**What is MeetingPlace?**

Conference calls allow a number of people to collaborate together without the need of a centralized meeting location. **MeetingPlace** offers this and much, much more.

**MeetingPlace** provides voice conferencing capabilities within the network and participants can also join in from outside the network. Participants enter **MeetingPlace** conferences by using VOIP phones.

**Change Your MeetingPlace Password**

In several instances, as you’re using MeetingPlace, you will be asked to enter a password. It works with any type of phone. This password is unique to MeetingPlace and should not be confused with your voice mail or ccmuser password.

To change your password, do the following:

1. Open a web browser, such as Firefox, or Internet Explorer, etc.
2. Enter or copy and paste the URL - [http://hammpweb1.ngtsohio.com](http://hammpweb1.ngtsohio.com)
3. To the right in the browser’s address there is a Sign In icon.

   *Note: The Cisco MeetingPlace page opens.*

4. Click **Sign In** and Enter your Username and Password.

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**Change Password**

1. Click on **Account**.
2. Press **Change Password**.
3. Enter Old Password.
4. Enter New Password.
5. Confirm Password.
6. Click Submit. See Figure below.

This Plugin is an option and is not required.
Personal Information Window

1. Click the Submit button to close the Personal Information page.
2. When PIN successfully updates, it displays under status after window closes.

Sign in Methods

There are two ways to sign in to MeetingPlace as a profiled user:

- Click the Meeting ID link in your meeting notification e-mail to go to the MeetingPlace home page.
- Open a web browser and enter the URL of the MeetingPlace server.
  http://hammpweb1.ngtsohio.com
Sign In as a Profiled User from the Web

Before You Begin

- Know your MeetingPlace Username and password.
- Open a web browser, such as Internet Explorer, Firefox, etc.

1. Enter the MeetingPlace URL - http://hammpweb1.ngtsohio.com to display the Welcome to Cisco Unified MeetingPlace window below.
2. Click Sign In at the upper right corner to display the Sign In window.
Sign In

1. Enter your Username.
2. Enter your Password.
3. (Optional) Click Remember Me to sign in automatically each time. For better security, do not use this feature.
4. Click Sign In Now.

Schedule a MeetingPlace Meeting

Complete this procedure to schedule a meeting using MeetingPlace as your web conference provider.

Before You Begin

- Make sure that you are on the network.
- Know your MeetingPlace Username and password.

Procedure

1. Sign into MeetingPlace.
2. Click Schedule Meeting.
3. The New Meeting page opens.

The New Meeting Page

This page is composed of three sections:

- Meeting Information
- Invitees
- Options

Each section is explained below.

Meeting Information Section
Tip: If you are scheduling a monthly meeting that does not occur on a weekend, choose Monthly by Day of Week and the meeting will always occur on the same weekday each month. If you are scheduling a continuous meeting, choose Continuous for your meeting frequency.

1. **Subject** - Required. The name, subject, topic, etc. of the meeting.
2. **Meeting ID** - Optional
3. **Date** - Recurring meetings can be created by clicking the Recurrence button and choosing a parameter; Daily, Bi-Weekly, Weekly, Monthly by Date, Monthly by Day of Week, or Weekdays.
4. **Time** - Required. The start time for the meeting.
5. **Duration** - Required. How long the meeting will last in minutes. Maximum time, without further approval, is 240 minutes or 4 hours.
6. **Password** - Optional. A password can be added here to increase the security of your meeting. All participants will need to know the password and the meeting ID in order to enter the meeting.
7. **Billing Code** – Can be used if a code is needed for Agency identification.

**Invitees Section**

The creator of the meeting will be listed first and automatically given the Moderator/Speaker permission.

To add the other participants, do the following:

1. **Add Invitee** - Enter the invitee’s name in this field.
2. **First Invitee** - Your name is automatically listed first as the meeting creator and your permission level is Moderator/Speaker.
3. **Delete** - Click the garbage can icon to remove an invitee from the list.

**Options Section**

The Options section is composed of two sections:

- **More Options** - Open the More Options page by clicking the link or the options tool button.
1. **Meeting description** - Enter a description of your meeting. This description will be included in the email invitation.

2. **Who can attend** - There are 3 options:
   a. **Anyone** – Anyone with access to MeetingPlace can attend. **MeetingPlace Profile**
   b. **Users** – Any employee would be able to attend.
   c. **Invited Profile Users** – Only those Profile Users on the invitee list can attend.

