Section 1: Going to the Meetingplace site.

The Cisco Call Conference system we had formally used has been replaced with the newer Meetingplace Express system.

The system can be reached via either of these addresses:

http://ccc.sysadm.suny.edu/

http://mplace1.rfsuny.org

The main screen will appear:
In the upper right hand corner of the screen there is a link to **Log In**.

Clicking on the “**Log In**” link will bring you to the username and password screen.
Your username and password will be the same as they were on the former Conference Call system. Enter them in the appropriate text boxes and click the “Log In” button.

After logging in you will be at the main page.
Section 1a: Your first time Logging On

If this is your first time logging on to the site you will see the screen below and will need to complete the following steps:

You will see the following warning screen across the top of the page:

⚠️ Your Profile is missing critical information. [Complete Profile]
Click on the “Complete Profile” link and you will be brought to the page below:

⚠️ Please fill the following fields in your profile to use the system effectively:
- Email Address
- Main Phone # under Method of attending

Across the top of this page you will see the following warnings.

⚠️ Please fill the following fields in your profile to use the system effectively.
- Email Address
- Main Phone # under Method of attending
Under the edit profile section you can see the two areas that need to be filled in: Until this is complete the meetingplace system will not be able to notify you of meetings you have scheduled.

Fill in the boxes with the appropriate information. Your SUNY e-mail address and your personal telephone extension. You may also put in an alternate phone and/or pager if you so desire. Please do not change anything else on this page.

Once you have filled in the information for phone and e-mail scroll down to the bottom of the page and click the “Update Profile” button.

The page will reload and on the top of the screen you should see the following message

Once you see this message you are fully registered in the system and will be able to access all of its features.
Section 2: Attending Meetings

There are four main choices on the Meetingplace system. Attend, Schedule, Find and Start Reservationless.

In this section we will go over the Attend section. This is also the default section that will appear once you log in.

It should be noted that using the web interface to attend a meeting is entirely optional. The primary method of joining a conference will continue to be via phone at x1200 for internal callers and 518-320-1200 for external callers.
If you scheduled or have been invited to a meeting (you must have completed the first logon profile completion steps to be invited) and the meeting is currently active, it will appear on the attend screen. All public meetings will also appear if they are active.

You will notice a column labeled **Meeting ID** beneath this heading are the meeting id’s which are links to information about the meeting.

**Attend**

Meeting ID: [Enter Meeting ID]

First-time users should run the **Browser Test** to verify they can participate in a web meeting.

**Active Meetings**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Subject</th>
<th>Owner</th>
<th>Duration</th>
<th>Meeting ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/03/2007, 4:21 PM</td>
<td>Demonstration</td>
<td>Help Desk</td>
<td>30 mins</td>
<td>7532</td>
<td>Active</td>
</tr>
</tbody>
</table>

Clicking on one of these id links will bring you to the respective meeting information where you will be provided the ability to join the meeting.

![Meeting Place interface](image-url)
To join the meeting, check the box labeled “Call my phone” and place your extension in the text field. Make sure the “Enter web meeting room” is unchecked unless you are part of a web meeting. We will discuss web meetings later on. Once you have checked the appropriate box, click the “Join Meeting” button.

Your phone extension will ring and ask you to participate in the meeting. On your phone, press 1 to join or press 2 to decline.
Section 3: Scheduling Meetings

There are four main choices on the Meetingplace system. Attend, Schedule, Find and Start Reservationless.

In this section we will go over the process of scheduling meetings on the new system.

To begin, click on the “Schedule” link from the header bar on any page. You will be brought to the page below.
This is the default Schedule Meeting section. All the fields are for the most part self explanatory. Unless you need to use a particular Meeting ID, leave that field blank. You should also leave the “Show meeting in public listing” checked. This will allow other users to see your meetings and the number of ports you are using.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td></td>
</tr>
<tr>
<td>Meeting ID</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>07/03/2007</td>
</tr>
<tr>
<td>Time</td>
<td>4 PM, 34 minutes (US: Eastern (EST/EDT))</td>
</tr>
<tr>
<td>Duration</td>
<td>0 hours, 30 mins</td>
</tr>
<tr>
<td>Frequency</td>
<td>Once</td>
</tr>
<tr>
<td>Number of participants</td>
<td>4</td>
</tr>
<tr>
<td>Show meeting in public listing</td>
<td>✔️</td>
</tr>
</tbody>
</table>

