



Cisco MeetingServer™ 5.1

Installation Planning Guide

Release 5.1.0
March 2003

Cisco Document Number OL-5695-01

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1 Introduction

This guide helps you manage the installation and configuration of your MeetingPlace M3 system. It also offers choices and recommendations to ensure you make the right decisions for your company. (For instructions on setting up and maintaining MeetingPlace after the system has been installed, see the *Cisco MeetingServer 5.1 System Manager's Guide*.)

Naming Conventions Used in This Guide

Throughout the remainder of this document, we refer to Cisco MeetingPlace as “MeetingServer,” or “MeetingPlace,” and we refer to Cisco MeetingPlace MeetingTime as “MeetingTime.”

Who Should Use This Guide

This guide is for MeetingPlace system managers. Use the worksheets in this guide to plan installation and upgrade projects for your MeetingPlace M3 conference servers.

How to Use This Guide

Before you install MeetingPlace, fill out all or most of the worksheets in this guide with your MeetingPlace support representative. Because MeetingPlace supports both your voice and data networks, successful installation requires assistance or information from multiple parties in your organization. Following the steps in this guide can dramatically streamline the installation process.

As you read this guide, make a list of questions for your MeetingPlace support representative to answer at the pre-installation meeting—or sooner, if necessary. Once you have the answers you need, complete the planning activities. Keep this guide handy during installation and rollout to anticipate the next step in the process.

What's New in This Release

The MeetingServer software in this version includes the following new features:

- **International Deployments**—MeetingPlace M3 systems now support both E1 Euro ISDN and QSIG trunking protocols for deployments in the European Union, Asia, and Australia. E1 systems can scale up to 960 user licenses per M3 system. Mixed IP and PSTN (E1) systems are supported for customers migrating to IP telephony, but mixing E1 and other PSTN protocols are not supported. Customers who wish to deploy a converged IP only solution can scale up to 384 user licenses per M3 system. Information that's unique to E1 trunking types is preceded in this guide by this icon:



- **North American PRI Support**—MeetingPlace M3 now supports direct connectivity to ISDN Primary Rate Interface (PRI) from the central office or from the PBX. PRI-based systems can scale up to 736 user licenses. Mixing PRI with existing T1 PSTN telephony protocols is not supported within an M3 system, but mixed PRI and IP systems are supported.

System Management Enhancements

- **Report Enhancements**—Several enhancements have been added to reports to increase their flexibility and ease of use. These improvements include the following new features:
 - **Ability to Track Number of Meeting Extensions**—Two fields have been added to the Raw Meeting Details report. The first field provides information on the number of successful extensions to each meeting. When a meeting cannot be extended, the second field provides an error code for the reason. Reasons include lack of voice ports, lack of recording space, Meeting ID conflict, and so on. System managers can use this information to assess customer satisfaction in a highly utilized system. For more information, see the *Raw Meeting Details Information Data* section in Appendix G. of the *Cisco MeetingServer System Manager's Guide*.
 - **Peak Usage and Summary Port Utilization Reports**—This new report in the Capacity Management tab in MeetingTime provides insight to both peak and average port utilization over a user specified period of time. The report can be run in real time or offline with previously generated data. This tool is especially important for reservationless deployments to ensure adequate capacity to support peak load traffic at all times. For more information, see the *Managing Capacity* section in Chapter 4 of the *Cisco MeetingServer System Manager's Guide*.

- **Outdial Billing Report**—The Outdial Billing report now allows for a 60 second buffer before outdial calls (calls placed by the server to participants at the time of a meeting) are reported. Any outdial calls that terminate within this initial 60-second time limit are not reported (or billed). These changes apply to all trunk types.
- **Report Generation Progress Indication**—While running reports that involve a large amount of data, a report generation progress bar now indicates the percentage of data being retrieved. System managers can more accurately estimate the amount of time the report will take to generate.

Administrative Enhancements

- **New Meeting Category: Reserve All Ports**—The Reserve All Ports meeting category allows system managers and technicians to book out all the available ports for system maintenance or upgrade activities. The benefits of using this meeting type instead of scheduling a standard meeting include:
 - No need to change system parameters to reserve all available ports.
 - The meeting is not terminated even when no invitees are attending the meeting.Once a Reserve All Ports meeting is in session, nobody is allowed to call into the system or schedule other meetings. The RAP meeting ends at the scheduled end time, or the system manager can terminate the meeting through MeetingTime. For more information, see the *Meeting Types* section in Chapter 2.
- **New SNMP Alarms**—Four new notification types have been added to the MeetingPlace MIB file to improve system monitoring capabilities. These four notifications correspond to alarms generated within the MeetingPlace server. The categories include: Major Hardware Alarm, Minor Hardware Alarm, Major Software Alarm and Minor Software Alarm. A new MIB file is provided which includes these new notifications with the current ones available on the system. For more information, see the *Monitoring MeetingPlace Using SNMP* section in Chapter 4 of the *Cisco MeetingServer System Manager's Guide*.
- **Additional Flex Fields**—Four additional flex fields are now available for user or group profiles, and four additional fields for meeting specific information. There is also enhanced flexibility in the definition of these fields such as the ability to specify that input is required to that field as well as provide multiple-choice input options. For more information, see the *Creating Flex Fields* section in Chapter 3 of the *Cisco MeetingServer System Manager's Guide*.

- **Configurations for Reservationless Meetings**—System configurations related to reservationless meeting deployments are now available in MeetingTime under the System tab. Three new fields have been added (the first, Enable Reservationless Meeting, is read only.) Also, the Reservationless Meetings feature is now available for the Japanese language. For more information, see Appendix I of the *Cisco MeetingServer System Manager's Guide*.
- **Restrict Changing Vanity IDs through Voice User Interface**—When Vanity IDs are allowed within the MeetingPlace server, the meeting scheduler is prompted with the option to change the system generated meeting ID when scheduling over the phone. A new configuration within a user's profile removes this option. For more information, see the *Securing Meetings* section in Chapter 3 of the *Cisco MeetingServer System Manager's Guide*.

Supportability Improvements

- **Remote Upgrades**—Improvements to the upgrade process will allow M3 software upgrades to be performed remotely. Once the upgrade tape is inserted into the M3 system, technicians can initiate the upgrade by remote access, such as through modem, Telnet, and so on. Progress updates are provided at regular intervals and all diagnostic logs are saved to a file. In the unlikely event that there are problems with the upgrade, technicians can also remotely revert the system back to the existing version of software.



Notes:

- Customizing the “Welcome to MeetingPlace” prompt must now be done through the Latitude Customization Services Group.
- This version of the MeetingPlace M3 server platform does **not** support Analog trunks or alarm relay.
- MeetingServer 5.0 and later does not support EISA or PCI platforms. However, it is possible to convert a server from PCI to M3 through a network transfer. For more information, see the *Cisco MeetingServer Customer Engineer Guide*, or contact your MeetingPlace support representative.

Visual Cues Used in This Guide

Special information in this guide looks like this:



Note: Notes contain “for your information” text that corresponds to a topic.



Tip: Tips offer helpful hints and time-saving suggestions about using MeetingPlace features.



WARNING: Warnings identify essential steps, actions, or system messages that should not be ignored.



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Hong Kong

Hong Kong: This icon represents Hong Kong and specific information for this city.



Japan

Japan: This icon represents Japan and specific information for this country.



European Union

European Union: This icon represents the European Union and specific information for these countries.

Obtaining Documentation

Cisco documentation and additional literature are available on Cisco.com and the Customer Support Resource Center for Cisco MeetingPlace. Cisco also provides several ways to obtain technical assistance and other technical resources. These sections explain how to obtain technical information from Cisco Systems.

Cisco.com

You can access the most current Cisco documentation on the World Wide Web at these URLs:

<http://www.cisco.com/univercd/home/home.htm>

or

<http://support.latITUDE.com/>

You can access the Cisco website at this URL:

<http://www.cisco.com>

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You can submit comments by using the response card (if present) behind the front cover of your document or by writing to the following address:

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point for technical assistance. If you do not hold a valid Cisco service contract, please contact your reseller.

Cisco TAC Website

The Cisco TAC website provides online documents and tools for troubleshooting and resolving technical issues with Cisco products and technologies. The Cisco TAC website is available 24 hours a day, 365 days a year. The Cisco TAC website is located at this URL:

<http://www.cisco.com/tac>

Accessing all the tools on the Cisco TAC website requires a Cisco.com user ID and password. If you have a valid service contract but do not have a login ID or password, register at this URL:

<http://tools.cisco.com/RPF/register/register.do>

Opening a TAC Case

Using the online TAC Case Open Tool is the fastest way to open P3 and P4 cases. (P3 and P4 cases are those in which your network is minimally impaired or for which you require product information.) After you describe your situation, the TAC Case Open Tool automatically recommends resources for an immediate solution. If your issue is not resolved using the recommended resources, your case will be assigned to a Cisco TAC engineer. The online TAC Case Open Tool is located at this URL:

<http://www.cisco.com/tac/caseopen>

For P1 or P2 cases (P1 and P2 cases are those in which your production network is down or severely degraded) or if you do not have Internet access, contact Cisco TAC by telephone. Cisco TAC engineers are assigned immediately to P1 and P2 cases to help keep your business operations running smoothly.

To open a case by telephone, use one of the following numbers:

Asia-Pacific: +61 2 8446 7411 (Australia: 1 800 805 227)

EMEA: +32 2 704 55 55

USA: 1 800 553-2447

For a complete listing of Cisco TAC contacts, go to this URL:

<http://www.cisco.com/warp/public/687/Directory/DirTAC.shtml>

TAC Case Priority Definitions

To ensure that all cases are reported in a standard format, Cisco has established case priority definitions.

Priority 1 (P1)—Your network is “down” or there is a critical impact to your business operations. You and Cisco will commit all necessary resources around the clock to resolve the situation.

Priority 2 (P2)—Operation of an existing network is severely degraded, or significant aspects of your business operation are negatively affected by inadequate performance of Cisco products. You and Cisco will commit full-time resources during normal business hours to resolve the situation.

Priority 3 (P3)—Operational performance of your network is impaired, but most business operations remain functional. You and Cisco will commit resources during normal business hours to restore service to satisfactory levels.

Priority 4 (P4)—You require information or assistance with Cisco product capabilities, installation, or configuration. There is little or no effect on your business operations.

Obtaining Additional Publications and Information

Information about Cisco products, technologies, and network solutions is available from various online and printed sources.

- Cisco Marketplace provides a variety of Cisco books, reference guides, and logo merchandise. Go to this URL to visit the company store:

<http://www.cisco.com/go/marketplace/>

- The *Cisco Product Catalog* describes the networking products offered by Cisco Systems, as well as ordering and customer support services. Access the Cisco Product Catalog at this URL:

<http://cisco.com/univercd/cc/td/doc/pcat/>

- *Cisco Press* publishes a wide range of general networking, training and certification titles. Both new and experienced users will benefit from these publications. For current Cisco Press titles and other information, go to Cisco Press online at this URL:

<http://www.ciscopress.com>

- *Packet* magazine is the Cisco quarterly publication that provides the latest networking trends, technology breakthroughs, and Cisco products and solutions to help industry professionals get the most from their networking investment. Included are networking deployment and troubleshooting tips, configuration examples, customer case studies, tutorials and training, certification information, and links to numerous in-depth online resources. You can access Packet magazine at this URL:

<http://www.cisco.com/packet>

- *iQ Magazine* is the Cisco bimonthly publication that delivers the latest information about Internet business strategies for executives. You can access iQ Magazine at this URL:

<http://www.cisco.com/go/iqmagazine>

- *Internet Protocol Journal* is a quarterly journal published by Cisco Systems for engineering professionals involved in designing, developing, and operating public and private internets and intranets. You can access the Internet Protocol Journal at this URL:

<http://www.cisco.com/ipj>

- Training—Cisco offers world-class networking training. Current offerings in network training are listed at this URL:

<http://www.cisco.com/en/US/learning/index.html>

The Components

MeetingPlace can be purchased in a standard, voice-only configuration, which includes server hardware, server software, and desktop software components, with additional hardware and software options available.

MeetingPlace M3 Server

The M3 server is a rack mountable box 21" tall and 18.9" wide. Fully loaded, it weighs up to 110 pounds.

It has capacity for a CPU card, a Hot Swap Controller (HSC) card, 12 Smart Blades that provide physical connectivity to your telephone network, and three drives—two SCSI hard disk drives and one tape drive. The front of the chassis allows access to the CPU, Smart Blades, and redundant power supplies. Local Area Network (LAN) cables, and telephony and Voice over IP (VoIP) cables plug into the back. See Appendix C for a condensed list of key M3 features and technical specifications.

An alarm panel, located on the top portion of the front of the chassis, indicates major and minor alarms as well as system status. For more information on the alarm panel, see “Interpreting the Alarm Lights on the Server” in Chapter 7 of the *Cisco MeetingServer System Manager’s Guide*.

Figure 1-1 illustrates the location of various M3 server features.

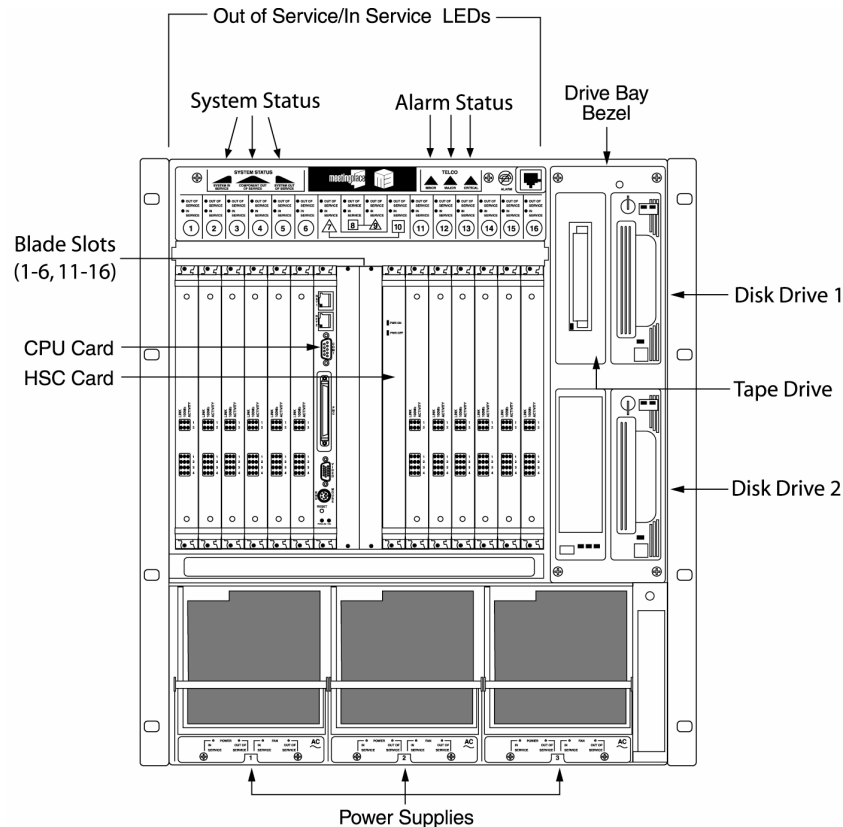


Figure 1-1 Front of MeetingPlace M3 Server

MeetingPlace M3 Server Hardware Components

MeetingPlace M3 server hardware components include:

Mounting Kits—Mechanical components necessary to mount the MeetingPlace system in one of the following configurations:

- ☐ 19-Inch or 23-Inch Rack EIA-310 (U.S./Canada)
- ☐ 19-Inch or 23-Inch Rack Frame-Relay

Travan-NS Tape Drive—High-speed, high-capacity digital tape drive used for making backup copies of system database information.

Travan-NS 20 Backup Cartridge—Ten-gigabyte cartridge for use with the Travan-NS backup drive.

Travan-NS 20 Cleaning Cartridge—A cleaning cartridge for use with the Travan-NS tape drive. The head of the tape drive should be cleaned approximately once a month.

MeetingPlace Smart Blades—Components required to provide physical connectivity to your telephone network.

- ☐ **Smart Blade**—The Smart Blade is Latitude's proprietary high performance conferencing card. It provides digital signal processing to ensure the highest voice quality as well as superior conferencing functions.
- ☐ **T1 Smart Blade**—The T1 Smart Blade enhances the Smart Blade by adding T1 PSTN connectivity directly to the card.
- ☐ **IP Access Blade**—The IP Access Blade enhances the Smart Blade by including the necessary Ethernet interface for IP-based telephony. The IP Access Blade supports both the G.711 and H.323 telephony protocols. MeetingPlace IP is required for full functionality.

Multi-Access Blade—Includes the necessary trunk interface card functionality for T1 ISDN Primary Rate Interface (PRI) and E1 digital telephony. For T1 PRI, the Multi-Access Blade supports AT&T, Bell, and Nortel protocols. For E1, the Multi-Access Blade supports Euro ISDN and QSIG protocols. Each Multi-Access Blade requires at least one Smart Blade. The Multi-Access Blade supports up to 16 spans.

Break out Box and Cables—The break out box provides a standard RJ-45 telephony interface for E1/T1 PRI systems. It will interface to a maximum of 16 cables. There will be 16 cables shipped with each Multi-Access Blade (MA-16) and two Trunk Interface Cables (with Telco 50 connectors) to connect each MA-16 to the break out box.

Each MeetingPlace M3 server comes equipped with 12 Smart Blade slots. Each T1 Smart Blade holds 96 PSTN access ports; each IP Access Blade holds 48 IP access ports.



Note: Since IP Access Blades do not provide conferencing capability, IP telephony requires the pairing of two IP Access Blades with a Smart Blade.

System Database Disks—The system incorporates two 36-gigabyte hard drives for MeetingPlace server software and the system database. Space is allocated equally on each drive, resulting in an extra database and system space as follows:

- ☐ *System Database Disk 1*—Supports up to 500-megabytes of primary system files, 800-megabytes of temporary work space, and five-gigabytes of alternate space for storing the automatic database backup from disk 2. Disk 1 also includes 22-gigabytes of additional storage for MeetingNotes and voice storage of user and meeting names.
- ☐ *System Database Disk 2*—Supports up to 500-megabytes of alternate system files, 800-megabytes of temporary workspace, and five-gigabytes of alternate space for storing the automatic database backup from disk 1. Disk 2 also includes 22-gigabytes of additional storage for MeetingNotes and voice storage of user and meeting names.

Network Interface—A pair of 10/100 Ethernet ports on the CPU card transition module. The first port is used as the primary network interface.

External Modem—The M3 system includes an external modem connected to the system through a serial cable. The modem cable connects through the back of the system through a com2 connector to the CPU card transition module.

Additional Hardware Option

Beyond the MeetingPlace M3 server, Latitude Communications offers the following hardware option:

- ☐ **Windows Server Option**—The MeetingPlace Windows Server Option is a complete product offering for installing MeetingPlace software gateway products. Each server is Latitude tested, configured and installed. The number of servers required depends on the number of MeetingPlace Web Conferencing licenses purchased, and the total number of gateways requiring installation. Refer to Table 1-1 for details.

Table 1-1 MeetingPlace Windows Server Option

Component	Description
1. Windows Server Option	Dell PowerEdge 1650
2. Hardware	<ul style="list-style-type: none"> • Dual Pentium III, 1.4 GHz processor • 1GB SDRAM • Raid disks—3 x 18G • Dual Power Supply • 56K modem, monitor and keyboard • Dual on board Network Interface Cards • Option choice: mounting 2 or 4 pole 19" rack

Component	Description
3. Software Configuration	<ul style="list-style-type: none">• Windows 2000• IIS 4.0 or higher• IE 5.5 installed• TCP/IP protocol• NTFS (NT File System)• Latitude application software loaded in D drive• Terminal services turned off• PC Anywhere installed• Virus protection software (McAfee)
4. Service and Support	Covered under Full Care Support. Please contact your sales representative for more information.

Each MeetingPlace M3 conference server can support up to six gateways. MeetingPlace gateways include MeetingPlace Web¹, MeetingPlace for Outlook, MeetingPlace for Notes, MeetingPlace E-mail Gateway, MeetingPlace Directory Services, and MeetingPlace IP Gateway.

MeetingPlace Software

MeetingServer software resides on the MeetingPlace M3 conference server. Windows-based server software is installed on either customer-provided servers or a customer-purchased Windows Server Option. This software communicates with the MeetingPlace M3 conference server over your local area network (LAN) or wide area network (WAN). Desktop software resides on user's client desktops.

MeetingPlace Voice-Only Configuration

- ☐ **MeetingPlace User Licenses**—Software license that allows callers to attend conferences. You may purchase more user licenses than you foresee for conference attendance, to provide telephony connectivity to support MeetingPlace activities outside conferences (for example, to listen to meeting recordings).

¹ MeetingPlace Web counts as two gateways when the data conferencing licenses are purchased.

- ☐ ***MeetingTime***—Desktop software that allows users to access and use MeetingPlace functions from customer-provided Windows computers. The MeetingPlace voice-only configuration includes five MeetingTime licenses.
- ☐ ***MeetingPlace Web (Web Scheduling Only)***—Windows-based server software that allows users to schedule conferences, share meeting materials, or listen to recorded meetings and voice comments from Netscape Navigator or Microsoft Internet Explorer web browsers. Users can also link to meeting list pages for today's meetings, past meetings, and future meetings.

Additional Software Options

MeetingPlace provides several software options beyond those included in the voice-only configuration:

- ☐ ***MeetingPlace for Outlook***—Integrates MeetingPlace with an Exchange server, enabling users to schedule and attend MeetingPlace meetings using their Outlook client and receive e-mail notifications for meetings they have been invited to. Users can accept notifications and have meetings automatically appear in their Outlook calendar, or decline notifications.
- ☐ ***MeetingPlace for Notes***—Integrates MeetingPlace with a Domino server, allowing users to schedule and attend MeetingPlace meetings using their Notes client and receive e-mail notifications for meetings they have been invited to. Users can accept notifications and have meetings automatically appear in their Notes calendar, or decline notifications.
- ☐ ***MeetingPlace Directory Services***—Offers seamless integration between an existing corporate directory server and MeetingPlace. This integration automatically creates, updates, and deletes user profiles, which eases system management and enhances MeetingPlace's security features.
- ☐ ***MeetingPlace IP Gateway***—Software installed on a customer-provided Windows server that uses H.323 standard protocol to process call activity. The MeetingPlace IP Gateway is used with MeetingPlace IP server hardware and software to provide users meeting access from Cisco IP phones using Cisco CallManager and H.323 endpoints like Microsoft NetMeeting.
- ☐ ***MeetingPlace for IP Phone***—Software installed on a customer-provided Windows server to allow users to schedule, attend, and locate meetings from Cisco 7960 and 7940 IP phones.

- ☐ ***MeetingNotes***—Software installed on the MeetingPlace system that allows users to record meetings and individual voice comments, and attach documents to meetings.
- ☐ ***MeetingPlace Web (for web conferencing)***—Windows-based server software with which users schedule conferences, share meeting materials, or listen to recorded meetings and voice comments from Netscape Navigator or Microsoft Internet Explorer web browsers. MeetingPlace Web also allows multiple users to share applications in real time, brainstorm using white board annotation, or make presentations using their desktop or laptop computer, with additional features like annotations, polling, chat, and synchronized voice and web recordings. Optional data conferencing licenses must be purchased to take advantage of these capabilities.
- ☐ ***MeetingPlace E-mail Gateway***—Software installed on a Windows-based server that distributes meeting notifications and meeting materials to conference call participants through e-mail.

Before You Start

Because MeetingPlace is a telecommunications system that also connects to a LAN, some knowledge of both telephony and networking will be helpful. Your telephone service provider and your LAN administrator are good sources of information in these particular areas.

2 Introducing Cisco MeetingPlace

MeetingPlace is a leading secure, integrated voice and web conferencing solution. MeetingPlace allows users in different locations to collaborate in real time through live voice communication and by sharing documents over their PCs.

Because MeetingPlace integrates with common interfaces, such as groupware clients, web browsers, and PSTN and IP-based phones, users can quickly schedule and attend conferences from their preferred interface from any location.

MeetingPlace can be deployed as a single M3 conference server—for a system that exceeds 96 user licenses (ports), or a single PCI conference server—for a system that requires less than 96 user licenses (ports). Both enable users to set up and manage conferences.

What Does MeetingPlace Do?

MeetingPlace provides a full set of conferencing capabilities that enable users to set up and manage conference calls quickly and easily. Anyone with access to a touchtone telephone can participate in a MeetingPlace conference.

MeetingPlace enables your users to conduct telephone conferences that work much more like face-to-face meetings. MeetingPlace also goes beyond the conference itself to help make people more productive before and after the meeting.

How Do People Attend a Meeting?

“Meet me”—MeetingPlace provides many ways for people to attend meetings over the telephone. At a predetermined date and time (or immediately for reservationless meetings), participants can dial into MeetingPlace and enter a number that identifies a particular meeting (meeting ID). Depending on the telephony connection between MeetingPlace and your telephone network, participants may be able to dial a number that connects them directly into their meeting.

“Get me”—Participants can use MeetingPlace to dial out to parties and bring them into a meeting. Because MeetingPlace works with any touchtone phone, participants don’t have to be at their desk phones to add people to a meeting. If they get a party’s voice mail, they can leave a message containing the MeetingPlace telephone number and meeting ID, so the party can join at his or her convenience.

“Blast outdial”—Meeting schedulers can configure MeetingPlace to automatically dial out to participants at the time of the meeting. Participants can specify the telephone numbers they want to be reached at, or the meeting organizers can specify phone numbers for them. MeetingPlace can even page mobile workers at the time of the meeting and leave them with the MeetingPlace telephone number and meeting ID.

What Happens During a Meeting?

Just as in a face-to-face meeting, MeetingPlace provides several ways to help people know who is in the conference. As participants enter a meeting, they are prompted to speak their names. The system records the participant names and announces their arrival to the meeting. When participants hang up, the system announces their departure. At any time, participants can hear a private “roll call” of the first 120 members in the meeting.

MeetingPlace also enables users to take issues “offline.” Should a subgroup need to confer privately during the meeting, they can leave the main meeting temporarily, talk privately among themselves in a breakout session, and then rejoin the meeting—without hanging up. There can be up to nine simultaneous breakout sessions per meeting. To reconvene participants to the main meeting, any participant can broadcast a meeting message into the main meeting and all breakout sessions.

With the MeetingNotes Option users can manage the content of their meetings by starting and stopping recording at any time. Once the conference is over, MeetingPlace can post the recording immediately for others to access.

Outdial Function

The MeetingPlace outdial function can be accessed from a touchtone telephone or MeetingTime (on a desktop computer). During a meeting, any participant who has outdial privileges can choose to outdial all the other invitees of that meeting.

From the Telephone

- Automated outdial to teams
- Automated outdial to missing invitees
- Managed outdial to any telephone number

From MeetingTime

MeetingPlace can outdial people in three ways:

1. *Automated outdial to teams*
You can select a Team and request that all the members be outdialed. The system will dial each member using the phone number specified in their profile.
2. *Automated outdial to missing invitees*
While attending a meeting, users with outdial privileges can request that participants who are invited but have not arrived be outdialed. MeetingPlace searches the invited users' list of names and marks those that are already in the meeting. It then checks to see if enough free ports are available and outdials each of the missing invitees (regardless of participant notification preferences).
3. *Screened outdial to a profile user or phone number*
Any MeetingPlace user with outdial privileges can outdial to individuals one at a time. A MeetingTime user can specify a participant or team, then click the dial button to begin outdialing. MeetingPlace provides the telephone number from the participants' user profiles, and allows users to override the phone number if necessary. The system connects the participant who dialed out with the dialed person, allowing the two parties to speak before being placed in the meeting.



Note: To initiate a screened outdial you must be attending the meeting by telephone. If the participant initiating the outdial is not attending the meeting from the phone, selecting screened outdial will result in the system outdialing the user first.

How Are Meetings Set Up?

To set up meetings on MeetingPlace, users require a *profile* with the appropriate scheduling privileges. A profile uniquely identifies a user on the system, and it contains the user's privileges and preferences for setting up meetings.

MeetingPlace provides several ways to set up meetings:

- *From a touchtone phone*—Users can set up immediate or future meetings by dialing into MeetingPlace and following a series of voice prompts.
- *From MeetingTime*—MeetingTime users can schedule meetings from their Windows computers. MeetingTime provides access to more advanced features than the telephone interface, such as the ability to set up recurring meetings or blast outdials.
- *From the Web*—Users can schedule meetings using a schedule form on the Web (requires MeetingPlace Web). Users are notified by a schedule confirmation form that their meetings were successfully scheduled.
- *From a MeetingPlace IP Phone* —Software installed on a customer-provided Windows server to allow users to schedule, attend, and locate meetings from Cisco 7960 and 7940 IP phones.
- *From groupware applications*—Users can schedule meetings using groupware applications like Microsoft Outlook and Lotus Notes (requires MeetingPlace for Outlook or MeetingPlace for Notes).

When people schedule a meeting from within MeetingTime or MeetingPlace Web they can specify a list (including Teams) of invited participants and attach files to the meeting for distribution to users.

Teams

Meetings can be attended by teams of participants. Teams are users with a common interest or community of interests (people most likely to attend the same meetings). This feature allows users to build a team (or list) of MeetingPlace users, and then use this list to invite people when scheduling a meeting or to outdial several people from a meeting.

How Are People Notified of a Meeting?

With the MeetingPlace Notification Option, MeetingPlace automatically sends out e-mail notifications to all invited participants whenever people schedule, reschedule, or cancel meetings.

Even without the MeetingPlace Notification Option, users can request the schedule of meetings to which they have been invited by dialing into the system using a touchtone telephone. They can then request either a spoken list of meetings or a schedule to be sent to them via e-mail.

How Can People Share Meeting Materials?

With MeetingNotes, users can submit “attachments” to a meeting via MeetingTime or MeetingPlace Web. These attachments can be agendas, presentations, or other related documents submitted anytime before, during, or after a meeting. Once attachments to a meeting are submitted, MeetingPlace provides several ways for users to access them.

For users who are connected to the local area network (LAN) or wide area network (WAN), MeetingTime enables any other meeting participant to download the attachments to their own computers to follow along during a meeting.

Users without MeetingTime access can dial in using the touchtone phone and request e-mail copies of the associated attachments “on demand”.

If the MeetingPlace Notification Option is installed, MeetingPlace can automatically send copies of the documents via e-mail to meeting participants as the attachments are submitted.

If MeetingPlace Web is installed, users with access to the Internet or their company’s intranet can click meeting attachment icons or hypertext links to the documents that are posted with the associated MeetingPlace meeting.

What If People Cannot Attend?

If MeetingNotes is installed, people who cannot attend a meeting can contribute by submitting attachments or voice comments to the meeting. Voice comments provide an easy way for people to submit their thoughts to a meeting from any touchtone phone.

During the meeting, participants can choose to record all or portions of meetings for invitees who cannot attend. People who missed the meeting can then dial into MeetingNotes, enter the date and meeting ID for the conference, and access the recording. They can also access all of the related meeting materials and comments associated with the meeting.

If MeetingPlace Web is installed, users can connect to the Meeting Details Page, which provides information for meetings including the meeting recording, voice comments, and attached documents. Users click icons to listen to popular recording formats such as WAV, RealAudio, or MP3.

How Secure Are Meetings?

With MeetingPlace, you can discuss confidential information without worrying about security. Meetings can be protected on several different levels.

Scheduled meetings are more secure than reservationless meetings. This is because reservationless meetings do not require a meeting password and are always displayed to everyone.

Anyone who wants to enter a meeting must first provide the meeting ID. Whoever schedules the meeting may also require that attendees provide the correct password before being allowed to enter. Meetings can be restricted to invitees or to users with MeetingPlace user profiles.

MeetingPlace can also announce the name of each attendee as that person enters the meeting; if someone enters who shouldn't be there, that person can be dropped from the call. When sensitive information is being discussed, users can lock the meeting so that no one can enter without explicit permission.

What Information is Available About Meetings?

The MeetingPlace conference server accumulates historical information about meetings and associated resource usage. The system tracks details on meeting organizers, schedules, participants, meeting recordings, and outdialing activity. This information is retained in the MeetingPlace database and can be included in printed reports.

How Do Different People Use MeetingPlace?

MeetingPlace enables anyone to participate in telephone conferences. People outside your organization have the option of attending meetings over the phone as guests. Guest users have restricted privileges and typically cannot schedule meetings, start recording, or initiate outdials in a meeting.

For users inside your organization, you should set up user profiles. User profiles contain their privileges (such as scheduling, recording, and outdialing) and user level. Each user level denotes a class of user:

- *End users*—Most people are end users. These users typically attend meetings, access MeetingNotes, and set up their own meetings.
- *Contacts*—Contacts are administrators who may support the system or the user community at a departmental level. Contacts can schedule and manage meetings on behalf of their specific set of users.
- *Attendants*—Attendants are administrators who support all users in the system. Attendants can schedule, control, and manage meetings on behalf of all users. Attendants may also create and delete new user profiles, lock and unlock profiles, run reports, monitor capacity, view alarms and end meetings currently in session if a system manager has given them these privileges.

Attendants are typically company operators or help desk employees. Callers can reach the attendant by pressing 0 at the MeetingPlace main menu.

- *System Manager*—The system manager sets up and maintains MeetingPlace. As system manager, you need access to all of the information in the MeetingPlace database, including system configuration information and information about the user community.

Each user type has its own set of needs. As you use this guide, think about how your organization will deploy MeetingPlace.

Meeting Types

“All Speaker” Meetings

MeetingPlace enables users to easily attend “meet me” conference calls at a predetermined time and date by dialing a given telephone number and a meeting ID number. Each of the participants can speak and listen equally.

MeetingPlace provides meeting features such as breakout sessions, roll call, outdial, lock, mute, and MeetingNotes for use in conducting organized and productive meetings.

Lecture-style Meetings

MeetingPlace lecture-style meetings are based on the concept that there are one or more *speakers* and the remaining participants are *listeners* and not granted speaking ability. While scheduling a lecture-style meeting, the meeting controller can use the Lecture Meeting Attend Settings parameter to specify how they want listen-only participants to attend the meeting. This parameter contains the following choices:

- *Admit as listeners*—Automatically enables all participants to enter the meeting via the meeting room with their speaking ability turned **off**. Meeting controllers can “**Open the floor**” at any time to allow for general discussion (such as in a town meeting application).
- *Start callers in waiting room*—Automatically enables all participants to enter the meeting via the waiting room where they can listen to on-hold music plus any meeting announcements the moderator may have recorded. This option allows speakers to converse in private in the main meeting room before beginning the meeting.

When the moderators are ready to start the meeting they can “**Call the meeting to order**” and bring all the waiting room participants into the meeting. Participants will automatically have their speaking ability turned off until the moderator chooses to “**Open the floor**”.

- *Start meeting with floor open*—Automatically enables all participants to enter the meeting via the meeting room with their speaking ability turned **on**. When the meeting is set to begin, the meeting controller can “**Close the floor**” and thereby turn off participants’ speaking ability.

For more information about scheduling a lecture-style meeting, see “Scheduling and Hosting Lecture-Style Meetings” in Chapter 7.



Tip: For increased efficiency, it is recommended that you schedule large meetings—any meeting involving more than 100 participants—as lecture-style meetings rather than “all speaker” meetings. When scheduling large meetings, ensure that all entry/departure announcements are set to “**Silent**” and that the roll call feature is disabled.

