



# CPU Replacement Procedure for the Cisco MeetingPlace 8100 Series

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This procedure describes how to replace the CPU for your Cisco MeetingPlace 8100 series. The CPU is composed of a card (located on the front of the Cisco MeetingPlace 8100 series) and a transition module (located in the back of the Cisco MeetingPlace 8100 series).



## Note

- You must replace both the CPU card and the CPU transition module at the same time. You cannot replace only one.
  - Before replacing the CPU, ensure that you have new license keys for your Cisco MeetingPlace 8100 series. You must install these new license keys immediately after you replace the CPU.
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This procedure contains the following topics:

- [Additional References, page 1](#)
- [Before Replacing the CPU, page 2](#)
- [How to Replace the CPU, page 6](#)
- [How to Configure Your CPU, page 10](#)

## Additional References

Follow these general guidelines:

- If you want information about installing the Cisco MeetingPlace 8100 series hardware for the first time or information about upgrading the Cisco MeetingPlace 8100 series software, see the *Installation and Upgrade Guide* for Cisco MeetingPlace Audio Server Release 5.3 at the following URL:  
<http://www.cisco.com/univercd/cc/td/doc/product/conf/mtgplace/audio/53/53inst/index.htm>.
- If you want information about configuring the Cisco MeetingPlace 8100 series, see the *Configuration Guide* for Cisco MeetingPlace Audio Server Release 5.3 at the following URL:  
<http://www.cisco.com/univercd/cc/td/doc/product/conf/mtgplace/audio/53/53config/index.htm>.



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- For complete information about all of the Cisco conferencing documentation, including *Regulatory Compliance and Safety Information for the Cisco MeetingPlace Series 8100*, see the *Guide to Cisco Conferencing Documentation and Support* at the following URL:  
<http://www.cisco.com/univered/cc/td/doc/product/conf/mtgplace/roadmap.htm>.

## Before Replacing the CPU

This section contains the following topics:

- [Checking the New CPU for Damage, page 2](#)
- [Ensuring That You Have the Required Tools, page 2](#)
- [Verifying No User Activity, page 2](#)
- [Ensuring that the Cisco MeetingPlace System Works Correctly Before the Replacement, page 4](#)
- [Backing up the Database, page 6](#)
- [Powering Down the Cisco MeetingPlace 8100 Series, page 6](#)

## Checking the New CPU for Damage

Visually inspect your new Cisco MeetingPlace 8100 series CPU for damage. Contact Cisco TAC if the Cisco MeetingPlace 8100 series CPU that you received was damaged during shipping or if parts are missing. The Cisco MeetingPlace 8100 series CPU package contains the following:

- Cisco MeetingPlace 8100 series CPU card
- Cisco MeetingPlace 8100 series CPU transition module

## Ensuring That You Have the Required Tools

Ensure that you have the following tools to replace the CPU in your Cisco MeetingPlace 8100 series:

- Computer with terminal emulation software installed
- Null modem cable that came with your Cisco MeetingPlace 8100 series
- Phillips #2 screwdriver
- ESD protection

## Verifying No User Activity

Before you power down your Cisco MeetingPlace 8100 series, verify that no user ports are active. You should have already scheduled downtime for your Cisco MeetingPlace 8100 series by using the Reserve All Ports (RAP) meeting feature in Cisco MeetingTime. See the *Administrator's Guide* for Cisco MeetingPlace Audio Server Release 5.3 for more information about RAP meetings.

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**Step 1** Access the command line interface (CLI) of the Cisco MeetingPlace 8100 series as follows:

- a. Connect one end of the null modem cable to the COM1 port on the front of the Cisco MeetingPlace 8100 series.

- b. Connect the other end of the null modem cable to a COM port on your computer.
- c. Start the terminal emulator program.
- d. Set the port parameters in the terminal emulator program as shown in [Table 1](#). The CLI appears.

