

# MeetingPlace Server 8100 Series Onsite Installation

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## Introduction

This document outlines verification procedures for use before you go onsite, before you start onsite work, and after you have completed any Cisco MeetingPlace Server 8100 series onsite installation work.

## Prerequisites

### Requirements

There are no specific requirements for this document.

### Components Used

The information in this document is based on the Cisco MeetingPlace Server 8100 series.

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

For more information on document conventions, refer to the Cisco Technical Tips Conventions.

## Items to Verify Before You Go Onsite

Complete these steps before you begin installation:

1. Verify the Telephony and LAN requirements are met in the Installation and Upgrade Guide for Cisco MeetingPlace Audio Server Release 5.3.
2. Complete all of the tables in *Chapter 4 Database Planning* in the Installation and Upgrade Guide for Cisco MeetingPlace Audio Server Release 5.3.
3. Discuss and prepare the User Database Import Spreadsheet.
  - a. Create a .csv spreadsheet with applicable database headers from the *Chapter 4 Database*

*Planning* in the Installation and Upgrade Guide for Cisco MeetingPlace Audio Server Release 5.3.

- b. After the spreadsheet has all user information, import into Cisco MeetingTime after the server installation.
4. Ensure you have a laptop, with a 9-pin null modem female to female cable, to connect to the front service port on the front of the Cisco MeetingPlace server.
5. Verify that the HyperTerminal on the laptop works.
6. Ensure you have the Server upgrade media kit (with the Release Note). The media kit includes the Installation and Upgrade Guide for Cisco MeetingPlace Audio Server Release 5.3.
7. Ensure you have the Cisco MeetingTime client software ( registered customers only) that corresponds to the Cisco MeetingPlace server release that you want to install.
8. Check for latest patches available on CCO that you need to apply after the upgrade.
9. Contact Cisco Technical Support to obtain the FTP backup files and FTP Backup Procedure. Make sure the requirements are met before going onsite.
10. If you want to install Cisco MeetingPlace IP Gateway, review and verify the installation requirements and instructions in the Release Notes for Cisco Unified MeetingPlace H.323/SIP IP Gateway Release 5.2.1 and the Installation and Upgrade Guide for Cisco MeetingPlace Audio Server Release 5.3. Also apply the latest IP Gateway software and applicable patches.
11. If you want to install Cisco MeetingPlace for IP Phone, review and verify the installation requirements in the Release Notes for Cisco MeetingPlace for IP Phone Release 4.2.5.5 and install the latest version using the instructions in the FA00225 – MeetingPlace for Cisco IP Phone 4.2.5.6 Field Notice.
12. Review the installation procedure in the Configuration Guide for Cisco MeetingPlace Audio Server Release 5.3 and bring it along.

### CLI Configuration Checklist

- ◆ **net** Set the network parameters for the server.
  - ◆ **timezone** Set the time zone for the server.
  - ◆ **Blade** Configure Smart Blades present in the system.
  - ◆ **date** Set the date and time for the server.
  - ◆ **restart** Restart the server.
13. Have the appropriate license keys.
  14. Verify the server room can physically accommodate the servers.
  15. Open a Service Request for the implementation and notify Cisco Technical Support if there are any hot fixes that need to be applied after the upgrade or installation. A hot fix checklist is available from Technical Support.
  16. Have the necessary tools (screwdriver, flashlight, rack mount kit with extra screws, and such).

## Items to Verify Before the Start of Onsite Work

Complete these steps to verify that the Cisco MeetingPlace Server is correctly configured:

1. Verify that the Cisco MeetingPlace equipment received matches the invoice. These items are shipped with the server:
  - ◆ Power cord
  - ◆ All cables and connectors
  - ◆ MeetingPlace Software
  - ◆ Rack Mount rails
  - ◆ External Modem
2. For 8112, before you power on, verify that the hard drive keys are in the upright (locked) position. **Do not touch hard drive keys while power is on.** When the power is off, unlock the drive by pushing

the key in, and then turn counterclockwise ¼ of a turn (90 degree). Lock the drive by pushing the key in and turn the key clockwise ¼ of a turn (90 degree); make sure when you release the key, it pops up into the lock position.