To monitor large meetings, meeting controllers must be using MeetingTime 5.0 or later.

Q&A Meetings

Q&A Meetings are an enhancement to the lecture-style meeting. With the Q&A feature, listen-only participants can “**Request the floor**” to ask a question, and moderators can selectively grant temporary speaking ability to those participants. MeetingTime provides full feature control and the MeetingPlace touchtone interface will provide capabilities for both listen-only participants and moderators.

Multiserver Meetings

Multiserver meetings allow participants on different MeetingPlace servers to communicate with each other as if they were in the same meeting. Multiserver meetings are ideal for:

- Minimizing long distance calls between major corporate locations. Users in a particular region can connect to their local conference servers, and the conference servers will automatically call each other over standard phone lines to form a multiserver meeting. This reduces the number of long distance calls required to connect the users.
- Large conference calls (over 550 participants) that require more than one MeetingPlace M3 server. Multiserver meetings can be conducted across both M3 and PCI platforms.

“Zero-port” Meetings

A zero-port meeting is a meeting that allows you to conduct a web conference without a corresponding voice conference. It is particularly useful for two people engaged in a telephone conversation who wish to share documents. As suggested, zero-port meetings take up no port resources on your server.

**Notes:**

- Zero-port meetings are subject to user license restrictions. If no user licenses are available, MeetingPlace allows you to schedule a zero-port meeting, but attendance is restricted.
- To protect meeting IDs that can be hacked easily (for example, 1234 and ABCD), create zero-port continuous meetings with those meeting IDs. Limit those meetings to invitees only, and don't invite other people.

Reservationless Meetings

Reservationless meetings enable profile users to create impromptu, “on-the-fly,” voice conferencing meetings. Meetings are started through any touchtone phone with the user's assigned meeting ID. Reservationless meetings are convenient because they do not require advanced scheduling of resources.

When used with MeetingPlace Web versions earlier than 3.0, web conferencing can be enabled after the voice conference has been activated. When used with version 3.0 or later, reservationless meetings can be started either from the Web or the phone. For more information on reservationless meetings, see Appendix I of the *MeetingServer System Manager's Guide*.

Reserve All Ports Meetings**WARNINGS:**

- It is the system manager's responsibility to ensure that no regular meetings are scheduled before scheduling a Reserve All Ports meeting.
- Because Reserve All Ports meetings prevent the system from scheduling any meetings, it is strongly recommended that Reserve All Ports meetings are scheduled during lowest usage times.

Reserve All Ports meetings allow system managers to perform system upgrades. When you schedule a Reserve All Ports meeting, MeetingServer performs the following actions:

- Reserves all available ports, or the maximum number of user licenses available in the M3 system
- Blocks out all new callers for the duration of the scheduled meeting
- Prohibits the extension of in-session meetings that began before the Reserve All Ports meeting begins

For more information about Reserve All Ports meetings, see the *Reserve All Ports Meetings* section in Chapter 2 of the *MeetingServer System Manager's Guide*.

Issues to Consider Before Installation

There are some important things to consider when planning for the installation and setup of your MeetingPlace system. Your implementation of MeetingPlace should support your business policies and be consistent with your other business practices. Make these decisions before you begin installation so that you do not have to go back later and redo portions of the installation and setup.

Security

As with your other enterprise-wide resources (such as network, e-mail, and voicemail), security is an important issue when installing and configuring MeetingPlace. Potential threats are posed by outside parties, ex-employees and even current employees. As you plan for the security of your MeetingPlace system, be sure to consider its overall ease of use. There are several areas of security to consider:

- Unauthorized entrance to legitimate meetings
- Scheduling and participation in unauthorized meetings
- Outdialing abuse and toll fraud
- Unauthorized access to system configuration and parameters via the System Manager Profile

In addition to the security parameters in the MeetingPlace system itself, there are several Best Practices that your organization can adopt that will greatly enhance security. Your MeetingPlace support organization will gladly discuss MeetingPlace security with you and assist in configuring the system and developing Best Practices to ensure a secure conferencing environment.

Appendix B lists the MeetingPlace parameters that affect security, arranged by the types of threats listed above.

Summary of Best Practices

- Write and implement a policy regarding user and group profiles, including the security parameter settings from Appendix B for each user and group.

- Keep the number of user profiles with system manager access to a minimum. Use longer IDs and passwords for these accounts and change them more frequently.
- If possible, automate the process of adding and deleting user profiles by installing MeetingPlace Directory Services or by manually scripting these actions from your Human Resources' database. Either of these actions will ensure that terminated employees' profiles are deleted or deactivated. Your MeetingPlace support organization can provide further information on both these options.
- If you cannot automate the profile process, write and strictly follow a program of regular, frequent additions and deletions based upon information from your Human Resources group. It is particularly important that user profiles for terminated employees be quickly deactivated or deleted.
- Select a system of profile numbers that are not easy to guess, but also not difficult for your users to remember. Telephone extensions on their own can often be easily guessed; therefore, consider adding a prefix. Employee IDs can also be used as long as they are not vulnerable to a random attack. For security purposes, we recommend selecting profile numbers that are at least seven digits in length.
- Make sure the default profile password cannot be easily guessed, and be sure that users change it quickly. Run regular periodic reports to determine which profile passwords have not been changed from the default and respond by either contacting the user, changing the password, or deactivating or deleting the profile.
- Write and communicate a policy regarding profile passwords so that users don't select trivial passwords, such as ones that contain repeated or consecutive digits.
- Provide tips to the end user community regarding how to secure their meetings. Meeting security features include unique meeting IDs, non-trivial meeting IDs, announced entry, meeting passwords, attendance restrictions, locking meetings, deleting unwanted participants, and roll call.
- Write and implement a policy of regular system monitoring for undesired access. Reports and alarms are the primary instruments for such monitoring.
- Plan your response in case of different types of unauthorized access. In particular, determine any changes you will make to MeetingPlace security parameters or other system access such as changing phone numbers, as well as procedural changes you might make in your organization.

Billing Users for Conference Calling

Internal billback is a requirement of many organizations. MeetingPlace is designed to be able to report meeting scheduling and attendance, outdialing, disk usage, and attachment information activities by user. You can define billing codes in a user's profile or in the group settings.

Providing User Support

There are two specific times when a user can dial out for assistance from the telephone: before a meeting is identified to the system by the user and after a meeting has been identified. MeetingPlace is designed to identify a specific user and telephone number to handle each of these situations. Additionally, a contact person can be identified to support a specific group of people.

Defining Flex Fields

The MeetingPlace database is designed to allow customers to add fields that customize meetings to their own business needs. There are seven flex fields for each profile and each meeting. Examples of profile flex fields include Cost Center, Billing Exemption, and Hire Date. Meeting-specific examples include Conference Room, Building Number, and Instructor Name.

The Next Step

Now that you know a little more about MeetingPlace, you are ready to start planning. The following chapters contain information and instructions to assist you in preparing your installation plan.

3 Telephony and LAN Planning

This chapter describes the telephony and LAN planning for the MeetingPlace Conference Server. Use the information in this chapter to prepare for the installation of the MeetingPlace system components. Also included are worksheets to use as a checklist for MeetingPlace's hardware and software requirements.

MeetingPlace includes the following hardware and software components:

- The conference server hardware is a call/voice-processing hardware platform that connects to the telephone network and to a compatible LAN.
- The conference server software controls the platform and provides MeetingPlace functions to desktops on the LAN. It also provides digital telephony access to Public Switched Telephone Network (PSTN) callers and IP telephony access to Voice over IP (VoIP) callers.
- The desktop software communicates with MeetingPlace over the LAN or WAN. Latitude offers numerous desktop software applications including MeetingTime, MeetingPlace E-mail Gateway, MeetingPlace for Outlook, MeetingPlace for Notes, MeetingPlace Web, MeetingPlace Directory Services, and MeetingPlace IP Gateway.

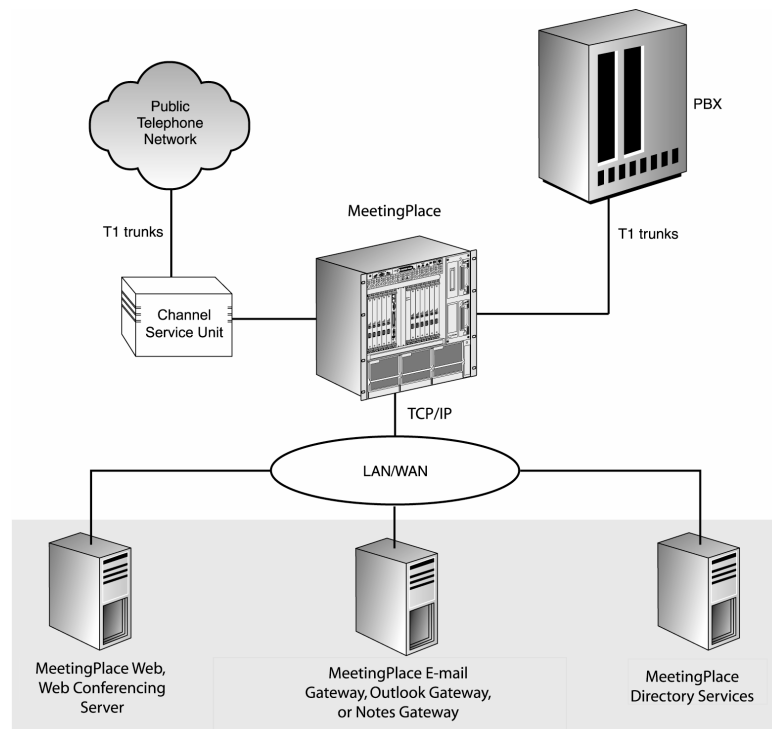


Figure 3-1 How MeetingPlace M3 Connects to Other Business Systems

Selecting a Site

The MeetingPlace M3 system hardware is designed to be installed typically in an equipment room—for example, a PBX or computer room. The location must not only meet the MeetingPlace system's environmental and power requirements, but also allow you to connect the system to the telephone network and LAN.

The rest of this section provides the information you need to:

- Select a MeetingPlace location that fulfills the system's operating requirements.
- Mount MeetingPlace properly in the location you select.
- Decide whether additional power outlets, cables, or other equipment will be required to accommodate the system.
- Obtain any necessary cables and other hardware not supplied with the system.

Environmental Requirements

The recommended operating temperature range for MeetingPlace is 50°–104°F (10°– 40°C), with a non-condensing humidity of 5% – 80%.

It is essential to keep equipment properly cooled. Towards this aim, three internal fans cool the M3 system's drives, CPU modules, and transition modules. To ensure adequate cooling of all system components:

- Allow at least 24 inches (60 cm) of clearance in back of the unit
- Allow at least 1.75 inches (4.4 cm) of clearance on top of the unit
- Fill or cover all module slots (use filler panels in empty slots)
- Make sure airflow in an open frame rack flows from front to rear
- Make sure airflow in an enclosed cabinet flows from front to rear, bottom to top



WARNING: Supplemental earth grounding is required at all times.

This supplemental grounding consists of a grounding cable attached to supplemental ground lugs on the back of the MeetingPlace server chassis and permanently connected to an earth ground point at the other end via an appropriate facilities grounding terminal.

The ground lugs consist of two #10 screws. To attach to these, crimp a #10 ring lug onto the ground conductor being used.



Additionally, all of the power outlets in the vicinity of the MeetingPlace system must be of the grounding type and they must be properly grounded.




Power Requirements

Power for the rack system should come from a totally dedicated circuit breaker within 8 feet (2 meters) of the equipment. Do not plug any other electrical device into an outlet connected to the circuit breaker serving the rack equipment. In addition, the site should have additional power outlets for test and maintenance equipment.

MeetingPlace power requirements are 100-115/200-230V, 12A/6A, 50/60 Hz. If the power in your area is susceptible to fluctuations or interruptions, consider installing surge suppressors or connecting MeetingPlace to an uninterruptible power supply (UPS). MeetingPlace draws a maximum of 600 watts of power and produces a maximum of 2048 BTU/hour.

Table 3-1 Environmental and Power Requirements by Country

Country	Clearance	Power	Socket
 	24 inches of	115VAC	NEMA 5-15R socket-

U.S. Canada	clearance in back of the unit		outlet installed within 8 feet of the unit
 Hong Kong	61 cm of clearance in back of the unit	230VAC	BS-1363 socket-outlet installed within 2 meters of the unit
 European Union			
 Japan	61 cm of clearance in back of the unit	100 VAC (50 Hz for East Japan; 60 Hz for West Japan)	NEMA 5-15R socket-outlet installed within 2 meters of the unit

Mounting the MeetingPlace M3 Server

The M3 server can be mounted in either an open or closed rack/cabinet. You will require a MeetingPlace 19-inch or 23-inch EIA or Frame Relay rack mount kit for this purpose.

To avoid hazards arising from uneven mechanical loading of the rack, plan your installation so that (within the limits of equipment and cabling):

- The weight of the equipment is evenly distributed in the rack
- The heaviest units are mounted towards the bottom of the rack

Guidelines for mounting the MeetingPlace M3 server are provided in the *MeetingServer Customer Engineer Guide*.

Attaching to the Telephone Network



Note: This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

MeetingPlace's digital T1 Smart Blades provide direct connectivity to a PBX or to the telephone network. Connection to the telephone network is through a Channel Service Unit. MeetingPlace's IP Access Blades provide connectivity with IP Voice networks. MeetingPlace also supports different trunk signaling types.

The rest of this section presents the information you need to order your trunk lines. Before you start, check your MeetingPlace order schedule to find out how many access ports (user licenses) your company ordered. The MeetingPlace M3 system supports up to 1152 PSTN access ports or 384 IP access ports. You may also configure your system for a combination of both PSTN and IP, but the overall number of access ports supported will be less than 1152.

Figures 3-2 to 3-4 are examples of different configurations and their resulting system capacities.



Note: T1 Smart Blades are installed starting at the left most card slot (slot 1) and proceed towards the right, followed by Smart Blades. IP Access Blades are installed starting at the right most card slot (slot 16) and proceed towards the left.

1	2	3	4	5	6	7-10	11	12	13	14	15	16
T1	T1	T1	T1	T1	T1	Reserved Slots	T1	T1	T1	T1	T1	T1

Figure 3-2 Pure T1 Configuration: 1152 PSTN ports, 1152 total ports²

1	2	3	4	5	6	7-10	11	12	13	14	15	16
SB	SB	SB	SB	IP	IP	Reserved Slots	IP	IP	IP	IP	IP	IP

Figure 3-3 Pure IP Configuration: 384 IP ports, 384 total ports³

1	2	3	4	5	6	7-10	11	12	13	14	15	16	#IP Ports	Max PSTN Ports	Total Ports
T1	T1	T1	T1	T1	T1	Reserved Slots	T1	T1	T1	T1	SB	IP	48	960	1008
T1	T1	T1	T1	T1	T1		T1	T1	T1	SB	IP	IP	96	864	960
T1	T1	T1	T1	T1	T1		T1	SB	SB	IP	IP	IP	144	672	816

² T1=T1 Smart Blade. Slots 7-10 are reserved for CPU and system controller cards.

³ SB=Smart Blade (no T1 functionality). IP=IP Access Blade. Smart Blades can support up to two IP Access Blades. IP Access Blades require an associated Smart Blade.

T1	T1	T1	T1	T1	T1		SB	SB	IP	IP	IP	IP	192	576	768
T1	T1	T1	T1	SB	SB		SB	IP	IP	IP	IP	IP	240	384	624
T1	T1	T1	SB	SB	SB		IP	IP	IP	IP	IP	IP	288	288	576
T1	SB	SB	SB	SB	IP		IP	IP	IP	IP	IP	IP	336	96	432

Figure 3-4 Mixed Configuration Examples⁴

T1 Digital Trunking Requirements

T1 Smart Blades support digital connections to a PBX system or to a PSTN. The framing for the digital lines can be one of the following:

- Extended superframe (ESF)
- D4

The digital lines can use either B8ZS coding or jammed bit.



Notes:

- ESF framing and B8ZS coding are strongly recommended. Using D4 framing or jammed bit coding may produce unsatisfactory service.
- End-to-end positive disconnect supervision is essential. Without it, MeetingPlace cannot reliably tell when a caller hangs up, with a variety of undesirable results. Many PBX and central office systems can provide disconnect signaling—E&M Wink Start lines are recommended because they provide for positive answer and disconnect supervision. However, in many cases the person taking an order for lines will not understand the term and it will be necessary to escalate the request to someone with a more technical background.



WARNING: Supplemental earth grounding is required at all times. This supplemental grounding consists of a grounding cable attached to supplemental ground lugs on the back of the MeetingPlace server chassis and is permanently connected to an earth ground point at the other end via an appropriate facilities grounding terminal.

The ground lugs consist of two #10 screws. To attach to these, crimp a #10 ring lug onto the ground conductor being used.

Additionally, all of the power outlets in the vicinity of the MeetingPlace system must be of the grounding type and they must be properly grounded.

⁴ The T1 trunks may or may not be enabled depending upon the number of IP Access Blades populated.

Shielded cable must be used, and the shield must be electrically terminated at the rear of the MeetingPlace server. MeetingPlace also supports fractional T1 services and has complete flexibility to activate one or all ports on a span.

MeetingPlace can use dialed number information to connect the caller directly to a meeting or to determine the MeetingPlace services to which the caller has access.

MeetingPlace can also be configured to support devices where the T1 trunk does not provide any signaling and is always offhook. This is used in applications where a Clear Channel connection is required. (For more information, contact your MeetingPlace support representative.)

T1 Supported Protocols

The following are the supported protocols for T1 digital trunks.

- T1 CAS Systems – E&M wink start, ground or loop
- T1 PRI Systems – AT&T (TR41459, Bell (NI-2), Nortel (DMS-100)

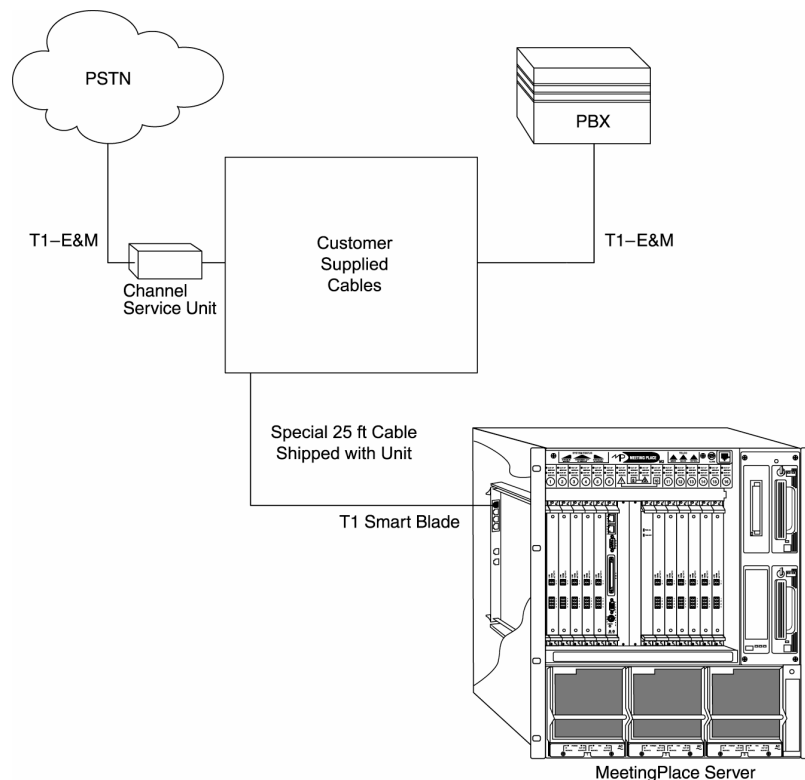








Figure 3-5 MeetingPlace Digital Connection Requirements, T1

Table 3-2 Telephony Requirements by Country

Country	Requirements
 U.S.  Canada  Hong Kong	<p>Public Network to CSU connection</p> <ul style="list-style-type: none"> • E&M Wink Start – Line Side and Trunk Side • Ground start or loop start – Line Side only <p>(U.S. Only) — FCC and CSA listed CSU; channel service unit required</p> <p>Customer-supplied connectors — USOC (male) RJ-48 jacks. (For more information, see “Customer-supplied Connectors,” later in this chapter.)</p> <p>Cable provided by Latitude — 25-foot shielded cable with ferrite</p> <p>PBX to CSU connection — FCC and CSA listed CSU; channel service unit required for connections over 600 feet. MeetingPlace comes with a 25-foot shielded cable with ferrite bead for each T1 span. The cable terminates in an RJ-48 connector, which the customer needs to interface with. Listed CSU is provided for over voltage protection for the T1 Smart Blade(s).</p>
 Japan	<ul style="list-style-type: none"> • T1 connection into PBX with INS1500-to-T1 converter • Latitude-supplied 15-meter shielded cable (male-male)—one per T1 span. Customer provides RJ45 connector.
 Note:	<p>Notes:</p> <ul style="list-style-type: none"> • U.S. Only—The FCC Part 68 registration number is EMC USA-34550-XD-T. Be sure to use only FCC and CSA- or UL-listed channel service units (CSUs).
 Australia	<ul style="list-style-type: none"> • Australia—Latitude does not supply any T1 cables with servers shipped to Australia.

In some cases, the cables provided may not be appropriate for the customer's PBX or NIU side connections. In this case, customers can create their own custom cables. Custom T1 CAS and IP cables require:

- Cat5e STP UTP cable, with shielded RJ-45 connectors terminated to the cable shielded at both ends
- Add the ferrite that came on the Latitude-shipped cable

E1 Digital Trunking Requirements

This section describes the E1 digital trunking requirements.

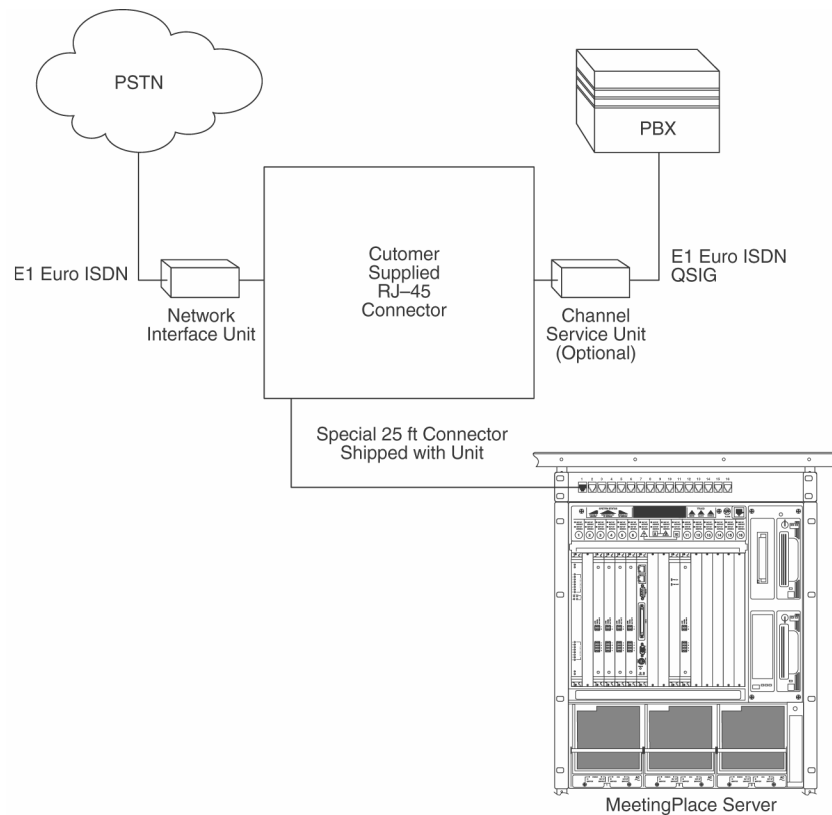



Figure 3-6 MeetingPlace Digital Connection Requirements, E1

Country	Requirements
 European Union	<ul style="list-style-type: none"> <input type="checkbox"/> Connection Type: Euro ISDN and QSIG Digital Telephony (E1) <input type="checkbox"/> Cable length: Maximum cable length 100 meters <input type="checkbox"/> Cable provided by Latitude: 25-foot cable with ferrite <input type="checkbox"/> Socket: Connector must be RJ-25 socket or NBNC (female) connector

**Notes:**

- In some cases, the cables provided are not appropriate for the customer's PBX or NIU side connections. In this case, customers can create custom cables. Custom E1 and T1 PRI cables require:
 - Cat5e STP UTP cable
 - Add the ferrite that came on the Latitude-shipped cable
 - RJ-48c connector on the break out side box
- In E1 environments, MeetingPlace can be tied directly to the PSTN, and no CSU is needed.
- **Australia**—Latitude does not supply any E1 cables with servers shipped to Australia.



Australia

Figures 3-7 to 3-9 are examples of different configurations and their resulting system capacities.



Note: E1 Multi Access Blades are installed starting at the left-most card slot (slot 1, when you are facing the front of the server) and proceed towards the right, followed by Smart Blades. IP Access Blades are installed starting at the right most card slot (slot 16) and proceed towards the left.

1	2	3	4	5	6	7-10	11	12	13	14	15	16
MA	MA	SB	SB	SB	SB	Reserved Slots	SB	SB	SB	SB	SB	SB

Figure 3-7 Pure E1 Configuration: 960 PSTN ports, 960 total ports⁵

1	2	3	4	5	6	7-10	11	12	13	14	15	16
SB	SB	SB	SB	IP	IP	Reserved Slots	IP	IP	IP	IP	IP	IP

Figure 3-8 Pure IP Configuration: 384 IP ports, 384 total ports⁶

1	2	3	4	5	6	7-10	11	12	13	14	15	16	#IP Ports	Max PSTN Ports	Total Ports
MA	MA	SB	SB	SB	SB	Reserved Slots	SB	SB	SB	SB	SB	IP	48	810	858

⁵ MA=E1 Multi-Access Blade. Slots 7-10 are reserved for CPU and system controller cards.

⁶ SB=Smart Blade (no E1 functionality). IP=IP Access Blade. Smart Blades can support up to two IP Access Blades or 96 PSTN Multi-Access Blade ports. IP Access Blades and Multi-Access Blades both require associated Smart Blades.






1	2	3	4	5	6	7-10	11	12	13	14	15	16	#IP Ports	Max PSTN Ports	Total Ports
MA	MA	SB	SB	SB	SB		SB	SB	SB	SB	IP	IP	96	660	756
MA	MA	SB	SB	SB	SB		SB	SB	SB	IP	IP	IP	144	510	654
MA	SB	SB	SB	SB	SB		SB	SB	IP	IP	IP	IP	192	480	672
MA	SB	SB	SB	SB	SB		SB	IP	IP	IP	IP	IP	240	330	570
MA	SB	SB	SB	SB	SB		IP	IP	IP	IP	IP	IP	288	180	468
MA	SB	SB	SB	SB	IP		IP	IP	IP	IP	IP	IP	336	30	366

Figure 3-9 Mixed Configuration Examples⁷

Service Modem Connection Requirements

MeetingPlace M3 includes an external modem connected to the system through a serial cable. The modem cable connects through the back of the system to the CPU card transition module. Ensure that the modem extension is callable from the outside so that the system can be accessed by Latitude's Customer Support Center. The following table describes service modem requirements by country.

Table 3-3 Service Modem Requirements by Country

Country	Modem Requirements
 U.S.  Canada  Hong Kong	<input type="checkbox"/> Latitude-supplied U.S. modem, serial cable, 6-foot modem cable <input type="checkbox"/> Customer-supplied standard analog telephone jack (RJ-11). Extension needs to be callable from the outside
 Japan	<input type="checkbox"/> Latitude-supplied CE modem, serial cable, 2.5-meter modem cable <input type="checkbox"/> Customer-supplied standard analog telephone jack (RJ-11). Extension needs to be callable from the outside
 European Union	<input type="checkbox"/> Latitude-supplied global modem, serial cable (shipped with Latitude-supplied break out box for E1 and ISDN-PRI systems) <input type="checkbox"/> Customer-supplied standard analog telephone jack (RJ-11). Extension needs to be callable from the outside

⁷ The E1 trunks on the Multi-Access Blades may or may not be enabled depending upon the number of IP Access Blades populated.

Customer-supplied Connectors



US

Canada



Hong Kong

The following table describes wiring of the customer-supplied RJ-48x connector.

Table 3-4 Wiring of RJ-48 Connectors

Pin	Name	Description
1	T1	MeetingPlace received signal—tip
2	R1	MeetingPlace received signal—ring
4	T	MeetingPlace outgoing signal—tip
5	R	MeetingPlace outgoing signal—ring

To identify pins, hold the RJ-48 connector as if to plug it in, with the tab down. Pin 1 is on the left side.

If transmit and receive need to be reversed, the pins need to be reversed also.

Table 3-5 Wiring of RJ-48 Connector-Transmit/Receive Reversed

Pin	Name	Description
1	T	MeetingPlace outgoing signal—tip
2	R	MeetingPlace outgoing signal—ring
4	T1	MeetingPlace received signal—tip
5	R1	MeetingPlace received signal—ring



UK



Singapore



Australia



India

For the E1 card, the connection from the network interface to the network may be either of the following types:

- RJ-45 connector
- SMB coaxial connectors with SMB/BNC adapters

RJ-45

The following figures and describe pinout for the RJ-45 connector. The cable and plug must be shielded types to ensure EMC compliance.

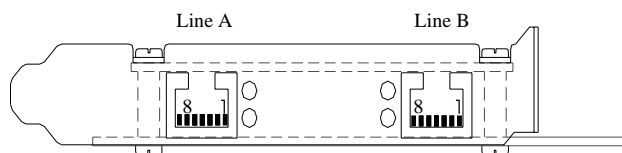


Figure 3-10
E1 Interface RJ45 Pinout

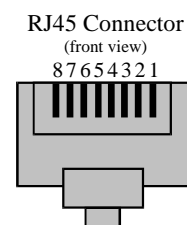


Figure 3-11
RJ45 Connector

Table 3-6 RJ-45 Pinout Diagram

Pin	Signal	Function	Direction
1	LRT	Receive +ve (tip)	Input
2	LRR	Receive -ve (ring)	Input
4	LTT	Transmit +ve (tip)	Output
5	LRT	Transmit-ve (ring)	Output

Coax

The following figures and table describe the E1 pinout. The SMB/BNC line interface should be used with the SMB/BNC adapter (Radial R19125000) which comes installed on the E1 card.

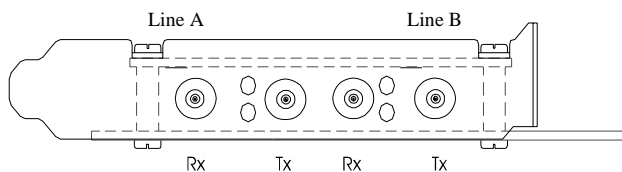


Figure 3-12
E1 Line Interface SMB/BNC Pinout

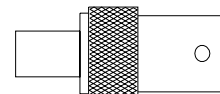


Figure 3-13
SMB/BNC Adapter

Table 3-7 SMB/BNC Pinout Diagram

Pin	Description
Inner	tip (signal)
Outer	ring (shield)

Connecting to the LAN

As a system manager, you need access to a Windows-based PC from which to configure MeetingPlace using MeetingTime. The system you use does not need to be dedicated to system management—you can use any PC on the LAN.

The rest of this section presents the information you need to:

- Make sure your LAN is compatible.
- Decide whether you need additional desktop and network software for end users, contacts, and attendants
- Decide whether you need additional hardware and software to manage the system.

Network Communication Requirements

All MeetingPlace M3 servers must reside in a network segment dedicated for MeetingPlace (i.e., network segment isolated from the rest of the corporate network by a dedicated switch or VLAN segment where applicable). To connect to other applications, such as MeetingTime and MeetingPlace Web, MeetingPlace requires certain TCP/UDP ports to remain open on your network. The following figure illustrates the ports a MeetingPlace M3 system uses for communication. Unless otherwise specified, all ports listed are TCP.

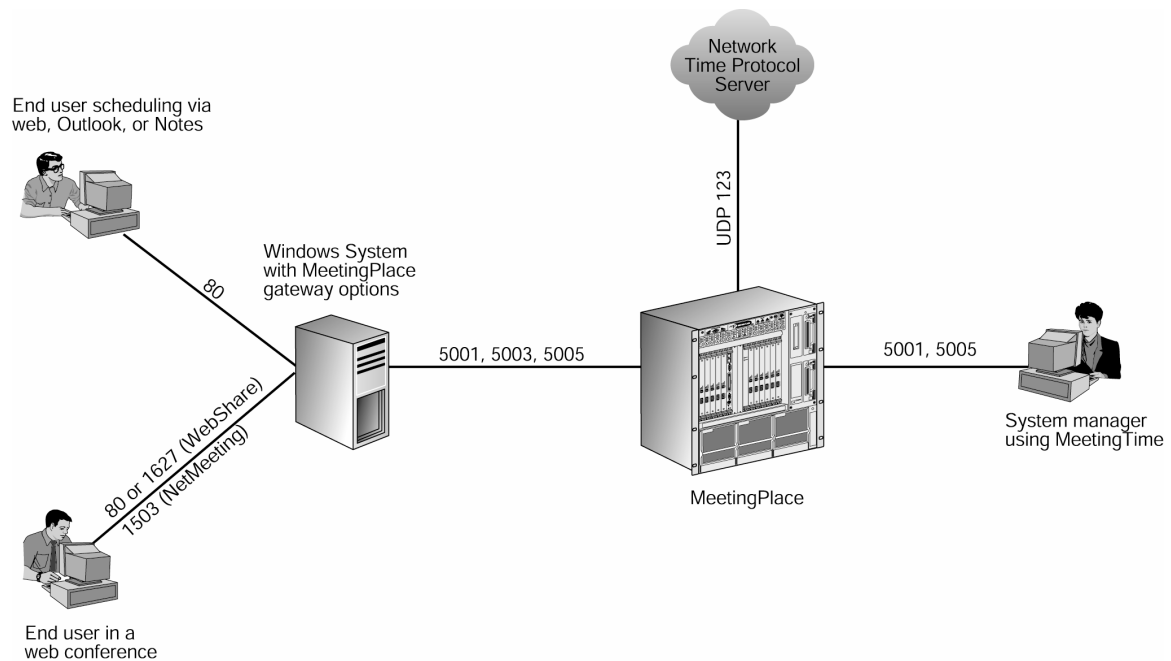


Figure 3-14 TCP/UDP Port Requirements

LAN Attachment

MeetingPlace attaches to an Ethernet LAN. This connection provides all communication from the MeetingPlace M3 server to your network. There are two possible scenarios for using an Ethernet LAN cable:

- Connection from MeetingPlace to your network
- Connection from MeetingPlace IP Access Blade to your network (for all IP ports)

The following figure illustrates the location of both LAN cables on the back of the M3 server.