**Table 1** Terminal Emulator Port Parameters

Parameter	Value
Baud	19200
Data length	8 bit
Parity	None
Stop bits	1



**Note** CLI commands are case sensitive. For CLI command information, see the *Configuration Guide* for Cisco MeetingPlace Audio Server Release 5.3.

- Step 2** Keep a record of activity during the CPU replacement by capturing the text in the terminal emulator program. This information can be used by Cisco TAC to diagnose problems that may occur during this replacement. Follow these steps:
- a. Go to the **Transfer** menu in the HyperTerminal window.
  - b. Select **Capture Text**.
  - c. Save the file. Note the location so that you can retrieve the file later.
  - d. Click **Start**.
- Step 3** At the CLI prompt, log in as an administrator. The tech\$ prompt appears.



**Note** For Cisco MeetingPlace Release 5.2, the default administrator username is tech and the default administrator password is wit!tra\$. For Cisco MeetingPlace Release 5.3, the default administrator username is admin and the default administrator password is cisco. See the *Installation and Upgrade Guide* for Cisco MeetingPlace Audio Server Release 5.3 for more information about logging in to Cisco MeetingPlace.

- Step 4** At the tech\$ prompt, enter **activity**. The VUI Internal Status Utility menu appears.
- Step 5** To see a quick status of all ports, enter **1**. A list of the ports appears. The ports are listed numerically under the Port heading and the port status is under the Ap heading. [Table 2](#) lists the most common Ap headings.

**Table 2** Ap Headings and Definitions

Heading	Definition
--	The port is inactive.
CO	The port is participating in an active conference.
PR	The port is currently accessing a meeting profile.

- Step 6** Verify that all the ports are inactive by ensuring that all ports have -- under the Ap heading. Press **Enter** to go to the next page. When you have scrolled through all the ports, the VUI Internal Status Utility menu appears.



**Note** If any ports are active, wait for the calls to finish before proceeding.

- Step 7** Exit the **activity** command by entering **0**.

## Ensuring that the Cisco MeetingPlace System Works Correctly Before the Replacement

Ensure that your Cisco MeetingPlace system works correctly before replacing the CPU. This helps with troubleshooting if your Cisco MeetingPlace system does not work correctly after the replacement. If your Cisco MeetingPlace system is not working correctly, contact Cisco TAC.

After replacing the CPU, run these commands again to make sure your Cisco MeetingPlace system has come back online correctly.

- Step 1** Access the CLI.

- Step 2** Log in as an administrator. The `tech$` prompt appears.

- Step 3** Enter **swstatus**. Output similar to the following appears:

```
mtgplace:tech$ swstatus
Conference server 5.3.0 S/N: C00178
System status:    Operating
System mode:      Up
Temperature:      Unknown
Power supply:     OK
MODULE NAME      STATUS           VERSION
SIM UP           "10/21/04 12:23  MPBUILD-R5_3_0_24"
LSH UP           "10/21/04 12:05  MPBUILD-R5_3_0_24"
SNMPD UP         "10/21/04 12:34  MPBUILD-R5_3_0_24"
DBQSERVER UP     "10/21/04 12:08  MPBUILD-R5_3_0_24"
DBSERVER UP     "10/21/04 12:08  MPBUILD-R5_3_0_24"
POSERVER UP     "10/21/04 12:16  MPBUILD-R5_3_0_24"
CPSERVER UP     "10/21/04 12:15  MPBUILD-R5_3_0_24"
CONFSCHEDED UP  "10/21/04 12:20  MPBUILD-R5_3_0_24"
WSSERVER UP     "10/21/04 12:24  MPBUILD-R5_3_0_24"
VOICESERVER UP  "10/21/04 12:30  MPBUILD-R5_3_0_24"
GWSIMMGR UP     "10/21/04 12:38  MPBUILD-R5_3_0_24"
```