3. Verify the current Cisco MeetingPlace version shipped and upgrade if necessary.
4. Start detailed logging through Hyper Terminal once onsite.

## Items to Verify After Onsite Work

Complete these post–upgrade tasks:

1. Verify that the procedures in these documents have been completed. These documents are for use before, during, and after onsite installation, refer to those that are applicable:
  - ◆ MeetingPlace IP Onsite Installation or Upgrade
  - ◆ MeetingPlace for Notes Onsite Installation or Upgrade
  - ◆ MeetingPlace for Outlook Onsite Installation or Upgrade
  - ◆ MeetingPlace SMTP Onsite Install or Upgrade
  - ◆ MeetingPlace Web Onsite Installation or Upgrade
2. Note any alarms.
3. Check the system date and time.
4. Verify that the correct version of Cisco MeetingTime is installed.

Complete these tasks to verify LAN connectivity:

1. Perform a **gwstatus** and **swstatus** to ensure software has been updated with the correct version and shows status of **up**.
2. Ping the default gateway with the **ping** command.
3. Telnet or connect through Cisco MeetingTime to the Cisco MeetingPlace Server.

Complete these tasks to verify server telephony:

1. From the command–line interface (CLI), type **spanstat s** and check to make sure T1 s are up.
2. From the CLI, type **spanstat all** and check to make sure all ports are idle.
3. Issue the **activity** CLI command to place a test call by selecting option 4.
4. Call into the Cisco MeetingPlace Server to verify ability to schedule and attend a meeting through Cisco MeetingTime, Cisco MeetingPlace Web, Cisco MeetingPlace for Outlook or Cisco MeetingPlace Notes.
  - a. Did you hear **Welcome to MeetingPlace** in the correct language?
  - b. Log in as a profile user (for example, profile 0002 technician).
  - c. Schedule an immediate meeting and attend.
  - d. Verify that at least two parties in a call can hear each other clearly.
5. Check all in–session features (roll call, breakout session, outdial, and others) relevant to the customer.

Configure Cisco MeetingTime with these steps:

1. Under the Configure Tab, configure these items:
  - ◆ Telephony Access
  - ◆ System Options (verify license keys)
  - ◆ Server Configuration

◇ Modem number

- ◇ Conference ports
- ◇ Contingency ports
- ◇ Floater ports
- ◇ Overbook ports
- ◇ Max Recording Space
- a. From the System tab, execute View Disk Usage Statistics.
- b. Multiply the Remaining free disk space number by 80 percent.
- c. Input that number in the Max Recording Space field
- ◆ NS Site Configuration
  - ◇ Attendant Phone
  - ◇ Timezone
  - ◆ Usage Parameters
  - ◆ Scheduling Parameters
  - ◆ Company Information
- 2. Under the System Tab, configure these items:
  - ◆ Import User Profiles
    - ◇ Import with the .csv spreadsheet prepared prior to the installation
  - ◆ Database Backup
    - ◇ Frequency Recurring
      - ◇ If this recurs, hour of the day 3 (11pm)
      - ◇ If this recurs, every x days; (everyday)
  - ◆ Helpdesk Privilege for Attendants

Complete these steps to verify remote access:

1. Receive the modem line number from a customer.
2. Verify the modem line is plugged into the Telco port of the Cisco MeetingPlace Server.
3. Test the modem line by dialing into the M3.

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## Related Information

- **Voice Technology Support**
- **Voice and Unified Communications Product Support**
- **Recommended Reading: Troubleshooting Cisco IP Telephony**
- **Technical Support & Documentation – Cisco Systems**

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