Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Configuration

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

Tip: If you already set up and configured your Web Server, you may instead go to Verifying Basic Voice and Video Conferencing Using the End-User Web Interface.

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Before You Begin

Complete Configuring Basic Voice & Video 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. Call Cisco Unified MeetingPlace using one of the access phone numbers on the Usage Configuration Page.
4. Press **3#** to log in as the user whose profile you modified in Step 2.
5. Follow the voice prompts to enter the Profile number and Profile password, and to record a user name.
    Note: To test that e-mail notifications work, the user profile must include a valid e-mail address whose messages you can access.
6. Press **22** to schedule a meeting.
7. Follow the voice prompts to schedule a test meeting using these parameters:
    ◆ Time: 5 minutes in the future

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♦ Duration: 30 minutes
♦ Number of locations: 4
8. Write down the test meeting ID number when stated by the voice prompts.
9. Hang up.
10. Verify that the user receives an e-mail notification about the test meeting.
11. Verify that you can dial in to the voice 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.
12. Verify that you can dial out from the voice meeting:
    1. While in the voice meeting, press #3 to dial out to another phone or video endpoint.
    2. Follow the voice prompts to connect the other phone or video endpoint to the meeting.
    3. If you have multiple video endpoints in the meeting, then verify that the video participants can see each other.
13. Hang up all phones and video endpoints.

Troubleshooting Tips

If the dial-out call fails:

- 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 these modules:
    ♦ Troubleshooting Telephone Issues for Cisco Unified MeetingPlace
    ♦ Troubleshooting Video Issues for Cisco Unified MeetingPlace
    ♦ Troubleshooting User Access Issues for Cisco Unified MeetingPlace

What to Do Next

To enable web conferencing, proceed to Quick Start Configuration: Cisco Unified MeetingPlace Basic Web Conferencing.