

## SCHEDULE A CONFERENCE CALL

Open a Web browser and navigate to <http://mplace.ecu.edu>. Click the **login** link in the upper right-hand corner of the screen.

Enter your PirateID and **Cisco IP phone password** (not your voice mail password). If you need assistance with your password, contact the **IT Help Desk** at **328-9866**.

### Cisco Unified MeetingPlace Express

Attend | Schedule | Find

Log In Help

Dial-in: 3289100

#### Attend

Meeting ID

First-time users should run the [Browser Test](#) to verify they can participate in a web meeting

#### Active Meetings

Date/Time ▲	Subject	Owner	Duration	Meeting ID	Status
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You should now see the options, **Attend | Schedule | Find** at the top left of the screen. Click the **Schedule** button. Complete the form. If you create a password for this conference, it must be six or more characters of non-sequential numbers.

Press the **Schedule** button.

**Cisco Unified MeetingPlace Express**

Welcome Patrick

Attend | Schedule | Find Profile | Log Out | Help

Dial-in: 3289100

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**Schedule Meeting**

Subject \*

Meeting ID

Date

Time   (US: Eastern (EST/EDT))

Duration  hours  mins

Frequency

Number of participants

Show meeting in public listing

Meeting password \*

> Invitees

\* Required Field

You should see the page below. To join the meeting, press the **Join Meeting** button.

The screenshot displays the Cisco Unified MeetingPlace Express web interface. At the top, it says "Cisco Unified MeetingPlace Express" and "Welcome Adam". Below this are navigation links: "Attend | Schedule | Find" and "Profile | Log Out | Help". A green checkmark indicates "Meeting scheduled successfully." with the "Meeting ID: 3289100".

The main section is titled "Meeting Scheduled" and features a small image of a meeting room. To the right of the image is a list of meeting details:

Subject:	test 2
Meeting ID:	2587
Date/Time:	05/28/2009, 9:00 AM (US: Eastern (EST/EDT))
Duration:	30 minutes
Frequency:	Once
Scheduled participants:	4
Meeting type:	Voice & web meeting
Show meeting in public listing:	No
Owner:	Adam Phelps
Language:	English (US)
Invitees (0):	None

Below the details is a link: "(Update meeting status)".

There are two sections for dialing in:

- "Dial in from your phone to attend voice meeting" with a checked box for "Enter web meeting room" and a "Join Meeting" button.
- A note: "First-time users should run the [Browser Test](#) to verify they can participate in a web meeting."
- An "End Meeting" button with the text "(Remove all participants from the meeting)".

At the bottom left is the Cisco logo and version information: "Version: 3.0.2.126 © 1997-2007 Cisco Systems, Inc. All Rights Reserved."

You can also dial in using the **328-9100** phone number. Type in the **Meeting ID** number using your phone's number pad, and then follow further instructions from the automatic system.