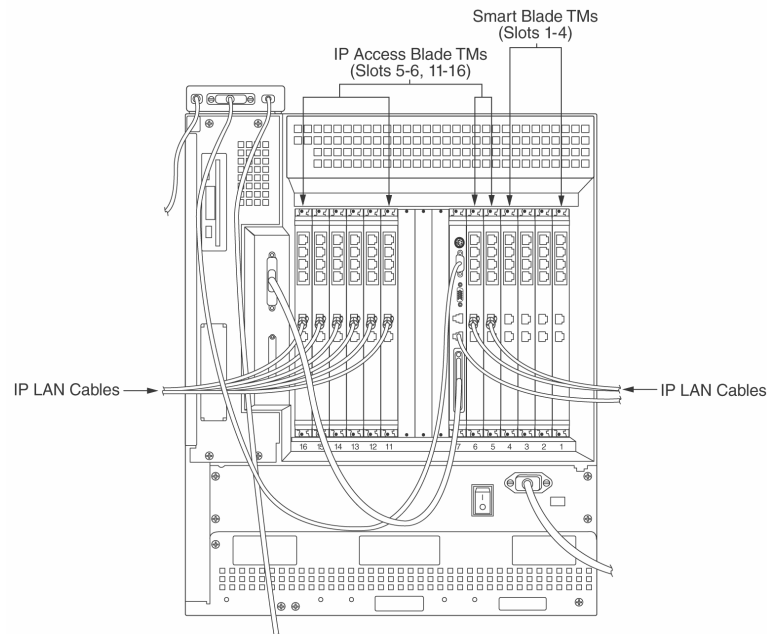






Figure 3-15 Location of LAN Cables on Back of M3 Server

All servers configured for IP use are shipped with the necessary LAN cables used to connect the MeetingPlace IP Access Blade to your network. Refer to the following table for cable-specific requirements.

Table 3-8 LAN Requirements by Country

Country	LAN Requirements
 U.S.  Canada  Hong Kong	<p>CPU LAN Cable—For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is customer supplied.</p> <p>Note: 10BaseT will work, but is not recommended.</p> <p>IP Access Blade LAN Cable— For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. Latitude provides a 7.5-meter CAT-5e cable (#3300-0029-02) with Ferrite snap-on bead on one end. If the cable is changed, the snap-on bead must be moved.</p> <p>Note: Set your switch to auto-negotiate. If your switch does not support auto-negotiation, it is recommended that it be set to 100 BaseT Full Duplex.</p>
 Japan	<p>CPU LAN Cable—For twisted-pair Ethernet, 100Base-TX UTP. Provide an RJ-45 connector. This cable is customer supplied.</p> <p>Note: 10BaseT will work, but is not recommended.</p> <p>IP Access Blade LAN Cable—For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. Latitude provides</p>

Country	LAN Requirements
	a 7.5-meter CAT-5e cable (#3300-0029-02) with Ferrite snap-on bead on one end. If the cable is changed, the snap-on bead must be moved. <i>Note:</i> Set your switch to auto-negotiate. If your switch does not support auto-negotiation, it is recommended that it be set to 100 BaseT Full Duplex

LAN Workstation Minimum Configuration

You will need to install additional MeetingTime software on Windows-based desktops that are intended for use by MeetingPlace end users, contacts, or attendants.

Sensitivity to Network Traffic

As a consequence of being connected to the LAN network, MeetingPlace operations can be affected by traffic on the local LAN segment. In particular, the phenomenon called a “broadcast storm” can bring a MeetingPlace system down for the duration of the storm. A broadcast storm occurs when one or more systems on a network segment continuously send message packets to the local broadcast address. The system manager should consider partially isolating the MeetingPlace server from the rest of the network unless there is a high confidence that broadcast storms would not occur.

An Ethernet router or switch can be used to provide isolation. An Ethernet switch is usually much simpler and less expensive than a router. Many switches include filtering mechanisms for the purpose of controlling broadcasts. For example, the 3COM LinkSwitch 1000 will temporarily shut down any port that generates an abnormal number of broadcast messages. A MeetingPlace system connected directly to a filtering switch should be immune to broadcast storms.

A MeetingPlace server placed on its own router segment should also be immune to broadcast storms. A moderately expensive solution is to place a two-Ethernet-port router in between the MeetingPlace system and the main network. An example of such a device is the Cisco 2514.



Note: A router-based solution implies creation of a new LAN segment with its own IP address range.

Other MeetingPlace Options on Your LAN

External Gateways

MeetingPlace for Outlook, MeetingPlace for Notes, MeetingPlace E-mail Gateway, MeetingPlace IP Gateway, MeetingPlace Directory Services, and MeetingPlace Web are other product options available to you. These options run on a dedicated Windows NT system or Windows 2000 server that is connected to MeetingPlace via TCP/IP over your LAN or WAN.

Groupware Integration and Notification

MeetingPlace for Outlook and MeetingPlace for Notes integrate MeetingPlace with an organization's Exchange or Domino server, enabling users to schedule and attend MeetingPlace meetings from their Outlook or Notes calendar.

MeetingPlace E-mail Gateway connects to all SMTP-compliant e-mail systems. All three products enable users to receive e-mail notifications for the meetings they are invited to.

MeetingPlace IP Gateway

MeetingPlace IP Gateway is a combination of software and hardware that integrates with Cisco CallManager to host meetings for users through Cisco IP, standard PSTN phones, as well as H.323 devices like Microsoft NetMeeting.

MeetingPlace Directory Services

MeetingPlace Directory Services integrates MeetingPlace with an existing corporate directory server. This integration automatically creates, updates, and deletes user profiles easing system management and enhancing MeetingPlace's security features.

MeetingPlace Web

MeetingPlace Web is a Windows-based software product that integrates MeetingPlace with your organization's Web server. The software enables users to schedule and attend meetings, as well as access meeting recordings, from common web browsers such as Microsoft Internet Explorer and Netscape Navigator. If you have the MeetingPlace Web Conferencing Option installed, MeetingPlace Web also allows multiple participants to share and collaborate on the same document in real time using their PCs.

Installation Planning Worksheets

The following pages contain worksheets used to gather information for the telephony and LAN planning portion of your MeetingPlace installation. Each worksheet provides a list of the requirements you must provide to ensure a successful installation.

Your MeetingPlace support representative will work with you to fill out the worksheets. The following table describes the worksheets you'll find in this chapter.

Table 3-9 Telephony and LAN Planning Worksheets

Worksheet #	Description
Worksheet 3-1	Site Requirements
Worksheet 3-2a	Telephony Requirements for non-ISDN T1 Lines U.S./Canada/Japan
Worksheet 3-2b	Telephony Requirements for ISDN-PRI Lines U.S./Canada/Japan
Worksheet 3-2c	Telephony Requirements Hong Kong
Worksheet 3-2d	Telephony Requirements Europe
Worksheet 3-3a	LAN Requirements U.S./Canada/Japan
Worksheet 3-3b	LAN Requirements Hong Kong
Worksheet 3-4	MeetingPlace IP Gateway Requirements
Worksheet 3-5	E-mail Gateway Requirements/SMTP
Worksheet 3-6	MeetingPlace Web Requirements
Worksheet 3-7	MeetingPlace for Outlook Requirements
Worksheet 3-8	MeetingPlace for Notes Requirements
Worksheet 3-9	MeetingPlace Directory Services Requirements
Worksheet 3-10	Multiple Gateway Requirements
Worksheet 3-11	Multiserver Meeting Requirements
Worksheet 3-12	Reservationless Meeting Requirements

Worksheet 3-1 MeetingPlace Site Requirements

Action	Description	✓
1. MeetingPlace Location	Select a location that fulfills the MeetingPlace system's operating requirements.	<input type="checkbox"/>
2. Mounting MeetingPlace	Provide the necessary equipment to mount MeetingPlace properly: <input type="checkbox"/> Open Rack <input type="checkbox"/> Closed Rack/Cabinet <i>Note:</i> Each server must have at least 12" of space above the server for hardware maintenance work.	<input type="checkbox"/>
3. Additional Requirements	Provide additional power outlets or other equipment required to accommodate the system: <input type="checkbox"/> Surge suppressor <input type="checkbox"/> Uninterruptible power supply (UPS) <input type="checkbox"/> Channel service unit (CSU) <input type="checkbox"/> Supplemental grounding wire and an appropriate facilities grounding terminal (must be used at all times)	<input type="checkbox"/>
4. Cables and Hardware	Obtain any necessary cables and other hardware not supplied with the system.	<input type="checkbox"/>

Worksheet 3-2a MeetingPlace Telephony Requirements for Non-ISDN T1 Lines (U.S., Canada, Japan)

[illegible]

Action	Description	✓
	Access	
Signaling	<input type="checkbox"/> E&M Wink Start (default configuration) ⁸ <input type="checkbox"/> Ground Start from local Telco service <input type="checkbox"/> E&M Wink Start, DTMF digits, and DID/DDI <input type="checkbox"/> Clear Channel <input type="checkbox"/> Loop start (OPS)	<input type="checkbox"/>
Coding Format	<input type="checkbox"/> B8ZS (strongly recommended), or <input type="checkbox"/> Jammed Bit (bit stuffing), or <input type="checkbox"/> AMI ⁹	<input type="checkbox"/>
Framing	<input type="checkbox"/> Extended super frame (ESF) ¹⁰ (strongly recommended), or <input type="checkbox"/> Standard super frame D4 (SF/D4)	<input type="checkbox"/>
Additional Hardware	<input type="checkbox"/> Channel service unit (CSU) required for each digital T1 connection over 100 meters (330 feet), or from PSTN	<input type="checkbox"/>
8. Modem Requirements	<input type="checkbox"/> Analog telephone line, or PBX connection <input type="checkbox"/> Pilot number, accessible from outside <input type="checkbox"/> RJ-11C connector	<input type="checkbox"/>
9. Translation Table	Translation table requirements for dialing restrictions	<input type="checkbox"/>



WARNING: The following telephony components or services can take from 4 to 6 weeks to order and install:

- Network Telco Service (trunk lines, main phone number or combined access numbers)
- PBX specific hardware or software (Smart Blades, software upgrade)
- Additional hardware (CSU, UPS)

⁸ MeetingPlace only supports line-side loop-start and Ground Start CAS protocols, but supports both line-side and trunk-side Wink Start CAS protocols.

⁹ If AMI is used, the number of zeros in a row may exceed the recommended Telco value of 15. This can happen if all participants in the same meeting are on the same span. In that case, a 0s pattern could be sent to all channels at the same time, exceeding the zero's maximum. This, in turn, can lead to meeting participants being dropped by the Telco from the meeting. Therefore, use B8ZS or Jammed Bit, if possible.

¹⁰ T1 facilities using D4 framing are susceptible to false triggering of "yellow alarm" signals. This false triggering can lead to dropped calls. Conferencing applications are particularly susceptible to this problem with D4 framing. The problem can occur when all 24 channels on a single span are in a conference and are carrying identical data streams. D4 transmission equipment in the network can falsely interpret the identical data on all 24 channels as a "yellow alarm" signal. For this reason, Latitude recommends configuring T1 spans for ESF framing.

Worksheet 3-2b MeetingPlace Telephony Requirements for ISDN-PRI Lines (U.S., Canada, Japan)

[illegible]

Action	Description	✓
	<input type="checkbox"/> Bellcore NI-2 ISDN	
Coding Format	<input type="checkbox"/> B8ZS (strongly recommended) <input type="checkbox"/> Jammed Bit (bit stuffing), or <input type="checkbox"/> AMI ¹¹	<input type="checkbox"/>
Framing	<input type="checkbox"/> Extended super frame (ESF) ¹² (strongly recommended), or <input type="checkbox"/> Standard super frame D4 (SF/D4)	<input type="checkbox"/>
Additional Hardware	No Channel service unit (CSU) required in Europe, because the Telco provides its own.	<input type="checkbox"/>
9. Modem Requirements	<input type="checkbox"/> Analog telephone line, or PBX connection <input type="checkbox"/> Pilot number, accessible from outside <input type="checkbox"/> RJ-11C connector	<input type="checkbox"/>
10. Translation Table	Translation table requirements for dialing restrictions	<input type="checkbox"/>



WARNING: The following telephony components or services can take from 4 to 6 weeks to order and install:

- Network Telco Service (trunk lines, main phone number or combined access numbers)
- PBX specific hardware or software (Smart Blades, software upgrade)
- Additional hardware (CSU, UPS)

¹¹ If AMI is used, the number of zeros in a row may exceed the recommended Telco value of 15. This can happen if all participants in the same meeting are on the same span. In that case, a 0s pattern could be sent to all channels at the same time, exceeding the zero's maximum. This, in turn, can lead to meeting participants being dropped by the Telco from the meeting. Therefore, use B8ZS or Jammed Bit, if possible.

¹² T1 facilities using D4 framing are susceptible to false triggering of "yellow alarm" signals. This false triggering can lead to dropped calls. Conferencing applications are particularly susceptible to this problem with D4 framing. The problem can occur when all 24 channels on a single span are in a conference and are carrying identical data streams. D4 transmission equipment in the network can falsely interpret the identical data on all 24 channels as a "yellow alarm" signal. For this reason, Latitude recommends configuring T1 spans for ESF framing.

Worksheet 3-2c MeetingPlace Telephony Requirements (Hong Kong)

[illegible]

Action	Description	✓
Signaling	<input type="checkbox"/> E&M Wink Start, or <input type="checkbox"/> E&M Wink Start, DTMF digits, and DID/DDI, or <input type="checkbox"/> Loop start only	<input type="checkbox"/>
Coding Format	<input type="checkbox"/> B8ZS (preferred), or <input type="checkbox"/> Jammed Bit (bit stuffing), or <input type="checkbox"/> AMI ¹³	<input type="checkbox"/>
Framing	<input type="checkbox"/> Extended super frame (ESF) ¹⁴ (preferred), or <input type="checkbox"/> Standard super frame D4 (SF/D4)	<input type="checkbox"/>
Additional Hardware	<input type="checkbox"/> Channel service unit (CSU) required for each digital T1 connection over 100 meters (330 feet) from demark; or from PSTN	<input type="checkbox"/>
8. Modem Requirements	<input type="checkbox"/> Analog telephone line, or PBX connection <input type="checkbox"/> Pilot number, accessible from outside <input type="checkbox"/> RJ-11C connector	<input type="checkbox"/>
9. Translation Table	Translation table requirements for dialing restrictions	<input type="checkbox"/>



WARNING: The following telephony components or services can take from 4 to 6 weeks to order and install:

- Network Telco Service (trunk lines, main phone number or combined access numbers)
- PBX specific hardware or software (Smart Blades, software upgrade)
- Additional hardware (CSU, UPS)

¹³ If AMI is used, the number of zeros in a row may exceed the recommended Telco value of 15. This can happen if all participants in the same meeting are on the same span. In that case, a 0s pattern could be sent to all channels at the same time, exceeding the zero's maximum. This, in turn, can lead to meeting participants being dropped by the Telco from the meeting. Therefore, use B8ZS or Jammed Bit, if possible.

¹⁴ T1 facilities using D4 framing are susceptible to false triggering of "yellow alarm" signals. This false triggering can lead to dropped calls. Conferencing applications are particularly susceptible to this problem with D4 framing. The problem can occur when all 24 channels on a single span are in a conference and are carrying identical data streams. D4 transmission equipment in the network can falsely interpret the identical data on all 24 channels as a "yellow alarm" signal. For this reason, Latitude recommends configuring T1 spans for ESF framing.

Worksheet 3-2d MeetingPlace Telephony Requirements (Europe)

[illegible]

Action	Description	✓
	<input type="checkbox"/> QSIG	
Coding Format	<input type="checkbox"/> HDB3 (strongly recommended), or <input type="checkbox"/> AMI ¹⁵	<input type="checkbox"/>
Framing	<input type="checkbox"/> CRC4 checking (strongly recommended), or <input type="checkbox"/> Non-CRC4	<input type="checkbox"/>
Additional Hardware	<input type="checkbox"/> No Channel service unit (CSU) required in Europe, because the Telco provides its own	<input type="checkbox"/>
8. Modem Requirements	<input type="checkbox"/> Analog telephone line, or PBX connection <input type="checkbox"/> Pilot number, accessible from outside <input type="checkbox"/> RJ-11C connector	<input type="checkbox"/>
9. Translation Table	Translation table requirements for dialing restrictions	<input type="checkbox"/>



WARNING: The following telephony components or services can take from 4 to 6 weeks to order and install:

- Network Telco Service (trunk lines, main phone number or combined access numbers)
- PBX specific hardware or software (Smart Blades, software upgrade)
- Additional hardware (CSU, UPS)

¹⁵ If AMI is used, the number of zeros in a row may exceed the recommended Telco value of 15. This can happen if all participants in the same meeting are on the same span. In that case, a zeros (0) pattern could be sent to all channels at the same time, exceeding the zero's maximum. This, in turn, can lead to meeting participants being dropped by the Telco from the meeting. Therefore, use HDB3, if possible.

Worksheet 3-3a MeetingPlace LAN Requirements (U.S., Canada, Japan)

Action	Description	✓
1. Cable/Connector Requirements	<p>Connection from MeetingPlace Server to your network:</p> <p><input type="checkbox"/> For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. 10BaseT will work, but is <i>not</i> recommended. This cable is customer supplied.</p> <p>Connection from MeetingPlace IP Access Blade to your network:</p> <p><input type="checkbox"/> For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is Latitude supplied.</p> <p><input type="checkbox"/> Latitude provides a 7.5-meter CAT-5e cable with Ferrite snap-on bead (#3300-0029-02) on one end. If the cable is changed, the snap-on bead must be moved.</p> <p>Note: Set your switch to auto-negotiate. If your switch does not support auto-negotiation, it is recommended that it be set to 100 BaseT Full Duplex.</p>	<input type="checkbox"/>
2. Desktop Requirements	<p>Provide a desktop system connected to your LAN with the following minimum configuration:</p> <p><input type="checkbox"/> 133 MHz or higher Pentium (for Windows 2000)</p> <p><input type="checkbox"/> Windows 98, NT 4.0 or later, or 2000</p> <p><input type="checkbox"/> 15MB available disk space</p> <p><input type="checkbox"/> 16MB RAM (24MB RAM for Windows NT or 256MB RAM for Windows 2000)</p> <p><input type="checkbox"/> Network Interface Card</p>	<input type="checkbox"/>
3. Host Name	Name for MeetingPlace on your network	<input type="checkbox"/>
4. MeetingPlace IP Address	<p>Address of the MeetingPlace host on the network</p> <p>Note: When you request your IP address and hostname, ensure your LAN Manager adds this to the name server(s).</p>	<input type="checkbox"/>
5. Subnet Mask	Mask that completes the address for the MeetingPlace host	<input type="checkbox"/>
6. Broadcast Address	Address used to broadcast packets on the local LAN segment	<input type="checkbox"/>
7. Default Gateway	Address of the gateway that will accept and route information to the other networks	<input type="checkbox"/>
8. SNMP IP Address	IP address for which traps will be sent for trap communities	<input type="checkbox"/>
9. Name Server	Ensure all workstations running MeetingTime utilize a name server (DNS/WINS or local "hosts" table)	<input type="checkbox"/>

Action	Description	✓
10. NTP Server IP Address	It is recommended you time synchronize your MeetingPlace system with a Network Time Protocol (NTP) server. Worksheet 4-8 describes the NTP settings.	<input type="checkbox"/>
11. Broadcast Traffic	<p>If the rate of broadcast or multicast packet generation on the LAN segment exceeds an average of 40/second, the Ethernet link from MeetingPlace into the local LAN must be configured for 100Mb to avoid congestion of the link.</p> <p><input type="checkbox"/> If broadcast and multicast traffic exceeds 100 packets/second, the MeetingPlace system should be isolated from that segment using a router</p>	<input type="checkbox"/>
12. MeetingTime network requirements	<ul style="list-style-type: none"> MeetingTime must be able to open a TCP connection on port 5001 and 5005 to connect to the network and/or conference server. For MeetingTime to access recordings and attachments, the IP address of the conference server must not be translated using a network address translation scheme. 	<input type="checkbox"/>
13. MeetingTime LAN speed recommendations	<p>Scheduling and monitoring small (2–10 participants) meetings</p> <ul style="list-style-type: none"> Required: 28 kbs Recommended: 40 kbs <p>Monitoring medium meetings (11–60 participants)</p> <ul style="list-style-type: none"> Required: 35 kbs Recommended: 50 kbs <p>Monitoring large meetings (61–120 participants)</p> <ul style="list-style-type: none"> Required: 50 kbs Recommended: 128 kbs 	<input type="checkbox"/>

Worksheet 3-3b MeetingPlace LAN Requirements (Hong Kong)

Action	Description	✓
1. Cable/Connector Requirements	<p>Connection from MeetingPlace Server to your network:</p> <p><input type="checkbox"/> For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. 10Base-T will work, but is <i>not</i> recommended. This cable is customer supplied.</p> <p>Connection from MeetingPlace IP Access Blade to your network:</p> <p><input type="checkbox"/> For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is Latitude supplied.</p> <p>Note: Set your switch to auto-negotiate. If your switch does not support auto-negotiation, it is recommended that it be set to 100 BaseT Full Duplex</p>	<input type="checkbox"/>
2. Desktop Requirements	<p>Provide a desktop system connected to your LAN with the following minimum configuration:</p> <p><input type="checkbox"/> 133 MHz or higher Pentium (for Windows 2000)</p> <p><input type="checkbox"/> Windows 98, NT 4.0 or later, or 2000</p> <p><input type="checkbox"/> 15MB Available disk space</p> <p><input type="checkbox"/> 16MB RAM (24MB RAM for Windows NT or 256MB RAM for Windows 2000)</p> <p><input type="checkbox"/> Network Interface Card</p>	<input type="checkbox"/>
3. Host Name	Name for MeetingPlace on your network	<input type="checkbox"/>
4. MeetingPlace IP Address	<p>Address of the MeetingPlace host on the network</p> <p>Note: When you request your IP address and host name, ensure that your LAN Manager adds this to the name server(s).</p>	<input type="checkbox"/>
5. Subnet Mask	Mask that completes the address for the MeetingPlace host	<input type="checkbox"/>
6. Broadcast Address	Address used to broadcast packets on the local LAN segment	<input type="checkbox"/>
7. Default Gateway	Address of the gateway that will accept and route information to the other networks	<input type="checkbox"/>
8. SNMP IP Address	IP address for which traps will be sent for trap communities	<input type="checkbox"/>
9. Name Server	Ensure all workstations running MeetingTime utilize a name server (DNS/WINS or local "hosts" table)	<input type="checkbox"/>
10. NTP Server IP Address	It is recommended you time synchronize your MeetingPlace system with a Network Time Protocol (NTP) server. Worksheet 4-8 describes the NTP settings.	<input type="checkbox"/>

Action	Description	✓
11. Broadcast Traffic	<ul style="list-style-type: none"> If the rate of broadcast or multicast packet generation on the LAN segment exceeds an average of 40/second, the Ethernet link from MeetingPlace into the local LAN must be configured for 100Mb to avoid congestion of the link. If broadcast and multicast traffic exceeds 100 packets/second, the MeetingPlace system should be isolated from that segment using a router. 	<input type="checkbox"/>
12. MeetingTime network requirements	<ul style="list-style-type: none"> MeetingTime must be able to open a TCP connection on port 5001 and 5005 to connect to the network and/or conference server. For MeetingTime to access recordings and attachments, the IP address of the conference server must not be translated using a network address translation scheme. 	<input type="checkbox"/>
13. MeetingTime LAN speed recommendations	<p>Scheduling and monitoring small (2–10 participants) meetings</p> <ul style="list-style-type: none"> Required: 28 kbs Recommended: 40 kbs <p>Monitoring medium meetings (11–60 participants)</p> <ul style="list-style-type: none"> Required: 35 kbs Recommended: 50 kbs <p>Monitoring large meetings (61–120 participants)</p> <ul style="list-style-type: none"> Required: 50 kbs Recommended: 128 kbs 	<input type="checkbox"/>

Worksheet 3-4 MeetingPlace IP Gateway Requirements

System	Description	✓
1. Windows Server Requirements	<input type="checkbox"/> Windows server with the following minimum requirements: <ul style="list-style-type: none"> – 450 MHz Pentium III – 256 MB RAM, 4GB disk space <input type="checkbox"/> Windows 2000 or Windows NT 4.0 (requires service pack 4.0 or later) <input type="checkbox"/> Network Interface Card <input type="checkbox"/> CD-ROM drive <input type="checkbox"/> Microsoft Windows Networking Support <input type="checkbox"/> TCP/IP protocol <input type="checkbox"/> One primary IP address for communication with the MeetingPlace server and Cisco CallManager server. <p>Note: If the MeetingPlace IP Gateway and MeetingPlace Web are installed on the same system, you will require an extra IP address assigned to MeetingPlace Web (i.e., resulting in two IP addresses). Please refer to the <i>MeetingPlace IP Gateway System Manager's Guide</i> for more information.</p>	<input type="checkbox"/>
2. MeetingPlace Server Requirements	<input type="checkbox"/> MeetingPlace M3 platform with MeetingServer 5.0 and higher <input type="checkbox"/> One primary IP address for communication with the MeetingPlace IP Gateway Windows server and other gateways and clients <input type="checkbox"/> Extra IP addresses for every 48 user licenses of IP. (For example, if you have 96 user licenses of IP, you will require two secondary IP addresses. On a MeetingPlace M3 platform, this means one additional IP address per IP Access Blade).	<input type="checkbox"/>
3. CallManager Requirements	<input type="checkbox"/> Cisco CallManager (version 3.0 or later) configured to route calls to the MeetingPlace IP Gateway Windows server. <p>Note: Cisco CallManager 3.0 supports up to 250 IP connections. For the full complement of 384 IP connections, you must be using CallManager 3.1.</p>	<input type="checkbox"/>
4. Network Requirements	<input type="checkbox"/> The MeetingPlace system and MeetingPlace IP Gateway must be located on the same subnet. <input type="checkbox"/> The Windows server must be inside the corporate firewall and able to access the CallManager system	<input type="checkbox"/>

System	Description	✓
	<p>using multiple TCP ports.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Windows server must be able to open a TCP connection on port 5003 when connecting to a MeetingPlace IP conference server. <input type="checkbox"/> The secondary Ethernet connections on MeetingPlace must be connected to the same subnet as your corporate network where your IP phone is connected. <p>Note: For optimal voice quality, it is strongly recommended that all IP Access Blade connections be 100Base-TX Ethernet.</p> <ul style="list-style-type: none"> <input type="checkbox"/> From the MeetingPlace IP Gateway standpoint, the IP address of the MeetingPlace conference server must not be translated using a Network Address Translation routing scheme. <input type="checkbox"/> Connectivity between the MeetingPlace IP Gateway Windows server and the MeetingPlace conference server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. 	
5. End User Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> IP phone that supports G.711 and is configured to work with Cisco CallManager or PSTN phone through a voice enabled router or NetMeeting. <p>Note: If you use Microsoft NetMeeting , version 3.0 or later is required and it must support G.711.</p>	<input type="checkbox"/>

Worksheet 3-5 MeetingPlace E-mail Gateway Requirements/SMTP

System	Description	✓
1. E-mail Gateway Location	<input type="checkbox"/> Select a location, such as your company's computer room, for your e-mail server or post office	<input type="checkbox"/>
2. Windows Server Requirements	<input type="checkbox"/> Microsoft Windows NT version 4.0 or later (Service Pack 4.0 or later) or Windows 2000 (Server edition). <input type="checkbox"/> TCP/IP connection to the MeetingPlace server using a static IP address. <input type="checkbox"/> Hardware: <ul style="list-style-type: none"> – 64MB RAM or better – 15MB free disk space plus 100MB of additional space for temporary files like attachments and notifications – 233MHz Pentium II processor 	<input type="checkbox"/>
3. MeetingPlace System	<input type="checkbox"/> MeetingPlace 2000.2 (version 4.2.0) or later installed and running with the MeetingPlace Notification Option and MeetingNotes Option. Without these options, MeetingPlace E-Mail Gateway cannot distribute meeting notifications and attachments.	<input type="checkbox"/>
4. Network Requirements	<p>For the Windows server to communicate with MeetingPlace, the following requirements need to be met:</p> <ul style="list-style-type: none"> • The Windows server must be able to open a TCP connection on ports 5001, 5003, and 5005 when connecting to the MeetingPlace server. • From the point of view of the Windows server, the IP address of the MeetingPlace conference servers must not be translated using a network address translation scheme. • Connectivity between the Windows server and its host MeetingPlace network server or standalone conference server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. 	<input type="checkbox"/>
5. Option key	<input type="checkbox"/> MeetingPlace system option is enabled for your e-mail system. <ul style="list-style-type: none"> • For Microsoft Mail, Microsoft Exchange, and other MAPI compliant e-mail systems, the option key name is E-Mail Gateway (SMTP). 	<input type="checkbox"/>
6. E-mail system	<ul style="list-style-type: none"> • SMTP-based, supported mail system (Microsoft Exchange, Lotus Domino, etc.) 	<input type="checkbox"/>

System	Description	✓
7. Personal e-mail account	<ul style="list-style-type: none">Verify that you have a personal e-mail account. You will need an e-mail account to test the MeetingPlace E-Mail Gateway.	<input type="checkbox"/>
8. Client e-mail software	<ul style="list-style-type: none">Obtain the appropriate copy of the client software for your e-mail system.	<input type="checkbox"/>
9. Authentication option	<ul style="list-style-type: none">If authentication is required on your SMTP server, create a dedicated account on your corporate e-mail system to be used by the MeetingPlace E-Mail Gateway.	<input type="checkbox"/>

Worksheet 3-6 MeetingPlace Web Requirements

System	Description	✓
1. Server Location	Select a location, such as your company's computer room, for your Web and audio servers.	<input type="checkbox"/>
2. MeetingPlace Web Server Requirements	<p><input type="checkbox"/> Windows 2000 Server or Advanced Server edition with Service Pack 2 or higher, and all corresponding Microsoft security patches installed.</p> <p><i>Note:</i> The following are recommended minimum specifications for the Windows server(s) running MeetingPlace Web. Servers that do not meet these specifications may experience performance issues. Because MeetingPlace Web is a CPU- and RAM-intensive application, servers with greater CPU and RAM specifications provide better performance.</p> <p><input type="checkbox"/> A Windows server dedicated to Latitude applications is required based on the number of user licenses (ports) on your MeetingPlace system.</p> <p>Up to 120 user licenses with MeetingPlace Web Conferencing Option installed:</p> <ul style="list-style-type: none"> – 500 MHz Pentium III – 256 MB RAM – 9 GB disk space <p>Over 120 user licenses with MeetingPlace Web Conferencing Option installed:</p> <ul style="list-style-type: none"> – 1 GHz Pentium III CPU – 512 MB RAM – 12 GB disk space <p><input type="checkbox"/> Microsoft Internet Information Server (IIS) 5.0</p> <p><input type="checkbox"/> Microsoft Windows Networking Support</p> <p><input type="checkbox"/> (Optional) CD-ROM drive for installation</p> <p><input type="checkbox"/> Network Interface Card</p> <p><input type="checkbox"/> TCP/IP protocol</p> <p><input type="checkbox"/> For presentations:</p> <ul style="list-style-type: none"> – Ensure that all corporate fonts and standard Microsoft fonts, including Microsoft PowerPoint fonts, are loaded onto the MeetingPlace server. – MeetingPlace uses a machine configuration dependent graphics context to render images for presentations. The number of colors available in the system's graphics context is a particularly important limiting factor. For example, if the video driver for a server running MeetingPlace Web is set up to display 	<input type="checkbox"/>

System	Description	✓
	<p>256 colors, images produced on that server are limited to 256 colors.</p> <p><input type="checkbox"/> (Optional) Additional disk space for voice/web recording:</p> <p>700 MB per expected hour of recording over and above the base level</p>	
3. MeetingPlace Server	<p><input type="checkbox"/> MeetingPlace 2001 (version 43), MeetingServer, or MeetingServer 5.0.2 or later</p> <p>Note: For synchronized voice/web recording and playback, MeetingPlace 2001 version 4.3.0v or 5.0.2g is required.</p> <p><input type="checkbox"/> MeetingPlace WebPublisher Option Key</p> <p><input type="checkbox"/> MeetingPlace Data Conferencing Option Key (required to perform application sharing and presentations)</p> <p><input type="checkbox"/> MeetingNotes Data Option Key (required for presentations and attachments)</p> <p><input type="checkbox"/> MeetingNotes Voice Option Key (required for meeting recordings)</p>	<input type="checkbox"/>

System	Description	✓
4. Network Requirements	<p><input type="checkbox"/> The MeetingPlace system and the MeetingPlace Web Server must be located on the same subnet.</p> <ul style="list-style-type: none"> • <i>In a networked environment</i>, the Windows server must be able to open a TCP connection on ports 5001 and 5003 when connecting to a MeetingPlace server, and port 5005 when connecting to each additional MeetingPlace server. • <i>In a standalone environment</i>, the Windows server must be able to open a TCP connection on ports 5001, 5003, and 5005 when connecting to the primary MeetingPlace server. • The IP address of the MeetingPlace conference server must not be translated using a Network Address Translation routing scheme. • The Windows server must have a static IP address. • Connectivity between the Windows server and its host MeetingPlace server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. <p>For MeetingPlace load balancing:</p> <p><input type="checkbox"/> If internal and external MeetingPlace Web servers are sharing one database, TCP port 1433 must be open.</p> <p>Note: Microsoft Network Load Balancing is not currently supported.</p>	<input type="checkbox"/>
5. SQL Server	<p>One of the following:</p> <p><input type="checkbox"/> SQL Server 2000 Desktop Engine Service Pack 2 (included with MeetingPlace Web)</p> <p><input type="checkbox"/> SQL Server 2000 Service Pack 2</p> <p><input type="checkbox"/> SQL Server 7 Service Pack 3</p> <p>Note: This is the last release of MeetingPlace Web that will support SQL Server 7. Service packs are available at: www.microsoft.com/sql/downloads.</p> <p>Note: SQL Server Desktop Engine imposes a performance limit of eight simultaneous connections. This limitation will hamper the performance of MeetingPlace Web. It is recommended that all MeetingPlace systems, particularly production systems, consider the use of a fully licensed SQL Server.</p> <p>Note: If a full version of SQL Server will reside on the same machine as MeetingPlace Web, that SQL Server should be configured to use no more than 80 MB of memory. Please consult with your MeetingPlace support representative for more information.</p>	<input type="checkbox"/>

System	Description	✓
6. Audio Conversion (Optional)	<input type="checkbox"/> Third-party audio server (for conversion of audio files into supported MeetingPlace formats) <ul style="list-style-type: none"> – RealServer (version 7 or 8) – Windows Media Server (version 4.1) <p>Note: A third-party audio server is not required to convert audio files into WAV format.</p>	<input type="checkbox"/>
7. MeetingPlace Load Balancing (Optional)	<input type="checkbox"/> All participating MeetingPlace Web servers in the same internal cluster must point to the same MeetingPlace server. <input type="checkbox"/> All participating MeetingPlace Web servers in the same external cluster must point to the same MeetingPlace server. <input type="checkbox"/> All participating MeetingPlace Web servers in an internal cluster must share the same SQL Server database. <input type="checkbox"/> All participating MeetingPlace Web servers in an external cluster must share the same SQL Server database. <p>Note: Recommended configuration is two SQL Server databases, one for the internal cluster and one for the external cluster. While MeetingPlace Web does support the use of only one SQL Server database (either internal or external), this is not recommended.</p>	<input type="checkbox"/>
7. Windows End User Requirements	<p>For web conference viewing and hosting using WebShare or a T.120 compliant application:</p> <input type="checkbox"/> Operating Systems: <ul style="list-style-type: none"> – Windows 98, Windows ME, Windows NT 4.0 Service Pack 6a, Windows 2000 Professional, Windows XP – Mac OS 9, OS 9.1, OS X (classic mode) – Solaris 7 and 8 <input type="checkbox"/> One of the following Java-enabled Web browsers running on the above: <ul style="list-style-type: none"> – Microsoft Internet Explorer version 5.5, 5.5 Service Pack 1 or 2, 6.0. Security level must be set to Medium or Low. – Netscape Navigator versions 4.78 (for Japanese only), 4.79, 6.2, 7.0 <p>Note: Enabling the Java plug-in Netscape Navigator 4.7x browsers is not supported.</p> <input type="checkbox"/> (Optional) Microsoft NetMeeting (version 3.01) or other T.120 application installed <input type="checkbox"/> (Optional) Audio Player: <ul style="list-style-type: none"> – RealAudio Player (version 7 or 8) – Windows Media Player (version 6 or later) 	<input type="checkbox"/>

Worksheet 3-7 MeetingPlace for Outlook Requirements

System	Requirements	✓
1. Windows Server Requirements (Hardware)	<p>MeetingPlace for Outlook with MeetingPlace Web (required for full functionality or for Client Services only):</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Windows server dedicated to MeetingPlace applications is required based on the number of user licenses (ports) on your MeetingPlace system. <input type="checkbox"/> TCP/IP connection to the MeetingPlace conference server. <p>MeetingPlace for Outlook without MeetingPlace Web (for Notification Services only):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum hardware: <ul style="list-style-type: none"> – 256 MB RAM – 2.5 GM free disk space – 400 MHz Pentium II processor <input type="checkbox"/> TCP/IP connection to the MeetingPlace server <p>Note: It is not recommended that MeetingPlace for Outlook be installed on a Primary Domain Controller (PDC) or Backup Domain Controller (BDC).</p>	<input type="checkbox"/>
2. Windows Server Requirements (Software)	<ul style="list-style-type: none"> <input type="checkbox"/> Microsoft Windows 2000 Server edition or Advanced Server edition (with Service Pack 3) <input type="checkbox"/> NT File System (NTFS) with >2.5GB free space available <input type="checkbox"/> One of the following Microsoft Outlook clients installed and configured to log into the Exchange mailbox: <ul style="list-style-type: none"> – Outlook XP (with collaboration data objects installed) – Outlook 2000 (with collaboration data objects installed) – Outlook 98 <p>Note: Your default mail client must be set to Outlook.</p> <p>Note: Service Release 1 is not supported for Outlook 2000.</p>	<input type="checkbox"/>
2. Network Requirements	<p>For the Windows server to communicate with the MeetingPlace conference server, the following minimum requirements must be met:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>In a networked environment</i>, the Windows server must be able to open a TCP connection on ports 5001 and 5003 when connecting to the network server, and on port 5005 when connecting to each conference server. • <i>In a standalone environment</i>, the Windows server must be able to open a TCP connection on ports 5001, 5003, and 5005 when connecting to the standalone MeetingPlace conference server. • From the point of view of the Windows server, the IP address of the MeetingPlace conference servers must not 	<input type="checkbox"/>

System	Requirements	✓
	<p>be translated using a network address translation scheme.</p> <ul style="list-style-type: none"> Connectivity between the Windows server and its host MeetingPlace network server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. 	
3. Exchange Server	<p><input type="checkbox"/> Exchange server version 5.5 (Service Pack 4) or version 2000 (Service Pack 2) installed and running.</p> <p><input type="checkbox"/> An Exchange mailbox for the MeetingPlace for Outlook. If this mailbox does not exist, create a mailbox account on the Exchange server, and assign a Windows account to the mailbox.</p> <p>Note: In a Windows 2000 environment, this mailbox account must be placed in the local admin group, with “log on as service” rights enabled. Windows 2000 may not give these rights by default. Before installing, verify that the user has these rights by accessing Administrative Tools Local Security Policy Local Policies User Rights Assignment Log on as a service.</p> <p><input type="checkbox"/> The primary Windows account for the mailbox and the Exchange alias must match.</p> <p><input type="checkbox"/> The Exchange server and the MeetingPlace for Outlook Service component must reside on separate systems.</p>	<input type="checkbox"/>
4. MeetingPlace Conference Server	<ul style="list-style-type: none"> MeetingPlace 2001 (version 4.3) or MeetingServer 5.0x installed and running with the following options enabled: <ul style="list-style-type: none"> Calendar and Notification <input type="checkbox"/> MeetingPlace PCI systems that are not networked together must each have MeetingPlace for Outlook installed. <input type="checkbox"/> MeetingPlace M3 systems on separate networks must each have MeetingPlace for Outlook installed. 	<input type="checkbox"/>
5. To Use the Click to Attend Link (Optional)	<p><input type="checkbox"/> MeetingPlace Web (version 4.2.0) or later installed and running.</p> <p><input type="checkbox"/> The <i>notifyschedule.tpl</i>, <i>notifyreschedule.tpl</i> notification template files must contain the attend tag. By default, these files already contain this tag.</p>	<input type="checkbox"/>

Worksheet 3-8 MeetingPlace for Notes Requirements

System requirements depend on whether or not you are installing MeetingPlace Web with MeetingPlace for Notes. Installation of MeetingPlace Web (release 4.2.7.101 or higher) is required if you wish to schedule meetings through MeetingPlace for Notes.

