Configure the Meet–Me Option on a Cisco Unified IP Phone 9971

Document ID: 113287

Contents

Introduction Prerequisites Requirements Components Used Conventions Meet–Me Host a Meet–Me Conference Join a Meet–Me Conference Configure Configurations Related Information Introduction

This document provides a sample configuration to configure the Meet–Me option on a 9971 IP Phone. Meet–Me allows you to call a predetermined number at a scheduled time to host or join a conference.

Prerequisites

Requirements

There are no specific requirements for this document.

Components Used

The information in this document is based on the Cisco Unified IP Phone 9971 with Firmware 9.2(1) registered with Cisco Unified Communications Manager (CUCM) 8.x.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, make sure that you understand the potential impact of any command.

Conventions

Refer to the Cisco Technical Tips Conventions for more information on document conventions.

Meet-Me

The conference begins when the host connects. Participants who call the conference before the host has joined hear a busy tone and must dial again. The conference ends when all participants hang up. The conference does not automatically end when the host disconnects.

Host a Meet-Me Conference

Meet–Me conferences require an allocation of directory numbers. Cisco Unified Communications Manager Administration provides the Meet–Me conference directory number range to users, so they can access the feature.

- 1. Obtain a Meet–Me phone number from your system administrator.
- 2. Distribute the Meet-Me phone number to participants.
- 3. When you are ready to start the meeting, lift the handset to get a dial tone and then press the Meet Me button.
- 4. Dial the Meet–Me phone number.

Join a Meet-Me Conference

- 1. Dial the Meet–Me phone number (provided by the conference host).
- 2. If you hear a busy tone, the host has not yet joined the conference. In this case, try your call again.

Configure

The Meet–Me option is configured as a feature button and not as a soft–key.

For the 9971 device model configuring softkeys is completely different than the usual 79xx models: the Cisco Unified IP Phone 8961, 9951, and 9971 do not use softkey templates in Cisco Unified Communications Manager administration. Here, "feature control policies" are used which allow the administrator to limit the appearance of features on the Cisco Unified IP Phone 8961, 9951, and 9971 by disabling them in Cisco Unified Communications Manager administration.

Feature Control Policies allow you to enable or disable a particular feature, and control the appearance of certain features and softkeys that will be displayed on the phone. When you disable a feature, the softkeys for the disabled feature do not appear in any call state.

The Meet–Me feature is a Programmable Feature Button which requires configuration in Cisco Unified IP Phone administration. The Programmable Line Keys (PLKs) as SoftKeys feature enables the administrator to provide certain features to users as either softkeys or buttons on the phone.

These features are now available as either PLKs or SoftKeys:

- Call PickUp
- Mobility
- Malicious Call Trace
- Meet–Me
- Quality Reporting

Configurations

Your 9971 Phone provides quick access to your phone lines, features, and call sessions. You need to create a new softkey template and assign it a Meet–Me softkey. Here are the steps:

- 1. Using your web browser, login to the Cisco Unified Communications Manager Administration web page.
- 2. Navigate to the **Device > Device Settings > Soft Key** template.
- 3. Click Add New and select Standard User. Then, click Copy.



- (i) *- indicates required item.
- 4. Change the name from Standard User to **9971–meetme**, for example, then click **Save**.

Ites Add successful ane Batton Template Information ton Template Information ton Template Name * 9921-meet me ton Template Information ton Template Information ton Template Information ton Template Name * 9921-meet me ton Template Name * 9921-meet me ton Templat	Save 🔰	🕻 Delete 📄 Copy 🎦 Reset 🥖 Ap	ply Config 🖧 Add New		
Add successful Add succesful Add s					
ton Template Information ton Template Information ton Information Betton Vesture Line ** Line ** Line ** Line ** Speed Dial Speed					
ton Tempiate Name * 19971-mask mail ton Information Batton for Asset for A	Add succ	essful			
ton Tempiate Name * 19971-mask mail ton Information Batton for Asset for A	ne Butto	n Template Information			
ton Information Betton Peeters Cabel Line Cabel Line Cabel Line Cabel Line Cabel Speed Dial Cabel Speed Dial Cabel Speed Dial Cabel Speed Dial Cabel Speed Dial Cabel Speed Dial Cabel					
Bettom Feature Label Line ** Line1 Line & • Line2 Speed Dial Speed Dial Speed Dial Speed Dial Speed Dial Speed Dial Speed Dial Speed Dial	all the the	4471-mail: ma			
Line ** Line1. Line * Line2 Speed Dial • Speed Dial 1 Speed Dial • Speed Dial 2 Speed Dial • Speed Dial 3	ton Infor	mation			
Line Lined Lined Speed Dial Speed	Button		Feature		Label
Speed Dial - Speed Dial 1 Speed Dial - Speed Dial 2 Speed Dial - Speed Dial 3		Line **		Line1	
Speed Dial Speed Dial 2 Speed Dial 2 Speed Dial 3		Line	-	Line2	
Speed Dial Speed Dial 3		Speed Dial	-	Speed Dial 1	
		Speed Dial	-	Speed Dial 2	
Meet Me Conference		Speed Dial	÷	Speed Dial 3	
		Speed Diel			
			-	Meet He Conference	

- 5. Select Configure Softkey Layout from Related Links. Then, click Go.
- 6. Add the Meet Me softkey and click **Save**.