> **Invitees**

> **More options**

To select the date for the meeting to occur on, click on the calendar icon next to the date text field.
To schedule a reoccurring meeting select the appropriate field from the drop down box under “**Frequency**”

- Once
- Daily
- Weekly
- Monthly

If you had wanted to schedule a weekly meeting you would then see the following options. To schedule a bi-weekly meeting you would put a 2 in the first text box. The options for Daily and Monthly are similar.

The number of participants would be the number of callers expected and again please leave show meeting in public checked.

- Number of participants: 4
- Show meeting in public listing: √

Aside from the default choices there are also two expandable sections, Invitees and More Options. The invitees section looks like the image below. Invitees will be sent a copy of the meeting via e-mail. Additionally if they have the option “call me” checked under their profile, the system will call their extension when the meeting begins.

The creator of the conference will always appear in the Invitee(s) box to the right. You may add more invitees by either typing in their e-mail address then clicking the > arrow or by looking them up in the directory. It is important to note, they will not appear in the directory until they have completed the profile update discussed in Section 1a of this document.
The other expanding section is the More options area. Under this section you can include a password for your meeting and set the entry and exit announcement for callers. The other options, billing code, who can attend, and language should be left at their defaults.

### More options

- **Meeting password**: 
- **Billing code**: 
- **Language**: English (US)
- **Who can attend**: Anyone or Users with Cisco Unified MeetingPlace Express profiles only
- **Entry announcement**: Beep+Name
- **Exit announcement**: Beep+Name

Once you have completed all the information required for your conference click the “Schedule” button at the bottom of the screen and you will be brought to the screen below containing the information and notification of successful scheduling.
Section 4: Finding Meetings

There are four main choices on the Meetingplace system. Attend, Schedule, Find and Start Reservationless.

In this section we will go over the process of finding meetings on the meetingplace system.

If you click on the “Find” link on the main header you will be brought to a page similar to the one below. By default it will show you meetings you have scheduled or have been invited to for that day.

There are four ways to search for meetings. My meetings, Public meetings, Recordings, or Meeting ID.

By selecting My meetings (default) and a date range, then clicking on “Find”, all of the meetings you have scheduled or have been invited to for that date range will appear.
For Recordings, only ended meetings that have been recorded for the date range will appear (Note; only meetings with at least 1 web participant are able to be recorded.)

For Meeting ID, only meetings with the specific ID you have entered in the text field inside the date range will appear.

For Public, all public meetings under the date range will appear.

An example of a public meeting search:

Would return a result page similar to this.
By Clicking on any of the Meeting ID links you can pull up an information page about the meeting.
Section 5: Reservationless Meetings.

There are four main choices on the Meetingplace system. Attend, Schedule, Find and Start Reservationless.

In this section we will go over the process of starting reservationless meetings on the meetingplace system.

Begin a reservationless meeting by first clicking on the “Start Reservationless” link under the main heading. You will be brought to a page similar to the one below. You will notice the meeting ID will be the same as your phone number. You have to options to start the meeting. You may either select the “Join Meeting” button or the “Start Meeting Without Me” button. Be sure to uncheck the “Enter web meeting room” box unless you plan to have a web meeting. (Before doing this please refer to section 6 of this document.)
Once you have selected either of the two meeting start options the page will refresh to one similar to below. To end the meeting, click the “End Meeting” box.

By default the meeting will be set to run 30 minutes. This can be extended in meeting when time is about to expire.

It is also important to note the reserved meetings take precedence over unreserved meetings. The system will end unreserved meetings to make room for reserved meetings if needed.

Section 6: Web Meetings

The new meetingplace system also allows for web meetings. However we only have licenses for 6 web connections at a time on the system. While it is possible to attend web meetings for all users, only the system administrators currently have the ability to schedule such meetings.

If you would like to conduct a web meeting please contact the help desk and arrange a time to be shown how the web meetings function. Before this is done, a web meeting will not be scheduled for you.