To enable full MeetingPlace Web functionality on this system, please see the *MeetingPlace Web System Manager's Guide* for full installation requirements.

System	Requirements	✓
1. Network Requirements	<input type="checkbox"/> In a networked MeetingPlace environment, the Windows server must be able to open a TCP connection on ports 5001 and 5003 when connecting to the MeetingPlace network server and port 5005 when connecting to each conference server. <input type="checkbox"/> With a standalone MeetingPlace system, the Windows server must be able to open a TCP connection on ports 5001, 5003, and 5005 when connecting to the standalone MeetingPlace server. <input type="checkbox"/> From the point of view of the Windows server, the IP address of the MeetingPlace conference servers must not be translated using a network address translation scheme. <input type="checkbox"/> Connectivity between the Windows server and its host MeetingPlace network server or standalone conference server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency increases past 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected.	<input type="checkbox"/>
2. Domino Server	<input type="checkbox"/> The Domino server and the MeetingPlace for Notes must reside on separate systems. <input type="checkbox"/> Domino server version 5.0.9a or later installed and running. <ul style="list-style-type: none"> • A user account for the MeetingPlace for Notes. When setting up this user account, do not enter a first name for the account, but enter "MeetingPlace" for the account's last name. 	<input type="checkbox"/>

System	Requirements	✓
3. MeetingPlace System	<input type="checkbox"/> MeetingPlace 2001 (version 4.3) or MeetingServer 5.0.x with the following option keys: <ul style="list-style-type: none"> – Notification Option – MeetingPlace for Notes – MeetingPlace WebPublisher Option Key (only required for front-end scheduling) <input type="checkbox"/> MeetingPlace systems not networked together (or on separate networks in the case of M3 servers) must each have their own MeetingPlace for Notes. <input type="checkbox"/> Ensure the User Name field in each user's Domino account matches the E-mail Address field in their MeetingPlace profile.	<input type="checkbox"/>
4. End User Systems	<input type="checkbox"/> Notes 5.0.9a installed and running <p>Note: MeetingPlace for Notes does not guarantee support of all mail templates issued by Lotus Notes. Please refer to the MeetingPlace for Notes 4.2.7 Release Note for Latitude's template support strategy.</p>	<input type="checkbox"/>
5. Windows Server (hardware and software reqs.) for MeetingPlace for Notes 4.2.7 <i>without</i> MeetingPlace Web (back-end functionality only):	<input type="checkbox"/> Minimum hardware: <ul style="list-style-type: none"> – 1GHz Pentium III processor – 512MB RAM – 18GB HDD <input type="checkbox"/> TCP/IP connection to the MeetingPlace server <input type="checkbox"/> One of the following operating systems installed: <ul style="list-style-type: none"> – Windows 2000 Server edition (SP2) or Advanced Server edition (SP2) <input type="checkbox"/> Lotus Notes client version 5.0.9a installed and set up to use the MeetingPlace for Notes account. This Notes client must have opened and viewed its mail database before MeetingPlace for Notes is installed <input type="checkbox"/> Microsoft IIS 5.0. The CGI-bin directory on this Web server cannot be password-protected	

Worksheet 3-9 MeetingPlace Directory Services Requirements

System	Requirements	✓
1. Windows Server Requirements	<input type="checkbox"/> Windows 2000 or (Server or Advanced Server edition, with Service Pack 2) <input type="checkbox"/> 500MHz Pentium II/III processor <input type="checkbox"/> 512MB RAM <input type="checkbox"/> Hard drive with minimum 4GB available space (for installation and suspense files) <input type="checkbox"/> NTFS partition <input type="checkbox"/> Network Interface Card (100 Mbps) <input type="checkbox"/> CD-ROM drive for software installation <input type="checkbox"/> Microsoft Windows Networking Support <input type="checkbox"/> Microsoft Internet Explorer (version 5.0 or later for recommended backup process) <input type="checkbox"/> VGA (1028 x 768) display (SVGA recommended) Note: The Windows 2000 account used to access this server must have local administrative rights with the ability to start and stop services. *MeetingPlace Directory Services may reside on the same server as another MeetingPlace gateway if the user directory contains fewer than 10,000 records.	<input type="checkbox"/>
2. MeetingPlace Server	<input type="checkbox"/> MeetingPlace 2000.2 (version 4.2.1 or later) <input type="checkbox"/> MeetingPlace Directory Services license key	<input type="checkbox"/>
3. Network Requirements	<input type="checkbox"/> TCP/IP protocol installed and running <input type="checkbox"/> Connectivity between the MeetingPlace Directory Services server and the MeetingPlace server must be high quality and not subject to interruptions due to traffic congestion. Any time the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected.	<input type="checkbox"/>
4. End User Requirements	One of the following directory servers: <input type="checkbox"/> Netscape LDAP Directory version 4.0, 4.1, or 4.1.2 <input type="checkbox"/> Netscape iPlanet LDAP Directory version 5.0 Note: You must have read and search rights on the Changelog property and the subtree(s) you will extract data from. You must also have access privileges to read the entire subtree at once.	<input type="checkbox"/>

System	Requirements	✓
	<input type="checkbox"/> Microsoft Active Directory <i>Note:</i> You must have the following rights on the AD Domain: <input type="checkbox"/> Replication directory changes rights (extracting domain) <input type="checkbox"/> Replication synchronization rights <input type="checkbox"/> Read rights on this domain (extracting domain)	


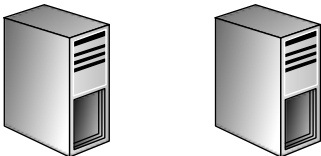
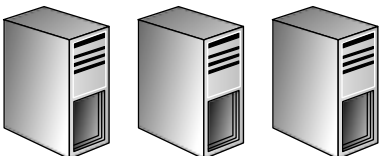
Worksheet 3-10 Multiple Gateway Requirements



Note: These requirements are only relevant for those systems that are equal to or more powerful than those offered by the MeetingPlace Windows Server Option.

The MeetingPlace Windows Server Option allows for the installation and configuration of up to 6 MeetingPlace gateways on the same Windows server. Each MeetingPlace M3 conference server supports up to six gateways.

Refer to the “Additional Hardware Options” section in Chapter 1 for information on the Windows Server Option. The following table describes the minimum number of servers required for various gateway configurations.

Number of Windows Servers Required	Gateways
	<ul style="list-style-type: none"> MeetingPlace Web¹⁶ + up to 4 Gateways¹⁷
	<ul style="list-style-type: none"> MeetingPlace Web + up to 4 Gateways MeetingPlace Directory Services (requires separate server when greater than 10,000 profiles)
	<ul style="list-style-type: none"> MeetingPlace Web + up to 4 Gateways MeetingPlace Directory Services (requires separate server when greater than 10,000 profiles) DMZ implementation requires an additional Windows server

¹⁶ MeetingPlace Web counts as two gateways when the Web Conferencing Option is purchased. When Web exceeds 240 concurrent users, non-SSL, it will require a dedicated Windows server. When Web exceeds 480 concurrent users, non-SSL, it will require multiple dedicated Windows servers. Refer to the *MeetingPlace Web System Manager's Guide* for more information.

¹⁷ Gateways include: MeetingPlace Directory Services, MeetingPlace IP Gateway, MeetingPlace E-mail Gateway (SMTP), MeetingPlace for Outlook, and MeetingPlace for Notes.

Worksheet 3-11 Multiserver Meeting Requirements

The requirements for scheduling and conducting multiserver meetings are listed below. For more information about preparing for multiserver meetings, refer to the *MeetingServer System Manager's Guide*.

Action	Description	✓
1. System Requirements	<ul style="list-style-type: none"> • Make sure all MeetingPlace servers are running MeetingPlace 2000 (version 4.1.3) or higher. <input type="checkbox"/> If multiserver meetings are going to be scheduled using MeetingPlace Web, make sure systems participating in the multiserver meeting have MeetingPlace Web Conferencing (version 4.2.5) or higher installed. 	<input type="checkbox"/>
2. Scheduling Requirements	<ul style="list-style-type: none"> • Provide users who are going to schedule multiserver meetings with profiles on each MeetingPlace server. • Enable the user profiles of those who are going to schedule meetings with multiserver scheduling privileges. • Create Server Information records on all MeetingPlace systems for each MeetingPlace server. • To schedule multiserver meetings over the web: <ul style="list-style-type: none"> – Users must be using Microsoft Internet Explorer 5.5 or higher or Netscape Navigator, version 4.7.9. – Users must be able to access each site's MeetingPlace Web server. – MeetingPlace Web Conferencing (release 4.2.5) or higher must be installed and running at each MeetingPlace site. • To schedule multiserver meetings using MeetingTime: <ul style="list-style-type: none"> – Users must be able to access each site's MeetingPlace server through their MeetingTime client software and have MeetingTime 2000 or higher installed on their system. 	<input type="checkbox"/>
3. Recommended Server Configuration	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all MeetingPlace servers are time synchronized using a Network Time Protocol (NTP) server. <input type="checkbox"/> Make sure all servers are properly named across all MeetingPlace systems. <input type="checkbox"/> Record a voice name for the other MeetingPlace servers. <input type="checkbox"/> Set the same guard times on all MeetingPlace servers. <input type="checkbox"/> Set the same extend meeting parameters on all MeetingPlace servers. • Record the breakout session warning prompt that will be played before participants enter a breakout session. 	<input type="checkbox"/>

Worksheet 3-12 Reservationless Meetings Requirements

The system requirements for conducting reservationless meetings are listed below. For more information about preparing for reservationless meetings, see the *MeetingServer System Manager's Guide*.

When using reservationless meetings, the server should be sized to accommodate peak usage with at least 20 percent additional capacity, to ensure there are no busy signals for end users. Latitude offers a several capacity assurance programs to provide additional capacity at no cost to the customer. For more information, please contact your account representative.

Action	Description	✓
1. System Requirements	1. MeetingPlace M3 platform with MeetingServer system software version 5.0.2 or 5.1.	<input type="checkbox"/>
2. Configuration	2. The port (group) must be configured for "Combined Access" and a command line utility (mtgmode) must be run.	<input type="checkbox"/>
3. Reservationless Meetings with Web Conferencing	3. If reservationless meetings are going to include access to web conferencing: <ul style="list-style-type: none"> • MeetingPlace Web 3.0 must be installed. Refer to Worksheet 3-6 for MeetingPlace Web 3.0 requirements. • Windows 2000 server is required for dedicated use as a web conferencing server. 	<input type="checkbox"/>

The Reservationless Meetings feature is available for the following languages: US English, UK English, French Canadian, and Japanese.

4 Database Planning

This chapter describes the categories of information you need for configuring MeetingPlace. You'll also find worksheets for gathering the information you need to populate the MeetingPlace database.

The MeetingPlace database includes four types of information:

- *Company-specific information*—Tailors MeetingPlace for your company. It includes general information, administrative information, and information that controls meeting scheduling.
- *System configuration information*—Identifies the MeetingPlace hardware and software. It also describes the interface between your system, the telephone network, and the LAN.
- *User information*—Identifies who has access to the MeetingPlace functions and which system functions are available to each person.
- *Meeting settings*—Identifies the various meeting categories that have been created.

Company-Specific Information

Company-specific information includes general information about your company and parameters that tailor the way MeetingPlace operates. This information limits the total number of user licenses that can be involved in meetings at one time and determines meeting scheduling criteria. It also defines system-wide defaults for managing meetings.

The rest of this section presents the information you need to:

- Decide what default scheduling and usage parameters MeetingPlace should use.
- Define port availability for meetings.

Usage Parameters

Usage parameters establish default values for the parameters that control basic MeetingPlace operations. These parameters govern security, alarm handling, getting assistance, and outdial. The Usage Parameters window includes a *default time zone* for the location of the system. This time zone is calibrated to the system's internal clock.

Scheduling Parameters

Meeting scheduling parameters control the meetings scheduled at your location. The settings determine how many of the conference ports on your system can be reserved for meetings at one time.

About Meeting Guard Times

The Scheduling Parameters window includes *Meeting Guard Times*, which ensure that meetings do not overlap each other and that two meetings are not scheduled back-to-back with the same meeting ID number. Guard times may also be a factor in determining how early someone can call into a meeting before its scheduled start time, how long a meeting can be extended, and when ports should be released. Back-to-back reservationless meetings are permitted regardless of guard times. In effect, the guard time for reservationless meetings is equal to zero. The *MeetingServer System Manager's Guide* describes guard times in more detail.

Company Information

Company information records data that describes your organization, such as your company name, address, and the names and telephone numbers for people who will be the primary contacts for MeetingPlace service representatives, as well as whom you should call when you need help with MeetingPlace.

Flex Fields

Flex fields allow system managers and technicians to design specific fields for meetings that can be customized to your business needs. They enable you to track company or site-specific information on a per-profile or per-meeting basis. Flex fields record information to specify the type of field, the title associated with the field, the import title used for reporting, the protection level of the field, whether users must choose fields values from a list of possible entries (which you create), and whether a flex field requires a value.

System Configuration Information

System configuration information controls how MeetingPlace operates at your company. You provide two types of configuration information: information describing the telephony configuration, and information describing the LAN to which MeetingPlace is connected.

Telephony Configuration Information

Telephony configuration information includes *port access* information that determines which MeetingPlace services are available to a caller.

Telephony configuration information also describes the type of signaling used by each port. Because multiple ports can use the same signaling, the database enables you to group any of the 1152 MeetingPlace ports into *port groups*. Port groups define signaling information for multiple ports simultaneously.

The rest of this section presents the information you need to:

- Assign an access type to each MeetingPlace port
- Decide whether to group ports into port groups

MeetingPlace Port Access Types

The specific MeetingPlace services that are available to a caller are determined by the *port access type* MeetingPlace assigns to the call. MeetingPlace includes four port access types:

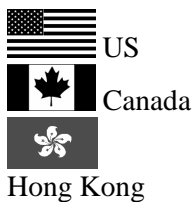
- *Meeting access*—Allows callers to attend meetings.
- *MeetingNotes access*—Allows callers to listen to recorded meetings.
- *Profile access*—Allows callers to attend meetings, schedule meetings, change the information in their user profiles, and listen to information in MeetingNotes. User profiles are described in “User Information” later in this chapter. Callers without user profiles cannot schedule meetings and do not have any user profile privileges.
- *Combined access*—Available only to users with user profiles. Combined Access allows callers to attend meetings, schedule meetings, change the information in their user profiles, and listen to information in MeetingNotes.

When MeetingPlace receives dialed number information (DID/DDI), the port access type MeetingPlace assigns to a call is determined by the access type assigned to the telephone number used to reach MeetingPlace.

When MeetingPlace does not receive dialed number information, the port access type MeetingPlace assigns to a call is determined by the access type you assign to the port that is handling the call.

Defining Telephony Access

Refer to the following icons for country-specific information.



MeetingPlace can receive dialed number information (DID/DDI or DNIS information) when it is connected to the telephone network via T1 trunks using E&M Wink Start signaling. When MeetingPlace receives dialed number information, you can assign different port access types to blocks of telephone numbers and reserve the numbers in each block for certain uses.

MeetingPlace can receive both DNIS and Automatic Number Identification



European Union

(ANI) when it is connected to the telephone network via T1 PRI trunks.

MeetingPlace can receive both DNIS and Automatic Number Identification (ANI) when it is connected to the telephone network via E1 PRI trunks.

For example, you can assign:

- Meeting access to one block of numbers to reserve those numbers for use by callers who only want to attend a meeting
- MeetingNotes access to another block for callers who only need MeetingNotes
- Profile access to a third block for callers with profiles
- Combined access to a fourth block for all callers

If MeetingPlace receives dialed number information, you need to decide how many numbers to reserve for each use. If MeetingPlace does not receive dialed number information, the configuration information you provide for each individual port will determine the port access types.

Creating Port Groups

Organizing ports into groups is a convenient way of configuring multiple ports at one time. The configuration information you enter for the port group, which includes a port access type, applies by default to all ports that are assigned to the group in the absence of individual port configuration information or a DID/DDI access plan.

Port groups are optional, although a port must belong to a port group for it to be used for outdial.



Note: Default port groups are assigned as follows: 0 for PSTN, 1 for IP; 2 for E1; and 3 for T1 PRI.

Configuring Individual Ports

Some of the configuration information for individual ports is also included in a port group definition. You do not have to provide this information twice when a port is a member of a port group unless you want different information to apply to an individual port from the information for the group. Individual port information has precedence over port group information.

Port configuration information includes a port access type. When MeetingPlace receives dialed number information, the DID/DDI access plan determines which port access type is assigned to a call. However, if for some reason the system cannot use the DID/DDI or DNIS information it receives from the network (for example, if the network passes MeetingPlace incorrect or unrecognizable digits), the configuration information you provide for each individual port will determine the port access type.

If your system does not receive dialed number information at all, decide what access types to assign to each port or group of ports that connect MeetingPlace to the telephone network.

Monitoring MeetingPlace with SNMP

You can monitor MeetingPlace by using the MeetingPlace SNMP option. This feature uses the Simple Network Management Protocol (SNMP) version 1 and supports MIB-II. If your server has an SNMP management tool, you can configure this feature to provide you with network status information and management access to MeetingPlace through your network management system. Traps can be activated by the SNMP module when the system restarts or crashes, one of the network links changes state, a T1 line goes down, the Gateway SIM registers an alarm, or an SNMP message is received which fails authentication.

The MeetingPlace SNMP option consists of two components you need to configure: Network Management Information and Network Management Communities. Network Management Information controls high-level access to the MeetingPlace SNMP module and allows MeetingPlace to exchange SNMP data with the rest of your network. Network Management Communities control the IP addresses to which SNMP messages are sent and the type of access provided in response to those messages.



Notes:

- SNMP is turned on by default on all new systems. To disable the SNMP option, contact your MeetingPlace customer support representative.
- You must load MIB files into your monitoring system and configure them to enable the trap messages to show up properly. For more information, see the *Monitoring MeetingPlace Using SNMP* section in Chapter 4 of the *MeetingServer System Manager's Guide*.

Server Configuration

The Server and NS Site Configuration topics are where you enter address information for the MeetingPlace server on your LAN. Default information is filled in during installation, but you can make changes based on your planning worksheet information. The parameters also include the number of conference and access ports on each server at your company.

The Other MeetingPlace Servers topic is where you enter information about your company's other MeetingPlace servers if you are going to be conducting multiserver meetings, whether manual or automatic. These other servers may be geographically dispersed in other states or countries. For more information on multiserver meetings, refer to the *MeetingServer System Manager's Guide*.

Understanding the MeetingPlace Port Types

The ports that connect MeetingPlace to the telephone network are classified as *access ports* and *conference ports*. All ports are access ports, but a subset of your access ports are also pre-configured as conference ports. There is no physical difference between an access port and a conference port—the distinction is purely logical.

Calculating the Number of Conference Ports

When the system needs ports to set up a conference call or add people to a call in progress, it allocates them from the pool of available conference ports. If your access ports have all been pre-configured as conference ports and the system requires all available ports, it will take them all. In that case, no one other than people attending meetings can reach MeetingPlace (to schedule a meeting, for example).

Several safeguards ensure that ports are always available for uses other than conference calls, such as scheduling meetings:

- A certain number of conference ports can be classified as *contingency ports*. Contingency ports are ports that the system keeps in reserve so that people who are participating in a meeting can reach a contact or attendant for assistance during a meeting. One of the meeting scheduling parameters determines how many ports in your system are contingency ports.
- Of the remaining conference ports, a certain number are classified as *floating ports*. Floating ports can float between meetings, taking up the slack when an extra person suddenly decides to attend a meeting that is already full. One of the meeting scheduling parameters determines how many ports are floating ports.
- Sometimes, your access ports are not all pre-configured as conference ports. The number of conference port licenses you acquire, as listed on your order schedule, is the number of conference ports in your system.

Figure 4-1 illustrates the uses for different types of ports.

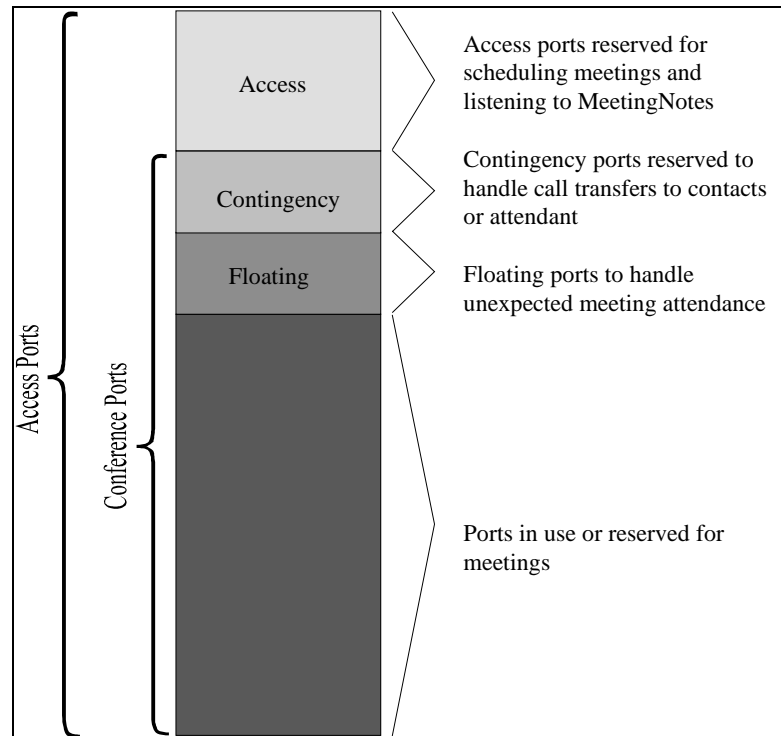


Figure 4-1 Access Ports and Conference Ports

User Information

Most people who use MeetingPlace need user profiles. User profiles identify and define the limits of users' access. The information in each person's user profile identifies the person as an end user, a contact or attendant, a system manager, or a technician. User profiles also contain administrative and preference information.

A user profile is required for anyone who wants to schedule a meeting, including vendors, consultants, and other people who may not work for your company. People who use MeetingPlace only to attend meetings or listen to recorded meetings in MeetingNotes do not need user profiles.

Because multiple users may share common attributes, the database includes user groups, which enable you to enter information for many users simultaneously. You may also be able to import profile information from another database, such as the database that is part of your voicemail or e-mail system.



Note: Synchronization between the MeetingPlace database and a corporate database is automatic if you have MeetingPlace Directory Services installed. For more information, see the *MeetingPlace Directory Services System Manager's Guide*.



Tip: If no value is specified for a user group field, the default is the value for that field in the guest profile. You may find it useful to review the guest profile settings before entering user profiles and user groups.

The rest of this section presents the information you need to:

- Decide how to define your user groups
- Decide who will require a user profile
- Decide what access level each person needs
- Find out whether you can import the user or group profile information

Creating User Groups

Assigning users to a user group is a convenient way of entering default profile information for multiple users at one time. The information defined for the user group applies to every user who is a member of the group.

People who are members of a user group still need individual profiles. When their profile information differs from the information for their user group, the individual profile information has precedence.

You may wish to set up groups based on a user's class of service; examples of this are shown in Table 4-1. You may also define groups by region, department, or level of management and then assign a contact to represent each functional group. Additionally, your company may define particular groups by their billing codes.



Tip: Because of the relationship between user groups and user profiles, it is usually best to create user groups *before* you create user profiles.

Planning for Groups and Teams

In database planning it is important to understand the differences between the following terms:

Teams—Define users who will most likely attend the same meeting. Users can belong to multiple teams.

Groups—Define users with a shared set of attributes like common system settings (such as class of service or regions) and other common business characteristics (such as departments, levels of management, or even billing codes). Users are assigned to only one group.

Table 4-1 User Groups Defined by Class of Service¹⁸

	Sample 1. Restricted Users	Sample 2. Standard Users	Sample 3. Executive Users
Group Information			
Name	Minimum Privilege	Standard Privilege	Executive Privilege
Number	1	2	3
Billing code	Your choice (optional)	Your choice (optional)	Your choice (optional)
Default mtg category	Your choice	Standard	Your choice
Group active?	Yes	Yes	Yes
Group Defaults			
User ID of contact	Your choice (optional)	Your choice (optional)	Your choice (optional)
Time zone	Your choice	Your choice	Your choice
Language	Your choice	Your choice	Your choice
Abbreviated prompts?	No	No	No
MeetingNotes Defaults			
Able to record mtgs?	No	Yes	Yes
Record meetings?	No	No	No
Who can access	Anyone	Anyone	Anyone
Auto-start recording?	No	No	No
Attachment access ordering	Play most recent first	Play most recent first	Play most recent first
Display mtg to everyone?	No	No	No
Outdial Meeting Defaults			
Can call out from mtgs?	No	Yes	Yes
Can schedule guest outdial mtgs?	No	Yes	Yes
Allow outdials to guests from web?	No	Yes	Yes
Max outdials per mtg	0	5	Unrestricted
Can call other servers?	No	Yes	Yes
Ask for profile password?	No	No	No
Digit translation table	0	Your choice	Your choice
Restrictions			
Scheduling restriction	Near Term Mtg Limit (5)	Unrestricted	Unrestricted
Max mtg length (min)	60	Same as system default	Same as system default
Max # of attachments	0	5	30
Max # teams allowed			
Receiving Notifications			
Enable to receive?	Yes	Yes	Yes
Include attachments?	Yes	Yes	Yes
Type of E-mail system	Your choice	Your choice	Your choice
Preferred delivery method	None	Your choice	Your choice
Alternate delivery method	None	Your choice	Your choice

¹⁸ Class-of-service is noted by the shaded areas.

Creating User Profiles

A user profile is required for any user who will be scheduling meetings on MeetingPlace. A user profile identifies the user to the system and classifies the type of system access that the user requires. The classification assigned to a user determines which MeetingPlace features the user can access. When users attend a meeting, MeetingPlace identifies them by their user profiles and assigns them privileges based on their profiles. For example, a profile determines whether or not a person can outdial during a meeting.

For a description of each parameter in a user's profile, refer to Worksheet 4-14.

To enable users without MeetingPlace profiles to attend meetings, a guest profile (profile number 0000) resides on the system. This profile defines the privileges of all guests and is used whenever users do not identify themselves to the system. As the MeetingPlace system manager, you can modify the guest profile, but you cannot delete it.



Tip: One of the most important settings in the guest profile is whether or not outdial is allowed. It is recommended that guest participants not be allowed to outdial. This will help prevent unauthorized outdialing from your system.



Note: When the Reservationless Meetings feature is turned on, profile numbers cannot match existing meeting IDs, since reservationless meetings use profile numbers as reservationless meeting IDs. If you attempt to create a profile number that matches an existing meeting ID, the system will notify you of the conflict. To resolve the conflict, you must either change the meeting ID or select another profile number for the user.

When you first create a user profile default values are obtained from the guest profile, which acts as a template. However, the guest profile does not provide values for the first name, last name, user ID, and profile number fields.

Because two users cannot have the same user ID or profile number, the values for these fields must be unique. Table 4-2 provides a few recommendations for creating user IDs and profile numbers that will be easy for your users to remember.

Table 4-2 Suggested Values for User IDs and Profile Numbers

Profile Field	Suggested Values
User ID	Network login, first name followed by last initial, or e-mail address
Profile number	Employee number or telephone/extension number

Once you have created user profiles, users can change their meeting preferences.

Each person's user profile includes a *time zone* setting. The time zone should be set to reflect the location of the office in which the user does business. When a user schedules a meeting, MeetingPlace uses the home time zone setting to determine the time. The guest profile time zone should be set to reflect the location of the MeetingPlace system.

Importing User Profile and Group Information

If the information required for user profiles or user groups already exists in another database, such as an e-mail directory, a voicemail directory, or a human resources database, you can import the profile information directly into the MeetingPlace database. There are two options available:

- MeetingPlace Directory Services
- Manual File Import

MeetingPlace Directory Services

A directory service allows a company to store information on all of its resources and personnel in one place and allow other applications to access that information from a single source. Utilization of directory services decreases the cost of managing information, thus increases control and consistency of information, and makes security uniform across applications.

MeetingPlace Directory Services synchronizes information in your corporate directory server with information in your MeetingPlace server. It interacts with common corporate directories such as Microsoft Active Directory and Netscape Directory Server via LDAP (Lightweight Data Access Protocol).

When a new employee enters the company, that person's information is entered into the corporate directory. MeetingPlace Directory Services detects the addition and instantaneously creates a profile for the person. As employees change departments and offices their contact information changes. To ensure that MeetingPlace has the most accurate information available, changes to a person's information on the corporate directory are recognized and replicated on MeetingPlace Directory Services. Automatic profile updates ease system use and limit help-desk calls.

For more information, see the *MeetingPlace Directory Services System Manager's Guide*.

Manual File Import

If you do not have MeetingPlace Directory Services installed, you must complete a manual file import. To simplify this process, you can choose to import only those fields that contain profile or group-specific information, such as user IDs, profile numbers, group names, group numbers, and contact information (e-mail addresses, phone numbers, etc.). The items marked with an asterisk (*) in Table 4-3 identify user-specific fields and the items marked by two asterisks (**) identify group-specific fields.

Any fields you do not include in the import file will automatically derive their value from either the guest profile or from the user group to which the user has been assigned.

If you are not assigning users to groups, you should review the settings in the guest profile to make sure they are appropriate for the users you are adding to the system. For example, if you want users to be able to outdial from meetings but the guest profile has the Can Call Out from Mtgs parameter set to No, you need to change this setting in the guest profile before importing your profiles. Once the profiles have been imported, make sure the settings in the guest profile have their appropriate values.

If you are assigning users to groups, make sure to include the Group Name or Group Number field in the import file.

You can use any value for the user ID and profile number, but it **must** be unique. For example, if you are importing the data from your voicemail system, you may want to use each person's telephone number as his or her profile number. If you are obtaining the information from an e-mail system database, you might want to use the person's e-mail user ID as the MeetingPlace user ID. If used, the group name and group number values must also be unique.

