To attend a conference, attendees dial the Cisco Unified MeetingPlace phone number at a predetermined time and date, and then enter a meeting ID, a unique number that identifies each meeting.

By default, the system assigns meeting IDs, but you can allow users to assign custom or vanity IDs (custom IDs that are easy to remember). For example, the VP of Sales might choose a vanity ID of 7355 ("sell") on the touch-tone phone. For reservationless meetings, user profile numbers are their reservationless meeting IDs. (For more information about vanity IDs, see the About Establishing Security.)

Because you assign the Cisco Unified MeetingPlace phone number, users can dial the same phone number to attend all their conferences. Some customers even choose easy-to-remember PBX extensions for their systems, such as 6338 ("meet") and 8255 ("talk") on the touch-tone phone.

Additionally, when the meeting has finished or has not yet started, the system delivers the prompt: "The meeting has ended" or "The meeting has not started."

For reservationless meetings that have not yet started, the system prompts the invited participants to record their names, and then places them in the waiting room. All profile users are given the option to start the meeting with their own Cisco Unified MeetingPlace profile if desired.

For information for end users on attending conferences, see Scheduling and Attending Meetings.

Contents

Controlling Conferences in Session

Through a touch-tone phone interface, Cisco Unified MeetingPlace provides users with several powerful features to use during a conference, including:

- Press 0 for assistance
- Breakout sessions and transfer between breakout sessions
- Roll call/who is talking
- Outdial to other users or systems
- Hold and transfer calls from other phone lines

- Lock meeting
- Mute and unmute line
- Listen to recorded meetings
- Initiate a reservationless meeting
- End meeting
- Depart meeting and return to the main menu

The roll call feature is limited to announcing a list of the first 120 participants. This applies to roll calls enacted both in session and in meeting recordings.

For more information about using in-session features, see Moderating Q&A Meetings from MeetingTime, and About Using Features During Meetings.

Configuring Cisco Unified MeetingPlace Audio Server for IP

For complete information about configuring the Cisco Unified MeetingPlace 8100 series for IP, see Cisco Unified MeetingPlace H.323/SIP IP Gateway. However, remember the following information:

- The same system functionality exists between IP access or T1, E1, or T1-PRI access.
- Mix-and-match capability is possible by configuring the individual hardware blades.
- Cisco Unified MeetingPlace H.323/SIP Gateway does not support out-of-band digit detection with SIP.
- By default, G.729a is not enabled; G.711 codec calls are negotiated first. To change the negotiation priority to G.729a calls, you must use the "setipcodec" CLI command. For more information, see the Command-Line Interface Reference

Configuring Cisco Unified MeetingPlace Audio Server for Video

The Cisco Unified MeetingPlace system provides support for video conferencing, allowing meeting participants to experience the full range of multimedia integration.

Table: Video Integration Features describes briefly the Cisco Unified MeetingPlace Video Integration capabilities. For detailed information, see Cisco Unified MeetingPlace Video Integration, Release 6.0 For Use With Release 6.1.

Caution! When the video license is installed on an existing Cisco Unified MeetingPlace system, the Cisco Unified MeetingPlace 8106 or Cisco Unified MeetingPlace 8112 must be restarted to enable video features.

Table: Video Integration Features

Feature	Description
Scheduling and Rescheduling	All video conferences are created after the Cisco Unified MeetingPlace meeting is in session or attendable (but not started) and the first video participant tries to join the conference.

	Meetings that require video resources, video ports, or invited video terminals can be scheduled or rescheduled only through the Cisco Unified MeetingPlace web server. You cannot schedule or reschedule these meetings through MeetingTime. Note that there are no video floater ports or video overbook ports that can be configured in MeetingTime. However, meetings that use video resources can be extended, provided that adequate resources (such as video ports, audio ports, and voice storage) are available. For information about how video conferencing works with each meeting type, see the individual meeting type sections in Scheduling and Attending Meetings.
Notifications	MeetingTime and Cisco Unified MeetingPlace Web Conferencing users can see when video participants join or leave a meeting, mute or unmute, pause or play, and when they switch between voice activated and continuous presence mode. The join or leave notification is triggered when Cisco Unified MeetingPlace Video Integration requests that a video participant join or leave. The mute or unmute, block or unblock, and voice activated or continuous presence notifications occur when Video Integration indicates the changed state.
Reporting Video Statistics	The Cisco Unified MeetingPlace Audio Server system gathers video statistics and provides them for the following reports: • Raw Profile Information • Raw Group Information • Raw Meeting Details • Raw Meeting Participate Information • Raw Participant Join Leave Information For details on these reports, see Raw Data Export Specifications