3. **List meeting publicly** - If this box is checked, anyone with access to MeetingPlace can search for and find the meeting.

4. **Entry announcement** – These give you options for a notification when people enter or exit the meeting. There are 3 options:
   a. **Beep only** – When a participant enters or exits the meeting, a beep is heard.
   b. **Beep + Name** – When a participant enters or exits the meeting a beep and their recorded name is heard.
   c. **Silent** – When a participant enters or exits a meeting, nothing is heard.

**TIP: NORMALLY BEEP + NAME ARE USED FOR ENTRY AND ONLY A BEEP FOR EXIT.**
5. **Exit announcement** – These options provide automatic notification to participants when a meeting is ended by the moderator or when the meeting is extended.

6. **End of Meeting Announcement** - These options provide automatic notification to participants when a meeting is ended by the moderator or when the moderator has extended the meeting.

7. **Meeting Extension Announcement** - Select Yes and the system will automatically add 30 min to your meeting if your meeting may run longer than scheduled.

### Notification options

1. **Enabled for meeting**
   - a. **Yes** – Notification emails are sent to people on the invitee list.
   - b. **No** – Notifications are not emailed to invitees.

2. **Send if meeting changes** - An email is automatically sent to invitees if a meeting changes.

3. **Include invitee list when scheduled from web** – Yes

*Note: The Enabled for meeting option must be Yes.*

1. **Submit** - Click to save the options as set.
2. You are returned to the New Meeting page.
3. Click **Schedule** on the New Meeting page to schedule your meeting

MeetingPlace will send meeting notifications via email to all invited participants. The email includes a link to the meeting and other details according to the options the meeting creator set. It also allows recipients to select if they will attend or not. If they select to attend, the meeting is added to their calendar.

### Tips for Scheduling Secure MeetingPlace Meetings

To maximize your meeting security, consider doing the following:

- Enter a password.
  - All participants must to enter the password to join your meeting.
- Restrict the meeting to profiled users only.
- Do not list the meeting publicly.
- Set the meeting entry and exit announcements to Beep + Name.
  - If you hear a beep with no name, ask the new arrival their name immediately.

*Note: If you are meeting with known participants and want to reduce interruption, set your entry and exit announcements to Silent.*

### Attending a Meeting

A MeetingPlace meeting typically, but not always, consists of a voice component (through your telephone). You can join the separate meeting components individually or all at once.

In this section, the following will be discussed:
Tips for Attending a Meeting

- Create your MeetingPlace in case it is needed. This only needs to be done once.
- Call your MeetingPlace system at least once before joining any meetings and record your name. The system prompts you for your name each time it dials out to you to join a meeting until you call in and record a name for your profile.
- Plan to join your meeting shortly before or at its official start time.
- You can join the meeting 5 minutes before start time.
- If no one joins within 30 minutes after start time, the system automatically ends the meeting.
- Turn off any pop-up blockers that might be configured in your web browser or security applications.
- Follow the instructions in your meeting notification e-mail.
- If you need to take another call while you are in a MeetingPlace meeting, mute yourself by pressing #5 on your phone before you put the meeting on hold. If you do not, “on hold” music will play into the meeting.

Joining a Meeting by Dialing In

**Before You Begin**

- Know the phone number of your MeetingPlace server 1-614-230-0229
- Know the moderator and access code.

**Procedure**

1. Share the access code with the attendees
2. Dial the phone number of your MeetingPlace server (1-614-230-0229)
3. Follow the prompts that you hear.

**Note:** If you are the first person to join, you will hear music until someone else joins.

Finding a Meeting

- Finding a Meeting
- Finding Cisco Unified Personal Communicator Meetings

**Finding a Meeting**

*Note: If you cannot find information about an older meeting, contact your system administrator to see if the record has been purged.*
**Procedure**

1. Open a web browser and enter the URL of the **MeetingPlace** server.
2. Click **Find Meeting**.
3. Sign in as either a profiled user or as a guest.
4. (Optional) Enter the ID of the meeting that you are trying to find.
5. Click **Find Meeting**.
   By default, the Meeting Search page displays a list of Today's Meetings and Continuous Meetings.
6. (Optional) To browse past or future meetings, click the relevant radio dial.
7. (Optional) To browse beyond the default settings, modify the meeting search parameters and click **Search**.
8. To find out more about a specific meeting, click the Meeting ID.