Table 4-3 Import Database Fields

Field	Abbreviation	Field Length ¹	Type of Value or Value Choices ²
First name*	Fnm	17	Alphanumeric
Last name*	Ln timer	17	Alphanumeric
User ID*	Uid	17	Alphanumeric
Encrypted user password	EncryptedUserPWD	11	Field not editable by the users ³
Last changed	Wfpasswordlastchanged		MM/DD/YYYY HH:MM
Profile number*	Prfnum	17	Numeric
Encrypted profile password	EncryptedProfilePWD	11	Field not editable by the users ³
Last changed	Vupasswordlastchanged		MM/DD/YYYY HH:MM
Type of user*	Utype	—	enduser/contact/attendant/sysmgr/technician
Internet e-mail address*	InternetEmailAddr	127	Alphanumeric
Time zone ⁴ *	Tzcode	—	Numeric—group default
Phone number*	Phnum	32	Numeric ⁵
Alternate phone number*	AltPhNum	32	Numeric ⁵
Pager phone number*	Pgrnum	32	Direct Dial—pager number Non Direct Dial—user’s pager information number (PIN)
Type of pager	Pgrtype	—	none/didpager/nondidpager/group default
First Search	1stSearch	—	none/main/alternate/pager/gd ⁶
Second Search	2ndSearch	—	none/main/alternate/pager/gd ⁶
Third Search	3rdSearch	—	none/main/alternate/pager/gd ⁶
User active?	Uactive	—	yes/no/locked/group default
Group name**	Grpname	11	Alphanumeric
Group number**	Grpnum	17	Numeric

¹ Important when there is a limit to the number of characters you can enter in a field.

² Active values can be one of y or yes, n or no, gd or group default. Values are **not** case sensitive.

* User-specific fields. These are the most important fields that need to be included in the import file when adding users to the system.

** Group-specific fields. These are the most important fields that need to be included in the import file when adding groups to the system.

³ This is a read-only field used to re-import encrypted passwords previously exported from MeetingPlace.

⁴ Refer to Appendix A for the numeric values of time zones. From MeetingTime, you can use the “Time Zone Import Codes” selection from the Configure tab.

⁵ Spaces are allowed, as are the following punctuation marks: () , - “ ”

⁶ Specifying “gd” for any one of these fields will automatically configure the other Search fields with the same value. For example, if you select “gd” for First Search, “gd” will be applied to Second Search and Third Search.

Field	Abbreviation	Field Length ¹	Type of Value or Value Choices ²
Abbreviated prompts	Abbprmts	—	yes/no/group default
Billing code	Bcode	17	Alphanumeric—group default
Default mtg category	Meetingcategory	—	Alphanumeric (name of existing mtg. category)—group default
Able to record mtgs	Canrecord	—	yes/no/group default
Record meetings	Recordmtgs	—	yes/no/group default
Who can access	Whocanlstn	—	none/anyone/invtdusrs/users/group default
Auto-start recording	Autostrtrcrd	—	yes/no/group default
Attachment access ordering	Playattlstfif	—	play most recent first/play in order submitted/group default
Display mtg to everyone	Fallowguestview	—	yes/ no/group default
Max outdials per mtg	Maxvuiodspermtg	—	Numeric—0-500/10000 (unrestricted)/group default
Can call out from mtgs?	Cndial	—	yes/no/group default
Can call other servers?	Fcaninviteremoteservers	—	yes/no/group default
Can schedule guest outdial mtgs?	Canallowguestoutdial	—	yes/no/group default
Allow outdials to guests from Web	Allowguestoutdial	—	yes/no/group default
Ask for profile password	Pwdonoutdial	—	yes/no/group default
Digit translation table	Odxlattablenum	—	Numeric—0-15/group default
Entry announcement	Anentry	—	beepname/beep/none/group default
Departure announcement	Anndpart	—	beepname/beep/none/group default
Screened entry	Screentry	—	yes/no/group default
Skip pre-meeting options	Shrtmnus	—	yes/no/group default
Disable roll call	Disablerollcall	—	yes/no/group default
Password required	Pwdreq	—	yes/no/group default
Who can attend	Whocanattnd	—	Anyone/users/invtdusrs/group default
Lecture mtg attend sttgs?	Fstartpeopleinwr	—	AdmitAsListeners/StartInWaitingRm/StartMtgWithFloorOpen/group default
Scheduling restriction	Maximmedmtgsperday	—	Numeric—0-50/10000 (unrestricted)/10001 (cannot schedule)/group default
Max mtg length (min)	Maximummeetinglength	—	Numeric—0-MaximumMeetingLength/group default
Max # of attachments	Mxattsprmtg	—	Numeric—0-30/group default

Field	Abbreviation	Field Length ¹	Type of Value or Value Choices ²
Max # teams allowed	Publiclallowed	—	Numeric—0–1000
Can chg mtg ID via phone	CanChangeMtgID	—	yes/no/group default
Enabled for this mtg	Sndnotifs	—	yes/no/group default
Include attachments	Autodistatts	—	yes/no/group default
Priority	Dfltnotifprio	—	low/normal/urgent/group default
Send if mtg changes	Sndnotifonmtgch	—	yes/no/group default
Include participant list	Sndinvlstwnotif	—	yes/no/group default
Include password	Sndmtgpwdwnotif	—	yes/no/group default
Enable to receive	Rcvnotifs	—	yes/no/group default
Include attachments	Rcvattswnotif	—	yes/no/group default
E-mail address	Emailaddr	255	Alphanumeric
Type of E-mail system	Emailtype	—	none/ccmail/lotusnotes/msmail/ group default
Preferred delivery method	Prmrynotifprf	—	none/email/group default
Alternate delivery method	Altnotifprf	—	none/email/group default
Method of attending	Attndprf	—	usercallsin/syscallsuser/syspagesuser/ notattend/sysfindsuser
Off at mtg startup?	Fqnadisable	—	yes/no/group default
Notify attendees about Q&A	Qnanotify	—	yes/no/group default
Q&A introduction	Announceqarr	—	yes/no/group default
Q&A departure	Announceqdep	—	yes/no/group default
Automatically ask next question	Fautoproenabled	—	yes/no/group default
More than one question per site?	Concurrentquestion	—	yes/no/group default
Tell my position in line	Ftellpartpos	—	yes/no/group default
Disable floor warning prompt	FadvanceInfo	—	yes/no/group default

Field	Abbreviation	Field Length ¹	Type of Value or Value Choices ²
Flex Field 1 ²⁵ Flex Field 2 Flex Field 3 Flex Field 4 Flex Field 5 Flex Field 6 Flex Field 7	profileflex1 profileflex2 profileflex3 profileflex4 profileflex5 profileflex6 profileflex7	17	text/number/date/yes/no/group default
User ID of contact	Ctctuid	—	Alphanumeric
Recorded profile name?	Vname	—	recorded/not recorded
Date user last scheduled an immediate meeting	dayoflastimmedmtg	—	MM/DD/YYYY hour/minute
Number of immediate meetings	Numimmedmtgsonthatday	—	Numeric—0–1000
The number of group-wide teams the user can create	Groupulallowed	—	Numeric—0–1000
The number of private teams the user can create	Privateulallowed	—	Numeric—0–1000
Profile user's selected language	VLanguage	—	English (USA) or group default
Whether this user prefers end meeting warning turned on or off	fEndMtgWarn	—	yes/no/group default
Whether this user prefers meeting extend prompts turned on or off	fMtgExtendPrompts	—	yes/no/group default
Single System Image – System ID	SSI-System ID	—	Reserved for future use
Single System Image – Roll Map ID	SSI-RollMapID	—	Reserved for future use
Single System Image – Site ID	SSI-SiteID	—	Reserved for future use
Used in a profile import file to change the user ID of an existing user	newuid	17	Alphanumeric
Used in a profile import file to change the profile number of an existing user	newprfnum	17	Numeric

⁸ These fields are customizable. Using MeetingTime, you can enter new names for these fields so you can create additional profile values. For more information on creating flex fields, refer to Chapter 3.



Note: Setting the following values to “Yes” overrides any group default values for these fields.

Table 4-4 Import Database Default Fields

Field	Abbreviation	Type of Value or Value Choices
Abbreviated prompts	IsAdvancedPromptsIsDefault	yes/no
Departure announcement	NamedDisconnectIsDefault	yes/no
Entry announcement	NamedIntroductionIsDefault	yes/no
Password required	PasswordRequiredIsDefault	yes/no
Screened entry	ScreenedIntroductionIsDefault	yes/no
Billing code	BillCodeIsDefault	yes/no
User active?	IsActiveIsDefault	yes/no
Allow guest outdial in mtgs	CanOutdialIsDefault	yes/no
User ID of contact	IsContactIDDefault	yes/no
Time zone	TimeZoneIsDefault	yes/no
Skip pre-meeting options	IsQuickMtgEntryAllowedDefault	yes/no
Ask for profile password on guest outdial	IsPasswordRequiredOnODDefault	yes/no
Record meetings	RecordMeetingsIsDefault	yes/no
Who can attend	IsMeetingRestrictionDefault	yes/no
Who can access	IsMtgNoteRestrictionDefault	yes/no
Able to record mtgs	CanRecordMeetingsIsDefault	yes/no
Digit translation table	IsODXLatTableNumDefault	yes/no
Scheduling restriction	IsMaxImmedMtgsPerDayDefault	yes/no
Max mtg length (min)	IsMaximumMeetingLengthDefault	yes/no
Max outdials per mtg	IsMaxVUIODsPerMtgDefault	yes/no

What Is the Required File Format?

The import file must be a comma-delimited ASCII file (an unformatted or flat file). The first line of the file is a group of keywords that acts as a header and identifies the order in which data appears in all subsequent lines. For example, if each line of information starts with the first name of the user and then lists the person’s last name, user ID, profile number, phone number, contact user ID, group name, and time zone code, it would look like the example in Figure 4-2.


```
fnm,lnm,uid,prfnum,phnum,ctcuid,grpnm,tzcode  
Alex,Bell,Bell,206,5551234,Patton,system,87  
Joe,Smith,Smith,202,5556789,Patton,system,87
```

Figure 4-2 Sample of the Import File Format



Note: Before creating your import file, refer to the following information:

- Any spaces placed at the beginning or end of a value is automatically deleted during the import process unless the value and the leading or ending spaces are enclosed in quotation marks. Spaces within a value, for example using *Tech Support* for a billing code, are imported without being deleted.
- Any commas used in a value must be enclosed in quotation marks, such as using “Smith,Tom” for a user ID.
- No text types are case-sensitive.

Database Planning Worksheets

The following pages contain worksheets used to populate your MeetingPlace database. The database worksheets are arranged in the order in which they are described in this chapter. When you are ready to enter the information in the database, you may rearrange the worksheets in any order.



Your MeetingPlace support representative will work with you to fill out the worksheets. Table 4-5 lists the worksheets you'll find in this chapter.

Table 4-5 Database Planning Worksheets

Worksheet #	Description
Worksheet 4-1	Usage Parameters
Worksheet 4-2	Scheduling Parameters
Worksheet 4-3	Company Information
Worksheet 4-4	Flex Fields
Worksheet 4-5	Telephony Access
Worksheet 4-6	Ports
Worksheet 4-7	Port Groups
Worksheet 4-8	System Parameters
Worksheet 4-9	Reservationless Meetings Action
Worksheet 4-10	Network Management Information
Worksheet 4-11	Network Management Communities
Worksheet 4-12	Server Configuration
Worksheet 4-13	NS Site Configuration
Worksheet 4-14	Other MeetingPlace Servers
Worksheet 4-15	User Groups
Worksheet 4-16	User Profiles

Worksheet 4-1 Usage Parameters

Usage parameters establish default values for the parameters that control basic MeetingPlace operations.

Field	Default Value	Options	Your Value
Security			
1. Min profile pwd length	6	Numeric—0 to 11.	
2. Change profile pwd (days)	90	Numeric—0 to 3650.	
3. Min user pwd length	5	Numeric—0 to 11.	
4. Change user pwd (days)	90	Numeric—0 to 3650.	
5. Min meeting pwd length	0	Numeric—1 to 11.	
6. Max profile login attempts	3	Numeric—0 to 32767.	
Alarm Handling			
7. Call out on major alarm?	No	Yes or No.	
8. Call out on minor alarm?	No	Yes or No.	
9. Phone number to call	0	Alphanumeric—0 to 32.	
Time Settings			
10. 24 hour time?	No	Yes or No.	
Assistance			
11. Dial attendant on timeout?	No	Yes or No.	
Outdial Mtgs			
12. # of retry attempts	2	Numeric—0 to 5.	
13. Delay between retries (sec)	300	Numeric—1 to 900.	
Pager Settings			
14. Prefix string		Numeric and command characters (# and *)—0 to 3.	
15. Suffix string		Numeric and command characters (# and *)—0 to 3.	
Network Shadow Server			
16. Shadow attached?		Read-only.	
Email/GW Mapping			
17. cc:Mail	0	Numeric—0 to 4.	
18. Lotus Notes	0	Numeric—0 to 4.	
19. Microsoft Mail	0	Numeric—0 to 4.	

Field	Default Value	Options	Your Value
20. Microsoft Exchange	0	Numeric—0 to 4.	
21. Qualcomm Eudora	0	Numeric—0 to 4.	
22. Netscape Messenger	0	Numeric—0 to 4.	
23. Other	0	Numeric—0 to 4.	
Miscellaneous			
24. Minutes before auto logoff		Numeric—1 to 65535.	
25. Preserve mute status		Yes or No.	
Data Meetings			
26. Data mtg IP address		Read-only.	
27. CGI path		Read-only.	
28. CGI name		Read-only.	
29. HTTP port		Read-only.	
30. Data conference active?		Read-only.	

Usage Parameters Fields

1. Min profile pwd length

The minimum number of characters in the password that protects each person's telephone access user profile.

Recommended setting is the length of internal telephone extensions.

2. Change profile pwd (days)

How often people must change the passwords that protect their telephone access user profiles (in number of days).

Follow your company's general guidelines for similar telecommunications systems. When this parameter is set to 0, the password must be changed with each access.

3. Min user pwd length

The minimum number of characters in each person's MeetingTime/MeetingPlace Web password.

Follow your company's general guidelines for similar e-mail and network-based systems.

4. Change user pwd (days)

How often people must change their MeetingTime/MeetingPlace Web password (in number of days).

Follow your company's general guidelines for similar telecommunications systems. When this parameter is set to 0, the password must be changed with each access.

5. Min meeting pwd length

The minimum number of characters in the passwords that protect meetings.

Follow your company's general guidelines for similar telecommunications systems.



Note: This is an optional password used for securing individual meetings.

6. Max profile login attempts

How many unsuccessful log-on attempts each user is allowed (from the telephone) before his or her profile is locked by the system.

Follow your company's general guidelines for similar telecommunications systems.



WARNING: A deactivated profile must be reactivated by the system manager before the user can regain access to the profile.

7. Call out on major alarm?

Whether to have MeetingPlace automatically call the system manager if there is an error condition that affects system operation. Hardware and software failures and high-temperature conditions are considered major alarm conditions.

Recommended setting is Yes.

8. Call out on minor alarm?

Whether to have MeetingPlace automatically call the system manager if there is a minor error condition, such as a trunk malfunction or repeated unsuccessful attempts to log on.

9. Phone number to call

The telephone number called by the system if an alarm occurs.

The MeetingPlace system checks for alarm conditions every 10 minutes. The system outdials immediately to the Alarm Out Call Phone Number, leaving a recorded message that an alarm condition has occurred. The system continues to leave a message every 30 minutes until the alarm has been cleared.

The following prompt indicates an alarm condition: “Hello, this is the MeetingPlace System. An Error has occurred which requires your attention.”

Recommended setting is the telephone or pager number of the system manager.

10. 24 hour time?

Whether meetings are scheduled using 24-hour time. The alternative is 12-hour format (AM/PM).

11. Dial attendant on timeout?

Whether callers are transferred to the attendant if they do not enter a number at the first voice menu.

12. # of retry attempts

The number of times MeetingPlace attempts to call each person when outdial is set to Yes for a meeting.

13. Delay between retries (sec)

The number of seconds between outdial retries.

14. Prefix string

A number string required by certain paging services in some counties. MeetingPlace adds this string to the beginning of all pages. This field should remain blank if your users' paging service does not require a prefix string.

15. Suffix string

A number string required by certain paging services in some counties. MeetingPlace will add this string to the end of all pages. This field should remain blank if your users' paging service does not require a suffix string.

16. Shadow attached?

Whether a MeetingPlace shadow network server is attached to your system.

17. cc:Mail

The MeetingPlace mailbox used for delivering meeting notifications to cc:Mail users. This setting should be kept at “0”.

18. Lotus Notes

The MeetingPlace mailbox used for delivering meeting notifications to Lotus Notes users.¹

19. Microsoft Mail

The MeetingPlace mailbox used for delivering meeting notifications to Microsoft Mail users. This setting should be kept at “0”.

20. Microsoft Exchange

The MeetingPlace mailbox used for delivering meeting notifications to Microsoft Outlook users.¹

21. Qualcomm Eudora

The MeetingPlace mailbox used for delivering meeting notifications to Qualcomm Eudora users. This setting should be kept at “0”.

22. Netscape Messenger

The MeetingPlace mailbox used for delivering meeting notifications to Netscape Messenger users. This setting should be kept at “0”.

23. Other

The MeetingPlace mailbox used for delivering meeting notifications to other types of mail users. This setting should be kept at “0”.

24. Minutes before auto logoff

The number of minutes the system waits before logging an idle system out of MeetingTime.

25. Preserve mute status

Whether or not to preserve a speaker’s mute status, during Q&A meetings, when they are removed from the floor or placed in the waiting room.

26. Data meeting IP address

The IP address of the MeetingPlace Web server.

27. CGI path

The alias name of the CGI script directory.

¹ For organizations with MeetingPlace for Notes and MeetingPlace for Outlook both installed, each gateway needs to use a different mailbox on the MeetingPlace system. To make sure the gateways are not using the same mailbox, change either the Lotus Notes or Microsoft Exchange field to 2. For more information, refer to the *MeetingPlace for Notes System Manager’s Guide* or the *MeetingPlace for Outlook System Manager’s Guide*.

28. CGI name

The executable name of the CGI script program used to launch a web conferencing session.

29. HTTP port

The port number of the MeetingPlace Web server.

30. Data conference active

The active state of the MeetingPlace Web server.

Worksheet 4-2 Scheduling Parameters

Meeting scheduling parameters control the meeting schedules at your location, and the settings determine how many of the conference ports on your system can be reserved for meetings at one time.

Field	Default Value	Options	Your Value
Scheduling parameters			
1. Max meeting length (min)	240	Numeric—15 to 1440.	
2. Max ports per meeting	8	Minimum 2. Maximum is the lesser of 550 or the number of conference ports licensed for your system.	
3. Minimum mtg ID length	4	Numeric—1 to 9.	
4. Max adv days to schedule	60	Numeric—1 to 330.	
5. Max agenda recdg (sec)	60	Numeric—12 to 600.	
6. Max mtg name recdg (sec)	4	Numeric—0 to 24.	
7. Max user name recdg (sec)	4	Numeric—4 to 24.	
8. Days until mtg stats purged	60	Numeric—0 to 180.	
9. Default meeting type	All Speaker	All Speaker or Lecture.	
10. Enable Resched Recrrng Mtgs?	No	Yes or No.	
Immediate meetings			
11. # of ports to schedule	4	Minimum 2. Maximum cannot exceed the number of conference ports purchased for your system.	
12. Length of mtg (min)	30	Numeric—2 to 1440.	
Meeting ports			
13. Mtg start guard time (min)	0	Numeric—0 to 1440.	
14. Mtg end guard time (min)	0	Numeric—0 to 1440.	
15. Mtg ID start guard time (min) or DID start guard time (min)	30	Numeric—0 to 1440.	DID/DDI # _____
16. Mtg ID end guard time	30	Numeric—0 to 1440.	DID/DDI # _____

Field	Default Value	Options	Your Value
(min) or DID end guard time (min)			_____
Run-time Parameters			
17. Extend meeting (min)	15	Numeric—0 to 60.	
18. Early mtg start (min)	10	Numeric—0 to 60.	
19. Disconnect empty port (min)	15	Numeric—0 to 30.	
20. Early mtg release time (min)	15	Numeric—0 to 30.	
Auto-answer Parameters			
21. Mtg controls device	No	Yes or No.	
22. Connected until mtg ends	Yes	Yes or No.	
MeetingNotes Settings			
23. FF/RR playback incrmnt (sec)	120	Numeric—4 to 3600.	
24. Max mtg recdg length (min)	240	Numeric—0 to 1440.	
25. Max mtg message length (sec)	60	Numeric—15 to 1800.	
26. Max voice comment (sec)		Numeric—15 to 1800.	
27. Warning at end of recdg?	Yes	Yes or No.	
28. # of days to retain	7	Numeric—0 to 60.	
Prompt Information			
29. End of mtg warning (min)	10	Numeric—0 to 15.	
30. Speak mtg access num?	No	Read-only.	
Svr-Svr Connection			
31. Initiate	At scheduled start time	At scheduled start time or When the first person enters.	
32. Terminate	When meeting ends	When meeting ends or When the last person leaves.	
33. Automatic Multi-Svr Mtgs?	No	Read-Only.	
Miscellaneous			
34. Max team voice name (sec)	24	Numeric—0 to 24.	

Field	Default Value	Options	Your Value
35. Min team number length	9	Numeric—1 to 19.	
Scheduler Notifications			
36. After # no-show recurring mtgs	1	Numeric—1 to 100.	
37. Periods before recurring end	2	Numeric—1 to 100.	

Scheduling Parameters Fields

1. Max meeting length (min)

The maximum number of minutes for a meeting. MeetingPlace will not allow people to schedule a meeting for longer than this amount of time.

Consider the length of typical meetings for your company and users.

2. Max ports per meeting

How many conference ports can be reserved for an individual meeting.

Consider the meeting sizes typically conducted by your company and users.

3. Minimum mtg ID length

The minimum number of characters in a meeting ID.

When configuring your system with a minimum meeting ID number less than 4 digits, the system will automatically assign four digit meeting ID numbers to new meetings when the scheduler does not choose a vanity ID number.

4. Max adv days to schedule

How far in advance people are allowed to schedule a meeting.

Recommended setting is 330 days, to accommodate recurring meetings over the course of a full year.

5. Max agenda recdg (sec)

The maximum length of a prerecorded agenda in seconds. MeetingPlace will not allow anyone to record an agenda that is longer than this.

6. Max mtg name recdg (sec)

The maximum length of a prerecorded meeting name in seconds.

7. Max user name recdg (sec)

The maximum length of a prerecorded user's name in seconds.

8. Days until mtg stats purged

The number of days for which historical meeting data is kept on the system.

9. Default meeting type

The default for the meeting type: All Speaker or Lecture.

This can be changed by the user on a meeting-by-meeting basis.

10. Enable Resched Recrrng Mtgs?

Whether users may reschedule recurring meetings using MeetingTime or MeetingPlace Web. By selecting Yes, users may apply the change to a single meeting in the chain or to all future occurrences of the meeting.

11. # of ports to schedule

The default for the number of participants (locations) for an immediate meeting.

This number can be changed by the user at the time of initiating an immediate meeting.

12. Length of mtg (min)

The default length of an immediate meeting (in minutes).

This number can be changed by the user at the time of initiating an immediate meeting.

13. Mtg start guard time (min)

The number of minutes before the scheduled meeting start time that ports are reserved for the meeting. MeetingPlace automatically adds this advance time to the requested start time. For example, if this parameter is set to 5 minutes, and a meeting is scheduled from 8:00 AM to 9:00 AM, the ports are reserved from 7:55 AM to 9:00 AM. This time accommodates early arrivals to meetings.

Recommended setting is 0, as most users will automatically schedule some padding into their meetings. This parameter does not apply for reservationless meetings.

14. Mtg end guard time (min)

The number of minutes after the scheduled meeting end time that ports will remain reserved. MeetingPlace adds this post meeting time to the reserved end time of the meeting. For example, if this parameter is set to 5 minutes, and a meeting is scheduled from 8:00 AM to 9:00 AM the ports are reserved from 8:00 AM to 9:05 AM. This time accommodates meeting overruns.

Recommended setting is 0 if you want to ensure that meetings can be scheduled back-to-back. This parameter is not used for reservationless meetings.

15. Mtg ID start guard time (min) or DID start guard time (min)

The number of minutes before the scheduled meeting start time that the associated meeting ID or DID/DDI number is reserved. This time and the Mtg ID End Guard Time (described below) control when meeting IDs are available for re-use and when the system will recognize a meeting ID.

When attempting to join a meeting before the Mtg ID Start Guard Time begins, callers hear the message, "This is not a recognized meeting ID number." After the Mtg ID Start Guard Time begins, callers hear the message, "The meeting has not started." Recommended setting is 30 minutes. This parameter does not apply for reservationless meetings.



Note: To ensure DID/DDI meeting numbers are available for re-use, you should think about the number of simultaneous conferences to be held on your system versus the number of DID/DDI meeting numbers available. If the two values are relatively the same size, you should consider setting this parameter to a shorter number of minutes.

16. Mtg ID end guard time (min) or DID end guard time (min)

The number of minutes after the scheduled meeting end time that the associated meeting ID or DID/DDI number is reserved and when the system will recognize a meeting ID.

If users join a meeting during the Mtg ID End Guard Time period, they hear the message, “The meeting has ended.” After the Mtg ID End Guard Time period, they hear the message, “This is not a recognized meeting ID number.”

Recommended setting is 30 minutes. This parameter is not used for reservationless meetings.

17. Extend Meeting (min)

The number of minutes that a meeting is extended if the time runs over and ports are available. Callers will receive a warning notifying them that the meeting is scheduled to end but they can extend the meeting as long as ports are available.

Recommended setting is 15 minutes.



Note: If a meeting is not extended because all ports are in use, callers will hear the message, “This meeting will end in 2 minutes.”

18. Early mtg start (min)

The maximum time before the scheduled meeting start time that early arrivals can enter the meeting. This time is added to the Mtg Start Guard Time. For example, if the meeting start time is 9:00 AM, the Early Mtg Start Minutes is 15 minutes, and the Mtg Start Guard Time is 15 minutes, and ports are available, callers can enter the meeting at 8:30 AM.

Recommended setting is 15 minutes. For reservationless meetings, this parameter is not used.

19. Disconnect empty port (min)

The number of minutes that reserved ports are held after *everyone* hangs up, even though the scheduled meeting end time has not arrived. This time is provided to account for longer meetings where people might want to take a break and return to the meeting.

Recommended setting is 15 minutes or longer. For reservationless meetings, this parameter is not used.

20. Early mtg release time (min)

The number of minutes before the scheduled meeting end time that ports will be released, *if not in use*. For example, if a meeting is scheduled from 8:00 AM to 9:30 AM, the Early Mtg Release Time Minutes is set to 15, and everyone hangs up from the meeting at 8:30 AM, the ports will be released at 9:15 AM.

Recommended setting is 15 minutes.

21. Mtg controls device

Whether the meeting is the controller of the auto-answer device.

This parameter is for use with auto-answer device applications.

22. Connected until mtg ends

Whether the auto-answer device remains connected until the meeting is over. When set to Yes, the disconnect timeout value is the same as the Disconnect empty port (min). When set to No, the disconnect timeout value is 0.

23. FF/RR playback incrmnt (sec)

The number of seconds MeetingPlace fast-forwards or rewinds when a user presses 1 or 3 while listening to a meeting recording over the phone.

24. Max mtg recdg length (min)

The maximum recording time in minutes allowed per meeting.

Recommended setting is the same as the maximum meeting length parameter.

25. Max mtg message length (sec)

The maximum length of a prerecorded single meeting message in seconds.

26. Max voice comment (sec)

The maximum length of a voice comment in seconds.

27. Warning at end of recdg?

Whether attendees hear a warning informing them that the meeting recording is about to end. When set to No, callers will still hear the final 2-minute warning.

28. # of days to retain

The number of days after a meeting for which recordings are stored.

29. End of mtg warning (min)

The number of minutes before the scheduled meeting end time when the end-of-meeting warning will be issued.

30. Speak mtg access num?

Whether users scheduling a meeting from the telephone will hear the telephone access number to inform them where their meeting has been scheduled.

When this parameter is set to No, users will only hear the telephone access number for meetings that are scheduled on a server other than their scheduling home server.

31. Initiate

Determines when the primary MeetingPlace server establishes its connection to the secondary MeetingPlace servers in a multiserver meeting.

32. Terminate

Determines when the primary MeetingPlace server terminates its connection to the secondary MeetingPlace servers in a multiserver meeting.

33. Automatic Multi-Svr Mtgs?

Determines whether or not the user will have access to automatic multiserver meetings. Not supported in this release of the MeetingPlace M3 platform.

34. Max team voice name (sec)

The maximum length of a team name in seconds.

35. Min team number length

The minimum number of characters in a team ID.

36. After # no-show recurring mtgs

The number of no-show recurring meetings after which the system will send an e-mail to the meeting scheduler suggesting cancellation of the recurring meeting chain.

37. Periods before recurring end

The number of meetings, before the predefined end of a recurring meeting chain, when the system should send an e-mail to the meeting scheduler warning them that their chain is about to end and prompting them to start a new one.

Worksheet 4-3 Company Information

Site information records information that describes your company, such as your company name, address, and the names and telephone numbers for people who will be the primary contacts for MeetingPlace service representatives, as well as whom you should call when you need help with MeetingPlace.

Field	Default Value	Options	Your Value
Site info			
1. Company name		Alphanumeric—0 to 63.	
2. Address1 Address2 Address3 Address4		Alphanumeric—0 to 63. Alphanumeric—0 to 63. Alphanumeric—0 to 63. Alphanumeric—0 to 63.	
3. System SW version	Predefined	This field cannot be changed.	
4. Language1 Language2 Language3 Language4		This field cannot be changed.	
Contact info			
5. MeetingPlace system mgr		Alphanumeric—0 to 63.	
6. Phone number		Alphanumeric—0 to 17.	
7. Alt phone number		Alphanumeric—0 to 17.	
8. Telecom mgr		Alphanumeric—0 to 17.	
9. Phone number		Alphanumeric—0 to 17.	
10. Alt phone number		Alphanumeric—0 to 17.	
11. Information services mgr		Alphanumeric—0 to 17.	
12. Phone number		Alphanumeric—0 to 17.	
13. Alt phone number		Alphanumeric—0 to 17.	
Vendor info			
14. Support phone number		Alphanumeric—0 to 17.	
15. Sales phone number		Alphanumeric—0 to 17.	
16. Service contract number		Alphanumeric—0 to 17.	
Custom notif text			
17. How to attend meeting		Alphanumeric—0 to 499.	

Field	Default Value	Options	Your Value
18. How to access MeetingNotes		Alphanumeric—0 to 499.	

Company Information Fields

1. Company name

The name of your company.

2. Address lines (1-4)

Your company's address.

3. System SW version

MeetingPlace software version number. Default information shipped with your MeetingPlace system.

4. Language (1-4)

The languages installed with your MeetingPlace system.

5. MeetingPlace system mgr

The name of the person on-site who will be the primary contact for MeetingPlace service representatives.

6. Phone number

The phone number to call to reach the MeetingPlace system manager.

7. Alt phone number

An alternate number, usually a pager or fax number, at which to reach the MeetingPlace system manager.

8. Telecom mgr

The name of the person who will be the telecommunications (telecom) contact for MeetingPlace service representatives.

9. Phone number

The phone number to call to reach the MeetingPlace Telecom Manager.

10. Alt phone number

An alternate number, usually a pager or fax number, at which to reach the MeetingPlace Telecom Manager.

11. Information services mgr

The name of the person who will be the Information Services (IS) contact for MeetingPlace service representatives.

12. Phone number

The phone number to call to reach the MeetingPlace IS Manager.

13. Alt phone number

An alternate number, usually a pager or fax number, at which to reach the MeetingPlace IS Manager.

14. Support phone number

The number you use to call MeetingPlace support people. Provided by your MeetingPlace support representative.

15. Sales phone number

The number you use to call for MeetingPlace sales information. Provided by your MeetingPlace support representative.

16. Service contract number

Information provided for you by your MeetingPlace service representative.

17. How to attend meeting

Detailed information, provided by you, describing how to attend meetings. This information appears in e-mail notifications.

A sample message might be, “Welcome to [Your Company’s Name] MeetingPlace conference server. To attend a conference on the system, please dial the main number and follow the voice prompts.”

18. How to access MeetingNotes

Detailed information, provided by you, describing how to access recorded meetings in MeetingNotes. This information appears in e-mail notifications.

A sample message might be, “The MeetingNotes feature of the MeetingPlace system enables participants to optionally record meetings, leave voice comments about a meeting, or attach relevant meeting materials. To access MeetingNotes over the phone, call the main number and select option 3.”

Worksheet 4-4 Flex Fields

Flex fields allow you to design specific fields for meetings that can be customized to your business needs.

Field	Default Value	Options	Your Value
1. Active?		Yes or No	
2. Title		Alphanumeric—0 to 31	
3. Type		Text, Number, Date, or Yes/No	
4. Import title		Alphanumeric—0 to 31	
5. Protection level		Invisible to users Read only to users Editable by users.	
6. Uses data from profile?		Yes or No	
7. Use defined choices? (Available only for flex fields 4–7)		Yes or No	
8. User choice strings (Available only for flex fields 4–7)		Values that you define	
9. Required field? (Available only for flex fields 4–7)		Yes or No	



Notes:

- The first seven flex fields are for profile use, and the last seven flex fields are for meeting-specific use.
- Flex field values are always visible to system managers in the Configure Profiles and Groups windows.
- Flex fields 4–7 are available only in MeetingTime 5.1 and later. Earlier versions do not display these fields in the user, group, and meeting records.

Flex Fields

1. Active?

Whether this flex field is active.

If this field is set to Yes, then the field is displayed in the MeetingTime profiles window and a value can be entered for it.

2. Title

The title that is displayed in the corresponding MeetingTime window for this flex field.

3. Type

The type of information the flex field represents: text, number, yes/no, or date.

4. Import title

The field title used when importing raw profile report information containing flex field data.

5. Protection level

The access that end users have to this flex field: invisible, read-only, or editable. This parameter is useful when defining a flex field for attributes such as billing codes that you don't want end users to override.

If access is invisible, end users cannot see the flex field. If access is read-only, end users can see but not edit, the flex field value. If access is editable, end users can both see and edit the flex field value.

6. Uses data from profile?

Whether this flex field is used for profile purposes.



Note: The next three fields are available only for Profile Flex Fields 4–7 and Meeting Flex Fields 4–7.

7. Use defined choices?

Whether users must choose from a list of predefined values (which you create) to enter in a flex field, or enter an unrestricted value. When this attribute is Yes (the default), users see the list of predefined values in the Schedule and Review tabs. To define values, see **User Choice Strings**, next.

8. User choice strings

Use to define a list of predefined values when Use Defined Choices is Yes. (When Use Defined Choices is No, no list displays.)

To define the values (when Use Defined Choices is Yes), click User Choice Strings. Then click Add, type the first value (up to 23 characters) and click OK. Repeat for each value you want in the list. (The combined length of all values cannot exceed 299 characters. Do not include commas in values.) Click OK to save all the values.


9. Required field?



Whether a flex field requires a value when users schedule or change a meeting. The default is No. When this attribute is Yes and users try to save a record that includes an empty required field, they see an error message. Required fields display in red in the Meeting attributes (in the Schedule, Attend, and Review tabs), and in the Configure tab for user profile and group profile records.

A flex field in a user profile that inherits the default value from the group profile flex field satisfies the requirement to contain a value.

