlace Express username.
 - The Cisco Unified MeetingPlace Express password that is associated with your username.
- Step 10** Click **Subscribe**.
- Step 11** Click **Log Off**.
-

Related Topics

- [How to Resolve Problems with Cisco Unified MeetingPlace Express Phone View, page 16-22](#)

Accessing Cisco Unified MeetingPlace Express Phone View

Before You Begin

- Read the [“Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone”](#) section on page 14-2.
- Complete the [“Setting Up Cisco Unified MeetingPlace Express Phone View”](#) section on page 14-2.

Procedure

Step 1 Press **Services** on your Cisco Unified IP Phone.



Tip

The Services button varies according to the phone model. If you cannot locate the correct button, see the [“Setting Up Cisco Unified MeetingPlace Express Phone View”](#) section on page 14-2.

Step 2 Press the up and down arrows on your phone to move the highlighted bar to the item that you want to select.

Step 3 Press the **Select** softkey.

Depending on the list you are working with, you may be able to press other softkeys to perform a desired action.



Tip

You can also select your service by pressing the number on your telephone keypad that corresponds to the item that you want to select.

Troubleshooting Tips

- If the item that you are looking for is not visible on the screen, use the following methods to locate it:
 - Press the up and down arrows on your phone to scroll through the list.
 - Press **9** to view the next screen of items or **1** to view the previous screen.

**Tip**

Not all items on a screen are visible at one time; scroll up or down to see all items before you view the next or previous screen.

- Press **Help** to access the help system. If you do not see a Help softkey at the bottom of your screen, press **more**.

Related Topics

- [How to Resolve Problems with Cisco Unified MeetingPlace Express Phone View, page 16-22](#)

Viewing Lists of Meetings On Your Cisco Unified IP Phone

Before You Begin

- Read the “[Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone](#)” section on page 14-2.
- Complete the “[Accessing Cisco Unified MeetingPlace Express Phone View](#)” section on page 14-4.

Procedure

Complete one of the following actions:

To	Do This
View meetings for today.	Press the number that appears beside Today's Meetings in the list.
View continuous meetings.	Press the number that appears beside Continuous Meetings in the list

Related Topics

- [How to Resolve Problems with Cisco Unified MeetingPlace Express Phone View, page 16-22](#)

Viewing Meeting Details On Your Cisco Unified IP Phone

You can view information about any meeting that appears in the list of Today's Meetings or the list of continuous meetings, and for any meeting for which you know the meeting ID.

Before You Begin

- Read the [“Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone”](#) section on page 14-2.
- Complete the [“Accessing Cisco Unified MeetingPlace Express Phone View”](#) section on page 14-4.

Procedure

Step 1 Select your meeting.

- If you do not know the meeting ID, do this:
 1. Open a list of meetings.
 2. Select the meeting that you want to view.
- If you know the meeting ID, do this:
 1. Press **1**.
 2. Use the numbers on your telephone keypad to enter the meeting ID.
 3. Press the **Submit** softkey.

Meeting details appear on the screen. Labels at the bottom of the screen indicate the options that you can perform by using the softkeys below the screen.

Step 2 Press the up and down arrows on your phone to scroll through the details.

Related Topics

- [Viewing Lists of Meetings On Your Cisco Unified IP Phone](#), page 14-5
- [How to Resolve Problems with Cisco Unified MeetingPlace Express Phone View](#), page 16-22

Viewing Participant Lists and Details On Your Cisco Unified IP Phone

When you view a roster of current participants, it shows the participants who are present in the meeting at the moment that you view the list. When you view the invitee list, you see the names of all participants who were invited to the meeting, but that may not actually be in the meeting.

**Note**

The roster never reflects name changes made to the participant list in the web meeting room.

Before You Begin

- Read the [“Tips for Using Cisco Unified MeetingPlace Express with Your Cisco Unified IP Phone”](#) section on page 14-2.
- Join the voice meeting as a profiled user via your Cisco Unified IP Phone.
- Complete the [“Viewing Meeting Details On Your Cisco Unified IP Phone”](#) section on page 14-6 for the meeting that you want to view. The meeting must be currently in session, as indicated by an @ symbol in front of the meeting subject in the list of meetings.

Procedure

Complete one or more of the following actions:

To	Do This
See a list of current meeting participants.	Press the Roster softkey.
See the status of each participant.	Look at the icon that appears to the left of each name. Participants in the meeting may display more than one of these indicators. • A telephone handset icon indicates a current participant on the telephone. • A telephone handset icon with an X beside it indicates a participant who is muted. • A monitor-and-keyboard icon indicates a participant who is in the web meeting room. • No icon indicates an invitee who has not joined the meeting
See an updated participant list	Press the CurRstr softkey. If you do not see a CurRstr softkey, press more.
See a list of invited participants who may or may not be in the meeting.	Press the Invit softkey.
See participant details.	Select the name of the participant.
See who is speaking.	Press the CurSpkr softkey The name of the current speaker appears above the softkey labels at the bottom of the screen, under the participant list. If multiple people are speaking, you see will Multiple Speakers.

Related Topics

- [How to Resolve Problems with Cisco Unified MeetingPlace Express Phone View, page 16-22](#)