- Step 4** Enter **gwstatus**. Output similar to the following appears:

```
mtgplace:tech$ gwstatus
Gateway SIM Status/Thu Dec 2 12:35:26 2004
-----
Remote Units:
Unit 16 MTGPLACE_WEBNOT v5.2.0.34 Ok 12/02/04 12:35:01

Gateways:
Unit 16 WebPub:DataSvc v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 WebPub:MPAgent v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 WebPub:Audio v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 MPConvert v4.3.0.246 Ok 12/02/04 12:34:02
```

```
Unit 16 WebPub:Master v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 DataConf:GW v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 DataConf:GCC v4.3.0.246 Ok 12/02/04 12:34:02
Unit 16 DataConf:MCS v4.3.0.246 Ok 12/02/04 12:34:02
```

**Step 5** Enter **alarm**. Output similar to the following appears:

```
mtgplace:tech$ alarm
REFNO SEV CODE COUNT FIRST LAST UNIT
-----
77350) MIN 0300e6 2 Jan 28 09:57 Feb 10 19:25 0 SW MODULE=8
Too many attempts to log into profile (100) 33373635383330000. Profile Locked!
```

**Step 6** Enter **hwconfig**. Output similar to the following appears:

```
mtgplace:tech$ hwconfig
Cabinet: ELMA 4U
Bus architecture: CompactPCI
Processor card: SMM5370LATUDE S/N=7163050
Processor: Pentium III, Model 8, 700 MHz
Memory: 512MB
Temperature: 26C
Voltages: 3.32V, 5.02V, 11.94V
Power Supplies: OK
Fans: OK
SCSI Adapter: NCR 810
DISK 1: 36000MB (SEAGATE ST336607LC REV=0007)
DISK 2: 36000MB (SEAGATE ST336607LC REV=0007)
Ethernet: Intel 8225x PCI 10/100 (0001af125f0c)
Modem: Present (MultiTech MT5634Z)
MultiAccess Blades:
Slot 6: AC TP1610-4 S/N=340240 REV=0 AC0
Smart Blades:
Slot 1: NMS CG6000C S/N=104415759 REV=5894-B7 MSC0 PRC0
```

**Step 7** Enter **spanstat -all**. Output similar to the following appears:

```
mtgplace:tech$ spanstat -all
Span 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
---- TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR TR
0 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00
1 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00
2 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00
3 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00
4 Span 4 (Card 1 Line A) is down (LOST)
5 Span 5 (Card 1 Line B) is down (LOST)
6 Span 6 (Card 1 Line C) is down (LOST)
7 Span 7 (Card 1 Line D) is down (LOST)
8 Span 8 (Card 2 Line A) is down (LOST)
9 Span 9 (Card 2 Line B) is down (LOST)
10 Span 10 (Card 2 Line C) is down (LOST)
11 Span 11 (Card 2 Line D) is down (LOST)
12 Span 12 (Card 3 Line A) is down (LOST)
13 Span 13 (Card 3 Line B) is down (LOST)
14 is not active
15 is not active
16 is not active
17 is not active
18 is not active
19 is not active
Press n/+ for next page/line, 'q'=quit, 'h'=help
```

## Backing up the Database

Back up your Cisco MeetingPlace 8100 series database before you replace the CPU. (You can use the backup to restore your data if there is a problem after the installation.) We recommend that you back up your database immediately before replacing the CPU.

**Note**

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Use the Cisco MeetingPlace Backup Gateway to back up your database. For information on how to install, configure, and use the Cisco MeetingPlace Backup Gateway, see the *Administrator's Guide* for Cisco MeetingPlace Backup Gateway Release 5.3.

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## Powering Down the Cisco MeetingPlace 8100 Series

**Note**

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As a courtesy, notify current users that you are powering down the Cisco MeetingPlace 8100 series.