Worksheet 4-5 Telephony Access

Telephony access information describes how MeetingPlace accesses your telephone network.

Field	Default Value	Options	Your Value
General Information			
1. Server number	Predefined	Numeric—0 to 8.	
2. Main phone number		Alphanumeric—0 to 32.	
3. 1st alternate ph number		Alphanumeric—0 to 32.	
4. Label for notifications		Alphanumeric—0 to 31.	
5. 2nd alternate ph number		Alphanumeric—0 to 32.	
6. Label for notifications		Alphanumeric—0 to 31.	
7. 3rd alternate ph number		Alphanumeric—0 to 32.	
8. Label for notifications		Alphanumeric—0 to 31.	
 Note: If you are not using Direct Inward Dial (DID) or Direct Dialing Inward (DDI), skip the rest of this table.			
9. DID start number		Alphanumeric—0 to 20.	
10. Number of DID digits	0	Numeric—0, or 2 to 6.	
11. DID block size	0	Numeric—0, or a number indicating the total range of DID/DDI digits in use.	

Field	Default Value	Options	Your Value
		Usually a multiple of 100 (such as 100, 200, 400).	
DID Assignments		Type, Start, Size	
12. Access range 1:	  DID/DDI	Access Type: None, DID Meeting, MeetingNotes, Profile, or Combined. Starting Number: Numeric—0 to 15. DID Block Size: Numeric—0, or a number indicating the total range of DID/DDI digits in use.	_____
13. Access range 2:			_____
14. Access range 3:			_____
15. Access range 4:			_____
16. Access range 5:			_____
17. Access range 6:			_____
18. Access range 7:			_____
19. Access range 8:			_____
20. Access range 9:			_____
21. Access range 10:			_____

Telephony Access Fields

1. Server number

A predefined number, from 0 to 8, that identifies the server. As a standalone system, the MeetingPlace M3 conference server is always defined as server number 0.

2. Main phone number

The main telephone number for the MeetingPlace conference server. Assigned by the phone service provider or your company's telephony network administrator.

3. 1st alternate number

If your MeetingPlace server has multiple phone numbers (such as a toll-free 1-800 number as well as a local phone number), you can enter these numbers in the alternate number fields. These phone numbers will appear to users in future versions of the e-mail notifications.

4. Label for notifications

Use this field to describe what the 1st alternate phone number is, such as a toll-free number or a local number. This label will appear to users in future versions of the e-mail notifications.

5. 2nd alternate number

If your MeetingPlace system has more than one alternate phone number, enter the second alternate number in this field.

6. Label for notification

Used to describe the 2nd alternate MeetingPlace number in the e-mail notifications.

7. 3rd alternate number

If your MeetingPlace system has more than two alternate phone numbers, enter the third alternate number in this field.

8. Label for notification

Used to describe the 3rd alternate MeetingPlace number in the e-mail notifications.

9. DID start number

Determines where the range of DID/DDI digits in use begins.

10. Number of DID digits

A number that defines how many digits the system receives.

Assigned by the phone service provider or by your company's telephony network administrator.

11. DID block size

Total range of DID/DDI digits in use.

Assigned by the phone service provider or your company's telephony network administrator.

12. Access range 1 through 10 (Type, Start, Size)

The blocks of DID/DDI numbers and the access type assigned to each block. You can create up to 10 blocks of numbers. The possible access types are DID Meeting, MeetingNotes, Profile, and Combined Access. When dialed, the DID/DDI number will provide direct access to a meeting, MeetingNotes, profile, or combined access.

We recommend one DID/DDI number assigned to each type of access—meeting, MeetingNotes, profile, and combined access. The remaining blocks of numbers can be set for meeting IDs.

Worksheet 4-6 Ports





The Ports parameters define what access type to assign to *each* port that connects MeetingPlace to the telephone network.

Field	Default Value	Options	Your Value
Port Information			
1. Server number	Predefined	Numeric—0 to 8.	
2. ID number	Predefined	Numeric—0 to 1151.	
3. Span ID (Digital trunks only)	Predefined	Numeric—0 to 47. Value of -1 if port is not configured.	
4. Card ID	Predefined	Numeric—0 to 11. Value of -1 if port is not configured.	
5. Port group ID		Numeric—0 through 31. Use -1 if the port does not belong to any port group.	
6. Use group defaults?	Yes	Yes or No.	



Note: When Use Group Defaults is Yes, the remainder of the fields are retrieved from the group profile and become read-only.

Port Characteristics

7. Active?	Yes	Yes or No.	
8. Provider		Alphanumeric—0 to 17.	
9. Circuit ID		Alphanumeric—0 to 17.	
10. Card type	Based on system configuration	T1, E1, IP, or None (unassigned).	  T1, E1, IP, or None
11. Signaling protocol	Based on system configuration	For T1: Loop Start, Ground Start, E&M Wink Start, Clear Channel; or Protocol Table for any AudioCodes-supported integration such as ISDN-PRI. For E1: Any E1 for any Aculab-supported integration such as Euro ISDN or DPNSS; or Protocol Table for any AudioCodes-supported integration such as Euro ISDN or QSIG.	 

Field	Default Value	Options	Your Value
12. # of DID digits expected	4	Numeric—0, or 2 to 6.	
13. Mtg ID for direct mtg access (Digital)		Meeting ID number based on your Minimum mtg ID length parameters.	
14. Default access type	Combined	DID Meeting, MeetingNotes, Profile, or Combined Access identifier.	
15. Language	English (USA)	No Language, English (USA), and any additional languages installed.	
16. Human assistance?	No	Yes or No.	
17. Flash transfer?	No	Yes or No.	
18. Outdial?	Yes	Yes or No.	

Ports Fields

1. Server number

A predefined number, from 0 to 8, that identifies the server. As a standalone system, the MeetingPlace M3 conference server is always defined as server number 0.

2. ID number

A predefined number, from 0 to 1151, that identifies the port.

3. Span ID

For digital trunks, a number from 0 to 47 used to identify the individual digital span that controls this port (T1 only). This number is predefined, and will be a value of -1 if not configured.

4. Card ID

A number from 0 to 11 that identifies which card slot controls this port. This number is predefined, and will be a value of -1 if not configured.

5. Port group ID

The number that identifies the port group to which this port belongs. If you assign this port to a port group, the group configuration parameters can be used if the Use group defaults field is set to Yes.

Use -1 if the port does not belong to a port group. If you assign individual ports to a port group, you can minimize port configuration data entry. The individual port picks up the configuration information of the port group you assign it to.

6. Use group defaults?

Whether to use the Port Group default settings.

With this field set to Yes, the remaining field values are retrieved from the group profile and become read-only.

7. Port active?

Whether this port can be used right now.

You may want to configure ports now for future use. You may choose to inactivate port groups during servicing.

8. Provider

An abbreviation that identifies the service provider.

9. Circuit ID

A number assigned by the circuit provider that identifies the circuit.

10. Card type

Whether this port is a digital T1, E1, IP, or unassigned.

11. Signaling protocol

The signaling type used by this trunk. (U.S./Canada)

12. # of DID digits expected

The number of digits sent by the PBX or network.

13. Mtg ID for direct mtg access or default digits for system

The meeting that callers to this port will attend when DID/DDI digits = “0” and the default access type is DID Meeting.

Use the meeting ID or DID/DDI number of the meeting in which you want callers placed.

14. Default access type

The MeetingPlace access type applicable to this port in the absence of dialed number information. Your choice depends on the access level you want users to have on these ports.

15. Language

The language configured for this port. Possible values are the languages that have been installed on your MeetingPlace system.

16. Human assistance?

When someone in a meeting needs help, MeetingPlace uses another port to connect that person (via a call transfer) to a contact or attendant. The value in this field determines whether this port can be used to reach assistance during a meeting.

Set this field to Yes, assuming an individual who can provide assistance to users can be reached on this port by using a flash transfer.

17. Flash transfer?



Whether these ports initiate a call transfer by using a hook flash.

18. Outdial?

Whether these ports can be used for outgoing calls. Recommended setting is Yes.

Worksheet 4-7 Port Groups

Organizing ports into groups is a convenient way of configuring multiple ports at one time.

Field	Default Value	Options	Your Value
Group Information			
1. ID number	0 for PSTN, 1 for IP	Numeric—0 to 31.	
Group Characteristics			
2. Active?	Yes	Yes or No.	
3. Provider		Alphanumeric. 0 to 32.	
4. Circuit ID		Assigned by the circuit provider.	
5. Card type	Based on system configuration	T1, E1, IP, or None (unassigned).	 T1, E1, IP, or None
6. Signaling protocol	Based on system configuration	For T1: Loop Start, Ground Start, E&M Wink Start, Clear Channel; or Protocol Table for any AudioCodes-supported integration such as ISDN-PRI. For E1: Any E1 for any Aculab-supported integration such as Euro ISDN or DPNSS; or Protocol Table for any AudioCodes-supported integration such as Euro ISDN or QSIG.	
7. # of DID digits expected	4	Numeric—0, or 2 to 6.	
8. Mtg ID for direct mtg access or Default digits for system		Meeting ID number based on your Minimum mtg ID length (min) parameters.	
9. Default access type	Combined	DID Meeting, MeetingNotes, Profile, Combined Access, or Loop Through Transfer.	
10. Language	English (USA)	English (USA) plus any additional languages installed	
11. Human assistance?	No	Yes or No.	
12. Flash transfer?	No	Yes or No.	
13. Outdial?	Yes	Yes or No.	

Port Groups Fields

1. ID Number

A number from 0 to 31 that identifies this port group. This number is predefined. The default port group for PSTN is 0; the default port group for IP is 1.

Assign every line coming into MeetingPlace to a port group.

2. Port Active?

Whether to use this port group definition. You may want to define port groups now for later use.

Most likely, port groups are always active. You may wish to make port groups inactive during servicing.

3. Provider

An abbreviation that identifies the service provider.

4. Circuit ID

A number assigned by the circuit provider that identifies the circuit.

5. Card type

Whether this trunk is a digital T1, E1, IP, or unassigned.

6. Signaling protocol

The signaling type used by this trunk (U.S./Canada).

7. # of DID digits expected

The number of digits sent by the PBX or network.

8. Mtg ID for direct mtg access or Default digits for system

The meeting that callers to this port will attend when DID/DDI digits = 0 and the default access type is DID Meeting.

Use the meeting ID or DID/DDI number of the meeting in which you want callers to be placed.

9. Default access type

The MeetingPlace access type that is applicable to all ports in the group in the absence of dialed number information.

Your choice depends on the access level you want users to have on these ports.

10. Language

The language selected for the port group. Possible values are the languages that have been installed on your MeetingPlace system.

11. Human assistance?

When someone in a meeting needs help, MeetingPlace uses another port to connect that person (via a call transfer) to an attendant. The value in this field determines whether the ports in this group can be used to reach assistance during a meeting.

Set this field to Yes, assuming that an individual who can provide assistance to users can be reached on this port group.

12. Flash transfer?

Whether these ports initiate a call transfer by using a hook flash.

13. Outdial?

Whether these ports can be used for outgoing calls.

A port must belong to a port group to be used for outdial.

Worksheet 4-8 System Parameters

The System Parameters window defines whether you are using DID/DDI meeting access. Additionally, to eliminate clock drift on your MeetingPlace system you can enter the network address of an NTP (network time protocol) server from this window.

Field	Default Value	Options	Your Value
1. Allow vanity mtg IDs?	Yes	Yes or No	
DID Settings			
2. DID meeting access?	No	Yes or No	
3. Use DID for routing only?	No	Yes or No	
NTP Server			
4. Address 1	0.0.0.0	Dotted decimal format	
5. Address 2	0.0.0.0	Dotted decimal format	
6. Address 3	0.0.0.0	Dotted decimal format	

System Parameters Fields

1. Allow vanity mtg IDs?

Whether users are allowed to assign custom IDs to the meetings they schedule. System managers can always assign vanity meeting IDs, no matter how this parameter is set.

If your system is configured for DID/DDI access, use this parameter when you have set the “DID meeting access” parameter to Yes and you want users to be able to assign vanity meeting IDs to DID/DDI meetings.



Tip: To prevent users from assigning custom meeting IDs (such as 1234), set this parameter to No. MeetingPlace then assigns a randomly generated ID to all meetings scheduled from then on. Although vanity meeting IDs are easy for users to recognize and identify, they also make gaining unauthorized access by hackers or uninvited participants easier.

When this parameter is set to Yes, you can restrict groups or individual users from assigning vanity IDs to meetings that are scheduled by phone. In the Configure tab, select User Profiles or User Groups. For the Can Chg Mtg ID via Phone field, choose No. User profiles inherit the group setting, but you can change the setting for individual users.

2. DID meeting access?

Whether MeetingPlace receives Direct Inward Dial number (DID) or Direct Dial Inward (DDI) information.

Your configuration choices depend on the trunking configuration that you select for MeetingPlace.

3. Use DID for routing only?

Determines whether the DID/DDI number is used only to route calls to various applications. Use this parameter when you have set the “DID meeting access parameter” to Yes and you want a DID/DDI number to route directly to a specific MeetingPlace application.

4. Address 1

The IP address of an NTP host.

5. Address 2

The IP address of an alternate NTP host.

6. Address 3

The IP address of an alternate NTP host.



Note: Alternate NTP hosts are available in the case that one or more of the NTP servers is down or inaccessible. Also, if all three hosts are accessible, and one of them is inconsistent, then the inconsistent one will be ignored.

Worksheet 4-9 Reservationless Meetings Action

Three fields in the new Reservationless Mtgs action in the System tab allow you to set attributes for reservationless meetings.

Field	Default Value	Options	Your Value
1. Enable reservationless meeting	No	Yes or No (Configurable by Latitude customer support representative only)	
2. Allow 3 rd party initiate?	Yes	Yes or No	
3. Bill 3 rd party initiator?	Yes	Yes or No	

System Tab:Reservationless Mtgs Fields

1. Enable reservationless meeting (configurable by Latitude customer support representative only)

Allows or prevents reservationless meetings. This field is read only. If you want to change this setting, contact your customer support representative.

2. Allow 3rd party initiate?

Whether profile users can start another person's reservationless meeting before the meeting organizer arrives.

3. Bill 3rd party initiator?

Whether the reservationless meeting is billed to the meeting initiator (when a third party initiates the meeting) or the meeting organizer (regardless of who initiates the meeting).

Worksheet 4-10 Network Management Information

Network Management Information controls high-level access to the MeetingPlace SNMP module and allows MeetingPlace to exchange SNMP data with the rest of your network.

Field	Default Value	Option	Your Value
1. Port number	Port 161	Numeric—Use default value	
2. System contact	System contact unknown	Alphanumeric—1 to 256	
3. System location	System contact unknown	Alphanumeric—1 to 256	

Network Management Information Fields

1. Port number

UDP port on which MeetingPlace will listen for incoming SNMP messages.

Recommend using the default value (Port 161) unless you know that your network management software uses a different port number.

2. System contact

The SNMP MIB II system contact.

This value can be set through your SNMP management workstation.

3. System location

The SNMP MIB II system location.

This value can be set through your SNMP management workstation.

Worksheet 4-11 Network Management Communities

Network Management Communities control the IP addresses to which SNMP messages are sent and the type of access provided in response to those messages.

Field	Default Value	Options	Your Value
1. Name	private	Alphanumeric—0 to 32	
2. IP address	0.0.0.0	Dotted decimal format (Example: 198.207.208.1)	
3. Read-Write?	Yes	Yes or No	
4. Is it a trap?	No	Yes or No	

Network Management Communities Fields

1. Name

The name of this network management community.

Standard “public” and “private” communities are predefined.

2. IP address

The IP address to which traps will be sent for trap communities.

Ignored for non-trap communities.

3. Read-Write?

When set to Yes, SNMP messages for this community can modify stored SNMP data.

Ignored for trap communities.

4. Is it a trap?

Whether this community is a trap community.

Set this parameter to Yes for a trap community; No otherwise.

Worksheet 4-12 Server Configuration

The Server Configuration Window is the window in which you enter the MeetingPlace network addresses for your system.



WARNING: Entering incorrect information in the Network Parameters window can cause the system to be inaccessible from the network. Exercise caution to ensure that all information is entered correctly.

Field	Default Value	Options	Your Value
1. Server number	Predefined	Numeric—0 to 8	
2. Type of unit	Predefined	Conference Server, MeetingPlace Gateway	
3. Server hostname		Alphanumeric—0 to 32	
4. Server description		Alphanumeric—0 to 32	
5. Is active?	Yes	Yes or No	
6. FlexMenus active?	No	Yes or No	
7. Ethernet address			
8. IP address		Dotted decimal format. (Example: 198.207.208.1)	
9. System serial #	Predefined	This field cannot be changed.	
10. Modem phone number		Alphanumeric—0 to 31	
11. Call out if network disconnects?	Predefined	Yes or No	
12. Access ports			
13. Conference ports			
14. Contingency ports	1	Numeric—0 to 32	
15. Floater ports	2	Minimum 0. Maximum cannot exceed the number of conference ports purchased for your system	
16. Overbook ports	0	Numeric—0 to 1200	
17. Max recording space (min)	0	Numeric—0 to 85332	
18. Voice encoding method	Predefined	Mu-Law encoding or A-Law encoding	

Server Configuration Fields

1. Server number

A predefined number, from 0 to 8, that identifies the server. As a standalone system, the MeetingPlace M3 conference server is always defined as server number 0.

2. Type of unit

Identifies the system as a conference server or MeetingPlace gateway.

3. Server hostname

The hostname of this MeetingPlace server on your network.

4. Server description

The descriptive name of this MeetingPlace server.

5. Is active?

Whether this MeetingPlace server is currently active.

6. FlexMenus active?

Whether Flex Menus are currently active.

7. Ethernet address

The Ethernet address of this MeetingPlace server.

This value is defined by your MeetingPlace support representative at the time your MeetingPlace system is physically installed.

8. IP address

The address of the MeetingPlace host on the network.

9. System serial

MeetingPlace serial number. Default information shipped with your MeetingPlace system.

10. Modem phone number

The telephone number to call to reach the MeetingPlace service modem on your system or remote maintenance port.

11. Call out if network disconnects

Identifies whether the conference server should dial out to the attendant when it gets disconnected from the network server.

12. Access ports

The number of ports on this server used to schedule new meetings and listen to recorded meetings in MeetingNotes.

13. Conference ports

The total number of ports on this server, including floating and contingency ports.

14. Contingency ports

The number of conference ports that are held in reserve to allow people to reach a contact or attendant during a meeting.

Recommended setting is the number representing 5% of the number of conference ports on the system.

15. Floater ports

The number of ports reserved as floating ports. Floating ports can be used by any meeting to accommodate unanticipated additional attendees.

Recommended setting is the number representing 5% of the total number of conference ports.

16. Overbook ports

The number of ports that will allow a scheduler to schedule a meeting that exceeds the number of conference ports available on the system. MeetingPlace uses the following calculation:

number of conference port licenses installed
 – number of floating ports
 – number of contingency ports
 + number of overbooked ports
 = Maximum number of schedulable ports

Recommended setting is a number less than or equal to the number of floating ports.

On a system with both reservationless meetings and scheduled meetings, use the following guidelines to configure your system. These guidelines are designed to maximize the port utilization and capacity of your system.

If $R < 50\%$

Immediate Meetings: 3
 Overbook ports: $N \times 30\%$
 Floater ports: $N \times 30\%$

If $R \geq 50\%$

Immediate Meetings: 0
 Overbook ports: $N \times 15\%$
 Floater ports: $N \times (R + 25\%)$

- R = % of traffic used for reservationless meetings
- N = total number of conference ports including capacity assurance (CAP)
- 30% can be substituted for standard operating percentage

Ensure that the total number of scheduling ports available (including overbook ports) is equal or greater than the largest meeting size that you anticipate scheduling. Note that these guidelines are good defaults for a new system. However, if you have already configured your system, you may want to retain your existing settings.

17. Max recording space (min)

The total number of minutes of recording time that can be used to record meetings.

Recommended setting is the number representing 80% to 85% of the total recording space (in minutes).

18. Voice encoding method

Identifies the voice encoding method for the system, either Mu-Law encoding or A-Law encoding.

Worksheet 4-13 NS Site Configuration

NS Site Configuration records describe information such as server location, the time zone where each server resides, and the telephone number of the attendant, or help desk, where users will be transferred if they require assistance during a conference.

Field	Default Value	Options	Your Value
1. NS Site number	Predefined	Numeric—0 to 7	
2. NS Site name		Alphanumeric—0 to 32	
3. Is active?	No	Yes or No	
4. Attendant phone	0	0 or full 7- or 10-digit number	
5. Timezone	localtime	Select from full or subset list of time zone names	
6. Subnet mask		Dotted decimal format	
7. Broadcast address		Dotted decimal format	
8. Default gateway		Dotted decimal format	

NS Site Configuration Fields

1. NS Site number

A predefined number, from 0 to 7, that identifies this site.

Based on the configuration and deployment of your MeetingPlace system, you may have MeetingPlace servers installed in a single site, or at multiple sites.

2. NS Site name

A descriptive name that identifies this site.

3. Is active?

Whether this MeetingPlace site is currently active.

Based on the configuration of your MeetingPlace system, there may be multiple sites that are not currently active.

4. Attendant phone number

The phone number that users are sent to if they request operator assistance, if they do not enter a number at the first voice prompt, or if they attempt to access an inactive profile.

The number needs to be consistent with how you've chosen to support the system. The person called should be someone who is generally available for assistance, is trained as a contact or attendant on MeetingPlace, and has received contact and attendant reference materials.

Recommended setting is the telephone number of the Help Desk or company receptionist.

5. Timezone

Used to maintain the system's internal clock.

Recommended setting is the time zone in which the system is located.

6. Subnet mask

The mask that completes the address for the MeetingPlace host at this site.

7. Broadcast address

The address used to broadcast packets on the local LAN segment.

8. Default gateway

The address of the gateway that will accept and route information to other networks.

Worksheet 4-14 Other MeetingPlace Servers

If your company will conduct multiserver meetings, the following information must be supplied for the other MeetingPlace systems. You may need to contact the system manager of the other MeetingPlace systems to determine these settings. For more information on preparing your system for a multiserver meeting, refer to the *MeetingServer System Manager's Guide*.

Field	Default Value	Options	Your Value
1. Name		Alphanumeric—1 to 19	
2. ID number		Numeric—0 to 9	
3. Phone number		Alphanumeric—0 to 32	
4. Ethernet address			
5. WebPublisher location			
6. Data conference active?		Yes or No	
7. Server number		Numeric—0 to 8	

Other MeetingPlace Server Fields

1. Name

The name of the other MeetingPlace server. This name will appear in MeetingTime and MeetingPlace Web when users select the servers to schedule for a multiserver meeting.

2. ID number

The ID number of the other MeetingPlace server. When a user outdials from within a meeting to another MeetingPlace server, they are prompted to enter the ID number of the server they want to add to the meeting.

3. Phone number

The phone number of the other MeetingPlace server. This number is used by MeetingPlace to dial out to the MeetingPlace server to set up a multiserver meeting.

4. Ethernet address

This is the 12-digit hex string that represents the Ethernet address of the other MeetingPlace system.

5. WebPublisher location

This is either the IP address or the URL of MeetingPlace Web for the other MeetingPlace system.

6. Data conferencing active?

If the other MeetingPlace server has web conferencing installed and it is operational, this field should be set to Yes.

7. Server number

If the other MeetingPlace system is an M3 conference server or a standalone PCI conference server, set this number to 0. If the other MeetingPlace system is connected to a MeetingPlace PCI network server, this number will be between 1 and 8.

Worksheet 4-15 User Groups

Assigning users to a user group is a convenient way of entering default profile information for multiple users at one time.

Field	Default Value	Options	Your Value
Group Information			
1. Name	System	Alphanumeric—1 to 17. No empty spaces permitted. Use an underscore to create a space (example: Sales_Rep).	
2. Number	0	Numeric—0 to 17	
3. Billing code		Alphanumeric—0 to 17	
4. Default mtg category	“Standard”	Selected name	
5. Group active?	No	Yes or No	
Group Defaults			
6. User ID of contact		Alphanumeric—0 to 17	
7. Time zone	localtime	Time Zone Name	
8. Language	English (USA)	English (USA) plus any additional languages installed	
9. Abbreviated prompts?	No	Yes or No	
MeetingNotes Defaults			
10. Able to record mtgs?	Yes	Yes or No	
11. Record meetings?	No	Yes or No	
12. Who can access	Anyone	None, Anyone, MeetingPlace Users, or Invited Users	
13. Auto-start recording?	Yes	Yes or No	
14. Attachment access ordering	Play most recent first	As submitted Most recent first	
15. Display mtg to everyone?	No	Yes or No	
Outdial Meeting Defaults			
16. Can call out from mtgs?	No	Yes or No	
17. Can schedule guest outdial mtgs?	No	Yes or No	
18. Allow outdials to guests from Web?	No	Yes or No	
19. Max outdials per mtg	0	Numeric—0 to 500, or Unrestricted	
20. Can call other servers?	No	Yes or No	

Field	Default Value	Options	Your Value
21. Ask for profile password?	Yes	Yes or No	
22. Digit translation table	0	Numeric—0 to 15	
Meeting Preferences			
23. Entry announcement	Beep+Name	Beep only, Beep+Name, or Silent	
24. Departure announcement	Beep+Name	Beep only, Beep+Name, or Silent	
25. End of Mtg Announcement	Yes	Yes or No	
26. Mtg Extension Announcement	No	Yes or No	
27. Screened entry?	No	Yes or No	
28. Skip pre-meeting options?	No	Yes or No	
29. Disable roll call?	Yes	Yes or No	
30. Password Required?	No	Yes or No	
31. Who can attend?	Anyone	Anyone, MeetingPlace Users, or Invited Users	
32. Lecture mtg attend settings?	Admit as listeners	Admit as listeners, Start callers in waiting rm, Start mtg with floor open	
Restrictions			
33. Scheduling restriction	Unrestricted	Unrestricted Cannot Schedule Near Term Mtg Limit (Numeric—0 to 50)	
34. Max mtg length (min)	240	Min. value is 2. Max. value is Max Mtg Length (Scheduling Parameters)	
35. Max # of attachments	10	Numeric—0 to 30	
36. Max # teams allowed	0	Numeric—0 to 10,000	
37. Can chg mtg ID via phone	Yes	Yes or No	
Sending Notifications			
38. Enabled for this mtg?	Yes	Yes or No	
39. Include attachments?	No	Yes or No	
40. Priority	Normal	Low, Normal, or Urgent	
41. Send if mtg changes?	No	Yes or No	
42. Include participant list?	No	Yes or No	

Field	Default Value	Options	Your Value
43. Include password?	No	Yes or No	
Receiving Notifications			
44. Enable to receive?	No	Yes or No	
45. Include attachments?	No	Yes or No	
46. Type of E-mail system	None	None, cc:Mail, Lotus Notes, Microsoft Mail, Microsoft Exchange, Qualcomm Eudora, Netscape Messenger, Other	
47. Preferred delivery method	None	None or E-mail	
48. Alternate delivery method	None	None or E-mail	
Attending Meetings			
49. Method of attending	User will call in	User will call in, Have system call user, Have system page user, Don't reserve space for user, Have system find user	
50. First search method	None	None, Main, Alternate, Pager	
51. Second search method	None	None, Main, Alternate, Pager	
52. Third search method	None	None, Main, Alternate, Pager	
53. Type of pager	None	None, Direct dial, or Non direct dial	
54. Pager phone number		- Direct Dial—32-digit pager number - Non Direct Dial—User's pager access code (PIN)	
Q&A Meetings			
55. Off at mtg startup?	No	Yes or No	
56. Notify attendees about Q&A?	No	Yes or No	
57. Q&A introduction	Beep + Name	Beep only, Beep+Name, Silent	
58. Q&A departure	Beep	Beep only, Beep+Name, Silent	
59. Automatically ask next question?	No	Yes or No	
60. More than one question per site?	No	Yes or No	
61. Tell my position in line?	No	Yes or No	
62. Disable floor warning	No	Yes or No	

Field	Default Value	Options	Your Value
prompt?			
63. Profile flex field 1		N/A	
64. Profile flex field 2		N/A	
65. Profile flex field 3		N/A	
66. Profile flex field 4		N/A	
67. Profile flex field 5		N/A	
68. Profile flex field 6		N/A	
69. Profile flex field 7		N/A	

User Groups Fields

1. Name

The name you select to identify this user group.

Recommended setting is a name descriptive of the group (for example, the name of a department).

2. Number

The number you select to identify this user group.

3. Billing code

A code for generating billing reports.

This code can be based on your company's internal conventions (for example, based on department codes).

4. Default mtg category

The meeting category assigned to meetings that this user scheduled.

5. Group active

Whether this an active user group.

You may want to define groups but not identify them as active until a future date (for example, not activate a user group until they complete training).

6. User ID of contact

The user ID of the contact or attendant who supports the users in this group.

7. Time zone

The time zone in which the people in this user group are based.

Recommended setting is the time zone for the user group location. Select a value from the list of time zones that is provided with MeetingPlace.



WARNING: Time zone information may vary for individual users in a group. Time zone information for each user should be entered into the individual user profile.

8. Language

The language preferred by this user group.



WARNING: Language information may vary for individual users in a group. Language information for each user should be entered into the individual user profile.

9. Abbreviated prompts?

Whether all users in this group hear abbreviated or unabbreviated prompts when they call MeetingPlace.

10. Able to record mtgs?

Whether users in this group can record meetings.

11. Record meetings?

Whether meetings scheduled by this group's users will be recorded by default.

12. Who can access

Who can access MeetingNotes to request attachments and listen to meetings recorded by this group's users. If None is selected, a recorded meeting and its attachments must be manually posted for other participants to hear.

13. Auto-start recording?

Whether meetings scheduled to be recorded by default will automatically start when the second participant enters the meeting.

14. Attachment access ordering

The order in which this group's users will hear a list of attachments in MeetingNotes.

15. Display meeting to everyone?

Whether to allow MeetingPlace Web guests to access meetings that this user scheduled.

16. Can call out from mtgs?

Whether this group's users can outdial to other people while in a meeting.

17. Can schedule guest outdial mtgs?

Whether this group of users can schedule meetings that allow guests to join the voice conference over the Web. This parameter is only enabled if this group's profile has outdial privileges.

Setting this parameter to No disables the Allow Outdials to Guests From Web parameter for this group. Setting this parameter to Yes enables this group of users to change the Allow Outdials to Guests From Web parameter on a per-meeting basis.

18. Allow outdials to guests from Web?

Whether guests can join meetings over the Web for meetings scheduled by this group. If a meeting is scheduled with this parameter set to Yes, MeetingPlace is able to outdial to guests when they click the Join Voice Conference button.

If this parameter is set to No, guests who click the Join Voice Conference button receive a dialog box displaying the phone number they need to dial to join the meeting.

19. Max outdials per mtg

How many outdials this group's users can place from within one meeting.

20. Can call other servers?

Whether this group's users can schedule multi-server meetings.

21. Ask for profile password?

Whether a profile password is required for an invitee who was outdialed to be admitted into the meeting.

22. Digit translation table

The translation table number to use for all outdials made by this group's users. A total of 16 translation tables are available. The default translation table is 0. Your customer support representative will work with you to configure these tables (as required).

23. Entry announcement

Whether users entering meetings are announced by a beep only, a beep plus the user's name, or no announcement.

24. Departure announcement

Whether users departing meetings are announced by a beep only, a beep plus the user's name, or no announcement.

25. End of Mtg announcement

Whether MeetingPlace will announce that the meeting will end in a set number of minutes. For reservationless meetings, this parameter is not used. This announcement is not played for reservationless meetings.

26. Mtg Extension announcement

Whether MeetingPlace will announce that the meeting is extended by a set number of minutes. For reservationless meetings, this parameter is not used. This announcement is not played for reservationless meetings.

27. Screened entry?

Whether meetings scheduled by the people in this group include screened entry by default. *Screened entry* means that people wanting to enter the meeting are not admitted automatically. A person within the meeting must admit the new arrival.

Screened entry does not screen the meeting organizer or a contact, attendant, or system manager. To monitor entry by contacts, attendants, and the system manager, set the Entry announcement field to Yes.

28. Skip pre-meeting options?

Whether meetings scheduled by this group's users use the Short Menu feature. Eliminates meeting ID confirmation, roll call, and agenda.

29. Disable roll call?

Whether meetings scheduled by this group's users are able to request the roll call feature during a meeting.

You may choose not to use the roll call feature in a situation where competitors could be calling into the same meeting, or meetings requiring the anonymity of callers. It is also recommended that you disable roll call when scheduling large meetings.

30. Password required?

Whether meetings scheduled by the people in this group require a password by default.

31. Who can attend

Who can attend meetings scheduled by this group's users. For reservationless meetings, this parameter is not used. Anyone can attend reservationless meetings.

32. Lecture mtg attend settings

For lecture-style meetings scheduled by people in this group, this parameter determines whether to admit listen-only participants directly into the meeting or into the waiting room where they listen to music on hold until the meeting is called to order. If this parameter is set to Start Meeting With Floor Open, participants are placed directly into the meeting where they can talk with each other until the meeting is called to order. Once the meeting is in order, all listen-only participants lose their speaking ability.

33. Scheduling restriction

Scheduling limits placed on this group's users. Unrestricted scheduling allows users to schedule at will; Cannot Schedule indicates that no scheduling is allowed; and a Near Term Mtg Limit determines how many meetings users may schedule within the next six hours.

34. Max mtg length (min)

The maximum number of minutes for which this group's users can schedule meetings.

35. Max # of attachments

The maximum number of attachments that can be attached to a meeting by this group's users.

36. Max # of teams

How many teams this user can create.

37. Can chg mtg ID via phone

Whether users in this group can assign vanity (custom or common) IDs for meetings scheduled by phone. This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to Yes.

38. Enabled for this mtg?

Whether this group's users want to send notifications for meetings. For reservationless meetings, notifications are not sent.

39. Include attachments?

Whether this group's users want attachments to be sent as part of the notification.

40. Priority

The priority that should be given to notifications for this group's users.

41. Send if mtg changes?

Whether notifications should be sent when something changes in the meeting, such as the time, date, password, or meeting ID number. Notifications are also sent if a MeetingMessage or attachments are added or deleted.

42. Include participant list?

Whether to send a list of the names of meeting participants as part of the notification.

43. Include password?

Whether, for secure meetings where a password is specified, this group's users should include the password in the notification.

44. Enable to receive?

Whether this group's users receive notifications about meetings that they are invited to—if the meeting scheduler sends them.

45. Include attachments?

Whether this group's users receive attachments as part of the meeting notification.

46. Type of e-mail system

The type of e-mail system used by this group's users.

Based on the type of e-mail system installed at your company select the appropriate group value from the table below.

Type of e-mail system	Group Value
cc:Mail	cc:Mail
Microsoft Mail	Microsoft Mail
Lotus Notes	Lotus Notes
Microsoft Exchange	Microsoft Exchange
SMTP	Microsoft Mail, Qualcomm Eudora, Netscape Messenger
Other MAPI compliant mail systems	Microsoft Mail

47. Preferred delivery method

The type of notification delivery method for this group's users.

48. Alternate delivery method

The type of notification delivery method to be used if the primary method fails.

49. Method of attending

This group's users preferred method of joining a meeting.

