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Use this procedure to verify the basic configuration for voice and video conferencing, e-mail notifications, and dial-out calls.

Tip: If you do not have a configured Web Server, then instead go to [Verifying Basic Voice and Video Conferencing Using the Telephone User Interface](#).

Before You Begin

Complete these tasks:

- [Configuring Basic Voice & Video Conferencing](#)
- [Quick Start Configuration: Cisco Unified MeetingPlace Basic Web Conferencing](#)

Procedure

1. Log in to the Administration Center.
2. Configure one user profile to enable the scheduling of video meetings:
 1. Click **User Configuration > User Profiles**.
 2. Find the user profile that you want to modify.
 3. Click **Edit** in the same row as that user profile.
 4. In the Video usage field, select **Can attend + host video meetings + reserve video ports**.
 5. Click **Save**.
3. Sign in to the end-user web interface as the user whose profile you modified in Step 2:
 1. Enter the User ID and User password from the Cisco Unified MeetingPlace user profile.
 2. If you configured Directory Service, enter the username and password from the external directory.
Note: To test that e-mail notifications work, the user profile must include a valid e-mail address whose messages you can access.
4. Click **Schedule Meeting** to set up a test meeting using these parameters:
 - ◆ Time: 5 minutes in the future
 - ◆ Duration: 30 minutes
 - ◆ Number of Participants: 4
5. Click **Schedule**.
6. Verify that the user receives an e-mail notification about the test meeting.
7. Verify that you can dial in to the meeting:
 1. Call the access phone number in the e-mail notification.
 2. Enter the test meeting ID and press #.
 3. If prompted, record your name.

4. If you are using a video endpoint, then you will see your own video reflected back to you.
For example, on Cisco Unified Video Advantage, the local and remote windows will display the same video.
5. From other phones or video endpoints, call into the same test meeting.
6. If you have multiple video endpoints in the meeting, then verify that the video participants can see each other.
8. Verify that the system can dial out to you:
 1. Click the URL in the e-mail notification.
 2. If prompted, enter the User ID and User password.
 3. Check to have the system call you.
 4. Enter a phone number.
 5. Click **Connect**.
 6. Verify that the system calls that phone or video endpoint and connects it to the voice meeting.
9. Hang up all phones and video endpoints.

Troubleshooting Tips

If the dial-out call fails:

- The web meeting room may display a pop-up message with helpful information.
- Make sure that the phone line is not in use when the system tries to call you.
- Make sure that you can successfully call the dialed-out number from another phone.
- Make sure that the phone number you enter uses the same format that you would use to dial the phone number from an office phone. For example, if you only need to dial the last four digits to reach other office phones, then enter only four digits for an office phone. Similarly, if you enter your personal cell phone number, then you might need to include a 9 and the complete telephone number with area code.
- For additional troubleshooting help, see the following:
 - ◆ [Troubleshooting Telephone Issues for Cisco Unified MeetingPlace](#)
 - ◆ [Troubleshooting Video Issues for Cisco Unified MeetingPlace](#)
 - ◆ [Troubleshooting User Access Issues for Cisco Unified MeetingPlace](#)