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- 
- Step 1** Access the CLI.
  - Step 2** Log in as an administrator. The tech\$ prompt appears.
  - Step 3** To stop new Cisco MeetingPlace activity, enter **down**. A verification prompt appears.
  - Step 4** At the prompt, enter **y**. The power down cycle begins.
  - Step 5** Wait about 2 minutes for the power down cycle to complete.
  - Step 6** At the tech\$ prompt, enter **halt**. A verification prompt appears.
  - Step 7** At the prompt, enter **y**.
  - Step 8** Locate the power switch on the back of your Cisco MeetingPlace 8100 series and turn it to the off position (“O”).
  - Step 9** Remove the power cable from the back of your Cisco MeetingPlace 8100 series.
- 

## How to Replace the CPU

Replacing the CPU for the Cisco MeetingPlace 8100 series consists of the following activities:

- [Removing the Old CPU Card](#)
- [Removing the Old CPU Transition Module](#)
- [Installing the New CPU Card](#)
- [Installing the New CPU Transition Module](#)
- [Powering Up the Cisco MeetingPlace 8100 Series](#)

## Removing the Old CPU Card

**Caution**

Handling the CPU card can result in static damage. Use an antistatic wrist strap, static-dissipating work surface, and antistatic bags when handling and storing the CPU card.

- 
- Step 1** Locate the CPU card in the front of your Cisco MeetingPlace 8100 series.
- In a Cisco MeetingPlace 8106, the CPU card is located in the slot directly above the bottom slot.
  - In a Cisco MeetingPlace 8112, the CPU card is located in slot 7.
- Step 2** Remove any cables that are connected to the CPU card.
- Step 3** Use a Phillips screwdriver to loosen the captive screws that secure the CPU card to the chassis.
- Step 4** Press the ejector levers outward. This partially unseats the CPU card from the backplane connectors.
- Step 5** Slide the CPU card out of the chassis.
- 

## Removing the Old CPU Transition Module

**Caution**

Handling the CPU transition module can result in static damage. Use an antistatic wrist strap, static-dissipating work surface, and antistatic bags when handling and storing the CPU transition module.

- 
- Step 1** Locate the CPU transition module in the back of your Cisco MeetingPlace 8100 series.
- In a Cisco MeetingPlace 8106, the CPU transition module is located in the slot directly above the bottom slot.
  - In a Cisco MeetingPlace 8112, the CPU transition module is located in slot 7.
- Step 2** Remove and label the Ethernet and RS232 cables that are connected to the CPU transition module. For a Cisco MeetingPlace 8112 only, also remove and label the SCSI cable from the back of the CPU transition module.
- Step 3** Use a Phillips screwdriver to loosen the captive screws that secure the CPU transition module to the chassis.
- Step 4** Press the ejector levers outward. This partially unseats the CPU transition module from the backplane connectors.
- Step 5** Slide the CPU transition module out of the chassis.
-

## Installing the New CPU Card


**Caution**

Handling the CPU card can result in static damage. Use an antistatic wrist strap, static-dissipating work surface, and antistatic bags when handling and storing the CPU card.

- 
- Step 1** Locate the CPU card slot in the front of your Cisco MeetingPlace 8100 series.
- In a Cisco MeetingPlace 8106, the CPU card is located in the slot directly above the bottom slot.
  - In a Cisco MeetingPlace 8112, the CPU card is located in slot 7.
- Step 2** Remove the new CPU card from the antistatic bag.
- Step 3** Press the ejector levers on the new CPU card outward.
- Step 4** Insert the edges of the CPU card into the rail guides inside the chassis. If you can tilt the CPU card more than 2 degrees after it is in the slot, both edges are not in the rail guides.
- Step 5** Pushing gently and firmly on the CPU card face plate, slide the CPU card into the slot until you encounter significant resistance. At this point, the ejector levers should be in contact with the chassis rails so they grab when pushed inward.


**Caution**

Do not force the card into the slot as doing so can damage the card or the chassis.

- 
- Step 6** Press the ejector levers inward to lock the CPU card in the slot.
- Step 7** Use a Phillips screwdriver to tighten the captive screws that secure the CPU card to the chassis.
- Step 8** Attach any cables you removed from the old CPU card to the back of the Cisco MeetingPlace 8100 series.


