Main page: Cisco Unified MeetingPlace, Release 8.0

Up one level: Configuration

This module describes how to quickly configure your Cisco Unified MeetingPlace system for basic voice and video conferencing. Advanced configuration instructions are available in other topics in this guide.

- Configuring Basic Voice & Video Conferencing
- Verifying Basic Voice and Video Conferencing Using the Telephone User Interface
- Verifying Basic Voice and Video Conferencing Using the Web User Portal

Contents

Configuring Basic Voice & Video Conferencing

Before You Begin

Complete the tasks described in the Quick Start for Installing and Configuring Cisco Unified MeetingPlace Release 8.0 module.

Procedure

High-Level Task		Where to Find Instructions
Step 1	Sign in to the Administration Center.	Signing In to the Cisco Unified MeetingPlace Administration Center module
Step 2	Install licenses.	Installing and Managing Licenses for Cisco Unified MeetingPlace module
Step 3	Configure media resources and meeting characteristics.	Configuring Media Resources for Scheduled and Reservationless Meetings in the Configuring Meetings for Cisco Unified MeetingPlace module

		Configuring System-Wide Meeting Parameters in the Configuring Meetings for Cisco Unified MeetingPlace module
Step 4	(Optional) Connect to an external SMTP server for email notifications.	Configuring the SMTP Servers in the Configuring Email Notifications for Cisco Unified MeetingPlace module
Step 5	(Optional) Enable dial-out privileges for profiled users by setting the Can dial out (does not apply to Cisco WebEx meetings) field to **Yes** for the **System** user group.	Enabling Dial-Out Privileges for Users in the Configuring Dial-Out Features for Cisco Unified MeetingPlace module
Step 6	Add user profiles. or At a minimum, manually add a test user profile. To test email notifications, the user profile requires a valid email address whose messages you can access.	Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module: • Methods for Adding User Profiles • Adding User Profiles Manually
Step 7	Configure video privileges through the Video usage user profile field.	Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module: • Adding or Editing a User Group Manually • Editing a User Profile
Step 8	Configure the access phone numbers that users call to attend meetings.	Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace module
Step 9	(Optional) Configure video terminal profiles.	Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace module
Step 10	Connect to the call-control device that routes calls to Cisco Unified MeetingPlace.	Configuring Call Control for Cisco Unified MeetingPlace module

What to Do Next

- If you already installed and configured a Cisco Unified MeetingPlace Web Server, proceed to Verifying Basic Voice and Video Conferencing Using the Web User Portal.
- Otherwise, proceed to Verifying Basic Voice and Video Conferencing Using the Telephone User Interface.

Verifying Basic Voice and Video Conferencing Using the Telephone User Interface

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

Tip: If you already set up and configured your Web Server, go to the <u>Verifying Basic Voice and Video Conferencing Using the Web User Portal</u>.

Before You Begin

Complete the <u>Configuring Basic Voice & Video Conferencing</u>.

Procedure

1. Sign in to the Administration Center.
2. Configure one user profile to enable the scheduling of video meetings:
    1. Select **User Configuration > User Profiles**.
    2. Find the user profile that you want to modify.
    3. Select **Edit** in the same row as that user profile.
    4. Select <u>Can attend + host video meetings</u> for <u>Video usage</u>.
    5. Choose from the video types available on the system or to use the group default values for <u>Available on the system</u>.
    6. Select **Save**.
3. Call Cisco Unified MeetingPlace using one of the access phone numbers on the <u>Usage Configuration Page</u>.
4. Press **3#** to sign in as the user whose profile you modified in Step 2.
5. Follow the voice prompts to enter the <u>Profile number</u> and <u>Profile PIN</u>, and to record a user name.
    Note: To test that email notifications work, the user profile must include a valid email 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
    ♦ 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 email notification about the test meeting.
11. Verify that you can call into the voice meeting:
    1. Call the access phone number in the email notification.
    2. Enter the test meeting ID and press **#**.
    3. If prompted, record your name.
    4. If you are using a video endpoint, 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, verify that the video participants can see each other.
12. Verify that you can call out from the voice meeting:
    1. While in the voice meeting, press #3 to call 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, 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 call the phone number from an office phone. For example, if you only need to dial the last four digits to reach other office phones, enter only four digits for an office phone. Similarly, if you enter your personal cell phone number, you might need to include a 9 and the complete phone number with area code.
- For additional troubleshooting help, see these modules:
  - ◆ Troubleshooting Phone 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 configure the Cisco Unified MeetingPlace Web Server to enable users to schedule and join meetings from the Cisco Unified MeetingPlace web user portal, proceed to the Quick Start Configuration for Cisco Unified MeetingPlace Web User Portal for Scheduling and Joining Meetings module.

Verifying Basic Voice and Video Conferencing Using the Web User Portal

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

Tip: If you do not have a configured Web Server, go to the 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 for Cisco Unified MeetingPlace Web User Portal for Scheduling and Joining Meetings module

Procedure

1. Sign in to the Administration Center.
2. Configure one user profile to enable the scheduling of video meetings:

1. Select **User Configuration** > **User Profiles**.
2. Find the user profile that you want to modify.
3. Select **Edit** in the same row as that user profile.
4. Select <u>Can attend + host video meetings</u> for <u>Video usage</u>.
5. Choose from the video types available on the system or to use the group default values for the <u>Available on the system</u>.
6. Select **Save**.

3. Sign in to the Cisco Unified MeetingPlace web user portal as the user whose profile you modified in Step 2:
   - Enter the <u>User ID</u> and <u>User password</u> from the Cisco Unified MeetingPlace user profile.
   - If you configured Directory Service, enter the username and password from the external directory.
     Note: To test that email notifications work, the user profile must include a valid email address whose messages you can access.
4. Select **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. Select **Schedule**.
6. Verify that the user receives an email notification about the test meeting.
7. Verify that you can call into the meeting:
   1. Call the access phone number in the email notification.
   2. Enter the test meeting ID and press **#**.
   3. If prompted, record your name.
   4. If you are using a video endpoint, you will see your own video reflected back to you.
      For example, on Cisco Unified Video Advantage, the local and remote windows 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, verify that the video participants can see each other.
8. Verify that the system can dial out to you:
   1. Select the URL in the email notification.
   2. If prompted, enter the <u>User ID</u> and <u>User password</u>.
   3. Check to have the system call you.
   4. Enter a phone number.
   5. Select **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 might 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 call the phone number from an office phone. For example, if you only need to dial the last four digits to reach other office phones, enter only four digits for an office phone. Similarly, if you enter your personal cell phone number, the you might need to include a 9 and the complete phone number with area code.
- For additional troubleshooting help, see these modules:

♦ Troubleshooting Phone Issues for Cisco Unified MeetingPlace
♦ Troubleshooting Video Issues for Cisco Unified MeetingPlace
♦ Troubleshooting User Access Issues for Cisco Unified MeetingPlace