50. First search method

The first number MeetingPlace should try to reach the users in this group (either main number, alternate number, pager, or none).

51. Second search method

The second number MeetingPlace should try to reach the users in this group (either main number, alternate number, pager, or none).

52. Third search method

The third number MeetingPlace should try to reach the users in this group (either main number, alternate number, pager, or none).

53. Type of pager

The type of pager service used by this group's users.

54. Pager phone number

The pager telephone number of this group's users.

55. Off at startup?

Whether or not to turn the Q&A Meetings feature on at meeting startup.
Default is No.

56. Notify attendee about Q&A?

Whether to describe the Q&A feature to this group's users when they attend the conference.

57. Q&A introduction

How to announce attendees being placed on the floor in a meeting that this user scheduled.

58. Q&A departure

How to announce attendees being removed from the floor in a meeting that this user scheduled.

59. Automatically ask next question?

Whether to automatically promote the next waiting attendee to the floor in a meeting that this user scheduled.

60. More than one question per site?

Whether to allow an attendee in a meeting that this user scheduled to ask more than one question at a time (up to a maximum of five).

61. Tell my position in line?

Whether to tell an attendee in a meeting that this user scheduled their current position in line.

62. Disable floor warning prompt

Whether to tell an attendee in a meeting that this user scheduled that they are next to be given the floor to ask a question or speak.

63. Profile flex fields 1-7

Profile fields customized with your business information.

Worksheet 4-16 User Profiles

A user profile identifies the user to the system and classifies the type of system access that the user requires.

Field	Default Value	Options	Your Value
Identification			
1. First name		Alphanumeric—0 to 17	
2. Last name		Alphanumeric—0 to 17	
3. User ID		Alphanumeric—0 to 17	
4. User password		Alphanumeric—0 to 11	
5. Last changed		System-defined field	
6. Profile number		Numeric—0 to 17	
7. Profile password		Alphanumeric—0 to 11	
8. Last changed		System-defined field	
9. User active?	Yes	Yes, No, Locked, Group Default	
10. Type of user	End User	End User, Contact, Attendant, System Mgr, or Technician	
11. Group name	System	Alphanumeric—0 to 17	
12. Phone number ¹		Numeric—0 to 32	
13. Alternate phone number ¹		Numeric—0 to 32	
14. Pager phone number	Group Default	- Direct Dial—32-digit pager number - Non Direct Dial—user's pager access code (PIN)	
15. Type of pager	Group Default	None, Direct dial, Non direct dial, or Group Default	



Note: If a User Group is assigned to a profile the following fields (with the exception of the e-mail address) are supplied from the User Groups settings.

16. User ID of contact		Alphanumeric—0 to 17 or Group Default	
17. Internet e-mail address			
18. Time zone	Group Default	Time Zone Name or Group Default	

¹ PBX access codes are not required. Spaces are allowed, as are the following punctuation marks: (), - “ ”

Field	Default Value	Options	Your Value
19. Language	English (USA)	English (USA) plus any additional languages installed	
20. Abbreviated prompts?	Group Default	Yes, No, or Group Default	
21. Billing code		Alphanumeric—0 to 17 or Group Default	
22. Default mtg category	Group Default	Selected name, or Group Default	
MeetingNotes Defaults			
23. Able to record mtgs?	Group Default	Yes, No, or Group Default	
24. Record meeting?	Group Default	Yes, No, or Group Default	
25. Who can access	Group Default	None, Anyone, MeetingPlace Users, Invited Users, or Group Default	
26. Auto-start recording?	Group Default	Yes, No, or Group Default	
27. Attachment access ordering	Group Default	Play most recent first, Play in order submitted, or Group Default	
28. Display mtg to everyone?	Group Default	Yes, No, or Group Default	
Outdial Meeting Defaults			
29. Can call out from mtgs?	No	Yes, No, or Group Default	
30. Can schedule guest outdial mtgs?	Group Default	Yes, No, or Group Default	
31. Allow outdials to guests from Web?	Group Default	Yes, No, or Group Default	
32. Max outdials per mtg	Group Default	Numeric—0 to 500, Unrestricted, or Group Default	
33. Can call other servers?	Group Default	Yes, No, or Group Default	
34. Ask for profile password?	Group Default	Yes, No, or Group Default	
35. Digit translation table	Group Default	Numeric—0 to 15, or Group Default	
Meeting Preferences			
36. Entry announcement	Group Default	Beep only, Beep+Name, Silent, or Group Default	

Field	Default Value	Options	Your Value
37. Departure announcement	Group Default	Beep only, Beep+Name, Silent, or Group Default	
38. End of mtg announcement ²	Yes	Yes, No, or Group Default	
39. Mtg extension announcement	Yes	Yes, No, or Group Default	
40. Screened entry?	Group Default	Yes, No, or Group Default	
41. Skip pre-meeting options?	Group Default	Yes, No, or Group Default	
42. Disable roll call?	Group Default	Yes, No, or Group Default	
43. Password required?	Group Default	Yes, No, or Group Default	
44. Who can attend	Group Default	Anyone, MeetingPlace Users, Invited Users, or Group Default	
45. Lecture mtg attend settings	Group Default	Admit as listeners, Start callers in waiting room, Start mtg with floor open, Group default	
Restrictions			
46. Scheduling restriction	Group Default	Unrestricted, Cannot Schedule, Near Term Mtg. Limit Numeric—0 to 50, Group Default	
47. Max mtg length (min)	Group Default	Minimum 2. Maximum is Max Mtg Length (Scheduling Parameters), or Group Default	
48. Max # of attachments	Group Default	Numeric—0 to 30, or Group Default.	
49. Max # teams allowed	0	Numeric—0-10,000 or Group Default	
50. Can chg mtg ID via phone	Yes (Same as User Groups setting)	Yes or No	
Sending Notifications			
51. Enabled for this mtg?	Group Default	Yes, No, or Group Default	
52. Include attachments?	Group Default	Yes, No, or Group Default	
53. Priority	Group Default	Low, Normal, Urgent, or Group Default	

² If you are upgrading your system this field will default to the setting you had previously established. New systems default to Yes.

Field	Default Value	Options	Your Value
54. Send if mtg changes?	Group Default	Yes, No, or Group Default	
55. Include participant list?	Group Default	Yes, No, or Group Default	
56. Include password?	Group Default	Yes, No, or Group Default	
Receiving Notifications			
57. Enable to receive?	Group Default	Yes, No, or Group Default	
58. Include attachments?	Group Default	Yes, No, or Group Default	
59. E-mail address		Alphanumeric—0 to 255	
60. Type of e-mail system	Group Default	None, cc:Mail, Lotus Notes, Microsoft Mail, Microsoft Exchange, Qualcomm Eudora, Netscape Messenger, Other, or Group Default	
61. Preferred delivery method	Group Default	None, E-mail, or Group Default	
62. Alternate delivery method	Group Default	None, E-mail, or Group Default	
Attending Meetings			
63. Method of attending	Group Default	User will call in, Have system call user, Have system page user, Don't reserve space for user, Have system find user, or Group Default	
64. Ways to find user	None, None, None	None, Main, Alternate, Pager (in any order) or Group Default	
Q&A Meetings			
65. Off at mtg startup?	Group Default	Yes, No, or Group Default	
66. Notify attendees about Q&A?	Group Default	Yes, No, or Group Default	
67. Q&A introduction	Group Default	Beep only, Beep+Name, Silent, or Group Default	
68. Q&A departure	Group Default	Beep only, Beep+Name, Silent, or Group Default	
69. Automatically ask next question?	Group Default	Yes, No, or Group Default	
70. More than one question per site?	Group Default	Yes, No, or Group Default	
71. Tell my position in line?	Group Default	Yes, No, or Group Default	
72. Disable floor warning	Group Default	Yes, No, or Group Default	

Field	Default Value	Options	Your Value
prompt?			
73. Profile flex field 1		N/A	
74. Profile flex field 2		N/A	
75. Profile flex field 3		N/A	
76. Profile flex field 4		N/A	
77. Profile flex field 5		N/A	
78. Profile flex field 6		N/A	
79. Profile flex field 7		N/A	

User Profiles Fields

1. First name

This person's first name. Used for reporting and workstation display.

2. Last name

This person's last name. Used for reporting and workstation display.

3. User ID (workstation access)

This person's MeetingPlace ID. (Used from a workstation.) This is the key used for alphabetical sorting in the database and for scheduler identification on reports.

Recommended setting is the same as the network, or the e-mail login.

4. User password (workstation access)

The password this person uses to log on to MeetingPlace from a workstation.

Set this as a temporary default password. Users are required to change this to a personalized password upon their initial login to MeetingTime.

5. Last changed

The date the user password was last changed.

6. Profile number (voice access)

The number that identifies this user profile—used to connect to MeetingPlace from a touch-tone phone.

Recommend setting as the person's phone extension or voice-mail number.

7. Profile password (voice access)

This person's MeetingPlace telephone password.

Set this as a temporary default password. Users are required to change this to a personalized password upon their initial login to MeetingPlace.

8. Last changed

The date the profile password was last changed.

9. User active?

Whether this user is currently an active MeetingPlace user. Users not identified as active are not allowed to log into their profiles. Attempts by an inactive user to log on will be transferred to the attendant.

You may want to define users but not activate them until a future date (for example, upon completion of training).

10. Type of user

Whether this person is an end user, a contact or attendant, the system manager, or a technician.

11. Group name

The name of the user group (if any) to which this person belongs.

12. Phone number

The number MeetingPlace should call to reach this person—to add that person to a meeting, for example.

13. Alternate phone number

The alternate number MeetingPlace should call to reach this person—to add that person to a meeting, for example.

14. Pager phone number

The pager number of this user.

15. Type of pager

The type of pager service used by this person (either direct dial or non-direct dial).

16. User ID of contact

The user ID of the contact or attendant who supports this user. This person should complete contact/attendant training.

17. Internet e-mail address

The user's Internet e-mail address. This address is used when a person is browsing meetings through MeetingPlace Web and requests to send mail to the meeting scheduler.

18. Time zone

The time zone of the office in which this person usually does business.

Recommended setting is the time zone for the user's location. Refer to Appendix A for the numeric values of time zones.



Note: The guest profile time zone should be set to reflect the location of the MeetingPlace system.

19. Language

The user's selected language. Note that meetings scheduled by this user will default to the selected language.

20. Abbreviated prompts?

Whether MeetingPlace plays abbreviated prompts when this person calls the system.

If the person is a member of a user group, enter prompt preference information only when it differs from the information you entered for the group.

21. Billing code

A code for generating billing reports. This code can be based on your company's internal conventions (for example, based on department codes).

22. Default mtg category

The meeting category assigned to meetings that this user scheduled.

23. Able to record mtgs?

Whether this user can record meetings. This setting can be changed only by the system manager.

24. Record meetings?

Whether a meeting scheduled by this person is set up to be recorded by default.

If this person is a member of a user group, enter this information only when it differs from the information you entered for the group.

25. Who can access

Who can access MeetingNotes to request attachments, and listen to meetings recorded by this user. If None is selected, a recorded meeting and its attachments must be manually posted for others to hear.

26. Auto-start recording?

Whether a meeting scheduled to be recorded by default will automatically start when the second participant enters the meeting.

27. Attachment access ordering

The order in which a user will hear a list of attachments in MeetingNotes.

28. Display meeting to everyone?

Whether to allow MeetingPlace Web guests to view meetings by default.

29. Can call out from mtgs?

Whether a user can dial out from meetings. To prevent guests from outdialing from within a meeting, set this parameter to No in the guest profile.

30. Can schedule guest outdial mtgs?

Whether this user can schedule meetings that allow guests to join the voice conference over the Web. This parameter is only enabled if this user's profile has outdial privileges.

Setting this parameter to No disables the Allow Outdials to Guests From Web parameter for this user. Setting this parameter to Yes enables this user to change the Allow Outdials to Guests From Web parameter on a per-meeting basis.

31. Allow outdials to guests from Web?

Whether guests can join meetings over the Web for meetings scheduled by this user. If a meeting is scheduled with this parameter set to Yes, MeetingPlace is able to outdial to guests when they click the Join Voice Conference button.

If this parameter is set to No, guests who click the Join Voice Conference button receive a dialog box displaying the phone number they need to dial to join the meeting.

32. Max outdials per mtg

How many outdials this user may initiate from within any one meeting.

33. Can call other servers?

Whether this group's users can schedule multi-server meetings.

34. Ask for profile password?

Whether a profile password is required for an outdialed invitee to join meetings.

35. Digit translation table

The translation table number to use for all outdials initiated by this user.

A total of 16 translation tables are available. The default translation table is 0. Your customer support representative will work with you to configure these tables (as required).

36. Entry announcement

Whether users entering meetings are announced by a beep only, a beep and the user's name, or no announcement.

If this person is a member of a user group, enter the information only when it differs from the information you entered for the group.

37. Departure announcement

Whether users departing meetings are announced by a beep only, a beep and the user's name, or no announcement.

If this person is a member of a user group, enter the information only when it differs from the information you entered for the group.

38. End of mtg announcement

Whether MeetingPlace will announce that the meeting will end in a set number of minutes. For reservationless meetings, this parameter is not used. This announcement is not played in reservationless meetings.

39. Mtg extension announcement

Whether MeetingPlace will announce that the meeting is extended by a set number of minutes. For reservationless meetings, this parameter is not used. This announcement is not played in reservationless meetings.

40. Screened entry?

Whether a meeting scheduled by this person is set up to include screened entry by default. *Screened entry* means that people who want to join the meeting are not admitted automatically. A person within the meeting must admit the new arrival.

If this person is a member of a user group, enter this information only when it differs from the information you entered for the group.

41. Skip pre-meeting options?

Whether meetings scheduled by this user use the short menu feature, which eliminates meeting ID confirmation, roll call, and agenda.

42. Disable roll call?

Whether users are able to request the roll call feature during a meeting.

You may choose not to use the roll call feature in a situation where competitors could be calling into the same meeting, or meetings requiring the anonymity of callers.

43. Password required?

Whether a meeting scheduled by this person requires a password by default.

If this person is a member of a user group, enter this information only when it differs from the information you entered for the group.

44. Who can attend

Who can attend a meeting scheduled by this person, such as anyone, only invited users, or only MeetingPlace users. For reservationless meetings, this parameter is not used. Anyone can attend reservationless meetings.

45. Lecture mtg attend settings?

For lecture-style meetings scheduled by this user, this parameter determines whether to admit listen-only participants directly into the meeting or into the waiting room where they listen to music on hold until the meeting is called to order. If this parameter is set to Start Meeting With Floor Open, participants are placed directly into the meeting where they can talk with each other until the meeting is called to order. Once the meeting is in order, all listen-only participants lose their speaking ability.

46. Scheduling restriction

Scheduling limits placed on this user. Unrestricted scheduling allows users to schedule at will; Cannot Schedule indicates that no scheduling is allowed; and a Near Term Mtg Limit determines how many meetings users may schedule within the next six hours.

47. Max mtg length (min)

The maximum number of minutes for which this user can schedule meetings.

48. Max # of attachments

The maximum number of attachments that can be attached to a meeting scheduled by this user.

49. Max # teams allowed

How many teams this user can create.

50. Can chg mtg ID via phone

Whether users in this group can assign vanity (custom or common) IDs for meetings scheduled by phone. This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to Yes.

51. Enabled for this mtg?

Whether the meeting scheduler wants to send notifications for meetings. For reservationless meetings, notifications are not sent.

52. Include attachments?

Whether the meeting scheduler wants attachments to be sent as part of the notification.

53. Priority

The priority that should be given to notifications for this user.

54. Send if mtg changes?

Whether notifications should be sent when something changes in the meeting, such as the time, date, password, or meeting ID number. Notifications are also sent if a MeetingMessage or attachments are added or deleted.

55. Include participant list?

Whether to send a list of the names of meeting participants as part of the notification.

56. Include password?

Whether, for secure meetings where a password is specified, the scheduler should include the password in the notification.

57. Enable to receive?

Whether this user receives notifications about meetings that they are invited to—if the meeting scheduler sends them.

58. Include attachments?

Whether this user receives attachments as part of the meeting notification.

59. E-mail address

The e-mail address of this user. This address is used to send out meeting notifications.

60. Type of e-mail system

The type of e-mail system used by this user.

Based on the type of e-mail system installed at your company select the appropriate profile value from the table below.

Type of e-mail system	Group Value
cc:Mail	cc:Mail
Microsoft Mail	Microsoft Mail
Lotus Notes	Lotus Notes

Microsoft Exchange	Microsoft Exchange
SMTP	Microsoft Mail, Qualcomm Eudora, Netscape Messenger
Other MAPI compliant mail systems	Microsoft Mail

61. Preferred delivery method

The type of notification delivery method preferred by this user.

62. Alternate delivery method

The type of notification delivery method to be used if the primary method fails.

63. Method of attending

This user's preferred method of contact to join a meeting.

64. Ways to find user

The order in which MeetingPlace should call this user's main, alternate, and pager numbers when outdialing to this user. For this feature to work, the method of attending parameter must be set to "Have system find user."

65. Off at meeting startup?

Whether or not to startup Q&A meeting feature when meeting starts. Default is No.

66. Notify attendees about Q&A?

Whether to describe the Q&A feature to attendees when they attend the conference.

67. Q&A introduction

How to announce attendees being placed on the floor in a meeting that this user scheduled.

68. Q&A departure

How to announce the departure of attendees leaving the floor in a meeting that this user scheduled.

69. Automatically ask next question

Whether to automatically promote the next waiting attendee to the floor in a meeting that this user scheduled.

70. More than one question per site?

Whether to allow an attendee in a meeting that this user scheduled to ask more than one question at a time (up to a maximum of five).

71. Tell my position in line?

Whether to tell an attendee in a meeting that this user scheduled their current position in the line.

72. Disable floor warning prompt?

Whether to tell this user that they are next in line to be given the floor in a Q&A meeting.

73. Profile flex fields 1-7

Profile fields customized with your business information.

The Next Step

Now that you know what must be done before installation, you are ready to start planning for the installation activities. The next section describes these activities.

5 Installation Activities

You and your MeetingPlace support representative perform a number of different activities to install MeetingPlace. The table that follows summarizes these activities and indicates who is responsible for each one. A representative from customer support installs the hardware, connects it, and helps you with the software.

Before You Start

Important safety instructions. Save these instructions and requirements.



- Never install telephone wiring during a lightning storm.
- Never install a telephone jack in a wet location unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- High leakage current—earth connection essential before connecting supply.



Any changes or modifications to this equipment which are not expressly approved by Latitude Communications could void your right to operate the equipment.



See Chapter 3, *Telephony and LAN Planning*, for important safety instructions and requirements for your digital trunking. Save these instructions and requirements.

Who Installs MeetingPlace

Table 5-1 lists the people responsible for the various installation activities.

Table 5-1 Individuals Responsible for Installing the MeetingPlace System

Activity	Description	Who?
Check rack space	Ensure that rack space is available for installing the server. Ensure that environmental requirements are met before MeetingPlace arrives.	You
Take delivery of MeetingPlace	MeetingPlace arrives in specialized shipping boxes. Store them in the room in which the system will be installed until they can be unpacked.	You
Unpack the system	Uncrate equipment, and check for damage.	MeetingPlace support representative
Rack mount the server	Install the MeetingPlace server as described in the CE Guide.	MeetingPlace support representative
Connect the system	Cable the MeetingPlace platform to the telephone and the LAN. Plug in the platform, and power it on.	MeetingPlace support representative
Enter hardware configuration	Use the telephony worksheets to configure the trunks.	MeetingPlace support representative.
Test trunk connections	Test the trunks for proper operation. Ensure that the telephone connection is working properly.	MeetingPlace support representative
Install modem line	Connect the modem line to the platform, and test it.	MeetingPlace support representative
Review equipment and connectivity	Make sure you are familiar with the equipment and how everything is connected.	You and your MeetingPlace support representative
Load MeetingTime software	Load the MeetingTime system management software onto a LAN server or an individual workstation.	You and your MeetingPlace support representative
Begin populating the database	Review the information on the worksheets, and enter the system configuration and company-specific	You and your MeetingPlace support

Activity	Description	Who?
	information. Enter your user profile.	representative
Verify the installation	Call MeetingPlace and schedule a meeting. Then attend it.	You and your MeetingPlace support representative
Test alarm outdial	Generate an alarm condition on MeetingPlace to verify alarm outdial.	MeetingPlace support representative
Create additional user profiles	Enter the remaining user profile information. If you have created an import file, load it.	You and your MeetingPlace support representative
Schedule training	The MeetingPlace support representative trains the end users, contacts and attendants.	You and your MeetingPlace support representative
Schedule follow-up calls	The MeetingPlace support representative expects to hold one or more conference calls with you to answer the questions you may have after you have used the system more extensively.	You and your MeetingPlace support representative

The Next Step

Now that you know what happens during installation, you can begin to map out your strategy for introducing MeetingPlace to the rest of your company.

6 Introducing Cisco MeetingPlace to Your Company

Once you have made the decision to make MeetingPlace a key component of your conferencing strategy, it's then time to roll MeetingPlace out to your employees with Latitude's Rapid Adoption Plan (RAP). RAP is Latitude's five-step plan to introduce users to MeetingPlace, train them on the system, and get them using it. RAP's goal is to get employees throughout your organization up and running on MeetingPlace within two weeks.

This chapter describes RAP and includes worksheets towards its implementation. If someone other than you is responsible for introducing MeetingPlace to your company, give that person the information in this chapter.

RAP: 5 Steps to Collaboration

Latitude supports and administers RAP until MeetingPlace is fully implemented and adopted by your employees. RAP is a flexible program that can be quickly adopted to address your current processes. Work with your MeetingPlace Application Consultant to determine which steps and which components are appropriate for you.

Step 1: Prepare

Before introducing MeetingPlace to your employees, you and your MeetingPlace Application Consultant will define how MeetingPlace supports your business initiatives. MeetingPlace is then branded with your name, system tools are customized, support staff is prepared, and other pre-announcement tasks are completed.

Step 2: Announce

Presenting MeetingPlace to your user community may be made via any combination of e-mail, voice mail, company newsletter and/or on-site marketing. You may choose an enterprise-wide announcement strategy, a department by department strategy, or a combination of both. Towards this aim, we provide you with:

- *Sample e-mail and voice mail templates*—Announcements that generate initial awareness while providing employees with the basic skills they need to use MeetingPlace.
- *Quick Reference Cards*—Customizable cards that contain the basic steps for scheduling and attending a meeting through various interfaces.
- *MeetingPlace Reference Center Pages*—Customizable “front-end” pages that link to your online MeetingPlace Reference Center. The MeetingPlace Reference Center answers basic questions about MeetingPlace and includes materials such as e-tutorials, meeting tips, and application stories.

Step 3: Quick Start

The MeetingPlace system is delivered with a range of documentation to assist you, end users and contact/attendants utilize the system quickly and easily.

For you, there is a *MeetingServer System Manager's Guide* that describes how to manage, administer and troubleshoot the MeetingPlace system. You receive the *MeetingServer System Manager's Guide* when your MeetingPlace support representative unpacks the system.

For end users, contacts, and attendants, there are reference cards, wallet cards, and user guides. They may also choose from a variety of training experiences, such as:

- *Latitude's Enterprise Training*—On-site or remote training sessions conducted by training experts to get system managers and end users up and running.
- *Lunch & Learn Sessions*—Quick Start training in an informal setting on-site.
- *Technology Fair*—An on-site opportunity for users to ask questions and view demos as part of a company-sponsored Technology Fair.
- *Tips and Application Stories*—Periodic e-mail reminders to end users about the functionality of MeetingPlace.

Step 4: Permeate

Simply knowing how to use MeetingPlace is rarely enough to maximize the system's capabilities. Your MeetingPlace Application Consultant will help your company identify departments that will benefit from using MeetingPlace for specific applications (i.e., crisis management, product demos, or sales meetings). Towards this aim, application demos have been created and are available for your use.

Training continues with the following options:

- *New Hire Awareness Kit*—A complete guide to get new employees up to speed on MeetingPlace quickly and easily.
- *MeetingPlace University*—Live online training sessions to get system managers up to speed and help train new employees.
- *Customer Roundtables*—Open forum discussions for system managers from Latitude's wide array of customer organizations to discuss issues and solutions with each other.

Step 5: Monitor & Expand

The final step in any good plan is reviewing the plan's success and provisioning for the future. Towards this aim, Latitude's Marketing Department administers an End User Satisfaction Survey. Your MeetingPlace Application Consultant can provide you with more information about this. As more and more users adopt MeetingPlace, Capacity Planning helps to ensure availability of sufficient capacity.

RAP Worksheets

The following pages contain worksheets used to gather information for the training and rollout of your MeetingPlace system. Each worksheet is a step in the RAP program.

Work with your MeetingPlace Application Consultant to fill out the worksheets and decide what are the best tools for your environment. Table 6-1 lists the worksheets you'll find in this chapter.

Table 6-1 Rapid Adoption Planning Worksheets

Worksheet #	Description
Worksheet 6-1	Step 1: Prepare
Worksheet 6-2	Step 2: Announce
Worksheet 6-3	Step 3: Quick Start

Worksheet 6-4	Step 4: Permeate
Worksheet 6-5	Step 5: Monitor & Expand

Worksheet 6-1 Step 1: Preparation

Timeline		Owner	Status	Notes
Pre-rollout	1. Decide on an enterprise-wide or departmental strategy.		<input type="checkbox"/>	This information is provided by the AM ¹ .
	2. If departmental strategy, define what key functional departments will be using this solution.		<input type="checkbox"/>	
	A.			
	B.			
	C.			
	3. What is the pending event? (For example, elimination of long distance carrier, integration of Outlook into desktop infrastructure)			As provided by AM.
	A.			
	B.			
	C.			
	4. Ensure MeetingPlace phone number listed in company directory	AC ²	<input type="checkbox"/>	
	5. Customize electronic marketing campaigns		<input type="checkbox"/>	
	<input type="checkbox"/> E-mail Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> Voice Mail Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> MeetingPlace Reference Center		<input type="checkbox"/>	
	<input type="checkbox"/> Newsletter Campaign		<input type="checkbox"/>	
	6. Customize End User Awareness Tools (when necessary) and make ready for distribution		<input type="checkbox"/>	
	<input type="checkbox"/> QRC—Web		<input type="checkbox"/>	
	<input type="checkbox"/> QRC—Web Scheduling/Attending		<input type="checkbox"/>	

¹ AM = Latitude Account Manager

² AC = MeetingPlace Application Consultant

Timeline		Owner	Status	Notes
	<input type="checkbox"/> QRC—Outlook		<input type="checkbox"/>	
	<input type="checkbox"/> QRC—Phone		<input type="checkbox"/>	
	<input type="checkbox"/> New Hire Awareness Kit		<input type="checkbox"/>	
	7. Create link from corporate intranet to MeetingPlace Dedicated Reference Center page		<input type="checkbox"/>	
	8. Support Staff Readiness		<input type="checkbox"/>	
2 hours	<input type="checkbox"/> System Manager Training		<input type="checkbox"/>	
	– Determine dates and times for on-site or remote training classes.		<input type="checkbox"/>	
	– If on-site, reserve an appropriately sized meeting or training room with the following requirements:		<input type="checkbox"/>	
	– Two telephones (one should be a polycom or speakerphone) – Overhead data display projector (it is better not to have individual computers for each user) – One computer connected to the LAN with MeetingTime client software installed as well as Internet access – Outlook/Notes access with executable (if applicable)		<input type="checkbox"/>	
1.5 hours	<input type="checkbox"/> Contact/Attendant/Help Desk Training		<input type="checkbox"/>	
	– Determine dates and times for on-site or remote training classes.		<input type="checkbox"/>	
	– If on-site, reserve an appropriately sized meeting or training room with the following requirements:		<input type="checkbox"/>	
	– Two telephones (one should be a polycom or speakerphone) – Overhead data display projector (not needed if every user has a computer connected to the LAN and it is a small class) – One computer connected to the LAN with MeetingTime client software installed as well as Internet access – Outlook/Notes access with executable (if applicable)		<input type="checkbox"/>	

Timeline		Owner	Status	Notes
	<input type="checkbox"/> Support Structure Response Commitment		<input type="checkbox"/>	
	<input type="checkbox"/> FAQ's		<input type="checkbox"/>	
	9. Design End User Training Strategy		<input type="checkbox"/>	
	<input type="checkbox"/> Train the Trainer Option		<input type="checkbox"/>	
	– Meet with corporate trainer			
	– Provide relevant training templates		<input type="checkbox"/>	
	– Provide supplemental materials as required		<input type="checkbox"/>	
	– Customize links in Dedicated Reference Center pages to point to customer's internal training center		<input type="checkbox"/>	
	– Schedule session to train the corporate trainer		<input type="checkbox"/>	
	<input type="checkbox"/> Latitude Administered Live Training Option		<input type="checkbox"/>	Refer to Worksheet 6-4 for details.
	– Determine dates or times for on-site or remote training classes		<input type="checkbox"/>	
	– If on-site, reserve an appropriately sized meeting or training room with the requirements outlined in Worksheet 6-4		<input type="checkbox"/>	
	<input type="checkbox"/> MeetingPlace Reference Center Option		<input type="checkbox"/>	
	– E-mail the MeetingPlace Reference Center link to system manager for dispersal to end users		<input type="checkbox"/>	
	10. Alert Human Resources department of the New Hire Awareness Kit		<input type="checkbox"/>	
	<input type="checkbox"/> Customize New Hire Awareness Kit in conjunction with Human Resources department		<input type="checkbox"/>	
	11. Incorporate feedback from Pilot Group into all strategies		<input type="checkbox"/>	
	12. Customize MeetingPlace templates as required (Web, Outlook)		<input type="checkbox"/>	

Worksheet 6-2 Step 2: Announcement

Timeline		Owner	Status	Notes
Weeks 1–2	<i>Note:</i> All steps may not be required. Review with your MeetingPlace Application Consultant.			
	1. Define audience: enterprise-wide, marketing dept., sales dept. etc.	AC w/Corporate Communications Department	<input type="checkbox"/>	
	2. E-mail Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> Announcement of MeetingPlace		<input type="checkbox"/>	
	<input type="checkbox"/> Profile definition with training invitation		<input type="checkbox"/>	
	<input type="checkbox"/> Quick Start Guide		<input type="checkbox"/>	
	3. Voice Mail Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> Announcement of MeetingPlace		<input type="checkbox"/>	
	<input type="checkbox"/> Invite to take a "Voice Tour" #9		<input type="checkbox"/>	
	4. Dedicated Reference Center Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> Referenced in all materials (i.e., e-mails, training slides)		<input type="checkbox"/>	
	<input type="checkbox"/> Help Desk Awareness in support structure		<input type="checkbox"/>	
	<input type="checkbox"/> Advertise on company home page		<input type="checkbox"/>	
	<input type="checkbox"/> Maintain MeetingPlace Reference Center for continuous MeetingPlace presence		<input type="checkbox"/>	
	5. Corporate Newsletter Campaign		<input type="checkbox"/>	
	<input type="checkbox"/> Submit tips, applications or success stories for corporate newsletter		<input type="checkbox"/>	

Worksheet 6-3 Step 3: Quick Start

Timeline		Owner	Status	Notes
Weeks 2-3	1. MeetingPlace E-Mail Tips Campaign	AC w/ Corporate Training and Communication Departments	<input type="checkbox"/>	
	<input type="checkbox"/> One MeetingPlace tip per week for six weeks (same day)		<input type="checkbox"/>	
	<input type="checkbox"/> One MeetingPlace application per week for six weeks (same day)		<input type="checkbox"/>	
	<input type="checkbox"/> Include links to self-help strategies on MeetingPlace Reference Center		<input type="checkbox"/>	
	2. On-site Marketing <i>Choose one of the options below. There may be an extra charge for additional on-site strategies.</i>		<input type="checkbox"/>	
	<input type="checkbox"/> Lunch and Learn (hands-on session)		<input type="checkbox"/>	
	<input type="checkbox"/> All Hands Demo (10 minute demonstration during company-wide meeting)		<input type="checkbox"/>	
	<input type="checkbox"/> Lunch Demo (non-hands on session)		<input type="checkbox"/>	
	<input type="checkbox"/> Technology Fair		<input type="checkbox"/>	
	<input type="checkbox"/> Lobby Presentation		<input type="checkbox"/>	
1 hour	3. End user training—to be completed by Latitude Communications		<input type="checkbox"/>	
	<input type="checkbox"/> Determine dates and times for on-site or remote training classes.		<input type="checkbox"/>	
	<input type="checkbox"/> If on-site, reserve an appropriately sized meeting or training room with the following requirements:		<input type="checkbox"/>	
	<ul style="list-style-type: none"> – Two telephones (one should be a polycom or speakerphone) – Overhead data display projector – Two computers connected to the LAN with Internet access – Outlook/Notes access with executable (if applicable) 		<input type="checkbox"/>	

Timeline		Owner	Status	Notes
	<input type="checkbox"/> Distribute training materials to the user community if necessary		<input type="checkbox"/>	
	<input type="checkbox"/> Send e-mail reminder day before training with the following: <ul style="list-style-type: none">– Slides– Link to MeetingPlace Reference Center/ MeetingPlace web site– QRCs		<input type="checkbox"/>	
	4. Post-training			
	<input type="checkbox"/> Send e-mail to end users so that they can register on MeetingPlace University for follow-up training		<input type="checkbox"/>	

Worksheet 6-4 Step 4: Permeate

Timeline		Owner	Status	Notes
Week 3 - continuous	1. If you chose the Train the Trainer option:			
	<input type="checkbox"/> Consult with corporate trainer to ensure training strategy is in place	AC/AM with System Manager	<input type="checkbox"/>	
	– Incorporated into current company-wide training strategy?		<input type="checkbox"/>	
	– Incorporated into current company-wide training tools?		<input type="checkbox"/>	
	2. If you chose the Live Training option:			
1x/month	<input type="checkbox"/> Send e-mail blast with MeetingPlace University schedule		<input type="checkbox"/>	
	3. If you chose the MeetingPlace Reference Center option:			
1x/month	<input type="checkbox"/> Send out e-mail blast with information about the MeetingPlace Reference Center		<input type="checkbox"/>	
	4. Begin Departmental Strategy (for deeper deployment)		<input type="checkbox"/>	
	<input type="checkbox"/> Identify “power” departments or top users		<input type="checkbox"/>	
	A.			
	B.			
	C.			
	<input type="checkbox"/> Identify managers in relevant departments		<input type="checkbox"/>	
	A.			
	B.			
	C.			
	<input type="checkbox"/> Identify top users in departments		<input type="checkbox"/>	
	A.			
	B.			
	C.			

Timeline		Owner	Status	Notes
	<input type="checkbox"/> Define 3-5 specific department applications. These stories will guide demos, presentations and training.		<input type="checkbox"/>	
	A.			
	B.			
	C.			
	D.			
	E.			
	<input type="checkbox"/> Design/Create appropriate leave-behinds for department.		<input type="checkbox"/>	
	<input type="checkbox"/> Complete application demo or other appropriate presentation format for department.		<input type="checkbox"/>	
	<input type="checkbox"/> E-mail link to application stories from other customers in the same department.		<input type="checkbox"/>	
	<input type="checkbox"/> Assign expert buddy in each department to answer questions.		<input type="checkbox"/>	
	5. Choose the next department to target.		<input type="checkbox"/>	
	A.			
	B.			