**Caution**

Do not attach the power cable to the back of the Cisco MeetingPlace 8100 series until you have installed both the new CPU card and the new CPU transition module.

## Installing the New CPU Transition Module


**Caution**

Handling the CPU transition module can result in static damage. Use an antistatic wrist strap, static-dissipating work surface, and antistatic bags when handling and storing the CPU transition module.

- 
- Step 1** Locate the CPU transition module slot in the back of your Cisco MeetingPlace 8100 series.
- In a Cisco MeetingPlace 8106, the CPU transition module slot is located in the slot directly above the bottom slot.
  - In a Cisco MeetingPlace 8112, the CPU transition module slot is slot 7.
- Step 2** Remove the new CPU transition module from the antistatic bag.

- Step 3** Press the ejector levers on the new CPU transition module outward.
- Step 4** Insert the edges of the CPU transition module into the rail guides inside the chassis. If you can tilt the CPU transition module more than 2 degrees after it is in the slot, both edges are not in the rail guides.
- Step 5** Pushing gently and firmly on the CPU transition module face plate, slide the CPU transition module into the slot until you encounter significant resistance. At this point, the ejector levers should be in contact with the chassis rails so they grab when pushed inward.



**Caution** Do not force the transition module into the slot as doing so can damage the transition module or the chassis.

- Step 6** Press the ejector levers inward to lock the CPU transition module in the slot.
- Step 7** Use a Phillips screwdriver to tighten the captive screws that secure the CPU transition module to the chassis.
- Step 8** Attach the Ethernet, RS232, and SCSI (for the Cisco MeetingPlace 8112 only) cables to the back of the Cisco MeetingPlace 8100 series.

## Powering Up the Cisco MeetingPlace 8100 Series

- Step 1** Connect the Ethernet cable for the LAN to an Ethernet port in the CPU transition module in the back of your Cisco MeetingPlace 8100 series.
- Step 2** Connect the null modem cable from your computer to the COM port on the CPU card in the front of your Cisco MeetingPlace 8100 series.
- Step 3** Plug the power cable into the back of your Cisco MeetingPlace 8100 series.
- Step 4** Locate the power switch on the back of your Cisco MeetingPlace 8100 series and turn it to the on position (“I”).
- Step 5** Start the terminal emulator program on your computer. See the [“Verifying No User Activity” section on page 2](#) for information about how to start the terminal emulator program.
- Step 6** Access the CLI.
- Step 7** Log in as an administrator. The tech\$ prompt appears.
- Step 8** To ensure that the new CPU is working properly, enter **hwconfig**. Output similar to one of the following examples appears:

### Cisco MeetingPlace 8106:

```
meetingplace:tech$ hwconfig
Cabinet:                ELMA 4U
Bus architecture:       CompactPCI
Processor card:         SMM5370LATUDE S/N=6055691
    Processor:           Pentium III, Model 8, 700 MHz
    Memory:              512 MB
    Temperature:         22C
    Voltages:            3.34V, 5.02V, 12.00V
Power Supplies:         OK
Fans:                   OK
SCSI Adapter:           NCR 810
    DISK 1:              36000MB (SEAGATE ST336607LC      REV=0005)
    DISK 2:              36000MB (SEAGATE ST336607LC      REV=0005)
```

```

Ethernet:          Intel 8225x PCI 10/100 (0001af0bc2cd)
Modem:            Absent or unrecognized
Multi Access Blades:
  Slot 1:         AC TP1610-4 S/N=274404 REV=0 AC0
Smart Blades:
  Slot 2:         NMS CG6000C S/N=103237639 REV=5894-B4 MSC0 PRC0