🚽 Save 🍟 Reset 🧷 Apply Config		
Notes		
Use this window to specify the Softkeys and their relativ support all Softkeys. For information about the supporte not display on the phone even if you configured it in this	d Softkeys for a particular phone, refer to	
Softkey Layout Configuration		
Softkey Template: 9971-meet me		
Select a call state to configure On Hook	-	
Unselected Softkeys	Selected Softkeys (ordered by position	n)**
Call Back (CallBack) Conference List (ConfList) Direct Transfer (DirTfr) Group Pick Up (GPickUp) HLog (HLog) Immediate Divert (iDivert) Join (Join)	Redial (Redial) **NewCall (NewCall) Forward All (CfwdAll)	
Nect Mc (MetMo) Mobility (Mobility) Other Pickup (oPickup) Pick Up (PickUp) Quality Report Tool (QRT) Remove Last Conference Party (RmLstC) Select (Select) Toggle Do Not Disturb (DND) Undefined (Undefined) T	ŝ	÷

7. On the 9971 IP Phone, select this newly added template as the Phone Button Template so that the softkey will appear on the phone.

	Cisco Unified CM Administration For Gisco Unified Communications Solutions				
System	n * Call Rosting * Media Resources * Advanced Festur	es * Device * Application * User Manag	ement * Bulk Administration * Help *		
hone	e Configuration				Related Link
	Save 💥 Delete 📄 Copy 🎦 Reset 🥒 Apply Co	Min Ca Add New			
1.1.1	and the second statement with the second				
Stat	as Stetus: Ready				
0	Status: Newsy				
- 4	ociation Information	Phone Type			
	Modify Button Items	Product Type: Cisco 9971			
1	*[1] Line [1] - 4029 (no partition)	Device Protocol: SIP			
	- ma				
2	The Line [2] - Add a new DN	Device Information Registration	Registered with Cisco Unified Communics	· · · · · · · · ·	
з	Add a new SD	IP Address	Registered with Cisco Onineo Communica	DOUR WARK	ger
4	Gan Add a new SD	Active Load ID	sip9971.9-2-1		
S	Gig Add a new SD	Inactive Load ID	sip9971.1-9-4-7		
- E - 1		Download Status	Unknown		
6	Gen Add a new SD	Device is Active			
	Unassigned Associated Items	Device is trusted			
7	Add a new SD	MAC Address*			
8	All Cells	Description	Remote 4029		
9	arms Add a new BLF Directed Call Park	Device Pool*	remotesite	Y	View Details
10	Call Park	Common Device Configuration	< None >	~	View Details
11	Call Pickup	Phone Button Template*	9971-meet me	~	
12	CallBack	Common Phone Profile*	Standard Common Phone Profile	~	
13	Group Call Pickup	Calling Search Space	< Nong >		
14	Hunt Group Logout	AAR Calling Search Space		Y	
15	Intercom [1] - Add a new Intercom	and the second	< None >	*	
16	Malicious Call Identification	Media Resource Group List	< None >	Y	
17	Meet Me Conference	User Hold MOH Audio Source	< None >	Y	
18	Mobility	Network Hold MOH Audio Source	<none></none>	Y	
19	Other Pickup	Location*	Muh None	~	

For the Meet–Me conference, the **Media Resource Group List** parameter needs to be enabled under the **System > Device Pool** menu.

Even though it is set up under this and the 9971 devices are joined in that group, it is always recommended that the media resources are set to the 9971 device as there are different requirements depending on the device in use.

Related Information

- Cisco Unified IP Phone 9971
- Using the Meet-Me and Ad Hoc Conferencing Features
- Voice Technology Support
- Voice and Unified Communications Product Support
- Troubleshooting Cisco IP Telephony
- Technical Support & Documentation Cisco Systems

Contacts & Feedback | Help | Site Map

© 2014 – 2015 Cisco Systems, Inc. All rights reserved. Terms & Conditions | Privacy Statement | Cookie Policy | Trademarks of Cisco Systems, Inc.

Updated: Oct 26, 2011

Document ID: 113287