Worksheet 6-5 Step 5: Monitor and Expand

Timeline		Owner	Status	Notes
Begin in month 3	1. Facilitate discussion with Latitude Marketing department regarding Customer Satisfaction program.	AC or System Manager	<input type="checkbox"/>	
	2. Review usage pattern		<input type="checkbox"/>	
	<input type="checkbox"/> Run Raw Meeting Detail or Billing Information Detail report.		<input type="checkbox"/>	
	3. Request assistance from Latitude Marketing department regarding Capacity Planning (with ROI, utilization patterns, etc.)	AC or System Manager	<input type="checkbox"/>	

The Next Step

Congratulations! You're on your way to more effective conferences with MeetingPlace. Now that you know more about MeetingPlace and what is required to prepare for and install the system, your next step is simply to get started. Your MeetingPlace Support Representative is standing by to provide you with additional information and guidance.

A Time Zone Import Codes

In this appendix, you'll find the Time Zone Import Codes selection as found in the MeetingTime Configure tab. Use these codes to show the numeric values of time zones when creating a file for importing user profile information.

There are 319 time zones to accommodate the rules of each country and region. MeetingPlace supports all of these time zones so users do not have to account for time zone differences. For example, if you have a system in New York and users in Chicago and London, each user can interact with the system using his/her own local time.

0	Factory	26	Africa/Khartoum	52	America/Anchorage
1	Localtime	27	Africa/Kigali	53	America/Anguilla
2	Africa/Abidjan	28	Africa/Kinshasa	54	America/Antigua
3	Africa/Accra	29	Africa/Lagos	55	America/Asuncion
4	Africa/Addis_Ababa	30	Africa/Libreville	56	America/Adak
5	Africa/Algiers	31	Africa/Lome	57	America/Barbados
6	Africa/Asmera	32	Africa/Luanda	58	America/Belize
7	Africa/Bamako	33	Africa/Lubumbashi	59	America/Bogota
8	Africa/Bangui	34	Africa/Lusaka	60	America/Buenos_Aires
9	Africa/Banjul	35	Africa/Malabo	61	America/Caracas
10	Africa/Bissau	36	Africa/Maputo	62	America/Cayenne
11	Africa/Blantyre	37	Africa/Maseru	63	America/Cayman
12	Africa/Brazzaville	38	Africa/Mbabane	64	America/Chicago
13	Africa/Bujumbura	39	Africa/Mogadishu	65	America/Costa_Rica
14	Africa/Cairo	40	Africa/Monrovia	66	America/Curacao
15	Africa/Casablanca	41	Africa/Nairobi	67	America/Denver
16	Africa/Conakry	42	Africa/Ndjamena	68	America/Detroit
17	Africa/Dakar	43	Africa/Niamey	69	America/Dominica
18	Africa/Dar_es_Salaam	44	Africa/Nouakchott	70	America/Edmonton
19	Africa/Djibouti	45	Africa/Ouagadougou	71	America/El_Salvador
20	Africa/Douala	46	Africa/Porto-Novo	72	America/Ensenada
21	Africa/Freetown	47	Africa/Sao_Tome	73	America/Fort_Wayne
22	Africa/Gaborone	48	Africa/Timbuktu	74	America/Godthab
23	Africa/Harare	49	Africa/Tripoli	75	America/Grand_Turk
24	Africa/Johannesburg	50	Africa/Tunis	76	America/Grenada

25	Africa/Kampala	51	Africa/Windhoek	77	America/Guadeloupe
78	America/Guatemala	114	America/St_Kitts	150	Asia/Karachi
79	America/Guayaquil	115	America/St_Lucia	151	Asia/Katmandu
80	America/Guyana	116	America/St_Vincent	152	Asia/Kuala_Lumpur
81	America/Halifax	117	America/Tegucigalpa	153	Asia/Kuwait
82	America/Havana	118	America/Thule	154	Asia/Macao
83	America/Jamaica	119	America/Tijuana	155	Asia/Magadan
84	America/Knox_IN	120	America/Vancouver	156	Asia/Manila
85	America/La_Paz	121	America/Virgin_Is	157	Asia/Muscat
86	America/Lima	122	America/Whitehorse	158	Asia/Nicosia
87	America/Los_Angeles	123	America/Winnipeg	159	Asia/Novosibirsk
88	America/Managua	124	Asia/Aden	160	Asia/Omsk
89	America/Manaus	125	Asia/Alma-Ata	161	Asia/Phnom_Penh
90	America/Martinique	126	Asia/Amman	162	Asia/Pyongyang
91	America/Mazatlan	127	Asia/Anadyr	163	Asia/Qatar
92	America/Mexico_City	128	Asia/Ashkhabad	164	Asia/Rangoon
93	America/Miquelon	129	Asia/Baghdad	165	Asia/Riyadh
94	America/Montevideo	130	Asia/Bahrain	166	Asia/Saigon
95	America/Montreal	131	Asia/Baku	167	Asia/Seoul
96	America/Montserrat	132	Asia/Bangkok	168	Asia/Shanghai
97	America/Nassau	133	Asia/Beirut	169	Asia/Singapore
98	America/Navajo	134	Asia/Brunei	170	Asia/Yekaterinburg
99	America/New_York	135	Asia/Calcutta	171	Asia/Taipei
100	America/Noronha	136	Asia/Colombo	172	Asia/Tashkent
101	America/Panama	137	Asia/Dacca	173	Asia/Tbilisi
102	America/Paramaribo	138	Asia/Damascus	174	Asia/Tehran
103	America/Phoenix	139	Asia/Dubai	175	Asia/Tel_Aviv
104	America/Port-au-Prince	140	Asia/Dushanbe	176	Asia/Thimbu
105	America/Port_of_Spain	141	Asia/Bishkek	177	Asia/Tokyo
106	America/Porto_Acre	142	Asia/Gaza	178	Asia/Ujung_Pandang
107	America/Puerto_Rico	143	Asia/Hong_Kong	179	Asia/Ulan_Bator
108	America/Regina	144	Asia/Irkutsk	180	Asia/Vientiane
109	America/Santiago	145	Asia/Istanbul	181	Asia/Vladivostok
110	America/Santo_Domingo	146	Asia/Jakarta	182	Asia/Yakutsk
111	America/Sao_Paulo	147	Asia/Jayapura	183	Asia/Yerevan
112	America/Scoresbysund	148	Asia/Kabul	184	Atlantic/Azores
113	America/St_Johns	149	Asia/Kamchatka	185	Atlantic/Bermuda

186	Atlantic/Canary	222	Europe/London	258	GMT+7
187	Atlantic/Cape_Verde	223	Europe/Luxembourg	259	GMT+8
188	Atlantic/Faeroe	224	Europe/Madrid	260	GMT+9
189	Atlantic/Madeira	225	Europe/Malta	261	GMT-1
190	Atlantic/Reykjavik	226	Europe/Minsk	262	GMT-10
191	Atlantic/South_Georgia	227	Europe/Monaco	263	GMT-11
192	Atlantic/St_Helena	228	Europe/Moscow	264	GMT-12
193	Atlantic/Stanley	229	Europe/Oslo	265	GMT-2
194	Australia/Adelaide	230	Europe/Paris	266	GMT-3
195	Australia/Brisbane	231	Europe/Prague	267	GMT-4
196	Australia/Broken_Hill	232	Europe/Riga	268	GMT-5
197	Australia/Darwin	233	Europe/Rome	269	GMT-6
198	Australia/Hobart	234	Europe/Sarajevo	270	GMT-7
199	Australia/Lord_Howe	235	Europe/Skopje	271	GMT-8
200	Australia/Melbourne	236	Europe/Sofia	272	GMT-9
201	Australia/Perth	237	Europe/Stockholm	273	Indian/Antananarivo
202	Australia/Sydney	238	Europe/Tallinn	274	Indian/Christmas
203	Europe/Amsterdam	239	Europe/Tirane	275	Indian/Comoro
204	Europe/Andorra	240	Europe/Vaduz	276	Indian/Mahe
205	Europe/Athens	241	Europe/Vienna	277	Indian/Maldives
206	Europe/Belfast	242	Europe/Vilnius	278	Indian/Mauritius
207	Europe/Belgrade	243	Europe/Warsaw	279	Indian/Mayotte
208	Europe/Berlin	244	Europe/Zagreb	280	Indian/Reunion
209	Europe/Bratislava	245	Europe/Zurich	281	Pacific/Auckland
210	Europe/Brussels	246	GMT	282	Pacific/Belau
211	Europe/Bucharest	247	GMT+0	283	Pacific/Chatham
212	Europe/Budapest	248	GMT+1	284	Indian/Cocos
213	Europe/Chisinau	249	GMT+10	285	Pacific/Easter
214	Europe/Copenhagen	250	GMT+11	286	Pacific/Efate
215	Europe/Dublin	251	GMT+12	287	Pacific/Enderbury
216	Europe/Gibraltar	252	GMT+13	288	Pacific/Fakaofu
217	Europe/Helsinki	253	GMT+2	289	Pacific/Fiji
218	Europe/Istanbul	254	GMT+3	290	Pacific/Funafuti
219	Europe/Kiev	255	GMT+4	291	Pacific/Galapagos
220	Europe/Lisbon	256	GMT+5	292	Pacific/Gambier
221	Europe/Ljubljana	257	GMT+6	293	Pacific/Guadalcanal

294	Pacific/Guam
295	Pacific/Honolulu
296	Pacific/Kiritimati
297	Pacific/Kwajalein
298	Pacific/Majuro
299	Pacific/Marquesas
300	Pacific/Midway
301	Pacific/Nauru
302	Pacific/Niue
303	Pacific/Norfolk
304	Pacific/Noumea
305	Pacific/Pitcairn
306	Pacific/Ponape
307	Pacific/Port_Moresby
308	Pacific/Rarotonga
309	Pacific/Pago_Pago
310	Pacific/Tahiti
311	Pacific/Tarawa
312	Pacific/Tongatapu
313	Pacific/Truk
314	Pacific/Wake
315	Pacific/Wallis
316	Pacific/Yap
317	Atlantic/Jan_Mayen
318	Indian/Chagos

B Security Parameters

The following table lists the security parameters that are available to help you secure your system. For information on planning for security, see Chapter 2.

Parameter	Description	Location ²⁷	Options	Default
System Access				
Min profile pwd length	Minimum length for a profile password	Usage Parameters	0-11	6
Change profile pwd (days)	Frequency at which a profile password must be changed	Usage Parameters	0-3650	90
Min user pwd length	Minimum length for a user password	Usage Parameters	0-11	5
Change user pwd	Frequency at which a user password must be changed	Usage Parameters	0-3650	90
Max profile login attempts	Number of attempts to login to a profile before the profile is locked	Usage Parameters	0-32767	3
Meeting Scheduling and Setup				
Allow vanity mtg IDs?	Whether users are allowed to assign custom meeting IDs to the meetings they schedule	System Parameters	Yes/No	Yes
Minimum mtg ID length	Minimum length for meeting IDs	Scheduling Parameters	1-9	4
Min meeting pwd length	Minimum length for meeting passwords	Usage Parameters	0-11	0
Password required?	Requires user to establish a password when scheduling	User/Group Profile	Yes/No	No
Display mtg to everyone?	Restricts who can see meetings scheduled by this user ²⁸	User/Group Profile	Yes/No	No
Allow guest outdial?	Whether guests are given outdial privileges ²⁹	User/Group Profile	Yes/No	No

²⁷ Unless “via phone” or a specific tab is mentioned, all parameters are found in MeetingTime in the Configure tab.

²⁸ If this parameter is set to Yes, anyone can see meetings scheduled by this user from the Browse Meetings link in MeetingPlace Web or on the reception board in MeetingTime. This parameter can be changed on a per-meeting basis when a user schedules meetings.

Parameter	Description	Location ²⁷	Options	Default
Scheduling restriction	Whether or not users can schedule meetings	User/Group Profile	Unrestricted, Cannot Schedule, Near Term Mtg Limit ³⁰	Unrestricted
Meeting Access				
Entry announcement ³¹	Announces meeting participants as they enter	User/Group Profile	Beep only, Beep+Name, None	Beep+Name
Screened entry	Meeting participants must be admitted by first participant	User/Group Profile	Yes/No	No
Lock meeting	No further participants can enter unless somebody within the meeting gives their permission	In Session tab or via phone	N/A	N/A
Drop last participant	Last participant is dropped from the meeting	Via phone	N/A	N/A
Delete caller	Selected participant is dropped from the meeting	In Session tab	N/A	N/A
Outdialing				
Can call out from mtgs?	Whether users can outdial from meetings	User/Group Profile	Yes/No	No
Max outdials per mtg	Determines maximum number of outdials user can make from a meeting	User/Group Profile	1-500, Unrestricted	0
Ask for profile password?	Requires user's profile password before initiating an outdial	User/Group Profile	Yes / No	Yes
Digit translation table (requires table setup and configuration)	Restricts outdialing privileges to specified area codes and prefixes	User/Group Profile	0-15 (table ID)	0

²⁹ Setting this parameter to Yes enables MeetingPlace to outdial to guest users when they click the Join Voice Conference button from the Web. Meeting schedulers can change this parameter on a per-meeting basis only if the Can Schedule Guest Outdial Mtgs parameter is set to Yes in their profile.

³⁰ "Near Term Mtg Limit" determines how many meetings users can schedule in a six-hour period.

³¹ When this field is set to Beep+Name, all guests are required to record their name before entering a meeting. If someone enters a meeting and their name is not announced, meeting participants should question this person to determine who they are.

Parameter	Description	Location ²⁷	Options	Default
Can schedule guest outdial mtgs?	Whether users can schedule meetings that allow guests to join the voice conference over the web. Setting this parameter to Yes allows users to change the Allow Guest Outdial in Mtgs parameter on a per-meeting basis.	User/Group Profile	Yes/No	No

C M3 Platform Specifications

The following is a list of the MeetingPlace M3's platform specifications.

Key Features

- Carrier grade Compact PCI voice conferencing system
- MeetingPlace leading application software with integrated Web Conferencing capabilities
- Calendar integration with Microsoft Outlook or Lotus Notes
- Corporate LDAP directory management
- Notifications through email

Technical Specifications

Capacity

- In a T1 CAS system: Up to 1152 ports
- In a T1 PRI system (North America only): Up to 736 ports
- In an E1 PRI system: Up to 960 ports
- Up to 384 IP ports, supports G. 711 and H.323
- Mix and match IP end points with T1 or E1
- Non blocking N/2 simultaneous conferences, where "N" equals the total number of ports

Size & Weight

- Height: 21 inches (533 mm)
- Width: 18.9 inches (480 mm)
- Depth: 17.13 inches (435 mm)
- Up to 110 lbs. fully loaded

Mounting

- Per EIA Standard RS-310-C in 19" rack or 23" rack with mounting brackets

Telephony Trunking

- T1 CAS framing: ESF or D4/SF framing
- T1 CAS linecodes: AMI or B8ZS
- T1 CAS protocols: E&M wink start, ground or loop
- T1 PRI framing: ESF or D4/SF framing
- T1 PRI linecodes: AMI or B8ZS
- T1 PRI protocols: AT&T (TR41459) (default), Bell (NI-2), Nortel (DMS-100)
- E1 framing: CRC4 or non-CRC4
- E1 linecodes: HDB3
- E1 protocols: Euro ISDN (default) or QSIG

Redundancy

- Three hot swappable, N+1 redundant power supplies and fan units
- Dual 36GB disk drives
- Dual CompactPCI backplane
- NS-20 tape backup system

Environment

- 10 to 40 degree Celsius operating
- 5% to 80% humidity non-condensing

Electrical

- System power: 90–260 VAC, 50–63 Hz
- MeetingPlace M3 draws a maximum of 600 watts of power and produces a maximum of 2048 BTU/hour

Serviceability

- Front access service and installation of platform components
- Rear connection of I/O allows Smart Blade removal without disconnecting field wiring

D Siemens HiPath 4000 Configuration

Introduction

When configuring MeetingPlace M3 against a Siemens HiPath 4000 PBX system, some differences from the standard PBX configuration are necessary. (For details about this configuration, see the next section, “Latitude Setup for Siemens HiPath 4000.”)

In particular, you must do the following when programming T1 trunks:

- Program T1 trunks as TIE type trunks.
- Program T1 trunks as EMI/Wink (not wink/immediate).

If these changes are not made, the following problems occur:

- There is no DTMF to MeetingPlace.
- There is no DTMF from MeetingPlace.

To confirm that DTMF exists both to and from MeetingPlace, test the outdial by using the “activity” command.

Cisco Setup for Siemens HiPath 4000

The following pages show a printout of a Siemens HiPath 4000 configuration.

```

COP: 11 INFO:
      DEVICE: INDEP          SOURCE: DB
      PARAMETER:
        DUALTONE MULTIPLEFREQUENCY
        LINE WITH START-DIAL-SIGNAL
        LINE WITH ANSWERING
        SPECIAL MODE
        BACKWARD RELEASE AFTER RELEASE
        NORTH AMERICAN ANALOG TRUNK
        START-DIALING-SIGNAL TIMER 1 (AMO DTIM2: PARAMETER STADIAL1)
        PREDIALING DELAY 1 (AMO DTIM2: PDLY1)
        MAKE/BREAK RATIO FOR DTMF 1 (PULSE=80MS,PAUSE=80MS)

```

```

DTMF
SDL
ANS
SFRM
RLSA
NAAT
TIM1
PDP1
DTM1

```

ADD-COP:11,DTMF&SDL&ANS&SFRM&RLSA&NAAT&TIM1&PDP1&DTM1,,;

```

COT: 11 INFO:
      DEVICE: INDEP          SOURCE: DB
      PARAMETER:
        RECALL IF USER HANGS UP IN CONSULTATION CALL
        TRUNK SIGNALING ANSWER
        REGISTRATION OF IMPLAUSIBLE EVENTS
        AUTOM.DTMF CONVERSION ON INCOM.CALL WHILE IN TALK STATE
        NO TONE

```

```

RCL
ANS
IEVT
AMFC
NTON

```

ADD-COT: 11,RCL&ANS&IEVT&AMFC&NTON;

----- FORMAT = L -----				
TGRP NUMBER :	11	TGRP NAME :	LATITUDE	MAXIMUM NO. : 96
SUBGROUP NO.:	75	CHARCON :	NEUTRAL	
RESERVED :	N	DEVICE TYPE :	TLEMW	TRACENO : 0
NUMBER OF ASSOCIATED ROUTES	1	SEARCH MODE :	CIRCULAR	ACD THRESHOLD : *
TDDRFLAG :	ON	TDDRTHRESHOLD:	0	PRIORITY : 2
GDTRRULE :	0	ACDPMGRP :	0	SOURCEGROUPIDX : 1
THE FOLLOWING TRUNKS (LTG-LTU-SLOT-CCT) HAVE BEEN ALLOCATED:				
1-11- 79-1	1-11- 79-2	1-11- 79-3	1-11- 79-4	1-11- 79-5
1-11- 79-6	1-11- 79-7	1-11- 79-8	1-11- 79-9	1-11- 79-10
1-11- 79-11	1-11- 79-12	1-11- 79-13	1-11- 79-14	1-11- 79-15
1-11- 79-16	1-11- 79-17	1-11- 79-18	1-11- 79-19	1-11- 79-20
1-11- 79-21	1-11- 79-22	1-11- 79-23	1-11- 79-24	1-10- 79-1
1-10- 79-2	1-10- 79-3	1-10- 79-4	1-10- 79-5	1-10- 79-6
1-10- 79-7	1-10- 79-8	1-10- 79-9	1-10- 79-10	1-10- 79-11
1-10- 79-12	1-10- 79-13	1-10- 79-14	1-10- 79-15	1-10- 79-16
1-10- 79-17	1-10- 79-18	1-10- 79-19	1-10- 79-20	1-10- 79-21
1-10- 79-22	1-10- 79-23	1-10- 79-24	1-12- 79-1	1-12- 79-2
1-12- 79-3	1-12- 79-4	1-12- 79-5	1-12- 79-6	1-12- 79-7
1-12- 79-8	1-12- 79-9	1-12- 79-10	1-12- 79-11	1-12- 79-12
1-12- 79-13	1-12- 79-14	1-12- 79-15	1-12- 79-16	1-12- 79-17
1-12- 79-18	1-12- 79-19	1-12- 79-20	1-12- 79-21	1-12- 79-22
1-12- 79-23	1-12- 79-24			

ADD-BUEND:11 ,"LATITUDE " ,96 ,N,0 ,* ,2 ,ON ,0 ,0 ,NEUTRAL;

LDPNO : 125			LDP : 46666
			SPC : 22
			FDSFIELD : 0 SDSFIELD : 0 PINDP : N
DPLN	LROUTE	LAUTH	
0	12	1	
1	12	1	
2	12	1	
3	12	1	
4	12	1	
5	12	1	
6	12	1	
7	12	1	
8	12	1	
9	12	1	
10	12	1	
11	12	1	
12	12	1	
13	12	1	
14	12	1	
15	12	1	

DIGIT INTERPRETATION		VALID FOR ALL DIAL PLANS	
CODE	CALL PROGRESS STATE	DIGIT ANALYSIS	RESERVED/CONVERT
	1 11111 11112 22	RESULT	DNI/ADD-INFO *=OWN NODE
46666	0 12345 67890 12345 67890 12	. ***** **... .. .*	TIE

You also need to make sure that you TIE trunk channels for Latitude have the correct COS and LCOS for your application.(Internal and External dialing)

E Administering Cisco MeetingPlace During a Network Outage

The MeetingTime client must always have connectivity to the MeetingPlace server in order to communicate information. Whenever your company experiences a network outage, the MeetingPlace server continues to work. However, the MeetingTime client cannot connect to the MeetingPlace server using the normal means. To connect a MeetingTime client to the MeetingPlace server during a network outage, you can use either of the following methods:

- Slip connection via the modem
- TCP/IP connection using a crossover LAN cable

The next two sections describe each method.

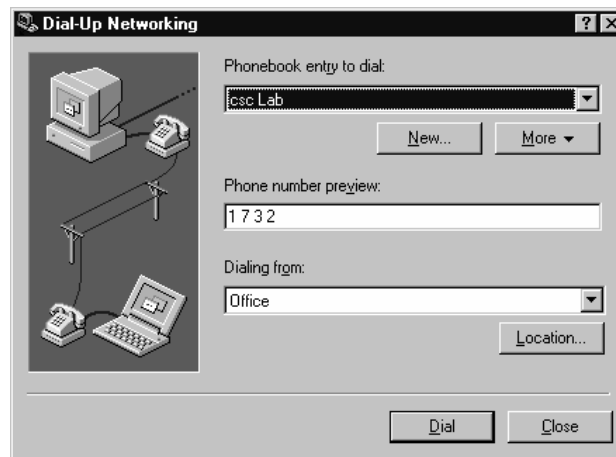
Administering MeetingPlace via the Modem Interface

The M3 (and PCI) MeetingPlace server comes with a modem that allows you to connect to the MeetingPlace system remotely. This interface also allows you to administer the MeetingPlace server through MeetingTime. To do this, you need a computer with the following:

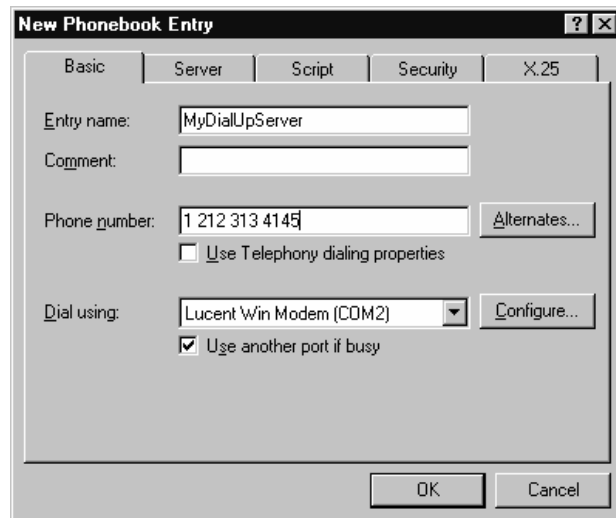
- A modem
- Windows 98, NT, or 2000
- MeetingTime software

Then, configure the dial-up connection that is provided with each operating system to dial up the MeetingPlace server. For example, in Windows NT, you would do the following:

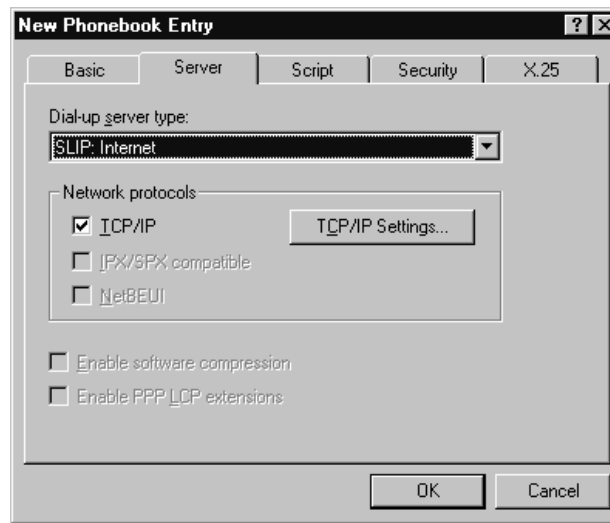
1. Invoke Dialup Networking (click the **Start** button, choose **Programs**, choose **Accessories**, then choose **Dial-up Networking**). Then, click **New** to open the Dial-Up Networking dialog box.



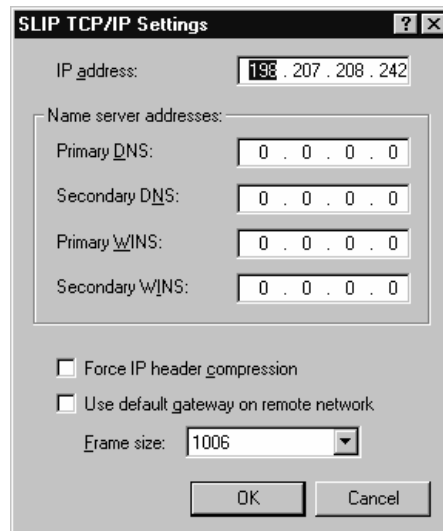
2. Enter a name to identify your MeetingPlace Server, and the phone number for your MeetingPlace modem. For **Dial using**, select a modem. Then click the **Server** tab to configure the slip connection.



3. In the Server tab, do the following:
 - For **Dial-up server type**, select **SLIP**
 - For **TCP/IP**, make sure the checkbox is selected.
 - Click the **TCP/IP Settings** button to configure TCP/IP



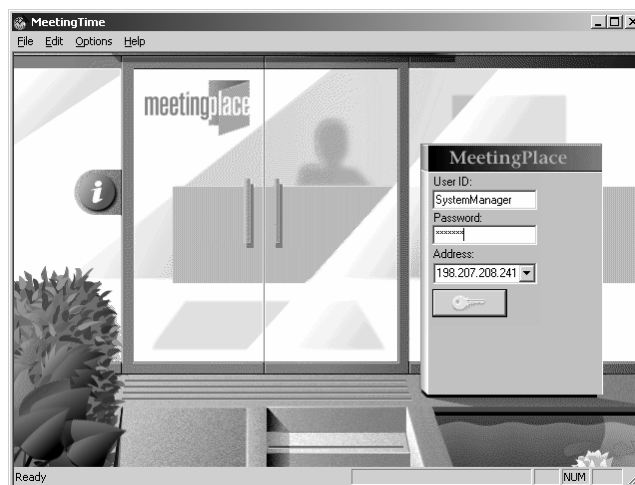
4. In the SLIP TCP/IP Settings dialog box, do the following, then click **OK**:
 - Make sure **IP address** is set to 198 . 207 . 208 . 242
 - Make sure **Force IP header compression** and **Use default gateway on remote network** are cleared (not selected)
 - Keep **Frame size** at 1006



5. In the New Phonebook Entry dialog box, click **OK**.

After configuring the dialup networking connection, from this point on you only need to select the phonebook entry that corresponds to your MeetingPlace server. Once you are connected to the MeetingPlace server, you can start your MeetingTime client.

6. Enter your user ID and password. For **Address**, enter:
198.207.208.241.



Using this configuration, you can connect to the MeetingPlace using the MeetingTime Client through the modem connection. However, you cannot append or retrieve any attachment when connected using this method.

Administering MeetingPlace Using a Crossover LAN Cable Connection

You can also connect a computer directly to the MeetingPlace server with a crossover LAN cable. (You can purchase an Ethernet 10 Base-T/100Base-TX crossover cable in most electronics stores.)

To construct an Ethernet cable, instead of purchasing one, use the following table for wiring information.

Pin	Pin
1	3
2	6
3	1
6	2

If your MeetingPlace server is connected to the LAN, and you want to access the MeetingPlace server using the crossover cable while network connectivity is down, do the following:

1. Unplug the Ethernet cable from the back of the MeetingPlace server.
2. Connect the crossover cable in its place.
3. Reconnect the LAN cable after the network outage is resolved.

Your computer must be configured to have a static IP address in the same subnet as the MeetingPlace Server. For example, if the MeetingPlace server has an IP address of 192.168.1.2 with a subnet mask of 255.255.255.0 and a default gateway of 192.168.1.1, the IP address for the computer must be between 192.168.1.3 and 192.168.1.254, with a subnet mask of 255.255.255.0.

After the connection is established between the computer and the MeetingPlace server, you can use MeetingTime to administer MeetingPlace, just as you would over the LAN. Because you may not have access to the DNS or WINS server, you may need to use the IP address instead of the hostname of the MeetingPlace server in the Address field of MeetingTime.

F

Configuring NSF Codes

This appendix describes the general planning and procedures for configuring the MeetingPlace system with NSF codes. For detailed information, see the *MeetingServer 5.1 Customer Engineer Guide*.

Introduction

The ISDN protocol allows telephone service providers to add custom protocol extensions to the ISDN protocol, to provide various localized services not defined in the general ISDN specs. These extensions, called *NSF codes*, are contained in the Network Specific Facility (NSF) Information Element (IE).

If your system outcalls directly to the PSTN (not through a PBX system), you must configure the MeetingPlace system with the proper NSF codes that enable certain Telco services and features. Failure to configure the NSF codes (or failure to configure them properly) will result in failed outcalls and higher phone service costs.

Important: If you don't know if your system uses NSF codes, ask your telephone service provider.

NSF Configuration Procedure

Use the following general steps to configure NSF codes. For detailed information, see the *MeetingServer 5.1 Customer Engineer Guide*.

1. Gather the NSF code information.

Determine information about the NSF codes (see the next section, "Gathering NSF Code Information"). Then complete Worksheet F-1, later in this appendix.

2. Create specific port groups.

Create specific port groups that will use certain NSF codes. In general, if a customer site needs NSF code configuration, only one port group needs to be NSF code "enabled".

3. Create protparm tables.

Point the NSF code enabled port groups to specific protparm tables. The generic tables out of the factory do not have NSF codes enabled and must be copied to specific tables and modified for NSF code use.

4. Modify protparm tables.

Use the protparm utility to modify each protparm table that will support NSF codes.

5. Restart the system.

The changes in step 4 take place only after restarting the system.

6. Test the NSF configuration.

Make some test outcalls to the PSTN from either scheduled meetings or using “activity” command. If the calls complete, the configuration was successful.

7. If failures occur:

See the troubleshooting information in the *MeetingServer 5.1 Customer Engineer Guide*.

Gathering NSF Code Information

What Information to Gather

Before you configure the NSF codes, you need to find the following information:

- **Carrier Identification Code (CIC).** A four-digit decimal code established by the FCC in the U.S. to identify each Telco. (For example, the AT&T CIC code is 1288.) If a subscriber has various services available from various carriers, this code can be used to select a carrier. An NSF code does not always include the CIC. The carrier providing the connection from MeetingPlace to the Central Office (CO) dictates whether the CIC is included.

In addition, some carriers prefer to abbreviate their NSF code to three digits (dropping the most significant digit). Therefore, when you request CIC information, it is important to determine if the carrier uses three or four digits.

- **NSF code type.** NSF codes come in four types, as shown in the following examples.

Service – Software Defined Network (SDN) (by AT&T).

Feature – Billing Number preferred for ANI (AT&T).

Service + parameter – Outwats (Bell Canada) and Tie Line (Bell Canada).

Feature + parameter – Vari-A-Bill (Flexible Billing) (AT&T).

- **NSF code value.** Sometimes calls the Binary Facility Coded Value (BFCV). This value indicates the specific ID of the service or feature mentioned above. This value ranges from 0 to 31. Using the above mentioned services and features as examples:

SDN is a service with BFCV 1.

Billing Number preferred for ANI is a feature with BFCV of 4.

Outwats is a service with parameter with BFCV of 3.

Vari-A-Bill is a feature with parameter with BFCV of 9.

- **Extra parameter.** The extra parameter, if used, is a value from 0 to 255. For example, Bell Canada uses this parameter as a “Service IDentifier” (SID). For its Outwats service, the NSF code is not complete unless it has BFCV of 3 and parameter (SID) of 2. Vari-A-Bill (AT&T) has a BFCV of 9 and parameter of 6.

How to Gather the Information

You can do either of the following to get the NSF code information described above:

Ask the customer, or customer’s carrier, for the information

The customer may have this information. Alternatively, a “Provisioning Letter” from the customer’s carrier contains all this information. If the letter has been misplaced or the information is difficult to understand, contact the customer’s carrier for this information.

Supply a low level (layer 3) ISDN trace of an outcall from the PBX to the CO

This option could be difficult if you (or the customer) don’t use a PBX with MeetingPlace; you (or the customer) don’t know how to run this trace; or the NSF codes used by the PBX are different from those used by MeetingPlace to the PSTN.

The trace can produce the information in raw hex or semi-English decoded form.

- If it’s in raw hex form, cut and paste only the binary bytes from the SETUP message into a file. Then, print out the decoded NSF information by running the “acpridec” utility as shown:

```
acpridec -3f<filename>
```

- If it’s in a semi-English decoded version, you must simply read the text.

Worksheet F-1 NSF Code Information for PRI Trunks

To prepare to configure the MeetingPlace system with NSF codes, complete the following worksheet.

Action	Description	✓
1. Will MeetingPlace be outdialing directly to the PSTN (without an intervening PBX)?	NSF codes are not needed except for outdialing directly to the PSTN (Central Office). If no, skip the rest of this worksheet.	↑
2. Will MeetingPlace need NSF codes to complete outcalls?	Find out from the customer, the customer's carrier, or from sample PBX to PSTN outcall traces. If no, skip the rest of this worksheet.	↑
3. What kind of NSF code is needed: Service or Feature?	In general, MeetingPlace will only need to invoke certain <i>services</i> for outcalls. Features are not important.	↑
4. What is the service or feature value?	This value is also called the BFCV (Binary Facility Coded Value). This ranges from 0 to 31.	↑
5. Does the service or feature have an extra parameter? If so, what is it?	This ranges from 0 to 255.	↑
6. Does the NSF code require a Carrier Identification Code (CIC)?	The FCC has created a list of 10,000 codes for the different telephone service providers in the United States. These codes might also be used in Canada. If no CIC is needed, skip the rest of this worksheet.	↑
7. What is the CIC?	Determine the three- or four-digit CIC.	↑
8. For four-digit CICs, does the carrier use all four digits or only the lower three of four digits?	For example, the CIC for AT&T is 1288, but AT&T uses 288.	↑

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