```

### Cisco MeetingPlace 8112:

```

meetingplace:tech$ hwconfig
Cabinet:          Motorola CPX8216T
Bus architecture: CompactPCI
Processor card:   CPV5370 S/N=5129443
  Processor:      Pentium III, Model 8, 700 MHz
  Memory:         512 MB
  Temperature:    31C
  Voltages:       3.32V, 5.02V, 12.06V
Power Supplies:
  PS1:           OK, fan is OK
  PS2:           OK, fan is OK
  PS3:           OK, fan is OK
SCSI Adapter:    NCR 810
  DISK 1:        36000MB (SEAGATE ST336704LW REV=0004)
  DISK 2:        36000MB (SEAGATE ST336704LW REV=0004)
  Solid State Disk: IMPERIAL "MG-35/400 ULTRA" S/N=0128 REV=B403
  Battery: usage = 307 days, charge is OK
Ethernet:        Intel 8225x PCI 10/100 (0001af03c05e)
Modem:           Absent or unrecognized
Smart Blades:
  Slot 16:       NMS CG6000C S/N=20363257 REV=5894-B2 MSC0 PRC0
  Slot 15:       NMS CG6000C S/N=20363261 REV=5894-B2 MSC1 PRC1

```

## How to Configure Your CPU

Follow these steps to configure the newly installed CPU:

- [Installing the License Keys](#)
- [Assigning an IP Address to the CPU](#)
- [Verifying the Date and Time on the Cisco MeetingPlace 8100 Series](#)
- [Checking the Multi-Server Meeting Configuration](#)

## Installing the License Keys

Before you can use the new CPU, you must install the new license keys. The license keys are sent to you via an attachment in an email. The attachment contains all of the license keys from your old CPU, but they are updated for the new CPU.

If you do not receive this email by the time you need to install the new license keys, contact Cisco TAC with the following information:

- the Ethernet (MAC) address of the old CPU
- the Ethernet (MAC) address of the new CPU
- an email address where Cisco TAC can send the license keys

**Note**

A Cisco MeetingPlace system with a new CPU has no license keys and therefore you cannot connect to or open Cisco MeetingTime. However, because you must use Cisco MeetingTime to install the new license keys, Cisco provides a single workstation license with each Cisco MeetingPlace system to allow you to install the license keys.

To install the license keys, follow these steps:

- 
- Step 1** Log into Cisco MeetingTime as a technician.
  - Step 2** Click the **Configure** tab and select **System Options**.
  - Step 3** Click on the entry called **Option Key**.
  - Step 4** Enter the new license key and click **OK**.
- 

## Assigning an IP Address to the CPU

To assign the CPU an IP address, perform the following steps:

- 
- Step 1** Access the CLI.
  - Step 2** At the tech\$ prompt, enter **getether**. The Ethernet address of the CPU appears. Record this address. You will need this information when you assign the CPU an IP address.
  - Step 3** At the tech\$ prompt, enter **net**. The net menu appears.
  - Step 4** Modify the configuration by entering **2**. The configuration menu appears.
  - Step 5** Change the IP and Ethernet addresses by entering **4**.
  - Step 6** At the prompt for the IP address, enter the IP address you want the CPU to use.
  - Step 7** At the prompt for the Ethernet address, press **Enter** without entering anything to accept the default. The configuration menu appears.
  - Step 8** Specify the host and site names by entering **3**.
  - Step 9** Do the following:
    - a. At the “Enter new host name” prompt, enter the name that appears at the CLI prompt.
    - b. At the “Enter new host description” prompt, enter the name of your Cisco MeetingPlace 8100 series as seen by Cisco MeetingTime and Cisco MeetingPlace Web Conferencing. We suggest using “MeetingPlace.”
    - c. At the “Enter new site name” prompt, enter an arbitrary name to identify the location of your Cisco MeetingPlace 8100 series.

The configuration menu appears.
  - Step 10** Specify the site subnet mask and broadcast address by entering **5**.
  - Step 11** Do the following:
    - a. At the “Enter new subnet mask” prompt, enter the subnet mask that your Cisco MeetingPlace 8100 series should use.

- b. At the “Enter new broadcast address” prompt, enter the address that your Cisco MeetingPlace 8100 series should use to broadcast packets over the network.

The configuration menu appears.

