



CHAPTER 26

MeetingPlace Profile

Use Cisco MeetingPlace Profile settings to configure settings that are related to Cisco MeetingPlace, including primary servers, standby servers, and the users that are associated with the profile. You can use this window to search for specific profiles and change individual settings.

Finding a Cisco MeetingPlace Profile

Because you might have several Cisco MeetingPlace profiles in your network, Cisco Unified Presence lets you locate specific Cisco MeetingPlace profiles on the basis of specific criteria. Use the following procedure to locate specific Cisco MeetingPlace profiles.

**Note**

During your work in a browser session, the cookies on the client machine store your find/list search preferences. If you navigate to other menu items and return to this menu item, or if you close the browser and then open a new browser window, the system retains your Cisco Unified Presence search preferences until you modify your search.

Procedure

Step 1 Choose **Application > Cisco Unified Personal Communicator > MeetingPlace Profile**.

The Find and List MeetingPlace Profiles window displays. Records from an active (prior) query may also display in the window.

Step 2 To find all records in the database, ensure the dialog box is empty; go to [Step 3](#).

To filter or search records

- From the first drop-down list box, choose a search parameter.
- From the second drop-down list box, choose a search pattern.
- Specify the appropriate search text, if applicable.

**Note**

To add additional search criteria, click the + button. When you add criteria, the system searches for a record that matches all criteria that you specify. To remove criteria, click the – button to remove the last added criterion or click the **Clear Filter** button to remove all added search criteria.

Step 3 Click **Find**.

All matching records display. You can change the number of items that display on each window by choosing a different value from the Rows per Page drop-down list box.



Note You can delete multiple records from the database by checking the check boxes next to the appropriate record and clicking **Delete Selected**. You can delete all configurable records for this selection by clicking **Select All** and then clicking **Delete Selected**.

Step 4 From the list of records that display, click the link for the record that you want to view.

Note To reverse the sort order, click the up or down arrow, if available, in the list header.

The window displays the item that you choose.

Additional Information

See the [“Related Topics”](#) section on page 26-4.

Configuring a Cisco MeetingPlace Profile

This section describes how to add or update a Cisco MeetingPlace profile in the Cisco Unified Presence database.

Procedure**Step 1** Perform one of the following tasks:

- To add a Cisco MeetingPlace profile, choose **Application > Cisco Unified Personal Communicator > MeetingPlace Profile** and click **Add New**.
- To update a Cisco MeetingPlace profile, find the profile by using the procedure in the [“Finding a Cisco MeetingPlace Profile”](#) section on page 26-1.

The MeetingPlace Profile Configuration window displays.

Step 2 Enter the appropriate settings as described in [Table 26-1](#).**Step 3** To associate users with the Cisco MeetingPlace profile, click **Add Users to Profile**.

The Find and List Users window displays.

Step 4 To find all records in the database, ensure the dialog box is empty; go to [Step 5](#).

To filter or search records

- From the first drop-down list box, choose a search parameter.
- From the second drop-down list box, choose a search pattern.
- Specify the appropriate search text, if applicable.



Note To add additional search criteria, click the + button. When you add criteria, the system searches for a record that matches all criteria that you specify. To remove criteria, click the – button to remove the last added criterion or click the **Clear Filter** button to remove all added search criteria.

Step 5 Click **Find**.

All matching records display. You can change the number of items that display on each window by choosing a different value from the Rows per Page drop-down list box.

Step 6 From the list of records, click the users that you want to add to the Cisco MeetingPlace profile or click **Select All**.

Step 7 To add the users to the Cisco MeetingPlace profile, click **Add Selected**.

Step 8 To exit the Find and List Users window, click **Close**.

Step 9 To save the data and to add the Cisco MeetingPlace profile to the database, click the **Save** icon that displays in the tool bar in the upper, left corner of the window (or click the **Save button** that displays at the bottom of the window).

Additional Information

See the “[Related Topics](#)” section on page 26-4.

Cisco MeetingPlace Profile Configuration Settings

Table 26-1 describes the Cisco MeetingPlace profile configuration parameters. For related procedures, see the “[Related Topics](#)” section on page 26-4.

Table 26-1 Cisco MeetingPlace Profile Configuration Parameters

Field	Description
Name	This parameter specifies the name of the Cisco MeetingPlace profile. Maximum characters: 128
Description	This parameter provides a general description of the Cisco MeetingPlace profile. Maximum characters: 128
Primary MeetingPlace Server	This parameter specifies the primary Cisco MeetingPlace server. From the dropdown list, you can choose from the Cisco MeetingPlace servers that you have already defined on the system.
Backup MeetingPlace Server	This parameter specifies the backup Cisco MeetingPlace server. From the dropdown list, you can choose from the Cisco MeetingPlace servers that you have already defined on the system. You can specify two backup Cisco MeetingPlace servers.

Deleting a Cisco MeetingPlace Profile

This section describes how to delete a Cisco MeetingPlace profile.

Procedure

- Step 1** Find the Cisco MeetingPlace profile by using the procedure in the [“Finding a Cisco MeetingPlace Profile”](#) section on page 26-1.
- Step 2** From list of matching records, choose the Cisco MeetingPlace profile that you want to delete.
- Step 3** To delete the profile, click the **Delete Selected Item** icon that displays in the tool bar in the upper, left corner of the window (or click the **Delete Selected** button that displays at the bottom of the window).
- If the Cisco MeetingPlace profile is not in use, Cisco Unified Presence deletes it. If it is in use, a message displays.
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Additional Information

See the [“Related Topics”](#) section on page 26-4.

Related Topics

- [Finding a Cisco MeetingPlace Profile, page 26-1](#)
- [Configuring a Cisco MeetingPlace Profile, page 26-2](#)
- [Deleting a Cisco MeetingPlace Profile, page 26-4](#)