**Step 12** Specify a default gateway by entering **6**.

**Step 13** At the “Enter new default gateway address” prompt, enter the IP address of the default gateway that your Cisco MeetingPlace 8100 series should use.

The configuration menu appears.

**Step 14** Specify the IP addresses for up to three network time protocol servers by entering **7**.

**Step 15** Do the following:

- a. At the “NTP server #1” prompt, enter the IP address of the primary network time protocol server that you want your Cisco MeetingPlace 8100 series to use.
- b. At the “NTP server #2” prompt, enter the IP address of a backup network time protocol server that you want your Cisco MeetingPlace 8100 series to use.
- c. At the “NTP server #3” prompt, enter the IP address of a backup network time protocol server that you want your Cisco MeetingPlace 8100 series to use.

The configuration menu appears.

**Step 16** Exit the **net** command by entering **99**.

**Step 17** Save the changes you just made by entering **y**.

## Verifying the Date and Time on the Cisco MeetingPlace 8100 Series

After replacing the CPU card and CPU transition module, verify that the date and time for the Cisco MeetingPlace 8100 series are correct.

**Step 1** Access the CLI.

**Step 2** Log in as a technician. The `tech$` prompt appears.

**Step 3** At the `tech$` prompt, enter **date**. The display shows the current date, time, and abbreviated time zone as shown on the second line of the following example:

```
meetingplace:tech$ date
Mon Aug 23 15:07:32 PST 2004
```

If the date and time are correct, continue to the [“Checking the Multi-Server Meeting Configuration” section on page 13](#).

**Step 4** If the date and time are not correct, change them by entering **date** followed by a space and then enter a date or time in any of the following formats:

- `yyyymmddhhmm`—Year, month, day, hour, minute
- `yymmddhhmm`—Year, month, day, hour, minute
- `mmddhhmm`—Month, day, hour, minute
- `hhmm`—Hour, minute

See the following example:

```
meetingplace:tech$ date 0408291508
```

Sun Aug 29 15:08:00 PST 2004

The display shows the new date and time as in the last line of the preceding example. The month, day, hour, and minute values are all two digits, with a zero prefix for values less than 10. For the year, you can either use all four digits of the year (for example, 1998) or just the last two digits (for example, 02 for the year 2002). The hour is in 24-hour format (00 to 23). You can append seconds to any format by adding a period and two digits (for example, .34 means 34 seconds).

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## Checking the Multi-Server Meeting Configuration

Check the Cisco MeetingPlace system's multi-server meeting configuration after you replace the CPU card and CPU transition module.

---

- Step 1** Log into Cisco MeetingTime as a technician.
- Step 2** Click the **Configure** tab and select **Other MeetingPlace Servers**.
- Step 3** Click **Query**.
- Step 4** If you see other Cisco MeetingPlace Audio Servers listed, you must update those Cisco MeetingPlace Audio Servers with the new Ethernet address of your Cisco MeetingPlace 8100 series.

For every Cisco MeetingPlace Audio Server you see listed under **Other MeetingPlace Servers**, do the following:

- a. Log into the Cisco MeetingPlace Audio Server via Cisco MeetingTime.
  - b. Go to the **Configure** tab and select **Other MeetingPlace Servers**.
  - c. Click **Query** and continue clicking the forward arrow until you see your Cisco MeetingPlace 8100 series (the one for which you just replaced the CPU card and CPU transition module).
  - d. Change the Ethernet address to match the new Ethernet address that you configured in the ["Assigning an IP Address to the CPU"](#) procedure on page 11 and click **Save Changes**.
  - e. Exit Cisco MeetingTime.
- 

## Verifying that You are Connected

- Step 1** Ensure that all the gateways work. See the Administrator Guides for the specific gateways for information on determining that they are working correctly.
  - Step 2** Ensure that you can call into the Cisco MeetingPlace system and attend a meeting. If you cannot call into the Cisco MeetingPlace system and attend a meeting, try reseating the CPU. If that does not work, contact Cisco TAC.
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